

# Sales Ledger

# **Contents**

Introduction	3
l edger	3
View Accounts	3
Control Totals	6
Invoicing	7
Document Invoicing Control	7
Document Import Control	. 10
Transactions	13
Manually Raised Invoices & Credits	13
Cash Payments	.15
Allocate Cash Receipts	17
Direct Debiting	.18
Transfers	21
Authorise and Re-distribute	22
Reports	23
Customer Standing Information Listing	23
Customer Account Status List	24
Customer Statements	24
Transaction Details	26

	Aged Debtors	27
	Customer Letters	28
	Control Totals	31
	Unallocated Items	31
	Potential Currency Gains & Losses	32
	Sales Analysis	32
	Product Price Lists	
	Batched Reports	
	Period Processing	
	Close Period	
,	Window	
	Minimise All	
	Speedbar Visible	

# Introduction

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

	dataf	low~32 Sale	es Ledger						0	- X	
1	Ledger	Invoicing	Transactions	Reports	Period Processing	Setup	T <u>o</u> ols	Window			

# Ledger



#### **View Accounts**

Both Customer enquiry and account maintenance procedures are available here. Account codes can be changed at any time. Account parameters include terms, Statement frequency, document group and Customer type. Also collection by Direct Debit is provided.

dataflow~	32 Sal	es Ledger - [Sales Accounts]								X
Ledger	Invoid	ing Transactions Reports	Period Proces	sing Se	tup Tools	Window				_ 8 ×
Company Mi	les Bro	wn and Sons & Co.	Vie	w Compa w Aged D	ny Details 🔽 🌶 Iebtors	Auto refresh				
Account	Att.?	Customer Name	Current Balance	Currency	Cash Account	Credit Limit	Status	Avg. Pay Days (Paid)	Stop Status	Acco 🔺
A00001	Yes	Airfreight Systems LTD	530,133.66			75000			Р	USA 📃
AB0001	Yes	A Booker PLC	308,140.69	EUR		50000				Consi
AQ0001		Agustin Quevedo	-2,980.00			10000000	On Hold			
B00002		British Financial Planning Co.	19,505.00			27000				
BRIT01	Yes	British Commercial Services	133,662.25			0				Consi
C00001		Coverall Advertising Consultants	2,076.84	USD		100000				
CHAN	Yes	Channel Computer Development	181,485.00			0	On Hold			
CPL001		Computer Private Limited	-8,496.00			30000				
ECO		ECO Electrical Wholesalers LTD	657.44	USD		0				USA
G00001		Graystone Insurance CO LTD	-2,862.00			750			L	
HARVEY		Harveys Financial Planning Ltd	-3,204.00			40000	On Hold			
										Ψ.
•										F.
		🤍 <u>V</u> iew	Irans		Add	<u>M</u> odify	ᅌ <u>R</u> emo	ove 🕜 H	elp 🤇	<u>C</u> lose

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.
<ul> <li>Auto refresh</li> </ul>	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 Debtors information for the selected company and will also activate two additional check boxes as detailed within the screenshot below;

Ledger	Invoicing Transactions Repo	rts <u>P</u> eriod Proc	essing <u>S</u> etup	Tools <u>W</u> indov	v		-	8
Company Mi	les Brown and Sons & Co.		/iew Company D /iew Aged Debto	etails 🔽 Auto refr ors 🔲 View Age	esh ed Forward Date	d 🥅 Age By	Due Date	
Account	Customer Name	Current Balance	Credit Limit	Main Contact	Contact Telepł	30 & Under	0ver 30	1
A00001	Airfreight Systems LTD	530,133.66	75,000.00	Mr Bob Roberts	0171 3456881	405,418.50	0.00	
AB0001	A Booker PLC	308,140.69	50,000.00	Mr Mike Green	003122567890	0.00	0.00	
AQ0001	Agustin Quevedo	-2,980.00	10,000,000.00	Senior Eduardo Bo		3,000.00	0.00	
B00002	British Financial Planning Co.	19,505.00	27,000.00	Mr Edward Wright	01566 456778	0.00	0.00	
BRIT01	British Commercial Services	133,662.25	0.00	Mrs Carol Agents	0171 4568900	0.00	0.00	
C00001	Coverall Advertising Consultants	2,076.84	100,000.00			0.00	0.00	
CHAN	Channel Computer Development	181,485.00	0.00			0.00	0.00	
CPL001	Computer Private Limited	-8,496.00	30,000.00			0.00	0.00	
ECO	ECO Electrical Wholesalers LTD	657.44	0.00			0.00	0.00	
G00001	Graystone Insurance CO LTD	-2,862.00	750.00			0.00	0.00	
HARVEY	Harveys Financial Planning Ltd	-3,204.00	40,000.00			0.00	0.00	
•								•

View Aged Forward Dated

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

📕 Age By Due Date

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.

dataflow~	-32 Sales Lee Invoicing	dger - [Sales Ad Transactions	count Enq Reports	uiry [A00001 - Airfr Period Processing	eight Systems LT Setup Tools	[D][Miles Brow Window	n and Sons &	Co.]]	
Current Ba	alance   t Limit   ''Full'' Sale Casł	530133.66 75000 es Account 🔽 n Sales Only 🗌	Current B Base Equ	urrency Cofaulto	<b></b> 530133.66 530133.66 ☑ 0	Cash Account	Pend I Crec	ing Documents Invoices fit Notes	117.5
Organisati Address	Aged Debt ion Parameter:	s Account	Av <u>e</u> t Parameter:	g. Payment Days s Addresses	   Contacts	Payments Analysis	Period Turno	Stop S over Cur	itatus rency Turnover
DFLa	Vame Airfreig abel1	ht Systems LTD							
Address L	ine 1 21 Ash Horley	grove Road							
		<u> N</u> otes	Ira	ns 📄 📑 On Top	) 🛛 👻 Pin	]		🕐 Help	Olose

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
View Letter History	Ctrl+E
Add Scanned Account Documents	Ctrl+G
Modify Scanned Account Documents	Ctrl+I
	Sum Calculator Search Change highlight colour View Notes View Notes View Contacts View Contacts View Letter History Add Scanned Account Documents Modify Scanned Account Documents

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

Ledger	Invoicing	<u>T</u> rar	nsactio	ns <u>R</u> eports	Period Process	ing <u>S</u> etup	T <u>o</u> ols <u>W</u>	indow			_	8
□ By <u>B</u> atch □ By <u>S</u> ite	602				View C	lutstanding Letails			□ By	Period 31 Jul	y, 2012	
Date	Status	Att.?	Туре	Customer Ref.	Amount	Outstanding	Due Date	Period	Reference		Notes	
01/06/2012		No	INV		14.50	14.50	01/07/2012	31/07/2012	Jun-12			
01/06/2012		No	INV		14.50	14.50	01/07/2012	31/07/2012	Jun-12			
01/06/2012		No	INV		14.50	14.50	01/07/2012	31/07/2012	Jun-12			
30/05/2012	!	No	INV		117,500.00	117,500.00	29/06/2012	31/05/2012	test			
30/05/2012	!	No	INV		235,000.00	235,000.00	29/06/2012	31/05/2012	unticked			
30/05/2012	!	No	INV		35,250.00	35,250.00	29/06/2012	31/05/2012	unchecked 2			
30/05/2012	!	No	INV		5,875.00	5,875.00	29/06/2012	31/05/2012	new unchecked			
30/05/2012	!	No	INV		11,750.00	11,750.00	29/06/2012	31/05/2012	new checked			
27/08/2009	1	No	CSH		-2,000.00	-2,000.00		31/08/2009	Cash01			
23/08/2009	1	Yes	INV	678967	38.78	38.78	23/09/2009	31/08/2009	0000002029			
23/08/2009	1	Yes	INV	678967	76.38	76.38	23/09/2009	31/08/2009	0000002030			-
•												•
						📑 On <u>T</u> op	🛛 😻 <u>P</u> in	Т.	zpes	Help	00 <u>C</u> k	ose

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.

Filters the grid to display only transactions By Batch 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 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 Query Logs	Ctrl+Q
Toggle Bank Payment Received	Ctrl+B
View Letter History	Ctrl+E
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 Sales 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.

<u>L</u> edger <u>I</u> nvoicing <u>T</u> ra	nsact	ions <u>R</u> epor	ts <u>P</u> eriod Pro	cessing <u>S</u> etup	T <u>o</u> ols <u>W</u>	<u>/</u> indow	-
Company <u>N</u> ame Miles Br	own a	and Sons & Co.	•				
Period		Туре	Opening	Year to Date	Current	Forward	
30 June, 2012		Invoice	2,363,139.34	405,375.00	3,043.50	0.00	
31 July, 2012		Credit Note	-816.68	0.00	0.00	0.00	
31 August, 2012		Cash	-1,540,634.58	0.00	0.00	0.00	
30 September, 2012		Cheque	0.00	0.00	0.00	0.00	
31 October, 2012		Discount	0.00	0.00	0.00	0.00	
30 November, 2012		Adjustment	-0.30	0.00	0.00	0.00	
31 December, 2012		Gain/Loss	-29.76	0.00	0.00	0.00	
31 January, 2013 (Y/e	)						
28 February, 2013							
31 March, 2013							
30 April, 2013							
31 May, 2013							
30 June, 2013	-						

Reconcile to Nominal Ledger

Displays balances that have been posted to the Sales 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 Invoicing Transa	ctions Repo	rts Period Pro	cessing Setup	Tools V	Vindow		-
ompany <u>N</u> ame Miles Brown	n and Sons & Co	. 💌					
Period	Туре	Opening	Year to Date	Current	Forward		
30 June, 2012	Invoice	2,363,139.34	405,375.00	3,042.50	0.00		
31 July, 2012	Credit Note	-816.68	0.00		Sum	Ctrl+S	
31 August, 2012	Cash	-1,540,634.58	0.00		Chan Transations	CHLT.	
30 September, 2012	Cheque	0.00	0.00		Show transactions	Cuit	
31 October, 2012	Discount	0.00	0.00		Show Unlinked	Ctrl+U	
30 November, 2012	Adjustment	-0.30	0.00	0.00	0.00		
31 December, 2012	Gain/Loss	-29.76	0.00	0.00	0.00		
31 January, 2013 (Y/e)		the state of the s					
28 February, 2013							
31 March, 2013							
30 April, 2013							
31 May, 2013							
30.June 2013	-						

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 Sales 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.

# Invoicing



#### **Document Invoicing Control**

This window handles the entry, printing and update of Invoices and Credit notes. Additional options for Pro-forma Invoices and Scheduled Invoices are also available with the ability to convert these into full Sales Invoices if and when required.

Schedule Invoices may be set to rollover on a month, quarter or annual basis. Alternatively, it is possible to manually compile a list of specific dates.

Before use check that related information has been set up;

- Document layouts.
- Document invoicing parameters and settlement discount parameters.
- Product codes with pricing details
- Where possible each customer account is assigned default values to minimise input, for example addresses, payment terms etc.

The facility to "Drag and Drop" transactions from the customer transaction enquiry is available enabling you to create copies of existing invoices or credit notes.

dataflow~32 Sales Ledger - [Document Invoicing Control]	ssing <u>S</u> etup T <u>o</u> ols <u>W</u> indow Airfreight Systems LTD Invoices 117.5 Credit Notes C	5	View Balances View Upgated Delivery Address
Documents           Printed?         Type         Reference         Account         Customer Name           Yes         INV         0000002040         A00001         Airfreight Systems LTC	Date Status 11/06/2012 Outstanding	ions	View
			Update All
] • 🛄	🕒 Add 🛛 💊 Modify	Bemove (2) Help	O Close

The transaction input method maintaining a simple and straight forward routine with options and input fields stored within catergorised tabs. Use the system generic <u>O Add</u>, <u>Modify</u> and <u>D Bemove</u> buttons to enter, change or delete existing line entries along with the <u>O OK</u> and <u>S Cancel</u> as confirmation or cancellation during input.

Once the Account Code and Header information is chosen simply click and once complete click and once complete click 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. Simply click pade to complete the entry.

Below is a listing of the available header parameters and their meaning;

🔲 By Account

C Pro-forma Invoices

Applies a filter to the grid to display only transactions that have been posted to the specified Sales Ledger account.

Once the *By Account* option is checked additional filter options will become available as detailed below;

By Address	Cargo World Ltd	-
C Invoice	Cargo World Ltd	*
Delivery	Unit 1 Longview Industrial Est	-

Invoice/Credit Notes
Applies a filter so only Invoices/Credit Notes appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected.

Applies a filter so only Pro-forma Invoices appear within the grid. All control buttons and subsequent filters apply to this document type when this view is selected.

<u>C</u> <u>Schedule Invoices</u> Applies a filter so only Scheduled Invoices appear within the grid. All control buttons and subsequent

	filters apply to this document type when this view is selected.
View Balances	Adds Account balance information to the window.
☐ View Up <u>d</u> ated	Applies a filter so only updated transactions appear within the grid. By displaying updated documents it is also possible to print COPY invoices
Delivery Address	Adds delivery address details to the grid display.

As with most grid displays within dataflow there is also a pop-up menu available when right clicking the mouse on the grid enabling additional functions or quick access to relating windows;

Sum	Ctrl+S
Calculator	Shift+Ctrl+C
Search	Ctrl+H
Filtered	Ctrl+F
Change highlight colour	Shift+Ctrl+O
View Notes	
Print	
Preview	
Release/Not Release	Ctrl+D
Add/Modify Scanned Documents	Ctrl+W
View Document Lines	Ctrl+L

The *Options* tab works in conjunction with the *View* parameters by applying further filters based upon your selection to the document grid display. When a filter is applied the caption *(Filter Active)* will appear next to the word Options on the *Options* tab. To reset these filters back to default (so no filter is applied) click the Reset Filter button. The Reset Filter button is only available if there are filters applied.

The filter options available within these tabs are quite self explanatory and require no further explanation;

dataflow~32 Sales Ledger - [Doc	ument Invoicing Control]	union Cotum Table	Mindau	
Company <u>N</u> ame Miles Brown and S	ons & Co.	issing Setup Tools	View (© Invoice/Cr () Pro-forma la () Schedule la	edit Notes IV View Balances nvoices IV View Upgated nvoices ID Delivery Address
Document	ts		Options (Filter Active)	
Option Options By Date End Date Printed C All C Printed C e-	Line       19/06/2012       19/06/2012       Image: Constraint of the second sec	Filter	Analysis Group Filter Authorised C Pending	Update All
1 09 050	Reset Filter		Modify	Image: Constraint of the second se

dataflow-32 Sales Ledger - [Document Invoicing Control]     Ledger Invoicing Transactions Reports Period Processing Setu Company Name   Miles Brown and Sons & Co.     T By Account	P Tools Window     tense LTD	X fi X a a a a a a a a a a a a a
Documents	Options	
Dation Line Filter	dataflow~32 Sales Ledger - [Document Invoicing Control]	
	Ledger Invoicing Iransactions Reports Period Proce	essing Setup Tools Window
▶ By 2dok         ▼           ▷ By 2dok Code         0000001000         ▼           ▷ By 2dok Line         10         ▼           ▷ By Cog Line         Administration         ▼	Company Name   Miles Brown and Sons & Co.	Invices 1175 Dedt Notes 0 [Invice/Cedit Notes View Balances C Pro-Jama Invices View Upgled C Schedule Invices Delivery Address
	Documents	Options View
Q &	Ωption         Line           IP By Analysis Group1	e Filter Analysis Group Filter
		🕒 Add 🧠 Modify 👄 Bernove 🕜 Help 🙆 Dose

#### **Document Import Control**

This window handles the importing of Sales Document Invoices using the configuration set within the Sales Ledger Invoice/ Credit Note Import Setup window (refer to Invoice/ Credit Note Import in the Setup section of this document).

Right clicking the mouse will display a user menu with an option to *Import* as detailed in the screen shot below;

Received Can Update? Co	mpany	Name	Supplier
	Sum Calculator Search Filtered Change highlight colour Import	Ctrl+S Shift+Ctrl+C Ctrl+H Ctrl+F Shift+Ctrl+O Ctrl+B	
	Approve	Ctrl+V	
-			

Once the *Import* option has been selected you will be asked to specify which Company the Import relates to *(if multi-company)*. Upon selecting the Company the transaction(s) will then be imported and appear within the *Import Document Control* window.

The imported transactions require approval via the <u>Approve</u> button prior to being converted. Clicking <u>Approve</u> will load a *Document Approve* window enabling to approve singular, multiple or all of the imported transactions by moving them into the *Approved* section using the chevrons as pictured below;

dataflow~32 Sales Le	dger - [Imported Document Control]	
Received	Transactions <u>remotion processing</u> <u>setup</u> rgois <u>vi</u> indow	
23/06/2012 10:12:02	White provin and sons & Lo.     Altreight Systems LTD     UUH	
	Galanow-52 Sales Ledger - Infibilited Document Control     English Ledger Invoicing Transactions Reports Period Processing Setup Tools Window	_ # ×
	Received         Can Update?         Company         Name           25/06/2012 10.12:02         Image: Miles Brown and Sons & Co.         Airfreight Systems LTD	Supplier Ri A
•	Document Approve	
		• • •
	Approve Convert Modify Bemove OF	

Once the transaction(s) have been approved they will be assigned a green tick within the *Can Update?* Column.

	dataflow~32 Sales Ledger - [Imported Document Control]							_			
	<u>L</u> edger	Invoicing	<u>T</u> ransacti	ons <u>R</u> eport	s <u>P</u> eriod Processing	<u>S</u> etup T <u>o</u>	ols <u>W</u> indow			- 8	×
	Received			Can Update?	Company		Nar	ne		Supplier Ri	-
	25/06/201	2 11:33:31		<ul> <li>Image: A set of the set of the</li></ul>	Miles Brown and Sons &	Co.	Airfi	eight Systems LTD		OUR	
	•									•	
1						1 5		<b>a</b> - 1			51
					Approve Conve	rt	<u>Modify</u>	<u>R</u> emove	(7) Help	Olose Close	

The ability to <u>Solution</u> is also through this window if it is decided that adjustments need to be made prior to document conversion (the ability to Modify is controlled by the configuration of the Sales Ledger Invoice/ Credit Note Import Setup window (refer to Invoice/ Credit Note Import in the Setup section of this document)).

Hea <u>d</u> er	<u>A</u> ddresses   No	ites Analy	ysis   General	1
A/c Code A00001	🗾 🖌 Their Reference		Currency	/
Date 25/06/2012	🗸 🗸 Our Reference	JUR		
Ref. ref	EC Code		Sett % 0	
	EC Vat No			
			let its	
Status Discount %	Del Date Price Quanti 100	y UUM Stock Code	Description	
				5
<b>  ∢</b> □				•
<u>I</u> otal	Line <u>N</u> otes	Cost Centres	Intrastats	Í
Location				
	Nominal ACCO	UNTS 🖃 🗸		
Stock Code		Manager and the second s		
Stock Code Price 100	Amount	100.00		
Stock Code Price 100 Quantity	Amount ⊻at Code 1	100.00	VAT	17.50 🗸

Once the approval stage is complete you may <u>Convert</u> either chosen documents or all. The converted documents with be removed from this window and appear within the **Document Invoicing Control** window where they will be stored until updated to the Sales Ledger Accounts.

				- Income Data
Received	Can Update	? Company	Name	Our Refere
25/06/2012 10:12:02	Image: A start of the start	Miles Brown and Sons & Co.	Airfreight Systems LTD	OUR
		Mported Document Conversion		

# **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.

datatiow~32 Sale	s Ledger	
Ledger Invoicing	Transactions Reports Period Processing Setup Tools Window	
	Manually Raised Invoices & Credits	
	Cash Receipts	
	Allocate Cash Received	
	Direct Debiting	
	Credit Management	
	Automatic Cash Receipt	
	Auddis Output	
	Transfers	
	Authorise and Re-distribute	

#### 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>Modify</u> and <u>Emove</u> buttons to enter, change or delete existing line entries along with the <u>OK</u> and <u>Scancel</u> as confirmation or cancellation during input.

<u>L</u> edger <u>I</u> nvoicing <u>T</u> ransacti	ons <u>R</u> eports <u>P</u> eriod Process	ing <u>S</u> etup T <u>o</u> ols	s <u>W</u> indow		_ 8
Batch <u>I</u> nput		Batch <u>T</u> otals		Account Codes	
Account	Settlement % 0	<mark>⊟ Hold</mark> <u>I</u> Due I	Date 25/06/2012 Date 25/06/2012	Paid	
Stock Code N	lominal Notes	Quantity	Amount VAT Code VA 0.00 1	Amount Base amount Bas	se VAT Amoui 4 0.0
	1	1		)	4
<u>H</u> eader Details	Header <u>N</u> otes		<u>L</u> ine Details	EC <u>V</u> AT & Intra:	stats
Document <u>T</u> ype	Reference		Analysis		
	Our <u>R</u> ef.		Analysis Group <u>1</u>		•
Payment Type	Currency Currency Code <default> Exch Rate(s)</default>	•	Analysis Group 2		•
			(?) Help	-∐- New	🕶 <u>F</u> inish

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

	involcing manaa		ons reno	a Processin	g setup i	ools Window			
	Batch Input			В	atch <u>T</u> otals		Ace	ount Codes	
Account	A00001 -	Airfreight Sys	tems LTD		Hold	Date 25/06/2012	 Paid [	Paid on	
nvoice No.	test	Se	tlement %	0		ue Date 25/07/2012	Pa	yment Ref.	
Sto	ick Code	Nominal	Notes		Quantity	Amount VAT Code	VAT Amount B	ase amount Bas	e VAT Amou
						0.00	0.00	0.00	0.0
									•
ŀ	<u>H</u> eader Details	1	Header <u>N</u>	lotes		Line Details		EC <u>V</u> AT & Intras tals	stats
				E			- 1		
P <u>r</u> oduct			-	Goods		0.00 Gross To N	et		
P <u>r</u> oduct Note <u>s</u>				Goods VAT Code			et		
P <u>r</u> oduct Note <u>s</u>				Goods VAT Code VAT		0.00 Gross To N	et		
P <u>r</u> oduct Note <u>s</u>			<u> </u>	Goods VAT Code VAT Quantitu		0.00 <u>Gross 1 6 N</u>	G	oods	0.00
P <u>r</u> oduct Note <u>s</u>				Gioods VAT Code VAT Quantity		0.00 <u>G</u> ross To N	G	oods	0.00
P <u>r</u> oduct Note <u>s</u> Nominal			<u> </u>	Goods VAT Code VAT <u>Q</u> uantity <u>C</u> CCN Contra		0.00 0.00	G	oods VAT âross	0.00

Once the Account Code and Header information is chosen simply click one enter a line and once complete click or the input of the next transaction line eliminating the necessity to click or the input of the next transaction line eliminating the necessity to click or the input of the next transaction line eliminating the necessity to click or the input of the next transaction line eliminating the necessity to click or the input of the next transaction line eliminating the necessity to click or the system generated blank line if it is not required or simply click for the input of the next transaction line elimination the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required or simply click for the system generated blank line if it is not required blank line if it is not required blank line if it is not required blank line if it is n

Using the <u>we</u>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;

dataflow~32 Sales Ledger - [Sa	ales Manual Invoices/Credit Note	es (Miles Brown and Sons & Co.)]		
Ledger Invoicing Transact	tions Reports Period Process	ing Setup Tools Window		_ 8 :
Batch Input		Batch <u>T</u> otals	Account Codes	
Account	Settlement % 0	Hold Date 25/06/20 Due Date 25/06/20	2     Paid     □     Paid on       2     Payment Ref.	
Stock Code	Nominal Notes	Quantity Amount VAT Co	de VAT Amount Base amount Ba	se VAT Amoui
		U.UU 1	0.00 0.00	
•				+
<u>H</u> eader Details	Header <u>N</u> otes	Line Details	EC <u>V</u> AT & Intra	stats
Intrastat Line Details		EC VAT & Intrastat Document De	ails	
Qty (Kgs)	Related Costs	Invoice Country	VAT No.	
Consignments	Supp. Units	Delivery Country	VAT No.	
		Delivery Terms	•	
		Nature of Transaction		
		Mode of Transport	-	
🕒 🖂 🕹 🖉	odify 🕒 <u>R</u> emove	OK S Cancel	Help <u>·</u> Help	
				_

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.

<u>L</u> edger	Invoicing	Transactions	<u>R</u> eports	Period Processing	<u>S</u> etup T <u>o</u> ols	<u>W</u> indow			_ 8
	Batch <u>I</u>	nput		Ba	tch <u>T</u> otals			Account Code:	s
Company Miles Brown and Sons & Co.									
Invoice Totals							Credit To	otals	
Currency	Goo	ds VAT	Goo	ods VAT	Currency	Goods	VAT	Goods	VAT
Base Currencj	y 100.	0 17.50	100.	00 17.50	Base Currency	0.00	0.00	0.00	0.00
	🚓 Setup	int 🕞		🗣 Add 📔 🔩 N	Modify C Re	move	Update	m Discard	(7) Help
	<sub> S</sub> etup	<u>enint</u>		C Add		move	<mark>й Цр</mark> дате	Discard	() Help
Туре	Setup	Period /		Add A Herence	Modify GRe	move	Mupdate	Discard	Help     Settle % Dur Ri
Type	Setup           Date           25/06/2012	Print Period # 31/07/2012 #	Account	Add Afference Their Iset	Aodify O Ber Ref. Net Ar 1	move I	Update           nount         Am           17.50         11	Discard ount Due Date 7.50 25/07/2012	Help     Settle % Dur Ri     0
Type		Period / 31/07/2012 /	Account A00001	Add Carle A Reference Their tset	Modify 🔵 Ber Ref. Net Ar 1	move	iount Am 17,50 11	Discard ount Due Date 7.50 25/07/2012	Help Settle % Dur Ri O

#### Cash Payments

This routine allows for the input of Sales 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>encycles</u> buttons to enter, change or delete existing line entries along with the <u>encycles</u> and <u>encycles and <u>encycles and encycles and <u>encycles and encycles and e</u></u></u></u></u></u></u></u></u></u>

31	data	aflow~32 S	ales Ledger -	[Sales Cash Rece	eipts (Miles E	Brown and Sons &	Co.)]		( Instant			
	Le	dger Inv	oicing Trans	actions Report	ts Period P	rocessing Setup	Tools	Window				_ 8 ×
			Batch <u>I</u> nput			Batch <u>T</u> otals		1		Account Co	odes	
	Τ	Account	Nominal	Reference	Date	Notes		Currency	Amount	Exch. Rate	Period	Туре 🔺
	•		BANK1		25/06/2012				0.00		31/07/2012	CSH
												-
	•											•
						<u>D</u> etails						
		Account		•				Currenc	y (Default)	-		
		<u>N</u> ominal	BANK1	<b>▼</b> Ba	ank (Current A	(ccount)		<u>A</u> mour	nt	0.00		
	I	Reference						E <u>x</u> ch Rate(:	5)			
		Date	25/06/2012					(Default> An	nt			
		Notes						Commissio	n			
								Poplaing N	1			
								Dariking N				
_			1									
			Allocat	• (	Add	🗞 Modify 🕒	<u>R</u> emove		🚫 ОК 📄	该 Cancel	0	Help

There is also an Allocate button positioned toward the bottom left corner on the Cash Receipts 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 Receipts* 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.

<u>L</u> edger <u>I</u>	nvoic	ing <u>I</u> ransac	tions <u>K</u> epo	rts <u>P</u> eriod	Processing	Setup	1 <u>0</u> 015	window				-
Transaction E	ntere	d							Current Ba	lance		530,13
Reference	e te	st		Amount		100	.00					
Date	25	5/06/2012		0/s Amount		100	.00		Positive Alloc	ations		
	,				,				Negative Alloc.	ations	, 	
									riogaaroriiico		,	
Date	Туре	Reference	Amount	Outstanding	This Session	Settle %	Currency	Rate Cur	rency Amount ( 🔺		Selected	
10/09/2008	INV	0000002005	2,350.00	1,637.50	0.00	0			2,350.00		Туре	INV
20/02/2009	INV	M001	11,750.00	11,750.00	0.00				11,750.00		Bef	000000200
29/04/2009	INV	0000002035	58,750.00	58,750.00	0.00	0			58,750.00		Data	10/09/2009
20/05/2009	INV	1	50,525.00	50,525.00	0.00				50,525.00		Date	0.0072000
20/05/2009	CSH	KKJJK	-300.00	-300.00	0.00	0			-300.00		Amount	2,350
10/06/2009	CSH	2005	-1,637.50	-1,637.50	0.00				-1,637.50		0/s Amt	1,63
									4			
Max	Aļlo	cate		Allocate		0.00						
Avail	Settler	ment		Settle		0.00						
	<u>-</u>		0.00			0.00						
	<u>W</u> rite	9 OH	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>used</u> button.

dataflow~32 Sales Ledger - [Sales Cash Receip	ts (Miles Brown and Sons & Co.)]		
Ledger Invoicing Transactions Reports	Period Processing Setup Tools Window	1	- 8 ×
Batch Input	Batch <u>T</u> otals	Account Codes	1
Company Miles Brown and Sons & Co.			
Currency Input Cash Calculated Cash Base Currency 100.00 100.00			
	💰 Setup 🛛 🧞 Print	Discard	Help

#### Allocate Cash Receipts

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

dataflow	~32 Sale	es Ledge	er - [Sales Cas	h Allocation]							
Ledger	Invoid	ing <u>T</u> r	ransactions	<u>R</u> eports <u>P</u> eri	iod Processin	ig <u>S</u> etup	T <u>o</u> ols <u>W</u> indo	w			_ 8 ×
Company Acc <u>o</u> unt	Miles B	rown and	Sons & Co.	▼ iystems LTD	<b>5</b>	<b>V</b>		Cu Positi Negati	urrent Bala ve Allocati ve Allocati	nce	530,133.66 0.00 0.00
Date	Tupe	Status	Beference	Amount	Quitstanding 9	Settlement Tak	en Customer B	e This Session	Sett 🔺	Selected	
10/09/20	108 INV	Status	0000002005	2,350.00	1,637.50	octionione rak	0	0.00	300 -	Type	INV
20/02/20	109 INV		M001	11,750.00	11,750.00		0 AA/001	0.00		Bef	000002005
29/04/20	109 INV		0000002035	58,750.00	58,750.00		0	0.00		Data	10/09/2009
20/05/20	09 INV		1	50,525.00	50,525.00		0	0.00		Date	10/03/2008
20/05/20	109 CSH		KKJJK	-300.00	-300.00		0	0.00		Amount	2,350.00
10/06/20	09 CSH		2005	-1,637.50	-1,637.50		0	0.00		0/s Amt	1,637.50
•									•		
Max	Allo	cate		Allocate		0.00					
Ayail	S <u>e</u> ttler	ment		Settle		0.00					
	<u>W</u> rit	e Off	0.0	0 Write Off		0.00					
			Un- <u>S</u> elect	<u>S</u> elect	U <u>n</u> -a	llocate	pdate	] 🗊 Disca	rd	🕜 Help	0 <u>C</u> lose

The solutions act as a search utility and will pull up the nearest Sales 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 \_\_\_\_\_ 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.

#### **Direct Debiting**

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.

dataflow~32 Sales Ledger - [Dire	ct Debiting (Miles Brown and Son	s & Co.)]	
Ledger Invoicing Transactio	ons <u>R</u> eports <u>P</u> eriod Processing	<u>S</u> etup T <u>o</u> ols <u>W</u> indow	_ 6
A <u>c</u> c	ounts		Ba <u>t</u> ch
Company <u>N</u> ame Miles Brown and S	ons & Co. 🗨		
<u>R</u> un Parameters	BACS Parameters	Select Accounts	Select Account Types
Payment Parameters			Currency to process
Due by 26 June, 2012	Pay on 26 June, 2012		Currency <default></default>
<u>R</u> eference			Exch Bate(s)
	An a	1	

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 Exch Rate(s) button.

The BACS Parameters tab contains details of how the generated BACS details will be handled.

<u>R</u> un Parameters	BACS Parameters	Select Accounts	Select Account Types
ACS Parameters <u>B</u> ACS File C:\Program File	s\Dataflow\dataflow~32 v6 Evalual		
Account Name Current Accour	it 📃 🔽		
Bank Account 23456789 BACS User ID 3456789643	Sort Code  10-11-88		
Nominal Code BANK1	ecoust		
Don't Contract	lookeen ny		

The destination of where the *BACS* output file is saved is determined by clicking the <u>BACS</u> button. The output file format is pre-determined by the *BACS* setup within *Default/ Company Parameters* found under the Sales 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			
5M	5M Quality Rail Services Ltd		A
A00001	ACCO Ltd.		
AUDIO	Audio Supply and Rental Services bu	- · · ·	
BEST01	Best Rail Group		
BRAT	Bratford Design Services	>>	
C00001	Castell Print Supplies Ltd		
CAPLON	Caplon Furniture Supplies		
D00001	Decime Automation Supplies		
DURA01	Durapower Electonics CO. Ltd	221	
E01	Easy Transport Ltd		
ELDON1	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.

<u>.</u>	dataflow~	32 Sales Le	dger - [Direct D	ebiting (Mi	les Br	own and So	ns & Co.)]					×
2	<u>L</u> edger	Invoicing	<u>T</u> ransactions	<u>R</u> eports	<u>P</u> erio	d Processing	j <u>S</u> etup T	ools <u>W</u> ind	low		-	Ξ×
			A <u>c</u> count	s						Batch		
	Account	Customer	r Name			Process?	0/s Credits	Items	0/s Debits	Discount Stop Stal	us Receipt	*
	A00001	Airfreight	Systems LTD				0.00	6	122,777.66	0.00 P	122,777.66	
	B00002	British Fir	nancial Planning (	Co.			0.00	3	30,800.00	0.00	30,800.00	
												-
						Total	153,577.66	4	Pro <u>c</u> ess	Detail	<b>(2)</b> He	elp

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.

▲ A00001         Airfreight Systems LTD         531.259.16         75000         USA Sales Accounts         Mr Bob Roberts         011                800002          British Financial Planning Co.         19,505.00         27000         Mr Edward Wright         015           Withhold Account from payment	Account Customer Name Current Balance Currency Credit Limit Status Account Type Main Contact Cor												
B00002         British Financial Planning Co.         19,505.00         27000         Mr Edward Wright         015           Withhold Account from payment         Status         Approved         Date         Type         Reference         Settle %         Due Date         Amount         Outstanding         Payment         Currency         Rate	A00001 Airfreight Systems LTD 531,259.16 75000 USA Sales Accounts Mr Bob Roberts 017												
Withhold Account from payment           Status         Approved         Date         Type         Reference         Settle %         Due Date         Amount         Outstanding         Payment         Currency         Rate         Currency	B00002 British Financial Planning Co. 19,505.00 27000 Mr Edward Wright 015												
Status         Approved         Date         Type         Reference         Settle %         Due Date         Amount         Outstanding         Payment         Currency         Rate	_												
Withhold Account from payment           Status         Approved         Date         Type         Reference         Settle %         Due Date         Amount         Outstanding         Payment         Currency         Rate         Currency													+
Status         Approved         Date         Type         Reference         Settle %         Due Date         Amount         Outstanding         Payment         Currency         Rate         Cu           Approved         10/09/2008         INV         0000002005         0         09/10/2008         2,350.00         1,637.50         1,637.50         1,637.50         1,637.50         1,637.50         1,637.50         1,050.00         1													
Status         Approved         Date         Type         Reference         Settle %         Due Date         Amount         Outstanding         Payment         Currency         Rate         Currency           Approved         10/09/2008         INV         000002005         0         99/10/2008         2,350.00         1,637.50         1,537.50         1         6           Approved         20/02/2009         INV         M001         19/03/2009         11,750.00         11,750.00         11,750.00         5,875.00	With	nhold <u>A</u> c	count from	payment									
Status         Approved         Date         Type         Reference         Settle %         Due Date         Amount         Dutstanding         Payment         Currency         Rate         Cur           Approved         10/09/2008         INV         0000002005         0         09/10/2008         2,350.00         1,637.50         1,637.50         1         6         1													
Approved         10/09/2008         INV         0000002005         0         09/10/2008         2,350.00         1,637.50         1,637.50           Approved         20/02/2009         INV         M001         19/03/2009         11,750.00         11,750.00         11,750.00           Held         Approved         20/02/2009         INV         M002         20/04/2009         5,875.00         5,875.00         5,875.00           Approved         29/04/2009         INV         0000002035         0         28/05/2009         58,750.00         58,750.00         58,750.00           Approved         20/05/2009         INV         1         19/06/2005         50,525.00	1	Status	Approved	Date	Туре	Reference	Settle %	Due Date	Amount	Outstanding	Payme	nt Currency	Rate Cu
Approved         20/02/2009         INV         M001         19/03/2009         11,750.00         11,750.00         11,750.00           Held         Approved         20/03/2009         INV         M002         20/04/2009         5,875.00         5,875.00         5,875.00         5,875.00           Approved         29/04/2009         INV         0000002035         0         28/05/2009         58,750.00         58,750.00         5,875.00           Approved         20/05/2009         INV         1         19/06/2009         50,525.00         50,525.00         50,525.00           Approved         23/08/2009         INV         0000002039         0         23/09/2009         38.78         38.78         4           Approved         23/08/2009         INV         0000002030         0         23/09/2009         76.38<	$\odot$		Approved	10/09/2008	INV	0000002005	0	09/10/2008	2,350.00	1,637.50	1,637.5	50	
Held         Approved         20/03/2009         INV         M002         20/04/2009         5,875.00         5,875.00         5,875.00         5,875.00           Approved         29/04/2009         INV         0000002035         0         28/05/2009         58,750.00<	0		Approved	20/02/2009	INV	M001		19/03/2009	11,750.00	11,750.00	11,750.0	00	
Approved         29/04/2009         INV         0000002035         0         28/05/2009         58,750.00         58,750.00         58,750.00           Approved         20/05/2009         INV         1         19/06/2009         50,525.00         50,525.00         50,525.00           Approved         23/08/2009         INV         000002029         0         23/09/2009         38,78         38,78         4           Approved         23/08/2009         INV         000002029         0         23/09/2009         76.38         76.38         76.38         76.38	×	Held	Approved	20/03/2009	INV	M002		20/04/2009	5,875.00	5,875.00	5,875.0	00	
Approved         20/05/2009         INV         1         19/06/2009         50,525.00         50,525.00         50,525.00           Approved         23/08/2009         INV         0000002029         0         23/09/2009         38.78         38.78         38.78           Approved         23/08/2009         INV         0000002030         0         23/09/2009         76.38         76.38         76.38	0		Approved	29/04/2009	INV	0000002035	0	28/05/2009	58,750.00	58,750.00	58,750.0	00	
Approved         23/08/2009         INV         0000002029         0         23/09/2009         38.78         38.78         38.78           Approved         23/08/2009         INV         0000002030         0         23/09/2009         76.38         76	0		Approved	20/05/2009	INV	1		19/06/2009	50,525.00	50,525.00	50,525.0	00	
Approved 23/08/2009 INV 0000002030 0 23/09/2009 76.38 76.38 76.38	0		Approved	23/08/2009	INV	0000002029	0	23/09/2009	38.78	38.78	38.7	78	
	0		Approved	23/08/2009	INV	0000002030	0	23/09/2009	76.38	76.38	76.3	38	
													•
	With	hold Tra	ansaction fr	om payment								Due Date	Status
Withhold Transaction from payment Due Date Status													

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>Conse</u> the Detail window to return to the *Accounts* tab.

A quick access right click menu is available from the <u>Detail</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 <u>Frocess</u> and <u>Refer</u> or <u>Refer</u> routines have been carried out you may then navigate to the *Batch* tab to <u>Dupdate</u> the automatic allocations.

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 Receipts* routines.

	· · ·	Sales mans	action transferj				_	
Ledger Invo	icing Transa	actions Re	eports Period Pro	cessing Setup To	ols Window			- 8
Company Mil	les Brown and S	Sons & Co.	•					
Account	Period	Date	Type Reference	Amount Currency	U_JOBDESC	U_LINEDES(	c  u_c(	DSTDESC
CHAN	31/07/2012	01/06/2012	2 INV Jun-12	14.50				
								•
Account	IAN	Channe	el Computer Developr	ment	-			•
Account Type IN	HAN	Channe	el Computer Developr Reference	ment Jun-12				4
Account	HAN ✓ /06/2012	Channe	el Computer Developr Reference   Amount	ment Jun-12 14.5(	- - ]			•
Account Type IN Date 01.	HAN V 206/2012	Channe	el Computer Developr Reference   Amount	ment Jun-12 14.5(				Þ

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 I 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.

Co	edge mpar	er <u>I</u> nvoid	trown	<u>T</u> ransactio and Sons & (	ns <u>R</u> eports <u>P</u> eriod Proces:	sing <u>S</u> etup	T <u>o</u> ols <u>M</u> ByNomina	<u>/</u> indow	Approved \	liew Hel	d View All	. 8
						ļ	By Accour	nt	C Unappr	oved C	Held Unheld	
Sta	atus	Approved	Туре	Account	Customer Name	Date	Due Date	Reference	Customer Ref.	Amount	Currency	Batc
		Approved	INV	MARVEL	Marvel Office Technology LTD	10/08/2008	08/09/2008	00209		102,677.64		
		Approved	INV	CHAN	Channel Computer Developmer	20/08/2008	20/09/2008	00120		250,000.00		
		Approved	INV	A00001	Airfreight Systems LTD	10/09/2008	09/10/2008	0000002005		2,350.00		
		Approved	INV	B00002	British Financial Planning Co.	20/02/2009	19/03/2009	0000002006		12,925.00		
		Approved	INV	A00001	Airfreight Systems LTD	20/02/2009	19/03/2009	M001	AA/001	11,750.00		
		Approved	INV	BRIT01	British Commercial Services	20/02/2009	19/03/2009	m020	aa/020	1,175.00		
		Approved	INV	C00001	Coverall Advertising Consultant:	02/03/2009	02/04/2009	0000002007		1,100.00	FFR	
Hε	ld	Approved	INV	A00001	Airfreight Systems LTD	20/03/2009	20/04/2009	M002	AA/002	5,875.00		
		Approved	INV	C00001	Coverall Advertising Consultant:	20/03/2009	20/04/2009	M007	AA/007	9,400.00	FFR	
		Approved	INV	B00002	British Financial Planning Co.	20/03/2009	20/04/2009	M010	AA/010	12,000.00		
		Approved	INV	BRIT01	British Commercial Services	31/03/2009	30/04/2009	m021	aa/021	2,350.00		
		Approved	INV	AB0001	A Booker PLC	15/04/2009	14/05/2009	0000002023		7,050.00	EUR	
		Approved	INV	BRIT01	British Commercial Services	22/04/2009	21/05/2009	0000002008		4,758.75		
												•

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

🔲 By Nominal	Filters the grid by <i>Nominal</i> code selection.
F 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	Filters the grid by <i>Held</i> 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



#### **Customer 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 Ledger <u>T</u> ransactions <u>CIS</u> <u>Reports</u> <u>Period</u> Processi	ation List]	
Multi-Company Options   findividual	C Consolidated	
Company Miles Brown and Sons & Co.	dataflow~32 Purchase Ledger - [Preview: Page 1 of 3 (Supplier Standing Information)]	
Parameters	Ledger Iransactions <u>CIS</u> <u>Reports</u> <u>Period Processing</u> <u>Setup</u> T <u>pols</u> <u>Window</u> <u>Beport</u> <u>Data</u>	- 8 ×
To		
	Miles Brown and Sons & Co. Supplier Standing Information Accounts "5M" to "WISTRA" Contact(s) Account Trade	Pri
	Addbullin to, name and kerninatica Address Prilote, Fax, Exista 1ype Unic, % Stateme SM SUQuility Rail Services Ltd Mr John Davision 0 Manor Trading Estate john@Sm.com Southampton Southampton	ni Calej
	A00001 ACC0 Ltd. 0 12 Burnley Road Bilackpool Lancashire FY11 1AB	Ŧ
		P.
	🔄 On Loo  Setup 😞 Pint 🛛 🐼 e-Mail 🚺 Help 👔	<u>C</u> lose

#### **Customer Account Status List**

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

dataflow~32 Purchase Ledger - [Supplier Account Status	st]		
Ledger Iransactions <u>CIS</u> Reports Period Processi	g <u>S</u> etup T <u>o</u> ols <u>W</u> indow		
Multi-Company Options	C Consolidated		
Company Miles Brown and Sons & Co.			
Parameters Opti	18		
From 🔽 🔽	eview mode		
	dataflow~32 Purchase Ledger - [Preview: Page 1 of 1 (Supplier Account Status)]		x
Currency 🗖 <default> 💌 <u>Filter</u></default>	Ledger Transactions CIS Reports Period Processing Setup Tools Window		Ξ×
	<u>R</u> eport	Data	
	Miles Brown and Sons & Co. Supplier Account Status Accounts "5M" to "WISTRA"		- E
C	Account No. Account Name This Year	Turnover Turnover Last Year To Date O/S	
Save 2	5M         5M Quality Rail Services Ltd         0.00           A00001         ACCO Ltd.         0.00           AUDIO         Audio Supply and Rental Services bu         0.00           BEST01         Best Rai Group         0.00           BRAT         Bratrof Design Services         0.00           CAPLON         Captel Pint Supples Ltd         0.00           D00001         Castel Pint Supples Ltd         0.00           D00001         Decime Automation Supples         0.00           D0001         Decime Automation Supples         0.00           D01A01         Durapower Electonics CO. Ltd         0.00           ELIONM         Elsen Enal Services         0.00           V         Even Enal Services         0.00	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 13,630,76 0.00 96,708,88 0.00 57,471,21 0.00 7,488,01 0.00 3,475,00 7,474,70 ,	•
	🔄 DnTop 🛛 🚓 Setup 🗼 Print 🛛 8	🗹 e-Mail 🛛 🕜 Help 🚺 🙆 Close	

#### **Customer Statements**

Each statement produces full details of all outstanding transactions along with an aged analysis of balances due.

dataflow~32 Sales Ledger - [Customer Statements]		
Ledger Invoicing Iransactions Reports Period Processing Setup Tools Window		_ 8 ×
Company Miles Brown and Sons & Co.		
Parameters		
From From Weekly To Monthly		
Report at 26 June, 2012		
<u>Filter</u>		
Options	Order By	<u>e</u> -Mail
✓         Preview mode         Single Layout □		Hardcopy statements
🔲 Line up Exclude Paid Items 🔲 🔲 By Due Date	🕫 Code	🔲 Request a receipt
Analysis Groups Clear paid items 🔽		
Exclude e-Mailed documents when printing		
	C Name	
Eave Bestore Setup Restore	e- <u>M</u> ail	🕜 Help 🛛 👩 <u>C</u> lose

Single Layout 🥅	-

Enables the selection of a specific statement 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).

Ledger	Iransacti	ons <u>⊆</u> l	Beports	Period Processing	Setup	Tools	Wind	dow				
		B	sport						Data			
								00	1	00		ĥ
						_	_				=,=	1
	000000000	2000000	20000000	000000000000000000000000000000000000000								
	000000000	0000000	000000000	000000000000000000000000000000000000000								
	000000000	0000000	000000000	000000000000000000000000000000000000000		Te	lephor	10	2000	0000000000	000000000000000000000000000000000000000	(
	000000000	0000000	000000000	000000000000000000000000000000000000000		Fa	~		2000	00000000X	000000000000000000000000000000000000000	è
	000000000	0000000	000000000	000000000000000000000000000000000000000								
	000000000	0000000	000000000	000000000000000000000000000000000000000								
	000000000	0000000	000000000	000000000000000000000000000000000000000								
i i	Account	000000	x			REMI	ITAN	ICE AD	<b>ICE</b>		As a	
1	Remittance	To:										-
	X0000000	0000000	00000000	XXXXXXX								
	X0000000	0000000	000000000	X0000X								
	X0000000	0000000	000000000	20000X								
	00000000	0000000	00000000	30000X								
	0000000	0000000	00000000	2000X								

Includes Analysis Group information on the report.

Checking this parameter will exclude allocated items from the report.

Transactions will be listed in order of Due Date as opposed to transaction date.

Printing the report with this parameter checked will include the allocated items on the initial print run but automatically exclude them from subsequent print runs.

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

Requests a hardcopy of emailed documents.

Requests a receipt for those documents that have been emailed.

🦳 Analysis Groups

Exclude Paid Items 🥅

🕅 By Due Date

Clear paid items 🥅

Exclude e-Mailed documents when printing

Hardcopy statements

Request a receipt

#### **Transaction Details**

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

dataflow~32 Sales Ledger - [Sales Transaction Det	ails]		
Ledger Invoicing Iransactions Reports Pe	riod Processing <u>S</u> etup T <u>o</u> ols	ls <u>W</u> indow – 🖉 🗙	
Multi-Company Options (* Individual <u>C</u> ompany Miles Brown and Sons & Co.	C Conso	nsolidated	
Parameters	Options		
	Turnover		
Start 01 July, 2012 💌 🏢 Select	Summary Only	dataflow32 Sales Ledger - [Preview: Page 1 of 1 (Transaction Details)]	0 <mark>X_</mark>
End 21 July 2012	Show A/cs with no movement	Ledger Invoicing Iransactions Reports Period Processing Setup Tools Window	- 5 ×
	Beconcile to Nominal	Heport Data	
Filter	Analusis Groups		
	Preview mode	Miles Brown and Sons & Co.	<u> </u>
		Sales Transaction Details for the Period starting 01/07/2012 to the Period ending 31/07/2012	Ξ.
		Accounts "A00001" to "VHT"	
G Code C Name	Save Festore	Account not         Institution         Opening Blance         530,090 1           Account not         Aprileght Systems LTD         Depring Blance         530,090 1           Dated         Type Refrestore         Batch         Account not         Their Reference         0           01062012 INV Jun-12         600         9599         0.00         0         0         0           01062012 INV Jun-12         601         9603         0.00<	6 al Out: 10 Out: 1
		🔄 On Top 💦 Setup 😪 Eint 🛛 🗠 e-Hail 🛄 Heb	O Close

Includes currency details on the Currency Details 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 **F** 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 Sales Ledger control account. 🦳 Analysis Groups Includes Analysis Group information on the report.

# Aged Debtors

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 Sales Ledger - [Sales Aged Debtors]
Ledger Invoicing Transactions Reports Period Processing Setup Tools Window
Multi-Company Options     Consolidated       Individual     Consolidated       Company     Miles Brown and Sons & Co.
Parameters       Options         From       Image: Age ing         To       Image: Age by Transaction date         Report at [26 June, 2012]       Select         Currency       Image: Age by Transaction date         Period       Period         Image: Age by Priod       C Ledger         Image: Analysis Groups       Print 1st line notes         Image: Summary       Image: Preview mode
Order By © Code C Name E Save E Bestore Setup Reint @ Help @ Close

<ul> <li>Age by Transaction date</li> </ul>	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.
F 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 Sales 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	Displays the notes detailed on the first line of the invoice.



Summarises results by providing account totals for each band.

#### **Customer Letters**

A facility to create either Credit Control letters or Mailshots

dataflow~3	32 Sales Ledger - [Cust Invoicing <u>T</u> ransactio	omer Letters] ns <u>R</u> eports <u>F</u>	Period Processing Setu	ıp T <u>o</u> ols <u>W</u> indow		
Compan Parameters	Wiles Brown and Sor	15 & Co. 📃 💌				]
Fron	n	•	Ageing C Mailshot	Over 30 Days	Over 60 Days	
To	0	•	Band Options	O Uver 120 Days	Stop warning letter	
Report a	t 26 June, 2012	Select	From Selected Band	C To Selec	ted Band	Selected Band Only
	🦳 Age By Due Date	<u>F</u> ilter	Account Options Only include account Include accounts Findude accounts Find transactions Find transactions fo Find	its with a balance in the s th balances outside of ba Label printing only selected Ageing band or Use Statement Add	elected band Ind option Ny ress	
Options Preview Exclude	mode 🗖 Line up Sing e-Mailed documents whe	le Layout 🗖 📔 n printing 🔽 🗍	Analysis Groups	•	Order By C Code C Name	e-Mail ✓ Hardcopy letters □ Request a receipt
		Save Be	estore 🥏 Set	up 🛛 🍖 <u>P</u> rint	<u></u> ≥ e- <u>M</u> ail	🕜 Help 🛛 🗿 <u>C</u> lose

The Ageing bands are predetermined by the information configured under the Aged Debt parameters section within the *Default/Company Parameters* setup window.

- C Mailshot
- C Over 30 Days
- C Over 60 Days
- C Over 90 Days
- C Over 120 Days
- C Stop warning letters

For generic letters.

For transactions 30 days and over.

For transactions 60 days and over.

For Transactions 90 days and over.

For transactions 120 days and over.

An Additional *Target Value* field will become available and the *Report at* date description will change to *Target Date* upon selecting this parameter. Letters will be raised for all accounts that meet the conditions set by the information entered into the *Target Date* and *Target Value* fields.

← From Selected Band	Letters will be raised for those a/c's with transactions in the selected band or/ and beyond. Transactions prior to the specified band will not be listed when the restrict transactions parameter is checked.
← To Selected Band	Letters will be raised for those a/c's with transactions present up to the selected band. Transactions beyond the specified band will not be listed when the Print transactions parameter is checked.
C Selected Band Only	Letters will be raised for those a/c's with transactions in the selected band. Transactions outside the specified band will not be listed when the Print transactions parameter is checked.
$\square$ Only include accounts with a balance in the selected band	Letters will be raised for those a/c's with balances in the selected band.
Include accounts with balances outside of band option	Will include accounts with balances outside of the selected band but those accounts must also have a balance in the selected band in order for them to appear.
Print transactions	Transactions will be listed on the letters raised. Requires relevant fields added to the letter template through <i>Document Design</i> .
Print transactions for selected Ageing band only	Only active if <b>Print transactions</b> is checked and when selected will include only those transactions that exist in the specified band on the letter raised.
Label printing only	Use this parameter in conjunction with selecting the label template using the <i>Single Layout</i> option to produce a label format print out of the addresses for those accounts in the range you have specified.
Record History	The letter date and description will be recorded at both account and transaction level once the letter is either printed or emailed. The letter history is accessible by right clicking on the account within the <i>View</i> <i>Accounts</i> window or on the individual transactions within the transaction browse window.

Use Statement Address	The letter addresses will default to the Organisation address. You can use this parameter to use the Statement address instead.
TAge By Due Date	With this parameter checked the report will be based upon the invoice due dates rather than invoice date.
Preview mode	A preview will be generated prior to printing.
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).
Single Layout 🔽 💽	Enables the selection of a specific layout. Layouts are setup and located within the <i>Document Design</i> window.
Exclude e-Mailed documents when printing	Checking this parameter will exclude those accounts that are setup to be emailed.
🦳 Analysis Groups	Includes Analysis Group information on the report.
Order By Code Name	Orders the From/To account selection drop down listing by Code or Name.
Hardcopy statements	Requests a hardcopy of emailed documents.
Request a receipt	Requests a receipt for those documents that have been emailed.

### **Control Totals**

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

dataflow~32 Sales Ledger - [Sales Control Totals]					
Ledger Invoicing Iransactions Reports Period Proces	sing <u>S</u> etup T <u>o</u> ols <u>W</u> indow	_ 5 ×			
Multi-Company Options	C Consolidated				
Company Miles Brown and Sons & Co.					
		Period  30 June, 2012 31 July, 2012 31 August, 2012 31 August, 2012 30 Sentember 2012			
		31 October, 2012			
	dataflow 32 Sales Ledger - [Preview P	30 November, 2012			- 0 <b>X</b>
	Ledger Invoicing Transactions R	Reports Period Processing Setup Tools Window	/		
	<u>R</u> eport		Data		
				1	
Options     ✓ Reconcile to Nominal Ledger     ✓ Pregiew mode	Miles Brown and Sons & Co. Sales Control Totals	for the Period ending 31/07/2012			or E
Save	Transaction Type	Previous periods	Period	Year To Date	F
	Invoice	408,558.50	1,000.00	409,558.50	
	Credit Note	0.00	0.00	0.00	
	Cash	-103,052.66	0.00	-103,052.66	
	Cheque	0.00	0.00	0.00	
	Discount	0.00	0.00	0.00	
	Gain/Loss	0.00	0.00	0.00	
	Adjustment	0.00	0.00	0.00	-
	•	III			•
		🖻 On Top 🧳 Setup 🗼 Print	🔀 e-Mail	🕜 Help	O Close

# **Unallocated Items**

This report displays all unallocated items.

dataflow~32 Sales Ledger - [Sales Unallocated Ledger Invoicing Iransactions <u>R</u> eports	items] Period Processin	ig <u>S</u> etup T <u>o</u> ols <u>W</u> indow					
Multi-Company Options		C Consolidated					
Company Miles Brown and Sons & Co.							
Parameters							
From	Previ	dataflow~32 Sales Ledger -	Preview: Page 1 of 2 (L	nallocated Items)]			
To		Ledger Invoicing Trans	actions Reports Per	iod Processing Setup	Tools Window		- 8
Benort at 26 June, 2012			<u>B</u> eport	i i		Data	
Filter						001	
- Likel							
		Miles Brown and Sons &	Co.				Requested By SUPERVISC
		Sales Unallocat	ed Items	as at 26/06/2012		on 2	6/06/2012 Page 1 o
			,	Accounts "A00001" to "VH	r"		
		Account No. Name					
	-Outer Bur	Data T	Transaction	Original	Outstanding	0	Their sectors as
	G Code	A00001 Airfre	inht Systems ITD	Amount	Amount	Our Reference	Their reference
	Code	20/03/2009	V M002	5,875.00	5,875.00	OR2	AA/002
		20/05/2009 N	V 1	50,525.00	50,525.00		
	Save	20/05/2009 CS	SH KKJJK	-300.00	-300.00		
		27/08/2009 03	SH Cash01	-1,637.50	-1,637.50		
		30/05/2012 N	V test	117,500.00	117,500.00		
		30/05/2012 N	V unticked	235,000.00	235,000.00		
		30/05/2012 N	V unchecked 2	35,250.00	35,250.00		
		30/05/2012 N	V new unchecked	5,875.00	5,875.00		
		30/05/2012 IN	V new checked	11,750.00	11,750.00		-
		01/06/2012 N	V lun_17	14 50	14 50		•
			📑 OnTop	🔹 🧟 Setup	🔄 Erint	🖂 e-Mail	🕜 Help 🛛 🗿 Close

#### **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 Sales Ledger - [Sales Potential Curre	ncy Gains & Losse	es]		9			
Ledger Invoicing Iransactions Reports P	eriod Processing	Setup Tools Winde	w		- 8 ×		
- Multi Company Options							
Individual		C Consolidated					
Company Miles Brown and Sons & Co.							
Parameters	_ Options						
From	By Account	t					
T	E Summaru						
	- Summary						
Report at 26 June, 2012	Preview mo	de					
Currancu C (Default)							
		dataflow~32 Sales Led	ger - [Preview: Page 1 of ]	L (Gains and Losses b	v Currency)]		- C - X -
		Ledger Invoising	Transactions Reports	Deriod Processing	etup Tools Window		
	250	a ceager involcing	Benort	renournocessing 3		Data	
			Tobout		1	Dara	I
	Order Bu						
	( € Code (						
							^
	Save	Miles Brown and	Sons & Co.				
-		Sales Poter	ntial Currency Gair	s and Losses	(by currency)	as at 26/06/2012	=
					(2) currency,	aa at 20/00/2012	
				Accounts "A00001" to	"VHT"		
				Local			
		EUR	Type Reference	Euro @	1.1166	Realised Value	Gain
		AB0001	A Booker PLC	E 074 E0	4 106 12	5 261 12	1 065 01
		04/05/2009	INV 000002023	330,000.00	295,540.03	295,540.03	1,003.01
		20/05/2009	INV M03	555.00	382.49	497.04	114.55
		AB0001	1110 000002024	350.059.58	309.512.16	313,504,90	3.992.74
		FUD		250.050.58	200 512 48	242 504 00	
		USD		French France @	0.8577/6.56	515,504.80	3,002.14
		C00001	Coverall Advertising Co	nsultants	0.007770.000		-
		•					÷.
			<b>—</b> 0	Tan La 🌰 o	un l 🗢 più l	NO - 14-0	
			<u>un</u>	10p	etup <u>ved P</u> rint	e-Mail	

#### Sales Analysis

This report enables an Analysis of updated transactions. Typically the report would show the all transactions by Customer 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.

Ledger Invoicing Transactions	Reports Period Processing Setup Tools Windo	w
Details Company Miles Brown and Sons & Co.	•	Options
Available Selections	Parameters	Analysis Period
Analysis Broup 1 Company Account Type Account Type Account Name Period Vat Code Nominal Description Product Transaction Type Nominal Code Account Code Product Code Product Code Stock Group 1 Stock Group 2 Invoice Address Delivery Address	Scope         Include         Allocated Items Only         Analysis lines with no movements         Date         Posted         Posted         Image: state sta	Amounts
Set Analysis Group 1 Range	Preview mode	

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.

Analysis Selection           Available:           Account Code           Account Type           Analysis Group 1           Analysis Group 2           Company           Delivery Address           Invoice Address           Nominal Code	Analyse by:	
Nominal Description Period Product Product Code Stock Group 1 Stock Group 2 Transaction Type Vat Code	<                Ø DK         ⊗ Cancel	



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	×
Un-Selected SM Quality Rail Services ACCO Ltd. Audio Ltd. Best Rail Group Bratford Design Services Caplon Furniture Supplie Castell Print Supplies Ltd Decime Automation Supj Durapower Electonics CI Easy Transport Ltd Eldon Rail Services Goodwell Consultancy Lt Group Cat Ltd Lott and Lott Rail Service Micron Lightrinh Ltd Noves Consultancy&Des Penguin Services Ltd Texauto Ltd Texauto Ltd Twistra Office Products	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
[ 🙆 ОК ]	🔇 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 Period	(	• Date	
Dates			
From 07 Se	ptember, 2012		
	ptember, 2012		
		Analysis Period	
	© Period	C Date	
	Period Range		
		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	] =

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 Lypes	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.

Leager Transactions	CI3 Reports Period Processing	g setup roois window				-
	Details		Opt	ions		
<del>7</del> 🔟		View Selected	View Collaps	ed		
]	Account Code	Gross	Avg Disc.	Quantity	Cost	
- 📣 5M	▶ 5M	64,263.69	0.00	73.00	3,900.00	
- 🎒 A00001	A00001	627.46				
	AUDIO	14,849.21				
AN PRAT	BEST01	8,812.50				
	BRAT	193,896.74	0.00	22.00	525.00	
- APLON	C00001	14,540.63	0.00	1.00	0.00	
-🕁 D00001	CAPLON	61,669.88	0.00	1.00	0.00	
DURA01	D 00001	56,285.21	22,544.79	1.00	0.00	
📣 E01	DURA01	1,071.13				
- 🖉 ELDON1	E01	1,825.00				
- 29 GULUU1	ELDON1	233.83				
	GCL001	275.00				
	GOOD	17,951.65	0.00	3.00	0.00	
- A TOOOO1	LOTTS	135,451.65	0.00	1.00	0.00	
ay TWIN01	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 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.
<b>F</b>	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
Gross 💌	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 different ways using this button.

	31/05/2009	30/06/2009	31/07/	2009 31/0	8/2009	
ACCO Ltd.	56,947.25	505.25	4,84	43.06 1.	968.13	
Audio Supply and Rental {     Best Rai     Construction     Construct	Account Name     Muality Rai Serv     SM Quality Rai Serv     SM Quality Rai Serv     SM Quality Rai Serv     S     Muality Rai Serv     S	ces Ltd ces Ltd ces Ltd ces Ltd ces Ltd	Gross 56,947.25 505.25 4,843.06 1,968.13	Transaction Type INV INV INV INV	Period 31/05/2009 30/06/2009 31/07/2009 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.

# **Product Price Lists**

This report produces a listing of either *Selling* or *Cost* prices setup within the system. The results produced are controlled by the parameters chosen e.g. if the products price has been setup *By Company* and *By Measure* etc you will need to specify those parameters for the report production in order for that price to be included within the results (the report needs to be run in the way the price has been established).

dataflow~32 Sales Ledger - [Product Price List]	
Ledger Invoicing Iransactions Reports Period Processing Setup Tools Window	_ 8 ×
Company	
Parameters Location First Product Item Last Product Item By Date End Date Price Category Category Avaliable Verseas	Options         Selection Criteria         By Company         By Location         By Group         Show stock with zero physical         Show stock with ve physical         Include Stock with no movements         Include Products         By Lorrency         By Measure         Price Type         Customer/Supplier         Default         Price Type         Customer/Supplier         Clastemer/Supplier         Groups         Stock Group 1         Stock Group 2
📰 Save 🛛 📰 Bestore 🗼 Setup 🗼 Print	(7) Help [0] Close

□ By Company Filters results by the Company selection				
F By Group	Enables the Groups section to the bottom right of the window.			
	Groups 「Stock Group <u>1</u> 「Stock Group <u>2</u>			
	Once the Groups section is enabled and either Stock Groups (or both) are selected a groups tab will be appear allowing you to filter which Stock Group descriptions you wish to report on.			
Include Graphics	Includes images saved against the Product setup in the results.			
By Currency	Adds an additional tab to the report parameter window allowing you to filter which currencies you wish to report on.			
🔽 By Measure	Adds an additional tab to the report parameter window allowing you to filter which measurements you wish to report on.			
Price Type	Report on either Selling or Cost prices.			
Price By C Customer/Supplier C Default I Both	The selection in this section determines the reported price.			
Order By Customer	Order the report by customer.			

See screenshot below for an example of the additional tabs created when *By Group*, *By Currency*, *By Measure* and *Stock Groups* are specified as active parameters.

	Stock Group 2
Stock Groups Available	
	×
>>	
<	
12	-
	Stock Groups Available

#### **Batched Reports**

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

dger <u>I</u> nvoicing <u>T</u> ransactions <u>R</u> e	ports	Period Processi	ng <u>S</u> e	tup T <u>o</u> ols	<u>W</u> indow				
Batched Reports									X
Available Reports			<u>S</u> electe	d Reports					
Description	•	🔁 Add	Des	cription				Printe	d 🔺
Customer Standing Information			Non	ninal Transact	ion Details (S	iummary)		No	-
Customer Account Status		🔇 Remove	Bala	ince Sheet				No	
Transaction Details									
Aged Debtors		🔫 Params							
Control Totals		Di Drianitu							
Unallocated Items		Grinny							
Potential Currency Gains & Losses									
Schedule Invoice Listing									
Direct Debit Report									
Percentage Price Change Report									
Stock Price Lists									
Sales Unresolved Log Query									
Sales New Stop List									
Sales Potential Stop List									
Credit Management Stop List									
	Ψ.								Ŧ
•	•		•					•	
							Coursel		
						🞅 <u>n</u> un	Lancel		se

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 Sale	es Ledger						
Ledger	Invoicing	Transactions	Reports	Period Processing	Setup	Tools	Window	
				Close Period				

#### **Close Period**

This window provides the ability to close down Sales 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.

<u>L</u> edger	Invoicing	<u>T</u> ransactions	<u>R</u> eports	Period Processing	<u>S</u> etup	T <u>o</u> ols	<u>W</u> indow		- 6
Company <u>N</u> a	ame Miles	Brown and Sons	& Co.	•					
								 Period	
								30 June, 2012	
								31 July, 2012	
								31 August, 2012	
								30 September, 2012	
								31 October, 2012	
								30 November, 2012	
								31 December, 2012	
								31 January, 2013	(Y/e)
								28 February, 2013	
								31 March, 2013	
								30 April, 2013	
								31 May, 2013	
								30 June, 2013	

# Window

dataf	low~32 Purcha	se Leo	lger					
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.

🔣 datafi	ow~32 Ac	counting	SUPERVISOR												l	- 0	<b></b> X)
Ledgers	<u>U</u> sers	Setup R	eports <u>M</u> essenger	<u>e</u> BIS	<u>I</u> ools	<u>Options</u>	Window	<u>H</u> elp									
						_										6	~
🔣 datafi	ow~32 Ac	counting	SUPERVISOR													- 0	×
Ledgers	ow~32 Ac	counting Setup R	: SUPERVISOR eports Messenger	eBIS	Tools	Options	Window	Help							Į	- 0	<b>x</b>