



TAX SYSTEMS



# MTD Compliance Portal AlphaVAT Data Cleansing Checks and Automatic Treatments Guide

Version 4.3



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# 1. Introduction

## About this Guide

This document guides you through how to use AlphaVAT to create custom data cleansing checks, edit the configuration of your data cleansing checks and report the results for review, or automatically apply Block or Exclude treatments to transactions meeting your defined custom data cleansing check criteria.

## Technical Support

We provide a technical support help desk for users requiring assistance. The help desk can be contacted by telephone between the hours of 9.00 am and 5.30 pm, Monday to Friday excluding public holidays.

If you require help or further information, please contact the support team on:		
UK:	Tel: +44(0) 1784 777 666	Email: <a href="mailto:support@taxsystems.com">support@taxsystems.com</a>
Ireland:	Tel: +353 (0) 1661 9976	Email: <a href="mailto:support@taxsystems.ie">support@taxsystems.ie</a>

## 2. The Entity Summary tab

The Entity summary tab displays information about your entity and provides the option create customised data cleansing checks and to edit the configuration of your data cleansing checks.

**Please note:** The Data Cleansing checks feature is **only available to AlphaVAT customers**. AlphaBridge customers will not be able to access this feature.

1. From the Entity Management screen, select the **customer** you wish to review the Data Cleansing checks for.
2. Click on the **Entity Summary** tab. You will now see the Entity Summary screen.

The screenshot shows the 'Entity Summary' tab in a software interface. It is divided into two main sections: 'DETAILS' and 'DATA CLEANSING CHECKS'. The 'DETAILS' section lists various attributes for the entity 'Malone Enterprises', such as its registration number, principal place of business, and VAT year start. The 'DATA CLEANSING CHECKS' section shows a table of default settings, all of which are checked. Below this table are two buttons: '+ Add custom check' and 'Edit configuration'. A third section, 'ALPHAVAT', shows template-related information.

DETAILS	
Entity name	Malone Enterprises
Entity short name	-
VAT registration number	634948016
Principal place of business	London
VAT year start	April
Parent folder	Tax Systems / Documentation
Licence type	AlphaVAT
Entity created on	15:41:14 01/07/21
Entity created by	Joe Taylor

DATA CLEANSING CHECKS	
Default settings	
<input checked="" type="checkbox"/>	Out of period data - Post-period
<input checked="" type="checkbox"/>	Out of period data - Pre-period
<input checked="" type="checkbox"/>	Possible duplicate transactions
<input checked="" type="checkbox"/>	VAT Rate

+ Add custom check    Edit configuration

ALPHAVAT	
Template last applied	-
Template description	-
Template updated	-

The screenshot above displays the default Data Cleansing Checks that all AlphaVAT entities are given as standard. The default configuration setting for these checks will be switched on.

For more information on the default data cleansing checks and what they do, please refer to the [Diagnostic configuration options](#) help page.

If you have created customised data cleansing checks, these will be displayed in orange.

This close-up screenshot shows the 'DATA CLEANSING CHECKS' table. It has a 'Custom settings' header. The table lists five checks, all with checked boxes. The 'Training check (Custom check)' is highlighted in orange text, indicating it is a custom check.

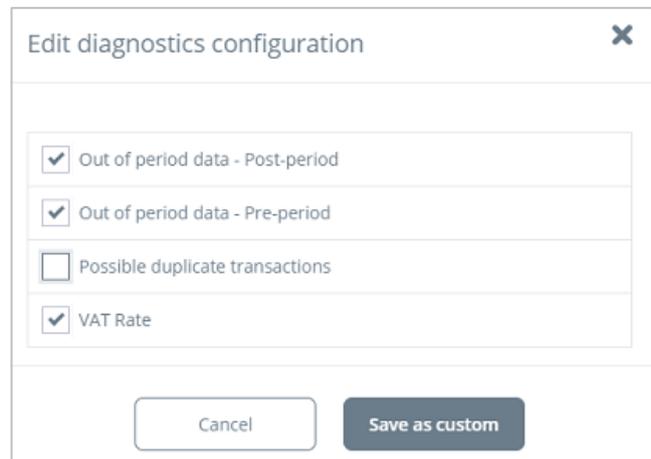
DATA CLEANSING CHECKS	
Custom settings	
<input checked="" type="checkbox"/>	Out of period data - Post-period
<input checked="" type="checkbox"/>	Out of period data - Pre-period
<input checked="" type="checkbox"/>	Possible duplicate transactions
<input checked="" type="checkbox"/>	Training check (Custom check)
<input checked="" type="checkbox"/>	VAT Rate

### 3. Edit the data cleansing checks configuration

To edit the configuration settings of your Data Cleansing Checks:

1. Click on the **Edit configuration** button.
2. The Edit diagnostics configuration dialog will appear.

This will display all of the data cleansing checks that you have available for the entity you are viewing, including default and custom ones you have created.



Out of period data - Post-period

Out of period data - Pre-period

Possible duplicate transactions

VAT Rate

Cancel Save as custom

3. You can turn on or turn off a configuration option by clicking in the **check box**.
  - Options that are turned on – will display the tick icon.
  - Options that are turned off, will show nothing in the tick box.
4. Once you have made your changes, click on the **Save as custom** button.

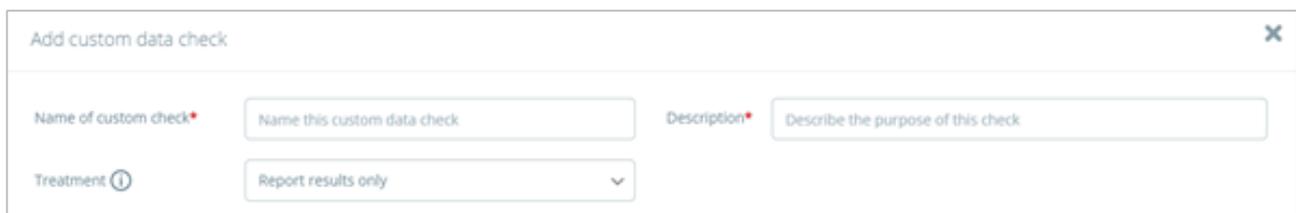
## 4. Custom data cleansing check creation

From the Entity Summary screen, click on the **Add Custom Check button**. AlphaVAT will present you with a window in which you can define the check you wish to create, or amend an existing check.

### Set up

AlphaVAT will present you with some options to create a unique check, these and their impact are as follows:

- **Name of custom check** – give your custom check an appropriately descriptive name. This will be used to identify the check in the reporting and review stage.
- **Description** – give your custom check a description that allows you, and other users, to easily identify the purpose of the check and give context to the results. This will display when reviewing the results of the check in the reporting and review stage.
- **Treatment** – provides the option to either just report the results of the check or apply a treatment, Block or Exclude, automatically to the results of the check. This is detailed fully in section 4 of this guide.



The screenshot shows a window titled "Add custom data check" with a close button (X) in the top right corner. The window contains three input fields: "Name of custom check\*" with a text box containing "Name this custom data check", "Description\*" with a text box containing "Describe the purpose of this check", and "Treatment" with a dropdown menu showing "Report results only" and a help icon (i) to its left.

### Defining check criteria

The second half of the **Add custom data check** or **Edit custom data check** window provides you with options to **Specify filter rules for custom check**. AlphaVAT will identify results of the check by reporting results that match the criteria specified.

When defining the criteria there are three key fields to complete:

- **Select column data** – identify from the list of column headers provided the column in which you want to specify criteria to match. Note the headers listed are AlphaVAT's headers used when carrying out the mapping exercise.
- **Matches (operator)** - the operator field defaults to Matches but this field can be used to determine how you wish to identify criteria in the column selected previously. Options will include; Starts with, Includes, Excludes etc.
- **Enter criteria** – enter into this field the specific criteria that you want the check to identify in the column specified by the operator method chosen.

An example of a simple check can be seen below.

The screenshot shows a dialog box titled "Add custom data check" with a close button (X) in the top right corner. It contains the following fields and controls:

- Name of custom check\***: A text input field containing "Name this custom data check".
- Description\***: A text input field containing "Describe the purpose of this check".
- Treatment**: A dropdown menu with "Report results only" selected.
- Specify filter rules for custom check\***: A section with an orange border containing:
  - A dropdown menu for "Select column data".
  - A dropdown menu for "Matches".
  - A text input field for "Enter criteria".
  - A trash icon button.
  - A "+ Rule" button.
  - A "+ another filter" button at the bottom right of the section.
- At the bottom of the dialog are three buttons: "Cancel", "Save and close", and "Save and add another".

## Additional rules

It is possible to specify multiple rules for any given check. To add another rule simply click on the **+ Rule** button.

This new rule functions as an **and** condition. AlphaVAT will ensure that any criteria added like this will all be met for a result to be reported for any given transaction.

An example of an **and** condition can be seen below.

The screenshot shows the same "Add custom data check" dialog box, but with a more complex configuration:

- Name of custom check\***: "VAT present when not expected".
- Description\***: "VAT present for tax codes that should not generate any VAT liability".
- Treatment**: "Report results only".
- Specify filter rules for custom check\***: This section now contains two rules:
  - Rule 1: "Tax code" (dropdown) "Matches" (dropdown) "T0" (text input).
  - Rule 2: "and" (text) "VAT amount" (dropdown) "Greater than" (dropdown) "0" (text input).
  - Each rule has a trash icon button and a "+ Rule" button.
  - A "+ another filter" button is at the bottom right of the section.
- At the bottom are "Cancel", "Save and close", and "Save and add another" buttons.

AlphaVAT will ensure that only transactions where the Tax Code matches T0 **and** the VAT amount is greater than 0 will be reported as a result of this check.

## Adding another filter

It is possible to specify multiple filter criteria for any given check. To add another filter simply click on the **+ another filter** button.

This new filter functions as an **OR** condition. AlphaVAT will ensure that any criteria added like this will be met for any of the filter conditions to be reported for any given transaction.

An example of an **OR** condition can be seen below:

The screenshot shows a dialog box titled "Add custom data check". At the top right is a close button (X). Below the title bar, there are two input fields: "Name of custom check\*" with the value "VAT present when not expected" and "Description\*" with the value "VAT present for tax codes that should not generate any VAT liability". Below these is a "Treatment" dropdown menu set to "Report results only". The main area contains two filter rules. The first rule is "Tax code" (dropdown) "Matches" (dropdown) "T0" (text input), followed by "and" "VAT amount" (dropdown) "Greater than" (dropdown) "0" (text input). A trash icon and a "+ Rule" button are to the right. Below this rule is an "Or" separator. The second rule is "Tax code" (dropdown) "Matches" (dropdown) "T7" (text input), followed by "and" "VAT amount" (dropdown) "Greater than" (dropdown) "0" (text input), with a trash icon and a "+ Rule" button to the right. At the bottom are three buttons: "Cancel", "Save and close", and "Save and add another".

AlphaVAT will ensure that only transactions where the Tax Code matches T0 **and** the VAT amount is greater than 0, **OR** where Tax Code matches T7 **and** the VAT amount is greater than 0, will be reported as a result of this check.

## 5. Automatic treatments in custom data checks

When creating or editing a **Custom data cleansing** check AlphaVAT will provide you a the option to apply a **Treatment** to the results of the check. The treatment options and their effect are as follows:

- **Report results only** – choosing this option will ensure that AlphaVAT does not apply any automatic treatments to the results and will present you with the results to manually review and action if required.
- **Block all results of this check** - choosing this option will ensure that AlphaVAT automatically blocks the VAT on all results of the check. The VAT amount will not be used in the box calculations for the VAT Return, the Net amount will still be utilised.
- **Exclude all results of this check** - choosing this option will ensure that AlphaVAT automatically excludes all results of the check from the VAT Return. The VAT and Net amounts will not be used in the box calculations for the VAT Return.

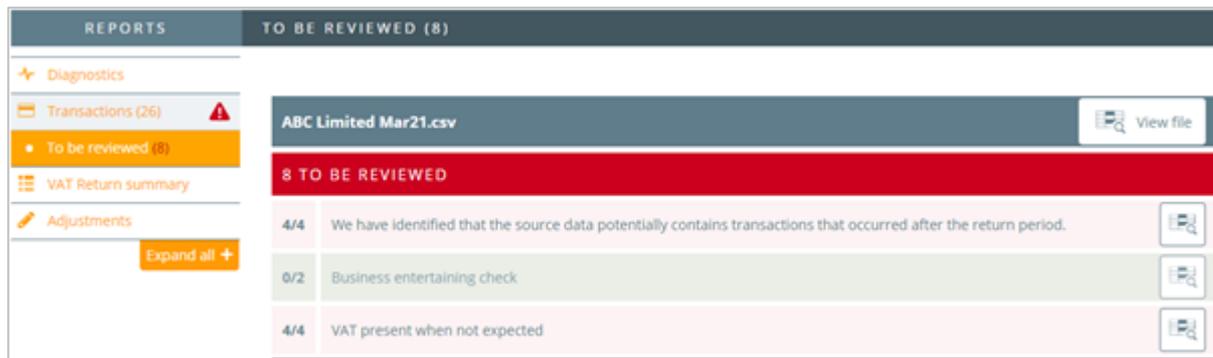
Once set up the **Custom data cleansing** check will run for every subsequent period. The check will be run at the point a calculation is run from the **Map files** tab.

### Important points to note:

- If a single transaction is caught by multiple checks with either the **Block all results of this check** or **Exclude all results of this check** treatments applied, AlphaVAT will give precedence to the harshest treatment. For example, an Exclude will take precedence over Block and Report results treatment. Block will take precedence over Report results.
- If a single transaction is caught by a check but already has a treatment that has been manually applied, i.e. manually Blocked, then this will take precedence over any automatic treatment applied. For example, a manually blocked transaction will remain blocked even if caught by a check that Excludes transactions automatically.
- If a check is added after a calculation has been run for an open VAT Return obligation, then the check will only be included if you navigate to the **VAT calculation options** tab and reconfirm the options followed by initiating another calculation from the **Map files** tab.

## 6. Reviewing custom data check results

Once a calculation has been run for a VAT Return obligation period, the results of any **Custom data cleansing** check, including those with automatic treatments applied, can be accessed in the VAT Return contents tree on the **Preview and analysis tab** via **Transactions -> To be reviewed** contents tree location.



For **Custom data cleansing** checks with automatic treatments applied, you will see that they are coloured green signifying that the check has been run and the results dealt with using the treatment specified.

To view the results simply click on the view data icon at the end of the row for that check. In the data view of the **Custom data cleansing** check you have the option to manually change the automatic treatment applied. The following options are available to you:

- **Remove** - choosing this option will remove the transaction from the VAT Return completely, in a similar manner to Exclude but is typically used for removal of errors, rather than excluding for more nuanced reasons such as intra-group transactions etc.
- **Allow** - choosing this option will ensure the transaction is processed fully within the VAT Return. If the transaction was previously blocked, excluded or removed, allowing will ensure that treatment is reversed.
- **Block** - as per the automatic treatment option, choosing this will ensure the VAT for a transaction is not included in the VAT Return.
- **Exclude** - as per the automatic treatment option, choosing this will ensure the transaction is excluded from the VAT Return and the VAT and net amounts are therefore not included in the VAT Return.

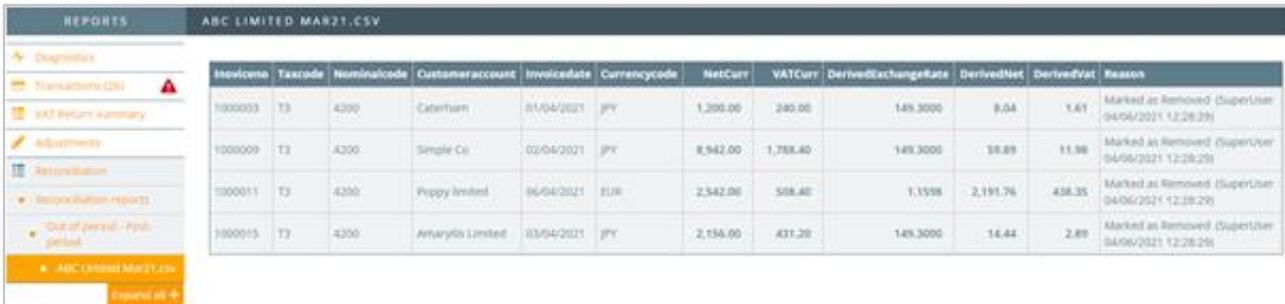
If no automatic treatment was applied for a **Custom data cleansing** check, and the report results only option was used, then you will see that the check is coloured red until the results have been reviewed and any manual actions taken to ensure the correct treatment is applied.

## 7. Reconciliation reports

Once a **Custom data cleansing** check's results have been reviewed or actioned, AlphaVAT will ensure that this is reflected in the reports supporting the VAT Return.

Reports relating to the actions taken on a **Custom data cleansing** check's results can be found on the **Preview and analysis tab** via **Reconciliation -> Reconciliation reports -> Name of custom check** contents tree location.

The report will detail the transactions and the actions taken upon those transactions.



InvoiceNo	Taxrate	Nominalcode	Customeraccount	InvoiceDate	Currencycode	NetCurr	VATCurr	DerivedExchangeRate	DerivedNet	DerivedVat	Reason
1000003	T3	4300	Caterham	01/04/2021	GBP	1,200.00	280.00	149.3000	8.04	1.61	Marked as Removed (SuperUser 04/06/2021 12:28:29)
1000009	T3	4300	Single Cell	02/04/2021	GBP	8,942.00	1,788.40	149.3000	38.89	11.98	Marked as Removed (SuperUser 04/06/2021 12:28:29)
1000011	T3	4300	Poppy limited	06/04/2021	GBP	2,342.00	508.80	1.1598	-2,191.76	488.35	Marked as Removed (SuperUser 04/06/2021 12:28:29)
1000015	T3	4300	Amaryllis Limited	03/04/2021	GBP	2,156.00	431.20	149.3000	14.44	2.89	Marked as Removed (SuperUser 04/06/2021 12:28:29)

Currently the **Reconciliation reports** will only show transactions that were treated as **Removed**. Any transactions treated, manually or automatically, using **Block** or **Exclude** treatments will show in the **Blocked inputs** report or **Excluded inputs** report in the **VAT Return summary** section of the contents tree.

We will be extending the **Reconciliation reports** in due course to also include details of blocked or excluded items.



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