

Purchase Ledger

Contents

Introduction	3
Ledger	3
View Accounts	3
Control Totals	6
Transactions	7
Manually Raised Invoices & Credits	7
Cash Payments	10
Allocate Cash Payments	11
Cheque Requisition	13
Automatic Payments	14
Transfers	19
Authorise and Re-distribute	20
Reports	21
Supplier Standing Information Listing	22
Supplier Account Status List	23
Remittance Advises	23
Transaction Details	24
Aged Creditors	25
Control Totals	26
Unallocated Items	27

Potential Currency Gains & Losses	
Purchase Analysis	27
Batched Reports	
Period Processing	
Close Period	
Window	
Minimise All	
Speedbar Visible	

Introduction

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

dataf	low~32 Purcha	se Leo	lger					0	×	5
Ledger	Transactions	<u>C</u> IS	Reports	Period Processing	Setup	T <u>o</u> ols	Window		-	

Ledger

dataf	low~32 Purchase	Ledger					
Ledger	Transactions (CIS Reports	Period Processing	Setup	Tools	Window	
Vie Co Exi	ew Accounts Introl Totals t						

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.

ompany Mil	es Brov	wn and Sons & Co.	View Cor	mpany Deta ed Creditor:	ails 🔽 Auto	refresh			_ 0.
Account	Att.?	Supplier Name	Current Balance	Currency	Credit Limit	Status	Payment Type	Main Contact	Conta
5M	Yes	5M Quality Rail Services Ltd	163,873.19		0		Manual	Mr John Davison	0175(
A00001		ACCO Ltd.	22,986.46		0		Manual		
AUDIO	Yes	Audio Supply and Rental Services bu	13,469.21		12000		Auto		
BEST01		Best Rail Group	7,628.50				Manual		
BRAT		Bratford Design Services	230,056.81		10000		BACS		
C00001		Castell Print Supplies Ltd	14,048.01		0		BACS		
CAPLON		Caplon Furniture Supplies	62,179.88		0		BACS		
D00001		Decime Automation Supplies	56,405.58	USD	5000		Auto		
DURA01		Durapower Electonics CO. Ltd	1,042.63		0		Manual		
E01		Easy Transport Ltd	2,615.39	USD			Auto		
ELDON1		Eldon Rail Services	-5,796.26		2000	On Hold	Auto		
GCL001		Group Cat Ltd	566.87	USD	1000000		Manual		
									Þ

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;

dataflow~	32 Purchase Ledger - [Purchase Acc	iod Processing	Setup To	ols Window				
ompany Mi	les Brown and Sons & Co.	Vi Vi	ew Company ew Aged Cred	Details 🔽 Au litors 🥅 Vi	uto refresh ew Aged Forwa	rd Dated 🥅 A	age By Due Date	
Account	Supplier Name	Current Balance	Credit Limit	30 & Under	Over 30	Over 60	Over 90	Over 12
5M	5M Quality Rail Services Ltd	163,873.19	0.00	0.00	0.00	0.00	0.00	163,873.
A00001	ACCO Ltd.	22,986.46	0.00	0.00	0.00	0.00	0.00	22,986.
AUDIO	Audio Supply and Rental Services bu	13,469.21	12,000.00	0.00	0.00	0.00	0.00	13,469.
BEST01	Best Rail Group	7,628.50		0.00	0.00	0.00	0.00	7,628
BRAT	Bratford Design Services	230,056.81	10,000.00	0.00	-269.68	0.00	0.00	230,326.
C00001	Castell Print Supplies Ltd	14,048.01	0.00	0.00	0.00	0.00	0.00	14,048.
CAPLON	Caplon Furniture Supplies	62,179.88	0.00	0.00	0.00	0.00	0.00	62,179.
D00001	Decime Automation Supplies	56,405.58	5,000.00	0.00	0.00	0.00	0.00	56,405.
DURA01	Durapower Electonics CO. Ltd	1,042.63	0.00	0.00	0.00	0.00	0.00	1,042.
E01	Easy Transport Ltd	2,615.39		0.00	0.00	0.00	0.00	2,615.
ELDON1	Eldon Rail Services	-5,796.26	2,000.00	0.00	0.00	0.00	0.00	-5,796.
GCL001	Group Cat Ltd	566.87	1,000,000.00	0.00	0.00	0.00	0.00	566.
GOOD	Goodwell Consultancy Ltd	16,396.65	27,000.00	0.00	0.00	0.00	0.00	16,396.
								÷.
	🔍 View 🛛 📺	Irans	🔂 👌	<u>M</u> oc	lify 🔓 😑 <u>B</u> er	nove	Help	0 <u>C</u> los

View Aged Forward Dated

🦵 Age By Due Date

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

Ages 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.

<u>L</u> edger <u>T</u> rai	nsactions <u>C</u> I	S <u>R</u> eport	ts <u>P</u> eriod Proce	essing <u>S</u> et	up T <u>o</u> ols	<u>W</u> indow		- 4
Current Balance	163	873.19	Currency	<default></default>	•	 		
Credit Limit	, 	0	Current Balance		163873.19			
Process	account under	CIS 🕅	Base Equivalent		163873.19			
Currenc	y Turnover	1	Aged De	bt	1	Avg. Payment Days		Payments
Remitance Pa	rameters	Accou	unt Parameters	Add	resses	Contacts	Analysis	Period Turnover
Address								
<u>N</u> ame	5M Quality Ra	il Services l	_td					
Department								
Address <u>1</u>	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+0	
Add Scanned Account Documents	Ctrl+G	
Modify Scanned Account Documents	Ctrl+I	

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

킜	dataflow~3	2 Purcha	se Ledger	- [Pui	chase Trans	actions [5M - 5	iM Quality	Rail Services	Ltd][Miles Bro	wn and Sons	& Co	
Ľ.	Ledger	Transacti	ons CIS	Rep	orts Period	Processing	Setup To	ols Windo	N			_ 5 ×
	🔲 By <u>B</u> atch	389	*			🔽 View C	lutstanding			□ By <u>P</u> e	riod 28 Fe	bruary, 2011
	🔲 By <u>S</u> ite				View Details				J			
Г	Date	Att.?	Approved	Туре	Due Date	Reference	Our Ref.	Their Ref.	Amount	Outstanding	Notes	VAT Amo 🔺
D	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	0R02		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	0R09		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 🚽
	•											Þ
						-	On <u>T</u> op	🥂 <u>P</u> in	🔍 Types	C	Help	0 <u>C</u> lose

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 <u>B</u> atch	Filters the grid to display only transactions relating to the specified batch number.
☐ By <u>S</u> ite	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 <u>D</u> etails	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
	Sum Calculator Search Filtered Change highlight colour Modify Header Modify Lines View Allocations View Allocations View Details View Notes View Notes View Source View Source View Scanned Document Add Scanned Transaction Documents Modify Scanned Transaction Documents Modify Scanned Account Documents

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.

Ledger Transactions C	IS	Reports Pe	eriod Process	sing Setup	Tools W	indow	-
Company <u>N</u> ame Miles Brow	wn a	ind Sons & Co.		-			
Period	*	Туре	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

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;

Ledger Transactions Cl	S Reports P	eriod Process	ing Setup	Tools Win	ndow	-
ompany <u>N</u> ame Miles Brov	vn and Sons & Co). <u> </u>]			
Period	 Туре 	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	Sum	Ctrl+S
31 May, 2011	Discount	0.00	0.00	0.00	CI T	OLT
30 June, 2011	Adjustment	0.00	0.00	0.00	Show Transactions	Ctri+1
31 July, 2011	Gain/Loss	0.00	0.00	0.00	Show Unlinked	Ctrl+U
31 August, 2011						
30 September, 2011						
31 October, 2011						
30 November, 2011						
31 December, 2011						
31 January, 2012 (Y/e)	-					

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 catergorised tabs. Use the system generic <u>Add</u>, <u>weak</u> and <u>e Remove</u> buttons to enter, change or delete existing line entries along with the <u>O UK</u> and <u>e Remove</u> as confirmation or cancellation during input.

dataflow~32 Purchase Ledger - [Purchase Manual Invoices/Credit No	otes (Miles Brown and Sc	ons & Co.)]	
Ledger Transactions CIS F	Reports Period Processing Setup	Tools Window		- 5
Batch Input	Batch <u>T</u> o	otals	Account Code:	s)
Account	Settlement % 0	old <u>D</u> ate 03/09 Due Date 03/09	1/2012 <u>P</u> aid □ Pai 3/2012 Payment	id on kef.
Stock Code Notes	Nominal	Amount VAT Code VA	T Amount Quantity Bas 0.00	e VAT Amount B
< <u>H</u> eader Details	Header <u>N</u> otes	Line Details	EC <u>V</u> AT & Ir	+ ■
Document <u>Type Invoice Durgett Type Durgett Type </u>	Reference Our <u>R</u> ef Their Ref	Analysis Analysis	Group 1	•
C Manual C BACS	Currency Currency Code <default> Exch Rate(s)</default>	 Analysis 	Group 2	•
		() +	telp∵∏: Ne <u>w</u>	🙀 <u>F</u> inish

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

j d ⊰t	lataflow-	-32 Purcha	ions CIS	- [Purchase Reports	e Manual Invoi	ices/Credit N ssing Setur	otes (Miles B	rown and indow	Sons & Co.)]			
	<u>z</u> euge,	Batcl	h <u>I</u> nput	Tchoug		Batch <u>T</u>	otals			Account Co	odes	
<u>I</u> r	Accoun nvoice No	t .	•	Se	ettlement %	0 H	old Due	Date 03. Date 03.	/09/2012 /09/2012	<u>P</u> aid ∏ Paym	Paid on nent Ref	
*	Sto 3	ck Code	Notes			Nominal	Amount 0.00	VAT Code 1	VAT Amount 0.00	Quantity	Base VAT An	ount B ^ 0.00
•	•	<u>H</u> eader Det	ails	1	Header <u>N</u> otes	8	Lin	e Details		EC <u>V</u> AT	& Intrastats	+
	P <u>r</u> oduci Note <u>s</u> Nominal		_	_	• •	Goods AT Code 1 VAT Quantity CCCN Contra	•	0.00 <u>G</u>	ross To Net	Totals Goods VAT Gross		0.00 0.00 0.00
	0	Add	∾ <u>M</u> odify		nove	🔗 OK 📔	😵 Cancel		Help	·∐́· Ne	<u>₩</u>	<u>F</u> inish

Once the Account Code and Header information is chosen simply click enter a line and once complete click 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 cancel the system generated blank line if it is not required or simply click Finish

·∐́·Ne<u>w</u>

dataflow~32 Purchase Ledger -	[Purchase Manual Invoices/Credit	Notes (Miles Brown and Sons & Co.)]	
Ledger Transactions CIS	Reports Period Processing Setu	ıp Tools Window	_ 8 ×
Batch Input	Batch	<u>T</u> otals	Account Codes
Account	Settlement % 0	Lold Date 03/09/2012 Due Date 03/09/2012	Paid Paid on Payment Ref.
Stock Code Notes	Nominal	Amount VAT Code VAT Amount	Quantity Base VAT Amount B 🔺
* 🧿		0.00 1 0.00	0.00
Header Details	Header Notes	Line Details	EC VAT & Intrastats
VAT due on EC Aquisitions	VAT Amount	EC VAT & Intrastat Document Details Invoice Country Delivery Country	
Intragtat Line Details Qty (Kgs) Consignments	Related Costs Supp. Units	Delivery Terms Nature of Transaction Mode of Transport	v
🕒 🗛 🕹 🔧 Modify	<u>Remove</u>	😵 Cancel 🛛 🕜 Help	· <u>∭</u> · Ne <u>w</u> Einish

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 <u>Update</u> button.

dataflow~													
<u>L</u> edger	<u>T</u> ransactions	<u>C</u> IS	<u>R</u> eports	Period I	Processing	<u>S</u> etup T <u>o</u> o	ls <u>W</u> ine	dow					-
	Batch <u>I</u> npu	ıt			B	atch <u>T</u> otals				Acc	ount Code	es	
Company	Miles Brown an	d Sons	& Co.		•								
		Invoic	e Totals						Credit	t Total:	2		
urrency	Goods	:	VAT	Goods	VAT	Curren	су	Goo	ds	VAT	Good	ds	VAT
ase Currenc	cy 100.00	I	17.50	100.00	17.5	Base C	urrency	0.0	00	0.00	0.0	10	0.00
*	Setup	Print	1	G Add	مراجع <u>الم</u> راجع	odify	<u>R</u> emove		Update		Discard		(?) Help
	Setup	<u>Print</u>		bb <u>A</u>	<u>No.</u>	odify	<u>R</u> emove		<u>U</u> pdate		Discard	C-14	() Help
Account	Setup	Print		• <u>A</u> dd	Type Referen	odify 😑	Remove	Date Date	Update Amount	Vat Ar	Discard	Settle	7 Help 8 Our Re

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 <u>e Benove</u> buttons to enter, change or delete existing line entries along with the <u>ork</u> and <u>cancel</u> as confirmation or cancellation during input.

	da	ataflo	ow~32 P	urchase Ledge	er - [Cash Pay	ments (Miles	Brown a	nd Sons & (.o.)]					X
5	Ł.	<u>L</u> edg	er <u>T</u> ra	nsactions <u>C</u> I	S <u>R</u> eports	Period Proce	ssing <u>S</u>	etup T <u>o</u> o	s <u>W</u> ir	ndow				- 8 ×
				Batch <u>I</u> nput			Bal	tch <u>T</u> otals			,	Account Codes		
	Π		Account	Nominal	Reference	Date	Notes			Currency Ex	ch. Rate	Amount F	eriod	Thi 🔺
	×	0		BANK1		03/09/2012						0.00 3	0/09/2012	2
														-
	1													·
								<u>D</u> etails						
		A	Account		-					Currency	<default></default>	•		
		1	<u>N</u> ominal	BANK1	•	Bank (Curren	t Account))		<u>A</u> mount		0.00		
		Rel	ference							Exch Rate(s)				
			Date	03/09/2012						<default> Amt</default>	í			
			Notes							Commission				
											,			
				Allocate	Ð	Add 🔥	<u>M</u> odify	● <u>R</u> emo	ve	0	K.] (😣	Cancel	0	Help

There is also an Allocate 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 Allocate button loads the following window which is almost identical to the standard *Allocate Cash Payments* window bar one difference; the Use Cash button, which must be selected in order to 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.

Ledger	ransa	actions CIS	Reports F	Period Proce	ssing Setu	p Tools Windo	w			- 8	
Transaction E Reference Date	ntere t4! 03) 56 /09/2012		Amount 0/s Amount		150.00 150.00		Current Balance 163,873. Positive Allocations 0. Negative Allocations 0.			
Date	Tune	Beference	Amount	Outstanding	This Session	Settle % Currency	Exch	Bate Currenc	Selected		
02/04/2009	INV	283/07	3.031.50	3.031.50	0.00	0			Type	INV	
10/05/2009	INV	P1004/789	17,625.00	17,625.00	0.00	0			Bof	283/07	
10/05/2009	INV	9797/08	13,472.25	13,472.25	0.00	2			ner	200707	
20/05/2009	CSH	;LKKL;K	-3,000.00	0 -3,000.00 0.00 0				Date 02/04			
02/06/2009	INV	79689/09	505.25	505.25	0.00	0			Amount	3,031.50	
01/07/2009	INV	201/10	260.56	260.56	0.00	0			0/s Amt	3,031.50	
19/08/2009	CSH	Cash12	-472.00	-472.00	0.00	0		-			
								P.			
Max	Aļlo	cate		Allocate		0.00					
Ayail	6 <u>e</u> ttler	nent		Settle		0.00					
<u>₩</u> rite Off 0.00 Write Off 0.00											

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 <u>Update</u> button.

dataflow~32 Purchase Ledger - [Cash Payments (Miles Brown and Sons & Co.)]	
Ledger <u>T</u> ransactions <u>CIS</u> <u>R</u> eports <u>P</u> eriod Processing <u>S</u> etup T <u>o</u> ols <u>W</u> indow	- 8 ×
Batch Input Batch I otals Account Codes	1,
Company Miles Brown and Sons & Co.	
Currency Input Cash Calculated Cash	
Base Currency 150.00 150.00	
Setup Rint Discard	(?) Help

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.

	dataflow~3	2 Pur <u>F</u> rans	chase Ledger - [actions <u>C</u> IS]	Purchase Cash Reports <u>P</u> erio	Allocation] d Processing	<u>S</u> etup T <u>o</u>	ols <u>W</u> ir	idow					
	Company Miles Brown and Sons & Co. Current Balance 163,873.19 Account SM SM Quality Rail Services Ltd Services Ltd 0.00 Negative Allocations 0.00												
	Date 02/04/2009	Type INV	Reference 283/07	Amount 3,031.50	Outstanding 3,031.50	This Session 0.00	Settle % 0	Currency	Exch. Rate 🖸 🔺	Selecte Typ	ed pe INV		
	10/05/2009 10/05/2009 20/05/2009	INV INV CSH	P1004/789 9797/08 ;LKKL;K	17,625.00 13,472.25 -3,000.00	17,625.00 13,472.25 -3,000.00	0.00	0 2 0			R Da	ef 283/07 ite 02/04/2009		
	02/06/2009 01/07/2009 19/08/2009	INV INV CSH	79689/09 201/10 Cash12	505.25 260.56 -472.00	505.25 260.56 -472.00	0.00	0			Amou O/s A	mt 3,031.50 mt 3,031.50		
									+	1			
-	Max Allocate O.00 Ayail Settlement Settle 0.00												
	Write Off 0.00 Write Off 0.00 Un-Select Select Un-allocate Undate Im Discard Im Discard												

The solvest 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 <u>select</u> 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 <u>select</u> button is activated additional control buttons will become active such as;

Max	Applies the maximum amount available for allocation
Allocate	Allocates the selected value
Ayail	Applies the maximum settlement discount available to the allocation.
Settle	Applies the selected Settlement value to the allocation.
Write Off	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.

datafl	low~32 Purchase	Ledger								ο 🗆 <mark>Σ</mark>
<u>L</u> edger	<u>T</u> ransactions <u>(</u>	IS <u>R</u> eports	Period Processing	<u>S</u> etup	T <u>o</u> ols	<u>W</u> indow				
👯 Pure	chase Cheque Rec	luisition								23
		Cheque <u>I</u> I	nput				Chegue Print 8	k Update		
C	Company <u>N</u> ame M	iles Brown and	Sons & Co.	•				View © Outstanding (ີ Updated	
Ac	Requisition	Details						×	ated by	<u> </u>
	Cheque Det Account Our Ref. Due Date Currency Amount	ail 5M Our Ref 04/01/2012 <default></default>	▼ 5M Quality Bank /	Rail Serv	ices Ltd	<u>Discard</u>	• ⑦ Help	Close		
•			Aut <u>h</u> orise		▶ <u>A</u> dd] 🔥 Modify	<u>R</u> emove	🔘 Help	Liose	-

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

<u>.</u>	dataflow~32 Purchase Ledger - [Purchase Cheque Requisition]										
2	<u>L</u> edger	<u>Transactions</u> <u>CIS</u> <u>R</u> epor	rts <u>P</u> eriod	Processing	<u>S</u> etup T <u>o</u> c	ols <u>W</u> indow	1			_ & ×	
		Cheque <u>I</u> r	nput				Cł	egue Print & Updat	e	1,	
	Company Name Miles Brown and Sons & Co.										
	Account	Supplier Name Du	ue Date	Amount	Our Reference	Status	Requested by	Authorised by	Updated by	Printed 🔺	
	5M	5M Quality Rail Service: 04	1/09/2012	105.00	our ref	Pending	SUPERVISOR		SUPERVISOR		
	AUDIO	Audio Supply and Renta 04	1/09/2012	2,598.00	hut556	Authorised	SUPERVISOR	SUPERVISOR	SUPERVISOR		
	•									•	
_				Authorise		Add	🗞 Modify 🧲	<u>R</u> emove	() Help	O Close	

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

<u>L</u> edger	Transactions <u>CIS</u> <u>Reports</u> <u>Period</u> Pr	essing Setup Tools Window]
	Cheque Input	Chegue Print & Update	
Company	y Name Miles Brown and Sons & Co.		
Account	Name	Due Date Amount Currency Dur Reference Payee	
AUDIO	Audio Supply and Rental Services bu	04/09/2012 2,598.00 hut556 Factors Ltd	
		dataflow-32 Purchase Ledger - [Purchase Cheque Print]	
		Ledger Iransactions CIS Reports Period Processing Setup Tools Window	_
		Print Control	
			Benrint Setun
(
		First in box 1 Last in box 1	
	Currency <default></default>		
Print che	eques due on or before 04 September, 2012	There are 1 payees waiting to have cheques printed for them	
	Cheque payment date 05 September, 2012		
		Reprint Parameters	

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.

Ageounts Batch Company Name Miles Brown and Sons & Co. Bun Parameters Select Accounts Payment Parameters Select Accounts Due by 03 September, 201 Beference Image: Currency to process Nominal Image: Currency to process Remittance Advice/Cheque Parameters Image: Currency to process Separate Cheques Image: Currency to process Single RA Layout Image: Currency to process Cheque Layout Image: Currency to process Exclude e-Mailed documents when printing Image: Currency to process Image: Currency to process	Ledger	Transactions	CIS	Reports	Period Processing	Setup	Tools	Window				- 6
Compary Name Miles Brown and Sons & Co. Bun Parameters Select Accounts Payment Parameters Currency to process Due by 03 September, 201 Reference Exch Rate(s) Nominal Image: Separate Cheques Separate Cheques Seneric Purchase Remittanc Cheque Layout Image: Separate Cheques Exclude e-Mailed documents when printing Image: Separate Cheques Request a receipt			Ą	<u>c</u> counts					Baj	ch		
Bun Parameters Select Accounts Select Account Types Payment Parameters Currency to process Payment Kind Due by 03 September, 201 Currency (Default) Payment Kind Reference Egch Rate(s) Currency (Default) Automatic Cheques Nominal Image: Separate Cheques BACS Remittance Advice/Cheque Parameters Image: Separate Cheques Image: Separate Cheques Single RA Layout Image: Separate Cheques Image: Request a receipt Cheque Layout Image: Separate Cheques Image: Request a receipt	Company	Name Miles Bro	wn and	Sons & Co								
Payment Parameters Currency to process Due by 03 September, 201 Beference Egch Rate(s) Nominal Image: Construction of the second of		<u>R</u> un Param	eters			<u>S</u> elect	Accounts		1	Select Acco	ount Types	
Remittance Advice/Cheque Parameters g-Mail Separate Cheques g-Mail Single RA Layout Generic Purchase Remittanc Cheque Layout g Exclude e-Mailed documents when printing g	Paymer Duk <u>R</u> efe	e by 03 Septe erence ominal	mber, 2	201 P	ay on 03 Septemb	oer, 201			cy to process	•	Manual Cheque Automatic Cheq BACS	ues
	⊟Remitta Si	nce Advice/Cheq eparate Cheques Single RA Layout Cheque Lay Exclude e-Mailec	ue Para	ameters Generic Pur hents when	chase Remittanc 💌 💌 printing 🔽					<u>e</u> -Mail ☐ e-Mail ☐ Hardo ☐ Reque	Remittance Advice opy statements est a receipt	

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

Due by	03 September, 201

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.
<u>R</u> eference	Free type reference field (not available when processing <i>Automatic Cheques</i>)
Nominal BANK1	Enables the selection of a specific Bank account for the payment process.
Currency to process Currency <default> Exch Rate(s)</default>	Filters all invoices to be processed by the currency selected. The exchange rate used can also be determined by clicking the Each Rate(s) button.
Separate Cheques 🔽	Enables the production of separate cheques when running the <i>Automatic Cheques</i> payment kind.
Single RA Layout 🦳 Generic Purchase Remittanc 💌	Enables the selection of a specific remittance advice layout when using the <i>Separate Cheques</i> parameter. Layouts are setup and located within the <i>Document Design</i> window.
Cheque Layout Generic Purchase Cheques 💌	Enables the selection of a specific cheque layout when using the <i>Separate Cheques</i> parameter. Layouts are setup and located within the <i>Document Design</i> 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 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 email 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.

Currency to process Currency <default></default>	Payment <u>K</u> ind Manual Cheques
E <u>x</u> ch Rate(s)	C Automatic Cheques
<u> </u>	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.

yment Param	neters			Currency to proces	s	Payment <u>K</u> ind
D <u>u</u> e by	03 September, 201	Pay o <u>n</u>	03 September, 201	Currency <defau< th=""><th>b 🔻</th><th>C Manual Cheques</th></defau<>	b 🔻	C Manual Cheques
<u>R</u> eference				E <u>x</u> ch Rate(s)		Automatic Cheque
Nominal			<u> </u>			O BACS
Nominal mittance Ad ⁱ Separate	vice/Cheque Paramete Cheques 🥅	ers	•		<u>e</u> -Mail ∏ e-Ma	il Remittance Advice
Nominal mittance Adv Separate Single R	vice/Cheque Paramete Cheques T A Layout 🔽 Gene	ers ric Purchase	▼ Remittanc ▼		<mark>e-Mail</mark> □ e-Ma □ Hard	il Remittance Advice

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.

<u>R</u> un Para	meters	BACS Parameters	Select Accounts	Select Account Types
CS Parameters				
<u>B</u> ACS File	C:\Program Files	Dataflow∖dataflow~32 v6 Evalual		
Account Name	Current Account	•		
Bank Account	23456789	Sort Code 10-11-88		
BACS User ID	3456789643			
Nominal Code	BANK1			
	Dank (Current Ac	coupt)		

The destination of where the *BACS* output file is saved is determined by clicking the *BACS* 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.

	<u>R</u> un Parameters	Select Accounts	Select Account Types
kcluded		Included	
cluded 5M A00001 AUDIO BEST01 BRAT C00001 CAPLON D00001 DURA01 E01 ELDON1	5M Quality Rail Services Ltd ACCD Ltd. Acutio Supply and Rental Services bu Best Rail Group Bratford Design Services Castell Print Supplies Ltd Caplon Furniture Supplies Decime Automation Supplies Durapower Electonics CO. Ltd Easy Transport Ltd Eldon Rail Services	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	

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.

Ledger <u>1</u>	<u>T</u> ransactions	<u>C</u> IS <u>R</u> eports	Period Prov							
			<u>r</u> enour io	cessing <u>S</u>	etup T <u>o</u> ols	<u>W</u> indow			-	Б×
		Accounts								
Account	Supplier Name	e		Process	? 0/s Credits	Items	0/s Debits	Discount	Payment	*
► AUDIO	Audio Supply	and Rental Serv	ices bu		0.00	3	13,469.21	0.00	13,469.21	
GOOD	Goodwell Con	isultancy Ltd			0.00	1	16,396.65	0.00	16,396.65	
NOVES	Noves Consul	ltancy&Design Lt	d		0.00	4	18,122.50	0.00	18,122.50	
		Total	47.988.36	4	Process	Print 1		retail	ØH	elo

Within the *Accounts* tab you will find a <u>Detail</u> 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.

datai	flow~32 dger <u>1</u>	2 Purchase [ransaction	e Ledger - [A ns <u>C</u> IS <u>R</u>	utoma eports	tic Payments <u>P</u> eriod Proc	: - Outstandi :essing <u>S</u> et	ng Transacti up T <u>o</u> ols	ons] <u>W</u> indow				- 8
	Accour	nt Supp	plier Name		Current Bala	nce Currency	Credit Limit	Status	Main Contac	t Con	tact Telephor	ne Pay 🔺
	AUDIO	Audi	o Supply and	Rental !	13.46	3.21	12000					Auto
10	GOOD Goodwell Consultancy Ltd 16.396.65 27000											
Þ 🗿	NOVES	i Nov	es Consultano	v&Desid	28,110	0.00	0					Auto
X	P00001	l Pen	auin Services	Ltd	-6.23	3.87	0					Auto
□ Wit	thhold <u>A</u> o	ecount from	n payment									
	Status	Approved	Date	Type	Reference	Amount	Due Date	Outstanding	Payment	Currency	Exch. Rate	Currenc 🔺
۵ (Approved	20/09/2008	INV ()05	15,089.00	19/10/2008	14,104.00	14,104.00			
0		Approved	20/05/2009	INV 3	3843/08	681.50	19/06/2009	681.50	681.50			
0		Approved	25/05/2009	INV 2	2858/08	928.25	24/06/2009	928.25	928.25			
0		Approved	15/07/2009	INV ()220/10	2,408.75	14/08/2009	2,408.75	2,408.75			
×			02/08/2009	INV 3	302/11	9,987.50	02/09/2009	9,987.50	9,987.50			
∢ 📄 □ Wit	Withhold Iransaction from payment Due Date Status											
₽ F	Preview			_📚 Set	up 🗼	<u>P</u> rint	🦰 On T	op 🔧) jync	0	Help	0 <u>C</u> lose

If you wish to part pay and Invoice there is a Payment Amount 1.045.75 field enabling you to free type the exact payment value you wish to process against that Invoice.

A <u>Sync</u> 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 <u>Core</u> the Detail window to return to the *Accounts* tab. A quick access right click menu is available from the <u>letal</u> 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 *process* button at the footer of the window. Once you have processed you will be required to produce the remittance advises through the *process* routine, or alternatively *process* should you be processing accounts that are setup to be emailed.

Once the *Fragess* and *Print* or *Process* and *Print* or *Prin*

The remittances due to be emailed will only be sent upon <u>update</u>. 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 reattempt the process for the failed documents.

You may <u>Discard</u> the batch at any point prior to selecting the final <u>Update</u> 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.

dataflo	w~32 Purch	nase Led	ger - [Pu	urchase	Transaction	n Transfer]										
Ledge	er <u>I</u> ransac	tions (<u>CIS R</u> ej	ports	Period Proc	essing <u>S</u>	etup	l <u>o</u> ols	Window	1						- 8 ×
Comp	any Miles I	Brown an	d Sons &	Co.	•											
Account	nt Period	Da	ate	Type	Reference	Amou	nt Vat	Amount	Currency	Exch Rate	U_JOBC	ESC	U_I	LINEDESC	: U_	COSTDESC 🔺
▶ 5M	31/08/	2009 20	/08/2009	9 INV	0000002000	440.6	3	65.63								
																-
•																F.
Acc	count 5M		▼ 5	iM Quali	ty Rail Servio	es Ltd										
	Type INV				Refer	ence 00000	02000									
	Date 20/08	/2009			An	iount		440.6	53							
									<mark>)</mark> <u>B</u> e	emove	[🗿 Цр	date)	Discard	I	🕜 Help	0 <u>C</u> lose

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 Update.

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.

dataflow~32 Purchase Ledger - [Purchase Transaction Authorisation and Re-distribution]												
Company Miles Brown and Sons & Co.												
	By Account G Unapproved C Unapproved C Unheld											
[]4	Account	Supplier Name	Date	Туре	Reference		Amount	Currency	Settled	Status	Approved	Our f 🔺
	400001	ACCO Ltd.	31/03/2009	INV	P1000-1		23,500.00					P100
	5M	5M Quality Rail Services Ltd	31/03/2009	INV	P1001-1		35,250.00					P100
	5M	5M Quality Rail Services Ltd	05/04/2009	INV	P1000-3		7,050.00					P100
	5M	5M Quality Rail Services Ltd	29/04/2009	INV	0000002005		58,750.00					P100
E	BRAT	Bratford Design Services	29/04/2009	INV	0000002007		35,250.00			Held		P100
	000001	Decime Automation Supplies	10/05/2009	INV	P1000/1234		72,500.00	USD				P100
	5M	5M Quality Rail Services Ltd	10/05/2009	INV	P1002/587		25,850.00					P100
	200001	Castell Print Supplies Ltd	10/05/2009	INV	P1004/6777		11,750.00					P100
4	400001	ACCO Ltd.	02/07/2009	INV	5928/10		351.33			Held		0R0
	DURA01	Durapower Electonics CO. Ltd	20/07/2009	INV	30218/10		611.94					0R0
	5М	5M Quality Rail Services Ltd	24/07/2009	INV	0000002008		4,582.50					Our 4
	BRAT	Bratford Design Services	28/07/2009	INV	0000002001		616.88					Our F
	BRAT	Bratford Design Services	01/08/2009	INV	012/11		11,573.75					OR0
	NOVES	Noves Consultancy&Design L	02/08/2009	INV	302/11		9,987.50					OR0
•												•
	Select Update) Discard (?) Help (O Close											

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

🗖 By Nominal	Filters the grid by <i>Nominal</i> code selection.
🔲 By Account	Filters the grid by <i>Account</i> code selection.
Approved View C Approved Unapproved	Filters the grid by <i>Approved</i> Status.

-Held View	
• All	
C Held	
C Unheld	

Filters the grid by *Held* Status.

Clicking on a grid line entry followed by the <u>Select</u> 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;

Sum	Ctrl+S
Calculator	Shift+Ctrl+C
Search	Ctrl+H
Change highlight colour	Shift+Ctrl+O
Unapprove	
Unapprove & UnHold	
Unhold	

Reports

dataflow~32 Purchase L	edger	
Ledger Transactions CI	Reports Period Processing Setup Tools Window	
	Supplier Standing Information List	
	Supplier Account Status List	
	Remittance Advices	
	Transaction Details	
	Aged Creditors	
	Control Totals	
	Unallocated Items	
	Potential Currency Gains & Losses	
	Purchase Analysis	
	Batched Reports	

Supplier Standing Information Listing

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

dataflow~32 Purchase Ledger - [Supplier Standing Inform	tion List]	
Ledger Transactions CIS Reports Period Processin	g Setup Tools Window	
Multi-Company Options	C Consolidated	
Continue Parameters		
From P	~ eview mode	
To	dataflow~32 Purchase Ledger - [Preview: Page 1 of 3 (Supplier Standing Information)]	
Currency 🦳 <default> 💌 <u>F</u>ilter</default>	Ledger Iransactions CIS Reports Period Processing Setup Tools Window	_ 8 ×
	Beport Data	1
- Orde	Miles Brown and Sons & Co. Supplier Standing Information Accounts "SM" to "WISTRA"	E
	Contact(s) Account Trade Account No. Name and Remittance Address Phone, Fax, EMail Type Disc. %	Prie 6 Statement Cate
Save E	5M 5M Quality Rail Services Ltd Mr John Davison 0 Manor Trading Estate 01753 345678, 01753 456789 Unt 5558 john@5m.com Southampton So51 2NA	
	A00001 ACC0 Ltd 0 12 Burley Road Bickopol Lancshire FY11 1AB "	-
	🕛 OnTop 💦 Setup 🦣 Brint 🔤 e-Mail 📿 🥐 Hel	p O Close

Supplier Account Status List

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

dataflow~32 Purchase Ledger - [Supplier Account Status	ist]		
Ledger Transactions <u>CIS</u> Reports Period Process	g <u>S</u> etup T <u>o</u> ols <u>W</u> indow		
Multi-Company Options Individual	C Consolidated		
Company Miles Brown and Sons & Co.			
Parameters Opt	ns		
From	review mode		
To	dataflow~32 Purchase Ledger - [Preview: Page 1 of 1 (Supplier Account Status)]		
Currency 🦳 <default> 💌 <u>F</u>ilter</default>	Ledger Transactions CIS Reports Period Processing Setup Tools Window		- 8 ×
	Report	Data	1
bi0-	Miles Brown and Sons & Co. Supplier Account Status Accounts "5M" to "WISTRA"		E
	Account No. Account Name This Year	Turnover Turnover Last Year To Date	O/S
Save Save	5M 5M Quality Rail Services Ltd 0.00 A00001 Acdic Supply and Rental Services bu 0.00 BEST01 Best Rail Group 0.00 BRAT Brartford Design Services 0.00 C00011 Castel Print Supplies Ltd 0.00 CAPLON Caplon Furniture Supplies 0.00 D00011 Decime Automation Supplies 0.00 D0104.01 Durapower Electonics CO. Ltd 0.00 E1 D0144 Extern Part Donore 111	0.00 156,120.00 0.00 22,918.71 0.00 22,918.71 0.00 7,500.00 0.00 201,126.63 0.00 19,708.88 0.00 57,471.21 0.00 7,488.01 0.00 3,475.00 0.00 3,475.00	*
	🖻 On Top 🛛 🚓 Setup 🖉 Print	🖂 e-Mail 🕜 Help	0 <u>C</u> lose

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.

dataflow~32 Purchase Ledger - [Remittance Advice]		
Ledger <u>T</u> ransactions <u>CIS</u> <u>R</u> eports <u>P</u> eriod Processing <u>S</u> etup T <u>o</u> ols <u>W</u> indo	W	_ 8
Company Miles Brown and Sons & Co.		
Parameters		
From		
To		
Report at 03 September, 2012 Select		
in Currency		
<u>Options</u>	Order By	<u>e</u> -Mail
Preview mode 🔽 Single Layout 🗌 🗨	(Code	Hardcopy statements
Line up		Request a receipt
Exclude e-Mailed documents when printing 🔽		
	C Name	
📰 Save 📰 Restore 💰 Setup 🗼 Print	∭ e- <u>M</u> ail	🕜 Help 🚺 🙆 Close



Transaction Details

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

dataflow~32 Purchase Ledger - [Purchase Transact	ion Details]		
Ledger <u>T</u> ransactions <u>C</u> IS <u>R</u> eports <u>P</u> eriod Pr	rocessing <u>S</u> etup T <u>o</u> ols <u>W</u> in	dow _ F ×	
Multi-Company Options (Individual) Company Miles Brown and Sons & Co.	C Consolidated	a	
Parameters	Options		
From	🔲 Currency Details	dataflow~32 Purchase Ledger - [Preview: Page 1 of 6 (Transaction Details)]	
To	Turnover	Ledger Iransactions CIS Reports Period Processing Setup Tools Window	_ 8 :
	Ru Period	Beport Data	
Start 01 February, 2011 💌 🏢 Select	C Summary Only		
End 28 February, 2011 💌 🏢 Select	Show A/cs with no movement		<u>^</u>
,	Reconcile to Nominal	Miles Brown and Sons & Co	
Eilter	Analysis Groups	Purchase Transaction Details for the Period starting 01/02/2008 to the Period ending 28/02/20	I1 E
	Preview mode	Accounts "5M" to "WISTRA" Account No. Name	
		5M 5M Quality Rail Services Ltd Opening Blance	0
Order Bv		Dated Type Reference Batch Audit Our Reference Their Reference 20/09/2008 INV 009 190 3131 0B	Orig 2 050
C Name		20/02/2009 INV 001/05 191 3138 AB/MAY	2,937
		20/02/2009 INV 002/05 191 3139 AB 28/02/2009 CSH 009 192 3173	-2.050
(FILE)		10/03/2009 INV 3991/06 193 3176 or02	258
<u>i Save</u>	Estore Setu	1 12/03/2009 INV 23832/06 193 31/7 or03 31/03/2009 CSH MAY97 194 3207	4,582
		31/03/2009 INV P1001-1 414 3984 P1001	35,250
		02/04/2009 INV 283/07 195 3215 OR09 05/04/2000 INV 01000 2 419 2001 01000	3,031 -
			+
		🔄 Qn Top 🛛 🚓 Setup 🗼 Pint 🛛 🖄 e-Mail 📿 Help	O Dose

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

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

Ledge	Iransact	ions (JS <u>B</u> ep Berowt	orts	Period Processing	Setup	Tgels	Win	dow		Data	-
			Toblar								Nora	
									00			
	00000000	000000	0000000	0000	000000000000000000000000000000000000000							
	000000000	000000	0000000	00000	000000000000000000000000000000000000000							
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	000000	0000000	00000	000000000000000000000000000000000000000		Te	lepho	ne		x00000000000000000000000000000000000000	X000000000
	100000000	000000	0000000	00000	000000000000000000000000000000000000000		Ea	×			100000000000000000000000000000000000000	X000000000
	000000000	000000	0000000	00000	000000000000000000000000000000000000000							
	00000000	000000	000000	00000	000000000000000000000000000000000000000							
	00000000	000000	0000000	00000	00000000000							
l i	Account	X000X	000	_			REMI	TTAI	ICE A	DV	ICE	As at:
	Remittanc	e To:										
	X000000X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	0000000	0000	0000X							
	X0000000	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	0000000	0000	0000X							
	X000000X	XXXXXXXX	0000000	0000	0000X							
	X0000000	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	0000000	0000	0000X							
	X0000000	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	000000	0000	0000X							
	_	_	_	-	11	_	_	-	_	-		,
		E	QnTop	1	🚖 Setup	e Di	1		ڬ e-H	lei	() Help	🛛 🙆 Qlos
		_				_	_	-		_		_

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

Requests a hardcopy of emailed Requests a receipt for those documents that have been emailed.

Currency Details	Includes currency details on the report including currency amount and exchange rate detail.
Turnover	Provides the Turnover balance.
☐ 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.
Summary Only	Only available with By Period checked and summorises report balances into account opening and closing balances.
Show A/cs with no movement	Includes accounts that have no postings within the selected date/ period range on the report.
Reconcile to Nominal Ledger	Displays only balances that have been posted to the Purchase Ledger control account.
🦳 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.

🗱 dataflow~32 Purchase Ledger - [Purchase Aged Creditors]				
Ledger Iransactions CIS Reports Period Processing Setup Tools Window	_ & ×			
Multi-Company Options C Consolidated				
Company Miles Brown and Sons & Co.				
Parameters Options From Image: Ageing To Image: Age by Transaction date Report at 03 September, 2012 Image: Select Currency Image: Age by Transaction date Currency Image: Age by Transaction date Period Image: Age by Transaction date Period Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Period Image: Age by Transaction date Period Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Period Image: Age by Transaction date Period Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Period Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction date Image: Age by Transaction dat				
📰 Save 🛛 📰 <u>B</u> estore 😪 Setup 😪 Erint 🧿 Help	O Close			

 Age by Transaction date 	Ages results by transaction date rather than Invoice due date.
C 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.
T By Period	Only available when aging by transaction date will return results based upon the period postings rather than transaction date.
C Ledger	Only available when reporting By Period and will return results based upon the Purchase Ledger period postings.
C 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 Summary	Displays the notes detailed on the first line of the invoice. 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).

Ledger <u>T</u> ransactions <u>C</u> IS <u>R</u> eports <u>P</u> eri	od Proces	sing <u>S</u> etup T <u>o</u> ols <u>W</u> indow	- 6	×	
Multi-Company Options		C Consolidated			
Company Miles Brown and Sons & Co.	🚉 dat	taflow~32 Purchase Ledger - [Preview:	Page 1 of 1 (Control Totals)]		
		edger <u>T</u> ransactions <u>C</u> IS <u>R</u> eports	Period Processing Setup Tools Wind	low	- 8
		<u>H</u> eport		<u>D</u> ata	I
					*
		Miles Brown and Sons & Co			
		Purchase Control Totals	for the Period ending 30/09/2009		Ξ
		Transaction Type	Previous periods	Period	Year To Date
		Invoice	930,286.85	0.00	930,286.85
Options		Credit Note	0.00	0.00	0.00
Reconcile to Nominal Ledger		Cash	-132,407.20	0.00	-132,407.20
✓ Preview mode		Cheque	0.00	0.00	0.00
P Sav		Discount	0.00	0.00	0.00
		Gain/Loss	0.00	0.00	0.00 🖵
	-		"		+

Unallocated Items

This report displays all unallocated items.



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.

dataflow~32 Purchase Ledger - [Purchase Potential Curren	cy Gains & Losses]	
Ledger Transactions CIS Reports Period Processin	g <u>S</u> etup T <u>o</u> ols <u>W</u> indow	
Multi-Company Options Company Miles Brown and Sons & Co.	C Consolidated	
Parameters Opt	dataflow~32 Purchase Ledger - [Preview: Page 1 of 1 (Gains and Losses by Account)]	_ D _ X
From 🔽 🔽	Ledger Transactions CIS Reports Period Processing Setup Tools Window	_ 8 X
То	Beport Data	
Report at 03 September, 2012		
Currency 🗆 <default> 💌 <u>Filter</u></default>		<u>^</u>
	Miles Brown and Sons & Co. Purchase Potential Currency Gains and Losses (by account) as at 03/09/2012 Accounts "SM" to "WISTRA"	E
-Orde ©	Local Date Type Reference Currency Value Book Value Realised Value D00001 Harveys Financial Planning Ltd USD USD 01ars @ 1.4513	Ga
E Save	30044/2009 NV 59500/7 040.00 525.00 576.79 1005/2009 NV 91000/1234 7Z,2500.00 49,955.21 49,955.21 300/6/2009 NV 887909 8,625.00 5,750.00 5,942.95 15/07/2009 NV 6887/10 870.00 599.46	
	USD 82.835.00 56.810.21 57.076.41	0.0
	D00001 82 835 00 56 810 21 57 076 41	
	F01 Harveve Financial Dianning I tel	*
	€	•
	🔄 QnTop 🔷 Setup 😪 Print 🔤 e-Mail 📿 Help	

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.

dataflow~32 Purchase Ledger - [Purchase Analysis]				
Ledger Transactions CIS Reports	Period Processing Setup Tools Window			
Details Company Miles Brown and Sons & Co.	_	Uptions		
Available Selections Analysis Group 1 Analysis Group 2 Company Account Type Account Name Period Vat Code Nominal Description Product Transaction Type Nominal Code Account Code Product Code Stock Group 1 Stock Group 2 Invoice Address Delivery Address Set Analysis Group 1 Range	Parameters Scope Include Allocated Items Only Analysis lines with no movements Date Posted Allocated Order Order Order Analysis/Stock groups alphabetically Print Detail Font Arial Preview mode	Analysis Period Detail Amounts Net Gross Detail Average Discount Quantity Margin Cost Weight		
<u>R</u> estore	Save Select Setup	Print 🕜 Help 🙆 Close		

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

Available:	Analyse by:
Account Code Account Name Account Type Analysis Group 1 Analysis Group 2 Company Delivery Address Invoice Address Nominal Code Nominal Description Period Product Code Stock Group 1 Stock Group 2 Transaction Type Vat Code	
,	

Analysis Group 1	
Analysis Group 2	
Company	
Account Type	
Account Name	
Period	
Vat Code	
Nominal Description	
Product	
Transaction Type	
Nominal Code	
Account Code	
Product Code	
Stock Group 1	
Stock Group 2	
Invoice Address	
Delivery Address	
125	

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.

Range	Selected > > </th
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Cancel 🕜 Help

Choose whether you are analysing 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.

		Analysis Period	
C Perior	d	⑦ Date	
Dates			
From	07 September, 2012		
	U7 September, 2012		
		Analysis Period	
	(r Period	C Date	
	Period Range		
		Period	ł
		31 January, 2011 (Y/e)	
		28 February, 2011	
		31 March, 2011	
		30 April, 2011	
		31 May, 2011	
		30 June, 2011	
		31 July, 2011	
		31 August, 2011	h
		30 September, 2011	ľ
		31 October, 2011	
		30 November, 2011	
		31 December, 2011	
		31 January, 2012 (Y/e)	

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 <i>Date</i> within the <i>Analysis Period</i> tab.
Date Posted C Allocated	Determines whether the report at date will be based upon either the transactions <i>Posted</i> or <i>Allocated</i> date
C Types	Selecting the <i>Types</i> 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 Arial	Determines what font the reporting will be printed in.
☐ Pre <u>v</u> iew 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.

Ledger Iransactions	<u>CIS</u> <u>Reports</u> <u>Period</u> Processin	g <u>S</u> etup T <u>o</u> ols <u>W</u> indow				-
	Details		Opt	ions		
¥ m		□ View Selected □	View Collaps	ed		
Σ	Account Code	Gross	Avg Disc.	Quantity	Cost	
- 🗳 5M	▶ 5M	64,263.69	0.00	73.00	3,900.00	
- 🗳 A00001	A00001	627.46				
audio 🍄	AUDIO	14,849.21				
BESTO1	BEST01	8,812.50				
	BRAT	193,896.74	0.00	22.00	525.00	
	C00001	14,540.63	0.00	1.00	0.00	
- A D00001	CAPLON	61,669.88	0.00	1.00	0.00	
- a DURA01	D 00001	56,285.21	22,544.79	1.00	0.00	
- 🗇 E01	DURA01	1,071.13				
- 🗳 ELDON1	E01	1,825.00				
🗳 GCL001	ELDON1	233.83				
- a GUUD	GCL001	275.00				
	GOOD	17,951.65	0.00	3.00	0.00	
	LOTTS	135,451.65	0.00	1.00	0.00	
TWIN01	NOVES	14,006.00				
- ·	, T					

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.

different ways using this button.

will be

Amounts • Net C Gross	Whether the amounts will be displayed as Net or Gross.
Detail Average Discount Quantity Margin Cost Weight	Includes additional columns within the <i>Details</i> tab grid based upon your selection.
Image: Constraint of the second secon	When the refresh button is displayed depressed the grid will automatically be refreshed when moving from the <i>Options</i> tab to the <i>Details</i> tab Toggles the display between catergorised 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

	31/05/2009	30/06/2009	31/07/	2009 31/0	8/2009	
ACCO Ltd.	56,947.25	505.25	4,84	3.06 1.	968.13	
Best Rai Best Rai Destend	Account Name	-	Gross	Transaction Type	Period	
Station E 🕀 🎒 🕅 Quality Rail Se	Mices L 5M Quality Rail S	ervices Ltd	56,947.25	INV	31/05/2009	
Captorn E ACCO Ltd.	5M Quality Rail S	ervices Ltd	505.25	INV	30/06/2009	
Decime Audio Supply and	Rental 🗧 5M Quality Rail S	ervices Ltd	4,843.06	INV	31/07/2009	
Durapov do St Dustand Dustan Co	▶ 5M Quality Rail S	ervices Ltd	1,968.13	INV	31/08/2009	
GoodWe GoodWe Decine Automatio Group C Lott and Noves C Seav Transport Liv GoodWell Consult Window GoodWell Consult Window Soco Consultance Noves Consultance Texauto Liv Texauto Liv Texauto Liv	n Suppl irics CD i s may Ltd Services y&Desig					

☐ View Selected	Select an account appearing on the left of the <i>Details</i> 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.

Ledger Transactions CIS Reports Period Processing Setup Tools Window	
Batched Reports	
Available Reports Selected Reports	
Description R_ESL A Description	×
Supplier Standing Information	No
Supplier Account Status Balance Sheet	No
Transaction Details	
Aged Creditors Earams	
Control Totals	
Unallocated Items	
Potential Currency Gains & Lo	
Automatic Payments Report	
CIS Validation Report	
CIS Monthly Return	
CIS AppendixE Return	
CIS Payment Statement	
-	-
	P
🛐 Run 🛛 🛞 Cancel 👔 Help	O Close

Simply use the Add or Remove 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 Priorty button allows you to dictate the order in which the reports appear and produced.

Period Processing

dataf	low~32 Purcha	se Leo	lger				
Ledger	Transactions	CIS	Reports	Period Processing Setup	Tools	Window	
				Close Period Alt	+U		

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.

dataflow~	32 Purchase Le	edger	- [Purchase	e Period End]				
Ledger	<u>T</u> ransactions	<u>C</u> IS	<u>R</u> eports	Period Processing	<u>S</u> etup	T <u>o</u> ols	<u>W</u> indow	_ 8
Company <u>N</u> a	ame Miles Bro	wn and	I Sons & Co.	•				
								Period
								31 January, 2011 (Y/e)
								28 February, 2011
								31 March, 2011
								30 April, 2011
								31 May, 2011
								30 June, 2011
								31 July, 2011
								31 August, 2011
								30 September, 2011
								31 October, 2011
								30 November, 2011
								31 December, 2011
								31 January, 2012 (Y/e)
								29 February, 2012
								31 March, 2012
								30 April, 2012
								31 May, 2012
								30.lune 2012
						8	📮 🖸 pen 🔤 💐 Close	e 🚺 👔 👔 👔

Window

dataf								
Ledger	Transactions	CIS	Reports	Period Processing	Setup	Tools	Window	
							Minimise All	
							Speedbar Visible	

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.

