



# DATAFLOW

Financial Software Solutions

## ***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)

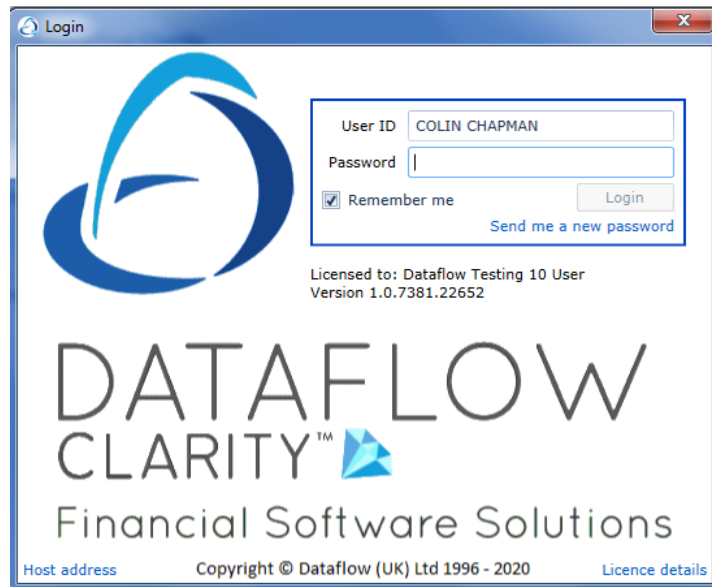
The first few sections cover general aspects of using Clarity. After this, each of the modules is covered separately starting with System Manager, then the Nominal Ledger because it is the core of the accounts process followed by Sales and Purchase Ledgers.

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.

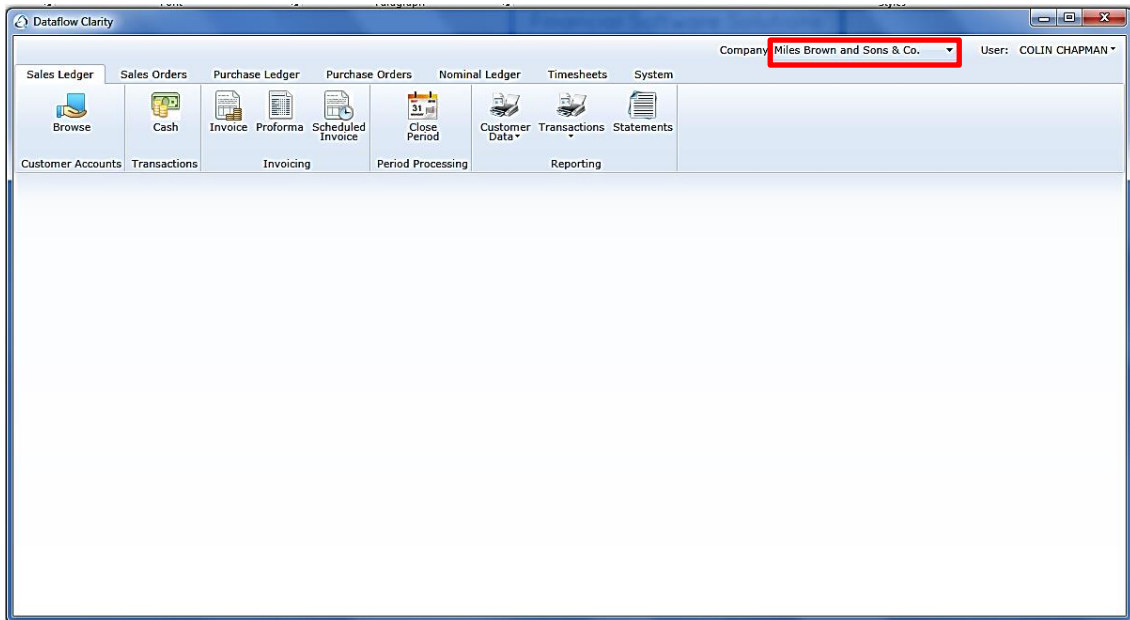
After launching Clarity you will be asked for your Username and Password login details. Only the Password is case sensitive.



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

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

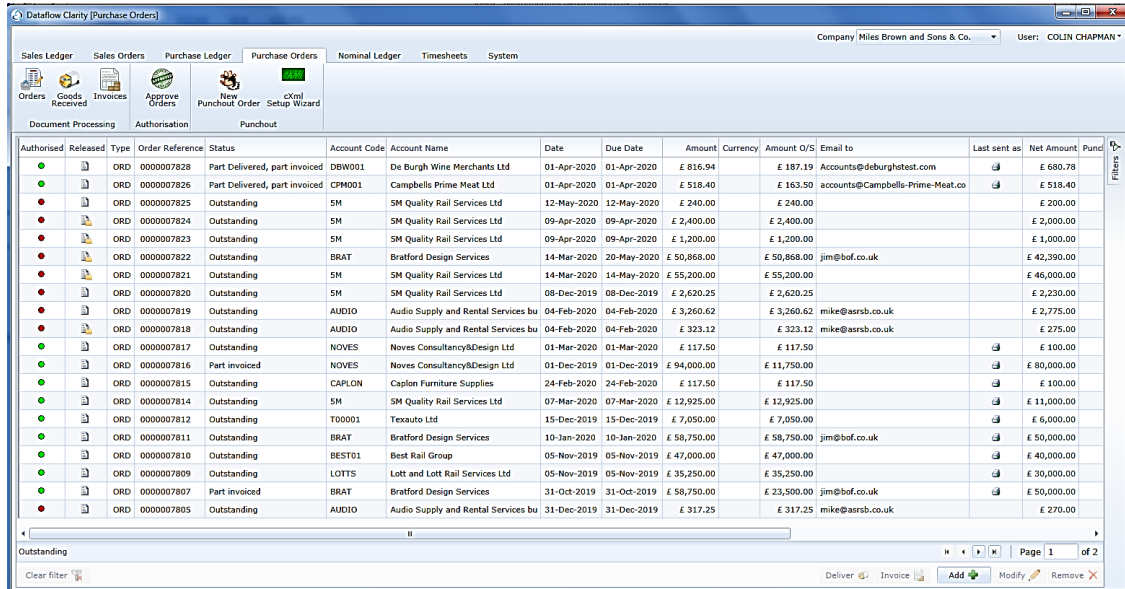
After you've accessed a window take a moment to familiarize yourself with its layout and content. You'll find that we have maintained a great deal of consistency with the button and tab layouts across Clarity, particularly within the transaction windows. This assists in reducing the initial learning 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 screenshot shows a software window titled 'Dataflow Clarity [Purchase Orders]'. The window contains a grid of purchase order records. The grid has columns for 'Authorised', 'Released', 'Type', 'Order Reference', 'Status', 'Account Code', 'Account Name', 'Date', 'Due Date', 'Amount', 'Currency', 'Amount O/S', 'Email to', 'Last sent as', and 'Net Amount'. The records are listed in a table format with various details for each order.

Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	Email to	Last sent as	Net Amount	Punc
●	📄	ORD	000007828	Part Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	01-Apr-2020	01-Apr-2020	£ 816.94	£	£ 187.19	Accounts@deburghstest.com	📄	£ 680.78	
●	📄	ORD	000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Apr-2020	01-Apr-2020	£ 518.40	£	£ 163.50	accounts@Campbells-Prime-Meat.co	📄	£ 518.40	
●	📄	ORD	000007825	Outstanding	SM	SM Quality Rail Services Ltd	12-May-2020	12-May-2020	£ 240.00	£	£ 240.00		📄	£ 200.00	
●	📄	ORD	000007824	Outstanding	SM	SM Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 2,400.00	£	£ 2,400.00		📄	£ 2,000.00	
●	📄	ORD	000007823	Outstanding	SM	SM Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 1,200.00	£	£ 1,200.00		📄	£ 1,000.00	
●	📄	ORD	000007822	Outstanding	BRAT	Bratford Design Services	14-Mar-2020	20-May-2020	£ 50,868.00	£	£ 50,868.00	jim@bof.co.uk	📄	£ 42,390.00	
●	📄	ORD	000007821	Outstanding	SM	SM Quality Rail Services Ltd	14-Mar-2020	14-May-2020	£ 55,200.00	£	£ 55,200.00		📄	£ 46,000.00	
●	📄	ORD	000007820	Outstanding	SM	SM Quality Rail Services Ltd	08-Dec-2019	08-Dec-2019	£ 2,620.25	£	£ 2,620.25		📄	£ 2,230.00	
●	📄	ORD	000007819	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 3,260.62	£	£ 3,260.62	mike@astrsb.co.uk	📄	£ 2,775.00	
●	📄	ORD	000007818	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 323.12	£	£ 323.12	mike@astrsb.co.uk	📄	£ 275.00	
●	📄	ORD	000007817	Outstanding	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 117.50	£	£ 117.50		📄	£ 100.00	
●	📄	ORD	000007816	Part invoiced	NOVES	Noves Consultancy&Design Ltd	01-Dec-2019	01-Dec-2019	£ 94,000.00	£	£ 11,750.00		📄	£ 80,000.00	
●	📄	ORD	000007815	Outstanding	CAPLON	Caplon Furniture Supplies	24-Feb-2020	24-Feb-2020	£ 117.50	£	£ 117.50		📄	£ 100.00	
●	📄	ORD	000007814	Outstanding	SM	SM Quality Rail Services Ltd	07-Mar-2020	07-Mar-2020	£ 12,925.00	£	£ 12,925.00		📄	£ 11,000.00	
●	📄	ORD	000007812	Outstanding	T00001	Tecauto Ltd	15-Dec-2019	15-Dec-2019	£ 7,050.00	£	£ 7,050.00		📄	£ 6,000.00	
●	📄	ORD	000007811	Outstanding	BRAT	Bratford Design Services	10-Jan-2020	10-Jan-2020	£ 58,750.00	£	£ 58,750.00	jim@bof.co.uk	📄	£ 50,000.00	
●	📄	ORD	000007810	Outstanding	BEST01	Best Rail Group	05-Nov-2019	05-Nov-2019	£ 47,000.00	£	£ 47,000.00		📄	£ 40,000.00	
●	📄	ORD	000007809	Outstanding	LOTS	Lott and Lott Rail Services Ltd	05-Nov-2019	05-Nov-2019	£ 35,250.00	£	£ 35,250.00		📄	£ 30,000.00	
●	📄	ORD	000007807	Part invoiced	BRAT	Bratford Design Services	31-Oct-2019	31-Oct-2019	£ 58,750.00	£	£ 23,500.00	jim@bof.co.uk	📄	£ 50,000.00	
●	📄	ORD	000007805	Outstanding	AUDIO	Audio Supply and Rental Services bu	31-Dec-2019	31-Dec-2019	£ 317.25	£	£ 317.25	mike@astrsb.co.uk	📄	£ 270.00	

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.



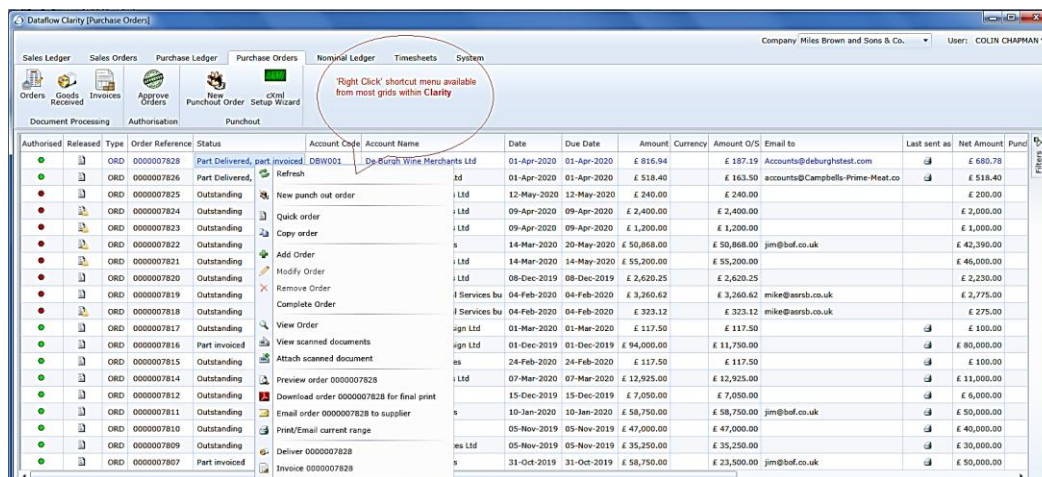
The image below shows where to find this line. The line is highlighted in green in this example to identify where the line is:

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	stop		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	
CD0001	Coverall Advertising Consultants	£ 124,546.63	\$ 156,840.00	\$ 100,000	USD			Colwood House	Colwood Hill	
CHAN	Channel Computer Development	£ 429,885.00		£ 0		stop		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	
J00001	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 Pharmaasdcetuals LTD	£ 9,128.50		£ 10,000				Hurst Lane Industrial Estate	Northdean	
PRIME	Prime Chemicals LTD	£ -573.00		£ 0				Prime House	Chiddel Trading Est.	

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.

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	stop		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	
CD0001	Coverall Advertising Consultants	£ 124,546.63	\$ 156,840.00	\$ 100,000	USD			Colwood House	Colwood Hill	
CHAN	Channel Computer Development	£ 429,885.00		£ 0		stop		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	
J00001	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 Pharmaasdcetuals LTD	£ 9,128.50		£ 10,000				Hurst Lane Industrial Estate	Northdean	
PRIME	Prime Chemicals LTD	£ -573.00		£ 0				Prime House	Chiddel Trading Est.	

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.

Date	Due Date	Amount	Amount O/S	Curr
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	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	0000002068	A00001	Airfreight Systems LTD
		CRD	0000002067	LA	LA Property Consultants
		CRD	0000002067	LA	LA Property Consultants
		INV	0000002068	A00001	CO Electrical Wholesalers LTD
		CRD	0000002067	LA	CO Electrical Wholesalers LTD
		INV	0000002069	PRIME	LA Property Consultants
		CRD	0000002067	LA	LA Property Consultants
		INV	0000002061	BRIT01	British Commercial Services

**Status** Outstanding

**Reference** 0000002069

**Our reference**

**Their reference**

**Document date** 15-Aug-2018

**Amount** 2,115.00

**Created** by COLIN CHAPMAN

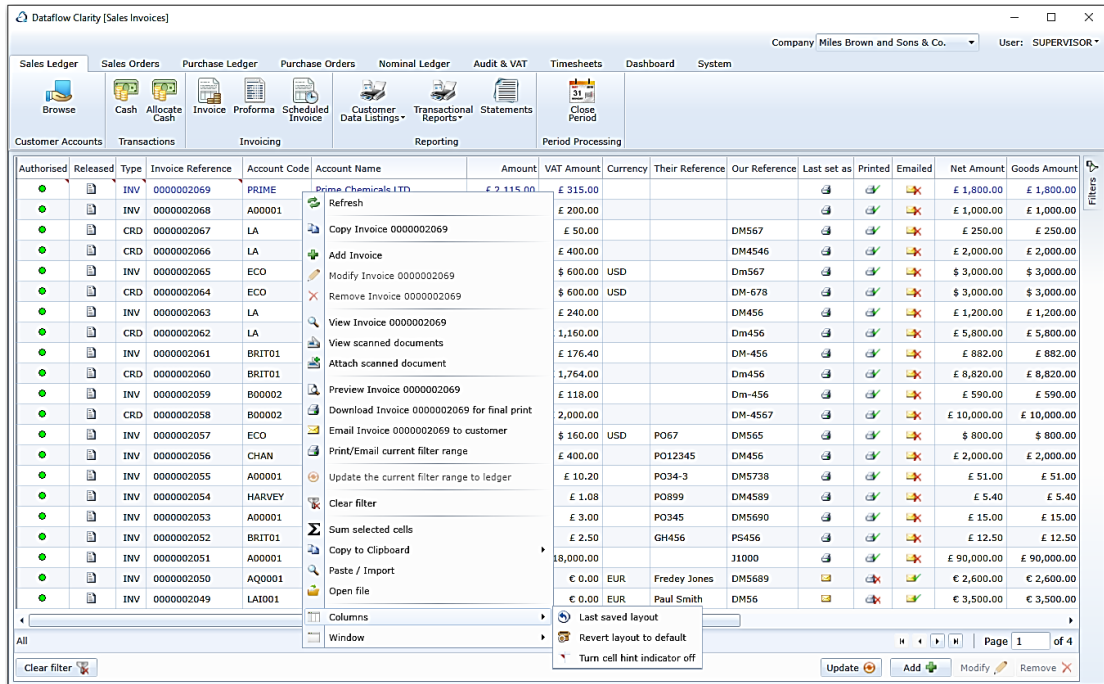
**Modified** by COLIN CHAPMAN

**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	BRIT01	British Commercial Services	£ 100,000.00	£ 17,500.00			DM-456				£ 80,000.00
		INV	0000002021	SERVICES	Initial invoice with regards to the...	1.0	100000.00			Net				17,500.00
		INV	0000002021	SERVICES	Engineering Consultant	1.0	200000.00			Net				35,000.00
		INV	0000002008	SERVICES	Motion consultant	1.0	50000.00			Net				8,750.00
		INV	0000002008	SERVICES	Agent commission	1.0	40000.00			Net				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*.



The screenshot shows the Dataflow Clarity (Sales Invoices) application window. The interface includes a top navigation bar with tabs for Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Audit & VAT, Timesheets, Dashboard, and System. Below this is a secondary navigation bar with icons for various functions like Browse, Cash, Allocate Cash, Invoice, Proforma, Scheduled Invoice, Customer Data Listings, Transactional Reports, and Statements. The main area is a data grid with columns: Authorised, Released, Type, Invoice Reference, Account Code, Account Name, Amount, VAT Amount, Currency, Their Reference, Our Reference, Last set as, Printed, Emailed, Net Amount, and Goods Amount. A right-click context menu is open over the grid, with the 'Columns' option selected. The 'Columns' submenu is visible, showing options like 'Last saved layout', 'Revert layout to default', and 'Turn cell hint indicator off'. The grid data includes various invoice types (INV, CRD) and references, with amounts in different currencies (GBP, USD, EUR).

Authorised	Released	Type	Invoice Reference	Account Code	Account Name	Amount	VAT Amount	Currency	Their Reference	Our Reference	Last set as	Printed	Emailed	Net Amount	Goods Amount
		INV	000002069	PRIME	Prime Chemicals LTD	£ 2,115.00	£ 315.00							£ 1,800.00	£ 1,800.00
		INV	000002068	A00001			£ 200.00							£ 1,000.00	£ 1,000.00
		CRD	000002067	LA			£ 50.00			DM567				£ 250.00	£ 250.00
		CRD	000002066	LA			£ 400.00			DM4546				£ 2,000.00	£ 2,000.00
		INV	000002065	ECO			\$ 600.00	USD		Dm567				\$ 3,000.00	\$ 3,000.00
		CRD	000002064	ECO			\$ 600.00	USD		DM-678				\$ 3,000.00	\$ 3,000.00
		INV	000002063	LA			£ 240.00			DM456				£ 1,200.00	£ 1,200.00
		CRD	000002062	LA			1,160.00			Dm456				£ 5,800.00	£ 5,800.00
		INV	000002061	BRIT01			£ 176.40			DM-456				£ 882.00	£ 882.00
		CRD	000002060	BRIT01			1,764.00			Dm456				£ 8,820.00	£ 8,820.00
		INV	000002059	B00002			£ 118.00			Dm-456				£ 590.00	£ 590.00
		CRD	000002058	B00002			2,000.00			DM-4567				£ 10,000.00	£ 10,000.00
		INV	000002057	ECO			\$ 160.00	USD	PO67	DM565				\$ 800.00	\$ 800.00
		INV	000002056	CHAN			£ 400.00		PO12345	DM456				£ 2,000.00	£ 2,000.00
		INV	000002055	A00001			£ 10.20		PO34-3	DM5738				£ 51.00	£ 51.00
		INV	000002054	HARVEY			£ 1.08		PO899	DM4589				£ 5.40	£ 5.40
		INV	000002053	A00001			£ 3.00		PO345	DM5690				£ 15.00	£ 15.00
		INV	000002052	BRIT01			£ 2.50		GH456	PS456				£ 12.50	£ 12.50
		INV	000002051	A00001			18,000.00			J1000				£ 90,000.00	£ 90,000.00
		INV	000002050	AQ0001			€ 0.00	EUR	Fredey Jones	DM5689				€ 2,600.00	€ 2,600.00
		INV	000002049	LA1001			€ 0.00	EUR	Paul Smith	DM56				€ 3,500.00	€ 3,500.00

## 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 grids **and the reports**.

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

Company: Miles Brown and Sons & Co. User: COLIN CHAPMAN

	Account Code	Account Name	Date	Due Date	Amount	Amount O/S	Currency	Email to
Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	01-Apr-2020	01-Apr-2020	£ 816.94	£ 187.19		Accounts@deburghstest.co
Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Apr-2020	01-Apr-2020	£ 518.40	£ 163.50		accounts@Campbells-Prim
standing	5M	5M Quality Rail Services Ltd	12-May-2020	12-May-2020	£ 240.00	£ 240.00		
standing	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 2,400.00	£ 2,400.00		
standing	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 1,200.00	£ 1,200.00		
standing	BRAT	Bratford Design Services	14-Mar-2020	20-May-2020	£ 50,868.00	£ 50,868.00		jim@bof.co.uk
standing	5M	5M Quality Rail Services Ltd	14-Mar-2020	14-May-2020	£ 55,200.00	£ 55,200.00		
standing	5M	5M Quality Rail Services Ltd	08-Dec-2019	08-Dec-2019	£ 2,620.25	£ 2,620.25		
standing	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 3,260.62	£ 3,260.62		mike@asrsb.co.uk
standing	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 323.12	£ 323.12		mike@asrsb.co.uk
standing	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 117.50	£ 117.50		
invoiced	NOVES	Noves Consultancy&Design Ltd	01-Dec-2019	01-Dec-2019	£ 94,000.00	£ 11,750.00		
standing	CAPLON	Caplon Furniture Supplies	24-Feb-2020	24-Feb-2020	£ 117.50	£ 117.50		
standing	5M	5M Quality Rail Services Ltd	07-Mar-2020	07-Mar-2020	£ 12,925.00	£ 12,925.00		
standing	T00001	Texauto Ltd	15-Dec-2019	15-Dec-2019	£ 7,050.00	£ 7,050.00		

Filters:  Maintain filter across document kinds  
 Supplier  
 Status  
 References  
 User  
 Delivery Address  
 Dates  
 Analysis Groups  
 Nominal Code & Cost Centres  
 Stock  
 Job Costing

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

Company: Miles Brown and Sons & Co. User: COLIN CHAPMAN

	Account Code	Account Name	Date	Due Date	Amount	Amount O/S	Currency	Email to
Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	01-Apr-2020	01-Apr-2020	£ 816.94	£ 187.19		Accounts@deburghstest.co
Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Apr-2020	01-Apr-2020	£ 518.40	£ 163.50		accounts@Campbells-Prim
standing	5M	5M Quality Rail Services Ltd	12-May-2020	12-May-2020	£ 240.00	£ 240.00		
standing	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 2,400.00	£ 2,400.00		
standing	5M	5M Quality Rail Services Ltd	09-Apr-2020	09-Apr-2020	£ 1,200.00	£ 1,200.00		
standing	BRAT	Bratford Design Services	14-Mar-2020	20-May-2020	£ 50,868.00	£ 50,868.00		jim@bof.co.uk
standing	5M	5M Quality Rail Services Ltd	14-Mar-2020	14-May-2020	£ 55,200.00	£ 55,200.00		
standing	5M	5M Quality Rail Services Ltd	08-Dec-2019	08-Dec-2019	£ 2,620.25	£ 2,620.25		
standing	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 3,260.62	£ 3,260.62		mike@asrsb.co.uk
standing	AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 323.12	£ 323.12		mike@asrsb.co.uk
standing	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 117.50	£ 117.50		
invoiced	NOVES	Noves Consultancy&Design Ltd	01-Dec-2019	01-Dec-2019	£ 94,000.00	£ 11,750.00		
standing	CAPLON	Caplon Furniture Supplies	24-Feb-2020	24-Feb-2020	£ 117.50	£ 117.50		
standing	5M	5M Quality Rail Services Ltd	07-Mar-2020	07-Mar-2020	£ 12,925.00	£ 12,925.00		
standing	T00001	Texauto Ltd	15-Dec-2019	15-Dec-2019	£ 7,050.00	£ 7,050.00		

Maintain the selected filter between the grids   Maintain filter across document kinds  
 Supplier  
 Status  
 References  
 User  
 Delivery Address  
 Dates  
 Analysis Groups  
 Nominal Code & Cost Centres  
 Stock  
 Job Costing

Outstanding, User 'COLIN CHAPMAN'

Clear filter Click to clear all filters


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

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
CPM001	Campbells Prime Meat Ltd	01-Apr-2020	01-Apr-2020	£ 518.40		£ 163.50
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
5M	5M Quality Rail Services Ltd	04-Mar-2020	04-Mar-2020	£ 10,000.00		£ 11,000.00
5M	5M Quality Rail Services Ltd	07-Mar-2020	07-Mar-2020	£ 12,925.00		£ 14,000.00
5M	5M Quality Rail Services Ltd	14-Mar-2020	14-May-2020	£ 55,200.00		£ 55,200.00
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
AUDIO	Audio Supply and Rental Services bu	04-Feb-2020	04-Feb-2020	£ 3,260.62		£ 3,260.62

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.

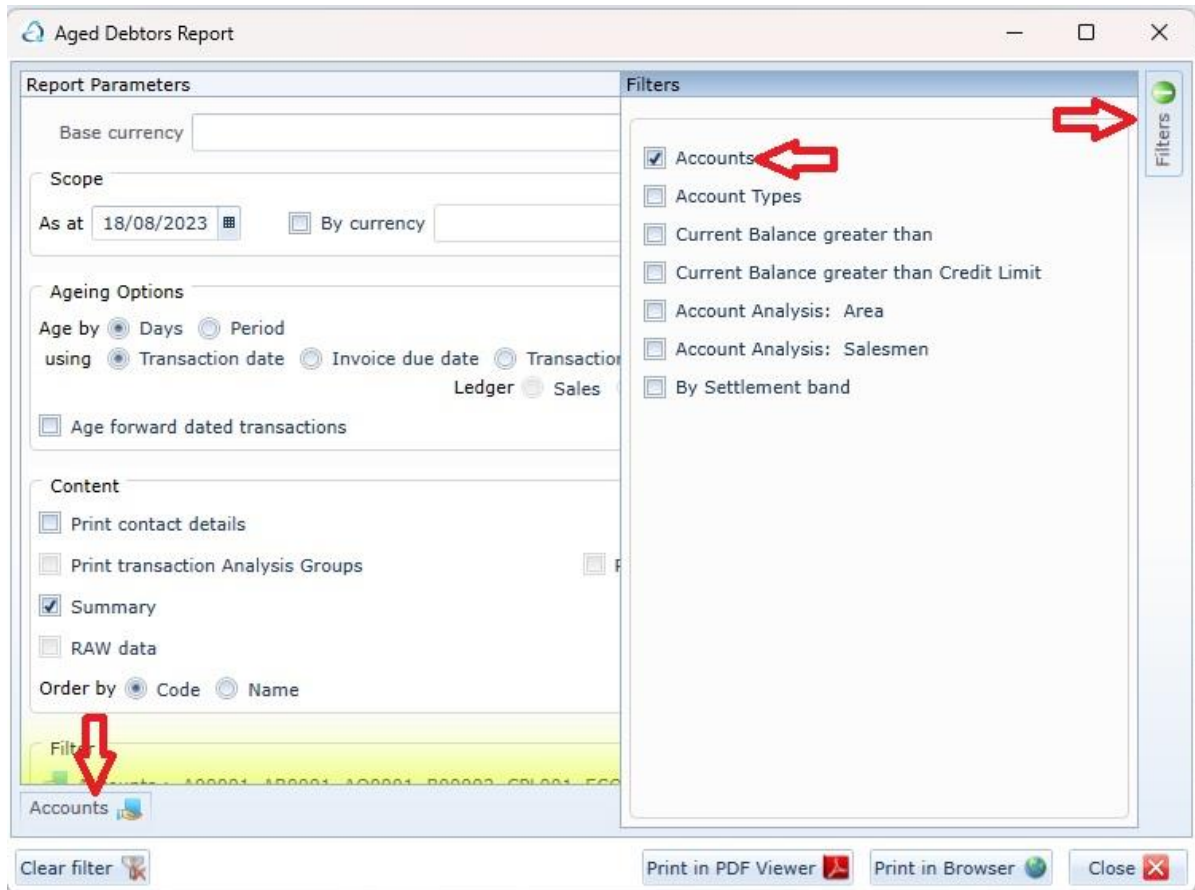
Sort first column

Sort second column within the first column

Account Code	Account Name	Date	Due Date	Amount	Currency
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	

## Selecting range for the reports

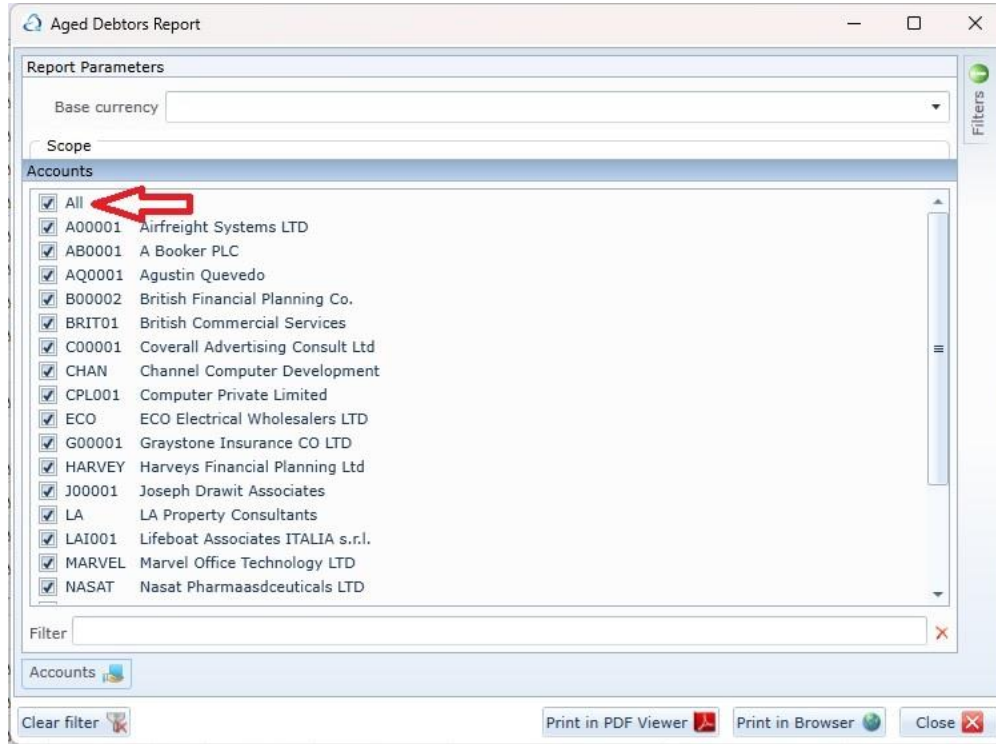
On the report panels, located at the top right-hand side there are extensive filtering ability allowing you to filter what should be included within the report. Hover the mouse over the tab to reveal the available filters.



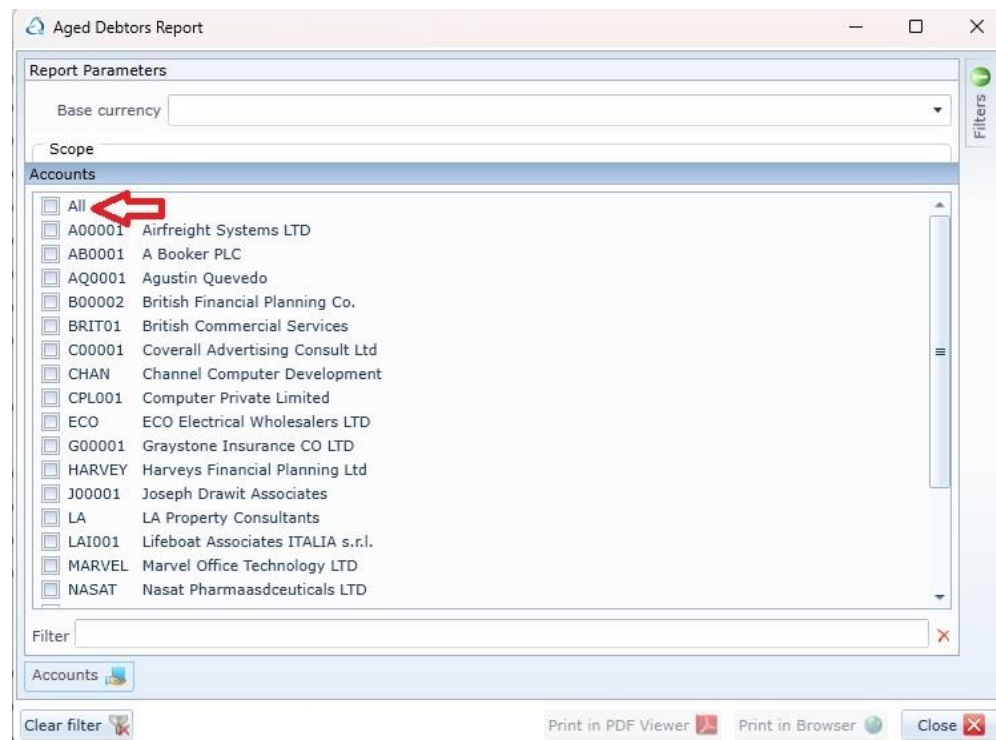
Here I have selected to filter by range of accounts to be included in my report. Once I have ticked the "Accounts", a button will appear at the bottom left-hand corner of the report panel.

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;

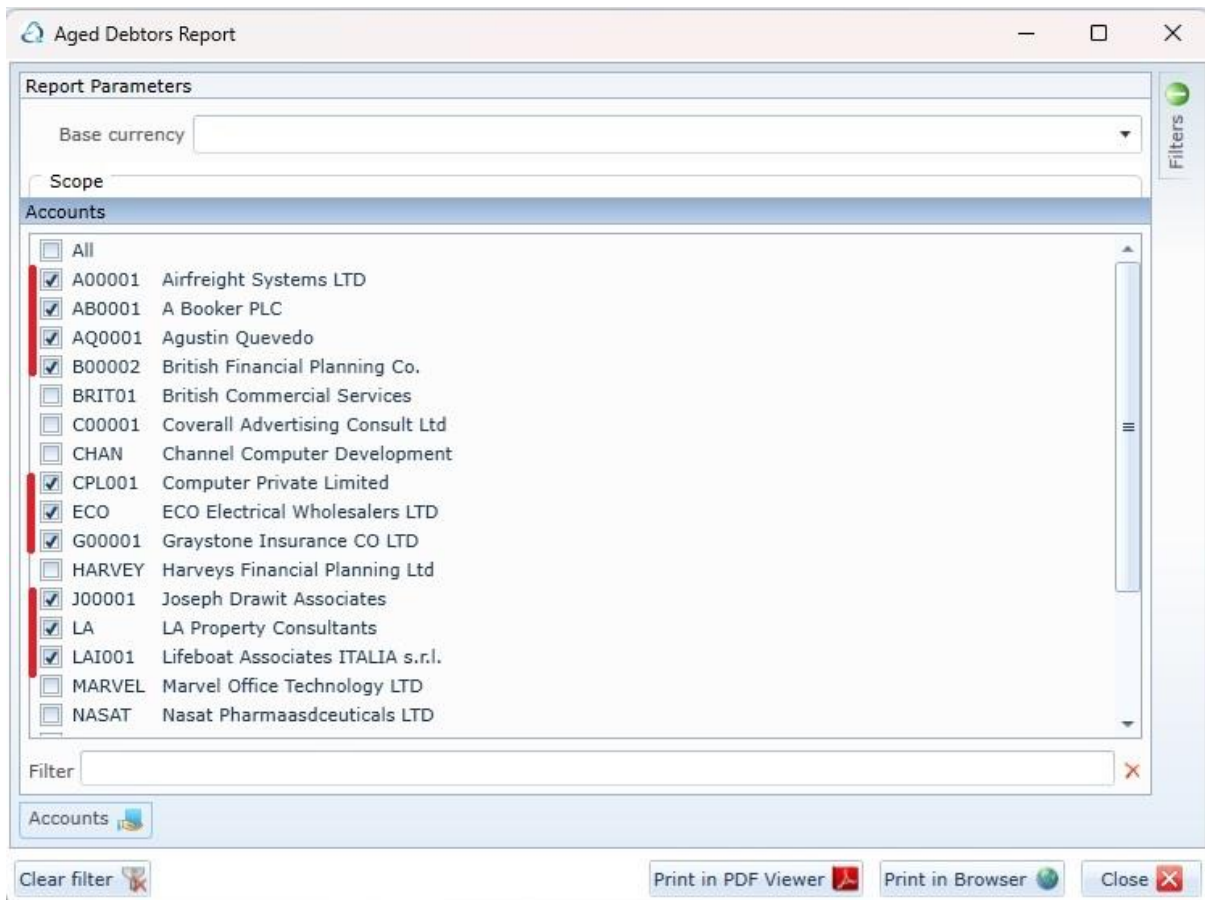




Locating the first account, tick, find the last account in the range, holding the **Shift** key whilst ticking the last account in the range.

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.

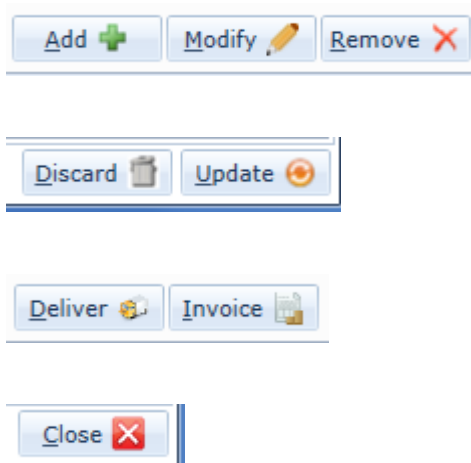
Here I have selected three ranges to appear in my “Aged Debtors Report”



## 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

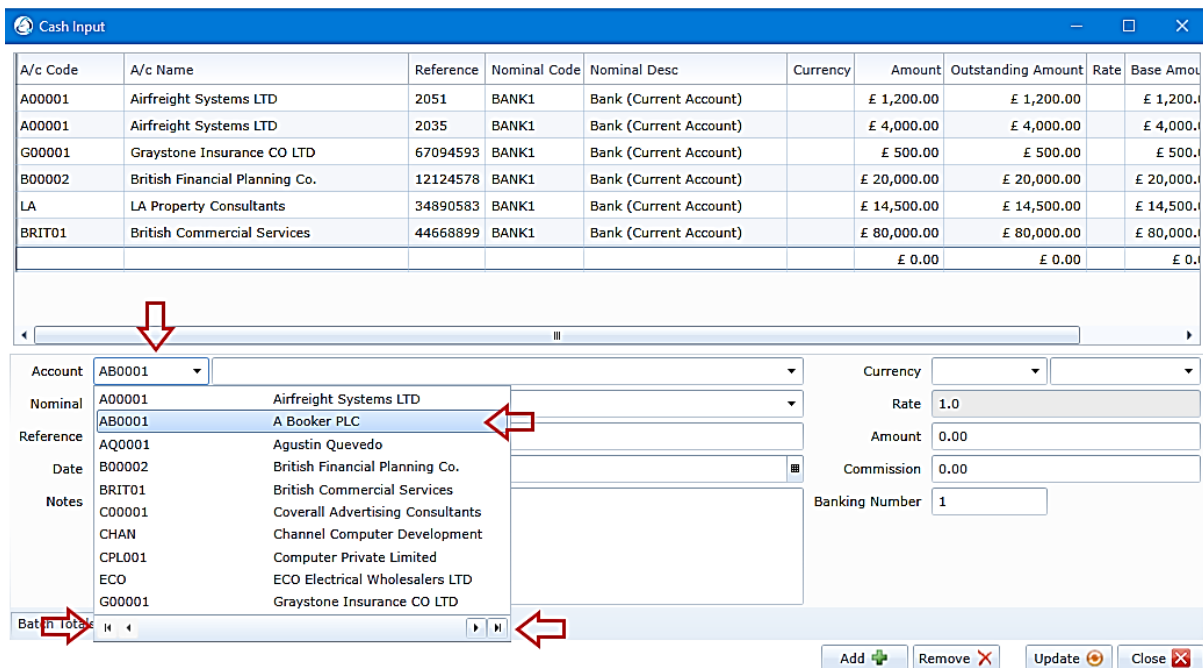
These are like a cross between edit boxes, drop-downs, and browse grids.

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.



The screenshot shows the 'Cash Input' application window. At the top is a table with columns: A/c Code, A/c Name, Reference, Nominal Code, Nominal Desc, Currency, Amount, Outstanding Amount, Rate, and Base Amount. Below the table is a detailed form for editing a transaction. The form includes fields for Account, Nominal, Reference, Date, Notes, Currency, Rate, Amount, Commission, and Banking Number. A dropdown menu is open for the 'Nominal' field, showing a list of account names. Red arrows point to the dropdown arrow, the list items, and 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 Amount
A00001	Airfreight Systems LTD	2051	BANK1	Bank (Current Account)		£ 1,200.00	£ 1,200.00		£ 1,200.00
A00001	Airfreight Systems LTD	2035	BANK1	Bank (Current Account)		£ 4,000.00	£ 4,000.00		£ 4,000.00
G00001	Graystone Insurance CO LTD	67094593	BANK1	Bank (Current Account)		£ 500.00	£ 500.00		£ 500.00
B00002	British Financial Planning Co.	12124578	BANK1	Bank (Current Account)		£ 20,000.00	£ 20,000.00		£ 20,000.00
LA	LA Property Consultants	34890583	BANK1	Bank (Current Account)		£ 14,500.00	£ 14,500.00		£ 14,500.00
BRIT01	British Commercial Services	44668899	BANK1	Bank (Current Account)		£ 80,000.00	£ 80,000.00		£ 80,000.00
						£ 0.00	£ 0.00		£ 0.00

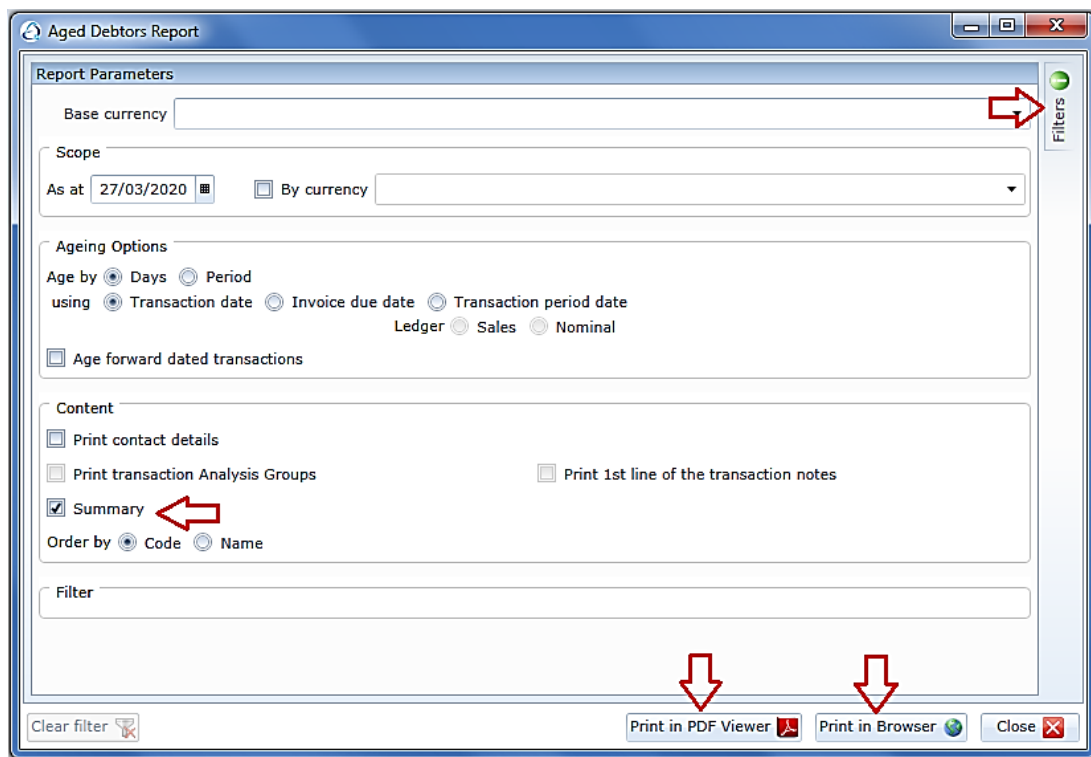
## Printing

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.



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.

**Aged Debtors Report**

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**Sales Ledger Aged Debtors Summary** as at 30/07/2020 Age By 'Days', Ageing By 'Transaction 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	0
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	0
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	0
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 Dravitt Associates	0.00	69,254.00	0.00	0.00	0.00	69,254.00	0.00	69,254.00	0
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	26,964.00	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	0
NASAT	Nasat Pharmaceuticals 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	0
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	0
VHT	Vickers Harris and Treadle	0.00	-472.00	0.00	0.00	0.00	-472.00	0.00	-472.00	0
<b>Totals:</b>		<b>16,000.00</b>	<b>914,500.15</b>	<b>514,850.01</b>	<b>1,079.30</b>	<b>864,808.35</b>	<b>2,313,237.81</b>	<b>0.00</b>	<b>2,313,237.81</b>	

Close Viewer

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.

SalesAgedDebtorsSummary

localhost/dataflow.wcf/Reporting/ReportPages/ReportServerReport.aspx?ReportName=SalesAgedDebtorsSummary&ReportLa...

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**Sales Ledger Aged Debtors Summary** as at 30/07/2020 By 'Days', Ageing By 'Transaction 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	0
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	0
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	0
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 Dravitt Associates	0.00	69,254.00	0.00	0.00	0.00	69,254.00	0.00	69,254.00	0
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	26,964.00	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	0
NASAT	Nasat Pharmaceuticals 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	0
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	0
VHT	Vickers Harris and Treadle	0.00	-472.00	0.00	0.00	0.00	-472.00	0.00	-472.00	0
<b>Totals:</b>		<b>16,000.00</b>	<b>914,500.15</b>	<b>514,850.01</b>	<b>1,079.30</b>	<b>864,808.35</b>	<b>2,313,237.81</b>	<b>0.00</b>	<b>2,313,237.81</b>	

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.

SalesAgedDebtorsSummary x +

localhost/dataflow.wcf/Reporting/ReportPages/ReportServerReport.aspx?ReportName=SalesAgedDebtorsSummary&Report

1 of 1 Find | Next

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**Sales Ledger Aged Debtors Summary** as at 30/07/2020 Age By 'Days', Ageing By 'Transaction 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	7,150.07	17,947.34	9,564.75	309,512.16	407,154.32	0.00	407,154.32	50,000
AQ0001	Agustin Quevedo	0.00	4,150.48	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	0
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	0
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	0
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	0
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	26,964.00	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	0
NASAT	Nasat Pharmaasdeucicals 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	0
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	0
VHT	Vickers Harris and Treadle	0.00	-472.00	0.00	0.00	0.00	-472.00	0.00	-472.00	0
<b>Totals:</b>		<b>18,000.00</b>	<b>914,500.15</b>	<b>514,850.01</b>	<b>1,079.30</b>	<b>864,808.35</b>	<b>2,313,237.81</b>	<b>0.00</b>	<b>2,313,237.81</b>	

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

SalesAgedDebtorsSummary x +

localhost/dataflow.wcf/Reporting/ReportPages/ReportServerReport.aspx?ReportName=SalesAg

1 of 1 Find | Next

Miles Brown and Sons & Co. 30 July 2020 09:52 Page 1 of 1

**Sales Ledger Aged Debtors Transaction Drilldown** as at 30/07/2020

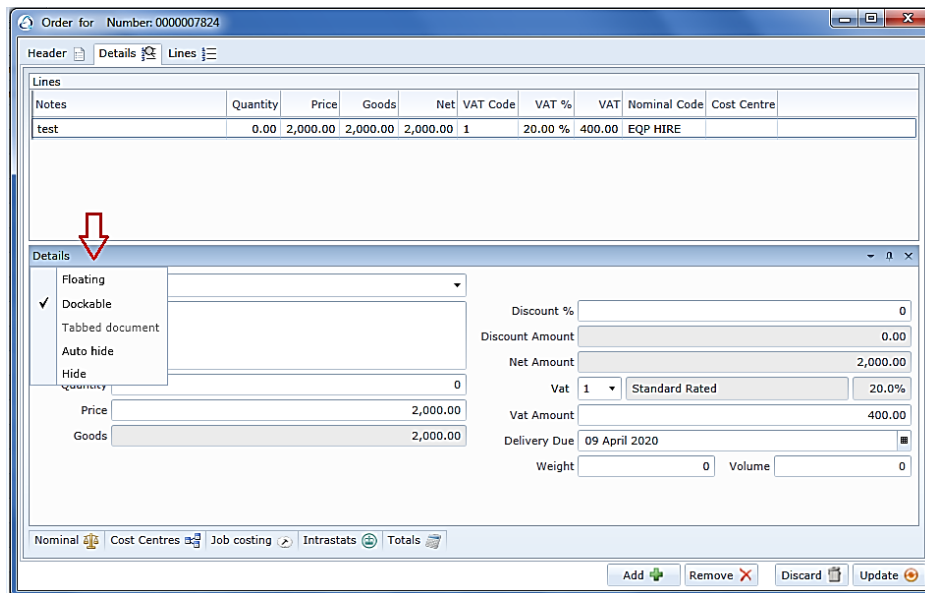
A00001 Airfreight Systems LTD Outstanding transactions between: 31/05/2020 and 30/06/2020

Type	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
INV	DM5678	15/06/2020	14/07/2020	J1003		54.00	54.00
CSH	Dmfest1	15/06/2020				-1,000.00	-500.00
CSH	Test 2	15/06/2020				-200.00	-200.00
INV	0000002068	15/06/2020	15/07/2020			1,200.00	1,200.00
INV	0000002048	17/06/2020	17/07/2020			1,000.00	1,000.00
INV	0000002055	17/06/2020	19/07/2020	DM5738	PO34-3	61.20	61.20
INV	0000002029	23/06/2020	23/07/2020	RST/345/78	678967	38.78	38.78
INV	0000002030	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
INV	320123460	28/06/2020	28/07/2020			408.00	408.00
<b>Total</b>						<b>109,138.36</b>	<b>109,138.36</b>

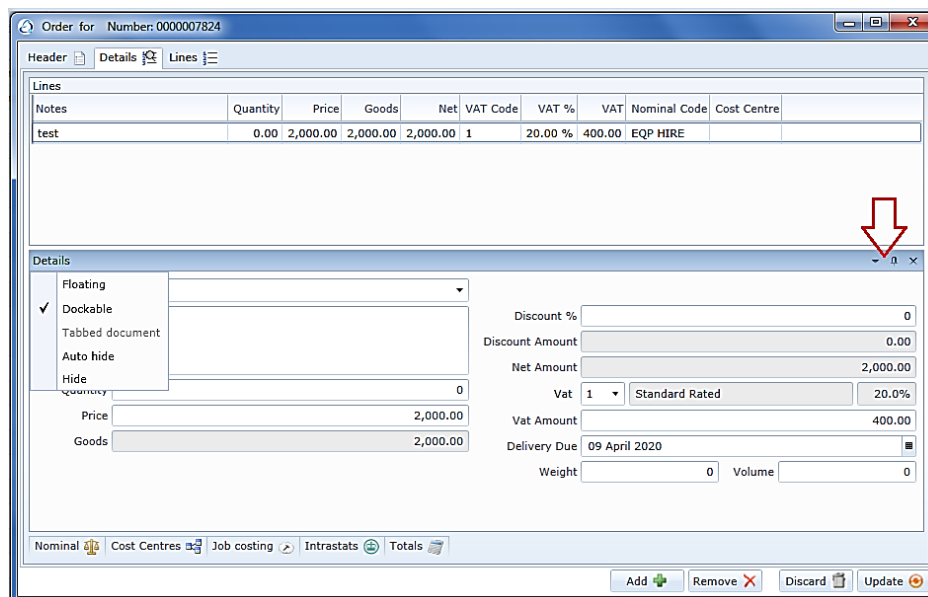
## Things not to attempt for now

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.

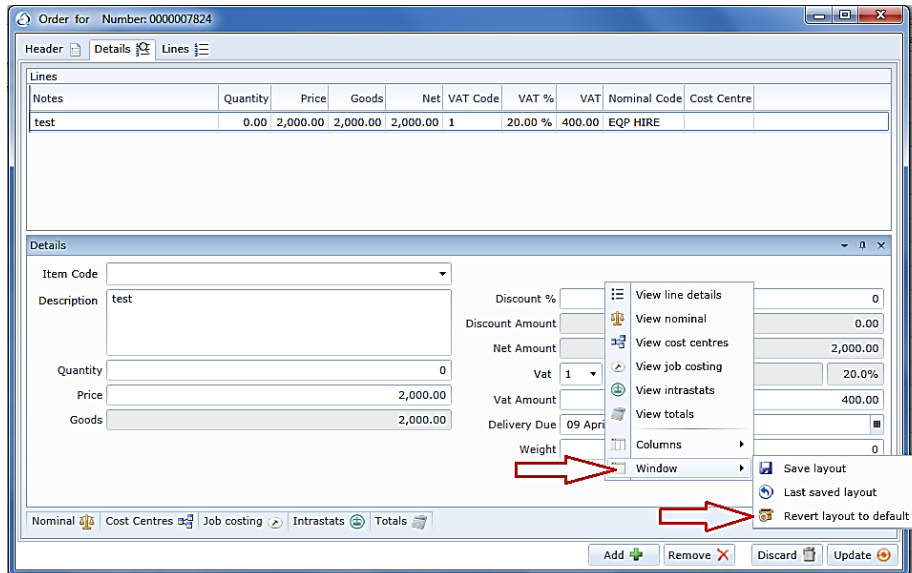


So be warned you could get very confused playing with them.



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

Eventually 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 Pack running total panel of Purchase Order input screen out so that it is always visible when entering the order.

