DATAFILE
s o f t w a r e

Welcome

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

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

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Datafile Payroll

The Datafile Payroll update was made available to the partner channel on Monday 11th March. The program version is Release 6.6 F37. If you have not yet been updated please contact your Datafile partner's support team to arrange the update.

HMRC Availability—As usual between the 4th and 6th of April the HMRC website for submissions was not available during the switchover to the new year. Submissions from Datafile to the HMRC may during this time have appeared to continually poll—if you submitted and this occurred and you used the SKIP option remember to follow this up and use the 'Check Active Submissions' process available in the Payroll Utilities menu to complete.

Similarly the HMRC did not accept an Employer Alignment Submission (EAS) for the 2013/14 tax year prior to the 6th April and rejected any submissions made. Further for submissions between the 6th and 8th April you may not receive an response acknowledgement from the HMRC that the EAS has been received. Again if the submission appears to be continually polling use the SKIP option and then the 'Check Active Submissions' option to complete the return at a later time.

It should be noted that the Datafile Payroll warns that the EAS has not been submitted if you attempt to run the payroll for the first week / month prior to the EAS being accepted. If necessary use the

<F7-Option> key on this warning message to continue with the payroll run—you can still use 'Check for Active Submissions' to complete the submission after the payroll run.

Finally on the HMRC front they do request that you do not submit a Full Payment Submission (FPS) until at least one day after acceptance of the Employer Alignment Submission.

Payroll Year-End—The payroll year-end is a particularly stressful time of year for employers. Of the many questions and queries you may have at this time some will relate to the operation of the software and some to payroll rules and regulations.

Your Datafile partner can assist you with your software queries plus the update, once applied, installs an updated Payroll manual and a Payroll RTI Supplement (available from the Help pull-down on the main toolbar of the Datafile system) which may cover your questions.

If you feel you require additional training on the new software RTI processes please call your support team to discuss.

Where your query relates to the Payroll rules and regulations your partner support team may be able to assist here but it is also worth perusing the HMRC website to see if the information here can resolve your query.

Stock Forecasting

The Datafile Stock record holds the current physical stock level, the on-order quantity and the reserved quantity which can be viewed at any time. As a quick snapshot you can see whether your current customer orders can be fulfilled with the stock on hand or on-order.

However, when stock items are ordered by customers in advance of the required delivery date, basing your ordering requirements on the snapshot may mean holding excess stock for some time with its associated warehouse costs. Similarly where purchase orders or works order builds have a long lead-time a snapshot view may give indications that you can meet your customer order requirements when viewing the build schedule or purchase order delivery dates could indicate that you will miss your customers required delivery date.

Forecasting future stock levels can be done in several ways depending on the level of detail required. It can show where peaks and troughs in stock levels occur and therefore assist with sales demand planning to ensure order fulfilment is met.

The Datafile Software stock system contains a number of facilities and reports to help you manage stockholding to maximise sales. A number of pieces of information are needed for these mechanisms:

Time Periods. Within stock system profiles are general settings as to how stock is monitored. You can specify the time period which you will analyse your sales and stockholding over (days/weeks), the number of stock periods over which excess stock is to be calculated and the trigger for identifying slow moving stock items.

Lead Time. This is defined for each product, and represents the length of time, measured in the time units just defined, which would elapse between ordering the item from your supplier and you receiving it. You do not have to give a lead time for every item, only to those which you want the system to monitor

Estimated Usage. This represents the number of units you expect to sell in the time period unit defined above. Initially you might enter a guess here, but each month you can ask the computer to calculate a replacement figure based on the experience of actual demand over either the last month, or the year so far

Minimum Stock Level. For some stock items you may want to set a minimum level, to act as a buffer for variations in demand. For slower-moving items you might set its value at one, so that every time you sell one you are prompted to order a replacement.

The Potential Out-of-Stock report uses this data to highlight the stock items which it is possible you will have insufficient holdings to meet demand. There are two ways in which a stock item may find itself printed on this report.

Firstly, if either physical stock or free stock is less than the minimum stock level set for this product then it is reported. You should set the minimum stock so that there is sufficient to cover you in the period it takes you to get more stock (the lead time).

Secondly, in case the pattern of demand has changed, the computer takes the estimated usage figure, multiplies it by the lead time it will take you to get more stock, and compares that to the physical and free stock figures. If either of these is less than the figure it has calculated, it prints the stock item — it foresees a danger that you might run out of stock unless you order more.

Where building stock items to meet customer orders the Bill of Materials application has a useful tool to assist in stock planning that uses the entered required date and the finished stock items build lead time to calculate a work commencement date—the date you need to build from to meet the customers required date.

Where stock items have long lead-times, on the customer or supply/build side, it can be useful to construct a timeline of future stock movements.

Datafile have developed a Stock Timeline application that extracts information entered within the Sales and Purchase Order Processing, and Bill of Materials modules using the "Date Required" values entered against each order line.

ProFiler / Stock Report				Printed	04/04/2013
		S C H E D U L E D S T O C K A C T I V I T Y			
PREMIER DEMONSTRATION				Page	7
Stock:	CH0173	Description:	Oval dining table-teak		
Date	Type	Order Ref		Quantity	Balance
	Opening Quantity				2.00
06/01/2013	BOM Issue	W/O000005		1.00	1.00
07/01/2013	Sales Order	S/O 000007		1.00	0.00
10/01/2013	Sales Order	S/O 000008		1.00	1.00-
14/01/2013	BOM Issue	W/O000007		1.00	2.00-
15/01/2013	Purchase Order	P/O 000006		5.00	3.00
15/01/2013	BOM Issue	W/O000008		1.00	2.00
15/01/2013	Sales Order	S/O 000009		1.00	1.00
20/01/2013	BOM Issue	W/O000004		1.00	0.00
25/01/2013	BOM Issue	W/O000009		1.00	1.00-
31/01/2013	Purchase Order	P/O 000007		5.00	4.00

A report showing a timeline going forward for each stock item showing the effect on physical levels as each order is processed can then be generated either automatically via schedule or manually on an ad hoc basis.

Based on the report actions can then be taken—contacting suppliers to arrange earlier delivery, rescheduling builds to meet demand or if necessary contacting customers to re-arrange deliveries—after updating required date values the report can be re-run.

If you are interested in learning more then please contact your Datafile partner.