



DATAFLOW
Financial Software Solutions

Order Processing – Deliveries

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.

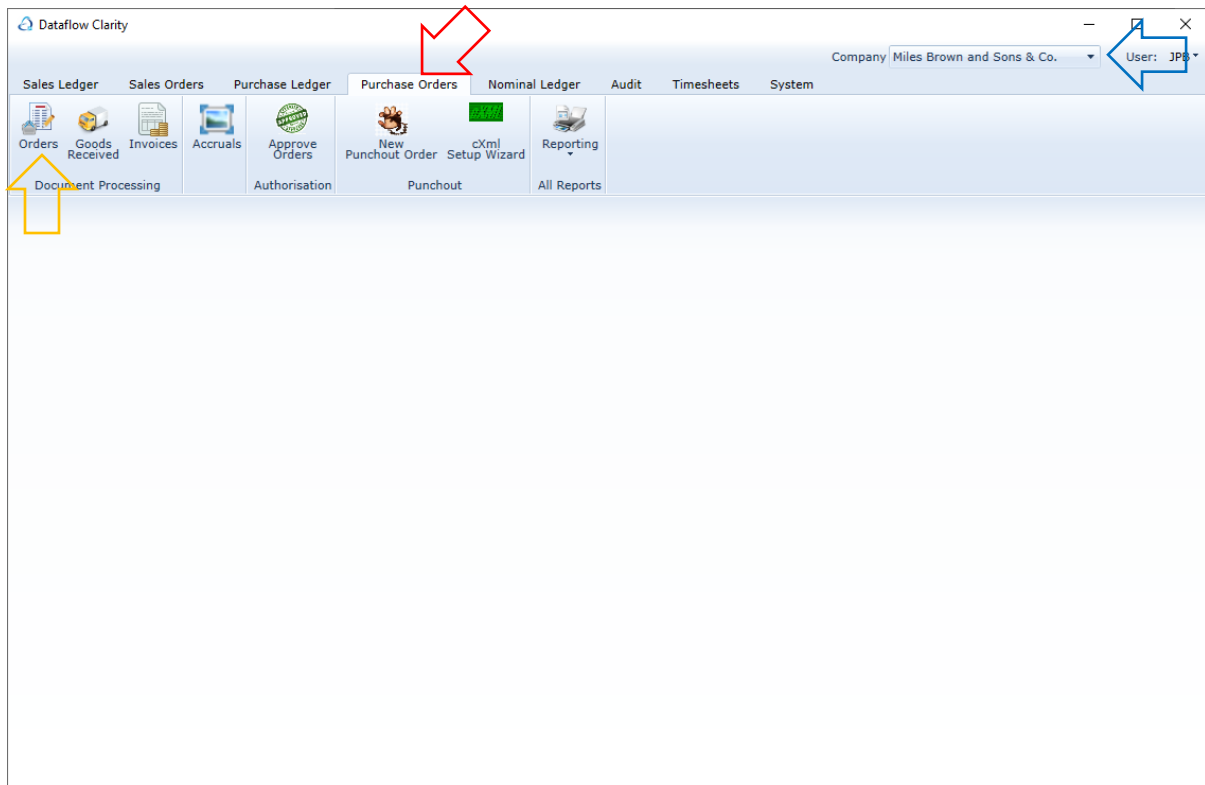
Warmest regards

Dataflow (UK) Ltd



Receiving an Order

To generate a goods received note firstly ensure that you have the correct company selected (blue arrow), select the Purchase Orders tab (red arrow) and click on the Orders icon (yellow arrow):



This takes you into the Purchase Order browse window where you'll find all of the active purchase orders:

Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O
●	📄	ORD	000007833	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.60
●	📄	ORD	000007832	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56
●	📄	ORD	000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59
●	📄	ORD	000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.29
●	📄	ORD	000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.40
●	📄	ORD	000007825	Outstanding	5M	5M Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00
●	📄	ORD	000007823	Outstanding	5M	5M Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00
●	📄	ORD	000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00
●	📄	ORD	000007821	Outstanding	5M	5M Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00
●	📄	ORD	000007820	Outstanding	5M	5M Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25
●	📄	ORD	000007819	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.62
●	📄	ORD	000007818	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.12
●	📄	ORD	000007817	Outstanding	NOVES	Noves Consultancy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.50
●	📄	ORD	000007816	Part invoiced	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 94,000.00		£ 11,750.00
●	📄	ORD	000007815	Outstanding	CAPLON	Caplon Furniture Supplies	24-May-2020	24-May-2020	£ 117.50		£ 117.50
●	📄	ORD	000007814	Outstanding	5M	5M Quality Rail Services Ltd	07-Jun-2020	07-Jun-2020	£ 12,925.00		£ 12,925.00
●	📄	ORD	000007812	Outstanding	T00001	Texauto Ltd	15-Mar-2020	15-Mar-2020	£ 7,050.00		£ 7,050.00

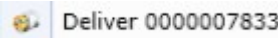

Outstanding


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Clear filter

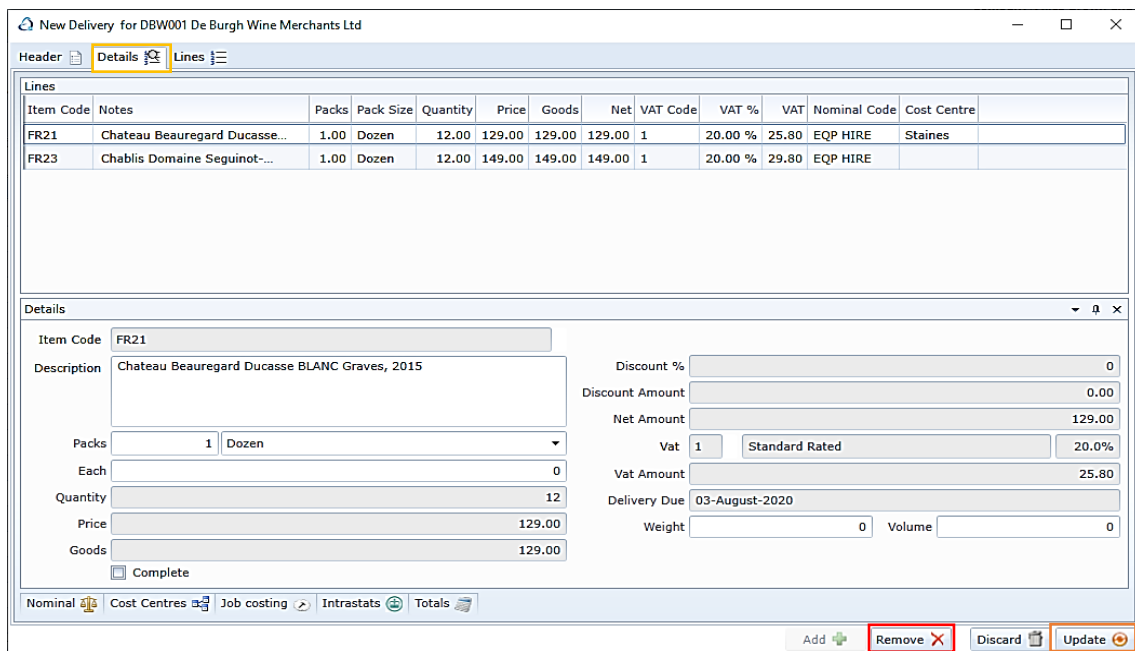
Deliver Invoice Add Modify Remove

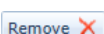
In this example I am using Purchase Order 0000007833. Note the current order status which is highlighted in blue in the image above.

You can either right click on the order and choose the option  or left click on the order and click the  button located on the footer of the window.

By doing so this opens up the delivery window. The window will default to the Header tab. You can either click  to deliver the order as it is or click on the Details tab to make any amendments.

The Details tab is highlighted in yellow and the update button in orange below:



In this example I have not received item code FR23 so I need to amend my GRN accordingly by removing that line using the  button, highlighted in red above.

The image below shows the FR23 line removed and I am now ready to complete my GRN and have clicked on the **Update** button.

Update complete

Document 000008517 updated!

OK

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre
FR21	Chateau Beaugard Ducasse...	1.00	Dozen	12.00	129.00	129.00	129.00	1	20.00 %	25.80	EQP HIRE	Staines

Details for FR21:
 Description: Chateau Beaugard Ducasse BLANC Graves, 2015
 Packs: 1 Dozen
 Each: 0
 Quantity: 12
 Price: 129.00
 Goods: 129.00

Vat: 1 Standard Rated 20.0%
 Vat Amount: 25.80
 Delivery Due: 03-August-2020
 Weight: 0 Volume: 0

Buttons: Add, Remove, Discard, Update

In addition to removing lines you may make other amendments such as reducing the quantity on a line, amending the notes or changing the cost centre analysis etc.

If I now return to the Orders Browse window (orange arrow) I'll see that the order status has now changed from outstanding to Part delivered, highlighted in blue below.

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

Navigation: Sales Ledger, Sales Orders, Purchase Ledger, **Purchase Orders**, Nominal Ledger, Audit, Timesheets, System

Icons: Orders, Goods Received, Invoices, Accruals, Approve Orders, New Punchout Order, cxml Setup Wizard, Reporting

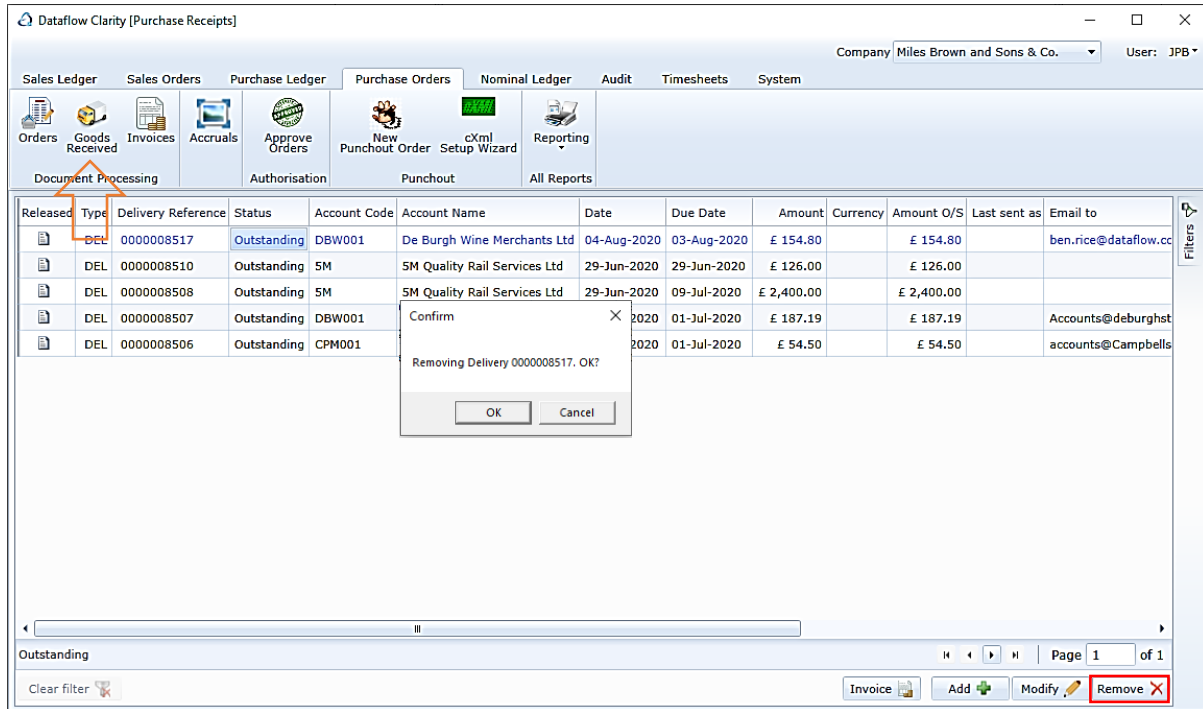
Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S
●	📄	ORD	000007833	Part delivered	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 178.80
●	📄	ORD	000007832	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56
●	📄	ORD	000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59
●	📄	ORD	000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15
●	📄	ORD	000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00
●	📄	ORD	000007825	Outstanding	5M	5M Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00
●	📄	ORD	000007823	Outstanding	5M	5M Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00
●	📄	ORD	000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00
●	📄	ORD	000007821	Outstanding	5M	5M Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00
●	📄	ORD	000007820	Outstanding	5M	5M Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25
●	📄	ORD	000007819	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.62
●	📄	ORD	000007818	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.12
●	📄	ORD	000007817	Outstanding	NOVES	Noves Consultancy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.50
●	📄	ORD	000007816	Part invoiced	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 94,000.00		£ 11,750.00
●	📄	ORD	000007815	Outstanding	CAPLON	Caplon Furniture Supplies	24-May-2020	24-May-2020	£ 117.50		£ 117.50

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Buttons: Clear filter, Deliver, Invoice, Add, Modify, Remove

Having now created a GRN I have found that I haven't actually received the goods into our depot so I need to delete the GRN. To do so navigate back to the Goods Received window (orange arrow), click on the delivery line and click the **Remove X** button highlighted in red below.

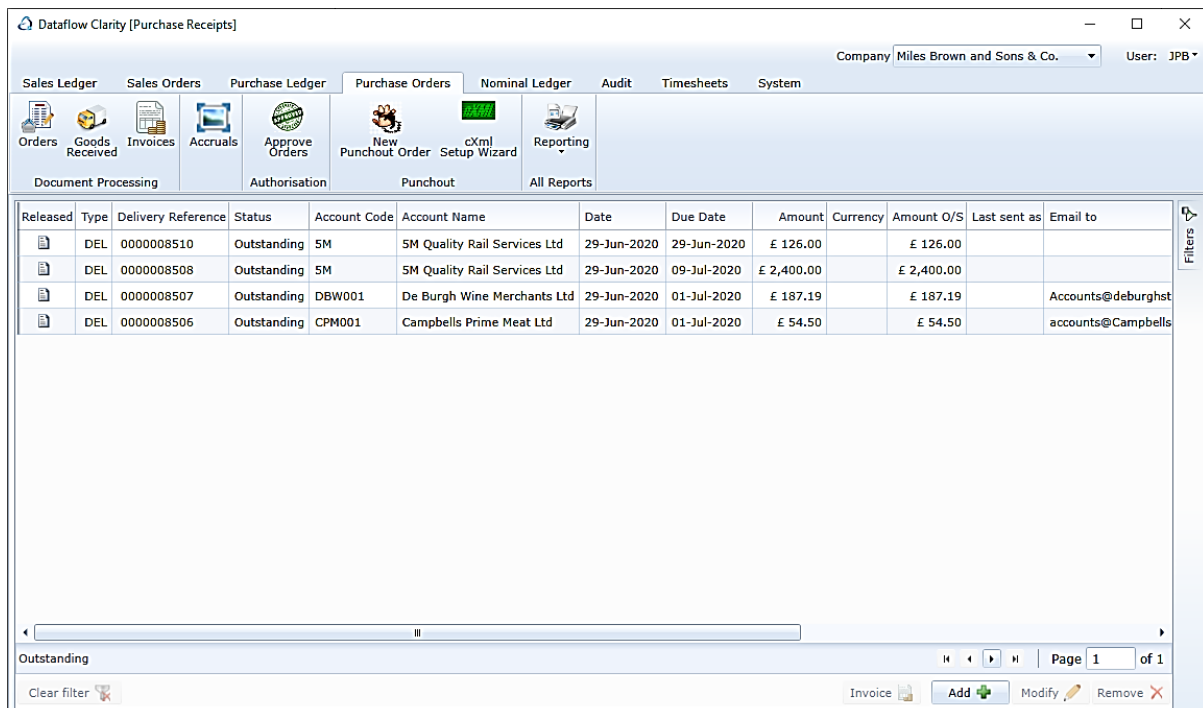
Before the GRN is removed you will need to confirm your action by clicking OK on the confirmation dialogue window.



The screenshot shows the 'Purchase Orders' window in Dataflow Clarity. A confirmation dialog box is open over the table, asking 'Removing Delivery 000008517. OK?'. The dialog has 'OK' and 'Cancel' buttons. The table below shows the following data:

Released	Type	Delivery Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to
	DEL	000008517	Outstanding	DBW001	De Burgh Wine Merchants Ltd	04-Aug-2020	03-Aug-2020	£ 154.80		£ 154.80		ben.rice@dataflow.cc
	DEL	000008510	Outstanding	5M	5M Quality Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00		
	DEL	000008508	Outstanding	5M	5M Quality Rail Services Ltd	29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00		
	DEL	000008507	Outstanding	DBW001	De Burgh Wine Merchants Ltd	29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts@deburghst
	DEL	000008506	Outstanding	CPM001	Campbells Prime Meat Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@Campbells

Having confirmed deletion of the GRN this takes me back to the Goods received browse window where I can now see that my GRN no longer exists.



The screenshot shows the 'Goods Received' window in Dataflow Clarity. The table below shows the following data:

Released	Type	Delivery Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to
	DEL	000008510	Outstanding	5M	5M Quality Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00		
	DEL	000008508	Outstanding	5M	5M Quality Rail Services Ltd	29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00		
	DEL	000008507	Outstanding	DBW001	De Burgh Wine Merchants Ltd	29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts@deburghst
	DEL	000008506	Outstanding	CPM001	Campbells Prime Meat Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@Campbells

If I now return to the Orders Browse window (orange arrow) I'll see that the order status has now changed from being Part delivered back to Outstanding, highlighted in blue below.

Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S
		ORD	0000007833	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.60
		ORD	0000007832	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56
		ORD	0000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59
		ORD	0000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15
		ORD	0000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00
		ORD	0000007825	Outstanding	SM	SM Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00
		ORD	0000007823	Outstanding	SM	SM Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00
		ORD	0000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00
		ORD	0000007821	Outstanding	SM	SM Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00
		ORD	0000007820	Outstanding	SM	SM Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25
		ORD	0000007819	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.62
		ORD	0000007818	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.12
		ORD	0000007817	Outstanding	NOVES	Noves Consultancy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.50
		ORD	0000007816	Part invoiced	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 94,000.00		£ 11,750.00
		ORD	0000007815	Outstanding	CAPLON	Caplon Furniture Supplies	24-May-2020	24-May-2020	£ 117.50		£ 117.50

Over-Delivering Orders

Should you receive more goods than what was original ordered you may adjust the delivery line quantities when you deliver the order within Clarity.

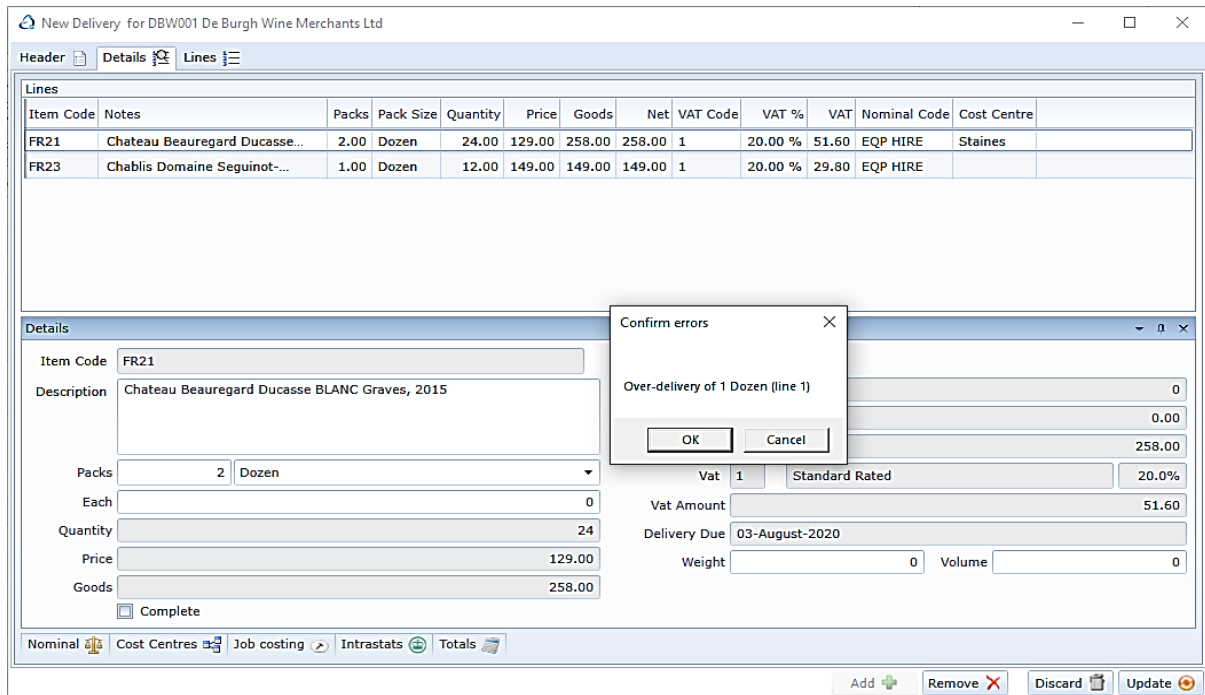
To do so simply click on the relating line during the delivery process, then click on the quantity field (highlighted in orange below) and enter the required quantity value.

In the example below the original order quantity was 1, I have increased this to 2.

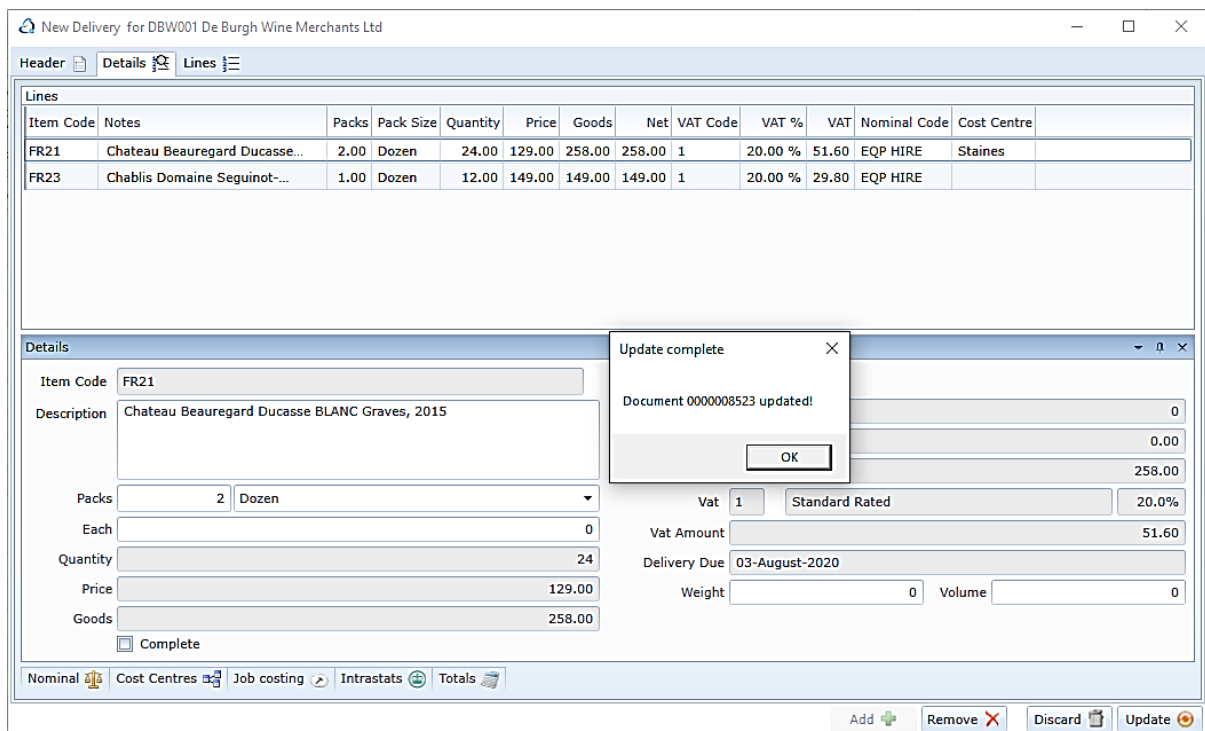
Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre
FR21	Chateau Beauregard Ducasse...	2.00	Dozen	24.00	129.00	258.00	258.00	1	20.00 %	51.60	EQP HIRE	Staines
FR23	Chablis Domaine Seguinot...	1.00	Dozen	12.00	149.00	149.00	149.00	1	20.00 %	29.80	EQP HIRE	

Details	
Item Code	FR21
Description	Chateau Beauregard Ducasse BLANC Graves, 2015
Packs	2 Dozen
Each	0
Quantity	24
Price	129.00
Goods	258.00
Discount %	0
Discount Amount	0.00
Net Amount	258.00
Vat	1 Standard Rated 20.0%
Vat Amount	51.60
Delivery Due	03-August-2020
Weight	0
Volume	0

Once you have made the necessary changes click on the **Update** button to complete the delivery. Doing so will generate an over-delivery confirmation dialogue window. Click OK to confirm the over-delivery and complete the process.



Once you have confirmed the over-delivery a further dialogue will be generated to confirm a successful document update.



The quantities on the Order will remain as they were originally input. Only the GRN and relating Invoice will reflect the over-delivery quantity increase.

Part receiving orders

There are two routines available for part receiving orders. The first routine was outlined at the beginning of this guide where you can simply use the right click deliver order or the deliver button from the Orders browse window then simply remove the unwanted lines, or modify the quantity etc.

The method above is practical should you not have many lines on the order. The method explained below may prove a more efficient way of matching a part received order containing many lines.

For the example below I have created a new Purchase Order consisting of six lines and I only wish to deliver two of the lines. My new order is highlighted in green, with the current status in blue below:



Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S
●	📄	ORD	000007834	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 1,876.75
●	📄	ORD	000007833	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.60
●	📄	ORD	000007832	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56
●	📄	ORD	000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59
●	📄	ORD	000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15
●	📄	ORD	000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00
●	📄	ORD	000007825	Outstanding	5M	5M Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00
●	📄	ORD	000007823	Outstanding	5M	5M Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00
●	📄	ORD	000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00
●	📄	ORD	000007821	Outstanding	5M	5M Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00
●	📄	ORD	000007820	Outstanding	5M	5M Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25
●	📄	ORD	000007819	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.62
●	📄	ORD	000007818	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.12
●	📄	ORD	000007817	Outstanding	NOVES	Noves Consultancy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.50
●	📄	ORD	000007816	Part invoiced	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 94,000.00		£ 11,750.00

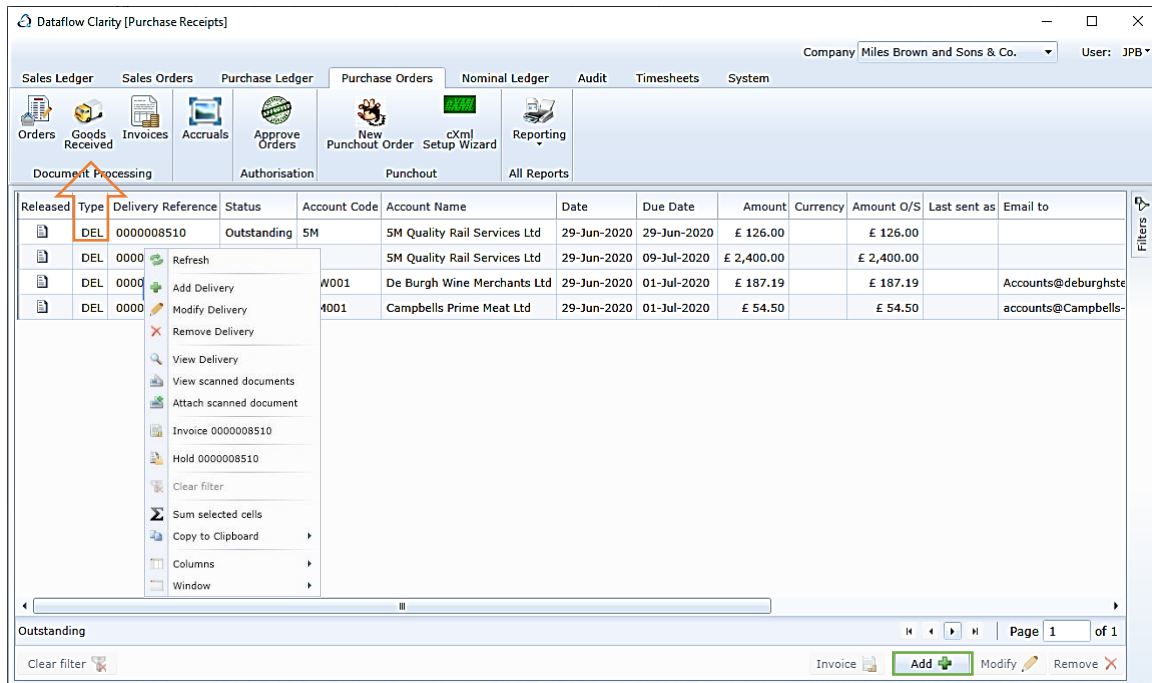
Outstanding

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Clear filter


Deliver Invoice Add Modify Remove

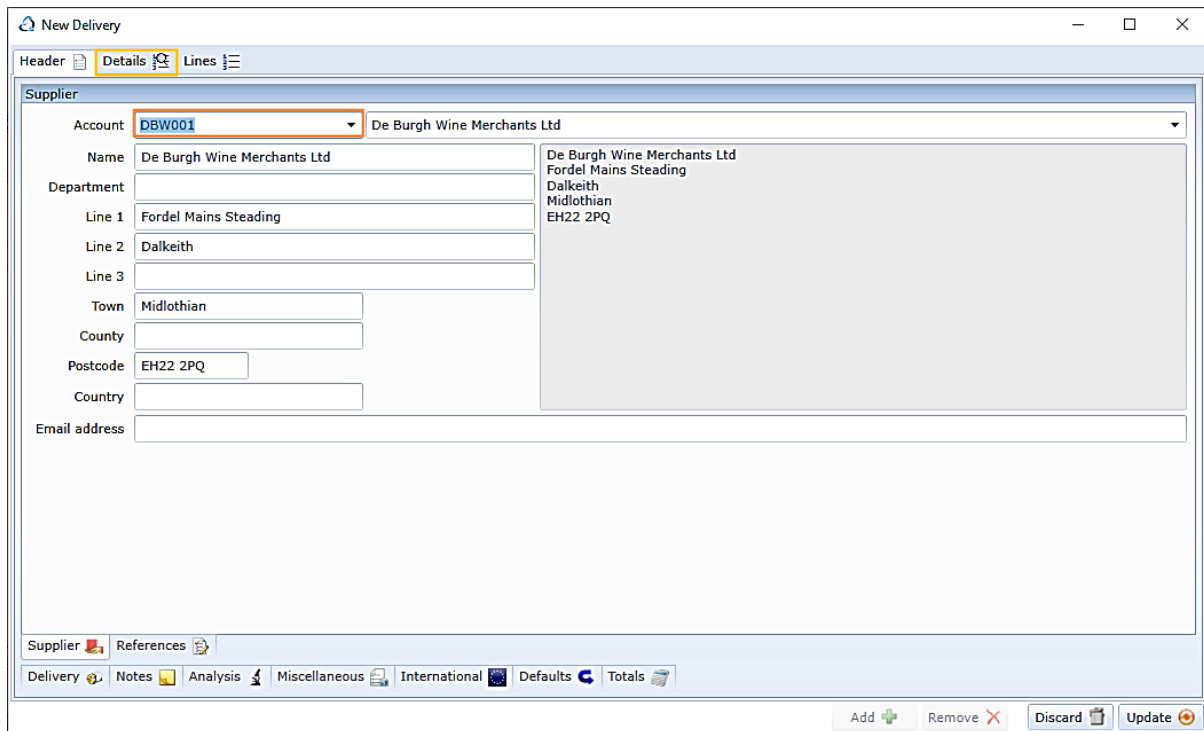
Click on the Goods Received icon (Orange arrow) and either use the right click  Add Delivery highlighted in blue or click on the  button highlighted in green on the footer of the window below.




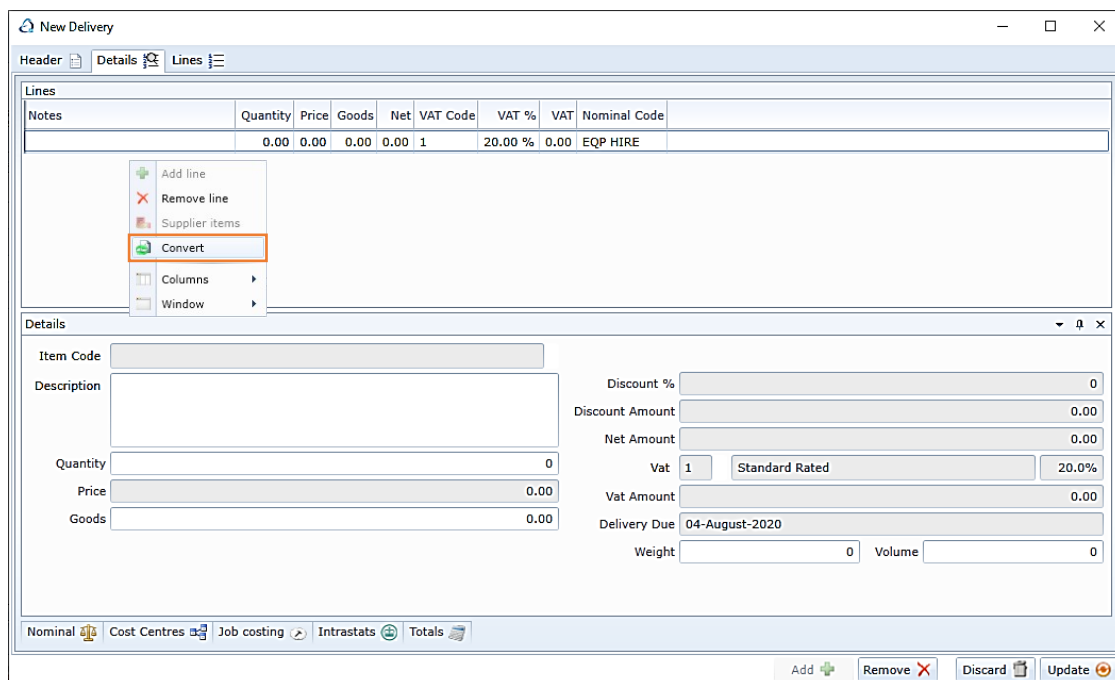
The screenshot shows the Dataflow Clarity [Purchase Receipts] window. The top navigation bar includes tabs for Sales Ledger, Sales Orders, Purchase Ledger, Purchase Orders, Nominal Ledger, Audit, Timesheets, and System. The main area displays a table of purchase receipts with columns: Released, Type, Delivery Reference, Status, Account Code, Account Name, Date, Due Date, Amount, Currency, Amount O/S, Last sent as, and Email to. The first row is highlighted in orange, and a context menu is open over it, with the 'Add Delivery' option highlighted in blue. The bottom of the window shows a footer with a green 'Add' button and other options like 'Invoice', 'Modify', and 'Remove'.

Released	Type	Delivery Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to
DEL	0000	0000008510	Outstanding	SM	SM Quality Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00		
DEL	0000				SM Quality Rail Services Ltd	29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00		
DEL	0000			W001	De Burgh Wine Merchants Ltd	29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts@deburghste
DEL	0000			4001	Campbells Prime Meat Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@Campbells-

Clicking  opens up a new delivery window. The first thing you'll need to do is chose the account code for which the associated order was raised, highlighted in orange, then click on the Details tab highlighted in yellow below:



Within the Details tab right click the mouse and choose the  Convert Invert, highlighted in orange below:

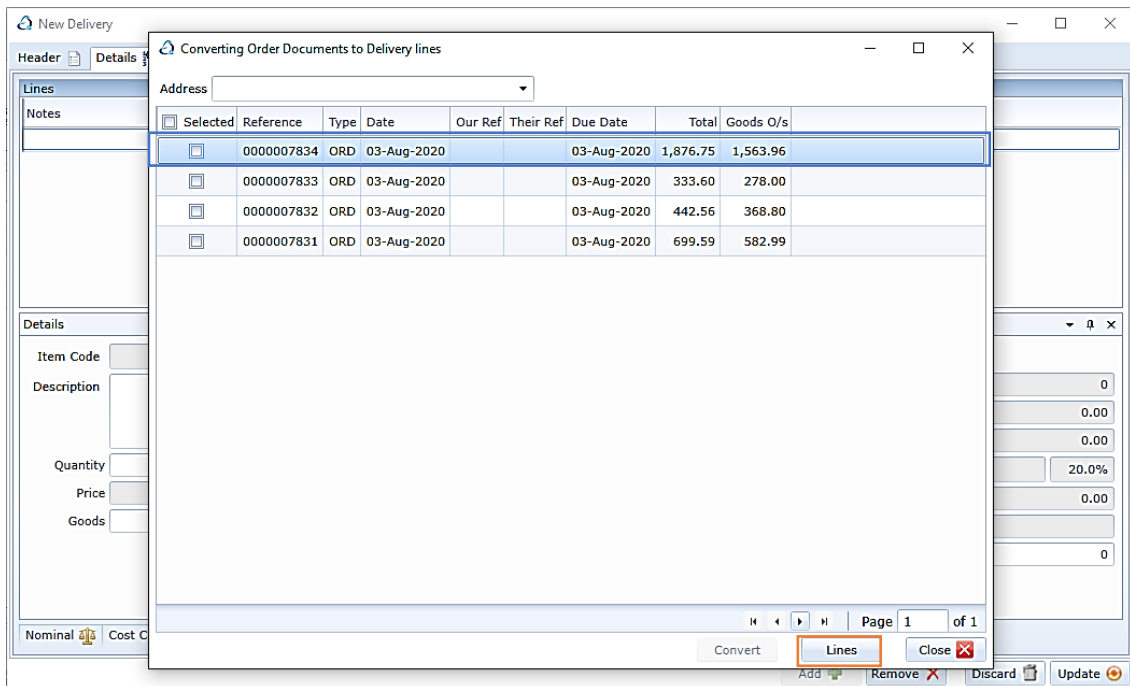


Clicking Convert takes you into the Converting Order Documents to Delivery Lines window. This window displays all open orders for the selected supplier account.

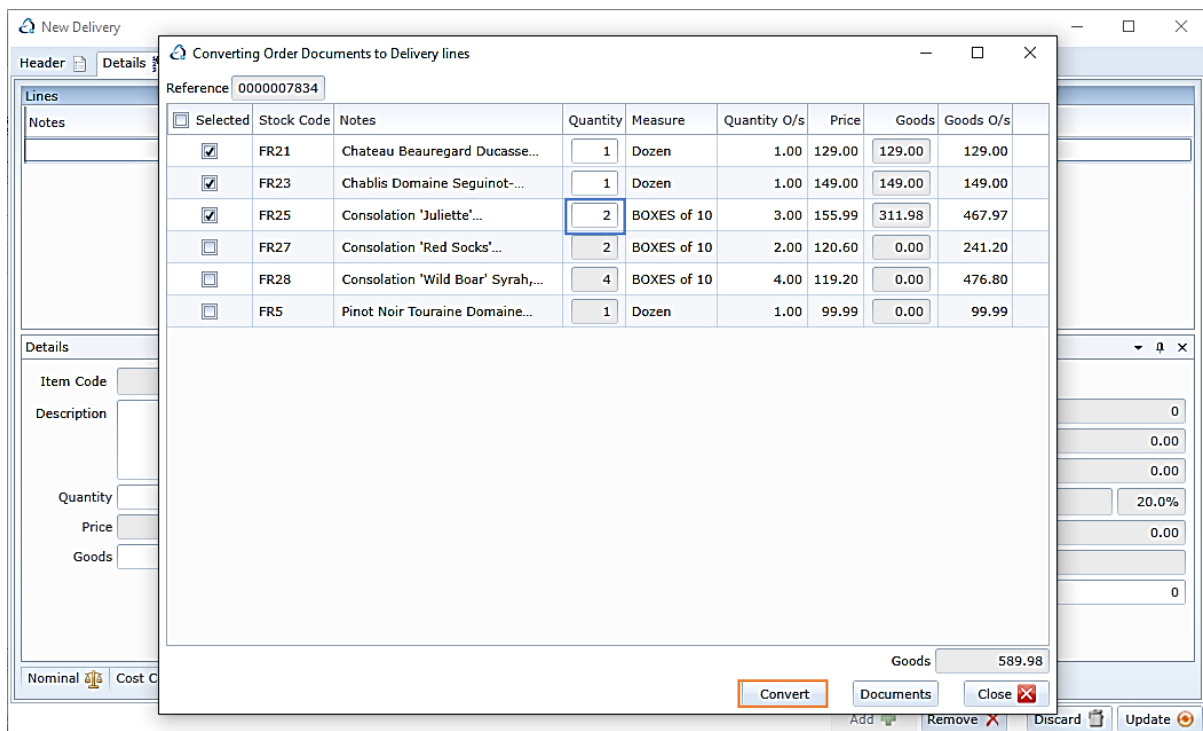
From here you can consolidate multiple orders into a single GRN, or take selection lines of different orders and consolidate those into a single GRN. This process is explained further down.

For now I'm simply going to part receive a single order using this method.

Firstly select your order by left clicking on it, highlighted in blue below. Then click on the **Lines** button, highlighted in orange below:



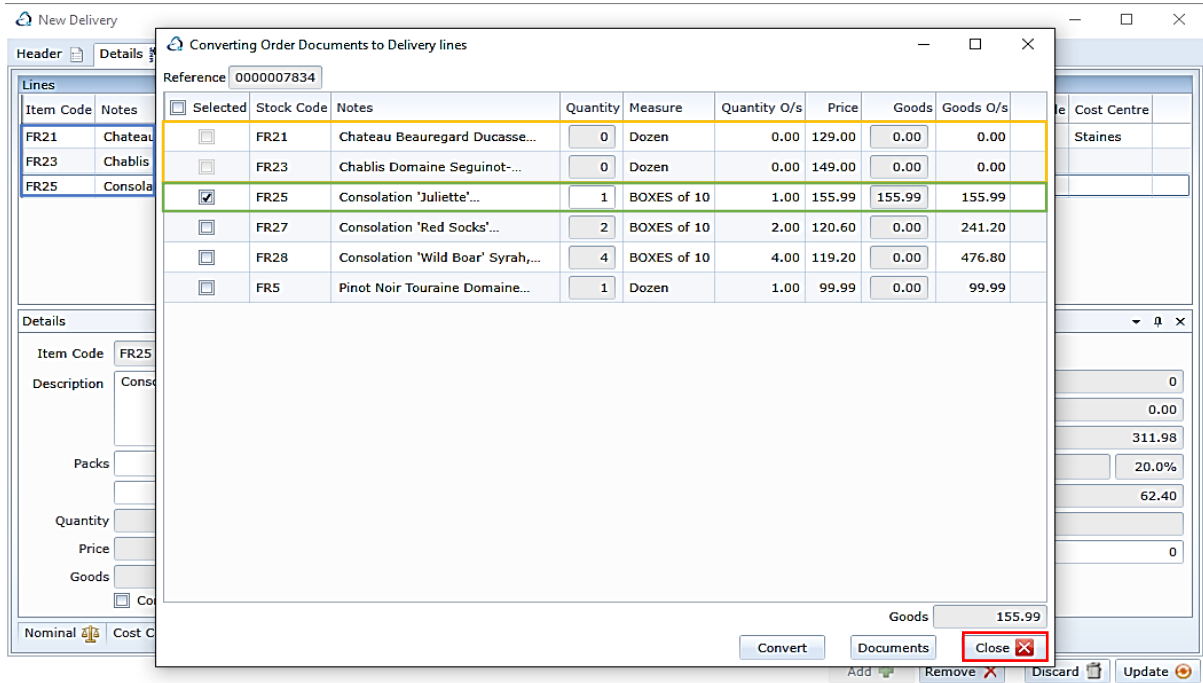
Clicking the Lines button opens up a new window listing all the available lines for the selected order. I have ticked the lines I wish to include in my GRN. I have also reduced the received quantity for FR25 from 3 to 2 by double clicking the Quantity field and entering the required value, highlighted in blue below.



To add the selected lines to the GRN click the **Convert** button, highlighted in orange above. Once you click the Convert button the selected lines are added to the GRN behind the Converting Order Documents to Delivery lines window, highlighted in blue below.

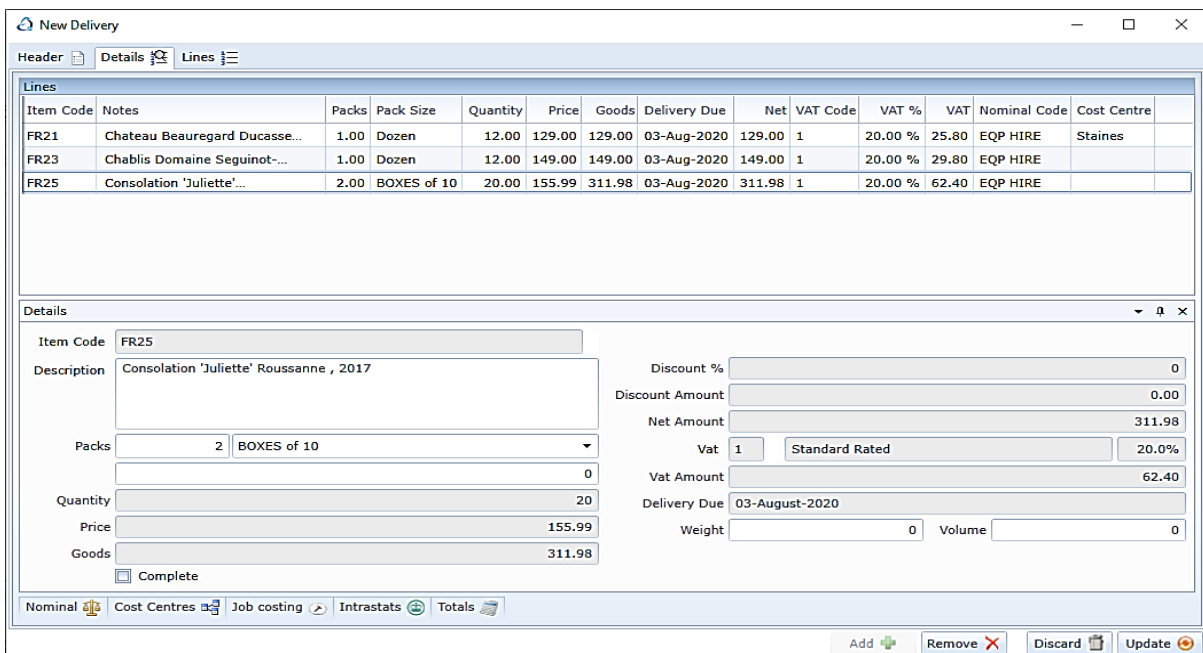
The completed lines are now greyed with a Quantity of 0 within the Converting Order Documents to Delivery lines window, highlighted in yellow below.

The FR25 line I partially received now displays an adjusted remaining Quantity of 1, highlighted in green below.



Once you have completed the line selection for the GRN click the **Close** button, highlighted in red above.

Clicking Close returns you to the GRN containing the chosen order lines shown in the image below. From here you may still continue to make amendments should you wish to do so.



Once you have completed the GRN click the **Update** button highlighted below in orange to create the GRN.

Lines

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Delivery Due	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre
FR21	Chateau Beaugard Ducasse...	1.00	Dozen	12.00	129.00	129.00	03-Aug-2020	129.00	1	20.00 %	25.80	EQP HIRE	Staines
FR23	Chablis Domaine Seguinot-...	1.00	Dozen	12.00	149.00	149.00	03-Aug-2020	149.00	1	20.00 %	29.80	EQP HIRE	
FR25	Consolation 'Juliette'...	2.00	BOXES of 10	20.00	155.99	311.98	03-Aug-2020	311.98	1	20.00 %	62.40	EQP HIRE	

Details

Item Code: FR25
 Description: Consolation 'Juliette' Roussanne , 2017

Packs: 2 BOXES of 10
 Quantity: 20
 Price: 155.99
 Goods: 311.98

Complete

Update complete

Document 000008518 updated!

OK

Vat: 1 Standard Rated 20.0%
 Vat Amount: 62.40
 Delivery Due: 03-August-2020
 Weight: 0 Volume: 0

Buttons: Add, Remove, Discard, **Update**

The Goods Received window now displays my new GRN, highlighted in blue below.

Dataflow Clarity [Purchase Receipts]

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

Navigation: Sales Ledger, Sales Orders, Purchase Ledger, **Purchase Orders**, Nominal Ledger, Audit, Timesheets, System

Tools: Orders, Goods Received, Invoices, Accruals, Approve Orders, New Punchout Order, cXml Setup Wizard, Reporting

Released	Type	Delivery Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to
	DEL	000008518	Outstanding	DBW001	De Burgh Wine Merchants Ltd	04-Aug-2020	04-Aug-2020	£ 707.98		£ 707.98		
	DEL	000008510	Outstanding	5M	5M Quality Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00		
	DEL	000008508	Outstanding	5M	5M Quality Rail Services Ltd	29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00		
	DEL	000008507	Outstanding	DBW001	De Burgh Wine Merchants Ltd	29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts@deburghst
	DEL	000008506	Outstanding	CPM001	Campbells Prime Meat Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@Campbells

Outstanding Page 1 of 1

Buttons: Clear filter, Invoice, Add, Modify, Remove

The Orders browse window now reflects the current delivery status highlighted in yellow below.

Dataflow Clarity [Purchase Orders] Company: Miles Brown and Sons & Co. User: JPB

[Sales Ledger](#) [Sales Orders](#) [Purchase Ledger](#) **[Purchase Orders](#)** [Nominal Ledger](#) [Audit](#) [Timesheets](#) [System](#)

[Orders](#) [Goods Received](#) [Invoices](#) [Accruals](#) [Approve Orders](#) [New Punchout Order](#) [cXml Setup Wizard](#) [Reporting](#)

Document Processing Authorisation Punchout All Reports



Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S
		ORD	000007834	Part delivered	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 1,168.77
		ORD	000007833	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.60
		ORD	000007832	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56
		ORD	000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59
		ORD	000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15
		ORD	000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00
		ORD	000007825	Outstanding	5M	5M Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00
		ORD	000007823	Outstanding	5M	5M Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00
		ORD	000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00
		ORD	000007821	Outstanding	5M	5M Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00
		ORD	000007820	Outstanding	5M	5M Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25
		ORD	000007819	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.62
		ORD	000007818	Outstanding	AUDIO	Audio Supply and Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.12
		ORD	000007817	Outstanding	NOVES	Noves Consultancy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.50
		ORD	000007816	Part invoiced	NOVES	Noves Consultancy&Design Ltd	01-Mar-2020	01-Mar-2020	£ 94,000.00		£ 11,750.00

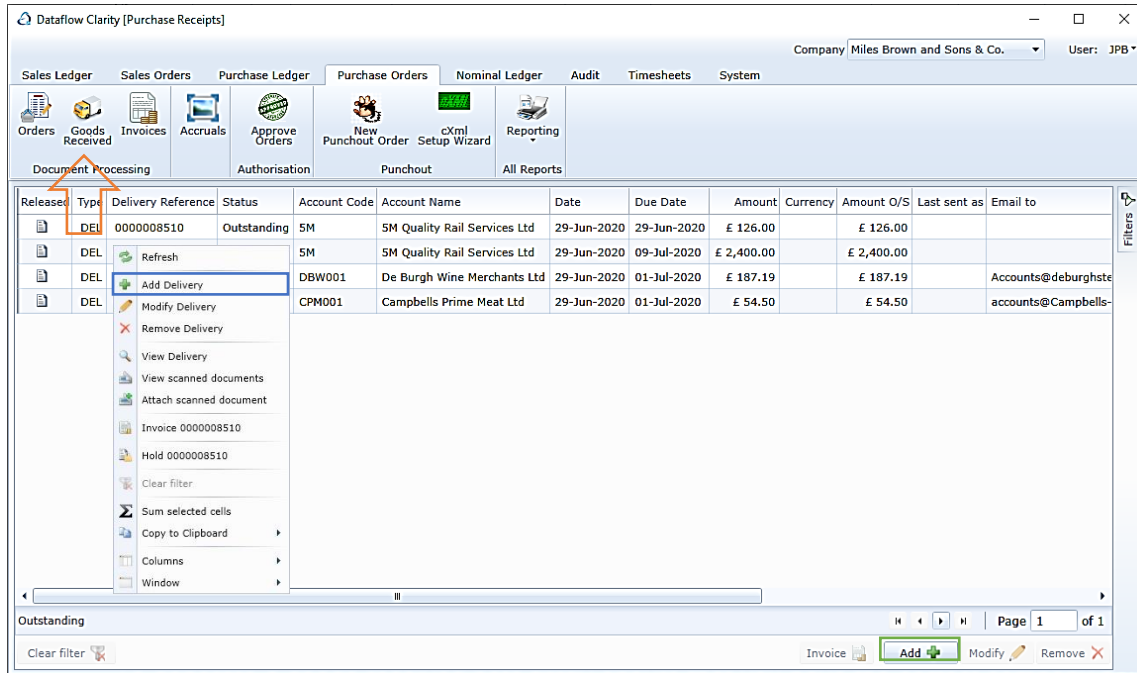
Outstanding Page 1 of 2

Clear filter Deliver Invoice Add Modify Remove

Combining multiple orders into a single GRN

This process is very similar to the previous part delivery process.

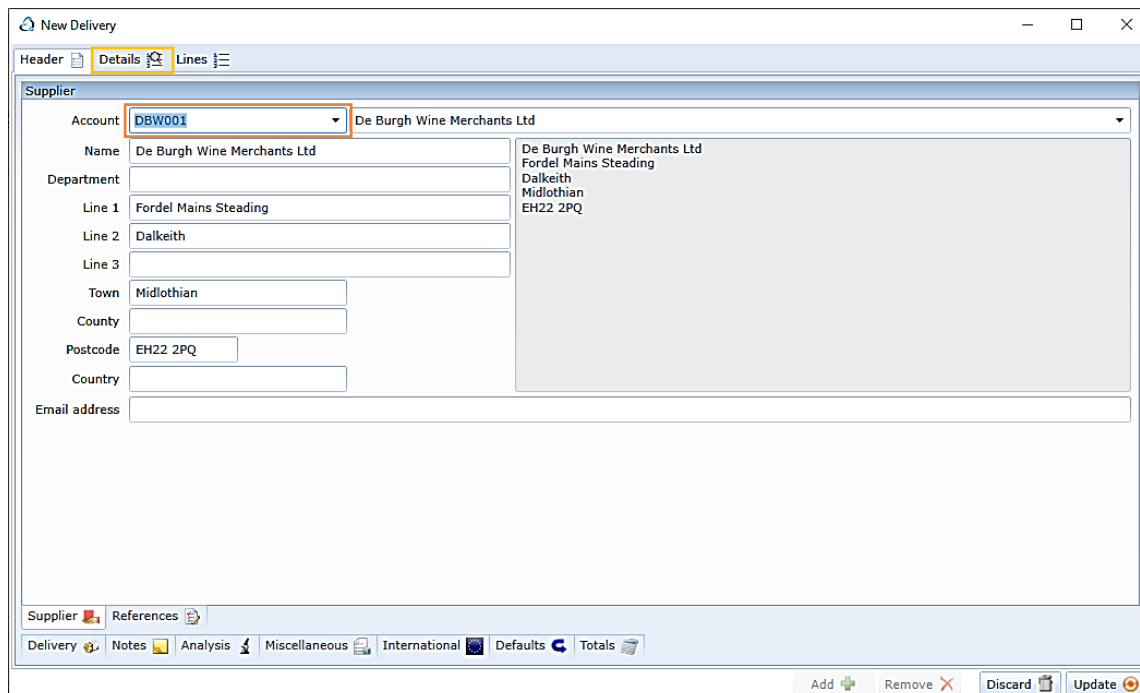
Click on the Goods Received icon (Orange arrow) and either use the right click  Add Delivery highlighted in blue or click on the  button highlighted in green on the footer of the window below.



The screenshot shows the 'Dataflow Clarity (Purchase Receipts)' window. The 'Purchase Orders' tab is active. A table lists several purchase orders. A context menu is open over the first row, with 'Add Delivery' highlighted in blue. An orange arrow points to the 'Goods Received' icon in the top navigation bar. At the bottom of the window, the 'Add' button is highlighted in green.

Released	Type	Delivery Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to
	DEL	0000008510	Outstanding	5M	5M Quality Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00		
	DEL			5M	5M Quality Rail Services Ltd	29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00		
	DEL			DBW001	De Burgh Wine Merchants Ltd	29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts@deburghste
	DEL			CPM001	Campbells Prime Meat Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@Campbells-


Clicking Add opens up a new delivery window. The first thing you'll need to do is chose the account code for which the associated orders were raised, highlighted in orange, then click on the Details tab highlighted in yellow below:

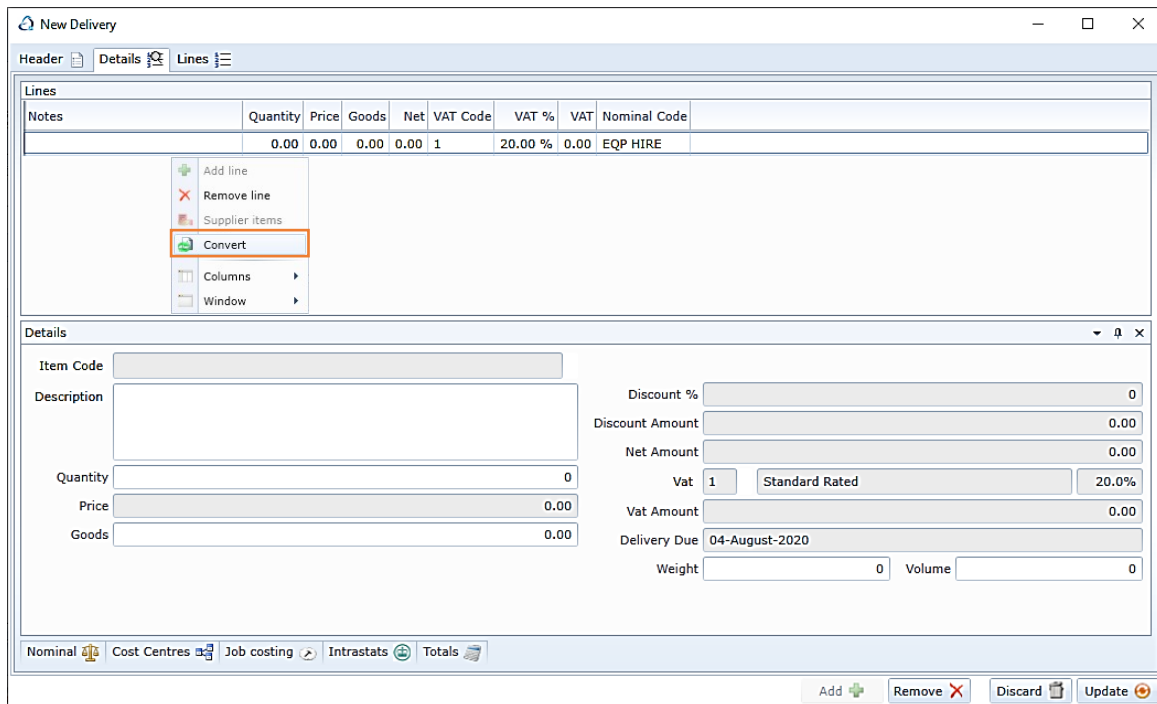


The screenshot shows the 'New Delivery' window with the 'Details' tab selected. The 'Supplier' section is visible, with the 'Account' dropdown menu set to 'DBW001' (highlighted in orange). The 'Details' tab is highlighted in yellow.

Supplier: DBW001 De Burgh Wine Merchants Ltd

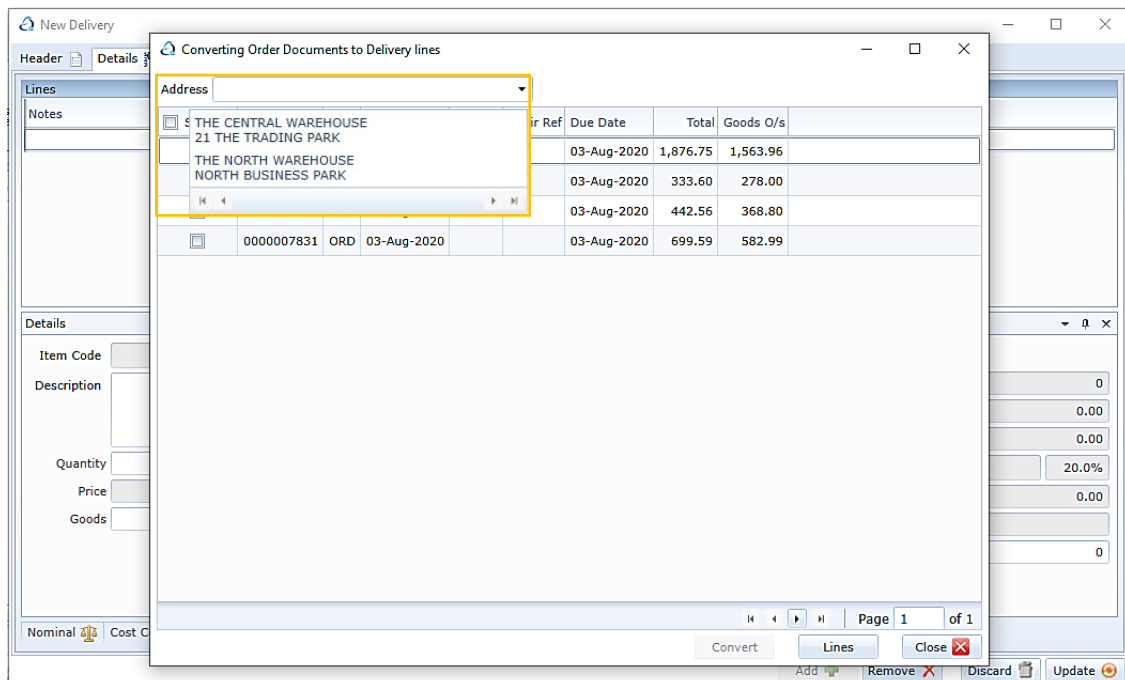
Name: De Burgh Wine Merchants Ltd
 Department:
 Line 1: Fordel Mains Steading
 Line 2: Dalkeith
 Line 3:
 Town: Midlothian
 County:
 Postcode: EH22 2PQ
 Country:
 Email address:
 De Burgh Wine Merchants Ltd
 Fordel Mains Steading
 Dalkeith
 Midlothian
 EH22 2PQ

Within the Details tab right click the mouse and choose the option  Convert, highlighted in orange below:

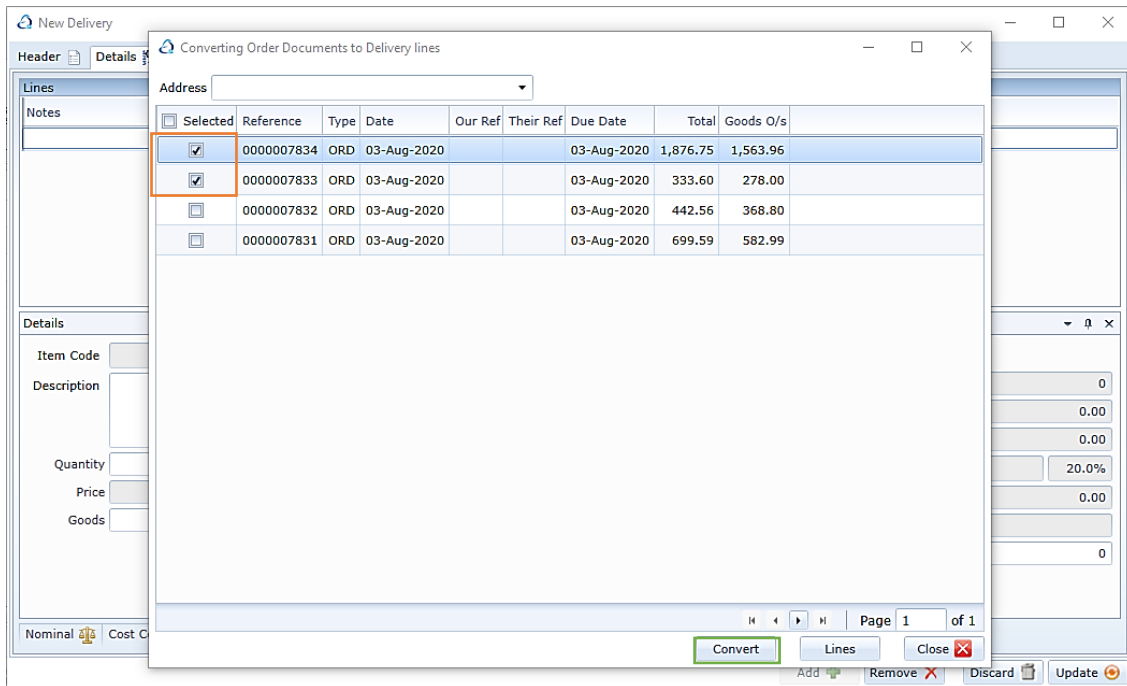


Clicking Convert takes you into the Converting Order Documents to Delivery Lines window. This window displays all open orders for the selected supplier account.

You may choose to filter the available orders by the delivery depot they have been chosen to be delivered to by using the Address drop down highlighted in yellow below. In this example I won't be applying this filter so I have access to all orders.

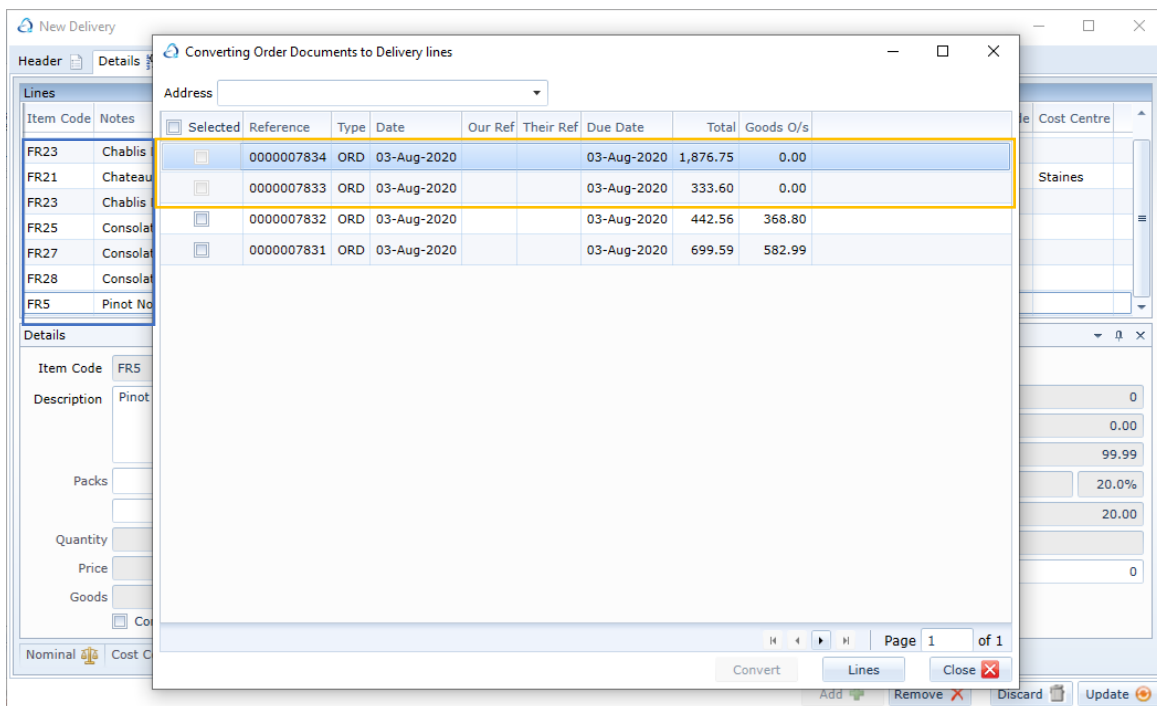


The image below shows that I have chosen to receive the first two orders, this is signified by a tick in the Selected column highlighted in orange.



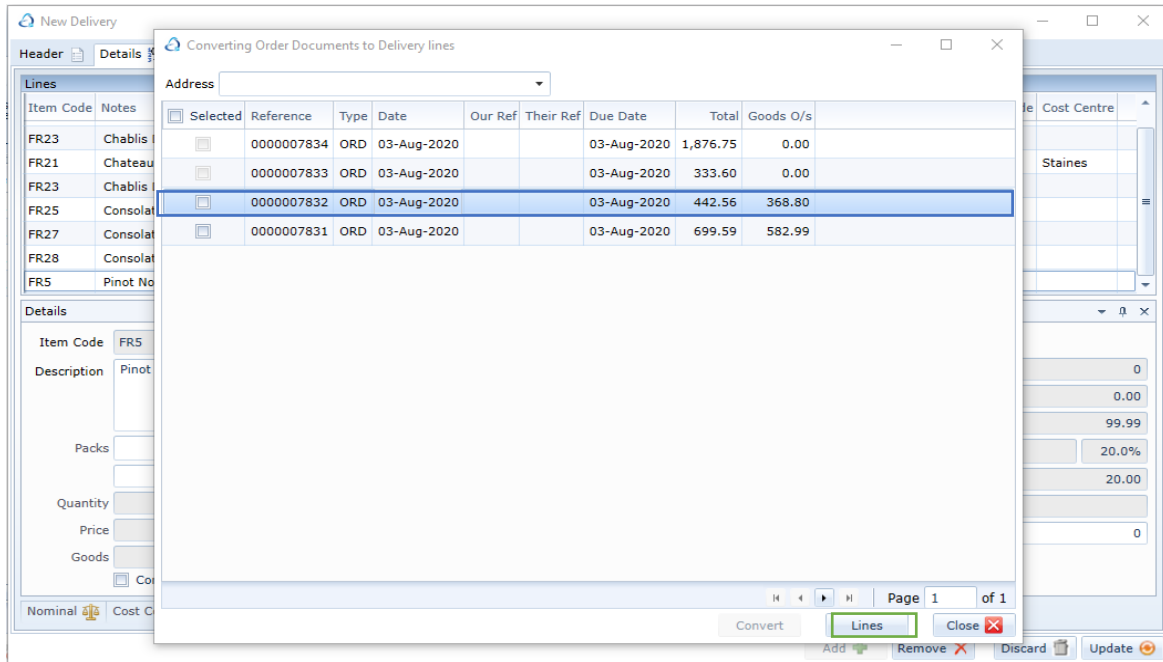
To add these two orders to the GRN click the Convert button, highlighted in green in the image above. The order lines of the two selected orders now appear within the new GRN window behind the Converting Order Documents to Delivery Lines window below, highlighted in blue.

The completed lines are now greyed Converting Order Documents to Delivery Lines window, highlighted in yellow below.



In addition to consolidating the first two orders into a single GRN I also want to include part one of the remaining orders into the same GRN.

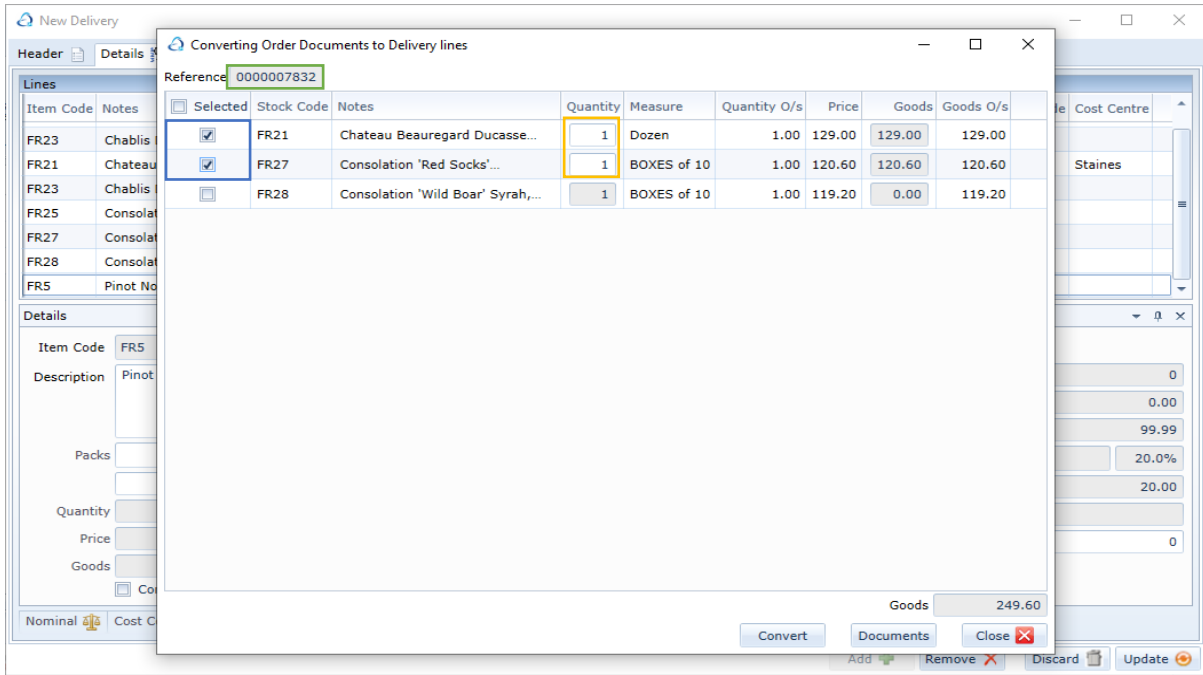
To do so firstly select the order within the Converting Order Documents to Delivery lines window by left clicking on it, highlighted in **blue** below. Then click on the **Lines** button, highlighted in **green** below:



Clicking the Lines button changes the current view to display the line information of the selected order. The order reference I have chosen in this example is 0000007832, this detail is displayed when you are viewing the order lines, highlighted in **green** below.

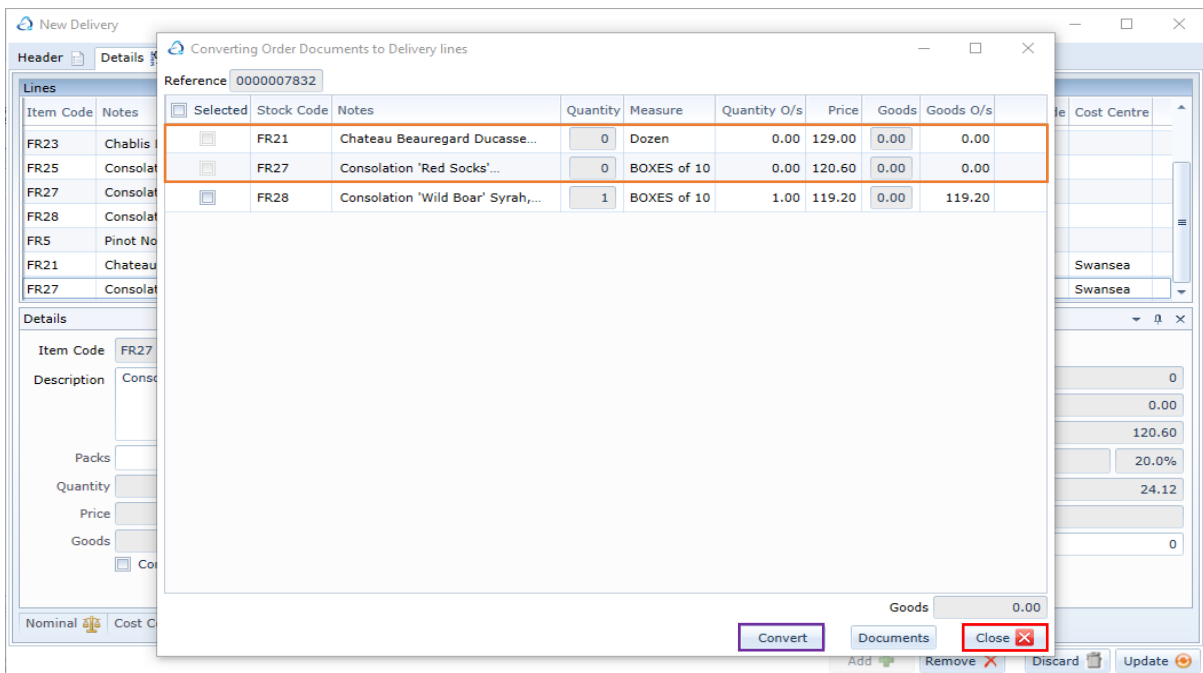
In the example below I have ticked the lines I wish to include in my GRN, highlighted in **blue** below.

Should you wish to do so you may also adjust the line quantity to be delivered at this stage, by double clicking the Quantity field and entering the required value, highlighted in **yellow** below.



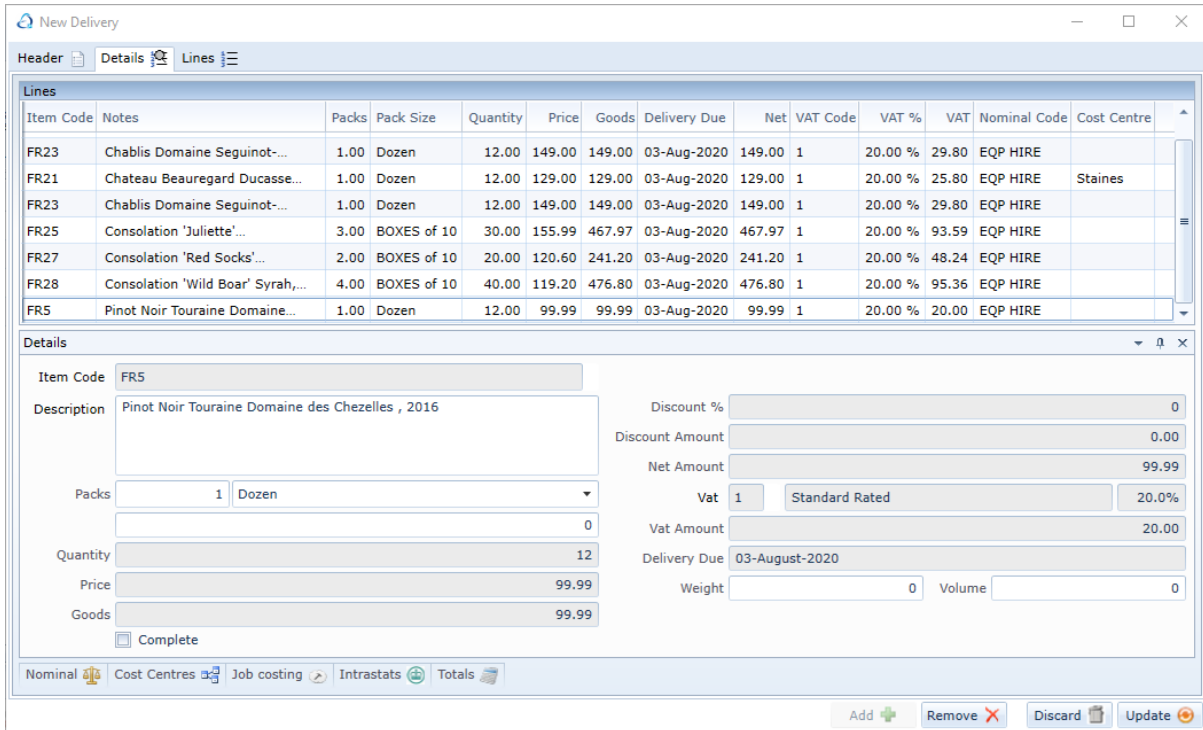
In this example the quantity is 1 for both lines so I will be delivering both lines as they are.

To add the two lines to the order click on the **Convert** button highlighted in purple below. Once you click Convert the lines will be added to the GRN and will appear greyed with the quantity reduced, highlighted in orange below.



Once you have completed the order and line selection you wish to add to your GRN click the **Close** button, highlighted in red above.

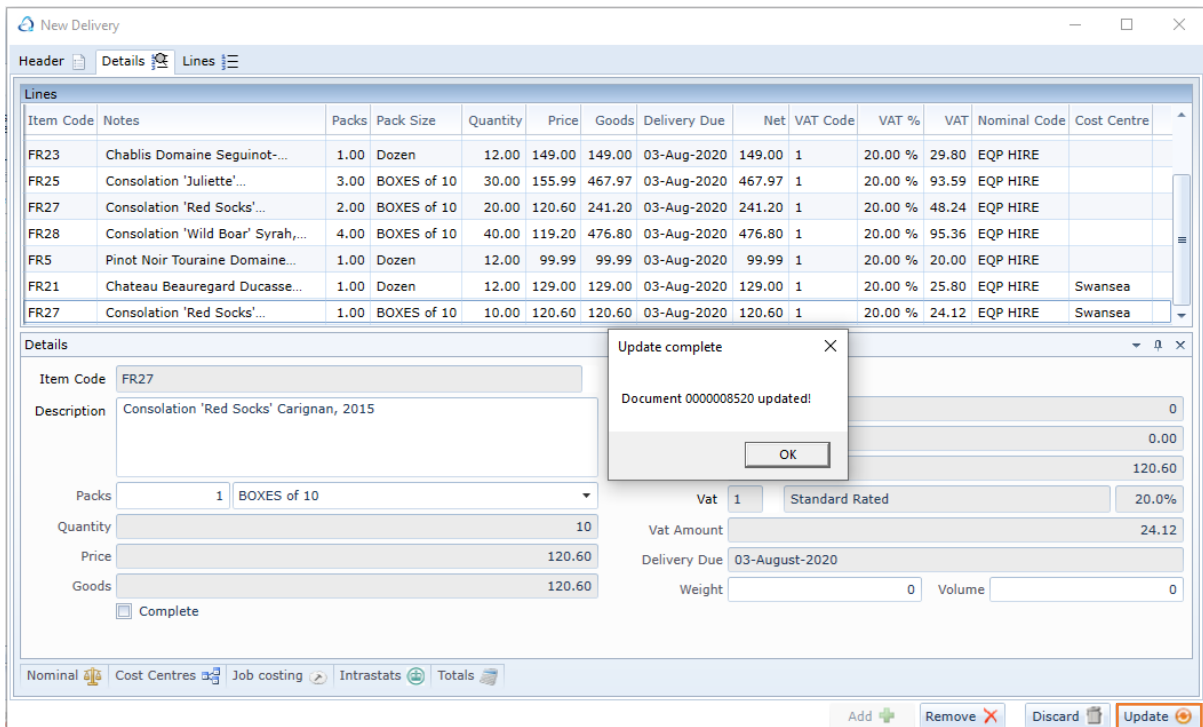
Clicking Close returns you to the GRN containing the chosen order lines shown in the image below. From here you may still continue to make amendments should you wish to do so.



The screenshot shows the 'New Delivery' window with a table of delivery lines. The 'Details' pane is open for item FR5, showing a description of 'Pinot Noir Touraine Domaine des Chezelles, 2016' and various fields for quantity, price, VAT, and delivery date. The 'Update' button at the bottom right is highlighted in orange.

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Delivery Due	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre
FR23	Chablis Domaine Seguinot-...	1.00	Dozen	12.00	149.00	149.00	03-Aug-2020	149.00	1	20.00 %	29.80	EQP HIRE	
FR21	Chateau Beauregard Ducasse...	1.00	Dozen	12.00	129.00	129.00	03-Aug-2020	129.00	1	20.00 %	25.80	EQP HIRE	Staines
FR23	Chablis Domaine Seguinot-...	1.00	Dozen	12.00	149.00	149.00	03-Aug-2020	149.00	1	20.00 %	29.80	EQP HIRE	
FR25	Consolation 'Juliette'...	3.00	BOXES of 10	30.00	155.99	467.97	03-Aug-2020	467.97	1	20.00 %	93.59	EQP HIRE	
FR27	Consolation 'Red Socks'...	2.00	BOXES of 10	20.00	120.60	241.20	03-Aug-2020	241.20	1	20.00 %	48.24	EQP HIRE	
FR28	Consolation 'Wild Boar' Syrah,...	4.00	BOXES of 10	40.00	119.20	476.80	03-Aug-2020	476.80	1	20.00 %	95.36	EQP HIRE	
FR5	Pinot Noir Touraine Domaine...	1.00	Dozen	12.00	99.99	99.99	03-Aug-2020	99.99	1	20.00 %	20.00	EQP HIRE	

Once you have completed the GRN click the **Update** button highlighted below in orange to create the GRN. An update confirmation dialogue window will appear.



The screenshot shows the 'New Delivery' window with an 'Update complete' dialog box overlaid. The dialog box contains the text 'Document 0000008520 updated!' and an 'OK' button. The 'Update' button in the window is highlighted in orange.

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Delivery Due	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre
FR23	Chablis Domaine Seguinot-...	1.00	Dozen	12.00	149.00	149.00	03-Aug-2020	149.00	1	20.00 %	29.80	EQP HIRE	
FR25	Consolation 'Juliette'...	3.00	BOXES of 10	30.00	155.99	467.97	03-Aug-2020	467.97	1	20.00 %	93.59	EQP HIRE	
FR27	Consolation 'Red Socks'...	2.00	BOXES of 10	20.00	120.60	241.20	03-Aug-2020	241.20	1	20.00 %	48.24	EQP HIRE	
FR28	Consolation 'Wild Boar' Syrah,...	4.00	BOXES of 10	40.00	119.20	476.80	03-Aug-2020	476.80	1	20.00 %	95.36	EQP HIRE	
FR5	Pinot Noir Touraine Domaine...	1.00	Dozen	12.00	99.99	99.99	03-Aug-2020	99.99	1	20.00 %	20.00	EQP HIRE	
FR21	Chateau Beauregard Ducasse...	1.00	Dozen	12.00	129.00	129.00	03-Aug-2020	129.00	1	20.00 %	25.80	EQP HIRE	Swansea
FR27	Consolation 'Red Socks'...	1.00	BOXES of 10	10.00	120.60	120.60	03-Aug-2020	120.60	1	20.00 %	24.12	EQP HIRE	Swansea

Once you have clicked OK on the update confirmation dialogue you'll be taken back to the Goods Received browse window.

The Goods received window now displays my new GRN, highlighted in blue below.

Dataflow Clarity [Purchase Receipts]

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

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

Orders Goods Received Invoices Accruals Approve Orders New Punchout Order cXml Setup Wizard Reporting

Document Processing Authorisation Punchout All Reports

Released	Type	Delivery Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	Last sent as	Email to
	DEL	0000008520	Outstanding	DBW001	De Burgh Wine Merchants Ltd	04-Aug-2020	04-Aug-2020	£ 2,509.87		£ 2,509.87		
	DEL	0000008510	Outstanding	SM	SM Quality Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 126.00		£ 126.00		
	DEL	0000008508	Outstanding	SM	SM Quality Rail Services Ltd	29-Jun-2020	09-Jul-2020	£ 2,400.00		£ 2,400.00		
	DEL	0000008507	Outstanding	DBW001	De Burgh Wine Merchants Ltd	29-Jun-2020	01-Jul-2020	£ 187.19		£ 187.19		Accounts@deburghst
	DEL	0000008506	Outstanding	CPM001	Campbells Prime Meat Ltd	29-Jun-2020	01-Jul-2020	£ 54.50		£ 54.50		accounts@Campbells

Outstanding Page 1 of 1

Clear filter Invoice Add Modify Remove

The Orders browse window (green arrow) below now reflects the current delivery status highlighted in yellow below. Usually the Orders browse window defaults to only displaying open orders but I have adjusted the filter, highlighted in red, to show all Order status'.

Dataflow Clarity [Purchase Orders]

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

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

Orders Goods Received Invoices Accruals Approve Orders New Punchout Order cXml Setup Wizard Reporting

Document Processing Authorisation Punchout All Reports

Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	Last s
		ORD	0000007834	Fully delivered	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 0.00	
		ORD	0000007833	Fully delivered	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 0.00	
		ORD	0000007832	Part delivered	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 143.04	
		ORD	0000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59	
		ORD	0000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15	
		ORD	0000007829	Fully Delivered, part invoiced	SM	SM Quality Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 480.00		£ 0.00	
		ORD	0000007828	Fully Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	01-Jul-2020	01-Jul-2020	£ 816.94		£ 0.00	
		ORD	0000007827	Fully Delivered, fully invoiced	DB0001	Deeside Brewery Ltd	01-Jul-2020	01-Jul-2020	£ 446.57		£ 0.00	
		ORD	0000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00	
		ORD	0000007825	Outstanding	SM	SM Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00	
		ORD	0000007824	Fully delivered	SM	SM Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 2,400.00		£ 0.00	
		ORD	0000007823	Outstanding	SM	SM Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00	
		ORD	0000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00	
		ORD	0000007821	Outstanding	SM	SM Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00	
		ORD	0000007820	Outstanding	SM	SM Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25	

All Page 1 of 3

Clear filter Deliver Invoice Add Modify Remove

Using the Complete parameter

There may be occasions when you have ordered a higher quantity of an item than what is necessary. Using the Complete parameter allows you to deliver the original order, modify the quantity on the line or lines where you have over-ordered and if you tick the Complete parameter on those modified lines Clarity will automatically adjust the original order quantity to match the quantity entered on the GRN. In the example below the status of the order highlighted in orange is Outstanding.

Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	Last s
●		ORD	0000007834	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75	£	£ 1,876.75	
●		ORD	0000007833	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60	£	£ 333.60	
●		ORD	0000007832	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56	£	£ 442.56	
●		ORD	0000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59	£	£ 699.59	
●		ORD	0000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29	£	£ 26.15	
●		ORD	0000007829	Fully Delivered, part invoiced	SM	SM Quality Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 480.00	£	£ 0.00	
●		ORD	0000007828	Fully Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	01-Jul-2020	01-Jul-2020	£ 816.94	£	£ 0.00	
●		ORD	0000007827	Fully Delivered, fully invoiced	DB0001	Deeside Brewery Ltd	01-Jul-2020	01-Jul-2020	£ 446.57	£	£ 0.00	
●		ORD	0000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40	£	£ 109.00	
●		ORD	0000007825	Outstanding	SM	SM Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00	£	£ 240.00	
●		ORD	0000007824	Fully delivered	SM	SM Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 2,400.00	£	£ 0.00	
●		ORD	0000007823	Outstanding	SM	SM Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00	£	£ 1,200.00	
●		ORD	0000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00	£	£ 50,868.00	
●		ORD	0000007821	Outstanding	SM	SM Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00	£	£ 55,200.00	
●		ORD	0000007820	Outstanding	SM	SM Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25	£	£ 2,620.25	

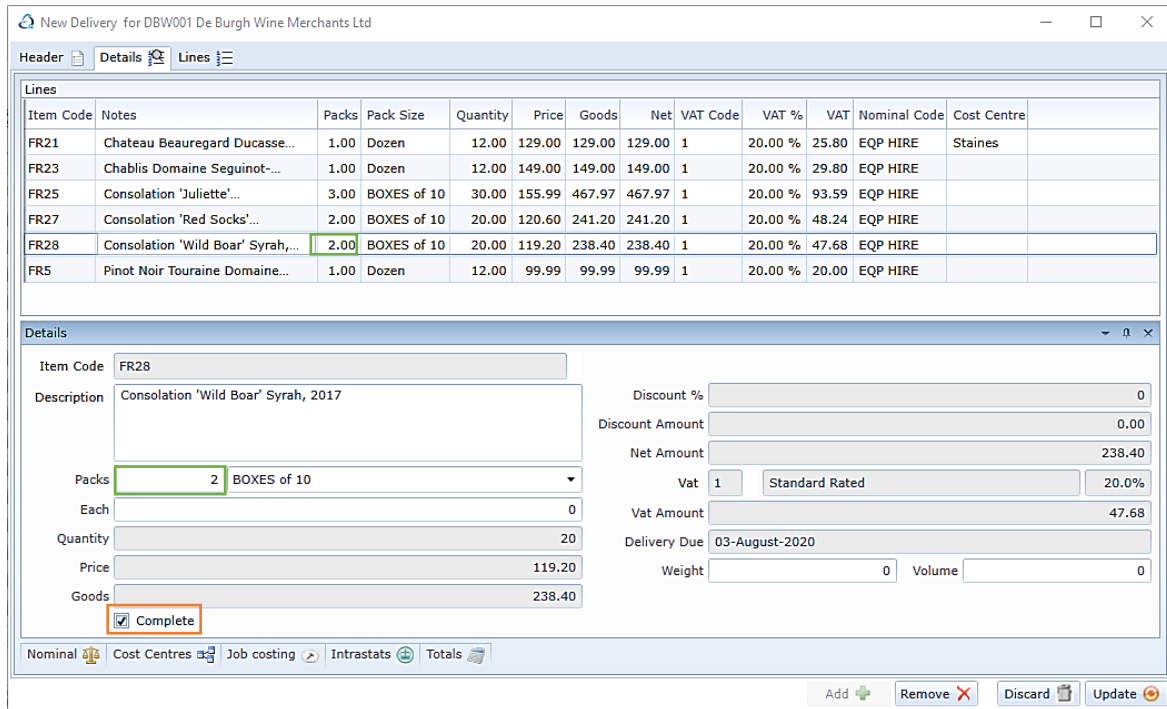
Having clicked Deliver on the order takes me into the GRN creation. The highlighted line in the image below displays an original Outstanding Order quantity of 4. The quantity is highlighted in green for your reference.

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre
FR21	Chateau Beauregard Ducasse...	1.00	Dozen	12.00	129.00	129.00	129.00	1	20.00 %	25.80	EQP HIRE	Staines
FR23	Chablis Domaine Seguinot...	1.00	Dozen	12.00	149.00	149.00	149.00	1	20.00 %	29.80	EQP HIRE	
FR25	Consolation 'Juliette'...	3.00	BOXES of 10	30.00	155.99	467.97	467.97	1	20.00 %	93.59	EQP HIRE	
FR28	Consolation 'Wild Boar' Syrah,...	4.00	BOXES of 10	40.00	119.20	476.80	476.80	1	20.00 %	95.36	EQP HIRE	
FR5	Pinot Noir Touraine Domaine...	1.00	Dozen	12.00	99.99	99.99	99.99	1	20.00 %	20.00	EQP HIRE	

Details	
Item Code	FR28
Description	Consolation 'Wild Boar' Syrah, 2017
Packs	4 BOXES of 10
Each	0
Quantity	40
Price	119.20
Goods	476.80
<input type="checkbox"/> Complete	
Discount %	0
Discount Amount	0.00
Net Amount	476.80
Vat	1 Standard Rated 20.0%
Vat Amount	95.36
Delivery Due	03-August-2020
Weight	0
Volume	0

The image below shows that I have reduced the original Outstanding Order quantity of 4 down to 2. The quantity is highlighted in green for your reference.

Note that I have also ticked the Complete parameter on this line, highlighted in orange below.



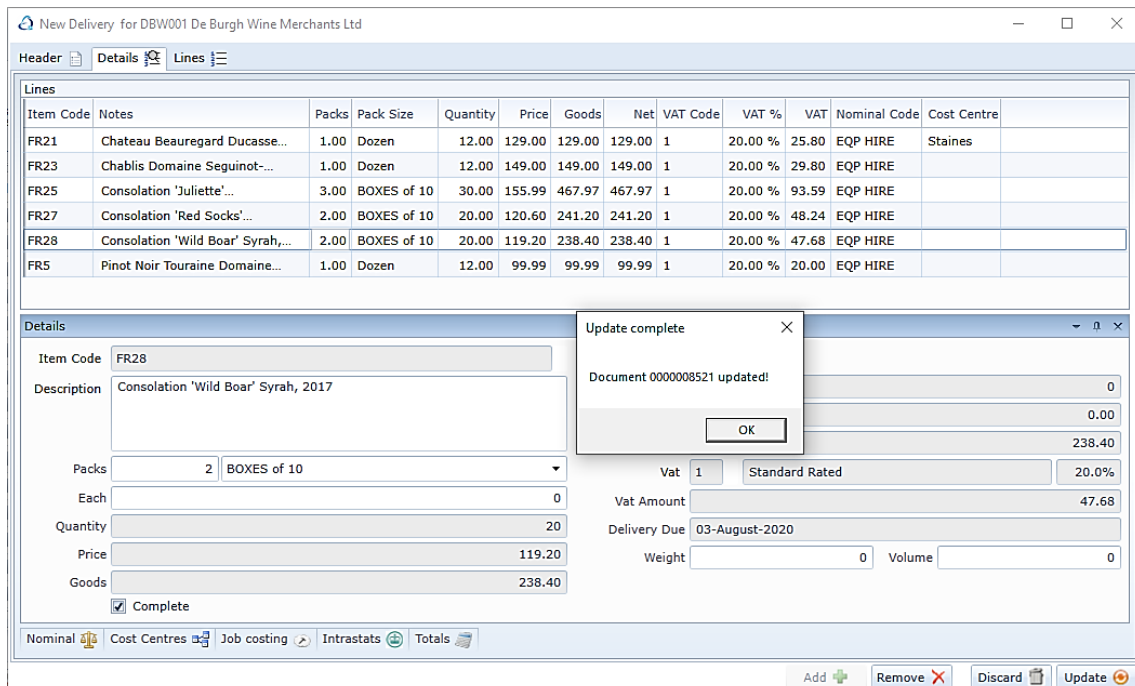
The screenshot shows a software interface for 'New Delivery' for DBW001 De Burgh Wine Merchants Ltd. It features a 'Lines' table and a 'Details' panel for item FR28.

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT %	VAT	Nominal Code	Cost Centre
FR21	Chateau Beauregard Ducasse...	1.00	Dozen	12.00	129.00	129.00	129.00	1	20.00 %	25.80	EQP HIRE	Staines
FR23	Chablis Domaine Seguinot-...	1.00	Dozen	12.00	149.00	149.00	149.00	1	20.00 %	29.80	EQP HIRE	
FR25	Consolation 'Juliette'...	3.00	BOXES of 10	30.00	155.99	467.97	467.97	1	20.00 %	93.59	EQP HIRE	
FR27	Consolation 'Red Socks'...	2.00	BOXES of 10	20.00	120.60	241.20	241.20	1	20.00 %	48.24	EQP HIRE	
FR28	Consolation 'Wild Boar' Syrah,...	2.00	BOXES of 10	20.00	119.20	238.40	238.40	1	20.00 %	47.68	EQP HIRE	
FR5	Pinot Noir Touraine Domaine...	1.00	Dozen	12.00	99.99	99.99	99.99	1	20.00 %	20.00	EQP HIRE	

The 'Details' panel for FR28 shows the following information:

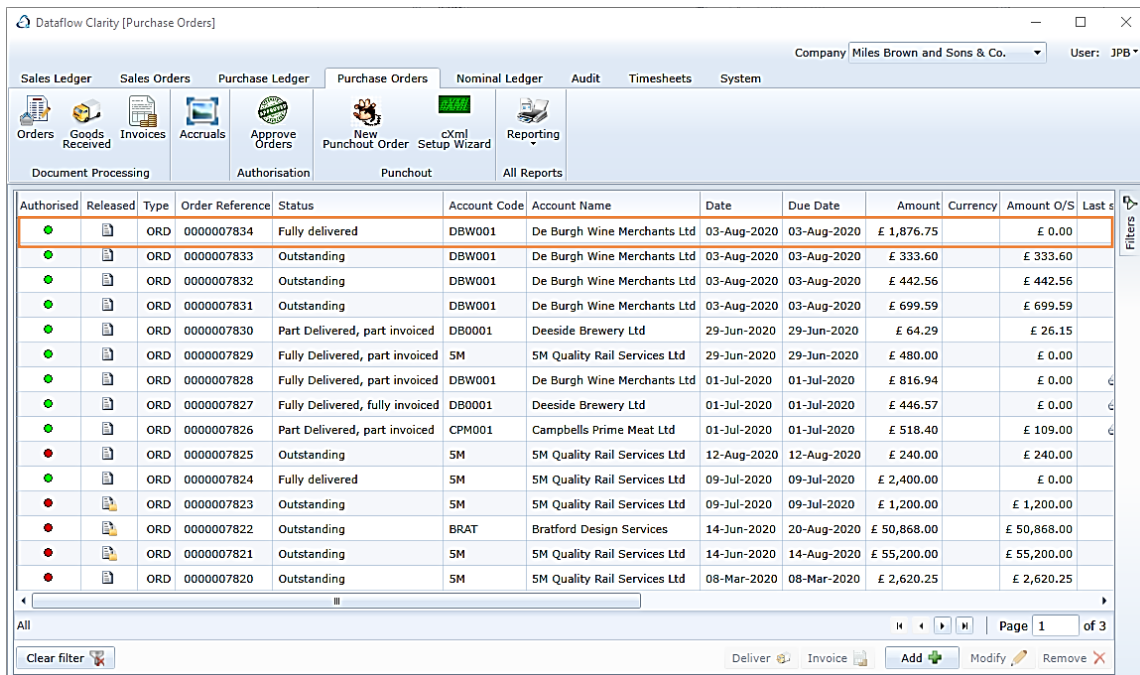
- Item Code: FR28
- Description: Consolation 'Wild Boar' Syrah, 2017
- Packs: 2 BOXES of 10 (highlighted in green)
- Each: 0
- Quantity: 20
- Price: 119.20
- Goods: 238.40
- Discount %: 0
- Discount Amount: 0.00
- Net Amount: 238.40
- Vat: 1 Standard Rated 20.0%
- Vat Amount: 47.68
- Delivery Due: 03-August-2020
- Weight: 0 Volume: 0
- Complete (highlighted in orange)

I've updated my amendments and received a confirmation dialogue.



This screenshot is identical to the previous one, but includes an 'Update complete' dialog box overlaid on the details panel for item FR28. The dialog box contains the message: 'Document 000008521 updated!' and an 'OK' button.

If I navigate back to the Order Browse window the status of the order highlighted in orange below is now Fully Delivered.



Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S	Last s
		ORD	0000007834	Fully delivered	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 0.00	
		ORD	0000007833	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.60	
		ORD	0000007832	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56	
		ORD	0000007831	Outstanding	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59	
		ORD	0000007830	Part Delivered, part invoiced	DB0001	Deeside Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15	
		ORD	0000007829	Fully Delivered, part invoiced	SM	SM Quality Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 480.00		£ 0.00	
		ORD	0000007828	Fully Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	01-Jul-2020	01-Jul-2020	£ 816.94		£ 0.00	
		ORD	0000007827	Fully Delivered, fully invoiced	DB0001	Deeside Brewery Ltd	01-Jul-2020	01-Jul-2020	£ 446.57		£ 0.00	
		ORD	0000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00	
		ORD	0000007825	Outstanding	SM	SM Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00	
		ORD	0000007824	Fully delivered	SM	SM Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 2,400.00		£ 0.00	
		ORD	0000007823	Outstanding	SM	SM Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00	
		ORD	0000007822	Outstanding	BRAT	Bratford Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00	
		ORD	0000007821	Outstanding	SM	SM Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00	
		ORD	0000007820	Outstanding	SM	SM Quality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25	

Had I only reduced the quantity on the example line in my GRN and not ticked the Complete parameter this order's status would've read Part Delivered because there would have still been a quantity of 2 remaining on that order line.

If you do not wish to deliver any quantity of that order line simply tick the Complete parameter on the line without modifying the quantity.

You can also use the right click Complete Order option on an entire order that's been partially delivered, highlighted in orange in the image below. This is done within the Purchase Order browse window (blue arrow). By doing so Clarity will adjust any outstanding quantity balance on the order and set the status to fully delivered.

Dataflow Clarity [Purchase Orders] Company: Miles Brown and Sons & Co. User: JPB

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

Orders | Goods Received | Invoices | Accruals | Approve Orders | New Punchout Order | cXML Setup Wizard | Reporting

Document Processing | Authorisation | Punchout | All Reports

Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O/S
●		ORD	0000007834	Part delivered	DRW001	De Burch Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 333.60
●		ORD	0000007833	Outstanding		Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.60
●		ORD	0000007832	Outstanding		Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56
●		ORD	0000007831	Outstanding		Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59
●		ORD	0000007830	Part Delivered, pa		Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15
●		ORD	0000007829	Fully Delivered, pe		ervices Ltd	29-Jun-2020	29-Jun-2020	£ 480.00		£ 0.00
●		ORD	0000007828	Fully Delivered, pe		Merchants Ltd	01-Jul-2020	01-Jul-2020	£ 816.94		£ 0.00
●		ORD	0000007827	Fully Delivered, fu		Ltd	01-Jul-2020	01-Jul-2020	£ 446.57		£ 0.00
●		ORD	0000007826	Part Delivered, pa		Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00
●		ORD	0000007825	Outstanding		ervices Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00
●		ORD	0000007824	Fully delivered		ervices Ltd	09-Jul-2020	09-Jul-2020	£ 2,400.00		£ 0.00
●		ORD	0000007823	Outstanding		ervices Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00
●		ORD	0000007822	Outstanding		Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00
●		ORD	0000007821	Outstanding		ervices Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00
●		ORD	0000007820	Outstanding		ervices Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25
●		ORD	0000007819	Outstanding		l Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.62
●		ORD	0000007818	Outstanding		l Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.12
●		ORD	0000007817	Outstanding		cy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.50

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Buttons: Deliver, Invoice, Add, Modify, Remove

Using the Complete parameter saves you having to modify the order and removing the unwanted lines or adjusting the quantities prior to creating the GRN.