



DATAFLOW  
Financial Software Solutions

## ***Nominal Ledger Browse***

Dear user,

You must make sure that you have read “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.

Click here to read Navigating the System:

[https://dataflow.co.uk/images/uploads/release\\_notes/Clarity - Navigating the System .pdf](https://dataflow.co.uk/images/uploads/release_notes/Clarity - Navigating the System .pdf)

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



The Nominal Ledger Browse window lists the chart of accounts for the selected company:

Code	Description	Type	Gross Amounts	Currency Code	Opening Balance	Balance Posted	Period Balance	Forward Balance	Current Balance	TB Group
ACC.DEPN	Accumulated Depreciation	Balance Sheet			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets
ACCOUNTS	Accountancy Fees	Profit & Loss			£ 20,288.40	£ 0.00	£ 20,288.40	£ 0.00	£ 20,288.40	Costs
ACCRUALS	Accruals	Balance Sheet	Yes		£ -3,500.00	£ 0.00	£ -3,500.00	£ 0.00	£ -3,500.00	Net Assets
ACCRUED COS P&L	Accrued COS on Jobs (P&L)	Profit & Loss			£ 0.00	£ 795,300.00	£ 795,300.00	£ 0.00	£ 795,300.00	Net Sales
ACCRUED COS PROV BS	Accrued COS Provision (BS)	Balance Sheet			£ 0.00	£ -766,300.00	£ -766,300.00	£ 0.00	£ -766,300.00	Net Assets
ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	Balance Sheet			£ 0.00	£ -29,000.00	£ -29,000.00	£ 0.00	£ -29,000.00	Net Assets
ADVERTG	Advertising	Profit & Loss			£ 118,132.46	£ 24,500.00	£ 142,632.46	£ 0.00	£ 142,632.46	Costs
AUDIT	Audit Fees	Profit & Loss			£ 16,705.00	£ 1,000.00	£ 17,705.00	£ 0.00	£ 17,705.00	Costs
BANK DEP1	Bank (Deposit Acct 1)	Balance Sheet	Yes		£ 0.00	£ 100.00	£ 100.00	£ 0.00	£ 100.00	Net Assets
BANK DEP2	Bank (Deposit Acct 2)	Balance Sheet	Yes		£ 50,000.00	£ 1,000.00	£ 51,000.00	£ 0.00	£ 51,000.00	Net Assets
BANK LOAN	Business Development Loan	Balance Sheet	Yes		£ -85,000.00	£ 0.00	£ -85,000.00	£ 0.00	£ -85,000.00	Net Assets
BANK1	Bank (Current Account)	Balance Sheet	Yes		£ 1,496,491.81	£ -27,786.24	£ 1,468,705.57	£ -511.13	£ 1,468,194.44	Net Assets
BANKCHGES	Bank Charges	Profit & Loss			£ 1,548.40	£ 0.00	£ 1,548.40	£ 0.00	£ 1,548.40	Costs
BDDEBTS	Bad Debts	Balance Sheet			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets
CARRIAGE	Carriage out	Profit & Loss			£ -102,679.68	£ -10.00	£ -102,689.68	£ 0.00	£ -102,689.68	Net Sales
CASHADJ	Cash Adjustments	Balance Sheet			£ 0.31	£ 0.00	£ 0.31	£ 0.00	£ 0.31	Net Assets
CIS_CONTROL	CIS Control Account	Balance Sheet	Yes		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets
COMMISSION	Commission on currency trans.	Profit & Loss	Yes		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Costs
CONPURCH	Purchases of Consumables	Profit & Loss			£ 116,143.00	£ 20,000.00	£ 136,143.00	£ 0.00	£ 136,143.00	Net Sales
CORP TAX	Corporation Tax	Balance Sheet	Yes		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets

The balances displayed are defined by the period selection below:

Code	Description	Type	Gross Amounts	Currency Code	Opening Balance	Balance Posted	Period Balance	Forward Balance	Current Balance	TB Group
ACC.DEPN	Accumulated Depreciation	Balance Sheet			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets
ACCOUNTS	Accountancy Fees	Profit & Loss			£ 20,288.40	£ 0.00	£ 20,288.40	£ 0.00	£ 20,288.40	Costs
ACCRUALS	Accruals	Balance Sheet	Yes		£ -3,500.00	£ 0.00	£ -3,500.00	£ 0.00	£ -3,500.00	Net Assets
ACCRUED COS P&L	Accrued COS on Jobs (P&L)	Profit & Loss			£ 0.00	£ 795,300.00	£ 795,300.00	£ 0.00	£ 795,300.00	Net Sales
ACCRUED COS PROV BS	Accrued COS Provision (BS)	Balance Sheet			£ 0.00	£ -766,300.00	£ -766,300.00	£ 0.00	£ -766,300.00	Net Assets
ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	Balance Sheet			£ 0.00	£ -29,000.00	£ -29,000.00	£ 0.00	£ -29,000.00	Net Assets
ADVERTG	Advertising	Profit & Loss			£ 118,132.46	£ 24,500.00	£ 142,632.46	£ 0.00	£ 142,632.46	Costs
AUDIT	Audit Fees	Profit & Loss			£ 16,705.00	£ 1,000.00	£ 17,705.00	£ 0.00	£ 17,705.00	Costs
BANK DEP1	Bank (Deposit Acct 1)	Balance Sheet	Yes		£ 0.00	£ 100.00	£ 100.00	£ 0.00	£ 100.00	Net Assets
BANK DEP2	Bank (Deposit Acct 2)	Balance Sheet	Yes		£ 50,000.00	£ 1,000.00	£ 51,000.00	£ 0.00	£ 51,000.00	Net Assets
BANK LOAN	Business Development Loan	Balance Sheet	Yes		£ -85,000.00	£ 0.00	£ -85,000.00	£ 0.00	£ -85,000.00	Net Assets
BANK1	Bank (Current Account)	Balance Sheet	Yes		£ 1,496,491.81	£ -27,786.24	£ 1,468,705.57	£ -511.13	£ 1,468,194.44	Net Assets
BANKCHGES	Bank Charges	Profit & Loss			£ 1,548.40	£ 0.00	£ 1,548.40	£ 0.00	£ 1,548.40	Costs
BDDEBTS	Bad Debts	Balance Sheet			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets
CARRIAGE	Carriage out	Profit & Loss			£ -102,679.68	£ -10.00	£ -102,689.68	£ 0.00	£ -102,689.68	Net Sales
CASHADJ	Cash Adjustments	Balance Sheet			£ 0.31	£ 0.00	£ 0.31	£ 0.00	£ 0.31	Net Assets
CIS_CONTROL	CIS Control Account	Balance Sheet	Yes		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets
COMMISSION	Commission on currency trans.	Profit & Loss	Yes		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Costs
CONPURCH	Purchases of Consumables	Profit & Loss			£ 116,143.00	£ 20,000.00	£ 136,143.00	£ 0.00	£ 136,143.00	Net Sales
CORP TAX	Corporation Tax	Balance Sheet	Yes		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets

In addition to the period selection there are two parameters located to the right:

Exclude zero balances

If ticked accounts with zero balances for all 5 balance columns will be filtered from view.

Group

Ticking this option will group the Nominal Ledger Browse grid by the selection made within the **Group by** tab.

Dataflow Clarity [Account Browse]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger | Sales Orders | Purchase Ledger | Purchase Orders | **Nominal Ledger** | Audit | Timesheets | System

Browse | Journals | Journal Adjustments | Cashbook Postings | Cashbook Adjustments | Recurring Postings | Revalue Accounts | Reconcile Accounts | Close Period | All reports | Chart Of Accounts

Accounts | Transactions | Period Processing | Reporting | Setup

Period: 30 April, 2020  Exclude zero balances  Group

Code	Description	Type	Gross Amounts	Currency Code	Opening Balance	Balance Posted	Period Balance	Forward Balance	Current Balance	TB Group
ACC.DEPN	Accumulated Depreciation	Balance Sheet			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets
ACCOUNTS	Accountancy Fees	Profit & Loss			£ 20,288.40	£ 0.00	£ 20,288.40	£ 0.00	£ 20,288.40	Costs
ACCRUALS	Accruals	Balance Sheet	Yes		£ -3,500.00	£ 0.00	£ -3,500.00	£ 0.00	£ -3,500.00	Net Assets
ACCRUED COS P&L	Accrued COS on Jobs (P&L)	Profit & Loss			£ 0.00	£ 795,300.00	£ 795,300.00	£ 0.00	£ 795,300.00	Net Sales
ACCRUED COS PROV BS	Accrued COS Provision (BS)	Balance Sheet			£ 0.00	£ -766,300.00	£ -766,300.00	£ 0.00	£ -766,300.00	Net Assets
ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	Balance Sheet			£ 0.00	£ -29,000.00	£ -29,000.00	£ 0.00	£ -29,000.00	Net Assets
ADVERTG	Advertising	Profit & Loss			£ 118,132.46	£ 24,500.00	£ 142,632.46	£ 0.00	£ 142,632.46	Costs
AUDIT	Audit Fees	Profit & Loss			£ 16,705.00	£ 1,000.00	£ 17,705.00	£ 0.00	£ 17,705.00	Costs
BANK DEP1	Bank (Deposit Acct 1)	Balance Sheet	Yes		£ 0.00	£ 100.00	£ 100.00	£ 0.00	£ 100.00	Net Assets
BANK DEP2	Bank (Deposit Acct 2)	Balance Sheet	Yes		£ 50,000.00	£ 1,000.00	£ 51,000.00	£ 0.00	£ 51,000.00	Net Assets
BANK LOAN	Business Development Loan	Balance Sheet	Yes		£ -85,000.00	£ 0.00	£ -85,000.00	£ 0.00	£ -85,000.00	Net Assets
BANK1	Bank (Current Account)	Balance Sheet	Yes		£ 1,496,491.81	£ -27,786.24	£ 1,468,705.57	£ -511.13	£ 1,468,194.44	Net Assets
BANKCHGES	Bank Charges	Profit & Loss			£ 1,548.40	£ 0.00	£ 1,548.40	£ 0.00	£ 1,548.40	Costs
BDDEBTS	Bad Debts	Balance Sheet			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets
CARRIAGE	Carriage out	Profit & Loss			£ -102,679.68	£ -10.00	£ -102,689.68	£ 0.00	£ -102,689.68	Net Sales
CASHADJ	Cash Adjustments	Balance Sheet			£ 0.31	£ 0.00	£ 0.31	£ 0.00	£ 0.31	Net Assets
CIS_CONTROL	CIS Control Account	Balance Sheet	Yes		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets
COMMISSION	Commission on currency trans.	Profit & Loss	Yes		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Costs
CONPURCH	Purchases of Consumables	Profit & Loss			£ 116,143.00	£ 20,000.00	£ 136,143.00	£ 0.00	£ 136,143.00	Net Sales
CORP TAX	Corporation Tax	Balance Sheet	Yes		£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets

There's a quick search and filter section located on the header of the browse grid where you can select and filter the browse grid by the first letter or number of either the account code or name. In the example below the letter 'B' was chosen:

Dataflow Clarity [Sales Account Browse]

Company: Miles Brown and Sons & Co. User: JPB

Sales Ledger | Sales Orders | Purchase Ledger | Purchase Orders | **Nominal Ledger** | Timesheets | System

Browse | Cash | Allocate Cash | Invoice | Proforma | Scheduled Invoice | Close Period | Customer Data Listings | Transactional Reports | Statements

Customer Accounts | Transactions | Invoicing | Period Processing | Reporting

Code like: All | **A** | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | 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	Address Line
B00002	British Financial Planning Co.	£ 86,525.26		£ 0				25 Staplefield Avenue	Swindon	
BRIT01	British Commercial Services	£ 220,151.65		£ 200,000				12 Downs Street	London	

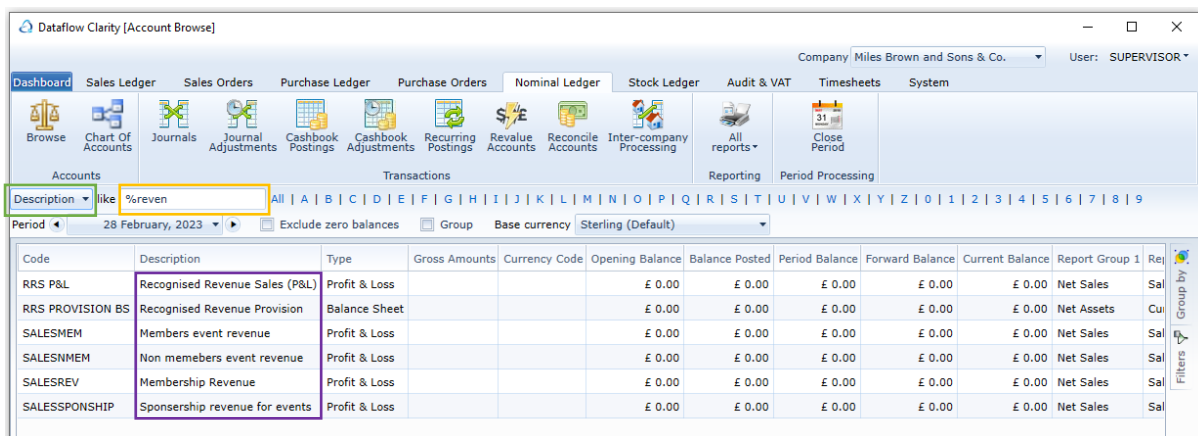
By Company, Supplier Code starting with B

Page 1 of 1

Clear filter | Add | Modify | Remove

There's also the option to type the first few characters of the account code or name into the field **like**  . This option will return filtered results based upon the characters you have entered in the sequence you have entered them.

If you need to search and filter by a specific word, or sequence of letters, that exist somewhere within the Nominal account *Description*, but not necessarily at the start of the description, you can use the wildcard '%' at the beginning of your search entry. E.g. in the example below I'm searching and filtering all descriptions (highlighted below in green) containing 'reven' (for revenue). Type '%reven' into the *Like* field (highlighted below in yellow) and Clarity will apply a filter and display only Nominal accounts containing the sequence of letters 'reven' somewhere within the description (highlighted below in purple).



The screenshot shows the Dataflow Clarity Account Browse interface. The search criteria are set to 'like %reven'. The search results table is as follows:

Code	Description	Type	Gross Amounts	Currency Code	Opening Balance	Balance Posted	Period Balance	Forward Balance	Current Balance	Report Group 1	Rel
RRS P&L	Recognised Revenue Sales (P&L)	Profit & Loss			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Sales	Sal
RRS PROVISION BS	Recognised Revenue Provision	Balance Sheet			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets	Cui
SALESMEM	Members event revenue	Profit & Loss			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Sales	Sal
SALESMEM	Non members event revenue	Profit & Loss			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Sales	Sal
SALESREV	Membership Revenue	Profit & Loss			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Sales	Sal
SALESSHONSHIP	Sponsorship revenue for events	Profit & Loss			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Sales	Sal

Clicking the **Group by** tab presents various options allowing you to control how the Nominal Browse grid displays information when the **Group** parameter is ticked. The **Group by** tab highlighted in yellow and the available options highlighted in red in the example below:

The screenshot shows the 'Dataflow Clarity [Account Browse]' window. The top navigation bar includes 'Sales Ledger', 'Sales Orders', 'Purchase Ledger', 'Purchase Orders', 'Nominal Ledger', 'Audit', 'Timesheets', and 'System'. The 'Nominal Ledger' tab is active. Below the navigation bar are various icons for 'Browse', 'Journals', 'Journal Adjustments', 'Cashbook Postings', 'Cashbook Adjustments', 'Recurring Postings', 'Revalue Accounts', 'Reconcile Accounts', 'Close Period', 'All reports', and 'Chart Of Accounts'. The main area displays a list of accounts with columns for Code, Description, Type, Gross Amounts, Currency Code, Opening Balance, Balance Posted, and Period. A 'Group by' sidebar is open on the right, showing options like Region, Area, Town, TB Group 1, TB Group 2, TB Group 3, and Nominal. The 'Town' option is selected and highlighted with a red box.

The Group parameter is highlighted in red in the example below and I have chosen to group by TB Groups within the Group by tab (example above):

The screenshot shows the 'Dataflow Clarity [Account Browse]' window with the 'Nominal Ledger' tab active. The 'Period' is set to '30 April, 2020'. The 'Group' button is highlighted with a red box. The main area displays a detailed trial balance for 'Net Assets' with columns for Description, Opening Balance, Balance Posted, Period Balance, Forward Balance, and Current Balance. The 'Net Assets' section is expanded, showing sub-sections for 'Net Assets' and 'Net Assets > Current Assets'. The 'Current Assets' section is further expanded, showing items like Stock, Debtors, Sundry Debtors, Cash, and Accruals. The 'Period Balance' for 'Stock' is highlighted with a yellow box.

Use the + to expand the selection to the lower TB levels.

Double clicking on a balance, or right clicking and selecting View transactions, opens a new window providing balance overview for the selected Trial Balance Group.

In the example below using the I expanded Net Assets > Current Assets and double clicked the Period Balance cell for Debtors (outlined in yellow in the above image). This opened the balance overview window for the selected line:

**Balances 30 April, 2020**

Opening balance	£ 1,385,717.91
Period postings	£ 873,193.68
Closing for period	£ 2,258,911.59
Forward dated	£ 18,000.00
Current total	£ 2,276,911.59

**Period Actuals**

Period Date	Amount
31 October, 2019	£ 25,850.00
30 November, 2019	£ 1,225,403.16
31 December, 2019	£ -503,241.56
31 January, 2020	£ -212,698.21
29 February, 2020	£ -15,777.63
31 March, 2020	£ 511,154.51
30 April, 2020	£ 873,193.68
31 May, 2020	£ 18,000.00
30 June, 2020	£ 0.00
31 July, 2020	£ 0.00
31 August, 2020	£ 0.00
(Y/e) 30 September, 2020	£ 0.00
31 October, 2020	£ 0.00
30 November, 2020	£ 0.00
31 December, 2020	£ 0.00
31 January, 2021	£ 0.00
28 February, 2021	£ 0.00

**Budgets**

Period	Period Date	Period Actual	Budget Amount	Variance	%
1	31 October, 2019	£ 25,850.00	£ 0.00	£ -25,850.00	
2	30 November, 2019	£ 1,225,403.16	£ 0.00	£ -1,225,403.16	
3	31 December, 2019	£ -503,241.56	£ 0.00	£ 503,241.56	
4	31 January, 2020	£ -212,698.21	£ 0.00	£ 212,698.21	
5	29 February, 2020	£ -15,777.63	£ 0.00	£ 15,777.63	
6	31 March, 2020	£ 511,154.51	£ 0.00	£ -511,154.51	
7	30 April, 2020	£ 873,193.68	£ 0.00	£ -873,193.68	

**Actual v Budget**

From the balance overview window you can view the period postings made against that TB group by double clicking the desired period, or right clicking and selecting [View transactions](#). In the example below 31 May 2020 was chosen:

**Balances 31 May, 2020**

Opening balance	£ 2,258,911.59
Period postings	£ 18,000.00
Closing for period	£ 2,276,911.59
Forward dated	£ 0.00
Current total	£ 2,276,911.59

**Period Actuals**

Period Date	Amount
30 April, 2020	£ 873,193.68
31 May, 2020	£ 18,000.00
30 June, 2020	£ 0.00

**Budgets**

Period	Period Date	Period Actual	Budget Amount	Variance	%
1	31 October, 2019	£ 25,850.00	£ 0.00	£ -25,850.00	
2	30 November, 2019	£ 1,225,403.16	£ 0.00	£ -1,225,403.16	
3	31 December, 2019	£ -503,241.56	£ 0.00	£ 503,241.56	

**Transactions**

A/c Code	A/c Description	Type	Source Ledger	Source Code	Source Description	Date	Period Date	Reference	Notes
SALESMEM	Members event revenue	INV	Sales	B00002	British Financial Planning Co.	10-May-2020	31-May-2020	M56789	Additional invoice as agree
VATSTAND	Standard Rate VAT	BAT	Nominal			10-May-2020	31-May-2020		
DEBTORS	Debtors Control	BAT	Sales			10-May-2020	31-May-2020		
EQP HIRE	Equipment Hire	INV	Purchase	CPM001	Campbells Prime Meat Ltd	01-May-2020	31-May-2020	00999	Fresh Savoury Onion Burt
EQP HIRE	Equipment Hire	INV	Purchase	CPM001	Campbells Prime Meat Ltd	01-May-2020	31-May-2020	00999	Fresh Small Burger Meat
EQP HIRE	Equipment Hire	INV	Purchase	CPM001	Campbells Prime Meat Ltd	01-May-2020	31-May-2020	00999	Fresh Lamb Shanks
EQP HIRE	Equipment Hire	INV	Purchase	CPM001	Campbells Prime Meat Ltd	01-May-2020	31-May-2020	00999	Fresh Cumberland Ring S
EQP HIRE	Equipment Hire	INV	Purchase	CPM001	Campbells Prime Meat Ltd	01-May-2020	31-May-2020	00999	Fresh Lamb Shanks
VATZERO	Zero rate VAT	BAT	Nominal			01-May-2020	31-May-2020		
CREDITORS	Creditors Control	BAT	Purchase			01-May-2020	31-May-2020		
EQP HIRE	Equipment Hire	INV	Purchase	DB0001	Deeside Brewery Ltd	01-May-2020	31-May-2020	00998	American in style with the
EQP HIRE	Equipment Hire	INV	Purchase	DB0001	Deeside Brewery Ltd	01-May-2020	31-May-2020	00998	*Our light and crisp Stear
EQP HIRE	Equipment Hire	INV	Purchase	DB0001	Deeside Brewery Ltd	01-May-2020	31-May-2020	00998	*Our signature Scottish P

From the transaction window above you double click a transaction, or right clicking and selecting [View transactions](#) to view its source information. In the example below I chose to view an Invoice posted against Purchase Ledger account CPM001.

If the Invoice originated from Purchase Order Processing all of the related document information is displayed:

The screenshot shows the 'View Account' window with the following data:

Balances 31 May, 2020	
Opening balance	£ 2,258,911.59
Period postings	£ 18,000.00
Closing for period	£ 2,276,911.59
Forward dated	£ 0.00
Current total	£ 2,276,911.59

Period Actuals	
From	01 October, 2019
Period Date	Amount
30 April, 2020	£ 873,193.68
31 May, 2020	£ 18,000.00
30 June, 2020	£ 0.00

Budgets				
Forecast 2019/20				
Period	Period Date	Period Actual	Budget Amount	Variance %
1	31 October, 2019	£ 25,850.00	£ 0.00	£ -25,850.00
2	30 November, 2019	£ 1,225,403.16	£ 0.00	£ -1,225,403.16
3	31 December, 2019	£ -503,241.56	£ 0.00	£ 503,241.56

Source Code	Source Ledger	Type	Amount	Date	A/c Description	A/c Code	Source Description	Period Date	Reference	Notes
B00002	Sales	INV	£ -15,000.00	10-May-2020	Members event revenue	SALESMEM	British Financial Planning Co.	31-May-2020	M56789	Additional
	Nominal	BAT	£ -3,000.00							
	Sales	BAT	£ 18,000.00							
CPM001	Purchase	INV	£ 4.00							
CPM001	Purchase	INV	£ 110.00							
CPM001	Purchase	INV	£ 163.00							
CPM001	Purchase	INV	£ 15.00							
CPM001	Purchase	INV	£ 61.00							
	Nominal	BAT	£ 0.00							
	Purchase	BAT	£ -354.00							
DB0001	Purchase	INV	£ 118.00							
DB0001	Purchase	INV	£ 19.00							
DB0001	Purchase	INV	£ 39.00							

From the Source Transactions window you can drill down even further by double clicking on a transaction source, or right clicking the desired line and selecting [View transactions](#).

In the example below I chose to view the Order Details:

The 'Source Transactions' window shows the following data:

Kind	Type	Date	Reference	Our Reference	Their Reference	Amount
Invoice	INV	01-May-2020	001002	DM458		£ 354.90
Order	ORD	01-May-2020	0000007826	DM458		£ 518.40
Delivery	DEL	01-May-2020	0000008503	DM458		£ 354.90

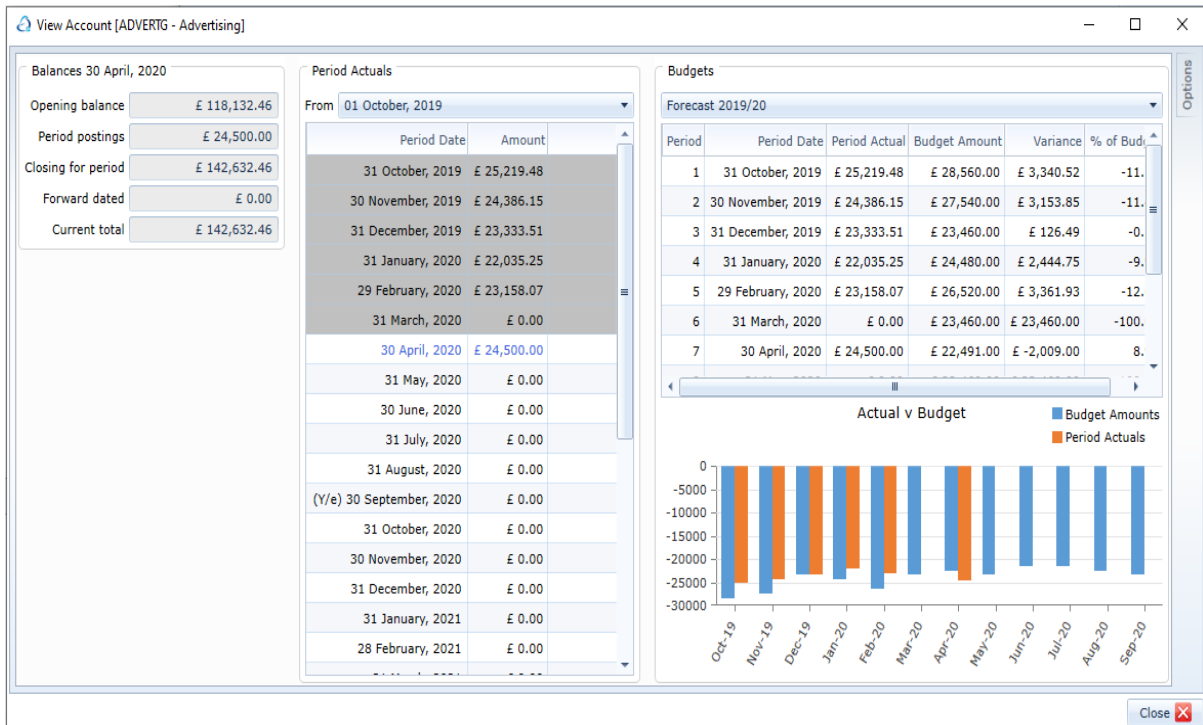
The 'Order Details' window shows the following items:

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT
BURGER	Fresh Savoury Onion Burger -...	3.00	Each	3.00	1.50	4.50	4.50	0	0.00 %	0.00
BURGER-SMALL	Fresh Small Burger Meat Box -...	10.00	Each	10.00	11.00	110.00	110.00	0	0.00 %	0.00
LAMB	Fresh Lamb Shanks	6.00	Dozen	72.00	54.50	327.00	327.00	0	0.00 %	0.00
SAUSAGES	Fresh Cumberland Ring Sausages	2.00	BOXES of 10	20.00	7.95	15.90	15.90	0	0.00 %	0.00
LAMB	Fresh Lamb Shanks	10.00	Each	10.00	6.10	61.00	61.00	0	0.00 %	0.00

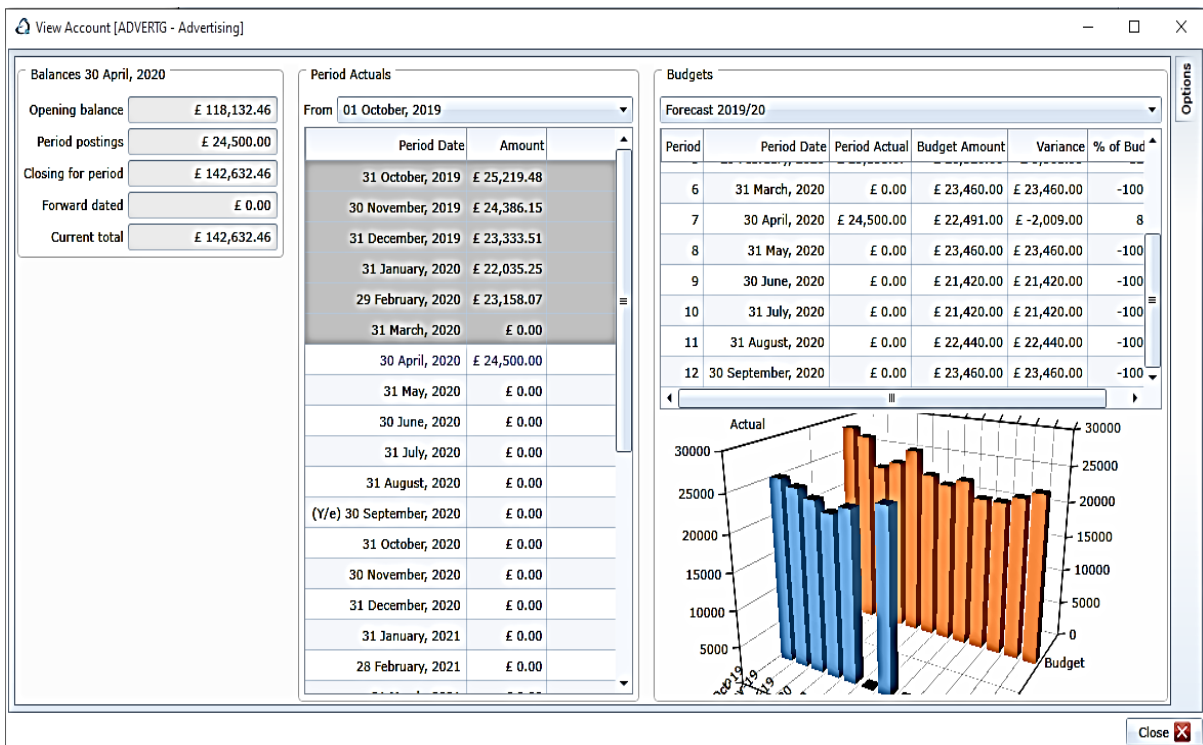




The same process is adopted when viewing the Nominal Browse grid with the **Group** parameter not ticked. You can view a Nominal accounts balance overview simply by double clicking anywhere on that grid line, or right clicking and selecting **View transactions**.



Double clicking the graph will present it three dimensionally:



From the balance overview window you can view the period postings by double clicking the desired period, or right clicking and selecting [View transactions](#). In the example below 31 December 2019 was chosen:

The screenshot shows the 'View Account [ADVERTG - Advertising]' window. It is divided into several sections:

- Balances 31 December, 2019:**
  - Opening balance: £ 49,605.63
  - Period postings: £ 23,333.51
  - Closing for period: £ 72,939.14
  - Forward dated: £ 69,693.32
  - Current total: £ 142,632.46
- Period Actuals:** From 01 October, 2019. A table shows:
 

Period Date	Amount
31 October, 2019	£ 25,219.48
30 November, 2019	£ 24,386.15
31 December, 2019	£ 23,333.51
- Budgets:** Forecast 2019/20. A table shows:
 

Period	Period Date	Period Actual	Budget Amount	Variance	% of Budget
5	29 February, 2020	£ 23,158.07	£ 26,520.00	£ 3,361.93	-12.6%
6	31 March, 2020	£ 0.00	£ 23,460.00	£ 23,460.00	-100.0%
7	30 April, 2020	£ 24,500.00	£ 22,491.00	£ -2,009.00	8.9%
- Transactions:** A table listing transactions for 04-Dec-2019. The table has columns: Type, Source Ledger, Source Code, Source Description, Date, Period Date, Reference, Notes, Batch No., Audit No., Currency, Exchange Rate, Amount, VAT Code. It lists 7 transactions with amounts ranging from £ 1,192.99 to £ 3,859.68.

As with the [Group](#) example you are able to drill down right to the source detail of the chosen entry. From within the period postings window there is a separate right click menu presenting options specifically for that grid:

The screenshot shows the 'Transactions' window with a grid of transactions. A right-click context menu is open over the grid, showing options:

- View cost centres
- Sum selected cells
- Copy to Clipboard
- Last saved column layout
- Revert column layout to default

The grid shows transactions for 'Purchases Engineering Service, Period ending 30 June, 2020'. The table has columns: Type, Source Ledger, Attachments, Source Code, Source Description, Date, Period Date, Reference, Notes, Batch No., Audit No., Currency, Exchange Rate, Amount, VAT Code, VAT Amount, Amount, VAT Am. It lists 4 transactions with amounts ranging from £ 1,500.00 to £ 16,000.00.

From the transaction browse window there are various **Options** available to use on the right hand side. The **Options** are highlighted in **yellow** below, with the available filters in **Red**. You can reduce the viewable transaction content by applying these filters therefore making it easier to source specific transactions.

Type	Source Ledger	Attachments	Source Code	Source Description	Date	Period Date	Reference	Notes	Batch No.	Audit No.	Currency	Exchange Rate	Amount	VAT Code
INV	Purchase		BRAT	Bratford Design Services	01-Jun-2020	30-Jun-2020	012/11	OFFICE DESKS	204	3322		1	£ 9,850.00	1
INV	Purchase		NOVES	Noves Consultancy&Design Ltd	02-Jun-2020	30-Jun-2020	302/11	CABINETS	204	3323		1	£ 8,500.00	1
INV	Purchase		NOVES	Noves Consultancy&Design Ltd	23-Jun-2020	30-Jun-2020	568908	Frame work 568	577	9643	EUR	1.1166	€ 6,300.00	0
INV	Purchase		A00001	ACCO Ltd.	11-Jun-2020	30-Jun-2020	789045	test 2	590	9700		1	£ 1,500.00	1
INV	Purchase		LOTTIS	Lott and Lott Rail Services Ltd	08-Jun-2020	30-Jun-2020	M568934	As per your order	610	9776		1	£ 80,000.00	1

You may also click on the available column headers to sort the grid by ascending or descending order.














Right clicking the mouse on a grid presents a number of right click options. The options available vary depending on which grid and/or transaction you are right clicking on.

The list below offers an overview of the available right click options:

- Refresh
- View scanned documents
- View source documents
- View cost centres
- Sum selected cells
- Copy to Clipboard
- Last saved column layout
- Revert column layout to default



Use this option to refresh the current view and bring in any new information since the window was opened.

 View account	Use this option to view the selected accounts details.
 View transactions	Use this option to view the transactions for the selected balance.
 View cost centres	Use this option to view the cost centre apportionment detail for the selected transaction.
 View scanned documents	Use this option to view the scanned documents attached to the selected customer account.
 View source documents	Use this option to view the selected transaction line's source.
 Modify batch	Use this option to modify the details of or reverse an existing Journal or Cashbook posting.
 Select all	Should you wish to copy and paste the viewable content into an external application use this option to select all cells in the active grid.
 Sum selected cells	Use this option to perform a sum on the ranged of cells currently selected. This option only works with amount fields.
 Copy to Clipboard	▶ Use this option to copy the highlighted cells information to the windows clipboard. Once copied the windows paste facility will be available to paste the copied information into another application such as Microsoft Excel. There are sub options to copy to the clipboard such as: Display values, With headers and Unformatted.
 Columns	▶ You are able to drag and move columns around to display the grid information in a chosen format. This option allows you to revert to <a href="#">Last saved layout</a> or <a href="#">Revert layout to default</a> , which will be the system default.
 Window	▶ Similarly to the column option above this option allows you to choose between <a href="#">Save layout</a> , <a href="#">Last saved layout</a> or <a href="#">Revert layout to default</a> .
 Last saved column layout	Reverts the layout back to the last saved layout.
 Revert column layout to default	Reverts the column layout back to the system default.

