



## Welcome

Welcome to the Autumn 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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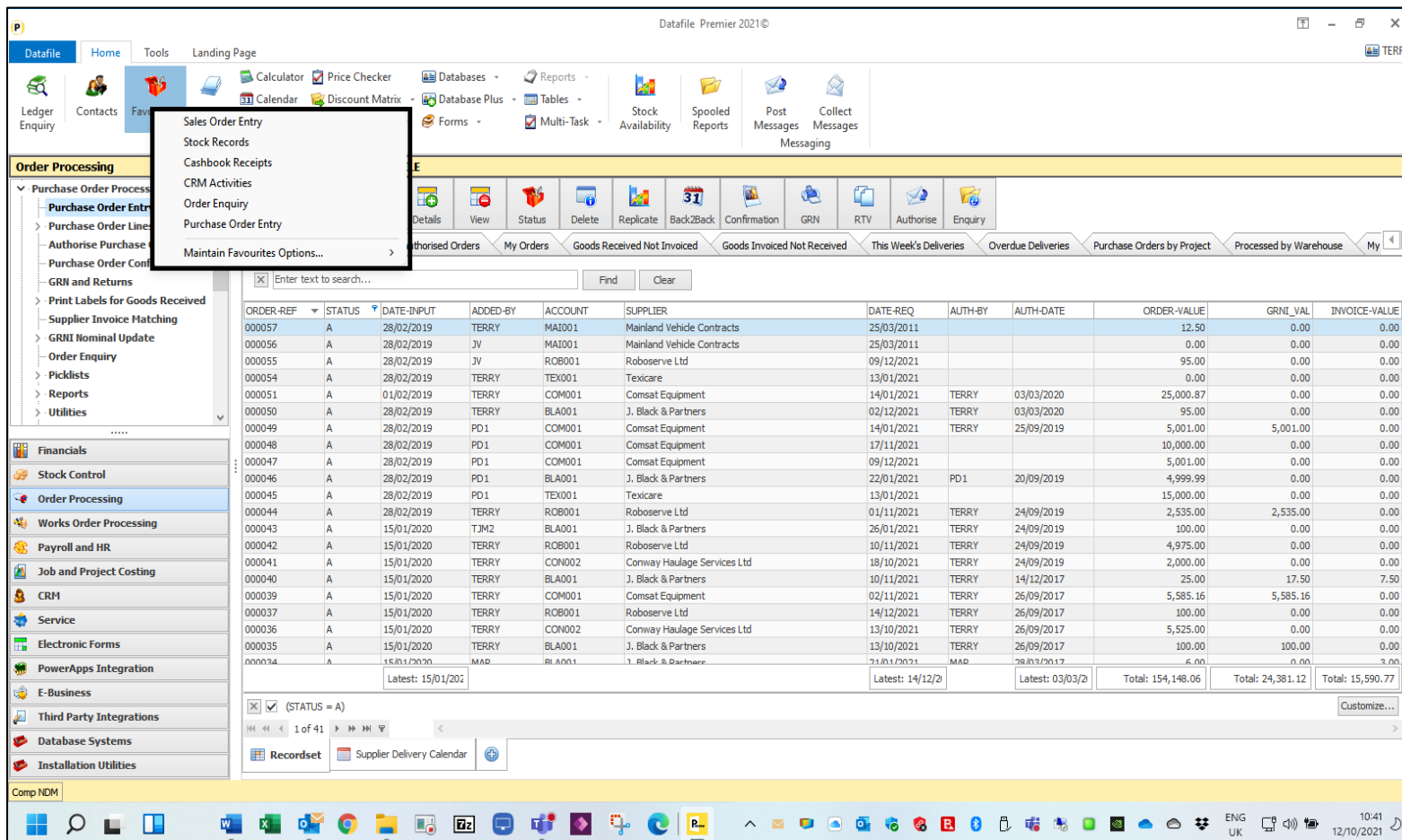
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- **Coming in 2022**



## Gold Software Maintenance Update – November 2021

### 1. Favourites



The screenshot shows the Datafile Premier 2021 software interface. The 'Favourites' menu is open, showing options like 'Sales Order Entry', 'Stock Records', 'Cashbook Receipts', 'CRM Activities', 'Order Enquiry', and 'Purchase Order Entry'. The 'Maintain Favourites Options...' option is highlighted. Below the menu, a table of purchase orders is displayed with columns for ORDER-REF, STATUS, DATE-INPUT, ADDED-BY, ACCOUNT, SUPPLIER, DATE-REQ, AUTH-BY, AUTH-DATE, ORDER-VALUE, GRNI\_VAL, and INVOICE-VALUE. The table contains 34 rows of data, with a total of 154,148.06 for ORDER-VALUE, 24,381.12 for GRNI\_VAL, and 15,590.77 for INVOICE-VALUE.

ORDER-REF	STATUS	DATE-INPUT	ADDED-BY	ACCOUNT	SUPPLIER	DATE-REQ	AUTH-BY	AUTH-DATE	ORDER-VALUE	GRNI_VAL	INVOICE-VALUE
000057	A	28/02/2019	TERRY	MAI001	Mainland Vehicle Contracts	25/03/2011			12.50	0.00	0.00
000056	A	28/02/2019	JV	MAI001	Mainland Vehicle Contracts	25/03/2011			0.00	0.00	0.00
000055	A	28/02/2019	JV	ROB001	Roboserve Ltd	09/12/2021			95.00	0.00	0.00
000054	A	28/02/2019	TERRY	TEX001	Texicare	13/01/2021			0.00	0.00	0.00
000051	A	01/02/2019	TERRY	COM001	Comsat Equipment	14/01/2021	TERRY	03/03/2020	25,000.87	0.00	0.00
000050	A	28/02/2019	TERRY	BLA001	J. Black & Partners	02/12/2021	TERRY	03/03/2020	95.00	0.00	0.00
000049	A	28/02/2019	PD1	COM001	Comsat Equipment	14/01/2021	TERRY	25/09/2019	5,001.00	5,001.00	0.00
000048	A	28/02/2019	PD1	COM001	Comsat Equipment	17/11/2021			10,000.00	0.00	0.00
000047	A	28/02/2019	PD1	COM001	Comsat Equipment	09/12/2021			5,001.00	0.00	0.00
000046	A	28/02/2019	PD1	BLA001	J. Black & Partners	22/01/2021	PD1	20/09/2019	4,999.99	0.00	0.00
000045	A	28/02/2019	PD1	TEX001	Texicare	13/01/2021			15,000.00	0.00	0.00
000044	A	28/02/2019	TERRY	ROB001	Roboserve Ltd	01/11/2021	TERRY	24/09/2019	2,535.00	2,535.00	0.00
000043	A	15/01/2020	TJM2	BLA001	J. Black & Partners	26/01/2021	TERRY	24/09/2019	100.00	0.00	0.00
000042	A	15/01/2020	TERRY	ROB001	Roboserve Ltd	10/11/2021	TERRY	24/09/2019	4,975.00	0.00	0.00
000041	A	15/01/2020	TERRY	CON002	Conway Haulage Services Ltd	18/10/2021	TERRY	24/09/2019	2,000.00	0.00	0.00
000040	A	15/01/2020	TERRY	BLA001	J. Black & Partners	10/11/2021	TERRY	14/12/2017	25.00	17.50	7.50
000039	A	15/01/2020	TERRY	COM001	Comsat Equipment	02/11/2021	TERRY	26/09/2017	5,585.16	5,585.16	0.00
000037	A	15/01/2020	TERRY	ROB001	Roboserve Ltd	14/12/2021	TERRY	26/09/2017	100.00	0.00	0.00
000036	A	15/01/2020	TERRY	CON002	Conway Haulage Services Ltd	13/10/2021	TERRY	26/09/2017	5,525.00	0.00	0.00
000035	A	15/01/2020	TERRY	BLA001	J. Black & Partners	13/10/2021	TERRY	26/09/2017	100.00	100.00	0.00
000034	A	15/01/2020	MAR	BLA001	J. Black & Partners	21/01/2021	MAR	28/03/2017	6.00	0.00	3.00

This option allows users to define their own list of favoured options within Datafile.

As part of a user's role there may be several key options that they require to have simple and straightforward access to – the option to add a new sales order/quote, update a stock record, post an activity, etc.

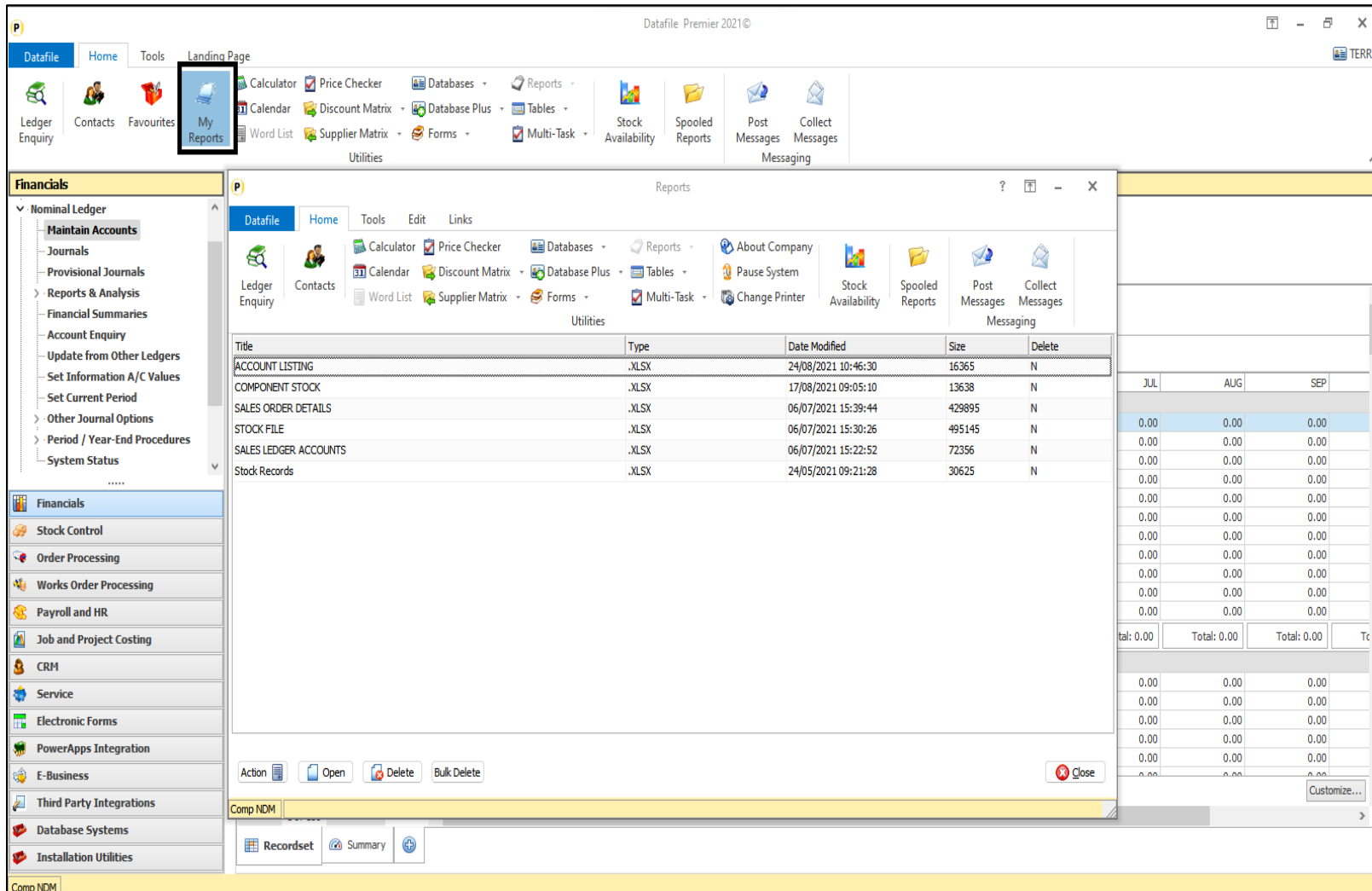
Users can select the main menu and then select functions from the landing page or application menu but this 'favourites' option allows for direct access.

To add an item into the 'Favourites' list users can right-click on an application menu option and 'Add to Favourites'

Options add to the end of the favourites list, but users can amend the order as required.



## 2. My Reports



The screenshot shows the Datafile Premier 2021 software interface. The 'My Reports' window is open, displaying a list of reports. The 'Reports' window is also open, showing a table of reports with columns for Title, Type, Date Modified, Size, and Delete. The 'Financials' module is selected in the left-hand navigation pane.

Title	Type	Date Modified	Size	Delete
ACCOUNT LISTING	.XLSX	24/08/2021 10:46:30	16365	N
COMPONENT STOCK	.XLSX	17/08/2021 09:05:10	13638	N
SALES ORDER DETAILS	.XLSX	06/07/2021 15:39:44	429895	N
STOCK FILE	.XLSX	06/07/2021 15:30:26	495145	N
SALES LEDGER ACCOUNTS	.XLSX	06/07/2021 15:22:52	72356	N
Stock Records	.XLSX	24/05/2021 09:21:28	30625	N

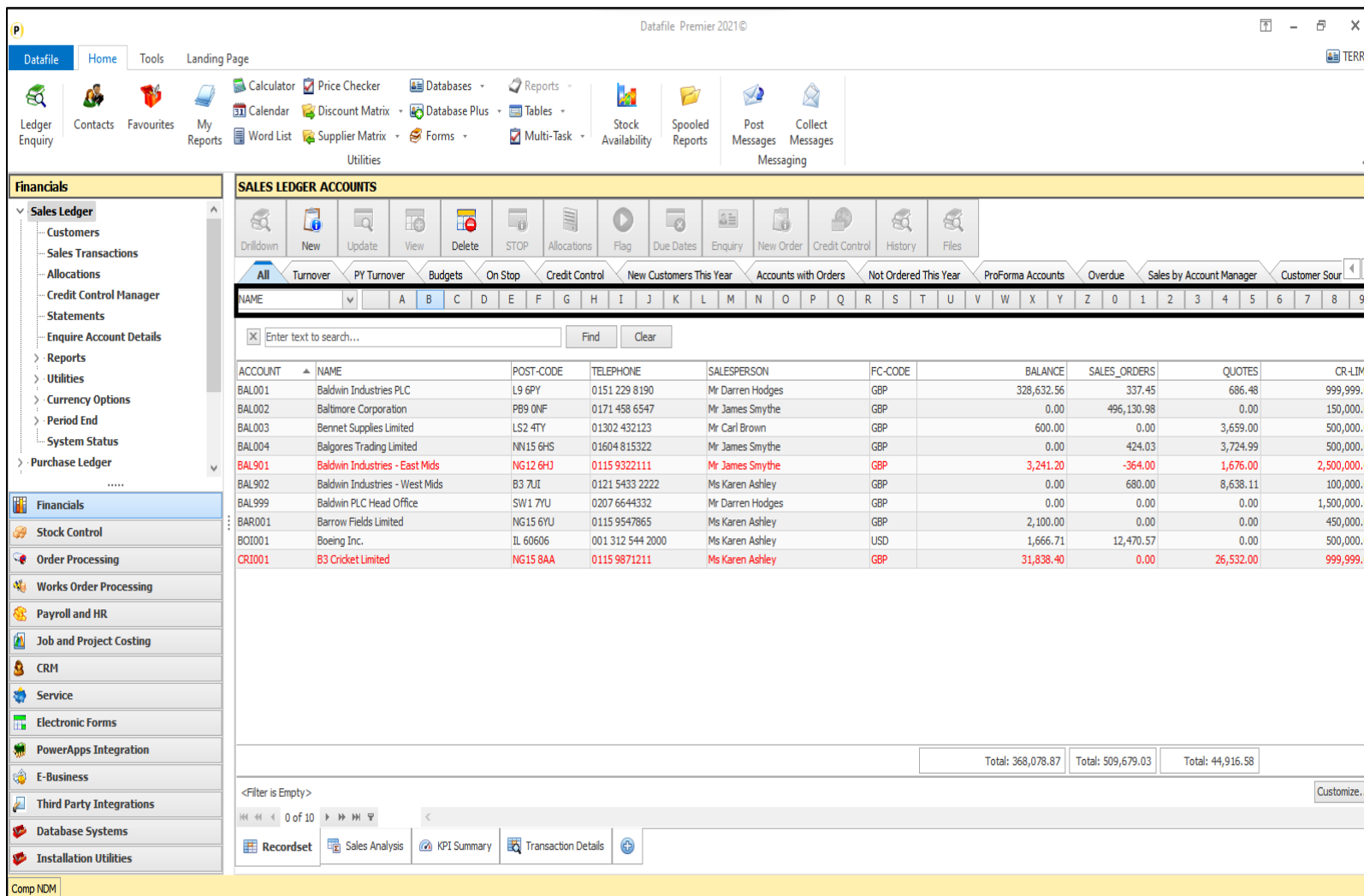
As you print reports to PDF, Excel, or Word within the system these files are created and stored within a folder for your user-id.

This option allows you to recall and view these reports once the file has been closed.

Housekeeping options are also available to remove these files when no longer required.



## 3. New Landing Page Feature - Rolodex



The screenshot shows the 'SALES LEDGER ACCOUNTS' window in Datafile Premier 2021. The interface includes a navigation pane on the left with categories like Financials, Stock Control, and Order Processing. The main area features a Rolodex grid with columns for ACCOUNT, NAME, POST-CODE, TELEPHONE, SALESPERSON, FC-CODE, BALANCE, SALES\_ORDERS, QUOTES, and CR-LIMIT. A search bar at the top of the grid allows filtering by name. The grid is currently filtered by the letter 'B', showing accounts such as BAL001, BAL002, BAL003, BAL004, BAL901, BAL902, BAL999, BAR001, BOI001, and CR1001. Summary statistics at the bottom of the grid show: Total: 368,078.87, Total: 509,679.03, and Total: 44,916.58.

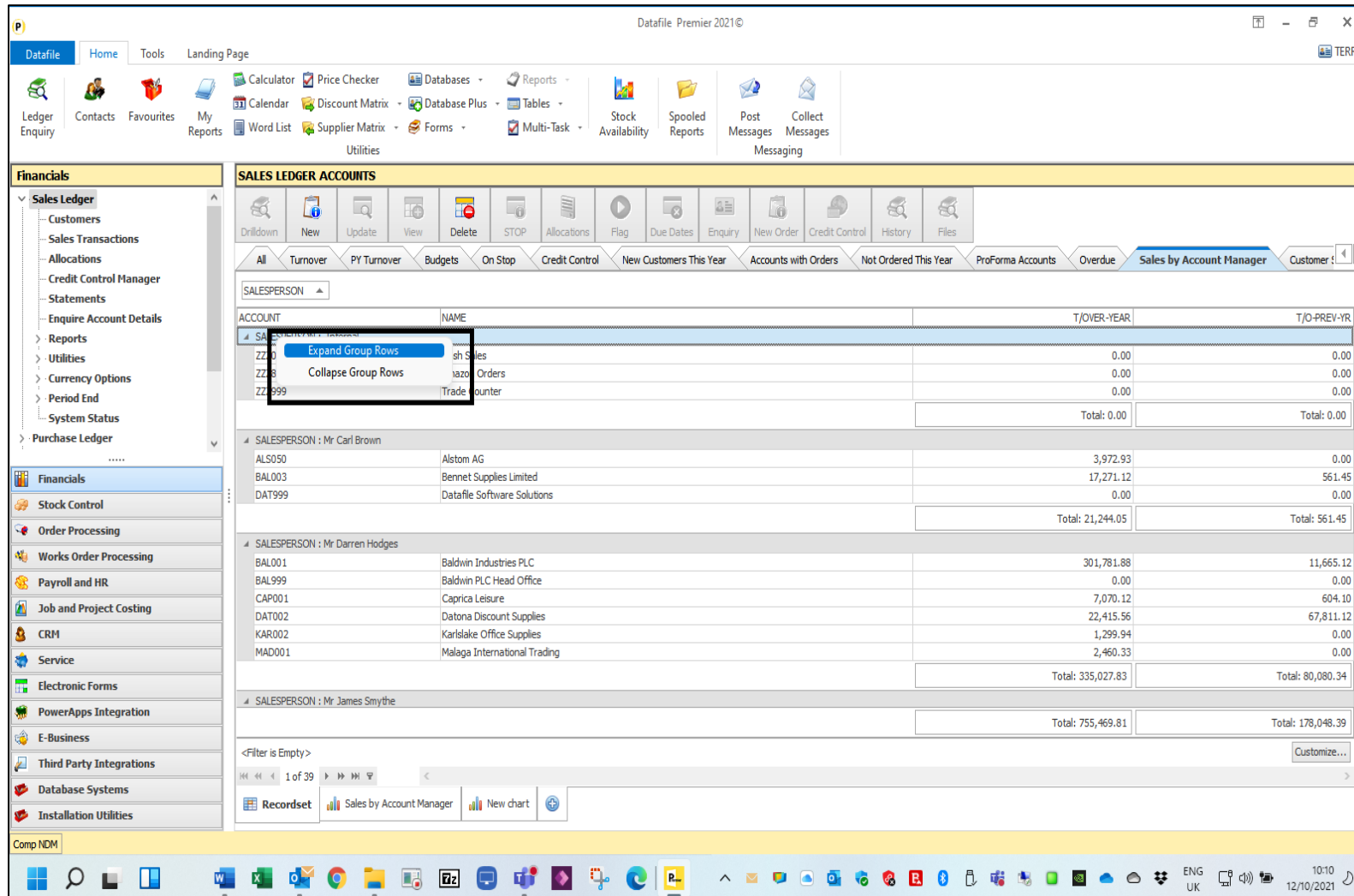
The new Rolodex option available on Landing Pages compliments the already extensive search functions available.

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



## 4. New Landing Page Feature - Expand and Collapse Groupings



The screenshot shows the 'SALES LEDGER ACCOUNTS' report in Datafile Premier 2021. The report is grouped by 'SALESPERSON'. A context menu is open over the first row of the 'SALESPERSON : Mr Carl Brown' group, showing 'Expand Group Rows' and 'Collapse Group Rows' options. The table displays columns for ACCOUNT, NAME, T/OVER-YEAR, and T/O-PREV-YR.

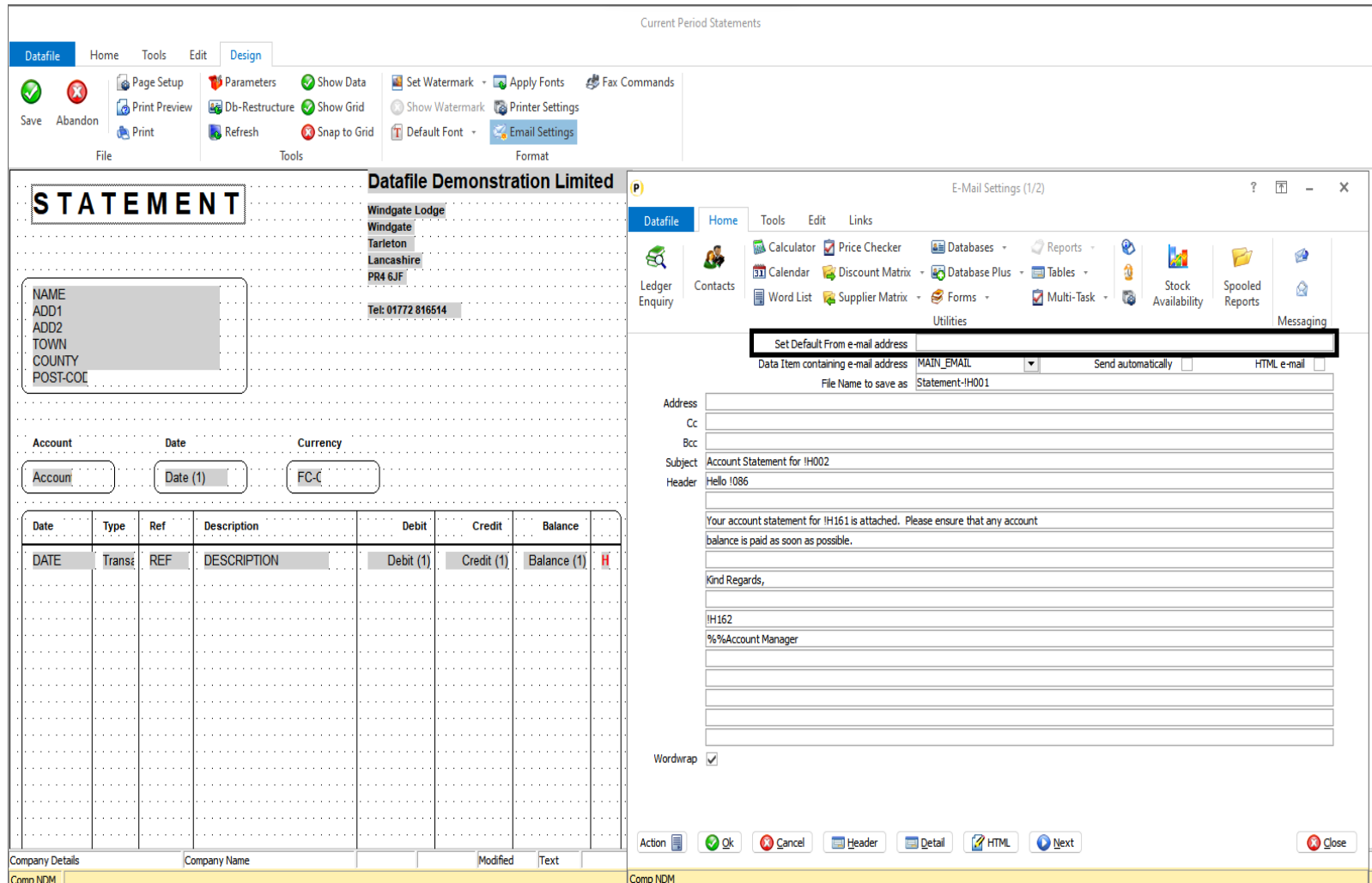
ACCOUNT	NAME	T/OVER-YEAR	T/O-PREV-YR
<b>SALESPERSON : Mr Carl Brown</b>			
ZZ00	sh Sales	0.00	0.00
ZZ08	razo Orders	0.00	0.00
ZZ999	Trade counter	0.00	0.00
		<b>Total: 0.00</b>	<b>Total: 0.00</b>
<b>SALESPERSON : Mr Darren Hodges</b>			
BAL001	Baldwin Industries PLC	301,781.88	11,665.12
BAL999	Baldwin PLC Head Office	0.00	0.00
CAP001	Caprica Leisure	7,070.12	604.10
DAT002	Datona Discount Supplies	22,415.56	67,811.12
KAR002	Karlslake Office Supplies	1,299.94	0.00
MAD001	Malaga International Trading	2,460.33	0.00
		<b>Total: 335,027.83</b>	<b>Total: 80,080.34</b>
<b>SALESPERSON : Mr James Smythe</b>			
		<b>Total: 755,469.81</b>	<b>Total: 178,048.39</b>

When you set a grouping on a landing page – grouping accounts or orders by salesperson for example then each grouping is expanded or collapsed individually.

This new feature allows you to expand or collapse groups globally.



## 5. Set "From" Email Address in Documents / Email Field Validation



The screenshot shows the Datafile software interface. The main window displays 'Current Period Statements' for 'Datafile Demonstration Limited'. The 'Design' menu is open, showing options like 'Page Setup', 'Parameters', 'Show Data', 'Set Watermark', 'Apply Fonts', 'Fax Commands', 'Print Preview', 'Db-Restructure', 'Show Grid', 'Show Watermark', 'Printer Settings', 'Print', 'Refresh', 'Snap to Grid', 'Default Font', and 'Email Settings'. The 'Email Settings (1/2)' dialog box is open, with the 'Set Default From e-mail address' field highlighted. The dialog also shows 'Data Item containing e-mail address' set to 'MAIN\_EMAIL', 'File Name to save as' set to 'Statement-IH001', and 'Send automatically' and 'HTML e-mail' checkboxes. The 'Address' field is empty, and the 'Subject' is 'Account Statement for IH002'. The 'Header' field contains 'Hello 1086'. The 'Body' field contains a message template: 'Your account statement for IH161 is attached. Please ensure that any account balance is paid as soon as possible. Kind Regards, IH162, %%Account Manager'. The 'Wordwrap' checkbox is checked. The 'Action' buttons at the bottom include 'Ok', 'Cancel', 'Header', 'Detail', 'HTML', 'Next', and 'Close'.

### Set "From" Email Address

This new feature allows you to set a 'from' email address when sending emails with documents such as statements, invoices, etc.

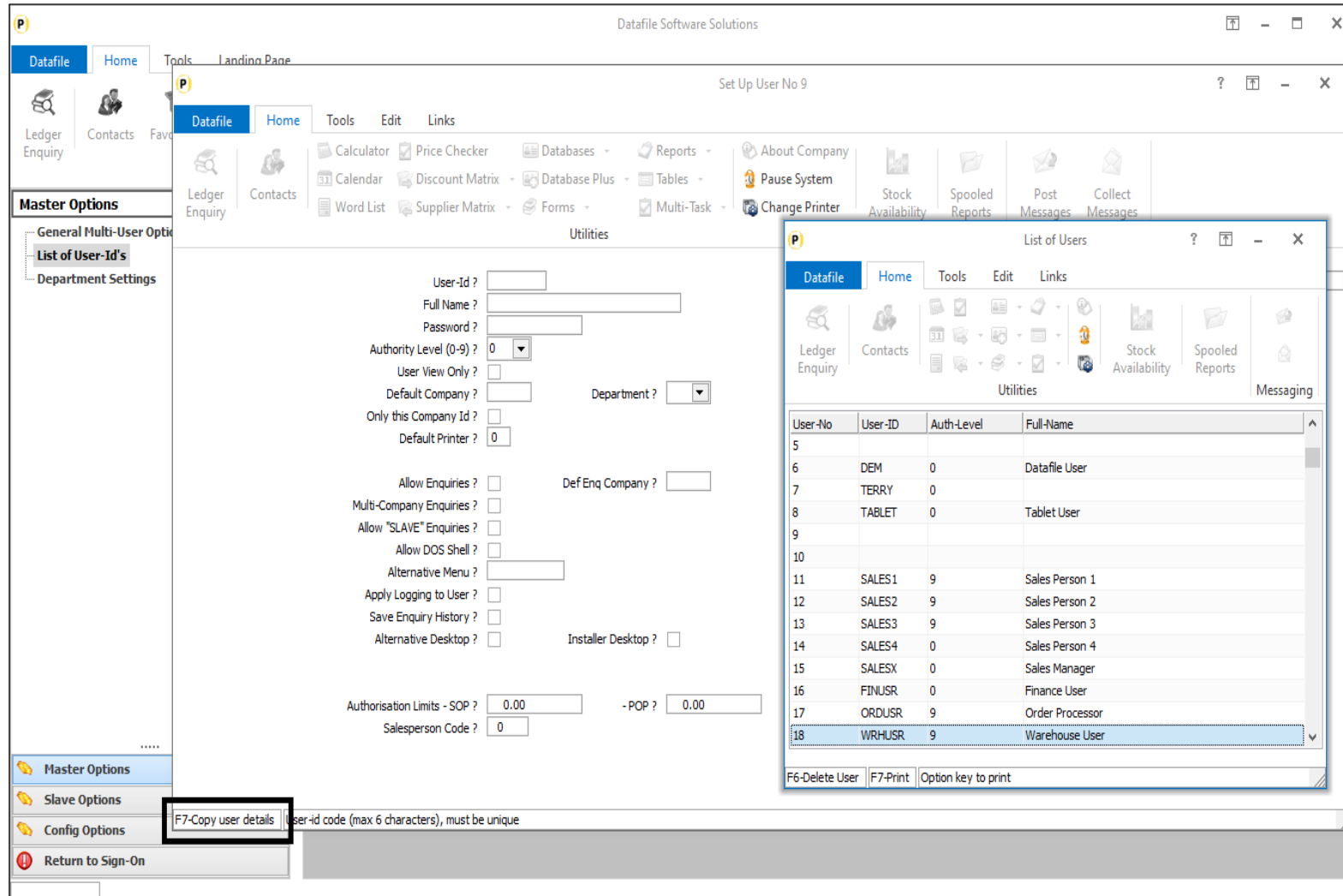
Available for all Outlook users, however system administrators will need to check that the appropriate users who raise the documents have the correct security rights to send from this mail address.

### Email Field Validation

This new feature allows you to apply formatting checks to data items that are used for emails so that only addresses that match a valid mail format are allowed.



## 6. Copy a User ID



The screenshot shows the 'Set Up User No 9' window in the Datafile Software Solutions application. The window contains various fields for user configuration, including:

- User-Id ?
- Full Name ?
- Password ?
- Authority Level (0-9) ?
- User View Only ?
- Default Company ?
- Department ?
- Only this Company Id ?
- Default Printer ?
- Allow Enquiries ?
- Def Enq Company ?
- Multi-Company Enquiries ?
- Allow "SLAVE" Enquiries ?
- Allow DOS Shell ?
- Alternative Menu ?
- Apply Logging to User ?
- Save Enquiry History ?
- Alternative Desktop ?
- Installer Desktop ?
- Authorisation Limits - SOP ?
- POP ?
- Salesperson Code ?

A 'List of Users' window is overlaid on the main window, displaying a table of existing users:

User-No	User-ID	Auth-Level	Full-Name
5			
6	DEM	0	Datafile User
7	TERRY	0	
8	TABLET	0	Tablet User
9			
10			
11	SALES1	9	Sales Person 1
12	SALES2	9	Sales Person 2
13	SALES3	9	Sales Person 3
14	SALES4	0	Sales Person 4
15	SALESX	0	Sales Manager
16	FINUSR	0	Finance User
17	ORDUSR	9	Order Processor
18	WRHUSR	9	Warehouse User

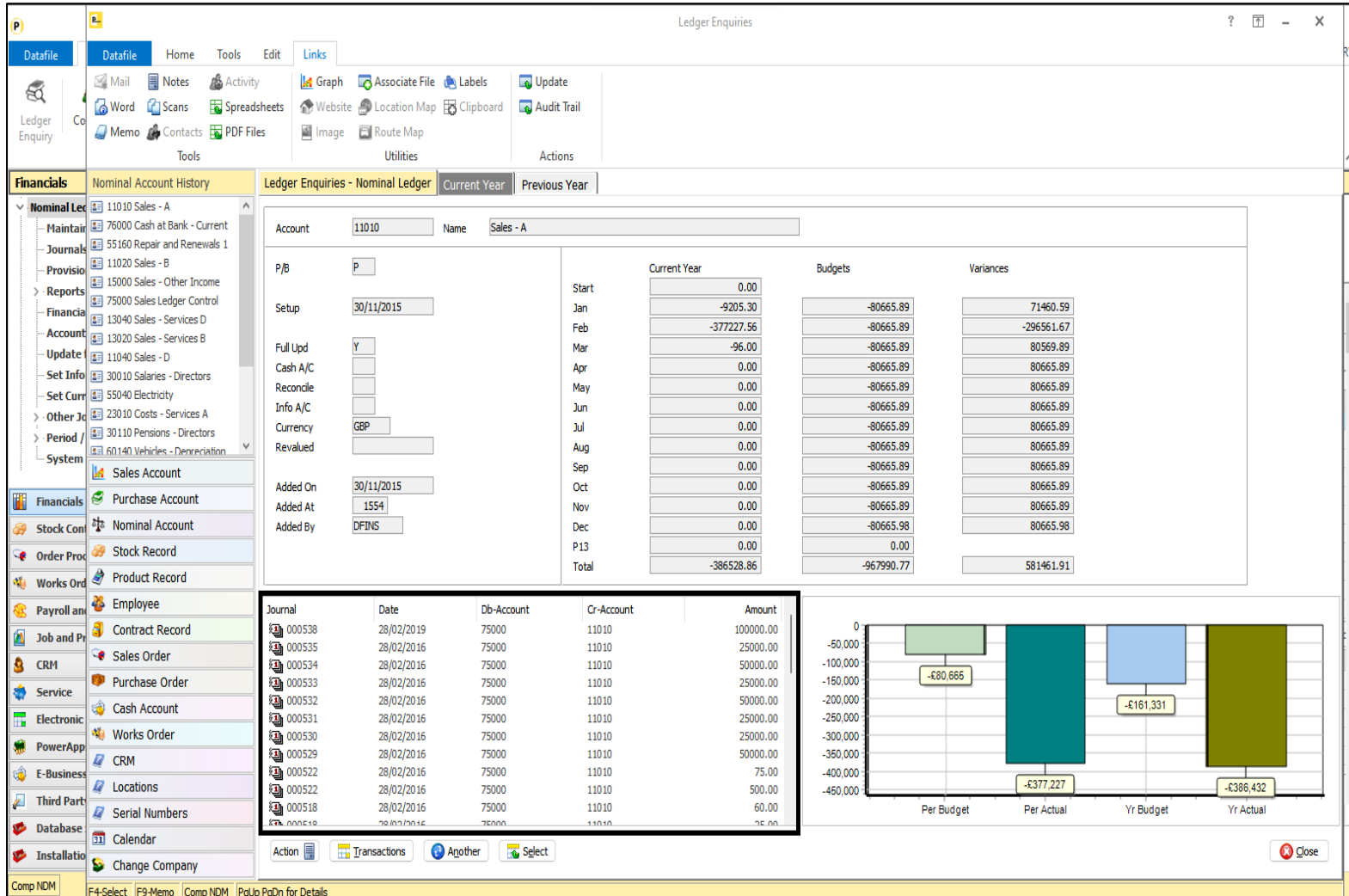
At the bottom of the 'Set Up User No 9' window, there is a message: 'F7-Copy user details' (highlighted with a red box) and 'User-id code (max 6 characters), must be unique'.

When creating a new user logon for the Datafile system, various parameter settings are available which control how the user accesses the system including default company, default menu and authority level settings.

In many cases a new user will need the same parameter settings as an existing user and this new feature allows you to copy those settings.



## 7. Ledger Enquiry Enhancements – Nominal Ledger – Panels



The screenshot displays the 'Ledger Enquiries - Nominal Ledger' window for account 11010 (Sales - A). The main data table shows monthly performance for the current year, comparing actuals to budgets and variances.

Month	Current Year	Budgets	Variances
Jan	-9205.30	-80665.89	71460.59
Feb	-377227.56	-80665.89	-296561.67
Mar	-96.00	-80665.89	80569.89
Apr	0.00	-80665.89	80665.89
May	0.00	-80665.89	80665.89
Jun	0.00	-80665.89	80665.89
Jul	0.00	-80665.89	80665.89
Aug	0.00	-80665.89	80665.89
Sep	0.00	-80665.89	80665.89
Oct	0.00	-80665.89	80665.89
Nov	0.00	-80665.89	80665.89
Dec	0.00	-80665.98	80665.98
P13	0.00	0.00	
<b>Total</b>	<b>-386528.86</b>	<b>-967990.77</b>	<b>581461.91</b>

Journal	Date	Db-Account	Cr-Account	Amount
000538	28/02/2019	75000	11010	100000.00
000535	28/02/2016	75000	11010	25000.00
000534	28/02/2016	75000	11010	50000.00
000533	28/02/2016	75000	11010	25000.00
000532	28/02/2016	75000	11010	50000.00
000531	28/02/2016	75000	11010	25000.00
000530	28/02/2016	75000	11010	25000.00
000529	28/02/2016	75000	11010	50000.00
000522	28/02/2016	75000	11010	75.00
000522	28/02/2016	75000	11010	500.00
000518	28/02/2016	75000	11010	60.00

Category	Value
Per Budget	-£80,665
Per Actual	-£377,227
Yr Budget	-£161,331
Yr Actual	-£386,432

The Ledger Enquiry options for Alternate Panels allow you to provide an initial view of transactions and orders against the main applications – Sales Ledger for example can be configured to list transactions on the left and sales orders on the right

With the Nominal Ledger / Cashbook the debit/credit processes where an individual transaction can carry both a debit and credit account meant this facility was not suitable for displaying the nominal transactions. From the November release this option is now available.





## 8. Check a VAT Number Online

Maintain Accounts - Update

**Datafile** Home Tools Edit Links

Mail Notes Spreadsheets Graph Associate File Labels  
 Word Scans\* PDFs Website Location Map Clipboard  
 Memo Contacts Image Route Map Enquiry

Transactions Invoices  
 Retained Aged  
 Outstanding Enquiries

Account:

Name:

Address:

Tel:

Fax:

Email:

Website:

Contact:

VAT Code:   
 EC Country:   
 VAT Reg No:

Credit Terms:   
 Pay Priority:   
 A/C Suspended:

**Confirm** [X]

Is this the correct detail for "245719348"?

BRITISH TELECOMMUNICATIONS PLC  
 PPA3J BT CENTRE  
 EC1A 7AJ  
 GB

Action Save Abandon Close

F8-Zoom F9-M E M O F11-Validate Comp DSS

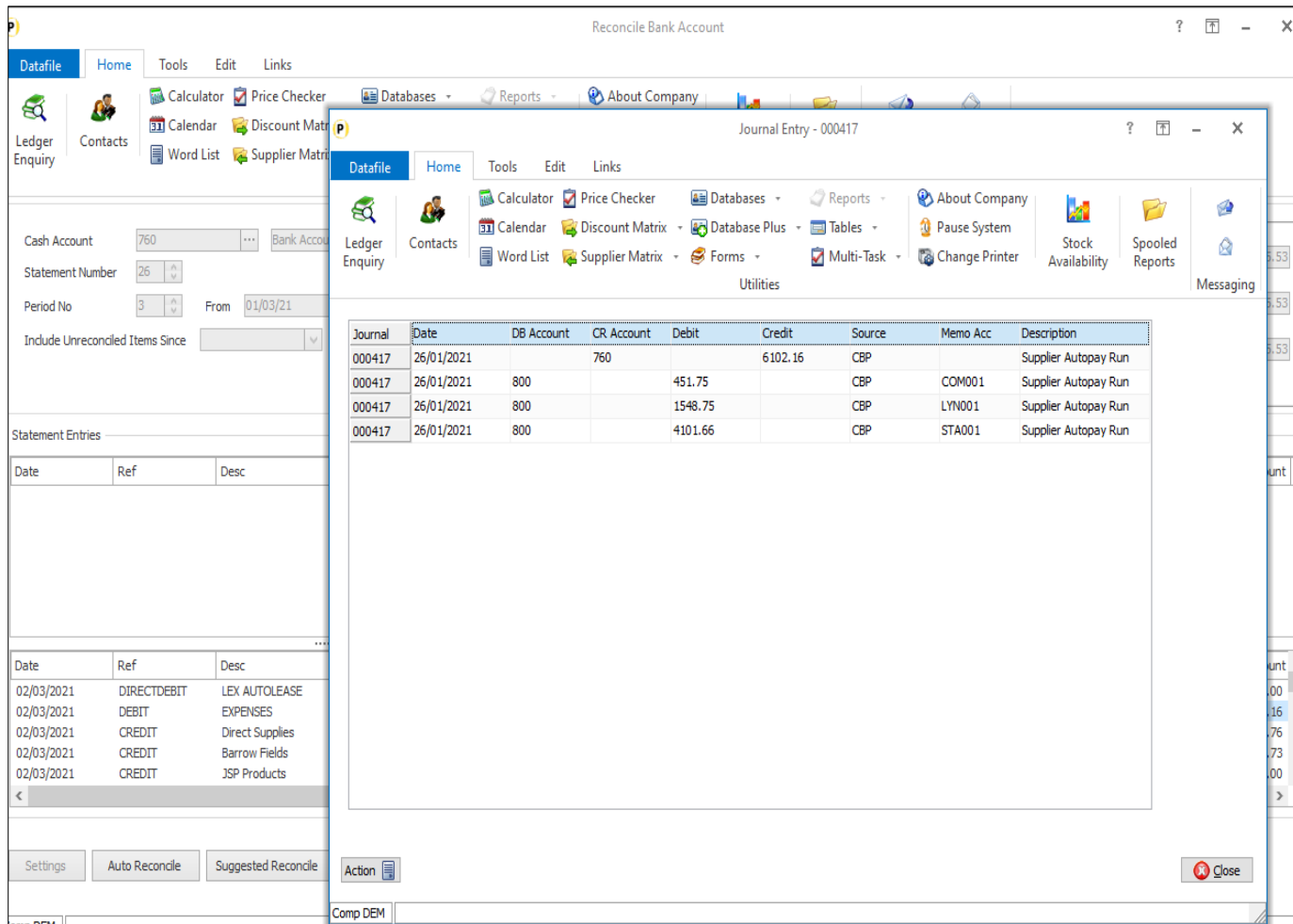
This new option allows you to validate the VAT Registration Number that you receive from UK customers and suppliers against HMRC records.

Applicable for users who have registered their Datafile software application for the submission of VAT Form 100 details this new option allows you to key <F11-Validate> on the VAT Registration and shows the details the HMRC hold for that customer/supplier.

This option is available immediately on update. An additional feature allows you to save a HMRC reference number to the record to indicate you have validated the VAT Registration.



## Automatic Bank Reconciliation – Further Enhancements



The screenshot shows the 'Reconcile Bank Account' window in the background and a 'Journal Entry - 000417' window in the foreground. The journal entry window displays a table with the following data:

Journal	Date	DB Account	CR Account	Debit	Credit	Source	Memo Acc	Description
000417	26/01/2021		760		6102.16	CBP		Supplier Autopay Run
000417	26/01/2021	800		451.75		CBP	COM001	Supplier Autopay Run
000417	26/01/2021	800		1548.75		CBP	LYN001	Supplier Autopay Run
000417	26/01/2021	800		4101.66		CBP	STA001	Supplier Autopay Run

The Automatic Bank Reconciliation application released earlier this year allows for the matching of transactions on a Datafile bank account against a downloaded bank statement. In addition to extending the number of bank formats supported this update includes some additional features based on user feedback.

**View Bank Journal** - When listing the Datafile bank entries the system displays details from the 'bank' transaction. Where a receipt or payment covers multiple analysis transactions it can be useful to view the full journal. Available automatically on application of this update users can right-click on the bank entry to view the full journal.

**Automatically Accept Unique Suggested Matches** – the automatic reconcile options automatically matches transactions where the date, description, and amount match on the downloaded bank statement and the Datafile account. This new feature allows you to include 'unique' suggested matches for auto reconciliation – i.e., allows you to automatically reconcile if the amount matches and either the date or description match but there is only one possible match.



## Coming in 2022

### 1. 64 Bit Datafile Application

Work is currently underway to provide a 64-bit client for the Datafile application. This will ensure future compatibility with the Windows Server platform and provide increased scope for the long-term roadmap and further third-party integrations. This will mean also that a 64-bit version of our suite of Microsoft Office Add In's will be available.



The current list of Microsoft Office Plug In's available include:



#### Microsoft Word

Create mail merge documents and store against Datafile records.



#### Microsoft Excel

Realtime reporting of Datafile data along with Formulae Builder.

Drilldown from Excel to Accounts / Stock Items / Orders.



#### Microsoft Outlook

Synchronise CRM Contracts.

Save Emails to Account.

PDF Digital Signatures.



## 2. PowerApps

Microsoft  
PowerApps




Microsoft PowerApps is available as part of the Microsoft 365 subscription options. It provides a framework to create applications which can be run on Windows, iOS, and Android devices. We're currently developing a suite of applications which mirror functionality and provide a real time connection to the Datafile system. The current list includes the items below but if you have any feedback on applications ideas, please contact the office.

### Purchase Order Authorisation

📄 Purchase Order Authorisation
🔄

Active
  On-Hold
  Un-Auth.

000045	DRE21	A Texicare	Added by: PD1	➔
000047	PO054455	A Comsat Equipment	Added by: PD1	➔
000048	PO054455	A Comsat Equipment	Added by: PD1	➔
000054	DRE21	A Texicare	Added by: TERRY	➔
000055	SR123	A Roboserve Ltd	Added by: JV	➔
000056		A Mainland Vehicle Contracts	Added by: JV	➔

Carl Baum


### Timesheet Entry

📅 Time Sheets

➕ Add Time Sheet Detail

Employee Code: \_\_\_\_\_

Date:  📅


Job Code:  ▼

Cost Code:  ▼

Hours : Mins:  :

Pay Code:  ▼

Comments

Carl Baum


### Staff Expenses

👤 Staff Expenses

➕ Submit Expense

Employee: Carl Baum

Date:  📅

Type:  ▼

Quantity:

Cost: £40420.00


Recharge:  No

Sales Account:  ▼

Notes 1:

Notes 2:

Notes 3:

Carl Baum


### Sales Order Stages

✕ Update Stage
✔

Order Ref:

Account:

Name:

Date Required:

Order Value:

Stage 1 - Specification

Stage 2 - Design

Stage 3 - Estimate

Stage 4 - Sign Off

Stage 5 - Action

Stage 6 - Test



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