



## FAQ: AlphaVAT Preview and Analysis

**Q: What options are available when I preview my VAT Return?**

Once you have run your VAT calculation you will be taken to the VAT Return summary screen where you will be able to add manual adjustments, analyse the results of your VAT calculation by viewing the calculation reports and you will have the option to confirm your VAT Return by selecting the Read to Submit option.

**Q: Where can I find the VAT calculation reports?**

The reports will be listed in the contents tree on the left-hand side of the Preview and analysis screen.

**Q: What reports are available?**

As standard, you will be able to view reports for Output VAT and Input VAT. Selecting these will expand the contents tree and enable you to view more detailed reports. Other reports will be displayed depending on their relevance to your VAT calculation. For example, if you have not blocked or excluded data from your calculation, then this report will not be displayed in the contents tree.

**Q: Can I view multiple reports at the same time?**

No. Only one report can be viewed at a time.

**Q: What are transaction reports?**

Transaction reports will include any optional column headings select and mapped on the Map your data screen. You can access a transaction report by clicking on an orange value displayed in the Output VAT or Input VAT reports.

**Q: Can I export a transaction report to Microsoft Excel?**

Yes. When you view a transaction report you will see an option to export data to an Excel file.

**Q: Can I save my exported transaction report locally?**

Yes. Once you have exported your transaction report to an Excel file, you will be able to open the downloaded file. The file is displayed in protected view, so you will need to click on the Enable Editing button at the top of the screen. You can then save the report locally.

**Q: What is the Diagnostics report?**

The Diagnostics report lists any warnings and/or errors within the computation and provides guidance on how to fix these.

**Q: What manual adjustment options do I have?**

The following categories are displayed on the left-hand side of the Preview and analysis screen. By selecting a category, you will be taken to the relevant adjustments summary where you can add an adjustment.

- Output VAT: Adjusts box 1 and/or box 6
- EU acquisitions: Adjusts box 2 and/or box 9
- Input VAT: Adjusts box 4 and/or box 7
- EU supplies: Adjusts box 8

**Q: What are the mandatory fields required when I add an adjustment?**

When you add a manual adjustment, you must select a date and provide a description. These fields are mandatory and are marked with an asterisk (\*).

**Q: Will my calculation automatically be recalculated once I have added a manual adjustment?**

Yes. Once your manual adjustment has been added, you can select Back to preview which will prompt AlphaVAT to recalculate your VAT Return.

**Q: How can I view the adjustments I have made?**

Details of the adjustment amounts will be included on the Output VAT or Input VAT summary report statements.

**Q: Can I edit or delete a manual adjustment that I have added?**

Yes. From the Manual adjustments summary screen, you will be able to click on the edit or delete icon as required.

**Q: Can I view detailed reports for my VAT calculation?**

Yes. You can access these reports by clicking on any orange number displayed in your VAT Return summary, shown on the Preview and analysis tab.

For more information see the **AlphaVAT Reports Guide**.

For more information, see the **AlphaVAT Preview and Analysis Guide**.