

**Datafile Software
Limited**

**Accounting and
Management
Information
Systems**

Datafile Software User News

The UK's number one flexible accounting solution

Welcome

Welcome to the February newsletter for users of the Datafile Software system

In this newsletter we include details on the Payroll Update for 2012/13 which is now available together with details on the 'hyperlink' facilities to the Datafile Ledger Enquiry that are available from application reports and documents.

If you have any suggestions for issues you would like to see covered in future newsletters please contact the support team at the email address below.

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Payroll 2012/13

The payroll update for the end of the 2011/12 tax year and the new 2012/13 tax year is now available.

Changes included in the payroll update include support for:

Income Tax Allowances

The basic personal allowance for 2012-13 is increased to £8105, the tax code for emergency use is 810L. As a result of the increase there will be a general uplift of 'L' suffix tax codes by 63. Any individual changes for the next tax year are issued between January and March—remember to use the HMRC Data Provisioning Service (DPS) Mailbox in Datafile to check for any code changes for individual employees or check online at www.hmrc.gov.uk

Income Tax Bands

Following the general uplift in tax codes the threshold for the 40% band is reduced to £34,370 (from £35,000)

National Insurance

There are changes in percentage rates this year for employers with contracted out employees and band thresholds have been uplifted. Note, however, that for the 2012-13 tax year the NI categories F, G and S are removed. The year-end process in Datafile will update any affected employees to equivalent A, B and J categories as advised by the HMRC. Note that individual employees circumstances vary and you should review the assigned category with the affected employees prior to running the first payroll run for the new year.

Statutory Payments

General uplifts in SSP and other statutory payments are applied for the new tax year. Employers eligible for Small Employer Relief should note that compensation rates for the current year (2011/12) are 3% and not, as in previous years, 4.5%

P60 Forms

If not already ordered Payroll users should contact the HMRC Employer Order Line to order a supply of P60 documents. The HMRC are only issuing the P60 Certificate of Pay document this year—Datafile Payroll Users should order the P60 (Single-Sheet / Shortened) (2011-2012) Certificate of Pay document.

Your resellers software support team will be contacting Payroll users during March to arrange an update for your system.



Datafile Reports—Ledger Enquiry Hyperlinks

When printing a system report within Datafile, such as the Aged Debtors report below, to the screen or spooler you may have noticed that certain items are blocked in 'green' which don't appear when printing the report to printer or PDF.

Account	Balance	Forward	Current	Upto 30	Upto 60
BAL001 Baldwin Industries plc 0151 229 8190 Miss M Greenwood	4674.98	0.00	0.00	0.00	0.00
BAL002 Baltimore Corporation 0171 458 6547	447.91	0.00	0.00	0.00	0.00
DAT001 Dataman Computers 01234 544457	1351.25	0.00	0.00	0.00	0.00
KAR001 Karl's Electrical Supplies 0151 709 0929	1514.66	0.00	0.00	0.00	0.00
MAR001 Markham Holdings Ltd 01221 09856 Mr Markham	1410.00	0.00	0.00	0.00	0.00

These items are links to the Ledger Enquiry—when you click the item with the mouse the system opens up the ledger enquiry for the appropriate hyperlink item.

This option is available for the majority of the application reports where a key field for enquiry purposes is included—key fields are items such as sales and purchase account codes, nominal account codes, stock records, sales order or purchase order references, etc. and the system 'knows' it's a key field as the item is referenced within the Datafile Database Profiles.

The usual functions for the enquiry are available and you can swap between accounts and applications as required - viewing transactions or saved documents for the sales account, send emails to suppliers for updates on stock delivery times, etc.

When you select CLOSE or press the <ESC> key on main enquiry screen you will be returned to the spooled/screened report allowing you to view another account/stock/order as required.

A similar option is available when printing a application report to Microsoft Excel.

Ledger Enquiries - Sales Ledger

Account: BAL002

Name: Baltimore Corporation
Address: Genesis Centre, Birchwood, Padgate, PB9 0NF

Tel: 0171 458 6547
Fax: 0171 458 6598
Email: Christine@Baltimore.co.uk
Website: [Blank]

Stock Price No: 1
VAT Code: S
EC Country: [Blank]
VAT Reg No: [Blank]

Credit Terms: D30
Credit Limit: 5000.00
A/C on Stop: [Blank]
Line Disc%: 0.00
Sett Disc%: [Blank]
Sett Terms: 0.00

Turnover Per: 381.20
Turnover YTD: 381.20
Balance: 447.91

Last Invoice: 26/01/11
Last Payment: [Blank]

Customer Analysis Code: 1 Analysis 1

Upto 90+ £447

When you open a Excel spreadsheet the Add-in's tab (for Excel 2007/2010) or main toolbar can include the option 'Datafile Enquiry' which, when selected whilst the cursor is on the appropriate key item, will launch the Datafile Ledger Enquiry tool for the selected account, stock code, order reference, etc.

Account	Name	Telephone	Contact	Balance	Forward	Current	Upto 30	Upto 60	Upto 90+	Unallocated
BAL001	Baldwin Industries plc	0151 229 8190	Miss M Greenwood	4674.98	0.00	0.00	0.00	0.00	4674.98	0.00
BAL002	Baltimore Corporation	0171 458 6547		447.91	0.00	0.00	0.00	0.00	447.91	0.00
DAT001	Dataman Computers	01234 544457		1351.25	0.00	0.00	0.00	0.00	1351.25	0.00
KAR001	Karl's Electrical Supplies	0151 709 0929		1514.66	0.00	0.00	0.00	0.00	1514.66	0.00
MAR001	Markham Holdings Ltd	01221 09856	Mr Markham	1410.00	0.00	0.00	0.00	0.00	1410.00	0.00
MAR002	Marton Machines	01224 873296	Miss J Newsome	1410.00	0.00	0.00	0.00	0.00	1410.00	0.00
WAL001	Walton Street Motor Company	0131 229 6734	Mrs Betty Dickson	206.78	0.00	0.00	0.00	0.00	206.78	0.00