

Login and Main Toolbar

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Initial Login



The initial login is done via a double left mouse button click on the **terms** icon from the desktop or you can navigate through the Windows Start/ Program menu and find *dataflow*.



Using either option to launch the software offers the same result in the form of a *dataflow* login window. Type in your *User ID* and *Password* to access *dataflow*.

Login dataflow	User JD SUPERVISOR
	🔇 OK 😣 Cancel 📀 Help
The installed dataflow	~32 licence has been issued for the exclusive use of:
data	flow~32 Evaluation System
The name of your com	pany or organisation should appear above. If the name of
any other company or	organisation is shown then you are using this software in
breach of the licence	agreement under which it is supplied and you should
contact Dataflow (UK)	Limited on +44 (0) 1784 454171.
This computer program	n is protected by copyright law and international treaties.
Unauthorised reproduc	tion, distribution or use of this program may result in severe
civil and criminal pena	lities.

Main Toolbar

Once the initial system configuration is set the main toolbar, in most cases, simply serves as the gateway to the main accounting modules. Click each menu heading to display its pull down menu options.



The options under 'Users' and 'Set-up' are for initial set up and on-going system administration. As such, access to them should be controlled so they are available to senior operational staff and the 'Supervisor' only.

Ledgers

This menu is essentially the core navigation menu providing access to all available ledgers. The options that you see in your *Ledger* menu are license dependant so yours may not directly correspond with the options appearing in the screenshot below;

dataflow~32 Accounting : SU	PERVISOR			
Ledgers Users Setup Repor	ts Messenger eBIS Tools Options Window Help			
Sales	1 · · · ·	No.	25	
Nominal		<u> </u>	(canad	
Purchase				
Stock				
Sales Orders				
Purchase Orders				
Job Costing				1
VAT & Audit Trails				
Exit				
L	-			

Users

The *Supervisor* login is the only login setup so before general users can start using the system the *Supervisor* will need to establish new users by navigating to the *Users & Groups* option.

🐰 datafi	low~32 Accounting : SUPERVISOR								
Ledgers	Users Setup Reports Messeng	er eBIS Tools	Options V	Window Help					
	Login Change Password	6				Si	X		
1. S	Users & Groups								
	Access Control								
	Alerts								

The menu options offered under *Users* provide the foundation of user setup and accessibility. Once users and users groups have been established you can then proceed through to applying any required accessibility restrictions via the *Access Control* option.

Once operational, the additional menu options offered here allow a user to change their personal password at any time and, if required, log onto the system as a different user without exiting completely.

Login

Allows the current user to exit and log in as a different user without returning to the desktop.

Login	User [D SUPERVISOR Password	
	OK Cancel	() Help
The installed dataflow	~32 licence has been issued for the ex	clusive use of:
data	flow~32 Evaluation System	em
The name of your com any other company or breach of the licence contact Dataflow (UK	npany or organisation should appear ab organisation is shown then you are usir agreement under which it is supplied ar) Limited on +44 (0) 1784 454171.	ove. If the name of ng this software in nd you should
This computer program Unauthorised reproduction civil and criminal pena	n is protected by copyright law and inter ction, distribution or use of this program lties.	rnational treaties. may result in severe

Change Password

The current user may change their log on password at any time. Passwords are case sensitive.

Change Password
Current Password
New Password
Confirm New Password
Cancel 🕜 Help

Enter your current password in the first box. Enter a new password and then re-enter the new password to confirm.

Users & Groups

The Users & Groups window comprises four tabs Users, Groups, Users & Groups and Options. Only the Supervisor login has sufficient permissions to create and assign Users and User Groups.

As each additional new user is created they will be automatically assigned to a default user group named *Everybody*.

U <u>s</u> ers		<u>G</u> roups	Users & Grou	sdr	<u>O</u> ptions
User Name	User ID	*	User Details		
Colin Chapman	CC		Liser Name	Colin Chapman	
Jean Paul Boucher	JPB			[cc	
Mark Schmidt	MS		UserID	μι	
SUPERVISOR	SUPERVISOR		Pass <u>w</u> ord	××	
			Confirm password	××	
			Supervisor	, _	
			eMail Address		
			cinal Address	1	
			Telephone No.		
			eMail Profile		
			Profile password		
				,	

At this stage the new user may access just about all system areas except those reserved for the Supervisor or other users with 'Supervisor' status.

If a more detailed strategy is required the supervisor must set up additional *Groups* and assign one or more users to them via the *Users & Groups* tab. It is on the basis of these groups that access to procedures are granted or denied - refer 'Access Control' below.

A fourth tab, *Options*, allows the supervisor to specify a different default group and also offers settings for the database security. These settings should not be changed unless you are asked to by Dataflow support staff.

Access Control

This window allows the 'Supervisor' to control the access levels of established User Groups and comprises of two tabs, *Assign Access* and *View Access*.

The *Assign* Access tab is where a group is granted access at a specific level, for example: a module, it's menus, options on menus or in some cases a procedure within an option such as adding new accounts.

If one or more groups are granted access at a particular level then all remaining groups are automatically denied access to that level and all levels below it.

The *View Access* tab enables verification of the access granted to a selected user - browse through the menu tree to simulate what the user will see on their live menus.

An example of this screen can be seen on the next page.



Alerts

The *Alerts* facility acts as an easy-to-use mini organiser that allows you to create and manage alerts for yourself or other *dataflow* users.

Alerts		
Options Include alerts assigned by me Include all current alerts	☐ Manage alerts for other user	
Type Action and History		<u> </u>
Remember to book Fre	ed for the job 11088.	
Hold up in production		
Follow up the query ra	ised by Operations Manager last	
		-
	🕒 Add 🛛 🔍 Modify 🕒 Bernove	O Close

You can find more information on Alerts in the dedicated Alerts supplement.

Setup

These facilities must be used to set up the basic information applicable to the operation of the accounting system, across all modules. Check and where necessary, update the relevant areas before proceeding with the set up of the individual ledgers.

🔣 dataflow~3	2 Accou	inting : SUPERVISOR			
Ledgers Use	rs Setu	p Reports Messenger eBIS Tools Optio	ns Window Help		
	1	Company Details	Rev.	25	
		Setup Consolidation Groups			
		Company Default Base Currencies			
		Company Parameters			
		VAT Parameters			
		Currency Codes			
		Exchange Rates			
		Add Base Currencies			
		Change Consolidation Group			
		Change Base Currency			
		Scanned Documents			
	_				

Company Details

The *Company Browse* tab is where you are able to view all the Companies that currently exist within the database.

Company Details			
Company <u>B</u> rowse	Company Input		Calendar
Company Name	VAT No.	Default Currency	-
Green Retailers Ltd			
Miles Brown and Sons & Co.	GB12347958343		
			-
🕒 <u>A</u> dd 🛛 🔩 <u>M</u> odify	😑 <u>R</u> emove	idate 🗊 <u>D</u> iscard	🕐 Help 🛛 🙆 Close

The *Company Input* tab is where you would establish the basic Company details such as Company name, address, contact details, VAT registration and default currency and it's also where you specify which Chart of Accounts this Company is to use (the Chart of Account swill need to be setup within the Nominal Ledger prior to selection). The Chart of Accounts can also be assigned in the Nominal Ledger setup.

Company	Browse	Company <u>I</u> nput	Calendar	
ieneral Details				
Company <u>N</u> ame	Miles Brown and Sons & Co.	Phone	0171 456 4567	
Address	Miles Brown and Sons & Co	Fax	0171 456 4568	
Hadross	Miles Brown House	Telex		
	London	VAT No.	GB12347958343	
	EC2	eMail		
		Web site		
'arameters C <u>h</u> art of Accounts Next Batch No. Next Audit No.	Miles Brown and Sons & Co	fault Base Currency CDefa	tomatically rollover period dates ault>	

If the option *Automatically rollover period dates* is checked the system will automatically generate new periods dates (based on previous years periods) when a period closure has taken place. If you leave this option unchecked you will be required to manually establish your company calendar and maintain it.

If you are using the multi-base currency features, make sure you select the correct currency as the companies default before posting any transactions.

The *Calendar* tab is where you'd set the financial calendar for each Company. Period end dates can be set as required e.g. weekly, monthly, quarterly etc.

Company Name Miles Brow Period End Date 31 August, 2010 30 September, 2010	wn and Sons & Co.		•				
Period End Date 31 August, 2010 30 September, 2010	T Year End						
31 August, 2010 30 September, 2010	Les L Feb						2011
30 September, 2010	Law D. Bak					I	
01.0.1.0010	Jan Feb	Mar A	vpr May	Jun Jul	Aug Se	ep Oct	Nov D
31 Uctober, 2010	C.m.	Man	Tue	ا ماريد ا	 Ты.		
30 November, 2010	Sun	MON	Tue	weu	Triu	rii	ઝના
31 December, 2010				1	2	3	4
31 January, 2011 (Y/e) 📃	5	6	7	8	9	10	11
28 February, 2011	12	13	14	15	16	17	18
31 March, 2011	10		~~~				
30 April, 2011	19	20	21	22	23	24	25
31 May, 2011	26	27	28	29			
30 June, 2011							
31 July, 2011 👻							

When you add a new company the system will generate twelve period end dates starting with the end of the current month. You may change these dates to meet your requirements, adding earlier period end dates if necessary.

There is actually a fourth tab called *Security* which only becomes available when the option to apply *Company Level Security* is checked within the *Company Parameters* setup window. The *Security* tab controls which groups of users may access a company.

Company <u>B</u> rowse	Company Input	Calendar	Security
View © by Group O by	y Company	VERYBODY	- I
Companies not available to Group Green Retailers Ltd		Companies available to Group Miles Brown and Sons & Co.	
		>> Company Parameters	ervisor Parameters
		Company Level Security	VAT Parameters
	•	System Logging C None	
		C Menu options only C All windows	

Consolidation Groups

Once company details have been specified and if there is a requirement to produce consolidated group results then use this routine to create the one or more consolidation group names (via the Groups Tab) then assign the relevant companies to each group name.

Company Consolidation Groups	
<u>G</u> roups	Companies in Groups
Group Name	
All Companies	
All Companies except Green Retailers	
	-
Group All Companies	
Add Modify	<u>R</u> emove <u>U</u> pdate <u>m</u> <u>D</u> iscard
	🕜 Help 🛛 🙆 Close

Company Default Base Currencies (applicable to multi-currency only)

Decide which base currency groups each company will belong to. Select the relevant base currency then move the companies that belong to this group into the top window.

Company Default Base Currency	
Base Currency Euro	•
Companies with Euro as their Base Currency	
Company Name	Default Currency
<	
	Add Remove
Companies with other Base Currencies	
Company Name Green Retailers Ltd Miles Brown and Sons & Co.	Default Currency <default> <default></default></default>
•	•
Update Discard	() Help

Company Parameters

Enable or disable the security option in the company setup, which allows access to a company only by authorised groups of users.

If enabled, access by specific user groups is specified via Company details above on the security Tab.

Company Parameters	
Supervisor Pa	irameters
Company Level Security	VAT Parameters Calculate VAT after deduction of
System Logging C None]
C Menu options only	
C All windows	
OK Cancel	(2) Help

VAT Parameters

Additional VAT codes and rates can be set up here.

Also, other tabs allow you to maintain codes for use in recording EC intrastats, i.e. *Country, Transport, Transaction types* and *Delivery* codes.

VAT Codes and Rates	a set for second or		
VAT Rates	Country Codes	Transport Codes	Transaction Codes
Code Description 0 Zero Rated 1 Standard Rated	Rz A	Code 0	Defaults Standard Zero Other Defaults Add Modify Bernove
•			â Discard
			🕜 Help 🛛 🗿 <u>C</u> lose

Currency Codes

You only need to create a currency if you intend using multi-currency facilities, otherwise don't create any currencies at all and the system will work in single currency mode automatically. If you are going to work in multiple base currencies, make sure you tick the right currency as the system default.



Add Base Currencies

For Multi-Base currency operation, select which currencies are to be assigned as alternative base currencies, keep these to a minimum, as each extra base you create will take up extra processing time and database space.



Exchange Rates

If multi-currency operations apply, first set up the currency codes as described in the previous section. Next set up the exchange rate tables for each currency. Each entry in the table may comprise of separate rate values for each of the Sales, Purchase and Nominal Ledgers. If the General rate only is specified this will be used in the other ledgers. In every case the rate entry must be recorded with its effective date.

Exchange Rates [Default currency is Sterling]	And and a second se				
Target Currency <default></default>					
Default Rates Company Specific Rates					
Valid From 3ales Rate Purchase Rate General Rate ● 04/05/2009 1.1166 1.1166 1.1166 01/05/2009 1.451 1.451 1.451 01/03/2009 1.4 1.4 1.4	a 5 Currency Euro Egchange Rates Valid From 04/05/2009 Sales Rate 1.1166 Purchase Rate 1.1166 Quercal Rate 1.1166	🕒 Add			
	T (?) Help	Update Discard			

Change Consolidation Group

Use this window to select the consolidation group you wish to apply when using the multicompany consolidation display and reporting options. There is the option to leave the screen 'ON TOP' always showing which consolidation group you currently have active (if more than one group exists).

Change Current Consolidation Group						
Consolidation Group	anies	_				
On <u>T</u> op 🕜 Help 🙆 <u>C</u> lose						

Change Base Currency

Use this window to select the base currency used when displaying and reporting values - applicable to multi-base company systems only. There is the option to leave the screen 'ON TOP' always showing which Base currency you currently have active (if more than one base exists).

Change Base Currency						
Base Currency CDefault>						
Dn <u>T</u> op (?) Help (O <u>C</u> lose						

Scanned Documents

The *Scanned Documents* facility enables you to attach external documents such as PDF's, Word Documents, Bitmaps etc. to Sales/ Purchase Accounts and transactions (Invoices, Cash and Credits), Job Costing/ Project Accounting Details, Stock Codes and SOP/ POP Order/Returns, Deliveries/ Receipts, Invoices/ Credits, Scheduled Orders and Quotations.

	<u>S</u> etup	Existing Document	<u>F</u> olders
Sales			
Enter the default serve	r name and path where documents w	ill be stored, Eg. \\NTSERVER\C:\Data	flowDocs
Account Documents	C:\Program Files\Dataflow\dataflow	~32 v6 Evaluation\Scanned	
Transaction Documents	C:\Program Files\Dataflow\dataflow	~32 v6 Evaluation\Scanned	
Purchase			
Enter the default serve	r name and path where documents w	ill be stored. Eg. \\NTSERVER\C:\Data	flowDocs
Account Documents	C:\Program Files\Dataflow\dataflow	~32 v6 Evaluation\Scanned	
Transaction Documents	C:\Program Files\Dataflow\dataflow	~22 uP Euplustion\ Copport	
		SZ VO EValuation (Scanneu	
~	1	32 vo Evaluation (Scanned	
Stock	r name and path where decurrents w		flowDoos
Stock Enter the default serve	r name and path where documents w	ill be stored. Eg. \\NTSERVER\C:\Data	flowDocs
Stock Enter the default serve Account Documents	r name and path where documents w [C:\Program Files\Dataflow\dataflow	ill be stored. Eg. \\NTSERVER\C:\Data ~32 v6 Evaluation\Scanned	flowDocs
Stock Enter the default serve Account Documents Job Costing	r name and path where documents w [C:\Program Files\Dataflow\dataflow	ill be stored. Eg. \\NTSERVER\C:\Data ~32 v6 Evaluation\Scanned	flowDocs
Stock Enter the default serve Account Documents Job Costing Enter the default serve	r name and path where documents w [C:\Program Files\Dataflow\dataflow r name and path where documents w	ill be stored. Eg. \\NTSERVER\C:\Data ~32 v6 Evaluation\Scanned ill be stored. Eg. \\NTSERVER\C:\Data	//owDocs
Stock Enter the default serve Account Documents Job Costing Enter the default serve Documents	r name and path where documents w [C:\Program Files\Dataflow\dataflow r name and path where documents w	ill be stored. Eg. \\NTSERVER\C:\Data ~32 v6 Evaluation\Scanned ill be stored. Eg. \\NTSERVER\C:\Data	flowDocs flowDocs
Stock Enter the default serve Account Documents Job Costing Enter the default serve Documents	r name and path where documents w [C:\Program Files\D ataflow\dataflow r name and path where documents w	ill be stored. Eg. \\NTSERVER\C:\Data ~32 v6 Evaluation\Scanned ill be stored. Eg. \\NTSERVER\C:\Data	flowDocs flowDocs
Stock Enter the default serve Account Documents Job Costing Enter the default serve Documents	r name and path where documents w [C:\Program Files\Dataflow\dataflow r name and path where documents w	ill be stored. Eg. \\NTSERVER\C:\Data ~32 v6 Evaluation\Scanned ill be stored. Eg. \\NTSERVER\C:\Data	flowDocs flowDocs
Stock Enter the default serve Account Documents Job Costing Enter the default serve Documents	r name and path where documents w [C:\Program Files\D ataflow\dataflow r name and path where documents w	ill be stored, Eg. \\NTSERVER\C:\Data ~32 v6 Evaluation\Scanned ill be stored, Eg. \\NTSERVER\C:\Data	flowDocs flowDocs flowDocs

You can find more information on Scanned Documents in the dedicated Scanned Documents supplement.

Tools

The *Tools* menu generally consists of options to either import or export information into and out of your *dataflow* database. The options listed are that of the standard menu, there are additional licensed options available to enable system customization.

🔛 datafi	ow~32 Accounti	ng : SUPERVISOR		the second s	
Ledgers	Users Setup	Reports Messenger eB	IS Tools Options Window Help		
	₽	٩,	Data Import MVA Export	<u></u>	×
			Export to Excel		

Data Import

Various options, covering each of the ledgers, are given to enable the Import of standing data and transactions. Source information may be in DBF or SDF file formats. Alternatively may use drag and drop to import data from spreadsheet files (tabbed text format).

import			
C Ele C Labbed Text			
1			
	Sage Bestore	G Process Structure	New OScience

Before import begins define the **Structure** of source information so that *dataflow* knows its content and order of presentation. If required, **Save** import specifications for future recall.

Once the *Structure* button is selected proceed, click the *Kind* button; this will reveal the 'Import Kind' i.e. in this instance Invoices is chosen. You will notice that the chosen import kind has a direct impact on the information that will become available within the *Import Field Specification* window. Use the < and > to move the required fields into and out of the *Selected* area and use the fi and fi to move the Selected fields up or down the list so that the required field order agrees with that on your import file.



MVA Export

This option is only relevant to those who have purchased the third party Analyser software.

The Analyser software enables you to create and export an MDB Access Database file containing pre-defined information set by the *MVA Export* parameters which you can subsequently interrogate using Microsoft's Excel.

	116			
		U Lonsolidate	ed	
Company	Miles Brown and S	Sons & Co. 🖉 💌]	
Export Parameters				
Financial Year	31 January, 2010	-	Previous Y	ears 0 ¢
Budgets	F F	Retained Profit A/c	RETAINE	ROF 💌
	Detail Level Transaction	C Summary	C N	ominal Balance
Budget Parameters				
		Select Budget 1		•
		Select Budget 2		•
		Select Budget 3_		•
Output Parameters				
Output Database				<u>S</u> ave as

Export data to Excel

Allows for an immediate download of selected data from within any grid display in *dataflow*.

In order to use the *Export to Excel* utility simply access any window where the information is displayed within a grid and navigate to the menu *Tools/ Export to Excel* and you will be presented with the window below;

Att.? Currency Status Stop Status Account Type Main Contact Contact Telephone Statement Freq. Payment Type Settlement Code Settlement %age Discount Group 1 Group 1 Group 2 Group 3	E	> > < <	Account Customer Name Current Balance Credit Limit	
--	---	------------------	---	--

Simply choose the required fields by moving them to the section on the right using the or exclude using the <u>Section</u> Be sure to list them in the sequence that you require in order to <u>section</u> the layout of your spreadsheet as this will save you time formatting after the export. The double <u>section</u> buttons perform the same left and right function but will move ALL fields left or right.

Or alternatively you can use the icon on the speedbar instead of navigating to the menu *Tools/ Export to Excel* then follow the same procedure as detailed above.

Options



Parameters

This window allows each user to specify operational preferences. These include how the system manager should display, keyboard mapping and language options, desktop and speedbar operations.

System Manager Parameters	
System <u>M</u> anager ✓ <u>Always on show</u> ✓ <u>M</u> DI Format	Des <u>k</u> Top ▼ <u>S</u> peedBar Visible ▼ <u>S</u> peedBar Hints ▼ Save on Lo <u>gO</u> ut
Keyboard ☐ Return as <u>I</u> ab Grid ✓ Shade active grid line Colour \$00FFDEAD	Language English
OK (S Cancel 🕜 Help 🙆 Close

Window

🔛 dataflo	w~32 Accounti	ng : SUPERVISOR			and the second s		
Ledgers	Users Setup	Reports Messenger eBIS	Tools Options	Window Help			
	g 🕑	۵.		Minimise All	<u></u>	X	
				SpeedBar Visible Restore DeskTop Defaults Save Current Desk Top			

The window menu can be a very useful option once you have familiarized yourself with its locations as it appears on every main menu throughout the system. The main reason for its usefulness is because it lists all the open windows (i.e. if you have the Sales Ledger open) that are associated with the menu bar where you clicked on the window option. This allows you to jump back and forth to any open form without having to navigate your way through the menu system.

The current active form will be highlighted with a tick, illustrated in the screen shot below;

dataflow~32 Accounting : SUPERVISOR		
Ledgers Users Setup Reports Messenger eBIS Tools	Options Window Help	
	Minimise All	\$
	SpeedBar Visible Restore DeskTop Defaults Save Current Desk Top	
	 ✓ 1 dataflow~32 Sales Ledger 2 dataflow~32 Nominal Ledger 3 dataflow~32 Sales Order 	

The *Window* menu is present in all Ledgers throughout the system but the open window information displayed will be specific to the Ledger where you have clicked *Window*.

edger	Invoicing	Transactions	Reports	Period Processing	Setup	Tools	Wir	indow
								Minimise All
								SpeedBar Visible
								1 Document Invoicing Control 2 Sales Manual Invoices/Credit Notes (Miles Brown and Sons & Co.)
							~	3 Sales Accounts

An example of General usage of the *Window* facility could be as follows;

Your current open forms are the *Nominal Account Enquiry*, *Nominal Journals* and *Sales Accounts* and you're presently viewing *Sales Accounts* but you wish to generate a *Nominal Journal....*

Navigate to *Window* on the main menu and select *dataflow Nominal Ledger* then once the *Nominal Ledger* is open simply navigate to *Window* within the *Nominal Ledger* and select *Nominal Journals*.

Minimize All

The Minimize All operates across all open forms and will minimize them when this option is selected.

Speedbar Visible

Select this to toggle the visibility of the speedbar. The speedbar itself lets you configure a personalised toolbar which then offers fast access to specific *dataflow* routines. A separate speedbar is available on the main window of each module.

There's more information on the speedbar within the Navigational supplement.

Restore Desktop Defaults

You have the ability to customize *dataflow* in terms of grid column positions, speedbar configuration and window position and size etc., this option will restore the default 'factory' settings.

Save Current Desktop

If the "Save on LogOut" option in the System Manager Parameters (above) is ticked, the changes to the speed bar, grid column layouts and widths, etc, will always be saved when you log out of the system.

Make sure that this is not ticked if you want to keep you settings static, but want to be able to change them temporarily during your current session using *dataflow*. If this is the case, you can save any changes you wish to make permanent by selecting this option.

Your *dataflow* desktop settings are stored in the *dataflow* database so the will always be loaded for you, regardless of you being at your own PC or moving to another.