



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

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:

					/		Compa	ny Miles Brown an	d Sone & Co	User:
		urchase Orders	- Norsian Land	ger Audu	The sector de	and the second	compa	Files brown an		- User.
Sales Ledger Sales O			Nominal Led		Timesheets	System				N
ala 🔀 🦻	4 🖪 📴	🤣 S	¥ 🖓	31						
Browse Journals Jou Adjust	rnal Cashbook Cashbook tments Postings Adjustments	Recurring Rev Postings Acc	value Reconcile ounts Accounts	Close Period	All reports •	Chart Of Accounts				
ccounts	Transactions			Period Processi	na Reportina	Setup				
riod 30 April, 2020 🔻		Group								
Code	Description	Туре	Gross Amounts	Currency Code	Opening Balance	Balance Posted	Period Balance	Forward Balance	Current Balance	· · ·
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	Vac		£ 0.00	£ 0.00	£ 0.00	£ 0.00	6 0 00	Net Assets -

The balances displayed are defined by the period selection below:

							Compa	ny Miles Brown an	d Sons & Co.	▼ User:	JF
Sales Ledger Sales O		urchase Orders	Nominal Led	ger Audit	Timesheets	System					_
	rraal Cashbook Adjustments Postings Transactions	Recurring Rev Postings Acc	alue Reconcile	Close Period Period Process	reports • A	Chart Of Accounts					
iod 30 April, 2020 🔻	Exclude zero balances	Group									
Code	Description	Туре	Gross Amounts	Currency Code	Opening Balance	Balance Posted	Period Balance	Forward Balance	Current Balance	TB Group	-
CC.DEPN	Accumulated Depreciation	Balance Sheet			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets	
CCOUNTS	Accountancy Fees	Profit & Loss			£ 20,288.40	£ 0.00	£ 20,288.40	£ 0.00	£ 20,288.40	Costs	=
CCRUALS	Accruals	Balance Sheet	Yes		£ -3,500.00	£ 0.00	£ -3,500.00	£ 0.00	£ -3,500.00	Net Assets	
CCRUED 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	J
CCRUED COS PROV BS	Accrued COS Provision (BS)	Balance Sheet			£ 0.00	£ -766,300.00	£ -766,300.00	£ 0.00	£ -766,300.00	Net Assets	
CCRUED WARRANTY BS	Accrued Warranty Costs (BS)	Balance Sheet			£ 0.00	£ -29,000.00	£ -29,000.00	£ 0.00	£ -29,000.00	Net Assets	
DVERTG	Advertising	Profit & Loss			£ 118,132.46	£ 24,500.00	£ 142,632.46	£ 0.00	£ 142,632.46	Costs	
UDIT	Audit Fees	Profit & Loss			£ 16,705.00	£ 1,000.00	£ 17,705.00	£ 0.00	£ 17,705.00	Costs	
ANK DEP1	Bank (Deposit Acct 1)	Balance Sheet	Yes		£ 0.00	£ 100.00	£ 100.00	£ 0.00	£ 100.00	Net Assets	
ANK 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	ļ
BANKCHGES	Bank Charges	Profit & Loss			£ 1,548.40	£ 0.00	£ 1,548.40	£ 0.00	£ 1,548.40	Costs	ļ
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	
IS_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.

Sales Ledger Sales Orders Purchase Orders Nominal Ledger Audit Timeshees System Burnes Journals Augits Selesson System Selesson System Selesson Seleson Selesson Selesson	Dataflow Clarity [Accourt]	nt Browse]									- 🗆	×
Dural D								Compa	ny Miles Brown ar	d Sons & Co.	 User: 	JPE
Brower Dournals Debtoring Adjustment Reporting Reporting <tht< th=""><th>Sales Ledger Sales Or</th><th>rders Purchase Ledger F</th><th>urchase Orders</th><th>Nominal Led</th><th>ger Audit</th><th>Timesheets</th><th>System</th><th></th><th></th><th></th><th></th><th></th></tht<>	Sales Ledger Sales Or	rders Purchase Ledger F	urchase Orders	Nominal Led	ger Audit	Timesheets	System					
Balance State Group Code Description Type Gross Amounts Currency Code Opening Balance Balance Posted Period Balance Forward Balance Current Balance E Group ACC.DEPN Accumulated Depreciation Balance Sheet E 20,288.40 £ 0.00 £ 0.00 £ 0.00 £ 0.00 £ 0.00 £ 0.00 £ 0.00 E 20,288.40 £ 0.00 £ 20,288.40 £ 0.00 <th>Browse Journals Jou</th> <th>rnal Cashbook Cashbook</th> <th>Recurring Rev</th> <th>value Reconcile</th> <th></th> <th></th> <th>Chart Of</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Browse Journals Jou	rnal Cashbook Cashbook	Recurring Rev	value Reconcile			Chart Of					
Code Description Type Gross Amounts Currency Code Opening Balance Belance Forward Balance Current Balance TB Group ACC.DEPN Accountancy Fees Profit & Loss £ 0.00 £	ccounts	Transactions			Period Process	ing Reporting	Setup					
ACC.DEPN Accumulated Depreciation Balance Sheet Image: Constraint of the Loss E 0.00 E 10.00.00 E 0.00 E 10.00.00 E 0.00 E 10.00.00 E 0.00 E 0.00 E 0.00 E 0.00.0 E 0.00 E 0.00	eriod 30 April, 2020 🔻	Exclude zero balances	Group									
ACCOUNTSAccountancy FesProfit & LossImage: Section of the sectin of	Code	Description	Туре	Gross Amounts	Currency Code	Opening Balance	Balance Posted	Period Balance	Forward Balance	Current Balance	TB Group :	
ACCRUALSAccruaisBalance SheetYesfe </td <td>ACC.DEPN</td> <td>Accumulated Depreciation</td> <td>Balance Sheet</td> <td></td> <td></td> <td>£ 0.00</td> <td>£ 0.00</td> <td>£ 0.00</td> <td>£ 0.00</td> <td>£ 0.00</td> <td>Net Assets</td> <td></td>	ACC.DEPN	Accumulated Depreciation	Balance Sheet			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets	
ACRUED COS PBL ACCUED COS PROU BAArcar de COS on Jobs (PAU)Profit & LossImage: Destination of the control of	ACCOUNTS	Accountancy Fees	Profit & Loss			£ 20,288.40	£ 0.00	£ 20,288.40	£ 0.00	£ 20,288.40	Costs	_
ACCUED COS PROV BSAccured COS Provision (BS)Balance SheetImage: Constraint of the constraint of	ACCRUALS	Accruals	Balance Sheet	Yes		£ -3,500.00	£ 0.00	£ -3,500.00	£ 0.00	£ -3,500.00	Net Assets	ľ
ACCUEED WARRANTY BSAccured Warranty Costs (BS)Balance SheetImage: Cost of the	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	
ADVERTGAdvertisingProfit & LossII<	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	
AUDTAudit FeesProfit & LossProfit & LosProfit &	ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	Balance Sheet			£ 0.00	£ -29,000.00	£ -29,000.00	£ 0.00	£ -29,000.00	Net Assets	
BANK DEP1Bank (Deposit Acct 1)Balance SheetYes£ £ 0.00£ 100.00£ 100.00£ 0.00£ 6 0.00Net AssetsBANK DEP2Bank (Deposit Acct 2)Balance SheetYes£ 50,000.00£ 1,000.00£ 51,000.00£ 6 0.00£ 6 0.00Net AssetsBANK LOANBusiness Development LoanBalance SheetYes£ 85,000.00£ 0.00£ 0.00£ 0.00£ 0.00£ 0.00Net AssetsBANK LOANBalance SheetYes£ 1,496,491.81£ -27,786.24£ 1,468,705.57£ 5.11.13£ 1,468,194.44Net AssetsBANKCHGESBank ChargesProfit & LossKes£ 1,264.94£ 0.00£ 1,000.00£ 0.00£ 0.00£ 1,000.00£ 0.00BDDETSBalance SheetProfit & LossKes£ 0.00,00£ 0.	ADVERTG	Advertising	Profit & Loss			£ 118,132.46	£ 24,500.00	£ 142,632.46	£ 0.00	£ 142,632.46	Costs	
BANK DEP2Bank (Deposit Act 2)Balance SheetYes£ 50,000.0£ 1,000.00£ 51,000.00£ 6.00£ 6.00.00Net AssetsBANK LOANBusiness Development LoanBalance SheetYes£ -85,000.00£ 0.00£ -85,000.00£ 0.00£ -85,000.00£ 0.00£ -85,000.00K 4 AssetsBANK LOANBank (Current Account)Balance SheetYes£ 1,496,491.81£ -27,786.24£ 1,468,705.57£ 5.11.13£ 1,468,194.44Net AssetsBANKCHGESBank chargesProfit & LossI£ 0.00£ 0.00£ 1,584.40£ 0.00£ 1,584.40CodsBDEDETSBad DebtsBalance SheetI£ 0.00£ 0.00£ -102,695.68£ 0.00£ 0.00£ 0.00£ 0.00K 4 AssetsCARRIAGECarriage outProfit & LossIE 0.00£ 0.00£ -102,695.68£ 0.00£ 0.00£ 0.00£ 0.00K 4 AssetsCLS-CONTROLCals AdjustmentsBalance SheetIE 0.00£ 0.00£ 0.01.31£ 0.00£ 0.01.40K 4 AssetsCOMPUSCIMCommission on currency trans.Profit & LossYesE 0.00£ 0.0	AUDIT	Audit Fees	Profit & Loss			£ 16,705.00	£ 1,000.00	£ 17,705.00	£ 0.00	£ 17,705.00	Costs	
BANK LOANBusiness Development LoanBalance ShetYes£ - 85,000.0£ - 10,01.0 <td>BANK DEP1</td> <td>Bank (Deposit Acct 1)</td> <td>Balance Sheet</td> <td>Yes</td> <td></td> <td>£ 0.00</td> <td>£ 100.00</td> <td>£ 100.00</td> <td>£ 0.00</td> <td>£ 100.00</td> <td>Net Assets</td> <td></td>	BANK DEP1	Bank (Deposit Acct 1)	Balance Sheet	Yes		£ 0.00	£ 100.00	£ 100.00	£ 0.00	£ 100.00	Net Assets	
Balanc Shark (Lurrent Account)Balance ShareYes£ 1,496,491.81£ 7.27,786.24£ 1,468,795.57£ -5.11.81£ 1,468,194.44Net AssessBANKCHGESBank ChargesProfit & LossII <t< td=""><td>BANK DEP2</td><td>Bank (Deposit Acct 2)</td><td>Balance Sheet</td><td>Yes</td><td></td><td>£ 50,000.00</td><td>£ 1,000.00</td><td>£ 51,000.00</td><td>£ 0.00</td><td>£ 51,000.00</td><td>Net Assets</td><td></td></t<>	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	
BANKCHGESBank ChargesProfit & LossImage of the stateProfit & LossImage of the stateImage of the state	BANK LOAN	Business Development Loan	Balance Sheet	Yes		£-85,000.00	£ 0.00	£ -85,000.00	£ 0.00	£ -85,000.00	Net Assets	
Bod DebtsBalance SheetImage outBalance SheetImage outBalance SheetImage outImage outProfit & LossImage outImage out <t< td=""><td>BANK1</td><td>Bank (Current Account)</td><td>Balance Sheet</td><td>Yes</td><td></td><td>£ 1,496,491.81</td><td>£ -27,786.24</td><td>£ 1,468,705.57</td><td>£ -511.13</td><td>£ 1,468,194.44</td><td>Net Assets</td><td></td></t<>	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	
CARRIAGE Carriage out Profit & Loss Formation E - 102,673:68	BANKCHGES	Bank Charges	Profit & Loss			£ 1,548.40	£ 0.00	£ 1,548.40	£ 0.00	£ 1,548.40	Costs	
CASHAD) Cash Adjustments Balance Shet Image: Cash Adjustments Balance Shet Image: Cash Adjustments Balance Shet Image: Cash Adjustments Educ Shet Image: Cash Adjustments Balance Shet Image: Cash Adjustments Educ Shet Image: Cash Adjustments Image: Cash Adjustments <td>BDDEBTS</td> <td>Bad Debts</td> <td>Balance Sheet</td> <td></td> <td></td> <td>£ 0.00</td> <td>£ 0.00</td> <td>£ 0.00</td> <td>£ 0.00</td> <td>£ 0.00</td> <td>Net Assets</td> <td></td>	BDDEBTS	Bad Debts	Balance Sheet			£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	Net Assets	
CIS_CONTROL CIS_Control Account Balance Sheet Yes £ 0.000 £ 0.00	CARRIAGE	Carriage out	Profit & Loss			£ -102,679.68	£ -10.00	£ -102,689.68	£ 0.00	£ -102,689.68	Net Sales	
COMMISSION Commission on currency trans. Profit & Loss Yes £ 0.00	CASHADJ	Cash Adjustments	Balance Sheet			£ 0.31	£ 0.00	£ 0.31	£ 0.00	£ 0.31	Net Assets	
CONPURCH Purchases of Consumables Profit & Loss £ 116,143.00 £ 20,000.00 £ 136,143.00 £ 0.00 £ 136,143.00 Net Sales	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 Net Assets +	CORP TAX	Corporation Tax	Balance Sheet			£ 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:

Datano	w cidnty [.	Sales Accou	in browse											- 0	;
											Company M	tiles Brown and	d Sons & Co.	 User: 	JP
ales Led	lger S	ales Orders	s Purc	nase Ledger	Purchas	e Orders	Nominal Ledge	r Timesheets	Sys	em					
		P	0.1						1						
Brow		Cash All	9- (/oice Proforma	Schedul		31 mil	wetomer Transa	Ctional .						
DIOW	130	Casil Ai	Cash	roice rioronni	Invoic	e P	Period Dat	a Listings • Rep	orts	Statements					
stomer	Accounts	Transacti	ions	Invoici	g	Period	Processing	Repor	ting						
e 🔻 lik	ke	All A	BC	D E F G	H I	JKL	M N O I	P Q R S T	101	/ w x Y z	0 1 2 3 4 5	6 7 8 9	9		
ode	Name			Bala	Curre	ncy Balance	Credit Limit	Default Currency	Statue	Address Department	Address Line 1	Address	Line 2	Address Line	
		ancial Plan	ning Co	£ 86,525.	_	noy balance	£ 0	. Derdale carrency	otatas	Address Department	25 Staplefield Avenue	Swindon		Address Ent	
		mmercial S	-	£ 220,151.			£ 200,000				12 Downs Street	London			
1101	British Co	minercial 5	ervices	£ 220,151.			£ 200,000				12 Downs Street	London			
						1									
Сотра	ny, Suppli	er Code sta	arting with	в		1						H 4	► N Page	a 1 of 1	



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).

	ccount Browse]									- 0		>
							Company M	tiles Brown and So	ons & Co. 🔹	User: SUPE	RVIS	OF
shboard Sales Led	iger Sales Orders Purchas	se Ledger 🛛 Pi	urchase Orders	Nominal Ledg	er Stock Ledg	ger Audit & V	/AT Timesh	eets System				
Browse Chart Of Accounts	Journals Journal Cashb Adjustments Postin	ook Cashbook	and a second second	Revalue Reconc	ile Inter-company	All reports •	31 Close Period					
Accounts		Tran	sactions			Reporting	Period Processi	ng				
escription 🔻 like %	reven All A	BCDE	FGH	I J K L I	4 N O P (UIVIWIX	Y Z 0 1	2 3 4 5	6 7 8 9	Э	
riod 🔹 28 Feb	bruary, 2023 🔻 🕞 🔲 Exclude	zero balances	Group	Base currency S	terling (Default)	•						
	Description	zero balances Type			terling (Default) Opening Balance	• Balance Posted	Period Balance	Forward Balance	Current Balance	Report Group 1	Rej]
ode		Туре				Balance Posted £ 0.00	Period Balance £ 0.00	Forward Balance £ 0.00		Report Group 1 Net Sales	Rej Sal	
ode RS P&L	Description	Туре			Opening Balance				£ 0.00			I
ode RS P&L RS PROVISION BS	Description Recognised Revenue Sales (P&L)	Type Profit & Loss			Opening Balance £ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00 £ 0.00	Net Sales	Sal	
ode RS P&L RS PROVISION BS ALESMEM	Description Recognised Revenue Sales (P&L) Recognised Revenue Provision	Type Profit & Loss Balance Sheet			Opening Balance £ 0.00 £ 0.00	£ 0.00 £ 0.00	£ 0.00 £ 0.00	£ 0.00 £ 0.00	£ 0.00 £ 0.00 £ 0.00	Net Sales Net Assets	Sal Cui	
ode RS P&L RS PROVISION BS ALESMEM ALESNMEM	Description Recognised Revenue Sales (P&L) Recognised Revenue Provision Members event revenue	Type Profit & Loss Balance Sheet Profit & Loss			Opening Balance £ 0.00 £ 0.00 £ 0.00	£ 0.00 £ 0.00 £ 0.00 £ 0.00	Net Sales Net Assets Net Sales	Sal Cui 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:



						Company	Miles Bro	own and Sons & Co. 🔻 User: COLIN CHAP
Sales Ledger Sales O	rders Purchase Ledger	Purchase Orders	Nominal Led	ger Audit	Timesheets	System		
Browse Journals Jou Adjust counts	Cashbook tments Cashbook Postings Cashbook Adjustments Transactions ▼ Exclude zero balances	Recurring Rev Postings Acco	value Reconcile Accounts	Close Period Period Process	reports • A	Chart Of Accounts Setup		
Code	Description	Туре	Gross Amounts	Currency Code	Opening Balance	Balance Posted	Period	Group by
ACCOUNTS	Accountancy Fees	Profit & Loss			£ 20,288.40	£ 0.00	£ 20	A Move up V Move down
ACCRUALS	Accruals	Balance Sheet	Yes		£ -3,500.00	£ 0.00	£ -:	Region
ACCRUED COS P&L	Accrued COS on Jobs (P&L)	Profit & Loss			£ 0.00	£ 795,300.00	£ 795	🖌 Area
ACCRUED COS PROV BS	Accrued COS Provision (BS)	Balance Sheet			£ 0.00	£ -766,300.00	£ -766	Town
CCRUED WARRANTY BS	Accrued Warranty Costs (BS)	Balance Sheet			£ 0.00	£ -29,000.00	£ -29	TB Group 1
ADVERTG	Advertising	Profit & Loss			£ 118,132.46	£ 24,500.00	£ 14:	TB Group 2
AUDIT	Audit Fees	Profit & Loss			£ 16,705.00	£ 1,000.00	£ 17	TB Group 3
BANK DEP1	Bank (Deposit Acct 1)	Balance Sheet	Yes		£ 0.00	£ 100.00	4	Nominal
BANK DEP2	Bank (Deposit Acct 2)	Balance Sheet	Yes		£ 50,000.00	£ 1,000.00	£ 51	
BANK LOAN	Business Development Loan	Balance Sheet	Yes		£ -85,000.00	£ 0.00	£ -85	
BANK1	Bank (Current Account)	Balance Sheet	Yes		£ 1,496,491.81	£ -27,786.24	£ 1,468	
BANKCHGES	Bank Charges	Profit & Loss			£ 1,548.40	£ 0.00	£	
CARRIAGE	Carriage out	Profit & Loss			£ -102,679.68	£ -10.00	£ -102	
CASHADJ	Cash Adjustments	Balance Sheet			£ 0.31	£ 0.00		
CONPURCH	Purchases of Consumables	Profit & Loss			£ 116,143.00	£ 20,000.00	£ 136	

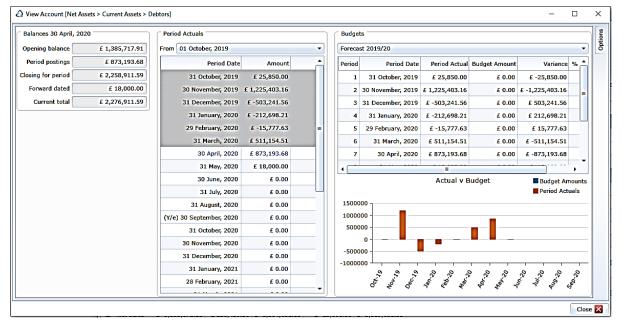
The Group parameter is highlighted in red in the example below and I have chosen to group by TB Groups within the Group by tab (example above):

										Company Miles Brown and Sons & Co.	User:	JPB
al	es Ledger	Sales	Orders Pu	chase Ledger	Purchase Order	s Nominal Ledg		Timesheets	System			
5	ē 🖻					\$,/ £ []	31	2				
	wse Jour	nals Jo Adu	ournal Cash stments Post	book Cashb		evalue Reconcile counts Accounts	Close Period	All reports •	Chart Of Accounts			
	ounts			Transacti			Period Processing		Setup			
	d 30 April,	2020 -	Evolud	le zero balance			renou riocessing	Reporting	Setup			
	a bo April,	2020		e zero bulance								٦.
	Description	Openi	ng Balance Ba	lance Posted	Period Balance Fo	rward Balance Cu	rrent Balance					_
	Net Assets	£ 4,3	71,070.84 £	-258,600.17	£ 4,112,470.67	£ 13,748.17 £ 4	4,126,218.84					
٩e	t Assets											
	Descripti	on		Opening Bal	ance Balance Poste	d Period Balance	Forward Balance	Current Bala	ince			
+	Fixed Ass	ets		£ 619,400	0.00 £ 375.00	£ 619,775.00	£ 0.00	£ 619,775	.00			
E	Current /	ssets		£ 6,475,903	2.37 £ 626,284.26	5 £ 7,102,186.63	£ 17,488.87	£ 7,119,675	.50			
N	let Assets	> Curren	t Assets									
	Descrip	tion	Opening Balar	nce Balance P	osted Period Balan	ice Forward Balanc	e Current Balance	e				
	* Stock		£ 1,098,773.	70 £	0.00 £ 1,098,773.	70 £ 0.00	£ 1,098,773.70)				
	• Debtors		£ 1,385,717.	91 £ 873,19	3.68 £ 2,258,911.	£ 18,000.00	£ 2,276,911.59	•				
	Sundry	Debtors	£ 1,323,671.	69 £	0.00 £ 1,323,671.	59 £ 0.00	£ 1,323,671.69	1				
	🗄 Cash		£ 1,644,578.	99 £ -27,68	6.24 £ 1,616,892.	75 £ -511.13	£ 1,616,381.62					
	 Accrual 	s	£ 1,023,160.	08 £ -219,22	3.18 £ 803,936.	90 £ 0.00	£ 803,936.90	1				
÷	Creditors	not due	for over 1 year	£ -85,000	0.00 £ 0.00	£ -85,000.00	£ 0.00	£ -85,000	.00			
+	Current I	iabilities		£ -2,639,23	L.53 £ -885,259.43	£ -3,524,490.96	£ -3,740.70	£ -3,528,231	.66			
	~					5 0 00 5 F						
	Financed b				5 -2,943,264.87		2,943,264.87					
	Net Sales				2 -3,304,631.55							
1	Costs	£ 2,1	07,265.14	£ 28,160.61	£ 2,135,425.75	£ 1,251.83 £ 2	2,136,677.58					

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:



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:

alances 31 I	May, 2020		Period Actuals				Budgets						
pening bala	£ 2,258,911	.59 F	rom 01 October,	2019		•	Forecast 201	9/20					•
Period posti	ngs £ 18,000	0.00	P	eriod Date	Amount	•	Period	Period Date	Period Act	ual Budget Amount	,	Variance	% 🔺
osing for per	iod £ 2,276,911	.59	30 A	pril, 2020 A	£ 873,193.68	-	1 31	October, 2019	£ 25,850	.00 £ 0.00	£ -25	,850.00	
Forward da	ted £ (0.00	31 M	1ay, 2020	£ 18,000.00		2 30 No	vember, 2019	£ 1,225,403	.16 £ 0.00	£ -1,225	,403.16	
Current to	£ 2,276,911	.59	30 Ju	ine, 2020	£ 0.00		3 31 De	cember, 2019	£ -503,241	.56 £ 0.00	£ 503	,241.56	
A Tran	sactions									- 0	×	98.21	
C2 Iran	sactions				1		1	1		- 0		77.63	
A/c Coo	le A/c Description	Тур	e Source Ledger	Source Code	Source Description		Date	Period Date	Reference	Notes	Options	54.51	
SALESI	1EM Members event rev	enue INV	Sales	B00002	British Financial Plan	ning Co.	10-May-202	31-May-2020	M56789	Additional invoce as	agree 🗗	93.68	
VATSTA	ND Standard Rate VAT	BAT	Nominal				10-May-202	31-May-2020					•
DEBTO	RS Debtors Control	BAT	Sales				10-May-202	31-May-2020				lget Am	ounts
EQP HI	RE Equipment Hire	INV	Purchase	CPM001	Campbells Prime Me	at Ltd	01-May-202	31-May-2020	00999	Fresh Savoury Onior	n Burç	iod Actu	als
EQP HI	RE Equipment Hire	INV	Purchase	CPM001	Campbells Prime Me	at Ltd	01-May-202	31-May-2020	00999	Fresh Small Burger	Meat		
EQP HI	RE Equipment Hire	INV	Purchase	CPM001	Campbells Prime Me	at Ltd	01-May-202	31-May-2020	00999	Fresh Lamb Shanks			
EQP HI	RE Equipment Hire	INV	Purchase	CPM001	Campbells Prime Me	at Ltd	01-May-202	31-May-2020	00999	Fresh Cumberland R	ting S		
EQP HI	RE Equipment Hire	INV	Purchase	CPM001	Campbells Prime Me	at Ltd	01-May-202	31-May-2020	00999	Fresh Lamb Shanks			
VATZER	CO Zero rate VAT	BAT	Nominal				01-May-202	31-May-2020	•				
CREDIT	ORS Creditors Control	BAT	Purchase				01-May-202	31-May-2020				.0	
EQP HI	RE Equipment Hire	INV	Purchase	DB0001	Deeside Brewery Ltd		01-May-202	31-May-2020	00998	American in style wi	ith the	Aug-20	02.03
EQP HI	RE Equipment Hire	INV	Purchase	DB0001	Deeside Brewery Ltd		01-May-202	31-May-2020	00998	"Our light and crisp	Stean	* *	
EQP HI	RE Equipment Hire	INV	Purchase	DB0001	Deeside Brewery Ltd		01-May-202	31-May-2020	00998	"Our signature Scot	tish Pa		Clos
											•		
	ets > Current Assets > D	ebtors, Per		y, 2020				1	(())	Page 1	of 2		
Cost Ce									نا لب جدد		_		

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:

lances 31 May, 2	020		Peri	od Actuals —						Budgets	. —							
ening balance	£ 2,258,	911.5	9 From	01 October	2019			•		Forecas	2019	/20						-
eriod postings	£ 18,	,000.0	0	P	eriod Dat	e Amo	unt	•	1	Period		Period Date	Period Actu	al Budget Ar	mount	١	/ariance	%
ing for period	£ 2,276	911.5	9	30 A	pril, 2020	£ 873,193.	68	_		1	31 0	ctober, 2019	£ 25,850.0	0 £	0.00	£ -25	,850.00	
Forward dated		£ 0.0	0	31	1ay, 2020	£ 18,000.	.00			2	30 Nov	ember, 2019	£ 1,225,403.1	6 £	0.00	£ -1,225	,403.16	_
Current total	£ 2,276	911.5	9	30 J	une, 2020) £0.	.00			3	31 Dec	ember, 2019	£ -503,241.5	6 £	0.00	£ 503	,241.56	
👌 Transactio	ns													_		×	98.21	
															1		77.63	
	Source Ledger		Amou			Description		A/c Cod	-	Source I			Period Date			Ę.	54.51	
B00002	Sales			00 10-May-2	2020 Me	mbers event re	venue	SALESM	IEM	British F	inancia	al Planning Co.	31-May-202	0 M56789	Addit	ional	.93.68	-
	Nominal Sales	BAT	£ -3,000. £ 18,000.	Source T	ransactio	15								- 0	1 :	×		•
CPM001	Purchase	INV	£ 18,000. £ 4.	Kind	Туре	Date	Refere	ence	Our	Reference		Their Referen	ce	Amount	:		iget Ar	
CPM001	Purchase	INV	£ 110	Invoice	INV	01-May-2020	00100)2	DM4	58				£ 354.90			IOG AC	uais
CPM001	Purchase	INV	£ 163.	Order	ORD	01-May-2020	00000	07826	DM4	58				£ 518.40				
CPM001	Purchase	INV	£ 15.	Delivery	DEL	01-May-2020	00000	008503	DM4	58				£ 354.90			_	
CPM001	Purchase	INV	£ 61.														-	
	Nominal	BAT	£ 0.														-	
	Purchase	BAT	£ -354.															-
DB0001	Purchase	INV	£ 118.														449-20	3e0.20
DB0001	Purchase	INV	£ 19.														v	^
DB0001	Purchase	INV	£ 39.															Clos
			-															
Net Assets >	Current Assets	> Deb	tors, Period															
Cost Centre	Details															1		
Clear filter	2		11													\mathbf{x}		

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:

Kind	Туре	Date	Reference	e (Our Reference	The	ir Refere	ence		Amoun	t	
Invoice	INV	01-May-2020	001002	1	DM458					£ 354.90)	-1
9 Order	ORD	01-May-2020	00000078	826 [DM458					£ 518.40)	
0 Delivery	DEL	01-May-2020	0000008	503 I	DM458					£ 354.90)	
9		1										
Order for CPN	4001 Campbel	lls Prime Meat Lt	d Number	r: 0000	007826					-		2
eader 📄 Det	ails 🖳 Line	si∰⊟										
ines												
item Code	Notes			Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	v
BURGER	Fresh Save	oury Onion Burg	er	3.00	Each	3.00	1.50	4.50	4.50	0	0.00 %	0.0
URGER-SMALL	Fresh Sma	ll Burger Meat B	30x 1	10.00	Each	10.00	11.00	110.00	110.00	0	0.00 %	0.0
АМВ	Fresh Lam				Dozen			327.00			0.00 %	0.0
AUSAGES		berland Ring Sa	-		BOXES of 10	20.00	7.95	15.90	15.90		0.00 %	
AMB	Fresh Lam	b Shanks	1	10.00	Each	10.00	6.10	61.00	61.00	0	0.00 %	0.0

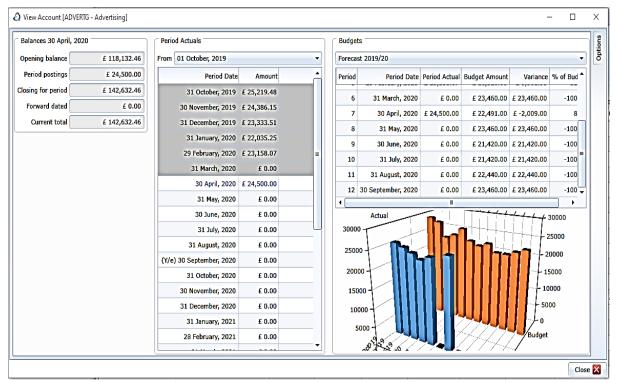




The same process is adopted when viewing the Nominal Browse grid with the Group parameter not ticked. You can view a Nominal accounts balance overview simply by double clicking anywhere on that grid line, or right clicking and selecting View transactions.

Balances 30 April, 202	20	Period Actuals			Budge	ts				
Opening balance	£ 118,132.46	From 01 October, 2019		•	Foreca	st 2019/20				•
Period postings	£ 24,500.00	Period Date	Amount		Period	Period Date	Period Actual	Budget Amount	Variance	% of Bud
Closing for period	£ 142,632.46	31 October, 2019	£ 25,219.48		1	31 October, 2019	£ 25,219.48	£ 28,560.00	£ 3,340.52	-11.
Forward dated	£ 0.00	30 November, 2019	£ 24,386.15		2	30 November, 2019	£ 24,386.15	£ 27,540.00	£ 3,153.85	-11.
Current total	£ 142,632.46	31 December, 2019	£ 23,333.51		3	31 December, 2019	£ 23,333.51	£ 23,460.00	£ 126.49	-0.
		31 January, 2020	£ 22,035.25		4	31 January, 2020	£ 22,035.25	£ 24,480.00	£ 2,444.75	-9.
		29 February, 2020	£ 23,158.07	=	5	29 February, 2020	£ 23,158.07	£ 26,520.00	£ 3,361.93	-12.
		31 March, 2020	£ 0.00		6	31 March, 2020	£ 0.00	£ 23,460.00	£ 23,460.00	-100.
		30 April, 2020	£ 24,500.00		7	30 April, 2020	£ 24,500.00	£ 22,491.00	£-2,009.00	8.
		31 May, 2020	£ 0.00							- · · · ·
		30 June, 2020	£ 0.00				Actual	v Budget	Bud	get Amounts
		31 July, 2020	£ 0.00						Peri	od Actuals
		31 July, 2020 31 August, 2020	£ 0.00 £ 0.00		(Peri	od Actuals
					-5000				Peri	od Actuals
		31 August, 2020	£ 0.00						Peri	od Actuals
		31 August, 2020 (Y/e) 30 September, 2020	£ 0.00 £ 0.00		-5000 -10000 -15000 -20000)			Peri	od Actuals
		31 August, 2020 (Y/e) 30 September, 2020 31 October, 2020	£ 0.00 £ 0.00 £ 0.00		-5000 -10000 -15000 -20000 -25000				Peri	od Actuals
		31 August, 2020 (Y/e) 30 September, 2020 31 October, 2020 30 November, 2020	£ 0.00 £ 0.00 £ 0.00		-5000 -10000 -15000 -20000			401-22 401-23 - 12-2 - 12-2		

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:

alances 51	December, 20	19	Period Actua	als				Budge	ts						
pening bal	ance	£ 49,605.6	3 From 01 Oc	tober, 2019			-	Foreca	st 2019/20	ŀ.					
Period pos	tings	£ 23,333.5	1	Period Date	Amount		^	Period	F	Period Date	Period Actual	Budget Amou	unt	Variance	e % of Budge
osing for p	eriod	£ 72,939.1	4 31	October, 2019	£ 25,219.48			5	29 Febr	uary, 2020	£ 23,158.07	£ 26,520.	.00	£ 3,361.93	-12.68
Forward d	lated	£ 69,693.3	2 30 N	ovember, 2019	£ 24,386.15			6	31 M	arch, 2020	£ 0.00	£ 23,460.	.00 £	23,460.00	-100.00
Current	total	£ 142,632.4	6 31 D	ecember, 2019	£ 23,333.51			7	30	April, 2020	£ 24,500.00	£ 22 ,4 91.	.00 £	£ -2,009.00	8.93
a Tra	ansactions											-		×	-100.00
Туре	Source Ledger	Source Code	Source Description	Date	Period Date	Reference	Notes	Batch No.	Audit No.	Currency	Exchange Rate	Amount	VAT	Coc	
JRN	Nominal			04-Dec-2019	31-Dec-2019	724/181		480	8511		1	£ 3,438.62		Options 200	
JRN	Nominal			04-Dec-2019	31-Dec-2019	725/275		480	8554		1	£ 3,824.59			
JRN	Nominal			04-Dec-2019	31-Dec-2019	726/162		480	8597		1	£ 1,192.99			Budget Amour
JRN	Nominal			04-Dec-2019	31-Dec-2019	729/181		480	8640		1	£ 3,859.68			Period Actuals
JRN	Nominal			04-Dec-2019	31-Dec-2019	728/032		480	8683		1	£ 3,859.68			1 1 1
JRN	Nominal			04-Dec-2019	31-Dec-2019	723/640		480	8726		1	£ 3,438.62			
JRN	Nominal			04-Dec-2019	31-Dec-2019	727/874		480	8769		1	£ 3,719.33			
														\$	⁴⁴ 9-20
-			Ing 31 December, 20								< > N	Page 1		• 00	Close £

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:

											1	1	1					1	
lype	Source Ledger	Attachments	Source Code	Source Desc	ripti	on	Date	Period I	ate Refer	ence Notes	Batch No.	Audit No.	Currency	Exchange Rate	Amount	VAT Code	VAT Amount	Amount	
NV	Purchase		BRAT	Bratford Des	ign	Services	01-Jun-2020	30-Jun-2	020 012/	1 OFFICE DESKS	204	3322		1	£ 9,850.00	1	£ 1,723.75	£ 9,850.00	£ 1,72
INV	Purchase		NOVES			cy&Design Ltd	02-Jun-2020	30-Jun-3	020 302/	1 CABINETS	204	3323		1	€ 8,500.00	1	£ 1,487.50	€ 8,500.00	£ 1,48
INV	Purchase		NOVES	Noves Con	3	Refresh		n-3	020 5689	08 Frame work 568	577	9643	EUR	1.1166	€ 6,300.00	0	€ 0.00	€ 5,642.13	6
INV	Purchase	-	A00001	ACCO Ltd.	2	View scanned	documents	n-3	020 7890	45 test 2	590	9700		1	£ 1,500.00	1	£ 300.00	£ 1,500.00	£ 30
INV	Purchase		LOTTS	Lott and Lc	3	View source do	ocuments	n-3	020 M568	934 As per your order	610	9776		1	£ 80,000.00	1	£ 16,000.00	£ 80,000.00	£ 16,00
					-3	View cost cent	res												
					Σ	Sum selected	relis												
					_	Copy to Clipbo													
						Last saved col		-											
					- 1														
					- 1	Revert column		ult											
					- 1			ult											
					- 1			ult											
-				1	7	Revert column		ult											•
-	JRCH - Purchase	s Engineering	Service, Perio	1	7	Revert column										н	• • н	Page 1	of 1
QPP	JRCH - Purchase Centre Details	is Engineering	Service, Perio	1	7	Revert column										н	K D H	· · · · · · · · · · · · · · · · · · ·	_
EQPP Cost (Centre Details	is Engineering		1	7	Revert column			Amount	Currency Amount						И	I DI	· · · · · · · · · · · · · · · · · · ·	of 1
-	Centre Details			d ending 30 :	7	Revert column	layout to defa		Amount 9,500.00	Currency Amount £ 8,500.00						н	K D N	· · · · · · · · · · · · · · · · · · ·	of



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	Options	•	• •
INV	Purchase		BRAT	Bratford Design Services	01-Jun-2020	30-Jun-2020	012/11	OFFICE DESKS	204	3322		1	£ 9,850.00	1	🔲 By Batch		
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	🛄 By Year		
INV	Purchase	1	A00001	ACCO Ltd.	11-Jun-2020	30-Jun-2020	789045	test 2	590	9700		1	£ 1,500.00	1	Year ending	30 November.	•
INV	Purchase	1	LOTTS	Lott and Lott Rail Services Ltd	08-Jun-2020	30-Jun-2020	M568934	As per your order	610	9776		1	£ 80,000.00	1			
															By Perio Period Exclude	30 June, 2020	•
-															Period	30 June, 2020	•
_	URCH - Purchas	es Engineering	g Service, Per	iod ending 30 June, 2020										И	Period	30 June, 2020	•
QPPL	URCH - Purchas Centre Details	es Engineering	g Service, Per	od ending 30 June, 2020		•								н	Period	30 June, 2020	•
-	Centre Details	ses Engineering	g Service, Per	iod ending 30 June, 2020 Town	Percentage		ount	Currency Amount						×	Period	30 June, 2020	•

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 helow	offers an	overview of the	available right	click ontions.
1116	list Delow	Uners an		avaliable right	. CIICK OPTIONS.

	insactions																	-	
ype	Source Ledger	Attachments	Source Code	Source Des	ription		Date	Period Date	Reference	Notes	Batch No.	Audit No.	Currency	Exchange Rate	Amount	VAT Code	VAT Amount	Amount	
INV	Purchase		BRAT	Bratford De	ign Servi	ices	01-Jun-2020	30-Jun-202	012/11	OFFICE DESKS	204	3322		1	£ 9,850.00	1	£ 1,723.75	£ 9,850.00	£ 1,72
INV	Purchase		NOVES				02-Jun-2020	30-Jun-202	302/11	CABINETS	204	3323		1	£ 8,500.00	1	£ 1,487.50	£ 8,500.00	£ 1,48
INV	Purchase		NOVES	Noves Con	S Refr	resh		n-202	568908	Frame work 568	577	9643	EUR	1.1166	€ 6,300.00	0	€ 0.00	£ 5,642.13	6
INV	Purchase		A00001	ACCO Ltd.	S View	v scanned d	locuments	n-202	789045	test 2	590	9700		1	£ 1,500.00	1	£ 300.00	£ 1,500.00	£ 30
INV	Purchase		LOTTS	Lott and Lo	S View	v source do	cuments	n-202	M568934	As per your order	610	9776		1	£ 80,000.00	1	£ 16,000.00	£ 80,000.00	£ 16,00
					Σ Sum	selected c	ells												
					S Last	y to Clipboz saved colu ert column									_				
	IPCH - Durchase	- Engineering	Service Peri		S Last	: saved colu ert column	ımn layout								_			Page 1	
EQPPU	IRCH - Purchase	is Engineering	Service, Peri		S Last	: saved colu ert column	ımn layout	ıt								н	4 🕨 H	Page 1	of 1
-	entre Details	is Engineering	Service, Peri		S Last	: saved colu ert column	ımn layout	it	nount	Currency Amount						н	н		• 0 × 1



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



Q View account	Use this option to view the selected accounts details.
Q View transactions	Use this option to view the transactions for the selected balance.
33 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.
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 Last saved layout or Revert layout to default, which will be the system default.
Uindow •	Similarly to the column option above this option allows you to choose between Save layout, Last saved layout or Revert layout to default.
S 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.