

Creating Sales Invoices

Creating a sales invoice is obviously an important part of any business. In order for the process to be as easy and simple as possible a few minutes spent setting up customer and sales item details in advance is well spent.

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

Creating Sales Invoices in Summary

- ◆ Ensure details of the customer to be invoiced are set up.
- ◆ Set up Sales items to be invoiced.
- ◆ Set up Document configurations
- ◆ If the business is subject to **IR35**, set up contracts
- ◆ If the business is using **Branch** analysis, set up branches
- ◆ Create the Invoice Transaction
- ◆ Record and Print the Invoice.
- ◆ Send Invoice to Customer.

Customer Details

Customer details are entered via the **LISTS** menu.

LISTS → CUSTOMERS → ADD CUSTOMER

Enter details in the Customer Maintenance Screen. More Information is available in the **Setting up a Customer** user guide.

Sales Items

Sales Item Information is also set up via the **LISTS** menu.

LISTS → SALES ITEMS → ADD SALES ITEM

Enter details in the Sales Item Maintenance Screen. More Information is available in the **Setting up Sales Items** user guide.

Document Settings

Document setting are configured via the **ENTITY NAME** menu.

ENTITY NAME → DOCUMENT SETTINGS

Specify the requirements of what and where information is to be printed, including uploading a logo for printing. Note a user can also specify whether a remittance slip is printed with the invoice as well as whether an Invoice Factors details are included.

More Information is available in the **Document Settings and Business Logo Maintenance** user guide.

IR35 Contracts

IR35 Contract Data is also set up via the **ADD-INS** menu.

ADD-INS → IR35 → ADD CONTRACT

Enter details in the IR35 Contract Maintenance Screen. More Information is available in the **Working with IR35** user guide.

Branches

Sales Item Information is also set up via the **LISTS** menu.

LISTS → BRANCHES → ADD BRANCH

Enter details in the Branch Maintenance Screen. More Information is available in the **Setting up and Using Branches** user guide.

Creating an Invoice Transaction

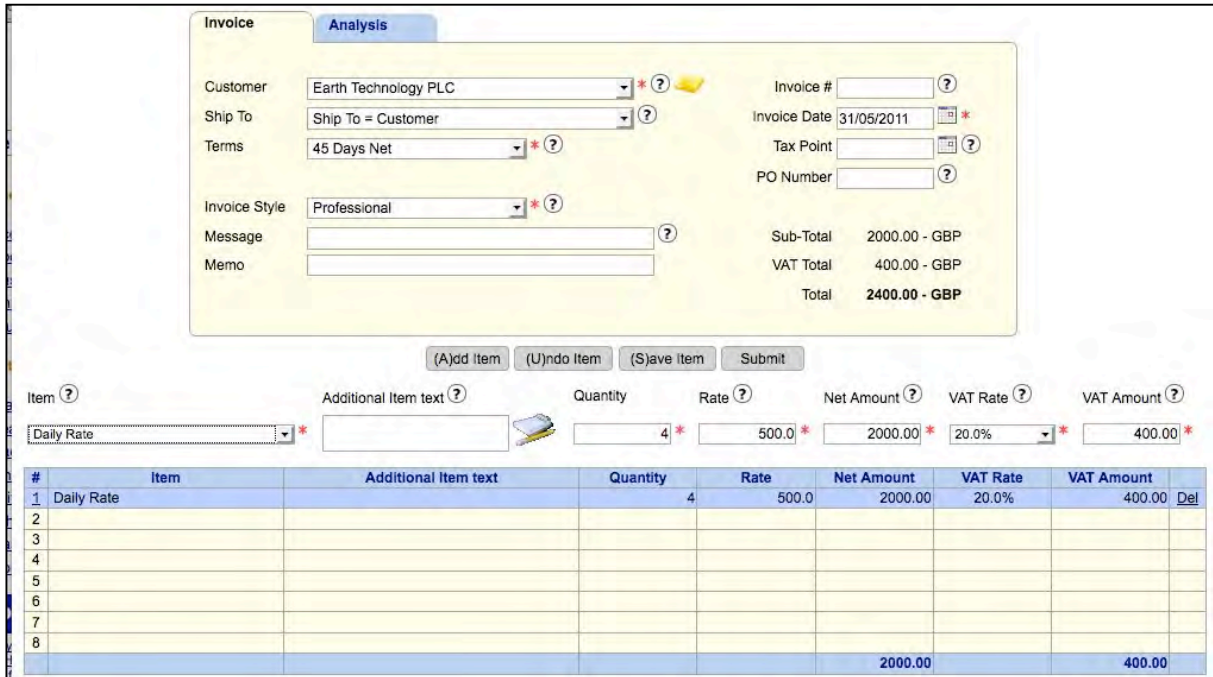
Creating an Invoice is accessed via the **ACTIVITIES** menu

ACTIVITIES → CREATE INVOICE → Invoice tab

Note that if the **Prompt for Analysis** box (set in **Profile**) is ticked then when transactions are entered which require analysis to branches, IR35 or P11D reporting; the analysis tab is presented first by default so that the required analysis is not forgotten.

- ◆ Select the **Customer** from the dropdown list.
- ◆ If the invoice needs to show a ship-to location address (rather than the main customer address) select it from the **Ship To** dropdown. Note, ship-to details are entered in Customer Maintenance via the **LISTS** menu.
- ◆ **Terms** will default to any terms entered when the customer was set up. You may amend is necessary.
Note it is possible to create an Invoice as paid using an item from the **Terms** dropdown list, see more details below.
- ◆ The invoice number in the **Invoice#** field is the next in the series, again amend if necessary.
- ◆ The **Invoice Date** defaults to to-days date, this to can be amended. This date is the transaction date for recording.
- ◆ If the **Tax Point** of the transaction for VAT purposes is different, enter the correct date in the Tax point field. Leave blank if not used.

- ◆ Enter the Customers purchase order number in the **PO/Number** field if you have one. Use of this reference may speed up the payment of your invoice. Leave blank if not required.

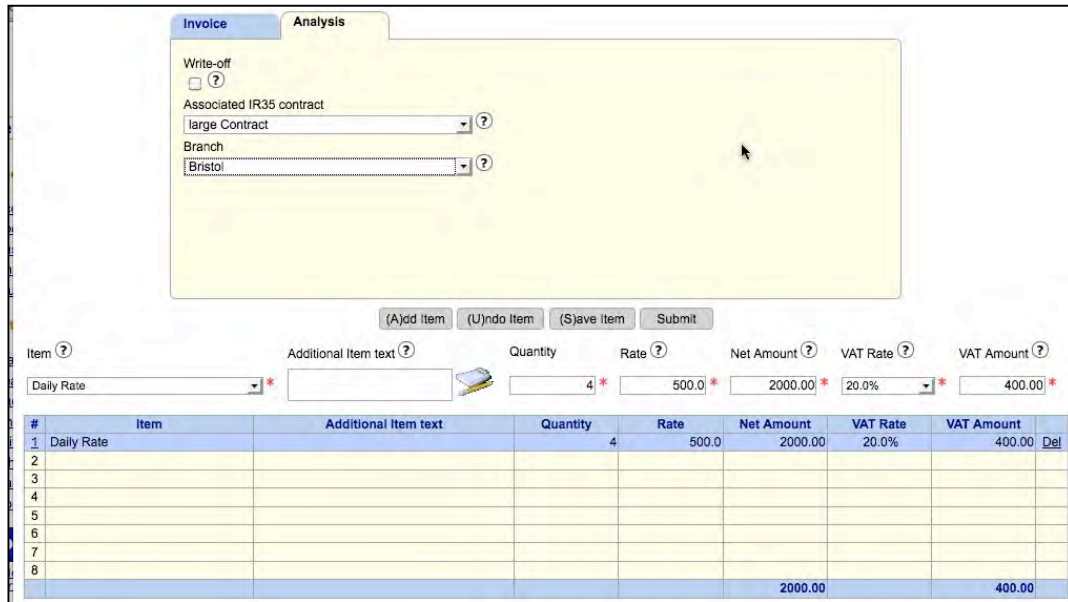


#	Item	Additional Item text	Quantity	Rate	Net Amount	VAT Rate	VAT Amount	Del
1	Daily Rate		4	500.0	2000.00	20.0%	400.00	
2								
3								
4								
5								
6								
7								
8								
					2000.00		400.00	

- ◆ The **Message** field can be used to place a comment on the face of the invoice. Leave blank if not used.
- ◆ The **Memo** field can be used to enter free format descriptive text. It can be left blank.
- ◆ Select the printed **Invoice Style** by leaving the default or choosing from the drop down list.
- ◆ The line items that make up the Invoice value now need to be added. A line item is a number of units of a Sales Item extended by the unit value to give the total invoiced amount.
- ◆ **ADD ITEM** accesses the Line Item input. Select the **Item** from the dropdown. Default values, if they exist, for **Rate** (Unit sales price) and **VAT Rate** (If VAT registered). These defaults may be overridden. Enter any **Additional Item Text** (This will be printed on the Invoice) and then enter the **Quantity** for the sales item. Liberty Accounts will extend the values and summarises them. **SAVE EDIT** confirms the entry. Further Line items can be entered by clicking on **ADD ITEM** on each occasion. **UNDO EDIT** cancels the current line item data.

Analysis Tab




The analysis tab allows for further details to be added for recording if the business is using the Branches and/or the IR35 features. If these features are not in use, nothing needs to be added in the analysis tab.



#	Item	Additional Item text	Quantity	Rate	Net Amount	VAT Rate	VAT Amount	Del
1	Daily Rate		4	500.0	2000.00	20.0%	400.00	
2								
3								
4								
5								
6								
7								
8					2000.00		400.00	

- ◆ Select an Associated IR35 contract if appropriate (consult your Accountant if you are unsure.) Also see the Working with IR35 user guide.
- ◆ Select an appropriate **Branch** if this invoice is to be analysed to a branch.
- ◆ When all line items have been entered and analysis selected as required clicking **SUBMIT** saves the transaction. A confirmation statement displays in a grey line just beneath the main menu area. A new Create Invoice screen also draws to allow for creating the next invoice.



In the confirmation line the **PRINT**  icon prints the invoice. The invoice is created in a pdf format so that it may be printed for posting as well saved on the local computer. Clicking the **MAIL**  icon will send an email with the invoice attached to the email address associated with the Customer (In Customer Maintenance). Hint, the email address will display if the mouse pointer hovers over the icon. If no valid email address has been entered then the  icon will display.

- ◆ Send the Invoice to the customer

Bulk Printing

For situations where a large number of invoices and credit notes need to be printed, a bulk print and/or email facility exists. Simply go to the **LISTS** menu

LISTS → CUSTOMER INVOICES/CREDITS.



Branch All	Customer All	From Date 1/01/2011	To Date 31/03/2012	Status <input checked="" type="radio"/> All <input type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Write-Off	Go					
Bulk Print <input type="button" value="Bulk Mail"/> Check All: <input type="checkbox"/> Check All With Email: <input checked="" type="checkbox"/> Check All Without Email: <input type="checkbox"/> Print Invoice As Despatch Note: <input type="checkbox"/>										
	Last PDF	Invoice #	Type	Customer	Date	Due Date	Amount	Balance	Closed	
	<input checked="" type="checkbox"/>	00010354	Invoice	Earth Technology PLC	11/03/2011	15/05/2011	6,480.00	6,480.00		
	<input type="checkbox"/>	00010355	Invoice	Venus Management Ltd	21/03/2011	30/04/2011	2,838.00	2,838.00		
	<input checked="" type="checkbox"/>	00010358	Invoice	Earth Technology PLC	31/05/2011	15/07/2011	2,400.00	2,400.00		

Select the documents to be printed or emailed and click the **BULK PRINT** or **BULK MAIL** button. More information is available from the **BULK SALES INVOICE PRINT** user guide.

Print Invoice as a Despatch Note

Once an Invoice has been created, it is possible to print a version as a despatch note (with no financial values displayed).

Branch All	Customer All	From Date 01/01/2011	To Date 31/03/2012	Status <input checked="" type="radio"/> All <input type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Write-Off	Go					
Bulk Print <input type="button" value="Bulk Mail"/> Check All: <input type="checkbox"/> Check All With Email: <input type="checkbox"/> Check All Without Email: <input type="checkbox"/> Print Invoice As Despatch Note: <input checked="" type="checkbox"/>										
	Last PDF	Invoice #	Type	Customer	Date	Due Date	Amount	Balance	Closed	
	<input type="checkbox"/>	00010354	Invoice	Earth Technology PLC	11/03/2011	15/05/2011	6,480.00	6,480.00		
	<input type="checkbox"/>	00010355	Invoice	Venus Management Ltd	21/03/2011	30/04/2011	2,838.00	2,838.00		
	<input checked="" type="checkbox"/>	00010358	Invoice	Earth Technology PLC	31/05/2011	15/07/2011	2,400.00	2,400.00		

Tick the **Print Invoice As Despatch Note** box and click on the  icon adjacent to the relevant invoice to produce a despatch note version of the invoice as a pdf, or email it by clicking the  icon.

To create an extract file for BACS/online banking purposes

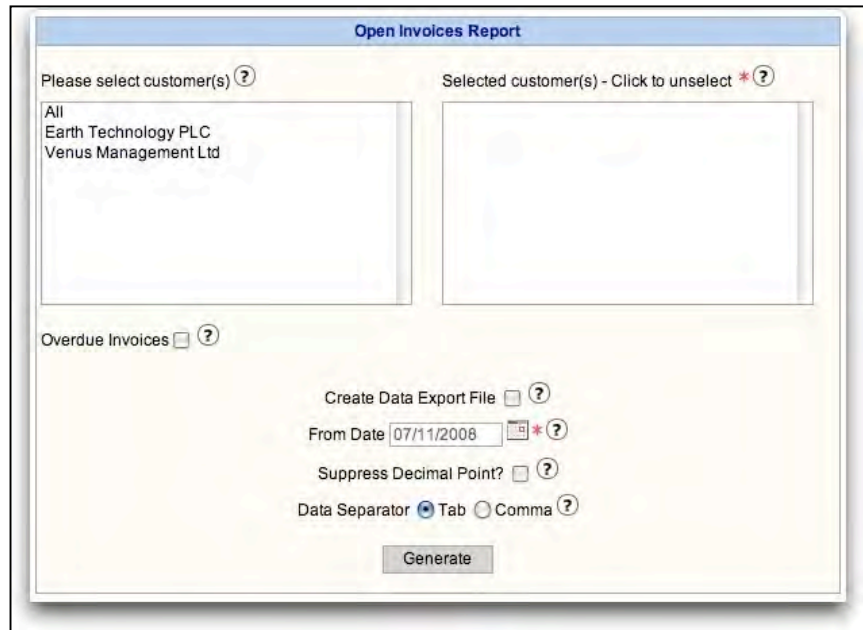
From the **REPORTS** menu go to **OPEN INVOICES**.

REPORTS → ACCOUNTS RECEIVABLE → OPEN INVOICES

Click on **ALL** or the **Customer** required. Tick the **Create Data Export File** box.

Select a **From Date** (the default is today) this enables a user to pick up a batch of invoices for output. If the required data format is in pence, tick the **Suppress the Decimal Point** box.

Click on **GENERATE** to create the export file. The file is in text CSV format.

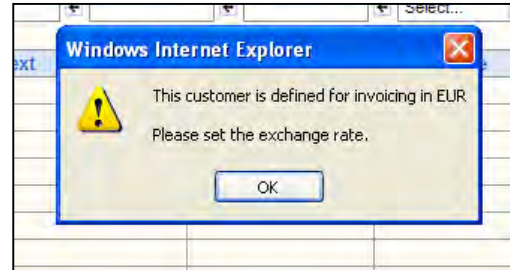


The screenshot shows a web interface titled "Open Invoices Report". It features two side-by-side list boxes. The left box is titled "Please select customer(s) ?" and contains the following items: "All", "Earth Technology PLC", and "Venus Management Ltd". The right box is titled "Selected customer(s) - Click to unselect * ?" and is currently empty. Below these boxes are several controls: "Overdue Invoices" with an unchecked checkbox and a help icon; "Create Data Export File" with an unchecked checkbox and a help icon; "From Date" with a text input field containing "07/11/2008", a calendar icon, and a help icon; "Suppress Decimal Point?" with an unchecked checkbox and a help icon; and "Data Separator" with radio buttons for "Tab" (selected) and "Comma", and a help icon. At the bottom center is a "Generate" button.

Foreign Currency Invoice

If the selected Customer has been set up to be invoiced in a foreign currency then the screen display also has a box for an exchange rate to be entered. (See **Setting up a Customer** User guide for more information).

Note that when the Customer is selected in the drop down a warning message is displayed to alert the user that an exchange rate is required. Click **OK** to clear the alert.



Invoice
Analysis

Customer: Belgium Customer * ?

Ship To: Ship To = Customer ?

Terms: 40 Days Net * ?

Invoice Style: Professional * ?

Message: ?

Memo:

Exchange Rate: 1.20000000 * ?

Invoice #: ?

Invoice Date: 31/05/2011 *

Tax Point: ?

PO Number: ?

Sub-Total: 2200.00 - EUR

VAT Total: 0.00 - EUR

Total: 2200.00 - EUR

Item ?	Additional Item text ?	Quantity	Rate ?	Net Amount ?	VAT Rate ?	VAT Amount ?	
Daily Rate *	<input type="text"/>	4 *	550 *	2200.00 *	Zero Rated *	0.00 *	
#	Item	Additional Item text	Quantity	Rate	Net Amount	VAT Rate	VAT Amount
1	Daily Rate		4	550	2200.00	Zero Rated	Del
2							
3							
4							
5							
6							
7							
8							
					2200.00	0.00	

Accounting standards require that the sales transaction for accounting purposes is translated in to sterling (GBP) at the exchange rate in operation on the date on which the transaction occurred or at a contracted rate if one exists. Rates can be obtained from your bank or many internet web sites. We recommend you discuss with your advisor if you are uncertain.

The invoice and statement documents are denominated and displayed in the currency selected for the customer. The accounting entry is converted to sterling at the exchange rate entered. All internal accounting and reports will display the sterling amount.

The receive payments screen, whilst expected to receive a sterling amount, does show both the currency and sterling amounts.

Editing an Invoice Transaction

Any time after an invoice has been created it can be edited, stored and reprinted. Please be sure that the changes are necessary particularly if the invoice has already been sent to the customer, or has already been paid by the customer. 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 the invoice deleted. Likewise if an invoice is dated in a closed financial year it also cannot be changed.

Edit an invoice via the **LISTS** menu.

LISTS → CUSTOMER INVOICES/CREDITS

- ◆ Locate the relevant Invoice and click on **EDIT**
- ◆ The full **Create Invoice** screen (see above) is displayed with the current data.
- ◆ Edit the data as necessary
- ◆ When editing line item entries, highlight the appropriate line by clicking on it. The information appears in the edit line. Amend as necessary and **SAVE EDIT** to complete.
- ◆ When all changes have been made, clicking on **SUBMIT** saves and confirms the transaction.

Alternatively

Locate an invoice in a Customer Account via **ACCOUNTS RECEIVABLE** under the **ACCOUNTS** menu.

ACCOUNTS → CURRENT ASSET ACCOUNTS → ACCOUNTS RECEIVABLE → Customer

- ◆ Locate the relevant Invoice and click on **EDIT**
- ◆ The full **Create Invoice** screen (see above) is displayed with the current data.
- ◆ Edit the data as necessary
- ◆ When editing line item entries, highlight the appropriate line by clicking on it. The information appears in the edit line. Amend as necessary and **SAVE EDIT** to complete.
- ◆ When all changes have been made, clicking on **SUBMIT** saves and confirms the transaction.

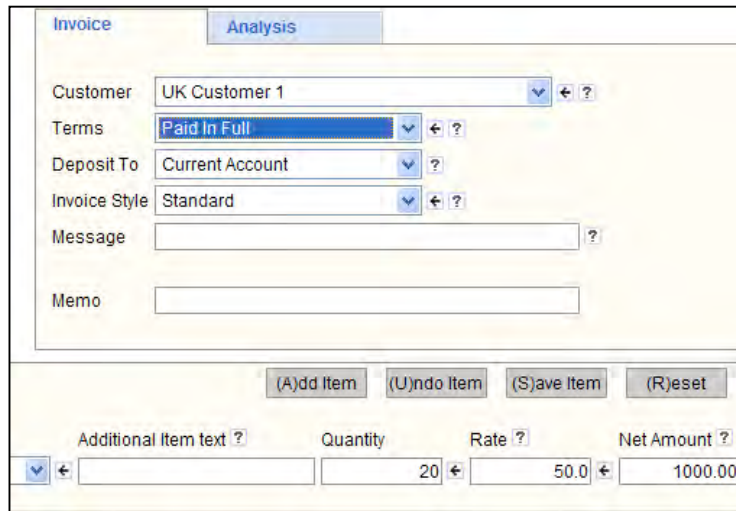
Creating an Invoice as Paid

This process allows a user to create an invoice as paid in one transaction.

Please note that this feature cannot be used with a foreign currency sales invoice. The normal two stage process of creating the invoice and subsequently receiving the cash must be used.

Start the creating an invoice process in the usual way.

ACTIVITIES → CREATE INVOICE → Invoice



Additional Item text ?	Quantity	Rate ?	Net Amount ?
▼	20	50.0	1000.00

Complete all the details as usual except in the **Terms** dropdown scroll down and select **Paid in Full**. A new dropdown box, **Deposit to**, appears allowing the user to select which bank account the receipt is being deposited to.

Note if **NO Deposit to** Account is selected then the receipt will not be posted and the invoice will be treated as normal and a subsequent receipt transaction will be necessary.

On **Submit** the transaction posts the invoice and the receipt at the same time. Both transactions can be viewed and, if not bank or VAT reconciled, edited as normal.

Please note that it is possible to treat a part paid invoice as paid by amending the **Terms** dropdown to **Paid in Full** and selecting a bank account, however this is not recommended as, particularly for entities using Cash based VAT schemes, this may distort the dates used for VAT returns.