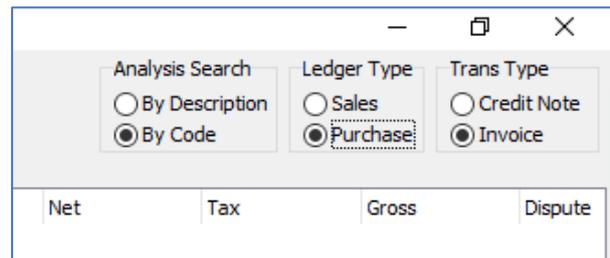
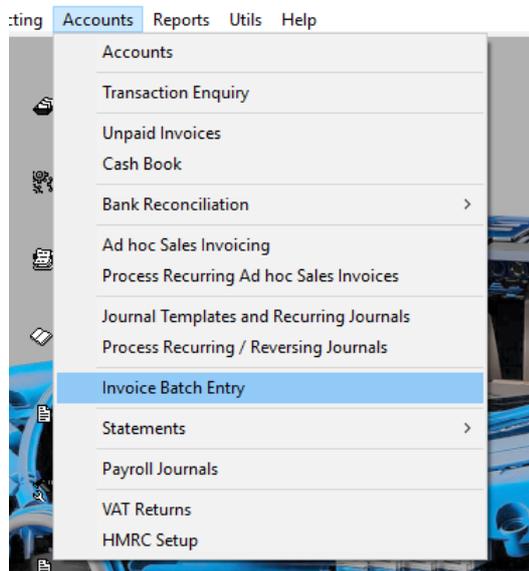


Batch Entry.

Purchase Invoice Batch Entry has been renamed to Invoice Batch Entry under the account's menu.

The new extended Invoice Batch Entry brings greater functionality, not just for processing purchase invoices, but including the following: -

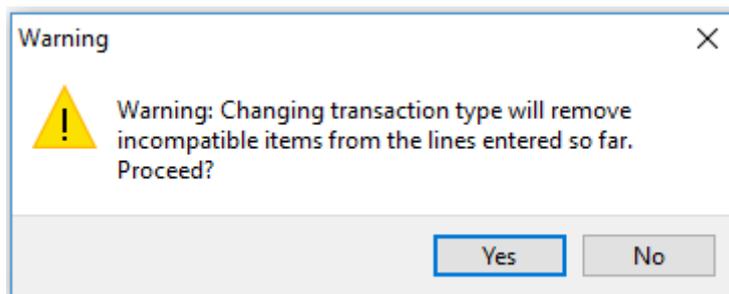
- Purchase credit note processing.
- Creditor bonus and finance commission accrual processing.
- Sales invoice processing.
- Sales credit note processing.
- Debtor bonus and finance commission accrual processing.
- Upload from spreadsheet functionality.
- Search by chassis number or part of.
- Analysis code lookup by number or description.
- Tax code can now be updated on pre-selected analysis codes.



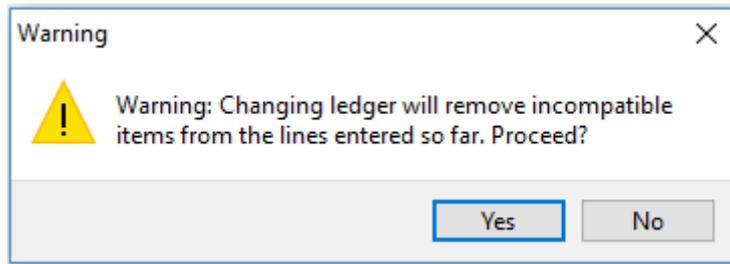
On opening of Invoice Batch Entry, the default selections are purchase, invoice and analysis search by code.

Ledger Type and Trans Type cannot be mixed during data entry. This fixes the processing types to either purchase or sales ledger and then either invoice or credit note entry. They cannot be combined.

i.e. If you swap part way through invoice entry to credit note in the same ledger, you will be warned. However, the entered lines will be retained unchanged (accrual matching will be removed) but will be processed as a credit note. This applies to all screen entered data.



If you swap ledger type part way through data entry, only partial line entry is retained. A/C Ref, Analysis Code and accruals are removed.

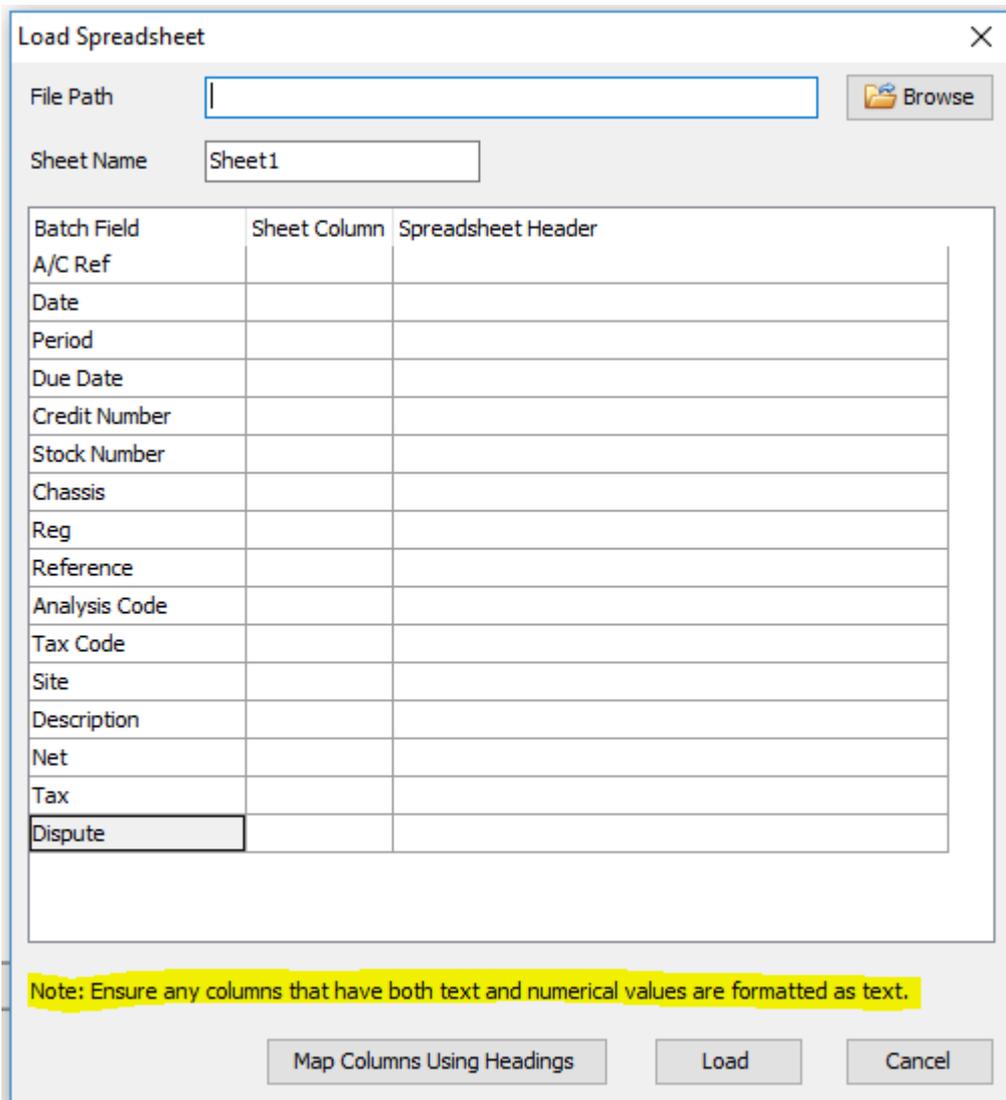


Analysis search can be changed during entry at any time without the loss of data.

Load from spreadsheet.

A new feature for uploading bulk bonuses, finance commissions or costs for stocked vehicles.

Load spreadsheet works on both purchases and sales, for either invoicing or credit notes. Create a spreadsheet with the data you wish to upload with headers in the first row. The headers do not have to be identical as listed nor complete. For speedier loading, using the same header allows for 'Map Columns Using Headers' to auto populate.



This is a simple example of a spreadsheet layout with only the completed columns I require.

	A	B	C	D	E	F	G	H
1	A/C Ref	Date	Invoice Number	Stock number	Reg	Chassis	Net	Tax
2	abc01	09/03/2019	701	804			75	
3	abc01	09/03/2019	702	804			55	
4								
5								
6								
7								

Here, these details are on 'Sheet1'. You can have multiple sheets which can be selected individually on the import function. (Default is 'Sheet1' regardless of sheet ones name).

Load Spreadsheet ✕

File Path Browse

Sheet Name

Batch Field	Sheet Column	Spreadsheet Header
A/C Ref	A	A/C Ref
Date	B	Date
Period		
Due Date		
Invoice Number	C	Invoice Number
Stock Number	D	Stock number
Chassis	F	Chassis
Reg	E	Reg
Reference		
Analysis Code		
Tax Code		
Site		
Description		
Net	G	Net
Tax	H	Tax
Dispute		

Note: Ensure any columns that have both text and numerical values are formatted as text.

Map Columns Using Headings
Load
Cancel

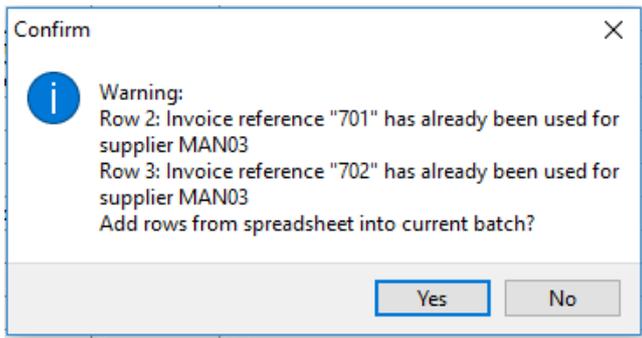
Naming the columns as listed, will auto complete the mapping. If you choose different column headers, manual mapping is required in [Sheet Column] field above.

NB. It is important to differentiate between an invoice or credit bulk upload. On the spreadsheet, name the invoice number column [C] as either 'Invoice Number' or 'Credit Number'.

Select 'Load'. Various checks are undertaken for account code existence and duplicate invoice/credit note numbers.

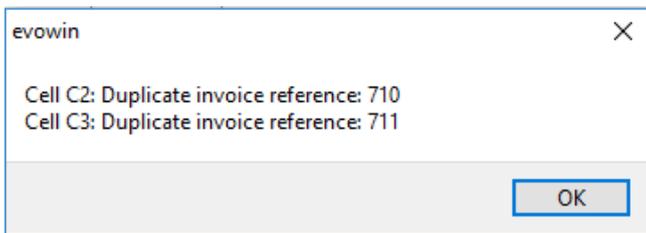
If an account code does not exist, the upload cannot be completed. A warning of the missing codes displayed.

If duplication of invoice/credit note number is detected in accounts, not the spreadsheet, then for purchase ledger processing this can be overridden.



Repeated spreadsheet ref to the same a/c code is allowed.

On sales ledger processing, no override is possible.



Repeated spreadsheet ref to the same a/c code is allowed.

Once imported, the batch entry grid will show your results and any lines including either a stock number, a chassis or a registration, will be completed from the stock vehicle record.

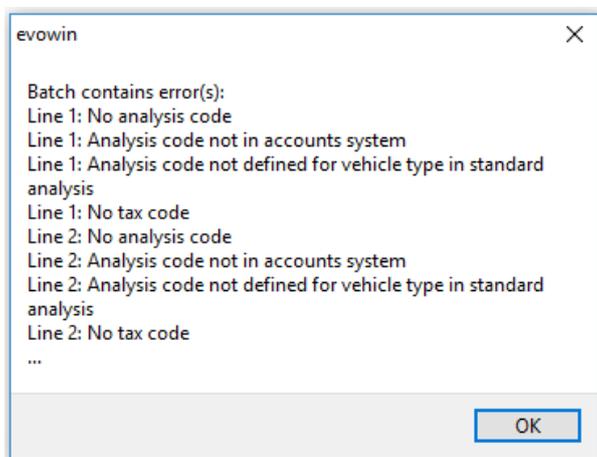
A/C Ref	Date	Period	Due Date	Invoice Num	Stock Number	Chassis	Reg	Reference	Analysis Code
MAN03	09/03/2019	C11	09/03/2019	701	804	WF0EXXWPCEFE78672	XFZ4555		
MAN03	09/03/2019	C11	09/03/2019	702	804	WF0EXXWPCEFE78672	XFZ4555		

Spreadsheet loading can be mixed with manual line entries either before or after upload. Individual uploaded lines can also be deleted or amended accordingly.

For supplier credits, there is now the option to allocate against accruals for bonuses and commissions. This is also true of sales ledger invoicing.

On completion, 'Post Invoices' or 'Post Credits'.

Required posting information is checked and any errors will be detailed for correction



Once completed, the grid defaults back to purchase ledger and invoice.