



AlphaVAT

Data requirements

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 provides information about items that are not currently supported.

FILES

File type

Standard CSV file:

- A standard comma-separated values (CSV) file stores tabular data in plain text.
- A CSV file must contain a single table of data.
- The first row of the file must contain the column headings used within the file; this is required for the 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.
- Blank columns and rows will be removed if followed by subsequent data.

Not supported

- Excel (e.g. .xls, .xlsx, .xlsm, etc.), Google sheets, Apple Numbers etc.

HEADERS

Mandatory fields

1. Net amount
2. VAT amount

Not currently supported

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 use the VAT Code to determine the Net or VAT amount in the near future.

Optional fields

1. Date
2. Description
3. Tax code
4. Gross
5. Other: This can be used to map a field that has not been included in the mandatory and optional field lists.



Optional fields (cont'd)	The following will be available in later versions, but if the data is provided now it will reduce the time needed to update reports etc:	
	<ul style="list-style-type: none">• Time of supply• Currency• Exchange rate• Customer name• Supplier name• Account code• Nominal code• Cost centre• Invoice number• Invoice date• Delivery date• Reference	<ul style="list-style-type: none">• Customer address• Supplier address• Customer VAT number• Supplier Vat number• Country to• Country from• Goods or service• B2B/B2C• TARIC code• Quantity• Net weight
	Note: Not currently supported are fields that are not listed above, which may be more specific system fields. These will be handled in a future release via a user defined column heading feature.	
Duplicate headers	Can be filtered and then mapped independently: <ul style="list-style-type: none">• If there are duplicate headers, we will append each with an incrementing number e.g. VAT, VAT(1), VAT(2) etc.• If the column data summing together then this can be achieved by using multiple filters and column mappings.	
DATA		
Header data	Header character limit = 260 per header. Note: Special characters are handled. There may be some presentation issues with special characters but these will be addressed.	
Column data	No data cell character limits.	
	Logical data formats throughout a column: <ul style="list-style-type: none">• For instance, all numbers in a column that is to be used in the calculation.• Dashes will be treated as 0. Currency symbols, brackets and minus signs in front of numbers are accepted as standard.• 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.	
	Columns with opposite signage to what is expected, are not currently supported: <ul style="list-style-type: none">• For example, the VAT Return requires positive values for sales. If the signage is negative the sum will currently take the negative total. This will be addressed in a near future release by allowing the column signage to be treated in the correct manner for the VAT Return preparation.	

General	<p>These formatting related items are not supported by CSV, since a CSV file can only contain text. Therefore, once the data is saved as a CSV file, these will be stripped out and/or changed and treated as text items:</p> <ul style="list-style-type: none"> • Accounting/text/number etc. are all set to general when converted to CSV • Vlookups • Page breaks • Comments on cells • Bullet/lists • Fonts are all set to a standard when converted to CSV • Bold/underline/italics/highlighting • Links to other documents
	<p>These formatting related items are not supported by CSV and will be converted to standard column/row format and/or standard formatting when the data is saved as a CSV file:</p> <ul style="list-style-type: none"> • Wrapped cells - do not exist in standard CSV • Merged cells - do not exist in standard CSV • Filters - do not exist in standard CSV • Embedded tables • Hidden rows • Hidden columns
OTHER	
Files	<ul style="list-style-type: none"> • Files with the same name will be appended with an incrementing number e.g. Sales, Sales(1), Sales(2) etc. • File name can contain any special characters that can be used in Windows. • 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	<p>Only GBP is currently supported in calculations, although a future release will support foreign currency conversion.</p>