TAX SYSTEMS

AlphaVAT

File Mapping Guide

Public

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1. Introduction

About this guide

This document guides you through how to map your uploaded files for an AlphaVAT calculation, including:

- How to map your files
- How to apply filters and rules to your data
- How to apply reverse signage to your data

Version control

This user guide was last updated as follows:

Date	Summary of changes
02/11/22	New template applied and updates to the add filters section including new screenshots.

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.

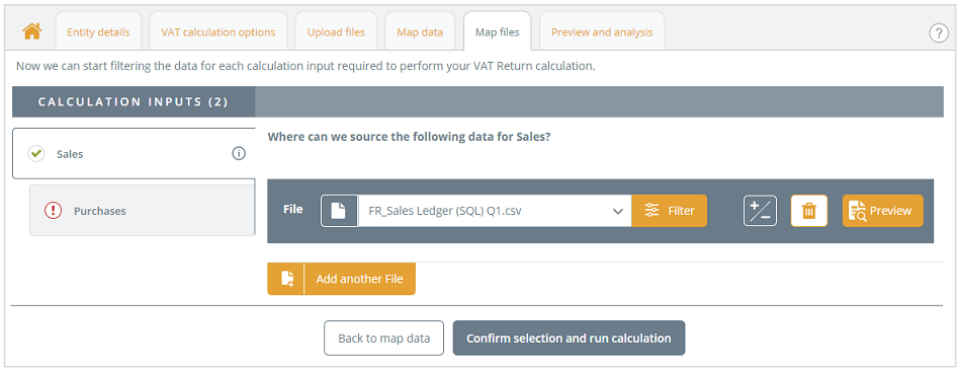
You can contact the support team on:		
UK	Tel: +44 (0) 1784 777 666	Email: support@taxsystems.com
Ireland	Tel: +353 (0) 1661 9976	Email: support@taxsystems.ie

2. The map files tab

The **Map files** tab allows you to map your uploaded source data to the calculation inputs required by AlphaVAT in order to perform the relevant calculations.

The calculation inputs will be listed as tabs on the left-hand side of the screen. The inputs listed will depend on the calculation options you have chosen and the type of calculation you need to perform.

As a minimum, all calculations will require purchase and sales data.



You can map multiple files to a single calculation input and you can set up filters and rules so that you can identify specific information within a file, that needs to be included in the calculation. You can also apply Reverse signage to your data files, if required.

And you can map the same file to multiple calculation inputs and apply filters and rules to identify the specific data required for each calculation input.

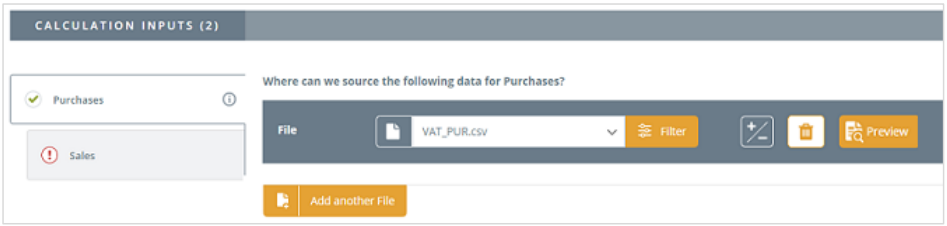
3. How to map your files

To map an uploaded file to a calculation input:

1. Click on the **Select file** drop down list and select the file you want to map to the calculation input, which in this example is Purchases.

2. Once you have mapped your file, you will have the following options:
   - Set up filters for the data in that file (see Section 4).
   - Add a rule(s) to your filter (see Section 5)
   - Apply reverse signage if required (see Section 6)

3. If you have mapped the wrong file, simply click on the **Delete** button and map the correct file to your calculation input.



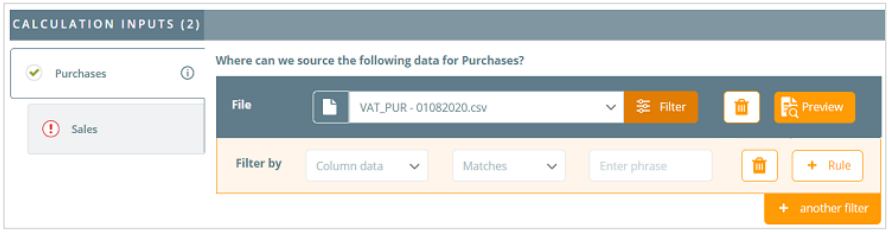
4. Continue to map your files to all the calculation inputs displayed, adding filters and rules as required and applying reverse signage where needed.

5. When you have finished, click on the **Confirm selection and run calculation** button.

4. Setting up a filter

Filters allow you to select specific data within a file that you want to be included in the calculation for the chosen calculation input (e.g., purchases). To set up a filter:

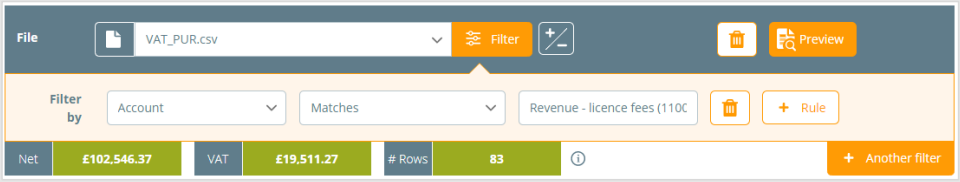
1. Click on the **filter** button and the **filter options** panel will be displayed.



2. The following table displays the column data header options that you can use to filter your data, along with filter type options associated with them.

Column data option	Filter/Rule type
Type Account Reference Details	• Does not match • Matches • Includes • Excludes • Starts with • Ends with
Date	• Does not match • To • Matches • From
Gross VAT Net	• Does not match • Matches • Less than • Less than or equal to • Greater than • Greater than or equal to

3. Click on the **Column data** drop-down list and select the **column header** you wish to filter by.
4. Click on the **Filter/rule** type drop-down list and select the **type of filter** you want to use.
5. Click into the **search field** and type in the **criteria** of the data you wish to filter by.

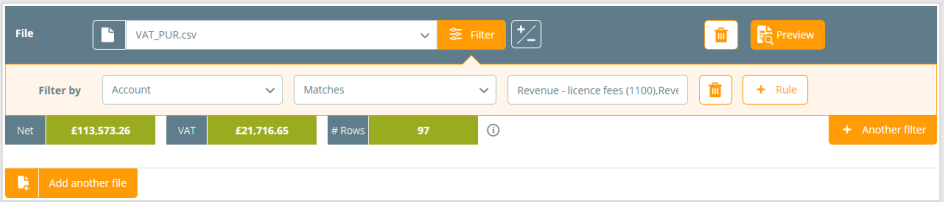


In the above example we have chosen to filter by the Account header for data that matches the description "Revenue – licence fees (1100)".

Below each filter are sub-totals for Net, VAT, and the number of rows within the filter results. These subtotals can aid the reconciliation back to the expected results.

Commented [AE1]: @Jonathan Rowley grammar needs a look here

OR conditions can be incorporated into the search criteria via separating commas, instead of creating another filter.



In the above example we have chosen to filter by the Account header for data that matches the description "Revenue – licence fees" OR "Revenue - project work (2100)" via the use of a separating comma between the criteria.

You can view your filtered data by clicking the **Preview** button. This will display your data file and will highlight your filtered data in green.

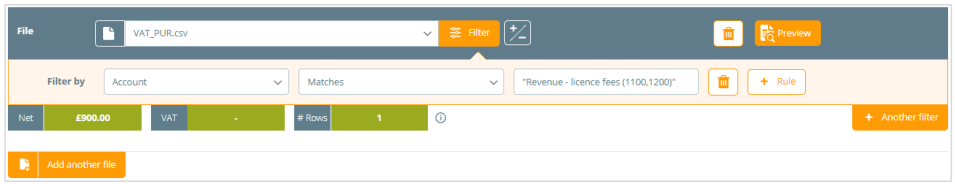
To exit the preview, click on the **X button** in the top right-hand corner of the panel. This will take you back to the Map files tab.

Type	Date	Account	Reference	Details	Gross	VAT	Net
Purchases	01/01/2018	Revenue - licence fees (1100)	INV-43101	Transaction description	1200	200	1000
Purchases	02/01/2018	Revenue - project work (2100)	INV-43102	Transaction description	1800	300	1500
Purchases	03/01/2018	Revenue - exceptionals (2100)	INV-43103	Transaction description	2700	450	2250
Purchases	04/01/2018	Revenue - licence fees (1100)	INV-43104	Transaction description	900	150	750
Purchases	05/01/2018	Revenue - licence fees (1100)	INV-43105	Transaction description	1200	200	1000
Purchases	06/01/2018	Revenue - licence fees (1100)	INV-43106	Transaction description	1800	300	1500
Purchases	07/01/2018	Revenue - licence fees (1100)	INV-43107	Transaction description	360	60	300
Purchases	08/01/2018	Revenue - licence fees (1100)	INV-43108	Transaction description	360	60	300

If the desired search criteria itself contains commas, speech marks should be used to encase the search criteria.

Commented [AE2]: worth a small example?

Commented [J3R2]: Done



You can add another rule to the existing filter via the **+ Rule** button. Please see the Adding a rule section for further details.

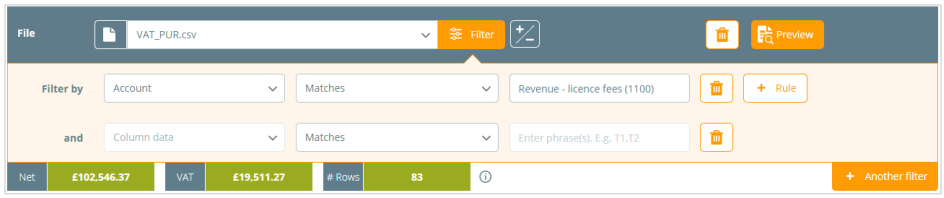
Having added your filter, you can now use the **add another filter** button to create a separate **OR** condition if required.

To delete a filter, click on the **Delete** button.

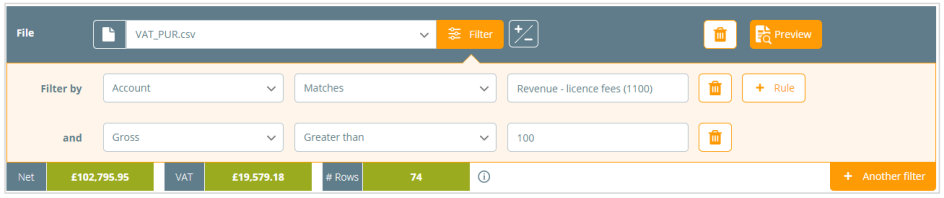
5. Adding a Rule

Once you have added a filter you can set up a rule(s) to apply to the data captured by your filter.

1. To create the AND condition for your filter, click on the **+ Rule** button and the option panel is displayed.



2. Click on the **Column data** drop-down list and select the **column header** you wish to filter by.
3. Click on the **Filter/rule** type drop-down list and select the **type of filter** you want to use.
4. Click into the **search field** and type in the **criteria** of the data you wish to filter by.



In the above example we have chosen to add a rule that will further filter our data by the Gross header for data for purchases that are greater than 100.00.

Again, you can view your filtered data by clicking the **Preview** button. This will display your data file and will highlight your filtered data in green, excluding any data that does not meet the additional rule you have set up.

To exit the preview, click on the **X button** in the top right-hand corner of the panel. This will take you back to the Map files tab.

Purchases	29/01/2018	Revenue - licence fees (1100)	INV-43129	Transaction description	336	56	280
Purchases	30/01/2018	Revenue - licence fees (1100)	INV-43130	Transaction description	90	15	75
Purchases	31/01/2018	Revenue - licence fees (1100)	INV-43131	Transaction description	600	100	500
Purchases	01/02/2018	Revenue - licence fees (1100)	INV-43132	Transaction description	7875.79	1312.63	6563.16
Purchases	02/02/2018	Revenue - licence fees (1100)	INV-43133	Transaction description	99.22	16.54	82.68
Purchases	03/02/2018	Revenue - licence fees (1100)	INV-43134	Transaction description	132.29	22.05	110.24
Purchases	04/02/2018	Revenue - licence fees (1100)	INV-43135	Transaction description	562.22	93.7	468.52
Purchases	05/02/2018	Revenue - licence fees (1100)	INV-43136	Transaction description	198.43	33.07	165.36
Purchases	06/02/2018	Revenue - licence fees (1100)	INV-43137	Transaction description	2182.75	363.79	1818.96
Purchases	07/02/2018	Revenue - licence fees (1100)	INV-43138	Transaction description	6000	1000	5000

Having added a rule to your filter, you can now use the **add another filter** button to create an **OR** condition if required.

To delete a rule or filter, click on the **Delete** button.

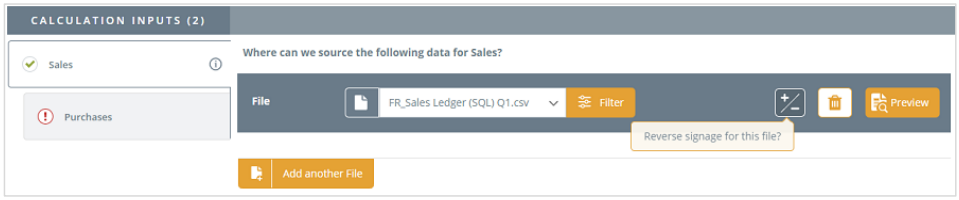
When you have finished, move onto the next calculation input in your list and continue to map your files and set up filters and rules as required.

6. Applying reverse signage

Some ERP systems output the transaction data in the DR/CR format. Previously, the data would have had to be manipulated prior to uploading into AlphaVAT.

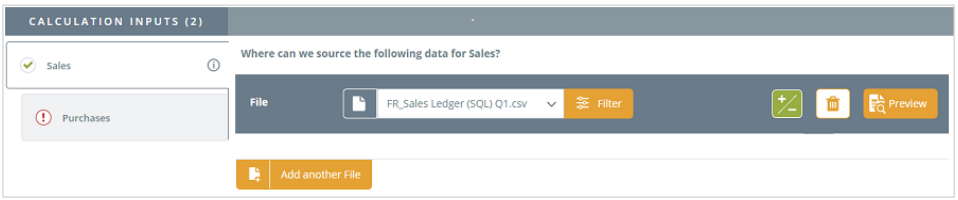
We have now provided the ability for users to reverse the signage of the transaction data when mapping it to the calculation inputs, reducing manual intervention and maintaining the digital audit trail. To reverse the signage:

1. Click on the **Plus/minus** icon for the file that you wish to reverse signage for.



2. The Reverse signage dialog will appear. Click on the **Yes, reverse the signage** button to confirm that you wish to reverse the signage for this file.

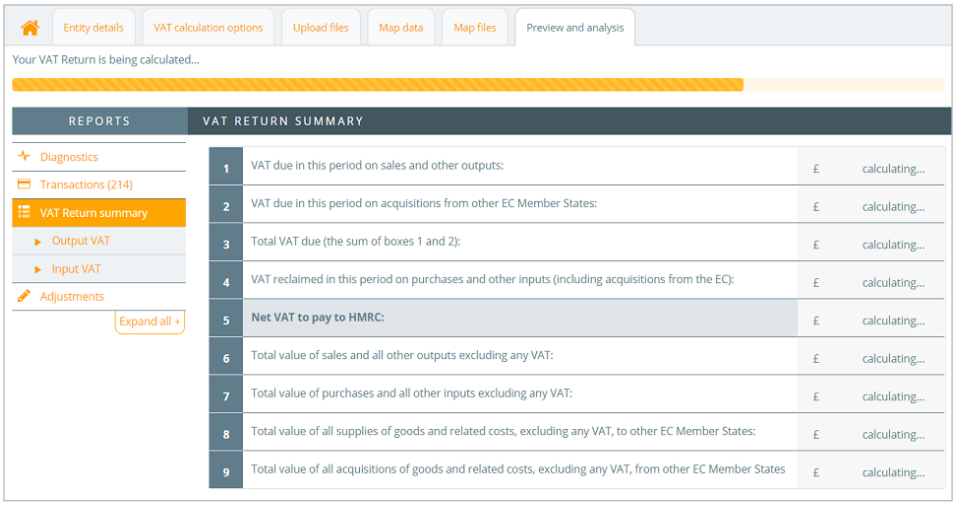
3. You will be taken back to the Map files screen, where the reverse signage button will now turn **green** to indicate that you have reversed the signage for this file.



7. Run your calculation

Once all the calculation inputs have had the necessary files mapped to them you can click on the **Confirm selection and run calculation** button.

This will initiate the AlphaVAT calculation process and take you to the Preview and analysis screen. While your calculation is running you will see the **progress bar**.



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