



DATAFLOW  
Financial Software Solutions

## *Document Processing*

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](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 documents such as Sales Invoices, Proformas, Schedule Invoices, Quotations, Sales Orders, Purchase Orders and Purchase Invoices all have the same basic feel & look and data entry processing routines.

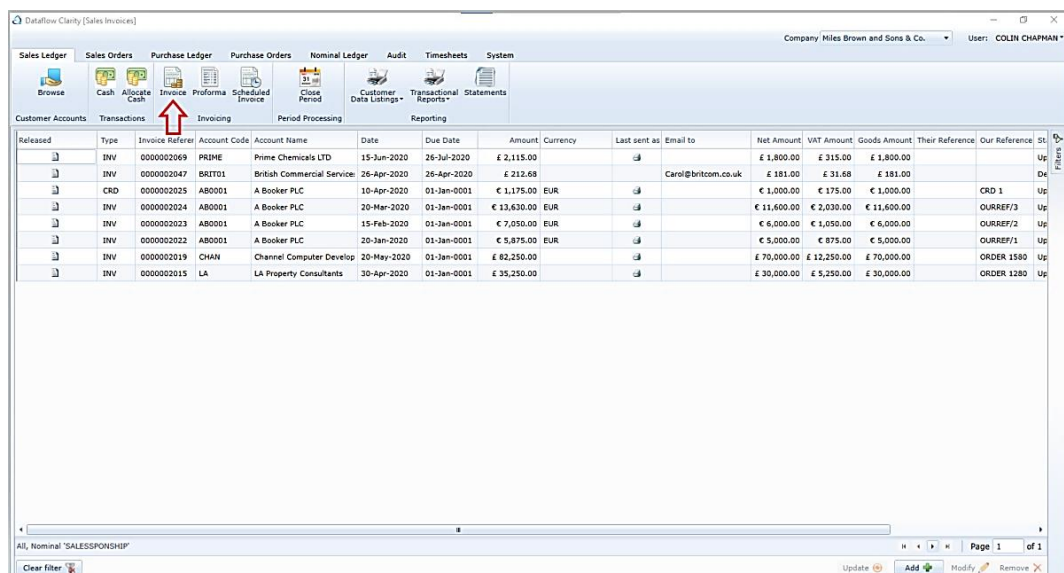
However, naturally, each may have slight additional processes that are required to complete the documents. E.g. Entry of a Sales Invoice and Scheduled Invoices are exactly the same, however, to complete a scheduled invoice, you also will need to let the system know when to schedule the invoice for.

Therefore there will be a supplement for each of the above documents to further guide you to complete the routines. The example below focuses on the Sales Ledger Invoice entry:

Navigating to the Sales Ledger and selecting the Invoice Icon loads the Sales Ledger Invoicing browse window where all your invoices are displayed. The filter on the top right handside of this window allows you to filter what you want to see in this window.

The default shows Invoices that have been entered onto the system but not updated to the Sales Ledger yet. Click on the filter tab and you will see a wide range of options to play with.

In this browse window you can add a new Invoice, modify an existing Invoice, remove an existing Invoice and Update Invoices to the Sales Ledger.



Released	Type	Invoice Referer	Account Code	Account Name	Date	Due Date	Amount	Currency	Last sent as	Email to	Net Amount	VAT Amount	Goods Amount	Their Reference	Our Reference	Status
	INV	000002069	PRIME	Prime Chemicals LTD	15-Jun-2020	26-Jul-2020	£ 2,115.00				£ 1,800.00	£ 315.00	£ 1,800.00			Up
	INV	000002047	BRIT01	British Commercial Service	26-Apr-2020	26-Apr-2020	£ 212.68			Carol@britcom.co.uk	£ 181.00	£ 31.68	£ 181.00			De
	CRD	000002025	AB0001	A Booker PLC	10-Apr-2020	01-Jan-0001	€ 1,175.00	EUR			€ 1,000.00	€ 175.00	€ 1,000.00	CRD 1		Up
	INV	000002024	AB0001	A Booker PLC	20-Mar-2020	01-Jan-0001	€ 13,630.00	EUR			€ 11,600.00	€ 2,030.00	€ 11,600.00	OURREF/3		Up
	INV	000002023	AB0001	A Booker PLC	15-Feb-2020	01-Jan-0001	€ 7,050.00	EUR			€ 6,000.00	€ 1,050.00	€ 6,000.00	OURREF/2		Up
	INV	000002022	AB0001	A Booker PLC	20-Jan-2020	01-Jan-0001	€ 5,875.00	EUR			€ 5,000.00	€ 875.00	€ 5,000.00	OURREF/1		Up
	INV	000002019	CHAN	Channel Computer Develop	20-May-2020	01-Jan-0001	£ 82,250.00				£ 70,000.00	£ 12,250.00	£ 70,000.00	ORDER 1580		Up
	INV	000002015	LA	LA Property Consultants	30-Apr-2020	01-Jan-0001	£ 35,250.00				£ 30,000.00	£ 5,250.00	£ 30,000.00	ORDER 1280		Up

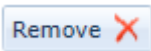
On the footer of the page you'll find the standard system-wide buttons. The function of these buttons is decided by the window you are currently using, for example:



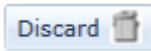
Add a new Invoice. Once the invoice window is open the function of this button changes to adding a new transaction line to that Invoice.



Modify an existing Invoice. Once the invoice window opens the function of this button changes to modify the detail of the selected transaction line.



Remove an existing Invoice. Or if you are in the invoice creation window the function of this button changes to removing the selected transaction line.



Discard the current action. Whether it be creating, modifying or deleting an Invoice or part of an Invoice.



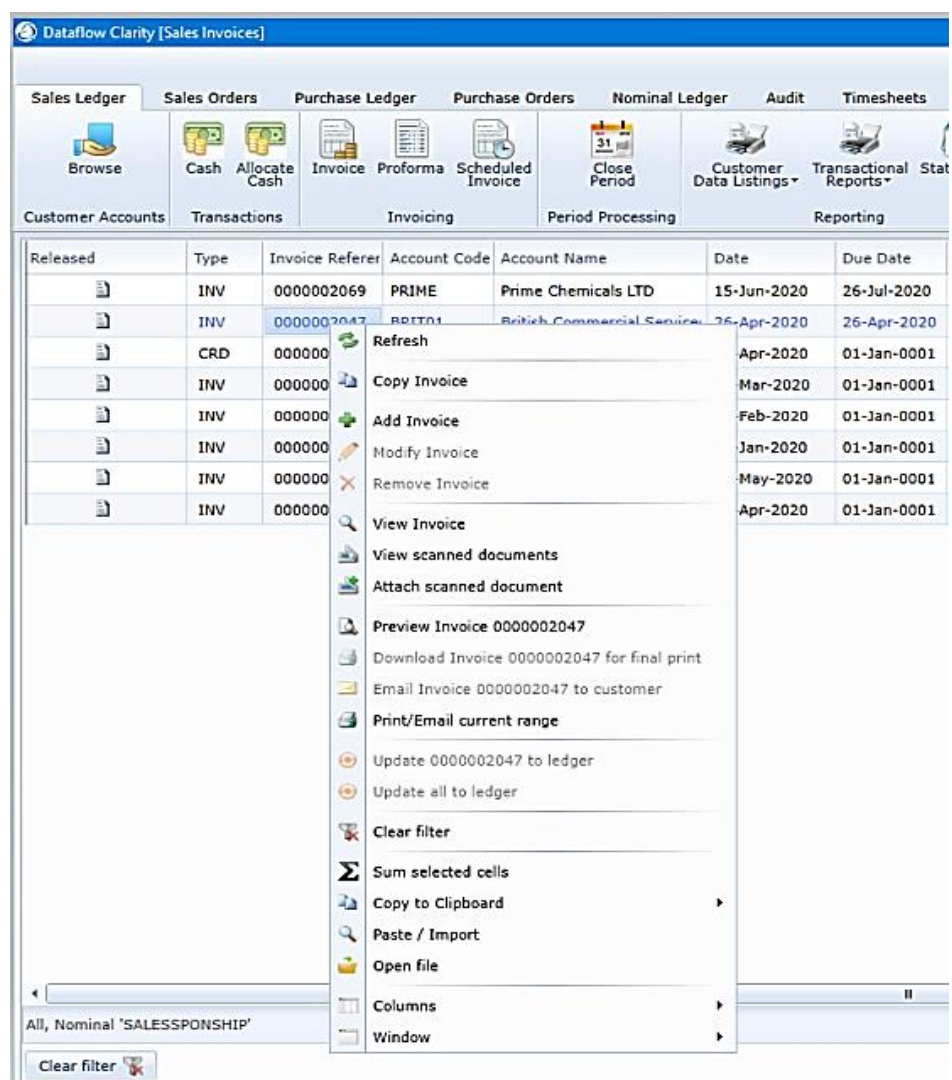
Update the document. Whether it be creating or modifying an Invoice or part of an Invoice or updating the document to the Sales Ledger.

In addition to the buttons detailed above there are also a number of options available when right clicking on an invoice transaction line within the browse windows grid.

The features on this menu may vary slightly between different document types, however in general they act the same.

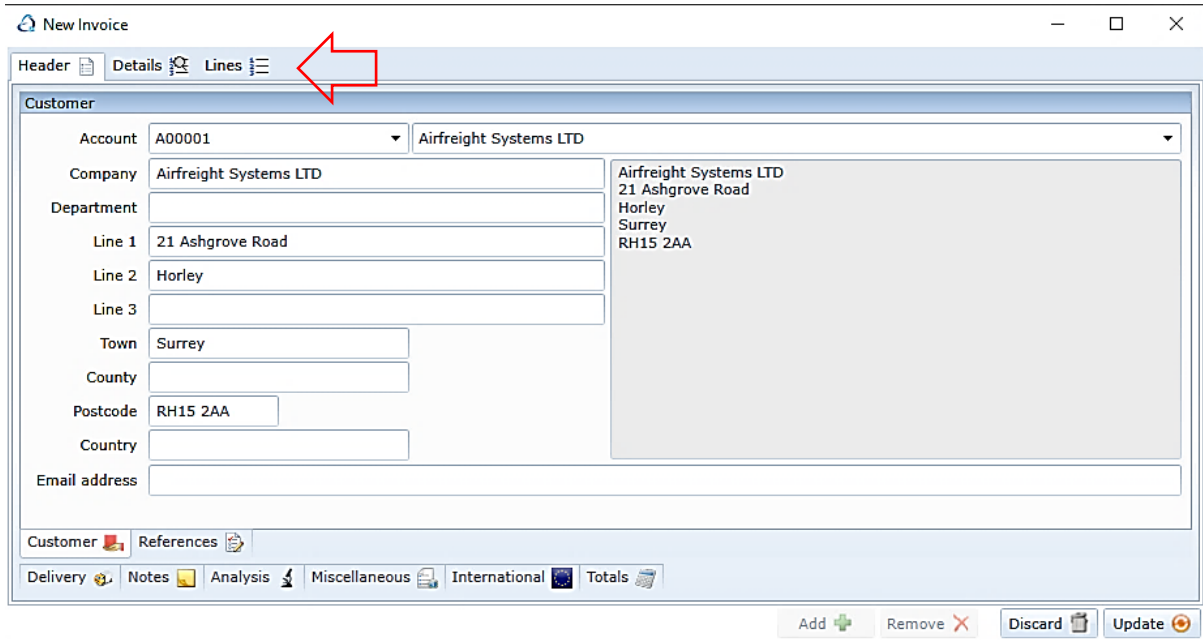
Upon adding a new invoice the following

window is loaded. The entry of the details for the invoice is split into various tabs. The top three being Header, Details and Lines:



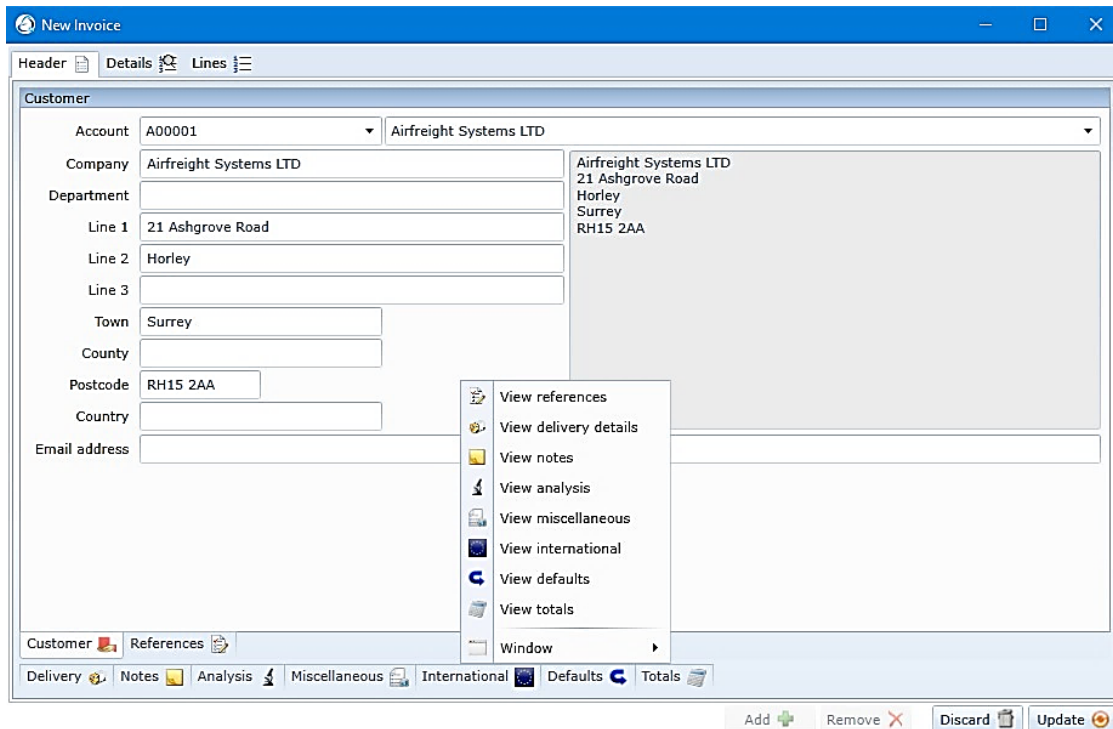
The screenshot shows the 'Dataflow Clarity [Sales Invoices]' application window. At the top, there are several tabs: Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Audit, and Timesheets. Below these are various icons for actions like Browse, Cash, Allocate Cash, Invoice, Proforma, Scheduled Invoice, Close Period, Customer Data Listings, Transactional Reports, and Status. A grid of invoice data is visible, with columns for Released, Type, Invoice Referer, Account Code, Account Name, Date, and Due Date. A context menu is open over one of the rows, listing actions such as Refresh, Copy Invoice, Add Invoice, Modify Invoice, Remove Invoice, View Invoice, View scanned documents, Attach scanned document, Preview Invoice, Download Invoice for final print, Email Invoice to customer, Print/Email current range, Update to ledger, Clear filter, Sum selected cells, Copy to Clipboard, Paste / Import, Open file, Columns, and Window.

Released	Type	Invoice Referer	Account Code	Account Name	Date	Due Date
	INV	0000002069	PRIME	Prime Chemicals LTD	15-Jun-2020	26-Jul-2020
	INV	0000002047	BRIT01	British Commercial Services	25-Apr-2020	26-Apr-2020
	CRD	000000			Apr-2020	01-Jan-0001
	INV	000000			Mar-2020	01-Jan-0001
	INV	000000			Feb-2020	01-Jan-0001
	INV	000000			Jan-2020	01-Jan-0001
	INV	000000			May-2020	01-Jan-0001
	INV	000000			Apr-2020	01-Jan-0001

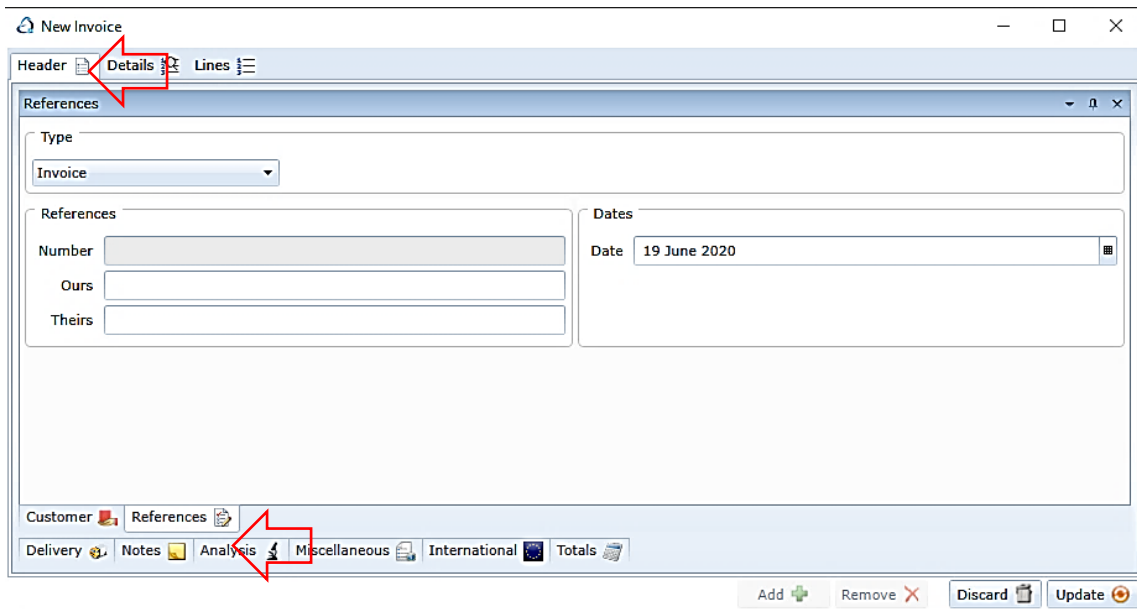


There are also sub tabs on the footer. The footer tabs vary depending on whether you are within the Header, Details and Lines tab at the top.

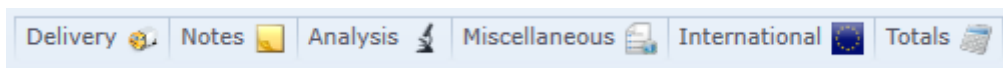
You can control which tabs are in view using the right click menu. For example if the International tab is not required you can hide it from view and save the current view so the next time this window is loaded it will display your chosen format:



For example below is the references tab within the Header Tab:



There are further tabs available along the footer, each denote the type of information you would enter within them, a brief description of each as follows:



The [Delivery](#) tab within the Header tab: Enables the user to select the appropriate delivery address or enter a new address if it differs from the invoice address.

The [Notes](#) tab within the Header tab: Enables the user to add notes. This is only a user's reference note, which is available to view after the document is updated but not available to be printed on the document.

The [Analysis](#) tab within the Header tab: This function is useful for pulling off reports providing the analysis field have been set up and assigned to the account.

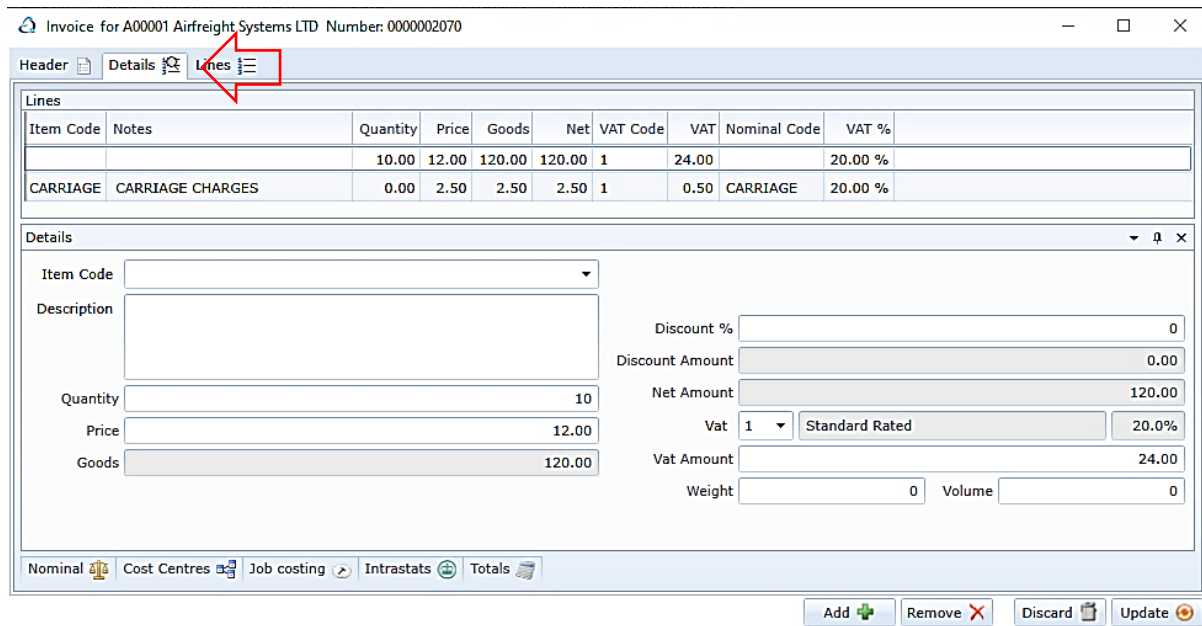
The [Miscellaneous](#) tab within the Header tab: Information like Price Category, Payment type, Settlement Discount code, etc is entered here.

The [International](#) tab within the Header tab: Information on which Currency and EEC Intrastat are entered here for documents that are raised in a different currency other than your home currency.

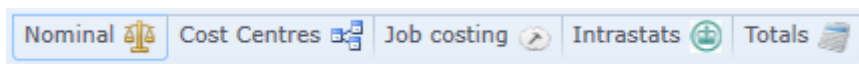
The [Totals](#) tab within the Header tab: This is the document running total of all the transaction lines that have been entered by the User.

Moving from the top Header tab to the Details tab.

This is where you would enter the Invoice line information:



As you are now entering line information the tab descriptions along the footer change appropriately, each denote the type of information you would enter within them, below is a brief description of the function of the footer tabs:




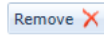
The **Nominal** tab within the Details tab: This is usual predefined and the default nominal code will come across from the Supplier's Account or Product Code or can be entered by the user.

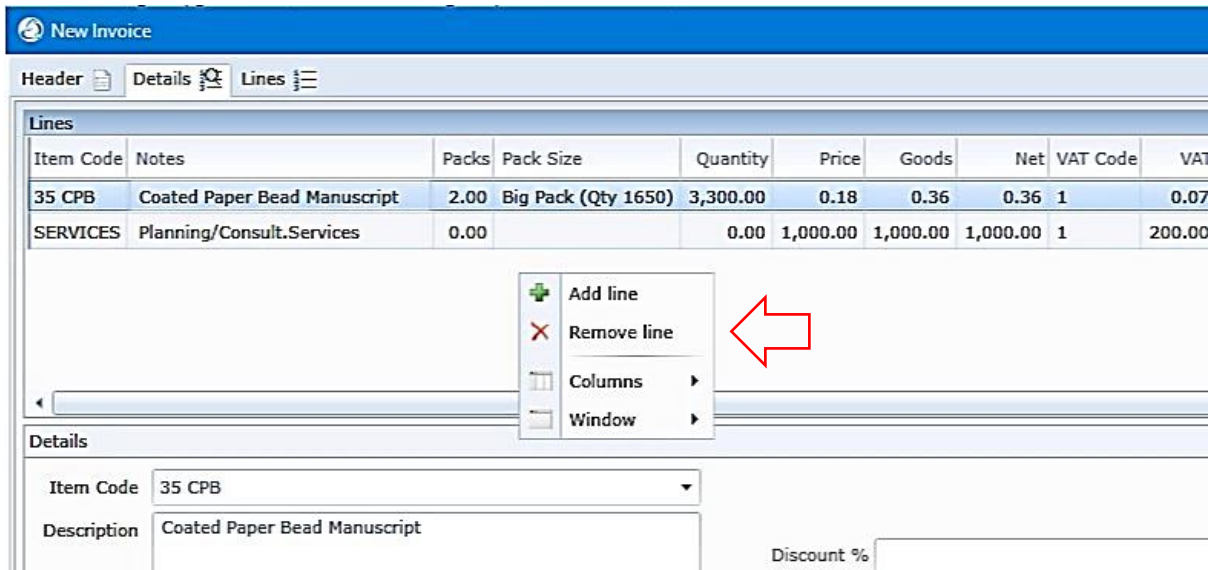
The **Cost Centres** tab within the Details tab: Enables apportionment to a specified Cost Centre/Department as defined as part of your Chart of Account.

The **Job Costing** tab within the Details tab: This is where you can allocate the document line to a Job/Project if you are using Clarity's Job Costing product.

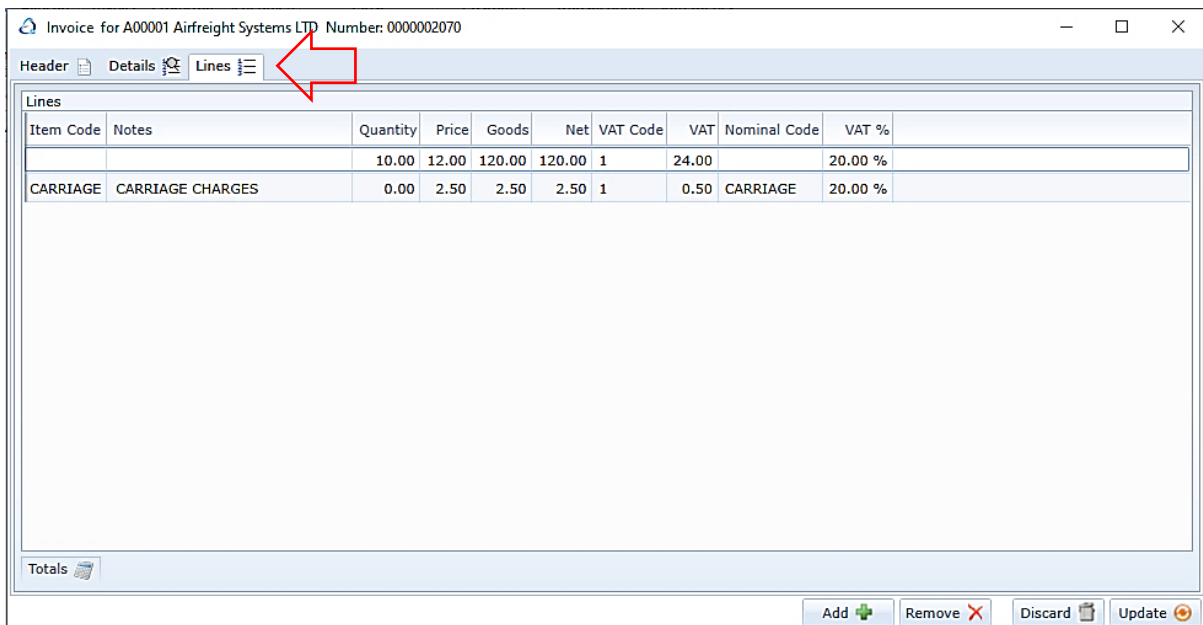
The **Intrastats** tab within the Details tab: For international documents the CCCN "Commodity Code Number" is entered here. The defaults will come from the product codes if already set up.


The **Totals** tab within the Header tab: This is the document running total of all the transaction lines that have been entered by the User.

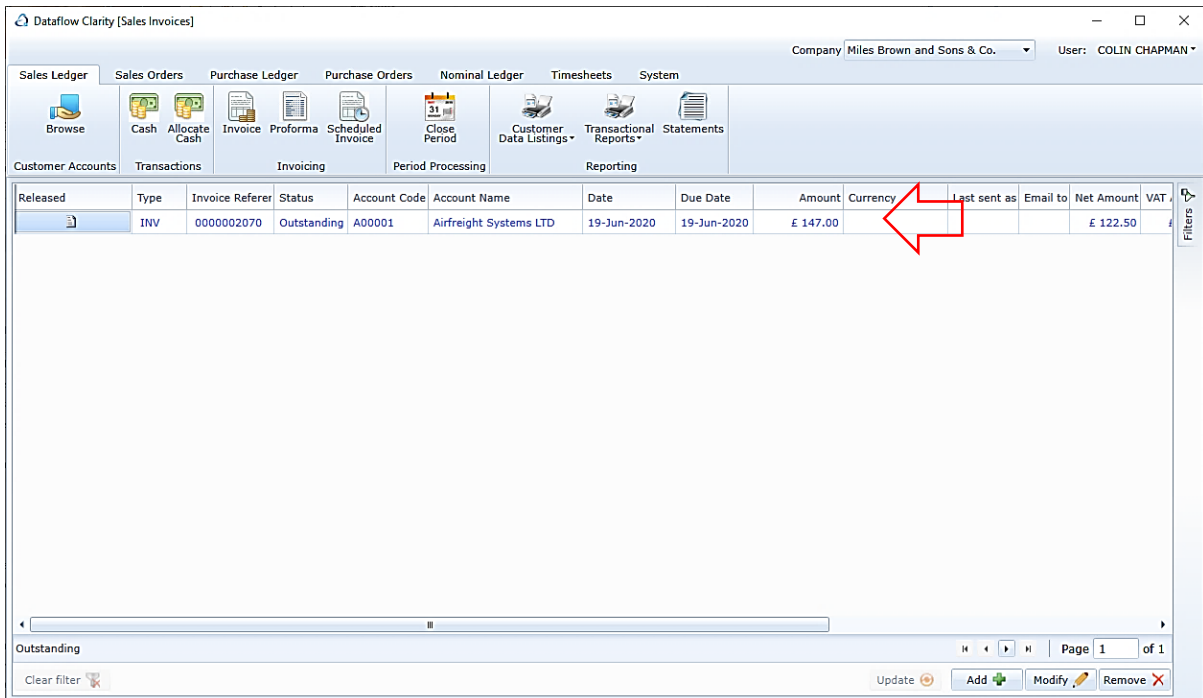
There are also options available when right clicking on the transaction input grid. These options also include the facility to Add and Remove transaction lines, they perform the same action as the footer   buttons:




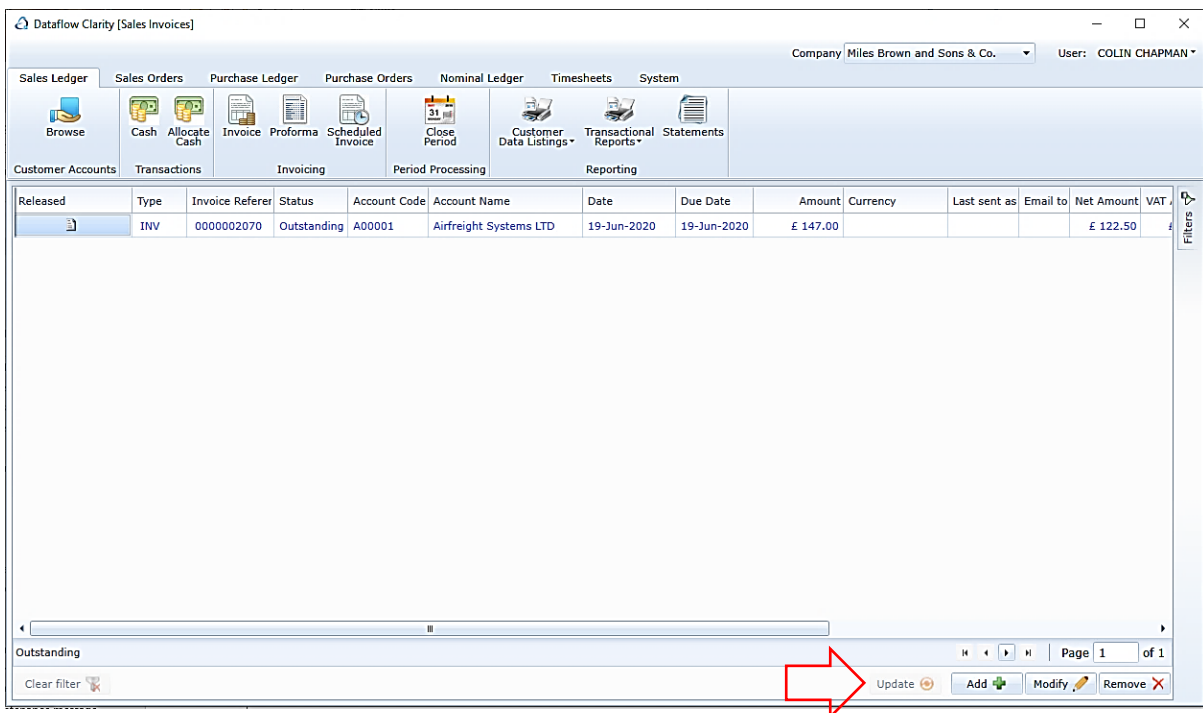
The Lines tab along the top displays the entered transaction lines:



Once you have completed the Invoice entry and clicked the  button the Invoice will appear in the Sales Ledger Invoice browse window grid:

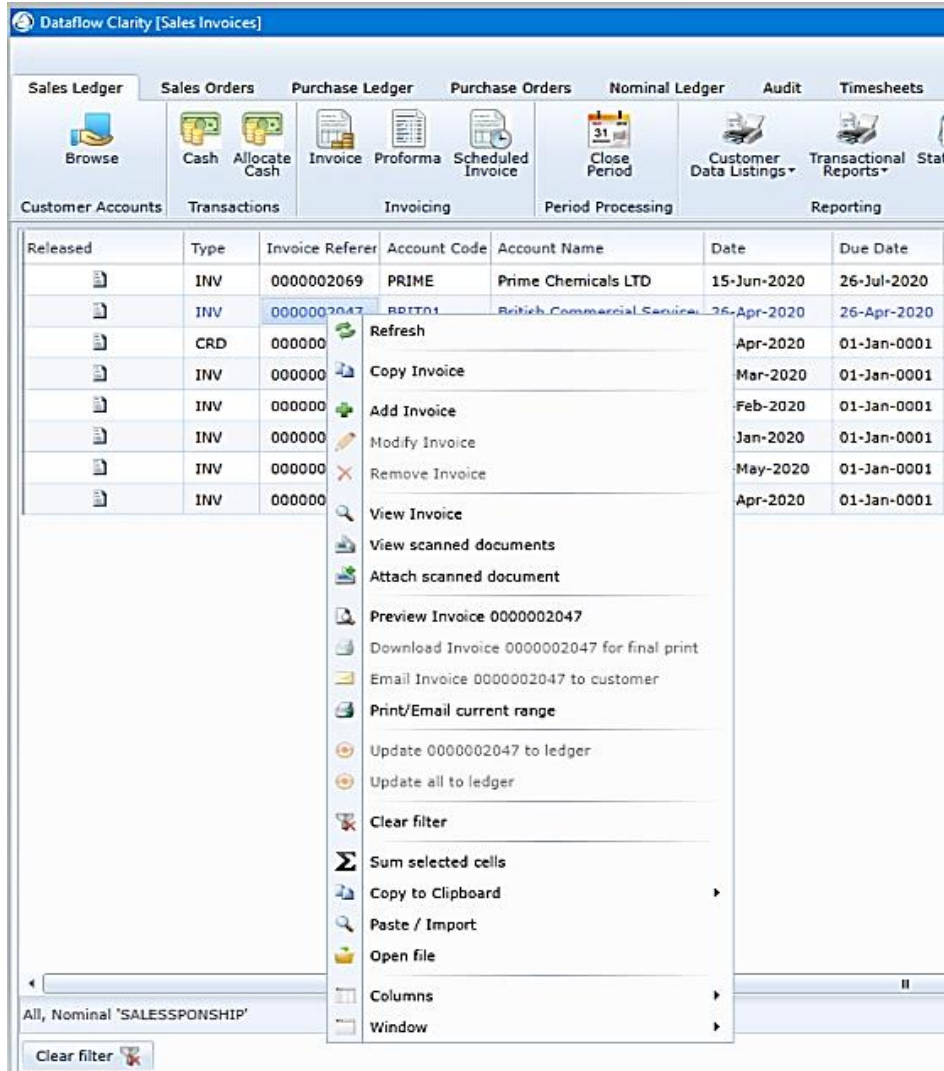


At this point the invoice has been created. From here you can either preview or print and email the invoice (right click on mouse) before finally posting the invoice to the Sales Ledger Account using the  button located on the footer of the window.





Once the document has been entered and updated it will appear in the browse window for further action. Now right click on the document and see the various options that the menu will provide for you.



The screenshot shows the Dataflow Clarity [Sales Invoices] interface. At the top, there are navigation tabs: Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Audit, and Timesheets. Below these are icons for various actions: Browse, Cash, Allocate Cash, Invoice, Proforma, Scheduled Invoice, Close Period, Customer Data Listings, and Transactional Reports. A secondary row of icons includes Customer Accounts, Transactions, Invoicing, Period Processing, and Reporting.

The main area contains a table with the following columns: Released, Type, Invoice Referer, Account Code, Account Name, Date, and Due Date. The table lists several invoices, with the second row selected. A context menu is open over the selected row, providing various actions:

- Refresh
- Copy Invoice
- Add Invoice
- Modify Invoice
- Remove Invoice
- View Invoice
- View scanned documents
- Attach scanned document
- Preview Invoice 000002047
- Download Invoice 000002047 for final print
- Email Invoice 000002047 to customer
- Print/Email current range
- Update 000002047 to ledger
- Update all to ledger
- Clear filter
- Sum selected cells
- Copy to Clipboard
- Paste / Import
- Open file
- Columns
- Window

At the bottom of the interface, there is a filter bar showing "All, Nominal 'SALESSPONSHIP'" and a "Clear filter" button.

Released	Type	Invoice Referer	Account Code	Account Name	Date	Due Date
	INV	000002069	PRIME	Prime Chemicals LTD	15-Jun-2020	26-Jul-2020
	INV	000002047	BRIT01	British Commercial Services	26-Apr-2020	26-Apr-2020
	CRD	000000			Apr-2020	01-Jan-0001
	INV	000000			Mar-2020	01-Jan-0001
	INV	000000			Feb-2020	01-Jan-0001
	INV	000000			Jan-2020	01-Jan-0001
	INV	000000			May-2020	01-Jan-0001
	INV	000000			Apr-2020	01-Jan-0001