



# DATAFLOW

Financial Software Solutions

## *Purchase Ledger*

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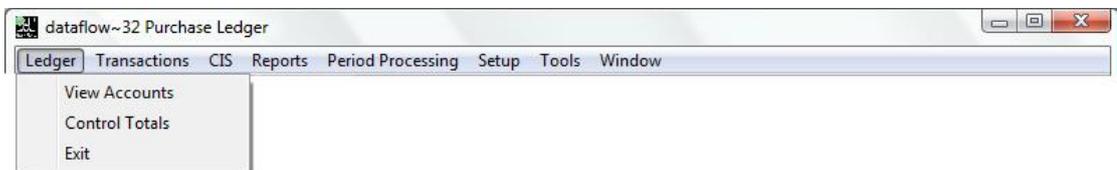
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## Introduction

Provides control over Purchase based transactions and their automatic posting, if linked, to the *dataflow~32* Nominal Ledger module.

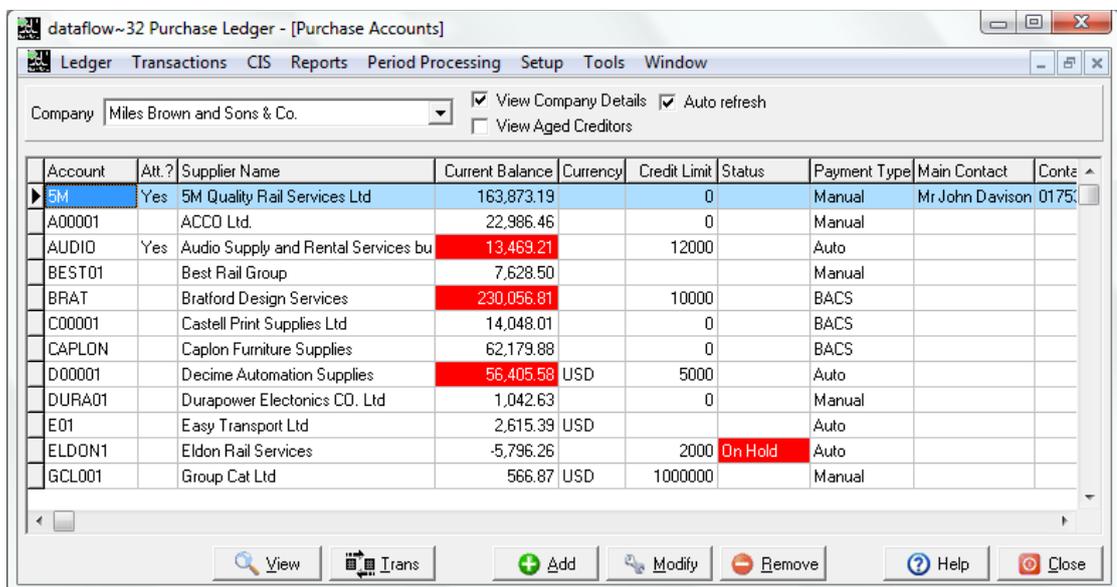


## Ledger



### View Accounts

Both Supplier enquiry and account maintenance procedures are available here. Account codes can be changed at any time. Account parameters include terms, Remittance frequency, document group and Supplier type. Also payment by BACS and Automatic Cheque is available.



You'll notice a number of check boxes positioned at the top of the View accounts window, each parameter determines the results returned within the enquiry grid.

View Company Details

Returns results solely for the selected company if checked.

Unchecked returns consolidated results if there are multiple companies established within the database.

Auto refresh

Auto refresh's the window with any changes that you have made to the existing information currently displayed without the necessity to close and re-open the window.

View Aged Creditors

Displays the Aged Creditors information for the selected company and will also activate two additional check boxes as detailed within the screenshot below;

Account	Supplier Name	Current Balance	Credit Limit	30 & Under	Over 30	Over 60	Over 90	Over 1+ ^
5M	5M Quality Rail Services Ltd	163,873.19	0.00	0.00	0.00	0.00	0.00	163,873.19
A00001	ACCO Ltd	22,986.46	0.00	0.00	0.00	0.00	0.00	22,986.46
AUDIO	Audio Supply and Rental Services bu	13,469.21	12,000.00	0.00	0.00	0.00	0.00	13,469.21
BEST01	Best Rail Group	7,628.50	0.00	0.00	0.00	0.00	0.00	7,628.50
BRAT	Bratford Design Services	230,056.81	10,000.00	0.00	-269.68	0.00	0.00	230,326.43
C00001	Castell Print Supplies Ltd	14,048.01	0.00	0.00	0.00	0.00	0.00	14,048.01
CAPLON	Caplon Furniture Supplies	62,179.88	0.00	0.00	0.00	0.00	0.00	62,179.88
D00001	Decime Automation Supplies	56,405.58	5,000.00	0.00	0.00	0.00	0.00	56,405.58
DURAO1	Durapower Electronics CO. Ltd	1,042.63	0.00	0.00	0.00	0.00	0.00	1,042.63
E01	Easy Transport Ltd	2,615.39	0.00	0.00	0.00	0.00	0.00	2,615.39
ELDON1	Eldon Rail Services	-5,796.26	2,000.00	0.00	0.00	0.00	0.00	-5,796.26
GCL001	Group Cat Ltd	566.87	1,000,000.00	0.00	0.00	0.00	0.00	566.87
GOOD	Goodwell Consultancy Ltd	16,396.65	27,000.00	0.00	0.00	0.00	0.00	16,396.65

View Aged Forward Dated

Displays forward dated aging bands along with their relating balances within the grid.

Age By Due Date

Agers the Aged Creditors information by Due Date rather than Invoice date.

From the View Accounts grid selecting will load a new window displaying various levels of information for the selected account within categorized tabs.

Current Balance: 163873.19    Currency: <Default>

Credit Limit: 0    Current Balance: 163873.19

Process account under CIS:     Base Equivalent: 163873.19

Address

Name: 5M Quality Rail Services Ltd

Department:

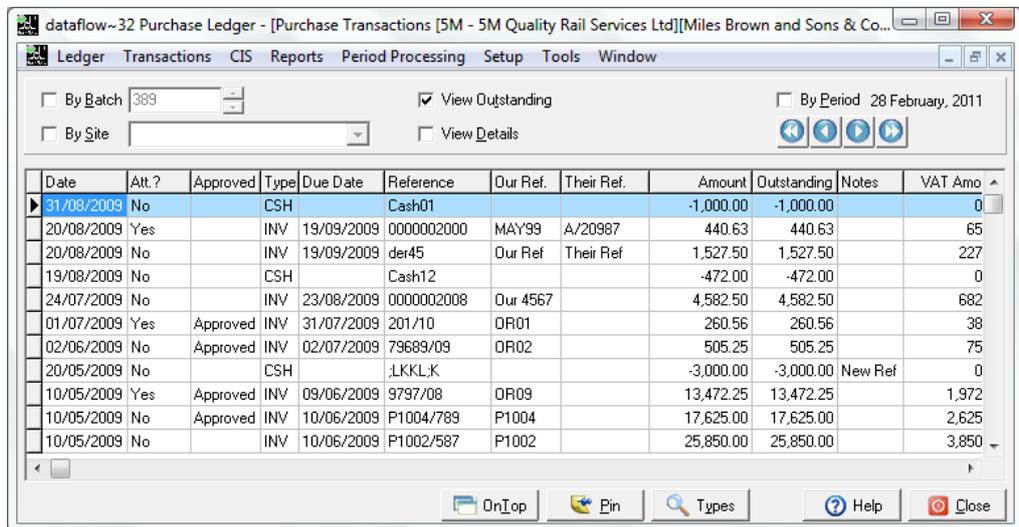
Address 1: Manor Trading Estate

Unit 55/58

There is also a pop-up menu available when right clicking the mouse on the View Accounts grid enabling additional functions or quick access to relating windows;

Sum	Ctrl+S
Calculator	Shift+Ctrl+C
Search	Ctrl+H
Change highlight colour	Shift+Ctrl+O
View Notes	Ctrl+N
View Transactions	Ctrl+T
View Contacts	Ctrl+O
Add Scanned Account Documents	Ctrl+G
Modify Scanned Account Documents	Ctrl+I

Also available from the View Accounts grid is the  button which will load a new window displaying transaction level information as detailed below;



Date	Att.?	Approved	Type	Due Date	Reference	Our Ref.	Their Ref.	Amount	Outstanding	Notes	VAT Amo
31/08/2009	No		CSH		Cash01			-1,000.00	-1,000.00		0
20/08/2009	Yes		INV	19/09/2009	0000002000	MAY99	A/20987	440.63	440.63		65
20/08/2009	No		INV	19/09/2009	der45	Our Ref	Their Ref	1,527.50	1,527.50		227
19/08/2009	No		CSH		Cash12			-472.00	-472.00		0
24/07/2009	No		INV	23/08/2009	0000002008	Our 4567		4,582.50	4,582.50		682
01/07/2009	Yes	Approved	INV	31/07/2009	201/10	OR01		260.56	260.56		38
02/06/2009	No	Approved	INV	02/07/2009	79689/09	OR02		505.25	505.25		75
20/05/2009	No		CSH		.LKKL.K			-3,000.00	-3,000.00	New Ref	0
10/05/2009	Yes	Approved	INV	09/06/2009	9797/08	OR09		13,472.25	13,472.25		1,972
10/05/2009	No	Approved	INV	10/06/2009	P1004/789	P1004		17,625.00	17,625.00		2,625
10/05/2009	No		INV	10/06/2009	P1002/587	P1002		25,850.00	25,850.00		3,850

All the recorded transaction history is available to view through this window for the selected account.

You'll notice a number of check boxes positioned at the top of the window, each parameter determines the results returned within the enquiry grid.

- By Batch** Filters the grid to display only transactions relating to the specified batch number.
- By Site** Filters the Grid by the select Invoice (Site) Address
- View Outstanding** Filters the grid to display only the outstanding transactions when checked, unchecked displays all.
- View Details** Splits the grid view horizontally into two sections and displays the line details of the selected transaction.

**By Period**

Filters the grid to display only transactions posted to the selected period.

There is also a pop-up menu available when right clicking the mouse on the transaction enquiry grid enabling additional functions, quick access to relating windows and transaction tools;

Sum	Ctrl+S
Calculator	Shift+Ctrl+C
Search	Ctrl+H
Filtered	Ctrl+F
Change highlight colour	Shift+Ctrl+O
Modify Header	Ctrl+M
Modify Lines	Ctrl+L
View Allocations	Ctrl+A
View Details	Ctrl+D
View Notes	Ctrl+N
View Source	Ctrl+T
View Orders	Ctrl+R
View Scanned Document	Ctrl+Z
Add Scanned Transaction Documents	Ctrl+B
Modify Scanned Transaction Documents	Ctrl+W
Modify Scanned Account Documents	Ctrl+I

### Control Totals

Use this window to not only to review the information given but also to help reconcile the total balance of the Purchase Ledger to that of Nominal creditor control account(s) specified within the **Default/ Company Parameters** window.

The period selection on the left determines the balances displayed on the right.

Period	Type	Opening	Year to Date	Current	Forward
31 January, 2011 (Y/e)	Invoice	991,319.08	0.00	0.00	0.00
28 February, 2011	Credit Note	0.00	0.00	0.00	0.00
31 March, 2011	Cash	-132,407.20	0.00	0.00	-41,394.68
30 April, 2011	Cheque	0.00	0.00	0.00	0.00
31 May, 2011	Discount	0.00	0.00	0.00	0.00
30 June, 2011	Adjustment	0.00	0.00	0.00	0.00
31 July, 2011	Gain/Loss	0.00	0.00	0.00	0.00
31 August, 2011					
30 September, 2011					
31 October, 2011					
30 November, 2011					
31 December, 2011					
31 January, 2012 (Y/e)					

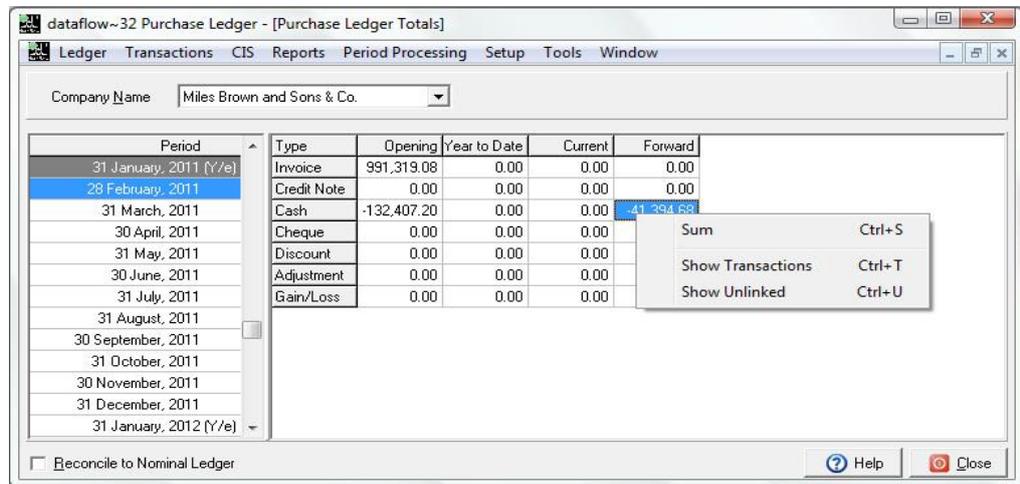
Reconcile to Nominal Ledger

Help Close

**Reconcile to Nominal Ledger**

Displays balances that have been posted to the Purchase Ledger control account.

There is also a pop-up menu available when right clicking the mouse on the Control Totals grid enabling additional functions;

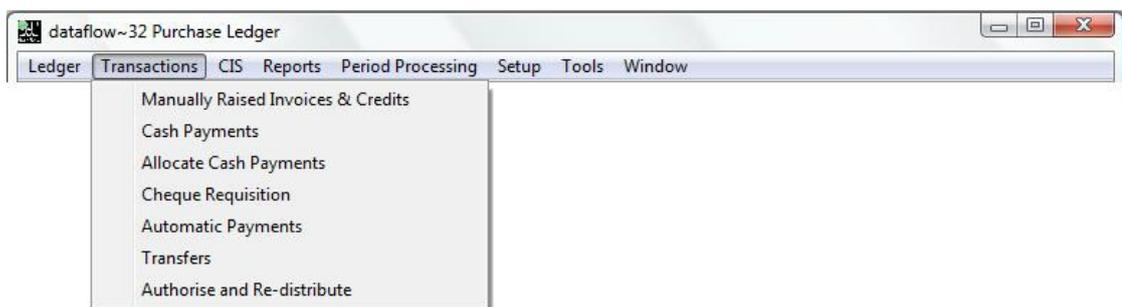


The *Show Transactions* option will open up an additional window displaying all the transactions that make up the balance in the selected cell that was right clicked.

The *Show Unlinked* option will add an additional column to the grid detailing the *Unlinked* balances. Unlinked refers to any Purchase Ledger balance posted that was not linked to the Nominal Ledger (*opening balances etc.*). You can also use the right click *Show Transactions* option on the unlinked grid balances.

## Transactions

Transactions are held under their corresponding period based upon their transaction date, providing that period hasn't been closed. This means entries dated into the future can be recorded without distorting current period balances.



### *Manually Raised Invoices & Credits*

This routine allows for the inputting of Invoices and Credit Note batches onto the system with an immediate update of account balances upon batch update.

A batch listing can be produced but this routine will not produce hard copy Invoices/ Credits.

The input method maintaining a simple and straight forward routine with options and input fields stored within categorised tabs. Use the system generic ,  and  buttons to enter, change or delete existing line entries along with the  and  as confirmation or cancellation during input.

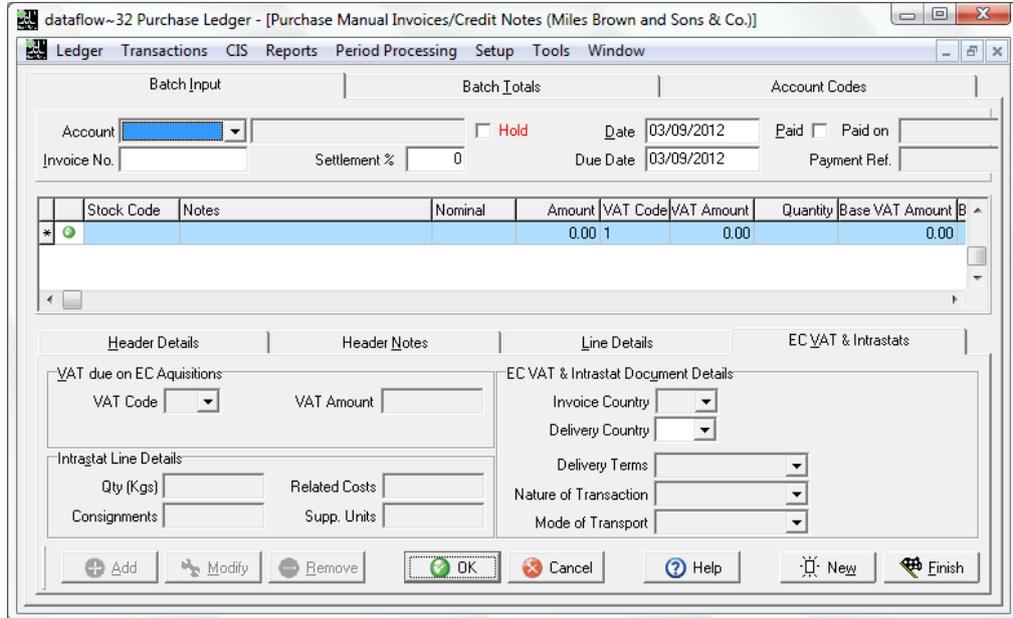
The *Line Details* tab being the core input tab of the routine;

Once the Account Code and Header information is chosen simply click  to enter a line and once complete click . Upon clicking  the system will automatically generate a new line allowing for the input of the next transaction line eliminating the necessity to click  after each completed line, you may  the system generated blank line if it is not required or simply click .



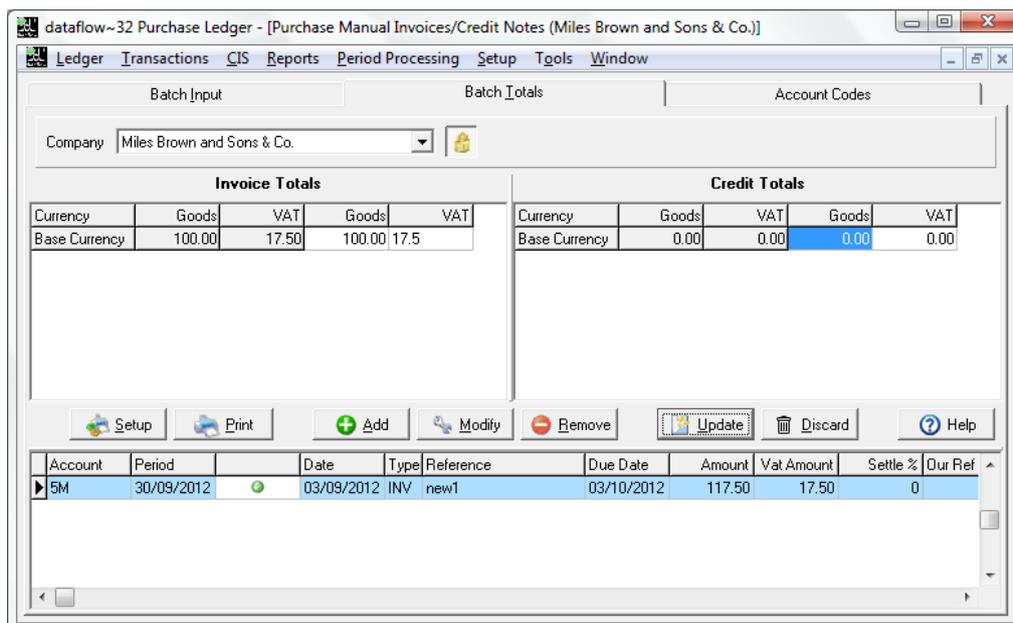
Using the  button will create a new document without having to navigate to the *Batch Totals* tab and clicking 

EC VAT & Intrastats input methods are available for line entry input;



Once the line entries are complete and you wish to update the batch navigate to the *Batch Totals* tab.

The *Batch Totals* tab displays both the Invoice and Credit Totals that have been input separated into Goods and VAT sums, with user input fields for both values to the right of the system generated totals. These fields must be populated and agree with the system generated totals to enable the  button.



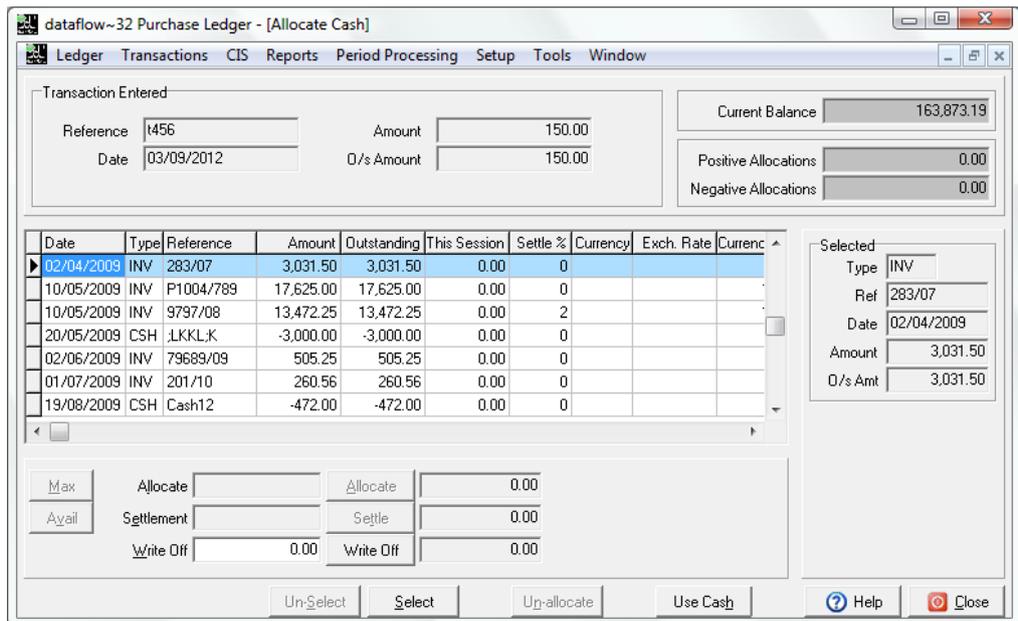
## Cash Payments

This routine allows for the input of Purchase Ledger Cash batches with an immediate update of account balances upon batches update.

The input method maintaining a simple and straight forward routine as with the *Manually Raised Invoices & Credits* routine detailed above using the system generic  ,  and  buttons to enter, change or delete existing line entries along with the  and  as confirmation or cancellation during input.

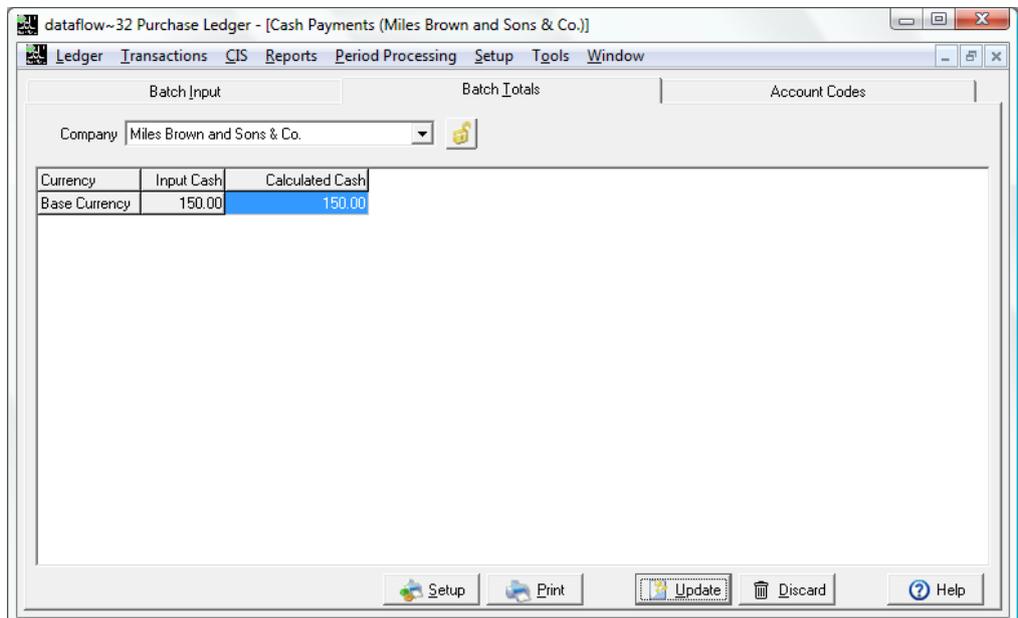
There is also an  button positioned toward the bottom left corner on the Cash Payments window, this button enables the allocation of the input Cash without having to perform the process in separate routines.

The  button loads the following window which is almost identical to the standard *Allocate Cash Payments* window bar one difference; the  button, which must be selected in order to utilize the cash that has just been input. You may also perform allocations of other cash amounts already present within the *Allocate Cash* window if required.



Once the line entries are complete and you wish to update the batch navigate to the *Batch Totals* tab.

The *Batch Totals* tab displays system calculated balance of cash input, with user input fields to the right of the system generated totals. This field must be populated and agree with the system generated totals to enable the  **Update** button.



## Allocate Cash Payments

This routine allows for the allocation of Cash, Invoices and Credits with an immediate update of account balances upon the final update.

The  buttons act as a search utility and will pull up the nearest Purchase Account with an outstanding Invoice *and* Cash/ Credit balance. Right torch search forward and left searches backward through Account order.

Depending on whether an Invoice or Cash/ Credit is selected using the  button the system will filter the available entries within the grid so that only opposite entries will remain and be available for allocation.

Once the  button is activated additional control buttons will become active such as;

Applies the maximum amount available for allocation

Allocates the selected value

Applies the maximum settlement discount available to the allocation.

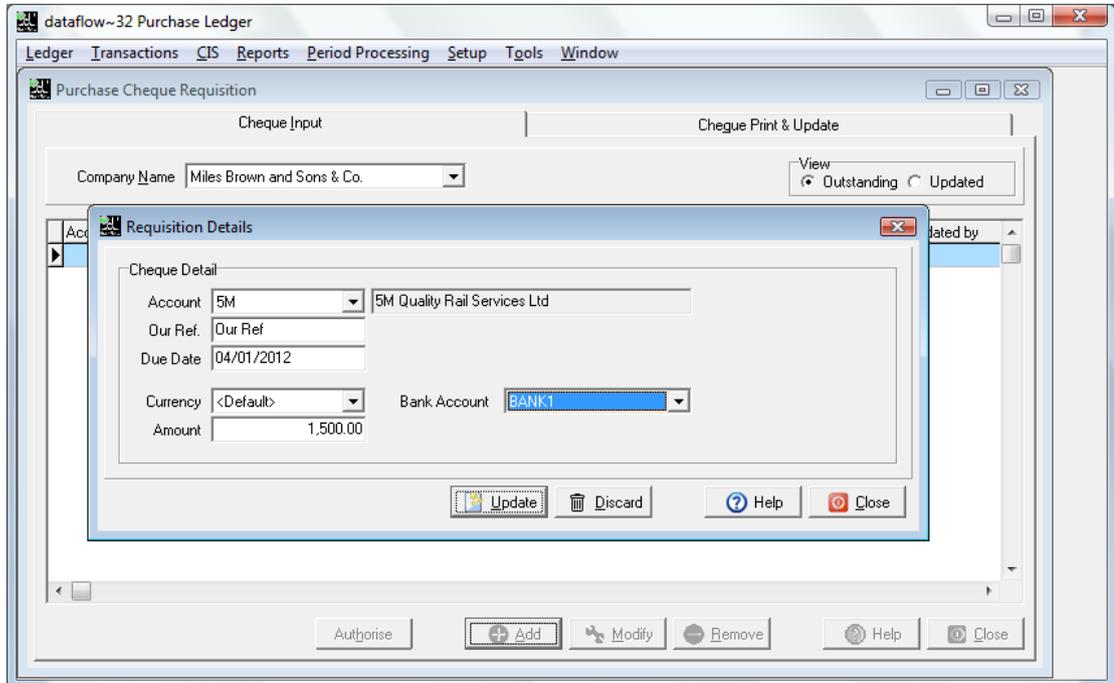
Applies the selected Settlement value to the allocation.

Applies the input Write off value to the allocation.

## Cheque Requisition

This routine allows for the raising of instant cheques. Upon opening the window you will be defaulted to the *Cheque Input* tab.

Use the system generic   and  buttons to enter, alter or remove cheques.  or  will open the entry window pictured below;

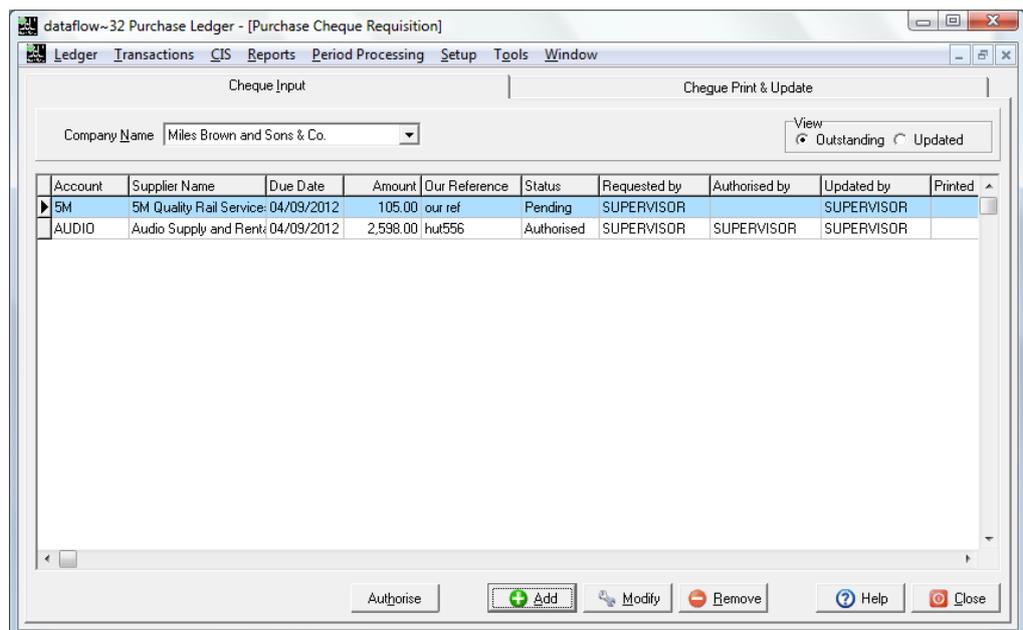


The screenshot shows the 'Purchase Cheque Requisition' dialog box. The 'Cheque Detail' section contains the following information:

- Account: 5M (5M Quality Rail Services Ltd)
- Our Ref: Our Ref
- Due Date: 04/01/2012
- Currency: <Default>
- Bank Account: BANK1
- Amount: 1,500.00

Buttons at the bottom of the dialog include: Update, Discard, Help, and Close.

Once cheques have been created they will appear listed in a grid format pictured below;

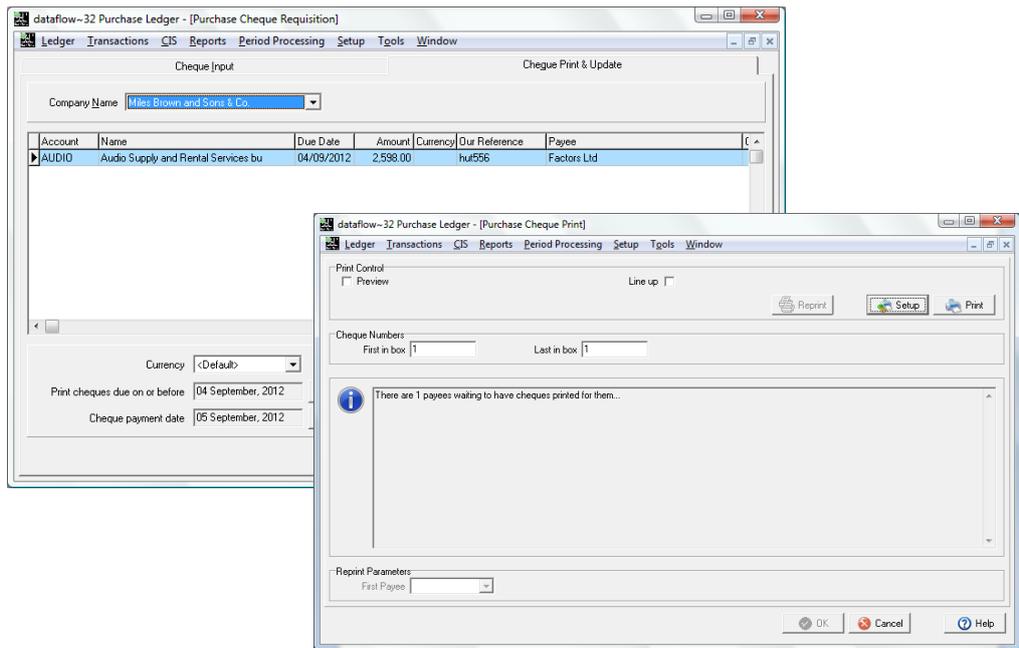


The screenshot shows the 'Purchase Cheque Requisition' window with a grid of cheques. The grid has the following columns: Account, Supplier Name, Due Date, Amount, Our Reference, Status, Requested by, Authorised by, Updated by, and Printed.

Account	Supplier Name	Due Date	Amount	Our Reference	Status	Requested by	Authorised by	Updated by	Printed
5M	5M Quality Rail Service	04/09/2012	105.00	our ref	Pending	SUPERVISOR	SUPERVISOR	SUPERVISOR	
AUDIO	Audio Supply and Rent	04/09/2012	2,598.00	hut556	Authorised	SUPERVISOR	SUPERVISOR	SUPERVISOR	

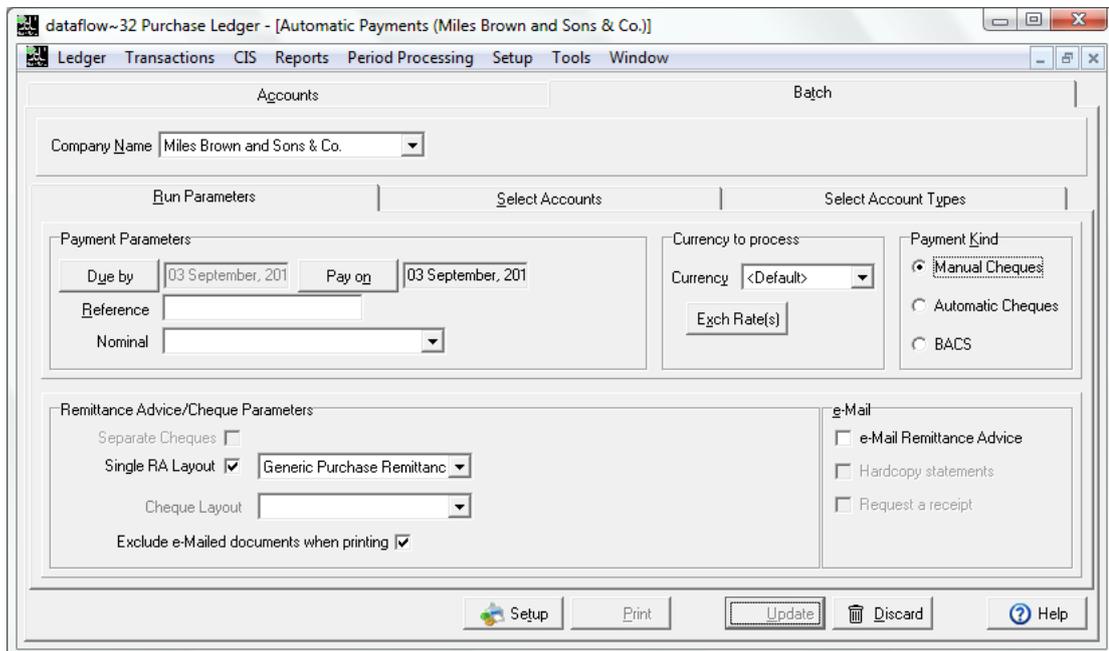
Buttons at the bottom of the window include: Authorise, Add, Modify, Remove, Help, and Close.

Once the entry has been authorized using the  button, you can then print your cheque or a range of cheques to the pre-selected cheque layout using the  button and subsequently  to the Nominal Ledger.



## Automatic Payments

This routine allows for the processing and automatic allocation of payments with an immediate update of account balances upon the batch update. Upon opening the window you will be defaulted to the *Batch* tab.



The *Batch* tab contains two parameter tabs (*Run Parameter* and *BACS Parameters* (the *BACS Parameters* tab appears when the *BACS* payments type is selected)).



Filters all invoices to be processed by the date specified.

Pay on 03 September, 201

Controls the payment date issued to the generated cash counterpart that is allocated to the invoice.

Reference

Free type reference field (not available when processing *Automatic Cheques*)

Nominal BANK1

Enables the selection of a specific Bank account for the payment process.

Currency to process  
Currency <Default>  
Exch Rate(s)

Filters all invoices to be processed by the currency selected. The exchange rate used can also be determined by clicking the **Exch Rate(s)** button.

Separate Cheques

Enables the production of separate cheques when running the *Automatic Cheques* payment kind.

Single RA Layout  Generic Purchase Remittanc

Enables the selection of a specific remittance advice layout when using the *Separate Cheques* parameter. Layouts are setup and located within the **Document Design** window.

Cheque Layout Generic Purchase Cheques

Enables the selection of a specific cheque layout when using the *Separate Cheques* parameter. Layouts are setup and located within the **Document Design** window.

Exclude e-Mailed documents when printing

If you wish to process and produce hardcopy remittances for both emailed accounts and non-emailed accounts in the same batch uncheck this parameter. *You will also need to uncheck  e-Mail Remittance Advice to make the emailed accounts visible within the Accounts tab.*

e-Mail Remittance Advice

Filters the invoices to be processed by displaying only those posted against emailable accounts.

Hardcopy statements

Requests a hardcopy of the emailed documents. Only available if the  e-Mail Remittance Advice option is checked.

Request a receipt

Requests receipts for those documents that have been emailed. Only available if the  e-Mail Remittance Advice option is checked.

The *Manual Cheques* payment kind refers to a system generated/printed remittance and a manually written.

The screenshot shows the 'Run Parameters' dialog box with the following settings:

- Payment Parameters:** Due by: 03 September, 201; Pay on: 03 September, 201; Reference: (empty); Nominal: (empty).
- Currency to process:** Currency: <Default>; Exch Rate(s): (empty).
- Payment Kind:**  Manual Cheques;  Automatic Cheques;  BACS.
- Remittance Advice/Cheque Parameters:** Separate Cheques: ; Single RA Layout:  Generic Purchase Remittanc; Cheque Layout: (empty); Exclude e-Mailed documents when printing: .
- e-Mail:**  e-Mail Remittance Advice;  Hardcopy statements;  Request a receipt.

The *Automatic Cheques* payment kind refers to a system generated/printed remittance advice and cheque.

The screenshot shows the 'Run Parameters' dialog box with the following settings:

- Payment Parameters:** Due by: 03 September, 201; Pay on: 03 September, 201; Reference: (empty); Nominal: (empty).
- Currency to process:** Currency: <Default>; Exch Rate(s): (empty).
- Payment Kind:**  Manual Cheques;  Automatic Cheques;  BACS.
- Remittance Advice/Cheque Parameters:** Separate Cheques: ; Single RA Layout:  Generic Purchase Remittanc; Cheque Layout: (empty); Exclude e-Mailed documents when printing: .
- e-Mail:**  e-Mail Remittance Advice;  Hardcopy statements;  Request a receipt.

The *BACS* payment kind refers to that of a printed remittance with an automatically generated *BACS* output file for use with your banking software. As soon as the *BACS* payment kind is selected the system will default you to the *BACS Parameters* tab.

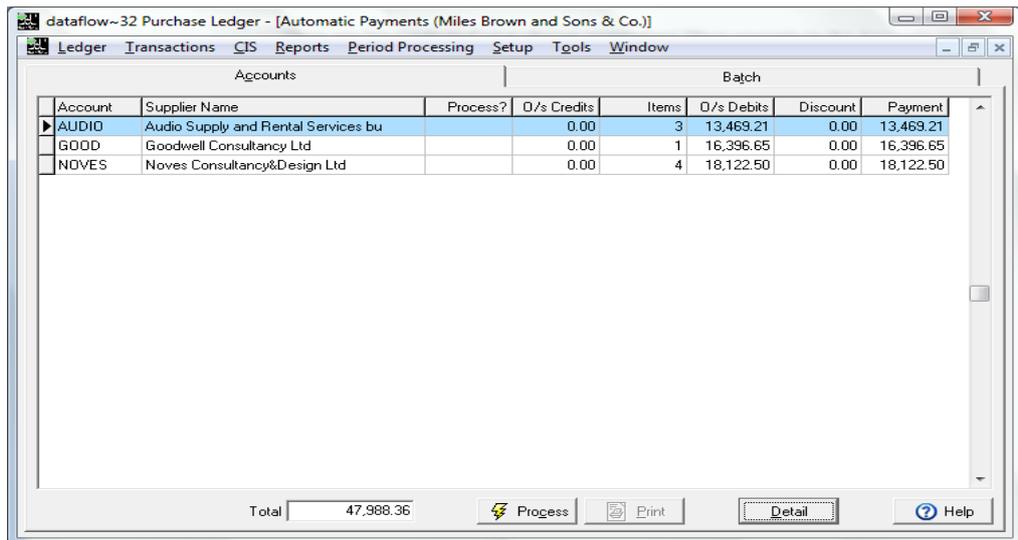
The destination of where the *BACS* output file is saved is determined by clicking the *BACS File* button. The output file format is pre-determined by the *BACS* setup within *Default/ Company Parameters* found under the Purchase Ledger setup menu detailed further along this document.

The *Account Name* drop down refers to which Bank Account the payments are going to be processed against. The Bank Accounts are setup within an option called *Bank Account Details* found under the Nominal Ledger Setup menu.

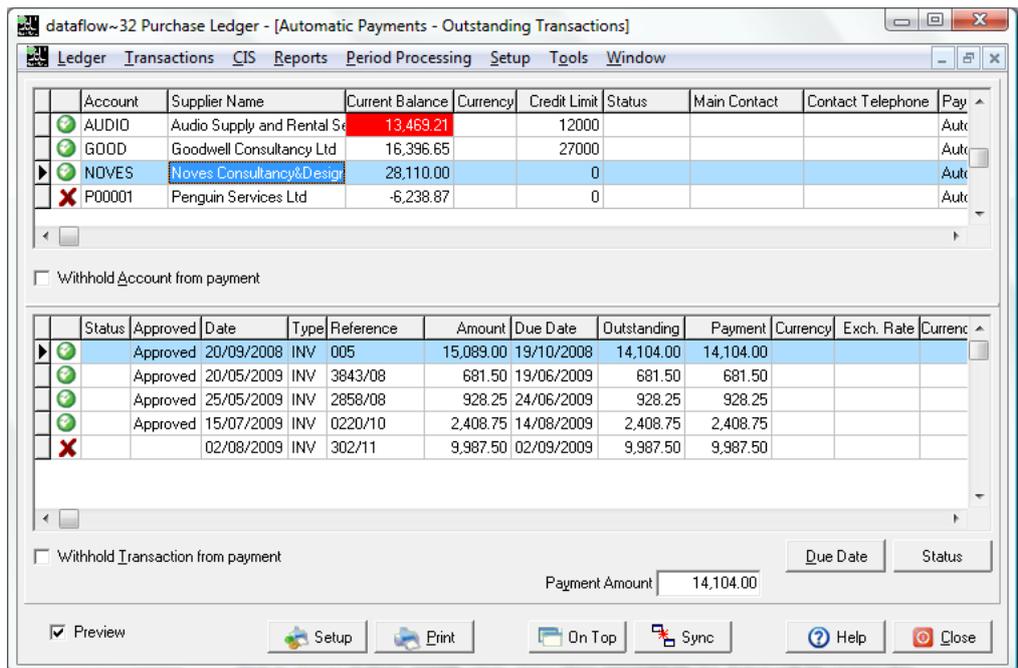
The *BACS* output file will be generated during the final update process.

The *Select Accounts* and *Select Accounts Types* tabs are both filter tabs that require a simple include/ exclude routine. It is not necessary to apply a filter and if you do not wish to do so you may leave all the entries in the *Excluded* section as the filter is only applied once an entry has been moved into the *Included* section.

Once you have selected your chosen parameters/ filters navigate to the *Accounts* tab which is where you'll find a list of all the available accounts awaiting process based upon the selection criteria specified within the Batch tab.



Within the *Accounts* tab you will find a **Detail** button toward the right corner of the window. Once accessed you will be able to perform various functions such as withhold transactions or Accounts from payment and modifying the *Due Date* for individual transactions when required.



If you wish to part pay and Invoice there is a **Payment Amount** field enabling you to free type the exact payment value you wish to process against that Invoice.

A **Sync** button is available within the Detail window, this will activate a calculation field positioned to the right in the top partition of the Detail window. This field displays a process balance that is synchronised to the total that appears within the *Accounts* tab enabling you to monitor the balance that will be processed when withholding transactions/ Accounts without the need to navigate back to the *Accounts* tab. Simply **Close** the Detail window to return to the *Accounts* tab.

A quick access right click menu is available from the  window when right clicking an area of the grid. The *Hold Except Selected* and *Hold Selected* options relate to the account or transaction (dependant on the grid area) where you have right clicked.

Sum	Ctrl+S
Calculator	Shift+Ctrl+C
Search	Ctrl+H
Change highlight colour	Shift+Ctrl+O
Hold Except Selected	Ctrl+X
Clear All	Ctrl+K
Hold Selected	Ctrl+O

The actual processing of the batch takes place within the *Accounts* tab where you will find a  button at the footer of the window. Once you have processed you will be required to produce the remittance advises through the  routine, or alternatively  should you be processing accounts that are setup to be emailed.

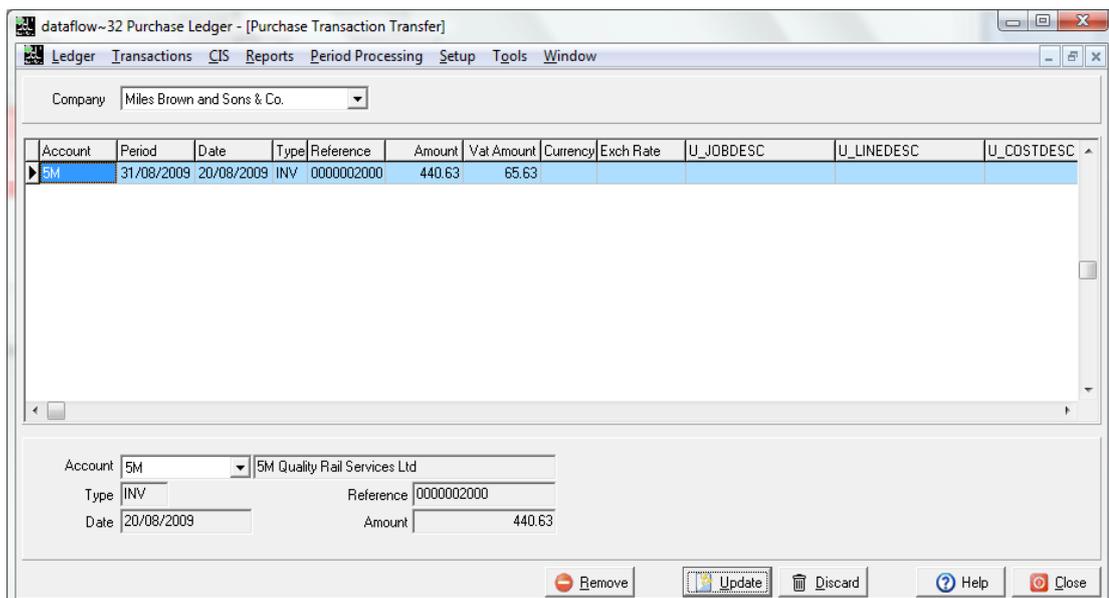
Once the  and  or  routines have been carried out you may then navigate to the *Batch* tab to  the automatic allocations.

The remittances due to be emailed will only be sent upon . Emailed documents will be stored in your sent items folder within your email program. In the event of a failure during the .pdf attachment process the system will present the failed attachments the next time the *Automatic Payments* window is accessed offering to re-attempt the process for the failed documents.

You may  the batch at any point prior to selecting the final  button and any process performed will be automatically reversed.

## Transfers

This facility enables the transfer of unallocated transactions between Accounts eliminating the need to Credit and re-Invoice. The facility is only open to those transactions that have been raised either through the *Manually Raised Invoices & Credits* or *Cash Payments* routines.



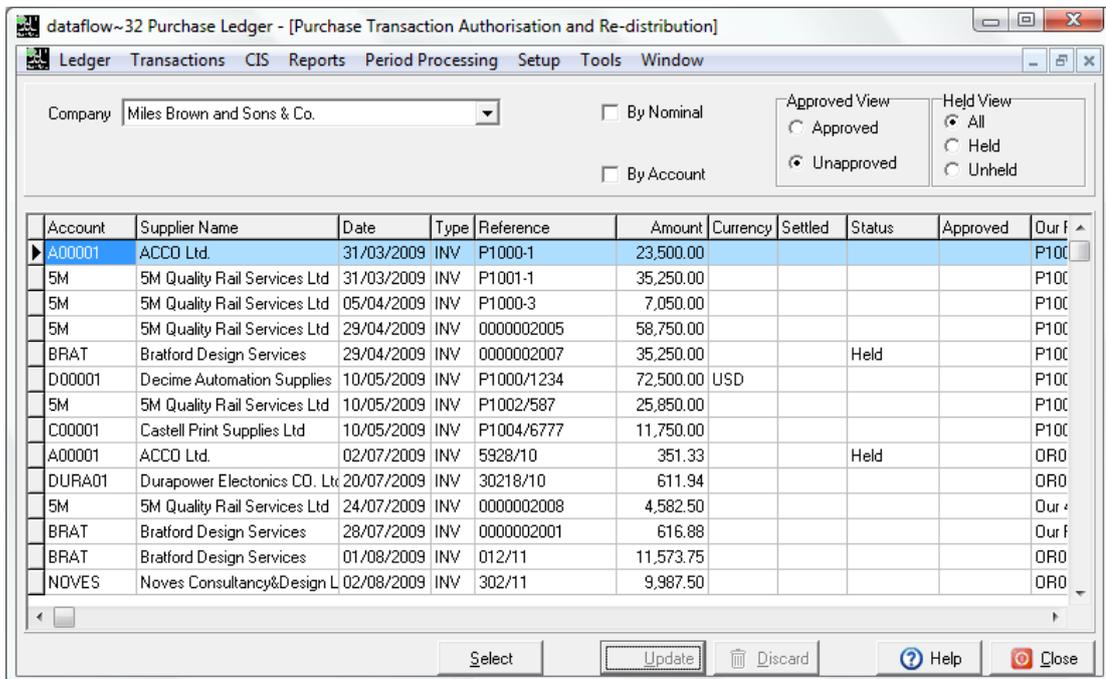
This facility requires the *drag and drop* of a transaction into this window, either by positioning the source transaction window so it's adjacent to the transfer window and simply dragging it over or utilizing the Speedbar.

Using the Speedbar requires the *Transfers* shortcut icon to be present on the Speedbar (refer to the *Navigating the System* document). Simply open the *Transfers* window via the shortcut icon then minimize the *Transfers* window, navigate to the unallocated source transaction and using **Ctrl** + left mouse button drag the transaction over the *Transfers* Speedbar icon which will in turn open up the *Transfers* window then simply drop the transaction into the window.

Once the transaction is present select the destination Account using the Account drop down and .

### Authorise and Re-distribute

This window enables control over the Approved and/or Held status' of documents. You may also modify *Our Reference*, *Their Reference*, *Payment Type* and *Nominal Code* selection for transactions through this window if required.



Numerous filter options are available to control the results displayed within the grid;

By Nominal

Filters the grid by *Nominal* code selection.

By Account

Filters the grid by *Account* code selection.

Approved View  
 Approved  
 Unapproved

Filters the grid by *Approved* Status.



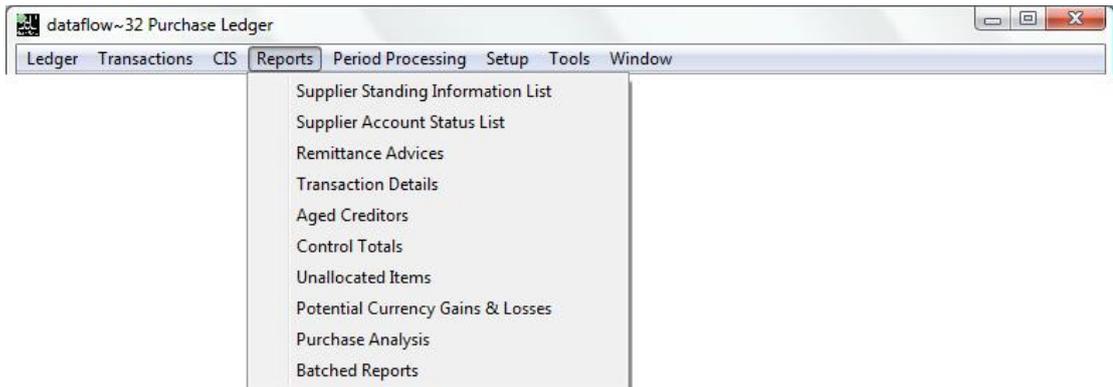
Filters the grid by *Held* Status.

Clicking on a grid line entry followed by the  button will display the details of the selected transaction. From here you are able to modify *Our Reference*, *Their Reference*, *Payment Type* and *Nominal Code* selection if required (*changing the Nominal will generate an automatic Journal, no user intervention required*).

There is also a quick access right click menu available on the grid for changing the *Authorisation* and *Held* statuses. The options displayed will be dependent on the current status of the document chosen e.g. if the document is already *Held* you will receive the option to *Unhold* and not *Hold* etc;

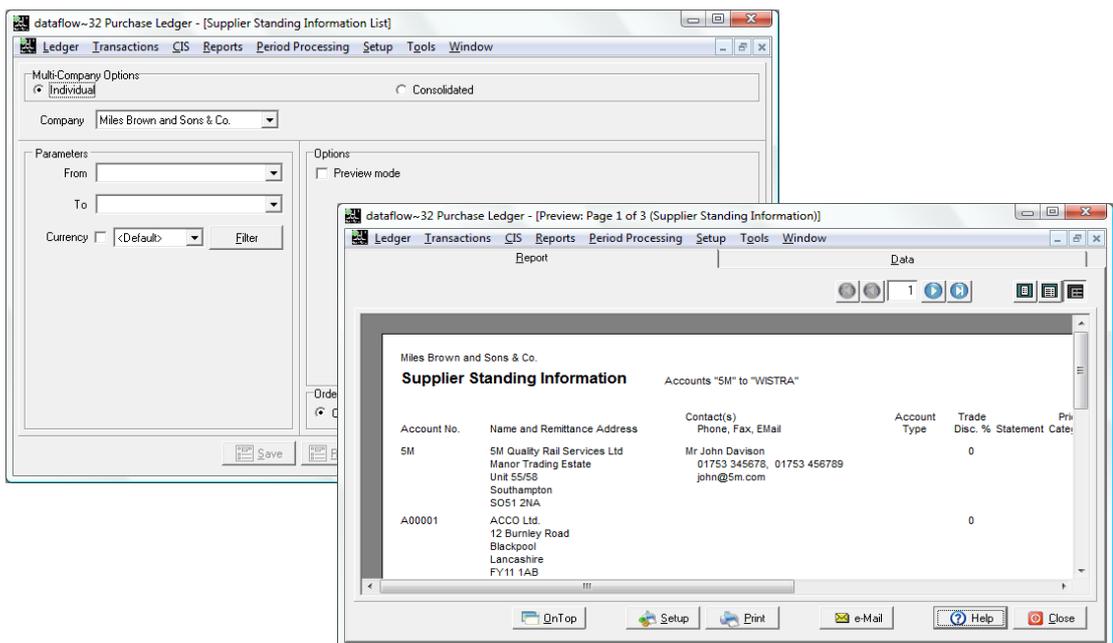


## Reports



### Supplier Standing Information Listing

This report displays Account details such as address, contact(s), Account Type, Payment Type, Analysis Groups etc;



## Supplier Account Status List

This report displays Account balance information including Year to Date and Cumulative figures.

The screenshot shows the 'Supplier Account Status List' report. The report title is 'Miles Brown and Sons & Co. Supplier Account Status' and it covers 'Accounts "SM" to "WISTRA"'. The table below lists various accounts with their respective turnover figures for 'This Year', 'Last Year', and 'To Date'.

Account No.	Account Name	Turnover This Year	Turnover Last Year	Turnover To Date	O/S
SM	SM Quality Rail Services Ltd	0.00	0.00	156,120.00	
A00001	ACCO Ltd.	0.00	0.00	22,918.71	
AUDIO	Audio Supply and Rental Services bu	0.00	0.00	28,466.45	
BEST01	Best Rail Group	0.00	0.00	7,500.00	
BRAT	Bratford Design Services	0.00	0.00	201,128.63	
C00001	Castell Print Supplies Ltd	0.00	0.00	13,630.76	
CAPLON	Caplon Furniture Supplies	0.00	0.00	96,708.88	
D00001	Decime Automation Supplies	0.00	0.00	57,471.21	
DURA01	Durapower Electronics CO. Ltd	0.00	0.00	7,488.01	
E01	Easy Transport Ltd	0.00	0.00	3,475.00	
EL D0014	Eliden Post Services	0.00	0.00	704.74	

## Remittance Advises

Each remittance produces full details of all outstanding transactions along with an aged analysis of balances due. Note that this designed to be an internal report and produces a listing of all outstanding items for the chosen account(s), if the intention is to distribute the remittance to a supplier you will be required to manually detail the paid items.

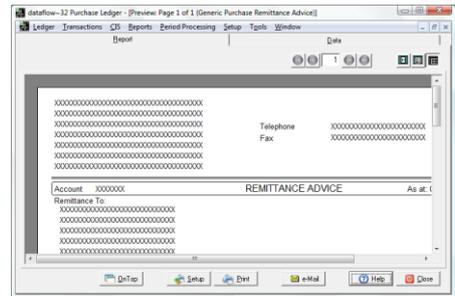
The screenshot shows the 'Remittance Advice' configuration window. The 'Company' is set to 'Miles Brown and Sons & Co.'. The 'Report at' date is '03 September, 2012'. The 'Options' section includes checkboxes for 'Preview mode', 'Single Layout', 'Line up', and 'Exclude e-Mailed documents when printing'. The 'Order By' section has 'Code' selected. The 'e-Mail' section has 'Hardcopy statements' checked and 'Request a receipt' unchecked.

Single Layout  [Dropdown]

Enables the selection of a specific remittance advice layout. Layouts are setup and located within the **Document Design** window.

Line up

Provides a printout of the layout for the selected template. Used for alignment purposes when adopting pre-printed stationary (see screenshot below for an example).



Exclude e-Mailed documents when printing

Checking this parameter will exclude those accounts that are setup to be emailed.

Hardcopy statements

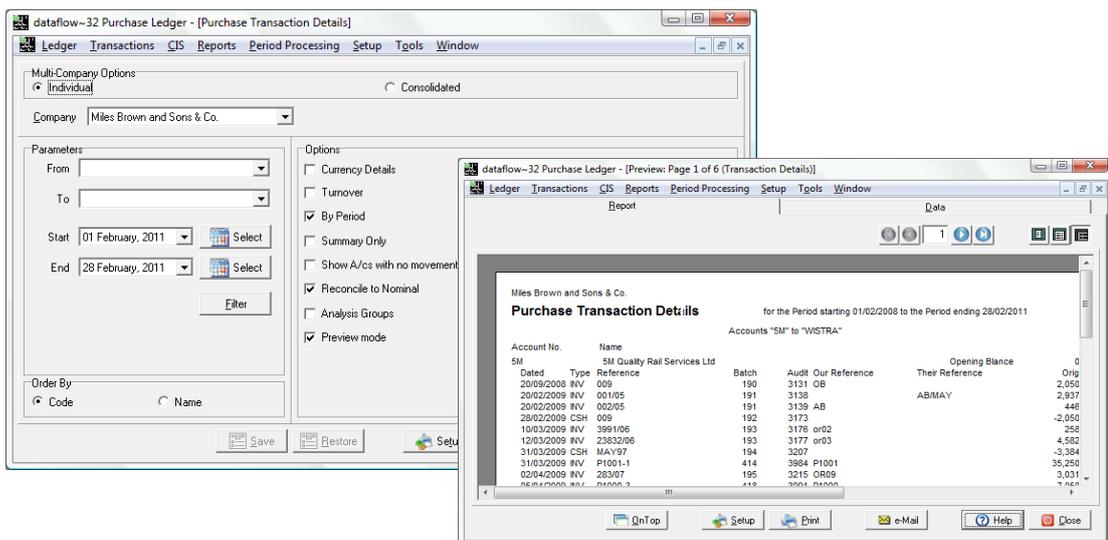
Requests a hardcopy of emailed documents.

Request a receipt

Requests a receipt for those documents that have been emailed.

### Transaction Details

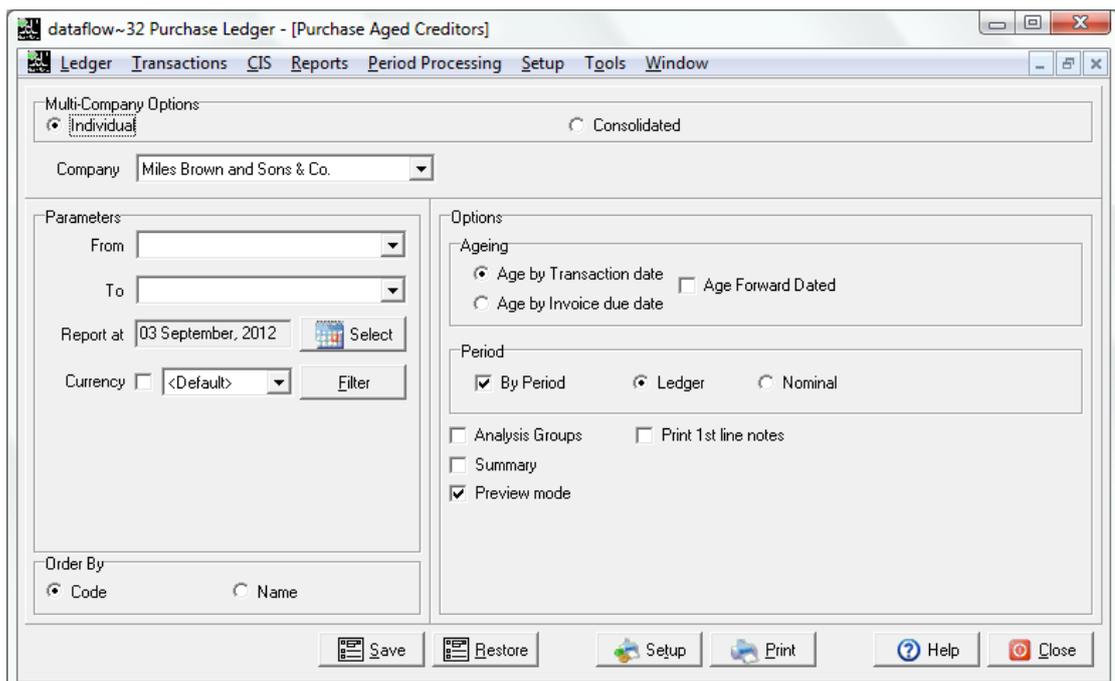
This report contains transactions details by Supplier, to change the content click on options as required.



<input type="checkbox"/> Currency Details	Includes currency details on the report including currency amount and exchange rate detail.
<input type="checkbox"/> Turnover	Provides the Turnover balance.
<input type="checkbox"/> By Period	Arranges the calendar select dates into period selections and transactions are displayed based upon their period posting date rather than the transaction date.
<input type="checkbox"/> Summary Only	Only available with <input type="checkbox"/> By Period checked and summarises report balances into account opening and closing balances.
<input type="checkbox"/> Show A/cs with no movement	Includes accounts that have no postings within the selected date/period range on the report.
<input type="checkbox"/> Reconcile to Nominal Ledger	Displays only balances that have been posted to the Purchase Ledger control account.
<input type="checkbox"/> Analysis Groups	Includes Analysis Group information on the report.

### Aged Creditors

This report displays Account balances in their corresponding aging bands either at Summary or Transaction level, to change the content click on options as required.



Age by Transaction date

Ages results by transaction date rather than Invoice due date.

Age by Invoice due date

Ages results by Invoice due date rather than transaction date.

Age Forward Dated

Displays forward dated aging bands on the report along with their relating balances.

By Period

Only available when aging by transaction date will return results based upon the period postings rather than transaction date.

Ledger

Only available when reporting  By Period and will return results based upon the Purchase Ledger period postings.

Nominal

Only available when reporting  By Period and will return results based upon the Nominal Ledger period postings.

Analysis Groups

Includes Analysis Group information on the report.

Print 1st line notes

Displays the notes detailed on the first line of the invoice.

Summary

Summarises results by providing account totals for each band.

## Control Totals

This report displays the period totals posted to the Purchase Ledger and can be used to reconcile to that of the Nominal Creditor Control Account(s).

The screenshot shows a software interface with two windows. The background window is titled 'dataflow~32 Purchase Ledger - [Purchase Control Totals]' and has a menu bar with 'Ledger', 'Transactions', 'GIS', 'Reports', 'Period Processing', 'Setup', 'Tools', and 'Window'. It includes 'Multi-Company Options' (Individual selected), 'Company' (Miles Brown and Sons & Co.), and 'Options' (Reconcile to Nominal Ledger and Preview mode checked). A 'Save' button is at the bottom right.

The foreground window is titled 'dataflow~32 Purchase Ledger - [Preview: Page 1 of 1 (Control Totals)]' and displays the report. The report title is 'Miles Brown and Sons & Co. Purchase Control Totals for the Period ending 30/09/2009'. The data is as follows:

Transaction Type	Previous periods	Period	Year To Date
Invoice	930,286.85	0.00	930,286.85
Credit Note	0.00	0.00	0.00
Cash	-132,407.20	0.00	-132,407.20
Cheque	0.00	0.00	0.00
Discount	0.00	0.00	0.00
Gain/Loss	0.00	0.00	0.00

The foreground window also has a menu bar with 'Ledger', 'Transactions', 'GIS', 'Reports', 'Period Processing', 'Setup', 'Tools', and 'Window'. It includes a 'Data' tab, a page number '1', and a toolbar with 'OnTop', 'Setup', 'Print', 'e-Mail', 'Help', and 'Close' buttons.

## Unallocated Items

This report displays all unallocated items.

The screenshot shows the 'Purchase Unallocated Items' report for Miles Brown and Sons & Co. as of 03/09/2012. The report is titled 'Purchase Unallocated Items' and is for Accounts 'SM' to 'WISTR'. The data is as follows:

Account No.	Name	Transaction Reference	Original Amount	Outstanding Amount	Our Reference	Their ref
SM	SM Quality Rail Services Ltd					
31/03/2009	INV	P1001-1	35,250.00	35,250.00	P1001	
02/04/2009	INV	28307	3,031.50	3,031.50	OR09	
05/04/2009	INV	P1000-3	7,050.00	7,050.00	P1000	
29/04/2009	INV	000002005	58,750.00	58,750.00	P1000	
10/05/2009	INV	P1004/789	17,625.00	17,625.00	P1004	
10/05/2009	INV	P1002/587	25,850.00	25,850.00	P1002	
10/05/2009	INV	9797/08	13,472.25	13,472.25	OR09	
20/05/2009	CSH	LKKL-K	-3,000.00	-3,000.00		
02/06/2009	INV	79689/09	505.25	505.25	OR02	

## Potential Currency Gains & Losses

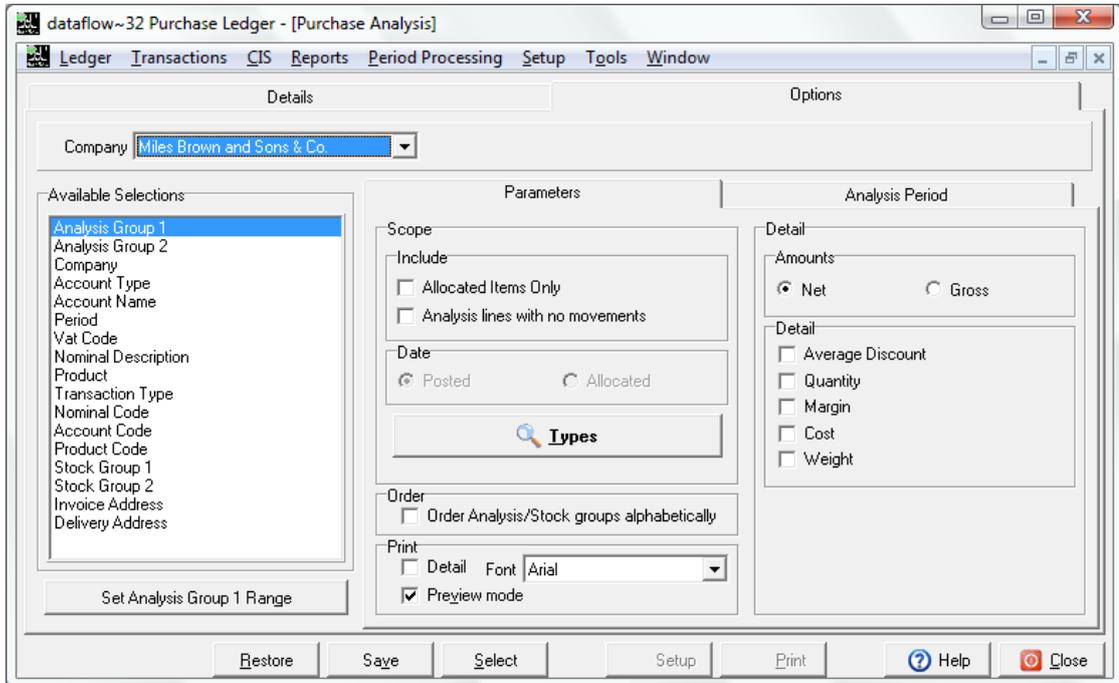
This report produces a listing of individual currency based transactions detailing the gain or loss on exchange rate between the home currency equivalent calculated using the rate applied the time of posting, and the home currency equivalent calculated from the rate held on the system in relation to the report date specified.

The screenshot shows the 'Purchase Potential Currency Gains and Losses (by account)' report for Miles Brown and Sons & Co. as of 03/09/2012. The report is for Accounts 'SM' to 'WISTR'. The data is as follows:

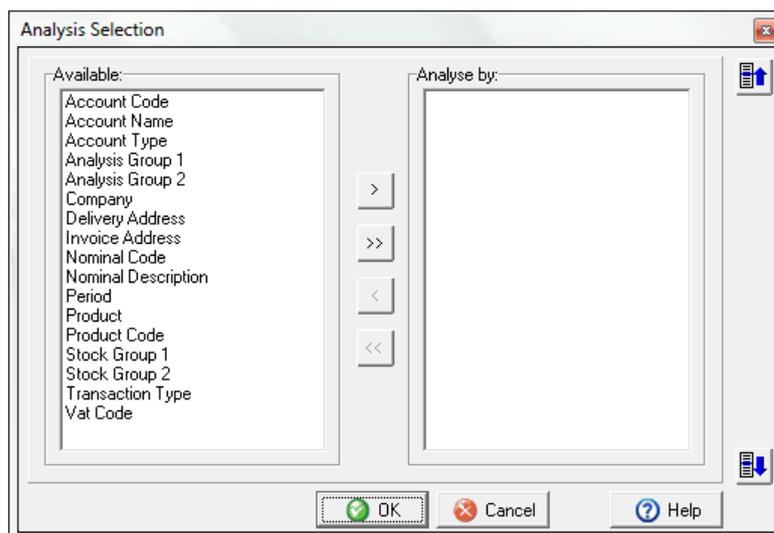
Date	Type	Reference	Local Currency Value	Book Value	Realised Value	Gain
D00001 Harveys Financial Planning Ltd						
USD			US Dollars @ 1.4513			
30/04/2009	INV	5958/07	840.00	525.00	578.79	
10/05/2009	INV	P1000/1234	72,500.00	49,955.21	49,955.21	
30/06/2009	INV	8979/09	8,625.00	5,750.00	5,942.95	
15/07/2009	INV	0980/10	870.00	580.00	599.46	
USD			82,835.00	56,810.21	57,076.41	0.00
D00001			82,835.00	56,810.21	57,076.41	0.00
E01 Harveys Financial Planning Ltd						

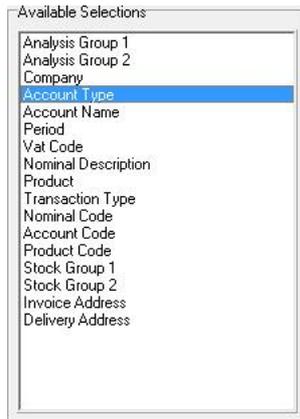
## Purchase Analysis

This report enables an Analysis of updated transactions. Typically the report would show the all transactions by Supplier dated within a specific date range or financial period. This information can also be broken down and analysed further by applying various transaction filters to determine whether certain transactions qualify for inclusion in the report.



The first port of call upon entering this window is the **Select** button to determine what you wish to *Analyse by*. Selecting this button launches the following *Analysis Selection* window prompting the selection for analysis.



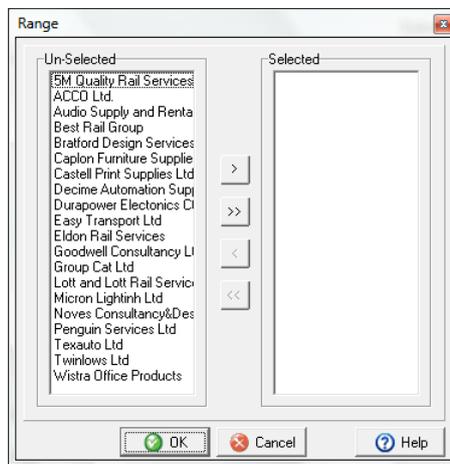


Set Account Name Range

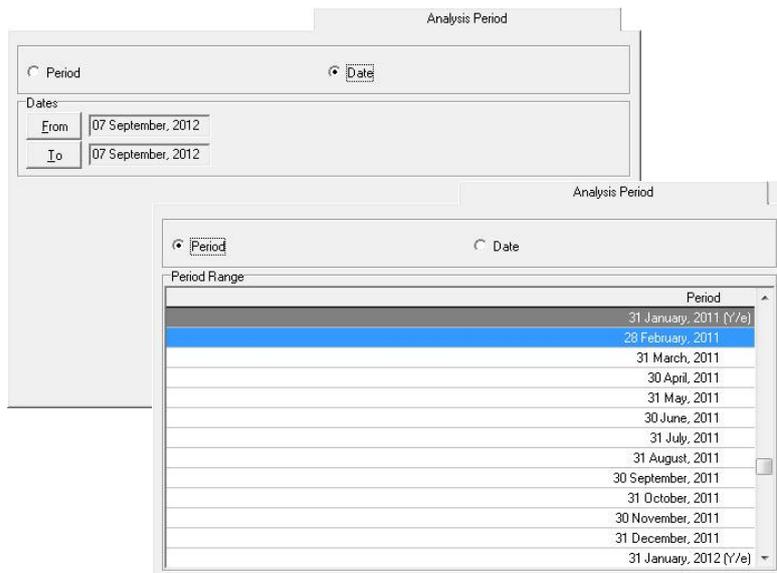
Once you have chosen your categories for analysis using the **Select** button you may now apply a filter to those categories by selecting them within the *Available selections* area and clicking the *Set Range* button below.

You will notice that the *Set Range* button's description will change to correspond with the selection you have made.

Selecting the button opens the following *Range* window allowing you to apply a filter on the selected category.



Choose whether you are analyzing by *Period* or by a manual *Date* range within the *Analysis Period* tab. When analyzing by *Period* you may select multiple periods to report on by clicking and dragging the mouse over the required periods.



Once you have chosen the core analysis information you can then review the parameters below to further control how that information will be displayed.

Allocated Items Only

Filters results by displaying allocated items only.

Analysis lines with no movements

Results to include Analysis lines with no movements. This parameter is only available when report by *Date* within the *Analysis Period* tab.

Date  
 Posted  Allocated

Determines whether the report at date will be based upon either the transactions *Posted* or *Allocated* date

 **Types**

Selecting the *Types* button launches the following filter window allowing the selection of transactions types to be included.



Order  
 Order Analysis/Stock groups alphabetically

Orders results alphabetically by Analysis/ Stock groups.

Detail

Includes additional information such as references, posted and settled dates on the printed report.

Font

Determines what font the reporting will be printed in.

Preview mode

A report preview will be displayed prior to printing.

Once the selection criteria has been established click the *Details* tab to display the results.

Account Code	Gross	Avg Disc.	Quantity	Cost
SM	64,263.69	0.00	73.00	3,900.00
A00001	627.46			
AUDIO	14,849.21			
BEST01	8,812.50			
BRAT	193,896.74	0.00	22.00	525.00
C00001	14,540.63	0.00	1.00	0.00
CAPLON	61,669.88	0.00	1.00	0.00
D00001	56,285.21	22,544.79	1.00	0.00
DURA01	1,071.13			
E01	1,825.00			
ELDON1	233.83			
GCL001	275.00			
GOOD	17,951.65	0.00	3.00	0.00
LOTTTS	135,451.65	0.00	1.00	0.00
NOVES	14,006.00			

You can further control the level of information displayed within this grid using the parameters detailed below. These parameters are located within the *Options* tab.

Amounts

Net       Gross

Whether the amounts will be displayed as Net or Gross.

Detail

Average Discount

Quantity

Margin

Cost

Weight

Includes additional columns within the *Details* tab grid based upon your selection.



When the refresh button is displayed depressed the grid will automatically be refreshed when moving from the *Options* tab to the *Details* tab

Gross

Toggles the display between categorised Gross or Net sum totals or subtotals for individual line entries. See below for an example, both images have the same analysis but displayed in different ways using this button.

	31/05/2009	30/06/2009	31/07/2009	31/08/2009
BM Quality Rail Services Ltd	INV	56,947.25	505.25	4,843.06
ACCO Ltd				1,968.13
Audio Supply and Rental Ltd				

Account Name	Gross	Transaction Type	Period
BM Quality Rail Services Ltd	56,947.25	INV	31/05/2009
BM Quality Rail Services Ltd	505.25	INV	30/06/2009
BM Quality Rail Services Ltd	4,843.06	INV	31/07/2009
BM Quality Rail Services Ltd	1,968.13	INV	31/08/2009

View Selected

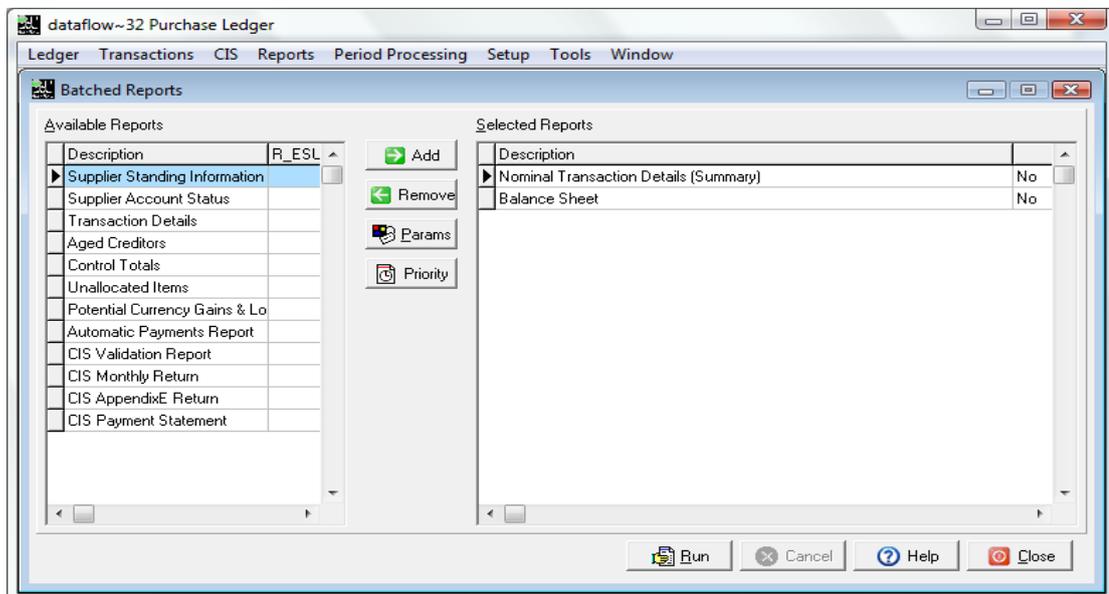
Select an account appearing on the left of the *Details* tab then check this parameter to filter the grid by the account selection.

View Collapsed

If you have multiple lines for the same account appearing within the grid you can use this option to consolidate the lines and display overall totals for those accounts listed.

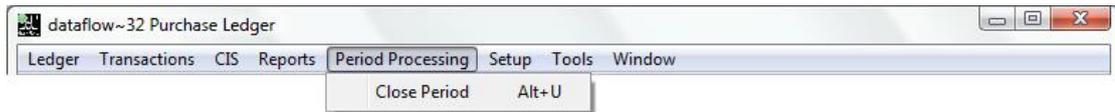
### Batched Reports

This routine enables the production of multiple reports without the need to navigate to the separate report menus.



Simply use the  or  to include or exclude the desired report within the batch. The  button takes you into the select report parameters allowing you to control the reports results and the  button allows you to dictate the order in which the reports appear and produced.

## Period Processing

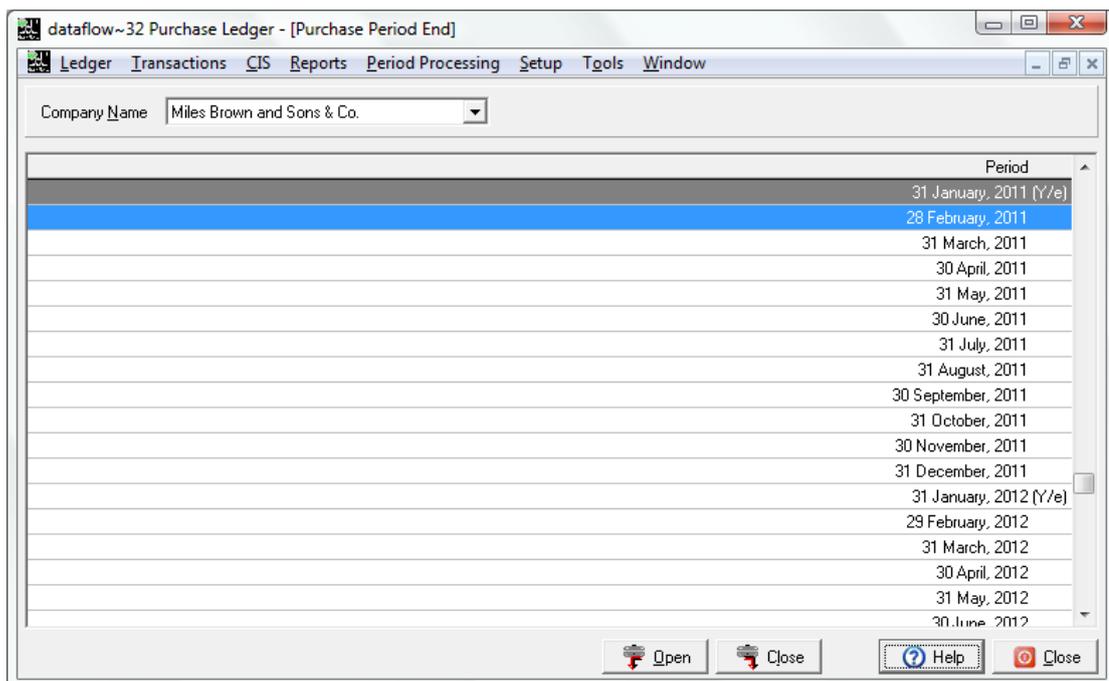


### Close Period

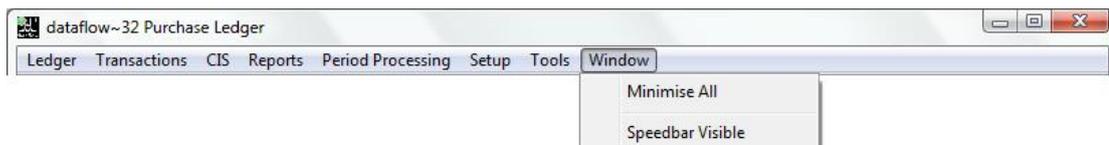
This window provides the ability to close down Purchase periods and consequently set the period balances on each account. In addition, if a period selected for closure is set as the financial year end, the associated year end balances are automatically set within this same process.

If, for some reason, a period has been closed in error or prematurely, the option to re-open closed periods provides every opportunity to recover a situation. The system automatically calculates all period balances when the close or open options are selected.

Before closing a period, you may wish to print reports and perform various checks to ensure all entries relating to the current period have been processed.



## Window



### Minimise All

All open windows are minimised.

### Speedbar Visible

Available to each user to create a personalised toolbar providing fast access to specific routines in any *dataflow-32* module. Nominal Ledger routines can be accessed directly by configuring the speedbar within the System manager.

