

## Using the Sales Batch Input

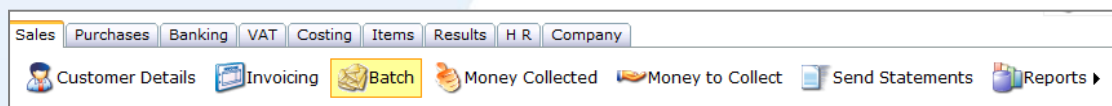
This help document will show you how to input sales invoices and sales receipts through the batch input process. The batch input has been designed to speed up the entry of sales invoices and receipts on Liquid Accounts.

The application has been designed to utilise the **Tab** key, not the **Enter** key. The **Enter** key has varying functions in different internet browsers. Tabbing through the boxes is quicker than selecting each one with the mouse.

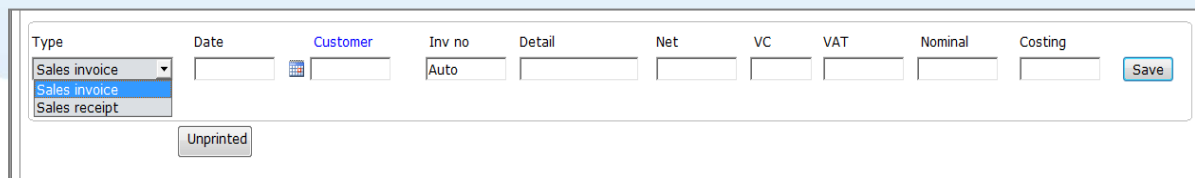
### To input Sales Invoices using the sales batch input

Please note that the inputting of sales 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 sales invoice input method (in the Help section refer to Sales / Enter an Invoice).

Select the **Sales** menu tab at the top of the screen, before selecting the **Batch** menu option.

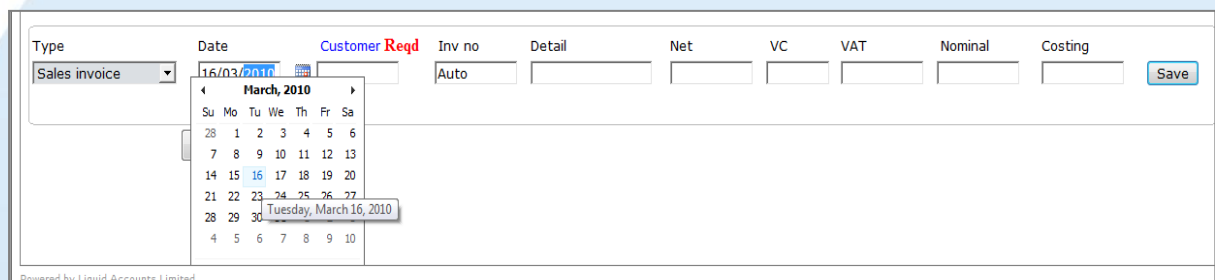


Select sales invoice from the drop-down menu.



The screenshot shows a form with the following fields: Type (dropdown menu with 'Sales invoice' selected), Date (empty), Customer (empty), Inv no (Auto), Detail (empty), Net (empty), VC (empty), VAT (empty), Nominal (empty), Costing (empty), and a Save button. There is also an Unprinted button below the form.

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



The screenshot shows the same form as above, but with a calendar popup open over the Date field. The calendar shows the month of March 2010, with the date 16 highlighted. The date field now contains '16/03/2010'. A tooltip below the date field reads 'Tuesday, March 16, 2010'. The 'Customer' field now has 'Reqd' next to it. The Save button is still present.

Enter the customer ID into the **Customer** box and select from the drop-down menu that appears.

Type	Date	Customer	Inv no	Detail	Net	VC	VAT	Nominal	Costing
Sales invoice	16/03/2010	b	Auto						

Unprinted

- BOB1:- Bob's Surf Shack
- BOLSON:- Bolsons Limited
- BRUNS:- Brunsaccounts Associates Limited
- BUBBLE:- Bubblesoftware Ltd**
- BAKERS:- Kevin Baker Haulage
- BAKERS:- Kevin Baker Haulage
- SIGNSOL:- Sign Solutions

Enter your desired invoice number into the **Inv. No.** box. Alternatively, if you leave it blank it will automatically select the next available invoice number ("auto" will appear in the box).

Type	Date	Customer	Inv no	Detail	Net	VC	VAT	Nominal	Costing
Sales invoice	16/03/2010	BUBBLE	Auto						

Unprinted

Bubblesoftware Ltd

Enter your desired product detail into the **Detail** box.

Type	Date	Customer	Inv no	Detail	Net	VC	VAT	Nominal	Costing
Sales invoice	16/03/2010	BUBBLE	Auto	product 1					

Unprinted

Bubblesoftware Ltd

Enter the net price into the **Net** box.

Type	Date	Customer	Inv no	Detail	Net	VC	VAT	Nominal	Costing
Sales invoice	16/03/2010	BUBBLE	Auto	product 1	200				

Unprinted

Bubblesoftware Ltd

Choose the correct VAT code from the drop-down list in the **VC** box

Type	Date	Customer	Inv no	Detail	Net	VC	VAT	Nominal	Costing
Sales invoice	16/03/2010	BUBBLE	Auto	product 1	200		0		
Bubblesoftware Ltd									
						D0:- EC departure Rate:0.00 00:- Output - Zero Rate:0.00 <b>01:- Output - Std Rate:17.50</b> 04:- Output - Export Rate:0.00 07:- Output - old std Rate:15.00 09:- Output - Exempt Rate:0.00 0Z:- Output - Zero Rate:0.00			

This should automatically work out your VAT in the **VAT** box.

Select your desired nominal code from the drop-down list in the **Nominal** box.

Type	Date	Customer	Inv no	Detail	Net	VC	VAT	Nominal	Costing
Sales invoice	16/03/2010	BUBBLE	Auto	product 1	200	01	35		
Bubblesoftware Ltd									
						Output - S TEST-01:- test (14/01) 3.103:- Bank 3.104:- Cash <b>3.24:- Sales</b> 3.37:- Motor DL02:- Directors Loans - LLP EBAY:- eBav			

If you have the **Costing** module enabled, select the costing code from the drop-down list.

Type	Date	Customer	Inv no	Detail	Net	VC	VAT	Nominal	Costing
Sales invoice	16/03/2010	BUBBLE	Auto	product 1	200	01	35	3.24	
Bubblesoftware Ltd									
						Output - Std Rate:17.50 <b>J1:- J1.1</b> NA:- NA Test:- Test account test1:- test1 New-- Create new account			

Your entire sales invoice should then appear below, once you have clicked the **Save** button. Click **Post** to complete them.

Type	Date	Customer	Inv no	Detail	Net	VC	VAT	Nominal	Costing	
Sales invoice			Auto							Save

Sales invoices										
Date	Acct	OurInvNo	Detail	Net	VATCode	VAT	Nominal	Costing	Comments	
16/02/2010	BUBBLE	13483	product 1	200.00	O1	35.00	3.24	J1		Delete Select
<b>Totals</b>				<b>200.00</b>		<b>35.00</b>				

Post Unprinted

## To enter Sales receipts using the sales batch input

Select the **Sales** menu tab at the top of the screen, before selecting the **Batch** menu option.

Sales	Purchases	Banking	VAT	Costing	Items	Results	H R	Company
Customer Details	Invoicing	Batch	Money Collected	Money to Collect	Send Statements	Reports		

Select **Sales receipt** from the first drop-down list. Then select the correct date in the **Date** box. Then choose the correct **Customer** from the drop-down menu.

Type	Date	Customer	Our ref	Their ref	Net	Bank	
Sales receipt	08/03/2010						Save

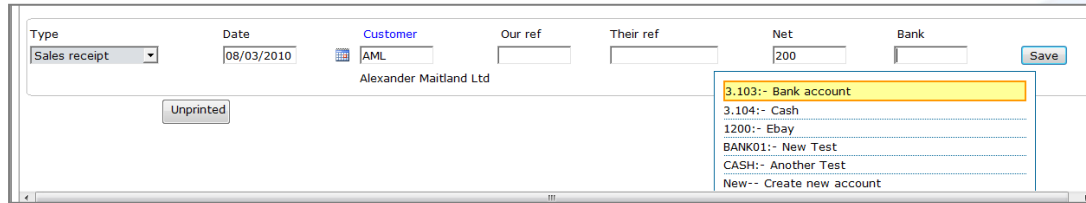
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- AML:- Alexander Maitland Ltd
- BOB1:- Bob's Surf Shack
- BOLSON:- Bolsons Limited
- BRUNS:- Brunsaccounts Associates Limited
- BUBBLE:- Bubblesoftware Ltd
- YLZ5797:- Clearwater Associates

Enter any details that help you identify the sales receipt in the **Our Ref** box, for example a cheque number

Enter any details to help identify the sales receipt for the customer in the **Their ref** box, for example an invoice number.

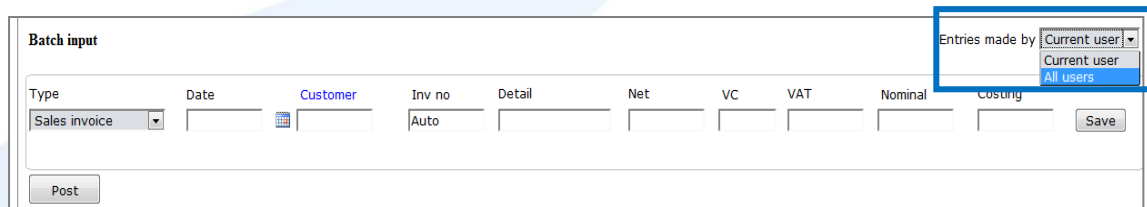
Enter the **Net** price of the item. Select the correct bank accounts from the **Bank** drop-down menu.



The screenshot shows a 'Sales receipt' form. The 'Type' is 'Sales receipt', 'Date' is '08/03/2010', and 'Customer' is 'Alexander Maitland Ltd'. The 'Net' field contains '200'. A dropdown menu for 'Bank' is open, showing options: '3.103:- Bank account', '3.104:- Cash', '1200:- Ebay', 'BANK01:- New Test', 'CASH:- Another Test', and 'New-- Create new account'. The '3.103:- Bank account' option is highlighted. There is a 'Save' button and an 'Unprinted' button.

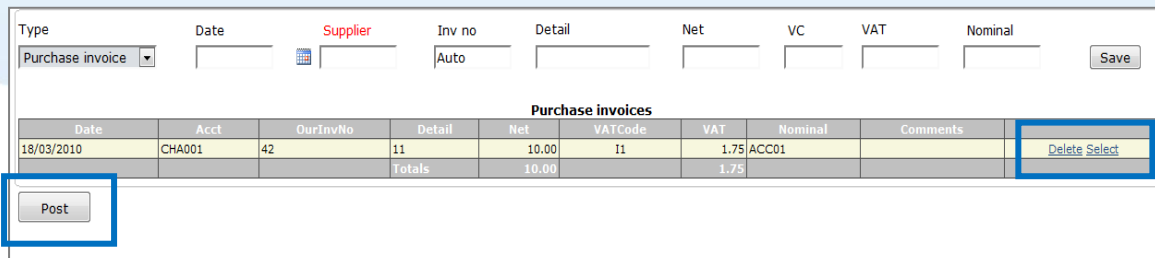
Click **Save** and the record will be added to the list below.

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.



The screenshot shows a 'Batch input' form. The 'Type' is 'Sales invoice', 'Date' is empty, and 'Customer' is empty. The 'Inv no' is 'Auto'. There are fields for 'Detail', 'Net', 'VC', 'VAT', 'Nominal', and 'Costing'. A dropdown menu for 'Entries made by' is open, showing options: 'Current user', 'Current user', and 'All users'. There is a 'Save' button and a 'Post' button.

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.



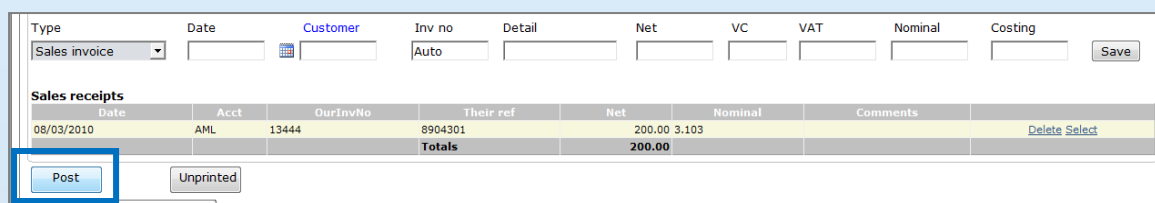
The screenshot shows a 'Purchase invoice' form. The 'Type' is 'Purchase invoice', 'Date' is empty, and 'Supplier' is empty. The 'Inv no' is 'Auto'. There are fields for 'Detail', 'Net', 'VC', 'VAT', and 'Nominal'. A 'Save' button is present. Below the form is a table of 'Purchase invoices'.

Date	Acct	OurInvNo	Detail	Net	VATCode	VAT	Nominal	Comments	
18/03/2010	CHA001	42	11	10.00	11	1.75	ACC01		Delete Select
			Totals	10.00		1.75			

There is a 'Post' button and a 'Delete Select' button next to the first row of the table.

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.

Click **Post** to complete them.



The screenshot shows a 'Sales receipts' form. The 'Type' is 'Sales invoice', 'Date' is empty, and 'Customer' is empty. The 'Inv no' is 'Auto'. There are fields for 'Detail', 'Net', 'VC', 'VAT', 'Nominal', and 'Costing'. A 'Save' button is present. Below the form is a table of 'Sales receipts'.

Date	Acct	OurInvNo	Their ref	Net	Nominal	Comments	
08/03/2010	AML	13444	8904301	200.00	3.103		Delete Select
				Totals	200.00		

There is a 'Post' button and an 'Unprinted' button.