Revenue Scotland SETS Update
November 2019

Important updates for SETS users including recent portal fixes, new guidance and areas of clarification based on common queries.

LBTT - Fixes Introduced

'About the calculation' – portal update

A change to the SETS portal has been introduced that now automatically recalculates the total in the 'About the calculation' section of the portal if a manual edit to the 'About the calculation' section is made.

This change now ensures that the component parts (e.g. liabilities, reliefs) in the 'About the calculation' section will always be consistent with the relevant totals in that section.

Where a User identifies the total Tax Liability is incorrect and wishes to make a change, amendments should be made by selecting 'Edit transaction details' on the 'About the transaction' section of the portal and/or the 'About the Additional Dwelling Supplement (ADS)' section, as below:

Secure Messages

Users reported issues when sending a secure message on the portal where the status of the message immediately changed to 'read'. An update has been introduced so that the 'Read' column is now marked as 'sent'. When this message is then read, the 'Read' column is marked as 'yes', see below.

'Sent' status is displayed when a portal user sends a message to Revenue Scotland.

Date & time	Name	Message title	Reference	Subject	Attachment	Read
01/11/2019 13:35	Leap Test		About that return	General question	no	sent
view						

When Revenue Scotland replies to a secure message, an email advising of a reply is sent to both the User and the Organisation's registered email address.

Changes to the Organisation's registered email address can be made by the Account Administrator.

SLfT - Fixes Introduced

SLfT Return – portal updates

1. The 'Return Summary' screen now shows both 'Total Tonnage' as well as 'Exempt Tonnage'

2. The 'Total Tonnage' amount is now shown as a positive figure, even if there is only 'Exempt Tonnage' in the return.

See both below:

Return summary

Your return summary

The SLfT return is split into sections which can be completed in any order.

❗ Before leaving the return, save your changes by clicking on the 'save draft' button. Any unsaved changes will be lost.

Return period   Add return period

Registered site list

	Lower rate tonnage (net)	Standard rate tonnage (net)	Exempt tonnage	Total tonnage	
aaaa	0	0	50	50	Add waste details

Credits claimed   Add credit details

Save draft   **Calculate**

Helpful information

Saving draft returns in the portal
The ability to save a draft return has now been added to the portal.

From the 'Return Summary' screen, select the 'Save draft' option, as shown:

Confirmation of saving the draft will now be displayed, as shown:

Searching draft returns in the portal
The ability to search draft returns has now been added to the portal.

Selecting the 'All returns' button on the dashboard will bring you to the 'All returns' page. Here you can search for any draft (or submitted) returns.

Selecting the 'Show more filter options' will show all search options.

You can search for a return by:
- Return Reference – the reference Revenue Scotland assign to the return
- Submitted date – if the return has been submitted
- Submitted from and submitted to date
- Description – the description of the return is populated with the buyer/tenants name and address
- Return status – Draft, Filed or Disregarded. If searching for a draft you would select draft here

There is also the option of checking the 'include previous versions' box. This will include already submitted returns in your search.

Downloading draft returns to save locally or print

From the 'Dashboard' you can now download a PDF version of the draft return.

Once the draft return has been downloaded and opened in PDF format, you can either save a copy locally on your pc, or print it.

From the File Menu on your pc, select 'Save As' to save a copy of the draft in PDF format, or to print a copy, select 'Print' from the File Menu options, as shown:
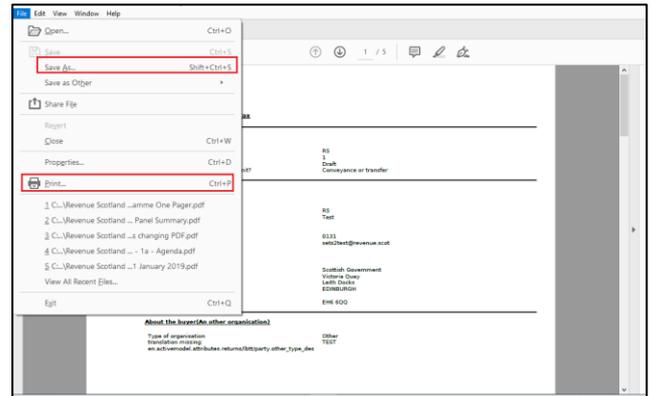
Account Administrator – User Guide

Information and instruction on the organisation's Account Administrator and Security Account Administrator role and function has now been developed.

Full information is available on the Revenue Scotland website at www.revenue.scot/sets-upgrade-key-info.

Contact Us

Users with case specific questions or complex tax enquiries should use the SETS secure message facility in the portal.

For help with technical issues or problems using the SETS portal, contact the **Support Desk Telephone: 03000 200 310**
To contact the specific tax teams, email:
LBTT Enquiries – lbtt@revenue.scot
SLfT Enquiries – slft@revenue.scot

Please email any general comments, questions or queries on SETS: servicedesign@revenue.scot

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