# Navigating the System

Dear user,

You must make sure that you have read this, "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.

Also at the end of each guide, there may be a list of other supplements for further explanation of features within the 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

# Contents

## Introduction

Dataflow Clarity (Referred to as Clarity in this document) is a modular accounting system engineered to bring powerful yet easy to use procedures and extensive control options into the most fundamental area of business operation.  For those familiar with windows applications Clarity interface should present few, if any, obstacles.  Those not so familiar and even non-accounting professionals can relax as they discover how straightforward the system is to operate.

This guide is intended to provide a thorough overview of Clarity operations but should not be considered a detailed instruction manual.

The menus within each module are presented on a common theme which means finding your way around to operate the system can be learnt quite easily. All Setup and Administration tools for all the modules are located under one menu (System Manager)

The first few sections cover general aspects of using Clarity.  After this, each of the modules is covered separately starting with System Manager, then the Nominal Ledger because it is the core of the accounts process followed by Sales and Purchase Ledgers.

When initially implementing the system, Sales and Purchase Ledgers may be setup before the Nominal but you may have to return to some routines to complete references to Nominal account codes.  It is strongly recommended to review all set up parameters prior to linking the Sales and Purchase ledgers to the Nominal.

## Starting Dataflow Clarity

Once installed on your computer open Clarity by clicking once on its menu item on Start-Program Menu.  Alternatively, you may choose to use a shortcut on the desktop, in this case click it twice in succession.

After launching Clarity you will be asked for your Username and Password login details. Only the Password is case sensitive.
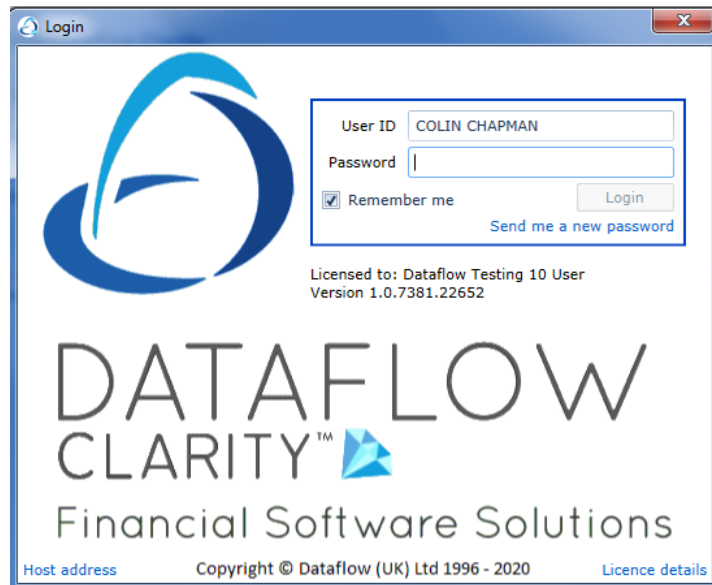


Clarity uses the same username and password credentials you would enter if you were to use the standard dataflow accounts application. If you have not been issued a Username and Password please contact internal IT personnel to acquire them.

## Top Menu and moving between modules

Once you have logged in you are presented with a tool bar menu like this:
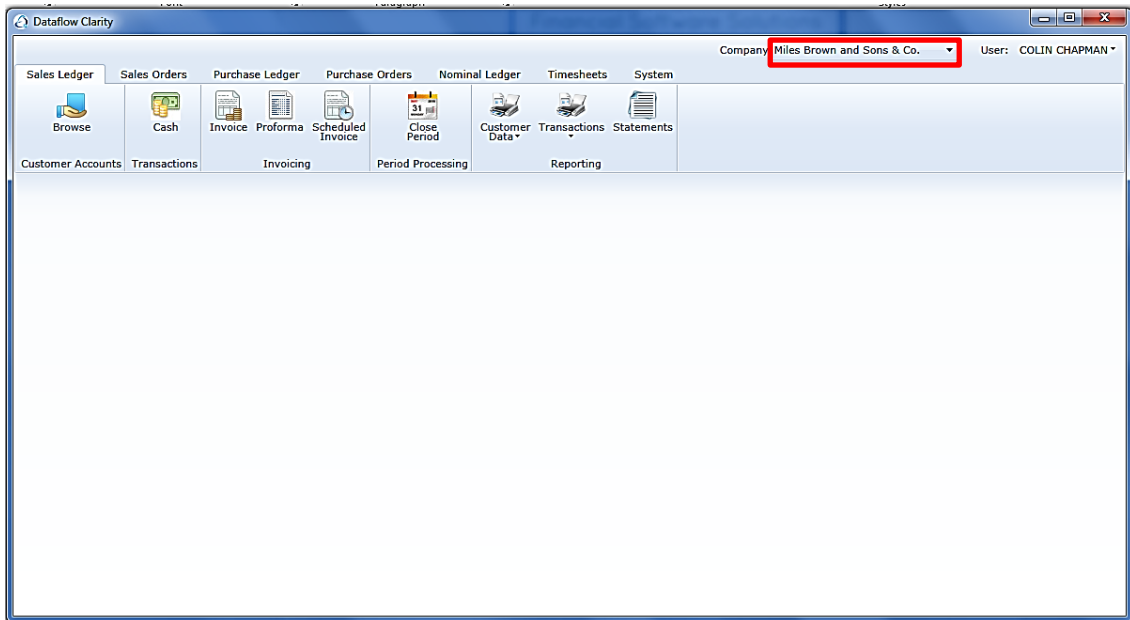


The information displayed within each window will be associated with the selected company (highlighted above in red). If there are multiple companies simply select the required company via the drop down to display the associated data.

Click on each tab to move between the modules.

Click on the icon to access the desired option within each tab.

## Dataflow Clarity Interface

### Mouse

Using the mouse is the standard way of navigating your way around the software. Use the mouse for menu selections, selecting entry fields within a window and also to control window displays themselves i.e. change size and position on the desktop.

Below are some terms you may be familiar with;

**Point**          Slide the mouse on the desk to move the screen pointer to specific location.

**Click**          Quickly press and release the left mouse button at the specific location.

**Double Click**          Quickly press and release the left mouse button twice at the specific location.

**Drag**          Hold down the left mouse button whilst moving the mouse across the page. This technique is used to drag a window border to increase or decrease window size.  Also drag the window title bar to reposition the entire window.

**Right Click**          Quickly press and release the right mouse button at the specific location. This function usually displays a pop-up menu that is directly associated with the object/ location you have right clicked on.

The mouse pointer can also take on different shapes depending on the kind of action that is being performed and what it is you are currently pointing at.  For example the pointer will become an hourglass when Clarity is performing an update or making a request to the database server.

It is likely that most of you will be familiar with the basic mouse operation so In addition to using the mouse device the system has been designed to support keyboard short-cuts particularly for data-entry routines. If memorized and utilized effectively these keyboard short-cuts can significantly increase your navigational and input speeds.

## Keyboard Operation

When entering data, keyboard operation is likely to be favored due to its increased performance over the mouse.

You may have noticed that usually the majority of recognized software packages will have a menu system and in the menu system some or all of the options will have one letter underlined.

Later versions of windows requires the `Alt` key to be depressed before the command letter is either displayed or underlined so if you cannot see an underlined letter on any menu press the `Alt` key.

Once you've accessed a Transaction Window in addition to the mouse and `Alt` + 'Command' can also use the `Tab` key to jump between fields and buttons. You can also `Tab` in the opposite direction by holding the `Shift` key whilst Tabbing.

## Window Styles
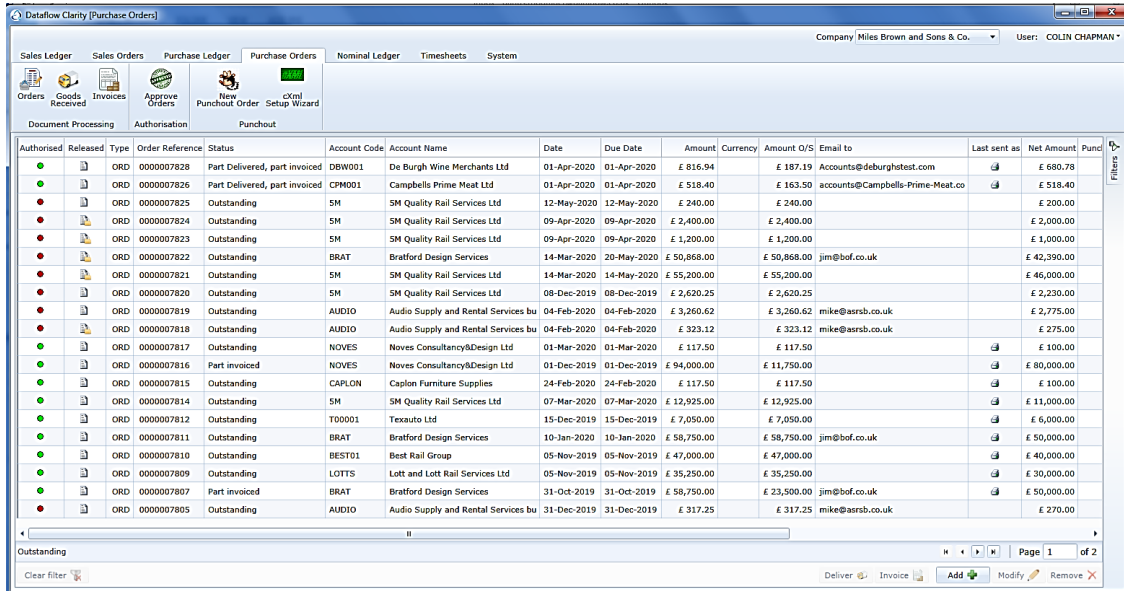
After you've accessed a window take a moment to familiarize yourself with its layout and content. You'll find that we have maintained a great deal of consistency with the button and tab layouts across Clarity, particularly within the transaction windows. This assists in reducing the initial learning curve required to familiarize yourself with the system and enables you to focus more on the actual input reducing mistakes and increasing efficiency in the long term.

As the windows look so similar the active window name will always be displayed on the top title bar.

You can access tabs either by simply clicking on the tab itself using the mouse or use the associated `Shift` + `Alt` + 'Letter' key command mentioned earlier. In some cases each tab will represent a separate sub routine with its own editing controls (buttons) but in most cases each tab follows on from the previous tab providing stepping stones through the input procedure.

## Grids

Grids within a window display details in row and column format.  Each row reflects a record and each column identifies the entries associated with that record.



The columns can be moved allowing you to arrange them any way you choose. In order to move a column you simply move the mouse cursor over the column header you wish to move, click and hold down the left mouse button and drag the column left or right to the desired position and release the mouse button to set.

You will only be able to move one column at a time but the column formation will be associated with your user record so provided your user record is being correctly saved your chosen format will be displayed the next time you log in using the same username and password.

Horizontal and vertical scroll bars let you browse information within a grid.

Once you've moved the columns into your chosen order you may also freeze any number of columns starting from the left-hand side of the grid. Once you have set your freeze point those left-hand columns will be fixed when you next use the horizontal scroll bar.

The freeze column functionality is available within most browse windows. To set a freeze point simply open the desired window and look to the far left-hand side of the grid, you'll see a thin grey vertical line, hold the cursor over this line and the cursor will change to a double ended arrow, at this point click and drag the line to your chosen freeze point.

The image below shows where to find this line. The line is highlighted in green in this example to identify where the line is:



In the example image **below,** I have set my freeze point after the Currency Balance column. As above the freeze point line is highlighted in green in this example to identify where the line is. If I now scroll across all of the **left-hand** columns up to the green line will remain frozen.

There is also a 'Right Click' shortcut menu available from most grids within Clarity and the options displayed can be specific to the field/ grid you've right clicked so you may find different options displayed dependent on where you've clicked. To access this sub menu hold the mouse cursor over a grid or specific field (depending on required action) then click the right mouse button to display shortcut menu options.
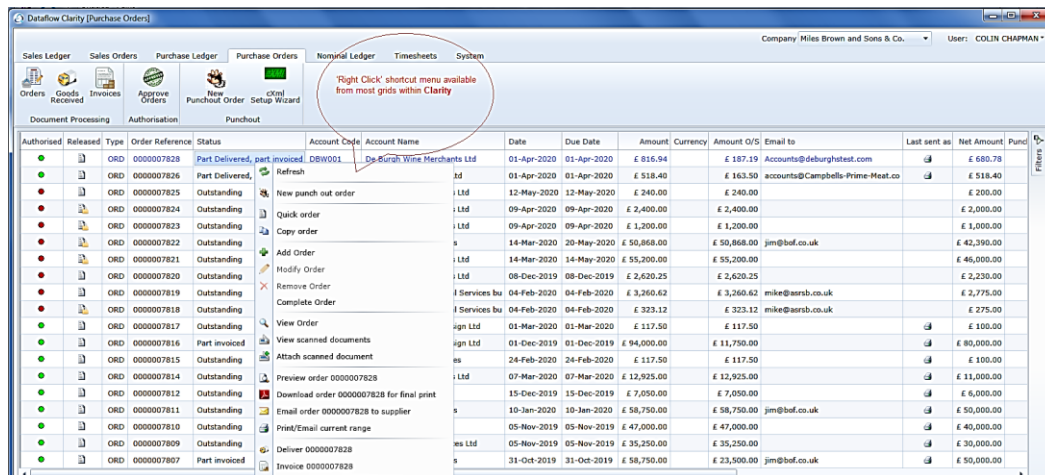


General options available on most grids include the 'sum' function. To add up a collection of values in a grid, or copy to clip board to say; export to Excel, highlight them by holding down the left mouse button and dragging the cursor over the required area then release the left mouse button, click the right mouse button and click "Sum Selected Cells" or "Copy to Clip Board" .

Other shortcut options vary according to the procedure in use and may operate on a selected grid item only.

To select an item in a grid simply click anywhere on its row.

Cells under specific columns within Sales and Purchase Ledger Invoicing and Sales and Purchase Order Processing grids contain a *Cell hint indicator*. The Cell hint indicator is identified by a small red triangle appearing within the top right corner of the cell when the mouse is hovered over that transaction line.

| Authorised | Released | Type | Invoice Reference | Account Code | Account Name |
|---|---|---|---|---|---|
| ● | 📄 | INV | 0000002069 | PRIME | Prime Chemicals LTD |
| ● | 📄 | INV | 0000002068 | A00001 | Airfreight Systems LTD |
| ● | 📄 | CRD | 0000002067 | LA | LA Property Consultants |

Where a cell hint indicator exists if you move the mouse and hover over the red triangle a floating window will appear displaying information relating to the chosen cell.

The example below displays the type of information the cell indicator will show for the *Type* cell.

| Authorised | Released | Type | Invoice Reference | Account Code | Account Name |
|---|---|---|---|---|---|
| ● | 📄 | INV | 0000002069 | PRIME | Prime Chemicals LTD |
| ● | 📄 | INV | | | irfreight Systems LTD |
| ● | 📄 | CRD | | | Property Consultants |
| ● | 📄 | CRD | | | Property Consultants |
| ● | 📄 | INV | | | CO Electrical Wholesalers LTD |
| ● | 📄 | CRD | | | CO Electrical Wholesalers LTD |
| ● | 📄 | INV | | | Property Consultants |
| ● | 📄 | CRD | | | Property Consultants |
| ● | 📄 | INV | 0000002061 | BRIT01 | British Commercial Services |

Floating window contents:

| | |
|---|---|
| Status | Outstanding |
| Reference | 0000002069 |
| Our reference | |
| Their reference | |
| Document date | 15-Aug-2018 |
| Amount | 2,115.00 |
| Created | by COLIN CHAPMAN |
| Modified | by COLIN CHAPMAN |
| Released | on 15-Aug-2018 |
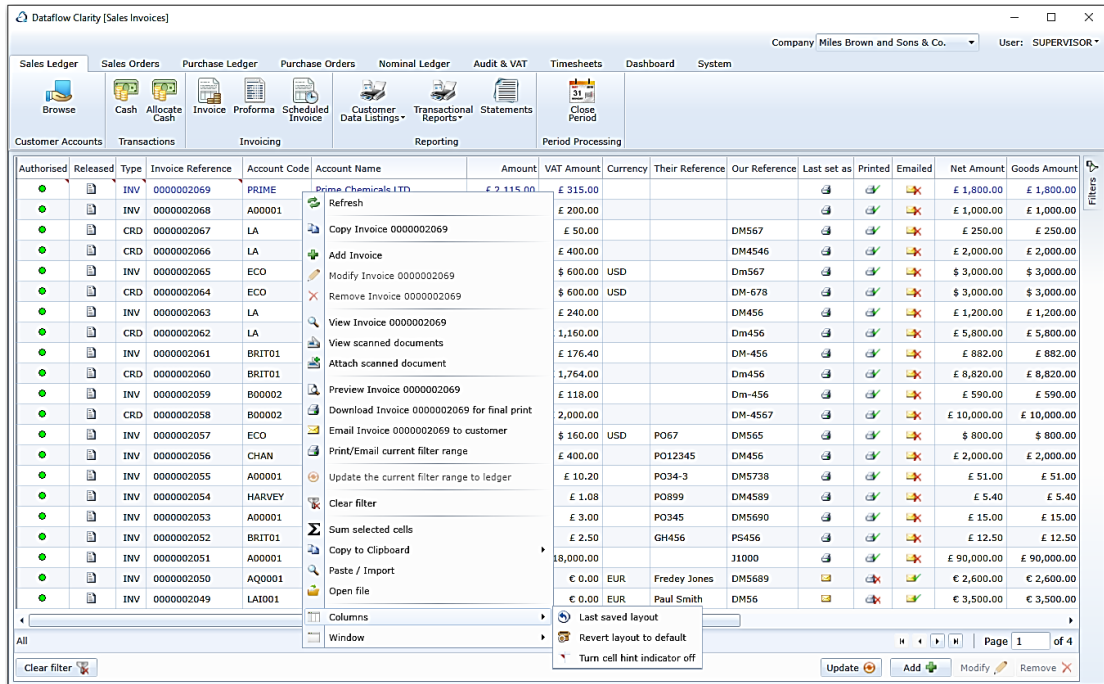
The example below displays the type of information the cell indicator will show for the *Invoice Reference* cell. This allows you a quick overview of the invoice lines without having to open the document.

| Authorised | Released | Type | Invoice Reference | Account Code | Account Name | Amount | VAT Amount | Currency | Their Reference | Our Reference | Last set as | Printed | Emailed | Net |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ● | 📄 | INV | 0000002061 | BRIT01 | British Commercial Services | £ 1,058.40 | £ 176.40 | | | DM-456 | 🖨 | ✔ | ✖ | £ |
| ● | 📄 | CRD | 0000002060 | BRIT01 | British Commercial Services | £ 10,584.00 | £ 1,764.00 | | | Dm456 | 🖨 | ✔ | ✖ | £ 8, |
| ● | 📄 | INV | 0000002052 | BRIT01 | British Commercial Services | £ 15.00 | £ 2.50 | | GH456 | PS456 | 🖨 | ✔ | ✖ | £ |
| ● | 📄 | INV | 0000002047 | BRIT01 | British Commercial Services | £ 212.68 | £ 31.68 | | | | | ✖ | ✖ | £ |
| ● | 📄 | INV | 0000002043 | BRIT01 | British Commercial Services | £ 35,250.00 | £ 5,250.00 | | | DT23MAR | 🖨 | ✔ | ✖ | £ 30, |
| ● | 📄 | INV | 0000002039 | BRIT01 | British Commercial Services | £ 11,750.00 | £ 1,750.00 | | HY-6789 | P1004 | 🖨 | ✔ | ✖ | £ 10, |
| ● | 📄 | INV | 0000002038 | BRIT01 | British Commercial Services | £ 117,500.00 | £ 17,500.00 | | | P1001 | 🖨 | ✔ | ✖ | £ 100, |
| ● | 📄 | INV | 0000002032 | | | | | | | | | | | |
| ● | 📄 | INV | 0000002021 | | | | | | | | | | | |
| ○ | 📄 | INV | 0000002008 | | | | | | | | | | | |

| Product | Notes | Quantity | Price | Net | Vat Amount | Order Ref | Delivery Ref |
|---|---|---|---|---|---|---|---|
| SERVICES | Initial invoice with regards to the... | 1.0 | 100000.00 | 100,000.00 | 17,500.00 | | |
| SERVICES | Engineering Consultant | 1.0 | 200000.00 | 200,000.00 | 35,000.00 | | |
| SERVICES | Motion consultant | 1.0 | 50000.00 | 50,000.00 | 8,750.00 | | |
| SERVICES | Agent commission | 1.0 | 40000.00 | 40,000.00 | 7,000.00 | | |

The Cell hint indicator defaults to being active but can be turned off if required. To turn the cell indicator off simply right click on the grid to open the right click menu and navigate to *Columns* then choose the option *Turn cell hint indicator off*.

## Filters

There is also a filter tab on most of the grids **and report panels**, located at the top **right-hand** side to provide extensive filtering ability for the girds **and the reports**.

Hover the mouse over the tab to reveal the available filters for the grid.



On some grids, like Purchase Orders, Good Received, Recording Purchase Invoices, you can maintain the selected filter as you move between the grids.



A Clear filter button at the bottom left of the grids allows you to clear the filters.

You can sort the columns by taking the mouse on the column header.

- Left click will sort the column in ascending order
- Left click again will sort the column in descending order
- Left click again to bring the column to its original position



You can sort on multiple columns.

After sorting the first column, you may sort a second column to work in conjunction with the first column sort. To do so hold the "shift" key on the keyboard after sorting the first column and click the second column you wish to add to the first column sort. As above right or left click for ascending or descending order.

Within Sales Ledger Invoicing, Proforma, Scheduled Invoice and Sales Order and Purchase Order Orders, Delivery Notes and Invoices transaction windows you're able to apply a filter on a sequential range of document references.
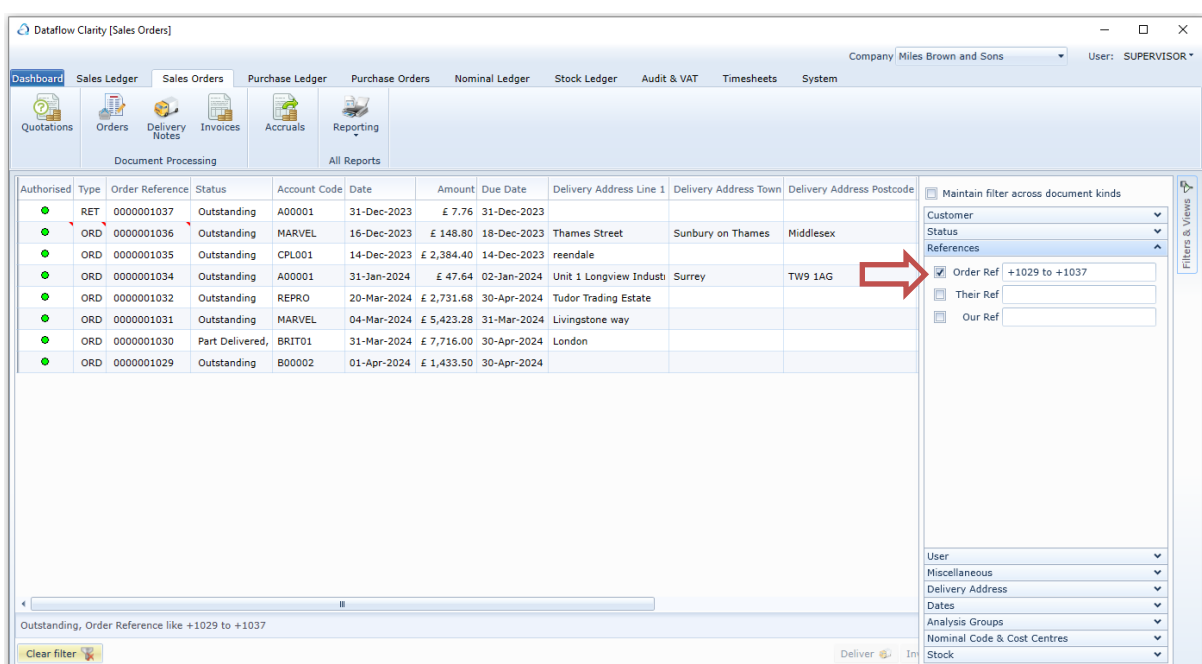
To apply a filter to display only documents limited to a sequential range use the *References* section within the *Filters* tab and enter the required range separated by the keyword "to".



If your Clarity system is set to generate automatic references and it displays leading zeros prefix the reference values with "+". This will left-pad the number with zeros to an overall reference length of 10.

If you leave the second reference out Clarity will filter from the first reference to the latest reference.



N.B. This only works on the primary reference for the Document Browse type – so on the Sales Orders browse it will work on the Sales Order reference. On the Delivery Browse, the Delivery Reference, and on the Invoice Browse, the Invoice Reference.

## Selecting range for the reports

On the report panels, located at the top right-hand side there are extensive filtering ability allowing you to filter what should be included within the report. Hover the mouse over the tab to reveal the available filters.
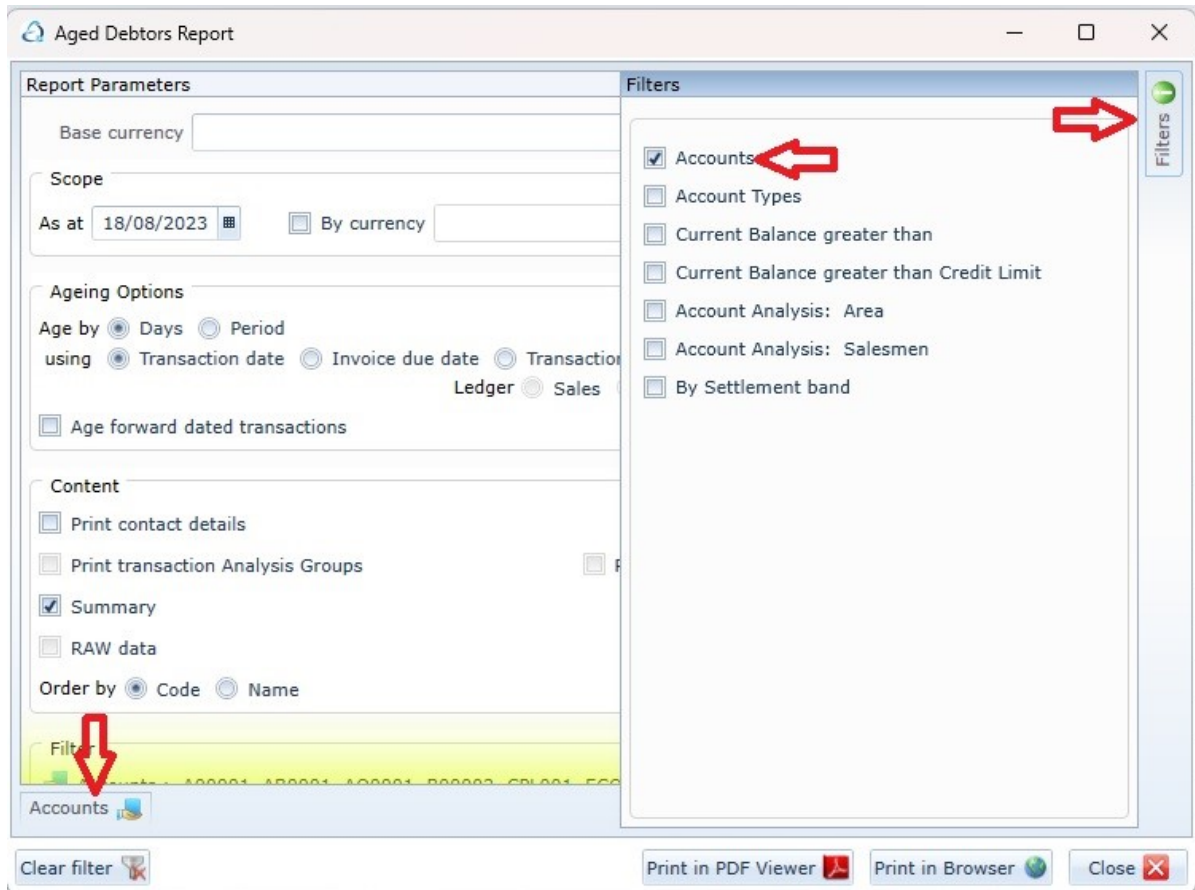


Here I have selected to filter by range of accounts to be included in my report. Once I have ticked the "Accounts", a button will appear at the bottom left-hand corner of the report panel.

Hover the mouse over the button and a pop up panel will appear allowing you to select multiple range of accounts to be included in the report.

Initially the system assumes all accounts;
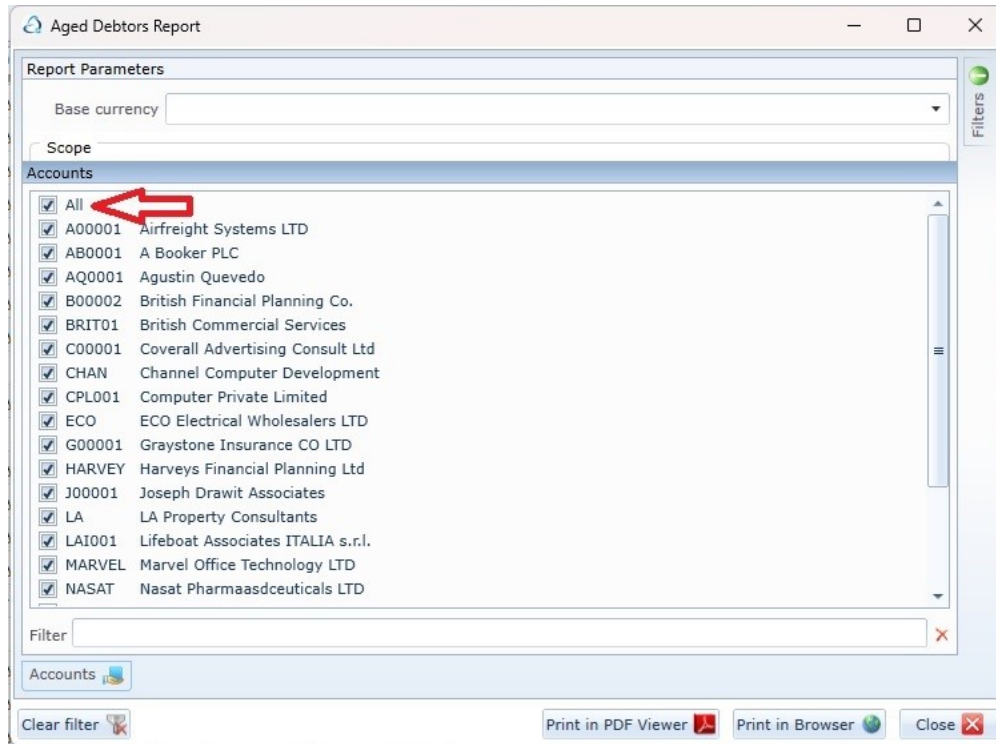


Untick "All" will remove all accounts from the report and then you can select as many range of accounts to be included in the report by;
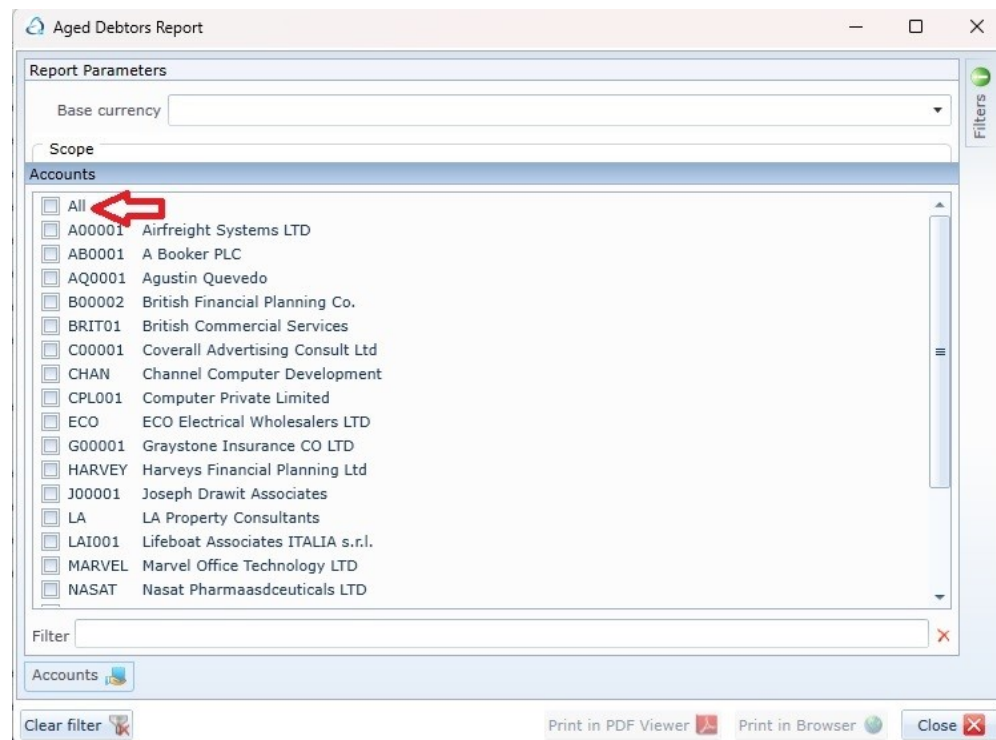
Locating the first account, tick, find the last account in the range, holding the ⌈Shift⌋ key whilst ticking the last account in the range.

If you require more than one range, find the next account in the second range, tick, find the last account in the second range, holding the ⌈Shift⌋ key whilst ticking the last account in the second range.

Here I have selected three ranges to appear in my "Aged Debtors Report"
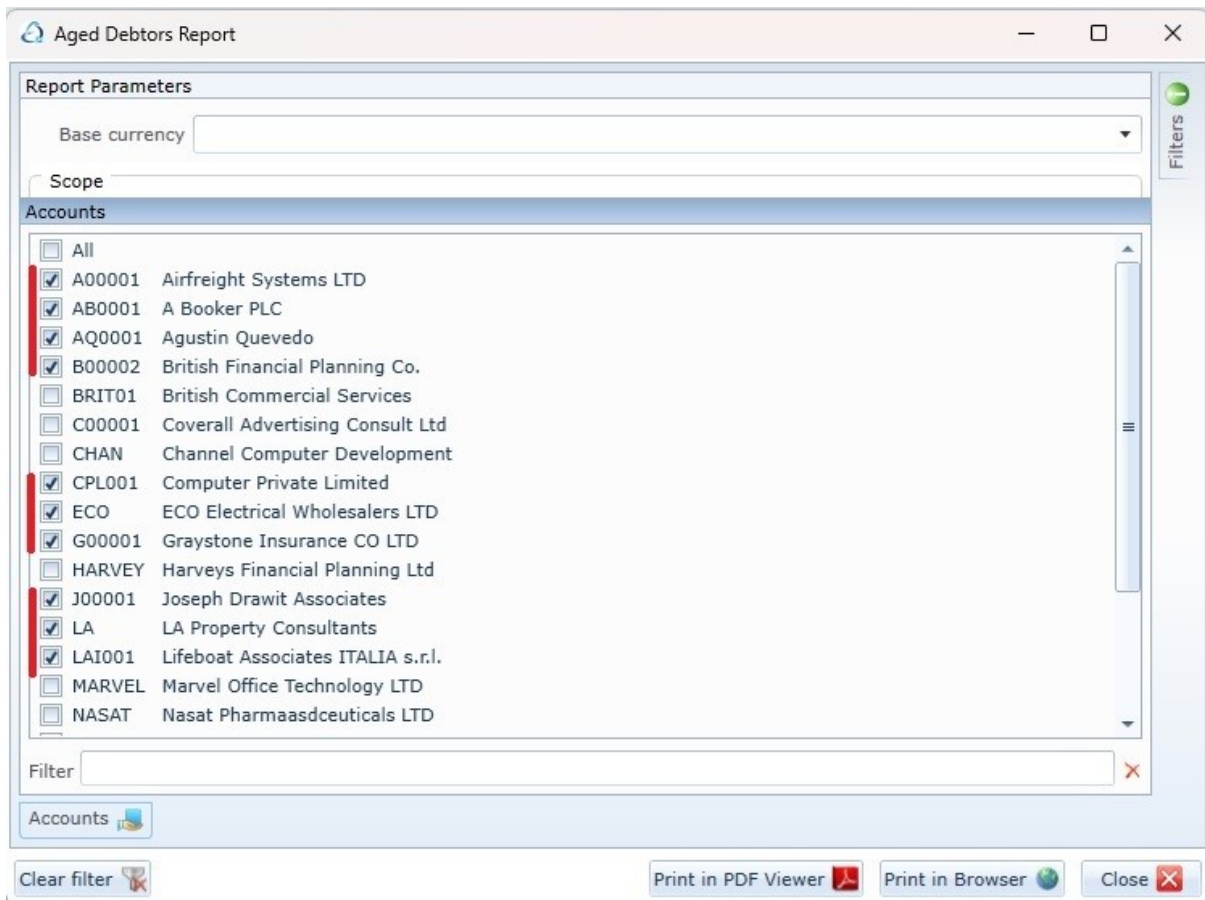
## Button Controls

Each window, and most tab sheets, offer button controls situated either at the end or/ and down the right hand side of the display. The buttons are self-explanatory.

Most familiar of these will be;
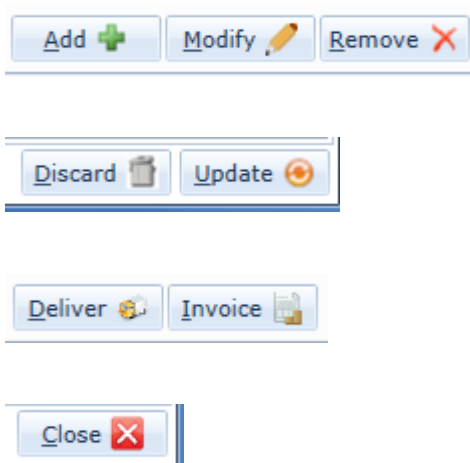


The buttons can either be selected using the left mouse button or the Alt + 'Letter' command.

You may find additional buttons throughout the system that are not listed here, as this is a generalized navigational section window. Specific buttons will be explained in their relevant sections.

## Dropdown/Browse Edit Boxes
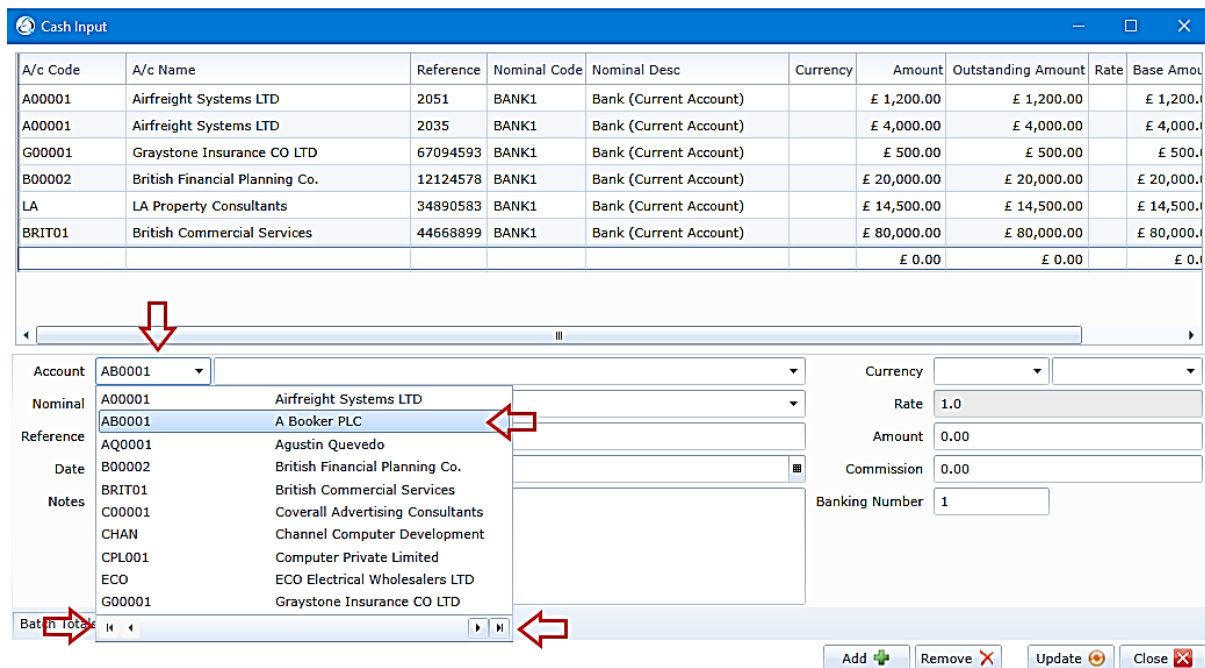
These are like a cross between edit boxes, drop-downs, and browse grids.

If you know the item you want you can just type it in and it will behave like an edit box. Eg., if you are entering an account code and you know it in full, type it in and hit the tab key – it will look up the account and fill in the other edit boxes.

You can type in the first part of the item and press return, press the down-arrow key, or click on the drop-down arrow at the end of the box and it will list all matching items.

To select an item you can either use the mouse, or use the down-arrow key to highlight the item and then press return or tab.

You can browse backwards and forwards through the list using the navigation buttons at the bottom of the list.

## Printing

Reports screens dialogs offer various printing options appropriate to the selected report.

All reports can be previewed using the buttons "Print in PDF Viewer" or "Print in Browser" .

Some where appropriate will allow further filtering of what is being printed using the "Filter" tab on the top right-hand side of the screen dialog.

Where appropriate the reports can be printed in "Summary" or "Extended" format.
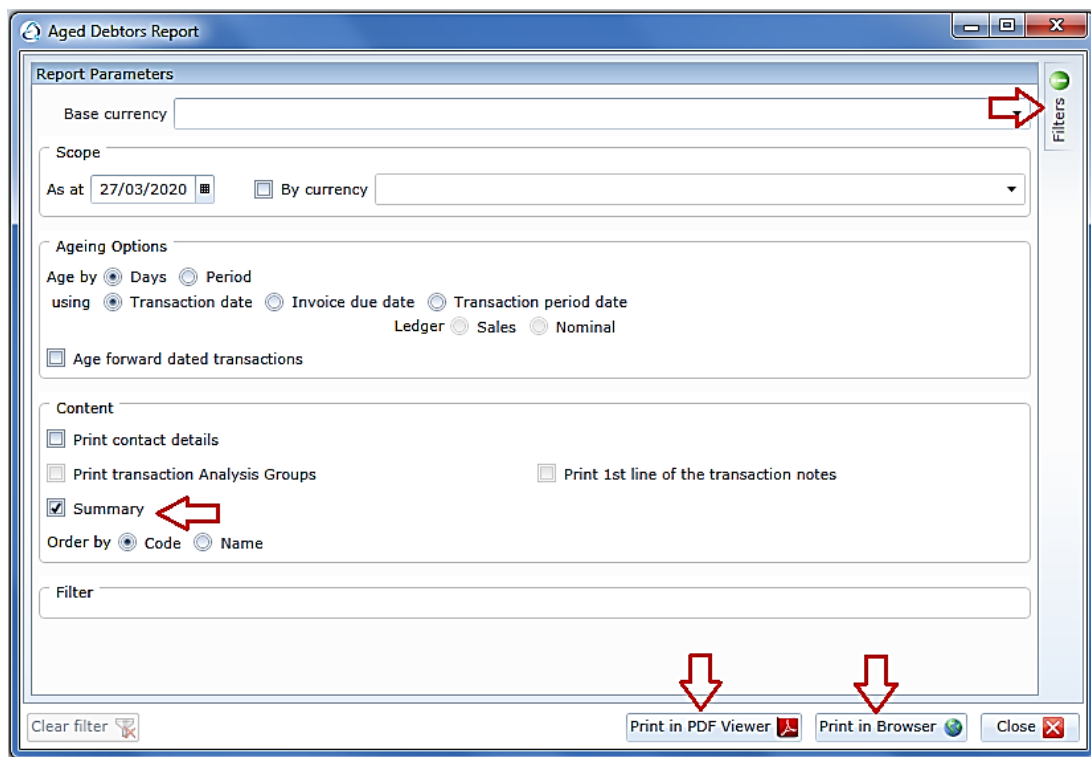
When printing using "Print in PDF Viewer" to get back to the report screen dialog click the close button at the bottom right hand corner of the report.



If you elect to print the report in the browser, you will be able to further export the report to "Excel", "Word" or convert to a PDF file.

Also if the report was printed in the "Summary" format, here you will be able to further drill down to the transactions that makes up a selected cell where appropriate.



To get back to the "Summary" format click on the blue back arrow icon on the toolbar.

## Things not to attempt for now

A window is made out of several panels and if you right click on a panel's description bar, a menu will appear:
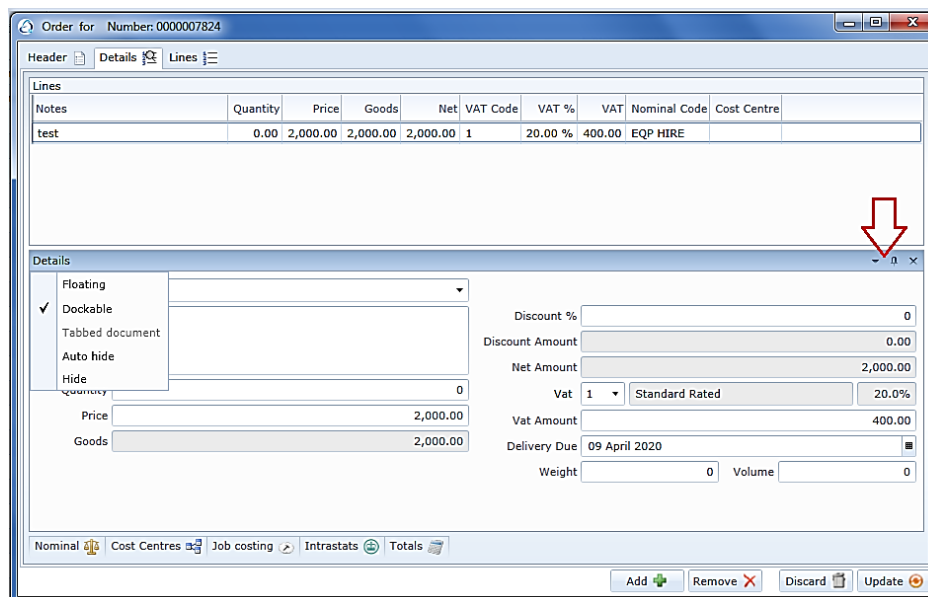
This menu has option for "Floating, Dockable, Tabbed document, Auto hide and Hide" the window.
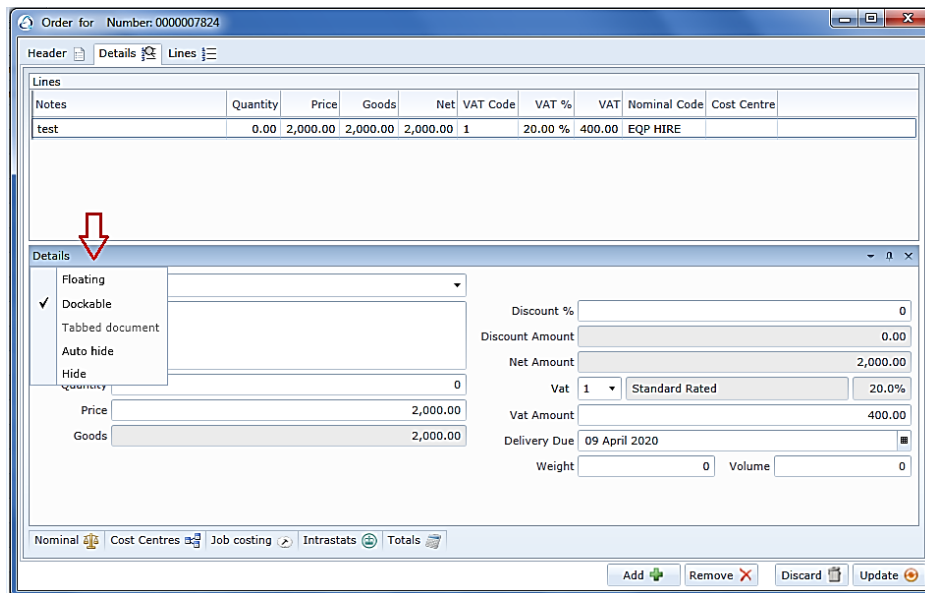


Also on the right of the panel's description bar, you will see three characters. One opens the same menu on the left of the panel as described above, one Pins the panel and one removes it altogether.



So be warned you could get very confused playing with them.

If you do remove a window or tabs, if you right click on the window, there is an option to "Revert layout to default".

Eventfully normal users will not have access to these settings as this will only be available at supervisory level.
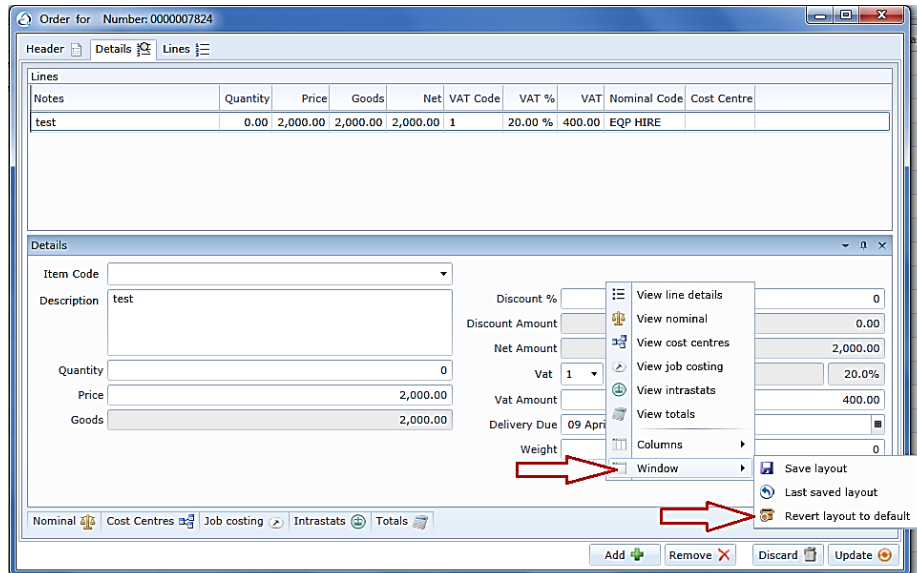


Basically these features allow you to move panels around to make the system easier to use. In the example below, I have moved the running total panel of Purchase Order input screen out so that it is always visible when entering the order.