

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



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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

🗿 Dataflow Clarity	. one			i urugiupii			a Section	Syrc	
Sales Ledger	Sales Orders	Purchase Ledge	Purchas	e Orders Nomir	al Ledger	Timesheets	System	Company Miles Brown and Sons & Co. 🔷 🔻	User: COLIN CHAPMAN *
Browse	Cash	Invoice Proform	a Scheduled	Close Period	Customer Data •	Transactions	Statements		
Customer Accounts	Transactions	Invoid		Period Processing		Reporting			

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 dataentry 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.

ales Ledg	jer Sal	es Orde			Nominal Led	lger Timesheets System					Company Miles Brown and Sons & Co		Iser: COLIN CHAPI
12 (ا م		0	3 ,									
ders G	ceived Inv	oices	Approve Orders P	New cXml unchout Order Setup Wizard									
Docume	nt Processi	ng	Authorisation	Punchout									
thorised	Released	Туре	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount Currency	Amount O/S	Email to	Last sent as	Net Amount Pun
•	D	ORD	0000007828	Part Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	01-Apr-2020	01-Apr-2020	£ 816.94	£ 187.19	Accounts@deburghstest.com	3	£ 680.78
٠	D	ORD	0000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Apr-2020	01-Apr-2020	£ 518.40	£ 163.50	accounts@Campbells-Prime-Meat.co	6	£ 518.40
٠	D	ORD	0000007825	Outstanding	5М	5M Quality Rail Services Ltd	12-May-2020	12-May-2020	£ 240.00	£ 240.00			£ 200.00
٠		ORD	0000007824	Outstanding	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 2,400.00	£ 2,400.00			£ 2,000.00
٠	<u></u>	ORD	0000007823	Outstanding	5М	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 1,200.00	£ 1,200.00			£ 1,000.00
٠	2	ORD	0000007822	Outstanding	BRAT	Bratford Design Services	14-Mar-2020	20-May-2020	£ 50,868.00	£ 50,868.00	jim@bof.co.uk		£ 42,390.00
٠	2	ORD	0000007821	Outstanding	5M	5M Quality Rail Services Ltd	14-Mar-2020	14-May-2020	£ 55,200.00	£ 55,200.00			£ 46,000.00
٠		ORD	0000007820	Outstanding	5M	5M Quality Rail Services Ltd	08-Dec-2019	08-Dec-2019	£ 2,620.25	£ 2,620.25			£ 2,230.00
٠		ORD	0000007819	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 3,260.62	£ 3,260.62	mike@asrsb.co.uk		£ 2,775.00
٠	2	ORD	0000007818	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 323.12	£ 323.12	mike@asrsb.co.uk		£ 275.00
٠		ORD	0000007817	Outstanding	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 117.50	£ 117.50		6	£ 100.00
٠		ORD	0000007816	Part invoiced	NOVES	Noves Consultancy&Design Ltd	01-Dec-2019	01-Dec-2019	£ 94,000.00	£ 11,750.00		6	£ 80,000.00
٠		ORD	0000007815	Outstanding	CAPLON	Caplon Furniture Supplies	24-Feb-2020	24-Feb-2020	£ 117.50	£ 117.50		6	£ 100.00
۰		ORD	0000007814	Outstanding	5M	5M Quality Rail Services Ltd	07-Mar-2020	07-Mar-2020	£ 12,925.00	£ 12,925.00		6	£ 11,000.00
۰		ORD	0000007812	Outstanding	T00001	Texauto Ltd	15-Dec-2019	15-Dec-2019	£ 7,050.00	£ 7,050.00		6	£ 6,000.00
۰	3	ORD	0000007811	Outstanding	BRAT	Bratford Design Services	10-Jan-2020	10-Jan-2020	£ 58,750.00	£ 58,750.00	jim@bof.co.uk	3	£ 50,000.00
۰	Ð	ORD	0000007810	Outstanding	BEST01	Best Rail Group	05-Nov-2019	05-Nov-2019	£ 47,000.00	£ 47,000.00		3	£ 40,000.00
۰	1	ORD	0000007809	Outstanding	LOTTS	Lott and Lott Rail Services Ltd	05-Nov-2019	05-Nov-2019	£ 35,250.00	£ 35,250.00		3	£ 30,000.00
۰	Ð	ORD	0000007807	Part invoiced	BRAT	Bratford Design Services	31-Oct-2019	31-Oct-2019	£ 58,750.00	£ 23,500.00	jim@bof.co.uk	đ	£ 50,000.00
٠		ORD	0000007805	Outstanding	AUDIO	Audio Supply and Rental Services bu	31-Dec-2019	31-Dec-2019	£ 317.25	£ 317.25	mike@asrsb.co.uk		£ 270.00
						П							,
standin	q										н		Page 1 of 2

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:

				Accession for the second				Company Miles Brown and	i Sons & Co. 🔻 Use	er: Ji
Sales Led Brow		ce Proforma S	cheduled Cl Invoice Pe	Nominal Ledger		Ø rts∙	ts System			
ode 🔻 li	ke Ali A B C D	E F G H	H I J K L	M N O P	Q R S T	U 1	v w x y z	0 1 2 3 4 5 6	7 8 9	
Code	Name	Balance	Currency Balance	Credit Limit	Default Currency	Status	Address Department	Address Line 1	Address Line 2	Add
A00001	Airfreight Systems LTD	£ 196,883.36		£ 75,000				21 Ashgrove Road	Horley	
AB0001	A Booker PLC	£ 376,276.10	€ 424,149.58	€ 50,000	EUR			Booker House	Upper High Street	
AQ0001	Agustin Quevedo	£ 68,061.92	€ 82,675.20	€ 10,000,000	EUR	5000		Ona 55, 4-B	28050 Madrid	
B00002	British Financial Planning Co.	£ 87,065.46		£0				25 Staplefield Avenue	Swindon	
BRIT01	British Commercial Services	£ 220,151.65		£ 200,000				12 Downs Street	London	
C00001	Coverall Advertising Consultants	£ 124,546.63	\$ 156,840.00	\$ 100,000	USD			Colwood House	Colwood Hill	
CHAN	Channel Computer Development	£ 429,885.00		£0				25 Coastline Avenue	Eastbourne	
CPL001	Computer Private Limited	£ 51,504.00		£ 30,000				30 Coronation Ave	reendale	
ECO	ECO Electrical Wholesalers LTD	£ 56,407.24	\$ 77,542.90	\$ 0	USD			Unit A , Cradle Hill Indust. E	state Upper Dumsford	
G00001	Graystone Insurance CO LTD	£ 57,138.00		£ 750				150 Eastern Road	Newcastle-Upon-Tyne	
HARVEY	Harveys Financial Planning Ltd	£ -3,197.52		£ 40,000				3 Great Thorndean Place	London	
00001	Joseph Drawit Associates	£ 69,254.00		£0				21 Cambridge Road	Ipswich	
LA	LA Property Consultants	£ 33,103.50		£ 45,000				Albion House	78 High Street	
LAI001	Lifeboat Associates ITALIA s.r.l.	£ 51,331.11	€ 60,672.80	€ 40,000	EUR			20146 Miland - Via Frua, 14	C.C.I.A.A.	
MARVEL	Marvel Office Technology LTD	£ 20,777.64		£0				10, Raleigh Court	Livingstone way	
NASAT	Nasat Pharmaasdceuticals LTD	£ 9,128.50		£ 10,000				Hurst Lane Industrial Estate	Northdean	
PRIME	Prime Chemicals LTD	£ -573.00		£ 0				Prime House	Chiddel Trading Est.	
•										•
By Compa	iny							H A	H Page 1 c	of 2

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.

								Company Miles Brown and	I Sons & Co. 🔻 Use	er: JF
Sales Leo	iger Sales Orders Purcha	se Ledger Pu	urchase Orders N	ominal Ledger	r Audit Tir	nesheet	s System			
Brow		ce Proforma S	cheduled Invoice Period Period Prog	e Ci d Data	ustomer Listings - Transa Report	ctional rts*	Statements			
de ▼ li		-		2		-	/ W X Y Z	0 1 2 3 4 5 6	7 8 9	
Code	Name	Balance	Currency Balance	Credit Limit	Default Currency	Status	Address Department	Address Line 1	Address Line 2	Add
400001	Airfreight Systems LTD	£ 196,883.36		£ 75,000				21 Ashgrove Road	Horley	
AB0001	A Booker PLC	£ 376,276.10	€ 424,149.58	€ 50,000	EUR			Booker House	Upper High Street	
AQ0001	Agustin Quevedo	£ 68,061.92	€ 82,675.20 €	10,000,000	EUR	_		Ona 55, 4-B	28050 Madrid	
300002	British Financial Planning Co.	£ 87,065.46		£0				25 Staplefield Avenue	Swindon	
BRIT01	British Commercial Services	£ 220,151.65		£ 200,000				12 Downs Street	London	
C00001	Coverall Advertising Consultants	£ 124,546.63	\$ 156,840.00	\$ 100,000	USD			Colwood House	Colwood Hill	
CHAN	Channel Computer Development	£ 429,885.00		£ 0				25 Coastline Avenue	Eastbourne	
CPL001	Computer Private Limited	£ 51,504.00		£ 30,000				30 Coronation Ave	reendale	
CO	ECO Electrical Wholesalers LTD	£ 56,407.24	\$ 77,542.90	\$ 0	USD			Unit A , Cradle Hill Indust. E	state Upper Dumsford	
G00001	Graystone Insurance CO LTD	£ 57,138.00		£ 750				150 Eastern Road	Newcastle-Upon-Tyne	
HARVEY	Harveys Financial Planning Ltd	£ -3,197.52		£ 40,000				3 Great Thorndean Place	London	
00001	Joseph Drawit Associates	£ 69,254.00		£0				21 Cambridge Road	Ipswich	
LA	LA Property Consultants	£ 33,103.50		£ 45,000				Albion House	78 High Street	
AI001	Lifeboat Associates ITALIA s.r.l.	£ 51,331.11	€ 60,672.80	€ 40,000	EUR			20146 Miland - Via Frua, 14	C.C.I.A.A.	
MARVEL	Marvel Office Technology LTD	£ 20,777.64		£0				10, Raleigh Court	Livingstone way	
NASAT	Nasat Pharmaasdceuticals LTD	£ 9,128.50		£ 10,000				Hurst Lane Industrial Estate	Northdean	
PRIME	Prime Chemicals LTD	£ -573.00		£0				Prime House	Chiddel Trading Est.	
•										•
By Compa	iny							н н	H Page 1 c	of 2



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.

iales Ledge	er Sa	es Orde	ers Purchase	Ledger Purch	ase C	orders Nominal Le	lger Timesheets	System						Company Miles Brown and Sons & Co.	. . U	ser: COLIN C	HAPP
	eived	oices	Approve Orders Authorisation	New Punchout Order Se Punchou			Click' shortcut menu a lost grids within Clarit										
uthorised	Released	Туре	Order Reference	Status		Account Code	Account Name	/	Date	Due Date	Amount	Currency	Amount O/S	Email to	Last sent as	Net Amount	Punc
•		ORD	0000007828	Part Delivered, p	art ji	nvoiced DBW001	De Burgh Wine Mercha	ants Ltd	01-Apr-2020	01-Apr-2020	£ 816.94		£ 187.19	Accounts@deburghstest.com	a	£ 680.78	
•	1	ORD	0000007826	Part Delivered,	3	Refresh		td	01-Apr-2020	01-Apr-2020	£ 518.40		£ 163.50	accounts@Campbells-Prime-Meat.co	a	£ 518.40	
•	D	ORD	0000007825	Outstanding	-	New punch out order		Ltd	12-May-2020	12-May-2020	£ 240.00		£ 240.00			£ 200.00	
	2	ORD	0000007824	Outstanding	a	Ouick order		Ltd	09-Apr-2020	09-Apr-2020	£ 2,400.00		£ 2,400.00			£ 2,000.00	
•	2	ORD	0000007823	Outstanding		Copy order		Ltd	09-Apr-2020	09-Apr-2020	£ 1,200.00		£ 1,200.00			£ 1,000.00	
•	2	ORD	0000007822	Outstanding				5	14-Mar-2020	20-May-2020	£ 50,868.00		£ 50,868.00	jim@bof.co.uk		£ 42,390.00	
•	P	ORD	0000007821	Outstanding	21	Add Order		Ltd	14-Mar-2020	14-May-2020	£ 55,200.00		£ 55,200.00			£ 46,000.00	
	D	ORD	0000007820	Outstanding		Modify Order		Ltd	08-Dec-2019	08-Dec-2019	£ 2,620.25		£ 2,620.25			£ 2,230.00	
•	D	ORD	0000007819	Outstanding		Remove Order		I Services bu	04-Feb-2020	04-Feb-2020	£ 3,260.62		£ 3,260.62	mike@asrsb.co.uk		€ 2,775.00	
•	P	ORD	0000007818	Outstanding		Complete Order		I Services bu	04-Feb-2020	04-Feb-2020	£ 323.12		£ 323.12	mike@asrsb.co.uk		£ 275.00	
•	1	ORD	0000007817	Outstanding	9	View Order		agn Ltd	01-Mar-2020	01-Mar-2020	£ 117.50		£ 117.50		a	£ 100.00	
•	D	ORD	0000007816	Furt metorocu		View scanned docume		ign Ltd	01-Dec-2019	01-Dec-2019	£ 94,000.00		£ 11,750.00			£ 80,000.00	
•	1	ORD	0000007815	Outstanding	2	Attach scanned docum	ent	es	24-Feb-2020	24-Feb-2020	£ 117.50		£ 117.50			£ 100.00	
•	1	ORD	0000007814	Outstanding	a	Preview order 000000	7828	: Ltd	07-Mar-2020	07-Mar-2020	£ 12,925.00		£ 12,925.00		a	£ 11,000.00	
•	D	ORD	0000007812	Outstanding	x	Download order 00000	07828 for final print		15-Dec-2019	15-Dec-2019	£ 7,050.00		£ 7,050.00		a	£ 6,000.00	
•	Ð	ORD	0000007811	Outstanding	3	Email order 00000078	28 to supplier	s	10-Jan-2020	10-Jan-2020	£ 58,750.00		£ 58,750.00	jim@bof.co.uk	9	£ 50,000.00	
•	D	ORD	0000007810	Outstanding	3	Print/Email current rar	ge		05-Nov-2019	05-Nov-2019	£ 47,000.00		E 47,000.00		a	£ 40,000.00	
•	10	ORD	0000007809	Outstanding	-	Deliver 0000007828		es Ltd	05-Nov-2019	05-Nov-2019	£ 35,250.00		£ 35,250.00		a	£ 30,000.00	
•	13	ORD	0000007807	Part invoiced		Invoice 0000007828		5	31-Oct-2019	31-Oct-2019	£ 58,750.00		£ 23,500.00	jim@bof.co.uk	9	£ 50,000.00	

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.

Date	Due Date	Amount	Amount O/S	Curi
01-Apr-2020	01-Apr-2020	£ 816.94	£ 187.19	
01-Apr-2020	01-Apr-2020	£ 518.40	£ 163.50	
12-May-2020	12-May-2020	£ 240.00	£ 240.00	
09-Apr-2020	09-Apr-2020	£ 2,400.00	£ 2,400.00	
09-Apr-2020	09-Apr-2020	£ 1,200.00	£ 1,200.00	
14-Mar-2020	20-May-2020	£ 50,868.00	£ 50,868.00	
14-Mar-2020	14-May-2020	£ 55,200.00	£ 55,200.00	
08-Dec-2019	08-Dec-2019	£ 2,620.25	£ 2,620.25	
04-Feb-2020	04-Feb-2020	£ 3,260.62	£ 3,260.62	
04-Feb-2020	04-Feb-2020	£ 323.12	£ 323.12	
01-Mar-2020	01-Mar-2020	£ 117.50	£ 117.50	
01-Dec-2019	01-Dec-2019	£ 94,000.00	£ 11,750.00	
24-Feb-2020	24-Feb-2020	£ 117.50	£ 117.50	
07-Mar-2020	07-Mar-2020	£ 12,925.00	£ 12,925.00	
15-Dec-2019	15-Dec-2019	£ 7,050.00	£ 7,050.00	



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	Туре	Invoice Reference	Account Code	Account Name
•		INV	000002069	PRIME	Prime Chemicals LTD
٠		INV	000002068	A00001	Airfreight Systems LTD
٠		CRD	000002067	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	Туре	Invoice Reference	e	Account Code	A	ccount Name
•		INV	0000002069		DDIME	D	rime Chemicals LTD
٠		INV	Status Reference		tstanding 00002069		rfreight Systems LTD
•		CRD	Our reference				A Property Consultants
٠		CRD	Their reference				A Property Consultants
٠		INV	Document date		-		CO Electrical Wholesalers LTD
٠		CRD	Amount	1	.15.00		CO Electrical Wholesalers LTD
٠		INV	Created Modified		COLIN CHAPMA COLIN CHAPMA		A Property Consultants
٠		CRD	Released	on	15-Aug-2018		A Property Consultants
•		INV	000002061		BRIT01	в	ritish Commercial Services

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	Туре	Invoice Reference	Account Code	Account Name	Amount	VAT Amount	Currency	Their Reference	Our Reference	Last set as	Printed	Emailed	Net
•		INV	000002061	BRIT01	British Commercial Services	£ 1,058.40	£ 176.40			DM-456	3	ď	×	£
۰		CRD	000002060	BRIT01	British Commercial Services	£ 10,584.00	£ 1,764.00			Dm456	3	ď	₽ĸ	£8
۰		INV	0000002052	BRIT01	British Commercial Services	£ 15.00	£ 2.50		GH456	PS456	3	ď	₽ĸ	
۰		INV	0000002047	BRIT01	British Commercial Services	£ 212.68	£ 31.68						×	1
•		INV	000002043	BRIT01	British Commercial Services	£ 35,250.00	£ 5,250.00			DT23MAR	3	ď	×	£ 30
•		INV	000002039	BRIT01	British Commercial Services	£ 11,750.00	£ 1,750.00		HY-6789	P1004	3	ď	≅ ≮	£ 10
•		INV	000002038	BRIT01	British Commercial Services	£ 117,500.00	£ 17,500.00			P1001	3	ď	₽ĸ	£ 100
•		INV	0000002032	Product	Notes		antity	Price	Ne	t Vat Amo	unt Orde	. Rof	Delive	- nor
•		INV	0000002021	SERVICES	Initial invoice with regards to t		1.0	100000.00				KCI	Denve	ry kei
•	E)	INV	0000002008	SERVICES SERVICES	Engineering Consultant Motion consultant		1.0 1.0	200000.00						
				SERVICES	Agent commission		1.0	40000.00	40,000.0	0 7,000	0.00			



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*.

Transz Type INV CRD CRD INV CRD INV CRD INV CRD		Proforma S Invoicing	Code /	Data Listings* Reports* Reporting Recount Name Remore Chemicals LTD. Refresh Copy Invoice 0000002069 Add Invoice Madify Invoice 0000002069 Remove Invoice 0000002069 View Invoice 0000002069 View Invoice 0000002069	1	£ 315.00 £ 200.00 £ 50.00 £ 400.00 \$ 600.00 \$ 600.00 £ 240.00	sing Currency USD	v Their Reference		Last set as	Printed CV CV CV CV CV	Emailed SK SK SK SK SK SK	£ 1,800.00 £ 1,000.00 £ 250.00 £ 2,000.00 \$ 3,000.00	\$ 3,000.00
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CRD		BRIT01	-	View scanned documents		1,160.00			Dm456	4	ď	≅ĸ	£ 5,800.00	£ 5,800.00
	0000002060		0.0			£ 176.40			DM-456	4	ď	≅ K	£ 882.00	£ 882.00
		BRIT01	4	Attach scanned document		1,764.00			Dm456	3	ď	≅ k	£ 8,820.00	£ 8,820.00
INV	0000002059	B00002	4	Preview Invoice 0000002069		£ 118.00			Dm-456	3	ď	⊨ĸ	£ 590.00	£ 590.00
CRD	0000002058	B00002	3		9 for final print	2,000.00			DM-4567	4	ď	≅ĸ	£ 10,000.00	£ 10,000.00
INV	0000002057	ECO			customer	\$ 160.00	USD	P067	DM565	3	ď	⊨ĸ	\$ 800.00	\$ 800.00
INV	0000002056	CHAN	3	Print/Email current filter range	8	£ 400.00		PO12345	DM456	4	ď	≅ĸ	£ 2,000.00	£ 2,000.00
INV	000002055	A00001	۲	Update the current filter range	e to ledger	£ 10.20		PO34-3	DM5738	4	ď	≅ĸ	£ 51.00	£ 51.00
INV	0000002054	HARVEY	The second se	Clear filter		£ 1.08		PO899	DM4589	3	ď	≌ k	£ 5.40	£ 5.40
INV	000002053	A00001				£ 3.00		PO345	DM5690	3	ď	≅ĸ	£ 15.00	£ 15.00
INV	0000002052	BRIT01				£ 2.50		GH456	PS456	3	ď	₽ĸ	£ 12.50	£ 12.50
INV	0000002051	A00001				18,000.00			J1000	4	ď	₽ĸ	£ 90,000.00	£ 90,000.00
INV	0000002050	AQ0001				€ 0.00	EUR	Fredey Jones	DM5689		⊂ t ×	3	€ 2,600.00	€ 2,600.00
INV	000002049	LAI001						Paul Smith	DM56	≥	a ×	3	€ 3,500.00	€ 3,500.00
			_	1		-								•
I I I I	NV NV NV	NV 0000002054 NV 0000002053 NV 0000002052 NV 0000002051 NV 0000002051	NV 0000002054 HARVEY NV 0000002053 A00001 NV 0000002052 BRIT01 NV 0000002051 A00001 NV 0000002050 AQ0001	NV 000002054 HARVEY NV 000002053 A00001 NV 000002052 BRIT01 NV 000002051 A00001 NV 000002050 A00001 NV 000002050 A00001 NV 000002050 A00001 NV 000002050 A00001 NV 000002054 LAI001	NV 000002054 HARVEY Clear filter VV 000002053 A00001 X Sum selected cells VV 000002052 BRT01 Sum selected cells Cey to Clipboard VV 000002059 A00001 Paste / Import Paste / Import VV 000002059 LA1001 Open file Cey to Clipboard	NV 0000002054 HARVEY NV 0000002053 A00001 NV 0000002052 BRIT01 NV 0000002053 A00001 NV 0000002053 A00001 NV 0000002053 A00001 NV 0000002050 AQ0001 NV 0000002054 LAI001 TI Copy to Clipboard Peste / Import Open file TII Columns	NV 000002054 HARVEY Clear filter £ 1.08 NV 000002053 A00001 \$ Sum selected cells £ 3.00 NV 000002053 BRIT01 \$ Capy to Clipboard £ 2.50 NV 000002053 A00001 \$ Capy to Clipboard £ 0.00 NV 000002050 AQ0001 \$ Paste / Import € 0.00 V0 000002049 LAID01 \$ Capumas \$	NV 0000002054 HARVEY Clear filter £ 1.08 NV 0000002053 A00001 X Clear filter £ 3.00 NV 0000002052 BRIT01 X Susselextd cells £ 2.50 NV 0000002053 A00001 X Copy to Clipboard £ 3.000 NV 0000002053 A00001 X Paste / Import £ 0.00 E0.00 V0 0000002054 Lattool Import £ 0.00 EUR £ 0.00 EUR TII Columns TII Columns Susselessed lays X X	NV 0000002054 HARVEY T Clear filter £ 1.08 P0899 NV 0000002053 A00001 T E 3.00 P0345 £ 2.50 GH456 NV 000002053 A00001 T E 3.00 P0345 £ 2.50 GH456 NV 000002050 A00001 T Copy to Clipboard Paste / Import € 0.00 EUR Fredey Jones 000002049 LAID01 T Columns S) Last seved layout T	NV 000002054 HARVEY Clear filter £ 1.08 P0899 DM4589 NV 000002053 A00001 \$ Clear filter £ 3.00 P0345 DM5690 NV 000002052 BRIT01 \$ Sum selected cells £ 2.50 GH456 P6456 NV 000002053 A00001 \$ Copyr to clipboard \$	NV 0000002054 HARVEY Cear filter £ 1.08 P0899 DM4589 dia NV 0000002053 A00001 \$ Cear filter £ 3.00 P0345 DM5690 dia NV 0000002052 BRIT01 \$ Sum selected cells £ 2.50 GH455 P6456 dia NV 000002050 AQ0001 \$ Paste / Import £ 0.00 1000 dia V0 000002050 AQ0001 \$ Open file Cear filter £ 0.00 EUR Pasts/House DM5689 dia V0 000002050 AQ0001 \$ Peste / Import Cear filter Cear filter Cear filter Deen file Cear filter Cear filter Cear filter Deen file Deen file Cear filter Deen file Cear filter Deen file	NV 0000002054 HAIVEY Topologic Case filter £ 1.08 P0899 DM4589 dial d' NV 0000002053 A00001 Topologic Case filter £ 3.00 P0345 DM5690 dial d' Topologic Case filter Topologic Case filter Topologic Case filter £ 3.00 P0345 DM5690 dial d' Topologic Case filter Topologic Case filter Topologic Case filter Topologic Case filter E 3.00 P0345 DM5690 dial d' NV 0000002052 BRITOI Topologic Case filter Topologic Case filter E 3.00 CH456 P5456 dial d' NV 0000020520 AQ001 Topol Paste / Import E 0.00 E0.00 EUR Fredey Jones DM5699 dial dial NV 000002049 LAIDOI Topologic Case filter E 0.00 EUR Fredey Jones DM5699 dial dial NV 000002049 LAIDOI Topologicas E 0.00 EUR	NV 0000002054 HARVEY Car filter £ 1.08 P0899 DM4589 dia d'/ Lix NV 000002053 A00001 X Sum selected cells £ 3.00 P0345 DM5690 dia d'/ Lix NV 000002052 BRIT01 X Copy to Clipboard 1000 dia d'/ Lix NV 000002050 A00001 Y Paste / Import. 0.000 1000 dia d'/ Lix NV 000002050 A00001 Y 0000102050 DM5689 dia dia/ dia/	NV 0000002054 HARVEY V Caler filter £ 1.0 PO899 DM4589 di d'/ L £ 5.40 NV 000002053 A00001 X Monological and



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**.

								Company Miles Br	own and Sons & Co. 🔹 User: COLII	N CHAPI
Purchase Orders	Nominal Led	ger Timesheets System								
cXml ut Order Setup Wizard Punchout										Hover t mouse the tab
s	Account Code	Account Name	Date	Due Date	Amount	Amount O/S	Currency	Email to	Maintain filter across document kinds	
Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	01-Apr-2020	01-Apr-2020	£ 816.94	£ 187.19		Accounts@deburghstest.co	Supplier	~
Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Apr-2020	01-Apr-2020	£ 518.40	£ 163.50		accounts@Campbells-Prim		~
anding	5M	5M Quality Rail Services Ltd	12-May-2020	12-May-2020	£ 240.00	£ 240.00			References	~
anding	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 2,400.00	£ 2,400.00			User Delivery Address	÷
anding	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 1,200.00	£ 1,200.00			Dates	•
anding	BRAT	Bratford Design Services	14-Mar-2020	20-May-2020	£ 50,868.00	£ 50,868.00		jim@bof.co.uk	Analysis Groups	~
anding	5M	5M Quality Rail Services Ltd		14-May-2020					Nominal Code & Cost Centres	*
anding	5M	5M Quality Rail Services Ltd			£ 2.620.25				Stock Job Costing	
									Job Costing	-
anding	AUDIO	Audio Supply and Rental Services bu			£ 3,260.62			mike@asrsb.co.uk		
anding	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 323.12	£ 323.12		mike@asrsb.co.uk		
anding	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 117.50	£ 117.50				
nvoiced	NOVES	Noves Consultancy&Design Ltd	01-Dec-2019	01-Dec-2019	£ 94,000.00	£ 11,750.00				
anding	CAPLON	Caplon Furniture Supplies	24-Feb-2020	24-Feb-2020	£ 117.50	£ 117.50				
anding	5M	5M Quality Rail Services Ltd	07-Mar-2020	07-Mar-2020	£ 12,925.00	£ 12,925.00				
anding	T00001	Texauto Ltd	15-Dec-2019	15-Dec-2019	£ 7,050.00	£ 7,050.00				

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.

		rchase	e Orders	Nominal Led	lger Timesheets System								
	ew ut Order Punc		cXml p Wizard								Maintain the selected filter between the grids	Ţ	
	us			Account Code	Account Name	Date	Due Date	Amount	Amount O/S	Currency	Email to	Maintain filter across document kinds	
		d, par	t invoiced	DBW001	De Burgh Wine Merchants Ltd	01-Apr-2020	01-Apr-2020	£ 816.94	£ 187.19		Accounts@deburghstest.co	Supplier	~
Dataflo	Delivere	d, par	t invoiced	CPM001	Campbells Prime Meat Ltd	01-Apr-2020	01-Apr-2020	£ 518.40	£ 163.50		accounts@Campbells-Prime	Status	•
	anding			5M	5M Quality Rail Services Ltd	12-May-2020	12-May-2020	£ 240.00	£ 240.00			References	*
ales Le	standing			5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 2,400.00	£ 2,400.00			User Delivery Address	~
-	tanding			5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 1,200.00	£ 1,200.00			Dates	*
	tanding			BRAT	Bratford Design Services	14-Mar-2020	20-May-2020	£ 50,868.00	£ 50,868.00		jim@bof.co.uk	Analysis Groups	•
rders F	atanding			5M	5M Quality Rail Services Ltd	14-Mar-2020	14-May-2020	£ 55,200.00	£ 55,200.00			Nominal Code & Cost Centres Stock	~
Deeue	atanding			5M	5M Quality Rail Services Ltd	08-Dec-2019	08-Dec-2019	£ 2,620.25	£ 2,620.25			Job Costing	~
Docum	tanding			AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 3,260.62	£ 3,260.62		mike@asrsb.co.uk		
uthoris	tanding			AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 323.12	£ 323.12		mike@asrsb.co.uk		
-	tanding			NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 117.50	£ 117.50				
٠	invoiced			NOVES	Noves Consultancy&Design Ltd	01-Dec-2019	01-Dec-2019	£ 94,000.00	.00 £ 11,750.00				
•	anding			CAPLON	Caplon Furniture Supplies	24-Feb-2020	24-Feb-2020	£ 117.50	£ 117.50				
	anding			5M	5M Quality Rail Services Ltd	07-Mar-2020	07-Mar-2020	£ 12,925.00	£ 12,925.00				
•	anding			T00001	Texauto Ltd	15-Dec-2019	15-Dec-2019	£ 7,050.00	£ 7,050.00				
٠	E	1	ORD 0	000007819		AUDIO	Audio Supply	and Re					
٠	5	<u> </u>	ORD	000007818	Outstanding	AUDIO	Audio Supply	and Re					
			LIN CHAI										

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

rd				Left	mouse click	to sort	
	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S
	5M	5M Quality Rail Services Ltd	05-Mar-2020	08-May-2020	£ 47.00		£ 47.00
	CAPLON	Caplon Furniture Supplies	24-Feb-2020	24-Feb-2020	£ 117.50		£ 117.50
	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 117.50		£ 117.50
	5M	5M Quality Rail Services Ltd	12-May-2020	12-May-2020	£ 240.00		£ 240.00
	AUDIO	Audio Supply and Rental Services bu	31-Dec-2019	31-Dec-2019	£ 317.25		£ 317.25
	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 323.12		£ 323.12
ed	CPM001	Campbells Prime Meat Ltd	01-Apr-2020	01-Apr-2020	£ 518.40		£ 163.50
ed	DBW001	De Burgh Wine Merchants Ltd	01-Apr-2020	01-Apr-2020	£ 816.94		£ 187.19
	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 1,200.00		£ 1,200.00
	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 2,400.00		£ 2,400.00
	5M	5M Quality Rail Services Ltd	08-Dec-2019	08-Dec-2019	£ 2,620.25		£ 2,620.25
	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 3,260.62		£ 3,260.62
	T00001	Texauto Ltd	15-Dec-2019	15-Dec-2019	£ 7,050.00		£ 7,050.00
	EM	EM Quality Bail Convises Ltd	04 Mar 2020	04 Mar 2020	C 10 000 00		C 11 000 00

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.

	Sort first colu	Imn		second colun irst column	nn within	1
Ī	Account Code	Account Name	Date	Due Date	Å 2 Amount	Curre
	5M	5M Quality Rail Services Ltd	05-Mar-2020	08-May-2020	£ 47.00	
	5M	5M Quality Rail Services Ltd	12-May-2020	12-May-2020	£ 240.00	
	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 1,200.00	
	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 2,400.00	
	5M	5M Quality Rail Services Ltd	08-Dec-2019	08-Dec-2019	£ 2,620.25	
	5M	5M Quality Rail Services Ltd	04-Mar-2020	04-Mar-2020	£ 10,000.00	
	5M	5M Quality Rail Services Ltd	07-Mar-2020	07-Mar-2020	£ 12,925.00	
	5M	5M Quality Rail Services Ltd	14-Mar-2020	14-May-2020	£ 55,200.00	
	AUDIO	Audio Supply and Rental Services bu	31-Dec-2019	31-Dec-2019	£ 317.25	
	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 323.12	
	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 3,260.62	
	DECTO:	0.10.10	05 N 0040	05 N 0040	c 17 000 00	



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.

Aged Debtors Report Report Parameters Base currency Scope As at 18/08/2023 By By currency Ageing Options Age by Days Period using Transaction date Invoice due date Transaction Ledger Sales Age forward dated transactions Content Print contact details Print transaction Analysis Groups Summary RAW data Order by Code Name	Filters Accounts Account Types Current Balance greater than Current Balance greater than Credit Limit Account Analysis: Area Account Analysis: Salesmen By Settlement band	Filters •
Accounts 🔊		 ×

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;

Report Parameters Base currency Scope Accounts Image: A Addition of the system of the s	Aged Debtors Report			
Scope ccounts All Airfreight Systems LTD Ao0001 Airfreight Systems LTD AB0001 A Booker PLC A00001 Agustin Quevedo B00002 British Financial Planning Co. BRIT01 British Commercial Services C00001 Coverall Advertising Consult Ltd C CHAN Channel Computer Development C CPL001 Computer Private Limited C CPL001 Computer Private Limited C CPL001 Computer Private Limited C CPL001 Graystone Insurance CO LTD A HARVEY Harveys Financial Planning Ltd J J00001 Joseph Drawit Associates LA LA Property Consultants LA LA Property Consultants LA LA Property Consultants Accounts	eport Parameters			
ccounts Image: All Imag	Base currency			•
All Airfreight Systems LTD A00001 Airfreight Systems LTD A00001 Abooker PLC AQ0001 Agustin Quevedo B00002 British Financial Planning Co. BRIT01 British Commercial Services C00001 Coverall Advertising Consult Ltd CHAN Channel Computer Development CHAN Channel Computer Development CPL001 Computer Private Limited ECO ECO Electrical Wholesalers LTD G00001 Graystone Insurance CO LTD HARVEY Harveys Financial Planning Ltd J00001 Joseph Drawit Associates L A LA Property Consultants LA LA Property Consultants LA LA Property Consultants LA LA Property Consultants ANSAT Nasat Pharmaasdceuticals LTD Accounts Laboration (Laboration Context)	Scope			
A00001 Airfreight Systems LTD A80001 A Booker PLC AQ0001 Agustin Quevedo B00002 British Financial Planning Co. BRIT01 British Commercial Services C00001 Coverall Advertising Consult Ltd CHAN Chanel Computer Development CPL001 Computer Private Limited ECO ECO Electrical Wholesalers LTD G00001 Graystone Insurance CO LTD HARVEY Harveys Financial Planning Ltd J00001 Joseph Drawit Associates LA LA Property Consultants LAIO1 Lifeboat Associates ITALIA s.r.l. MARVEL Marvel Office Technology LTD NASAT Nasat Pharmaasdceuticals LTD	counts			
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BO0002 British Financial Planning Co. BRIT01 British Commercial Services C00001 Coverall Advertising Consult Ltd CHAN Channel Computer Development CPL001 Computer Private Limited ECO ECO Electrical Wholesalers LTD G00001 Graystone Insurance CO LTD HARVEY Harveys Financial Planning Ltd J00001 Joseph Drawit Associates LA LA Property Consultants LA1001 Lifeboat Associates ITALIA s.r.l. MARVEL Marvel Office Technology LTD NASAT Nasat Pharmaasdceuticals LTD ccounts	AB0001 A Booker PLC			
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CPL001 Computer Private Limited CPL001 Computer Private Limited COMPUTER C	C00001 Coverall Advertisi	ing Consult Ltd		=
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Image: Consultants Image: LAI Difference of the consultants Image: LAI D	HARVEY Harveys Financia	l Planning Ltd		
Image: All All All All All All All All All Al	🖌 J00001 🛛 Joseph Drawit As	sociates		
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NASAT Nasat Pharmaasdceuticals LTD	🖌 LAI001 🛛 Lifeboat Associate	es ITALIA s.r.l.		
Iter X	MARVEL Marvel Office Tec	hnology LTD		
ccounts 😹	🖌 NASAT 🛛 Nasat Pharmaasd	Iceuticals LTD		+
ccounts 😹				
	lter			×
	ccounts 😹			
ear filter 🐨 Print in PDF Viewer 📜 Print in Browser 🎱 Close			(1999)	Close

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;

Report Parameters			
Base currency		•	
Scope			L
ccounts			
A00001 Airfreight Systems LTD			
AB0001 A Booker PLC			
🔲 AQ0001 Agustin Quevedo			
B00002 British Financial Planning Co.			
BRIT01 British Commercial Services			
C00001 Coverall Advertising Consult Ltd		=	
CHAN Channel Computer Development			
CPL001 Computer Private Limited			
ECO Electrical Wholesalers LTD			
G00001 Graystone Insurance CO LTD			
HARVEY Harveys Financial Planning Ltd			
J00001 Joseph Drawit Associates			
LA LA Property Consultants			
LAI001 Lifeboat Associates ITALIA s.r.l.			
MARVEL Marvel Office Technology LTD			
NASAT Nasat Pharmaasdceuticals LTD		-	
liter		×	
Accounts 😹			I



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"

Aged Debto	ors Report			>
Report Parame	eters			
Base curre	ency		•	
Scope				
Accounts				
				1
A00001	Airfreight Systems LTD			
AB0001	A Booker PLC			
AQ0001	Agustin Quevedo			
B00002	British Financial Planning Co.			
BRIT01	British Commercial Services			
C00001	Coverall Advertising Consult Ltd		=	
CHAN	Channel Computer Development			
CPL001	Computer Private Limited			
ECO	ECO Electrical Wholesalers LTD			
🖌 G00001	Graystone Insurance CO LTD			
HARVEY	Harveys Financial Planning Ltd			
J00001	Joseph Drawit Associates			
🗸 LA	LA Property Consultants			
LAI001	Lifeboat Associates ITALIA s.r.l.			
MARVEL	Marvel Office Technology LTD			
NASAT	Nasat Pharmaasdceuticals LTD		-	
ilter			×	
Accounts 🚚]			1
ear filter 喉		Print in PDF Viewer 😕 Print in Browser	Close	



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;

Add 🖶	Modify 🥖	<u>R</u> emove 🗙
		51
Discard	Update 😁	
Deliver ઇ	Invoice)
<u>C</u> lose 🔀		

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.

A/c Code	A/c Name		Reference	Nominal Code	Nominal Desc	Currency	Amount	Outstanding Amount	Rate Base Ar
A00001	Airfreight Syste	ems LTD	2051	BANK1	Bank (Current Account)		£ 1,200.00	£ 1,200.00	£ 1,2
A00001	Airfreight Syste		2035	BANK1	Bank (Current Account)		£ 4,000.00	£ 4,000.00	£ 4,0
G00001	Graystone Insu		67094593		Bank (Current Account)		£ 500.00		£ 5
B00002	British Financia		12124578		Bank (Current Account)		£ 20,000.00		£ 20,0
LA	LA Property Co	3	34890583		Bank (Current Account)		£ 14,500.00		£ 14,5
BRIT01	British Comme		44668899		Bank (Current Account)		£ 80,000.00		£ 80,0
					,		£ 0.00		_ = = = ; = : £
· [II			Currency)	
Account	AB0001 -						Currency)	
Account Nominal	A00001	Airfreight Syst	ems LTD			• •		•	
Account Nominal	A00001 AB0001	A Booker PLC				• •	Rate		
Account Nominal Reference	A00001		do	*		•	Rate Amount	1.0	
Nominal Reference Date	A00001 AB0001 AQ0001	A Booker PLC Agustin Queve	do Il Planning Co.	•		 ▼ ■ C 	Rate Amount ommission	0.00	
Account Nominal Reference Date	A00001 AB0001 AQ0001 B00002	A Booker PLC Agustin Queve British Financia British Comme	do Il Planning Co.			 ▼ ■ C 	Rate Amount	0.00	
Account Nominal Reference Date Notes	A00001 AB0001 AQ0001 B00002 BRIT01	A Booker PLC Agustin Queve British Financia British Comme Coverall Adver	do Il Planning Co. rcial Services			 ▼ ■ C 	Rate Amount ommission	0.00	
Account Nominal Reference Date Notes	A00001 AB0001 AQ0001 B00002 BRIT01 C00001	A Booker PLC Agustin Queve British Financia British Comme Coverall Adver	do Il Planning Co. rcial Services tising Consultants uter Development			 ▼ ■ C 	Rate Amount ommission	0.00	
Account Nominal Reference Date Notes	A00001 AB0001 AQ0001 B00002 BRIT01 C00001 CHAN	A Booker PLC Agustin Queve British Financia British Comme Coverall Adver Channel Comp Computer Prive	do Il Planning Co. rcial Services tising Consultants uter Development			 ▼ ■ C 	Rate Amount ommission	0.00	



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.

(a) Aged Debtors Report	
Report Parameters	
Base currency	Lilters
Scope	
As at 27/03/2020 By currency	
Ageing Options	
Age by Days Period using Transaction date Invoice due date Transaction period date	
Ledger 🔘 Sales 🔘 Nominal	
Age forward dated transactions	
Content	
Print contact details	
Print transaction Analysis Groups	
Order by 🖲 Code 🔘 Name	
Filter	
<u> </u>	
Clear filter 😵 Print in PDF Viewer 📜 Print in Browser	Close 🔀



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.

	2 1 /1	₽ ₽ 💾	 Image: Image: Ima	Ē						
Miles Brown	and Sons & Co.						30 J	uly 2020 09:35		Page 1 of 1
Sales Led	ger Aged Debtors Summar	″ Y asat 30/07/202	₀ Ag	e By 'Days', A	geing By 'Trai	saction Date				
Account Code	Account Name	30 days & under	Over 30 days	Over 60 days	Over 90 days	Over 120 days	Balance at 30/07/2020	Forward Dated	Current Balance	Credit Limi
A00001	Airfreight Systems LTD	0.00	109,138.36	5,618.00	-637.50	83,172.50	197,291.36	0.00	197,291.36	75.00
AB0001	A Booker PLC	0.00	70,130.07	17,947.34	9,564.75	309,512,16	407,154.32	0.00	407,154.32	50,000
AQ0001	Agustin Quevedo	0.00	48,530.48	23,531.44	0.00	-4,000.00	68,061.92	0.00	68,061.92	10,000,000
B00002	British Financial Planning Co.	18,000.00	48,750.46	-3,525.00	0.00	26,000.00	89,225.46	0.00	89,225.46	
BRIT01	British Commercial Services	0.00	84,514.40	10,378.50	-15,000.00	140,258.75	220,151.65	0.00	220,151.65	200,000
C00001	Coverall Advertising Consultants	0.00	107,795.36	15,515.97	0.00	1,235.30	124,546.63	0.00	124,546.63	100,000
CHAN	Channel Computer Development	0.00	246,460.00	32,250.00	-100,000.00	251,175.00	429,885.00	0.00	429,885.00	
CPL001	Computer Private Limited	0.00	57,510.00	0.00	0.00	-6,006.00	51,504.00	0.00	51,504.00	30,000
ECO	ECO Electrical Wholesalers LTD	0.00	19,412.40	8,709.79	25,935.05	2,350.00	56,407.24	0.00	56,407.24	(
G00001	Graystone Insurance CO LTD	0.00	60,018.00	0.00	0.00	0.00	60,018.00	0.00	60,018.00	750
HARVEY	Harveys Financial Planning Ltd	0.00	-2,797.52	0.00	0.00	-400.00	-3,197.52	0.00	-3,197.52	40,000
J00001	Joseph Drawit Associates	0.00	69,254.00	0.00	0.00	0.00	69,254.00	0.00	69,254.00	(
LA	LA Property Consultants	0.00	-11,332.00	0.00	38,187.50	6,248.00	33,103.50	0.00	33,103.50	45,000
LAI001	Lifeboat Associates ITALIA s.r.l.	0.00	14,943.14	9,423.97	26,954.00	0.00	51,331.11	0.00	51,331.11	40,000
MARVEL	Marvel Office Technology LTD	0.00	-2,900.00	-25,000.00	-4,000.00	52,677.64	20,777.64	0.00	20,777.64	(
NASAT	Nasat Pharmaasdceuticals LTD	0.00	-2,794.00	0.00	9,337.50	2,585.00	9,128.50	0.00	9,128.50	10,000
PRIME	Prime Chemicals LTD	0.00	-573.00	0.00	0.00	0.00	-573.00	0.00	-573.00	
REPRO	Repro Publishing LTD	0.00	-568.00	0.00	5,874.00	0.00	5,306.00	0.00	5,306.00	5,000
STYLE1	Style Fashion Design	0.00	-520.00	420,000.00	4,854.00	0.00	424,334.00	0.00	424,334.00	(
VHT	Vickers Harris and Treadle	0.00	-472.00	0.00	0.00	0.00	-472.00	0.00	-472.00	
	To	tals: 18,000.00	914,500.15	514,850.01	1,079.30	864,808.35	2,313,237.81	0.00	2,313,237.81	

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.

I4 4 1	of 1 ▷ ▷ □ ↓	Find Next	🖳 - 🕲							
Miles Brown a	and Sons & Co.		Excel]			30 Ju	ıly 2020 09:43		Page 1 of 1
Sales Ledg	ger Aged Debtors Summary	as at 30/07/202	0 PDF Word	By 'Days', A	geing By 'Tran	saction Date'				
Account Code	Account Name	30 days & under	Over 30 days	Over 60 days	Over 90 days	Over 120 days	Balance at 30/07/2020	Forward Dated	Current Balance	Credit Limit
A00001	Airfreight Systems LTD	0.00	109,138.36	5,618.00	-637.50	83,172.50	197,291.36	0.00	197,291.36	75,000
AB0001	A Booker PLC	0.00	70,130.07	17,947.34	9,564.75	309,512.16	407,154.32	0.00	407,154.32	50,000
AQ0001	Agustin Quevedo	0.00	48,530.48	23,531.44	0.00	-4,000.00	68,061.92	0.00	68,061.92	10,000,000
B00002	British Financial Planning Co.	18,000.00	48,750.46	-3,525.00	0.00	26,000.00	89,225.46	0.00	89,225.46	(
BRIT01	British Commercial Services	0.00	84,514.40	10,378.50	-15,000.00	140,258.75	220,151.65	0.00	220,151.65	200,000
C00001	Coverall Advertising Consultants	0.00	107,795.36	15,515.97	0.00	1,235.30	124,546.63	0.00	124,546.63	100,000
CHAN	Channel Computer Development	0.00	246,460.00	32,250.00	-100,000.00	251,175.00	429,885.00	0.00	429,885.00	(
CPL001	Computer Private Limited	0.00	57,510.00	0.00	0.00	-6,006.00	51,504.00	0.00	51,504.00	30,000
ECO	ECO Electrical Wholesalers LTD	0.00	19,412.40	8,709.79	25,935.05	2,350.00	56,407.24	0.00	56,407.24	(
G00001	Graystone Insurance CO LTD	0.00	60,018.00	0.00	0.00	0.00	60,018.00	0.00	60,018.00	750
HARVEY	Harveys Financial Planning Ltd	0.00	-2,797.52	0.00	0.00	-400.00	-3,197.52	0.00	-3,197.52	40,000
J00001	Joseph Drawit Associates	0.00	69,254.00	0.00	0.00	0.00	69,254.00	0.00	69,254.00	C
LA	LA Property Consultants	0.00	-11,332.00	0.00	38,187.50	6,248.00	33,103.50	0.00	33,103.50	45,000
LA1001	Lifeboat Associates ITALIA s.r.l.	0.00	14,943.14	9,423.97	26,964.00	0.00	51,331.11	0.00	51,331.11	40,000
MARVEL	Marvel Office Technology LTD	0.00	-2,900.00	-25,000.00	-4,000.00	52,677.64	20,777.64	0.00	20,777.64	(
NASAT	Nasat Pharmaasdceuticals LTD	0.00	-2,794.00	0.00	9,337.50	2,585.00	9,128.50	0.00	9,128.50	1 <mark>0,000</mark>
PRIME	Prime Chemicals LTD	0.00	-573.00	0.00	0.00	0.00	-573.00	0.00	-573.00	(
REPRO	Repro Publishing LTD	0.00	-568.00	0.00	5,874.00	0.00	5,306.00	0.00	5,306.00	5,000
STYLE1	Style Fashion Design	0.00	-520.00	420,000.00	4,854.00	0.00	424,334.00	0.00	424,334.00	(
VHT	Vickers Harris and Treadle	0.00	-472.00	0.00	0.00	0.00	-472.00	0.00	-472.00	(
	Total	s: 18,000.00	914,500.15	514,850.01	1,079.30	864,808.35	2,313,237.81	0.00	2,313,237.81	



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.

👌 SalesAge	dDebtorsSummary 🗙 🕂										
$\leftarrow \ \ \rightarrow$	🖒 🏠 🛈 localhost/	dataflow.wcf/Re	porting/Rep	ortPages/Re	eportServer	Report.aspx?	ReportNam	e=SalesAge	dDebtorsSum	maryℜ	
I∢ ∢ 1	of 1 ▷ ▷ 🛛 💠	Find Next	R • 📀								
Villes Brown and Sons & Co. 30 July 2020 09:43											
Sales Ledç	ger Aged Debtors Summary	as at 30/07/202) Ag	e By 'Days', A	geing By 'Trar	saction Date					
Account Code	Account Name	30 days & under	Over 30 days	Over 60 days	Over 90 days	Over 120 days	Balance at 30/07/2020	Forward Dated	Current Balance	Credit Lir	
400001	Airfreight Systems LTD	0.00	109,138.36	5,618.00	-637.50	83,172.50	197,291.36	0.00	197,291.36	75,0	
B0001	A Booker PLC	0.00	7 选 07	17,947.34	9,564.75	309,512.16	407,154.32	0.00	407,154.32	50,0	
Q0001	Agustin Quevedo	0.00	4 📥 48	23,531.44	0.00	-4,000.00	68,061.92	0.00	68,061.92	10,000,0	
00002	British Financial Planning Co.	18,000.00	48,750.46	-3,525.00	0.00	26,000.00	89,225.46	0.00	89,225.46		
RIT01	British Commercial Services	0.00	84,514.40	10,378.50	-15,000.00	140,258.75	220,151.65	0.00	220,151.65	200,0	
00001	Coverall Advertising Consultants	0.00	107,795.36	15,515.97	0.00	1,235.30	124,546.63	0.00	124,546.63	100,0	
HAN	Channel Computer Development	0.00	246,460.00	32,250.00	-100,000.00	251,175.00	429,885.00	0.00	429,885.00		
PL001	Computer Private Limited	0.00	57,510.00	0.00	0.00	-6,006.00	51,504.00	0.00	51,504.00	30,0	
co	ECO Electrical Wholesalers LTD	0.00	19,412.40	8,709.79	25,935.05	2,350.00	56,407.24	0.00	56,407.24		
G00001	Graystone Insurance CO LTD	0.00	60,018.00	0.00	0.00	0.00	60,018.00	0.00	60,018.00	7	
ARVEY	Harveys Financial Planning Ltd	0.00	-2,797.52	0.00	0.00	-400.00	-3,197.52	0.00	-3,197.52	40,0	
00001	Joseph Drawit Associates	0.00	69,254.00	0.00	0.00	0.00	69,254.00	0.00	69,254.00		
A	LA Property Consultants	0.00	-11,332.00	0.00	38,187.50	6,248.00	33,103.50	0.00	33,103.50	45,0	
AI001	Lifeboat Associates ITALIA s.r.l.	0.00	14,943.14	9,423.97	26,964.00	0.00	51,331.11	0.00	51,331.11	40,0	
MARVEL	Marvel Office Technology LTD	0.00	-2,900.00	-25,000.00	-4,000.00	52,677.64	20,777.64	0.00	20,777.64		
IASAT	Nasat Pharmaasdceuticals LTD	0.00	-2,794.00	0.00	9,337.50	2,585.00	9,128.50	0.00	9,128.50	10,0	
RIME	Prime Chemicals LTD	0.00	-573.00	0.00	0.00	0.00	-573.00	0.00	-573.00		
EPRO	Repro Publishing LTD	0.00	-568.00	0.00	5,874.00	0.00	5,306.00	0.00	5,306.00	5,0	
TYLE1	Style Fashion Design	0.00	-520.00	420,000.00	4,854.00	0.00	424,334.00	0.00	424,334.00		
/HT	Vickers Harris and Treadle	0.00	-472.00	0.00	0.00	0.00	-472.00	0.00	-472.00		
	Total	18,000.00	914,500.15	514,850.01	1,079.30	864,808.35	2,313,237.81	0.00	2,313,237.81		

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

\leftarrow	\rightarrow O	Ω Ū	localhost/dat	taflow.wcf/Repo	orting/ReportPages/R	eportServerReport.aspx?Rep	portName=Sale
∎∢	4 1 of	1 0 01		Find Next	L . (*)		
Miles	Brown and S	ons & Co. 🦙	5			30 July 2020 09:52	Page 1 of 1
Sale	s Ledger A	ged Debtors	J Transaction	Drilldown	as at 30/07/2020		
A000	01	Airfreight Syster	ms LTD		Outstanding transaction	is between: 31/05/2020 and 30/0	6/2020
Туре	Reference	Date	Due Date	Our Reference	Their Reference	Original Value	Outstanding Value
INV	0000002051	15/06/2020	14/07/2020	J1000		108,000.00	108,000.00
NV	DM5678	15/06/2020	14/07/2020	J1003		54.00	54.00
CSH	Dmtest1	15/06/2020				-1,000.00	-500.00
CSH	Test 2	15/06/2020				-200.00	-200.00
NV	000002068	15/06/2020	15/07/2020			1,200.00	1,200.00
NV	0000002048	17/06/2020	17/07/2020			1,000.00	1,000.00
INV	000002055	17/06/2020	19/07/2020	DM5738	P034-3	61.20	61.20
INV	000002029	23/06/2020	23/07/2020	RST/345/78	678967	38.78	38.78
INV	000002030	23/06/2020	23/07/2020	RST/345/78	678967	76.38	76.38
CSH	Cash01	27/06/2020				-2,000.00	-1,000.00
NV	320123460	28/06/2020	28/07/2020			408.00	408.00
						Total	109,138.36



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.

Order for Number: 0000007824										- - X
Header 📄 Details 💁 Lines 🏣										
Lines										
Notes	VAT Code	VAT %	VAT	Nominal Code	Cost Centre					
test	0.00 2,000.0	0 2,000.00	2,000.00	1	20.00 %	400.00	EQP HIRE			
Details Floating Dockable]	iscount %					- û ×
Tabbed document					t Amount					0.00
Auto hide				Ne	t Amount					2,000.00
Hide			0	ā –	Vat	1 •	Standard Rate	d		20.0%
Price			2,000.00	Va	it Amount					400.00
Goods			2,000.00	De	ivery Due	09 Apri	il 2020			
					Weight		C	Volume		0
Nominal 🏭 Cost Centres 🚭 Job	costing 🍙 Intr	astats 🝙 T	otals 👼							
							Add 静 🛛 Rer	nove 🗙	Discard 🗂	Update 🛞

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.

ł	Order for Number: 0000007824															
	Header 📄 Details }登 Lines }≘															
	Line	s														
	Notes Quantity Price Goods Net V								VAT %	VAT	Nominal Code	Cost Centre				
	tes	test 0.00 2,000.00 2,000.00 1						1	20.00 %	400.00	EQP HIRE					
	<u>ح ک</u>															
	Deta													~ ¢ù ×		
		Floating					•	·								
	1	Dockable							Discount %	unt % 0						
		Tabbed document						Disco	unt Amount	0.00						
		Hide							let Amount	:	2,000.00					
		Quantity					(Vat	1 •	Standard Rat	ed		20.0%		
		Price					2,000.00	2,	/at Amount		400.00					
		Goods					2,000.00	D	elivery Due	09 Apr	il 2020			=		
	Weight 0 Volume															
	Non	ninal 👔 Cost Centr	es 📑 Job co	osting 🤅	Intrast	ats 💼 To	otals 🗃									
											Add	move 🗙	Discard 🗂	Update 😁		

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.

Order for N	Number: 0000007824														<u> </u>
Header 📄 De	Header 📄 Details 🕸 Lines j⊟														
Lines															
Notes		Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nom	inal Code	Cost Centre				
test		2,000.00	1	20.00 %	400.00	EQP	HIRE								
Details															
						_								- ų >	<u> </u>
Item Code					•	•									
Description	test					_ c	iscount %		Ξ	View line	details			0	
		Discou	nt Amount		<u>وا</u>	View non	View nominal	0.00		0.00	1				
						N	et Amount		3	View cost	t centres		:	2,000.00	1
Quantity					()	Vat	1 •	۲	View job				20.0%	j
Price					2,000.00) v	at Amount		٢	View intr				400.00	j III.
Goods					2,000.00) De	livery Due	09 Apr	1	View tota	ils				j II.
							Weight		Ш	Columns	•			0	1 I II.
								\sim	-	Window	•		Save layo	out	
												ا 🕙	.ast save	d layout	
Nominal 🌆	Cost Centres 😋 Job	costing (Intrast	ats 💼 To	otals 🗃						\Rightarrow	5	Revert la	yout to d	efault
									Add •	Rei	move 🗙	Disca	rd	Update (•

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.

Approv	New Punchout C	cXml Order Setup Wizard													
uthorisa	n New Order	Punchout				_				- 0	X	1			
Order R						_				<u> </u>		unt O/S	Email to		Last sent as Pur
000000	Header Details 192 Lines 1											187.19	3		
000000	Lines											163.50	accounts@Camp	bells-Prime-Meat.co	-3
000000	Item Code			Pack Size	Quantity	Price		Delivery Due		VAT Code		240.00			
000000		Coated Paper Bead Manuscript		Big Pack (Qty 16				16-Apr-2020			20.0	400.0	Totals	×	
000000	EXECHAIR	Executive chair	2.00	Boxes of 5	10.00	100.00	200.00	26-May-2020	200.00	1	20.0	200.0	Goods	490.00	≤ 1
000000												868.0	Discount	0.00	-
000000												200.0	Net	490.00	
000000												620.2	Vat	98.00	
000000												260.6	Total	588.00	
000000											•	323.1	Volume	0	
000000	Details			I						• (<u> </u>	117.5	Weight	925	3
000000										• ,		750.0			4
000000	Item Code	EXECHAIR		•		_						117.5			3
000000	Description	Executive chair			Discount	t %					0	925.0			4
000000					Discount Amo	unt				0.	.00	050.0			4
000000					Net Amo	unt				200	.00	750.00	jim@bof.co.uk		3
000000	Packs	2 Boxes of 5		•	v	at 1	▼ Sta	ndard Rated		20.0	0%	,000.00	1		4
000000	Each			0	Vat Amo	unt				40	.00	250.00)		3
000000	Quantity			10	Delivery f	200 26	May 202	n			m	500.00	jim@bof.co.uk		4
000000	Nominal 👔	Cost Centres 🚓 Job costing 📀	Intra	stats 🐵 <								317.25	mike@asrsb.co.u	ık	
000000						Add	R	emove 🗙	Discard	🗂 Updat	te 🛞	.000.00	john@5m.com		4
000000				、 ,		_	_		-			E 47.00	john@5m.com		