Revenue Scotland SETS Update
January 2020

Revenue Scotland will be updating the online tax collection system (SETS) on Tuesday 28 January 2020. This update will introduce a number of changes and enhancements to both the SETS portal and also internal back-office functionality. Introduction of this important update will require a short period of downtime.

** The SETS portal will be unavailable to all users and for all services on Tuesday 28 January from 8am – 5pm. **

Summary details of new functionality being introduced to the SETS portal:

1. Return submission receipt now available at any time for download
2. Ability to delete draft returns
3. Ability to search returns by Agent reference
4. Enhanced validation on Reliefs
5. Links out from SETS portal to relevant help and guidance on RS website
6. For Landfill operators: the ability now to view 'Total Tonnage' from all sites on Summary page
7. For Landfill operators: the ability now to upload waste data from a csv file

Read on for more information, including screenshots and summary explanation.

Contact Us

For help with case specific questions or complex tax enquiries:
- use the **secure message** facility in the SETS portal

For help with technical issues or problems using the SETS portal:
- check the System Help pages on the Revenue Scotland website
- telephone the Support Desk – 03000 200 310

To contact the specific tax teams, email:
- LBTT Enquiries - lbtt@revenue.scot
- SLfT Enquiries - slft@revenue.scot

For any general comments, questions or suggestions on SETS, email:
- Service Design Team – servicedesign@revenue.scot

All users (LBTT and SLfT)

1. Return submission receipt now available at any time for download

A new 'Receipt' option in the submitted returns section of the Dashboard, displays a new 'Return Submission Receipt' for each submitted return (Conveyance, Transfer or Lease). Select 'Receipt' from the submitted returns section of the Dashboard to download, print or save locally, as below:

Above: existing Return Submission Confirmation, presented at point of submission.

Left: new Return Submission Receipt, available at any time from the Dashboard.

Also new in the Dashboard is the option to 'Download PDF'. Available for both draft and submitted returns, select 'Download PDF' to display all information contained in the draft and submitted return.

Left: new Download PDF report, available at any time from the Dashboard – available for both draft and submitted returns.

2. Ability now to delete draft returns

A new 'Delete' option in the draft returns section of the Dashboard allows uers to delete individual draft returns. Select 'Delete' for each individual draft return you wish to remove.
Please note; once deleted, individual draft returns cannot then be reinstated.

LBTT users

3. Ability now to search returns by Agent reference

A new 'Your reference' search option allows returns to be searched by individual and specific Agent references.

Left: search returns using any/all of your Agent reference in the new 'Your reference' search option

Below Left: from the Return Summary screen, this is where you would both enter (red box) an Agent reference and also check (green box) any existing reference details.

Below Right: after clicking through the 'Edit agent details' on the Return Summary screen, this is where you would enter any reference for this return.

Enter, check or amend the optional Agent reference details from the screens below:

4. Enhanced validation now on Reliefs

New validation on certain reliefs have now been enabled in the SETS portal. Certain reliefs types will now be automatically calculated from already entered data; all others should have an amount manually entered, as below.

All reliefs amounts (calculated and entered) can now be seen later in the return and changes as required before submission.

Left: relief amounts now automatically calculated will be shown as 'Calculated' in the 'Amount of tax saved by relief' column (red boxes).
All other relief amounts should be manually entered in the 'Amount of tax saved by relief' column (green boxes).

Left: list of available relief types.
Reliefs types indicated as 'Partial' should have an amount manually entered. All others will now be automatically calculated.

5. Links out from SETS portal to relevant 'How To' help and legislative guidance on Revenue Scotland website and elsewhere.

At certain points throughout the SETS portal, new help text has been added as well as hyperlinks out to relevant online help and guidance.

Please note: all external hyperlinks open in a new window.

Left: examples of new help text added to the SETS portal, as well as hyperlinks out to relevant online help

Left: new hyperlinks out to relevant help and guidance on the Revenue Scotland website.

SLfT users

6. Ability now to view 'Total Tonnage' from all sites on Summary page

Waste details from all sites, including now a column of 'Total tonnage', displayed in the Waste details summary screen.

7. Ability now to upload waste data from a csv file

The ability now to upload bulk summary waste details from a csv file, replacing manual input of individual data.