



DATAFLOW

Financial Software Solutions

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.

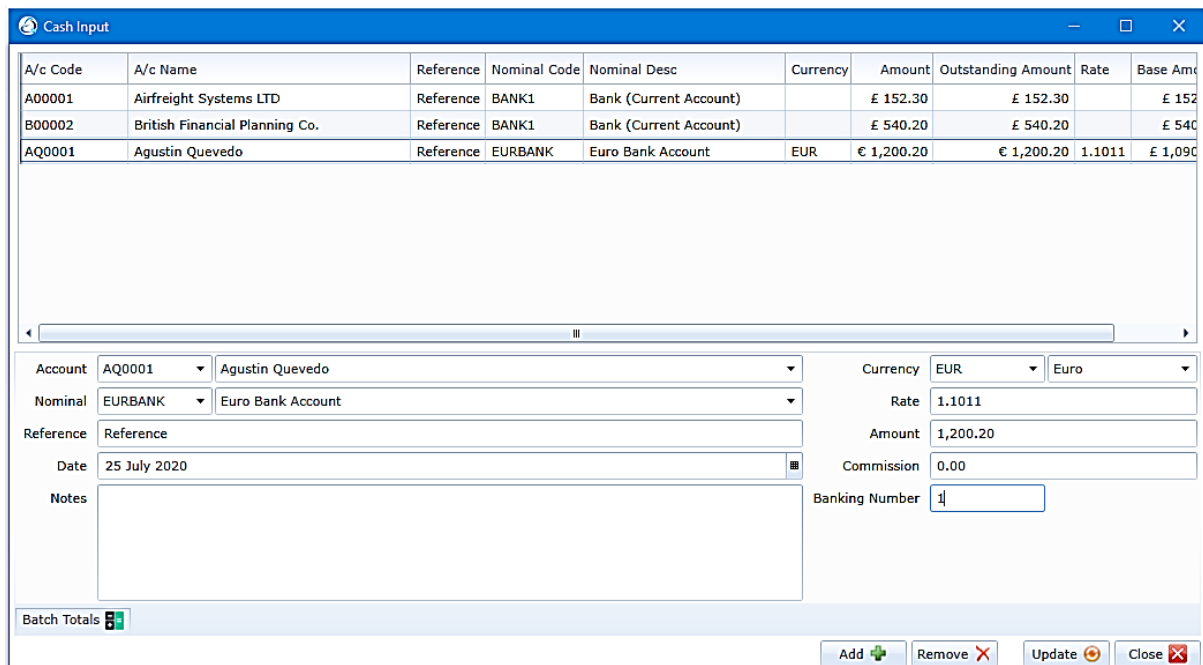
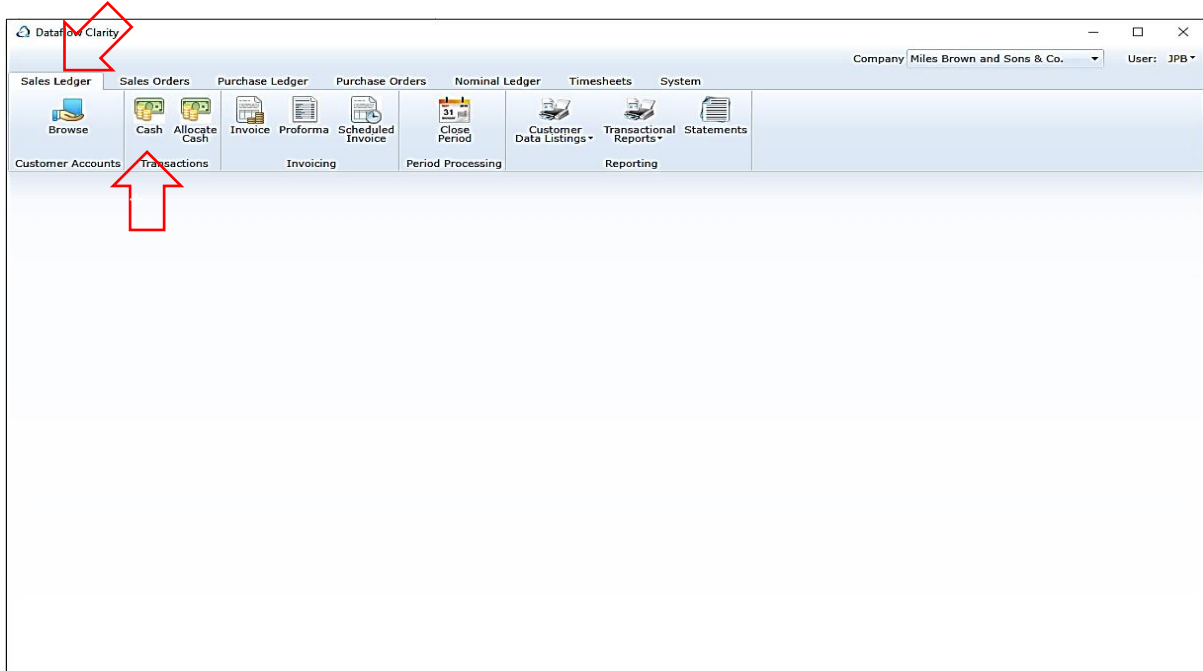
Warmest regards

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.

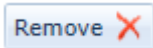
Navigating to the Sales Ledger and selecting the Cash Icon loads the Sales Cash entry window.



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



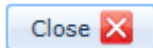
Add a cash entry line.




Remove a cash entry line.

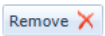



Update the entries to ledger.



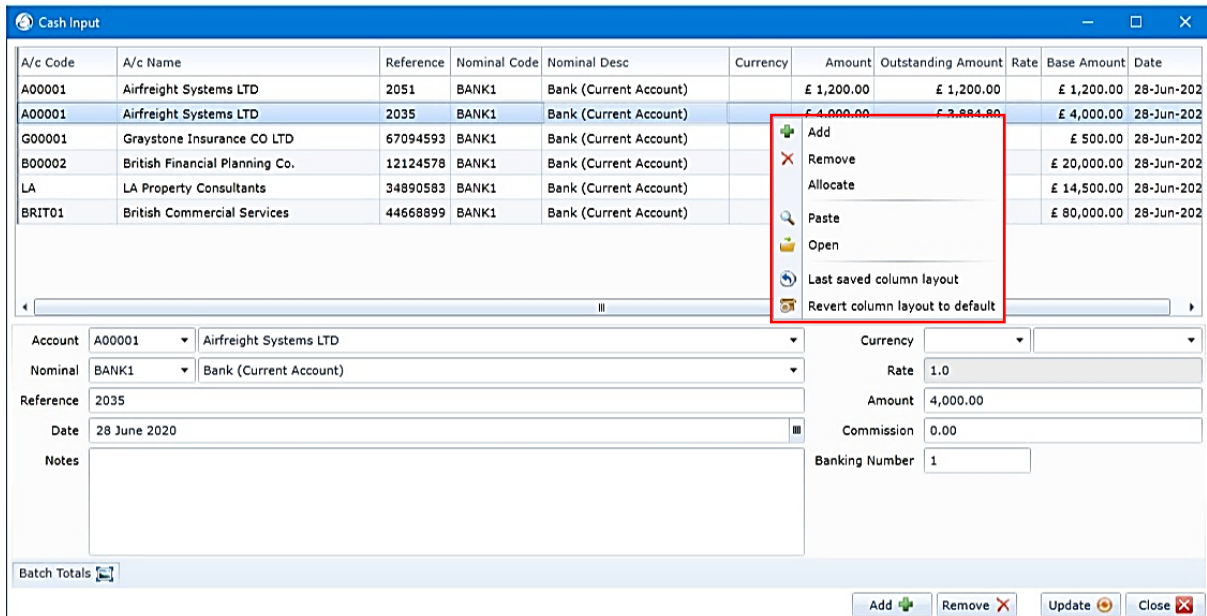
Close Cash entry window. A prompt will be displayed confirming whether you wish to discard the current entries.

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

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

Once you have completed your Cash input click  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:



- 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 underlying 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.

Allocate Cash [A00001 - Airfreight Systems LTD]

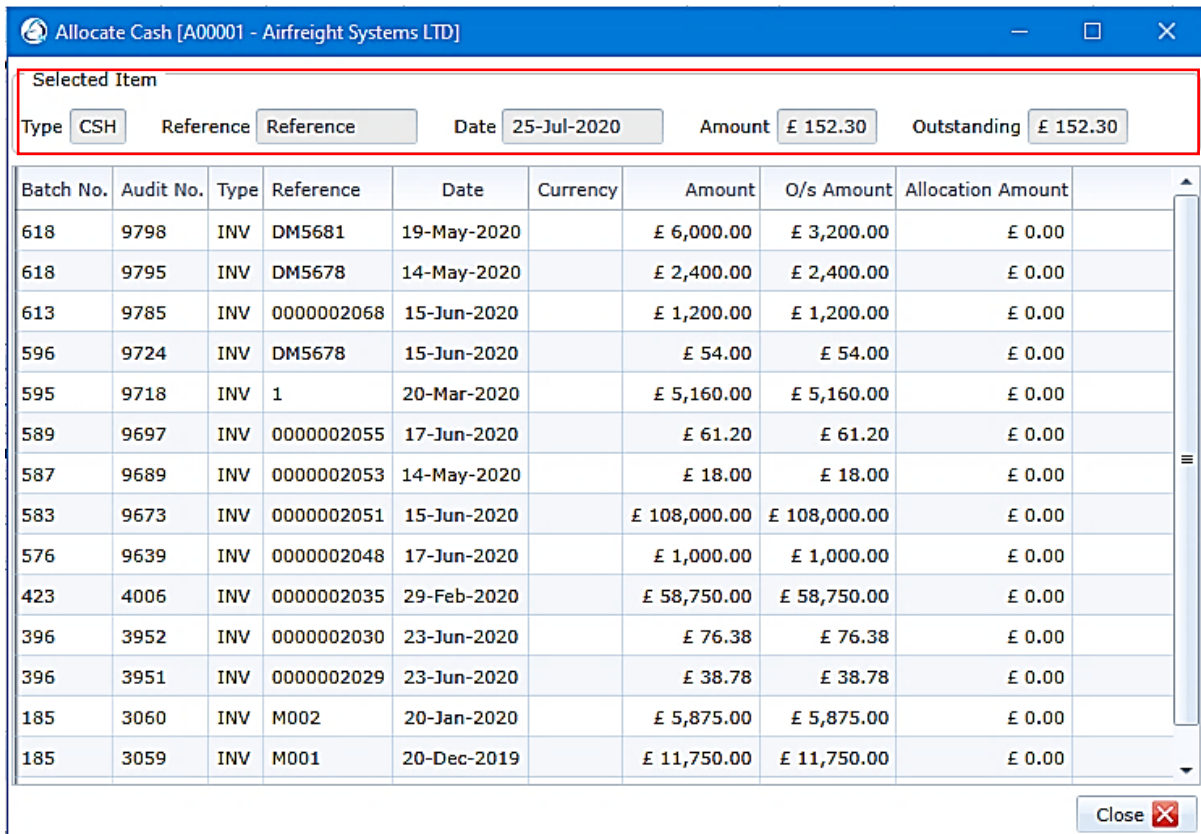
Selected Item

Type Reference Date Amount Outstanding

Batch No.	Audit No.	Type	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	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

Close 

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:




Allocate Cash [A00001 - Airfreight Systems LTD]

Selected Item

Type Reference Date Amount Outstanding

Batch No.	Audit No.	Type	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	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

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	Reference	Date	25-Jul-2020	Amount	£ 152.30	Outstanding	£ 98.30
Batch No.	Audit No.	Type	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	£ 0.00	£ 54.00	
595	9718	INV	1	20-Mar-2020		£ 5,160.00	£ 5,160.00	£ 0.00	
589	9697	INV	0000002055	17-Jun-2020		£ 61.20	£ 51.20	£ 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	

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.

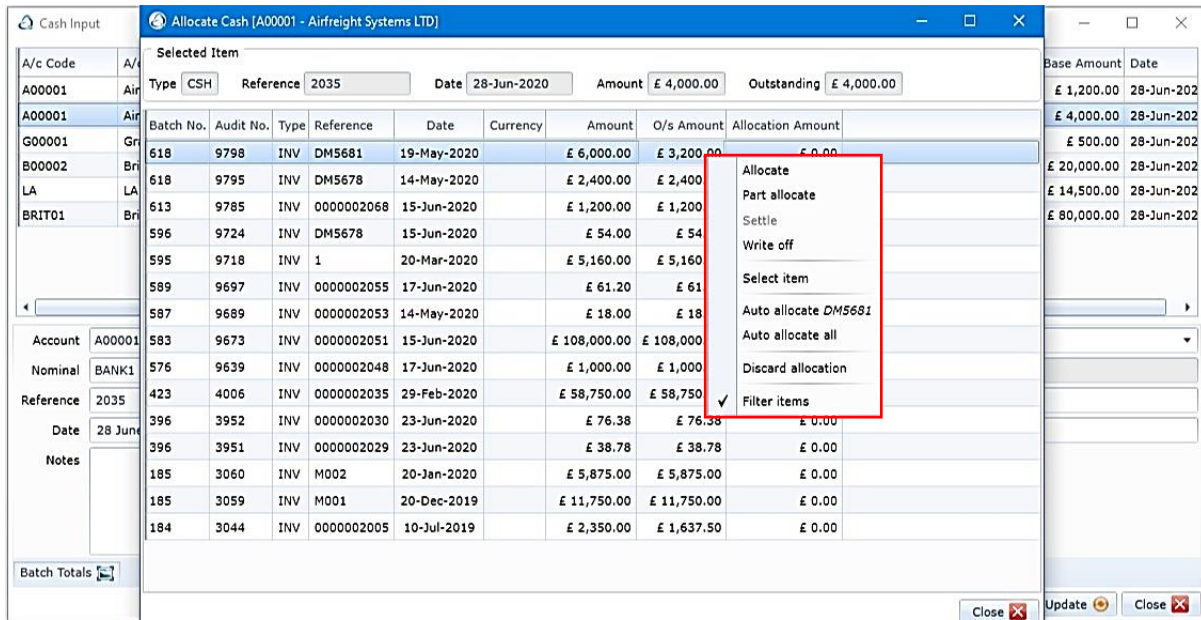
The red arrows above identify the allocations made during the current session. They are broken down into:

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:



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 allocate 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 all allocations made in that session.

Filter items: The grid will be filtered by the selected transaction type.

Once you have completed your allocations for that cash item click  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.

