



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.

| Dataflow Clarity | / [Document | Store] | M | \bigtriangleup | | | | | | | | - <u>P</u> × |
|-------------------|-----------------|-------------------|------------------|------------------|----------|------------------------|-------------------|------------------|-----------------------|--------------------------|-------|---|
| Sales Ledger | Sales Order | ns Pu | irchase Le | | urchase | Orders | Nominal Ledger | Audit | Timesh | neets S | vstem | Company Miles Brown and Sons & Co. VUSET: JPE |
| Browse | Cash Aut Pay | tomatic yments | Allocate Cash | Invoices | Documer | nt Approve Invoices | Close Period | Supp Data Lis | olier 1 stings - 1 | Fransactiona Reports* | al | |
| Supplier Accounts | Tra | nsactions | 5 | Inv | oice Reg | ister | Period Processing | | Reporti | ing | | |
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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.



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| File Home Share | View | | | | ~ 🕐 |
| $\leftarrow \rightarrow \cdot \uparrow$ - Kocal D | Disk (C:) > ScannedDocuments > Purchase | > Transactions ~ | ට ,⊃ Searc | h Transactions | |
| | Name | Date modified | Туре | Size | |
| 🖈 Quick access | Incoming | 02/09/2020 15:53 | File folder | | |
| 😻 Dropbox | Pending | 02/09/2020 15:53 | File folder | | |
| OneDrive | Store | 02/09/2020 15:53 | File folder | | |
| 📃 This PC | | | | | |
| 💣 Network | | | | | |
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| 3 items | | | | | |

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 | Туре | 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.

| File Home S | Share View | | | _ | □ × ~ ? |
|--------------------------|---|--------------------|-----------------|--------|------------|
| ← → • ↑ <mark> </mark> • | ScannedDocuments > Purchase > Transaction | ns → Incoming → MB | ٽ ~ | | |
| | Name | Date modified | Туре | Size | |
| 🖈 Quick access | temp | 01/09/2020 10:04 | File folder | | |
| 😻 Dropbox | Be Burgh Wine Merchants Inv18054.pdf | 04/02/2019 12:11 | Adobe Acrobat D | 69 KB | |
| OneDrive | Deeside Brewery Inv5661.pdf | 04/02/2019 12:11 | Adobe Acrobat D | 36 KB | |
| - Offeblive | 👃 GES 8249661.pdf | 13/03/2013 12:26 | Adobe Acrobat D | 60 KB | |
| 💻 This PC | Overline Phone 2346.pdf | 12/10/2015 09:49 | Adobe Acrobat D | 125 KB | |
| A Network | 👃 Talk Talk 07769520.pdf | 17/01/2012 11:14 | Adobe Acrobat D | 874 KB | |
| P Network | 🔈 W-BT Q034 18.pdf | 25/03/2014 10:42 | Adobe Acrobat D | 174 KB | |
| | | | | | |
| | | | | | |
| 7 items | | | | | |

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.

| 📙 🛃 🗖 🖛 Pending | | | | - 0 | × |
|--|------------------------------------|------------------|-----------------|--------|-----|
| File Home Share Vie | w | | | | ~ 🕐 |
| \leftarrow \rightarrow \checkmark \uparrow \square « ScannedDo | ocuments > Purchase > Transactions | > Pending ~ | ට 🔎 Search P | ending | |
| | Name | Date modified | Туре | Size | |
| 📌 Quick access | MB-0000001.pdf | 04/02/2019 12:11 | Adobe Acrobat D | 69 KB | |
| 🝀 Dropbox | MB-0000002.pdf | 04/02/2019 12:11 | Adobe Acrobat D | 69 KB | |
| OneDrive | A MB-0000003.pdf | 12/10/2015 09:49 | Adobe Acrobat D | 125 KB | |
| - Onebine | 🔒 MB-00000004.pdf | 04/02/2019 12:11 | Adobe Acrobat D | 69 KB | |
| 📃 This PC | 🔒 MB-0000005.pdf | 04/02/2019 12:11 | Adobe Acrobat D | 36 KB | |
| 🔿 Network | \land MB-0000006.pdf | 13/03/2013 12:26 | Adobe Acrobat D | 60 KB | |
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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.

| Dataflow Clarity [Doc | ument Store] | | | | | - | |
|-----------------------|--|---|--------------------|-------------------------------------|----------------------|--------------------------------------|-----------|
| | | | | | | Company Miles Brown and Sons & Co. 🔹 | User: JPB |
| Sales Ledger Sales | s Orders Purchase L | edger Purchase Orders | Nominal Ledger | Audit Timesheet | s System | | |
| Browse Cas | sh Automatic Allocate Payments Cash | Invoices Document Approve Store Invoices | 31 Close Period | Supplier Tran Data Listings • Re | sactional ports * | | |
| Supplier Accounts | Transactions | Invoice Register | Period Processing | Reporting | | | |
| Sequence number | Status | File name | | Notes | | Timestamp | 1 |
| 00000006 | ON Not Processed | Talk Talk 07769520.pdf | | | 10. | 04-Sep-2020 03:16:15 PM | N and |
| 00000005 | ON Not Processed | Overline Phone 2346.pdf | | | 10. | 04-Sep-2020 03:16:14 PM | м 💾 |
| 00000004 | ON Not Processed | GES 8249661.pdf | | | 10 | 04-Sep-2020 03:16:13 PM | м |
| 0000003 | O Not Processed | Deeside Brewery Inv5661. | pdf | | 10 | 04-Sep-2020 03:16:13 Pt | м |
| 0000002 | Ont Processed | De Burgh Wine Merchants | Inv18054.pdf | | 10 | 04-Sep-2020 03:16:12 PM | м |
| 0000001 | ON Not Processed | W-BT Q034 18.pdf | | | 12 | 04-Sep-2020 03:16:12 PM | м |
| | | | | | | | |
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| Clear filter 🟆 | | | | | | | |
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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.

| Dataflov | / Clarity [Pu | urchase | Invoices] | | | | | | | | | - 🗆 | : |
|------------|---------------|---------|--------------------|----------------------|----------------|--------------------------------------|--------------|------------|-------------------|-------------------------|---------------------------|------------|----|
| | | | | | | | | | Company Mi | es Brown and Sons & Co. | User: | COLIN CHAP | ΜΑ |
| Sales Ledg | er Sal | es Ord | lers Purchase L | edger Pu | urchase Orders | Nominal Ledger Audit Ti | mesheets Sy | stem | | | | | |
| | 6 | 0-1 | | THE REAL PROPERTY OF | | a 📥 🗤 | 1 | | | | | | |
| Brows | | ash A | Automatic Allocate | Invoices [| ocument Appro | V Close Supplier | Transactiona | | | | | | |
| brows | | F | Payments Cash | | Store Invoi | ces Period Data Listing | s* Reports* | | | | | | |
| pplier Ac | counts | Т | ransactions | Invo | oice Register | Period Processing Re | porting | | | | | | |
| uthorised | Released | Туре | Invoice Reference | Status | Account Code | Account Name | Date | Amount | Currency Last sen | as Email to | Net Amount | VAT Amount | ¢ |
| ٠ | | INV | DX456980 | Outstanding | DB0001 | Deeside Brewery Ltd | 29-Jun-2020 | £ 38.14 | | ben.rice@dataflow.co.uk | £ 31.78 | £ 6.36 | |
| • | | INV | PD45689 | Outstanding | 5M | 5M Quality Rail Services Ltd | 29-Jun-2020 | £ 360.00 | | ben.rice@dataflow.co.uk | £ 300.00 | £ 60.00 | |
| ٠ | | INV | 1234 | Outstanding | 5M | 5M Quality Rail Services Ltd | 13-Jul-2020 | £ 147.60 | | ben.rice@dataflow.co.uk | £ 123.00 | £ 24.60 | |
| ٠ | | INV | 123 | Outstanding | 5M | 5M Quality Rail Services Ltd | 13-Jul-2020 | £ 147.60 | | ben.rice@dataflow.co.uk | £ 123.00 | £ 24.60 | |
| ٠ | | INV | 130240001 | Outstanding | AUDIO | Audio Supply and Rental Services bu | 12-Jun-2020 | £ 3.98 | | ben.rice@dataflow.co.uk | £ 3.32 | £ 0.66 | |
| • | | INV | 130220001 | Outstanding | 5M | 5M Quality Rail Services Ltd | 07-Jun-2020 | £ 67.34 | | ben.rice@dataflow.co.uk | £ 56.12 | £ 11.22 | |
| ۰ | | INV | 130210001 | Outstanding | 5M | 5M Quality Rail Services Ltd | 01-Jun-2020 | £ 21.48 | | ben.rice@dataflow.co.uk | £ 17.90 | £ 3.58 | |
| ۰ | | INV | 130050001 | Outstanding | 5M | 5M Quality Rail Services Ltd | 01-May-2020 | £ 4,800.00 | | ben.rice@dataflow.co.uk | £ 4,000.00 | £ 800.00 | |
| ۰ | | INV | 130040001 | Outstanding | CAPLON | Caplon Furniture Supplies | 02-May-2020 | £ 94.99 | | ben.rice@dataflow.co.uk | £ 79.16 | £ 15.83 | |
| ٠ | | INV | 130070001 | Outstanding | CAPLON | Caplon Furniture Supplies | 30-Apr-2020 | £ 64.42 | | ben.rice@dataflow.co.uk | £ 53.68 | £ 10.74 | |
| ۰ | | INV | 129860001 | Outstanding | BRAT | Bratford Design Services | 07-Apr-2020 | £ 808.08 | | ben.rice@dataflow.co.uk | £ 673.40 | £ 134.68 | |
| ۰ | | INV | 129770001 | Outstanding | A00001 | ACCO Ltd. | 03-Apr-2020 | £ 960.00 | | ben.rice@dataflow.co.uk | £ 800.00 | £ 160.00 | |
| ٠ | | INV | 129760001 | Outstanding | 5M | 5M Quality Rail Services Ltd | 04-Apr-2020 | £ 67.73 | | ben.rice@dataflow.co.uk | £ 56.44 | £ 11.29 | |
| ٠ | <u> 1</u> | INV | 12969000 | Outstanding | CAPLON | Caplon Furniture Supplies | 01-Apr-2020 | £ 1,588.00 | | ben.rice@dataflow.co.uk | £ 1,323.33 | £ 264.67 | |
| ۰ | | INV | 129640001 | Outstanding | CAPLON | Caplon Furniture Supplies | 31-Mar-2020 | £ 600.00 | | ben.rice@dataflow.co.uk | £ 500.00 | £ 100.00 | |
| • | | INV | 129500001 | Outstanding | A00001 | ACCO Ltd. | 02-Mar-2020 | £ 481.08 | | ben.rice@dataflow.co.uk | £ 400.90 | £ 80.18 | |
| ۰ | | INV | 129490001 | Outstanding | 5M | 5M Quality Rail Services Ltd | 06-Mar-2020 | £ 122.92 | | ben.rice@dataflow.co.uk | £ 102.43 | £ 20.49 | |
| ۰ | | INV | 129470002 | Outstanding | AUDIO | Audio Supply and Rental Services but | 06-Mar-2020 | £ 357.60 | | ben.rice@dataflow.co.uk | £ 298.00 | £ 59.60 | |
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| lear filte | - 92 | | | | | | | | | Undate 🕥 🛛 🗛 🎍 | Modify | Remove X | 1 |



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).

| 🙆 New Invoice | | | | - | | × |
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| Header 📄 Deta | ils <u>¦⊈</u> Lines <u>¦</u> ⊒ | | | | | |
| Supplier | | | | | | |
| Account | 5M 🔻 | 5M Quality Rail Services I | td | | | • |
| Address | 5M Quality Supplies Northen Office | | | | | • |
| Name | 5M Quality Supplies Northen Office | | 5M Quality Supplies Northen Office | | | |
| Department | | | Manchester | | | |
| Line 1 | 34 The Ave | | PILS JLA | | | |
| Line 2 | | | | | | |
| Line 3 | | | | | | |
| Town | Manchester | | | | | |
| County | | | | | | |
| Postcode | ML3 5LX | | | | | |
| Country | | | | | | |
| Email address | | | | | | |
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| Supplier 🛃 Re | ferences 😥 | | | | | |
| Delivery 🐢 No | tes <u> </u> Analysis 🛓 International | 💽 Totals | | | | |
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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.

| A New Invoice for 5M 5M Quality Rail Services Ltd | | — | | × |
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| Header 📄 Details 🖳 Lines 📃 | | | | |
| References | | | - (| 1 × |
| Туре | | | | |
| Invoice 👻 | | | | |
| References | Dates | | | |
| Number 00000002 | Date 02 September 2020 | | | Ħ |
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| Supplier 🛃 References 😭 | | | | |
| Delivery 🐠 Notes <u> </u> Analysis 🛓 International 📰 Totals 测 | | | | |
| | Add 🖶 Remove 🗙 | Discard 🗂 | Updat | te 🛞 |



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

| Sales Ledger Sales O | rders Purchase Ledg | ger Purchase Orders | Nominal Ledger | Audit Timesheets | System | Company Miles Brown and Sons & Co. 🔻 Use | er: JP |
|----------------------|--|--|-----------------|--|--------------|--|--------|
| Browse Cash | Automatic Allocate Ir Payments Cash | nvoices Document Approve Store Invoices Invoice Register | Close Period | Supplier Data Listings - Transact Report | ional s • | | |
| equence number | Status | File name | | Notes | | Timestamp | |
| 0000006 | 3 Not Processed | Talk Talk 07769520.pdf | | | N . | 04-Sep-2020 03:16:15 PM | |
| 000005 | 3 Not Processed | Overline Phone 2346.pdf | | | 12 | 04-Sep-2020 03:16:14 PM | |
| 0000004 | ON Not Processed | GES 8249661.pdf | | | 52 | 04-Sep-2020 03:16:13 PM | |
| 0000003 | 3 Not Processed | Deeside Brewery Inv5661.p | pdf | | 52 | 04-Sep-2020 03:16:13 PM | |
| 000002 | ON Not Processed | De Burgh Wine Merchants J | Inv18054.pdf | | 10 | 04-Sep-2020 03:16:12 PM | |
| 0000001 | ON Not Processed | W-BT Q034 18.pdf | | | 1 | 04-Sep-2020 03:16:12 PM | |
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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.

| Dataflow Clarity | [Document St | ore] | | | | | | | | | | - | | × |
|-------------------|--------------------|-----------------------------|---------|---------------------|----------|-------------------|----------------|---------------------------------|---------------|----------|------|---|-------|------|
| | | | | | | | Com | pany Miles Brow | vn and | Sons & C | Co. | • | User: | JPE |
| Sales Ledger | Sales Orders | Purchase Le | edger | Purchase O | rders | Nominal Ledger | Audit | Timesheets | Sys | tem | | | | |
| | | | | | | 31 | | 2 | | | | | | |
| Browse | Cash Auton Paym | natic Allocate ents Cash | Invoice | s Document Store | Approve | Close Period | Sup Data Li | plier Transac stings • Repor | tional ts• | | | | | |
| upplier Accounts | Transa | ictions | 1 | Invoice Regis | ter | Period Processing | | Reporting | | | | | | |
| Sequence number | Stat | us | File | name | | | Notes | | | | | | | |
| 0000006 | 01 | lot Processed | Talk | Talk 077695 | 20.pdf | | | | | 1 | | | | |
| 0000005 | 01 | lot Processed | Ove | rline Phone 2 | 346.pdf | | | | | ba. | | | | |
| 0000004 | 0 | lot Processed | GES | 8249661.pd | F | | | | | va. | | | | |
| 0000003 | <u>0</u> 1 | lot Processed | Dee | side Brewerv | Inv5661. | odf | | | | 5 | | | | |
| 0000002 | 0 | lot Processed | De E | Burgh Wine M | erchants | Inv18054.pdf | | | | 12 | | | | |
| 0000001 | 0 | lot Processed | W-B | T Q034 18.pd | ff | | | | | 2 | | | | |
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| tatus: Not proces | sed | | | | | | | н | | н | Page | 1 | of 1 | |
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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.

| lotes | Quantit | y Price | Goods | Net | VAT Code | VAT | Nominal Code | VAT 9 | | | | | |
|--|---------|---------|-------|------|----------|---------|--|----------------------|--------|----------|--------|----|------|
| | 0.0 | 0.00 | 0.00 | 0.00 | 1 | 0.00 | EQP HIRE | 20.00 % | | | | | |
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| tails | | | | | | | | | | | | | 3 |
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| Item Code Description | | | | | | • | Discount 9 Discount Amour | 6 It | | | | | 0.0 |
| Item Code Description | | | | | | • | Discount 9 Discount Amour Net Amour | 6 it it | | | | | 0.00 |
| Item Code Description Quantity | | | | | | • | Discount 5 Discount Amour Net Amour Vat | 6 it it i 1 | Stand | rd Rated | | 20 | 0.00 |
| Item Code Description Quantity Price | | | | | 0 | • | Discount 1 Discount Amour Net Amour Vat Vat Amour | 6 | Stand | rd Rated | | 20 | 0.00 |
| Item Code Description Quantity Price Goods | | | | | 0 | • 0 .00 | Discount 1 Discount Amour Net Amour Vat Vat Amour Weigt | 6 | Standa | rd Rated | Volume | 20 | 0.01 |



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).

| 👌 Dataflov | / Clarity [| Purchase | e Invoices] | | | | | | | | | | | - | - 🗆 | \times |
|--------------|--|----------|-----------------|-------------|---------------|------------------------------|---|------------------------------|------------|------------|-------------|--------------|------------|---------------------------|-------------|----------|
| | | | | | | | | | | Comp | any Miles I | Brown and So | ns & Co. | User: | COLIN CHAPP | 1AN * |
| Sales Ledg | er S | ales Ord | lers Purchase L | .edger Pu | rchase Orders | Nominal Ledger | Audit Tim | esheets S | ystem | | | | | | | |
| | | F0-1 | | | | a <u></u> | 27 | 3.7 | | | | | | | | |
| Brown | | Coch / | | Invoices D | Via 🧐 | 31 m | Supplier | Transactions | a | | | | | | | |
| Drows | - | F | Payments Cash | Involces D | Store Invoid | close period | Data Listings | Reports* | | | | | | | | |
| Supplier Acc | counts | т | ransactions | Invo | ice Register | Period Processing | Rep | orting | | | | | | | | |
| Authorised | horised Released Type Invoice Reference Status Account Code Account Name | | | Date | Amount | Attachments | Currency | Last sent as | Net Amount | VAT Amount | Our Referen | • | | | | |
| • | | INV | 0000002 | Outstanding | 5M | 5M Quality Rail Servic | Ouality Rail Services Ltd 02-S | | £ 1.444.24 | | | | £ 1.203.53 | £ 240.71 | | ers |
| • | | INV | DX456980 | Outstanding | DB0001 | Deeside Brewery Ltd | | 29-Jun-2020 | £ 38.14 | | | | £ 31.78 | £ 6.36 | DM6000 | Ē |
| • | | INV | PD45689 | Outstanding | 5M | 5M Quality Rail Servic | es Ltd | 29-Jun-2020 | £ 360.00 | | | | £ 300.00 | £ 60.00 | DM45689 | |
| ٠ | | INV | 1234 | Outstanding | 5M | 5M Quality Rail Servic | es Ltd | 13-Jul-2020 | £ 147.60 | | | | £ 123.00 | £ 24.60 | | |
| • | | INV | 123 | Outstanding | 5M | 5M Quality Rail Servic | es Ltd | 13-Jul-2020 | £ 147.60 | | | | £ 123.00 | £ 24.60 | | |
| ۰ | | INV | 130240001 | Outstanding | AUDIO | Audio Supply and Ren | udio Supply and Rental Services bu 12-J | | £ 3.98 | | | | £ 3.32 | £ 0.66 | MC5678 | |
| ٠ | | INV | 130220001 | Outstanding | 5M | 5M Quality Rail Servic | M Quality Rail Services Ltd 07- | | £ 67.34 | | | | £ 56.12 | £ 11.22 | MC5823 | |
| ۰ | | INV | 130210001 | Outstanding | 5M | 5M Quality Rail Servic | M Quality Rail Services Ltd 01 | | £ 21.48 | | | | £ 17.90 | £ 3.58 | MC6825 | |
| ۰ | | INV | 130050001 | Outstanding | 5M | 5M Quality Rail Servic | es Ltd | 01-May-2020 | £ 4,800.00 | | | | £ 4,000.00 | £ 800.00 | DP6893 | |
| ۰ | | INV | 130040001 | Outstanding | CAPLON | Caplon Furniture Supp | olies | 02-May-2020 | £ 94.99 | | | | £ 79.16 | £ 15.83 | DP6839 | |
| ۰ | | INV | 130070001 | Outstanding | CAPLON | Caplon Furniture Supp | olies | 30-Apr-2020 | £ 64.42 | | | | £ 53.68 | £ 10.74 | MC5683 | |
| ۰ | | INV | 129860001 | Outstanding | BRAT | Bratford Design Servi | ces | 07-Apr-2020 | £ 808.08 | | | | £ 673.40 | £ 134.68 | MC6789 | |
| ٠ | | INV | 129770001 | Outstanding | A00001 | ACCO Ltd. | | 03-Apr-2020 | £ 960.00 | ۵ | | | £ 800.00 | £ 160.00 | MC4587 | |
| ۰ | | INV | 129760001 | Outstanding | 5M | 5M Quality Rail Servic | 5M Quality Rail Services Ltd 04 | | £ 67.73 | ۲ | | | £ 56.44 | £ 11.29 | MC6789 | |
| • | <u> </u> | INV | 12969000 | Outstanding | CAPLON | Caplon Furniture Supplies 0: | | 01-Apr-2020 | £ 1,588.00 | ۲ | | | £ 1,323.33 | £ 264.67 | MC7895 | |
| ۰ | | INV | 129640001 | Outstanding | CAPLON | Caplon Furniture Supp | Caplon Furniture Supplies 31 | | £ 600.00 | ۲ | | | £ 500.00 | £ 100.00 | MC4589 | |
| ۰ | | INV | 129500001 | Outstanding | A00001 | ACCO Ltd. | | 02-Mar-2020 | £ 481.08 | | | | £ 400.90 | £ 80.18 | MC3459 | |
| ۰ | | INV | 129490001 | Outstanding | 5M | 5M Quality Rail Servic | es Ltd | 06-Mar-2020 | £ 122.92 | ۲ | | | £ 102.43 | £ 20.49 | MC3450 | |
| • | | | | | | | | | | | | | | | + | |
| Outstanding | 3 | | | | | | | | | | | | н н 🕨 | H Page | 1 of 2 | |
| Clear filte | r 🐨 | | | | | | | | | | | Update 🛞 | Add 🖷 | Modify 🥒 | Remove X | |
| | - | | | | | | | | | | | | | | | |

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

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 |
| View Password Authorise |
| 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 |
| Reject |



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.

| Sales Orders Purchase Ledger Purchase Ledger Purchase Ledger Nominal Ledger Audit Timesheets System Browse Image: Cash Automatic Allocate Image: | | | | | | | | | | | | | |
|--|--------------------------|---------------|---------------------------------|---------|---------------------|---------------------|-------------------|------------------|--------------------------------|------------|--|--|--|
| Image: Service Image: Service Image: Service Image: Service Image: Service Image: Service | Sales Ledger | Sales Orde | rs Purchase L | edger | Purchase O | rders | Nominal Ledger | Audit | Timesheets | System | | | |
| Browse Cash Automatic Allocate Unvoices Invoices Document Aprove Invoices Close Period Data Supplier Data Usings / Transactional Reporting upplier Accounts Transactional Invoice Register Period Processing Reporting sequence number Status File name Notes 00000005 Invoice Register Notes 00000004 Not Processed GES 8249661.pdf Implier Accounts 00000001 Not Processed Deside Brewery Inv5661.pdf Implier Accounts 00000001 Not Processed W-BT Q034 18.pdf Implier Accounts | | | | | | 0 | 31 1 | | | 7 | | | |
| ppplier Accounts Transactions Invoice Register Period Processing Reporting Reporting equence number Status File name Notes 0000006 SN Not Processed Statuk 07769520.pdf SN Note Processed Overline Phone 2346.pdf SN Not Processed SE 8249661.pdf SN Not Processed SE 8249661.pdf SN Not Processed SN | Browse | Cash Au Pa | tomatic Allocate yments Cash | Invoice | s Document Store | Approve Invoices | Close Period | Supp Data Lis | lier Transacti tings Report | onal s* | | | |
| equence numberStatusFile nameNotes000006Io Not ProcessedTalk Talk 07769520.pdfIo000005Io Not ProcessedOverline Phone 2346.pdfIo0000004Io Not ProcessedGES 8249661.pdfIo0000003Io Not ProcessedDeeside Brewery Inv5661.pdfIo0000001Not ProcessedW-BT Q034 18.pdfIo | pplier Accounts | Tra | insactions | 1 | nvoice Regist | ter | Period Processing | | Reporting | | | | |
| 0000006 Ink Talk 07769520.pdf Ink 0000005 Ink Processed Overline Phone 2346.pdf Ink 0000004 Not Processed GES 8249661.pdf Ink 0000003 Not Processed Deside Brewery Inv5661.pdf Ink 0000001 Not Processed W-BT Q034 18.pdf Ink | equence number | r S | tatus | File | name | | | Notes | | | | | |
| 0000005 Image: Not Processed Overline Phone 2346.pdf Image: Not Processed 0000004 Image: Not Processed GES 8249661.pdf Image: Not Processed 0000003 Image: Not Processed Deeside Brewery Inv5661.pdf Image: Not Processed 0000001 Image: Not Processed W-BT Q034 18.pdf Image: Not Processed | 0000006 | | 3 Not Processed | Talk | Talk 077695: | 20.pdf | | | | 0 | | | |
| 0000004 Image: Not Processed Image: Estimation of the estim | 00000005 📀 Not Processed | | | | rline Phone 2 | 346.pdf | | | a . | | | | |
| 0000003 Image: Not Processed Deeside Brewery Inv5661.pdf Image: Not Processed 0000001 Image: Not Processed W-BT Q034 18.pdf Image: Not Processed | 00000004 🙆 Not Processed | | | | 8249661.pdf | | | | 2 | | | | |
| 0000001 <table-cell> Not Processed W-BT Q034 18.pdf</table-cell> | 00000003 📀 Not Processed | | | | side Brewery | Inv5661.j | odf | | | 1 | | | |
| | 0000001 | | Not Processed | W-B | T Q034 18.pd | If | | | | 10 | | | |
| | | | | | | | | | | | | | |
| | | | | | n | | | | | | | | |

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)

| 👌 Dataflow Clarity | [Document Store |] | | | | | | | | | - 1 | | × |
|--|---|-------------|------|--|------------------|----------------|------|------------------|-----------|---------|-----|-------|--------|
| Sales Ledger (| Sales Orders | Purchase Le | daer | Purchase O | ders | Nominal Ledger | Comp | Dany Miles Brown | and Sons | & Co. | • U | lser: | JPB ' |
| Browse Supplier Accounts | Image: State of the state o | | | | | | | | onal | | | | |
| Sequence number Status File name Notes | | | | | | | | Sequen | ce number | | ~ | Đ | |
| 00000006 ON Processed | | | | Talk 0776952 rline Phone 23 | 0.pdf 346.pdf | | | | V Pro | ocessed | а | ^ | Eilten |
| 00000004 3 Not Processed | | | GES | GES 8249661.pdf | | | | | En En | ror | u. | | |
| 00000003 | O Not | Processed | Dee | Deeside Brewery Inv5661.pdf De Burgh Wine Merchants Inv18054.pdf | | | | | | | | | |
| 00000001 | Not | Processed | W-B | W-BT Q034 18.pdf | | | | | | | | | |
| 1 | | | | | | | | | - | | | | |
| Status: Not process | sed & Processed | | | | | | | н | | | | | |
| Clear filter 🏆 | | | | | | | | | File nan | пе | | * | |



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).

| Dataflow Clarity [Docum | nent Store] | | | | | | | | - | | × |
|---------------------------------------|--|----------------------|--|---|---------------------------------|----------------------------------|-------------------------|------------------------------------|-----|-------|-------|
| Sales Ledger Sales O | rders Purchase L | edger Purchase | Orders | Nominal Ledger | Audit Ti | nesheets | System | Company Miles Brown and Sons & Co. | • | User: | JPB * |
| Browse Cash Supplier Accounts | Automatic Payments Allocate Transactions | Invoices Invoice Reg | nt Appro Invoid | ve Close Period Period Processing | Supplier Data Listings Re | Transact sv Report porting | ional s* | | | | |
| Sequence number | Status | File name | | | Notes | | | Timestamp | | | ⊳ |
| 0000006 | 3 Not Processed | Talk Talk 0776 | 9520.pdf | | | | 14 | 04-Sep-2020 03:16:15 PM | | | Iters |
| 0000005 | 🙆 Not Processed | Overline Phone | 2346.pdf | F | | | 12 | 04-Sep-2020 03:16:14 PM | | | Ε |
| 00000004 3 Not Processed GES 8249661. | | pdf | | | | 10 | 04-Sep-2020 03:16:13 PM | | | | |
| 00000003 Q Not Processed Deeside Brew | | 😪 Defr | ء _ اد _ ۲ | | | 12 | 04-Sep-2020 03:16:13 PM | | | | |
| 00000001 ON Processed W-BT Q034 1 | | | | | | 12 | 04-Sep-2020 03:16:12 PM | | | _ | |
| | | | Marrian Marria | k as error e column layout : saved column layout ert column layout to de | fault | | | | | | |
| Status: Error & Not proces | sed | | | | | | | H 🔸 🕨 Page | a 1 | of 1 | |
| Clear filter 📡 | | | | | | | | | | | |



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.

| | ocument Store] | | | | | | | | - 0 | |
|------------------|---|---|-----------------------|-----------------------------|----------------------------|-----|--------------------------|----------------------------|-------|--------|
| | | | | | | | Company | Miles Brown and Sons & Co. | ▼ Use | er: JP |
| Sales Ledger Sal | es Orders Purchase | Ledger Purchase Orders | Nominal Ledger | Audit Time | esheets Sys | tem | | | | |
| | p 🔞 🗗 | | 31 📷 | | | | | | | |
| Browse C | ash Automatic Allocate Payments Cash | Invoices Document Appro Store Invoic | ve Close es Period | Supplier Data Listings • | Transactional Reports • | | | | | |
| upplier Accounts | Transactions | Invoice Register | Period Processing | Repo | orting | | | | | |
| equence number | Status | File name | | Notes | | | | Timestamp | | |
| 0000006 | ON Not Processed | Talk Talk 07769520.pdf | | | | 1 | | 04-Sep-2020 03:16:15 PM | | |
| 0000005 | ON Not Processed | Overline Phone 2346.pdf | F | | | 4 | | 04-Sep-2020 03:16:14 PM | | |
| 0000004 | ON Not Processed | GES 8249661.pdf | | | | 10 | | 04-Sep-2020 03:16:13 PM | | |
| 0000003 | ON Not Processed | Deeside Brewery Inv566 | 1.pdf | | | 1 | | 04 Con 2020 02:16:12 DM | | |
| 000001 | O Not Processed | W-BT Q034 18.pdf | | | | | Credit note to be Issued | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

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)

| Dataflow Clarity [Docume | nt Store] | | | | | | | - | | × |
|------------------------------|--|---|-------------------|---------------------------|---|--------|---------------------|-----------------------------|-------|-------|
| | | | | | | | Company Miles Brown | and Sons & Co. 🔻 | User: | JPB * |
| Sales Ledger Sales Ord | lers Purchase Ledge | er Purchase Orders | Nominal Ledger | Audit Tin | nesheets | System | | | | |
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| Browse Cash A | Automatic Allocate In Payments Cash | voices Document Approve Store Invoices | Close Period | Supplier Data Listings | Transactio Reports | nal | | | | |
| Supplier Accounts | ransactions | Invoice Register | Period Processing | Rep | oorting | | | | | |
| Sequence number | Status | File name | | Notes | | | Timestan | Sequence number | ~ | ⊳ |
| 0000006 | ON Not Processed | Talk Talk 07769520.pdf | | | | 12 | 04-Sep-2 | Status | ^ | Iters |
| 0000005 | 3 Not Processed | Overline Phone 2346.pdf | | | | a. | 04-Sep-2 | Processed Not processed | | Ē |
| 00000004 | 8 Not Processed | GES 8249661.pdf | | | | 14 | 04-Sep-2 | Error | | |
| 0000003 | 🔔 Error | Deeside Brewery Inv5661.p | df | | | | 04-Sep-2 | | | |
| 0000001 | 🔕 Not Processed | W-BT Q034 18.pdf | | | | 1 | 04-Sep-2 | | | |
| | | | | | | | | | | |
| Status: Error & Not processe | ed | | | | | | н | | | |
| Clear filter 📡 | | | | | | | | File name | * | |