



Welcome

Welcome to the Spring 2021 newsletter for users and partners of Datafile Software.

This newsletter contains details on features in our forthcoming release along with integrations with Partners and information on the current product roadmap.

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New Module – Automatic Bank Reconciliation – Available May 2021

Automatic Bank Reconciliation

Header

Cash Account: 765
 Statement Number: 2
 Period No: 3 From: 01/03/2021 To: 31/03/2021
 Include Unreconciled Items Since Exclude Previously Reconciled Items

Opening Balance: 0.00
 Closing Balance: 0.00
 Running Balance: -8164.27

Date	Ref	Desc	Amount
02/03/2021	DIRECTDEBIT	LEX AUTOLEASE	-668.39
02/03/2021	DEBIT	EXPENSES	-244.22
04/03/2021	DIRECTDEBIT	AVIVA HEALTH	-310.60
06/03/2021	DEBIT	EXPENSES	-4.50
06/03/2021	DEBIT	OPEN IP	-51.59
06/03/2021	DEBIT	EXPENSES	-27.09
02/03/2021	CREDIT	Direct Supplies	10.40
02/03/2021	CREDIT	Barrow Fields	285.60
02/03/2021	CREDIT	JSP Products	4240.80
02/03/2021	CREDIT	APEX LTD	327.40
02/03/2021	CREDIT	ABC TRADING	185.20
02/03/2021	CREDIT	Bennet Supplies	227.04
02/03/2021	CREDIT	Baltimore Corp	171.00
02/03/2021	CREDIT	R DAVIES	192.00
02/03/2021	CREDIT	CAVERN TOURS	280.00
03/03/2021	CREDIT	Summerfield Logistics	2592.00
03/03/2021	CREDIT	Same Day Transport	104.60
03/03/2021	CREDIT	Joe Bloggs Ltd	121.50
03/03/2021	CREDIT	Cambridge Eng	1373.76

Date	Source	Ref	Desc	Amount
02/03/2021	CBP	D/D	Lex Autolease	-668.39
02/03/2021	CBP	OTR	Expenses	-244.22
04/03/2021	CBP	D/D	Aviva Health	-310.60
06/03/2021	CBP	OTR	Expenses	-4.50
06/03/2021	CBP	D/D	Open IP	-51.59
06/03/2021	CBP	OTR	Expenses	-27.09
02/03/2021	CBP	ADJ	Refund	280.00
02/03/2021	CBP	ADJ	Repayment Cancel	-280.00
02/03/2021	CBR	BAC	Payment - Thank You	327.40
02/03/2021	CBR	BAC	Payment - Thank You	227.04
02/03/2021	CBR	BAC	Payment - Thank You	171.00
02/03/2021	CBR	BAC	Payment - Thank You	4240.80
02/03/2021	CBR	BAC	Payment - Thank You	285.60
02/03/2021	CBR	BAC	Payment - Thank You	10.40
02/03/2021	CBR	BAC	Payment - Thank You	192.00
02/03/2021	CBR	BAC	Payment - Thank You	185.20
02/03/2021	CBR	OTR	Repayment	280.00
03/03/2021	CBR	BAC	Payment - Thank You	104.60
03/03/2021	CBR	BAC	Payment - Thank You	391.39

Settings | **Auto Reconcile** | Suggested Reconcile | Reconcile | Save | Update

This new module allows you to use a statement downloaded from your bank to match those transactions against entries on a Datafile bank account.

The reconciliation process offers three levels of matching.

Auto Reconcile – automatically matches entries between the bank statement and the bank account postings where date, amount, and description match.

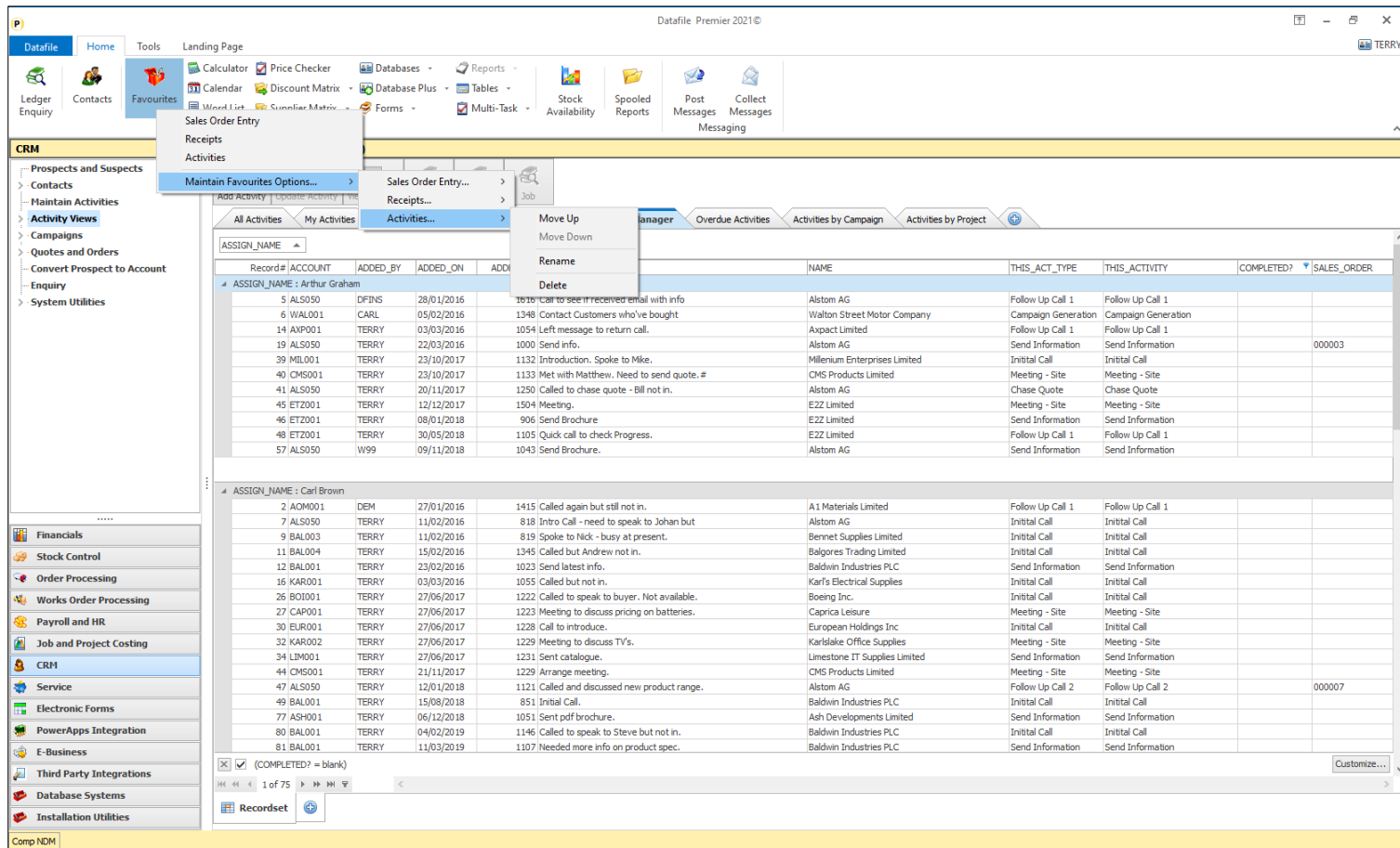
Suggested Reconcile – steps through matches where the amount and either the date or description on the bank posting matches the bank statement.

Reconcile – manually match entries from the bank statement and bank postings. This option will allow you to match on a many-to-one basis where transactions on the bank statement may be more detailed than the bank posting (or vice versa).

We support CSV and OFX format statement downloads with supplied templates for all major UK banks. An import template designer is also available if required.



New Feature Preview – Favourites – Q4 2021



The screenshot shows the Datafile Premier 2021 CRM interface. The 'Favourites' menu is open, showing options like 'Maintain Favourites Options...', 'Sales Order Entry...', 'Receipts...', and 'Activities...'. The 'Activities...' option is selected, displaying a list of activities with columns for Record#, ACCOUNT, ADDED_BY, ADDED_ON, and a description. The list is filtered by 'ASSIGN_NAME: Arthur Graham' and 'ASSIGN_NAME: Carl Brown'. A right-click context menu is visible over the list, showing options like 'Move Up', 'Move Down', 'Rename', and 'Delete'.

Record#	ACCOUNT	ADDED_BY	ADDED_ON	DESCRIPTION	NAME	THIS_ACT_TYPE	THIS_ACTIVITY	COMPLETED?	SALES_ORDER
5	ALS050	DFINS	28/01/2016	1578: call to see if receiver email with info	Alstom AG	Follow Up Call 1	Follow Up Call 1		
6	WAL001	CARL	05/02/2016	1348 Contact Customers who've bought	Walton Street Motor Company	Campaign Generation	Campaign Generation		
14	AXP001	TERRY	03/03/2016	1054 Left message to return call.	Aspect Limited	Follow Up Call 1	Follow Up Call 1		
19	ALS050	TERRY	22/03/2016	1000 Send info.	Alstom AG	Send Information	Send Information		000003
39	MIL001	TERRY	23/10/2017	1132 Introduction. Spoke to Mike.	Millenium Enterprises Limited	Initial Call	Initial Call		
40	CMS001	TERRY	23/10/2017	1133 Met with Matthew. Need to send quote. #	CMS Products Limited	Meeting - Site	Meeting - Site		
41	ALS050	TERRY	20/11/2017	1250 Called to chase quote - Bill not in.	Alstom AG	Chase Quote	Chase Quote		
45	ETZ001	TERRY	12/12/2017	1504 Meeting.	EZZ Limited	Meeting - Site	Meeting - Site		
46	ETZ001	TERRY	08/01/2018	906 Send Brochure	EZZ Limited	Send Information	Send Information		
48	ETZ001	TERRY	30/05/2018	1105 Quick call to check Progress.	EZZ Limited	Follow Up Call 1	Follow Up Call 1		
57	ALS050	W99	09/11/2018	1043 Send Brochure.	Alstom AG	Send Information	Send Information		
ASSIGN_NAME: Carl Brown									
2	AOM001	DEM	27/01/2016	1415 Called again but still not in.	A1 Materials Limited	Follow Up Call 1	Follow Up Call 1		
7	ALS050	TERRY	11/02/2016	818 Intro Call - need to speak to Johan but	Alstom AG	Initial Call	Initial Call		
9	BAL003	TERRY	11/02/2016	819 Spoke to Nick - busy at present.	Bennet Supplies Limited	Initial Call	Initial Call		
11	BAL004	TERRY	15/02/2016	1345 Called but Andrew not in.	Balgores Trading Limited	Initial Call	Initial Call		
12	BAL001	TERRY	23/02/2016	1023 Send latest info.	Baldwin Industries PLC	Send Information	Send Information		
16	KAR001	TERRY	03/03/2016	1055 Called but not in.	Karl's Electrical Supplies	Initial Call	Initial Call		
26	BOI001	TERRY	27/06/2017	1222 Called to speak to buyer. Not available.	Boeing Inc.	Initial Call	Initial Call		
27	CAP001	TERRY	27/06/2017	1223 Meeting to discuss pricing on batteries.	Caprica Leisure	Meeting - Site	Meeting - Site		
30	EUR001	TERRY	27/06/2017	1228 Call to introduce.	European Holdings Inc	Initial Call	Initial Call		
32	KAR002	TERRY	27/06/2017	1229 Meeting to discuss TVs.	Karlslake Office Supplies	Meeting - Site	Meeting - Site		
34	LIM001	TERRY	27/06/2017	1231 Sent catalogue.	Limestone IT Supplies Limited	Send Information	Send Information		
44	CMS001	TERRY	21/11/2017	1229 Arrange meeting.	CMS Products Limited	Meeting - Site	Meeting - Site		
47	ALS050	TERRY	12/01/2018	1121 Called and discussed new product range.	Alstom AG	Follow Up Call 2	Follow Up Call 2		000007
49	BAL001	TERRY	15/08/2018	851 Initial Call.	Baldwin Industries PLC	Initial Call	Initial Call		
77	ASH001	TERRY	06/12/2018	1051 Send pdf brochure.	Ash Developments Limited	Send Information	Send Information		
80	BAL001	TERRY	04/02/2019	1146 Called to speak to Steve but not in.	Baldwin Industries PLC	Initial Call	Initial Call		
81	BAL001	TERRY	11/03/2019	1107 Needed more info on product spec.	Baldwin Industries PLC	Send Information	Send Information		

The new Favourites option allows users to maintain their own lists of quick access menu options.

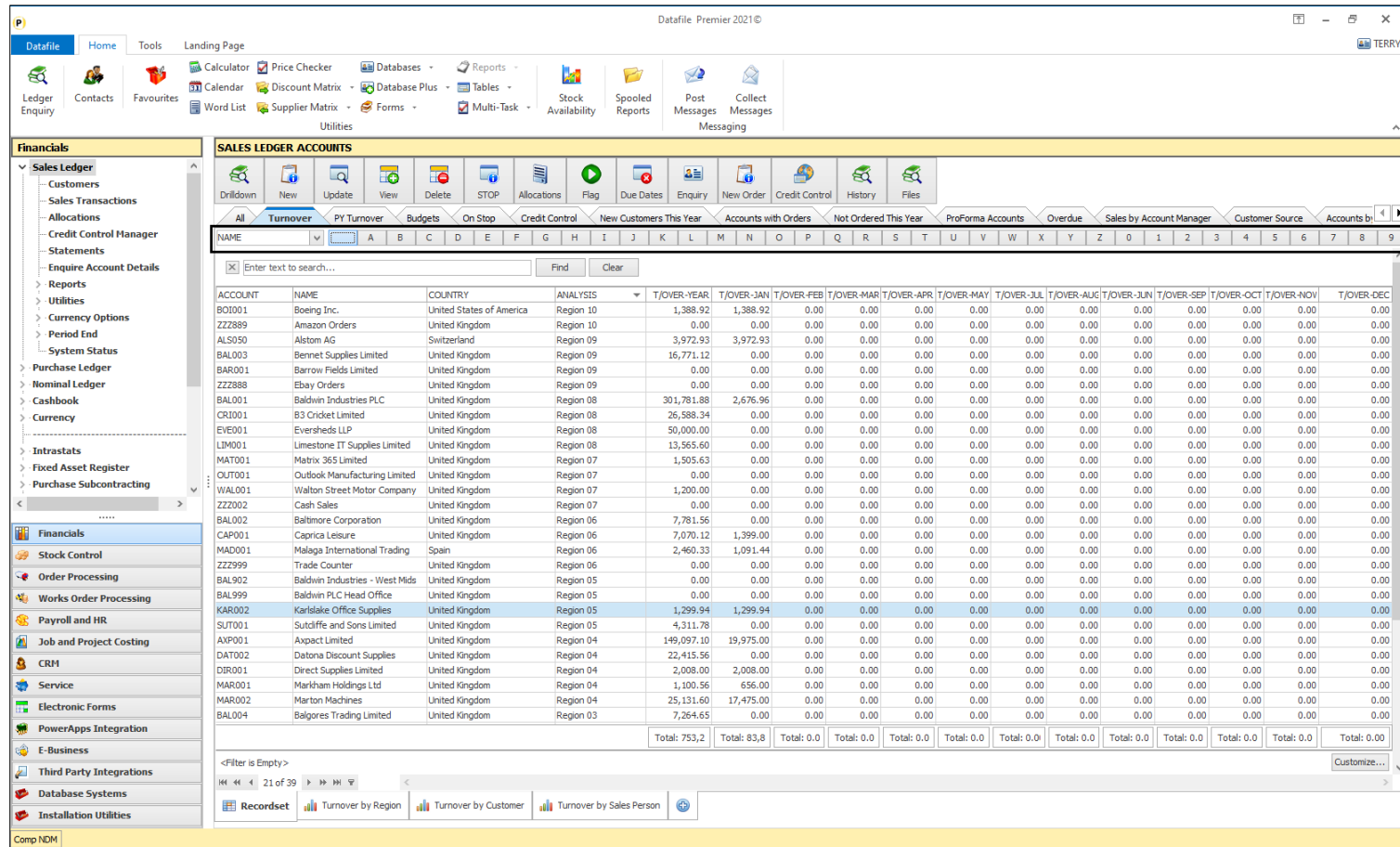
You can add options such as Sales Order Entry or Cashbook Receipt postings or you can add your own Profiler reporting functions.

Right-click on the menu option allows you to add the action to your favourites list.

Maintenance options allow you to move favourite actions up/down the list and rename or remove as required.



New Feature Preview – Rolodex – Q4 2021



The screenshot shows the 'SALES LEDGER ACCOUNTS' window in Datafile Premier 2021. The Rolodex feature is active, filtering the account list by the 'Name' field. The search criteria is 'K', and the results show accounts starting with 'K'.

ACCOUNT	NAME	COUNTRY	ANALYSIS	T/OVER-YEAR	T/OVER-JAN	T/OVER-FEB	T/OVER-MAR	T/OVER-APR	T/OVER-MAY	T/OVER-JUL	T/OVER-AUG	T/OVER-JUN	T/OVER-SEP	T/OVER-OCT	T/OVER-NOV	T/OVER-DEC
901001	Boeing Inc.	United States of America	Region 10	1,388.92	1,388.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZZ289	Amazon Orders	United Kingdom	Region 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALS050	Alstom AG	Switzerland	Region 09	3,972.93	3,972.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAL003	Barnet Supplies Limited	United Kingdom	Region 09	16,771.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAR001	Barrow Fields Limited	United Kingdom	Region 09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZZ288	Ebay Orders	United Kingdom	Region 09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAL001	Baldwin Industries PLC	United Kingdom	Region 08	301,781.88	2,676.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CR1001	B3 Cricket Limited	United Kingdom	Region 08	26,588.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EVE001	Eversheds LLP	United Kingdom	Region 08	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LIM001	Limestone IT Supplies Limited	United Kingdom	Region 08	13,565.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAT001	Matrix 365 Limited	United Kingdom	Region 07	1,505.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OUT001	Outlook Manufacturing Limited	United Kingdom	Region 07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WAL001	Walton Street Motor Company	United Kingdom	Region 07	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZZ202	Cash Sales	United Kingdom	Region 07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAL002	Baltimore Corporation	United Kingdom	Region 06	7,781.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAP001	Caprica Leisure	United Kingdom	Region 06	7,070.12	1,399.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAD001	Malaga International Trading	Spain	Region 06	2,460.33	1,091.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZZ299	Trade Counter	United Kingdom	Region 06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAL902	Baldwin Industries - West Mids	United Kingdom	Region 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAL999	Baldwin PLC Head Office	United Kingdom	Region 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KAR002	Karlalake Office Supplies	United Kingdom	Region 05	1,299.94	1,299.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUT001	Sutcliffe and Sons Limited	United Kingdom	Region 05	4,311.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AXP001	Axpect Limited	United Kingdom	Region 04	149,097.10	19,975.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DAT002	Datona Discount Supplies	United Kingdom	Region 04	22,415.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DIR001	Direct Supplies Limited	United Kingdom	Region 04	2,008.00	2,008.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAR001	Marikham Holdings Ltd	United Kingdom	Region 04	1,100.56	656.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAR002	Marion Machines	United Kingdom	Region 04	25,131.60	17,475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAL004	Balgores Trading Limited	United Kingdom	Region 03	7,264.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Total: 753,2	Total: 83,8	Total: 0.0	Total: 0.0	Total: 0.0	Total: 0.0	Total: 0.0	Total: 0.0	Total: 0.0	Total: 0.0	Total: 0.0	Total: 0.0	Total: 0.0

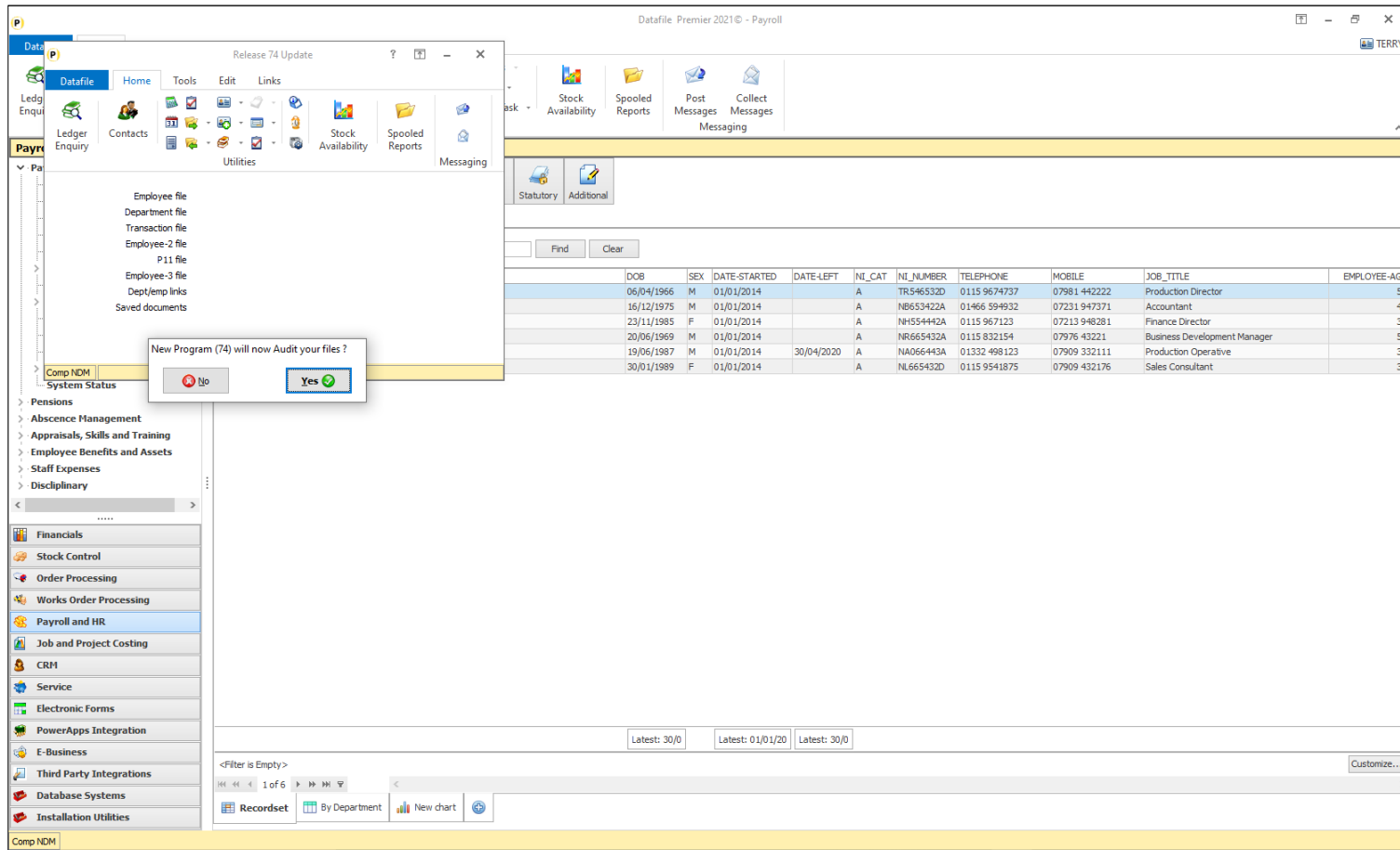
The new Rolodex option available on Landing Pages compliments the already extensive search functions available.

Any field from the database can be selected as the anchor and the Rolodex letters and numbers can then be used as filters.

In the example here we've selected the 'Name' item as the filter – when click on a letter on the Rolodex the grid will filter those accounts where the name starts with that letter or number.



Payroll Update 2021



DOB	SEX	DATE-STARTED	DATE-LEFT	NI_CAT	NI_NUMBER	TELEPHONE	MOBILE	JOB_TITLE	EMPLOYEE-AGE
06/04/1966	M	01/01/2014		A	TR546532D	0115 9674737	07981 442222	Production Director	54
16/12/1975	M	01/01/2014		A	NB653422A	01466 594932	07231 947371	Accountant	45
23/11/1985	F	01/01/2014		A	NH55442A	0115 967123	07213 948281	Finance Director	35
20/06/1969	M	01/01/2014		A	NR665432A	0115 832154	07976 43221	Business Development Manager	51
19/06/1987	M	01/01/2014		A	NA066443A	01332 498123	07909 332111	Production Operative	33
30/01/1989	F	01/01/2014	30/04/2020	A	NL665432D	0115 9541875	07909 432176	Sales Consultant	32

The payroll update for the 2021/22 tax year is now available.

This update includes:

Support for PAYE Tax Changes from 6th April 2021

Support for National Insurance Band Changes from 6th April 2021

Support for Student Loan Type 4 (Scotland Only)

New P60 Substitute template for 20/21 Tax Year

Email options for P60 Forms

For users who have not yet applied the Datafile 2021 update released last year this update also includes options to print P45s to a PDF Form Template.



Payroll Year End Check List

Payroll Year End is nearing – after the software update for the Payroll 2021 you are ready to proceed with the year end but there are a few checks you may want to make.

5

Do I Have a Week 53 – If employees are paid on a weekly, 2-weekly, or 4-weekly basis and your normal pay day falls on the 5th of April then you will do. If yes, then you need to enable Week 53 and run your usual period end. After running week 53 (54/56) then you are ready to move into the next tax year.



Any Leavers – if you have any leavers to process do this prior to the year-end and prior to submitting your Full Payment Submission (FPS) for the final pay period. If you did not mark the employee as a leaver prior to the payroll run, select Employee Details (use F7 to override 'Payroll Has Been Run' message) and mark the employee as a leaver.



Send Your FPS – as part of the FPS submission you will be prompted to confirm if this is the final submission. Say Yes unless you need to submit an FPS, or you have another payroll company on the same tax reference which still needs to submit.



Print Your P60s – the Payroll P60 can be printed or emailed (V20 users only). If you wish to email your P60 contact your Datafile support team to configure if needed otherwise you can print your P60 on plain paper.



Year End – once you have completed the above processes you are ready to run the year-end. The year end will take you through creating a history company and updating the Tax, NI and Statutory Payment details for the new year as well as uplifting employee tax codes. Remember, once in the new year, to check the HMRC DPS Mailbox for any P9 messages with new tax codes for employees.



Change of Details



From 1st April 2021 our business correspondence address will change to our East Midlands office:

Datafile Software Solutions Limited
Cornerhouse
Robey Close
Linby
Nottinghamshire
NG15 8AA

Our telephone number is **unchanged** and remains as 01772 816 514

For our clients in the North West who still wish to meet up we are still able to facilitate meetings at an alternate building on the Tarleton Business Park (subject to any rules in place on social distancing).



Full List of Applications Available

Business Area	Module	Business Area	Module	Business Area	Module
Finance	Sales Ledger	Production	Works Order Processing	E-Business	XML Module
	Sales Invoice Surcharging		Works Order Batch Update		XML Sales Orders In
	Purchase Ledger		Works Order Time Logging		XML Sales Order ASN
	Payment Practices / Performance Reporting		Works Order Planning		XML Sales Invoices and Credits
			Amazon Web Order Import		
	Nominal Ledger	Service	CRM	Digital Forms	Formworks Integration Platform
	Cashbook		Contract Management / Repeat Billing		Sales Ledger Transaction Batch Update
	Currency		Contract Scheduling	Integrations	Purchase Ledger Tx Batch Update
	Intrastats / SSD		Customer Care Log		Stock Transaction Batch Update
	Fixed Asset Register	Helpdesk	Job Costing Transaction Batch Update		
Sales Invoicer	Stock Control and Order Processing	Stock Control	Carrier Integration	DPD	
Payroll		Payroll		Stock Forecasting	Tuffnells
		Human Resources		Sales Order Processing	FedEx
		Pension Management	Sales Order Batch Update		
		NEST Integration	Sales Order Digital Signatures	Data Visualisations I	
		Peoples Pension Integration	Sales Order Change Logging	Data Visualisations II	
		Payroll +	Back 2 Back Order Processing	Excel RTD	
Costing		Project and Job Costing	Sales Order Call Off's	Other	SQL Out Service
		Advanced Budgeting	Sales Order Stock Assembly Link		SQL In Service
		Estimating	Inter Branch Transfers		Post Code Lookup
		Project Tasks	Purchase Order Processing		Outlook Contact Synchronisation
			Purchase Consignment Tracking		Advanced Alerts
			Automatic Purchase Ordering		Profiler
			GRNI and Nominal Accrual Posting		Profiler +
			Purchase Order Batch Update		
			Purchase Order Call Off's		
			Batch and Serial Number Tracking		
		Point of Sale			