





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 data import routine allows you to bring data into the database directly from an external file or windows clipboard.

Data imports are located in the System section of the toolbar. The blue arrow identifies the company currently in use, the red arrow identifies the System tab and the yellow arrow identifies the data import option:



Opening the Data Import presents you with the following window. The import process is split into three stages, the first of which is the Import kind stage. This is where you specify what kind of data you're looking to import. The Import kind stage is highlighted in red and the import kind I will be using in this example is highlighted in yellow below:



Dataflow	Clarity [Data Import [Purcha	se Ledger Invoices]]							Ш	×
						Corr	pany Miles Brown and	i Sons & Co. 🔻	User:	JPB *
Sales Ledge	r Sales Orders Pu	rchase Ledger Purchase Ord	ers Nominal Ledger Audit	Timesheets 5	iystem					
Users & Security C	Company & VAT & consolidation • Currency •	General Invoicing Order Setup	General Invoicing Order Setup*	Group Setup	a & Bank ent * Accounts	Authority Limit Setup	tion Is Product Prices Setup	Price Category & Measurements •	Data Import	
	General	Sales Ledger	Purchase Ledger		Nominal Leo	lger	S	itock	Tools	
Import kind Select fields Process	Sele	ect the kind of ite	ems you want to	mport						
	Sales Ledger					W	elcome to the Dataf	low.Desktop Impor	rt Wizard	• 🔒
	Accounts Addresses Contacts Bank Dataile		◯ Cash◯ Invoices (n◯ Invoices (d	anual) ocument)		U au - N	se this wizard to imp ddresses, contacts a invoices, cash and f ominal budgets.	oort standing data nd bank details, tra Nominal journals, a	- accoun ansactior ind	ts, 1s
	Purchase Ledger Accounts Addresses Contacts Bank Details Nominal Ledger Accounts Journals Budgets		Cash Trivoices			T iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	he wizard will guide he wizard will guide data. It stat alext the fields that i arameters that are a user of the stat alext. Next you arameters that are a processing user of the stat alext. Next you alues of processing user then selecting the in put them in an ord the same import you apport specification. You on a number of diffuse you was to if you on a number of our yout.	you through the pr ts here with select it to import. Then y are going to be in y will be able to set upplicable to the kin the second be protons. Finally you it into Dataflow Ac uport fields, you wi er to match your if the next time you can simply recall it fou can size so the event time you are getting data in erent sources you uthous the size of the second the size of the second event the second	rocess of ting the you will your inpu any and of iter default u will load counts. Il be able put data field list want to he same any layou nport file don't hav standard	t ns = j do its sve d
						o fi	r dragging it from Ex le.	ccel, or by opening	an impo	nt 🗸
									Ne	xt >

Once you have made your selection above either click the Next> button in the bottom right of the window or click on the wording Select fields over on the left-hand side, highlighted in purple in the example below:

Dataflow Clarity [[Data Import [Purchase	e Ledger Invoices]]						- 0	×
						Company	Miles Brown and Sons & Co.	▼ User	r: JPB▼
Sales Ledger S	Sales Orders Pure	chase Ledger Purchase Orde	rs Nominal Ledger Audit	Timesheets S	stem		1		
Users & Compa Security Consolid	Any & VAT & VAT & VAT &	General Invoicing Order Processing	General Invoicing Order Processing	Group Setup	Bank Author	Authorisation Settings	Product Prices Price Catego Setup Setup & Measurem	lory ents + Impor	t
Gen	eral	Sales Ledger	Purchase Ledger		Nominal Ledger		Stock	Tools	
Import kind Select fields Process	Selec	ct the kind of ite	ms you want to	import					
ſ	Sales Ledger					Welco	me to the Dataflow.Desktop	Import Wizar	rd. 📩
	Accounts		Cash			Use the	his wizard to import standing sses, contacts and bank deta	data - accou	nts,
	Contacts		Invoices (n Invoices (d)	ocument)		- invo	pices, cash and Nominal jour	hals, and	
	Bank Details		· · · · · · · · ·	· · · · ·		Nomi	nai budgets.		
	Purchase Ledger Accounts Addresses Contacts Bank Details Nominal Ledger Accounts Journals Budgets		Cash Trivoices			Ine w impor kind d select data 1 paran you a value your d When to put layou layou layou and ti the s impor as yo from to wa	Itzard will guide you through ting data. It starts here with if tems you want to import. the fields that are going to ayout. Next you will bable to ayout. Next you will bable to ayout the start of the start re going to import; these co s or processing options. Fina data and import it into Dataff selecting the import fields, them in an order to match t. You will also be able to sa- he order so that the next tim me import you can simply r t specification. You can save u want so if you are getting a number of different source set time reformatting it to a	the process of selecting the Then you will be in your inp to set any the kind of itt ild be default ly you will lo ow Accounts. You will be ab your input dal ow Accounts. You will be ab your input dal e you want to acall the sam- as many lay data import fi s you don't h single standa	mut ems = ad = lle ta t t o do e outs ave urd
						You C or dra file.	an load your input data by cc Igging it from Excel, or by op	py and pastine ening an imp	ng, iort vext >

The Select fields section is where you define your import structure.

To create the structure simply click on required field with in the "Available" section on the left and use the arrows to move the fields over into the "Selected" section on the right. Should you wish to remove a field simply move the field back to "Available" section. These arrows are highlighted in yellow in the example below.



Once you have moved the required fields into the "Selected" section you can used the central up and down arrows to re-order the fields so that the order of the fields matches that of your import file. These arrows are highlighted in green in the example below:

Dataflow Clarity (Data Import (Purchas)	e Ledger Invoices]]				-	
				Company	Miles Brown and Sons & Co	Liser: 1PB -
Eales Ledger Eales Orders Bur	rehase Lodger Durchase Orde	ra Nominal Lodgor Audit	Timesheats Sustam	company		outer and
Sales Orders Pul		Addition and a second s	Timesneets System			
🛃 🏍 🚳			国 南 😤	- 💫 🛃	🚍 🐗 🛛 🛤	>
Users & Company & VAT & Security Consolidation Currency	General Invoicing Order Setup* Processing	General Invoicing Order Setup* Processing	Group Cost Centre & Bank Setup Apportionment Account	Authority Authorisation ts Limit Setup Settings	Product Prices Price Category Setup Setup & Measurements	Data Import
General	Sales Ledger	Purchase Ledger	Nominal Le	edger	Stock	Tools
Import kind						
	et the data fields	that you are go	na to includo in v	our input		
Select fields J Sele		s that you are go	ing to include in y	our input		
Process				Colori	the fields you want to import by a	noving the
Name New	•		Save as PL Invoices	entrie	s from the left-hand list to the righ	it.
Available		Selected		Order	the selected fields in the right-han	d list to
Exchange Rate		Account C	de	match	your input data layout using the u	ip and down
Their Reference		Document	Number	position	ns, or by dragging them into the co on.	orrect
Analysis Group 1		Document	Date	Field	names in held must be colocted	
Analysis Group 2		Our Referen	ce	Field	names in bolu must be selected.	
Analysis Group 3		Document	/pe	Save "Name	a field list for an import kind by ent e" in the "Save as" text box and cli	tering a cking the
Invoice Address		Nominal Co	le	"Upda	ite" button.	
Delivery Address		Amount		Resto	re a previously saved field list by se	electing the
EC Country Code		VAT Code		"Nam	e" from the drop-down list.	
EC Vat Number		Cost Centre	Level 1			
Location		Cost Centre	Apportionment%			
Stock Code		Notes				
Quantity						
Cost Centre Level 3						
Cost Centre Level 4						
Cost Centre Level 5						
Cost Centre Level 2						
Invoice Address Cod	e	-				
					Remove 🗙 Update 😁 🛛 < Back	Next >

You may wish to save frequently used structures so you don't have to manually define them each time. You can setup as many import structures as you need.

To save and store a structure click on the "Name" dropdown and select "New", highlighted in orange in the example below. Having selected "New" activates the "Save as" field where you enter a description of the import template, highlighted in yellow in the example below. Click the update is button on the footer of the window to save the template.

The next time you are importing Purchase Invoices and wish to use your saved structure simply click on the "Name" dropdown and select your previously saved description.

You may also make amendments to a previously saved import structure by selecting that structure within the "Name" dropdown, make whatever changes to need and <u>update</u> to save those changes. You may also wish to not save the changes by not clicking <u>update</u> to save and use that modified structure as a one off.

Should you wish to delete a saved structure no longer in use select the relevant structure using the "Name" dropdown and click the Remove X button on the footer of the window.





Should you wish to return to the previous stage you can do this at any point by either using the state button, or clicking on the relevant stage wording on the far left-hand side.

Once you have completed the structure, or chosen a saved template, either click the <u>Next</u> button or click on the wording Process over on the left-hand side to go to that stage, highlighted in purple in the example below.

Also in the example below you'll notice that the import window now displays the import fields you've chosen as column headers, and they are displayed in the order you chose them to appear:

Company Miles Brown and Sons & C. User: JP8* Sales Ledger Purchase Orders Nominal Ledger Audit Timesheets System Wiles Company Miles Brown and Sons & C. Were Purchase Ledger Nominal Ledger System Were Purchase System Were Purchase Nominal Ledger Nominal Ledger Were Purchase Nominal Ledger Nominal Ledger <td< th=""><th> Dataflow Clari </th><th>ity [Data Import [Purchas</th><th>se Ledger Invoices]]</th><th></th><th></th><th></th><th></th><th>-</th><th></th><th>×</th></td<>	 Dataflow Clari 	ity [Data Import [Purchas	se Ledger Invoices]]					-		×
Sales Ledger Purchase Ledger Purchase Criters Nominal Ledger Auth Timesheets System Users a Company &							Compan	Miles Brown and Sons & Co.	User:	JPB *
Image: Second Part And Control of the Processing Second Part Part Part Part Part Part Part Part	Sales Ledger	Sales Orders Pur	rchase Ledger Purchase Orde	ers Nominal Ledger Audit	t Timesheets S	rstem				
General Sales Ledger Purchase Ledger Nominal Ledger Stock Tools Import kind Select fields Import Xouur data here The grid to the left is where you load your data before it gets processed by the import routine. Nothing gets imported into DataBox Accounts until you click on the 'Process' button. Load your data into the grid by copying and particular to the regina there is an pick-tclick menu with this option on the grid. The 'Source's button. No entries to import. Drag 'n Drap or Copy & Paste data here. No entries to import. Import the data by clicking the 'Process' button. Import the data is processed, the status of processed by the import routine. Drag 'n Drap or Copy & Paste data here. No entries to import. Import Red as is processed, the status field in the grid with the speen vace as a problem. How the mass here now a status or green means the line has been successful or inot. The was a problem. How the mouse cursor over red status icon to display the error.	Users & Con Security* Const	npany & VAT & VAT & Currency*	General Invoicing Order Processing	General Invoicing Order Processing	Group Setup	8. Bank Authority	Authorisation Settings	Product Prices & Price Category Setup Setup & Measurements	Data Import	
Import kind select fields Process The grid to the left is where you load your data before it gets processed by the import routine. No entries to import. Drag 'n Drap or Copy & Paste data here. No entries to import. Drag 'n Drap or Copy & Paste da	G	General	Sales Ledger	Purchase Ledger		Nominal Ledger		Stock	Tools	
Status Account Code Document Number Document Type Nominal Code Amou Infigure on the the more start by the import routing	Import kind Select fields Process	Imp.	ort your data he	re			The	vid to the left is where you land yo	ur data	
Nothing gets imported into Dataflow Accounts until you dick on the "Process" button. Load your data into the grid by copying and pasting, or dragging it from Excel, or by opening an import file. The standar keyboard shortcuts for pasting are available, or there is a right-click menu with this option on the grid. The "Open" button will display the standard file open dialog where you can browse for a nimport file. Import files can be in CSV or Tabbed Text format. Once you have loaded a file, a drop-down box will appear above the grid where you can select the correct format for your input file. Import the data by clicking the "Process" button. As the data is processed, the status field in the grid will change against each row. A status of green means the line has been successfully imported. Red means that there was a problem. Hover the mouse cursor over red status sicon to display the error. When the import completes it will display a dialog informing you if the import way a summary of		Status Account Coo	de Document Number	Document Date	OL Document Type	Nominal Code	Amou befor	re it gets processed by the import r	ur data outine.	Â
the rows processed and allow you to filter the rows		4	Dr	No entries to import. rag 'n Drop or Copy & Paste data	here.		you c Load pastis with displicant Once corres Impo As th grid greet impo Hove displi When inform ot.the the the the the the the the the the	lick on the "Process" button. your data into the grid by copying ng, or draging if from Excel, or by inport flie. The standard keyboard at mar eavailable, or there is a right- this option on the grid. The "Open" you have loaded a flie, a drop-dow ar above the grid where you can se to format for your input flie. rt the standard at flie, a drop-dow ar above the grid where you can se ct format for your input flie. rt the data by clicking the "Process e data is processed, the status field will change against each row. A stat n means the line has been successfi rtde. Red means that there was a p rt the mouse cursor over red status sy the error. the import completes it will displan inf you if the sing ot uscessful the "Results ottom of the grid will display a sum-	and opening oportcuts f cclick mer button w ere you ct format motox wi lect the " button. i in the cut so f ully roblem. icon to y a dialog cessful o " tab at imary of er the row	for nu vill = II



The Process section is where you bring in the data and update it to your accounts.

There are various ways to bring the data into the import window:

- Use the period button and browse for the file.
- Copy the information from the source and paste it directly into the import window.
- Highlight and drag the information directly from the source into the import window.
- Drag the source file directly into the import window.

In this example I'm using the option to browse for the source file:

🙆 Dataflow Clar	ity [Data li	mport [Purchase Ledger Invoid	:es]]					-		×
						Compa	my Miles Brown and So	ons & Co. 🔻	User: J	IPB *
Sales Ledger	Sales (Orders Purchase Ledger	Purchase Orders Nominal Ledger A	udit Timesheets	System					
Users & Cor Security Cons	mpany & olidation	VAT & General Invo	Dicing Order General Invoicing Order	Group Cost Cer	tre & Bank Autho	ity Authorisatio	Product Prices P	Price Category Moasurements • I	Data mport Tools	
Import kind		🔶 🔿 👻 🕇 📙 > Thi	is PC → Local Disk (C:) → backup → Imports		5 ~	,○ Search	n Imports			
Select fields		Organise 👻 New folde	er				💷 🕶 🔟 🕜			
Process		RDC Details	Name	Date modified	Type S	ize				
	Status	Save Ben versior	🕼 My budget.csv 🕼 Nominal Journal Cost Centre Import.csv	25/09/2017 15:54 29/06/2020 15:11	Microsoft Excel C Microsoft Excel C	50 KB 1 KB		 you load your the import rou Dataflow Account outton. 	data tine. Ints until	ı Î
		😆 Dropbox	Nominal Journal Currency Import.csv	29/06/2020 15:12	Microsoft Excel C	1 KB				
			Purchase Invoices.csv	30/07/2020 11:22	Microsoft Excel C	1 KB		by copying an Excel, or by or	id pening	
		OneDrive	Sales Cash.csv	29/06/2020 15:14	Microsoft Excel C	1 KB		d keyboard sho	rtcuts for	r 👘
		💻 This PC	Sales Document Invoice.csv	29/06/2020 15:14	Microsoft Excel C	1 KB		. The "Open" bu	utton will	i 📃
		3D Objects	and sales manual invoice.csv	29/00/2020 13:13	WIEPOSOTE EXCERCE.	T ND		en dialog where le.	e you	-
		Desktop						or Tabbed Text	format.	
		Documents						e, a drop-down	box will	
		 Music 						ıt file.		
		Pictures						the "Process" b	outton.	
		Videos						he status field in th row. A status	n the s of	
		Local Disk (C:)						een successfull	y blom	
		File n	ame: Purchase Invoices cov				~	er red status ic	on to	
			I dreitige introteestest							
						Open	Cancel	it will display a	a dialog	
			H			, not. the the	If it was not success bottom of the grid wi rows processed and a	ful the "Results" t ill display a summ allow you to filter	ab at ary of the rows	5 -
							Open (Back	Proce	ess

For your reference I have included an image of my example source file content below. Note that there are no column headers included within the source file. Only the data you wish to import should exist:

X	l 🖯 5	- ¢, -									Pu	irchase Invo	ices.csv - Ex
F	ILE H	OME INS	ERT PAGE	LAYOU	T FORMUL	AS DATA	REVIE	W	VIEW	DEVELO	PER ADD-INS	DATAFL	.ow
SI	9	• : >	s y fs	:									
2	Α	В	С	D	E	F	G	н	1	J	к		L
1	M00001	320123333	28/06/2020	INV	OURBN 1450	ELEC	100	1	Staines	100	Description of th	ne item 1	
2	T00001	320123334	28/06/2020	INV	OURBN 1450	EQPPURCH	200	1	Leeds	100	Description of th	ne item 2	
3	M00001	320123335	28/06/2020	INV	OURBN 1450	EQPPURCH	1200	1	Staines	100	Description of th	ne item 3	
4	M00001	320123336	28/06/2020	INV	OURBN 1450	EQPPURCH	50	1	Leeds	100	Description of th	ne item 5	
5	M00001	320123337	28/06/2020	CRD	OURBN 1450	ELEC	10	1	Staines	100	Description of th	ne item 6	
6													

If you are using the option to file browse and open the source file must not already be open when you attempt to load it into Clarity. If the file is open you'll receive the following notification:





Should you receive the above notification simply close the source file and restart the and file browse process within Clarity's data import window.

Having now imported the data from my source file the import window now appears like so:

Dataflow Clarity [Data Import [Purchase	Ledger Invoices]]								-	
									Company Miles	Brown and Sons & Co. 🔻	User: JPB *
Sales Ledger S	ales Orders Purc	hase Ledger Purch	ase Orders N	ominal Ledger	Audit Tim	esheets Sys	tem				
Users & Compa Security	ny & VAT & ation • Currency •	General Invoicing Setup*	Order ocessing	I Invoicing O	rder essing Group Setup	Cost Centre 8 Apportionment	Bank Account	Authorit Limit Set	y Authorisation up Settings	Product Prices & Price Category Setup & Measurements	→ Data Import
Gene	eral	Sales Ledger		Purchase Ledger			Nominal Le	dger		Stock	Tools
Import kind Select fields Process C:		ort your dat	a here								CSV •
s	Status Account Cod	e Document Number	Document Date	Document Type	Our Reference	Nominal Code	Amount	VAT Code	Cost Centre Level 3	Cost Centre Apportionment%	Notes
	M00001	320123333	28/06/2020	INV	OURBN 1450	ELEC	100	1	Staines	100	Description
	T00001	320123334	28/06/2020	INV	OURBN 1450	EQPPURCH	200	1	Leeds	100	Description
	M00001	320123335	28/06/2020	INV	OURBN 1450	EQPPURCH	1200	1	Staines	100	Description
	M00001	320123336	28/06/2020	INV	OURBN 1450	EQPPURCH	50	1	Leeds	100	Description
	M00001	320123337	28/06/2020	CRD	OURBN 1450	ELEC	10	1	Staines	100	Description
						Ш					
										Open 🭰 🛛 < Back	Process

Once you have brought the information into the import window you do have the ability to modify the information, should you wish to do so. To modify simply double click on the required cell to enter edit mode. I have chosen to modify the "Our Reference" field on the first line, highlighted in orange in the example below:

Dataflow Clar	ity [Data Ir	nport [Purchase	Ledger Invoices]]								-	
										Company Miles	Brown and Sons & Co. 🔻	User: JPB*
Sales Ledger	Sales C	orders Purch	hase Ledger Purc	hase Orders	Nominal Ledger	Audit Ti	imesheets S	vstem				
Users & Col Security* Cons	mpany &	VAT & Currency*	General Invoicing	Order occessing Gene Setur	ral Invoicing py Pro	Order occessing	p Cost Centre Apportionme	e & Bar	k Autho Ints Limit S	rity Authorisation Settings	Product Prices Price Categor Setup Setup & Measurement	y Data Import
c	General		Sales Ledger		Purchase Ledge	r		Nominal	Ledger		Stock	Tools
Import kind Select fields Process		Impo	rt your dat	a here								
	Status	Account Code	Document Number	Document Date	Document Type	Our Reference	Nominal Code	Amount	VAT Code	Cost Centre Level 3	Cost Centre Apportionment%	Notes
		M00001	320123333	28/07/2020	INV	VOURBN 1450	ELEC	100	1	Staines	100	Description c
		T00001	320123334	28/07/2020	INV	OURBN 1450	EQPPURCH	200	1	Leeds	100	Description c
		M00001	320123335	28/07/2020	INV	OURBN 1450	EQPPURCH	1200	1	Staines	100	Description c
		M00001	320123336	28/07/2020	INV	OURBN 1450	EQPPURCH	50	1	Leeds	100	Description c
		M00001	320123337	28/07/2020	CRD	OURBN 1450	ELEC	10	1	Staines	100	Description c
	•						W					•
											Open 🚄 < Back	Process



Once you've imported the data and are ready to update to ledger click the <u>Process</u> button to complete the import and update the data to the accounts.

Having clicked **Process** the system may return an advisory message. In the example below one of the lines is reporting that a budget will be exceeded should you continue with the import. The line is identified by an **3** within the status column. At this point you can either click **Cancel** to abort the import, or click **ok** to **Process** the batch to ledger (clicking **ok** will automatically update the batch, you will not need to click process again).

🙆 Dataflow Clari	ity [Da	ta Import [Purcha	ise Ledger In	voices]]												_	-		×
													Company Miles	Brown and	d Sons 8	Co.	- 1	Jser: J	РВ▼
Sales Ledger	Sale	s Orders Pu	irchase Ledo	er Purchase Orde	rs No	minal Ledger	Audit	Tim	esheets	Syste	m								
Users & Con Security+ Const	mpany olidati	& VAT & on + Currency +	General Setup*	Invoicing Order Processing	General Setup*	Invoicing Pr	Order	Group Setup*	Cost C Apporti	Centre &	Bank Accounts	Autho Limit S	ority Authorisation Setup	Product Setup	Prices Setup	Price Ca & Measur	tegory	De Im	ata port
G	Genera	1	9	Sales Ledger	P	urchase Ledg	er			N	ominal Leo	lger			S	tock		То	ols
Import kind Select fields Process			ort yo	our data he	re													CSV	/ •
	C: (0	ackup (imports (urchase my	oldes.csv	Cor	nfirm Errors						×	I					0.50	
	Sta	tus Account Co	de Doc	ument Number									Nominal Code	Amou	int		VA	Cost C	entr
	6	M00001	320	123333		?) 3: "Sout	th England	l' budget e	xceeded	by £ 26,32	8.38 (line 1)		ELEC	100			1	Stainer	5
	0	T00001	320	123334		-							EQPPURCH	200			1	Leeds	
	6	M00001	320	123335						ж	Cancel		EQPPURCH	1200			1	Stainer	s
		M00001	320	123336					_	_			EQPPURCH	50			1	Leeds	
	6	M00001	320	123337		28/06/2020		CRD		c	URBN 145	0	ELEC	10			1	Stainer	s
	1					11											adk	Proce	,

Should Clarity not recognise nor be able to make an association with some of the imported data a red marker will appear within the status column against lines containing that data.

If you hover the mouse cursor over the red marker additional information will appear detailing the reason for the red marker, this is highlighted in orange in the example image below. In this example I have purposely modified the account code to an account code that does not exist in the database. There will also be additional information available within the "Results" tab located toward the left-hand side of the footer. If you click on the tab it will expand. An example of this is highlighted in yellow below.



Dataflow Clarit	y [Data In	port [Purchase Leo	[ger Invoices]]								-		×
								Company Miles	Brown and	Son	s & Co. 🔻	User:	JPB *
Sales Ledger	Sales O	rders Purchas	e Ledger Purchase Orders	Nominal Ledger Audit	Timesheets Sys	tem	ı						
Users & Com Security	ipany &	VAT & Ger Currency*	eral Invoicing Order up Processing	eral Invoicing Processing	Group Setup	÷ ,	Bank Accounts Limit Setup	Authorisation Settings	Product P Setup S	rices	Price Category & Measurements	с т In	Data nport
Ge	eneral		Sales Ledger	Purchase Ledger		Noп	ninal Ledger				Stock	т	ools
Import kind Select fields Process		Import	your data here										
	Status	Account Code	Document Number	Document Date	Document Type	οι	Nominal Code	Amount		VA	Cost Centre Level	3	
	•	Z00001	320123333	28/07/2020	INV	м	ELEC	100		1	Staines		
	•	T00001	320123334	28/07/2020	INV	0	EQPPURCH	200		1	Leeds		
	•	(n	1 (700001) . /	8/07/2020	INV	0	EQPPURCH	1200		1	Staines		
	•	Account	code 200001 not four	nd 8/07/2020	INV	0	EQPPURCH	50		1	Leeds		
	•			8/07/2020	CRD	0	ELEC	10		1	Staines		
	i ا												•
	Results											-	ů ×
	5 rows	processed											
	1 errors												
	🔲 Viev	v errors											
									Ope	en 🚅	< Back	Pro	cess

Should you receive a red marker and error detail like the example above none of the information will have been updated to the accounts until the mismatch is rectified, or that information is excluded from the import itself.

Only upon successful import completion will you receive a dialogue detailing that the batch has been updated. An example of this dialogue is shown below:

Sales Ledger	Sales O	VAT & Gr	eneral Invoicing Order Sales Ledger	ers Nominal Ledger	Audit Order rrocessing	Timesheets Syst Group Cost Centre & Setup Apportionment	em Accounts Limi	thority ts Setup	Product Prices Pr Setup Setup & M Stock	ice Category easurements	Data Import Tools
Import kind Select fields Process	C:\backu		t your data he	re	Data Impor	t X					CSV •
	Status	Account Code	Document Number	Document			ur Reference	Nominal Code	Amount	VA	Cost Centr
	۲	M00001	320123333	28/06/202	1	voice batch updated!	URBN 1450	ELEC	100	1	Staines
	٢	T00001	320123334	28/06/2020			URBN 1450	EQPPURCH	200	1	Leeds
	0	M00001	320123335	28/06/2020		ОК	URBN 1450	EQPPURCH	1200	1	Staines
	9	M00001	320123336	28/06/202			URBN 1450	EQPPURCH	50	1	Leeds
	0	M00001	320123337	28/06/2020		CRD	OURBN 1450	ELEC	10	1	Staines



Having successfully completed the import process you will now be able to view the imported invoices by navigating to the Purchase Ledger – Invoices window. I have filtered the display of this window so you'll only see the imported invoices used in this example import:

👌 Dataflov	v Clarity [P	urchase	Invoices]	\nearrow	>										- 0	×
				\leq							Com	pany Mile	s Brown and	Sons & Co.	 User: 	JPB *
Sales Ledg	jer Sa	les Ord	ers Purchase Le	edger	Pur	chase Orders	Nominal Ledger	Audit	limesheets	System	ı					
		0.1				R 🔗	31	27		7						
Brows	e C	ash A	utomatic Allocate	Invoic	es Do	cument Appro	ve Close	Supplie	r Transac	tional						
		F	ayments Cash	\wedge		Store Invoid	es Period	Data Listin	gs* Repor	LS*						
Supplier Ac	counts	Т	ansactions	1_	Invoid	ce Register	Period Processin	g F	leporting							_
Authorised	Released	Туре	Invoice Reference	Status		Account Code	Account Name	Date	Amount	Currency	Last sent as	Email to	Net Amount	VAT Amount	Goods Amou	nt 🖏
•		CRD	320123337	Outsta	nding	M00001	Micron Lighting Ltd	28-Jul-2020	£ 12.00				£ 10.00	£ 2.00	£ 10.0	iters or
•		INV	320123336	Outsta	nding	M00001	Micron Lighting Ltd	28-Jul-2020	£ 60.00				£ 50.00	£ 10.00	£ 50.0	10
•	B	INV	320123335	Outsta	nding	M00001	Micron Lighting Ltd	28-Jul-2020	£ 1,440.00				£ 1,200.00	£ 240.00	£ 1,200.0	10
•		INV	320123334	Outsta	nding	T00001	Texauto Ltd	28-Jul-2020	£ 240.00				£ 200.00	£ 40.00	£ 200.0	10
•	<u>a</u>	INV	320123333	Outsta	nding	M00001	Micron Lighting Ltd	28-Jul-2020	£ 120.00				£ 100.00	£ 20.00	£ 100.0	10
							0									
Outstandin	g, from 27	-Jul-20)										нн	H Pag	e 1 of	1
Close Eller												adata @	Add A	Modifi:	Bomour	_
Clear rite	- OK										U	judte 🅑	Add 🖓	Modify /	Remove /	2



Once you have the import structures setup, the following routines also allow you to import directly without the need to carry this process from the import routine:

- Sales Cash
- Sales Invoices
- Purchase Invoice
- Journals
- Journal Adjustments

To use this facility, simply go the desired routine: In the example below I am importing Sales Cash directly into the Cash Input routine.

Open the routine, right click, select "Open"

O Cash Inp	out								-		×	
A/c Code	A/c Name	Reference	Nominal Code	Nominal Desc	Currency	Amount	Outstanding A	mount	Rate	Base Ar	nount	D
						£ 0.00	ł	E 0.00		£	0.00	0
Account		+ × •	Add Remove Allocate Paste Open Last saved co Revert colum	lumn layout n layout to default	•	Currence	y	•			•	
Nominal	-				 •	Rat	e 1.0					
Reference						Amour	t 0.00					
Date	01 August 2020				■ C	Commissio	n 0.00					
Notes					Banki	ng Numbe	er 1					
Batch Totals	s 📑											
					A	dd 🜵 🚽	Remove 🗙	Upd	late 🤅	Cl	ose 🔀	



Browse to locate the import file:

🙆 Open				×
\leftarrow \rightarrow \checkmark \uparrow \square \flat This	s PC > OS (C:) > Dataflow import sample file	s> v گ	🔎 Search Dataflow	/ import sam
Organize 👻 New folde	r			
Word Document ^	Name	Date modified	Туре	Size ^
	🔁 Bank1 statements May	30/06/2020 09:20	Microsoft Excel C	1 KB
OneDrive	🛋 DAT Icon Only	18/10/2019 11:52	BMP File	12 KB
🛄 This PC	🖻 DAT Icon Only	27/06/2017 10:33	JPG File	23 KB
3D Objects	🕰 My budget	25/09/2017 15:54	Microsoft Excel C	50 KB
Deskton	🔊 Nominal Journal Cost Centre Import	29/06/2020 15:11	Microsoft Excel C	1 KB
	🔊 Nominal Journal Currency Import	29/06/2020 15:12	Microsoft Excel C	1 KB
Documents	🔊 Purchase Invoices	29/06/2020 15:13	Microsoft Excel C	1 KB
🕂 Downloads	🖬 Sales Cash	29/06/2020 15:14	Microsoft Excel C	1 KB
b Music	🔊 Sales Document Invoice	29/06/2020 15:14	Microsoft Excel C	1 KB
E Pictures	🛱 Sales Manual Invoice	29/06/2020 15:15	Microsoft Excel C	1 KB
Videos	stock Selling Prices	09/07/2019 14:41	Microsoft Excel W	10 KB
	test1	19/07/2020 12:26	Text Document	1 KB 🗸
Lisors ()) dfs 1) (1	<			>
File na	ma			
File na				
			Open	Cancel
				.:

Select and "Open"

The data is imported onto a grid as per the image below:

🙆 Data	Import				-		×
Import pr	rofile My cash impo	ort					•
Status	Account Code	Transaction Date	Transaction Reference	Amount			
	A00001	28/06/2020	2051	1200			
	A00001	28/06/2020	2035	4000			
	G00001	28/06/2020	67094593	500			
	B00002	28/06/2020	12124578	20000			
	LA	28/06/2020	34890583	14500			
	BRIT01	28/06/2020	44668899	80000			
				Re-order 📚 🛛 O	к 🥝	Cano	el 🥥

Press the "Ok" button to import the cash.



	put								-	[×
A/c Code	A/d	c Name		Reference	Nominal Code	Nominal Desc	Currency	Amount	Outstanding Amount	Rate	Base Amo
A00001	Air	rfreight Sy	stems LTD	2051	BANK1	Bank (Current Account)		£ 1,200.00	£ 1,200.00		£ 1,200.
A00001	Air	rfreight Sy	stems LTD	2035	BANK1	Bank (Current Account)		£ 4,000.00	£ 4,000.00		£ 4,000
G00001	Gra	aystone Ir	surance CO LTD	67094593	BANK1	Bank (Current Account)		£ 500.00	£ 500.00		£ 500
B00002	Bri	itish Finan	cial Planning Co.	12124578	BANK1	Bank (Current Account)		£ 20,000.00	£ 20,000.00		£ 20,000
LA	LA	Property	Consultants	34890583	BANK1	Bank (Current Account)		£ 14,500.00	£ 14,500.00		£ 14,500
BRIT01	Bri	itish Comr	nercial Services	44668899	BANK1	Bank (Current Account)		£ 80,000.00	£ 80,000.00		£ 80,000.
•	(III			- 「			•
Account Nominal Reference	BRIT01 BANK1 446688	•	British Commercial Services Bank (Current Account)		11		•	Currency Rate 1 Amount 8	↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓		•
Account Nominal Reference Date	BRIT01 BANK1 446688 28 June	• • • • • • • • • • • • • • • • • • •	British Commercial Services Bank (Current Account)				• •	Currency Rate 1 Amount 8 ommission 0	×		•
Account Nominal Reference Date Notes	BRIT01 BANK1 446688 28 June	• • • • • • • • • • • • • • • • • • •	British Commercial Services Bank (Current Account)				▼ ▼ ■ C Bankir	Currency Rate 1 Amount 8 ommission 0 ng Number 1	▼ 0 80,000.00 1.00		,

Once the cash is imported, you can then, continue using the routing as normal.

If you have multiple import structures set up, during the import, you can use the dropdown arrow to select which structure you are going to use during this import. The image below during the import of a batch of journals.

🙆 Data	Import	, bato	, buo bato - ;	Antoanci oa	nonoy La	or one do, eman to, net randan	—		×
Import p	rofile Nominal Curren	cy Journal Import							•
Status	Nominal Code	Transaction Date	Transaction Reference	Amount	Cost Centre 3	Notes		<	1
	BANK1	28/06/2020	June Payments	-2500					7
	AUDIT	28/06/2020	June Payments	1000	Staines	H.Office audit		4	
	PHONE	28/06/2020	June Payments	800	Leeds	Aug Sep Oct payment			
	ELEC	28/06/2020	June Payments	500	Manchester	Manchester office			
	ELEC	28/06/2020	June Payments	200	Leeds	Leeds office			
•			Ш						•
						Re-order 📚 🛛 🛛 🖓	к 🥝 –	Cano	cel 🕢

In this example, the drop drown has highlighted 4 possible import structure that I can pick for the import on this occasion.

🙆 Dat	a Import					-		×
Import p	Nominal Curren Nominal Curren Nominal Journa BAN Nominal Journa AU Nominal Take o	ncy Journal Import ncy Journal Import al Cost Centre Imp als	ort	1000	- Stanto			•
	PHONE	28/06/2020	June Payments	800	Leeds	Aug Sep Oct payment		
	ELEC	28/06/2020	June Payments	500	Manchester	Manchester office		
	ELEC	28/06/2020	June Payments	200	Leeds	Leeds office		
								•
						Re-order 📚 🛛 OK 🥝	Canc	el 🥥