

ProcXed Guidance for completion of revaluation appeals (RVAPP) returns

About ProcXed

ProcXed is a software solution developed by the Scottish Government for secure electronic collection of data. It was initially developed to collect education data, but its structure is applicable to many other Scottish Government areas, particularly for collection of data from Local Authorities.

ProcXed enables data validation checks at the point of entry. Anomalies such as large differences, or the number of appeals which have been disposed of being larger than the number of appeals made, will flag up automatically. This reduces the burden on Local Authorities, as it reduces the number of occasions on which the Scottish Government will need to follow up with queries, sometimes weeks after data submission.

Access to ProcXed

If you do not already have a ProcXed account you will receive an email from ScotXed, who manage the service, with your log in details. When you first log in, you will be prompted to change your password. If you do not have a ProcXed account and have not received this email, get in touch with lqfstats@gov.scot.

With these log in details, you will only be able to access the RVAPP data collection, and you will only see data for the local authorities covered by your board.

The ProcXed system can be accessed via <https://procxed.scotxed.net/finance>. This will lead you to the new ProcXed system in use starting with the RVApp 2019-20 Q3 collection. Please ensure that you [use this link](#) rather than any old bookmarks or online searching for ProcXed, as doing so will take you to the old system which will not show your collection.

You can confirm that you are using the new system as there will be a Scottish Government logo in the top right hand corner, and a version number v8.4 under it.

For security reasons, after a period of inactivity you will need to log into the system again. We advise that you save any changes to the data as they are made, to ensure that it is not lost.

If you've forgotten your password, you can request a new one using your user name and registered email address.

After logging in, you will see the main screen containing details of your last log in. If you see something suspicious or incorrect, please contact ProcXed administrators.

Viewing your return

To access your return, click on **Menu** in the top left hand corner. Here, click on **Data Returns** and then **Manage Data Returns**.

In the manage data returns menu, from the **Data Collection Type** drop down menu select **RVAppeals**. Under the **Data Collection** drop down menu select the relevant quarter (e.g. **RVAPP 2019-20 Q3**).

Once you've done so, you will see a list of local authority areas covered by your board, and a list of actions for each. When you click **Select**, a Data Return Components table will appear further down the screen. Clicking **Edit** allows you to view your data return and enter new data.

Completing your return

The form layout is similar to previous years in that there are two sections to collect data on appeals arising from the 2010 and 2017 revaluations. There is also a text box for additional comments and check box to confirm assessor approval. Since 2017/18 Q2, part 2 of the return - collecting information on the 2017 revaluation appeals - has asked for extra information. In addition to the information on ALL appeals disposed of in the quarter, you are asked to provide information on those appeals which resulted in a change to their RV (the successful appeals).

Cells which are **shaded grey** are totals which are calculated automatically from the data you entered.

This form will be pre-populated with the contact details we have for your board. Please confirm that these details are correct, or amend them and then confirm if they are not.

Once you've completed a section, click the save button on top or bottom of a page. This will calculate the totals and run validation checks which will flag up large changes and inconsistencies.

If you wish to provide any further information about your return please use the **Additional Comments** box.

Please **do not use the back button in your browser** – only use the back button shown within the web page itself. Make sure that you enter numbers **without commas**.

Once you are happy with your return, click **Save**.

Submitting your return

Valuation Joint Boards are required to approve the returns for each child organisation, and then for the parent organisation.

You can submit your return in two ways. From the **Manage Data Returns** screen you can select the **Submit** action for each component. You can also select the **Save and Submit for Review** button to submit your return.

You should receive a notification when a return has been successfully submitted. Once all components have been submitted, the returns for the board as a whole can be submitted from the **Manage Data Returns** screen.

Once submitted, please email lgfstats@gov.scot, so that we can check the submission has gone through successfully. After submission, you will be able to view your return, but will not be able to make any changes. If you need to change any of the numbers on your return, get in touch with lgfstats@gov.scot who can either make changes on your behalf, or release the return for further editing.

Reports

After submission, you can produce reports summarising the data submitted. These can be saved to your device in Excel, PDF, or Word formats.

If you wish to produce a report, after submitting your return click **Menu** in the top left hand corner, then click on **Reports**, and then on **View Reports**.

Here you will be asked to select a data collection type (**RVAppeals**), the type or report (**RVApp Return**), and the collection quarter for which you wish to produce a return. You can also use the **Advanced Search** button to produce reports for individual local authorities.

A report will open in a new window (you may be prompted to allow for a pop-up window). From here you can export it using the save button.