



DATAFLOW
Financial Software Solutions

Document Store

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:

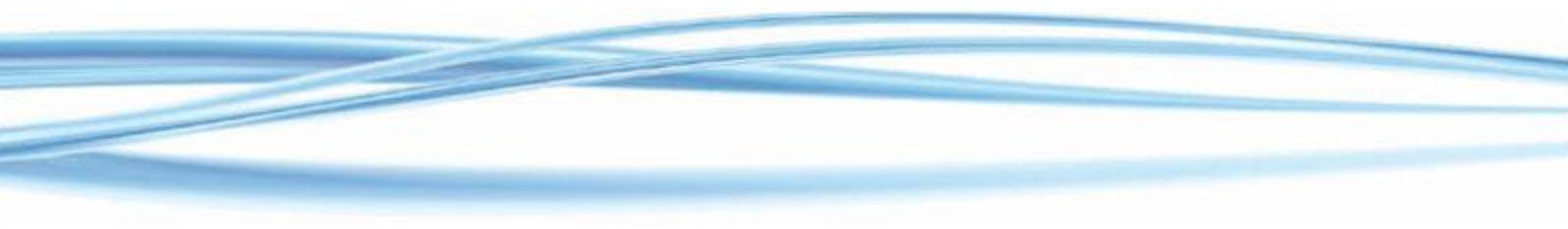
https://dataflow.co.uk/images/uploads/release_notes/Clarity_-_Navigating_the_System_.pdf

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.

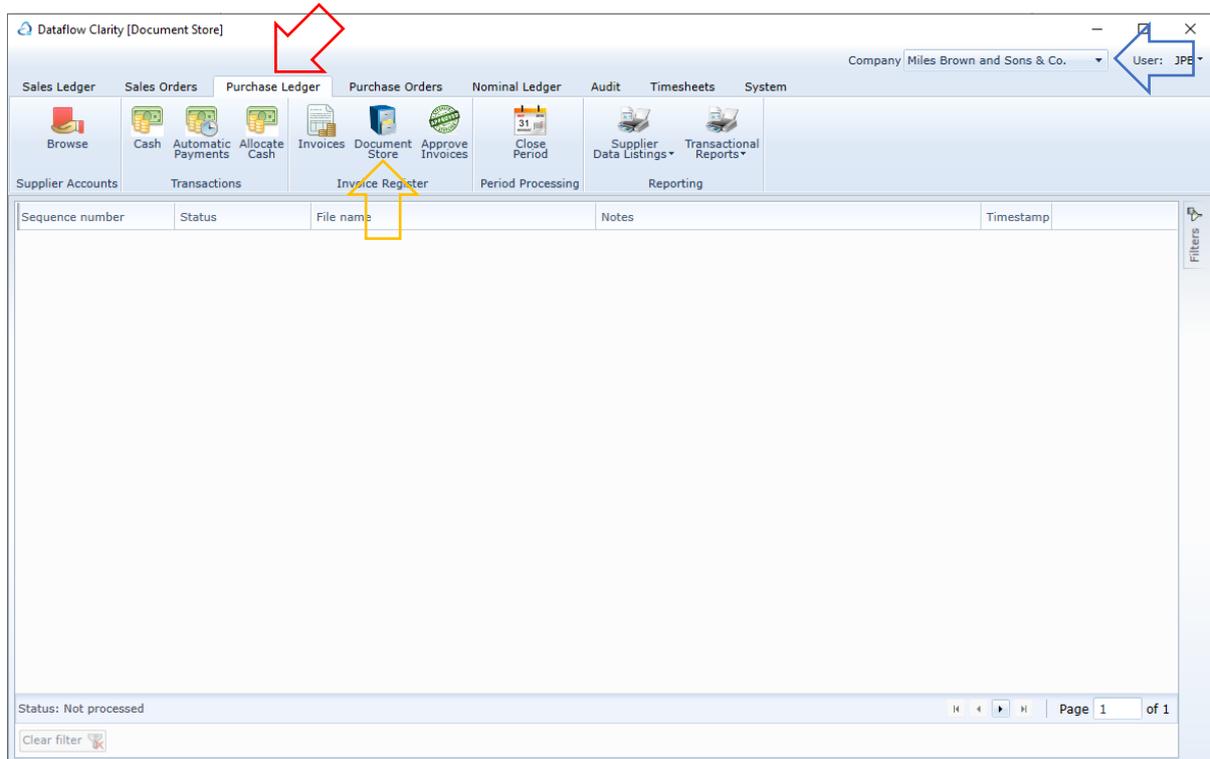
Warmest regards

Dataflow (UK) Ltd



The Document Store is a routine which enables you to attach a digital copy of a Purchase Invoice to an Invoice entered within Clarity. Whether it is the original digital invoice or a scan of a hardcopy. Most file formats are compatible.

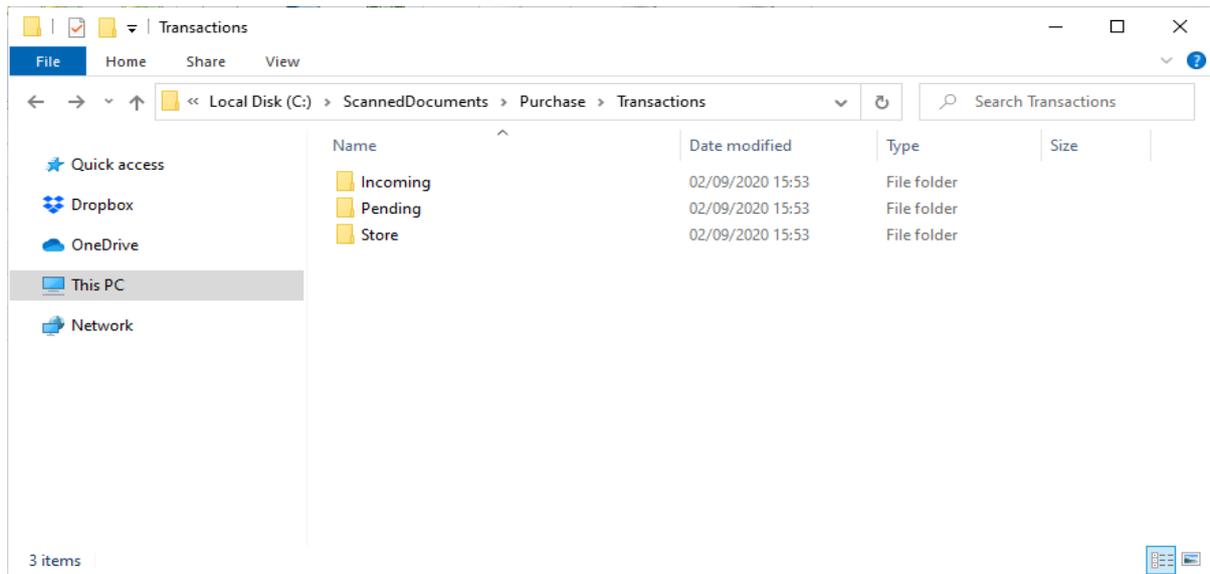
The Document Store is located within the Purchase Ledger. The blue arrow identifies the company currently in use, the red arrow identifies the Purchase Ledger and the yellow arrow identifies the Document Store option.



The Document Store requires a folder structure which needs to be accessible by all users of the Clarity application, for example a shared network folder.

The folder structure itself is flexible in terms of folder descriptions and will be setup by Dataflow as part of the Document Store implementation process.

As an example the folder structure below consists of three main folders- *Incoming*, *Pending* and *Store*.



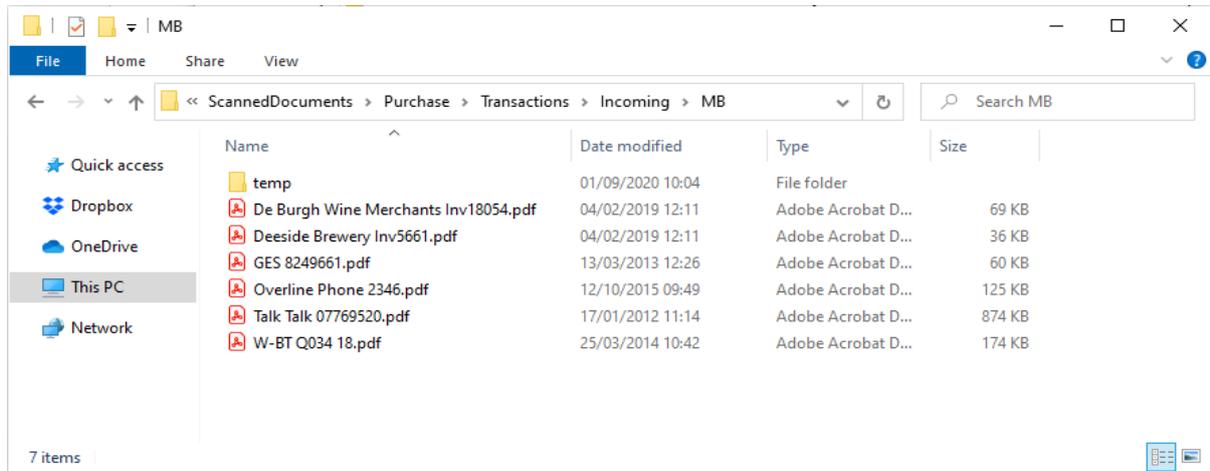
Once the folder structure has been established the following section will take you through how to attach the files.

The first stage is to manually copy the required files to the *Incoming* Folder. The Document Store service watches the *Incoming* folder for any new files.

The image below shows an example of the files I am going to use.

Name	Date modified	Type	Size
De Burgh Wine Merchants Inv18054.pdf	04/02/2019 12:11	Adobe Acrobat D...	69 KB
Deeside Brewery Inv5661.pdf	04/02/2019 12:11	Adobe Acrobat D...	36 KB
GES 8249661.pdf	13/03/2013 12:26	Adobe Acrobat D...	60 KB
Overline Phone 2346.pdf	12/10/2015 09:49	Adobe Acrobat D...	125 KB
Renshaw 1234.pdf	12/10/2015 13:44	Adobe Acrobat D...	46 KB
Talk Talk 07769520.pdf	17/01/2012 11:14	Adobe Acrobat D...	874 KB
W-BT Q034 18.pdf	25/03/2014 10:42	Adobe Acrobat D...	174 KB
Wordflow 523224.pdf	20/03/2012 13:51	Adobe Acrobat D...	54 KB
z-Campbells Prime Meat Inv06806655.pdf	04/02/2019 12:11	Adobe Acrobat D...	69 KB
zremarc P-Inv50001.pdf	10/09/2015 11:35	Adobe Acrobat D...	52 KB

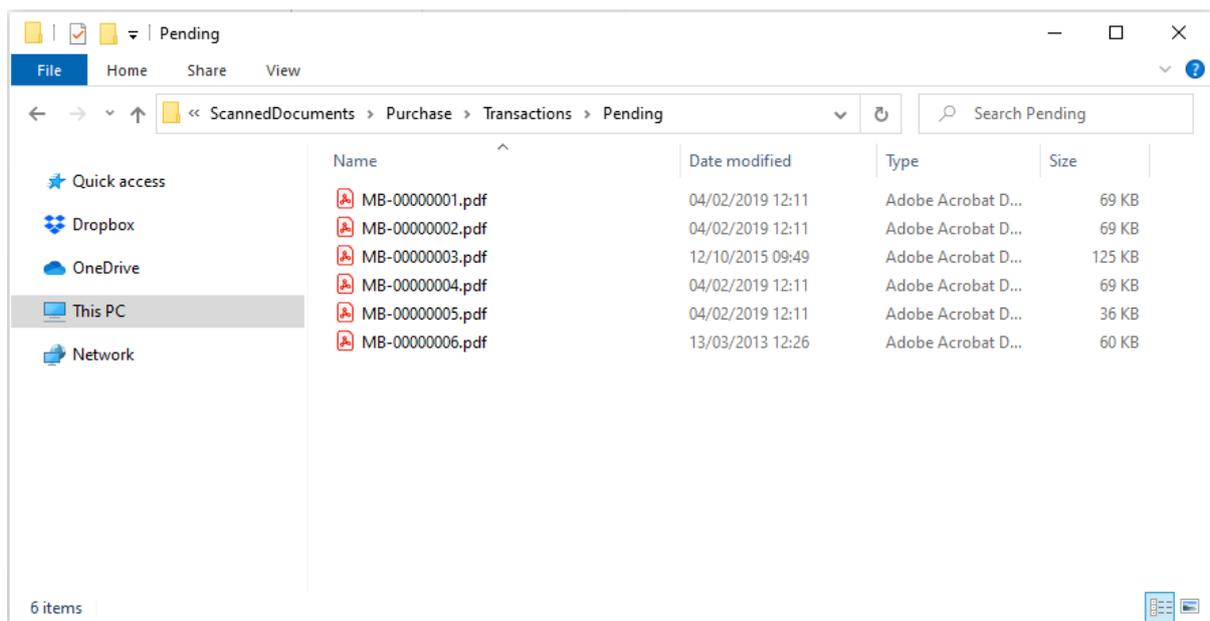
The **Incoming** folder contains a subfolder for each company setup in Clarity. Paste the required files into the associated company folder. In my example it is the **MB** folder.



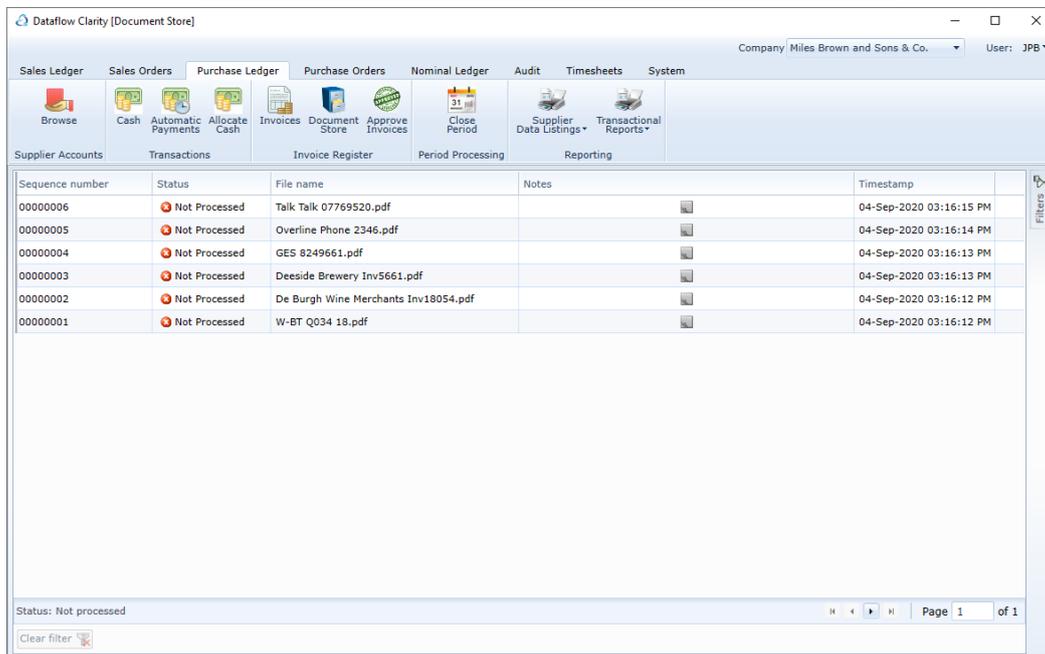
Once the files exist within the **Incoming** folder the Document Store service processes those files and moves them into the **Pending** folder.

Once the service has processed and moved the files from the **Incoming** to the **Pending** folder it renames the files, giving the files a prefix of the company ID followed by an automatically generated sequential number.

The example image below shows my six files moved to the **Pending** folder and renamed with the company ID and sequence number.



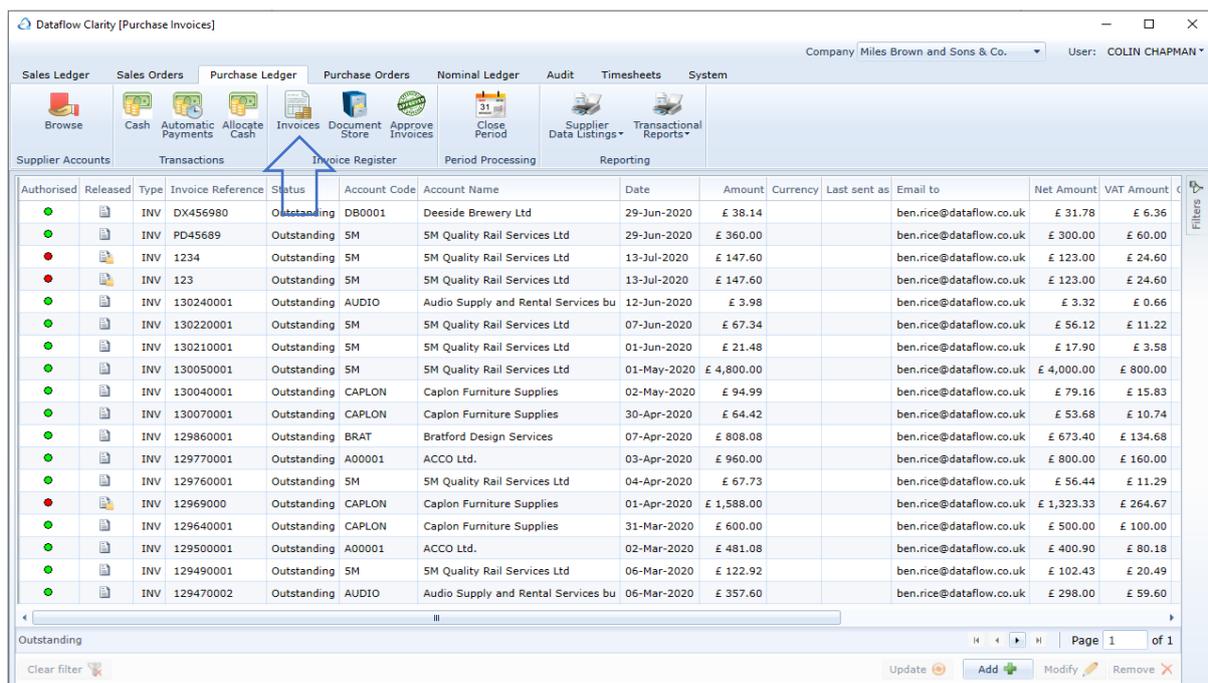
Once the files exist within the **Pending** folder (i.e. processed by the service) they will then appear within the Document Store window ready to be attached to a Purchase Invoice.



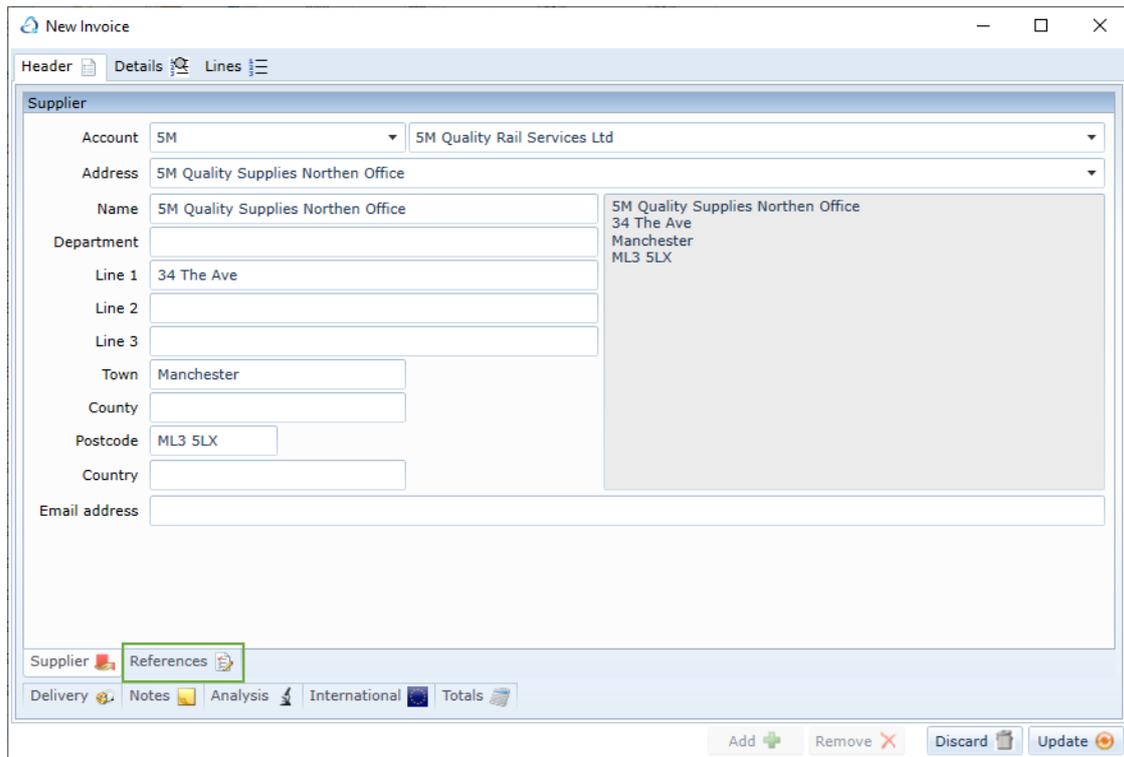
The following example will take you through the process of attaching a Document Store file to a Purchase Invoice.

Before I can attach a Document Store file the associated Invoice needs to be created in Clarity.

To create the invoice navigate to the Purchase Ledger Invoices window (blue arrow below). Within the Invoices window click **Add** to create a new invoice.



When you create your associated invoice select the account the invoice is to be raised against and click on the *References* tab (highlighted in green below).



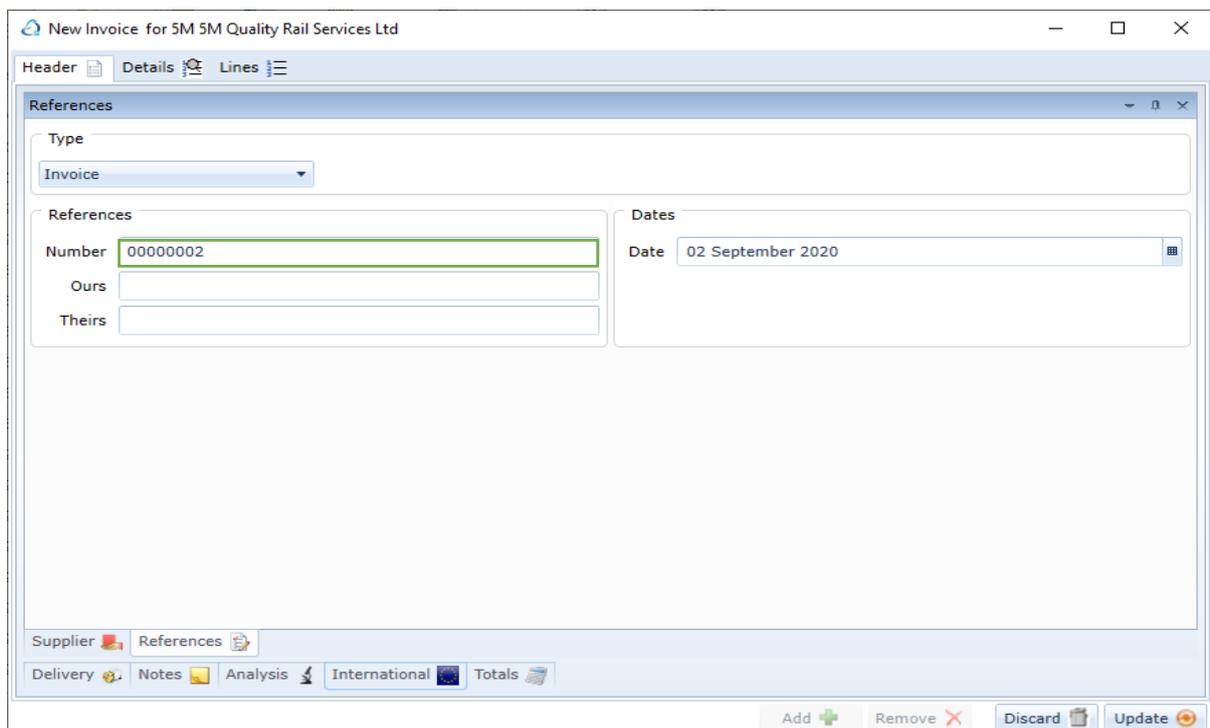
The screenshot shows the 'New Invoice' window with the 'Supplier' tab selected. The 'References' tab is highlighted with a green box. The 'Supplier' information is as follows:

Account	5M	5M Quality Rail Services Ltd
Address	5M Quality Supplies Northen Office	
Name	5M Quality Supplies Northen Office	5M Quality Supplies Northen Office 34 The Ave Manchester ML3 5LX
Department		
Line 1	34 The Ave	
Line 2		
Line 3		
Town	Manchester	
County		
Postcode	ML3 5LX	
Country		
Email address		

At the bottom of the window, the 'References' tab is highlighted with a green box. Other tabs include 'Supplier', 'Delivery', 'Notes', 'Analysis', 'International', and 'Totals'. Action buttons at the bottom right are 'Add', 'Remove', 'Discard', and 'Update'.

In order for Clarity to automatically attach the relating file from the Document Store you will need to enter the sequence number of the associated document into the Invoice reference number field.

In the example below I have entered *00000002*. Note that the *MB* prefix is not required, only enter the numeric sequence number as it appears within the Document Store window.

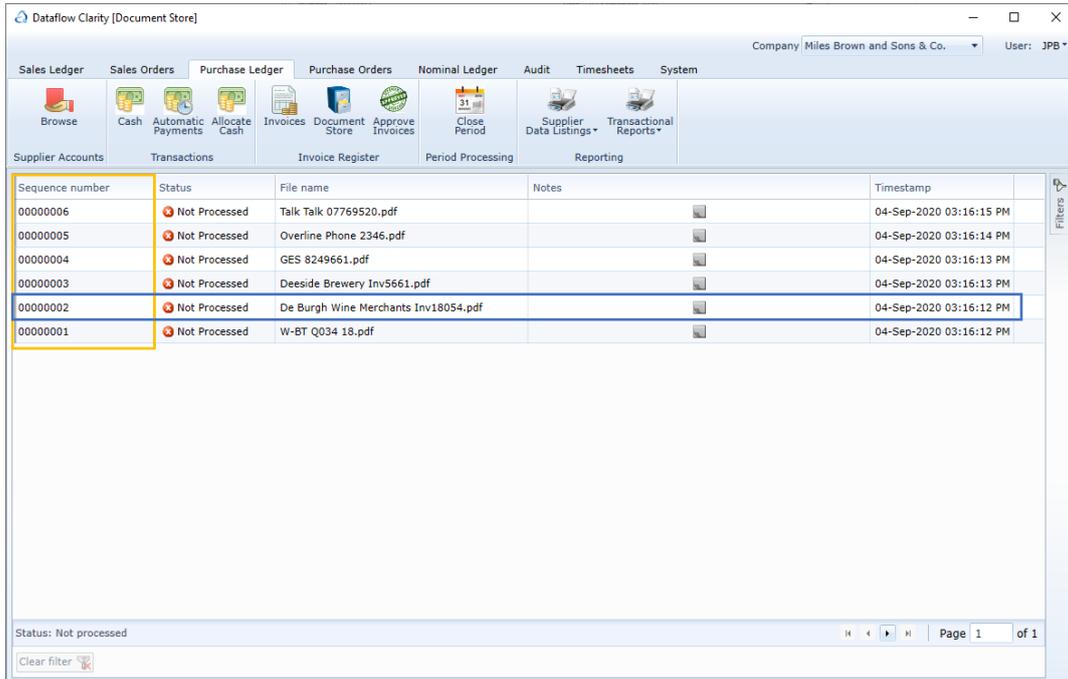


The screenshot shows the 'New Invoice' window with the 'References' tab selected. The 'Number' field is highlighted with a green box. The 'References' information is as follows:

Type	Invoice
References	Dates
Number	00000002
Ours	
Theirs	
	Date
	02 September 2020

At the bottom of the window, the 'References' tab is highlighted with a green box. Other tabs include 'Supplier', 'Delivery', 'Notes', 'Analysis', 'International', and 'Totals'. Action buttons at the bottom right are 'Add', 'Remove', 'Discard', and 'Update'.

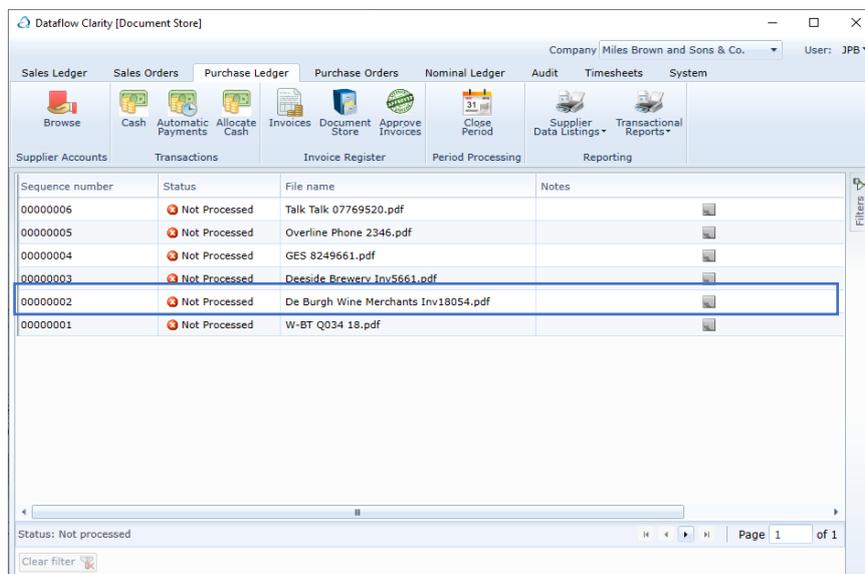
As a reference the Document Store window is shown below with the *Sequence* column highlighted in yellow and my chosen document highlighted in blue.



Sequence number	Status	File name	Notes	Timestamp
00000006	Not Processed	Talk Talk 07769520.pdf		04-Sep-2020 03:16:15 PM
00000005	Not Processed	Overline Phone 2346.pdf		04-Sep-2020 03:16:14 PM
00000004	Not Processed	GES 8249661.pdf		04-Sep-2020 03:16:13 PM
00000003	Not Processed	Deeside Brewery Inv5661.pdf		04-Sep-2020 03:16:13 PM
00000002	Not Processed	De Burgh Wine Merchants Inv18054.pdf		04-Sep-2020 03:16:12 PM
00000001	Not Processed	W-BT Q034 18.pdf		04-Sep-2020 03:16:12 PM

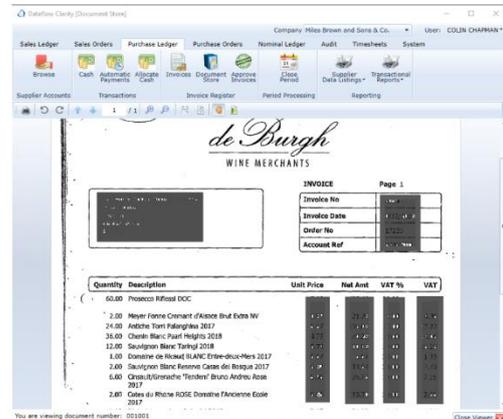
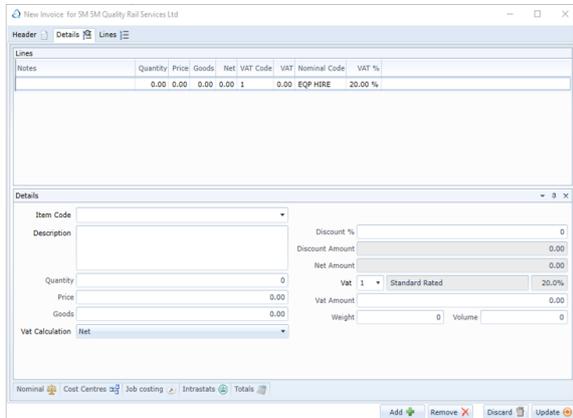
Once you've entered the relating sequence/reference number move to the *Details* tab and enter the transaction lines of the invoice.

You may need to have the Invoice information to hand to be able to enter it. Either have the proposed attachment printed, or you can open another Clarity session simply by launching Clarity again using your desktop icon and entering the same username and password you are using for your first session. Once you've opened your second Clarity session navigate to the Purchase Ledger Document Store window and double click on the required file to view it. As a reference my chosen file is highlighted in blue below.

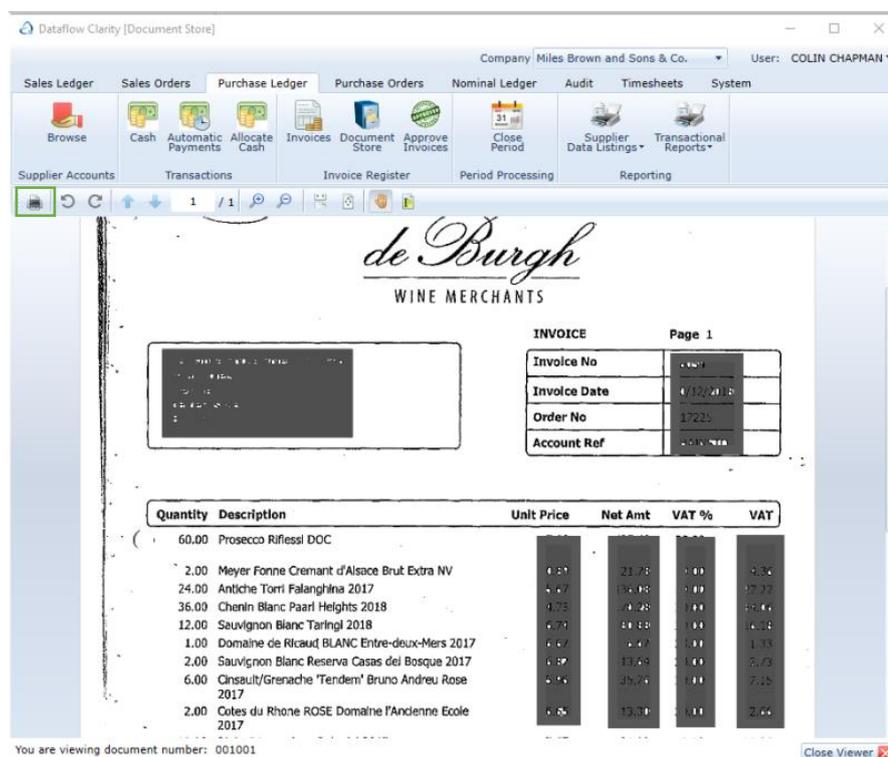


Sequence number	Status	File name	Notes
00000006	Not Processed	Talk Talk 07769520.pdf	
00000005	Not Processed	Overline Phone 2346.pdf	
00000004	Not Processed	GES 8249661.pdf	
00000003	Not Processed	Deeside Brewery Inv5661.pdf	
00000002	Not Processed	De Burgh Wine Merchants Inv18054.pdf	
00000001	Not Processed	W-BT Q034 18.pdf	

The image below shows two Clarity sessions open. On the left is my invoice entry window ready for Invoice line entry. On the right my second Clarity session where I've open in the associated file within the Document Store window, therefore having the information I need to enter on screen next to my Invoice entry window.



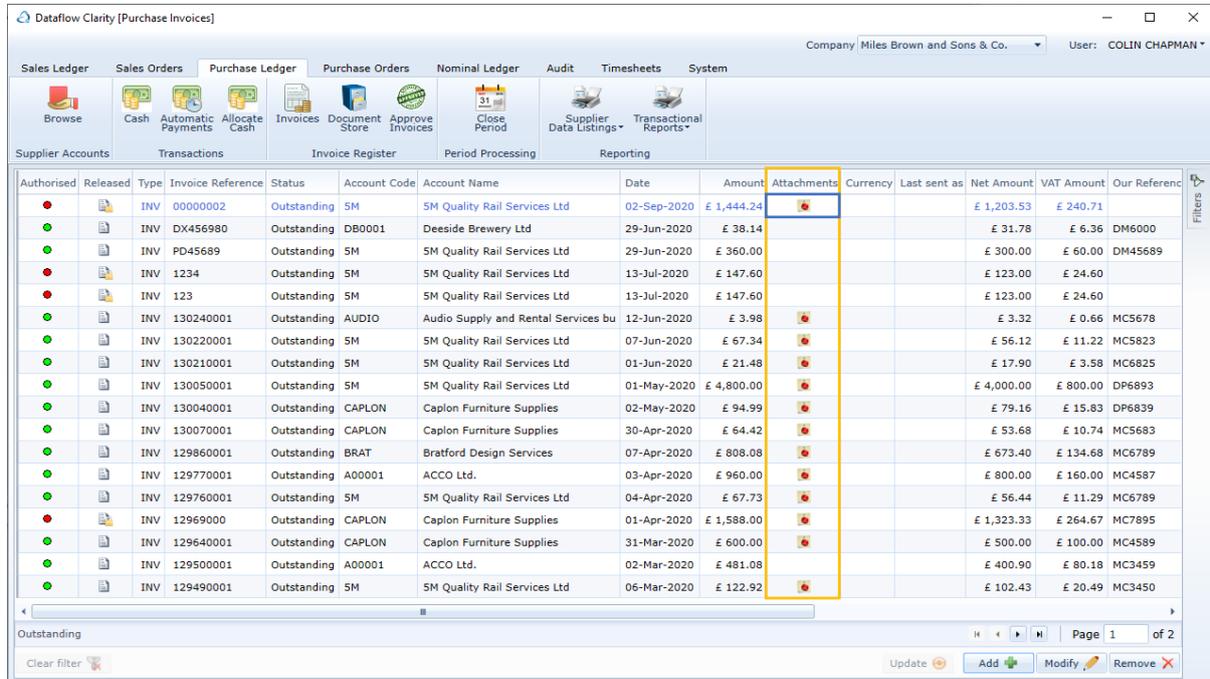
Should you wish to work from a hardcopy simply double click on the document within the Document Store window and click the print icon in the top left corner (highlighted in green below).



Once you've completed and updated your Invoice it will appear within the Purchase Ledger Invoice grid as normal. Clarity will have automatically attached your chosen file to the Invoice.

The image below shows the Purchase Invoicing grid. Within this grid is an *Attachment* column (highlighted in yellow below). A marker inside this column indicates an attachment against that invoice. As you can see in the image below there is an attachment marker against my Invoice (highlighted in blue below).

You can view the associated scanned document by double clicking the attachment marker in this grid.



Authorised	Released	Type	Invoice Reference	Status	Account Code	Account Name	Date	Amount	Attachments	Currency	Last sent as	Net Amount	VAT Amount	Our Reference
		INV	00000002	Outstanding	5M	5M Quality Rail Services Ltd	02-Sep-2020	£ 1,444.24				£ 1,203.53	£ 240.71	
		INV	DX456980	Outstanding	DB0001	Deeside Brewery Ltd	29-Jun-2020	£ 38.14				£ 31.78	£ 6.36	DM6000
		INV	PD45689	Outstanding	5M	5M Quality Rail Services Ltd	29-Jun-2020	£ 360.00				£ 300.00	£ 60.00	DM45689
		INV	1234	Outstanding	5M	5M Quality Rail Services Ltd	13-Jul-2020	£ 147.60				£ 123.00	£ 24.60	
		INV	123	Outstanding	5M	5M Quality Rail Services Ltd	13-Jul-2020	£ 147.60				£ 123.00	£ 24.60	
		INV	130240001	Outstanding	AUDIO	Audio Supply and Rental Services bu	12-Jun-2020	£ 3.98				£ 3.32	£ 0.66	MC5678
		INV	130220001	Outstanding	5M	5M Quality Rail Services Ltd	07-Jun-2020	£ 67.34				£ 56.12	£ 11.22	MC5823
		INV	130210001	Outstanding	5M	5M Quality Rail Services Ltd	01-Jun-2020	£ 21.48				£ 17.90	£ 3.58	MC6825
		INV	130050001	Outstanding	5M	5M Quality Rail Services Ltd	01-May-2020	£ 4,800.00				£ 4,000.00	£ 800.00	DP6893
		INV	130040001	Outstanding	CAPLON	Caplon Furniture Supplies	02-May-2020	£ 94.99				£ 79.16	£ 15.83	DP6839
		INV	130070001	Outstanding	CAPLON	Caplon Furniture Supplies	30-Apr-2020	£ 64.42				£ 53.68	£ 10.74	MC5683
		INV	129860001	Outstanding	BRAT	Bratford Design Services	07-Apr-2020	£ 808.08				£ 673.40	£ 134.68	MC6789
		INV	129770001	Outstanding	A00001	ACCO Ltd.	03-Apr-2020	£ 960.00				£ 800.00	£ 160.00	MC4587
		INV	129760001	Outstanding	5M	5M Quality Rail Services Ltd	04-Apr-2020	£ 67.73				£ 56.44	£ 11.29	MC6789
		INV	12969000	Outstanding	CAPLON	Caplon Furniture Supplies	01-Apr-2020	£ 1,588.00				£ 1,323.33	£ 264.67	MC7895
		INV	129640001	Outstanding	CAPLON	Caplon Furniture Supplies	31-Mar-2020	£ 600.00				£ 500.00	£ 100.00	MC4589
		INV	129500001	Outstanding	A00001	ACCO Ltd.	02-Mar-2020	£ 481.08				£ 400.90	£ 80.18	MC3459
		INV	129490001	Outstanding	5M	5M Quality Rail Services Ltd	06-Mar-2020	£ 122.92				£ 102.43	£ 20.49	MC3450

If the invoice needs to go through the authorisation process the recipient of the authorisation request email will be able to view the attached document by clicking on the link within the authorisation page. Below is an example image with the attachment link highlighted in green.

Dataflow Purchase Invoice Authorisation

Purchase Invoice 00000002 requires your authorisation:

Raised by: COLIN CHAPMAN

For company: Miles Brown and Sons & Co.

To supplier: 5M Quality Rail Services Ltd

Net value: 1,203.53

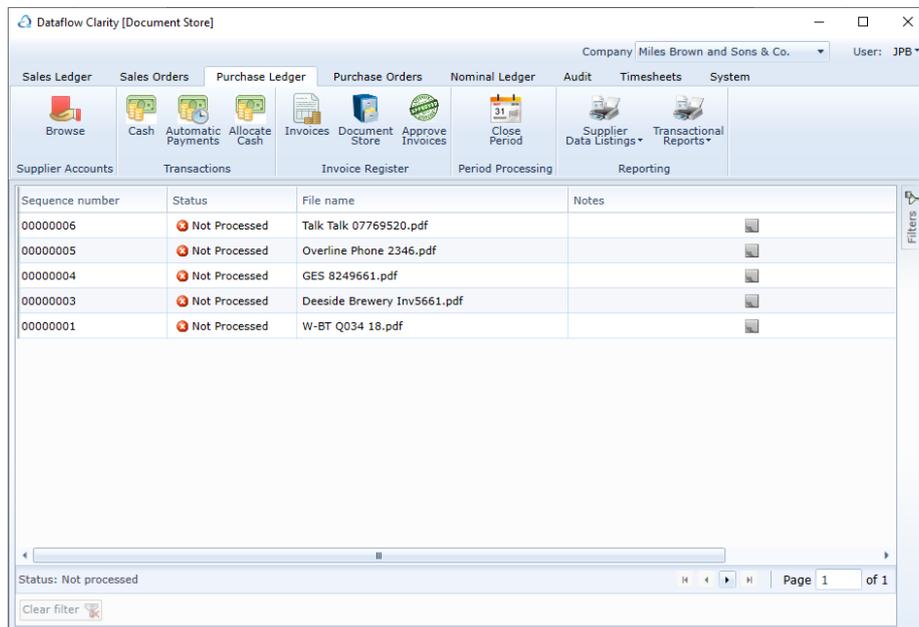
Password

You are the first person to authorise this document

There is an attached document that you may view by clicking on the file name [MB-00000002.pdf](#)

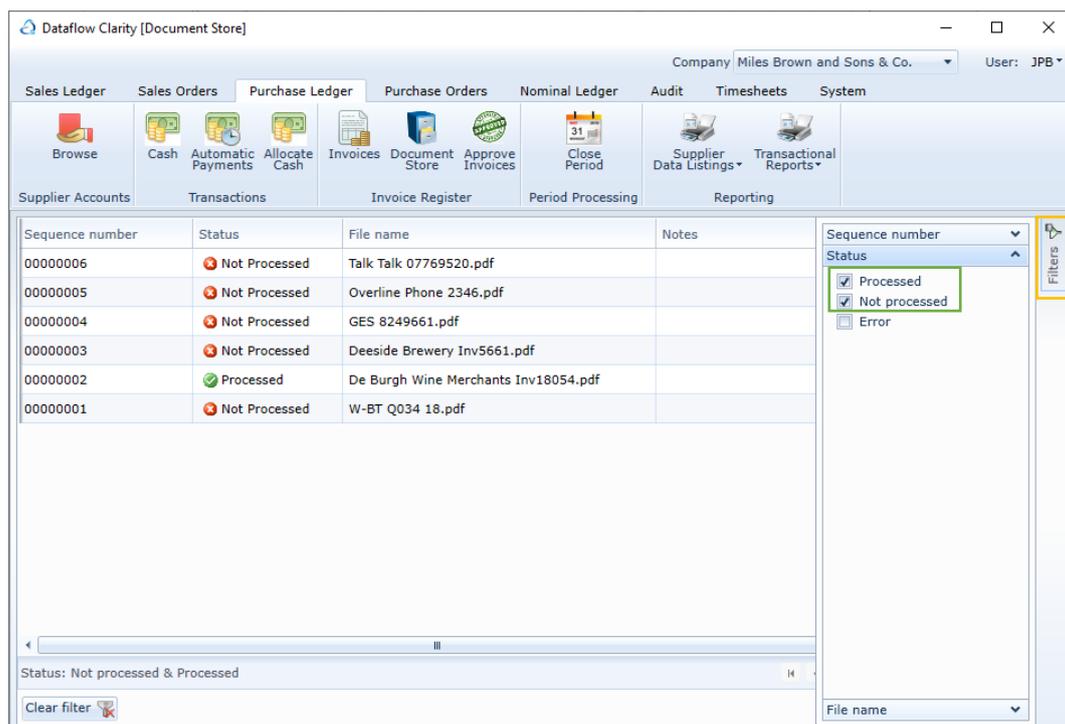
Reason for rejection

If I now return to the Document Store window you'll notice that sequence number 00000002 is no longer displayed as an available file as it's now attached to my invoice.



My attached file is no longer displayed due to the grids filter settings. To access the grid filters simply click on the *Filters* tab highlighted in yellow below. Within the filters I have chosen to also view processed and Not processed documents (highlighted in Green below).

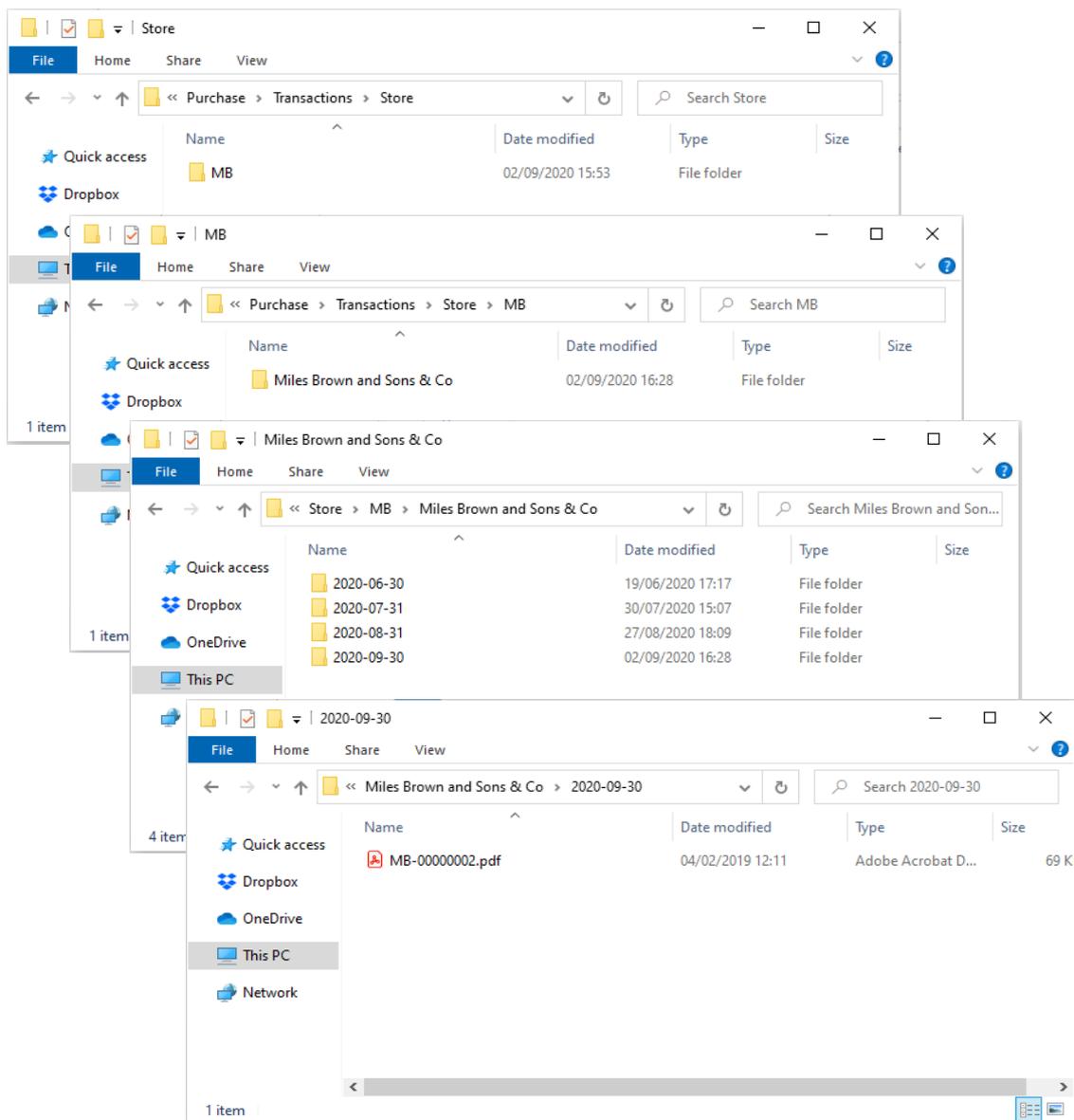
As you can see the sequence number 00000002 is now displayed, and displayed a *Status* of processed (attached to an invoice)



Once a file has been attached to a transaction, therefore its status is flagged as processed, the Document Store Service moves that file from the *Pending* folder to the *Store* folder.

The images below show an example of the *Store* folder structure. As you continue to use the Document Store *period* folders will be automatically created within the *Store* folder. The files flagged as processed within the Clarity Document Store window are transferred to their corresponding period folder (based upon the transaction date entered against the invoice the file is attached too).

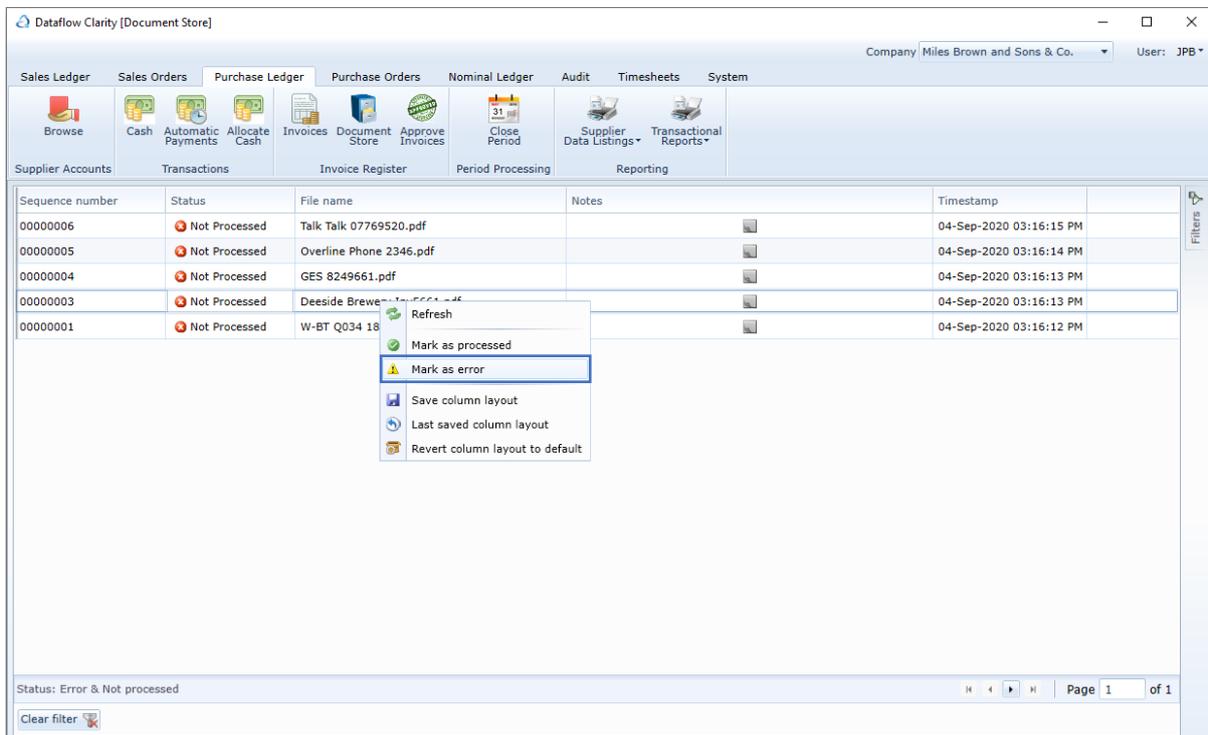
The last image below shows my example file *MB-00000002* has now been moved to the period folder 2020-09-30.



Should you modify a Purchase Invoice and change the reference so it no longer corresponds with the attached files sequence/reference the file-Invoice association will be lost, resulting in the file no longer being attached to that Invoice.

The previously attached file will be automatically moved from the **Store period** folder back to the **Pending** folder. The file will re-appear within the Document Store window with a *Status* of *Not Processed* awaiting attachment to an Invoice.

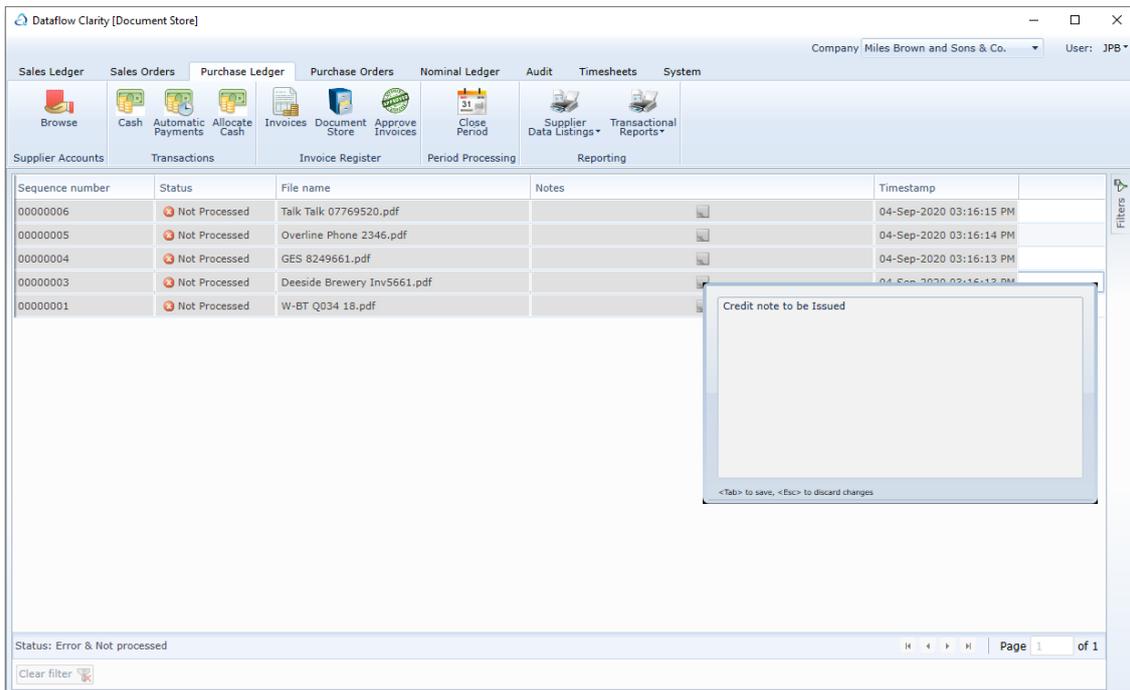
Should there be an occasion where a file exists within the Document store but you do not want it to be attached to an Invoice you can use the right-click *Mark as error* option (highlighted below in blue).



The screenshot shows the Dataflow Clarity [Document Store] window. The interface includes a navigation bar with tabs for Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Audit, Timesheets, and System. Below this is a toolbar with icons for various functions like Browse, Cash, Automatic Payments, Allocate Cash, Invoices, Document Store, Approve Invoices, Close Period, Supplier Data Listings, and Transactional Reports. A table displays a list of files with columns for Sequence number, Status, File name, Notes, and Timestamp. A context menu is open over the table, with the 'Mark as error' option highlighted in blue. The status bar at the bottom indicates 'Status: Error & Not processed' and 'Page 1 of 1'.

Sequence number	Status	File name	Notes	Timestamp
00000006	Not Processed	Talk Talk 07769520.pdf		04-Sep-2020 03:16:15 PM
00000005	Not Processed	Overline Phone 2346.pdf		04-Sep-2020 03:16:14 PM
00000004	Not Processed	GES 8249661.pdf		04-Sep-2020 03:16:13 PM
00000003	Not Processed	Deeside Brew...		04-Sep-2020 03:16:13 PM
00000001	Not Processed	W-BT Q034 18		04-Sep-2020 03:16:12 PM

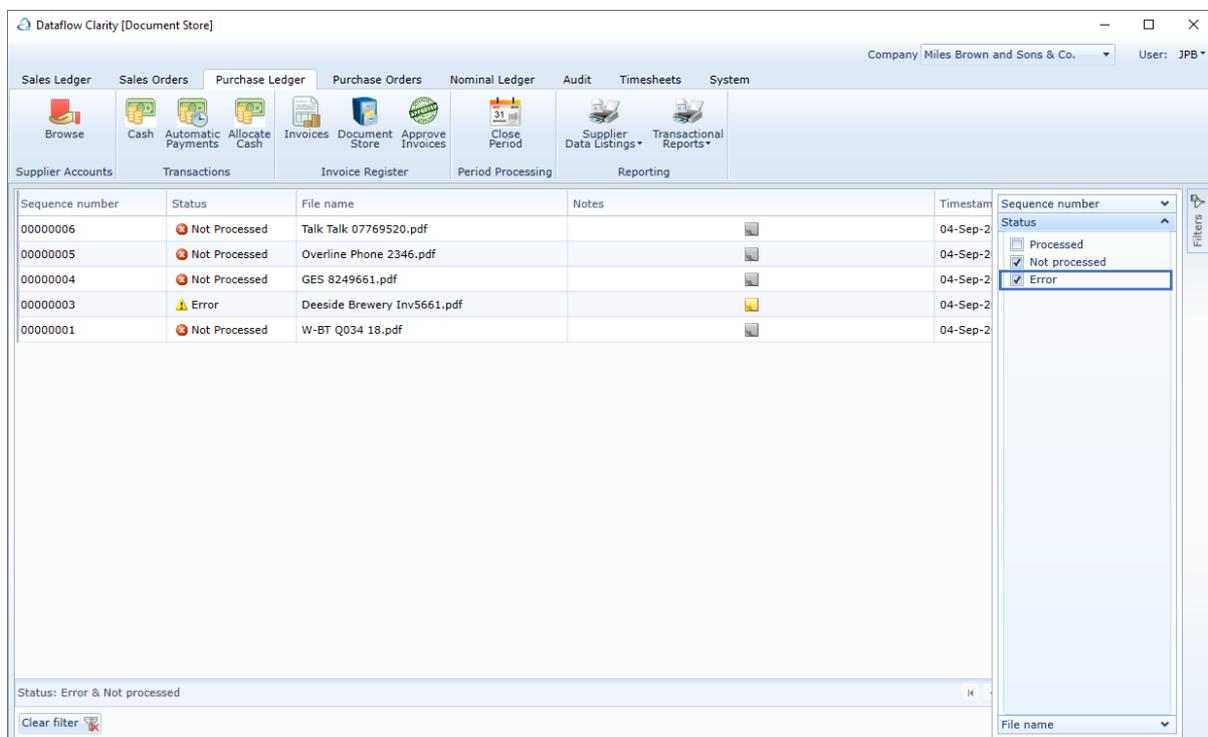
To flag a Document Store file as error you will need to enter a reason why. Press *Tab* to save the message, or *Esc* to discard.



The screenshot shows the Dataflow Clarity Document Store interface. A modal dialog box is open over the table, with the text "Credit note to be issued" and a prompt at the bottom: "<Tab> to save, <Esc> to discard changes". The table below shows the following data:

Sequence number	Status	File name	Notes	Timestamp
00000006	Not Processed	Talk Talk 07769520.pdf		04-Sep-2020 03:16:15 PM
00000005	Not Processed	Overline Phone 2346.pdf		04-Sep-2020 03:16:14 PM
00000004	Not Processed	GES 8249661.pdf		04-Sep-2020 03:16:13 PM
00000003	Not Processed	Deeside Brewery Inv5661.pdf		04-Sep-2020 03:16:13 PM
00000001	Not Processed	W-BT Q034 18.pdf		

Once you've marked a file as error the Document Store *Status* of that file will change, and the file will be hidden from view unless you adjust the *Filters* to display errored files (highlighted in blue below)



The screenshot shows the Dataflow Clarity Document Store interface with the filters panel open. The 'Error' status is selected, and the file 'Deeside Brewery Inv5661.pdf' is highlighted in blue in the table. The table data is as follows:

Sequence number	Status	File name	Notes	Timestamp
00000006	Not Processed	Talk Talk 07769520.pdf		04-Sep-2
00000005	Not Processed	Overline Phone 2346.pdf		04-Sep-2
00000004	Not Processed	GES 8249661.pdf		04-Sep-2
00000003	Error	Deeside Brewery Inv5661.pdf		04-Sep-2
00000001	Not Processed	W-BT Q034 18.pdf		04-Sep-2