Issue date 25th August 2008

Batch input for Supplier Bills and Credit Notes

Batch Input

Batch input is designed for those who need to rapidly input significant volumes of supplier bills or credit notes.

It may be that a catch up of transaction data is necessary or that volumes of transactions are such that the a large number need to be input.

Batch input simply means that a number of supplier bills or credit notes can all be entered at once.

The Information needed is the same as that for the single bill/credit note transaction, and as such in order for the process to be as easy and simple as possible a few minutes spent setting up supplier and other details in advance is well spent.

If an entity is not registered for VAT, then there will be no references to VAT in the screen, also therefore ignore references to VAT in the guide below

Batch Supplier bills process in summary

- Ensure details of the suppliers are setup
- If the business is subject to **IR35,** set up the contracts
- If you are using **Branch** analysis, ensure the branches are set up
- If expenses details are being collected for **P11D** purposes, ensure the appropriate employees are set up
- Create the batch transactions and **submit** the screen

Further information is available in the **Receiving supplier bills** user guide via the **HELP** menu.

Navigation

As well as using the mouse you can navigate around the batch screen using key strokes. The only exceptions are the **SUBMIT** and **CANCEL** buttons which need a mouse click. Press the access Key ([1]ALT or CTRL) at the same time as the bracketed letter on the button.

Alt+A	adds a new sales invoice/credit note transaction
Alt+C	copies the previous line item
Alt+U	undoes the current line item
Alt+R	resets the screen and removes all the existing entries
Alt+↑ or **Alt+↓**	opens a dropdown box, the arrow keys can then be used make the selection
Tab	moves to the next field
Shift Tab	moves back to the previous field

[1] In the Windows environment use the ALT key, for Apple Mac use CTRL. The Access Key has been tested for I.E and Mozilla/Firefox browsers, however it does not currently function in Safari.

Creating batch supplier bills transactions

Creating a batch supplier bills transaction is accessed via the **ACTIVITIES** menu.

ACTIVITIES → BATCH BILL

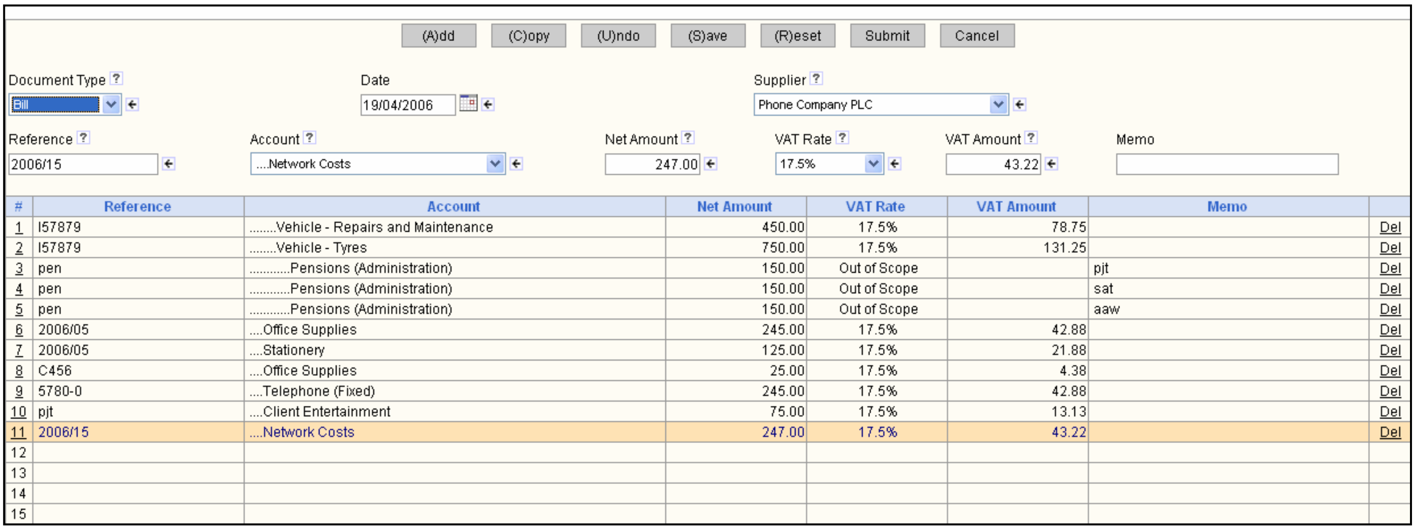
Click on **Add** to start batch input and the first transaction. Complete the details for the first line item of the transaction and **Save**. If another line item is required for the current transaction, click **Copy** to replicate the line and then amend the details as required. You can add as many items to a transaction as needed.

For the next transaction click **Add** again, enter the details for the lines as necessary remembering to click **Save** for each line.

When all transactions have been entered click **Submit** to record the full batch.

You can add as many transactions to the screen as you wish, however we recommend that no more than 20 lines per batch are entered for optimum efficiency. The system has a session time-out period of 40 minutes, so please be sure to submit a batch before leaving your computer for a period or the information may be lost and will need to be re-input.

The **Undo** button undoes the current transaction. The **Reset** button clears the whole screen of information and the **Cancel** button exits the screen WITHOUT saving any information.


(A)dd (C)opy (U)ndo (S)ave (R)eset Submit Cancel

Document Type: Bill | Date: 19/04/2006 | Supplier: Phone Company PLC

Reference: 2006/15 | Account: ....Network Costs | Net Amount: 247.00 | VAT Rate: 17.5% | VAT Amount: 43.22 | Memo:

#	Reference	Account	Net Amount	VAT Rate	VAT Amount	Memo	
1	I57879	........Vehicle - Repairs and Maintenance	450.00	17.5%	78.75		Del
2	I57879	........Vehicle - Tyres	750.00	17.5%	131.25		Del
3	pen	...........Pensions (Administration)	150.00	Out of Scope		pjt	Del
4	pen	...........Pensions (Administration)	150.00	Out of Scope		sat	Del
5	pen	...........Pensions (Administration)	150.00	Out of Scope		aaw	Del
6	2006/05	....Office Supplies	245.00	17.5%	42.88		Del
7	2006/05	....Stationery	125.00	17.5%	21.88		Del
8	C456	....Office Supplies	25.00	17.5%	4.38		Del
9	5780-0	....Telephone (Fixed)	245.00	17.5%	42.88		Del
10	pjt	....Client Entertainment	75.00	17.5%	13.13		Del
11	2006/15	....Network Costs	247.00	17.5%	43.22		Del
12							
13							
14							
15							

Transaction Header Information:

If multiple line items are entered for a particular bill or credit note, they are tied together to a document by the transaction header information. The transaction header information must be the same for each line item representing a total transaction. You can ensure that the transaction header information is the same by using the **Copy** button.

Line item information can and usually will vary.

Document Type	Select either a supplier bill or credit note
Date	Enter the transaction date
Supplier	Select the Relevant Supplier
Reference	Enter the document reference, usually an invoice number or equivalent.

Depending on other requirements for the entity you may see additional transaction header fields:

Associated IR35 Contract	select a relevant contract
Branch	select a relevant branch
Employee for P11D purposes	select an employee

Line item Information:

Account	Select the Account
Net Amount	Enter the Net amount
Vat Rate	May be entered by default, but can selected or overridden as necessary.
Vat Amount	Calculated automatically from the Vat rate

Hint: If a large number of documents for a single customer are being entered, enter the first document and click on the copy key. Amend the **Reference** and change any line items as necessary and save. Note that after a copy action, items in the header can always be changed by first amending the **Reference** to a new **Reference**.

Editing a Supplier Bill/Credit Note Transaction

After a batch of bill transactions has been entered, each individual bill may be edited (Note that the original batch screen is not available to be edited). If a bill has been included in a VAT return then the details of the bill may only be viewed they cannot be changed or the bill deleted. Likewise if a bill is dated in a closed financial year it also cannot be changed.

To locate the individual bill/credit note transaction

LISTS → SUPPLIER BILLS/CREDITS → EDIT the relevant bill.

Paying Bills

Paying bills entered via batch is the same process as single input bills. See **Paying Supplier Bills** user guide accessed via the **HELP** menu.

ACTIVITIES → PAY BILLS → SELECT the relevant supplier.

Reports

After creating via batch input supplier bills are handled and reported in the same way as single bill inputs. So that batch input bills remaining unpaid will appear listed on the Home page as well as in an Aged Creditors report and AP listing.

REPORTS → ACCOUNTS PAYABLE