

Guidance for completion of revaluation appeals (RVAPP) returns in ProcXed

About ProcXed

ProcXed is a software solution developed by the Scottish Government for secure electronic collection of data.

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 data suppliers, as it reduces the number of occasions on which the Scottish Government will need to follow up with queries.

Access to ProcXed

ProcXed can be accessed via <https://procxed.scotxed.net/finance>. If you need a ProcXed account and do not have one, please get in touch with us at lqfstats@gov.scot.

With these login details, you will be able to access the RVAPP data collection, and you will only see data for the council area(s) covered by your Valuation Joint Board (VJB).

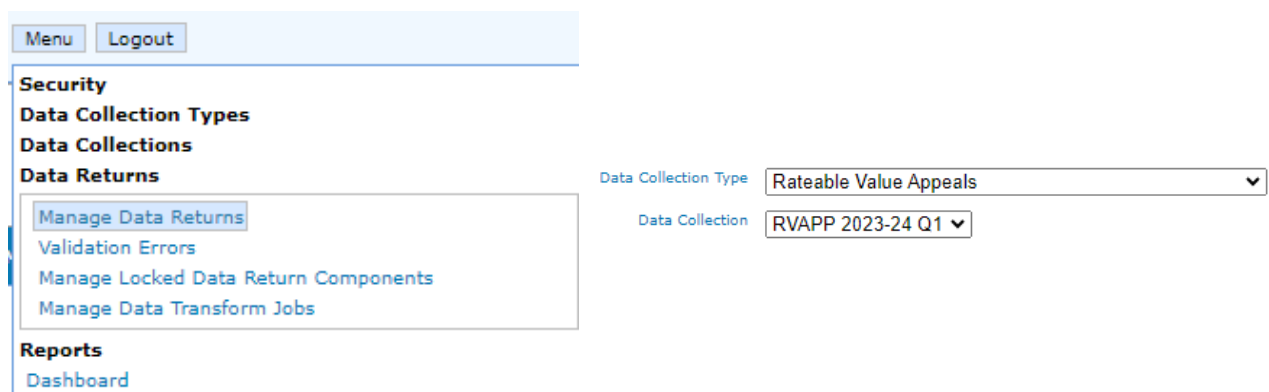
After logging in, you will see the main screen containing details of your last log in. If you see something suspicious or incorrect, please contact ProcXed administrators.

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

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 **Rateable Value Appeals**. Under the **Data Collection** drop down menu select the relevant quarter (e.g. **RVAPP 2023-24 Q1**).



You will see a list of local authority areas covered by your VJB, 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.

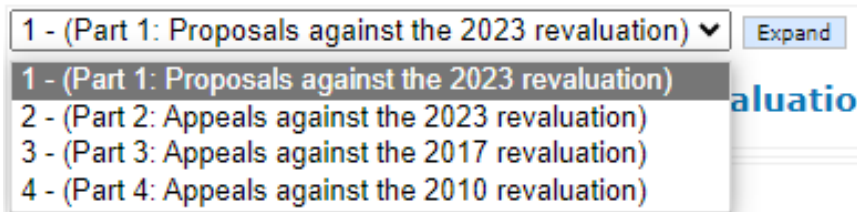
Data Collection	Collection Name	Organisation	Population Status	Submission Status	Comments	End Date	Data Return Comments	Locked By	When	Action
RVAppeals	RVAPP org test	VJB Angus	Initialised	Pending		23/07/2023				Upload Edit
RVAppeals	RVAPP org test	VJB Dundee City	Initialised	Pending		23/07/2023				Upload Edit
RVAppeals	RVAPP org test	VJB Perth & Kinross	Initialised	Pending		23/07/2023				Upload Edit

Completing your return

The form layout is different to previous years in that there are four parts to enter data into on proposals and appeals arising from the 2023 revaluation, and appeals from the 2017 and the 2010 revaluations. These parts are:

- Part 1: Proposals against the 2023 revaluation
- Part 2: Appeals against the 2023 revaluation
- Part 3: Appeals against the 2017 revaluation
- Part 4: Appeals against the 2010 revaluation

You can use the drop down function, as pictured below, to navigate to each part. Alternatively, you can click on the **Expand** button to have all four parts displayed on the same page.



Below is an example of how the form will look in ProcXed.

1 - (Part 1: Proposals against the 2023 revaluation) ▾
Expand

Part 1: Proposals against the 2023 revaluation

Total number of proposals arising from the 2023 Revaluation

	Number of subjects	Original rateable value of all subjects for which a proposal was lodged	Number of proposals lodged
All proposals	0	0	

a. Subjects for which all proposals were resolved up to 01/04/2023 (cumulative)

	Number of subjects	Original rateable value	Revised rateable value following the proposal outcome
Subjects for which all proposals resolved	0	0	0
Subjects for which RV changed in line with a proposal or a subsequent agreement on proposal			
Subjects for which RV changed, but not in line with any proposal or any subsequent agreement on proposal			
Subjects for which RV did not change			0

Cells which are shaded grey are totals, which are calculated automatically from the data you entered and cannot be amended.

For security reasons, after a period of inactivity you will get automatically logged out. We advise that you save any changes to the data as they are made, to ensure they

[Menu](#) [Logout](#) [Back](#) [Save](#) [Save and Submit for Review](#)

are not lost. Clicking the **Save** button at the top or bottom of a page will calculate the totals and run validation checks which will flag up any error messages. Please submit your return once there are no error messages displayed. If any error message is unclear, get in touch with lqfstats@gov.scot.

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

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

Submitting your return

VJBs are required to approve the returns for each child organisation (the individual council areas), and then for the parent organisation (the VJB as a whole).

You can submit your return in two ways. From the **Manage Data Returns** screen you can select the **Submit** action for each component.

	Collection Name	Data Collection	Organisation	Status	Comments	Action			
<input type="checkbox"/>	RVAPP org test	RVAppeals	Orkney and Shetland Valuation Joint Board	Initialised		Select	Download Xsd	View Errors	
<input type="checkbox"/>	RVAPP org test	RVAppeals	Tayside Valuation Joint Board	Initialised		Select	Download Xsd	View Errors	
<input type="checkbox"/>	RVAPP org test	RVAppeals	Renfrewshire Valuation Joint Board	Initialised		Select	Download Xsd	View Errors	
<input type="checkbox"/>	RVAPP org test	RVAppeals	Scottish Borders Council	InProgress		Select	Submit	Download Xsd	View Errors

Otherwise, when editing an individual component for a child organisation, you can also select the **Save and Submit for Review** button to submit. Once all child organisations have been submitted, the returns for the VJB as a whole can be submitted from the **Manage Data Returns** screen. You should receive a notification when a return has been successfully submitted.

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 lqfstats@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 (**Rateable Value Appeals**), 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.