

## 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.

About the calculation	<a href="#">Edit</a>
The amounts in this section will be automatically calculated when you create or update the transaction section. You can edit them before you submit the return.	
LBTT calculated	£2850.00
ADS calculated	£10600.00
Total liability	£13450.00
Total LBTT reliefs claimed	£300.00
Total ADS reliefs claimed	£0.00
Total tax payable	£13150.00

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:

About the transaction	<a href="#">Edit</a>
What is the property type for this transaction?	Residential
Effective date of transaction	04 November 2019
Relevant date	04 November 2019
Are there any linked transactions?	No
Is the transaction part of the sale of a business?	No
Is relief being claimed for this transaction?	Yes
Total consideration remaining	£265000.00

About the Additional Dwelling Supplement (ADS)	<a href="#">Edit</a>
Does the buyer intend to sell their main residence within 18 months?	No
Total consideration liable to ADS	£265000.00
Is relief being claimed from the ADS consideration?	No

## 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
<a href="#">view</a>						

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](#)

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Registered site list

Lower rate tonnage (net)	Standard rate tonnage (net)	Exempt tonnage	Total tonnage	
aaaa 0	0	50	50	<a href="#">Add waste details</a>

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:

**Return Summary**

Your return summary

The LBTT return is split into sections which can be completed in any order. You must complete all the sections before submitting the return.

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

Contact details for agent  
NIC Test [Add agent](#)

About the buyer [Add a buyer](#)

Name	Type	Address
Revenue Scotland	Other	Scottish Government, EDINBURGH, EH8 9QG <a href="#">Edit name</a> <a href="#">Delete row</a>

About the seller [Add a seller](#)

Name	Type	Address
Test	Other	Scottish Government, EDINBURGH, EH8 9QG <a href="#">Edit name</a> <a href="#">Delete row</a>

About the property [Add](#)

About the transaction [Edit](#)

Are there any linked transactions? No  
Is the transaction part of the sale of a business? No  
In relief being claimed for this transaction? No  
Total consideration remaining £0.00

About the calculation [Edit](#)

The amounts in this section will be automatically calculated when you create or update the transaction section. You can add them before you submit the return.

LBTT calculated	£0.00
Total LBTT reliefs claimed	£0.00
Total tax payable	£0.00

[Save draft](#) [Submit return](#)

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

[Back](#)

## Return saved

Your tax return has been saved so that you can return to either complete or cancel it.

**It has not been submitted to Revenue Scotland.**

Your return reference is **RS**. You will need this to find your return.

- [Back to return summary](#)
- [Go to dashboard](#)

## 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.

## All returns

List of all submitted returns

**Return reference**  
Enter part or all of the reference

**Submitted date**

[Show more filter options](#)

**Submitted from date** **Submitted to date**

**Description**  
Enter part or all of the description

**Return status**  
[Choose from list](#)  
Draft  
Filed  
Disregarded

Include previous versions

[Find](#)

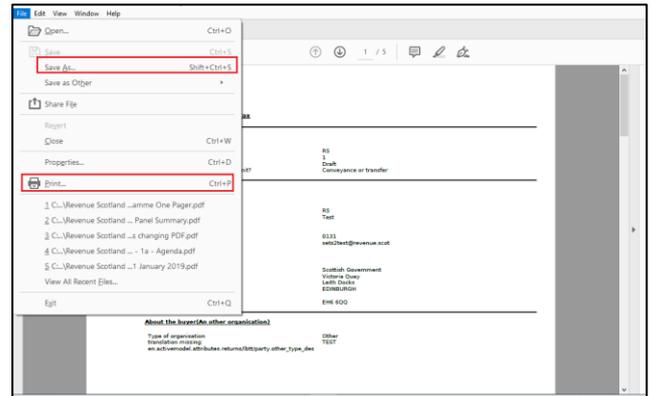
## Downloading draft returns to save locally or print

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

Revenue Scotland Land and Buildings Transaction Tax	
<b>About the return</b>	
Return reference	RS
Version	1
Status	Draft
Which return do you want to submit?	Conveyance or transfer
<b>Agent details</b>	
Title	RS
First name	Test
Last name	
Agent reference	
DK number and exchange	
Telephone number	0131
Email	sets2test@revenue.scot
<b>Agent address</b>	
Building and street	Scottish Government Victoria Quay Leith Docks EDINBURGH
Town	
County	
Postcode	

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](http://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](mailto:lbtt@revenue.scot)

SLfT Enquiries – [slft@revenue.scot](mailto:slft@revenue.scot)

Please email any general comments, questions or queries on SETS: [servicedesign@revenue.scot](mailto:servicedesign@revenue.scot)

**Revenue Scotland  
November 2019**