

## Batch input for expense transactions

### Batch Input

Batch input is designed for those who need to rapidly input significant volumes of expense transactions. It may be useful to quickly enter transactions from a bank account or credit card statement, particularly as a feature exists to enter a gross value and allow the system to calculate the net and vat amounts (see comments in red italics below).

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 expense transactions can all be entered at once.

The Information needed is the same as that for any expense transaction (see below), and as such in order for the process to be as easy and simple as possible a few minutes spent setting up payee / 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

### Types of Expense Transaction

The types of expense transaction that can be included in a batch input are:

- ◆ Cheque payment
- ◆ Debit or Credit Card payment
- ◆ Direct Debit
- ◆ Standing Order
- ◆ Online payment
- ◆ Cash Expense (out of Undeposited funds on hand in the business)

### Batch expense transactions process in summary

- ◆ Ensure details of the payees / 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 expense transactions and **submit** the screen

Further information is available in the following user guides accessed via the **HELP** menu:

- **Writing Cheques**
- **Using Credit Cards**
- **Using Debit Cards**
- **Electronic Payments**
- **Recording an Expense Claim**
- **Recording Cash Expenses**

## 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 (<sup>1</sup>ALT or CTRL) at the same time as the bracketed letter on the button.

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

<sup>1</sup> 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 expense transactions

Creating a batch of expense transactions is accessed via the **ACTIVITIES** menu.

### ACTIVITIES → BATCH EXPENDITURE

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.

<input type="button" value="(A)dd"/> <input type="button" value="(C)opy"/> <input type="button" value="(U)ndo"/> <input type="button" value="(S)ave"/> <input type="button" value="(R)eset"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>						
Bank/Card Account ?	Document Type ?	Date	Payee ?			
Current Account	Cheque	15/04/2006	The Restaurant			
Reference ?	Account ?	Net Amount ?	VAT Rate ?	VAT Amount ?	Memo	
rh	...Client Entertainment	78.00	17.5%	13.65		
#	Reference	Account	Net Amount	VAT Rate	VAT Amount	Memo
1	r67	...Telephone (Fixed)	382.98	17.5%	67.02	Del
2	March Expenses	...Office Supplies	20.43	17.5%	3.57	Del
3	March Expenses	.....Air Travel Direct Costs	325.00	Exempt		Del
4	March Expenses	.....Air Travel Direct Costs	145.00	Exempt		Del
5	March Expenses	.....Vehicle - Tyres	761.70	17.5%	133.30	Del
6	rh	...Client Entertainment	78.00	17.5%	13.65	Del
7						
8						

### Transaction Header Information:

If multiple line items are entered for a particular expense transaction, 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.

**Bank/Card Account** Select a bank or credit card account out of which the payment is made. Note that undeposited funds may be selected if an expense has been paid out of cash on hand.

**Document Type** Select the type of document used to make the payment. Note that if a credit card account was selected in Bank/Card account, this field defaults to Credit card.

**Date** Enter the transaction date

**Payee** Select a payee

**Reference** Enter the document reference.

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:**

<b>Account</b>	Select the Account to which the expense will be charged
<b>Net Amount</b>	Enter the Net amount. <i>If you wish the system to calculate the VAT and net amount from the gross, enter the Gross amount in this field.</i>
<b>Vat Rate</b>	May be entered by default, but can selected or overridden as necessary.
<b>Vat Amount</b>	Calculated automatically from the Vat rate if the net entered. <i>Type a "g" in the field for the system to calculate the Vat and net amount. The Net and VAT amounts will be adjusted automatically.</i>

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**.

Note that a **Purchase File Reference** number will be assigned to those line items tied together to represent an individual expense transaction and will be visible if it is reviewed or edited. These are easily viewed by using the **Find Transaction** feature under the **LISTS** menu. Select the **Purchase File Ref.** sequence, confirm or amend the date range and click **GO**.

### **Editing an Expense Transaction**

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

To locate the individual expense transaction use the **LISTS** menu

**LISTS** → **CHEQUES** → **EDIT** the relevant transaction

**LISTS** → **DEBIT CARD TRANSACTION** → **EDIT** the relevant transaction

**LISTS** → **ELECTRONIC PAYMENTS** **EDIT** the relevant transaction

**ACCOUNTS** → **BANK/CREDIT ACCOUNTS** → **VIEW** the relevant Account **EDIT** the relevant transaction

**LISTS** → **FIND TRANSACTION** → **ENTER SEARCH CRITERIA** → **EDIT** the relevant transaction

## Memorising a Transaction

Just as single entry expense transactions may be memorised after creation, then those created in a batch input may be memorised in the same way. Locate the particular transaction (as above) and click on the **MEMORISE** tab.

See the **Memorised Transactions** user guide accessed via the **HELP** menu for more information.