

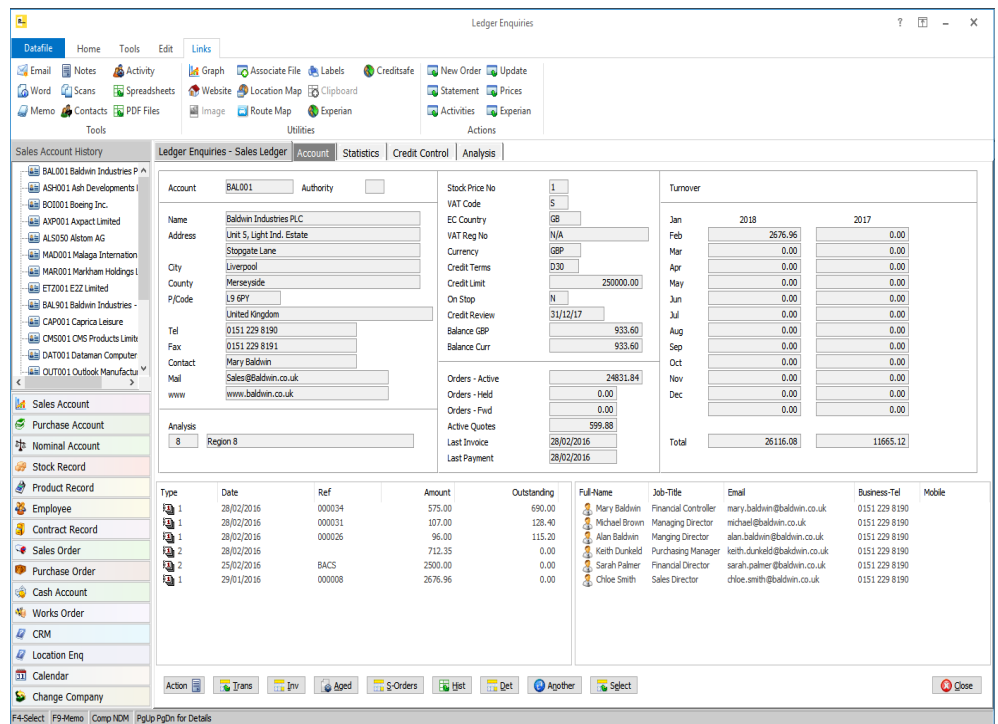


## GOLD Update – December 2018

The latest update will be available shortly and contains new features suggested by Clients and Partners as well as statutory compliance in respect of Making Tax Digital.

For a full list of features then please see the documentation supplied but some key features include:

### 1. Increased Screen Sizes for Maintenance and Ledger Enquiry Forms

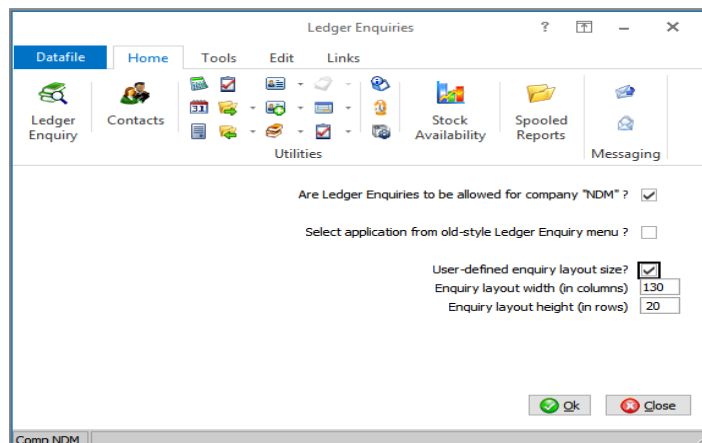


The screenshot shows the 'Ledger Enquiries' window for account BAL001. It includes a navigation pane on the left, a main form area with tabs for Account, Statistics, Credit Control, and Analysis, and a turnover table on the right. The turnover table shows data for 2018 and 2017 from January to December.

Month	2018	2017
Jan		
Feb	2676.96	0.00
Mar	0.00	0.00
Apr	0.00	0.00
May	0.00	0.00
Jun	0.00	0.00
Jul	0.00	0.00
Aug	0.00	0.00
Sep	0.00	0.00
Oct	0.00	0.00
Nov	0.00	0.00
Dec	0.00	0.00
<b>Total</b>	<b>2676.96</b>	<b>11665.12</b>

A new option is available to configure number of columns and rows for forms. The Ledger Enquiry example above also shows the increased space available now to display details in the bottom panels.

These settings are available within the Ledger Enquiry Manager



The screenshot shows the 'Ledger Enquiries' configuration dialog box. It contains the following settings:

- Are Ledger Enquiries to be allowed for company "NDM"?
- Select application from old-style Ledger Enquiry menu?
- User-defined enquiry layout size?
- Enquiry layout width (in columns)
- Enquiry layout height (in rows)

### Welcome

Welcome to the Winter 2018 newsletter for users and partners of Datafile Software.

All at Datafile would like to wish you a Merry Christmas and a prosperous new year.

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

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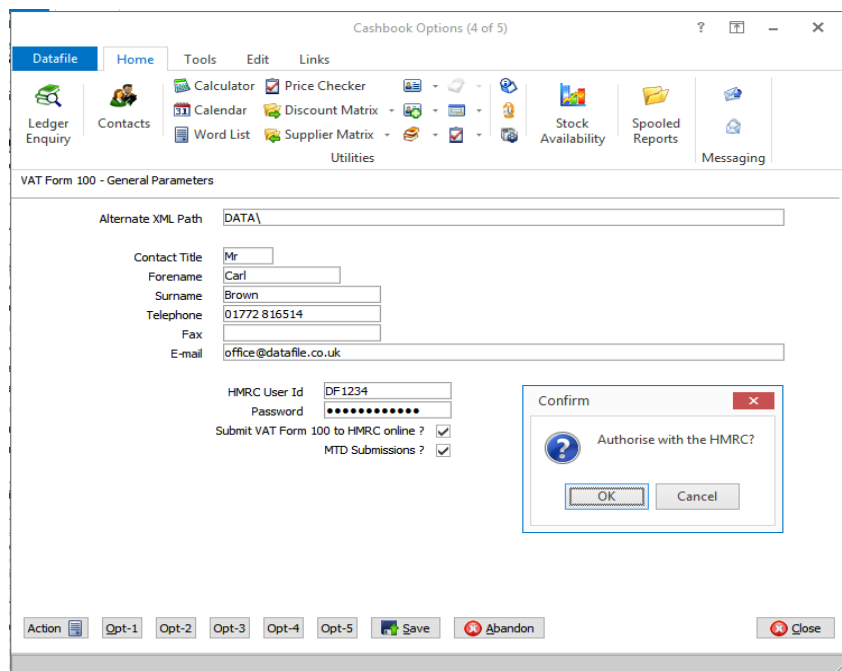
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## 2. Making Tax Digital - Compliance for VAT

Businesses are now being mandated to use the Making Tax Digital for Business system from April 2019 to meet their VAT obligations. This will apply to businesses who have a turnover above the VAT threshold - the smallest businesses will not be required to use the system, although they can choose to do so voluntarily

From April 2019 businesses above the VAT threshold will be mandated to keep their records digitally and provide quarterly updates to HMRC for their VAT via the HMRC's API portal. This update provides the new functionality required for On Line filing of VAT Returns from the system.



New Parameters in the Cashbook System Profiles are required to activate the MTD Submissions and once updated will validate with the HMRC web portal.

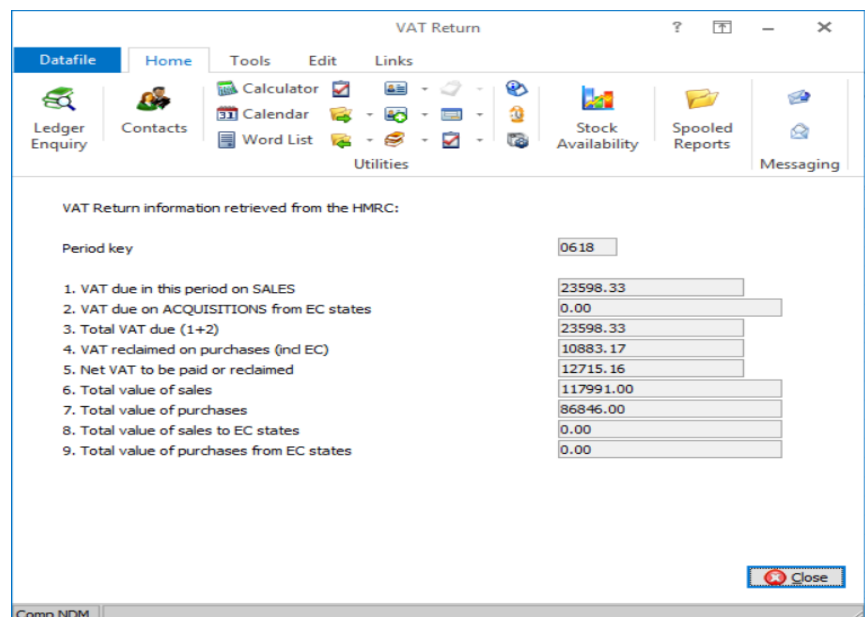
As part of the authorisation process you are prompted to enter your Government Gateway ID and Password and then asked to grant authority to the Datafile System to submit your VAT Form 100 and you will then be given an authorisation key to pass to the system.

Authorisation lasts for 18 months before needing to be re-authorised.

The Cashbook menu will now include options to:

- VAT MTD**
- Submit VAT Form 100
- View VAT Return
- Retrieve VAT Obligations
- Retrieve VAT Liabilities
- Retrieve VAT Payments

The submission process is as per the printed report but, on update, will confirm whether you wish to submit the VAT Form to the HMRC





### 3. 2D Kanban

This addition to the Data Visualisations module provides a Row and Column view of information (similar to an Excel workbook) where drag and drop is used to edit details. Fields can be defined for both Column and Row.

These views can simplify managing Jobs / Projects, Sales Order Delivery Scheduling, Works Order Planning and many other task related work items.

In the example below, we're planning Sales Order deliveries by Driver by Day and accumulating Order weights in each Day / Driver cell.

Drivers and Regions						
Row axis field: DATE_START <<< 04/11/2018 >>>						
	Driver 2	Driver 3	Driver 4	Driver 5	Driver 6	Driver 7 Driver 8
<b>Sun 4 Nov 18</b>	Boeing Inc. STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: BO1001 CUSTOMER: Boeing Inc. ADDED-BY: TERRY WEIGHT_KG: 423.00	Greenfens of Widnes STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: GRE001 CUSTOMER: Greenfens of Widnes ADDED-BY: TERRY WEIGHT_KG: 7.50	Baldwin Industries PLC STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: BAL001 CUSTOMER: Baldwin Industries ADDED-BY: TERRY WEIGHT_KG: 350.00	Baldwin Industries PLC STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: BAL001 CUSTOMER: Baldwin Industries ADDED-BY: TERRY WEIGHT_KG: 42.00	Baldwin Industries PLC STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: BAL001 CUSTOMER: Baldwin Industries ADDED-BY: TERRY WEIGHT_KG: 104.00	
<b>Mon 5 Nov 18</b>	Baldwin Industries PLC STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: BAL001 CUSTOMER: Baldwin Industries ADDED-BY: TERRY WEIGHT_KG: 87.50	Direct Supplies Limited STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: DIR001 CUSTOMER: Direct Supplies Limited ADDED-BY: TERRY WEIGHT_KG: 50.00		Web Orders STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: ZZZ777 CUSTOMER: Web Orders ADDED-BY: TERRY WEIGHT_KG: 157.50	Datona Discount Supplies STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: DAT002 CUSTOMER: Datona Discount Supplies ADDED-BY: TERRY WEIGHT_KG: 30.00	
	Summary: 510.50	Summary: 57.50	Summary: 350.00	Summary: 393.00	Summary: 298.00	
<b>Tue 6 Nov 18</b>		Caprica Leisure STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: CAP001 CUSTOMER: Caprica Leisure ADDED-BY: TERRY WEIGHT_KG: 0.00	CMS Products Limited STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: CMS001 CUSTOMER: CMS Products Limited ADDED-BY: TERRY WEIGHT_KG: 96.00	Caprica Leisure STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: CAP001 CUSTOMER: Caprica Leisure ADDED-BY: TERRY WEIGHT_KG: 200.00	Web Orders STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: ZZZ777 CUSTOMER: Web Orders ADDED-BY: TERRY WEIGHT_KG: 173.50	
		Summary: 0.00	Summary: 96.00	Summary: 200.00	Summary: 173.50	
<b>Wed 7 Nov 18</b>					Baldwin Industries PLC STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: BAL001 CUSTOMER: Baldwin Industries ADDED-BY: TERRY WEIGHT_KG: 104.00	
					Summary: 104.00	

Cards can be moved using drag and drop. Rows or columns can be collapsed or expanded, and colour coding or an Icon applied to the cards in the cells using simple business rules.

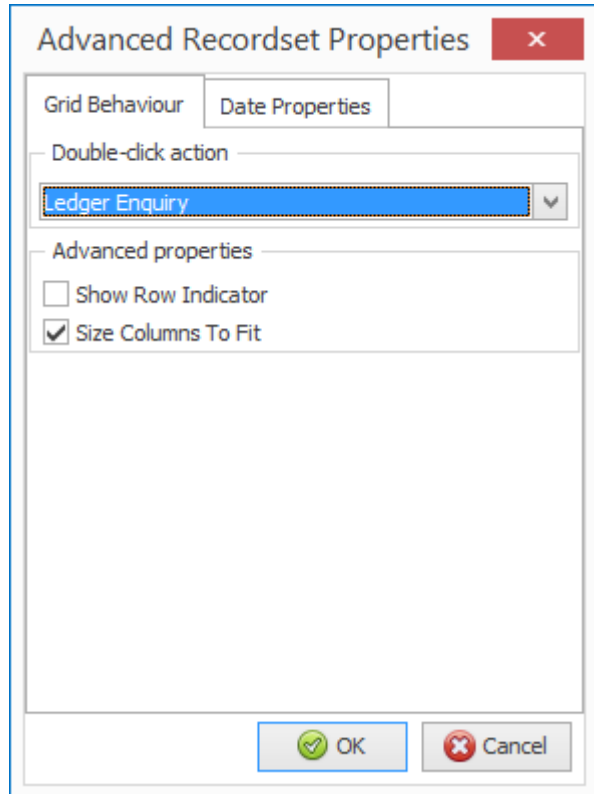
Where Dates are used for the Row setup, weekends can be automatically hidden, and a Date Navigator can advance the view either by Day or Week.

These Kanban views can be applied to any database table within the system, and security set so that users can view only or allow editing.



### 3. Double Click on Landing Pages

The introduction of the new Landing Pages has proved extremely popular with users of the system. This new option allows a "double click" option to be set when a record on a Landing Page is highlighted.



This setting is by user and configurable on each Landing Page. The actions available are as per the Toolbar on the Landing Page.

These actions vary depending on the module but can include:

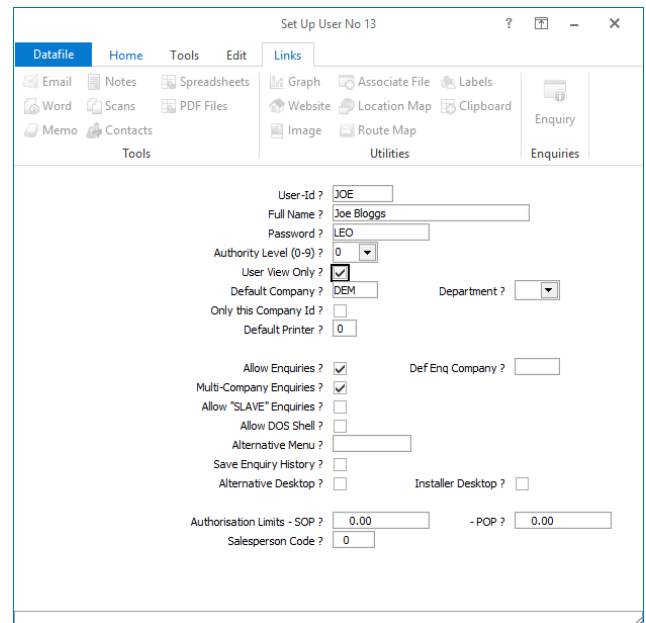
- Update
- View
- Standard Enquiry
- Ledger Enquiry
- On Stop
- New Order
- Change Status
- Statement
- Order Confirmation
- Delivery / GRN
- Invoice

### 4. View-Only Users

Users have requested previously that they would like to be able to allow salespeople to log on to the Datafile system but to not allow them to post or update any details.

This new feature allows you to define a user as having 'view-only' access.

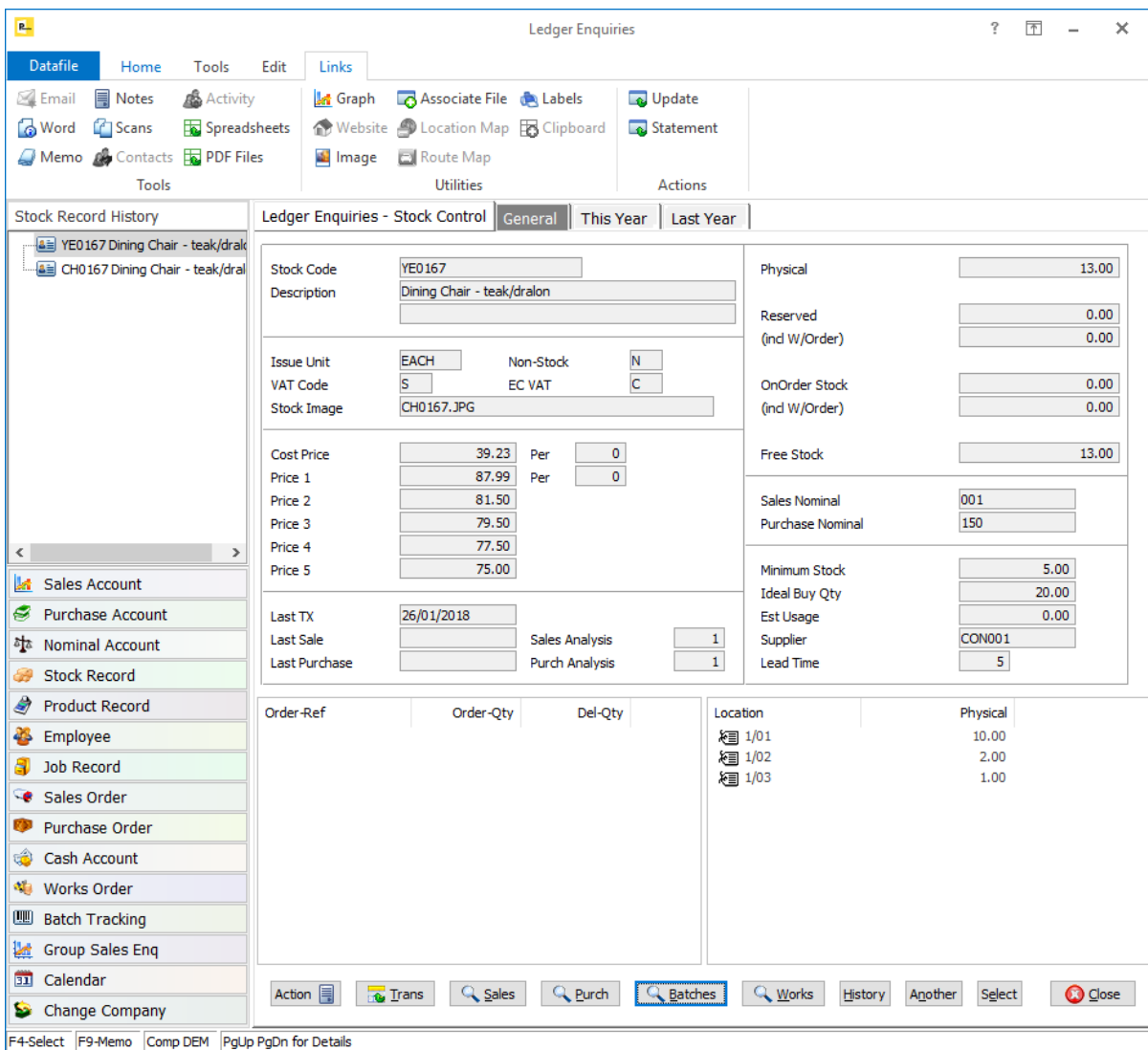
The user can enquire on records and run reports but cannot update a record. On selection of an option that allows record updating then the user is warned that they are view only and cannot access the option.





## 5. Stock Batch Location Summary

When booking in stock batch or serial details the system allows you to record a location for the batch item. This location can be viewed on enquiry screens or included on pick notes as required. This new feature adds a summary view of the batch locations to the Stock Ledger Enquiry.



The screenshot shows the 'Ledger Enquiries - Stock Control' window. The 'General' tab is active, displaying details for Stock Code YE0167, Description 'Dining Chair - teak/dralon', and Issue Unit 'EACH'. A table at the bottom right shows the physical stock locations for this batch:

Order-Ref	Order-Qty	Del-Qty	Location	Physical
			1/01	10.00
			1/02	2.00
			1/03	1.00

## Christmas and New Year Office Hours

The Datafile Support office will close on Friday 21<sup>st</sup> December at 5pm and re-open on Wednesday 2<sup>nd</sup> January at 9am.

For any queries on the 24<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> or 31<sup>st</sup> December the support team will be monitoring email and voicemail messages. Please email [support@datafile.co.uk](mailto:support@datafile.co.uk) or call 01772 816 514 and leave a message and we will return your call.





## Modules Available

Functional Area	Standard	Add Ons
<b>Financials</b>	Sales Ledger	Direct Debit Processing
	Purchase Ledger	Payment Practices and Performance Purchase Ledger Subcontract
	Nominal Ledger	Journal Tracker
	Cashbook	
	Currency	
	Project / Job Costing	Estimating Project Task Management
	Fixed Asset Register	
	Sales Invoicer	
	Payroll	Absence Logging Training and Skills Employee Benefits and Business Property Disciplinary Action Logging
	<b>Operations</b>	Stock Control
Quotes and Sales Order Processing		Carrier Integration and Consignment Tracking Returns Management Call Off Ordering Change Logging
Purchase Order Processing		Automatic Ordering / Back to Back Call Off Ordering
Bill of Materials / Works Order Processing		Works Order Time Logging
Batch and Serial Number Tracking		
Point of Sale		
CRM and Contact Management		
<b>Service</b>		Contract Management
	Contract Work Scheduling	
	Helpdesk and Customer Care Logging	
	Electronic Forms Data Capture	
<b>General</b>	EDI (Electronic Data Interchange)	
	XML e-Business	
	E-Business – Amazon Orders	
	Excel Real Time	
	Data Visualisations	
<b>Integrations</b>	Sales Order Upload	
	Purchase Order Upload	
	Timesheets / Job Cost Transactions Import	
	Sales Transactions Import	
	Purchase Transactions Import	
	Stock Transactions Import	