Datafile 2015 Supplement

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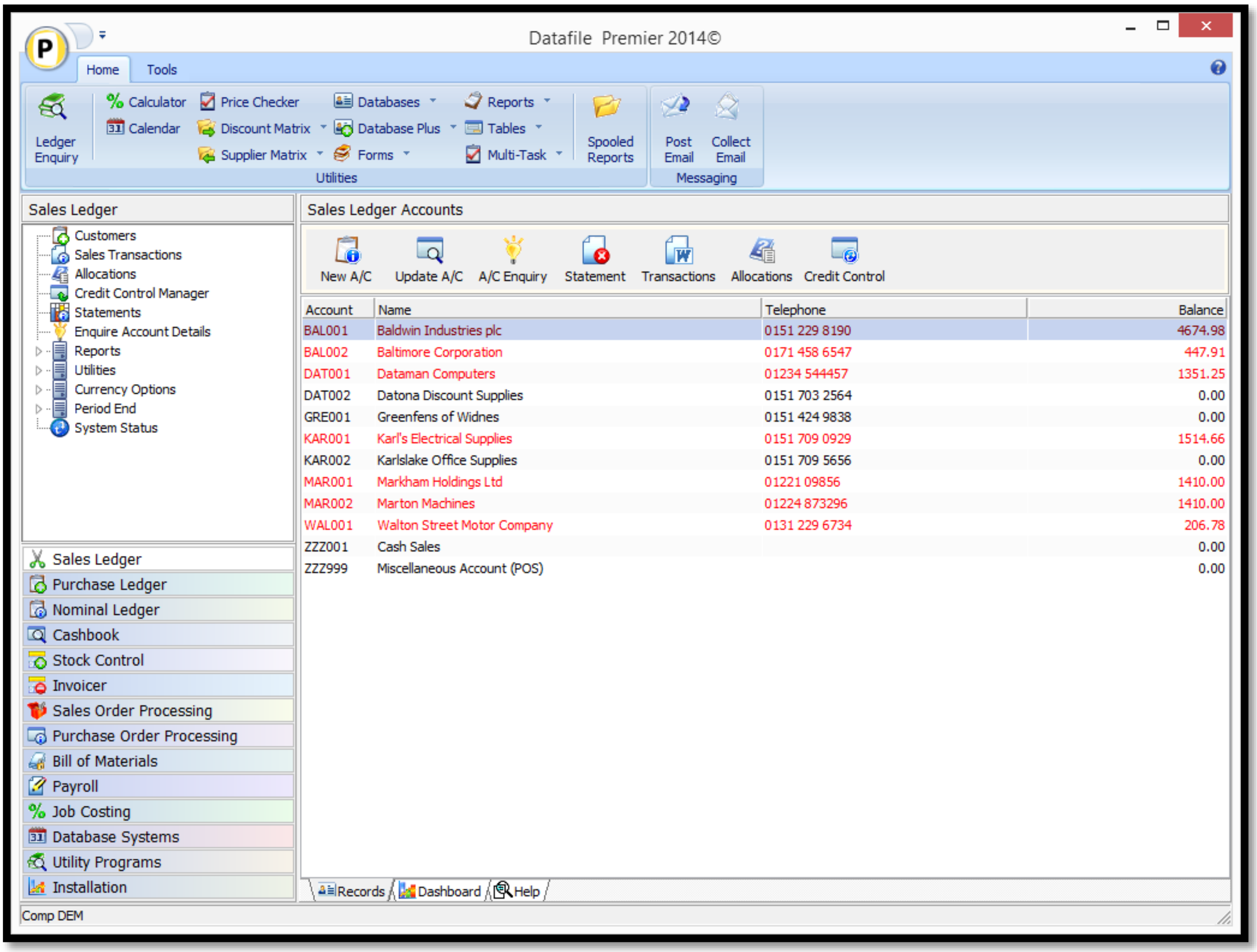
Contents

General Application Options

Landing Page & Dashboards

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



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.

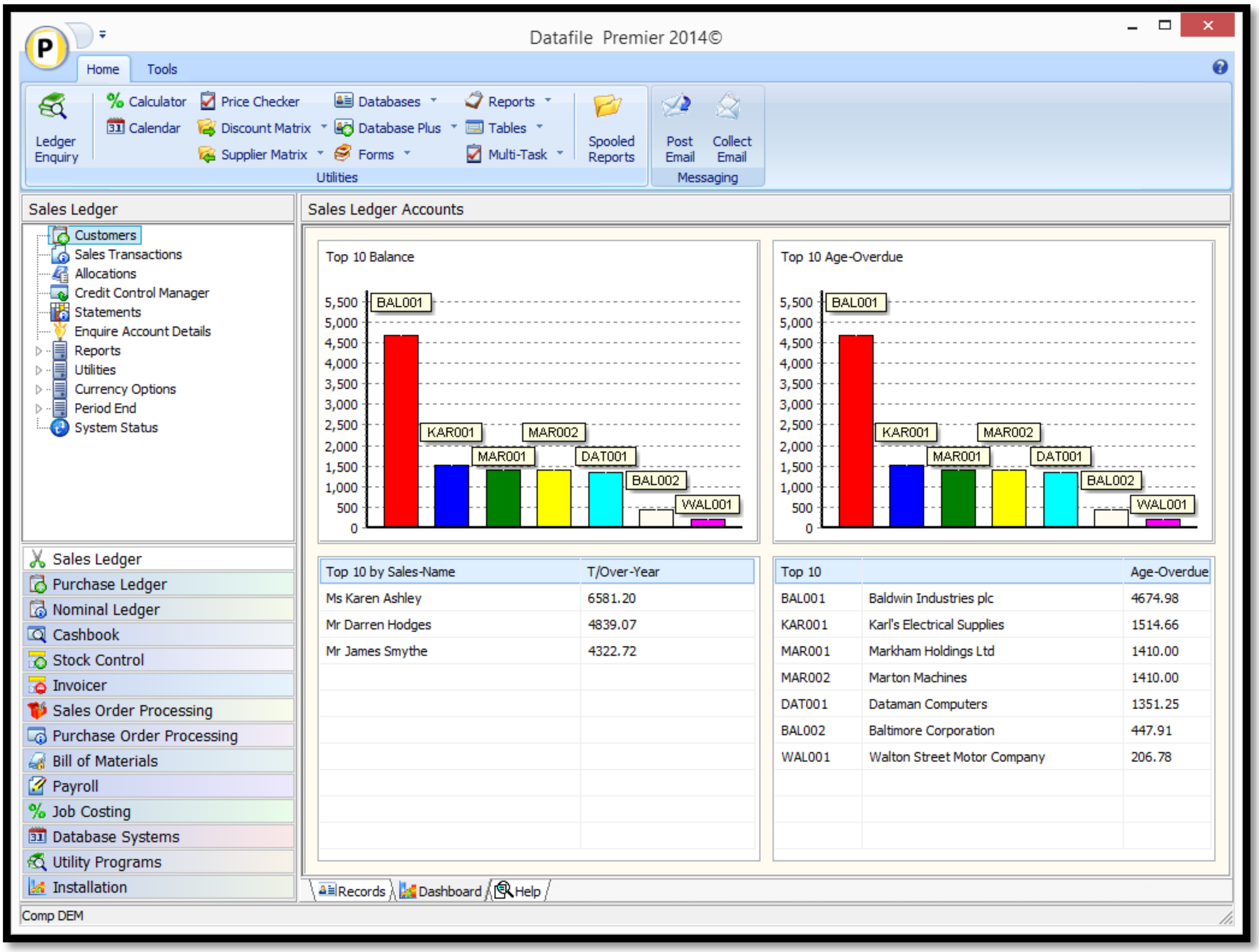
Records - This option lists records from the main application database. The items listed are definable and the list can be pre-sorted, filtered, and highlighted based on user-defined rules (*Diamond* and *Premier* only). On the example screen above the list is set to highlight accounts where there is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

At the top of the Records panel the system offers various shortcut items. These shortcuts are user-definable (*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.

<u>Dashboard</u> – 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.

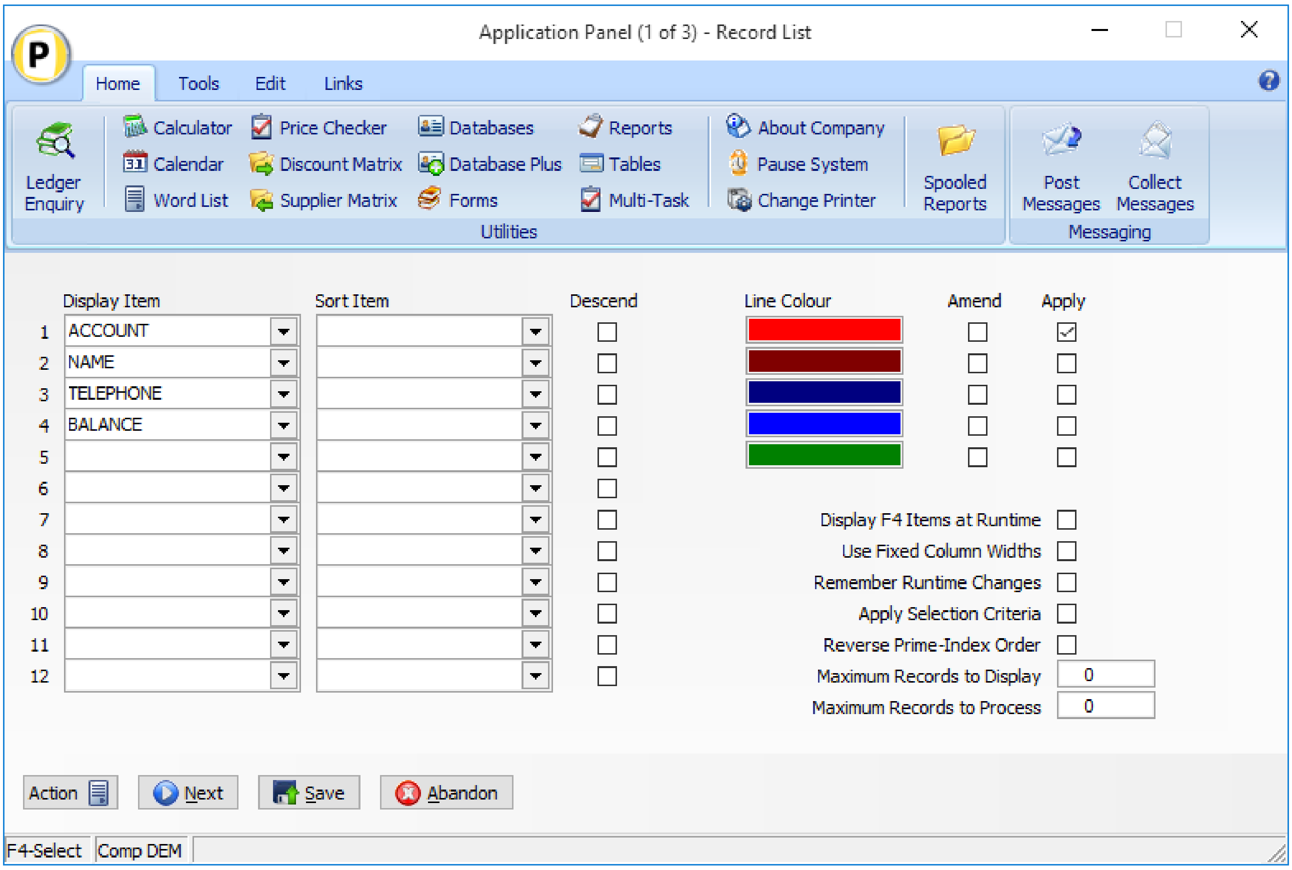
Help – this option links to the PDF Help file for the current application.

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



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.

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.

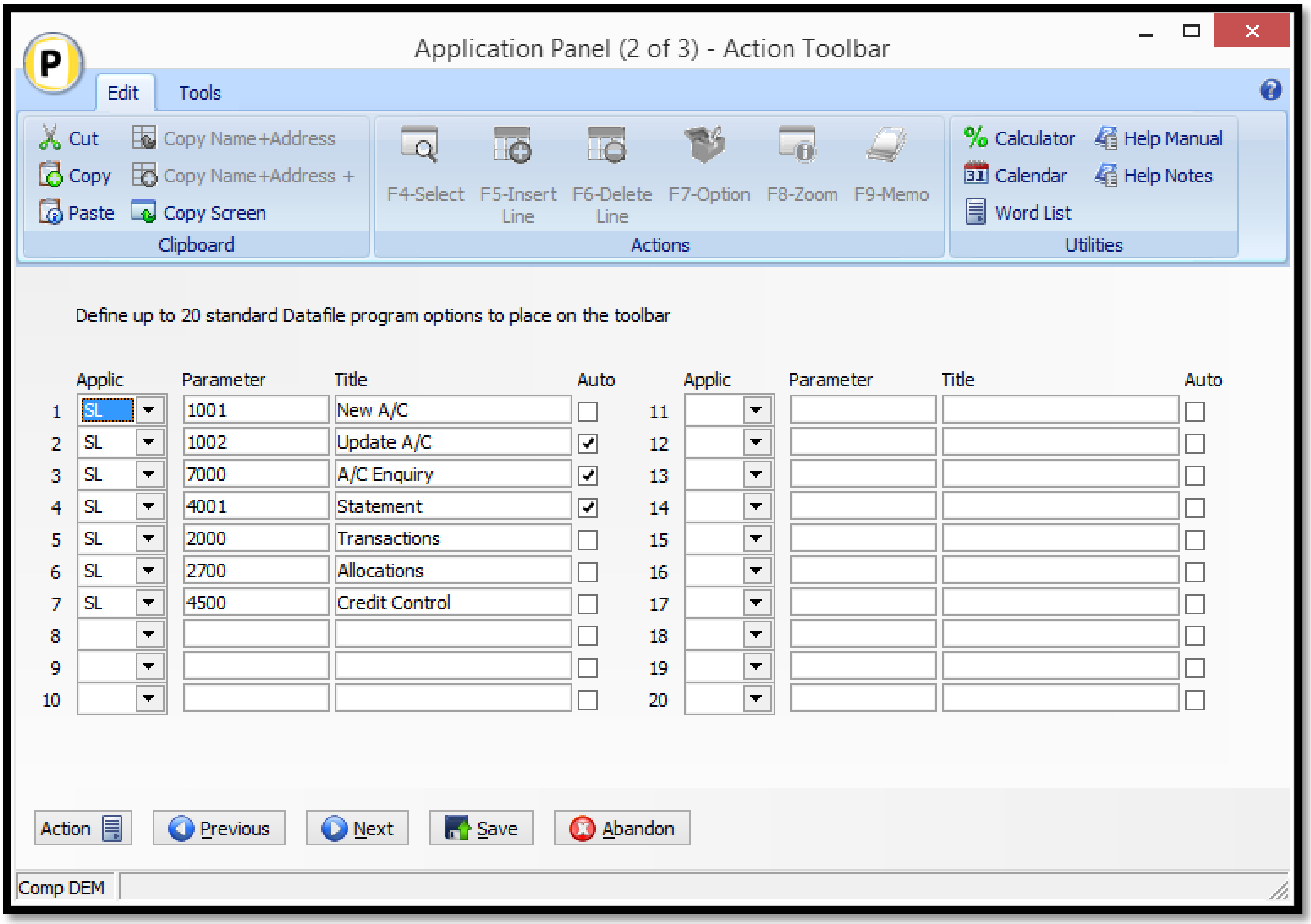
Apply Selection Criteria – set to apply any criteria to restrict the records displayed to only those records that match the criteria.

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.

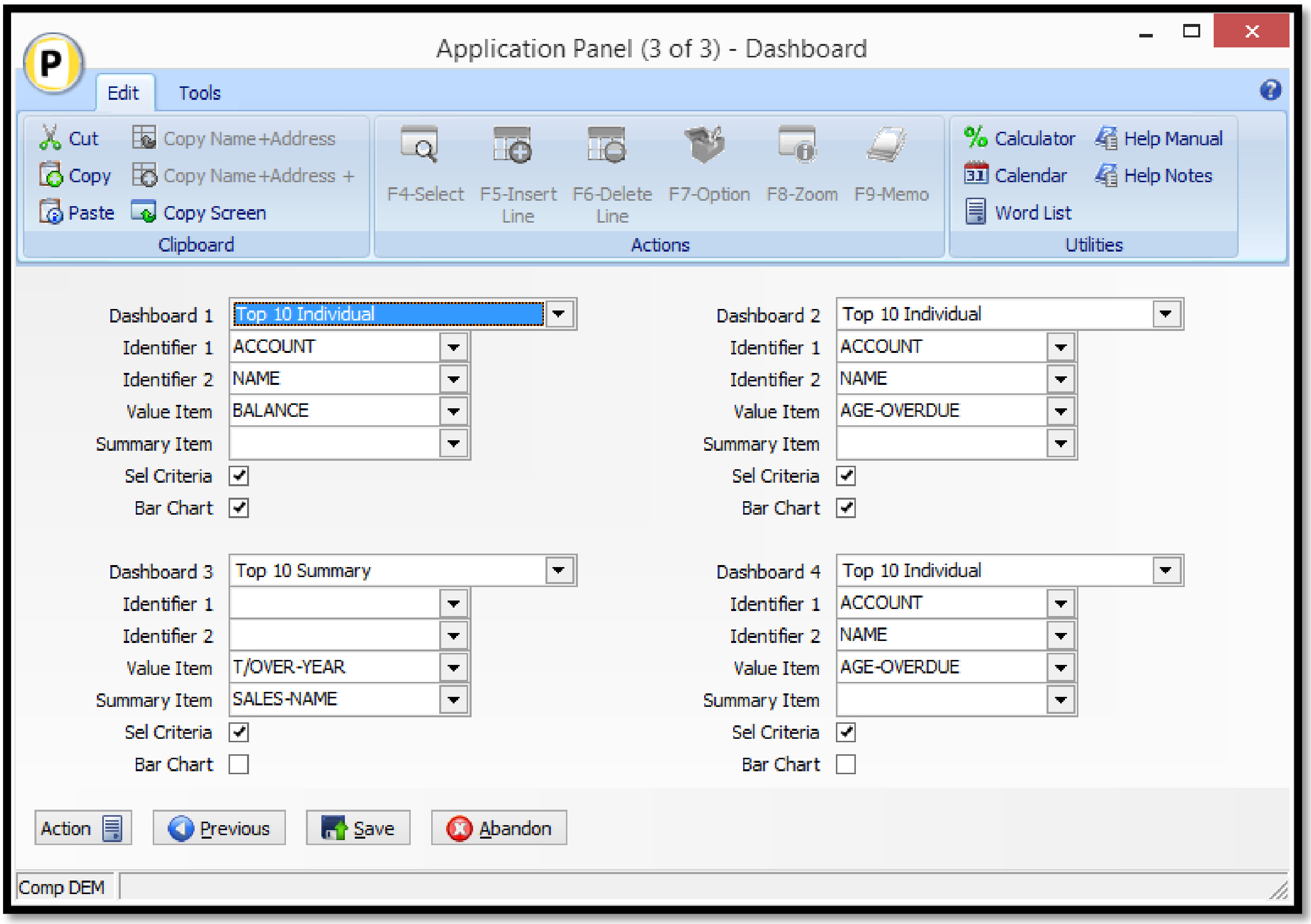
Actions Allowed



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.

Dashboard Configuration



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.

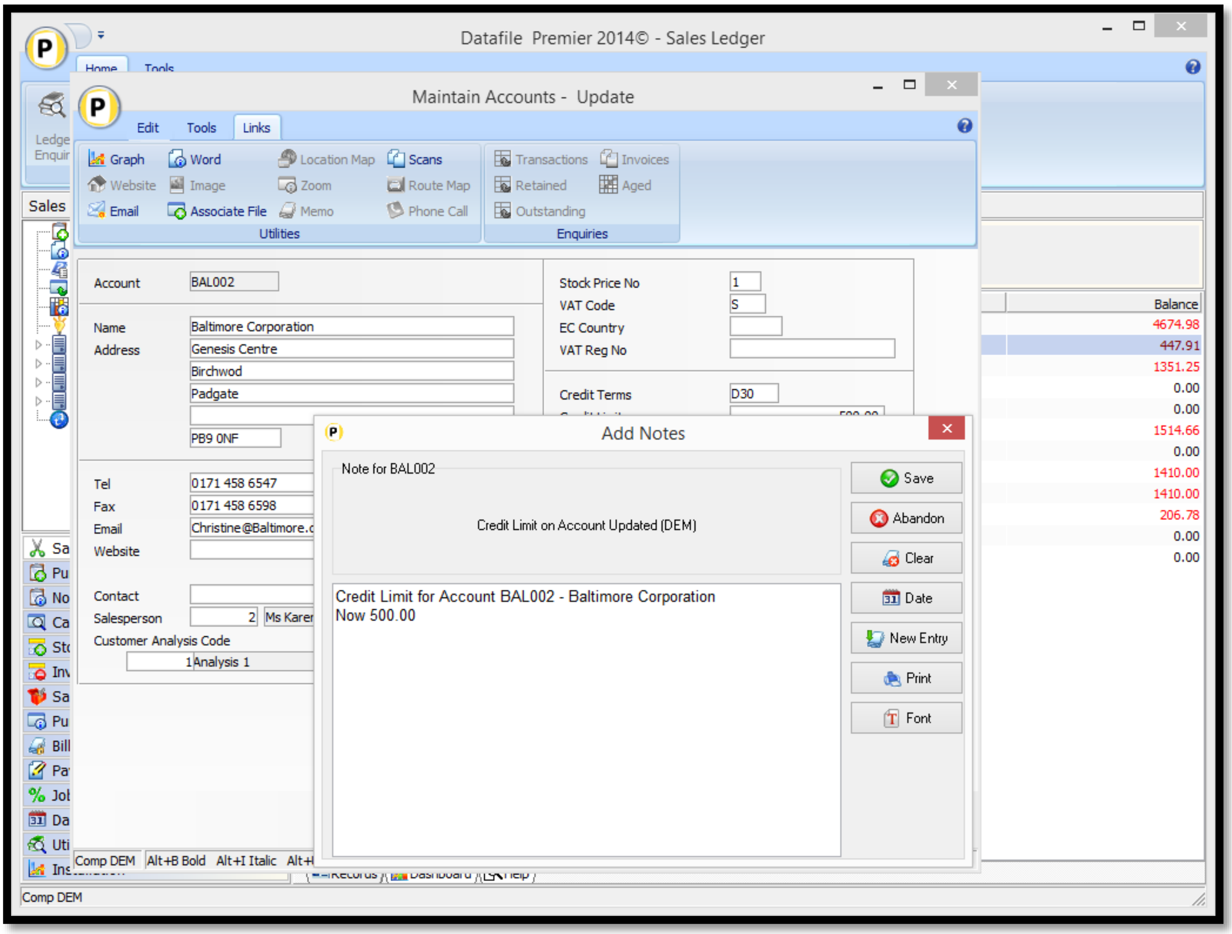
Notes

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.

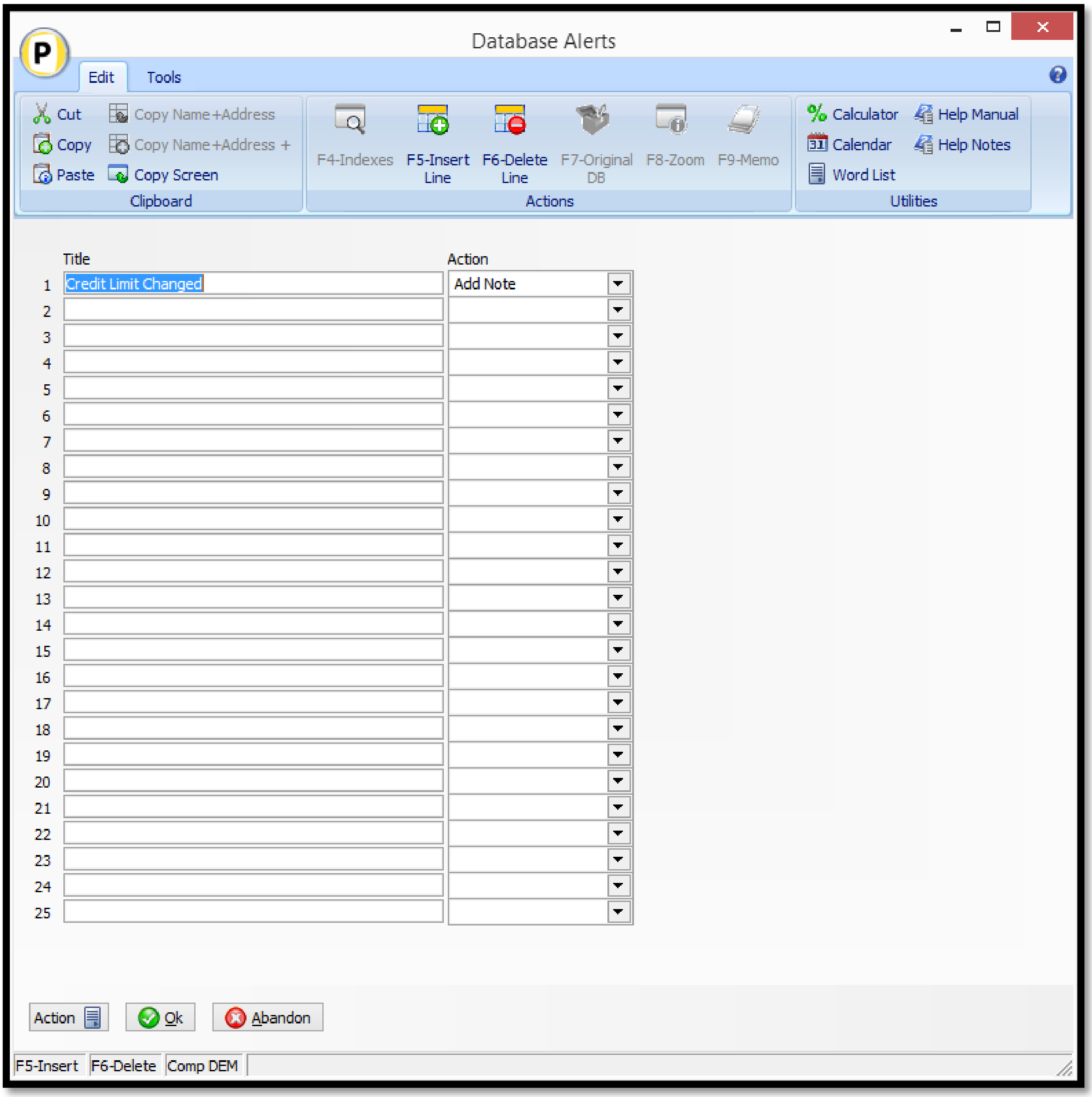
A new feature has been added to the Business Alerts functionality to trigger an alert on a change of value – in this way you could, for example, trigger an alert where the credit limit for an account is altered or when an order over a set value has its value amended further.



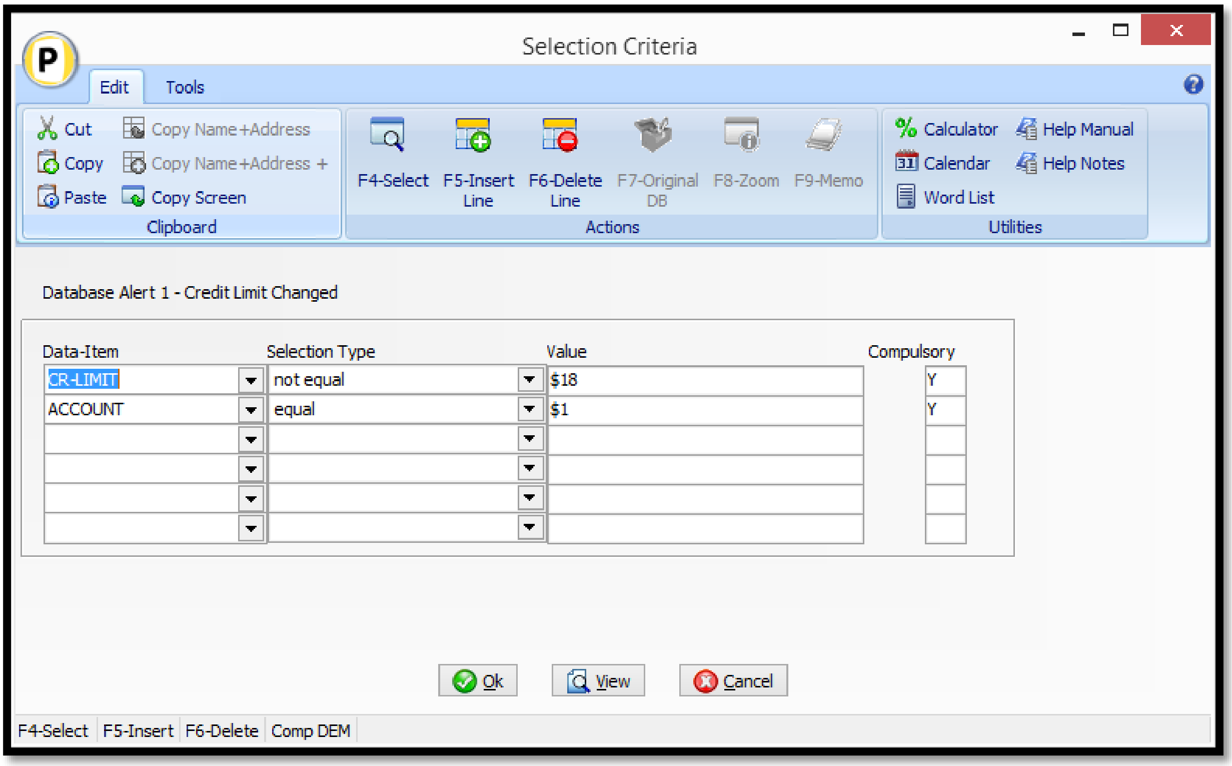
Installation

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.



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



To detect a change in credit limit, or another item, you reference the same item as both the data item and 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.

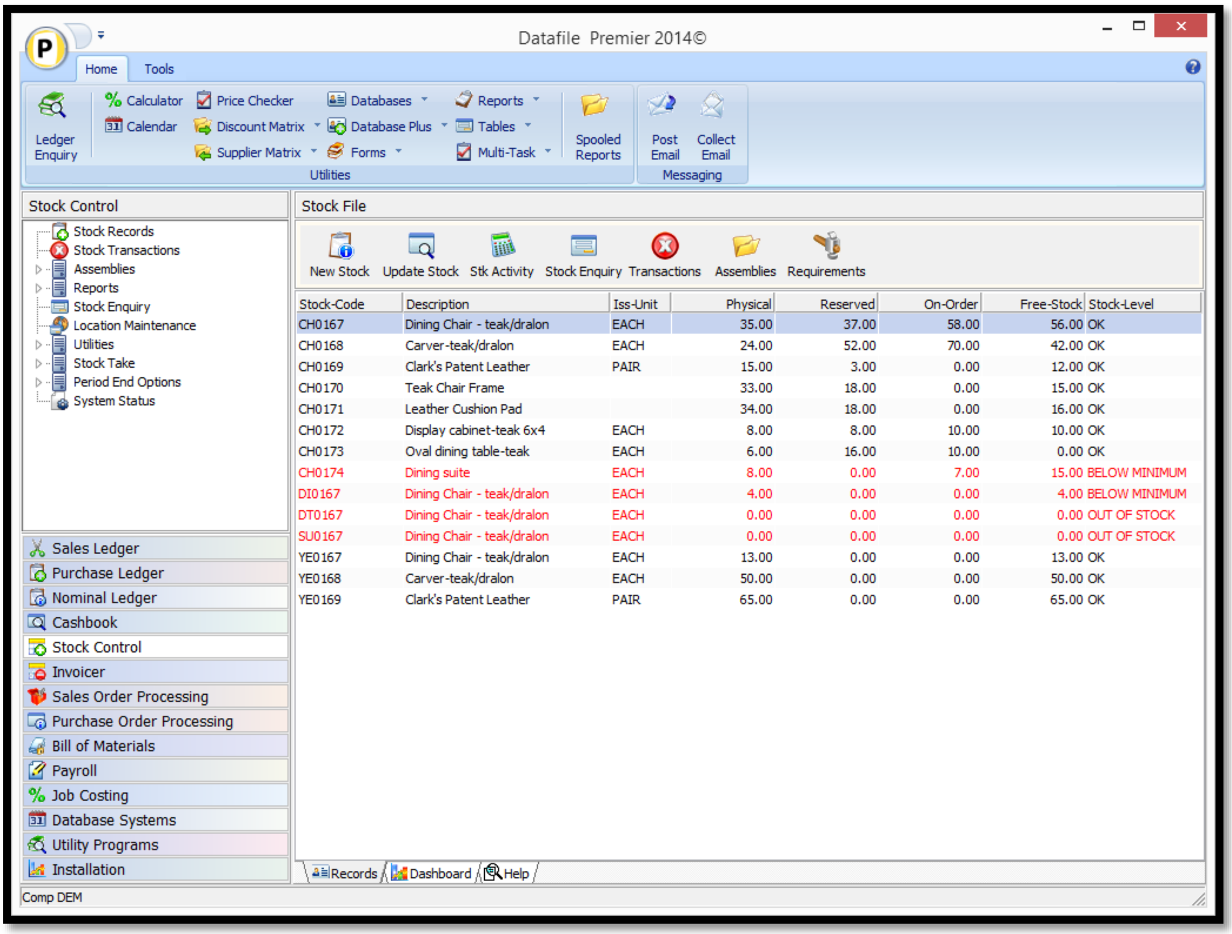
New Records

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.

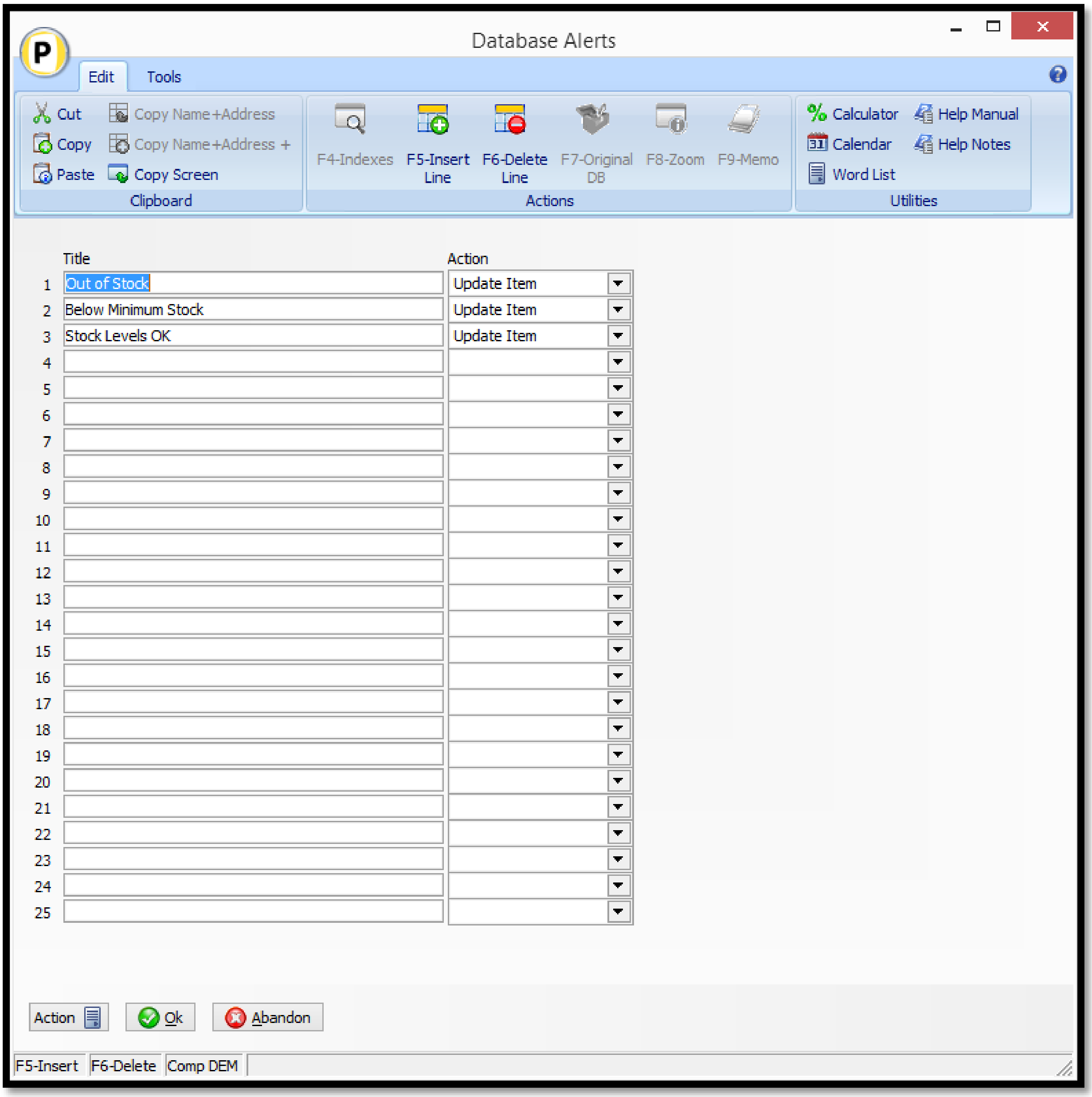


Other uses for this facility might include a delivery status text on sales or purchase orders – i.e. AWAITING DELIVERY, PART-DELIVERED, DELIVERED.

Installation

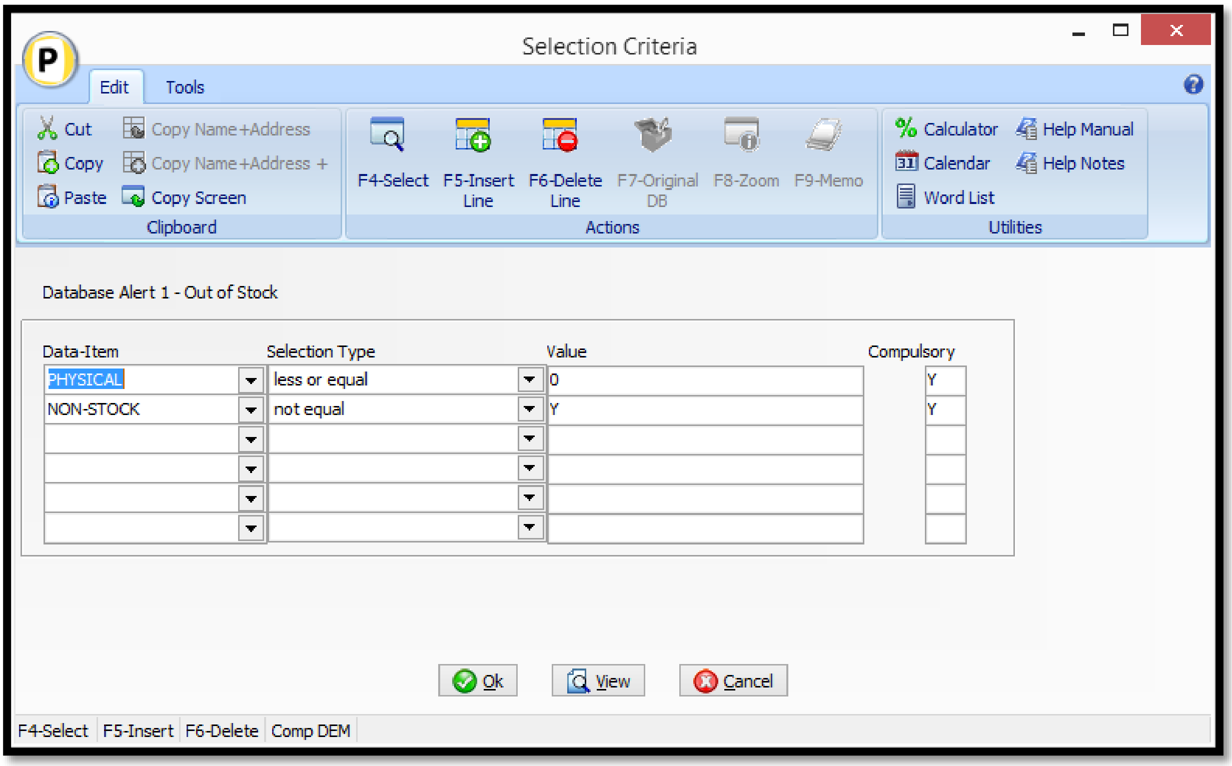
Database Restructure

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.

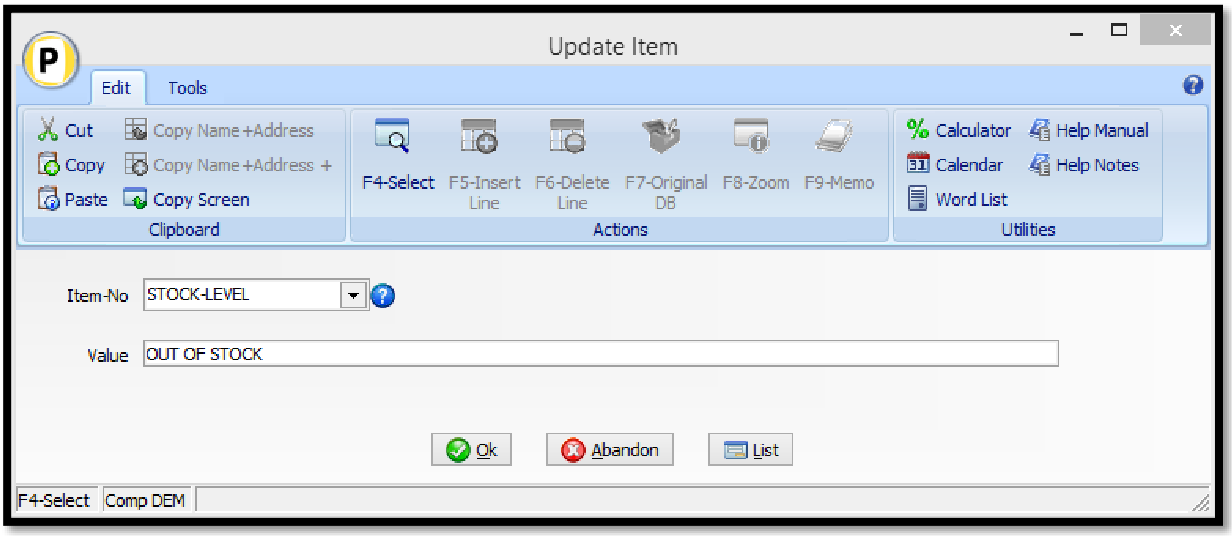


A new action has been allowed within the Business Alerts functionality to ‘Update Item’

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



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.



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.

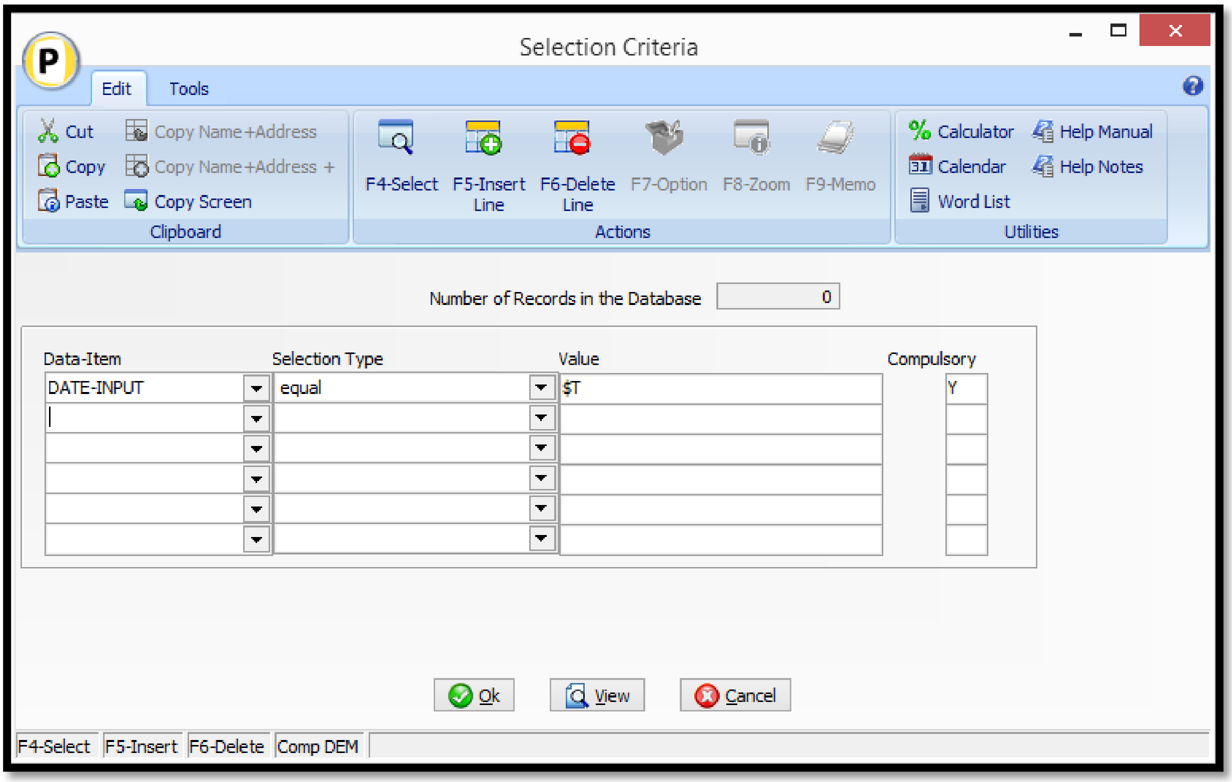
This means that when defining an 'Update Item' for the first time no values will be set for the existing records. You will need to use either Datafiler or ProFiler Global Update tools to set values for existing records.

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

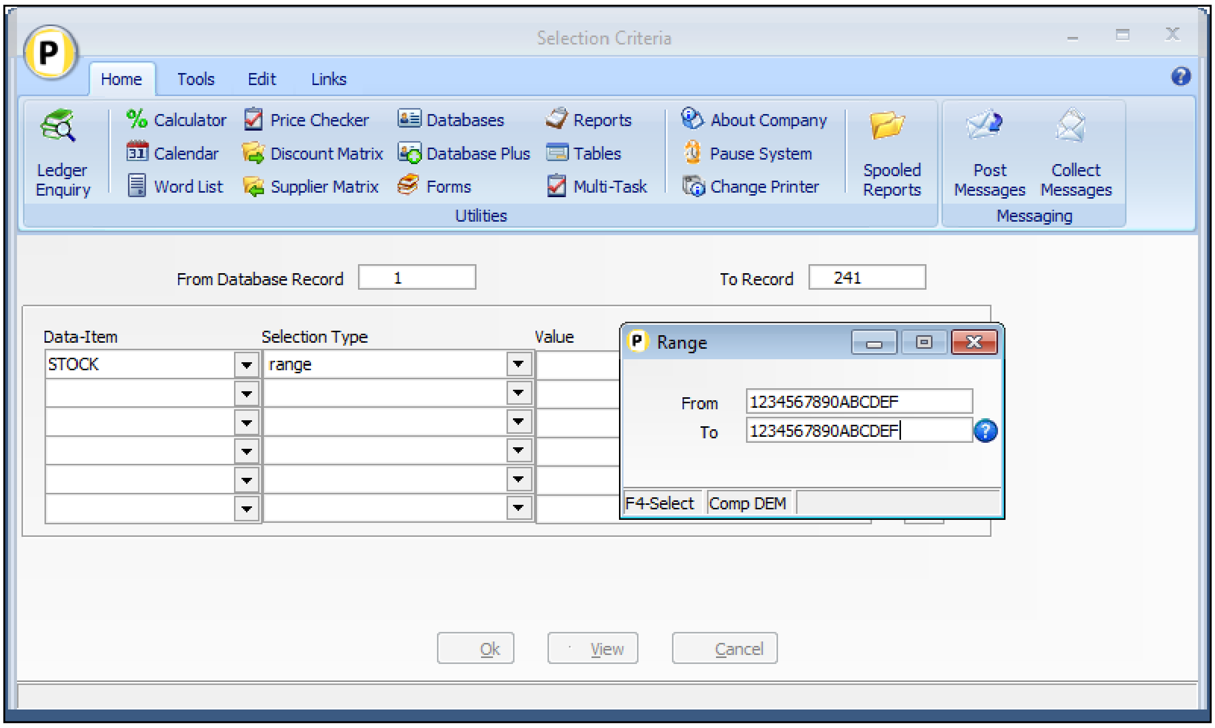
The new facility allows you to define within selection criteria – either the saved selection criteria options or the default selection criteria options – these same shortcut keys as the value item. This allows you to pre-set criteria and not require the user to update dates each time the report is run.



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.



Sales and Purchase Ledger

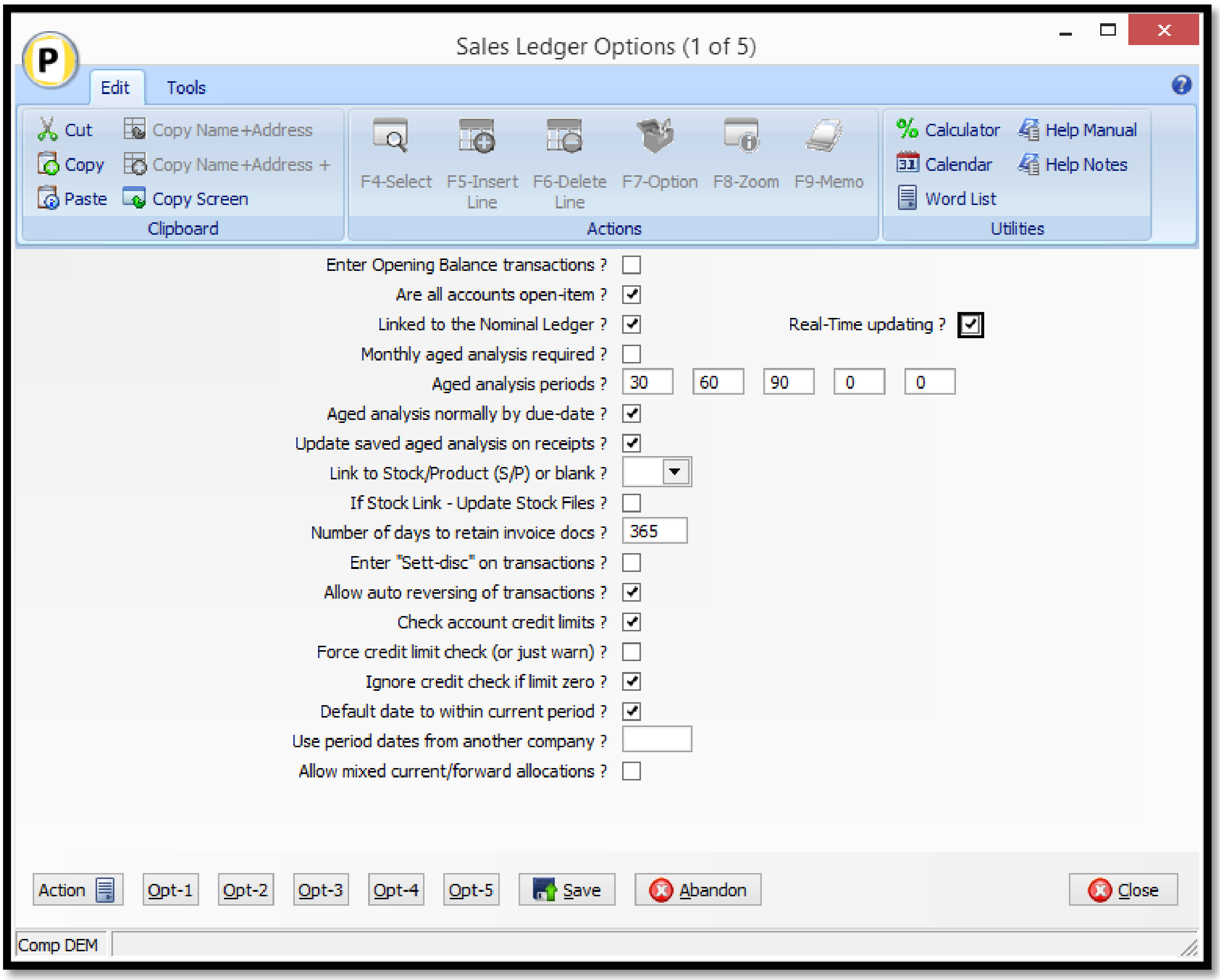
Real-Time Updating to the Nominal Ledger

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.

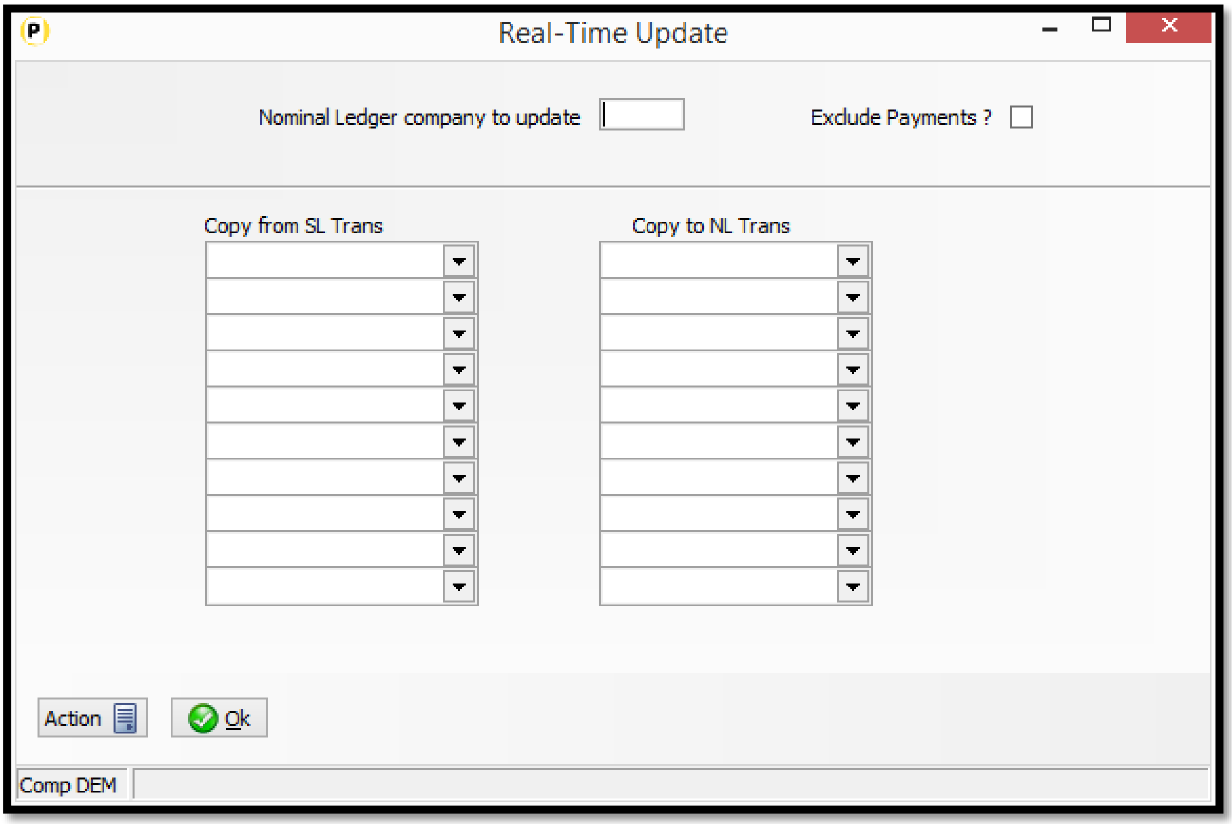
Installation

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.



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.



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:

Sales/Purchase	Nominal
DATE	ORIG-DATE
ACCOUNT	MEMO-A/C
REF	REFERENCE
DESCRIPTION	DESCRIPTION

Period End

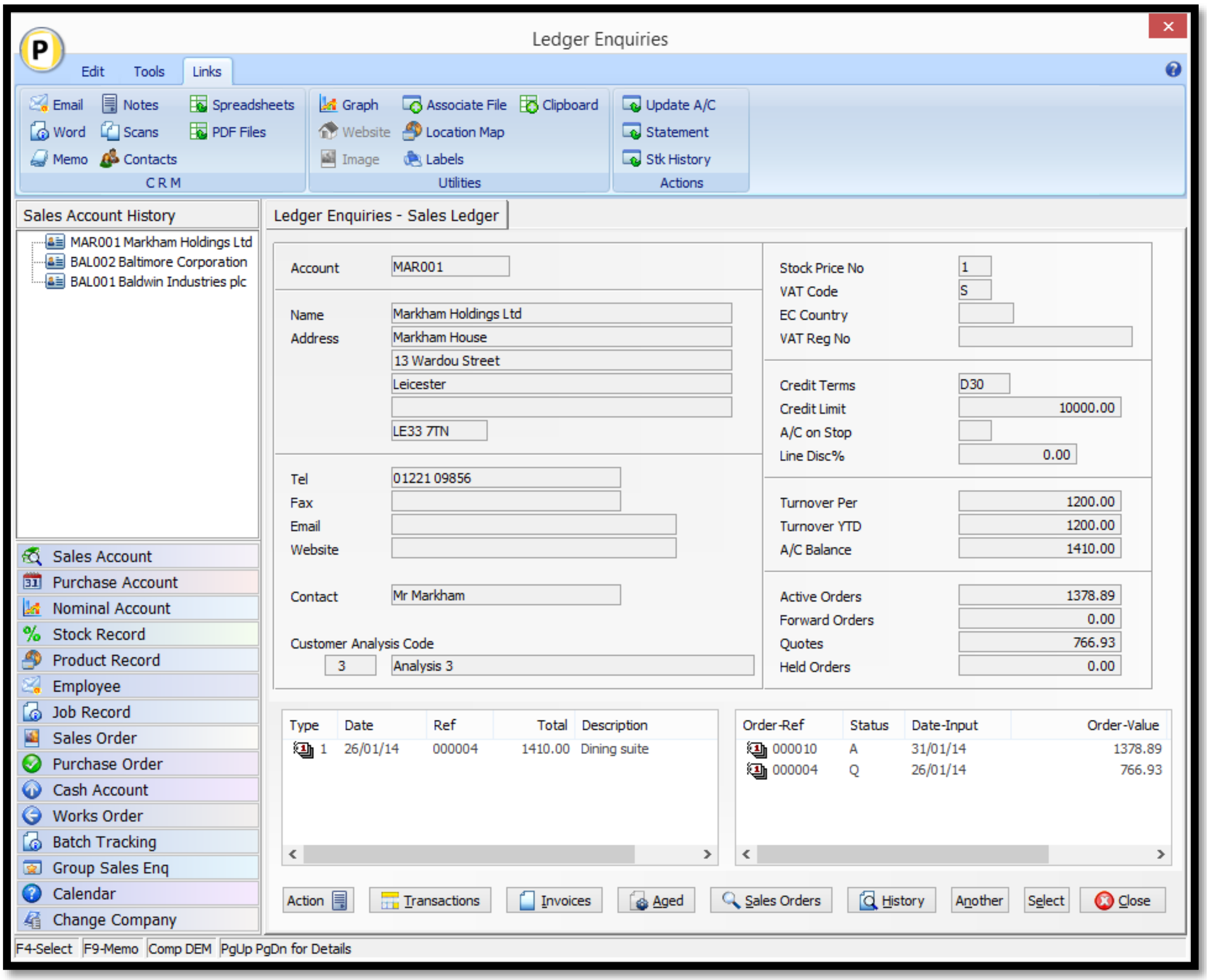
When following the period end procedures you may still be required to run the Nominal Ledger batch update process if checks at period end identify that some transactions have not been updated to the nominal ledger.

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.



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	Type	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.

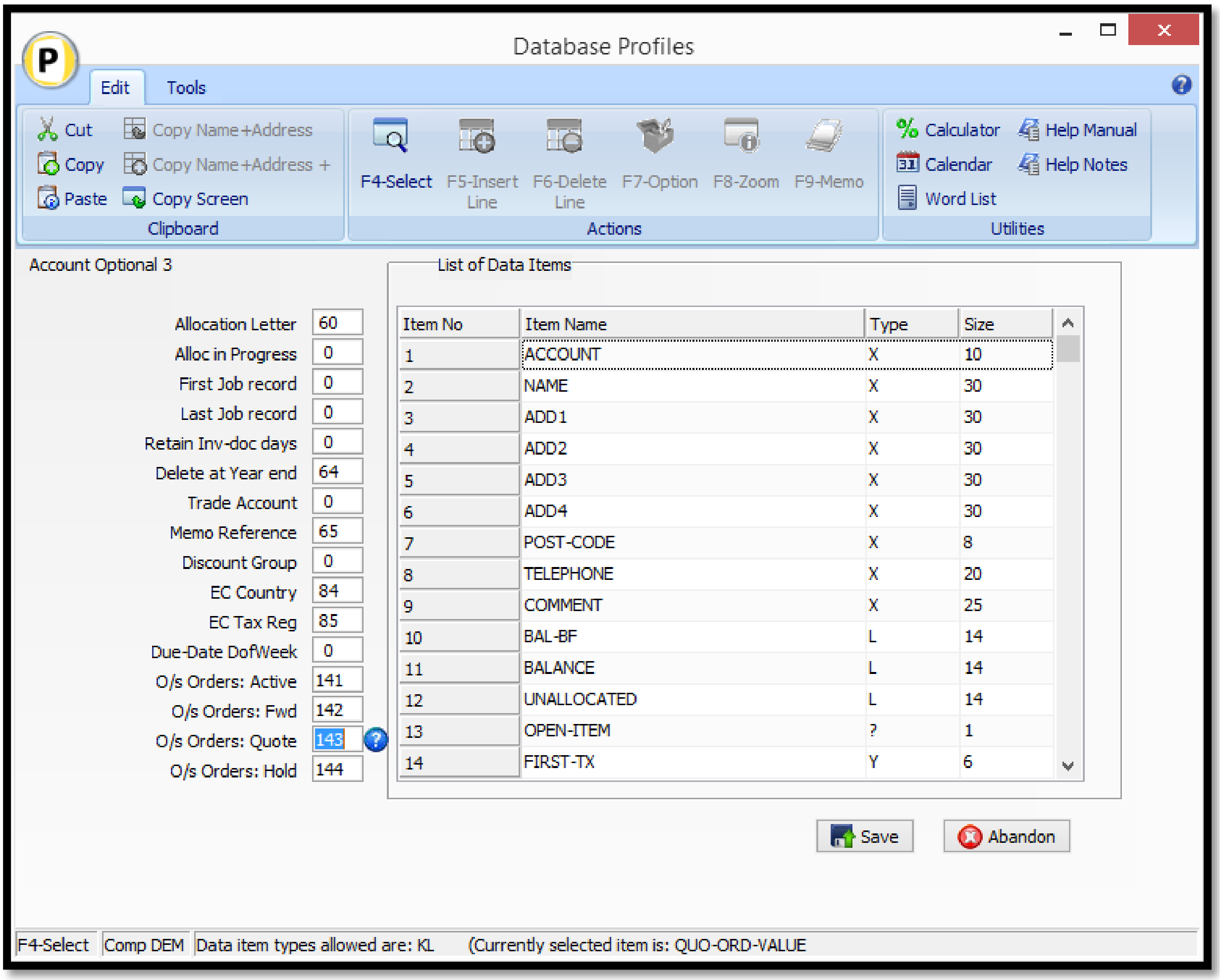
NB: Whilst you are likely to have the value of the Active Orders (usually termed SOP-OUTSTAND or POP-OUTSTAND) already you are less likely to have the value for Forward Orders so you may want to add this at the same time.

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.



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**.

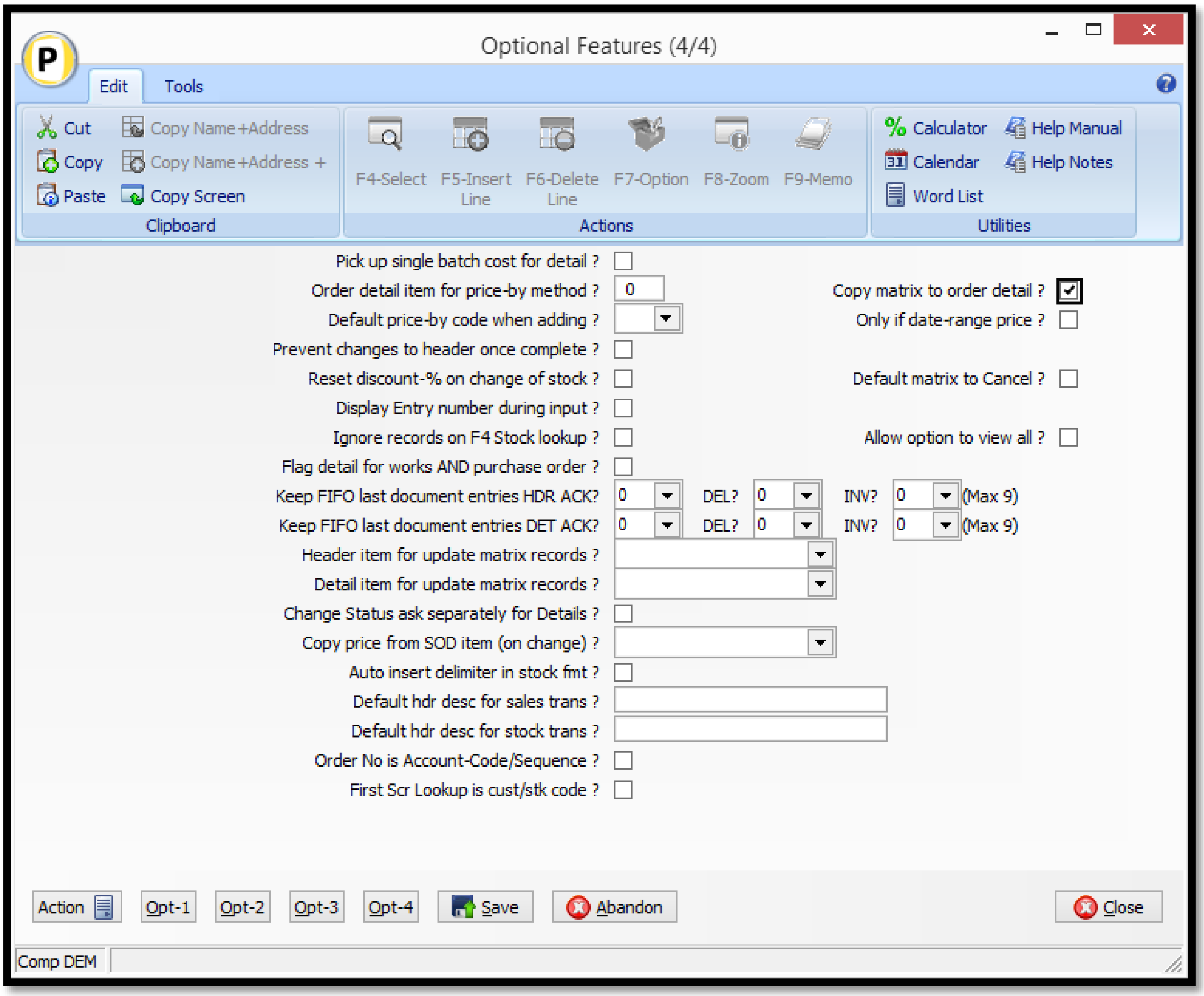
Copy Discount / Supplier Matrix Items to Order Details

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

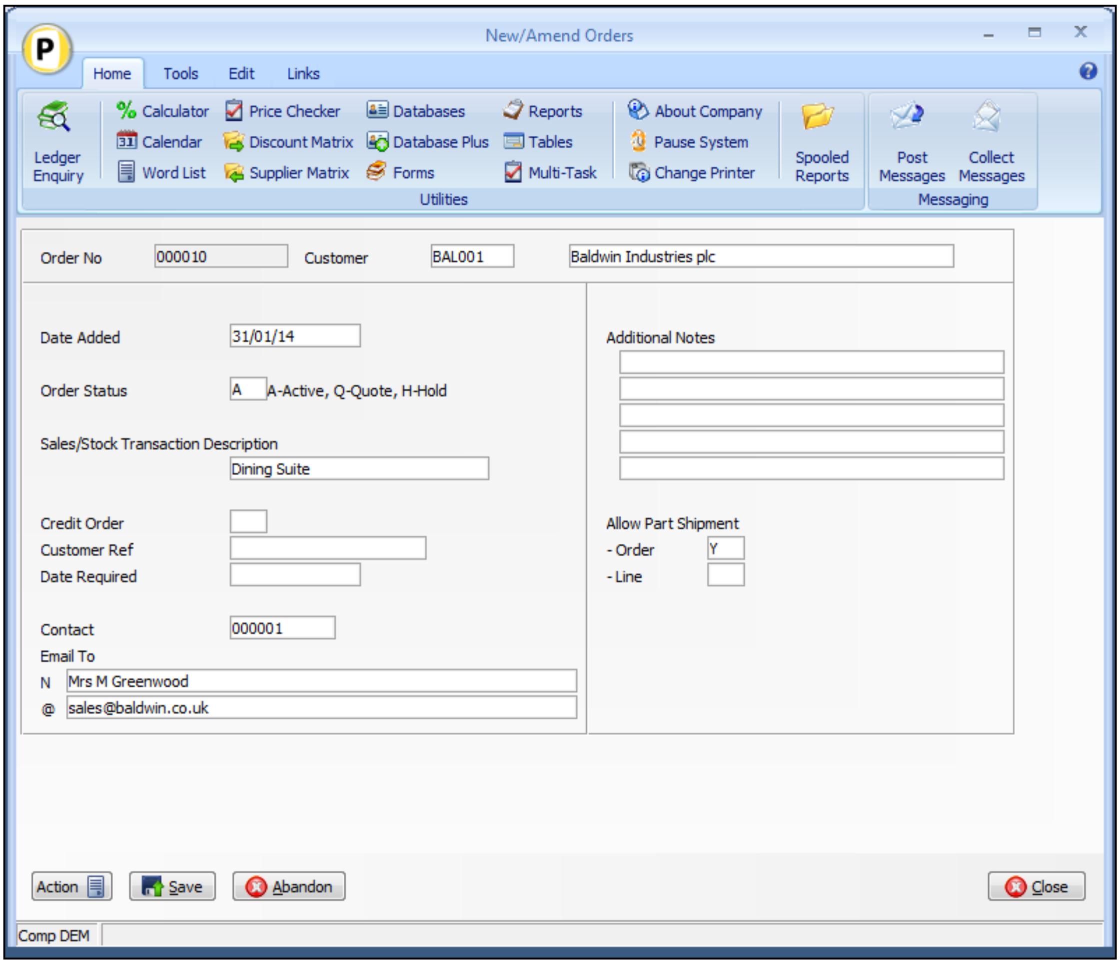
A new option has been added to the Optional Features for Order Processing to allow the definition of copy items. To update select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the required Order Processing application and then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



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)

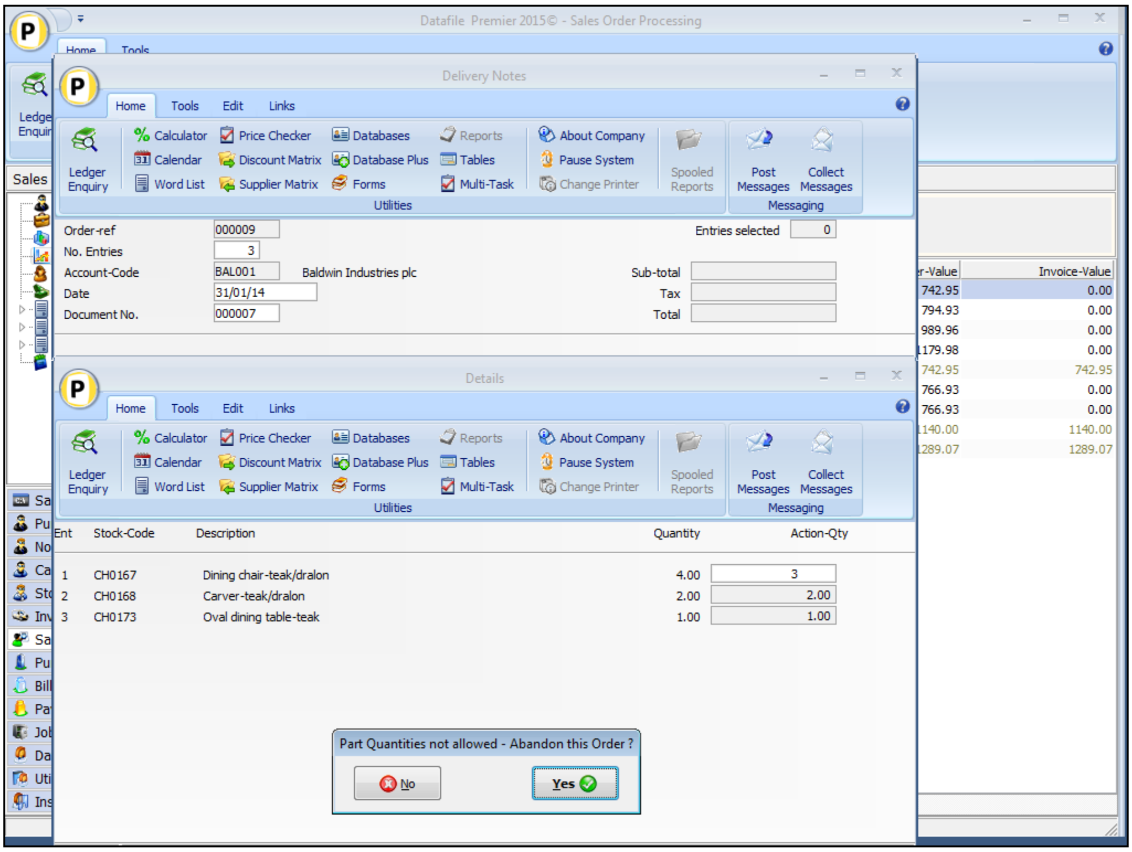
Selected Customers may prefer to receive their order in one go, others are happy to receive orders in part-shipments with the potential extra delivery charges that may incur. This new feature allows you to control on an order-by-order basis whether the order can be part delivered on an order and/or line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



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.



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 part-shipment 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	Type	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.

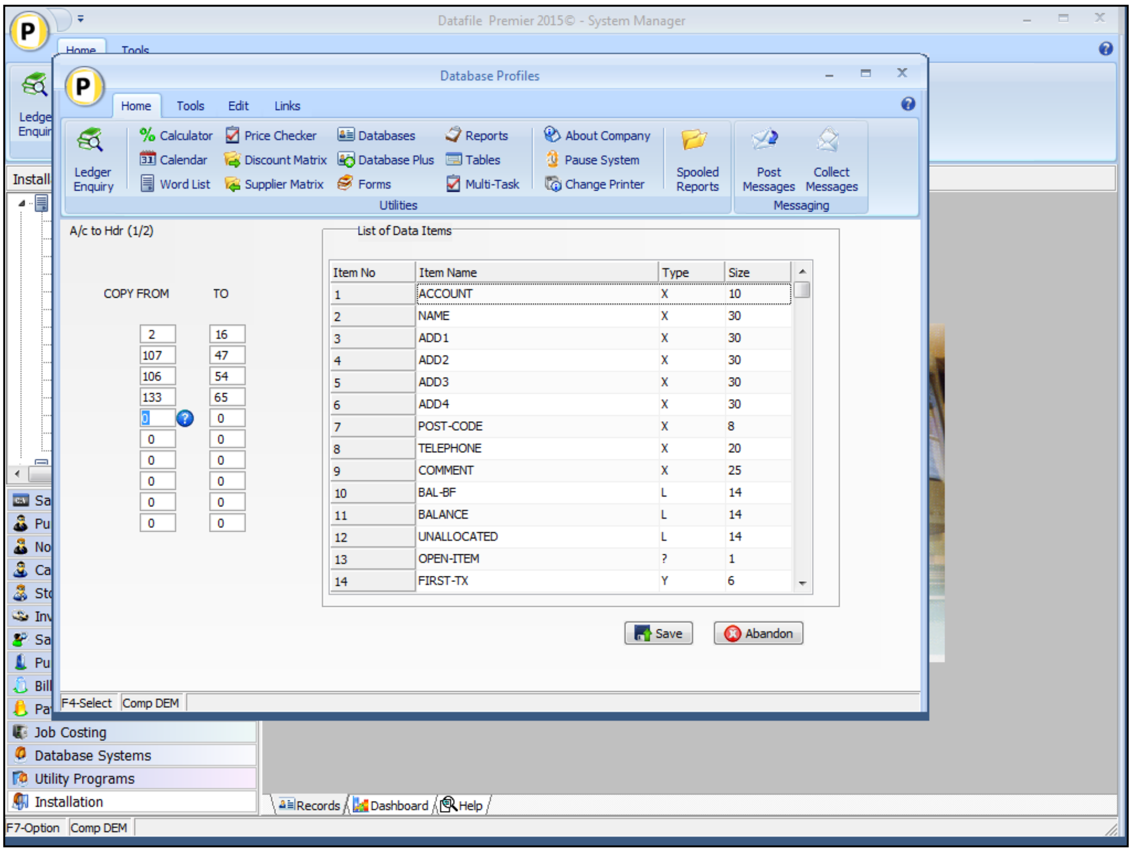
To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

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

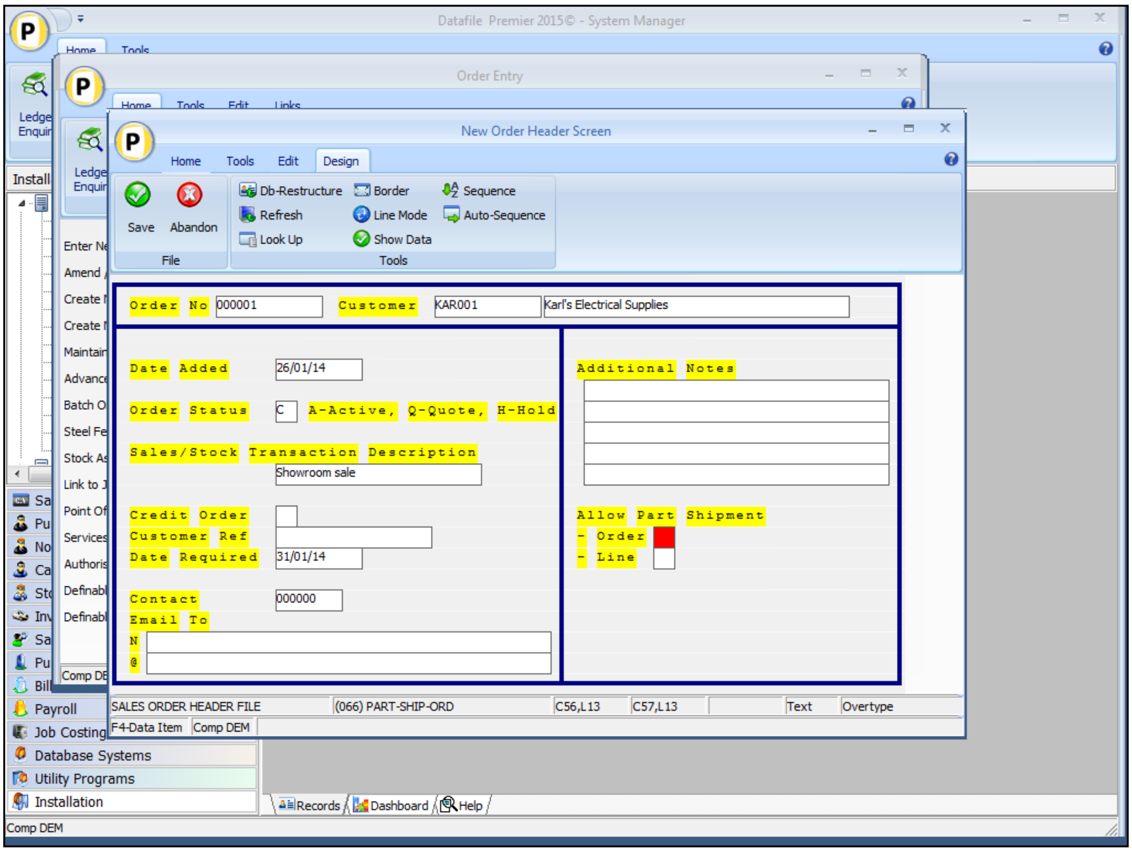
If setting a default on the Customer record then you will need to define a copy item from the Account to the Order Header for this flag. To update these settings select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles**. Choose the **Sales Order Processing**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



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.

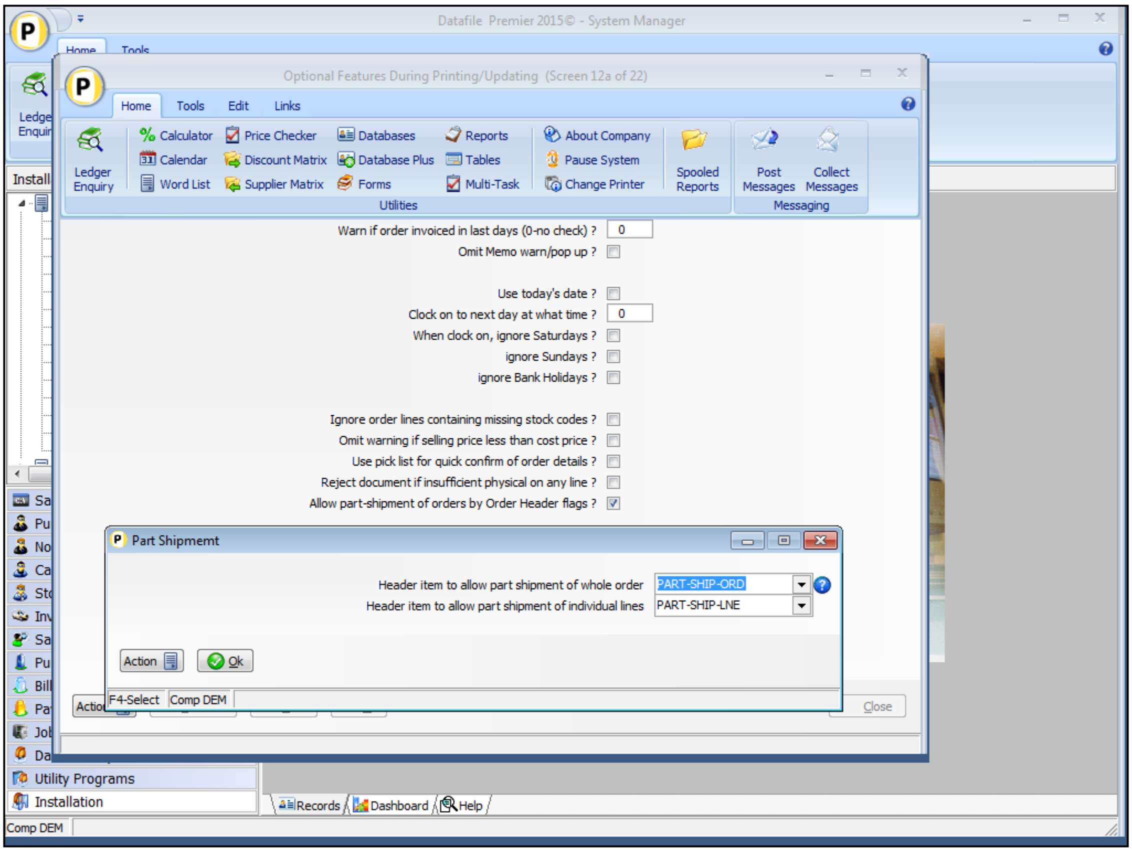
If copying the flag from the Customer Record then you will need to repeat the process for the Customer maintenance screen.

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.

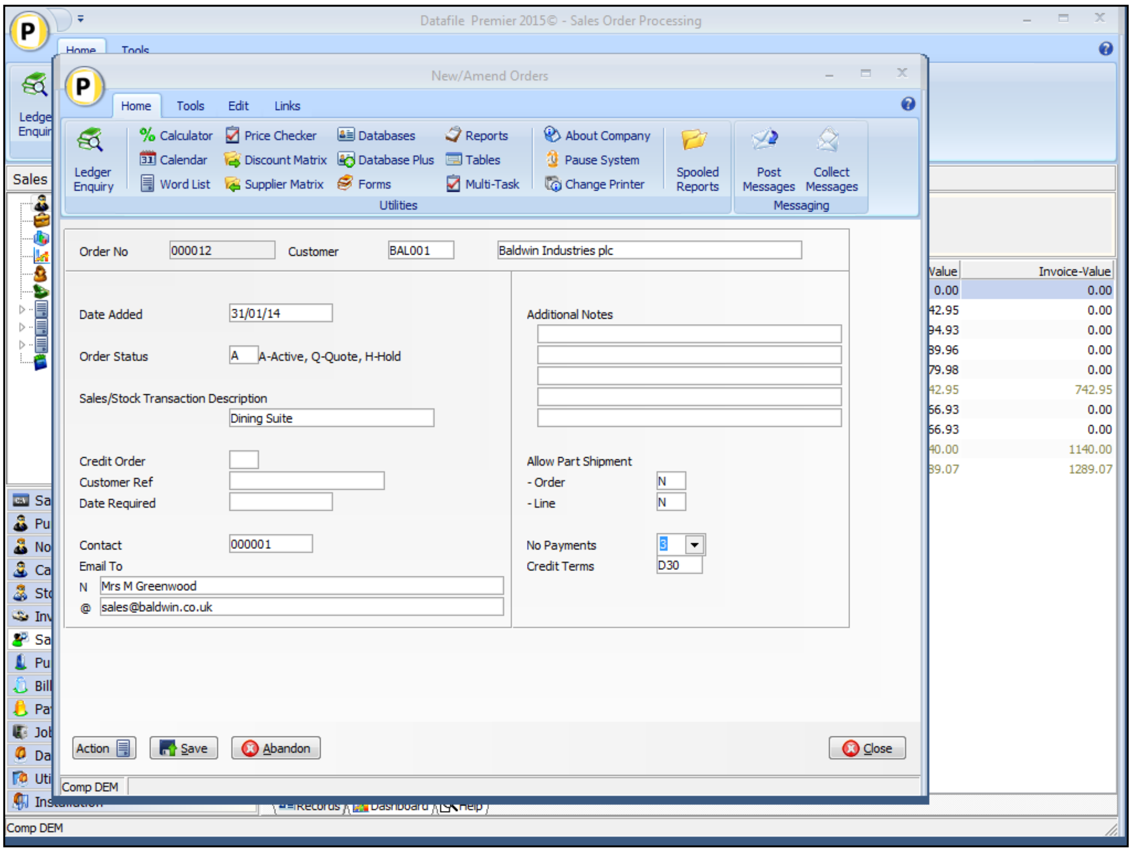
Header Item to Allow Part Shipment of Whole Order
Header Item to Allow Part Shipment of Individual Lines

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.



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.

INVOICE

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V.A.T. Registration No
123-4567-89

Baldwin Industries plc
Unit 5, Light Ind. Estate
Stopgate Lane
Aintree, Liverpool
Merseyside
L9 6PY

Account	Invoice Date	Invoice No	Order No	Your Ref
BAL001	31/01/2014	000019	000010	

Code	Description	Quantity	Price	Value	Tax
CH0167	Dining Chair - teak/dralon	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
S	20.00	742.95	148.59

Payment Schedule

No	Payment Due	Amount Due
1/3	02/03/14	297.18
2/3	01/04/14	297.18
3/3	01/05/14	297.18

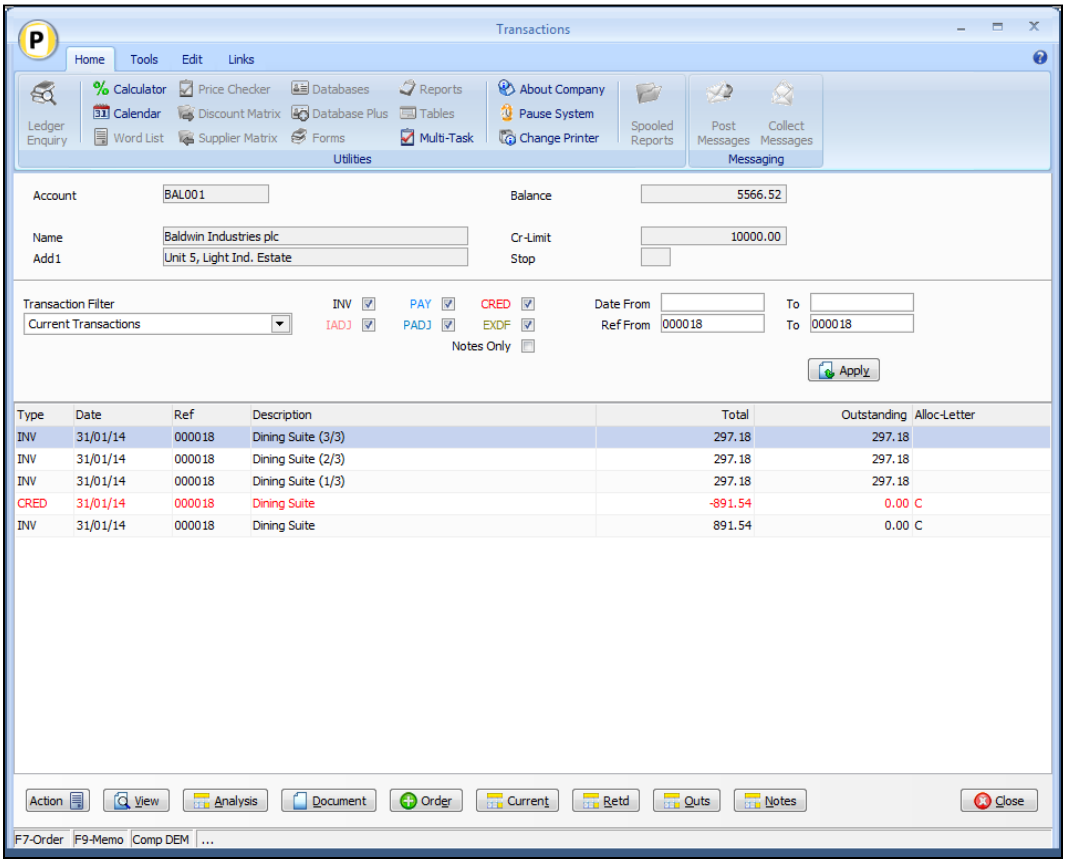
Goods Total	742.95
V.A.T.	148.59
Total Invoice Value	891.54
Date Payable	02/03/2014

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).



Installation

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

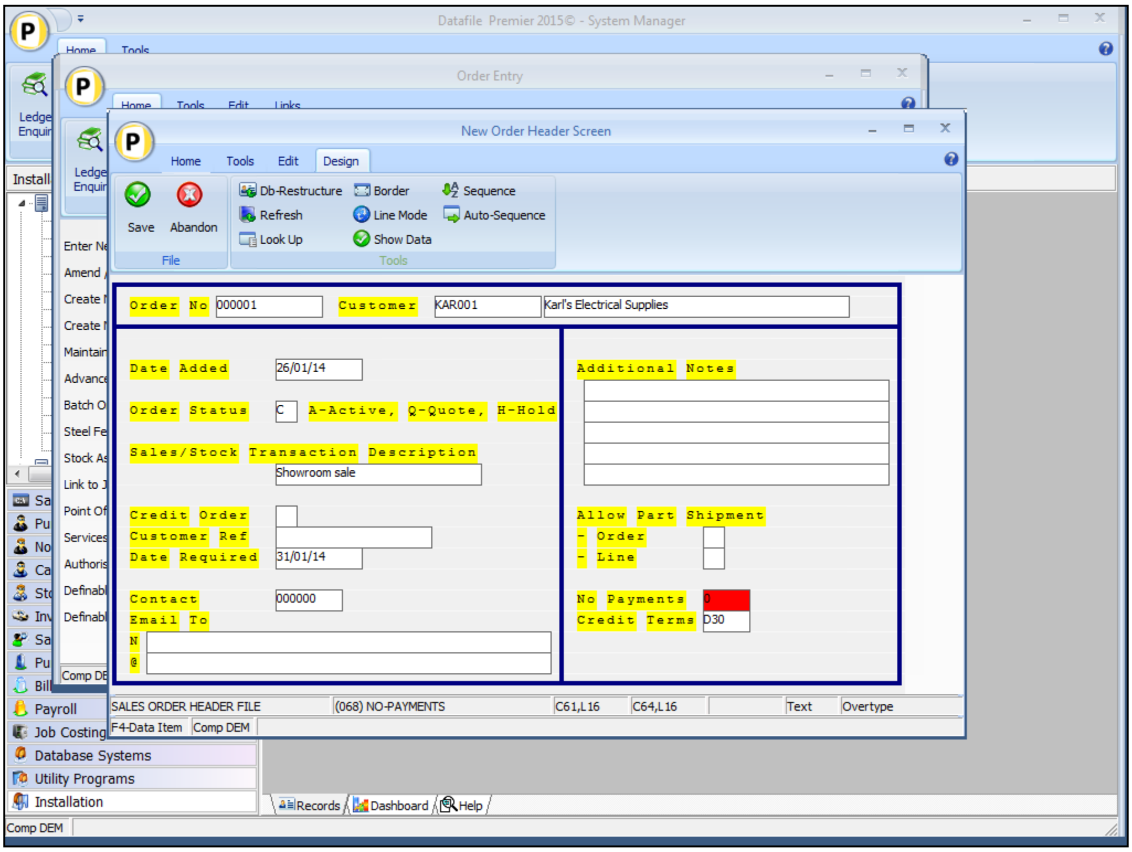
To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

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**.

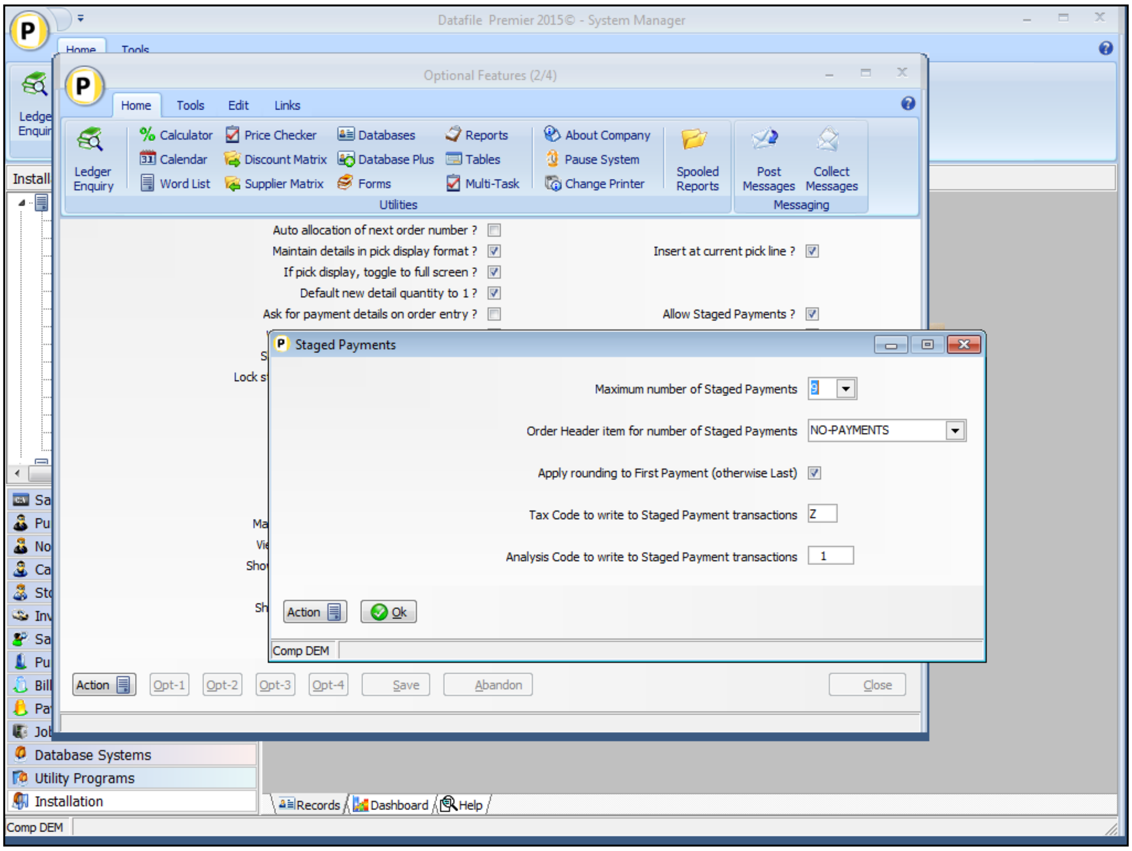


Screen Design is in the usual manner - To insert text labels such as 'Allow Part Shipment' use the mouse to position the cursor where required and then type the required text. To insert the data items position the cursor where required and press the <F4-Select> key and choose the data item required. 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.



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.

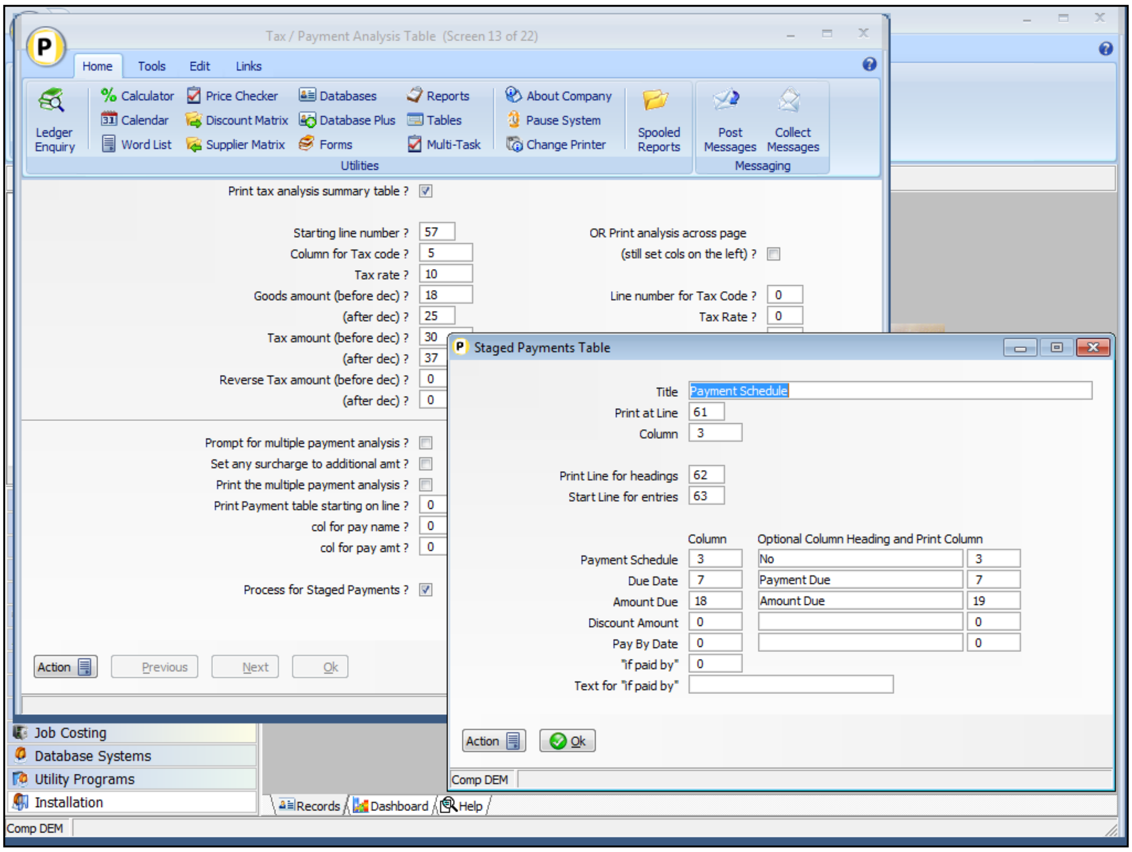
Analysis Code to Write to Staged Payment Transactions - the analysis code on the main invoice and nominal analysis lines are updated as normal but for the extra transactions you can set another analysis code if required for reporting purposes (note the extra credit/invoice transactions in effect cancel 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**.



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 first order processed.

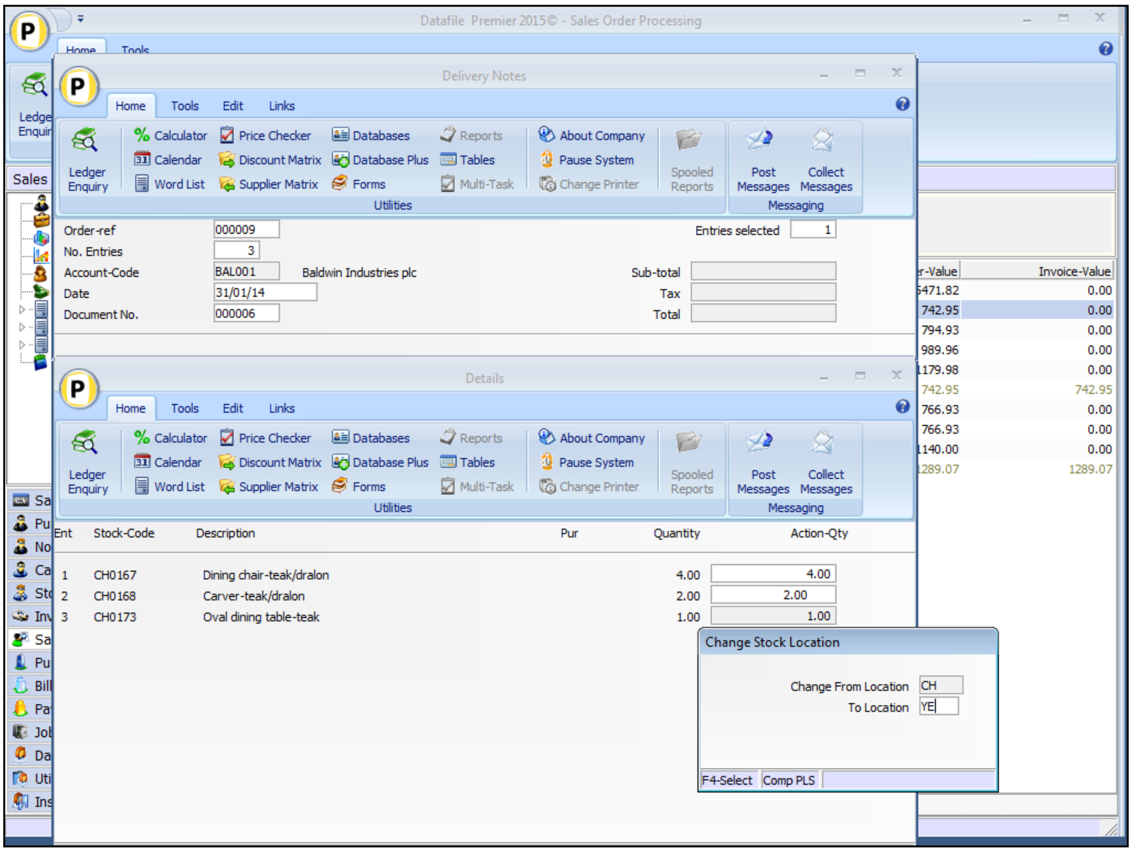
Settlement Terms are processed in the same manner as Credit Terms. If use D15 then the first payment discount expires 15 days after the original invoice date, the second payment 15 days on from there and so on. If use monthly terms such as M115 then it’s the 15^{th} date of each month.

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.



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 re-reserved 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.

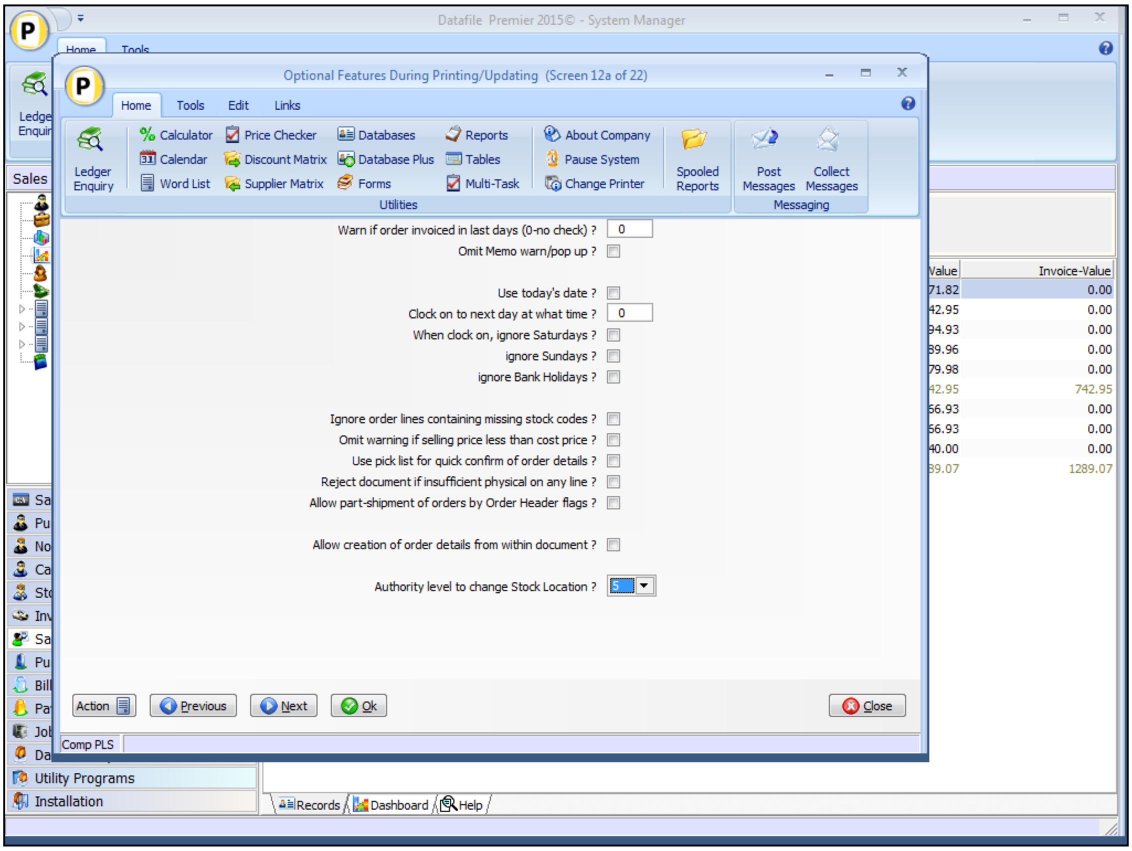
Installation

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 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.

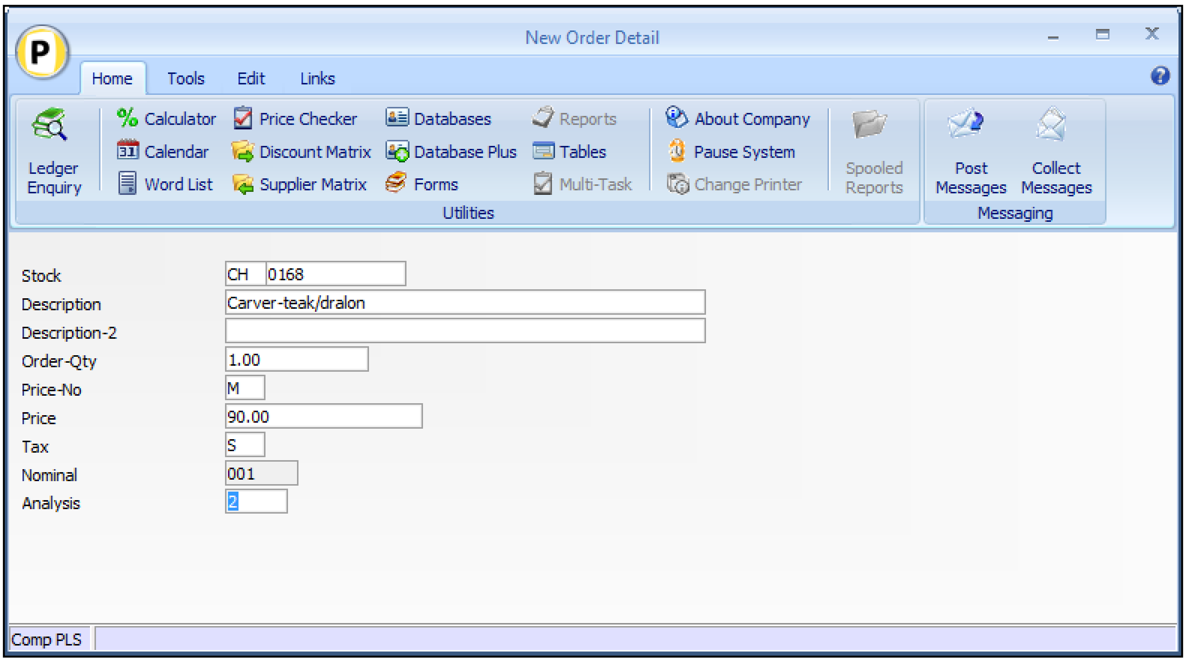
From the ribbon choose the **Parameters** option and then select the ACTION button to move to screen **12 – Optional Features During 'Invoicing'** before selecting NEXT to move to screen 12A.



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.



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.

Installation

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	Type	Description
DOC-CREATED	X, ?	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 A*nn*, D*nn* or I*nn* 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.

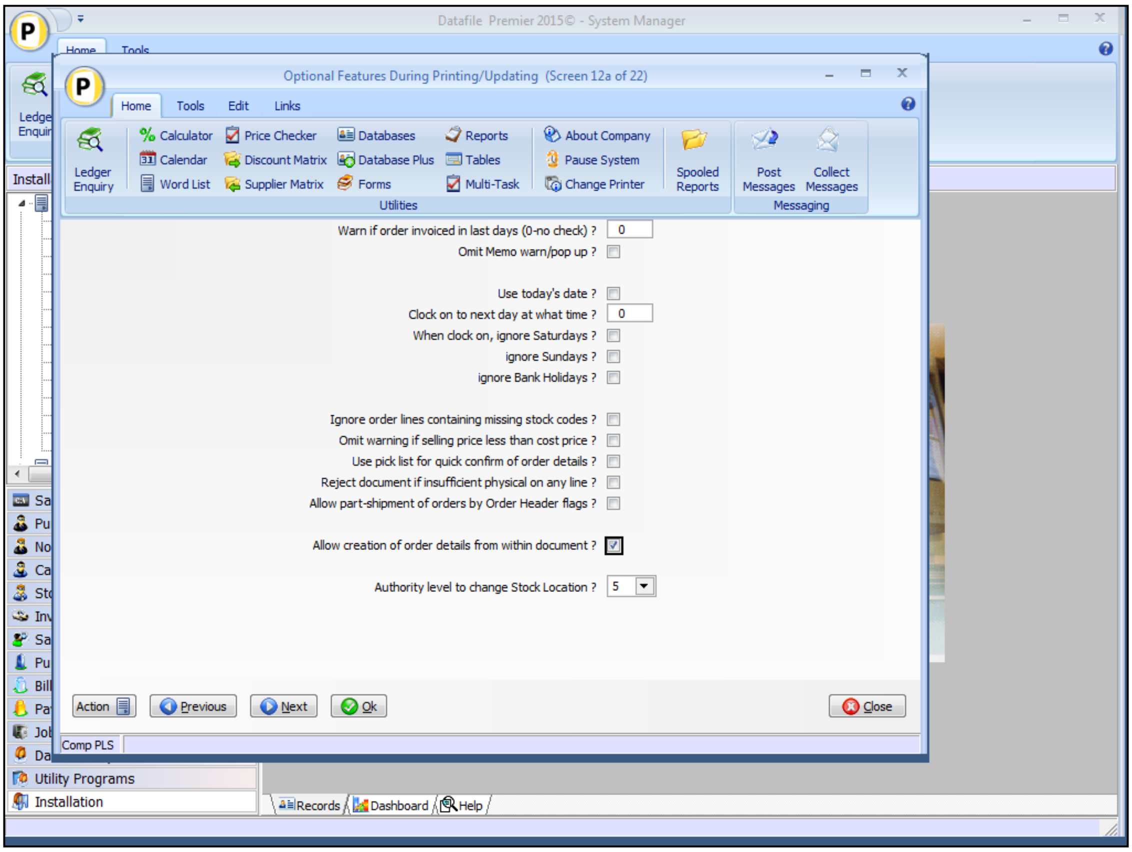
Once the required items have been recorded press the <ESC> key and select the **UPDATE** button to save the database changes. When prompted respond 'Y' to the prompts to '**Extract Existing Data to New Database Structure**' and, if appropriate, '**Copy Table Entries from Old Database to New Database**'**.** 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

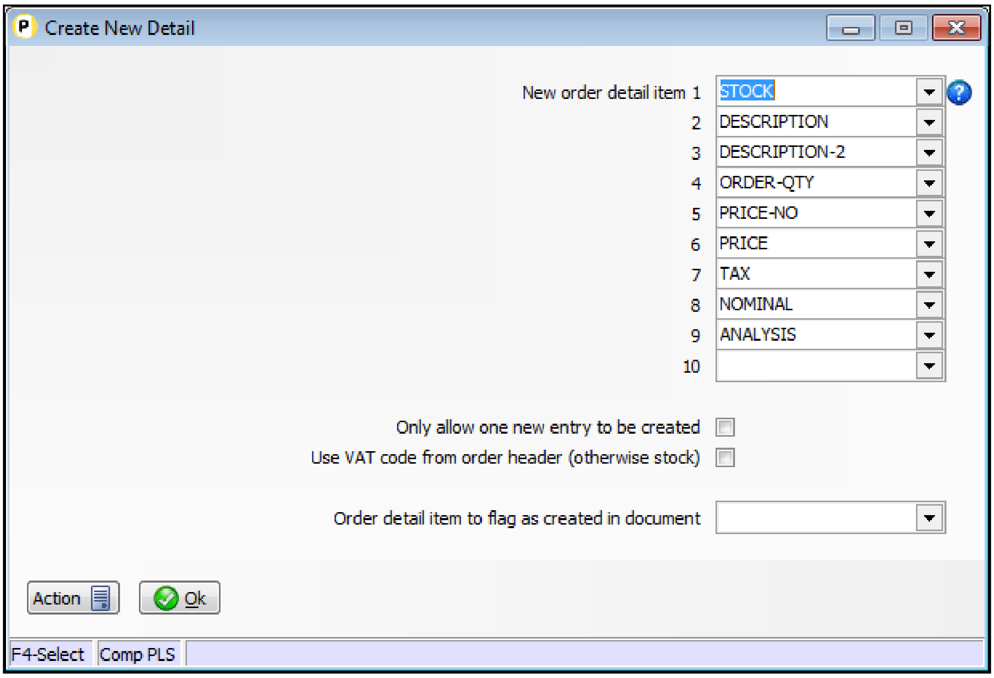
To configure the document sign on as the SYSTEM user, or any user with Installer access rights, and right click on the document menu option and select Configure Option. Alternatively select **Installation** from the main menu, followed by **Application Manager** and then **Document Design Manager** before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



Allow Creation of Order Details from Within Document – set to allow creation of order details within the document generation process.



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

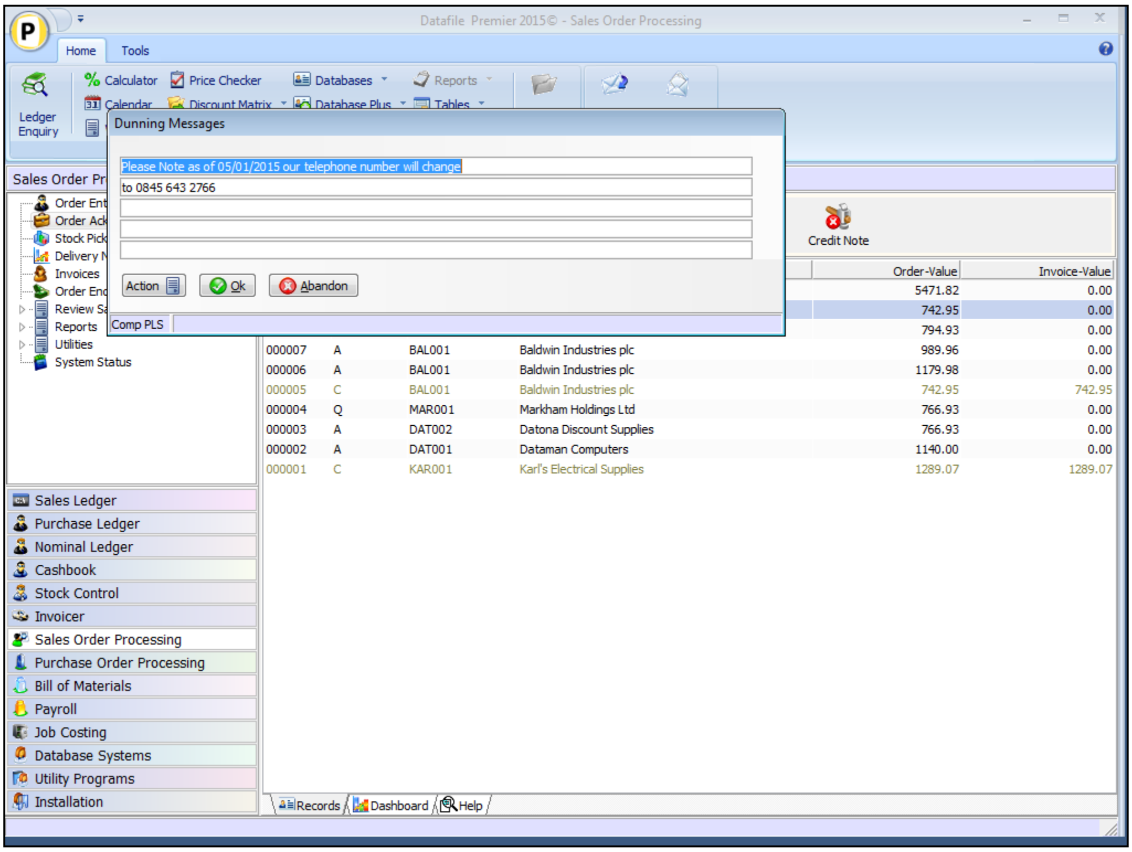
Foreign Currency systems should reference the FC-Price item.

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.



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

ACKNOWLEDGEMENT

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V.A.T. Registration No
123-4567-89

Baldwin Industries plc
Unit 5, Light Ind. Estate
Stopgate Lane
Aintree, Liverpool
Merseyside
L9 6PY

Account	Date	Ack No	Order No	Your Ref
BAL001	31/01/2014	000020	000009	

Code	Description	Quantity	Price	Value	Tax
CH0173	Oval dining table-teak	1.00	210.99	210.99	S
CH0168	Carver-teak/dralon	2.00	90.00	180.00	S
CH0167	Dining chair-teak/dralon	4.00	87.99	351.96	S

Code	Rate	Goods Amnt	Tax Amnt
S	20.00	742.95	133.73

Goods Total	742.95
V.A.T.	133.73
Total Order Value	876.68

Please Note as of 05/01/2015 our telephone number will change to 0845 643 2766

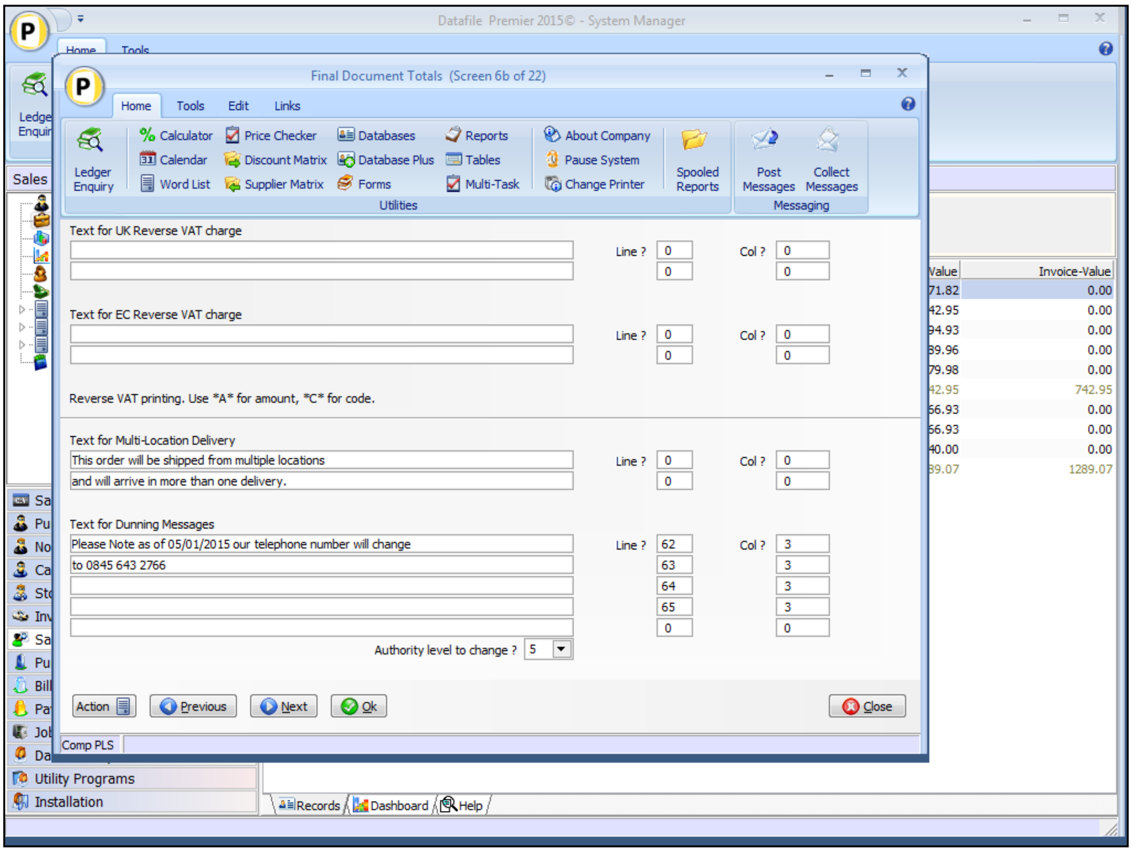
Installation

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 **6 – Final Document Totals** before selecting NEXT to move to screen 6B for SOP Documents or 6A for POP Documents.



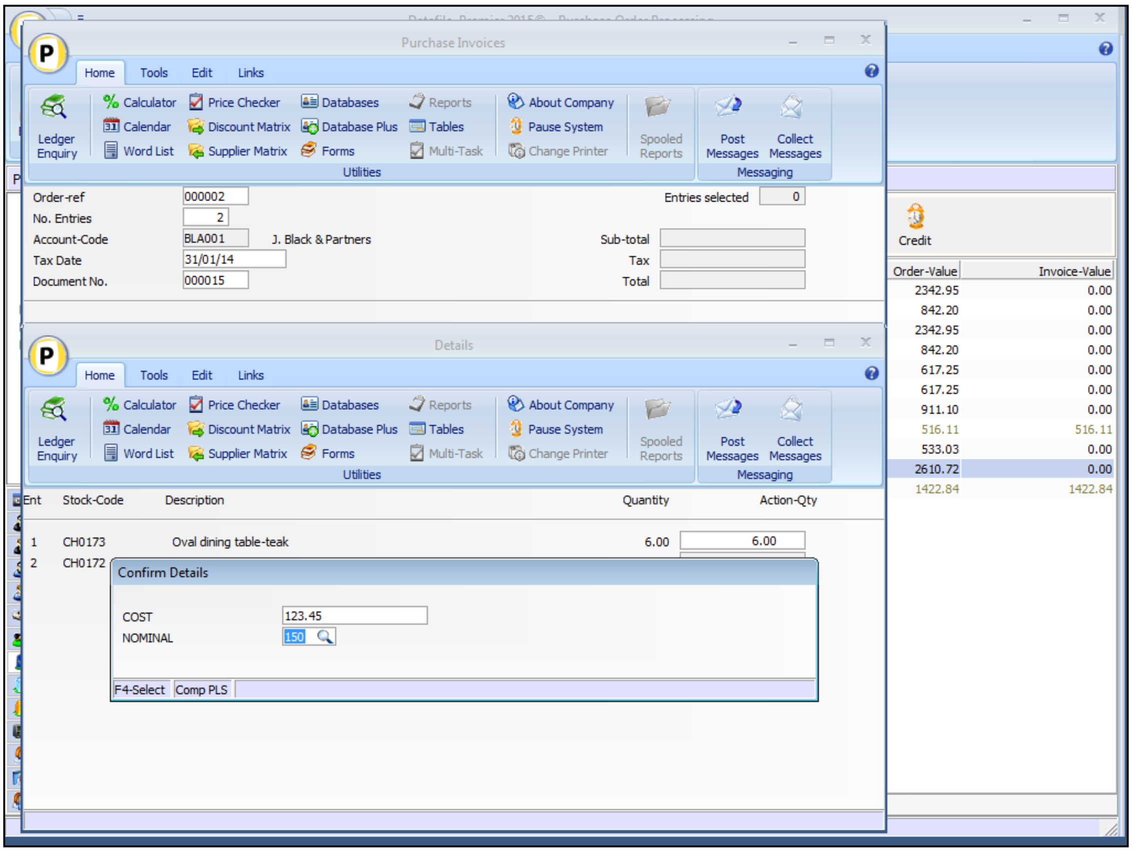
Text for Dunning Messages – enter, over up to five lines, the required default text for the dunning message.

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.



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.

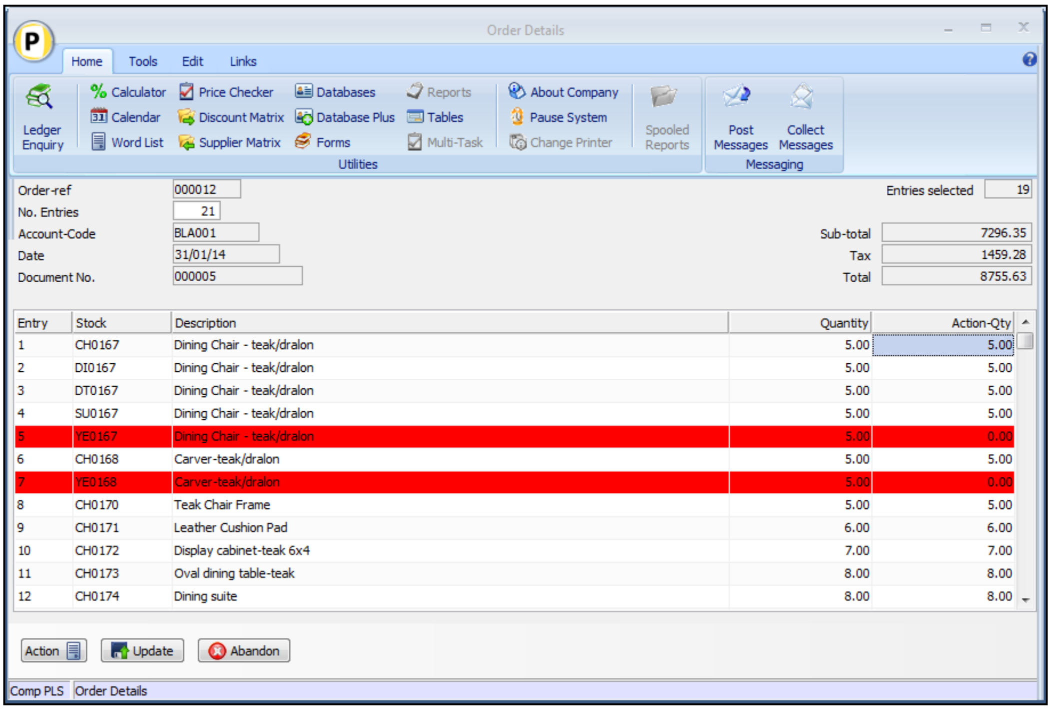
Installation

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.



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. Right-click 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.

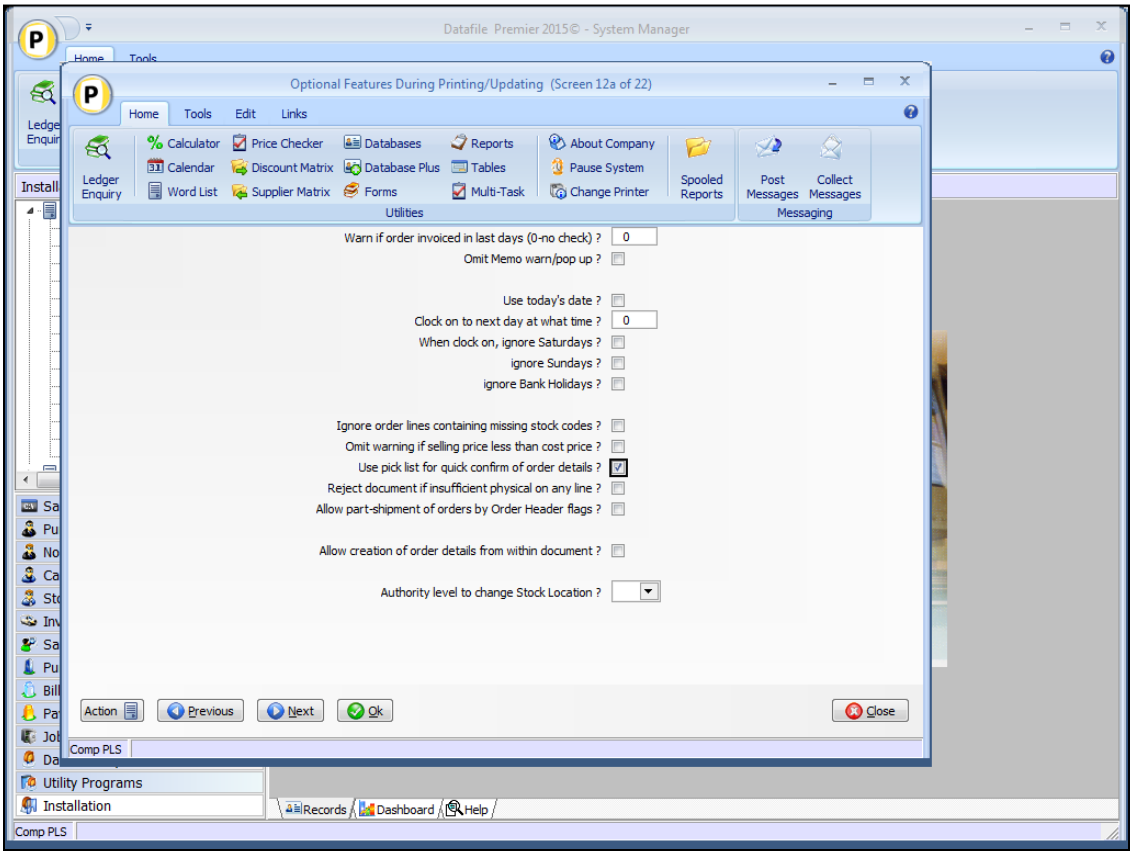
Installation

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.



Use Pick List for Quick Confirmation of Order Details – set to allow the pick list for order detail confirmation.

Notes

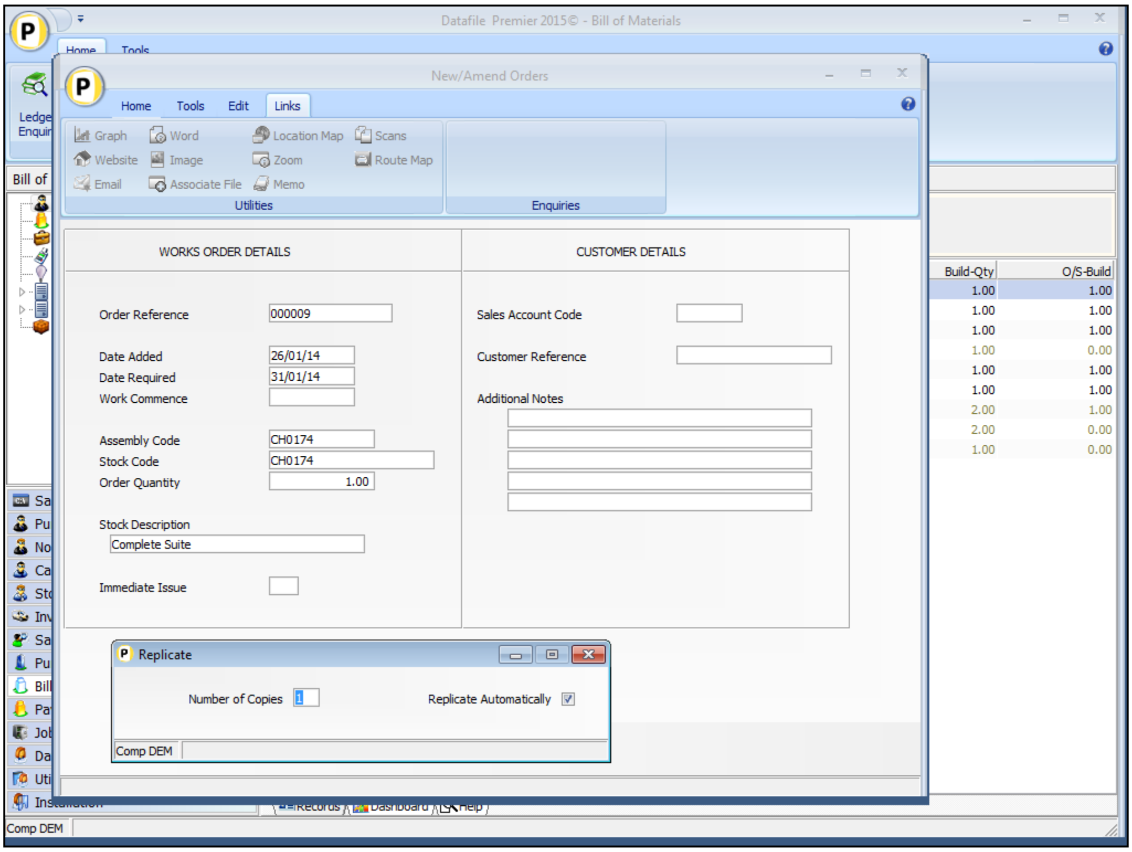
The document pick list is intended for quick processing / amendment of document detail lines and, as such, any 'manual' procedures will need to be reviewed. For example if operators are required to manually enter confirm items / line totals etc. then this option would not be suitable as the operator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

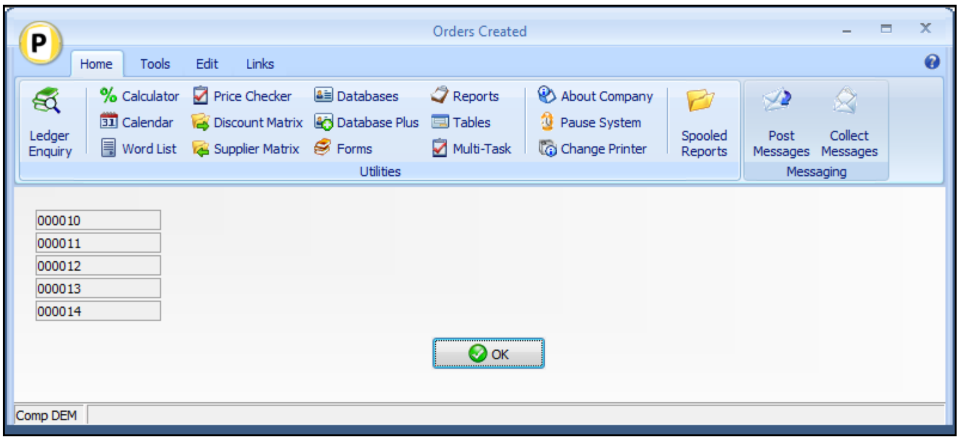


Selecting Replicate from the Order Entry menu asks for the order to replicate then prompts for:

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.



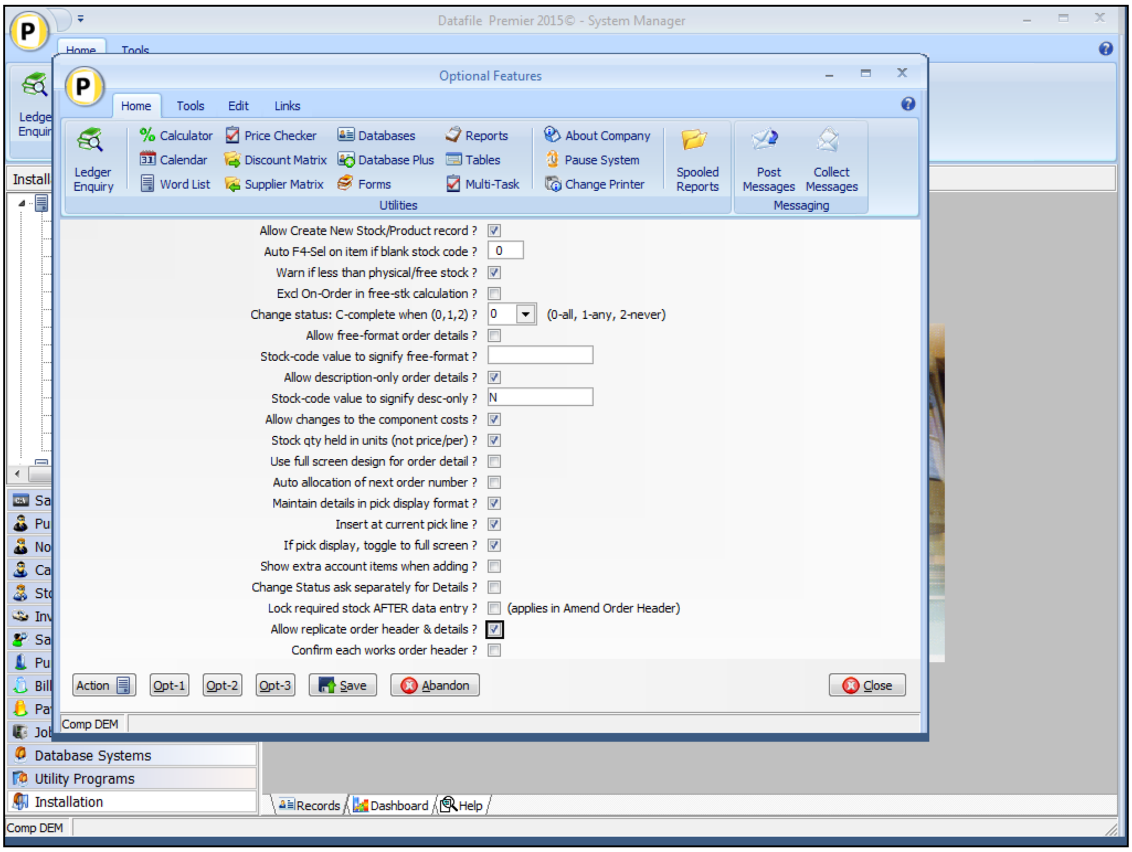
Notes

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 run-time parameter, you can still amend to replicate automatically or not as required.

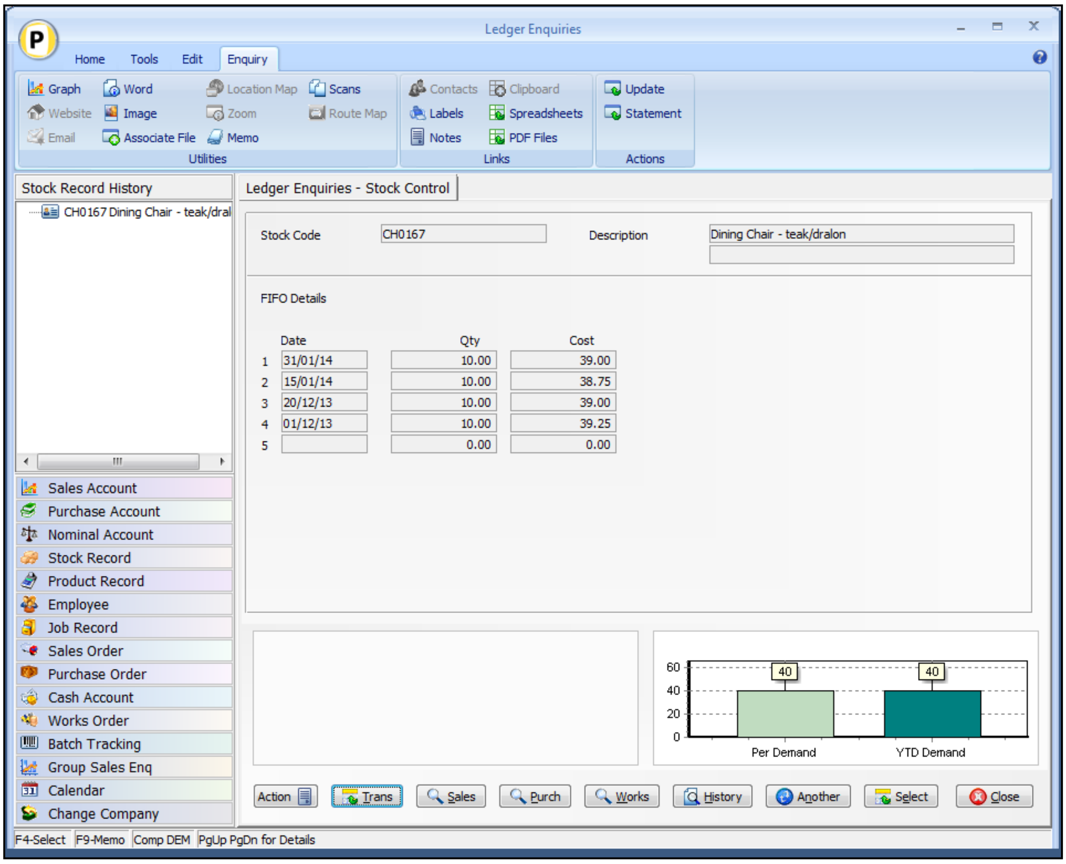
Notes

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.



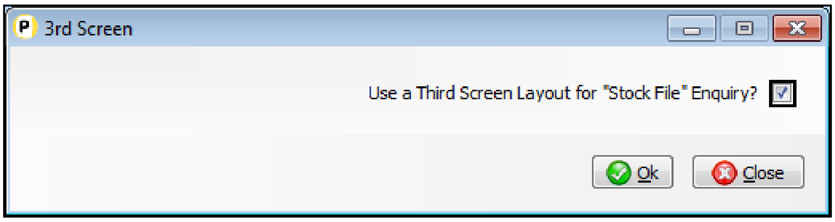
As before you use <Page-Up> and <Page-Down> to switch the display between enquiry screens.

Installation

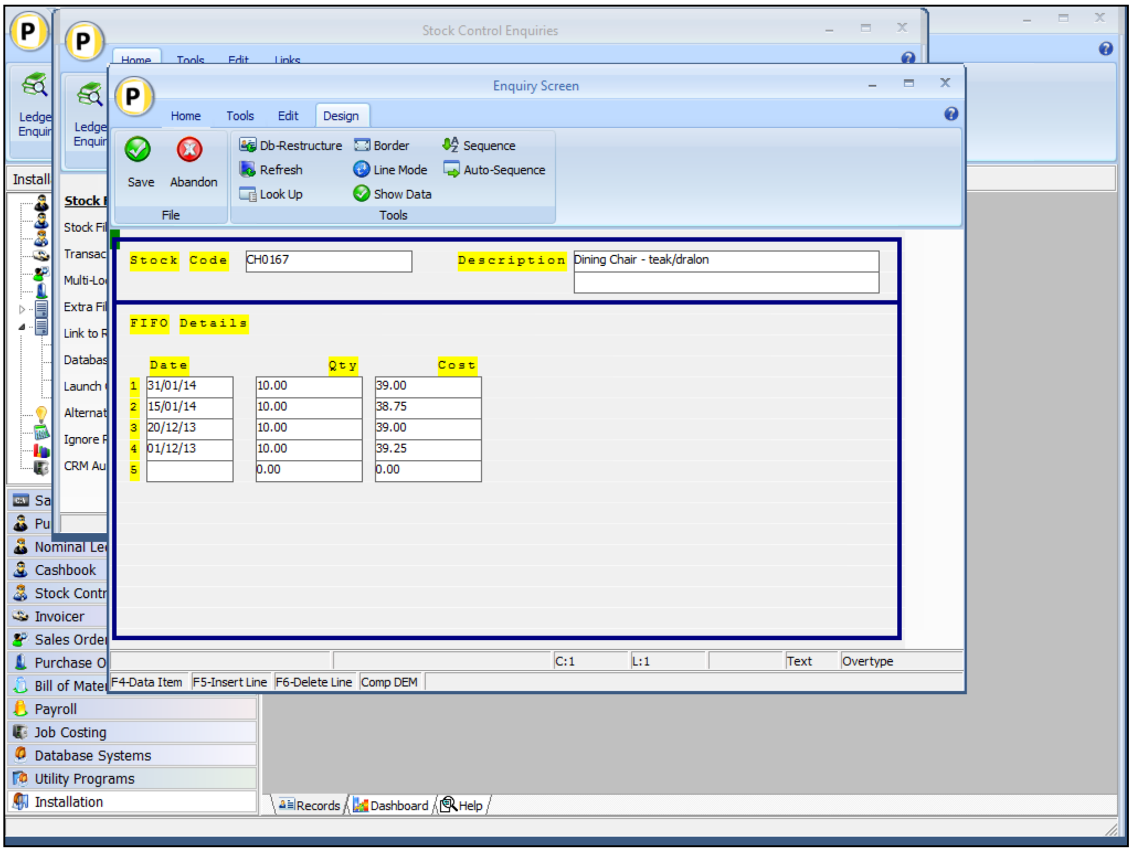
Ledger Enquiry Manager

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.



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

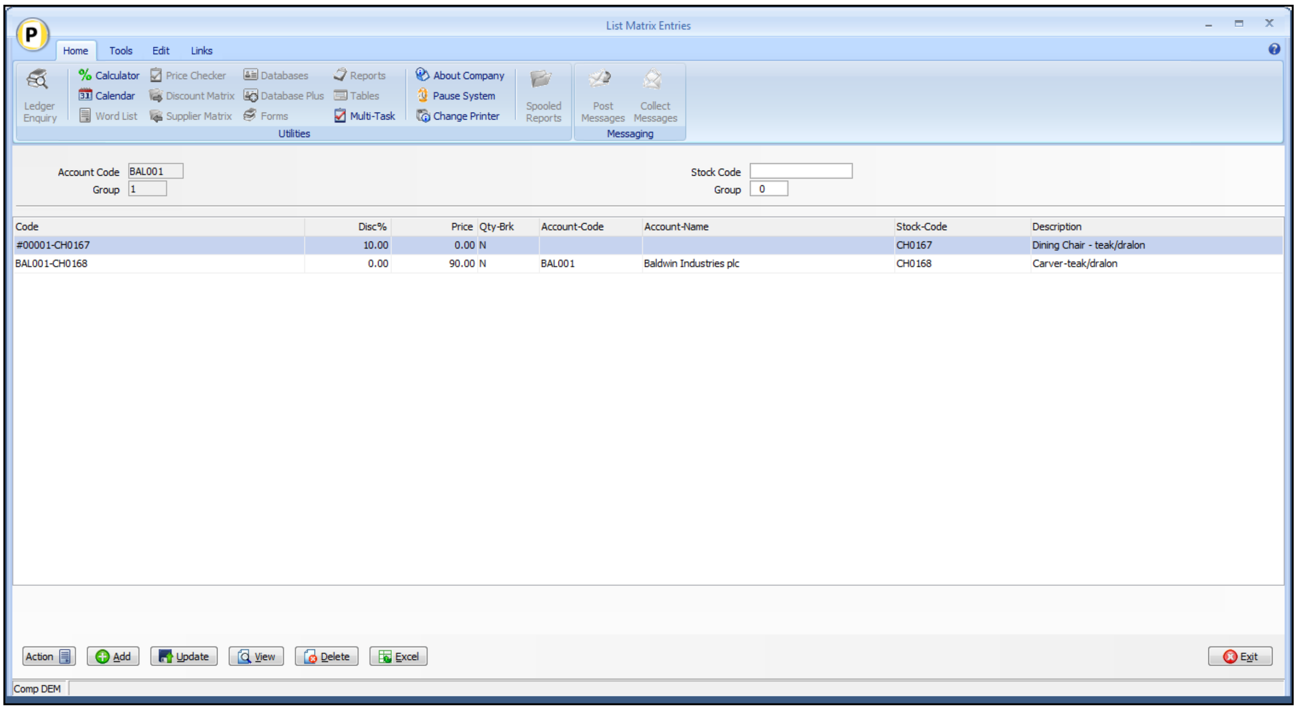
The third and fourth screen options are only available when using the full screen enquiry tools and not the left/right list display.

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.

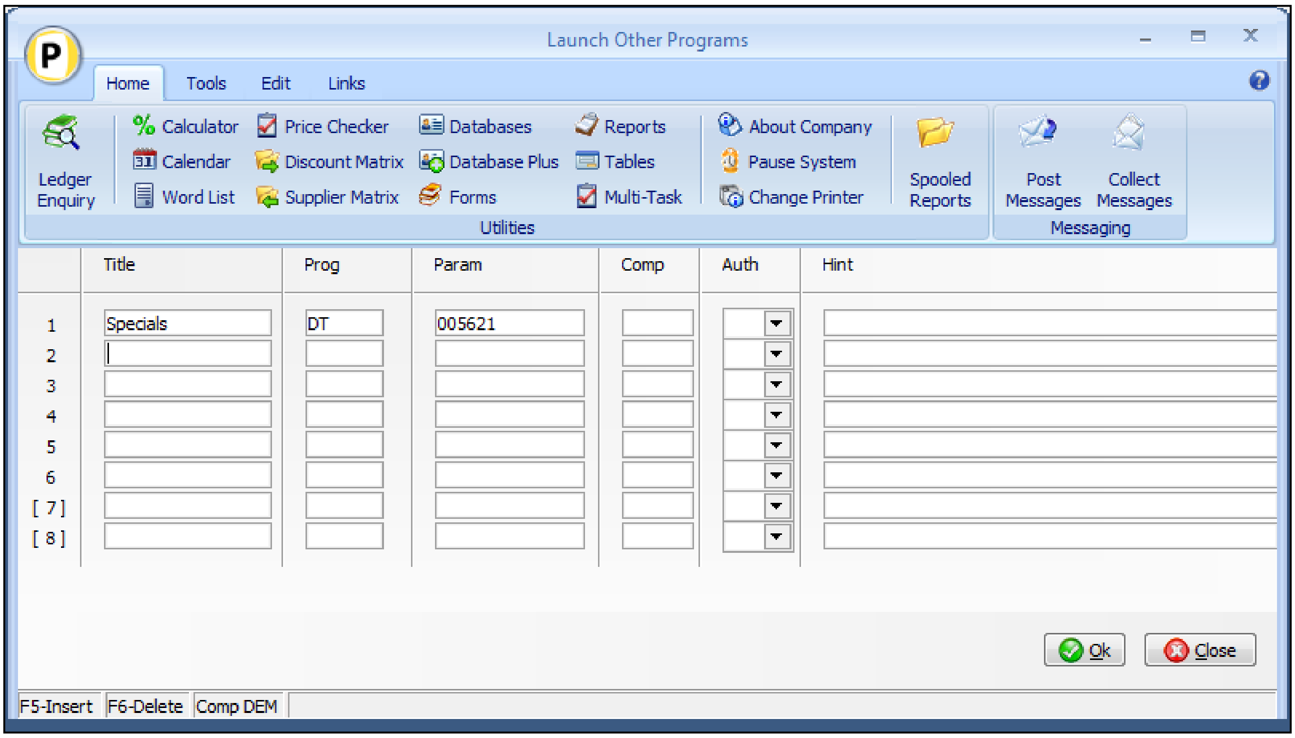


Installation

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.



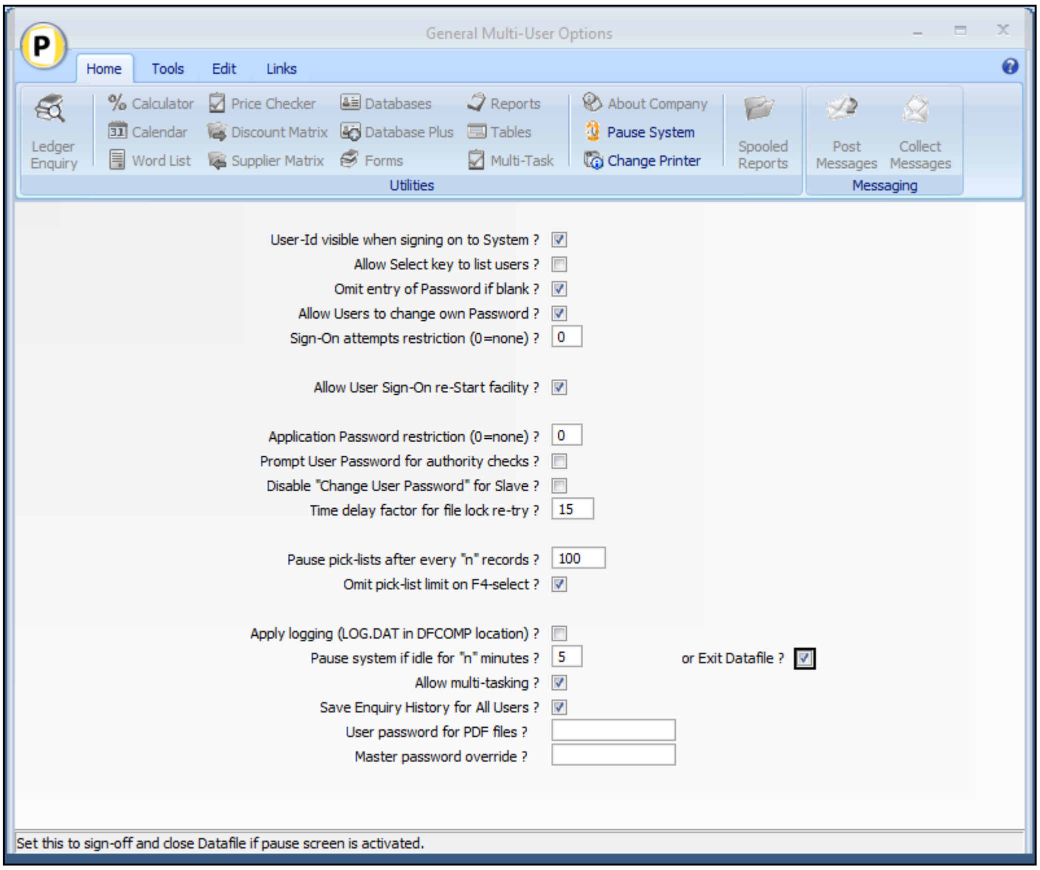
To add to the Stock Enquiry the options for listing customer / supplier matrix entries set as follows

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 re-activate, 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.