

Release 6.9 and Datafile 2016 Supplement

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Chapter 1

Introduction

Release 6.9 is the second major update of 2015 of the Datafile system following the Payroll update earlier this year. Enhancements and improvements have been introduced into many areas of the system including Sales/Purchase Ledgers, Order Processing, Bill of Materials together with general system features.

We continue to develop additional functionality to our modules based upon requests from users and partners. Feedback is always added to our development review list for consideration and potential inclusion in subsequent updates of the software as this release continues to demonstrate.

In addition, we have continued development of our new product Datafile 2016.

Datafile 2016 is a completely new version of our software written in a modern development environment. It contains all the features and functions available in our current V6 product (plus more) and a fresh new user interface to improve navigation and speed up information retrieval. This new development environment gives us greater flexibility longer term to allow the inclusion of features and functions not currently possible with v6 and ensures longevity of the software.

This new version has been written with our many end users in mind to ensure a cost effective migration; any customisations made to v6 including user menus, database table changes, screen designs, and reports are automatically transferred across meaning that there is no re-work required by the client.

If you are interested in finding out more about Datafile 2016 please call your Datafile Partner.

Features introduced in Release 6.9 and Datafile 2016 include:

- Save Turnover & Costs for Previous Years in Sales/Purchase
- Additional Application Based Pick List Features
- Report Generator Style Pick List Facility
- Email CC / BCC Send Options
- Master Stock Items for Pricing in Sales Order Processing
- Save Demand, Sales Values & Cost Values for Previous Years on Stock
- Additional Secondary Index Options for Faster Searches
- Non-Base Currency Account Support in Automatic Payment Procedures (P/L)
- Save Order Values to Accounts by Order Status
- Additional Credit and Stock Level Check Options

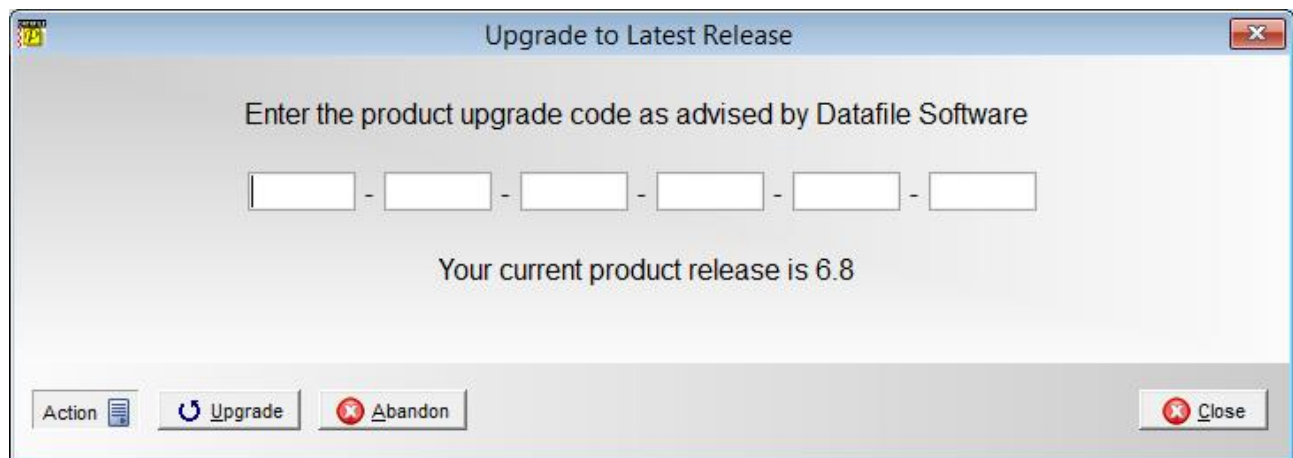
Installing Release 6.9

Updating Your Registration Number

To update your serial number to the new release (6.9) you need to enter the upgrade code that was supplied via your reseller.

Sign on with the SLAVE user-id and password and select the option 'Upgrade to Latest Release'.

The upgrade code is 24 characters split into six groups of four, you need to press the <Enter> or <Tab> key after each part. Once the code has been entered press UPGRADE to update to the current release.



If the code is not accepted re-check that you have entered the code as supplied by your reseller. If the code is still not accepted ask your Datafile reseller to arrange an update of the security file.

Do not proceed with the program update until the upgrade key has been entered, or an updated security file has been supplied, as you will not be able to use the software.

Upgrade Procedures

Follow these instructions to update your system to Release 6.9.

Note that you cannot use the updated programs unless you have a registration / serial number beginning with '69'.

Before you start, certain details are required:

- Is Datafile installed on a network, if so are the programs run from the network or the local terminal?
- Where are the Datafile programs held?
- Have you downloaded the "Release 6.9 Update.exe" or "Datafile 2016 Update.exe"? If not, download from the website now.

Once these details are known you can begin the upgrade.

1. All users must exit Datafile Software completely. Users should select 'Quit' on the main menu and then 'Quit/Exit Datafile' from the sign-on screen. Users should also exit Microsoft Word & Outlook programs.
2. Double-click the downloaded update file. This is a compressed archive file which, when run, will unzip the updated programs and installation procedure. The default folder the system will wish to unzip to is C:\REL69UPD for the Version 6 update (C:\DF2016UPD for the 2016 update). If this is acceptable click FINISH or use Browse to change to a folder of your own choosing. (If a new folder warning is displayed select YES to create this folder). The system will then expand the compressed files and then automatically launch the setup process.
3. Choose 'Update Program Files'
4. Choose whether you wish to update your menus. Respond No - *No updated menus are supplied with this update.*
5. Choose 'Network Installation' or 'Local Installation' as appropriate.
6. Next the system asks for the paths of the Datafile Software system.

PROGRAMS (Path 1) – location of Version 6 Programs (DFWIN.EXE)

PARAMETERS (Path 2) – location of main Datafile folder (DIAMOND.D00)

DATA (Path 3) – location of main company files (DIAMOND.D05)

PROGRAMS20 (Path 4) – location of Datafile 20nn Programs (DFWIN.EXE) – 2016 Upgrades Only

The system will validate that the pathnames entered here contain files appropriate for each location (these are the filenames in brackets above). To check the paths to be entered you can use the FIND/SEARCH option on the Windows Start Menu.

7. Once the pathnames are accepted, press <NEXT> until the Licence Agreement is displayed and 'YES' to accept this. The supplied programs will then be updated.
8. If installing to a Local Workstation then the update is now complete. If installing to a Network then the update continues by asking 'Do You Want to Install Local Programs'. Respond 'Y' to this prompt regardless as to whether programs are run locally or over the network – you still need to update the local workstation for Microsoft Word links. After a short pause the system will ask you to confirm whether programs are run from the Network or Locally. Confirm as appropriate.
9. If running programs locally you are then asked to confirm the local program path – usually C:\DFWIN\PROGRAMS. If running programs from the network then this prompt is skipped.
10. You are then asked to confirm the folder on the Start Menu to access Datafile (usually DATAFILE SOFTWARE) before the system updates the appropriate local files.
11. Update of the workstation is now complete. To update other workstations you need to run SETUP.EXE from the main Datafile folder on the network (use the Windows option RUN on the Start Menu) from each workstation – this repeats options 9-11 above. You can now delete the contents of the REL69UPD / DF2016UPD folder and the compressed archive file.

Important Notes

Increased Record Size / Data Items per Database

The Release 5.9 update increased the maximum number of items per database to 320 and doubles the maximum record size from 2K to 4K. Once these features have been taken advantage of you will no longer be able to use the DOS product or earlier versions of the Windows product in conjunction with these databases.

Microsoft Office Links

The Release 6.0 update introduced improved links to Microsoft Word and Outlook that are only applicable for users using the XP, Vista or Server 2003/2008 operating systems together with the Microsoft Office 2003 / 2007 packages.

Users on earlier Microsoft Office versions or on earlier operating systems should note that these features should not be enabled. Similarly, users using alternative email clients should not implement the Outlook email links.

Increased File Sizes

The Release 6.4 update increases the maximum files sizes allowed for DFD and saved document files over 2GB. Once these features have been taken advantage of you will no longer be able to use earlier versions of the program in conjunction with these files.

Additional Secondary Indexes

This Release 6.9 / Datafile 2016 update allows, for Premier users, the option to convert the database extra selection items to additional secondary indexes. Once these features are enabled you will no longer be able to access these DFDs with earlier versions of the programs.

You **must** ensure that all access, including SQL replication processes, uses program versions F52 or later.

Chapter 2

Application Features

Sales and Purchase Ledgers

Save Turnover & Cost Values for Previous Years

Diamond and Premier Only

The Sales and Purchase Ledgers save period turnover and, in the case of sales ledger, cost of sales values on a rolling calendar basis and at any point in time you have values for the last financial year. This new feature allows for the system to maintain up to two previous financial year period turnover values for use in comparison reports.

Maintain Accounts - Enquire Turnover

Account: BAL001 Name: Baldwin Industries plc

	This Period	This Year	Last Year	Year Before	
- T/Over	0.00	1	1400.00	850.00	0.00
- Costs	0.00	2	1700.00	1200.00	0.00
- Margin	0.00 %	3	1500.00	1100.00	0.00
		4	1300.00	1000.00	0.00
		5	1400.00	850.00	0.00
		6	1700.00	1200.00	0.00
		7	1500.00	1100.00	0.00
		8	1300.00	1000.00	0.00
		9	1400.00	850.00	0.00
		10	1700.00	1200.00	0.00
		11	1500.00	1100.00	0.00
		12	0.00	0.00	0.00
		13	0.00	0.00	0.00
This Year					
- T/Over	16400.00				
- Costs	11450.00				
- Margin	30.18 %				

Utilities: Graph, Web, Mail, Word, Image, Links, Map, Zoom, Memo, Scans

Enquiries: Trans, Retained, Outstanding, Invoices, Aged

Action: [Another] [Close]

F8-Zoom F9-Memo Comp DEM

Period / Year End – standard period end functions are unchanged; as part of the period end the system will update the current period turnover/cost values into the appropriate period value for the current year. Where the period end is also the year end the system will move the values from 'Last Year' turnover to the

'Year Before' and then move the 'This Year' Values into the 'Last Year' values before zeroing the values for 'This Year'.

Installation

Database Changes

Changes are required to the Sales and Purchase Accounts databases to record the previous year values. To add these items select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales or Purchase Ledger application as required. Elect to update the **Live Files** and then select the **Sales/Purchase Ledger Accounts** file.

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

Item Name	Type	Description
PREV-T/O-01	K, L	Holds T/Over Value for Previous Year Period 1.
PREV-T/O-N	K, L	Holds T/Over Value for Previous Year Period <i>n</i> . Create items for up to 13 periods in a consecutive block.
PRV1-T/O-01	K, L	Holds T/Over Value for Year Before period 1.
PRV1-T/O-N	K, L	Holds T/Over Value for Year Before period <i>n</i> . Create items for up to 13 periods in a consecutive block.
PREV-FCTO-01	K, L	Holds the T/Over Value for the previous year period 1 in the currency of the account. This item, and the following currency items, are not required if foreign currency not in use.
PREV-FCTO-N	K, L	Holds the T/Over Value for the previous year period <i>n</i> in the currency of the account. Create items for up to 13 periods in a consecutive block.
PRV1-FCTO-01	K, L	Holds t/over value for year before period 1.
PRV1-FCTO-N	K, L	Holds T/Over value for year before period <i>n</i> . Create items for up to 13 periods in a consecutive block.
PREV-COSTS-01	K, L	Holds cost of sales value for previous year period 1. This item, and the following cost items, are not required for Purchase Ledger.
PREV-COSTS-N	K, L	Holds cost of sales value for previous year period <i>n</i> . Create items for up to 13 periods in a consecutive block.
PRV1-COSTS-01	K, L	Holds cost of sales values for year before period 1.
PRV1-COSTS-N	K, L	Holds cost of sales values for year before period <i>n</i> . Create items for up to 13 periods in a consecutive block.

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

Set Database Profiles

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

Database Profiles

Prev Year Values

Turnover First per 321
Turnover Last per 333

Curr T/O First per 0
Curr T/O Last per 0

Costs First per 0 ?
Costs Last per 0

List of Data Items

Item No	Item Name	Type	Size
1	ACCOUNT	X	10
2	NAME	X	30
3	ADD1	X	30
4	ADD2	X	30
5	ADD3	X	30
6	ADD4	X	30
7	POST-CODE	X	8
8	TELEPHONE	X	20
9	COMMENT	X	25
10	BAL-BF	L	14
11	BALANCE	L	14
12	UNALLOCATED	L	14
13	OPEN-ITEM	?	1
14	FIRST-TX	Y	6

Save Abandon

Data item types allowed are: LK

F4-Select Comp DEM

On the left of the screen is the prompt to define the data item ranges for the appropriate turnover and cost values. Against these item reference the data item number of the equivalent item created above, <F4-Select> is available if required.

Once you have update the profiles for the previous year items repeat for the **Previous Year -1 Values**.

Notes

Once the profiles for the previous and year before values have been enabled the options to output the T/Over History to Excel and the Graph Enquiry options will take these new items into account when displaying the previous n period values.

If enabling this feature you are likely to be part way through the current financial year – as such you will need to transfer data from t/over-period- n to t/over period-13 from the current year t/over values into the previous year where n is the current financial period. Repeating for costs of sales and currency t/over values as required before zeroing these items.

Transfer Outstanding Balances

Diamond and Premier Only

The Sales / Purchase Utilities option allows the facility to transfer invoice balances between accounts, this option has now been extended to allow for the transfer of payments, credits, invoice adjustments and payment adjustment transactions.

Transfer Balance

Account-code:

Name:

Date	Reference	*	Total	Outstanding	Description	Tx-Type
26/01/15	000001		1346.47	1246.47	Dining suite	DB-Inv
26/01/15	000007		1410.00	1410.00	Dining suite	DB-Inv
26/01/15	000008		272.59	272.59	Garden Furniture	DB-Inv
26/01/15	000009		872.96	872.96	Dining Suite	DB-Inv
26/01/15	000015		872.96	872.96	Sales Invoice	DB-Inv
31/01/15	BAC		250.00	250.00	Payment - Thank You	CR-Pay

Transfer

Transfer outstanding balance ?

Press <End> to Finish

F7-Notes F8-Zoom F9-Memo Comp DEM

Selecting to transfer a credit note or invoice adjustment operates in the same manner as an invoice – asking for the transfer amount, then confirming the transfer VAT code, the amount (and VAT amount) plus the transfer ‘to’ account code before asking to confirm the new transaction due date, reference and description. As part of the transfer the system will apply the nominal/analysis defaults set within the Application User Facilities. The transfer of the Credit / Invoice Adjustment will create an invoice on the ‘from’ account and the credit / invoice adjustment on the ‘to’ account.

Selecting to transfer a payment or payment adjustment operates in a similar manner – asks for the transfer amount, the new account code and to confirm the new transaction reference and description. The transfer of a payment will create a payment adjustment on the ‘from’ account and a new payment transaction on the ‘to’ account, with the reverse if transfer a payment adjustment.

Installation

Application User Facilities

The ability to transfer payments etc. is enabled automatically on update to Release 6.9 / 2016 but you may wish to review the default nominal and analysis values for invoices and set transfer values for the payments.

To update Installer users can right-click on the menu option for **Transfer Outstanding Balances** and select the ‘Configure Option’ facility and move to screen 2 of the parameters. Alternatively you can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the required application before selecting **Sales/Purchase Transactions** and move to screen 2 of the parameters.

The screenshot shows the 'Transaction Features' dialog box within the 'Datafile Premier 2016© - System Manager' application. The dialog is divided into two panels: 'Invoice / Credit / Inv-Adjust' on the left and 'Payment / Pay-adjust' on the right. Both panels have a 'Transfer of Outstanding Balances' header. Under the left panel, there are fields for 'Transfer to A/c code' (with sub-fields for nominal, general code '0', and analysis code '0') and 'Transfer from nominal' (with sub-fields for general code '0' and analysis code '0'). A 'Default tax code' field is set to 'S'. The right panel has similar fields for 'Transfer to A/c code' and 'Transfer from nominal', but the 'Transfer from nominal' section is partially obscured. At the bottom of the dialog are buttons for 'Action', 'Opt-1' through 'Opt-5', 'Save', 'Abandon', and 'Close'. The status bar at the bottom of the application window shows 'F4-Select' and 'Comp DEM'.

Invoice / Credits / Invoice Adjustments

Transfer to A/C Code – set default account code for transfer to (this may be useful where transactions are raised to the customer / supplier but processed for payment by a third-party).

Transfer to/from Nominal Code – select the nominal code to be used for the transfer transactions. You can use different accounts for the from/to entry but it is usual to reference the same account, typically a suspense account.

Transfer to/from General Code – where not using a Nominal Ledger set the transfer from/to general code.

Transfer to/from Analysis Code – set the analysis code to be used for the from/to transactions.

Default Tax Code – set the tax code to be offered by default for transfer – usually set to standard rate. Note as the transfer creates a zero net effect on the VAT liability then the VAT amount is used for 'memo' purposes only.

Payments / Payment Adjustments

Transfer to A/C Code – set default account code for transfer if required.

Transfer to/from Nominal Code – select the nominal code to be used for the transfer transactions. You can use different accounts for the from/to entry but it is usual to reference the same account. This would typically be a contra or suspense account.

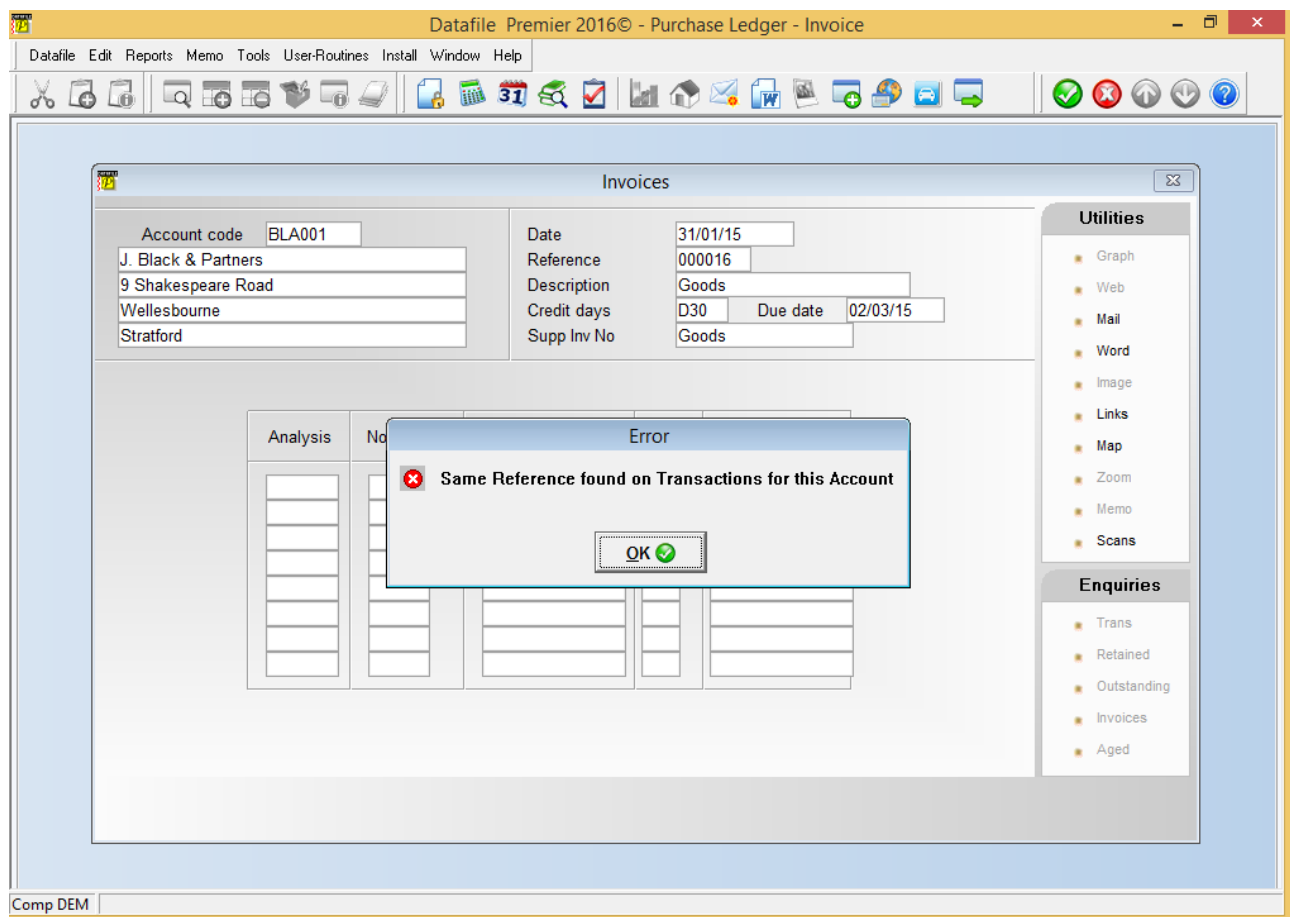
Transfer to/from General Code – where not using a Nominal Ledger set the transfer from/to general code.

Duplicate Reference Checks (P/L Only)

Diamond and Premier Only

Purchase Ledger Invoice entry has the facility to perform duplicate entry checks against the supplier invoice reference to warn against multiple entry. This warning is optional and checks the 'current' transactions for an account (these are transactions entered this period or were outstanding at the start of this period).

This new facility allows the option to make any duplicate warnings mandatory with an optional password override plus options to limit the check to just transactions entered in the current period or expand the check to the full transaction history for the account.



Installation

Application User Facilities

To configure the duplication check parameters new features have been added to the Purchase Ledger Application User Facilities. To update select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Purchase Ledger** application and then **Purchase Transactions** before moving to screen 2 of the parameters.

The screenshot shows the 'Datafile Premier 2016© - System Manager' application. The main window is titled 'Transaction Features' and contains the following sections:

- Alternative Titles in Transactions**
 - Invoice / Credit / Inv-Adjust.
 - "Reference" [text box]
 - "Description" [text box]
 - "Analysis" [text box]
 - "Stk/Prod" [text box]
 - Payment / Pay-adjust.
 - "Reference" [text box]
 - "Description" [text box]
- Perform lookup to external file for validating / updating ?** ☐
 - Copy tx header item into tx detail - Reference to user item 2 or 3 ? [0] [dropdown]
 - Copy tx header item into tx detail - Descript to user item 2 or 3 ? [0] [dropdown]
 - Check for duplicate reference for inv/cred on tx Ref/Desc/User-1 ? [24] [text box]

At the bottom of the 'Transaction Features' window are buttons: Action, Opt-1, Opt-2, Opt-3, Opt-4, Opt-5, and Save.

A pop-up window titled 'Check for Duplicate Reference' is displayed over the bottom right of the main window. It contains:

- Make check mandatory** ☒
- Optional password override** [text box]
- Check which transactions** [Current Transactions] [dropdown]

The status bar at the bottom left of the application window reads 'Comp DEM'.

Check for Duplicate Reference for Inv/Crd on Tx Ref – reference the data item to perform the duplication check against. This is usually either the Reference item or the User One item. When set a pop-up form will allow entry of additional parameters.

Make Check Mandatory – set to Y to apply a mandatory check, leave blank to continue warning.

Optional Password Override – if mandatory check set, if required, an optional override password. If defined the user will be able to press <F7-Option> on the Duplication 'error' message and enter the password to proceed with the transaction entry.

Check Which Transactions – select the 'range' of transactions to be checked for duplicates. Options available include

- Current Transactions – checks for duplicates against transactions entered in this/forward period and that were outstanding at the start of this period.
- All Transactions – checks for duplicates against the full transaction history for the supplier account.
- This Period Only – checks for duplicates against transactions entered in this or the forward period only.

Include Currency Accounts in Auto-Payment Procedures (P/L Only)

The Purchase Ledger includes a series of actions – termed the auto-payment procedures – that allows for the system to create payments for suppliers based on their outstanding invoices. In a currency environment, however, only base currency accounts could be processed. This new feature allows for accounts in other currencies to be processed.

Run Proposed Payments

Selecting this option will still ask for the currency to process but instead of restricting this to the base currency (STG / GBP) the system will also allow other currencies to be selected.

The screenshot shows the 'Automatic Setting of Proposed Payments' dialog box within the 'Datafile Premier 2016© - Purchase Ledger' application. The dialog box has a title bar with a close button. It contains the following fields and options:

- Specify for which currency:** A text box containing 'USD'.
- Selective Accounts:** A checkbox that is currently unchecked.
- Or Account Code:** A text box, followed by the text 'blank for all'.
- Proposed Payment Date:** A date field containing '31/01/15'.
- Include Transactions up to Due/Sett Date:** A date field containing '31/01/15'.
- Number of Accounts to Pay:** A label with a corresponding input field.
- Total Value of Proposed Payments:** A label with a corresponding input field.
- including settlement discount:** A label with a corresponding input field.

At the bottom right of the dialog box, there is a small text box that says 'Enter date in format DD/MM/YY'. The background application window shows a menu bar with 'Datafile', 'Edit', 'Reports', 'Memo', 'Tools', 'User-Routines', 'Install', 'Window', and 'Help'. A status bar at the bottom of the application window shows 'F4-Select' and 'Comp FCS'.

Only one currency can be processed in any one run, however, you can run for multiple currencies one after another (you don't have to complete your GBP run to payment creation before starting your EUR run). Note that values displayed for total value of proposed payments / settlement discount are in the currency of the 'run'.

Print Supplier Payments

This report processes all accounts subject to normal criteria – payment dates / P-to-Pay checks etc. – but also allows the 'Report Which Currencies' option to restrict the report to accounts in a particular currency (leaving blank processes all applicable accounts).

The report displays the values as per the data items configured (i.e. if print item Total from the transaction file then is the base currency always, if print FC-Total is in the currency of the transaction).

The exceptions to this is the special item 162-Payment Amount; this item prints in the base currency unless, when running the report, you set the option for 'Report Which Currencies' to a specific currency or use 'ALL' in which case the values is reported in the currency of the account. When reporting this value in the base currency the value is based on the transactions and their exchange rate, the value actually paid in the base currency may be different due to exchange rate fluctuations since transactions were originally entered.

Note that special item '163-Discout Available' is always in the currency of the account regardless of setting.

The screenshot shows the 'Supplier Payment Report' dialog box within the 'Datafile Premier 2016© - Purchase Ledger' application. The dialog box has a title bar with a close button. The main area contains the following fields and options:

- Date of Report:** 31/01/15
- Report "As At" Date:** 31/01/15
- Range of Account Codes - From:** (empty field) **To:** (empty field)
- Include Forward Transactions:** ☒
- Specify any Selection Criteria:** ☐ Previous Criteria
- Proposed Payment Date:** 31/01/15
- Including up to Due/Sett date:** 31/01/15
- Include Unauthorised Trans:** ☒
- Only Include "P to Pay" Trans:** ☐
- Report Comment Printed:** Pay Date 31/01/15 / Due 31/01/15
- Report Which Currencies:** USD

At the bottom of the dialog box, there are three buttons: 'Action', 'Print', and 'Options'. A 'Close' button is located in the bottom right corner of the dialog box. The background application 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 application window shows 'F4-Select', 'F6-Next', and 'Comp FCS'. A small note at the bottom right of the application window states: 'Leave blank for base values, Specific Currency, or ALL'.

Generate Payments

As with the 'Run Proposed Payment' procedure this option will now allow processing in other currencies but will only process one currency at a time.

The screenshot shows the 'Automatic Generation of Payments' dialog box within the 'Datafile Premier 2016© - Purchase Ledger' application. The dialog box has a title bar with a close button. It contains the following fields and sections:

- Specify for which currency:** A dropdown menu set to 'USD'.
- Payment transactions, Date:** A text box containing '31/01/15'.
- Bank account:** A text box containing '760'.
- Reference:** An empty text box.
- Description:** An empty text box.
- Due date to take settlement discount:** A text box containing '31/01/15'.
- Number of Accounts Paid:** A section with a label and a blank space for a value.
- Total Value of Payments Written:** A section with a label and a blank space for a value.
- including settlement discount:** A section with a label and a blank space for a value.

The background window shows the application's menu bar (Datafile, Edit, Reports, Memo, Tools, User-Routines, Install, Window, Help) and a toolbar with various icons. A status bar at the bottom left shows 'F4-Select' and 'Comp FCS'. A small note at the bottom right of the dialog box says 'Enter date in format DD/MM/YY'.

As with base currency processing the system will create payments for each account set for payment, for currency accounts the system will apply the appropriate exchange rate based on the payment date and generate any exchange difference transactions if appropriate. Again, values displayed on screen are in the currency being processed.

Installation

No setup changes are required.

Default Invoice Status by Account (P/L Only)

Diamond and Premier Only

Purchase Ledger transaction entry allows the facility to either mark all invoices posted as unauthorised or to allow confirmation of transaction status during document production. This new feature allows you to flag at an account level a default status – allowing you to set selected accounts to be automatically authorised, or invoices for a selected account to be marked for contra.

Account Maintenance

A new flag option is available within supplier maintenance.

Maintain Accounts - Update

Account: BLA001

Name: J. Black & Partners

Address: 9 Shakespeare Road
Wellesbourne
Stratford
Warks.
WK4 3VG

Tel: 01772 789345

Fax: 01772 789344

Email: Robert@JBlack.Co.Uk

Website:

Contact: Mr R Black

Supplier Analysis Code: 1Account Analysis 1

VAT Code: S

EC Country: GB

VAT Reg No:

Credit Terms: D30

Credit Limit: 0.00

Sett Terms:

Sett Disc%: 0.00

Pay Priority: 1

Def Nominal: 101

Def Inv Status: ?

A/C on Stop:

Turnover Per:

Turnover YTD:

Balance:

Last Invoice: 26/01/2

Last Payment: 26/01/2

Invoice Status

Flag	Status
A	authorised
C	contra
D	dispute
U	unauthorised
P	to-Pay
X	omit
	none

Utilities: Graph, Web, Mail, Word, Image, Links, Map, Zoom, Memo, Scans

Inquiries: Trans, Retained, Outstanding, Invoices, Aged

Action: [Save] [Abandon]

Close

Default Inv Status – enter the default status for invoices posted for this account.

- A – Authorised – set to default transactions as authorised (note invoices posted under this status write to the transaction file with a 'blank' status).
- C – Contra – set to default transactions as marked for contra.
- D – Dispute – set transactions posted for this account as marked for dispute
- U – Unauthorised – set to mark transactions posted for this account as unauthorised
- P – To-Pay – set to mark transactions posted for this account to be marked for payment. (note if using the 'Propose-to-Pay' option as part of the Automatic Generation Procedure then this flag may be cleared if not applicable within processing dates)
- X – Omit – set to mark transactions posted to this account to be omitted from statements.
- (blank) – None – set to apply normal status rules (i.e. post as unauthorised)

Purchase Ledger Invoice Entry

Existing options for Purchase Ledger Invoice entry allow invoices to be posted as 'unauthorised' with no user interaction or allow for confirmation of status during posting. The new 'Account Default' option

interacts with both of these features – if confirmation of invoice status is not in use then the account default is applied automatically, if status confirmation is allowed then the ‘account’ status is offered by default.

Invoices

Account code: BLA001
 J. Black & Partners
 9 Shakespeare Road
 Wellesbourne
 Stratford

Date: 31/01/15
 Reference: 000016
 Description: Dining Suite
 Credit days: D30
 Due date: 02/03/15
 Supp Inv No:

Analysis	Nominal	Goods Amount	Tax	Tax Amount
1	101	100.00	S	20.00

Purchase Status

Invoice Status: A (A-authorized, C-contra, D-dispute, U-unauthorised, P-to-pay, X-omit)

Enter blank, A, C, D, P, U or X

Invoicer – Purchase Invoice Entry

Existing options for Purchase Invoice Entry allow for invoices to be processed as unauthorised if set accordingly within the Purchase Ledger System Profiles. If the Supplier Account has a default status set then invoices posted to that account via the Invoicer application will also apply that default status.

Purchase Order Processing

Existing options for Purchase Order Processing Invoices allow for invoices to be processed as unauthorised if set accordingly within the Purchase Ledger System Profiles. If the Supplier Account has a default status set then invoices posted to that account via the POP application will also apply that default status.

In addition document parameter options allow for the invoice to be marked as authorised for payment. If this option is enabled then the system will offer the status selection options as per direct invoice entry above.

Installation

Database Changes

Changes are required to the Supplier Accounts (PLA) database to add the new default status flag. To add this item select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Purchase Ledger application. Elect to update the **Live Files** and then select the **Purchase Ledger Accounts** file.

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

File	Item Name	Type	Description
PLA	DEF-INV-STAT	X (1)	Holds the default status for invoices posted for this account.

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

Database Profiles

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

Datafile Premier 2016© - System Manager

Database Profiles

Account Mandatory

Account code	1
Account name	2
Balance b/forward	10
Current balance	11
Unallocated total	12
Open item	13
Analysis code	28
First transaction	14
Last transaction	15
First active tx	27
Supp-Ref mandatory	0
First contact	85
Last contact	86
Default Inv Status	94

List of Data Items

Item No	Item Name	Type	Size
1	ACCOUNT	X	10
2	NAME	X	30
3	ADD1	X	30
4	ADD2	X	30
5	ADD3	X	30
6	ADD4	X	30
7	POST-CODE	X	8
8	TELEPHONE	X	20
9	COMMENT	X	25
10	BAL-BF	L	14
11	BALANCE	L	14
12	UNALLOCATED	L	14
13	OPEN-ITEM	?	1
14	FIRST-TX	Y	6

Save Abandon

Data item types allowed are: X (Currently selected item is: DEF-INV-STAT)

F4-Select Comp DEM

On the left of the screen is the prompt **Default Inv Status** – against this item reference the data item number of the equivalent item created above, <F4-Select> is available if required.

Application Screen Layouts

The new default status flag needs to be updated to the supplier accounts maintenance screen. To update the screen layout users can select the **Installation** option from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Purchase Ledger** application before selecting the **Maintain Supplier Records** screen and the **Add New Accounts** screen.

Account	CON001	VAT Code	S
Name	Contract Cleaning Services Ltd	EC Country	
Address	119 South Mill Street Hammersmith London W5 3JD	VAT Reg No	
Tel	0181 742 3344	Credit Terms	D30
Fax		Credit Limit	0.00
Email		Sett Terms	
Website		Sett Disc%	0.00
Contact	Miss R Palatine	Pay Priority	1
Supplier Analysis Code	4	Def Nominal	
		Def Inv Status	
		A/C on Stop	
		Turnover Per	115.78
		Turnover YTD	115.78
		Balance	98.96-
		Last Invoice	26/01/2015
		Last Payment	26/01/2015

PURCHASE LEDGER ACCOUNTS (094) DEF-INV-STAT C61,L12 C62,L12 Text Overtime
F4-Data Item Comp DEM

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

Credit Control Manager – Apply Colour Highlighting Rules (S/L Only)

*Diamond and Premier 2016
Only*

This facility allows the facility to apply colour highlighting rules to the Credit Control Manager. You could apply colour highlights to accounts for which the next action date is overdue, for accounts where there are transactions over a set number of days overdue and so on.

Sales Overdue Debts (As At: 15/12/15)

A/c	Name	M	S	Cred	Overdue	Days	Last-Pay	30 Day	60 Day	90 Day	X	Defer	Comment
BAL001	Baldwin Industries plc			D30	4424.98	318	31/01/15	01/12/15	15/12/15				
KAR001	Karl's Electrical Supplies			D30	1514.66	293							
MAR002	Marlon Machines			D30	1410.00	293	26/01/15	01/12/15					
MAR001	Markham Holdings Ltd			D30	1410.00	293		01/12/15					
DAT001	Dataman Computers			D30	1351.25	293							
BAL002	Baltimore Corporation			D30	447.91	293							
WAL001	Walton Street Motor Company			D30	206.78	293							

F4-Select Comp DEM Entry 7 of 7 Total Overdue 10765.58

Installation

Application User Facilities

To update Installer users can right-click on the menu option for **Credit Control Manager** within the Explorer Menu pane and select the 'Configure Option' facility and move to screen 5 of the parameters. Alternatively you can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Sales Ledger** application before selecting **Sales Transactions** and move to screen 5 of the parameters.

Transaction Features

Home Tools Edit Links

Ledger Enquiry Contacts Calculator Price Checker Databases Reports About Company Pause System Change Printer Spooled Reports Post Messages Collect Messages

Utilities

Acc user item shown (second) ?

Show actions (next/date/user) in pick list? ☐

Selective pick on actions (next/date/user)? ☒

Comment action update Act (next/date/user)? ☒

Comment action also update Account item 1 ?

Comment action also update Account item 2 ?

Line Colour	Amend	Apply
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Action Opt-1 Opt-2 Opt-3 Opt-4 Opt-5 Save Abandon Close

F4-Select Comp DEM

Up to five colour highlighting rules can be applied. To update select the 'Amend' input for an entry and the colour options will be displayed – select the required colour and then enter the selection criteria for the account that is required to apply that colour.

Highlight rules are applied on the basis of the first matching entry – you should apply the most important highlights first. For example, if you highlight entries based on which 'statement dates' are recorded then you should set the highest statement flag as the first colour. Similarly, if the most important criteria is the 'next action date' is today / overdue then set this as the first colour rule.

Stock Control

Save Demand & Sales Values for Previous Years

Diamond and Premier Only

Stock Control allows you to save demand, sales values and cost of sales values on a rolling calendar basis and at any point in time you have values for the last calendar year. This new feature allows for the system to maintain up to two previous financial year period demand and values for use in comparison reports.

Datafile Premier 2016© - Stock Control

Datafile Edit Reports Memo Tools User-Routines Install Window Help

Maintain Stock File - View Stock Demand

Stock CH0167

	Per	This Year	Last Year	This Year
Current Period	1	92.00	0.00	0.00
Demand	2	113.00	0.00	0.00
Sales Value	3	100.00	0.00	0.00
Sales Costs	4	86.00	0.00	0.00
Forward Period	5	92.00	0.00	0.00
Demand	6	113.00	0.00	0.00
Sales Value	7	100.00	0.00	0.00
Sales Costs	8	86.00	0.00	0.00
Year-to-Date	9	92.00	0.00	0.00
Demand	10	113.00	0.00	0.00
Sales Value	11	100.00	0.00	0.00
Sales Costs	12	0.00	0.00	0.00

Utilities

- Graph
- Web
- Mail
- Word
- Image
- Links
- Map
- Zoom
- Memo
- Scans

Enquiries

- Trans
- Sales
- Purchase
- Works
- Batches

Action Another Close

F8-Zoom F9-Memo Comp DEM

Period / Year End – standard period end functions are unchanged; as part of the period end the system will update the current period demand/sales and cost values into the appropriate period value for the current year. Where the period end is also the year end the system will move the values from 'Last Year' turnover to the 'Year Before' and then move the 'This Year' Values into the 'Last Year' values before zeroing the values for 'This Year'.

Installation

Database Changes

Changes are required to the Stock Record databases to record the previous year values. To add these items select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Stock Control application and then choose to update the **Live Files** and then select the **Stock** file.

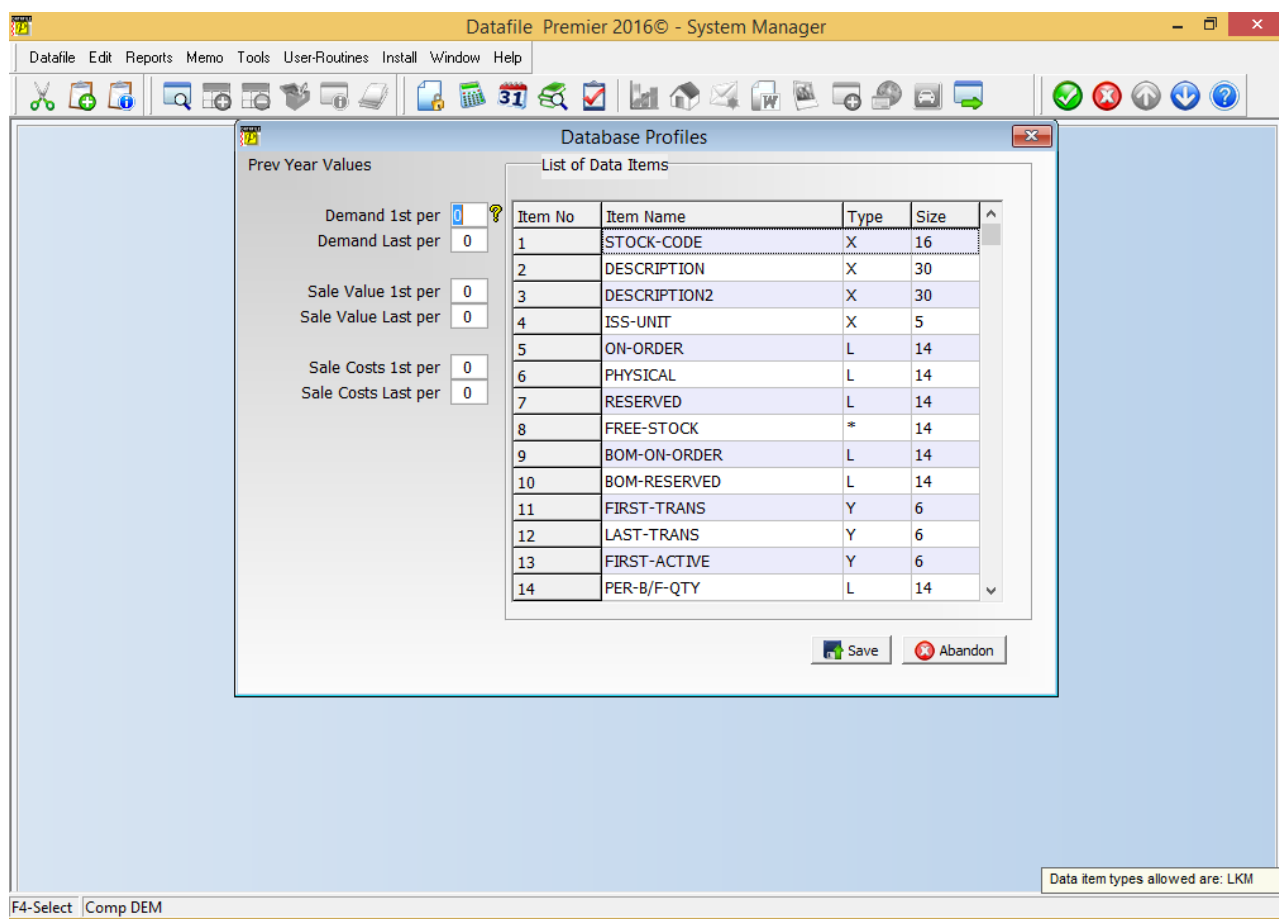
To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

Item Name	Type	Description
PREV-DEM-01	K, L	Holds Demand Value for Previous Year Period 1.
PREV-DEM-N	K, L	Holds Demand Value for Previous Year Period <i>n</i> . Create items for up to 13 periods in a consecutive block.
PRV1-DEM-01	K, L	Holds Demand Value for Year Before period 1.
PRV1-DEM-N	K, L	Holds Demand Value for Year Before period <i>n</i> . Create items for up to 13 periods in a consecutive block.
PREV-SALES-01	K, L	Holds the Sales Value for the previous year period 1
PREV-SALES-N	K, L	Holds the Sales Value for the previous year period <i>n</i> . Create items for up to 13 periods in a consecutive block.
PRV1-SALES-01	K, L	Holds Sales value for year before period 1.
PRV1-SALES-N	K, L	Holds Sales value for year before period <i>n</i> . Create items for up to 13 periods in a consecutive block.
PREV-COSTS-01	K, L	Holds cost of sales value for previous year period 1.
PREV-COSTS-N	K, L	Holds cost of sales value for previous year period <i>n</i> . Create items for up to 13 periods in a consecutive block.
PRV1-COSTS-01	K, L	Holds cost of sales values for year before period 1.
PRV1-COSTS-N	K, L	Holds cost of sales values for year before period <i>n</i> . Create items for up to 13 periods in a consecutive block.

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

Set Database Profiles

The new saved period value data items need to be referenced within the Database Profiles. To update these settings select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles**. Choose the **Stock** application as required before selecting the **Prev Year Values** parameter screen.



On the left of the screen is the prompt to define the data item ranges for the appropriate demand, sales and cost values. Against these item reference the data item number of the equivalent item created above, <F4-Select> is available if required.

Once you have update the profiles for the previous year items repeat for the **Previous Year -1 Values**.

Notes

Once the profiles for the previous and year before values have been enabled the options to output the History to Excel and the Graph Enquiry options will take these new items into account when displaying the previous n period values.

If enabling this feature you are likely to be part way through the current financial year – as such you will need to transfer data from demand-period- n to demand period-13 from the current year demand values into the previous year where n is the current financial period. Repeating for costs of sales and sales values as required before zeroing these items.

Payroll

Employee Numbers – Year End Reset

Premier Only

Payroll generally uses the record number as the employee number but Datafile Premier Users have the facility to use an alternate reference for this. Where employees are often hired and re-hired throughout the year an option is available so that this alternate reference can be split between an employee number and a hire number - setting the employee number format as 999/99, for example, where the value before the delimiter is the employee number and the value after the suffix is the hire number.

In this configuration the Payroll Year End removes the 'leaver' records as usual and for all the remaining employees resets the hire element back to '1' for each employee. A new feature is available to omit this reset and retain the current hire number.

Installation

System Profiles

A new parameter has been added to the Payroll System Profiles to omit the year-end reset. To update the profiles select **Installation** from the main menu followed by **Application Manager** and **System Profiles**. Select the **Payroll** application and then select the parameter screen **Payroll Profile**.

Payroll Options (1 of 2)

Type (1/2/4/M) ? Start year ?
 Pay day ? First pay ?
 Pay in arrears: number of weeks ?
 Pay periods within the tax year ?
 Extra payment in week 53/54 ? ☐
 Current / last pay period paid ?
 Check for minimum wage by age ? ☐
 Payment methods - Coins/Cash (C) ? ☒
 Cheques (Q) ? ☒
 Bank giro (B) ? ☒ Autobank (A) ? ☒
 ETS/STS (X) ? ☐ BACS (Z) ? ☐
 Tax refund limit ?
 Pension calculation (B,G,F,I) ?
 Secondary comp calculation ? ☒
 Pension deductible for tax calc ? ☒
 Holiday pay calculation (B,Y,I) ?
 Holiday credit type (B,G,F,I) ?
 Holiday pay excluded from NI ? ☐
 Statutory payments in Gross Pay ? ☒
 Omit Reset of Emp-No at Year-End ? ☐

Save files for each period ? ☒
 Save documents for desktop ? ☒
 No of days to retain docs ?

In-Pounds		In-Pence	
1.	0	7.	50
2.	20	8.	20
3.	10	9.	10
4.	5	10.	5
5.	1	11.	2
6.	0	12.	1

Must include(1:12)
 Pay rounded to nearest(1:12)

Document link item

Action

If using unique Employee-No with /999-type suffix then this gets reset to /001 at Year-End.
 Tick this box to prevent the Employee-No suffix from being reset.

Omit Reset of Emp-No at Year-End – set to omit reset of the hire number as part of the payroll year-end procedure.

Sales / Purchase Order Processing

Application Pick Lists – Change Order Status

Diamond and Premier Only

This feature allows for the option to change an order status as a pick list action. This option would allow, for example, a review of sales order quotes to trigger updates to move the quote to active status.

Datafile Premier 2016© - Sales Order Processing

Datafile Edit Reports Memo Tools User-Routines Install Window Help

Review Quotes

Order-Ref	Date-Input	Account	Account-Name	Order-Value
000012	31/01/2015	DAT001	Dataman Computers	742.95
000011	31/01/2015	BAL001	Baldwin Industries plc	742.95
000004	26/01/2015	MAR001	Markham Holdings Ltd	766.93

Update Order Status

Order-Ref: 000011
 Customer: BAL001

Order Value: 742.95
 Invoiced Value: 0.00
 Date: 31/01/2015

Comment:

Order Status: Q

Action Enquiry Zoom Update Details Status Document Excel Close

F8-Zoom F9-Memo Comp DEM

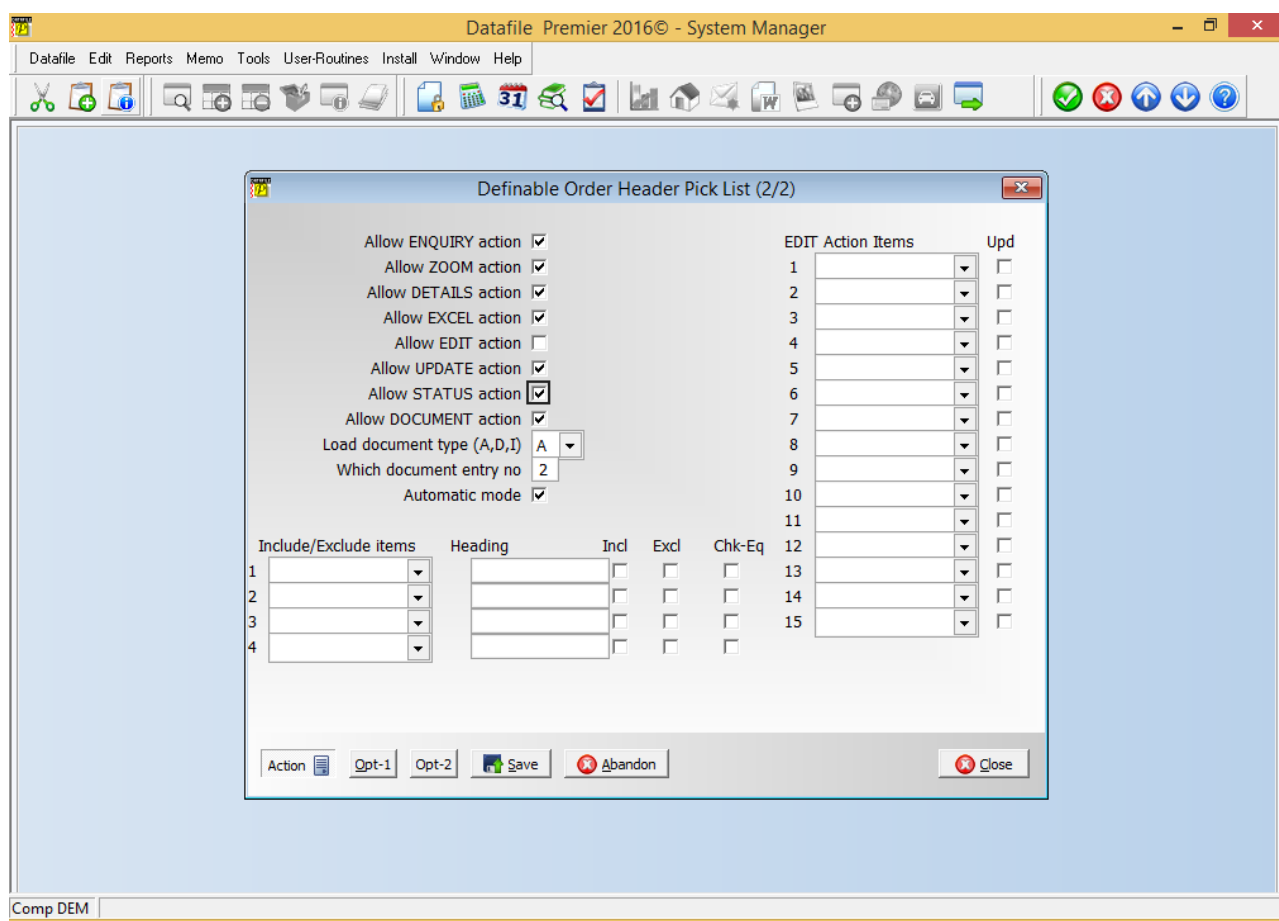
Selecting the STATUS button against a highlighted record will prompt for any status change comment, if configured, before prompting for the new status. Note that changing the status may mean that the pick list selection criteria no longer applies for that entry – if the criteria no longer applies no further action can be taken against that order within the current pick list.

The Status option is also available for pick lists on the order details. Status changes are applied globally for all entries on the order based on standard system rules.

Installation

Application User Facilities

To update Installer users can right-click on the menu option for application pick list within the Explorer Menu pane and select the 'Configure Option' facility before selecting the options for **Definable Order Header (Detail) Pick Lists** and the require pick list definition. Alternatively you can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the required application before selecting the main application screen maintenance options followed by the required header/detail pick list option.



Screen 2 of the parameters adds the option to enable a **STATUS** action – set as required.

Record Order Values by Status against Customer / Supplier

Diamond and Premier Only

Existing parameter options allows you to accumulate the value of A-Active and F-Forward Sales Orders against the Customer Account (and similarly for Purchase Orders and the Supplier Account). This new feature allows the system to accumulate the values for H-Held Orders and Q-Quote orders also.

Datafile Premier 2016©

Menu: Datafile Edit Reports Memo Tools User-Routines Install Window Help

Sales Account History
BAL001 Baldwin Industries plc

Ledger Enquiries - Sales Ledger

Account: BAL001

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

Tel: 0151 229 8190
Fax: 0151 229 8191
Email: Sales@Baldwin.co.uk
Website:

Contact: Miss M Greenwood

Customer Analysis Code: 1 Analysis 1

Stock Price No: 1
VAT Code: S
EC Country: GB
VAT Reg No:

Credit Terms: D30
Credit Limit: 10000.00
A/C on Stop:
Line Disc%: 0.00
Sett Disc%: D0
Sett Terms: 0.00

Balance: 4424.98

Active Orders: 2912.89
Forward Orders: 0.00
Held Orders: 0.00
Quotes: 742.95

CRM

- Mail
- Word
- Memo
- Notes
- Scans
- Contacts*
- Spreadsheets
- PDF Files

Utilities

- Graph
- Web
- Image
- Links
- Map
- Labels
- Clipboard

Actions

- Update A/C
- Statement
- Stk History

Bottom Bar: F4-Select | F9-Memo | Comp DEM | PgUp PgDn for Details

Action Buttons: Transactions, Invoices, Aged, Sales Orders, History, Another, Select, Close

When entering sales or purchase orders the system can be configured to place the order on hold if the account fails a credit check ($A/C \text{ BALANCE} > CREDIT \text{ LIMIT}$). In addition, the system can be set to include the value of any active orders in this check ($(A/C \text{ BALANCE} + ACTIVE \text{ ORDERS}) > CREDIT \text{ LIMIT}$). This new feature also allows the option to include H-Hold status orders within the credit check.

Installation

Database Changes

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

File	Item Name	Type	Description
SLA	HLD-ORDERS	K, L	Holds the value of H-Hold Status Orders for the account.
SLA	FWD-ORDERS	K, L	Holds the value of F-Forward Status Orders for the account.

SLA	QUO-ORDERS	K, L	Holds the value of Q-Quote Status Orders for the account.
-----	------------	------	---

NB: We've included the FWD-Orders item in the list above – this is a pre-existing accumulation item but may not be set up on individual systems.

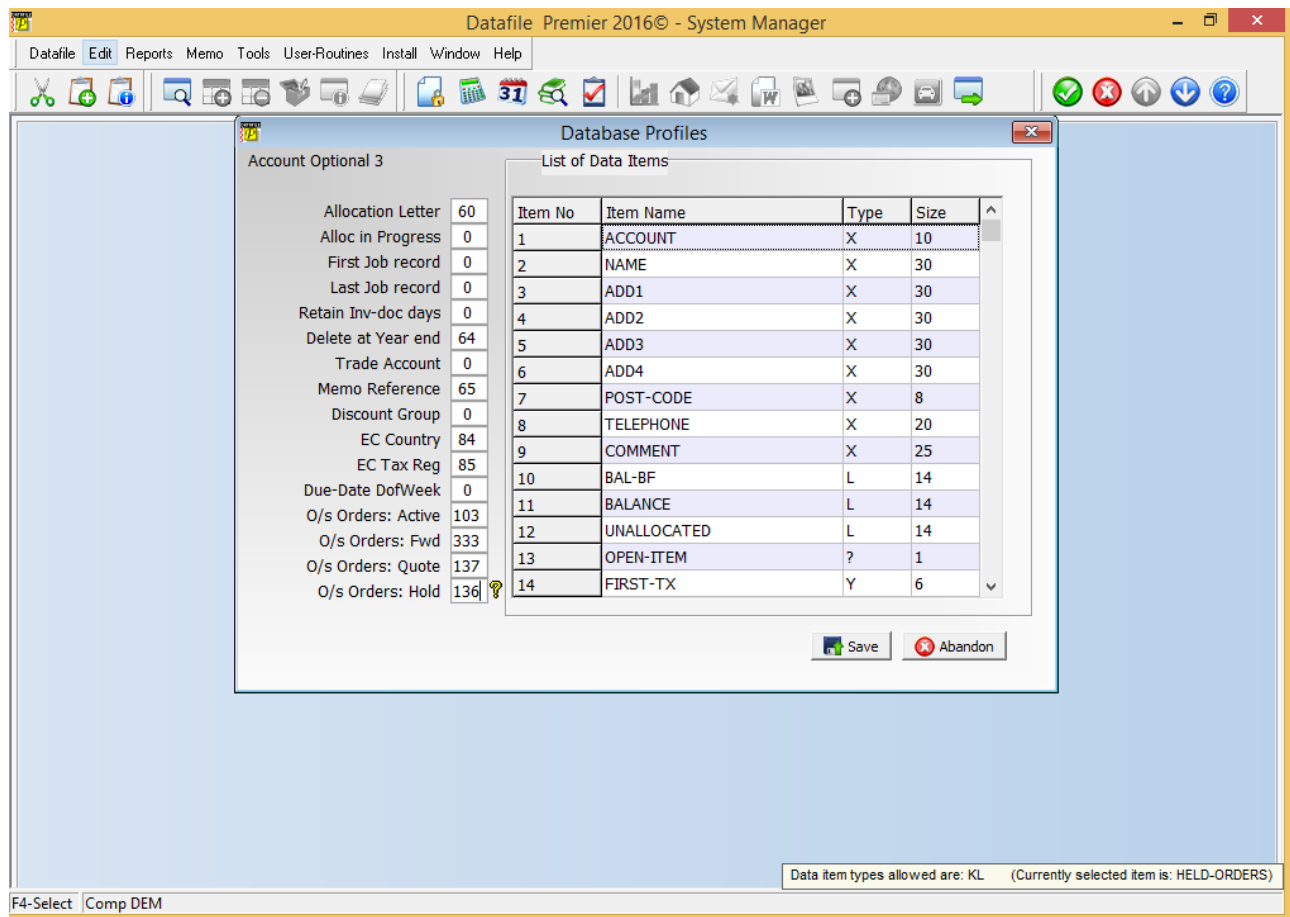
To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

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

Once you have updated the Sales Ledger Accounts file you can optionally repeat the process for the Purchase Accounts file.

Database Profiles

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



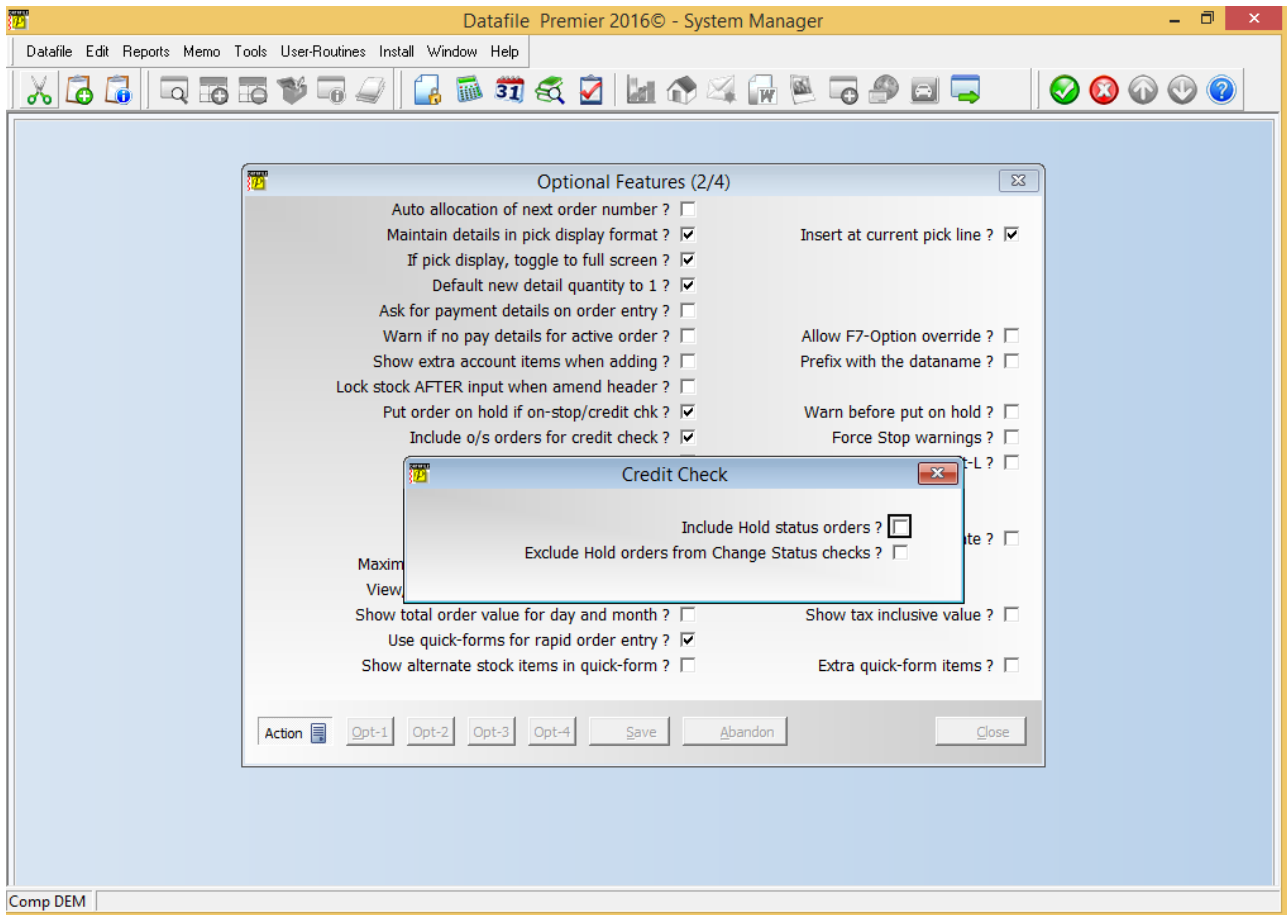
On the left of the screen are prompts **O/S Orders** followed by a Status – against this item reference the data item number of the equivalent item created above, <F4-Select> is available if required.

Controls & Audit Manager

When enabling these options you will likely have held, forward or quote orders recorded against your customer / supplier. To reset the values recorded for these items select from the main menu **Installation** followed by **Controls & Audit Manager**. Select the required Sales or Purchase Order Processing application and then select the option **Reset Account Outstanding Values**. When select this action the system will reset the accumulated values for all four order status item values.

Application User Facilities

To enable the facility to include H-Hold Status Orders in Credit Limit Checking new parameters have been added to the Application User Facilities. To enable select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the required Sales or Purchase Order Processing application and then select **Enter/Amend Orders** followed by **Advanced Input Facilities** and then **Optional Features**. The new parameters are available on screen 2 of the Optional Features.



The Credit Limit checking parameters prompt:

Put Order On Hold if On-Stop / Credit Check – this option sets the order status to H-Hold if the account is on stop or has a balance exceeding its credit limit. This option applies on initial order entry.

Warn Before Put On Hold – if set this option asks the operator to confirm the order is being placed on hold, if not set then the operator is warned but cannot prevent the order being placed on hold.

Include O/S Orders for Credit Limit Check – if set this option includes the active orders when reviewing if placing an order on hold.

If this option enabled, and the new data items for H-Held orders have been referenced, then two new prompts will be shown in a pop-up form if this option is set.

Include Hold Status Orders – if set then when the system checks the credit limit it will also include the value of any H-Hold orders before deciding whether this new order should also be placed on hold.

Exclude Hold Orders from Change Status Checks – if including Hold Orders you may occasionally want to swap the orders being processed.

For example, if a customer has a £1000 credit limit and an existing balance of £900 then if they place an order for £150 it will be placed on hold. If including Hold Orders in credit checking then any subsequent order will also be automatically place on Hold – even if below £100.

If you want to release a sub-£100 order then setting this option will allow use of the Change Status action to change to Active (you still wouldn't be able to release an order greater than £100).

Ledger Enquiry Manager

For enquiry purposes a common requirement would be to include these new items on the Ledger Enquiry screen for the Sales / Purchase account. To update the enquiry screens, select **Installation** from the main menu followed by **Ledger Enquiry Manager** and **Enquiries Configuration**. Select the Sales Ledger or Purchase Ledger application as required before selecting the option for the FULL screen design.

The screenshot shows the 'Enquiry Screen' window. It contains the following data:

Account		Stock Price No	
Account	BAL001	Stock Price No	1
Name	Baldwin Industries plc	VAT Code	S
Address	Unit 5, Light Ind. Estate	EC Country	GB
	Stopgate Lane	VAT Reg No	
	Aintree, Liverpool		
	Merseyside		
	L9 6PY		
Tel	0151 229 8190	Credit Terms	D30
Fax	0151 229 8191	Credit Limit	10000.00
Email	Sales@Baldwin.co.uk	A/C on Stop	
Website		Line Disc%	0.00
		Sett Disc%	D0
		Sett Terms	0.00
Contact	Miss M Greenwood	Balance	4424.98
Customer Analysis Code	1	Active Orders	2912.89
		Forward Orders	0.00
		Held Orders	0.00
		Quotes	742.95

At the bottom of the window, there is a status bar with the following text: SALES LEDGER ACCOUNTS (103) SOP-OUTSTAND C63,L16 C76,L16 Text Overtime

To insert the accumulated order values you'll first need to add a text label of 'Active Orders' (or similar), to do this use the mouse to position the cursor where required and then type the required text. To insert the data items position the cursor where required and press the <F4-Select> key and choose the data item required. Set that the items is view only. Once the Active Orders value is displayed repeat as necessary for Forward, Hold and Quote status values.

Once complete choose File and then Save & Exit.

Item Screen Design

The Full Screen design options are only available for Premier Users. Diamond users (or Premier Users who don't have the full screen enabled) can still display the extra items using the Item Screen Design.

The Item screen design allows for two columns (left/right) of 16 items – you can reference the accumulated status value here for display where required.

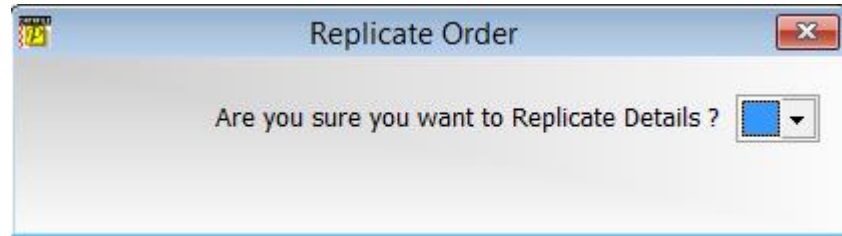
Replicate Orders – Confirm Detail Replicate

Diamond and Premier Only

When replicating an order, the system prompts, after confirmation of the newly replicated orders header details, to replicate the details. This new feature allows for the detail replication prompt to require a positive input of Y or N (rather than <Enter>) and allows for an additional 'Are You Sure' prompt.

The screenshot shows the 'Datafile Premier 2016© - Sales Order Processing' application window. The 'Maintain Orders' form is open, displaying fields for Order No (000013), Customer (DAT001), and Dataman Computers. Other fields include Date Added (31/01/2015), Order Status (A - Active, Q-Quote, H-Hold), Sales/Stock Transaction Description (Dining Suite), Credit Order, Customer Ref, Date Required, Contact (000000), and Email To. A 'Replicate Order' dialog box is overlaid on the form, asking 'New Order Header created - Ok to Replicate Details ?' with a dropdown menu set to 'Y'. The bottom of the window has a 'Comp DEM' label and an 'Enter N or Y' button.

If respond 'Y' to the prompt 'New Order Header Created – OK to Replicate Details' then you will, if configured, be prompted to confirm you're sure you wish to replicate otherwise the system will replicate the details and move on to the detail entry options. If respond 'N' then the system will omit replicate of the details and move on to the detail entry options.

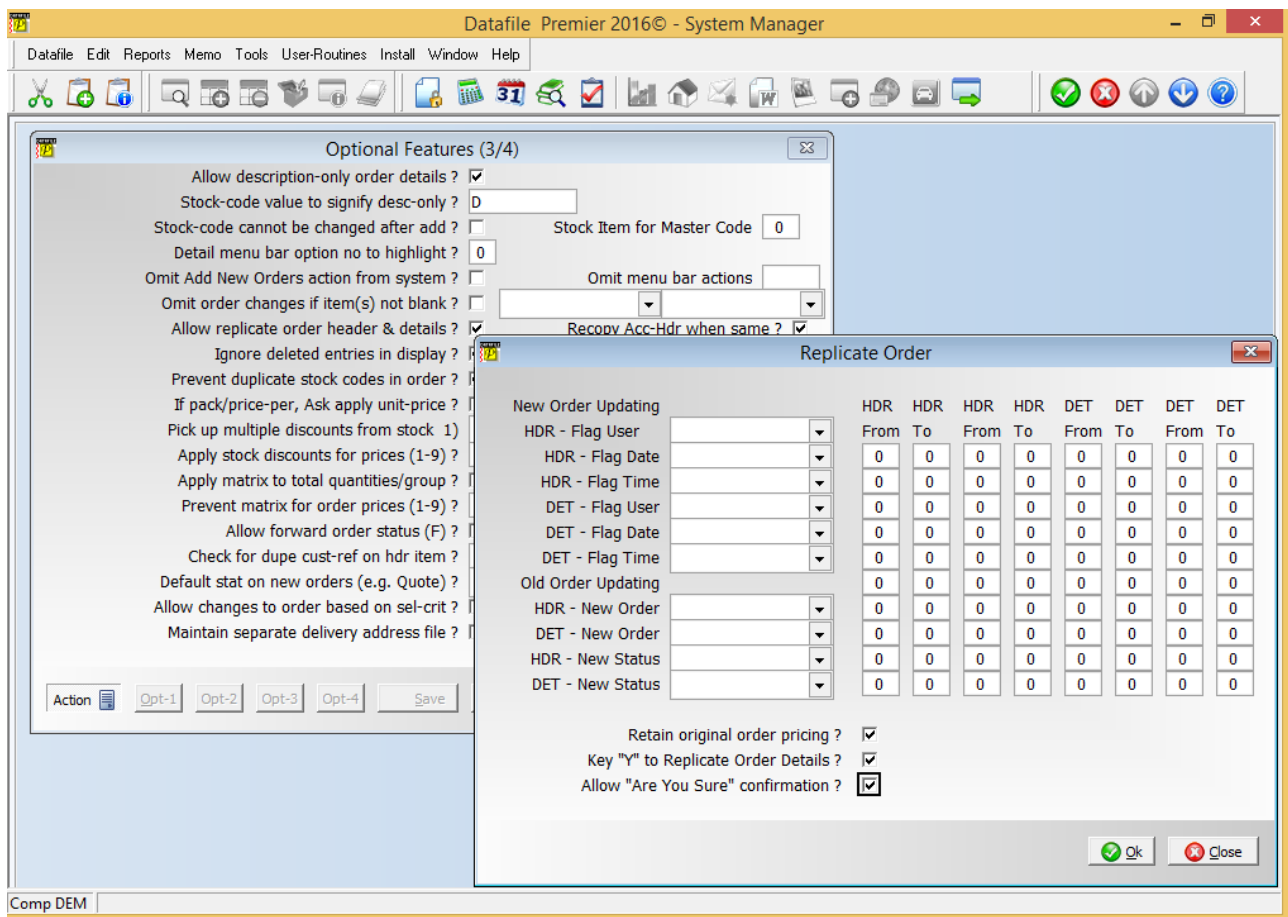


If 'Are You Sure' confirmation is in use then a response of 'Y' to this will replicate the details but a response of 'N' will omit detail replication and move on to the detail entry options.

Installation

Application User Facilities

To enable the facility to require a positive response to replicate details new parameters have been added to the Application User Facilities. To enable select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the required Sales or Purchase Order Processing application and then select **Enter/Amend Orders** followed by **Advanced Input Facilities** and then **Optional Features**. The new parameters are available on screen 3 of the Optional Features.



Key "Y" to Replicate Order Details – set to enable the requirement to enter response of Y/N rather than just allow <Enter> to confirm replication of order details.

Allow "Are You Sure" Confirmation – set to enable "Are You Sure" confirmation.

Use Stock Prices from 'Master' Stock Item

Diamond and Premier Only

Where you have multiple variants of the same stock item these may be recorded in Datafile as different stock records for quantity handling purposes but where pricing is required they all share the same price. This new feature allows the stock record to hold a 'master' stock item – if set then when sales orders are entered the system will refer to the master stock item for pricing.

Within Stock Maintenance options you update the individual stock items to record the 'Prices from' or 'Master' stock code.

Datafile Premier 2016© - Sales Order Processing

Order 000015 Entries 0 / 0.00 DAT001/Dataman Computers

Stock Code: YE0167

Description: Dining Chair - teak/dralon

Which Price: 1

Order-Qty: 1.00

Price: 87.96 Per 1

Goods Value: 0.00

Discount Rate: 0.00

Discount Amnt: 0.00

Order Value: 0.00

Tax Code: S

Nominal Code: 001

Analysis Code: 1

Physical stock level: 13.00 Free stock: 13.00

F4-Select F7-Option F8-Zoom F9-Memo Comp DEM

Installation

Database Changes

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

Item Name	Type	Description
MASTER-STOCK	X (30)	Holds the stock code to apply prices from.

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

Once the required items have been recorded press the <ESC> key and select the **UPDATE** button to save the database changes. When prompted respond 'Y' to the prompts to '**Extract Existing Data to New Database Structure**' and, if appropriate, '**Copy Table Entries from Old Database to New Database**'. Final prompts ask to '**Remove (.OLD) Database**' and to '**Carry Out the Same Restructure on the BASE File as**

well' – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

Application User Facilities – Stock Control

Changes are required to the main Stock Maintenance screen(s) to allow input of the Master Stock Code.

To update the screen layout users can select the **Installation** option from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Stock Control** application before selecting the **Maintain Stock** option and the **Add New Stock Records** screen.

Maintain Stock Screen	
Stock Code	CH0167
Description	Dining Chair - teak/dralon
Issue Unit	EACH
VAT Code	S
Stock Image	CH0167.JPG
Cost Price	39.23
Prices From	
Price 1	87.99
Price 2	81.50
Price 3	79.50
Price 4	77.50
Price 5	75.00
Physical	35.00
Reserved	37.00
On Order	58.00
Free Stock	56.00
Sales Analysis	1
Sales Nominal	001
Purchase Analysis	1
Purchase Nominal	150
Minimum Stock	5.00
Ideal Buy Qty	20.00
Est Usage	0.00
Supplier	CON001
Lead Time	5
Period Demand	0.00
YTD Demand	1087.00

STOCK FILE (155) MASTER-STOCK C14,L13 C29,L13 Text Overtime

F4-Data Item Comp DEM

Screen Design is in the usual manner - To insert text labels such as 'Prices From' use the mouse to position the cursor where required and then type the required text. To insert the data items position the cursor where required and press the <F4-Select> key and choose the data item required. Set whether items are view-only, mandatory or require uppercase input as required.

To validate the entry into the 'Master Stock' item you may wish to define the item as a lookup database within the screen design. To define select Tools from the main toolbar and then Look Up. Up to three lookup databases are allowed – move through to the first free lookup definition and set as follows

Optional Look-Up Database (1/3)

Database pathname: DEM-STA.DFD ?

Lookup format: UUUUUUUUUUU

Item for look-up: MASTER-STOCK

2

3

4

5

6

7

8

9

10

Only the first lookup item will carry out any Copy from/to items specified

Database Pathname Reference the live Stock Records file (i.e. DATA\XXX-STA.DFD)

Lookup Format Set the format as per main Stock format (i.e. UUUUUUUUUUU)

Item for Lookup Reference the new MASTER-STOCK item.

Items to List when Selecting

Entry	Data Item	Size shown
1.	STOCK-CODE ?	16
2.	DESCRIPTION	30
3.	ISS-UNIT	5
4.		0
5.		0

LIFO Sequence ? ☐

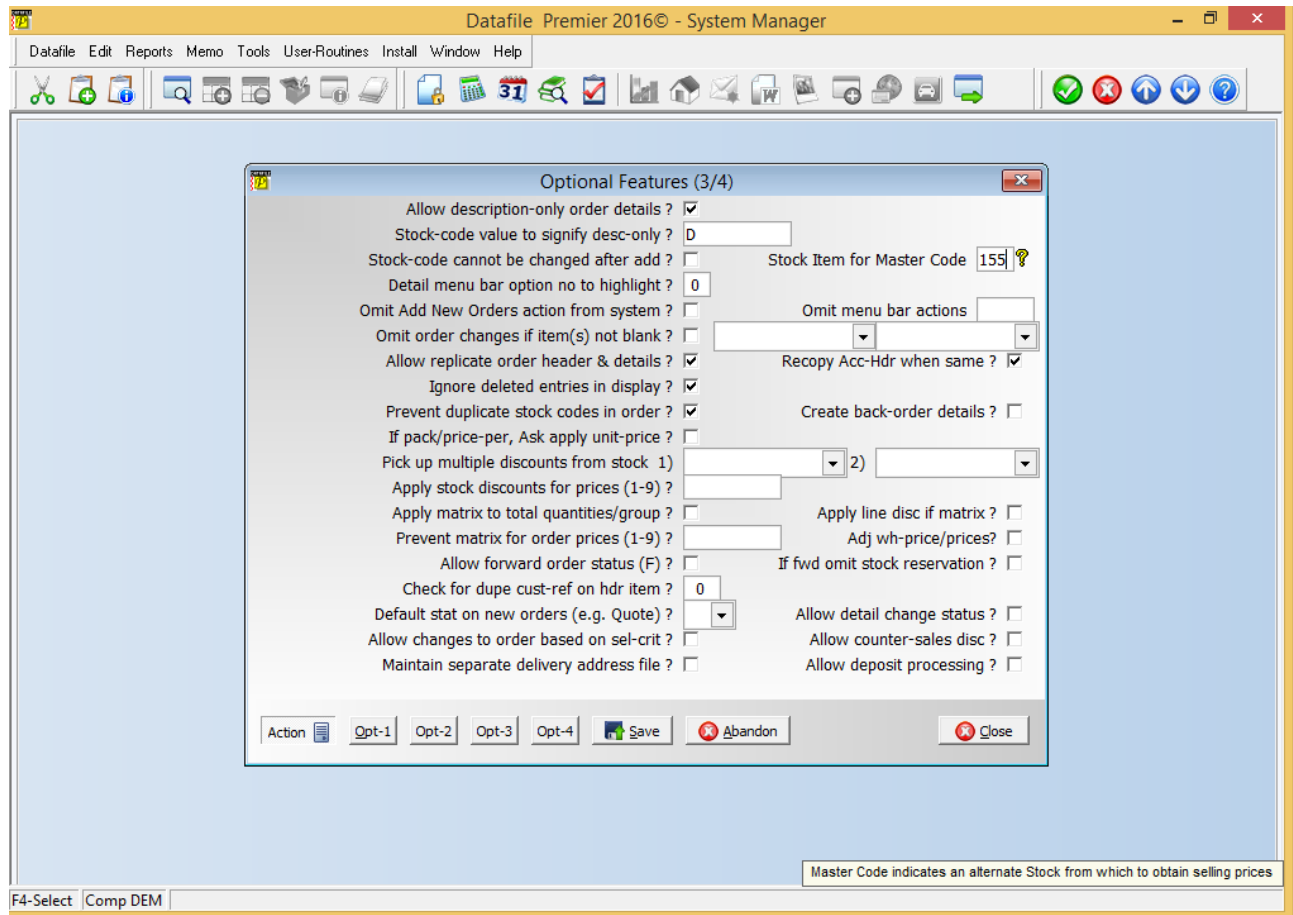
Items to List When Selecting – select up to five items to be displayed when press <F4-Select> to choose the Master Stock item.

NB: No copy items are required.

Once the layout is complete choose File and then Save & Exit.

Application User Facilities – Sales Order Processing

Changes are required to Sales Order Processing Application Features to reference the new Master Stock Item. To update the screen layout users can select the **Installation** option from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Sales Order Processing** application before selecting the **Enter/Amend Orders** option and then **Advanced Input Facilities** and then **Optional Features**. The new prompt is on Screen 3 of the Optional Features.



Stock Item for Master Code – reference the new stock data item that holds the master stock code value.

Notes

Price and Price Per are updated from the Master Stock Code if referenced. Cost Price and Cost Per continue to be updated from the entered stock code.

Discount Matrix entries should be added against the Master Stock Code. Any new entries for a stock item with a 'master' code set will be rejected; any pre-existing entries will be ignored.

If using copy items from Stock to Order Detail to set prices overriding the usual price profile items, then these will continue to be processed from the entered stock item.

Stock Check Warnings by Status

Diamond and Premier Only

Within Sales Order Entry then the status of the order affects how options for stock check warnings are processed – mandatory stock warnings only applying to active orders with the warning as option for hold, forward and quote status orders. In addition, quotes allowed you to ignore stock checks but checks would apply for other status.

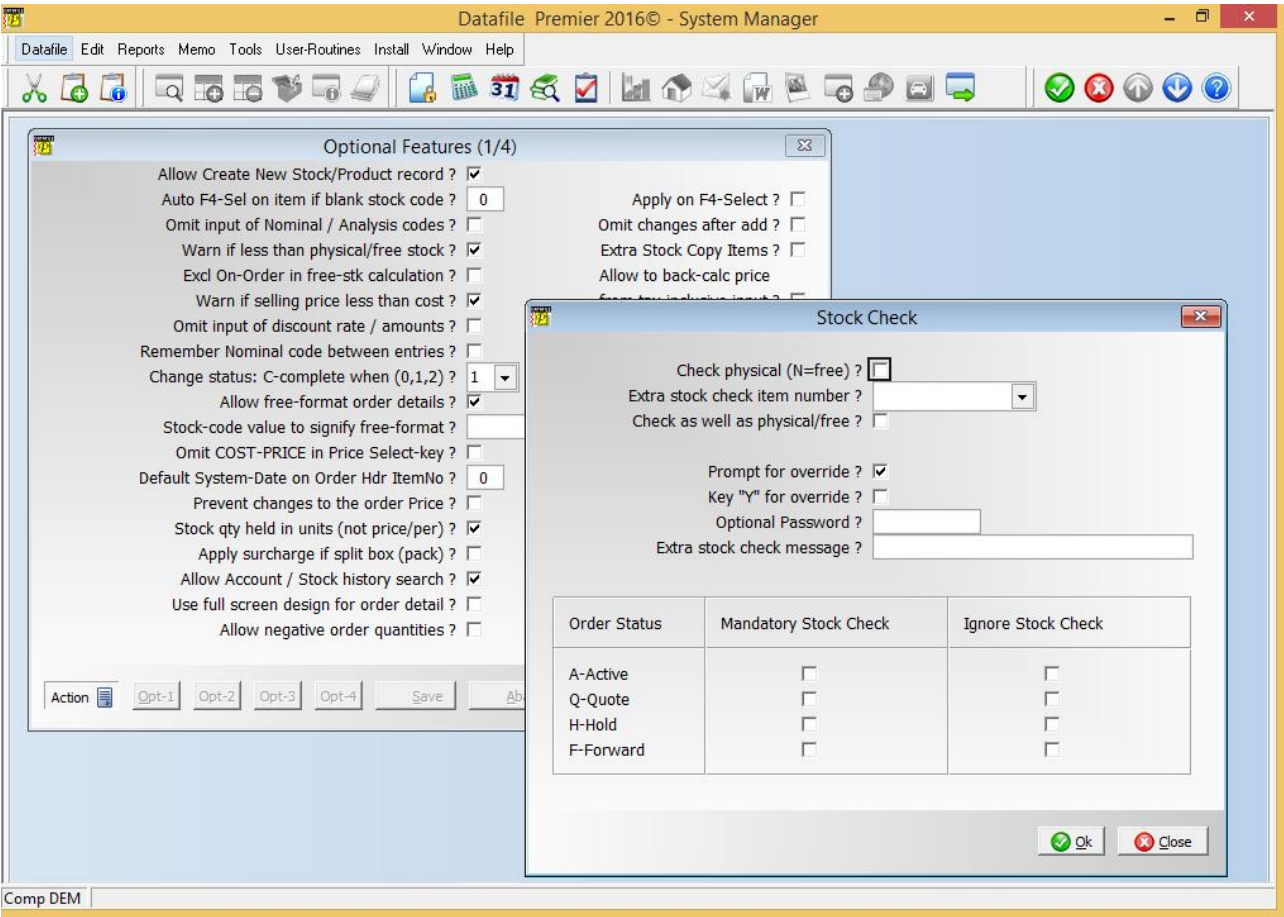
New options are available within the Application User Facilities for Sales Order Processing to control, per status, whether stock checks are mandatory or should be ignored.

Installation

Application User Facilities

New parameters have been added to the Optional Features for Sales Order Processing. From the main menu select **Installation** followed by **Application Manager** and then **Application User Facilities**. Select the Sales Order Processing application and then **Enter/Amend Orders, Advanced Input Facilities** and **Optional Features**.

The prompt 'Warn if less than physical/free stock' gives a pop-up with additional options and the new status control options are available here.



Against each order status you can select whether the stock check is mandatory – leaving blank applies a warning only or you can set to ignore the check completely. You can't set both flags for any one status.

Select Key List Items on Assembly Selection

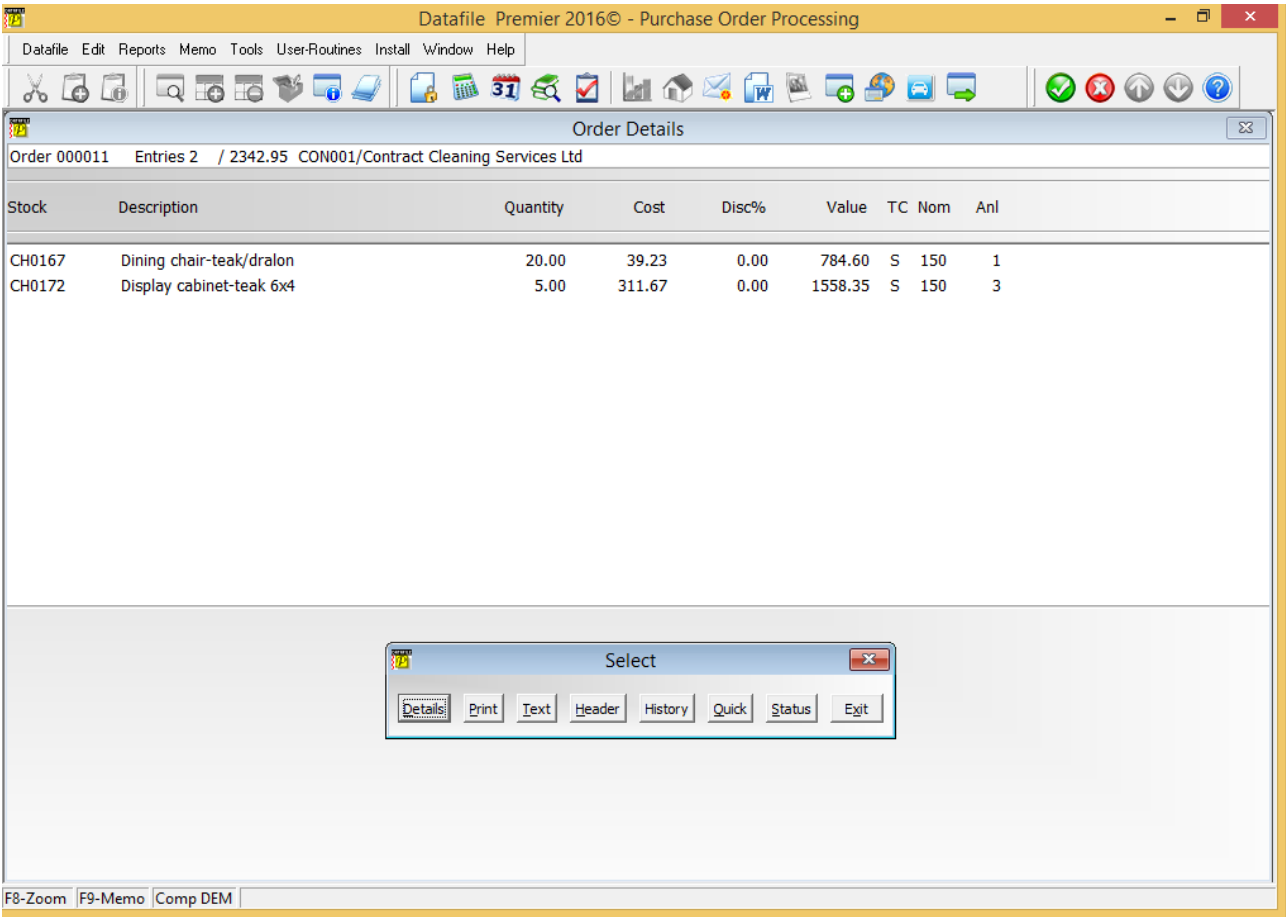
Diamond and Premier Only

Sales Order Processing allows the 'Quick Form' tools to be based on the Stock Assembly and Component files. When using the <F4-Select> key to select the assembly the system had a pre-set list of items to be displayed. Now the system will share the same list as that defined for F4-Select on the Assembly File within Stock Control.

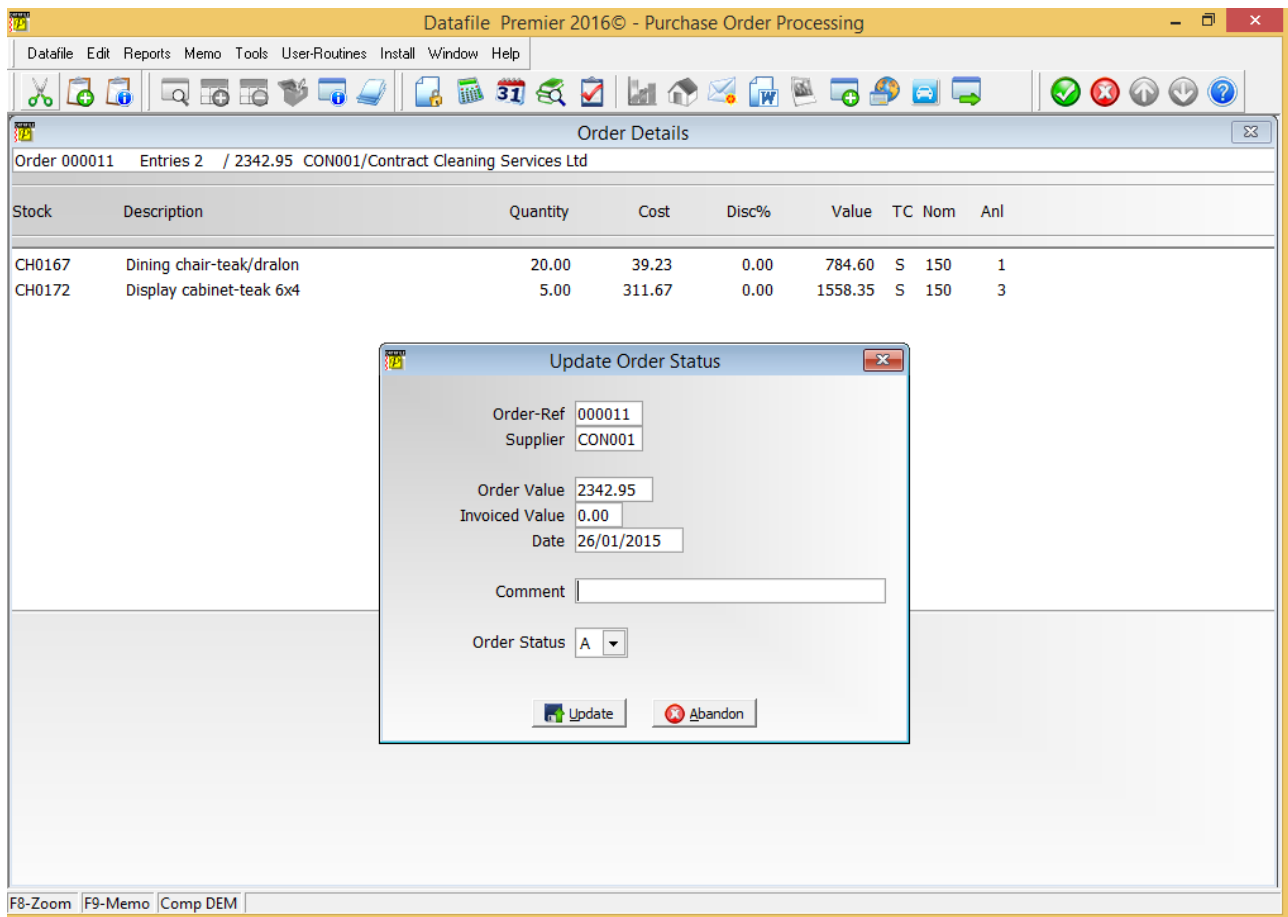
No set-up changes are required for this feature.

Diamond and Premier Only

Sales Order Processing allowed for the ability for operators to change the order status whilst amending the sales order lines. This feature has now been added into Purchase Order Processing.



Selecting the STATUS option allows the facility to amend the order status as required.

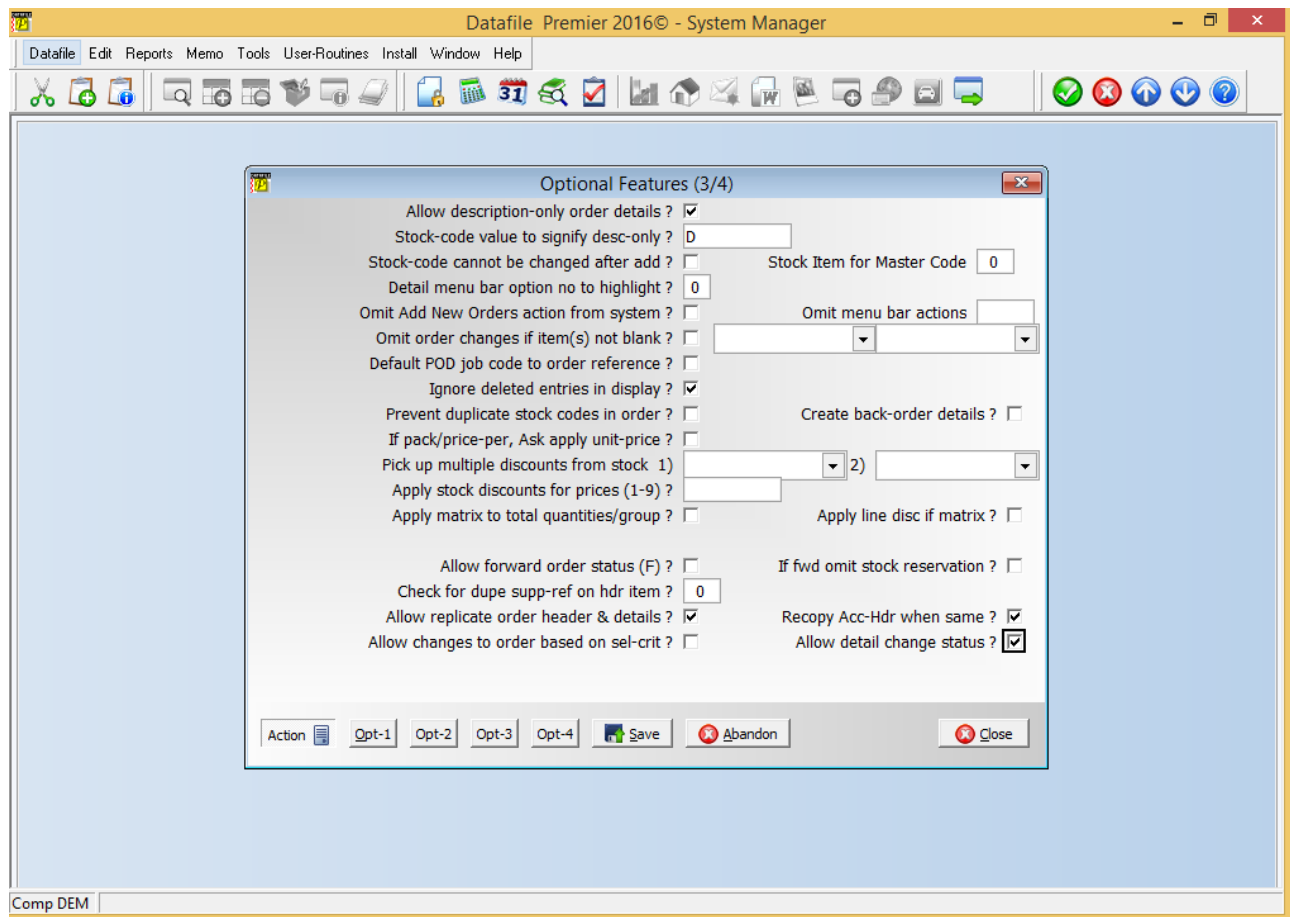


Installation

Application User Facilities

A new parameter has been added to the Purchase Order Processing Application User Facilities to enable the use of the change status action. To update Installer users can right-click on the menu option for Order Entry and select the 'Configure Option' facility before selecting the options for **Advanced Input Facilities** and **Optional Features**.

Alternatively, you can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the Purchase Order Processing before selecting **Enter/Amend Orders** and then **Advanced Input Facilities** and **Optional Features**.



Parameter Screen 3 asks the option **Allow Detail Change Status** – enable as required.

Save Purchase Order Cost during Document Processing (POP Only)

Purchase Order Documents allow for the pickup of an alternate item for use as the cost price on a POP document – this could be used, for example, as part of a landed cost calculation allocating freight charges to the cost for update to stock. As part of this process the order detail cost is updated to be the new value but is typically reset at the end of the process for subsequent reports or purchase invoice documents. This new feature allows you to save that cost to the order detail.

Installation

Document Design Manager

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

The system will list the available documents – enter the number of the document to update in the prompt at the bottom of the screen and the document mask will be displayed. Choose the **Parameters** option and then select the ACTION button to move to screen 2 – **General Document Parameters**.

General Document Parameters (Screen 2 of 23)

Date to be printed on line ?	19	0	Time ?	0
column ?	20	0		0
Due date to be printed on line ?	0	0	User ?	0
column ?	0	0		0
Document number to be printed on line ?	19	0		
column ?	36	0		
Account code to be printed on line ?	19	0		
column ?	4	0		
Use specific nominal code ?			Or OH item?	0
Update which number sequence ?	7 -DELIVERY			
Use Header Item to pick up document date ?	0			
Account Code to write missing document numbers ?				
Description to be written for missing invoices ?				
On Invoice, use delivery note number if present ?	<input type="checkbox"/>		Use last inv-no ?	<input type="checkbox"/>
Or use order number as document number ?	<input type="checkbox"/>			
Prices to 4 decimal places (otherwise 2) ?	<input type="checkbox"/>			
Override Cost Price with value from detail item ?	82		Reset Cost ?	<input checked="" type="checkbox"/>
Save Cost Price to alternate item on POD ?	83			
Omit warning for Credit Limit Exceeded ?	<input type="checkbox"/>			

Buttons: Action, Previous, Next, Ok, Close

Footer: F4-Select, Comp DEM, Enter data item number [types K,L or M]

Save Cost Price to Alternate Item on POD – reference the required data item to save the cost price used within the document processing to an item on the Purchase Order Detail database.

Note

This option can be used on any POP document and doesn't have to be used in conjunction with the 'override' cost function. It could, for example, be used on the original purchase order document sent to suppliers so can review purchase order cost versus goods received costs.

Contract Processing

Contract Invoicing - Two, Three and Four Yearly Invoicing

Premier Only

Where the Sales Order Processing application accessory for Contract Processing is in use then when entering a contract the system allows for Monthly, Bi-Monthly, Quarterly, Six Monthly or Yearly invoicing. This new feature adds the ability to invoice for 2, 3 or 4 yearly blocks.

Contract Entry

When entering the contract line and selecting frequency new options are available for selection of two yearly (Y2), three yearly (Y3) or four yearly (Y4) invoicing periods.

The screenshot displays the 'Order Details' window in the Datafile Premier 2016 application. The window title is 'Datafile Premier 2016© - Sales Order Processing'. The main header shows 'WAL001/004 Walton Street Motor Company pa£ 958.80 01/03/2015 29/02/2016'. The 'Product' field is 'FHD-Y2' with a description 'Feminine Hygiene Disposal (2 Years)'. The 'Contract Dates' are '01/03/15' to '29/02/16'. The 'Invoice Schedule' section shows 'Quantity' 1.00, 'Price' 240.00, 'Value' 240.00, 'Frequency' Y2, 'Annual Value' 120.00, and 'Last Inv' 01/02/11. The 'Service Schedule' section shows 'Visits P.A.' 12, 'Service: Monthly', 'Variable' checkbox, 'Start Period' Manual, and 'Routes' 2, 3, 4, 5. The 'Visit Notes' field is empty.

Invoice Schedule			
Quantity	1.00	Frequency	Y2 0.50
Price	240.00	Annual Value	120.00
Value	240.00	VAT Code	S
		Last Inv	01/02/11

Service Schedule			
Visits P.A.	12	Service: Monthly	Variable <input type="checkbox"/>
Start Period	Manual		
Routes	2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>		
Visit			
Notes			

Invoice Frequency

The Invoice Frequency is typically a lookup database, the values entered for Y2, Y3 and Y4 would need to be added within the frequencies database before they can be selected.

In some configurations the frequency cannot be amended during order entry but is instead pre-selected from the product. For these configurations you would need to add products for these invoice frequencies.

Set Period for Invoicing

This, optional, process flags the contract to be invoiced as part of the current run. When processing the 2-4 Yearly invoices the system reviews the last invoice date to determine whether the contract is to be flagged for processing.

If the invoice date is 15/06/2015 then would only pick up two-yearly invoices due this month with a last invoice date earlier than 01/07/2013, three-yearly invoices due this month would only be picked up with a last invoice date of 01/07/2012 and so on.

Notes

Not all Contract Invoicing procedures require this procedure to be run. Some users prefer to run the invoice process altering the criteria each month for the invoicing period.

Invoicing

If not using the 'Set Period for Invoicing' control but instead are processing contracts based on the invoiced period then when processing contract lines with two, three or four yearly invoice frequencies the system will apply the criteria check for the last invoice date automatically.

Sales Invoice (Automatic - Select by Inv Month)

Details

Data-Item	Selection Type	Value	Compulsory
STATUS	equal	A	<input type="checkbox"/> Y
INV-MONTHS	contains	02	<input type="checkbox"/> Y

Buttons:

Match against what value, or leave blank for null/zero
Enter \$n for match against another data item of a similar type

F4-Select F7-Option Comp WSH

Again, if the invoice date is 15/06/2015 then would only pick up two-yearly invoices due this month with a last invoice date earlier than 01/07/2013, three-yearly invoices due this month would only be picked up with a last invoice date of 01/07/2012 and so on.

When printing the contract date range against each product line on the invoice the system will update the dates to a two, three or four yearly period as appropriate.

Installation

Database Changes

Changes are required to the Contract Details database to increase the size of the Invoice Frequency lookup item to 2 characters. To amend this item, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales Order Processing application. Elect to update the **Live Files** and then select the **Sales Order Detail** file.

The existing data items are then displayed on screen, scroll-down to the **FREQ** data item and press <Enter> to amend to a size of two characters.

Once the required items have been recorded press the <ESC> key and select the **UPDATE** button to save the database changes. When prompted respond 'Y' to the prompts to **'Extract Existing Data to New**

Database Structure' and, if appropriate, **'Copy Table Entries from Old Database to New Database'**. Final prompts ask to **'Remove (.OLD) Database'** and to **'Carry Out the Same Restructure on the BASE File as well'** – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

Notes

Once changes have been made to the Contract Details database you will need to make similar changes to the Frequencies database (typically WSH-FRQ.DFD) and possibly the Product file (WSH-PRD.DFD)

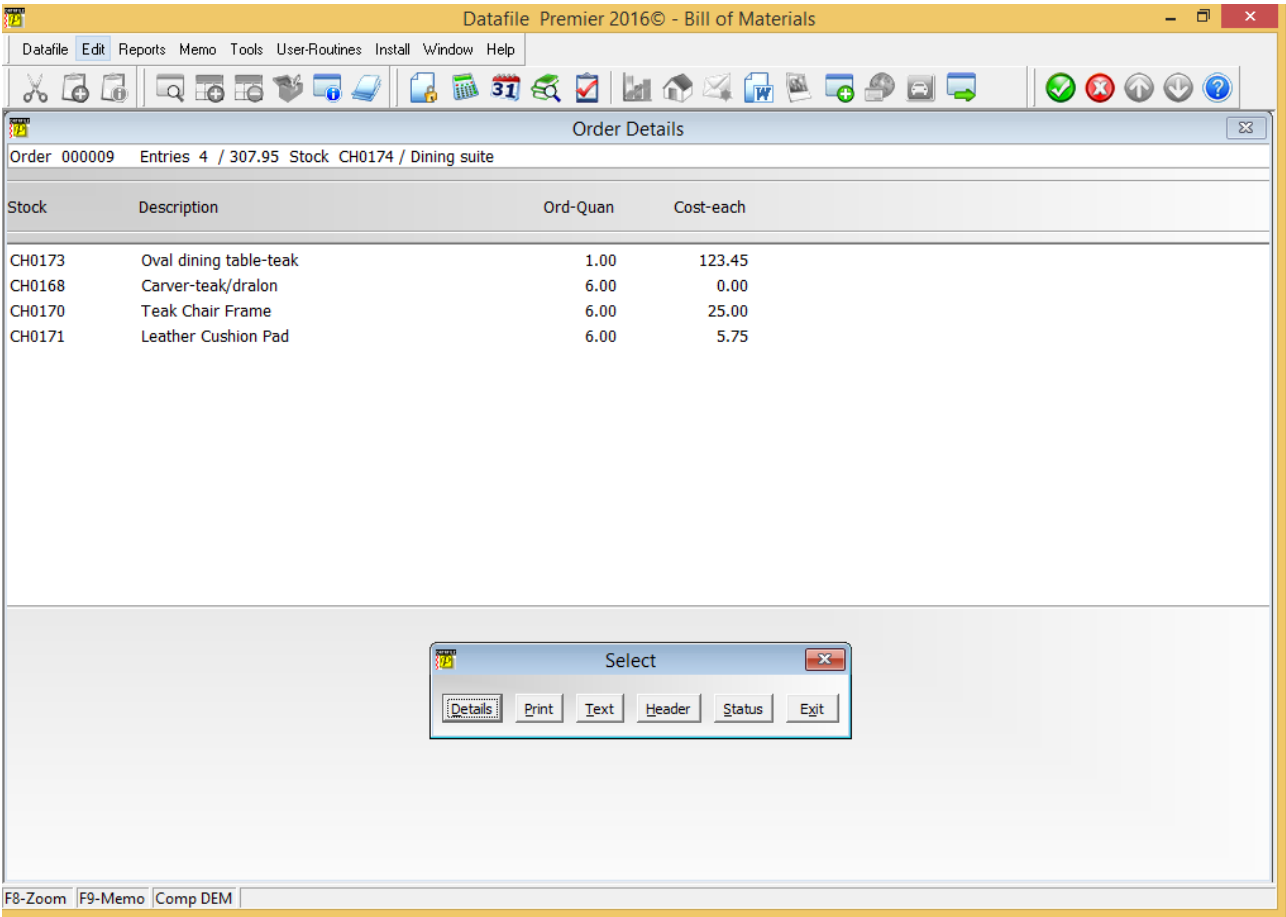
When changing the WSH-FRQ database you are amending the prime-index. As such the lookup formats within screen designs (Contract Order Line Entry / Product Maintenance) will need to be amended to UU formats. In addition any ProFiler maintenance screens for the Frequency database will also need to be amended.

Bill of Materials

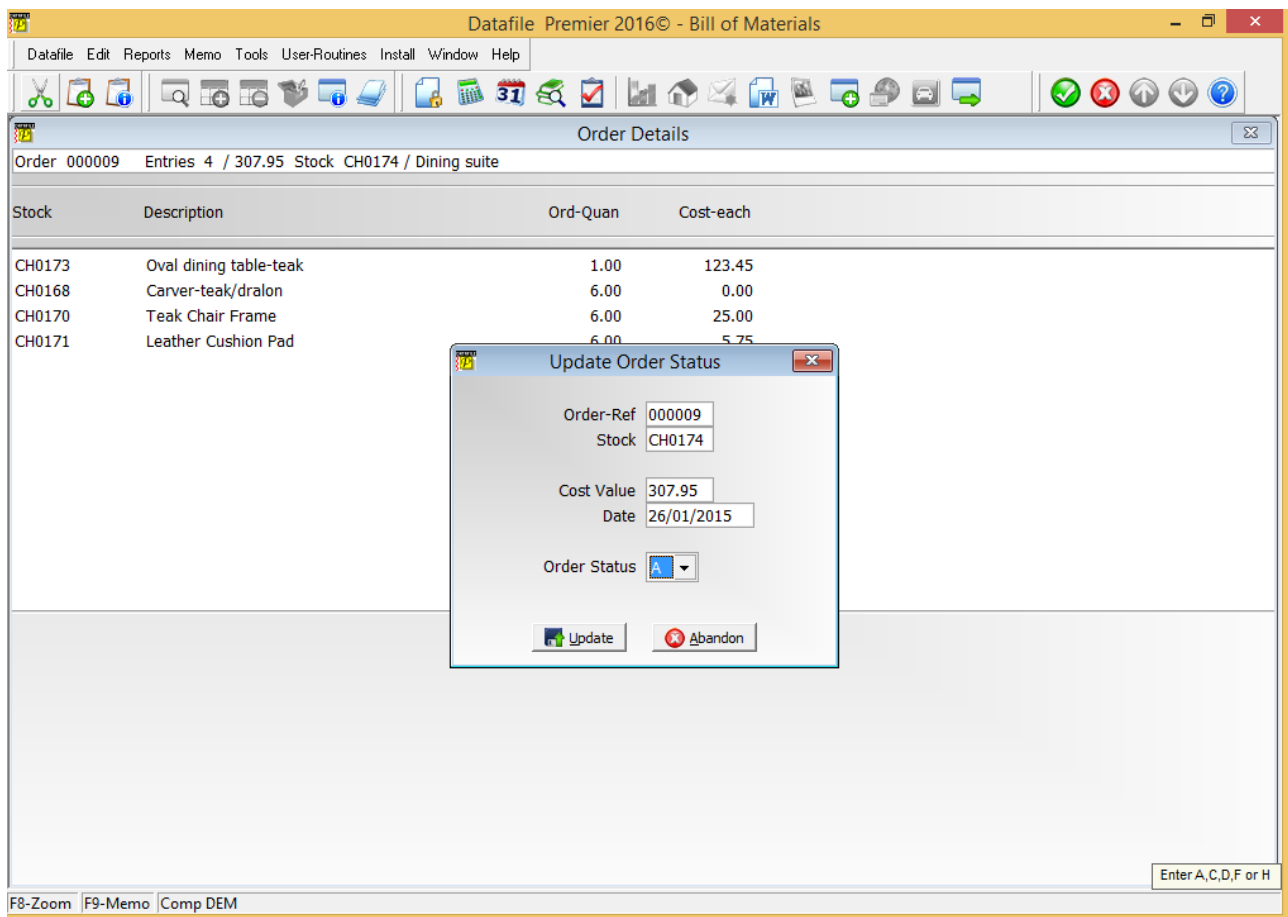
Order Detail Entry - Change Order Status

<i>Diamond and Premier Only</i>

Sales Order Processing allows for the ability for operators to change the order status whilst amending the sales order lines. This feature has now been added into Bill of Materials.



Selecting the STATUS option allows the facility to amend the order status as required.

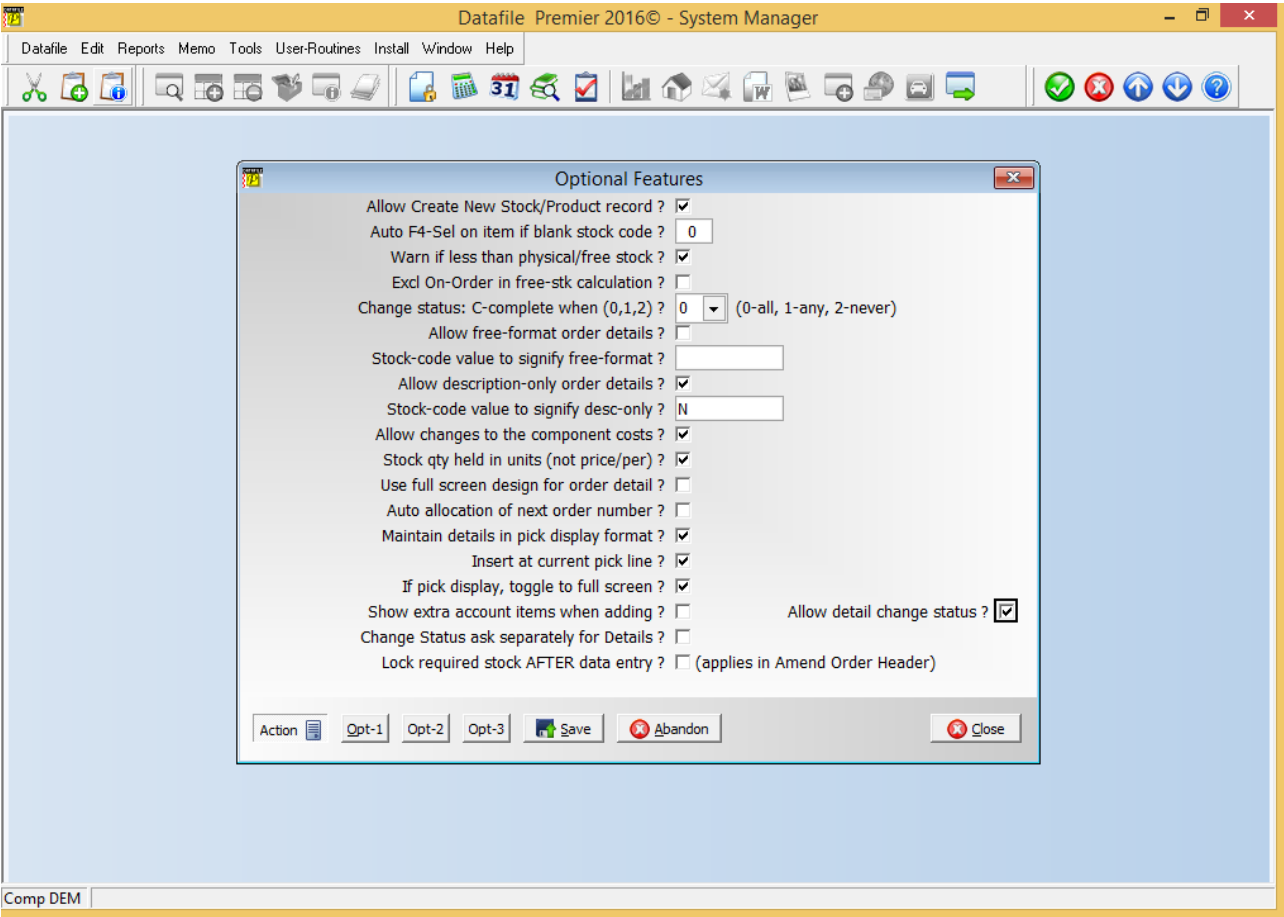


Installation

Application User Facilities

A new parameter has been added to the Bill of Materials Application User Facilities to enable the use of the change status action. To update Installer users can right-click on the menu option for Order Entry and select the 'Configure Option' facility before selecting the options for **Optional Features**.

Alternatively, you can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the Bill of Materials application before selecting **Enter/Amend Orders** and then **Optional Features**.

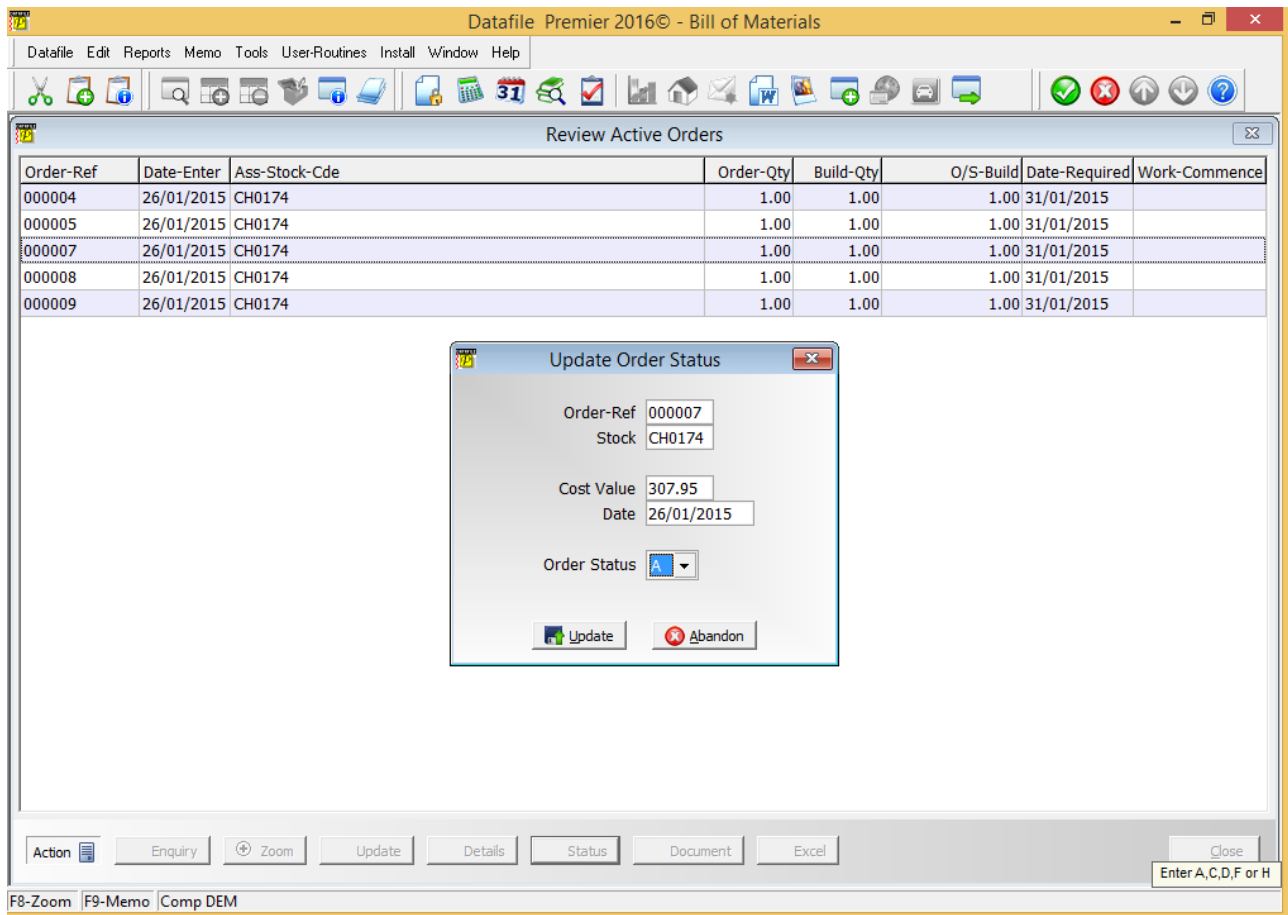


Parameter Screen 1 asks the option **Allow Detail Change Status** – enable as required.

Application Pick Lists – Change Order Status

Diamond and Premier Only

This feature allows for the option to change an order status as a pick list action. This option would allow, for example, a review of works orders to trigger updates to move the order from hold to active status.



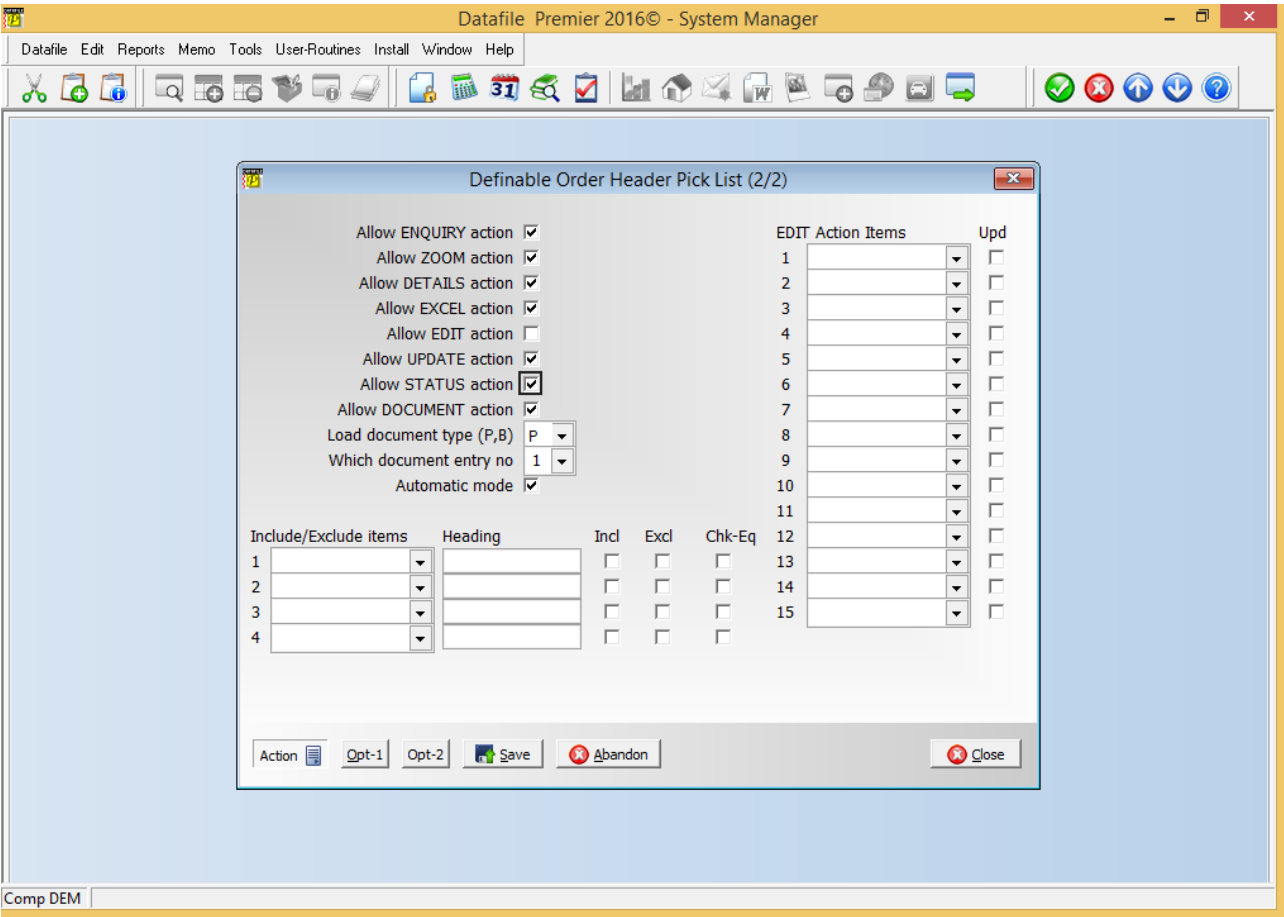
Selecting the STATUS button against a highlighted record will prompt for the new status. Note that changing the status may mean that the pick list selection criteria no longer applies for that entry – if the criteria no longer applies no further action can be taken against that order within the current pick list.

The Status option is also available for pick lists on the order details. Status changes are applied globally for all entries on the order based on standard system rules.

Installation

Application User Facilities

To update Installer users can right-click on the menu option for application pick list and select the 'Configure Option' facility before selecting the options for **Definable Order Header (Detail) Pick Lists** and the require pick list definition. Alternatively, you can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Bill of Materials** application before selecting the main application screen maintenance options followed by the required header/detail pick list option.



Screen 2 of the parameters adds the option to enable a **STATUS** action – set as required.

Batch Tracking

Mandatory Extra Input Items

Diamond and Premier Only

Each of the Stock Transaction processes allows, for batch/serial flagged items, up to five extra items to be recorded per individual batch/serial (subject to screen limitations). These extra items can be set to be view-only (so that the operator can see the value but not amend), or to be remembered (so on continual input the value entered against the first batch/serial is defaulted on the next). Release 6.8 developed this further so that items can be configured for input based on flags on the stock item – for example some items might have an expiry date, others not.

A further new feature has been added so that the extra input items can require a mandatory input – meaning the operator must enter a value for this extra input item to proceed.

Datafile Premier 2016© - Stock Control - Sales Issues

Datefile Edit Reports Memo Tools User-Routines Install Window Help

Serial Number Quantity Location EXPIRY PKD

0000000001 1.00 1/01 CB

0000000002 1.00 1/01 CB

0000000003 1.00 1/01 CB

0000000004 1.00 1/01 CB

0000000005 1.00 1/01 CB

Running Total 4.00

YE0167

Date 31/01/15

Reference 000003

Account BAL001 Baldwin Industries plc

Which Price 1

Stock-Code	Quantity	Price	T
YE0167	5.00	87.99	

Description: Dining Chair - teak/dralon

Unit: EACH

Pack Qty: 0

Physical: 13.00

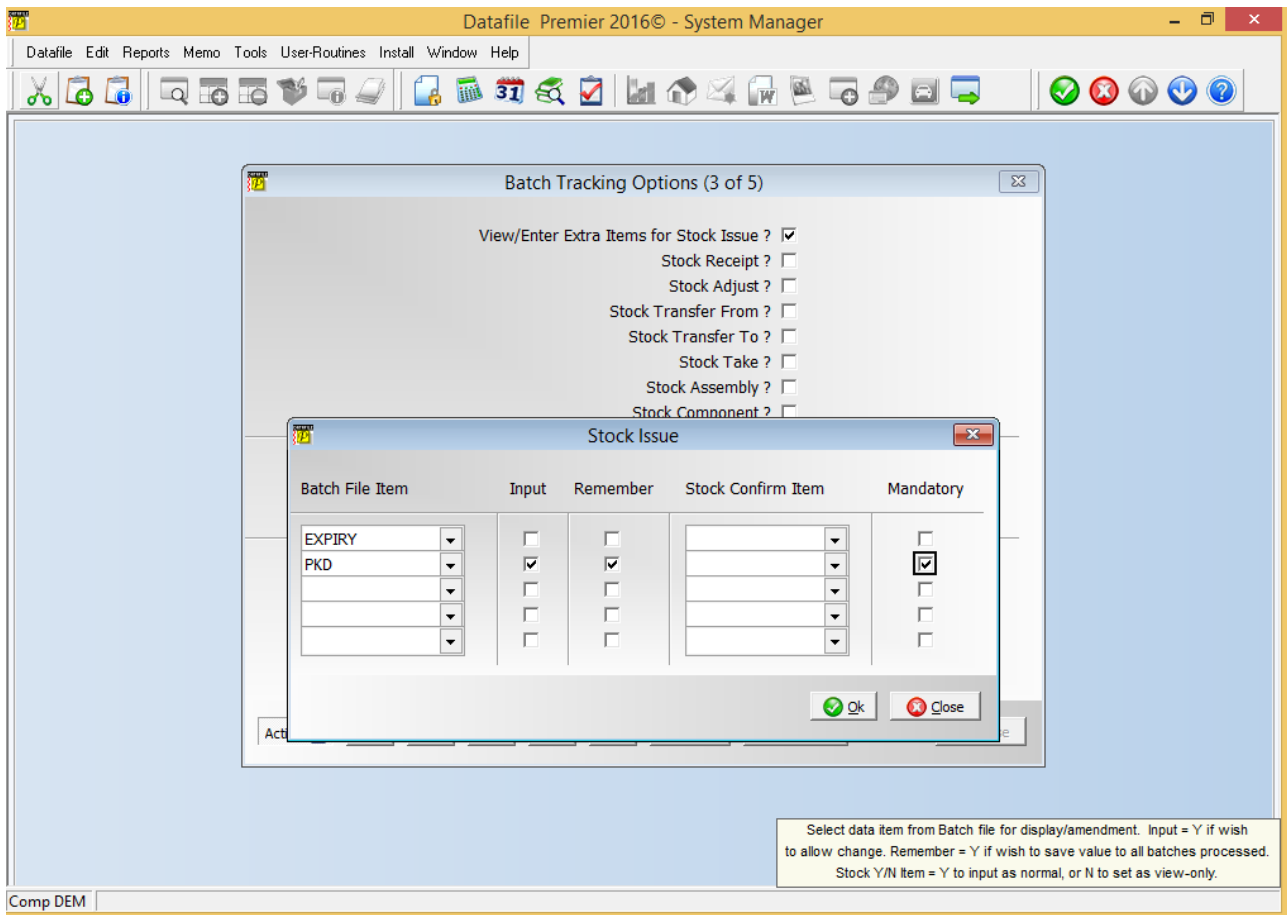
F8-Zoom F9-Memo Comp DEM

Installation

System Profiles

The Batch Tracking additional input items are defined on screens 3 and 4 of the Batch Tracking System Profiles. To update the profiles, select **Installation** from the main menu followed by **Application Manager** and then **System Profiles**. Select the **Batch Tracking** application and then move to Screen 3 of the parameters.

Each stock movement transaction option can have its own definition of extra items – you may require some items to be input on ‘goods in’ and different items on ‘goods out’. Setting the extra item flag against the appropriate transaction will allow definition of the extra input items.



Batch File Item – reference the data item on the BAT file to be viewed/updated.

Input – set if input is required, leave blank to display only.

Remember – set if, in continual input, the value entered for the previous batch/serial is offered by default on the next batch/serial.

Stock Confirm Item – reference item on the STA file that controls whether this batch item is to be input (if left blank then item is input automatically – subject to earlier flag).

Mandatory – if input allowed set if operator must enter value against this item.

Chapter 3

System Features

Ledger Enquiry / Desktop Tools

Application Enquiry Screen Tabs

Premier 2016 Only

The Ledger Enquiry allows for up to four enquiry screens to be configured per application with navigation between screens via use of the <Page-Up> and <Page-Down> keys. This new feature allows for screen **tabs** to be set for ease of navigation.

The screenshot displays the 'Ledger Enquiries' application window. The main area shows the 'Sales Ledger' details for account 'BAL001' belonging to 'Baldwin Industries plc'. The interface includes a menu bar (Home, Tools, Edit, Enquiry), a toolbar with various utility icons, and a sidebar with a list of application tabs. The main content area is divided into sections for account details, contact information, and a transaction table.

Account Details:

- Account: BAL001
- Name: Baldwin Industries plc
- Address: Unit 5, Light Ind. Estate, Stopgate Lane, Aintree, Liverpool, Merseyside, L9 6PY
- Tel: 0151 229 8190
- Fax: 0151 229 8191
- Email: Sales@Baldwin.co.uk
- Website:
- Contact: Miss M Greenwood

Financial Details:

- Stock Price No: 1
- VAT Code: S
- EC Country: GB
- VAT Reg No:
- Credit Terms: D30
- Credit Limit: 10000.00
- A/C on Stop:
- Line Disc%: 0.00
- Sett Disc%: D0
- Sett Terms: 0.00
- Turnover Per: 4889.69
- Turnover YTD: 4889.69
- Balance: 5566.52
- Last Invoice: 31/01/2015
- Last Payment: 26/01/2015

Transaction Table:

Type	Date	Ref	Total
1	31/01/2015	000019	891.54
1	26/01/2015	000015	872.96
2	26/01/2015	000011	82.93
1	26/01/2015	000011	82.93
1	26/01/2015	000009	872.96
1	26/01/2015	000008	272.59

Contact Information:

- Contact: Mrs M Greenwood

Footer:

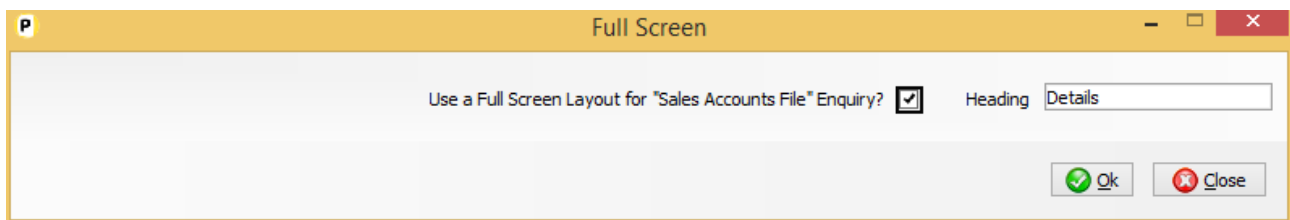
F4-Select F9-Memo Comp DEM PgUp PgDn for Details

Installation

Ledger Enquiry Manager

On initial program update the tab titles will display as 'Screen 1', 'Screen 2' etc. To set appropriate titles you need to update the display settings in the Ledger Enquiry Manager.

To update select, from the main menu, the options **Installation** followed by **Ledger Enquiry Manager** and then **Enquires Configuration**. Select the required application before selecting the options for full screen design. As part of the initial prompts to use full screen layouts you can set the tab heading.



Repeat for each screen and application as required.

General Application & System Options

Email Documents – Set CC and BCC Email Addresses

Document processing allows the system to pick up an email address from the current record – the account record for a sales statement or the order record for a sales order acknowledgement for example, or to pre-set an email address for internal use on sales order picking notes. This release extends this functionality to allow for CC and BCC email addresses to be selected.

Installation

Document Design Manager

Additional options have been added to the email parameter settings within the document design. To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager** (*Professional* users will have the Document Design Manager option on the main Installation menu). Select the required application and, if applicable, document type before selecting the document number to be amended and the document mask will be displayed. V6 users can select Format from the toolbar and then Email Parameters, V2016 users can select Email Parameters from the ribbon.

The screenshot shows the 'E-Mail Settings (1/2)' dialog box within the 'Datafile Premier 2016© - System Manager' application. The dialog is titled 'Datafile Demonstration Limited' and 'E-Mail Settings (1/2)'. It contains the following fields and options:

- Data Item containing e-mail address:** E-MAIL (dropdown)
- Send automatically:** ☐
- HTML e-mail:** ☐
- File Name to save as:** Statement-IH001
- Address:** (empty text field)
- Cc:** (empty text field)
- Bcc:** (empty text field)
- Subject:** Sales Statement for !H002
- Header:** Hello !H106
- Body Text:**

Your account statement for !H161 is attached. Please ensure that any account balance is paid as soon as possible.

Kind Regards,

!H162

%%Account Manager
- Wordwrap:** ☒
- Buttons:** Action, Ok, Cancel, Header, Detail, HTML, Next, Close
- Status Bar:** Comp DEM

A tooltip at the bottom right states: 'Optional default e-mail address. Use !Xnnn to embed data item values (where X is H for SLA or D for SLT and nnn is item number)'.

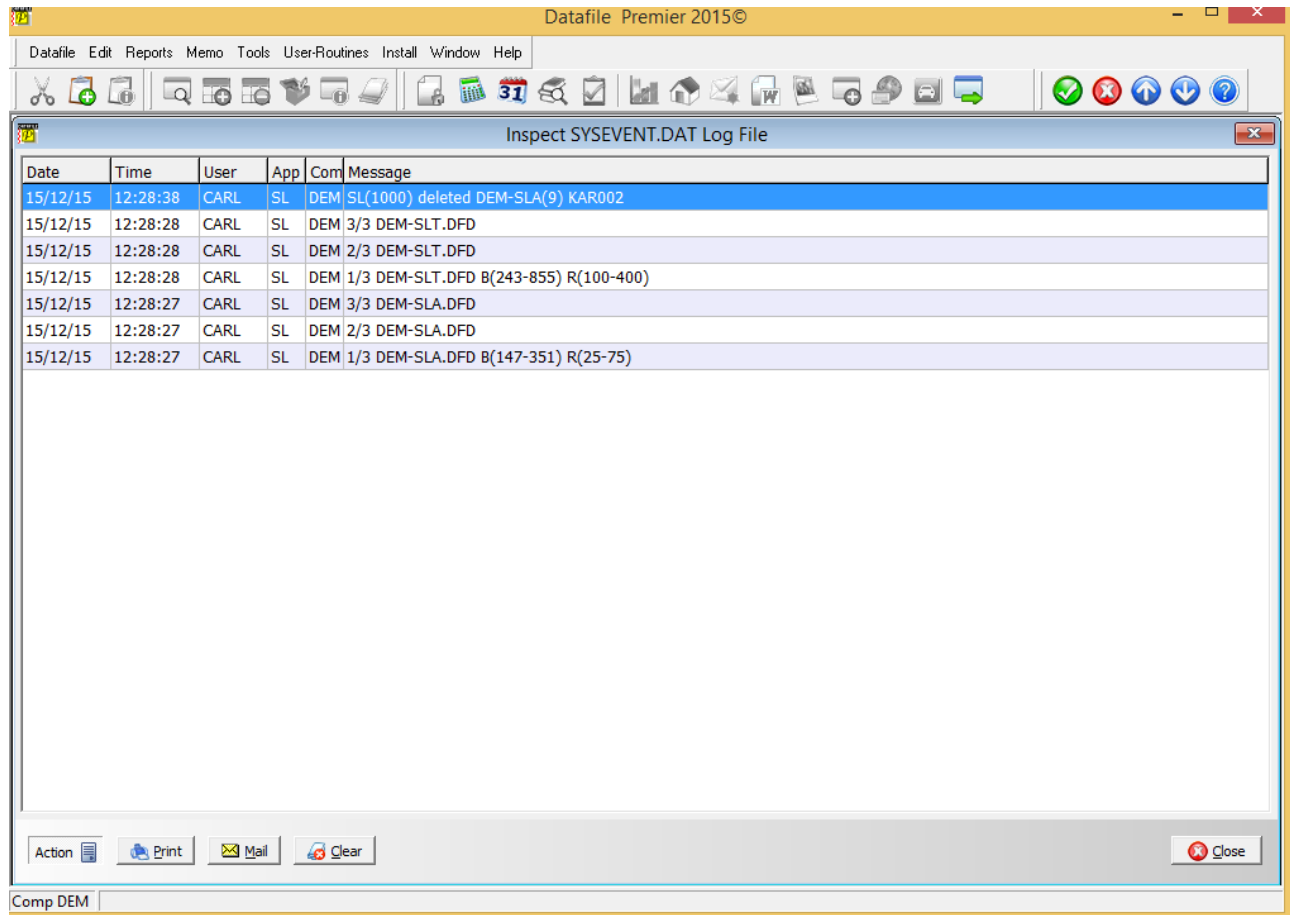
CC / BCC – enter the email address to be used as required. Users can enter either a pre-set email address for internal use – sending a copy on an invoice to credit control for example. Alternatively you can reference !Xnnn to pick up an email address from the main application or linked application record being processed, replacing X with either H/A (see below) and nnn with the data item number appropriate.

Document Design Variations

Sales / Purchase Statements – use !Hnnn to pick an email address from the main sales/purchase account record. Invoicer / Invoice Costing and Invoice Generator – use !nnn to pick up an email address from the main sales/purchase account record. Payroll – use !nnn to pick up an email address from the main employee record. Sales Order / Purchase Order Processing Documents – use !Hnnn to pick up an email address from the order header, use !Annn to pick up an email address from the linked account record. Bill of Materials / Works Order Processing – use !nnn to pick up an email address from the order header record. ProFiler User Defined Reports – use !nnn to pick up an email address from the main database record.

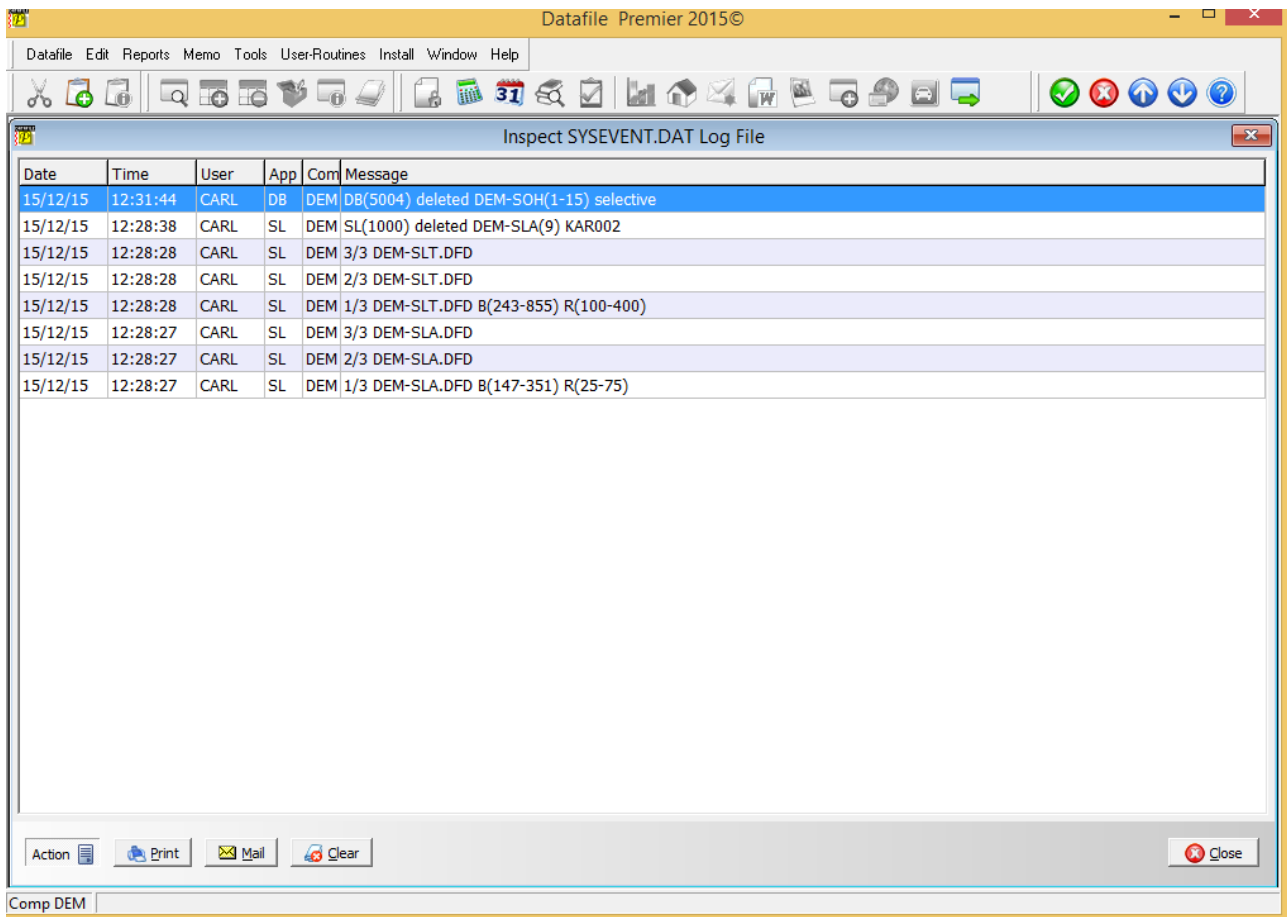
Event Logging – Record Deletion

The system maintains an event log file – SYSEVENT.DAT – that includes details such as file expansions, period ends, etc. This release now adds logging for the deletion of records from the database.



Where an individual record is removed the system will log the key index, file and record number plus log the user signed on, the date and time the deletion occurred plus the program/parameter option actioned to delete the record.

Where a group of records is removed, perhaps as part of a ProFiler or Datafiler Global Update procedure, then the system will log the action of removal.



The system will not log removals that are part of system processes – period ends and configured transaction clear downs for example.

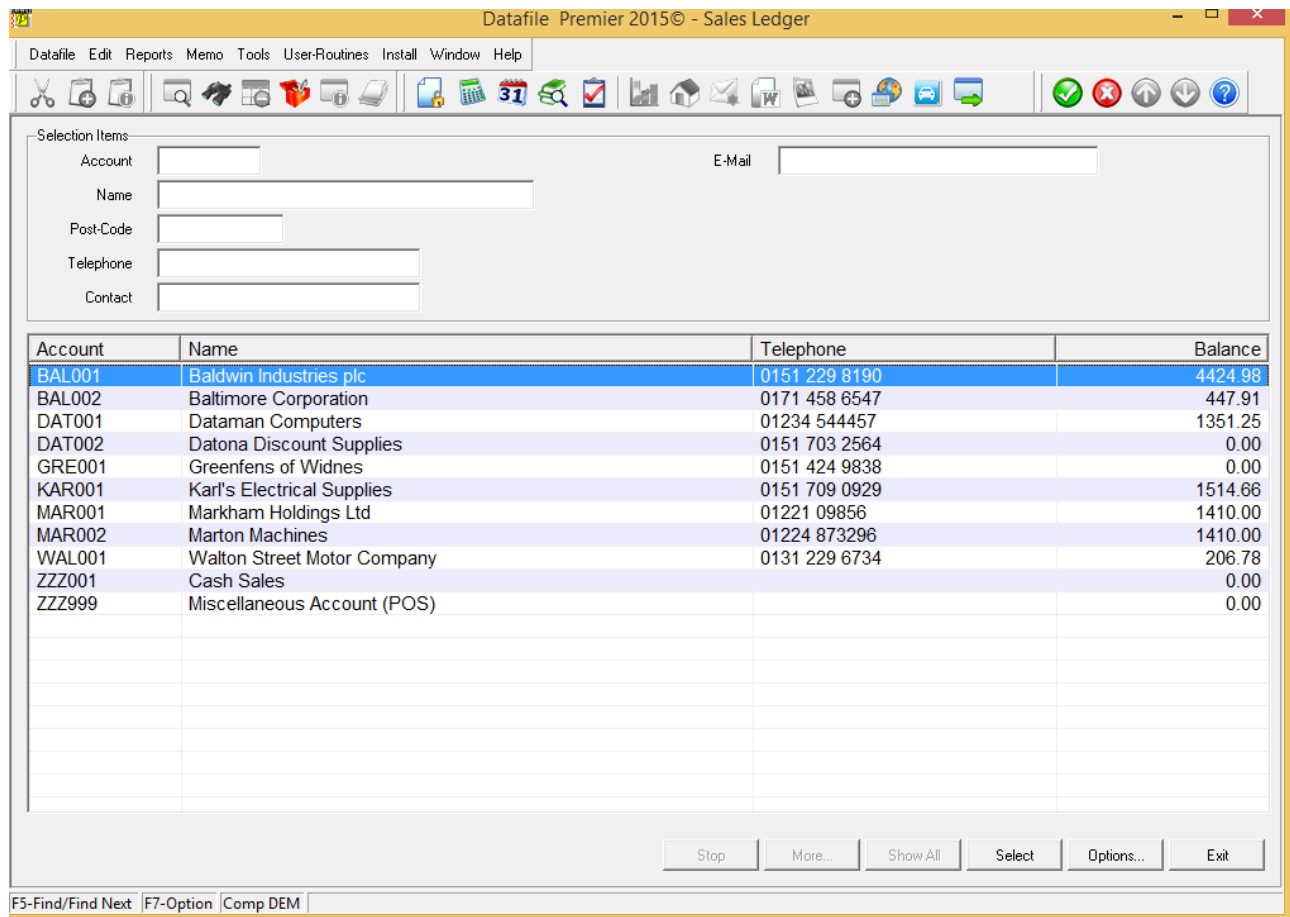
Installation

This feature is available immediately on program update.

Extra Secondary Indexes

Premier Only

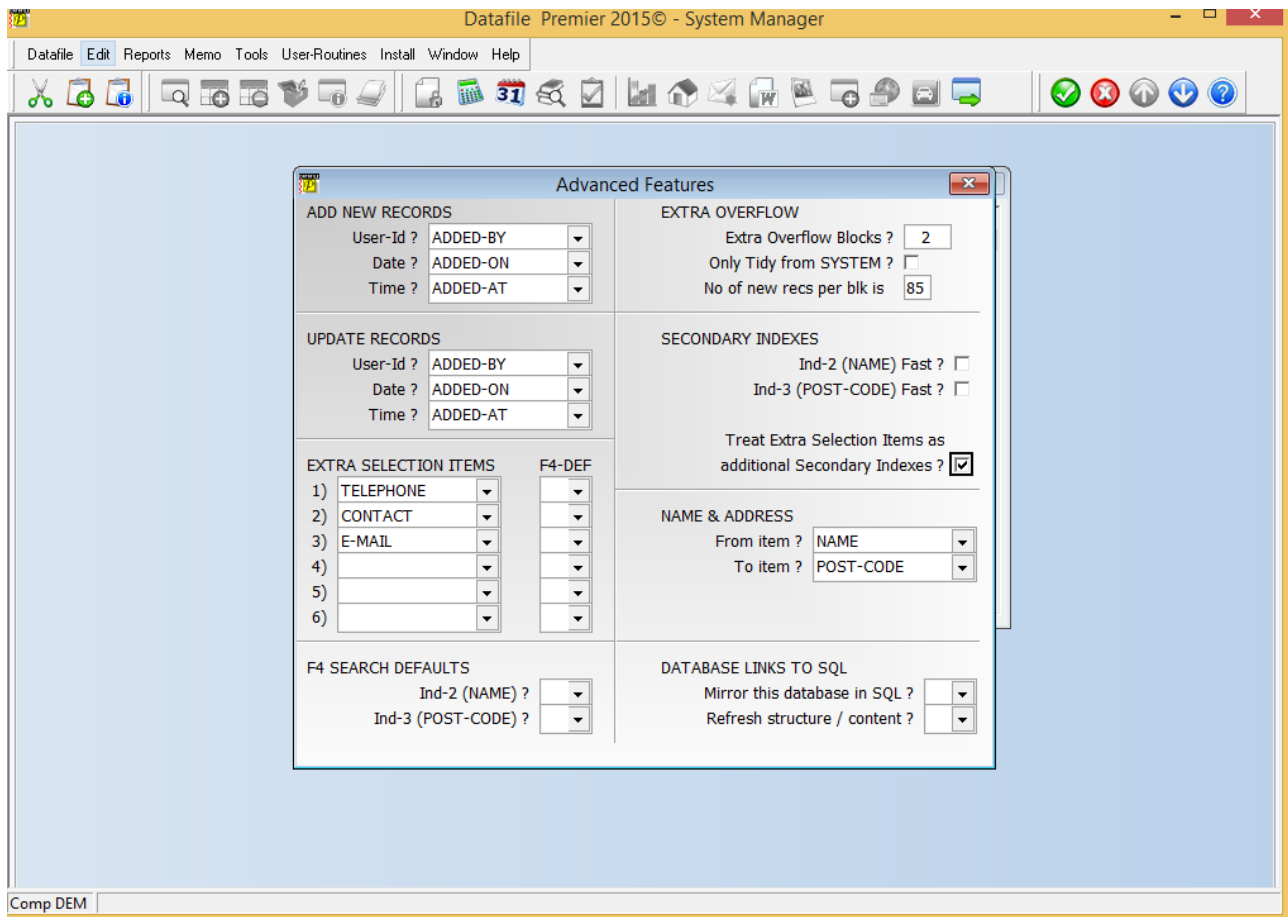
When using F4-Select the system allows you to search on a primary key or two secondary indexes. In addition *Premier* users can define up to search extra search items. Whilst the primary and secondary index searches are fast searches the system performs a record by record search for the extra search items meaning, on large data sets, these can be slow search options. This new feature allows you to convert the extra search items to secondary index items to speed up search processing.



Installation

Database Structure

To swap extra selection items to secondary indexes you need to enable a parameter within the database structure. You can restructure a database via the **Application Manager** options for application databases, **ProFiler Definition** tools for profiler application databases or **DataFiler Database** tools for any database. When the database has been opened for restructure press <F4-Select> to access the Database Advanced Features.



Treat Extra Selection Items as Additional Secondary Indexes – set this option to swap the extra selection items to secondary index items.

Note that not all item types, '?' item types for example, that are allowed as extra selection items can be used as secondary index items. If you convert an item with an invalid type you will be warned accordingly and not allowed to switch. Similarly special 'group item' search functions such as address or description searches are also restricted as standard extra selection items only. Once set <Enter> through the remaining parameters and then you will be returned to the data item list. To update the database press <Esc> and choose to update the database changes.

Important Note

Before enabling this facility you **must** ensure that all Datafile users are using the Datafile 6.9/2016 programs – version F52 or higher.

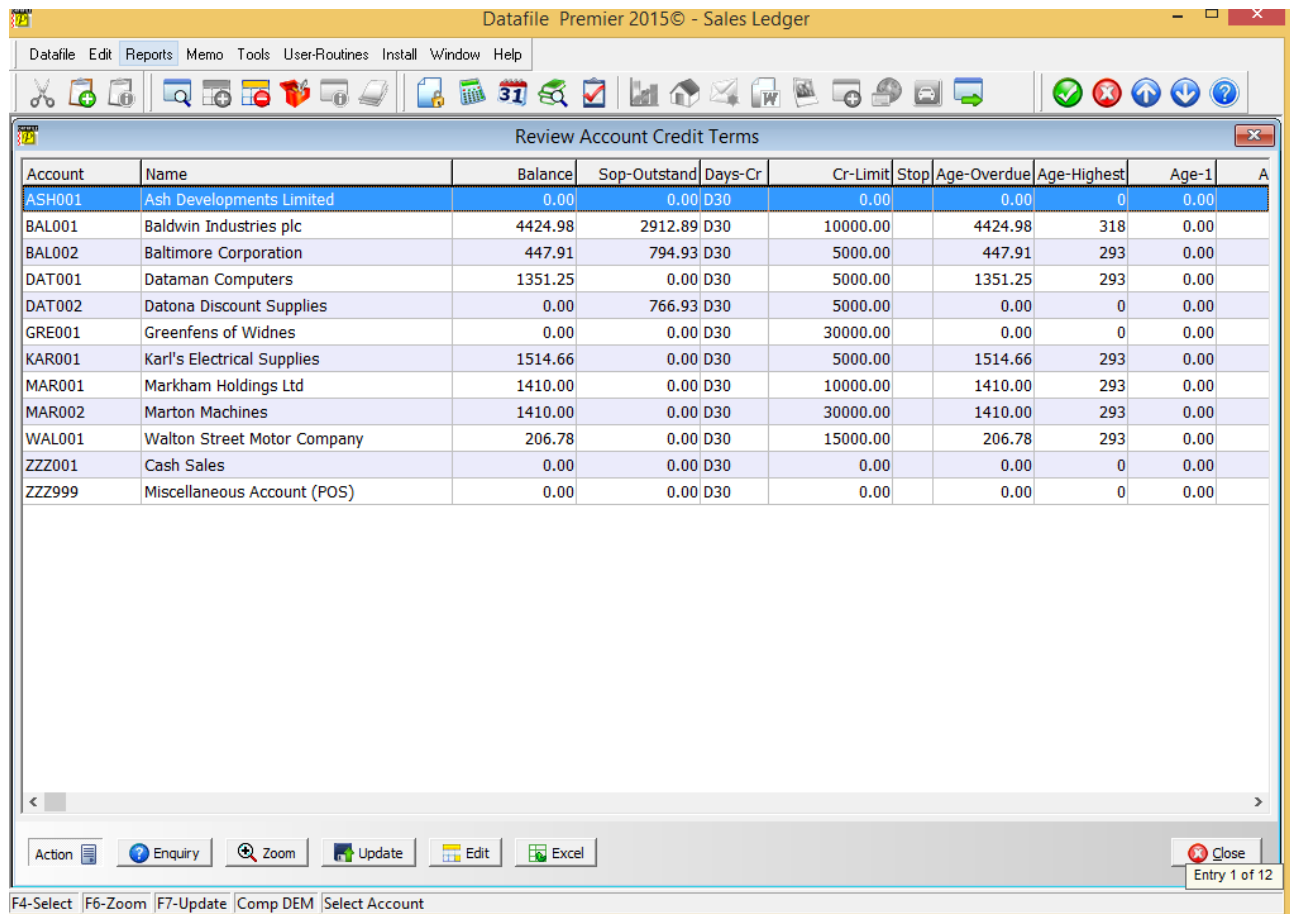
In addition users using the SQL mirror / import tools must ensure these programs have also been updated.

Failure to ensure this can cause data problems when accessed using older programs.

Pick Lists - Increased No of Display Items

Diamond and Premier Only

Over the last few releases the Application Pick Lists have become one of the most popular features within the Datafile system. This new option increases the number of display items from 10 to 20 within the pick list.



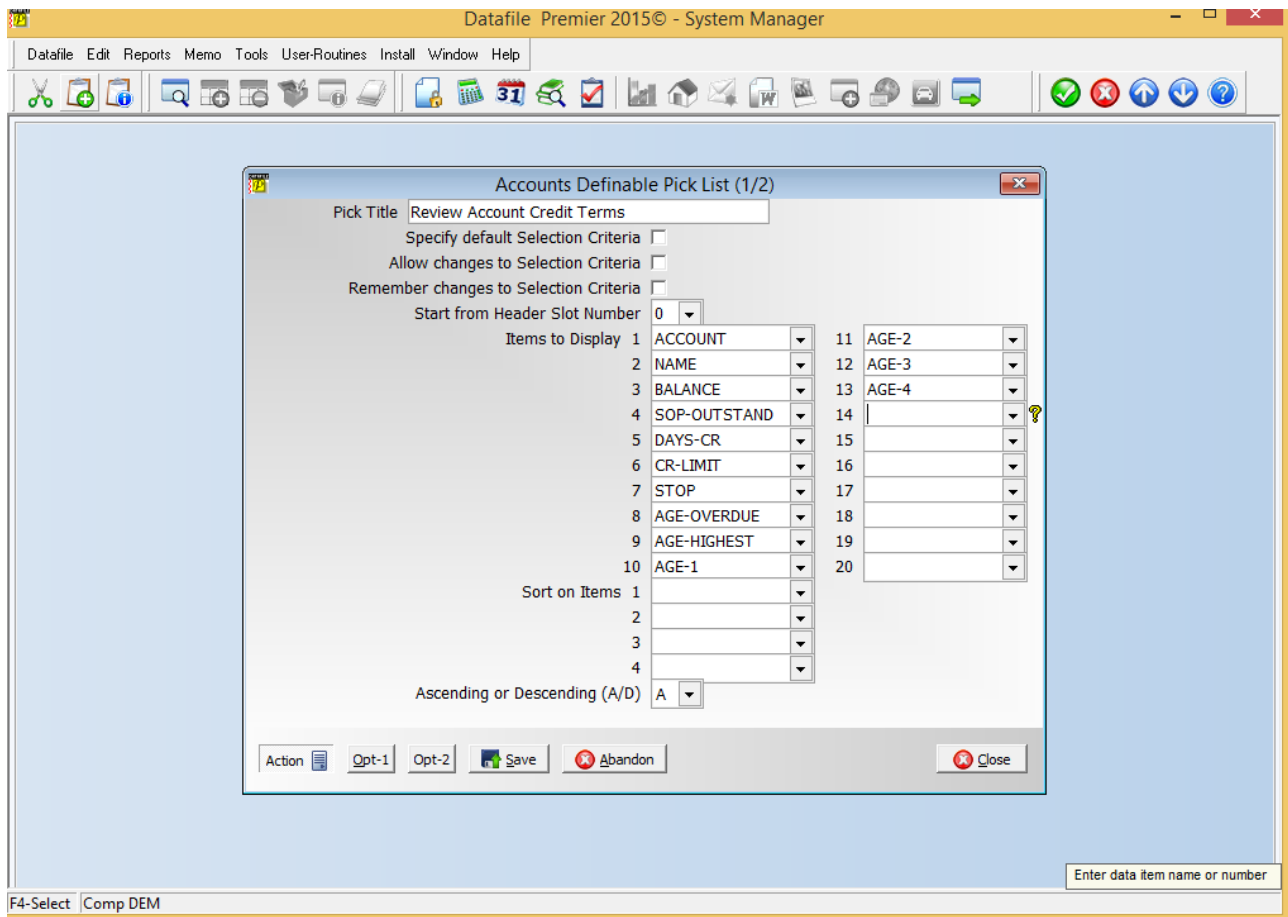
The screenshot shows the 'Datafile Premier 2015© - Sales Ledger' application window. The 'Review Account Credit Terms' dialog is open, displaying a table with 11 columns: Account, Name, Balance, Sop-Outstand, Days-Cr, Cr-Limit, Stop, Age-Overdue, Age-Highest, Age-1, and A. The table lists 12 accounts, including Ash Developments Limited, Baldwin Industries plc, Baltimore Corporation, Dataman Computers, Datona Discount Supplies, Greenfens of Widnes, Karl's Electrical Supplies, Markham Holdings Ltd, Marton Machines, Walton Street Motor Company, Cash Sales, and a Miscellaneous Account (POS). The bottom of the window shows a toolbar with buttons for Action, Enquiry, Zoom, Update, Edit, and Excel, along with a status bar indicating 'Entry 1 of 12'.

Account	Name	Balance	Sop-Outstand	Days-Cr	Cr-Limit	Stop	Age-Overdue	Age-Highest	Age-1	A
ASH001	Ash Developments Limited	0.00	0.00	D30	0.00		0.00	0	0.00	
BAL001	Baldwin Industries plc	4424.98	2912.89	D30	10000.00		4424.98	318	0.00	
BAL002	Baltimore Corporation	447.91	794.93	D30	5000.00		447.91	293	0.00	
DAT001	Dataman Computers	1351.25	0.00	D30	5000.00		1351.25	293	0.00	
DAT002	Datona Discount Supplies	0.00	766.93	D30	5000.00		0.00	0	0.00	
GRE001	Greenfens of Widnes	0.00	0.00	D30	30000.00		0.00	0	0.00	
KAR001	Karl's Electrical Supplies	1514.66	0.00	D30	5000.00		1514.66	293	0.00	
MAR001	Markham Holdings Ltd	1410.00	0.00	D30	10000.00		1410.00	293	0.00	
MAR002	Marton Machines	1410.00	0.00	D30	30000.00		1410.00	293	0.00	
WAL001	Walton Street Motor Company	206.78	0.00	D30	15000.00		206.78	293	0.00	
ZZZ001	Cash Sales	0.00	0.00	D30	0.00		0.00	0	0.00	
ZZZ999	Miscellaneous Account (POS)	0.00	0.00	D30	0.00		0.00	0	0.00	

Installation

Application User Facilities

The Pick List configuration options are held within the Application User Facilities for the required application. Select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the required application and then, for all bar Job Costing, select the first option and then select the required pick list definition (for Job Costing the Pick List definition option is on the initial menu).

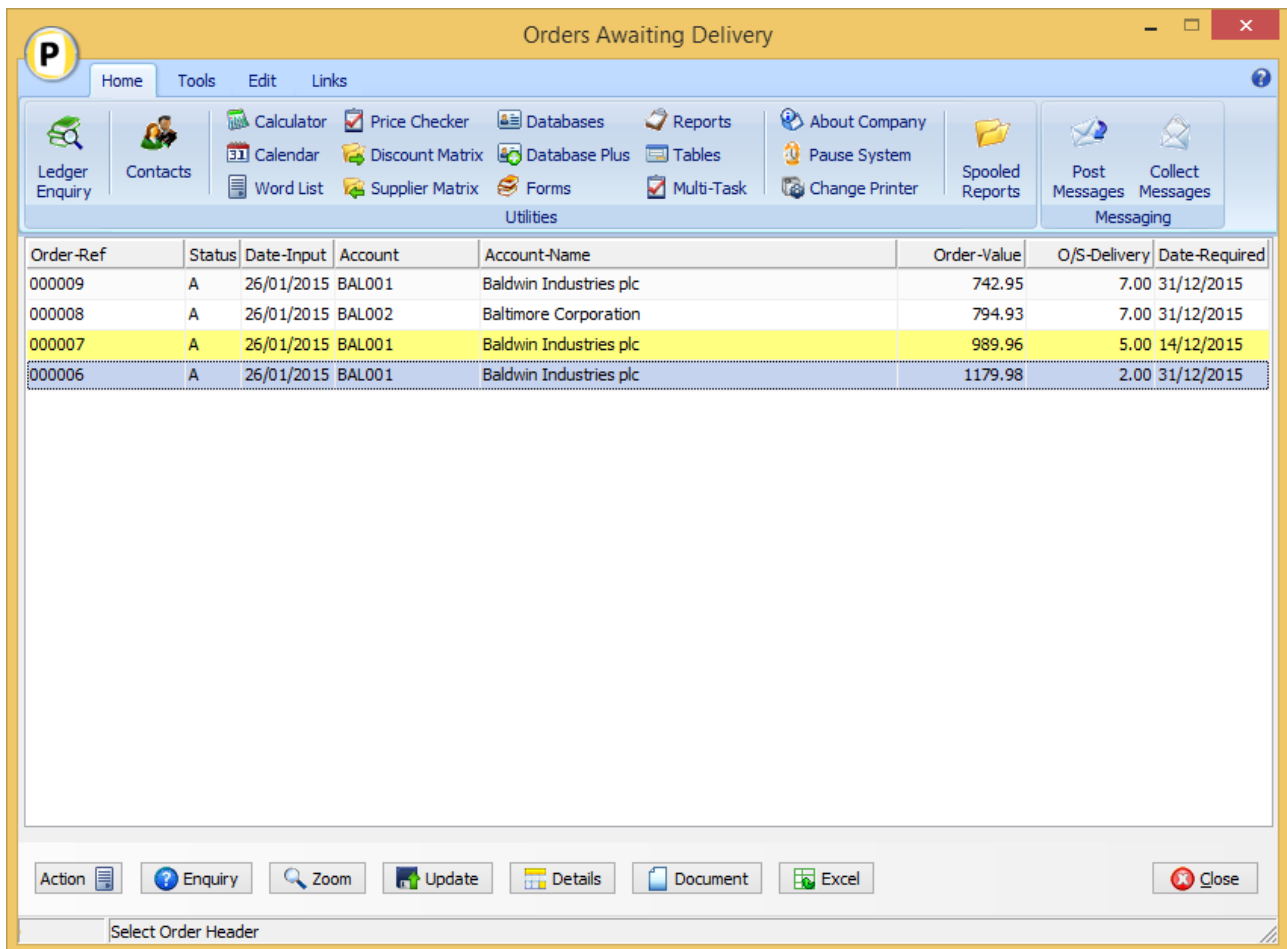


Items to Display – select up to 20 items for display from the application database. Please note there is a maximum display limit of 255 characters, if the items selected are greater than this size the system will warn accordingly. Excess items will not be listed but would be included within any Excel output.

Application Pick Lists – Apply Colour Highlighting Rules

*Diamond and Premier 2016
Only*

This facility allows the facility to apply colour highlighting rules to the application pick lists. You could apply colour highlights to (say) sales orders where the delivery date is today, purchase orders which are overdue and so on.

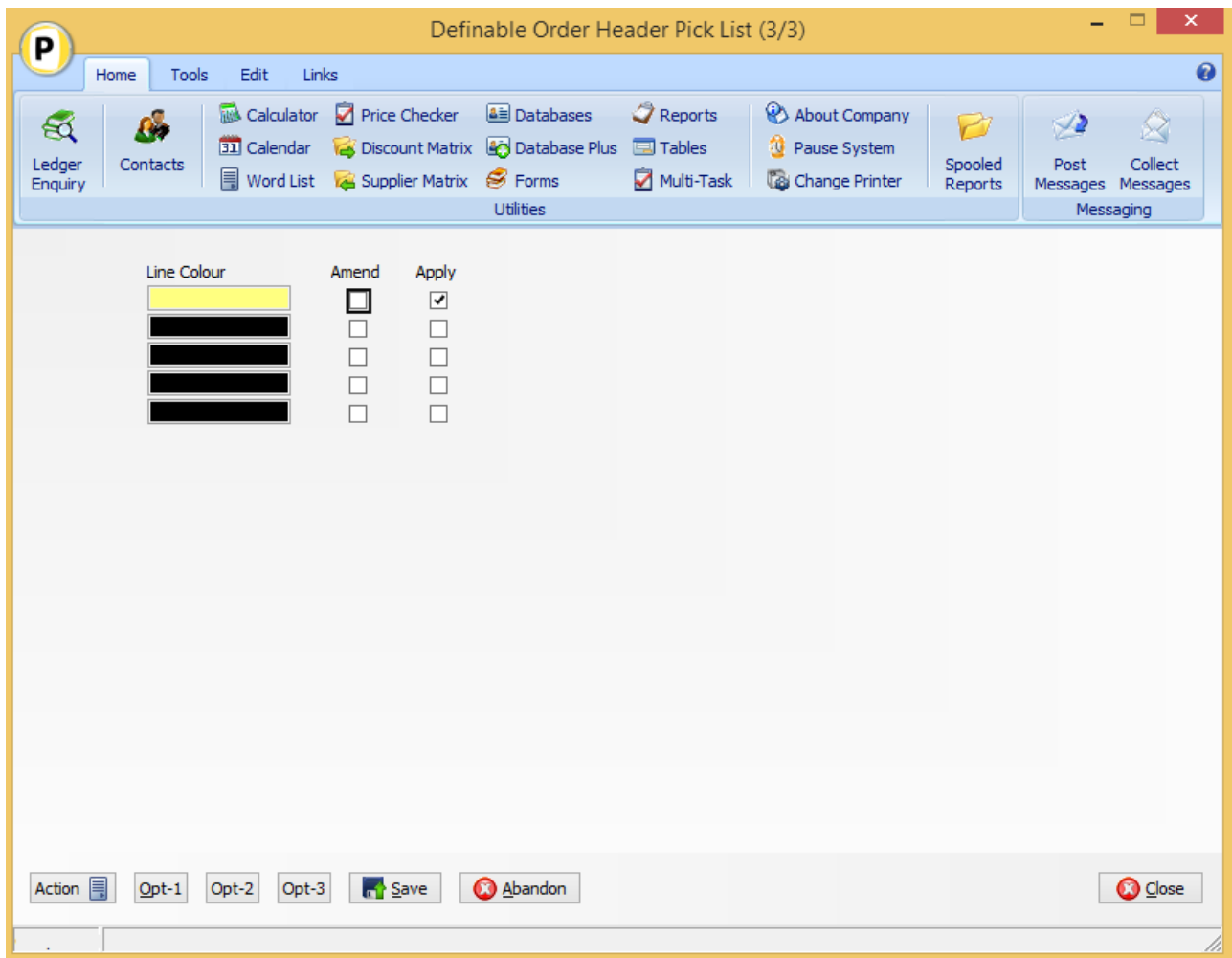


Installation

Application User Facilities

To update Installer users can right-click on the menu option for application pick list within the Explorer Menu pane and select the 'Configure Option' facility and then move to the required pick list configuration setting. Alternatively you can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the required application before selecting the main application screen maintenance options followed by the required header/detail pick list option (for the Job Costing application the pick list configuration is on the initial application user facilities menu).

Colour settings are defined on the third screen of parameters.



Up to five colour highlighting rules can be applied. To update select the 'Amend' input for an entry and the colour options will be displayed – select the required colour and then enter the selection criteria for the value(s) that is required to apply that colour.

Highlight rules are applied on the basis of the first matching entry – you should apply the most important highlights first.

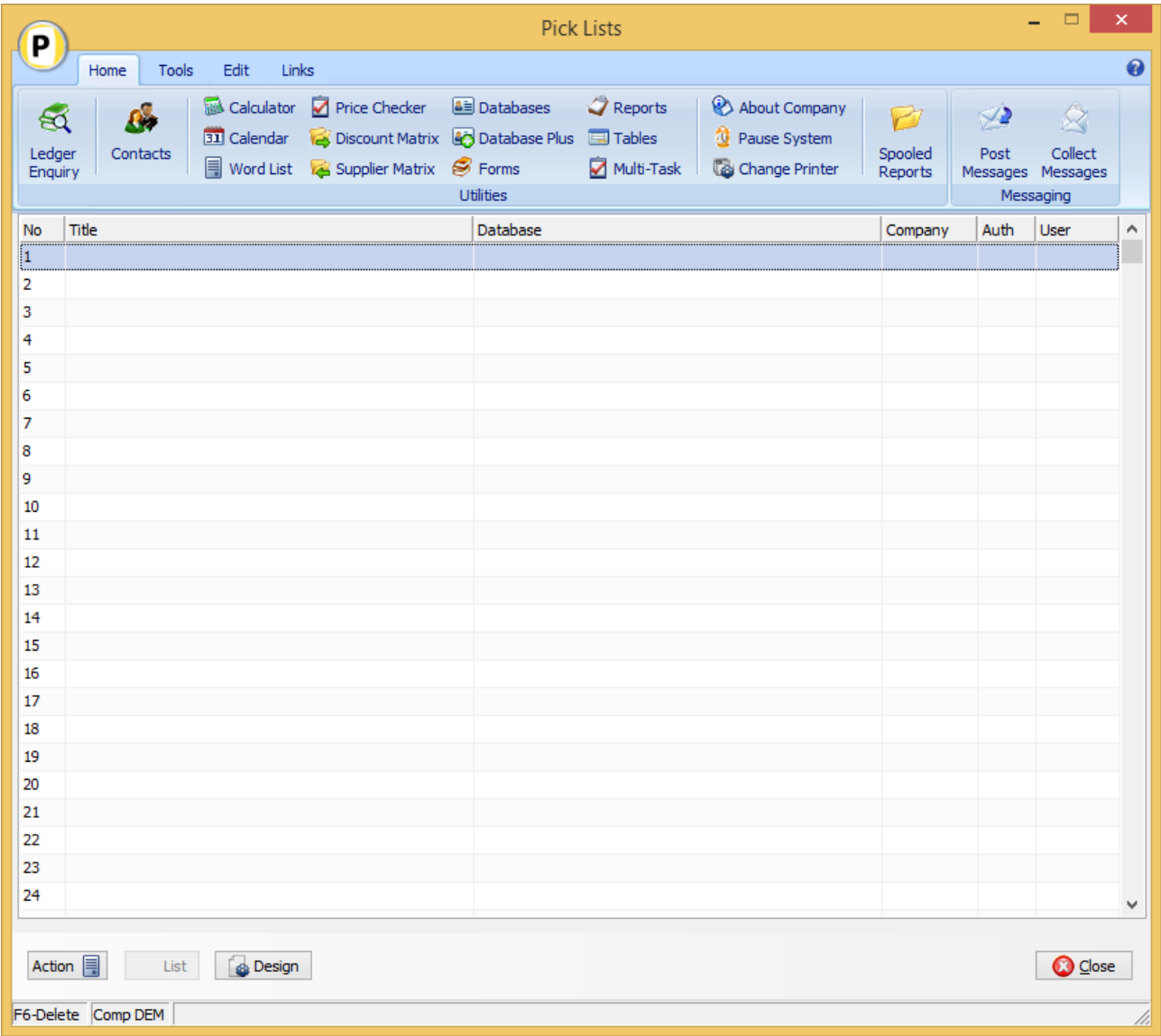
General Application Pick Lists

Datafile 2016 Only

Earlier releases have introduced definable pick lists into the applications. This release now extends this facility to any Datafile Database. The pick lists allow you to review a set of records, allowing enquiry options plus updating/editing records as required. Up to 999 lists can be defined and each list has its own selection criteria and definition layout which can be configured as needed.

Pick List Generator

Selecting the option will offer a list of previously defined pick lists, on first use this list will be blank.



Selecting the DESIGN option will take you into the initial pick list configuration settings.

Pick List Entry 1

Home Tools Edit Links

Ledger Enquiry Contacts Calculator Price Checker Databases Reports About Company Pause System Change Printer Spooled Reports Post Messages Collect Messages Messaging

Utilities

Pick List Title

Pick List on File

Authority Level

Only for UserId

Link to Company

F7-Copy Comp DEM Enter a meaningful title for this Pick List

Pick List Title – enter descriptive title for the Pick List. F7 on this option allows you to pick up a previously defined pick list definition as the basis for a new entry.

Pick List on File – select the database required. System offers a pre-defined list of application databases but also allows an option to define a pick list against any Datafile Database.

Authority Level – set the authority level required to access this list. Authority levels run from 0-9 where 0 is the highest authority and 9 is the lowest.

Only for User Id – set to restrict to a specific user-id.

Link to Company – defaulting to the current company, blank this item if selecting an application database and have multiple company set-ups.

After confirming the general details the system takes you into the pick list set-up options.

Pick Title – enter title for the Pick List. This title is displayed as the form header when using the pick list at run-time.

Specify Default Selection Criteria – set any default criteria to be applied. If not set then criteria can still be entered manually at run-time.

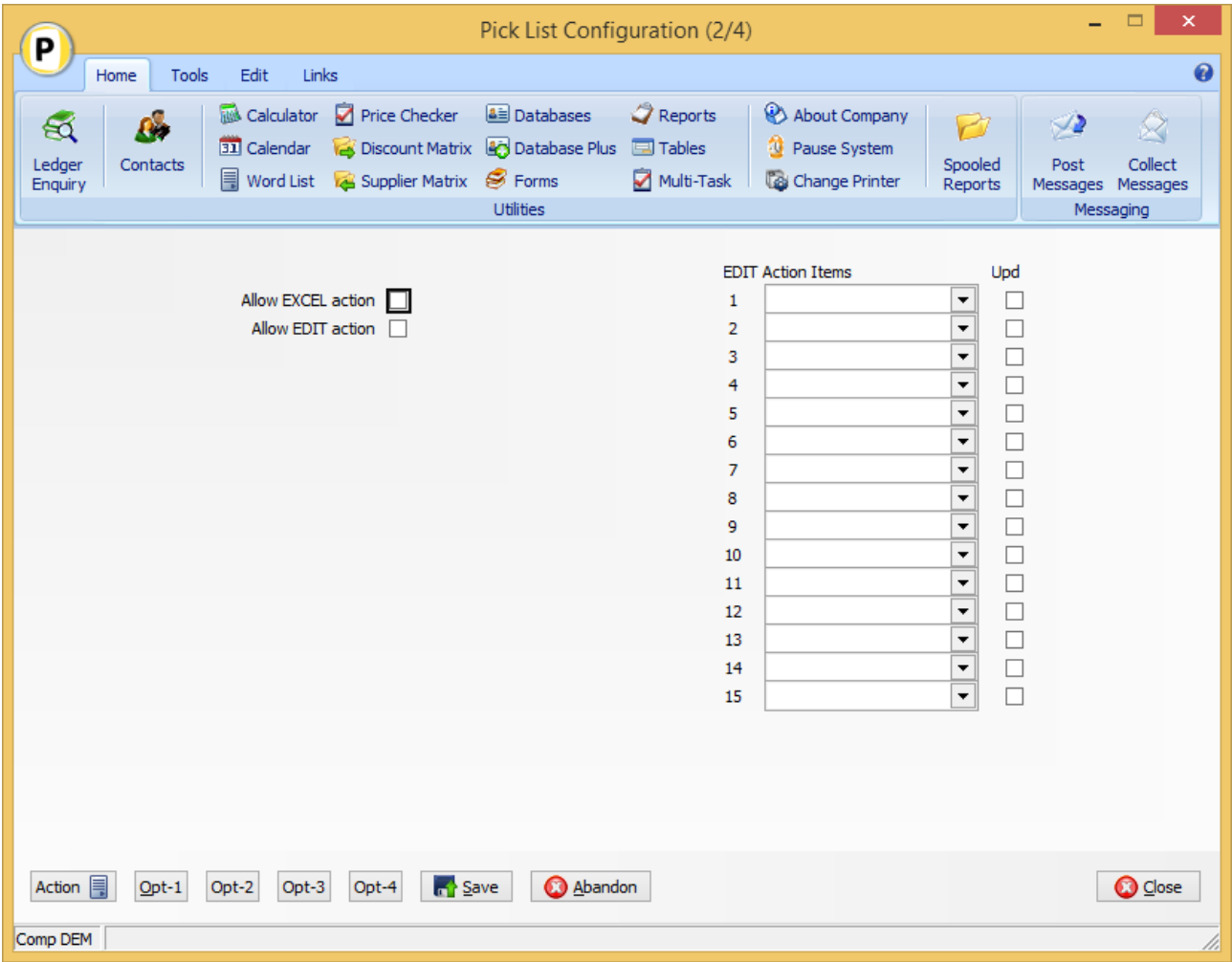
Allow Changes to Selection Criteria – if any default criteria set then this option controls whether the operator can amend the default criteria or not.

Remember Changes to Selection Criteria – if default criteria set and allowing changes to the criteria then this option controls whether any changes to the default criteria are remembered for next use.

Start from Header Slot Number – each Datafile Database has ten slot or control numbers that contain 'record numbers' used as starting points for processing within the system. Some of these slots are used for internal processing and others can be maintained within your own ProFiler applications. This option asks if you wish to use one of the slot numbers as the starting point for the records to be updated reviewed.

Items to Display – select up to twenty items to be displayed from the database file.

Sort on Items – select up to four items from the database file upon which the pick list is to be sorted. Also set whether these sort items are to be processed in ascending or descending sequence.



Allow Excel Action – set whether you allow output of the pick list to an Excel spreadsheet.

Allow Edit Action – set whether you wish to allow edit of nominated items on the database record.

Edit Action Items / Update – select up to sixteen items from the database record to be displayed in the edit function and also set whether the operator is allowed to update this item. Care should be taken when selecting the items to update as system validation rules are not applied.

Pick List Configuration (3/4)

Home Tools Edit Links

Ledger Enquiry Contacts Calculator Price Checker Databases Reports About Company Pause System Change Printer Spooled Reports Post Messages Collect Messages

Utilities

	Include/Exclude Items	Heading	Ind	Excl	Chk-Eq
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Link To Title	Prog	Param	Key-Item
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Action Opt-1 Opt-2 Opt-3 Opt-4 Save Abandon Close

F4-Select Comp DEM

Include / Exclude Items – this option allows you to set additional filter options against the database. For each filter item you select the data item you wish to filter on, the heading displayed on screen (if left blank the data item name is used), whether you wish to default to including or excluding records based on this filter. The filter options work on a blank / non-blank status when including or excluding but, for X-type items, you can also set enable a 'Check Equal' function that would allow run-time entry of a value to match when including or excluding records.

Link To – these options allow you to link the pick list to up to ten actions in the Datafile system. These actions allow you to link based on any item on the database record – a review of sales transactions could allow, for example, a link to the enquiry options for the sales account, nominal code, stock code or order reference. You can link to any Datafile option where the primary record selection key is one of the items on the record.

- **Title** – enter short title that is to be displayed as the button label.
- **Prog** – select the program to be called by the action. <F4-Select> is available to select actions from the PREMIER.DFD.
- **Param** – confirm the parameter number of the action to be called. If a parameter returned from <F4> contains 'NN' then you need to update this parameter number with the appropriate offset. If

selecting a ProFiler application then you need to reference the parameter in the format AAA/M/O where AAA is the application id, M is the menu number and O is the option number. For ProFiler screen actions you can also append the action – i.e. U for Update, V for View etc. – referencing as DEM/1/1V for example.

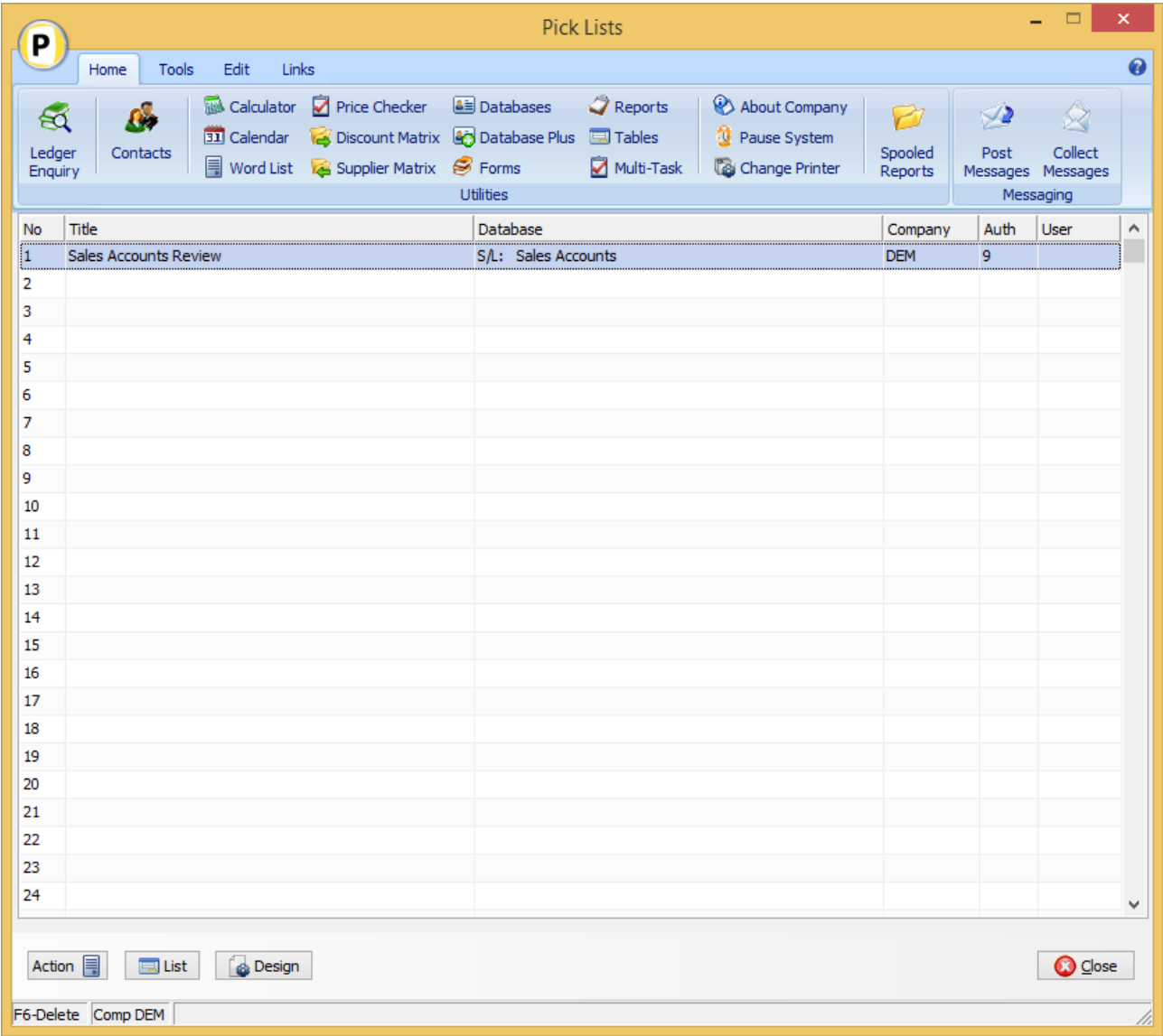
- **Key Item** – select the item on the database record that acts as the primary key for the linked action.

Line Colour	Amend	Apply
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Up to five colour highlighting rules can be applied. To update select the 'Amend' input for an entry and the colour options will be displayed – select the required colour and then enter the selection criteria for the value(s) that is required to apply that colour.

Highlight rules are applied on the basis of the first matching entry – you should apply the most important highlights first.

Once the required definition items have been set click SAVE to return to the main pick list selections.



Once pick list entries are defined you can scroll up/down the list and choose PROCEED against the required entry.

If amendments to selection criteria are allowed or any include/exclude items are defined, then these are prompted for review otherwise the configured pick list is displayed.

Notes

The 'Link' actions open up a multi-task session against a host user.

The Pick List entries are recorded in a file PICKLIST.DFD held in the DFCOMP location (usually \DFWIN\DATA). The individual definition files are LST-NNNN.DPL – replacing NNNN with the pick list entry number – and are also held in the DFCOMP location.

Authority level 0 users can remove an entry from the list by using the <F6-Delete> option against the entry.

Installation

Database Updates

The base PICKLIST.DFD is installed automatically as part of the Datafile 2016 update – if you applied the update manually then you need to copy this file into the DFCOMP location.

Menu Design

The General Pick Lists option need to be added as required to the menu. To add a new menu option sign-on as the **CONFIG** user and select **Application Menu Design**, choose the menu to update (the main Database Systems menu is DB.D03 but you may wish to add to your own menu) and then select to update either the left or right-hand menu. Move down to a blank menu entry and enter the title required then press <Enter> to enter the menu parameters.

2. General Pick List

Home Tools Edit Links

Ledger Enquiry Contacts Calculator Price Checker Databases Reports About Company Pause System Change Printer Spooled Reports Post Messages Collect Messages

Utilities

Applic, Program or Notes P

Menu Name or Program Path DB.EXE

Parameter PLG

Default Company

Authority Level ? 9 Log ?

Page No 0

Link to DeskTop backup set 0

F7-Option

Applic, Program or Notes	P-Program
Menu Name or Program Path	DB.EXE
Parameter	PLG

NB: Other options can be set as required.

You can also create sub-lists for the individual applications and include in the appropriate menu's – for example include the Sales Ledger pick lists within the Sales menu's. These options restrict the list to those entries the user is allowed to process.

Applic, Program or Notes	P-Program
Menu Name or Program Path	?? .EXE (replacing ?? with SL for Sales Ledger, ST for Stock Control etc.)
Parameter	8900

You can also access individual pick lists from the menu.

Applic, Program or Notes	P-Program
Menu Name or Program Path	PG
Parameter	NNNN (replacing NNNN with the pick list entry no)