



TAX SYSTEMS



# MTD Compliance Portal AlphaVAT File Upload Guide

Version 4.3



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# 1. Introduction

## About this Guide

This document guides you through how to use the MTD Compliance Portal to upload your data files for an AlphaVAT calculation, including:

- How to prepare and upload your data files
- Dealing with data errors and warnings
- How to block and exclude data
- How to edit your source data
- How to create and apply file tags

## 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. Preparing your data files for uploading

Before you begin uploading your files, you need to ensure that they have been formatted in the correct way, so that AlphaVAT can use the data to perform your VAT calculations.

### Data requirements

Data must be saved in either a csv, xls or xlsx file format.

The first row of the file must contain the column headings used within the file. This is required for the data mapping process.

All subsequent cells must be data records and not further headings, sub-totals or totals. Each record must be on a separate row.

All data, including white space, is considered part of the value, and could cause warnings and/or errors within the calculation.

**Note:** Blank columns and rows will be removed if followed by subsequent data.

### How to format your files

The following table outlines the requirements for your data files, along with the mandatory and optional data fields that we need you to provide. It also includes information about items that are not currently supported.

FILES	
<b>File type</b>	<b>Supported:</b> <ul style="list-style-type: none"><li>• Excel files in file formats of <b>csv</b>, <b>xls</b> or <b>xlsx</b> that stores tabular data.</li><li>• Xls and xlsx files can contain multiple tabs – each tab will be treated as a separate upload.</li><li>• The additional csv file delimiters that are supported are:<ul style="list-style-type: none"><li>• Claret ^</li><li>• Pipe  </li><li>• Semi colon ;</li><li>• Tab</li><li>• Tilda~</li></ul></li><li>• A csv file must contain a single table of data.</li><li>• Xls or xlsx files can contain multiple tables of data.</li><li>• The first row of the file containing data must contain the column headings used within the file; this is required for the mapping process.</li><li>• Blank columns and rows will be removed if followed by subsequent data.</li><li>• All subsequent cells must be data records and not further headings, sub-totals or totals.</li><li>• Each record must be on a separate row.</li><li>• All data, including white space, is considered part of the value, and could cause warnings and or errors within the calculation.</li></ul>

	<p><b>Not supported</b></p> <ul style="list-style-type: none"> <li>Other Excel types (i.e., .xlsm, .xlsb etc.), Google sheets, Apple Numbers etc.</li> </ul>
<b>HEADERS</b>	
<b>Mandatory fields</b>	<ol style="list-style-type: none"> <li>Net amount</li> <li>VAT amount</li> </ol>
	<p><b>Not currently supported</b></p> <p>A VAT Code used in conjunction with either Net amount or VAT amount to calculate the Net or VAT value. We will be providing the ability to derive new Net or VAT amounts in the future.</p>
<b>Optional fields</b>	<ol style="list-style-type: none"> <li>Date</li> <li>Description</li> <li>Tax code</li> <li>Gross amount</li> <li>Recovery rate override</li> <li>Grouping</li> <li>Amount (PESM - custom table)</li> <li>Currency</li> <li>Exchange rate</li> <li>Non-GBP Net Amount</li> <li>Non-GBP VAT Amount</li> <li>Counterparty</li> <li>Account code</li> <li>Nominal code</li> <li>Cost centre</li> <li>Invoice number</li> <li>Reference</li> <li>Counterparty address</li> <li>Counterparty VAT number</li> <li>Country to</li> <li>Country from</li> <li>Other: This can be used to map a field that has not been included in the mandatory and optional field lists.</li> </ol>
<b>Duplicate headers</b>	<p>Can be filtered and then mapped independently:</p> <ul style="list-style-type: none"> <li>If there are duplicate headers, we will append each with an incrementing number (i.e., VAT, VAT(1), VAT(2) etc.</li> <li>If the column data summing together then this can be achieved by using multiple filters and column mappings.</li> </ul>

<b>DATA</b>	
<b>Header data</b>	<p>Header character limit = 260 per header.</p> <p><b>Note:</b> <i>Special characters are handled. There may be some presentation issues with special characters but these will be addressed.</i></p>
<b>Column data</b>	<p>255 characters. Additional characters after this will be removed following upload in to AlphaVAT</p> <p>Logical data formats throughout a column:</p> <ul style="list-style-type: none"> <li>• For instance, all numbers in a column that is to be used in the calculation.</li> <li>• Dashes will be treated as 0. Currency symbols, brackets and minus signs in front of numbers are accepted as standard.</li> <li>• Calculation may produce 0 if a column that is meant to be summed is a mix of numbers and text, for example if the VAT column said "zero" rather than "-" or "0". The column would be treated as text and therefore not sum. This will produce a warning upon the upload of the data, providing the opportunity to make amendments.</li> </ul>
<b>General</b>	<p>These formatting related items are not supported once uploaded. Therefore, these will be stripped out and/or changed and treated as text items:</p> <ul style="list-style-type: none"> <li>• Accounting/text/number etc. are all set to general when converted to csv</li> <li>• V-lookups</li> <li>• Page breaks</li> <li>• Comments on cells</li> <li>• Bullet/lists</li> <li>• Fonts are all set to a standard when converted to csv</li> <li>• Bold/underline/italics/highlighting</li> <li>• Links to other documents</li> </ul> <p>These formatting related items will be converted to standard column/row format and/or standard formatting when uploaded:</p> <ul style="list-style-type: none"> <li>• Wrapped cells</li> <li>• Merged cells</li> <li>• Filters</li> <li>• Embedded tables</li> <li>• Hidden rows</li> <li>• Hidden columns</li> </ul>

## OTHER

### Files

- Files with the same name will be appended with an incrementing number (i.e., Sales, Sales(1), Sales(2) etc).
- File name can contain any special characters that can be used in Windows. Where a file name is uploaded and contains special characters that are not supported, AlphaVAT will replace these with an underscore.
- There are no file path limits with direct upload to AlphaVAT or via AlphaLink.
- Password protection is not supported by csv so will not cause an issue.
- Windows does not support the following characters within file names:  
\\ / : \* ? " < > |

### Currency

You can upload files with foreign currency transactions. AlphaVAT contains a module to convert currencies using either HMRC rates (pulled directly from HMRC) or a column of source data conversion rates.

Where source data conversion rates are used, there must be a rate per transaction (i.e., there should be a column containing the rate of exchange in each row relating to a foreign currency transaction).

### 3. The upload files tab

The **Upload files** tab allows you to upload your source data files required by AlphaVAT, so that your VAT Return calculation can be performed.

The screenshot shows the 'Upload files' tab for 'Malone Care Hire : Qtr to Sep 2020'. The navigation bar includes 'Entity details', 'VAT calculation options', 'Upload files', 'Map data', 'Map files', and 'Preview and analysis'. Below the navigation bar, there is a text instruction: 'Upload your sales data, purchase data and any other additional files that will be required to process your VAT Return and will be required by HMRC to validate your calculations.' A large dashed box contains an upload icon and the text: 'Drop your files here or click to upload (csv only, 10 MB size limit per upload)'. Below this is a section titled 'UPLOADED FILES' which is currently empty, displaying the message: 'No files uploaded, please upload your files to continue'. At the bottom, there are two buttons: 'Back to calculation options' and 'Save and go to mapping'.

Your files will appear in the Uploaded Files table and from here you will be able to:

- Sort your file list
- Delete an uploaded file
- Manage data validation errors
- View and edit your data file content
- Block and exclude data
- Create and apply tags to your files

The screenshot shows the 'UPLOADED FILES' table with two rows of data. Each row has columns for 'Files (2)', 'Tags', 'Uploaded by', and 'Date added'. The first row is for 'SalesLedger.csv' and the second for 'PurchasesLedgerupdated.csv'. Both files are tagged with 'Tag file as:' and were uploaded by 'Joe Taylor' on '6:56 PM Oct 14, 2020'. There are 'X' icons in the final column of each row, indicating a delete or error action. Below the table is a 'Hot tip' box: 'Hot tip: Tag your files with individual labels, then next period when you upload your files, use the same tags and all your filters and mappings will be automatically applied. X'. Underneath, it says 'Current tags:' followed by a link 'Add new tag'. At the bottom, there are two buttons: 'Back to calculation options' and 'Save and go to mapping'.

Files (2)	Tags	Uploaded by	Date added	
SalesLedger.csv	Tag file as: <input type="text"/>	Joe Taylor	6:56 PM Oct 14, 2020	X
PurchasesLedgerupdated.csv	Tag file as: <input type="text"/>	Joe Taylor	6:56 PM Oct 14, 2020	X

## 4. How to upload your files

You can upload a single file or multiple files to a **maximum total file size limit of 10 MB** (megabytes) per upload. If you need to upload several large files that will take you over the 10MB limit, you should upload these individually as single files.

1. There are two ways of uploading your files:
  - **Drag and drop** the file(s) into the highlighted region on the page, or
  - **Click** in the highlighted region and use the Windows explorer pop up to navigate to the relevant folder where the files are stored.



**Note:** When uploading your files, the system may take a little longer to display them in times of heavy traffic to the site. If you experience this, you can simply refresh the page.

2. Once you have chosen your files to upload, they will appear in the uploaded files table and you will see the processing icons next to each file name.

UPLOADED FILES					
	Files (4) ⌵	Tags	Uploaded by ⌵	Date added ⌵	
	VAT_SAL - 01092020.csv ●●● processing...		Joe Taylor	11:14 Jul 1, 2021	✘
	VAT_SAL - 01082020.csv ●●● processing...		Joe Taylor	11:14 Jul 1, 2021	✘
	VAT_PUR - 01092020...csv ●●● processing...		Joe Taylor	11:14 Jul 1, 2021	✘
	VAT_PUR - 01082020.csv ●●● processing...		Joe Taylor	11:14 Jul 1, 2021	✘

3. As your data is uploaded, the system will perform validation checks and will alert you to any errors or warnings that you may need to address.
4. Once your files have been uploaded you will be able to:
  - Sort your file list or delete an uploaded file (see Section 5)
  - Review and fix data validation errors (see Section 6)
  - Preview, block and exclude data (see Section 8)
  - Edit your source data (see Section 9)
  - Create and apply tags (see Section 10)
5. When you are ready, click on the **Save and go to mapping** button.

## 5. The uploaded files table

Once your files have finished uploading they will appear in the **Uploaded Files** table.

UPLOADED FILES					
	Files uploaded (1) → Data files (3) ⚡	Tags	Uploaded by ⚡	Date added ⚡	
	ERP extract.xlsx		phil park	12:15 PM May 17, 2021	
	 Purchase Data - ERP extract	Tag file as: <input type="text"/> or Mark as not required	Converted tab from ERP extract.xlsx		
	 Sales Data - ERP extract	Tag file as: <input type="text"/> or Mark as not required	Converted tab from ERP extract.xlsx		
	 Supplementary info - ERP extract	Tag file as: <input type="text"/> or Mark as not required	Converted tab from ERP extract.xlsx		

The table will display the following information:

- **The data validation icon:** This indicates whether the file has been successfully uploaded, following the data validation checks that the system automatically performs when uploading your files.
- **File Name:** Displays the name of your file.
- **Tags:** The tagging feature allows you to save the filters and mappings that you set up, so that these can be automatically applied to future obligations. Once your tags are created, you can apply them to the files you have uploaded and as you move through the Data and File mapping process, the system will “record” your set up and save it to the relevant tag. When preparing calculations for future periods, you can apply the tags to your uploaded data files and the system will automatically apply the filters and mappings associated with that tag. For more information see **Section 9**.
- **Uploaded by:** Displays the username of the person who uploaded the files.
- **Date added:** Displays the date and time of when the files were uploaded.

For **xls and xlsx files**, you can upload files with multiple tabs. You will see that each tab within the file is shown as a separate data file.

	 Purchase Data - ERP extract
	 Sales Data - ERP extract
	 Supplementary info - ERP extract

For tabs that are not required, you can select **Mark as not required** and the file will not be carried forward to the next step of the calculation:

	 Supplementary info - ERP extract	Tag file as: <input type="text"/>	or <b>Mark as not required</b>
---	--	-----------------------------------	--------------------------------

	 Supplementary info - ERP extract	Marked as not required	<b>(undo)</b>
---	--	------------------------	---------------

## Sorting your file list

When multiple files are uploaded, you can sort your file list in ascending/descending order by clicking on the orange triangles beside the column headings.

UPLOADED FILES					
	Files (6) ⚡	Tags	Uploaded by ⚡	Date added ⚡	

This allows you to sort your files by file name, who uploaded them and the date they were added.

UPLOADED FILES					
	Files (6) ▲	Tags	Uploaded by ⚡	Date added ⚡	
	VAT_PUR - 01082020.csv	Tag file as: ▼	Joe Taylor	9:58 AM Oct 18, 2020	✘
	VAT_PUR - 01092020..csv	Tag file as: ▼	Joe Taylor	9:58 AM Oct 18, 2020	✘
	VAT_PUR - 01102020.csv	Tag file as: ▼	Joe Taylor	9:58 AM Oct 18, 2020	✘
	VAT_SAL - 01082020.csv	Tag file as: ▼	Joe Taylor	9:58 AM Oct 18, 2020	✘
	VAT_SAL - 01092020.csv	Tag file as: ▼	Joe Taylor	9:58 AM Oct 18, 2020	✘
	VAT_SAL - 01102020.csv	Tag file as: ▼	Joe Taylor	9:58 AM Oct 18, 2020	✘

## Deleting an uploaded file

Files can be deleted from this list by clicking on the **orange X** icon displayed at the end of row.

UPLOADED FILES					
	Files (3) ▲	Tags	Uploaded by ⚡	Date added ⚡	
	VAT_PUR - 01082020.csv	Tag file as: ▼	Joe Taylor	9:58 AM Oct 18, 2020	✘
	VAT_SAL - 01082020.csv	Tag file as: ▼	Joe Taylor	9:58 AM Oct 18, 2020	✘
	VAT_SAL - 01092020.csv	Tag file as: ▼	Joe Taylor	9:58 AM Oct 18, 2020	✘ Delete

If you delete a file by mistake, simply upload the file again.

## 6. Managing data validation errors

During the upload process, AlphaVAT will run validation checks on the file type and data to ensure that it is compatible with AlphaVAT.

The status of the file upload will be returned as one of four possible categories, each represented by a specific icon as shown in the table opposite.

Icon	Description
	File uploaded successfully
	Major error, cannot continue
	Minor error in file, can continue
	Warning in file, can continue

If the validation checks do detect any errors or warnings, you can review these by hovering over the icon and selecting the **View Warnings** button.

UPLOADED FILES					
	Files (2) ↓	Tags	Uploaded by ↓	Date added ↓	
	SalesLedger.csv	Tag file as: ↓	Joe Taylor	8:57 PM Oct 14, 2020	✘
	This file has flagged some warnings <a href="#">View warnings</a>	Tag file as: ↓	Joe Taylor	6:56 PM Oct 14, 2020	✘

This will take you to the **File Errors** tab. This screen will provide you with the name of the uploaded file that contains the validation error(s). Below that will be the **File Warnings** list that will display the error(s) that have been detected.

**Let's fix this**  
 We have identified the following potential data issues in the uploaded file. Please review the details below. If satisfied, you may proceed and run the calculation. Alternatively, please amend the data and re-upload your file. Still need help? You can access the user guide on 'How to format your files' [here](#), alternatively call our support team on +44(0) 1784 777 666 or email [support@taxsystems.com](mailto:support@taxsystems.com)

UPLOADED FILE			
	File name	Uploaded by	Date added
	SalesLedger.csv	Joe Taylor	8:57 PM Oct 14, 2020

[Replace file](#)

**1 FILE WARNING FOUND**

- Empty header found on column 2. Header name changed to 'Column\_2'

In the above example, one of the header cells is empty and this has prompted AlphaVAT to highlight this as a data validation error. The warning tells you that there is an empty header in column 2 of your data file.

You can view your data file by clicking on the **File name**.

In this example, you can see that the second column does not have the appropriate header and in this preview, AlphaVAT has populated the header with the column number.

To exit the preview screen, click on the **Close** button. This will take you back to the **File errors** tab.

<input type="checkbox"/>	No	Column_2	Type	Account
<input type="checkbox"/>	23062	T1	SI	test1
<input type="checkbox"/>	23063	T1	SI	test2
<input type="checkbox"/>	23064	T1	SI	test3

Having identified the error(s), you can now **open your data file** and amend it. In this example you would open the SalesLedger.csv file and provide the correct heading name, which in this instance is Tax Code.

Once you have saved your changes, you can then click on the **Replace File** button. This will launch your **File explorer window** and you can **navigate** to your amended file to upload it again.

You will now be taken back to the **Upload Files** tab where your amended data file will be uploaded and will go through the data validation process again.

UPLOADED FILES					
	Files (2) ⌵	Tags	Uploaded by ⌵	Date added ⌵	
	VAT_SAL - 01082020.csv <span style="color: orange;">● ● ● processing...</span>	Tag file as: ▾	Joe Taylor	12:49 PM Oct 18, 2020	✘
	VAT_PUR - 01082020.csv	Tag file as: ▾	Joe Taylor	12:47 PM Oct 18, 2020	✘

You should repeat this process for any files that have been identified as having validation errors in them.

To see a full list of errors and warnings see **Section 7**.

You can customise the data validation checks that AlphaVAT runs on your data via the Diagnostic configuration options. See the **Entity details guide** for more information.

## 7. File errors and warnings

The following table lists the possible errors or warnings that can appear upon uploading your csv file, along with details of the steps on what to do next.

Type	Description	Further information
Error	"filename.ext" - file type is not currently supported and could not be uploaded. Supported file types are .csv only.	AlphaVAT supports .csv file types only and attempting to upload any other type of file will result in this error. The files indicated should be deleted.
Error	"filename.csv" - failed to process the file.	Upon upload, AlphaVAT converts the data from csv to xml format for the purposes of the VAT Return calculation. This message will be returned where an error arises at any point during this conversion process. Check that the uploaded file is in standard csv format. There should be a single heading row, followed by a table of data.
Error	"filename.csv" - could not find header row.	AlphaVAT could not identify a header row or any transaction level data. This message will typically be displayed where the uploaded file is empty.
Warning	"Column name" has "x" empty cells. We can continue but please check that "Column name" column displays the correct values.	<p>This warning will appear where the data contains a column that is missing entries for one or more rows. A warning is displayed as this can potentially be an indicator of incomplete or missing data, and this may also adversely affect filtering at the later <b>Map files</b> stage.</p> <p>The data should be reviewed to ensure that the missing fields are expected. There is no need to replace the file where this is the case.</p>
Warning	<p>We have detected that the column "Column name" has a small number of values that do not match the majority. Please review that this is expected before proceeding.</p> <p>OR</p> <p>"Column name" has a mixture of data types, we have set it as a "Type" but please check that "Column name" column displays the correct values.</p>	<p>As part of the validation process, AlphaVAT attempts to recognise the format of the contents of each column, such as: text, dates, or numbers. These warnings will appear where a column includes certain values that do not match the format of the majority, or in the case of the second message where there is a more complete mix of data types. This can potentially be an indicator of invalid data, where a date has accidentally been included in a number column for example.</p> <p>The data should be reviewed to ensure that the data types are expected. There is no need to replace the file where this is the case.</p> <p>A "Reference" column for example may consist predominantly of numeric codes but with a limited number of alphanumeric equivalents, and this would be valid and expected. However, including text or dates in a column that will be used for the VAT Return calculation (i.e., the "Net" or "VAT" columns) will result in a calculation error).</p>

Type	Description	Further information
Warning	Couldn't find transaction data.	<p>AlphaVAT has failed to find any transaction data in the uploaded file, which will typically be the case where a csv file which includes a header row only, with no further data, is uploaded.</p> <p>A warning is produced on the basis that the VAT Return calculation may still be run, but this file will be ineffectual as it does not contain any data.</p> <p>The data should be reviewed to ensure that the correct transactions are included.</p>
Warning	Empty header found on column "x". Header name changed to "Column_x".	<p>A particular column in the data does not have a heading and so AlphaVAT has given it a generic heading as part of the validation process.</p> <p>A warning is produced on the basis that this column can still be used for filtering, and the VAT Return calculation may still be run, but a missing column name can potentially be an indicator of incomplete or missing data.</p> <p>The data should be reviewed to ensure that the column headings are expected.</p>
Warning	Duplicated headers for "Column name" these have been renamed to "Column name_Column_x".	<p>Columns with the same name have been detected in the data. AlphaVAT will automatically amend the name of the second or subsequent duplicated columns in order to avoid errors potentially occurring at the filtering stage.</p> <p>A warning is produced on the basis that the VAT Return calculation may still be run, but duplicated columns can potentially be an indicator of incomplete or missing data.</p> <p>Note that this validation works on a case-sensitive basis - i.e. columns with the name "Net" and "net" will not be highlighted up by this validation.</p>

## Date formats

AlphaVAT uses the **date of a transaction** in a number of places. For example, in the calculation itself, for out-of-period transaction checks, and when filtering data.

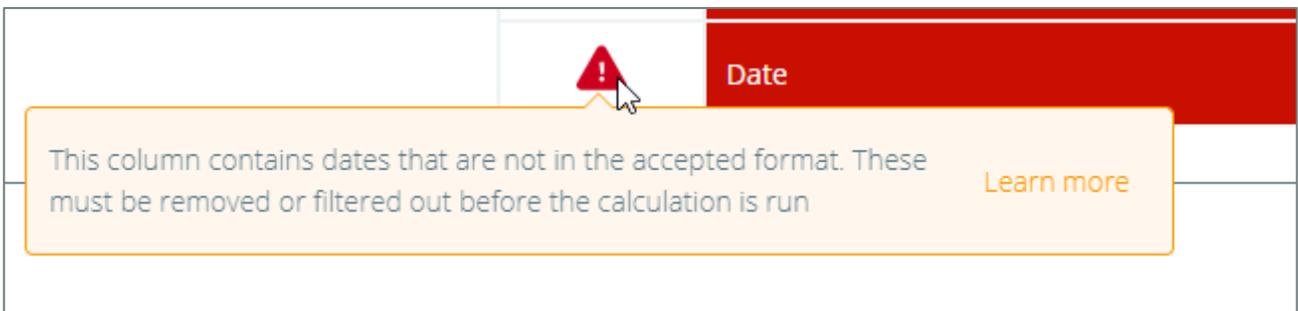
When uploaded, the format of all the data in the column must be in an accepted date format. AlphaVAT uses the **UK date format DD/MM/YYYY**.

Where data is uploaded that is a date, but not in the UK date format of DD/MM/YYYY, AlphaVAT will **convert the format** during upload.

For example, if a file is uploaded with dates in the format DD-MM-YY, this will be converted in AlphaVAT to DD/MM/YYYY.

AlphaVAT does not currently accept dates in **non-UK formats**, for example US formats of MM/DD/YYYY.

If columns containing non-UK dates, or non-dates, are mapped to AlphaVAT's date input, you will **not be able to proceed** and you will see the following error:



You will need to **edit** your data file, **remove Non-dates** from the column and **upload** the file again, before a calculation can be run.

## 8. Preview, block and exclude data

### Preview your data file

Uploaded source data may be previewed by clicking on the name of the file in the **Uploaded files** table. This will enable you to review the data contained in your chosen file. You can exit this review screen by clicking on the **Close** button.

Test 2: Period Qtr to Jun 2017 - PurchasesLedgerupdated.csv												
Block			Exclude			Allow			Advanced Search		Filter by	
No	Taxcode	Costcentre	Type	account	nominalcode	Ref	Date	Details	Netamount	Vatamount	VR	
<input checked="" type="checkbox"/>	23334	T1	E	PI	test1	test1	test1	24/09/2018	17/08/18 to 16/09/18	1291.09	258.22	N
<input checked="" type="checkbox"/>	23336	T1	R	PI	test2	test2	test2	19/09/2018	Final fee for Corp Tax	2250	450	N
<input type="checkbox"/>	23337	T1	E	PI	test3	test3	test3	05/09/2018	01/08/18 to 31/08/18	8.68	1.74	N
<input type="checkbox"/>	23338	T1	E	PI	test4	test4	test4	15/08/2019	01/07/18 to 31/07/18	12.87	2.57	N

### Block and exclude data

From this preview, you can identify any transaction or a group of transactions that either need to be blocked from input VAT recovery, or excluded from the VAT Return.

This is done by **selecting each row** that you want to block or exclude (mouse click anywhere on the row, or the tick box in the first column) and then select the **corresponding button** at the top of the page, to either block or exclude the data.

You will be prompted to **enter a reason** for blocking or excluding the data (mandatory), which is recorded for audit purposes only.

#### Block transactions

Blocking the marked transactions will ensure that input VAT will not be recovered on the VAT Return. The net value of the supply will still be included as normal. This treatment is required for purchases of supplies such as business entertaining, certain motor expenses, and private use or non - business expenditure.  
Note: Outputs should not be marked as blocked.

**Reason for blocking\***  
Please provide a brief reason

#### Exclude transactions

Excluding the marked transactions will ensure that they are not included on the VAT Return.

**Reason for excluding\***  
Please provide a brief reason

Once you have provided a reason, click on the **Block** or **Exclude** button. Transactions that have been marked as blocked will be highlighted in blue, and transactions that are marked as excluded will be highlighted in maroon.

Test 2: Period Qtr to Jun 2017 - PurchasesLedgerupdated.csv												
Block			Exclude			Allow			Advanced Search		Filter by	
No	Taxcode	Costcentre	Type	account	nominalcode	Ref	Date	Details	Netamount	Vatamount	VR	
<input type="checkbox"/>	23336	T1	R	PI	test2	test2	test2	19/09/2018	Final fee for Corp Tax	2250	450	N
<input type="checkbox"/>	23348	T1	R	PI	test5	test5	test5	02/10/2018	Hire of conference	1300	260	N

Blocked or excluded transactions can be unblocked or re-included by selecting the corresponding row or rows and clicking on the **Allow** button.

<input type="checkbox"/> Block <input checked="" type="checkbox"/> Exclude <input type="checkbox"/> Allow <span style="float: right;">Advanced Search    Filter by All </span>												
<input type="checkbox"/>	No	Taxcode	Costcentre	Type	account	nominalcode	Ref	Date	Details	Netamount	Vatamount	VR
<input checked="" type="checkbox"/>	23336	T1	R	PI	test2	test2	test2	19/09/2018	Final fee for Corp Tax	2250	450	N
<input type="checkbox"/>	23337	T1	E	PI	test3	test3	test3	05/09/2018	01/08/18 to 31/08/18	8.68	1.74	N
<input type="checkbox"/>	23338	T1	E	PI	test4	test4	test4	15/08/2019	01/07/18 to 31/07/18	12.87	2.57	N
<input checked="" type="checkbox"/>	23348	T1	R	PI	test5	test5	test5	02/10/2018	Hire of conference	1300	260	N

This will display the *Allow transactions* dialog, where you will be asked to provide a reason (mandatory).

Once you have typed in your reason for allowing the transactions, click on the **Allow** button.

Allow transactions ✕

Allowing will include all marked transactions on the VAT Return in full - i.e. the transactions will not be treated as either blocked or excluded.

**Reason for allowing\***

blocked in error

To quickly display all transactions that are blocked, excluded or allowable, use of the **Filter by** drop down dialog to select the appropriate option.

Excluded ▼

- All
- Allowed
- Blocked
- Excluded

For large volumes of data, AlphaVAT will by default display the first 100 rows only. This setting may be changed by choosing a different option from the **Show** drop-down list.

Show 100 Records Per Page ▼

- 25 Records Per Page
- 50 Records Per Page
- 100 Records Per Page
- 200 Records Per Page

You can then use the **forward** and **back** icons to navigate between the pages of transaction data.



If you are looking for a particular transaction or group of transactions you can use the **Advanced Search** function by clicking on the magnifying glass icon. This will display the search options pane, where you can filter the data down by a particular column for a particular search term.

Advanced Search 

Search By Type ▼

Does not match ▼

Taxable

Advanced Search | Filter by All ▼

Once you have finished setting up your blocked and/or excluded data requirements, click on the **Close** button.

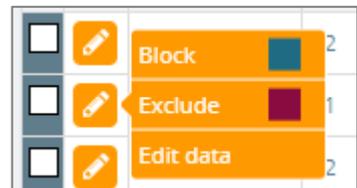
## 9. Edit source data

The Edit source data feature allows you to correct data issues to ensure that your VAT Return is complete and accurate.

For example, insurance disbursements can sometimes be miscoded in the ERP system and have VAT incorrectly recorded at 20%. These instances can be identified in the data preview and corrected as required.

You can access this feature from the Upload Files tab by selecting the file you wish to edit from the Uploaded files table. This will launch a new browser window where your file contents will be displayed. Each data row has a selection box and an edit icon displayed at the beginning of the row. To edit your data:

1. Click on the **Edit icon** for the data row that you wish to edit. 
2. The Action menu is now displayed, giving you the option to Block, Exclude or Edit your data row.
3. Select the **Edit data** option.
4. The Edit transaction data dialog will appear for the selected row.



### Edit transaction data ✕

Edits:	Invoice	Nominalcode	Customeraccount	Date	Gross	Net	VAT
<b>CHANGE TO:</b>	30300	4200	Caterham	30/04/2017	17110.8	14259	2851.8
<b>ORIGINAL ROW</b>	30300	4200	Caterham	30/04/2017	17110.8	14259	2851.8

[Clear edits and restore original row](#)

**Reason for edit\***

Please provide a brief reason

5. You can now make the changes required.
6. You will need to provide a **reason** for the changes you have made (this is mandatory).

AlphaVAT will retain a full audit trail of changes and will produce a reconciliation report detailing the updates that need to be made in the accounting system containing the digital records.

7. Once you are ready click on the **Save and update now** button.

8. This will take you back to the Preview data screen. The Row you have amended will display the Edit button in green.



If you select the row again and click on **Edit data**, you will see the original data values and the current new data values.

Edit transaction data ✕

Edits:	Invoice	Nominalcode	Customeraccount	Date	Gross	Net	VAT
<b>CHANGE TO:</b>	30300	4200	Caterham	30/04/2017	14259	14259	0
<b>CURRENT ROW:</b> 17:31:49 24/02/21 ⓘ	30300	4200	Caterham	30/04/2017	14259	14259	0
<b>ORIGINAL ROW</b>	30300	4200	Caterham	30/04/2017	17110.8	14259	2851.8

Clear edits and restore original row

Clicking on the **Clear edits and restore original row** button will reverse the changes.

We are aware that some users would like to edit multiple rows in one go. This is not currently supported but is on our road map to make this enhancement.

## 10. Create and apply file Tags

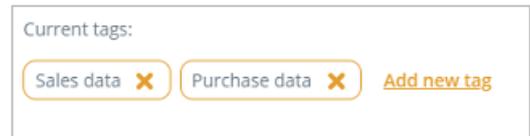
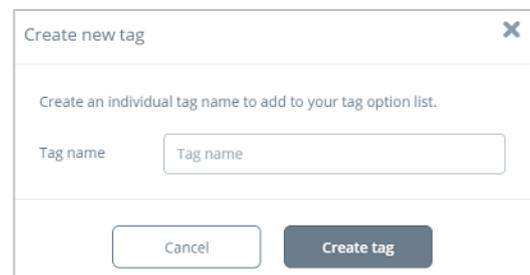
The Tag features allows you to create specific labels and apply them to your data files. When a label has been created, the system will save all of the filters and mappings associated with that label.

When you start preparing your VAT calculation for the next period, you will then be able to apply your tags to the relevant files you have uploaded for that period and the system will automatically apply the filters and mapping that were saved when you created the tags.

**Note:** In order to proceed to the next step, you **must apply** a tag option to your data files. If you do not want to apply a specific tag, you can select the **Not applicable** option.

### Creating your tags

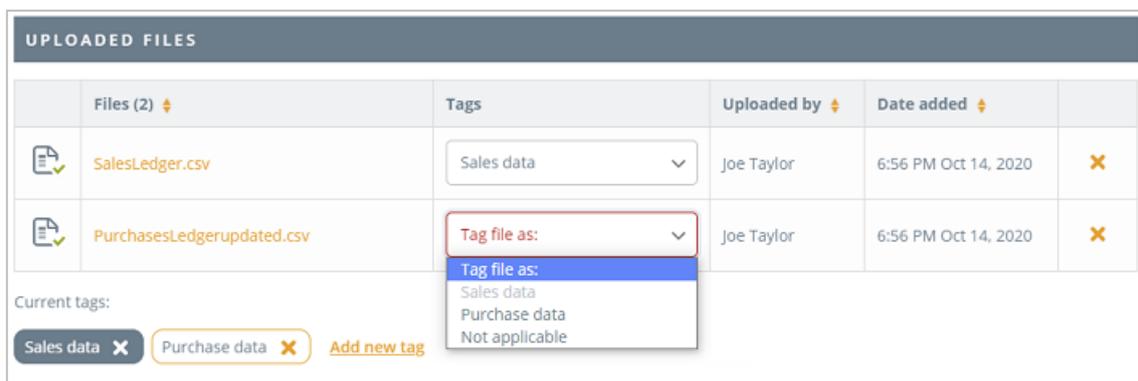
1. To create your tags, click on the **Add new tag** link and the *Create new tag* dialog appears.
2. Type in the **name of the tag** you wish to create (e.g. Sales data)
3. Click on the **Create tag** button.
4. Your new tag will now appear in the current tags list.
5. Repeat this process for any other tags you may want to create (e.g Purchase data)



### Applying your tags

Once you have created your tags, you can apply them to the data files that you have uploaded. To do this click on the **Tag file as** drop-down list for each of your uploaded files and select the relevant tag.

If you do not wish to apply a tag to your data files, select the **Not applicable** option from the drop-down list. When you select a tag, that tag name displayed in the **Current tags** list will turn **blue**.



Files (2)	Tags	Uploaded by	Date added	
SalesLedger.csv	Sales data	Joe Taylor	6:56 PM Oct 14, 2020	X
PurchasesLedgerupdated.csv	Tag file as: Sales data Purchase data Not applicable	Joe Taylor	6:56 PM Oct 14, 2020	X

Current tags:  
Sales data X Purchase data X Add new tag



TAX SYSTEMS



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