



DATAFLOW
Financial Software Solutions

Order Processing – Invoicing

Dear user,

You must make sure that you have read “Navigating the System” first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System:

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

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

Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd

Within Clarity you have the option of generating an Invoice directly from an Order, bypassing the receipt stage, as well as creating an Invoice from a GRN.

The processes explained throughout this guide are the same for Invoicing directly from an Order or Invoicing a GRN, you just have a different starting point.

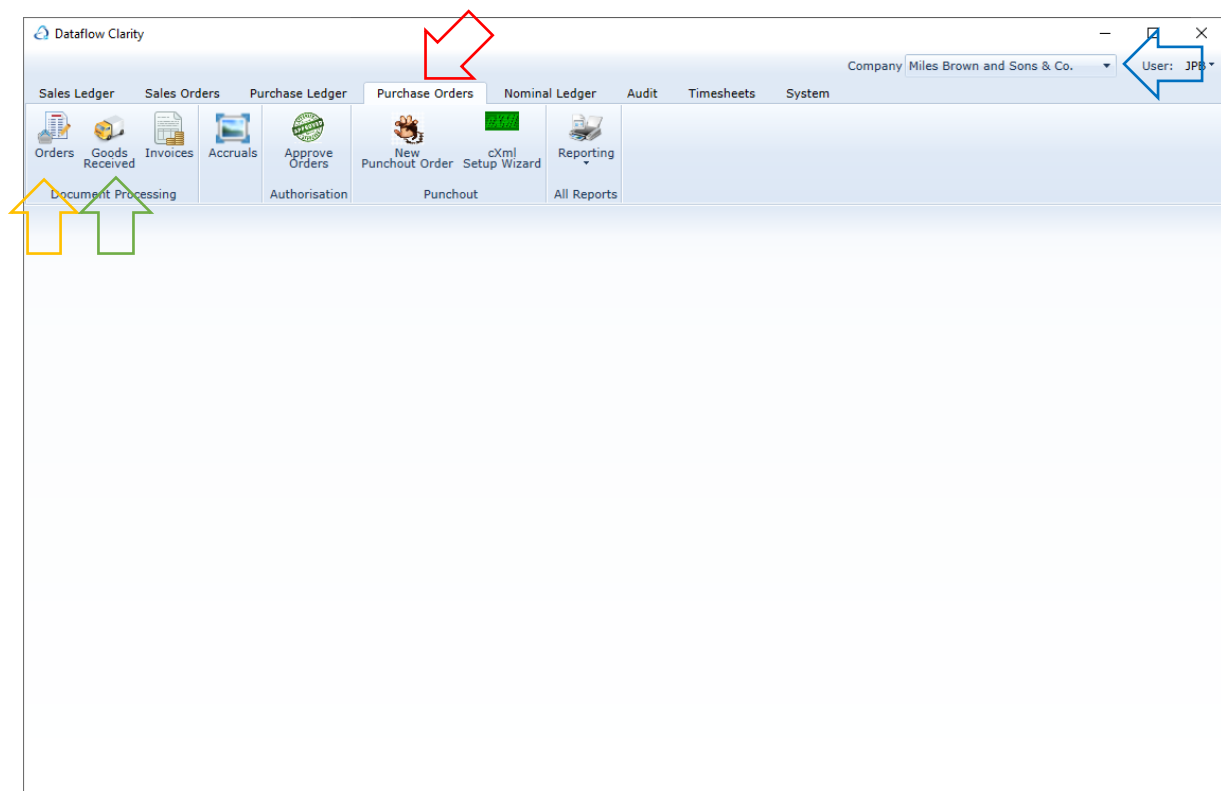
Invoicing an Order

To Invoice an Order navigate to the Purchase Orders tab (red arrow). Within the Purchase Orders section click on the Orders icon (yellow arrow).

In this example I am raising an Invoice directly from an Order and bypassing the Goods Received stage.

If you have progressed the order through to the Goods Received stage you can follow the same steps but starting from the Goods Received window (green arrow).

Ensure that you have the correct company selected (blue arrow).



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

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 Setup Wizard Reporting All Reports

Document Processing Authorisation Punchout

Authorised	Released	Type	Order Reference	Status	Account Code	Account Name	Date	Due Date	Amount	Currency	Amount O
●		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		£ 26.29
●		ORD	0000007826	Part Delivered, part invoiced	CPM001	Campbells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.40
●		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
●		ORD	0000007814	Outstanding	SM	SM Quality Rail Services Ltd	07-Jun-2020	07-Jun-2020	£ 12,925.00		£ 12,925.00
●		ORD	0000007812	Outstanding	T00001	Texauto Ltd	15-Mar-2020	15-Mar-2020	£ 7,050.00		£ 7,050.00

Outstanding

Clear filter

Deliver Invoice Add Modify Remove

Page 1 of 2

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 **Invoice 0000007833** or left click on the order and click the **Invoice** button located on the footer of the window.

By doing so this opens up the Invoice window. The window will default to the Header tab highlighted in green below. If Clarity is not setup to generate automatic invoice references you will need to manually enter an Invoice number. This is done within the References tab, which is highlighted in red below, and the Invoice number entered into the Number field highlighted in yellow.

New Invoice for DBW001 De Burgh Wine Merchants Ltd

Header Details Lines

References

Type: Invoice

References

Number: 12896

Ours

Theirs

Dates

Date: 10 August 2020

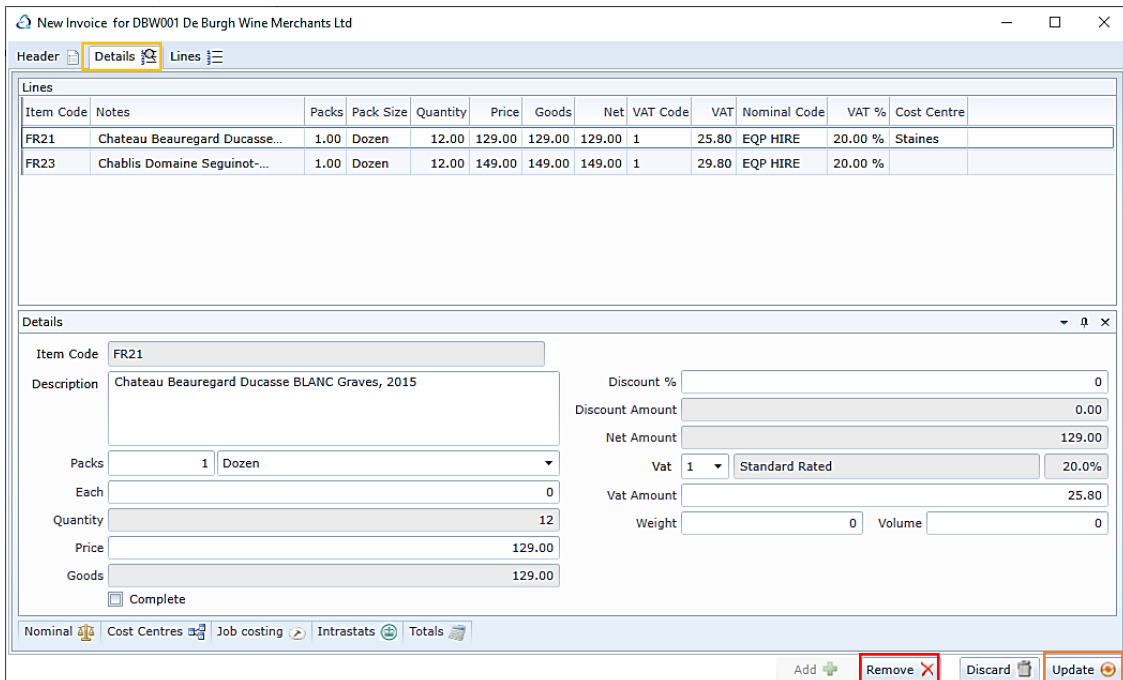
Supplier: References

Delivery Notes Analysis Miscellaneous International Defaults Totals

Add Remove Discard Update

Once you have entered an invoice number you can either click **Update** to Invoice the order as it is or click on the Details tab to make any amendments.

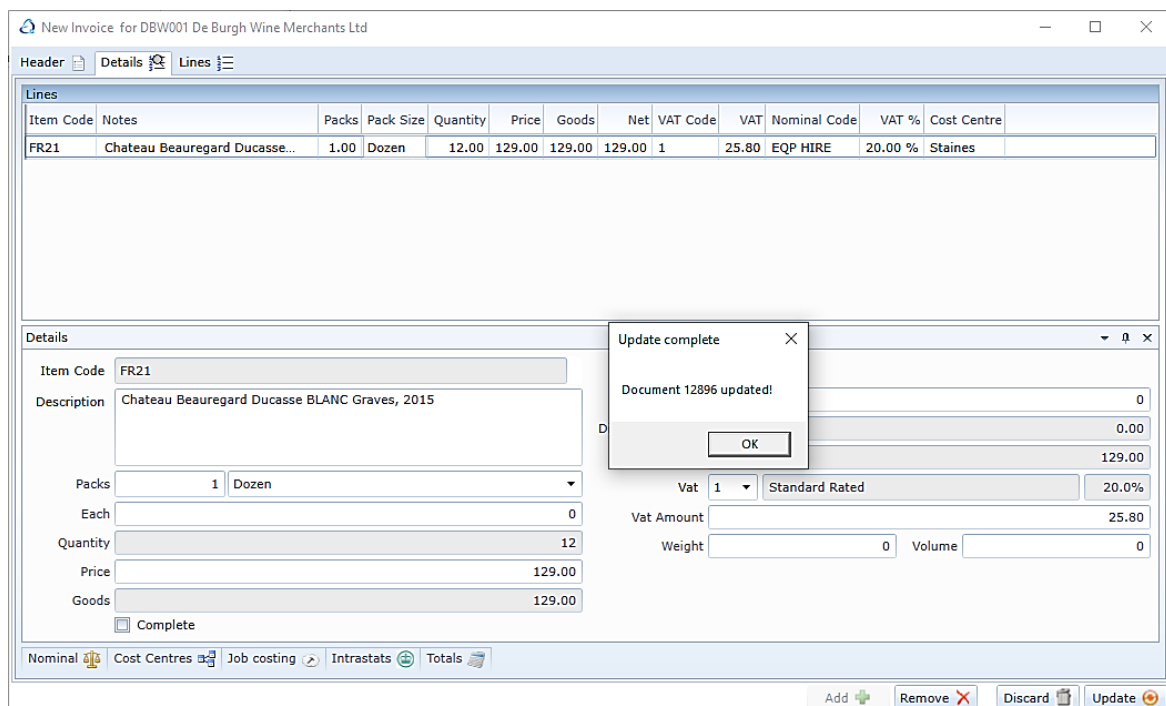
The Details tab is highlighted in yellow and the update button in orange below:



Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT	Nominal Code	VAT %	Cost Centre
FR21	Chateau Beauregard Ducasse...	1.00	Dozen	12.00	129.00	129.00	129.00	1	25.80	EQP HIRE	20.00 %	Staines
FR23	Chablis Domaine Seguinot...	1.00	Dozen	12.00	149.00	149.00	149.00	1	29.80	EQP HIRE	20.00 %	

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

The image below shows the FR23 line removed and I am now ready to complete my Invoice and have clicked on the **Update** button. A successful update dialogue window is generated.



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

Once you have updated the Invoice it is added to the Purchase Orders Invoices browse window (blue arrow below). At this point it has not yet been updated to the Purchase Ledger account, this is reflected in the Status column highlighted in orange below.

Dataflow Clarity [Purchase Invoices]

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	Invoice Reference	Status	Account Code	Account Name	Date	Amount	Currency	Last sent as	Email to	Net Amount
●		INV	12896	Outstanding	DBW001	De Burgh Wine Merchants Ltd	10-Aug-2020	£ 309.60			ben.rice@dataflow.co.uk	£ 258.00
●		INV	DX456980	Outstanding	DB0001	Deeside Brewery Ltd	29-Jun-2020	£ 38.14			ben.rice@dataflow.co.uk	£ 31.78
●		INV	PD45689	Outstanding	SM	SM Quality Rail Services Ltd	29-Jun-2020	£ 360.00			ben.rice@dataflow.co.uk	£ 300.00

Outstanding

Page 1 of 1

Update Add Modify Remove

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, highlighted in blue 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	Last
●		ORD	0000007834	Part delivered	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 333.60	
●		ORD	0000007833	Part Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 178.80	
●		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	
●		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	

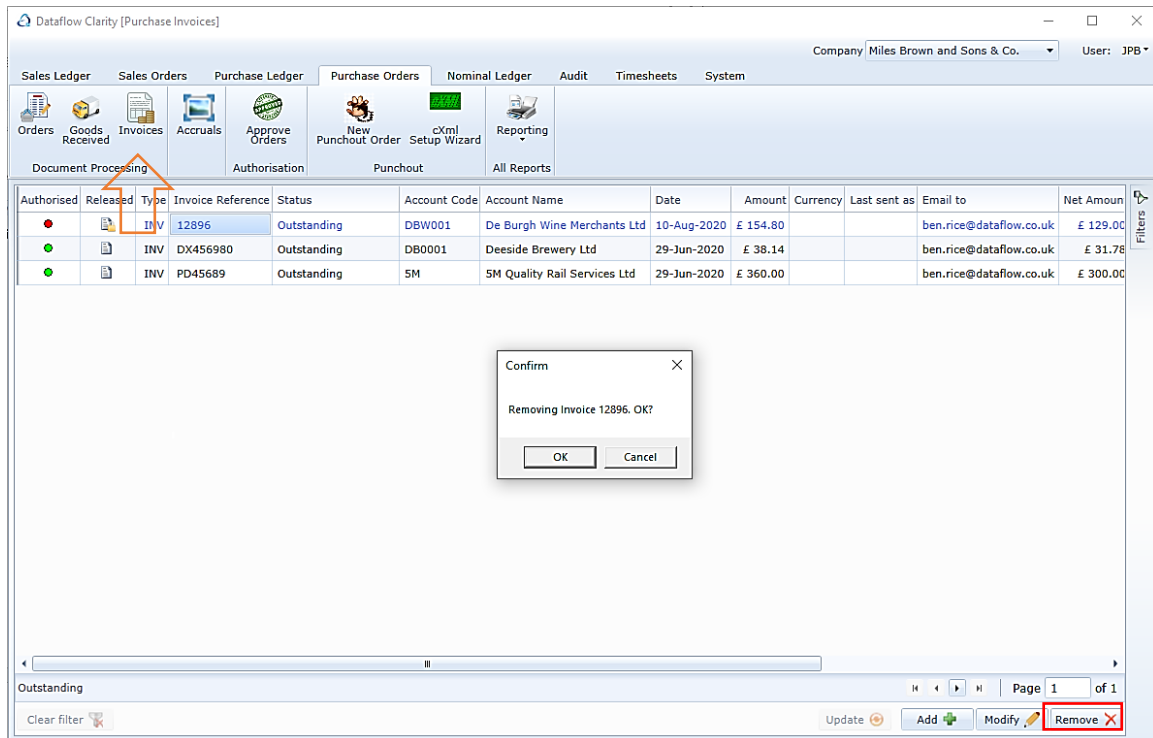
All

Page 1 of 2

Clear filter Deliver Invoice Add Modify Remove

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

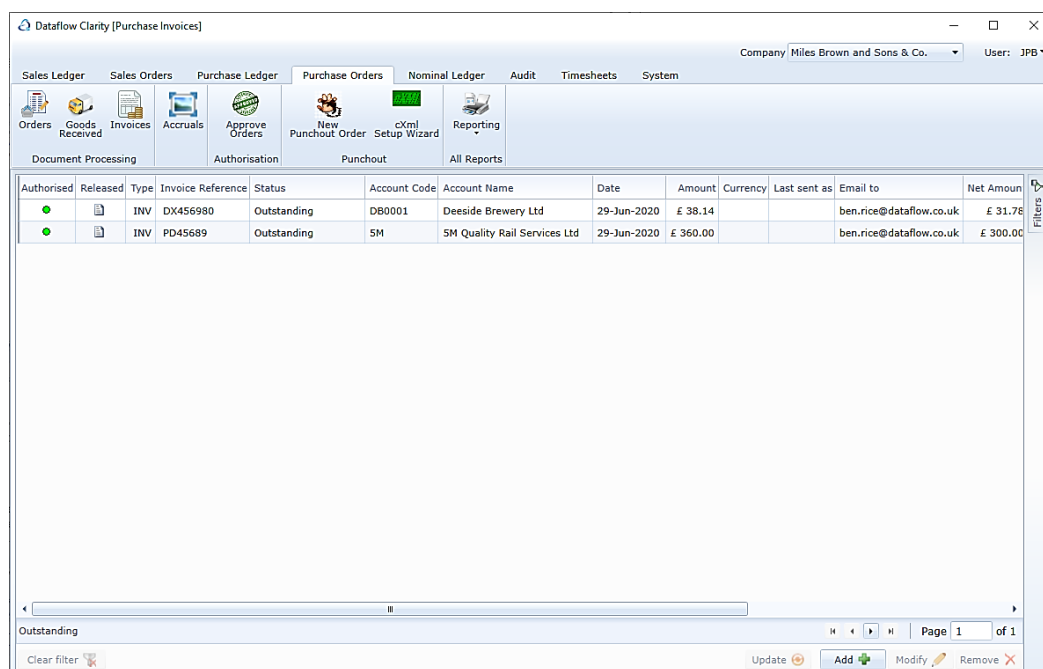
Before the Invoice is removed you will need to confirm your action by clicking OK on the confirmation dialogue window.



The screenshot shows the Dataflow Clarity [Purchase Invoices] window. The 'Invoices' tab is selected, and an orange arrow points to the 'Invoices' icon in the top navigation bar. The table below shows three invoices. The first invoice, with reference 12896, is highlighted. A confirmation dialog box is open in the center, asking 'Removing Invoice 12896. OK?' with 'OK' and 'Cancel' buttons. At the bottom right of the window, the 'Remove' button (with a red X icon) is highlighted in red.

Authorised	Released	Type	Invoice Reference	Status	Account Code	Account Name	Date	Amount	Currency	Last sent as	Email to	Net Amount
		INV	12896	Outstanding	DBW001	De Burgh Wine Merchants Ltd	10-Aug-2020	£ 154.80			ben.rice@dataflow.co.uk	£ 129.00
		INV	DX456980	Outstanding	DB0001	Deeside Brewery Ltd	29-Jun-2020	£ 38.14			ben.rice@dataflow.co.uk	£ 31.78
		INV	PD45689	Outstanding	SM	SM Quality Rail Services Ltd	29-Jun-2020	£ 360.00			ben.rice@dataflow.co.uk	£ 300.00

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



The screenshot shows the Dataflow Clarity [Purchase Invoices] window after the deletion. The 'Invoices' tab is still selected. The table now only contains two invoices, as the first one (12896) has been removed. The 'Remove' button at the bottom right is still visible.

Authorised	Released	Type	Invoice Reference	Status	Account Code	Account Name	Date	Amount	Currency	Last sent as	Email to	Net Amount
		INV	DX456980	Outstanding	DB0001	Deeside Brewery Ltd	29-Jun-2020	£ 38.14			ben.rice@dataflow.co.uk	£ 31.78
		INV	PD45689	Outstanding	SM	SM Quality Rail Services Ltd	29-Jun-2020	£ 360.00			ben.rice@dataflow.co.uk	£ 300.00

If I now return to the Orders Browse window (orange arrow) I'll see that the order status has now changed back to Outstanding, highlighted in blue 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	Last
		ORD	0000007834	Part delivered	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 333.60	
		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	5M	5M 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	5M	5M Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00	
		ORD	0000007824	Fully delivered	5M	5M Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 2,400.00		£ 0.00	
		ORD	0000007823	Outstanding	5M	5M 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	5M	5M Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00	
		ORD	0000007820	Outstanding	5M	5M 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	

All

Clear filter

Deliver Invoice Add Modify Remove

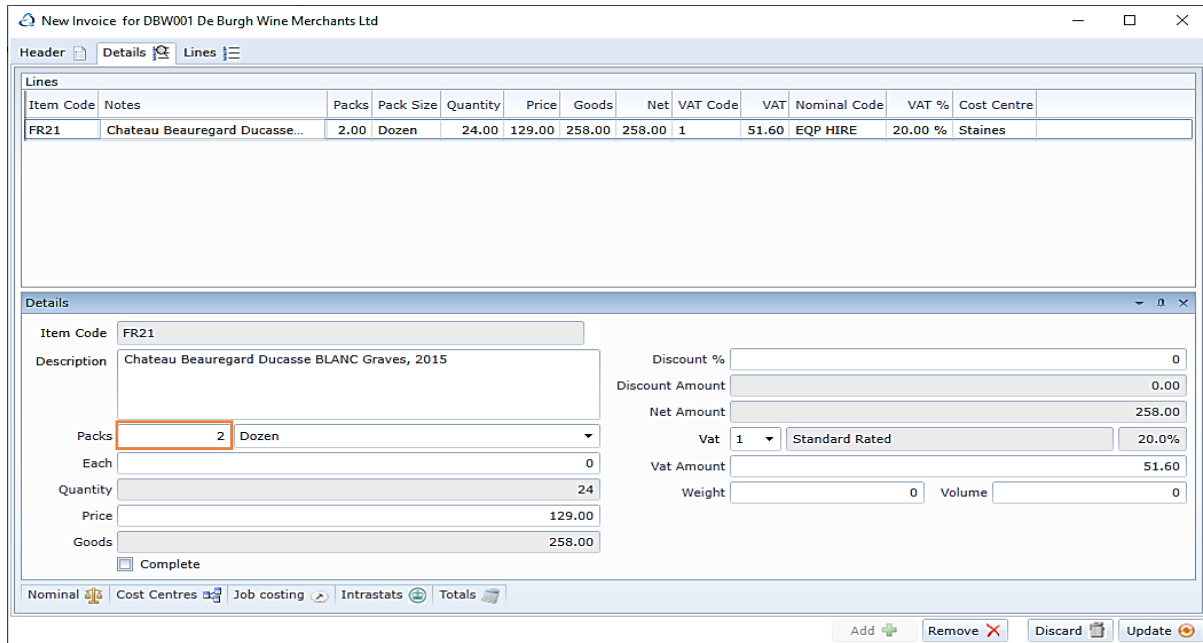
Page 1 of 2

Over-Invoicing Orders

Should you receive more goods than what was originally ordered you may adjust the Invoice line quantities when you Invoice the order within Clarity.

To do so simply click on the relating line during the Invoicing 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	Nominal Code	VAT %	Cost Centre
FR21	Chateau Beauregard Ducasse...	2.00	Dozen	24.00	129.00	258.00	258.00	1	51.60	EQP HIRE	20.00 %	Staines

Details		Discount		Net Amount		Vat		Weight		Volume	
Item Code	FR21	Discount %	0	Discount Amount	0.00	Net Amount	258.00	Vat	1	Weight	0
Description	Chateau Beauregard Ducasse BLANC Graves, 2015	Discount Amount	0.00	Net Amount	258.00	Vat	20.0%	Vat Amount	51.60	Volume	0
Packs	2 Dozen	Net Amount	258.00	Vat	Standard Rated	Vat Amount	51.60	Weight	0	Volume	0
Each	0	Vat	1	Vat Amount	51.60	Weight	0	Volume	0		
Quantity	24	Weight	0	Volume	0						
Price	129.00										
Goods	258.00										
<input type="checkbox"/> Complete											

Once you have made the necessary changes click on the **Update** button to complete the Invoice.

Doing so will generate an over-delivery and the Invoice value increase confirmation dialogue window. Click OK to confirm and complete the process.

New Invoice for DBW001 De Burgh Wine Merchants Ltd

Header Details Lines

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT	Nominal Code	VAT %	Cost Centre
FR21	Chateau Beauregard Ducasse...	2.00	Dozen	24.00	129.00	258.00	258.00	1	51.60	EQP HIRE	20.00 %	Staines

Confirm errors

Over-delivery of 1 Dozen (line 1)
Invoice value exceeds order by £ 129.00 (line 1)

OK Cancel

Details

Item Code: FR21

Description: Chateau Beauregard Ducasse BLANC Graves,

Packs: 2 Dozen

Each: 0

Quantity: 24

Price: 129.00

Goods: 258.00

Complete

Net Amount: 258.00

Vat: 1 Standard Rated 20.0%

Vat Amount: 51.60

Weight: 0 Volume: 0

Nominal Cost Centres Job costing Intrastats Totals

Add Remove Discard Update

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

New Invoice for DBW001 De Burgh Wine Merchants Ltd

Header Details Lines

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Net	VAT Code	VAT	Nominal Code	VAT %	Cost Centre
FR21	Chateau Beauregard Ducasse...	2.00	Dozen	24.00	129.00	258.00	258.00	1	51.60	EQP HIRE	20.00 %	Staines

Update complete

Document 12896 updated!

OK

Details

Item Code: FR21

Description: Chateau Beauregard Ducasse BLANC Graves, 2015

Packs: 2 Dozen

Each: 0

Quantity: 24

Price: 129.00

Goods: 258.00

Complete

Net Amount: 258.00

Vat: 1 Standard Rated 20.0%

Vat Amount: 51.60

Weight: 0 Volume: 0

Nominal Cost Centres Job costing Intrastats Totals

Add Remove Discard Update

The quantities on the Order will remain as they were originally input. Only the Invoice will reflect the quantity increase.

Part Invoicing orders

There are two routines available for part invoicing orders. The first routine was outlined at the beginning of this guide where you can simply use the right click Invoice order or the Invoice 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, or you wish to invoice the majority of the Order. The method explained below may prove a more efficient way of invoicing a small proportion of a large order.

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

Outstanding

Clear filter

Deliver Invoice Add Modify Remove

Page 1 of 2

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

Dataflow Clarity [Purchase Invoices]

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	Invoice Reference	Status	Account Code	Account Name	Date	Amount	Currency	Last sent as	Email to	Net Amount
●		INV	DX456980	Outstanding	DB0001	Deeside Brewery Ltd	29-Jun-2020	£ 38.14			ben.rice@dataflow.co.uk	£ 31.78
●		INV	PD45689	Outstanding	SM	SM Quality Rail Services Ltd	29-Jun-2020	£ 360.00			ben.rice@dataflow.co.uk	£ 300.00

Refresh

Add Invoice

Modify Invoice

Remove Invoice

View Invoice

View scanned documents

Attach scanned document

Update all to ledger

Clear filter

Sum selected cells

Copy to Clipboard

Columns


Window

Outstanding

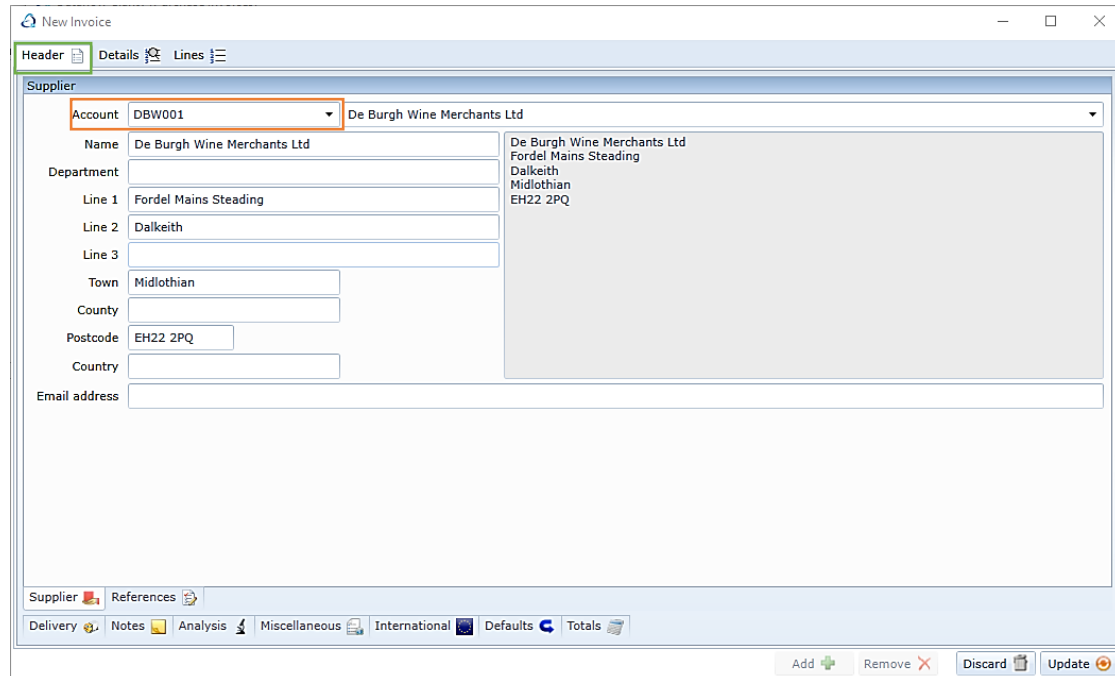
Clear filter

Update Add Modify Remove

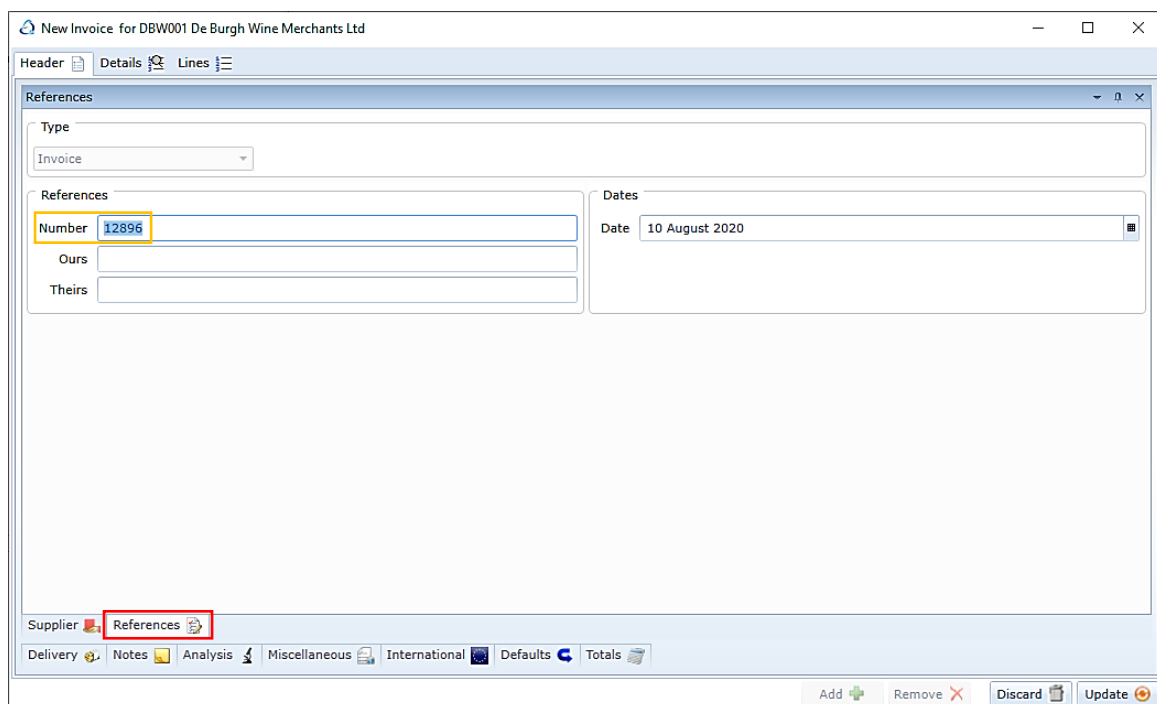
Page 1 of 1

Clicking **Add**  opens up a new Invoice window. The window will default to the Header tab highlighted in **green** below.

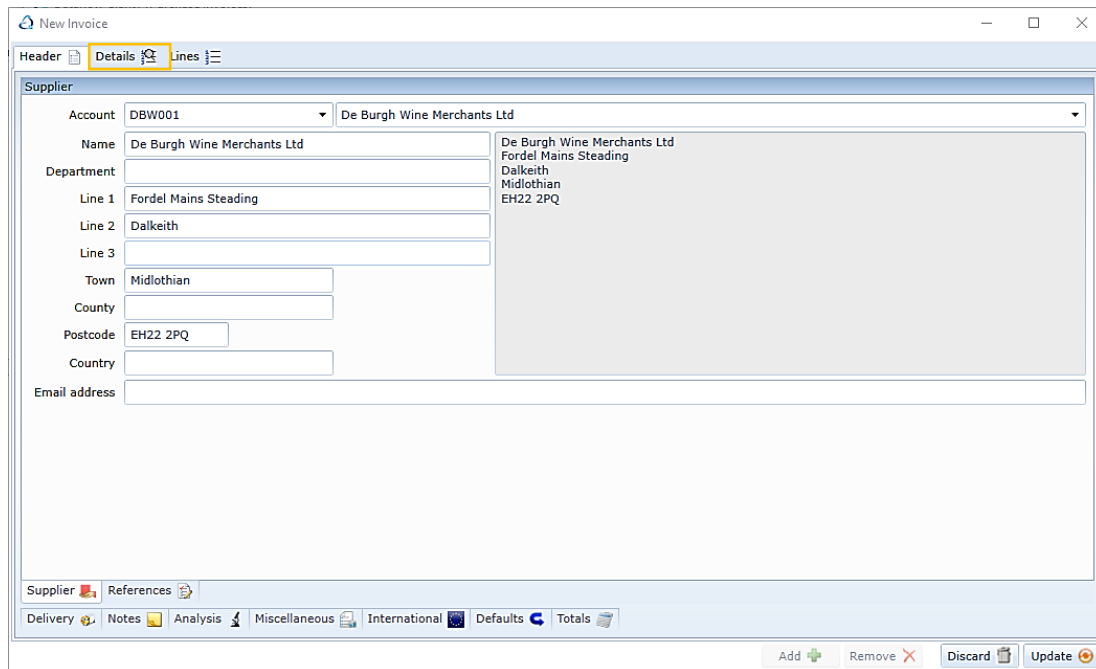
The first thing you'll need to do is chose the account code for which the associated order was raised, highlighted in **orange**.



If Clarity is not setup to generate automatic invoice references you will need to manually enter a Purchase Order Invoice number. This is done within the References tab, which is highlighted in **red** below, and the Invoice number entered into the Number field highlighted in **yellow**.



Once you have chosen the account and entered an Invoice number click on the Details tab highlighted in yellow below:



New Invoice

Header Details Lines

Supplier

Account: 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:

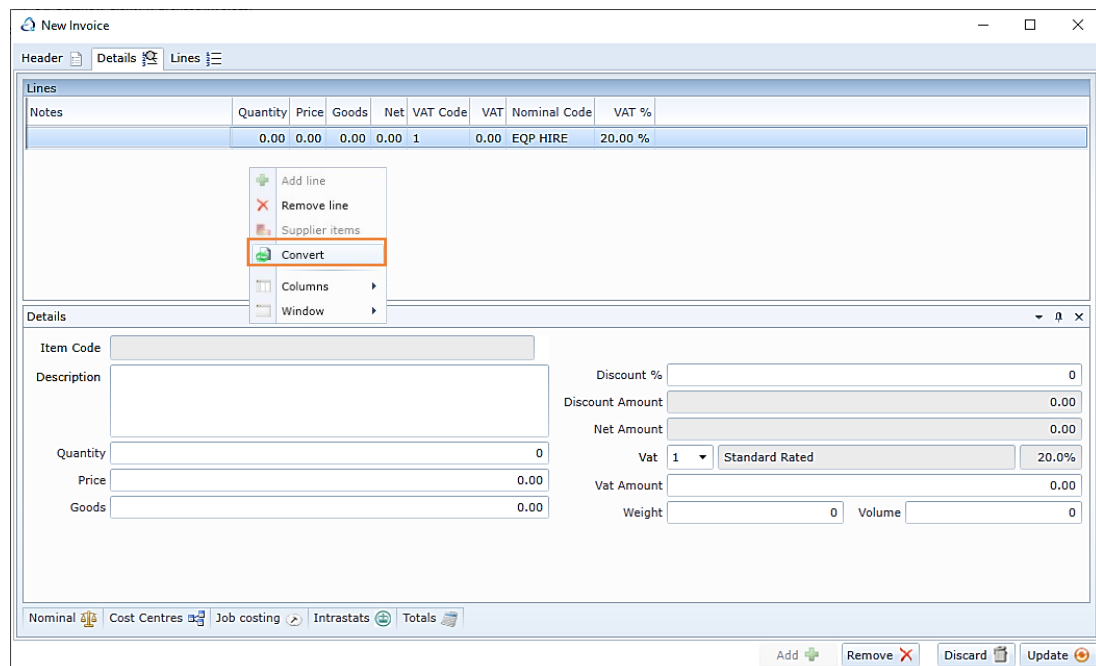
Email address:

Supplier References

Delivery Notes Analysis Miscellaneous International Defaults Totals

Add Remove Discard Update

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









New Invoice

Header Details Lines

Lines

Notes	Quantity	Price	Goods	Net	VAT Code	VAT	Nominal Code	VAT %
	0.00	0.00	0.00	0.00	1	0.00	EQP HIRE	20.00 %

 Add line
 Remove line
 Supplier items
 Convert
 Columns
 Window

Details

Item Code:

Description:

Quantity: 0

Price: 0.00

Goods: 0.00

Discount %: 0

Discount Amount: 0.00

Net Amount: 0.00

Vat: 1 Standard Rated 20.0%

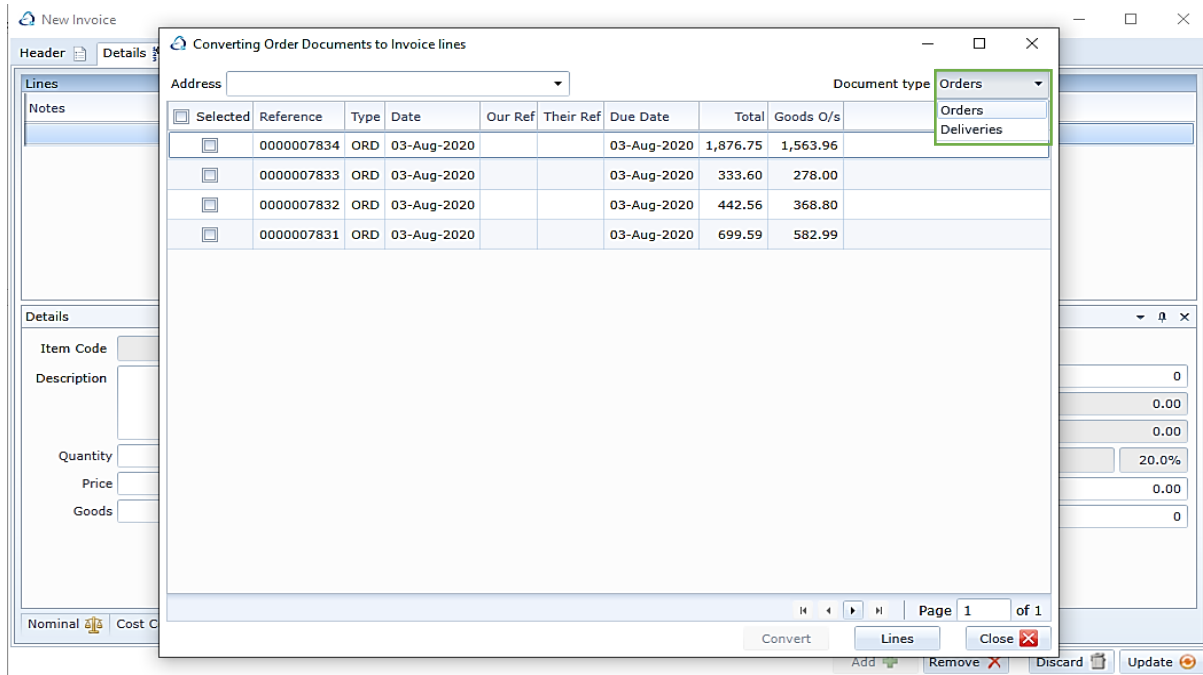
Vat Amount: 0.00

Weight: 0 Volume: 0

Nominal Cost Centres Job costing Intrastats Totals

Add Remove Discard Update

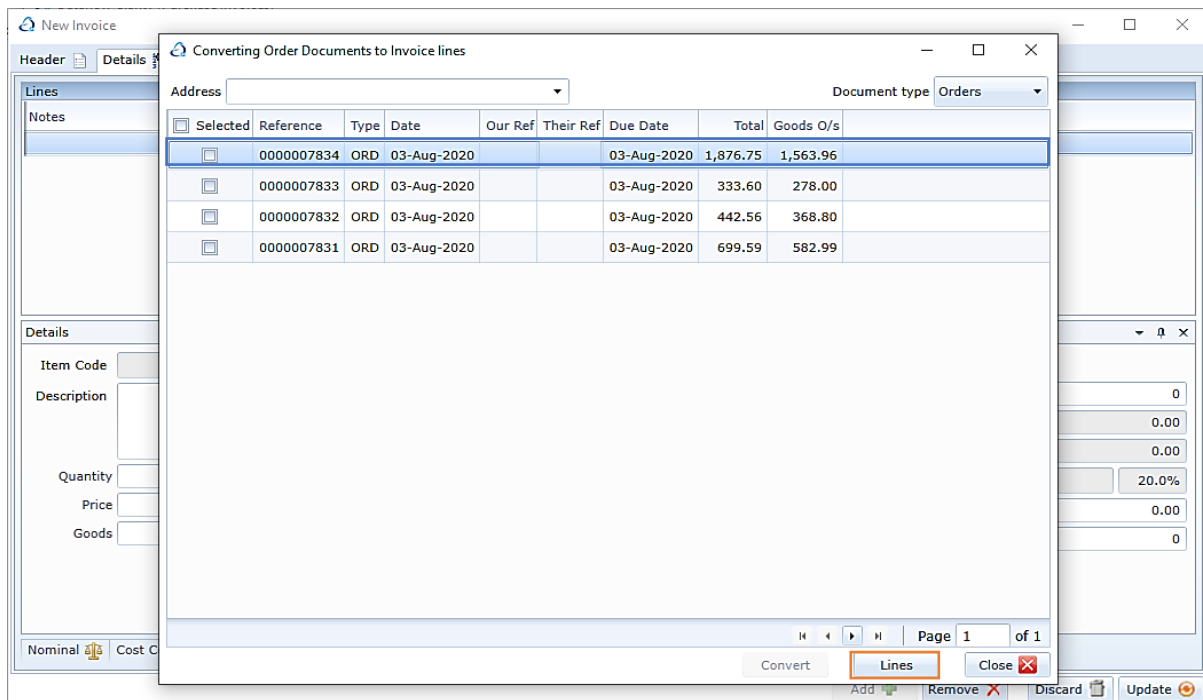
Clicking Convert takes you into the Converting Order Documents to Invoice Lines window. This window displays all open orders and deliveries for the selected supplier account. Use the Document Type drop down highlighted in green below to switch the view between open orders and deliveries.



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

For now I'm simply going to part Invoice 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 Invoice. 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.


Selected	Stock Code	Notes	Quantity	Measure	Quantity O/s	Price	Goods	Goods O/s
<input checked="" type="checkbox"/>	FR21	Chateau Beauregard Ducasse...	1	Dozen	1.00	129.00	129.00	129.00
<input checked="" type="checkbox"/>	FR23	Chablis Domaine Seguinot...	1	Dozen	1.00	149.00	149.00	149.00
<input checked="" type="checkbox"/>	FR25	Consolation 'Juliette'...	2	BOXES of 10	3.00	155.99	311.98	467.97
<input type="checkbox"/>	FR27	Consolation 'Red Socks'...	2	BOXES of 10	2.00	120.60	0.00	241.20
<input type="checkbox"/>	FR28	Consolation 'Wild Boar' Syrah...	4	BOXES of 10	4.00	119.20	0.00	476.80
<input type="checkbox"/>	FR5	Pinot Noir Touraine Domaine...	1	Dozen	1.00	99.99	0.00	99.99

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

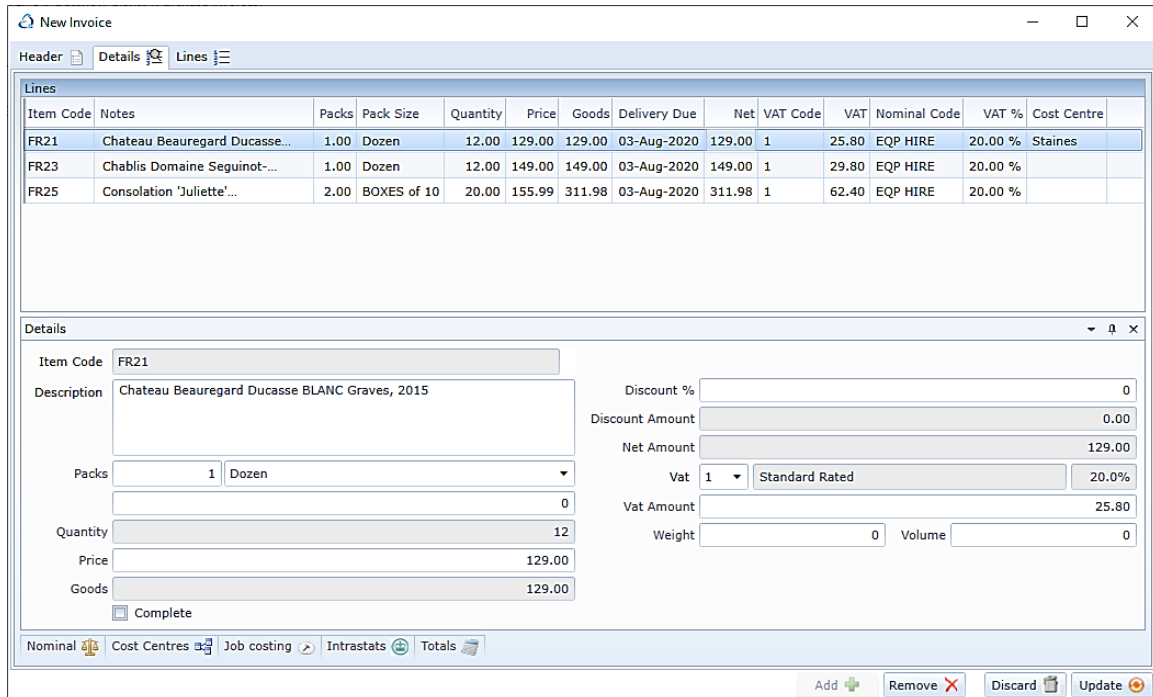
The completed lines are now greyed with a Quantity of 0 within the Converting Order Documents to Delivery lines window, highlighted in yellow below.

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


Selected	Stock Code	Notes	Quantity	Measure	Quantity O/s	Price	Goods	Goods O/s
<input type="checkbox"/>	FR21	Chateau Beauregard Ducasse...	0	Dozen	0.00	129.00	0.00	0.00
<input type="checkbox"/>	FR23	Chablis Domaine Seguinot...	0	Dozen	0.00	149.00	0.00	0.00
<input checked="" type="checkbox"/>	FR25	Consolation 'Juliette'...	1	BOXES of 10	1.00	155.99	155.99	155.99
<input type="checkbox"/>	FR27	Consolation 'Red Socks'...	2	BOXES of 10	2.00	120.60	0.00	241.20
<input type="checkbox"/>	FR28	Consolation 'Wild Boar' Syrah...	4	BOXES of 10	4.00	119.20	0.00	476.80
<input type="checkbox"/>	FR5	Pinot Noir Touraine Domaine...	1	Dozen	1.00	99.99	0.00	99.99

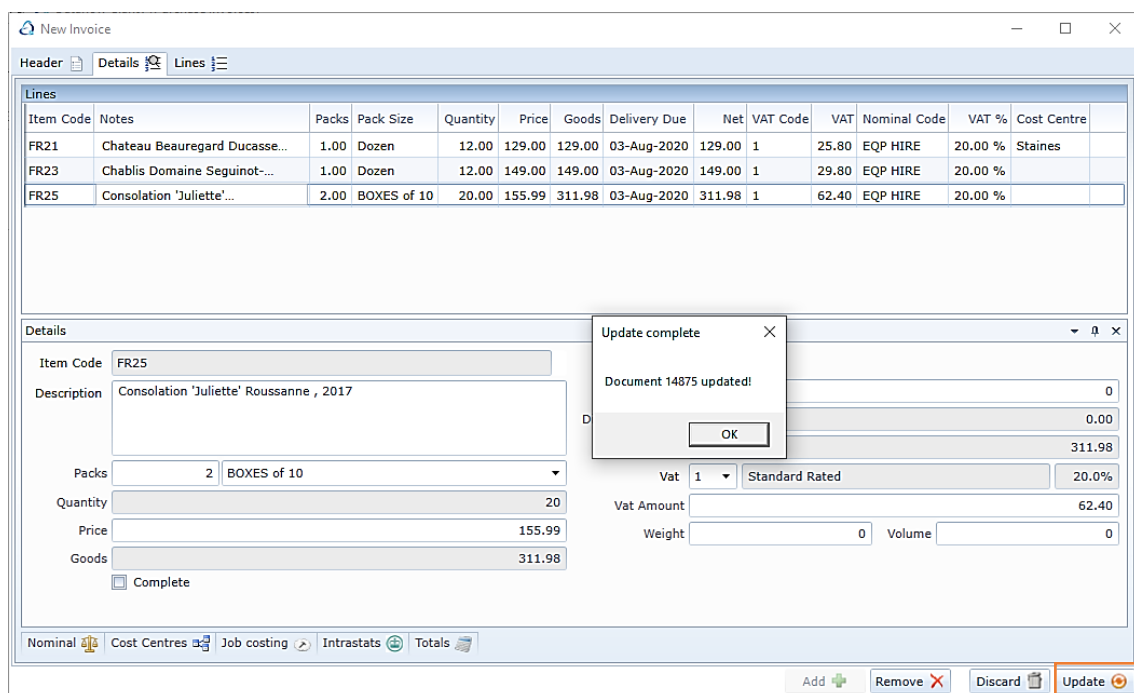
Once you have completed the line selection for the Invoice click the  button, highlighted in red above.

Clicking Close returns you to the Invoice 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.



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

Once you have completed the Invoice click the  button highlighted below in orange to create the Invoice.



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

The Invoice browse window now displays my new Invoice, highlighted in blue below

Dataflow Clarity [Purchase Invoices]

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	Invoice Reference	Status	Account Code	Account Name	Date	Amount	Currency	Last sent as	Email to	Net Amount
●		INV	14875	Outstanding	DBW001	De Burgh Wine Merchants Ltd	10-Aug-2020	£ 707.98			ben.rice@dataflow.co.uk	£ 589.98
●		INV	DX456980	Outstanding	DB0001	Deeside Brewery Ltd	29-Jun-2020	£ 38.14			ben.rice@dataflow.co.uk	£ 31.78
●		INV	PD45689	Outstanding	SM	SM Quality Rail Services Ltd	29-Jun-2020	£ 360.00			ben.rice@dataflow.co.uk	£ 300.00

Outstanding

Page 1 of 1

Clear filter

Update Add Modify Remove

The Orders browse window now reflects the current Order 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	Last
●		ORD	0000007834	Part Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 1,168.77	
●		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	
●		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	

All



Page 1 of 2

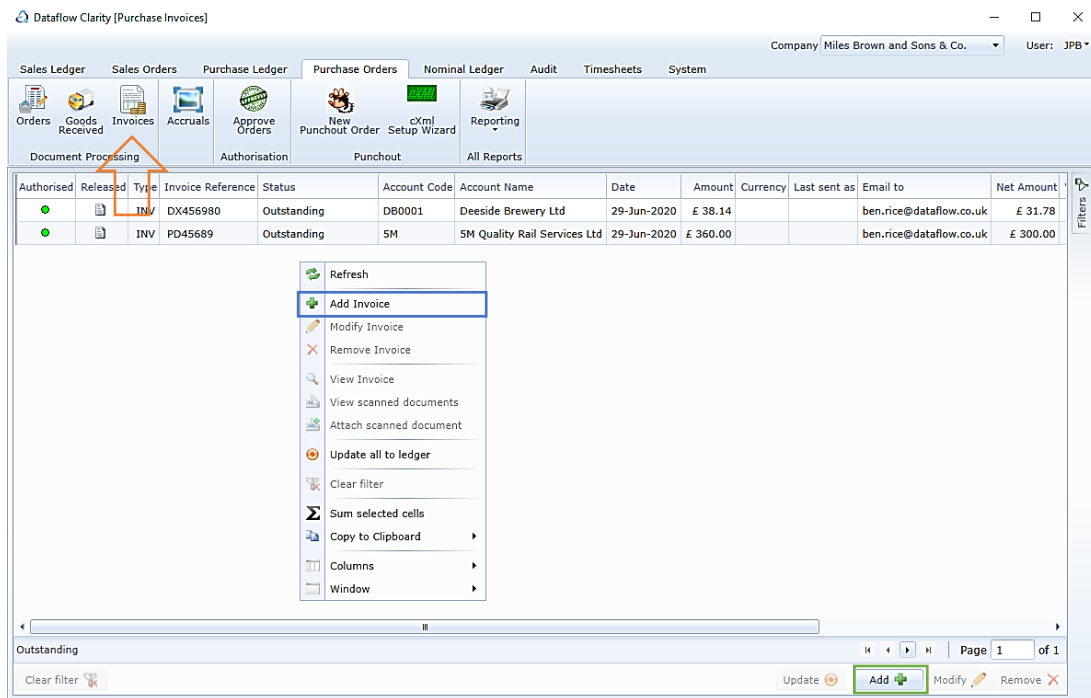
Clear filter

Deliver Invoice Add Modify Remove

Combining multiple orders and/or GRN's into a single Invoice

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

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



Dataflow Clarity [Purchase Invoices]

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

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

Document Processing: Orders, Goods Received, Invoices, Accruals, Approve Orders, New Punchout Order, Setup Wizard, Reporting

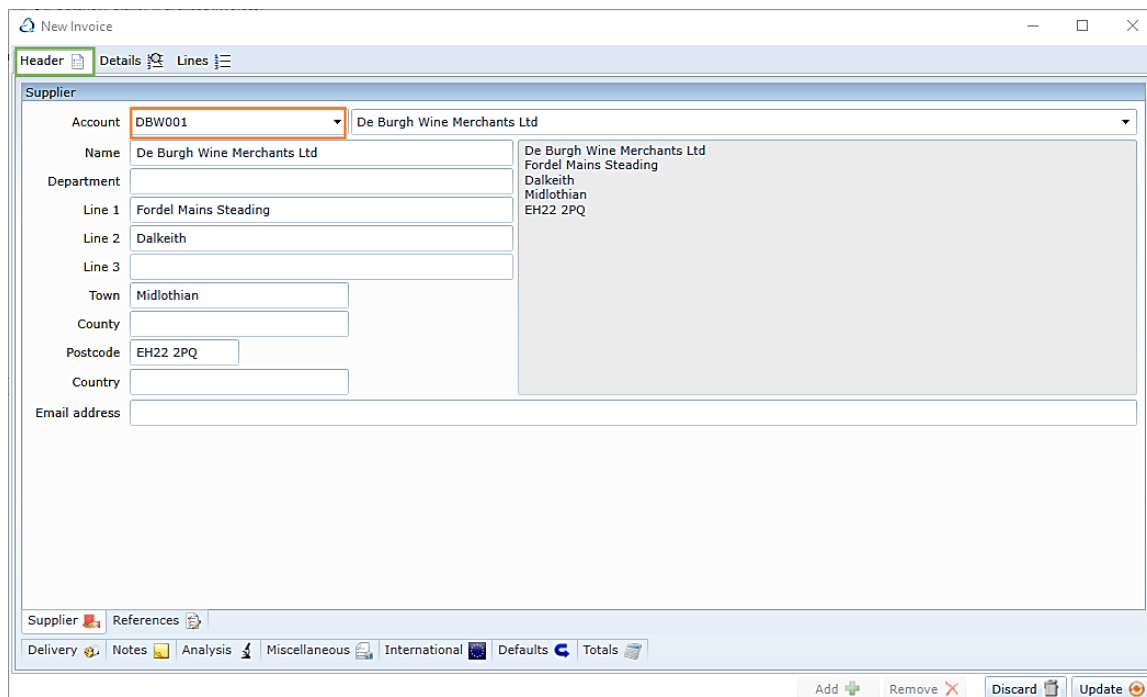
Authorised	Released	Type	Invoice Reference	Status	Account Code	Account Name	Date	Amount	Currency	Last sent as	Email to	Net Amount
		INV	DX456980	Outstanding	DB0001	Deeside Brewery Ltd	29-Jun-2020	£ 38.14			ben.rice@dataflow.co.uk	£ 31.78
		INV	PD45689	Outstanding	5M	5M Quality Rail Services Ltd	29-Jun-2020	£ 360.00			ben.rice@dataflow.co.uk	£ 300.00

Context Menu:

- Refresh
- Add Invoice**
- Modify Invoice
- Remove Invoice
- View Invoice
- View scanned documents
- Attach scanned document
- Update all to ledger
- Clear filter
- Sum selected cells
- Copy to Clipboard
- Columns
- Window

Footer: Outstanding, Clear filter, Update, **Add**, Modify, Remove

Clicking Add opens up a new Invoice window. The first thing you'll need to do is chose the account code for which the associated order was raised, highlighted in orange.



New Invoice

Header | Details | Lines

Supplier

Account: **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:

Supplier Details: De Burgh Wine Merchants Ltd, Fordel Mains Steading, Dalkeith, Midlothian, EH22 2PQ

Footer: Supplier, References, Delivery, Notes, Analysis, Miscellaneous, International, Defaults, Totals, Add, Remove, Discard, Update

If Clarity is not setup to generate automatic invoice references you will need to manually enter a Purchase Order Invoice number. This is done within the References tab, which is highlighted in red below, and the Invoice number entered into the Number field highlighted in yellow.

New Invoice for DBW001 De Burgh Wine Merchants Ltd

Header Details Lines

References

Type: Invoice

References

Number: 12896

Ours:

Theirs:

Dates

Date: 10 August 2020

Supplier References

Delivery Notes Analysis Miscellaneous International Defaults Totals

Add Remove Discard Update

Once you have chosen the account and entered an Invoice number click on the Details tab highlighted in yellow below:

New Invoice

Header Details Lines

Supplier

Account: 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:

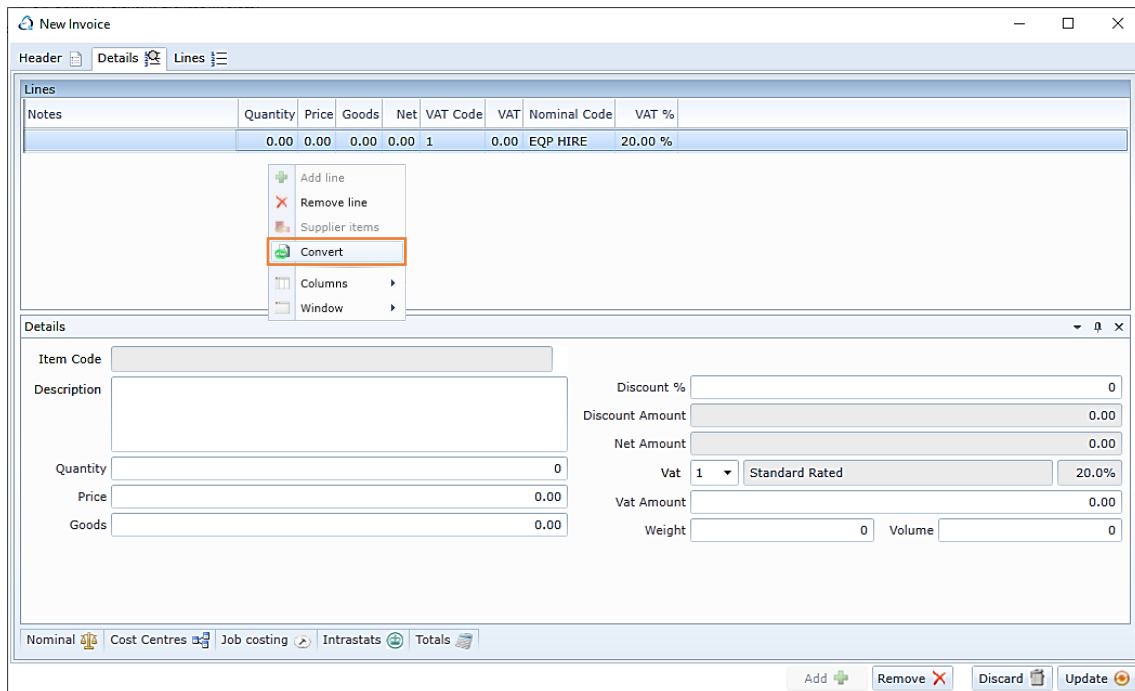
Email address:

Supplier References

Delivery Notes Analysis Miscellaneous International Defaults Totals

Add Remove Discard Update

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

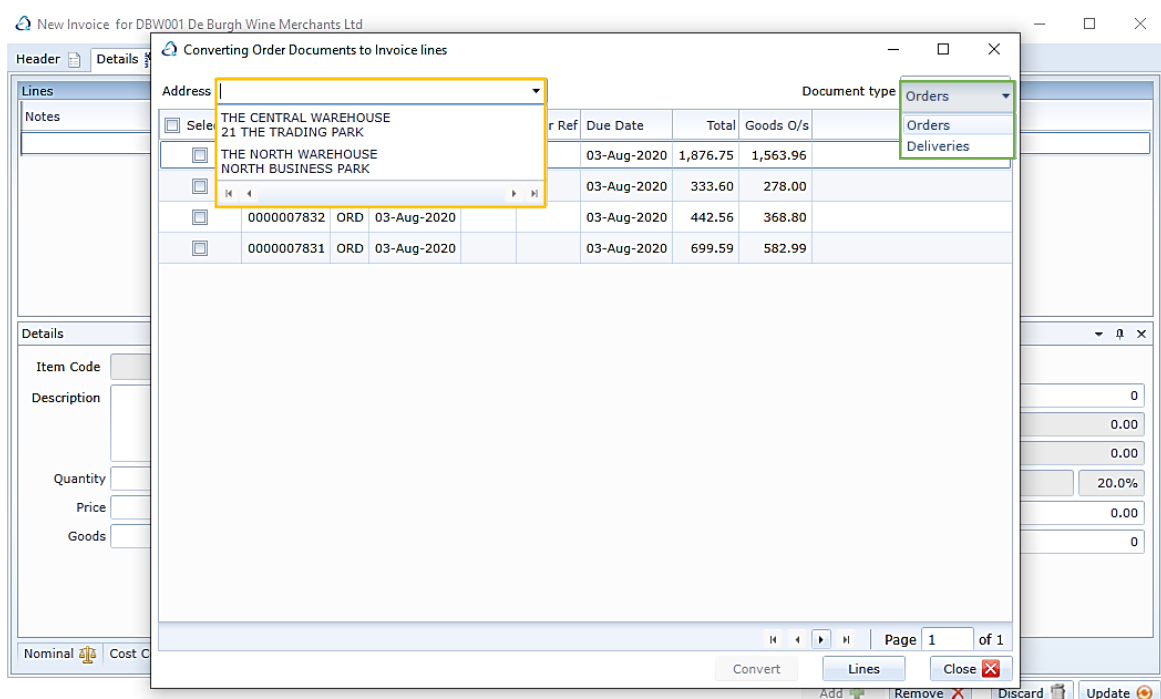


The screenshot shows the 'New Invoice' window with the 'Details' tab selected. A right-click context menu is open over the 'Lines' table, with the 'Convert' option highlighted in orange. The 'Lines' table has columns: Notes, Quantity, Price, Goods, Net, VAT Code, VAT, Nominal Code, and VAT %. The first row shows: 0.00, 0.00, 0.00, 0.00, 1, 0.00, EQP HIRE, 20.00 %.

The 'Details' section below the table contains fields for: Item Code, Description, Quantity (0), Price (0.00), Goods (0.00), Discount % (0), Discount Amount (0.00), Net Amount (0.00), Vat (1), Standard Rated (20.0%), Vat Amount (0.00), Weight (0), and Volume (0).

Clicking Convert takes you into the Converting Order Documents to Invoice Lines window. This window displays all open orders and deliveries for the selected supplier account. Use the Document Type drop down highlighted in green below to switch the view between open orders and deliveries.

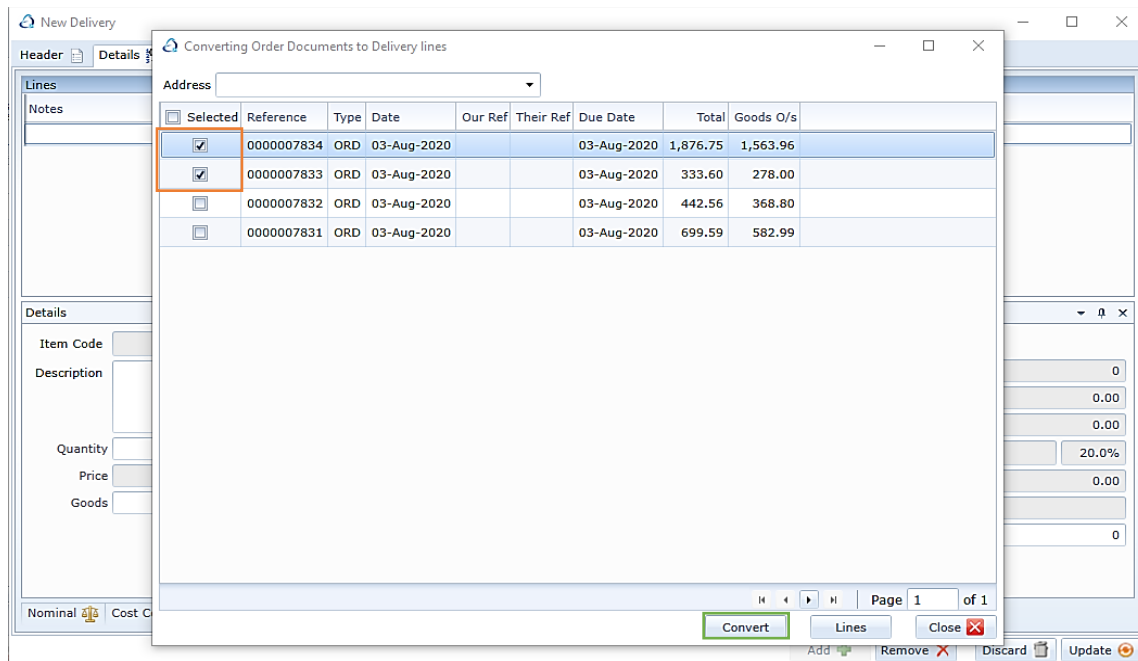
You may choose to filter the available orders by the delivery depot they have been chosen to be delivered to by using the Address drop down highlighted in yellow below. In this example I won't be applying this filter so I have access to all orders.



The screenshot shows the 'Converting Order Documents to Invoice lines' window. The 'Address' drop-down is highlighted in yellow, showing a list of addresses: THE CENTRAL WAREHOUSE, 21 THE TRADING PARK; THE NORTH WAREHOUSE; NORTH BUSINESS PARK. The 'Document type' drop-down is highlighted in green, showing a list of document types: Orders, Orders, Deliveries. The table below shows columns: r Ref, Due Date, Total, Goods O/s, and a list of orders with their respective dates and amounts.

r Ref	Due Date	Total	Goods O/s
03-Aug-2020	1,876.75	1,563.96	
03-Aug-2020	333.60	278.00	
03-Aug-2020	442.56	368.80	
03-Aug-2020	699.59	582.99	

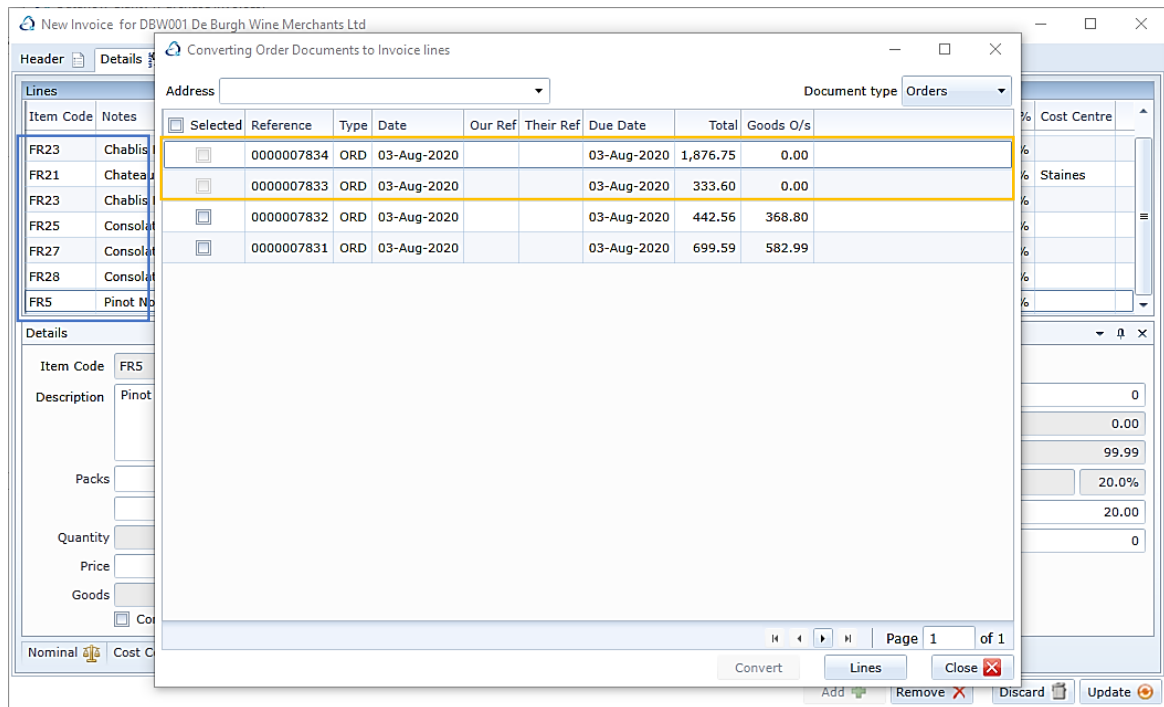
The image below shows that I have chosen to Invoice the first two orders, this is signified by a tick in the Selected column highlighted in orange.



To add these two orders to the Invoice click the Convert button, highlighted in green in the image above.

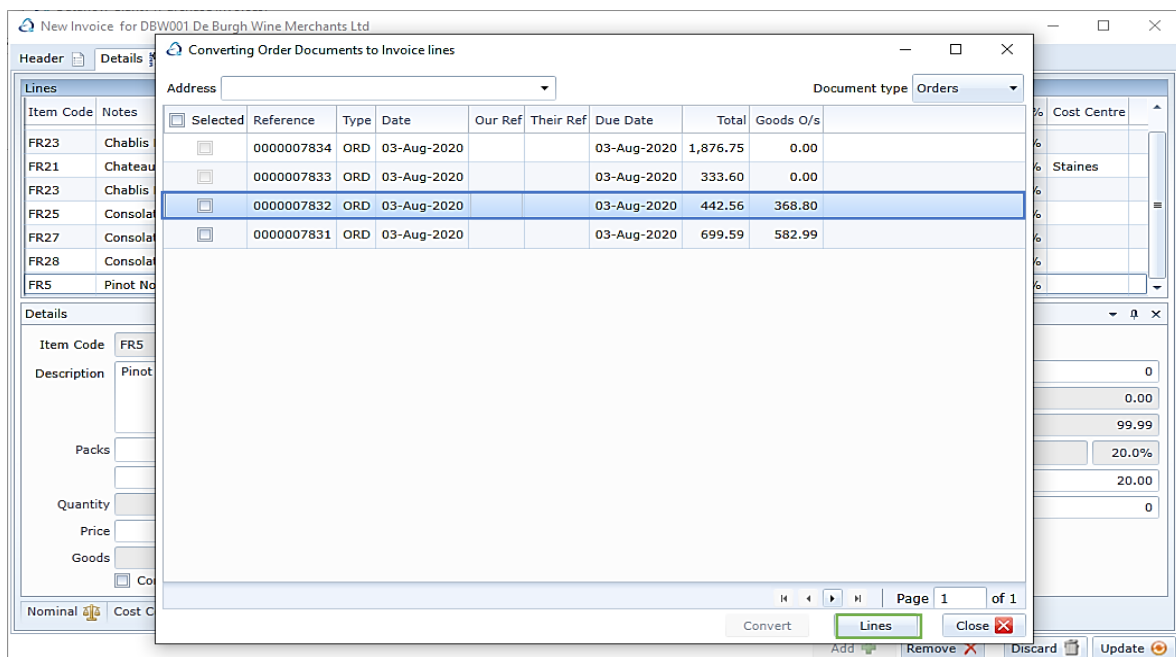
The order lines of the two selected orders now appear within the new Invoice window behind the Converting Order Documents to Delivery Lines window below, highlighted in blue.

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 Invoice I also want to include part one of the remaining orders into the same Invoice.

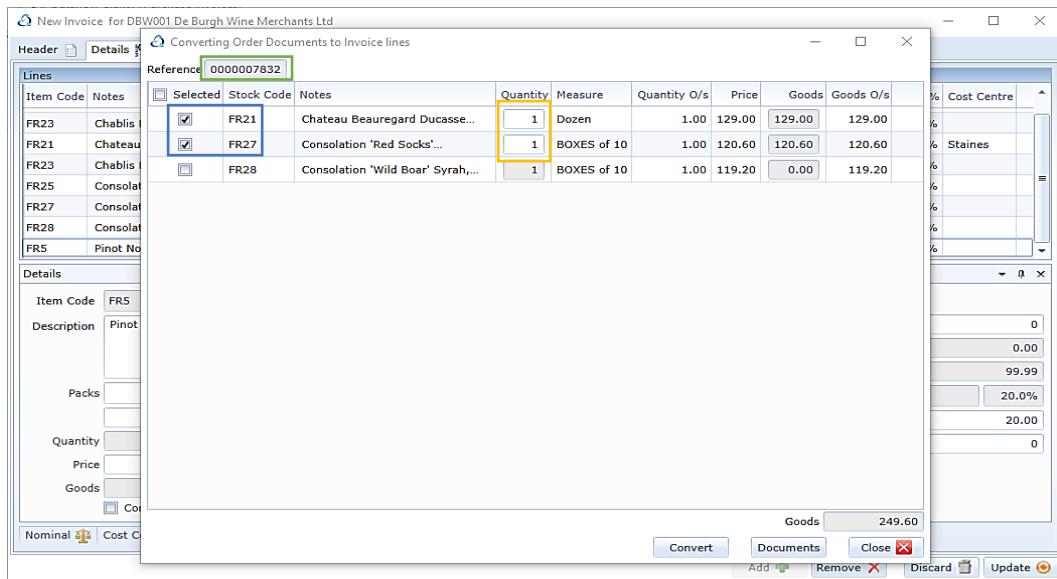
To do so firstly select the order within the Converting Order Documents to Invoice lines window by left clicking on it, highlighted in blue below. Then click on the **Lines** button, highlighted in green below:



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.

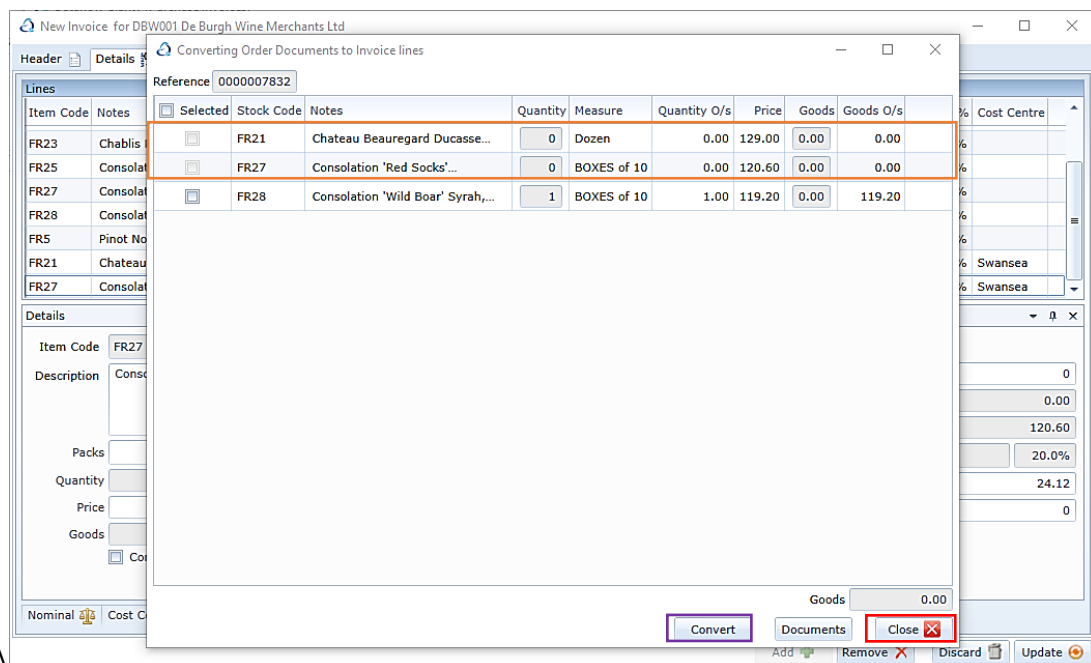
In the example below I have ticked the lines I wish to include in my Invoice, highlighted in blue below.

Should you wish to do so you may also adjust the line quantity to be Invoiced at this stage, by double clicking 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 Invoice click on the **Convert** button highlighted in purple below. Once you click Convert the lines will be added to the Invoice and will appear greyed out with the quantity reduced, highlighted in orange below.



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

Clicking Close returns you to the Invoice now 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.

New Invoice for DBW001 De Burgh Wine Merchants Ltd

Header Details Lines

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

Details


Item Code: FR27
Description: Consolation 'Red Socks' Carignan, 2015

Packs: 1 BOXES of 10
Quantity: 10
Price: 120.60
Goods: 120.60

Discount %: 0
Discount Amount: 0.00
Net Amount: 120.60
Vat: 1 Standard Rated 20.0%
Vat Amount: 24.12
Weight: 0 Volume: 0

Nominal Cost Centres Job costing Intrastats Totals

Add Remove Discard Update

I also want to include a GRN to my invoice. To do so right click again on the grid and choose the option  **Convert** highlighted in orange below:

New Invoice for DBW001 De Burgh Wine Merchants Ltd

Header Details Lines

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

Details

Item Code: FR27
Description: Consolation 'Red Socks' Carignan, 2015

Packs: 1 BOXES of 10
Quantity: 10
Price: 120.60
Goods: 120.60

Discount %: 0
Discount Amount: 0.00
Net Amount: 120.60
Vat: 1 Standard Rated 20.0%
Vat Amount: 24.12
Weight: 0 Volume: 0

Nominal Cost Centres Job costing Intrastats Totals

Add Remove Discard Update

Select Deliveries within the Document type drop down, highlighted in green below. Tick the required GRN, highlighted below in orange and then click the **Convert** button highlighted in blue below to add the selected GRN to the Invoice.

Once you've clicked Convert close the Converting Delivery Documents to Invoice lines window using the close button highlighted in red below to return to the invoice.

New Invoice for DBW001 De Burgh Wine Merchants Ltd

Converting Delivery Documents to Invoice lines

Address: [Dropdown]

Document type: Deliveries

Item Code	Notes	Reference	Type	Date	Our Ref	Their Ref	Due Date	Total	Goods O/s
FR23	Chablis	000008507	DEL	29-Jun-2020			01-Jul-2020	187.19	155.99

Details

Item Code: FR27

Description: Consolation 'Juliette'...

Packs: [Dropdown]

Quantity: [Input]

Price: [Input]

Goods: [Input]

Nominal: [Dropdown]

Cost Centre: [Dropdown]

Page 1 of 1

Convert Lines Close

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

New Invoice for DBW001 De Burgh Wine Merchants Ltd

Header Details Lines

Item Code	Notes	Packs	Pack Size	Quantity	Price	Goods	Delivery Due	Net	VAT Code	VAT	Nominal Code	VAT %	Cost Centre
FR25	Consolation 'Juliette'...	3.00	BOXES of 10	30.00	155.99	467.97	03-Aug-2020	467.97	1	93.59	EQP HIRE	20.00 %	
FR27	Consolation 'Red Socks'...	2.00	BOXES of 10	20.00	120.60	241.20	03-Aug-2020	241.20	1	48.24	EQP HIRE	20.00 %	
FR28	Consolation 'Wild Boar' Syrah...	4.00	BOXES of 10	40.00	119.20	476.80	03-Aug-2020	476.80	1	95.36	EQP HIRE	20.00 %	
FR5	Pinot Noir Touraine Domaine...	1.00	Dozen	12.00	99.99	99.99	03-Aug-2020	99.99	1	20.00	EQP HIRE	20.00 %	
FR21	Chateau Beauregard Ducasse...	1.00	Dozen	12.00	129.00	129.00	03-Aug-2020	129.00	1	25.80	EQP HIRE	20.00 %	Swansea
FR27	Consolation 'Red Socks'...	1.00	BOXES of 10	10.00	120.60	120.60	03-Aug-2020	120.60	1	24.12	EQP HIRE	20.00 %	Swansea
FR25	Consolation 'Juliette'...	1.00	BOXES of 10	10.00	155.99	155.99	01-Jul-2020	155.99	1	31.20	EQP HIRE	20.00 %	Staines

Details

Item Code: FR25

Description: Consolation 'Juliette' Roussanne, 2017

Packs: 1 BOXES of 10

Quantity: 10

Price: 155.99

Goods: 155.99

Vat: 1 Standard Rated

Vat Amount: 31.20

Weight: 0 Volume: 0

Nominal: [Dropdown]

Cost Centres: [Dropdown]

Job costing: [Dropdown]

Intrastats: [Dropdown]

Totals: [Dropdown]

Add Remove Discard Update

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

The Invoice window now lists my new consolidated Invoice, highlighted in blue below.

Dataflow Clarity [Purchase Invoices]

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	Invoice Reference	Status	Account Code	Account Name	Date	Amount	Currency	Last sent as	Email to	Net Amount
●		INV	16548	Outstanding	DBW001	De Burgh Wine Merchants Ltd	10-Aug-2020	£ 2,697.06				£ 2,247.1
●		INV	DX456980	Outstanding	DB0001	Deeside Brewery Ltd	29-Jun-2020	£ 38.14			ben.rice@dataflow.co.uk	£ 31.1
●		INV	PD45689	Outstanding	SM	SM Quality Rail Services Ltd	29-Jun-2020	£ 360.00			ben.rice@dataflow.co.uk	£ 300.0

Outstanding

Page 1 of 1

Clear filter Update Add Modify Remove

The Orders browse window (green arrow) below now reflects the current order status for the three orders I've just consolidated into a single Invoice, 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
●		ORD	0000007834	Fully Delivered, fully invoiced	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 0.00	
●		ORD	0000007833	Fully Delivered, fully invoiced	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 0.00	
●		ORD	0000007832	Part Delivered, part invoiced	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, fully 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	
●		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	

All

Page 1 of 2

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.

Note that the following process is only available when Invoicing directly from an Order and not available when Invoicing a GRN.

Using the Complete parameter allows you to Invoice 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 Invoice.

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 Invoice on the order takes me into the Invoice creation window. 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	Nominal Code	VAT %	Cost Centre
FR21	Chateau Beauregard Ducasse...	1.00	Dozen	12.00	129.00	129.00	129.00	1	25.80	EQP HIRE	20.00 %	Staines
FR23	Chablis Domaine Seguinot...	1.00	Dozen	12.00	149.00	149.00	149.00	1	29.80	EQP HIRE	20.00 %	
FR25	Consolation 'Juliette'...	3.00	BOXES of 10	30.00	155.99	467.97	467.97	1	93.59	EQP HIRE	20.00 %	
FR27	Consolation 'Red Socks'...	2.00	BOXES of 10	20.00	120.60	241.20	241.20	1	48.24	EQP HIRE	20.00 %	
FR28	Consolation 'Wild Boar' Syrah...	4.00	BOXES of 10	40.00	119.20	476.80	476.80	1	95.36	EQP HIRE	20.00 %	
FR5	Pinot Noir Touraine Domaine...	1.00	Dozen	12.00	99.99	99.99	99.99	1	20.00	EQP HIRE	20.00 %	

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
Complete	<input checked="" type="checkbox"/>

Totals	
Discount %	0
Discount Amount	0.00
Net Amount	476.80
Vat	1 Standard Rated
Vat Amount	95.36
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.

New Invoice for DBW001 De Burgh Wine Merchants Ltd

Header Details Lines

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

Details

Item Code: FR28

Description: Consolation 'Wild Boar' Syrah, 2017

Packs: 2 BOXES of 10

Each: 0

Quantity: 20

Price: 119.20

Goods: 238.40

☒ Complete

Discount %: 0

Discount Amount: 0.00

Net Amount: 238.40

Vat: 1 Standard Rated 20.0%

Vat Amount: 47.68

Weight: 0 Volume: 0

Nominal Cost Centres Job costing Intrastats Totals

Add Remove Discard Update

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

New Invoice for DBW001 De Burgh Wine Merchants Ltd

Header Details Lines

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

Details

Item Code: FR28

Description: Consolation 'Wild Boar' Syrah, 2017

Packs: 2 BOXES of 10

Each: 0

Quantity: 20

Price: 119.20

Goods: 238.40

☒ Complete

Discount %: 0

Discount Amount: 0.00

Net Amount: 238.40

Vat: 1 Standard Rated 20.0%

Vat Amount: 47.68

Weight: 0 Volume: 0

Nominal Cost Centres Job costing Intrastats Totals

Add Remove Discard Update

Update complete

Document 98657 updated!

OK

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

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
●	📄	ORD	0000007834	Fully Delivered, fully invoiced	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	5M	5M 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	5M	5M Quality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00	
●	📄	ORD	0000007824	Fully delivered	5M	5M Quality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 2,400.00		£ 0.00	
●	📄	ORD	0000007823	Outstanding	5M	5M 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	5M	5M Quality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00	
●	📄	ORD	0000007820	Outstanding	5M	5M 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	

Clear filter

Deliver Invoice Add Modify Remove

Page 1 of 2

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

Should you find that you no longer require the remaining goods on a part invoiced order you can use the Complete Order function on the remainder of the entire order.

To do so use the right click Complete Order option, highlighted in orange in the image below. This option is available 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, fully Invoiced.

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 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
●	📄	ORD	0000007834	Part Delivered, part invoiced	DBW001	De Burgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 1,876.75		£ 572.16	
●	📄	ORD	0000007833	Outs Refresh		urgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 333.60		£ 333.60	
●	📄	ORD	0000007832	Outs New punch out order		urgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 442.56		£ 442.56	
●	📄	ORD	0000007831	Outs Quick order		urgh Wine Merchants Ltd	03-Aug-2020	03-Aug-2020	£ 699.59		£ 699.59	
●	📄	ORD	0000007830	Part Copy order		ide Brewery Ltd	29-Jun-2020	29-Jun-2020	£ 64.29		£ 26.15	
●	📄	ORD	0000007829	Fully Add Order		uality Rail Services Ltd	29-Jun-2020	29-Jun-2020	£ 480.00		£ 0.00	
●	📄	ORD	0000007828	Fully Modify Order		urgh Wine Merchants Ltd	01-Jul-2020	01-Jul-2020	£ 816.94		£ 0.00	
●	📄	ORD	0000007827	Fully Remove Order		ide Brewery Ltd	01-Jul-2020	01-Jul-2020	£ 446.57		£ 0.00	
●	📄	ORD	0000007826	Part Complete Order		ebells Prime Meat Ltd	01-Jul-2020	01-Jul-2020	£ 518.40		£ 109.00	
●	📄	ORD	0000007825	Outs View Order		uality Rail Services Ltd	12-Aug-2020	12-Aug-2020	£ 240.00		£ 240.00	
●	📄	ORD	0000007824	Fully View scanned documents		uality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 2,400.00		£ 0.00	
●	📄	ORD	0000007823	Outs Attach scanned document		uality Rail Services Ltd	09-Jul-2020	09-Jul-2020	£ 1,200.00		£ 1,200.00	
●	📄	ORD	0000007822	Outs Preview order 0000007830		ord Design Services	14-Jun-2020	20-Aug-2020	£ 50,868.00		£ 50,868.00	
●	📄	ORD	0000007821	Outs Download order 0000007830 for final print		uality Rail Services Ltd	14-Jun-2020	14-Aug-2020	£ 55,200.00		£ 55,200.00	
●	📄	ORD	0000007820	Outs Email order 0000007830 to supplier		uality Rail Services Ltd	08-Mar-2020	08-Mar-2020	£ 2,620.25		£ 2,620.25	
●	📄	ORD	0000007819	Outs Print/Email current range		Supply and Rental Services bu	04-May-2020	04-May-2020	£ 3,260.62		£ 3,260.62	
●	📄	ORD	0000007818	Outs Deliver 0000007830		Supply and Rental Services bu	04-May-2020	04-May-2020	£ 323.12		£ 323.12	
●	📄	ORD	0000007817	Outs Invoice 0000007830		s Consultancy&Design Ltd	01-Jun-2020	01-Jun-2020	£ 117.50		£ 117.50	

Sum selected cells Copy to Clipboard

Clear filter

Deliver Invoice Add Modify Remove

Page 1 of 2

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