Datafile 2015 Supplement

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Landing Page & Dashboards

When you select one of the main applications from the menu the system displays the records available for this account.

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The landing page has three panels that can be selected at the foot of the screen.

- Records lists the application records available
- Dashboard summarises key information regarding the application
- Help allows access to the main help file for the application.

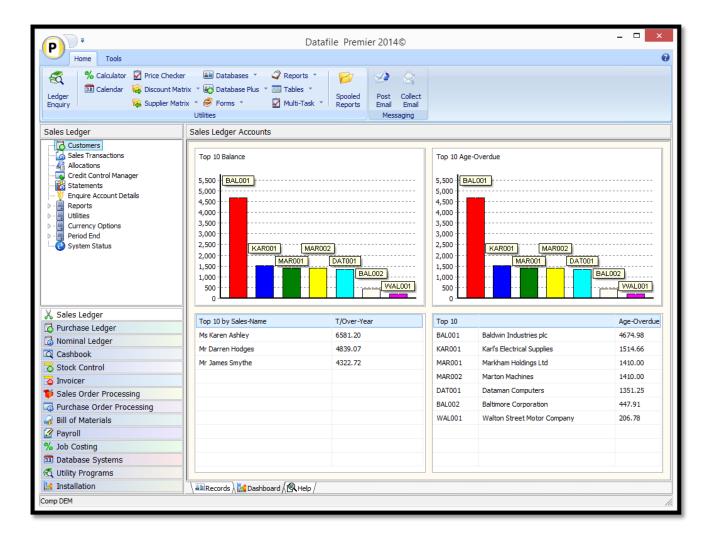
<u>Records</u> - This option lists records from the main application database. The items listed are definable and the list can be pre-sorted, filtered, and highlighted based on user-defined rules (*Diamond* and *Premier* only). On the example screen above the list is set to highlight accounts where there is an overdue amount.

At the top of the Records panel the system offers various shortcut items. These shortcuts are userdefinable (*Diamond* and *Premier* only) and, subject to configuration and suitability, will process for the highlighted record. On the example screen above the Update A/C option will open for the current highlighted record but New A/C will prompt for the new account reference.

Note

Where you have a large number of records displayed you may find it more convenient to disable the auto-selection option for all actions.

Dashboard – Selecting the Dashboard option summarises key information regarding the application.



Up to four dashboards are available and, for *Diamond* and *Premier* users, can be configured against the main application database. In the example here the dashboards display bar charts based on the current account balance and the current overdue balance, summarise the accounts based on their

linked salesperson and show the t/over value for the year and display the top 10 overdue accounts in list form.

<u>Help</u> – this option links to the PDF Help file for the current application.

Installation

Landing Page & Dashboard

A new menu option to configure the Landing Page & Dashboard is available within the Application Manager menu. From the main menu select **Installation** followed by **Application Manager** and then **Landing Page & Dashboard**.

Record / Display Settings

P			Application	Panel (1 of 3)	- Record List		_		×
C	Home Tools	Edit Links							0
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1 2 3 4 5 6 7 8 9 10 11 12	Display Item ACCOUNT NAME TELEPHONE BALANCE	Sort Item		Descend	Use Fixe Remember I Apply Reverse P Maximum R	Amend	dths nges teria rder play 0		
F4-Sel	ect Comp DEM								

Display Item – up to twelve items from the main application database can be selected for list in the main application panel. If left blank then the system displays the F4-List items for the main application database.

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Sort Item / Descending – up to twelve sort sequence items can be selected from the main application panel. Against each sort item you can select whether the sort is processed in descending order (leave blank for ascending)

Line Colour / Amend / Apply – these options define the highlight rules for records on the landing page – i.e. if want to display entry in red for overdue balance. For each entry click the Amend tick box, system will then display the colour to use before allowing entry of the selection criteria the record must match to display in the selected colour. The Apply option is automatically set for you – you can deselect this to stop applying the colour filter. Note – where a record meets the criteria for multiple highlight rules the system will apply the first applicable highlight rule.

Display F4 Items at Runtime – If no items are set then the system automatically uses the F4 pick items as the data items list. Setting this option overrides any set items with the F4 pick items also.

Use Fixed Column Widths – set to prevent the user changing the default display widths of the data items listed.

Remember Run Time Changes – set to remember, per user, any changes to display widths made.

Apply Selection Criteria – set to apply any criteria to restrict the records displayed to only those records that match the criteria.

Reverse Prime-Index Order – on smaller databases you may want to set this option to show the latest entry at the top. Generally though where this item likely to be required (Sales Order Processing, Purchase Order Processing or Bill of Materials) you would usually set to sort the list on the Order Reference in descending order.

Maximum Records to Display – set to restrict the number of records displayed on the panel.

Maximum Records to Process – set to limit the number of records to process – this applies to the panel and dashboard and is useful to restrict entries where a large volume of historical data is held.

Actions Allowed

	Application Panel (2 of 3) - Action Toolbar											
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	Define	up to	o 20 standard Data	file program options to place o	n the to	olbar						
	Applic		Parameter	Title	Auto		Applic	Param	eter	Title	Auto	
1	SL	-	1001	New A/C		11		•				
2	SL	-	1002	Update A/C	✓	12	[•				
3	SL	-	7000	A/C Enquiry	•	13		-				
4	SL	-	4001	Statement	•	14		-				
5	SL	-	2000	Transactions		15		-				
6	SL	-	2700	Allocations		16		-				
7	SL	-	4500	Credit Control		17		-				
8		-				18	[-				
9		-				19	[•				
10		-				20	[-				
	Action											

Define up to 20 actions that are to be displayed above the selected records. For each action you choose

- Applic select the application to call. Usually this will be the code for the current application but you may, for example, add to the Sales Ledger list the ability to create a new sales order. Use the drop-down list as required.
- Parameter enter the four-digit parameter number for the application to call. Refer to the PREMIER.DFD for appropriate references.
- Title enter the title to be displayed for this option
- Auto select whether the system is to auto-select the current highlighted record when selecting the action. Note that generally you only set this option where the action relates to an individual entry.

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Dashboard Configuration

P Edit Tools		App	olication	Panel (3	3 of 3) - D	ashbo	ard		-		×
		Q F4-Select	F5-Insert Line	Line	F7-Option	F8-Zoon	n F9-Memo	% Calcula 31 Calenda 33 Word L			
Summary Item Sel Criteria Bar Chart Dashboard 3 Identifier 1 Identifier 2 Value Item Summary Item		 <	▼	-	Ide Ide Val Summa Sel Dash Ide Ide Val Summa	ue Item ary Item Criteria ar Chart board 4 ntifier 1 ntifier 2	Top 10 Indivi ACCOUNT NAME AGE-OVERDU	E [• • •	•	
Bar Chart	_	ave 🔕	<u>A</u> bandon]	Ba	ar Chart					

Dashboard – select the type of Dashboard to display. Options available include:

- System Status displays generic last reference / document number details
- Top 10 Individual displays the top ten records from the application database based on value item.
- Bottom 10 Individual displays the bottom ten records from the application database based on value.
- Top 10 Summary displays the top ten values for a total item from the main application database. If using salespersons against the account you could display the top 10 salespersons for example.
- Bottom 10 Summary displays the bottom ten values for a total item from the application database.
- Last 10 Records displays the last 10 records added to the main application database.
- Last Activities only applicable for selected applications this option displays the last 10 transactions added.

Identifier 1/2 – only applicable for the Top/Bottom 10 Individual options select items to be displayed as required.

Value Item – applicable for the Individual / Summary option select the item to sort against.

Summary Item – only applicable for the Top/Bottom 10 Summary option select the grouping item to process for.

Sel Criteria – applicable for the Individual / Summary options select which of the main application records are to be included in the list / total. Leave blank for all.

Bar Chart – applicable for the Individual / Summary options select if the list is to be displayed as a bar chart instead.

Notes

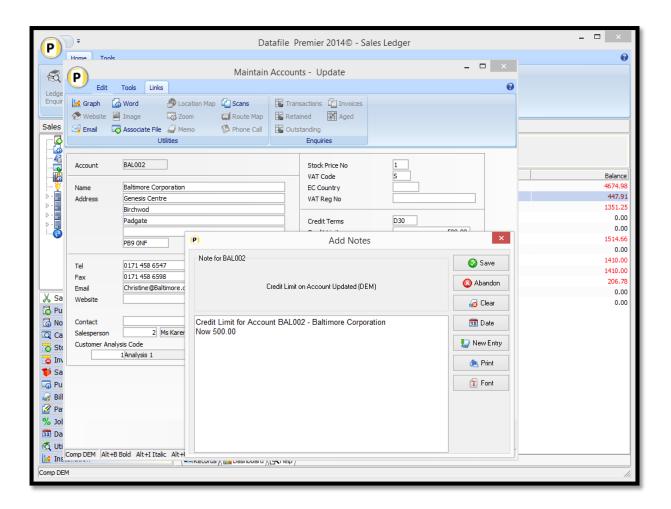
The Landing Page definition / configuration settings are held in the file DFPANEL.??? (replacing ??? with the company id)

Business Alerts – Trigger on Change of Value

The Business Alerts function allows you to trigger an email or add a note when selection criteria first becomes 'true'. Every time a database record is updated the system compares whether the selection criteria is met 'now' but wasn't before the update and triggers an alert – where the criteria is 'met' before and after the database record is updated then no alert is triggered. This allows you, for example, to trigger an alert when a customer's account balance exceeds their credit limit, or a new order or credit transaction is raised.

A new feature has been added to the Business Alerts functionality to trigger an alert on a change of value – in this way you could, for example, trigger an alert where the credit limit for an account is altered or when an order over a set value has its value amended further.

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Installation

Database Restructure

Alerts are defined within the Database Restructure tools – either via the Application Manager, Datafile Database Manager or ProFiler Application Generation options. Whilst the data item list is displayed you can press the <F5> function key to access the Database INI settings and from there select the Alerts function.

P			[Database	e Alerts			_ □	×
Edit	Tools								0
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24 25					▼				
Action	📀 <u>O</u> k 🚫 <u>A</u> bandor	١							
F5-Insert F6-De	elete Comp DEM								_//,

The key setting for triggering an alert on change of value is within the selection criteria.

P		Selection Criteria		-			
Edit Tools	F4-Select F5-Insert Line	F6-Delete F7-Original Line DB Actions		 % Calculator			
Database Alert 1 - Credit Limit Changed Data-Item Selection CR-LIMIT ACCOUNT equal C CR-LIMIT CR-LIMI		Value Value \$18 \$1 Value \$1 Value \$1 Value \$1 Value \$1 Value \$1 Value \$1 Value \$1 Value \$1 Value \$1		Compulsory Y Y			
Ok Q View F4-Select F5-Insert F6-Delete Comp DEM							

To detect a change in credit limit, or another item, you reference the same item as both the data item <u>and</u> the value check item with a 'not equal' selection type. Note, if you select a data item the value is updated as \$nnn where nnn is the appropriate data item number.

Where the same data item is both the data item to check and the value to check the system identifies this as a before/after comparison. You can still use the likes of BALANCE greater than CREDIT-LIMIT as a check – because these are different items the system is comparing the 'after' values.

New Records

By default just adding the criteria of 'Credit Limit not equal Credit Limit' the system would also trigger an alert when adding an account record. This is blocked on the example above by adding a second line of criteria 'Account Code equals Account Code' which wouldn't be true when adding a new account.

Business Alerts – Update Data Item

The Business Alerts function allows you to trigger an email or add a note when selection criteria first becomes 'true'. Every time a database record is updated the system compares whether the

selection criteria is met 'now' but wasn't before the update and triggers an alert – where the criteria is 'met' before and after the database record is updated then no alert is triggered. This allows you, for example, to trigger an alert when a customer's account balance exceeds their credit limit, or a new order or credit transaction is raised.

A new feature has been added to the Business Alerts functionality to allow for the update of a data item on the Database Record with a set value. This allows you, for example, to update a data item on the stock record with 'OUT OF STOCK' when physical is 0 or negative, or with 'BELOW MINIMUM' etc.

P + Tools		Data	afile Premier 2014©)			×
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Stock Control	Stock File						
Stock Records	Line Stards	Update Stock Stk Activity S			No. of the second secon		
P Reports	Stock-Code	Description	Iss-Unit	Physical	Reserved	On-Order	Free-Stock Stock-Level
Stock Enquiry	CH0167	Dining Chair - teak/dralon		35.00	37.00	58.00	56.00 OK
	CH0168	Carver-teak/dralon	EACH	24.00	52.00	70.00	42.00 OK
Stock Take	CH0169	Clark's Patent Leather	PAIR	15.00	3.00	0.00	12.00 OK
Period End Options	CH0170	Teak Chair Frame		33.00	18.00	0.00	15.00 OK
👩 System Status	CH0171	Leather Cushion Pad		34.00	18.00	0.00	16.00 OK
	CH0172	Display cabinet-teak 6x4	EACH	8.00	8.00	10.00	10.00 OK
	CH0173	Oval dining table-teak	EACH	6.00	16.00	10.00	0.00 OK
	CH0174	Dining suite	EACH	8.00	0.00	7.00	15.00 BELOW MINIMUM
	DI0167	Dining Chair - teak/dralon	EACH	4.00	0.00	0.00	4.00 BELOW MINIMUM
	DT0167	Dining Chair - teak/dralon	EACH	0.00	0.00	0.00	0.00 OUT OF STOCK
	SU0167	Dining Chair - teak/dralon	EACH	0.00	0.00	0.00	0.00 OUT OF STOCK
Sales Ledger	YE0167	Dining Chair - teak/dralon	EACH	13.00	0.00	0.00	13.00 OK
Purchase Ledger	YE0168	Carver-teak/dralon	EACH	50.00	0.00	0.00	50.00 OK
🕽 Nominal Ledger	YE0169	Clark's Patent Leather	PAIR	65.00	0.00	0.00	65.00 OK
Cashbook							
Stock Control							
Invoicer							
Sales Order Processing							
Purchase Order Processing							
Bill of Materials							
Payroll							
Job Costing							
-							
Database Systems	_						
🖞 Utility Programs							
🕯 Installation	AllPecorde	🛃 Dashboard 🖉 Help /					

Other uses for this facility might include a delivery status text on sales or purchase orders – i.e. AWAITING DELIVERY, PART-DELIVERED, DELIVERED.

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Installation

Database Restructure

Business Alerts are defined within the Database Restructure tools – either via the Application Manager, Datafile Database Manager or ProFiler Application Generation options. Whilst the data item list is displayed you can press the <F5> function key to access the Database INI settings and from there select the Alerts function.

P	Database Alerts	_ 🗆 🗙
Edit Tools		Θ
Cut Copy Name +Address Copy Copy Name +Address + Copy Copy Screen Clipboard	ert F6-Delete F7-Original F8-Zoom F9-Memo	 Calculator A Help Manual Calendar A Help Notes Word List Utilities
	Action Update Item	
1 Out of Stock 2 Below Minimum Stock	Update Item	
3 Stock Levels OK	Update Item	
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5		
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Action 🗐 📀 Ok 🔇 Abandon		
F5-Insert F6-Delete Comp DEM		h.

A new action has been allowed within the Business Alerts functionality to 'Update Item'

After entering the title for the Alert you then define the selection criteria under which the alert is to be triggered.

		Selection	Criteria				×
Edit Tools Edit Tools Cut Copy Name +Address Copy Copy Name +Address + Paste Copy Screen Clipboard	F4-Select F5-Inser Line	F6-Delete Line Actio	F7-Original F8-Zoo DB	پ ۳ F9-Memo	🗊 Calendar 📑 Word List	增 Help Manual 省 Help Notes bilities	
Database Alert 1 - Out of Stock Data-Item Selection PHYSICAL less or ex NON-STOCK not equa <lul></lul>	qual	Value Value Value Y Y Value			Compulsory Y Y		
Ok Qk Q Cancel F4-Select F5-Insert F6-Delete Comp DEM							

After defining the criteria you select the action type as 'Update Item' and you are then asked for the item to update and the value to update with when the selection criteria is met.

P Edit Tools		Update Item				×		
Cut Copy Name + Address Copy Copy Name + Address + Paste Copy Screen	F4-Select F5-Insert Line	F6-Delete F7-Original DB	F8-Zoom F9-Memo		编 Help Manual 编 Help Notes			
Clipboard		Actions		Ut	ilities			
Item-No STOCK-LEVEL								
Qk ∑ Abandon F4-Select Comp DEM								

You need to define a separate alert for each update value. In this example we have three values for the stock level – OUT OF STOCK, BELOW MINIMUM and OK.

Existing Records

The 'Update Item' action works on the same principal as the other alerts – being triggered after a database update where the criteria is met after the change but not before.

This means that when defining an 'Update Item' for the first time no values will be set for the existing records. You will need to use either Datafiler or ProFiler Global Update tools to set values for existing records.

Selection Criteria against Date Items

Within data entry a series of shortcut keys are available for use in date entry. Keys allowed include:

- T Updates with today's date
- M Updates with date for start of current month
- H Updates with date for end of current month
- Y Updates with date for start of current year
- R Updates with date for end of current year

The new facility allows you to define within selection criteria – either the saved selection criteria options or the default selection criteria options – these same shortcut keys as the value item. This allows you to pre-set criteria and not require the user to update dates each time the report is run.

P	Selection Criteria	- • ×
Edit Tools		0
Cut Copy Name + Address Copy Copy Name + Address Paste Copy Screen Clipboard		% Calculator ♣ Help Manual Image: Calendar ♣ Help Notes Image: Word List Utilities
Data-Item Select	Number of Records in the Database 0	Compulsory
DATE-INPUT equal		Y
I ▼		
▼		
■		
•		
F4-Select F5-Insert F6-Delete Comp	Ok Q View Qancel	

Within the value input against the required data item if you use the shortcut key – prefixed with \$ sign – when running the report the system will replace the value with the appropriate date. Note that, if the criteria is displayed for the user, the system will display the \$T or \$M value.

Selection Criteria – Range 'Value' Input

When entering selection criteria the Range type prompts for a 'from/to' value but allowed a maximum input of ten characters in each input this has now been increased to sixteen characters.

P				Selectio	n Criteria				- =	х
-	iome Tools	Edit Links								0
Enquiry	💷 Calendar	Price Checker i Discount Matrix Supplier Matrix				 About Company Pause System Change Printer 	Spooled Reports	Post Messages Mess	Collect Messages aging	
Data-Iten STOCK		Selection Type range range r			P R	ange From <u>1234567890</u> To <u>1234567890</u>				
			Qk	• • <u>v</u>	jew	ect Comp DEM				

Sales and Purchase Ledger

Real-Time Updating to the Nominal Ledger

The Sales and Purchase Ledgers update to the Nominal Ledger on a batch basis, updating at a minimum on period end though it can be run as often as required. This new facility - supported in the Sales and Purchase Ledgers, Invoicer and Sales and Purchase Order Processing applications – allows for the Nominal ledger to be updated on a real-time basis updating the nominal ledger at the same time transactions are written to the sales / purchase ledgers.

Installation

System Profiles

A new parameter has been added to screen 1 of the Sales and Purchase System Profiles to update the nominal ledger in real-time. To update select **Installation** from the main menu followed by **Application Manager** and then **System Profiles** before selecting the **Sales Ledger** or **Purchase Ledger** as required.

P	Sales Ledger Options (1 of 5))	- 🗆 ×
Edit Tools			0
Cut Copy Name +Address Copy Copy Name +Address + C Copy Paste Copy Screen	F4-Select F5-Insert F6-Delete F7-Option F8-Zo Line Line	oom F9-Memo	Help Notes
Clipboard	Actions	Utili	ties
Ar Updat Li Num All For De Use pe	tter Opening Balance transactions ? Are all accounts open-item ? Linked to the Nominal Ledger ? Monthly aged analysis required ? Aged analysis periods ? aged analysis periods ? aged analysis normally by due-date ? e saved aged analysis on receipts ? nk to Stock/Product (S/P) or blank ? If Stock Link - Update Stock Files ? If Stock Link - Update Stock Files ? Enter "Sett-disc" on transactions ? Check account credit limits ? Check account credit limits ? Ignore credit check if limit zero ? fault date to within current period ? mixed current/forward allocations ?	Real-Time updating ?	
Action DEM	Opt-4 Opt-5 Save Save		Ose

Real-Time updating – set to enable real-time updating of the nominal ledger. When set an additional parameter screen is displayed that allows additional configuration settings.

0	Real-Ti	me Update – 🗖 🗙
	Nominal Ledger company to update	Exclude Payments ?
Action	Copy from SL Trans	Copy to NL Trans
Comp DEM		

Nominal Ledger Company to Update – in some configurations you may have multiple Sales or Purchase Ledgers (one per branch for example) updating to the one consolidated Nominal Ledger. If the Nominal Ledger is within the same company as the Sales/Purchase Ledger you can leave this blank, if separate company set the company the Nominal Ledger resides in.

Exclude Payments – when updating in real-time the system writes one nominal journal for each sales / purchase transaction.

For payments this is sometimes not desirable for bank reconciliation purposes. Point of sale payments in the sales ledger often accumulate all the cash and cheque payments for the day, automatic payment procedures in the purchase ledger can require posting of one BACS entry for the payment run as a whole.

Setting this option excludes payments from the real-time updating processes allowing the batch processes to continue to be run for these items.

Copy from Sales/Purchase Transaction to Nominal Transactions – these options allow for the definition of copy items between the sales/purchase transactions and the nominal transactions.

Copy items you may want to define include:

Nominal
ORIG-DATE
MEMO-A/C
REFERENCE
DESCRIPTION

Period End

When following the period end procedures you may still be required to run the Nominal Ledger batch update process if checks at period end identify that some transactions have not been updated to the nominal ledger.

This may be because you have set to exclude payments from real-time updating or you are using one of the applications that currently do not support real-time updating (Batch Updates, Invoice Costing, Invoice Generator) or if using ProFiler to generate sales invoices.

Sales / Purchase Order Processing

Accumulate Order Values to Account per Order Status

When you add and update orders the system can be configured to maintain a value on the equivalent sales or purchase account for the value of active and forward orders. This facility has now been extended to account for the accumulation of values for on hold or quote status orders.

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CRM		Utilities		Actions					
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I Purchase Account								1070.00	
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🕒 Works Order									
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Change Company			_		-				
F4-Select F9-Memo Comp DEM PgUp PgDn fo	or Details								

As you add and update orders the system will update the appropriate value on the account based on the order status. As the order status changes the value is deducted from one status accumulation value and added (if appropriate) to another. As with the existing options the value accumulated is the difference between the order value and the invoiced value on the Order Header.

Note

Sales Order Processing has the facility to include outstanding orders in credit limit checks – this option only included, and continues to only include, active orders in the check.

Installation

Database Changes

New items are required on the Sales/Purchase account file for this new feature. To add this new item select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the **Sales Ledger** or **Purchase Ledger** application. Elect to update the **Live Files** and then select the **Sales/Purchase Accounts File**. The existing data items are then displayed on screen, scroll-down to the next available blank entries and create the following items:

Item	Туре	Description
QUO-ORD-VALUE	K,L	Holds values of 'Q-Quote' status orders
HLD-ORD-VALUE	K,L	Holds values of 'H-Hold' status orders.

NB: Whilst you are likely to have the value of the Active Orders (usually termed SOP-OUTSTAND or POP-OUTSTAND) already you are less likely to have the value for Forward Orders so you may want to add this at the same time.

To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

Once the additional items have been recorded press the <ESC> key and select the UPDATE button to save the database changes. When prompted respond 'Y' to the prompts to 'Extract Existing Data to New Database Structure' and, if appropriate, 'Copy Table Entries from Old Database to New Database'. Final prompts ask to 'Remove (.OLD) Database' and to 'Carry Out the Same Restructure on the BASE File as well' – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

Database Profiles

The new data items need to be referenced within the Database Profiles. To update these settings select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles**. Choose the **Sales Ledger** or **Purchase Ledger** application as required before selecting the **Account Optional 3** parameter screen.

P		[Database Profiles		-	×
Edit Tools						0
Cut Copy Name +Address Copy Copy Name +Address Paste Copy Screen Clipboard	+	Select F5-Insert	F6-Delete F7-Option F8-Zoom F9-Mem Line	📴 Ca	alculator 🦨 Help M alendar 🦨 Help N ord List Utilities	
Account Optional 3		List of Data	a Items			
Allocation Letter	60	Item No	Item Name	Туре	Size 🔺	
Alloc in Progress	0	1	ACCOUNT	X	10	
First Job record	0	2	NAME	X	30	
Last Job record	0	3	ADD1	х	30	
Retain Inv-doc days	0	4	ADD2	х	30	
Delete at Year end	64	5	ADD3	х	30	
Trade Account	0	6	ADD4	х	30	
Memo Reference	65	7	POST-CODE	х	8	
Discount Group	0	8	TELEPHONE	х	20	
EC Country	84	9	COMMENT	х	25	
EC Tax Reg	85	10	BAL-BF	L	14	
Due-Date DofWeek	0	11	BALANCE	L	14	
-,	141	12	UNALLOCATED	L	14	
	142	13	OPEN-ITEM	?	1	
	143 ?	14	FIRST-TX	Y	6	
O/s Orders: Hold	144		1			
				Save	😢 Abandon	
F4-Select Comp DEM Data item types	allowed a	are: KL (Curre	ntly selected item is: QUO-ORD-VALUE			

On the left of the screen are the prompts for **O/S Orders** for each appropriate status – against this item reference the data item number of the equivalent item created above, <F4-Select> is available if required.

Controls & Audit Manager

The Controls & Audit Manager options for Sales and Purchase Order Processing include the facility to recalculate the account outstanding values. These options have been extended to support the additional accumulation items and can be actioned to accumulate for the new status values. To run select **Installation** from the main menu followed by **Controls & Audit Manager**. Select the **Sales Order Processing** or **Purchase Order Processing** application as required before selecting the option to **Reset Account Outstanding Values**.

Copy Discount / Supplier Matrix Items to Order Details

When entering sales or purchase order details the system can be set so that it overrides the usual price or sets a discount rate based on an entry from the discount matrix. This option allows you to

copy up to ten items from the matrix entry to the order detail for later review. You may for example want to copy the matrix code, price and discount for later comparison to see if operators have given additional discount over what was defined.

Installation

Application User Facilities

A new option has been added to the Optional Features for Order Processing to allow the definition of copy items. To update select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the required Order Processing application and then select **Enter / Amend Orders** followed by **Advanced Input Facilities** and **Optional Features** before moving to screen 4.

Optional Features (4/4) – – ×
Edit Tools
Cut Image: Copy Name + Address Image: Copy Name + Address + Copy Copy Name + Address + Paste Copy Screen Clipboard F4-Select F5-Insert F6-Delete F7-Option F8-Zoom F9-Memo Une Line Line Utilities
Pick up single batch cost for detail ? Ource Order detail item for price-by method ? Only if date-range price ? Default price-by code when adding ? Only if date-range price ? Prevent changes to header once complete ? Default matrix to Cancel ? Reset discount-% on change of stock ? Default matrix to Cancel ? Ignore records on F4 Stock lookup ? Allow option to view all ? Flag detail for works AND purchase order ? INV? Keep FIFO last document entries DET ACK? V Default item for update matrix records ? INV? Detail item for update matrix records ? V Copy price from SOD item (on change) ? V Auto insert delimiter in stock fmt ? Order No is Account-Code/Sequence ? Default hdr desc for sales trans ? Order No is Account-Code/Sequence ? First Scr Lookup is cust/stk code ? First Scr Lookup is cust/stk code ?
Action <u>Opt-1</u> <u>Opt-2</u> Qpt-1 <u>Opt-3</u> Qpt-1 <u>Opt-3</u> Qpt-1 <u>Opt-3</u> <u>Opt-4</u> <u>R</u> Save <u>Qpt-3</u> <u>Qpt-4</u> <u>R</u> Save <u>Qpt-3</u> <u>Qpt-4</u> <u>Qpt-3</u> <u>Qpt-4</u> <u>Qpt-3</u> <u>Qpt-4</u> <u>Qpt-3</u> <u>Qpt-3</u> <u>Qpt-4</u> <u>Qpt-3</u>
, • , /

Copy Matrix to Order Detail – setting this option displays an additional parameter screen that allows the definition of up to ten copy items from the matrix to the order detail.

Allow Part Deliveries by Order (SOP Only)

Selected Customers may prefer to receive their order in one go, others are happy to receive orders in part-shipments with the potential extra delivery charges that may incur. This new feature allows you to control on an order-by-order basis whether the order can be part delivered on an order and/or line basis.

P	New/Amend Orders –	x
Home Tools Edit	t Links	0
Ledger	Price Checker Image: Databases Image: Reports Image: Databases Image: Reports Image: Databases Image: Databases <thimage: databases<="" th=""> Image: Databases <</thimage:>	
Order No 000010	Customer BAL001 Baldwin Industries plc	
Date Added 31/	/01/14 Additional Notes	
Order Status A	A-Active, Q-Quote, H-Hold	
Sales/Stock Transaction Descrip Din	bion	
Credit Order Customer Ref Date Required	Allow Part Shipment - Order Y - Line	
Contact 000 Email To N Mrs M Greenwood	0001	
@ sales@baldwin.co.uk		
Action 🗐 📑 Save 🌘	Abandon Oose	•
Comp DEM		

Allow Part Shipment of Order – if set then an order can be processed on a part-shipment basis allowing selected lines to be processed.

Allow Part Shipment of Lines – if set to allow part shipment of an order as a whole this supplementary option controls whether individual lines can be part-processed.

During document processing, if the document configured to apply checks (typically the Delivery Note but optionally the Invoice if using combined Delivery/Invoice document) then if the action quantity set so that a line is not fully processed then the system will warn and prevent processing. This will occur if the operator manually reduces the action quantity or if the quantity is reduced due to physical stock checks.

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1	P					Delivery Notes				х		
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	Ledge		Calendar	🙀 Discount Matrix	🔄 Database Plus	🗔 Tables	🗿 Pause System	Spooled	Post Collect			
Sales	Enquir		Word List	🙀 Supplier Matrix		🗹 Multi-Task	🐻 Change Printer	Reports	Messages Messages			
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	Order-			000009				Entrie	es selected 0			
	Accourt				win Industries plc		Sub	-total			r-Value	Invoice-Value
	Date			31/01/14				Tax			742.95	0.00
	Docum	ent No.		000007				Total			794.93 989.96	0.00
Þ -											179.98	0.00
- 6	0									x	742.95	742.95
	(P)	_				Details					766.93	0.00
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	5	%	Calculator	Price Checker	🔠 Databases	Reports	🛞 About Company	8	2 🖉		1140.00 1289.07	1140.00 1289.07
	Ledge	r	Calendar	🙀 Discount Matrix	🔄 Database Plus	🗔 Tables	🗿 Pause System	Spooled	Post Collect		200.07	1205.07
💷 Sa	Enquir		Word List	🙀 Supplier Matrix		🗹 Multi-Task	🐻 Change Printer	Reports	Messages Messages			
& Pu					Utilities				Messaging			
a No	Ent S	tock-Cod	e De	escription				Quantity	Action-Qty			
🚨 Ca	1 0	H0167		Dining chair-teak/dralor	1			4.00	3			
👶 Ste	2 C	H0168		Carver-teak/dralon				2.00	2.00			
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🖉 Sa												
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Jol Da					Part Quantities	not allowed - Ab	andon this Order ?					
Da						7						
🦺 Ins					<u></u> [] №		Yes 📀					

Notes

Optionally you could set a 'Part Ship' flag on the Account Record and use Database Profile copy items to automatically set the flags on the Order Header record.

Similarly whilst the option is available to control separately whether you allow partshipment of an order and then a line, if a customer either allows part-shipment or they don't you could have one flag item referenced against both checks.

Where part-ship is allowed the system will override the option on screen 12a of the Document Parameters to reject the document if any line fails the physical stock check.

This option is not applicable for multiple order documents.

Installation

Database Changes

Changes are required to the Sales Order Header file. To add these items select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales Order Processing application. Elect to update the **Live Files** and then select the **Sales Order Header** file. The existing data items are then displayed on screen, scroll-down to the next available blank entries and create the following items:

Item Name	Туре	Description
PART-SHIP-ORD	?	Flag to Allow Part Shipment of Order
PART-SHIP-LNE	?	Flag to Allow Part Shipment of Order Line. If customer either
		allows part-shipment or doesn't then you can omit this item.

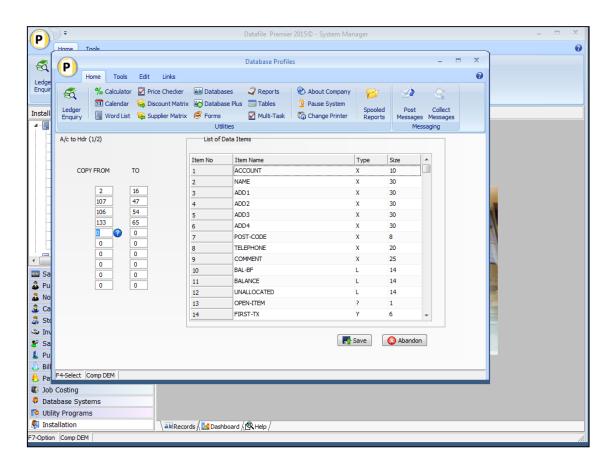
To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

Once the required items have been recorded press the <ESC> key and select the UPDATE button to save the database changes. When prompted respond 'Y' to the prompts to 'Extract Existing Data to New Database Structure' and, if appropriate, 'Copy Table Entries from Old Database to New Database'. Final prompts ask to 'Remove (.OLD) Database' and to 'Carry Out the Same Restructure on the BASE File as well' – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

If you wish to set a default on the Customer record to allow part-shipment then you can repeat the above against the Sales Ledger Accounts file.

Database Profiles

If setting a default on the Customer record then you will need to define a copy item from the Account to the Order Header for this flag. To update these settings select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles**. Choose the **Sales Order Processing** application before selecting the **Acc to Hdr** parameter screen.



Copy From / To – reference the flag items created on the Sales Ledger Account and Sales Order Header record as a matching pair.

Application Screen Layouts

The Part Shipment flags will need to be added to the Sales Order Entry screen. To update the screen layout users can select the **Installation** option from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Sales Order Processing** application before selecting the **Enter/Amend Orders** option and then **Enter New Order Header**.

P		Datafile Premier 2015 🛛 - System Manager 🛛 🗕 📼 🕱
\square	Home	Took
- 🕰	P	Order Entry – 🗖 🗙
Ledge		Home Tools Edit Links
Enquir	3	P New Order Header Screen – – ×
	Ledge	Home Tools Edit Design
Install	Enquir	🚫 😥 Db-Restructure 🗔 Border 42 Sequence
		Save Abandon
	Enter Ne	File Tools
	Amend (
	Create I	Order No 000001 Customer KAR001 Karl's Electrical Supplies
	Create I	
	Maintain	Date Added 26/01/14 Additional Notes
	Advance	
	Batch O Steel Fe	Order Status C A-Active, Q-Quote, H-Hold
	Stock As	Sales/Stock Transaction Description
•	Link to J	Showroom sale
🔤 Sa	Point Of	Credit Order Allow Part Shipment
🕹 Pu 🍰 No	Services	Customer Ref
👗 No 🚨 Ca	Authoris	Date Required 31/01/14
🗸 Ste	Definabl	Contact 000000
🕸 Inv	Definabl	Email To
🔗 Sa		
💄 Pu	Comp DE	
A Pay		SALES ORDER HEADER FILE (066) PART-SHIP-ORD C56,L13 C57,L13 Text Overtype
		F4-Data Item Comp DEM
	abase Sy	
1.001	ity Progra	ms
Comp DE		

Screen Design is in the usual manner - To insert text labels such as 'Allow Part Shipment' use the mouse to position the cursor where required and then type the required text. To insert the data items position the cursor where required and press the <F4-Select> key and choose the data item required. Set whether items are view-only, mandatory or require uppercase input as required. Once the layout is complete choose File and then Save & Exit.

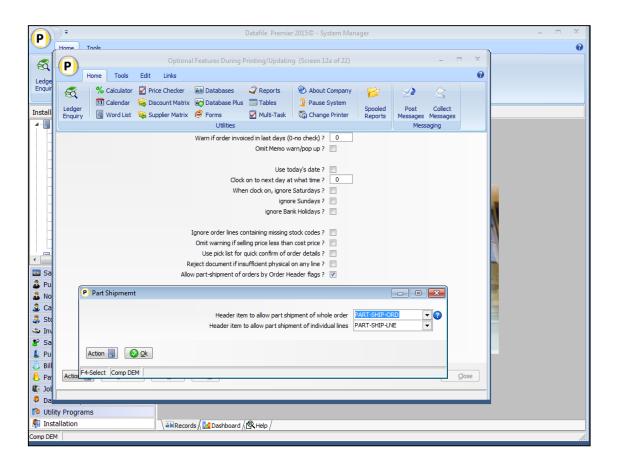
If copying the flag from the Customer Record then you will need to repeat the process for the Customer maintenance screen.

Document Design Manager

To configure the document select **Installation** from the main menu, followed by **Application Manager** and then **Document Design Manager** before selecting **Sales Order Documents** and the required document category.

The system will list the available documents – enter the number of the document to update in the prompt at the bottom of the screen and the document mask will be displayed.

From the ribbon choose the **Parameters** option and then select the ACTION button to move to screen **12** – **Optional Features During 'Invoicing'** before selecting NEXT to move to screen 12A.



Allow Part Shipment of Orders by Order Header Flags – set to allow part-shipment control. When set a pop-up form will appear to allow reference of the flag items.

Header Item to Allow Part Shipment of Whole Order Header Item to Allow Part Shipment of Individual Lines

Reference the header data items created earlier here, if using one flag to allow part-shipment reference the same item against both prompts.

Staged Payment Schedule (SOP Only)

Sales Order Processing generates each invoice with a single payment due date, this feature allows SOP Invoice production to generate an invoice with a payment schedule recorded against it – splitting the invoice over a range of 1-9 payments.

During order entry you can set the number of payments an invoice is to be split over (leaving as 0 for standard invoice production). The credit terms recorded against the sales order being used to determine the frequency the payments are required – i.e. D30 means that payment is due every 30 days, M125 meaning that the first payment is due on the 25th of next month and then the 25th of each following month for the remaining payments.

P				- = X
P	Home Tools			0
5	P New/Amend Orders	×		
Ledge	Home Tools Edit Links	0		
Sales	Image: Second Displaying Collection of the second displaying collection			
	Order No 000012 Customer BAL001 Baldwin Industries plc			
			/alue 0.00	Invoice-Value 0.00
▶ - 📕	Date Added 31/01/14 Additional Notes		12.95	0.00
⊳-			94.93	0.00
	Order Status A A-Active, Q-Quote, H-Hold		39.96	0.00
			79.98	0.00
	Sales/Stock Transaction Description		12.95 56.93	742.95 0.00
	Dining Suite		6.93	0.00
			10.00	1140.00
	Credit Order Allow Part Shipment		39.07	1289.07
	Customer Ref - Order N			
🔤 Sa 🍰 Pu	Date Required - Line N			
🕹 Pu	Contact 000001 No Payments			
🚨 Ca	Email To Credit Terms D30			
🚴 Ste	N Mrs M Greenwood			
🔹 Inv	@ sales@baldwin.co.uk			
🖉 Sa				
L Pu				
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Par				
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🥼 Inst				
Comp DEM	1			1.

The remainder of the order entry processes continues as before.

The payment schedule can be included on any document and is printed in the footer section after the final detail within the document.

NVOI Baldwin Indust Unit 5, Light In Stopgate Lane Aintree, Liverp Merseyside L9 6PY	ries plc d. Estate		Windgate Windgate Tarleton Lancashir PR4 6JF Tel: 0845 Fax: 0845	e 643 2766 643 2624 gistration No	tration Lim	Iteo
Account	Invoice Date	Invoice No	c	Order No	Your Ref	
BAL001	31/01/2014	000019		000010		
Code	Description		Quantity	Price	Value	Та
CH0167	Dining Chair - teak/dral	on	4.00	87.99	351.96	s
CH0168	Carver-teak/dralon		2.00	90.00	180.00	s
CH0173	Oval dining table-teak		1.00	210.99	210.99	s
Code Rate	Goods Amnt	Tax Amnt				<u> </u>
S 20.00	742.95	148.59	Go	ods Total	742.95	
Payment Schedu			V.4	А.Т.	148.59	
No Payment [1/3 02/03/14 2/3 01/04/14	297.18		То	tal Invoice Value	891.54	
	297.18					

On update to the sales ledger additional transactions are generated to record the payment due dates for each split of the invoice. The standard invoice (type 1) and analysis lines (type 9) for each detail are updated but extra transactions are created as follows:

- A Credit Note (Type 3) transaction is written for full value of the invoice. This credit is marked as allocated and flagged to be omitted from the statement. The original invoice transaction is also marked as allocated and flagged to be omitted from the statement.
- An Invoice (Type 1) transaction is created for each entry on the payment schedule. Each of these invoices records a separate due date to correspond to the schedule and the transaction description is appended with '(1/5)', '(2/5)' etc. to represent the payment stage.

None of the additional transactions are written with a VAT amount (this is recorded on the original invoice) and nor are any analysis lines created for these transactions unless PPD in use (in which case a summary analysis line per VAT code used is recorded).

P							Transactions					- =	
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	tion Filter It Transactions		•	INV IADJ		PAY 🗹 ADJ 📝 No	CRED V EXDF V tes Only	Date From Ref From	000018	To [0000 18]	
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INV	31/01/14	000018	Dining S	Guite (1/3)					297.18		297.18		
CRED	31/01/14	000018	Dining S						-891.54		0.00		
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F7-Order	F9-Memo Comp	DEM											

Database Changes

Changes are required to the Sales Order Header file. To add the item select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales Order Processing application. Elect to update the **Live Files** and then select the **Sales Order Header** file. The existing data items are then displayed on screen, scroll-down to the next available blank entries and create the following items:

Item Name	Туре	Description

NO-PAYMENTS N Holds No of Payments Invoice to be split over.

To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

Once the required items have been recorded press the <ESC> key and select the **UPDATE** button to save the database changes. When prompted respond 'Y' to the prompts to '**Extract Existing Data to New Database Structure**' and, if appropriate, '**Copy Table Entries from Old Database to New** **Database'.** Final prompts ask to '**Remove (.OLD) Database'** and to '**Carry Out the Same Restructure on the BASE File as well'** – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

Application Screen Layouts

The No of Payments item will need to be added to the Sales Order Entry screen. To update the screen layout users can select the **Installation** option from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Sales Order Processing** application before selecting the **Enter/Amend Orders** option and then **Enter New Order Header**.

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8	P	Order Entry – 🗖 🗙	
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	Create f	Order No 000001 Customer KAR001 Karl's Electrical Supplies	
	Create I		
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Screen Design is in the usual manner - To insert text labels such as 'Allow Part Shipment' use the mouse to position the cursor where required and then type the required text. To insert the data items position the cursor where required and press the <F4-Select> key and choose the data item required. Set whether items are view-only, mandatory or require uppercase input as required. Once the layout is complete choose File and then Save & Exit.

Application User Facilities

The Payment Schedule entry options are enabled within the SOP Application User Facilities. To update select **Installation** from the main menu followed by **Application Manager** and **Application**

User Facilities. Select the required application followed by **Enter/Amend Orders** and then **Advanced Input Facilities** and **Optional Features**. A new prompt on the second screen 'Allow **Staged Payments**' when set displays a pop-up screen to allow setting of the payment parameters.

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	Ledger	31 Calendar	🧟 Discount N	1atrix 式 Database F	Plus 📃 Tables	🗿 Pause System	Spooled	Post	Collect			
Install	Enquiry	📕 Word List	🙀 Supplier M	atrix 🥩 Forms	🗹 Multi-Task	🐻 Change Printer	Reports	Messages	Messages			
	L		Auto	Utilities				Mess	aging			
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· ·						Apply rounding to First	Payment (oth	ierwise Last)				
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Maximum Number of Staged Payments – set maximum allowed no of payment stages (max allowed is 9).

Order Header Item for Staged Payments – reference the Order Header item that holds the number of payments required per order.

Apply Rounding to First Payment (Otherwise Last) – the invoice total is divided by the number of payments and rounded down to the nearest penny. Any remainder is added to the last payment unless this option set when the remainder will be added to the first payment.

Tax Code to Write to Staged Payment Transactions - the additional transactions this feature creates are not VAT analysed (VAT being due against the original invoice). For reporting purposes you may wish to set a VAT code to be recorded against the extra Type 1/3 transactions.

Analysis Code to Write to Staged Payment Transactions - the analysis code on the main invoice and nominal analysis lines are updated as normal but for the extra transactions you can set another

analysis code if required for reporting purposes (note the extra credit/invoice transactions in effect cancel each other out).

Document Design Manager

To configure the document select **Installation** from the main menu, followed by **Application Manager** and then **Document Design Manager** before selecting **Sales Order Documents** and the required document category.

The system will list the available documents – enter the number of the document to update in the prompt at the bottom of the screen and the document mask will be displayed.

From the ribbon choose the **Parameters** option and then select the ACTION button to move to screen **13 – Tax / Payment Analysis Tables**.

Tax / Payment Analysis Table (Screen 13 of 22) – 🗖 🗙	- = X
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Home Tools Edit Links	
🥰 % Calculator 🗹 Price Checker 📾 Databases 🧳 Reports 🛞 About Company 📂 🕺	
Ledger Discount Matrix 🐼 Database Plus 🔤 Tables 🔮 Pause System Spooled Post Collect	
Enquiry 🗒 Word List 🙀 Supplier Matrix 🤗 Forms 🗹 Multi-Task 🖏 Change Printer Reports Messages Messages	
Utilities Messaging	
Print tax analysis summary table ? 📝	
Starting line number ? 57 OR Print analysis across page	
Column for Tax code ? 5 (still set cols on the left) ?	
Goods amount (before dec)? 18 Line number for Tax Code ? 0 (after dec)? 25 Tax Rate ? 0	
(after dec) ? 37	
Reverse Tax amount (before dec) ? 0	
(after dec)? 0 Title Payment Schedule	
Print at Line 61	
Prompt for multiple payment analysis ?	
Set any surcharge to additional ant ?	
Print the multiple payment analysis ? Print Line for headings 62	
Print Payment table starting on line ? 0 Start Line for entries 63	
col for pay name ? 0	
col for pay amt ? 0 Column Heading and Pri	
Payment Schedule 3 No Due Date 7 Payment Due	3
Process for Staged Payments ? V Due Date 7 Payment Due Amount Due 18 Amount Due	19
Discount Amount 0	0
Pay By Date 0	0
Action Previous Next Qk "If paid by" 0	
Text for "fpaid by"	
Database Systems	
Utility Programs Comp DEM	
Installation	

Process for Staged Payments – set to print the payment schedule, and if Invoice document, process the payment schedule when updating the Sales Ledger. When set a pop-up form allows additional parameters.

Note

It is generally more straight-forward to set the print titles within the parameters but to position the print items from the document mask – as such on initial set-up leave line/column inputs as 0 to define from the mask. You can then position the print items for the Payment Schedule from the Document Mask. When adding a data item select the 'Staged Payments Table' category.

Title – set the title to be printed for the Payment Schedule.

Print at Line / Column – line / column position to print the title.

Print Line for Headings – line position to print the payment schedule headings.

Start Line for Entries – line position to begin printing the payment breakdown

Payment Schedule (Column, Text and Text Column) – set the column number to print the payment schedule number X/Y (where X is payment number, Y is total no of payments), enter any text to print as column heading for the payment schedule and the column at which this is to print.

Due Date (Column, Text and Text Column) – set the column number to print the due date of the payment schedule, enter any text to print as the column heading for the due date and the column at which this heading is to print.

Amount Due (Column, Text and Text Column) – set the column number to print the amount due for the payment schedule, enter any text to print as the column heading and the column at which the heading is to print.

Discount Amount (Column, Text and Text Column) – set the column number to print any available settlement discount, enter text to print as the column heading and the column at which the heading is to print.

Pay by Date (Column, Text and Text Column) – set the column number for the settlement due date, enter text to print as the column heading and the column at which the heading is to print.

"If Paid By" (Column, Text) – set the column and text label to print the 'If Paid By' text. This allows you a text description between the amount due and settlement details.

Note

This feature would not be applied to a credit note document. If a staged payment invoice needs to be credited it will be credited in full (and you would allocate the single credit against the separate invoices). If you wish to credit a stage of the invoice a new credit order must be added.

If used on a 'multiple order' invoice document then the number of payments / credit terms are taken from the <u>first</u> order processed.

Settlement Terms are processed in the same manner as Credit Terms. If use D15 then the first payment discount expires 15 days after the original invoice date, the second payment 15 days on from there and so on. If use monthly terms such as M115 then it's the 15th date of each month.

The Payment Schedule will only print if no of payments set to non-zero value on the order.

Change Stock Location during Document Processing

This option allows, during Delivery Note or Goods Received processing, to change the stock location that the order line is recorded against and thus issuing / receiving stock from / to another location.

Subject to authority levels when processing a document that updates Stock the <F5> function key is available to change the stock location.

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8	P				Delivery Notes				x		
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	Account-C Date Document		BAL001 Bald 31/01/14 000006	win Industries plc		Sub	Tax Total			r-Value 5471.82 742.95 794.93 989.96	Invoice-Value 0.00 0.00 0.00 0.00
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Sa Sa	Enquiry	% Calculator	🔓 Discount Matrix		Reports Tables Multi-Task	 About Company Pause System Change Printer 	Spooled Reports	Post Collect Messages Messages		766.93 L140.00 L289.07	0.00 0.00 1289.07
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Sa L Pu Bill Par Da Da Par Uti								ange Stock Location Change From Lo To Lo Select Comp PLS	ocation	CH YE	
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Selecting the <F5> action prompts for the location to change to – F4-Select is available as required. Provided the stock code exists in both locations, the system will update the order line to amend the stock location – the outstanding delivery quantity is unreserved against the original location and rereserved against the new location.

Notes

When changing the location within SOP Delivery Notes then, if Order Entry configured to apply checks against physical / free stock, these checks will be applied to the new location before the change in location is allowed. When pre-allocating batches in Order Entry / Picking Notes the Change Location option is not available.

The Stock Location is amended immediately on confirmation if the document is abandoned the change in stock location has still taken place. Stock Reserved / On-Order Transactions will be written where appropriate.

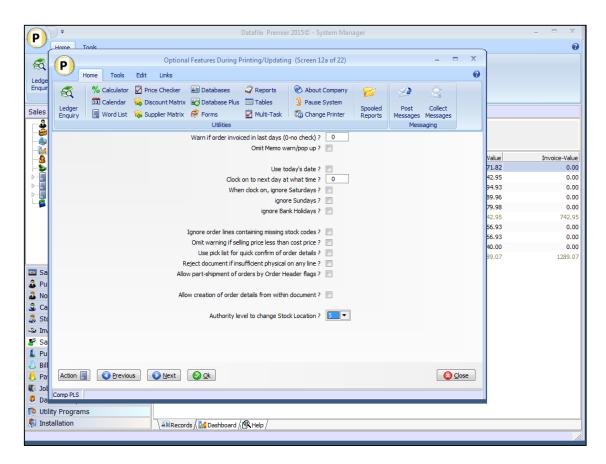
Other than Stock Location (Code) the order detail record remains the same. Description, Price etc. are all as per the original entry.

Document Design Manager

To configure the document sign on as the SYSTEM user, or any user with Installer access rights, and right click on the Delivery Note or Goods Received menu option and select Configure Option. Alternatively select **Installation** from the main menu, followed by **Application Manager** and then **Document Design Manager** before selecting **Sales or Purchase Order Documents** and the required document category.

The system will list the available documents – enter the number of the document to update in the prompt at the bottom of the screen and the document mask will be displayed.

From the ribbon choose the **Parameters** option and then select the ACTION button to move to screen **12** – **Optional Features During 'Invoicing'** before selecting NEXT to move to screen 12A.



Authority Level to Change Stock Location – set the authority level that the operator must match/exceed to be allowed to change location, leave blank to prevent the action. Authority levels are 0-9 where 0 is the highest authority and 9 is the lowest.

Create Order Line within Documents

This feature allows for the addition of new orders details whilst processing documents. Within the document, after confirming all the existing details the operator is prompted 'All Order Details Completed' at this point, if needed, they can press <F7-Option> to create a new order detail record.

Home Tools Edit Links Image: Calculator Price Checker Image: Databases Preports About Company Image: Calculator Image: Calculator<	New Order Detail	- =	X
Ledger Enquiry Word List © Supplier Matrix © Forms © Multi-Task © Change Printer Stock CH 0168 Description Carver-teak/draion Description-2 Order-Qty 1.00 Price-No M Price 90.00 Tax S Nominal			0
Description Carver-teak/dralon Description-2	Ledger Image: Calendar Image: Discount Matrix Image: Calendar Im	Post Collect essages Messages	
	Description Carver-teak/dralon Description-2		

At the stock code input you can press <Select> to look up to the Stock/Product file and, on selection of a stock code, the normal Stock copy items are actioned (both standard items such as Description etc., plus user-defined copy items). If Price-No not included within the items available for input (custom configured) then the price-no recorded on the Order Header is used to obtain the price. After completion of all inputs you are asked to save the detail.

After saving the order detail you may, as configured, be prompted to create another order detail and thus repeat the process. Once all new details have been added you will be prompted for the standard end document processes of confirming additional charges, discounts, etc.

Notes

Order Line creation isn't available against multiple order documents.

Documents that are set to update Stock will not allow selection of a batch/serial tracked stock code.

Database Changes

Changes are optionally required to the Sales and/or Purchase Order Detail Files. Document options allow the ability to flag back to the detail document that it was created within a document. To add these items select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales or Purchase Order Processing application. Elect to update the **Live Files** and then select the **Sales Order Detail** or **Purchase Order Detail** file. The existing data items are then displayed on screen, scroll-down to the next available blank entries and create the following items:

Item Name	Туре	Description
DOC-CREATED	Χ, ?	Flag item to identify the order line as created within a document. If ?-type then system updates as Y, if X-type and 1 character updates with 'A', 'D' or 'I', if X3 then updates with Ann, Dnn or Inn replacing 'nn' with the document number

To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

Once the required items have been recorded press the <ESC> key and select the UPDATE button to save the database changes. When prompted respond 'Y' to the prompts to 'Extract Existing Data to New Database Structure' and, if appropriate, 'Copy Table Entries from Old Database to New Database'. Final prompts ask to 'Remove (.OLD) Database' and to 'Carry Out the Same Restructure on the BASE File as well' – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

Document Design Manager

To configure the document sign on as the SYSTEM user, or any user with Installer access rights, and right click on the document menu option and select Configure Option. Alternatively select **Installation** from the main menu, followed by **Application Manager** and then **Document Design Manager** before selecting **Sales or Purchase Order Documents** and the required document category.

The system will list the available documents – enter the number of the document to update in the prompt at the bottom of the screen and the document mask will be displayed.

From the ribbon choose the **Parameters** option and then select the ACTION button to move to screen **12 – Optional Features During 'Invoicing'** before selecting NEXT to move to screen 12A.

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Install	Enquiry		Word List	🙀 Sup	oplier Matrix	S Forms	🗹 Multi-Task	🐻 Change Printer	Reports	Messages	Messages		
4 -						Utilities				Mes	saging		
						Warn if order inv	oiced in last days ((D-no check) ? 0					
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Allow Creation of Order Details from Within Document – set to allow creation of order details within the document generation process.

P Create New Detail		- • 💌
	New order detail item 1 2 DESCRIPTION 3 DESCRIPTION-2 4 ORDER-QTY	• Ø
	5 PRICE-NO 6 PRICE	
	7 TAX 8 NOMINAL	▼
	9 ANALYSIS 10	▼
	Only allow one new entry to be created	
	Use VAT code from order header (otherwise stock) 🔲	
	Order detail item to flag as created in document	•
Action		
F4-Select Comp PLS		

New Order Detail Item – here, and the next nine prompts, you define which order detail items are to be prompted for when you create a new detail within the document. Although generally user-definable certain items must be included - these are Stock (which must be first input), Quantity and Price. Certain other items, if chosen, may need careful positioning within the ten items – e.g. Price No would be after Stock Code and Quantity but before Price. As a useful guide for the sequence of data items view the fast input definition option within the application manager and follow this sequence.

Only Allow One New Entry to be Created - Select to restrict the addition of new details so that only one detail can be added per document.

Use VAT code from Order Header (Otherwise Stock) - Normally the VAT code on an order detail is determined by the VAT 'type' of the order header controlling which VAT code is updated from Stock. For example, if the Order Header has a UK VAT Code (by default S Z or F) then the standard VAT Code from the stock record is updated, alternately if the Order Header records a EC VAT Code (C or X) then the EC VAT code is updated from stock. This prompt, if selected, overrides this action and always sets the VAT code as the VAT code on the Order Header.

Update Del-Qty for Non-Stock / Free Format Entries – available on Invoice document types only, this option allows the invoice document to update the delivered quantity against a stock item flagged as non-stock or a free-format entry. This allows for the addition of 'delivery charge' style entries and to complete the order line, and the order as a whole after processing (subject to other lines being complete).

Order Detail Item to Flag as Created within Document - This prompt is asking for the data item on the Order Detail file that will be flagged to show the detail was created within the document.

Notes

Foreign Currency systems should reference the FC-Price item.

If document set to Sort Order Details the new items are printed after the existing details regardless of any set sort items.

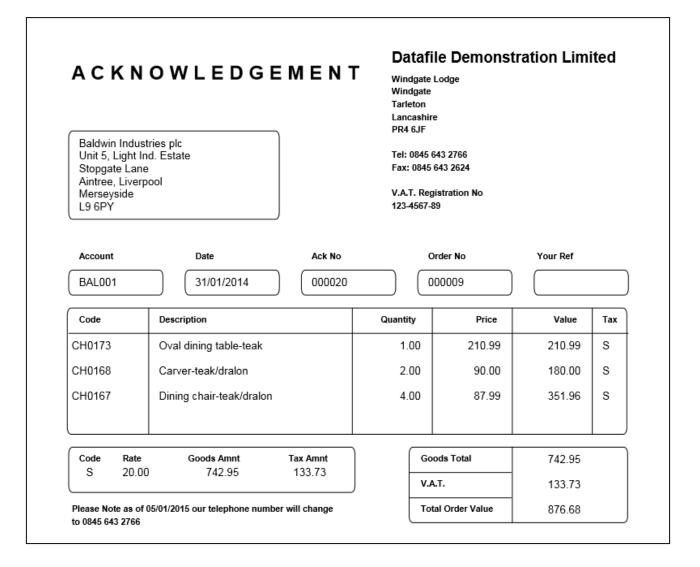
Dunning Messages on Order Processing Documents

Often there is a requirement to include a message on documents issued to customers and suppliers – office hours changes, telephone and address changes, special offer notices and so on.

Currently these messages have to be updated on to the document layout as text items, this feature allows for the document to be updated to include dunning messages as print items. If configured, on document selection, the system will display and subject to authority level settings, allow amendment of the message and save back to the document for next time.

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Review Sa					742.95	0.
Reports Comp PLS					794.93	0.
Utilities	000007	A	BAL001	Baldwin Industries plc	989.96	0
🃁 System Status	000006	Α	BAL001	Baldwin Industries plc	1179.98	0
	000005	С	BAL001	Baldwin Industries plc	742.95	742
	000004	Q	MAR001	Markham Holdings Ltd	766.93	0
	000003	Α	DAT002	Datona Discount Supplies	766.93	0
	000002	Α	DAT001	Dataman Computers	1140.00	0.
	000001	С	KAR001	Karl's Electrical Supplies	1289.07	1289.
Sales Ledger						
Purchase Ledger						
Nominal Ledger						
Cashbook						
Stock Control						
Invoicer						
Sales Order Processing						
Purchase Order Processing						
Bill of Materials						
Bill of Materials Payroll						
Payroll						
Payroll Job Costing						

If allowed to amend confirm required details and select OK to continue, if insufficient authority the message will be displayed for information only.



Document Design Manager

To configure the document sign on as the SYSTEM user, or any user with Installer access rights, and right click on the document menu option and select Configure Option. Alternatively select **Installation** from the main menu, followed by **Application Manager** and then **Document Design Manager** before selecting **Sales or Purchase Order Documents** and the required document category.

The system will list the available documents – enter the number of the document to update in the prompt at the bottom of the screen and the document mask will be displayed.

From the ribbon choose the **Parameters** option and then select the ACTION button to move to screen **6** – **Final Document Totals** before selecting NEXT to move to screen 6B for SOP Documents or 6A for POP Documents.

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		_		• •	Utilities	-			Messaging			
	Text for l	JK Reverse	VAT cha	arge								
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												1.

Text for Dunning Messages – enter, over up to five lines, the required default text for the dunning message.

Line / Column – set the print positions for the dunning message text. Note you can leave these items unset here and set later via the document mask. Adding the Dunning Message lines as Data Items from the Document Totals Category.

Authority Level to Change – set the authority level for the operator to be allowed to change the text at run-time. Authority levels are 0-9 where 0 is highest authority and 9 is the lowest.

Nominal Code as Document Confirm Item

Document processing allows for the definition of up to 12 confirm items from the order line. A common requirement, particularly on Purchase Order Processing, is to confirm the nominal code but whilst the system validates the account code format no <F4-Select> option was available to lookup the nominal, this facility has now been implemented.

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Home Tools Edit Links	
Image: Suppler Variation Image: Variation	
Order-ref 000002 Entries selected 0	
No. Entries 2	2
Account-Code BLA001 J. Black & Partners Sub-total	Credit
Tax Date 31/01/14 Tax	Order-Value Invoice-Value
Document No. 000015 Total	2342.95 0.00
	842.20 0.00
Details - E X	2342.95 0.00
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🗊 Calendar 😼 Discount Matrix 🦛 Database Plus 🔄 Tables 🔱 Pause System	516.11 516.11
Ledger Enquiry 🗒 Word List 🙀 Supplier Matrix 🥩 Forms 💆 Multi-Task 🐻 Change Printer Reports Messages Messages	533.03 0.00
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Ent Stock-Code Description Quantity Action-Qty	1422.84 1422.84
	-
1 CH0173 Oval dining table-teak 6.00 6.00	
2 CH0172 Confirm Details	
COST 123.45	
NOMINAL 150 Q	
F4-Select Comp PLS	
4	
2 Confirm Details COST 123.45 NOMINAL ISS Q F4-Select Comp PLS	

Selecting <F4> will display the nominal codes within the Income (SOP) and Expenditure (POP) ranges as per standard order entry. Codes outside those ranges can be input where known.

Installation

No set-up changes are required to enable this facility over setting up the nominal code as a document confirm item.

Quick Document Detail Pick List

When processing a document manually the system displays ten entries from the order(s) at a time and asks to confirm each action quantity in turn. With a large number of details this can take some time.

This option displays the document details as a single list allowing you to scroll up/down and amend quantities are required, selecting to update when ready. You select the order, confirm document date, account and order details as normal but when displaying the document details the system creates a pick list for the order details.

Enquiry	% Calculator	Supplier Matrix	a 🗔 Tables	About Company Pause System Change Printer	Spooled Reports	Post Collect Messages Messages		
Order-re	¢.	Utilities			l	Messaging		Entries selected
No. Entr		21						
Account	-Code	BLA001				Sub	-total	7296.
Date		31/01/14					Тах	1459.
Docume	nt No.	000005					Total	8755.
Entry	Stock	Description				Oua	ntity	Action-Qty
	CH0167	Dining Chair - teak/dralon					5.00	5.00
2	DI0167	Dining Chair - teak/dralon					5.00	5.00
	DT0167	Dining Chair - teak/dralon					5.00	
ł	SU0167	Dining Chair - teak/dralon					5.00	5.00
	YE0167	Dining Chair - teak/dralon					5.00	0.00
	CH0168	Carver-teak/dralon					5.00	5.00
	YE0168	Carver-teak/dralon					5.00	0.00
	CH0170	Teak Chair Frame					5.00	5.00
)	CH0171	Leather Cushion Pad					6.00	6.00
.0	CH0172	Display cabinet-teak 6x4					7.00	7.00
11	CH0173	Oval dining table-teak					8.00	8.00
12	CH0174	Dining suite					8.00	8.00

The system applies normal default quantities as per document configuration, if all details are OK you can select Update directly or scroll up/down the list to amend quantities as required. Rightclick on column heading will allow a Find Equal / Find Contains search option.

You can edit the action quantity by highlighting the required entry and keying the amended value. If you press <Enter> against an entry the system will move to the next line or, if any confirmation details set, will display the confirm items and line/tax totals as required.

Where there is a manual input / confirmation that is required, or to note where the system has changed the default quantity for processing reasons the system will highlight those lines. Entries may be highlighted if:

- Stock Code is batch tracked on a stock updating document. The system will default the action qty to 0 for these lines. On entry of the action quantity the system will allow the operator to confirm batch details.
- SOP Document is set to only quantity when physically available and the system has overridden the default quantity with the quantity available for issue.
- Usage lock cannot be placed against the stock record as it is exclusively locked elsewhere the system will default the action quantity to 0 on these lines.

When you select UPDATE the system will warn if any highlighted entries have not been accepted / set and prompt if you wish to proceed, otherwise the system will move to the final document processes – delivery charge, overall discount, print and update.

Back Order / Write Off

If the document set to confirm write off on each detail line then any unacknowledged highlighted entries are presumed to leave the detail on back order, if press <Enter> against the entry then the usual write-off / back-order prompt will be displayed for selection if you wish to write off the balance.

Installation

Document Design Manager

To configure the document sign on as the SYSTEM user, or any user with Installer access rights, and right click on the document menu option and select Configure Option. Alternatively select **Installation** from the main menu, followed by **Application Manager** and then **Document Design Manager** before selecting **Sales or Purchase Order Documents** and the required document category.

The system will list the available documents – enter the number of the document to update in the prompt at the bottom of the screen and the document mask will be displayed.

From the ribbon choose the **Parameters** option and then select the ACTION button to move to screen **12** – **Optional Features During 'Invoicing'** before selecting NEXT to move to screen 12A.

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8	Optional Features During Printing/Updating (Screen 12a of 22)	_ = X	
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	😽 🌾 Calculator 🗹 Price Checker 👜 Databases 🗸 Reports 🥸 About Company 💋 💋 🔟 Calendar 🙀 Discount Matrix 😨 Database Plus 🗔 Tables 🎊 Pause System		
Install	Ledger Spooled Pos	t Collect ges Messages	
4		Messaging	
	Warn if order invoiced in last days (0-no check) ? 0		
	Omit Memo warn/pop up ?		
	Use today's date ? 🕅 Clock on to next day at what time ? 0		
	When dock on, ignore Saturdays?		
	ignore Sundays ?		
	ignore Bank Holidays ? 📃		
	Ignore order lines containing missing stock codes ?		
	Use pick list for quick confirm of order details?		
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Use Pick List for Quick Confirmation of Order Details – set to allow the pick list for order detail confirmation.

Notes

The document pick list is intended for quick processing / amendment of document detail lines and, as such, any 'manual' procedures will need to be reviewed. For example if operators are required to manually enter confirm items / line totals etc. then this option would not be suitable as the operator can skip these actions through the update option.

Similarly options to prompt for extra text on quantity changes or to prompt for the action quantity in split pack format would not be applicable.

Bill of Materials

Works Order Replication

This facility allows the option to replicate an existing works order as the basis for a new works order and to optionally replicate up to 99 times.

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	WORKS ORDER DETAILS	CUSTOMER DETAILS	Build-Qty O/	S-Build
⊳ -			1.00	1.00
P - 📃	Order Reference 000009 Sale	es Account Code	1.00	1.00
· · · · · ·			1.00	1.00
1 1		tomer Reference	1.00	0.00
1 1	Date Required 31/01/14		1.00	1.00
1 1	Work Commence Add	litional Notes	2.00	1.00
1 1	Assembly Code CH0 174		2.00	0.00
1 1	Stock Code CH0174		1.00	0.00
💷 Sa	Order Quantity 1.00			
🕹 Pu ቆ No	Stock Description Complete Suite			
🚨 Ca 🍰 Sto 🍛 Inv	Immediate Issue			
 Sa Pu Bill Pa Jot Da Uti 	Replicate Number of Copies Replicate Aut Comp DEM	tomatically		
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Selecting Replicate from the Order Entry menu asks for the order to replicate then prompts for:

Number of Copies – select number of times to replicate the order (1-99).

Replicate Automatically – select to replicate automatically, if set then will auto replicate order header and detail settings but if left blank then will confirm header details for each replicated order in turn.

If replicating a single copy then after replicating the order header the system will display the detail entry screen for review/amendment. If replicating multiple copies then the system will display a screen showing the order references created.

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			Utilities				Messa	aging	
000010 000011 000012 000013 000014					-				
Comp DEM				О К					

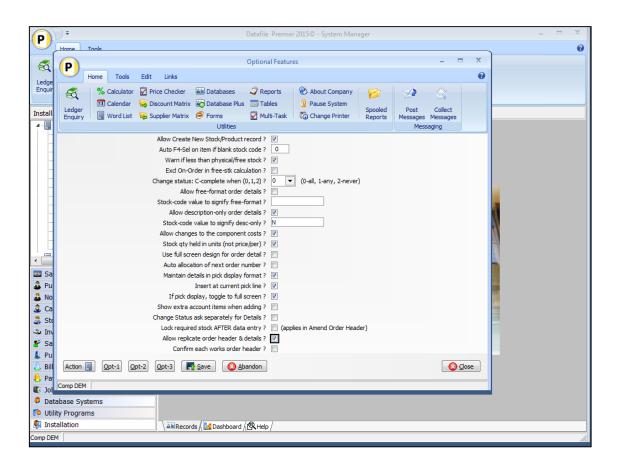
Notes

If replicating an order with multi-level assemblies only the top level is replicated.

Installation

Application User Facilities

To enable Works Order replication a new option has been added to the BOM Optional Features. To set select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the Bill of Materials application and then select the **Enter/Amend Orders** option, followed by **Optional Features**.



Allow Replicate Order Header & Details – set to enable Replicate option.

Confirm Each Works Order Header – set to default to <u>not</u> replicating each order header automatically but to confirm each order header individually. Note this acts as a default to the runtime parameter, you can still amend to replicate automatically or not as required.

Notes

Once enabled the Replicate option will be enabled on the Works Order entry bar menu automatically. To add an individual call to the Application Menu or to the Landing Page shortcuts the menu parameter is 1008.

Ledger Enquiry / Desktop Tools

Allow Four Application Enquiry Screens

The Ledger Enquiry tool within *Premier* allows the definition of two enquiry screens for each of the applications, allowing <Page-Up> and <Page-Down> to move between the two screens. This release extends the enquiry options to four enquiry screens.

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Home Tools Edit Er	nquiry			0
Image Image		Contacts Clipboard Clipboard Labels Spreadsheets Notes PDF Files Links	Update Statement Actions	
Stock Record History	Ledger Enquiries - Stoc	k Control		
CH0167 Dining Chair - teak/dral			Description	Dining Chair - teak/dralon
< <u> </u>	Date 1 31/01/14 2 15/01/14 3 20/12/13 4 01/12/13 5 10 10 <	10.00 38 10.00 39 10.00 39	00 75 .00 .25 .00	
Sales Account Purchase Account Nominal Account Stock Record Product Record Employee				
 Job Record Sales Order Purchase Order Cash Account Works Order Batch Tracking 			60 40 20 0	40 40 Per Demand
Group Sales Enq Calendar Calendar Change Company F4-Select F9-Memo Comp DEM PgUp P	Action	Sales Q Purch	Q <u>W</u> orks	History 💽 Agother 🔂 Seject 💽 Gose

As before you use <Page-Up> and <Page-Down> to switch the display between enquiry screens.

Ledger Enquiry Manager

To enable and design the third and fourth enquiry screens select **Installation** from the main menu followed by **Ledger Enquiry Manager** and **Enquiries Configuration**. Select the required application and then select the application **FULL Screen Design**.

Each application screen is displayed in turn, before each screen is displayed you will be prompted if you wish to



Set to enable the third/fourth screen layouts as required. After enabling each screen the usual screen design options are displayed.

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	Transac		ck Cod	e CH0167			_	ription	Distant Ch.	te teal. Meal							
	Multi-Lo	500	er coa				Desc	ription	Dining Ch	air - teak/urait	on						
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4	Link to R	FIF	O Deta	ils													
	Databas		ate		Qty		Cost										
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- 🗟	Ignore F		/12/13	10.00		39.00											
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Screen Design is in the usual manner - To insert text labels use the mouse to position the cursor where required and then type the required text. To insert the data items position the cursor where required and press the <F4-Select> key and choose the data item required. Once the layout is complete choose the SAVE option on the ribbon.

Notes

The third and fourth screen options are only available when using the full screen enquiry tools and not the left/right list display.

Sales, Purchase and Job Costing enquiries allow a UPDATE action for amendment from within the enquiry, as opposed to actions that link to the standard application maintenance screens. As such the third and fourth screens will allow setting of whether data items are view-only, require upper case input or are mandatory input. Other enquires are view-only by nature.

Ledger Enquiry – Links to Discount / Supplier Matrix

The 'List Matrix' option within the Discount and Supplier Matrix tools that allowed entry of combinations of account code/group and stock code/group to list all the applicable matrix entries. In addition the Sales and Purchase Ledger Enquiry tools could be configured to allow this option as a definable 'action' displaying a list of matrix entries for the enquiry account.

This update extends this option so that matrix entries for the account <u>and</u> account group are listed automatically via the Sales and Purchase Ledger Enquiry and also adds an equivalent option to the Stock Ledger enquiry to view the matrix entries (both customer and supplier) for the enquiry stock record.

Home Tode Edit Links W Calculator Pince Deckeder Exacuter Pince Deckeder Exacuter Pince Deckeder Exacuter Pince Deckeder Exacuter Pince Deckeder Pince Deckeder Exacuter Pince Deckeder Pince Decked	P		List Matrix E	ntries			- = x
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BAL001-CH0168 0.00 90.00 N BAL001 Baldwin Industries pic CH0168 Carver-teak/draion	Code	Disc% Price	ty-Brk Account-Code Acco	unt-Name	Stock-Code	Description	
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	Action 🗐 🕞 Add 📑 Update 🔀 Vjew 🕻	O Delete					Exit

Ledger Enquiry Manager

No specific changes are required to pass the Account Group as well as the Account Code for the Sales / Purchase enquiries – if the List Matrix option is enabled and link configured within the Ledger Enquiry actions (see Release 6.7 Supplement for more details) then the system will pass the account group if matrix configured to use account groups.

To add actions to the Stock Ledger Enquiry select **Installation** from the main menu followed by **Ledger Enquiry Manager** and **Enquiries Configuration**. Select the Stock Control application and then select the **Launch Other Programs** parameter screen.

(P)		Lau	inch Other Prog	grams		-	
Home Tools	Edit Links						0
Ledger	 Price Checker Discount Matrix Supplier Matrix 	🔄 Database Plus	 ✓ Reports □ Tables ✓ Multi-Task 	 About Company Pause System Change Printer 	Spooled Reports	Post Collect Messages Messages Messaging	
Title 1 Specials 2	Prog DT	Param 005621	Comp	Auth Hint			
F5-Insert F6-Delete Comp	DEM						Close

To add to the Stock Enquiry the options for listing customer / supplier matrix entries set as follows

Title set as required (for example SL Specials)

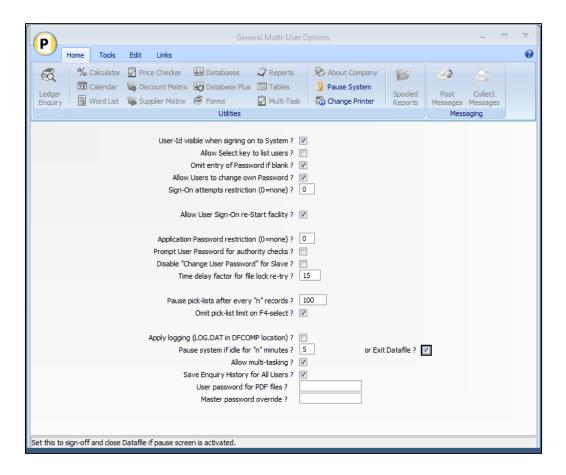
Prog set as DT

Param set as 005621 for link to the Customer Discount Matrix, set as 009121 for link to the Supplier Discount Matrix.

Other actions can be set as required.

Automatic Sign-Off If Inactive

Where operators leave their pc unattended the option is available to activate a 'pause' screen after a set period of inactivity – when activated this requires the entry of the operators password to reactivate, this can help in protecting access to sensitive data. This feature has been extended to to sign-off and close the Datafile system after the set period of inactivity.



Within the General Multi-User Options under the **MASTER** sign-on are the options to pause the system and exit if appropriate.

Pause System if Idle for *N* **Minutes** – set number of minutes inactivity after which the system will display the pause screen.

Or Exit Datafile – set to exit Datafile (if possible) after inactivity. The system will only automatically close Datafile on inactivity if in doing so it would not abandon data processing. It does this by reviewing file and record locks – if a record has a U-Usage lock or a file/record has a L-excLusive lock placed against it by the user then the system will activate the pause screen in preference to closing the Datafile system.