



## Welcome

Welcome to the Winter 2019 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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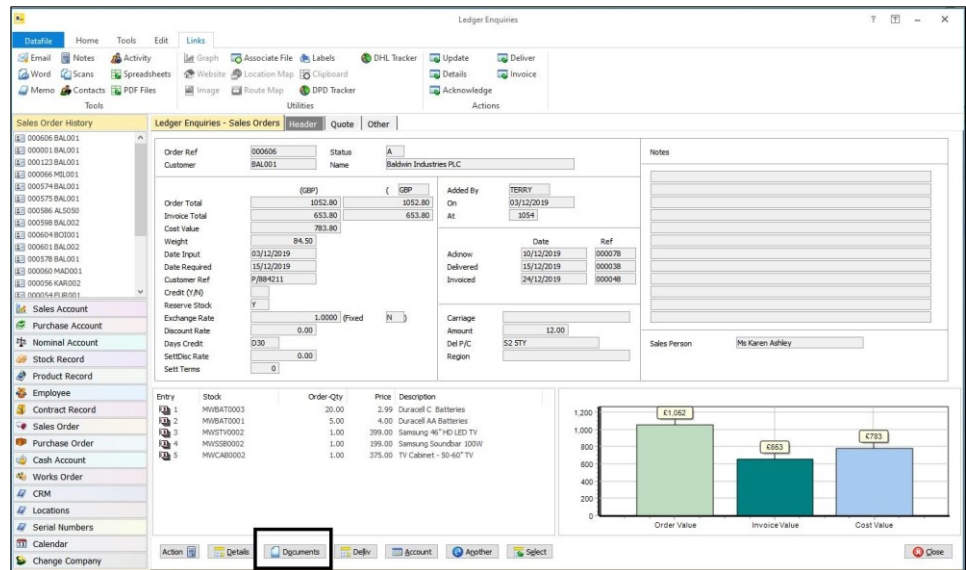
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PR4 6JF

## GOLD Update – December 2019

The latest update will be available shortly and contains new features suggested by Clients and Partners. For a full list of features then please see the documentation supplied but some key features include:

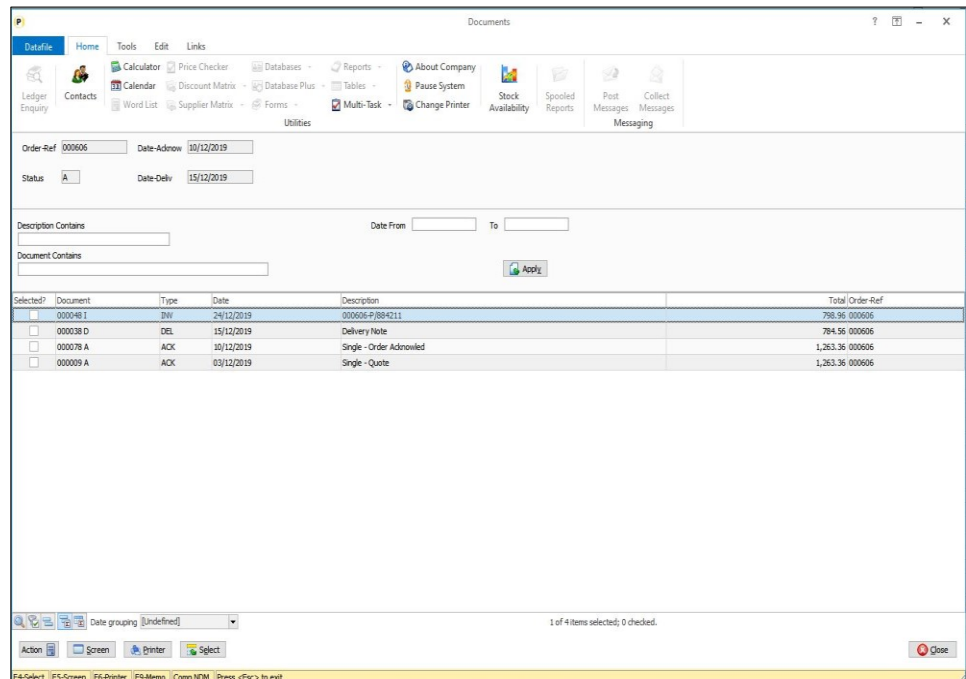
### 1. Ledger Enquiries – Documents Against Sales and Purchase Order Enquiry



The screenshot shows the 'Ledger Enquiries - Sales Orders' window. The 'Documents' button in the bottom toolbar is highlighted with a red box. A bar chart on the right displays the following values:

Category	Value
Order Value	£1,582
Invoice Value	£653
Cost Value	£783

Selecting this new Documents option will show any Acknowledgement / Delivery Note / Invoice related to that Sales or Purchase Order. Documents can then be filtered further or previewed on screen, printed or emailed.

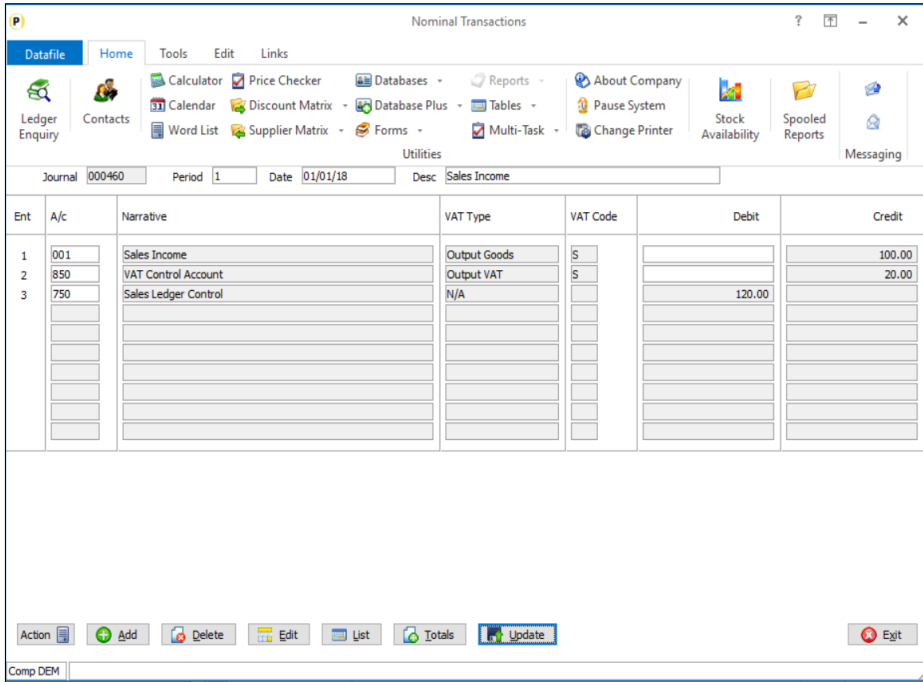


The screenshot shows the 'Documents' window with a list of documents. The table below represents the data shown in the screenshot:

Selected?	Document	Type	Date	Description	Total Order Ref
<input type="checkbox"/>	000046 I	INV	24/12/2019	000006-P-884211	798.96 000006
<input type="checkbox"/>	000038 D	DEL	15/12/2019	Delivery Note	794.56 000006
<input type="checkbox"/>	000076 A	ACK	10/12/2019	Single - Order Acknowledged	1,263.36 000006
<input type="checkbox"/>	000009 A	ACK	03/12/2019	Single - Quote	1,263.36 000006



## 2. VAT Journals – Nominal Ledger



Nominal Transactions

Journal: 000460 | Period: 1 | Date: 01/01/18 | Desc: Sales Income

Ent	A/c	Narrative	VAT Type	VAT Code	Debit	Credit
1	001	Sales Income	Output Goods	S		100.00
2	850	VAT Control Account	Output VAT	S		20.00
3	750	Sales Ledger Control	N/A		120.00	

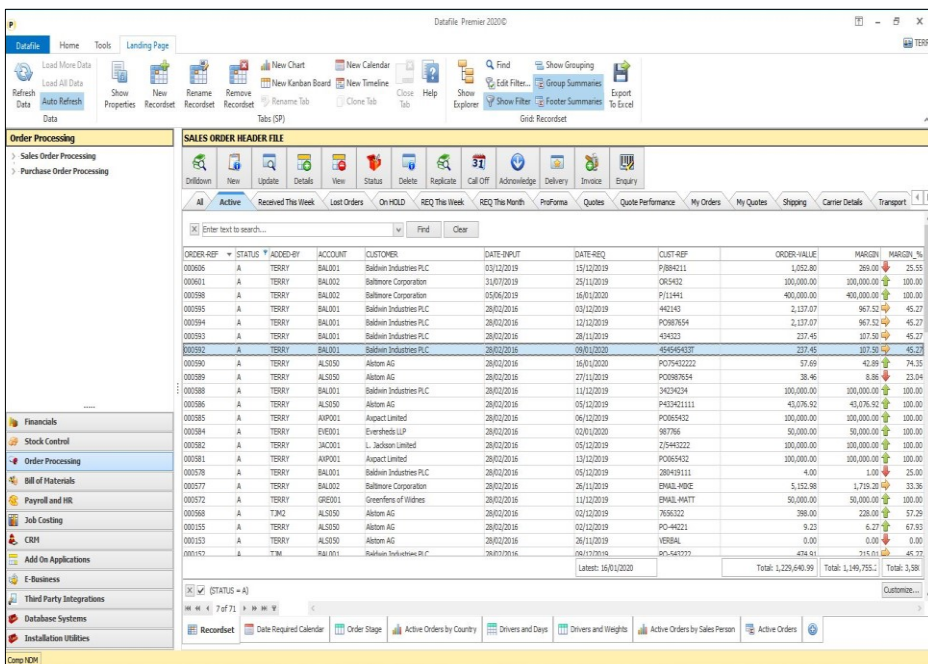
Previously, any adjustments for Input and Output Values and Tax needed to be done through the Cashbook Payments / Receipts options so they can be included in the VAT Form 100. For example, the posting of a Fuel Scale Charge needed entry via a Cashbook Receipt, posting C79 adjustments required a Cashbook Payment entry and so on.

Now within the Nominal Ledger and Cashbook modules the Journal entry screen will prompt for the VAT Type and VAT Code.

If no VAT analysis required the default is N/A but you can select Input / Output Goods or, for VAT Control A/C's, Input / Output VAT as required for inclusion on the VAT Form 100.

## 3. Conditional Formatting on Landing Pages

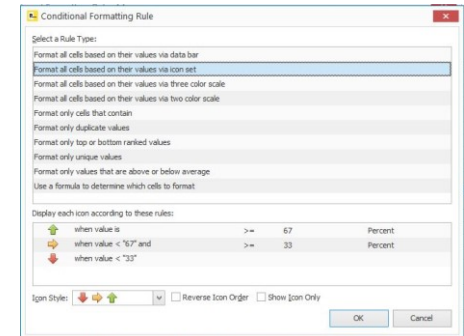
This feature extends the formatting options available within the Data Visualisation Landing Pages. In this example we've set the Arrow Icon set against a Sales Order to show an Icon depending on the Margin %.



SALES ORDER HEADER FILE

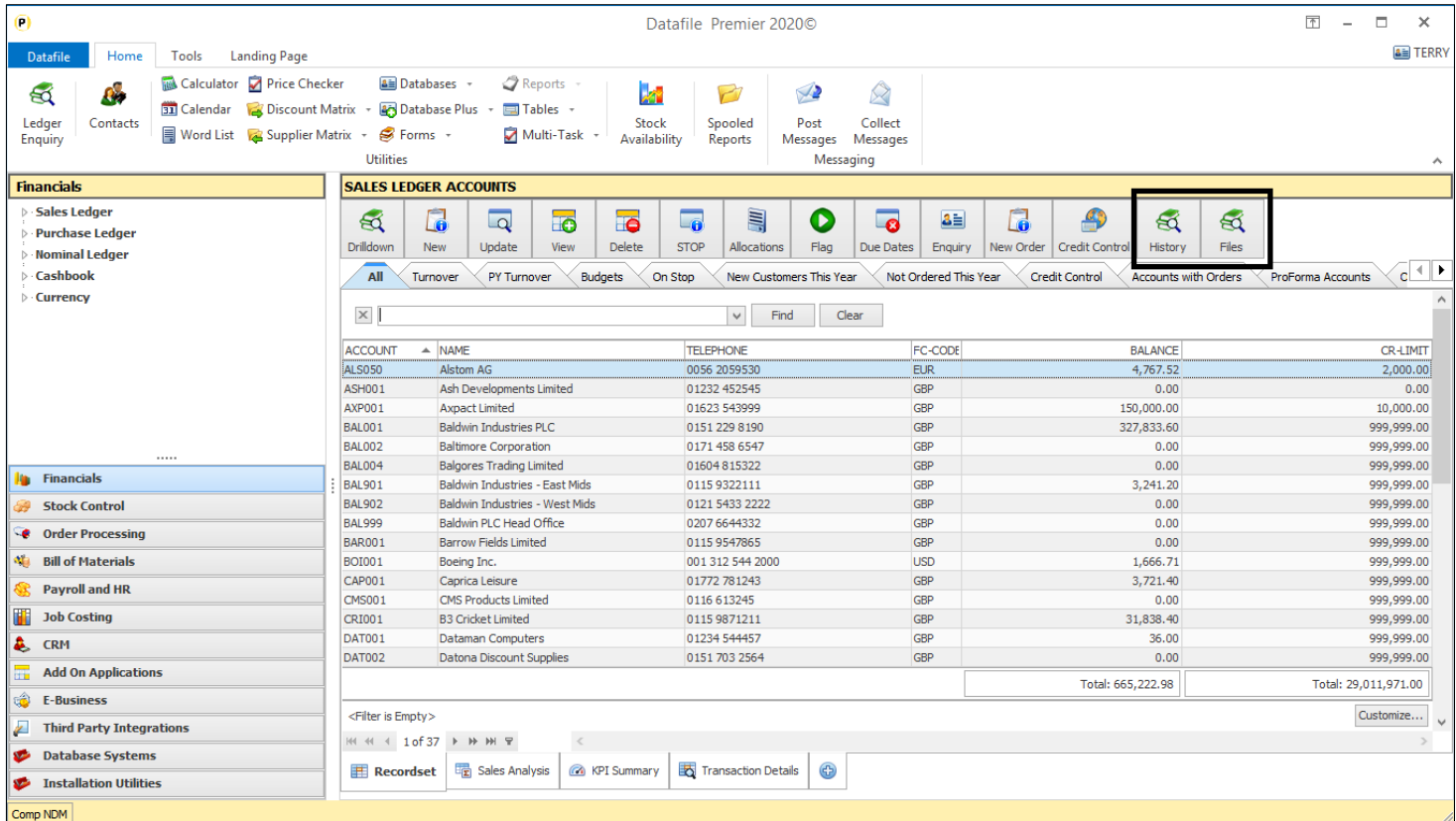
ORDER-REF	STATUS	ADDED-BY	ACCOUNT	CUSTOMER	DATE-INPUT	DATE-REQ	CUST-REF	ORDER-VALUE	MARGIN	MARGIN_%
000206	A	TERRY	BAL001	Baldwin Industries PLC	03/12/2019	15/12/2019	P984211	1,052.80	269.00	25.53
000801	A	TERRY	BAL002	Baltimore Corporation	21/07/2019	26/12/2019	Q00422	300,000.00	300,000.00	100.00
000598	A	TERRY	BAL002	Baltimore Corporation	05/04/2020	16/01/2020	P111441	400,000.00	400,000.00	100.00
000595	A	TERRY	BAL001	Baldwin Industries PLC	28/02/2016	03/12/2019	442143	2,137.07	967.52	45.27
000594	A	TERRY	BAL001	Baldwin Industries PLC	28/02/2016	12/12/2019	P0887654	2,137.07	967.52	45.27
000593	A	TERRY	BAL001	Baldwin Industries PLC	28/02/2016	28/11/2019	434323	237.45	107.50	45.27
000592	A	TERRY	BAL001	Baldwin Industries PLC	28/02/2016	09/01/2020	46464433F	237.45	107.50	45.27
080590	A	TERRY	ALS050	Alston AG	28/02/2016	16/01/2020	PD1942222	57.69	42.89	74.35
000589	A	TERRY	ALS050	Alston AG	28/02/2016	27/12/2019	PC0268754	38.46	8.88	23.04
000588	A	TERRY	BAL001	Baldwin Industries PLC	28/02/2016	11/12/2019	34334234	100,000.00	100,000.00	100.00
000586	A	TERRY	ALS050	Alston AG	28/02/2016	05/12/2019	P43321111	43,076.92	43,076.92	100.00
000585	A	TERRY	ANP001	Aspect Limited	28/02/2016	06/12/2019	P0665432	100,000.00	100,000.00	100.00
000584	A	TERRY	ENE001	Eversheds LLP	28/02/2016	02/01/2020	987766	50,000.00	50,000.00	100.00
000582	A	TERRY	JAC001	J. Jackson Limited	28/02/2016	05/12/2019	Z5943222	300,000.00	300,000.00	100.00
000581	A	TERRY	ANP001	Aspect Limited	28/02/2016	13/12/2019	P0665432	100,000.00	100,000.00	100.00
000578	A	TERRY	BAL001	Baldwin Industries PLC	28/02/2016	09/12/2019	28049111	4.00	1.00	25.00
000577	A	TERRY	BAL002	Baltimore Corporation	28/02/2016	26/11/2019	EMAL-ANPKE	5,152.98	1,719.20	33.36
000572	A	TERRY	GRE001	Greenfers of Wildnes	28/02/2016	11/12/2019	EMAL-MATT	50,000.00	50,000.00	100.00
000568	A	TERRY	ALS050	Alston AG	28/02/2016	02/12/2019	7656322	288.00	228.00	79.18
000155	A	TERRY	ALS050	Alston AG	28/02/2016	02/12/2019	PD-46221	9.23	6.27	67.93
000153	A	TERRY	ALS050	Alston AG	28/02/2016	28/11/2019	NEB94	0.00	0.00	0.00
000152	A	TERRY	BAL001	Baldwin Industries PLC	28/02/2016	09/12/2019	901540223	424.61	514.61	121.17

In addition to the existing colour highlight rules which can be set against rows, we can now use Conditional formatting against a specific **field** to display Icon Sets or Colour Bar Shading.





## 4. Landing Pages – Link to Ledger Enquiry Options



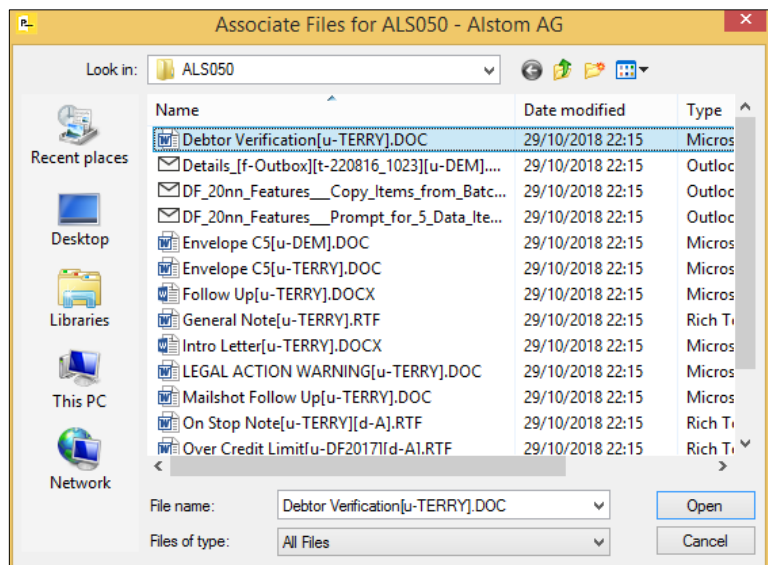
The screenshot shows the Datafile Premier 2020 interface. The 'SALES LEDGER ACCOUNTS' window is open, displaying a list of accounts. The 'History' and 'Files' options in the top toolbar are highlighted with a red box. The account list includes columns for ACCOUNT, NAME, TELEPHONE, FC-CODE, BALANCE, and CR-LIMIT.

ACCOUNT	NAME	TELEPHONE	FC-CODE	BALANCE	CR-LIMIT
ALS050	Alstom AG	0056 2059530	EUR	4,767.52	2,000.00
ASH001	Ash Developments Limited	01232 452545	GBP	0.00	0.00
AXP001	Axpact Limited	01623 543999	GBP	150,000.00	10,000.00
BAL001	Baldwin Industries PLC	0151 229 8190	GBP	327,833.60	999,999.00
BAL002	Baltimore Corporation	0171 458 6547	GBP	0.00	999,999.00
BAL004	Balgores Trading Limited	01604 815322	GBP	0.00	999,999.00
BAL901	Baldwin Industries - East Mids	0115 9322111	GBP	3,241.20	999,999.00
BAL902	Baldwin Industries - West Mids	0121 5433 2222	GBP	0.00	999,999.00
BAL999	Baldwin PLC Head Office	0207 6644332	GBP	0.00	999,999.00
BAR001	Barrow Fields Limited	0115 9547865	GBP	0.00	999,999.00
BOI001	Boeing Inc.	001 312 544 2000	USD	1,666.71	999,999.00
CAP001	Caprica Leisure	01772 781243	GBP	3,721.40	999,999.00
CMS001	CMS Products Limited	0116 613245	GBP	0.00	999,999.00
CRI001	B3 Cricket Limited	0115 9871211	GBP	31,838.40	999,999.00
DAT001	Dataman Computers	01234 544457	GBP	36.00	999,999.00
DAT002	Datona Discount Supplies	0151 703 2564	GBP	0.00	999,999.00
				Total: 665,222.98	Total: 29,011,971.00

Within the Ledger Enquiry various “transaction” enquiries are available that allow further enquiry. For example, on Sales/Purchase/Stock enquiries you can view Transactions, Sales and Purchase Orders for the linked account or stock record. This new feature allows you to directly access these entries from the Landing Page.

In addition, the Ledger Enquiry also allows access to ‘Associated Files’ – a folder for the account, stock or sales order that holds saved Word documents, pdf files and so on – this can also now be called from the Landing Page.

Selecting the option, in the screenshot above the ‘History’ option, selects the Sales Account Ledger Enquiry and actions the ‘History’ option showing the applicable ‘transactions’. Selecting the ‘Files’ option selects the Sales Account Ledger enquiry and opens the Explorer Window for the selected sales account as shown to the right.



The screenshot shows a Windows Explorer window titled "Associate Files for ALS050 - Alstom AG". The window displays a list of files in the ALS050 folder. The file "Debtor Verification[u-TERRY].DOC" is selected. The file list includes columns for Name, Date modified, and Type.

Name	Date modified	Type
Debtor Verification[u-TERRY].DOC	29/10/2018 22:15	Micros
Details_[f-Outbox][t-220816_1023][u-DEM]...	29/10/2018 22:15	Outloc
DF_20nn_Features__Copy_Items_from_Batc...	29/10/2018 22:15	Outloc
DF_20nn_Features__Prompt_for_5_Data_It...	29/10/2018 22:15	Outloc
Envelope C5[u-DEM].DOC	29/10/2018 22:15	Micros
Envelope C5[u-TERRY].DOC	29/10/2018 22:15	Micros
Follow Up[u-TERRY].DOCX	29/10/2018 22:15	Micros
General Note[u-TERRY].RTF	29/10/2018 22:15	Rich T
Intro Letter[u-TERRY].DOCX	29/10/2018 22:15	Micros
LEGAL ACTION WARNING[u-TERRY].DOC	29/10/2018 22:15	Micros
Mailshot Follow Up[u-TERRY].DOC	29/10/2018 22:15	Micros
On Stop Note[u-TERRY][d-A].RTF	29/10/2018 22:15	Rich T
Over Credit Limit[u-DF2017][d-A1].RTF	29/10/2018 22:15	Rich T

These options can also be used within ProFiler based landing pages.



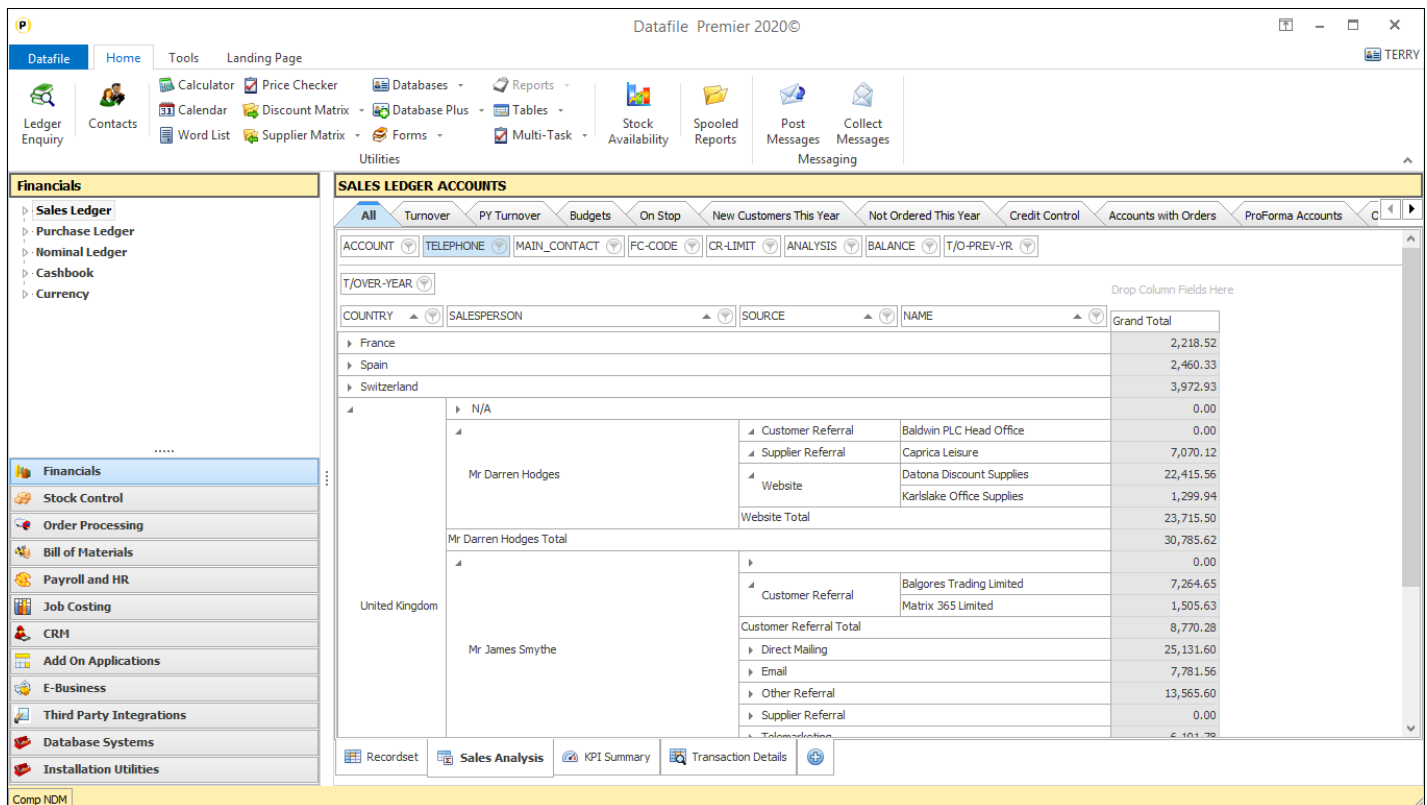
## New Modules Available

### Data Visualisations II

The release of the initial Data Visualisations module has proven very popular with users and is typically used as an alternative to running Standard Reports or creating Report Generator listings.

We've extended this further with 3 new tools to assist with Data Analysis.

#### 1. Pivot Views



COUNTRY	SALESPERSON	SOURCE	NAME	Grand Total
France				2,218.52
Spain				2,460.33
Switzerland				3,972.93
	N/A			0.00
		Customer Referral	Baldwin PLC Head Office	0.00
		Supplier Referral	Caprica Leisure	7,070.12
	Mr Darren Hodges			
		Website	Datona Discount Supplies	22,415.56
			Karlslake Office Supplies	1,299.94
		Website Total		23,715.50
	Mr Darren Hodges Total			30,785.62
				0.00
United Kingdom				
		Customer Referral	Balgores Trading Limited	7,264.65
			Matrix 365 Limited	1,505.63
		Customer Referral Total		8,770.28
	Mr James Smythe			
		Direct Mailing		25,131.60
		Email		7,781.56
		Other Referral		13,565.60
		Supplier Referral		0.00
		Telephone Referral		6,101.78

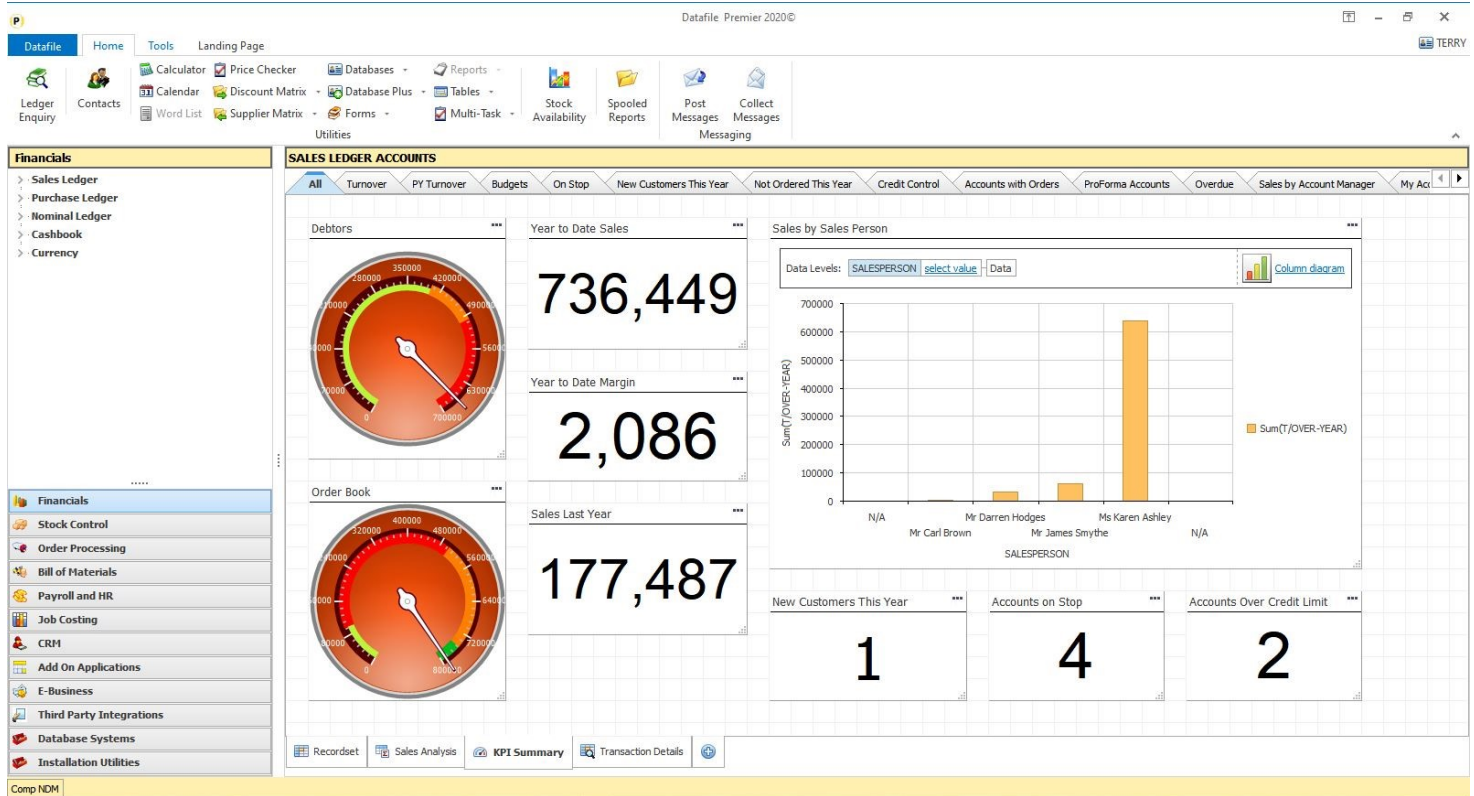
Pivot Views are a data tool that summarises and organises selected columns of data. They allow for “drag and drop” simple analysis of data.

Examples for pivot grids could include a grid based on the Sales Order Header which could analyse the performance of salespersons over time showing the value of orders placed, a grid based on the Stock file could show current period demand by stock group.

In the example above a pivot grid has been configured to show Customer Turnover with options to expand and collapse totals for Country / Salesperson / Account Source.



## 2. KPI Pages



KPI Pages allow for various display options against data within a landing page. These include:

**Labels** – allows for highlighting of a key data item. On the page above, based on the sales ledger, various KPI labels are totalling year-to-date sales and margin and flagging up the number of new customers, accounts on stop and accounts over their credit limit.

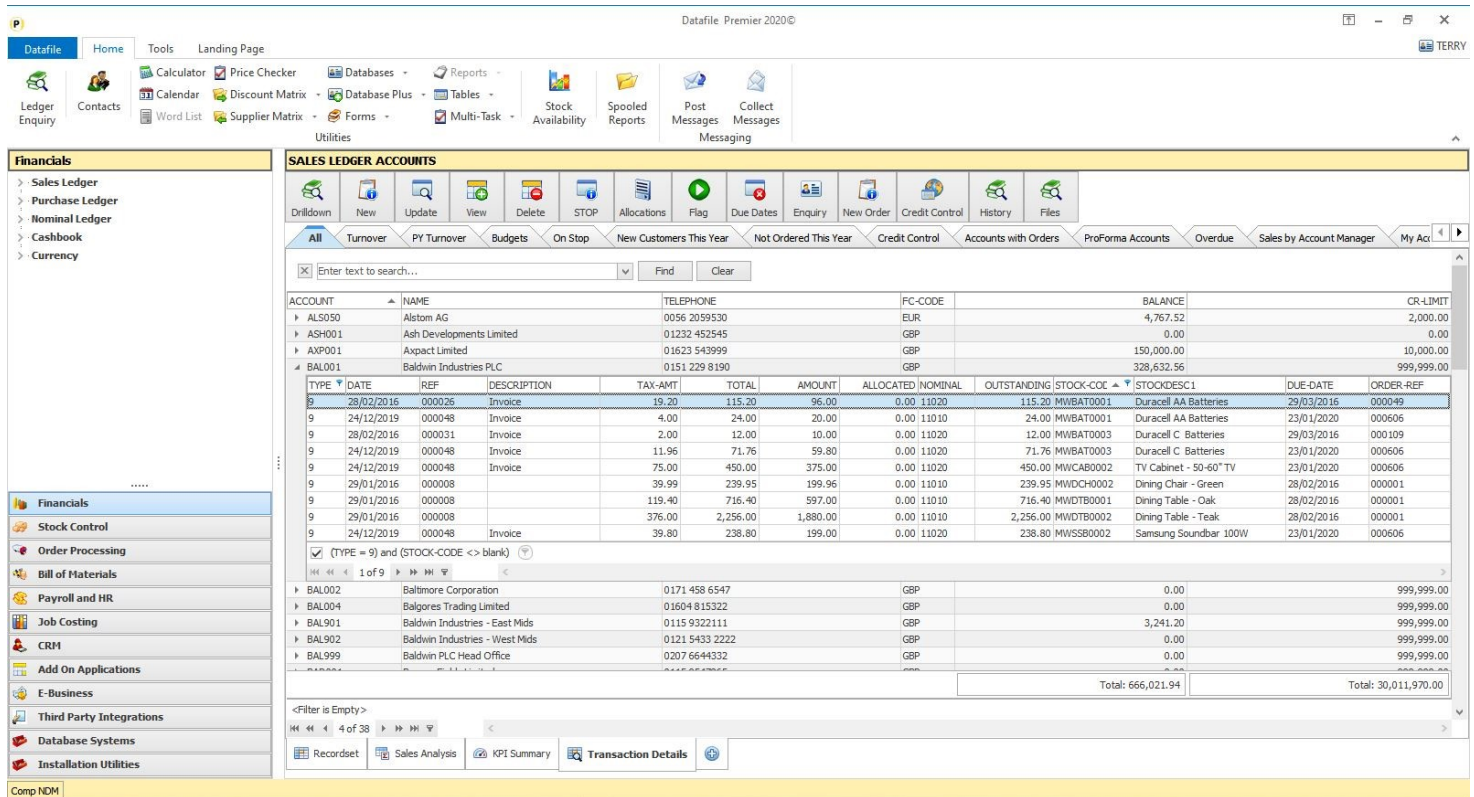
**Chart** – allows bar chart representation of data. On the page above we're charting the t/over for the year by salesperson.

**Gauge** – allows for highlighting of a key data item but then shows the current status of the value against a series of markers. For example, in the above screenshots we're showing the value of current debtors and the order book against a 'speedometer' – showing the value of debtors in the red! In addition to speedometer style gauges you can also include thermometer and digital style gauges.

**Report (Ranked)** – this allows for reporting of Top / Bottom X values where X is a nominated number of values. For example, you could show the top 10 customers by t/over, the top 5 customers who are overdue etc. On Stock landing page you could highlight the top 10 selling items this period/year, the items with the highest margin and so on.



### 3. Detail Grids



**SALES LEDGER ACCOUNTS**

ACCOUNT	NAME	TELEPHONE	FC-CODE	BALANCE	CR-LIMIT
ALSO50	Alstom AG	0056 2059530	ELUR	4,767.52	2,000.00
ASH001	Ash Developments Limited	01232 452545	GBP	0.00	0.00
AXP001	Axpart Limited	01623 543999	GBP	150,000.00	10,000.00
BAL001	Baldwin Industries PLC	0151 229 8190	GBP	328,632.56	999,999.00

TYPE	DATE	REF	DESCRIPTION	TAX-AMT	TOTAL	AMOUNT	ALLOCATED	NOMINAL	OUTSTANDING	STOCK-COC	STOCKDESC1	DUE-DATE	ORDER-REF
9	28/02/2016	000026	Invoice	19.20	115.20	96.00	0.00	11020	115.20	MWBAT001	Duracell AA Batteries	29/03/2016	000049
9	24/12/2019	000048	Invoice	4.00	24.00	20.00	0.00	11010	24.00	MWBAT001	Duracell AA Batteries	23/01/2020	000606
9	28/02/2016	000031	Invoice	2.00	12.00	10.00	0.00	11020	12.00	MWBAT003	Duracell C Batteries	29/03/2016	000109
9	24/12/2019	000048	Invoice	11.96	71.76	59.80	0.00	11020	71.76	MWBAT003	Duracell C Batteries	23/01/2020	000606
9	24/12/2019	000048	Invoice	75.00	450.00	375.00	0.00	11020	450.00	MWCAB0002	TV Cabinet - 50-60" TV	23/01/2020	000606
9	29/01/2016	000008		39.99	239.95	199.96	0.00	11010	239.95	MWDC0002	Dining Chair - Green	28/02/2016	000001
9	29/01/2016	000008		119.40	716.40	597.00	0.00	11010	716.40	MWDTB0001	Dining Table - Oak	28/02/2016	000001
9	29/01/2016	000008		376.00	2,256.00	1,880.00	0.00	11010	2,256.00	MWDTB0002	Dining Table - Teak	28/02/2016	000001
9	24/12/2019	000048	Invoice	39.80	238.80	199.00	0.00	11020	238.80	MWSSB0002	Samsung Soundbar 100W	23/01/2020	000606

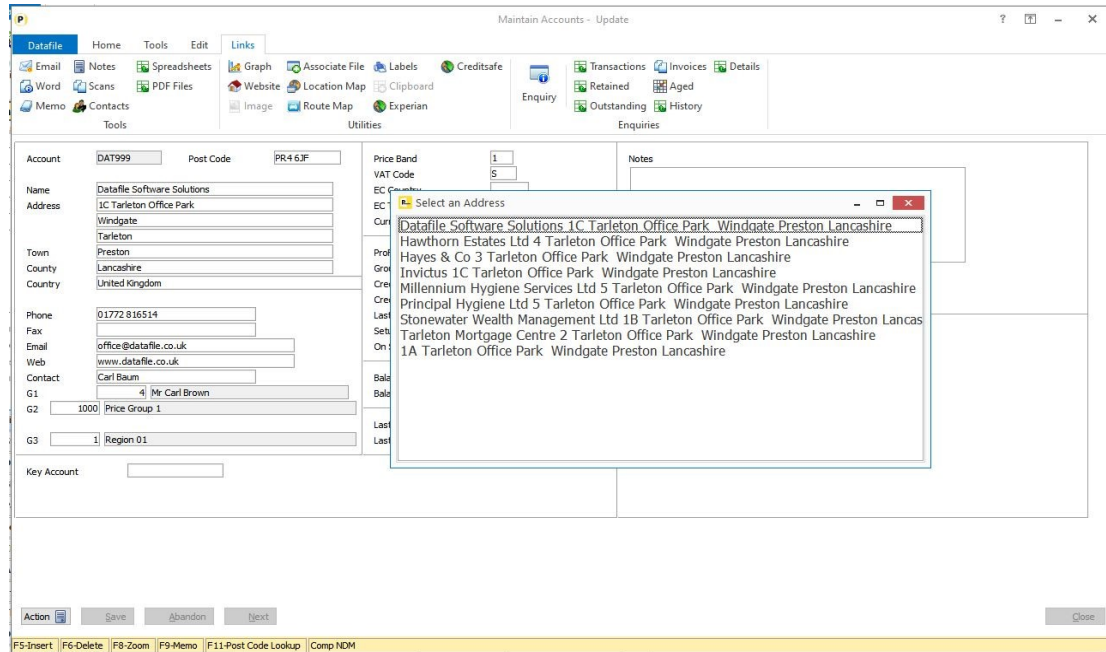
Total: 666,021.94      Total: 30,011,970.00

The main application landing pages display information from the main 'Master' file of the application – the Sales Ledger landing page shows the customers, the Stock landing page the stock records, the Sales Order landing page the Sales Order Headers and so on.

Detail Grids are an option that allows for the display of linked 'detail' records from the main application file. In the example above we're displaying the sales transactions, but you can include other application and profiler databases provided there's a linked item e.g. Account Code, Order Number etc. The columns displayed for the detail records are definable and can be filtered or sorted in the same way as other records on a Landing Page.



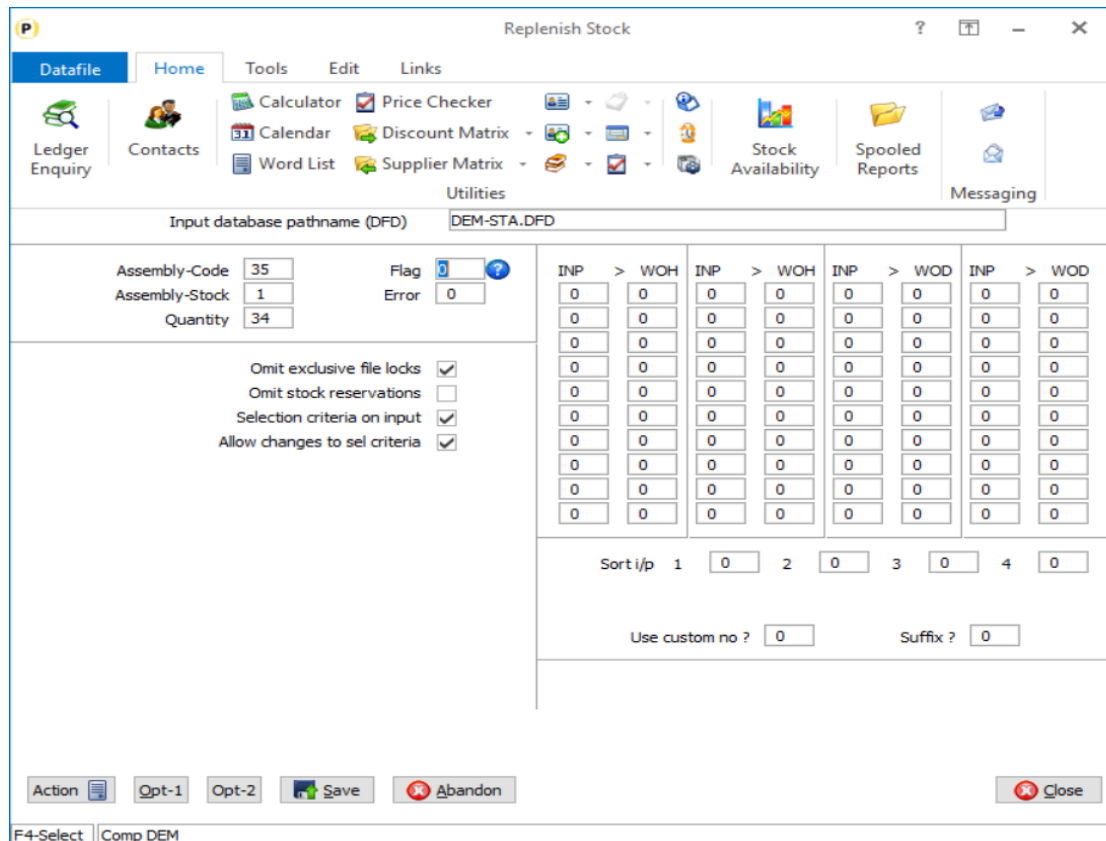
## Post Code Lookup Integration



This new application allows users to validate UK post codes recorded for customer and supplier addresses and to update the address details from the selected post code. Links have been developed to the provider **Simply Postcode**.

When adding / updating customer or supplier accounts after entering the post code users can press the <F11> key which will look up the address detail for the entered post code, addresses that match that post code are listed and you can choose an entry to copy in the address details.

## Works Order Batch Update



The Bill of Materials applications includes the option to create Works Orders automatically from Sales Orders.

This new application allows for the creation of Works Orders from any Datafile Database table.

This would allow for the creation of Works Orders from stock shortfalls or to create works orders from a third-party source.



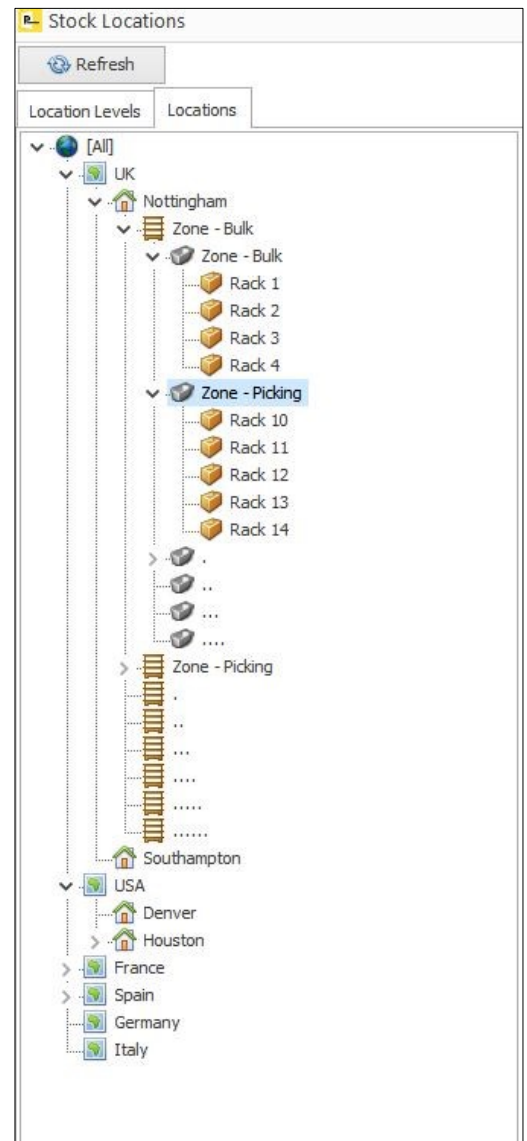
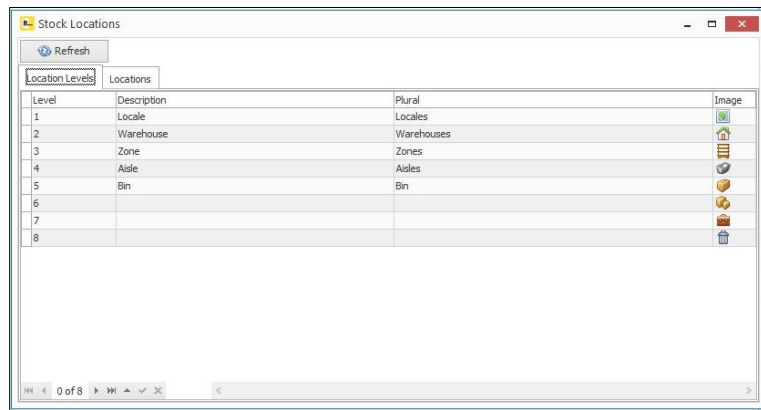
## Coming in 2020

### Stock Location Management Module

Currently within Datafile Stock Locations are managed in one of two ways.

The primary option, where locations are geographically based, is to include in the stock code a prefix for the geo-location – i.e. CH for Chester, DI for Didcot and so on. The secondary option, where you're looking to track bin locations would be to use the batch tracking facility – as each item is booked in a location is assigned to it, as you move items through the warehouse and the bin location changes then transfers are created to move the stock between bins.

When using a location prefix, it may be more difficult to see the overall stock holding in a single place and when using Batch Locations not all stock items may need a Batch or Serial code but one would need to be created regardless.



A new module, currently in development, allows for a more comprehensive solution. The stock item will be the SKU itself and the values recorded will encompass all the geo-locations and bin locations. The bin locations will be flexible – allowing for new bin locations to be created automatically based on a matrix of allowed locations.

As stock is booked in it can be automatically assigned either a holding or receiving bin location – transfers can then be used as it's put away.

As sales orders are entered then default geo-locations can be assigned during order entry so physical checks can be performed against the geo location but can also flag up, if insufficient stock, that other geo locations do hold stock and you can select this location in preference. Stock picking notes will suggest the available location(s) on a FIFO basis.

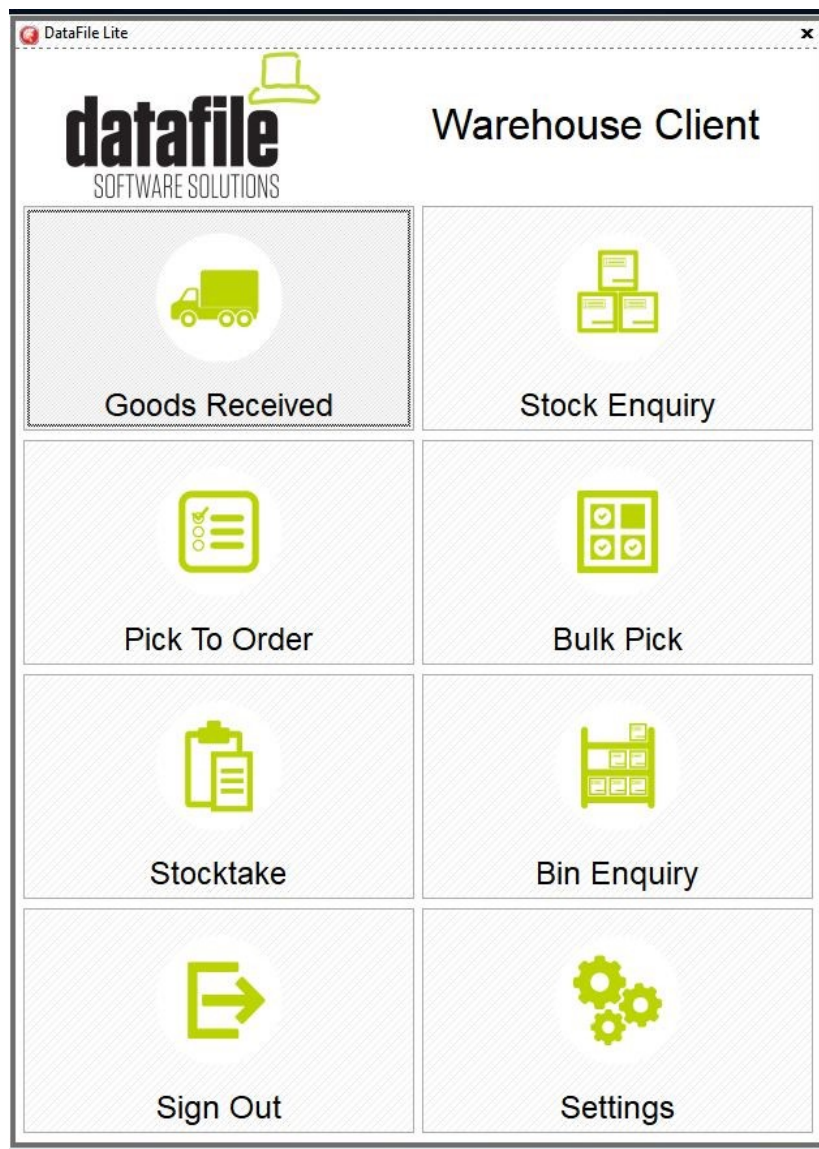




## Warehouse Client

We're also currently developing a separate "lite" Datafile application to run on a Windows tablet device.

The lite application will be designed initially around Warehouse requirements and can be used in conjunction with the new stock location management options but can also be used with the existing functionality.



**Goods Received** – this option will prompt for an order reference and show the order lines awaiting delivery.

If the tablet has either a built in Bar Code scanner or peripheral USB scanner attached, then an item can be scanned, and the order line selected automatically. The operator would then confirm the quantity received and this would update the standard Datafile application in real time.

**Stock Enquiry** – this option will prompt for the stock code (which can be scanned or searched for in the normal manner) and display the current stock holding and locations held.

**Pick to Order** – operates on a single order and prompts for an order reference and shows the lines to be picked and the available and suggested locations. As with the Goods Received option an item can be scanned and the order line selected automatically, the picked quantity then confirmed.

**Bulk Pick** – operates on multiple orders at once allowing for 'pick routes' to be assigned to operatives for improved picking speeds.

**Stock Take** – allows for the entry of stock counts.

**Bin Enquiry** – allows for the entry/scan of a bin location and shows the stock items assigned to that bin.



## New Team Member

We're pleased to announce the recent appointment of Ian Johnson to our senior consulting team.

Ian brings 30 years' experience working with Datafile Software in Production, Process and Supply Chain areas. His past projects include working with clients such as the National Rivers Authority and Shell Gas.

Ian will be based in the East Midlands working out of our Nottingham office.



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## Christmas and New Year Office Hours

The Datafile Support office will close on Monday 23rd December at 5pm and re-open on Thursday 2nd January at 9am.

For any queries on the 24<sup>th</sup>, 27<sup>th</sup>, 30<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

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	Stock Forecasting Stock Costing
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			
Post Code Lookup and Integration			
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 1		
	Data Visualisations 2		
<b>Integrations</b>	Sales Order Upload		
	Purchase Order Upload		
	Works Order Upload		
	Timesheets / Job Cost Transactions Import		
	Sales Transactions Import		
	Purchase Transactions Import		
	Stock Transactions Import		