



DATAFLOW
Financial Software Solutions

Automatic Payments

Dear user,

You must make sure that you have read “Navigating the System” first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System:

https://dataflow.co.uk/images/uploads/release_notes/Clarity_-_Navigating_the_System_.pdf

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.

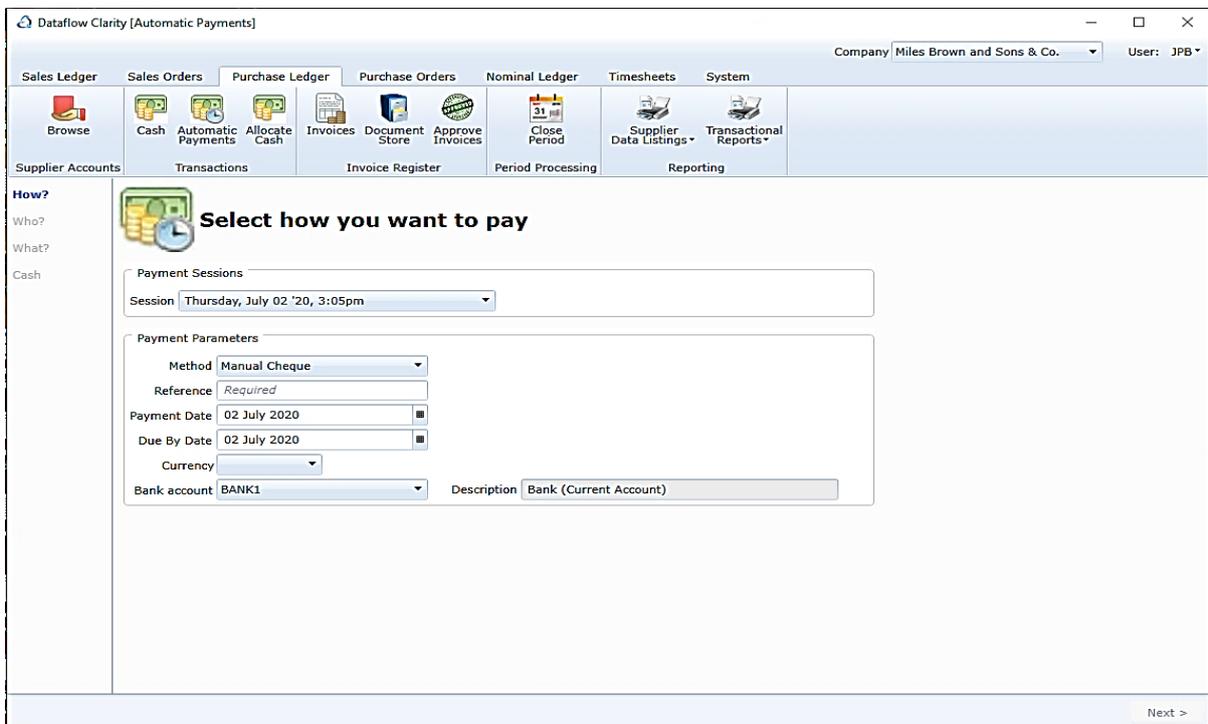
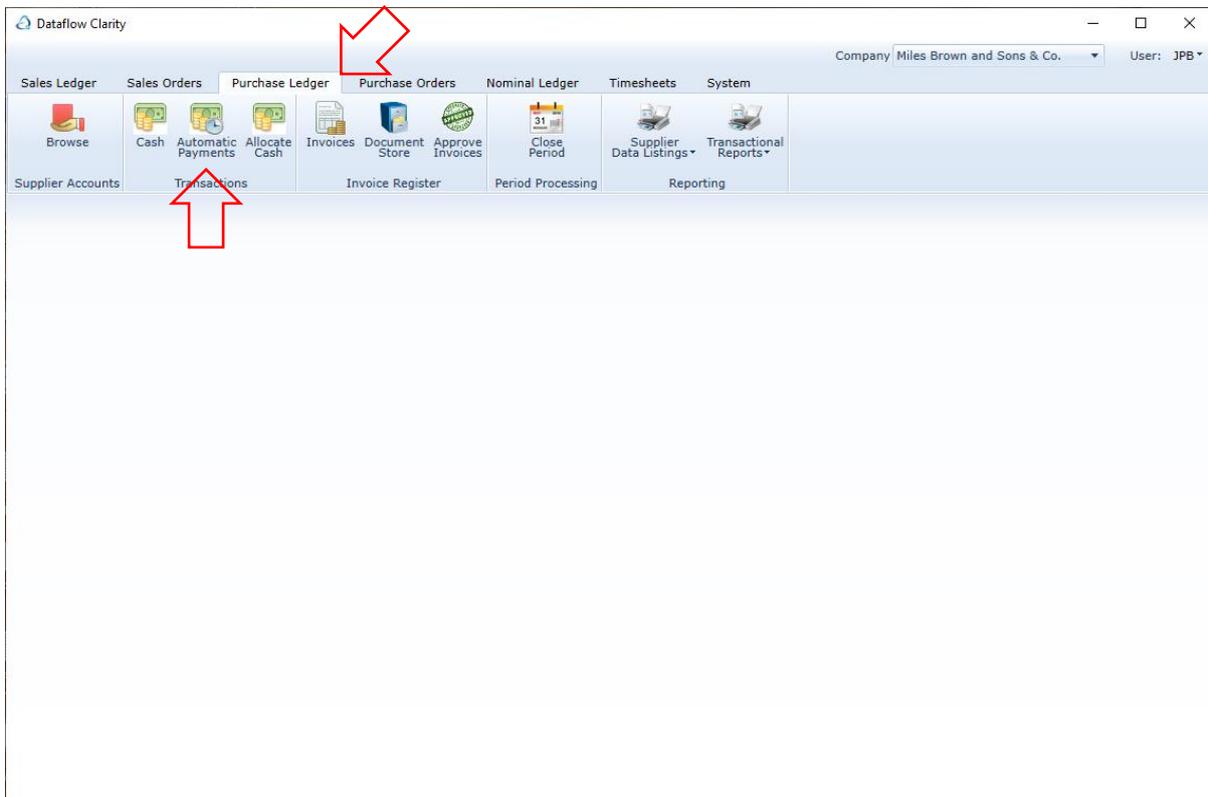
Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd



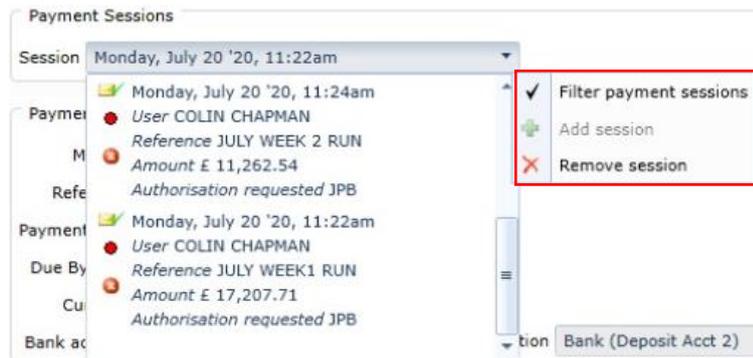
The Automatic Payments process automatically creates and then allocates the auto created cash counterparts to the Invoices you have chosen to be processed.



How? Select how you want to pay.

Session: The sessions have a date, time and user ID stamp against each entry. This allows you to have multiple automatic payments session active at any one time. The list also details the current authorisation status of the session.

Right clicking the mouse within this section present the following options:



Filter payment sessions: Use this option to filter between open and completed sessions within the sessions dropdown listing.

Add session: Add a new payment session. Your existing incomplete sessions will still be accessible and selectable via the session drop down.

Remove session: Remove an incomplete session no longer required.

Method: The payment method in which the payments are to be processed.

Manual Cheque: Only remittance advices are created.

BACS: Remittance advices are created along with a BACS output file. The BACS will need to be processed manually via your online banking software.

When processing BACS payments an additional section will appear providing the Bank account detail to be included within the BACS output file, Example below:

BACS Parameters	
Account name	Current Account
Sort code	10-11-88
Account number	23456789
BACS Type	Fixed

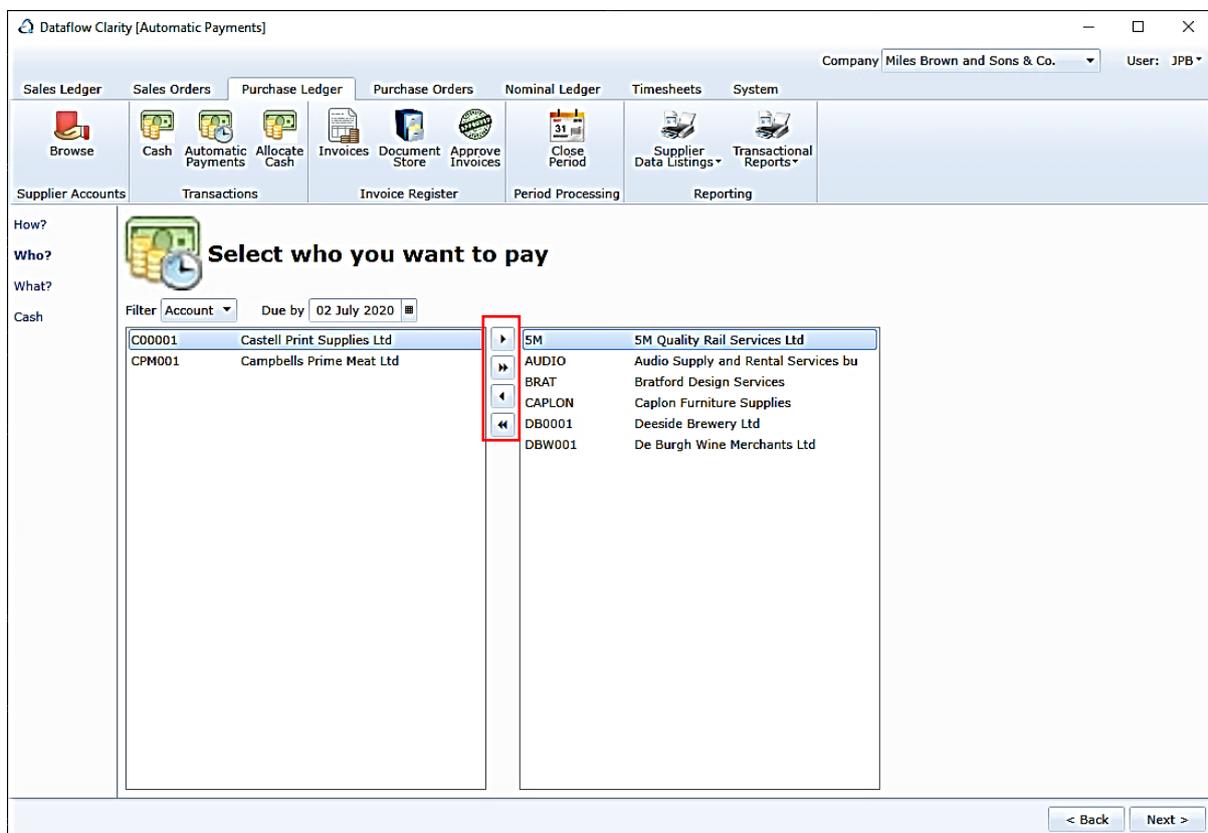
Reference: The reference entered here will be the reference used for the automatically created cash counterparts.

Payment Date: The date the payment is to be made

Due by Date: The system will process all eligible transactions up to and including the specified Due Date, unless you manually exclude accounts or transactions from payment.

Currency: The system will only process transactions posted with the selected currency.

Bank account: The cash counterparts will be posted to the specified Bank account.



Who? [Select who you want to pay.](#)

The **Who?** Section is where you define which accounts are to be processed. The accounts on the right are the accounts to be processed. Use the central arrows highlighted in red to move the accounts to the right hand side. The single arrow moves the selected account, the double arrow moves all accounts.

Only accounts with at least one due invoice which needs processing will be included here.

Dataflow Clarity [Automatic Payments] Company Miles Brown and Sons & Co. User: JPB

Sales Ledger | Sales Orders | **Purchase Ledger** | Purchase Orders | Nominal Ledger | Timesheets | System

 Browse |
  Cash |
  Automatic Payments |
  Allocate Cash |
  Invoices |
  Document Store |
  Approve Invoices |
  Close Period |
  Supplier Data Listings |
  Transactional Reports

Supplier Accounts | Transactions | Invoice Register | Period Processing | Reporting

How? | Who? | **What?** | Cash

 **Select what you want to pay**

Account Code	Account Name	Payment	Pay
5M	5M Quality Rail Services Ltd	£ 30,153.11	<input checked="" type="checkbox"/>
AUDIO	Audio Supply and Rental Services bu	£ 13,410.40	<input checked="" type="checkbox"/>
BRAT	Bratford Design Services	£ 182,793.78	<input checked="" type="checkbox"/>
CAPLON	Caplon Furniture Supplies	£ 62,179.88	<input checked="" type="checkbox"/>
DB0001	Deeside Brewery Ltd	£ 446.57	<input checked="" type="checkbox"/>
DBW001	De Burgh Wine Merchants Ltd	£ 629.75	<input checked="" type="checkbox"/>
Total		£ 289,613.49	

What? Select what you want to pay.

Once you have chosen who you want to pay you can now define what you want to pay. You can pay the entire amount due indicated within the payment column by leaving the , or you can decide to exclude the account from payment by unticking the line.

You may also chose to only pay specific transactions posted against an account. To do this double click on the chosen line. This will load a new window displaying the transactions that the system is looking to process for the selected account:

Dataflow Clarity [Automatic Payments] Company Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders **Purchase Ledger** Purchase Orders Nominal Ledger Timesheets System

Browse Cash Automatic Payments Allocate Cash Invoices Document Store Approve Invoices Close Period Supplier Data Listings Transactional Reports

Supplier Accounts Transactions Invoice Register Period Processing Reporting

How? Who? What? Cash

Select what you want to pay

Account Code	Account Name	Payment	<input checked="" type="checkbox"/> Pay
5M	5M Quality Rail Services Ltd	£ 30,153.11	<input checked="" type="checkbox"/>

AUDIO Outstanding Transactions

Date	Due Date	Type	Reference	Batch No.	Audit No.	Amount	O/s Amount	Discount Amount	Payment Amount	<input checked="" type="checkbox"/> Pay	Attachments?
01-Mar-2020	31-Mar-2020	INV	201/10	200	3289	£ 260.56	£ 260.56	£ 0.00	£ 260.56	<input checked="" type="checkbox"/>	
02-Feb-2020	02-Mar-2020	INV	79689/09	199	3262	£ 505.25	£ 505.25	£ 0.00	£ 505.25	<input checked="" type="checkbox"/>	
10-Jan-2020	09-Feb-2020	INV	9797/08	197	3245	£ 13,472.25	£ 13,472.25	£ 269.45	£ 13,202.80	<input checked="" type="checkbox"/>	
10-Jan-2020	10-Feb-2020	INV	P1004/789	432	4049	£ 17,625.00	£ 13,153.00	£ 0.00	£ 13,153.00	<input checked="" type="checkbox"/>	
02-Dec-2019	01-Jan-2020	INV	283/07	195	3215	£ 3,031.50	£ 3,031.50	£ 0.00	£ 3,031.50	<input checked="" type="checkbox"/>	

Refresh < Back Next >

Also within this section you may also chose to only pay a proportion of a single transaction by double clicking on Payment Amount value. This will turn the Payment Due field to edit mode where you can enter the exact value you wish to pay:

Dataflow Clarity [Automatic Payments] Company Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders **Purchase Ledger** Purchase Orders Nominal Ledger Timesheets System

Browse Cash Automatic Payments Allocate Cash Invoices Document Store Approve Invoices Close Period Supplier Data Listings Transactional Reports

Supplier Accounts Transactions Invoice Register Period Processing Reporting

How? Who? What? Cash

Select what you want to pay

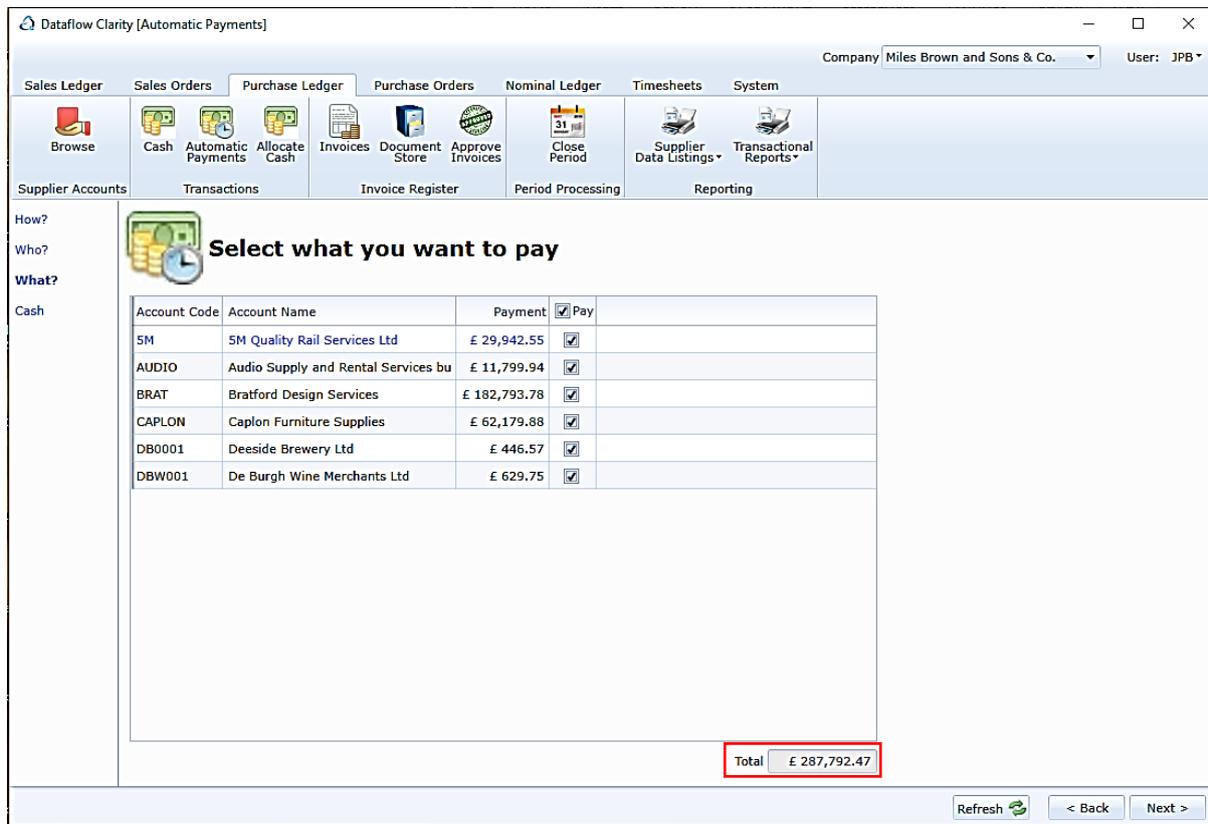
Account Code	Account Name	Payment	<input checked="" type="checkbox"/> Pay
5M	5M Quality Rail Services Ltd	£ 30,153.11	<input checked="" type="checkbox"/>

AUDIO Outstanding Transactions

Date	Due Date	Type	Reference	Batch No.	Audit No.	Amount	O/s Amount	Discount Amount	Payment Amount	<input checked="" type="checkbox"/> Pay	Attachments?
01-Mar-2020	31-Mar-2020	INV	201/10	200	3289	£ 260.56	£ 260.56	£ 0.00	260.56	<input checked="" type="checkbox"/>	
02-Feb-2020	02-Mar-2020	INV	79689/09	199	3262	£ 505.25	£ 505.25	£ 0.00	£ 505.25	<input checked="" type="checkbox"/>	
10-Jan-2020	09-Feb-2020	INV	9797/08	197	3245	£ 13,472.25	£ 13,472.25	£ 269.45	£ 13,202.80	<input checked="" type="checkbox"/>	
10-Jan-2020	10-Feb-2020	INV	P1004/789	432	4049	£ 17,625.00	£ 13,153.00	£ 0.00	£ 13,153.00	<input checked="" type="checkbox"/>	
02-Dec-2019	01-Jan-2020	INV	283/07	195	3215	£ 3,031.50	£ 3,031.50	£ 0.00	£ 3,031.50	<input checked="" type="checkbox"/>	

Refresh < Back Next >

Once you have completed your [How?](#), [Who?](#) and [What?](#) sections the total payment to be processed is displayed on the footer:



The screenshot shows the 'Automatic Payments' screen in Dataflow Clarity. The interface includes a top navigation bar with tabs for Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Timesheets, and System. Below this is a toolbar with icons for various actions like Browse, Cash, Automatic Payments, Allocate Cash, Invoices, Document Store, Approve Invoices, Close Period, Supplier Data Listings, and Transactional Reports. The main area is titled 'Select what you want to pay' and contains a table with the following data:

Account Code	Account Name	Payment	<input checked="" type="checkbox"/> Pay
5M	5M Quality Rail Services Ltd	£ 29,942.55	<input checked="" type="checkbox"/>
AUDIO	Audio Supply and Rental Services bu	£ 11,799.94	<input checked="" type="checkbox"/>
BRAT	Bratford Design Services	£ 182,793.78	<input checked="" type="checkbox"/>
CAPLON	Caplon Furniture Supplies	£ 62,179.88	<input checked="" type="checkbox"/>
DB0001	Deeside Brewery Ltd	£ 446.57	<input checked="" type="checkbox"/>
DBW001	De Burgh Wine Merchants Ltd	£ 629.75	<input checked="" type="checkbox"/>
		Total	£ 287,792.47

At the bottom of the table, the total payment is displayed as £ 287,792.47, which is highlighted with a red box in the screenshot. Below the table are buttons for 'Refresh', '< Back', and 'Next >'.

At any point you are free to return to the previous page, simply navigate using the [< Back](#) [Next >](#) Buttons. You can also navigate between stages by clicking the [How?](#), [Who?](#), [What?](#) and [Cash](#) sections on the left pane.

Since there may be multiple users carrying out actions that may impact balances of the accounts you are working on [Refresh](#) button. Using this button will bring the most up-to-date information to this process.

Dataflow Clarity [Automatic Payments] Company Miles Brown and Sons & Co. User: JPB

Sales Ledger | Sales Orders | **Purchase Ledger** | Purchase Orders | Nominal Ledger | Timesheets | System

 Browse |
  Cash |
  Automatic Payments |
  Allocate Cash |
  Invoices |
  Document Store |
  Approve Invoices |
  Close Period |
  Supplier Data Listings |
  Transactional Reports

Supplier Accounts | Transactions | Invoice Register | Period Processing | Reporting

How?  **Update the payments**

Who?

What?

Cash

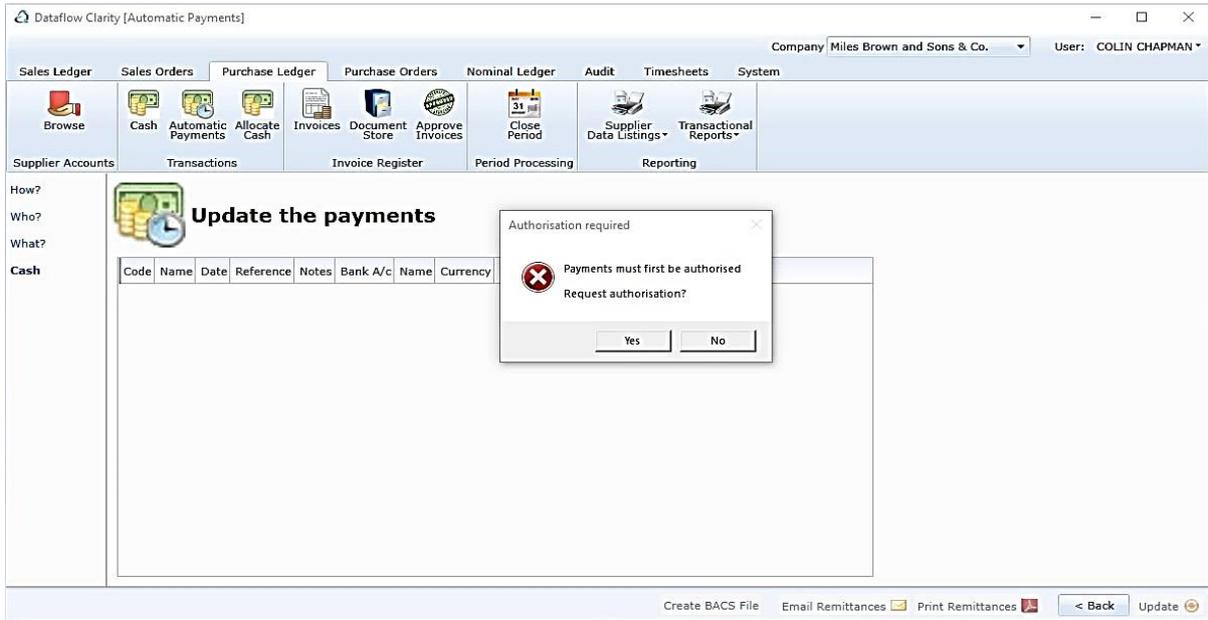
Code	Name	Date	Reference	Notes	Bank A/c	Name	Curr
5M	5M Quality Rail Services Ltd	02-Jul-2020	REF		BANK1	Bank (Current Account)	
AUDIO	Audio Supply and Rental Services bu	02-Jul-2020	REF		BANK1	Bank (Current Account)	
BRAT	Bratford Design Services	02-Jul-2020	REF		BANK1	Bank (Current Account)	
CAPLON	Caplon Furniture Supplies	02-Jul-2020	REF		BANK1	Bank (Current Account)	
DB0001	Deeside Brewery Ltd	02-Jul-2020	REF		BANK1	Bank (Current Account)	
DBW001	De Burgh Wine Merchants Ltd	02-Jul-2020	REF		BANK1	Bank (Current Account)	

Create BACS File | Email Remittances | Print Remittances  | |

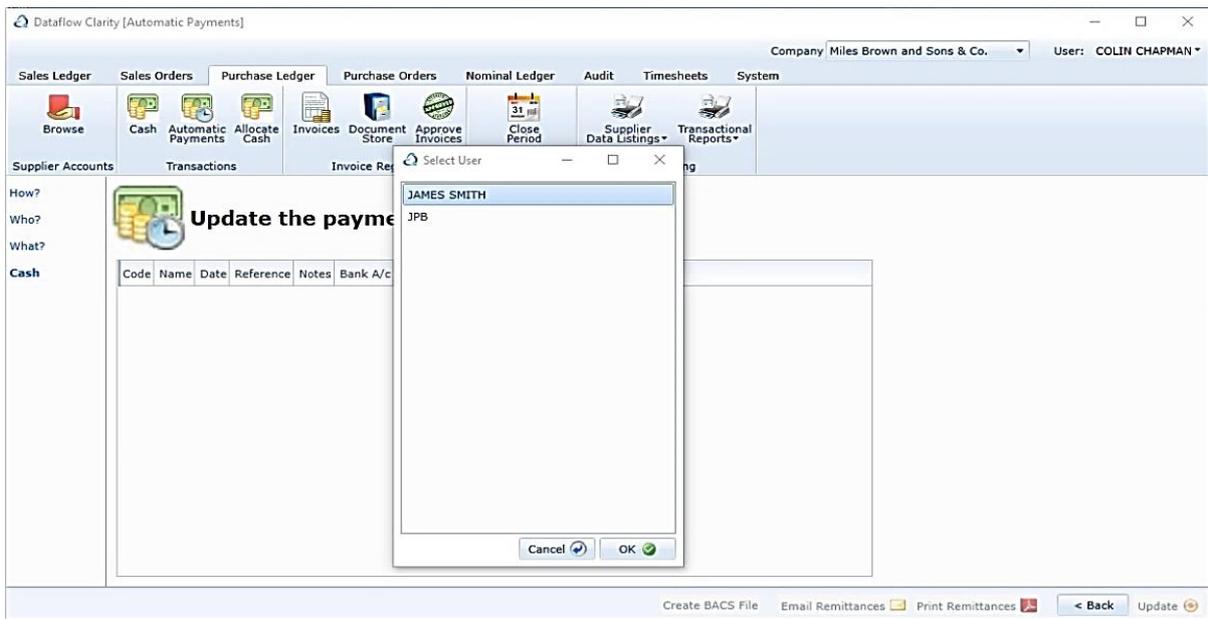
Authorisation

Each Clarity user group can be assigned a maximum payment amount. When this value is breached by the user processing the Automatic payment the system can be set to request authorisation to users assigned to a user group approved to process the requested payment amount.

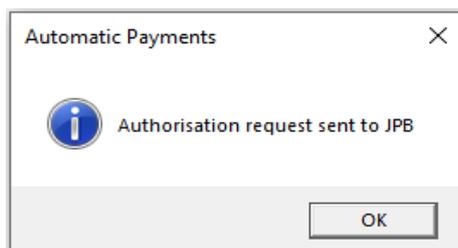
When a user has breached their approved payment amount a prompt will appear asking the user whether they wish to request authorisation:



If authorisation is requested a window listing users eligible to authorize the payment amount will be displayed. From here the user can choose who the payment authorization request is sent to:



Once the authorization recipient is chosen and confirmed a dialogue will appear:



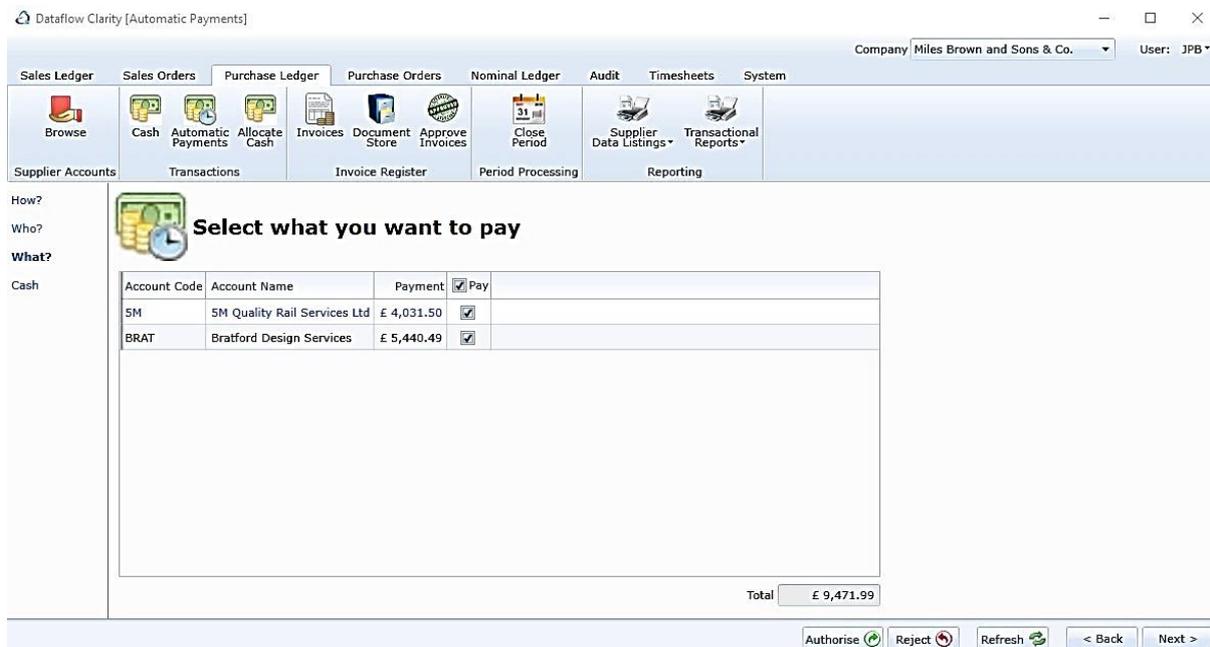
An email will be automatically sent to the chosen authoriser notifying them that a payment session is awaiting authorisation. An example of the authorisation email content below:

Payment Session Thursday, July 09 '20, 11:56am

Payment Session raised by COLIN CHAPMAN, requires your authorisation.
 For company:: Miles Brown and Sons & Co.
 BACS payment
 Reference:: REF
 Payment Date:: 09-Jul-2020 settling approved invoice due by:: 09-Jul-2020 Payments will be via bank account::
 Payment Run Total:: £ 3,985.66

The authoriser will need to login to Clarity, navigate to the Automatic Payments window, select the Session identified within the subject line of the email and click on the [What?](#) Section.

From here the authoriser may then choose to authorise all or part of the requested payments by using the against the entries they chose to authorise payment for:

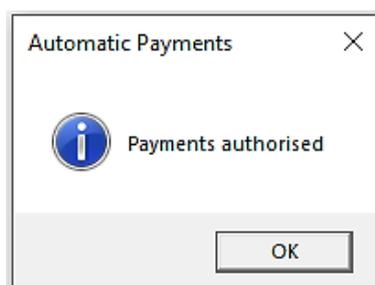


The screenshot shows the 'Automatic Payments' window in the Dataflow Clarity software. The window title is 'Dataflow Clarity [Automatic Payments]'. The company is 'Miles Brown and Sons & Co.' and the user is 'JPB'. The window contains a navigation bar with tabs for Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Audit, Timesheets, and System. Below the navigation bar is a toolbar with icons for Browse, Cash, Automatic Payments, Allocate Cash, Invoices, Document Store, Approve Invoices, Close Period, Supplier Data Listings, and Transactional Reports. The main area is titled 'Select what you want to pay' and contains a table with the following data:

Account Code	Account Name	Payment	<input checked="" type="checkbox"/> Pay
SM	SM Quality Rail Services Ltd	£ 4,031.50	<input checked="" type="checkbox"/>
BRAT	Bratford Design Services	£ 5,440.49	<input checked="" type="checkbox"/>

The total amount is £ 9,471.99. At the bottom of the window are buttons for Authorise, Reject, Refresh, < Back, and Next >.

Once the authoriser has selected the payments for authorisation and confirmed the selection using the  Authorise button a confirmation dialogue window is displayed:



An email is also automatically sent back to the authorisation requestor notifying them that the payments have been authorised. An example email content below:

Payment Session Thursday, July 09 '20, 11:56am

Payment Run with Reference REF has been authorised by JPB Payment Session:: Thursday, July 09 '20, 11:56am, raised by COLIN CHAPMAN For company:: Miles Brown and Sons & Co. BACS payment
 Payment Date:: 09-Jul-2020 settling approved invoice due by:: 09-Jul-2020 Payments will be via bank account::
 Payment Run Total:: £ 3,630.76

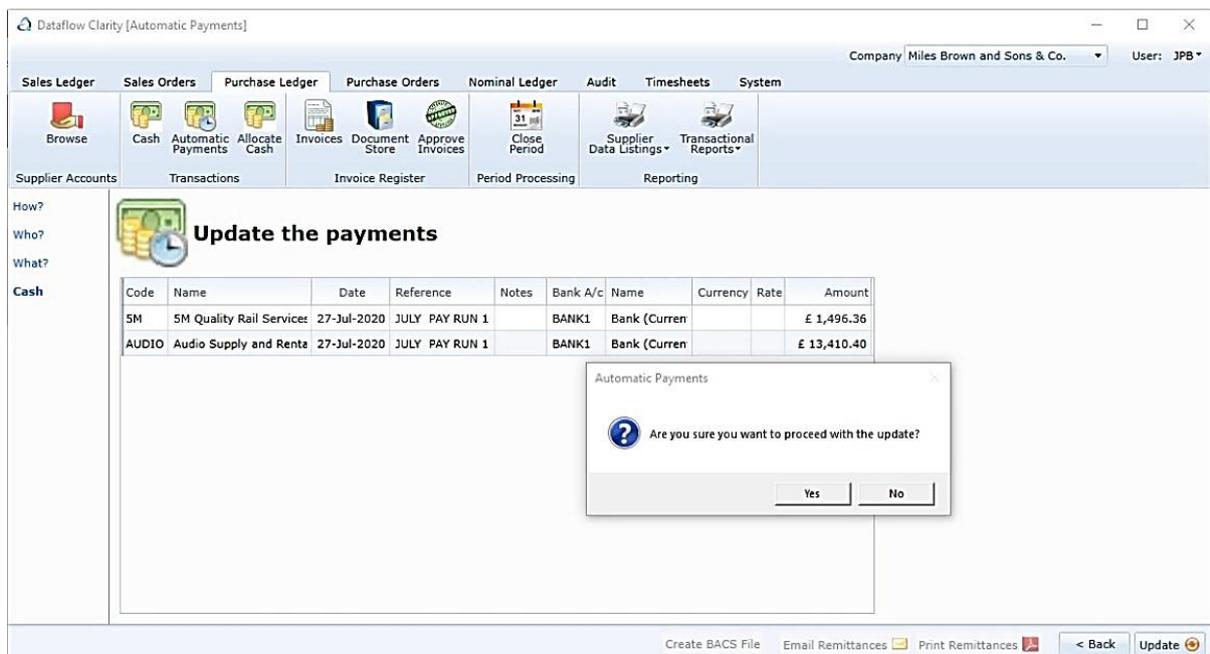
Once the authorisation requestor has received notification that the payments have been authorised they will need to login to Clarity, navigate to the Automatic Payments window, select the Session identified within the subject line of the email and click on the [What?](#) Section to review which payments have been authorised.

The authorisation requestor may then continue to complete the payment process.

[Cash](#) An overview of who and what you are paying, and from which bank account.

From here you can Create BACS File, Email Remittances, Print Remittances and Update the payment to ledger.

Once you are ready to complete the payment, click on the [Update](#) button to update the payments and allocations to ledger. A prompt will open requesting update confirmation:



The screenshot shows the Dataflow Clarity [Automatic Payments] interface. The main window displays a table of payments to be updated:

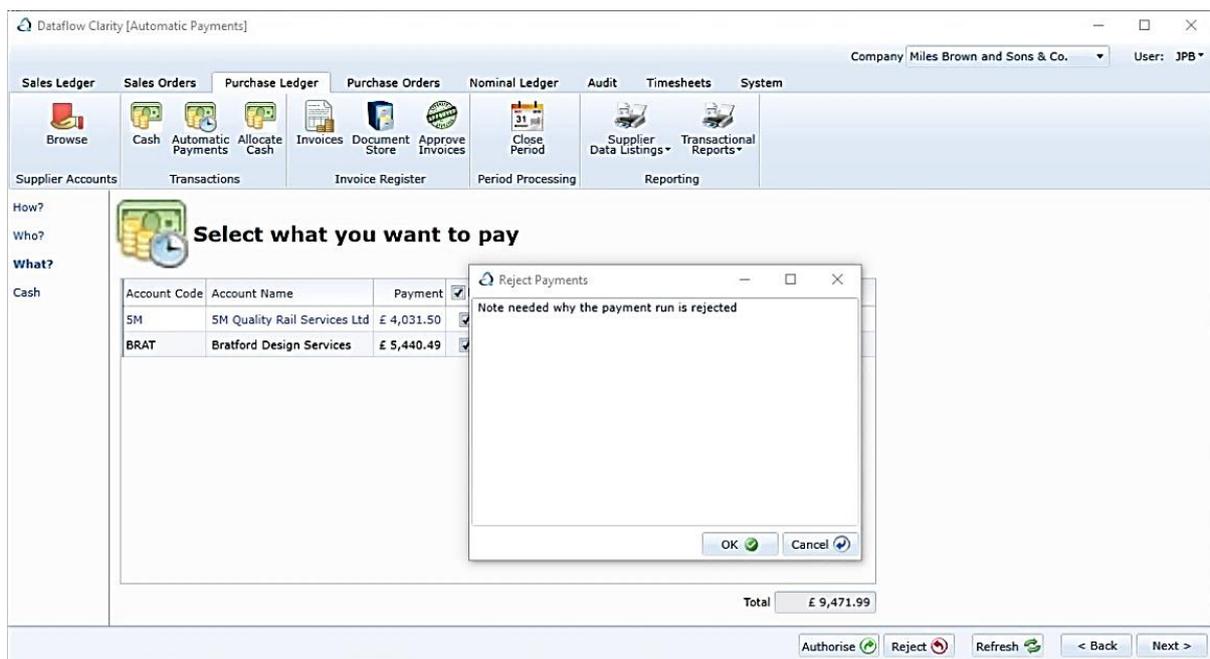
Code	Name	Date	Reference	Notes	Bank A/c	Name	Currency	Rate	Amount
5M	5M Quality Rail Services	27-Jul-2020	JULY PAY RUN 1		BANK1	Bank (Curren			£ 1,496.36
AUDIO	Audio Supply and Rente	27-Jul-2020	JULY PAY RUN 1		BANK1	Bank (Curren			£ 13,410.40

An 'Automatic Payments' dialog box is open, asking: 'Are you sure you want to proceed with the update?' with 'Yes' and 'No' buttons.

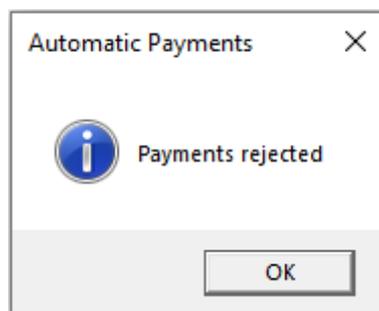
Once the update is complete the cash counterparts will be automatically created and allocated to the processed invoices.

You then need to Email Remittances or Print Remittances to send to your supplier. If you are processing BACS payments a BACS output file will also need to be created and saved to the specified location ready to upload to your bank for processing.

If the authoriser chooses to **Reject** the payment process a window will open prompting entry for a rejection explanation. This note is added against the invoice:



Once the payment rejection notes have been added and confirmed a confirmation dialogue window will appear:



If the payment run has been rejected an email will also automatically be sent back to the authorisation requestor notifying them that the payments have been rejected.