



DATAFLOW
Financial Software Solutions

Sales & Purchase Ledger Browse

Dear user,

You must make sure that you have read “Navigating the System” first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System:

https://dataflow.co.uk/images/uploads/release_notes/Clarity_-_Navigating_the_System_.pdf

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.

Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

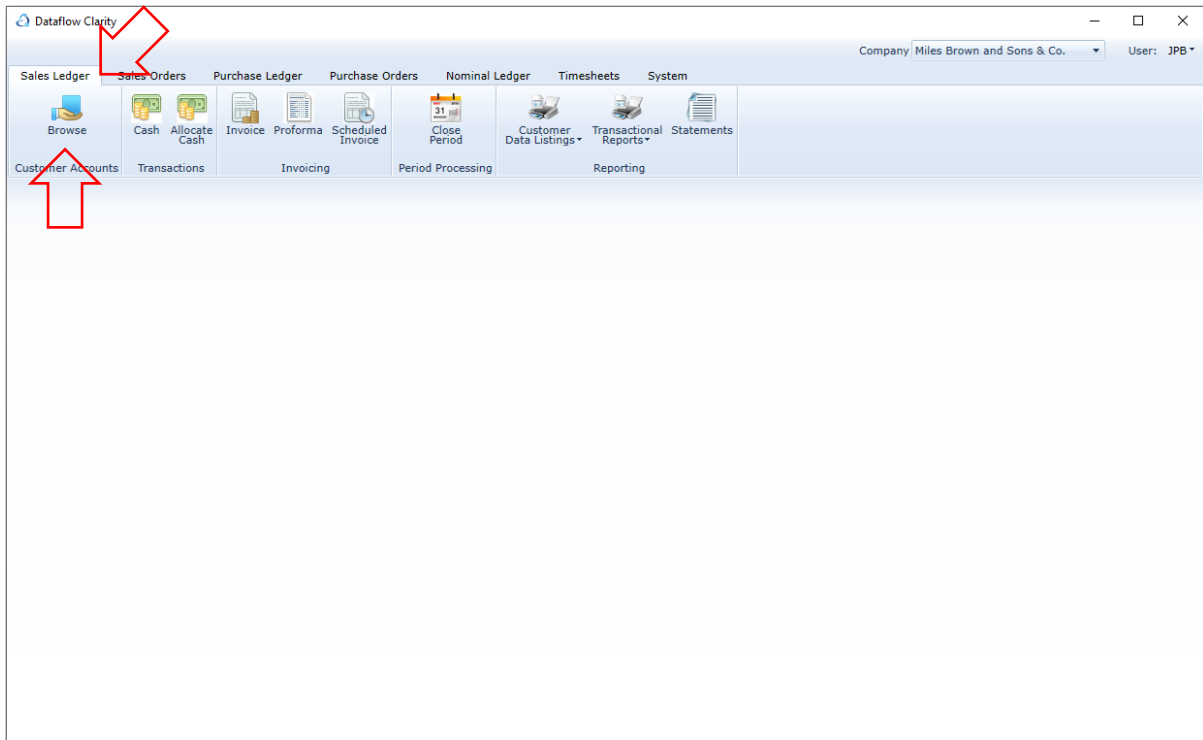
Warmest regards

Dataflow (UK) Ltd

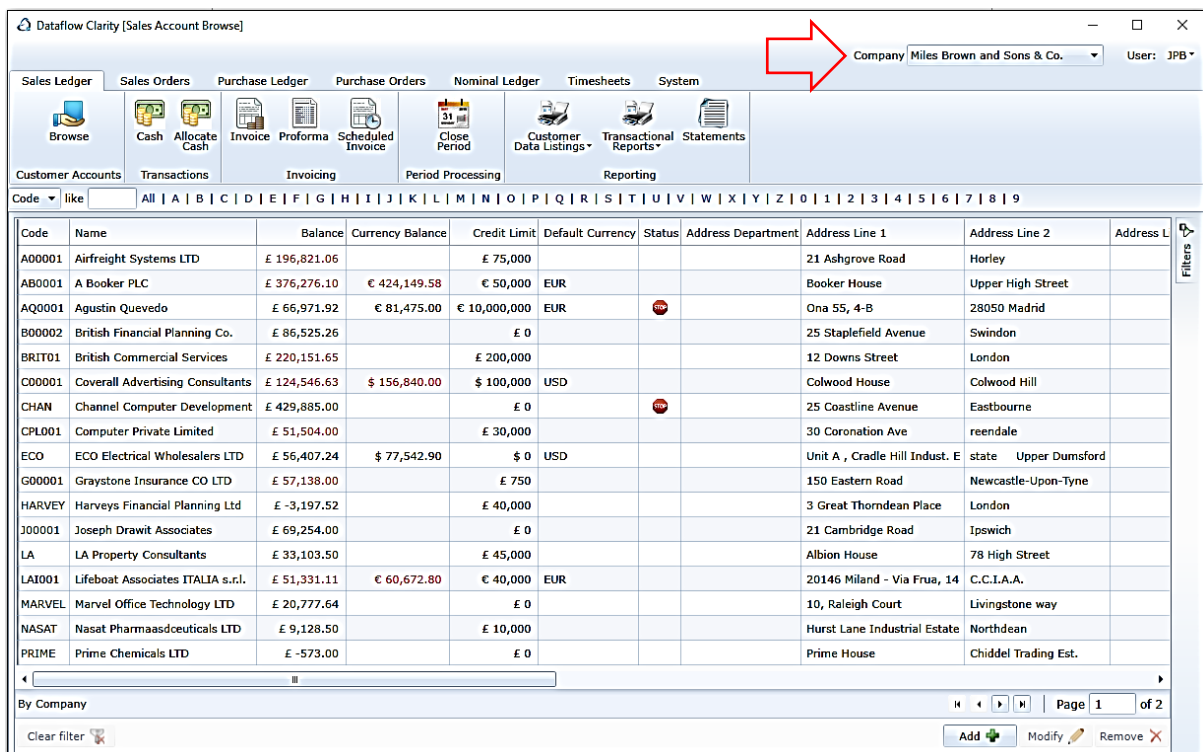


The Sales and Purchase Ledger Browse windows are identical. The information below we are using the Sales Ledger as a reference.

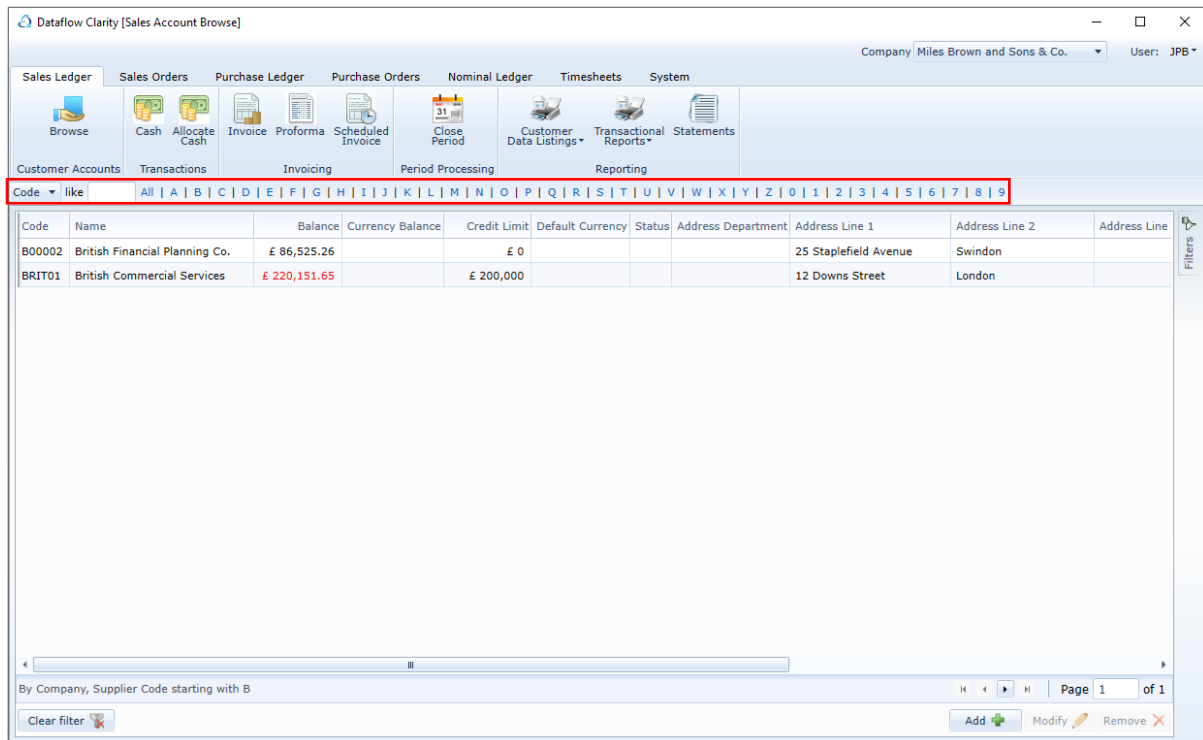
Sales and Purchase Ledger Browse window lists the customer account records and can be found by selecting the Sales Ledger tab and clicking on the Browse icon:



The company selection controls which set of customer records appear within the customer account browse grid:



There's a quick search and filter section located on the header of the browse grid where you can select and filter the browse grid by the first letter or number of either the account code or name. In the example below the letter 'B' was chosen:



The screenshot shows the 'Dataflow Clarity [Sales Account Browse]' window. The 'Company' is 'Miles Brown and Sons & Co.' and the user is 'JPB'. The interface includes a navigation bar with various modules like Sales Ledger, Sales Orders, Purchase Ledger, etc. Below this is a search and filter section with a 'Code' dropdown set to 'like' and a grid of letters A-Z and numbers 0-9. The letter 'B' is selected. The main grid displays the following data:

Code	Name	Balance	Currency Balance	Credit Limit	Default Currency	Status	Address Department	Address Line 1	Address Line 2	Address Line
B00002	British Financial Planning Co.	£ 86,525.26		£ 0				25 Staplefield Avenue	Swindon	
BRIT01	British Commercial Services	£ 220,151.65		£ 200,000				12 Downs Street	London	

At the bottom, there is a filter summary: 'By Company, Supplier Code starting with B'. The page is 'Page 1 of 1'.

There's also the option to type the first few characters of the account code or name into the field . This option will return filtered results based upon the characters you have entered in the sequence you have entered them.

If you need to search and filter by a specific word, or sequence of letters, that exist somewhere within the account *Name*, but not necessarily at the start of the name, you can use the wildcard '%' at the beginning of your search entry. E.g. in the example below I'm searching and filtering all account names (highlighted below in green) containing 'Ltd' (for revenue). Type '%Ltd' into the *Like* field (highlighted below in yellow) and Clarity will apply a filter and display only accounts containing the sequence of letters 'Ltd' somewhere within the account name (highlighted below in purple).

Dataflow Clarity [Sales Account Browse]

Company: Miles Brown and Sons & Co. User: SUPERVISOR

Dashboard | Sales Ledger | Sales Orders | Purchase Ledger | Purchase Orders | Nominal Ledger | Stock Ledger | Audit & VAT | Timesheets | System

Browse | Cash | Allocate Cash | Invoice | Proforma | Scheduled Invoice | Customer Data Listings | Transactional Reports | Statements | Letters | Close Period

Customer Accounts | Transactions | Invoicing | Reporting | Period Processing

Name like %ltd| All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Base currency: Sterling (Default)

Code	Name	Balance	Currency Balance	Credit Limit	Statement Frequency	Default Currency	Status	Payment Method	Address Department	Address Line 1	Address Line 2
A00001	Airfreight Systems LTD	£ 0.00		£ 250,000	Monthly			BACS		22 Ashgrove Road	Horley
C00001	Coverall Advertising Consult Ltd	£ 0.00	\$ 0.00	\$ 100,000	Monthly	USD		BACS		Colwood House	Colwood Hill
ECO	ECO Electrical Wholesalers LTD	£ 0.00	\$ 0.00	\$ 0	Never	USD		Manual cheque		Unit A , Cradle Hill Indust. Estate	Upper Dumsford
G00001	Graystone Insurance CO LTD	£ 0.00		£ 750,000	Monthly			Manual cheque		150 Eastern Road	Newcastle-Upon-Tyne
HARVEY	Harveys Financial Planning Ltd	£ 0.00		£ 40,000	Yearly			Manual cheque		3 Great Thorndean Place	London
MARVEL	Marvel Office Technology LTD	£ 0.00		£ 0	Monthly			BACS		10, Raleigh Court	Livingstone way
NASAT	Nasat Pharmaasdcuticals LTD	£ 0.00		£ 10,000	Weekly			Manual cheque		Hurst Lane Industrial Estate	Northdean
PRIME	Prime Chemicals LTD	£ 0.00		£ 0	Yearly			BACS		Prime House	Chiddel Trading Est.
REPRO	Repro Publishing LTD	£ 0.00		£ 15,000	Monthly			Manual cheque		Repro House	Tudor Trading Estate
SHG001	Smith Hotel Group Ltd	£ 0.00		£ 0	Monthly			Manual cheque		1 Charlotte Lane	
WCF001	WFC Underwriting Ltd	£ 0.00		£ 3,000	Monthly			Manual cheque		100 Gracechurch Street	

Right clicking the mouse on the grid presents a number of right click options:

Dataflow Clarity [Sales Account Browse]

Sales Ledger | Sales Orders | Purchase Ledger | Purchase Orders | Nominal Ledger | Audit | Timesheets | System

Browse | Cash | Allocate Cash | Invoice | Proforma | Scheduled Invoice | Close Period | Customer Data Listings | Transactional Reports | Statements

Customer Accounts | Transactions | Invoicing | Period Processing | Reporting
















Code like All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Code	Name	Balance	Credit Limit	Default Currency	Status	Address Department	Address Line 1	Address Line 2
A00001	Airfreight Systems	£ 0.00	£ 75,000				21 Ashgrove Road	Horley
AB0001	A Booker PLC	£ 50,000	£ 50,000	EUR			Booker House	Upper High Street
AQ0001	Agustin Quevedo	£ 0.00	£ 0.00	EUR	ERR		Ona 55, 4-B	28050 Madrid
B00002	British Financial Pl	£ 0	£ 0				25 Staplefield Avenue	Swindon
BRIT01	British Commercial	£ 200,000	£ 200,000				12 Downs Street	London
C00001	Coverall Advertising	£ 100,000	£ 100,000	USD			Colwood House	Colwood Hill
CHAN	Channel Computer	£ 0	£ 0		ERR		25 Coastline Avenue	Eastbourne
CPL001	Computer Private	£ 30,000	£ 30,000				30 Coronation Ave	reendale
ECO	ECO Electrical Wh	£ 0	£ 0	USD			Unit A , Cradle Hill Indust. Estate	Upper Dumsford
G00001	Graystone Insuran	£ 750	£ 750				150 Eastern Road	Newcastle-Upon-Tyne
HARVEY	Harveys Financial	£ 40,000	£ 40,000				3 Great Thorndean Place	London
J00001	Joseph Drawit Ass	£ 0	£ 0				21 Cambridge Road	Ipswich
LA	LA Property Consu	£ 45,000	£ 45,000				Albion House	78 High Street
LAI001	Lifeboat Associates	£ 40,000	£ 40,000	EUR			20146 Miland - Via Frua, 14	C.C.I.A.A.
MARVEL	Marvel Office Tech	£ 0	£ 0				10, Raleigh Court	Livingstone way
NASAT	Nasat Pharmaasdc	£ 10,000	£ 10,000				Hurst Lane Industrial Estate	Northdean
PRIME	Prime Chemicals L	£ 0	£ 0				Prime House	Chiddel Trading Est.
REPRO	Repro Publishing L	£ 5,000	£ 5,000				Repro House	Tudor Trading Estate
STYLE1	Style Fashion Desi	£ 0	£ 0				10 Churchill Square	Palace Road
VHT	Vickers Harris and	£ 0	£ 0				Church House	35 Welling Street

Right-click context menu options:

- Refresh
- View account A00001
- Add account
- Modify account A00001
- Remove account A00001
- New order
- View transactions
- View orders
- View deliveries
- View invoices
- View scanned documents
- Attach scanned document
- Clear filter
- Sum selected cells
- Copy to Clipboard
- Columns
- Window

The available options are explained below:

 Refresh	<p>Use this option to refresh the current view and bring in any new information since the window was opened.</p>
 View account A00001	<p>Use this option to view the details of the selected account.</p>
 Add account	<p>Use this option to add a new customer record.</p>
 Modify account A00001	<p>Use this option to modify details of the selected customer record.</p>
 Remove account A00001	<p>Use this option to remove the selected customer record. This option may only be used if no audit record has been posted against the selected customer.</p>
 New order	<p>Use this option to create a new Sales Order for the selected customer.</p>
 View transactions	<p>Use this option to view the selected customer's transactions.</p>
 View orders  View deliveries  View invoices	<p>Use these options to view an order processing document raised against the selected customer.</p>
 View scanned documents	<p>Use this option to view the scanned documents attached to the selected customer account.</p>
 Attach scanned document	<p>Use this option to attach a new scanned document to the selected customer record.</p>
 Clear filter	<p>Use this option to clear all filters currently applied to the customer browse grid. This option will only be active if there are active filters currently being applied to in the grid.</p>
 Sum selected cells	<p>Use this option to perform a sum on the range of cells currently selected. This option only works with amount fields.</p>
 Copy to Clipboard	<p>▶ Use this option to copy the highlighted cells information to the windows clipboard. Once copied the windows paste facility will be available to paste the copied information into another application</p>

such as Microsoft Excel. There are sub options to copy to the clipboard such as: Display values, with headers and Unformatted.

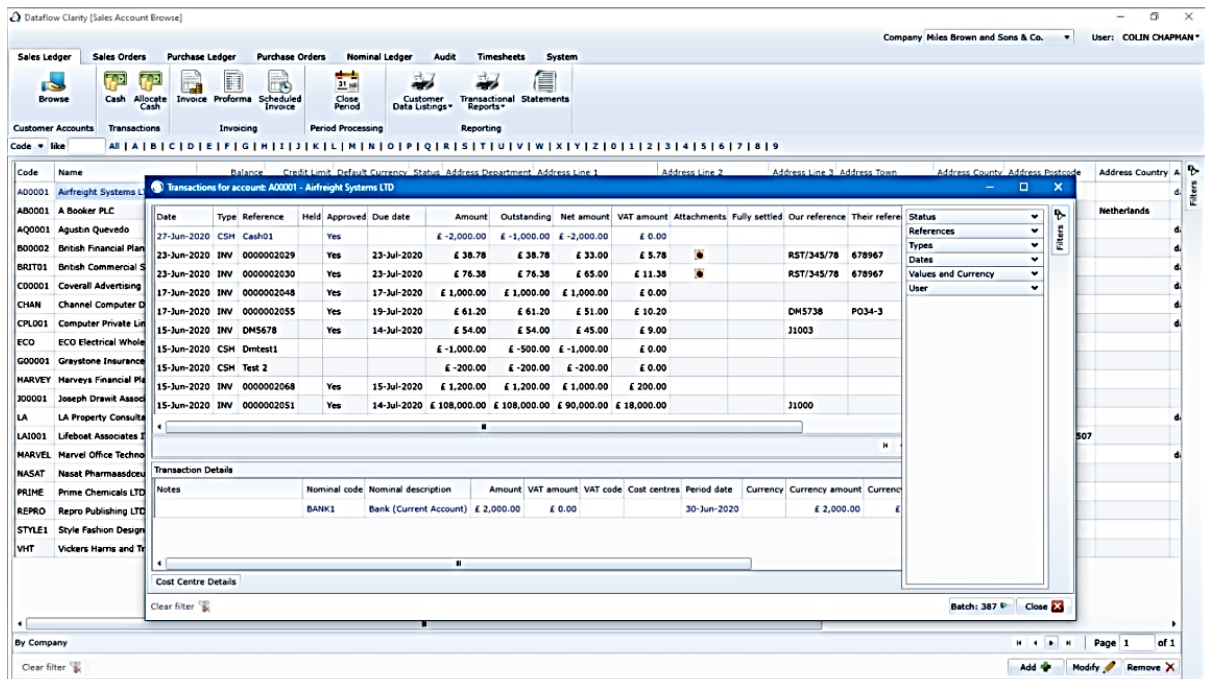


You are able to drag and move columns around to display the grid information in a chosen format. This option allows you to revert to [Last saved layout](#) or [Revert layout to default](#), which will be the system default.



Similarly to the column option above this option allows you to choose between [Save layout](#), [Last saved layout](#) or [Revert layout to default](#).

Double clicking anywhere on the account line within the grid will open the transaction browse window:



From the transaction browse window there are various filters available to use on the right hand side. You can reduce the viewable transaction content by applying these filters therefore making it easier to source specific transactions.

You may also click on the available column headers to sort the grid by ascending or descending order.

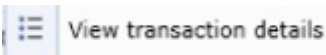
There's also a number of right click menu options available within the transaction browse window:

Date	Type	Reference	Held	Approved	Due date	Amount	Outstanding	Net amount	VAT amount	Attachments	Fully settled	Our reference	Their reference	Batch	Audit	Period date
27-Jun-2020	CSH	Cash01		Yes		£ -2,000.00	£ -1,000.00	£ -2,000.00	£ 0.00					387	3806	30-Jun-2020
23-Jun-2020	INV				23-Jun-2020	£ 38.78	£ 38.78	£ 33.00	£ 5.78			RST/345/78	678967	396	3951	30-Jun-2020
23-Jun-2020	INV				2020	£ 76.38	£ 76.38	£ 65.00	£ 11.38			RST/345/78	678967	396	3952	30-Jun-2020
17-Jun-2020	INV				2020	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 0.00					576	9639	30-Jun-2020
17-Jun-2020	INV				2020	£ 61.20	£ 61.20	£ 51.00	£ 10.20			DM5738	PO34-3	589	9697	30-Jun-2020
15-Jun-2020	INV				2020	£ 54.00	£ 54.00	£ 45.00	£ 9.00			J1003		596	9724	30-Jun-2020
15-Jun-2020	CSH					£ -1,000.00	£ -500.00	£ -1,000.00	£ 0.00					611	9779	30-Jun-2020
15-Jun-2020	CSH					£ -200.00	£ -200.00	£ -200.00	£ 0.00					612	9781	30-Jun-2020
15-Jun-2020	INV				2020	£ 1,200.00	£ 1,200.00	£ 1,000.00	£ 200.00					613	9785	30-Jun-2020
15-Jun-2020	INV				2020	£ 108,000.00	£ 108,000.00	£ 90,000.00	£ 18,000.00			J1000		583	9673	30-Jun-2020

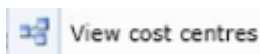
The available right click options are explained below:



Use this option to refresh the current view and bring in any new information since the window was opened.



Use this option to view the invoice detail.



This right click option only appears when you are viewing the invoice detail using the [View Transaction details](#) option described above. It presents a Cost Centres tab on the footer on the invoice detail section of the window. From here you can view the cost centre apportionment of each Invoice line.



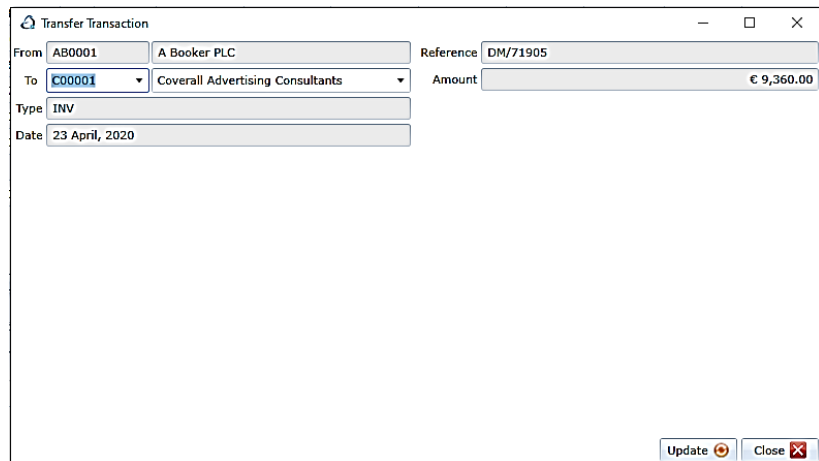
Use this option to modify details of the invoice.



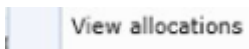
Use this option to transfer the selected transaction to a different Sales Ledger account.

You may only transfer unallocated transactions and the entire amount of the transaction.

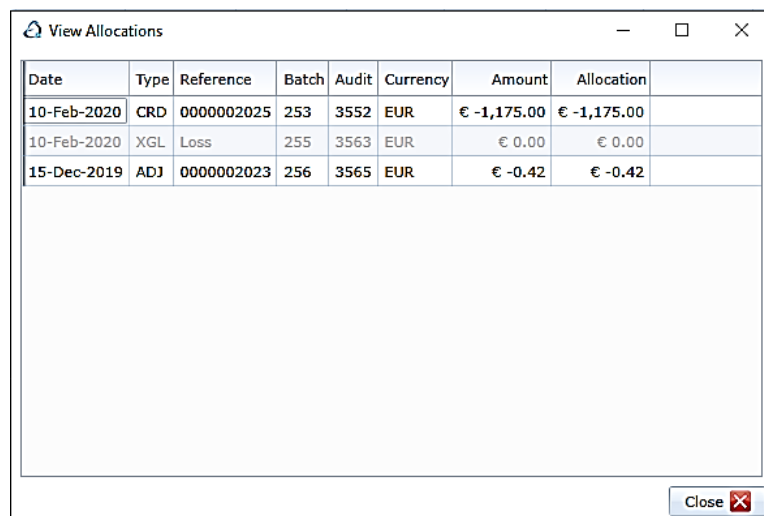
The following window will appear for you to choose the destination account to where the transaction will be transferred to:




Use this option to view any notes added to the selected transaction. You may also use this option to modify the existing notes, append to them or delete them.



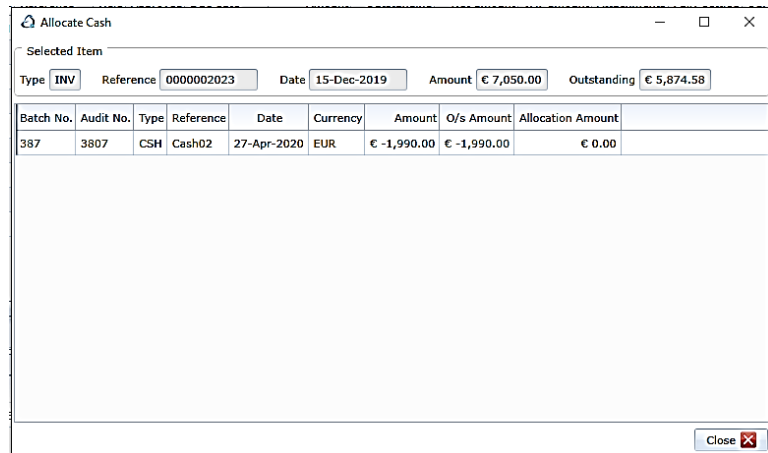
Use this option to view existing allocations against the select transaction. From here you may also reverse a single allocation or all allocations using right click options:



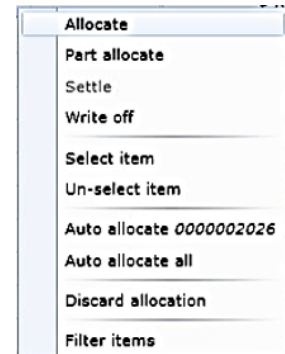
Date	Type	Reference	Batch	Audit	Currency	Amount	Allocation
10-Feb-2020	CRD	0000002025	253	3552	EUR	€ -1,175.00	€ -1,175.00
10-Feb-2020	XGL	Loss	255	3563	EUR	€ 0.00	€ 0.00
15-Dec-2019	ADJ	0000002023	256	3565	EUR	€ -0.42	€ -0.42



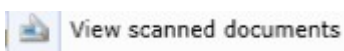
Use this option to allocate the selected transaction. Selecting the allocate option will open the Allocation window displaying existing transaction available for allocation.



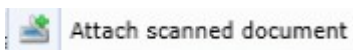
Your allocation controls are show when you right click on the entry you wish to allocate against the selected transaction. The right click menu is shown below. The functions listed within the right click menu are explained within the [Cash Allocation](#) document.



Use this option to view all transactions included as part of the batch when it was updated to ledger.



Use this option to view the scanned documents attached to the selected transaction.




Use this option to attach a new scanned document to the selected transaction.





Use this option to clear all filters currently applied to the customer browse grid. This option will only be active if there are active filters currently in being applied to the grid.



Use this option to perform a sum on the range of cells currently selected. This option only works with amount fields.

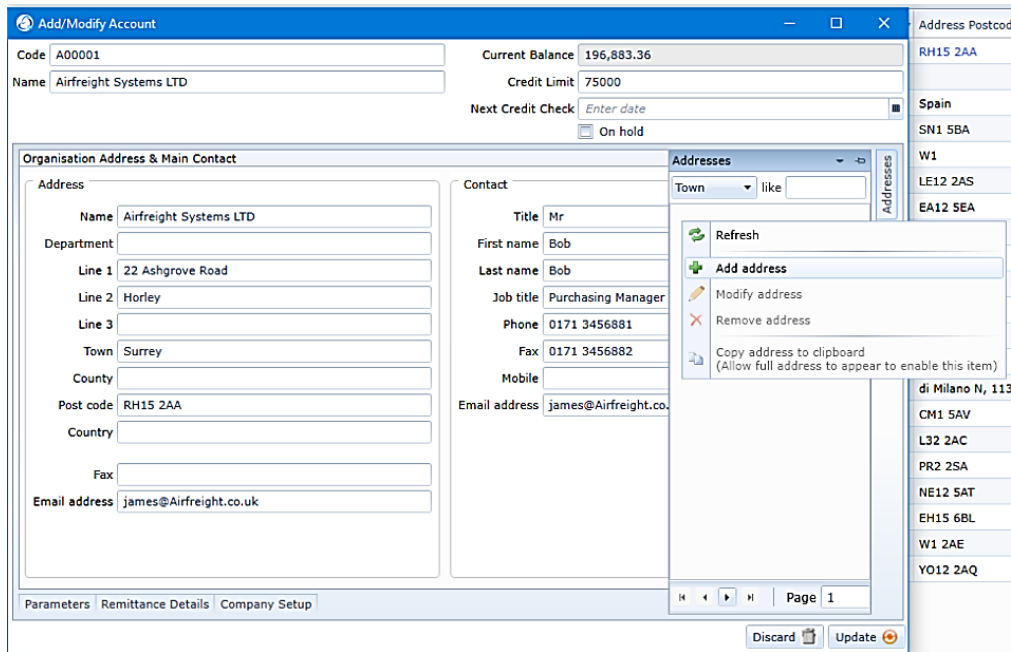
 Copy to Clipboard ▶ Use this option to copy the selected cells information to the windows clipboard. Once copied the windows paste facility will be available to paste the copied information into another application.

 Columns ▶ You are able to drag and move columns around to display the grid information in a chosen format. This option allows you revert to [Last saved layout](#) or [Revert layout to default](#), which will be the system default.

 Window ▶ Similarly to the column option above this option allows you choose between [Save layout](#), [Last saved layout](#) or [Revert layout to default](#).

Using the right click option [Add account](#) or [Modify account](#) option takes you into edit mode for a new customer or the selected customer if modifying.

The Organisation Address & Main Contact section displays the accounts address that will be used for customer statements. You may also add additional account addresses by using the addresses tab on the right:



Add/Modify Account

Code: A00001 Current Balance: 196,883.36
 Name: Airfreight Systems LTD Credit Limit: 75000
 Next Credit Check: Enter date On hold

Organisation Address & Main Contact

Address
 Name: Airfreight Systems LTD
 Department:
 Line 1: 22 Ashgrove Road
 Line 2: Horley
 Line 3:
 Town: Surrey
 County:
 Post code: RH15 2AA
 Country:
 Fax:
 Email address: james@Airfreight.co.uk

Contact
 Title: Mr
 First name: Bob
 Last name: Bob
 Job title: Purchasing Manager
 Phone: 0171 3456881
 Fax: 0171 3456882
 Mobile:
 Email address: james@Airfreight.co.uk

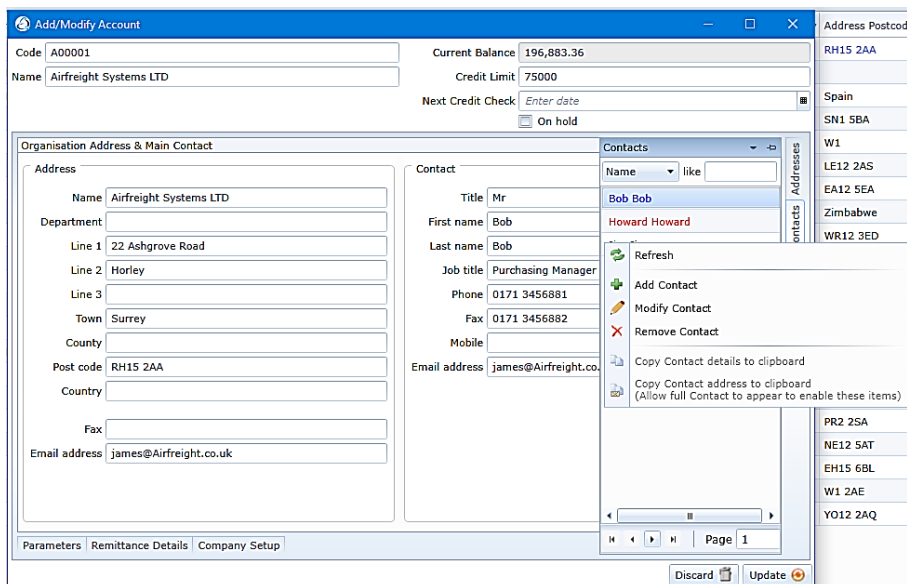
Addresses
 Town: like
 Refresh
 Add address
 Modify address
 Remove address
 Copy address to clipboard (Allow full address to appear to enable this item)

Address Postcode: RH15 2AA, Spain, SN1 5BA, W1, LE12 2AS, EA12 5EA, di Milano N, 113, CM1 5AV, L32 2AC, PR2 2SA, NE12 5AT, EH15 6BL, W1 2AE, YO12 2AQ

Parameters Remittance Details Company Setup Page 1 Discard Update

The Contact displayed within the Organisation Address & Main Contact section will be the main contact for the account.

You may also add additional contacts by using the Contacts tab on the right. Should you choose to flag a different main contact those contact details will automatically be displayed within Organisation Address & Main Contact section. You may only have one main contact.



Add/Modify Account

Code: A00001 Current Balance: 196,883.36
 Name: Airfreight Systems LTD Credit Limit: 75000
 Next Credit Check: Enter date On hold

Organisation Address & Main Contact

Address
 Name: Airfreight Systems LTD
 Department:
 Line 1: 22 Ashgrove Road
 Line 2: Horley
 Line 3:
 Town: Surrey
 County:
 Post code: RH15 2AA
 Country:
 Fax:
 Email address: james@Airfreight.co.uk

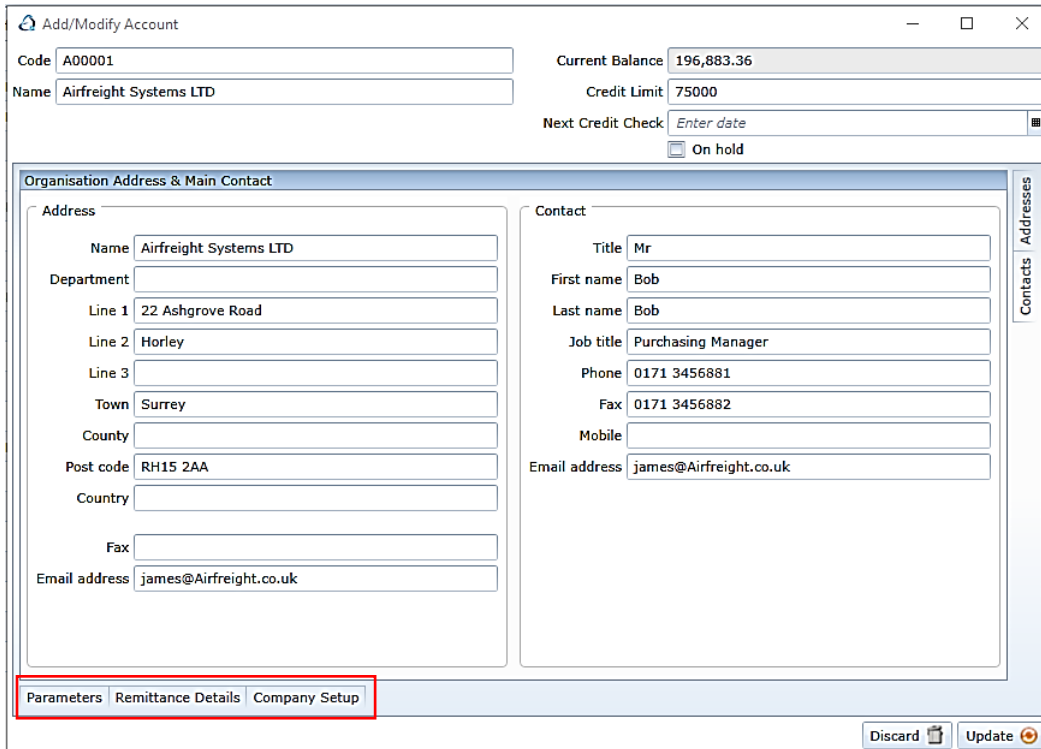
Contact
 Title: Mr
 First name: Bob
 Last name: Bob
 Job title: Purchasing Manager
 Phone: 0171 3456881
 Fax: 0171 3456882
 Mobile:
 Email address: james@Airfreight.co.uk

Contacts
 Name: like
 Bob Bob
 Howard Howard
 Refresh
 Add Contact
 Modify Contact
 Remove Contact
 Copy Contact details to clipboard
 Copy Contact address to clipboard (Allow full Contact to appear to enable these items)

Address Postcode: RH15 2AA, Spain, SN1 5BA, W1, LE12 2AS, EA12 5EA, Zimbabwe, WR12 3ED, PR2 2SA, NE12 5AT, EH15 6BL, W1 2AE, YO12 2AQ

Parameters Remittance Details Company Setup Page 1 Discard Update

Additional Information is required to complete the account setup. This information is split between three tabs located on the footer of the window:



Add/Modify Account

Code: A00001 Current Balance: 196,883.36
 Name: Airfreight Systems LTD Credit Limit: 75000
 Next Credit Check: Enter date
 On hold

Organisation Address & Main Contact

Address

Name: Airfreight Systems LTD
 Department:
 Line 1: 22 Ashgrove Road
 Line 2: Horley
 Line 3:
 Town: Surrey
 County:
 Post code: RH15 2AA
 Country:
 Fax:
 Email address: james@Airfreight.co.uk

Contact

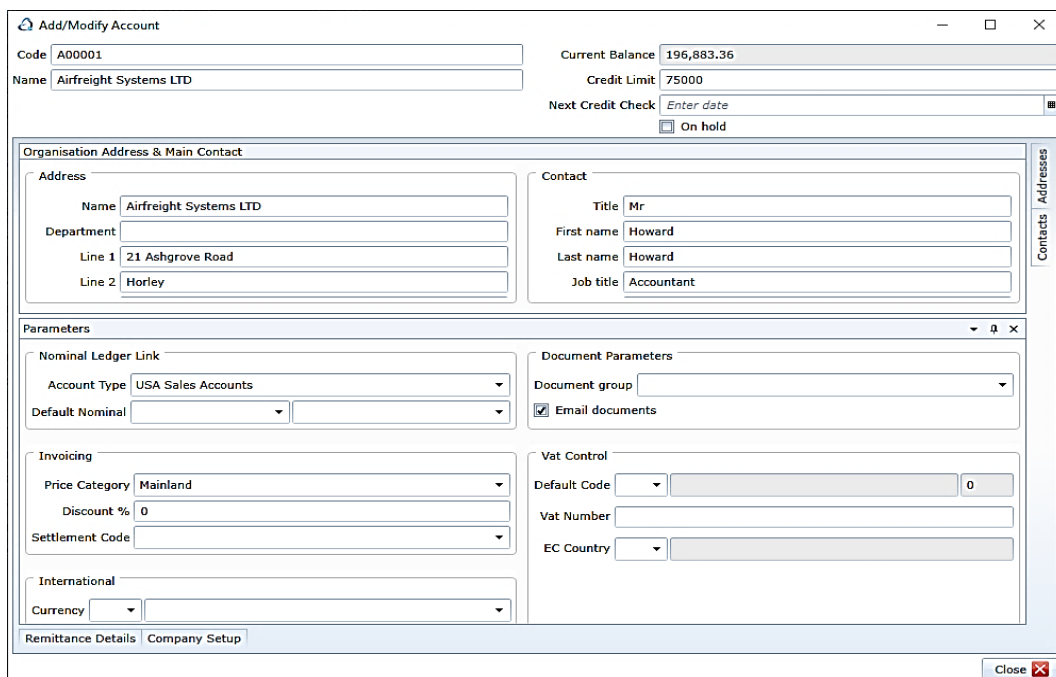
Title: Mr
 First name: Bob
 Last name: Bob
 Job title: Purchasing Manager
 Phone: 0171 3456881
 Fax: 0171 3456882
 Mobile:
 Email address: james@Airfreight.co.uk

Parameters Remittance Details Company Setup

Discard Update

The Parameter section shown below defines the overall accounting structure of the account and how the accounts transactional information is handled.

Transactions created for this account will automatically default to the information contained within the Parameter section, however you are able to manually change certain elements from the default when entering a transaction.



Add/Modify Account

Code: A00001 Current Balance: 196,883.36
 Name: Airfreight Systems LTD Credit Limit: 75000
 Next Credit Check: Enter date
 On hold

Organisation Address & Main Contact

Address

Name: Airfreight Systems LTD
 Department:
 Line 1: 21 Ashgrove Road
 Line 2: Horley

Contact

Title: Mr
 First name: Howard
 Last name: Howard
 Job title: Accountant

Parameters

Nominal Ledger Link

Account Type: USA Sales Accounts
 Default Nominal:

Document Parameters

Document group:
 Email documents

Invoicing

Price Category: Mainland
 Discount %: 0
 Settlement Code:

Vat Control

Default Code:
 0
 Vat Number:
 EC Country:

International

Currency:

Remittance Details Company Setup

Close

The **Nominal Ledger Link** section below defines how the accounts transactional information is handled within the Nominal Ledger:

Nominal Ledger Link

Account Type

Default Nominal

The [Account Type](#) selection is used for reporting analysis.

The [Default Nominal](#) selection defines the Nominal account transaction lines will default to. This is only a default and can be manually overridden when entering transaction lines

The [Invoicing](#) section below defines which details the accounts invoices will default to:

Invoicing

Price Category

Discount %

Settlement Code

Multiple Price Categories can be setup with separate pricing structures assigned to each one. The [Price Category](#) selection defines which pricing structure this account will default to when transactions are raised. You may switch between available Price Categories when entering transaction lines.

Enter the [Discount %](#) you wish transaction to default to. The Discount % can be changed or removed when entering transaction lines.

The [International](#) section below defines which currency the accounts invoices will default to:

International

Currency

The currency selection can be changed from the default when entering transactions.

Within Clarity you have the option of creating multiple templates for Invoices, Statement and letters for example. Document Groups allows you to group a set of different templates together and assign that group of templates to an account:

Document Parameters

Document group

Email documents

The [Vat Control](#) section below defines the Vat information transactions will default to:

Vat Control

Default Code ▼ 0

Vat Number

EC Country ▼

The Remittance section shown below is where you define details relating to payments and the format in which they are processed for the selected account:

Code
Current Balance

Name
Credit Limit

Next Credit Check
 On hold

Organisation Address & Main Contact

Address

Name

Department

Line 1

Line 2

Contact

Title

First name

Last name

Job title

Remittance Details

Payment

Type

Settlement %

Bank Details

Non-domestic

Bank name

Swift code

IBAN number

Account name

Account type

Payee

Name

Department

Line 1

Line 2

Line 3

Town

County

Post code

Country

Parameters Company Setup
Close

Depending on your Clarity licence you are able to setup multiple companies. The Company Setup section shown below is where you would define which companies this account is included in.

All companies will adopt the same account information held within the account setup. Only the accounts balances and transactions will be specific to each company.

Add/Modify Account
— □ ×

Code

Name

Current Balance

Credit Limit

Next Credit Check

On hold

Organisation Address & Main Contact

Address

Name

Department

Line 1

Line 2

Contact

Title

First name

Last name

Job title

Company Setup

- Green Retailers Ltd
- Miles Brown and Sons & Co.

Parameters Remittance Details
Close

