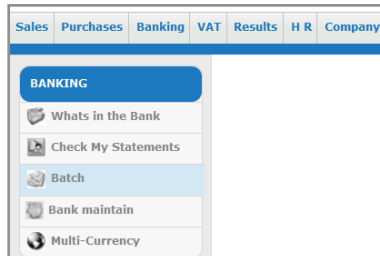


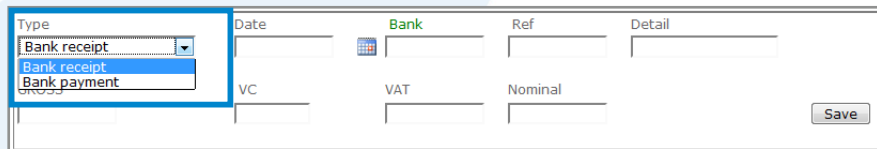
Using the Bank Batch Input

This help document will show you how to input bank payments and bank receipts through the batch input process. The batch input has been designed to speed up the entry of bank transactions.

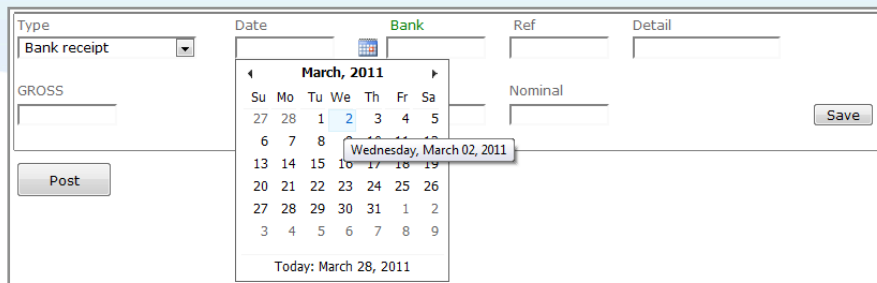
To get there, press the **Banking** tab then the **Batch** button.



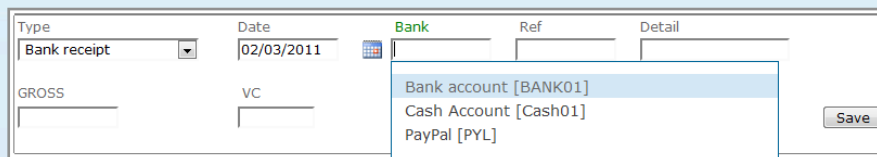
Choose whether you want to add a **Bank receipt** or a **Bank payment**.



Enter the date of the Bank payment or receipt in the **Date** box.



Select the desired bank account from the drop down **Bank** box.



In the **Ref** box, enter any reference details you may have, for example a cheque number. In the **Detail** box, put a description of the transaction.

Type Bank receipt	Date 02/03/2011	Bank BANK01	Ref 12345	Detail bank interest
GROSS	VC	VAT	Nominal	Save

Enter the gross amount in the **Gross** box.

Type Bank receipt	Date 02/03/2011	Bank BANK01	Ref 12345	Detail bank interest
GROSS 50	VC	VAT 0	Nominal	Save

In the **VC** box, select the VAT code from the drop down options. The **VAT** will automatically be calculated after the gross amount and **VC** have been selected.

Type Bank receipt	Date 02/03/2011	Bank BANK01	Ref 12345	Detail bank interest
GROSS 50	VC	VAT 0	Nominal	Save

Input - 2009 standard (15.00%) [I1(15)]

Not Applicable (0.00%) [NA]

Old VAT rate (17.50%) [O7]

Old VAT rate (17.50%) [I7]

Output - 2009 standard (15.00%) [O1(15)]

Purchase Input - 5% Fuel Rate (5.00%) [I2]

Select the nominal code you wish to attribute it to in the **Nominal** box.

Type Bank receipt	Date 02/03/2011	Bank BANK01	Ref 12345	Detail bank interest
GROSS 50	VC NA	VAT 0	Nominal	Save

Accountancy Fees [ACC01]

Accruals [CR05]

Advertising [AD01]

Audit [AUD01]

Bad Debt Write Off [BD01]

Bank account [BANK01]

bank account- natwest [BANK02]

Bank Charges [BC01]

Bank Interest Paid [BI01]

Bookings [1234]

Press the **Save** button. This will show the transaction underneath, along with any others entries yet to be completed.

Type	Date	Bank	Ref	Detail
Bank receipt	02/03/2011	BANK01	12345	bank interest
GROSS	VC	VAT	Nominal	
50	NA	0	BI01	

Save

Date	Acct	Ref	Detail	Net	VATCode	VAT	Nominal	Comments
2 Mar 2011	BANK01	12345	bank interest	50.00	NA	0.00	BI01	Delete Select
Page total				50.00		0.00		
Batch total all users				50.00		0.00		

Post

You can select to view the entries made by the current user or all users if you have more than one. Simply choose from the drop down menu.

Batch input

Entries made by **Current user**

Type	Date	Bank	Ref	Detail
Bank receipt	02/03/2011	BANK01	12345	bank interest
GROSS	VC	VAT	Nominal	
50	NA	0	BI01	

Save

Date	Acct	Ref	Detail	Net	VATCode	VAT	Nominal	Comments
2 Mar 2011	BANK01	12345	bank interest	50.00	NA	0.00	BI01	Delete Select
Page total				50.00		0.00		
Batch total all users				50.00		0.00		

Post

If you wish to delete a transaction, press the **Delete** button next to the line you wish to delete.

To edit a transaction, press **Select** next to the line you wish to change and then change the details above. Press **Save** to confirm the changes.

Type	Date	Bank	Ref	Detail
Bank receipt	02/03/2011	BANK01	12345	bank interest
GROSS	VC	VAT	Nominal	
50	NA	0	BI01	

Save

Date	Acct	Ref	Detail	Net	VATCode	VAT	Nominal	Comments
2 Mar 2011	BANK01	12345	bank interest	50.00	NA	0.00	BI01	Delete Select
Page total				50.00		0.00		
Batch total all users				50.00		0.00		

Post

After you have saved the transaction, the details will remain in the boxes above. This will allow you to add numerous similar entries quickly. You can overwrite any of the boxes by selecting them and entering new details.

Press **Post** to finalise any transactions on this screen. They will stay on the system until you are ready to post them.