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.
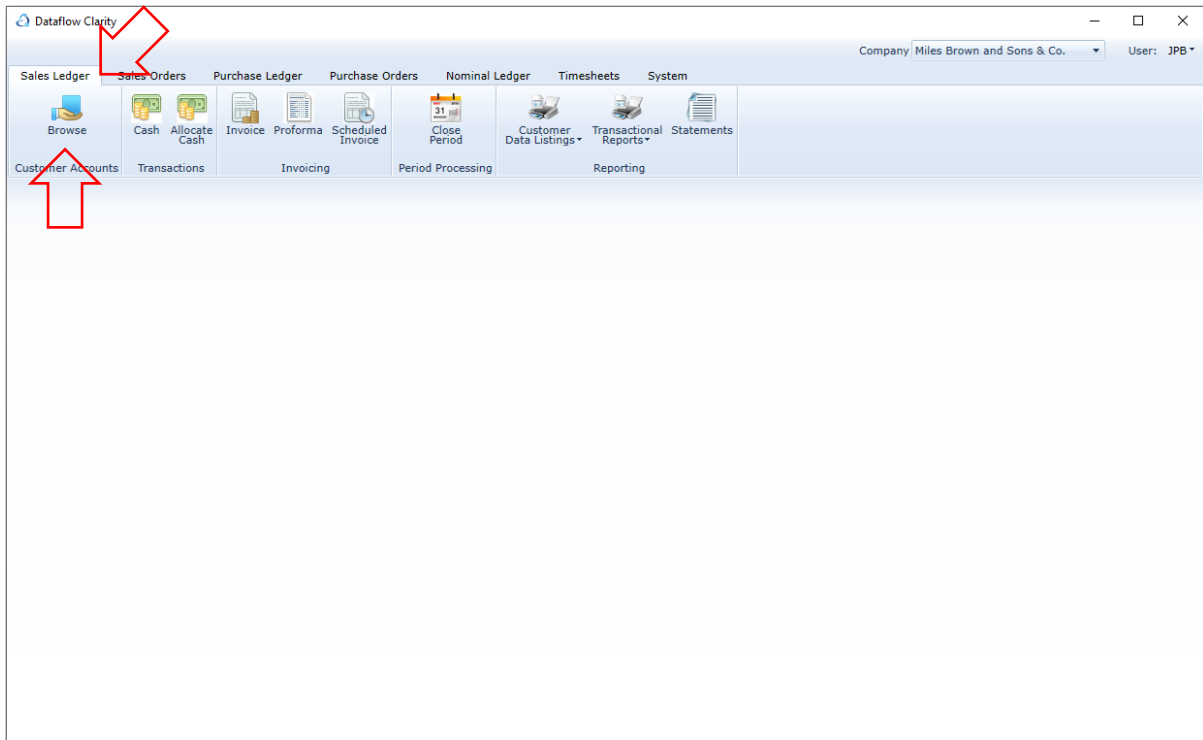
Warmest regards

Dataflow (UK) Ltd

The Sales and Purchase Ledger Browse windows are identical. The information below we are using the Sales Ledger as a reference.
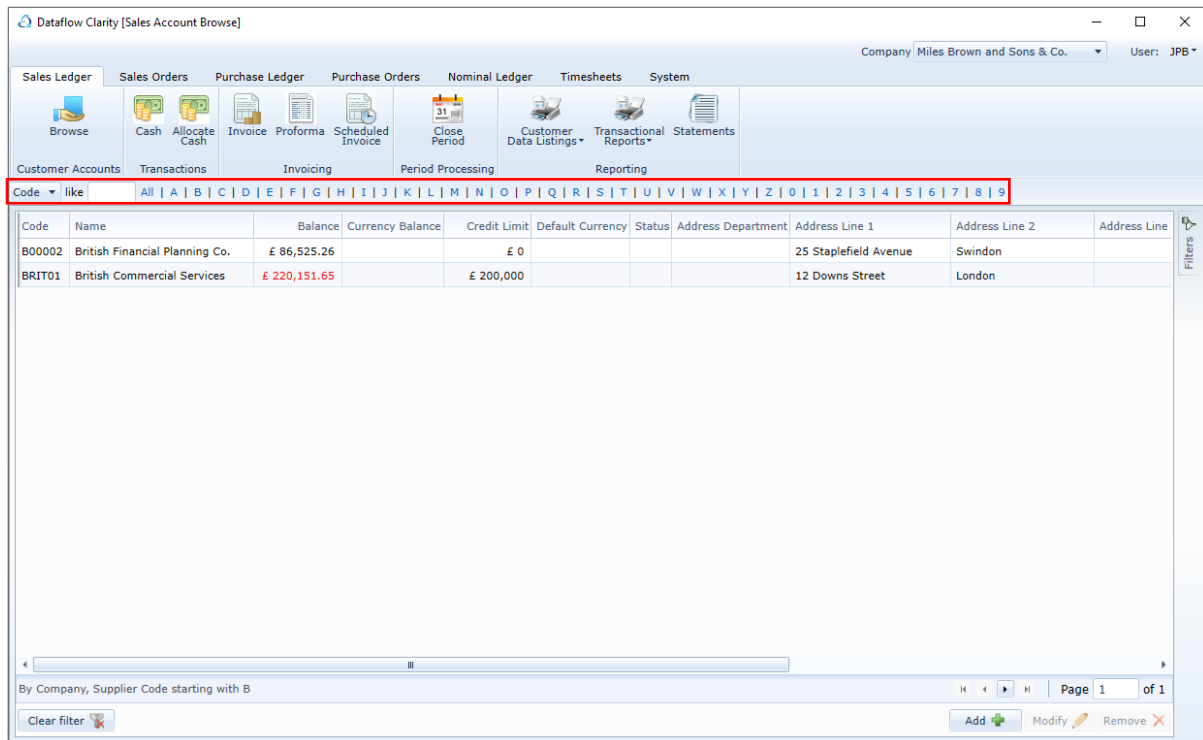
Sales and Purchase Ledger Browse window lists the customer account records and can be found by selecting the Sales Ledger tab and clicking on the Browse icon:



The company selection controls which set of customer records appear within the customer account browse grid:
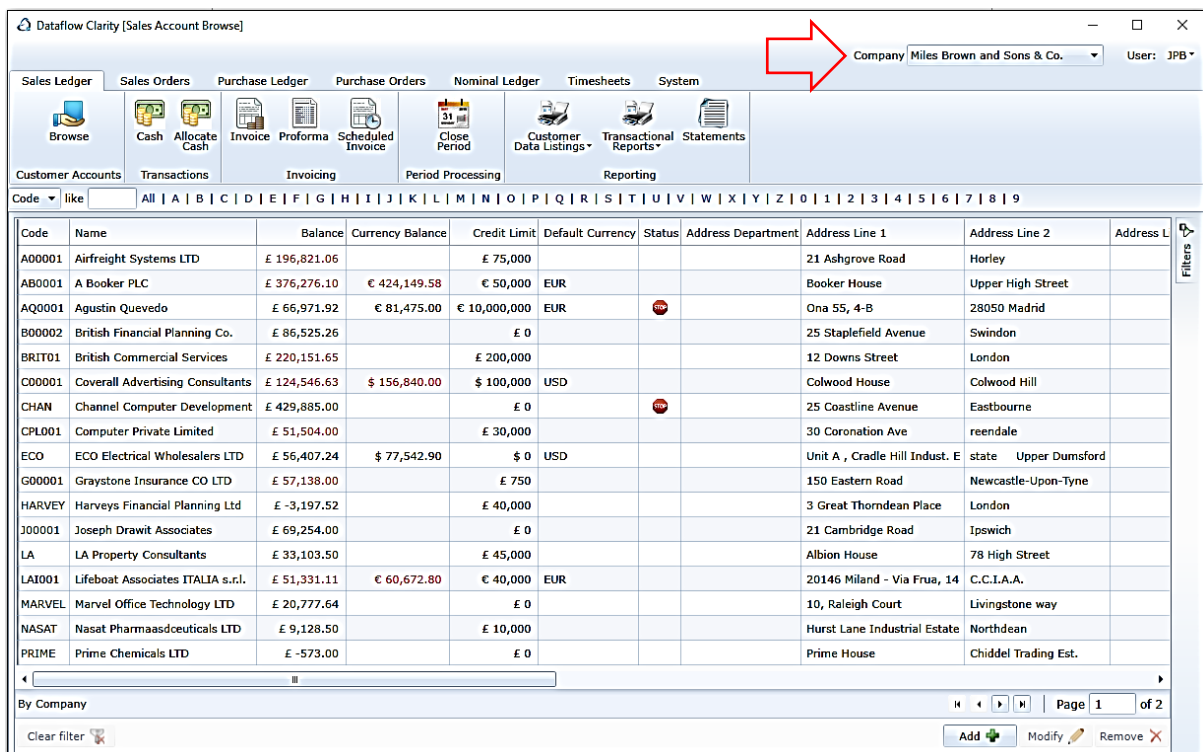
There's a quick search and filter section located on the header of the browse grid where you can select and filter the browse grid by the first letter or number of either the account code or name. In the example below the letter 'B' was chosen:



There's also the option to type the first few characters of the account code or name into the field like ____ . 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).

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



The available options are explained below:

| | |
|---|---|
| **Refresh** | Use this option to refresh the current view and bring in any new information since the window was opened. |
| **View account A00001** | Use this option to view the details of the selected account. |
| **Add account** | Use this option to add a new customer record. |
| **Modify account A00001** | Use this option to modify details of the selected customer record. |
| **Remove account A00001** | 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. |
| **New order** | Use this option to create a new Sales Order for the selected customer. |
| **View transactions** | Use this option to view the selected customer's transactions. |
| **View orders** / **View deliveries** / **View invoices** | Use these options to view an order processing document raised against the selected customer. |
| **View scanned documents** | Use this option to view the scanned documents attached to the selected customer account. |
| **Attach scanned document** | Use this option to attach a new scanned document to the selected customer record. |
| **Clear filter** | 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. |
| **Sum selected cells** | 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 highlighted cells information to the windows clipboard. Once copied the windows paste facility will be available to paste the copied information into another application |

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

**Columns ▶**

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.

**Window ▶**

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:
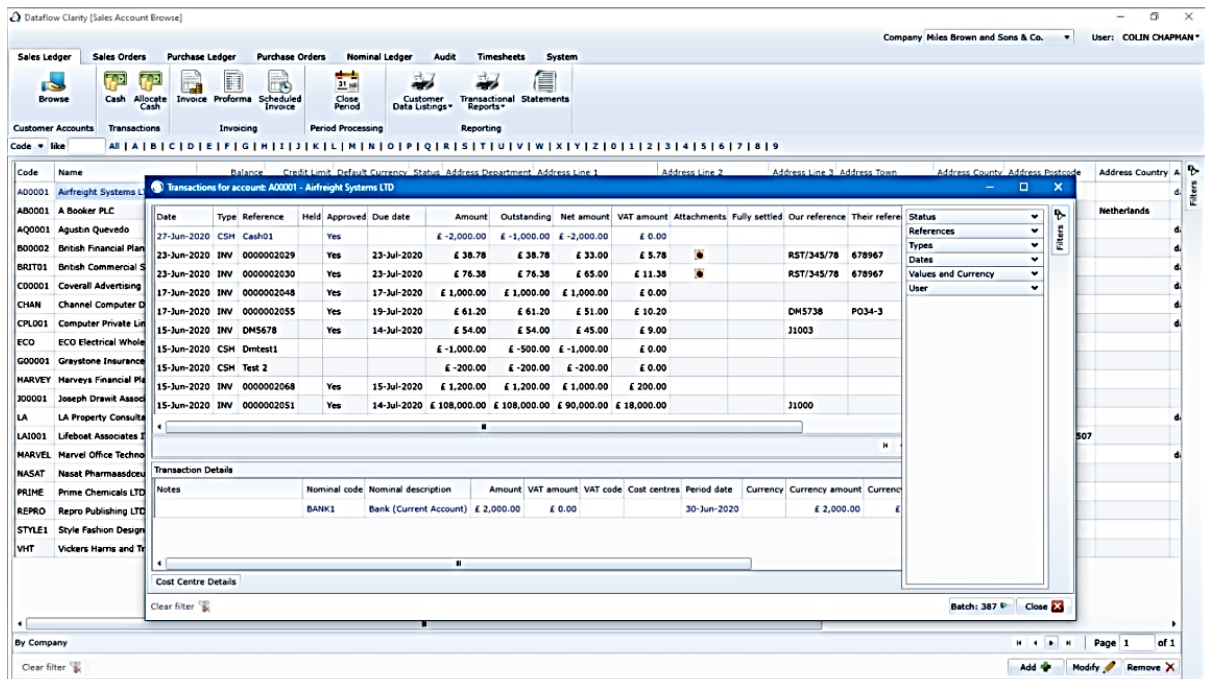


From the transaction browse window there are various filters available to use on the right hand side. You can reduce the viewable transaction content by applying these filters therefore making it easier to source specific transactions.

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:

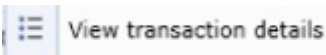The available right click options are explained below:

| | |
|---|---|
| **Refresh** | Use this option to refresh the current view and bring in any new information since the window was opened. |
| **View transaction details** | Use this option to view the invoice detail. |
| **View cost centres** | 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. |
| **Modify** | Use this option to modify details of the invoice. |

| Transfer | Use this option to transfer the selected transaction to a different Sales Ledger account. |
|---|---|
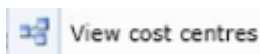
You may only transfer unallocated transactions and the entire amount of the transaction.
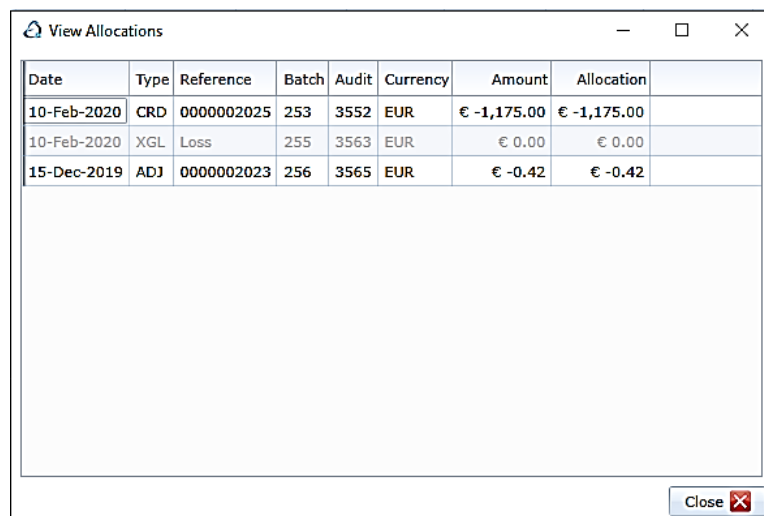
The following window will appear for you to choose the destination account to where the transaction will be transferred to:
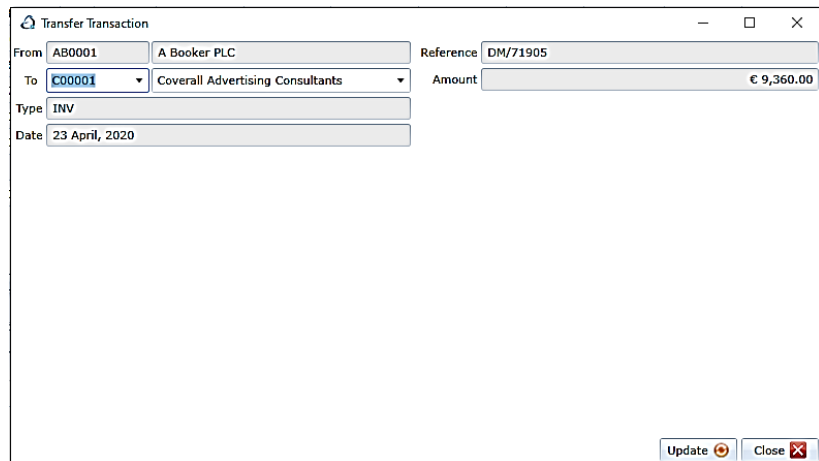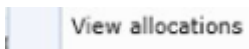
| View Notes | Use this option to view any notes added to the selected transaction. You may also use this option to modify the existing notes, append to them or delete them. |
|---|---|

| View allocations | 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: |
|---|---|

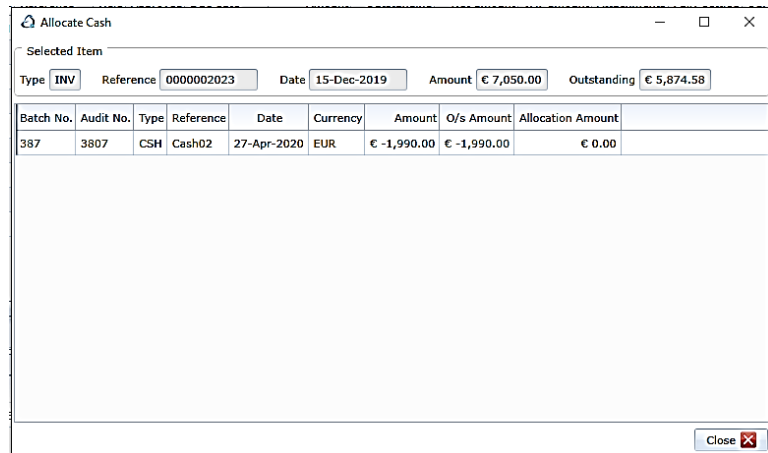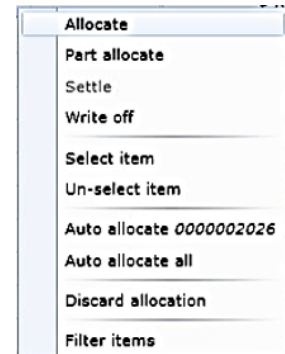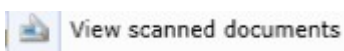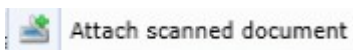| | |
|---|---|
| Allocate | Use this option to allocate the selected transaction. Selecting the allocate option will open the Allocation window displaying existing transaction available for allocation. |



| | |
|---|---|
| | 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. |



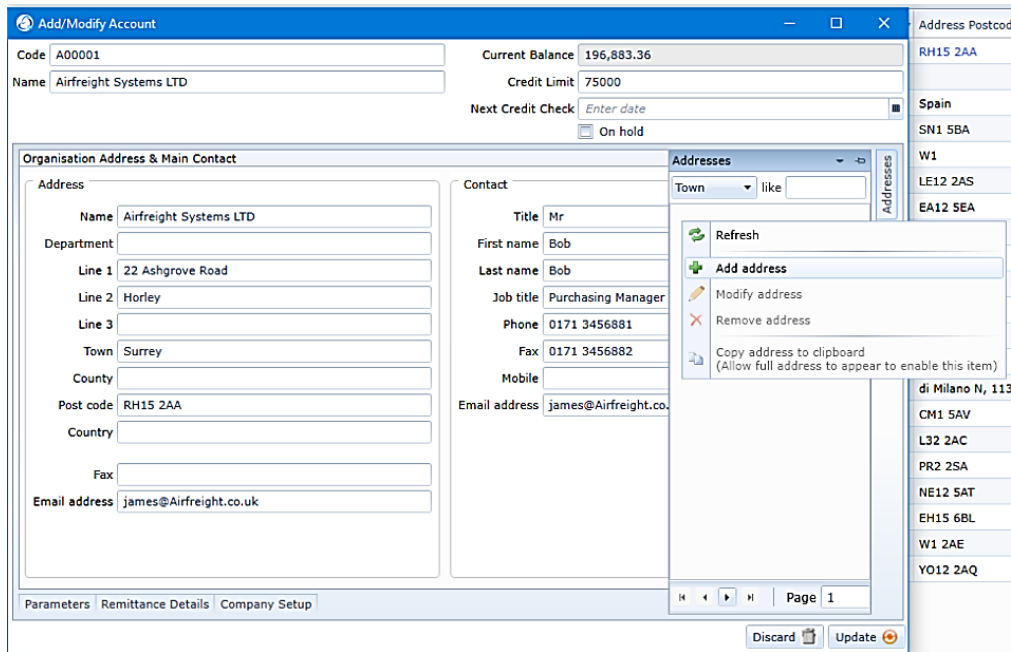| | |
|---|---|
| Batch: 396 | Use this option to view all transactions included as part of the batch when it was updated to ledger. |
| View scanned documents | Use this option to view the scanned documents attached to the selected transaction. |
| Attach scanned document | Use this option to attach a new scanned document to the selected transaction. |
| Clear filter | 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. |
| Σ Sum selected cells | 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:

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.



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

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.



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

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:



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:



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:



The Vat Control section below defines the Vat information transactions will default to:

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:



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.