DATAFLOW

FINANCIAL MANAGEMENT SOFTWARE

SOLUTIONS THAT MAKE A DIFFERENCE

SYSTEM OVERVIEW

Effective management information is central to all organisations. Dataflow meets this demand with powerful, easy-to-use financial software. The Dataflow suite of software combines to form a complete management information system and integrates seamlessly with a wide range of third party solutions.

The unified design of Dataflow financial software streamlines essential business processes; eliminating repetition whilst ensuring instant access to consistent, accurate and up-to-date information.

> ## "DATAFLOW WAS ONE OF THE FEW SYSTEMS ABLE TO HANDLE ALL OUR COMPLEX TRANSACTIONS IN MULTIPLE CURRENCIES."
>
> FINANCE DIRECTOR, ACROPOLIS CAPITAL

MULTI-CURRENCY

If you trade internationally then you will find the multi-currency features in all Dataflow modules appealing. Dataflow easily handles invoices raised or received in one currency and settled in another, automatically dealing with exchange rate gains and losses.

MULTI-BASE CURRENCY

Dataflow allows users to produce a wide range of reports (and undertake analysis) in any number of base currencies concurrently; ideal if you need to report to an international parent company whilst being obliged to maintain reports in the local currency.

MULTI-COMPANY

Dataflow simplifies the process of consolidation for organisations with complex structures and multiple subsidiaries. Create user-defined consolidation groups to bring together any combination of entities within the business.

TRANSACTION ROLLBACK

Dataflow solutions feature transaction rollback to protect the integrity of your data. Should an unforeseen problem, such as hardware failure, occur mid-process; Dataflow Rollback will restore your data to a safe point. This eliminates the need for a time-consuming, system wide restore.

DEPARTMENTAL BUDGETING

Allocate heads of departments with set budgets to manage their own spend, with detailed cost tracking and analysis for tight budget control.

UNLIMITED HISTORY RETENTION

One of the key features of Dataflow is the ability to maintain your history for as long as you need it, without impacting on systems performance. Combined with system's ability to run retrospective reports, this negates the need for hard copy archives that take up valuable office space.

RETROSPECTIVE REPORTING

Unlike many systems on the market, Dataflow allows users to produce reports retrospectively for any period in the past. eg: Run an aged debtor report for any historic period and view the status at a specified accounting date. All future movement (post-reporting date) is identified as a forward dated entry.

> ## "THE SYSTEM IS QUITE CAPABLE OF PROCESSING CUSTOMER ORDERS, LEDGERS AND STOCK CONTROL AND I WANT TO BE MAKING THE MOST OF THE FLEXIBILITY."
>
> OPERATIONS DIRECTOR, ARCHITECTURAL CERAMICS

SEAMLESS INTEGRATION

Dataflow gateway services provide a seamless and controlled integration, without the need for clumsy, flat-file export and import. The Gateway accepts both plain text and XML commands and provides all the components required for transaction processing, account creation and management.

DOCUMENT STORAGE

The advanced document management features of Dataflow allow users to associate a range of support documents with key data elements within the system. Sales and purchase accounts, transactional documents, stock records etc. can all be stored in a variety of file formats; including Word, Excel, PDF, JPEG and more.

SECURITY

System security is currently a hot topic, and rightly so as computer fraud escalates. Integral security features let you enforce either simple or detailed strategies as appropriate, with the flexibility to change them at any time. User access security goes down to record level, giving you the ability, for example, to grant access to only part of the Chart of Accounts, or just to a portion of the data with only the permission to View, Add, Modify and/or remove data as you see appropriate.

PERIOD AND YEAR END

The frantic rush to finalise period and year end accounts, and to produce final reports in order that processing can move on to the next period, is now a thing of the past. You can carry on using the system for future periods and year, and produce your management reports until ready to close the period, which is an instant and simple procedure that prevents any further postings being made to the period.

"THE SUPPORT PROVIDED BY DATAFLOW WAS EXCELLENT. THEY HIT THE 'GO LIVE' DATE AND THE INSTALLATION CAME WITHIN BUDGET."

FINANCE MANAGER, BRITISH COMPUTER SOCIETY

VAT AND INTRASTATS

Having to make regular VAT returns for both purchases and sales can become an onerous task. With Dataflow, you have the ability to produce your VAT return, EC Sales and EC Intrastat reports at the push of a button. Advanced options allow you to reprint or drill down into any transaction during audit or inspection.

SEARCH, FILTER & DRILLDOWN

Search, sort, filter and interrogate any data within the system. Drill down from a Nominal Ledger account balance to the originating transactions, such as Sales Orders and Purchase Invoices, view the postings made from any transaction and quickly reproduce any relevant documents.

"GOOD SUPPORT IS JUST AS IMPORTANT AS THE SOFTWARE ITSELF... DATAFLOW CONTINUE TO PROVIDE SUPPORT AS WE PUT THE SYSTEM THROUGH ITS PACES."

CHIEF ACCOUNTANT, BRITISH HEART FOUNDATION

IMPORT/EXPORT

Dataflow provides a range of options for businesses that require transactions to be imported from legacy systems. From static data to complex transactions and nominal budgets, Dataflow is adaptable to suit the needs of the most complex organisation.

FINANCIAL REPORTING

Producing both standard and custom reports has never been simpler. Intuitive and flexible, Dataflow lets you produce a wide range of easy-to-interpret management reports and analyse performance on a group, company or departmental basis.

The batched reports feature produces repetitive reports quickly and the built-in Report Writer allows you to design a range of user-defined reports, customisable to a variety of criteria, including period range.

Report Messenger provides both accounts and non-accounts users with real-time information, automatically delivered to their desktop. Reports can be emailed directly to specific users, accessed centrally on the network or via the web.

NOMINAL LEDGER & CASH BOOK

Dataflow makes information from all Ledgers readily available through an intuitive interface with simple point and click actions. Full multi-currency, multi-base currency and multi-company operations, eight levels of analysis and comprehensive reporting enable you to focus your attention where it matters.

Nominal Ledger is designed to take the drudgery out of day-to-day operations and to cut the time it takes to prepare both standard and ad-hoc reports. A flexible structure with independent cost centres and department codes allows for powerful analysis and stringent access controls provide systems security.

CHART OF ACCOUNTS

Dataflow provides a highly flexible, multi-dimensional accounts structure. This is founded in a free format chart of accounts which can be linked to multiple, multi-level analysis structures.

Cost Centres provide greater analysis of Nominal account information, actuals and budgets, on up to five nested levels. Subject to operational needs, Cost Centre analysis can dramatically reduce the number of Nominal account headings in use.

Each level may be designed for operation with a 'closed' hierarchy, where the analysis declared at one level will automatically pick up related analysis at higher levels. Alternatively, an 'open' approach will allow any combination of analysis over the levels in use.

INTER-COMPANY JOURNALS

Nominal Ledger provides controls to automate the processing of recharges (and associated analysis) from one company to another.

"DATAFLOW FINANCIALS EMERGED AS A CLEAR WINNER! THE ONLY OTHER POSSIBLE SYSTEM THAT WE CONSIDERED WAS SUN ACCOUNTS, WHICH WE FELT WAS TOO EXPENSIVE."

COMPANY SECRETARY, JCB INTERNATIONAL

MULTIPLE BUDGETS

Nominal Ledger allows multiple budgets to be created in any currency; plus the ability to create multiple budget sets, either from existing budget sets or actual balances. The user defines the period span for each budget, with options to set values manually or automatically.

JOURNALS AND CASHBOOK

Nominal Ledger has an integrated cashbook, bank reconciliation and management report generator, as well as supporting multi-currency operations. It offers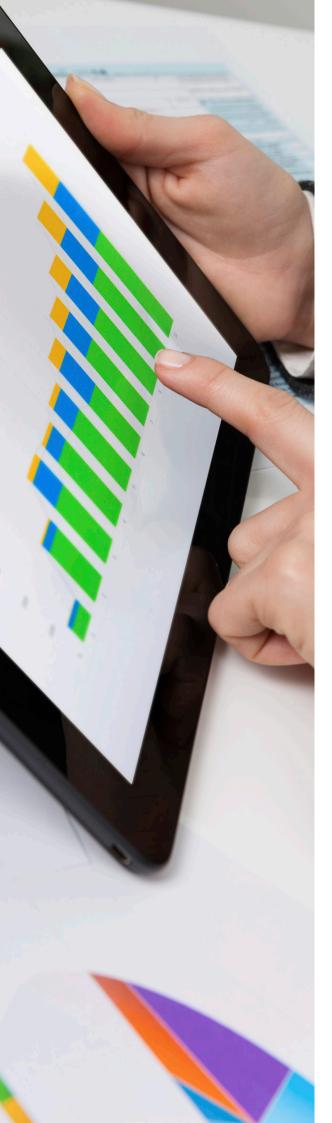 extensive journal entry routines including: standard journals, cashbook-style entry incorporating VAT, automatic recurring and reversing journals for accruals, pre-payments, standing orders etc.

TRANSACTION HANDLING

Nominal Ledger makes automatic postings from the Sales and Purchase Ledger modules into respective control and bank accounts and into ledger-specific accounts for settlement discounts, write-offs, payment, exchange gains/ losses and currency commission. There is also an option to specify control account mapping for automatic postings by customer type and supplier type. Drag-and-drop facilities handle the import of transactions from spread sheets. Fully auditable error correction features remove the need to make manual reversals and re-postings.

LEAVING NOTHING TO CHANCE

Batch-controlled procedures are supported by transaction rollback, so if there is ever a system problem, the integrity of account balances and supporting detail is ensured. Full audit trails and daybooks are maintained and are available for enquiry at any time.

SALES LEDGER

Dataflow Sales Ledger delivers accurate control of credit, prompt invoicing and debiting of customers, comprehensive analysis of sales activities and support for international operations. It provides users with easy access to management information and the ability to apply operational controls.

Built-in credit controls, letter writing routines, an automated facility to put accounts on hold (unless marked as protected) and the ability to take online credit card payments are just some of the value-add features of the Dataflow Sales Ledger.

CUSTOMER DETAILS

Dataflow provides a flexible account code structure, with alterations possible at any time. Detailed customer information can be held including unlimited numbers of addresses and contacts and additional, user-definable customer profiles for analysis and marketing purposes.

Multiple debtor accounts can be held in the Nominal Ledger and the individual Sales Ledger accounts can be linked to the relevant control account. This provides an effective way of handling sub-ledgers and the control of factored and currency debtors.

CREDIT CONTROL

Dataflow provides up-to-date information on all customer accounts; making it easy to identify when a credit limit has been reached or a credit period expired. Analysis of data allows finance personnel to identify settlement trends or "bad payers" and inform correspondence regarding customer accounts.

Customer accounts can be put "on stop" either automatically or manually based on security-controlled, user-defined criteria such as age or value of debt. Key accounts or transactions can be excluded from the automatic process and detailed logs are kept to track any individual transactions in dispute.

AGEING ANALYSIS

User-definable age debt bands with age analysis are available by both document date and due date. Graphic display options for individual accounts show performance on a discrete or cumulative basis and shortcut menu options display transactions and associated credit control notes. Age analysis can also be produced forward dated with user-definable bands for further cash flow analysis.

CASH CONTROL

Sales Ledger includes many automated facilities to reduce administration and smooth cash flow, with options for automatic collection by direct debit (via BACS), enforceable by customer account and/or on individual invoices.

ALLOCATION

Dataflow allows users to view how invoices and payments were matched; with options to allocate and re-allocate transactions within the Ledger, as well as being able to view and re-print transactions at any time. Nominal Ledger journal entries (and Cost Centre allocation where appropriate) are automatically generated for write-offs, settlement discounts and exchange gains and losses.

The system also supports allocation reversals, allowing you to re-open settled or part-settled invoices. Dataflow provides rapid correction of posting errors between customer accounts, using drag-and-drop transfer procedures. Transaction analysis codes can be updated or corrected at any time and posting errors to the Nominal Ledger can be corrected via the redistribution feature.

INVOICING

Keeping on top of invoicing is essential to managing cash flow effectively. Dataflow Sales Ledger can help you create and send out invoices promptly and accurately with automatic posting to the Nominal Ledger, including cost centre analysis. Users can set up and automatically generate scheduled or pro-forma invoices and new documents can be quickly and accurately generated from existing entries using the simple drag and drop tools.

Full invoicing routines link to your product/stock database; incorporating customer and product price matrices. Prices and discounts can both be set up with quantity breaks, start dates, or as special promotions with start and finish dates.

ERROR CORRECTION

Dataflow allows posting errors in transaction details and values to be corrected without clogging up account records or customer statements with untidy reversal entries. At the same time the Sales Ledger records a full audit trail of any error correction activity.

PURCHASE LEDGER

Dataflow Purchase ledger provides greater levels of automation and control of payments to creditors, whilst cutting through the complexity of managing supplier relationships. Packed with time-saving features, Purchase Ledger automates previously time-consuming tasks, leaving your staff free to concentrate on more strategic activities.

Dataflow provides centralised storage for all your essential supplier information. Comprehensive data consolidation and reporting tools allow you to analyse performance at a granular level; helping to support management decision making and negotiation of pricing and payment terms.

With an audit trail of the change activity to new and existing supplier account details, and the integrated Purchase Invoice Register with full authorisation functionality, you will be better able to identify and address fraudulent activity.

SUPPLIER DETAILS

Dataflow provides a flexible account code structure, with alterations possible at any time. Detailed supplier information can be held including factoring agency, an unlimited number of addresses and contacts and additional, user-definable supplier profiles.

Multiple creditor accounts can be held in the Nominal Ledger and the individual Purchase Ledger accounts can be linked to the relevant control account. This provides an effective way of handling sub-ledgers and the control of factored and currency creditors.

"WE RECOVERED THE COST OF THE SYSTEM AND IMPLEMENTATION IN TIME SAVING ALONE WITHIN THE FIRST YEAR."

FINANCIAL DIRECTOR, LENHAM STORAGE

SUPPLIER INVOICE ENTRY

Dataflow enables the efficient management of invoice payment keeping you on top of when invoices are due and on what terms. Purchase Ledger is quick and easy to use and supports default Nominal Coding and Cost Centre Allocation.

Purchase invoices recorded directly through the Purchase Ledger can be automatically assigned reference numbers, or a reference can be entered manually. Users can review and edit open items via authorisation tracking facilities and VAT handling and multi-currency support are included as standard.

IMPORT FACILITY

The import facilities in this ledger allow multi-line invoices and credit notes (with Cost Centre analysis) to be brought into the system from flat files or dragged from Excel. All aspects of this process, (from which users are allowed to import transactions to whether errors can be amended before update,) are controlled by security parameters.

The Purchase Ledger module keeps you fully posted on the status of your suppliers' accounts. Credit terms can be set to automatically calculate the due date on individual invoice entries to ensure that you make the most of any prompt payment discounts offered.

All transaction entries are automatically posted to the Dataflow Nominal Ledger, ensuring that the Creditors Control account always matches the Purchase Ledger.

POWERFUL VISUAL ENQUIRIES

A simple point-and-click interface provides instant access to information from any point in history, with shortcut menu options to display all transactions held on a given account.

REPORTING & ANALYSIS

Whether you want to produce consolidated reports or review group performance in a base-currency of your choice, Dataflow enables the design and distribution of visually stunning reports in a matter of minutes. It includes a vast range of standard and batched reports along with the ability to consolidate any combination of entities within the organisation, report in multiple currencies and run retrospective reports from the beginning of time.

STANDARD REPORTS

Dataflow reporting is both flexible and intuitive allowing users to produce financial reports and statements with ease. A range of filters and user-defined criteria allow you to drill down and across the organisation to extract the data of most relevance.

Report templates can be customised to include additional items and users can save custom reports for future use. All reports can be viewed on-screen, printed or distributed via PDF.

BATCHED REPORTS

Batched reporting produces repetitive reports quickly. The built-in Report Writer has the flexibility to design custom report layouts that can be processed according to user-defined criteria, such as period range. A report suite may comprise different reports or multiple versions of the same report.

"INSTANT EXPORTING AND IMPORTING IS A MAJOR BENEFIT TO US AND THE ABILITY TO CREATE SPECIALISED REPORTS BOTH EASILY AND QUICKLY IS EXTREMELY HELPFUL."

BURSAR, HIGH SCHOOL OF GLASGOW

RAW DATA ACCESS

In addition to the built-in reports, Dataflow allows you to extract the raw data from any Ledger Report and view any of the SQL tables used to generate the report in Excel.

REPORT MESSENGER

Report Messenger provides both accounts and non-accounts users with up-to-the-minute information, distributed directly to their desktop. Access controls ensure that sensitive information doesn't fall into the wrong hands.

EXCEL WEB REPORTING

Dataflow recognizes the increasing demand for more accessible reporting solutions. Our Excel Web Reporting add-on provides a simple answer to the challenge of data consolidation and management reporting; it leverages the Dataflow Web Gateway Service to dynamically link Microsoft Excel to the rich financial management data held within Dataflow.

Excel Web Reporting is a powerful tool that allows both local and remote users to analyse and present reports. Any connected user has access to up-to-date financial information to support budgeting, cash-flow analysis and forecasting extending the reach of your accounting system beyond the boundaries of your organisation.

ADD-ONS

EARNIE

Dependable, easy-to-use payroll software is essential to reduce the time and effort involved in accurately administering your payroll.

Designed and written by payroll experts, EARNIE puts you in control of your payroll. Over 25,000 companies use EARNIE payroll software for all types of business, from small start-ups to national household names, giving you the comfort of knowing it will handle your requirements with ease.

There is no need to worry about the legislative changes that affect payroll operation. Regular updates, included in your annual fee, mean you can confidently run your payroll, knowing you're always up to speed on the latest payroll developments.

HMRC accredited with online links to HMRC for all your year- end returns and in-year changes (such as P45 and P46s) managing your payroll could not be any easier. EARNIE Business, EARNIE Executive and EARNIE IQ can also receive information from HMRC for items such as tax code changes directly into the software.

P11D ORGANISER

The EARNIE P11D Organiser allows you to easily record and calculate your employee's taxable benefits, including company cars and healthcare schemes. It is integrated with EARNIE payroll so there's no need to re-key any information and it's approved by HMRC.

Forms are quick and easy to produce and there is the option to make online returns, using the Government Gateway, for both in-year P46 reports and year-end P11D reports.

A E MODULE – PENSION AUTO ENROLMENT

Pension legislation is changing. Under the new legislation employers are responsible for enrolling all workers who meet qualifying criteria onto a Workplace Pension scheme.

The Pensions Regulator have set out key responsibilities to employers to ensure they remain compliant.

IRIS AE Suite™ which includes assessment, communications and electronic payslips and P60s helps businesses comply with auto enrolment legislation.

HR MANAGER

Designed for use by small to medium-sized businesses, IRIS HR Manager enables you to easily create, store and retrieve employee information (eg: absenteeism, appraisals, disciplinary records); helping you to comply with the latest Government legislation.

IRIS includes a range of pre-defined templates for the creation and retention of employee records. Easy-to-use reporting supports informed decision making and the ability to append documents to individual records provides a single, central resource for employee records.

TIMESHEET IQ

Import timesheet data directly to EARNIE IQ with Timesheet IQ. Customisable templates make data entry quick and easy, there is no limit to the number of templates you can create and they all integrate seamlessly with EARNIE Payroll.

Access controls allow administrators to create tiered security profiles; restricting access to authorised users or limiting input to specific types of data.

CIS PAYMENTS

Easily handle Construction Industry Scheme (CIS) payments accurately and compliantly with the CIS module. It performs all the necessary calculations using CIS rules and connects directly to the HMRC Gateway. The CIS module produces monthly tax returns automatically for online submission to HMRC and will also calculate VAT for qualifying sub- contractors.

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