



Cash Input

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



Cash Input for both Sales and Purchase Ledgers have the same basic feel & look and data entry processing routines. In this example we are using Sales Ledger Cash.

Navigating to the Sales Ledger and selecting the Cash Icon loads the Sales Cash entry window.

2 Dataf de Clarity				×
	Company Miles Brown and Sons & Co.	-	User:	JPB -
Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Timesheets System				
Browse Cash Allocate Invoice Proforma Scheduled Close Customer Transactional Statements Cash Cash Close Period Data Listings*				
Customer Accounts Transactions Invoicing Period Processing Reporting				

② Cash Inp	out										-	- 0	x I
A/c Code	1	A/c Nam	ne		Currency	Amount	Outstanding An	nount	Rate	Base Amo			
A00001	1	Airfreigh	ht Sy	stems LTD	Reference	BANK1	Bank (Current Account)		£ 152.30	£ 15	2.30		£ 152
B00002	ŧ	British F	inan	cial Planning Co.	Reference	BANK1	Bank (Current Account)		£ 540.20	£ 54	0.20		£ 540
AQ0001	1	Agustin	Que	vedo	Reference	EURBANK	Euro Bank Account	EUR	€ 1,200.20	€ 1,20	0.20	1.1011	£ 1,090
	۲ ۲ ۲												
Account	AQ00	01	•	Agustin Quevedo				•	Currency	EUR -	Eu	го	-
Nominal	EURB	ANK	•	Euro Bank Account				•	Rate	1.1011			
Reference	Refer	ence							Amount 1,200.20				
Date	25 Ju	ıly 2020)					■ C	Commission	0.00			
Notes								Banki	ng Number	1]		
Batch Totals													
								A	dd 🐈 🛛 Re	emove 🗙 🛛 l	Ipdat	e 🛞	Close 🔀

On the footer of the page you'll find the standard system-wide buttons:

Add 🛖 🚽

Add a cash entry line.





Close Cash entry window. A prompt will be displayed confirming whether you wish to discard the current entries.

Once you have completed the entry for the first transaction line click Add to start the next line.

Should you wish to remove a transaction line click on the line in question then click Remove X

Once you have completed your Cash input click Update (e) to update the entries to the Sales Ledger accounts.



There are also a number of options available when right clicking on the transaction input grid:

O Cash Inp	out										-	□ ×	
A/c Code	A/c Name		Reference	Nominal Code	Nominal Desc Curr		тсу	Amount	Outstanding Amount	Rate	Base Amount	Date	
A00001	Airfreight Sy	stems LTD	2051	BANK1	Bank (Current Account)			£ 1,200.00	£ 1,200.00		£ 1,200.00	28-Jun-20	
A00001	Airfreight Sy	stems LTD	2035	BANK1	Bank (Current Account)			£ 4.000.00	6 3.884.80		£ 4,000.00	28-Jun-20	
G00001	Graystone I	nsurance CO LTD	67094593	BANK1	Bank (Current Account)		4	Add			£ 500.00	28-Jun-20	
B00002	British Finan	icial Planning Co.	12124578	BANK1	Bank (Current Account)		×	Remove			£ 20,000.00	28-Jun-20	
LA	LA Property	Consultants	34890583	BANK1	Bank (Current Account)			Allocate			£ 14,500.00	28-Jun-20	
BRIT01	British Com	mercial Services	44668899	BANK1	Bank (Current Account)		Q.	Paste			£ 80,000.00	28-Jun-20	
							-	Open					
								I act caused	column Invout				
							9	Last saved	column layout				
								Revert colu	mn layout to default			,	
Account	A00001 -	Airfreight Systems LTI	þ				•	Cu	rrency	•			
Nominal	BANK1 -	Bank (Current Accoun	t)						Rate 1.0	1.0			
Reference	2035	<u>.</u>						Amount 4,000.00					
Date	28 June 2020							Comn	nission 0.00	0.00			
Notes								Banking N	umber 1	aber 1			
										_			
Batch Totals	s 🛋												

Add:	Add a new transaction.
Remove:	Remove the transaction.
Allocate:	Allocate the selected cash line to an existing Invoice or Credit.
Paste:	Paste a pre-prepared batch from Excel. See import supplement guide.
Open:	Browse your PC to locate an already prepared Excel or CSV batch file to import. See import supplement guide.
Last saved column layout:	Reverts the layout back to the last saved layout.
Revert column layout to default:	Reverts the column layout back to the system default.



Choosing the right click **Allocate** option mentioned above loads the allocation window allowing you to carry out allocations using the cash lines you're currently inputting.

The allocation transaction grid is comprised of all the necessary information you'll need to carry out allocations.

You can arrange the data within the grid by left clicking a column header to sort the underlaying data into ascending order based upon your column selection. Click again to sort into descending order. For example sort all the data within the grid by transaction date or reference etc.

Selected	te Cash [A0 Item	0001 -	Airfreight Syste	ms LTD]				-	
Type CSH	l Refer	ence	Reference	Date 2	5-Jul-2020	Amour	t £ 152.30	Outstanding £ 15	2.30
Batch No.	Audit No.	Туре	Reference	Date	Currency	Amount	O/s Amount	Allocation Amount	
618	9798	INV	DM5681	19-May-2020		£ 6,000.00	£ 3,200.00	£ 0.00	
618	9795	INV	DM5678	14-May-2020		£ 2,400.00	£ 2,400.00	£ 0.00	
613	9785	INV	0000002068	15-Jun-2020		£ 1,200.00	£ 1,200.00	£ 0.00	
596	9724	INV	DM5678	15-Jun-2020		£ 54.00	£ 54.00	£ 0.00	
595	9718	INV	1	20-Mar-2020		£ 5,160.00	£ 5,160.00	£ 0.00	
589	9697	INV	0000002055	17-Jun-2020		£ 61.20	£ 61.20	£ 0.00	
587	9689	INV	000002053	14-May-2020		£ 18.00	£ 18.00	£ 0.00	
583	9673	INV	000002051	15-Jun-2020		£ 108,000.00	£ 108,000.00	£ 0.00	
576	9639	INV	0000002048	17-Jun-2020		£ 1,000.00	£ 1,000.00	£ 0.00	
423	4006	INV	0000002035	29-Feb-2020		£ 58,750.00	£ 58,750.00	£ 0.00	
396	3952	INV	0000002030	23-Jun-2020		£ 76.38	£ 76.38	£ 0.00	
396	3951	INV	0000002029	23-Jun-2020		£ 38.78	£ 38.78	£ 0.00	
185	3060	INV	M002	20-Jan-2020		£ 5,875.00	£ 5,875.00	£ 0.00	
185	3059	INV	M001	20-Dec-2019		£ 11,750.00	£ 11,750.00	£ 0.00	



By using the allocation option when inputting cash you will only have the option to allocate against Invoices posted to the same account used for the selected Cash entry. The selected cash entry is identified below in red:

Allocat	Allocate Cash [A00001 - Airfreight Systems LTD]									
Selected Item Type CSH Reference Reference Date 25-Jul-2020 Amount £ 152.30 Outstanding £ 152.30										
Batch No.	Audit No.	Туре	Reference	Date	Currency	Amount	0/s Amount	Allocation Amount		•
618	9798	INV	DM5681	19-May-2020		£ 6,000.00	£ 3,200.00	£ 0.00		
618	9795	INV	DM5678	14-May-2020		£ 2,400.00	£ 2,400.00	£ 0.00		
613	9785	INV	0000002068	15-Jun-2020		£ 1,200.00	£ 1,200.00	£ 0.00		
596	9724	INV	DM5678	15-Jun-2020		£ 54.00	£ 54.00	£ 0.00		
595	9718	INV	1	20-Mar-2020		£ 5,160.00	£ 5,160.00	£ 0.00		
589	9697	INV	0000002055	17-Jun-2020		£ 61.20	£ 61.20	£ 0.00		
587	9689	INV	0000002053	14-May-2020		£ 18.00	£ 18.00	£ 0.00		=
583	9673	INV	0000002051	15-Jun-2020		£ 108,000.00	£ 108,000.00	£ 0.00		
576	9639	INV	0000002048	17-Jun-2020		£ 1,000.00	£ 1,000.00	£ 0.00		
423	4006	INV	0000002035	29-Feb-2020		£ 58,750.00	£ 58,750.00	£ 0.00		
396	3952	INV	0000002030	23-Jun-2020		£ 76.38	£ 76.38	£ 0.00		
396	3951	INV	0000002029	23-Jun-2020		£ 38.78	£ 38.78	£ 0.00		
185	3060	INV	M002	20-Jan-2020		£ 5,875.00	£ 5,875.00	£ 0.00		_
185	3059	INV	M001	20-Dec-2019		£ 11,750.00	£ 11,750.00	£ 0.00		Ļ
									Close 🔀	

The **Selected Item** section outlined in red provides details of the item you have selected to allocate against. The details of this item are broken down into:

- Type:Displays the type of the selected transaction you are allocating against.
- **Reference:** Displays the reference of the selected transaction you are allocating against.
- **Date:** Displays the transaction date of the selected transaction you are allocating against.
- Amount: Displays the selected transaction you are allocating against original value.
- **Outstanding:** Displays the selected transaction you are allocating against outstanding value, including allocations made during the current session.



Allocate Cash [A00001 - Airfreight Systems LTD]									
Selected Item									
Type CSH Reference Date 25-Jul-2020 Amount £ 152.30 Outstanding £ 98.30									
Batch No.	Audit No.	Туре	Reference	Date	Currency	Amount	O/s Amount	Allocation Amount	
618 9	9798	INV	DM5681	19-May-2020		£ 6,000.00	£ 3,200.00	£ 0.00	
618 9	9795	INV	DM5678	14-May-2020		£ 2,400.00	£ 2,400.00	£ 0.00	
613 9	9785	INV	0000002068	15-Jun-2020		£ 1,200.00	£ 1,200.00	£ 0.00	
596 9	9724	INV	DM5678	15-Jun-2020		£ 54.00	£ 0.00	£ 54.00	
595 9	9718	INV	1	20-Mar-2020		£5,160,00	£ 5,1 <u>60</u> .00	00	
589 9	9697	INV	000002055	17-Jun-2020		£ 61.20	£ 51.20	£ 0.00	
587 9	9689	INV	000002053	14-May-2020		£ 18.00	£ 18.00	£ 0.00	=
583 9	9673	INV	000002051	15-Jun-2020		£ 108,000.00	£ 108,000.00	£ 0.00	
576 9	9639	INV	0000002048	17-Jun-2020		£ 1,000.00	£ 1,000.00	£ 0.00	
423 4	4006	INV	000002035	29-Feb-2020		£ 58,750.00	£ 58,750.00	£ 0.00	
396 :	3952	INV	000002030	23-Jun-2020		£ 76.38	£ 76.38	£ 0.00	
396 :	3951	INV	000002029	23-Jun-2020		£ 38.78	£ 38.78	£ 0.00	
185 :	3060	INV	M002	20-Jan-2020		£ 5,875.00	£ 5,875.00	£ 0.00	
185 3	3059	INV	M001	20-Dec-2019		£ 11,750.00	£ 11,750.00	£ 0.00	

The red rectangle above identifies the remaining balance awaiting allocation of the entered cash. The above example shows that £54.00 of the cash has been allocated, leaving £98.30 remaining. This was used to settle INV reference DM5678.

The red arrows above identify the allocations made during the current session. They are broken down into:

Amount: Original transaction amount.

O/s Amount: The amount remaining awaiting allocation.

Allocation Amount: The amount allocated during the current session.



To allocate the entered cash right click on the item you wish to allocate against within the allocation window. This will load a menu for you to choose the desired action:

Va Code	0/1	Sele	cted If	tem									Bace Amoun	t Date
400001	Air	Туре	CSH	Refer	ence	2035	Date 2	8-Jun-2020) Amour	£ 4,000.00		Outstanding £ 4,000.00	£ 1,200.0	0 28-Jun-
400001	Air	Batch	No	Audit No.	Type	Reference	Date	Currency	Amount	O/s Amoun	+ 4	Allocation Amount	£ 4,000.0	0 28-Jun-
300001	Gri	610	110. /	0709	TNIL	DME691	10-May-2020	currency	£ 6 000 00	6 3 200 OC		50.00	£ 500.0	0 28-Jun-
300002	Bri	010	0 2	9790	1140	0113001	19-May-2020		E 0,000.00	2 3,200		Allocate	£ 20,000.0	0 28-Jun-
А	LA	618	1	9795	INV	DM5678	14-May-2020		£ 2,400.00	E 2,400		Part allocate	£ 14,500.0	0 28-Jun-
RIT01	Bri	613	1	9785	INV	0000002068	15-Jun-2020		£ 1,200.00	£ 1,200		Settle	£ 80,000.0	0 28-Jun-
	1	596	4	9724	INV	DM5678	15-Jun-2020		£ 54.00	£ 54		Write off		
		595	9	9718	INV	1	20-Mar-2020		£ 5,160.00	£ 5,160				
		589	9	9697	INV	0000002055	17-Jun-2020		£ 61.20	£ 61		Select item		
(587	1	9689	INV	0000002053	14-May-2020		£ 18.00	£ 18		Auto allocate DM5681]
Account	A00001	583	9	9673	INV	0000002051	15-Jun-2020		£ 108,000.00	£ 108,000		Auto allocate all		
Nominal	BANK1	576	1	9639	INV	0000002048	17-Jun-2020		£ 1,000.00	£ 1,000		Discard allocation		
eference	2035	423	4	4006	INV	000002035	29-Feb-2020		£ 58,750.00	£ 58,750	1	Filter items		
Date	28 June	396		3952	INV	0000002030	23-Jun-2020		£ 76.38	£ 76.38	5	£ 0.00		
		396	2	3951	INV	0000002029	23-Jun-2020		£ 38.78	£ 38.78	3	£ 0.00		
Notes		185	1	3060	INV	M002	20-Jan-2020		£ 5,875.00	£ 5,875.00	0	£ 0.00		
		185	1	3059	INV	M001	20-Dec-2019		£ 11,750.00	£ 11,750.00	5	£ 0.00		
		184	3	3044	INV	0000002005	10-Jul-2019		£ 2,350.00	£ 1,637.50	0	£ 0.00		
atch Totals	s 🛋													

Allocate:	Allocate the selected cash line to an existing Invoice or Credit.
Part Allocate:	An additional window will open prompting the input value of the allocation amount.
Settle:	If the Invoice is eligible for settlement discount the system will automatically apply the percentage value set against the invoice when you choose this right click option.
Write off:	An additional window will open prompting the input value of the Write off amount. The write off value will be deducted from the outstanding Invoice value and be posted to the Adjustment Nominal Code defined within the Sales Ledger General Setup.
Select Item:	Use this option to select the item you wish to perform the allocation against. If you select a positive value e.g. INV the system will leave the option to allocate against negative values e.g. CSH or CRD.



Auto allocate (selected reference):	The system will automatically allocates the available
	outstanding cash and credit entries to settle or part settle the
	selected invoice. This routine uses the order in which the
	entries are listed within the grid to determine which entries
	are used first. Should you wish the oldest to be used first
	click on the "Date" column header to sort the entries oldest to
	newest.
Auto allocate all:	The system will auto allocate as many invoices, cash and
	credit entries as it can, starting with the oldest first.
Discard allocation:	This option will discard <u>all</u> allocations made in that session.

The grid will be filtered by the selected transaction type.

Filter items:

Once you have completed your allocations for that cash item click close to return to the cash input window.

The allocations made during the cash input will only be committed once the cash entry batch is updated to ledger.