



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.

Dataflow Clarit	1		\sim						1000		×
								Company Miles Brown and Sons & Co.	•	User:	JPB *
Sales Ledger	Sales Orders	Purchase Le	dger Purchase (Orders Nom	inal Ledger	Timesheets	System				
					31		-				
Browse	Cash Automa Payme	tic Allocate nts Cash	Invoices Documen Store	t Approve Invoices	Close Period	Supplier Data Listings •	Transactional Reports •				
Supplier Accounts	Transac	tions	Invoice Regi	ster Per	iod Processing	Repo	ting				
	4	4									

Dataflow Clarit	y [Automatic Pay	ments]									-		×
								Compan	y Miles Brown and	d Sons & Co.	•	User:	ЈРВ▼
Sales Ledger	Sales Orders	Purchase Le	edger P	urchase Orders	Nominal Ledger	Timesheets	System						
				I	31	27							
Browse	Cash Automa Payme	atic Allocate nts Cash	Invoices I	Document Approve Store Invoices	Close Period	Supplier Data Listings •	Transactional Reports •						
Supplier Accounts	Transac	tions	Inv	oice Register	Period Processing	Repo	rting						
How?													
Who?	📴 s	elect ho	ow yo	u want to	pay								
What?													
Cash	Payment Sess	ions											
	Session Thurs	day, July 02 '2	20, 3:05pm		-								
	Payment Para	meters											
	Method	Manual Chequ	е	•									
	Reference	Required											
	Payment Date	02 July 2020											
	Due By Date	02 July 2020		=									
	Currency		•										
	Bank account	BANK1		 Desc 	ription Bank (Curre	nt Account)							
												Nex	(t >



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 Parameter	rs
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.

 Dataflow Clarit 	ty [Automatic Pay	ments]									-		×
									Company	Miles Brown and Sons &	Co. 🔻	User:	JPB *
Sales Ledger	Sales Orders	Purchase Le	dger	Purchase Or	ders	Nominal Ledger	Timesheets	System					
-					0	31		2					
Browse	Cash Automa Payme	nts Cash	Invoices	Store	Approve	Period	Data Listings •	Reports*					
Supplier Accounts	F Transac	tions	In	voice Regist	er	Period Processing	Repo	orting					
How? Who? What?	s.	elect w	ho yo	ou war	nt to	рау							
Cash	Filter Account	Due by	02 July 2	020 🔳	_	_							
	C00001	Castell Print	Supplies	Ltd		5M	5M Quality Rai	Services Ltd					
	CPM001	Campbells P	rime Meat	t Ltd	6	AUDIO	Audio Supply a	and Rental Serv	rices bu				
						BRAT	Bratford Desig	n Services					
						CAPLON	Caplon Furnitu	re Supplies					
					•	DB0001	Deeside Brewe	ery Ltd					
						DBW001	De Burgh Wine	e Merchants Ltd	1				
											< Back	Ne	xt >

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	y [Automatic Pa	yments]								_		×
								Company Miles B	rown and Sons & Co.	•	User:	JPB *
Sales Ledger	Sales Orders	Purchase Le	edger Purchase Ord	lers Nomin	al Ledger	Timesheets	System					
Browse	Cash Auton	atic Allocate	Invoices Document	Approve	31 Close	Supplier	Transactio	onal				
	Paym	ents Cash	Store	Invoices	Period	Data Listings •	Reports	•				
Supplier Accounts	Transa	ictions	Invoice Registe	r Perio	d Processin	g Repo	rting					
How? Who? What?	R s	elect w	hat you wa	nt to pa	y							
Cash	Account Code	Account Name	e	Payment	t 🖌 Pay							
	5M	5M Quality Ra	il Services Ltd	£ 30,153.11								
	AUDIO	Audio Supply	and Rental Services bu	£ 13,410.40								
	BRAT	Bratford Desig	gn Services	£ 182,793.78								
	CAPLON	Caplon Furnit	ure Supplies	£ 62,179.88								
	DB0001	Deeside Brew	ery Ltd	£ 446.57								
	DBW001	De Burgh Win	e Merchants Ltd	£ 629.75								
							Total	£ 289,613,49				
							- Vidi	2 203/020143				
									Refresh 🕏	< Back	Ne:	xt >

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 \mathbb{I} , 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	/ [Automati	ic Payments]											_		×
										Company Mi	es Brown and Sons a	8. Co.	•	User:	JPB -
Sales Ledger	Sales Ord	ers Purchas	e Ledger 🛛 🖡	Purcha	se Orders	Nominal	Ledger	Timesheets	System	-					
	P] 🔿		1								
Browse	Cash A	utomatic Alloca ayments Cas	te Invoices	Docun	ent Approv	e C	lose	Supplier Data Listings	Transaction Reports	nal					
Supplier Accounts	Tr	ansactions	Inv	voice R	egister	Period I	Processing	Rep	orting						
How?	_	5			_					-					
Who?	-0-	Select	what v	ou	want t	o pav									
What?)													
Cash	Account C	Code Account N	ame			Payment	Pay								
	5M	5M Quality	Rail Services	Ltd	£ 30	0,153.11	1								
	AUDIO	Outstandin	g Transactions									-		×]
	BRAT	Date	Due Date	Type	Reference	Batch No	Audit No	Amount	O/s Amount	Discount Amour	t Payment Amount	Pav	Attachm	ents?	
	CAPLON	01-Mar-2020	31-Mar-2020	INV	201/10	200	3289	£ 260.56	£ 260.56	£ 0.00	£ 260.56	,	i i	circo.	
	DB0001	02-Feb-2020	02-Mar-2020	INV	79689/09	199	3262	£ 505.25	£ 505.25	£ 0.00	£ 505.25				
	DBW001	10-Jan-2020	09-Feb-2020	INV	9797/08	197	3245	£ 13,472.25	£ 13,472.25	£ 269.4	£ 13,202.80		ė		
		10-Jan-2020	10-Feb-2020	INV	P1004/789	432	4049	£ 17,625.00	£ 13,153.00	£ 0.0	£ 13,153.00				
		02-Dec-2019	01-Jan-2020	INV	283/07	195	3215	£ 3,031.50	£ 3,031.50	£ 0.00	£ 3,031.50				
													Close		
											Refresh 🕏	, .	Back	Nex	xt >

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	y [Automati	ic Payments]													-		×
											Company	Miles	Brown and Sons	8. Co.	•	User:	JPB
Sales Ledger	Sales Ord	ers Purchas	e Ledger	Purcha	se Orders	Nomina	l Ledg	er	Timesheets	System							
Browse	Cash A			Docum		9	31		Supplier	Transaction	al						
Dionoc	P	ayments Cas	h	Sto	re Invoid	ies I	Period		Data Listings	 Reports 							
Supplier Accounts	Tr	ansactions	In	voice R	egister	Period	Proce	ssing	Rep	oorting							
How? Who? What?		Select	what y	ou	want	to pay	,										
Cash	Account C	Code Account N	ame			Payment	Pay	y									
	5M	5M Qualit	y Rail Services	Ltd	£3	30,153.11											
	AUDIO	 Outstandin 	g Transactions											-		×	1
	BRAT	Date	Due Date	Type	Reference	Batch No	Aud	lit No.	Amount	O/s Amount	Discount Am	ount	Payment Amount	Pav	Attachr	nents?	
	CAPLON	01-Mar-2020	31-Mar-2020	INV	201/10	200	0	3289	£ 260.56	£ 260.56	£ (0.00	260.56		/ teederin		
	DB0001	02-Feb-2020	02-Mar-2020	INV	79689/09	19	9	3262	£ 505.25	£ 505.25	£	0.00	£ 505.25				
	DBW001	10-Jan-2020	09-Feb-2020	INV	9797/08	19	7	3245	£ 13,472.25	£ 13,472.25	£ 269	9.45	£ 13,202.80		(6		
		10-Jan-2020	10-Feb-2020	INV	P1004/789	43:	2	4049	£ 17,625.00	£ 13,153.00	£	0.00	£ 13,153.00				
		02-Dec-2019	01-Jan-2020	INV	283/07	19	5	3215	£ 3,031.50	£ 3,031.50	£	0.00	£ 3,031.50				
															Clos	e 🔀	



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

Dataflow Clarity	y [Automatic Paj	yments]								-		×
								Company	Miles Brown and Sons & Co.	-	User:	JPB *
Sales Ledger	Sales Orders	Purchase L	edger Purchase Ord	lers Nomin	al Ledger	Timesheets	System					
Browse	Cash Autor	atic Allocate	Invoices Document	Approve	31 mi	Supplier	W Tr <u>ansac</u> țional					
	Payme	ents Cash	Store	Invoices	Period	Data Listings*	Reports*					
Supplier Accounts	Transa	ctions	Invoice Registe	r Perio	d Processing	g Repor	rting					
How? Who? What?	R s	elect w	hat you wa	nt to pa	у							
Cash	Account Code	Account Nam	e	Payment	🖌 Pay							
	5M	5M Quality Ra	il Services Ltd	£ 29,942.55								
	AUDIO	Audio Supply	and Rental Services bu	£ 11,799.94								
	BRAT	Bratford Desi	gn Services	£ 182,793.78								
	CAPLON	Caplon Furnit	ure Supplies	£ 62,179.88								
	DB0001	Deeside Brew	ery Ltd	£ 446.57								
	DBW001	De Burgh Wir	e Merchants Ltd	£ 629.75								
							Total £ 28	7,792.47				
									Refresh 🤣	< Back	Ne	xt >

At any point you are free to return to the previous page, simply navigate using the state and set and the state and the state of the st

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 	y (Automat	tic Payments]				· · · · · · · · · · · · · · · · · · ·			220022		3 <u>70</u>		×
									Company	Miles Brown and Sons & Co.	•	User:	јрв т
Sales Ledger	Sales Ord	lers Purchase L	edger Purchase	Orders N	Nominal Led	lger	Timeshee	ts System					
Browse	Cash A	Automatic Allocate Cash	Invoices Docume Store	ent Approve Invoices	31 Close Perio	ed	Supp Data List	ier Transactional Reports*					
Supplier Accounts	т	ransactions	Invoice Reg	gister	Period Proc	cessing		Reporting					
How? Who? What?	R	Update 1	the payme	ents									
Cash	Code	Name		Date	Reference	Notes	Bank A/c	Name	Curr				
	5M	5M Quality Rail Se	rvices Ltd	02-Jul-2020	REF		BANK1	Bank (Current Accou	nt)				
	AUDIO	Audio Supply and	Rental Services bu	02-Jul-2020	REF		BANK1	Bank (Current Accou	nt)				
	BRAT	Bratford Design S	ervices	02-Jul-2020	REF		BANK1	Bank (Current Accou	nt)				
	CAPLON	Caplon Furniture	Supplies	02-Jul-2020	REF		BANK1	Bank (Current Accou	nt)				
	DB0001	Deeside Brewery I	_td	02-Jul-2020	REF		BANK1	Bank (Current Accou	nt)				
	DBW001	De Burgh Wine Me	erchants Ltd	02-Jul-2020	REF		BANK1	Bank (Current Accou	nt)				
	4			11					,				
							Create BA	CS File Email Remi	ttances 🖸	🛛 Print Remittances 💹	< Back	Upda	te 🛞

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:



Dataflow Clari	ity [Automatic Payr	nents]				Company	Miles Brown and	Sons & Co. 🔹	- [User: COLIN (
Sales Ledger	Sales Orders Cash Automa rransact	Purchase Led	ger Purchase Orders Purchase Orders Porcease Porcease Porcease Porcease Porcease Porc	Nominal Ledger	Audit Timesheets Supplier Trans Data Listings • Trans Reporting n required yments must first be auth quest authorisation?	Company System	Miles Brown and	Sons & Co. 🔻	User: COLIN O	CHAPMAN Y

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:

							_			- 0 X
							Company M	iles Brown and Sons &	Co. 🔻 U	ser: COLIN CHAPMAN *
Sales Ledger S	Sales Orders Purchase	e Ledger Purchase	Orders No	minal Ledger	Audit Tim	esheets S	System			
			the second se	31 mi	-	-				
Browse	Cash Automatic Alloca Payments Cash	te Invoices Docume Store	nt Approve Invoices	Close Period	Supplier Data Listings	Transaction Reports•	ai			
Supplier Accounts	Transactions	Invoice Reg	A Select User	-	- 🗆 ×	ng				
How?			JAMES SMITH	I		7				
Who?	👬 Update	the payme	ЈРВ							
What?										
Cash	Code Name Date Refere	ence Notes Bank A/c								
				Cancel						
				Cancer	UK G					
										and with O

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

Automatic Payments	\times
Authorisation request sent to JPB	
ОК	



An email will be automatically sent to the chosen authorisor 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 authorisor 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 authorisor may then choose to authorise all or part of the requested payments by using the \mathbb{M} against the entries they chose to authorise payment for:

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System Browse Cash Automatic Allocate Invoices Document Approve Improve								Comp	any Miles Bro	wn and Sons & C	Co. 🔻	User:	JPB
Image: Service in the service in th	Sales Ledger	Sales Orders	Purchase Ledger Purc	hase Orders	Nominal Ledger	Audit Timesheets	System						
upplier Accounts Tensactions Invoice Register Period Processing Reporting word in the period Processing in the period Processi	Browse	Cash Autom Payme	atic Allocate Invoices Dog	cument Approv	ve Close Period	Supplier Data Listings • Rep	actional orts*						
w ² ho? ha? sh sh Account Code Account Name Payment Pay SM SM Quality Rail Services Ltd £ 4,031.50 2 BRAT Bratford Design Services £ 5,440.49 2	upplier Account	s Transa	ictions Invoic	e Register	Period Processing	Reporting							
sh Account Code Account Name Payment PaymentPayment Payment Payment Payment Payment Payment Payment Payment Pa	io? hat?	S	elect what you	i want t	o pay								
SM SM Quality Rail Services LL £ 4,031.50 Image: Comparison of the system of the	ish	Account Code	Account Name	Payment [🖌 Pay								
BRAT Bratford Design Services £ 5,440.49 Image: Comparison of the system of the		5M	5M Quality Rail Services Ltd	£ 4,031.50									
Total £ 9,471.99		PDAT	Bratford Design Services	£ 5,440,49	V								
Total £ 9,471.99		DRAI	billiona besign services										

Once the authorisor has selected the payments for authorisation and confirmed the selection using the Authorise I 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:

Dataflow Clarity	/ [Autom	atic Payments]											14	- 0	2	\times
Sales Ledger	Sales O	rders Purchase Ledg	er Purchas	se Orders 1	Nominal Ledg	jer Au	dit Tim	nesheets	System	Com	pany Miles	Brown and S	ons & Co.	• U:	ser:	JPB *
Browse	Cash	Automatic Allocate In Payments Cash	ivoices Docum Stor	Approve Invoices	31 Close Period	Da	Supplier sta Listings	Transacti Reports	onal							
How? Who? What?	R	Update th	e paym	ents	Period Proce	essing	Kep	orting								
Cash	Code	Name	Date	Reference	Notes	Bank A/c	Name	Curre	ncy Rate	Amount						
	5M	5M Quality Rail Service	27-Jul-2020	JULY PAY RU	N 1	BANK1	Bank (Cu	rren		£ 1,496.36						
	AUDIO	Audio Supply and Rent	27-Jul-2020	JULY PAY RU	N 1	BANK1	Bank (Cu	rren		£ 13,410.40						
						A	Are	ayments e you sure yo	u want to	proceed with the	vupdate?					
									1	Yes	No					
								Create BAC	S File	Email Remittand	ces 🖂 Prin	t Remittance	s 📙 🛛 < P	iack I	Updat	e 🐵



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 authorisor chooses to Reject (1) the payment process a window will open prompting entry for a rejection explanation. This note is added against the invoice:

									Compa	ny Miles Brow	in and Sons & C	0. 🔻	User:	JPB
Sales Ledger	Sales Orders	Purchase Ledger	Purchase Orde	rs	Nominal Ledger	Audit Tim	esheets S	System						
Browse	Cash Autom Paym	Allocate Invo	ices Document A Store Invoice Register	pprove	Close Period	Supplier Data Listings	Transaction Reports*	al						
w? 10? hat?	s and	elect what	t you war	t to	pay									
ush	Account Code	Account Name	Paym	ent 🔽	A Reject Payment	ts	×							
	5M	5M Quality Rail Ser	vices Ltd £ 4,031.	50	Note needed why	the payment ru	n is rejected							
	BRAT	Bratford Design Ser	vices £ 5,440.	49										
							ОК	Can	cel 🕑					
				_				Total É	9,471.99					

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.