

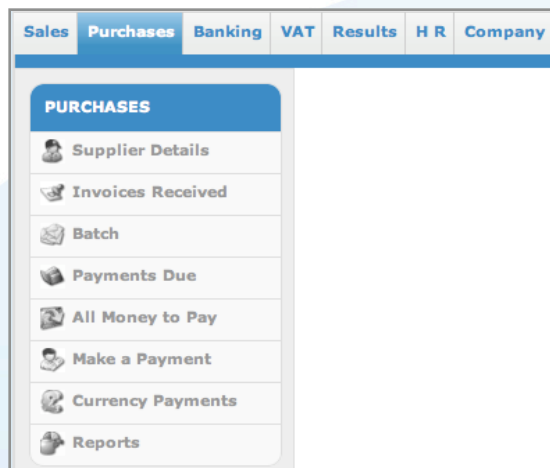
## Using the Purchase Batch Input

This help document will show you how to input purchase invoices and purchase payments through the batch input process. The batch input has been designed to speed up the entry of purchase invoices and purchase payments on Liquid Accounts.

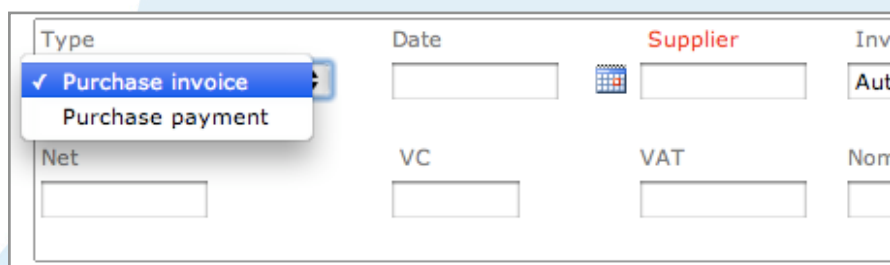
### To input purchase invoices using the batch input

Please note that the inputting of purchase invoices through the batch screen will not allow you to raise multiline invoices, if you need to raise a multiline invoice you need to use the standard purchase invoice input method (in the help section refer to Purchases/ Enter a Purchase Invoice).

Select the **Purchase** tab at the top of your screen, and then select the **Batch** button.



Select **Purchase Invoice** from the drop down menu.



The screenshot shows a form with several input fields. The 'Type' field has a dropdown menu open, showing two options: 'Purchase invoice' (which is selected with a checkmark) and 'Purchase payment'. Other fields include 'Date', 'Supplier' (with a calendar icon), 'Inv' (with 'Aut' below it), 'Net', 'VC', 'VAT', and 'Norm'.

Enter the date of the purchase invoice that you are entering. Alternatively press full stop (.) then tab to enter the current date.

Type Purchase invoice	Date <input type="text"/>	Supplier <input type="text"/>	Inv no Auto																																																															
Net <input type="text"/>	<table border="1"> <tr><th colspan="7">March, 2011</th></tr> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td>27</td><td>28</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td colspan="7">Today: March 29, 2011</td></tr> </table>		March, 2011							Su	Mo	Tu	We	Th	Fr	Sa	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	Today: March 29, 2011							Nominal <input type="text"/>
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Date 1 Feb 2011	Acct SUND01	OurInvNo 45	<table border="1"> <tr><th>VATCode</th><th>VAT</th><th>Nominal</th></tr> <tr><td>I1</td><td>20.00</td><td>AD01</td></tr> <tr><td></td><td>20.00</td><td></td></tr> <tr><td></td><td>20.00</td><td></td></tr> </table>	VATCode	VAT	Nominal	I1	20.00	AD01		20.00			20.00																																																				
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Date	Acct	OurInvNo	Their ref	Amount	Nominal																																																													

Enter the supplier code into the **Supplier** box and select from the drop down menu that appears.

Supplier <input type="text"/>	Inv no Auto	Detail <input type="text"/>
<ul style="list-style-type: none"> <li>AppleCorp [AP1]</li> <li>Ellis Designers Ltd. [ED1]</li> <li>Ruth McCutcheon [RM1]</li> <li>RWR Ltd. [RWR01]</li> <li>Sundries [SUND01]</li> <li>Test Suppliers 1 [TEST02]</li> <li>Zara Ltd. [ZAR1]</li> </ul>		
100.00	20.00	
Purchase payments		

Enter the desired purchase invoice number into the **Inv. no.** box. Alternatively, if you leave it blank it will automatically select the next available purchase invoice number.

Type Purchase invoice	Date 30/03/2011	Supplier RWR01	Inv no Auto	Detail <input type="text"/>
Net <input type="text"/>	VC <input type="text"/>	RWR Ltd. VAT <input type="text"/>	Nominal <input type="text"/>	Save

Enter your desired product detail into the **Detail** box, and then enter the **Net** amount.

Type Purchase invoice	Date 30/03/2011	Supplier RWR01	Inv no Auto	Detail Product 1
Net <input type="text"/>	VC <input type="text"/>	RWR Ltd. VAT <input type="text"/>	Nominal <input type="text"/>	Save

Enter the VAT code from the drop down list in the **VC** box. The VAT will be automatically calculated in the **VAT** box.

VC	VAT	Nominal
I1		

- Not Applicable (0.00%) [NA]
- Old VAT rate (17.50%) [I7]
- Purchase Input - 5% Fuel Rate (5.00%) [I2]
- Purchase Input - 8% Fuel Rate (8.00%) [I3]
- Purchase Input - Duty Import (0.00%) [I5]
- Purchase Input - Imports (0.00%) [I4]
- Purchase Input - Std (20.00%) [I1]**
- Purchase Input - Zero (0.00%) [I0]
- Purchase Inputs - Exempt (0.00%) [I9]

Select the Nominal code from the drop down menu in the **Nominal** field.

VC	VAT	Nominal
I1	0	

- Accountancy Fees [ACC01]
- Accruals [CR05]
- Advertising [AD01]
- Audit [AUD01]
- Bad Debt Write Off [BD01]
- Bank account [BANK01]
- Bank Charges [BC01]
- Bank Interest Paid [BI01]
- Bookings [1234]
- Carriage [CA01]

Press **Save** and it will appear underneath with any other purchase invoices that haven't been sent yet. Press **Post** to complete them.

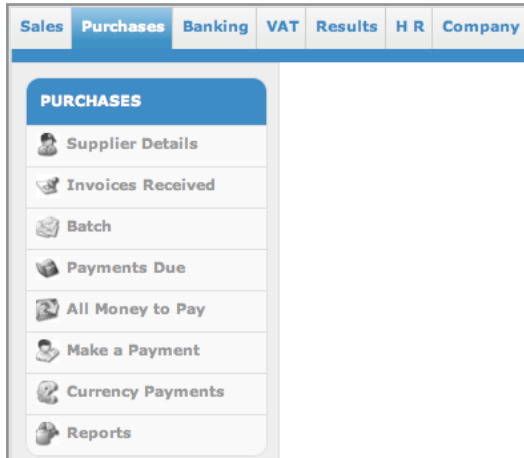
Type	Date	Supplier	Inv no	Detail
Purchase invoice	30/03/2011	RWR01	Auto	Product 1
Net	VC	VAT	Nominal	
	I1	0	BANK01	<input type="button" value="Save"/>

Purchase invoices									
Date	Acct	OurInvNo	Detail	Net	VATCode	VAT	Nominal	Comments	
30 Mar 2011	RWR01	59	Product 1		I1	0.00	BANK01		<a href="#">Delete</a> <a href="#">Select</a>
1 Feb 2011	SUND01	45	stationery	100.00	I1	20.00	AD01		<a href="#">Delete</a> <a href="#">Select</a>
<b>Page total</b>				<b>100.00</b>		<b>20.00</b>			
<b>Batch total all users</b>				<b>100.00</b>		<b>20.00</b>			

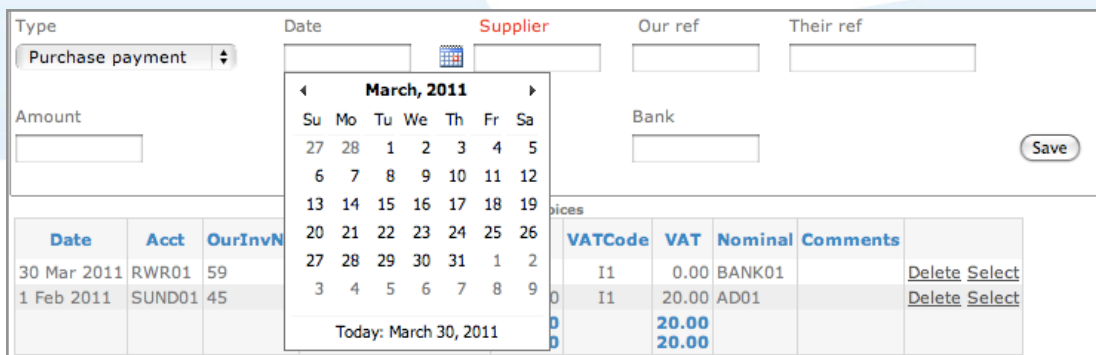
Purchase payments							
Date	Acct	OurInvNo	Their ref	Amount	Nominal	Comments	
1 Feb 2011	SUND01	20110215 032922/	stationery	120.00	BANK01		<a href="#">Delete</a> <a href="#">Select</a>
<b>Page total</b>				<b>120.00</b>			
<b>Batch total all users</b>				<b>120.00</b>			

## To input purchase payments using the batch input

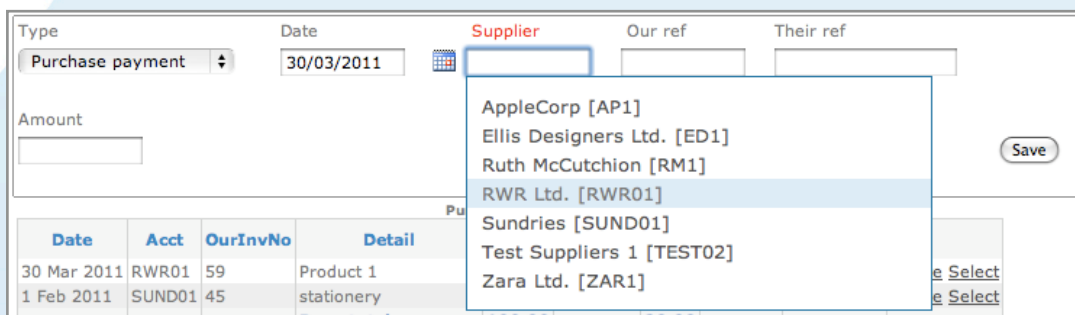
Select the **Purchase** tab at the top of your screen, and then select the **Batch** button.



Select **Purchase Payments** from the drop down box, and then enter the date of the purchase payments you are entering. Pressing full stop (.) and then tab will automatically select today's date.



Select the Supplier ID from the **Supplier** drop down menu.



In the **Our ref** box, put in any details appropriate, for example a cheque number. In the **Their ref** box put it any appropriate details, for example the invoice number.

Type	Date	Supplier	Our ref	Their ref
Purchase payment	30/03/2011	RWR01 RWR Ltd.	1234	12
Amount			Bank	
<input type="text"/>			<input type="text"/>	<input type="button" value="Save"/>

Enter the net amount into the **Net** box. Select the bank account it will be paid out of from the **Bank** box.

Type	Date	Supplier	Our ref	Their ref
Purchase payment	30/03/2011	RWR01 RWR Ltd.	1234	12
Amount			Bank	
24.99			<input type="text"/>	<input type="button" value="Save"/>

	Bank account [BANK01]								
	Cash Account [Cash01]								
	PayPal [PYL]								

Date	Acct	OurInvNo	Prod	Terminal	Comments	
30 Mar 2011	RWR01	59	Prod	NK01		Delete Select
1 Feb 2011	SUND01	45	stationery	AD01		Delete Select

Press **Save** and it will appear underneath.

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.

<b>Batch input</b>		Entries made by <input checked="" type="checkbox"/> Current user <input type="checkbox"/> All users		
Type	Date	Supplier	Our ref	Their ref
Purchase payment	30/03/2011	RWR01	1234	12
Amount			Bank	
24.99			BANK01	<input type="button" value="Save"/>

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.

Purchase invoices								
Date	Acct	OurInvNo	Detail	Net	VATCode	VAT	Nominal	Comments
30 Mar 2011	RWR01	59	Product 1		I1	0.00	BANK01	<a href="#">Delete</a> <a href="#">Select</a>
1 Feb 2011	SUND01	45	stationery	100.00	I1	20.00	AD01	<a href="#">Delete</a> <a href="#">Select</a>
			<b>Page total</b>	<b>100.00</b>		<b>20.00</b>		
			<b>Batch total all users</b>	<b>100.00</b>		<b>20.00</b>		

Purchase payments							
Date	Acct	OurInvNo	Their ref	Amount	Nominal	Comments	
30 Mar 2011	RWR01	20110330 115551/1234	12	24.99	BANK01		<a href="#">Delete</a> <a href="#">Select</a>
1 Feb 2011	SUND01	20110215 032922/	stationery	120.00	BANK01		<a href="#">Delete</a> <a href="#">Select</a>
			<b>Page total</b>	<b>144.99</b>			
			<b>Batch total all users</b>	<b>144.99</b>			

[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.

Pressing [Post](#) will then complete any receipts that have yet to be completed.

Purchase invoices								
Date	Acct	OurInvNo	Detail	Net	VATCode	VAT	Nominal	Comments
30 Mar 2011	RWR01	59	Product 1		I1	0.00	BANK01	<a href="#">Delete</a> <a href="#">Select</a>
1 Feb 2011	SUND01	45	stationery	100.00	I1	20.00	AD01	<a href="#">Delete</a> <a href="#">Select</a>
			<b>Page total</b>	<b>100.00</b>		<b>20.00</b>		
			<b>Batch total all users</b>	<b>100.00</b>		<b>20.00</b>		

Purchase payments							
Date	Acct	OurInvNo	Their ref	Amount	Nominal	Comments	
30 Mar 2011	RWR01	20110330 115551/1234	12	24.99	BANK01		<a href="#">Delete</a> <a href="#">Select</a>
1 Feb 2011	SUND01	20110215 032922/	stationery	120.00	BANK01		<a href="#">Delete</a> <a href="#">Select</a>
			<b>Page total</b>	<b>144.99</b>			
			<b>Batch total all users</b>	<b>144.99</b>			

[Post](#)