

Invoicer

Including
Discount Matrix Facility

Datafile Software Limited
5 Priory Mews
Monks Ferry
Birkenhead
Wirral CH41 5AZ

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Contents

Chapter 1

INTRODUCTION	1
<i>Outline of Use</i>	<i>2</i>
PRINCIPAL FEATURES	3
HOW TO USE THIS MANUAL	4
TRYING OUT INVOICER	4
DESIGNING INVOICE DOCUMENTS	8
<i>Invoice Structure</i>	<i>9</i>

Chapter 2

USER INSTRUCTIONS	11
<i>Document Processing</i>	<i>14</i>
SALES INVOICES	15
<i>Header Information – All Invoice Types</i>	<i>17</i>
<i>Detail Line Entries – Stock and Product Invoices</i>	<i>23</i>
<i>Detail Line Entries – Free Format Invoicing</i>	<i>30</i>
<i>Fast Line Entry – All Invoice Types</i>	<i>30</i>
<i>Closing Information – All Invoice Types</i>	<i>31</i>
<i>Printing the Document and Updating Files</i>	<i>32</i>
<i>File Updating and Ledger Controls</i>	<i>34</i>
SALES CREDIT NOTES	37
<i>File Updating and Ledger Controls</i>	<i>37</i>
PURCHASE INVOICES	39
<i>Scanning Invoices</i>	<i>39</i>
<i>File Updating and Ledger Controls</i>	<i>41</i>
PURCHASE CREDIT NOTES	43
<i>File Updating and Ledger Controls</i>	<i>43</i>
PRODUCT MAINTENANCE	44
PRODUCT MAINTENANCE	45
<i>Add a New Product</i>	<i>46</i>
<i>Update Existing Product</i>	<i>48</i>
<i>View Product</i>	<i>48</i>
<i>Delete Product</i>	<i>48</i>
PRODUCT REPORTS	49
VIEW SYSTEM STATUS	55

Chapter 3

CONFIGURING INVOICER	57
SET APPLICATION CODE FORMATS	58
SET COMPANY DETAILS	59

SYSTEM PROFILES	59
APPLICATION MANAGER	61
LEDGER ENQUIRY MANAGER	61
<i>Product File Full Screen Design (Premier Only)</i>	62
<i>Product File Item Screen Design</i>	63
<i>Extra File Scans</i>	64
MEMO FACILITY CONFIGURATION	64
CONTROLS AND AUDIT MANAGER	65
<i>Edit System Status Display</i>	65
<i>Database Audit</i>	65
<i>Compact and Audit Database</i>	66
<i>Set Auto Expand Files</i>	66
<i>Expand Data Files</i>	66
SECURITY AND USER MANAGER	67
DOCUMENT DESIGN MANAGER.....	68
<i>Inserting New Items</i>	74
<i>Moving, Deleting and Amending Items</i>	79
<i>Document Watermark</i>	80
<i>Print Preview and Test Print</i>	81
<i>Printer Settings</i>	81
<i>E-Mail Settings</i>	82
<i>Fax Printing</i>	84
<i>Document Parameters</i>	85
<i>Save and Exit</i>	106
APPLICATION USER FACILITIES.....	108
<i>Sales Invoices</i>	108
<i>Sales Credit Notes</i>	108
<i>Purchase Invoices</i>	108
<i>Purchase Credit Notes</i>	108
<i>Maintain Products (Screen Designs)</i>	109
<i>Product File Listings</i>	109
<i>System Status</i>	115
APPLICATION SCREEN LAYOUTS.....	115
SELECT KEY DEFINITION	115
RECALL STANDARD TEXT	116
SET DATABASE PROFILES	117
<i>Product Items</i>	117
<i>Product Optional</i>	118
<i>Product Prices</i>	118

Chapter 4

DISCOUNT/SUPPLIER MATRIX.....	119
INTRODUCTION	119
MAINTAIN MATRIX FILE	119
<i>Add Matrix Entries</i>	120
<i>Update Matrix Entries</i>	125
<i>Enquire Matrix Entries</i>	125

<i>Delete a Matrix Entry</i>	125
<i>General Matrix Enquiries</i>	126
<i>Sales/Purchase Account Enquiry</i>	126
<i>Stock Record Enquiry</i>	126
<i>Price Checker</i>	126
<i>Change Company</i>	127
DISCOUNT/SUPPLIER MATRIX IN USE	127
APPLICATION MANAGER PARAMETERS	128
<i>System Profiles / Sales (Purchase) Ledger</i>	128
<i>Location of Files</i>	130
<i>Set Database Profiles</i>	130
<i>Discount Matrix File Structure</i>	131

Chapter 1

Introduction

An invoice is possibly the most important document produced by your company. It signifies that a sale has been contracted. It details the products and services you have sold; the prices charged; possibly any discount agreed between you and the purchaser; and the value added tax which applies to the sale. It is probably only one of many invoices sent by your company to the purchaser of your goods. Its timeliness, accuracy and looks can reflect what sort of company you are.

The Datafile Software Invoicer application allows you to design virtually free-format invoices which meet the widest possible range of invoicing needs. Once you've designed the invoice layout and content (and you can use our standard design without making any changes at all) then you can quickly prepare and print individual invoices whenever you wish. You can design up to six entirely different invoice layouts for different uses if you wish (in ranges other than Datafile *Compact*, which allows only two).

You can define factors such as settlement discounts, quantity discounts, separate pricing and special invoice entries for use as and when required. The invoicer is used with the Datafile Software Sales Ledger to allow automatic updating of sales ledger files following correct invoice printing. Invoices can also be saved to disk so that you can recall and reprint them at any time via the *DeskTop* Ledger Enquiries.

When used with the Datafile Software Stock Control system, stock values are updated if required. You can also use the Invoicer application in conjunction with a stand-alone product file, maintained as an option within the invoicer program. Alternatively, you can use the invoice on its own, entering product and service descriptions, prices and other aspects direct from the keyboard.

You may also use the Datafile Software Invoicer to prepare credit notes (designed with layouts different to invoices) to update sales ledger and stock files if appropriate.

Although most commonly used for the preparation of sales invoices, you can use Invoicer to enter the purchase invoices and credit notes you receive too, updating stock files and the purchase ledger at the same time (excluding the Datafile *Compact* range). This can be used as an alternative to a purchase order processing system where, for example, you purchase and collect from cash and carry or wholesale warehouses, so need to be able to update stock with what you've managed to buy, and pass the invoice through the purchase ledger too.

In some industries — for example, agriculture — it is accepted practice that buyers prepare sales invoices for their suppliers, a form of self-billing. The ability to print the purchase invoice as well as to update the purchase ledger and stock systems satisfies these requirements too.

All files are designed around the *DataFiler* database, which is at the heart of all Datafile Software systems and is a powerful database in its own right. Whilst the files are fully managed by the Invoicer program, you can tailor them individually to suit your specific needs (in Datafile *Diamond* and *Premier* versions), and you may prepare additional reports using either the Report Generator program or the *ProFiler* Application Generator.

The chapter ‘User Instructions’ describes the many facilities available to you in preparing invoice documents, many of which are to help operational as much as pure accounting needs. This chapter should help you decide between those features you wish to make use of now, and those which you do not need or which you may leave for another time.

A key benefit of Datafile Software applications is the ease with which you can set up features when you need them, or switch them off if you no longer want to use them. The chapter ‘Configuring Invoicer’ tells you how to use the Datafile Software installation facilities to adapt Invoicer to your particular needs.

An important strength of Datafile Software is the ability to design documents such as invoices and credit notes to match to your own needs. These are designed using the Document Design Manager part of the Installation section.

Time spent in understanding the features and facilities available from the Invoicer application will be amply repaid in speed and accuracy of use. In many cases your reseller will configure the system to suit your particular needs using the Application Manager facilities. Resellers are fully trained in the use of Datafile Software applications, and their expertise allied to your knowledge of your own requirements will ensure the system is correctly tailored to your needs.

Outline of Use

The Invoicer application allows you at any time to prepare an invoice for a customer, asking you for the information about the sale which you want to print on the invoice and also to record in the system files. Exactly how this information is requested, printed and stored is defined by a set of parameters which we call the “document design”.

Creating an invoice follows a pattern. First, you must give information about the customer (you can define a new account if not already present in the sales ledger) and then about the sale (customer order number, salesman and so on). After this you can enter detail about the sale (products and services) — each detailed entry can print over more than one line on the invoice, depending on how you have defined the layout. Next you can enter some concluding information prior to printing out the invoice itself. If the invoice details are not quite correct, you can go back over the information to correct it until you are satisfied. Finally you can update the ledger and stock files to record the details of this invoice.

Principal Features

General

- Multi-company invoicing
- Up to 200 entries per document
- Full EC VAT support
- Plain or pre-printed stationery
- Text entries up to 20 lines per detail entry
- Discount matrix support in sales invoices (*Professional* upwards)
- Overall discounts, line-by-line, and settlement discounts
- Cash sales (invoice and mark as paid) supported
- Multi-location stock supported (*Professional* upwards)
- Multiple delivery addresses per account (*Professional* upwards)
- Mix stock/product entries and free-format entries within the same document
- Credit control facilities include credit limit, credit days allowed, and account on stop facility (On Stop feature is *Professional* upwards)
- Link to nominal ledger
- Purchase invoice entry, and supplier self-billing supported (*Professional* upwards)

Optional Features

- Forward transaction posting (*Professional* upwards)
- Create new account (full details) during document entry
- Create new stock record (full details) during document entry
- Free-format document layout up to 66 lines by 128 characters in size
- Continuation pages and page numbering supported
- Document reference numbers synchronised with order processing and ledgers
- Print duplicate values for remittance advice slip
- Option to print values with commas to separate thousands
- Supports prices with either 2 or 4 decimal places
- Up to six user-definable prompts at the start and end of the document (*Professional* upwards)
- Comprehensive user control over file updating and data to be transferred

User Definable Features (Datafile *Diamond* and *Premier* only)

- User-definable product file
- Default values for new account and new stock record data items
- Up to three optional user transaction items; one at header, two at analysis level
- Record costs in the sales ledger files
- User-definable product file reports
- Alternate product/stock file support



System Features

- Powerful hot-key *DeskTop* facilities include instant enquiries on any other part of the system, printer spooling control, calculator, notepad and word processing
- Database facilities for additional enquiry and reporting
- Hot keys for instant recall of user-defined text and phrases (Datafile *Diamond* and *Premier* only)
- User-definable print control
- Optional user logging facilities (Datafile *Premier* only)

How to Use This Manual

If your sole responsibility is to use the Invoicer program with previously designed document layouts, then you are recommended to read the rest of this and the next chapter (as background to the capabilities of the program) and then to refer to the section 'User Instructions' when you use the system. If you have wider responsibilities, then you should study the section 'Configuring Invoicer'. This describes in depth the facilities available and how to implement them in your system.

The design of documents such as invoices and credit notes is described in the Document Design Manager section. You will often be referred to the 'System User Guide' and/or the 'Configuration Guide'. There are many similarities across the Datafile Software suite of programs in the way that, for instance, the keyboard or certain features are used, and we felt it would be easier for you if these were readily accessible in one section.

Trying Out Invoicer

You can try out the system immediately on the DEM company supplied with your system. The outline description below assumes that you have read the Using Datafile Software section of the System User Guide to find out how to use Datafile Software keys, particularly the <Escape> and <Enter> keys.

Starting Up

- Start-up your Datafile system and sign on either as the DEM user if it is available (no password is needed for the DEM user) or with the sign-on name your system supervisor has given you, followed by your password
- Check the company you are going to use by keying <Alt-O> and then choosing the DEM company from the list. You can also use the mouse or <F10> key to select the Datafile pull-down menu and choose Open New Company from here. (The <F10-DeskTop> function key opens up a complete set of general facilities which you will find essential as you get to know the system. These are fully described in the System User Guide, and are on the route of the general system tour described in that manual.)

Note — No Nominal Ledger

If you have not purchased the nominal ledger, you should use the Application Manager program first to Select/Lock Systems for the DEM company, and follow up with the Company Manager option System Profiles for the appropriate sales or purchase ledger to set the parameter “Linked to Nominal Ledger” to say N <Enter>. Once you have made this change, you can <Escape> and <Enter> to the “Are the above details OK?” question which you are asked on this and any subsequent screen.

Print Sales Invoices

- ❑ First choose the Invoicing option from your main menu. From here take the Sales Invoices option. You are given a choice of four invoice layouts (excluding *Compact*) — two from stock, one using the product file, and one entirely free-form invoice.
- ❑ Choose the stock option if you have purchased stock control, otherwise choose the product invoice. You are asked to confirm where the invoice will be printed. If you don’t have a printer then use the <F4-Select> key to select disk spooling
- ❑ You must choose an account code, for which you can use the <F4-Select> key. We suggest you choose BAL001 — Baldwin Industries. If you are told that the credit limit is exceeded, reply yes to continue invoicing
- ❑ Next you must enter the invoice date. Dates are monitored by the system, which may not accept today’s date — our demo data is distributed at a particular period, the dates of which are given in the error message which you may get. For this exercise, choose a date in the current demonstration system period and go over the above prompts again
- ❑ The next document number in sequence (used as the invoice number) is displayed automatically, incrementing by one each time a document is produced. Account details are now confirmed, including any settlement and credit day’s terms. You may alter the account details displayed if you wish.

Note

At this point there is an option to allow you to enter up to six “start of invoice prompts” which you could use for (say) the customer’s order reference, the salesperson, delivery method, and so on. These prompts are determined by the configuration of the invoice document itself, but we have not used them for the demonstration examples. These values can be both printed, and saved to your transaction files for later analysis.

- Now you can enter the invoice detail. For both stock and product type invoices you can use the <F4-Select> key to find suitable items from the files. For example, you may want to choose item code CH0167, a teak/dralon chair.

Note

If you just <Enter> against the stock code, you can now enter an item which is not present in the stock/product file. You may want to try this too.

- At the “Which Price” prompt <F4-Select> shows you the prices for the item you chose. <Enter> to accept the price number shown
- You can look up the nominal or general code likewise with the <F4-Select> key (you are offered the nominal code only if you have purchased the nominal ledger, otherwise you are offered a general code to use, defined as a table). In the case of a nominal code you do not see the full set, but just the income or expense range of codes defined under the nominal ledger System Profiles

Note

You can optionally allow a user to enter any valid nominal code, but it would be an exception to use a code outside the specified range.

- The sales analysis code for the DEM company can take a value between 1 and 100, although you can enter zero too. It is held as a “table” entry (see the System User Guide for more information about tables) so you can use the <F4-Select> to look up an entry

Note

Tables are used where you want to analyse categories, and to print text for those categories in reports. A table ensures that the analysis is consistent and the text is constant. You can maintain tables from both the *Application Manager* and the *DataFiler* programs.

- Enter any quantity of units sold. (Note that leaving the quantity at zero assumes you meant to enter a quantity of one)
- For the tax code a value should already be prompted if you chose an item from the stock or product file, but again you can use the <F4-Select> key to view the tax codes already defined. Key <Enter> to accept the code shown

- ❑ The tax value is now calculated and displayed for you already, which you can accept by keying <Enter>
- ❑ You are asked “Are the above details OK?”. Reply Yes to accept
- ❑ This brings you to the prompt for another document entry. Repeat the process for as many lines as it takes for you to become familiar with this stage of invoice entry. Once you reply No to any more document entries you are asked to enter a value for delivery charges. This is an optional prompt in the invoice design that can be removed if not required.
- ❑ Should the credit limit for the customer be exceeded, you are warned about this. If so, accept it to go to the final stages of invoice preparation
- ❑ You are now asked whether to print the invoice.

Note

If you used the print spooler, you do not get a chance to check what the invoice looks like until after you have finished invoicing. In that case, go through the remaining prompts to complete the invoicing process, and don't then ask for another document. That is the point where you get the option to inspect your invoice(s) to see how they look.

-
- ❑ You then have options to make another print and then to update the ledger and the stock file (if stock invoice). Note that the invoice number is used as the default for the reference number when updating these files

Maintaining Products

If you aren't using the stock file, you may want to try out how the invoicer handles the product file. In that case, follow through the instructions below:

- ❑ Select the option ‘Product Maintenance’ for the product maintenance sub-menu, and then choose Update option — you can add a new product later to see the differences
- ❑ Here you must choose a product code. Since you don't know what is in our demonstration system, use the <F4-Select> key to bring up a window of selection choices, and key <Enter> to the first choice followed by <Enter> to see the list of products in the DEM company. Use up and down arrows to highlight a product, and <Enter> to select it. The details for the product you have chosen are now displayed
- ❑ You can use <Enter>, <TAB> or the down arrow key to move from one field to the next, and the up arrow key or <Shift+TAB> to return to a previous field. Alternately if you want to change selected items you can use the mouse to click the item to change - you

may, for example, want to change the price of the product to see the effect on future invoices

- When you get to fields such as tax code, sales and purchase analysis, and the default nominal codes, note that you can use the <F4-Select> key to display a list of the options available

Note

The entire content of this screen is user-definable with the Datafile Software *Diamond* and *Premier* product ranges. This allows an unparalleled ability to tailor the system to match your needs.

-
- When you have made a few changes, use the <End> key to complete the job or click the SAVE button. The product is only updated when you use the <End> key, or have keyed <Enter> through every field on the screen, or click the SAVE button. Pressing <Escape> or selecting the ABANDON button abandons any changes
 - Once you have made changes to an existing product, try entering a new product. You must choose a product code first, and this code must not already exist

Note

The format of the code is important — an incorrectly formatted code is not accepted. In the DEM company as distributed, the format for product records is exactly two letters (capital or small, they are automatically changed to capital letters) plus a number less than 9999. Note that you do not have to enter leading zeroes for the number; this is done for you.

By trying out the system on the sample data you will become familiar with the way Datafile Software applications work, and may well identify some questions about the way the system is set up compared to what you want to see. You or your dealer can then make the necessary parameter changes through the Installation section.

If the files become full you can make these sample files larger by using the Expand Data Files option in the Controls and Audit Manager section of the Installation program.

Designing Invoice Documents

Exactly how the Invoicer system operates is dictated by the specification of the invoice document definitions. This is done through the Document Design Manager, a section of the Installation program that is covered in the section on 'Configuring Invoicer' part of this manual.

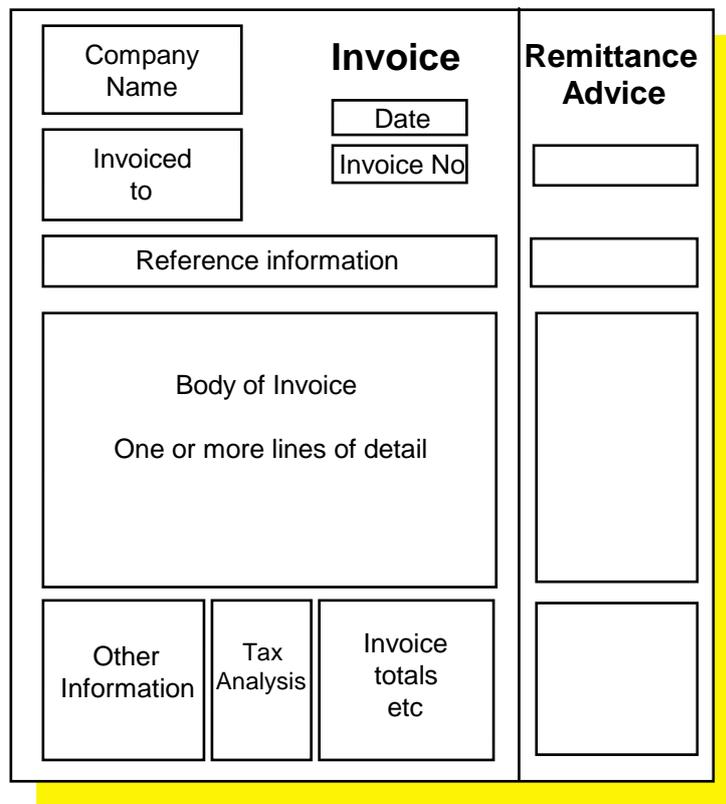
Since Invoicer cannot operate without its associated ledger, you should also be familiar with the features which are available in the ledgers themselves — see the ‘Ledgers in Use’ section of the Sales and Purchase Ledger manual.

In this section we describe some of the options available to you when designing a document process.

Invoice Structure

An invoice is document which records the details of a sale between two companies or people. It should show details of the two parties, and sufficient details of the sale itself to satisfy both parties’ accounting needs. There are statutory rules about what should be printed too — for example, VAT registration numbers.

A printed invoice normally contains the following information, as illustrated in the drawing shown here:



- **Printed headings** — whilst an invoice can be printed onto plain stationery, it is more normal that it should be printed onto a pre-printed document of some sort. A pre-printed invoice will have labelled boxed areas into which to print different pieces of information, column headings to show what information is printed for each line item making up the

invoice total, and even your company name and address and logo. It is a selling document in its own right, and you need it to reflect your company's image.

- ❑ **Company name** — Your company name, possibly including your company logo, may already be included in the pre-printed invoice design. However, if you are invoicing for more than one company, rather than having different sets of invoice stationery for each company, you may prefer to have a general design. You then design the invoice process to print the name, address and other relevant details of the company from which you are invoicing.
- ❑ **Invoiced to** — This is the name and address of the company or person to whom the specific invoice is being raised. It is usual to print your account code for that customer too.
- ❑ **Date & Invoice No** — These are important pieces for accounting and taxation purposes.
- ❑ **Reference information** — This information might include the customer order number, your own internal order number, salesperson code, delivery method etc.
- ❑ **Body of invoice** — Here is where the details of the invoice are printed. You may need to use one or more lines to print all the information for each detail entry. The information usually includes stock or product code, the price being charged per unit, quantity sold, total price for this detail entry, and maybe some information on discounts and tax to be charged. If you need more than one sheet of paper to complete an invoice, then the heading details are usually reprinted on subsequent pages.
- ❑ **Other information** — This can include a different delivery address, some comments about the invoice and goods, special instructions, serial numbers of units. This differs from reference information in that it is usually printed at the end of the invoice, and only on the last page of a multi-page invoice.
- ❑ **Tax Analysis** — where goods are sold which qualify for different tax percentages, it is usual to print a table which analyses the value of goods under each tax class, and the total tax charged for those goods.
- ❑ **Invoice Totals etc.** — Printed totals may include those before and after discount, may show an entry for additional charges (such as delivery or finance charges), for any settlement discount which can be earned for prompt payment, plus the total tax and the invoice total itself.
- ❑ **Remittance Advice** — Some companies like to encourage immediate settlement of invoices by having a tear-off remittance advice designed into the invoice. In such cases only the relevant information is repeated — customer code and name, invoice number, date, and total invoice value. Settlement values may also be printed if appropriate.

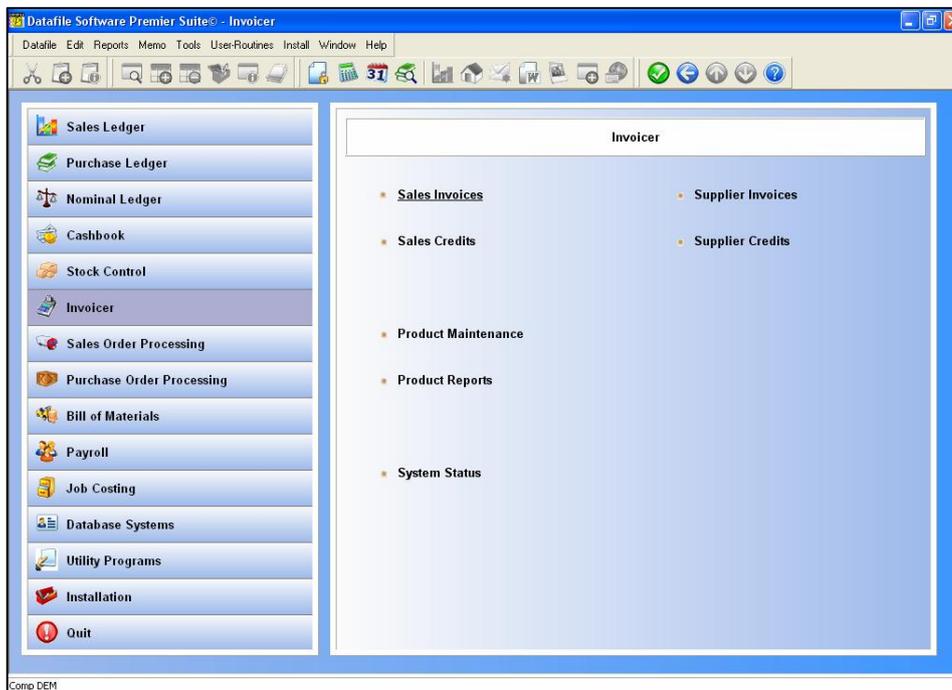
Chapter 2

User Instructions

This chapter describes how to use the Datafile Software Invoicer system. We assume that you have already learned how to sign on to your Datafile Software system and how to use the Datafile *DeskTop* facilities — these topics are covered in full in the Systems User Guide. Your Invoicer application will be one of the applications on the main menu, or on one of its sub-menus — there's possibly a sub-menu with a name like "Stock & Invoicing". If you have any difficulty locating the invoicing application then ask your system supervisor.

Once you have selected the system you are given the application menu of the system from which to choose the option you want.

Invoicer
Instructions



Compact Restriction

The *Compact* version of Invoicer does not support Supplier Invoices or Credits.

Application Menu Parameters — Datafile *Premier* only

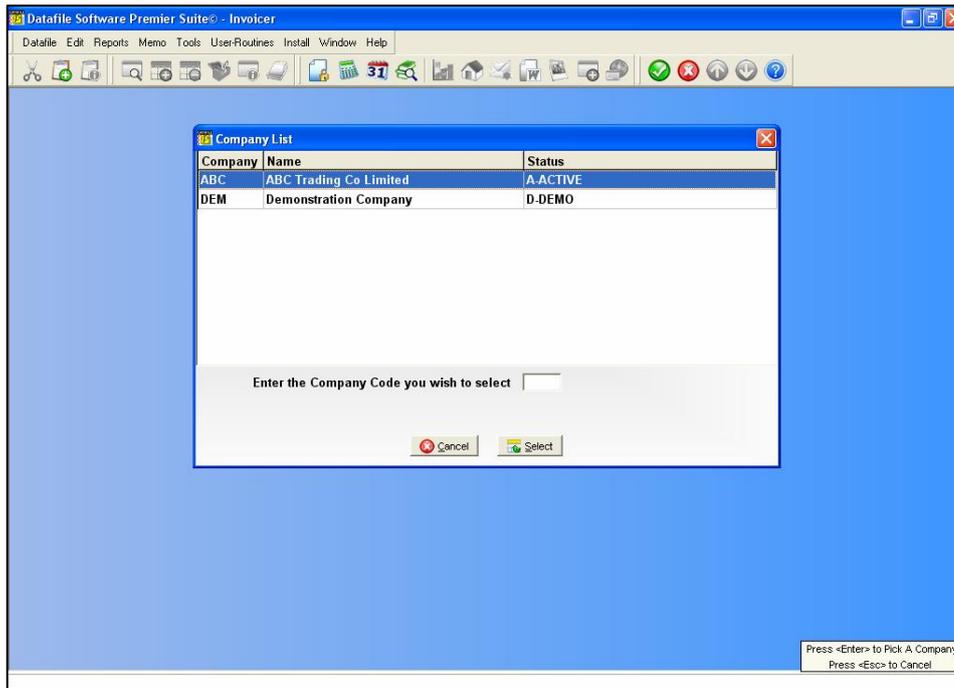
Each Invoicer menu option has a four digit parameter number. This number is the parameter which is needed for Datafile *Premier* users who wish to restructure their applications, and even to define completely new menus. For example Amend Existing Product has a parameter of “5002”, and the first sales invoice document can be loaded directly by a parameter of “1001”. These parameters are needed only under the CONFIG user to change or define application menu structures — see the System User Guide.

Note

If your company has purchased the Datafile *Premier* level of Invoicer, then you have the capability to restructure the application menus in any way that suits your operation. We advise you to document your new menu structures and distribute copies to the staff that use the system, so that they can find their way around easily.

Choosing the Right Company

You can use your Invoicer program for more than one company's data. Where you have more than one company, then if the computer does not know which company's data to process, it asks you to select one from a list. This can occur if the computer has not previously processed any company in this session, or if the last company it processed does not have the Invoicer defined for it.



The active company is displayed in the status line at the bottom of the screen. You can change the company (provided you are within the menu system and not in a specific option) by using the 'Datafile / Open New Company' option on the Datafile *DeskTop*.

General Notes

Throughout Datafile Software there is syntax to the keyboard keys, and conventions to the way screens and messages are displayed. These are described in the System Users Guide supplied with your system.

- ❑ In the text below, chevrons <> around words or letters tells you to press that key on the keyboard. For example, <End> means the key which has the word "End" on it; and <F1> refers to the first of the ten (at least) keys along the top of, or to the left of, the keyboard with the inscriptions "F1" through "F10" on them.
- ❑ <Enter> means the (carriage) return key or "Enter" key on the keyboard, used to signify that all the data for a field (the highlighted area on the screen in which key strokes appear as you type) is now ready to be processed by the computer. Although the text specifies <Enter> to input information, there may be parts of the program where the use of the <Enter> key is not required because of the way the system has been configured.
- ❑ <Escape> is the key marked "Escape" or "Esc", and is used to exit from whatever you were doing — often you are asked if you have finished, to prevent accidents.

- The Select function is assigned to the <F4> key. This gives a powerful way to find an account, either through a part of the code, or part of the account name, or even part of some other field such as a contact or telephone number.
- The status line of the screen displays the major function keys available at any point. This doesn't though include the <F10-DeskTop> key which accesses the Datafile *DeskTop* and is available at any point.
- The <F8-Zoom> facility is one of these *DeskTop* facilities, and, when it is shown, this allows you to go straight into the Ledger Enquiry facilities to enquire the ledger details for the specific account, stock or product on which you are working.
- The <F9-Memo> facility is another such *DeskTop* facility, which allows you to attach a free-format memorandum to the account, stock or product you are currently working on for display at any subsequent time you work on or look at this record.

There are many optional features in the invoicing system, and it is possible that not all are in use in your system. If your configuration does not include any specific features then you need not take any notice of the instructions which apply to them.

Document Processing

Invoice and credit notes follow a pattern which is defined by the associated document definitions. The user instructions which follow below describe all the questions which you could be asked. However, it is more than likely that only subsets of these questions are prompted for any particular document design.

The questions fall into the following steps:

- **Document information** — First you are asked for the date, the customer code, and to confirm the document (i.e. invoice or credit note) number
- **Customer information** — Next you must confirm information about the customer which is to be printed on the document. For example, you may be asked to confirm the customer name and address and the credit terms.
- **Reference information** — optionally you may be asked for some further information to print on the invoice. For example, you may be asked for the customer's order number, your salesperson's code, your internal order number, and so on. Whether or not you are asked for this information is defined as part of the document design described later under Configuring the Invoicer.
- **Line entry information** — now you can enter the details of the invoice. You may be asked to choose from a stock or product file, or may have the option to enter information in a free-form manner. You may need to enter lines a screen at a time, or may be offered the "fast entry" method of line-by-line entry down the screen too. This latter method

restricts the amount of information you can enter about each invoice line, and may not always be appropriate.

- ❑ **Closing information** — once you've entered all the detail information you may be given the option to enter some closing information. For example, a delivery charge might be requested; you may be able to enter some free-form comments, or enter a separate delivery address.
- ❑ **Print invoice** — you can now print the invoice. You can print a copy more than once, and have the option to go back over and modify some of the data until you are satisfied that the invoice is correct.
- ❑ **Update files** — finally, once you are satisfied that the document is exactly how you want it, you have the chance to update the files, both the ledger files and (depending on the document parameters) the stock files too.

Once you've printed a document and updated the files, you can start on the next document type. If you have more than one document design, you may need to return to choose another design. For example, you may follow a different process when you print a customer invoice — for which you may need more information for later analysis, and so use the screen by screen method of detail entry — than when you create an invoice for a walk-in cash customer, where the fast entry method may work.

Sales Invoices

You use this option to prepare and print invoices for customers. The design of invoice documents and their processing is achieved using the Document Design Manager option of the Installation program and need only be done once. Up to six completely different invoice documents (excluding *Compact*) may be designed for every company configured in the system.

In general terms there are three main types of invoice:

- ❑ **Stock-linked invoices** — where the product information is taken from the stock system files, and not only can the sales ledger be updated automatically after printing the invoice but so can the stock system files.
- ❑ **Product-linked invoices** — where details of price, description and so on are extracted from a product file (maintained by the invoicer system itself, see below). Sales ledger files can be updated after the invoice is printed.
- ❑ **Free format invoices** — where the invoice details can be posted to the sales ledger files after printing, but details of description, price and so on must be keyed in every time for each item. Free-format invoicing is somewhat different to product/stock-linked invoicing insofar as line entries are concerned, and each type is described separately below.

Note that for any invoice type, the details displayed and the facilities available depend on the way the document was defined in the first place. The examples shown below may well differ, therefore, from the screens you see in your own system.

Select Document Layout

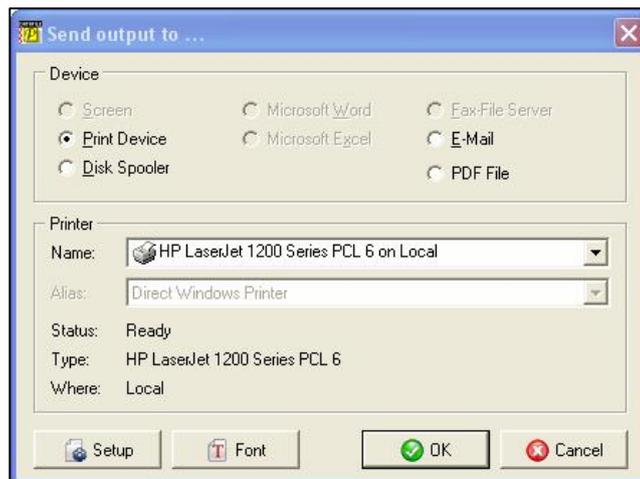
When you choose the Sales Invoice option from the main invoicer menu, you are presented with a list of up to six invoice layout names. A screen similar to that shown below is presented to you if there is more than one document layout.



Select the invoice layout which you want to use and press <Enter>.

Send Output To...

You are then asked to confirm the printer device to be used. The name of the printer which is currently active is displayed, and you can use the mouse to swap the printer output (from printer to fax/spooler) or to change the printer it is output to.



Document Stages

There are three main stages in the preparation of an invoice:

- ❑ **Header information** - for details such as account code, customer name and address, date, invoice number and so on
- ❑ **Detail line** entries which show how the invoice value is derived
- ❑ **Closing information** - where final totals and the tax analysis are printed.

Invoices are entered on a line-by-line basis, and you are allowed to mix taxable and non-taxable items within the same invoice. Different general ledger and analysis codes may be used for each invoice line.

Header Information – All Invoice Types

Document Information

After selecting the invoice layout which you wish to use for this invoice you are presented with a screen similar to that below.

The screenshot shows a software window titled "Datafile Software Premier Suite - Invoicer". Inside, there is a "Sales Invoices" form with three input fields: "Account-code" (empty), "Date" (31/01/06), and "Document no" (18). The window has a menu bar with "Datafile", "Edit", "Reports", "Memo", "Tools", "User-Routines", "Install", "Window", and "Help". A toolbar with various icons is located below the menu bar. The status bar at the bottom of the window displays "F4-Select F5-Last F6-Next Comp DEM" and "Last 'BAL001'".

For all invoice types you are prompted for certain header information:



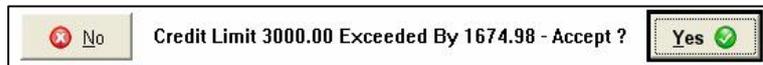
Account Code

Enter the code of the sales ledger account to be used. You can use the <F4-Select> key to find an account, as described in the System User Guide.

The customer name and address are displayed alongside so that you can check that you are invoicing the correct customer. If not, key <Escape> to return to the account code prompt and amend the code. If you are offered the <F7-Option> key in the prompt line then you may use this to create a new account at this point. Whether or not you can create a new account from the account code prompt is determined by the document design (General Document Parameters 1).

Note

To abandon invoicing press the <Escape> key at the account code prompt. You are asked "ABANDON THIS DOCUMENT?" Reply Y <Enter> to return to the invoicer main menu.



Should you get a message similar to this, then it shows the credit limit for this account and the amount by which it is already exceeded. You must make a decision whether to raise the invoice anyway, or whether to abandon it whilst you find out what to do about this customer. Answer 'Yes' or 'No' as appropriate.

Note

Credit Limit warnings may be configured to be forcibly applied – not allowing the operator to continue with the posting of the invoice. Alternatively override options via the input of a password are available. These settings are controlled through the Sales System Profiles.



This message shows that the account has had credit facilities withdrawn, so you cannot prepare an invoice at all. Press <Enter> to return to the account code prompt so that you can invoice another account. You'll have to ask for clarification about invoicing this account.

Date

The system date is displayed. Accept this by keying <Enter>, or overwrite part (or all) of it with another date and press <Enter>.

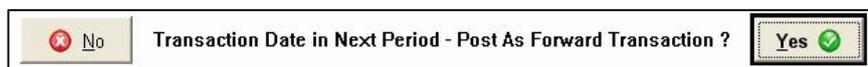
The invoice date is important for reasons of taxation and control. You should be familiar with the system calendar, which you can read about in the sales ledger manual. In summary, the sales ledger works within a current period. You can create invoices dated in the current period, and you may be permitted to create invoices dated in the following period. If you try to create an invoice dated outside the current period, then a number of messages can occur:



You have entered a date outside the period whose date range is given in the message. Either it is later than the period given, or it is earlier than the period range given, and the sales ledger System Profiles don't allow you to enter invoices dated earlier than the current period. <Enter> to continue and give a correct date, or seek advice from the system supervisor about how to handle the problem if the date you wanted to enter is correct.



The date you've entered is earlier than the current period, but the sales ledger System Profiles allow you to use an earlier date. If the date is indeed correct, then reply 'Yes' to continue. Even though the invoice is dated earlier than the current period, it will be entered into the current period for accounting purposes. If you've entered the wrong date, reply 'No' to return and enter the correct date.



You've entered a date in the next period range. You can continue if you wish — it may be that the sales ledger period-end routines have yet to be run, but you need to create invoices for the following period regardless. If so, reply 'Yes'. If you don't want to post it to the next period, you'll need to reply 'No' and enter a date in the current period date range.

Stock Linked Documents

Stock Control has historically been less restrictive on ensuring that transactions dates are within the current stock period, transactions were always being posted to the current stock period regardless. However, as of Release 5.2, options were added to Stock Control to provide similar period control to the Sales / Purchase Ledgers.

This means that the transaction date can also be validated against the current stock period as well as the sales/purchase period. Where the date criteria 'passes' the check for the current ledger period but 'fails' for the current stock period then additional stock period warning messages will be displayed in a similar manner to the above messages for the sales / purchase ledger.

Document Number

The system keeps a note of the last document number used, and here displays the next document number automatically. Depending on the way the system has been configured (Document Design parameter screen 'Optional Features during Invoicing') you may or may not be allowed to overwrite the invoice number. The benefit of preventing this number being overwritten is that document numbers will always be in strict sequence — auditors and tax inspectors are keen on this.

If the option is allowed for you to amend the document number, accept it by keying <Enter>, or overtype with another number <Enter>.

Invoice Reference Logging and Duplication Check

Release 5.4 introduced a feature to generate a log database detailing the user who generated invoices and when it was generated, this database is also used as the basis of a duplication check on the invoice document number.

If invoked the document number is defaulted/confirmed as above but the system then checks to see if the number has been used previously. If unused then a log record is added for this invoice, if the number has been used then the system auto-increments the reference for the next five numbers until it finds an unused reference. If fails to find an unused reference within the five references an onscreen warning is given asking you to check your document sequence settings and the transaction will not be allowed to be posted.

This feature is available on sales invoice documents only for users on *Professional* upwards.

Customer Information

You may now be offered in the lower part of the screen up to ten details selected from the customer account file — the exact details being defined as a part of the document definition (parameter screen 7).

These details typically include the customer name and address, number of day's credit, invoice due date, and settlement discount and settlement days.

The screenshot shows a 'Sales Invoices' dialog box within the 'Datafile Software Premier Suite - Invoicer' application. The dialog contains the following information:

Account-code	DAT001	Dataman Computers
Date	31/01/06	Pasture Lane Farm
Document no	000018	Pasture Lane
Days credit for this document ?	D30	Due date
		02/03/06
NAME	Dataman Computers	
ADD1	Pasture Lane Farm	
ADD2	Pasture Lane	
ADD3	Rainford	
ADD4		
POST-CODE	RF7 3FR	

At the bottom of the dialog, there is a prompt: 'Change Any Of the Account Details?' with two buttons: 'No' (with a red 'X' icon) and 'Yes' (with a green checkmark icon).



You are prompted to 'Change any of the Account Details' - 'Yes' allows you to amend any of the details shown, whereas 'No' takes you to the next stage.

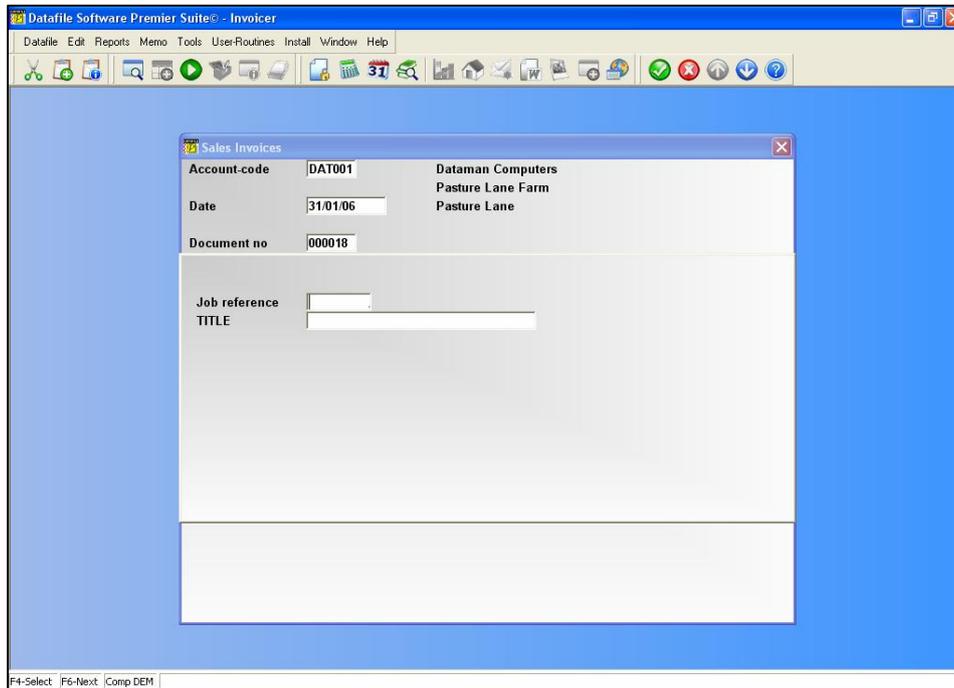
Note

Any change you make here does not alter the information stored in the accounts file. The changes are used only to print on this current invoice.

Link to Job Costing Option

You can link the invoicer system to job costing, so that when an invoice has been printed, the associated job can be updated with the value of the invoice. This is determined by the document definition — see ‘Sales / Job Costing Link’.

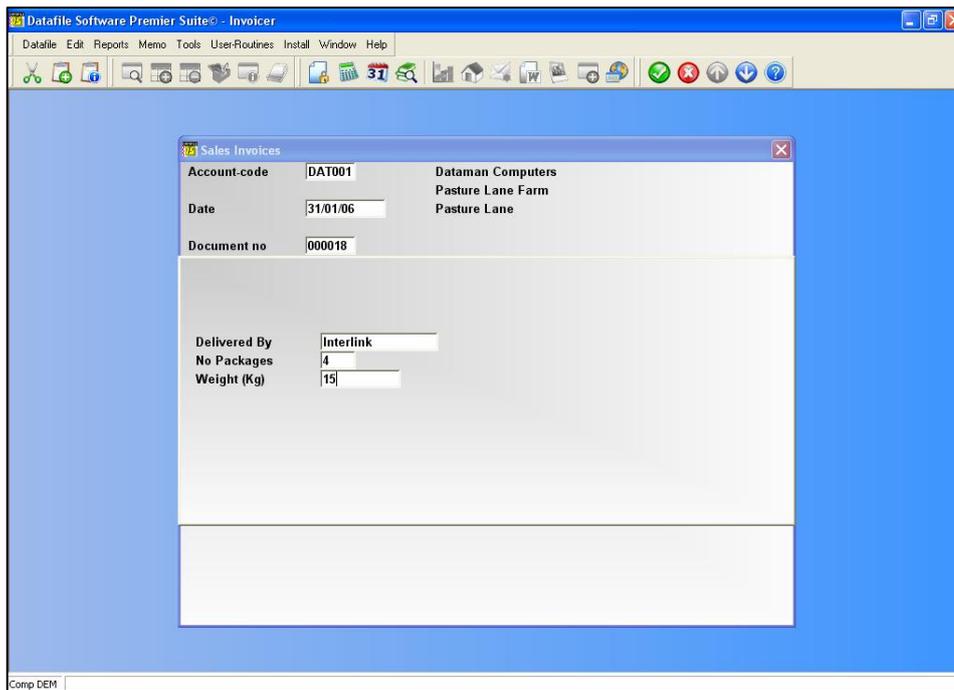
If this option is defined for the document, then you are asked:



Enter here the job reference — you can use <F4-Select> in the usual way to look for the job reference you want. Should you choose a job reference which is already allocated to a different customer account code, you are warned accordingly. After accepting the job the details of that job are displayed for you to accept and/or amend as required.

Reference Information

Depending on the document definition (Document Design parameter screen ‘Prompts: Request Information from Keyboard’) you may be offered another screen with up to six items to print on the invoice. Key in the information requested, pressing <Enter> after each item, or leave blank if not needed.

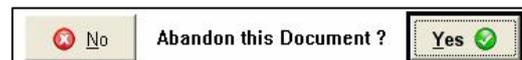


Confirming Header Information

When you have confirmed all these items you are prompted:



'No' returns you to the account code prompt, allowing you to amend the details so far (usually only the header details up to this point), 'Yes' goes to the next stage, where you can start to key in the line entry details. Cancel (or <Escape>) also takes you back to the account code prompt at which point <Escape> again asks:



'Yes' abandons all input and returns you to the list of alternative invoice designs, 'No' allows you to re-enter the account code.

Detail Line Entries – Stock and Product Invoices

Whether they are stock-linked, product-linked, or free-format invoices, the prompts follow exactly the same pattern, so are described together below. Certain information is not needed for

free-format invoices, and these prompts are noted as appropriate. Depending on the document definition, not all of the prompts described below may occur for your own documents. Their absence does not necessarily indicate a problem!

Fast entry invoices are described below, although the prompts for which they ask are the same as for full-screen detail line entry described next.

Other than for fast entry invoices, detail line entries are entered one at a time using a full screen to enter the details of each line. This entry screen looks like that below:

Column-1 and Column-2 Values (optional)

Up to two free-format items per invoice entry may be requested prior to the stock code and description. You could use them to record a serial number, a product code (free-format invoices only) or a special line reference. How they are prompted, and the maximum size of value, is described by the document design (User Defined Column Entries). Key in the information requested <Enter>, or leave blank.

Stock Code

Key in the code of the stock item that you wish to invoice and key <Enter>. You may use the <F4-Select> key to select a stock code. The program checks the code and, if valid, displays the unit of issue, price per factor (if applicable), stock description, the default sales analysis code, the default nominal code for sales, and the default tax code. It also displays, at the bottom of the

screen, the current physical quantity (shelf stock) and free quantity (shelf stock plus on-order stock, less reserved stock) for the stock item concerned.

If you want to enter a free-format item, perhaps a service charge which has no product code, just key <Enter> at the stock code. This lets you go on to the description and other fields (you will need to know what codes are required for these fields, as no default values will be available).

Note

If you are using the stock control system, you can define a stock code to be a service (non-stock) item. This allows you to set up codes for services, complete with default sales, nominal and tax codes, and even prices. Stock quantities of non-stock items are not updated but turnover fields are.

If the <F7-Option> key is offered to you in the prompt line, then you may use this key to create a new stock or product record on the fly. This new item is then assumed for the current line entry.

Note — Multi-Location Stock

If you are using the multi-location stock feature, then the stock code is entered in two parts; first the location code (for which you may use the <F4-Select> key to view the locations which are available) followed by the stock code itself, where again you may use the <F4-Select> key.

Description

You may be able to type in up to twenty lines of description for each invoice line entry. The number of lines of description and the maximum length of each line depends on how the invoice layout has been designed (see Document Design parameter screen 'User Defined Column Entries'). Where more lines of description are needed than can fit in the screen area, a pop-up input box appears instead. Type in the lines of description, keying <Enter> after each.

Sales/Purchase User Item 2 & 3 (not Datafile Compact)

Datafile *Professional*, *Diamond*, and *Premier* systems have the facility to record two additional user-defined items in each sales ledger invoice detail line. The prompts for these items, if used, are defined in the sales ledger System Profiles (see the System User Guide). Whether or not they are to print on the document itself is contained in the document definition (Stock/Product Special Features).

You might need these items to record (say) the serial number of the item sold, or a line reference. These items are entered after you have entered the stock code and description, whereas Column 1 and Column 2 above, if used, are entered before the stock code.

Stock User Item 2 (Not Datafile Compact)

Datafile *Professional*, *Diamond*, and *Premier* systems have the facility to record in the stock transaction file an additional item for each invoice detail line, in the same way as for the sales user items above.

Which Price

You can define a maximum of nine different selling prices for each item in the stock or product files (only five for Datafile *Professional*, and only three for Datafile *Compact*). You can define a default price number on the customer file to indicate which price is normally used for this customer. If you have used this, the customer's price range number is displayed, and you can accept it by keying <Enter>, or else change it <Enter>. The unit price for the goods you have chosen is now displayed. The <F4-Select> key can be used to display the stock/product prices. On a Purchase document this option is omitted.

If you are using the discount matrix facility, this is read first to see if the customer and stock combination is represented there. If so, it is that price which is displayed for you. See the Appendix for more information about the discount matrix.

Nominal Account / General Analysis

If you are linked to the nominal ledger, then you must key a nominal code here. The default nominal code on the stock/product record is offered here for confirmation. If the default is not set, or you wish to amend the default then you can type in the nominal code required. The program checks that the code is formatted correctly, and that it exists, you can also use the <F4-Select> facility to choose an appropriate nominal code.

If you are not linked to the nominal ledger, a general code is requested here instead.

Sales/Purchase Analysis

You may want to use the sales analysis code to analyse, for example, product group or location. You can enter a number between 1 and 9999 <Enter>. If this code is defined as a table entry, then you can use the <F4-Select> key to choose from the list of configured table values.

A default sales analysis code is passed from the stock/product record.

Quantity

Quantities are normally entered with up to two decimal places. If you are entering a whole number for the quantity, you do not need to type in the decimal point or decimal places. Key the number for quantity <Enter>. A document design option allows you to specify that the quantity should accept up to 4 decimal places (General Document Parameters 2, though note Database changes may also be required).

Price Each

The price may be defined to accept numbers with either two or four decimal places. Again, if you are entering a whole number, the decimal point and decimal places need not be entered. Key in the unit price <Enter>.

If you are using the product or stock file, then the price which relates to the price number you chose is offered, although you can change it here. If you are using the discount matrix facility, then that is read first to see if an appropriate customer and stock combination is present to select a special price.

Note on negative values

Negative values may be used, and are keyed with a minus sign either before or after the value. You may use negative value lines within an invoice — for example to credit returned goods — but the invoice total must be positive. There are some occasions when it is more appropriate to use a negative invoice line than to print a separate credit note.

Foreign Currency

Prices on invoice are entered in the currency of the sales/purchase account. For Sales Invoices you would usually assign a set price band as a particular currency and set the customer price band accordingly – i.e. price band 1 is Sterling, band 2 is US Dollars, band 3 is Euros. There is no option for Invoicer to multiply stock/product prices by exchange range.

For Purchase Invoices you would have to enter a supplier matrix entry to have a default price in the currency of the account.

Price Per (optional)

You can configure documents to prompt for a “price per” value in the range 1 to 1000. The effect of this feature is to calculate the goods value as quantity times price divided by the “price per” value. For example, 100 at £36.00 per 12 would make a goods value of £300.00. The document parameter screen Stock/Product Special Features controls whether to prompt for price per.

Goods Value

The invoicer now multiplies the quantity by the price and displays the goods value. This is expressed to two decimal places, whether the unit price is two or four places. You can amend this value too!

Discount Rate

This is a line level discount, which means that you could have a different discount rate on each invoice line if you wanted. If you have defined a line discount value in the customer account record, then this is offered as the default, which you may still overwrite. Either accept the rate displayed by keying <Enter>, or overwrite with another rate <Enter>. If no discount rate is displayed, key in the required rate <Enter>, or <Enter> to leave at zero. By default this option is not offered, to enable the input of the discount rate you need to switch off the option 'Omit line discount rate / value input' within the document parameter screen Column Entries for Values.

Discount Amount Net Value

The program calculates and displays for you the discount amount and the discounted goods value (net value) of the line.

Tax Code

The tax code is essential for VAT purposes, and a default code is normally offered to you. This you may accept or change — you would normally accept it by keying <Enter>. You can use the <F4-Select> key here to show the codes which are defined for your system so that you can decide which code to use.

Tax Amount

The program calculates and displays the tax amount, and the total of the line entry. Accept the tax amount displayed by keying <Enter>, or overwrite with another amount <Enter>. There is an option to prevent you from overtyping the tax amount (Document Design parameter screen 'Column Entries for Values').

VAT Tax Coding Defaults

The logic behind which tax code is offered to you has some special features:

If there is a default tax code in the customer account record, and this code is not defined in the tax table as being an exempt code, then the default tax code defined for this line is taken from the stock file.

If the customer default tax code is defined as exempt, but is not defined as an EC tax code, then the customer tax code is used and not the tax code in the stock record. This is how an export order, where the customer tax code is given as exempt, is assured a zero tax rate.

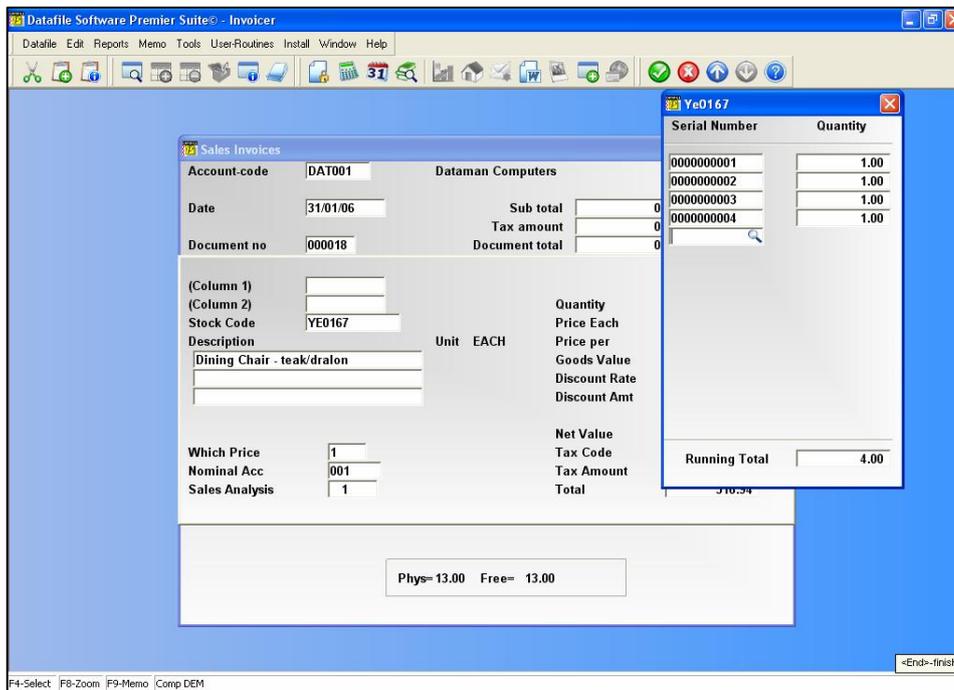
If the customer default tax code is exempt, but is also defined as an EC tax code, then the "Alternate EC" tax code recorded on the stock record is used. This allows you to define service items in your stock file (probably as non-stock items) and

ensure that they are given a separate tax code for EC VAT reporting purposes, where only goods and not services should be included on such reports.

Using our standard VAT codes then the following would occur. If Customer has a VAT Code of S, Z or F then the VAT code is taken from the VAT code on the stock record. If the Customer has a VAT code of C or X then the VAT code is taken from the EC VAT code on the stock record. If the Customer has a VAT code of E then this is used on the invoice lines.

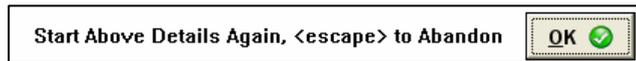
Batch Details

If using a Stock-linked document and the Batch Tracking accessory is in use then on completion on the line input the system will prompt for the batch/serial items to be issued on stock items that are set to be batch tracked. You cannot complete acceptance of the line until the quantity of batches/serials issued equals that of the invoice quantity. <F4-Select> is available if required but the batch details can also be defaulted for you – issued on a FIFO / user-defined sequence for sales invoices, or generated automatically for you using the next-in-sequence on purchase invoices.

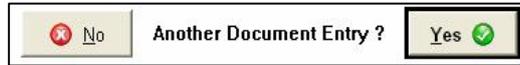


Completing Line Entries

If during the input of a line entry you press the <Escape> key then the following message is displayed:



Keying <Enter> or clicking OK will take you back to the start of the invoice line entry. Pressing <Escape> allows you the option to abandon the line entry. After completing the entering each detail entry, and confirming the details are OK, you are asked:



Reply 'No' to finish detail line entry and go to the footer stage. Reply 'Yes' to enter a further invoice line.

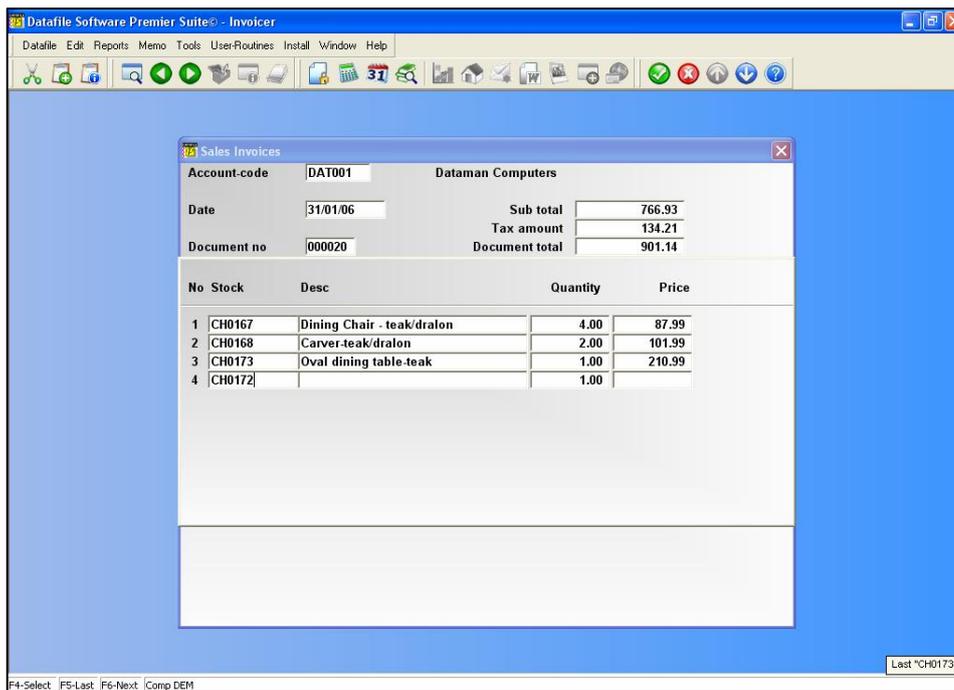
Detail Line Entries – Free Format Invoicing

Free-format invoicing works in a very similar manner to stock or product invoices, except that stock –specific prompts, such as the stock code and which price, are not requested. Since there is not stock or product file, you must enter all the codes and prices with few default values to assist you.

Fast Line Entry – All Invoice Types

If you design your document for fast entry, then multiple entries can be made on the same screen, line by line, instead of using a full screen for each line as described above. This speeds up entry, and you may use this technique for free-format, product-linked or stock-linked invoices.

Each invoice entry takes one line on the screen and the maximum number of entries per screen is 10. The items you can enter on each line are chosen in the document definition (parameter screen 'Fast Input by Line Features') but remember that you only have a total character length of 80 characters per line on the screen to use. A typical screen is shown below:



Closing Information – All Invoice Types

Additional Charge

An additional charge can be configured for your document (Document Design parameter screen ‘Additional Charge / Overall Discount’)



The format of the invoice may include an additional item at this point (whose name can replace the “Delivery” in the prompt above). It may be used, for example, to add an additional charge such as postage and packing. If the item was specified as subject to tax, the program automatically makes the appropriate calculations to adjust the final tax figure. Key in the amount required, and <Enter>.

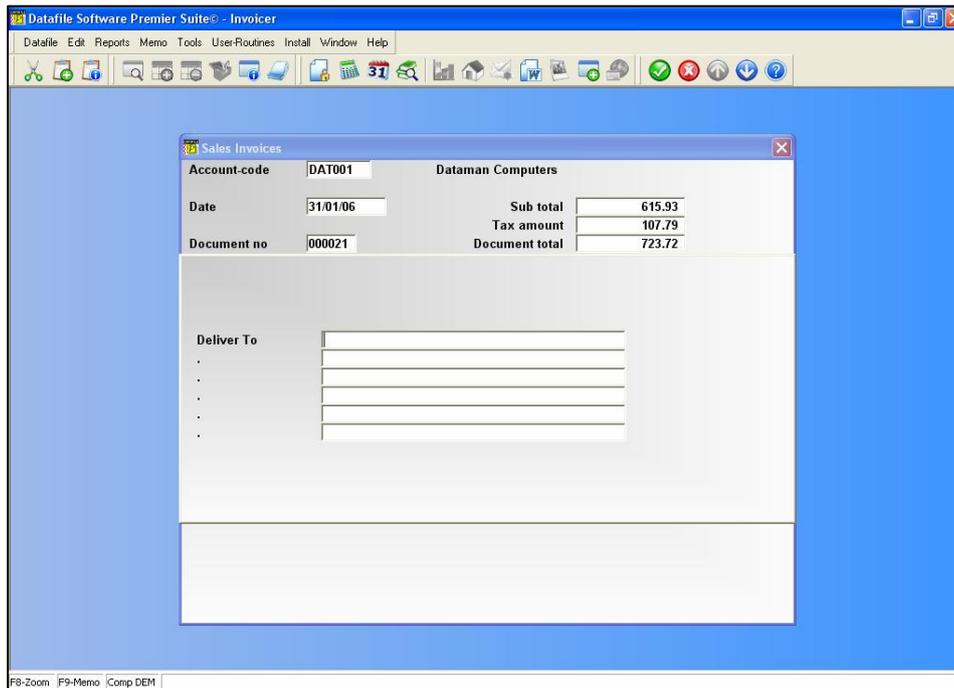
Overall Discount

An overall discount can be configured to be prompted after the additional charge (Document Design parameter screen ‘Additional Charge / Overall Discount’ but note that you cannot use both the overall discount and line discount within the same invoice layout).



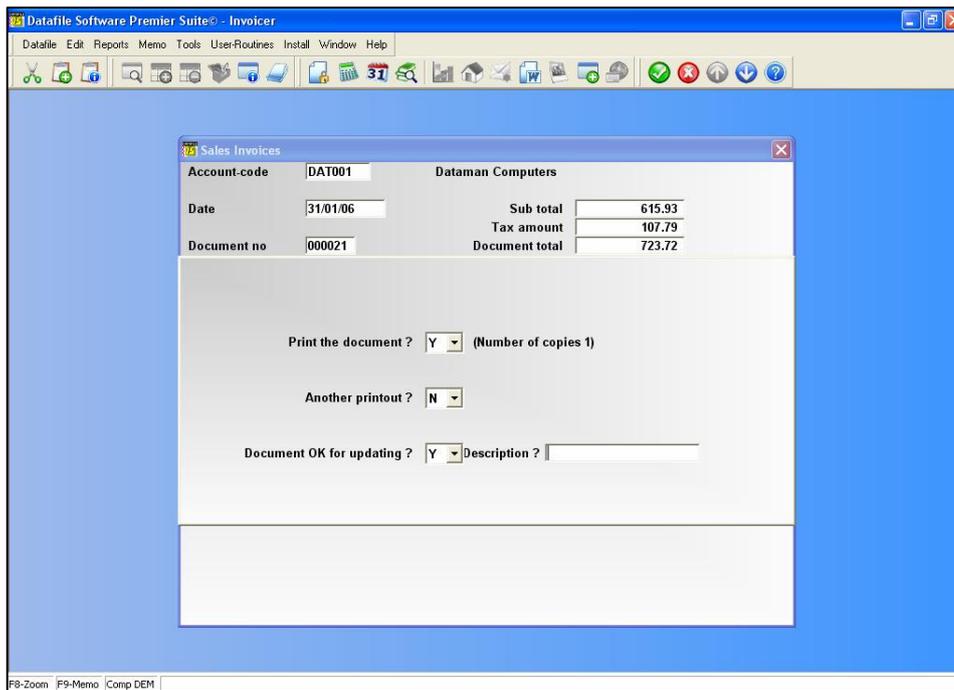
Totals and End Invoice Prompts

This (optional) screen displays the net sub-total, tax total and document total. You may also enter here up to six final pieces of information, depending on the invoice design (Document Design parameter screen 'Prompts: Request Information from Keyboard'). For example, you may need to enter further details such as a delivery name and address to print on the invoice. Type in the information required.



Printing the Document and Updating Files

The final stage of the invoice is to print the document and update the files.



Print the Document

Confirm 'Y' to print the document, or 'N' to omit the print. Note that depending on set-up of the document the program may not accept a reply of 'N' here forcing you to print the document (Document Design parameter screen 'Optional Features during Invoicing').

Another Printout

You now have the opportunity to check the printed invoice to ensure that all information is correct and that no printer error has occurred – the details have not yet been updated to the file – defaulting to 'N' you can print the document again by entering 'Y'.

Document OK for Updating

Confirm 'Y' to update the sales, stock and job costing (as configured) files. A progress bar is displayed as updated. Keying 'N' will omit the update of the ledgers but this can be prevented, thus forcing the update, through the document design parameters ('Optional Features during Invoicing'). After confirming to update the ledgers you are prompted for the transaction 'description' to be written to the ledgers that is usually reported on the sales statements.

If the document is both printed and updated (to the sales ledger) then a copy of the document is saved for future reference within the Sales Account Ledger Enquiry on the Datafile *DeskTop*.

Notes – Document OK for Updating

Depending on configuration you may not be asked 'Document OK' but instead asked as separate options to:

- Change Any Document Details? – taking you back to the start of the invoice to make any changes required.
- Update Sales Ledger? – asking for reference (defaulting to document number confirmed at the start) and description and optionally a 'User Item 1'. 'User Item 1' is an optional header-level user definable item recorded on all ledger transactions. The actual text prompt used for this item is defined by the Sales Ledger System Profiles.
- Update Stock Control? – asking for reference and description and 'user-1' If 'User-1' required then can be configured within the Stock System Profiles.
- Update Job Costing? – Y/N prompt to update job costing.

To enable/disable 'Document OK' prompt you need to configure the Document Design option 'Automatic Updating of Files' on parameter screen 'Invoiced and Paid / Fast Input Feature'.

Notes – Invoiced and Paid

You may configure your document to ask whether the invoice has been paid (Document Design parameter screen 'Invoiced and Paid/Fast Input Features'). If so you are prompted to confirm Y/N whether the invoice has been paid and, if Y, the nominal bank account to update. Note this is only applicable if the option for Automatic Updating (on the same parameter screen) is disabled.

Another Document

After printing and updating the files you will be prompted 'Another Document' – 'Yes' allows you start another invoice and 'No' returns you to the menu.

File Updating and Ledger Controls

When a sales invoice is posted to the ledger the following actions occur:

- The Outstanding Balance on the account is increased by the total including tax, unless the invoice is also paid in which case it remains unchanged.
- The Turnover Figures on the account are increased by the total excluding tax.

- The last transaction date, last invoice date and, optionally, the last payment date, for the account is updated
- The cost figures for the account are updated
- The debtor control total is increased by the total including tax, unless the invoice is also paid in which case the debtor total is unchanged.
- An invoice transaction is written to the transaction file, followed by an analysis line for each invoice line.
- A payment transaction is written to the transaction file if the invoice is marked as paid.

If the stock files are updated, the following actions occur for each stock item used on the invoice:

- The current stock level is reduced by the quantity invoiced
- Period and year demand figures are increased by the quantity invoiced
- Period and year sales figures are increased by the total excluding tax invoiced
- Period and year cost figures are increased.
- The last transaction date is updated
- A sales issue transaction record is written to the stock transactions file

If the job costing files are updated, the following actions occur:

- The amount invoiced on the job is increased by the total excluding tax.
- The last invoice reference, amount and date is updated
- An 'invoiced' transaction is written to the job transactions file.



INVOICE**Datafile Demonstration Limited**

5 Priory Mews
 Monks Ferry
 Birkenhead
 Wirral
 CH41 5AZ

Tel: 0151 647 2766
 Fax: 0151 647 2624

V.A.T. Registration No
 428882610

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

Account

BAL001

Invoice Date

31/01/2005

Invoice No

000017

Page

1 of 1

Code	Description	Quantity	Price	Value	Tax
CH0168	Carver-teak/dralon	2.00	90.00	180.00	S
YE0167	Dining Chair - teak/dralon	4.00	87.99	351.96	S
	0000000001	1.00			
	0000000002	1.00			
	0000000003	1.00			
	0000000004	1.00			
CH0173	Oval dining table-teak	1.00	210.99	210.99	S

Code	Rate	Goods Amnt	Tax Amnt
S	17.50	767.95	134.39

Delivery	25.00
Goods Total	767.95
V.A.T.	134.39
Invoice Total	902.34
Date Payable	02/03/2005

Sales Credit Notes

Sales credit notes are the reverse of sales invoices. The descriptions given under Sales Invoices can be followed exactly for sales credit notes too. You can again define up to six different layouts (excluding *Compact*) and they can be either free-format, or linked to stock or product files.

File Updating and Ledger Controls

When a sales credit note is generated the effect on the sales ledger is as follows:

- The outstanding balance on the account is reduced by the total including tax, unless a payment adjustment is also updated where it would be unaffected.
- The turnover figure on the account is reduced by the total excluding tax.
- The last transaction date for the account is updated
- The cost figures for the account are reduced
- The debtor control total is reduced by the credit note total including tax, unless also marked as paid, in which case the total remains the same.
- A credit note transaction is written to the transaction file, followed by an analysis line for each detail line.
- A payment adjustment transaction is written to the file if the credit note is marked as paid (which you may do if the credit is for a cancelled invoice that was paid)

If stock is updated, the following occurs for each stock item:

- The current stock level is increased by the quantity credited.
- Period and year demand figures are reduced by the quantity invoiced.
- Period and year sales values are reduced by the line total excluding tax.
- Period and year cost values are reduced
- The last transaction date is updated
- A sales issue (with negative quantity) is written to the transaction file.

If job costing is updated the following occurs:

- The amount invoiced on the job is reduced by the total excluding tax.
- An 'invoiced' transaction is written to the job transactions file with a negative value.



CREDIT**Datafile Demonstration Limited**

5 Priory Mews
 Monks Ferry
 Birkenhead
 Wirral
 CH41 5AZ

Tel: 0151 647 2766
 Fax: 0151 647 2624

V.A.T. Registration No
 428882610

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

Account

Credit Date

Credit No

Page

BAL001

31/01/2005

000019

1 of 1

Code	Description	Quantity	Price	Value	Tax
CH0168	Carver-teak/dralon	2.00	90.00	180.00	S
YE0167	Dining Chair - teak/dralon	4.00	87.99	351.96	S
	0000000008	1.00			
	0000000009	1.00			
	0000000010	1.00			
	0000000011	1.00			
CH0173	Oval dining table-teak	1.00	210.99	210.99	S

Code	Rate	Goods Amnt	Tax Amnt
S	17.50	742.95	130.01

Goods Total	742.95
--------------------	--------

V.A.T.	130.01
---------------	--------

Invoice Total	872.96
----------------------	--------

Purchase Invoices

The ability to use the Invoicer program for purchase invoices serves two distinct purposes. Firstly, you can use it record supplier invoices onto the purchase ledger and as a by-product of the process book into stock the goods received. In this case the purchase invoice definition would be linked both to the purchase ledger and to the stock file. You would not need to print a purchase invoice as such, although you might want to print a short audit trail of the purchase invoices you have entered.

Secondly, there is a requirement in some industries for “self-billing”. By this is meant that your company creates the invoices for goods taken from suppliers, giving them payment at the same time. This is found particularly in agriculture.

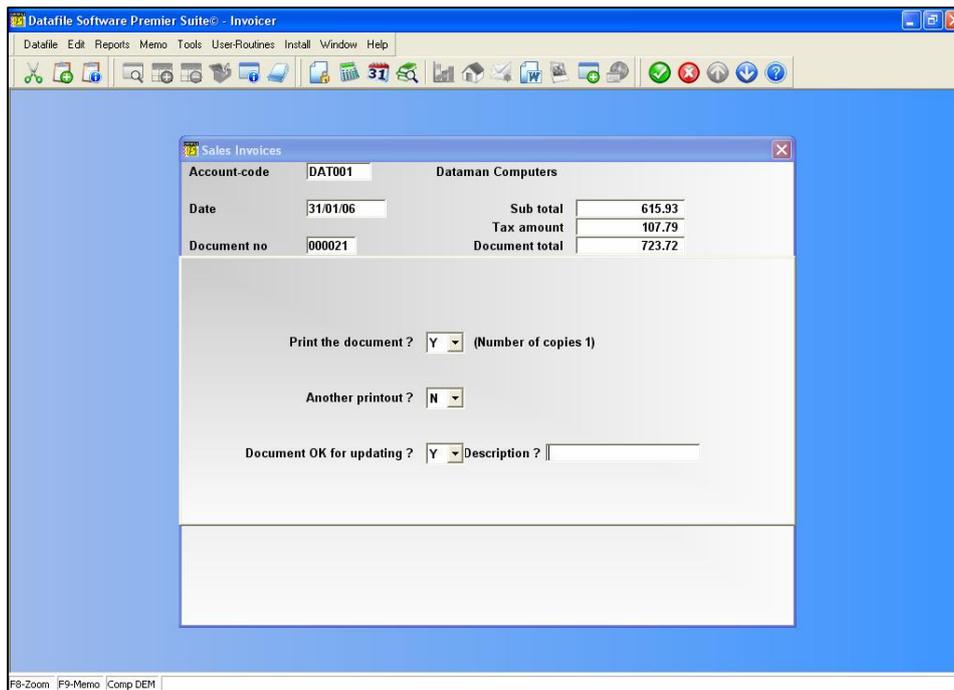
As with sales invoices, purchase invoices can be linked just to the purchase ledger (free-format), linked to both purchase ledger and stock control files or linked to the purchase ledger and a product file.

The process of entering purchase invoices is exactly the same as the process for entering sales invoices, and is fully described under Sales Invoices above. As with sales invoices, you may define up to six different purchase invoice layouts too.

Scanning Invoices

After updating the purchase ledger (and stock files if appropriate) the system may, if configured, prompt to scan your supplier’s invoice. This scanned file is then saved for later enquiry via the Purchase Account Ledger Enquiry.





Scan Method – there are three configuration options for scanning, plus an option to omit the scan for this invoice, these are:

- ❑ Scan Automatically – the scan is processed automatically, no preview of the scanned document is displayed and no further user interaction is required. This option may be disabled if your scanner does not support this option.
- ❑ Scan with Preview – the scan is processed automatically, but not saved and a preview of the scanned document is displayed. This can then be rescanned if not clear, upside down (!), etc. before saving.
- ❑ Scan with Preview and Manual Settings – on selection of this option the scan isn't processed automatically but instead your scanner software and options are loaded for the scan. When the scan is complete it is returned to the preview display for acceptance, or re-scan.

Device – this option lists the available scanners installed on your pc for selection.

Options – various run-time options are available to configure the scan, these are:

- ❑ Multiple pages – if the supplied invoice is two or more pages then selecting this option ensures that the automatic scanning processes prompt for additional pages after the first page is scanned.

- ❑ Scan Mode – options available here will depend on your scanner; typical options include Colour, Greyscale and Black & White.
- ❑ Scan Resolution – the DPI setting for the scan process.

Once the scan is complete you can enter another invoice as required.

File Updating and Ledger Controls

The effect of entering a purchase invoice on the purchase ledger is as follows:

- ❑ the outstanding balance on the account is increased by the total including tax (if not paid)
- ❑ the turnover figures for the account are increased by the total excluding tax
- ❑ the last transaction dates are updated
- ❑ the total creditors amount is increased by the total including tax, unless the invoice is also marked as paid, in which case the creditor total remains the same
- ❑ an invoice transaction is written to the transaction file, followed by an analysis line for each invoice line
- ❑ a payment transaction is written to the file if the invoice is marked as paid

If the invoice also updates stock control, then these are updated as follows:

- ❑ the physical stock level is increased
- ❑ the last transaction date is updated
- ❑ the relevant stock transactions are written (one per line item)



PURCHASE INVOICE

Datafile Demonstration Limited

5 Priory Mews
Monks Ferry
Birkenhead
Wirral
CH41 5AZ

Tel: 0151 647 2766
Fax: 0151 647 2624

V.A.T. Registration No
428882610

J. Black & Partners
9 Shakespeare Road
Wellesbourne
Stratford
Warks.
WK4 3VG

Account

BLA001

Invoice Date

31/01/2005

Invoice No

000017

Page

1 of 1

Code	Description	Quantity	Price	Value	Tax
CH0167	Dining Chair - teak/dralon	10.00	35.00	350.00	S
CH0168	Carver-teak/dralon	10.00	38.38	383.80	S
CH0173	Oval dining table-teak	5.00	123.45	617.25	S

Code	Rate	Goods Amnt	Tax Amnt
S	17.50	1376.05	240.82

Delivery	25.00
Goods Total	1376.05
V.A.T.	240.82
Invoice Total	1616.87
Date Payable	02/03/2005

Purchase Credit Notes

Purchase credit notes are the reverse of purchase invoices. The descriptions given under Sales Invoices above can be followed exactly for purchase credit notes too. You can define up to six different credit note layouts, and credit notes may either be free-format, or linked to a stock or product files.

File Updating and Ledger Controls

The effect on the purchase ledger of entering a purchase credit note is as follows:

- the outstanding balance is reduced by the total including tax (if not 'paid')
- the turnover figures for the account are reduced by the total excluding tax
- the last transaction dates are updated
- the creditors control amount is decreased by the total including tax (if not 'paid')
- a credit note transaction is written to the transaction file, followed by an analysis line for each detail line
- a payment adjustment transaction is written to the file if the credit note is marked as paid (which you may need to do if it cancelled an invoice also marked as paid)

If the purchase credit note is also linked to the stock control files, the effect on these is as follows:

- the physical stock level is reduced
- the last transaction date is updated
- the relevant stock transaction are written (one per line item)



PURCHASE CREDIT

Datafile Demonstration Limited

5 Priory Mews
Monks Ferry
Birkenhead
Wirral
CH41 5AZ

Tel: 0151 647 2766
Fax: 0151 647 2624

V.A.T. Registration No
428882610

J. Black & Partners
9 Shakespeare Road
Wellesbourne
Stratford
Warks.
WK4 3VG

Account

Credit Date

Credit No

Page

BLA001

31/01/2005

000005

1 of 1

Code	Description	Quantity	Price	Value	Tax
CH0167	Dining Chair - teak/dralon	5.00	35.00	175.00	S
CH0168	Carver-teak/dralon	4.00	38.38	153.52	S
CH0173	Oval dining table-teak	3.00	123.45	370.35	S

Code	Rate	Goods Amnt	Tax Amnt
S	17.50	698.87	122.31

Goods Total	698.87
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V.A.T.	122.31
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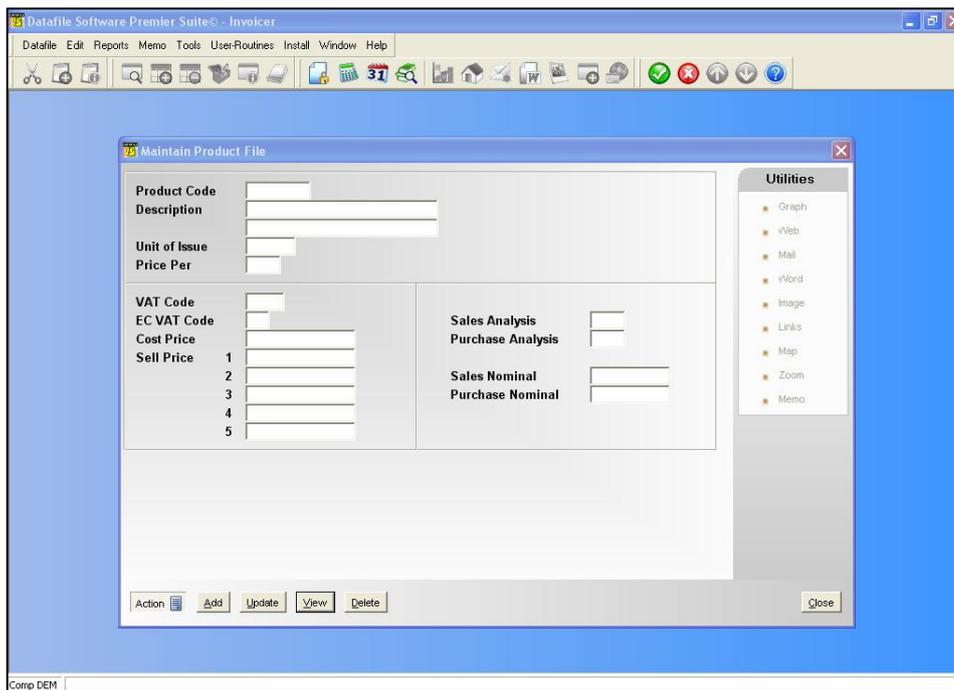
Invoice Total	821.18
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Product Maintenance

This part of the program allows you to add, amend and delete products from the product file which applies to this company. There is no need for a separate product file if you are using your stock file for the purpose of invoicing — the invoicer does not have to update stock files, but it can make use of the information in them.

There may be good reasons to have a product file in addition to a stock file. For example, you might have a service operation which is invoiced separately to your normal warehoused goods. The product file could hold the portfolio of services on offer, together with the standard prices charged.

Choosing the Product Maintenance option gives you the following screen.



Notes

You can create new products on the fly whilst invoicing, if the document design allows this. This is achieved with the <F7-Option> key at the point within the invoice where you are asked to enter the product code.



For Datafile *Diamond* and *Premier* only, the product maintenance screen designs are user-definable through the Installation program. The example screen shown above may well differ in layout, therefore, from the screen you see on your own system. The functions remain the same, however.

Note that, if you have a stock file (as opposed to a product file) you should use the stock program's maintenance procedures in preference to those described below.

Add a New Product

This option is used to add products to the product file. At initial set-up time, use this option to enter your existing product details from either your present manual or computerised system. On selection of the Add option you will be prompted for the product code. If the product code is displayed on screen the cursor will prompt at that position, if not displayed an input option will be shown at the bottom left of the screen.

The first option allows you to enter new product records. You are first prompted to enter the product code that you wish to add to the file. This reference must be in the format you have defined (see below) and you are not allowed to have duplicated codes in the file. The program checks for both format and uniqueness – if the format is not matched then the computer 'beeps', if the code already exists on the file you are warned accordingly. Pressing <Enter> or clicking the 'OK' button allows you to re-enter the stock code.



Pressing <Enter> or clicking OK button allows you to re-enter the product code.

Product Code Formats

The demonstration company has a format of AA9999. This means that product codes are six characters – the first two are letters, the remaining four are numbers. Other formats could include UUUUUUUUUU which means that you can use any combination of alphanumeric characters (or indeed other characters such as '-') in your code up to a maximum length of ten characters.

Once a valid code has been entered the cursor moves to the input area of the first data item on the screen and you can start typing in the product details. When all the details of the new product have been entered you are prompted for the next product reference. If the <Escape> key is used

or the ABANDON button selected whilst typing in the product details the input is abandoned and the product code that you entered is available for re-use.

The following describes some of the details you may be asked for each product.

Description

Enter the product description – the size of the description field depends on the design of the product file, up to two lines are allowed.

Unit of Issue

The 'Unit of Issue' is not used in calculations and so may be defined as a descriptive item. Examples include 'Each' or 'Pack'.

Price Per

There are situations where you express prices not per unit but per multiple. Prices for (say) felt-tip pens may be quoted per box. If using a price-per then this applies to all selling prices.

VAT Code

The VAT code you enter here should relate to the tax rate usually associated with this product. This VAT code is used when posting invoices or credits for this item for 'UK Customers'.

Alternate EC VAT Code

The VAT code entered here is used for 'EC Customers' when buying this product.

Cost Price

Enter the cost of the product here.

Selling Price

Up to nine selling prices can be defined for each product (although only five appear by default). Where a selling price 'number' is defined in the customer file then the appropriate price is displayed when the product is selected. Note that *Professional* systems only allow five prices and *Compact* systems three prices.

Sales / Purchase Analysis

These options allow you to set an analysis code to be written to the sales/purchase transactions for analysing the period turnover.



Sales / Purchase Nominal

The nominal code entered here is used by default on generation of an invoice / credit note.

Update Existing Product

This displays the same screen as used to add a new product, except that the product code keyed must be that of an existing product record. If not, you are warned accordingly.

On input of a valid product code the details are displayed and can be amended by overtyping. Up and down arrow keys, <TAB> and <Enter> keys may be used here to move between items or alternately you can use the mouse to select the data item to amend.

Either the SAVE button or the <End> key can be used at any point within the screen to complete updating without having to press <Enter> through the remaining values. Once the product record has been amended you are asked for the next product code. <Escape> at this point exits to Invoicer menu.

The Utility panel on the right of the screen allows you to see:

- Web** – link to the website for the product (if recorded against the product record).
- Mail** – potentially could launch your email client pre-set with the supplier email address (if recorded against the product record).
- Word** – show existing Microsoft Word documents created against this product and allow amendment / print of these documents and the creation of new ones.
- Image** – shows any image linked to the product record.
- Links** – opens a 'Windows Explorer' folder for this product. Within this folder you may have files such as excel spreadsheets, PDF files, etc. If right-click and choose NEW then various options will be available depending on the software installed on the pc.
- Map** – could link to a map website showing the location of the supplier if the supplier post recorded on this record but more likely to be disabled.
- Zoom** – transfers to the ledger enquiry option for the product file
- Memo** – adds / updates the memo recorded against the product

View Product

This is similar to the option described above, except that the product details are view only and cannot be amended.

Delete Product

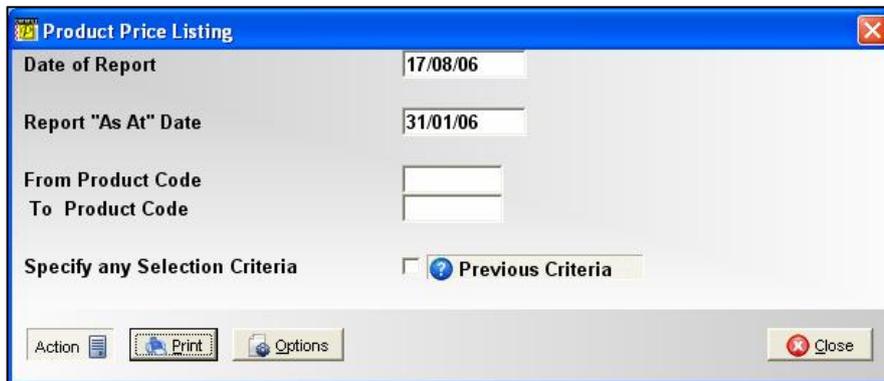
Again the screen displayed is identical to above. On entering the product code the details are displayed with two buttons DELETE and ABANDON. ABANDON exits the menu; DELETE removes the product from the file.

Product Reports

Up to seven reports, together with the details to be printed on each, can be defined using the Installation program. These report layouts are fixed for Datafile *Professional* (three reports) and *Compact* (two reports) systems. The standard Datafile selection criteria (also described in the System User Guide) can apply to all reports. Product file reports can be prepared as frequently as you wish, and can either be printed direct to the printer, displayed on the screen, or the report saved to disk.



The procedure for printing the reports is exactly the same in each case. Choose the report you wish to run and you will be presented with the print options.



To amend one of the options use the mouse to click the input required and amend, otherwise confirm the PRINT option to print the report, or click the OPTIONS button to configure the report print (page size / margins / font).

Date of Report

You would normally print today's date on the report. Today's date is displayed here.

Report 'As At' Date

The 'date of report' represents the date the report actually printed, the 'as at' date reports the date up to which the data represents. When reporting on the product file this is unlikely to be any different from the report date as there is no 'value' information recorded. It is more common to



use this option on other ledgers to indicate the date up to which transactions have been entered for.

From Product Code / To Product Code

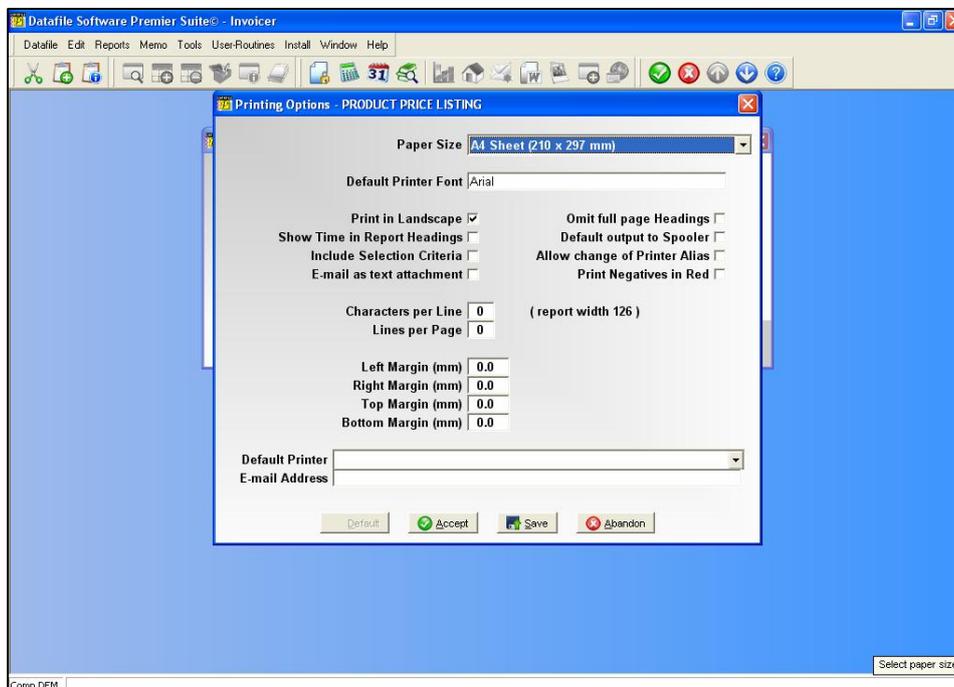
As an alternative to selection criteria (below) you can specify an inclusive range of product codes to print.

Specify Any Selection Criteria

This option allows you to filter products on the report – you may for example only want to include products containing ‘chair’ within the description for example. Selecting this option gives you the ability to enter up to six lines of criteria.

The OPTIONS Button

When you select to print an application report an OPTIONS button is available alongside the PRINT/CANCEL buttons. Selecting the OPTIONS button allows access to the print configuration.



The layout of this screen differs slightly based on whether you have set the page size (as above) or not. Before discussing the parameters you should note the buttons available at the footer of this parameter screen.

 **Default** This option updates the individual parameters from your user default when they are set, overwriting presets where applicable. If no user defaults are set then this option is 'greyed' out and cannot be selected. To set user defaults see the appropriate section below.

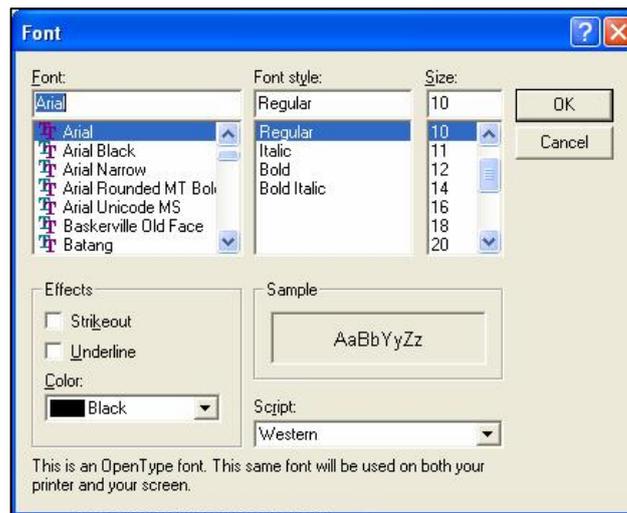
 **Accept** This option accepts your entered parameters for this print only, reverting to defaults next time the report is run.

 **Save** Depending on whether the user is configured as an 'Install' user then the next option will be SAVE. This saves your set parameters so they are offered as default next time this report is run (Note: this is system wide not per user). Setting the user as an 'Install' user is achieved through the user configuration available under the MASTER sign-on.

 **Abandon** This option abandons any changes made and returns you to the report screen.

The report parameters available are:

- **Paper Size** – select the paper size the report is to be printed to (i.e. A4). You can elect to leave this blank in which case the report is printed as per the last/default page size of the printer, however, if you do this you can only choose fixed pitch fonts – selecting a page size is mandatory to use proportional fonts. If you set a page size then the options screen re-displays with the appropriate parameters. If you leave blank then the options screen remains as above.



- **Default Printer Font** – a font dialog is display allowing you to select as required, the default font to be used for this report. If you've sent the page size then all fonts are available, if you haven't set this then only fixed pitch fonts can be assigned. You can also set bold/italic attributes and font size – note that if you haven't set a page size then the font size option is not applicable (font is sized as per previous rules).

Selecting the Font Size

Generally you can't go far wrong with 10point. However, if you have a lot of data items on your report, and are printing in portrait, 10point may be too big to fit all the required information without overlapping fields.

The positioning of fields across the page is determined by the item size – if you imagine the Product Price Listing report this shows, by default, the product code (16 characters), the description (25), and 5 price fields (14 characters each), together with spaces between the items this gives a total of 126 characters, or columns required, across the page (think graph paper – you have 126 'cells' across the page).

Those 126 columns are split equally across the available page (page size and margins taken into account) as starting positions for data items – so the product code starts at column 1, the description at column 18 (product code plus 1), etc. If you select a font size too big then the product code may not finish printing before the description starts causing the description to overlap the end of the product code. If this occurs then you may need to either reduce the font size or consider swapping the report to landscape orientation if the font size would go too small.

- Default to Landscape** – set to default the printed report to landscape, leave blank for usual portrait orientation. You may want to set reports such as the Sales Ledger Aged Debtors Report or the Cashbook Receipts Analysis Listing to landscape as these reports require a large amount of detail to be printed and otherwise the font size could be too small.
- Show Time in Report Headings** – set to include the printed time in the report headings in addition to the printed date.
- Include Selection Criteria** – set to print any selection criteria that were applied to the report.
- Email as Text** – if send this report via email this option allows you to send as a text file attachment as opposed to, if left blank, PDF.
- Omit Full Page Headings** – When printing a multi-page report the system repeats the headings for each page. Setting this option reduces the heading details for the second and subsequent pages allowing more record detail to be printed per page.
- Default Output to Spooler** – Usually, when printing a report, the default printer is the last print device used. Select this option to set the default printer as the spooler for this report. This acts only as a default and doesn't prevent you electing to print the report instead.
- Allow Change of Printer Alias** – when these options are configured then it is assumed you are printing as 'direct windows print' and this is the alias set by default. Setting this option allows you to change the default alias at run-time to one of the list of Datafile

configured printers. If you change the alias to a 'DOS' style alias then the page size (length/width) and font are again picked up from the Print Style Profile, although other settings such as 'include time' etc. remain from the OPTIONS display.

- Print Negatives in Red** – on selected reports, assuming you have a colour printer, it may be useful to print negative values in red. This option allows this.

The next set of parameters allows you to specify formatting and margin settings. This section is different if you set the page size earlier. If you have set the page size then you set the margins in millimetres. If you haven't set the page size then you set margin in 'columns' for both portrait and landscape - the appropriate settings being used based on the orientation of the output selected at run-time.

Paper Size Set

- Characters Per Line** – the system displays the width of the report items on the right. If you leave this value at 0 (recommended) then the report width used in determining the start column positions of data items (as discussed above with regards to font size) is the larger of either the report print items or 80 columns. You can manually set a report width – from 64 to 255 columns. You may want to increase the number of columns on (say) a landscape report with few print items to bring the fields closer together to aid in reading.
- Lines Per Page** – if left at 0 (recommended) then the number of lines per page is determined by the font and page size. Alternatively you can set a number of lines per page, perhaps to give a greater gap between rows of data items.
- Left Margin (mm)** – set the size of the left hand margin (relative to page orientation in millimetres).
- Right Margin (mm)** – set the size of the right hand margin.
- Top Margin (mm)** – set the size of the top margin.
- Bottom Margin (mm)** – set the size of the bottom margin.

Paper Size Not Set

- Minimum Characters Per Line** – the system displays the width of the report items to the right. If you leave this value as 0 then the report width is the larger of either the report print items or 80 characters. You can manually set a report width – from 64 to 255 characters wide – but if you set a width less than the items actually printed then this is overridden by the report width at run-time.
- Maximum Lines Per Page** – if left at 0 then when printing a report the system will determine the number of lines per page based on the report width and the printable area of the page up to a maximum of 72 lines per page in portrait mode or 50 lines per page in landscape mode. Alternatively you can set the number of lines per page, from 16 to 255, and this is then taken into account when deciding font size to ensure that number of lines is



printed. If left at 0 then when sending to the spooler the lines per page is assumed to be 72 in portrait mode and 50 in landscape. If you require an identical print from the printer and the spooler then a maximum number of lines should be set.

- Left Margin** – set the number of characters to be used as a margin from 1 to 64. If you require a margin then when entering the value you need to take into account the report print width – a margin of 4 characters on an 80-character report will be bigger than a margin of 4 characters on a 132-character report. If left at 0 no left margin is applied.
- Right Margin** – if you require a margin to be applied on the right of the report set the number of characters accordingly (again 1-64), if leave as 0 then no right margin is applied.
- Top Margin** – set the number of lines to leave as a margin at the top of the page (1-32 lines). If left at 0 then no top margin is applied.
- Bottom Margin** – set the number of lines to leave as a margin at the bottom of the page (1-32 lines). If left at 0 then no bottom margin is applied.

Finally, you can set default options that are used when you send the report to print or e-mail.

- Print Device** – if using a stand-alone Datafile system then you can set a default printer to output to. This option only applies when sending to a print device; if last printer was spooler or fax then this remains the default. If using a networked Datafile system then you can still set this where you are printing to a networked printer – provided all terminals have a consistent device path. If the print device isn't valid then the normal printer is offered instead.
- E-mail Address** – if the report is sent to email then here you can enter an email address that is to be used by default for this report – though it can be amended at run-time.

Once you've set the desired parameters select the ACCEPT option to apply the settings for this print or, if available, the SAVE option to apply for this and future prints.

Invoicer System							Report as at 31/01/05 Printed on 28/10/05	
PRODUCT PRICE LISTING								
Premier Demonstration							Page 1	
Product-Code	Description	Iss-Unit	Price-1	Price-2	Price-3	Price-4	Price-5	
CH0167	Dining chair-teak/dralon	EACH	87.99	81.50	79.50	77.50	75.00	
CH0168	Carver-teak/dralon	EACH	101.99	95.23	93.50	91.50	89.00	
CH0172	Display cabinet-teak 6x4	EACH	589.99	567.50	560.25	555.75	525.50	
CH0173	Oval dining table-teak	EACH	210.99	199.99	189.99	187.50	185.25	
CH0174	Dining suite	EACH	1200.00	1175.00	1150.00	1125.00	1100.00	
Totals ...								
Number of Records: 5								
End of Report.								

Invoicer System		Report as at 31/01/05 Printed on 28/10/05		
PRODUCT COST REPORT				
Premier Demonstration				Page 1
Product-Code	Description	Iss-Unit	Tax-Code	Cost-Price
CH0167	Dining chair-teak/dralon	EACH	S	38.23
CH0168	Carver-teak/dralon	EACH	S	42.11
CH0172	Display cabinet-teak 6x4	EACH	S	311.67
CH0173	Oval dining table-teak	EACH	S	123.45
CH0174	Dining suite	EACH	S	0.00
Totals ...				
Number of Records: 5				
End of Report.				

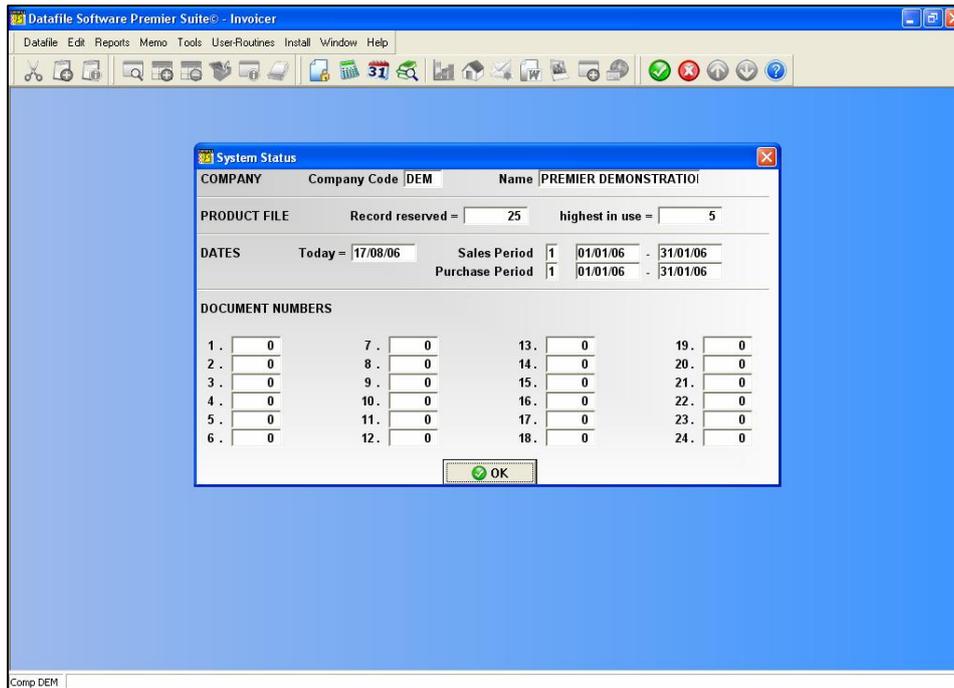


Invoicer System		Report as at 31/01/05 Printed on 28/10/05				
PRODUCT ANALYSIS CODES						
Premier Demonstration						Page 1
Product-Code	Description	Iss-Unit	S/L-Analysis	P/L-Analysis	Sales-N/L	Purch-N/L
CH0167	Dining chair-teak/dralon	EACH	1	1 001	150	150
CH0168	Carver-teak/dralon	EACH	2	2 001	150	150
CH0172	Display cabinet-teak 6x4	EACH	3	3 001	150	150
CH0173	Oval dining table-teak	EACH	2	2 001	150	150
CH0174	Dining suite	EACH	4	4 001	150	150
Totals ...						
Number of Records: 5						
End of Report.						

The above reporting layouts are the default reports available on the *Diamond* and *Premier* systems.

View System Status

This option displays a summary of the current status of the invoicing system and of the product file.



Company

Displays the identifying code and name of the company in use.

Product File

Displays the number of records reserved in the product file and the number used so far.

Dates

Displays the system date, and the period dates for the sales and purchase ledgers.

Document Numbers

Displays the last document number for the 24 invoicer sequences.

Notes

In practice these numbers are likely to remain all 0 (as above). This is because you will in most cases use the sales/purchase invoice and credit sequence to maintain strict numbering sequences across different applications that can generate invoices.

Chapter 3

Configuring Invoicer

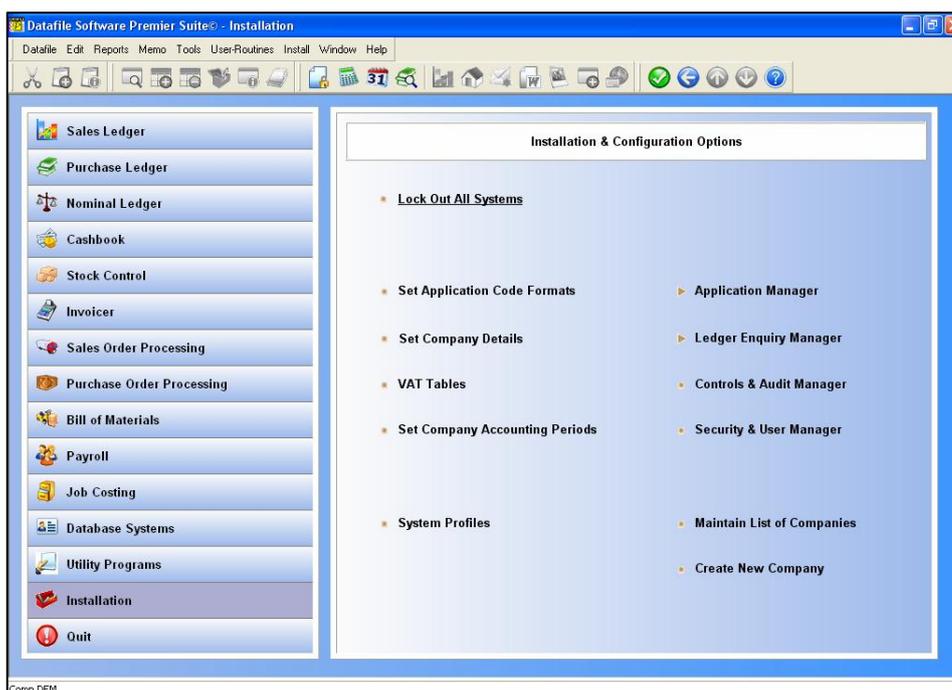
Your Datafile Software Invoicer application has a wide range of possible facilities, and you can undertake a great amount of structuring so that it suits your particular operation. Some of the general facilities were described in the Introduction chapter of this manual.

This section describes how to use the Installation program to set up your invoicer system and to define your document layouts.

You can use the program for the invoicing requirements of many companies, and each may have a different configuration and its own set of data files. For each company specified a parameter file is written to disk which holds details of the configuration. Each company is identified by a three-letter code such as "DEM".

When you select the Installation option a menu will be displayed that contains the installation and configuration options – only operators with the highest authority level (0) are allowed to process any of the options within this menu.

Configuring
Invoicer



On Datafile *Compact* and *Professional* systems this menu differs slightly as options that aren't applicable for the product level are removed – these include 'Application Manager' and 'Ledger Enquiry Manager' for both *Compact* and *Professional* plus the 'Security and User Manager' for *Compact*. The 'Application Manager' and 'Ledger Enquiry Manager' provide further configuration options.

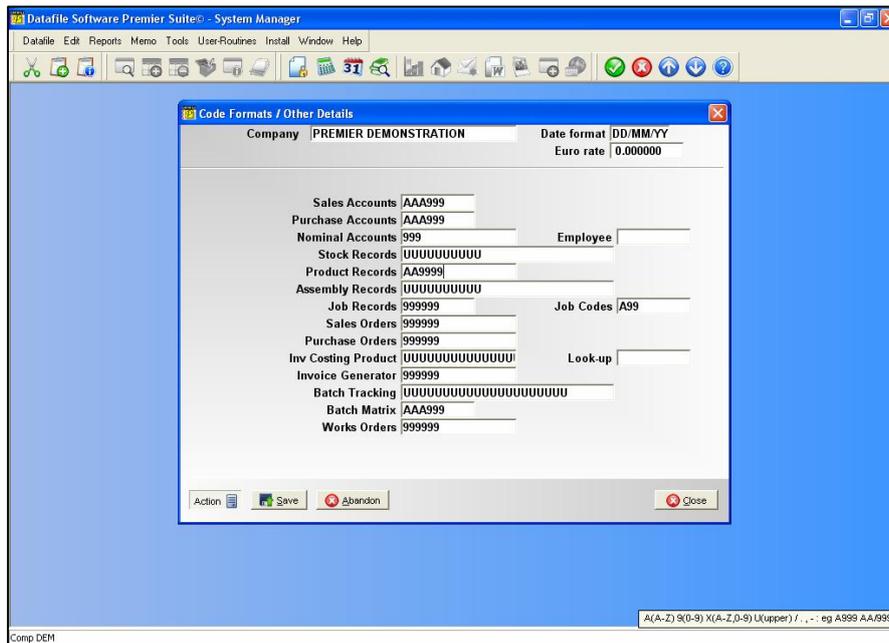
The Installation options are covered generally within the Configuration Guide manual; however where specific Invoicer configuration options are available these are covered here.

Lock Out All Systems

When making changes to the Invoicer system then that application has to be locked out. To lockout Invoicer you select the option 'Lock out All Systems'. Firstly, you are prompted to lock out all systems – it can sometimes be easier to lock all systems as you may have to change settings in other applications at the same time – if you respond 'Yes' then all applications are locked, if you respond 'N' then you can select to lock just the applications required.

Set Application Code Formats

This option allows you to set the prime index format for each of the application databases including the Invoicer product file.



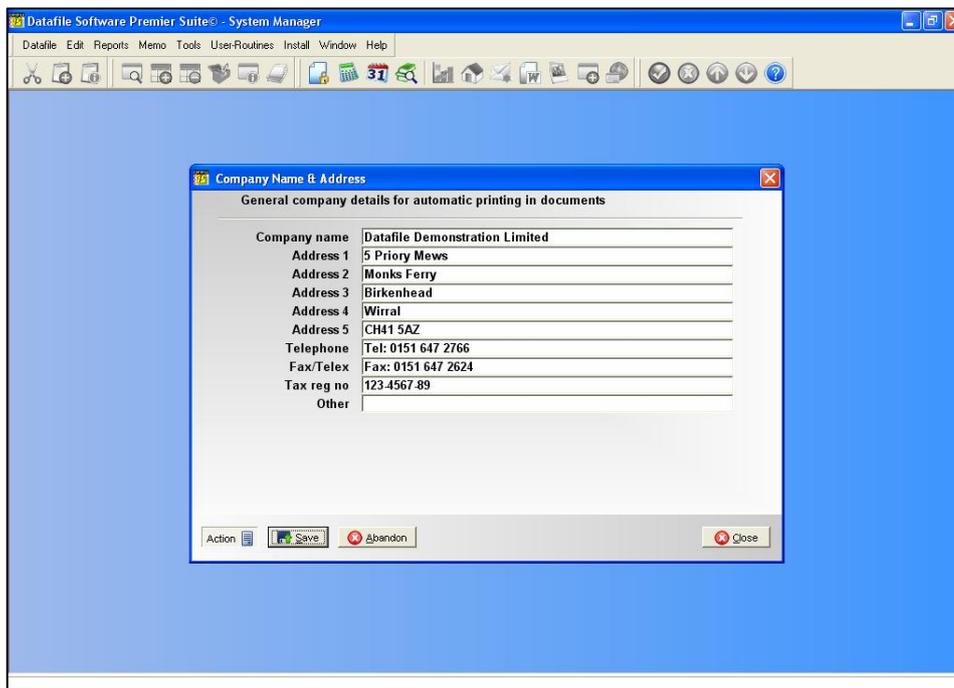
The default format for the product file is AA9999 – this forces product codes to have letters as the first two characters followed by four numbers. A typical other format would be UUUUUUUUUU which would allow ten characters of any combination of letters and numbers.

The ‘Company Name’ displayed here is used as the name in all reports including the Invoicer product file reports.

Set Company Details

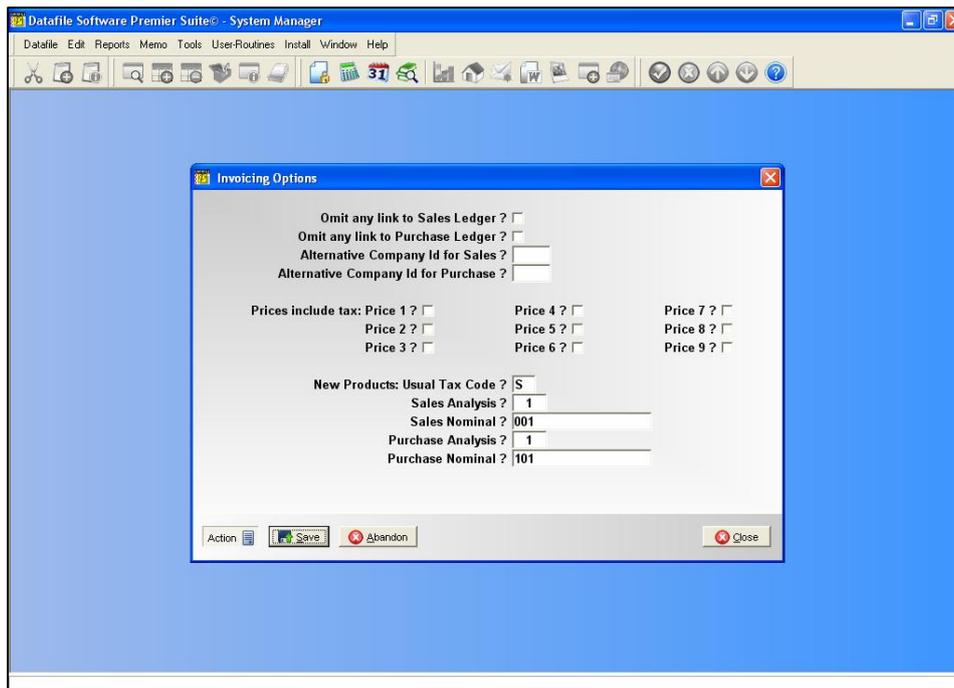
The Invoicer documents allow the printing of ‘data’ items for the company name and address details. This can be a useful alternative to entering the address details as text on the document mask (when using plain paper rather than pre-printed stationary) as when address details change you only have to amend one setting rather than several.

The settings for the ‘data’ items for name and address details are defined here.



System Profiles

The System Profiles set the general configuration options for Invoicer – this option is only applicable for *Professional*, *Diamond* and *Premier* users.



Omit Any Link to Sales Ledger / Purchase Ledger

Some companies may want to use Invoicer without updating to either the sales or purchase ledger. These two prompts tell Invoicer not to attempt to open the sales or purchase files when used in that application.

Alternate Company ID for Sales / Purchase (*Premier* only)

If you want to create separate invoicing procedures within the same company – perhaps to increase the number of document layouts per type – then one technique is to define separate companies so that each company's definition increases the number of layouts required. However you still want to update the sales/purchase ledgers (and stock) for your main company. Give here the three-letters of the company whose ledger files you wish to update. This option is applicable in *Premier* only.

Prices Include Tax (1-9)

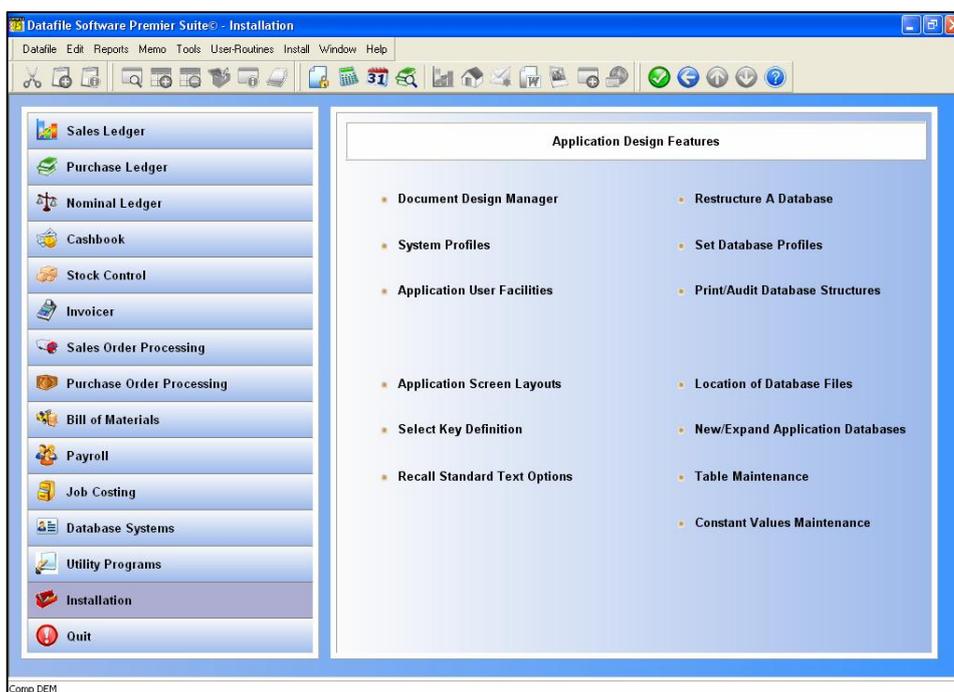
You can specify up to nine selling prices in the stock or product file (5 if *Professional*, 3 on *Compact*) but typically these do not include VAT. If you are a retailer, however, you may want one or more of these prices to include VAT. Throughout the system transactions are written with an amount that excludes tax with tax as a separate value. If prices include VAT then the system needs to know this to back-calculate from the price the separate goods and VAT values. Select any price band that is used as a VAT inclusive price.

New Products: Usual Tax Code
New Products: Sales Analysis
New Products: Sales Nominal
New Products: Purchase Analysis
New Products: Purchase Nominal

Set here the default VAT Code, Sales and Purchase Analysis codes, and Sales and Purchase Nominal codes to be applied when creating a new product record.

Application Manager

Selecting the Application Manager (*Diamond* and *Premier* only) menu option gives a further subset of actions.



The options available on this menu are discussed in their own sections later on where appropriate for the Invoicer application.

Ledger Enquiry Manager

The Ledger Enquiry Manager (*Diamond* and *Premier* only) allows you to configure the display screen for the Product Enquiry.

Enquiries Allowed for this Company

Although there are no specific 'Invoicer' options within here, this parameter screen controls whether the Ledger Enquiry as a whole is available for this application company.

Applications Allowed

The option 'Applications Allowed' allows you to select whether you can enquire on the product file and the authority level needed before you can enquire.

Enquiries Configuration

The option 'Enquires Configuration' allows you to configure the Ledger Enquiry for each of the applications. After selecting the Invoicer application there are two configuration options available – select the one appropriate to your product level.

Product File Full Screen Design (*Premier Only*)

In *Premier* systems you have the option to create a user-defined screen in which to display details from the product file and can be spread over two screens. On selection of this option you are asked if you wish to use a full screen layout and if selected you are taken into the screen design.

Product Code	CH0167
Description	Dining chair-teak/dralon
Unit of Issue	EACH
Price Per	0
VAT Code	S EC VAT
Cost Price	38.23
Sell Price 1	87.99
2	81.50
3	79.50
4	77.50
5	75.00
Sales Analysis	1
Purchase Analysis	1
Sales Nominal	001
Purchase Nominal	150

You design the screen as per the standard design parameters.

To add **text** to the screen, you use the mouse or arrow keys to position the cursor at the start of where you wish to enter your text, and type in the required label(s). To clear any text, use the space bar.

To add a **data item** to the screen, you use the mouse or arrow keys to position the cursor at the start of where you wish the item to display and then either ‘right-click’ with the mouse or press <F4-Select>. The list of available data items are displayed for you to select. To delete a data item from the screen, use the mouse to click the item and then hit the <DELETE> key.

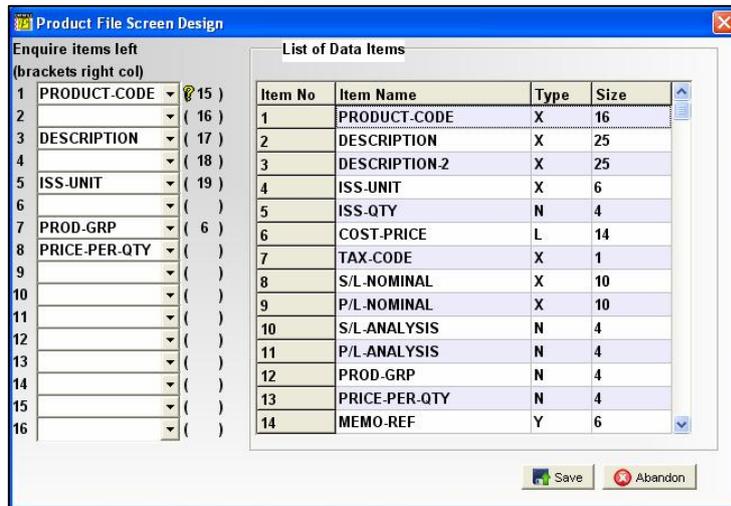
To draw **borders** around the screen choose the option ‘Border’ on the Tools pull-down at the top of the screen.

To draw a **line** on the screen select the option ‘Line Mode’ on the Tools pull-down, and then use the mouse to click the start position of the line, and then drag the line (horizontally or vertically) to the end position of the line. To delete a line use the mouse to select the line, (it will turn blue when selected), and then hit the <DELETE> key. Once the line(s) has been drawn, to switch back to text mode, use the option on the Tools pull-down.

Once complete choose the File pull-down option ‘Save & Exit’. On save of the screen, you will be asked if you wish to use a second screen – respond as required.

Product File Item Screen Design

If *Diamond* (or *Premier* and you don’t wish to use the full screen design) then this option allows you to quickly configure the display of up to 32 items from the product file in two columns of 16.



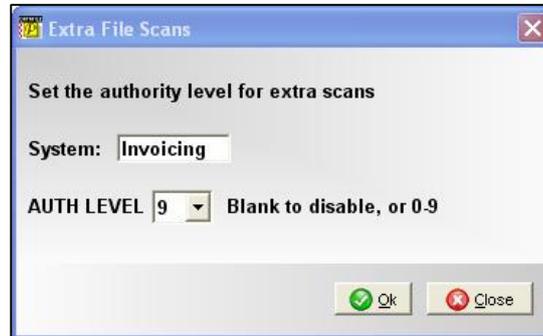
Here you list the items you want to display on firstly the left of the screen and then the right. The numbers displayed in brackets after an item indicate that a field is being displayed on this line on



the other half of the screen. If using *Premier* then you get the option to design a second screen in the same manner.

Extra File Scans

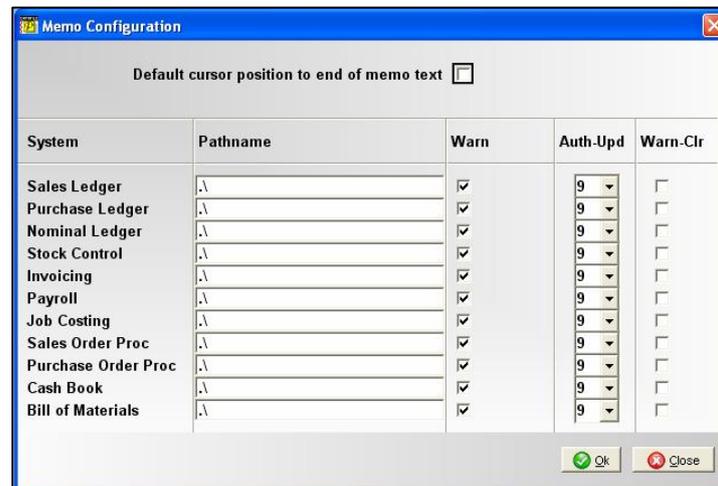
This option allows you to set the authority level to enable the facility to scan documents against the product record within the Ledger Enquiry.



Set the authority level as required (0-9 where 0 is the highest, 9 is the lowest) or leave blank to disable the option within the enquiry.

Memo Facility Configuration

The Memo facility allows you to record notes against product records. Within the Ledger Enquiry Manager you have the option to define, for all applications, where the memo files are stored, whether users are warned or not and the authority level to update memos.



After confirming these details, you will be prompted if you wish to amend the last memo references. Usually the answer is 'No' to this – you should only need to amend this if merging data from another company.

Controls and Audit Manager

The Controls and Audit Manager contains all the utility routines used to check the integrity of the database files and to undertake various housekeeping actions.

The tools supplied for Invoicer allow:

- Check integrity of the databases (audit) and rebuild their index's
- Define the auto-expand parameters for databases
- Check and reset application values
- Recover Unused Space.

After selecting the 'Controls & Audit Manager' menu option you are prompted to select the application and then you are presented with the Controls & Audit options for that application.



Edit System Status Display

Each application has a 'System Status' option that summarises the key facts about it, such as files, their sizes, how full they are, the current period number and period dates plus various other control information such as last issue reference etc. You can reset the last document references that here (assuming that Invoicer is using its own sequence and not a sales/purchase sequence).

Database Audit

Use this option to check the internal integrity of the product database. If you're sure that a particular record is in the file but you cannot select it via the indexes then you might want to use this option on that file.

Really the only events liable to disturb the integrity of a database are power/hardware failures or an attempt to process a database in an outside program. The database audit checks every record in the file to make sure it is genuinely active and rebuilds its indexes from scratch.

Compact and Audit Database

The internal processing of databases does not necessarily re-use the space occupied by records that have been deleted. New records are always added to the end of the file. Therefore, over a period of time, it is possible a file may appear full but there could be gaps in the middle where records were deleted. Using this option consolidates the active data and frees up space.

Set Auto Expand Files

Datafile reserves a fixed space for database files and you need to expand that space should the file become full. This option allows you to set internal system parameters so that it automatically attempts to enlarge a file that is becoming full. The file is expanded when a user opens the file provided no-one else is already using that file, typically it would occur at the start of the day when the first user accesses an application.

File	Reserved	In-Use	Expand By	When Less	Min Spare
PRODUCTS	25	5	50	10	5

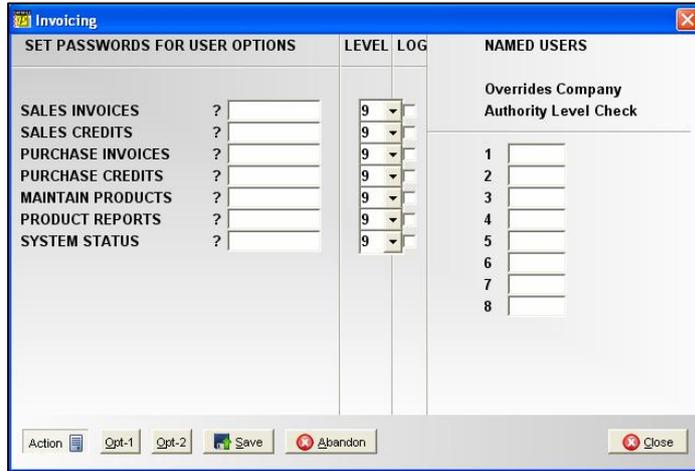
- **Expand By** – enter the number of records by which you wish the system to expand the file when triggered. Strike a balance between too small a number, meaning that it would happen to frequently, and too large a number which would mean it would take a long time to expand the file and take up unnecessary disk space.
- **When Less** – this represents the quantity of free records which when below will trigger the automatic expansion when a user has exclusive access to the file.
- **Minimum Spare** – this is an important parameter for files where batches of records are added – it represents the minimum quantity that must be free at all times. It would normally be less than the ‘When Less’ setting and if this setting reached implies that no user has had exclusive access to the file since the ‘When Less’ quantity was reached. You should set the minimum to be the largest number that can be added through an automatic update.

Expand Data Files

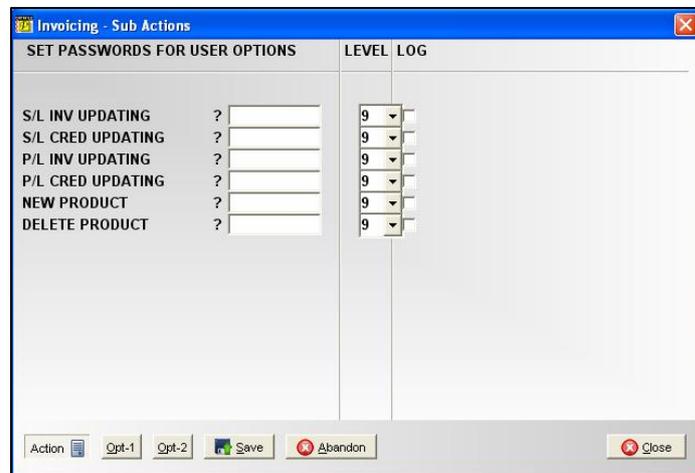
If not setting the auto-expand options then this option allows you to manually expand the data files as necessary.

Security and User Manager

The Security and User Manager allows you to set authority levels and passwords on specific application options and to define any user authority overrides. This option is only available for *Professional* users and above. After selecting the application, you are given two screens of options for security checks.



In the first screen you may attach a password and/or an authority level for each of the main invoicer options. If *Premier* and logging options are enabled then you can also log users who attempt to enter the password/authority level protected action without the authority to do so. You can also nominate users who are nominally blocked from this application by their authority level to be allowed. On the second screen you are allowed to specify passwords and authority levels to some of the specific transactions and product record maintenance options.

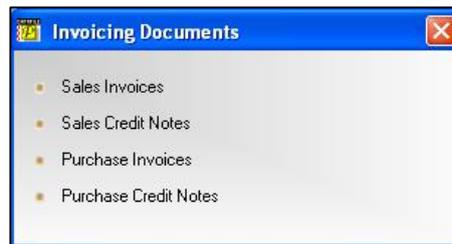


Document Design Manager

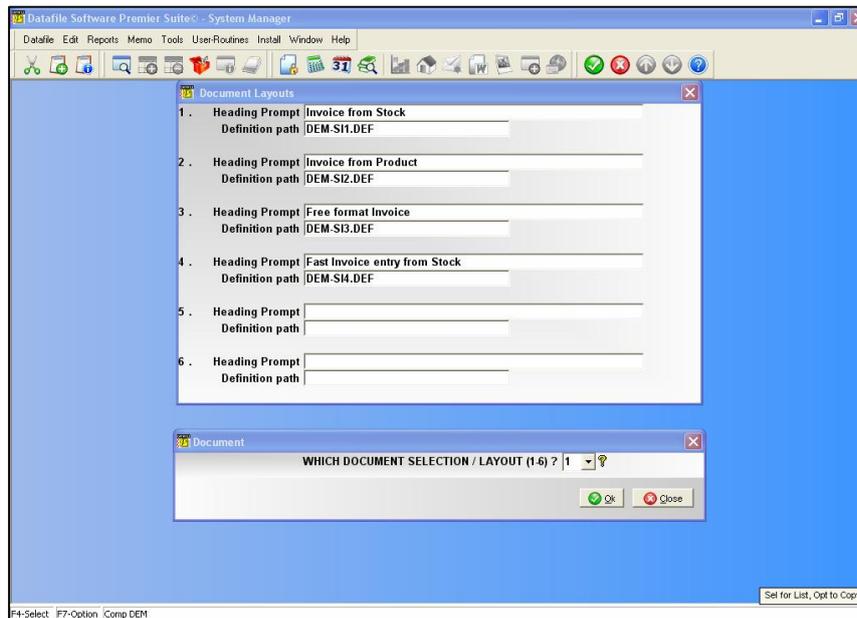
The Document Design Manager is available on the main 'Installation' menu for *Compact* and *Professional* users, for *Diamond* and *Premier* users it is available on the 'Application Manager' sub-menu.

The document design processes are discussed fully within the Configuration Guide manual, as they are standard for all document designs within the Datafile system. This section of the manual will give a brief overview of the design and then cover the parameter options available within the invoice document design.

On selection of 'Invoicing Documents' you are given a menu of the four document types (two if *Compact*) – sales invoices, sales credit notes for all product levels, and purchase invoices and purchase credits for *Professional* and above. Select as appropriate.



On selection of the document type the list of available documents are displayed.



If you want to update any existing document enter the layout number in the input provided. If you want to create a new document you need to first add it to the list.

- Press <F4-Select> to allow amendment of the list
- Find a blank entry and enter it's 'title'
- Enter its definition filename - filenames usually follow the convention 'CCC-SIN.DEF' where CCC is the company id, SI is Sales Invoice (so SC-Sales Credit, PI-Purchase Invoice, and PC-Purchase Credit) and N is the layout number.
- Press <End> to go back to the document layout selection.

Notes

A document definition is held in two files – a *filename.DEF* listed above contains the document parameter details, and a *filename.INI* contains the font settings, line and box drawing and image file(s) detail. The INI file is created automatically on first load of the document.



Create Document Based on Existing

If you select the newly added document now then this creates a blank document, if you want to create the new document based on an existing layout then use the <F7-Option> key to copy the definition from one file to another.

Note you can only copy Invoicer documents – you cannot copy, for example, a Sales Order Processing document as the basis for your invoice.

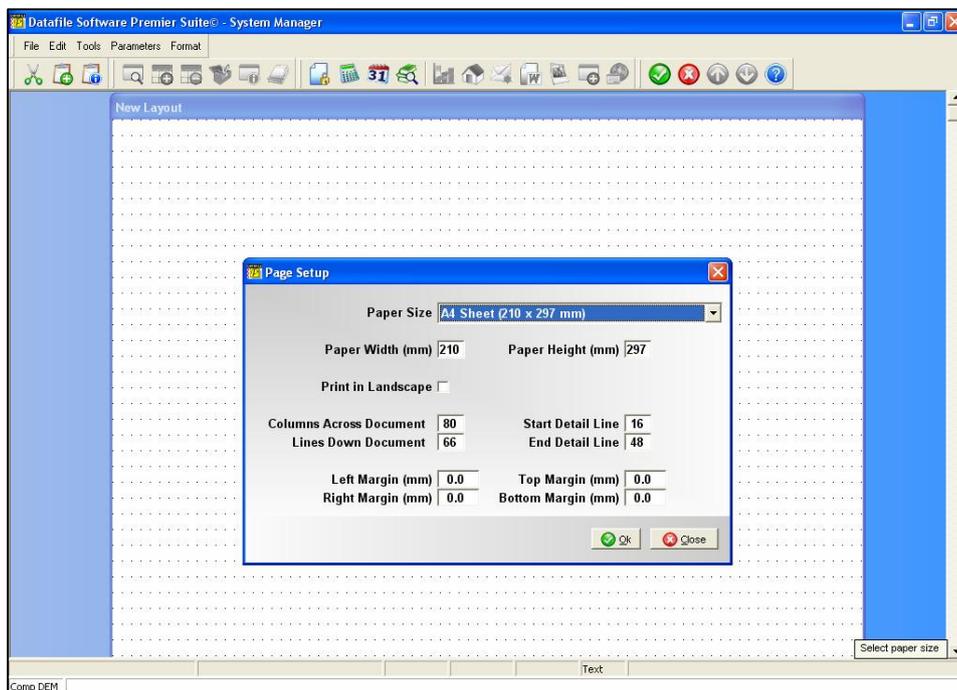
On input of the layout number you are presented with the document template.

Converting a Document

Previous to release 5.6 documents were designed in a different manner. Whenever you open a document that was designed using the old designer you will be asked to convert to the new layout.

To convert to the new style select 'Use New Designer', if you want to continue with the old layouts then select 'Use Old Designer'. To abandon select the 'Close' button. When you use the new designer for the first time a backup copy of the old layout is taken as *filename.OLD* which you can copy back if needed. If you do this you would need to delete the *filename.INI* discussed above.

When creating a document for the first time or opening an older style of document you will be prompted for the page setup details.



Paper Size – offers a drop-down list of paper sizes available. Select the paper size appropriate.

Print in Landscape – set whether the document is to be printed in landscape. Leave blank to print in portrait.

No of Columns Across / No of Lines Down – if converting an older document this defaults to values as previously defined on the document - typically you would leave these values as set for

your document. For new documents this will default to 80 columns across and 66 lines down and you can amend as required.

These values can be amended up to 255 columns across and 132 lines down. The columns and line values form a 'design grid' on the document with the no of columns set controlling the number of grid start points across the page, the lines down controlling the grid points down the page (think graph paper). Text, Image and Lines do not have to start at a grid point but data items do – increasing the number of columns / grid points across the page gives you more flexibility with regards to data item positioning.

Take care on increasing this value on existing documents as items starting at a particular column/grid point may overlap if you increase the number of columns. With regards to the number of lines down, again take care increasing this value on existing documents as line items may overlap – in addition though increasing this value too far may cause the print of detail lines to overlap if the font of detail items selected for print is bigger than the line height.

Start Detail Line / End Detail Line – if converting an older document this defaults to values as previously defined on the document - typically you would leave these values as set. When opening a new document this will default so that a quarter of the page acts as the header and a quarter of the page is the footer – the balance being the detail area. Where on the statement the outstanding transactions are listed.

Margins – next you can set, in millimetres, the left, right, and top and bottom margins.

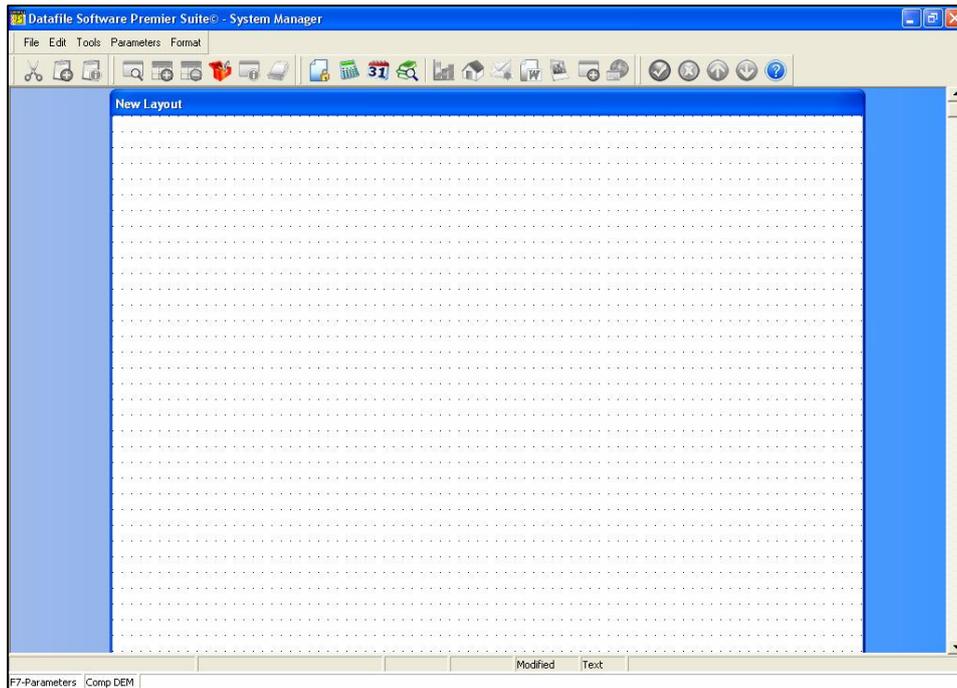
When you print a document each printer has its own internal set margin and the grid (discussed above) is fitted within this. If printing a document on multiple printers, especially when using pre-printed stationery, you should set the margins on the document equal to or greater than the largest margin of the printer(s), to ensure identical print on all printers. The Install menu on the toolbar allows the option 'View Printers' which enables you to perform a test print which shows the print margins (as a border on the page).



Notes

The Install menu on the toolbar (desktop) is only available for the SYSTEM user-id and for *Premier* users set to use the 'Installer' desktop.

Once you have set/confirmed the margins the document mask is displayed.

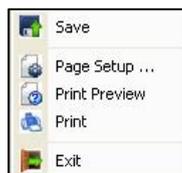


A document is split into three sections – a header, a detail and a footer area as mentioned above. In statements the header area is used to print details of the customer/supplier. The detail section prints, line-by-line, the invoice breakdown. The footer area shows totals such as the VAT analysis and document totals, etc.

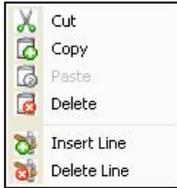
The Document Design Toolbar

Before discussing the specifics of designing a document, you should review the document design toolbar.

The toolbar has the options – File, Edit, Tools, Parameters and Format. Each of these (other than Parameters) offers a list of actions available.



The **File** menu has options to save the document layout, amend/view the page set-up, preview the design to the screen, perform a test print of the document, and exit out of the document design (you will be prompted to save if you haven't already done so).



The **Edit** menu has options that are only available when an item on the document is selected. You can cut an object out of the design, copy an item (except data items), or delete an item. You can also insert a line above the selected item or delete a line with the selected item on.



The **Tools** menu has options to restructure a database, refresh the display, and controls for whether you show the data items (you may want to switch this off to position text behind it), whether you show the grid, and whether new text/line/image items are to be positioned at the start of the grid.



The **Format** option allows you to select a bitmap image to act as a watermark behind the page detail, set and applies font defaults, and configure printer, email and fax settings.

The **Parameters** option loads the first of the parameter screens available for this document.

Setting and Applying Font Defaults

Before you start to design your document you may wish to set default fonts for each area of the document. You can amend the fonts for each item individually but initially you are likely to want to assign a default font for all items in a specified area.

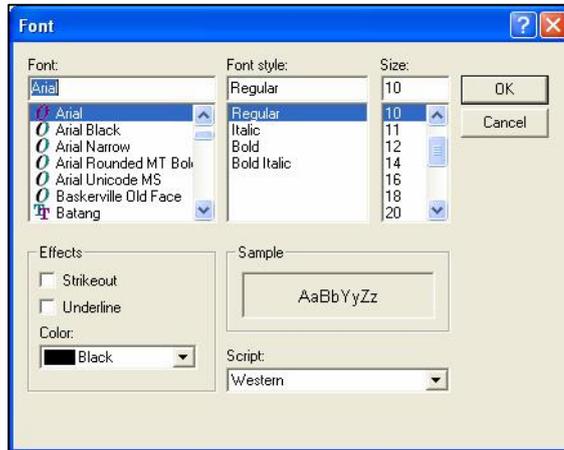
Each document has three areas – header, detail and footer. The detail area starts two lines above the start detail line (to encompass column headings for the details) and finishes at the end detail line. The header area is above the detail area, the footer below.

Converting an Existing Document

When you convert an older style document a font of Courier New is assigned to the existing data and text items. You can use the Font Default options to reset the font/size of these items as required. In the earlier designer text was created on the document by positioning the cursor and typing the required text. In converting this into the text labels of this new designer the assumption is made that text separated by a single space is part of the same label, more than one space and two (or more) separate labels are created. In this way the text heading on the document of (say) 'S A L E S I N V O I C E' is converted as two labels one for 'S A L E S' and one for 'I N V O I C E' as the two words were separated by three spaces in the old designer.



To set and apply default fonts select the **Format** option from the toolbar, choose **Font Defaults** and then the area you wish to apply the fonts to – a dialog box will be displayed enabling you to select the font, style and size.



You can scroll up/down the list of fonts, use the mouse to select the required option (once selected the chosen value will be updated at the top of the list). After selecting the font, select the style and then the size. You can also amend the colour of the text if required. Once you have selected the required details press OK.

After selecting the font you can control whether it applies to the text items or the data items in the defined area (or both or indeed neither – you might set a default because the next x items you are going to insert all use a specific font). Tick the

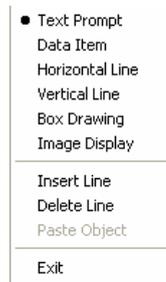
options required and click the APPLY button.

Once you have set and applied the default fonts you can then adjust the font and size of individual items as required.

If you have need to reset all items to the set default fonts then choosing the **Apply Fonts** option available from the **Format** pull-down allows this.

Inserting New Items

To insert a new item position the mouse where you wish to insert the item and press the right-button on the mouse (hereafter described as right-click). A menu appears for you to select the type of item you wish to add.



You can select to insert a text prompt, a data item, some line drawing, box drawing, or insert a bmp image.

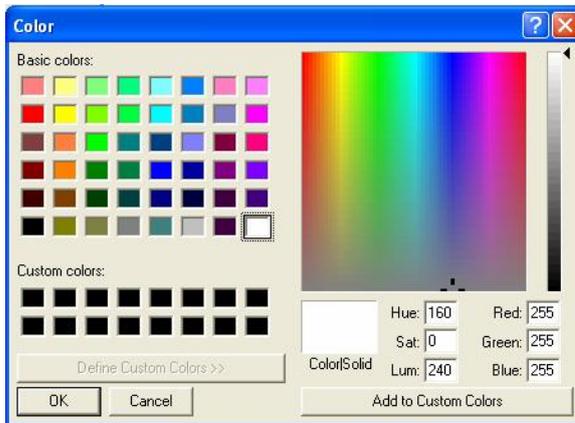
You can also elect to insert a line on the document at the current position or to delete a line. The 'Paste Object' option (greyed out in the picture on the right) is active if you have used the 'Cut' or 'Copy' option from the edit menu previously.

Text Prompt

If you select to insert a 'Text Prompt' a pop-up form allows you enter the text label to be displayed.



You type the text you require (up to 160 characters). If you click the APPLY button the text is updated onto the document design in the default font/size for the area of the document. If you wish to change the font select the FONT button and the font dialog is shown as discussed earlier (you are setting the font for this item alone).



To change the colour of the background to the text select the COLOUR button and a colour dialog will be displayed allowing you to select from a pre-defined colour set or allow you to create up to 16 custom colours of your choosing.

To define a custom colour click with the mouse on the colour panel display and then move the scroll panel on the right to control the luminescence. Once your happy with the colour select the 'Add to Custom Colours' button and the colour will be added to the custom colours on

the left for selection.

The 'SNAP' button is used to position the text item at the centre of a row and at the start of a column – snapping the text to the grid. The 'DELETE' button removes the text and returns you to the document mask.

Once you are happy with the changes select the CLOSE option to update the text label and return to the document mask. If you wish to abandon click the X button in the corner of the Text Properties window.

This isn't all the options available though – if you select the ACTION pull-down menu, in addition to the button prompts (with a bit more description) are further options to reset the font and colour to default settings, save the font and colour to and set from the palette – this is useful if making the same changes to several items.

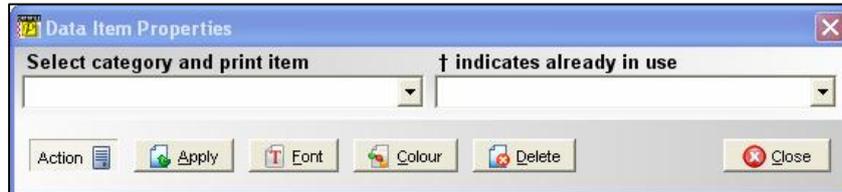


You also have the option to add a border around the text label, and to right align the text within the label.

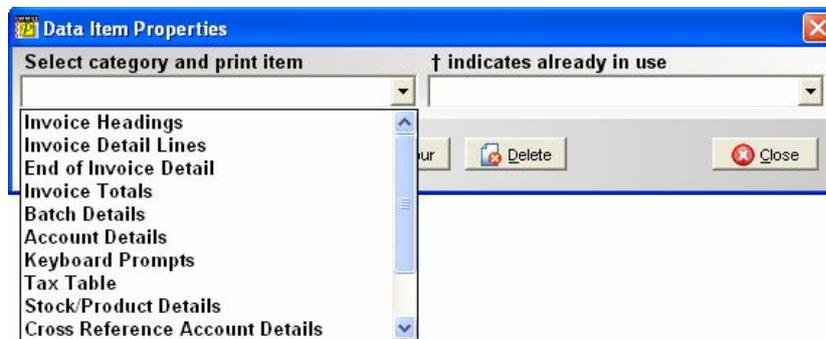
Finally you can choose to abandon changes or accept and update the changes.

Data Items

If you select to insert a new 'Data Item' then a pop-up form allows you to select the data item to be displayed.



To select an item you need to select the category of item and then the print item itself. Drop down lists are available for each – use the mouse to activate first the category list.

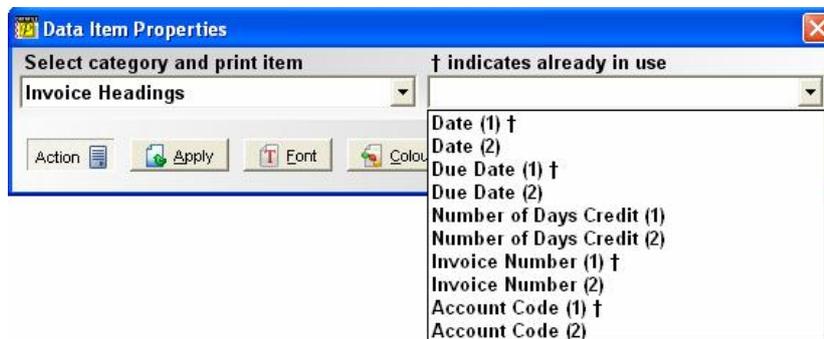


Available categories are:

- Invoice Headings** – allows two setting to print for invoice date, due date, credit terms, invoice number and account code.
- Invoice Detail Lines / End of Detail** – allows you to set for print details of items being invoiced, description, price, qty, etc.
- Invoice Totals** – allows print of document totals (goods, VAT, total) plus discount, settlement discount and additional charge options.
- Batch Details** – allows, if Batch Tracking in use, the ability to print details of the batch items used on the invoice. In addition to a pre-selected item of 'Quantity' you can print up to five items from your own from the batch file though are likely to include the batch code itself as one of these items.

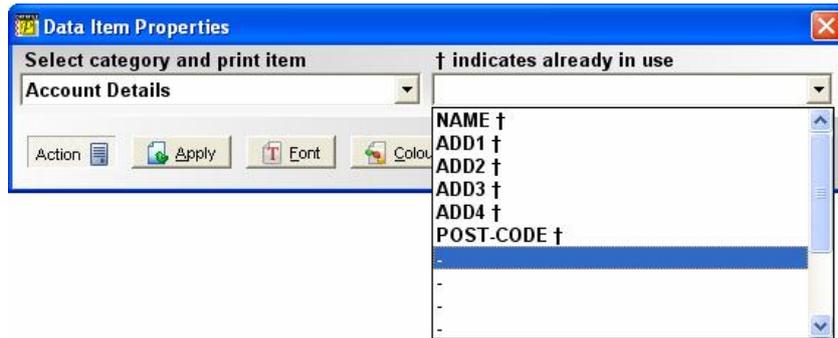
- ❑ **Account Details** – allows print of fifteen items from the customer/supplier record. This will likely include the account name and address details.
- ❑ **Keyboard Prompts** – allows print of configured (through parameter screen ‘Prompts: Request Information from Keyboard’) keyboard prompts.
- ❑ **Tax Table** – allows print of the VAT breakdown of the invoice
- ❑ **Stock/Product Details** – allows print of up to five items from the stock / product file as well as the user 2/3 items that can be input on invoice entry.
- ❑ **Cross Reference Account Details** – allows print of up to fifteen account items. If the invoice entered for a ‘delivery’ account then this category allows print of the invoice account details.
- ❑ **Continuation Invoices** – if invoice goes over more than one page then can print continued over message as well as page numbers and continued over/from totals.
- ❑ **Foreign Currency** – allows print of the currency code, rate and name.
- ❑ **Job Costing Details** – on job-linked invoices allows print of up to twelve items from the job file.
- ❑ **Company Details** – allows print of your name and address details as set within the ‘Set Company Details’ option on the Installation menu.

Once the category is selected choosing the print item drop-down list shows the items available for selection in this category.



Items with a † after them are already used within the document so you cannot select these again. Some categories allow you to choose direct from the database the items to print. For these items the ‘-’ character as the print item represents a free item available for you to define. If you select this then the appropriate database is displayed for you to select a data item from.





Once you have selected the item then the options are available, as with text, to change the font, background colour or delete. 'Snap to Grid' is not available on data items as data items are automatically 'snapped to the grid'.

Line Drawing

If you select to insert a new **Line** – either horizontal or vertical - then a short line is drawn on the page. This can then be extended by moving the mouse to the end of the line (until the cursor changes to an arrow) and then clicking with the mouse and dragging it for the length required.

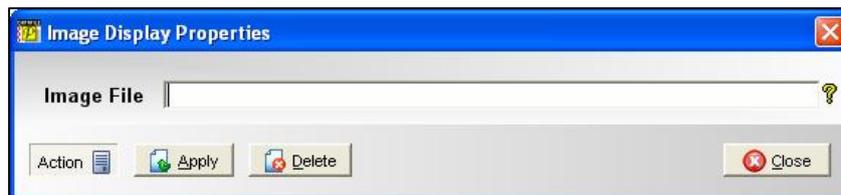
Box Drawing

If you select to insert a **Box** then a small box is drawn on the page. This can be extended by moving the box to a corner (until the cursor changes to an arrow) and then clicking with the mouse and dragging it for the size required.

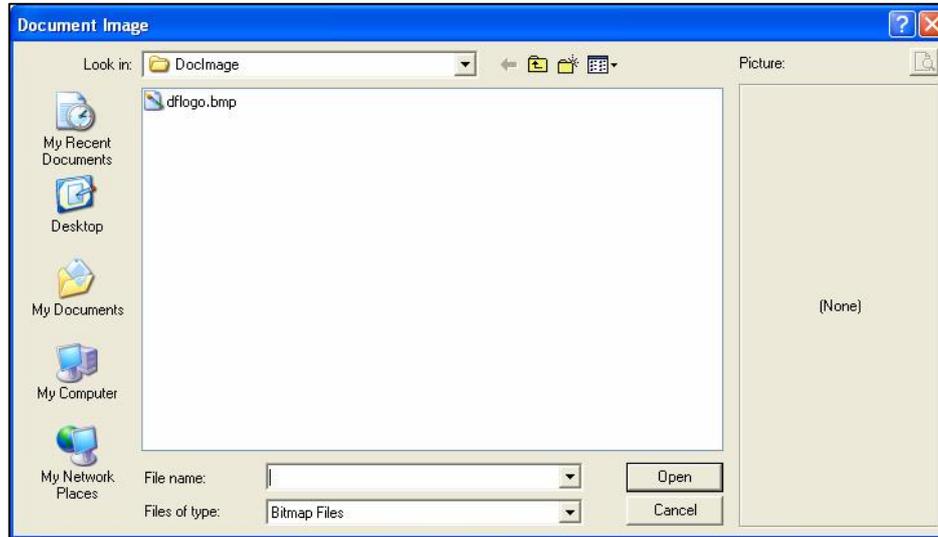
You can position items within a box by right-clicking and choose the new option required – if you click on/near the box border you are assumed to be amending the box though, so if want an item up against the border insert it elsewhere and move it to the position you want. If you wish to include lines within a box, perhaps for a column border or an image then draw the box first and add the lines/image afterwards.

Image File

If you select to insert a new 'Image' then a pop-up form allows you to select the image to be displayed.



You are asked to enter the image filename (BMP or JPG files only). You can browse for the file by clicking the '?' icon or pressing <F4-Select>. Images are held in folder 'DocImage' created automatically off the DFCOMP location (usually \DFWIN\DATA).



Although you can browse to other folders from here you can only select to apply images from the 'DocImage' folder – if necessary you can copy from another location and paste here via the file selection browser.

Once you select the image file its filename is returned to the document to be applied. Note that the image is sized as per the file and cannot be resized within Datafile – you must use an external package to resize if you need to do this.

Moving, Deleting and Amending Items

You can move an items position by selecting it with the mouse and dragging it to where it's required. If the 'Tools' option 'Snap to Grid' is enabled then all items start in a specified grid point, if switch this off then all bar data items can be set anywhere within the grid cell.

You can delete an item by selecting it with the mouse and pressing the <DELETE> key.

If you right-click with the mouse on any item then a menu is available allowing you to change the properties.



Text Label Properties
Amend Font of Text Label
Amend Background Colour of Text Label
Add Border around Text Label
Right Align Text Label
Snap Text Label to Grid
Reset Font and Colour to Default
Save Font and Colour to Palette
Set Font and Colour from Palette
Delete Text Label

Right-clicking against a **Text** item allows you to access the properties in full and allows individual options to amend the font, set the background colour, add (or remove) a border, right-align the text, or snap to the grid.

You can also reset the font/colour to default values or save the font and colour to the palette for application to another item using the Set option.

You can also delete the text item from here.

Data Item Properties
Amend Font of Data Item
Amend Background Colour of Data Item
Add Border around Data Item
Right Align Data Item
Reset Font and Colour to Default
Save Font and Colour to Palette
Set Font and Colour from Palette
Delete Data Item

Right-clicking against a **Data** item allows you to access the properties box in full and allow individual options to amend the font, amend the background colour, add (or remove) a border, or to right-align the data item.

As with text you can reset the font/colour to default values, save/set the font and colour from the palette or delete the item.

Line Drawing Properties
Amend Line Colour
Snap Line Drawing to Grid
Delete Line Drawing

Right-clicking against a **Line** item allows you to access the properties in full, amend the line colour, snap the line to the grid and to delete the line.

Box Drawing Properties
Clear Background Color from Box Drawing
Amend Background Colour of Box Drawing
Set Square Corners on Box Drawing
Snap Box Drawing to Grid
Delete Box Drawing

Right-clicking against a **Box** item allows you to access the properties in full, amend the background (fill) colour of the box, set/clear round corners, snap the box to the grid and to delete the box.

Image Display Properties
Delete Image Display

Right-clicking against an **Image** item allows you to access the properties of the image or to delete it.

Document Watermark

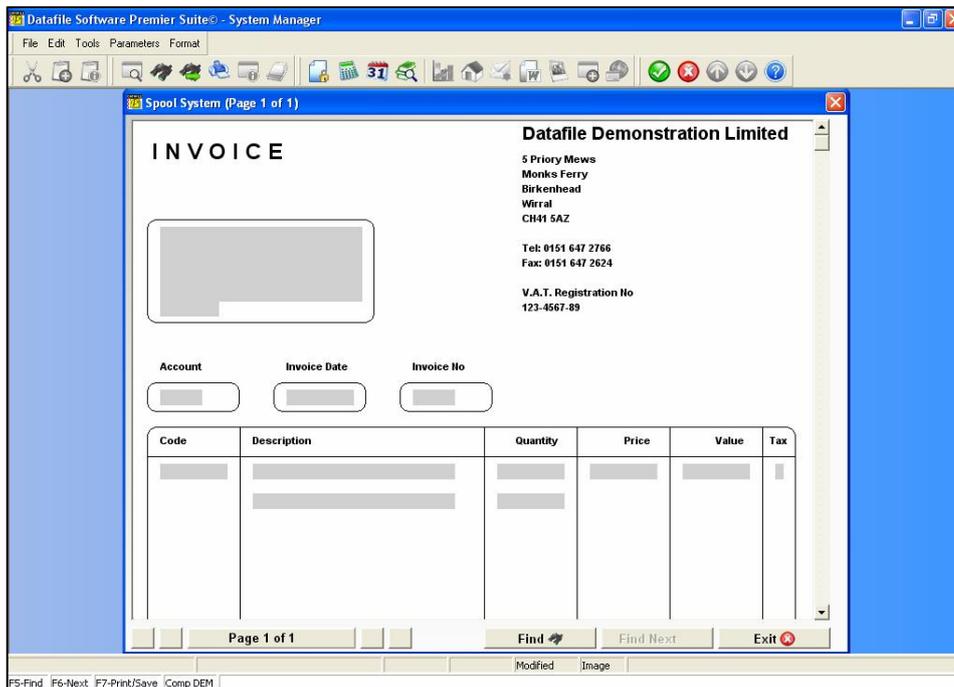
You have the option to add a bitmap behind the entire document to act as a watermark. (If converting an earlier document that had a bitmap background then this is set as the watermark for the current document.)

The **Format** pull-down menu allows the option to edit the watermark giving options to 'add', 'change' or 'delete'. The 'change' and 'delete' options are suppressed if no watermark has been applied, the 'add' is suppressed if you have applied a watermark.

Selecting the add, or indeed the change option, opens the file browser in the DocImage folder allowing you to select the BMP file. As with images you must select the bitmap from the DocImage folder. The watermark image is displayed automatically in the designer but you can switch this off by deselecting the 'Show Watermark' option available on the Format pull-down.

Print Preview and Test Print

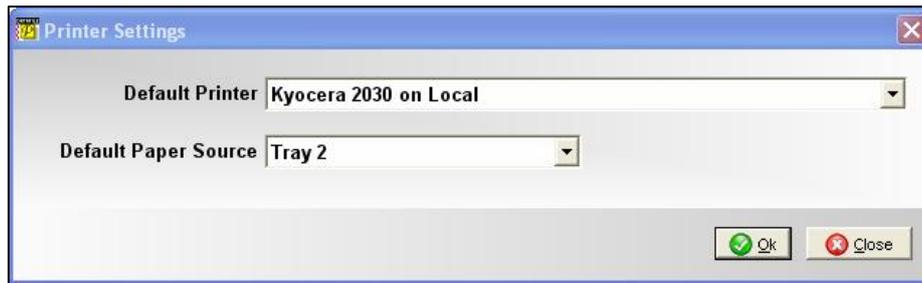
You can preview the document to the screen or the printer from the **File** pull-down menu. Selecting the Print Preview option shows the document on screen. You can use the scroll bars to move up/down/across the document. <ESC> or clicking the X-close button returns you to the document design.



Selecting the Test Print option loads the printer dialog allowing you to send the document to the printer, spooler or a PDF file.

Printer Settings

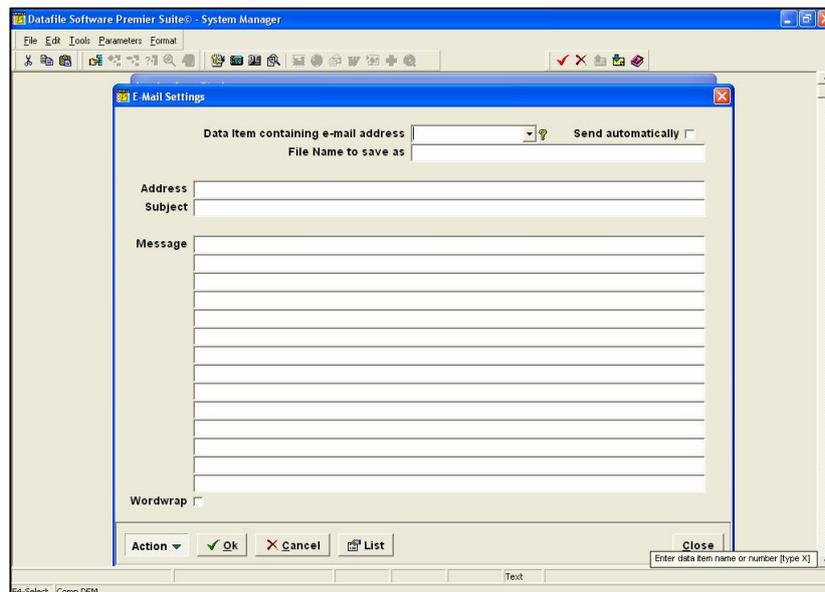
This option allows you to set a default printer and tray for the stock document.



Clicking the drop-down list shows the printers available from the pc for you to select, after selecting the printer the list of trays can also be selected from a drop-down list. Note that this option assumes that the same printer is available, on the same device path, from all terminals that will process the particular document. If the printer is not available the usual default will apply.

E-Mail Settings

The E-Mail Settings option allows you to configure default message details if the document is printed to E-Mail. (This option is not available for all documents – for example cheques in the Purchase Ledger – but is available for all Invoicer documents.)



Data item containing e-mail address – select the data item from the main file in the application that contains the email address to be used. The main files for each document are:

- Sales Invoices and Credits – Sales Accounts File
- Purchase Invoices and Credits – Purchase Accounts File

Send Automatically – controls whether the message is to be displayed for confirmation/amendment before sending. See notes on Microsoft Outlook / Outlook Express below.

Filename to Save As – the document is saved as an attachment to the email with a filename of the document title. You may want to save with a more relevant name. You only enter the filename not the path or suffix and you can use '!nnn' to pick up a value from the main file record (where nnn is a three-digit data item number – 002 etc.). Data Items available can be viewed by clicking the LIST button at the foot of the parameter screen.

Address – this option asks for a 'hard-coded' email address to which to send the email to as an alternative to picking up the address from a main file record. You may use this on Stock Documents, Picking Documents in Sales Order Processing, etc., to send the document to the warehouse.

Subject – enter the subject of the email. Again you can use !nnn to pick up a value from the main file record and in addition to the standard 160 fields available from the database you can use special items to pick up:

- 161 – Document Date
- 162 – User Name
- 163 – Document Reference
- 164 – Document Balance

Message – enter the message detail as required. Again you can use !nnn to pick up items from the main file or include the extra 161+ items above.

Wordwrap – when you send a message the text is output as entered above but the use of !nnn items may cause one line entered in the message to overflow into two lines on the email. Setting the option to word wrap outputs the message text as paragraphs, a new paragraph starting after a blank line. You can also force a new paragraph by entering '%%' at the start of the line.

Automatic Emails and Outlook Express / Microsoft Outlook

Security developments in later versions of Outlook Express and Microsoft Outlook mean that, by default, you cannot send emails automatically – a message is displayed warning that a program (i.e. Datafile) is trying to send an email message and asks whether you wish to proceed with the send (and you can't respond Yes for a number of seconds). This feature was introduced to prevent viruses spreading themselves to everyone in your address book. This feature cannot be disabled by Datafile.

Outlook Express can be set to disable this warning via the Tools / Options menu and the Security tab. Disabling 'Warn me when other applications try to send mail as me' will prevent the warning message. If you do this you must ensure that your virus checker and firewalls are currently up-to-date and are kept up-to-date.



Microsoft Outlook does not have an equivalent option to this. Microsoft Support does notify that if using Outlook on top of Exchange Server then you can set via 'Administer Outlook Security' tools trusted programs that are allowed to send emails automatically.

Finally, Outlook Express can be set to send mail immediately on creation. When this is set the email message is sent after each invoice is produced in Datafile, and Datafile cannot continue to the next statement until Outlook Express has sent the message. As you might imagine even on a broadband connection this can take some time. Within Outlook Express selecting Tools / Options and the 'Send' tab allows you to disable the option to send mail immediately.

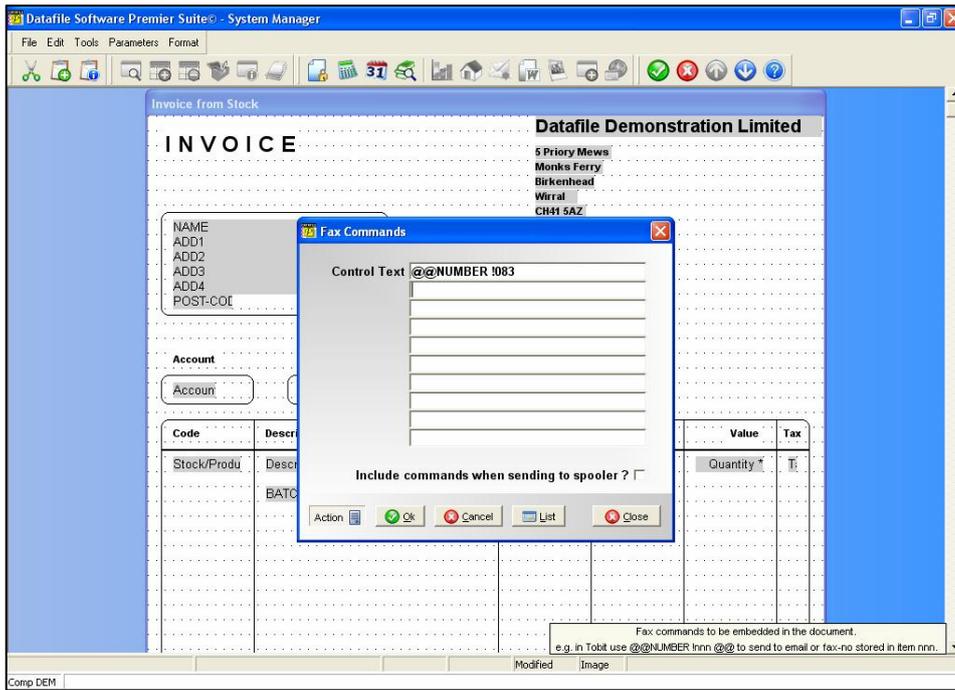
Automatic Email and Anti-Virus Software

As with the security checking introduced by Microsoft, anti-virus checkers can also look for several e-mail messages being sent in a short period of time. Anti-virus checkers generally warn when more than one message is sent with the same subject (which could be avoided by using the !nnn function to pick up a value from the main data item record), and also warn if a number of messages are sent within a number of seconds (these details depend on the virus software). Generally the Anti-virus software will pause the sending of the email message(s) and ask you to confirm it is OK to send.

Fax Printing

Selected fax software, such as Tobit David and Zetafax, allow programs to pass information to them with regards to fax and contact details. This option allows you to enter those commands and pick up fax and contact details from the customer / supplier account (the databases available dependent on the document type).

You have the ability to enter up to ten lines of control text that will be passed to the fax printer (note if you print this to a standard printer directly – i.e. not print to the fax printer – these commands will appear on the printout) which will allow you to pass detail such as fax numbers and contacts.



To pass information from the database, such as a fax number, you enter the command (@@NUMBER for Tobit), followed by a space and then a ‘!’ and a three-digit number, finishing with any closing command (@@ for Tobit). Data items available are shown on the LIST button including special options for document date and user name.

Include commands when sending to the spooler – If left blank then the commands will not be included if you send the document to the print spooler or the ledger enquiry reprint option. Note that if sending document runs to the spooler containing multiple commands for different contacts then Tobit for one cannot interpret the print job correctly.

Document Parameters

In addition to the design features accessible from the document mask there are various parameter screens which can be used to configure the printed output and the processing of the document. When you select Parameters we automatically display the first of these parameter screens. You can navigate between the parameter screens by using the options available at the bottom of the parameter screen.



The **PREVIOUS** button, available on all but the first parameter screen, takes you to the previous parameter screen. The **NEXT** button, available on all but the last parameter screen, takes you to the next parameter screen. The **OK** and **CLOSE** buttons both return you to the document mask.

Previous
Next
Ok
01 - General Document Parameters - 1
02 - General Document Parameters - 2
03 - User Defined Column Entries
04 - Column Entries for Values
05 - Additional Charge / Overall Discount
06 - Final Document Totals
07 - Accounts Items Displayed / Printed
08 - Prompts: Request Info from Keyboard
09 - Optional Features During Invoicing
10 - Tax Analysis Table
11 - Special Print Options
12 - Copy Data Items Between Files
13 - Stock / Product Special Features
14 - Invoice Paid / Fast Input Features
15 - Fast Input by Line Features
16 - Cross Reference Account Features
17 - Continuation / Currency Options
18 - Sales / Job Costing Link
19 - Batch Tracking Printing
20 - Customised Features

The **ACTION** pull-down lists the parameter screens available allowing you to go directly to the required screen if desired.

In addition to the buttons you can navigate between pages by use of the <Page-Up> and <Page-Down> keys. The <End> key will also take you to the next page and the <ESC> key will return you to the document mask. Note that once you have changed the value of an item then the value is updated to the definition – if you want to reset it you must either change it back or exit from the document design without saving.

General Document Parameters – 1

Number of Lines down on document

Reports take the ‘page size’ settings from the print profile; however these settings are defined separately for the document. Note that although you can size the document to a maximum of 132 lines to match the page length of the stationery you are using you can only configure the print of details up to 66 lines.

Width of Each Line

Key in the number of characters of the document width – maximum is 128 characters.

Line where Invoice details start / end

These questions refer to the where the first and last lines on the document between which the invoice details are printed.

Free-format document (no Product/Stock)

The answer to this question defines whether or not you can use stock or product files with this document. Select for a free-format document, and leave blank if you want to use stock or product files.

Use stock file (rather than product)

Select to use stock files. If you are using product files, or if this is to be a free-format document leave blank.

Update stock & stock transactions

Here you can decide whether or not the use of this document is to allow stock files to be updated. Select to allow the stock files to be updated. (You will later be asked whether this updating is to be mandatory or whether you will be given the chance to make this decision at the time the document is used). Leave blank if you do not wish this document to be used to update the stock files.

Updating takes place after you have been given the opportunity to print the document. If chosen, the physical stock levels of all stock items used in the document are reduced / increased by the document quantities; the period and year demand figures are increased / decreased by the document quantities; the last transaction date is updated; and the necessary stock transactions are written to the file.

Update demand figures only on stock file

As an alternative to the full updating of the stock file with quantities and the writing of transactions you may select this option to only update the period and year-to-date demand values on the stock file record.

Update Sales/Purchase accounts & transactions

Again, you may choose whether or not this document is to allow the sales/purchase files to be updated. This feature enables you to design a “pro-forma” document layout — a layout which is used for printing but is not updated to the files.

Select to allow the sales/purchase files to be updated. (You will later be asked whether this updating is to be mandatory or whether you will be given the chance to make this decision at the time the document is used). Leave blank if you do not wish this document to be used to update the sales/purchase data files.

Updating takes place after the document has been printed (if chosen). It causes the balance on the sales/purchase account to be increased/ decreased by the gross document total; the turnover items to be increased / decreased by the net document total; the last transaction date to be updated; the ledger debtor / creditor total to be updated; and the necessary transactions (including analysis lines) to be written.

If not updating ledger, save for F10 as Doc Type

If not updating the ledger then the document is not saved to the ‘invoice’ history. Setting this option allows you to save such a document, say a pro-forma invoice, as an acknowledgement. (This option is not applicable on *Compact* or *Professional* systems). For Purchase documents this question is rephrased slightly as ‘Save Document for F10 as Document Type’.



Use Nominal codes (rather than General)

If the sales/purchase ledger used with this document is linked to the nominal ledger you must select this option, otherwise leave blank.

Allow create new account

Select to allow a new customer/supplier record to be created in the user program while processing an invoice. This saves a lot of time if a new account needs to be inserted while you are in the middle of an invoice run.

Allow create new stock/product record

Select to allow a new stock/product (whichever the document is linked to) record to be created while processing an invoice. This saves a lot of time if a new product needs to be inserted while you are in the middle of an invoice run.

Single sheet stationery (pause each time)

Selecting this option causes the printer to stop at the end of each page to give the operator time to insert another sheet of paper. Leaving blank assumes automatic feeding.

Space a line between invoice entries

To improve the presentation of the printed result you may wish to leave a blank line after each entry. If you wish to do so select this option.

Maximum size of values printed - e.g.5=99999.99, 7=9999999.99

The maximum size of money and quantity data items it is possible to print is 99,999,999.99. If you know that you are never going to have such large numbers, then this question allows you to specify the maximum size to print. The size relates to the number of characters before the decimal point, so a reply of 5 would mean no value ever exceeded 99,999.99, and a value of 8 would mean 99,999,999.99. Type in the maximum number of digits to print.

Values to include “,” in thousands

For ease of reading it is better to include commas to separate digits in large numbers, as in the example “12,345,678.90” — it is not so easy to appreciate the size of this number if it is written “12345678.90”. Numbers do not usually print with commas in this way, and so you may request that they do by replying Y <Enter> to this. If set then you need to manually increase the ‘after decimal’ value of each numeric print item (on parameter screens Column Entries for Values and Final Document Totals) by 1 for each ‘thousand’ that can be printed according to the maximum size of values.

General Document Parameters – 2

The initial items on this screen allow you to set co-ordinates, expressed as the line and column number, where you wish to print some general invoice print items. You would normally position these items from the document mask (using F4-Select to position the item).

Date – invoice date

Due Date – date on which payment is due

Number of Days Credit – the number of days after invoice date before payment is due

Invoice Number – the document reference

Account Code – the customer/supplier the invoice entered for

Update which number sequence (1-28)

You may define up to 24 document layouts (excluding *Compact*) for each company: six each of sales invoices sales credits, purchase invoices and purchase credits. You can give each layout its own range of numbers, which are updated automatically by the program when a document is printed. The invoicing system keeps 24 counters to use for this purpose; counters 1–6 generally being used for sales invoices, counters 7-12 for sales credit notes, counters 13-18 for purchase invoices, and 19-24 for purchase credit notes.

You may use a single range of numbers (counter) for several document definitions. For example, you may have different layouts for printing sales invoices but wish to use the next reference number regardless of which layout is used. In this case, all the layouts would use the same number sequence. (There is nothing to prevent you using the same counter for more than one document type if that is what you need for your operations)

If you use order processing as well as the invoicing system, you may want to use a common sequence of numbers regardless of which application prepares invoices. In this case you can use one of the ledger sequence numbers which are accessible to the order processing, invoicer and appropriate ledger applications. These are numbered from 25–28 as shown in the definition screen.

The current setting of sequence numbers 1–24 may be viewed from the System Status Display option of the invoicer program, whilst the ledger sequence numbers can be viewed from the ledger programs themselves. The values of sequence numbers can be reset through the Controls and Audit Manager option of the Application Manager program (see System User Guide).

Account Code to write missing numbers

Tax and VAT inspectors, as well as your auditor, expect to see unbroken sequences of invoice numbers. In a multi-user environment with users abandoning invoice before updating the ledger this can cause a missing number. Creating a 'missing numbers' account within the sales/purchase ledger and referencing this account here will generate a zero value transaction to this account when an operator abandons an invoice and will cause a missing number.



Description to be written for missing invoices

If writing a 'missing invoice number' transaction then the description entered here is recorded for it. You can include text 'AAAAAAAAAA' which will be replaced with the original account the invoice was entered for, or include 'UUUUUU' which will be replaced with the user-id of the operator who abandoned the invoice.

Calculate settlement discount terms

Select if you wish to calculate settlement discount amounts for this document. A further option regarding the calculation of tax on the after-discount value can be specified on parameter screen Optional Features during Invoicing.

Calc on Totals

Settlement discount is normally calculated on a line-by-line basis and accumulated; setting this option allows the discount to be calculated on the document total.

Quantity to 3/4 decimal places (otherwise 2)

Quantities are normally entered with two decimal places. Select if you want to enter up to four decimal places for quantities. Note: that if document is linked to stock you must configure the quantity data items to support four-decimal places.

Prices to 4 decimal places (otherwise 2)

You can specify M-type fields for prices in the stock or product files to allow four-decimal place pricing. If so configured select this option to print the price to 4dp.

User Defined Column Entries

This screen is mainly for setting of co-ordinates for 'text' invoice detail items. In the case of detail print items you only set the horizontal column position. As with the initial items on the previous screen you would normally not set these items from this screen but instead position the item using <F4-Select> on the document mask.

Column 1 – Title

If wish to prompt for a text input prior to the stock code input, maybe to allow input of a customer stock code, then enter the title for prompting here.

Column 2 – Title

Allows input of second text item

Column 1 – Size of Input

Set the size of input (max 15) allowed for column-1 item input

Column 1 – Printing in Which Column

Set the column number on the document at which to print the column-1 input

Column 2 – Size of Input

Set the size of input (max 15) allowed for column-2 item input

Column 2 – Printing in Which Column

Set the column number on the document at which to print the column-2 input

Description Column

Set the column number at which to start printing the description.

Description Maximum Width

Set the maximum width of the stock description (max 48). If stock/product linked this should be set to the description size.

Description Number of Lines (max 20)

Up to twenty lines of description may be printed for each line entry on the document. If you are linking this document to stock/product file then the first two lines are defaulted to from the stock/product record.

The following items on this screen allow you to set co-ordinates, expressed as a column number, where you wish to print some invoice detail line items. You would normally position these items from the document mask (using F4-Select to position the item).

Stock / Product code - Printing position of the stock/product code

Analysis code - Printing position of the analysis code

Nominal / General code - Printing position of the nominal code

Price Per Factor - Printing position of the price per factor

Tax Code - Printing position of the VAT code applied to the invoice line

Tax Rate - Printing position of the VAT rate applied to the invoice line

Discount Rate - Printing position of any discount rate applied to the invoice line. This is followed by the prompt 'Blank if Zero' which if set this option to omit print of discount rate value when 0.

Unit of Issue - Printing position of the stock/product unit of issue.



Column Entries for Values

You can use this screen to specify the columns at which to start printing the various quantitative values for each document entry line. Again in practice you would position these items from the document mask and these values will be set for you.

A common feature of pre-printed stationery is that value columns may have a line printed to indicate the position of the decimal place in a column of numbers. If you wanted to print the value "1654.28" for example, then you might want this to print as "165428" so that the vertical line lay between the "4" and the "2".

For each value on this screen, therefore, you give the answer to three questions. The first (BEFORE-DEC) is the usual question to fix the column where the value is to start printing. The next (AFTER-DEC) fixes the column where the decimal places is to print (if you want to omit decimal places, then reply zero to this question).

The third (PRINT-DEC) is set according to whether or not to print the decimal point itself. For each value you wish to print key in the two column numbers, and set whether the decimal point is to be printed, pressing <Enter> after each. Leave zero if the item is not to be printed. Print items are:

Quantity
Price
Quantity x Price
Line Discount Amount
Quantity x Price – Discount
Tax Amount
Total including Tax

Zero Quantity treated literally as zero value trans

If set then instead of an input quantity of zero assumed to be 1 on invoice entry it is taken as zero, the line is printed with a zero value.

Omit Line Discount rate/value input

Discounts can be calculated either on line basis or total basis (if used at all). If want to use overall discount (or neither) then set this option to omit input of line discount.

Accept Calculated Tax Amount (no overtyping)

Set to prevent amendment of tax amount, leave blank to allow. Typically on sales documents you would prevent overtype but allow on purchase documents.

Default Quantity to 1

Set to default quantity within invoice entry to '1' rather than '0'.

Additional Charge / Overall Discount

Additional Charge Prompt Title

As well as the invoice line entries, you may specify one extra item to print on the document. Typically this is used, for example, to charge postage and packing. It may also be used (by keying a minus sign when the amount is entered) to allow a fixed overall discount on the whole document, in addition to any line-by-line discounts offered). First type the text which is to be offered as the prompt to the user at run-time; for example, "Postage" <Enter>. You may enter up to 15 characters, including spaces.

Apply which tax code / Alt EC Code

Give the tax codes to use in working out the tax on this additional charge/discount. The "alt code if EC account" may be needed for EC accounts, where the account tax code is defined as exempt in the tax table and so it is the customer tax code which would normally be used. In that circumstance any tax code given here over-rides the account tax code.

Default Sales/Purchase Analysis Code

Enter the analysis code to be used for the additional charge.

Default General Analysis Code

If not nominal linked then enter the general analysis code to be used for the additional charge.

Default Nominal Analysis Code

If nominal linked then enter the nominal analysis code to be used for the additional charge.

Allow Overall Discount

Set to allow entry of overall discount. Note that if enabled you must set the option omit input line discount on Column Entries for Values.

Exclude Additional Charge from Overall Discount

Set to base the discount on goods value, leave blank to base on goods plus additional charge.

Discount Message printed if discount

Whilst you could enter a discount text label directly on the mask this will then print on the invoice even if no discount is given potentially causing problems with customers who don't get a discount! If you enter the text label for discount here then this will only be printed if discount is actually given.



Discount Message printed on line/column

Set the line/column position of where the discount message is to be printed.

Print Overall Discount % on line/column

Set the line/column position of where the discount rate is to be printed.

Final Document Totals

This screen allows you to specify the co-ordinates on the document to print the final totals for goods, discount, post discount amount, additional charge/discount amount, net amount, tax, gross invoice total, and settlement discount amount and terms.

Again, as for the items in screen 4, you must specify the column numbers for the whole numbers and the decimal places separately, and whether to print the decimal point. In addition, you must give the line number for every item.

Key in the requested values for each item, and leave as zero any items not required on this document. Items allowed are:

Total Quantity x Price

Total Discount

Quantity x Price - Line Discount

Additional Charge (Discount)

Net Total before Tax – can print twice

Tax Amount – can print twice

Invoice Totals inc. Tax – can print twice

Settlement Discount Allowed

Settlement Discount Rate

Settlement Discount Net Amount

Settlement Discount Disc Days

Settlement Discount Date

Invoice Total (2nd Print)

Account Balance (including this document) – total amount owed after this invoice.

Message if over credit limit

Enter message to be printed when the invoice takes the customer over their credit limit but you allow the invoice to be accepted.

Message printed on line/column

Set the line/column position of where the message is to be printed.

Clear Area in no Settlement Discount (line / column / size)

If giving settlement discount to selected customers you may not want to indicate that discount is available to customers that don't get it. The settlement value items will not print if zero and you can use this option to blank out any text labels entered on the mask – set the line/column at which to start clearing and then enter number of characters for which to clear from.

Account Items Displayed / Printed

You can specify up to 15 items from the ledger accounts database to print on the document. Typically you use this to print the account name and address.

The accounts file data items are displayed on the right-hand side of the screen. Alternatively you can use <F4-Select> to choose the item. Specify the data items by keying the data item number, line number and column number, pressing <Enter> after each.

The first eight items specified on this screen are displayed during the header process when a valid account code is entered at run-time, and can be changed. The last seven are printed (provided you supply valid co-ordinates) but are not displayed.

If, for example, you wanted to specify that the credit limit and balance should be displayed when the document is used, even though these items are not to be printed, then you could reference them within the first eight entries, but leave their co-ordinates zero.

Compress Address lines

Applicable for *Premier* systems only this option allows you to suppress any blank lines within the name and address. This option relies on the accounts database having set within its advanced features the name and address data item range.

Prompts: Request Information from Keyboard

This allows you to define up to 12 free-format items for input and to print as part of the header or the footer of the document. The first six you specify are prompted at the start of the document prior to the line entries, and the last six are prompted at the end of the document after the line entries. These items can also be stored in any ledger and stock transaction records if you update these files. For example, you might wish to print a shipping date or a special message for certain documents.

For each prompt you wish to use, key in the title such as "Deliver to" <Enter>. You can use up to 15 characters including spaces for these prompts.

The size of the information keyed at run-time may be up to maximum of 40 characters. Key a number from 1 to 40 for each prompt used <Enter>, then key the line number and column number of the printing position, pressing <Enter> after each. Finally give the data item numbers within the ledger and stock transactions in which to store the date entered at run-time — you may use the



<F4-Select> function to choose a data item from the file structure. Leave at zero any co-ordinate or data item number you don't wish to use.

Optional Features during Invoicing

Calculate tax with settlement discount

If you are allowing settlement discount then it is usual to calculate the tax on the after-discount invoice amount. Set to use this feature

Omit option to change any document details

If not using the automatic update options (set on Invoiced & Paid parameter screens) then after printing the document you have an option to go back and change the details. Setting this parameter omits this option.

Write only one analysis record to SL/PL trans

Recalculate tax on whole document totals

These prompts must be set the same, either both set or not. If you only ever use a single tax code within a document, then instead of writing an analysis record for every line entry you can cause the program to just write one analysis per document, by setting the first of these questions.

This saves space in the file but precludes the ability to undertake detailed analyses of document information, or of assigning different document line entries to different nominal sales and general codes.

Should you write only one analysis record per document, then you may also specify that tax should be re-calculated on the basis of the document total, instead of on a line-by-line basis. These two methods can give marginally differing results.

Omit saving of invoice document (if set)

Sales Invoice and credit note documents can be saved to a special file and be made available for future enquiry via the Datafile *DeskTop* ledger enquiry facility. The document will be automatically saved provided that the document is printed and the sales ledger file updated. Set if you do not wish to save the document for a future enquiry. This could apply to a special document layout configured to cater for cash sales.

Force updating of files

If this is set then after producing a document, even though you are asked whether to update the sales ledger files (and the stock control files if used) at run-time, only a response of Y is acceptable to the program. If the updating of the files is to be optional at run-time, then leave this blank.

Always accept next document number (no overtyping)

Leave blank to allow overtyping of the document number. Setting this prompt ensures that the next reference in the chosen sequence is automatically used by the program for the document.

Force printing of document

Leaving blank allows printing of the document to be optional, selecting this option forces printing of the document when all details have been entered.

Normal number of copies to be printed

This question allows you to pre-define how many copies are usually to be printed (up to 9). Useful if this invoice is for export and your stationery does not have enough copies.

Normal number of copies for cash account

If you have specified a cash sales account in your sales ledger, then provided you have told the invoicer what it is (in parameter screen Invoiced and Paid / Fast Invoice Features) then a different normal number of copies may be defined here for that account only.

Use document number as SL/PL reference

This question allows you to use the document number as the reference number for each sales/purchase ledger transaction. Usually set so that uses the document number as the transaction reference, leave blank to allow a reference to be typed in each time. The reference is displayed after producing the document but before updating the files if not set for automatic updating.

Remember previous description on SL/PL update

The description written to the sales/purchase ledger transaction is prompted after producing a document but before the files are updated. It is usually a very general description to appear later on the account statement, and may therefore be similar for each document. Select if you want the program to remember the description from one document to the next — you can still overtype the description displayed. Leave blank if the description is to be typed in afresh each time.

Use document number as stock reference**Remember previous description on stock update**

These two prompts are similar to those for the sales/purchase ledgers above, but this time refers to the updating of the stock transaction file. Reply in the same way as above.



Default description for SL/PL/Stock

A description (up to 30 characters long) may be pre-defined for updating to the sales ledger, purchase ledger or stock transaction files. Unless you are using the fast input feature you may alter this description before the files are updated. If you are using the fast input feature, note that the 'remember previous description' questions must be set if this description is to go through to the transaction records.

Allow Reserved/On-order stock value to be updated

When this document linked to the stock control this option allows the updating of the sales reserved value (or purchase on-order value) to be updated. For each stock item entered you will be asked if the reserved quantity is to be updated or not. If using this feature then it is taken as read that if you update reserved / on-order for a line that you did reserve the stock earlier in Stock Control.

Show Accumulated Quantity During Input

When set as you enter your invoice details the on-screen header (where shows the accumulated total amounts) will also include the quantity.

Default Print to Disk Spooling

If send documents to the spooler initially rather than printer then setting this option sets the default printer as the spooler at run-time.

Tax Analysis Table

You may print a tax analysis on any document, to show the goods amount and tax codes used within the document. By printing these as a separate block, for example in the footer part of the document rather than as columns within the document, you can release more space to print other line entry information.

Select to print a tax analysis block, and then complete the questions for the starting line number, and columns for printing the other tax details, keying <Enter> after each answer. Leave the first question blank if you do not wish to print the tax analysis, and then the other prompts may be left at zero.

Special Print Options

Print Dates in DD/MM/YYYY Format

Set to print dates such as due date or invoice date with a four-digit year, leaving blank prints with two-digit year. Any dates printed direct from the account or stock/product file are printed according to their field type.

Force Page Out on Each Page

Selected printers will not release a print job until either the job times out or you exit from the Datafile program. Setting this option forces the close of the print job.

Copy Data Items between Files

This facility, only applicable for *Professional* users and above, allows you to copy up to 10 data items from the sales/ purchase accounts file into every sales/purchase transaction record generated by the invoicing program. This could be used to copy automatically the salesman's initials or an area code, for example, from the account record to the transaction record, to allow later analysis of sales by salesman and region.

Similarly, up to 10 data items from the stock file can be copied to the stock transaction file, and up to 10 data items from the stock / product file can be copied to the analysis lines on the sales / purchase transaction file.

For each item to be copied, key the data item number from which to copy and press <Enter>, then key the data item to which to copy and press <Enter>. The 'from' data item and the 'to' data item must be of the same item type and size. Use the <F4-Select> key to list the items on a file.

Save Full Description to Transaction File – From / To

You can save up to ten lines of the entered description for an analysis file to the sales transaction file (this option is only applicable for Sales Invoices/Credits). These items need to be consecutive text data items (X-type) within the sales/purchase transactions and you reference the first and last here.

Purchase goods in: Update stock cost price?

Purchase goods in: Average stock cost?

Purchase goods in: OR replace with new cost?

For purchase invoicing, in which case you have the choice of whether or not to update the cost price in the stock file at the time the document is processed.

If you do not wish to update the cost price at all, leave all three prompts blank. If you wish to update the cost price, set the first prompt. You can then decide whether the cost price is to be updated as a "weighted average" or whether it is to be over-written by the latest cost price. Set whichever prompt is applicable.

SL/PL Transaction Items: Quantity

Here you can reference a data item on the sales/purchase transaction file to save the document invoice quantity to. This item should be K-type if 2dp quantities, M-type if 4dp quantities.



SL/PL Transaction Items: Cost Value

Here you can reference a data item on the sales/purchase transaction file to save the cost value to. This item should be K-type if 2dp prices, M-type if 4dp prices.

Stock / Product Item Special Features

Firstly you can specify up to five items from the stock / product file to be printed on each invoice detail line. Specify the item number (<F4-Select> key to list data items) and the column where the item is to be printed.

Stk/Product Mandatory

Set to force selection of a stock/product code on the invoice line, leave blank to allow entry of free-format details.

Display which Stk/Product item no on entry screens

This item will be displayed above the quantity prompt when invoice entry lines are being completed. This only applies to full screen input and not to the fast input by line method. The item specified is view only and cannot be updated. Use the <F4-Select> key to help you select the correct item.

Prompt for Price per unit on each entry

Set if you require to need a “price/per” feature whereby the goods value calculation takes account of any price/per value for the stock or product record being processed. For example, if you want to enter prices in the form “£108 per gross”, then you need to select this feature. At run time you would enter a price of 108, and a value of 144 against the “per” prompt.

Col: SL/PL User 2

Col: SL/PL User 3

Col: Stock User 2

These three options allow the printing of the any of these user definable items on the invoice line entry. Specify the starting column number if they are to be printed. These options are only available to *Professional* users and above.

Invoiced and Paid / Fast Input Feature

This Screen fulfils two functions. The “Invoiced & Paid” section allows payments to be posted at time of invoice production — convenient for over-the-counter invoicing. The Fast Input Features are designed to speed up invoice production.

Allow payment to be recorded

Set to allow for generation of payment during invoice production.

Default Bank Account

Enter the default nominal bank account to be used.

Bank Account Range From / To

Enter the range of nominal bank accounts allowed for selection.

Cash Inv & Paid Account ID

If the sales account entered here is used during invoice production then the payment flag is automatically set to yes.

Default Account Code

Allows an account code to be referenced which is defaulted to at run-time. You may set up a skeleton default such as “***00”, on the basis that it is quicker to overtype this than to enter a sales ledger account code from scratch.

Automatic Updating of Files

If set then updating of the sales/purchase, stock and job ledgers follows immediately after printing has been approved with one confirmation prompt, without asking for descriptions for sales and stock transactions (see Screen 9 for defining default descriptions).

If Auto, Prompt Description

If set for ‘automatic’ update then setting this prompt allows entry of the transaction description to be used for sales/purchase, stock and job transactions generated rather than applying the default description.

Fast Input by Line Features

This feature allows an invoice to build up on the screen line-by-line, without the need for a whole new screen for each item invoiced. The screen width maximum is only 78 characters so you must plan carefully what to include on each line. Any items that cannot fit on the line will not appear when the screen is presented to you for input.

Although the invoice entry will appear on a single line, this facility will still support multiple description lines — these will be entered in a pop-up box and only the first line left visible on the screen.



Cross Reference Account Items Printed

The sales and purchase ledgers may include accounts which are delivery (or source) accounts only, and the cross-reference account is the one to which all financial details are posted. So invoices may be prepared for a delivery account address with minimal extra work.

This screen permits items to be selected to print on the document from the cross-reference account record — such as the head office address, for instance. Use <F4-Select> to help select the items you wish to print.

Print from account if not cross-ref

Set if you want to print these details from the selected account record even if this does not refer to a delivery address. If this feature is being used to print the invoice address as well as the delivery address, then for accounts that are not cross referenced the same address will appear in both places.

Continuation / Currency Options

This screen allows printing options where an invoice document is spread over more than one page and, for *Diamond* and *Premier* systems where foreign currency is in use, parameters for currency control.

Allow Continuation Pages

Set to allow invoice entry to allow more details than will fit on one page.

Continued Over Message

Enter message text to print (at foot of invoice detail) when the invoice goes over a page.

Message on Line/Column

Set the print co-ordinates for the continuation message.

Omit Footer Printing

If set then omits print of all text/data items below the detail line (except continuation details themselves) on all but the last page, line drawing and boxes are omitted where they start below the detail line. Images continue to print.

C/F Amount Line/Col

Set the print co-ordinates for a carried forward total.

Continued From Message

Enter message text to print (at top of invoice detail) when the invoice detail is a continuation from a previous page.

Message on Line/Column

Set the print co-ordinates for the continuation message.

Omit Header Printing

If set then omits all text/data items above the detail line (exception continuation details) on all but the first page. Lines and Boxes are omitted where they start and finish above the detail line. Images continue to print.

B/F Amount Line/Col

Set the print co-ordinates for a brought forward total.

Which Amount for C/F and B/F Values

If printing a carried forward or brought forward value then this option controls which value is used. Options available:

- Quantity x Price
- Quantity x Price less Discount
- Total Value (Qty x Price less discount plus tax)

Print Page Number on line/col

Set print co-ordinates for page number

Print Page Total on line / col

Set print co-ordinates for total number of pages (can then print 'Page XXXX of YYYY').

Allow Confirm of Currency Rate

If set then offers operator the option to overtype the default exchange rate for invoices against non-base currency accounts.

Currency Rate Printed on Line/Col

Can set (twice) print co-ordinates for the exchange rate. Note: if base currency account invoiced then value is printed as 1.0000.



Currency Code Printed on Line/Col

Can set (twice) print co-ordinates for the currency code.

Full Heading on Line/Col

Can set (twice) print co-ordinates for the currency 'name'.

Short Heading on Line/Col

Can set (twice) print co-ordinates for the currency 'short name'.

Print Home Values when FC VAT

If set a pop-up box allows you to set print co-ordinates for values 'Net Total', 'Tax Amount' and 'Total Including Tax' in the base currency of the system. These items are only printed if the account invoiced is not using the base currency and a VAT amount is calculated.

Sales / Job Costing Link

The sales invoicing/credits procedure can be linked to job costing (but not purchase invoices/credits). This is an optional feature, and even when implemented the job code reference requested can be left blank at run time. This screen is only available for *Professional* users and above.

Link Invoice File to Job Costing (one per doc)

Set to allow selection of job code which the invoice relates to during invoice entry.

Update Job Costing with Invoice Data

If job linked then set to allow update of the invoice details to the job costing system.

Allow Overtyping of Job Display Data

When entering job details selected details (the first eight items of the print items from the job file) are displayed. Setting this allows you to overtype these values for this document print only (they are not saved back to the job file).

First Line Entry contains Job Details

If set, and the Job Title set to print in the same line/column as the stock description then when adding the first invoice detail the system will default the stock description to the job title.

Link to Job File Mandatory

Set to force every invoice posted with this document to be linked to a job.

Job Number is Ledger 'User-1' Value

If set then the sales transaction 'user-1' data item is updated with the job number that the invoice was generated for.

Enter More Job Items to be Printed

By default you are allowed to print 12 items from the job file on the invoice, setting this option increases this to 36 items.

The remaining items allow you to select a data item from the job file and its print position on the invoice layout.

Batch Tracking Printing

If invoice linked to stock and using the Batch Tracking application accessory (*Diamond* and *Premier* only) then this parameter screen allows you to set the batch print details.

Print Batches

Set to allow print of batch tracking details.

Space a line before

Batch details are printed on the line underneath the main invoice detail, setting this option leaves a line between the invoice detail and the start of the batch detail.

Quantity

Set print position of the batch quantity processed.

Print Batch Item / Column

Allows selection of up to five items (batch code itself being one) from the batch file for print.

Max across the Page

Batch details are printed one per line; you can set this option to print more than one batch across the page.



Repeat Col Offset

If printing more than one across the page then the repeat col offset is the number of characters up from the (say) batch code before the second batch code prints.

Customised Features

Datafile Software Limited will quote for new features to meet special customer needs. Any extra user-definable parameters are grouped into a further set of screen questions, and the customer is given the necessary documentation to use these special features. If you feel that there is a feature required by your company that is not already available within the program, contact your dealer. Datafile Software Limited is happy to discuss your particular requirements through them, and to provide a written quotation for programming any extra facilities.

Save and Exit

The **File** pull-down allows you to save the document and exit the document design. If you exit without saving you will be prompted to save the changes – if you respond ‘Yes’ then you save the document before exiting, if you respond ‘No’ then any changes you have made since the last save are abandoned.

INVOICE

Datafile Demonstration Limited

5 Priory Mews
 Monks Ferry
 Birkenhead
 Wirral
 CH41 5AZ

Tel: 0151 647 2766
 Fax: 0151 647 2624

V.A.T. Registration No
 428882610



Account: Invoice Date: Invoice No: Page: of

Code	Description	Quantity	Price	Value	Tax
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

Code	Rate	Goods Amnt	Tax Amnt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Delivery
 Goods Total
 V.A.T.
 Invoice Total
 Date Payable



Application User Facilities

The Application User Facilities allow configuration of the individual Invoicer options – this option is only applicable for *Diamond* and *Premier* Users.



Sales Invoices

This option puts you into the Document Design procedure to allow you to design up to six different sales invoice document layouts. The specific options for the document design of invoice documents were covered previously in this manual.

Sales Credit Notes

This option puts you into the Document Design procedure to allow you to design up to six different sales credit note document layouts. The specific options for the document design of invoice documents were covered earlier in this manual.

Purchase Invoices

This option puts you into the Document Design procedure to allow you to design up to six different purchase invoice document layouts. The specific options for the document design of invoice documents were covered earlier in this manual.

Purchase Credit Notes

This option puts you into the Document Design procedure to allow you to design up to six different purchase credit note document layouts. The specific options for the document design of invoice documents were covered earlier in this manual.

Maintain Products (Screen Designs)

Selecting this option gives you a sub-menu to configure the 'Maintain Products' screen and the screen designs used if you create sales accounts, purchase accounts or stock records within the invoice process.



Selecting the option presents you with the screen layout for the appropriate file. You design the screen as per the standard design parameters.

To add **text** to the screen, you use the mouse or arrow keys to position the cursor at the start of where you wish to enter your text, and type in the required label(s). To clear any text, use the space bar.

To add a **data item** to the screen, you use the mouse or arrow keys to position the cursor at the start of where you wish the item to display and then either 'right-click' with the mouse or press <F4-Select>. The list of available data items are displayed for you to select. To delete a data item from the screen, use the mouse to click the item and then hit the <DELETE> key.

To draw **borders** around the screen choose the option 'Border' on the Tools pull-down at the top of the screen.

To draw a **line** on the screen select the option 'Line Mode' on the Tools pull-down, and then use the mouse to click the start position of the line, and then drag the line (horizontally or vertically) to the end position of the line. To delete a line use the mouse to select the line, (it will turn blue when selected), and then hit the <DELETE> key. Once the line(s) has been drawn, to switch back to text mode, use the option on the Tools pull-down.

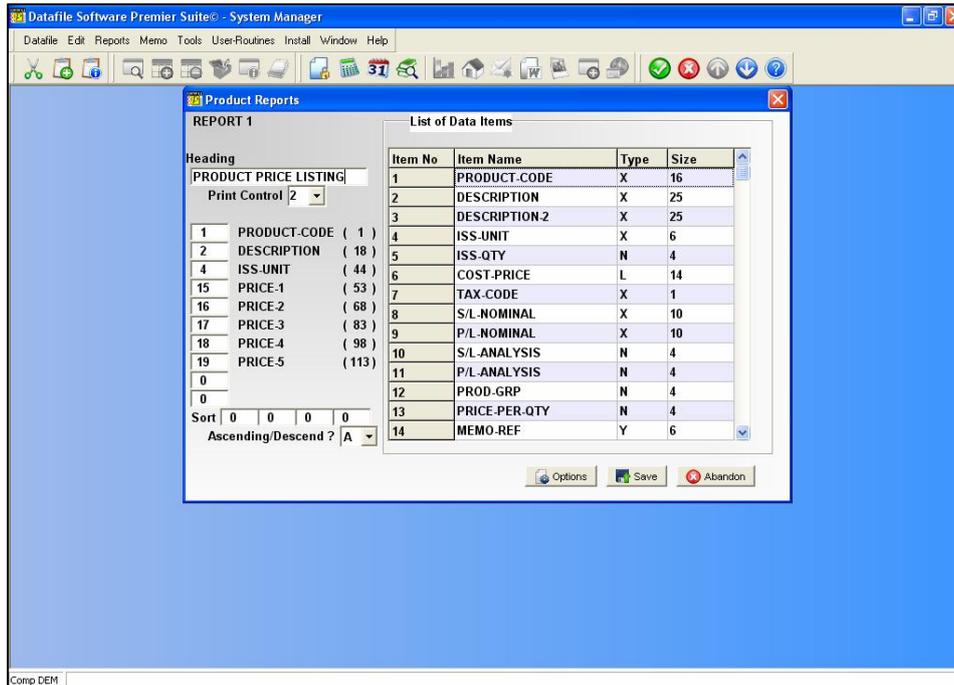
Once complete choose the File pull-down option 'Save & Exit'. On save of the screen, you will be asked if you wish to use a second screen – respond as required.

Product File Listings

Here you define how the standard product reports are to print. For each report the parameters include the report heading (as offered to the user), print style (type of printing), the data items to print and any sorting sequence for the final report.

Selecting this option gives you the option to configure each of the seven reports. Select the report wish to configure.





Report Heading

This is the title for the report and appears on the menu when you choose this report within Invoicer.

Print Control

Up to eight report styles can be configured through the CONFIG user which control length and width to print. The available styles are displayed in a help 'bubble' at the bottom of the screen when you select this option. Enter the number of the style you wish to use.

Data Items

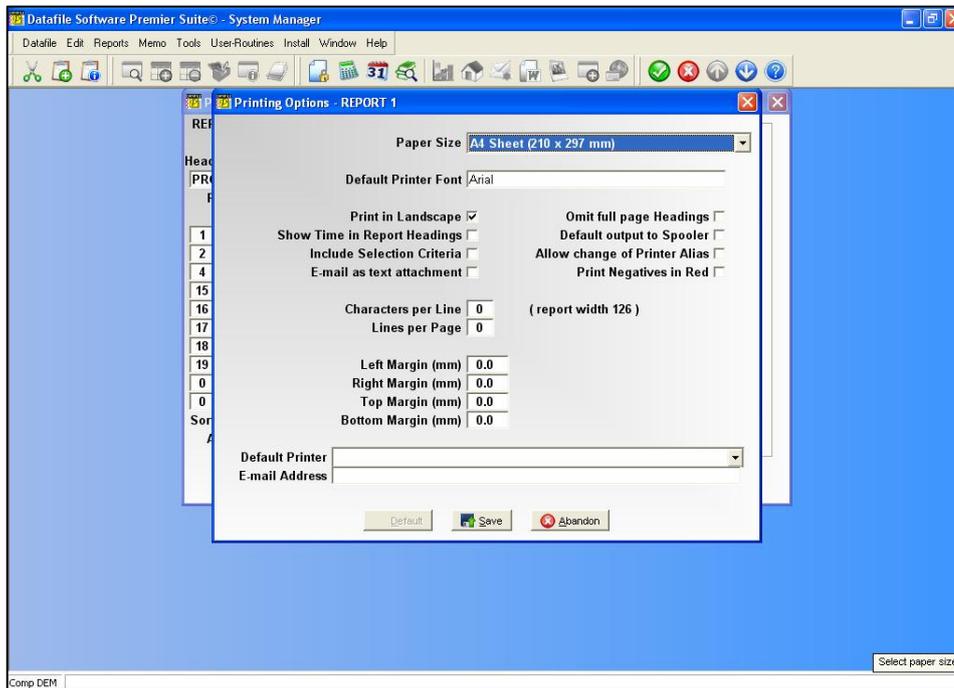
Here you can select up to ten items to print across the report from the product file (subject to print style). The list of available items is displayed on the right but you can select via <F4-Select> as well.

Sorting Sequence

Reports are usually printed in product code order but you can set a report sequence here by setting the data items upon which you wish to sort. You can also choose whether that sequence is to be processed in ascending or descending sequence.

The OPTIONS Button

Selecting the OPTIONS button allows access to the print configuration of the report – page size, margins and fonts.



The layout of this screen differs slightly based on whether you have set the page size (as above) or not. Before discussing the parameters you should note the buttons available at the footer of this parameter screen.

 **Default** This option updates the individual parameters from your user default when they are set, overwriting presets where applicable. If no defaults are set then this option is 'greyed' out and cannot be selected. To set user defaults see the appropriate section below.

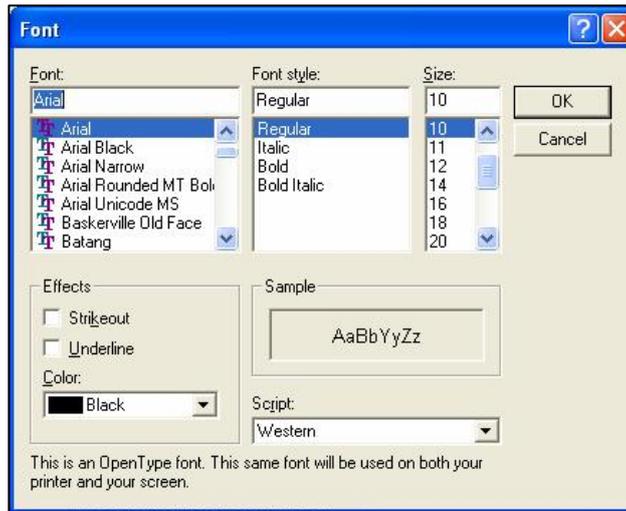
 **Save** This saves your set parameters so they are offered as default next time this report is run.

 **Abandon** This option abandons any changes made and returns you to the report configuration screen.

The report parameters available are:

- **Paper Size** – select the paper size the report is to be printed to (i.e. A4). You can elect to leave this blank in which case the report is printed as per the last/default page size of the printer, however, if you do this you can only choose fixed pitch fonts – selecting a page size is mandatory to use proportional fonts. If you set a page size then the options screen

re-displays with the appropriate parameters. If you leave blank then the options screen remains as above.



- **Default Printer Font** – a font dialog is display allowing you to select as required, the default font to be used for this report. If you've sent the page size then all fonts are available, if you haven't set this then only fixed pitch fonts can be assigned. You can also set bold/italic attributes and font size – note that if you haven't set a page size then the font size option is not applicable (font is sized as per previous rules).

Selecting the Font Size

Generally you can't go far wrong with 10point. However, if you have a lot of data items on your report, and are printing in portrait, 10point may be too big to fit all the required information without overlapping fields.

The positioning of fields across the page is determined by the item size – if you imagine the Product Price Listing report this shows, by default, the product code (16 characters), the description (25), and 5 price fields (14 characters each), together with spaces between the items this gives a total of 126 characters, or columns required, across the page (think graph paper – you have 126 'cells' across the page).

Those 126 columns are split equally across the available page (page size and margins taken into account) as starting positions for data items – so the product code starts at column 1, the description at column 18 (product code plus 1), etc. If you select a font size too big then the product code may not finish printing before the description starts causing the description to overlap the end of the product code. If this occurs then you may need to either reduce the font size or consider swapping the report to landscape orientation if the font size would go too small.

- ❑ **Default to Landscape** – set to default the printed report to landscape, leave blank for usual portrait orientation. You may want to set reports such as the Sales Ledger Aged Debtors Report or the Cashbook Receipts Analysis Listing to landscape as these reports require a large amount of detail to be printed and otherwise the font size could be too small.
- ❑ **Show Time in Report Headings** – set to include the printed time in the report headings in addition to the printed date.
- ❑ **Include Selection Criteria** – set to print any selection criteria that were applied to the report.
- ❑ **Email as Text** – if send this report via email this option allows you to send as a text file attachment as opposed to, if left blank, PDF.
- ❑ **Omit Full Page Headings** – When printing a multi-page report the system repeats the headings for each page. Setting this option reduces the heading details for the second and subsequent pages allowing more record detail to be printed per page.
- ❑ **Default Output to Spooler** – Usually, when printing a report, the default printer is the last print device used. Select this option to set the default printer as the spooler for this report. This acts only as a default and doesn't prevent you electing to print the report instead.
- ❑ **Allow Change of Printer Alias** – when these options are configured then it is assumed you are printing as 'direct windows print' and this is the alias set by default. Setting this option allows you to change the default alias at run-time to one of the list of Datafile configured printers. If you change the alias to a 'DOS' style alias then the page size (length/width) and font are again picked up from the Print Style Profile, although other settings such as 'include time' etc. remain from the OPTIONS display.
- ❑ **Print Negatives in Red** – on selected reports, assuming you have a colour printer; it may be useful to print negative values in red. This option allows this.

The next set of parameters allows you to specify formatting and margin settings. This section is different if you set the page size earlier. If you have set the page size then you set the margins in millimetres. If you haven't set the page size then you set margin in 'columns' for both portrait and landscape - the appropriate settings being used based on the orientation of the output selected at run-time.

Paper Size Set

- ❑ **Characters Per Line** – the system displays the width of the report items on the right. If you leave this value at 0 (recommended) then the report width used in determining the start column positions of data items (as discussed above with regards to font size) is the larger of either the report print items or 80 columns. You can manually set a report width – from 64 to 255 columns. You may want to increase the number of columns on (say) a landscape report with few print items to bring the fields closer together to aid in reading.



- ❑ **Lines Per Page** – if left at 0 (recommended) then the number of lines per page is determined by the font and page size. Alternatively you can set a number of lines per page, perhaps to give a greater gap between rows of data items.
- ❑ **Left Margin (mm)** – set the size of the left hand margin (relative to page orientation in millimetres).
- ❑ **Right Margin (mm)** – set the size of the right hand margin.
- ❑ **Top Margin (mm)** – set the size of the top margin.
- ❑ **Bottom Margin (mm)** – set the size of the bottom margin.

Paper Size Not Set

- ❑ **Minimum Characters Per Line** – the system displays the width of the report items to the right. If you leave this value as 0 then the report width is the larger of either the report print items or 80 characters. You can manually set a report width – from 64 to 255 characters wide – but if you set a width less than the items actually printed then this is overridden by the report width at run-time.
- ❑ **Maximum Lines Per Page** – if left at 0 then when printing a report the system will determine the number of lines per page based on the report width and the printable area of the page up to a maximum of 72 lines per page in portrait mode or 50 lines per page in landscape mode. Alternatively you can set the number of lines per page, from 16 to 255, and this is then taken into account when deciding font size to ensure that number of lines is printed. If left at 0 then when sending to the spooler the lines per page is assumed to be 72 in portrait mode and 50 in landscape. If you require an identical print from the printer and the spooler then a maximum number of lines should be set.
- ❑ **Left Margin** – set the number of characters to be used as a margin from 1 to 64. If you require a margin then when entering the value you need to take into account the report print width – a margin of 4 characters on an 80-character report will be bigger than a margin of 4 characters on a 132-character report. If left at 0 no left margin is applied.
- ❑ **Right Margin** – if you require a margin to be applied on the right of the report set the number of characters accordingly (again 1-64), if leave as 0 then no right margin is applied.
- ❑ **Top Margin** – set the number of lines to leave as a margin at the top of the page (1-32 lines). If left at 0 then no top margin is applied.
- ❑ **Bottom Margin** – set the number of lines to leave as a margin at the bottom of the page (1-32 lines). If left at 0 then no bottom margin is applied.

Finally, you can set default options that are used when you send the report to print or e-mail.

- ❑ **Print Device** – if using a stand-alone Datafile system then you can set a default printer to output to. This option only applies when sending to a print device; if last printer was spooler or fax then this remains the default. If using a networked Datafile system then you can still set this where you are printing to a networked printer – provided all terminals have a consistent device path. If the print device isn't valid then the normal printer is offered instead.
- ❑ **E-mail Address** – if the report is sent to email then here you can enter an email address that is to be used by default for this report – though it can be amended at run-time.

Once you've set the desired parameters select the ACCEPT option to apply the settings for this print or, if available, the SAVE option to apply for this and future prints.

System Status

This screen is for information only and lists the items displayed when the system status display option is selected within the Invoicer program.

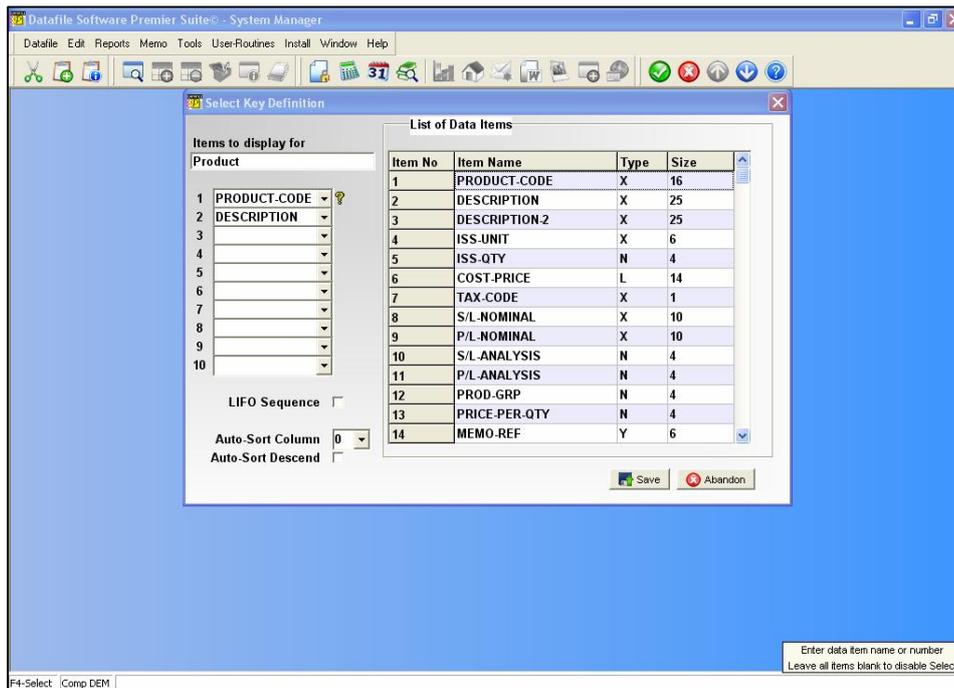
Application Screen Layouts

This option allows access to the 'Maintain Screens' section of the Application User Facilities and allows configuration of the stock maintenance screens. This option is only available for *Diamond* and *Premier* users.



Select Key Definition

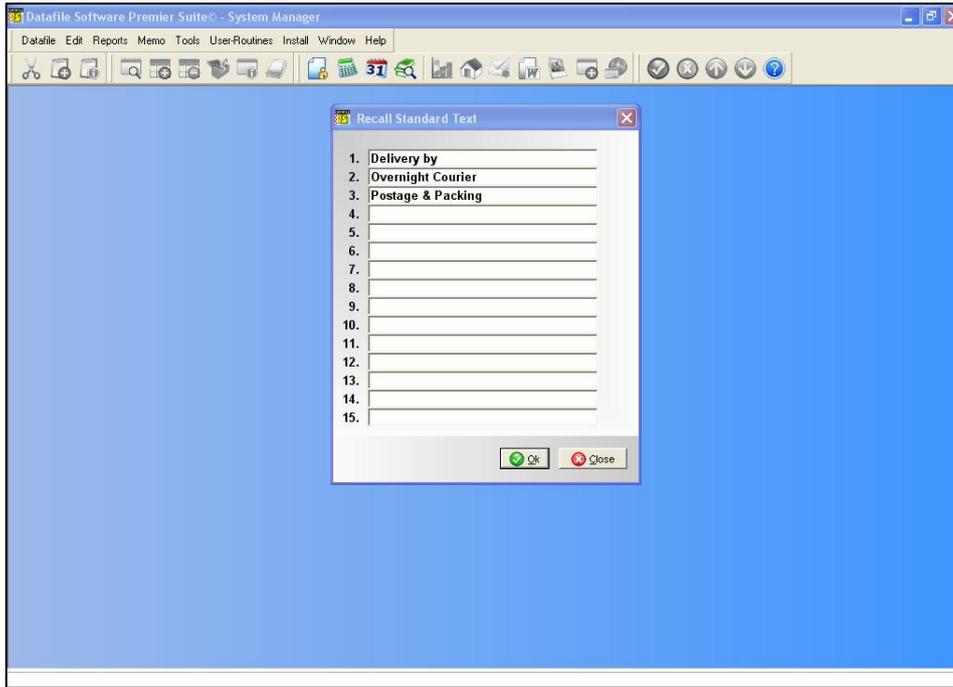
Whenever you press <F4-Select> within the Invoicer system the details displayed can be configured to show the items you require. This is done via the Select Key Definition – available to *Diamond* and *Premier* users.



As you select this option the system displays each of the 'system' databases used within the invoicer application in turn asking you to select the items, up to ten, that you wish to display. Note: these items only affect the items displayed in the list when selected within Invoicer; they do not affect the items you can filter on (i.e. the header selection inputs). These are the prime and secondary indexes of the databases concerned.

Recall Standard Text

Recall Standard Text allows you to attach a word or phrase to a specific key combination (such as <SHIFT>+<F1>). For example you might have a series of standard texts to use for the transaction descriptions such as 'Cash Sale'. Up to fifteen phrases can be entered and these are updating into a text field within Invoicer when you press the applicable key combination.



Set Database Profiles

Database Profiles are the interface between the program and the databases, allow the program to read/update the data and interpret the values contained within. The data item profiles for Invoicer relate to the product file are detailed below.

Product Items

Product Code	X (16)	The prime index of the product file holding the product code itself
Description	X (48)	Holds the first line of description for the product item. An optional second item is profiled later.
Issue Unit	X (5)	Holds a descriptive issue unit – i.e. EACH, GROSS etc.
Cost Price	K, L, M	Holds the cost price of the product item
Default Tax Code	X (1)	Holds the tax code to be used for this product item by default.
Nominal Sales	X (10)	Holds the nominal code to be used for sales invoice/credits
Nominal Purchase	X (10)	Holds the nominal code to be used for purchase invoice/credits
Analysis Sales	N, T	Holds the analysis code to be used for sales invoice/payments

Analysis Purchase	N, T	Holds the analysis code to be used for purchase invoice/payments
Product Group	N, T	Categories stock items into groups and is used as an option within the Discount Matrix facilities.
Price Per Qty	N	Product Prices can be sold per n, i.e. £10 per 5
Cost Per Qty	N	As with selling prices the cost price can be held per n
Memo Reference	Y (6)	Holds the reference number for any memo attached to the product record
Alt EC VAT Code	X (1)	Holds the alternate code used for this product when selling/buying for a customer with a default VAT code set as an EC VAT code in the VAT Table.

Product Optional

Text Only	?	Applying only to Fast Input Style documents this option prevents the input and print of details after the stock code and description.
Append to Description	?	Applying to the DOS system only, this option defaults the cursor after any predefined description text when entering an invoice detail line. Within Windows this option is not required – the default description is highlighted and pressing the left-arrow key once will position the cursor after the text.
2nd Description	X (48)	Holds the optional second description line for the product.

Product Prices

Selling Price 1-9	K L M *	Up to nine different selling prices can be held for a stock item (5 on <i>Professional Systems</i> , 3 on <i>Compact</i>). Whilst different prices can use different types they should be set to keep the same number of decimal places – i.e. can use K, L and 2dp calculated fields but not K and M.
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Appendix

Discount/Supplier Matrix

Introduction

The matrix facility allows you to define special discount structures based on a combination of an account group (or account code) and a product group (or stock code). It gives support for price breaks which are dependent on quantities purchased, and supports special offers valid only until a specified date. There are two matrix files – a discount matrix file for sales, and a supplier matrix file for purchases.

The matrix file holds all the details about the discounts you offer/receive. If the matrix feature is active then the file is checked for the price offered at order entry or invoicing time. If a match is found on the account group or code and stock group or code combination, then the details in the matrix file are used.

You maintain the matrix files as an additional Tools option (one of the Datafile *DeskTop* facilities) and each active company may have its own matrix file(s).

Maintain Matrix File

The discount/supplier matrix file is maintained from the Datafile *DeskTop* Tools pull-down menu. When selected the following options are available.



Add Matrix Entries

On selection of the 'Add' entry the matrix entry screen is displayed.

Account Group or A/c Code Stock Group or Stock Code

You are only offered the 'Account Group' option if the Database Profile for the sales/purchase ledger defines this data item. If so, you may choose an account group, otherwise you may only give a specific account code for which this entry is to apply. Similarly you must give the stock group (if defined in the stock file Datafile Profile) or the stock code to complete the look-up code for this matrix entry.

You may use the <F4-Select> function key to help find the specific account / stock codes you want and, if using table data items for the groups you can use F4-Select here as well.

Delivery Address Accounts

If using Delivery Addresses then you normally enter matrix entries for the main invoice account (head office). However, parameters in the sales/purchase system profiles control whether to look to the main invoice account or to use the delivery account.

Location Stock

If using multi location stock then, unlike in other areas, the system prompts for the location and stock code as one item rather than in their separate components of location and stock code.

The option exists when using multi-location stock with the discount matrix to enter a location for a main (termed 'global' in the sales/purchase system profiles) and have it apply for that stock item regardless of the location actually used.

Discount Price Qty Break

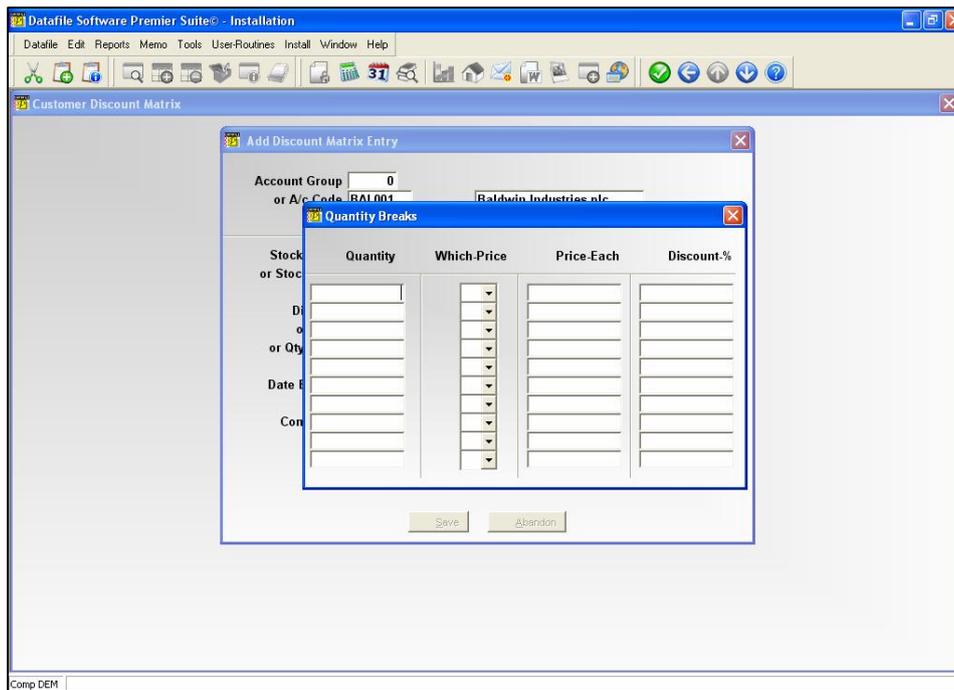
There are three types of discount matrix entry and you now enter the appropriate discount to apply to this matrix entry, the price to use for this entry, or reply Y <Enter> to denote that quantity breaks are to apply. You may not have a combination of these factors.

If you enter a discount then this discount is applied against the standard stock price for that item, if you enter a price then this overrides the standard price for the item. For quantity break details see below.

Note that if this matrix entry refers to an individual stock, then you may use the <F4-Select> key to display the price structure from the stock record for this item. Also note that if **Foreign Currency** is in use the price entered is taken to be in the currency of the account.

Qty Break

If you reply Y <Enter> to the "Qty Break" question above, then you are given a quantity and discount table to complete, otherwise this is bypassed.



The quantity represents that at which the matrix entered is applied. If you enter a quantity of 10 as the first entry in the file, then standard pricing applies for quantities up to 9.99. After entering the quantity you are given the option to enter either a price band, price each or discount percentage.

Note that for Invoicer you cannot mix and match entries – i.e. you cannot for quantity of 10 apply a discount percentage and for a quantity of 14 apply a price-each, nor can you enter a value for more than one of the which-price/price-each/discount options.

Also note that the table must be completed in ascending order of quantity values, and no validity check is made. If you fail to complete this table correctly, therefore, you may not get the results you were expecting.

Supplier Matrix

Quantity Breaks within the Supplier Matrix do not offer the option for price bands.

Date Expires

If you only want this discount structure to apply up to a specific date, then enter the date after which it is to be void. This date is compared against the invoice date (invoicer program) or to the order date (sales order processing).

Comments

Up to three lines of thirty characters are available for you to enter comments concerning the discounts offered by this entry. If any comments at all are present, then these comments are displayed in a small window and the operator alerted when using the invoicer or sales order processing and this discount matrix entry applies.

Should you want the decision of whether or not to apply the discount matrix facilities at the time an invoice or order is entered, then you should enter a comment here to force the display.

Alternate Entry Options

In addition to the standard matrix options above there are various alternate configurations that provide different pricing options.

Matrix by Expiry Date (Order Processing Only)

Although the price matrix does allow an expiry date option as standard this means that you can only have one entry per account/stock combination – i.e. if the price/discount changes after a certain date you cannot enter/amend the matrix entry until that date is reached. This option for expiry dates builds the date into the prime-index of the matrix entry allowing more than one matrix entry for account / stock code.

The screenshot shows a software interface for adding a discount matrix entry. The main window is titled 'Customer Discount Matrix' and contains a smaller dialog box titled 'Add Discount Matrix Entry'. The dialog box has the following fields:

- Account Group or A/c Code: []
- Stock Group or Stock Code: [0]
- Expiry Date: [] Start: []
- Discount or Price or Qty Break: []
- Comments: [] [] []

At the bottom right of the dialog box, there is a status bar that reads 'Enter a value in range 1 to 100'. The background window has a menu bar with 'Datafile', 'Edit', 'Reports', 'Memo', 'Tools', 'User-Routines', 'Install', 'Window', and 'Help'. The status bar at the bottom of the background window reads 'F4>Select Comp DEM'.



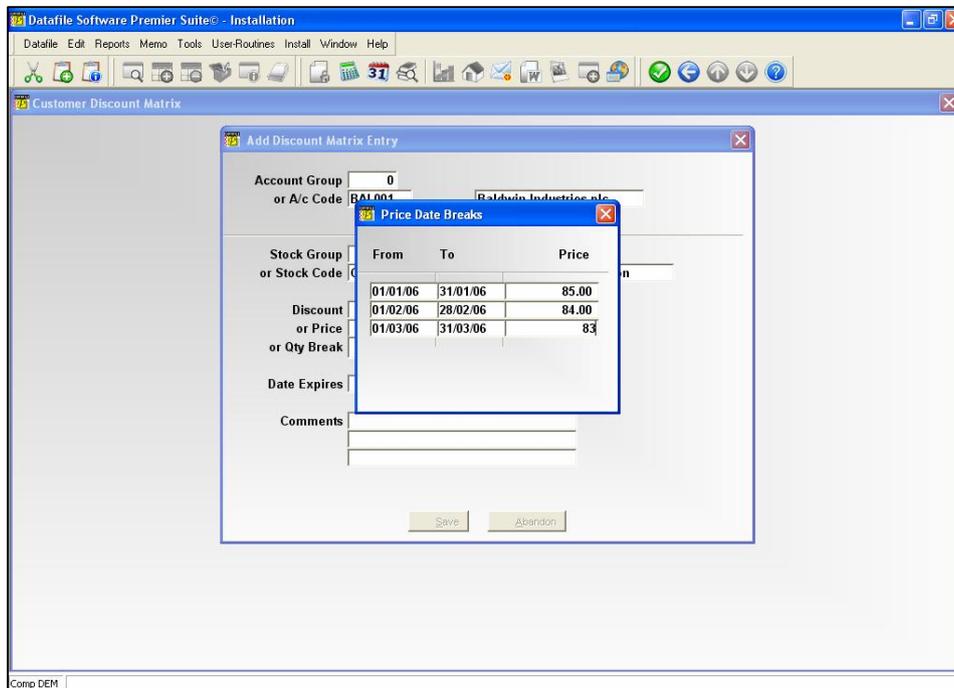
Note that you can have nested dates and dates that overlap – i.e. have one price for the 01/01/03 to 31/01/03, have a different price for 07/01/03-15/01/03 and a third price for 30/01/03 to 07/02/03 – the system will look for an applicable entry with the ‘earliest’ expiry date and apply this.

Implementing Matrix Entries by Expiry Date

Implementing this option invalidates all the existing matrix entries as the prime-index code of the matrix entry changes from account-stock to account-stock-date. We recommend you clear all existing entries from the file and recreate entries required.

Price by Date Band

This option is similar to the option for ‘Matrix by Expiry Date’ but applies equally to Invoicer and Order Processing. This option adds a date table, similar to the quantity breaks table to the price option allowing entry of prices for differing date ranges.



After entry of the ‘normal’ discounted price you have the option to enter a date/price table. This asks for a ‘from/to’ date and the price that applies within that range. When the matrix is applied the system checks to see if one of the entries in the date/price table will apply before applying either this price or the ‘normal’ discounted price.

Staged Discounts (Order Processing Only)

In some distribution industries prices are largely based on applying discounts against a fixed retail price – and more than one discount may apply in combination. For example a manufacturer may give 40% off standard retail to wholesalers but an additional 15% for their main stockists. The multiple discounts facility allows up to four such chained discounts for use within the Order Processing applications.

In this configuration you can enter up to four discounts that are applied consecutively. You are also asked after the discount for the price band to apply these discounts to.



Update Matrix Entries

Enquire Matrix Entries

Delete a Matrix Entry

These options work in a similar way to the Add Matrix Entries option above, except that their functions are only to update, look at, and delete matrix entries respectively.

General Matrix Enquiries

This option lets you look up the discount matrix file through the prime index (or secondary indexes if you defined them — perhaps on the first two comment lines, for example). You can look up a partial code in the same way as described in the System User Guide for the <F4-Select> key. Note that the prime index to this file uses combined account/stock codes or groups, and that groups are expanded to 5 digits preceded by a “#” hash sign.

Sales/Purchase Account Enquiry

Stock Record Enquiry

For your convenience you can look up specifically to the sales (purchase) ledger and stock system files in exactly the same way as defined under the Datafile *DeskTop* Ledger Enquiries tool as described in the System User Guide.

Price Checker

Price Checker is an option that allows enquiry of a price that will be charged to a particular customer (or will be charged by a supplier) for a stock item. For the customer price checker it checks the customer file for the price band and displays that price overriding, if required, with any appropriate discount matrix entry. For the supplier price checker the stock cost price is displayed overridden with any appropriate supplier matrix.

The Price Checker procedure asks for the Account (customer/supplier code) and the Stock Code, F4-Select is available, and once entered displays the price charged.

This feature also allows a ‘haggle’ option within the customer price checker allowing you to adjust the discount and price information and seeing the effect this has on the sale profit. The supplier price checker allows the ‘haggle’ option so you can see the effect of any changes in discount on the price charged.

Customer Price Checker

ACCOUNT: BAL001
 NAME: Baldwin Industries plc
 ADD1: Unit 5, Light Ind. Estate
 ADD2: Stopgate Lane
 ADD3: Aintree, Liverpool
 ADD4: Merseyside
 TELEPHONE: 0151 229 8190
 BALANCE: 4674.98

STOCK CODE: CH0167
 DESCRIPTION: Dining Chair - teak/dralon
 DESCRIPTION2:
 ISS-UNIT: EACH

ON-ORDER: 58.00
 PHYSICAL: 32.00
 RESERVED: 41.00
 FREE-STOCK: 49.00

Account	Price No	Line Discount	Overall Disc
1	87.99	0.00	0.00
2	81.50		
3	79.50		
4	77.50		
5	75		
6	0		
7	0		
8	0		
9	0		

Matrix: none set

Price: 87.99
 Net: 87.99
 Cost: 39.23
 Discounts: [] [] [] []
 Markup-%: 124.29
 Profit: 48.76
 GP-%: 55.41

Change Company

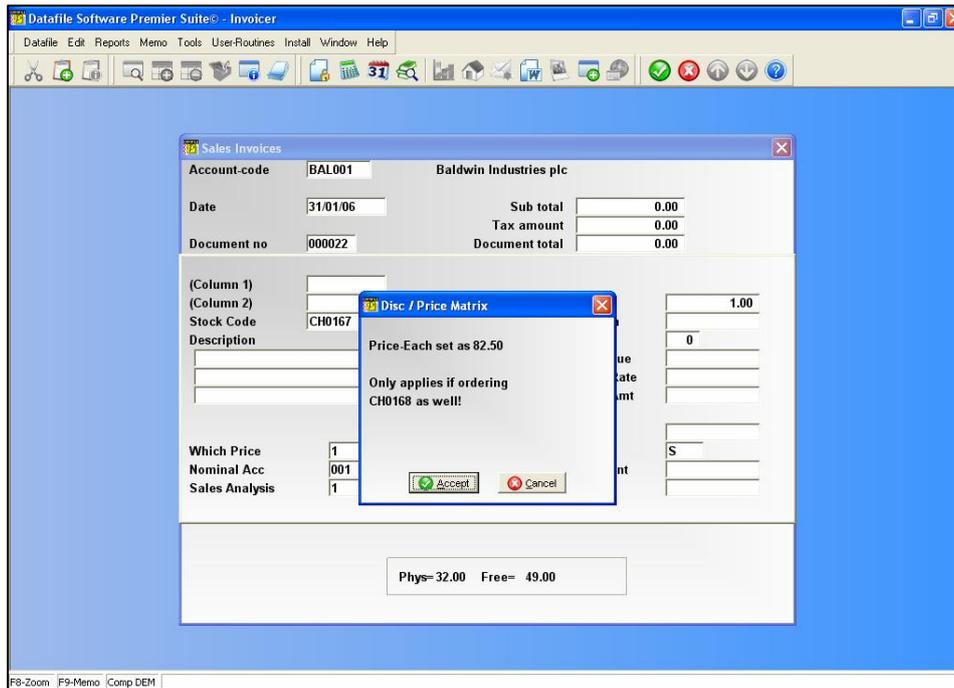
This option lets you change to another company's discount matrix file.

Discount/Supplier Matrix in Use

Once you have defined a matrix entry the facility operates automatically from within the invoicer and order processing applications. The following operational differences occur:

When you enter a stock (or product) code, and the account and stock/product code or group combination matches in the matrix file, then the matrix facilities automatically apply the appropriate price/discount rates if no comment was entered.

If you have entered a comment for the discount matrix entry, then as soon as you have entered the stock code these comments appear in a window and you are asked the question:



If you select 'Cancel' to this question, then the discount facilities are not applied. If you select 'Accept' then the matrix is applied.

If a quantity discount applies, then the quantity price break table is displayed at the same time as the comments.

Application Manager Parameters

You need to set a few parameters and define some extra data items to determine exactly how the discount matrix facility is to work. These are:

System Profiles / Sales (Purchase) Ledger

The fifth screen of parameters in the ledger system profiles asks a few extra questions needed for matrix processing.

Apply Discount Matrix Look-up

Select if you wish to apply discount matrices of any sort in the Invoicer or Sales Order Processing applications, otherwise leave blank.

Apply to Stock or Product file (S or P)

The discount matrix facility may apply to either the product or the stock file, but not both. If you want to use this facility, then reply S <Enter> for the stock file, or P <Enter> for the product file. Leave blank if you do not want to use discount matrix facility.

Delimiter character in look-up code (unique)

The file that holds the various discount matrices is accessed via a prime index code that consists of a combination of account code and stock code, separated by the single delimiter character specified here. This character must be unique, and must never appear as a character within the account code or stock code. The hyphen '-' is often used for this.

Filter Character for Matrix Groups

When using the account or stock group option(s) then the group code is prefixed with a character that identifies the value as being a group code. This character must be unique and never appear a character within the account code or stock code. The hash-key '#' is often used for this.

Max number of Quantity Breaks (max 10)

If you are using quantity breaks within discount matrices, then specify the maximum number of breaks which can apply to any matrix. The maximum is ten, and the minimum (no breaks for quantity) is one.

Apply to Delivery Accounts entries

When using delivery cross-reference accounts the system checks the main account for any applicable matrix entries. Setting this option checks the delivery account for the matrix entry ignoring any for the main head-office account.

Location Code for Global Matrix Entries

Not applicable for Invoicer (only Order Processing). If using location stock then you may not want to enter a matrix entry for all locations for a stock item but instead apply it globally to all locations. If a location code is entered here then during order entry this location is used to check for any applicable matrix entry rather than the location selected on order entry.

Show Stock Cost Price during Entries

If set then on maintenance of matrix entries the cost price of the stock item is displayed.

Multiple Default Discounts from Stock

Not applicable for Invoicer (only Sales Order Processing). Multiple Discounts allow you to record up to four cumulative discounts for a matrix entry; you may wish to apply a 10% trade discount followed by a special customer discount of 5%. This will give a different result to

applying a 15% discount as 15% of £100 is £15 but applying a 10% discount followed by a 5% discount gives a discount total of £14.50. If using Sales Order Processing then you can nominate four items on the stock record from which to obtain a default discount percentage when adding matrix entries.

Reverse Sign on Matrix Discounts

If transferring from another system then discount percentages may have been entered as negative values. Setting this option allows you to enter during the discount matrix maintenance the value as you are used to seeing it, i.e. -10%, but then to reverse this on save to the file and subsequent use within Invoicer and Sales Order Processing.

Allow *DeskTop* Price Check Facility

This option enables the price checker option discussed previously. When set a pop up screen allows you to select up to ten items for display from the accounts and stock files during enquiry and to control whether you allow the 'haggle' feature and display the costs and margins.

Location of Files

You must specify the pathname of the discount matrix file in the sales/purchase entries of this option. A base file is supplied, named BASE-MAT.DFD for the Sales Ledger Matrix and BASE-PLM.DFD for the Purchase Ledger Matrix file. Demonstration matrix files are also supplied, DEM-MAT.DFD for the sales discount matrix, DEM-PLM.DFD for the purchase matrix. Note that these files have a fixed format that cannot be changed, so there is no equivalent Database Profile for this file under the Database Manager.

Set Database Profiles

Although there are no Database Profiles for the matrix files themselves there are settings within the application profiles that control how the matrix options are applied.

Sales (Purchase) Ledger - Account Optional 3

Discount Group, if you allocate customers/suppliers to one of a number of discount groups, then this code (either N-type or T-type) holds the account group number.

Stock Control – Stock Optional 2

Stock Group, if you want to define matrices against particular stock groups, then this code (either N-type or T-type) holds the stock group number.

Stock Control – Stock Optional 3

Opt Purchase Group, if you want to define matrix entries against a different stock group for suppliers than that used for the customer matrix

Sales (Purchase) Order Processing - Header Optional 3

Matrix Expiry Date, for Order Processing the date used for expiry checking is the system date (usually today's date or end of current period). Referencing this item, to a field such as Date Input, would use this date as the basis for expiry checking.

Matrix Discount Group, for Order Processing the system uses the discount group recorded on the customer/supplier when checking for matrix entries recorded against the account group. If this option is referenced then checks for this account group instead.

Sales (Purchase) Order Processing – Detail Optional 2

Price Matrix Date, if matrix entry configured for 'Prices by Expiry Date' then this option records the expiry date of the matrix entry applied for later enquiry.

Sales (Purchase) Order Processing – Detail Optional 4

Disc Mat "Item 13", if a data item exists in the matrix file at item 13 then this is prompted for when maintaining the matrix. Referencing this item copies the contents of this field from the matrix entry to the order detail record when a matrix entry is applied.

Multi-Disc 1-4, if using the staged discounts facility these items record the discount stages on the order detail database.

Discount Matrix File Structure

The matrix database has a pre-defined structure, as described below. The prime index is a composite of the account code or group and the product code or group (and the expiry date if so configured). This is separated by a pre-defined character that must never appear with an account or stock, typically the hyphen, '-', is used.

An account or product group is padded out with zeroes to a five digit number and then prefixed with the hash sign '#'. When expiry date processing not in use the matrix look-up code for customer group 3 and product group 2 would therefore be #00003-#00002. The entry for customer BAL001 and product group 4 would be BAL001-#00004, the entry for customer group 5 and product item CH0167 would be #00005-CH0167 and the entry for customer GRE001 and product DT0167 would be GRE001-DT0167.

Where expiry date processing is in use the code for an entry for customer GRE001 and product DT0167 to expire on the 31st December 2003 would be 'GRE001-DT0167-31/12/03'.

In use there is a hierarchy in which the matrix entries would be checked, the system first checks for an exact match on the customer and product codes, next the system checks for a customer account combined with the product group, then the customer group and product code before finally checking the combination of customer group and product group. If all searches fail then the standard stock price is applied.

No	Item Name	Type	Comment
1	CODE	X (32)	The prime index of the matrix record which holds the combination of account/stock details as discussed above. Note that the maximum size is 32 characters so therefore the length of the customer code and stock code (and expiry date if so configured) together cannot exceed 31 characters – the separator using one character.
2	DISCOUNT	K, L	The normal discount which is to be offered for this matrix entry, if zero then any value set as the ‘line discount’ on the customer/supplier record is applied.
3	PRICE	K, L, M	The price that is to be offered for this matrix entry.
4	QTY-BREAK	?	If quantity breaks are to apply for this matrix entry then this flag is set to ‘Y’.
5	DATE	D, E	The expiry date for the matrix entry, if a date is entered here then the special ‘price’ only applies for orders/invoices up to this date.
6	COMMENT1	X (30)	If any text is entered into this or the subsequent two items then when the matrix entry is applied a form is displayed containing this comment.
7	COMMENT2	X (30)	
8	COMMENT3	X (30)	
9	ACCOUNT-CODE	X (10)	If the matrix entry is entered for a specific customer / supplier then the account code is recorded here.
10	ACCOUNT-NAME	X (30)	If the matrix entry is entered for a specific customer / supplier then the account name is recorded here.
11	STOCK-CODE	X (16)	If the matrix entry is entered for a specific stock/product item then the stock code is recorded here.
12	STOCK-DESC	X (30)	If the matrix entry is entered for a specific stock / product item then the stock description is recorded here.
13	SPECIAL-ITEM-13		This item, of any input type, can be used to record extra information against the matrix record which can be copied to the sales / purchase order detail line.
17	QUANTITY-1	K, L, M	For quantity break matrix entries a series of (up to) 10 quantities are recorded as the break points for a change in price band, price or discount. This item

			holds the quantity at which the first price band is to take effect.
18	DISCOUNT-1	K, L	For quantity break entries this is the discount to apply when the first quantity break is reached.
19	QUANTITY-2	K, L, M	
20	DISCOUNT-2	K, L	
21	QUANTITY-3	K, L, M	
22	DISCOUNT-3	K, L	
23	QUANTITY-4	K, L, M	
24	DISCOUNT-4	K, L	
25	QUANTITY-5	K, L, M	
26	DISCOUNT-5	K, L	
27	QUANTITY-6	K, L, M	
28	DISCOUNT-6	K, L	
29	QUANTITY-7	K, L, M	
30	DISCOUNT-7	K, L	
31	QUANTITY-8	K, L, M	
32	DISCOUNT-8	K, L	
33	QUANTITY-9	K, L, M	
34	DISCOUNT-9	K, L	
35	QUANTITY-10	K, L, M	
36	DISCOUNT-10	K, L	
37	QTY-PRICE-1	K, L, M	This item holds the price for the first quantity break point. As with the quantity / discount items a series of (up to) 10 items are required.
38	QTY-PRICE-2	K, L, M	
39	QTY-PRICE-3	K, L, M	
40	QTY-PRICE-4	K, L, M	
41	QTY-PRICE-5	K, L, M	
42	QTY-PRICE-6	K, L, M	
43	QTY-PRICE-7	K, L, M	
44	QTY-PRICE-8	K, L, M	
45	QTY-PRICE-9	K, L, M	
46	QTY-PRICE-10	K, L, M	
49	START-DATE-1	D, E	If applying prices by date range then this item holds the date at which the price offer is to start. If apply matrix entries by end date then this item holds the date at which the matrix <u>expires</u> and should be named accordingly.
50	END-DATE-1	D, E	If applying prices by date range then this item holds the date at which this price offer ends. If apply matrix entries by end date then this is the date at which the matrix entry <u>starts</u> and should be named accordingly.
51	PRICE-1	K, L, M	If applying prices by date range then this item holds the price for the first date range. If applying matrix entries by expiry date then this item (and items 52-78) should not be added to the database.

52	START-DATE-2	D, E	
53	END-DATE-2	D, E	
54	PRICE-2	K, L, M	
55	START-DATE-3	D, E	
56	END-DATE-3	D, E	
57	PRICE-3	K, L, M	
58	START-DATE-4	D, E	
59	END-DATE-4	D, E	
60	PRICE-4	K, L, M	
61	START-DATE-5	D, E	
62	END-DATE-5	D, E	
63	PRICE-5	K, L, M	
64	START-DATE-6	D, E	
65	END-DATE-6	D, E	
66	PRICE-6	K, L, M	
67	START-DATE-7	D, E	
68	END-DATE-7	D, E	
69	PRICE-7	K, L, M	
70	START-DATE-8	D, E	
71	END-DATE-8	D, E	
72	PRICE-8	K, L, M	
73	START-DATE-9	D, E	
74	END-DATE-9	D, E	
75	PRICE-9	K, L, M	
76	START-DATE-10	D, E	
77	END-DATE-10	D, E	
78	PRICE-10	K, L, M	
80	QTY-WH-PR-1	X (1)	If applying matrix entry by quantity break this item holds the price band once the first break point is reached. As with the other quantity break items a series of (up to) 10 items are required.
81	QTY-WH-PR-2	X (1)	
82	QTY-WH-PR-3	X (1)	
83	QTY-WH-PR-4	X (1)	
84	QTY-WH-PR-5	X (1)	
85	QTY-WH-PR-6	X (1)	
86	QTY-WH-PR-7	X (1)	
87	QTY-WH-PR-8	X (1)	
88	QTY-WH-PR-9	X (1)	
89	QTY-WH-PR-10	X (1)	
97	WHICH-PRICE	X (1)	If using the multiple discount option then this is the price band to which the discounts are to apply.
98	MULT-DISC-1	K, L	If using the multiple discounts option then this is the first of (up to) four progressive discounts to be applied.
99	MULT-DISC-2	K, L	
100	MULT-DISC-3	K, L	
101	MULT-DISC-4	K, L	