

Datafile 2017 and Release 7.0 Supplement

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Chapter 1

Introduction

We continue to develop additional functionality to the Datafile application based upon requests from users and partners. Feedback is always added to our development review list for consideration and potential inclusion in subsequent updates of the software as this release continues to demonstrate.

In addition, we have continued development of our new product Datafile 2017.

Datafile 2017 is a completely new version of our software written in a modern development environment. It contains all the features and functions available in the V6 product (plus more) and a fresh new user interface to improve navigation and speed up information retrieval. This new development environment gives us greater flexibility longer term to allow the inclusion of features and functions not currently possible with v6 and ensures longevity of the software.

This new version has been written with our many end users in mind to ensure a cost-effective migration; any customisations made to v6 including user menus, database table changes, screen designs, and reports are automatically transferred across meaning that there is no re-work required by the client.

If you are interested in finding out more about Datafile 2017 please call your Datafile Partner.

Features introduced in Datafile 2017 and Release 7.0 include:

- Enhanced Landing Grid Options
- Contacts and CRM Management
- Stock Availability Checks
- Employee Auto-Enrolment Assessment
- Additional Features for the Stock Ledger Enquiry
- Ledger Enquiry – Auto Display Linked PDF / Image Files
- Bill of Materials Enquiry – Link to Detail Pick Lists
- Additional Features for the SQL Replicator

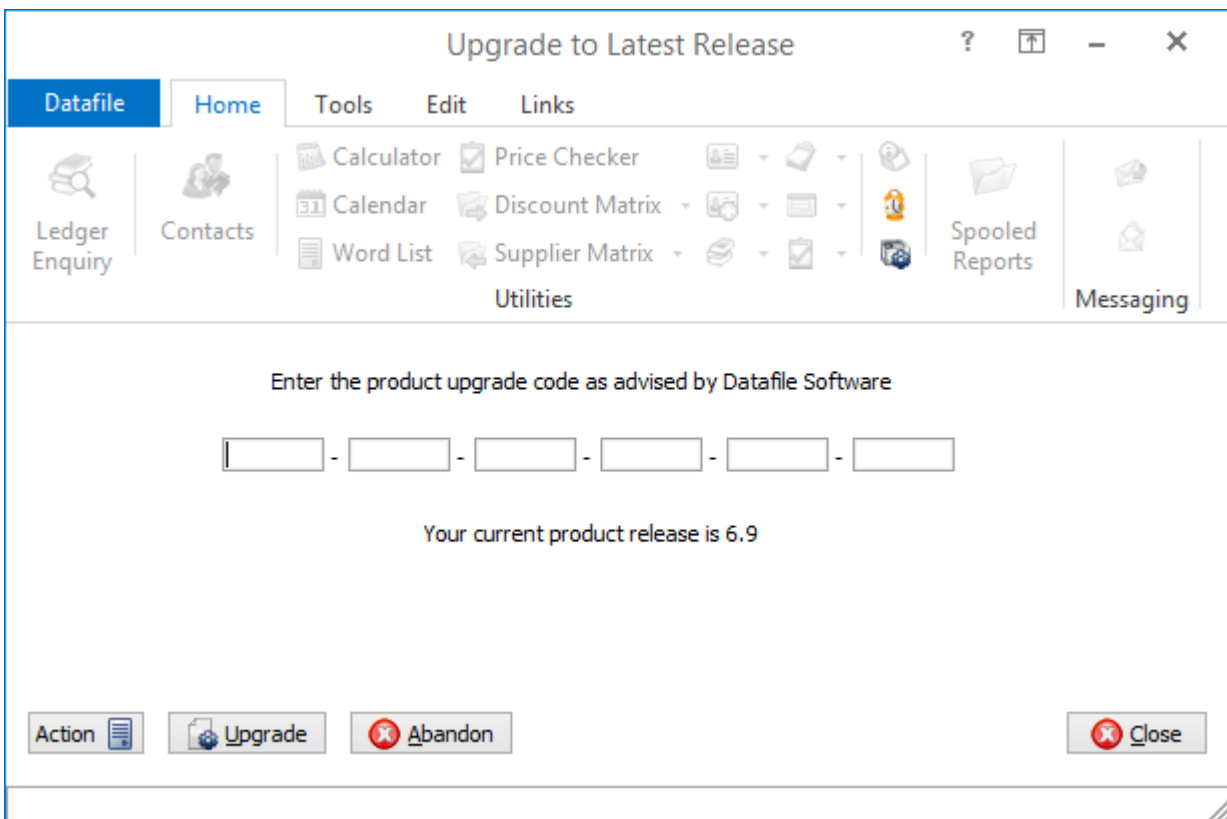
Installing Datafile 2017 and Release 7.0

Updating Your Registration Number

To update your serial number to the new release (7.0) you need to enter the upgrade code that was supplied via your reseller.

Sign on with the SLAVE user-id and password and select the option 'Upgrade to Latest Release'.

The upgrade code is 24 characters split into six groups of four, you need to press the <Enter> or <Tab> key after each part. Once the code has been entered press UPGRADE to update to the current release.



If the code is not accepted re-check that you have entered the code as supplied by your reseller. If the code is still not accepted ask your Datafile reseller to arrange an update of the security file.

Do not proceed with the program update until the upgrade key has been entered, or an updated security file has been supplied, as you will not be able to use the software.

Upgrade Procedures

Follow these instructions to update your system to Release 7.0.

Note that you cannot use the updated programs unless you have a registration / serial number beginning with '70'.

Before you start, certain details are required:

- Is Datafile installed on a network, if so are the programs run from the network or the local terminal?
- Where are the Datafile programs held?
- Have you downloaded the “Release 7.0 Update.exe” or “Datafile 2017 Update.exe”? If not, download from the website now.

Once these details are known you can begin the upgrade.

1. All users must exit Datafile Software completely. Users should select ‘Quit’ on the main menu and then ‘Quit/Exit Datafile’ from the sign-on screen. Users should also exit Microsoft Word & Outlook programs.
2. Double-click the downloaded update file. This is a compressed archive file which, when run, will unzip the updated programs and installation procedure. The default folder the system will wish to unzip to is C:\REL70UPD for the Version 7 update (C:\DF2017UPD for the 2017 update). If this is acceptable click FINISH or use Browse to change to a folder of your own choosing. (If a new folder warning is displayed select YES to create this folder). The system will then expand the compressed files and then automatically launch the setup process.
3. Choose ‘Update Program Files’
4. Choose whether you wish to update your menus. Respond No - *No updated menus are supplied with this update.*
5. Choose ‘Network Installation’ or ‘Local Installation’ as appropriate.
6. Next the system asks for the paths of the Datafile Software system.

PROGRAMS (Path 1) – location of Version 6 Programs (DFWIN.EXE)

PARAMETERS (Path 2) – location of main Datafile folder (DIAMOND.D00)

DATA (Path 3) – location of main company files (DIAMOND.D05)

PROGRAMS20 (Path 4) – location of Datafile 20nn Programs (DFWIN.EXE) – 2017 Upgrades Only

The system will validate that the pathnames entered here contain files appropriate for each location (these are the filenames in brackets above). To check the paths to be entered you can use the FIND/SEARCH option on the Windows Start Menu.

7. Once the pathnames are accepted, press <NEXT> until the Licence Agreement is displayed and ‘YES’ to accept this. The supplied programs will then be updated.
8. If installing to a Local Workstation then the update is now complete. If installing to a Network then the update continues by asking ‘Do You Want to Install Local Programs’. Respond ‘Y’ to this prompt regardless as to whether programs are run locally or over the network – you still need to update the local workstation for Microsoft Word links. After a short pause the system will ask you to confirm whether programs are run from the Network or Locally. Confirm as appropriate.
9. If running programs locally you are then asked to confirm the local program path – usually C:\DFWIN\PROGRAMS. If running programs from the network then this prompt is skipped.

10. You are then asked to confirm the folder on the Start Menu to access Datafile (usually DATAFILE SOFTWARE) before the system updates the appropriate local files.
11. Update of the workstation is now complete. To update other workstations you need to run SETUP.EXE from the main Datafile folder on the network (use the Windows option RUN on the Start Menu) from each workstation – this repeats options 9-11 above. You can now delete the contents of the REL70UPD / DF2017UPD folder and the compressed archive file.

Important Notes for Upgrade from Earlier Versions

Increased Record Size / Data Items per Database

The Release 5.9 update increased the maximum number of items per database to 320 and doubled the maximum record size from 2K to 4K. Once these features have been taken advantage of you will no longer be able to use the DOS product or earlier versions of the Windows product in conjunction with these databases.

Microsoft Office Links

The Release 6.0 update introduced improved links to Microsoft Word and Outlook that are only applicable for users using the XP, Vista or Server 2003/2008 operating systems together with the Microsoft Office 2003 / 2007 packages.

Users on earlier Microsoft Office versions or on earlier operating systems should note that these features should not be enabled. Similarly, users using alternative email clients should not implement the Outlook email links.

Increased File Sizes

The Release 6.4 update increased the maximum files sizes allowed for DFD and saved document files over 2GB. Once these features have been taken advantage of you will no longer be able to use earlier versions of the program in conjunction with these files.

Additional Secondary Indexes

This Release 6.9 / Datafile 2016 update allowed, for Premier users, the option to convert the database extra selection items to additional secondary indexes. Once these features are enabled you will no longer be able to access these DFDs with earlier versions of the programs.

You **must** ensure that all access, including SQL replication processes, use program versions F52 or later.

Landing Grids

The Datafile 2017 update includes new Landing Grid options and includes changes in how the highlighting rules are applied. Please review notes for this option.

Chapter 2

Payroll 2017 / 2018

Payroll 2017/18

Introduction

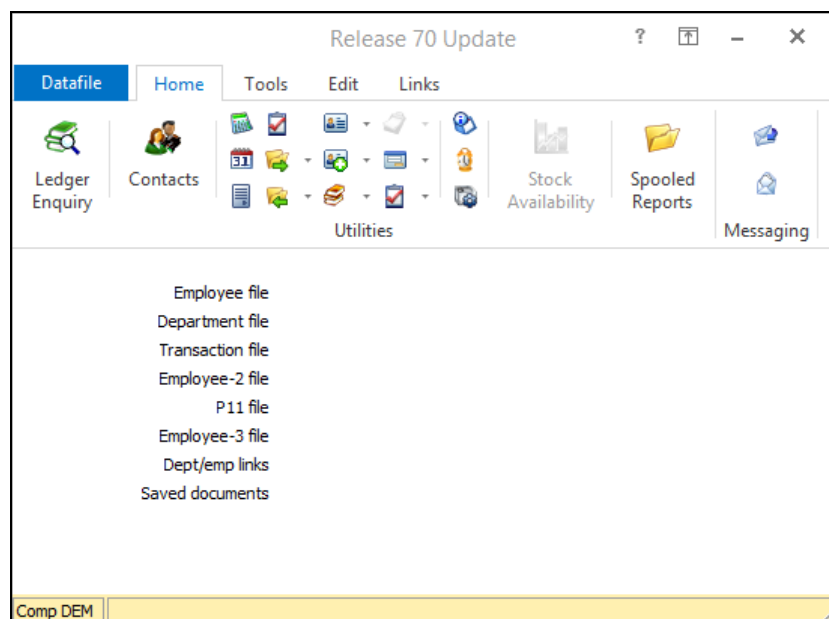
This update includes additional features to cater for changes in payroll legislation for the tax year 2017/18. The update should be installed prior running the payroll year-end.

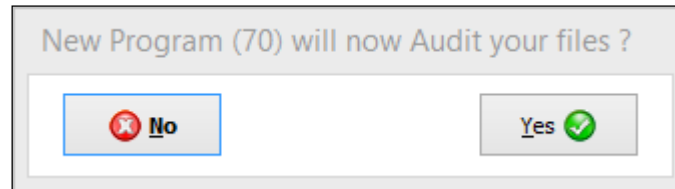
The changes include:

- Support for PAYE Tax from 6th April 2017
- Support for National Insurance band/rate changes from 6th April 2017
- Support for new Benefits in Kind / Company Car
- Support for new Apprenticeship Levy

First Access of Payroll after Update

The first time an operator accesses the payroll program for a company after the update, they will be prompted to follow procedures to update payroll in preparation for the end of the tax year 2016/17, and the start of the new tax year.





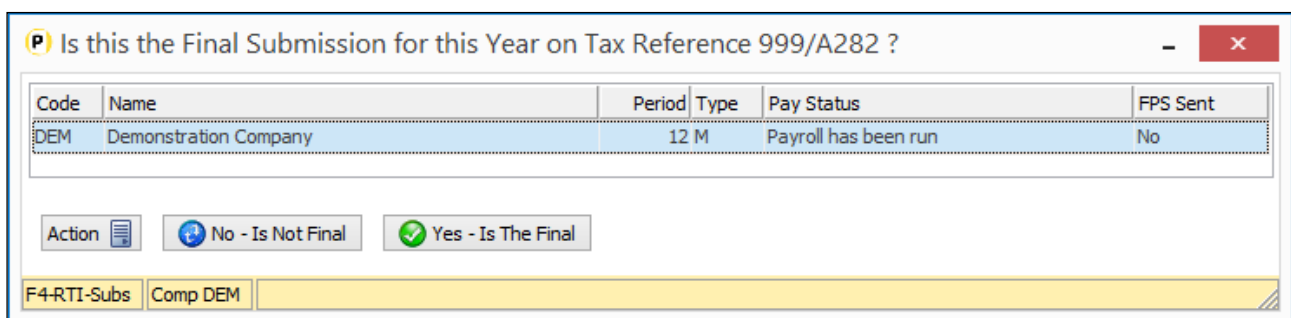
Final Submissions for 2016/17

With Real-Time Updating to the HMRC Employers no longer need to supply an end of year return P14 or P35 to the HMRC. The information required has been supplied to the HMRC as part of the returns submitted each tax week/month.

However, the HMRC does need to be informed when you have made your final RTI submission to them for the 16/17 tax year.

FPS Submissions – Final Pay Period

When submitting the FPS for the final pay period you will be prompted with the normal runtime options to confirm whether you wish to print the XML return / make a test submission etc. If you choose to proceed with a live submission a new prompt will be displayed.



The system will display the list of payroll companies for the tax reference – you may have more than one company where you have (say) a mixture of weekly and monthly paid employees or you run payroll separately for multiple branches.

Where there is only one remaining FPS to send for the current company the two options are available for selection to the prompt 'Is This the Final Submission for this year for the Tax Reference XXXX' – select 'No – Is Not Final' or 'Yes – Is The Final' as required.

Is This Your Final Submission?

If you need to submit an Employer Payment Summary (EPS) then the answer to this prompt is 'No – Is Not Final' – you will make your final declarations as part of the EPS submission.

If there is another company, other than the current company, that has not yet sent its last FPS for 16/17 then the 'Yes – Is The Final' option will not be available for selection – choose 'No - Is Not Final' to continue with the FPS for this company.

If all bar the current payment company have submitted their Final FPS, or you only have one payroll company, you may select 'Yes – Is The Final' when submission of an EPS is not needed.

As a double check you will be prompted to confirm whether you will be submitting a further EPS for the current tax year. Respond as required.

After confirming these details you will be prompted to continue with the FPS output and this will be uploaded to the HMRC.

EPS Submissions – Final Pay Period

If you do need to submit an EPS (or you didn't declare the final submission status on your last FPS) then the Employer Payment Summary (EPS) Submission will allow you to make your final submission declarations.

Note that, as the EPS for the tax month from 06/03/2017 to 05/04/2017 can be submitted at any time from the 20/03/2017 to the 19/04/2017, you may have already run the payroll year end before submitting the EPS. If you have run the year end you will need to submit this EPS from the backup history company.

As with the FPS above you will be prompted to declare that this is the final submission - the option for 'Yes – Is The Final' will only be available where an FPS has been submitted for all the Payroll companies in the list.

Note

If as part of the FPS submission you made the Final Submission declarations but later realise you do actually need to submit an EPS you will be allowed to do so.

End of Year Employee P60

Even though submitting the end-of-year returns online you still need to print the employee's P60 and you may want to print your own copy. Similarly, you may wish to print the P35 listing for your records. The P60 document and the P35 listing are usually available as options on the Payroll Year-End menu.

Printing Employee P60 Documents

The default layout is designed to print on the 'P60 (Single-Sheet / Shortened) (2016-2017) – Certificate of Pay' document supplied by the HMRC – if using substitute forms supplied by a stationery supplier then you should amend your layout manually.

Depending on the printers involved you may have to adjust the printing positions of data items – we suggest running a test print for one or two employees before proceeding with the full run to ensure items print in the correct position.

.P60.DEF (Period 12 - 31/03/17 Monthly)

Datafile Home Tools Edit Links

Ledger Enquiry Contacts

Calculator Price Checker
 Calendar Discount Matrix
 Word List Supplier Matrix

Stock Availability Spooled Reports Messaging

Utilities

Date of Report 31/03/17

Report Sequence 9 1-Employee, 2-Dept/Employee
 9-End of Year in Name order

Include Employees Already Left

Number of copies to be printed 1

Specify any Selection Criteria Previous Criteria

Action Print Close

Comp DEM

Select the PRINT button to print the report – if want to run an alignment test tick the 'Specify Any Selection Criteria' option and set criteria so that only one or two employees are processed.

Note

If you have not received your P60 stationery by the time you need to run your payroll year-end then, if you create the history company as part of your year-end (recommended), you can print these documents at a later date and continue with the year end.


Year End Procedure


This procedure clears your year-to-date values and updates the PAYE, the National Insurance and Statutory Payment tables ready for the 6th April 2017.

Creating a History Company

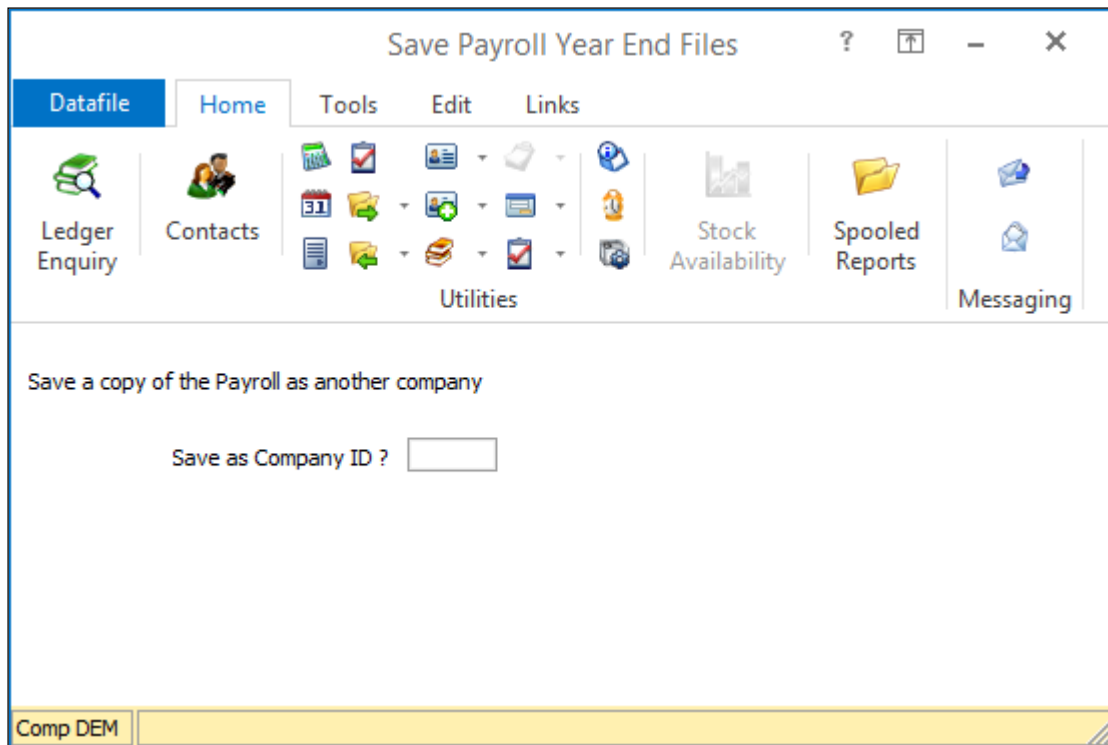
At the start of the year-end process you will be asked to create a history company for the payroll data. This is extremely useful for enquiry purposes and required if you need to run the year-end before submitting EPS returns to the HMRC.

End of Year - Save a copy of All Company Files as History (RECOMMENDED) ?

 No

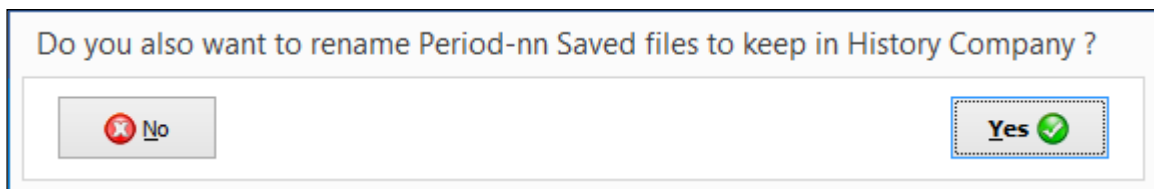
Yes 

Respond 'Yes' to save a copy of the payroll system as a history company.



Save as Company ID – enter a three-character reference for the history company to be created. Selected characters are reserved – existing company codes, Pxx and Sxx formats etc. – if you enter a reserved ID you will be warned according and asked to select again.

Do You Also Want to Rename Period-*nn* Saved Files to Keep in History Company – As part of the payroll run and period end the system takes backup files of your data. This prompt asks if you wish to rename these files so that they are kept with the backup history company.



It is strongly recommended that you respond YES to this. You will need these backup files if payroll input errors are later discovered and you need to re-run the payroll.

PAYE, NI and Statutory Payment Updates

The following tables take effect from the first payroll run after the 6th April 2017.

PAYE – England / Wales / N.Ireland

Entry	Cumulative Tax Bands	Rate %
1	0 - 33500.00	20.00
2	33500.01 - 150000.00	40.00
3	150000.01 - 0.00	45.00
4	- 0.00	0.00
5	- 0.00	0.00
6	- 0.00	0.00
7	- 0.00	0.00
8	- 0.00	0.00
9	- 0.00	0.00
10	- 0.00	0.00

Basic rate entry ? 1 Max % ? 50.00

SLC threshold 1 ? 17775.00 Rate 1 % 9.00
2 ? 21000.00 2 % 9.00

PAYE – Scotland

Entry	Cumulative Tax Bands	Rate %
1	0 - 31500.00	20.00
2	31500.01 - 150000.00	40.00
3	150000.01 - 0.00	45.00
4	- 0.00	0.00
5	- 0.00	0.00
6	- 0.00	0.00
7	- 0.00	0.00
8	- 0.00	0.00
9	- 0.00	0.00
10	- 0.00	0.00

Basic rate entry ? 1 Max % ? 50.00

National Insurance Table – Earnings Brackets

NI - Earnings Brackets

Datafile Home Tools Edit Links

Ledger Enquiry Contacts Calculator Price Checker Databases Database Plus Word List Supplier Matrix Forms Stock Availability Spooled Reports Messaging

Utilities

National Insurance Table - Earnings Brackets

Earnings Bracket	Weekly	Monthly	Yearly
No: 1 LEL	0 - 113.00	0 - 490.00	0 - 5876.00
2 PT/ST	113.01- 157.00	490.01- 680.00	5876.01- 8164.00
3 UEL/UST/AUST	157.01- 866.00	680.01- 3750.00	8164.01- 45000.00
4 UEL+	866.01- 0.00	3750.01- 0.00	45000.01- 0.00

Employees Upper Limit 866.00 3750.00 45000.00

Annual director NHI contributions to be averaged ?

National Insurance Table – Employee Contributions

NI - Employee Contributions

Datafile Home Tools Edit Links

Ledger Enquiry Contacts Calculator Price Checker Databases Database Plus Word List Supplier Matrix Forms Stock Availability Spooled Reports Messaging

Utilities

National Insurance Table - Employee Contributions

Earnings Bracket	A/M/H	B	C	J/Z
1 LEL	0.00	0.00	0.00	0.00
2 PT/ST	0.00	0.00	0.00	0.00
3 UEL/UST/AUST	12.00	5.85	0.00	2.00
4 UEL+	2.00	2.00	0.00	2.00

National Insurance Table – Employer Contributions

The screenshot shows a software window titled "NI - Employer Contributions". It features a ribbon menu with "Datafile", "Home", "Tools", "Edit", and "Links". The "Home" tab is active, displaying various utility icons like Calculator, Price Checker, Calendar, Discount Matrix, Word List, Supplier Matrix, Stock Availability, Spooled Reports, and Messaging. Below the ribbon is a table titled "National Insurance Table - Employer Contributions".

Earnings Bracket		A/B/C/J	H/M/Z
1	LEL	0.00	0.00
2	PT/ST	0.00	0.00
3	UEL/UST/AUST	13.80	0.00
4	UEL+	13.80	13.80

Statutory Payments

The screenshot shows a software window titled "SSP / SMP / OSPP / ASPP / SAP Table". It has a similar ribbon menu to the first screenshot. Below the ribbon is a table titled "SSP Table" with columns for "Lower-limit", "Higher-limit", and "SSP Payment".

SSP Table	Lower-limit	Higher-limit	SSP Payment
	0.00	112.99	0.00
	113.00	0.00	89.35
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00

Below the table are several input fields for configuration:

- Max number of weeks to be paid in year ? 28
- Percentage of Earnings ? 90.00
- SMP lower rate ? 75.00
- Fixed weekly amount ? 140.98
- Minimum Earnings 1 ? 112.00 2 ? 113.00
- Change over Date ? 09/07/17

At the bottom, there are fields for week counts:

- SMP/SAP weeks 1 ? 6 2 ? 33
- SPP ? 2
- ASPP ? 20

Update Employee Tax Codes

As part of the year-end update employees with "L" "M" or "N" suffix tax codes can have their code uplift automatically applied – select as required.

Update Employees for Standard Tax Code changes "L" (increase by 50) for 2017/2018 ?

No Yes

Update Employees for Standard Tax Code changes "M" (increase by 55) for 2017/2018 ?

No Yes

Update Employees for Standard Tax Code changes "N" (increase by 45) for 2017/2018 ?

No Yes

Confirm First Pay Date of the Tax Year

At the end of the year-end process you will be asked for the first pay date in the new tax year. This is the date the employees are first paid in the new tax year. This data must be after April 6th 2017.

Confirm First Pay Date in Year

Datafile Home Tools Edit Links

Ledger Enquiry Contacts Utilities Stock Availability Spooled Reports Messaging

First Pay Date ? 30/04/17

F4-Select Comp DEM

Benefits in Kind / Company Cars

From the start of the 2016/17 tax year employers could choose to account for the tax on benefits in kind through PAYE each payday. For more details review the HMRC website at

<https://www.gov.uk/guidance/paying-your-employees-expenses-and-benefits-through-your-payroll>

In summary this option increases the employees 'taxable pay' to include the benefit in kind rather than the HMRC reducing the employees tax code and avoids the need, in some circumstances, to submit a P11D.

From 17/18 you now have the option to record company car details against a nominated benefit in kind. Recording these details is optional currently, even if you have chosen to payroll Benefits in Kind, though is likely to become mandatory in the future.

Employee Maintenance – either when adding new employees or via the Switches maintenance screen. When an employee is confirmed as using the Company Car BiK switch a pop-up screen will allow recording of the company car details.

The screenshot displays the 'Company Car - Current Vehicle' pop-up form within the Datafile Premier 2017 Payroll software. The background window shows the 'Maintain Employees' screen for Employee 1 (Miss Kare) with a table of benefits. The pop-up form contains the following fields:

- Make/Model
- CO2 Emissions
- Fuel Type
- Car Registration
- Calculated Price
- Date Car Available From
- Date Car Available To
- Cash Equivalent
- Date Free Fuel Provided
- Date Fuel Withdrawn
- Cash Equivalent of Free Fuel

Buttons for Action, Ok, and Abandon are visible at the bottom of the form.

TAX-CODE	DEPARTMENT
1150L	1
1150L	2
1150L	1

Details prompted will be familiar to those used to recording these details on line via the HMRC website. If a car is withdrawn / replaced during the tax year you should update the withdrawal dates and create a new entry for the new car – up to four changes of car are supported for the employee within the tax year.

Installation

Payroll System Profiles

Within the Payroll System Profiles **Payment and Deduction Table** you can flag an extra payment switch as being a Benefit in Kind.

Code	Description	Payment/Deduct/Repay	Taxable	NHI	Pension	Fixed	Adv	AVC	Benefit
A	Extra payment	P - Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Dr Barnardo	D - Deduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	AVC (Pension)	D - Deduction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Commission	P - Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Company Car	B - Benefit in Kind	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

if you have a Benefit in Kind switch which is used for Company Car's note the letter (number) and then set this

Company Car (Benefit in Kind) Switch

Apprenticeship Levy

As an employer, you'll have to pay the Apprenticeship Levy each month from the 6th April 2017 if you:

- Have an annual pay bill of more than £3 million
- Are connected to other companies or charities for the Employment Allowance which in total have an annual pay bill of more than £3 million

Your annual pay bill is all payments to employees that are subject to employer Class 1 secondary National Insurance Contributions.

You must include payments to:

- All Employees earning below the LEL and Secondary Thresholds
- Employees under the age of 21
- Apprentices under the age of 25

Your pay bill doesn't include:

- Earnings of Employees under 16
- Earnings of Employees who are not subject to UK NICs legislation
- Earnings on which Class 1A NICs are payable, such as benefits in kind

Employers who aren't connected to another company or charity will have an Apprenticeship Levy Allowance of £15,000 each year. The allowance reduces the amount of Apprenticeship Levy you should pay

by £15,000 across the year. This means that only employers with an annual pay bill of more than £3 million will pay the levy.

The Apprenticeship Levy is charged at 0.5% of your annual pay bill.

For the first month of the tax year this is calculated by:

1. Dividing your Apprenticeship Levy allowance by 12.
2. Subtracting this figure from 0.5% of your monthly pay bill.

For each of the following months it is calculated by:

1. Calculate your total pay bill for the year to date.
2. Add up your monthly levy allowances for the year to date.
3. Subtract your levy allowance for the year to date from 0.5% of your total pay bill for the year to date.
4. Subtract the amount of the levy you've paid in the year to date.

From 6th April you'll need to tell the HMRC how much Apprenticeship Levy you owe each month

- From the start of the year IF your annual pay bill last tax year was more than £3 million or if you think your annual pay bill this tax year will be more than £3 million.
- If your annual pay bill unexpectedly increases to more than £3 million within the tax year you should start reporting this when it happens. You will need to monitor manually for this.

You report the Apprenticeship Levy each month using the Employer Payment Summary (EPS). Previously you would have only need to send an EPS if any statutory payments needed to be recovered but once set for the Apprenticeship Levy you will need to send an Employer Payment Summary each tax month – regardless of whether any levy payment is due.

As part of submitting the EPS the system will determine the total pay bill for the year to date (reading the FPS submissions for this PAYE reference), add up your monthly allowance relative to the current tax month, subtract the year to date levy amount from 0.5% of the total pay bill and then subtract the amount of the levy you've already paid in the year-to-date.

	Prev Submission	Curr Submission	Year-to-Date
SMP Recovered	0.00	0.00	0.00
SMP NIC Compensation	0.00	0.00	0.00
SPP Recovered	0.00	0.00	0.00
SPP NIC Compensation	0.00	0.00	0.00
ShPP Recovered	0.00	0.00	0.00
ShPP NIC Compensation	0.00	0.00	0.00
SAP Recovered	0.00	0.00	0.00
SAP NIC Compensation	0.00	0.00	0.00
Value of CIS Deductions	0.00	0.00	0.00
Total Deductions	0.00	0.00	0.00
Apprenticeship Levy	0.00	1512.00	1512.00
Employer Allowance	0.00	1250.00	1250.00
Levy Due	0.00	262.00	262.00
Submission Date		19/05/2017	
Tax Period From		06/04/2017	
Tax Period To		05/05/2017	

The calculated Apprenticeship Levy Due value should be paid to the HMRC as part of your normal monthly payment.

When calculating the Levy Due, variances in pay bills each month may mean that the Year to Date amount due reduces and the levy in the current month is negative. This amount can be offset against your monthly payment.

Installation

Payroll System Profiles

The Payroll System Profiles **Payroll Options** includes a parameter to report the Employer Apprenticeship Levy. You should set this if either of the above conditions are, or become, true.

Payroll Options (2 of 4) ? [] - X

Datafile | Home | Tools | Edit | Links

Ledger Enquiry | Contacts | Calculator | Price Checker | Utilities | Stock Availability | Spooled Reports | Messaging

Calendar | Word List | Discount Matrix | Supplier Matrix

Employee Items for Pensionable Earnings

Current: C-PENS-EARN
 YTD: Y-PENS-EARN

If F-fixed then update from: []

First Previous: P-PENS-EARN-1
 Last Previous: P-PENS-EARN-4

Are Values Net of LEL/UEL adjustments?

Report Employer Apprenticeship Levy?

Employer Annual Allowance: 15000.00
 Employer Levy %: 0.50

Action | Opt-1 | Opt-2 | Opt-3 | Opt-4 | Save | Abandon | Close

The value of the Employer Annual Allowance will default to £15,000 with the Levy% defaulting to 0.5%. If under linked company/charity rules the value that can be applied to this PAYE reference is less than this then this value should be adjusted accordingly.

Chapter 3

Datafile 2017

Landing Grids

As part of the Datafile 2017 the Landing Grids have been enhanced to add additional features and user flexibility.

ACCOUNT	NAME	TELEPHONE	CONTACT	FC-CODE	BALANCE	CR-LIMIT	O/S-ORDERS	T/OVER-YEAR	T/O-PREV-YR	LAST-TX-DATE
BAL900	Alstom AG	0056 2099530	Henry Wiener	EUR	4,787.52	15,000.00	0.00	3,972.93	0.00	28/01/2016
ASP001	Aspect Limited	01623 543999	Russell Bacon	GBP	0.00	100,000.00	0.00	24,097.10	7,211.15	16/02/2016
BAL001	Baldwin Industries PLC	0151 229 8190	Mary Baldwin	GBP	3,840.14	250,000.00	14,795.90	28,604.24	11,665.12	28/02/2016
BAL002	Baltimore Corporation	0171 458 6547	James Adler	GBP	1,224.52	5,000.00	0.00	8,823.70	12,981.56	28/02/2016
BAL004	Balgoros Trading Limited	01604 815322	Amelia Anderson	GBP	0.00	2,000.00	0.00	7,264.65	7,111.15	
BAL901	Baldwin Industries - East Mids	0115 9322111	Dan Wilks	GBP	3,241.20	15,000.00	-364.00	1,880.00	0.00	03/03/2016
BAL902	Baldwin Industries - West Mids	0121 5433 2222	Keith Aldridge	GBP	0.00	5,000.00	0.00	0.00	0.00	
BAL999	Baldwin PLC Head Office	0207 6644332	Alan Smith	GBP	0.00	0.00	0.00	0.00	0.00	
BO001	Boeing Inc.	001 312 544 2000	Bud Reynolds	USD	1,666.71	100,000.00	5,108.87	1,388.92	0.00	28/01/2016
CAP001	Caprica Leisure	01772 781243	Cath Davison	GBP	3,721.40	50,000.00	9,956.95	7,070.12	604.10	16/02/2016
CR001	83 Cricket Limited	0115 9871211	Mike Bethewick	GBP	31,838.40	1,000.00	0.00	26,988.34	6,484.32	15/02/2016
DAT001	Datanam Computers	01234 544457	Stephen Tyler	GBP	40.86	10,000.00	0.00	35,733.32	451.56	28/02/2016
DAT002	Datona Discount Supplies	0151 703 2564	John Walters	GBP	0.00	5,000.00	307.94	22,415.56	67,811.12	
DIR001	Direct Supplies Limited	01522 431787	Graham Dixon	GBP	0.00	1,000.00	0.00	2,008.00	7,831.20	17/02/2016
ETZ001	EZZ Limited	0115 9432123	Paul Sheldon	GBP	0.00	5,000.00	7,198.56	2,341.67	0.00	
EUR001	European Holdings Inc	0049 241 113322	Francois Elande	EUR	2,662.22	0.00	1,150.20	2,218.52	0.00	25/02/2016
GRE001	Greenfens of Wishes	0151 424 9838	James Dean	GBP	0.00	30,000.00	0.00	109.78	276.44	
KAR001	Karl's Electrical Supplies	0151 709 0929	Karl Bolton	GBP	510.86	5,000.00	4,800.00	1,217.54	932.11	28/02/2016
KAR002	Karl's Office Supplies	0151 709 5656	Karen Blyth	GBP	1,590.57	5,000.00	1,677.00	1,126.02	0.00	28/02/2016
LM001	Limestone IT Supplies Limited	01668 817543	Jim Wells	GBP	686.40	2,500.00	0.00	13,565.60	7,649.30	25/02/2016
MAD001	Malaga International Trading	0034 987 232111	Julo Estera	EUR	2,952.40	0.00	2,520.68	2,460.33	0.00	28/02/2016
MAR001	Markham Holdings Ltd	01221 09856	David Markham	GBP	787.20	10,000.00	0.00	1,100.56	832.56	31/01/2016
MAR002	Marton Machines	01224 873296	Jane Newsome	GBP	20,970.00	30,000.00	0.00	25,131.60	2,221.56	31/01/2016
MAT001	Matrix 365 Limited	0161 541243	Warren Daniels	GBP	0.00	10,000.00	0.00	1,505.63	3,421.76	
RDC001	RDCB Limited	01949 876117	Rosie Burns	GBP	0.00	5,000.00	0.00	2,000.00	3,245.70	
SUT001	Sutcliffe and Sons Limited	0114 941876	Stuart Sutcliffe	GBP	0.00	4,500.00	0.00	4,311.78	7,533.60	
WAL001	Walton Street Motor Company	0131 229 6734	Elizabeth Dickson	GBP	0.00	15,000.00	0.00	1,200.00	6,782.50	

Overview

On initial open of an application the system will retain the existing customisation with regards to record items listed, display sequence and record filters. Highlighting rules, however, will need to be re-applied in the new formatting options.

Populating the Landing Grid - the grid will be 'built' the first time you open the application as before. Previously, however, the landing grid would be rebuilt each time you selected the application and when exit from an action on that application and return to the list. Now, the system will only rebuild the application grid if the data has changed – either by an action you've performed or by another operation. The build progress bar will display within the grid with an option to abort the build – preserving the records listed so far.

Record Selection - as before, highlighting a record and selecting a link action at the top of the grid will launch that action – passing the highlighted record as the record for processing if the link is configured for auto-mode. You can also right click on an action to select the top panel links.

Column Headings - Left click with the mouse on the column heading will change the sort order for the records based on the selected column. Right Click with the mouse will also allow sorting options but also allow options for Grouping, Footer Totals, Item Selection and Alignment plus Search options.

Grid Selection – Right click with the mouse on a grid record allows for selection of link actions as before but also allows Search, Grouping, and Conditional Highlight definitions.

Notes

The initial display options are configured based on the pre-defined items within the Installation section but the options above are held per user – allowing for the configuration of the landing page to meet the user requirements.

The Grid Properties are held within parameter files - a Grids folder off the main working folder contains these definition files.

Conditional Highlights (Shared)

Shared Conditional Highlights are the replacement for the existing highlighting options. These highlights apply for all users who access the application grid – changing the text colour/style to show visually that (say) a sales account is over its credit limit.

The definition settings for the landing grid shared highlights are within the Landing Page configuration.

Application Panel (1 of 3) - Record List

Datafile Home Tools Edit Links

Ledger Enquiry Contacts Calculator Price Checker Calendar Discount Matrix Word List Supplier Matrix Stock Availability Spooled Reports Messaging

Display Item	Sort Item	Descend	Line Colour	Amend	Apply
1 ACCOUNT		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 NAME		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
3 TELEPHONE		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
4 CONTACT		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
5 FC-CODE		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
6 BALANCE		<input type="checkbox"/>			
7 CR-LIMIT		<input type="checkbox"/>			
8 O/S-ORDERS		<input type="checkbox"/>			
9 T/OVER-YEAR		<input type="checkbox"/>			
10 T/O-PREV-YR		<input type="checkbox"/>			
11 LAST-TX-DATE		<input type="checkbox"/>			
12		<input type="checkbox"/>			

Define Extra Fields To Load... Conditional Highlights

Action Next Save Abandon

F4>Select Comp NDM

Utilities

Display F4 Items at Runtime
 Use Fixed Column Widths
 Remember Runtime Changes
 Apply Selection Criteria
 Reverse Prime-Index Order
 Maximum Records to Display
 Maximum Records to Process

Below the Display / Sort items are two new links – **Define Extra Fields to Load** and **Conditional Highlights**. Note that the existing Highlight options on the right remain in place for now so that you can review current settings when applying these new options.

Available Fields For Landing Page

This form allows you to set up the full list of fields available to the users viewing the landing page, whether visible or not. The list of fields on the main landing page setup form define what is shown by default.

All Fields:	Available Fields:
ACCOUNT	
NAME	
ADD 1	
ADD 2	
ADD 3	
ADD 4	
POST-CODE	
TELEPHONE	
COMMENT	
BALANCE-B/F	
BALANCE	
UNALLOCATED	
OPEN-ITEM	
FIRST-TX	
LAST-TX	
TAX	
DAYS-CR	
CR-LIMIT	
STOP	
LAST-TX-DATE	
LAST-PAY-DATE	
LAST-INV-DATE	
SETUP-DATE	
STATMNT-DATE	
STATMNT-PAGE	
BAL-B/F-YEAR	
FIRST-ACTIVE	
ANALYSIS	
PROSPECT	
T/OVER-PERIOD	
T/OVER-YEAR	

OK Cancel

Define Extra Fields to Load – selecting this option allows you to define which data items are available to be added by the operator to the landing grid at run-time and which items conditions, both individual and shared can be defined against.

You can select individual items to be available as required – highlighting the item and selecting the '>' icon.

You can set all items to be available by selecting the '>>' icon. You can move items from the Availability list by selecting the '<' and '<<' icons.

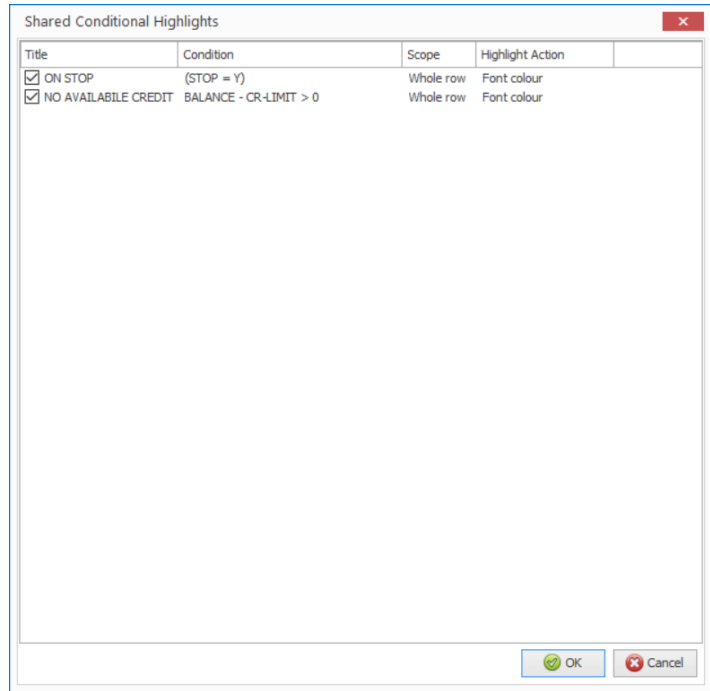
Premier options to define authority levels for data items still apply – so you can, for example, allow the stock cost price to be available but if the user does not have authority to view that item they will not be able to view the content of the item.

Conditional Highlights – selecting this option allows you to define the highlight rules to be applied. There are two types of highlights – Filters or Formula Builders.

Selecting the option displays the existing highlight rules.

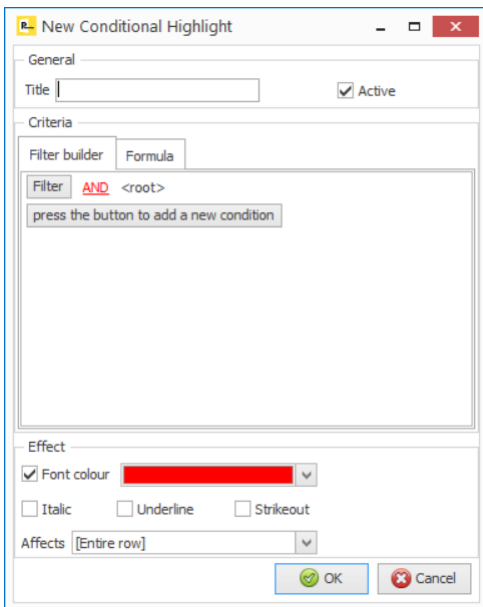
To add a new rule right click in blank space and choose to add a condition (you can also press the INS key)

To edit or remove a rule right click the entry and choose as required. If you highlight the rule you can use ENTER key to edit or DEL key to delete.



Rules are applied in the list order – you can move items up or down the list by right-clicking the item and choosing to Move Up/Down as required.

You can disable the highlight by selecting the tick box at the start of each rule. This leaves the rule available to be re-applied later if required.



The top section of the display – **General** - gives the option to define a title for the highlight and to select whether the rule is active.

The bottom section of the display – **Effect** – allows you to define the visual aspect of the rule.

You can change the Font Colour to the colour specified and/or you can set whet the data is displayed in italics, underlined or in strikeout.

You can also control whether the display affects the entire row or an individual data item in the grid.

There are two types of criteria – Filters or Formula.

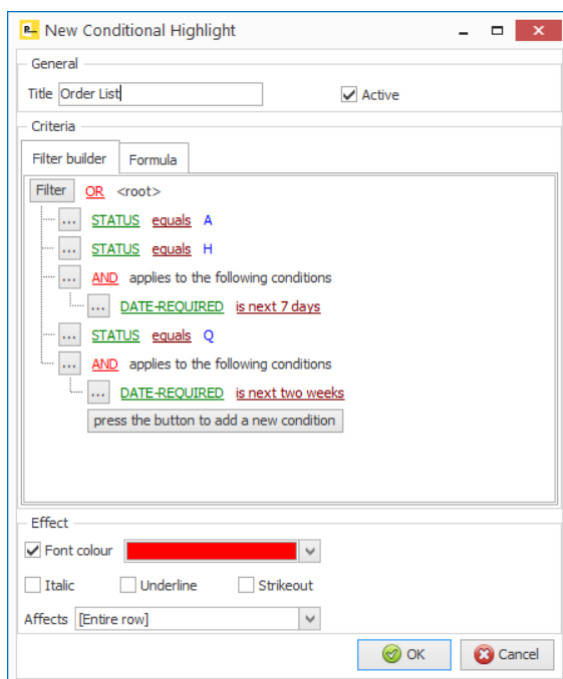
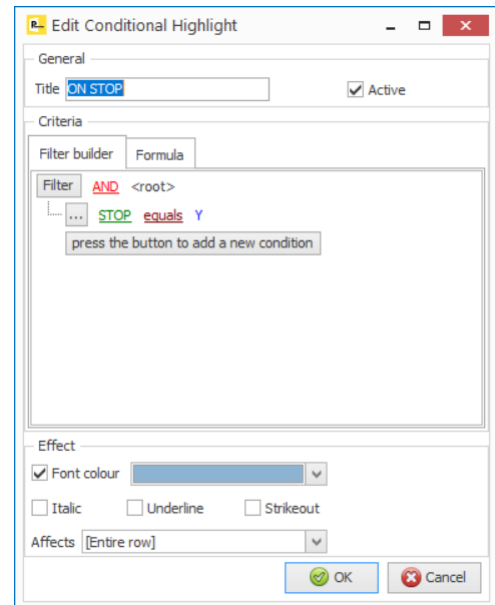
Filter Criteria – this option allows you to select a data item and apply a condition against it. Check that the STOP flag equals ‘Y’ on account for example.

The standard options for equal / not equal / greater than / less than and so on are available and will be familiar to users who have used the standard selection criteria options. Other options will be more familiar for those who have defined SQL criteria.

Like / Not Like – this is matching patterns within data and is like the Equal/Not Equal value options in the usual Datafile criteria when using the # wild cards. Here you can enter a value such as %CARD% and will list any of the records where the key item includes CARD, but you can also use C%TEAK – so that key item starts with C but contains TEAK.

In / Not In – allows you to define multiple values so could define that, for example, that the ‘City’ line of an address is in ‘Liverpool’ or ‘Manchester’ and so on.

The values available on criteria change based on the data item type. With Dates for example you get a series of extra options so that can highlight that the date is in the past / future / today and so on.



You can add multiple lines of criteria = the criteria apply on a ‘AND’ (or Compulsory basis) by default but you can select the AND option and change to OR as required.

You can also ‘nest’ conditions – showing, for example, highlight orders where status is Active or Hold or Quote but only show Held Orders where the date required is in the next 7 days, and Quotes only if in the next 14 days, etc.

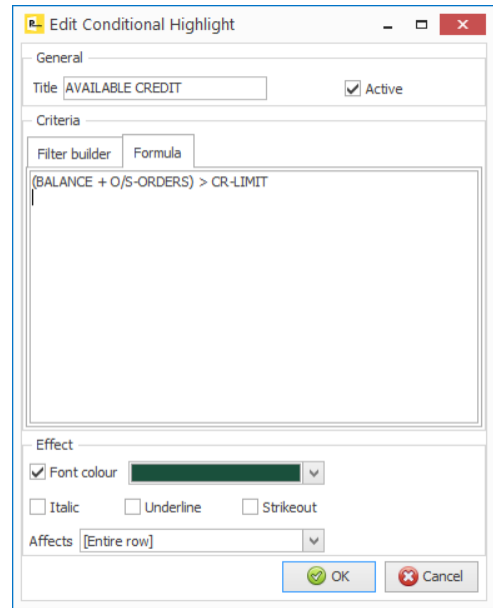
The **Formula** option allows you to compare data items and highlight on a TRUE result – for example highlight sales accounts where $(BALANCE + O/S-ORDERS) > CR-LIMIT$

You use any of the data item names that are defined within the available selection items.

You can also combine criteria so, for example, you could modify the above along the lines of:

$((BALANCE + O/S-ORDERS) > CR-LIMIT) \text{ AND } (CR-LIMIT \neq 0)$

to show accounts where the balance plus outstanding orders is greater than the credit limit but only when the credit limit is not 0.



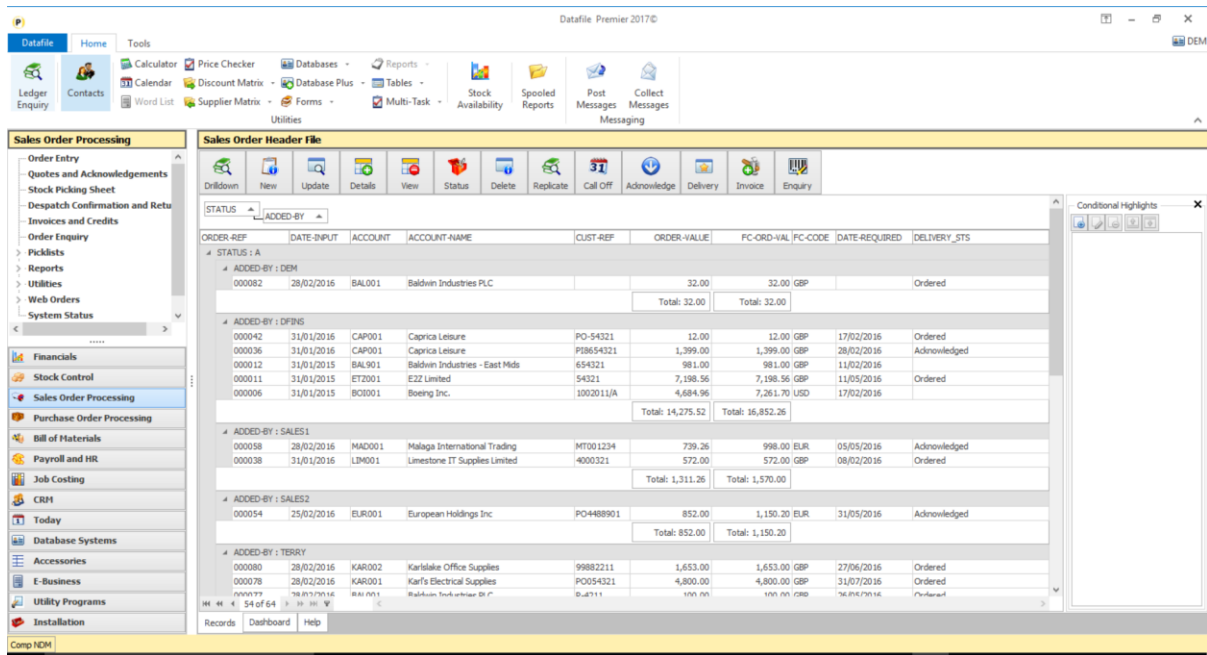
Grouping Records

The Grouping options allows you to view records based on matching values.

ORDER-REF	DATE-INPUT	ADDED-BY	ACCOUNT	ACCOUNT-NAME	CUST-REF	ORDER-VALUE	FC-ORD-VAL	FC-CODE	DATE-REQUIRED	DELIVERY_STS
000011	31/01/2015	DFNS	ETZ001	EZZ Limited	54321	7,198.56	7,198.56	GBP	11/05/2016	Ordered
000006	31/01/2015	DFNS	BOI001	Boeing Inc.	1002011/A	4,684.96	7,261.70	USD	17/02/2016	Ordered
Total:						94,421.36	Total:		97,949.81	
STATUS : C										
000049	31/01/2016	TERRY	BAL001	Baldwin Industries PLC	PO-32	96.00	96.00	GBP	15/02/2016	Fully Delivered
000048	31/01/2016	DFNS	MAD001	Malaga International Trading	A/55442	1,368.89	1,848.00	EUR	05/03/2016	Fully Delivered
000044	31/01/2016	DFNS	CRJ001	B3 Cricket Limited	100321	26,532.00	26,532.00	GBP	15/02/2016	Fully Delivered
000040	31/01/2016	DFNS	EUR001	European Holdings Inc	FR-45321	2,218.52	2,995.00	EUR	17/02/2016	Fully Delivered
000034	29/01/2016	TERRY	MAR001	MarPhon Holdings Ltd	654321	658.00	658.00	GBP	31/01/2016	Fully Delivered
000032	29/01/2016	TERRY	DAT001	Datanan Computers	PO-54321	30,000.00	30,000.00	GBP	29/01/2016	Fully Delivered
000029	29/01/2016	DFNS	MAD001	Malaga International Trading	P4321	1,091.44	1,473.44	EUR	31/01/2016	Fully Delivered
000026	29/01/2016	TERRY	BAL901	Baldwin Industries - East Mids	.	1,356.00	1,356.00	GBP	31/01/2016	Fully Delivered
000017	31/01/2015	DFNS	KAR002	Karlslake Office Supplies	65473111	1,299.94	1,299.94	GBP	27/01/2016	Fully Delivered
000010	31/01/2015	DFNS	DIR001	Direct Supplies Limited	437711	1,996.00	1,996.00	GBP	16/06/2016	Fully Delivered
000005	31/01/2015	DFNS	AL500	Alstom AG	PO-000232	3,972.93	5,363.46	EUR	15/02/2016	Fully Delivered
000001	31/01/2015	DFNS	BAL001	Baldwin Industries PLC	PO-642323	2,676.96	2,676.96	GBP	28/02/2016	Fully Delivered
Total:						73,264.68	Total:		76,292.80	
STATUS : F										
000043	31/01/2016	TERRY	EUR001	European Holdings Inc	PO448831	780.00	1,053.00	EUR	30/06/2016	Forward Order
Total:						780.00	Total:		1,053.00	
STATUS : H										
000081	28/02/2016	TERRY	AL500	Alstom AG	PO54321	59.11	798.00	EUR	30/06/2016	Ordered
000076	28/02/2016	TERRY	AL500	Alstom AG	PO-65432	35,466.67	47,880.00	EUR	31/12/2016	Ordered

The above Sales Orders list is grouped by status – to select a group item right click on the column heading and choose to ‘Group By This Field’. You can also select to show the ‘Group By Box’ and drag the required data item(s) into this area.

Grouping is in alphabetical order but you selecting whether this is in Ascending or Descending order by selecting the item name on the group panel. You can Group on multiple items – for example selecting the ‘Added By’ item would group by status and added by within status.



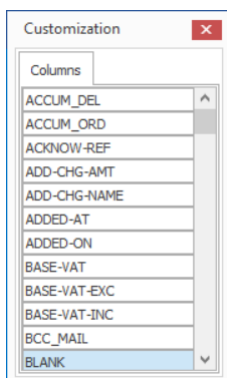
When Group the system inserts totals for each item – totalling values and showing the first entry for other types. You can remove individual totals by right-clicking the item and selecting none. You can also change so that instead of summing values you can show the minimum, maximum or average value or show a count.

You can switch off the group totals display by right clicking on a record and deselecting the 'Show Group Summaries' or clicking on the column headings and selecting / deselecting the options for Footer and Group Footer.

Items Listed

You can change the display order of the items by clicking a column heading and dragging the item to the left / right after the column heading.

You can remove an item from the list by right-clicking the column heading and choosing the option to 'Remove This Column'



You can add items into the list by right-clicking the column heading and choose the 'Field Choose' option.

This displays a list of available items – defined within the Installation section as discussed earlier with regard to Shared Conditional Highlights. You can drag an item from this list into the column headings section and position as required.

Click the X-Close option to close the field chooser once complete.

You can change the Alignment of the data within the list by right clicking the column heading and choosing Alignment and then to Align Left / Right or Centre (by default value items are right-aligned and text items are left-aligned)

You can change the column width by dragging the right hand edge smaller / larger as required. Right clicking on the column heading offers 'Best Fit' which sizes the item based on the content of the item, you also have 'Best Fit (all columns)' which sizes the column widths based on all selected items.

Find Options

Right clicking a column heading or record offers a 'Find' option. This allows you to filter the landing grid based on a matching value. The value is matched against the content of any of the data item columns listed.

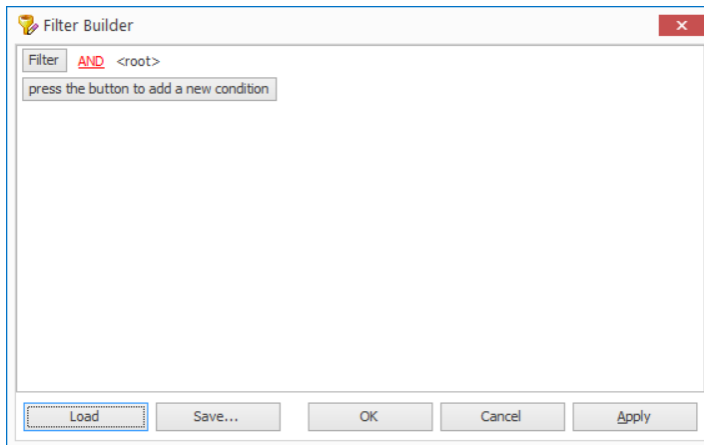
The screenshot displays the 'Sales Order Header File' window in Datafile Premier 2017. The interface includes a menu bar with options like 'Datafile', 'Home', and 'Tools'. A toolbar contains various icons for actions such as 'Drilldown', 'New', 'Update', 'Details', 'View', 'Status', 'Delete', 'Replicate', 'Call Off', 'Acknowledge', 'Delivery', 'Invoice', and 'Enquiry'. A search bar is visible with the text 'Latest: 28/02/20' and buttons for 'Find' and 'Clear'. The main data grid lists sales orders with the following columns: ORDER-REF, STATUS, ADDED-BY, DATE-INPUT, ACCOUNT, ACCOUNT NAME, CUST-REF, EMAIL-CONTACT, ORDER-VALUE, FC-ORD-VAL, FC-CODE, DATE-REQUIRED, and DELIVERY_STS. The bottom status bar indicates 'Records: 1 of 9', 'Total: 19,049.94', and 'Latest: 31/05/2016'.

ORDER-REF	STATUS	ADDED-BY	DATE-INPUT	ACCOUNT	ACCOUNT NAME	CUST-REF	EMAIL-CONTACT	ORDER-VALUE	FC-ORD-VAL	FC-CODE	DATE-REQUIRED	DELIVERY_STS
000075	A	TERRY	28/02/2016	CAP001	Caprica Insurance	VERBAL	Cath Dawson	231.00	231.00	GBP	31/05/2016	Acknowledged
000065	A	TERRY	28/02/2016	CAP001	Caprica Insurance	C00013221	Cath Dawson	9,689.95	9,689.95	GBP	07/05/2016	Acknowledged
000055	A	TERRY	28/02/2016	CAP001	Caprica Insurance	00002221	Cath Dawson	24.00	24.00	GBP	11/03/2016	Ordered
000051	A	TERRY	19/02/2016	CAP001	Caprica Insurance	443311	Cath Dawson	1,848.00	1,848.00	GBP	17/03/2016	Ordered
000042	A	DFINS	31/01/2016	CAP001	Caprica Insurance	PO-54321	Cath Dawson	12.00	12.00	GBP	17/02/2016	Ordered
000037	Q	TERRY	31/01/2016	CAP001	Caprica Insurance	.	Cath Dawson	1,399.00	1,399.00	GBP	31/03/2016	Quoted
000036	A	DFINS	31/01/2016	CAP001	Caprica Insurance	PI8654321	Cath Dawson	1,399.00	1,399.00	GBP	28/02/2016	Acknowledged
000019	Q	DFINS	31/01/2015	CAP001	Caprica Insurance	.	Cath Dawson	2,909.99	2,909.99	GBP	15/03/2016	Quoted
000003	Q	DFINS	31/01/2015	CAP001	Caprica Insurance	.	Cath Dawson	1,537.00	1,537.00	GBP	28/02/2016	Quoted

Click CLEAR to clear the search results, click the X label to close the find panel.

Record Filters

The initial records listed use the selection criteria defined within the landing page. You can apply your own filters in addition to this via the landing page. Right-click with the mouse against a record allows the option to 'Customise Filter' or to 'Show the Filter Panel' and then select 'Customise' from the panel.



The Filter options work in the same manner as the options for conditional highlights – adding criteria to restrict the records displayed.

You can define multiple filters – these are 'temporary' filters and only remain in place whilst the user session is open. You can choose to SAVE the criteria, this criteria is then available for recall in subsequent user sessions.

ORDER-REF	STATUS	ACCOED-BY	DATE-INPUT	ACCOUNT	ACCOUNT-NAME	CUST-REF	EMAIL-CONTACT	ORDER-VALUE	FC-ORD-VAL	FC-CODE	DATE-REQUIRED	DELIVERY_STS
000058	A	SALES1	28/02/2016	MAD001	Malaga International Trading	MT001234	Julio Estera	739.25	998.00	EUR	05/05/2016	Acknowledged
000053	Q	SALES1	25/02/2016	MAR002	Marlon Machines	.	Jane Newsome	1,996.00	1,996.00	GBP	12/05/2016	Quoted
000038	A	SALES1	31/01/2016	LHM001	Limestone IT Supplies Limited	4000321	Jim Wells	572.00	572.00	GBP	08/02/2016	Ordered

Conditional Highlights (Individual)

Conditional Highlights is a user-based version of the Shared Conditional Highlights – allowing individual users to define their own highlight rules.

The screenshot shows the 'Sales Order Processing' module in Datafile Premier 2017. The main window displays a table of sales orders with columns for ORDER-REF, STATUS, ACCDED-BY, DATE-SHPT, ACCOUNT, ACCOUNT-NAME, CUST-REF, EMAIL-CONTACT, ORDER-VAL, FC-CRD-VAL, FC-CODE, DATE-REQUIRED, and DELIVERY_STS. A 'Conditional Highlights' panel is open on the right, showing a list of rules, including 'Added By SALES1' and 'Added By SALES2'. The interface includes a menu bar, a toolbar, and a sidebar with navigation options like Order Entry, Quotes and Acknowledgements, and Financials.

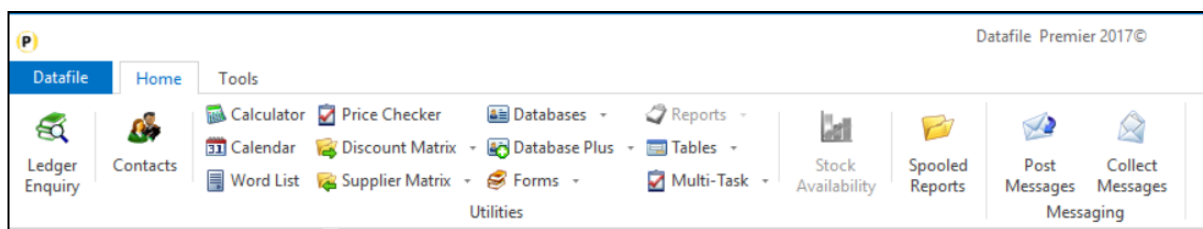
Right-click on a record and select to 'Show Conditional Properties' shows the rules panel to the right. The setup and options are the same as the Shared Highlight Rules discussed earlier – any Shared Highlight rules take priority over the Individual Rules.

Contact and CRM Management

Contact Management is a new accessory for Datafile 2017. CRM, or Customer Relations Management, means different things to different people. The Datafile application allows for the recording of Contacts and Activities against a Customer and/or Supplier record and the monitoring of these activities for follow up / completion. Campaign Management tools can allow for the generation of a bulk list of activities for operators to process.

Contacts

The main Home Ribbon includes the option Contacts that allows access to the Contact and Activity actions.



Selecting Contacts lists the Contacts defined.

The screenshot shows the 'List Contacts' window with a table of contact records. The table has columns for CONTACT-ID, FULL-NAME, COMPANY, EMAIL, BUSINESS-TEL, and MOBILE. The data is as follows:

CONTACT-ID	FULL-NAME	COMPANY	EMAIL	BUSINESS-TEL	MOBILE
00000001	Mrs M Greenwood	Baldwin Industries plc	sales@baldwin.co.uk	0151 229 8190	07701
00000002	Ms Christine Brown	Baltimore Corporation	christine@baltimore.co.uk	0171 458 6547	
00000003	Mr James Dean	Greenfens of Widnes	j.dean@greenfens.co.uk	0151 424 9838	
00000004	Mr Calvin Markham	Markham Holdings Ltd	c.markham@markam-holdings.com	01221 09856	
00000005	Ms J Newsome	Marton Machines	jane@martonmachines.co.uk	01224 873296	
00000006	Ms Betty Dickson	Walton Street Motor Company	betty-d@walton-smc.co.uk	0131 229 6734	
00000007	Mr Robert Black	J. Black & Partners	robert@black.co.uk	01772 789345	
00000008	Ms R Palatine	Contract Cleaning Services Ltd	rachel@ccs-limited.co.uk	0181 742 3344	
00000009	Mr Roger Thomas	Conway Haulage Services Ltd	r.thomas@conway-haulage.co.uk	01452 992221	
00000010	Mrs June Walker	Starhope Office Supplies Ltd	june.w@starhope-supplies.com	0151 236 2299	

At the bottom of the window, there is an 'Action' menu with options: Add, Update, Delete, View, Activities, Sales, Purchase, S/Order, P/Order, and Close.

You can scroll up/down the list of contacts, right-click on the column headings allows sort, find and filter options. Actions available allow you to Add, Update, View and Delete Contacts, access the Activities for the Contact or link to the Sales Account / Sales Order and Purchase Account / Purchase Order Enquiry tools based on the customer/supplier account the contact is linked to.

Selecting the Add option allows you to create a new contact record.

As usual with Datafile the screen and content is user-definable based on your requirements. The screen above is configured to allow entry of the contact name, job title and contact details plus allows linking to both a sales and/or purchase account as required.

When linking to a Sales or Purchase account the system allows for the use of copy items to pre-populate data from the linked account record.

Contact Details can be recorded over two screens as required. Here the second screen is configured to allow flagging of company roles to allow for targeted mailings and to allow some general note options.

Maintain Contacts - Add

Menu: Datafile | Home | Tools | Edit | Links

Tools: Calculator, Price Checker, Calendar, Discount Matrix, Word List, Supplier Matrix, Stock Availability, Spooled Reports, Messaging

Contact Type

- Management	<input checked="" type="checkbox"/>
- Finance/Accounts	<input type="checkbox"/>
- Human Resources	<input type="checkbox"/>
- Purchasing	<input type="checkbox"/>
- Technical/IT	<input checked="" type="checkbox"/>
- Administration	<input type="checkbox"/>

Notes: Responsible for purchasing software, hardware and support services.

Buttons: Action, Save, Abandon, Previous, Close

Status Bar: F5-Insert | F6-Delete | Comp DEM | Overtime

Where Contact Management is in use the options within Sales Order, Purchase Order and Job Records to link to Contacts will link to this main Contact database.

Ledger Enquiry options for the Sales/Purchase Account will allow list of the linked Contacts. Where the Sales Account or Purchase Account references a head office account the enquiry tools will also list the contacts for the head office in addition to the specific site contacts.

Activities

Selecting the Activities option against a Contact lists the existing activities logged against that specific contact allowing review of the contact history and the option to create a new activity.

Maintain Activities - Add

Menu: Datafile | Home | Tools | Edit | Links

Utilities: Calculator, Price Checker, Calendar, Discount Matrix, Word List, Supplier Matrix, Stock Availability, Spooled Reports, Messaging

Contact: 00000011 | Joe Bloggs

Customer: BAL001

Supplier:

Activity: 1 | 1st Meeting

Notes: Discussion on services can provide. Particularly interested in facilities for Contract Invoicing and repeat billing. Need to send over sales pack for this option.

Added: By CARL | On 14/03/2017 | At 2332

Next Action: 5 | Email | Send Sales Pack

Follow On: 15/03/2017 | By JD

Buttons: Action, Save, Abandon, Close

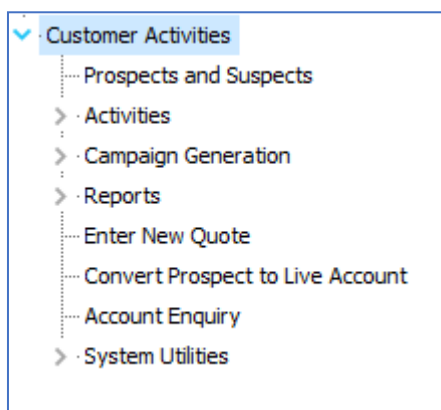
Status Bar: Comp DEM

Again the Activity detail entered is user-definable over two screens. Here the Activity entry allows recording of an activity type and notes together with follow on activity notes.

Follow On and Next Action recording can then be processed with Action Pick Lists for operators detailing the actions due for today etc.

Record-No	Account	AC_Name	Details_1	This_Activity	Completed	Next_Activity	Next_Act_Date	Assign_Name
6	WAL001	Walton Street Motor Company	Contact Customers who've bought	Campaign Generation		Initial Call	31/03/17	Arthur Graham
9	BAL003	Bennet Supplies Limited	Spoke to Nick - busy at present.	Initial Call		Follow Up Call 1	05/04/17	Carl Brown
18	DAT001	Datanan Computers	Called but not in.	Initial Call		Follow Up Call 1	07/04/17	Chris Jacksdale
17	RDC001	RDCB Limited	Called to speak with Rosie - she will	Initial Call		Follow Up Call 1	11/04/17	Chris Jacksdale
20	BAL001	Baldwin Industries PLC	Called but not in.	Follow Up Call 2		Follow Up Call 2	13/04/17	David Royston
13	ALS050	Alstom AG	Called but not in.	Follow Up Call 2		Follow Up Call 2	25/04/17	Arthur Graham
1	ACOM001	A1 Materials Limited	Called to speak with Buyer. Not in	Initial Call		Follow Up Call 1	28/04/17	Chris Jacksdale
3	BAL001	Baldwin Industries PLC	Called to speak to Dave. On holiday.	Initial Call		Follow Up Call 1	01/05/17	David Royston
21	BAL902	Baldwin Industries - West Mids	Called to speak with Alan.	Initial Call		Follow Up Call 1	04/05/17	Carl Brown
16	KAR001	Karl's Electrical Supplies	Called but not in.	Initial Call		Follow Up Call 1	15/05/17	Carl Brown
2	ACOM001	A1 Materials Limited	Called again but still not in.	Follow Up Call 1		Follow Up Call 2	16/05/17	Carl Brown
4	ALS050	Alstom AG	Met with buyer to discuss products.	Meeting - Site		Send Information	16/05/17	Arthur Graham
22	ALS050	Alstom AG	Sent latest catalogue.	Send Information		Follow Up Call 1	24/05/17	Terry Moore
5	ALS050	Alstom AG	Call to see if received email with info	Follow Up Call 1		Follow Up Call 2	25/05/17	Arthur Graham
7	ALS050	Alstom AG	Intro Call - need to speak to Johan but	Initial Call		Follow Up Call 1	25/05/17	Carl Brown
10	DIR001	Direct Supplies Limited	Email received asking for product info.	Send Information		Follow Up Call 1	11/06/17	Chris Jacksdale
8	BAL901	Baldwin Industries - East Mids	Mike called asking for product details.	Send Information		Follow Up Call 1	20/06/17	Demo User
25	ALS050	Alstom AG	Called but not in.	Follow Up Call 2	Y	Follow Up Call 2	22/06/17	David Royston
12	BAL001	Baldwin Industries PLC	Send latest info.	Send Information		Follow Up Call 1	29/06/17	Carl Brown
23	ALS050	Alstom AG	Follow Up call.....	Follow Up Call 1		Meeting - Site	30/06/17	Carl Brown
24	ALS050	Alstom AG	Sent PDF CATALOGUE.	Send Information	Y	Follow Up Call 1	01/07/17	Carl Brown
11	BAL004	Balgres Trading Limited	Called but Andrew not in.	Initial Call		Follow Up Call 1	14/07/17	Carl Brown
19	ALS050	Alstom AG	Send info.	Send Information		Follow Up Call 1	15/07/17	Arthur Graham

CRM and Campaign Management



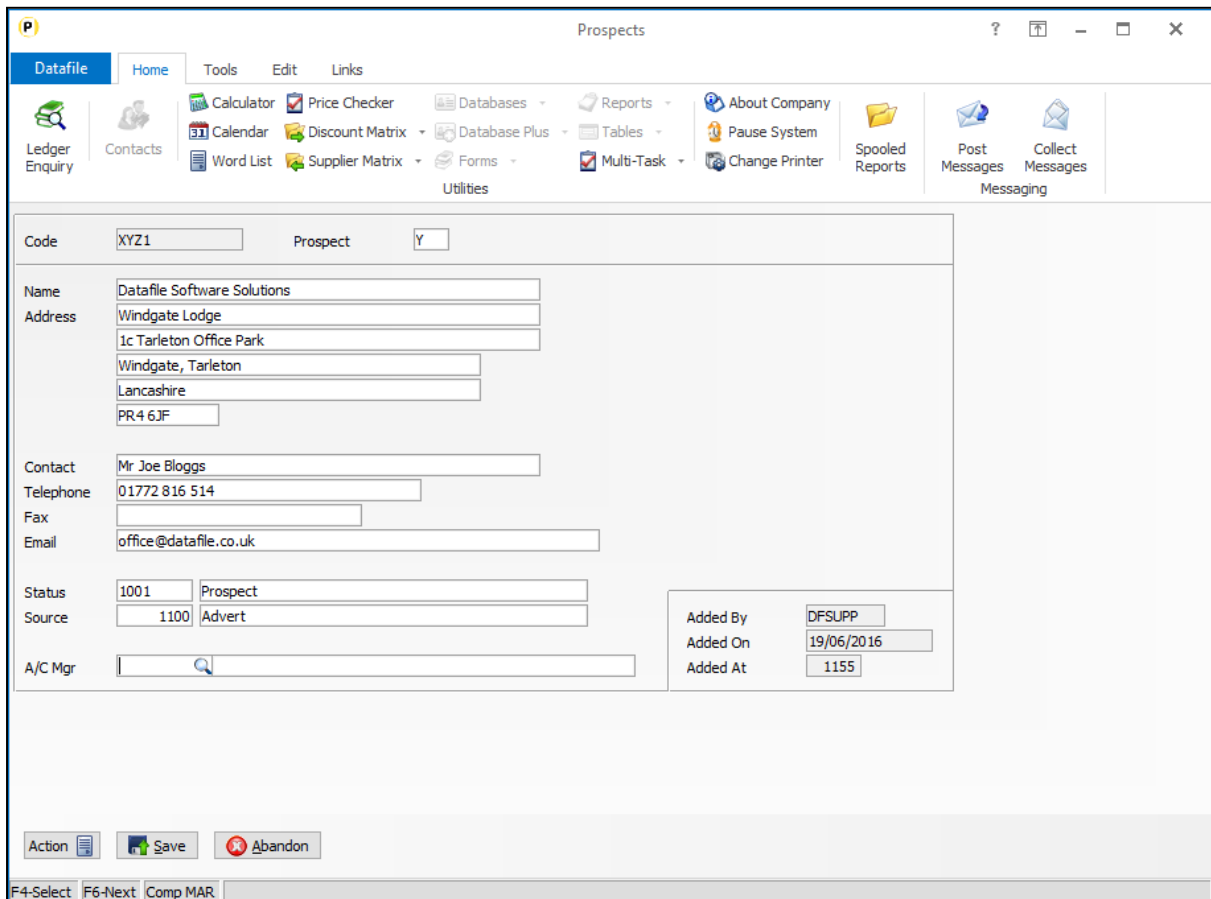
Selecting the CRM or Customer Activities option on the main menu offers a series of menu options for the updating of customer account details, the recording of Activities against Customers/Contacts, Campaign Generation, Reports and enquiry tools.

Prospects and Suspects

This option allows for the creation/update of prospect and suspect accounts. Prospect accounts are potential customers whom you've had discussions with, perhaps raised a quote and so on. Suspect accounts are account details you've been passed information on.

The action allows for entry of account name, address and contact details plus the recording of account status (suspect / prospect / live account), source of the account (a pre-definable list of sources) and account managers.

Whilst these records are held in the main Customer database (SLA) this option only allows for the recording/updating of prospect or suspect accounts and these accounts are not accessible within the Sales Ledger itself.



Activities

Selecting this option offers two further options – Activities (By Account) and My Activities. Linking to the Activities tools above these options allow for management of activities on a customer or operator driven basis.

Activities (by Account) – selecting this option prompts for the customer account record. This can be a live account or a prospect/suspect and then lists any existing activities.

My Activities – selecting the PICK option on this action allows you to list outstanding activities by the Assignee. Updating Notes / Recording Completion status or assigning follow on status.

Create Campaigns

Campaign options are a way of creating a series of bulk activities to be assigned to an operator. The criteria for the campaign is going to depend on individual requirements but some pre-defined campaigns are available for use.

- 1) Whose Bought X but not Y – this option creates a campaign of activities where a customer has bought product X but not product Y since a set date.
- 2) Contact Top X Customers – this option creates a campaign of activities so can contact your top X customers since a set date.
- 3) No Contact Since – this option creates a campaign of activities where a customer has had no contact (i.e. no invoice or activity raised against the customer) since a set date.
- 4) Customers in Department – this option creates a campaign of activities for a customer with a particular analysis code.

Each option follows a staged menu with an initial parameter screen to allow selection of the key details.

The screenshot shows the 'Set Parameters' window with the following fields and values:

- Campaign: 000001
- Title: (empty)
- Details: (three empty text boxes)
- Contact Customers in Department: 0
- Assign To: (empty)
- Due By: (empty)
- First Action: 1

Buttons at the bottom: Action, Save, Abandon.

Title – give a title for the Campaign

Details – record any details for the campaign. These details will appear in the Notes section for each activity created.

Criteria – on the screen above we're selecting the department/analysis code to create activities for. In other campaigns we'd select the product codes (bought X not Y), select the X value for the number of top accounts and so on.

Assign To – select the operator the campaign is to be assigned to.

Due By – select the date by which the initial activity is to be completed.

First Action – select the Activity Type which is to be the first activity.

Once the initial details are defined the system will create activities based on the required list.

Reports

The Reports menu offers a series of pre-defined reports.

- **Prospect Listing** – lists the customers and prospects.
- **Activity Listing (by Customer)** – lists the activities grouped by customer/prospect account.
- **Activity Listing (by User)** – lists the activities group by operator/assignee
- **Outstanding Activities** – lists the outstanding activities
- **Outstanding Campaign Activities** – lists the outstanding campaign activities for which the initial action has not been completed.

Enter New Quote

This option links to Sales Order Processing and allows creation of a new quote. By default quotes can only be recorded for active customers but parameter settings allow for quotes to be recorded for prospects/suspects.

Convert Prospect to Live Account

This action allows for the conversion of a prospect account to a live account. The screen will typically be configured similarly to your standard customer maintenance screen with additional options to clear the prospect account flag (clearing the flag activates the account), amending the account status and setting the account as an 'open-item' account.

Account Enquiry

This option links to the Ledger Enquiry for the Sales Ledger.

System Utilities

This option gives a menu of actions for system maintenance.

- **Audit Activities** – performs a database audit of the activities table.
- **Audit Contacts** – performs a database audit of the contacts table (if in use)

- **Audit Users** – performs a database audit of the users (assignees) table.
- **Change Account Code** – some users prefer prospect accounts to be coded differently from live customers. This action allows you to re-code the account before it becomes live.
- **Analysis Value Setup** – this option allows for maintenance of the allowed activity types, activity user/managers, account sources, account statuses, and allows for the recording of default 'new' account details.
- **System Status / Expand Files** – allows for manual file expansion of any of the tables within the application.

Installation

Application User Facilities

To enable use of Contacts/Activities a new option has been added within the Sales (or Purchase) Account Maintenance options. To update select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Sales Ledger** or **Purchase Ledger** application and then **Maintain Customer/Supplier Records**. The options for the **Single Contacts Database** can be enabled here.

Sales/Purchase Contacts (1) - General Details

Datafile Home Tools Edit Links

Ledger Enquiry Contacts

Calculator Price Checker Databases Database Plus Forms

Calendar Discount Matrix Supplier Matrix

Utilities

Stock Availability Spooled Reports Messaging

Use a Single Contacts Database ?

Contacts Database - Live Pathname

Contacts Database - Base Pathname

Activity Database - Live Pathname

Activity Database - Base Pathname

Code Format for Contact-Id

Last Added Contact-Id

Maintain Contact Types

Maintain Contact Screen Design

Maintain Activity Types

Maintain Activity Screen Design

Action Save Abandon Next Close

Comp DEM

Use a Single Contacts Database – set to enable use of the single Contacts Database.

Contacts Database / Live (Base) Pathname – specify the database path/filename for the contacts database.

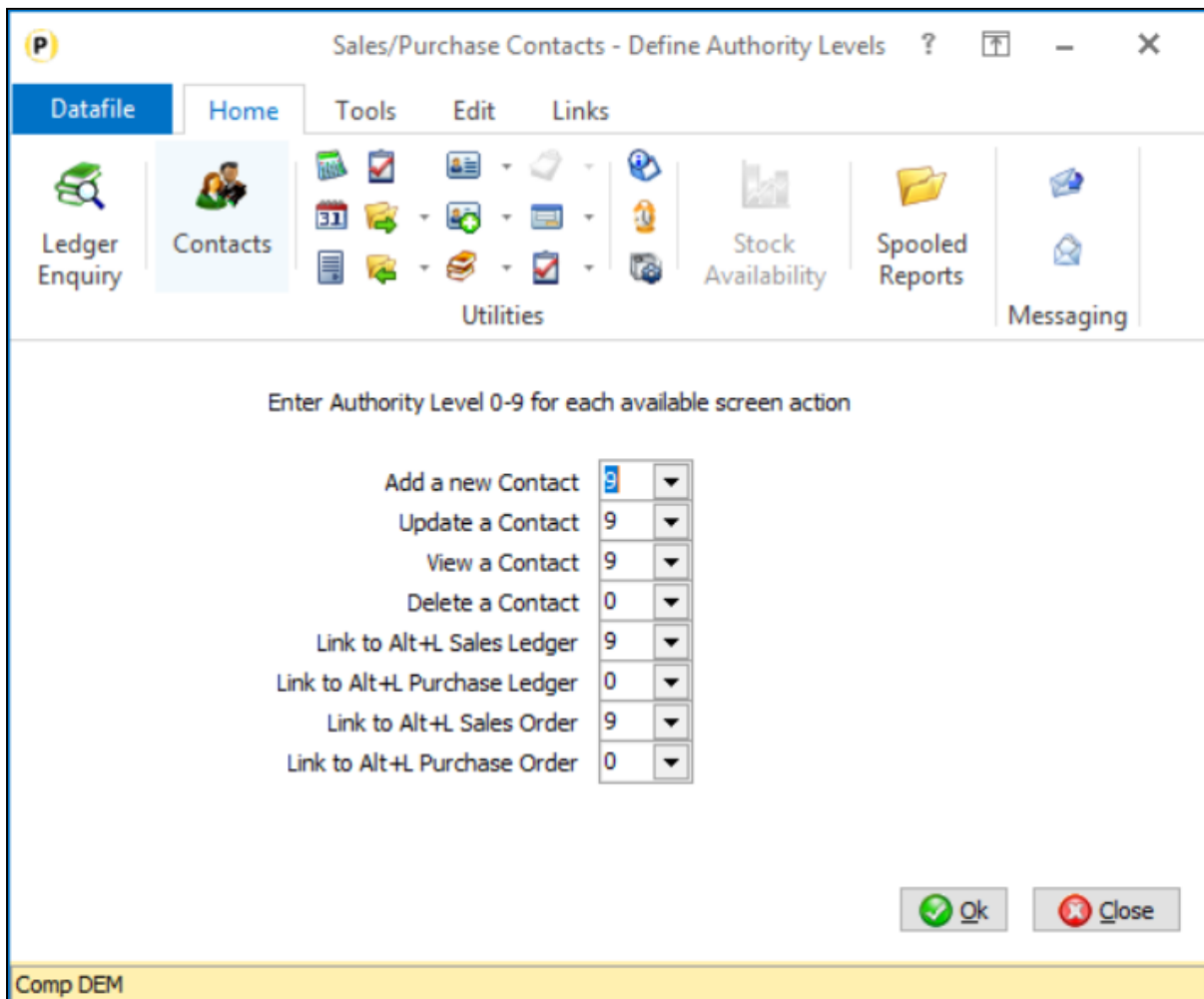
Activity Database / Live (Base) Pathname – specify the database path/filename for the activity database.

Code Format for the Contact ID – the single contacts database is a prime-indexed database. Specify the code format to be used for the contact id (typically this would be numeric).

Last Added Contact ID – where using a numeric id enter the last reference added here.

Maintain Contact Types – if the Contacts database has a Table item defined within this option allows for the maintenance of the table values. You might have a Table on the Contacts Database to hold the contact type/role.

Maintain Contact Screen Design – set this option to design the Contacts Maintenance screens. Setting this option first asks for the authority levels to be used for each of the Contact Maintenance actions.



After setting the authority levels the maintenance screen for contacts is displayed. The usual screen design tools are available.

Sales/Purchase Contacts - Screen 1

Datafile Home Tools Edit Design

Save Abandon Db-Restructure Border Sequence Refresh Line Mode Auto-Sequence Look Up Show Data

File Tools

ID	00000001		
Name	Mrs M Greenwood		
Job Titl			
Cust A/C	BAL001	Supplier A/C	
Company	Baldwin Industries plc		
Email	sales@baldwin.co.uk		
Web			
IM			
Tel	0151 229 8190	Home T	
Fax	0151 229 8191	Mobile	07701 123 4567
Address	Unit 5, Light Ind. Estate Stopgate Lane Aintree, Liverpool Merseyside L9 6PY		

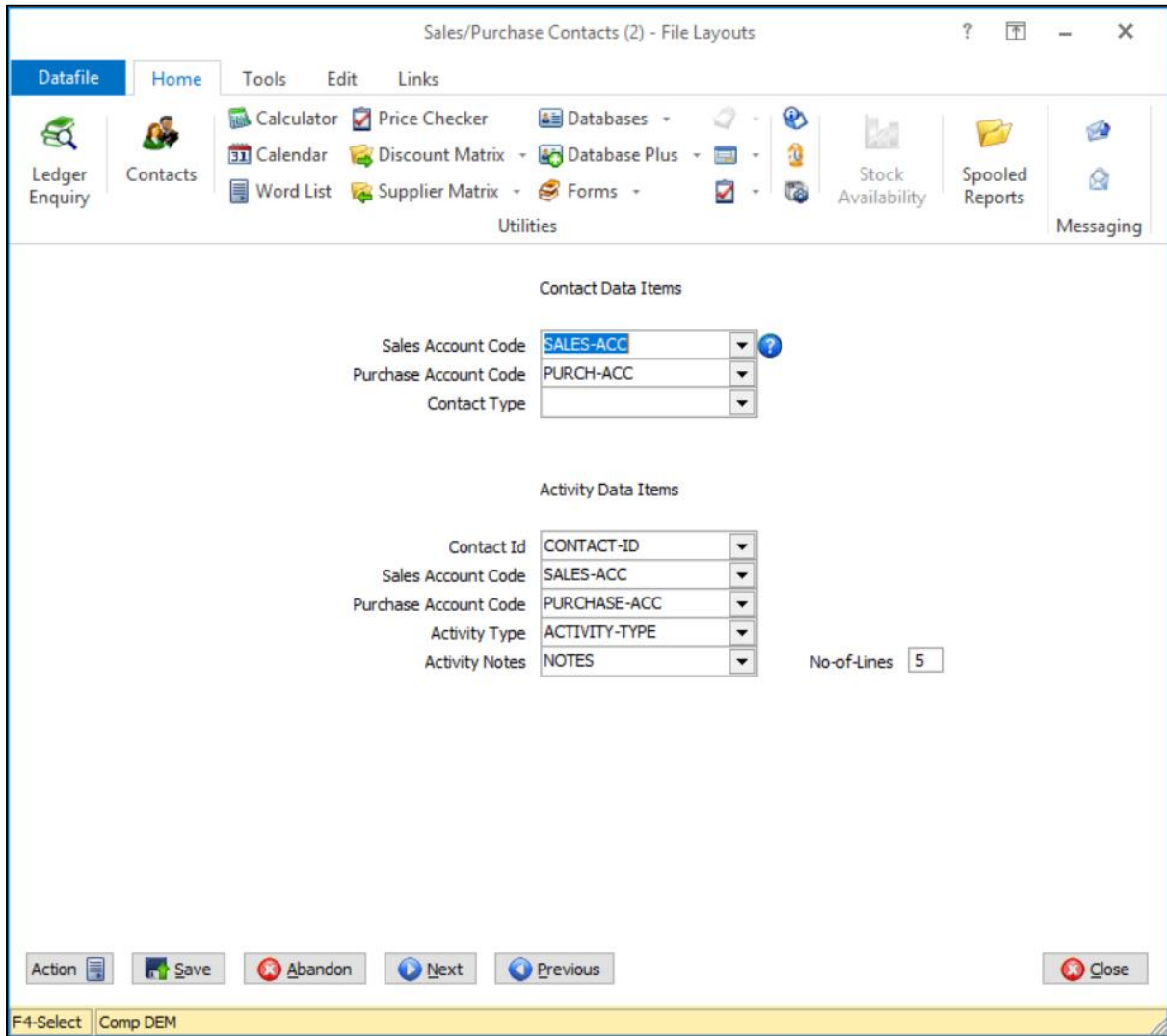
C:1 L:1 Text Overtyp

F4-Data Item F5-Insert Line F6-Delete Line Comp DEM

Saving the first screen asks if you wish to use a second screen for Contact Maintenance – set as required.

Maintain Activity Types - if the Activities database has a Table item defined within this option allows for the maintenance of the table values. You might have a Table on the Activity Database to hold the activity type.

Maintain Activity Screen Design – set this option to design the Activity recording screens. Setting this option first asks for the authority levels to be used for each of the Activity actions. After setting the authority levels the maintenance screen for Activities is displayed. The usual screen design tools are available.



Whilst the file layouts for the Contact and Activity tables are user-definable certain key items need to be referenced for the Application and Enquiry tools. For the Contact Database you reference the items for the Sales/Purchase Account Code, for the Activity Database you reference the items for the Contact ID, Sales and Purchase Account code.

Sales/Purchase Contacts (3) - Selection Items

Home Tools Edit Links

Ledger Enquiry Contacts Calculator Price Checker Databases Database Plus Forms Stock Availability Spooled Reports Messaging

Utilities

Items to display when selecting Contacts and Activities

Contacts (S/L)	Contacts (P/L)	Contacts (General)	Activity History
1 CONTACT-ID	1 CONTACT-ID	1 CONTACT-ID	1 ADDED-ON
2 FULL-NAME	2 FULL-NAME	2 FULL-NAME	2 ACTIVITY
3 EMAIL	3 EMAIL	3 COMPANY	3 NOTES
4 BUSINESS-TEL	4 BUSINESS-TEL	4 EMAIL	4 ADDED-BY
5 MOBILE	5 MOBILE	5 BUSINESS-TEL	5 NEXT
6	6	6 MOBILE	6 NEXT-ACT-DATE
7	7	7	7 NEXT-ACT-BY
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16

Action Save Abandon Next Previous Close

F4-Select Comp DEM

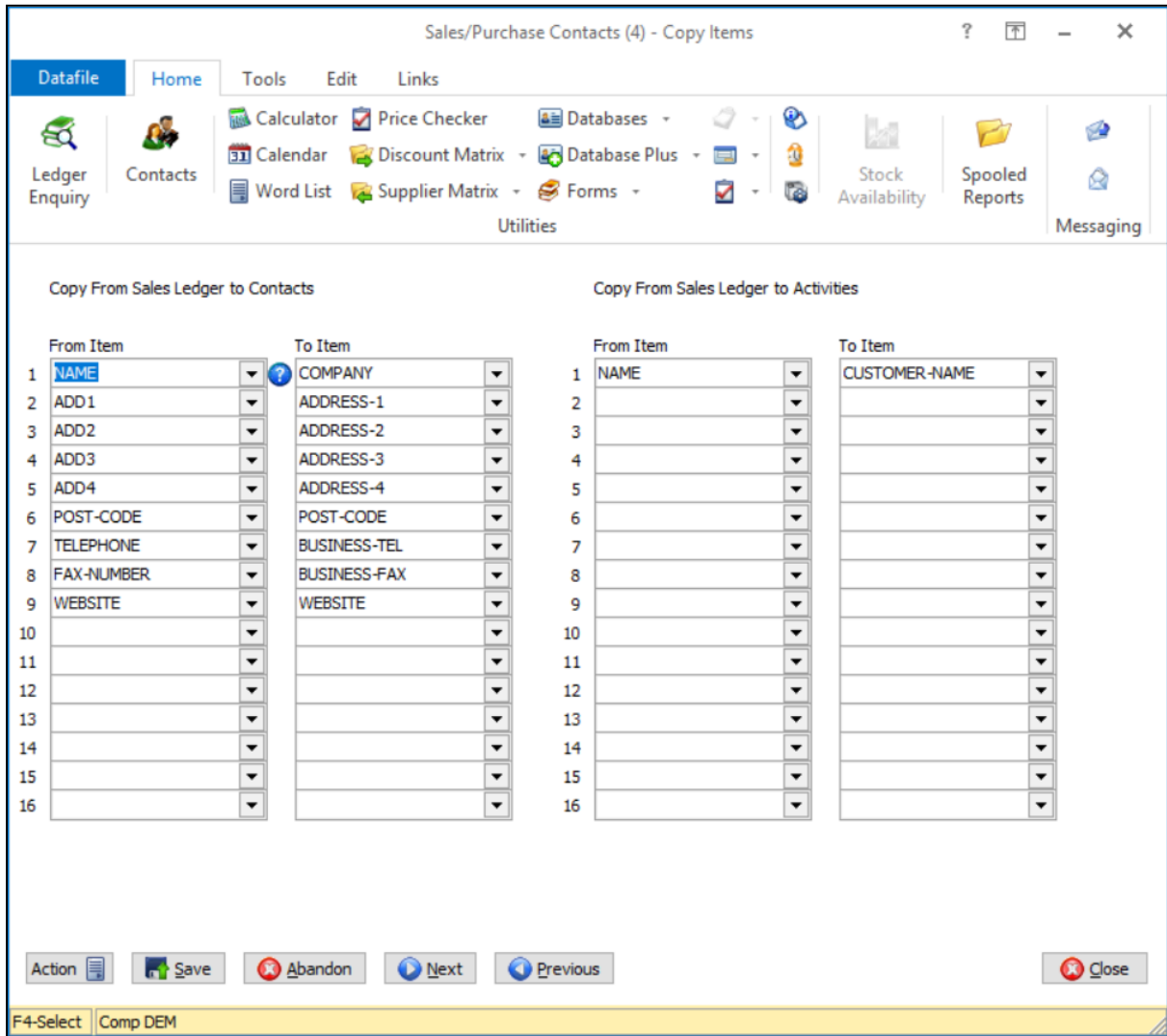
When selecting a Contact or Activity an initial list of records is displayed. This screen allows for the definition of the items to be included within this list.

Contacts (S/L) – used when listing contacts for the sales account within the Sales Account Ledger Enquiry and Sales Order and Job Record entry.

Contacts (P/L) – used when listing contacts for the purchase account within the Purchase Account Ledger Enquiry and Purchase Order entry.

Contacts (General) – used when listing contacts from the ribbon action.

Activity/History – list items for Activity records.



When adding a Contact or Activity that links to a Sales Account the option is available to pre-populate data from the Sales Account. You can specify these 'copy' items here. Similar options are available to copy from the Purchase Account to Contacts/Activities and from the Contact to Activities.

Chapter 4

Application Features

Cashbook

Global Transaction References

Diamond and Premier Only
Datafile 2017 and Release 7.0

When posting Receipts and Payments within the Cashbook then the system has the option to increment references – historically this has been used for paying in slip references for receipts and cheque numbers or payments and is held per bank account.

For some users, payments and receipts are increasingly processed online – this new feature allows for the receipt and payment references to be set to use a global shared sequence regardless of account so that it acts as a transaction reference.

The screenshot shows the 'Cash Receipts' application window. At the top, there is a menu bar with 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu bar is a toolbar with various utility icons like Calculator, Price Checker, Databases, Reports, About Company, etc. The main form area contains the following fields:

- Journal No: 000458
- Period No: 1
- Pay In Ref: 000761
- Dated: 01/01/15
- Description: Cash Receipts
- Cash A/c: 760
- Bank Account: [selected]
- Total Amt: [empty]
- Analysed: [empty]
- Balance: [empty]

Below the form is a table with the following columns: Ent, Col, Account, Narrative, Net-amt, Tax, Tax-amt, and Total. The table is currently empty.

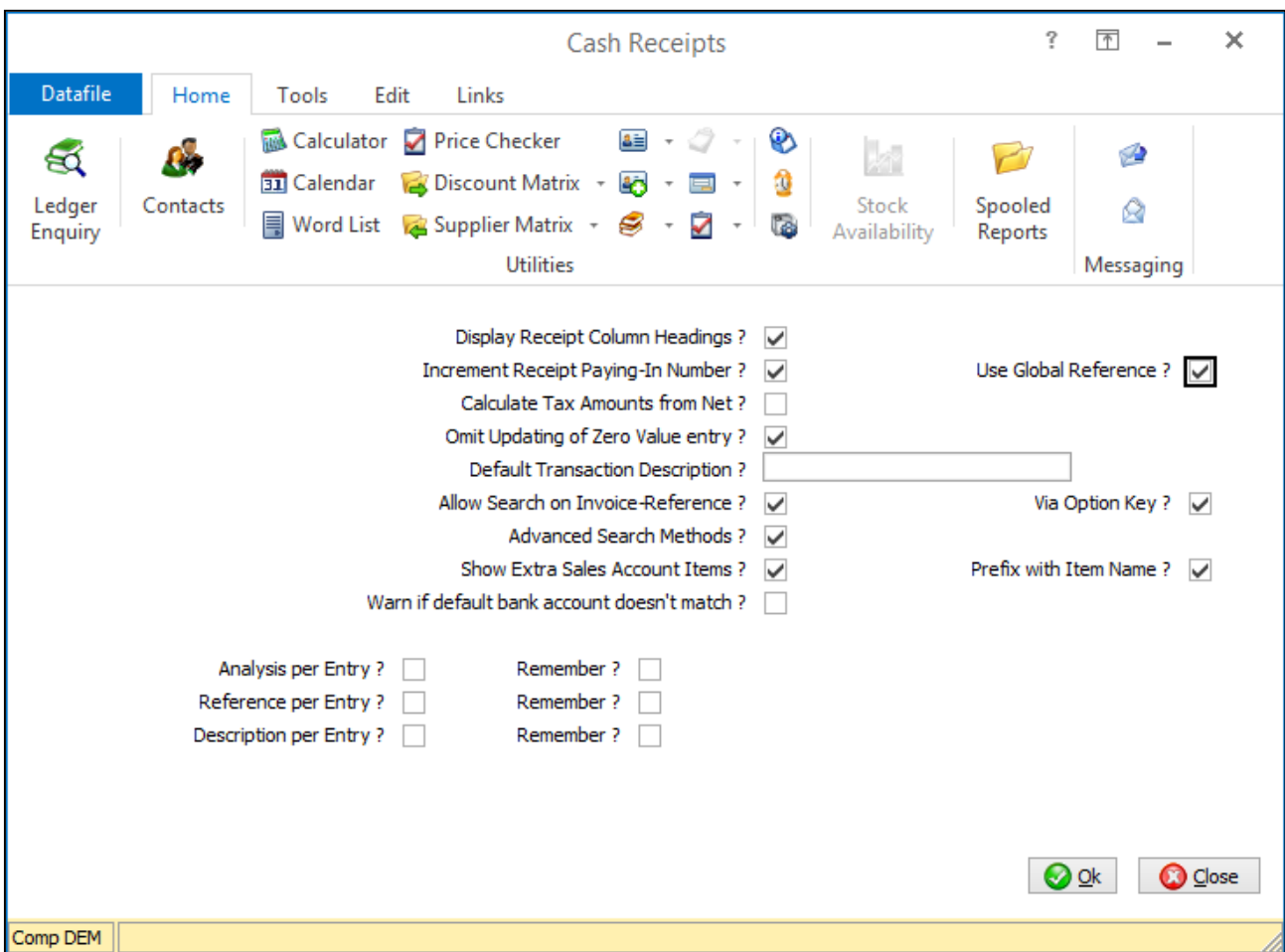
At the bottom of the window, there is a status bar with the text: F8-Zoom | F9-Memo | Comp DEM

During transaction entry the receipt/payment reference will offer as default the next number in sequence. You can overtype the reference but the system will increment the next transaction reference from the original reference for use as the default next in sequence.

Installation

Application User Facilities

New parameters have been added to the Cashbook Receipt and Payment references to allow use of a global reference sequence. To update select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the Cashbook application and then **Cash Book Transactions** and then **Cash Receipts**.



Increment Receipt Paying In (Payment Cheque) Number – set to increment reference numbers during receipt / payment posting.

Use Global Reference – set to use a global reference for the company rather than single reference per account.

Note that the parameter for 'Global Reference' is shared between receipts and payments so setting one will automatically enable for the other. The Increment reference option is separately controlled however.

Controls & Audit Manager

To set the initial reference or to edit the last reference an option has been added into the Edit System Status display options for Cashbook. To update select **Installation** from the main menu followed by **Controls & Audit Manager** and then Cashbook. Select the **Edit System Status** option to amend the last reference.

System Status			
Datafile			
Home			
Tools			
Edit			
Links			
Ledger Enquiry	Contacts	Calculator	Price Checker
		Calendar	Discount Matrix
		Word List	Supplier Matrix
		Utilities	
		Stock Availability	Spoiled Reports
			Messaging
COMPANY	COMPANY CODE =	DEM	NAME = PREMIER DEMONSTRATION
FILES	ACCOUNTS reserved =	100	highest in use = 86
	TRANSACTIONS reserved =	300	highest in use = 132
DATE	07/03/17	CURRENT PERIOD NUMBER	1
		TOTAL PERIODS	12
CONTROLS	Last transaction journal number =	457	
	Highest B/F balance transaction =	130	
	Highest transaction reported =	132	
	Last VAT period reported (mmyy) =	1214	
	Last payment/receipt reference =	000760	
Action	Save	Abandon	Close
Comp DEM			

Stock Control

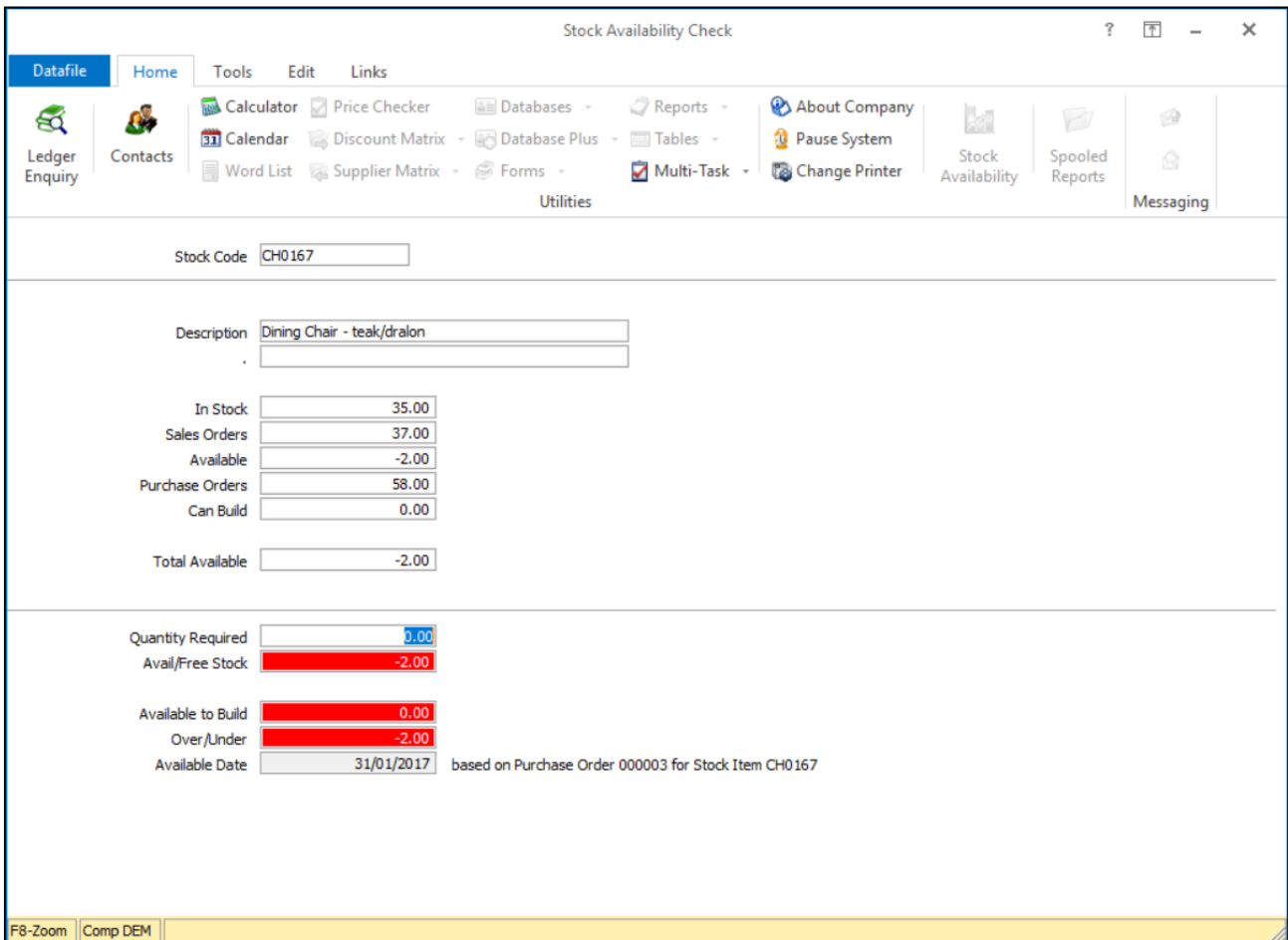
Stock Availability Enquiry

Datafile 2017 Only

When receiving customer enquiries, you may be asked to check the availability of a stock item. Existing Ledger Enquiry tools allow you to review what’s currently in stock, what’s reserved for customer/works orders and what’s awaiting purchase order receipt.

If, however, you have insufficient stock on hand and you are asked for when stock will be available then this requires a review of the o/s purchase orders and their expected dates, checking stock lead times if no purchase orders outstanding and requires the operator to take into account any existing shortfall in stock on hand that is required for sales orders already placed.

This new facility gives an enquiry tool on the ribbon / main toolbar for Stock Availability checks to streamline this process.



The screen is split into two halves – the top half displays nominated items from the stock file and includes the ability to include special items 161-Available to Build and 162-Total Available. The bottom half displays the availability data.

Selecting the action initially prompts for the Stock Code, displays selected details from the stock record after which you are prompted for the required quantity. After entry of the quantity the system displays the following values.

Available/Free Stock	Calculation of Physical – Reserved
Available to Build	If Assembly, maximum that can be built from components
Over/Under	Calculation of Total Available less Qty Required

If a shortfall is calculated, then a 'Check Availability' option is available to determine when stock will be available. If the Outstanding Purchase Order quantity exceeds that of the shortfall, then the system will read the o/s purchase order detail entries to determine at which date stock will be available to meet this shortfall and reports this on screen.

If the O/S Purchase Order quantity is less than the shortfall then the system reviews the lead time on the stock record and reports an estimated date based on the lead time, though advises that a purchase order is required.

Stock Availability Check

Stock Code: CH0174

Description: Dining suite

In Stock	8.00
Sales Orders	0.00
Available	8.00
Purchase Orders	7.00
Can Build	-10.00
Total Available	8.00

Quantity Required	7.00
Avail/Free Stock	8.00
Available to Build	0.00
Over/Under	1.00

Action | Select | Another | Amend Qty | Exit

F4-Select | F8-Zoom | Comp DEM

Where the selected stock item is an Assembly then the Available to Build calculation reviews each of the component lines physical and reserved values to determine the quantity that is available, the maximum that can be built is reported here.

The 'Check Availability' function for an Assembly stock item reviews the components of the assembly determining on each component the availability date as per the standard stock item checks above. The system will then report on screen the date based on the latest calculated availability date of the components. Again, the system will flag up if uses the lead time to determine this date and a purchase order is required.

With Assembly checks, there are some specific adjustments to the calculated values in some circumstances.

Where both the Available (Physical – Reserved) or Available to Build is negative then the **Total Available** value calculates as the 'lower' of these values, where either are negative the system reports the positive value, where both are positive then the values are added together.

Also, when a quantity required is left as 0 then the 'Available to Build' calculation will display a negative result, if a quantity is entered though and the calculation is negative then the value will display as 0.

Over/Under will still take into account any negative available to build however.

Notes

If select the Stock Availability option then, in selected areas of the system, the stock availability check can pre-set the stock code and required quantity for you.

When using the Stock Ledger Enquiry or Works Order Enquiry the system will default the stock record, when enquiring on a sales order detail or a works order detail, or amending a sales order detail entry, the system will default the stock code and the required quantity for you.

When enquiring against a specific sales order line then, if the line is active and has an outstanding delivery quantity, the system will ignore subsequent order lines when calculating the reserved and available values – highlighting that this is based on current order priority (the priority being the sequence the order lines were entered).

Installation

System Profiles

A new parameter screen has been added to the Stock System Profiles to enable the Stock Availability option. To update select **Installation** from the main menu followed by **Application Manager** and then

System Profiles. Select the **Stock Control** application and then select **Opt-5** to display the Stock Availability parameters.

Stock Availability on Desktop	Display Item	Display Prompt
1	DESCRIPTION	Description
2	DESCRIPTION2	.
3		
4	PHYSICAL	In Stock
5	RESERVED	Sales Orders
6	AVAILABLE	Available
7	ON-ORDER	Purchase Orders
8	161	Can Build
9		
10	162	Total Available

POD item for Required Date: DATE-REQUIRED
 POD item for O/S Delivered Qty: OS-DELIVERED
 SOD item for O/S Delivered Qty: O/S-DELIVERED
 WOH item for O/S Build Qty: O/S-BUILD
 WOD item for O/S Build Qty: O/S-BUILD

Auto-process using Defaults?
 Always apply default Location?

Display Item – select up to ten items from the Stock Record to be displayed (you do not need to select the stock code itself). Special items available include items 161-Available to Build and 162-Total Available for use when stock items contain Assemblies.

Display Prompt – if required set a label to replace the data item name in the Stock Availability check screen.

POD Item for Required Date – reference the data item on the Purchase Order Detail file that holds the estimated delivery date.

POD Item for O/S Delivered Quantity – reference the data item on the Purchase Order Detail file that holds the outstanding quantity waiting to be received.

SOD Item for O/S Delivered Quantity – reference the data item on the Sales Order Detail file that holds the outstanding quantity waiting to be delivered.

WOH Item for O/S Build Qty – reference the data item on the Works Order Header file that holds the outstanding quantity waiting to be built.

WOD Item for O/S Build Qty – reference the data item on the Works Order Detail file that holds the outstanding quantity waiting to be issued to a build.

Auto Process Using Defaults – if set then after selecting the stock code the system will process the calculations for available based on default quantity, calculating any availability based on the shortfall.

Always Apply Default Location – generally Datafile remembers the current location in use, this option overrides the current location to the default location for each Availability enquiry.

Payroll

Employee Assessment for Auto-Enrolment

Datafile 2017 and Release 7.0

A new option has been added to perform the pension auto-enrolment assessment within the Payroll. This option ties in with the Company Pension Scheme(s) that can be defined within Payroll.

Employee Maintenance / Add an Employee – as part of adding the employee the system will set when the New Worker postponement period ends (based on employee date started and postponement settings).

Employee Maintenance can also include options to specify if employees are working outside the UK or are already in applicable scheme so not covered by the scope of auto-enrolment.

Existing Employees

For existing employees you will want to update the Worker Postponement Date to the date the employer becomes eligible for auto-enrolment plus any postponement period.

If any employees working outside the UK or are already in an applicable pension scheme then these flags should be set manually for applicable employees.

As part of auto-enrolment selected employees who are not automatically enrolled can choose to Opt In – for these employees you need to be able to record an Opt In Date and set the contribution rates.

Similar employees who are enrolled can choose to Opt Out or Stop Contributions. Opt Out availability is restricted to a number of days since auto-enrolment and allows the employee and employer to be

refunded with their contributions, stopping contributions is available at any time but the employee/employer is not refunded.

You are likely to use a Payroll Extra Maintenance Screen for these options.

The screenshot shows a software window titled "Maintain Employees (Period 2 - 31/05/17 Monthly) - Employee 3". The interface includes a menu bar with "Datafile", "Home", "Tools", "Edit", and "Links". Below the menu is a toolbar with various icons for "Tools" (Email, Notes, Spreadsheets, Word, Scans, PDF Files, Memo, Contacts), "Utilities" (Graph, Associate File, Labels, Website, Location Map, Clipboard, Image, Route Map), "Enquiry" (Enquiry), and "Enquiries" (Documents, Calendar, Transactions, P11). The main area is a form for "Employee" details, currently showing "Mr James Stewart".

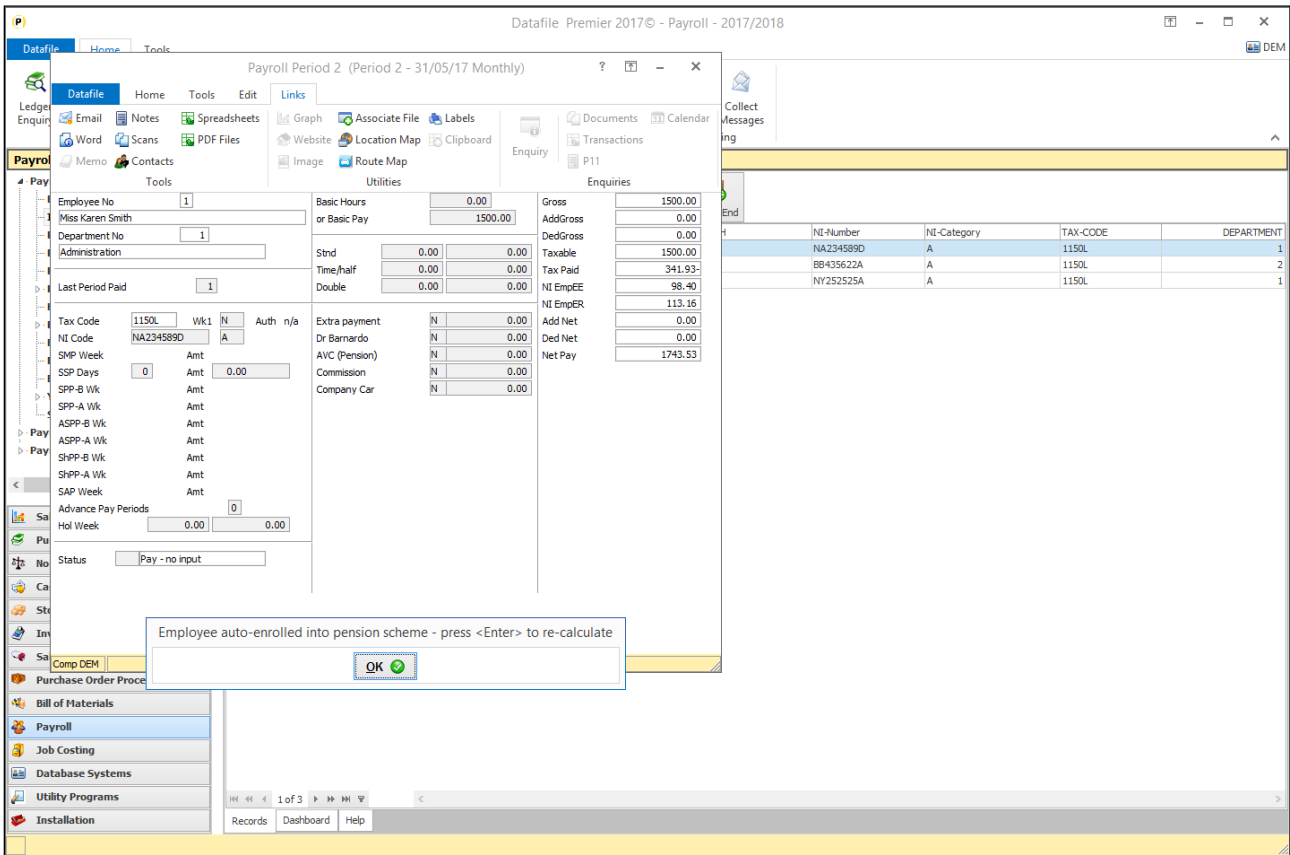
Employee	Mr James Stewart			
Date of Birth	21/02/1971	46	Outside UK	<input type="checkbox"/>
Pension Date	21/02/2038		Already in Scheme	<input type="checkbox"/>
Category	Non-Eligible Jobholder		Date Joined	<input type="text"/>
Postponement Dates			Opt In Date	01/05/2017 <input type="text"/>
- New Starter	<input type="text"/>		Opt Out Date	<input type="text"/>
- AE Jobholder	<input type="text"/>		Refund Contributions	<input type="text"/>
AE Start Date	<input type="text"/>		Stop As Of	<input type="text"/>
Employee%	<input type="text"/>	1.00	NB: If OptOut / Stop Zero Rates.	
Employer%	<input type="text"/>	1.00	If Opt In Manually Set Rates%	

At the bottom of the form are buttons for "Action", "Save", "Abandon", and "Close". A status bar at the very bottom shows keyboard shortcuts: "F4-Select", "F8-Zoom", "F9-Memo", and "Comp DEM".

Payroll Input - When saving the employee details if the employee is not already auto-enrolled then on saving the employee record the system will perform the auto-enrolment checks.

If the employee should be auto-enrolled then, if any jobholder postponement period is set, the postponement period end date is set and the pension contributions are not calculated.

If the employee should be auto-enrolled and no postponement is set (or has expired) the system will apply the default employee/employer contribution rates and prompt to recalculate the payroll values (reconfirming the entered details)



Payroll Check / Payroll Run - As part of the Payroll Check / Run report the system will also apply the auto-enrolment checks for employees not already auto-enrolled – applying postponement period and setting default contribution rates as appropriate. Note that employees ‘auto-enrolled’ as part of the check/run report will be highlighted accordingly.

Note

Employees aren’t ‘fixed’ as auto-enrolled until the payroll is run. Up to this point amendments to the employee’s pay may mean that they are not eligible to be enrolled.

Installation

Database Changes

Changes are required to the Employee database to record the auto-enrolment details. To add these items select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Payroll application. Elect to update the **Live Files** and then select the **Employee** file.

To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

Item Name	Type	Description
EMPLOYEE-AGE	F	Forecast Date – type '1' based on Date of Birth
BASED-OUT-UK	?	Indicates employee ordinarily works outside UK as part of their contract
STAT-PEN-AGE	E	Date Employee becomes eligible for State Pension
QUALIFY-EARN	*	Typically Calculated field based on employee values used as elements of pay for qualifying earnings – this could be C-Gross-Pay plus additions less deductions or could reference the pensionable earnings values.
WORK-CATEGORY	X (25)	Updated with assessment category based on employee's age and earnings.
IN-PEN-SCHEME	?	Flag to set if employee already in a pension scheme
DATE-JOINED	E	Date employee joined their pension scheme
WRK-POST-ENDS	E	Date employee 'new starter' postponement period ends.
JOB-POST-ENDS	E	Date employee 'auto-enrolment' postponement period ends.
AE-START	E	Date employee is auto-enrolled.
OPTOUT-DATE	E	Date employee opts out of auto-enrolment
STOP-DATE	E	Date employee stops making contributions
OPTIN-DATE	E	Date employee opts in to contributions.
AE-IN-PROG	?	Flag that Employee has triggered AE during Payroll this period.

Once the required items have been recorded press the <ESC> key and select the **UPDATE** button to save the database changes. When prompted respond 'Y' to the prompts to '**Extract Existing Data to New Database Structure**' and, if appropriate, '**Copy Table Entries from Old Database to New Database**'. Final prompts ask to '**Remove (.OLD) Database**' and to '**Carry Out the Same Restructure on the BASE File as well**' – respond as required. If you select to update the base file you need to manually insert the new items at the same data item positions as on the live file.

You may want to create items of equivalent name/type on the P11 database for reporting purposes.

System Profiles

New options have been added to the Payroll System Profiles to reference these new data items and to enable the auto-enrolment assessment.

Screen 4 of the **Payroll Profile** allows, in addition to referencing the above data items, additional parameters for auto-enrolment.

Payroll Options (4 of 4)

Datafile | Home | Tools | Edit | Links

Ledger Enquiry | Contacts | Calculator | Price Checker | Calendar | Discount Matrix | Word List | Supplier Matrix | Utilities | Stock Availability | Spooled Reports | Messaging

Auto-Enrolment Assessment

Threshold

Minimum Employee %

Minimum Employer %

Worker Postpone

Jobholder Postpone

Earnings Period Adjust

+/- Adjust

Payroll Date

Earnings Period Start

End

Employee Data Items

Employee Age

Outside UK

Pension Age

Qualifying Earn

Worker Category

Already in Pension

Date Joined

Worker Postpone Ends

Jobholder Postpone Ends

Auto-Enrolment Starts

Opt-Out Date

Stop Date

Opt-In Date

Auto-Enrolment Pending

Comp DEM

Threshold – updated automatically this is the annual earnings threshold at which an employee would be auto-enrolled.

Minimum Employee% - set the minimum / default employee contribution% applied when an employee is auto-enrolled.

Minimum Employer% - set the minimum / default employer contribution% applied when an employee is auto-enrolled.

Worker Postpone – set number of payroll periods (weeks for 1/2/4 weely payroll, months for monthly payroll) before new starters would become eligible for auto-enrolment.

Jobholder Postpone – set number of payroll periods (weeks for 1/2/4 weely payroll, months for monthly payroll) to delay auto-enrolment when an employee becomes eligible for auto-enrolment. This allows postponement for when an employee is generally under the enrolment threshold but temporarily exceeds

due to excess overtime / bonus, the employee is re-assessed at the end of the postponement period and only auto-enrolled if still applicable.

Earnings Period Adjust – for monthly payrolls set the start day of the current month for the earnings period – typically this would be '1' for first of the month.

For weekly based payrolls set the value to offset the current payroll tax date by to get to the start of the earnings period being paid and then set whether it's a +/- adjust from the payroll tax point date. For example if paying weekly on Friday for week in arrears then the tax point is 8th April but the start date of the earnings period would be 26th March – an offset of 12 days and negative.

Application Screen Layouts

The options to nominate that an employee is based outside the UK or is already in a pension scheme will likely need to be added to the standard Employee New/Amend screens, the options to opt in/out we'd suggest adding to an extra maintenance screen.

To update the screen layout users can select the **Installation** option from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Payroll** application before selecting the **Maintain Employee File** and then **Add New Employee** screen.

Add New Employee

Datafile		Home	Tools	Edit	Design
----------	--	------	-------	------	--------

Save

Abandon

File

Db-Restructure

Refresh

Look Up

Border

Line Mode

Show Data

Tools

Sequence

Auto-Sequence

Employee	Miss	Karen	Smith
Department	1		

<p>Address</p> <p>1c High Street</p> <p>Liverpool</p> <p>L3 4BD</p> <p>Outside UK <input type="checkbox"/></p>	<p>Director <input type="checkbox"/></p> <p>SSP Qual Days 5</p> <p>Pay Method Q</p> <p>Basic Pay 1500.00</p> <p>or Basic Hours and Hourly Rate 0.00</p> <p>Overtime Rate 0.0000</p>
<p>Date of Birth 22/05/1963</p> <p>Date Started 01/09/1992</p> <p>Age 53</p>	<p>Pension Employee</p> <p>Pension Employer</p>
<p>Sex (M/F) F</p> <p>Tax Code 1150L</p> <p>NI Number NA234589D</p>	<p>Over Pension Ag <input type="checkbox"/></p> <p>Week/Month-1 N</p> <p>NI Category A</p>
<p>Pension EE 2.00</p> <p>ER 1.00</p> <p>In Pens Scheme <input type="checkbox"/> (Y to ignore for AE)</p>	<p>Previous Employment</p> <p>Pay 0.00</p> <p>Tax 0.00</p>

C:45
L:9
Modified
Text
Insert

F4-Data Item
F5-Insert Line
F6-Delete Line
Comp DEM

Screen Design is in the usual manner - To insert text labels such as 'Outside UK' use the mouse to position the cursor where required and then type the required text. To insert the data items position the cursor where required and press the <F4-Select> key and choose the data item required. Set whether items are view-only, mandatory or require uppercase input as required. Once the layout is complete choose File and then Save & Exit.

To update the Extra Maintenance screen select **Special Amend Screens**, choose a blank entry, specify the menu prompt and title id and then design screen as above.

Amend Screen 1

Datafile Home Tools Edit Design

Save Abandon

File Tools

Db-Restructure Border Sequence

Refresh Line Mode Auto-Sequence

Look Up Show Data

Employee Miss Karen Smith

Date of Birth 22/05/1963 53 Outside UK

Pension Date 22/05/2030 Already in Scheme

Category Eligible Jobholder Date Joined 01/05/2017

Postponement Dates

- New Starter 30/04/2017 Opt In Date

- AE Jobholder 01/09/1992 Opt Out Date

AE Start Date 01/05/2017 Refund Contribution

Employee% 2.00 Stop As Of

Employer% 1.00

NB: If OptOut / Stop Zero Rates.
If Opt In Manually Set Rates%

C:1 L:1 Text Overtyp

F4-Data Item F5-Insert Line F6-Delete Line Comp DEM

Set Password by Employee for Emailed Payslips

Datafile 2017 and Release 7.0

Payslip documents, as with other application documents, can be sent via email as a pdf attachment. This new facility allows you to reference an item on the employee file to be used as a password for opening of the pdf.

Installation

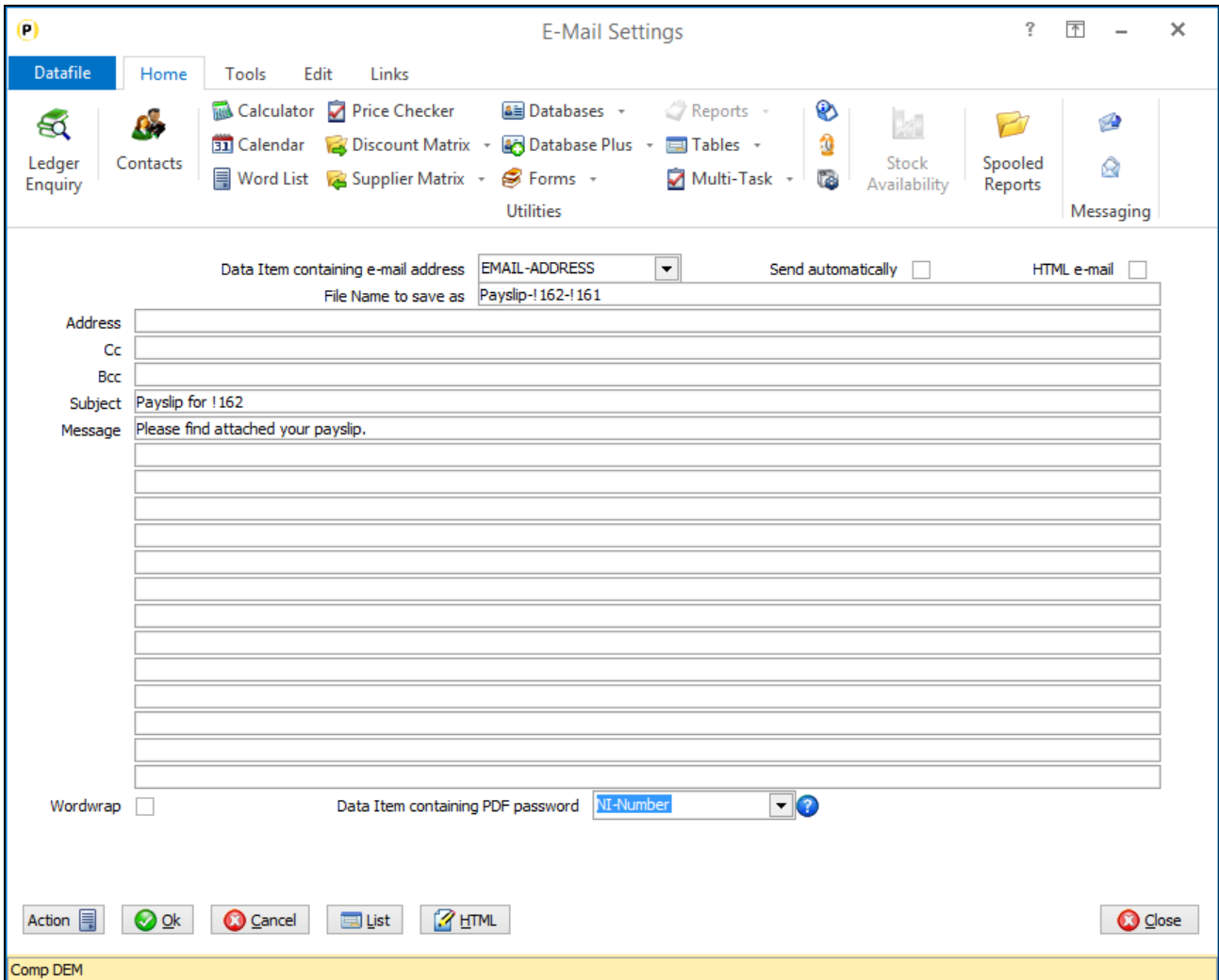
Document Design Manager

Additional options have been added to the email parameters within the payslip definition to allow the emailed PDF to require a password before it can be opened.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager** (*Professional* users will have the Document Design Manager option on the main Installation menu).

Select the Payroll application and then the Payslip document type before selecting the document number to be amended and the document mask will be displayed.

V7 users can select Format from the toolbar and then Email Parameters, V2017 users can select Email Parameters from the ribbon.



Data Item Containing PDF Password – reference the data item on the employee file to be used for the password required to view the pdf attachment.

Note

The password is only applied to the pdf attachment on emailed payslips from the Payroll Payslip print options.

If sent directly to PDF or other print device, or reprinted from the saved documents tools no password is applied.

Sales / Purchase Order Processing

Quick Form Order Generation – Apply Cost Checks

Diamond and Premier Only
Datafile 2017 Only

Sales Order entry has the ability to validate the selling price of an entered order line against the stock items cost price – warning if below cost and optionally preventing entry without use of an override password. If generating sales orders based on quick forms however, then this option was not available. This update now includes the ability to validate against stock cost prices during quick form order generation.

The screenshot shows the 'Dining Suite' application window. The interface includes a menu bar with 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu is a toolbar with various icons for 'Ledger Enquiry', 'Contacts', 'Calculator', 'Price Checker', 'Databases', 'Reports', 'Calendar', 'Discount Matrix', 'Database Plus', 'Tables', 'Word List', 'Supplier Matrix', 'Forms', 'Multi-Task', 'Stock Availability', 'Spooled Reports', and 'Messaging'. The main area displays a table with the following data:

Stock	Description	Price	Quantity	Physical	Free
* CH0167	Dining Chair - teak/dralon	87.99	4.00	35.00	56.00
* CH0168	Carver-teak/dralon	25.00	2.00	24.00	42.00
* CH0173	Oval dining table-teak	210.99	1.00	6.00	0.00

At the bottom of the window, there is an 'Action' toolbar with buttons for 'Move Up', 'Move Down', 'Edit', 'Price', 'Generate', and 'Abandon'. A status bar at the very bottom shows function key shortcuts: F4-Help, F5-Price, F6-Generate, F7-List, F9-Memo, and Comp DEM.

When the quick form list is displayed any entry where the cost price check fails will be highlighted in red – if press <F5> against the highlighted entry you can amend the selling price, the system will clear the highlight once the price is above cost.

If you select the GENERATE option whilst any required lines are below cost, then the system will apply standard checks as per mandatory / password override warnings as in order entry. If mandatory check fails

or invalid password entered, then no order lines will be created and you will be returned to the quick form list to amend/abandon as required.

Installation

No setup changes are required for this option (over and above the pre-existing options to apply the cost price validation for standard order entry).

Additional Features for Change Order Status

<i>Diamond and Premier Only</i> Datafile 2017 Only

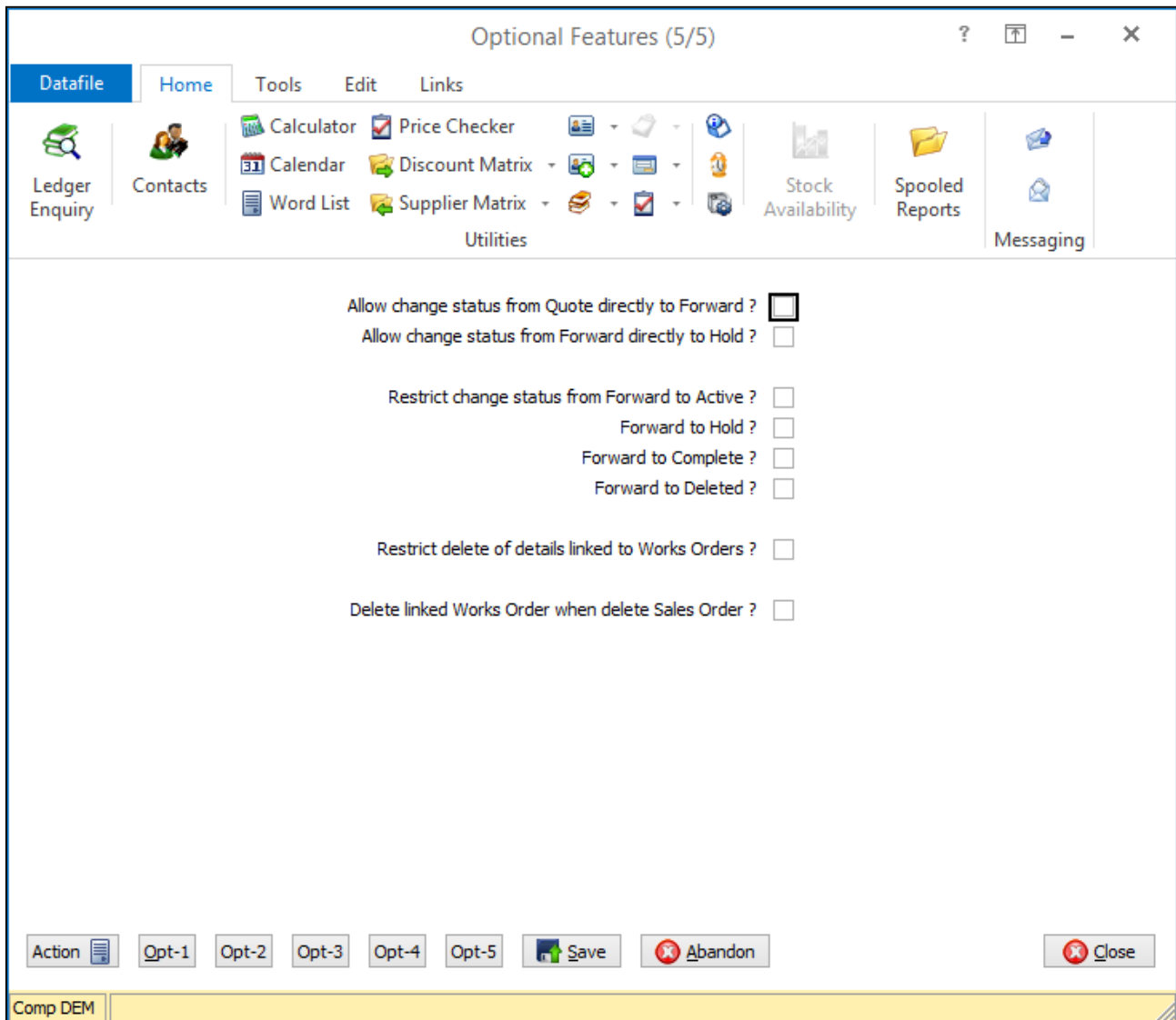
The Order Entry change status procedures apply rules to how the status codes for a sales order or purchase order can be amended based on the status. These new features allow for additional options with the Change Order Status action including

- Allow Change of Q-Quote Status directly to F-Forward Order Status
- Allow Change of F-Forward Order Status directly to H-Hold Order Status
- Allow Criteria and Password/Authority Level Control from F-Forward Order Status
- Allow Criteria to be applied for Deleting Sales Orders / Lines linked to Works Orders
- Delete linked Works Order when delete Sales Order

Installation

Application User Facilities

A new fifth parameter screen has been added to the Optional Features for Sales and Purchase Order Processing to enable these actions. To update select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the required Order Processing application before selecting **Enter / Amend Orders**, then **Advanced Input Facilities** and **Optional Features**.



Allow Change Status from Quote Directly to Forward – set to enable options to allow change of order status from Quote to Forward.

Allow Change Status from Forward Directly to Hold – set to enable options to allow change of order status from Forward to Hold.

Restrict Change Status from Forward to Active/Hold/Complete/Deleted – set to apply restrictions to the change order status process when the current status is forward. When set a pop-up parameter screen is displayed with additional configuration options.

P Restrict change status from Forward to Active

Enter/Amend selection criteria

Authority Level for F7-override

Password for manual override

Warning message to display if change status not allowed

Action

Comp DEM

Enter/Amend Selection Criteria – set to define selection criteria that has to be met before a Forward Order can be changed to the required status.

Authority Level for F7-Override – if criteria not met then set authority level required to allow the use of F7 to override the criteria check and continue with the status change. Authority Levels allows are 0-9 where 0 is the highest and 9 is the lowest.

Password for Manual Override – if criteria not met, and user has insufficient authority, the order can still be change if this password entered.

Warning Message to Display if Change Status Not Allowed – enter warning message to be displayed to the operator when change status not allowed.

Restrict Delete if Details Linked to Works Orders – when a sales order is linked to a works order then the system warns if the operator tries to delete an order / order line when a link to a works order has been created. The system allows the use of F7 to override this warning and continue with the deletion. Setting this option allows for criteria to be entered for when the F7 can be allowed and a warning message to be displayed if these criteria are not met.

P Restrict delete of details linked to Works Orders

Enter/Amend selection criteria

Warning message to display if delete not allowed

Action

Comp DEM

Enter/Amend Selection Criteria – set criteria that, if met, will allow use of the F7-Override option to delete an order / order line where an order line is linked to a works order.

Warning Message to Display if Delete Not Allowed – enter warning message to be displayed if the operator is not allowed to delete the sales order. The message allows the use of !nnn labels which, at run time, will be replaced with the content of the equivalent order detail data item.

Delete linked Works Order when delete Sales Order – set this option to update the status of the works order to 'D-Deleted' when delete a sales order (line) linked to a works order. Note the status is only updated where the sales order can be deleted subject to criteria above and if the build quantity / issue quantity of the linked works order is 0.

Bill of Materials

Build Documents - Copy Back to Sales Order Lines

Diamond and Premier Only
Datafile 2017 and Release 7.0

Bill of Materials allows the ability to create Works Order from Sales Order lines for Assembly Stock Items, once the Works Order has been created however the link is only used for reference purposes. This new feature allows for the build document to copy selected items back to the order line – this could include the likes of the build date and build quantity.

Installation

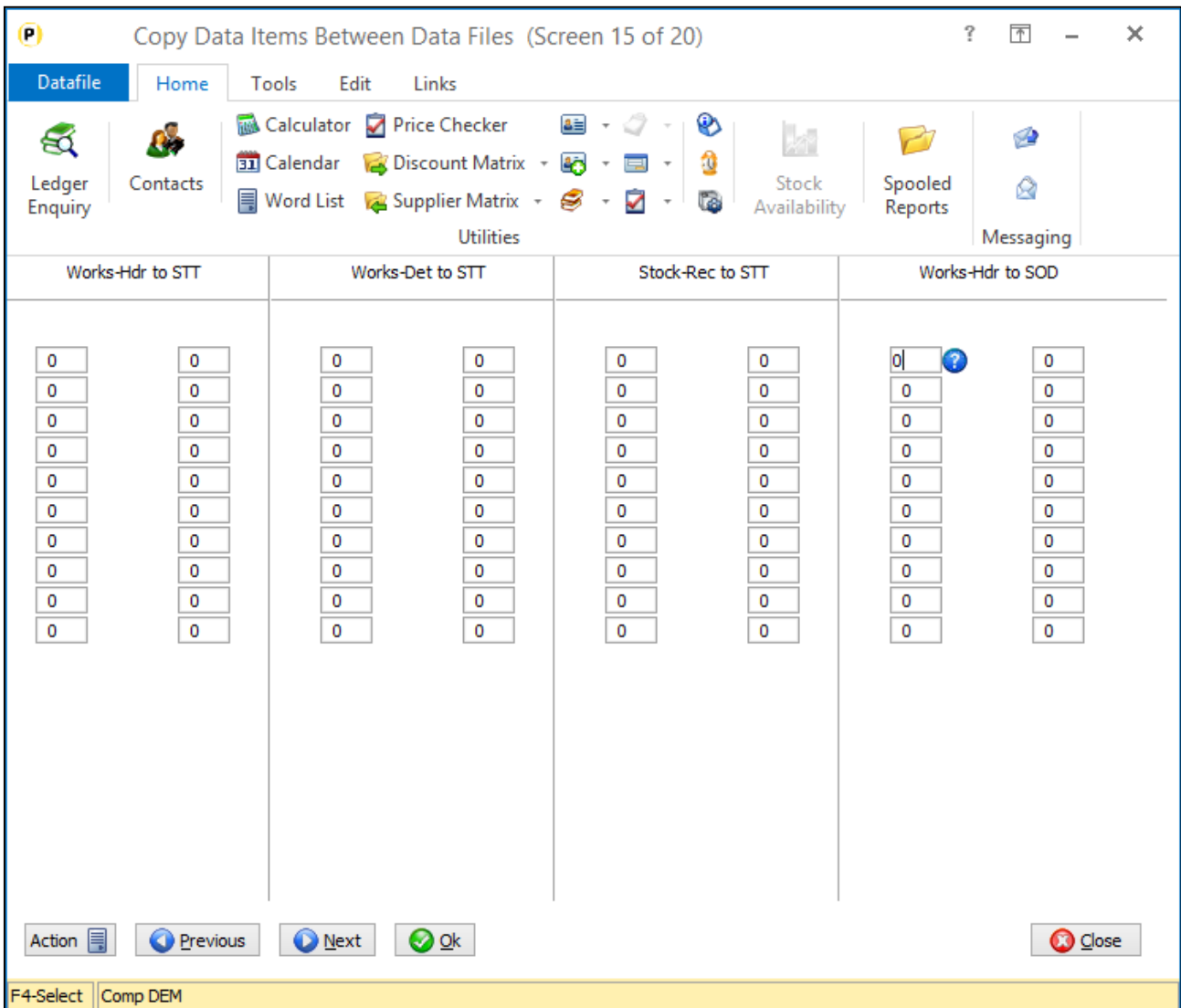
Document Design Manager

The copy items are defined within the Bill of Materials document parameters.

Where Bill of Materials is linked to Sales Order Processing the **Copy Data Items Between Data Files** includes a series of additional prompts to allow copy items back to the Sales Order Detail database.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Bill of Materials application and then the Build Works Order document type before selecting the document number to be amended and the document mask will be displayed.

Select the Parameters option from the ribbon / toolbar and then use the Action button to move to parameter screen 15.



Reference the data items on the Works Order Header and Sales Order Detail file as required.

Note copy items from the W/O Header to the S/O Line are actioned **after** the build updates the works order so copy values can include the likes of the build quantity / date / reference etc.

Issue Components Only – Omit Batch Selection

Diamond and Premier Only
Datafile 2017 and Release 7.0

Bill of Material ‘Build’ documents can be configured so that the issue of the components and the build of the finished item are processed separately – this can be useful with longer lead times for builds, components required are issued from stock but the build of the finished item is later.

When issuing components, the system still prompts for the build item and, if batch/serial tracked, asks for the batch code of the item being built. This new facility allows the system to suppress input of the finished item serial/batch code when processing an issue only document.

Installation

Document Design

Additional options have been added to the parameters within the BOM document definition to allow the omission of the batch code for the issue only document.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**.

Select the Bill of Materials application and then the Build Works Order document type before selecting the document number to be amended and the document mask will be displayed. Select the Parameters option from the ribbon / toolbar and then use the Action button to move to parameter screen 13.

Optional Features During Printing/Updating (Screen 13 of 20)

Datafile Home Tools Edit Links

Ledger Enquiry Contacts

Calculator Price Checker
 Calendar Discount Matrix
 Word List Supplier Matrix

Utilities

Stock Availability Spooled Reports Messaging

Allow fast Ok of order header / account details ?

Force updating of files ?

Automatic updating of files (no prompts) ?

Omit option to change any document details ?

Always accept next document no (no overtyping) ?

Use document number as Stock reference ?

Remember previous description on Stock update ?

Assemble more than one item per serial build ?

Re-calc build cost using latest cost prices ?

Re-calc sub-assemblies using current stock levels ?

Start new page on each works order detail operation ?

Issue component stock only ?

Build finished goods only ?

If Issue-only then omit Build item Batch/Serial ?

Action Previous Next Ok Close

Comp DEM

If Issue-only, then omit Build Item Batch / Serial – if set for Issue Component Stock Only above set this option to omit prompt for the batch/serial code for the finished item.

Detail Pick Lists – Time Entry on Edit Action

Diamond and Premier Only
Datafile 2017 and Release 7.0

This feature allows, when used in the Edit action on detail pick lists, the system to recognise a N-type data item as being used to record time in HH:MM format and format the display accordingly. During edit the system will allow use of the ‘T’ key to record the current time and will validate that the value entered is a valid time.

The screenshot displays the 'Log Operation On/Off Times' application window. A modal dialog titled 'Update Order Detail' is open, showing the following data:

Order-Ref	000004
Date-Start	01/03/2017
Time-Start	16:29
Date-End	07/03/2017
Time-End	15:12

The background window shows a table with the following structure:

	Date-Start	Time-Start	Date-End	Time-End
000004		0		0
000004		0		0
000005		0		0
000005		0		0
000007		0		0
000007		0		0
000007		0		0
000007		0		0
000008		0		0
000008		0		0
000008		0		0
000008		0		0
000009		0		0
000009		0		0
000009		0		0
000009		0		0

At the bottom of the application, there is a toolbar with buttons: Action, Enquiry, Zoom, Update, Details, Edit, Excel, and Close. The status bar at the very bottom shows 'Comp DEM | Select Order Detail'.

Installation

Database Changes

The system will apply the time formatting to any N/Y type data item where the data item name begins 'TIME' (any case) – for example TIME-START / TIME-END / Time-Start etc. The system only applies the format during the edit action, the value stored and reported remains the standard N/Y time value (so 23:59 will be saved as 2359)

Chapter 5

Additional Features

SQL Replicator

Connection to SQL Server via ODBC

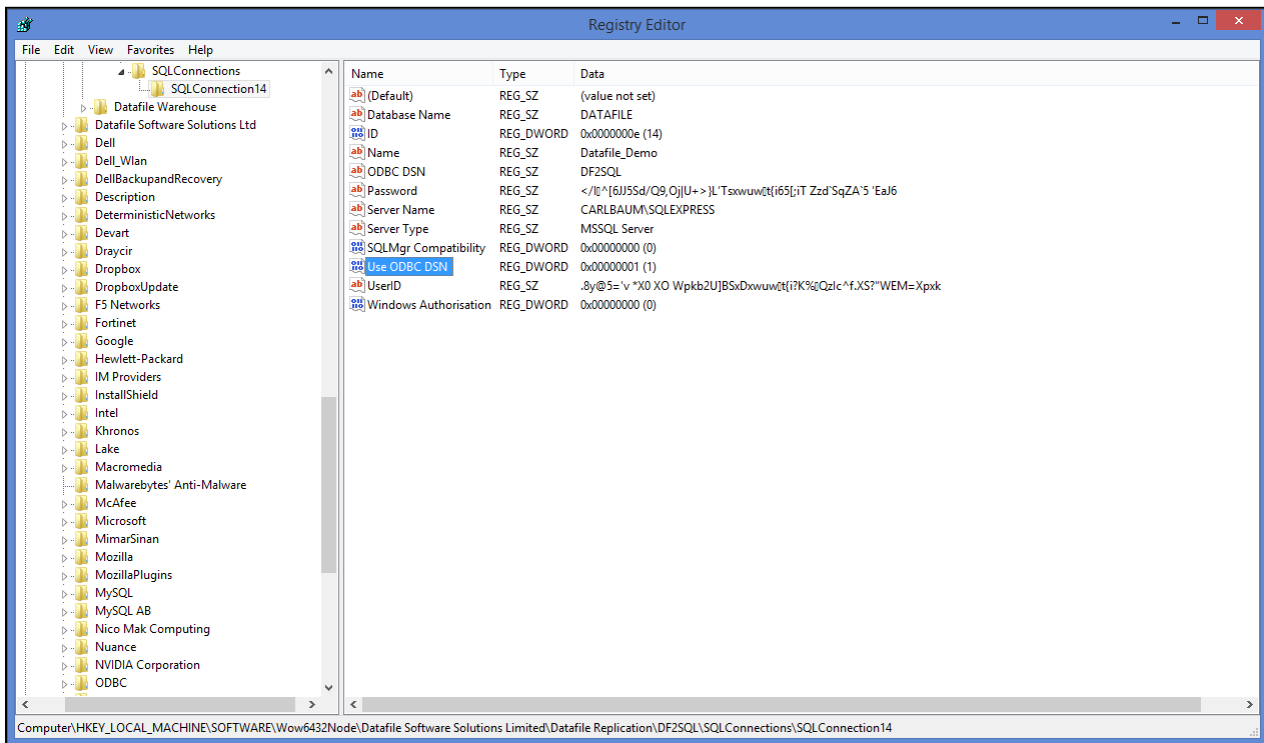
The Datafile SQL Replicator connects directly to a MySQL or MsSQL Server. Where the server is on a remote connection you may want to use SSL. The existing connection options don't allow this but you can now connect via ODBC – with ODBC set to use SSL.

To enable connection via ODBC you need to setup your ODBC connection to the SQL Server and apply your required security settings. Once in place you then need to enable the Datafile SQL Replicator to use the ODBC connection.

To this you need to manually enable two Registry settings. The relevant entries to enable ODBC are in the registry key

HKLM\SOFTWARE\WOW6432NODE\Datafile Software Solutions Limited

within here you'll have nodes for Datafile Replication\DF2SQL\SQLConnections\SQLConnectionnn



ODBC DSN – modify to include the name of your System DSN connection.

Use ODBC DSN – modify to set to '1' to use the ODBC DSN connection.

Note

If you are adding ODBC connectivity to an existing SQL Connection you may find that the two ODBC registry values are not in place. Open the SQL Monitor and then close – this will automatically add the new registry keys.

SQL Log Housekeeping

As part of replicating the Datafile tables to MsSQL or MySQL the system maintains an activity log within a table DF2SQLLog. This log file expands over time and may need to be periodically cleared down to keep the SQL Database size down. This new feature allows the SQL Replicator to perform this housekeeping – retaining a set number of days.

As part of the SQL Configuration for the Replication Stream a new option allows you to set the retention period.

Configuration Items

- DF2SQL
 - Datafile Connections
 - DATAFILE
 - SQL Connections
 - DATAFILE
 - Replication Streams
 - DATAFILE

Name: DATAFILE

Active:

Datafile Connection: DATAFILE SQLDet ID: 1

SQLDet path: D:\RELEASE6\PREMIER\SQLDet.DFD

Data selected for replication	Cols	Highest ID in use
<input checked="" type="checkbox"/> D:\RELEASE6\PREMIER\DEM-SLA.DFD	140	13
<input checked="" type="checkbox"/> D:\RELEASE6\PREMIER\DEM-SLT.DFD	82	53
<input checked="" type="checkbox"/> D:\RELEASE6\PREMIER\DEM-MAT.DFD	61	2
<input checked="" type="checkbox"/> D:\RELEASE6\PREMIER\DEM-PLA.DFD	100	10

SQL Connection: DATAFILE

House Keeping: Time: 00:05 Log days to retain: 3

Days: Mon Tue Wed Thu Fri Sat Sun

Included Times: Start: 00:00 End: 00:00

Excluded Times: Start: 00:00 End: 00:00

Buttons: Add, Update, Delete, OK, Cancel, Exit

House Keeping – set to enable this feature

Time – set the time to perform the cleardown of the DF2SQLLog table – the time set should not be within the ‘excluded times’ for processing.

Log Days to Retain – set the number of days to retain when cleardown the log table.

Note

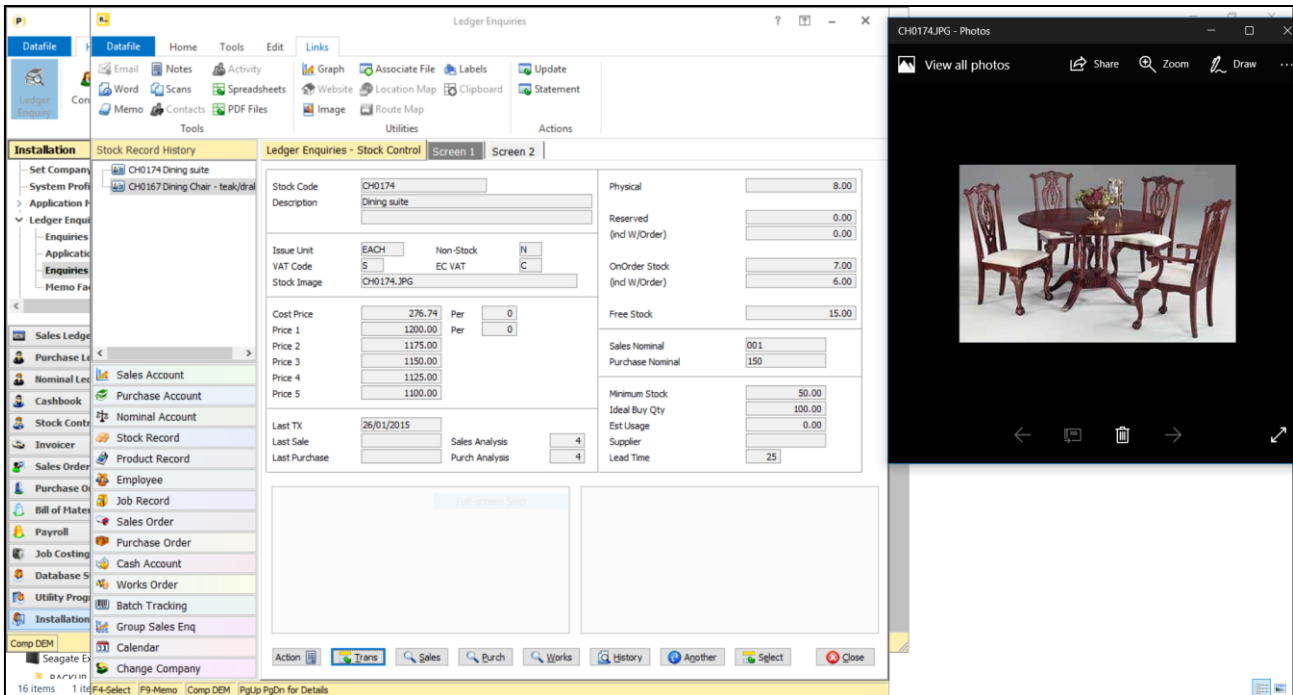
Once set, to enable the Replicator to clear down you will need to stop and restart the service.

Ledger Enquiry

Automatically Display Linked Files

Diamond and Premier Only
Datafile 2017 and Release 7.0

The Ledger Enquiry applications allow the facility to link to files such as word documents, images, pdfs, spreadsheets etc. This new feature allows for the system to automatically display up to three linked files when an enquiry record is opened.

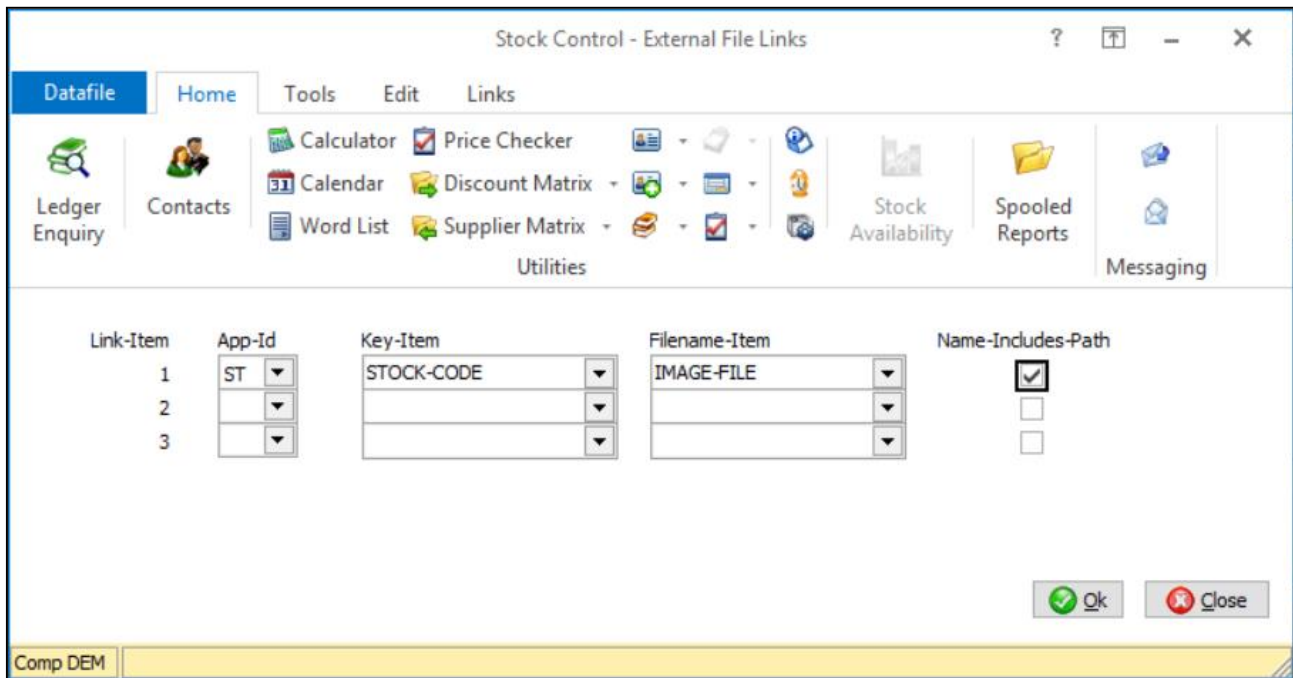


The system can also open files across applications – the Sales Order enquiry could open a pdf linked to the customer, or the Works Order enquiry could open a specification document linked to the assembled stock record.

Installation

Ledger Enquiry Manager

Options have been added to the Ledger Enquiry Manager to enable the options to automatically open linked application files. To update select **Installation** from the main menu followed by **Ledger Enquiry Manager** and then **Enquiries Configuration**. Select the required application and then the new option **External File Links**.



Up to three link items can be defined and for each application you select

App Id – select the application user folder to be browsed for the linked file (SL – Sales Ledger, PL – Purchase Ledger, etc.)

Key Item – select the key item. This is the data item that contains the primary key for the linked application – for example if on the Works Order enquiry and you are linking to the stock application then the key item would be the stock code.

Filename Item – reference the item on the main file that contains the filename to be displayed. This item is on the main enquiry record – using the Works Order enquiry example then there will need to be an item on the WOH record containing the filename to be displayed.

Name Includes Path – by default the file is expected to be with the application user folder for the key item – so for example if looking at a stock image then the image file would be in `STUSER\StockCode` – this option sets that the filename item includes the pathname (starting point being the working folder for Datafile – typically the DFWIN folder)

Notes

The system uses the default associated program to open the nominated associated file as defined by the Windows operating system.

The Datafile Enquiry is triggering the opening of the file using Windows Explorer tools – how that file is displayed (size, positioning etc.) is controlled by the associate program. Once the file display is no longer required then the associate program would be manually closed.

Stock Enquiry – Allow Items from Lookup Database in History/Details List

Diamond and Premier Only
Datafile 2017 Only

The Stock Ledger Enquiry allows options for History and Detail databases which list items from another database with a matching stock code. One of the common uses for this function is to list assembly components. This new feature allows the list items for History/Detail databases to include values from a linked lookup database – this allows, for example, the components list to show the stock description or quantities such as the stock physical.

The screenshot shows the 'Components Records' window. At the top, there is a menu bar with 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu is a toolbar with various icons for functions like 'Ledger Enquiry', 'Contacts', 'Calculator', 'Price Checker', 'Databases', 'Reports', 'About Company', 'Pause System', 'Change Printer', 'Stock Availability', 'Spooled Reports', 'Post Messages', and 'Collect Messages'. The main area contains input fields for 'Stock-Code' (CH0174), 'Free-Stock' (15.00), 'Description' (Dining suite), 'Reserved' (0.00), and 'On-Order' (7.00). Below these is a 'Details Filter' section with 'Date From' and 'To' fields. The bottom section is a table with the following data:

Stock-Code	Description	Iss-Unit	Stock-Qty	Physical	Reserved	On-Order	Free-Stock
CH0168	Carver-teak/dralon	EACH	4.00	24.00	52.00	70.00	42.00
CH0173	Oval dining table-teak	EACH	1.00	6.00	16.00	10.00	0.00

At the bottom right of the window is a 'Close' button. The status bar at the very bottom shows 'F9-Memo | Comp DEM | Press <Esc> to exit'.

Installation

Ledger Enquiry Manager

New prompts have been added to the Enquiry Configuration parameters for the Stock History/Detail databases.

The screenshot shows a dialog box titled "Link to Detail File" with the following fields and values:

- Short Button Text for this Link:
- Full Description Text for this Link:
- Master File Item for First Pointer:
- Detail File Item for Master Code:
- Detail File Item for Next Detail:
- Detail File 1st Datafile Link Item:
- Detail File 2nd Datafile Link Item:
- Applic:
- Applic:
- Lookup Database Pathname:
- Lookup Format:
- Item for Lookup:

Buttons:

Status bar: Comp DEM

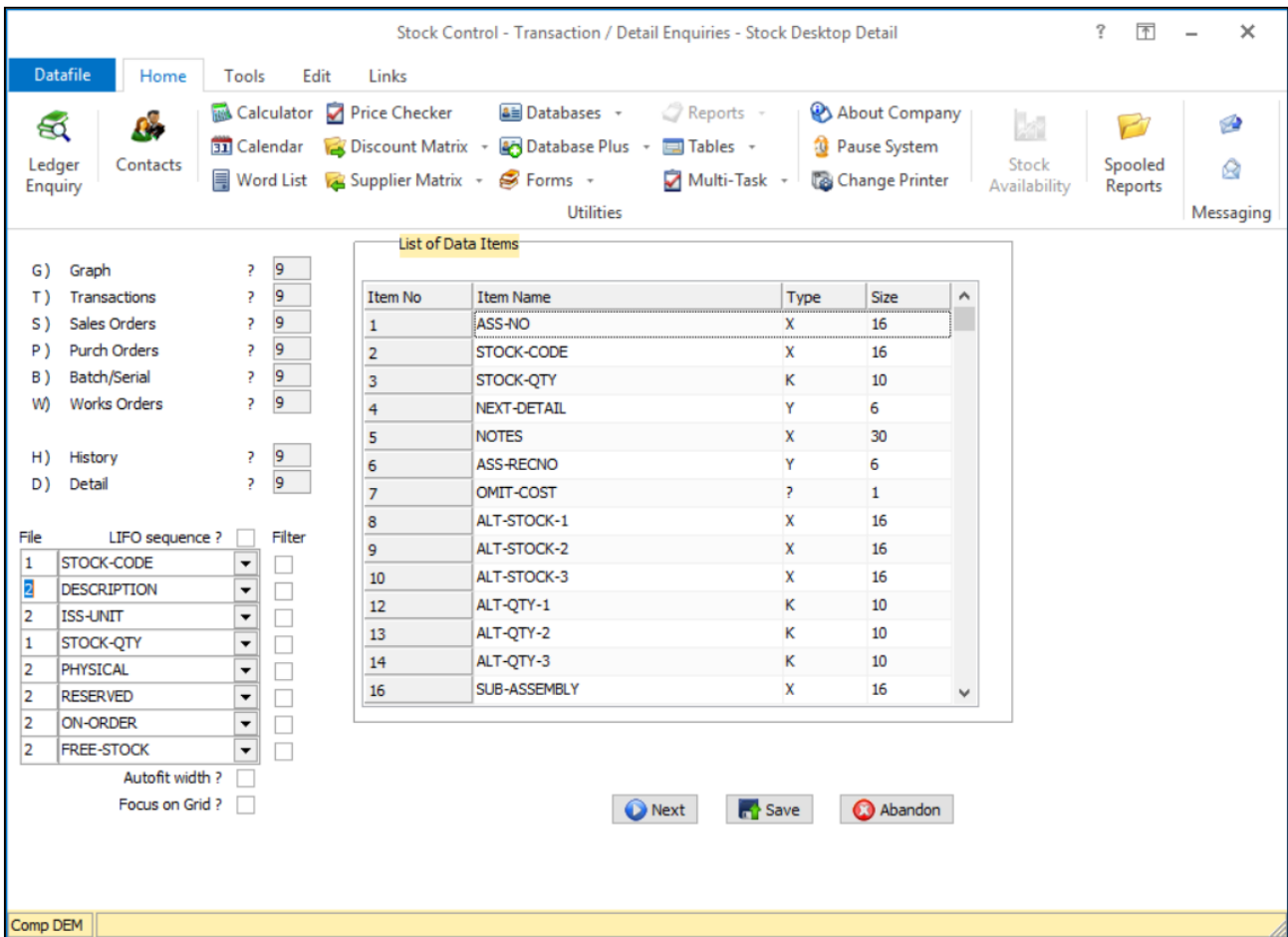
After the initial parameter settings for the link between the stock records and the history/detail databases are options to define the lookup relationship.

Lookup Database Pathname – enter the file (including pathname where appropriate) of the database table you wish to display additional items from.

Lookup Format – enter the code format used for the lookup file (i.e. AAA999 / UUUUUUUUUUUU and so on)

Item for Lookup – reference the item on the main history/detail database that contains the lookup value.

After confirming the lookup details you can then define the list of items to display.



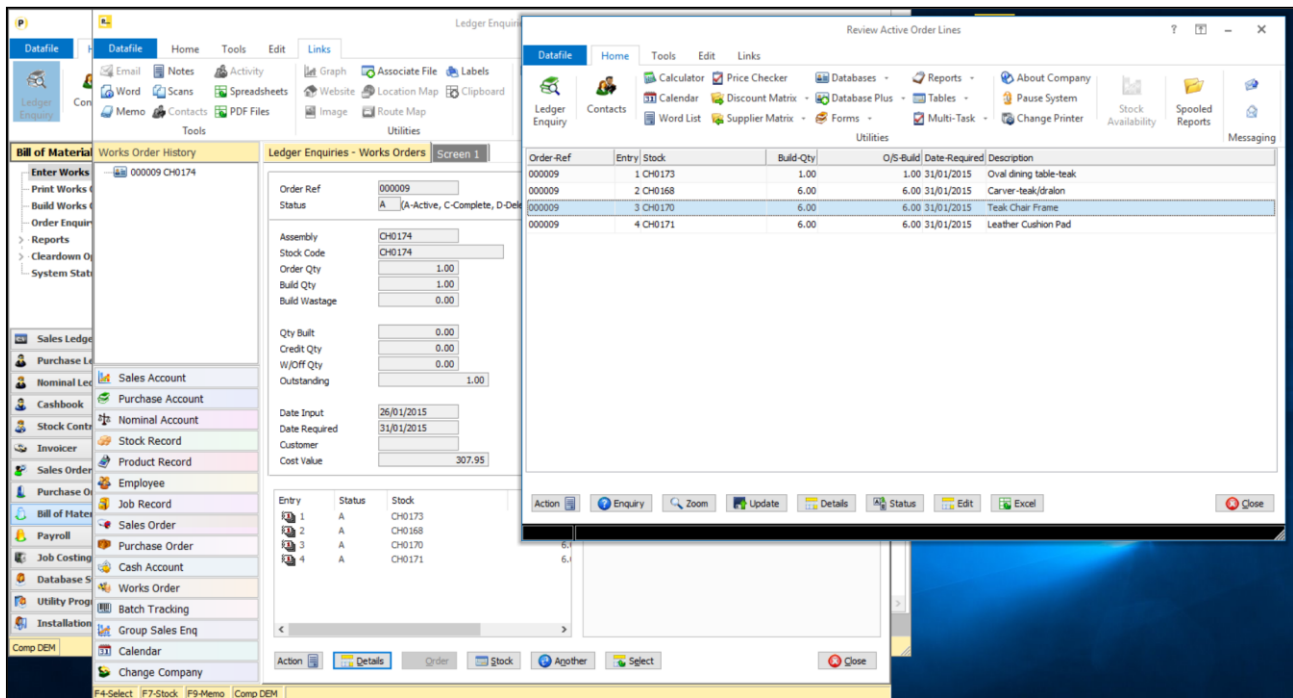
When defining the list of items, you can select the file number – file 1 is the main history/detail database, file 2 is the lookup file – once set you can then choose the appropriate data item. Note that filter options are not applicable for the items listed from the lookup file.

Works Order Enquiry – Link to BOM Detail Pick List

*Diamond and Premier Only
Datafile 2017 and Release 7.0*

The Pick List features developed over the years allow for quick enquiry and edit tools for multiple records within a Datafile database. For Bill of Materials users have developed Detail pick lists that allow quick edits for the recording of operational details – the user enters the Works Order Reference as part of the criteria and then edits the required details.

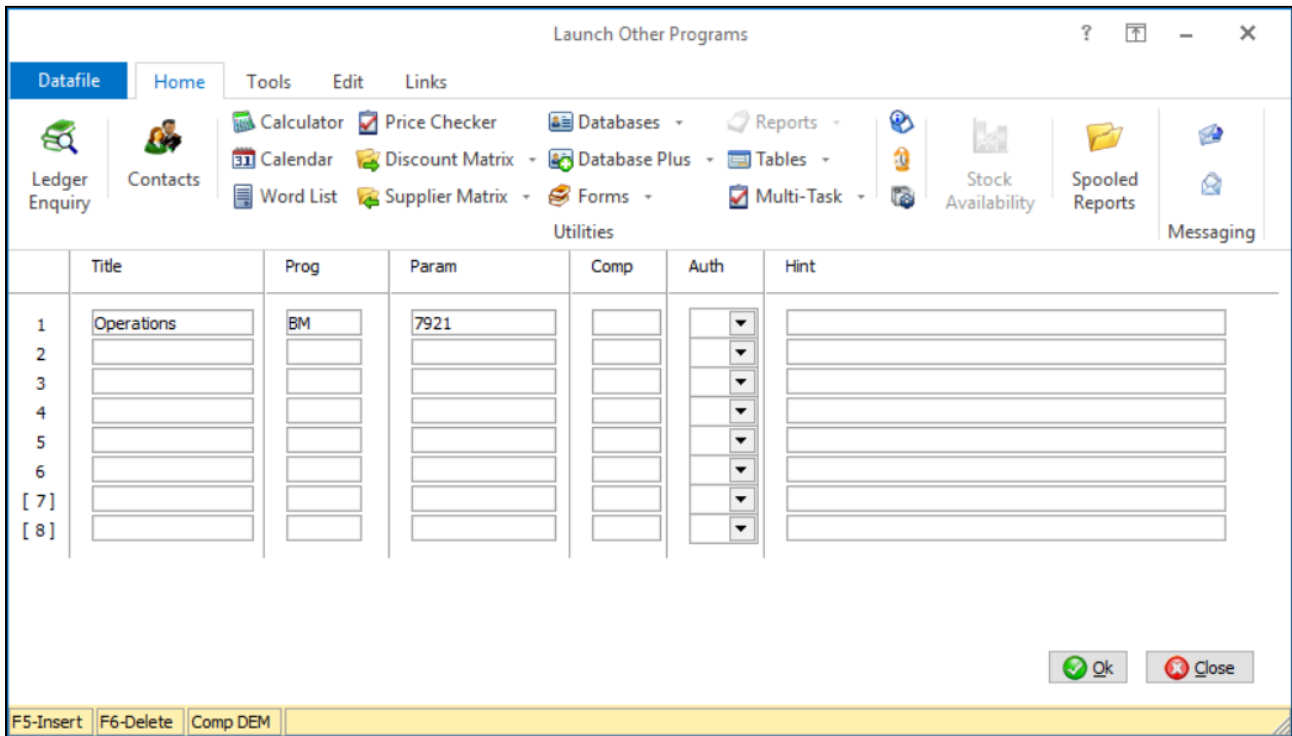
This new feature adds the facility to link to Pick Lists based on the Works Order Detail file within the Action section of the Works Order Enquiry. The system will automatically filter the pick list to only show order details for the current enquiry record.



Installation

Ledger Enquiry Manager

To link an BOM list to the W/Order Enquiry you need to update the 'Launch Other Programs' items definition. To update select **Installation** from the main menu followed by **Ledger Enquiry Manager** and then **Enquiries Configuration**. Select **Bill of Materials** followed by **Launch Other Programs**.



Title – set title as required.

Prog – set to BM

Param – set to 792x (where x is value from 1 to 9 corresponding to the detail pick list definition)

Comp – usually left blank for current company, set as required.

Auth – set from 0-9 (where 0 is the highest and 9 is the lowest). Note the authority level applies to the availability of the link action, if the linked action has a higher user authority required then the action will not be available.

Hint – enter description for link as required.

General Application & System Options

Additional Features for Database Plus Enquiries

Premier Only
Datafile 2017 Only

Database Plus allows for enquiry actions to view Master/Detail databases – this might allow additional enquiry tools against the Sales Ledger / Sales Order files etc. or your own application databases. These new features allow for greater flexibility in master / detail screen display.

The screenshot shows the 'Sales Ledger' application window. The top menu bar includes 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu is a toolbar with various utility icons like Calculator, Price Checker, Databases, Reports, About Company, Pause System, Change Printer, Stock Availability, Spooled Reports, Post Messages, and Collect Messages. The main area is divided into a 'Master Display' and a 'Details' section.

Master Display:

- Account: BAL001
- Name: Baldwin Industries plc
- Address: Unit 5, Light Ind. Estate, Stopgate Lane, Aintree, Liverpool, Merseyside, L9 6PY
- Balance: 4674.98

Details Table:

Ty	Date	Ref	Description	Amount	Tax-Amt	Pay-Disc	Total	Allocated	Outstanding
1	26/01/2015	000001	Dining suite	1145.93	200.54	0.00	1346.47	100.00	1246.47
1	26/01/2015	000007	Dining suite	1200.00	210.00	0.00	1410.00	0.00	1410.00
2	26/01/2015	CHQ		100.00	0.00	0.00	100.00	100.00	0.00
1	26/01/2015	000008	Garden Furniture	231.98	40.61	0.00	272.59	0.00	272.59
1	26/01/2015	000009	Dining Suite	742.95	130.01	0.00	872.96	0.00	872.96
1	26/01/2015	000011	Sales Invoice	82.93	0.00	0.00	82.93	82.93	0.00
2	26/01/2015	000011	Cheque	82.93	0.00	0.00	82.93	82.93	0.00
1	26/01/2015	000015	Sales Invoice	742.95	130.01	0.00	872.96	0.00	872.96

At the bottom left, there are 'Action' and 'Another' buttons. The status bar at the bottom shows 'Comp DEM'.

Within the screen design facilities, the master display area when using the screen design can now be defined over 16 lines, at run-time the system will expand the master display size as defined. The form for the enquiry will expand vertically as required, reducing the number of details displayed on the initial view (and activating a vertical scroll bar as required)

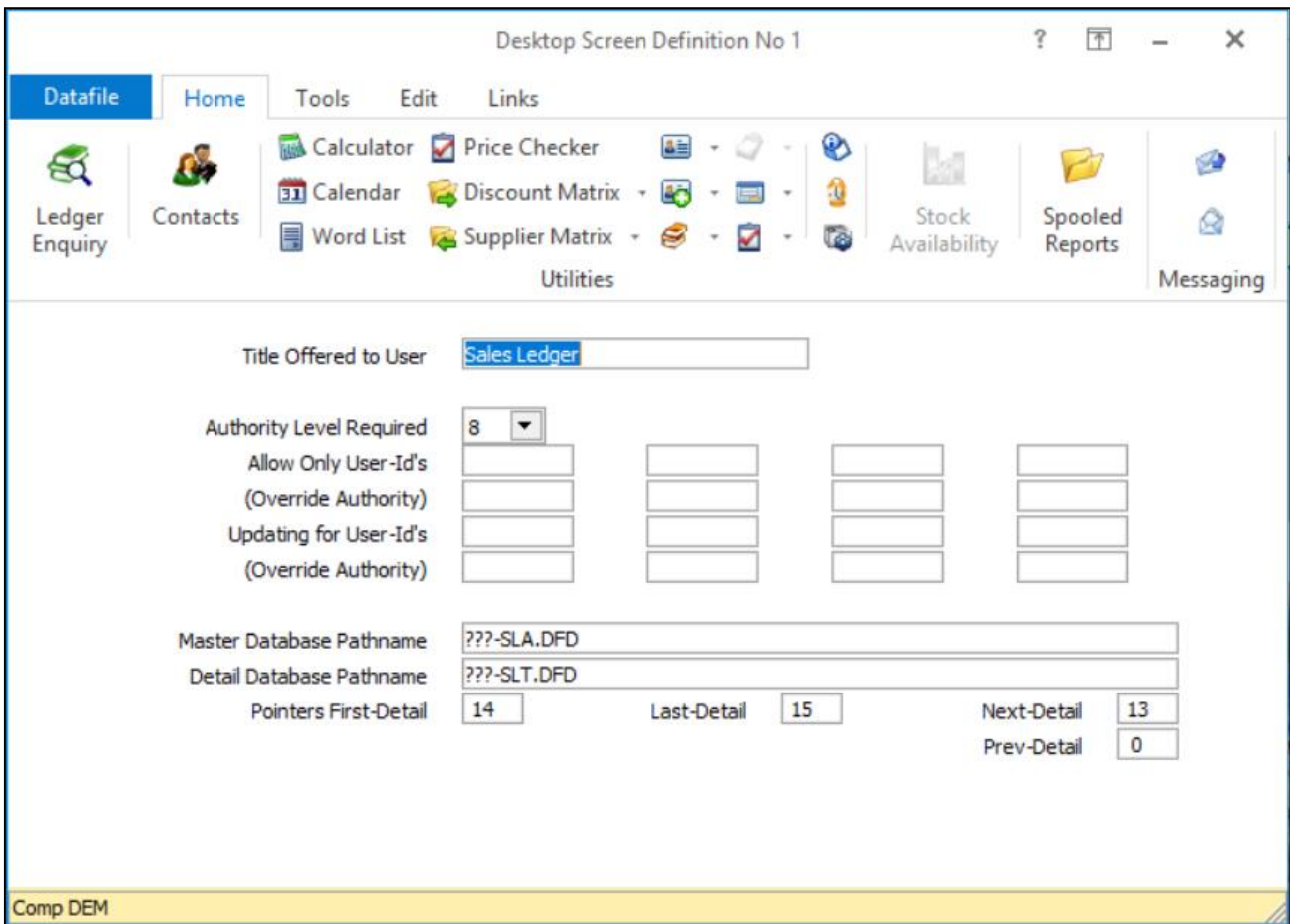
The number of detail items that can be listed has been increased from 10 to 16 items, at run-time the system will expand the form as required. The form on the enquiry will expand horizontally as required activating a horizontal scroll bar as required.

In addition to the above the Alt+Y will now support the use of F5-Last / F6-Next in record selection when the Database Plus screen in use is linked to a Datafile application.

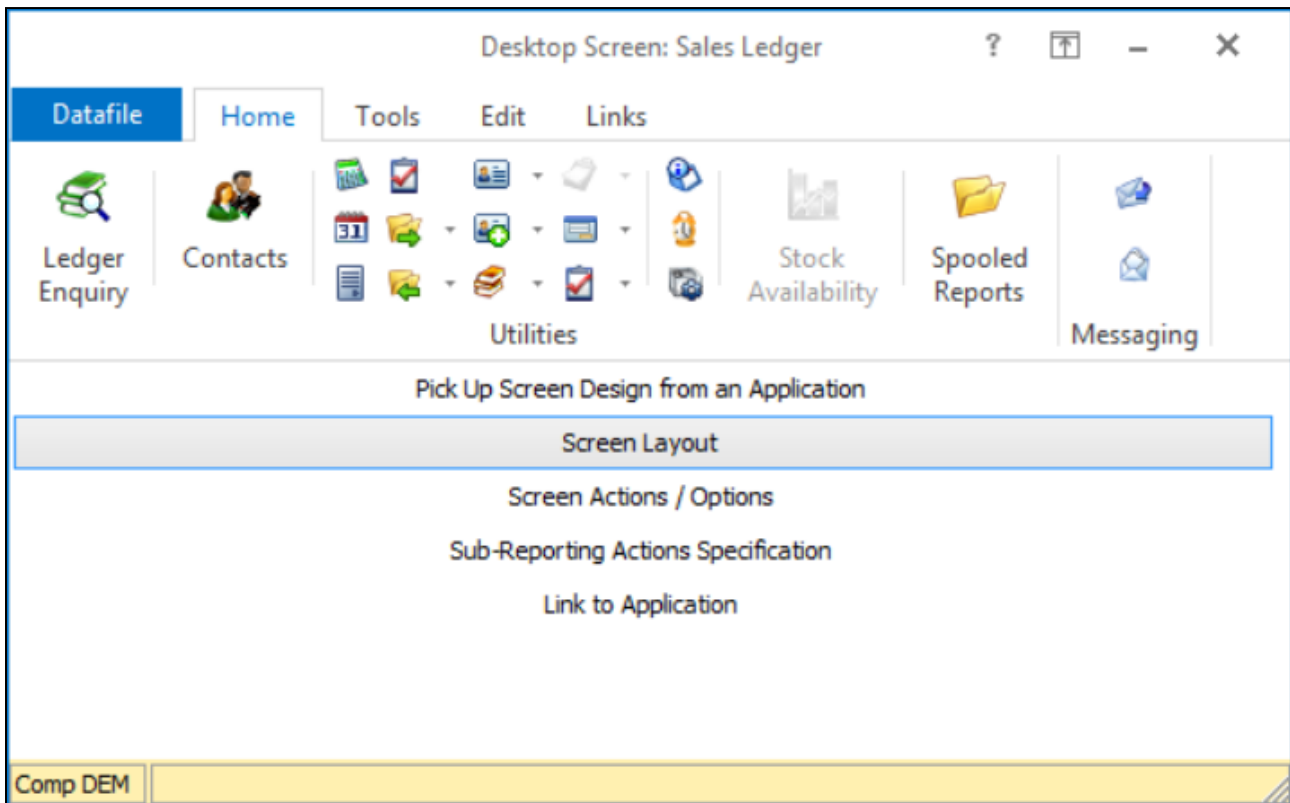
Installation

Database Plus Configuration

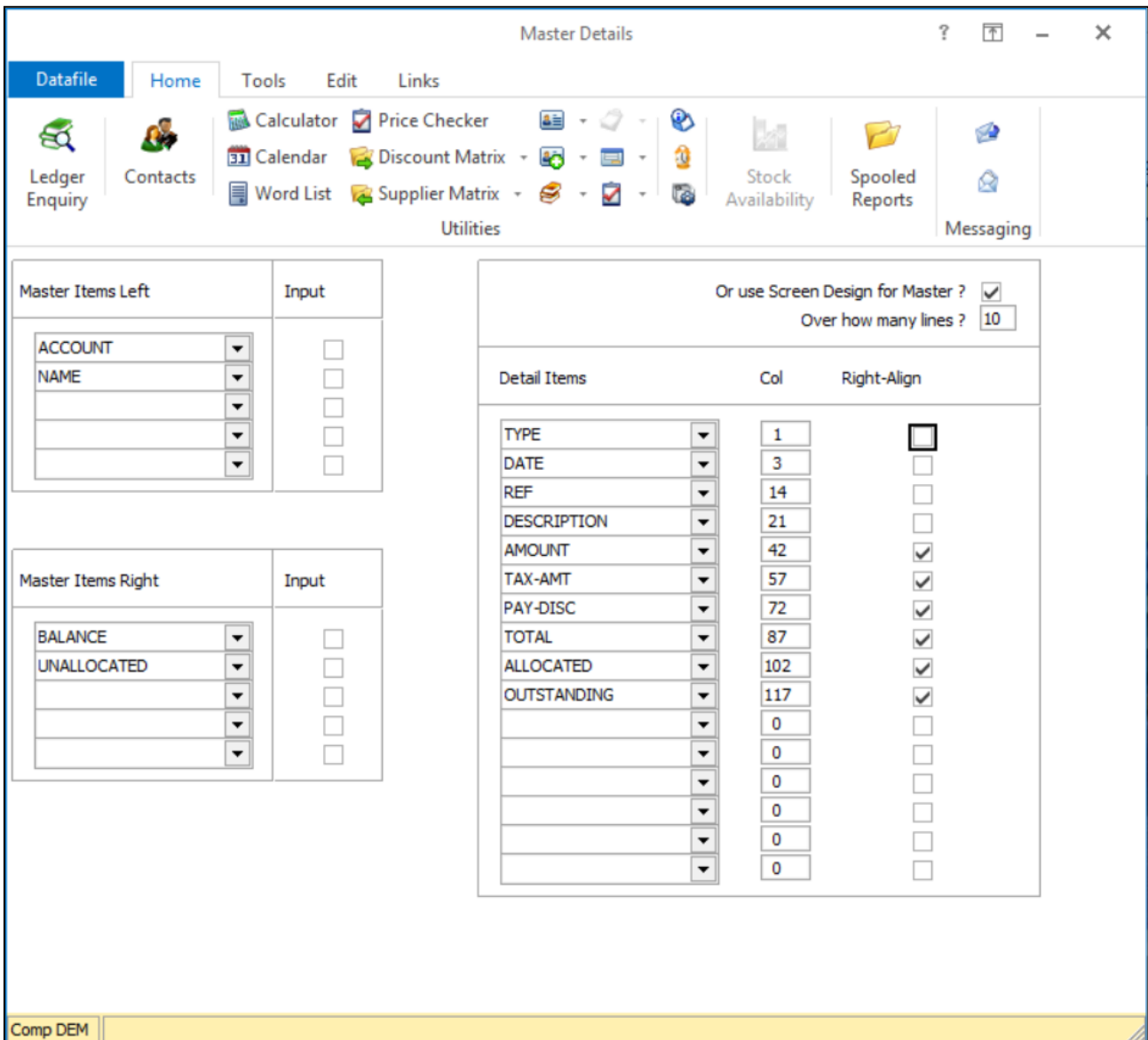
To update the Database Plus Definition, select Database Systems from the main menu followed by Datafile Database Utilities, Desktop Tools Definition and then Database Plus Definition. The system will list the available definitions, blank entries are undefined, highlight the required entry and choose UPDATE.



The initial pre-able screen allows you to define the databases and general access rules – update these as required and the system will then display a menu of parameters.



The new options are included within the Screen Layout parameters.



Against the parameter **Or use Screen Design for Master** (which if set replaces the initial left/right data item display) is a new prompt **Over How Many Lines**. The existing (default) size is 5 lines but this can be increased to 16 lines.

For the **Detail Items** up to sixteen items can now be defined.

ProFiler

User-Defined Reports – Output as XML

Datafile 2017 Only

One of the many uses for a User-Defined report is to create an output text file, usually CSV, in a formatted output for processing in other systems. For example, users can use this facility to create BACS upload files for payments to their bank.

Whilst Datafile has an XML Import/Output Generator some of the simpler requirements could be handled with a ProFiler User-Defined report as a text output.

```

CONFIRMATION OUTPUTS (XML\XMS\XMS-3-3.PFL)
#HEADER
#RECORD.TEST(PROC-STATUS E 'ACCEPTED')
<orderConfirmation>
<header>
<testStatus>|K|testStatus>
<purchaseOrderReference>|K|purchaseOrderReference>
<purchaseOrderDate>|K|purchaseOrderDate>
<orderStatus>|K|orderStatus>
<confirmedDeliveryDate>|K|confirmedDeliveryDate>
<globalLocationNumber>|K|globalLocationNumber>
</header>
</orderConfirmation>
#RECORD.TEST(PROC-STATUS E 'REJECTED')
<orderConfirmation>
<header>
<testStatus>|K|testStatus>
<purchaseOrderReference>|K|purchaseOrderReference>
<purchaseOrderDate>|K|purchaseOrderDate>
<orderStatus>|K|orderStatus>
<confirmedDeliveryDate>|K|confirmedDeliveryDate>
<orderStatusReason>|K|orderStatusReason>
<globalLocationNumber>|K|globalLocationNumber>
</header>
</orderConfirmation>
#RECORD.TEST(PROC-STATUS E 'MODIFIED')
<orderConfirmation>
<header>
<testStatus>|K|testStatus>
<purchaseOrderReference>|K|purchaseOrderReference>
<purchaseOrderDate>|K|purchaseOrderDate>
<orderStatus>|K|orderStatus>
<confirmedDeliveryDate>|K|confirmedDeliveryDate>
<orderStatusReason>|K|orderStatusReason>
<globalLocationNumber>|K|globalLocationNumber>
</header>
</orderConfirmation>
#DETAIL.TEST(PROC-HDR E 'MODIFIED'),TEST(PROC-STATUS E 'A')
<item>
<itemCode>|K|itemCode>
<itemQuantity>|K|itemQuantity>
<itemPrice>|K|itemPrice>
<itemStatus>|K|itemStatus>
<itemReasonforChange>|K|itemReasonforChange>
<itemSubstitute>|K|itemSubstitute>
</item>
#DETAIL.TEST(PROC-HDR E 'MODIFIED'),TEST(PROC-STATUS E 'R')
<item>

```

Here the report layout is formatted with XML tags and data items within the content. However, as stands this output would include the likes of trailing / leading spaces within the tags. This new feature allows for these spaces to be suppressed.

Within the Report Design select the Report Options on the Design tab and the report parameters are displayed.

Report Options
? [] - X

Datafile
Home
Tools
Edit
Links

Ledger Enquiry

Utilities

Spooled Reports

Messaging

This Report may be saved to a Disk File instead of being Printed. Optionally, the Report Disk File can be viewed immediately with the Word Processor.

Specify the Full Pathname of the Disk File to be Created

Allow Above Pathname to be Confirmed at Run-Time ?

Output A Control-Z at the end of this file ?

Omit spaces around "[", "]" delimiters in file ?

Automatically Load Word Processor with this Report ?

Margins for Word Processor Left ?

Automatic default to printer number (99-spooling) ?

Output Numbers with Starting Negative (-999999.99) ?

Load browser with results ?

Web Style

XML Style

Right ?

Auto-print

Postcodes?

Alternative Default Printer

Comp MBL

XML Style – set to ‘Y’ to output the UDR as a XML file, suppressing spaces between the XML tags.