



DATAFLOW  
Financial Software Solutions

## ***Authorisation Settings***

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)

If you are responsible to process Journals, you need to read Nominal Transactions next. Click here to read Nominal Transactions:

[https://dataflow.co.uk/images/uploads/release\\_notes/Nominal\\_Transactions.pdf](https://dataflow.co.uk/images/uploads/release_notes/Nominal_Transactions.pdf)

If you are responsible to process Supplier Payments, you need to read Automatic Payments. Click here to read Automatic Payments:


[https://dataflow.co.uk/images/uploads/release\\_notes/Automatic\\_Payments.pdf](https://dataflow.co.uk/images/uploads/release_notes/Automatic_Payments.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

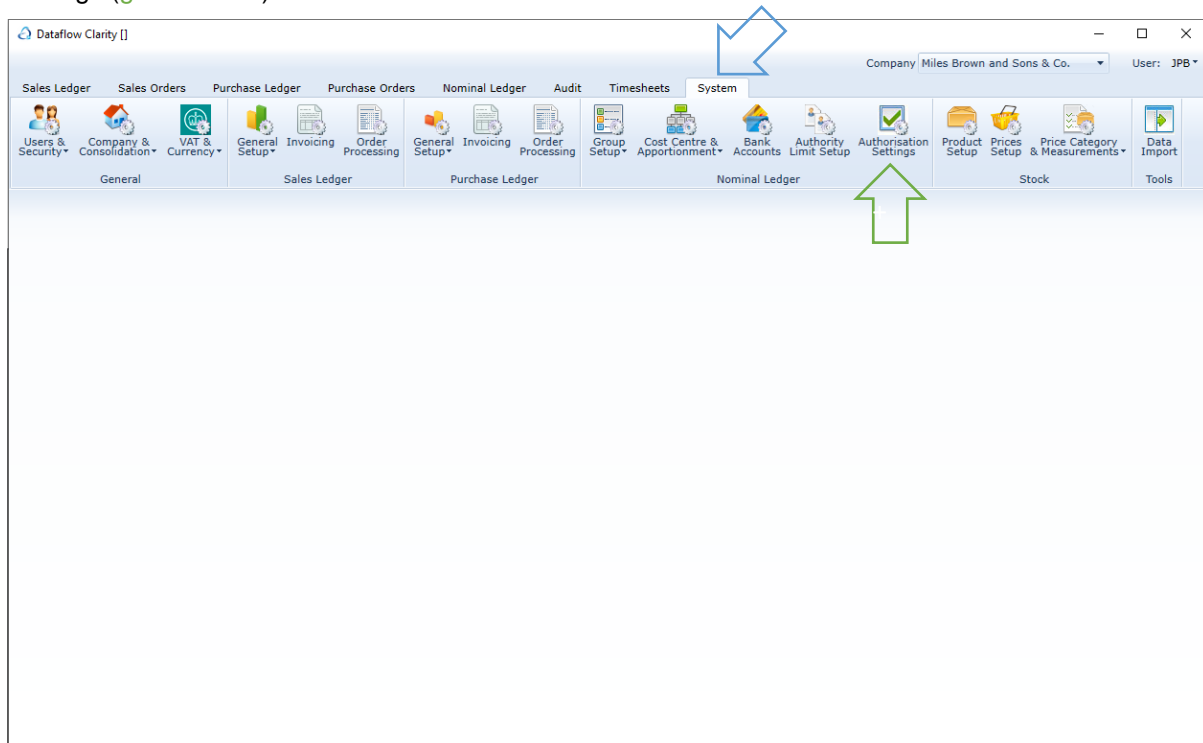
Dataflow (UK) Ltd



The Authorisation Settings window allows you to control which Clarity users are able to authorise Nominal Journals and Purchase Ledger payments. A maximum amount limit can also be applied to those users set to be able to authorise those entries.

Users not set for authorisation are still able to enter Journals and payments, but will need to send the batch off for authorisation before those transactions are committed to ledger.

To set authorisation navigate to the System tab (blue arrow in the image below), then to Authorisation Settings (green arrow).



Each Clarity user appears as a row within the Authorisation Settings grid. The grid is split into sections, the first section relates to journals.

Using the grid below as a reference:

The **Authorise Journals?** parameter (green column) controls whether that user is able to authorise Journals.

The **Limit Amount** parameter (yellow column) is only available for selection if the Authorise Journals? parameter is ticked.

The **Maximum Amount** parameter (red column) is only available for entry if the Limit Amount parameter is ticked. Double click on the amount field to edit (*Limit Amount* parameter must be ticked).

Using Colin Chapman as a reference (row highlighted in blue) you'll see that Colin is not able to authorise Journals (green column).

User James Smith is able to authorise Journals (green column), but only up to a certain value (yellow column). This value is set as £4000 (red column).

User JPB is also able to authorise Journals (green column), with no limit on the value he's able to authorise (red column).

User ID	Authorise Journals?	Limit Amount	Maximum Amount	Authorise Payments?	Limit Amount	Maximum Payment	Authorise Supplier?	By Company?	Company's
COLIN CHAPMAN	<input type="checkbox"/>	<input type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<None>
JAMES SMITH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£ 4,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£ 4,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<None>
JPB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£ 0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<None>
MARK SCHMIDT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<None>
Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<None>

The process below takes you through an example of Colin Chapman entering a Journal. As Colin is not able to authorise Journals of any value he'll need to request authorisation.

Once Colin has entered the Journal details he can send the Journal off for authorisation using the right click menu (highlighted in green below).

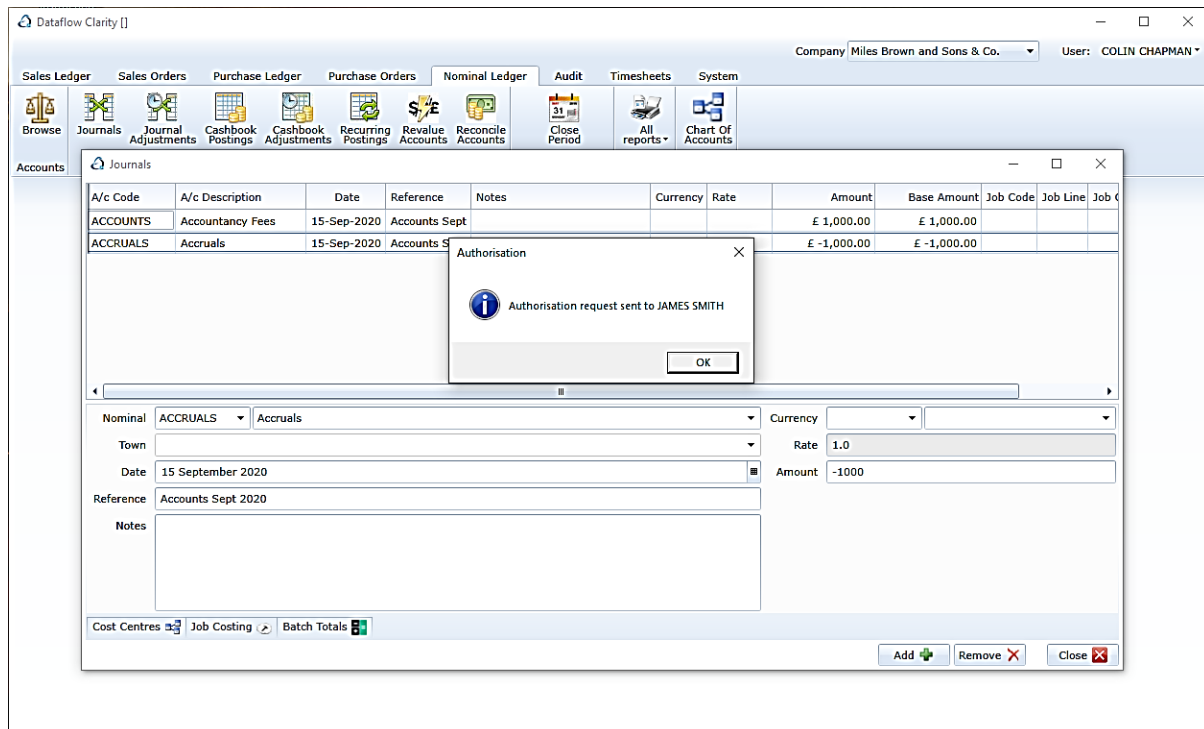
The screenshot shows the 'Dataflow Clarity' application window. The 'Company' is 'Miles Brown and Sons & Co.' and the 'User' is 'COLIN CHAPMAN'. The 'Nominal Ledger' tab is active. The 'Journals' window is open, displaying a table with columns: A/c Code, A/c Description, Date, Reference, Notes, Currency, Rate, Amount, Base Amount, Job Code, Job Line, and Job Cost. The table contains two rows: 'ACCOUNTS' for 'Accountancy Fees' on '15-Sep-2020' with a reference of 'test' and an amount of '£ 1,000.00', and 'ACCRUALS' for 'Accruals' on '15-Sep-2020' with a reference of 'test' and an amount of '£ -1,000.00'. A context menu is open over the 'Request authorisation' option, listing: Add, Remove, Save, Restore, Request authorisation (highlighted), Reverse, Paste, Open, Last saved column layout, and Revert column layout to default. The bottom of the window has buttons for 'Add', 'Remove', and 'Close'.

Having selected the Request Authorisation option Clarity will prompt for him to select which user the authorisation request will be sent to.

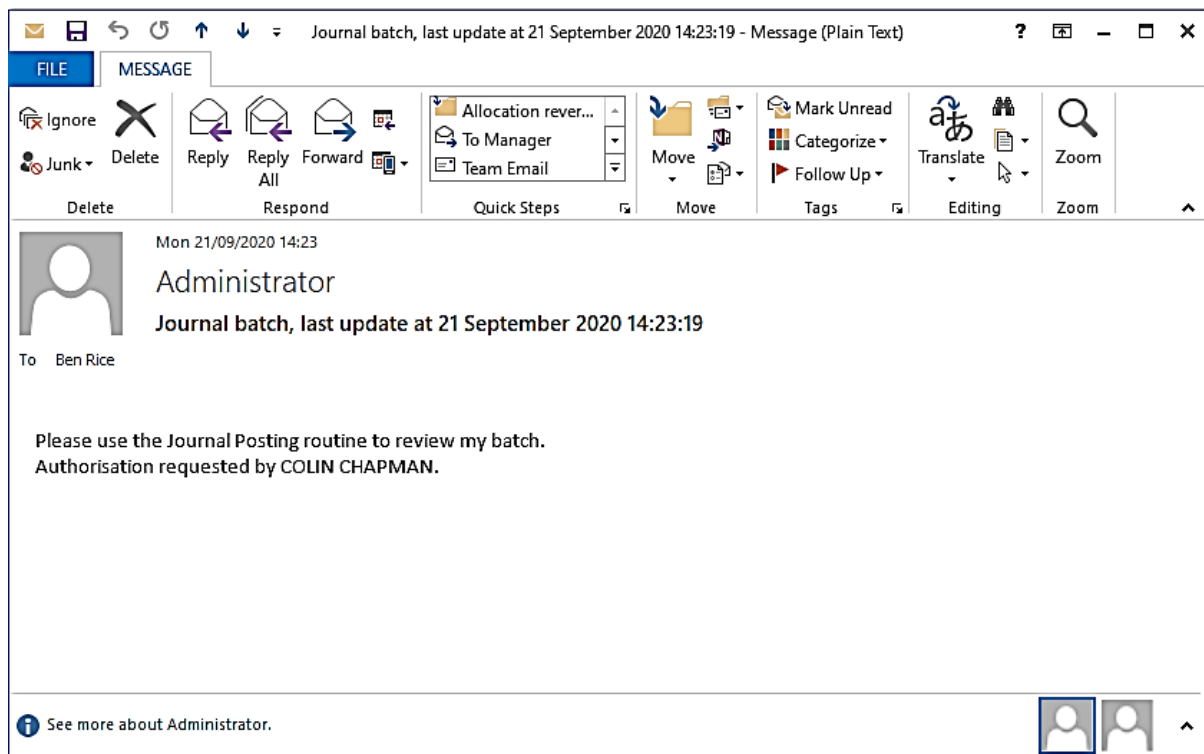
The *Select User* list only displays users eligible to authorise the transaction type and value entered by Colin.

The screenshot shows the 'Dataflow Clarity' application window with the 'Journals' window open. A 'Select User' dialog box is open, displaying a list of users: 'JAMES SMITH' and 'JPB'. The dialog box has 'Cancel' and 'OK' buttons. The 'Journals' window shows the same table as the previous screenshot, but with the 'Date' changed to '21-Sep-2020' and the 'Reference' changed to 'Sept Acc 2020'. The 'Amount' is still '£ -1,000.00'. The bottom of the window has buttons for 'Add', 'Remove', and 'Close'.

James Smith was the chosen authoriser. A confirmation dialogue is displayed once the authorisation request has been sent.



Once the authorisation request is sent James Smith will receive an email notification.



When James Smith next opens the Nominal Ledger Journal window an authorisation prompt will automatically appear within a *Batch Restore* window.

The screenshot shows the 'Journals' window in the DataFlow Clarity application. A 'Batch Restore' dialog box is open in the center, displaying the following information:

- User: COLIN CHAPMAN
- Created on: Monday, September 21, 2020 11:05:55 AM
- Last updated on: Monday, September 21, 2020 11:05:55 AM
- Authorisation requested: JAMES SMITH

The dialog box has 'Cancel' and 'OK' buttons at the bottom. The background 'Journals' window shows a table with columns: A/c Code, A/c Description, Cost Centre, Date, Reference, Notes, Currency, Rate, Amount, Base Amount, Job Code, Job Line, and Job Cost. The 'Date' column shows '21 Sep 2020'. Below the table, there are input fields for 'Nominal', 'Town', 'Date' (set to '21 September 2020'), 'Reference', and 'Notes'. At the bottom of the window, there are buttons for 'Add', 'Remove', 'Authorise', 'Reject', 'Update', and 'Close'.

Clicking the **OK** button to authorise the journal will generate the journal entry Colin Chapman created. James Smith may either choose to complete the Journal and update to ledger using the **Update** button, or simply authorise using the **Authorise** button.

Choosing the option to only authorise will generate the following confirmation. Click the ok button to complete the authorisation process and return to the Journal input window. Close the Journal Input window.

The screenshot shows the 'Journals' window with a table of journal entries. An 'Authorisation' dialog box is open in the center, displaying a message: 'Journals successfully authorised' with an information icon and an 'OK' button.

A/c Code	A/c Description	Cost Centre	Date	Reference	Notes	Currency	Rate	Amount	Base Amount	Job Code	Job Line	Job Cost
ACCOUNTS	Accountancy Fees		21-Sep-2020	Sept Acc 2020				£ 1,000.00	£ 1,000.00			
ACCRUALS	Accruals		21-Sep-2020	Sept Acc 2020				£ -1,000.00	£ -1,000.00			

Below the table, there are input fields for 'Nominal' (set to ACCRUALS), 'Town', 'Date' (21 September 2020), 'Reference' (Sept Acc 2020), and 'Notes'. To the right, there are fields for 'Rate' (1.0) and 'Amount' (-1000.00). At the bottom, there are buttons for 'Add', 'Remove', 'Authorise', 'Reject', 'Update', and 'Close'.

The journal has now been authorised. When Colin Chapman next opens the Nominal Ledger Journal window the following dialogue will automatically appear containing the authorisation process history.


Colin will need to click on the relating entry (highlighted in green) before clicking the **OK** button.

The screenshot shows the 'Journals' window with a 'Batch Restore' dialog box open. The dialog box contains the following information:

- Created on: Monday, September 21, 2020 10:51:42 AM
- Last updated on: Monday, September 21, 2020 10:58:58 AM
- Authorisation requested: JAMES SMITH

At the bottom of the dialog box are 'Cancel' and 'OK' buttons. The background shows the same journal entry table as the previous screenshot, with the 'Amount' field set to 0.

Clicking the ok button returns Colin to the journal input window containing the journal that was sent for James Smith for authorisation.

At this point Colin Chapman simply completes the journal by clicking the  button.




**Journals**





A/c Code	A/c Description	Date	Reference	Notes	Currency	Rate	Amount	Base Amount	Job Code	Job Line	Job C
ACCOUNTS	Accountancy Fees	21-Sep-2020	Sept acc 2020				£ 1,000.00	£ 1,000.00			
ACCRUALS	Accruals	21-Sep-2020	Sept acc 2020				£ -1,000.00	£ -1,000.00			

Nominal: ACCRUALS    Accruals  
 Town:   
 Date: 21 September 2020  
 Reference: Sept acc 2020  
 Notes:

Currency:     Rate: 1.0  
 Amount: -1000.00

Cost Centres:     Job Costing:     Batch Totals: 

Add     Remove     Update     Close 




**Journals**





A/c Code	A/c Description	Date	Reference	Notes	Currency	Rate	Amount	Base Amount	Job Code	Job Line	Job C
ACCOUNTS	Accountancy Fees	21-Sep-2020	Sept acc 2020				£ 1,000.00	£ 1,000.00			
ACCRUALS	Accruals	21-Sep-2020	Sept acc 2020				£ -1,000.00	£ -1,000.00			


Nominal: ACCRUALS    Accruals  
 Town:   
 Date: 21 September 2020  
 Reference: Sept acc 2020  
 Notes:

Currency:     Rate: 1.0  
 Amount: -1000.00

Cost Centres:     Job Costing:     Batch Totals: 


Add     Remove     Update     Close 

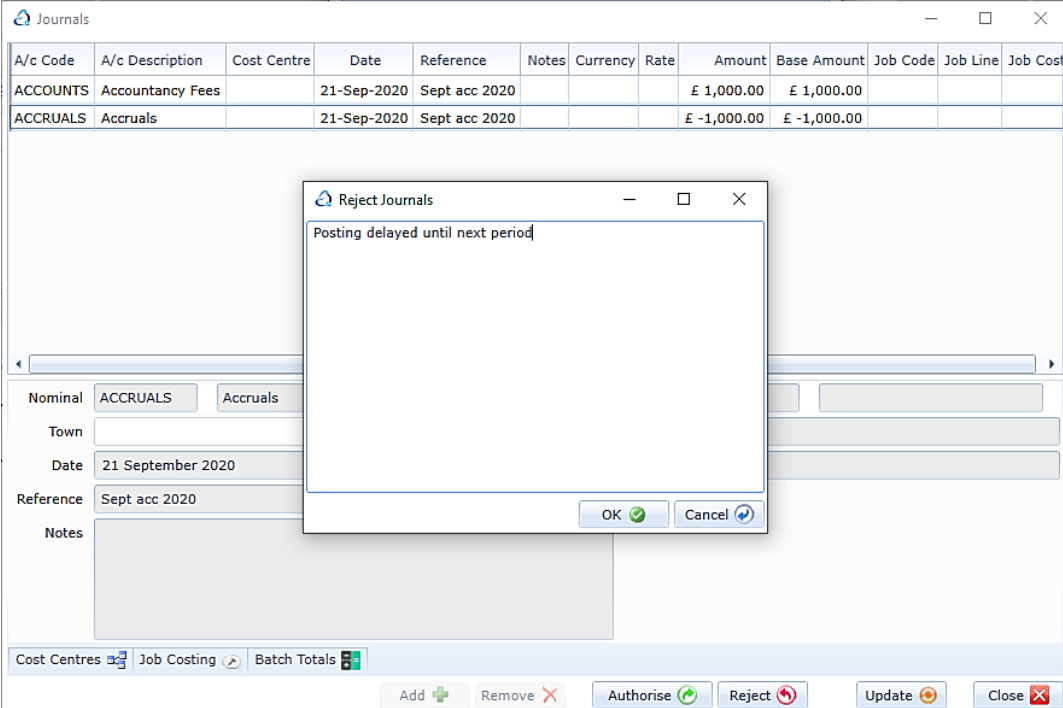
Update

 Batch 676 updated

OK



Should James decide to not authorise and Reject the journal using the  button Clarity will open a *Reject Journal* window where notes relating to why the Journal has been rejected will need to be entered.

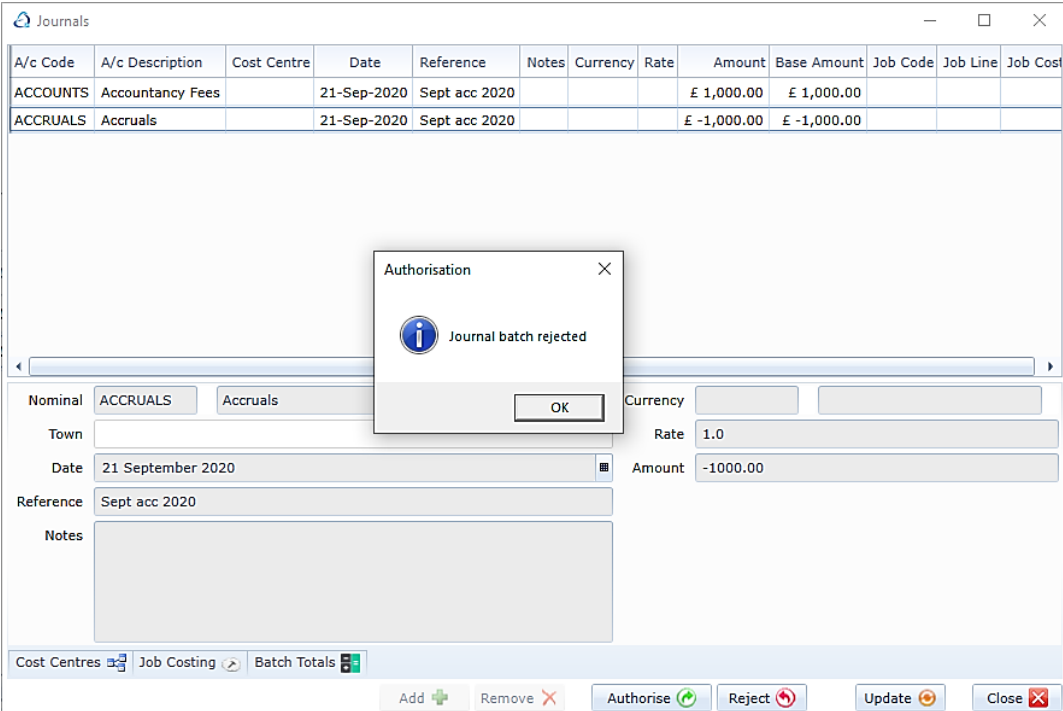


The screenshot shows the 'Journals' window with a table of journal entries. A 'Reject Journals' dialog box is open in the center, containing the text 'Posting delayed until next period' and 'OK' and 'Cancel' buttons.

A/c Code	A/c Description	Cost Centre	Date	Reference	Notes	Currency	Rate	Amount	Base Amount	Job Code	Job Line	Job Cost
ACCOUNTS	Accountancy Fees		21-Sep-2020	Sept acc 2020				£ 1,000.00	£ 1,000.00			
ACCRUALS	Accruals		21-Sep-2020	Sept acc 2020				£ -1,000.00	£ -1,000.00			

Below the table, there are fields for 'Nominal' (ACCRUALS), 'Town', 'Date' (21 September 2020), 'Reference' (Sept acc 2020), and 'Notes'. At the bottom, there are buttons for 'Add', 'Remove', 'Authorise', 'Reject', 'Update', and 'Close'.

Once the rejection notes have entered and OK'd a confirmation dialogue will be generated.


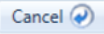


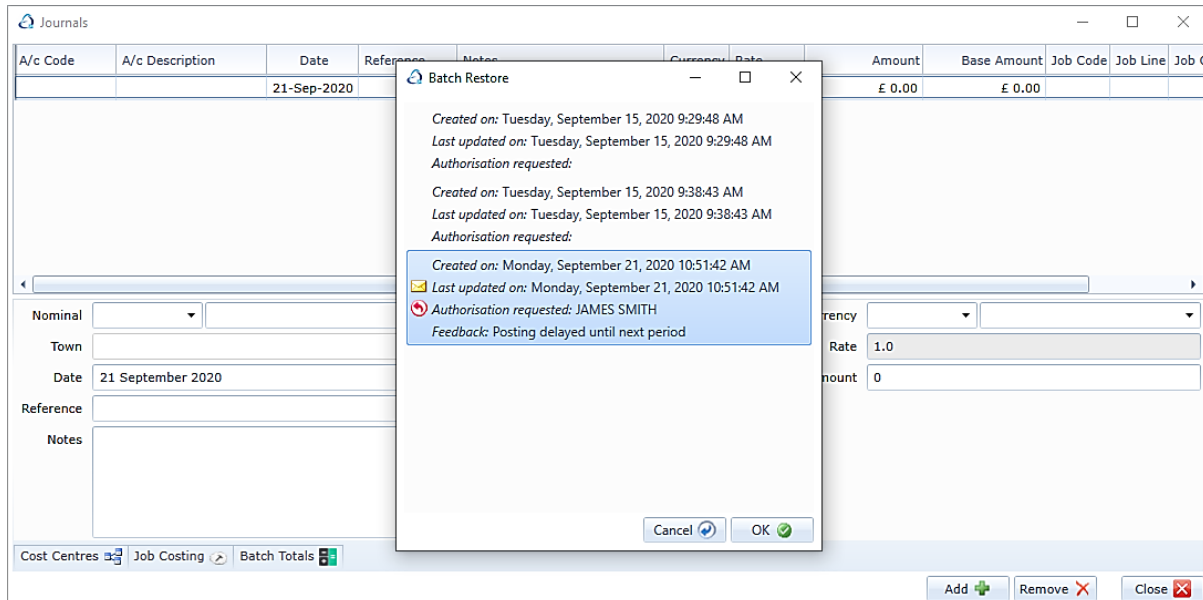
The screenshot shows the 'Journals' window with the same table of journal entries. An 'Authorisation' dialog box is open in the center, containing the text 'Journal batch rejected' and an 'OK' button.

A/c Code	A/c Description	Cost Centre	Date	Reference	Notes	Currency	Rate	Amount	Base Amount	Job Code	Job Line	Job Cost
ACCOUNTS	Accountancy Fees		21-Sep-2020	Sept acc 2020				£ 1,000.00	£ 1,000.00			
ACCRUALS	Accruals		21-Sep-2020	Sept acc 2020				£ -1,000.00	£ -1,000.00			

Below the table, there are fields for 'Nominal' (ACCRUALS), 'Town', 'Date' (21 September 2020), 'Reference' (Sept acc 2020), and 'Notes'. To the right, there are fields for 'Currency', 'Rate' (1.0), and 'Amount' (-1000.00). At the bottom, there are buttons for 'Add', 'Remove', 'Authorise', 'Reject', 'Update', and 'Close'.

When Colin next opens the Journal entry window the Batch Restore window will automatically open. The authorisation rejection is indicated by the red arrow.

Colin can choose whether to click  to open the rejected batch to make changes and re-send for authorisation or click . Clicking cancel will close the *Batch Restore* window allowing Colin to enter a new Journal batch.



The first section referred to the Journal Authorisation process. The section below refers to Payments.

Setting authorisation for Payments is similar to Journals.

The *Authorise Payments?* parameter (green column) controls whether that user is able to authorise payments.

The *Limit Amount* parameter (yellow column) is only available for selection if the *Authorise Payments?* parameter is ticked.

The *Maximum Amount* parameter (red column) is only available for entry if the *Limit Amount* parameter is ticked. Double click on the amount field to edit (*Limit Amount* parameter must be ticked).

Using the image below you'll see that Colin Chapman is not able to authorise payments (green column).

User James Smith is able to authorise payments (green column), but only up to a certain value (yellow column). This value is set as £4000 (red column).

User JPB is also able to authorise payments (green column), with no limit on the value JPB is able to authorise (red column).

User ID	Authorise Journals?	Limit Amount	Maximum Amount	Authorise Payments?	Limit Amount	Maximum Payment	Authorise Supplier?	By Company?	Company
COLIN CHAPMAN	<input type="checkbox"/>	<input type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<None>
JAMES SMITH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£ 4,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£ 4,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<None>
JPB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£ 0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<None>
MARK SCHMIDT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<None>
Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input type="checkbox"/>	<None>

In the image below Colin Chapman has started a purchase payment run. Due to Colin not being able to authorise payments Clarity prompts for an authorisation request to be sent.

Dataflow Clarity [Automatic Payments]

Company: Miles Brown and Sons & Co. User: COLIN CHAPMAN

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

Browse Cash Automatic Payments Allocate Cash Invoices Document Store Approve Invoices Close Period Supplier Data Listings Transactional Reports

Supplier Accounts Transactions Invoice Register Period Processing Reporting

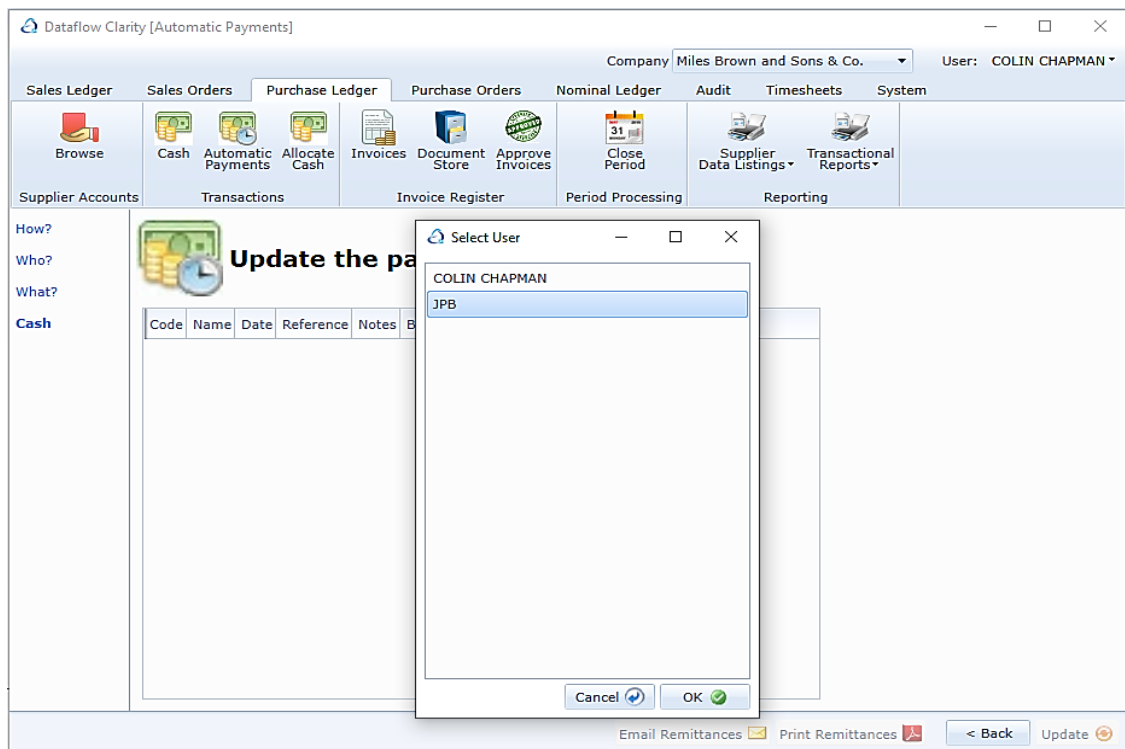
How? Who? What? Cash

### Update the payments

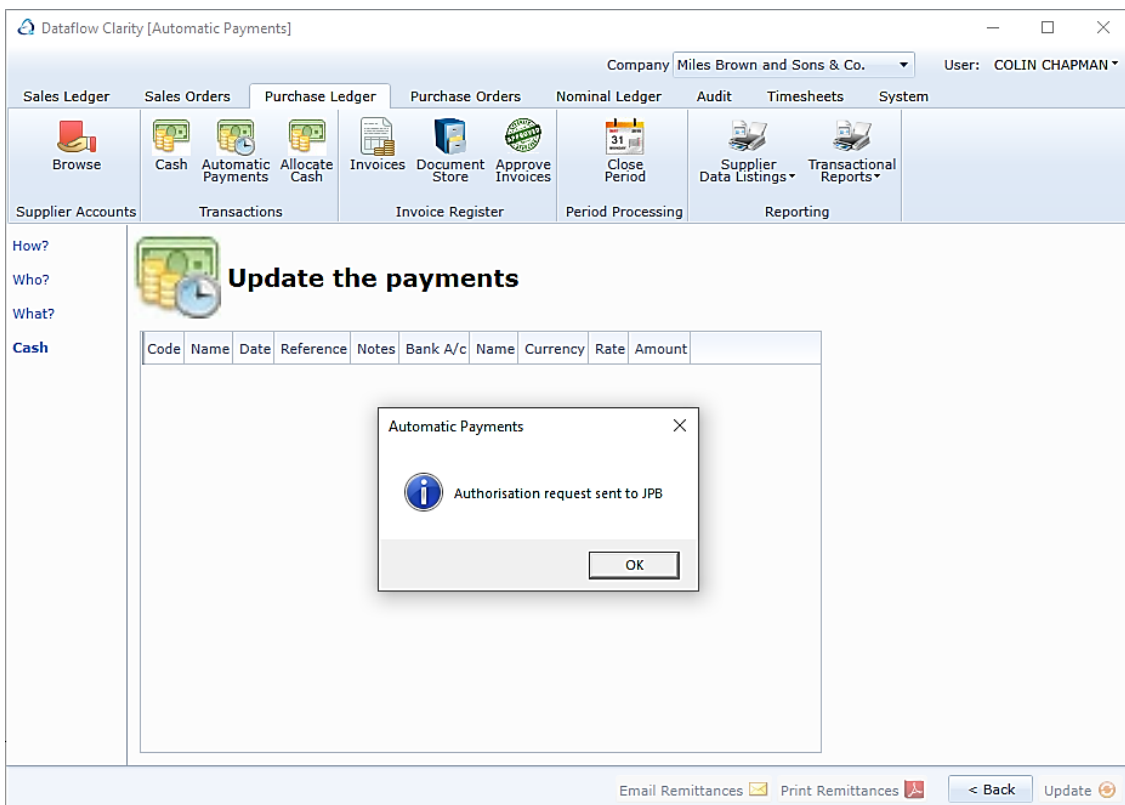
Code	Name	Date	Reference	Notes	Bank A/c	Name	Currency	Rate	Amount
<div> <div>Authorisation required</div> <div> <div> <div>Payments must first be authorised</div> <div>Request authorisation?</div> <div> <div>Yes</div> <div>No</div> </div> </div> </div> </div>									

Email Remittances Print Remittances < Back Update

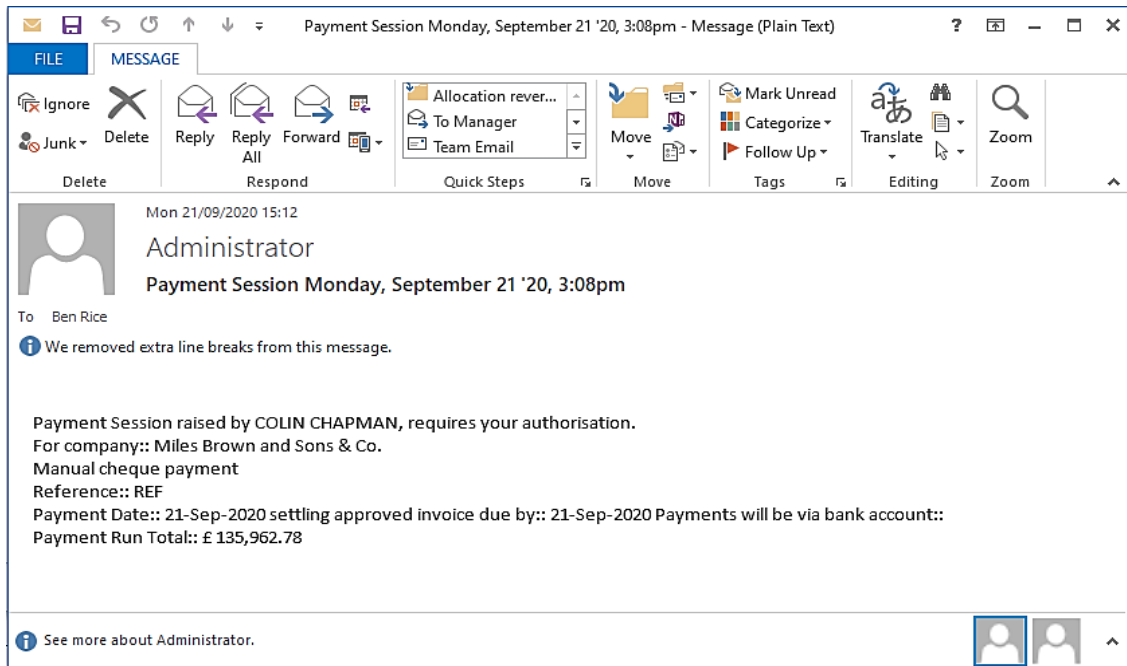
Clicking Yes on the authorisation prompt, open the *Select User* window below where Colin chooses who he'll send the authorisation request to.



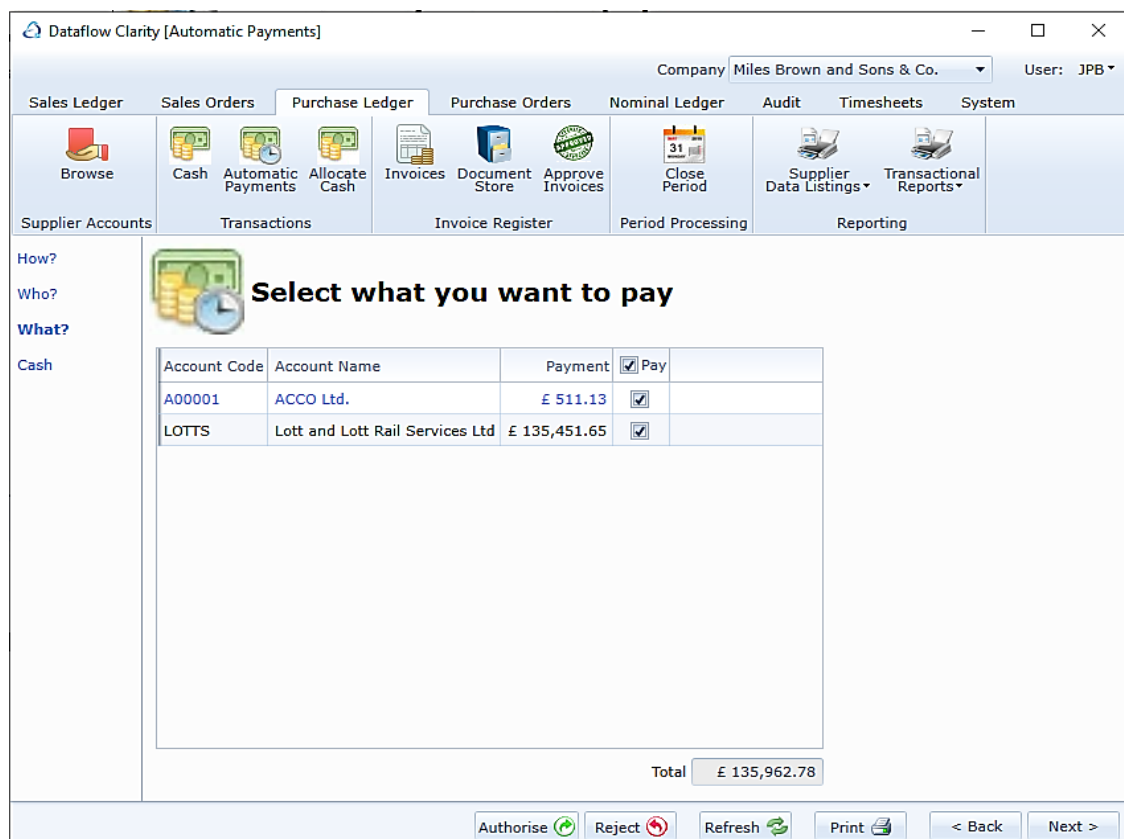
Once Colin has chosen the authoriser and clicked OK a confirmation dialogue will open.



JPB was the chosen authoriser and an email has been sent advising JPB that payments require authorising.



Once JPB opens the Purchase Ledger Automatic Payments window he'll have the option to authorise Colin's payments.



Once authorised a confirmation dialogue will be displayed for JPB.

Dataflow Clarity [Automatic Payments]

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

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

Browse Cash Automatic Payments Allocate Cash Invoices Document Store Approve Invoices Close Period Supplier Data Listings Transactional Reports

Supplier Accounts Transactions Invoice Register Period Processing Reporting

How? Who? What? Cash

### Select what you want to pay

Account Code	Account Name	Payment	<input checked="" type="checkbox"/> Pay
A00001	ACCO Ltd.	£ 511.13	<input checked="" type="checkbox"/>
LOTTs	Lott and Lott Rail Services Ltd	£ 135,451.65	<input checked="" type="checkbox"/>

Automatic Payments

Payments authorised

OK

Total £ 135,962.78

Authorise Reject Refresh Print < Back Next >

An email is then sent back to Colin notifying him that his payments have been authorised. An example email content below:

Payment Session Monday, September 21 '20, 3:08pm - Message (Plain Text)

FILE MESSAGE

Ignore Delete Reply Reply All Forward Junk

Allocation rever... To Manager Team Email

Move Mark Unread Categorize Follow Up Translate Zoom

Mon 21/09/2020 15:14

**Administrator**

**Payment Session Monday, September 21 '20, 3:08pm**

To

**We removed extra line breaks from this message.**

Payment Run with Reference REF has been authorised by JPB Payment Session:: Monday, September 21 '20, 3:08pm, raised by COLIN CHAPMAN For company:: Miles Brown and Sons & Co.  
Manual cheque payment  
Payment Date:: 21-Sep-2020 settling approved invoice due by:: 21-Sep-2020 Payments will be via bank account::  
Payment Run Total:: £ 135,962.78

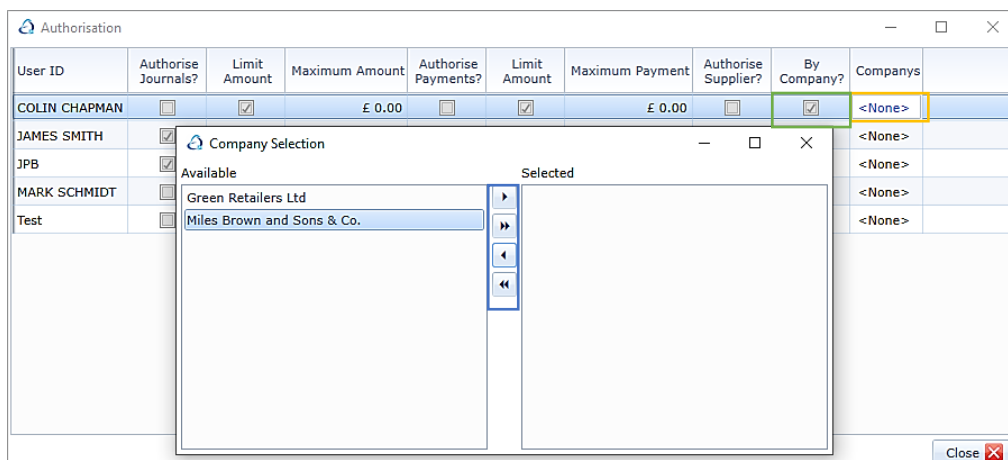
See more about Administrator.

Once Colin has received notification of authorisation he can login to Clarity, navigate to the *Automatic Payments* window, select the *Session* identified within the subject line of the email and click on the [What?](#) section to review which payments have been authorised. Colin may then continue to complete the payment process.

In addition to the Authorise Journals/Payments, Limit amount and Maximum payment columns there's also a *By Company?* parameter column (highlighted in green below).

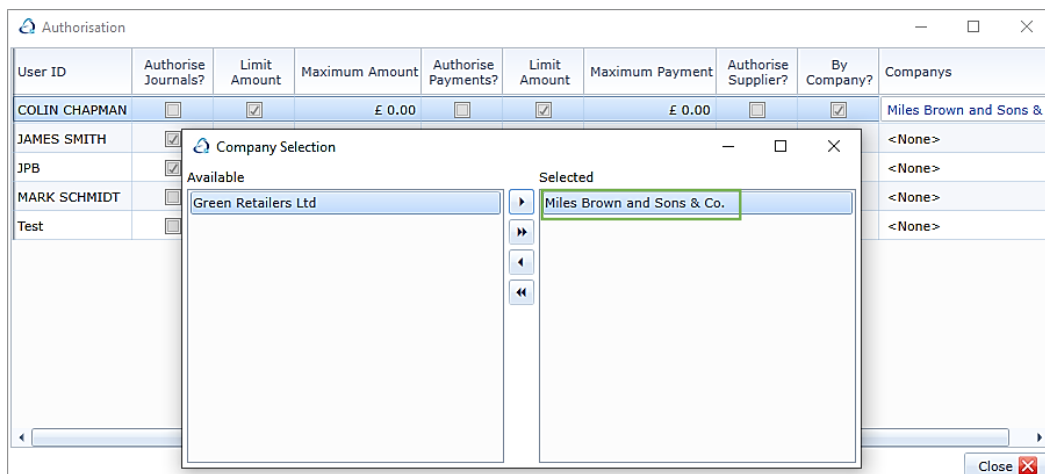
Tick this parameter if the Journal and Payment authorisation settings only apply to specific companies (if using a multi company system).

Once you've ticked the *By Company?* Parameter double click on the wording *<none>* in the *Companies* column (highlighted in yellow). This will open the *Company Selection* window where you can use the central arrows (highlighted in blue) to move the respective company into the *Selected* section.



User ID	Authorise Journals?	Limit Amount	Maximum Amount	Authorise Payments?	Limit Amount	Maximum Payment	Authorise Supplier?	By Company?	Companies
COLIN CHAPMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<None>
JAMES SMITH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<None>
JPB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<None>
MARK SCHMIDT	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<None>
Test	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<None>

Once you've assigned a company they will appear within the *Companies* column (highlighted in green below).



User ID	Authorise Journals?	Limit Amount	Maximum Amount	Authorise Payments?	Limit Amount	Maximum Payment	Authorise Supplier?	By Company?	Companies
COLIN CHAPMAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Miles Brown and Sons & Co.
JAMES SMITH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<None>
JPB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<None>
MARK SCHMIDT	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<None>
Test	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<None>

**Note** - the *Authorise Supplier?* column is currently under development.