MTD Compliance Portal
AlphaVAT Data Mapping Guide

Version 4.3

Contents

1. Introduction

About this Guide

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

- Mandatory data mappings
- Optional data mappings
- How to map your column headers

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: support@taxsystems.com
Ireland:	Tel: +353 (0) 1661 9976	Email: support@taxsystems.ie

2.   The Map data tab

Data mapping is required so that you can identity the important data columns in each of your source files, that will be required for your AlphaVAT calculation.

The **Map data** tab displays your source files and allows you to map your column headings.

Each file that has been uploaded will appear as a separate tab in the **Uploaded Files** section and you will need to review all files listed and ensure that you have mapped your data columns for each of them.
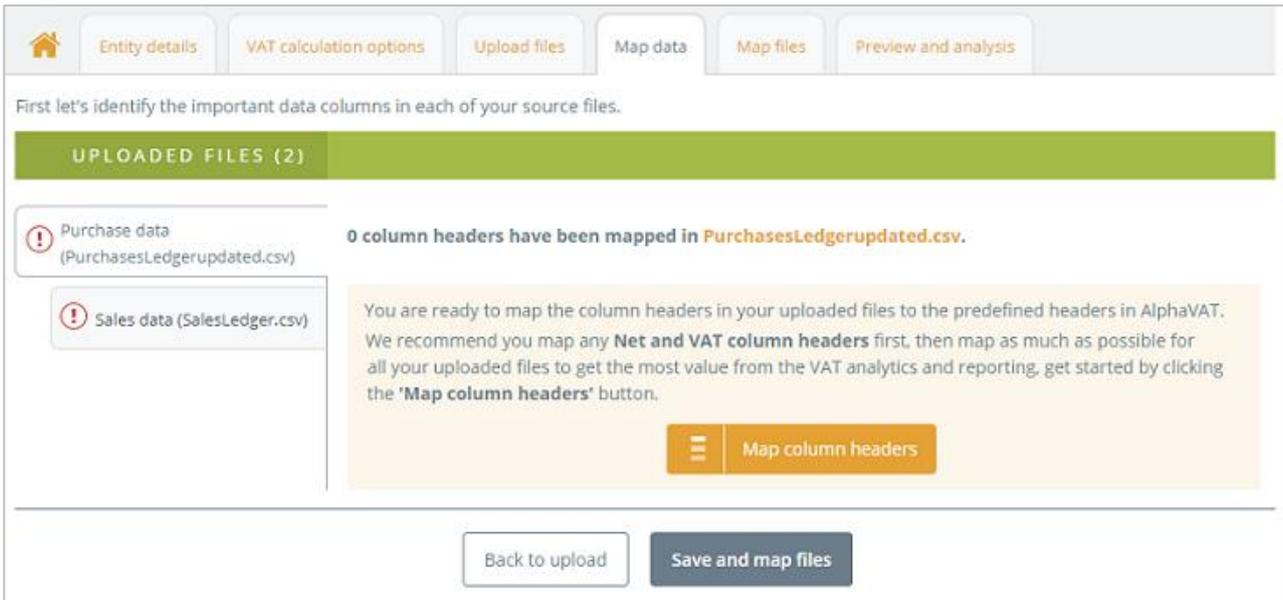
There are two mandatory data mappings that must be completed for all AlphaVAT calculations in order to produce your VAT Return.

There are eight optional data mappings that you can choose to assign to your data columns. Using the optional data mappings will not affect your VAT calculation, but will allow the data to be included in the calculation transaction reports.

To begin the mapping process, click on the **Map column headers** button for the first file displayed in the list.

This will take you to the **Map column headers screen** for the data file you have selected.

3.   The map column headers screen

This screen displays your data file showing your file column heading names and the data below them. In order to progress your calulation, you need to map your column headings to the corresponding AlphaVAT headings displayed in the drop down list.

Mandatory data mapping

The VAT Return derives VAT and net amounts for transactions undertaken by the business that fall within the VAT Return period. As such, you must identify the Net and VAT columns within your source data and map these to the corresponding AlphaVAT header:

- Net Amount
- VAT Amount

Optional data mapping

The following options are provided as optional column headings. These columns will not affect the VAT Return calculation, but the appropriate details will be returned on the associated transaction report statements which can provide useful supplementary disclosure:

- Date
- Description
- Tax code
- Gross amount
- Recovery rate override
- Grouping
- Amount
- Other

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-dates are mapped to AlphaVAT's date input during a calculation, you will not be able to proceed. Non-dates must be removed from the column before a calculation can be run.
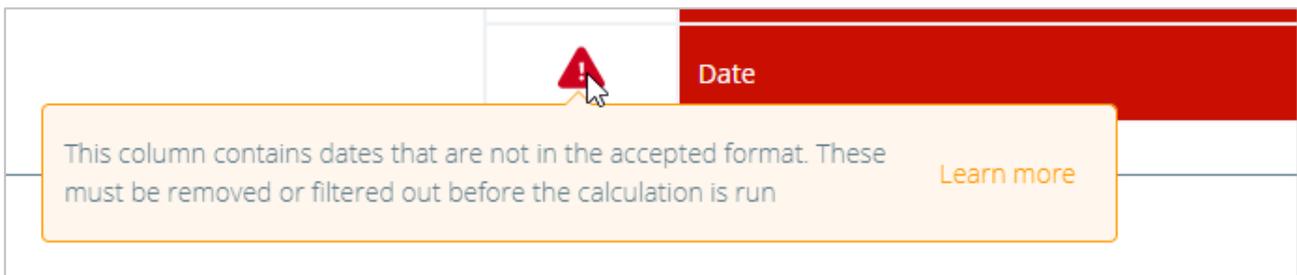
4. How to map your column headers

To assign the mandatory AlphaVAT headings to the corresponding Data columns:

1. Click on the **Map header** drop down list for your VAT amount data column and select the **VAT Amount** heading.

2. Click on the **Map header** drop down list for your Net amount data column and select the **Net Amount** heading

3. Once these two columns have been mapped – the screen will update to inform you that all compulsory headers have been mapped.

4. You can now choose to map some of the **optional headings** to your data columns such as the **Tax Code** or you can select the **Close and continue** button which will take you back to the Map data tab.

5. You can now select the **next file** in the list and repeat these steps to map the **mandatory headings**, along with the optional ones if required.

6. Once you have completed mapping your data columns for all of your files, you will be taken back to the Map data tab.

7. For any optional column headings that you have chosen to include in your mapping, there will be a **toggle** displayed under the **Show in report?** column that you can use to include or exclude that data from your reports. The default selection is set to **include** the data in your reports. Since the Net and VAT data is mandatory, these will automatically be shown in your calculation reports.

8. When you are ready to continue, click on the **Save and map** files button. This will take you to the Map files tab.

For more information see the **AlphaVAT File Mapping Guide**.

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