

# Datafile 2018 and Release 7.1 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 2018.

Datafile 2018 is the latest release of a completely new version of our software written in a modern development environment. It contains all the features and functions available in the V7 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 V7 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 V7 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 2018 please call your Datafile Partner.

Features introduced in Datafile 2018 and Release 7.1 include:

- Group Account Credit Limits
- Unallocate Earlier Period Sales/Purchase Transactions
- Split Period Updating to the Nominal Ledger
- Cashbook VAT Form 100 E-Submissions
- Web Links in PDF Order Processing Documents
- New Data Visualisations application
- Web Links on Ledger Enquiries
- Additional Features on Landing Page Views
- Additional Password Security options
- ProFiler Landing Pages
- New Microsoft Office Links

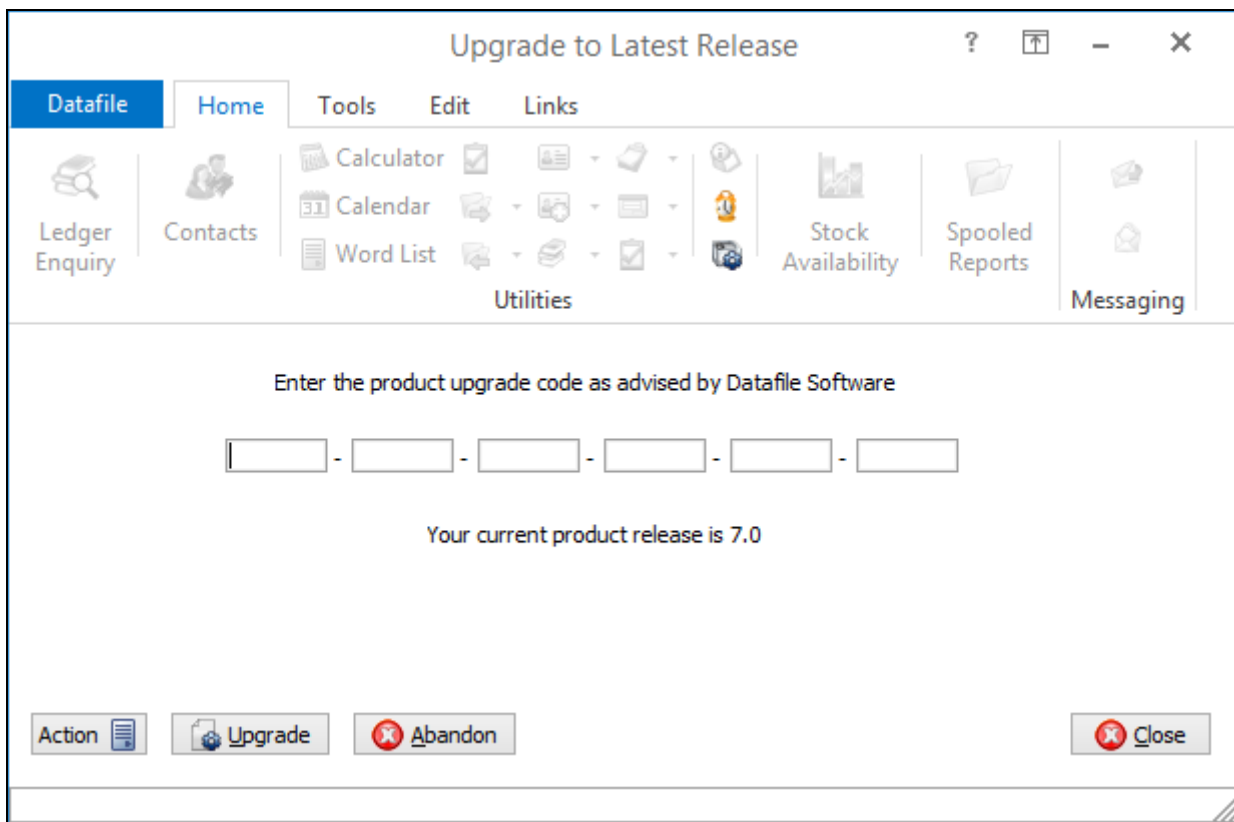
## Installing Datafile 2018 and Release 7.1

### Updating Your Registration Number

To update your serial number to the new release (7.1) 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 7.1.

Note that you cannot use the updated programs unless you have a registration / serial number beginning with '71'.



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 7.1 Update.exe” or “Datafile 2018 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:\REL71UPD for the Version 7.1 update (C:\DF2018UPD for the 2018 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 7 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) – 2018 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 REL71UPD / DF2018UPD 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.

# Chapter 2

## Application Features

### Sales and Purchase Ledgers

#### Unallocating Transactions in Earlier Periods

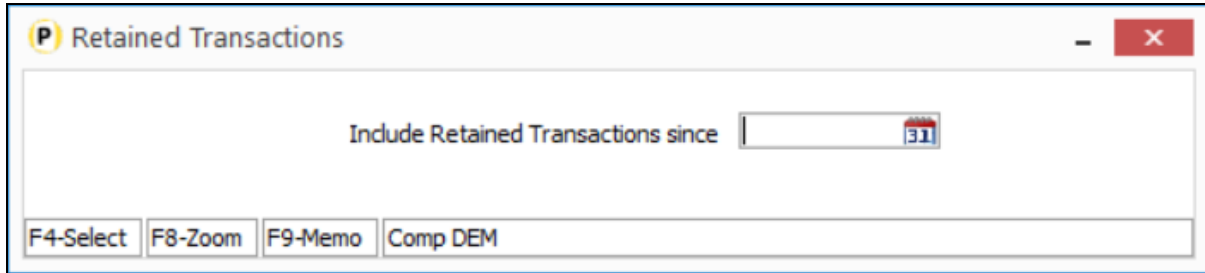
*Datafile 2018 Only*

When allocating Sales and Purchase transactions the system displays the “current” transactions where “current” means transactions entered in this period or that were outstanding at the start of the period.

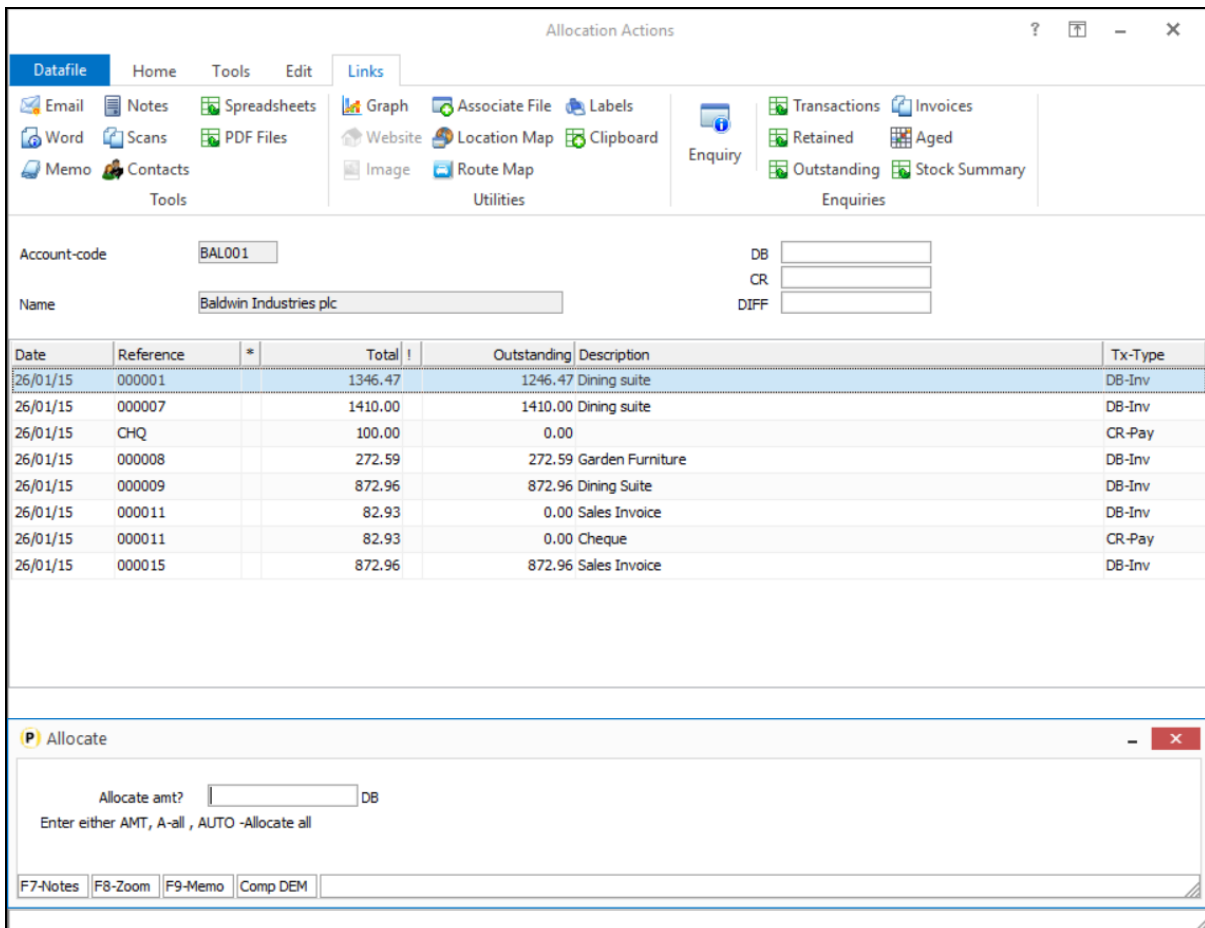
Where a transaction has been allocated or matched incorrectly in can be reversed by entering negative allocated amounts against the transaction but with the restriction of current transactions you could only unallocate transactions that were allocated this period. From this update an additional option is available to unallocate earlier transactions.

The screenshot shows the 'Allocation Actions' window. At the top is a ribbon menu with tabs for 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. The 'Links' tab is active, showing various utility icons like Email, Notes, Spreadsheets, Graph, Associate File, Labels, Website, Location Map, Clipboard, Image, and Route Map. To the right of these are 'Enquiry' and 'Enquiries' sections with icons for Transactions, Invoices, Retained, Aged, Outstanding, and Stock Summary. Below the ribbon are search fields for 'Account-code' (containing 'BAL001'), 'Name' (containing 'Baldwin Industries plc'), and three dropdown menus for 'DB', 'CR', and 'DIFF'. A table with columns 'Date', 'Reference', '\*', 'Total !', 'Outstanding', 'Description', and 'Tx-Type' is visible. At the bottom, a dialog box titled 'Show only Outstanding Transactions ?' has 'No' (with a red X) and 'Yes' (with a green checkmark) buttons. The status bar at the very bottom shows 'F7-Retained', 'F8-Zoom', and 'Comp DEM'.

When prompted to “Show Only Outstanding Transactions” the F7-Function key is available to include retained transactions.



When selected you will be prompted for the date to display transactions since – enter as required. The system will then display the requested transactions.



## Installation

This option is available immediately on update to Datafile 2018.

### Note

When a transaction is allocated then the following period end marks the transaction as 'old' and updates a record pointer on the account to the first "current" transaction. This process will clear the 'old' flag on the transactions unallocated and update the record pointer where appropriate.

## Group Account Credit Limit Checking (S/L Only)

*Diamond and Premier only*

This new feature allows, where accounts are part of a group but invoiced individually, the credit limit to be set on the group head office account and to be shared by all accounts within the group.

The screenshot shows the 'Invoices' application window. The top menu bar includes 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. The 'Links' menu is open, showing options like 'Email', 'Notes', 'Spreadsheets', 'Word', 'Scans', 'PDF Files', 'Memo', 'Contacts', 'Graph', 'Associate File', 'Labels', 'Website', 'Location Map', 'Clipboard', 'Image', 'Route Map', 'Utilities', 'Enquiry', 'Transactions', 'Invoices', 'Retained', 'Aged', 'Outstanding', and 'Stock Summary'. Below the menu is a form with fields for 'Account code' (BAL002), 'Date' (31/01/15), 'Reference' (18), 'Description', 'Credit days', and 'Due date'. A table with columns 'Analysis', 'Nominal', 'Goods Amount', 'Tax', and 'Tax Amount' is visible. At the bottom, a dialog box displays the message: 'Group Credit limit 10000.00 Exceeded by 122.89 - Accept ?' with 'No' and 'Yes' buttons.

Applying to the Sales Ledger, Invoicer and Sales Order Processing as the invoice is raised the system will compare the value of this transaction plus the account balances on all accounts with the group against the head office group credit limit.

If this value is exceeded the operator will be warned / prevented from raising the invoice as appropriate.

Where Sales Order Processing is configured to include outstanding order values when checking credit limits then sales orders will be placed on hold where the value of this order plus the outstanding order value and account balances on all accounts within the group exceed the head office group credit limit.

If the Sales Ledger configured for Currency Accounts then the credit limit is held in the currency of the account. For Group Credit Checking the group limit is held in the base currency of the system, i.e. GBP/STG, as different members of the group may have difference currencies.

The screenshot shows a software window titled "Maintain Accounts - Update". The window has a menu bar with "Datafile", "Home", "Tools", "Edit", and "Links". Below the menu bar are several toolbars: "Tools" (Email, Notes, Spreadsheets, Word, Scans, PDF Files, Memo, Contacts), "Utilities" (Graph, Website, Image, Associate File, Location Map, Route Map, Labels, Clipboard), and "Enquiries" (Transactions, Retained, Outstanding, Enquiry). The main area is a form for account maintenance. The "Account" field is set to "BAL001". The "Name" field is "Baldwin Industries plc". The "Address" field contains "Unit 5, Light Ind. Estate", "Stopgate Lane", "Aintree, Liverpool", "Merseyside", and "L9 6PY". The "Tel" field is "0151 229 8190", "Fax" is "0151 229 8191", "Email" is "Sales@Baldwin.co.uk", and "Website" is empty. The "Contact" field is "Miss M Greenwood", "Salesperson" is "1 Mr James Smythe", and "Customer Analysis Code" is "1 Analysis 1". On the right side of the form, there are several fields: "Stock Price No" (1), "VAT Code" (S), "EC Country" (GB), "VAT Reg No" (empty), "Credit Terms" (D30), "Acc Credit Limit" (0.00), "Group H/O" (BAL001), "If H/O Account" (checked), "Grp Credit Limit" (10000.00), "A/C On Stop" (checked), "Sett Terms" (D00), "Sett Disc%" (0.00), "Last Invoice" (26/01/2015), and "Last Payment" (26/01/2015). At the bottom of the window, there are buttons for "Action", "Save", "Abandon", and "Close". A status bar at the very bottom shows keyboard shortcuts: "F5-Insert", "F6-Delete", "F8-Zoom", "F9-Memo", and "Comp DEM".

Within the Customer maintenance a new option is available to record the group credit limit. You only record the group limit on the head office account. Where group credit checking is enabled then, if the account is part of a group, the account credit limit is ignored.

Accounts are identified as part of a group via the Group Account reference – all members of the group, including the head office of the group, should record the h/o account.

## Installation

### Database Changes

Changes are required to the Sales Accounts database for group credit limit checking. To add these items select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales Ledger application and elect to update the **Live Files** and then select the **Sales Ledger Accounts** 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.

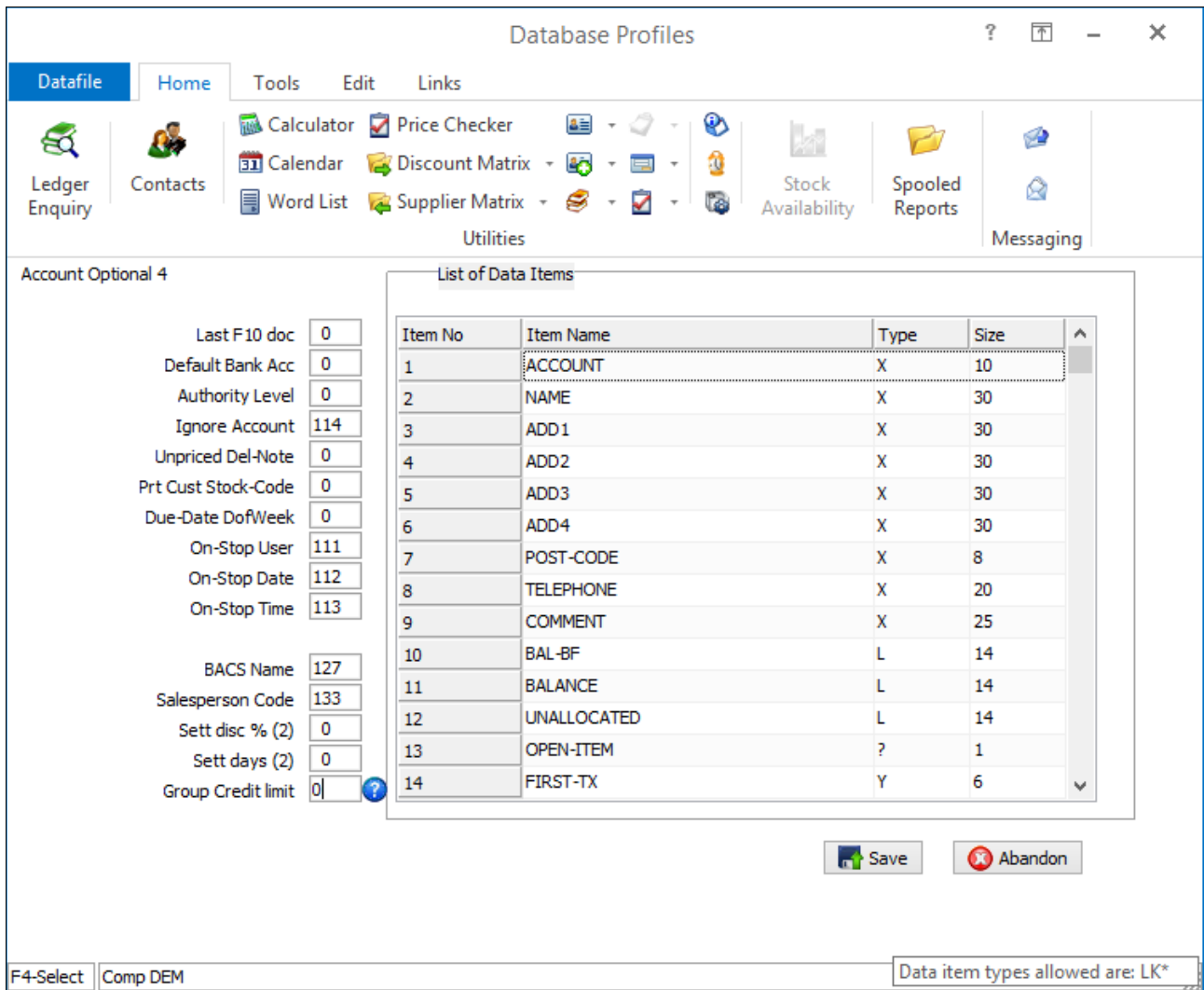
Item Name	Type	Description
H/O-CR-LIMIT	K / L	Holds the group account credit limit
BASE-O/S-ORD	K / L	For currency configured sales ledgers this item holds the value of o/s orders in the base currency

In addition to creating the items above the Group account data item (GRP-ADD-XREF) needs to be a secondary index.

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.

### Set Database Profiles

The new group credit and o/s order value items need to be referenced within the Database Profiles. To update these settings, select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles**. Choose the **Sales Ledger** application before selecting the **Account Optional 4** parameter screen.



On the left of the screen is the prompt to define the data item number for the Group Credit Limit. Reference the data item number of the equivalent item created above, <F4-Select> is available if required.

The prompt for the data item for O/S Orders: Base is on **Account Optional 3** –reference the appropriate data item.

Application Screen Layouts

The Group Credit Limit data item will need to be added to a customer maintenance screen. To update the main Customer screen, **Installer** users can right-click on the **Customers** option on the main Sales Ledger menu and choose to update the **Add New Accounts** screen.

Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Sales Ledger application followed by **Maintain Customer Records** and **Add New Accounts**.



Maintain Accounts Screen

Datafile
Home
Tools
Edit
Design

✔ ✘
Db-Restructure
Border
Sequence

↻ Refresh
⬇ Line Mode
⬇ Auto-Sequence

🔍 Look Up
✔ Show Data

File Tools

---

<p><b>Account</b> BAL001</p> <p><b>Name</b> Baldwin Industries plc</p> <p><b>Address</b> Unit 5, Light Ind. Estate Stopgate Lane Aintree, Liverpool Merseyside L9 6PY</p> <p><b>Tel</b> 0151 229 8190</p> <p><b>Fax</b> 0151 229 8191</p> <p><b>Email</b> Sales@Baldwin.co.uk</p> <p><b>Website</b></p> <p><b>Contact</b> Miss M Greenwood</p> <p><b>Salespers</b> 1 Mr James Smythe</p> <p><b>Customer Analysis Code</b> 1</p>	<p><b>Stock Price No</b> 1</p> <p><b>VAT Code</b> S</p> <p><b>EC Country</b> GB</p> <p><b>VAT Reg No</b></p> <p><b>Credit Terms</b> D30</p> <p><b>Acc Credit Limit</b> 0.00</p> <p><b>Group H/O</b> BAL001</p> <p><b>If H/O Account</b></p> <p><b>Grp Credit Limit</b> 10000.00</p> <p><b>A/C On Stop</b></p> <p><b>Sett Terms</b> D00</p> <p><b>Sett Disc%</b> 0.00</p> <p><b>Last Invoice</b> 26/01/2015</p> <p><b>Last Payment</b> 26/01/2015</p>
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SALES LEDGER ACCOUNTS (058) GRP-LIMIT C63,L12 C76,L12 Text Overtime

F4-Data Item Comp DEM

Screen Design is in the usual manner - To insert text labels such as 'Grp Credit Limit' 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.

If not already on screen you should also include the GRP-ADD-XREF item so that the Group Head Office account can be recorded.

### System Profiles

A new parameter screen has been added to the Sales System Profiles to enable the Group Credit Limit option. To update select **Installation** from the main menu followed by **Application Manager** and then **System Profiles**. Select the **Sales Ledger** application, the new parameter is on the first screen of parameters.

The screenshot shows the 'Sales Ledger Options (1 of 5)' dialog box. The 'Check all accounts in group' option is checked. Other options include 'Enter Opening Balance transactions?', 'Are all accounts open-item?', 'Linked to the Nominal Ledger?', 'Monthly aged analysis required?', 'Aged analysis periods' (30, 60, 90, 0, 0), 'Aged analysis normally by due-date?', 'Update saved aged analysis on receipts?', 'Link to Stock/Product (S/P) or blank?', 'If Stock Link - Update Stock Files?', 'Number of days to retain invoice docs' (365), 'Enter Settlement Disc on transactions?', 'Allow auto reversing of transactions?', 'Check account credit limits?', 'Force credit limit check (or just warn)?', 'Ignore credit check if limit zero?', 'Default date to within current period?', 'Use period dates from another company?', and 'Allow mixed current/forward allocations?'. The 'Action' button is highlighted, and the 'Close' button is visible in the bottom right corner.

**Check All Accounts in Group** – set to use the group credit limit in preference to the account credit limit when the account is part of a group.

## Split Period Updating for Nominal Journals

*Diamond and Premier  
Datafile 2018 Only*

Supplier Invoices for services will, at times, specify a date range for which the service covers that relates to two or more accounting periods – insurance, service agreements etc. Similarly, when customers are supplying services they may invoice along similar lines – washroom services being billed on a quarterly or annual basis for example.

As the income / costs relate to multiple periods some users will post these invoices to accrual or prepayment accounts and then raise manual journals within the Nominal Ledger to split these invoices over the required accounting periods. This new feature allows you to specify the number of periods the nominal analysis should be apportioned over and creates these journals for you.

## Sales / Purchase Transaction Entry

On entry of an invoice, credit or invoice adjustment the system will prompt after confirmation that the totals are correct whether the journal is to be split over multiple nominal periods and, if so, how many (max 12).

The screenshot shows the 'Invoices' application window with the following details:

**Account Information:**  
 Account code: BLA001  
 J. Black & Partners  
 9 Shakespeare Road  
 Wellesbourne  
 Stratford

**Transaction Details:**  
 Date: 17/11/16  
 Reference: 000018  
 Description: Service Agreement  
 Credit days: D30  
 Due date: 17/12/16  
 Supp Inv No: 159753

Analysis	Nominal	Goods Amount	Tax	Tax Amount
1	260	433.33	S	86.67

Split over multiple Nominal periods ?  Number of Periods 3

The update to the Sales/Purchase Ledger is unchanged – turnover/costs are allocated based on the period of the transactions, and the transaction is written as standard. The tax point and VAT treatment of the invoice is also unchanged – arising as per date of invoice.

On the update to the Nominal Ledger however additional journals are written to correspond to update the accruals and prepayment accounts and apportion the income / costs.

The standard journal for the above transaction would be

Date	Period	Debit-A/C	Credit-A/C	Amount
17/11/16	11	260	800 (Creditor Control)	433.33
17/11/16	11	850 (Tax)	800	86.67

This journal is still written but in addition the following entries are posted

Date	Period	Debit-A/C	Credit-A/C	Amount
17/11/16	11	740 (Prepayments)	260	288.88
17/12/16	12	260	740	144.44
17/01/17	1	260	740	144.44

The value of the invoice (net of VAT) is split by the number of periods the invoice is to be apportioned over, any rounding differences going to the first period, and a journal to move all bar the first periods value is posted to move the value to the Nominal prepayments account. Journals are then posted to move each period value back to the expense code.

If the journal crosses the end of the financial year, as above, and the new year has not yet been opened then the journals will still be written – the Nominal Ledger year end procedure will review the nominal transactions for any 'future' postings and update the account values accordingly.

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#### Notes

The 'day' of the invoice is used as the day number in subsequent months. Where the date is the 31<sup>st</sup> and the subsequent month only has 30 days it will be posted as at the 30<sup>th</sup> – with similar adjustments for February.

Where a journal is split over multiple periods each entry will have a different journal number.

Where an invoice contains multiple analysis lines the nominal apportioning applies equally to each analysis line.

This option is only applicable for financial calendars configured as 12 periods on monthly terms. This option should not be used to cross in to the future year if you are going to be changing your accounting calendar.

This option is only applicable if configured for real-time updating to the nominal ledger.

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#### Invoicer and Order Processing

Invoices and Credits raised from the Invoicer and Order Processing applications will not prompt automatically to apportion over multiple periods. You can still, however, use this facility.

For Invoicer you can configure a keyboard prompt to update the SLT/PLT data item that holds the number of nominal periods to post over.

For Order Processing you can also configure a keyboard prompt or create an Order Header data item for the number of periods and within your invoice/credit document set to copy this value to the transaction file.

## Installation

### Database Changes

Changes are required to the Sales, Purchase and Nominal Transaction files to hold the period count. To add these items, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales, Purchase or Nominal Ledger application as required. Elect to update the **Live Files** and then select the **Transactions** file.

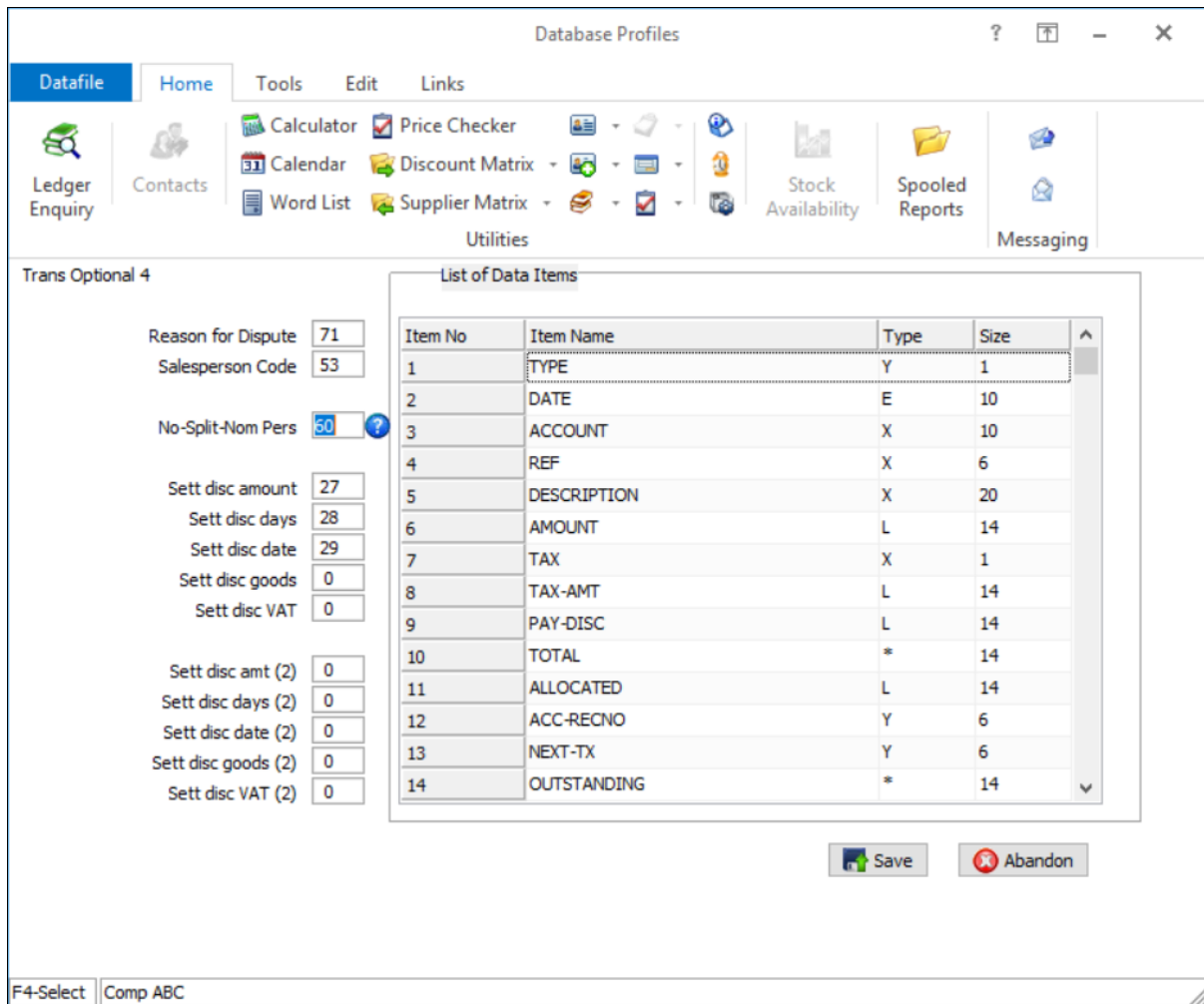
To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

Item Name	Type	Description
PER-SPLIT	N	For the Sales/Purchase Transactions this holds the number of periods the nominal journal has been analysed over. For the Nominal Transaction this is used to identify journals that need to be updated to the accounts after the year-end.

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.

### Set Database Profiles

The new split items need to be referenced within the Database Profiles. To update these settings, select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles**. Choose the **Sales, Purchase or Nominal Ledger** application as required before selecting the **Trans Optional 4** parameter screen (Sales / Purchase) or **Trans Optional 2** for the Nominal Ledger.



On the left of the screen is the prompt to define the data item number for the No-Split Nominal Periods. Reference the data item number of the equivalent item created above, <F4-Select> is available if required. For the Nominal ledger the prompt to define the data item number is 'Future Posting'.

### System Profiles

New options have been added to the Sales / Purchase System Profiles to reference the nominal account to be used for Accruals and Prepayments. To update select **Installation** from the main menu followed by **Application Manager** and then **System Profiles**. Select the **Sales or Purchase Ledger** application, the new parameter is on the second screen of parameters.

Sales Ledger Options (2 of 5)

Datafile Home Tools Edit Links

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

Write separate discount transactions ?

Allow write-offs in allocations ?

Maximum write-off percentage allowed ? 5.00 Over-payments % ? 0.00

Allocation Log file (DFD format) ?

Tax code for bad debt write offs ? S

Nominal expense code for bad debts ? 470

Specify multiple payment types ?

New Accounts: Usual Tax Code ? S

Days Credit ? D30

Credit Limit ? 0.00

Settlement Days ?

Settlement Rate % ? 0.00

Which Price No ? 1

Line Discount % ? 0.00

Overall Discount % ? 0.00

Auto add 1 to account code when adding ?

Split over multiple Nominal Periods ?

Nominal code for Accruals ? 810

Action Opt-1 Opt-2 Opt-3 Opt-4 Opt-5 Save Abandon Close

F4-Select Comp ABC Enter the Nominal Ledger code against which to post Accruals

**Nominal Code for Accruals (Prepayments)** – reference the nominal account to be used to post the accrual and prepayment journals against.

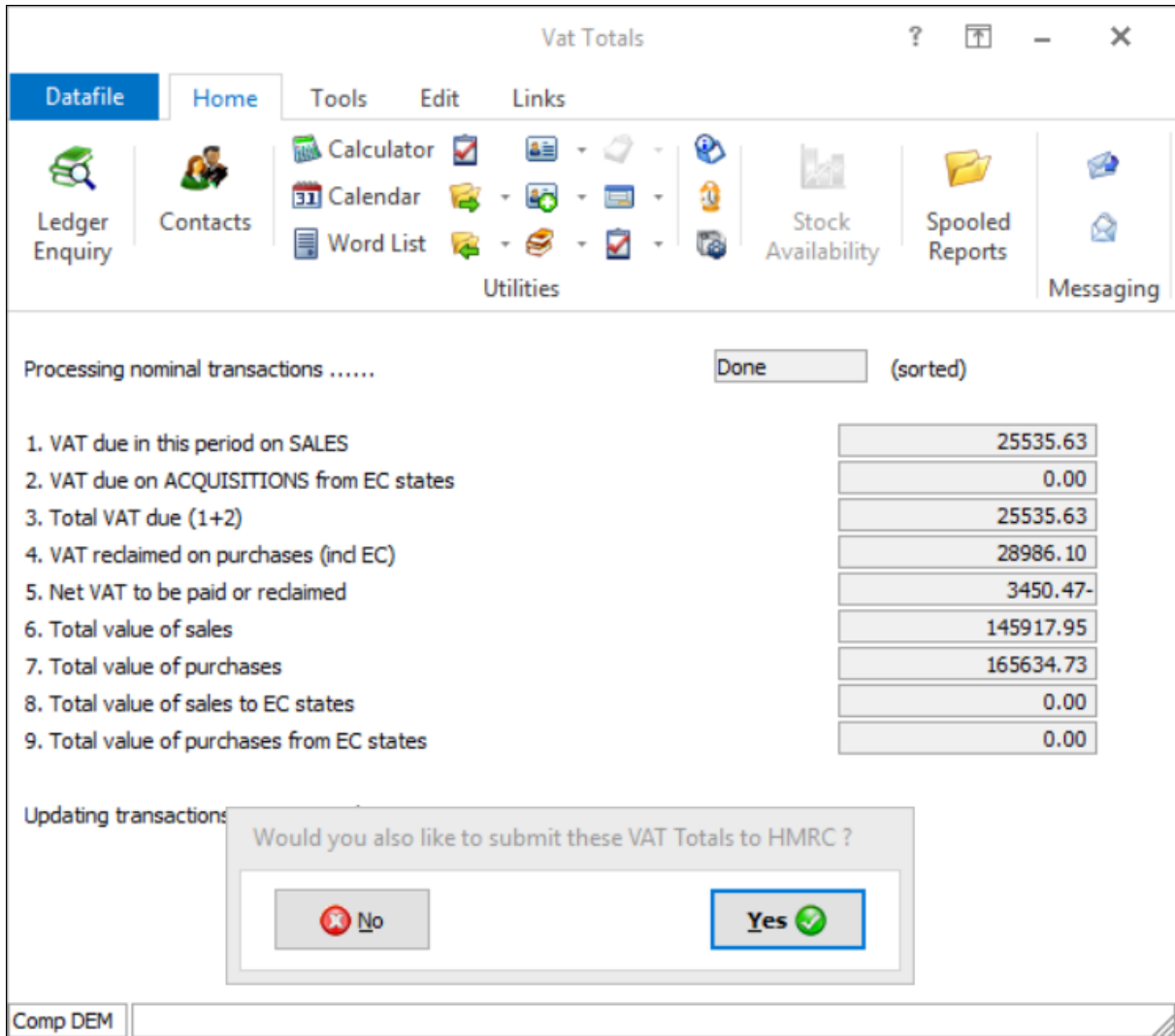
As highlighted earlier this option is only applicable if the ledgers are configured for real-time updating to the Nominal Ledger – parameters for this are on screen 1 of the system profiles.

# Cashbook

## VAT Form 100 – Online Submission

Datafile 2018 Only

Payroll users will be familiar with the process where each period a Full Payment Submission (FPS) is processed to the HMRC. For VAT, however, users have typically recorded the details online via the HMRC website – in Datafile 2018 a similar process to the Payroll FPS is now available to submit the VAT Form 100.



You can run the VAT Form 100 for review multiple times – when reviewing you will be offered the opportunity to make a test submission - but when ready to finalise a parameter is available to 'Update Files After Printing'.

When you confirm this, you will be prompted if you wish to submit the VAT totals to the HMRC.



If 'No' then the system will not apply the 'update files' parameter so you can reprocess later. If 'Yes' then the system will create the usual VAT Form 100 print and audit trail before moving to the submission procedure.

The screenshot shows the 'VAT Form 100' application window. The interface includes a menu bar with 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu is a ribbon with various tool icons: Ledger Enquiry, Contacts, Calculator, Calendar, Word List, Utilities, Stock Availability, Spooled Reports, and Messaging. The main area is titled 'Output VAT Form 100 to XML file' and contains the following configuration options:

- XML Template: CB17VAT.XML (Timestamp: 08/08/2017 14:44:00)
- XML Filename: DEM-VAT-0317.XML
- Period: 0317
- Start Date: 01/01/2017
- End Date: 31/03/2017
- Print XML Output:
- Report Errors Only:
- Test Submission:

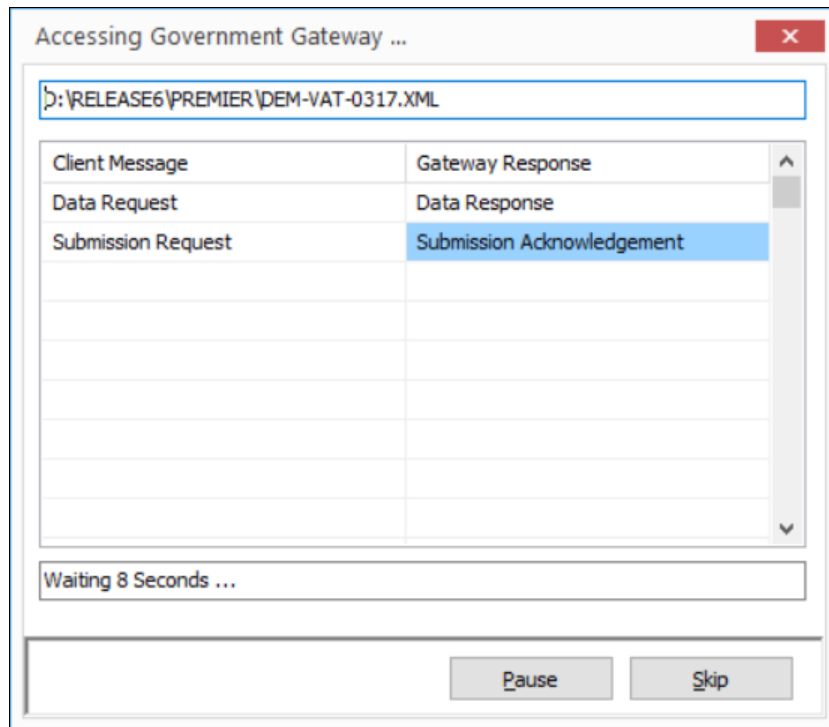
At the bottom, there are 'Action' and 'Run' buttons, and a 'Close' button. The status bar at the bottom left shows 'Comp DEM'.

**Print XML Output** – this option creates a printed report of the XML submission to the HMRC. Set as required.

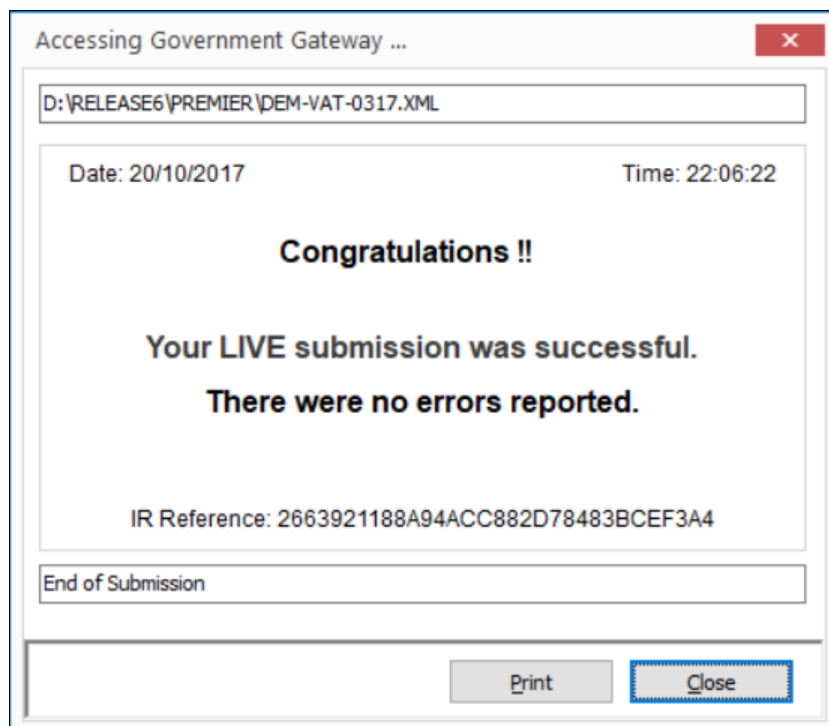
**Report Errors Only** – only applicable if printing the XML, you typically not set this option.

**Test Submission** – set automatically for you based on whether you have confirmed to 'update files' or not as part of the initial VAT Form 100 parameters.

Select **RUN** to begin the submission process – you will be prompted to confirm you are sending a **TEST** or **LIVE** submission as appropriate before being prompted to commence output. The system will perform an integrity check on the created XML file and, if all OK, you can choose to proceed with the submission.



The system will then proceed with the typical HMRC handshakes of Data and Submission requests before receiving an acknowledgement of the transmission.



Where the submission was successful you can then print a submission receipt if required.

## Installation

### System Profiles

The parameters to enable the facility to send VAT Form 100 online are available within the Cashbook System Profiles. To update select **Installation** from the main menu and **Lock Out All Systems**. Lock out the system and then select **System Profiles** and **Cashbook**.

Parameter Screen 1 prompts for whether you wish to submit the VAT Form 100 online.

Cashbook Options (1 of 5)

Menu: Datafile | Home | Tools | Edit | Links

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

Options:

- Cash Book installed ?
- Omit Nominal ledger for this company ?
- Use own journal sequence (diff from N/L) ?
- Y/e cont a/c?
- Maximum Column Headings for Receipts ?  (max 14)
- Maximum Column Headings for Payments ?  (max 14)
- Mandatory Column link for Receipts ?
- Mandatory Column link for Payments ?
- Cash Book linked to Sales Ledger ?
- Omit cash postings in the Sales Ledger ?
- Cash Book linked to Purchase Ledger ?
- Omit cash postings in the Purchase Ledger ?
- Cash Book linked to Job Costing ?
- Submit VAT Form 100 to HMRC online ?

Buttons: Action, Opt-1, Opt-2, Opt-3, Opt-4, Opt-5, Save, Abandon, Close

Comp DEM

Tooltip: Select to allow option to submit VAT Form 100 to HMRC online. Leave blank to disallow option.

**Submit VAT Form 100 to HMRC online** – set to yes to enable this facility.

Parameter Screens 4 and 5 allow for the recording of company and agent contact details.

The screenshot shows a software window titled "Cashbook Options (4 of 5)". The interface includes a menu bar with "Datafile", "Home", "Tools", "Edit", and "Links". Below the menu is a toolbar with various icons for "Calculator", "Price Checker", "Calendar", "Discount Matrix", "Word List", "Supplier Matrix", "Stock Availability", "Spooled Reports", and "Messaging". The main content area is titled "VAT Form 100 - General Parameters" and contains the following fields:

- Alternate XML Path:
- Contact Title:
- Forename:
- Surname:
- Telephone:
- Fax:
- E-mail:
- HMRC User Id:
- Password:

At the bottom of the window, there is a row of buttons: "Action", "Opt-1", "Opt-2", "Opt-3", "Opt-4", "Opt-5", "Save", "Abandon", and "Close". The status bar at the very bottom displays "Comp DEM".

**Alternative XML Path** – communication files are saved within the main Datafile folder with the live and test submission files saved in a *CBtaxyear* folder off this location. This option allows you to reference an alternate location for these files.

**Contact Details** – record the contact details to be used on the submission to the HMRC

**HMRC User ID / Password** – enter your HMRC (Government Gateway) User Id and Password.

The screenshot shows a software window titled "Cashbook Options (5 of 5)". The window has a menu bar with "Datafile", "Home", "Tools", "Edit", and "Links". Below the menu bar is a ribbon with several groups of icons: "Ledger Enquiry", "Contacts", "Utilities" (containing Calculator, Price Checker, Calendar, Discount Matrix, Word List, and Supplier Matrix), "Stock Availability", "Spooled Reports", and "Messaging".

The main content area is titled "VAT Form 100 - Agent Details" and contains the following form fields:

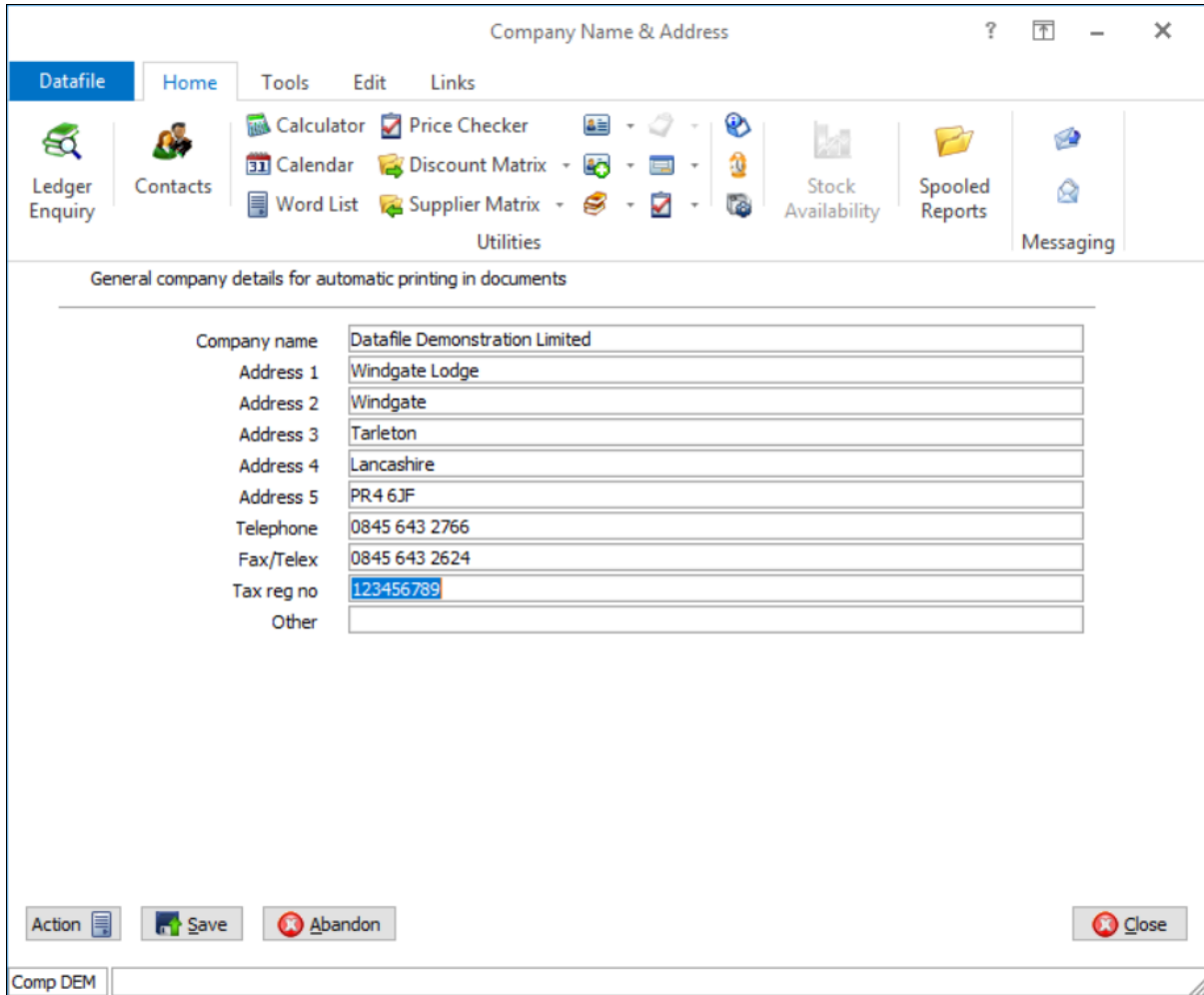
- Agent Id:
- Company:
- Address:
- 
- 
- Post Code:
- Contact Title:
- Forename:
- Surname:
- Telephone:
- Fax:
- E-mail:

At the bottom of the form, there is a row of buttons: "Action" (with a list icon), "Opt-1", "Opt-2", "Opt-3", "Opt-4", "Opt-5", "Save" (with a floppy disk icon), "Abandon" (with a red X icon), and "Close" (with a red X icon). The status bar at the very bottom shows "Comp DEM" and a small icon.

Where acting as an Agent and submitting details on behalf of another company enter your agent details here.

### Set Company Details

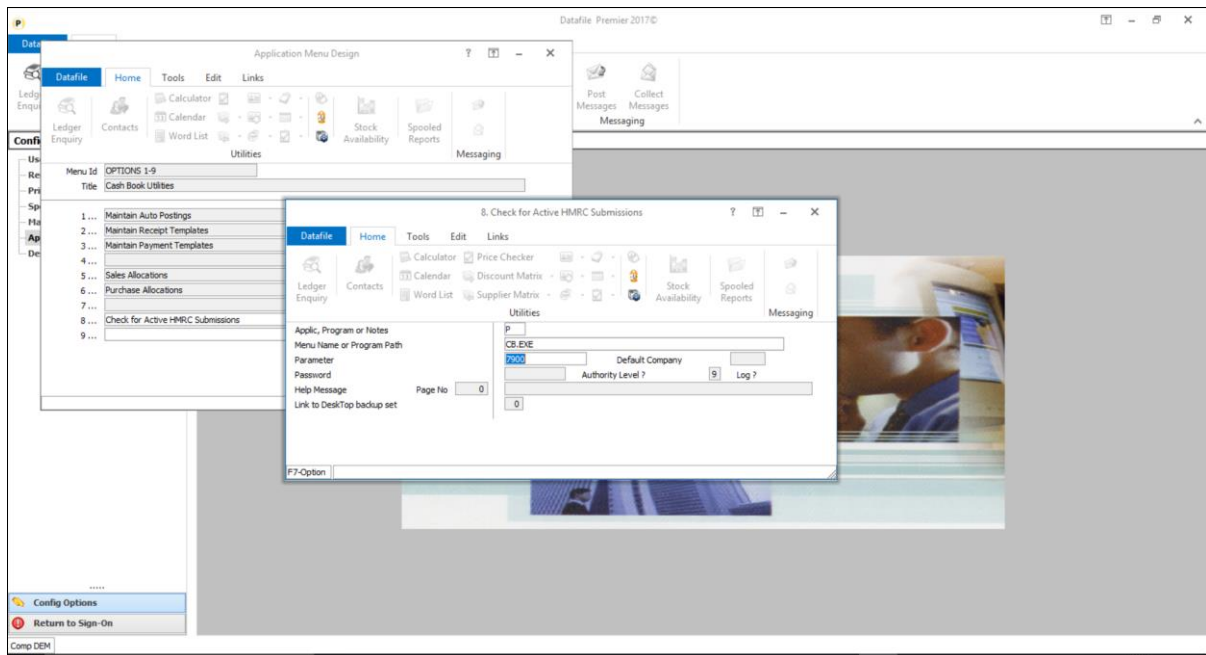
The VAT Registration No used is defined within the **Set Company Details** parameters as the Tax Reg No. You should ensure this is formatted to only contain the numbers for the VAT Registration – no spaces and no GB prefix.



Menu Design

There can be times when the Government Gateway is busy and not sending submission receipts promptly. At these users can choose to SKIP waiting for the response and check again later. A new Cashbook Utility option is available so that you can check the status of these submissions.

To add this menu sign on as the CONFIG user and select Application Menu Design and amend the CBUTIL.D03



**App, Program or Notes – P-Program**  
**Menu Name or Program Path – CB.EXE**  
**Parameter – 7900**

Other options can be set as required.

## Stock Control

### Stock Transaction – Select Stock by Alternate Item

*Diamond and Premier*  
 Datafile 2018 Only

This new facility allows the option in Stock Control transaction entry to select the stock code by an alternate item, such as the supplier part number or bar code, held on the stock record.

If configured, the system will prompt for the alternate item prior to the stock code. You can enter/scan the code as required, if more than one stock item matches the entered/scanned value then the standard F4-Search screen is displayed listing the stock items matched. Where using location stock it is probable that the same search value will be recorded on the stock record for each location, if so the system will display the matched values across all locations for selection.

Pressing <F4> on the alternate item will display the normal stock search screen but focus the search input on the alternate item, you can still swap to searching on the stock code or other items as required.

Once the alternate item has been entered the selected stock code will be displayed for you to confirm before moving to the quantity input. Pressing <Enter> on a blank alternate item will move to enter the stock code as normal. <Enter> on a blank stock code will complete the transaction entry.

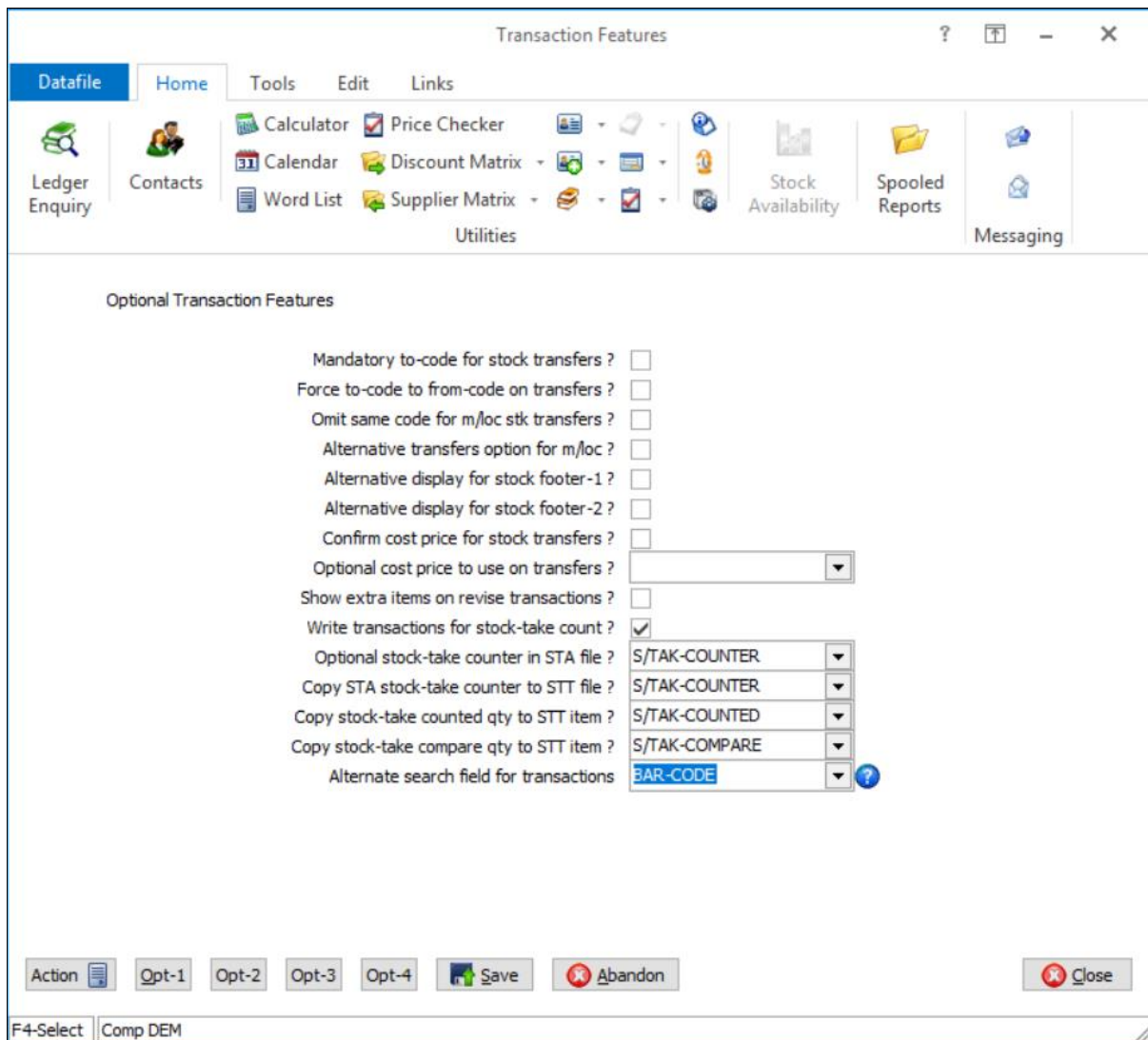
## Installation

### Application User Facilities

New parameters have been added to the Stock Application User Facilities to prompt for an alternate item. *Installer* users can right click on the Stock Transaction menu and select to **Configure Option**. Alternatively select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**, select the Stock Control application followed by **Stock Transactions**.

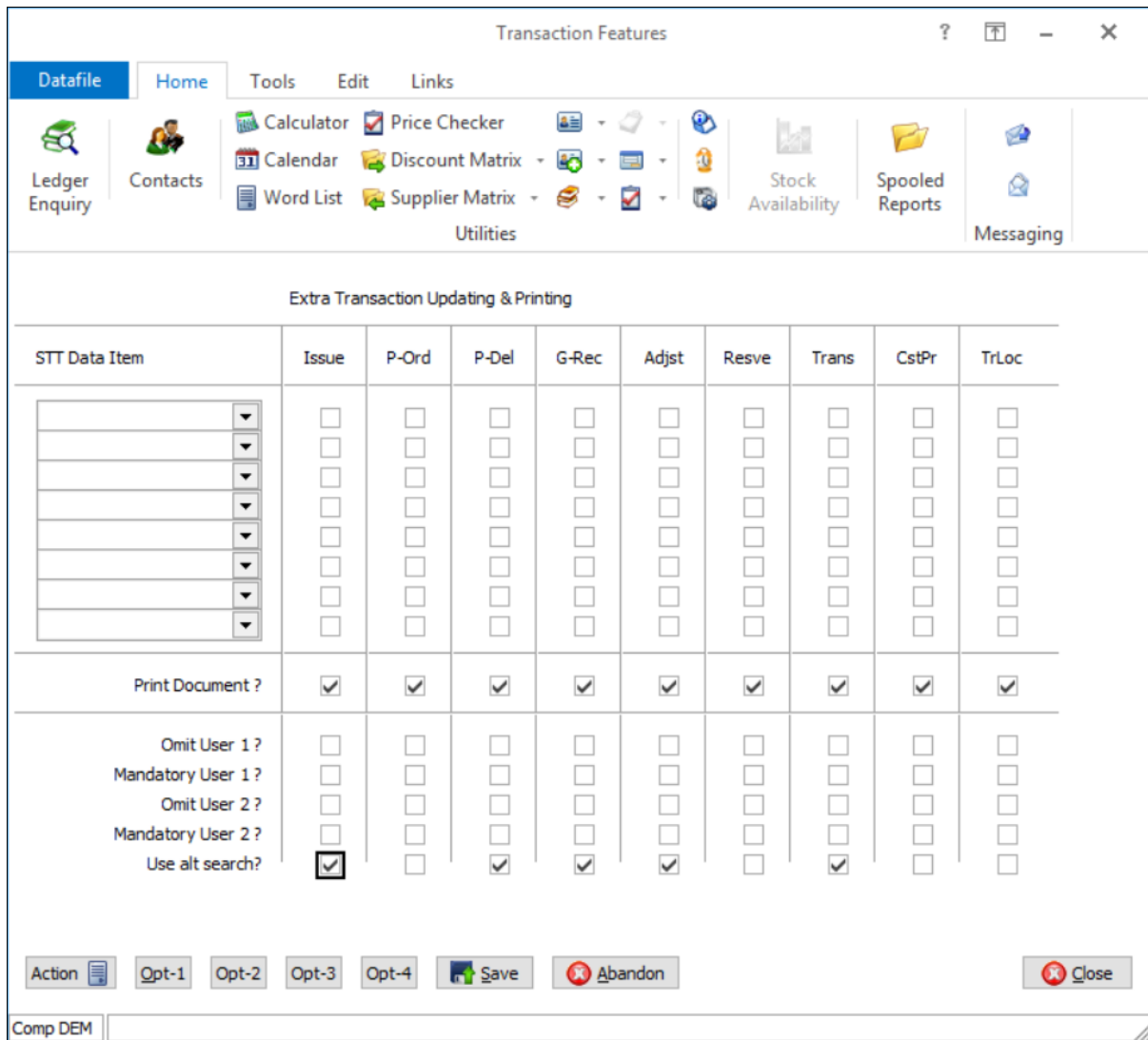


Option Screen 2 allows you to select which stock item to use as the alternate search item.



**Alternate search field for transactions** – reference the data item on the Stock file to use as the alternate search item, this item must be a secondary index.

Option Screen 4 allows you to nominate which of the Stock Transaction entry options will use the alternate search facility.



**Use alt search** – set to use the alternate search facility for the appropriate transaction types as required.

## Payroll

### Unique Employee Record – Add Next Employee

*Diamond and Premier  
Datafile 2018 Only*

By default, the Datafile Payroll uses the record number as the employee number and when adding new employees, you can enter 'N' to automatically assign the next employee reference.

When using the alternate 'Unique Employee Reference' option you had to manually enter the reference. Now, when using a numeric index format, the system will offer the next reference for you automatically.

Maintain Employees (Period 1 - 30/04/17 Monthly) - New

Datafile Home Tools Edit Links

Email Notes Spreadsheets Graph Associate File Labels Documents Calendar  
 Word Scans PDF Files Website Location Map Clipboard Transactions  
 Memo Contacts Image Route Map Enquiry P11

Tools Utilities Enquiries

Employee  
 Department

Address  
 Date of Birth Age  
 Date Started

Sex(M/F) Over Pension Age  
 Tax Code Week/Month-1  
 NI Number NI Category

Email Address  
 Photo/Image

Director  
 SSP Qual Days  
 Pay Method  
 Basic Pay  
 or Basic Hours  
 and Hourly Rate  
 Overtime Rate  
 Pension Employee  
 Pension Employer  
 Previous Employment  
 Pay  
 Tax

Employee-No 000004

Action Select Close

F4-Select F5-Last F6-Next Comp DEM

## Installation

### Unique Employee Code Setup

The Unique Employee Code will, if not already in use need to be created. Checklist for setup is that:

- 1) Data Item on Employee file – typically X10 – must be configured as the first secondary index.
- 2) Item is referenced in the Data File Profiles – Employee Mandatory 1/4
- 3) Code Format for Employee is set in Installation / Code Formats (for auto-increment options this needs to be a numeric format – i.e. 99999)

If you have pre-existing employees then all employees will need to be updated for a unique reference – including any leavers. There are also special considerations for the HMRC where RTI requires that any change in employee reference is notified to them. For this notification you will need to update the OLD-EMP-NO data item on the EM2 record for the employee with the existing record no based reference.

System Profiles

To enable the auto-increment facility a new parameter has been added to the Payroll System Profiles. To update select **Installation** from the main menu followed by **Application Manager** and then **System Profiles**. Choose the Payroll application and then select **Payroll Profile (Type / Period / Options)** – screen 1 includes the new parameter.

**Allow auto-increment last Emp-No** – if set then system will offer the next employee number when creating a new employee.

Controls & Audit Manager

Within the Edit System Status parameters for Payroll a new option is available to set/confirm the last employee reference added.

## Sales / Purchase Order Processing

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### Hyperlinks in PDF Documents

Datafile 2018 Only
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When using email for sending order acknowledgements, purchase orders, quotes and invoices it can be useful to embed web links within the PDF document. This could include a link to your website, to a customer web portal or product specification detail. This new feature allows you to define these links within the Datafile document.

### Installation

#### Document Design Manager

The PDF Hyperlinks need to be defined within the document parameters of the appropriate documents. To update the document layout(s) select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then the 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 14.

Special Print Options (Screen 14 of 23)

Datafile Home Tools Edit Links

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

Utilities

Force printing of the document ?  Allow Preview ?  Omit print ?   
 Force page out on each page ?  Single sheet stationery ?   
 Omit printing of any order details ?  Omit "Another printout" ?   
 Default printing to printer number ? 0 Confirm at point of printing ?   
 Automatic print to printer number ? 0 Number of copies ? 1  
 Automatic 2nd print to printer no ? 0 Number of copies ? 1  
 Apply authority check for re-prints ?  Auth level for re-print ? 9  
 Conditional print items ?  Use Hyperlinks in PDF Docs ?

Hyperlinks in PDF Documents

No	URL	Line	Col	Display Value
1	www.datafile.co.uk	1	1	www.datafile.co.uk
2		0	0	
3		0	0	
4		0	0	
5		0	0	
6			0	
7			0	

Ok Close

Comp DEM

**Use Hyperlinks in PDF Docs** – set to allow the use of Hyperlinks. Once set a pop-up form is displayed allowing configuration of the links.

The form allows up to five 'document' links to be defined – these display in the document header or footer. The system also allows up to two 'product' links to be defined, these are shown within the document detail area.

**URL** – enter the URL for the web hyperlink. When defining the 'document' link you can use !Annn or !Hnnn to reference data items on the sales/purchase account or the sales/purchase order header files – i.e. www.datafile.co.uk/!A001 would create a hyperlink of www.datafile.co.uk/BAL001 on the PDF document if the document is processed for the account BAL001. For the 'product' links you can use !nnn to pick up a data item from the order detail database.

**Line / Column** – set the line / column position for the link to be displayed. You can leave these as 0 and set from the document mask later if required. The 'product' links only ask for column number for display.

**Display Value** – set the value to be shown on the PDF that, when selected, launches the web browser.

**Document Mask** – if set the hyperlink detail from the parameters but leave the line/column settings as 0 then you need to add these items on to the document mask. The ‘document’ items are selected via the ‘Conditional Print Items’ category, the ‘product’ items via the ‘Document Detail Lines’ category.

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### Notes

Security settings within Adobe and alternate PDF readers can prevent the launching of a web browser from the PDF viewer. Please refer to the PDF Viewer documentation for further details.

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## Document Control Databases

When a document is processed against a Sales or Purchase Order a document reference number is assigned to that document – in the case of delivery notes this is used as the Delivery Note Reference, in the case of an invoice this is the Invoice No.

Existing options for Sales Invoices, when using the company wide Sales Invoice sequence, allowed the system to maintain a control database of invoice numbers used. This can be used for subsequent queries and a control log to prevent re-use of invoice references. This feature has now been extended to all Sales and Purchase Order document reference sequences.

### Installation

#### Database Changes

Each document sequence will need its own DFD file. You can create the DFD using the Create/Amend Database Structure tools within the Database Systems menu. Select **Database Systems** followed by **Datafiler Database Utilities** and **Create/Amend Database Structures**. To create the database, select the option to **Create New Database**.

**Database to Create** – enter the filename of the new Database. The filename is typically created in an 8.3 format and standard Datafile terminology would be CCC-SPNN.DFD where CCC is the company id, SP is for Sales Order Processing (use PP for Purchase Order Processing) and NN represents the document number sequence.

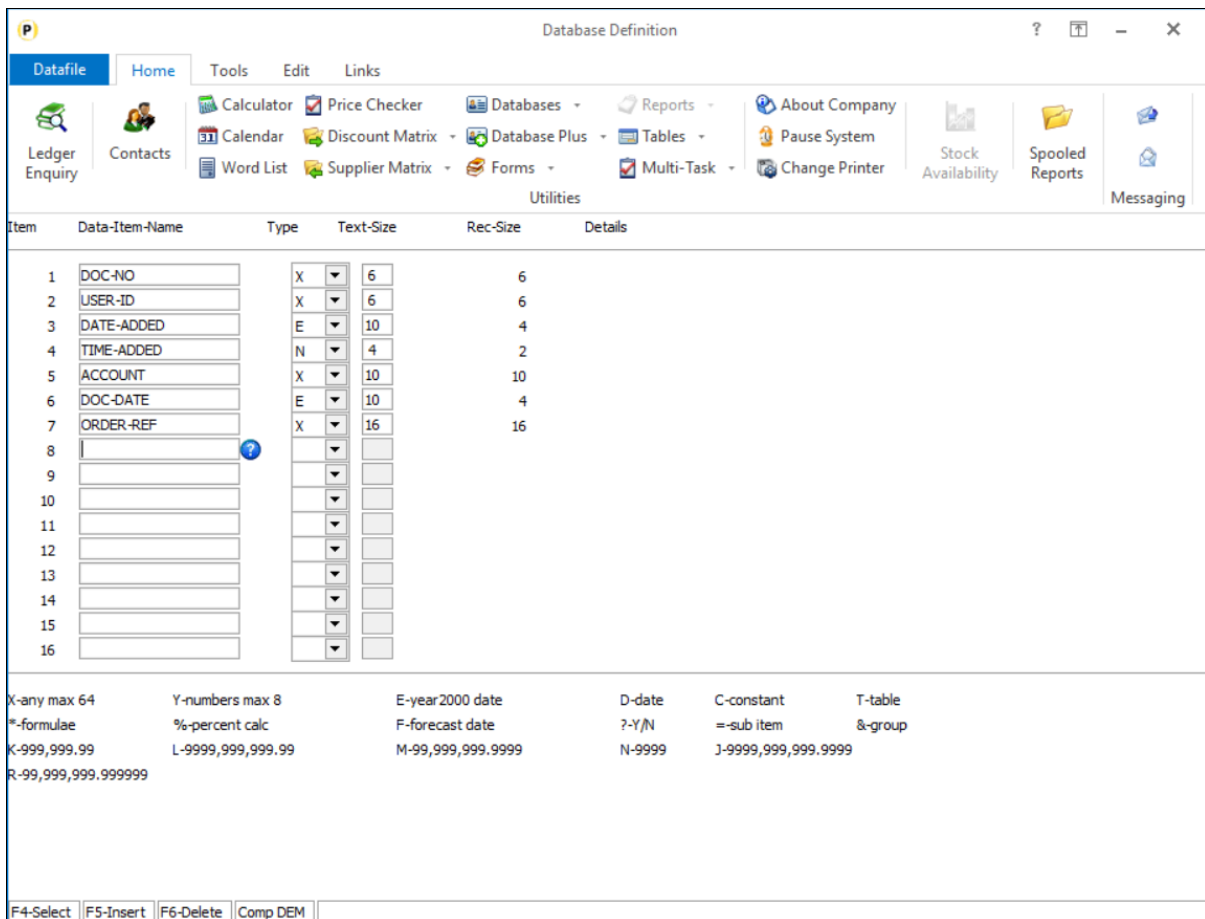
**Title** – enter the title for the database, our suggestion would be SOP Document Control NN (where NN is the document sequence no).

**Date Format** – accept the default DD/MM/YY format

**Auth-Level** – accept the default authority level of ‘9’. This is the lowest authority level – you need all users who can process the document(s) to be able to add records to this DFD.

Once the initial database header detail is defined you can then enter the data item structure. For these databases the initial layout follows a fixed structure.

No	Item Name	Type	Description
1	DOC-NO	X (6)	Prime-Index. Holds the document reference.
2	USER-ID	X (6)	Holds the user id who create the document using this reference.
3	DATE-ADDED	E	Holds the date the document was created
4	TIME-ADDED	N	Holds the time the document was created
5	ACCOUNT	X (10)	Holds the account for which the document was created
6	DOC-DATE	E	Holds the date the document was processed "as at"
7	ORDER-REF	X (16)	Holds the order ref the document was processed for (provided that the reference used against a "single order document")



Once the mandatory data items have been added press the <ESC> key and choose 'Data Items are Complete'

**Prime Index Data name** – Select the 'Doc-No' data item.

**Secondary Index 1/2** – you would typically select Account and Order Reference as the initial two secondary indexes.



**Access by Record Number** – respond N

**Number of Records to Reserve** – enter number of records required (typically we'd suggest 10000 as an initial value)

You will then be prompted to create the database – respond Yes – and then to Write the Database to disk – again respond Yes.

**Apply Advanced Features to this Database** – respond Y to this option, advanced features need to be applied to record the user-id, date and time.

The screenshot shows the 'Advanced Features' dialog box with the following settings:

- ADD NEW RECORDS:** User-Id ? USER-ID, Date ? DATE-ADDED, Time ? TIME-ADDED
- EXTRA OVERFLOW:** Extra Overflow Blocks ? 2, Only Tidy from SYSTEM ? , No of new recs per blk is 128
- UPDATE RECORDS:** User-Id ?, Date ?, Time ?
- EXTRA SELECTION ITEMS:** 1) USER-ID, 2) , 3) , 4) , 5) , 6) ; **F4-DEF:** 6 empty dropdowns
- SECONDARY INDEXES:** Ind-2 (ACCOUNT) Fast ? , Ind-3 (ORDER-REF) Fast ? , Treat Extra Selection Items as additional Secondary Indexes ?
- NAME & ADDRESS:** From item ? , To item ?
- F4 SEARCH DEFAULTS:** Ind-2 (ACCOUNT) ? , Ind-3 (ORDER-REF) ?
- DATABASE LINKS TO SQL:** Mirror this database in SQL ? , Refresh structure / content ?

Status bar: F4-Select | Comp DEM

In addition to referencing the user-id, date and time items we would also suggest setting the prompt for **Extra Overflow Blocks** to '2'. Other items can be set as required.

## Document Parameters

The document control database needs to be referenced within the document parameters of the appropriate documents.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then the 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 2.

General Document Parameters (Screen 2 of 23)

Utilities

Date to be printed on line ? 19 0 Time ? 0  
 column ? 20 0 ? 0

Due date to be printed on line ? 0 0 User ? 0  
 column ? 0 0 ? 0

Document number to be printed on line ? 19 0  
 column ? 36 0

Account code to be printed on line ? 19 0  
 column ? 4 0

Use specific nominal code ? Or OH item? 0

Update which number sequence ? 1 -ACKNOWLEDGEMENT

Document Number Control File (DFD format) ? DEM-SP01.DFD

Use Header Item to pick up document date ? 0

Account Code to write missing document numbers ?

Description to be written for missing invoices ?

On Invoice, use delivery note number if present ?  Use last inv-no ?

Or use order number as document number ?

Prices to 4 decimal places (otherwise 2) ?

Recalculate Prices from Stock File / Matrix ?

Omit warning for Credit Limit Exceeded ?

Action Previous Next Ok Close

F4-Select Comp DEM

**Document Number Control File (DFD format)** – enter the path/filename of the document control database as required.

This option is only applicable for document sequence numbers 1-18 and for the System Wide Reference 101-116. When using the Sales Ledger sequences (19/20) and Purchase Ledger sequences (21/22) you can still maintain a document control database but as these references can also incremented via direct

transaction entry in the Sales/Purchase Ledger or the Invoicer applications (including Invoicer, Invoice Costing and Invoice Generator) then the control database is reference within the Sales/Purchase System profiles.

### System Profiles

As indicated above where looking to maintain a control database for invoice numbers the facility exists to reference the database within the Sales Ledger System Profiles for sequence '19/20' and the Purchase Ledger System Profiles for sequences '21/22'

To reference select **Installation** from the main menu and then **Application Manager** and **System Profiles**. Parameter Screen 4 allows reference of the invoice (sequence 19 for S/L and 21 for P/L) and credit (20/22) control databases.

Sales Ledger Options (4 of 5)

Datafile Home Tools Edit Links

Ledger Enquiry Contacts

Calculator Price Checker  
 Calendar Discount Matrix  
 Word List Supplier Matrix  
 Utilities

Stock Availability Spooled Reports Messaging

Omit transaction Sales analysis ?   
 Omit transaction General analysis ?   
 Omit discount on Payments ?   
 Allow allocation before posting ?   
 Allow range of dates/refs in allocs ?   
 Last trading day for monthly pay terms ? 31  
 Include Deliv-Add accounts in reports ?   
 Allow Forward Postings ?   
 Update Forward to N/L (if batch update) ?   
 Allow Posting to Previous Periods ?   
 Batch number recording on transactions ?   
 Allow transaction print after batch i/p ?   
 Enter "Cost" on transactions ?

Invoice Control File (DFD format) ?   
 Credit Note Control File (DFD format) ?

Action Opt-1 Opt-2 Opt-3 Opt-4 Opt-5 Save Abandon Close

Comp DEM

### Notes

When a document control database is in use the system will prevent re-use of a document number. This option should not be applied where documents use the order reference as the

document number. If, during processing, the system defaults to a reference that has already been used it will attempt to clock on the reference five times, if the reference has still been used then the user will be warned and asked to review configuration settings.

The system reviews the document reference as the document reference is confirmed – users with larger databases may notice a pause as the document reference is confirmed.

The system will auto expand the database by 500 records as it becomes full.

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## Bill of Materials

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### Additional Lookup Entry Facilities

<i>Diamond and Premier</i> Datafile 2018 Only
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The Works Order Header and Detail entry screens allowed the facility for one lookup database for each screen, from this release this has now been increased to three lookup databases for each screen.

### Installation

#### Application User Facilities

New parameters have been added to the screen design within the Bill of Materials Application User Facilities to allow definition of three lookup databases. *Installer* users can right click on the Bill of Materials Order Entry menu option and select to **Configure Option**. Alternatively select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**, select the Bill of Materials application followed by **Enter/Amend Orders** and then the appropriate order entry screen layout.

New Order Header Screen

Datafile	Home	Tools	Edit	Design
 Save	 Abandon	Db-Restructure Refresh Look Up	Border Line Mode Show Data	Sequence Auto-Sequence
File		Tools		

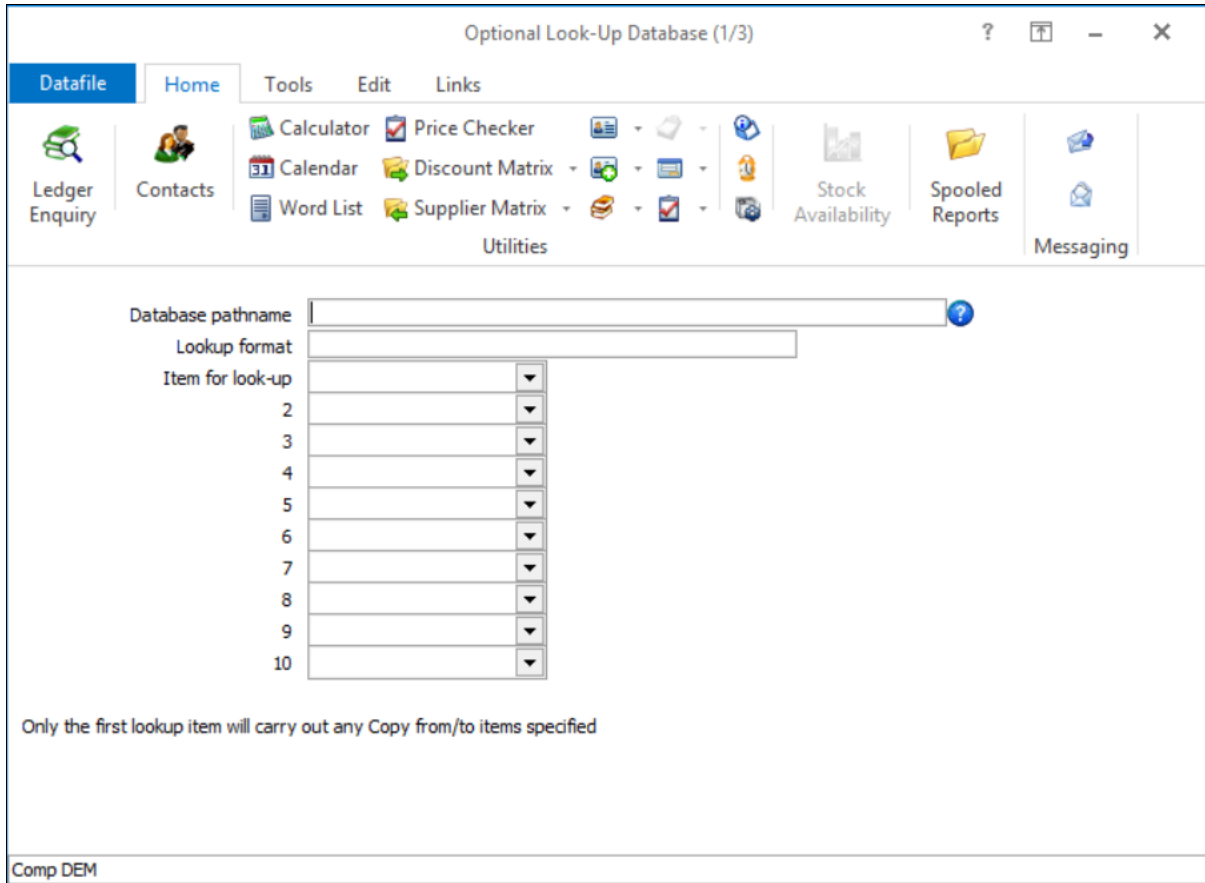
  

<b>WORKS ORDER DETAILS</b>	<b>CUSTOMER DETAILS</b>																								
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Order Reference</td><td><input type="text" value="000001"/></td></tr> <tr><td>Date Added</td><td><input type="text" value="26/01/2015"/></td></tr> <tr><td>Date Required</td><td><input type="text" value="31/01/2015"/></td></tr> <tr><td>Work Commence</td><td><input type="text"/></td></tr> <tr><td>Assembly Code</td><td><input type="text" value="CH0174"/></td></tr> <tr><td>Stock Code</td><td><input type="text" value="CH0174"/></td></tr> <tr><td>Order Quantity</td><td><input type="text" value="1.00"/></td></tr> <tr><td>Stock Description</td><td><input type="text" value="Complete Suite"/></td></tr> <tr><td>Immediate Issue</td><td><input type="checkbox"/></td></tr> </table>	Order Reference	<input type="text" value="000001"/>	Date Added	<input type="text" value="26/01/2015"/>	Date Required	<input type="text" value="31/01/2015"/>	Work Commence	<input type="text"/>	Assembly Code	<input type="text" value="CH0174"/>	Stock Code	<input type="text" value="CH0174"/>	Order Quantity	<input type="text" value="1.00"/>	Stock Description	<input type="text" value="Complete Suite"/>	Immediate Issue	<input type="checkbox"/>	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Sales Account Code</td><td><input type="text"/></td></tr> <tr><td>Customer Reference</td><td><input type="text"/></td></tr> <tr><td>Additional Notes</td><td><input style="height: 50px;" type="text"/></td></tr> </table>	Sales Account Code	<input type="text"/>	Customer Reference	<input type="text"/>	Additional Notes	<input style="height: 50px;" type="text"/>
Order Reference	<input type="text" value="000001"/>																								
Date Added	<input type="text" value="26/01/2015"/>																								
Date Required	<input type="text" value="31/01/2015"/>																								
Work Commence	<input type="text"/>																								
Assembly Code	<input type="text" value="CH0174"/>																								
Stock Code	<input type="text" value="CH0174"/>																								
Order Quantity	<input type="text" value="1.00"/>																								
Stock Description	<input type="text" value="Complete Suite"/>																								
Immediate Issue	<input type="checkbox"/>																								
Sales Account Code	<input type="text"/>																								
Customer Reference	<input type="text"/>																								
Additional Notes	<input style="height: 50px;" type="text"/>																								

	C:1	L:1	Text	Overtyp
F4-Data Item	F5-Insert Line	F6-Delete Line	Comp DEM	

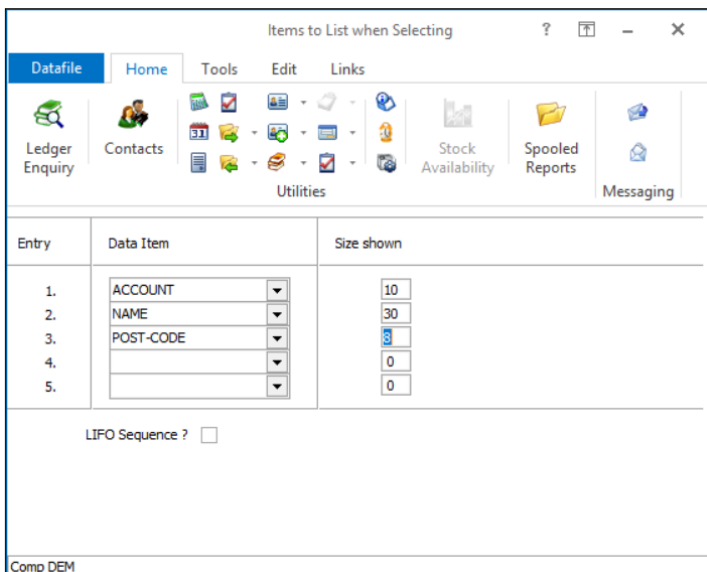
To update the lookup definition(s) select the **Look Up** option on the Design tab. Each lookup definition is prompted in turn and for each lookup you are prompted for:



**Database pathname** – enter the file pathname for the DFD to look up to.

**Lookup format** – enter the prime-index format for the lookup DFD.

**Item for Lookup** – reference the item on the WOH/WOD file, as appropriate, which allows the <F4-Select> function when adding/amending orders. You can nominate up to ten separate items on the file to lookup from to the same database but any defined copy items are only actioned for the first lookup item.



**Items to List when Selecting** – enter up to five items from the lookup database to be listed when press F4 to search for a lookup value.

The size shown will default to that of the data item size. You can reduce this if required.

Set to LIFO to list the search results in reverse order (latest first) when searching on a secondary index.

**Items to Copy from Lookup** – reference the data item on the lookup database to be copied and set the matching data item on the WOH/WOD database to be updated.

Data items selection should be of a matching type / size.

The first lookup on each screen allows up to twenty copy items to be defined, the second and third lookups allow up to ten copy items.

The Detail screen copy items allow for two additional settings for the copy items.

**Force** – against each copy item is the option to ‘force’ the copy. Where updating existing works order details setting to ‘force’ the copy will re-action the copy item from the lookup database as the item is confirmed, if not set then the copy item would only be re-actioned when the lookup code is amended.

**Clear Copy Items if Blank / Not Found** – this option, if set, would blank the ‘to’ items if you blank out the lookup code.

## Contacts & CRM

### List Activities in LIFO Order

*Datafile 2018 Only*

This new feature allows you to list the Activities for a Contact, Customer or Supplier in LIFO (Latest first) order.

ADDED-BY	ADDED-ON	ACTIVITY	NOTES	NEXT	NEXT-ACT-DATE	NEXT-AC
TERRY	04/09/2017	Follow Up Call 2	Called again to give update on products and see if a quote was	Follow Up Call 2	30/09/2017	CARL
TERRY	04/09/2017	Initial Call	Called with a general introduction. Need more info.	Follow Up Call 1	11/07/2016	CARL
TERRY	23/05/2017	Chase Quote	Called to chase quote - not in.	Chase Quote	28/05/2017	CARL
TERRY	28/02/2017	Chase Quote	Called to chase quote - needs a meeting to discuss.	Meeting - Site	13/03/2017	DAVE
TERRY	23/01/2017	Follow Up Call 1	Spoke to Henry. Needs more info so agreed to mail catalogue.	Send Quote	23/01/2017	TM
TERRY	15/02/2016	Initial Call	Initial Call to see if interested. Spoke to Henry and his	Follow Up Call 1	15/02/2016	CARL

## Installation

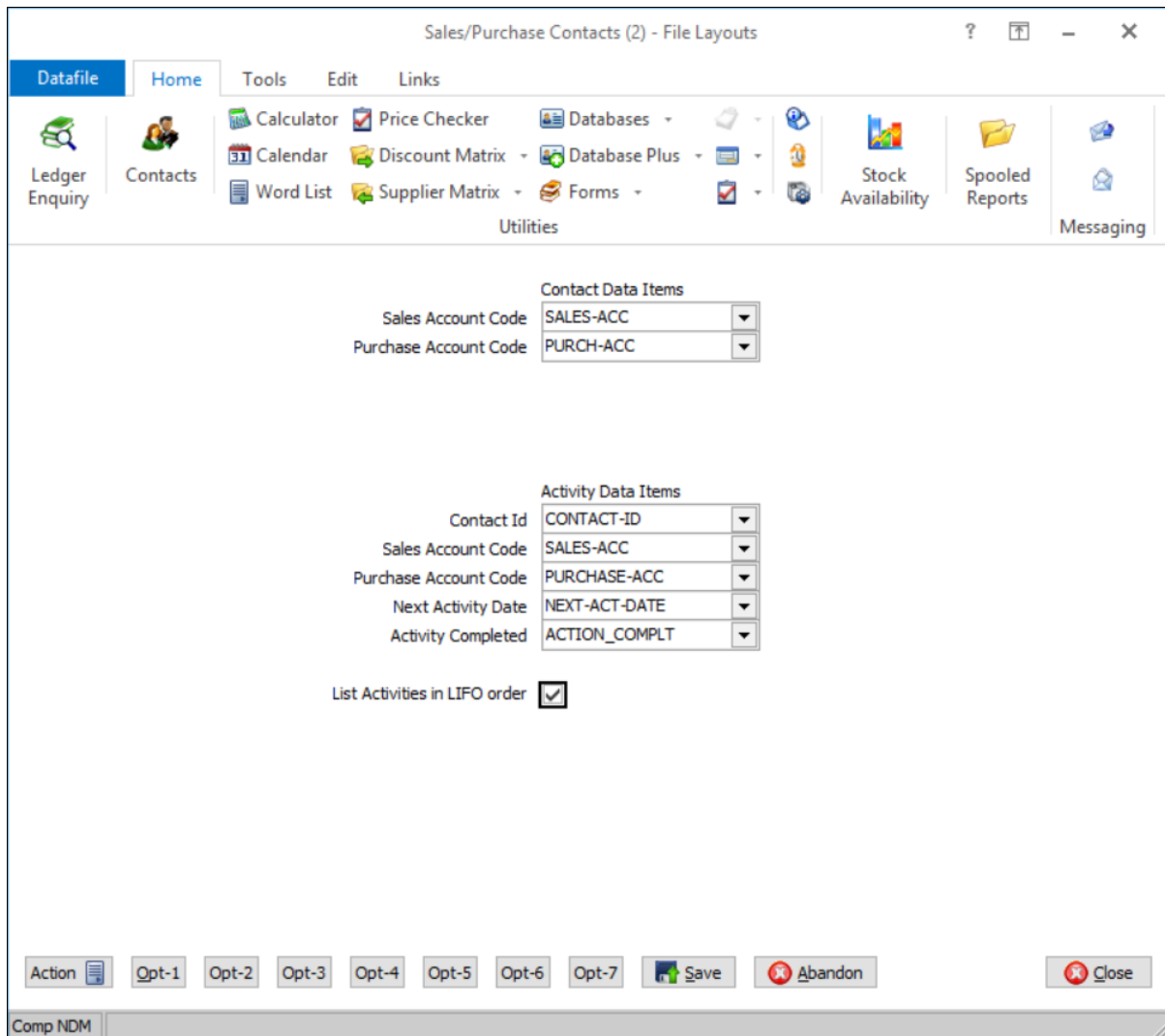
### Application User Facilities

The option to list Activities in LIFO order is defined within the Application User Facilities for the Sales/Purchase Ledgers. To update **Installer** users can right click on the Customer or Supplier maintenance menu options and select to **Configure Option** and then **Sales/Purchase Contacts**.

Alternatively, users can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities** before selecting either the Sales or Purchase Ledger and then **Maintain Customer (Supplier) Records** and then **Sales / Purchase Contacts**.

Select **Proceed** on the initial parameter screen and then select **Opt 2** to define the display order.



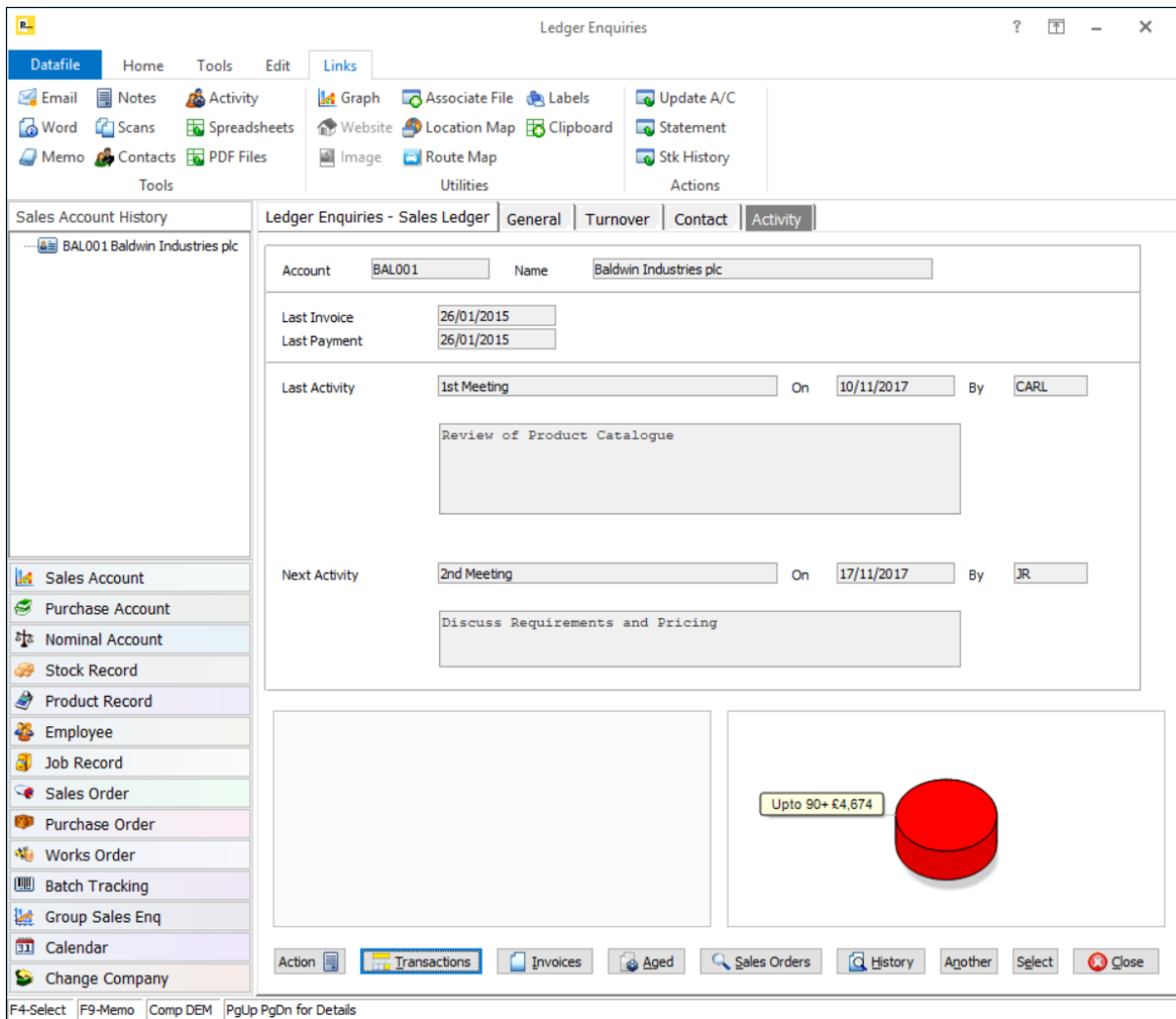


**List Activities in LIFO Order** – set to list Activities so that the latest activity is at the top. This parameter applies to activities listed via the Contact or Customer/Supplier enquiries.

## Copy Items from Activity to Accounts and Contacts

*Datafile 2018 Only*

When reviewing Customers, Suppliers and Contacts it can be useful to quickly see what the last activity recorded was and to see when the next activity is due. This new feature allows you to define copy items from an activity to the linked customer, supplier or contact.



## Installation

### Application User Facilities

Copy Items from the Activity records to the Contact, Customer and Supplier records are defined within the Application User Facilities for the Sales/Purchase Ledgers. To update **Installer** users can right click on the Customer or Supplier maintenance menu options and select to **Configure Option** and then **Sales/Purchase Contacts**.

Alternatively, users can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities** before selecting either the Sales or Purchase Ledger and then **Maintain Customer (Supplier) Records** and then **Sales / Purchase Contacts**.

Select **Proceed** on the initial parameter screen and then select **Opt 7** to define the copy items.

Select the From / To data items as required. Data Items matched should be of comparable type / size. Copy Items are triggered when add a new activity – either via the Add or Next Action options.

## Order Detail Change Log

In some systems sales and purchase orders can remain active for a long time – with changes to increase quantity, change price / discount, change stock codes and deleting lines occurring throughout.

Where Sales Order Processing is configured for Service Billing – Washroom Servicing or Rental Agreements for example – the order can remain active until the agreement is ended. This makes reporting and analysis of the order book in relation to time more difficult.

This new accessory, available for both Sales and Purchase Order Processing, allows for the generation of a log file of order changes allowing you to better analyse your order book in relation to time.

For example, the Excel screenshot below uses the log file against Washroom Service Billing configured Sales Order Processing system and the Datafile Excel add-in tools to monitor changes in the Contract Pool.

CHG IN CONTRACT POOL Row Labels	Column Labels 2017		Grand Total
	Jul	Aug	
01. NEW	1,320.00	492.00	1,812.00
02. ADDITION	840.00	60.00	900.00
03. ADDITIONAL ITEMS	432.00	180.00	612.00
04. ADDITIONAL VISITS	360.00		360.00
05. PRICE INCREASE	324.00		324.00
11. CANCELLED	0.00		0.00
12. CANCELLED ITEM	-1,224.00		-1,224.00
13. REDUCED QTY	-624.00		-624.00
14. REDUCED VISITS	-156.00		-156.00
15. REDUCED PRICE	-144.00		-144.00
<b>Grand Total</b>	<b>1,128.00</b>	<b>732.00</b>	<b>1,860.00</b>

Premier users could equally include the log file as the Sales/Purchase Order History database on the Ledger Enquiry allowing you to enquire on the log changes.

## Installation

### Database Changes

The Sales and Purchase Order Logging will need their own DFD file. You can create the DFD using the Create/Amend Database Structure tools within the Database Systems menu. Select **Database Systems** followed by **Datafiler Database Utilities** and **Create/Amend Database Structures**. To create the database, select the option to **Create New Database**.

**Database to Create** – enter the filename of the new Database. The filename is typically created in an 8.3 format and standard Datafile terminology would be CCC-SPLG.DFD where CCC is the company id, SP is for Sales Order Processing (use PP for Purchase Order Processing) and LG identifies as the log file.

**Title** – enter the title for the database.

**Date Format** – accept the default DD/MM/YY format

**Auth-Level** – accept the default authority level of '9'. This is the lowest authority level – you need all users who can add/amend orders to be able to add records to this DFD.

Once the initial database header detail is defined you can then enter the data item structure. The logging structure includes some fixed elements (1-7 below) but in most aspects, depends on the items you wish to monitor the changes in values for. A typical structure could be:

No	Item Name	Type	Description
1	ORDER-REF	X (16)	Holds the Order Reference log generated for.
2	ENTRY-NO	N	Holds the Entry No log generated for
3	LOG-ADD-BY	X (6)	Holds the User Id who created the log entry
4	LOG-ADD-ON	E	Holds the date the log entry created
5	LOG-ADD-AT	N	Holds the time the log entry created
6	ACTION	X (4)	Holds the program parameter the log entry created under
7	ADD/CHG/DEL	X (1)	Holds A/C/D depending on whether the log entry created under a add, change or delete action.
11	STATUS-WAS	X (1)	
12	STOCK-WAS	X (30)	
13	QTY-WAS	K / L / M	
14	PRICE-WAS	K / L / M	
15	DISC-WAS	K / L	
16	ORDER-WAS	K / L	
21	STATUS-NOW	X (1)	
22	STOCK-NOW	X (30)	
23	QTY-NOW	K / L / M	
24	PRICE-NOW	K / L / M	
25	DISC-NOW	K / L	
26	ORDER-NOW	K / L	
33	QTY-CHG	* (+D23 -D13)	
34	PRICE-CHG	* (+D24 -D14)	
35	DISC-CHG	* (+D25 -D15)	
36	ORDER-CHG	* (+D26 -D16)	

Item	Data-Item-Name	Type	Text-Size	Rec-Size	Details
33	QTY-CHG	*	16	0	+ D23 - D13
34	PRICE-CHG	*	16	0	+ D24 - D14
35	DISC-CHG	*	16	0	+ D25 - D15
36	ORDER-CHG	*	16	0	+ D26 - D16
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					

X-any max 64      Y-numbers max 8      E-year 2000 date      D-date      C-constant      T-table  
 \*-formulae      %-percent calc      F-forecast date      ?-Y/N      =-sub item      &-group  
 K-999,999.99      L-9999,999.999.99      M-99,999,999.9999      N-9999      J-9999,999,999.9999  
 R-99,999,999.9999999

F4-Select   F5-Insert   F6-Delete   Comp DEM

Once the mandatory data items have been added press the <ESC> key and choose 'Data Items are Complete'

Sales Order Change Log - Database Profile

Datafile Home Tools Edit Links

Ledger Enquiry Contacts Calculator Calendar Word List Utilities Stock Availability Spooled Reports Messaging

Record size in characters: 113

Records per 1024 byte block: 9

Prime-index dataname: [ ]

Secondary index (1): ORDER-REF

Secondary index (2): [ ]

Access by relative record number: Y

Number of records to be reserved: 100000

Are the above details Ok ?

Yes No Cancel

Comp DEM

**Prime Index Data name** – leave blank

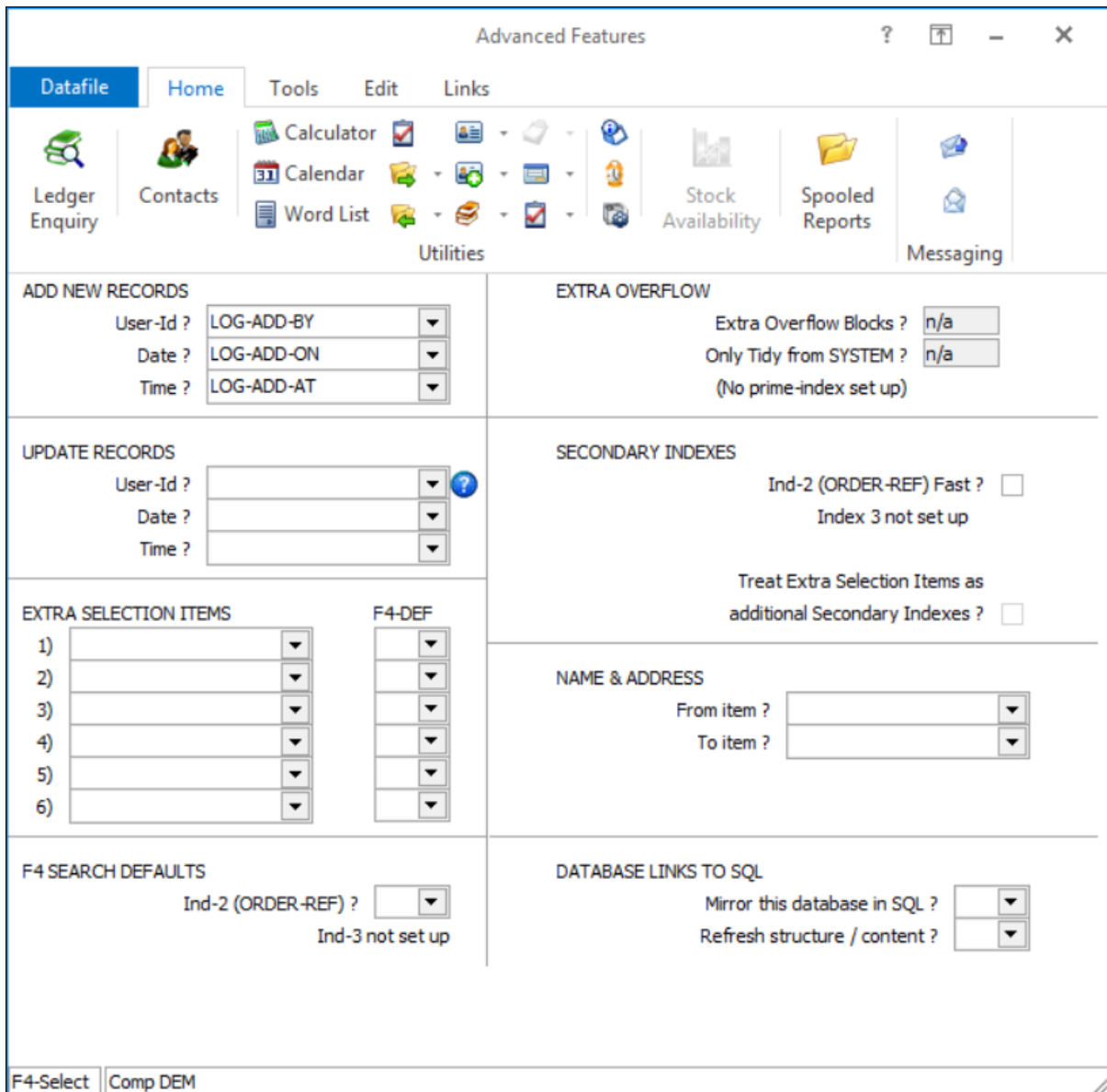
**Secondary Index 1/2** – you would typically select the Order Reference as the initial secondary index.

**Access by Record Number** – respond Y

**Number of Records to Reserve** – enter number of records required (typically we'd suggest 10000 as an initial value)

You will then be prompted to create the database – respond Yes – and then to Write the Database to disk – again respond Yes.

**Apply Advanced Features to this Database** – respond Y to this option, advanced features need to be applied to record the user-id, date and time.



Reference the 'Add New Records' user-id, date and time items, other items can be set as required.

Application User Facilities

Once the database has been created you need to configure Sales / Purchase Order Processing to maintain the log database. Select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Choose the required **Order Processing** application and then select **Enter/Amend Orders** and **Advanced Input Facilities** and **Change Logging**.



**Log Database Pathname** – enter the path/filename for the log database.

**Check for Change in Detail Items** – nominate the detail data items to generate a log entry on change of value of – these would typically be the items nominated above but could also, for example, include cost values or other key items you wish to monitor.

For Currency systems you would typically nominate the currency equivalents of price / detail value even if reporting / analysis is primarily on the base currency – if revaluing orders though you should include the base price item to detect changes arising due to revaluation.

**Log Detail – Add/Change/Delete** – typically set all three items.

The next prompts ask you to reference the 'fixed' structure items for the log file record.

**Log: Order Ref**

**Log: Entry No**

**Log: User Id**

**Log: Date**

**Log: Time**

**Log: Action**

**Log: Det-Action**

Reference to the appropriate data items.

The screenshot shows the 'Change Logging (2/2)' window with the following data:

Copy OLD Detail Items to Log		Copy NEW Detail Items to Log		Copy Header Items to Log	
From-Detail	To-Log	From-Detail	To-Log	From-Header	To-Log
3	11	3	21	0	0
6	12	6	22	0	0
7	13	7	23	0	0
9	14	9	24	0	0
11	15	11	25	0	0
14	16	14	26	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

At the bottom of the window, there are buttons for 'Action', 'Opt-1', 'Opt-2', 'Save', 'Abandon', and 'Close'. The status bar at the bottom left shows 'F4-Select' and 'Comp DEM'.

The second screen asks you to define up to fifteen copy items for the Old or 'Was' items, fifteen copy items for the new or 'now' items and also allows up to fifteen copy items from the order header for extra analysis (this could include the order header status, customer account, etc.)

# Chapter 3

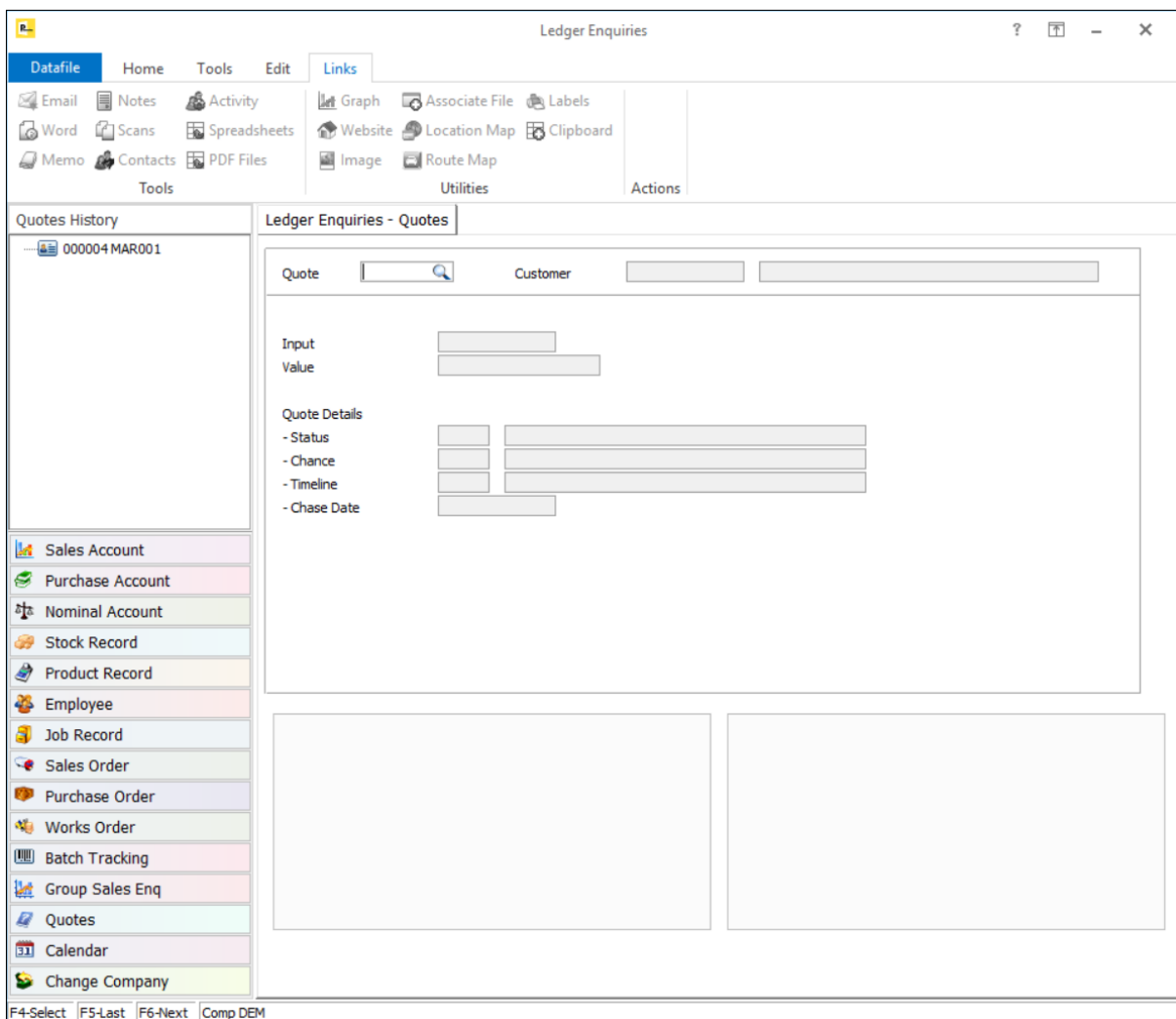
## System Features

### Ledger Enquiry

#### User-Definable Ledger Enquiry Applications

*Datafile 2018 Only*

Initially introduced in Release 6.2, this feature expanded the Ledger Enquiry tool to allow up to two user-definable applications to be created that can be accessed via the <Alt>+<L>. These applications could be based on a ProFiler application (such as the Fixed Asset Register perhaps) or allow additional enquiry options for the likes of Batch Tracking or a linked Sales Order application in another company (e.g. a Quotes set-up). For Datafile 2018 the number of allowed user applications has been expanded to four.



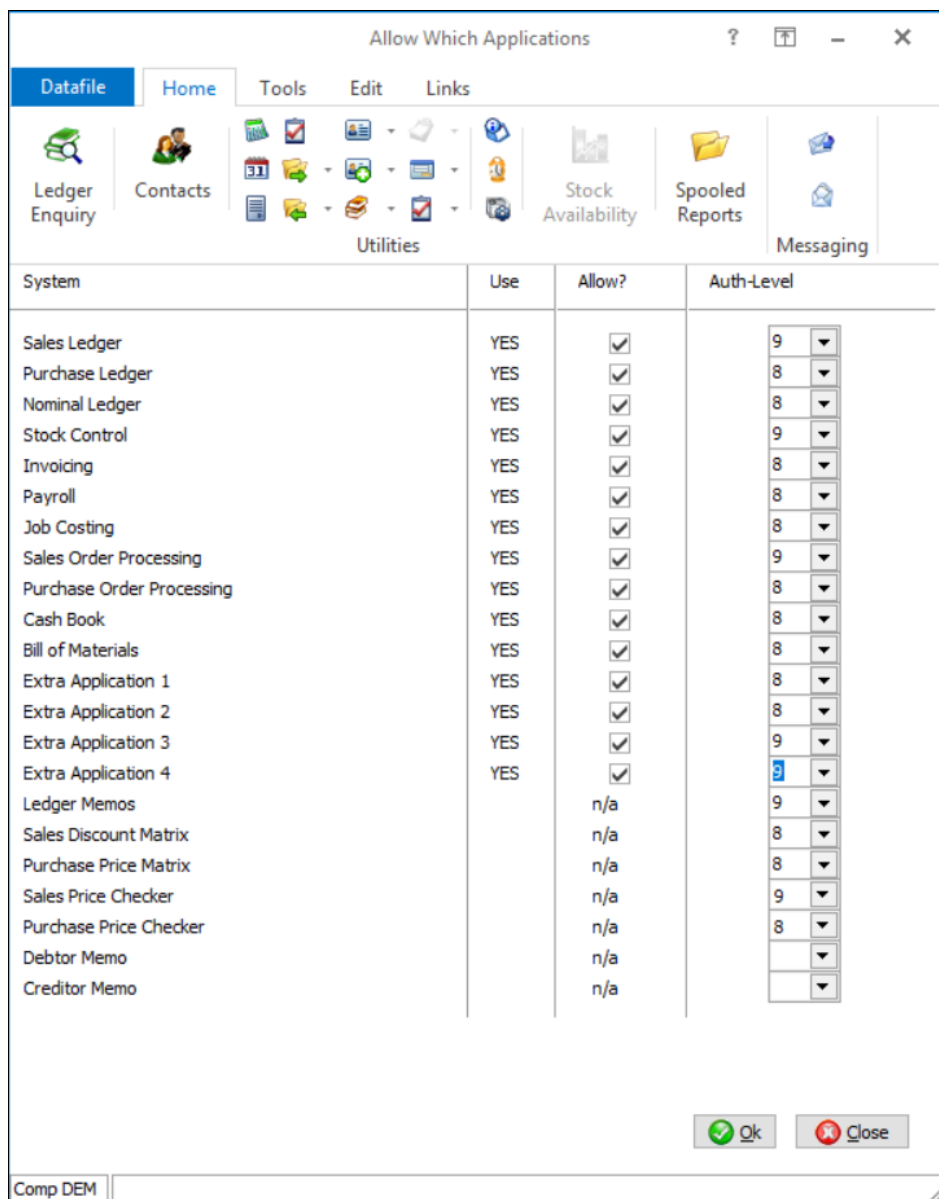
As with the standard applications the CRM, Utilities and Action panel options are available, the Action options configurable to launch options such as ProFiler maintenance screens, etc.

## Installation

### Ledger Enquiry Manager

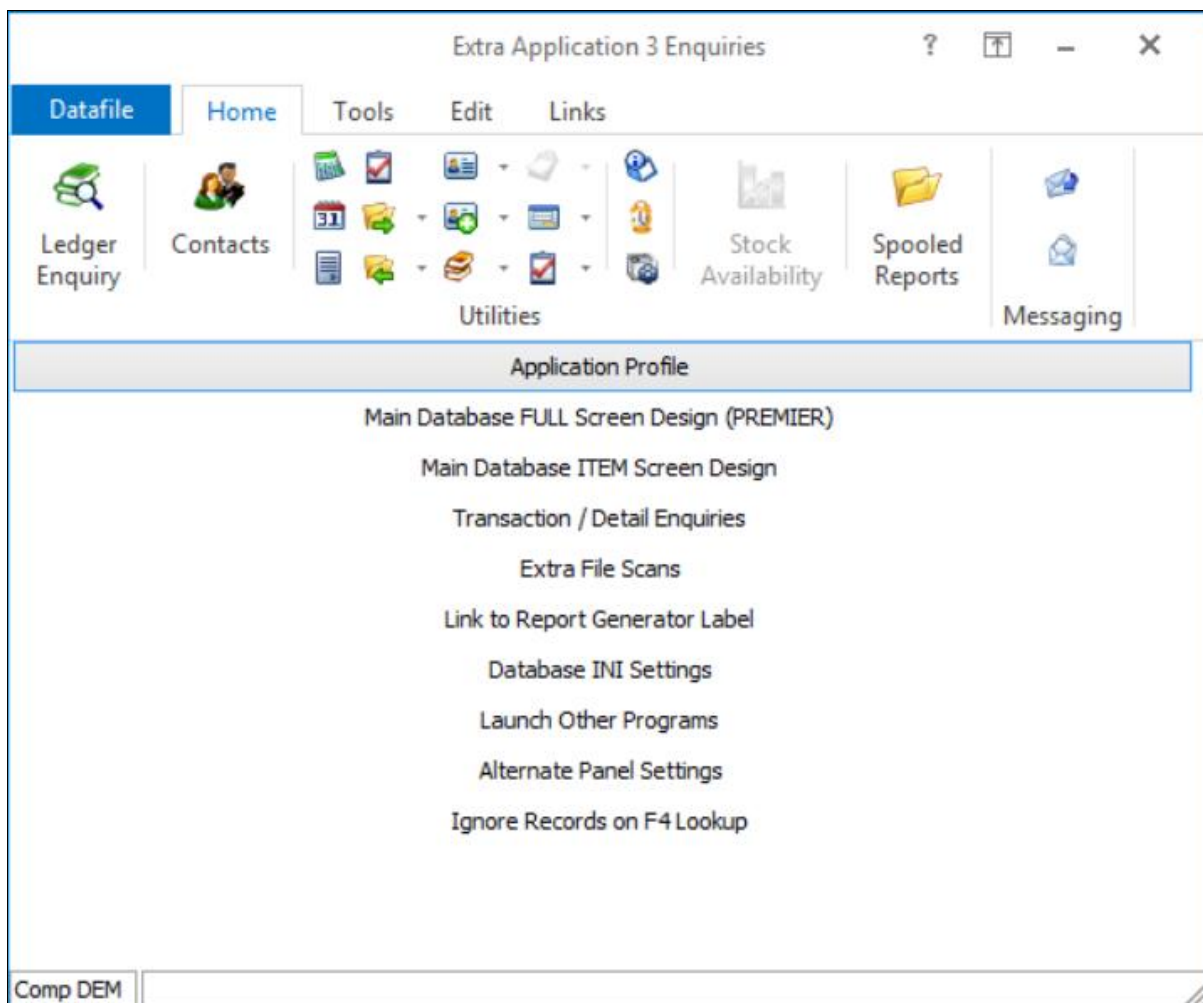
The new application options are configured via the Ledger Enquiry Manager.

From the main menu select **Installation** followed by **Ledger Enquiry Manager**. The first action is to mark the extra applications as 'allowed' and to set authority levels for access, this is achieved via the option **Applications Allowed**.



Each application for enquiry is listed and you have the option to allow the enquiry and set the authority level for enquiry. To enable Extra Applications 3/4, set to allow and confirm the authority level (0-9 where 0 is the highest authority level and 9 the lowest)

To configure the databases to be enquired upon and the links between them, an extra parameter screen 'Application Profile' has been added to the **Enquiries Configuration** options for the extra applications to define these items.



Selecting 'Application Profile' allows you to define the databases to be enquired and the links between them.

Application Profile

Menu Title: Quotes      Application Id: SP

Master Database Title: Quotes

Path Name: DEM-SOH.DFD

Code Format: 999999

F4 Select Item 1	ORDER-REF	6	ORDER-VALUE
2	STATUS	7	
3	DATE-INPUT	8	
4	ACCOUNT	9	
5	ACCOUNT-NAME	10	

F4 LIFO:

History Item: ACCOUNT

1st Datafile Link: ACCOUNT      Application: Sales Ledger

2nd Datafile Link:      Application:

Action    Ok    Detail 1    Detail 2    Close

Comp DEM

**Menu Title** – enter the title to be displayed on the left-hand application menu within the Ledger Enquiry

**Application Id** – the CRM options Mail, Word, Notes and Scans can create/store files against the extra enquiry application. On standard applications, these are held in a folder XXUSER as a sub-folder off the MSWORD location (full path is MSWORD location + Company-ID + XXUSER), the extra applications don't have a pre-set id so you can set your own two characters here which will be used to create the folder where any associated files are stored.

If you enter an id that matches that of an application (SL – Sales Ledger, SP – Sales Order Processing etc.) you will be asked if you wish to copy the configuration from the existing application. Select as required.

**Master Database Title** – enter the title to be displayed in the main form header when enquiring on this database.

**Path Name** – enter the path/filename of the master database.

**Code Format** – enter the prime-index code format of the master database, i.e. AA9999, UUUUUUUU, etc.

**F4-Select Items** – select up to ten items from the master enquiry database to be listed when press <F4-Select> to enquire upon a record.

**F4 LIFO** – select whether F4 search results are to be listed in Last-In-First-Out order, if left blank records are listed in the FIFO order.

**History Item** –the system maintains a history of the last ten enquiry records in a panel on the top left of the enquiry screen. The history records the prime-indexes selected plus one other item, this option allows you to select this ‘other’ item.

**1<sup>st</sup>/2<sup>nd</sup> Datafile Link** – many application enquiries allow you to cross link to another enquiry, for example the sales order enquiry can link to the sales account enquiry on the order header and the stock enquiry when viewing order details. These options allow you to define a link to a standard application enquiry.

For each link, you define the data item which is the primary link field – the STOCK-CODE, the ACCOUNT-CODE etc – and then the application to link to. Note that the links allowed are currently restricted to those master links already allowed on other enquiries (so master links are restricted to either the sales/purchase ledger (not both) or the stock enquiry).

Once the Master enquiry definition is set you can select the DETAIL-1 and DETAIL-2 buttons at the foot of the screen to define up to two detail databases to view.

The screenshot shows a configuration window titled "1st Detail Database". The fields are as follows:

- Detail Database Title: Quote Details
- Path Name: DEM-SOD.DFD
- Short Name: Details
- Master Code Item: ORDER-REF
- First Detail Pointer: FIRST-ENTRY
- Next Detail Pointer: NEXT-DET
- Prev Detail Pointer: (empty)
- 1st Datafile Link Item: STOCK
- 2nd Datafile Link Item: (empty)
- Application: Stock Control
- Application: (empty)

Buttons at the bottom right: Ok, Close.

Both Detail configuration screens are identical and prompt for:

**Detail Database Title** – enter the title to be used in the form header when listing records from the database.

**Pathname** – enter the path/filename of the detail database

**Short Name** – enter a short title for the detail database that is to be used as the button title on the main enquiry form.

**Master Code Item** – enter the item on the detail database that holds the main code item (i.e. on the batch transaction database the main code will be the batch-code item). This option is mandatory. This item would usually be a secondary index on the detail file (and must be a secondary index if details to be listed in LIFO order)

**First Detail Pointer** - if details to be listed in FIFO order, and a record pointer chain exists between the main file and the detail file, reference here the main file item here that contains the record number of the first detail record. Leave blank if intending to list details in LIFO order.

**Next Detail Pointer** – reference here the detail database item that holds the record number of the next detail record for the main enquiry record. Leave blank if listing in LIFO order or not using the pointer chain.

**Prev Detail Pointer** – standard application databases do not generally maintain a previous pointer link although ProFiler can do so. If a previous pointer record number exists this can be referenced here otherwise leave blank.

**1<sup>st</sup> / 2<sup>nd</sup> Datafile Link** – as with the master enquiry you can configure a link to two of the standard application enquiries based on a data item on the detail database. Again, this is currently restricted to standard cross-application detail links, in this case Stock Control or Sales / Purchase Orders (not both orders)

---

The remaining options in the Enquiry Configuration for the Extra Application enquiries are as per the standard applications:

**Main Database FULL Screen Design** – if *Premier* this option allows you to define, using standard screen design tools, the details to be viewed from the main enquiry database. Up to four screens can be configured.

**Main Database ITEM Screen Design** – if *Diamond*, or a *Premier* user who doesn't wish to use the full screen design, then you can nominate up to thirty two items from the main database to be displayed (in two columns of sixteen items).

**Transaction / Detail Enquiries** – allows you to set the authority levels for access to the detail databases, the items from the detail database(s) to be listed, the display order and, if *Premier*, design the full VIEW enquiry screen for the detail database record.

**Extra File Scans** – set the authority level for access to the SCANS option within the CRM panel. If left blank the SCANS option is not allowed.



**Database INI Settings** – access the INI settings for the main database; this allows you to set authority levels required to view selected data items, to set any restrictions on item access to Microsoft Word or SQL (if in use) and to define any Database Alerts.

**Launch Other Programs** – allows you to define up to eight ‘actions’ that can be used to call other areas of the Datafile system. With the extra applications this is likely to be restricted to ProFiler screen options, remember the key link requirement is that the first input is the main code prime index value.

**Alternate Panel Settings** – as with the standard applications you can use this new Alternate Panel feature to control the display options for the left / right enquiry panels. See notes later in this manual for more details.

**Ignore Records on F4-Lookup** – allows you to hide records from view that don’t match filtered criteria.

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### Ledger Enquiry Menu “Icon”

When in the Ledger Enquiry each application has its own icon displayed before the menu title. To change this icon you need to be signed on as a ‘installer’ user such as SYSTEM and within the Ledger Enquiry right-click with the mouse in the history panel and choose ‘Change Icon’

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## Application Web Links

*Datafile 2018 Only*

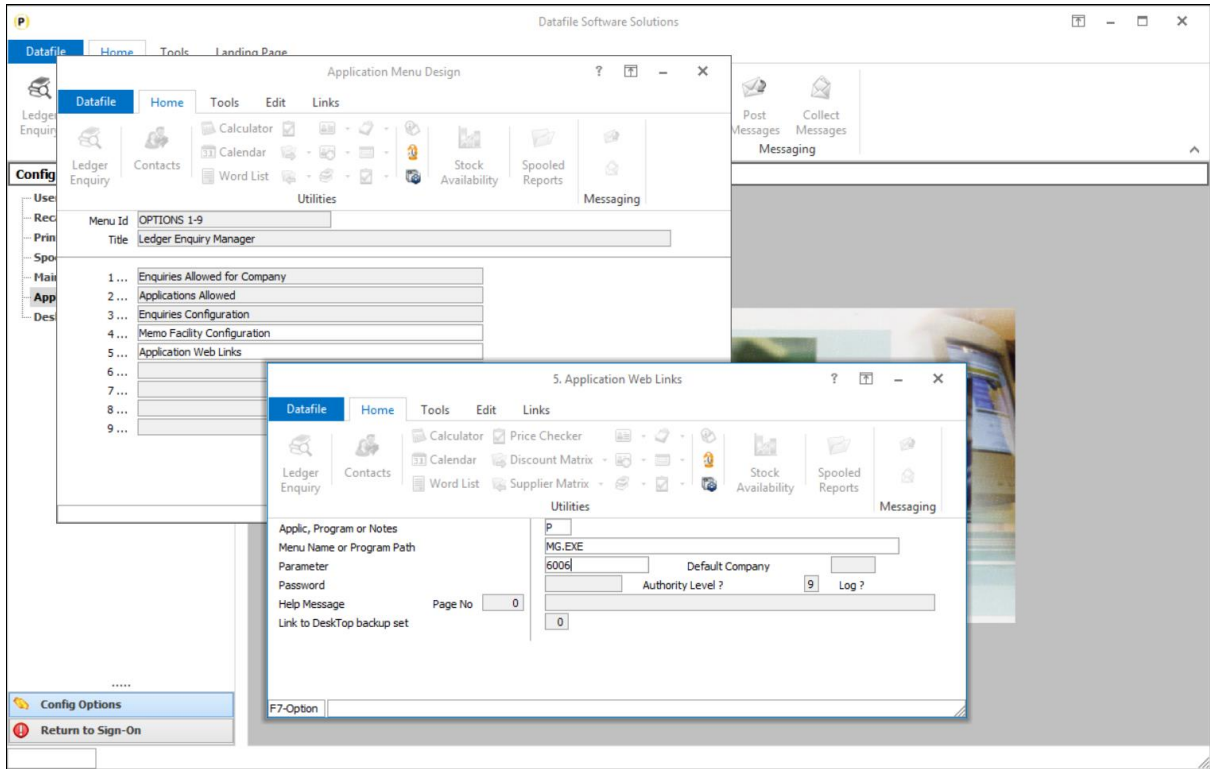
This new feature allows the ability to launch your web browser from the Ledger Enquiry passing a hyperlink populated with content from the current enquiry record.

This allows options such as linking to Experian/Risk Disk Business Credit Checking facility from a customer account record, linking to a web catalogue page for a stock item, or linking to delivery tracking tools from Sales and Purchase Order enquiries.

## Installation

### Menu Design

A new menu option has been added to the Ledger Enquiry Manager tools to define the Web Link configuration settings. To add this menu, sign on as the CONFIG user and select Application Menu Design and amend the MGLEDGER.D03



**App, Program or Notes – P-Program**

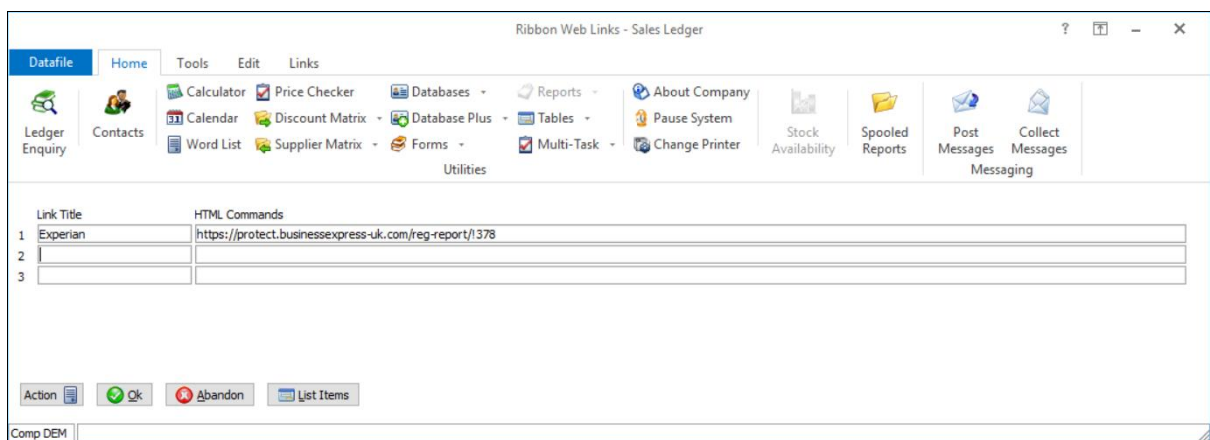
**Menu Name or Program Path – MG.EXE**

**Parameter – 6006**

Other options can be set as required.

Application Web Links

To define the web links select **Installation** from the main menu followed by **Ledger Enquiry Manager** and then **Application Web Links**. Select the required application to define links.



You can define up to three weblinks per application. For each application to set a **Link Title** and then define the web address.

To include the content of a data item within the web address you can specify the data item using '!nnn' (replacing nnn with the three-digit data item number).

The screenshot displays the 'Ledger Enquiries' window for account BAL001. The interface includes a ribbon with 'Links' and 'Utilities' sections, a left-hand navigation pane, and a main data entry area. The 'General' tab is active, showing the following details:

Account	BAL001	Stock Price No	1
Name	Baldwin Industries plc	VAT Code	S
Address	Unit 5, Light Ind. Estate Stopgate Lane Aintree, Liverpool Merseyside L9 6PY	EC Country	GB
Tel	0151 229 8190	VAT Reg No	
Fax	0151 229 8191	Credit Terms	D30
Email	Sales@Baldwin.co.uk	Credit Limit	10000.00
Website		A/C on Stop	
Contact	Miss M Greenwood	Line Disc%	0.00
Customer Analysis Code	1 Analysis 1	Sett Disc%	D0
		Sett Terms	0.00
		Turnover Per	4146.74
		Turnover YTD	4146.74
		Balance	4674.98
		Last Invoice	26/01/2015
		Last Payment	26/01/2015

At the bottom right, there is a red 3D cylinder icon with a callout box that reads 'Upto 90+ £4,674'. The bottom of the window features a toolbar with buttons for 'Action', 'Transactions', 'Invoices', 'Aged', 'Sales Orders', 'History', 'Another', 'Select', and 'Close'. The status bar at the very bottom shows 'F4-Select F9-Memo Comp DEM PgUp PgDn for Details'.

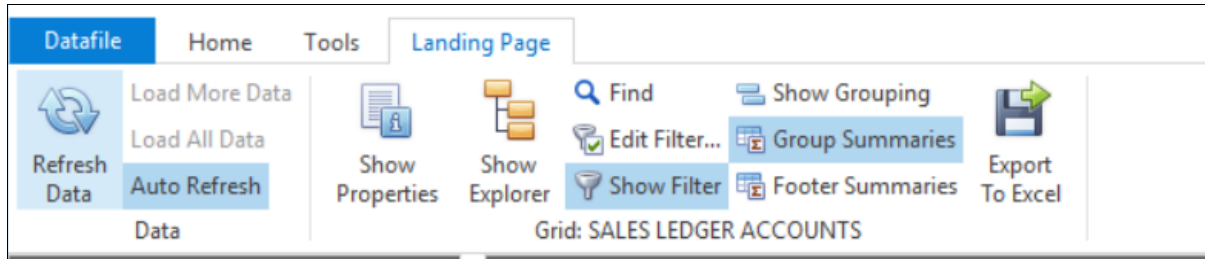
Once defined the weblinks are available on the Links Ribbon within the 'Utilities' section. Selecting the option launches your default web browser with the selected web address.

## Landing Pages

### Additional Options

*Datafile 2018 Only*

From Datafile 2018 a new Landing Page tab is available on the Datafile ribbon. This tab includes access to the filter, summary and properties of the landing page but also allows some additional features.

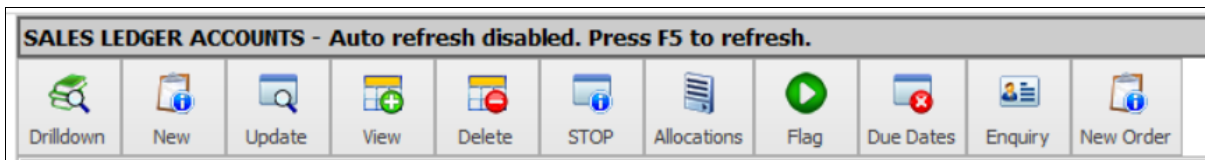


The new options available are:

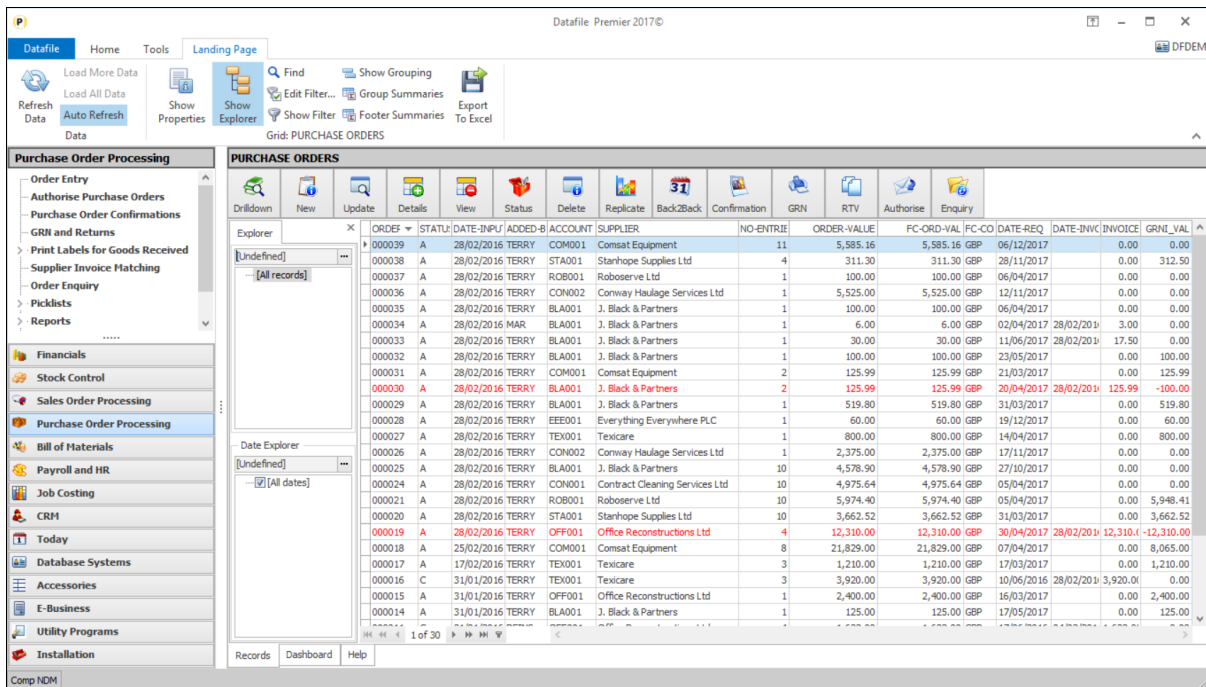
**Load More Data / Load All Data** – where the initial landing page content displays a restricted number of records, i.e. Sales Order Processing configured to list the last 1000 orders, then these options allow you to add the next block of records or add all records into the landing page.

**Auto Refresh / Refresh Data** – each time you select an application or return to an application the system checks the file to determine if data has changed and, if so, refreshes the data on the landing page. Landing Pages on the busier applications, particularly when filters are in use and the user is working on a sub-set of records may not need this refresh so often.

Deselecting the **Auto-Refresh** option so it is no longer highlighted will disable this auto-refresh. The system will still refresh the data the first time the landing page is used in a session but after that is under the manual control of the user who can select the **Refresh Data** option to refresh the data. Note that the system will highlight if the landing page has changed by including the comment that auto refresh is disabled and the user can press the F5 key to refresh.

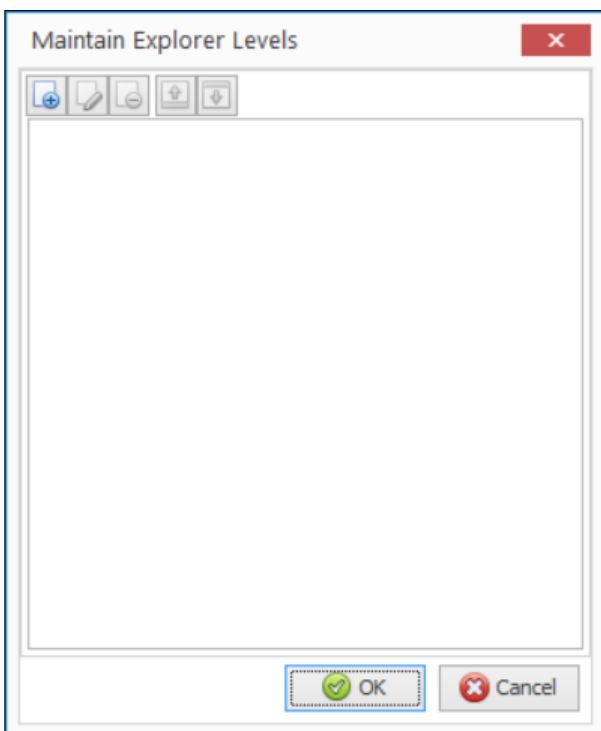


**Show Explorer** – data on landing page is often grouped, whether that group is the status/customer on the sales order page, the currency on an accounts page, the supplier on a stock page etc. This option displays a 'Explorer' view of the data that allows you to select these groups and list in the landing page the entries for those groups.

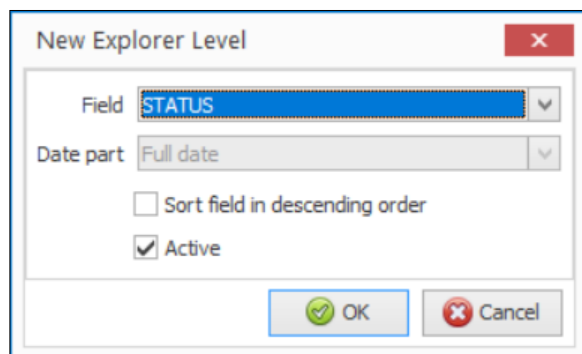


By default the system will display the explorer options for groups (text) and a date explorer. You can change the display to just the group or dates by right-clicking on the panels and choosing to show the main explorer or the date explorer only.

To add the groupings to the main explorer panel select the '...' button to the right of the 'undefined' marker.

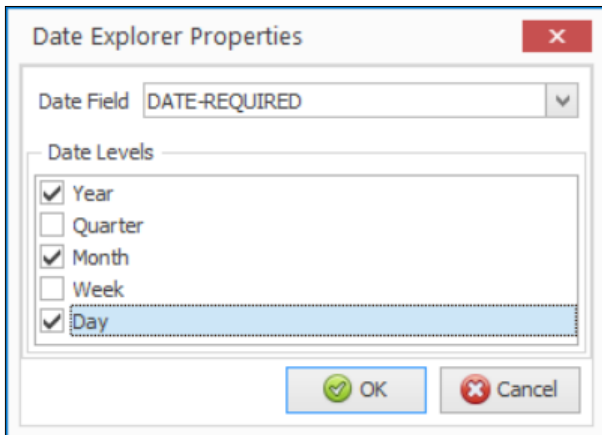
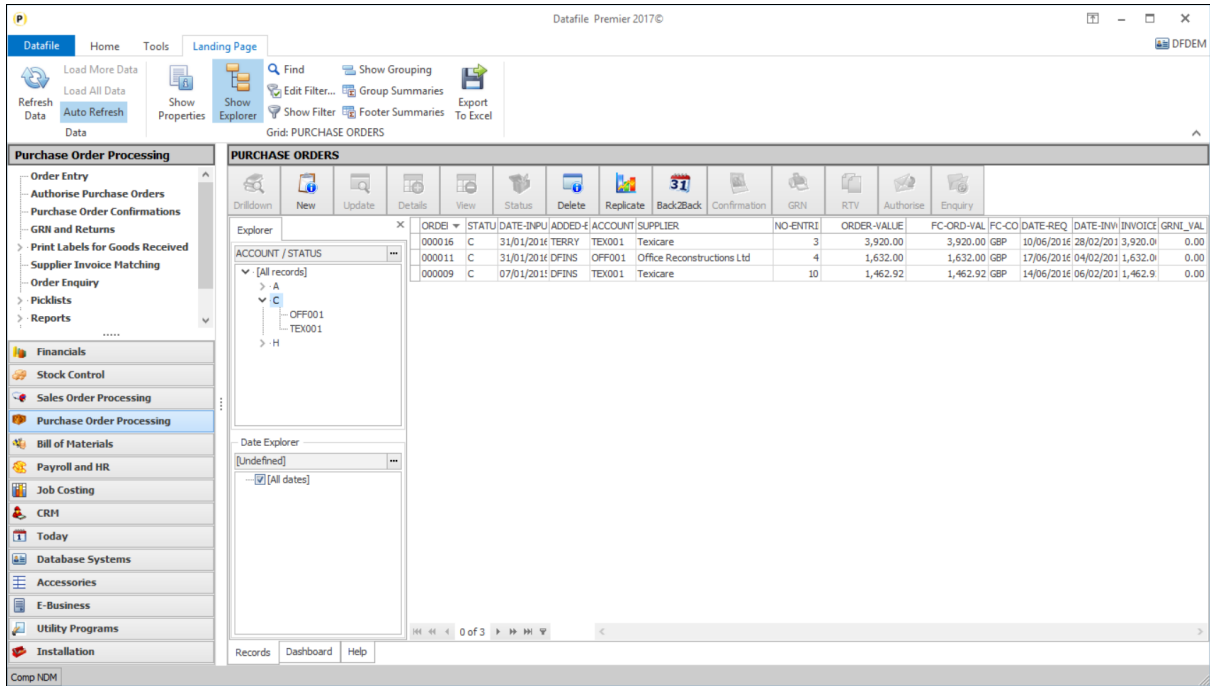


You can add a grouping by selecting the '+' icon on the form. This will list the text (and date) items defined as available for the landing page.



Select the data item required and set whether to sort the field in descending order (ascending order is the default, and that this is an active group. If you select a date item options allow you to group the date on week, month, quarter or year basis.

You can add multiple level items so that one group is nested within another.



As you select the different groups/categories on the explorer panel the system will filter the landing page to only match those entries selected.

The Date Filter option allows you to select a date and then define the grouping you wish to be available on the date explorer – select as required.

The screenshot displays the Datafile Premier 2017C interface. The main window shows a grid of 'PURCHASE ORDERS' with columns for ORDEI, STATU, DATE-INPUT, ADDED, ACCOUNT, SUPPLIER, NO-ENTRI, ORDER-VALUE, FC-ORD-VAL, FC-CO, DATE-REQ, DATE-INV, INVOIC, GRN\_VAL, and GRN\_VAL. The grid contains three rows of data. To the left, there is a navigation pane with categories like 'Purchase Order Processing', 'Financials', 'Stock Control', etc. Above the grid, there are several toolbars including 'Explorer', 'Date Explorer', and 'Grid'. The 'Date Explorer' shows a tree view of dates from June 2017 to December 2017, with checkboxes for each date.

ORDEI	STATU	DATE-INPUT	ADDED	ACCOUNT	SUPPLIER	NO-ENTRI	ORDER-VALUE	FC-ORD-VAL	FC-CO	DATE-REQ	DATE-INV	INVOIC	GRN_VAL	GRN_VAL
000038	A	28/02/2016	TERRY	STA001	Starhope Supplies Ltd	4	311.30	311.30	GBP	28/11/2017			0.00	312.50
000036	A	28/02/2016	TERRY	CON002	Conway Haulage Services Ltd	1	5,525.00	5,525.00	GBP	12/11/2017			0.00	0.00
000026	A	28/02/2016	TERRY	CON002	Conway Haulage Services Ltd	1	2,375.00	2,375.00	GBP	17/11/2017			0.00	0.00
000025	A	28/02/2016	TERRY	BLA001	J. Black & Partners	10	4,578.90	4,578.90	GBP	27/10/2017			0.00	0.00

The Date Explorer allows tick boxes against each group/date for filtering the records. The date explorer also works in conjunction with the main explorer.

**Export to Excel** – the Export to Excel function exports the current grid records to an Excel Workbook. Only available for users with an authority level that matches that which allows the reports to be output to excel (defined within the CONFIG sign on option **Spooling Specification**) this option, when selected, asks for an Excel filename to be created and then creates and opens the spreadsheet.

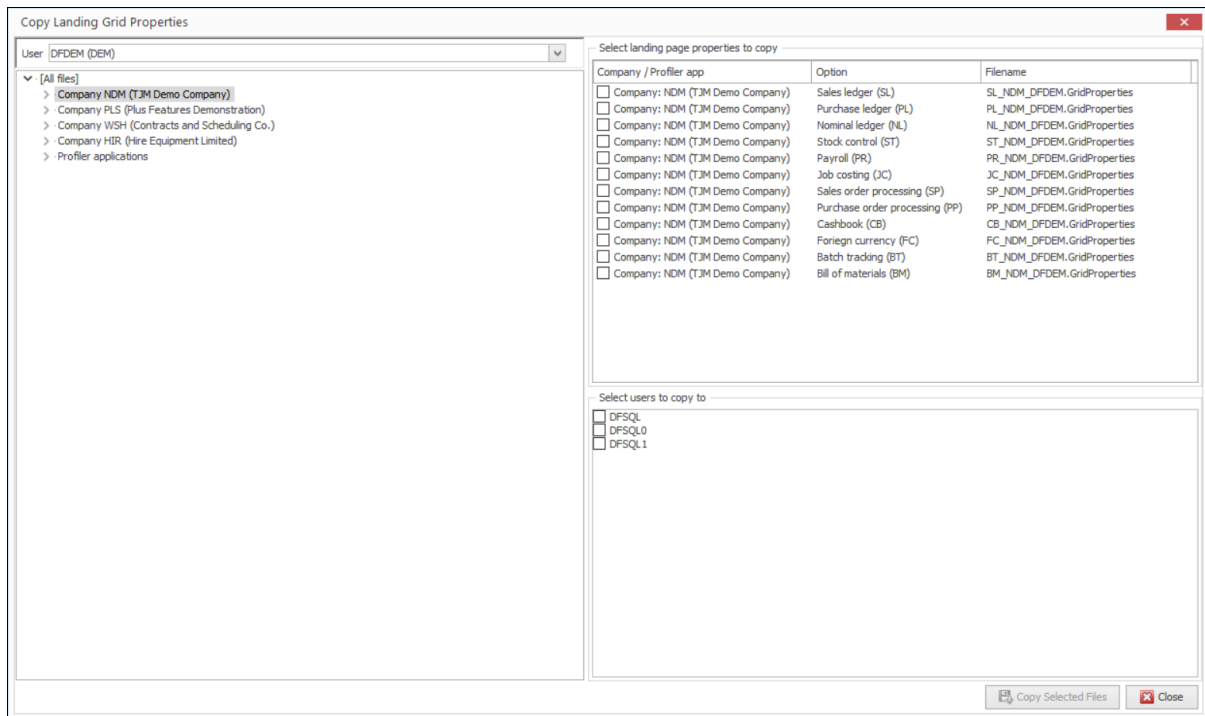
## Copy Configuration between Users

*Datafile 2018 Only*

With the increased flexibility of landing pages – allowing users to sort and group data, filter content and to include their own data items – then a desirable requirement is to copy the configuration from one user to a new user, or to existing users needing similar settings, and avoid the necessity for re-configuration.

A new feature has been added to the Landing Page Setup pages, for both the standard applications and ProFiler, to copy the landing pages to other users.

On the first landing page, a new option has been added to 'Copy Landing Pages' selecting this option displays the landing pages defined for the current user.



The screen is divided into three sections.

On the left, you select the user and, if the Data Visualisations accessory is in use, whether to copy the standard or visualisation landing pages, before showing the companies and profiler applications for which landing pages have been defined for the selected user.

On the top right, you can select the individual landing pages you wish to copy. On the bottom right, you can select the users you wish to copy these landing pages to.

Once selected choose the 'Copy Selected Files' button to copy the landing page setup.

## Data Visualisations

This new application, available for Datafile 2018 only, builds on the Landing Pages facilities to allow a tabbed view of the application data with different filter criteria, and allows various charting and analysis views against each 'record set'.

## Multiple Record Sets

The existing Landing Page function allows for one 'record set' or view of the data. This new facility allows you to create multiple views of the data with different filters.



**SALES ORDER HEADER FILE**

Drilldown New Update Details View Status Delete Replicate Call Off Acknowledge Delivery Invoice Enquiry

All Active Orders Quotes On HOLD My Orders My Quotes Shipping This Week

ORDER-REF	STATUS	DATE-INPUT	ADDED-BY	ACCOUNT	CUSTOMER	CUST-REF	ORDER-VALUE	FC-ORD-VAL	FC-CODE	DATE-REQ
000132	A	28/02/2016	TERRY	BAL001	Baldwin Industries PLC	PO1234	400.00	400.00	GBP	30/11/2017
000131	H	28/02/2016	TERRY	BOI001	Boeing Inc.	1002011/A	4,684.96	7,261.70	USD	14/02/2017
000130	A	28/02/2016	TERRY	BOI001	Boeing Inc.	1002011/A	4,684.96	7,261.70	USD	14/02/2017
000129	H	28/02/2016	TERRY	ALS050	Alstom AG	PO-654326	76.92	100.00	EUR	15/10/2017
000128	Q	28/02/2016	TERRY	OUT001	Outlook Manufacturing Limited	.	2,750.00	2,750.00	GBP	16/10/2017
000127	A	28/02/2016	TERRY	OUT001	Outlook Manufacturing Limited	A55988	2,371.00	2,371.00	GBP	29/11/2017
000126	A	28/02/2016	TERRY	CMS001	CMS Products Limited	556112	745.94	745.94	GBP	17/12/2017
000125	A	28/02/2016	TERRY	BAL001	Baldwin Industries PLC	665533	599.88	599.88	GBP	24/11/2017
000124	H	28/02/2016	TERRY	BOI001	Boeing Inc.	PO09876	64.53	100.01	USD	30/11/2017
000123	A	28/02/2016	TERRY	BAL001	Baldwin Industries PLC	PO098765	48.00	48.00	GBP	28/11/2017
000122	Q	28/02/2016	TERRY	LJM001	Limestone IT Supplies Limited	.	48.00	48.00	GBP	11/10/2017
000121	A	28/02/2016	TERRY	BAL001	Baldwin Industries PLC	EMAIL-01/0	48.00	48.00	GBP	13/12/2017
000120	A	28/02/2016	TERRY	DIR001	Direct Supplies Limited	EMAIL-01/0	499.90	499.90	GBP	23/11/2017
000119	H	28/02/2016	TERRY	ALS050	Alstom AG	EMAIL-01/0	2,750.00	3,575.00	EUR	07/08/2017
000118	H	28/02/2016	TERRY	ALS050	Alstom AG	EMAIL	38,461.54	50,000.00	EUR	16/08/2016
000117	H	28/02/2016	TERRY	DAT001	Dataman Computers	PO-5432	17,475.00	17,475.00	GBP	31/01/2016
000114	H	28/02/2016	DEM	ALS050	Alstom AG	PO05432	576.92	750.00	EUR	31/08/2017
000113	Q	28/02/2016	TERRY	ACM001	A1 Materials Limited	.	440.00	440.00	GBP	30/06/2017
000111	C	28/02/2016	TERRY	DAT001	Dataman Computers	PO-56432	30.00	30.00	GBP	31/07/2017
000110	H	01/02/2016	TERRY	ALS050	Alstom AG	65432E	76.73	99.75	EUR	17/06/2017
000109	C	28/02/2016	MAR	BAL001	Baldwin Industries PLC	POI/65432	95.00	95.00	GBP	31/05/2017
000108	A	28/02/2016	MAR	BAL001	Baldwin Industries PLC	252525	8,000.00	8,000.00	GBP	30/03/2017
000104	A	28/02/2016	MAR	AXP001	Axpect Limited	PO098765	199.96	199.96	GBP	31/05/2017
000102	H	28/02/2016	TERRY	ALS050	Alstom AG	PO98765	153.85	200.00	EUR	12/07/2017
000101	A	28/02/2016	TERRY	BOI001	Boeing Inc.	PO09876	64.53	100.01	USD	31/03/2017

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Recordset Order Analysis

Here the Sales Order Processing application has been configured to display multiple record sets allowing users to swap between views and quickly access the required data.

In addition to the 'All' tab, further tabs have been created to show just the active orders, just the quotes, just the orders on hold and so on. The record sets you create are up to you.

**SALES ORDER HEADER FILE**

Drilldown New Update Details View Status Delete Replicate Call Off Acknowledge Delivery Invoice Enquiry

All Active Orders Quotes On HOLD My Orders My Quotes Shipping This Week

ORDER-REF	STATUS	DATE-INPUT	ADDED-BY	ACCOUNT	CUSTOMER	CUST-REF	ORDER-VALUE	FC-ORD-VAL	FC-CODE	DATE-REQ
000132	A	28/02/2016	TERRY	BAL001	Baldwin Industries PLC	PO1234	400.00	400.00	GBP	30/11/2017
000130	A	28/02/2016	TERRY	BOI001	Boeing Inc.	1002011/A	4,684.96	7,261.70	USD	14/02/2017
000127	A	28/02/2016	TERRY	OUT001	Outlook Manufacturing Limited	A55988	2,371.00	2,371.00	GBP	29/11/2017
000125	A	28/02/2016	TERRY	CMS001	CMS Products Limited	556112	745.94	745.94	GBP	17/12/2017
000123	A	28/02/2016	TERRY	BAL001	Baldwin Industries PLC	PO098765	48.00	48.00	GBP	28/11/2017
000121	A	28/02/2016	TERRY	BAL001	Baldwin Industries PLC	EMAIL-01/0	48.00	48.00	GBP	13/12/2017
000120	A	28/02/2016	TERRY	DIR001	Direct Supplies Limited	EMAIL-01/0	499.90	499.90	GBP	23/11/2017
000108	A	28/02/2016	MAR	BAL001	Baldwin Industries PLC	252525	8,000.00	8,000.00	GBP	30/03/2017
000104	A	28/02/2016	MAR	AXP001	Axpect Limited	PO098765	199.96	199.96	GBP	31/05/2017
000101	A	28/02/2016	TERRY	BOI001	Boeing Inc.	PO09876	64.53	100.01	USD	31/03/2017
000099	A	28/02/2016	TERRY	ALS050	Alstom AG	76543	76.92	100.00	EUR	27/04/2017
000097	A	28/02/2016	TERRY	AXP001	Axpect Limited	PO05432	96.03	96.03	GBP	30/03/2017
000095	A	28/02/2016	TERRY	MAR002	Marlon Machines	VERBAL-DAV	96.00	96.00	GBP	31/03/2017
000094	A	28/02/2016	TERRY	AXP001	Axpect Limited	PO-543	92.00	92.00	GBP	11/04/2017
000092	A	28/02/2016	TERRY	DIR001	Direct Supplies Limited	PO-VERBAL	85.00	85.00	GBP	16/06/2017
000090	A	28/02/2016	TERRY	BAL001	Baldwin Industries PLC	PO-098765	549.95	549.95	GBP	28/11/2017
000088	A	28/02/2016	TERRY	DAT001	Dataman Computers	PO-654321	4,800.00	4,800.00	GBP	01/12/2017
000087	A	28/02/2016	TERRY	WAL001	Walton Street Motor Company	PO055543	50,000.00	50,000.00	GBP	24/11/2017
000080	A	28/02/2016	TERRY	KAR002	Karlslake Office Supplies	99882211	1,952.00	1,952.00	GBP	28/06/2017
000078	A	28/02/2016	TERRY	KAR001	Karl's Electrical Supplies	PO054321	4,800.00	4,800.00	GBP	23/12/2017
000077	A	28/02/2016	TERRY	RAI001	Baldwin Industries PLC	P-4711	100.00	100.00	GBP	26/05/2017

Latest: 28/02/2016

Total: 168,150.43      Total: 174,315.58      Latest: 23/12/2017

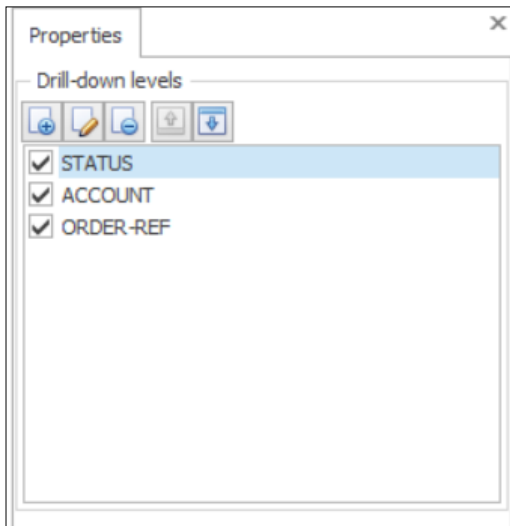
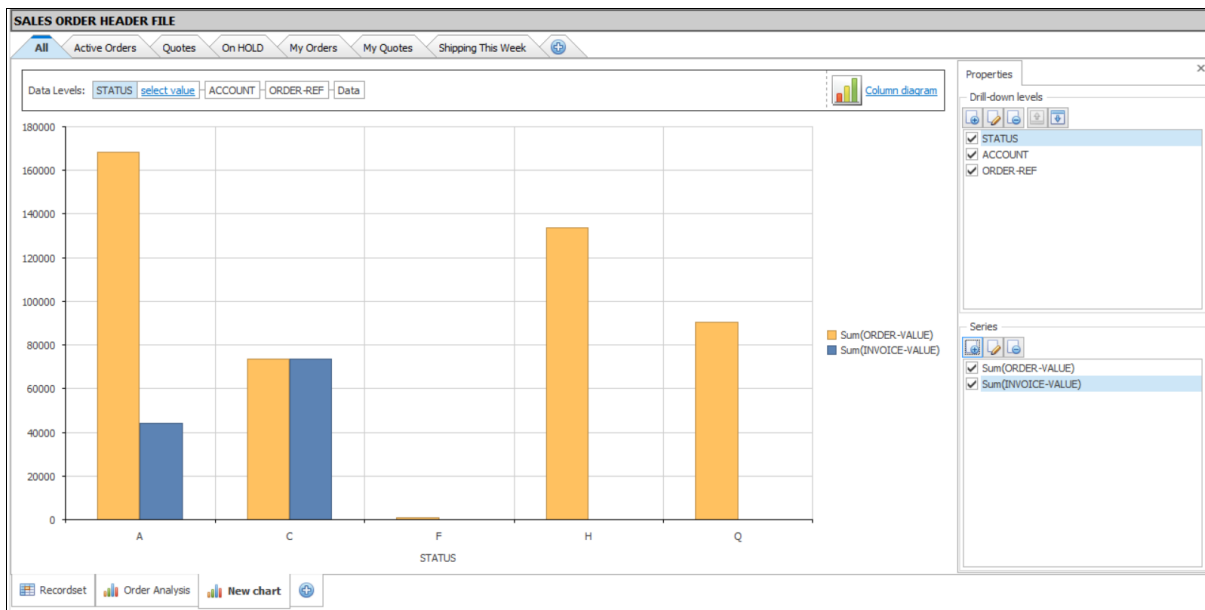
Each application has a main data 'set' – these are the records selected based on any selection criteria and record limits defined within the Landing Page setup. Each record set or tabbed view is based on this data with additional filters defined to restrict the records displayed to the key data required for that view.

To create a new record set you can select the '+' tab or select the 'New Record Set' option on the Landing Page ribbon. This will create a new 'tab' using the default data items / sort order defined within the Landing Page setup. You can rename the view by double-clicking the title or use the rename option on the ribbon.

Once the record set has been created the usual landing page functionality is available to apply filters, apply colour highlight rules, change the sort order or data items displayed.

## Charts

Against each record set you can create 'Chart' views. Each Chart view allows for multiple levels of an on-screen drill down. The records analysed in each chart set are based on the filters for that record set.



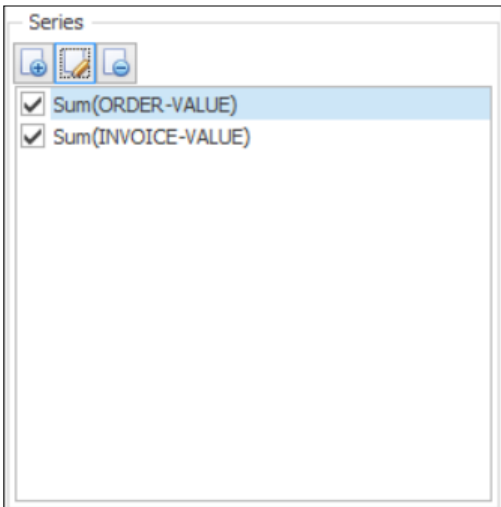
Here a chart view has been created for the Sales Orders – the initial view is based on the order status, from here you can click on a column in the bar chart and drill-down to see the breakdown by account and from there to the individual orders.

To create a new chart click the '+' icon on the tabs at the bottom of the screen and select to create a new chart or click the 'New Chart' option on the Landing Page ribbon. A default chart is created for you using the key field (typically prime-index) and the first value item – click the 'Show Properties' option to amend the drill-down levels and the series values.

To create a new drill-down level click the first icon – you will be prompted for the data item. Select as required – the items available are those defined within the 'Define Extra Fields to Load' options in the Landing Page setup.

If you select a 'date' data item (E-type) you have additional options to control how the date is analysed – the full date, day of the week, week, month and so on.

You can edit a level by highlight and clicking the edit (second) icon, you can remove a level by highlighting and clicking the delete (third) icon. You can also change the order of the drill-down levels by highlighting the entry and using the up/down icons.

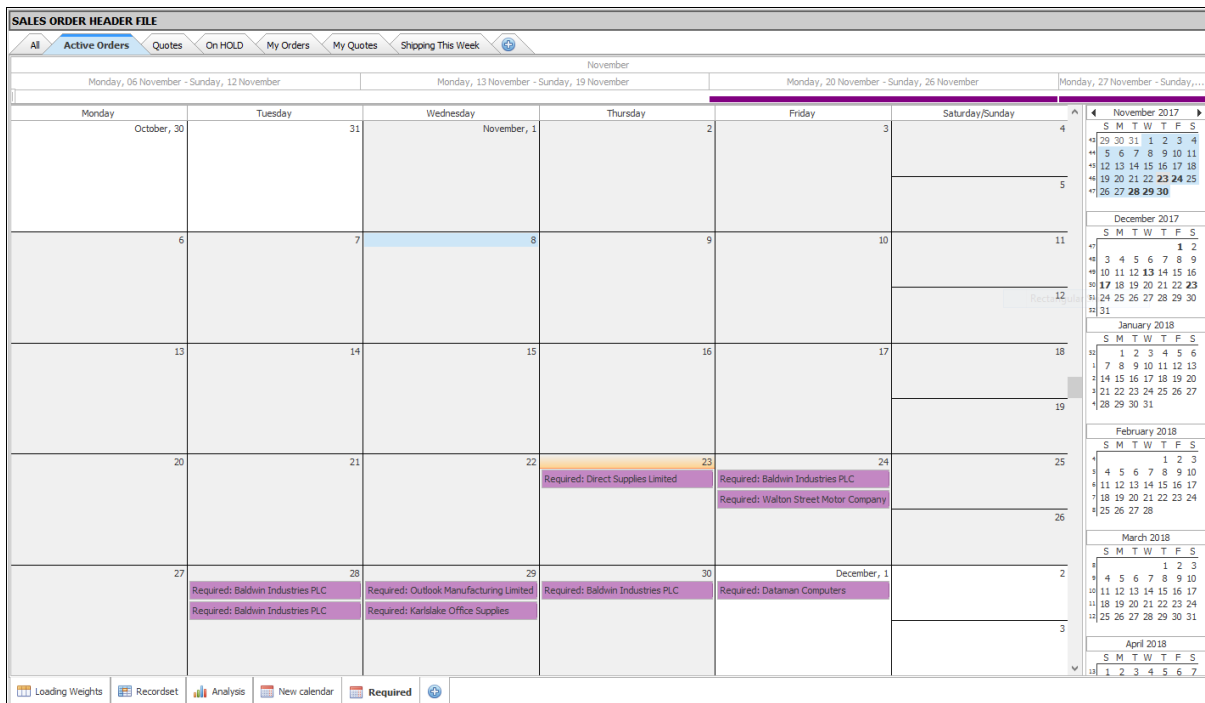


To create a value to be analysed select the new (first) icon. Select the value data item and whether the value is to be a sum, count, average or show the minimum or maximum value.

You can also create a series analysis of the selected value data item based on a date item – displaying the values by day, week, month etc.

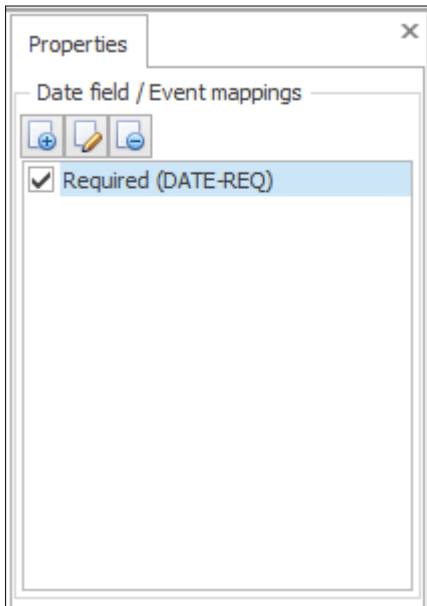
## Calendar

Against each record set you can create a calendar view. This can be viewed as an Agenda, Weekly, Monthly, Half Year or Full Year format. You can optionally drag/drop the events and edit the underlying data.

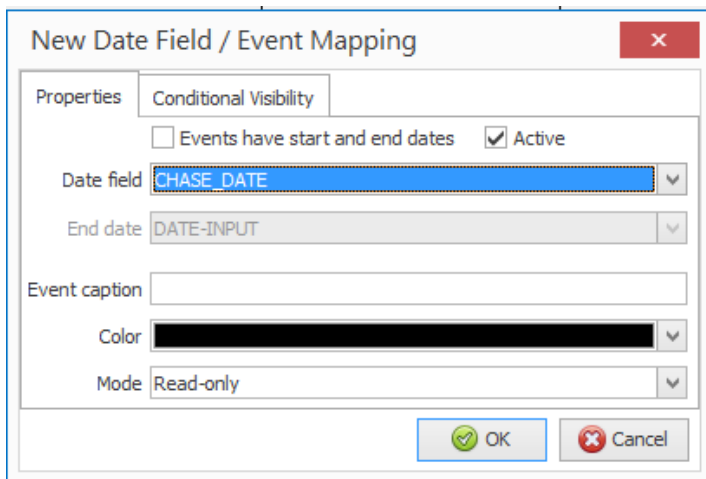


Here a calendar view has been created on a record set for 'Active Orders' in Sales Order Processing showing the 'Date Required' for the orders.

To create a new calendar click the '+' icon on the tabs at the bottom of the screen and select to create a new calendar or click the 'New Calendar' option on the Landing Page ribbon. The default view is Monthly – click the 'Show Properties' option to select the date items to display.



To choose a date for display select the new option (first icon) and a pop-up form will be displayed to allow configuration of the date settings.



**Events Have Start and End Dates** – set if required, otherwise leave blank.

**Active** – set to show this item within the calendar view.

**Date Field** – select the date data item to view (only E-type dates are allowed for selection)

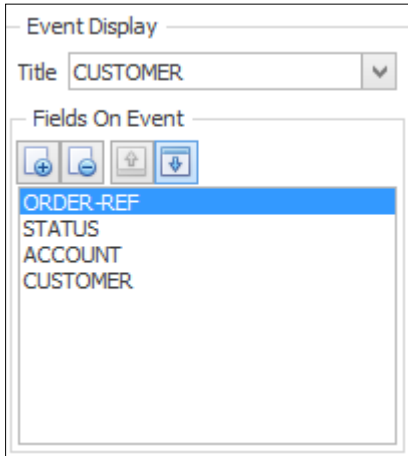
**End Date** – select the date as appropriate.

**Event Caption** – set the label to display on the calendar (i.e. 'Required' or 'Chase' etc.)

**Colour** – set the colour the event is to display in.

**Mode** – set whether the calendar event is to be read-only (cannot drag within the calendar), confirm edits (a pop-up form is displayed to OK if drag/drop event, or editable (allows move of the event).

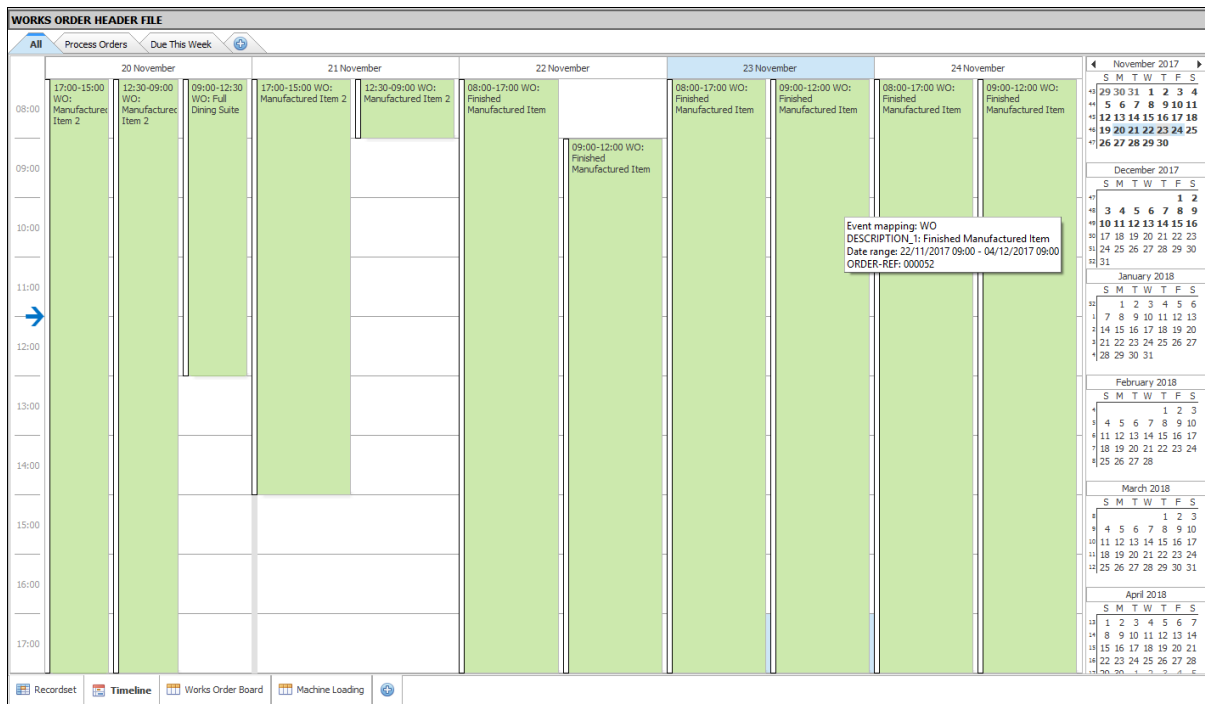
**Conditional Visibility** – this tab allows you to omit display of an event subject to criteria. The criteria are formula based so only numeric / Boolean items can be tested.



The **Event Display** properties allow you to select a data item for display on the calendar page (title) plus data items to view as a 'highlight' when the mouse hovers over the event, and when drag/drop an event that is to be 'confirmed'.

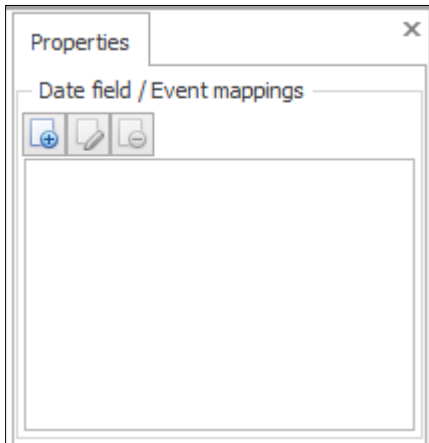
## Timeline

Against each record set you can create a Timeline view. The Timeline view is like the Calendar except that it requires start dates and end dates and has an optional time entry parameter.



Here a timeline view has been created on a record set for Works Order Processing

To create a new timeline, click the '+' icon on the tabs at the bottom of the screen and select to create a new timeline or click the 'New Timeline' option on the Landing Page ribbon. The default view is the Days in the Week timeline – click the 'Show Properties' option to select the date items to display.



To choose a date for display select the new option (first icon) and a pop-up form will be displayed to allow configuration of the date settings.

**Active** – set to show this item within the view.

**Start Date** – select the date data item to view (only E-type dates are allowed for selection)

**End Date** – select the date as appropriate.

**Events Have Start and End Times** – set if recording event times.

**Start time** – select the time data item (N-type) for start time.

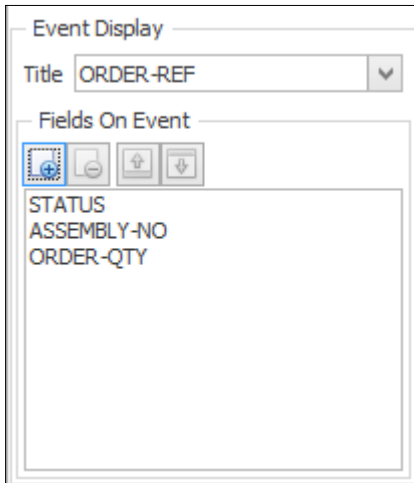
**End Time** – select the time data item for the end time.

**Event Caption** – set the label to display on the calendar (i.e. 'W/O' etc.)

**Colour** – set the colour the event is to display in.

**Mode** – set whether the calendar event is to be read-only (cannot drag within the calendar), confirm edits (a pop-up form is displayed to OK if drag/drop event, or editable (allows move of the event)).

**Conditional Visibility** – this tab allows you to omit display of an event subject to criteria. The criteria are formula based so only numeric / Boolean items can be tested.



The **Event Display** properties allow you to select a data item for display on the calendar page (title) plus data items to view as a 'highlight' when the mouse hovers over the event, and when drag/drop an event that is to be 'confirmed'.

One of the functions for the timeline is to restrict the view to the working day. By default, this is Monday-to-Friday and 09:00-17:00. You can amend this by selecting the record set and choose the 'Advanced Properties' tab on the properties of the record set.

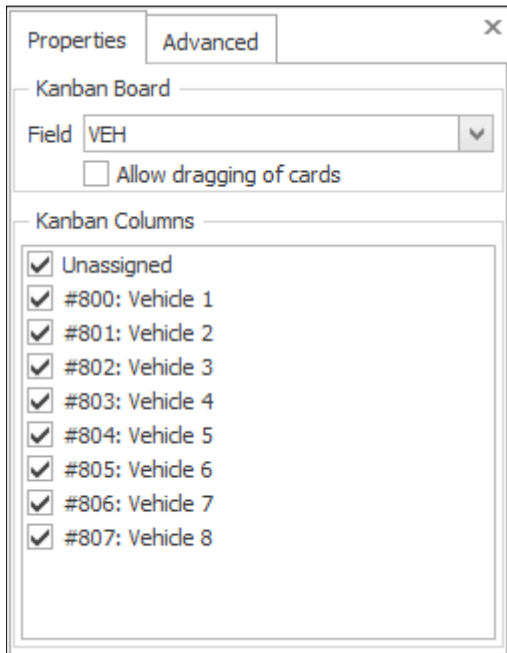
## Kanban View

Against each record set you can create a Kanban view. This allows for the categorisation of records to be shown in a card view, totals can be displayed and drag/drop will recategorize and update the totals.

SALES ORDER HEADER FILE					
All Active Orders Quotes On HOLD My Orders My Quotes Shipping Today					
Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5	Vehicle 6
<b>CUSTOMER: Baldwin Industries PLC</b> ORDER-REF: 000123 STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: BAL001 CUSTOMER: Baldwin Industries PLC CUST-REF: PO098765 ORDER-VALUE: 48.00 WEIGHT_KG: 42.00	<b>CUSTOMER: CMS Products Limited</b> ORDER-REF: 000126 STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: CMS001 CUSTOMER: CMS Products Limited CUST-REF: 556112 ORDER-VALUE: 745.94 WEIGHT_KG: 96.00	<b>CUSTOMER: Walton Street Motor Company</b> ORDER-REF: 000087 STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: WAL001 CUSTOMER: Walton Street Motor Company CUST-REF: PO035543 ORDER-VALUE: 50000.00 WEIGHT_KG: 0.00	<b>CUSTOMER: Karl's Electrical Supplies</b> ORDER-REF: 000078 STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: KAR001 CUSTOMER: Karl's Electrical Supplies CUST-REF: PO054321 ORDER-VALUE: 4800.00 WEIGHT_KG: 4200.00	<b>CUSTOMER: Dataman Computers</b> ORDER-REF: 000088 STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: DAT001 CUSTOMER: Dataman Computers CUST-REF: PO-654321 ORDER-VALUE: 4800.00 WEIGHT_KG: 3430.00	<b>CUSTOMER: Kar</b> ORDER-REF: 000088 STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: KAR001 CUSTOMER: Kar CUST-REF: PO-654321 ORDER-VALUE: 4800.00 WEIGHT_KG: 4200.00
<b>CUSTOMER: Outlook Manufacturing Limited</b> ORDER-REF: 000127 STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: OUT001 CUSTOMER: Outlook Manufacturing Limited CUST-REF: A55988 ORDER-VALUE: 2371.00 WEIGHT_KG: 44.50	<b>CUSTOMER: Baldwin Industries PLC</b> ORDER-REF: 000132 STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: BAL001 CUSTOMER: Baldwin Industries PLC CUST-REF: PO1234 ORDER-VALUE: 400.00 WEIGHT_KG: 350.00	<b>CUSTOMER: Baldwin Industries PLC</b> ORDER-REF: 000090 STATUS: A DATE-INPUT: 28/02/2016 ACCOUNT: BAL001 CUSTOMER: Baldwin Industries PLC CUST-REF: PO-098765 ORDER-VALUE: 549.95 WEIGHT_KG: 375.00			
Weight: 1600.00	Weight: 1602.00	Weight: 1604.00	Weight: 803.00	Weight: 804.00	Weight: 805.00

Here a Kanban view has been created on a record set for Sales Order Processing

To create a new view click the '+' icon on the tabs at the bottom of the screen and select to create a new Kanban or click the 'New Kanban' option on the Landing Page ribbon. Click the 'Show Properties' option to configure the display.

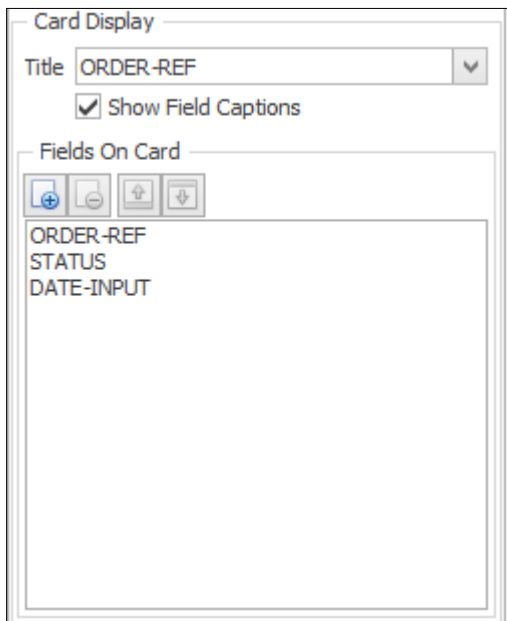


**Properties**

**Field** – select the table data item that is used for the category views.

**Allow Dragging of Cards** – set to allow the user to change the category (table analysis value) from the chart view.

**Kanban Columns** – this lists the table values defined for this item, tick the columns to be displayed.



**Card Display**

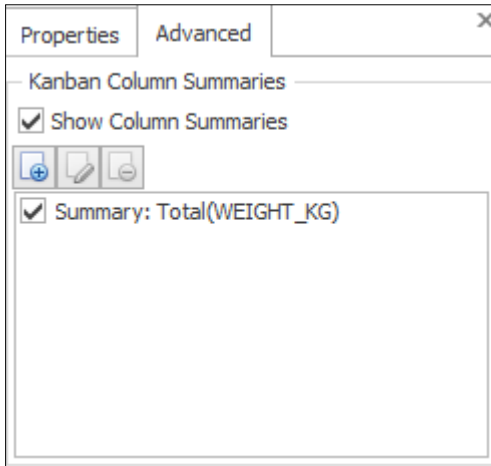
**Title** – select the data item to use as the title.

**Show Field Captions** – set to show field names as well as values, leave blank for just the values.

**Fields On Card** – select the data items to be displayed on the Kanban card.

The Advanced Tab allows you to define the column totals and the sort order.

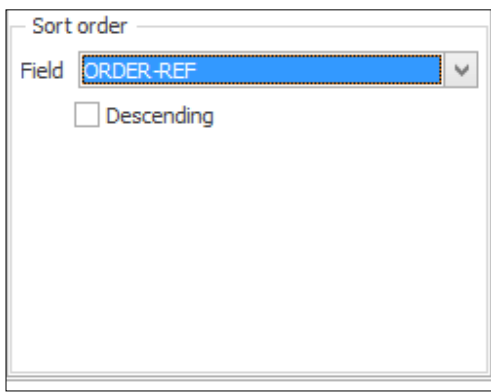




### Kanban Column Summaries

**Show Column Summaries** – set to enable the display of totals on the Kanban view.

**Summary Items** - To add a summary item select the new total option (first icon) and set the Title, whether the item is active, the data item to total and the summary type (total, average, range).



### Sort Order

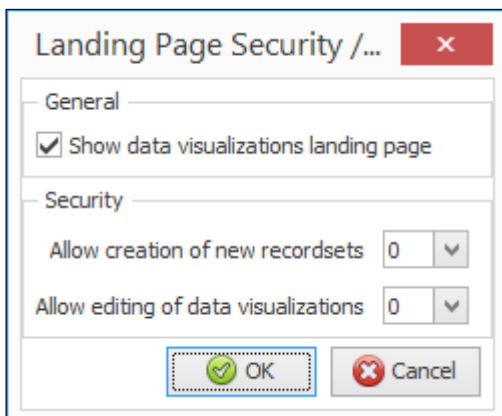
**Field** - select the data item to sort the cards within. Sort Order is ascending by default, set the descending flag if required.

## Installation

The Data Visualisation tools are available immediately on installation of licence file that supports the application. Once installed the 'Landing Page' setup option contains additional items to control authority levels.

### Landing Page Setup

On the first page of the Landing Page setup parameters is the option button 'Security / Configuration', selecting this option shows a pop-up form to set the authority levels.



**Show Data Visualisation Landing Page** – set by default, switch this option off to use the standard landing page functionality.

**Allow Creation of New Record Sets** – set the authority level required for the user to be able to create a new record set.

**Allow Editing of Data Visualisations** – set the authority level required for the user to be able to create new charge views and edit existing view properties.

In addition, the data items available within the **Define Extra Fields to Load** property control the data items that are available for inclusion on the chart views.

## General System Options

### Password Security

Each Datafile user has the option for a password when they log-on. This password can be any length from 0 to 10 characters. This password is then retained indefinitely (until it is changed).

This new feature allows additional settings for password control including options to force a strong password, minimum password lengths and so on. To enable these settings additional features have been added to the MASTER / General Multi-User Options.

The screenshot shows the 'General Multi-User Options' dialog box with the following settings:

- User-Id visible when signing on to System ?
- Allow Select key to list users ?
- Omit entry of Password if blank ?
- Allow Users to change own Password ?
- Sign-On attempts restriction (0=none) ?
- Force Strong Password ?
- Minimum Password Length ?
- Force change of Password every how many days ?
- Prevent repeat Password in how many changes ?
- Allow User Sign-On re-Start facility ?
- Application Password restriction (0=none) ?
- Prompt User Password for authority checks ?
- Disable "Change User Password" for Slave ?
- Time delay factor for file lock re-try ?
- Pause pick-lists after every "n" records ?
- Omit pick-list limit on F4-select ?
- Apply logging (LOG.DAT in DFCOMP location) ?
- Pause system if idle for "n" minutes ?
- or Exit Datafile ?
- Allow multi-tasking ?
- Save Enquiry History for All Users ?
- User password for PDF files ?
- Master password override ?

**Force Strong Password** – set this option so that passwords must contain a letter (A-Z), a number (0-9) and a symbol character (! @ for example).

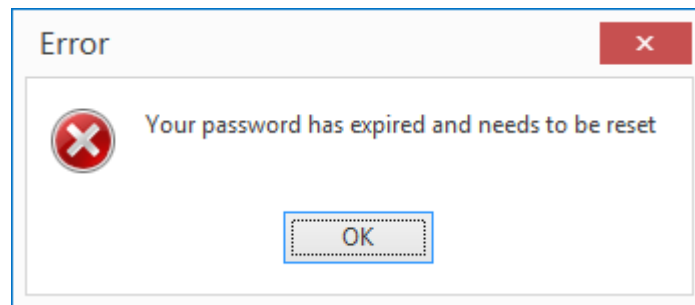
**Minimum Password Length** – leave at zero to allow any password length, otherwise set from 1 to 10 to enforce a minimum length. Note if enforcing a strong password, the minimum length should be at least three.

**Force Change of Password Every How Many Days** – leave at zero to not enforce a change of password otherwise set number from 1 to 365.

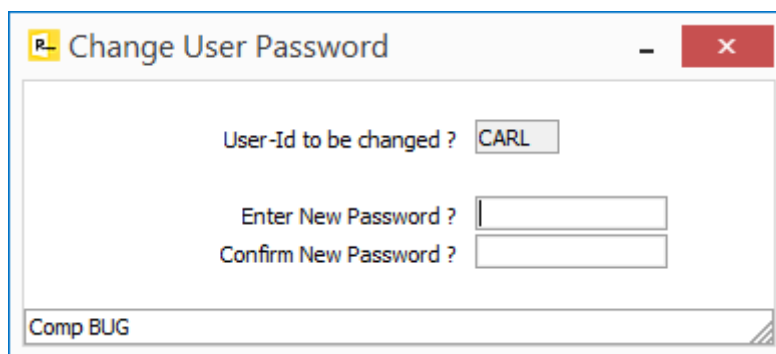
**Prevent Repeat Password in How Many Changes** – set to zero to allow the password to be reset the same each time, otherwise set number from 1 to 15 to prevent re-use in that number of changes.

In addition to the above we would recommend that the pre-existing option **Allow Users to Change Own Password** is enabled.

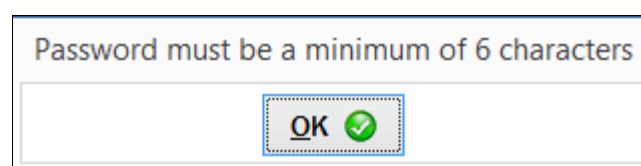
When you log on and your password has expired you will be warned

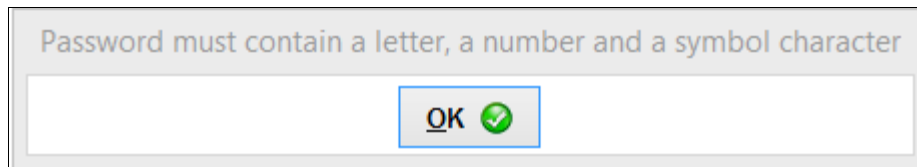


Selecting OK will either return you to the menu (if Allow Users to Change Own Password is not enabled) or take you into screen to enter a new password.



The system will validate for length, content and re-use before accepting the password and then return you to the sign-on screen to sign on with user-id and new password.





If the option to allow change of password is not enabled the system will warn and return you to the sign-on and will need to go to their 'manager' so it can be reset via the MASTER / List of User IDs option.

## Word Wrap in Multi-Line Text Inputs

*Datafile 2018 Only*

Often in Datafile you will have a series of consecutive text input items which flow content from one line to another – stock descriptions, additional notes in Order Processing, etc. As these items are entered and edited you must keep an eye on screen so that can press <Enter> to move to next line where appropriate which can be difficult with a variable pitch font.

This new feature, available for any 'designed' screen, allows you to combine these items as one 'memo' item on screen for editing

The screenshot shows a software window titled "Maintain Stock File - Update". The window has a menu bar with "Datafile", "Home", "Tools", "Edit", and "Links". Below the menu bar are several toolbars: "Tools" (Email, Notes, Spreadsheets, Word, Scans, PDF Files, Memo, Contacts), "Utilities" (Graph, Website, Image, Associate File, Location Map, Route Map, Labels, Clipboard), and "Enquiries" (Transactions, Sales Orders, Purchase Orders, Enquiry). The main form area is divided into several sections:

- Stock Code:** CH0169
- Description:** Clark's Patent Leather Shoes
- Issue Unit:** PAIR
- VAT Code:** S
- Non-Stock:** N
- EC VAT:** C
- Cost Price:** 5.95 Per 0
- Price 1:** 10.99 Per 0
- Price 2:** 11.99
- Price 3:** 11.45
- Price 4:** 12.20
- Price 5:** 13.99
- Physical:** 15.00
- Reserved:** 3.00
- On Order:** 0.00
- Free Stock:** 12.00
- Sales Analysis:** 2
- Sales Nominal:** 001
- Purchase Analysis:** 3
- Purchase Nominal:** 101
- Minimum Stock:** 10.00
- Ideal Buy Qty:** 101.00
- Est Usage:** 0.00
- Supplier:** ROB001
- Lead Time:** 15
- Last TX:**
- Last Sale:**
- Last Purchase:**
- Period Demand:** 0.00
- YTD Demand:** 0.00

At the bottom of the window, there are buttons for "Action", "Save", "Abandon", "Next", and "Close". The status bar at the very bottom shows "F8-Zoom", "F9-Memo", and "Comp DEM".

When defined the multi-line memo inputs display as one block into which you can type the required content. The system will word-wrap automatically for you as you enter each line. The text is displayed in a fixed pitched font for ease of editing and to show the text that is saved into the individual items.

When editing if there is any existing content then this will be highlighted – pressing <Enter> at this point will move to the next item. To edit click the arrow keys or use the mouse to position the cursor – you are always entering text in 'insert' mode. Once editing the content of a memo <Enter> inserts a line or moves to next if at end of content, <Enter> on the last line will move to the next item.

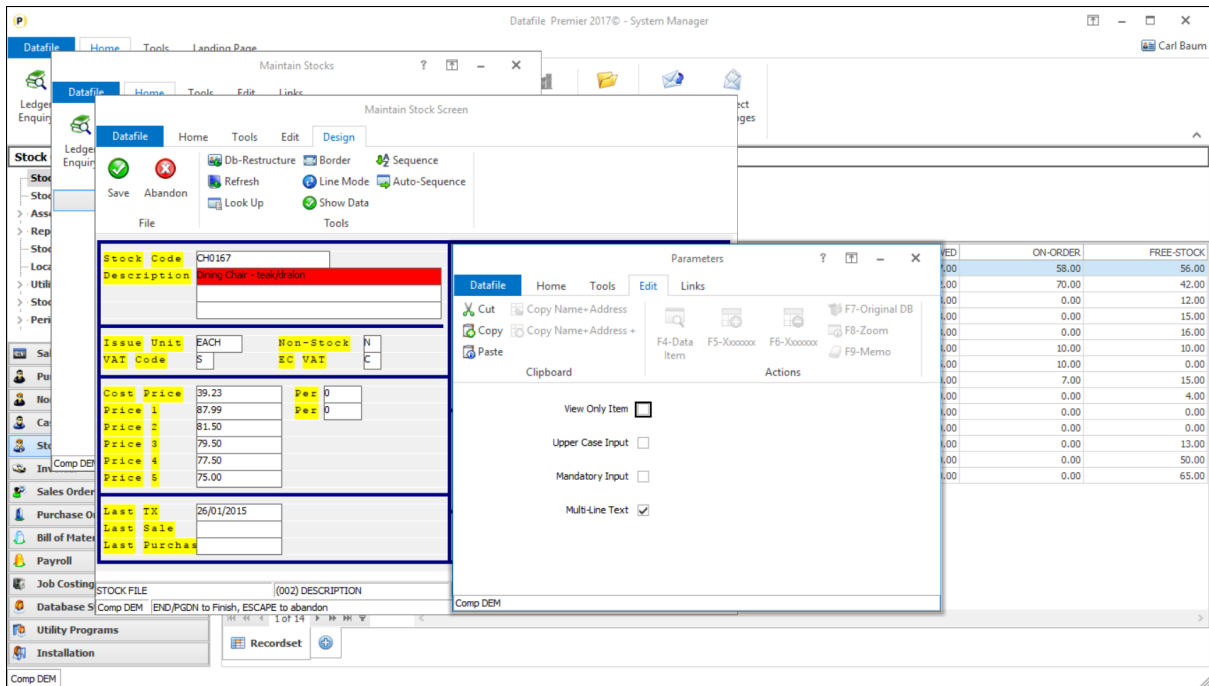
The maximum size of content is controlled by the size of the data items grouped. If the text overflows the system will beep and flash the memo border in red – you can't leave this item until there is no overflow.

**System Screens** – in addition to the 'designed' screens there are options in the Invoicer, Order Processing and Bill of Materials applications that allow entry of multiple lines of description/text – for example the Description inputs in Invoicer or the Extra Text inputs in Order Processing and Bill of Materials. New parameter options have been added to allow these inputs to be configured for continuous 'memo' entry.

## Installation

### Screen Design

Within the screen design your continuous entry block needs to be displayed so that they follow in input sequence and are positioned to start in same column and one line after another. Each item also needs to be same type and size.



Against each item in the block right-click and set the properties that it is a multi-line text input.

For the **View Only** and **Upper-Case** properties setting this for the first input in the memo applies equally to all lines in the memo input. The **Mandatory** Input applies of each individual line – so can set for first line but optionally leave the second and subsequent lines in the memo for optional input.

Invoicer Documents – Invoicer allows for description text to be entered across up to 20 lines of 46 characters each. These are entered by default on separate lines. Parameter Screen 3 of the document ‘User Defined Column Entries’ allows a parameter to ‘**Show Lines as Memo**’ – setting this option configures the description input as a continuous ‘memo’ entry.

Sales Order Processing / Purchase Order Processing / Bill of Materials – all three applications allow for extra text ‘blocks’ to be entered on the order header and the order detail. In addition, for the order detail the ‘description’ items can be combined with the extra text for a bigger stock description.

A new parameter ‘**Show Descriptions / Text as Memo**’ – has been added to the Optional Features (screen 5 for SOP / POP, screen 1 for BOM) that will combine the description/extra text inputs for continuous memo entry.

This option primarily applies for the TEXT option on the detail entry bar menu (and the text options within the documents, if configured to allow editing of the extra text).

**Order Detail Entry** - If the description corresponds to the first two lines of the extra text in the Database Profiles for SOP/POP/BOM then if editing in Detail Pick mode the description and extra text will be shown as a continuous memo. If the extra text range is separate to the description entry then you end the first line of description as normal and then a pop-up form will display the extra text in continuous memo entry. For full screen entry, similar controls apply if the extra text inputs are not displayed on screen.

## Pre-Defined Criteria - \$USER for Current User Id

*Datafile 2018 Only*

When setting up reports, pick lists or landing pages it can be useful to restrict the records listed to those for which the user is the “owner”. You could allow the user to amend the criteria and set their own user-id, or you could define multiple reports/lists with different criteria and ask the user to select the appropriate action.

This new feature allows the entry of a value of \$USER which will be replaced with the current user’s user-id during processing.

Selection Criteria

Number of Records in the Database

Data-Item	Selection Type	Value	Compulsory
ADDED-BY	equal	\$USER	Y

Ok View Cancel

### Date Tests

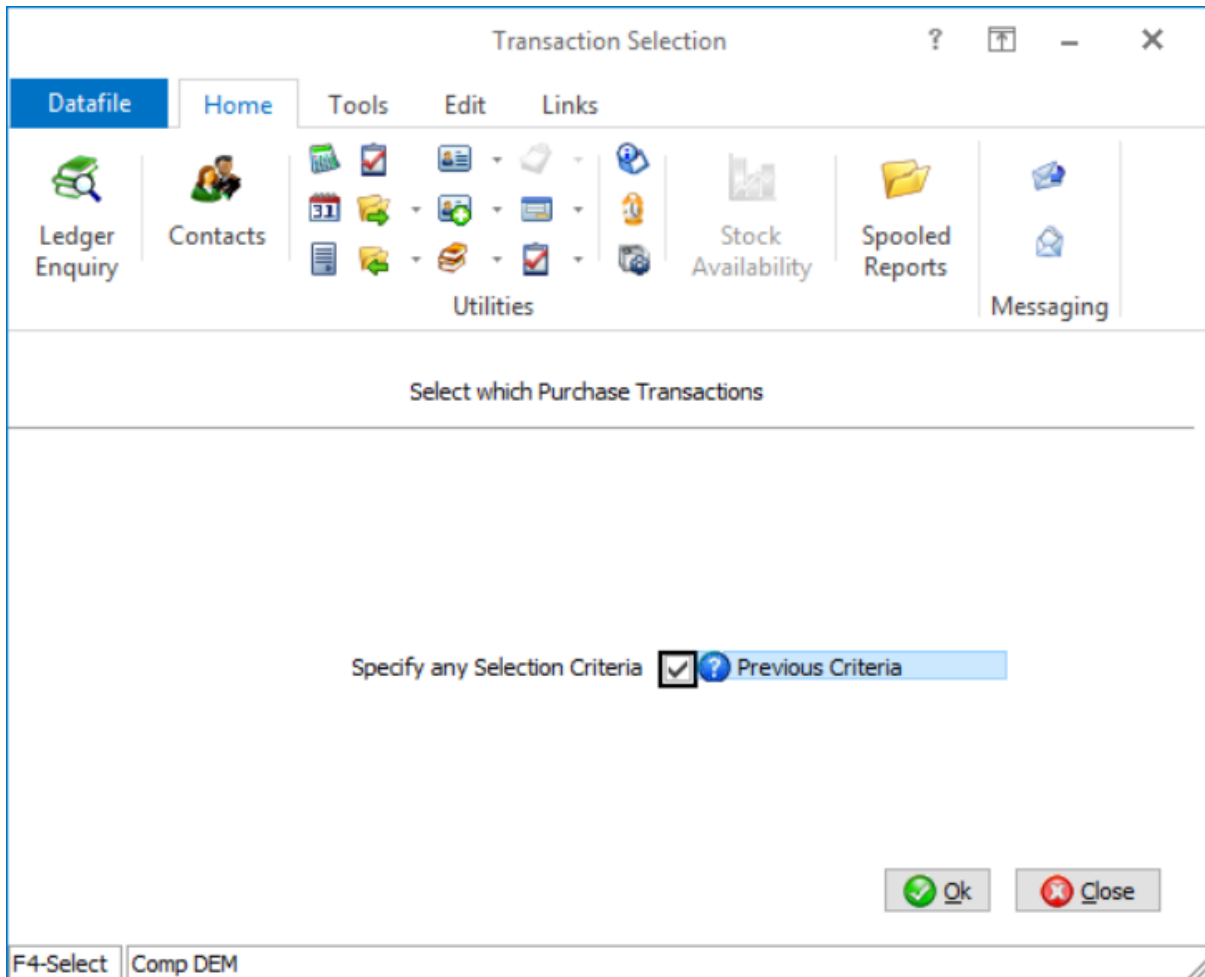
Existing options allow you to use \$T against criteria on a date data item which is replaced with today’s date during processing for selection criteria. Similarly, you have options for \$M (start

of month), \$H (end of month), \$Y (start of year) and \$R (end of year) – all based on calendar year relative to today’s date.

## Pick Lists – Saved Selection Criteria

*Diamond and Premier*

The Application Pick List options allow the option to pre-define selection criteria and to allow amendment of the criteria at run-time. This new feature extends the ‘saved selection criteria’ options that are available on reporting functions to the pick list facility.



Where a pick list has the option to specify selection criteria, and to amend at run-time, instead of displaying the criteria automatically the system will prompt if you wish to specify criteria and offer the option to define saved criteria by selecting the ‘Previous Criteria’ label.

## Installation

No setup changes are required to enable this facility. Where the pick list allows the operator to amend the criteria at run-time the option is available to save and recall saved criteria.



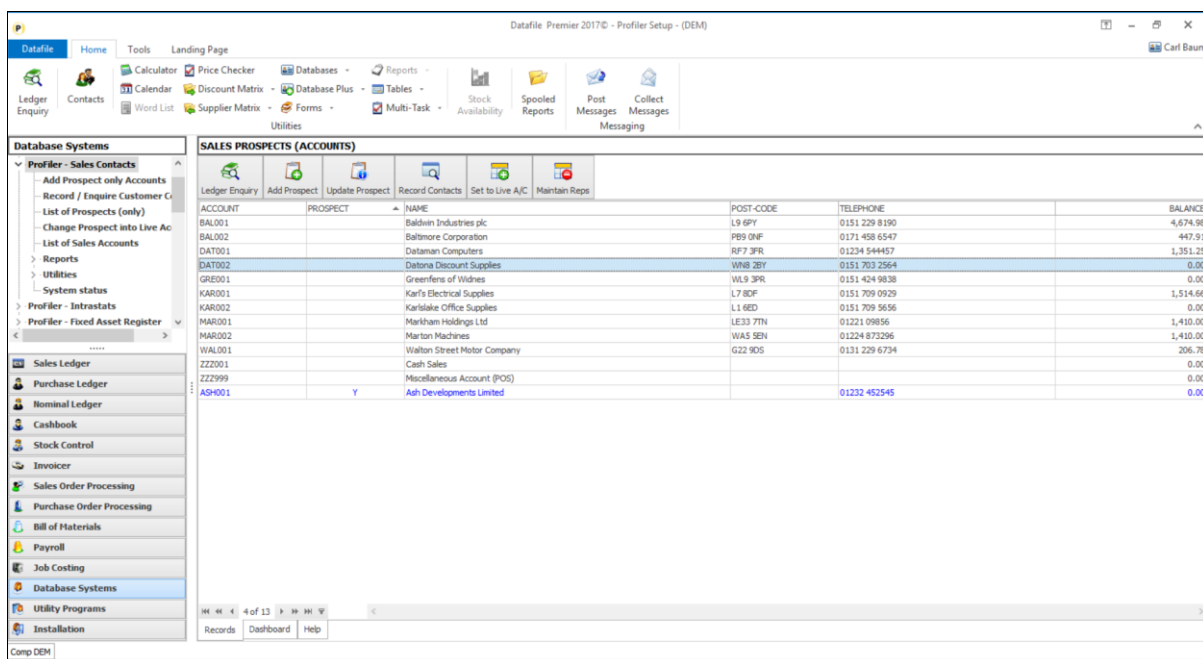
This option is available on the application pick lists available in the Sales Ledger, Purchase Ledger, Stock Control, Job Costing, Sales Order Processing, Purchase Order Processing and Bill of Materials applications as well as the General Application Pick List facility.

## ProFiler

### Application Landing Pages

*Datafile 2018 Only*

This new feature extends the option for Landing Pages to ProFiler applications.

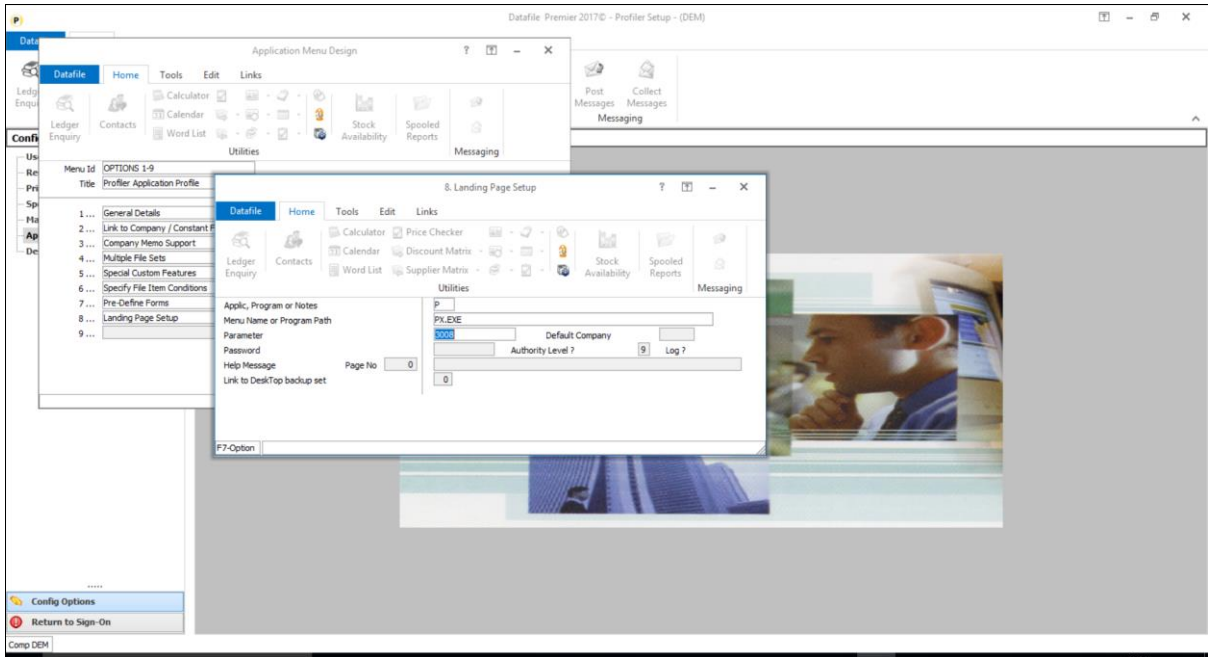


You have all the options as per the standard applications – record filters and conditional highlights, definable quick action links, dashboard display. In addition, if the Data Visualisations application is available you also get all the added features of this application.

## Installation

### Menu Design

To configure the Landing Page a new option 'Landing Page Setup' is available for the ProFiler Application Profiler menu. To add this option, sign on as the CONFIG user and select Application Menu Design and amend the PXAPP.D03

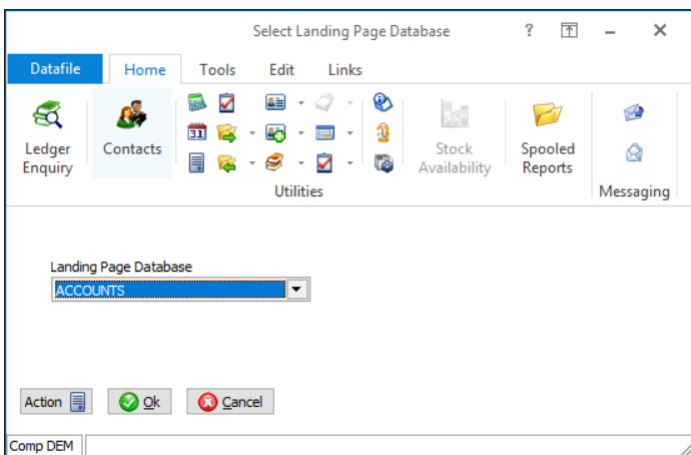


**App, Program or Notes – P-Program**  
**Menu Name or Program Path – PF.EXE**  
**Parameter – 3008**

Other options can be set as required.

Configuring the Landing Page

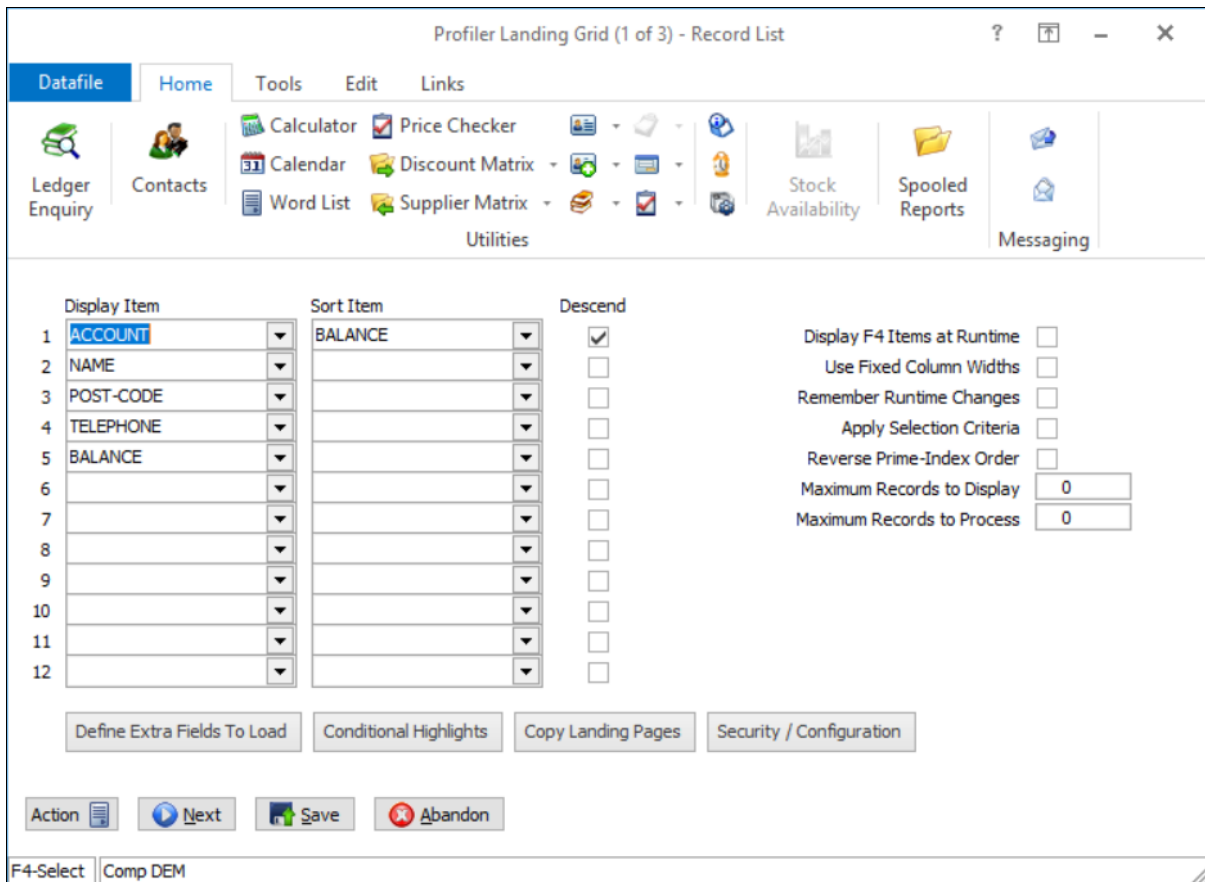
To configure the Landing Page for a ProFiler application, select **Database Systems** from the main menu followed by **ProFiler Application Definition** and then **Application Profile** and **Landing Page Setup**. The system will automatically select the most recently used application this session, if no application has yet been selected the list of applications will be offered for you.



The first prompt asks you to **Select Landing Page Database**.

Any of the (maximum of) eight databases in use within the ProFiler application can be chosen as the basis of the landing page.

Select as required.



The initial page is like that of the main application landing pages.

**Display Item** – select up to twelve items from the main application database to be shown by default on the landing grid.

**Sort Item (Descending)** – select the data items to sort the initial landing page records on. Up to twelve items can be selected, by default these are sorted in ascending order but you can sort in descending order by setting the corresponding flag item.

**Display F4 Items at Runtime** – If no items are set then the system automatically uses the F4 pick items as the data items list. Setting this option overrides any set items with the F4 pick items also.

**Use Fixed Column Widths** – set to prevent the user changing the default display widths of the data items listed.

**Remember Run Time Changes** – set to remember, per user, any changes to display widths made.

**Apply Selection Criteria** – set to apply any criteria to restrict the records displayed to only those records that match the criteria.

**Reverse Prime-Index Order** – on smaller databases you may want to set this option to show the latest entry at the top. Generally, though where this item likely to be required you would usually set to sort the list on the Order Reference in descending order.

**Maximum Records to Display** – set to restrict the number of records displayed on the panel.

**Maximum Records to Process** – set to limit the number of records to process – this applies to the panel and dashboard and is useful to restrict entries where a large volume of historical data is held.

### 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.

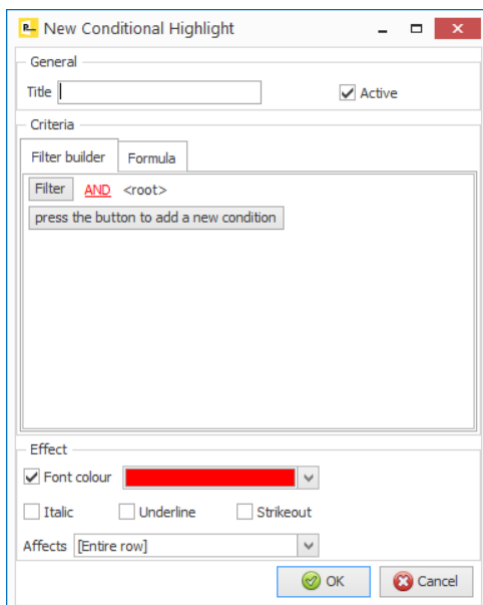
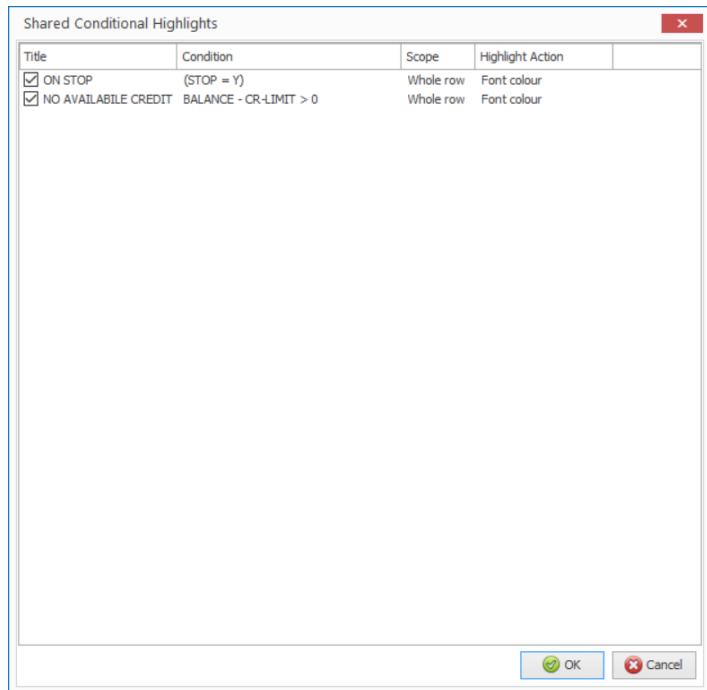
Selecting the option displays the existing highlight rules.

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 what the data is displayed in italics, underlined or in strikethrough.

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.

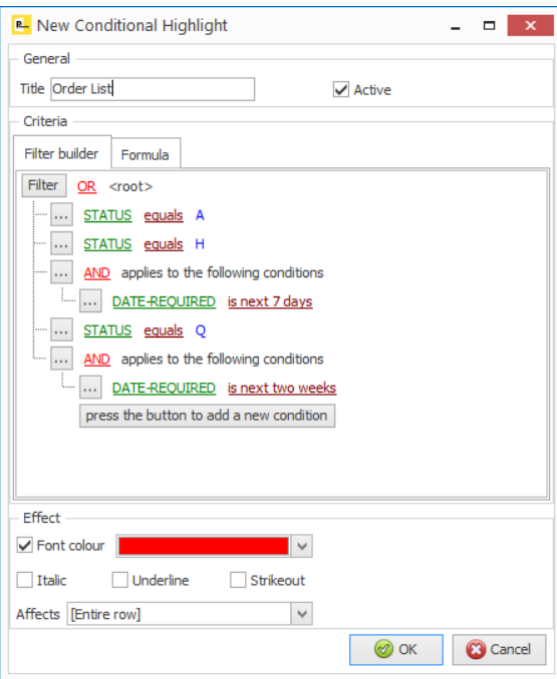
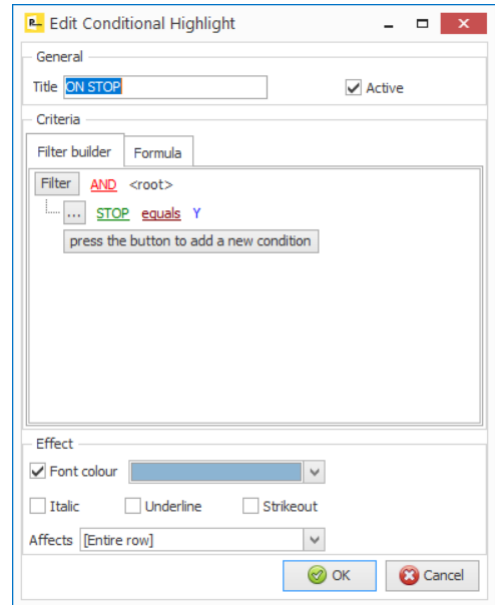
**Filter Criteria** – this option allows you to select a data item and apply a condition against it. Check that the STOP flag equals ‘Y’ on account for example.

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.

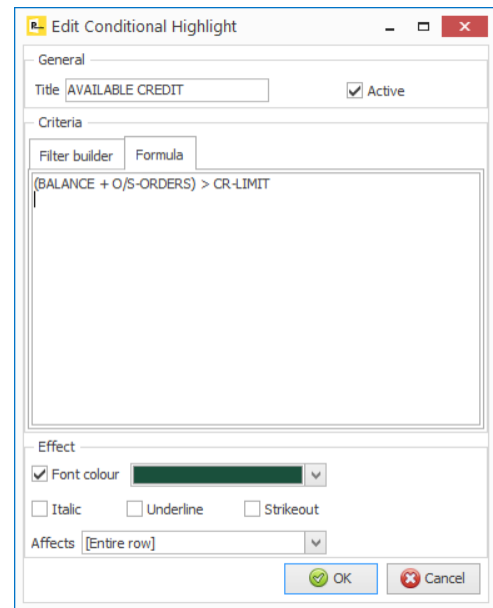
The **Formula** option allows you to compare data items and highlight on a TRUE result – for example highlight sales accounts where (BALANCE + O/S-ORDERS) > CR-LIMIT

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) AND (CR-LIMIT <> 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.

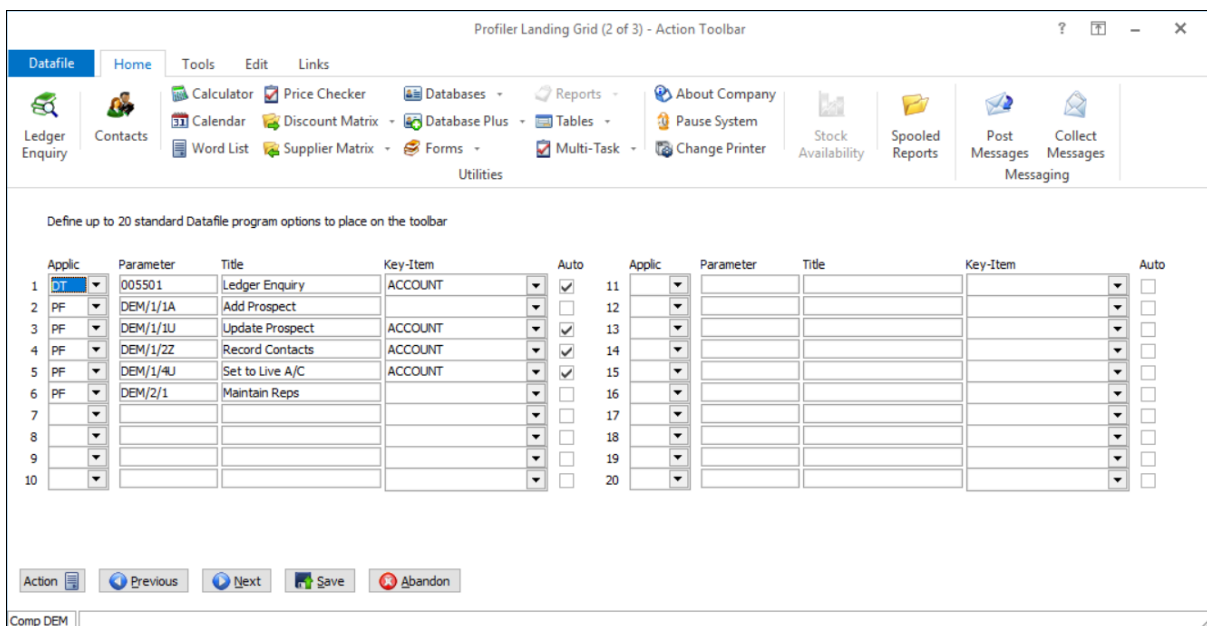


### Copy Landing Pages

Each user gets the default landing page setup – display items / shared highlights – the first time they use the application. After these amendments, such as adding their own filters, data items, highlights, group items etc. are applied to their landing page alone. This option gives the facility to copy, either individual or all, landing pages from one user to another. For more detail on this option view the System Utilities section of this manual.

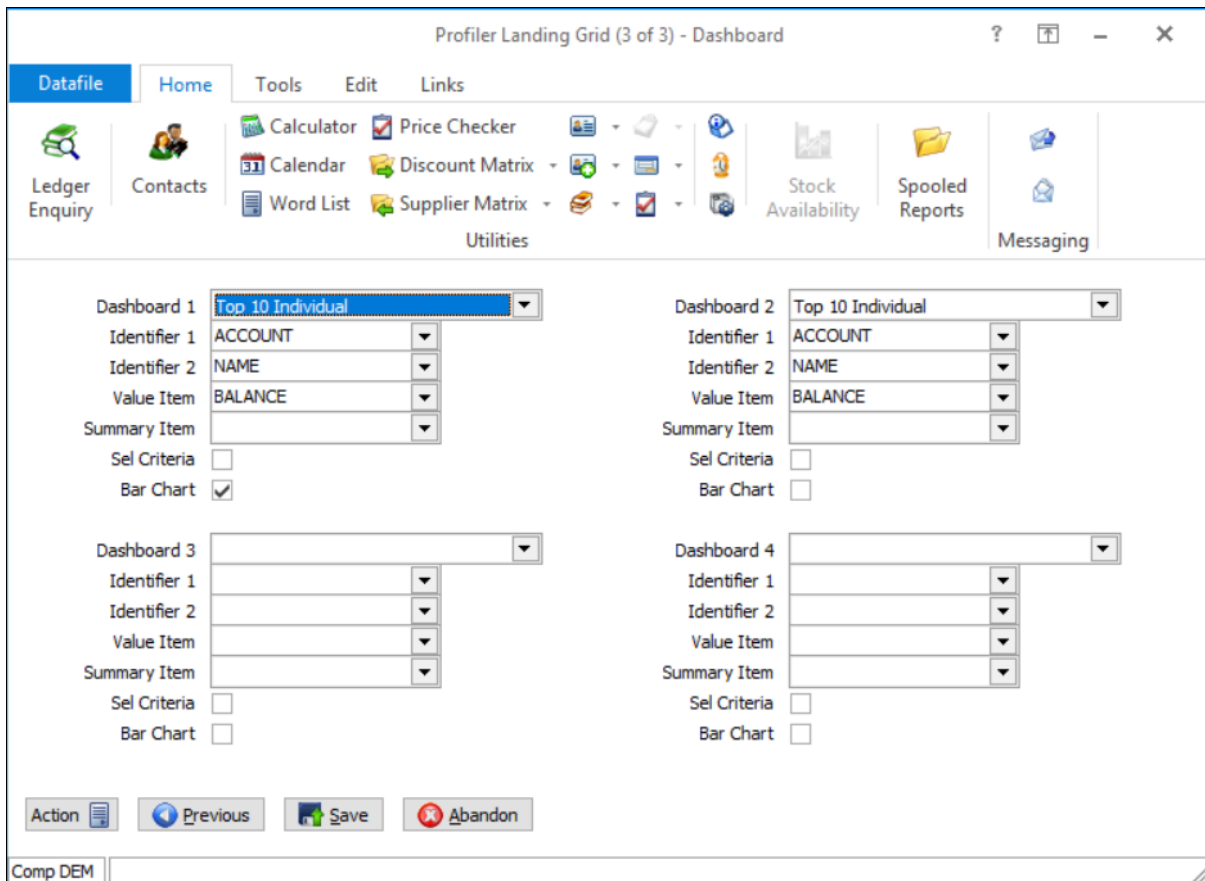
### Security / Configuration

Only available if the Data Visualisations tool is configured this option allows individual applications to revert to the 'standard' landing page setup and to set authority levels for the creation / update of record sets. Again for more detail on this option view the relevant section of this manual.



Define up to 20 actions that are to be displayed above the selected records. For each action you choose

- **Applic** – select the application to call. Usually this will be the code for the current application (PF) but you may, for example, add to a list on the Sales Accounts the ability to create a new sales order. Use the drop-down list as required.
- **Parameter** – for standard application options this refers to the menu parameter for the action, for ProFiler applications this option asks you to select the action option in the format AAA/M/O – where AAA is the three-digit application id, M is the Menu and O is the Option No. In the case of ProFiler actions and standard actions the F7-Option key is available to assist in selecting the parameter. In the case of ProFiler screen actions you can also add a letter to the end of the parameter – A for Add, U for Update, V for View etc.
- **Title** – enter the title to be displayed for this option.
- **Key Item** – for use with Auto functions select the data item from which the system is to take the ‘key value’ used when performing the action (i.e. the sales account for account actions, stock record for stock actions and so on). Where the main file for the landing page is not a prime-index file you can also select \$RECNO for profiler screen actions.
- **Auto** – select whether the system is to auto-select the current highlighted record when selecting the action. Note that generally you only set this option where the action relates to an individual entry.





Only applicable where the Data Visualisations tool is **not** in use this option allows configuration of the Dashboard tab. The first prompt asks you to select the type of **Dashboard** to display. Options available include:

- Top 10 Individual – displays the top ten records from the application database based on value item.
- Bottom 10 Individual – displays the bottom ten records from the application database based on value.
- Top 10 Summary – displays the top ten values for a total item from the main application database. If using salespersons against the account you could display the top 10 salespersons for example.
- Bottom 10 Summary – displays the bottom ten values for a total item from the application database.
- Last 10 Records – displays the last 10 records added to the main application database.

**Identifier 1/2** – only applicable for the Top/Bottom 10 Individual options select items to be displayed as required.

**Value Item** – applicable for the Individual / Summary option select the item to sort against.

**Summary Item** – only applicable for the Top/Bottom 10 Summary option select the grouping item to process for.

**Sel Criteria** – applicable for the Individual / Summary options select which of the main application records are to be included in the list / total. Leave blank for all.

**Bar Chart** – applicable for the Individual / Summary options select if the list is to be displayed as a bar chart instead.

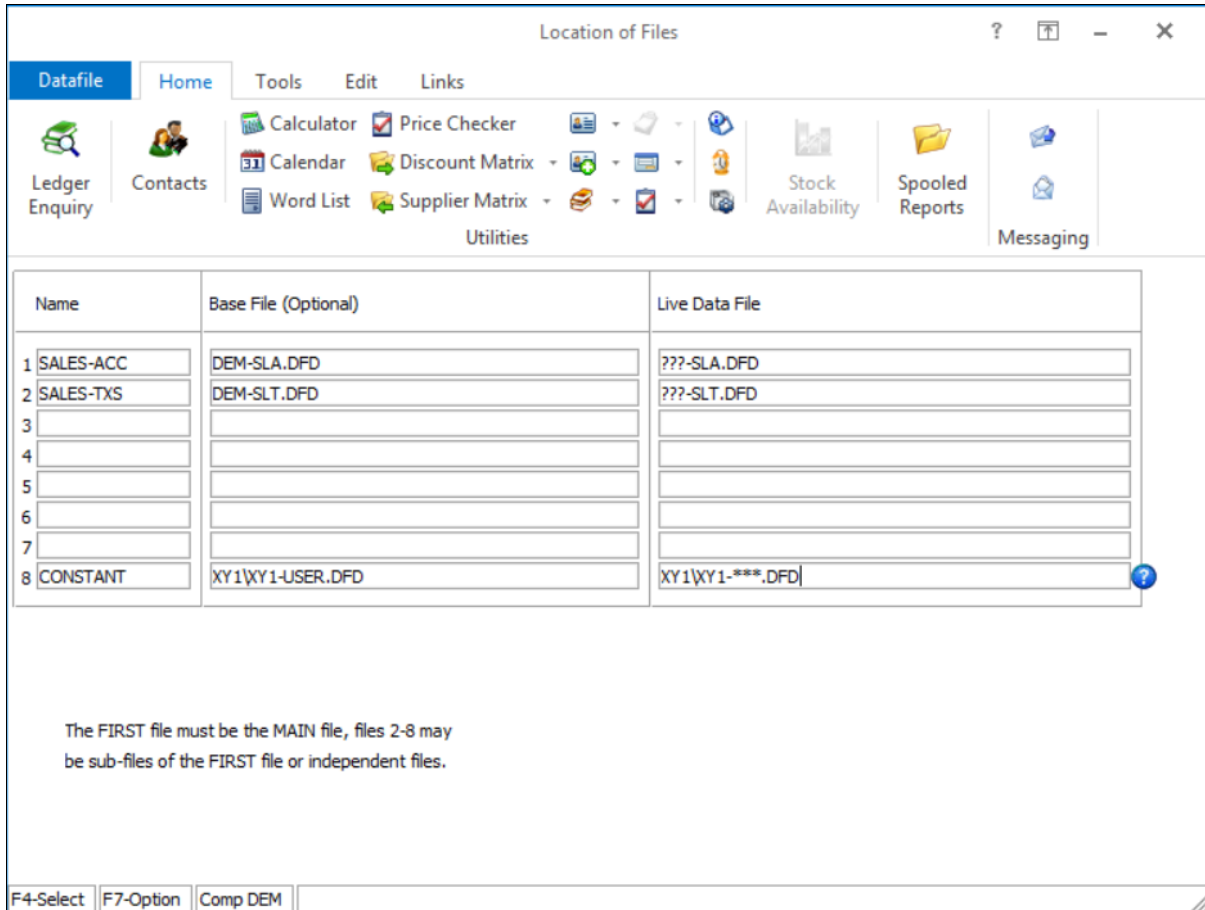
## Application Files – User-Id Filenames

*Datafile 2018 Only*

A feature of ProFiler allows for a 'constant' database. The constant database contains one record that can hold data such as the system date, period number, user-id and other company details. These details can then be used as 'values' within selection criteria.

When using automatic (Q) menu's you will often include a screen based on the constant file as the initial action allowing entry of parameter data for subsequent options. As the constant database is a one record file this means that the Q menu can't be run by more than one user at once as either the constant database would be locked or the data being used for value matching could be changed by another user.

This new feature allows the live file pathname for the profiler application to use '\*\*\*' within the filename which, at run-time, is replaced by the current user-id. Each user would then have their own constant database which wouldn't clash with other users.



**Note**

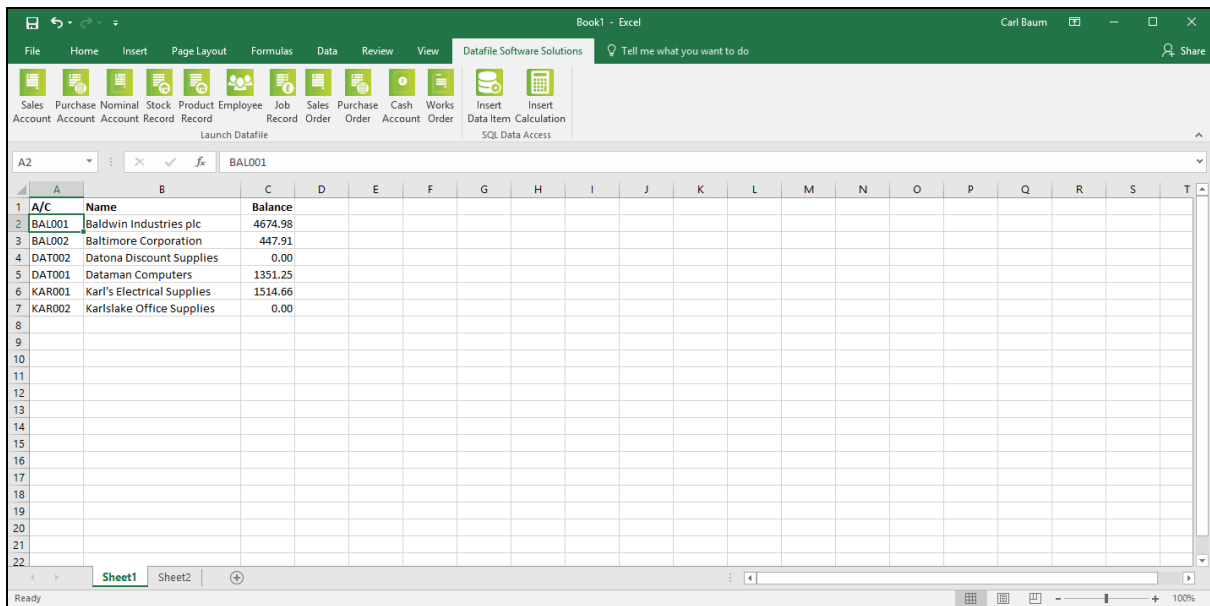
Where using '\*\*\*' in the filename the database for the user must be created (based on the 'base' file) before the application can be used by that user.

## Microsoft Office Links

A new Datafile add-in is available with additional features in the links between Datafile and Microsoft Office. The add-in, available for use for users on Datafile 2018 with the Datafile Excel RTD Add-In, allows for links back from Excel spreadsheets to the Datafile Ledger Enquiry and links to the Contacts database from Outlook as well as the usual options.

### Microsoft Excel

The new office add-in adds a **Datafile Software Solutions** tab to the Excel ribbon.



The add-in is split into two sections – the first section allows the links to the Ledger Enquiry.

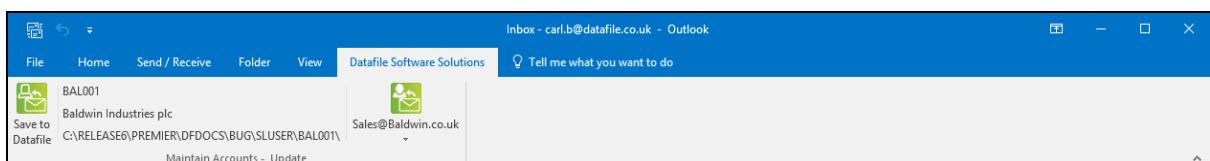
If Datafile is open and logged in then the ribbon tab will active links to the ledger enquiry for the key accounts. Focus the cursor on the required cell containing the primary key (i.e. account code, stock code, order reference etc.) and select the appropriate enquiry action to launch the Ledger Enquiry.

Note that whilst all enquiry options are available if that application is not in use, or the user logged in to Datafile is not allowed access to that enquiry, the user will be warned accordingly.

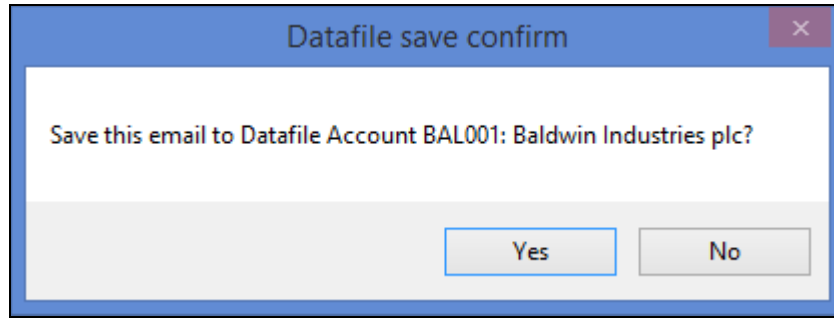
The second section allows use of the Excel RTD functions – these allow the options to insert data items or perform calculations based on the Datafile SQL tables.

## Microsoft Outlook

The new office add-in adds a **Datafile Software Solutions** tab to the Outlook ribbon.



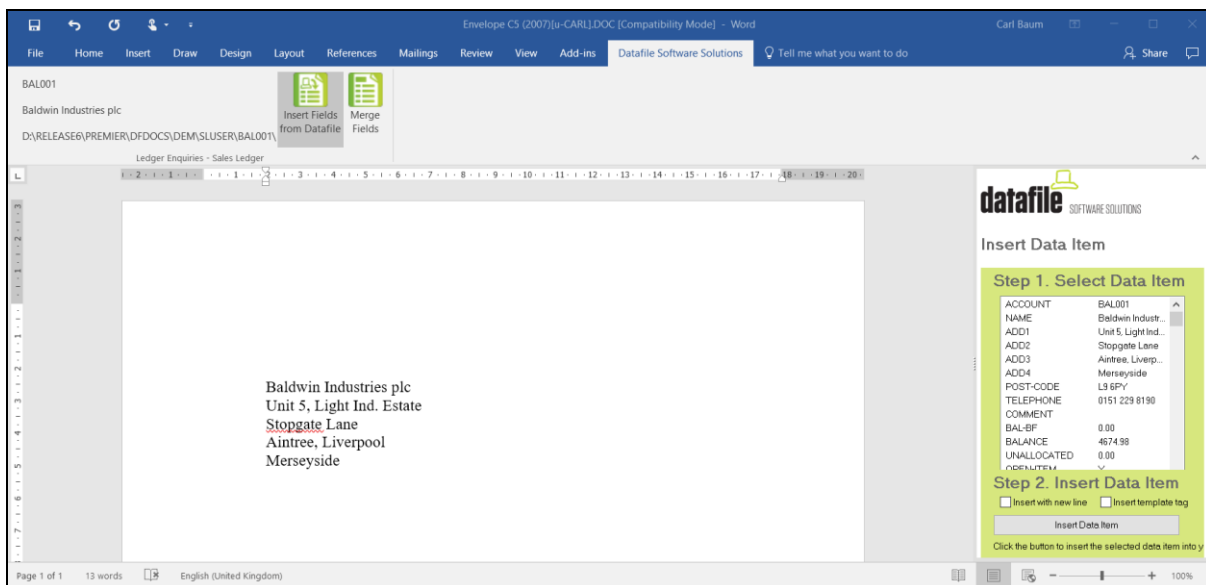
When a record, containing an email address is open within the Datafile Ledger Enquiry then the add-in will be active within Outlook. You can highlight an email message and save this back to the Datafile account – you will be prompted to confirm before saving.



You can also select to send a new email by selecting the email address from the drop-down list – the system will prompt to confirm save on send. The system will populate the email addresses based on emails for the open Datafile record – where the Contacts database is in use for the Sales and Purchase accounts then the emails are populated from the linked contacts when on the Sales/Purchase enquiry.

## Microsoft Word

The new office add-in adds a **Datafile Software Solutions** tab to the Outlook ribbon.

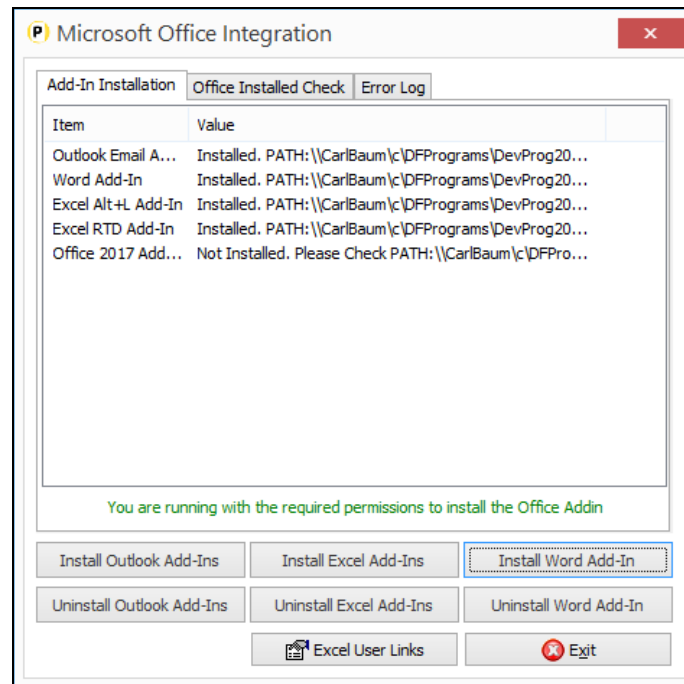


As before you can create new documents or templates from within the Word options on the Datafile add-in allowing for the creation of form letters.

## Installation

### Uninstall Old Add-Ins

To swap to use the new add-in you first need to uninstall the old add-ins. Ensure Microsoft Office applications have been closed and then run Datafile with administrator access and then choose the Datafile tab top left and the Setup Options entry. Select **Microsoft Office** and uninstall each of the add-ins.



### DATAFILE.INI

Once all users have uninstalled the add-in you need to you need to add an entry into the DATAFILE.INI to allow installation of the new add-in. If some users wish to continue using the legacy add-in or are using the version 7 programs then you should add this entry to the users DFWIN.INI.

The DATAFILE.INI is typically within the main DFWIN folder and can be edited with any text editor – i.e. Notepad.

Add the line

OFFICEMODE=2017

## Install New Add-Ins

Close Microsoft Office applications and then run Datafile with administrator access and then choose the Datafile tab top left and the Setup Options entry. Select **Microsoft Office** and install the office add-in.

