DATAFLOW

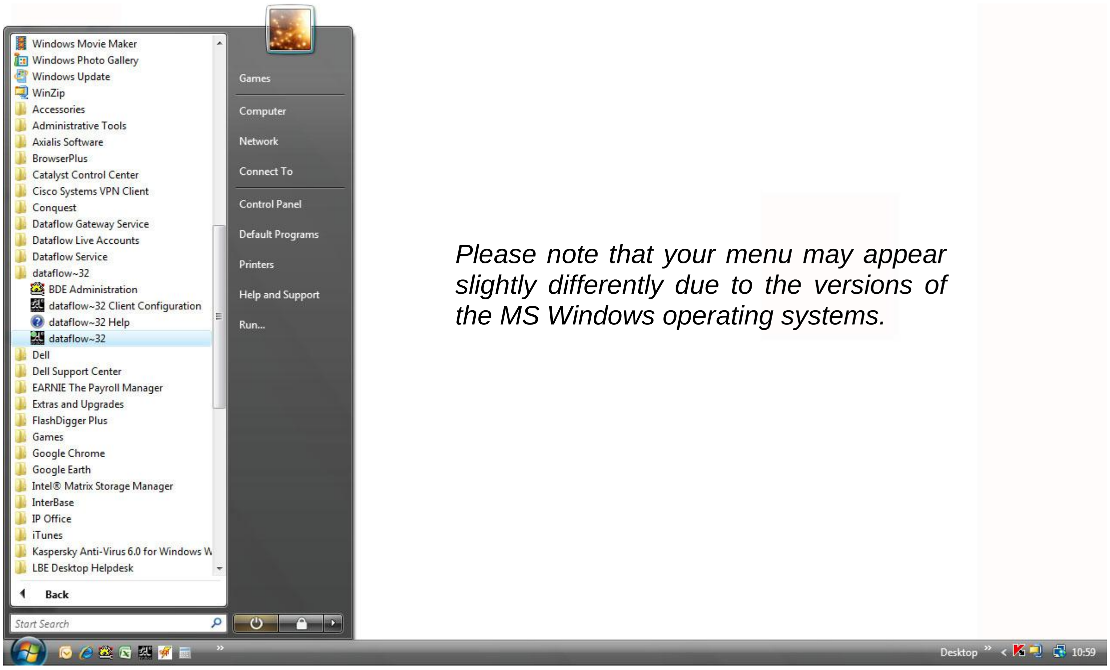
Financial Software Solutions

Login and Main Toolbar

Contents

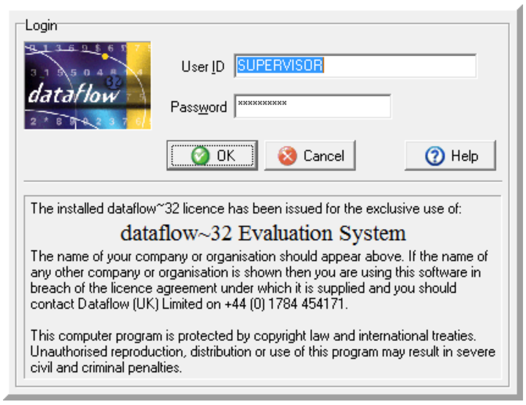
Initial Login

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



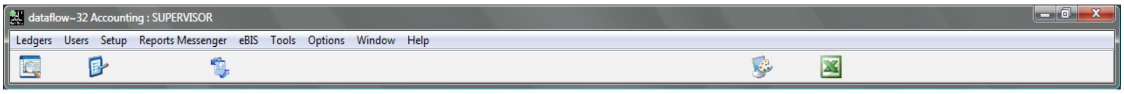
Please note that your menu may appear slightly differently due to the versions of the MS Windows operating systems.

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*.



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;

Users

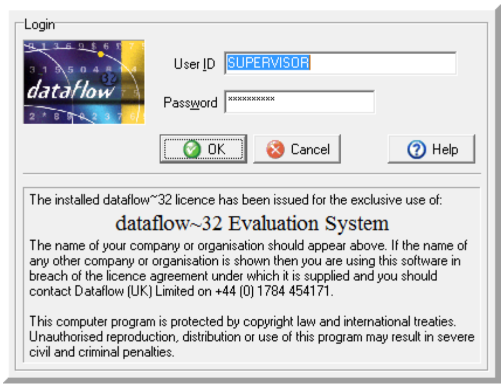
The *Supervisor* login is the only login setup so before general users can start using the system the *Supervisor* will need to establish new users by navigating to the *Users & Groups* option.

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.

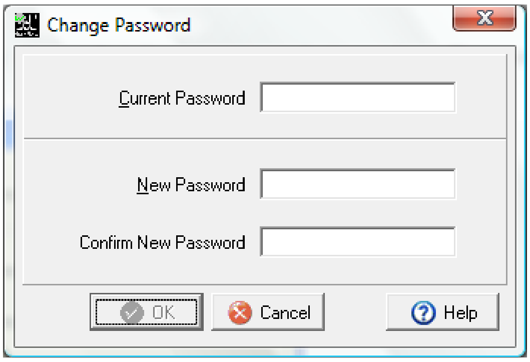
Login

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



Change Password

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

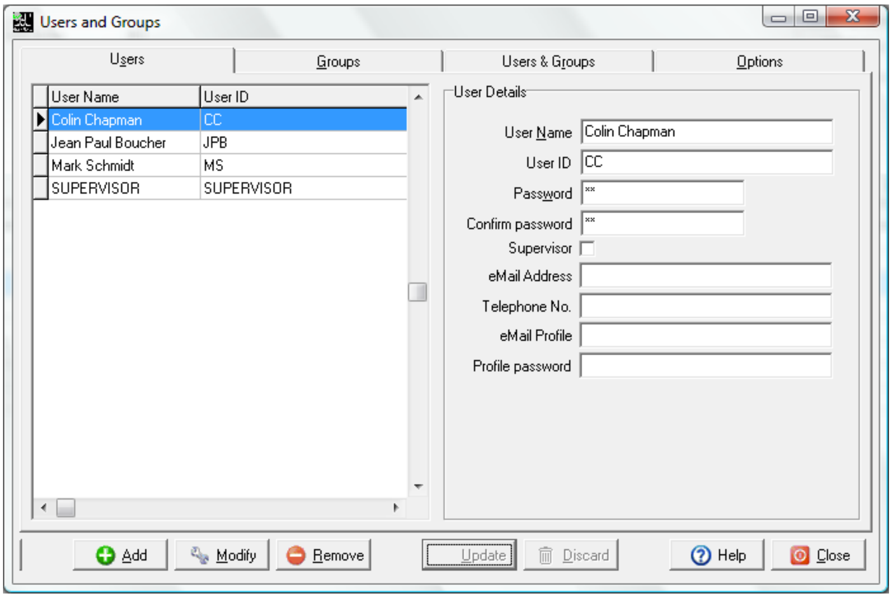


Enter your current password in the first box. Enter a new password and then re-enter the new password to confirm.

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*.



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

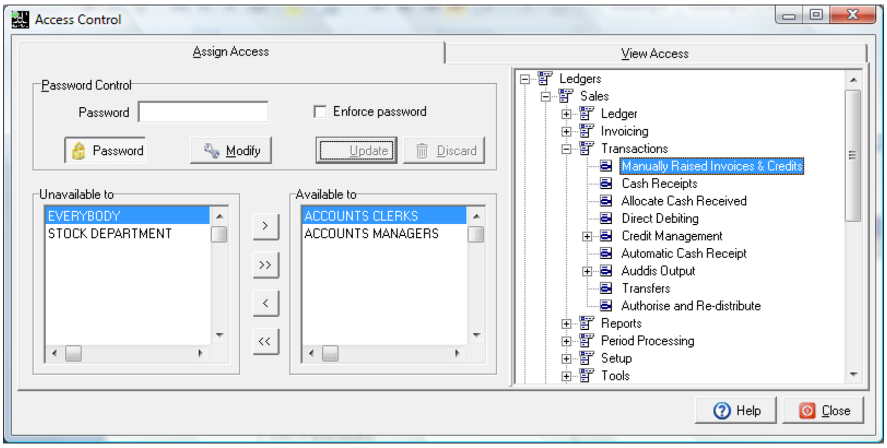
This window allows the ‘Supervisor’ to control the access levels of established User Groups and comprises of two tabs, *Assign Access* and *View Access*.

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.

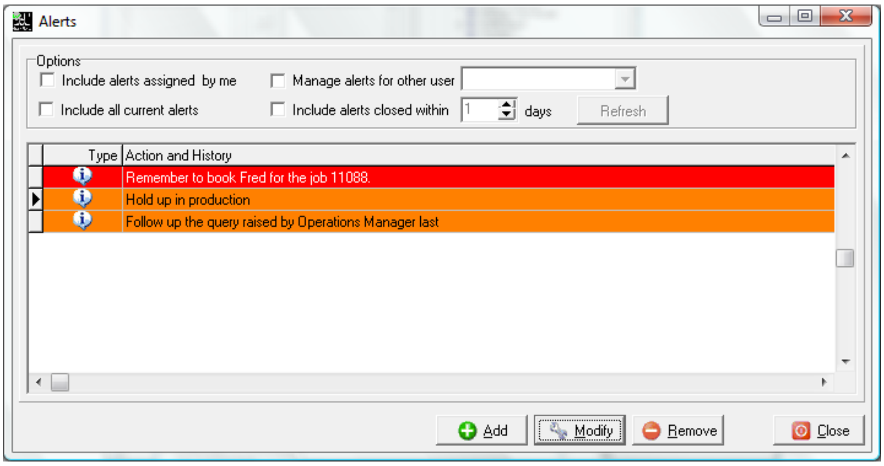
The *View Access* tab enables verification of the access granted to a selected user - browse through the menu tree to simulate what the user will see on their live menus.

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



Alerts

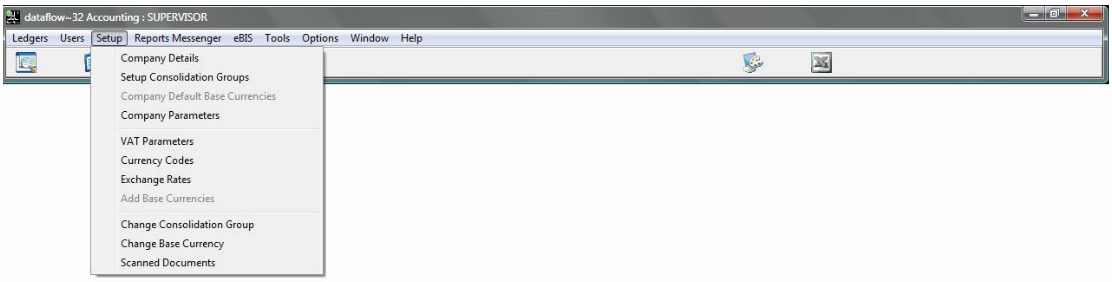
The *Alerts* facility acts as an easy-to-use mini organiser that allows you to create and manage alerts for yourself or other *dataflow* users.



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

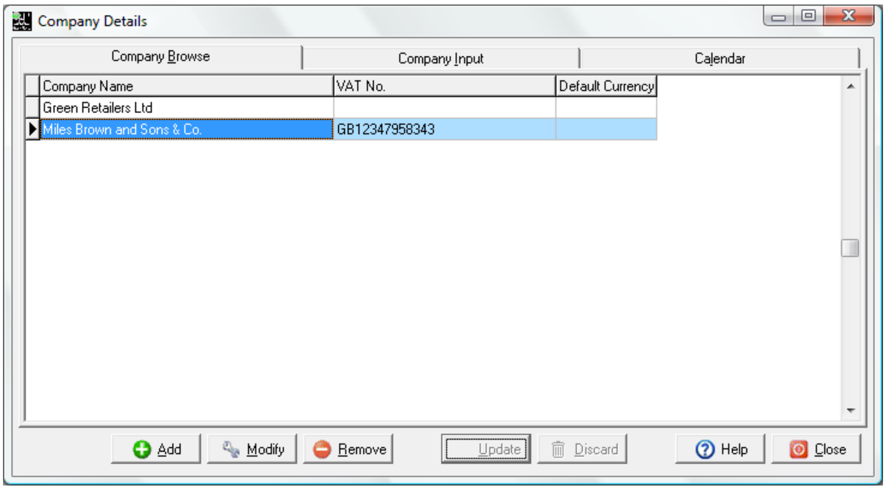
Setup

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.

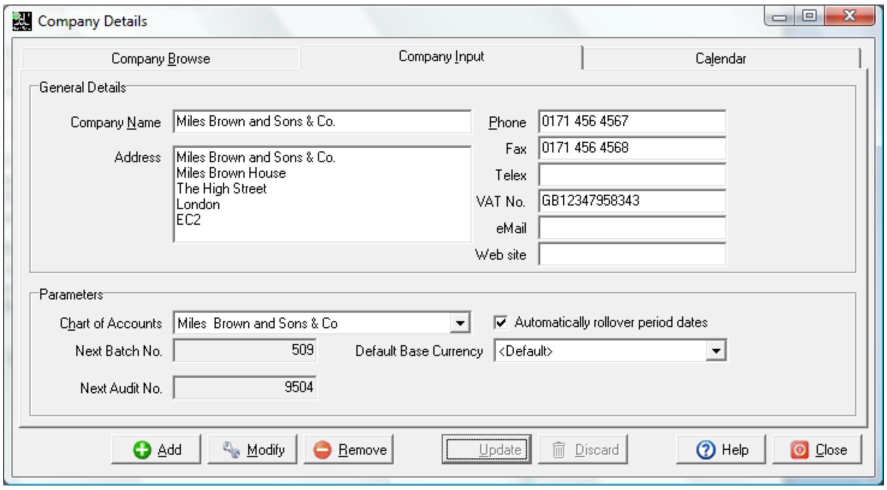


Company Details

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



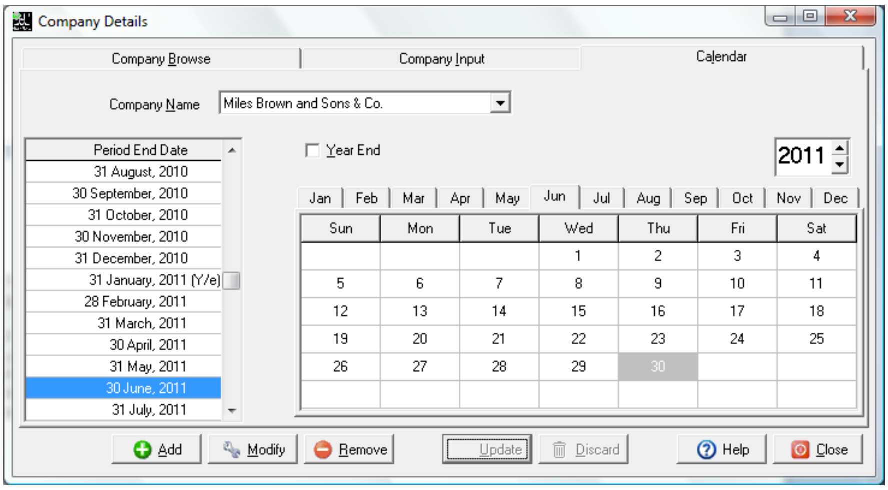
The *Company Input* tab is where you would establish the basic Company details such as Company name, address, contact details, VAT registration and default currency and it's also where you specify which Chart of Accounts this Company is to use (the Chart of Account swill need to be setup within the Nominal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



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.

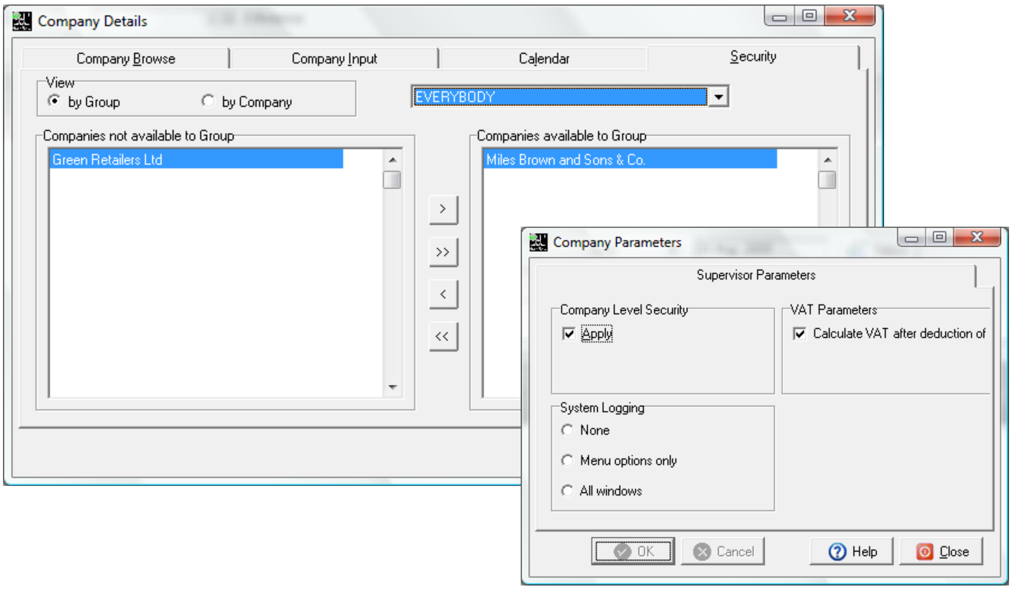
If you are using the multi-base currency features, make sure you select the correct currency as the companies default before posting any transactions.

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.



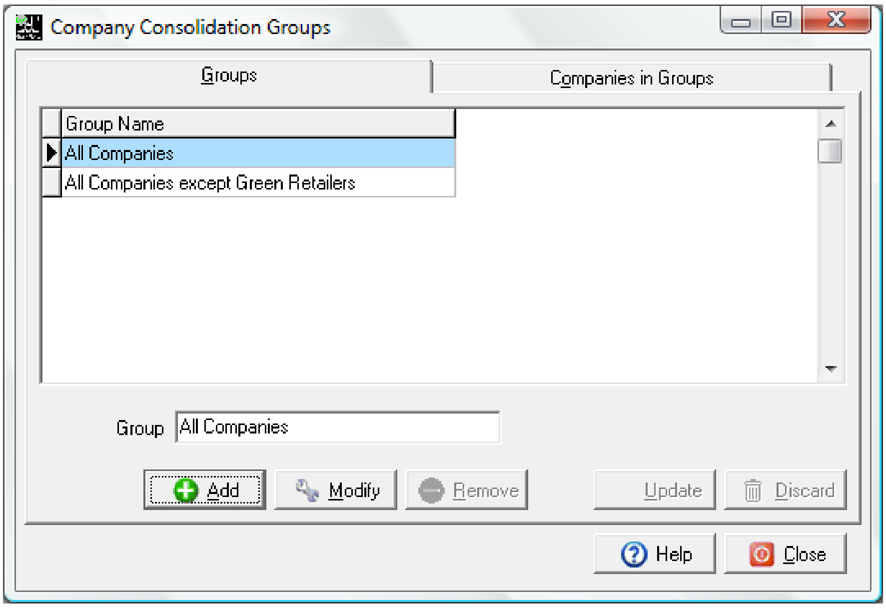
When you add a new company the system will generate twelve period end dates starting with the end of the current month. You may change these dates to meet your requirements, adding earlier period end dates if necessary.

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.



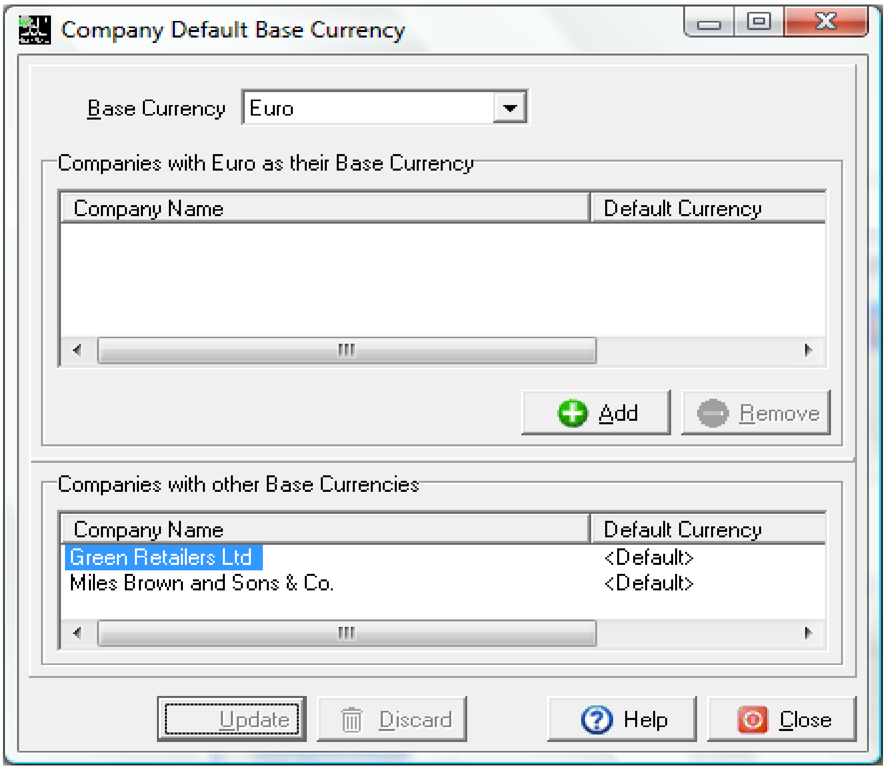
Consolidation Groups

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 Default Base Currencies (applicable to multi-currency only)

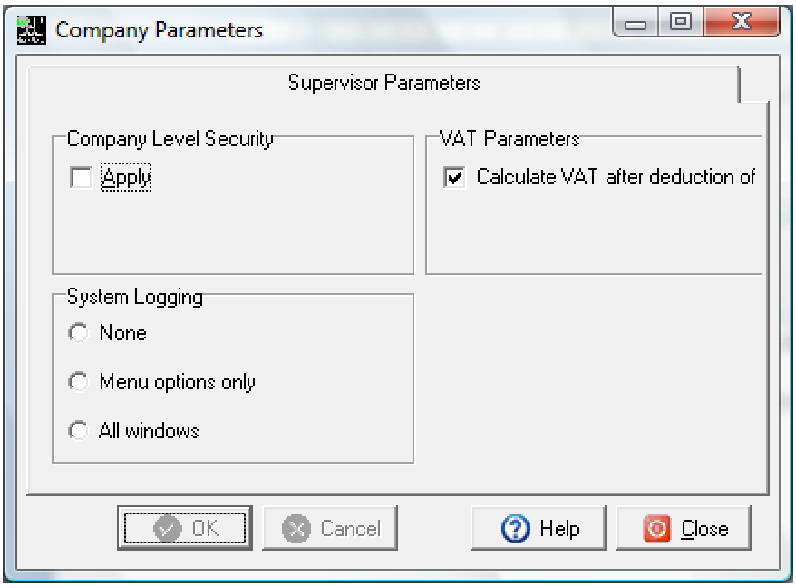
Decide which base currency groups each company will belong to. Select the relevant base currency then move the companies that belong to this group into the top window.



Company Parameters

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

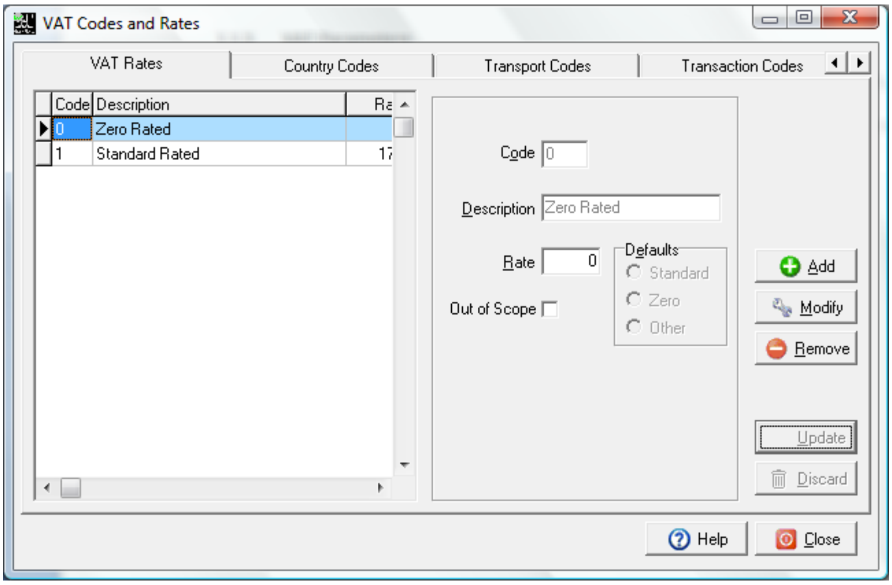
If enabled, access by specific user groups is specified via Company details above on the security Tab.



VAT Parameters

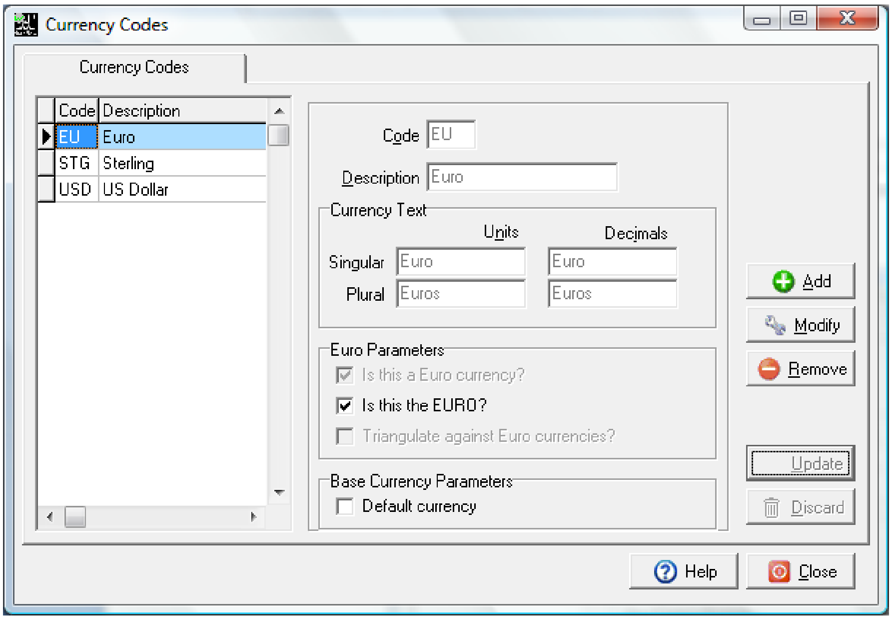
Additional VAT codes and rates can be set up here.

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



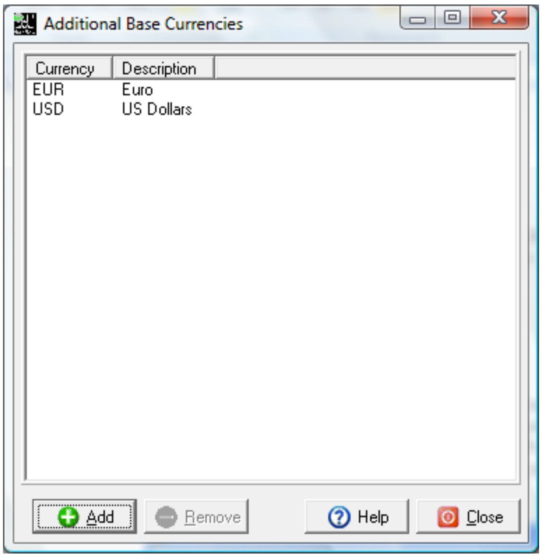
Currency Codes

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.



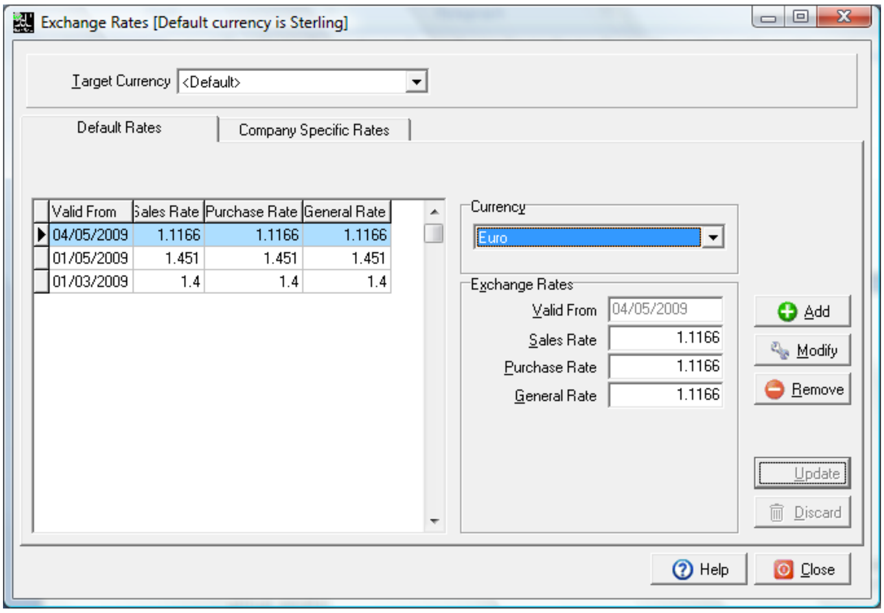
Add Base Currencies

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.



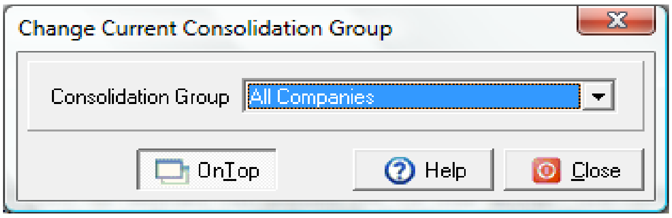
Exchange Rates

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.



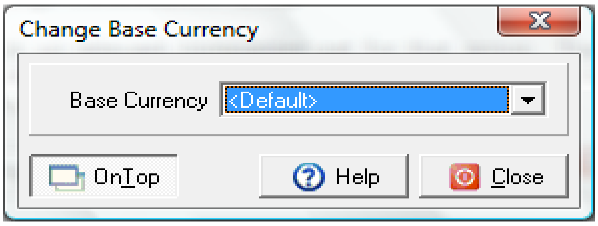
Change Consolidation Group

Use this window to select the consolidation group you wish to apply when using the multi-company 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).



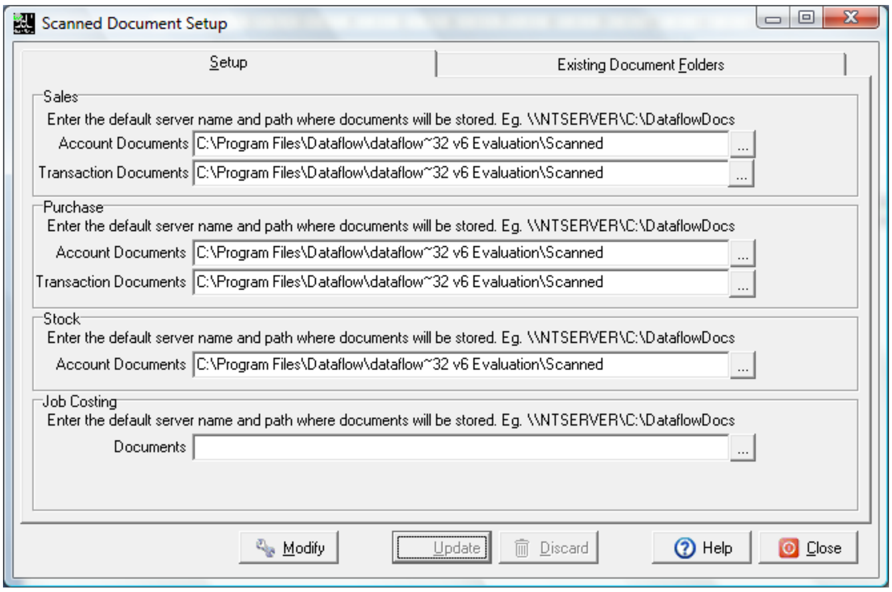
Change Base Currency

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).



Scanned Documents

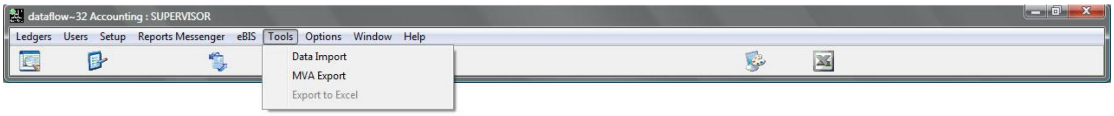
The *Scanned Documents* facility enables you to attach external documents such as PDF’s, Word Documents, Bitmaps etc. to Sales/ Purchase Accounts and transactions (Invoices, Cash and Credits), Job Costing/ Project Accounting Details, Stock Codes and SOP/ POP Order/Returns, Deliveries/ Receipts, Invoices/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



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

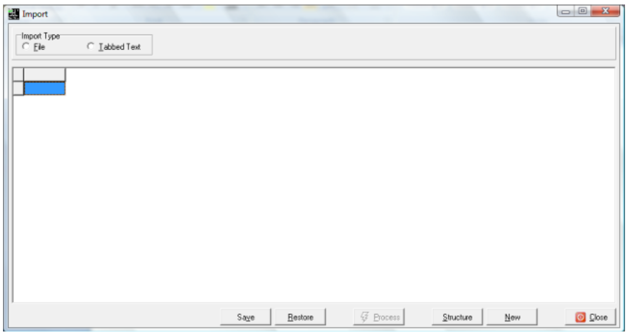
Tools

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.



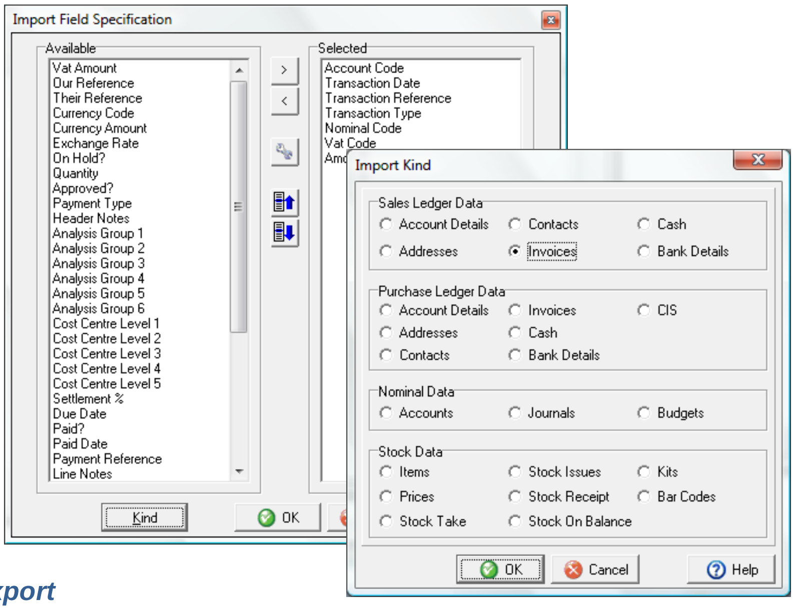
Data Import

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).



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.

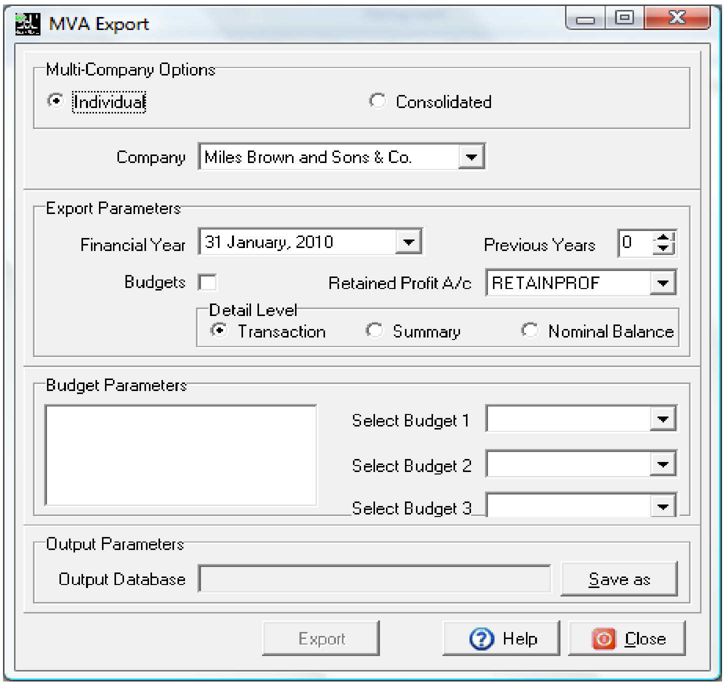
Once the *Structure* button is selected proceed, click the *Kind* button; this will reveal the 'Import Kind' i.e. in this instance Invoices is chosen. You will notice that the chosen import kind has a direct impact on the information that will become available within the *Import Field Specification*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

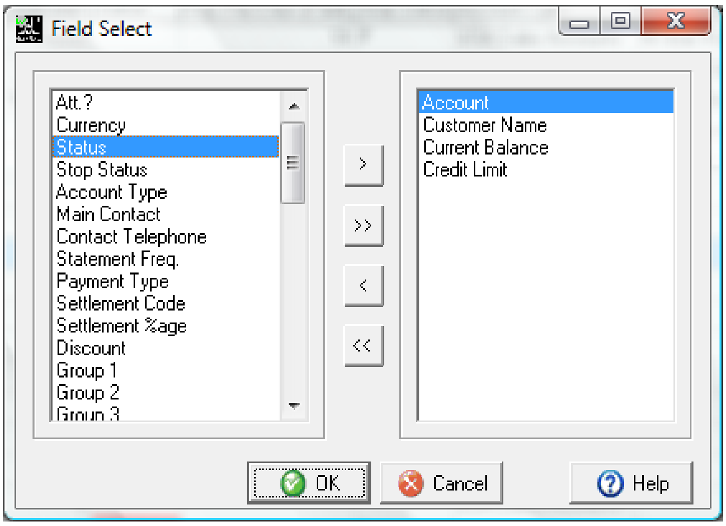
The Analyser software enables you to create and export an MDB Access Database file containing pre-defined information set by the *MVA Export* parameters which you can subsequently interrogate using Microsoft's Excel.



Export data to Excel

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

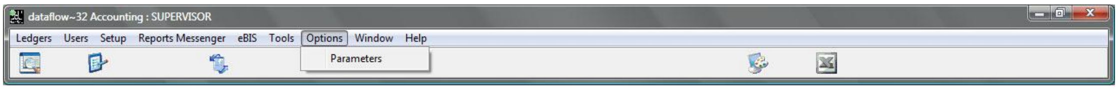
In order to use the *Export to Excel* utility simply access any window where the information is displayed within a grid and navigate to the menu *Tools/ Export to Excel* and you will be presented with the window below;



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

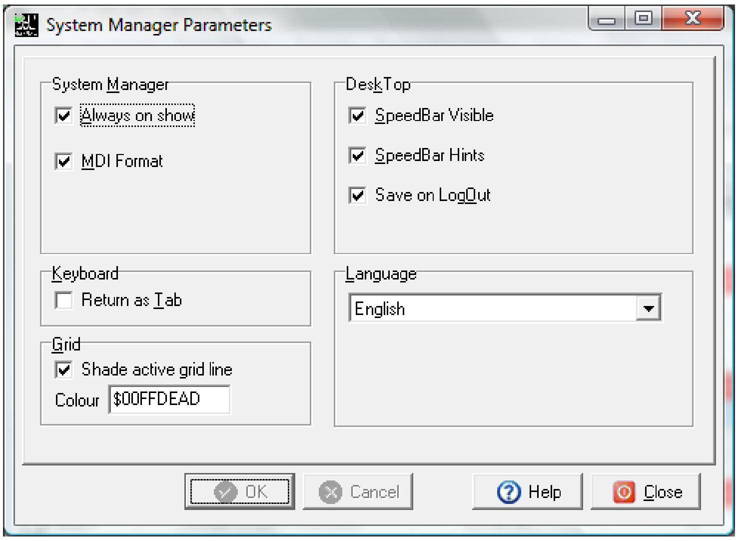
Or alternatively you can use the  icon on the speedbar instead of navigating to the menu *Tools/ Export to Excel* then follow the same procedure as detailed above.

Options

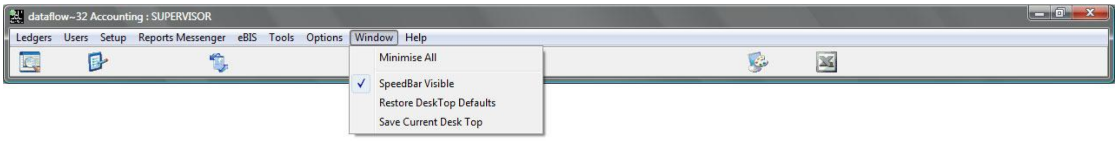


Parameters

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.

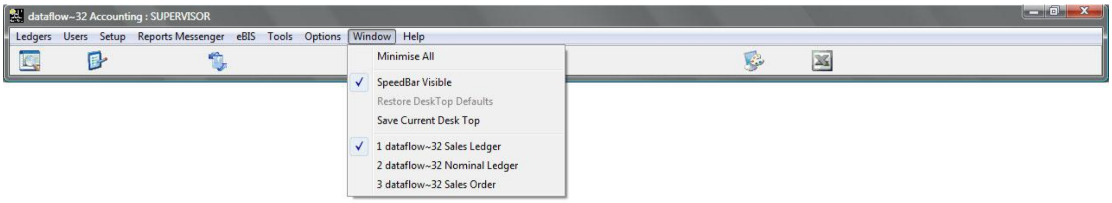


Window

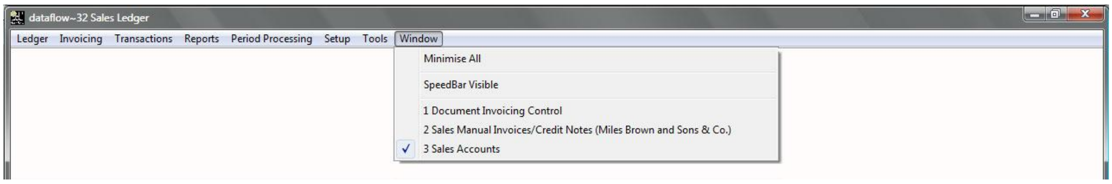


The window menu can be a very useful option once you have familiarized yourself with its locations as it appears on every main menu throughout the system. The main reason for its usefulness is because it lists all the open windows (i.e. if you have the Sales Ledger open) that are associated with the 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;



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.*



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.