



DATAFLOW

Financial Software Solutions

Scanned Documents

Introduction

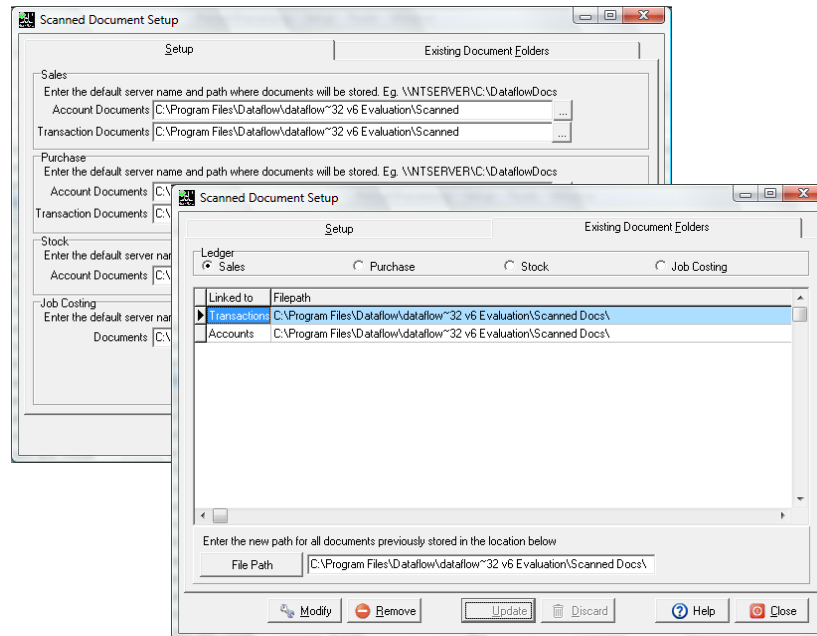
The Scanned Documents facility enables you to attach external networked documents such as PDF's, Word Documents, Bitmaps etc. to Sales/ Purchase Accounts and transactions (Invoices, Cash and Credits), Job Costing/ Project Accounting Details, Stock Codes and SOP/ POP Order/Returns, Deliveries/ Receipts, Invoices/ Credits, Scheduled Orders and Quotations.

Usage

In order to use this facility effectively you will need to establish a shared network location with accessible directories to store all the relating Sales/ Purchase Ledger, Stock Ledger and Job Costing documents you wish to use with this feature.

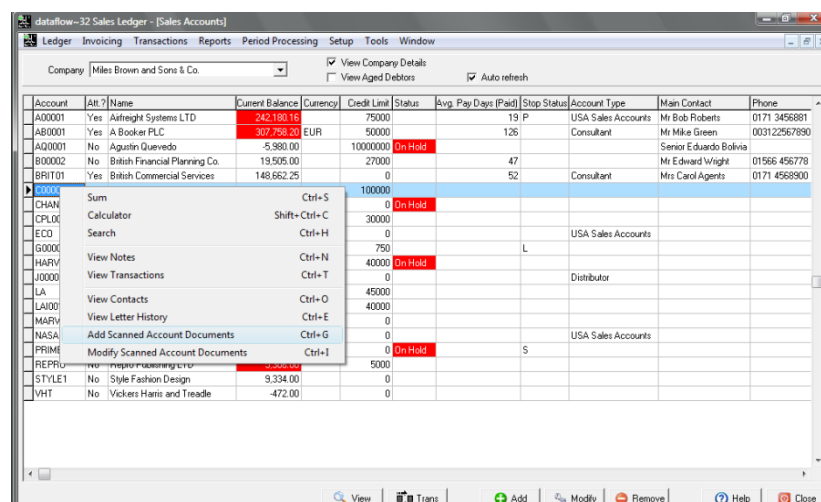
Line	Status	Avg. Pay Days (Padd)	Stop Status	Account Type	Main Contact	Phone	Status
75000		19		USA Sales Accounts	Mr Bob Roberts	(0171) 3456881	New
80000	On Hold	126		Consultant	Mr Mike Green	(0031) 2267690	Mon
90000		47			Seneca Eduardo Bolina	(01565) 456778 ext 234	Mon
20000		52		Consultant	Mr Edward Wright	(01565) 456778 ext 234	Mon
140000					Mrs Carol Agents	(0171) 4568900	Mon
No	Coverall Advertising Consultants	2,076.84 USD	100000				Mon
Yes	Charmel Computer Development	181,465.00	0	On Hold			Mon
No	Computer Private Limited	6,436.00	30000				Mon
No	ECO Electrical Wholesalers LTD	657.44 USD	0				New
No	Graystone Insurance CO LTD	-2,862.00	750				Mon
No	Harvey Financial Planning Ltd	-3,204.00	40000	L			Year
No	Joseph Dental Associates	-2,746.00	0	Distributor			Mon
No	LA Property Consultants	41,323.50	45000				Mon
No	Lineal Associates ITALIA s.r.l.	-3,006.00	40000				Mon
No	Marvel Office Technology LTD	24,777.64	0				Mon
No	Nasal Pharmaceuticals LTD	12,128.50	0				Year
No	Pine Chemicals LTD	-2,698.00	0	On Hold			Year
No	Raps Publishing LTD	3,334.00	5000				Mon
No	Style Fashion Design	3,334.00	0				Mon
No	Vickers Hairs and Treadle	-472.00	0				Mon

Once these locations have been established you can specify a 'default' path to those directories through the 'Setup' menu and selecting the option 'Scanned Documents' as detailed in the screen shot below;

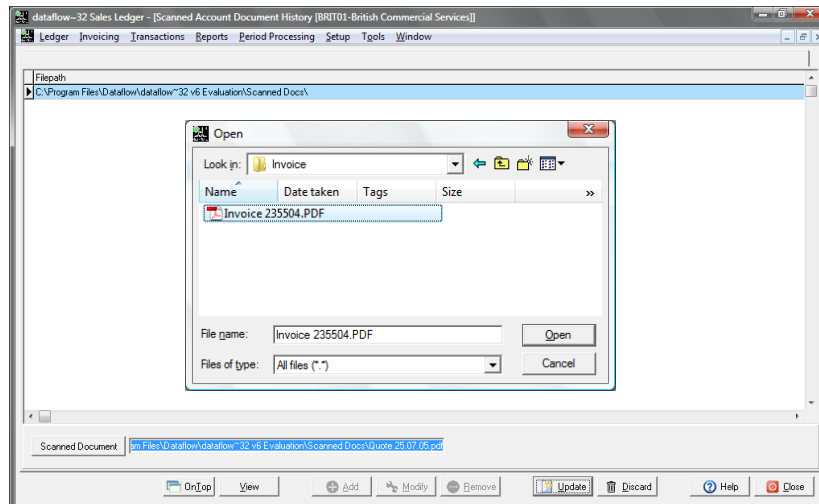


Having established the source document locations detailed above you can now start using the facility.

The 'Scanned document' options are accessed using a 'right click' control on most grids throughout Dataflow as shown in the screen shot below of the Sales Ledger View Accounts window.

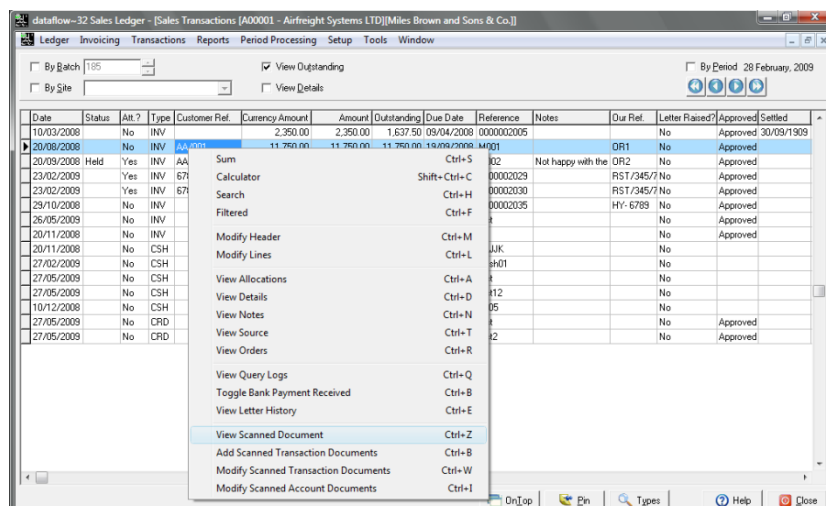


The *Add Scanned Account documents* option takes you into a secondary window with the 'Open' file browse sub window popping up automatically allowing you to directly browse for the file you wish to attach as detailed in the screenshot below. (You also have the ability to modify existing attachments through this window by clicking the 'Modify' button).



The 'Modify Scanned Account documents' option again takes you into an identical secondary window but without 'Open' file browse sub window popping up. (You also have the ability to add additional attachments through this window by clicking the 'Add' button).

Using 'right click' control when viewing Sales or Purchase Ledger transactions you will receive two more options in addition to those detailed above;



These options are;

‘View Scanned Document’

This option enables you to view documents saved against the account.

‘Add Scanned Transaction Documents’

This option enables you to save a document against the individual transaction.

‘Modify Scanned Transaction Documents’

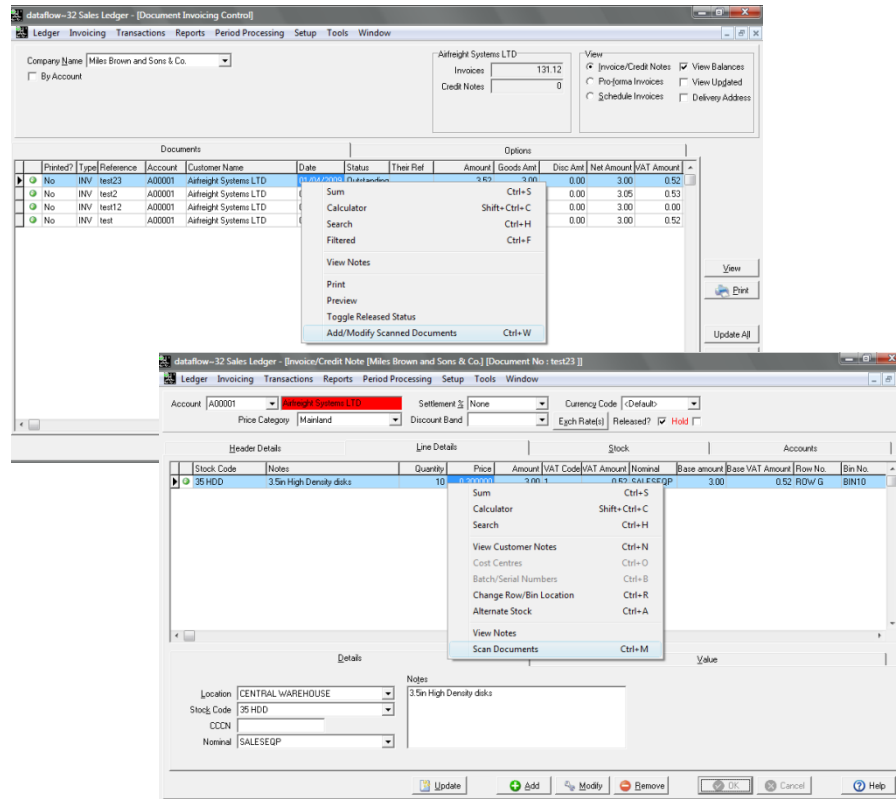
This option enables you to modify a previously saved transaction document.

‘Modify Scanned Account Document’

This option enables you to modify a previously saved account document.

As mentioned previously the Scanned Documents ‘right click’ menu can be access throughout the system. These windows include;

Sales Document invoicing control main screen and transaction input screen



Sales/ Purchase Ledger Manually Raised Invoices & Credits screen;

Sales/ Purchase Order Processing Ledger main screen and transaction input screen;

Job Costing Review 'Detail' tab;

dataflow-32 Job Costing Ledger - [Job Review]

Ledger Jobs Transaction Reports Setup Tools Window

Job No. 0000001004 Airfreight Systems LTD Company Miles Brown and Sons & Co.

Header Details Overview Detail Scope, Applications & Materials

Job Details

Code 0000001004

Extended use of AW/S

Troubleshooting

712

Colin Chapman

In Purchasing

24/09/2008

25/09/2008 Completion Date

10/11/2008 Closed Date

400001 Airfreight Systems LTD

YH-6789

Close Job

Refresh

Define Consolidation

Apply Consolidation

Sales	Total Cost	Non-Labour	Labour	Hours
000.00	Estimate 66,000.00	66,000.00	0.00	0.00
Order 120,000.00	Actual 60,000.00	60,000.00	0.00	0.00

Help Close

Job Costing Control Enquiry and 'Outline & Cost' tab when 'Add', 'Modify' or Viewing a Job.

dataflow-32 Job Costing Ledger - [Job Costing Control]

Ledger Jobs Transaction Reports Setup Tools Window

Company Name Miles Brown and Sons & Co.

By Account

Jobs

Job Code Job Description Operational Status Type Description Created Date Target Date Manager Account Customer Name Client Refers

0000001004 Extended use of AW/S In-Design Sum Ctrl+S

0000001003 Pooling of knowledge for rail safety Calculator Shift+Ctrl+C

0000001002 Green zones: thinking strategically Order Search Ctrl+H

0000001001 Risks: maintaining speed restrictions Order Filtered Ctrl+F

0000001000 Risk relating to path level crossings Order

View Notes

Print Ctrl+R

Preview Ctrl+V

Add/Modify Scanned Documents Ctrl+W

dataflow-32 Job Costing Ledger - [Job Costing [Miles Brown and Sons & Co.] [Job Code: 0000001004] [2 Lines]]

Ledger Jobs Transaction Reports Setup Tools Window

Details Outline & Cost Scope, Applications, Materials, Notes

Job Details

Line No. 1

Line Description

regards to the Project

Stock Code

Line Totals	Sales	Total Cost	Non-Labour	Labour	Hours
Estimate	20,000.00	6,000.00	6,000.00	0.00	0.00
Order	20,000.00	Actual 0.00	0.00	0.00	0.00

Job Totals	Sales	Total Cost	Non-Labour	Labour	Hours
Estimate	120,000.00	66,000.00	66,000.00	0.00	0.00
Order	120,000.00	Actual 60,000.00	60,000.00	0.00	0.00

Update Add Modify Remove Cancel Close