

Invoice Upload Process

This process allows users to upload Sales Invoice 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 customers, sales items 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 → INVOICE UPLOAD

NOTE: File uploads are an optional feature, so that if the above menu item is not visible it will need to be activated via the entity **PROFILE**. If your access level rights do not display **PROFILE** please contact the system administrator.

ENTITY MENU → PROFILE → OPTIONAL FEATURES TAB → Tick Use File Uploads Box

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 invoice 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 sales invoice 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
1 document_type,invoice_number,customer_code,invoice_date,sales_item_code,quantity,rate,net_amount,vat_amount
2 INV,Inv1003/07,c001,2/05/2007,wid1,5,50,250.00,43.75
3 INV,Inv1008/07,c002,4/05/2007,wid1,20,50,1000.00,175.00
4 INV,Inv1010/07,cec001,15/05/2007,euwid1,20,50,1000.00,0.0
5 CNI,CN1008/07,c002,15/05/2007,wid1,4,50,200.00,35.00

```

Field Names

The field names available are:

- | | |
|-----------------------------------|--|
| ◆ document_type (optional) | - specify as Invoice (INV) or credit note(CNI) |
| ◆ invoice_number (mandatory) | - the invoice document number |
| ◆ customer_code (mandatory) | - unique customer code |
| ◆ ship_to_customer_code | - unique ship-to customer code |
| ◆ sales_item_code (mandatory) | - unique sales item code |
| ◆ date_format (optional) | - needed if default date format not being used |
| ◆ invoice_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 |
| ◆ additional_item_text (optional) | |
| ◆ quantity (optional) | |
| ◆ rate (optional) | |
| ◆ net_amount (mandatory) | - for VAT registered entities |
| ◆ vat_amount (mandatory) | - for VAT registered entities |
| ◆ gross_amount (mandatory) | - for NON VAT registered entities |

Note that if the customer is set to be invoiced in a foreign currency, any amount is deemed to be in that currency. After uploading the transaction it will need to be edited to enter an appropriate exchange rate.

document_type (text: max 3 characters) optional field

This field indicates whether the document represents an Invoice or a Credit Note. The values must be either INV or CNI. If the field is not present all documents are assumed to be invoices.

invoice_number (text: max 20 characters) mandatory field

This field should contain the document number.

customer_code (text: max 20 characters) mandatory field

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

Optional Field - ship_to_customer_code (text: max 20 characters)

This field may contain a user defined code for the ship-to customer to whom the invoiced items were delivered. The code may be defined on the ship-to customer record and allows users to cross-reference a ship-to customer in Liberty Accounts with a code from an external system. N.B. The field must appear on each line if specified on the column headings but it is applied to the invoice header.

sales_item_code (text: max 20 characters) mandatory field

This field should contain a user defined code for the sales item of the invoice line. The code may be defined on the sales item record and allows users to cross-reference a sales item in Liberty Accounts with a code from an external system. During the import the income account and vat code are picked up from the sales item record and applied to the invoice. A multi-line invoice may include different sales items but if no sales item match is found for a line the entire invoice is rejected from the import.

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

invoice_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 invoice. The code may be defined on the branch record and allows users to cross-reference a branch in Liberty Accounts 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 customer to the invoice_date value. If there are no default terms on the customer record the invoice is treated as due on receipt using the invoice_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.

additional_item_text (text: max 500 characters) optional field

This field can be used to put in freeform text descriptions of the transaction. Do **not** use double quotes (") in the text, but it is possible to use a single quote (')

quantity (numeric) optional field

Numeric values must not include comma formatting. If not present the quantity will default to 1.

rate (numeric) optional field

Numeric values must not include comma formatting. If not present the quantity will default to either the net_amount value or the gross_amount value - depending on whether the business is tracking VAT.

net_amount (numeric) mandatory field if entity VAT registered

Numeric values must not include comma formatting.

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

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

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

In the **customer 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 customer. This record id is guaranteed to be unique in the system - but may not be a consecutive sequence.

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

Ship To Customer Code

Ship To customer codes can be added via the **setting up a customer** screen, accessed via the **Lists** menu.

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

In the **SHIP TO** tab **customer 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 customer. This record id is guaranteed to be unique in the system - but may not be a consecutive sequence.

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

Sales Item Code

Sales item codes can be added via the **setting up sales items** screen, accessed via the **Lists** menu.

LISTS → SALES ITEMS → LIST SALES ITEMS → [EDIT](#) relevant sales item

In the **Item 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 sales item. This record id is guaranteed to be unique in the system - but may not be a consecutive sequence.

See **Setting up a Sales Item** 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.

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.

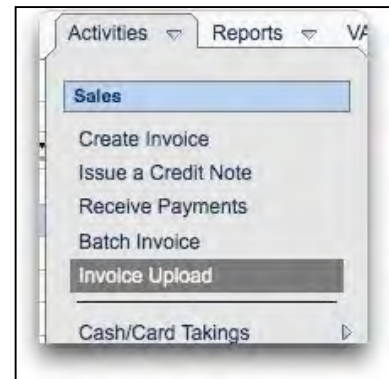
See **Setting up and using Branches** user guide for more information.

Upload Process

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

ACTIVITIES → INVOICE 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.