

Bill Upload Process

This process allows users to upload Supplier Bills and credit note details using a CSV (Comma Separated Values) file.

The CSV file must be in the standard CSV format specified below.

Once a CSV file format has been prepared then this process may be used to efficiently upload information from other systems.

Please note that Liberty Accounts does reserve the right to charge for any support required following a failure to adhere to the guidelines in this specification.

Process in Summary

- ◆ Source the information as necessary (Note another system may well allow the export of data in csv format)
- ◆ Set up reference codes for suppliers, expense accounts and if necessary branches
- ◆ Prepare the CSV file into the format described below; this may be done in a TEXT editor programme such as Notepad (usually supplied with Windows) or Microsoft Excel (or equivalent). The key point is that the information is separated by commas, and is saved with a file extension of “.csv”
- ◆ Access the process via the **ACTIVITIES** menu.

ACTIVITIES → BILL UPLOAD

File Format

Upload requires that data is presented in a standard csv file. Please note the following points carefully and ensure that your file is properly formatted.

- ◆ The order of the fields is not significant but the order of the data fields must match the order of the field names in the first line.
- ◆ Where a text field contains a comma the field should be quoted using double quotes “”.
- ◆ Numeric fields should NOT include comma formatting for thousands etc
- ◆ Numeric fields may include a decimal point as appropriate
- ◆ Negative amounts are not supported for any numeric fields in the bill upload
- ◆ Date fields must contain a four(4) digit year and be in the format: dd/MM/yyyy e.g.25/1/2006 if no date format is provided in the upload file
- ◆ A date format pattern may be specified on each line of the import file if desired, (see note below)

The first line of the file should contain valid field names from the list below. Note the underscore character in place of spaces.

It is not necessary to include every field in your upload file, just include those which are indicated as mandatory and those for which you wish to include data.

Note that where field data exceeds the maximum permitted size it will be truncated.

Example of a formatted file

The information necessary is that which would be entered normally when a supplier bill or credit note is being entered.

The example of a valid file is shown here. The file was created in a simple text editor program.

```

0 .....10.....20.....30.....40.....50.....60.....70.....80.....90.....100.....11
1 document_type,bill_number,supplier_code,bill_date,expense_account_code,net_amount,vat_code,vat_amount
2 BIL,1256,s001,15/05/2007,1500,700.00,S1,122.50
3 BIL,INV5689,s002,2/05/2007,1200,75.00,S1,13.13
4 BIL,I689,sec001,18/05/2007,950,1000.00,EC,175.00
5 BIL,1233,s001,2/05/2007,950,800.00,S1,140.00
6 CNR,C1233,s001,28/05/2007,950,200.00,S1,35.00
7 BIL,Ins567,s003,1/06/2007,2010,150.00,EX,0.00
8 BIL,INV3468,s002,8/06/2007,1500,200,2R,0.00
9

```

A Note for Entities that are registered for VAT and are using the flat rate scheme

If the entity is registered for VAT and using either the flat rate standard or flat rate cash based scheme the following comments are important.

Under flat rate schemes VAT on purchases (Input Tax) is not usually recoverable and the VAT code for transactions included in the upload needs to be set to "OS" (Out of Scope). The gross amount (the net amount plus the VAT as shown on the bill) of the bill needs to be entered in the "net_amount" field and the "vat_amount" value should be zero. For example with a bill for £1000 with VAT of 17.5% the field values should be:

net_amount	£1175.00	(The bill gross amount)
vat_code	OS	(Out of Scope code)
vat_amount	£0.00	

If any value is entered in the vat_amount then this is posted to the flat rate vat adjustment account in the profit & loss and the sum of the values entered in the net_amount and the vat_amount fields is shown as the payable amount in the supplier account.

There are occasions when the VAT on a purchase can be recovered under the flat rate scheme (for instance with a large purchase in excess of £2000) in this case the fields would be populated as normal, for example:

net_amount	£2000.00	(The bill gross amount)
vat_code	S2	(Standard rate 17.5%)
vat_amount	£300.00	(VAT amount based upon 17.5% vat rate)

See the VAT and Liberty Accounts user guide for more information on VAT and the flat rate scheme.

Field Names

The field names available are:

- ◆ document_type (optional) - specify as Bill (BIL) or credit note(CNR)
- ◆ **bill_number (mandatory)** - the bill document number
- ◆ **supplier_code (mandatory)** - unique suppliercode
- ◆ date_format (optional) - needed if default date format not being used
- ◆ **bill_date (mandatory)** - document date
- ◆ tax_point (optional) - tax point if different to document date
- ◆ branch_code (optional) - branch code (if branch accounting in use)
- ◆ due_date (optional) - if usual customer terms are different
- ◆ po_reference (optional) - purchase order reference
- ◆ **expense_account_code (mandatory)**- code reference the expense account
- ◆ item_description (optional) - line item description
- ◆ **net_amount (mandatory)** - for VAT registered entities
- ◆ **vat_code (mandatory)** - for VAT registered entities
- ◆ **vat_amount (mandatory)** - for VAT registered entities
- ◆ **gross_amount (mandatory)** - for NON VAT registered entities
- ◆ customer_code (optional) - to associate an item with a specific customer

document_type (text: max 3 characters) optional field

This field indicates whether the document represents a Bill or a Credit Note. The values must be either BIL or CNR. If the field is not present all documents are assumed to be Bills.

bill_number (text: max 20 characters) mandatory field

This field should contain the document number.

supplier_code (text: max 20 characters) mandatory field

This field should contain a user defined code for the supplier from whom the bill was received. The code may be defined on the supplier record and allows users to cross-reference a supplier in the system with a code from an external system. During the import the default trading terms are picked up from the supplier record and applied to the bill. If no supplier match is found the bill is rejected from the import. N.B. The field must appear on each line but it is applied to the bill header.

date_format (text: no max specified) optional field

If you are using date formats different from the expected default, a pattern must be supplied using the date format patterns as specified for Java SimpleDateFormat class.

d - day

M - month - NB capital M for month (small m for minutes)

y - year

e.g.

yyyy-MM-dd – 2007-11-15 (international standard date notation)

ddMMyyyy - 25022007

d/M/yyyy e.g. 25/1/2007

bill_date (date formatted text) mandatory field

The default format for the date is: d/M/yyyy e.g. 25/1/2007

If an alternative date format is used the date_format pattern should be included in every line of the import file - see above.

tax_point_date (date formatted text) optional field

If no tax_point_date is provided the invoice_date value is used. The default format for the date is: d/M/yyyy e.g. 25/1/2007

If an alternative date format is used the date_format pattern should be included in every line of the import file - see above.

branch_code (text: max 20 characters) optional field

This field should contain a user defined code for the branch to which you wish to analyse the bill. The code may be defined on the branch record and allows users to cross-reference a branch in the system with a code from an external system.

due_date (date formatted text) optional field

If no due_date is provided the date is calculated by applying the default terms for the supplier to the bill_date value. If there are no default terms on the supplier record the bill is treated as due on receipt using the bill_date value. The default format for the date is: d/M/yyyy e.g. 25/1/2007

If an alternative date format is used the date_format pattern should be included in every line of the import file - see above.

po_reference (text: max 25 characters) optional field

This field can be used for a purchase order reference

expense_account_code (text: max 20 characters) mandatory field

This field should contain a user defined code for the expense account to which you wish to record the bill. The code may be defined on the account record and allows users to cross-reference an account in the system with a code from an external system. If the code is not found on an account in the entity chart of accounts the item will be rejected.

Item_description (text: max 200 characters) optional field

Line item description - Stored in line item memo field.

net_amount (numeric) mandatory field if entity VAT registered

Numeric values must not include comma formatting.

vat_code (text: max 2 characters) mandatory field if entity VAT registered

Must be a valid and active system VAT code; current codes can be listed by running the report from the menu option:

REPORTS → LISTS → VAT RATES

vat_amount (numeric) mandatory field if entity VAT registered

Numeric values must not include comma formatting.

gross_amount (numeric) mandatory field if entity non VAT registered

Numeric values must not include comma formatting.

customer_code (text: max 20 characters) optional field

This field may contain a user defined code for the customer with whom the expense line should be associated where expenses are recharged to customers. The code is defined on the customer record and allows users to cross-reference a customer in Liberty Accounts with a code from an external system.

Supplier Code

Supplier codes can be added via the **setting up a supplier** screen, accessed via the Lists menu.

LISTS → SUPPLIERS → LIST SUPPLIERS → [EDIT](#) relevant supplier

In the **supplier code** field add a code of your own structure, perhaps related to some other system for which cross referencing may be convenient.

Note you may enter a '+' and the system will automatically insert the system record id for the supplier. This record id is guaranteed to be unique in the system - but may not be a consecutive sequence.

See **Setting up a supplier** user guide for more information.

Expense Account Code

Expenses account codes are added via the **edit account details** screen, accessed via the ACCOUNTS menu.

ACCOUNTS → ALL OR A PARTICULAR GROUP → [EDIT](#) relevant account

In the **Import Cross Reference** field add a code of your own structure, perhaps related to some other system for which cross referencing may be convenient. Note that the codes are case-sensitive and must match exactly during uploads for an item to be loaded.

See **Chart of Accounts** user guide for more information.

Branch Code

If Branch analysis is being used then Branch codes can be added via the **Setting Branches** screen, accessed via the **Lists** menu. Note that Branches are only available if it has been activated via **PROFILE**.

LISTS → BRANCHES → LIST BRANCHES → [EDIT](#) relevant Branch

In the **Branch Code** field add a code of your own structure, perhaps related to some other system for which cross referencing may be convenient.

Note you may enter a '+' and the system will automatically insert the system record id for the Branch. This record id is guaranteed to be unique in the system - but may not be a consecutive sequence.

See **Setting up and using Branches** user guide for more information.

Customer Code

Customer codes are added via the **edit customer details** screen, accessed via the **LISTS** menu

LISTS → CUSTOMERS → LIST CUSTOMERS → [EDIT](#) relevant Customer

User Defined Code

This field may be used to hold a user-defined alpha-numeric code for the record. If you enter a '+' the system will automatically insert the record id for the current item. This record id is guaranteed to be unique in Liberty Accounts - but may not be a consecutive sequence.

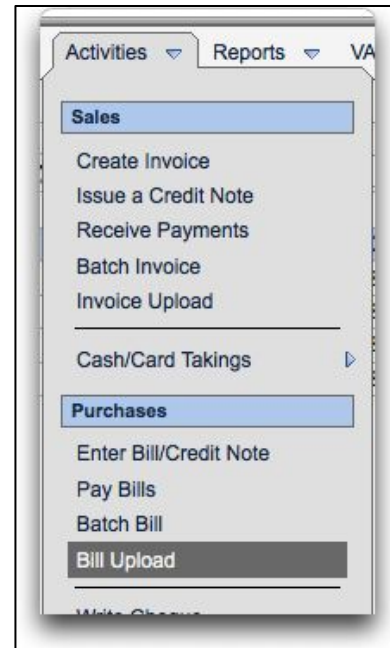
This field is useful for entering codes that cross-reference codes in other systems and is also used for the invoice and bill uploads under the **ACTIVITIES** menu. Note that the codes are case-sensitive and must match exactly during uploads for an item to be loaded.

See **Setting up a Customer** user guide for more information.

Upload Process

Once the csv file creation is complete the upload process is accessed via the **ACTIVITIES** menu

ACTIVITIES → BILL UPLOAD



- ◆ Browse for the CSV file and then click **SUBMIT**
- ◆ The upload process will start. You may need to respond to any error messages by correcting data and re-submitting.

Technical Specification ?

Select CSV Upload File

Note that any error messages will have a line number such as “line #3” This will refer to the record line number in the csv file and excludes line 1 which is the field names line.

On the first time of using the upload process a number of errors may occur because if you are unused to the format of csv files it takes a little time to become familiar with it.

Reversing an Upload

An upload run can be reversed by deleting the relevant batch job. Batch jobs are accessed via the **ENTITY NAME** menu.

ENTITY NAME → BATCH JOBS → BATCH RUN HISTORY → DEL relevant batch

Batch Run Type	As At Date	Run At	Run By	Status	
Invoice Import	19/06/2007	15:53:44 on 19/06/2007	paul	OK	DEL
Invoice Import	20/06/2007	14:09:09 on 20/06/2007	paul	OK	DEL

All the uploaded items will be deleted, except if one of them has already edited, included in a VAT return or had a receipt applied, in which case that one will not be deleted.