



DATAFLOW
Financial Software Solutions

Chart of Accounts & Report Groups assignment

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.

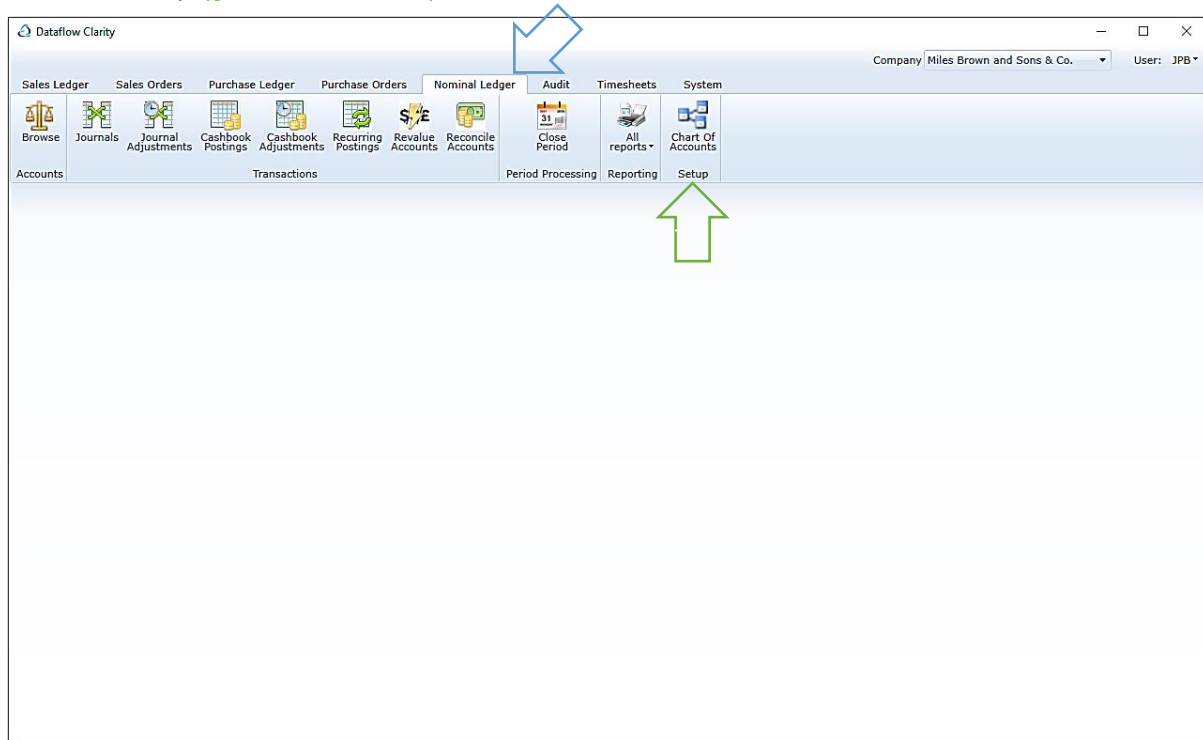
Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd



To create a Chart of Accounts navigate to the *Nominal Ledger* (blue arrow below) and *Chart of Accounts Setup* (green arrow below).



Upon accessing the *Chart of Accounts Setup*, the window will default to the *Accounts* tab (highlighted below in yellow). This is where you create, modify or remove Nominal accounts. All Nominal codes existing within the database will be listed within the *Accounts* tab regardless of their Chart of Accounts assignment.

Dataflow Clarity [Chart Of Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

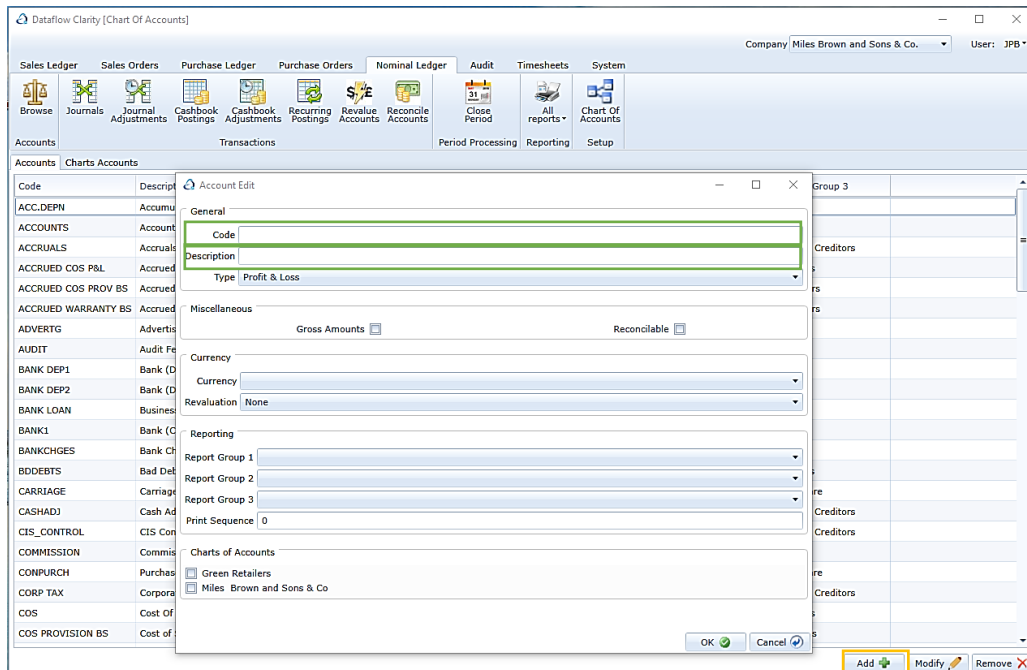
Accounts Charts Accounts

Code	Description	Type	Gross Amounts	Currency Code	Report Group 1	Report Group 2	Report Group 3
ACC.DEPN	Accumulated Depreciation	Balance Sheet			Net Assets	Fixed Assets	
ACCOUNTS	Accountancy Fees	Profit & Loss			Costs	Professional Costs	
ACCRUALS	Accruals	Balance Sheet	Yes		Net Assets	Current Liabilities	Sundry Creditors
ACCRUED COS P&L	Accrued COS on Jobs (P&L)	Profit & Loss			Net Sales	Cost of Sales	Projects
ACCRUED COS PROV BS	Accrued COS Provision (BS)	Balance Sheet			Net Assets	Current Liabilities	Creditors
ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	Balance Sheet			Net Assets	Current Liabilities	Creditors
ADVERTG	Advertising	Profit & Loss			Costs	Marketing Costs	
AUDIT	Audit Fees	Profit & Loss			Costs	Professional Costs	
BANK DEP1	Bank (Deposit Acct 1)	Balance Sheet	Yes		Net Assets	Current Assets	Cash
BANK DEP2	Bank (Deposit Acct 2)	Balance Sheet	Yes		Net Assets	Current Assets	Cash
BANK LOAN	Business Development Loan	Balance Sheet	Yes		Net Assets	Creditors not due for over 1	
BANK1	Bank (Current Account)	Balance Sheet	Yes		Net Assets	Current Assets	Cash
BANKCHGES	Bank Charges	Profit & Loss			Costs	Administration Costs	
BDDEBTS	Bad Debts	Balance Sheet			Net Assets	Current Assets	Debtors
CARRIAGE	Carriage out	Profit & Loss			Net Sales	Sales	Hardware
CASHADJ	Cash Adjustments	Balance Sheet			Net Assets	Current Liabilities	Sundry Creditors
CIS_CONTROL	CIS Control Account	Balance Sheet	Yes		Net Assets	Current Liabilities	Sundry Creditors
COMMISSION	Commission on currency trans.	Profit & Loss	Yes		Costs	Administration Costs	
CONPURCH	Purchases of Consumables	Profit & Loss			Net Sales	Cost of Sales	Hardware
CORP TAX	Corporation Tax	Balance Sheet	Yes		Net Assets	Current Liabilities	Sundry Creditors
COS	Cost of Sales on Jobs	Profit & Loss			Net Sales	Cost of Sales	Projects

Add Modify Remove

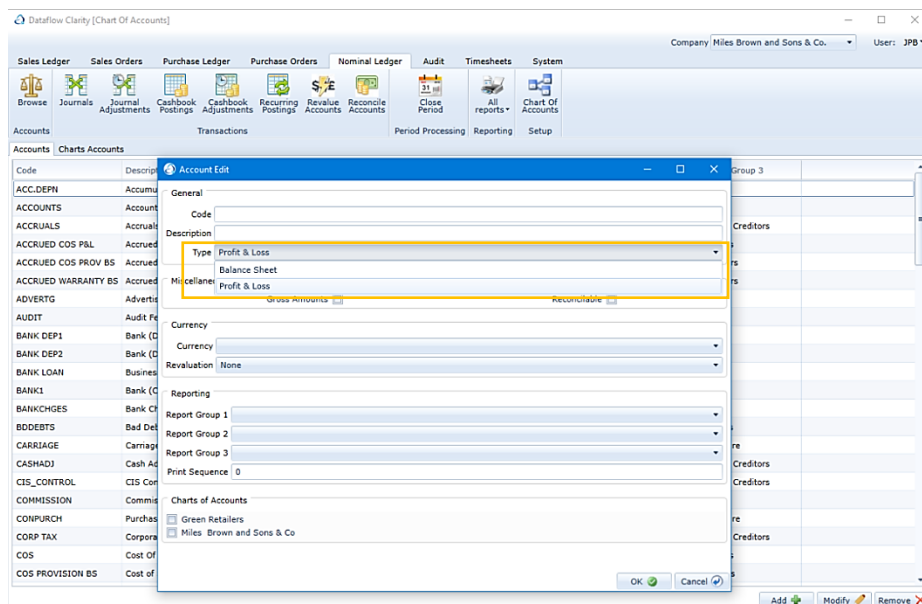
Nominal codes must first exist before you're able to assign them to a Chart of Accounts. You may either import Nominal codes or create them manually. The following steps take you through the manual creation of a Nominal code.

To add a new Nominal code click the *Add* button highlighted below in yellow. This will open the *Account Edit* window. Enter a unique Code and relevant account description into the fields highlighted below in green.



The screenshot shows the Dataflow Clarity [Chart Of Accounts] window. The 'Nominal Ledger' tab is selected. The 'Account Edit' dialog is open, showing the 'General' tab. The 'Code' and 'Description' fields are highlighted in green. The 'Type' dropdown is set to 'Profit & Loss'. The 'Add' button is highlighted in yellow. The 'Charts of Accounts' section shows 'Green Retailers' and 'Miles Brown and Sons & Co'.

Define whether the account is Balance Sheet or Profit & Loss using the *Type* dropdown highlighted below in yellow. Once postings have been made to this account you will not be able to change the Type.



The screenshot shows the Dataflow Clarity [Chart Of Accounts] window. The 'Nominal Ledger' tab is selected. The 'Account Edit' dialog is open, showing the 'General' tab. The 'Type' dropdown is highlighted in yellow, showing options: 'Profit & Loss', 'Balance Sheet', and 'Profit & Loss'. The 'Add' button is highlighted in yellow. The 'Charts of Accounts' section shows 'Green Retailers' and 'Miles Brown and Sons & Co'.

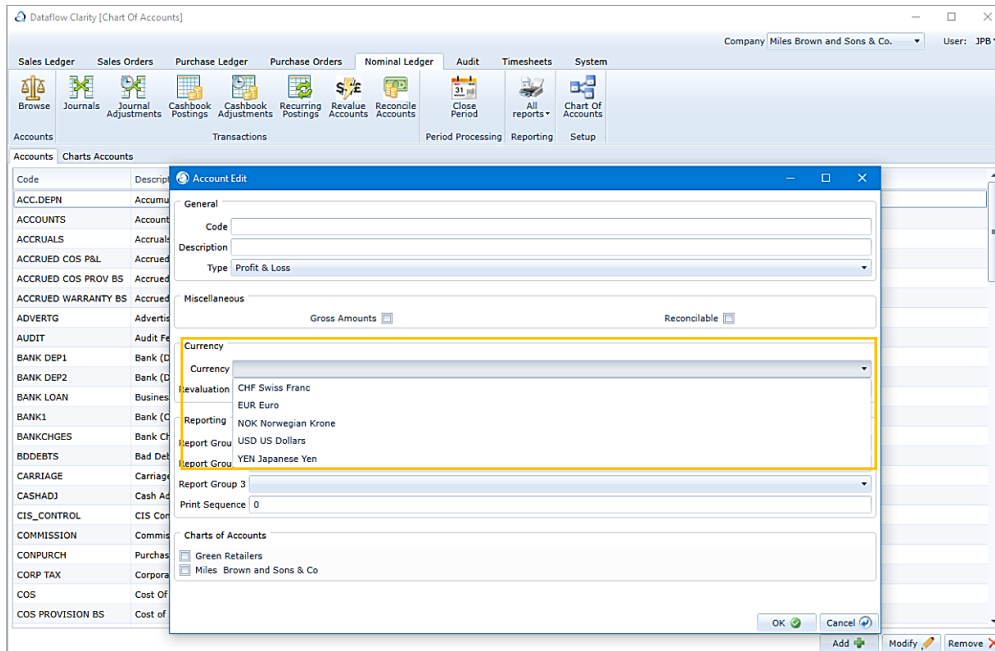
If the account is a *Gross Amounts* account, for example a Bank or Petty Cash account, tick the Gross Amounts tick box (highlighted below in yellow).

The screenshot shows the Dataflow Clarity [Chart Of Accounts] window. The 'Account Edit' dialog box is open, displaying the 'General' tab. The 'Gross Amounts' tick box is highlighted in yellow. The 'Reconcilable' tick box is also visible. The 'Type' dropdown is set to 'Profit & Loss'. The 'Currency' dropdown is set to 'None'. The 'Reporting' section shows 'Report Group 1' as 'Profit & Loss', 'Report Group 2' as 'Balance Sheet', and 'Report Group 3' as 'Profit & Loss'. The 'Charts of Accounts' section shows 'Green Retailers' and 'Miles Brown and Sons & Co' as selected.

If the account should appear within the Clarity *Account Reconciliation* window, for example a Bank account, tick the *Reconcilable* tick box (highlighted below in yellow).

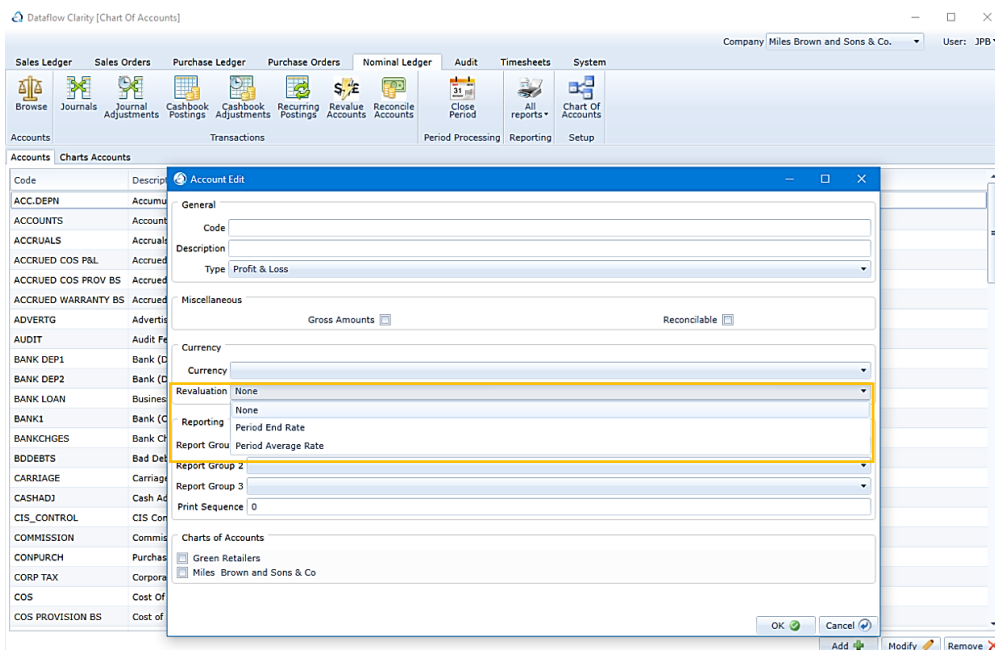
The screenshot shows the Dataflow Clarity [Chart Of Accounts] window. The 'Account Edit' dialog box is open, displaying the 'General' tab. The 'Reconcilable' tick box is highlighted in yellow. The 'Gross Amounts' tick box is also visible. The 'Type' dropdown is set to 'Profit & Loss'. The 'Currency' dropdown is set to 'None'. The 'Reporting' section shows 'Report Group 1' as 'Profit & Loss', 'Report Group 2' as 'Balance Sheet', and 'Report Group 3' as 'Profit & Loss'. The 'Charts of Accounts' section shows 'Green Retailers' and 'Miles Brown and Sons & Co' as selected.

Define the default currency of the account using the *Currency* dropdown (highlighted below in yellow).
If the default currency of the Nominal Account is to be the same as the system default currency leave the currency selection blank.



The screenshot shows the 'Account Edit' dialog box in the Dataflow Clarity [Chart Of Accounts] application. The 'Currency' dropdown is highlighted in yellow. The 'Revaluation' dropdown is also highlighted in yellow. The 'Report Group' dropdown is also highlighted in yellow. The 'Report Group' dropdown is also highlighted in yellow.

Define how the system will handle the revaluation of the Nominal account (highlighted below in yellow).
This is only relevant if the chosen default currency of the Nominal account is a currency other than the system default.



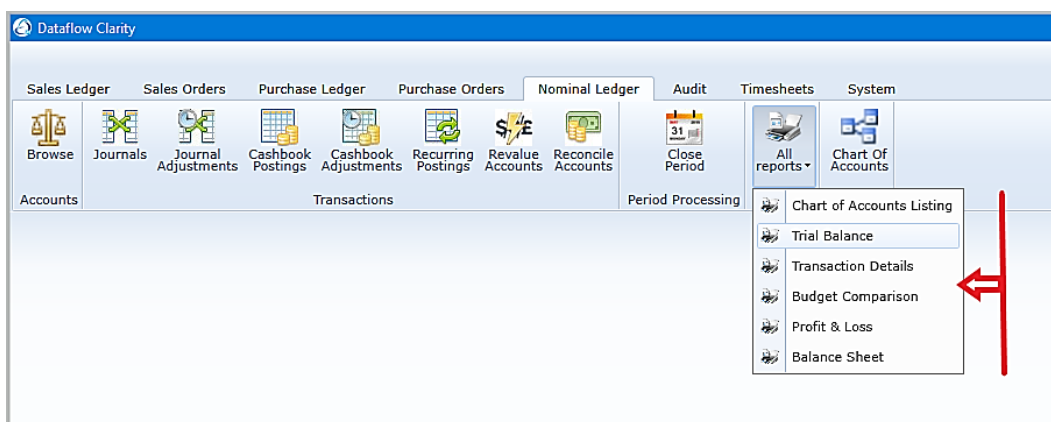
The screenshot shows the 'Account Edit' dialog box in the Dataflow Clarity [Chart Of Accounts] application. The 'Revaluation' dropdown is highlighted in yellow. The 'Report Group' dropdown is also highlighted in yellow. The 'Report Group' dropdown is also highlighted in yellow.

None: The account will not be eligible for revaluation within the Currency Revaluation window.

Period End Rate: The Currency Revaluation routine will use the last exchange rate created for the chosen revaluation period.

Period Average Rate: The Currency Revaluation routine will use a calculated average of exchange rates created for the chosen revaluation period.

You're able to assign up to three levels of report groups. This assignment will determine how this Nominal code will appear on your Management reports provided standard as part of Clarity.



These are Report Groups 1, 2, and 3 (highlighted below in yellow). Please note these can be added at any time. However, to get better looking reports, it is highly advisable to setup these Reporting Groups during the initial setups.

The Report Groups must exist before you are able to assign it to a Nominal code. The creation of these Report Groups are covered further down in this guide.

As in Clarity the Nominal Codes are alphanumeric, the *Print Sequence* (highlighted below in green) controls the order in which the Nominal code is displayed on the reports (if the *Order by print sequence* option is chosen within the reports parameters when you come to run the report).

Dataflow Clarity [Chart Of Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Accounts Charts Accounts

Code Description

ACC.DEPN Accumu

ACCOUNTS Account

ACCRUALS Accruals

ACCRUED COS P&L Accrued

ACCRUED COS PROV BS Accrued

ACCRUED WARRANTY BS Accrued

ADVERTG Advertis

AUDIT Audit Fe

BANK DEP1 Bank (D

BANK DEP2 Bank (D

BANK LOAN Business

BANK1 Bank (C

BANKCHGES Bank Ch

BDDEBTS Bad Deb

CARRIAGE Carriage

CASHADJ Cash Ad

CIS_CONTROL CIS Con

COMMISSION Commis

CONPURCH Purchas

CORP TAX Corpora

COS Cost Of

COS PROVISION BS Cost of

Account Edit

General

Code

Description

Type Profit & Loss

Miscellaneous

Gross Amounts ☐ Reconcilable ☐

Currency

Currency

Revaluation None

Reporting

Report Group 1

Report Group 2

Report Group 3

Print Sequence 0

Charts of Accounts

☐ Green Retailers

☐ Miles Brown and Sons & Co

OK Cancel

Add Modify Remove

If a Chart of Accounts already exists you may use the section highlighted below in yellow to automatically assign your new Nominal code to a Chart of Accounts by ticking the associated CoA description. If a Chart of Accounts has not yet been created continue onto the next section.

Dataflow Clarity [Chart Of Accounts]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Accounts Charts Accounts

Code Description

ACC.DEPN Accumu

ACCOUNTS Account

ACCRUALS Accruals

ACCRUED COS P&L Accrued

ACCRUED COS PROV BS Accrued

ACCRUED WARRANTY BS Accrued

ADVERTG Advertis

AUDIT Audit Fe

BANK DEP1 Bank (D

BANK DEP2 Bank (D

BANK LOAN Business

BANK1 Bank (C

BANKCHGES Bank Ch

BDDEBTS Bad Deb

CARRIAGE Carriage

CASHADJ Cash Ad

CIS_CONTROL CIS Con

COMMISSION Commis

CONPURCH Purchas

CORP TAX Corpora

COS Cost Of

COS PROVISION BS Cost of

Account Edit

General

Code

Description

Type Profit & Loss

Miscellaneous

Gross Amounts ☐ Reconcilable ☐

Currency

Currency

Revaluation None

Reporting

Report Group 1

Report Group 2

Report Group 3

Print Sequence 0

Charts of Accounts

☐ Green Retailers

☐ Miles Brown and Sons & Co

OK Cancel

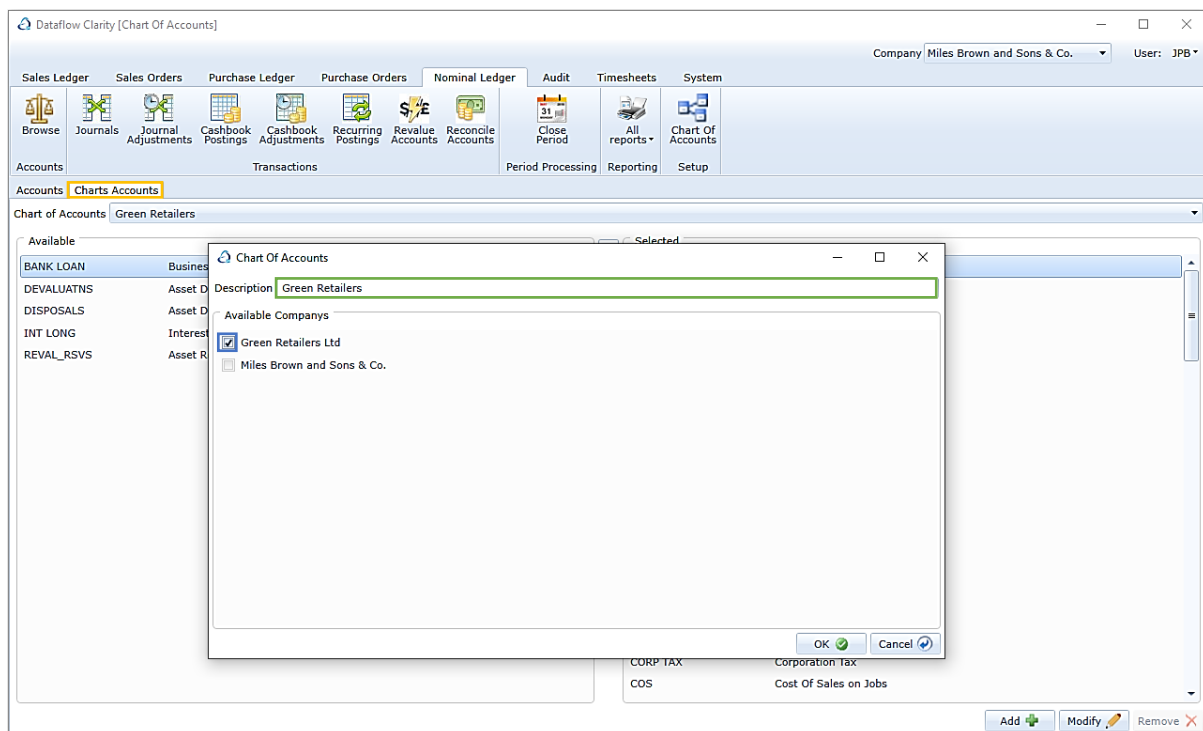
Add Modify Remove

Once you've completed your Nominal Code setup click the OK button (highlighted above in green).

To create a Chart of Accounts navigate to the *Chart of Accounts* tab highlighted in yellow below, enter a description into the description field highlighted in green and select which company, or companies, will adopt the Chart of Accounts you're establishing by ticking the parameter highlighted below in blue. Once you're finished click the *OK* button on the footer of the window.

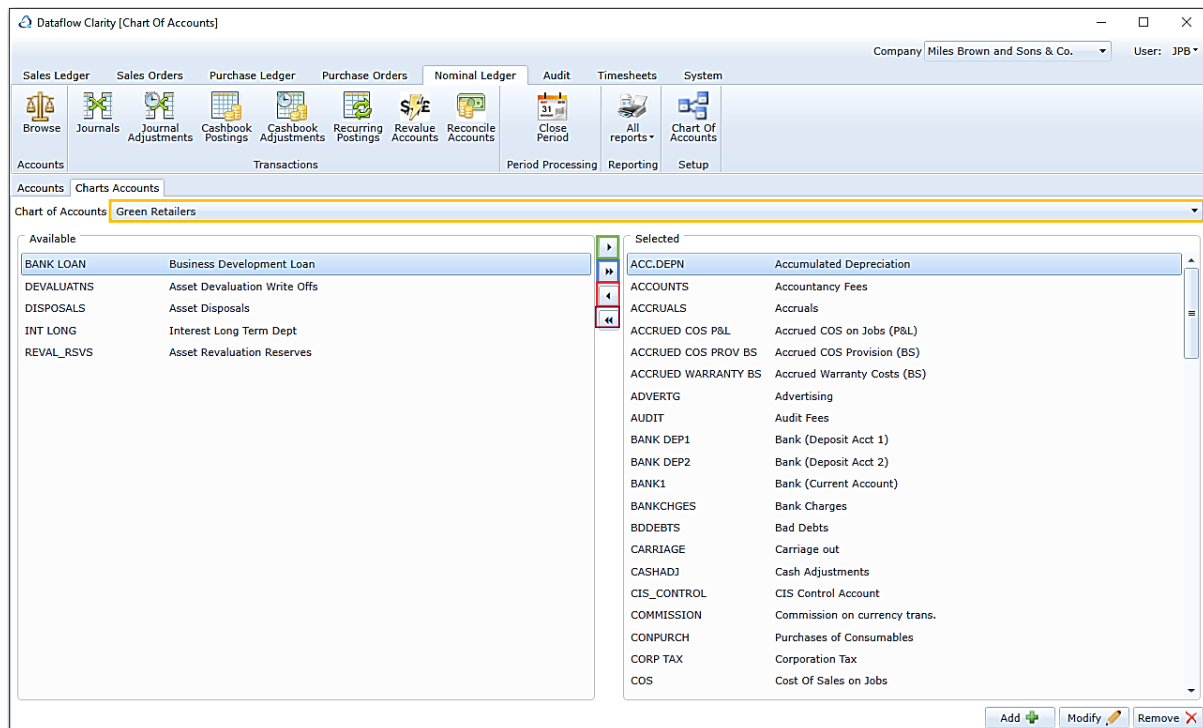
Note – If you have more than one company setup in Clarity and therefore more than one Chart of Accounts you can assign the same Nominal Code to multiple Chart of Accounts. This saves having to create multiple instances of unique codes for separate companies.

Balances posted to a Nominal code assigned to multiple Chart of accounts are specific to the Company the transaction was posted against. The balances are not shared across separate Chart of Accounts.



Now you've created your Chart of Accounts description and made your company assignment selection you'll need to assign Nominal accounts to your CoA. To do so simply select your Chart of Accounts description using the drop down (highlighted below in **yellow**) and use the central arrows to move the required Nominal codes from the *Available* section into the *Selected* section.

The single arrow highlighted below in **green** moves only the selected Nominal code. The double arrow highlighted below in **blue** moves all Nominal codes. Depending on how many assignments you'll need to make sometimes it's quicker to move all then remove those codes not required.

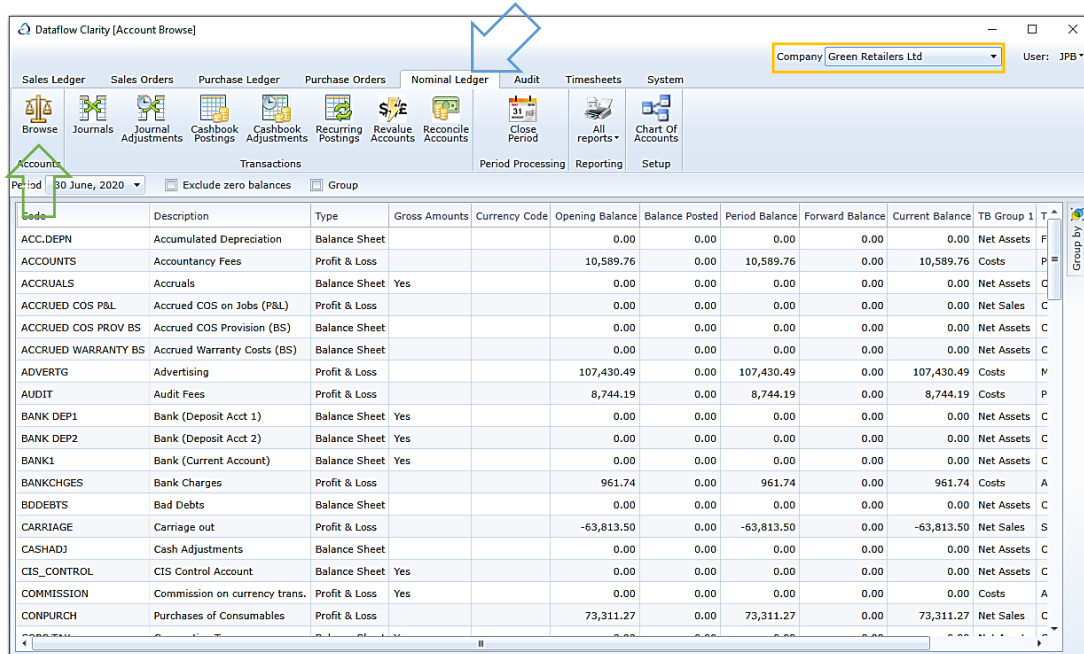


Should you wish to remove a Nominal Code from a Chart of Accounts chose the Nominal account in the *Selected* section on the right-hand side and use the arrow highlighted in **red** above to move it back into the *Available* section. *Note – if an audit record exists for the chosen Nominal you won't be able to un-assign it.*

Should you wish to remove all Nominal Codes from a Chart of Accounts use the double arrow highlighted above in **brown**.

Note – Clarity will only un-assign Nominal codes where an audit record does not exist. Those with an audit record will remain assigned.

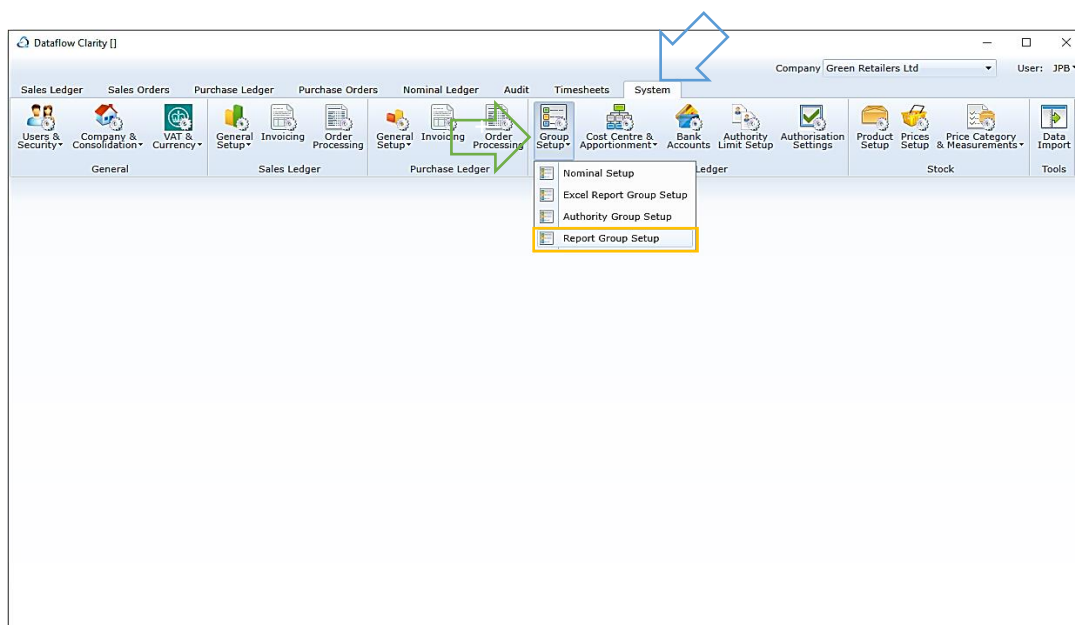
Once you've completed your Chart of Accounts setup and assignment it will be visible within the *Nominal Ledger* (blue arrow below) *Browse* window (green arrow below) for the associated company (highlighted below in yellow). The assigned Nominal codes will also now be available for balance postings for the associated company.



Code	Description	Type	Gross Amounts	Currency Code	Opening Balance	Balance Posted	Period Balance	Forward Balance	Current Balance	TB Group 1
ACC.DEPN	Accumulated Depreciation	Balance Sheet			0.00	0.00	0.00	0.00	0.00	Net Assets
ACCOUNTS	Accountancy Fees	Profit & Loss			10,589.76	0.00	10,589.76	0.00	10,589.76	Costs
ACCRUALS	Accruals	Balance Sheet	Yes		0.00	0.00	0.00	0.00	0.00	Net Assets
ACCRUED COS P&L	Accrued COS on Jobs (P&L)	Profit & Loss			0.00	0.00	0.00	0.00	0.00	Net Sales
ACCRUED COS PROV BS	Accrued COS Provision (BS)	Balance Sheet			0.00	0.00	0.00	0.00	0.00	Net Assets
ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	Balance Sheet			0.00	0.00	0.00	0.00	0.00	Net Assets
ADVERTG	Advertising	Profit & Loss			107,430.49	0.00	107,430.49	0.00	107,430.49	Costs
AUDIT	Audit Fees	Profit & Loss			8,744.19	0.00	8,744.19	0.00	8,744.19	Costs
BANK DEP1	Bank (Deposit Acct 1)	Balance Sheet	Yes		0.00	0.00	0.00	0.00	0.00	Net Assets
BANK DEP2	Bank (Deposit Acct 2)	Balance Sheet	Yes		0.00	0.00	0.00	0.00	0.00	Net Assets
BANK1	Bank (Current Account)	Balance Sheet	Yes		0.00	0.00	0.00	0.00	0.00	Net Assets
BANKCHGES	Bank Charges	Profit & Loss			961.74	0.00	961.74	0.00	961.74	Costs
BDDEBTS	Bad Debts	Balance Sheet			0.00	0.00	0.00	0.00	0.00	Net Assets
CARRIAGE	Carriage out	Profit & Loss			-63,813.50	0.00	-63,813.50	0.00	-63,813.50	Net Sales
CASHADJ	Cash Adjustments	Balance Sheet			0.00	0.00	0.00	0.00	0.00	Net Assets
CIS_CONTROL	CIS Control Account	Balance Sheet	Yes		0.00	0.00	0.00	0.00	0.00	Net Assets
COMMISSION	Commission on currency trans.	Profit & Loss	Yes		0.00	0.00	0.00	0.00	0.00	Costs
CONPURCH	Purchases of Consumables	Profit & Loss			73,311.27	0.00	73,311.27	0.00	73,311.27	Net Sales

Report groups setup

To setup the report groups navigate to *System* (blue arrow below), *Group Setup* (green arrow) and *Report Group Setup* (highlighted in yellow).



You may have up to three levels of reporting groups, tick the number of groups required and enter the associated group name within the *Group Setup* section highlighted below in yellow. Once you've finished click on the *Apply* button on the footer of the window (highlighted below in green).

Note – you may label the report groups as you wish. The groups below are labelled a generic Group 1, 2 and 3 purely as a reference.

The screenshot shows the 'Nominal Report Group Setup' window. The 'Group Setup' section is highlighted in yellow, containing three rows: Group 1 (Report Group 1), Group 2 (Report Group 2), and Group 3 (Report Group 3). The 'Groups' section is also highlighted in yellow, showing a dropdown menu with 'Report Group 1' selected. The 'Apply' button is highlighted in green.

Now you've defined your reporting groups you can add the group analysis descriptions. To do so simply click the dropdown highlighted below in yellow and select the required report group.

The screenshot shows the 'Nominal Report Group Setup' window. The 'Groups' section is highlighted in yellow, showing a dropdown menu with 'Report Group 2' selected. The 'Apply' button is highlighted in green.

In the example below I've chosen **Report Group 2** using the dropdown and entered an analysis description of *Administration Costs* against **Report Group 2**. Click the OK button to confirm your entry.

The screenshot shows the 'Dataflow Clarity [System]' window with the 'System' menu open. The 'Nominal Report Group Setup' dialog is active. In the 'Group Setup' section, 'Group 2' is selected with the description 'Report Group 2'. In the 'Groups' section, 'Report Group 2' is selected in the dropdown. The list of descriptions includes 'Administration Costs', 'Cost of Sales', 'Creditors not due for over 1 year', 'Current Assets', 'Current Liabilities', 'Disposal of Assets', 'Fixed Assets', 'Marketing Costs', 'Professional Costs', 'Profit in Accounts', 'Property Costs', and 'Reserves'. A small 'Report Group 2' dialog is open over the 'Administration Costs' entry, showing 'Description: Administration Costs' with 'OK' and 'Cancel' buttons.

As you can see in the image below my *Administration Costs* description is now listed as part of Report Group 2 (highlighted below in yellow).

The screenshot shows the 'Dataflow Clarity [System]' window with the 'System' menu open. The 'Nominal Report Group Setup' dialog is active. In the 'Group Setup' section, 'Group 2' is selected with the description 'Report Group 2'. In the 'Groups' section, 'Report Group 2' is selected in the dropdown. The list of descriptions includes 'Administration Costs', 'Cost of Sales', 'Creditors not due for over 1 year', 'Current Assets', 'Current Liabilities', 'Disposal of Assets', 'Fixed Assets', 'Marketing Costs', 'Professional Costs', 'Profit in Accounts', 'Property Costs', and 'Reserves'. The 'Administration Costs' entry is highlighted with a yellow background.

If I now navigate back to the *Chart of Accounts Setup*, modify a Nominal code and click on the **Report Group 2** Reporting dropdown (highlighted below in yellow) I'm able to assign my new **Report Group 2 Administration Costs** Description.

The screenshot shows the 'Dataflow Clarity [Chart Of Accounts]' window. The 'Nominal Ledger' tab is active. The 'Account Edit [EQP HIRE - Equipment Hire]' dialog is open. In the 'Reporting' section, the 'Report Group 2' dropdown is highlighted in yellow, and the 'Administration Costs' option is selected. Other options include 'Costs' and 'Report Group 3'. The 'Print Sequence' is set to '340'. The 'Charts of Accounts' section shows 'Green Retailers' and 'Miles Brown and Sons & Co' as selected.

If I decide to change the description of my “Report Group 1” to “1st Report Group 1” the description change will be reflected within the Nominal Code setup window. This change is highlighted in yellow in the images below.

The screenshot shows the 'Dataflow Clarity [System]' window. The 'System' tab is active. The 'Nominal Report Group Setup' dialog is open. In the 'Group Setup' section, the '1st Report Group 1' description is highlighted in yellow. The 'Groups' section shows 'Report Group 1' selected, with a description of 'Costs'. The 'Financed by' section shows 'Net Assets' and 'Net Sales'.

Dataflow Clarity [Chart Of Accounts]

Company: Green Retailers Ltd User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Accounts Charts Accounts

Account Edit [EQP HIRE - Equipment Hire]

Code EQP HIRE Description Equipment Hire Type Profit & Loss

Miscellaneous Gross Amounts Reconcilable

Currency Currency Revaluation None

Reporting

1st Report Group 1 Costs

Report Group 2 Administration Costs

Report Group 3

Print Sequence 340

Charts of Accounts

☒ Green Retailers

☒ Miles Brown and Sons & Co

OK Cancel

Add Modify Remove

The description change is also reflected within the report parameters of all the report within Nominal Ledger. (Trail Balance report Parameters highlighted below in yellow).

Dataflow Clarity [Nominal Ledger]

Company: Green Retailers Ltd User: JPB

Sales Ledger Sales Orders Purchase Ledger Purchase Orders Nominal Ledger Audit Timesheets System

Browse Journals Journal Adjustments Cashbook Postings Cashbook Adjustments Recurring Postings Revalue Accounts Reconcile Accounts Close Period All reports Chart Of Accounts

Accounts Transactions Period Processing Reporting Setup

Accounts Charts Accounts

Trial Balance

Report Parameters

Base currency

Scope

Period 30-Sep-2020

Content

☐ Include zero balance accounts

☐ Summary

Group/Sort by

☒ Region

☒ Area

☒ Town

☒ 1st Report Group 1

☒ Report Group 2

☒ Report Group 3

☒ Order by print sequence

Print in PDF Viewer Print in Browser Close

Add Modify Remove