

# Navigating the System

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#### Introduction

*dataflow* 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 the *dataflow* 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 *dataflow* 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 setup, administer and operate the system can be learnt quite easily.

The first few sections cover general aspects of using *dataflow*. After this, each of the modules is covered separately starting with System Manager. Next, 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**

Once installed on your computer open *dataflow* 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 dataflow you be asked for your Username and Password login details. Only the Password is case sensitive.

If you have not been issued a Username and Password please contact internal IT personnel to acquire them.

## The dataflow 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 *dataflow* 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.

The Alt key is your No. 1 friend; combine this with, either the underlined or displayed letter and this function will automatically navigate you to the relating window.

For example: you currently have just logged in and only have the main menu on screen. In order to navigate to go to the Sales Ledger you would press '<u>Alt</u> + 'L' then with <u>Alt</u> still held immediately press 'S'.

You don't have to wait for each menu to open before press the next key command as long as you carry them out in the correct order i.e. you can do this in quick succession, try it, with only the main menu open press Alt + 'L' then 'S' straight afterward (keeping Alt held down).

Try the following;

Alt + 'L' then 'S' then 'L' then 'V'	Sales Ledger View Accounts
Alt + 'L' then 'S' then 'T' then 'C'	Sales Ledger Transactions Cash Receipts

Once you've navigated using either the mouse or key commands to the required window you'll be able to use the same method to navigate through the tabs and fields but only this time you'll need to also hold the 'Shift key down i.e. 'Shift + 'Alt then 'T' will navigate you to the 'Batch Totals' tab within the 'Sales Ledger Cash Receipts' window.

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 ey whilst Tabbing.

Try the Following within the Sales Ledger Cash Receipts window;

Alt + 'N'	Nominal Code input field
Alt + Tab	Jump backwards from Nominal Code input to Account Input field
Alt + 'A'	Amount input field
Shift + Alt + 'T'	Batch Totals

#### 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 *dataflow*, 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 (at which point you'll notice a thick black line appear along the left hand edge of the associated column, *see image*) and drag the column left or right. 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 then next time you log in using the same username and password.

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A00001	Yes Airfreight Systems LTD	124,715.16	Yes	75000	19 P	USA Sales Accounts	Mr Bob Roberts	0171 3456881	Never
AB0001	Yes A Booker PLC	308,140.69 EUR	No	50000		Consultant	Mr Mike Green	003122567890	Monthly
AQ0001	Agustin Quevedo	-5,980.00	No	10000000 On Hold			Senior Eduardo Bolivia		Monthly
B00002	British Financial Planning Co.	19,505.00	No	27000	47		Mr Edward Wright	01566 456778 ext 234	Monthly
BRIT01	Yes British Commercial Services	133,662.25	No	0	52	Consultant	Mrs Carol Agents	0171 4568900	Monthly
C00001	Coverall Advertising Consultants	2,305.03 USD	No	100000					Monthly
CHAN	Yes Channel Computer Development	181,485.00	No	0 On Hold					Monthly
CPL001	Computer Private Limited	-8,496.00	No	30000					Monthly
ECO	ECO Electrical Wholesalers LTD	657.44 USD	No	0		USA Sales Accounts			Never
G00001	Graystone Insurance CD LTD	-2,862.00	No	750	L				Monthly
HARVEY	Harveys Financial Planning Ltd	-3,204.00	No	40000 On Hold					Yearly
J00001	Joseph Drawit Associates	-2,746.00	No	0		Distributor			Monthly
LA	LA Property Consultants	41,323.50	No	45000					Monthly
LAI001	Lifeboat Associates ITALIA s.r.l.	-3,006.00	No	40000					Monthly
MARVEL	Marvel Office Technology LTD	20,777.64	No	0					Monthly
NASAT	Nasat Pharmaasdceuticals LTD	9,128.50	No	0		USA Sales Accounts			Weekly
PRIME	Prime Chemicals LTD	-2,688.00	No	0 On Hold	S				Yearly
REPRO	Repro Publishing LTD	5,306.00	No	5000					Monthly
STYLE1	Style Fashion Design	4,334.00	No	0					Monthly
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Horizontal and vertical scroll bars let you browse information within a grid.

There is also a 'Right Click' shortcut menu available from most grids within *dataflow* and the options displayed can be specific to the field/ grid you've right clicked so you may find different options displayed dependant 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.

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General options available on most grids include the 'calculator' and the 'sum' function. To add up a collection of values in a grid, 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. 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.

#### **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 most familiar of these will be;



The second set of more commonly used buttons will be



Updates the current or selected record Cancels (changes to) the current record Accepts the current record



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.

## **On-Line Help**

Context sensitive help for the current entry position is available by pressing the F1 key. Alternatively click the help button for information on the current procedure. Each help screen provides easy cross-reference to related topics.

## **SpeedBar**

The *SpeedBar* can significantly increase your navigation speeds around the *dataflow* system, although not as quick if you'd mastered the Alt + Command functions but certainly a lot quicker than navigating to each menu. You can personalize your *SpeedBar* to specifically match your day to day navigational needs and once set will be saved against your user profile so the next time you log in it'll be there to greet you.

In order to activate the *Speedbar* you'll need to navigate to *Window* on the *dataflow* main menu and select *SpeedBar* Visible from the drop down menu.

dataflow~32 Accounting : SUPERVISOR		
Ledgers Users Setup Reports Messenger eBIS Tools Options	Window Help	
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Once you've activated the *SpeedBar* you'll noticed a horizontal grey bar appear directly beneath the *dataflow* main menu. Like so;



Hover over the SpeedBar then click the right mouse button and choose the Configure option.



Once you've finished configuring your *SpeedBar* close the *SpeedBar Editor* window and open the required window by simply using the left mouse button on your newly acquired *SpeedBar* icon.

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You may have also noticed in the right pop-up menu that there were several self explanatory *SpeedBar* options available;

Show Icons Only Show Captions Only Show both Icons & Captions

You may return to the SpeedBar Editor and alter the SpeedBar setup at any time.

#### **Search and Find**

#### Grids and Drop-down Boxes

There are numerous ways to use the Search and Find utilities within *dataflow*. The first, most obvious, perhaps the most useful and most adopted is the ability to simply start typing what it is you are looking for in the relevant grid column or drop down box.

Another way would be to use the standard Window's Copy and Paste function. Select the text you want by using the Ctrl +C copy function you can copy a piece of text from within *dataflow* or anywhere else on your PC to the windows clipboard. Select the grid column or drop-down box you want to search in (by clicking the left mouse button or using the keyboard) and then press Ctrl + V to paste the text into the active field or drop down to find the record you are after.

Try this exercise as a practice;

Press and hold Alt then press L then S then L then V to open up the Sales Ledger/ View Accounts window.

Select an account in the grid (preferably an account that's not top of the list) by clicking in the Account Code column and then press **Ctrl** + C and close the window.

Re-open the Sales Ledger View Accounts window, click in the Account Code column and press **Ctrl** + V to paste and you should, if performed correctly, notice that the system immediately locates that account. This action can be performed almost any grid or drop-down box in the system. A very useful tool to remember.

All drop-down boxes have a *Find* feature assigned to them. To active this feature click on any drop-down box and press **Ctrl**. 'F' and you should be greeted with a *Find* parameter window. (This one was performed on the Company drop down selection)

Find		-	X
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Search from <u>b</u> eginnin	g 🔽 🛛 Any <u>p</u> ositi	ion in field 🔲 🛛	Case- <u>s</u> ensitive 🗖
C None	C Dialog	Oro	pDown
		🕜 ОК	😵 Cancel

Here's a breakdown of the parameter meanings;

Find Miles Brown and Sons & Co.	Type the characters you wish to search for.
Search from beginning 🔽	By checking this box the system will search from the beginning of the list.
Any position in field 🥅	By checking this box the system will search using the character(s) in the Find section and match them too and display the first corresponding result.
Case- <u>s</u> ensitive 🥅	By checking this box the system will criteria will become case sensitive.

You can assign different Find parameters to almost any drop down selection within *dataflow*. Using the *Auto-Open* parameters you can define how you use the *Find* facility.

The following *Auto-Open* parameters refer to whether the Find feature will initiate when you "focus on" – that is click into or tab into - the drop-down box.

Auto Open C None	C Dialog	TropDown	
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Dialog		With this paramete when you this optio	s option checked the Find feature er window will automatically open up a focus on the drop-down box where n was assigned.

Drop Down

With this option checked the drop-down box where this was assigned will automatically drop down the selection listing.

## **Grid Highlight**

You may have noticed in the previous screen shots of the View Accounts window that a single line in the grid is highlighted. This is a feature to enable you to easily identify which line in the grid is the currently selected.

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AI001		Lifeboat Associates ITALIA s.r.l	-3,006.00		No		40000						Monk
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This feature works throughout *dataflow* in all windows displaying a grid and as with most features in dataflow, it is also customizable. Access this option using the right click pop-up menu.

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A00001	Yes Airfreight System	LTD	124,715,16		Yes		75000	15	P	USA Sales Accounts	Mr Bob Roberts	0171 3456881	Never	
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