



DATAFLOW
Financial Software Solutions

Nominal Transaction

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

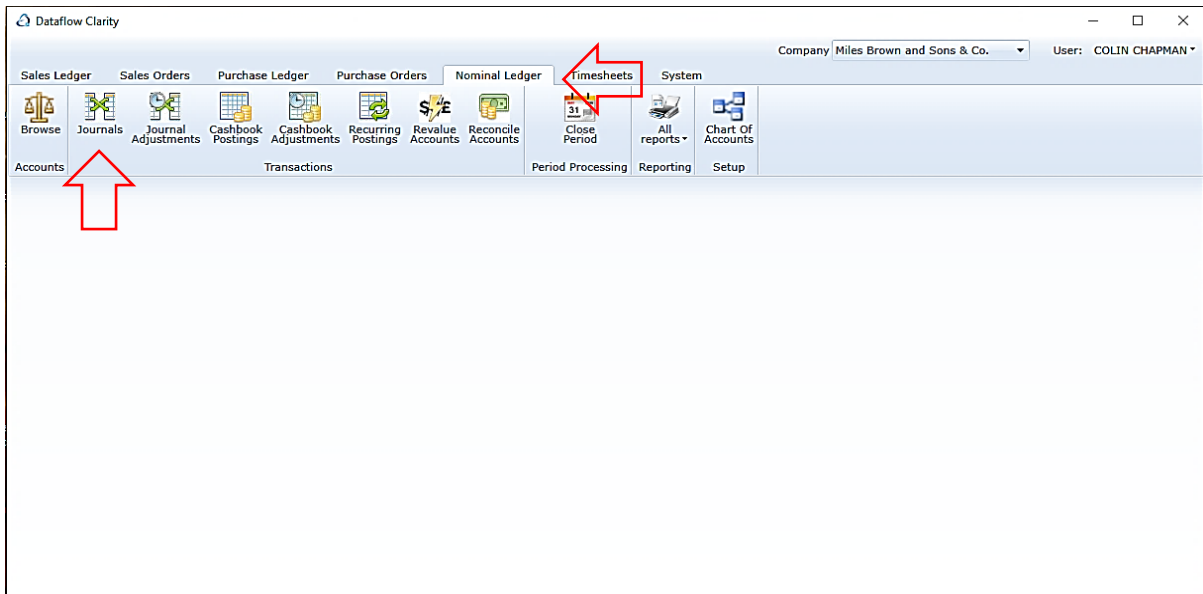
Dataflow (UK) Ltd



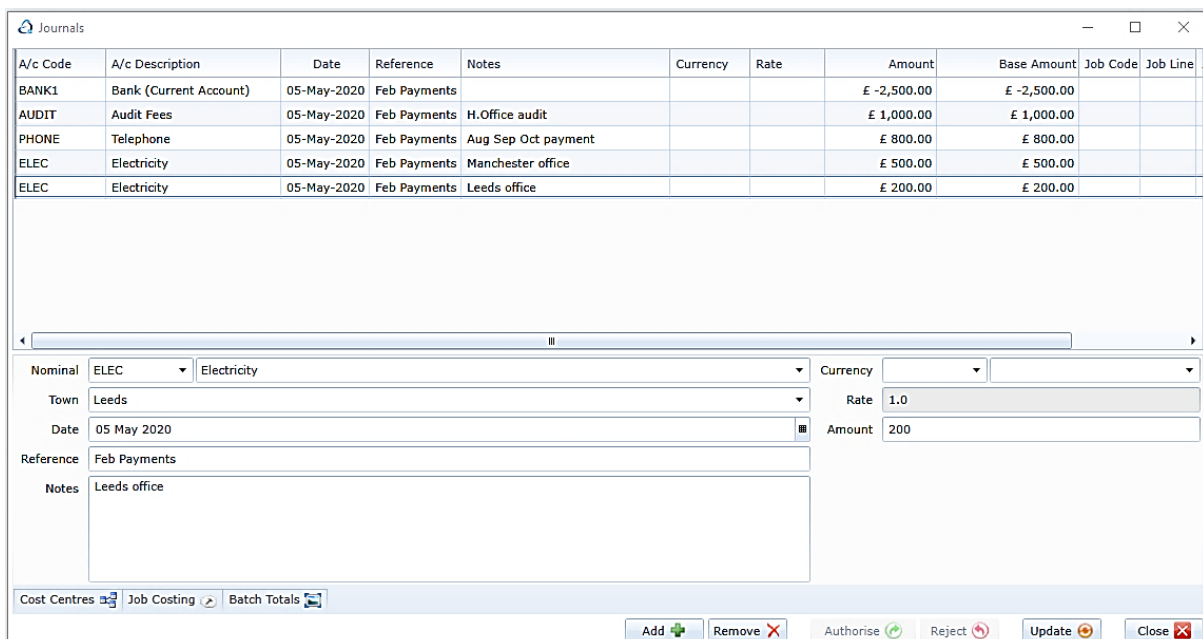
The transaction input such as Journals, Journal Adjustments, Cashbook Postings and Cashbook Posting Adjustments all have the same basic feel & look and data entry processing routines.

However, naturally, each may have slight additional processes that are required to complete the transaction.

In this example we are using the transaction type 'Nominal Journals'



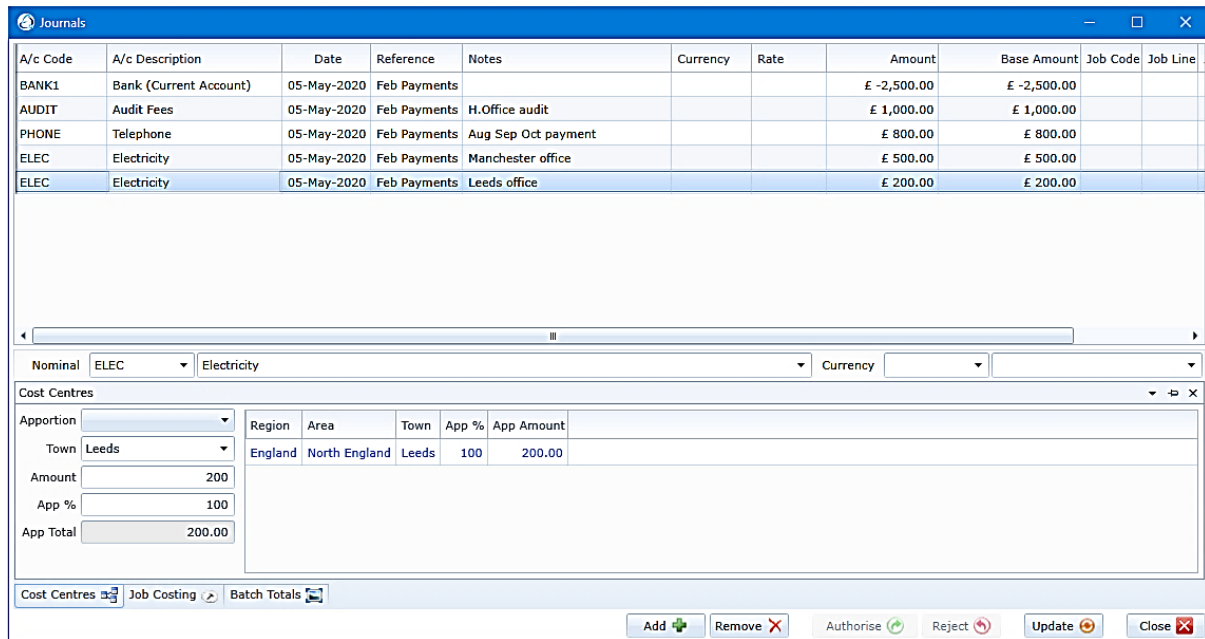
Selecting the Journals icon loads the Journal input window:



Each input field denotes the type of detail that should be entered. There are further tabs available along the footer, each denote the type of information you would enter within them for the transaction currently being input:



The cost centre input tab allows you to apply cost analysis to the transaction line being input.



A/c Code	A/c Description	Date	Reference	Notes	Currency	Rate	Amount	Base Amount	Job Code	Job Line
BANK1	Bank (Current Account)	05-May-2020	Feb Payments				£ -2,500.00	£ -2,500.00		
AUDIT	Audit Fees	05-May-2020	Feb Payments	H.Office audit			£ 1,000.00	£ 1,000.00		
PHONE	Telephone	05-May-2020	Feb Payments	Aug Sep Oct payment			£ 800.00	£ 800.00		
ELEC	Electricity	05-May-2020	Feb Payments	Manchester office			£ 500.00	£ 500.00		
ELEC	Electricity	05-May-2020	Feb Payments	Leeds office			£ 200.00	£ 200.00		

Nominal: ELEC Electricity Currency: £

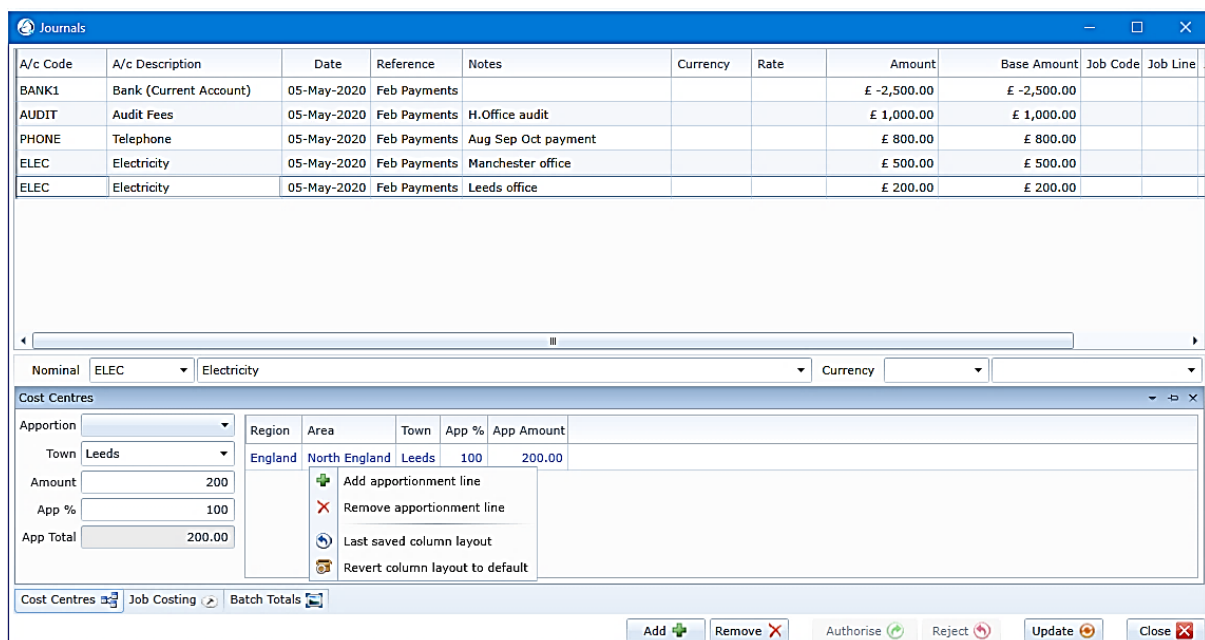
Cost Centres

Apportion	Region	Area	Town	App %	App Amount
Town: Leeds	England	North England	Leeds	100	200.00

Amount: 200 App %: 100 App Total: 200.00

Buttons: Add, Remove, Authorise, Reject, Update, Close

There are additional right click options available when entering Cost Centre detail:



A/c Code	A/c Description	Date	Reference	Notes	Currency	Rate	Amount	Base Amount	Job Code	Job Line
BANK1	Bank (Current Account)	05-May-2020	Feb Payments				£ -2,500.00	£ -2,500.00		
AUDIT	Audit Fees	05-May-2020	Feb Payments	H.Office audit			£ 1,000.00	£ 1,000.00		
PHONE	Telephone	05-May-2020	Feb Payments	Aug Sep Oct payment			£ 800.00	£ 800.00		
ELEC	Electricity	05-May-2020	Feb Payments	Manchester office			£ 500.00	£ 500.00		
ELEC	Electricity	05-May-2020	Feb Payments	Leeds office			£ 200.00	£ 200.00		

Nominal: ELEC Electricity Currency: £

Cost Centres

Apportion	Region	Area	Town	App %	App Amount
Town: Leeds	England	North England	Leeds	100	200.00

Amount: 200 App %: 100 App Total: 200.00

Context Menu:

- Add apportionment line
- Remove apportionment line
- Last saved column layout
- Revert column layout to default

Buttons: Add, Remove, Authorise, Reject, Update, Close

The Job Costing input tab allows you to assign the transaction line to a specific Job:

A/c Code	A/c Description	Date	Reference	Notes	Currency	Rate	Amount	Base Amount	Job Code	Job Li
BANK1	Bank (Current Account)	05-May-2020	Feb Payments				£ -2,500.00	£ -2,500.00		
AUDIT	Audit Fees	05-May-2020	Feb Payments	H.Office audit			£ 1,000.00	£ 1,000.00		
PHONE	Telephone	05-May-2020	Feb Payments	Aug Sep Oct payment			£ 800.00	£ 800.00		
ELEC	Electricity	05-May-2020	Feb Payments	Manchester office			£ 500.00	£ 500.00		
WIP	Work In Progress	05-May-2020	Feb Payments	Leeds office			£ 200.00	£ 200.00	0000001001	10

Nominal: WIP Work In Progress Currency:

Job Costing

Job: 0000001001 Risks maintaining speed restrictions.

Line: 10 Project management

Cost: Administration

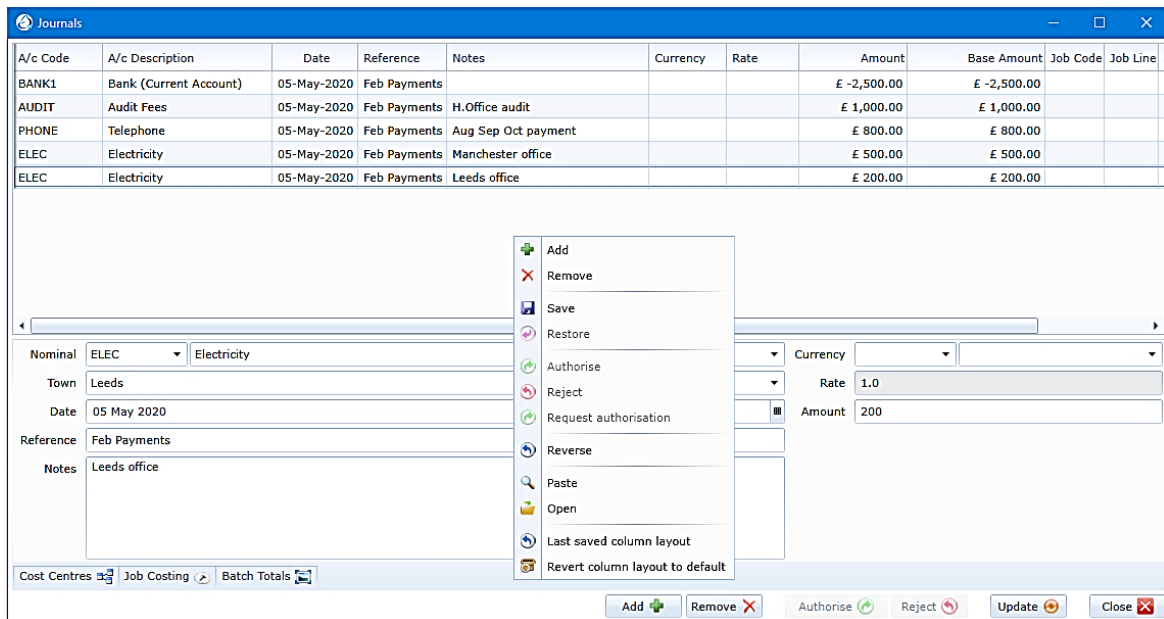
Cost Centres: Job Costing Batch Totals

Add + Remove X Authorise ✓ Reject ✖ Update ↻ Close ✖

Once you have completed the entry for the first transaction line click Add + to start the next line.

Should you wish to remove a transaction line click on the line in question then click Remove X

There are also a number of options available when right clicking on the transaction input grid:

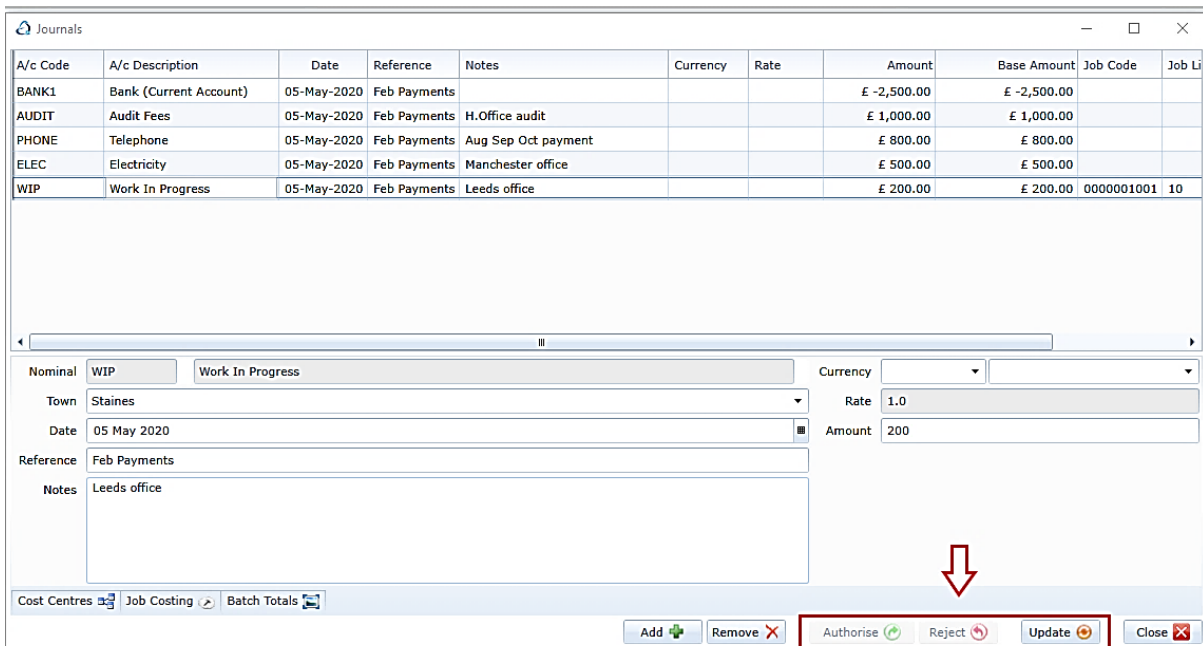


These are:

- Add:** Add a new transaction
- Remove:** Remove the transaction
- Save:** Save the batch to complete at a later time
- Restore:** Restore an already saved batch
- Request authorisation:** Request the batch to be authorised before update. This is activated if the system has been configured for the authorisation workflow. See authorisation supplement guide.
- Reverse:** Reverse the batch
- Paste:** Paste an already prepared batch from Excel. See import supplement guide.
- Open:** Browse your PC to locate an already prepared Excel or CSV batch file to import. See import supplement guide.
- Last saved column layout:** Saves the current column settings
- Revert column layout to default:** Restore column layout to default

Once you have completed the batch if you are an authorised user, you can update the batch using the

Update button to update the batch.



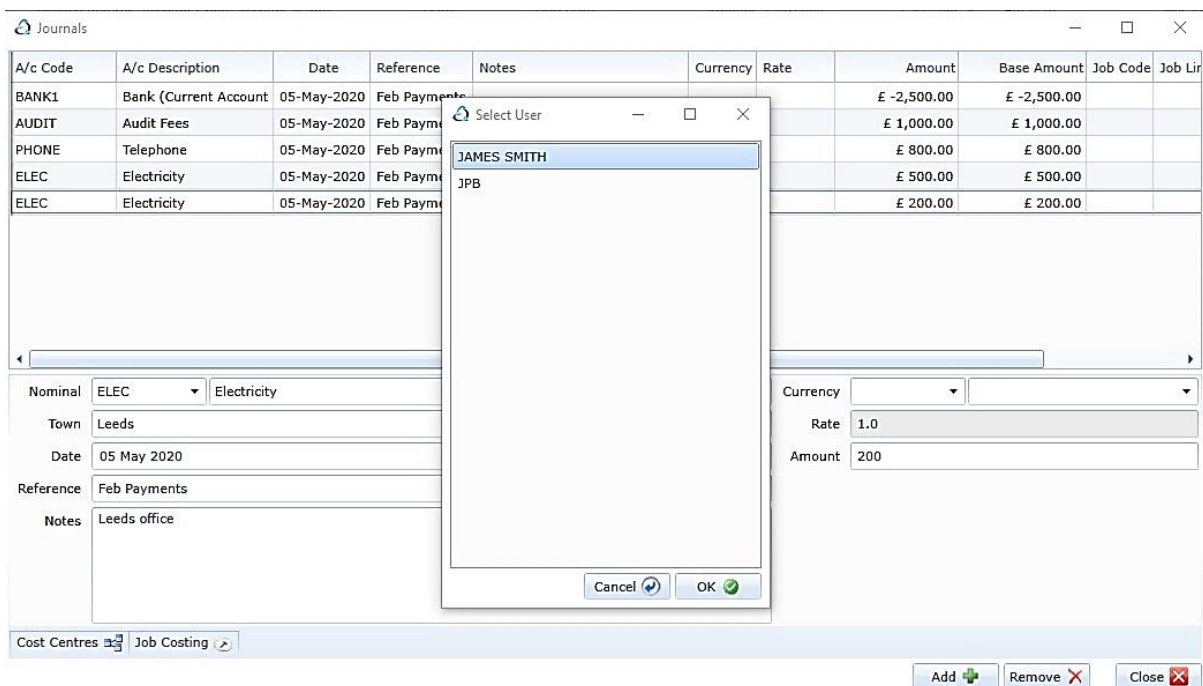
A/c Code	A/c Description	Date	Reference	Notes	Currency	Rate	Amount	Base Amount	Job Code	Job Li
BANK1	Bank (Current Account)	05-May-2020	Feb Payments				£ -2,500.00	£ -2,500.00		
AUDIT	Audit Fees	05-May-2020	Feb Payments	H.Office audit			£ 1,000.00	£ 1,000.00		
PHONE	Telephone	05-May-2020	Feb Payments	Aug Sep Oct payment			£ 800.00	£ 800.00		
ELEC	Electricity	05-May-2020	Feb Payments	Manchester office			£ 500.00	£ 500.00		
WIP	Work In Progress	05-May-2020	Feb Payments	Leeds office			£ 200.00	£ 200.00	000001001	10

Form fields: Nominal: WIP, Work In Progress; Town: Staines; Date: 05 May 2020; Reference: Feb Payments; Notes: Leeds office; Amount: 200; Rate: 1.0

Buttons: Add, Remove, Authorise, Reject, Update, Close

If you are not authorised to update batch, you will have to use the right click menu and to Request authorisation .

The **Request authorisation** right click option opens the following window for you to choose who receives the request for authorisation. See authorisation supplement guide for further information:



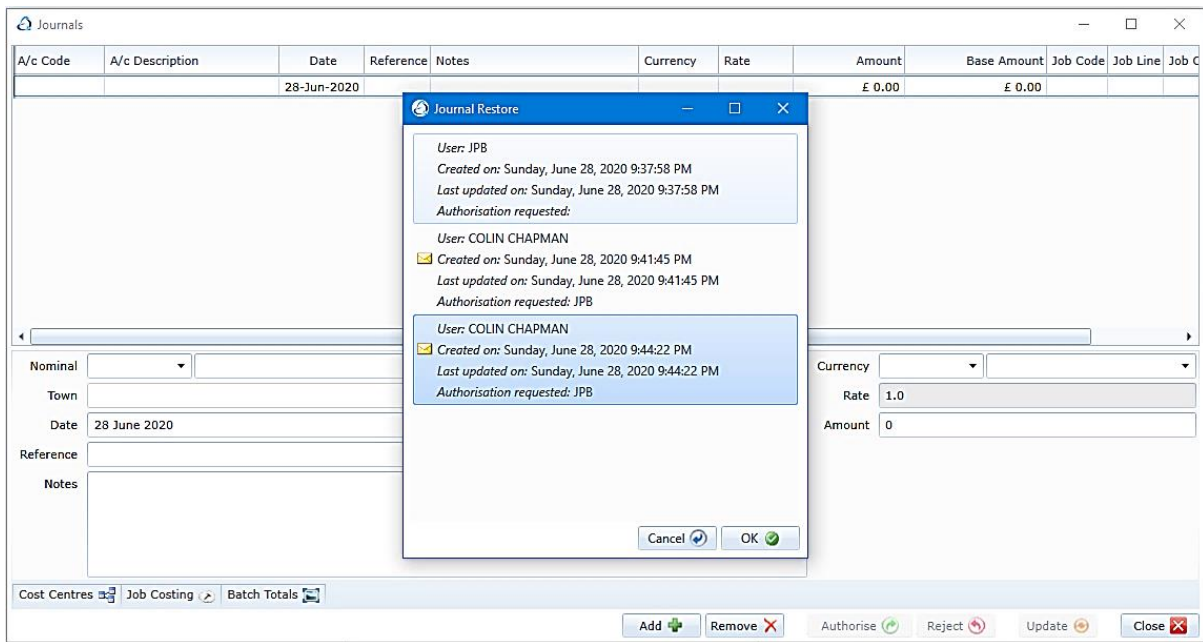
A/c Code	A/c Description	Date	Reference	Notes	Currency	Rate	Amount	Base Amount	Job Code	Job Li
BANK1	Bank (Current Account)	05-May-2020	Feb Payments				£ -2,500.00	£ -2,500.00		
AUDIT	Audit Fees	05-May-2020	Feb Payments				£ 1,000.00	£ 1,000.00		
PHONE	Telephone	05-May-2020	Feb Payments				£ 800.00	£ 800.00		
ELEC	Electricity	05-May-2020	Feb Payments				£ 500.00	£ 500.00		
ELEC	Electricity	05-May-2020	Feb Payments				£ 200.00	£ 200.00		

Form fields: Nominal: ELEC, Electricity; Town: Leeds; Date: 05 May 2020; Reference: Feb Payments; Notes: Leeds office; Amount: 200; Rate: 1.0

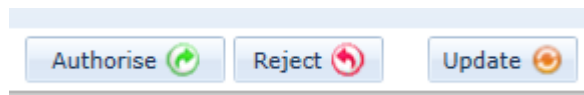
Dialog Box: Select User; JAMES SMITH; JPB; Cancel, OK

Buttons: Add, Remove, Close

If you are an authoriser you can restore an already saved batch that needs authorising.



And then use the:



Authorise button: to Authorise the batch

Reject button: to Reject the batch

Update button: to Update the batch

