



DATAFLOW
Financial Software Solutions

Period Processing

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:

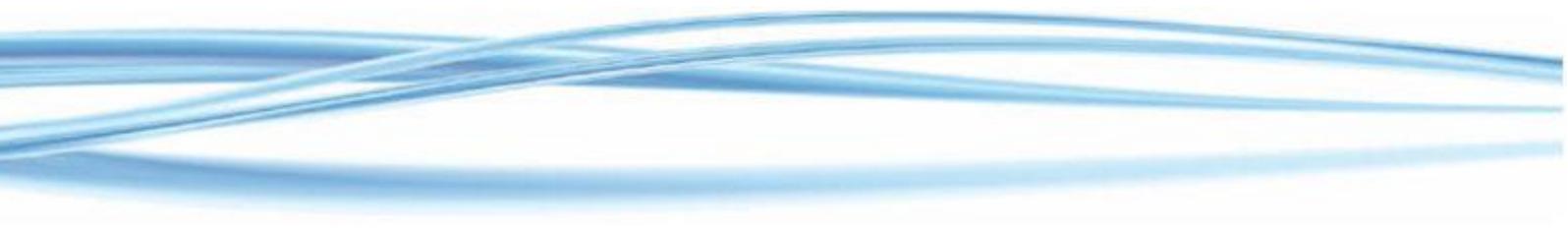
https://dataflow.co.uk/images/uploads/release_notes/Clarity - Navigating the System .pdf

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.

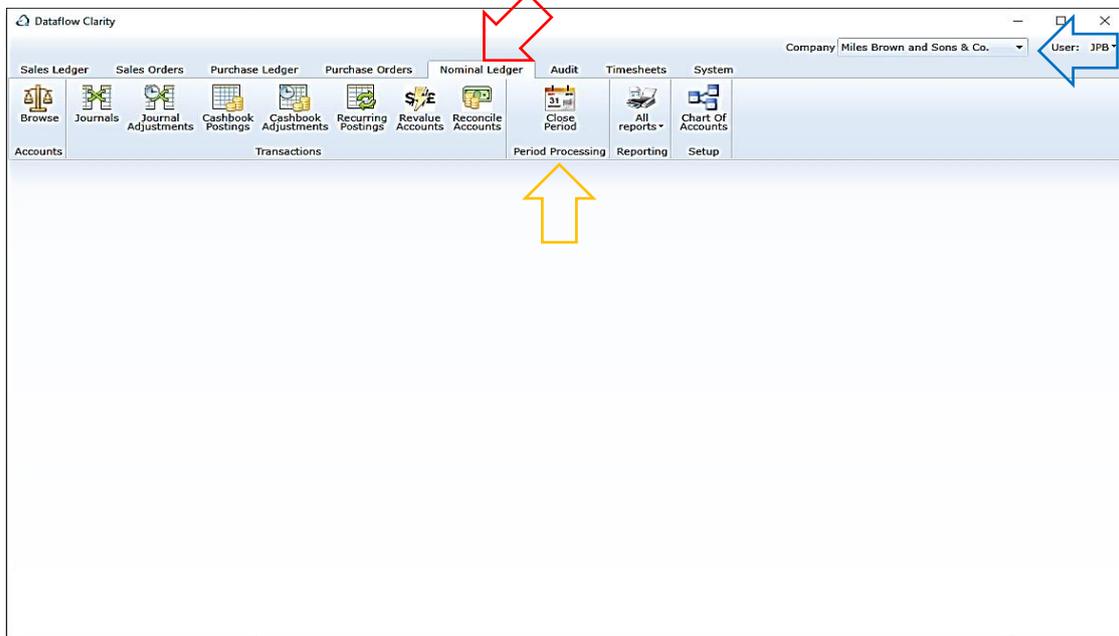
Warmest regards

Dataflow (UK) Ltd

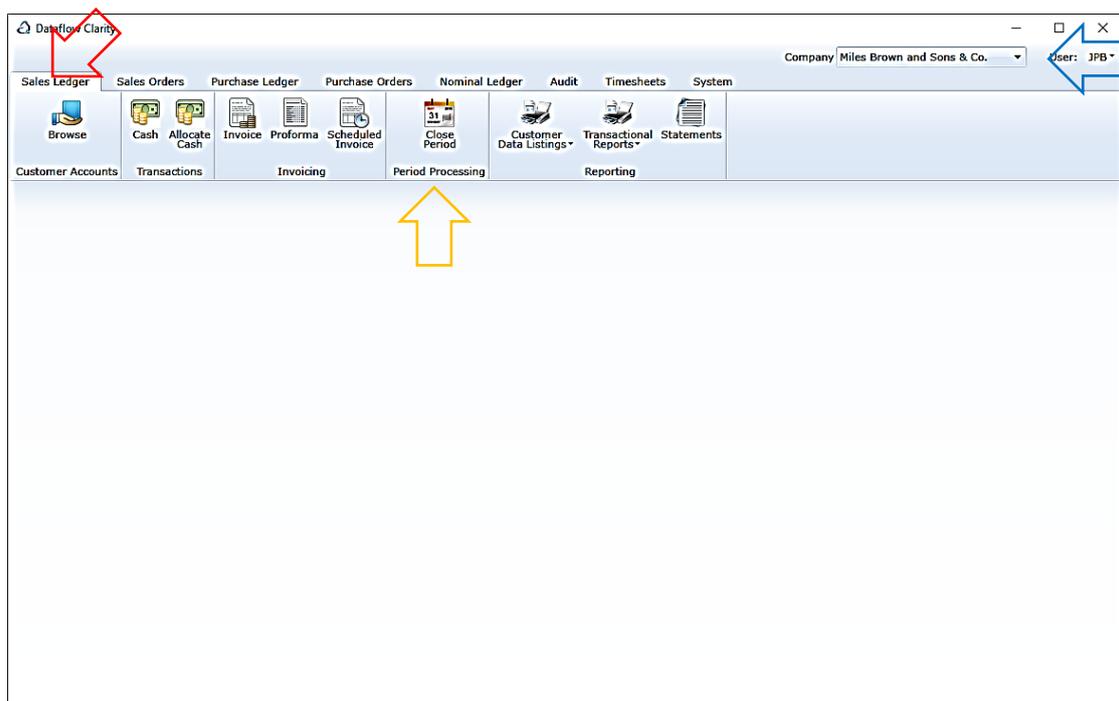


Closing and opening periods is a very straight forward process in Clarity.

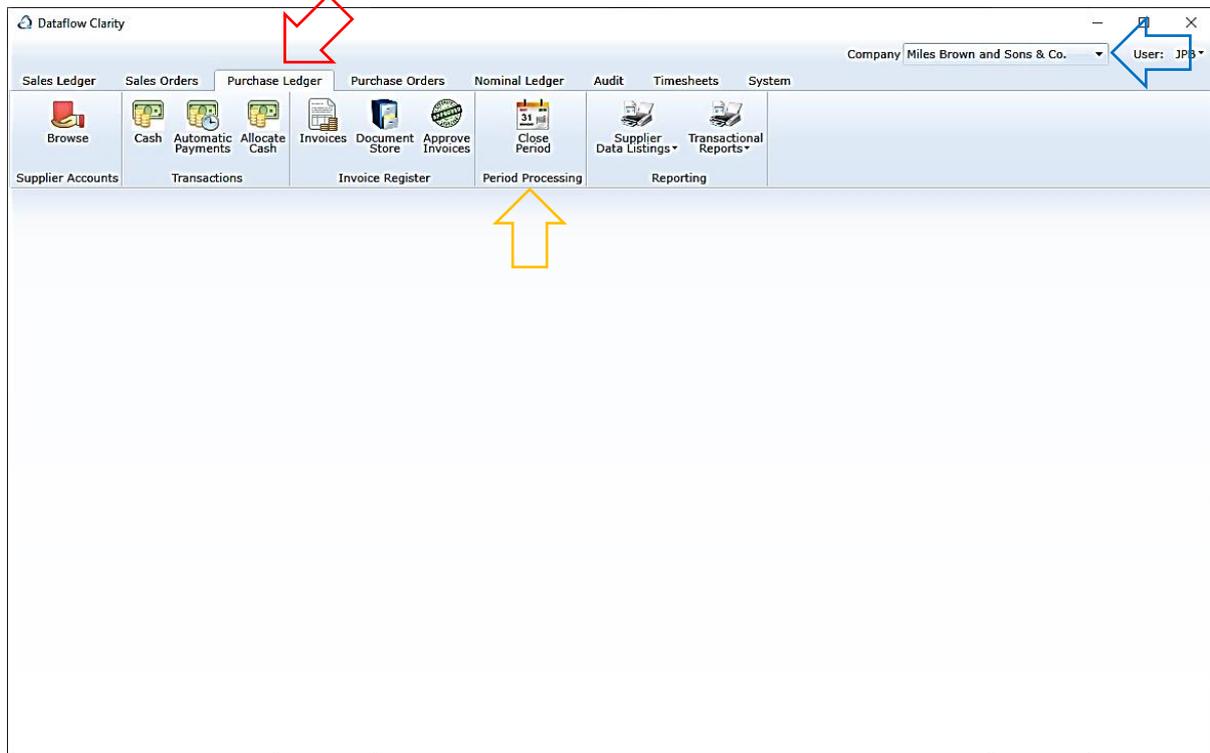
The Period processing is carried out in the Close Period section of the toolbar. The example below is using the Nominal Ledger Close period option. The blue arrow identifies the company for which you will be closing or opening the period, the red arrow identifies the Nominal Ledger and the yellow arrow identifies the Close Period option:



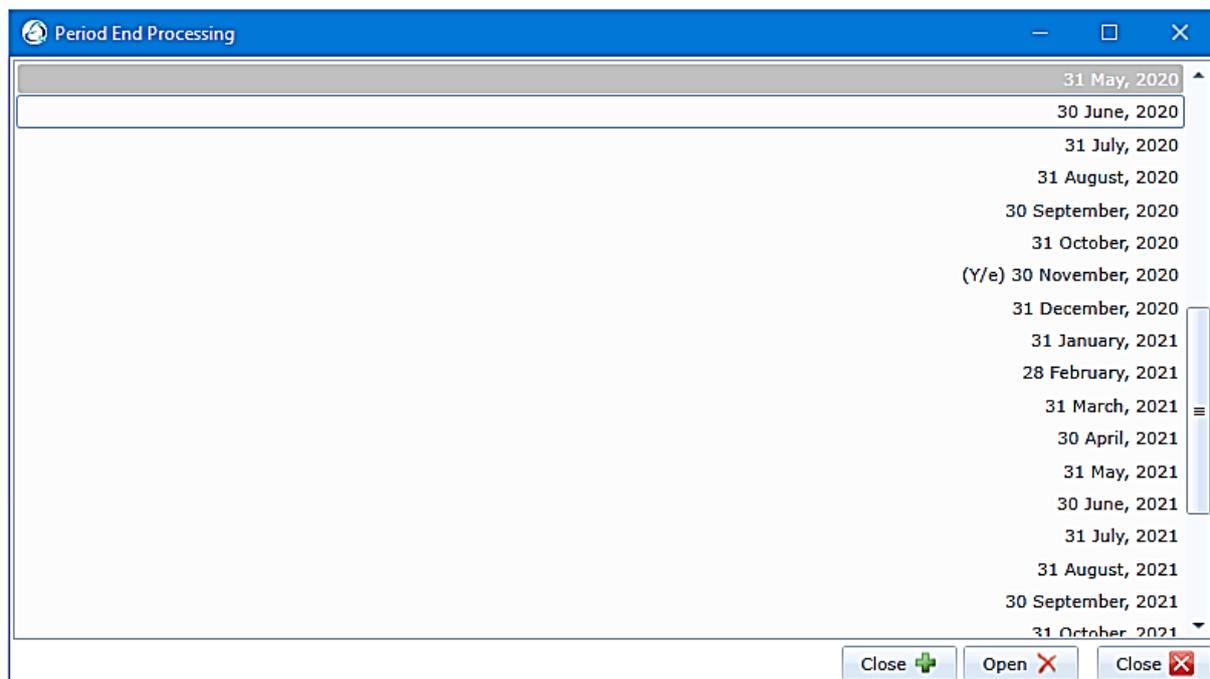
The Sales Ledger Close Period option is similarly placed. The blue arrow identifies the company for which you will be closing or opening the period, the red arrow identifies the Sales Ledger and the yellow arrow identifies the Close Period option:



As is the Purchase Ledger Close Period option. The blue arrow identifies the company for which you will be closing or opening the period, the red arrow identifies the Purchase Ledger and the yellow arrow identifies the Close Period option:



The Close Period windows for the Sales and Purchase ledger are identical:



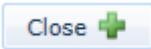
The Close Period window for the Nominal Ledger contains the balance information so the view differs slightly from that of the Sales and Purchase Ledger. The balances displayed within the Nominal Ledger Close Period window are for the current open period:

Period	Code	Description	Opening Balance	Closing DRs	Closing CRs	Balance Posted	Fr
31 December, 2019	ACC.DEPN	Accumulated Depreciation	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
31 January, 2020	ACCOUNTS	Accountancy Fees	£ 20,288.40	£ 20,288.40	£ 0.00	£ 0.00	
29 February, 2020	ACCRUALS	Accruals	£ -3,500.00	£ 0.00	£ -3,500.00	£ 0.00	
31 March, 2020	ACCRUED COS P&L	Accrued COS on Jobs (P&L)	£ 0.00	£ 795,300.00	£ 0.00	£ 795,300.00	
30 April, 2020	ACCRUED COS PROV BS	Accrued COS Provision (BS)	£ 0.00	£ 0.00	£ -766,300.00	£ -766,300.00	
31 May, 2020	ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	£ 0.00	£ 0.00	£ -29,000.00	£ -29,000.00	
30 June, 2020	ADVERTG	Advertising	£ 118,132.46	£ 142,632.46	£ 0.00	£ 24,500.00	
31 July, 2020	AUDIT	Audit Fees	£ 16,705.00	£ 17,705.00	£ 0.00	£ 1,000.00	
31 August, 2020	BANK DEP1	Bank (Deposit Acct 1)	£ 0.00	£ 100.00	£ 0.00	£ 100.00	
30 September, 2020	BANK DEP2	Bank (Deposit Acct 2)	£ 50,000.00	£ 51,000.00	£ 0.00	£ 1,000.00	
31 October, 2020	BANK LOAN	Business Development Loan	£ -85,000.00	£ 0.00	£ -85,000.00	£ 0.00	
(Y/e) 30 November, 2020	BANK1	Bank (Current Account)	£ 1,496,491.81	£ 1,468,705.57	£ 0.00	£ -27,786.24	
31 December, 2020	BANKCHGES	Bank Charges	£ 1,548.40	£ 1,548.40	£ 0.00	£ 0.00	
28 February, 2021	BDDEBTS	Bad Debts	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
31 March, 2021	CARRIAGE	Carriage out	£ -102,679.68	£ 0.00	£ -102,689.6	£ -10.00	
30 April, 2021	CASHADJ	Cash Adjustments	£ 0.31	£ 0.31	£ 0.00	£ 0.00	
31 May, 2021	CIS_CONTROL	CIS Control Account	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
30 June, 2021	COMMISSION	Commission on currency trans.	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
31 July, 2021	CONPURCH	Purchases of Consumables	£ 116,143.00	£ 136,143.00	£ 0.00	£ 20,000.00	
31 August, 2021							
30 September, 2021							
31 October, 2021							
(Y/e) 30 November, 2021							
31 December, 2021							

The period calendar view is the same in Sales and Purchase Ledgers Close Period window. The area highlighted in red below are the closed periods for that ledger, they are identified by being grey filled. The area highlighted in yellow is the current open period for that ledger. The current open period for that ledger is the first non-grey filled period in the list:

Period	Code	Description	Opening Balance	Closing DRs	Closing CRs	Balance Posted	Fr
31 December, 2019	ACC.DEPN	Accumulated Depreciation	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
31 January, 2020	ACCOUNTS	Accountancy Fees	£ 20,288.40	£ 20,288.40	£ 0.00	£ 0.00	
29 February, 2020	ACCRUALS	Accruals	£ -3,500.00	£ 0.00	£ -3,500.00	£ 0.00	
31 March, 2020	ACCRUED COS P&L	Accrued COS on Jobs (P&L)	£ 0.00	£ 795,300.00	£ 0.00	£ 795,300.00	
30 April, 2020	ACCRUED COS PROV BS	Accrued COS Provision (BS)	£ 0.00	£ 0.00	£ -766,300.00	£ -766,300.00	
31 May, 2020	ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	£ 0.00	£ 0.00	£ -29,000.00	£ -29,000.00	
30 June, 2020	ADVERTG	Advertising	£ 118,132.46	£ 142,632.46	£ 0.00	£ 24,500.00	
31 July, 2020	AUDIT	Audit Fees	£ 16,705.00	£ 17,705.00	£ 0.00	£ 1,000.00	
31 August, 2020	BANK DEP1	Bank (Deposit Acct 1)	£ 0.00	£ 100.00	£ 0.00	£ 100.00	
30 September, 2020	BANK DEP2	Bank (Deposit Acct 2)	£ 50,000.00	£ 51,000.00	£ 0.00	£ 1,000.00	
31 October, 2020	BANK LOAN	Business Development Loan	£ -85,000.00	£ 0.00	£ -85,000.00	£ 0.00	
(Y/e) 30 November, 2020	BANK1	Bank (Current Account)	£ 1,496,491.81	£ 1,468,705.57	£ 0.00	£ -27,786.24	
31 December, 2020	BANKCHGES	Bank Charges	£ 1,548.40	£ 1,548.40	£ 0.00	£ 0.00	
28 February, 2021	BDDEBTS	Bad Debts	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
31 March, 2021	CARRIAGE	Carriage out	£ -102,679.68	£ 0.00	£ -102,689.6	£ -10.00	
30 April, 2021	CASHADJ	Cash Adjustments	£ 0.31	£ 0.31	£ 0.00	£ 0.00	
31 May, 2021	CIS_CONTROL	CIS Control Account	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
30 June, 2021	COMMISSION	Commission on currency trans.	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
31 July, 2021	CONPURCH	Purchases of Consumables	£ 116,143.00	£ 136,143.00	£ 0.00	£ 20,000.00	
31 August, 2021							
30 September, 2021							
31 October, 2021							
(Y/e) 30 November, 2021							
31 December, 2021							

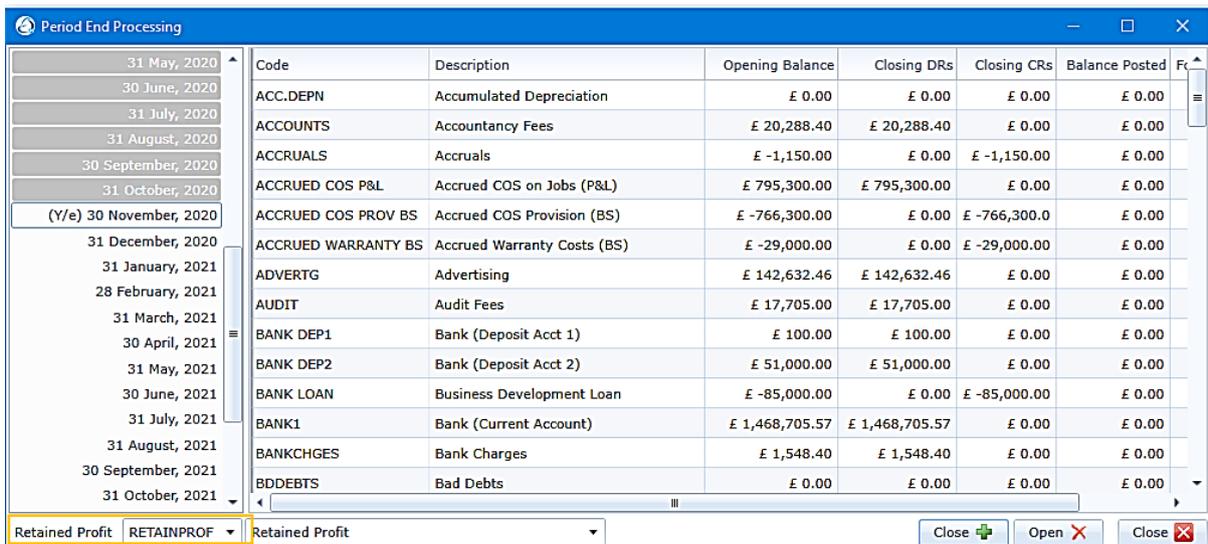
The action for closing, or opening, periods in the Nominal, Sales and Purchase Ledgers is the same. The Close Period window for each ledger contains three buttons:

-  Use this button to close the current open period in that ledger (the first non-grey filled period displayed in the period list).
-  Use this button to open the last closed period in that ledger (the last grey filled Period displayed in the period list)
-  Once you have completed your action use this button to close the window.

Year End

The section below will explain the year end process.

Each year end period is prefixed with a (Y/e) in the period list, identified in yellow below:



Code	Description	Opening Balance	Closing DRs	Closing CRs	Balance Posted	Fr
ACC.DEPN	Accumulated Depreciation	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
ACCOUNTS	Accountancy Fees	£ 20,288.40	£ 20,288.40	£ 0.00	£ 0.00	
ACCRUALS	Accruals	£ -1,150.00	£ 0.00	£ -1,150.00	£ 0.00	
ACCRUED COS P&L	Accrued COS on Jobs (P&L)	£ 795,300.00	£ 795,300.00	£ 0.00	£ 0.00	
ACCRUED COS PROV BS	Accrued COS Provision (BS)	£ -766,300.00	£ 0.00	£ -766,300.00	£ 0.00	
ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	£ -29,000.00	£ 0.00	£ -29,000.00	£ 0.00	
ADVERTG	Advertising	£ 142,632.46	£ 142,632.46	£ 0.00	£ 0.00	
AUDIT	Audit Fees	£ 17,705.00	£ 17,705.00	£ 0.00	£ 0.00	
BANK DEP1	Bank (Deposit Acct 1)	£ 100.00	£ 100.00	£ 0.00	£ 0.00	
BANK DEP2	Bank (Deposit Acct 2)	£ 51,000.00	£ 51,000.00	£ 0.00	£ 0.00	
BANK LOAN	Business Development Loan	£ -85,000.00	£ 0.00	£ -85,000.00	£ 0.00	
BANK1	Bank (Current Account)	£ 1,468,705.57	£ 1,468,705.57	£ 0.00	£ 0.00	
BANKCHGES	Bank Charges	£ 1,548.40	£ 1,548.40	£ 0.00	£ 0.00	
BDDEBTS	Bad Debts	£ 0.00	£ 0.00	£ 0.00	£ 0.00	

Retained Profit RETAINPROF Retained Profit

To close the year end firstly select the desired retain profit account in the bottom left corner of the window, identified in yellow below:

Period	Code	Description	Opening Balance	Closing DRs	Closing CRs	Balance Posted	Ft
31 May, 2020	ACC.DEPN	Accumulated Depreciation	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
30 June, 2020	ACCOUNTS	Accountancy Fees	£ 20,288.40	£ 20,288.40	£ 0.00	£ 0.00	
31 July, 2020	ACCRUALS	Accruals	£ -1,150.00	£ 0.00	£ -1,150.00	£ 0.00	
31 August, 2020	ACCRUED COS P&L	Accrued COS on Jobs (P&L)	£ 795,300.00	£ 795,300.00	£ 0.00	£ 0.00	
30 September, 2020	ACCRUED COS PROV BS	Accrued COS Provision (BS)	£ -766,300.00	£ 0.00	£ -766,300.00	£ 0.00	
31 October, 2020	ACCRUED WARRANTY BS	Accrued Warranty Costs (BS)	£ -29,000.00	£ 0.00	£ -29,000.00	£ 0.00	
31 December, 2020	ADVERTG	Advertising	£ 142,632.46	£ 142,632.46	£ 0.00	£ 0.00	
31 January, 2021	AUDIT	Audit Fees	£ 17,705.00	£ 17,705.00	£ 0.00	£ 0.00	
28 February, 2021	BANK DEP1	Bank (Deposit Acct 1)	£ 100.00	£ 100.00	£ 0.00	£ 0.00	
31 March, 2021	BANK DEP2	Bank (Deposit Acct 2)	£ 51,000.00	£ 51,000.00	£ 0.00	£ 0.00	
30 April, 2021	BANK LOAN	Business Development Loan	£ -85,000.00	£ 0.00	£ -85,000.00	£ 0.00	
31 May, 2021	BANK1	Bank (Current Account)	£ 1,468,705.57	£ 1,468,705.57	£ 0.00	£ 0.00	
30 June, 2021	BANKCHGES	Bank Charges	£ 1,548.40	£ 1,548.40	£ 0.00	£ 0.00	
31 July, 2021	BDDEBTS	Bad Debts	£ 0.00	£ 0.00	£ 0.00	£ 0.00	
31 August, 2021							
30 September, 2021							
31 October, 2021							

Retained Profit: RETAINPROF Retained Profit

Buttons: Close +, Open X, Close X

The system will default to the last retain profit account used.

Once you have made the retain profit account selection click the **Close +** button to start the close year end process. Once you have clicked the close button the system will open a batch control window containing the year end journal. Example below:

A/c Code	A/c Description	Date	Reference	Notes	Currency	Rate	Amount	Base Amount
ACCOUNTS	Accountancy Fees	30-Nov-2020	Year end				£ -20,288.40	£ -20,288.40
ACCRUED COS	Accrued COS on Jobs (30-Nov-2020	Year end				£ -795,300.00	£ -795,300.00
ADVERTG	Advertising	30-Nov-2020	Year end				£ -142,632.46	£ -142,632.46
AUDIT	Audit Fees	30-Nov-2020	Year end				£ -17,705.00	£ -17,705.00
BANKCHGES	Bank Charges	30-Nov-2020	Year end				£ -1,548.40	£ -1,548.40
CARRIAGE	Carriage out	30-Nov-2020	Year end				£ 102,689.68	£ 102,689.68
CONPURCH	Purchases of Consuma	30-Nov-2020	Year end				£ -135,943.00	£ -135,943.00
CONPURCH	Purchases of Consuma	30-Nov-2020	Year end		NOK		NOK -1,700.00	£ -200.00
COS	Cost Of Sales on Jobs	30-Nov-2020	Year end				£ -180,000.00	£ -180,000.00
COS PROVISIO	Cost Of Sales Provision	30-Nov-2020	Year end				£ -389,955.21	£ -389,955.21

Nominal: RETAINPROF Retained Profit

Date: 30-Nov-2020

Reference: Reverse

Notes:

Currency: []

Rate: 1.0

Amount: £ -1,183,953.97

Base Amount: £ -1,183,953.97

Cost Centres [] Batch Totals []

Buttons: Update +, Close X

There are tabs containing the Cost Centre details and Batch Total information located in the bottom left corner at the footer of the window.

Below is an example of the Cost Centres apportionment information for the selected line:

A/c Code	A/c Description	Date	Reference	Notes	Currency	Rate	
CONPURCH	Purchases of Consuma	30-Nov-2020	Year end				£ -1
CONPURCH	Purchases of Consuma	30-Nov-2020	Year end		NOK		NOK
COS	Cost Of Sales on Jobs	30-Nov-2020	Year end				£ -1
COS PROVISIO	Cost Of Sales Provisior	30-Nov-2020	Year end				£ -3
COS_STOCKSA	Cost of Sales of Stock	30-Nov-2020	Year end				£ ·
DEPRECN	Depreciation Charges	30-Nov-2020	Year end				£ ·
DIR.REMUN	Directors Remuneratio	30-Nov-2020	Year end				£ -4
DISCALLOW	Discounts Allowed	30-Nov-2020	Year end				£ ·
DISCTAKEN	Discounts Taken	30-Nov-2020	Year end				£ ·
ELEC	Electricity	30-Nov-2020	Year end				£ ·
EQP HIRE	Equipment Hire	30-Nov-2020	Year end				£ ·
EQP HIRE	Equipment Hire	30-Nov-2020	Year end		EUR		€

Nominal		ELEC	Electricity	Currency	
Cost Centres					
Town	Leeds	Region	Area	Town	App % App Amount
Amount	-2998.51	England	North England	Leeds	14.93 -2,998.51
App %	14.93	England	North England	Manchester	13.57 -2,725.37
App Total	-22,084.16	England	South England	Staines	34.34 -6,896.78

Cost Centres Batch Totals

Update Close

Below is an example of the Batch Totals information for the journal:

A/c Code	A/c Description	Date	Reference	Notes	Currency	Rate	
CONPURCH	Purchases of Consuma	30-Nov-2020	Year end				£ -1
CONPURCH	Purchases of Consuma	30-Nov-2020	Year end		NOK		NOK
COS	Cost Of Sales on Jobs	30-Nov-2020	Year end				£ -1
COS PROVISIO	Cost Of Sales Provisior	30-Nov-2020	Year end				£ -3
COS_STOCKSA	Cost of Sales of Stock	30-Nov-2020	Year end				£ ·
DEPRECN	Depreciation Charges	30-Nov-2020	Year end				£ ·
DIR.REMUN	Directors Remuneratio	30-Nov-2020	Year end				£ -4
DISCALLOW	Discounts Allowed	30-Nov-2020	Year end				£ ·
DISCTAKEN	Discounts Taken	30-Nov-2020	Year end				£ ·
ELEC	Electricity	30-Nov-2020	Year end				£ ·
EQP HIRE	Equipment Hire	30-Nov-2020	Year end				£ ·
EQP HIRE	Equipment Hire	30-Nov-2020	Year end		EUR		€

Nominal		ELEC	Electricity	Currency	
Batch Totals					
Description	Debits	Credits			
Sterling	£ 5,939,612.56	£ -5,939,612.56			
Norwegian Krone	NOK 17,800.00	NOK -36,332.50			
Euro	€ 203,385.00	€ -9,100.11			

Cost Centres Batch Totals

Update Close

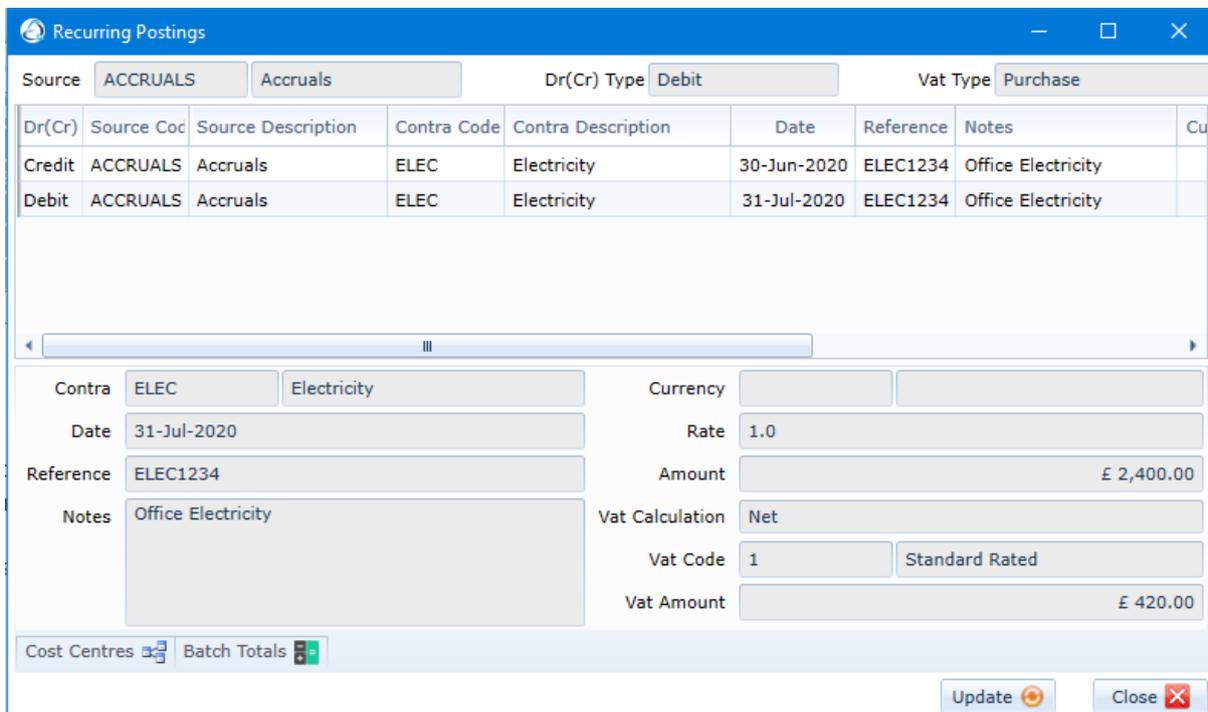
Once the journal has been updated to the chosen retain profit account the year end period will be closed.

The process for opening a year end is the exact reverse of closing. Clicking the button will open a batch control window containing the year end journal that was previously posted, but as a reversal. Update this journal to post the reversal journal and open the year end.

Recurring Postings and Accruals

Should a recurring posting or accrual exist with a processing date for the period you're closing the system will automatically open a batch control window requesting that you update those postings.

Below is an example image of the Close Period Recurring Posting window:



The screenshot shows a window titled "Recurring Postings" with a blue header. Below the header, there are several tabs and fields:

- Source: ACCRUALS
- Accruals
- Dr(Cr) Type: Debit
- Vat Type: Purchase

A table displays the following data:

Dr(Cr)	Source Cod	Source Description	Contra Code	Contra Description	Date	Reference	Notes	Cu
Credit	ACCRUALS	Accruals	ELEC	Electricity	30-Jun-2020	ELEC1234	Office Electricity	
Debit	ACCRUALS	Accruals	ELEC	Electricity	31-Jul-2020	ELEC1234	Office Electricity	

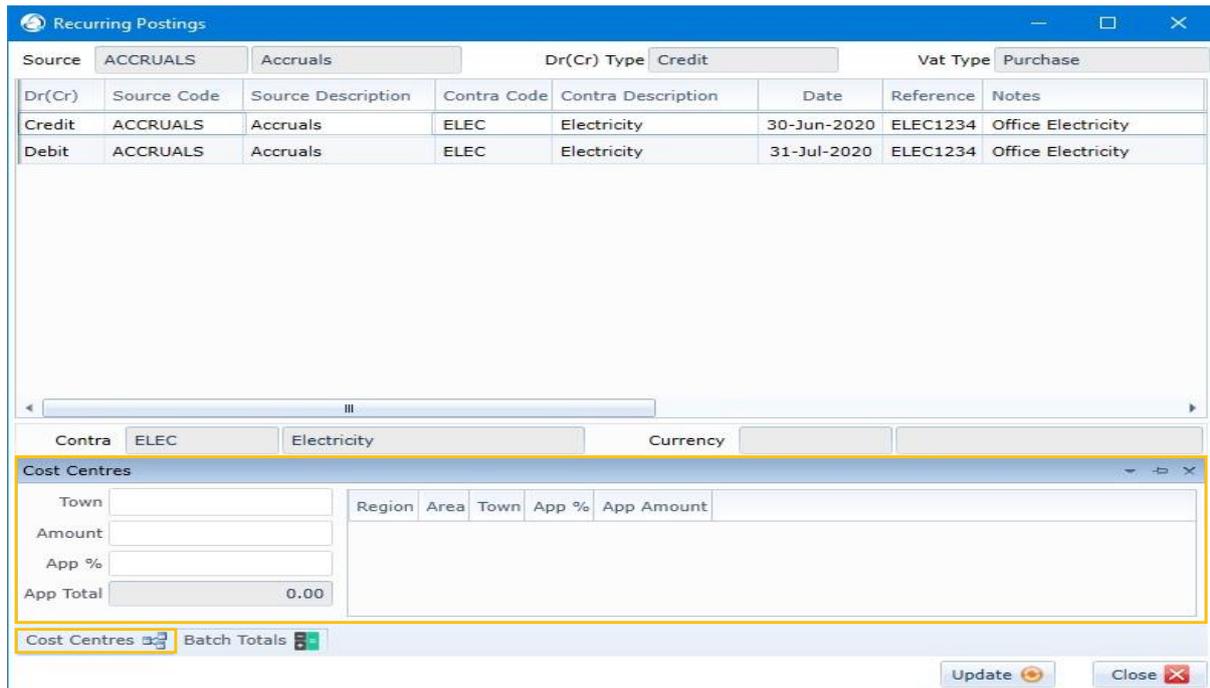
Below the table is a detailed form with the following fields:

- Contra: ELEC Electricity
- Date: 31-Jul-2020
- Reference: ELEC1234
- Notes: Office Electricity
- Currency: (empty)
- Rate: 1.0
- Amount: £ 2,400.00
- Vat Calculation: Net
- Vat Code: 1 Standard Rated
- Vat Amount: £ 420.00

At the bottom left, there are tabs for "Cost Centres" and "Batch Totals". At the bottom right, there are "Update" and "Close" buttons.

There are tabs containing the Cost Centre details and Batch Total information located in the bottom left corner at the footer of the window.

Below is an example of the Cost Centres apportionment information for the selected line:



The screenshot shows the 'Recurring Postings' window with the following data:

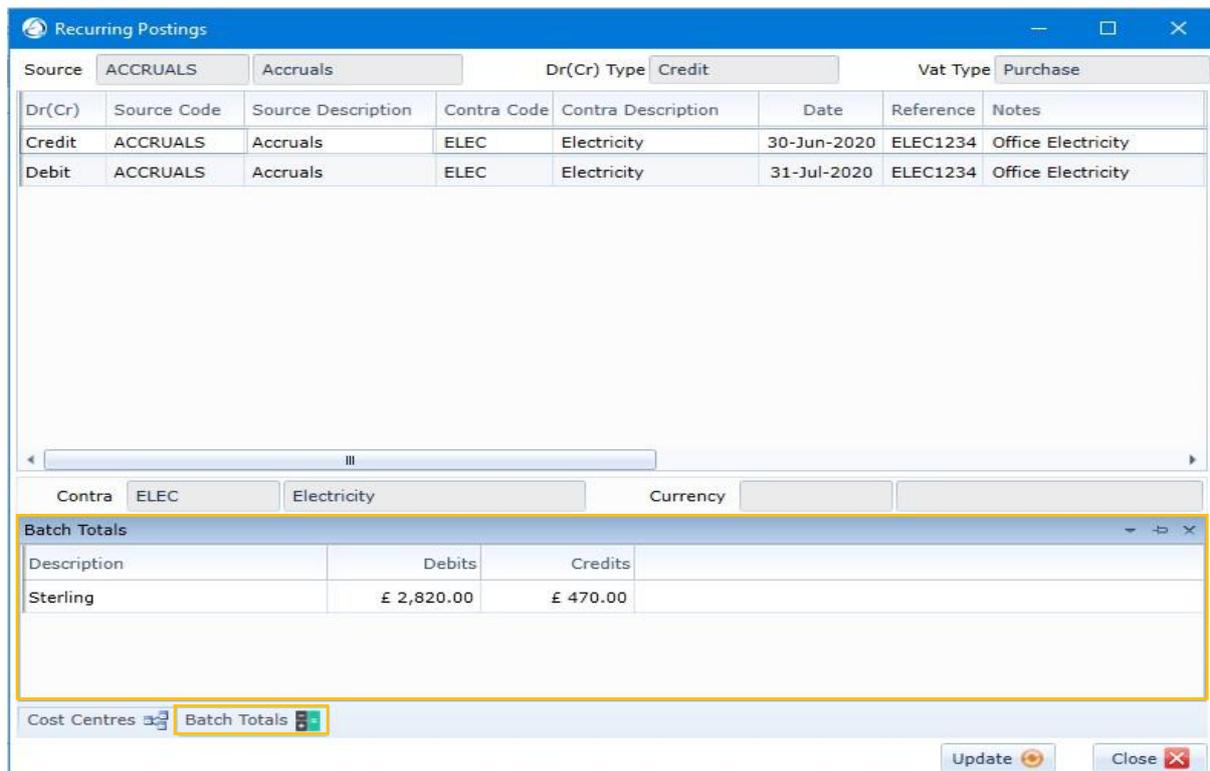
Dr(Cr)	Source Code	Source Description	Contra Code	Contra Description	Date	Reference	Notes
Credit	ACCRUALS	Accruals	ELEC	Electricity	30-Jun-2020	ELEC1234	Office Electricity
Debit	ACCRUALS	Accruals	ELEC	Electricity	31-Jul-2020	ELEC1234	Office Electricity

Below the table, the 'Cost Centres' section is highlighted with a yellow border. It contains the following fields:

- Town:
- Amount:
- App %:
- App Total: 0.00

The 'Batch Totals' section is also visible at the bottom of the window, with 'Update' and 'Close' buttons.

Below is an example of the Batch Totals information for the Recurring posting:



The screenshot shows the 'Recurring Postings' window with the following data:

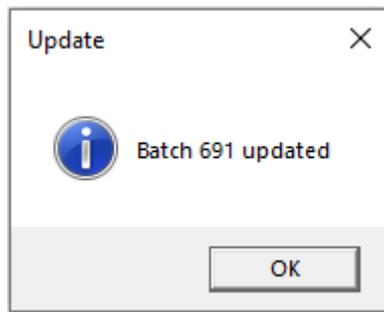
Dr(Cr)	Source Code	Source Description	Contra Code	Contra Description	Date	Reference	Notes
Credit	ACCRUALS	Accruals	ELEC	Electricity	30-Jun-2020	ELEC1234	Office Electricity
Debit	ACCRUALS	Accruals	ELEC	Electricity	31-Jul-2020	ELEC1234	Office Electricity

The 'Batch Totals' section is highlighted with a yellow border and contains the following data:

Description	Debits	Credits
Sterling	£ 2,820.00	£ 470.00

The 'Batch Totals' section is also visible at the bottom of the window, with 'Update' and 'Close' buttons.

A confirmation dialogue will appear upon a successful update for the Recurring Posting:

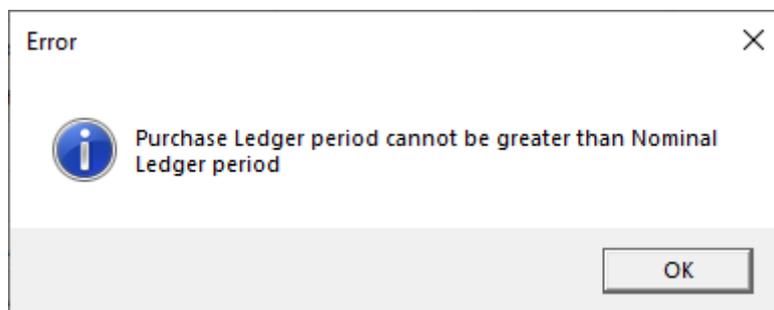


Once you have updated those postings the system will close the period.

Additional Information

The Sales or Purchase Ledger's current open period may not be greater than that of the Nominal Ledger's current open period, and therefore should be closed before attempting to close the Nominal Ledger period.

Should an attempt be made to close either the Sales or Purchase Ledger prior to closing the corresponding period within the Nominal Ledger the following dialogue will appear:



As with any accounting system transactions are posted to an accounting period relative to the transactions transaction date, should that accounting period be open. If the corresponding period is closed the transaction will be posted to the next available open period.

With this in mind consideration should be made when opening periods. Be conscious that other Clarity users may be posting transactions containing transaction dates of on or before the period date you are opening. Should such transactions be posted whilst the period is open the transaction will be posted to that open period.