

AuditWare

systems limited

VAT Number Checker For IDEA v7



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VAT Number Checker

Overview

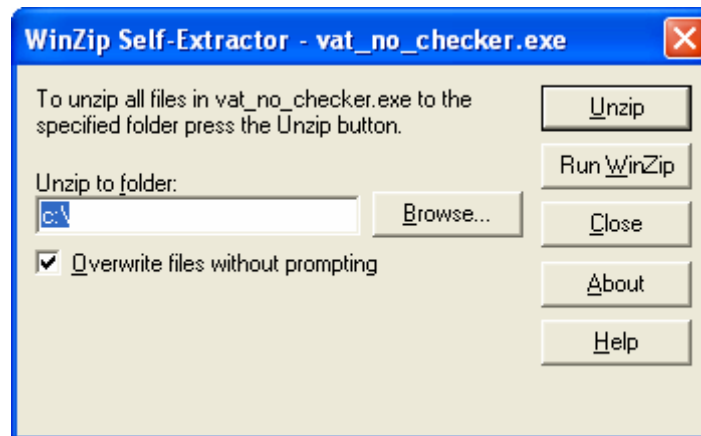
The last two digits of a UK VAT registration number are check digits and can be used to test if the format of the number is valid.

The VAT Number Checker will calculate what the check digits should be using the standard rules laid down by HM Customs & Excise and report any where they appear to be incorrect.

Installation

The script is supplied in a self extracting zip file – VAT_NUMBER_CHECKER-v7.EXE.

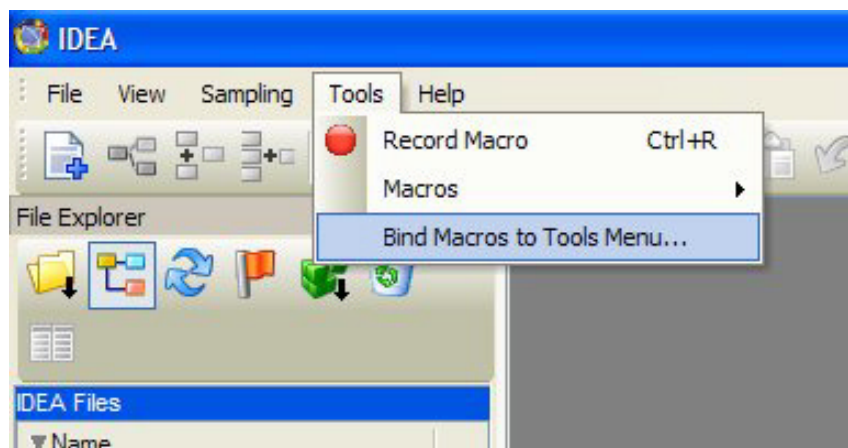
To install the checker run the .exe file by double clicking on it in Windows Explorer; this will open the following dialog:



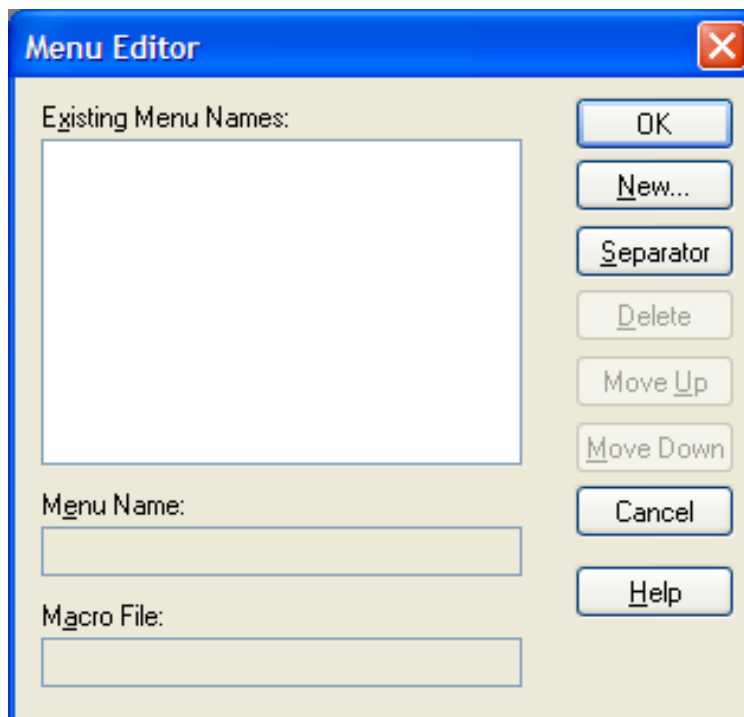
Do not make any changes here; merely click on the Unzip button.

This will create a folder called 'scripts' within the IDEA installation folder, within the Program Files folder on the local computer's 'C' drive. The 'scripts' folder will contain the VAT number checker script. The script can then be bound to the tools menu as follows:

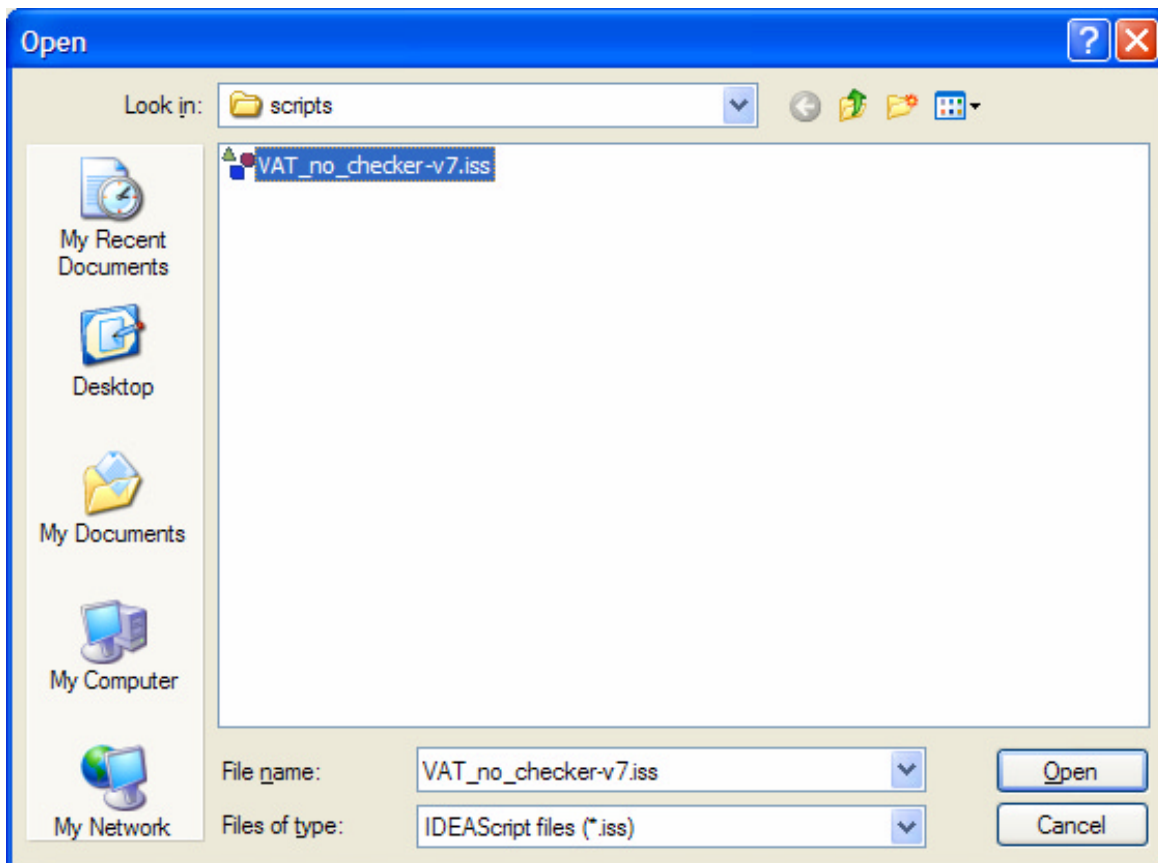
Click on the *Tools* menu... then *Bind Macros to Tools Menu*



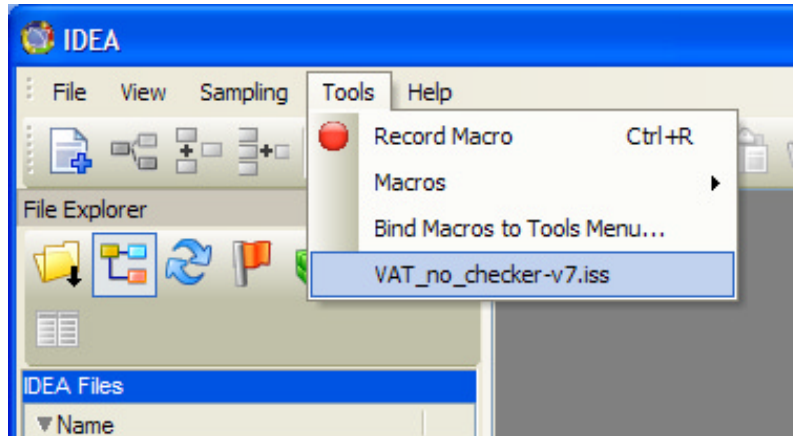
In the Menu editor dialog click on *New*



In the Open dialog box, navigate to the folder C:\PROGRAM FILES\IDEA\SCRIPTS and select the file VAT_NUMBER_CHECKER-v7.ISS and then select click the Open button.



Once complete you will be presented with the menu dialog once again; you can either accept the default name or change it and then click on OK. On completion the Tools menu will contain the VAT number checker.



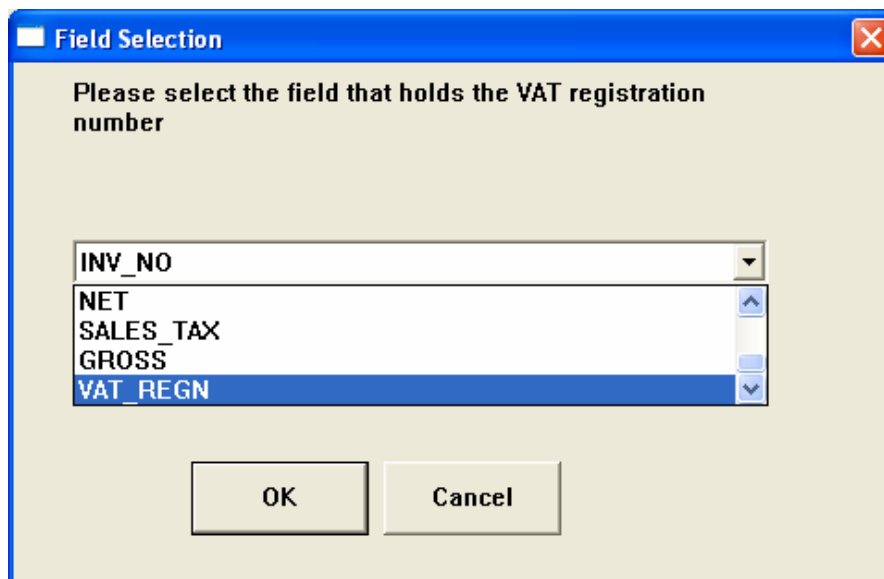
Using the Macro

Prior to using the macro the working folder must be set to the folder containing the file to be tested.

The field holding the VAT number can be formatted as character or as numeric. It does not matter if there is any formatting on the number as the macro will deal with that.

When you run the macro you will be asked to select the file to test, select the file.

You will then be asked to select the field containing the VAT number. The dialog will show you all the fields in the database select the appropriate one and click on OK



On completion you will be advised how many invalid numbers have been found



These are written to a new file called INVALID VAT NOs.IMD which is opened in IDEA for you.

Support

If you have any queries regarding the macro please contact us:

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