Issue date 2nd June 2011

Batch input for Sales Invoices and Credit Notes

Batch Input

Batch input is designed for those who need to rapidly input significant volumes of Sales Invoices 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 sales invoices or credit notes can all be entered at once.

The Information needed is the same as that for the single sales invoice/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 customer 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 Sales Invoices process in summary

- Ensure details of the customers are setup
- Set up Sales items to be invoiced
- If the business is subject to **IR35,** set up the contracts
- If you are using **Branch** analysis, ensure the branches are set up
- Create the batch transactions and **submit** the screen

Further information is available in the **Creating Sales Invoices** or **Create Credit Notes** user guides 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 invoice transactions

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

ACTIVITIES → BATCH INVOICE

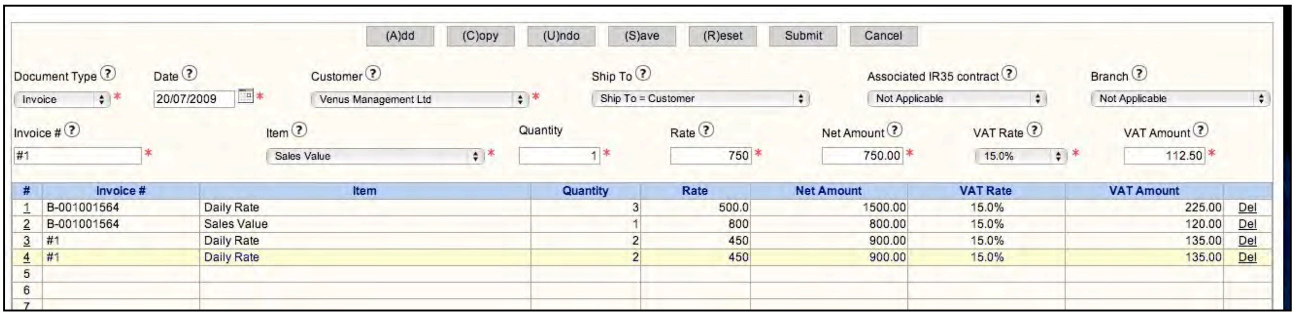
Click on **Add** to start batch input. Complete the details for the first line item of the transaction and **Save**. If another line item is required for the current transaction, click **Copy** to replicate the line and then amend the details as required. You can add as many items to a transaction as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



#	Invoice #	Item	Quantity	Rate	Net Amount	VAT Rate	VAT Amount	
1	B-001001564	Daily Rate	3	500.0	1500.00	15.0%	225.00	Del
2	B-001001564	Sales Value	1	800	800.00	15.0%	120.00	Del
3	#1	Daily Rate	2	450	900.00	15.0%	135.00	Del
4	#1	Daily Rate	2	450	900.00	15.0%	135.00	Del
5								
6								
7								

Transaction Header Information:

If multiple line items are entered for a particular sales invoice 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 sales invoices or credit note
Date	Enter the transaction date
Customer	Select the Relevant Customer

Ship-To	If the invoice needs to show a ship-to location address (rather than the main customer address) select it from the **Ship To** dropdown.
Invoice Number	Enter the Invoice number (or credit note number). If you wish to pick up the next invoice number in the series enter “#” plus any character, such as “#1”. When the batch is submitted the invoice will be given the next number in the series. Use a different character if you want the following invoice in the batch to be numbered the next in the series i.e. “#2”.

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

Line item Information:

Item	Select the sales item
Quantity	Enter the quantity for the sales item
Rate	Enter the unit sales price (a default, if it exists, can be overwritten)
Net Amount	The net amount will be calculated automatically
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, click on the copy key. Amend the **Invoice Number** 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 **Invoice Number** to a new number.

Editing a Sales Invoice/Credit Note Transaction

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

To locate the individual sales invoice/credit note transaction

LISTS → CUSTOMER INVOICES/CREDITS → EDIT the relevant invoice

Receiving Payments

Receiving payments for invoices entered via batch is the same process as for singly input invoices. See **Receiving Payments** user guide accessed via the **HELP** menu.

ACTIVITIES → RECEIVE PAYMENTS → SELECT the relevant Customer

Reports

After creating via batch input sales invoices are handled and reported in the same way as single invoice inputs. So that batch input invoices remaining unpaid will appear listed on the Home page as well as in an Aged Debtors report and AR listing.

REPORTS → ACCOUNTS RECEIVABLE