



# DATAFLOW

Financial Software Solutions

## Sales Ledger

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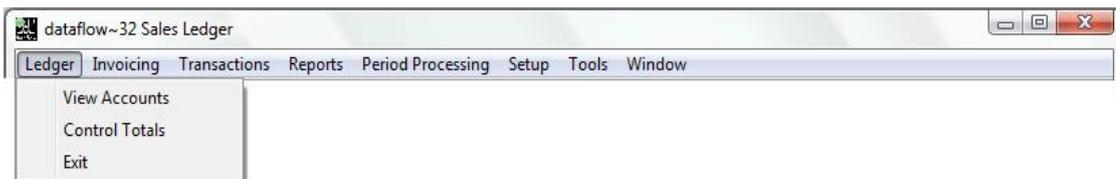
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## Introduction

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

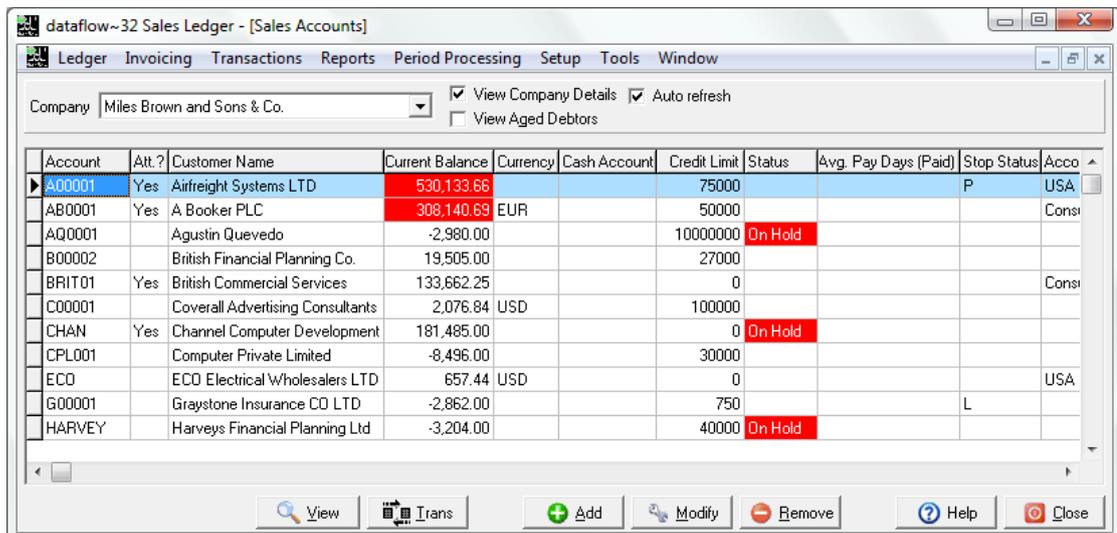


## Ledger



### 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.



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

Account	Customer Name	Current Balance	Credit Limit	Main Contact	Contact Teleph	30 & Under	Over 30
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
CD0001	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

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

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

Current Balance	530133.66	Currency	<Default>
Credit Limit	75000	Current Balance	530133.66
"Full" Sales Account	<input checked="" type="checkbox"/>	Base Equivalent	530133.66
Cash Sales Only	<input type="checkbox"/>	Cash Account	<input checked="" type="checkbox"/>

Aged Debt		Avg. Payment Days		Payments		Stop Status	
Organisation Parameters	Account Parameters	Addresses	Contacts	Analysis	Period Turnover	Currency Turnover	

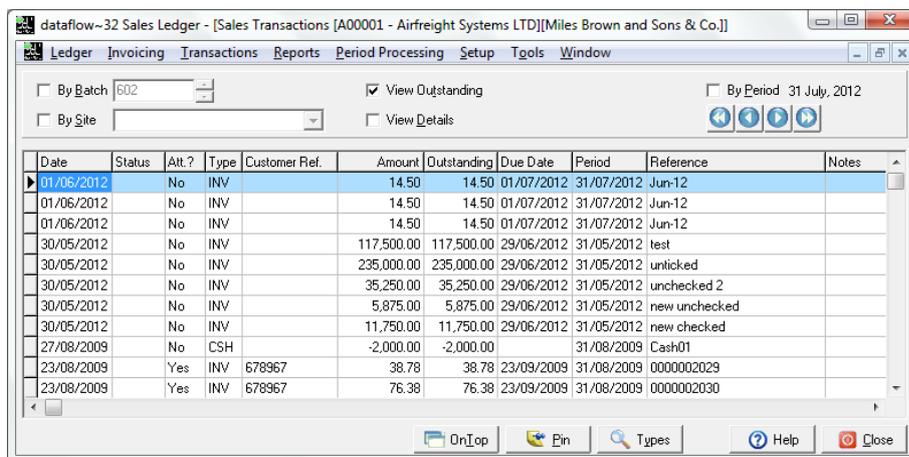
  

Address	
Name	Airfreight Systems LTD
DfLabel1	
Address Line 1	21 Ashgrove Road
	Horley

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

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



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

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

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

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

Sum	Ctrl+S
Calculator	Shift+Ctrl+C
Search	Ctrl+H
Filtered	Ctrl+F
Change highlight colour	Shift+Ctrl+O
Modify Header	Ctrl+M
Modify Lines	Ctrl+L
View Allocations	Ctrl+A
View Details	Ctrl+D
View Notes	Ctrl+N
View Source	Ctrl+T
View Orders	Ctrl+R
View 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.

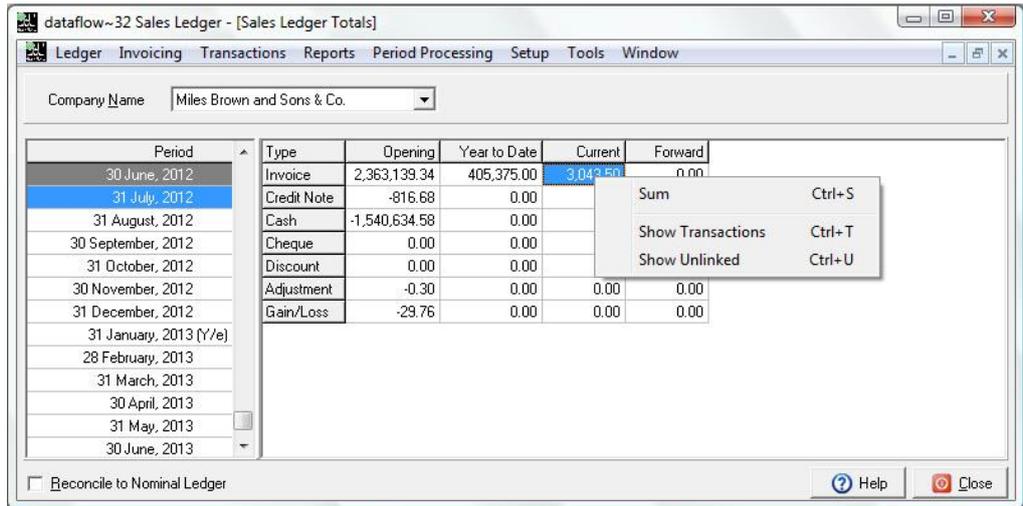
Period	Type	Opening	Year to Date	Current	Forward
30 June, 2012	Invoice	2,363,139.34	405,375.00	3,043.50	0.00
31 July, 2012	Credit Note	-816.68	0.00	0.00	0.00
31 August, 2012	Cash	-1,540,634.58	0.00	0.00	0.00
30 September, 2012	Cheque	0.00	0.00	0.00	0.00
31 October, 2012	Discount	0.00	0.00	0.00	0.00
30 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

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;



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

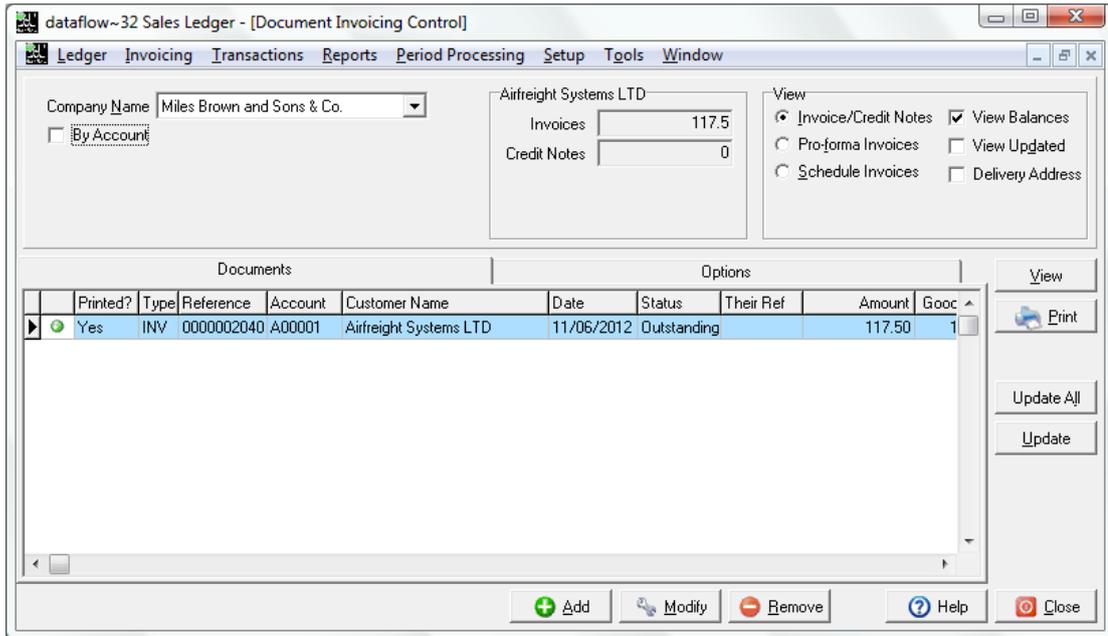
This window handles the entry, printing and update of Invoices and Credit notes. Additional options for Pro-forma Invoices and Scheduled Invoices are also available with the ability to convert these into full Sales Invoices if and when required.

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.



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

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

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

By Account

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;



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.

Pro-forma Invoices

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.

Schedule Invoices

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 Updated

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

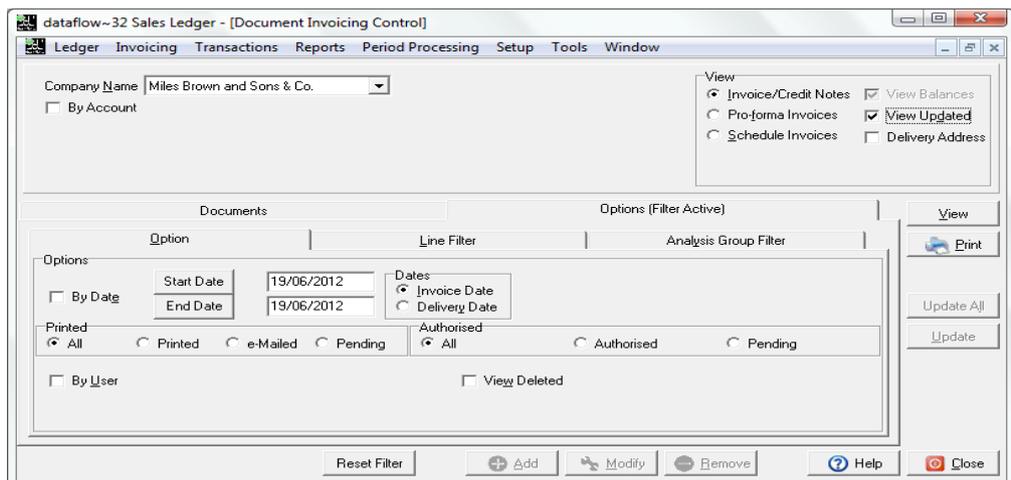
Adds delivery address details to the grid display.

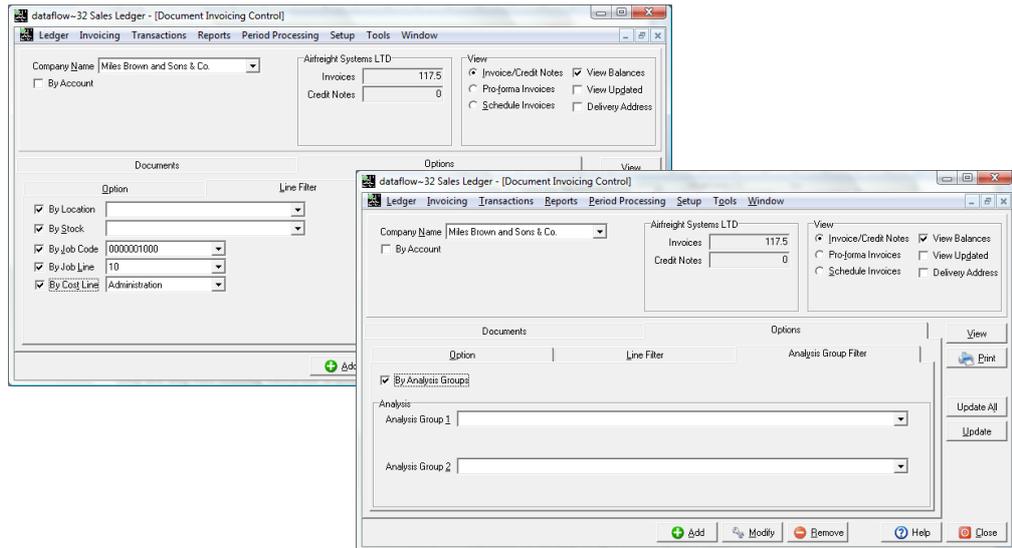
As with most grid displays within dataflow there is also a pop-up menu available when right clicking the mouse on the grid enabling additional functions or quick access to relating windows;

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  button. The  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;

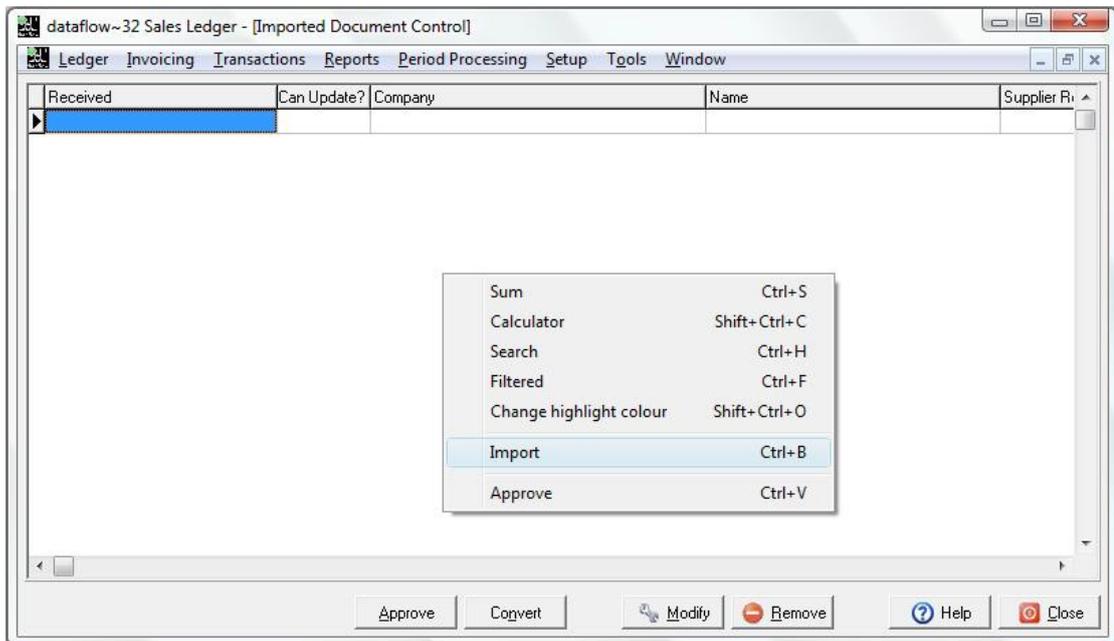




### Document Import Control

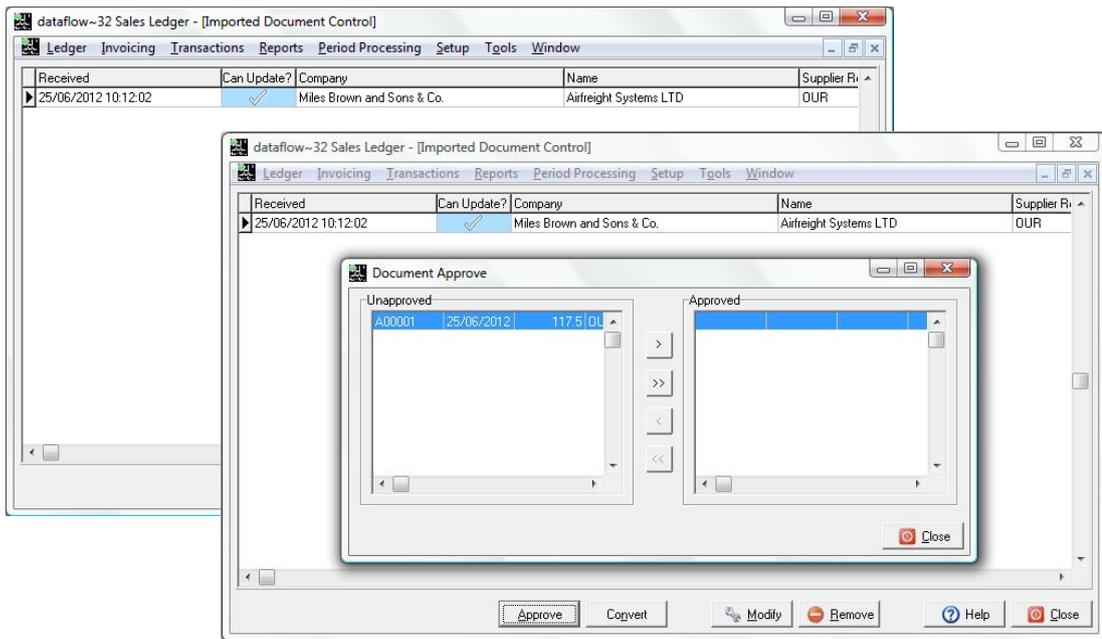
This window handles the importing of Sales Document Invoices using the configuration set within the Sales Ledger *Invoice/ Credit Note Import Setup* window (refer to **Invoice/ Credit Note Import** in the Setup section of this document).

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

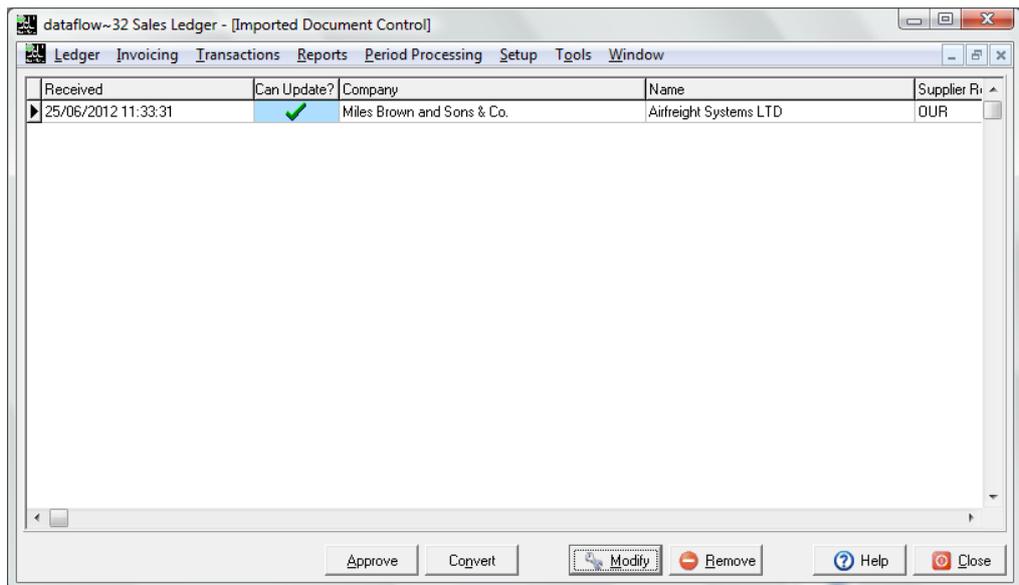


Once the *Import* option has been selected you will be asked to specify which Company the Import relates to (if multi-company). Upon selecting the Company the transaction(s) will then be imported and appear within the *Import Document Control* window.

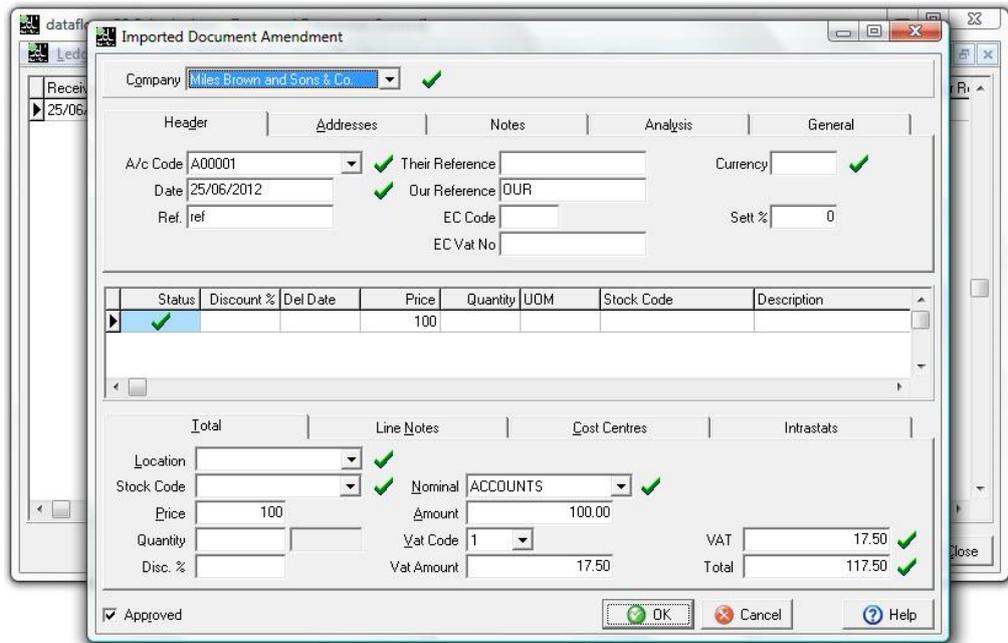
The imported transactions require approval via the **Approve** button prior to being converted. Clicking **Approve** will load a *Document Approve* window enabling to approve singular, multiple or all of the imported transactions by moving them into the *Approved* section using the chevrons as pictured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



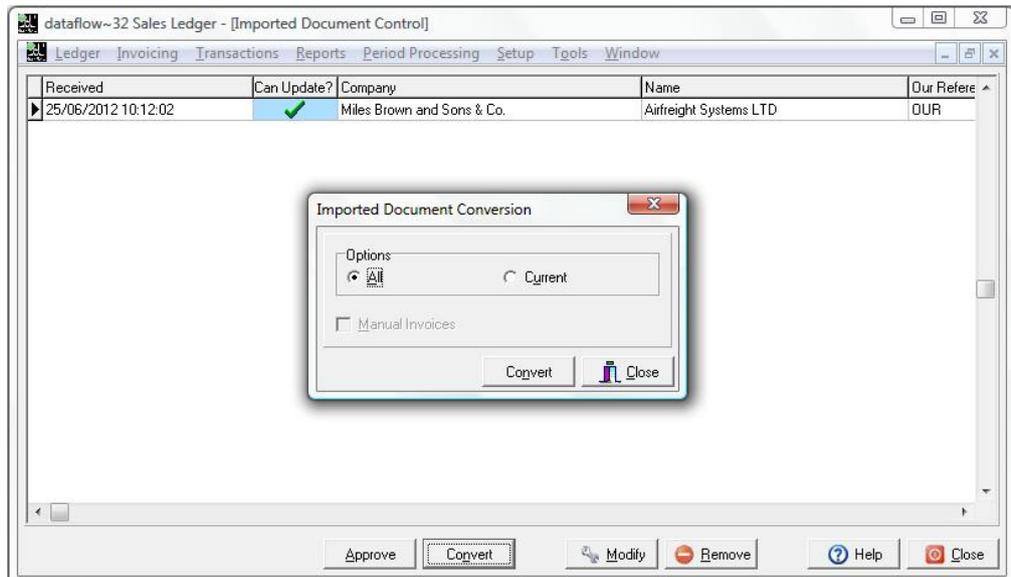
Once the transaction(s) have been approved they will be assigned a green tick within the *Can Update?* Column.



The ability to  **Modify** 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)*).

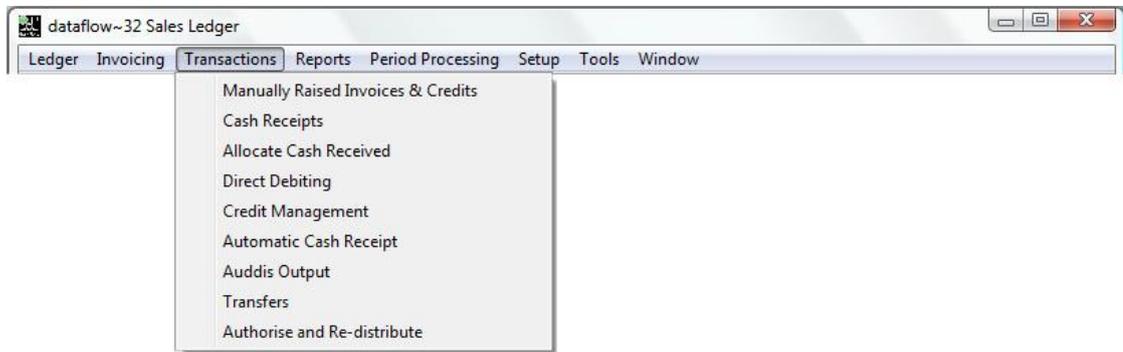


Once the approval stage is complete you may  either chosen documents or all. The converted documents will be removed from this window and appear within the **Document Invoicing Control** window where they will be stored until updated to the Sales Ledger Accounts.



## 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.

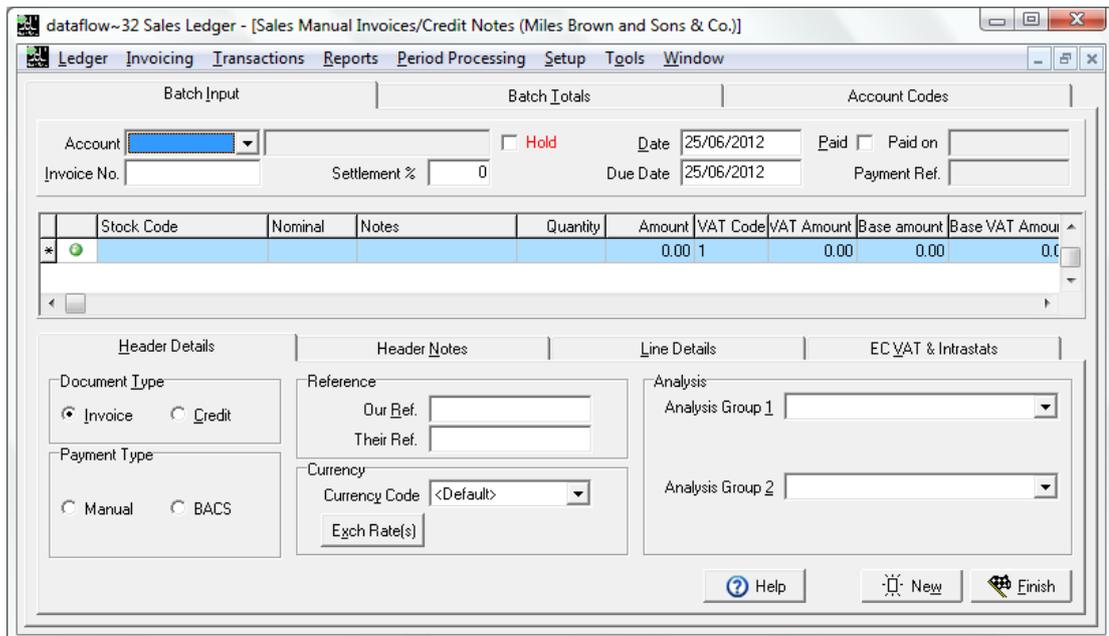


### Manually Raised Invoices & Credits

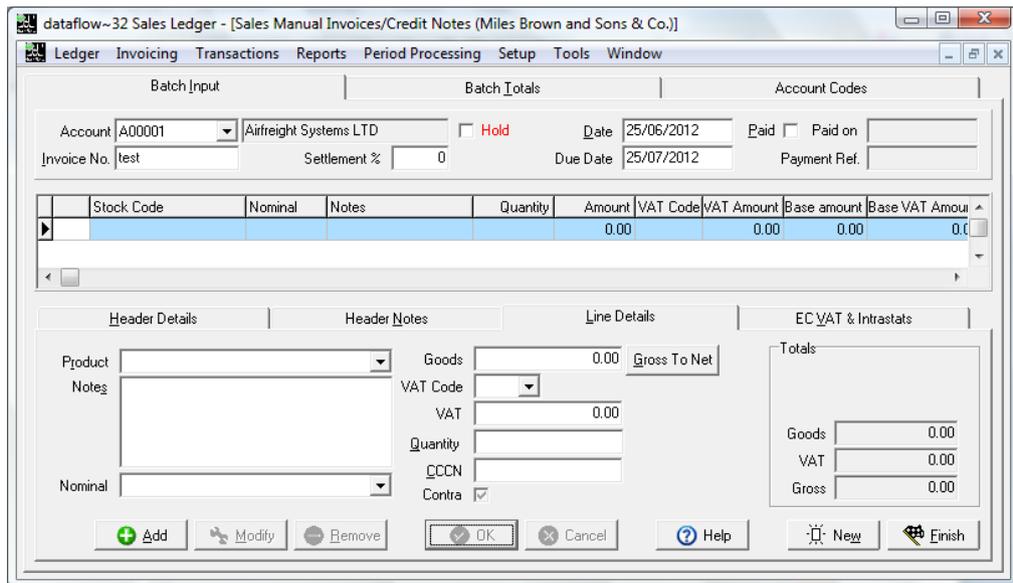
This routine allows for the inputting of Invoices and Credit Note batches onto the system with an immediate update of account balances upon batch update.

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 ,  and  buttons to enter, change or delete existing line entries along with the  and  as confirmation or cancellation during input.



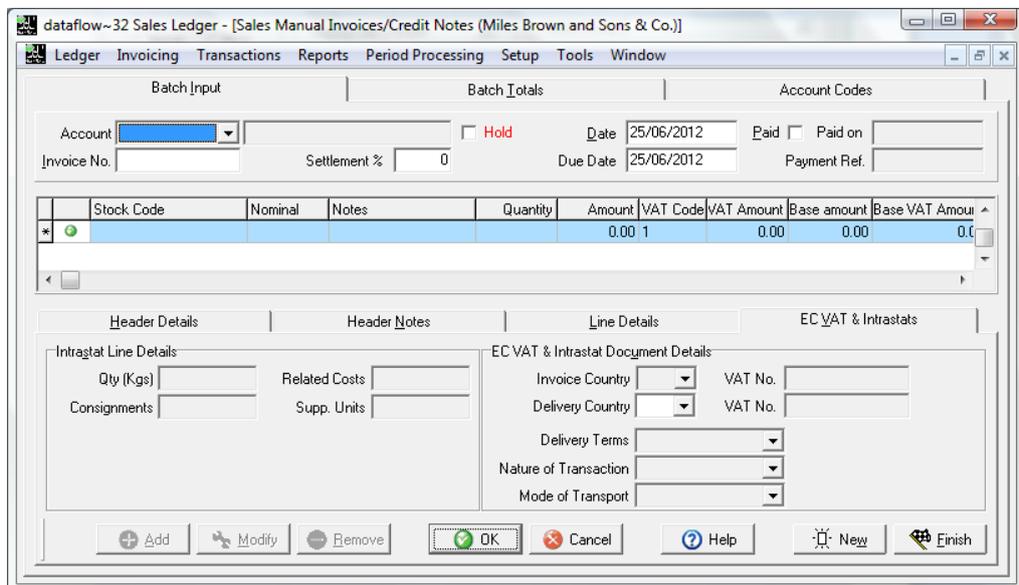
The *Line Details* tab being the core input tab of the routine;



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

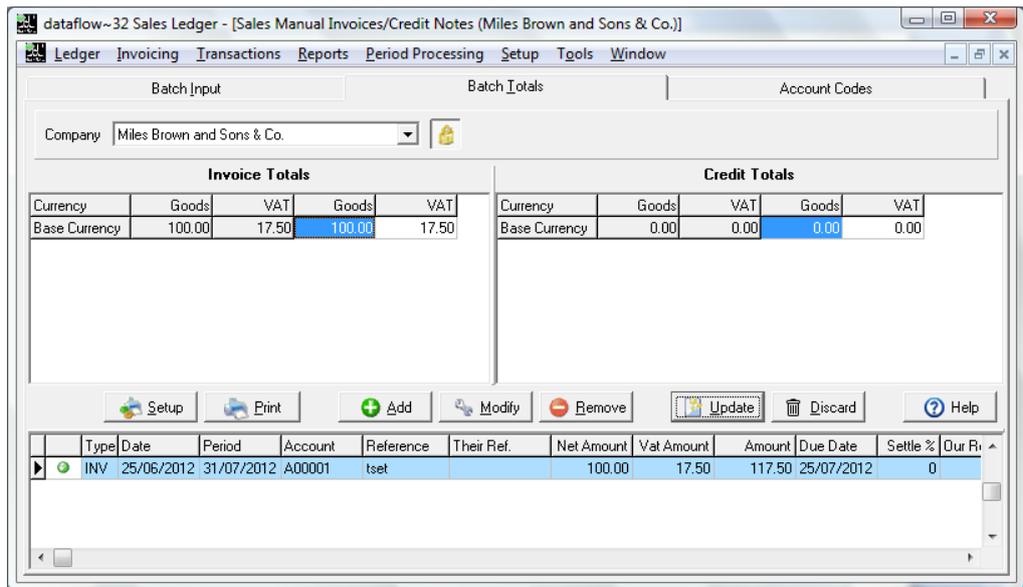
Using the  button will create a new document without having to navigate to the *Batch Totals* tab and clicking .

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



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

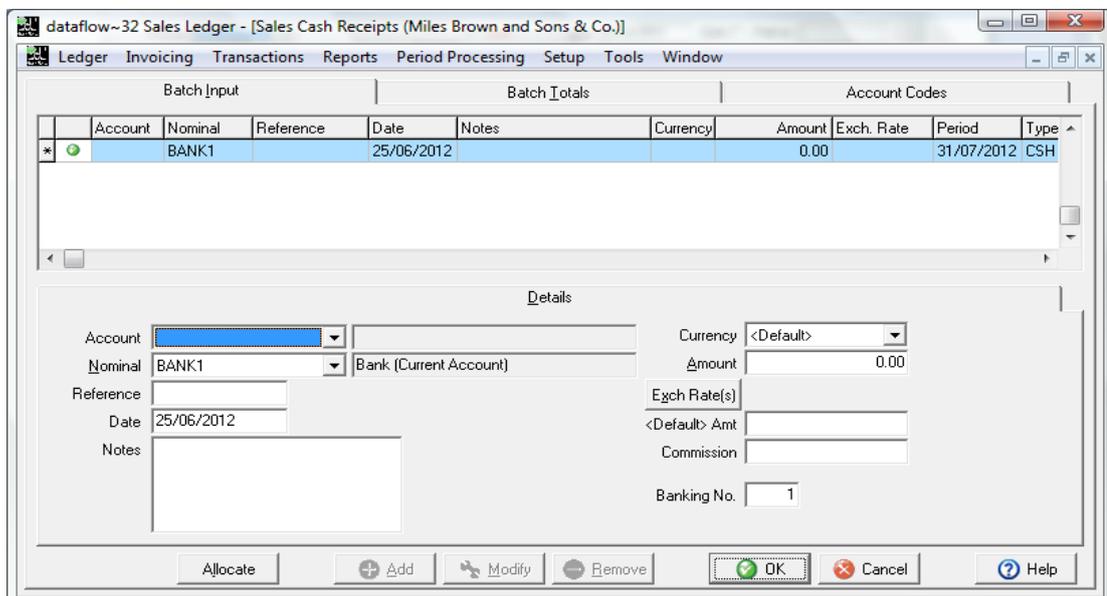
The *Batch Totals* tab displays both the Invoice and Credit Totals that have been input separated into Goods and VAT sums, with user input fields for both values to the right of the system generated totals. These fields must be populated and agree with the system generated totals to enable the  button.



### Cash Payments

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

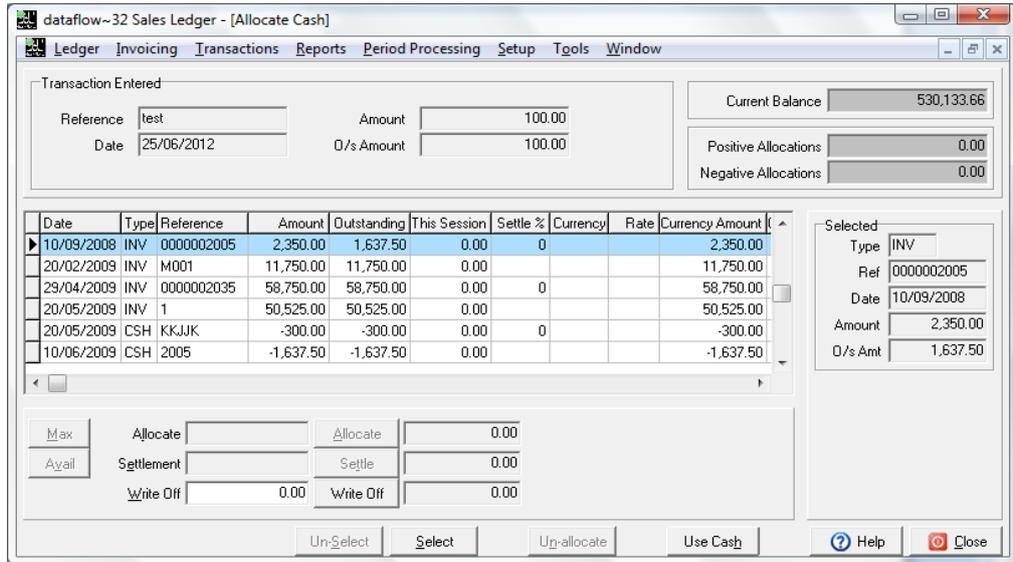
The input method maintaining a simple and straight forward routine as with the *Manually Raised Invoices & Credits* routine detailed above using the system generic  ,  and  buttons to enter, change or delete existing line entries along with the  and  as confirmation or cancellation during input.



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

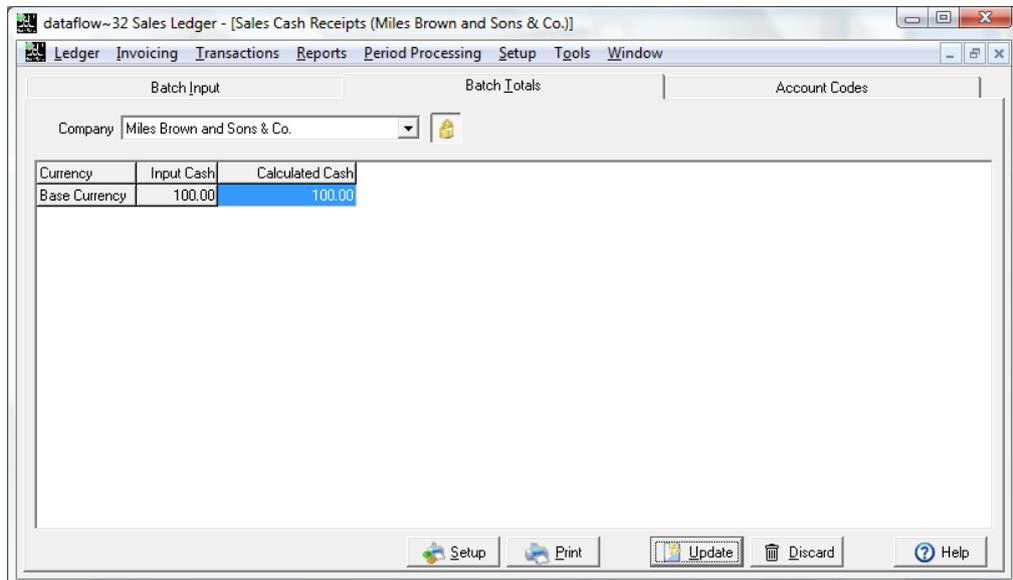
The  button loads the following window which is almost identical to the standard *Allocate Cash Receipts* window bar one difference; the  button, which must be selected in order to in order to utilize the cash that has just been input.

You may also perform allocations of other cash amounts already present within the *Allocate Cash* window if required.



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

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



## Allocate Cash Receipts

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

The buttons act as a search utility and will pull up the nearest 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  button the system will filter the available entries within the grid so that only opposite entries will remain and be available for allocation.

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

Applies the maximum amount available for allocation

Allocates the selected value

Applies the maximum settlement discount available to the allocation.

Applies the selected Settlement value to the allocation.

Applies the input Write off value to the allocation.

## 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.

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.

Reference

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

Nominal BANK1

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

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

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

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

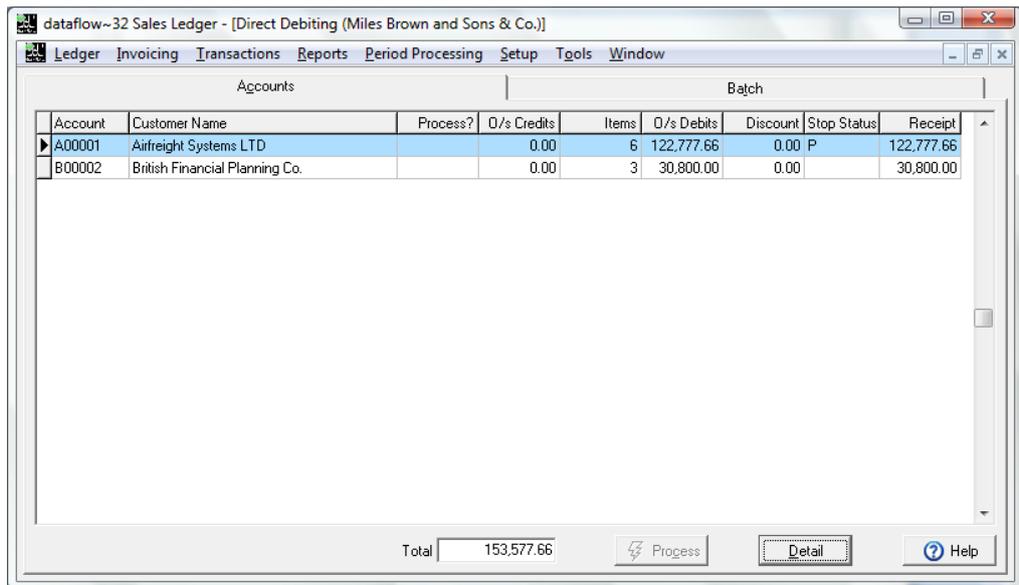
The destination of where the *BACS* output file is saved is determined by clicking the *BACS File* button. The output file format is pre-determined by the *BACS* setup within *Default/ Company Parameters* found under the Sales Ledger setup menu detailed further along this document.

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.

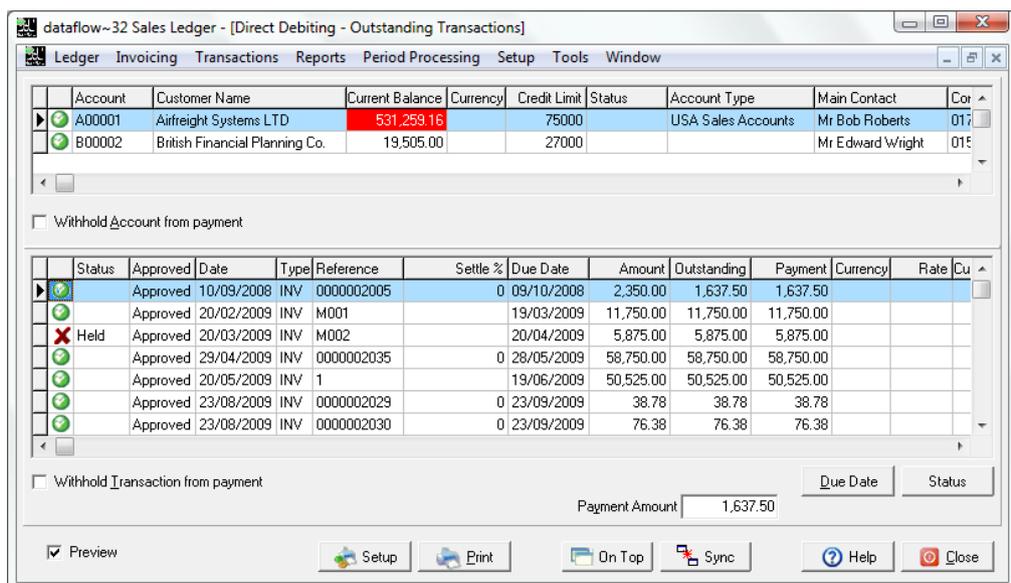
The *BACS* output file will be generated during the final update process.

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.

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



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



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

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

A quick access right click menu is available from the **Detail** 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

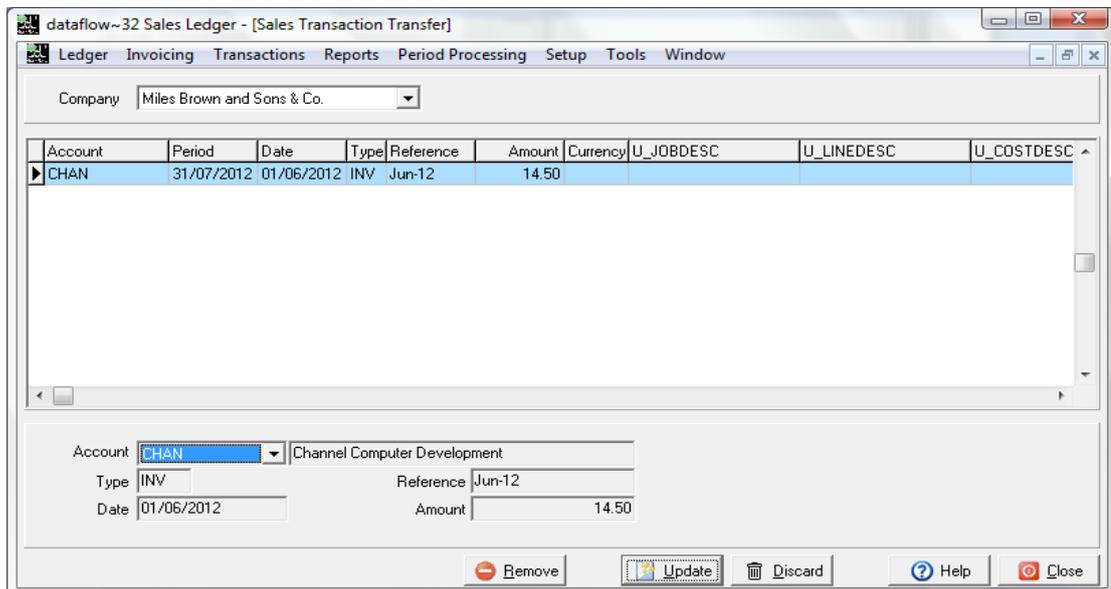
The actual processing of the batch takes place within the *Accounts* tab where you will find a  **Process** button at the footer of the window. Once you have processed you will be required to produce the remittance advises through the  **Print** routine, or alternatively  **e-Mail** should you be processing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

Once the  **Process** and  **Print** or  **e-Mail** routines have been carried out you may then navigate to the *Batch* tab to  **Update** the automatic allocations.

You may  **Discard** the batch at any point prior to selecting the final  **Update** 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.



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

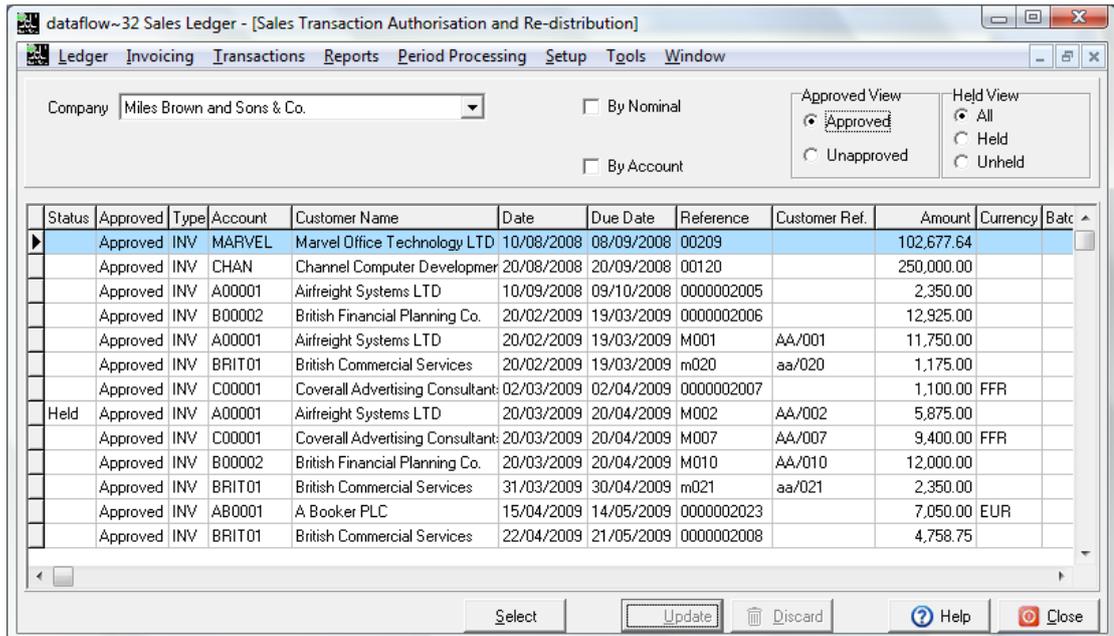
Using the Speedbar requires the *Transfers* shortcut icon to be present on the Speedbar (refer to the *Navigating the System* document). Simply open the *Transfers* window via the shortcut icon then minimize the *Transfers* window, navigate to the unallocated source transaction and using **Ctrl** + left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

transaction over the *Transfers* Speedbar icon which will in turn open up the *Transfers* window then simply drop the transaction into the window.

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

### Authorise and Re-distribute

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



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

By Nominal

Filters the grid by *Nominal* code selection.

By Account

Filters the grid by *Account* code selection.

Approved View  
 Approved  
 Unapproved

Filters the grid by *Approved* Status.

Held View  
 All  
 Held  
 Unheld

Filters the grid by *Held* Status.

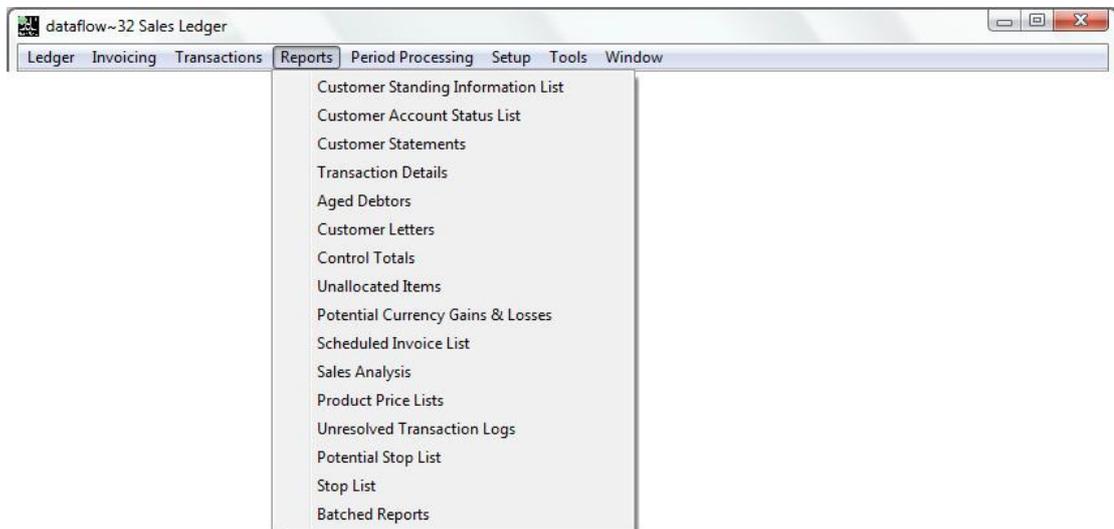
Clicking on a grid line entry followed by the  button will display the details of the selected transaction. From here you are able to modify *Our Reference*, *Their*

Reference, Payment Type and Nominal Code selection if required (changing the Nominal will generate an automatic Journal, no user intervention required).

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

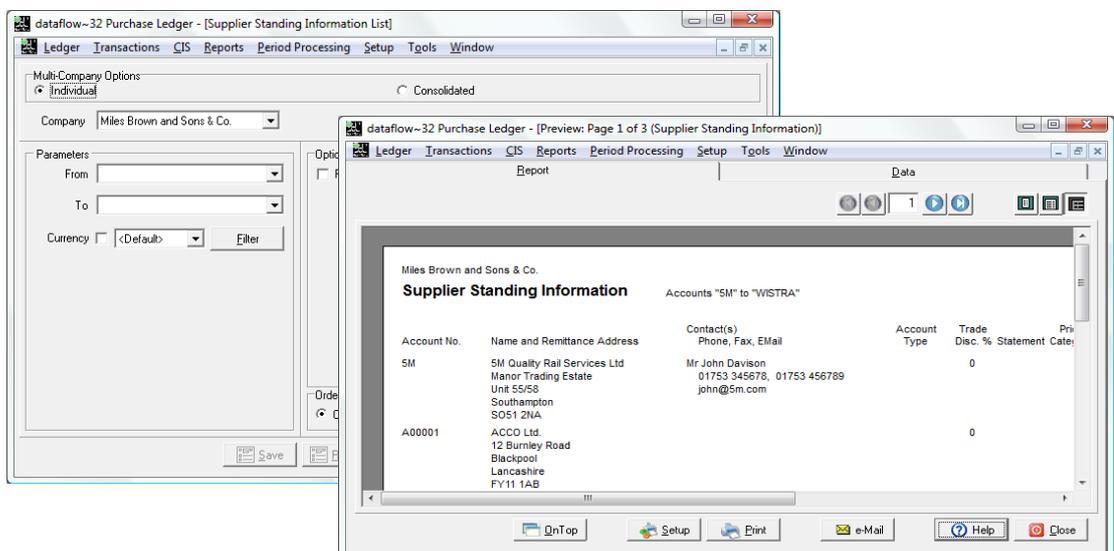


## Reports



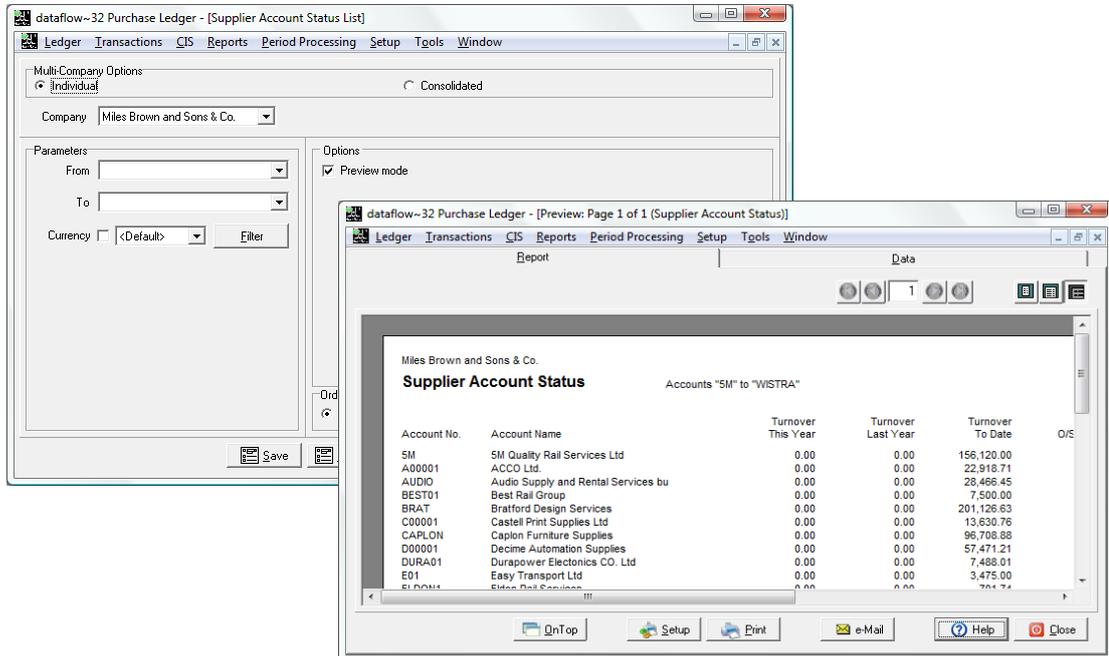
### Customer Standing Information Listing

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



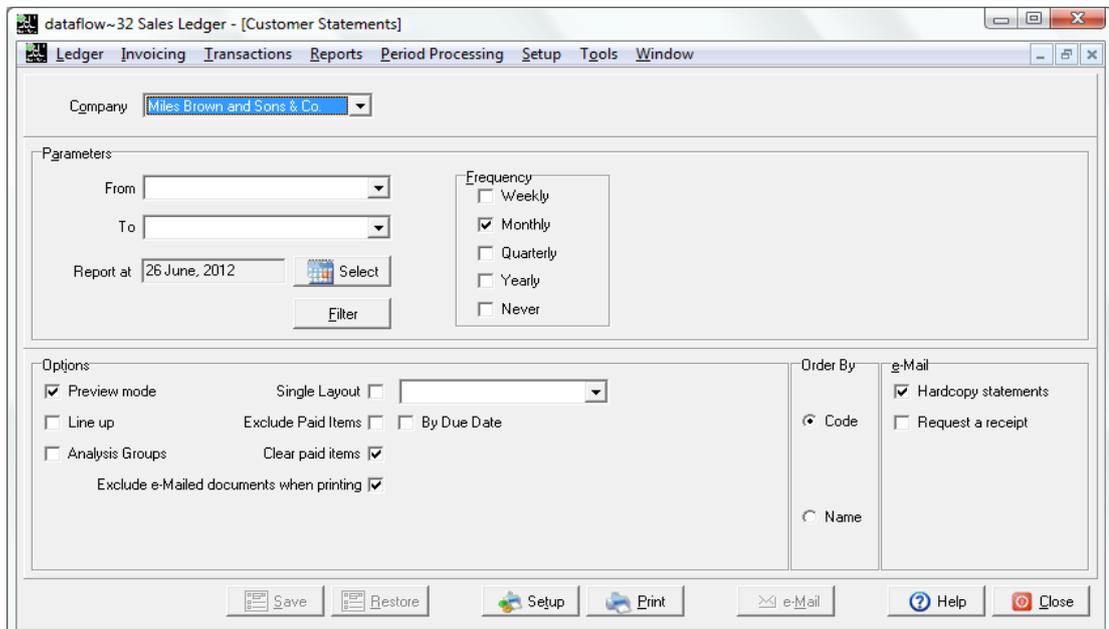
## Customer Account Status List

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



## Customer Statements

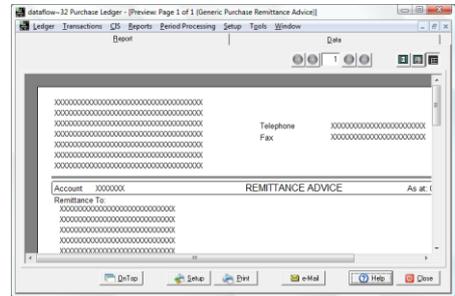
Each statement produces full details of all outstanding transactions along with an aged analysis of balances due.



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).



Analysis Groups

Includes Analysis Group information on the report.

Exclude Paid Items

Checking this parameter will exclude allocated items from the report.

By Due Date

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

Clear paid items

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.

Exclude e-Mailed documents when printing

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

Hardcopy statements

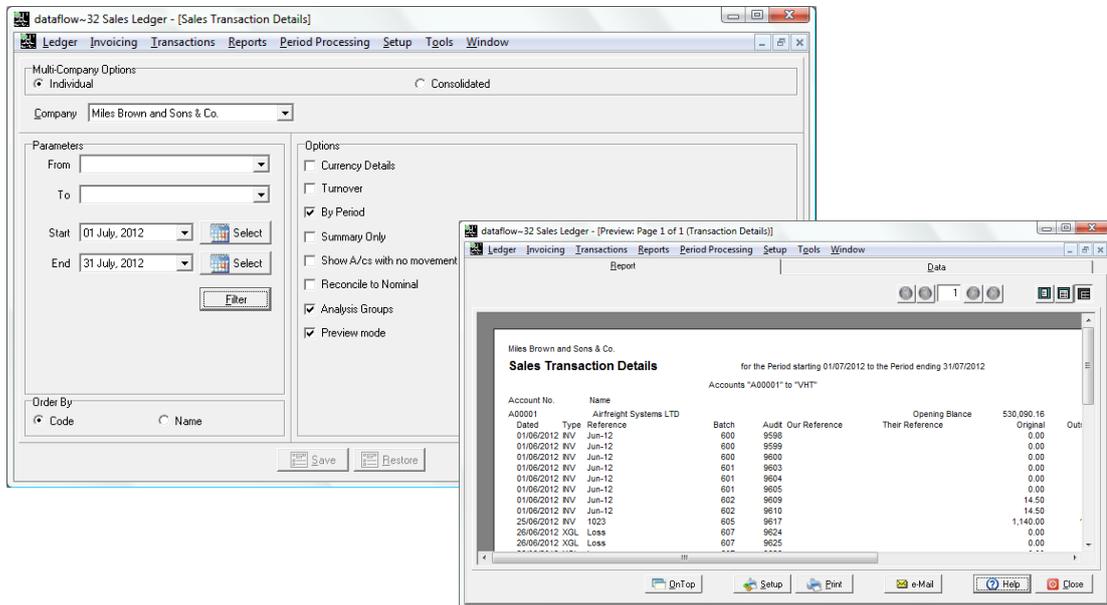
Requests a hardcopy of emailed documents.

Request a receipt

Requests a receipt for those documents that have been emailed.

## Transaction Details

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



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 summarises 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.

The screenshot shows the 'Sales Aged Debtors' report configuration window. The 'Options' section is highlighted, showing the following settings:

- Age by Transaction date
- Age by Invoice due date
- Age Forward Dated
- By Period
- Ledger
- Nominal
- Analysis Groups
- Print 1st line notes
- Summary
- Preview mode

Age by Transaction date

Ages results by transaction date rather than Invoice due date.

Age by Invoice due date

Ages results by Invoice due date rather than transaction date.

Age Forward Dated

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

By Period

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

Ledger

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

Nominal

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

Analysis Groups

Includes Analysis Group information on the report.

Print 1st line notes

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

Summary

Summarises results by providing account totals for each band.

## Customer Letters

A facility to create either Credit Control letters or Mailshots

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

Mailshot

For generic letters.

Over 30 Days

For transactions 30 days and over.

Over 60 Days

For transactions 60 days and over.

Over 90 Days

For Transactions 90 days and over.

Over 120 Days

For transactions 120 days and over.

Stop warning letters

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  Print 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.

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.

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 [Document Design](#).

Print transactions for selected Ageing band only

Only active if  Print transactions 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 *Single Layout* 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 [View Accounts](#) 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.

Age 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 **Document Design** 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).

Transaction Type	Previous periods	Period	Year To Date
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

## Unallocated Items

This report displays all unallocated items.

Account No.	Name	Date	Type	Transaction Reference	Original Amount	Outstanding Amount	Our Reference	Their reference
A00001	Airfreight Systems LTD	20/03/2009	INV	M002	5,875.00	5,875.00	OR2	AAJ002
		20/05/2009	INV	1	50,525.00	50,525.00		
		20/05/2009	CSH	KKJK	-300.00	-300.00		
		10/08/2009	CSH	2005	-1,637.50	-1,637.50		
		27/08/2009	CSH	Cash01	-2,000.00	-2,000.00		
		30/05/2012	INV	test	117,500.00	117,500.00		
		30/05/2012	INV	unlicked	235,000.00	235,000.00		
		30/05/2012	INV	unchecked 2	35,250.00	35,250.00		
		30/05/2012	INV	new unchecked	5,875.00	5,875.00		
		30/05/2012	INV	new checked	11,750.00	11,750.00		
		01/06/2012	INV	Inv-12	14.50	14.50		

## Potential Currency Gains & Losses

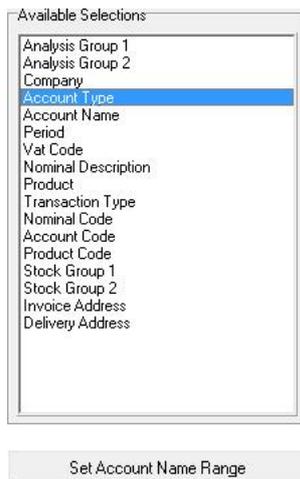
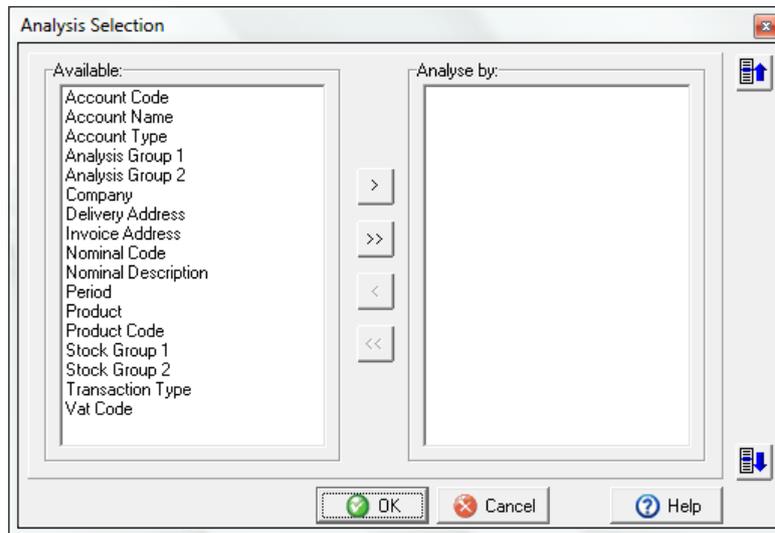
This report produces a listing of individual currency based transactions detailing the gain or loss on exchange rate between the home currency equivalent calculated using the rate applied the time of posting, and the home currency equivalent calculated from the rate held on the system in relation to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

Date	Type	Reference	Local Currency Value	Book Value	Realised Value	Gain
EUR						
AB0001		A Booker PLC				
15/04/2009	INV	000002023	5,874.58	4,196.12	5,261.13	1,065.01
04/05/2009	INV	000002037	330,000.00	295,540.03	295,540.03	
20/05/2009	INV	M03	555.00	382.49	497.04	114.55
20/05/2009	INV	000002024	13,630.00	9,393.52	12,206.70	2,813.18
AB0001			350,059.58	309,512.16	313,504.90	3,992.74
EUR			350,059.58	309,512.16	313,504.90	3,992.74
USD						
C00001		Coverall Advertising Consultants				

## 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.

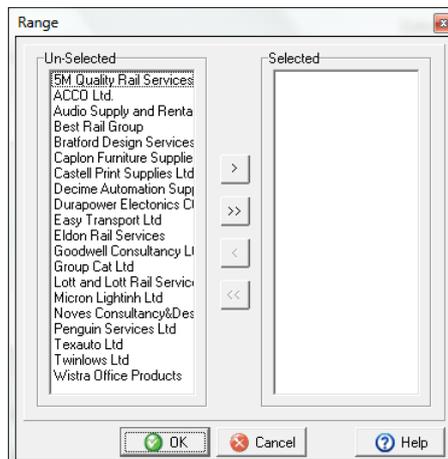
The first port of call upon entering this window is the  button to determine what you wish to *Analyse by*. Selecting this button launches the following *Analysis Selection* window prompting the selection for analysis.



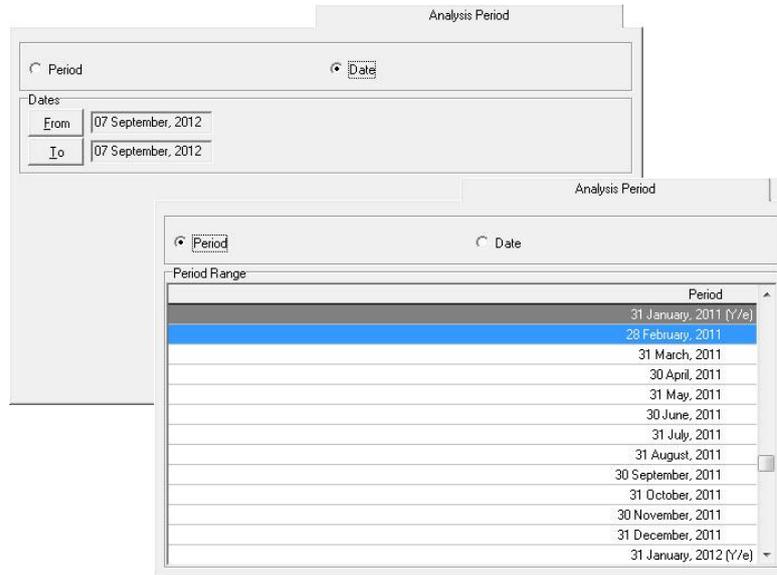
Once you have chosen your categories for analysis using the  button you may now apply a filter to those categories by selecting them within the *Available selections* area and clicking the *Set Range* button below.

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

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



Choose whether you are 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.



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

Allocated Items Only

Filters results by displaying allocated items only.

Analysis lines with no movements

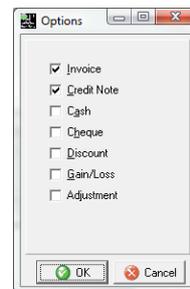
Results to include Analysis lines with no movements. This parameter is only available when report by *Date* within the *Analysis Period* tab.

Date  
 Posted     Allocated

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

 **Types**

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



Order  
 Order Analysis/Stock groups alphabetically

Orders results alphabetically by Analysis/ Stock groups.

Detail

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

Font Arial

Determines what font the reporting will be printed in.

Preview mode

A report preview will be displayed prior to printing.

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

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

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

Amounts  
 Net  Gross

Whether the amounts will be displayed as Net or Gross.

Detail  
 Average Discount  
 Quantity  
 Margin  
 Cost  
 Weight

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



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

Gross

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

		31/05/2009	30/06/2009	31/07/2009	31/08/2009
BM Quality Rail Services L	INV	56,947.25	505.25	4,843.06	1,968.13

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

View Selected

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

View Collapsed

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

### 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).

The screenshot shows the 'Product Price List' configuration window. Key sections include:

- Company:** A dropdown menu for selecting the company.
- Parameters:** Fields for Location, First Product Item, and Last Product Item, along with checkboxes for 'By Date' and date input fields for Start Date and End Date.
- Price Category:** Two list boxes, 'Category Available' (containing 'Mainland' and 'Overseas') and 'Category Selected', with navigation arrows between them.
- Options:** A section with checkboxes for 'Selection Criteria' (By Company, By Location, By Group, By Measure), 'Include Stock with zero physical', 'Include Stock with -ve physical', 'Include Stock with no movements', 'Include Graphics', 'Include Products', 'By Currency', and 'By Measure'. It also has radio buttons for 'Price Type' (Selling, Cost) and 'Price By' (Customer/Supplier, Default, Both). There are checkboxes for 'Preview mode' and 'Order By Customer'.
- Groups:** Checkboxes for 'Stock Group 1' and 'Stock Group 2'.
- Buttons:** Save, Restore, Setup, Print, Help, and Close buttons at the bottom.

By Company

Filters results by the Company selection.

By Group

Enables the Groups section to the bottom right of the window.



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

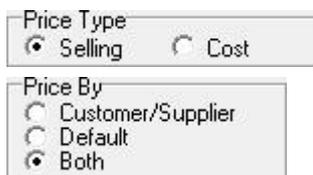
Includes images saved against the Product setup in the results.

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.



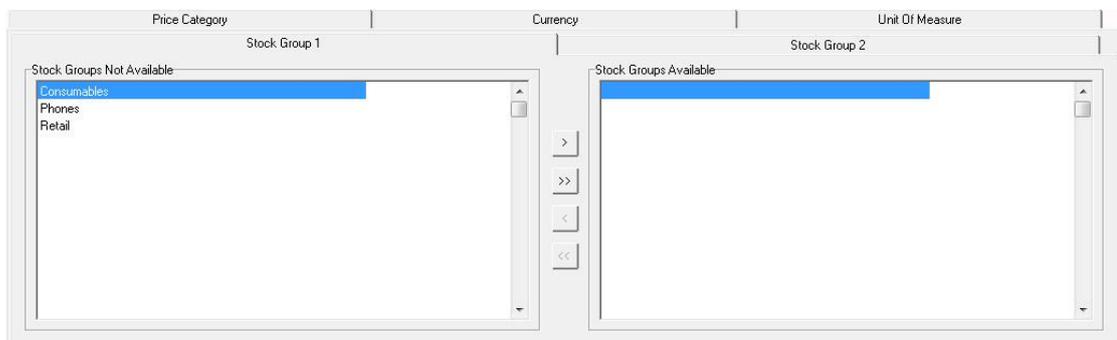
Report on either Selling or Cost prices.

The selection in this section determines the reported price.

Order By Customer

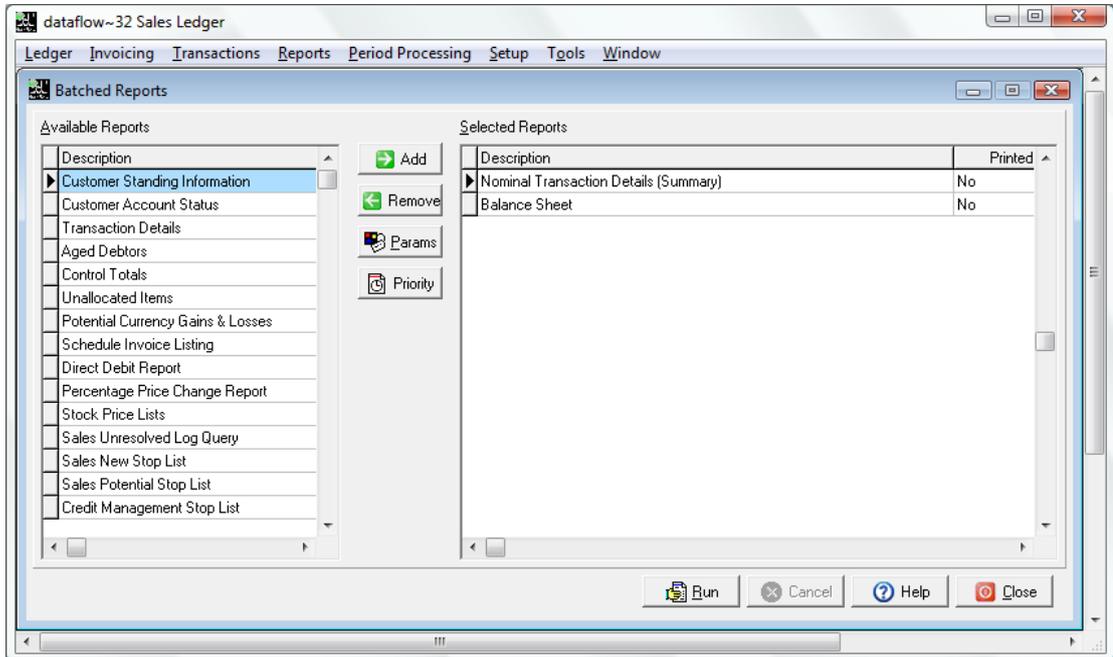
Order the report by customer.

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.



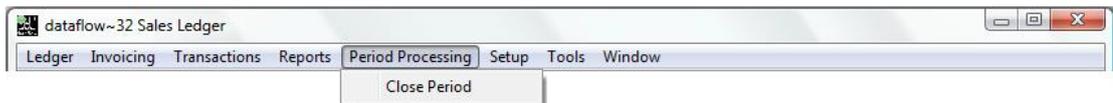
## Batched Reports

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



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

## Period Processing

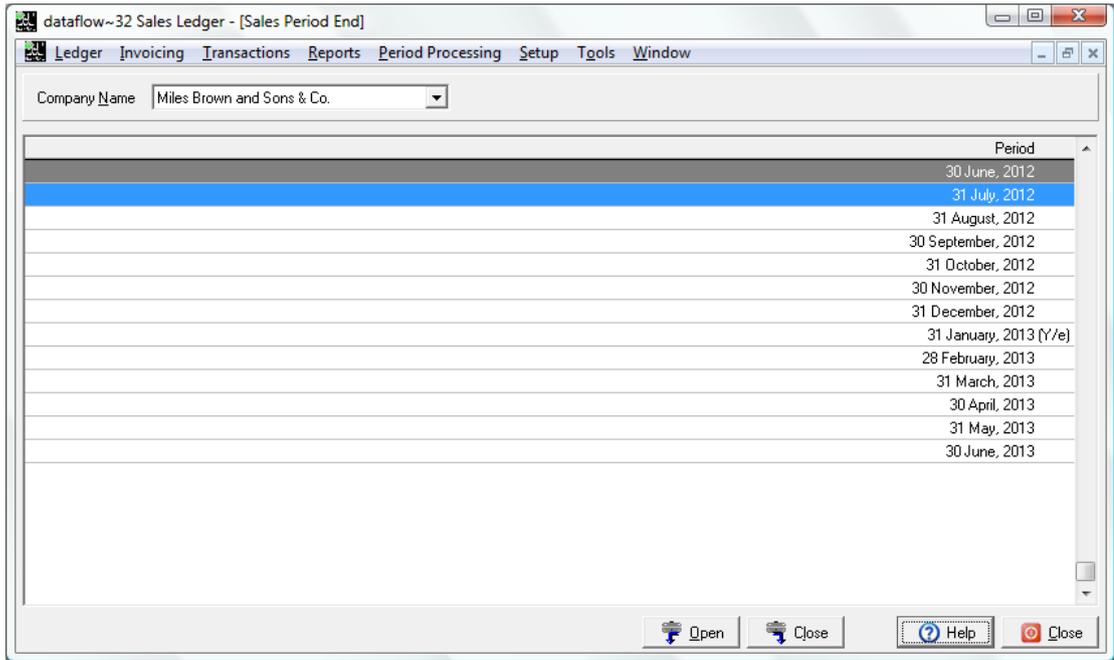


### Close Period

This window provides the ability to close down 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.



## Window



### ***Minimise All***

All open windows are minimised.

### ***Speedbar Visible***

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

