

Expedite Validation Checks

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For each VAT applicable Expense Item that has a receipt attached, the RLDatix Expedite team conduct a 16 point check for VAT & business compliance.

For each check, the team have the option to Pass, Warn or Fail, based upon the information seen on the image.

- **PASS** - The question can be answered positively. The information is visible to the validator and matches with the claim details or the information present is sufficient to satisfy HMRC criteria.
- **WARN** - This option is primarily selected when the information cannot be read. Examples of this include:
 - The receipt is too creased
 - The printing/ink has faded on the receipt
 - The picture quality is poor.
- **FAIL** - The question cannot be answered positively. Examples of this include:
 - The date on the claim does not match the tax point on the receipt
 - The receipts have been added together to make one expense
 - The receipts contain multiple VAT rates
 - The supplier name & address is not present or not enough of the address is present.

Note: The Expedite Validation team do not have access view further information relating to the claim.

For certain questions including, date, invoice total, net amount and vat amount, the team must input the details as seen on the image they are checking.

Note: If an image is too blurry, taken from too far away or is illegible, the Expedite Validation team will select nothing found and therefore this image will fail.

Note: The Expedite operators have the ability to make amendments to VAT amounts on your expenses, as well as having ability to turn VAT on or off where necessary. This is to ensure full compliance with HMRC policy. The amendments will be recorded in the Audit Log and can be viewed in your Claim History.

The Expedite operator will not be able to amend the VAT of a meal expense item which has the following:

- 'Number of others' with a value of '1' or more

- 'Number of directors' with a value of '1' or more
- 'Number of spouses/partners' with a value of '1' or more
- 'Number of remote workers' with a value of '1' or more.

16 Point Validation Check

Validation Rule	What is being checked on the receipt	Validation result comments
Matching date	Date that the expense was incurred. This may also be explained as the date of payment or the date a card was charged.	Validation will fail if the Date of Expense within Assure Expenses does not match the date that the expense was incurred, as detailed on the receipt.
Description of goods or services	Is there a description of what is being purchased? and Is what is being purchased reflected in the expense item type selected within Assure Expenses?	If the answer to one or both of these questions is no , then the item will fail validation.
Is the image an original document?	Are the images of original documents?	Pictures of a receipt on a screen would fail this check. Scans of photocopies would fail this check.
Receipt applies to a single expense	The receipt must be related to a single expense item.	Multiple receipts with different dates and values that have been added together by the claimant and put as one expense value would fail this validation check. Multiple receipts that relate to one expense item, i.e. the front and back of a receipt or a VAT invoice and credit card slip are accepted so will pass this validation check.

Validation Rule	What is being checked on the receipt	Validation result comments
Attachment is a receipt	<p>Needs to be related to the expense item that is being claimed and Be a receipt to confirm an expense has been incurred (i.e. confirmation of payment).</p> <p>Note: Only documents uploaded in the following file formats can be validated: .jpeg; .jpg; .png; .gif; .bmp; and .pdf.</p>	<p>Anything uploaded that is not related, i.e. a shopping list, would fail this check.</p> <p>Booking confirmation or pro forma invoice would fail this check. This is because these are confirmation of bookings, not payments, therefore it could be cancelled or the price could be amended.</p>
Amount including VAT	<p>Total amount on receipt/invoice is present and Does this match the total of the expense?</p>	<p>The total of the expense needs to be equal to or less than the receipt total.</p>
Supplier name and address	<p>Supplier name and address is present</p> <p>Address (as a minimum) needs to include either:</p> <ul style="list-style-type: none"> Road name and town/city <p>or</p> <ul style="list-style-type: none"> Postcode. 	<p>Is VAT being claimed on the expense item?</p> <ul style="list-style-type: none"> If yes, the address will need to be present. If no, and the address is not present, it will not fail validation on this check, but it will be marked to say that it is not present. A validation warning will display. Note that a supplier name and address is only required if VAT is being claimed.
VAT rate present	<p>Does the receipt show the rate of VAT for what is being purchased?</p>	<p>A VAT rate is required only on receipts of £250 or more.</p> <p>If the receipt is for under £250, it will be marked as not present, but the item will not fail validation on this check. A validation warning will show on the expense.</p>

Validation Rule	What is being checked on the receipt	Validation result comments
VAT number	Is a GB VAT number present? <i>and</i> Is the VAT number printed on the receipt?	<p>Is VAT being claimed on this item?</p> <ul style="list-style-type: none"> • If yes, and the answer to one or both questions is no, the expense will fail validation on this check. • If no, and the answer to one or both questions is no, the expense will not fail validation, but will be marked to say it is not present. A validation warning will show on the expense. <p>Note: A supplier name and address is only required if VAT is being claimed.</p>
A single VAT rate	Are there multiple VAT rates for the expense that is being claimed?	If there is more than one VAT rate for the expense, validation will fail on this check.