

Datafile 2019 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 2019.

Datafile 2019 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 have not already updated to Datafile 20xx and you are interested in finding out more about Datafile 2019 please call your Datafile Partner.

Features introduced in Datafile 2019 include:

- Support for the HMRCs Making Tax Digital for the VAT Form 100
- Expanded Application Screen Layouts
- Increased Selective Order Header Screens in Sales and Purchase Order Processing
- Alternative Order Status Codes in Order Processing
- Change Status Confirmation Items
- Ledger Enquiry Batch Location Summary
- Additional Data Visualisation Features

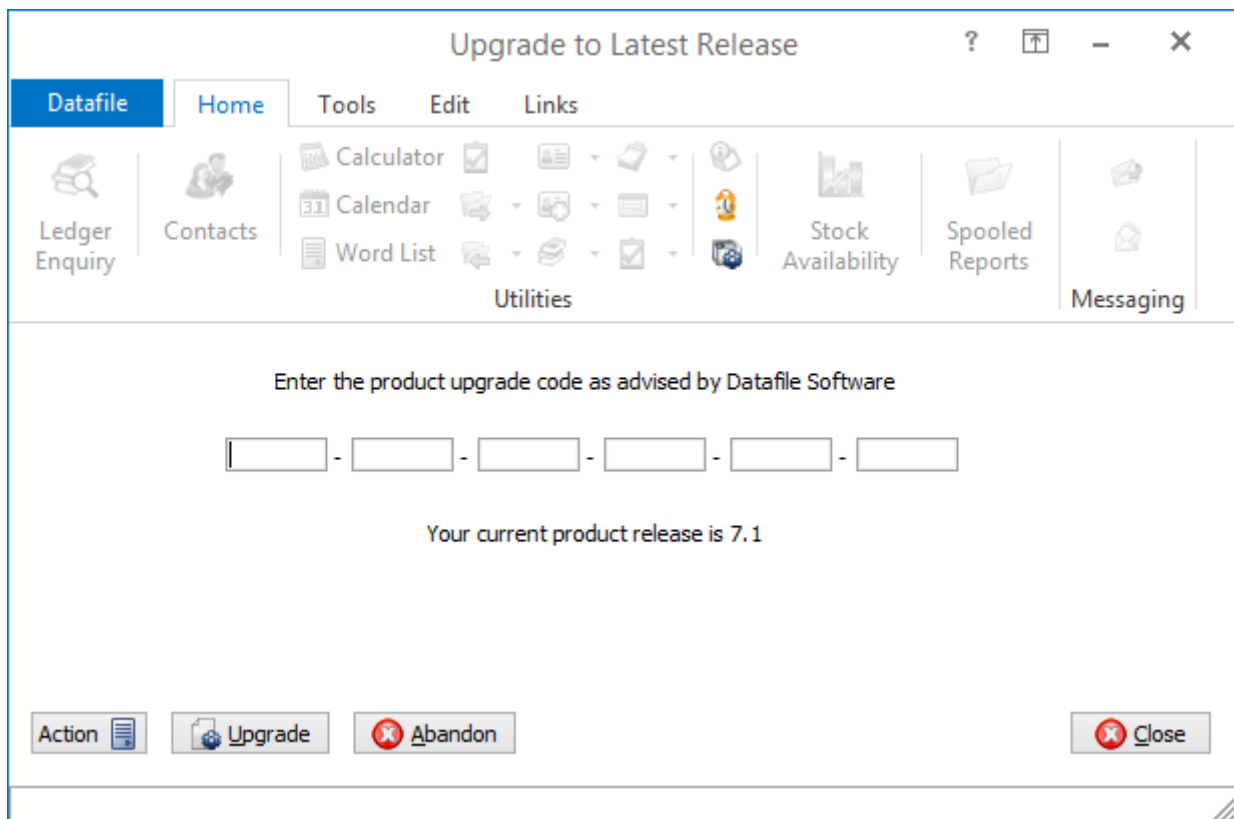
Installing Datafile 2019 and Release 7.2

Updating Your Registration Number

To update your serial number to the new release (7.2) you need to enter the upgrade code that was supplied via your Datafile Support Partner.

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 Datafile 2019

Note that you cannot use the updated programs unless you have a registration / serial number beginning with '72'.

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 7.2 Update.exe” or “Datafile 2019 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:\REL72UPD for the Version 7.2 update (C:\DF2019UPD for the 2019 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. The Datafile 2019 update contains updated menus for the Cashbook application.
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) – 2019 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 REL72UPD / DF2019UPD 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.

Increased Screen Size

The Datafile 2019 release includes options to increase screen sizes for the main application screens. These options are incompatible with V7 and with earlier versions of Datafile 2018. Once these features are enabled you will no longer be able to access these screens with earlier versions of the programs.

Chapter 2

Application Features

Sales and Purchase Ledgers

Allocation Actions – Omit Exclusive File Locks

Datafile 2019 Diamond and Premier Only

When allocating transactions, the system will exclusively lock the account, blocking the options to post invoices or enter orders for the account. This new feature allows you to omit the exclusive file locks on the account record allowing allocation whilst other users are posting invoices / orders. The system will flag the account record that an allocation is in progress preventing other allocation actions but not exclusively lock the account.

Installation

Database Changes

Changes are required to the Sales/Purchase Accounts database to record that the account allocation is in progress. To add this item, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales / Purchase Ledger application and elect to update the **Live Files** and then select the **Sales / Purchase Ledger Accounts** file.

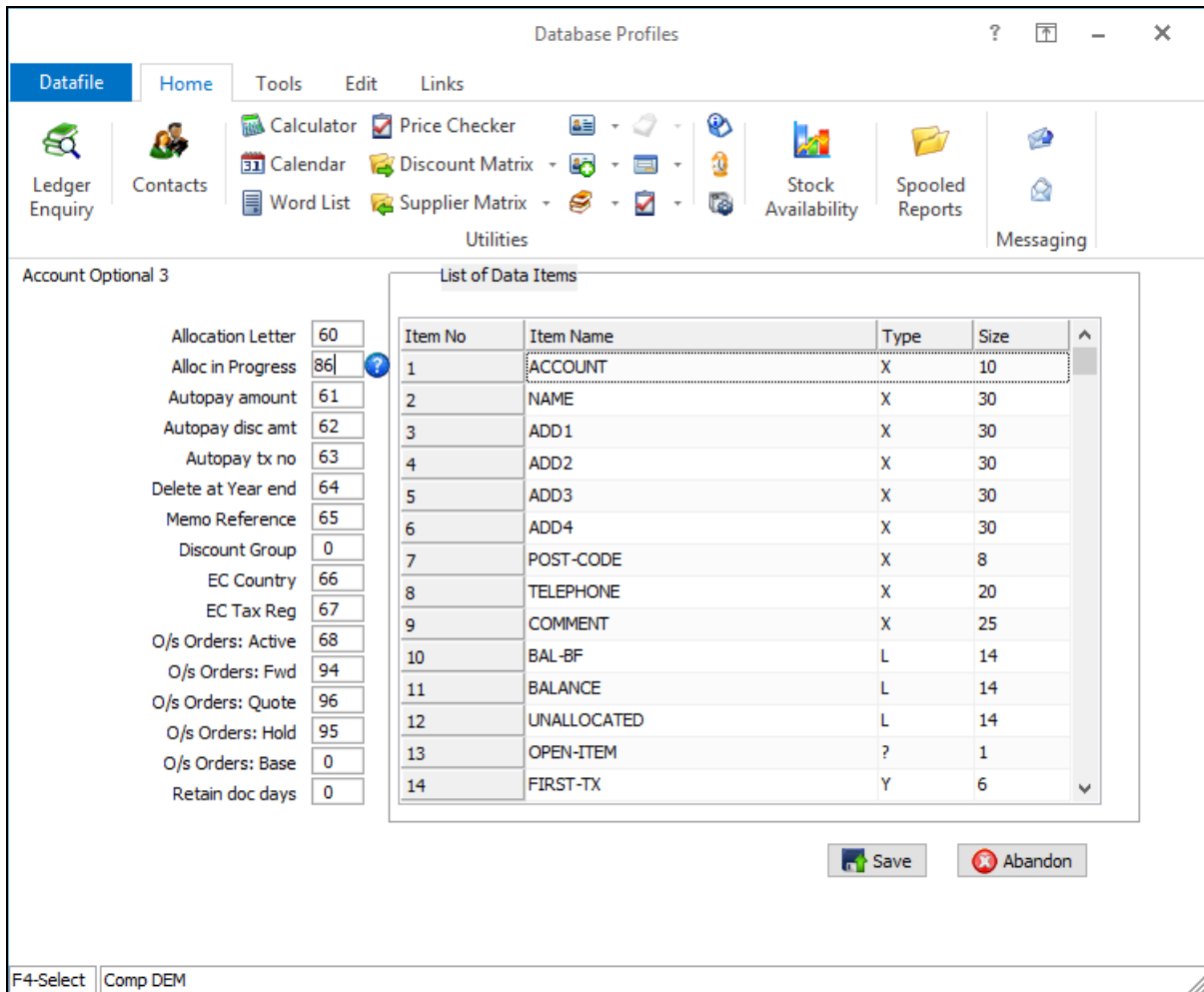
To insert a new item press <Enter> against a blank entry, enter the title as required and press <Enter>, select the item type (using the drop-down list if required), and depending on item type select the size required.

Item Name	Type	Description
ALLOC-IN-PROG	?	Flag set to 'Y' if allocation in progress.

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 flag item needs 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 appropriate application before selecting the **Account Optional 3** parameter screen.



On the left of the screen is the prompt to define the data item number for the Allocation in Progress flag. Reference the data item number of the equivalent item created above, <F4-Select> is available if required.

Nominal and Cashbook

Auto-Run Updates from Another DFD

Datafile 2019

The Nominal Ledger allows for the option to create journals from a separate Datafile database – this has been used for the creation of stock valuation and goods received but not invoiced journals amongst others.

When processing an update from another DFD the system requires exclusive locks on the Nominal Ledger files and manual confirmation of the period to post to. New features have been added to this update that allow the option of setting the period based on the date of import and to omit exclusive file locks on the Nominal Ledger.

Update from Database file

Menu: Datafile | Home | Tools | Edit | Links

Post Journal Entries from any other Datafile Database Format File

Specify Input Database Items	Input Items	NL Transactions
DB account: 11	2	21
or code: 990	17	12
CR Account: 12	18	13
or code: 990	0	0
Journal source code: FAR	0	0
Amount: 13	0	0
Flag as being Updated: 14	0	0
Description: 16	0	0
or:	0	0
Date (else run date): 2	0	0
Post as Provisional? <input type="checkbox"/>	0	0
Summarise totals? <input type="checkbox"/>	0	0
Use Selection Criteria? <input checked="" type="checkbox"/>	0	0
Set period based on import record date? <input checked="" type="checkbox"/>	0	0
Omit exclusive locks? <input checked="" type="checkbox"/>	0	0

Buttons: Action | Save | Abandon | Close

Status: F4-Select | Comp BUG

Set Period Based on Import Record Date – set to default the period to match the date on the first non-updated import record. If set, then the system will default the period and any import records outside this range will be omitted from the current loop. When run on an auto schedule basis these omitted transactions will be processed next run.

Omit Exclusive File Locks – set to apply record locking to the Nominal Accounts file and wait locking on the Nominal Transaction file as part of the import process. The import file itself remains exclusively locked.

Notes

The option to omit the exclusive file locks is only applicable on a direct call to the updating journal – NL.EXE, parameter 5005 – and not if accessed via the general updates menu (parameter 5000)

Making Tax Digital – VAT Form 100

Datafile 2019

Making Tax Digital is a part of the government’s plans to make it easier for individuals and businesses to get their tax right and keep on top of their affairs. Every business now has access to their own personalised digital tax account and these are being regularly expanded and improved.

Businesses are now being mandated to use the Making Tax Digital for Business system from April 2019 to meet their VAT obligations. This will apply to businesses who have a turnover above the VAT threshold - the smallest businesses will not be required to use the system, although they can opt in.

From April 2019 businesses above the VAT threshold will be mandated to keep their records digitally and provide quarterly updates to HMRC for their VAT via the HMRC’s API portal.

Datafile 2018 allowed the Cashbook VAT 100 procedure to upload their VAT Return using the existing portal, Datafile 2019 extends this to support the MTD portal.

Authorising Datafile

You need to authorise your Datafile system to submit the VAT Form 100. This is achieved through the Cashbook System Profiles.

Firstly, you need to ensure that the **Company Name and Address** detail includes the VAT Registration No. From the main menu select **Installation** and then **Lock Out All Systems** before selecting the Company Name & Address menu option.

Company Name & Address

Datafile Home Tools Edit Links

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

General company details for automatic printing in documents

Company name	Datafile Demonstration Limited
Address 1	Windgate Lodge
Address 2	Windgate
Address 3	Tarleton
Address 4	Lancashire
Address 5	PR4 6JF
Telephone	Tel: 01772 816 514
Fax/Telex	
Tax reg no	666883784
Other	

Action Save Abandon Close

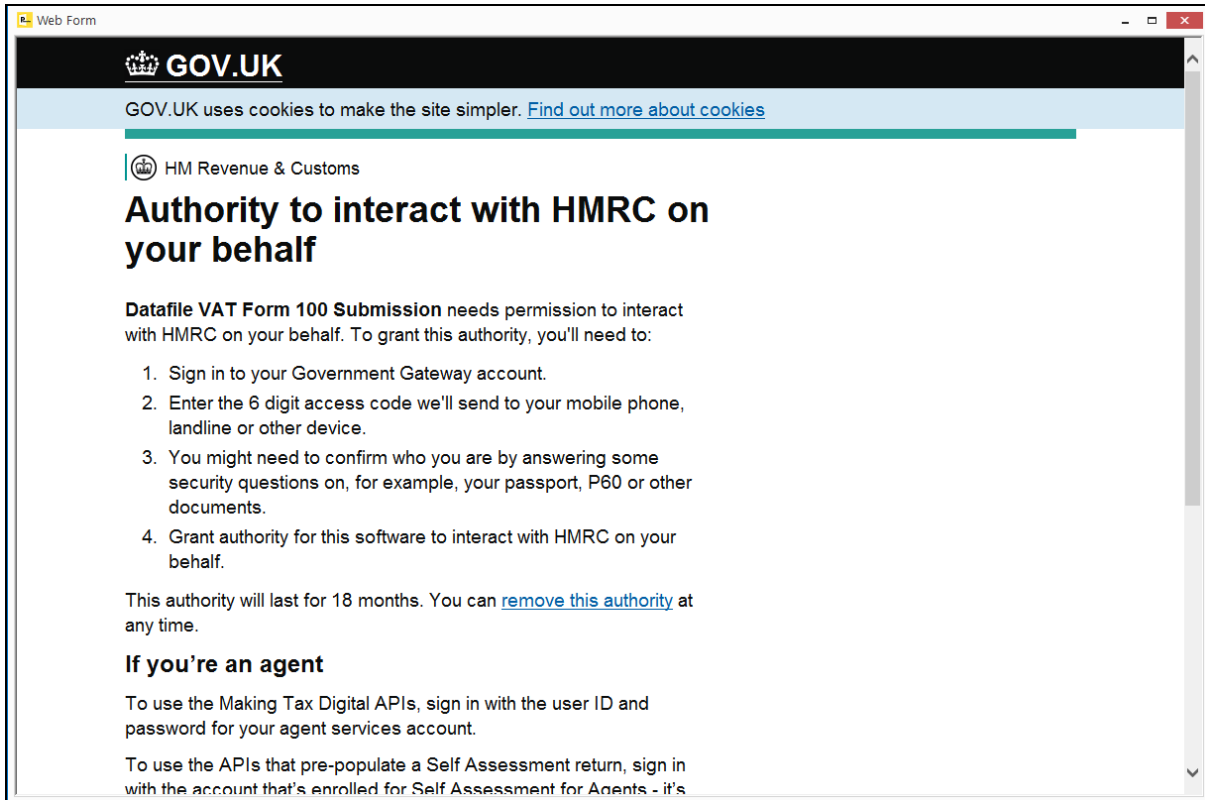
Comp DEM

Tax Reg No – set this to the VAT Registration No. Do not include any spaces or GB prefix.

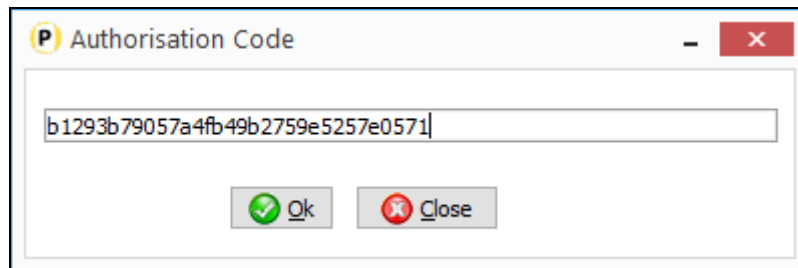
Next select the Cashbook System Profiles and move to Screen 4 of the profiles.

The screen includes the standard XML return parameters for returns up to April. Set the Contact details requested before entering your Government Gateway ID and password. To enable online submissions of the VAT Form 100 enable the parameter 'Submit VAT Form 100 to HMRC online' and to further enable MTD Submissions set this parameter.

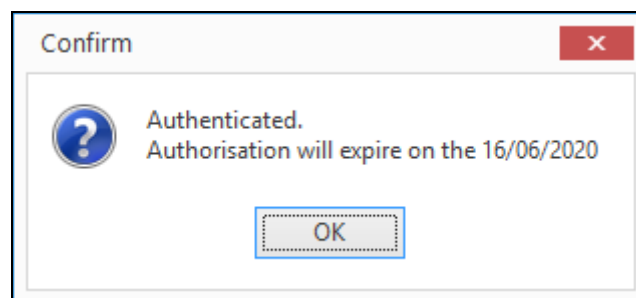
Enabling MTD Submissions will prompt to authorise with the HMRC – when confirmed the system will display a webform asking you to enter the HMRC credentials.



Once enabled an authorisation code will be generated on the web form – select to copy and then close the Webform. Datafile will then prompt for the authorisation code – use the paste (CTRL+V) to enter the code.



Datafile will then communicate with the HMRC to authorise use of MTD for VAT Submissions. Authorisation lasts for 18 months before the system needs to be re-authorised.



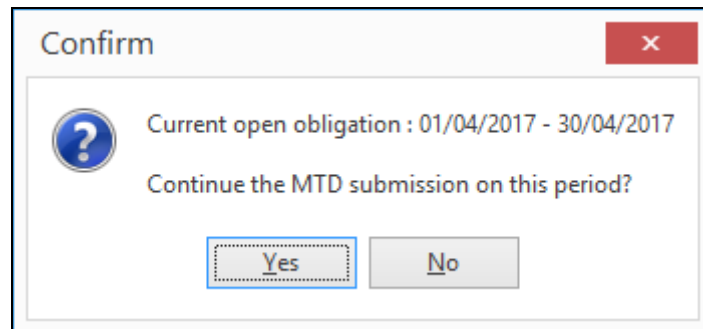
Cashbook MTD Options

The Cashbook menu includes options to:

- Submit VAT Form 100
- Retrieve VAT Obligations
- Retrieve VAT Liabilities
- Retrieve VAT Payment

The **Submit VAT Form 100** procedure allows you to initially review the VAT Form. It includes the details for VAT eligible transactions and calculates the values for the 9 box VAT return. Once the period is complete and all transactions have been entered you can select to 'Update' the VAT return.

If you click the UPDATE parameter, then the system will check for the first open VAT period and display the dates for this period – prompting if wish to continue.



The screenshot shows the 'Vat Totals' application window. The interface includes a menu bar with 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu is a toolbar with icons for 'Ledger Enquiry', 'Contacts', 'Calculator', 'Calendar', 'Word List', 'Utilities', 'Stock Availability', 'Spooled Reports', and 'Messaging'. The main area displays a table of VAT transactions with a 'Done' button and '(sorted)' text. Below the table, there is a confirmation dialog box with the text 'Are you ready to submit these VAT Totals to HMRC ?' and two buttons: 'No' and 'Yes'.

Processing nominal transactions	Done	(sorted)
1. VAT due in this period on SALES	28358.05	
2. VAT due on ACQUISITIONS from EC states	0.00	
3. Total VAT due (1+2)	28358.05	
4. VAT reclaimed on purchases (incl EC)	29824.61	
5. Net VAT to be paid or reclaimed	1466.56-	
6. Total value of sales	162128.89	
7. Total value of purchases	170426.27	
8. Total value of sales to EC states	0.00	
9. Total value of purchases from EC states	0.00	

Updating transactions as processed ...

Are you ready to submit these VAT Totals to HMRC ?

No Yes

Comp DEM

Are You Ready to Submit Your VAT Return to HMRC – set to Yes if ready. The VAT Form 100 will then be printed for you.

You will then be prompted to confirm that when you submit the VAT Return you are making a legal declaration – confirm if ready to continue.

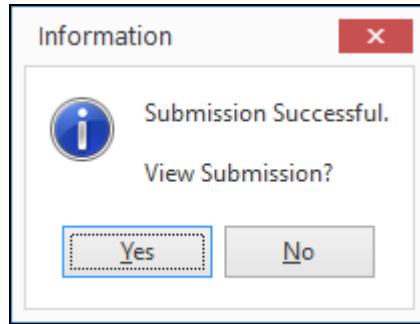
The screenshot shows a 'Confirm' dialog box with a question mark icon. The text inside the dialog reads: 'When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution. Continue with the MTD submission?'. There are two buttons: 'Yes' and 'No'.

Confirm

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution. Continue with the MTD submission?

Yes No

The Submission will then be processed, and you will be advised if successful and prompted to view the VAT return.



VAT Return

Datafile Home Tools Edit Links

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

VAT Return information retrieved from the HMRC:

From: 01/04/2017 To: 30/04/2017

1. VAT due in this period on SALES	28358.05
2. VAT due on ACQUISITIONS from EC states	0.00
3. Total VAT due (1+2)	28358.05
4. VAT reclaimed on purchases (incl EC)	29824.61
5. Net VAT to be paid or reclaimed	1466.56
6. Total value of sales	162128.00
7. Total value of purchases	170426.00
8. Total value of sales to EC states	0.00
9. Total value of purchases from EC states	0.00

Close

Comp DEM

Retrieve VAT Obligations

Date From: 15/12/2018

Date To: 16/12/2018

Status: N/A

Ok Cancel

Retrieve VAT Obligations – enter the date range to return your VAT Obligations for. HMRC processes mean you can only retrieve obligations for a maximum date range of 1 year.

Enter the date range required before selecting whether you wish to view Open, Fulfilled or All (N/A) returns.

VAT Obligations

From: 16/01/2019 To: 17/01/2019 Status: N/A

Start	End	Due	Status	Received
01/01/2017	31/01/2017	07/03/2017	Fulfilled	06/03/2017
01/02/2017	28/02/2017	07/04/2017	Fulfilled	06/04/2017
01/03/2017	31/03/2017	07/05/2017	Fulfilled	06/05/2017
01/04/2017	30/04/2017	07/06/2017	Open	-

View

Comp DEM

As you scroll up/down the list you can select View to display any submitted VAT Form for the period.

Retrieve VAT Liabilities – Prompts for date range to retrieve (again limited to 1 year) before displaying the Liabilities.

The screenshot shows the 'VAT Liabilities' application window. At the top, there is a menu bar with 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu is a toolbar with various utility icons like Calculator, Price Checker, Calendar, Discount Matrix, Word List, Supplier Matrix, Stock Availability, Spooled Reports, and Messaging. A date range filter is set from '15/12/2018' to '16/12/2018'. The main area contains a table with the following data:

From	To	Type	Original Amount	Outstanding Amount	Due
01/01/2017	05/04/2017	VAT Return Debit Charge	463872.00	463872.00	12/05/2017
01/04/2017	30/04/2017	VAT Return Debit Charge	15.00	0.00	09/06/2017
01/08/2017	31/08/2017	VAT CA Charge	8493.38	7493.38	07/10/2017
01/10/2017	01/12/2017	VAT OA Debit Charge	3000.00	2845.00	31/12/2017

At the bottom right of the window is a 'Close' button. The bottom left corner shows 'Comp DEM'.

Retrieve VAT Payments - Prompts for date range to retrieve (again limited to 1 year) before displaying the Payments made.

The screenshot shows the 'VAT Payments' application window. The window title is 'VAT Payments'. The interface includes a ribbon with tabs for 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the ribbon are several functional areas: 'Ledger Enquiry', 'Contacts', 'Utilities', 'Stock Availability', 'Spooled Reports', and 'Messaging'. A date range filter is set with 'From' as 15/12/2018 and 'To' as 16/12/2018. Below the filter is a table with two columns: 'Payment Amount' and 'Payment Received'. The table contains the following data:

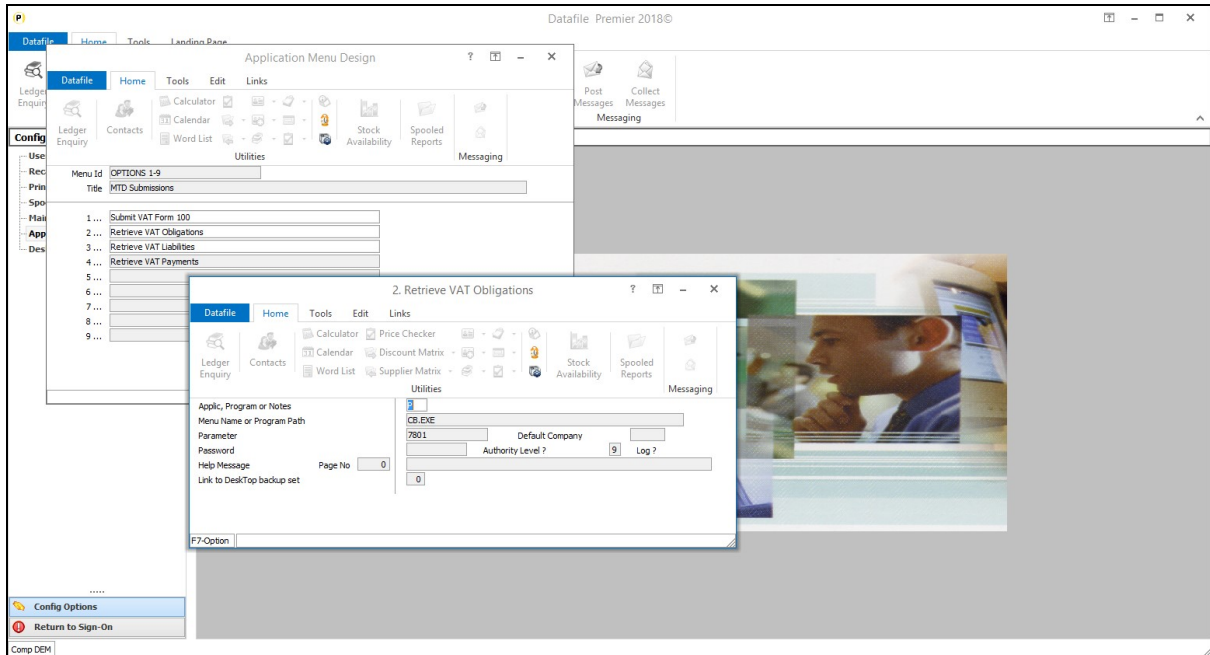
Payment Amount	Payment Received
5.00	11/02/2017
50.00	11/03/2017
1000.00	12/03/2017
321.00	05/08/2017
91.00	-
5.00	12/09/2017

At the bottom right of the window is a 'Close' button. At the bottom left, there is a status bar with the text 'Comp DEM'.

Installation

Menu Design

To allow the VAT MTD options a updated CB.D03 and CBVAT.D03 has been supplied as part of this update. If you elect not to update your menu's automatically Diamond and Premier users can add these options manually. To add this option, sign on as the CONFIG user and select Application Menu Design and amend the CB.D03



Title – Retrieve VAT Obligations

App, Program or Notes – P-Program

Menu Name or Program Path – CB.EXE

Parameter – 7801

Title – Retrieve VAT Liabilities

App, Program or Notes – P-Program

Menu Name or Program Path – CB.EXE

Parameter – 7803

Title – Retrieve VAT Payments

App, Program or Notes – P-Program

Menu Name or Program Path – CB.EXE

Parameter – 7804

Title – VAT Form 100

App, Program or Notes – P-Program

Menu Name or Program Path – CB.EXE

Parameter – 3009

Stock Control

Base Date for Slow Moving Stock Report

Datafile 2019

The Slow-Moving Stock Report lists the stock records where the last transaction date is more than X days older, where X is defined within the Stock System Profiles. As the base date is the transaction date this can be affected by transactions such as price change or stock take adjustments which may not be appropriate in all circumstances.

This new feature allows, at run-time, the operator to choose which of the date items on the Stock Records file to use as the base date for the reporting – including the last sale and last purchase date if configured.

Slow Moving Stock (Over 45 Days)

Datafile Home Tools Edit Links

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

Utilities

Date of Report 31/01/18

Report "As At" Date 31/01/17

From Stock Code

To Stock Code

OR List of Stock Codes

Include Non-Stock items

Include Forward Transactions

Specify any Selection Criteria Previous Criteria

Base date for comparison (default is last tx date) LAST-SALE

Action Print Options Close

F4-Select Comp DEM

Base Date for Comparison – select the date from the Stock file to compare to the report “as at” date to determine if the stock item is to be classed as slow-moving and included within the report. The system will remember the selection as the default for next time.

Installation

This feature is available immediately on update to Datafile 2019.

Sales / Purchase Order Processing

Increased Selective Order Header Screens

Datafile 2019
Premier Only

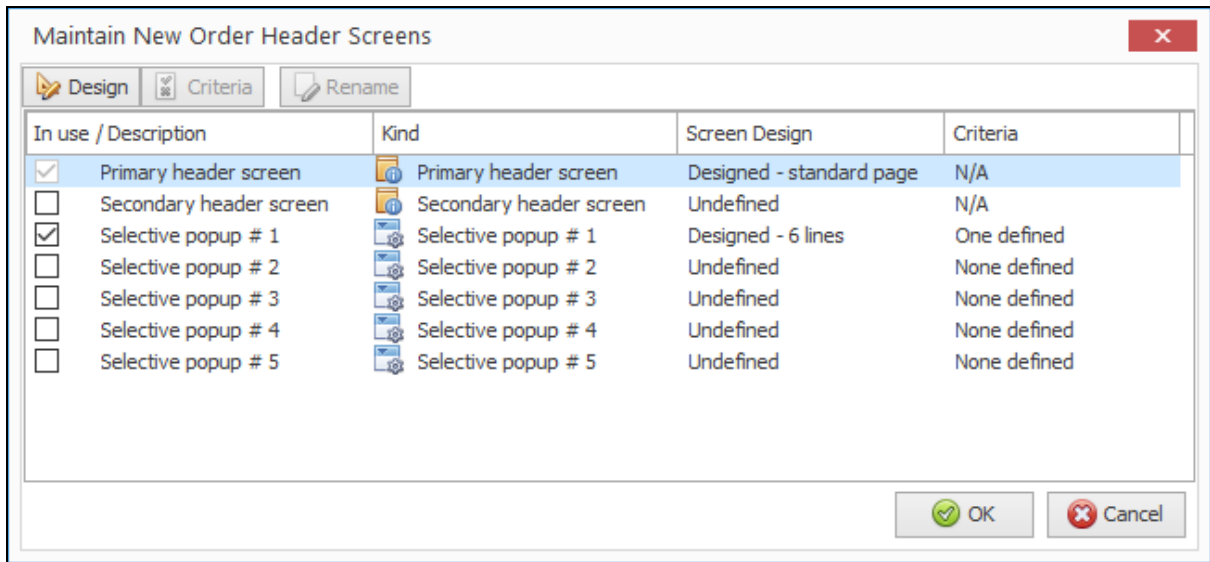
Sales and Purchase Order Processing allow for the use of two order header entry screens when entering sales/purchase orders and one further selective screen that is only displayed when the order matches the required criteria. This new feature increases the number of selective screens to 5.

Selective screens could be used to enter additional criteria for order types – for example when the order is a quote you could enter additional quote parameters, if the order is a credit you could enter additional credit reasons, and so on.

Installation

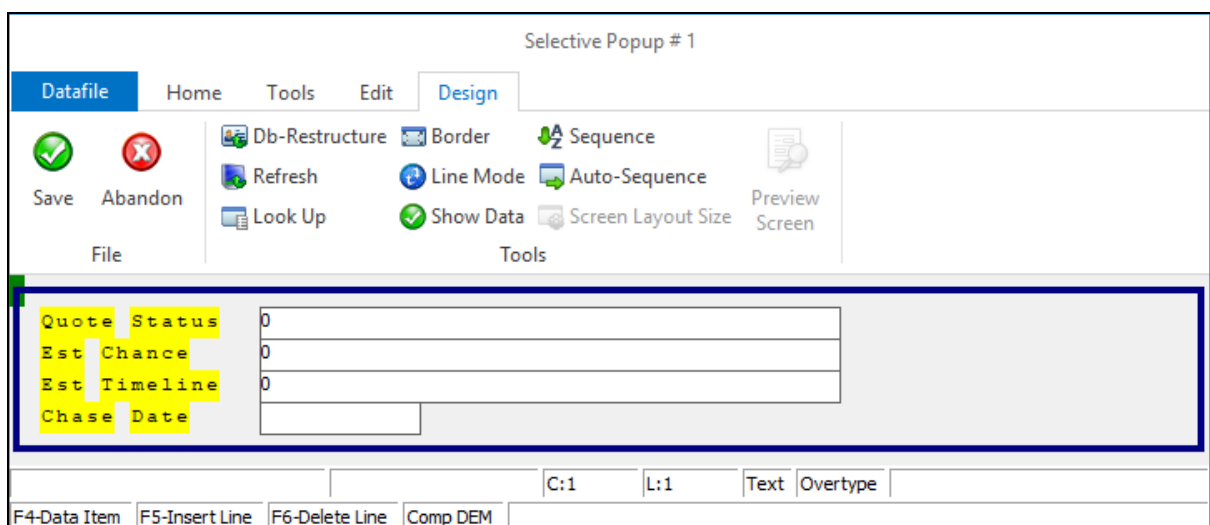
Application User Facilities

To configure selective screens *Installer* users can right click on the explorer menu for Order Entry and select Configure Option. Alternatively, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the appropriate Order Processing application before selecting **Enter/Amend Orders** and **Maintain New Order Header Screens**



Highlight the screen required and then either right-click and choose **Form Design** or click the **Design** tab.

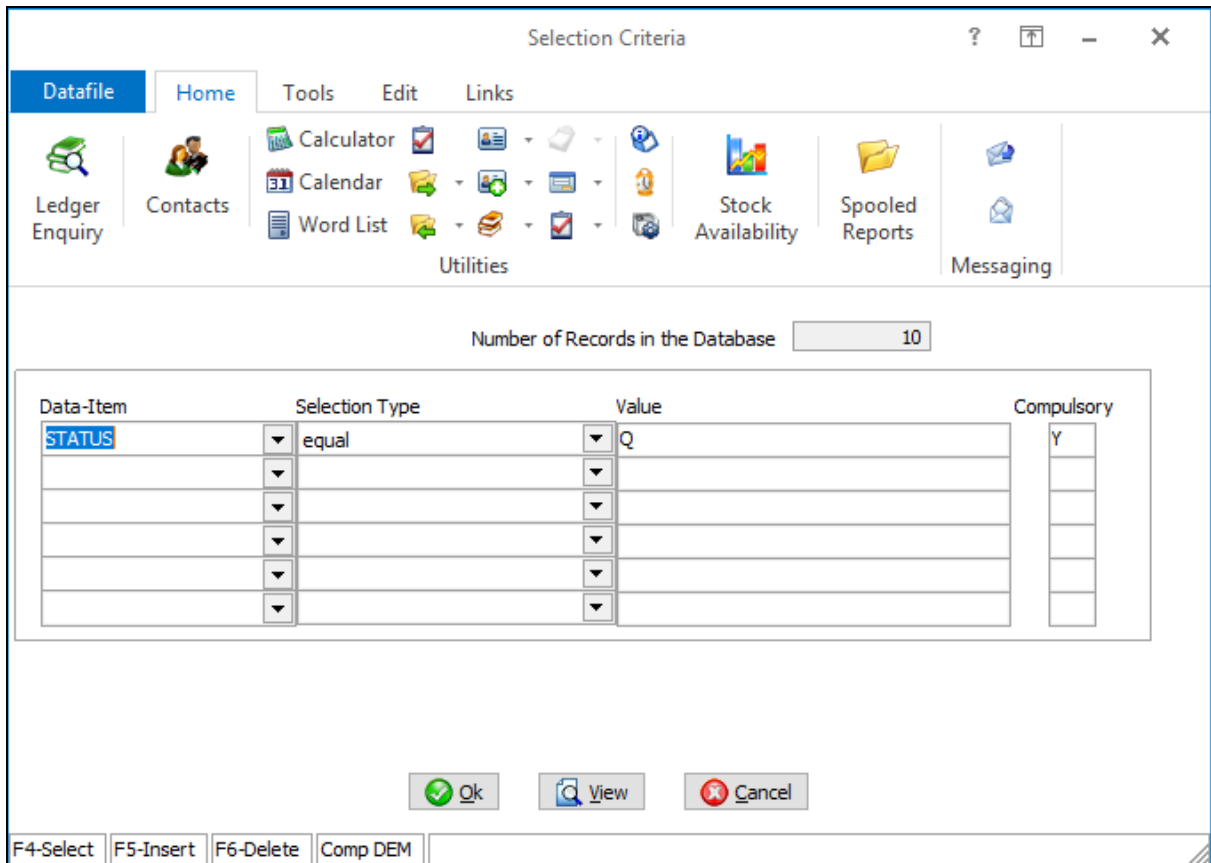
For a selective screen you are first prompted for the number of lines down the screen – maximum is 16 – after which the screen template is displayed.



You design the screen in the usual manner – enter text labels by positioning the cursor and typing, lines by switching to line mode on the design ribbon and then clicking and dragging with the mouse, add adding data items by positioning the cursor and using the <F4-Select> key.

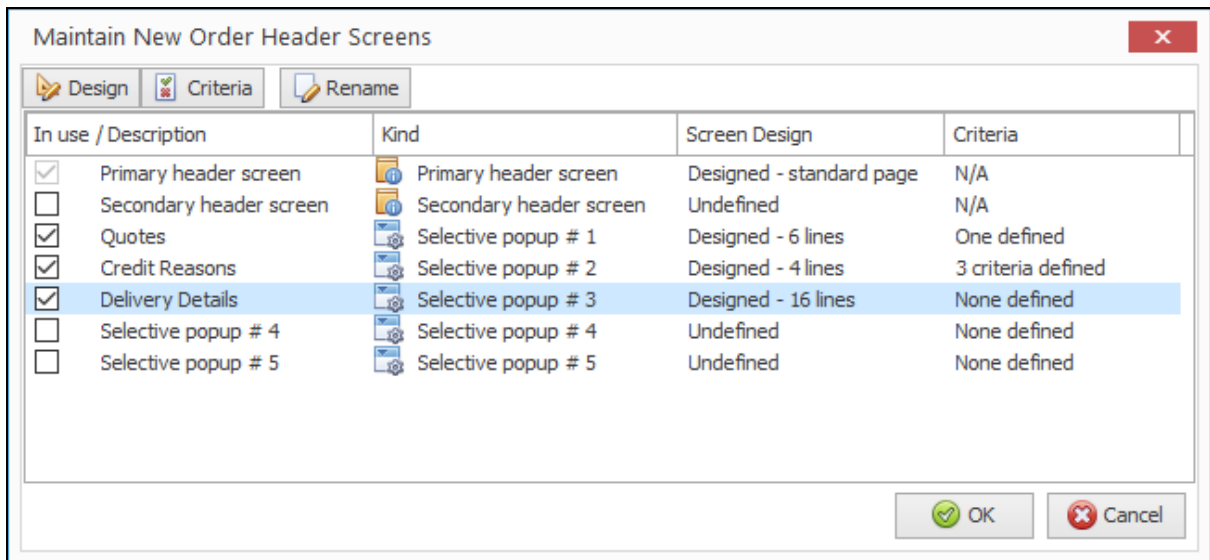
Once the screen template is complete press the SAVE label on the Design ribbon.

You can define the criteria under which the selective screen is displayed by highlighting the screen before right-clicking with the mouse and choosing Criteria.



Criteria is defined in the usual manner.

Lastly you can give the screen a title as an alternative to 'Selective Screen 1' etc. Right-click with the mouse and choose Rename and enter required title.



Note that screens are only 'active' when the 'In Use' tick box is set.

Additional Order Accumulation Items

Datafile 2019
Diamond and Premier Only

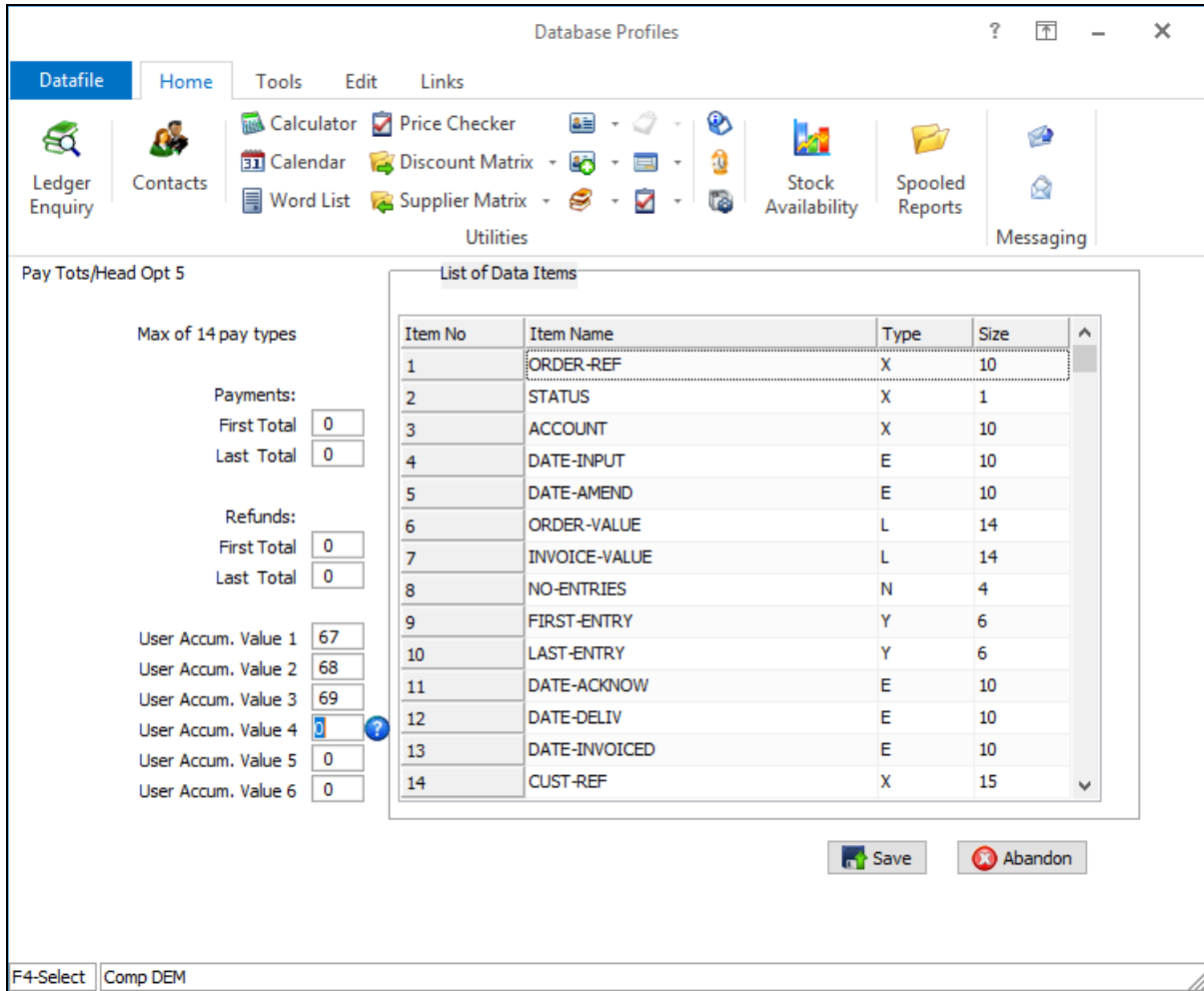
Existing options allow for the accumulation of three items from the sales/purchase order detail to the order header. These items are used to accumulate values such as order quantity, order weight and so on. This new feature doubles the number of accumulation items from three to six.

Installation

Set Database Profiles

Each accumulation item requires a matching reference between the order header and the order detail files. These items are referenced via the Database Profiles.

For Sales Order Processing the order header accumulations items are reference on the Payment Totals / Header Optional 5 parameter screen with the order detail items to be accumulated referenced on Detail Optional 6. For Purchase Order Processing the order header items are referenced on Header Optional 3 and Detail Optional 6.



Document Processing - Alternative Extra Text Items

Datafile 2019
Diamond and Premier Only

Sales and Purchase Order Processing allow for two description lines per order detail as standard with the option to display/input extra description lines if required. These lines are typically used to extend the product description but are sometimes used to provide internal notes as picking instructions.

Document Processing currently allows control on a document level as to whether the extra description lines are to be displayed. This feature allows you to define an alternate range of description lines to be included in preference to the standard profile settings. This allows you to define a picking note that displays additional notes for internal use but allow the delivery note or invoice to display the customer/supplier facing detail.

Installation

Document Design

The alternate extra text items need 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 10.

Item	Column	T/B	Len
0	0	<input type="checkbox"/>	0
0	0	<input type="checkbox"/>	0
0	0	<input type="checkbox"/>	0
0	0	<input type="checkbox"/>	0
0	0	<input type="checkbox"/>	0
0	0	<input type="checkbox"/>	0
0	0	<input type="checkbox"/>	0
0	0	<input type="checkbox"/>	0
0	0	<input type="checkbox"/>	0
0	0	<input type="checkbox"/>	0

Print Detail text?

Alt detail text from: 0

Print if no details?

Item No	Item Name	Type	Size
1	ORDER-REF	X	10
2	ENTRY	N	4
3	STATUS	X	1
4	NEXT-DET	Y	6
5	ACCOUNT	X	10
6	STOCK	X	16
7	ORDER-QTY	K	10
8	INV-QTY	K	10
9	PRICE	L	14
10	DISC-RATE	L	14
11	DISC-AMT	L	14
12	TAX	X	1
13	HDR-RECNO	Y	6
14	DETAIL-VALUE	L	14

Print Detail Text – this (existing) option allows you to set whether the document description is to include the extra text options.

Alt Detail Text From / To – this option, applicable if set to print detail text, replaces the extra text range defined in the profiles with the range of items referenced here.

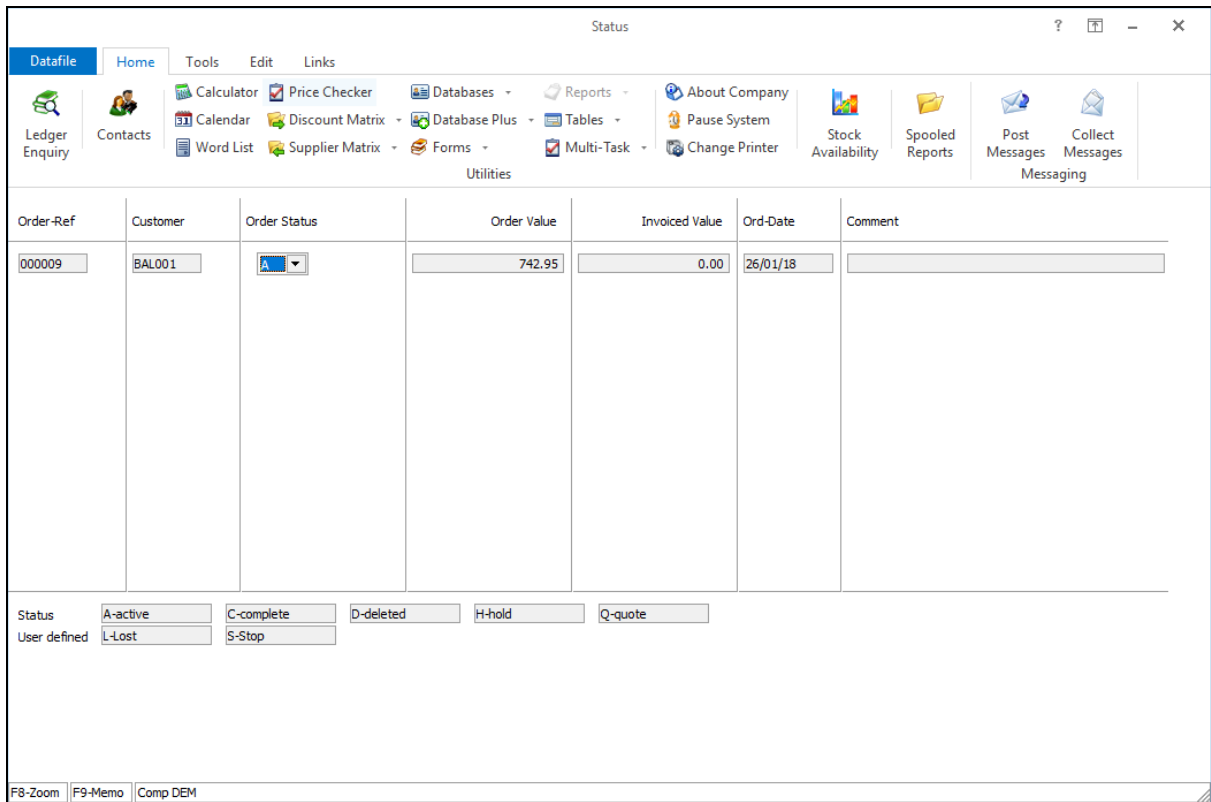
Datafile 2019
Diamond and Premier Only

Alternative Order Status Codes

Each Sales or Purchase Order carries an Order Status. These are pre-set codes that categorise the orders as:

- Q Quotes
- A Active Order
- H Held Order
- F Forward Order
- D Deleted Order
- C Completed Order

This new feature allows for the definition of up to five user-defined status codes. You may for example use a 'L-Lost' status to indicate that a Quote has not been accepted, a 'S-Stop' status to indicate that an order is on hold due to the account being on stop (leaving H-Hold for credit reasons) and so on.



As part of the Change Order Status options the system will allow selection of the user-defined status codes as appropriate to the current order status.

Installation

Application User Facilities

To define the alternative status codes, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the appropriate Order Processing application before selecting **Enter/Amend Orders**, **Advanced Input Facilities** and **Optional Features**. The new user-defined status options are available on screen 6.

The screenshot shows a software window titled "Optional Features (6/6)" with a menu bar (Datafile, Home, Tools, Edit, Links) and a toolbar with various utility icons. The main area contains a table for defining user-defined status codes and their actions.

	New status code	Behaves as code	Description
User defined status code 1	<input type="text" value="L"/>	<input type="text" value="C"/>	<input type="text" value="Lost"/>
User defined status code 2	<input type="text" value="S"/>	<input type="text" value="H"/>	<input type="text" value="Stop"/>
User defined status code 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
User defined status code 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
User defined status code 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

	From status	To status	Item 1	Mand?	Item 2	Mand?	Item 3	Mand?	Item 4	Mand?	Item 5	Mand?
Status action 1	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Status action 2	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Status action 3	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Status action 4	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Status action 5	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Status action 6	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Status action 7	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Status action 8	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Status action 9	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Status action 10	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>

At the bottom of the window, there are buttons for "Action", "Opt-1" through "Opt-6", "Save", "Abandon", and "Close". The status bar shows "Comp DEM".

User Defined Status Code – enter the letter for the status (reserved letters are A/C/D/F/H/Q)

Behaves as Code – enter the code the alternative letter ‘behaves as’ – for example if using ‘L-Lost’ to indicate that a quote has been lost this could be defined to behave as ‘C-Complete’ or ‘D-Deleted’, if using the S-Stop status this could be defined to behave as ‘H-Hold’.

Description – enter short label text for the user defined status.

Notes

Internal Order Processing processes use the 'behaves as' code as the guide for processing. For example, if using the S-Stop as H-Hold status then you would not be able to raise an invoice or delivery note against that flagged order and account accumulation values would be updated to the H-Hold values.

Similarly, Ledger Enquiry filter options and the application report to Analyse Orders by status use the 'behave as' status for filters and analysis respectively.

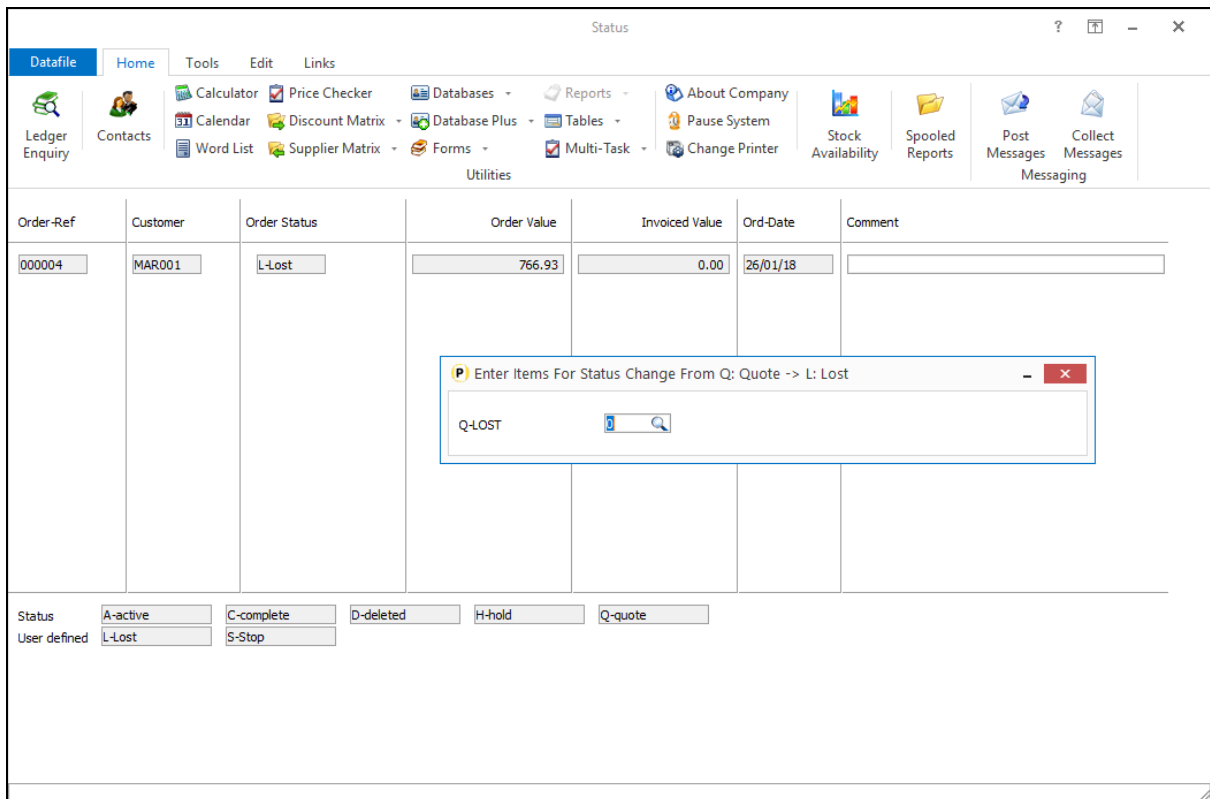
Report and Landing Page Selection Criteria options check the content of the data item so will use the user-defined value where appropriate.

Change Status – Confirmation Items

Datafile 2019 Diamond and Premier Only

When you manually change an order status the system can be configured to prompt for a comment as to the reason for the status change.

This new feature allows you to define up to five items for confirmation when the order status is changed and to tie these into a change from/to selected status codes. For example, when changing a Q-Quote to A-Active you may want to prompt for the reasons why you won the quote or to prompt for items such as customer order references, when changing from Q-Quote to L-Lost you may prompt for reasons as to why you lost the quote.



Installation

Application User Facilities

To define the confirmation items, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the appropriate Order Processing application before selecting **Enter/Amend Orders, Advanced Input Facilities** and **Optional Features**. The new status confirmation items are available on screen 6.

	New status code	Behaves as code	Description
User defined status code 1	L	C	Lost
User defined status code 2	S	H	Stop
User defined status code 3			
User defined status code 4			
User defined status code 5			

	From status	To status	Item 1	Mand?	Item 2	Mand?	Item 3	Mand?	Item 4	Mand?	Item 5	Mand?
Status action 1	Q	L	84	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>
Status action 2	Q		14	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>
Status action 3			0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>
Status action 4			0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>
Status action 5			0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>
Status action 6			0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>
Status action 7			0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>
Status action 8			0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>
Status action 9			0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>
Status action 10			0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>

You can define up to ten status change rules with a corresponding five confirmation items.

From Status – select the original status code for which this rule is to be applied. You can leave this item blank if required (though a ‘To’ status must then be set).

To Status – select the new status for which this rule is to be applied. Again, you can leave this item blank but a ‘From’ status must be applicable.

Item – select the Order Header data item to be prompted for.

Mandatory – select whether the item requires input or can be left blank/zero

Notes

Status Rule Changes are checked in order but only one rule is applied to any one change. For example, in the example above the system is set to prompt for the reason why a Quote was lost when changing from Q->L but for a change from Q to any letter the system will prompt for the Customer Reference – when changing from Q->L only the lost reason will be prompted.

User-defined status codes are treated as per the defined letter and not the 'behaves as' code and that the items are only prompted for code changes via the Change Status functions and not for options such as A->C when a delivery/invoice is processed.

Auto Accept Suggested Serials on Picking Document

Diamond and Premier Only

If, during Sales Order entry, you pre-allocate serial item selections then the SOP documents have the facility to automatically accept these pre-entered details and not prompt again during the document processing.

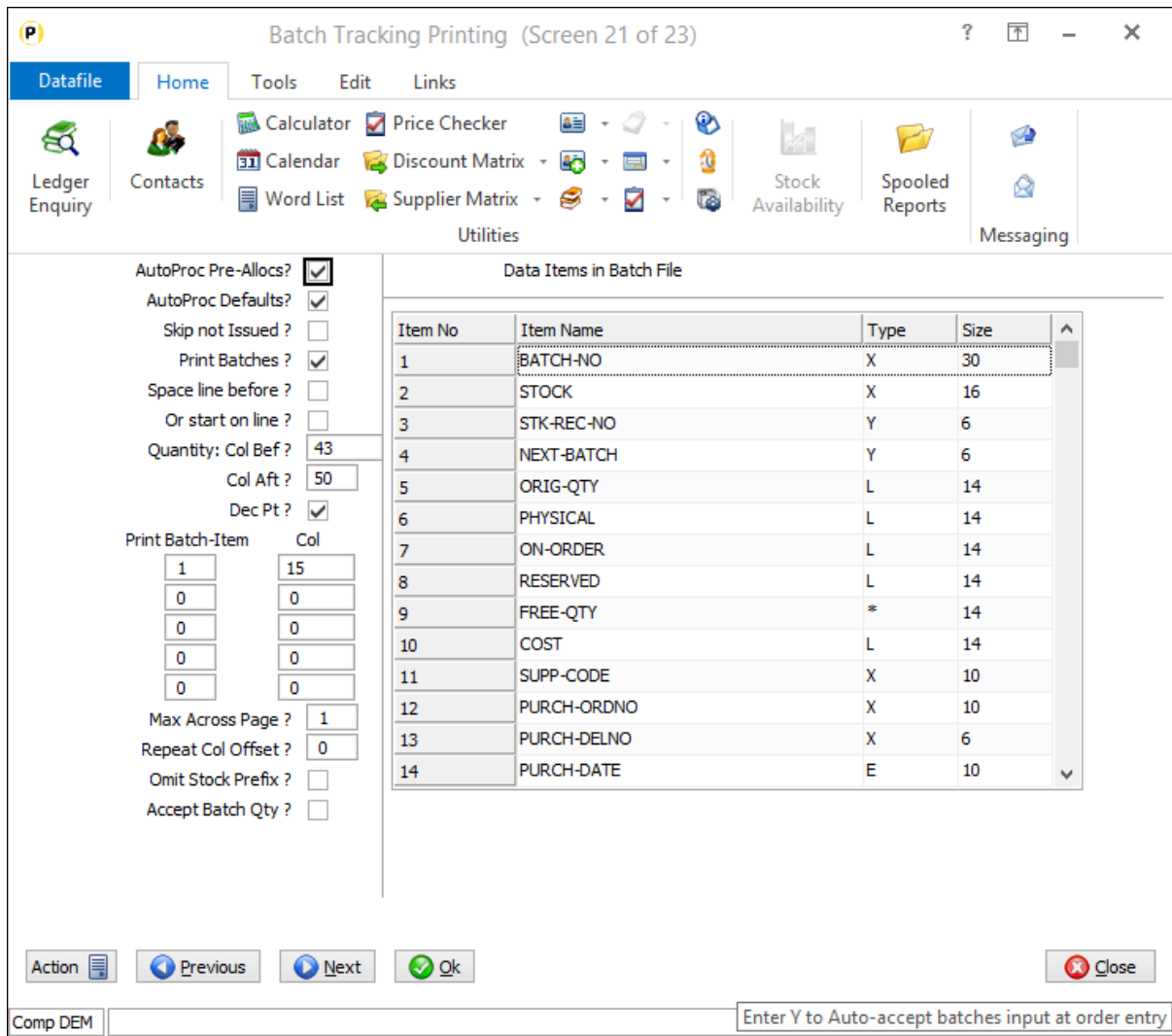
If, however, you are not pre-allocating in order entry the documents will prompt for the serial details for confirmation – even if issuing on a FIFO or user-defined sequence. A new option is now available within the document parameters which will allow the automatic acceptance of the default batch details.

Installation

Document Design Manager

Additional options have been added to the parameters within the SOP document definition to allow for the automatic acceptance of suggested serials.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order Process application and then the SOP 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 21.



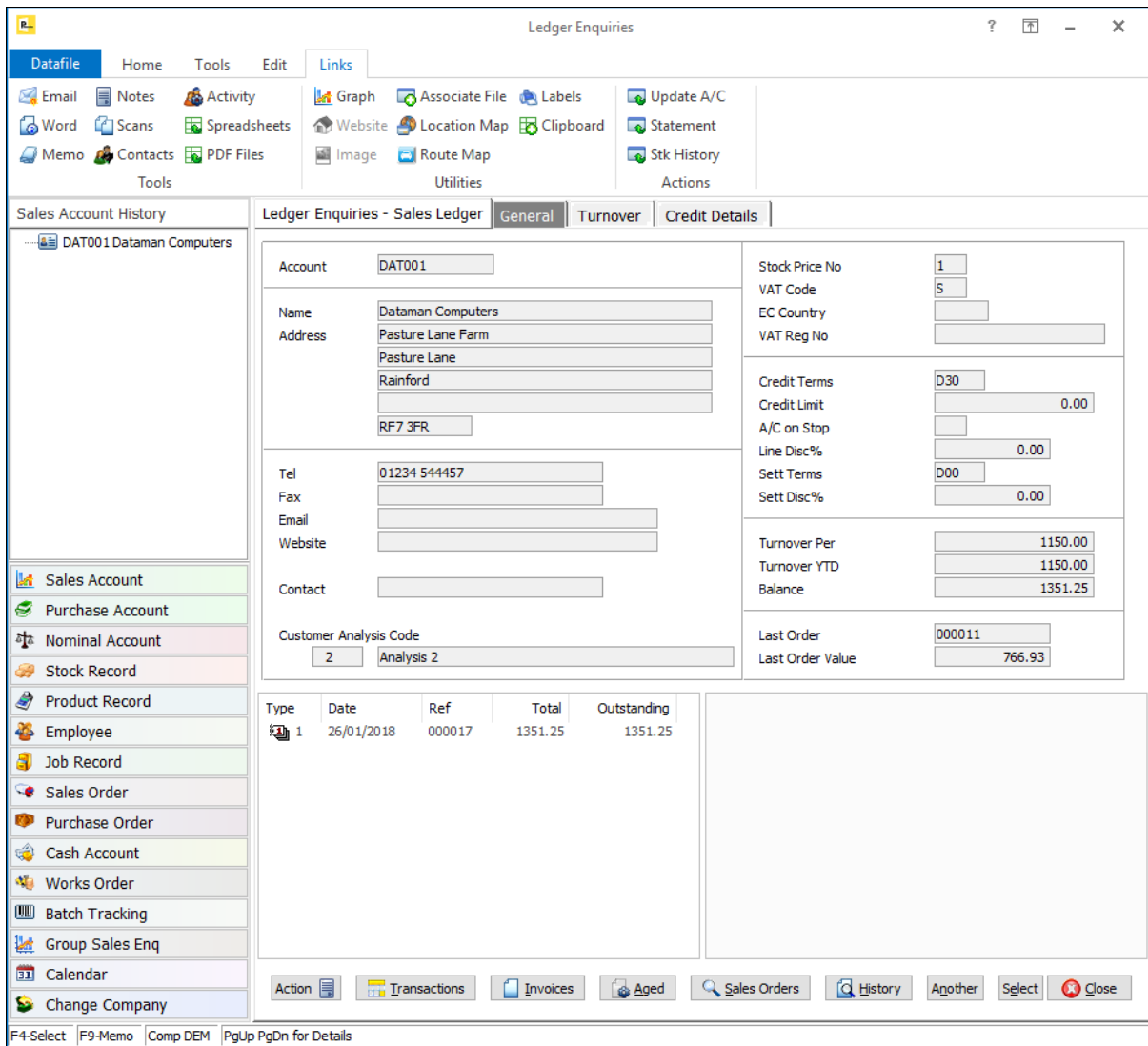
Auto Proc Pre-Allocs? - Set to allow auto-acceptance of pre-allocated serials (this applies to serials allocated as part of order entry or as part of a picking document).

Auto Proc Defaults? – if no batches are pre-allocated set this option to allow auto-acceptance of suggested serials based on settings for issue sequence within the Batch Tracking System Profiles.

Record Last Order Details for Account / Stock

Datafile 2019
Diamond and Premier Only

This new feature allows you to record on the sales/purchase account and stock record details for the last order added for that record.



Installation

Database Changes

Changes are required to the Sales/Purchase Accounts databases and the Stock Records database to record the last order details. To add these items, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Sales/Purchase Ledger application or the Stock Control application and elect to update the **Live Files** and then select the main application 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.

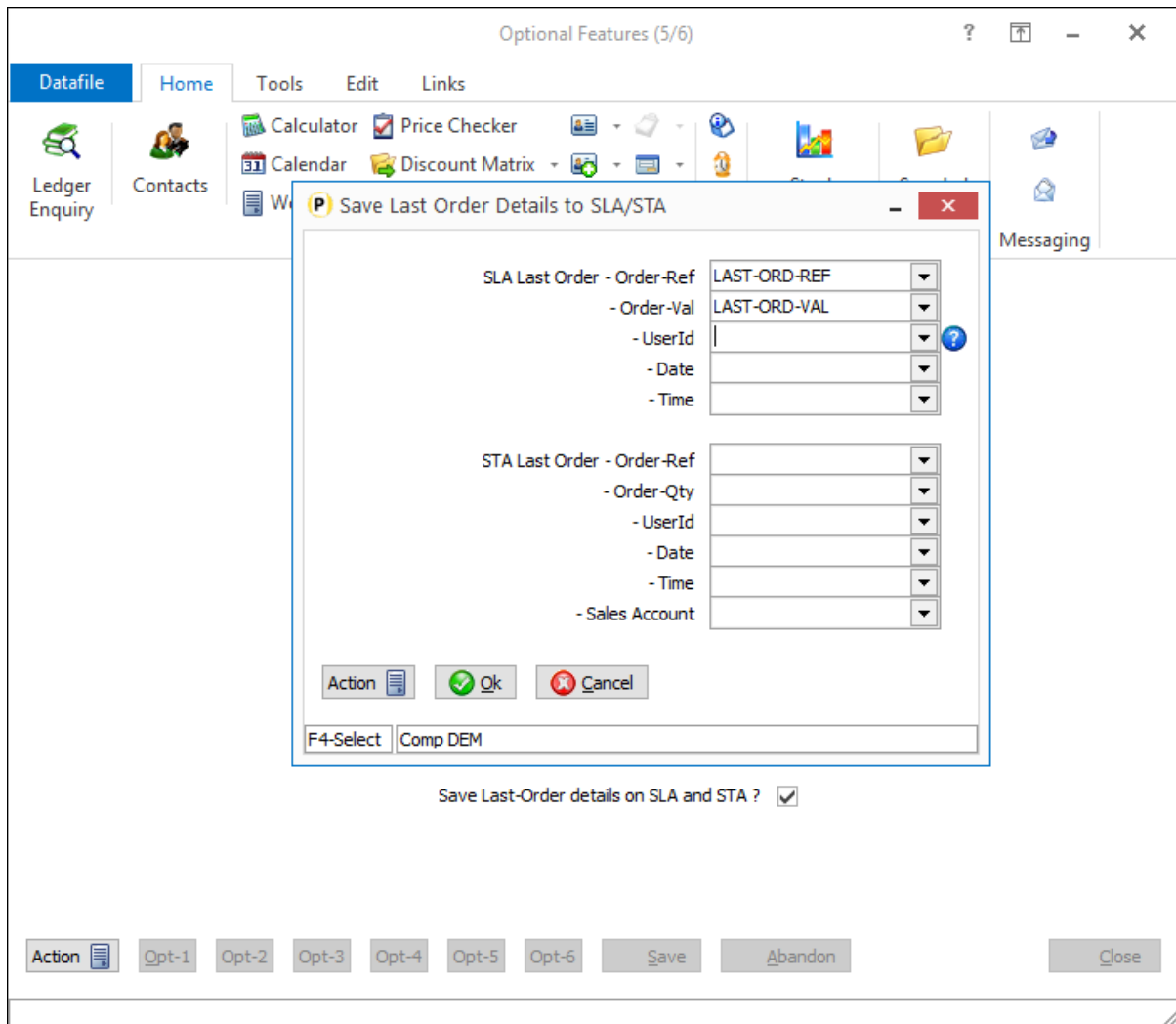
File	Item Name	Type	Description
SLA/PLA	LAST-ORD-REF	X (16)	Holds the last order reference
SLA/PLA	LAST-ORD-VALUE	K / L	Holds the last order value (accounts files only)

SLA/PLA	USER-ID	X (6)	Holds the user id of the operator who added the last order.
SLA/PLA	DATE	D / E	Holds the date the last order was added
SLA/PLA	TIME	N	Holds the time the last order was added
STA	LST-S/ORD-REF	X (16)	Holds the last sales order reference
STA	LST-S/ORD-QTY	K / L / M	Holds the last order qty
STA	LST-S/ORD-BY	X (6)	Holds the user id of the operator who added the last order.
STA	LST-S/ORD-ON	D / E	Holds the date the last order was added
STA	LST-S/ORD-AT	N	Holds the time the last order was added
STA	LST-S/ORD-ACC	X (10)	Holds the account the last order was added
STA	LST-P/ORD-REF	X (16)	Holds the last purchase order reference
STA	LST-P/ORD-QTY	K / L / M	Holds the last order qty
STA	LST-P/ORD-BY	X (6)	Holds the user id of the operator who added the last order.
STA	LST-P/ORD-ON	D / E	Holds the date the last order was added
STA	LST-P/ORD-AT	N	Holds the time the last order was added
STA	LST-P/ORD-ACC	X (10)	Holds the account the last order was added

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.

Application User Facilities

To apply this feature, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the appropriate Order Processing application before selecting **Enter/Amend Orders, Advanced Input Facilities** and **Optional Features**. The new parameter to update the last order items are available on screen 5.



Save Last Order Details to SLA (PLA) and STA – set to save the last order details to the account / stock file. On selection a pop-up screen will display to allow reference of the new items.

Notes

This option updates the account/stock record when a new active order is added. Quote orders will not update the last reference but will update on change from quote to active.

Amending a sales/purchase order will update the qty / value if the current order id matches that on the account stock / record.

If a new line is added to an order the system will update the stock record but will only update the account record if the order id for the current order matches that on the account.

Update Date Input on Quote Status Change

Datafile 2019
Diamond and Premier Only

As part of the Order Entry options users may be asked to confirm the date input. When changing a quote to active users may wish to update this date to reflect the date the order became active rather than when the quote was originally entered. A new option has been added to allow this.

Installation

Application User Facilities

To apply this feature, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the appropriate Order Processing application before selecting **Enter/Amend Orders, Advanced Input Facilities** and **Optional Features**. The new parameter to update the Date Input is available on screen 5.

Optional Features (5/6)

Datafile Home Tools Edit Links

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

Allow change status from Quote directly to Forward ?

Allow change status from Forward directly to Hold ?

Restrict change status from Forward to Active ?

Forward to Hold ?

Forward to Complete ?

Forward to Deleted ?

Restrict delete of details linked to Works Orders ?

Delete linked Works Order when delete Sales Order ?

Show descriptions / extra text as memo ?

Reset Date-Input if Quote made Active/Hold/Forward ?

Save Last-Order details on SLA and STA ?

Action Opt-1 Opt-2 Opt-3 Opt-4 Opt-5 Opt-6 Save Abandon Close

Comp DEM

If ticked then it will update Date Input with Today's Date when an order is changed from a Quote to Active/Held/Forward

Reset Date Input if Quote Made Active / Hold / Forward – set to update the date input on change of status from Quote to either Active, Hold or Forward.

Note

This option updates the 'Date Input' item – the record added date that can be used on Premier systems will retain the original date the record was added.

Bill of Materials

Additional Order Accumulation Items

Datafile 2019 Diamond and Premier Only

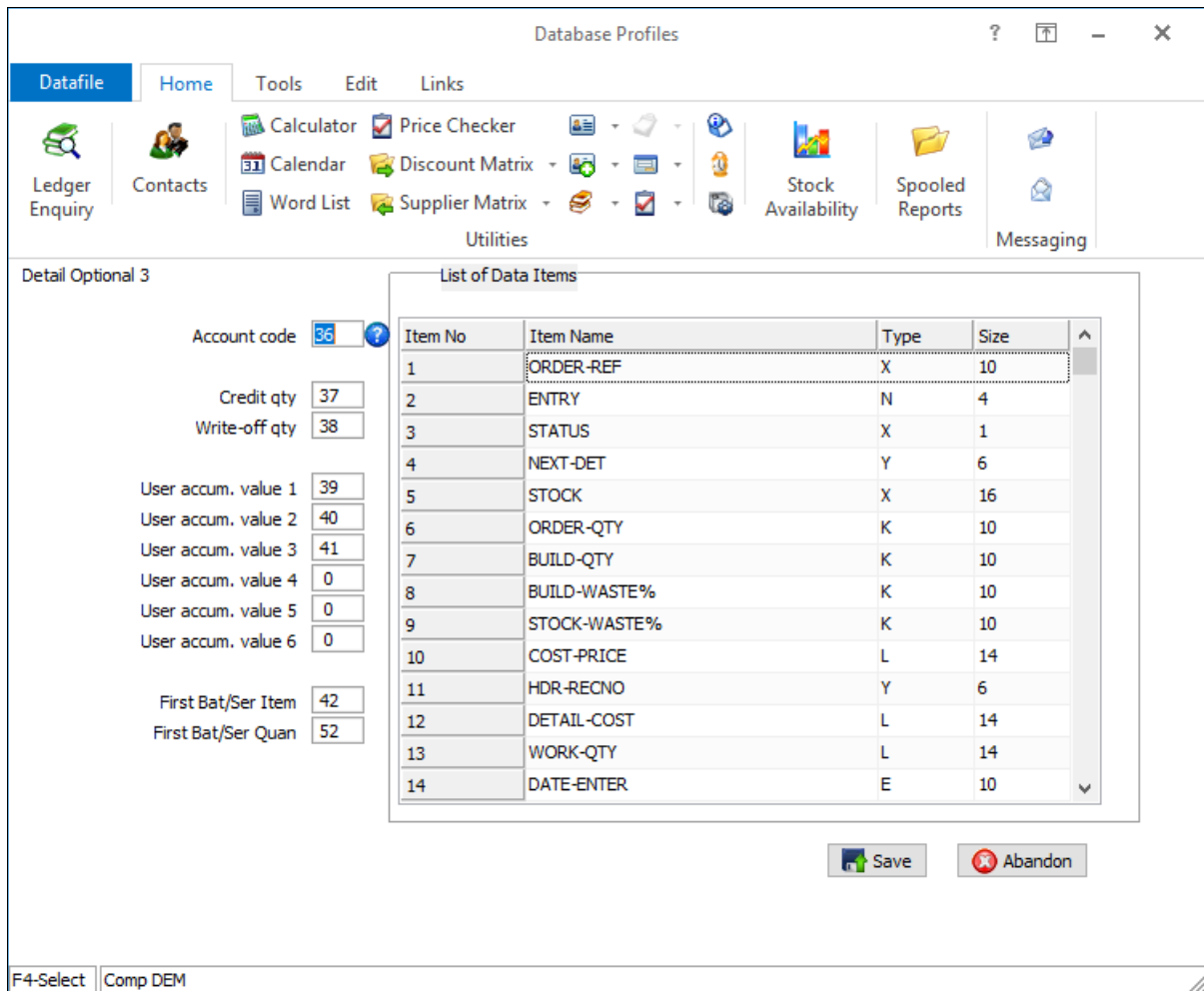
Existing options allow for the accumulation of three items from the works order detail to the order header. These items are used to accumulate values such as order quantity, order weight and so on. This new feature doubles the number of accumulation items from three to six.

Installation

Set Database Profiles

Each accumulation item requires a matching reference between the order header and the order detail files. These items are referenced via the Database Profiles.

For Bill of Materials the order header accumulation items are referenced on Header Optional 3 and the order detail items to be accumulated are referenced on Detail Optional 3.



Batch Tracking

Copy from Location to Batch

Datafile 2019
Diamond and Premier Only

This feature allows for the setting of a copy item from the Batch Location (BTL) to the Batch Record (BAT)

Installation

System Profiles

A new parameter has been added to the Batch System Profiles to allow for definition of the copy item. To update select **Installation** from the main menu followed by **Application Manager** and **System Profiles**. The copy item is defined on screen 5.

Copy From / To – reference the data items on the BTL and BAT tables that are to be copied.

Notes

The copy item is actioned on goods receipt in Stock Control, Purchase Order Processing GRN documents and Bill of Materials build documents.

Sales / Purchase Batch Updates

Set Period from Import Date

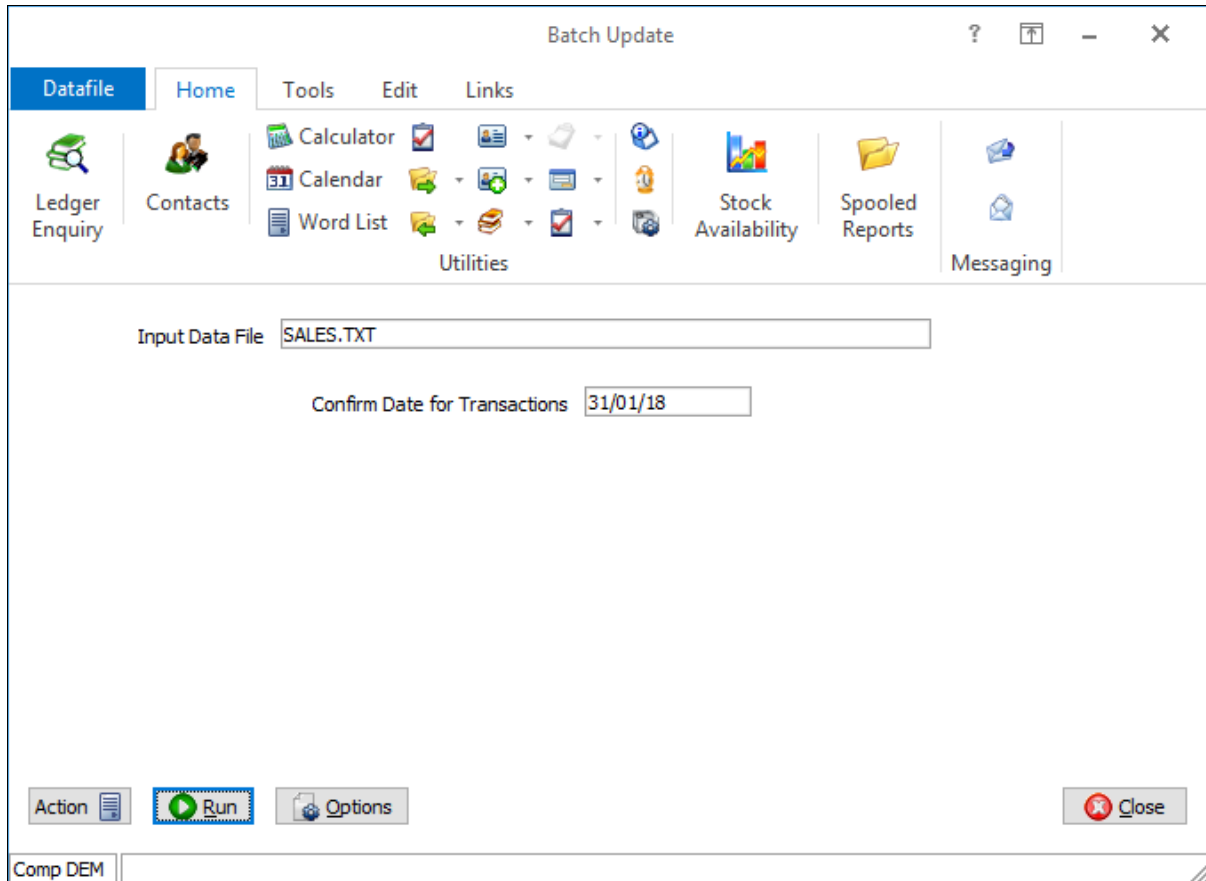
Datafile 2019

The Sales and Purchase Batch Imports allow for the date of the imported transaction to be taken from either the import file or confirmed at run-time. However, if taken from the import file the system still set

the period based on the 'run date' of the import. Datafile 2019 will set the period based on the import date and the current period like standard transaction entry.

If the date on the import record is within the current period date range or earlier then the system will record the transaction as a current period transaction.

If the date on the import record is in advance of the current period date range, then the system will record the transaction as a forward period transaction.



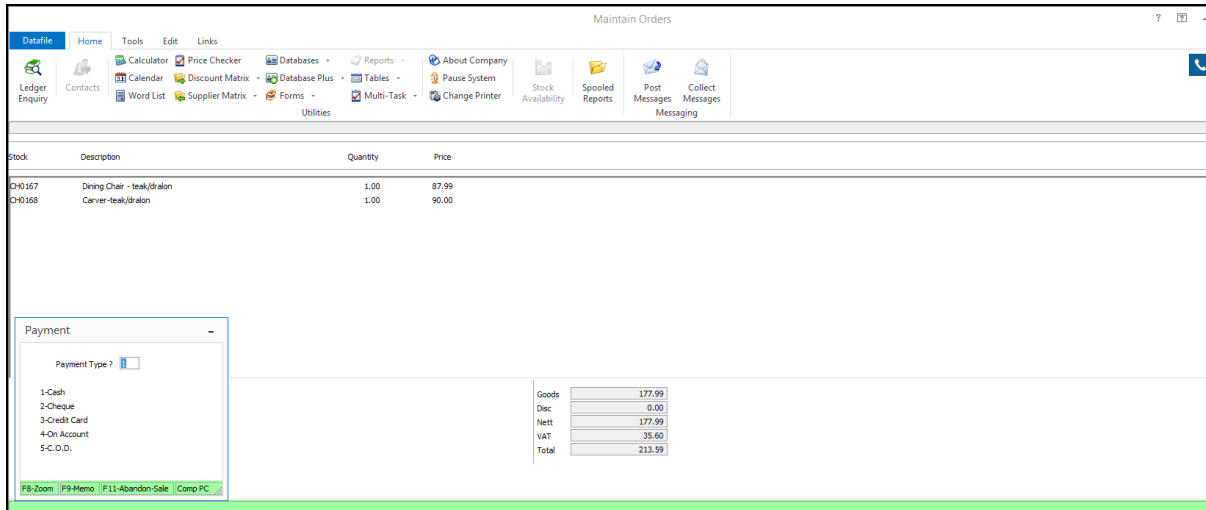
No setup changes are required for this option. If the import definition is set to take the date from the import record, then the system will assign the period number in accordance with the rules above.

Point-of-Sale Order Processing

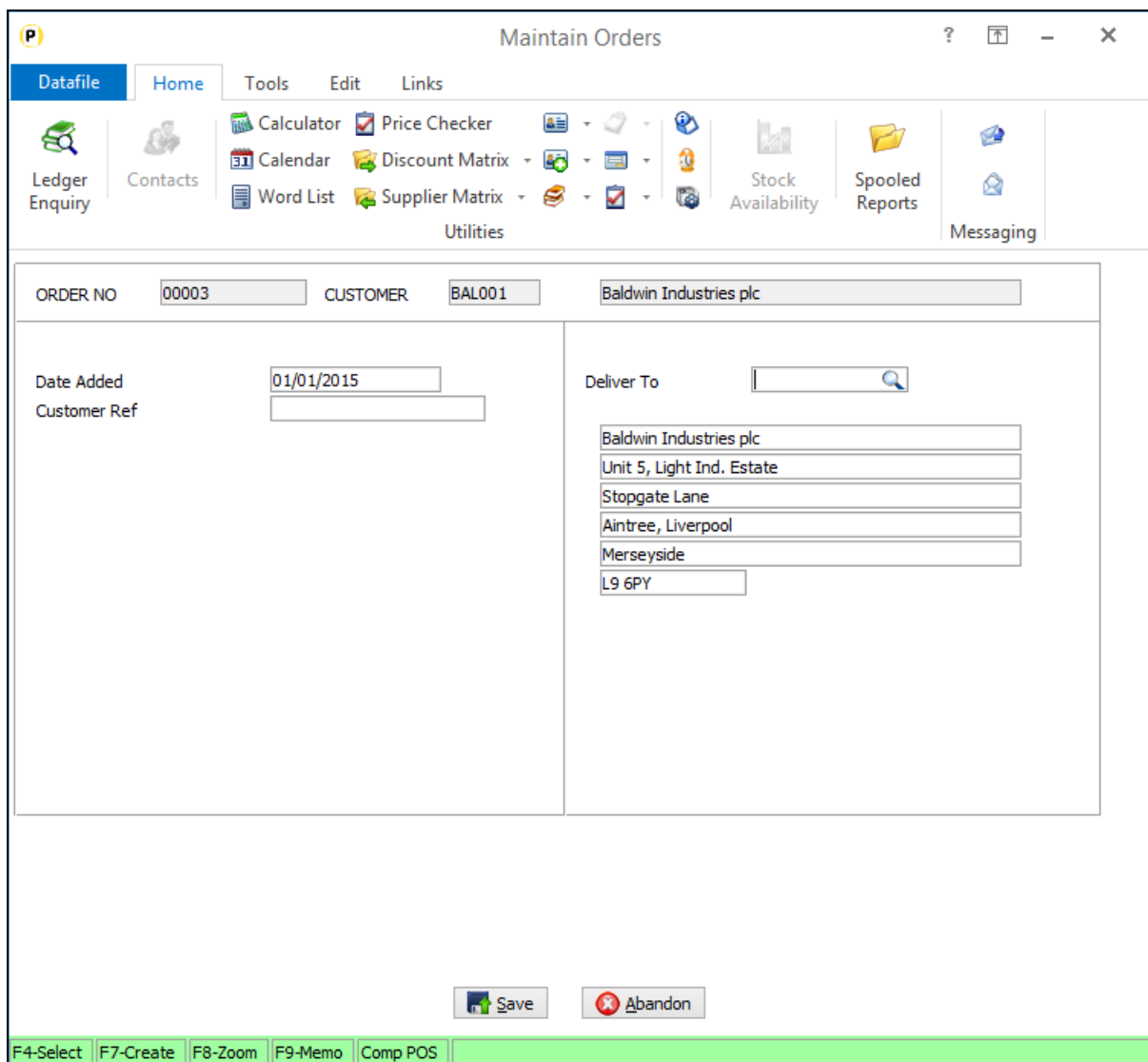
Show Order Header on Payment Selection

Datafile 2019
Diamond and Premier Only

After you have selected the payment method for a point-of-sale order the system prompts for up to five confirm items. This new feature allows, as an alternative, to show the standard SOP Order Header screen(s) allowing users to enter delivery details etc.



On completion of the invoice detail entry the system will prompt for the payment type as usual. On selection of the payment type, if configured, the system will show the standard order header screen(s). The standard two screens plus the selective screen will be displayed subject to configuration settings.



On save of the Order Header the system will continue with the remainder of the invoice production processes.

Installation

Application User Facilities

The option to display the order header screen(s) by payment type is controlled via the Application User Facilities for Sales Order Processing.

Select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the Sales Order Processing application and then **Enter/Amend Orders** and then **Point of Sale**. Screen 3 of the parameters includes the additional options.

Payment Type	A/c	Confirm-1	Confirm-2	Confirm-3	Confirm-4	Confirm-5	Large	Load-Doc	Trade	Hdr
Cash	<input type="checkbox"/>	74	75	0	0	0	<input checked="" type="checkbox"/>	201	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cheque	<input type="checkbox"/>	77	0	0	0	0	<input type="checkbox"/>	202	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Credit Card	<input type="checkbox"/>	70	71	72	0	0	<input type="checkbox"/>	203	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On Account	<input type="checkbox"/>	14	0	0	0	0	<input type="checkbox"/>	204	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.O.D.	<input type="checkbox"/>	0	0	0	0	0	<input type="checkbox"/>	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Against each payment type is the option 'Hdr' – select this option to show the standard SOP order header screen(s) in preference to the set confirm items.

Chapter 3

System Features

Ledger Enquiry

Stock Batch Location Summary

Datafile 2019
Diamond and Premier Only

When booking in stock batch or serial details the system allows you to record a location for the batch item. This location can then be viewed on enquiry screens or included on pick notes as required. This new feature adds a summary view of the Batch Locations to the Stock Ledger Enquiry. When configured selecting the 'Batch' option on the Stock enquiry will first show the list of locations batches for this item are in – the system will display these locations subject to the usual physical / reserved / on-order and free stock filters.

Batch Record Summary

Stock-Code: YE0167 Free-Stock: 13.00

Description: Dining Chair - teak/dralon Reserved: 0.00 On-Order: 0.00

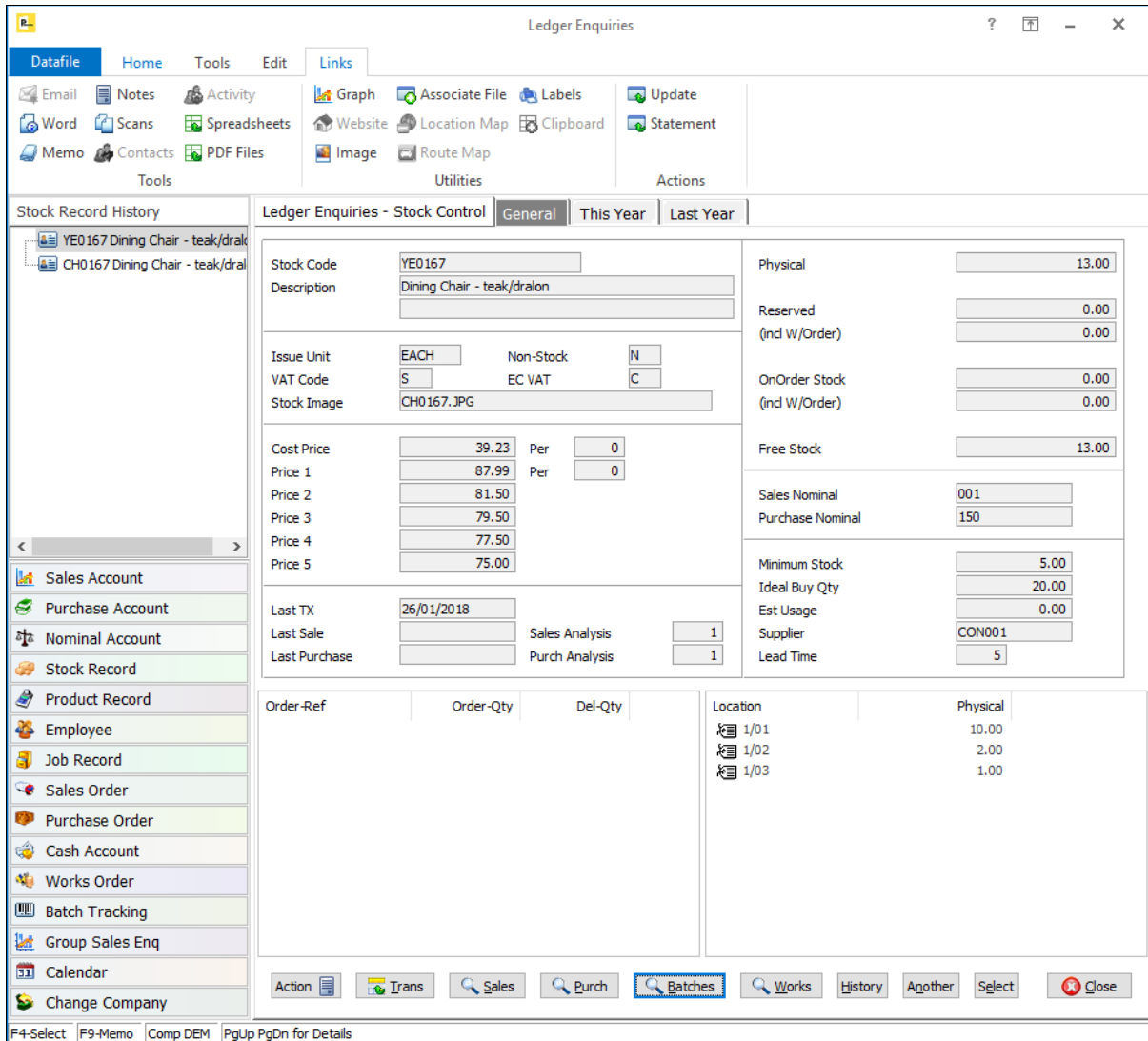
Batch/Serial Filter Non-Zero Batch Qty: All Records

Location	Physical	Cost
1/01	10.00	39.23
1/02	2.00	38.23
1/03	1.00	38.23

Action Batches Close

F9-Memo | Comp DEM | Press <Esc> to exit

Selecting the location will then drill-down into usual list of batch codes – filtered for that location. You can also show the location summary as one of the alternate panels on the main Stock enquiry view



Installation

Ledger Enquiry Manager

To configure the display of the Batch Location Summary additional options have been added to the Ledger Enquiry Manager. Select **Installation** from the main menu followed by **Ledger Enquiry Manager** and then **Enquiry Configuration**. Select the **Stock** application and then **Transaction / Detail Enquiries**. Confirm the authority levels for view and then access the **Stock Batch** display settings.

Stock Control - Transaction / Detail Enquiries - Stock Batch

Datafile Home Tools Edit Links

Ledger Enquiry Contacts

Calculator Price Checker Databases Reports About Company
Calendar Discount Matrix Database Plus Tables Pause System
Word List Supplier Matrix Forms Multi-Task Change Printer

Stock Availability Spooled Reports Messaging

Utilities

G) Graph ? 9
 T) Transactions ? 9
 S) Sales Orders ? 9
 P) Purch Orders ? 9
 B) Batch/Serial ? 9
 W) Works Orders ? 9

 H) History ? 9
 D) Detail ?

LIFO sequence ?

1 BATCH-NO
 2 PHYSICAL
 3 ON-ORDER
 4 RESERVED
 5 FREE-QTY
 6 COST
 7
 8

Batch Summary ?

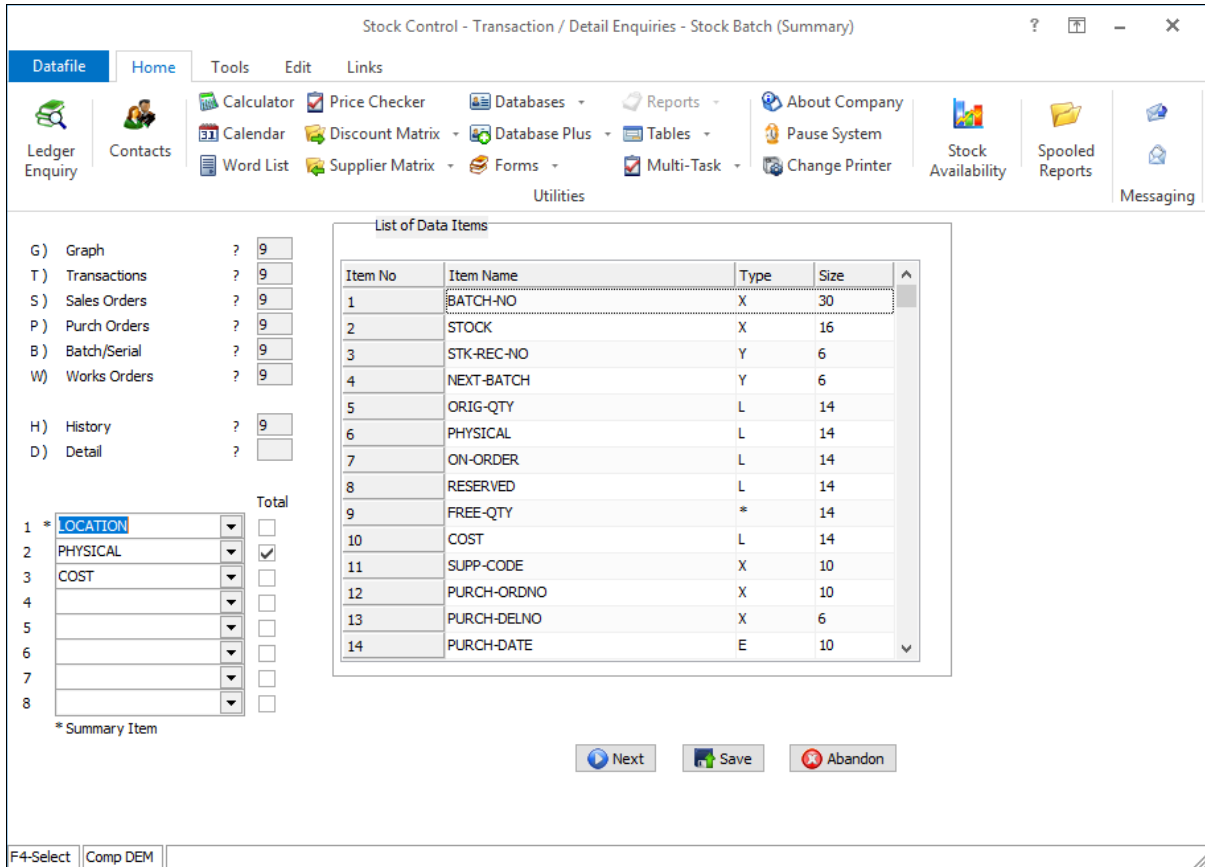
List of Data Items

Item No	Item Name	Type	Size
1	BATCH-NO	X	30
2	STOCK	X	16
3	STK-REC-NO	Y	6
4	NEXT-BATCH	Y	6
5	ORIG-QTY	L	14
6	PHYSICAL	L	14
7	ON-ORDER	L	14
8	RESERVED	L	14
9	FREE-QTY	*	14
10	COST	L	14
11	SUPP-CODE	X	10
12	PURCH-ORDNO	X	10
13	PURCH-DELNO	X	6
14	PURCH-DATE	E	10

Next Save Abandon

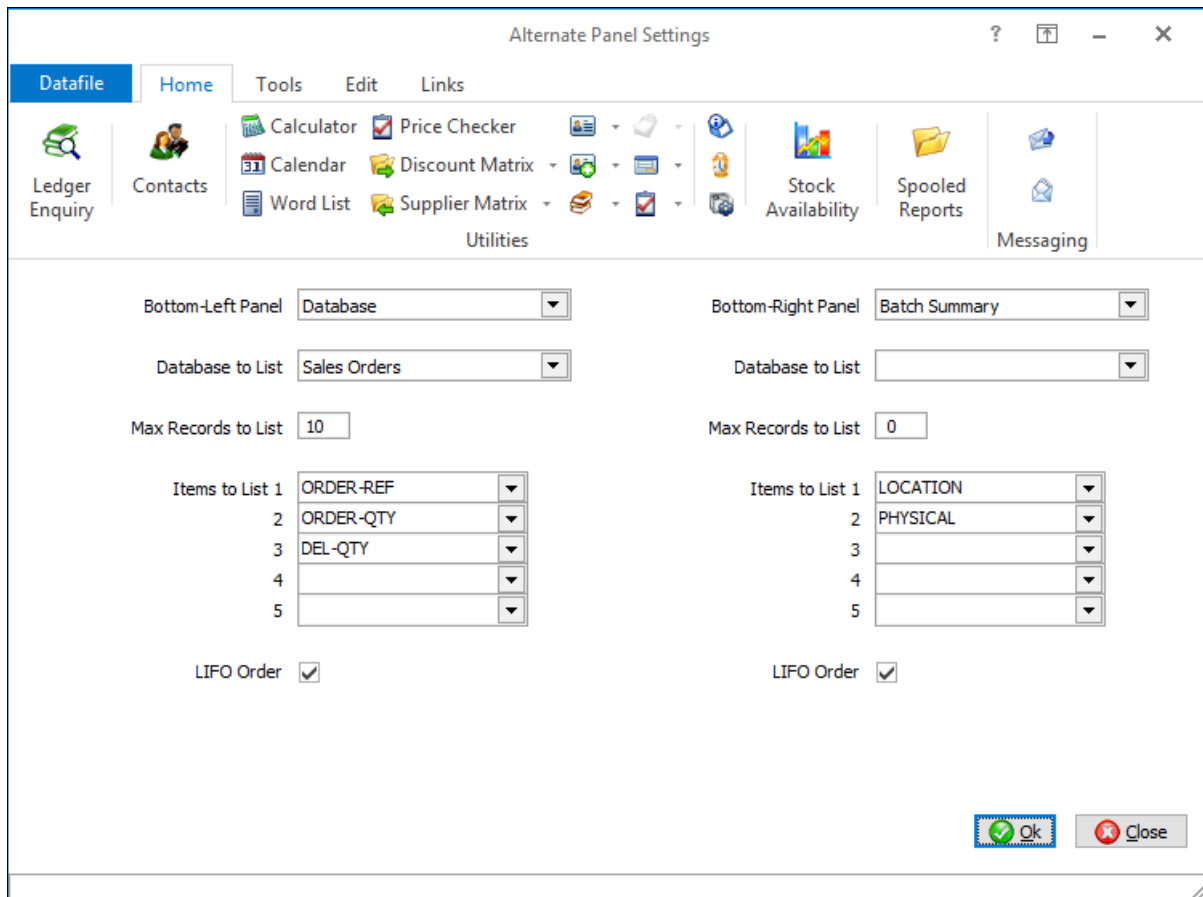
Comp DEM

The initial display allows for the standard list items, but a new option has been added 'Batch Summary'. When selected a second display will allow selection of the batch items to display on the batch summary view.



Item 1 is pre-set as the Location but up to seven further items can be selected for list. For each numeric item you can select whether to display the total of the batch records within that location or display the value from the first record.

To define the Batch Summary as an alternate panel display select the Alternate Panel options and select the Batch Summary as the items for display before selecting the items to list.



Ledger Enquiry – Link to Another Company

Datafile 2019
Diamond and Premier Only

Various options within the Ledger Enquiry use the current company as the basis for their action. For example, the storing of associated files – word documents, scans, emails, etc. – are held within a folder structure based on the current record, application and company.

Configuration options within the system allow different companies to share the same databases. You may, for example, have multiple companies with different sales order configurations updating the same sales / stock files. In these circumstances when you select the Ledger Enquiry and view a sales account you may not see the memo or associated files recorded against the account if they are saved in the main company.

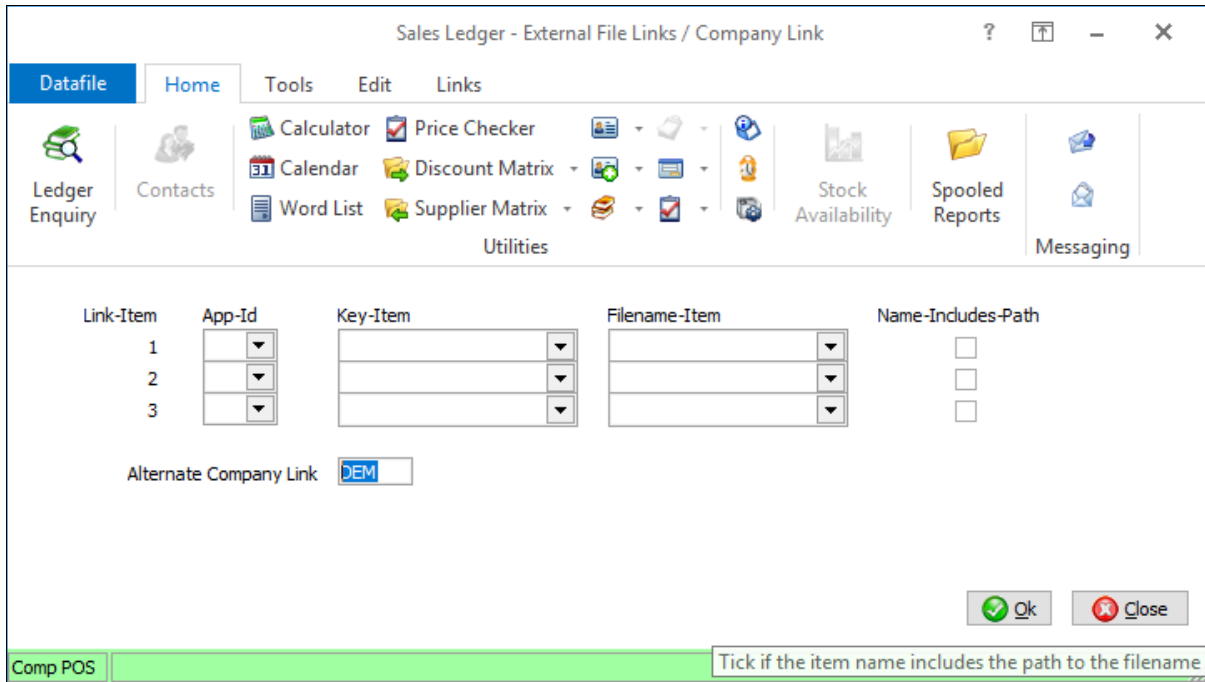
This new feature allows you to define a company against a Ledger Enquiry application so that, when the enquiry is accessed, the system will swap to that company allowing company memos and associated files to be accessed.

Installation

Ledger Enquiry Manager

Within the Ledger Enquiry Manager, a new configuration option has been added to link the enquiry to an alternate company. To update the company settings, select **Installation** from the main menu followed by

Ledger Enquiry Manager and Enquiries Configuration. Select the required application and then select the **Extra File Links / Company Settings** parameter screen.



Alternative Company Link – reference the company id to change to on access of this ledger enquiry application.

Notes

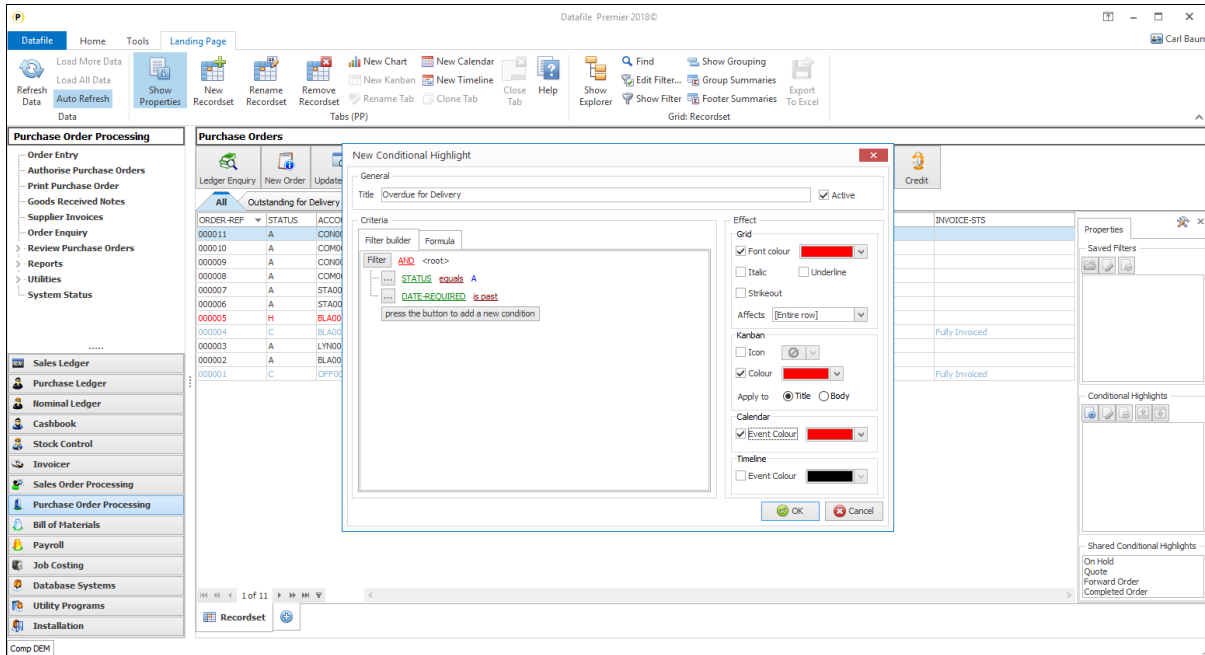
Premier users can define up to four extra applications on the Ledger Enquiry. This facility is also available for these options but is defined via the Application Profile. Enter against the application id, when set to match a main Datafile application, will prompt to link to an alternate company.

Data Visualisations

Extended Facilities for Conditional Highlights

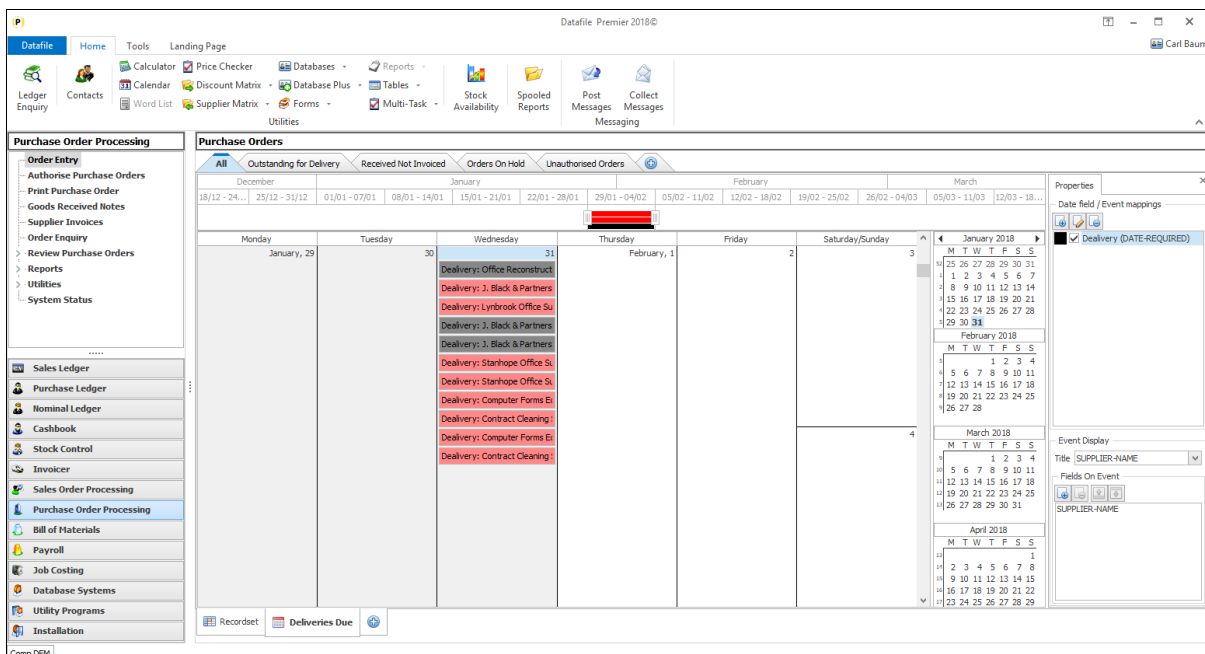
Datafile 2019

The Conditional Highlight facilities available for the application Landing Pages allow you to set a colour ‘highlight’ rule to a record set. This could allow, for example, to highlight purchase order deliveries in ‘red’ if overdue. Datafile 2019 extends this facility to apply the highlight rule to entries in the Calendar, Kanban Grid and Timeline options.



When defining a Conditional Highlight the system will allow you to select which of the options to apply the highlight to. For the Kanban Grid we can select whether the highlight rule is to apply an icon or apply a colour to the card title/body. For the Calendar and Timeline you can select the colour the event is to be displayed in.

Here we've applied a highlight rule to show which orders scheduled for delivery are overdue.

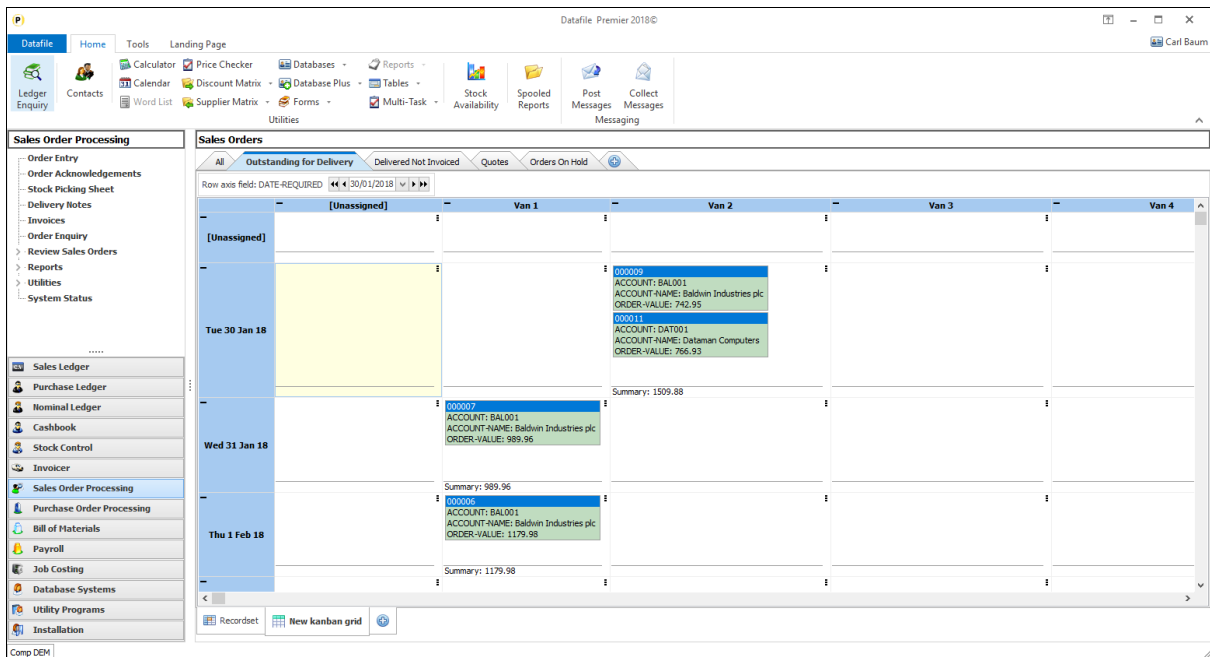


Kanban Grid

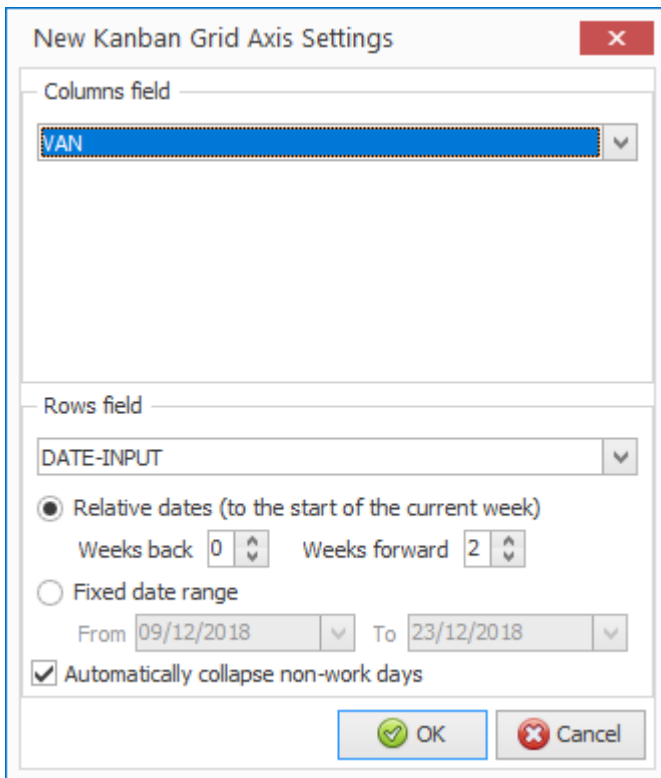
Datafile 2019

The existing Kanban option allows for a one-dimension display of the current record set. For example, if the record set shows Orders to be delivered today you can use the Kanban view to allocate the delivery to a route or van – the Kanban then allows deliveries to be re-assigned subject to weight, space and time considerations.

This new feature, Kanban Grid, allows a two-dimension view of the current record set. This can be used, for example, so that deliveries are still assigned to a route or van but also to change the date of the delivery.



The Kanban Grid displays in the landing page area of the screen, but you can select the 'Undock' option on the Landing Page tab on the ribbon to display to full screen. To add a new Kanban Grid select the '+' icon to create a new grid.



The dialog box 'New Kanban Grid Axis Settings' has a title bar with a close button. It contains two main sections: 'Columns field' and 'Rows field'. The 'Columns field' has a dropdown menu with 'VAN' selected. The 'Rows field' has a dropdown menu with 'DATE-INPUT' selected. Below the 'Rows field' dropdown, there are two radio buttons: 'Relative dates (to the start of the current week)' which is selected, and 'Fixed date range'. Under 'Relative dates', there are two spinners: 'Weeks back' set to 0 and 'Weeks forward' set to 2. Under 'Fixed date range', there are two date pickers: 'From' set to 09/12/2018 and 'To' set to 23/12/2018. At the bottom, there is a checked checkbox 'Automatically collapse non-work days' and two buttons: 'OK' and 'Cancel'.

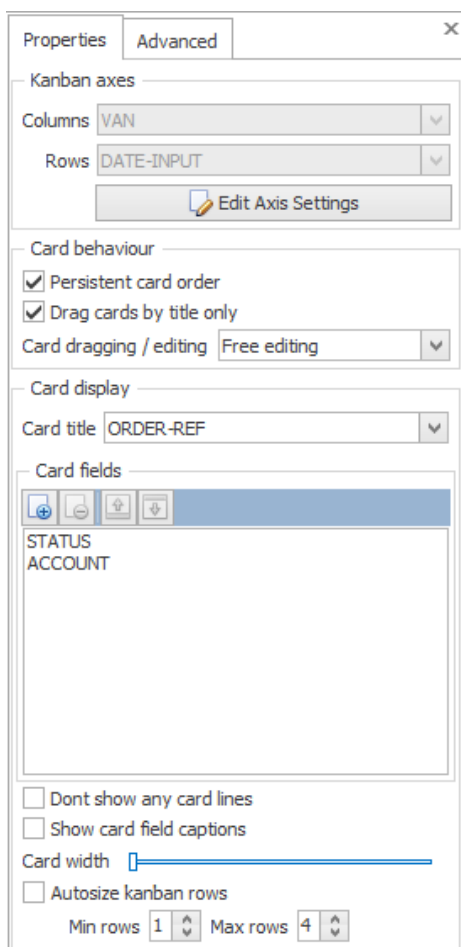
Firstly, you are asked to select the data items for display on column (horizontal) and row (vertical) axis.

You can select a table, date or Boolean (Y/N) item for each axis.

If one of the axis items is a date, then you are asked for whether the grid is to display content relative to the current week and how many weeks back or forward to allow or you can set a fixed date range to view.

You can also set whether to automatically collapse non-work days. (Defined via the toolbox option on the Landing Page Properties)

Once the Grid has been created further properties can be accessed via the 'Show Properties' option on the ribbon.



The 'Properties - Advanced' dialog box has a title bar with a close button. It is divided into several sections: 'Kanban axes' with 'Columns' set to 'VAN' and 'Rows' set to 'DATE-INPUT', and an 'Edit Axis Settings' button; 'Card behaviour' with checked checkboxes for 'Persistent card order' and 'Drag cards by title only', and a 'Card dragging / editing' dropdown set to 'Free editing'; 'Card display' with a 'Card title' dropdown set to 'ORDER-REF'; 'Card fields' with a list containing 'STATUS' and 'ACCOUNT', and icons for adding, removing, and moving items; and a bottom section with checkboxes for 'Dont show any card lines', 'Show card field captions', and 'Autosize kanban rows', along with a 'Card width' slider and 'Min rows' (1) and 'Max rows' (4) spinners.

Card Behaviour

Persistent Card Order – retains the order of the cards as you drag them within the grid.

Drag Cards by Title Only – set to only drag via selecting the title, leave blank to allow dragging by selecting the card as a whole.

Card Dragging / Editing – set to whether the card display is read only (no dragging), confirmable edit (allow drag but pop-up to confirm change) or Free Edit (drag and move without confirmation)

Card Display

Card Title – select the data item to display as the card title.

Card Fields – select the data items to show on the Kanban card. Use the Plus/Minus icons to add or remove items from the list and the Up/Down icons to move the item within the list.

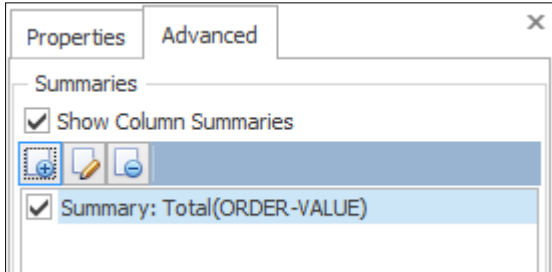
Do not Show Any Card Lines – omits the card display just leaving the title

Show Card Field Captions – prefixes the card display items with

the data item name.

Card Width – drag the slider to increase/decrease the width of the card on the display.

Autosize Kanban Rows – set to auto-size the Kanban based on minimum and maximum rows to display.



The 'Advanced' Tab allows you to define the column summaries to display. This could include weight, volume or values.

General System Options

Expanded Screen Layouts

Datafile 2019
Diamond and Premier Only

The Datafile screen layout size allows 20 lines down and 80 columns across. This new feature extends this facility to allow for an increased user-definable size.

It is important to note that setting a user-defined screen size means that the screen layout is no longer compatible with Version 7 or earlier versions of the Datafile 20xx programs. You should ensure all users are using the current version of Datafile 2019 programs before enabling this feature against a screen layout.

Maintain Accounts - Update

Menu: Datafile | Home | Tools | Edit | Links

Tools: Email, Notes, Spreadsheets, Graph, Associate File, Labels, Word, Scans, PDF Files, Website, Location Map, Clipboard, Enquiry, Transactions, Invoices, Retained, Aged, Outstanding, Stock Summary

Utilities: Image, Route Map

Enquiries: Enquiry

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	0.00
Website		A/C on Stop	
Contact	Miss M Greenwood	Line Disc%	0.00
Salesperson	1 Mr James Smythe	Sett Terms	D00
Analysis	1 Analysis 1	Sett Disc%	0.00
Status	0	Turnover Per	4146.74
Source	0	Turnover YTD	4146.74
Pay Name		Balance	4674.98
		Last Invoice	26/01/2018
		Last Payment	26/01/2018
		Added By	CARL
		Added On	26/11/2017
		Added At	1200

Action | Save | Abandon | Close

F5-Insert | F6-Delete | F8-Zoom | F9-Memo | Comp BUG

Installation

Application Screen Layouts

As part of the screen design processes an option has been added to the Design tab to set the Screen Layout Size. Selecting this option prompts to set a user-defined screen size and allows you to set the number of columns across and lines down.

Maintain Accounts Screen

Datafile Home Tools Edit Design

Save Abandon Db-Restructure Border Sequence Refresh Line Mode Auto-Sequence Look Up Show Data Screen Layout Size Preview Screen

File Tools

Account BAL001

Name Baldwin Industries plc
Address Unit 5, Light Ind. Estate
Stopgate Lane
Aintree, Liverpool
Merseyside
L9 6PY

Tel 0151 229 8190
Fax 0151 229 8191
Email Sales@Baldwin.co.uk
Website

Contact Miss M Greenwood
Salesperson 1 Mr James Smythe
Analysis 1

Status 0
Source 0
Pay Name

Stock Price No 1
VAT Code S
EC Country GB
VAT Reg No

Turnover YTD 4146.74
Balance 4674.98

Last Invoice 26/01/2018
Last Payment 26/01/2018

Added By CARL
Added On 26/11/2017
Added At 1200

Define Screen Layout Size

Enable user defined screen layout size

Screen layout width (in columns) 100

Screen layout height (in rows) 24

OK Cancel

C:1 L:1 Text Overtyp 84% storage left

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

When setting the size remember that these settings apply for all users. Review screen resolutions and scaling settings before greatly increasing these sizes.

A preview screen option is available that displays the current screen using the run-time font settings.

Notes

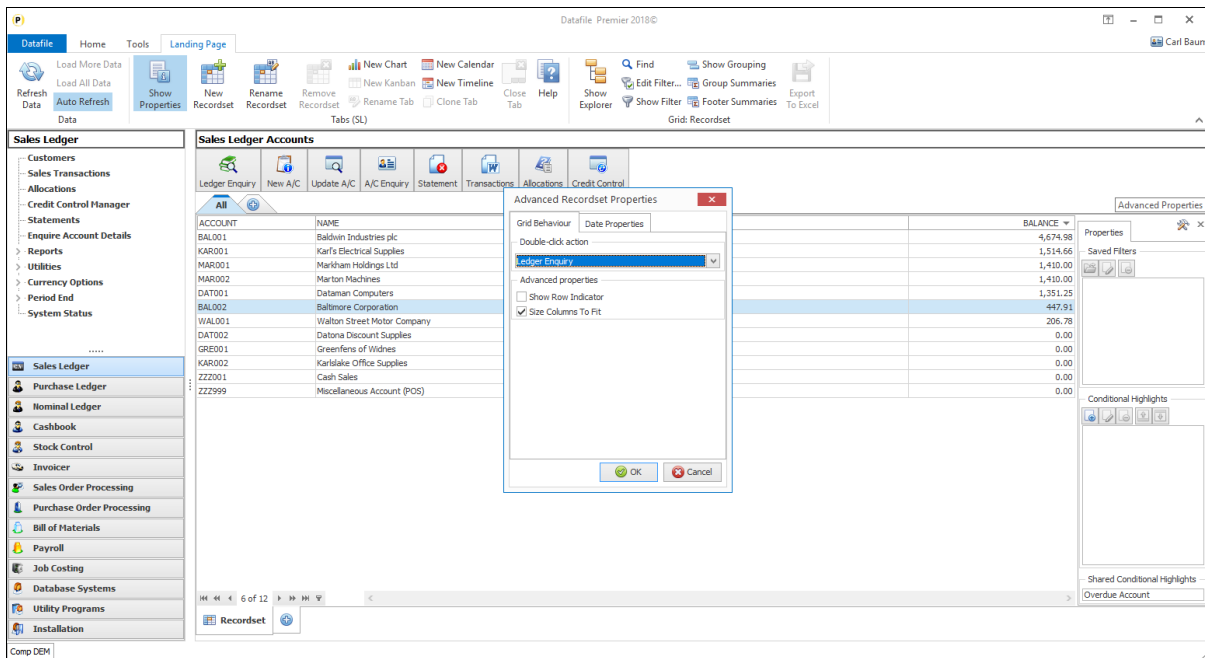
This option is available for the main application screens and the Database / Forms on Desktop options.

This option is also available for the Ledger Enquiry. Screen size settings for the Ledger Enquiry are global across all applications and screens and are set within the **Enquiries Allowed for Company** parameters.

Double-Click Options on Landing Pages

Datafile 2019

On the Landing Page right-click options are available to select any of the options defined on the ribbon, this new feature allows you to define an 'auto' action to be launched when you double-click a record with the mouse.

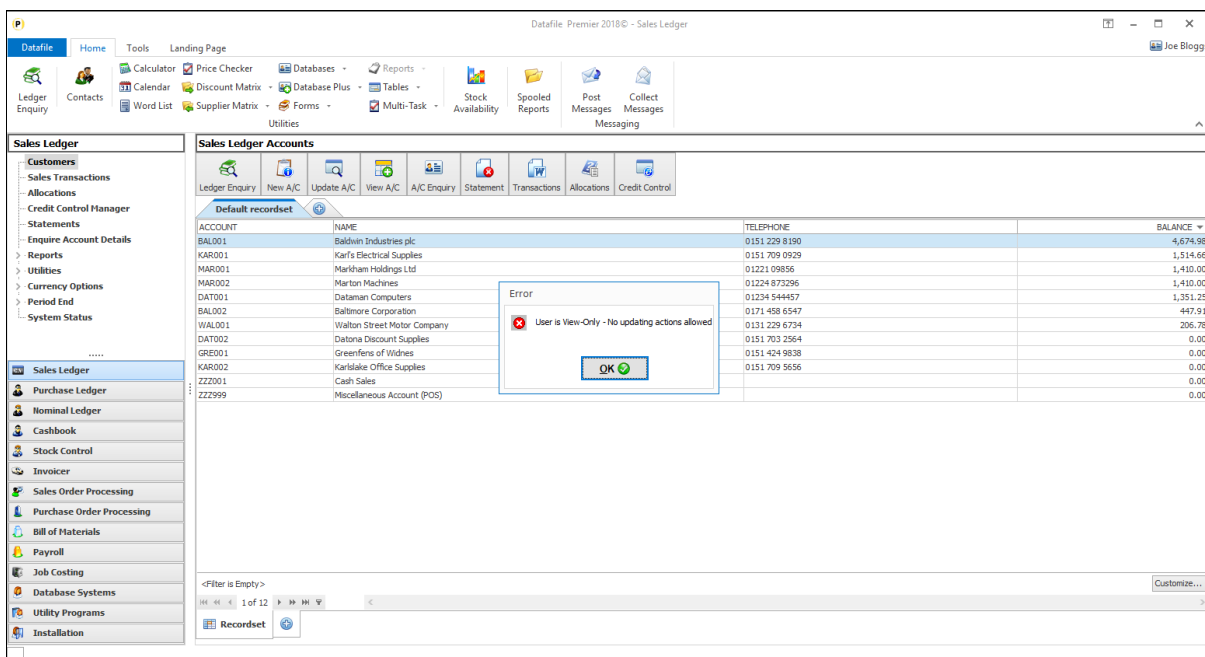


To define select the Landing Page tab and then click to Show Properties. On the properties tab click the toolbox icon and on the Grid Behaviour page you can define which of the actions to be triggered when you double-click an icon on the landing page.

View-Only Users

Datafile 2019

This new feature allows you to define a user as having 'view-only' access. The user can enquire on records and run reports but cannot update a record. On selection of an option that allows record updating then the user is warned that they are view only and cannot access the option.



To set a user as 'view-only' then an additional parameter has been added into the user profile settings within the MASTER user-id parameters.

The screenshot shows the 'Set Up User No 13' window with the following settings:

- User-Id ? : JOE
- Full Name ? : Joe Bloggs
- Password ? : LEO
- Authority Level (0-9) ? : 0
- User View Only ? :
- Default Company ? : DEM
- Department ? : [Dropdown]
- Only this Company Id ? :
- Default Printer ? : 0
- Allow Enquiries ? :
- Def Enq Company ? : [Text Box]
- Multi-Company Enquiries ? :
- Allow "SLAVE" Enquiries ? :
- Allow DOS Shell ? :
- Alternative Menu ? : [Text Box]
- Save Enquiry History ? :
- Alternative Desktop ? :
- Installer Desktop ? :
- Authorisation Limits - SOP ? : 0.00
- POP ? : 0.00
- Salesperson Code ? : 0

User View Only – set so the user can only access non-updating or reporting actions.

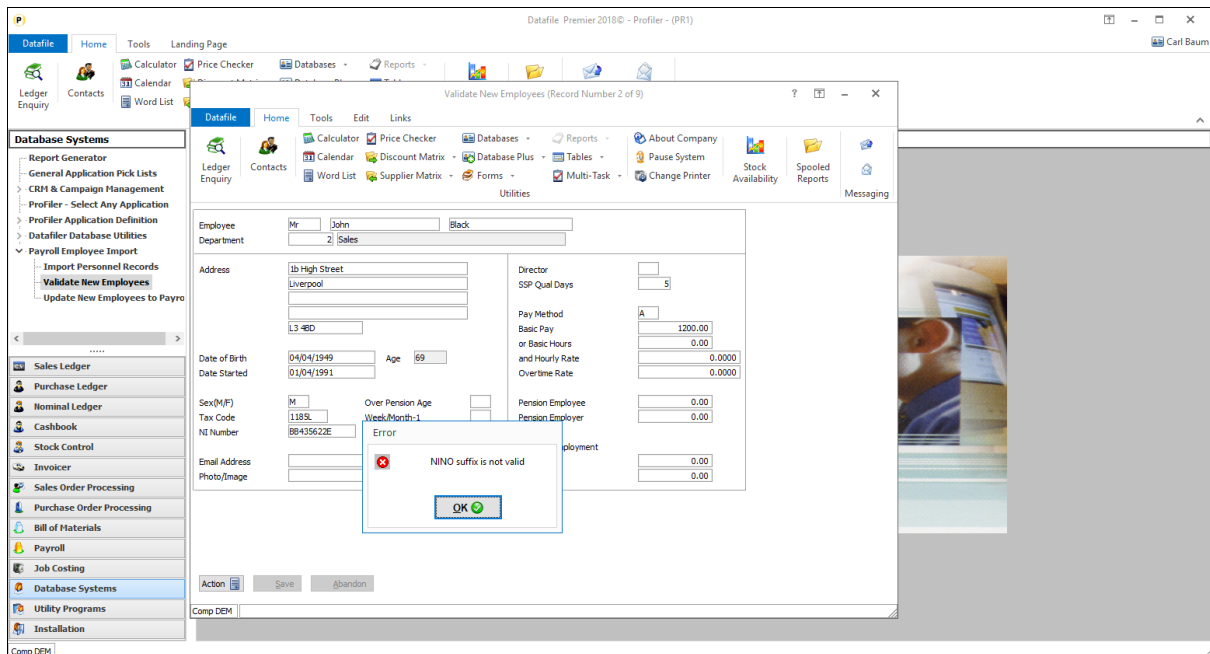
ProFiler

Screen Entry – Validate Payroll Employee Data

Datafile 2019

ProFiler is sometimes used to provide additional options to the core Datafile system. One such use is for the import of new employee data from Personnel systems but can run into the issue that key items – Tax Code, NI Category and NI Numbers – require validation options that are only available within the Payroll

application itself. This new feature extends the availability of these actions to be used within ProFiler screen entry.

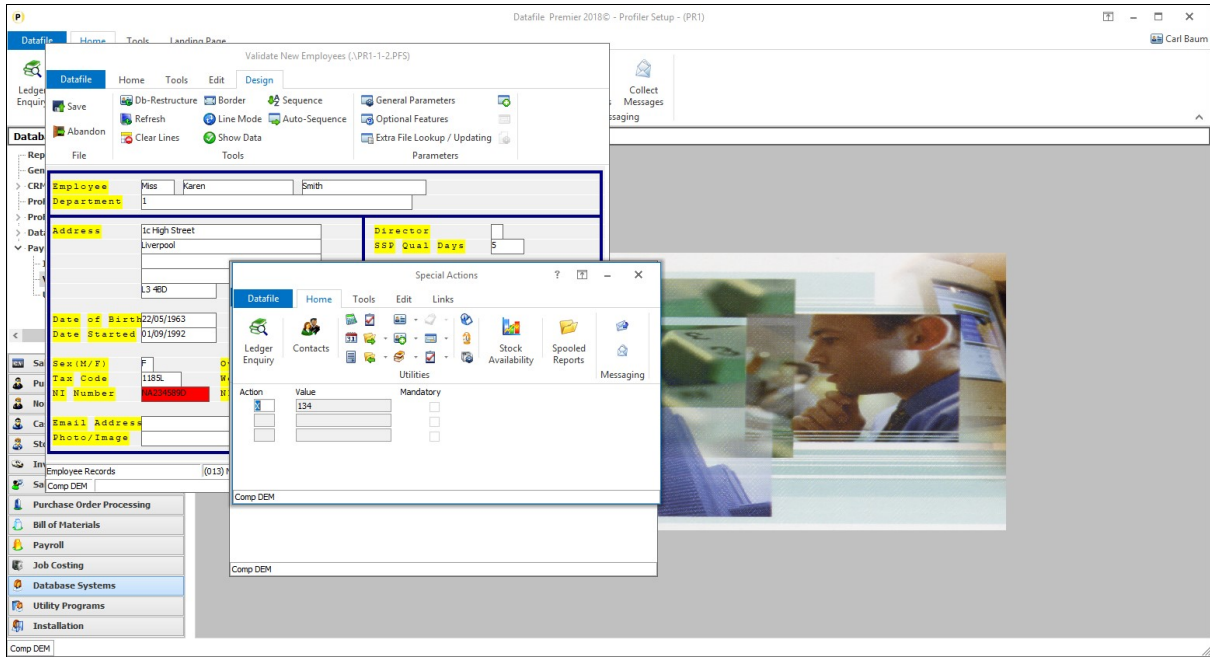


As part of the ProFiler screen design you can reference special validation actions and the Payroll validation rules have been added here.

Special X-Actions for Payroll Validation include:

- 132 Employee Date Started (must be within the current tax year)
- 133 Employee Tax Code
- 134 Employee NI Number
- 135 Employee NI Category
- 136 Employee Pay Method
- 137 Employee SSP Qualifying Days
- 138 Employee Gender

To apply the validation rules, you need to amend the ProFiler screen definition to attach the special actions to the items.



To add the validation rule right-click on the data item on screen and then confirm the view-only / mandatory / uppercase input parameters. System will then display the special action items and these can be entered here.

Action Set to X

Value Add the Validation Rule number as listed above. Press the <F7-Option> key to list.

Mandatory Set to Y

Microsoft Office Links

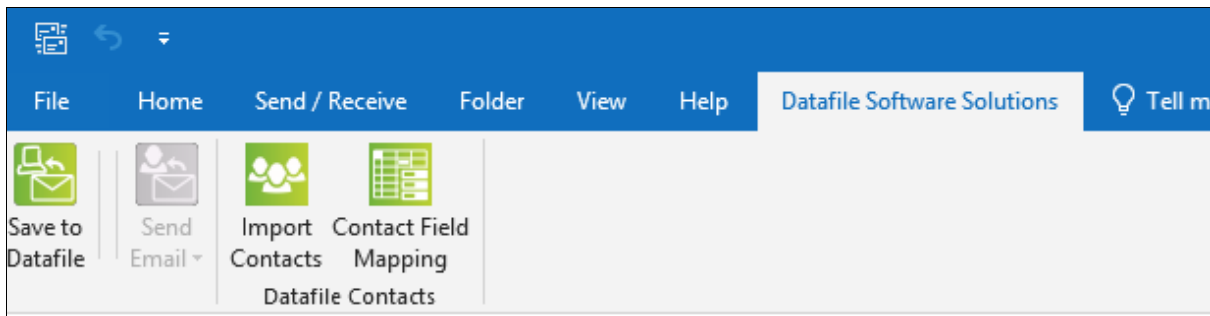
Links to Microsoft Office / Sync Datafile Contacts

Datafile 2019

Datafile 2018 introduced a new Datafile add-in 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, allowed 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.

A new option has been added to the Outlook aspect of this link with Datafile 2019 to allow you to sync the Datafile contact list as a Contact Group within Outlook itself provided you are also using our CRM Add-In.

On the Datafile Software Solutions tab on the main Outlook form are options for Importing Contacts and Contact Field Mapping. These options are active when Datafile is open, logged in and a company with the Contacts database is open.



Datafile will default map items in its Contact table to the Outlook Contact list but you can amend this by selecting the 'Contact Field Mapping' option.

Using the drop-down list option against each field select the datafile item that contains that content – leave blank if not required.

Once mapping completed select the OK button.

To sync the contacts, select the Import Contacts option. Outlook will then fetch down the Datafile contacts to the Outlook list.

After syncing the list when sending emails from Datafile view the Email link tools in the Ledger Enquiry will operate as before but in addition when manually sending emails if the recipient matches an entry in the synced contact list – and Datafile is open and logged in – the system will prompt to save the email on send.