

Datafile 2020 Supplement

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Contents

Chapter 1 - Introduction

Installing Datafile 2020 and Release 7.3.....	2
Updating Your Registration Number	2
Upgrade Procedures.....	2
Important Notes for Upgrade from Earlier Versions.....	4

Chapter 2 - Application Features

Sales and Purchase Ledgers.....	5
Aged Analysis in Auto Period End Reports	5
VAT Summary – Include Out of Scope VAT Codes.....	6
Nominal and Cashbook	6
VAT Journals	6
Sales / Purchase Order Processing	11
Additional Copy Items to Stock Transactions.....	11
Document Printed by User / Date / Time.....	12
Link Documents to ProFiler Actions	13
Confirm Document Totals	17
Stock Update Detail Copy Items	18
Bill of Materials	19
Default Batch Codes from Unused List.....	19
Default Build Quantity to Item on Works Order Header.....	21
Include Page Numbers on Works Order Documents	22
Bill of Materials Batch Updates	24
Works Order Batch Import	24

Chapter 3 - Additional Features

Ledger Enquiry	31
View Documents for Sales / Purchase Orders.....	31
Detail Grid View Options	33
Data Visualisations	37
Conditional Formatting.....	37
Data Visualisations II	48
Pivot Grids	48
KPI Tiles.....	50
Detail Grids	54

General System Options	57
Additional Company Details for Documents	57
Display Username in Multi-User Enquiry	59
Link to Activity Actions	60
Link to Associate Files	62
Link to Ledger Enquiry Actions	65
Select Entries for Display in Record Order	68
Post Code Address Lookup	70
Customer / Supplier Maintenance	70
ProFiler	75
Allow up to 198 Applications to be Defined.....	75
Screen Actions – Save Option Availability	76
Additional Locking Options for Sort-n-Slot Reports	76

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 2020.

Datafile 2020 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 2020 please call your Datafile Partner.

Features introduced in Datafile 2020 include:

- Post Code Address Lookup Accessory
- VAT Journal Entry options in Nominal and Cashbook
- Currency Aged Analysis Reports in Period End Reports
- Additional Conditional Formatting options for Data Visualisations
- Show Documents against Sales / Purchase Orders in Ledger Enquiry
- Extended Company Details within Document Prints
- Additional Copy Items Order Processing to Stock Transactions
- Extended Profiler Application List
- Works Order Batch Update Accessory
- Landing Page Links to Ledger Enquiry functions.

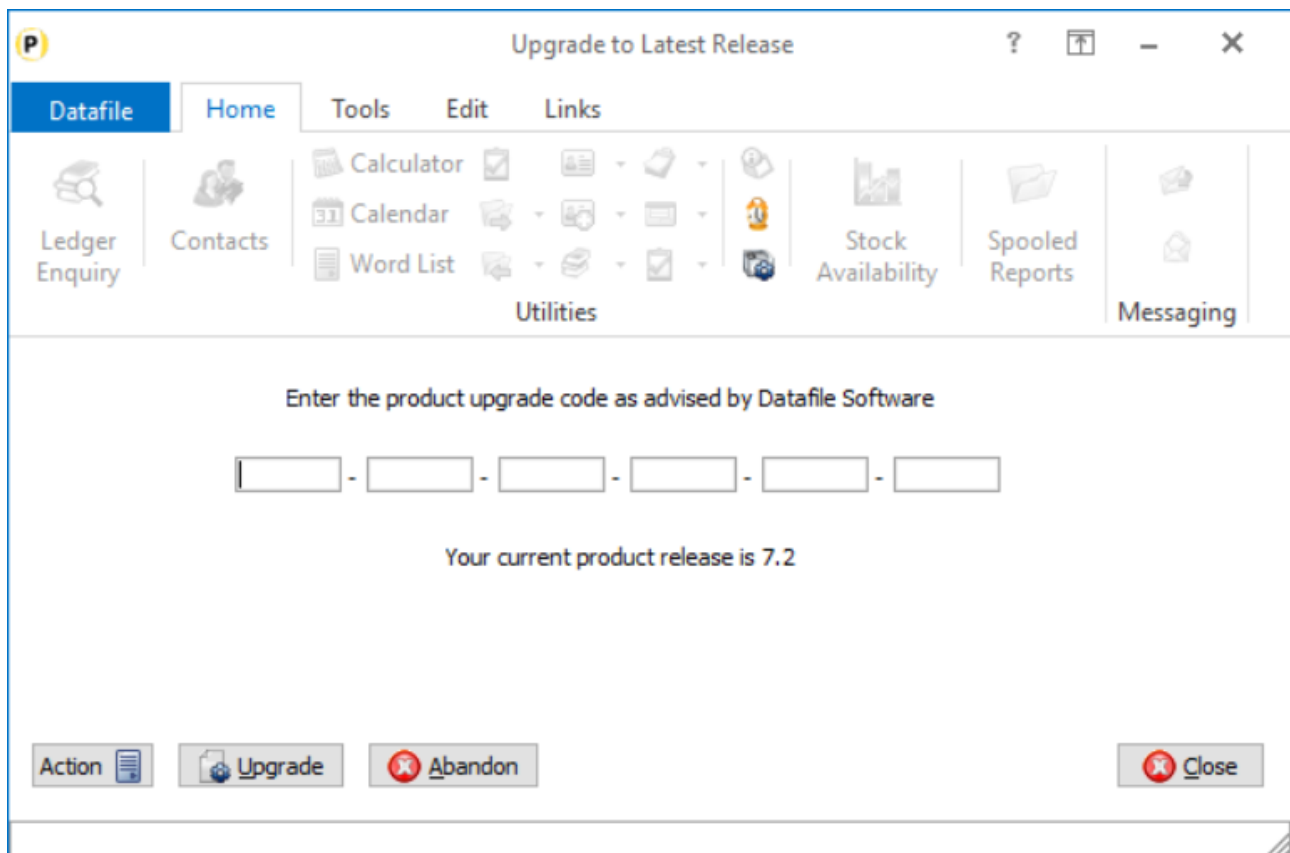
Installing Datafile 2020 and Release 7.3

Updating Your Registration Number

To update your serial number to the new release (7.3) 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 2020

Note that you cannot use the updated programs unless you have a registration / serial number beginning with '73'.

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 7.3 Update.exe” or “Datafile 2020 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:\REL73UPD for the Version 7.3 update (C:\DF2020UPD for the 2020 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. No updated menus are released 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) – 2020 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 REL73UPD / DF2020UPD 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.

User List (DIAMOND.D02)

This Datafile 2020 release, and technical updates from version G12 onwards, includes changes the structure of the user list meaning all programs accessing Datafile should be updated. You **must** ensure that all access, including SQL Replication processes use program versions G12 or later.

Chapter 2

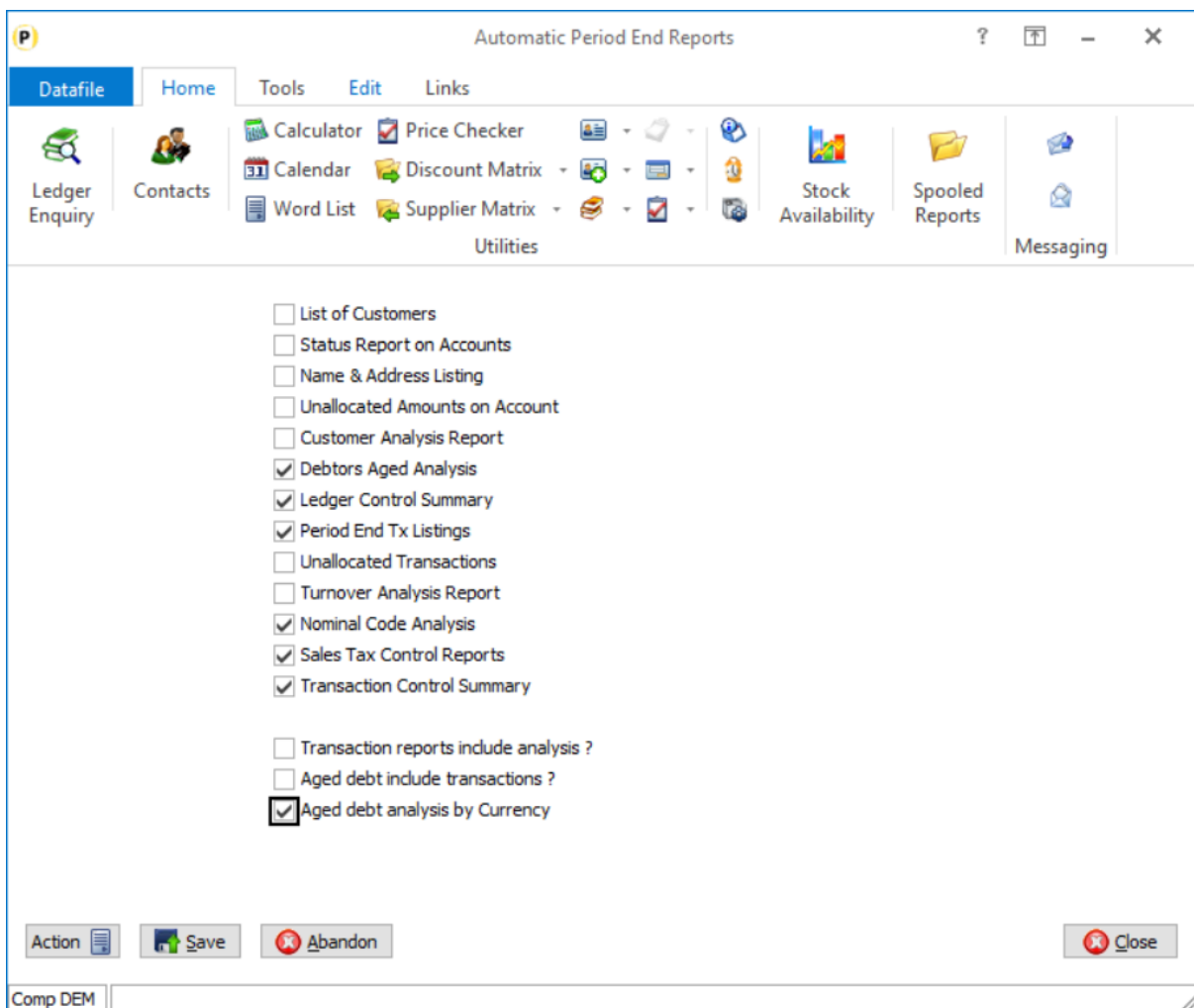
Application Features

Sales and Purchase Ledgers

Aged Analysis in Auto Period End Reports

Datafile 2019
Diamond and Premier Only

In a currency enabled Sales / Purchase Ledger the Aged Analysis of Debtors / Creditors report allows an option to 'Report Which Currencies'. By default, the report prints in the base currency of the system (usually GBP) but can be set to print in the currency of the account. When the Aged Debtors report is included within the Automatic Period End Reports feature the report always printed in base currency. A new option has now been added to include the currency print of this report.



Aged Analysis by Currency – set by default, when the automatic period end reports are printed the Aged Analysis report will print in base currency as standard but a second copy will print in the currency of the account (as per the standard currency print printed in alphabetical currency order with totals per currency)

VAT Summary – Include Out of Scope VAT Codes

Datafile 2019

When printing the VAT Summary report within the Sales/Purchase Ledger the report excludes any VAT codes flagged as 'Out of Scope' of UK VAT reporting. A new option, available immediately on update, allows for these VAT Codes to be included.

The screenshot shows the 'Sales Tax Control Report' dialog box. The 'Datafile' tab is active. The 'Home' menu is open, showing various utility icons. The 'Utilities' section is expanded, showing the following options:

- Date of Report: 31/01/18
- Report "As At" Date: 21/11/19
- Include Forward Transactions:
- Include Out of Scope Codes:
- Specify any Selection Criteria: Previous Criteria

At the bottom, there are buttons for 'Action', 'Print', 'Options', and 'Close'. The status bar at the bottom left shows 'Comp DEM'.

Include Out of Scope Codes – set to include. Once set the setting will be remembered and, if set, will include the codes in the Automatic Period End Report print of this report.

Nominal and Cashbook

VAT Journals

Datafile 2019

The VAT Form 100 procedure identifies entries based on the transaction type – selecting Cashbook Receipts/Payments and Sales and Purchase transactions carrying a VAT code. This meant that users who previously may have made manual adjustments for the likes of Fuel Scale Charges or Deferred VAT via

Nominal Journals had to instead post via Cashbook Receipts or Payments as appropriate. A new option has been added to journal entry with this release to allow the entry of VAT details.

Journal Entry

As part of the journal entry you will be prompted, on each line, for the VAT Type and VAT Code.

Ent	A/c	Narrative	VAT Type	VAT Code	Debit	Credit
1	001	Sales Income	Output Goods	S		100.00
2	850	VAT Control Account	Output VAT	S		20.00
3	750	Sales Ledger Control	N/A		120.00	

VAT Types allowed are

- N/A – the default type meaning entries are not picked up for VAT reporting.
- Output Goods – values picked up for Sales Outputs on the VAT Form 100
- Input Goods – values picked up for Purchase Inputs on the VAT Form 100
- Output VAT – values picked up for Sales VAT on the VAT Form 100
- Input VAT – values picked up for Purchase VAT on the VAT Form 100

Whether the selected entries offer for selection 'Output/Input Goods' or 'Output/Input VAT' depends on the selected nominal code. By default, any nominal code referenced as a VAT Control A/C in the Nominal System Profiles will offer the VAT entries for selection, other codes will offer the Goods entries for selection. The option exists to override this however and determine the entry type by a flag on the nominal account record.

Notes

If 'N/A' accepted as the VAT Type the system will not prompt for the VAT code and the entry will not be selected for inclusion on the VAT Form 100.

If Output Goods / VAT selected the journal source – on this entry line only – will be SLN. If Input Goods / VAT selected the journal entry source will be PLN. Standard 'N/A' entries will remain as JNL

As with other postings the VAT Code will determine treatment with regards to EC / UK VAT

This option is available for Datafile *Professional* users, but they do not have the option to reference alternate accounts as VAT Control A/Cs

This option is available for standard journal entry in the Nominal Ledger and Cashbook applications – it is not available for User-Defined or Provisional Journal entry.

Installation

The option is available immediately on update to Datafile 2020.

However, if you require accounts other than the System Profile referenced control accounts to act as a VAT control account then additional changes are required. These additional account options are available to *Diamond* and *Premier* users only.

Database Changes

Changes may be required to the Nominal Accounts file. To add these items, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Nominal Ledger 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
NLA	VAT-CONTROL	?	Flag to identify if account when used in a journal posting will offer Input / Output VAT options (if yes) or Input / Output Goods (if N or blank)

Once the required item has 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 item at the same data item position as on the live file.

Set Database Profiles

The new control flag item needs to be referenced within the Database Profiles. To update this setting select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles**. Choose the **Nominal Ledger** application before selecting the **Account Optional** parameter screen.

Account Optional

Date set up 9
 Full updating ? 11
 Memo Reference 13
 P&L / BS (PB) 28
 Budget Factor No 30
 Authority Level 0
 Non-Posting A/c 12
 Info Only Acc 10
 Info Accum Vals 0
 Mand PL Job Link 0
 Sub-cont Labour 0
 VAT Control A/C 14

List of Data Items

Item No	Item Name	Type	Size
1	ACCOUNT	X	10
2	NAME	X	40
3	TB-GROUP	X	40
6	FIRST-TRANS	Y	6
7	LAST-TRANS	Y	6
9	DATE-SET-UP	E	10
10	INFO-A/C?	?	1
11	FULL?	?	1
12	NON-POSTING?	?	1
13	MEMO-REF	X	7
14	VAT-CNTRL-A/C	?	1
17	CASH-ACC	?	1
18	RECONCILE	?	1
19	REC-IN-PROG	K	10

Save Abandon

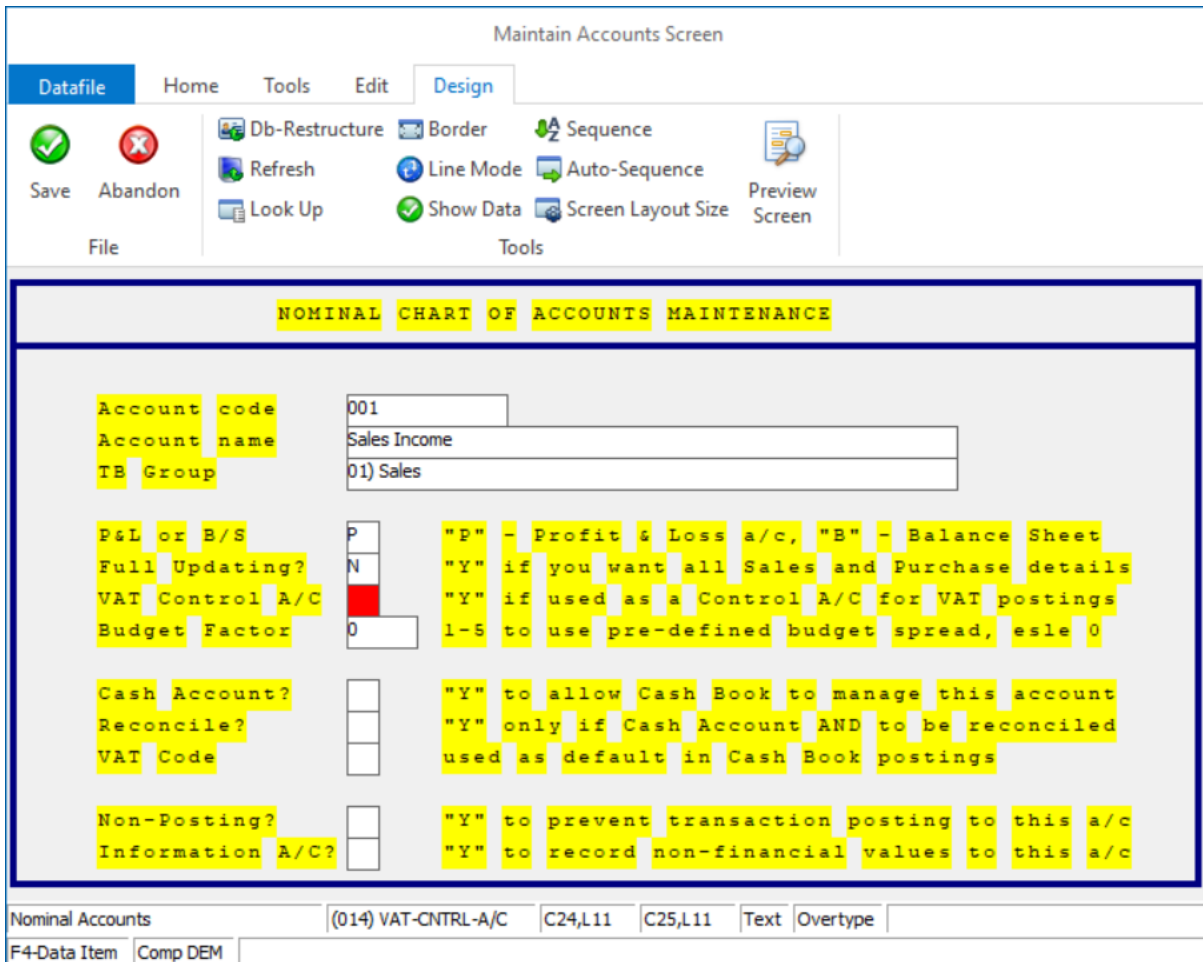
F4-Select Comp DEM

On the left of the screen is the prompt to define the data item number for the VAT Control A/C. Reference the data item number of the equivalent item created above, <F4-Select> is available if required.

Application Screen Layouts

The VAT Control account flag item will need to be added to a nominal account maintenance screen. To update the main maintenance screen, **Installer** users can right-click on the **Maintain Accounts** option on the main Nominal Ledger menu and choose to update the **Maintain Screen**.

Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Nominal Ledger application followed by **Maintain Chart of Accounts** and **Maintain Screen**.



Screen Design is in the usual manner - To insert text labels such as 'VAT Control A/C' use the mouse to position the cursor where required and then type the required text. To insert the data item, 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.

Sales / Purchase Order Processing

Additional Copy Items to Stock Transactions

Datafile 2019

SOP and POP Delivery documents allowed for the definition of up to 10 copy items from the Order Detail database to the Stock Transactions database. With Datafile 2020 this has now been extended to 20 copy items and a new set of 10 copy items are available from the Order Header to Stock Transactions file.

Copy Data Items Between Data Files (Screen 17 of 23)

Home Tools Edit Links

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

Order-Hdr to SL-Trans		Order-Det to SL-Trans		Order-Hdr to Stk-Trans		Order-Det to Stk-Trans			
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	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

Flag Order Header as being processed - Item ? 0 Character ?

Current Userid - Item ? 0

System Date - Item ? 0

System Time - Item ? 0

Flag Order Detail as being processed - Item ? 0 Character ?

Current Userid - Item ? 0

System Date - Item ? 0

System Time - Item ? 0

Action Previous Next Ok Close

F4-Select Comp DEM

Document Design

Within the Document Design Parameters new options have been added to screen 17 to allow the extra copy items.

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 17.

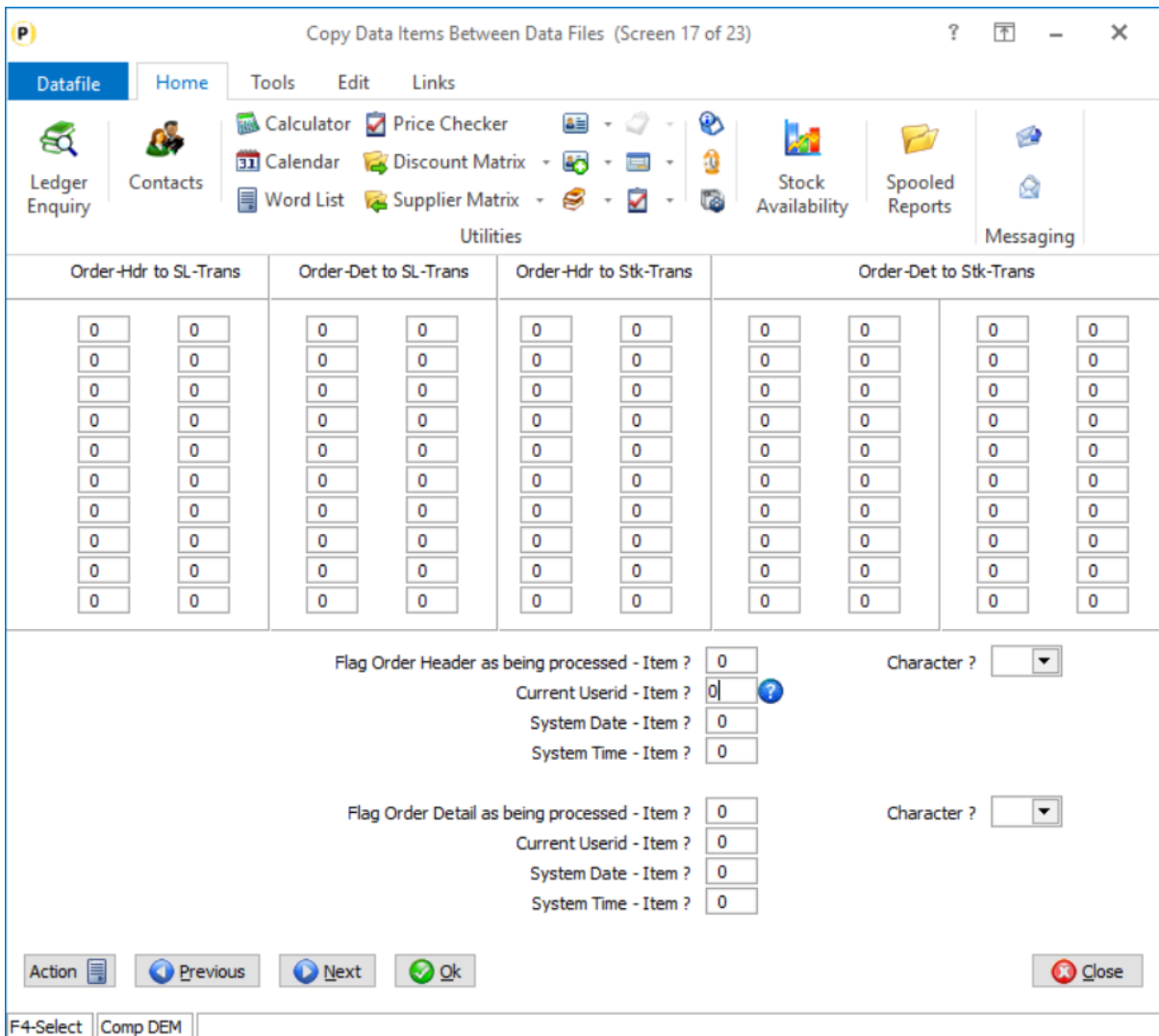
Copy items are defined in pairs – a from and a to item. As with standard Profiled copy items from/to types and sizes should be compatible.

Datafile 2019
Diamond and Premier Only

Document Printed by User / Date / Time

When printing a sales or purchase order document the user-id of the user who printed the document and the date/time the document was printed can be included on the document layout and could be saved against the order lines.

From Datafile 2020 you can now save these details against the order header. This could be used, for example, to record and keep the user-id, date and time a quote document was last issued to a customer.



Document Design

Within the Document Design Parameters new options have been added to screen 17 to allow the extra flag items.

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 17.

Flag Order Header Item as Processed / Character – existing option to update a nominated data item to indicate the document has been printed (you could for example have the flag item to indicate that last document printed was a 'Q' for Quote, 'A' for Acknowledgement and so on). (X1 type)

Current Userid – Item – reference data item on the Order Header to save the user-id who printed the document (X6 type)

System Date – Item – reference data item on the Order Header to save the date the document was printed (D/E type)

System Time – Item – reference data item on the Order Header to save the time the document was printed (N type)

The pre-existing equivalent options to update the Order Detail are also available here.

Link Documents to ProFiler Actions

Datafile 2019 Diamond and Premier Only

Sales and Purchase Order Processing documents allow the ability to link, for example, a delivery document to an invoice document so that on production of the delivery note it automatically produces the invoice. This new feature allows you to link to a ProFiler User-Defined report or to a ProFiler Q-Menu and process these actions on completion of the document. This would allow you to print document labels or other reporting outputs.

Notes

After completion of the document the system launches into the ProFiler action and processes the required reports automatically – no user interaction – so you will need to define default printers etc. as required.

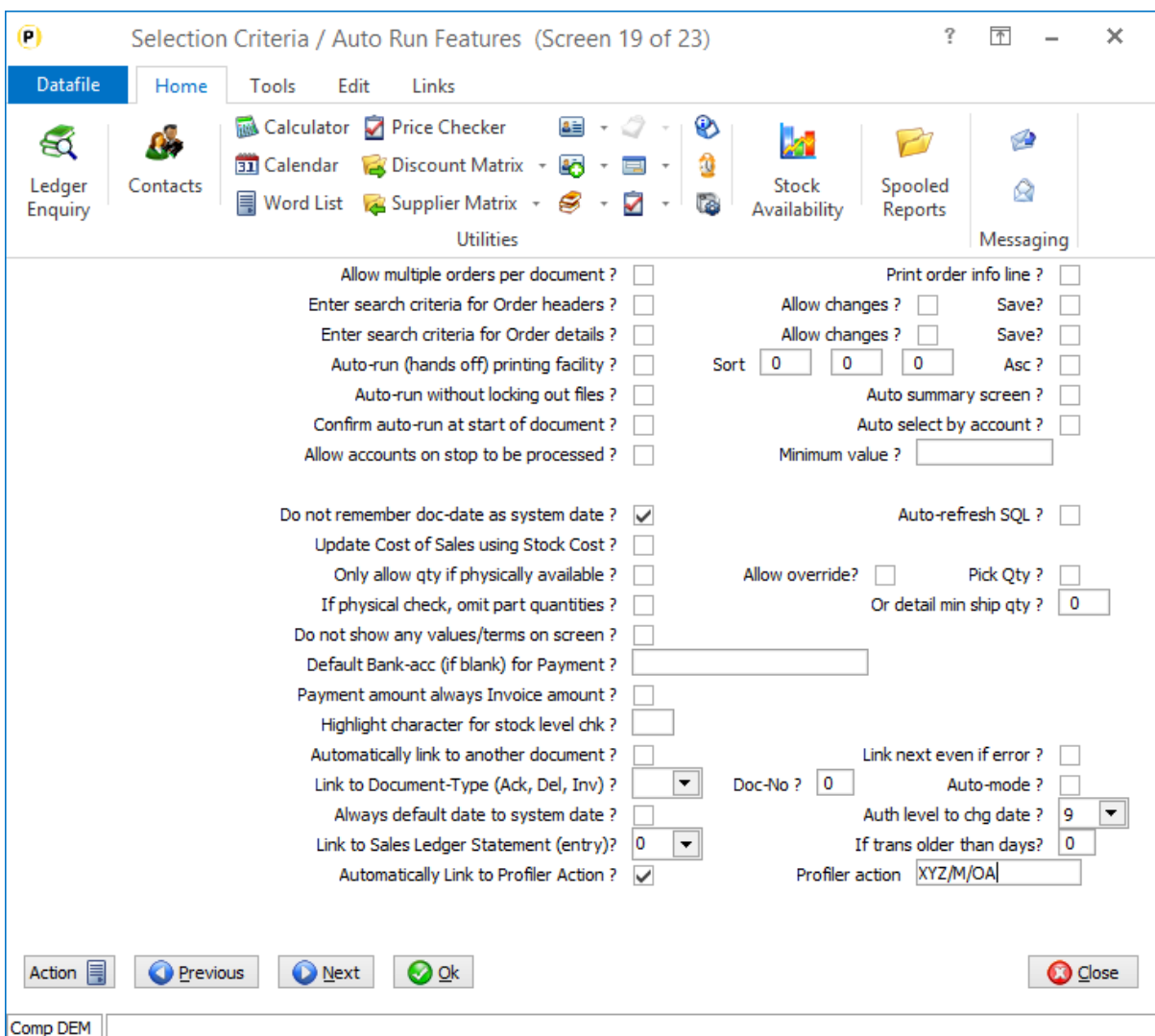
If using Instant Print options to launch a linked ProFiler action the system will exit from Order Entry and back to the menu.

Installation

Document Design Manager

Within the Document Design Parameters new options have been added to screen 19 to allow the link to ProFiler.

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 19.



Automatically Link to Profiler Action – set to allow link to ProFiler.

ProFiler Action – set the menu action to be called. The menu action is defined in four parts

- XYZ – Three letter application id

- M – Menu Number to be selected
- O – Option Number to be selected
- A – to process automatically

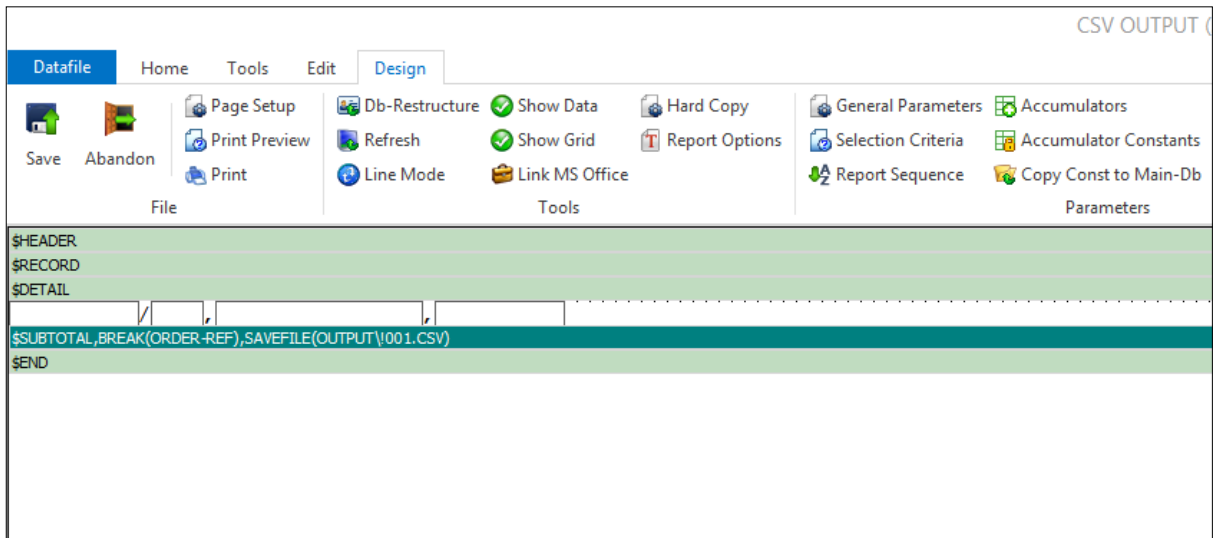
Therefore ABC/3/1A would call option 1 on menu 3 within the ProFiler application and process automatically. If linking to a User-Defined Report you can link directly, if linking to a Q-Menu you enter the menu parameter for the 'call' to the Q-menu action within Profiler.

Linking to a ProFiler User-Defined Report

To link direct to a ProFiler User-Defined report the report in question needs to be based on the Order Header as the main file and set to allow a 'list of records' to be processed and allow only 1 record to be selected.

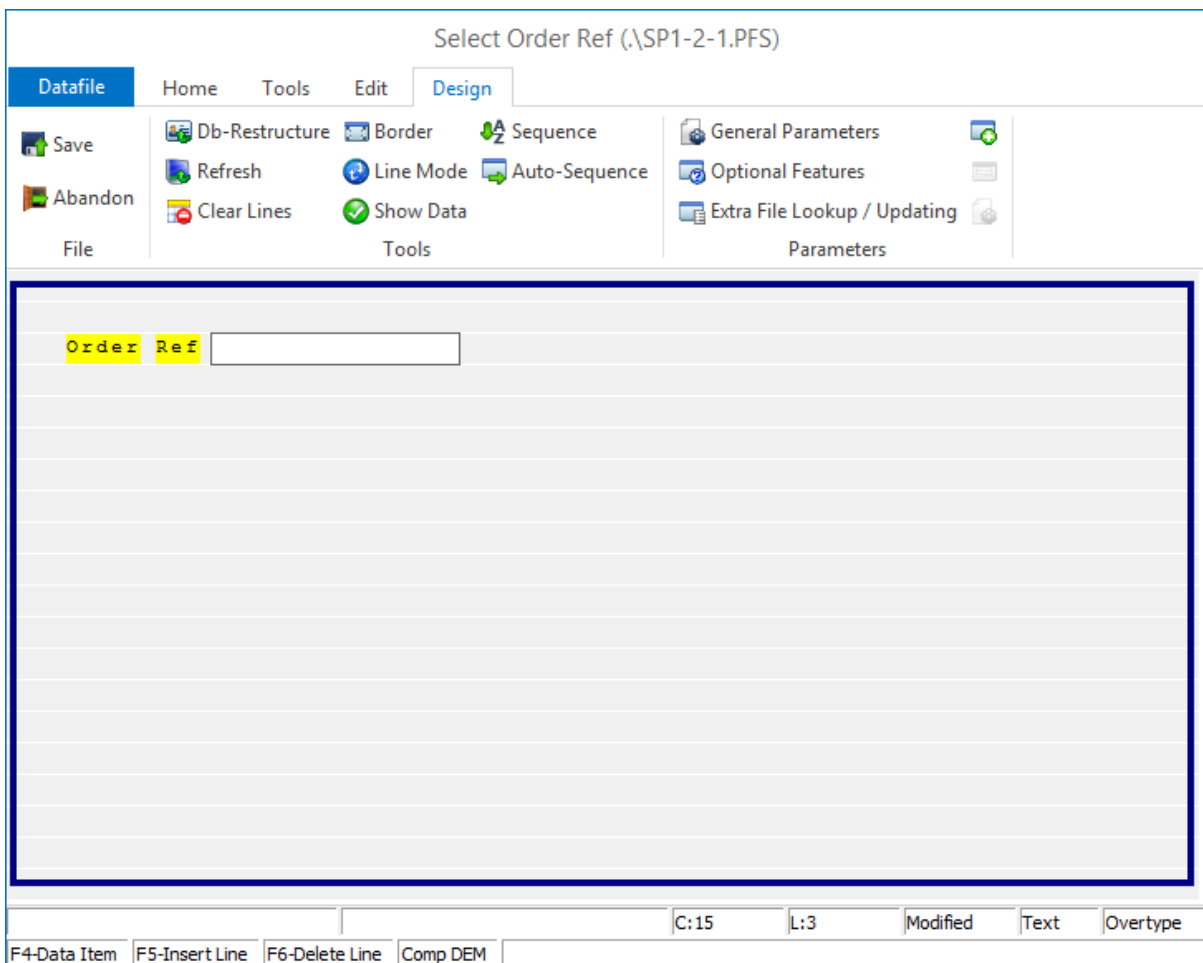
The screenshot shows the 'General Parameters' dialog box for a report named 'CSV OUTPUT'. The 'Utilities' section is active. The 'Allow List of Records Selected' checkbox is checked, and the '1 Rec Only' checkbox is also checked. Other settings include 'Which Printer Control Set' set to 2, 'Number of Lines Down on Page' set to 66, and 'Width' set to 132. The 'Report Name' field contains 'CSV OUTPUT'. The 'Max Records Per Page' is set to 0, and 'Per Report' is set to 0. The 'Update Report Date into Constants Item' is set to 0. The 'Save Changes?' checkbox is unchecked. The 'Sum Item?' dropdown is set to an empty value. The 'Auto-refresh SQL' checkbox is unchecked. The 'Read Which Detail Database' is set to 0. The 'Item to Flag Input Records as being Processed' dropdown is set to an empty value. The 'Lock Records as Required (Otherwise Lock File)' checkbox is unchecked. The 'Allow Range Of Records (if Prime-Index)' checkbox is unchecked. The 'Duplication Test Print - Only Print Duplicates' checkbox is unchecked. The 'No-of-Copies taken from Data Item Number' is set to 0. The 'Prompt No-of-Copies per Rec Printed (e.g. Labels)' checkbox is unchecked. The 'Report normally sent to S for Screen Enquiry' checkbox is unchecked. The 'Report on Continuous Stationery' checkbox is checked. The 'Landscape' checkbox is unchecked. The 'or Save As' is set to 0. The 'or Missing' checkbox is unchecked. The 'Allow Totals Only' checkbox is unchecked. The 'Auto-refresh SQL' checkbox is unchecked. The 'Slots' checkbox is unchecked. The 'Maximum Number of Details Printed' is set to 0. The 'Print Details in Last-In-First-Out' checkbox is unchecked. The 'Omit Print of Master if No Details' checkbox is unchecked. The 'Selective Detail Records?' checkbox is unchecked. The 'Allow Changes?' checkbox is unchecked. The 'Save Changes?' checkbox is unchecked. The 'Update Report Date into Constants Item' is set to 0. The 'Comp DEM' status is visible in the bottom left corner.

The remainder of the report can be configured as required. For example, the report below is configured to create a CSV output file of the order details after printing the acknowledgement for linking to a third-party warehouse management solution.



Linking to a ProFiler Q-Menu

If linking to a ProFiler Q-Menu you need to configure the first item in the Q-Menu as a screen based on the constant file with one input – a text item into which the system can save the order reference. This item can then be used in selection criteria for the reports / labels in the rest of the automatic menu.

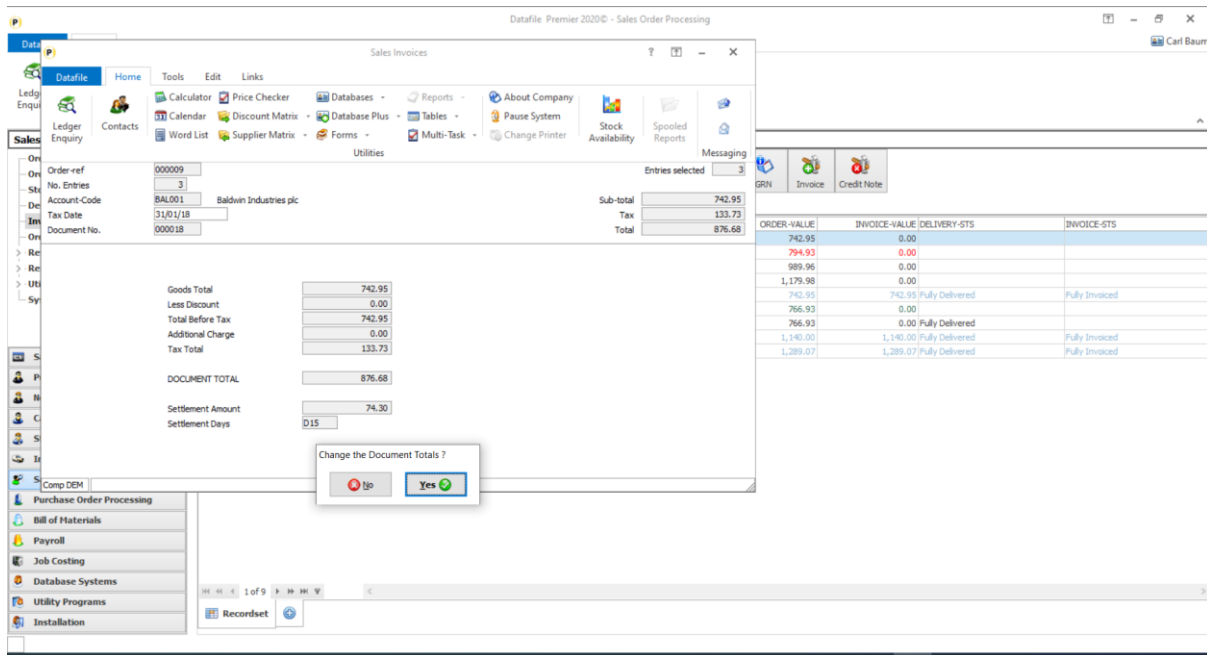


The system will not pause on this screen but update with the order reference and then continue with the remainder of the automatic menu.

Confirm Document Totals

Datafile 2019

Purchase Order Processing documents allow parameter settings to confirm line totals, exclude the confirmation of tax values and to confirm overall document Goods and VAT totals. Sales Order Processing documents only allowed the first of these options but the facility for excluding tax and confirming the overall total has now been added to Sales Order documents.



Operation is equivalent to Purchase Order Processing documents – prompted to confirm totals, if no then continue to next stage, if yes can amend the total before tax and tax totals before being prompted to change details/document again.

Installation

Document Design Manager

Additional options have been added to the parameters within the SOP document definition to allow for confirmation of the document totals.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order Processing application and then the Invoices 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, the new parameters are available on parameter screen 12 'Optional Features During Printing/Updating'

Optional Features During Printing/Updating (Screen 12 of 23)

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 only one analysis record to Sales ledger ?

Recalculate tax on whole document totals ?

Confirm Tax/Totals on each entry line? Exclude Tax from confirming line totals ? Confirm Tax/Totals at end of document?

Omit saving of invoice documents (if set) ?

Allow fast Ok of order header / account details ?

Force updating of files ?

Automatic updating of files (no prompts) ?

Update only demand figures on stock/product file ?

Omit option to change any document details ?

Always accept next document no (no overtyping) ?

Use document number as Sales Tx reference ?

Remember previous description on Sales update ?

Use document number as Stock reference ?

Remember previous description on Stock update ?

Order Complete Status "C" when all qty invoiced ?

Order Complete Status "C" when all qty inv + del ?

Change Order-Ref to order header item name ?

Use document title for display during input ?

Print "credit" text when a negative invoice ?

Action Previous Next Ok Close

Comp DEM

Confirm Tax/Totals on Each Entry Line – set to confirm line totals (qty x price – discount) after entry of the document quantity. Note this option is not applicable if using document pick mode (parameter screen 12a)

Exclude Tax from Confirming Line Totals – set to exclude tax from the line total confirmation prompts.

Confirm Tax/Totals at End of Document – set to confirm Goods / VAT at end of the document. Note if set will automatically exclude tax from line total confirmation.

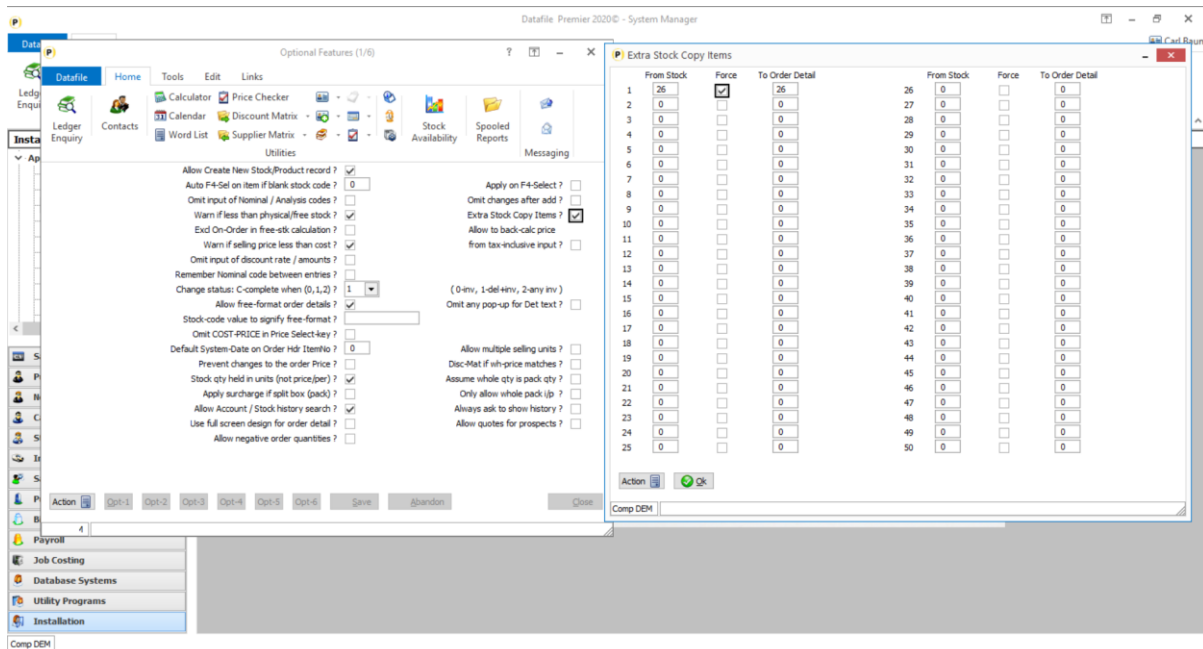
Stock Update Detail Copy Items

Datafile 2019
Diamond and Premier Only

When adding a sales or purchase order detail line the system allows for 20 copy items to be defined within the Database Profiles to be actioned when adding a stock line to an order. These are also applied when updating an order line and you change the stock code.

If updating a line, to change the price or description for example, and you do not change the stock code then these items are not re-copied but a further 10 'Update' copy items are available in the Database Profiles which would be copied on both adding and updating an order line regardless.

In Datafile 2014 (Release 6.8) an option was added to allow a further 50 copy items from Stock to the Order detail which were actioned on adding an order line or updating an order line and changing the stock code. Additional parameters have now been added to each of these extra items to set whether the copy items are to be actioned when updating an order line.



Installation

Application User Facilities

The additional copy items are defined within the Application User Facilities. To update select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the required application followed by **Enter/Amend Orders** and then **Advanced Input Facilities** and **Optional Features**. The prompt 'Extra Stock Copy Items' when set displays a pop-up screen to allow the definition of the additional copy items.

A new parameter has now been added 'FORCE' against each defined copy item. When set the item will be actioned as per a profiled 'Stock UPDATE Detail' copy item and be actioned when update an order line and, where configured, a document is processed.

Bill of Materials

Default Batch Codes from Unused List

Datafile 2019
Diamond and Premier Only

When building items that are batch/serial tracked then you may be building to match previously created references, for example when the batch/serial code is allocated by a third-party system or to a list supplied

by the customer. This new feature allows the BOM Build Document to auto-allocate the batch reference from batches linked to the stock code but 'unused'.

Unused Batches

Batch/Serial Codes are classed as unused where the physical, reserved, on-order and original quantity are all zero.

Installation

Document Design Manager

Additional options have been added to the parameters within the BOM document definition to allow for the auto-allocation of batch codes.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Bill of Materials application and then the BOM Build 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, the new parameter is available on parameter screen 18 'Batch Tracking (Headers)'

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

Allocated Unused Serial/Batch Items – set to allocate batches from the unused list. If the build quantity is greater than the number of unused records, then the system will prompt for the batch/serial codes to be used.

Default Build Quantity to Item on Works Order Header

Datafile 2019
Diamond and Premier Only

When processing BOM documents the action qty for the number of items to build is typically set to be either the order quantity or the outstanding build quantity. This new feature allows you to nominate an item on the WOH database to use as the default document quantity.

Installation

Document Design Manager

Additional options have been added to the parameters within the BOM document definition to allow for the reference of a default quantity item.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Bill of Materials application and then the BOM 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, the new parameter is available on the initial parameter screen.

Default to Which Assembled Quantity – set to '4' to allow pickup from a data item on the Works Order Header.

Data Item – reference the data item to be used for the default action quantity.

Include Page Numbers on Works Order Documents

Datafile 2019
Diamond and Premier Only

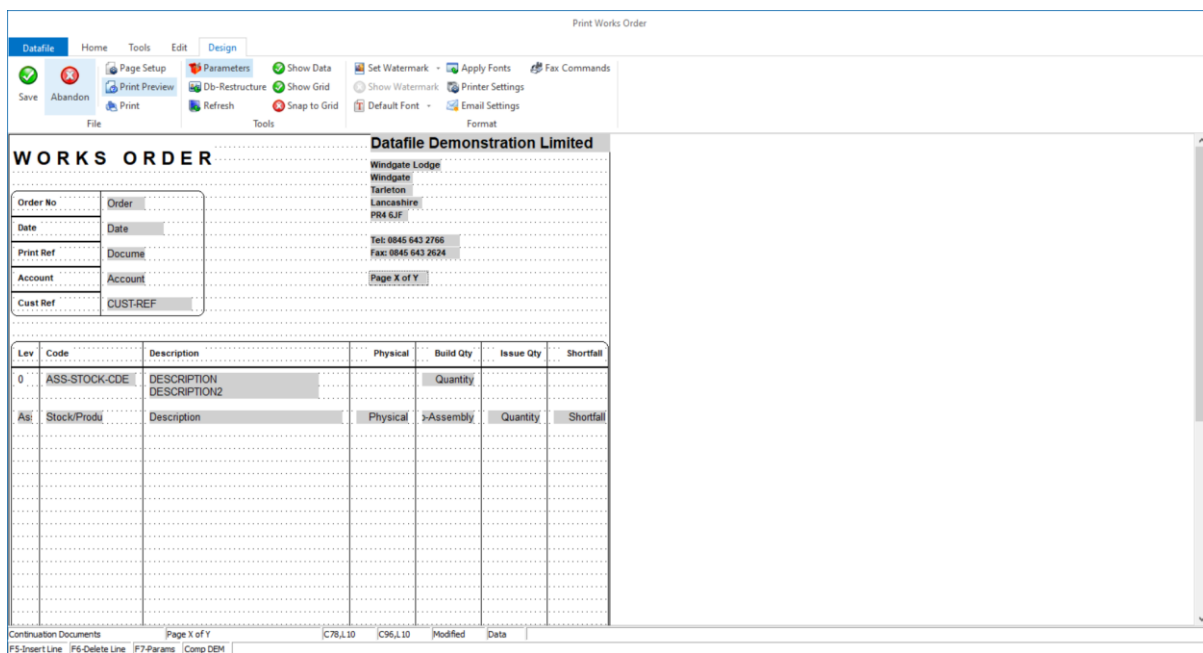
This new feature allows for the print of 'Page X of Y' labels on Works Order documents.

Installation

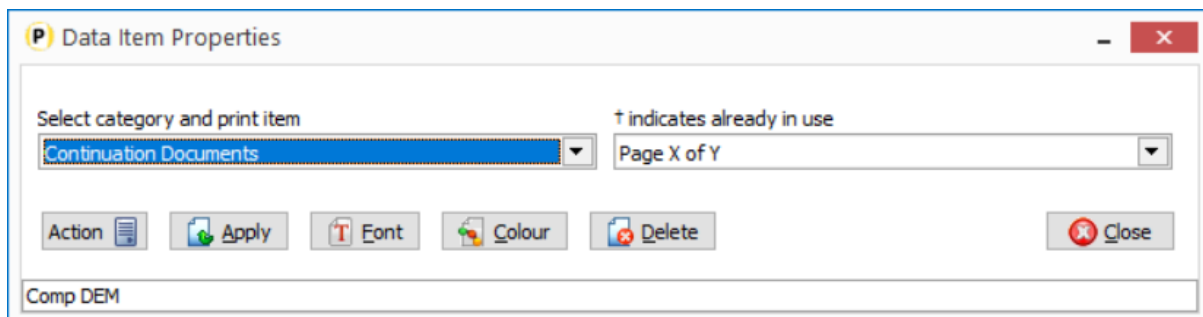
Document Design Manager

Additional options have been added to the parameters within the BOM document definition to allow for the inclusion of document page numbers.

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



Right-click with the mouse on the document layout where the print is required and select to insert a data item. Select the **Continuation Documents** category and the **Print X of Y** data item, apply and update for font / alignment settings as required.



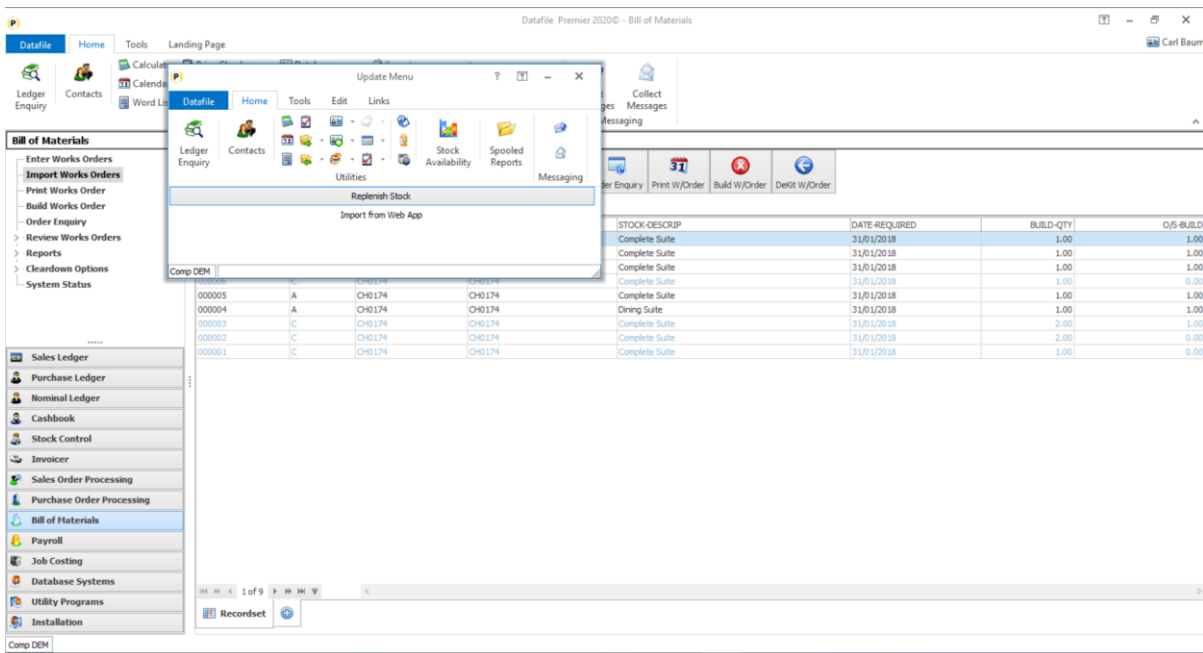
Bill of Materials Batch Updates

Works Order Batch Import

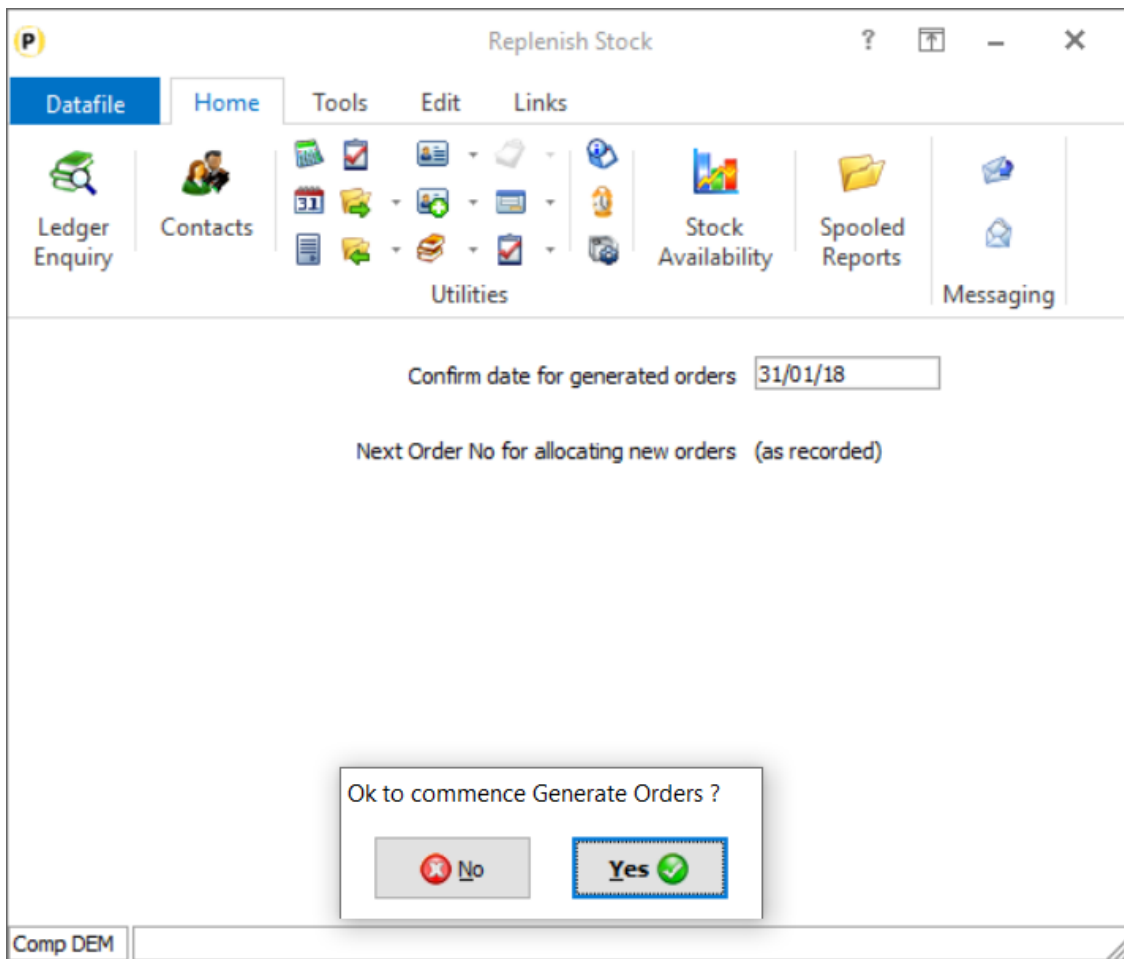
Datafile 2019
Diamond and Premier Only

The Bill of Materials applications includes the option to create Works Orders automatically from Sales Orders. This new application allows for the creation of Works Orders from any DFD. This would allow for the creation of Works Orders from stock shortfalls or to create works orders from a third-party source.

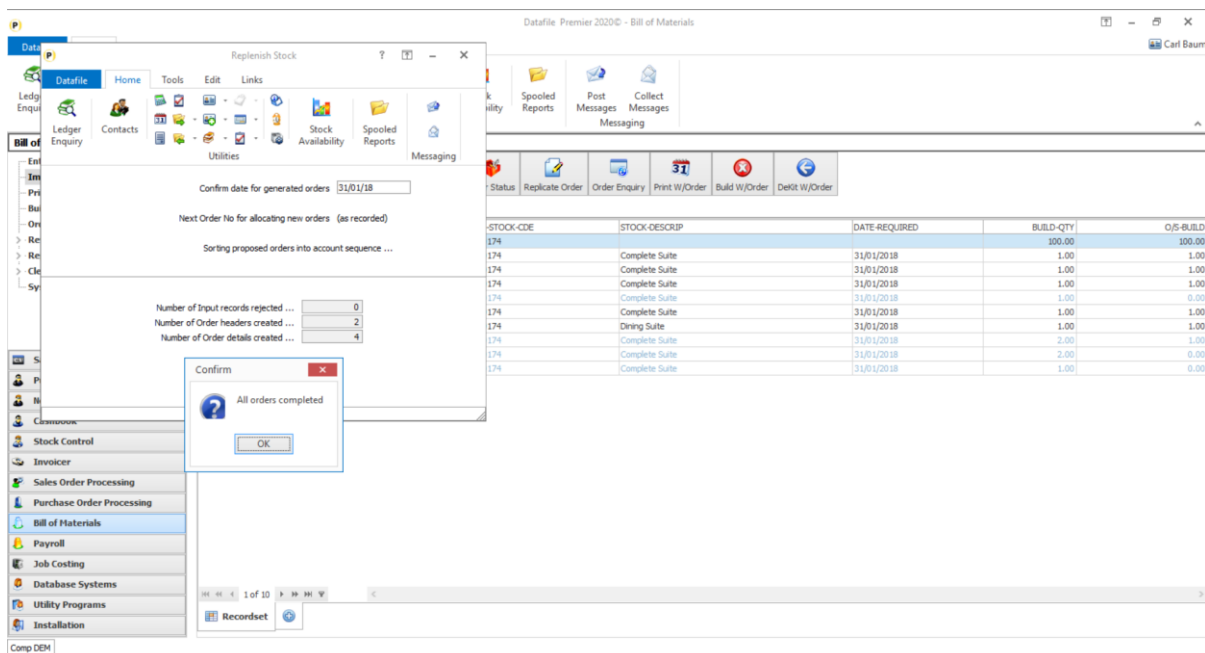
Selecting the Import Works Orders option will offer list of available updates or if only one update definition defined automatically select this.



Once selected the update you will be prompted for the date to create new works orders as, confirm any selection criteria and then asked to confirm OK to create Works Orders.



The system will then process the import file, creating the works orders, reporting the number of orders and lines created and rejected.

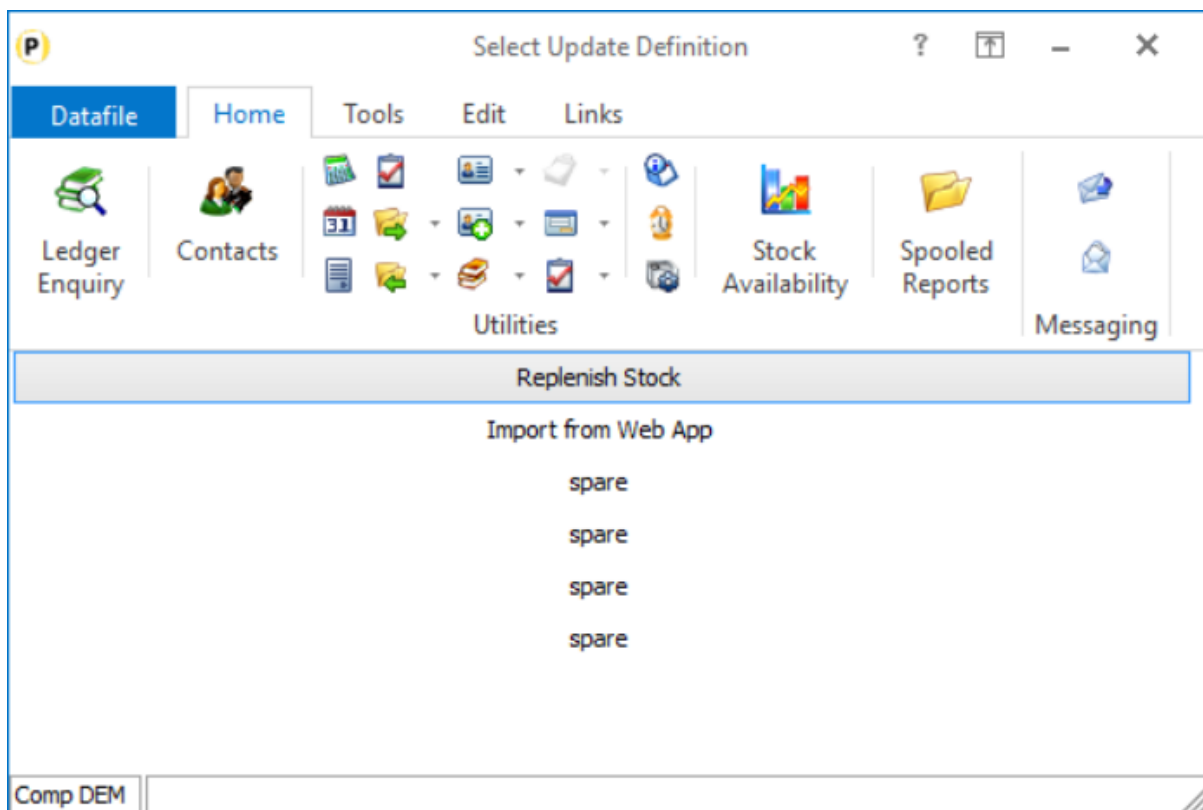


Once the orders have created, they can then be updated and printed as per manually created works orders.

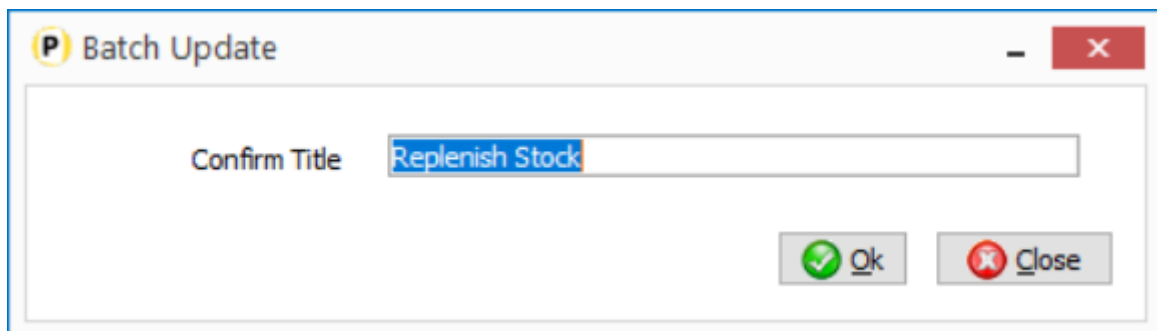
Installation

Application User Facilities

When the Works Order Batch Update application licence has been applied then a new option is available within the Bill of Materials Application User Facilities to setup the import definition. Select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the **Bill of Materials** application followed by **Enter/Amend Orders** and then **Batch Order Creation**. Up to six import templates can be defined.



Selecting a definition asks you to confirm / set the import template title.



Input Database Definition (DFD) – reference the DFD import file that is to be used as the source for the creation of Works Orders.

Assembly Code – reference data item on the import DFD that contains the assembly code to be used for works order.

Assembly Stock – reference data item on the import DFD that contains the stock code of the assembly item to be used for the works order.

Quantity – reference the data item on the import DFD that holds the qty required for build.

Flag – reference Y/N or X type item on the import DFD to indicate that works order has been created from this item. If a Y/N item reference this is updated with a Y when created, if an X item is referenced then this is updated with the created works order reference.

Error – where a works order fails to be created then this item contains the error number for the failure.

Omit Exclusive File Locks – if set then the system will apply usage locks to the Stock, Works Order and Import DFD files allowing other users to continue processing during works order creation. Leaving this blank applies exclusive locks and prevents other users processing Works Orders during the import.

Omit Stock Reservations – when creating Works Orders the system usually will place the finished item stock 'on-order' and update the reserved quantity for the component stock. Setting this option omits this.

Selection Criteria on Input – set to allow selection criteria on import file for the creation of works orders.

Allow Changes to Criteria – set to allow amendment of any pre-defined criteria by the user running the import.

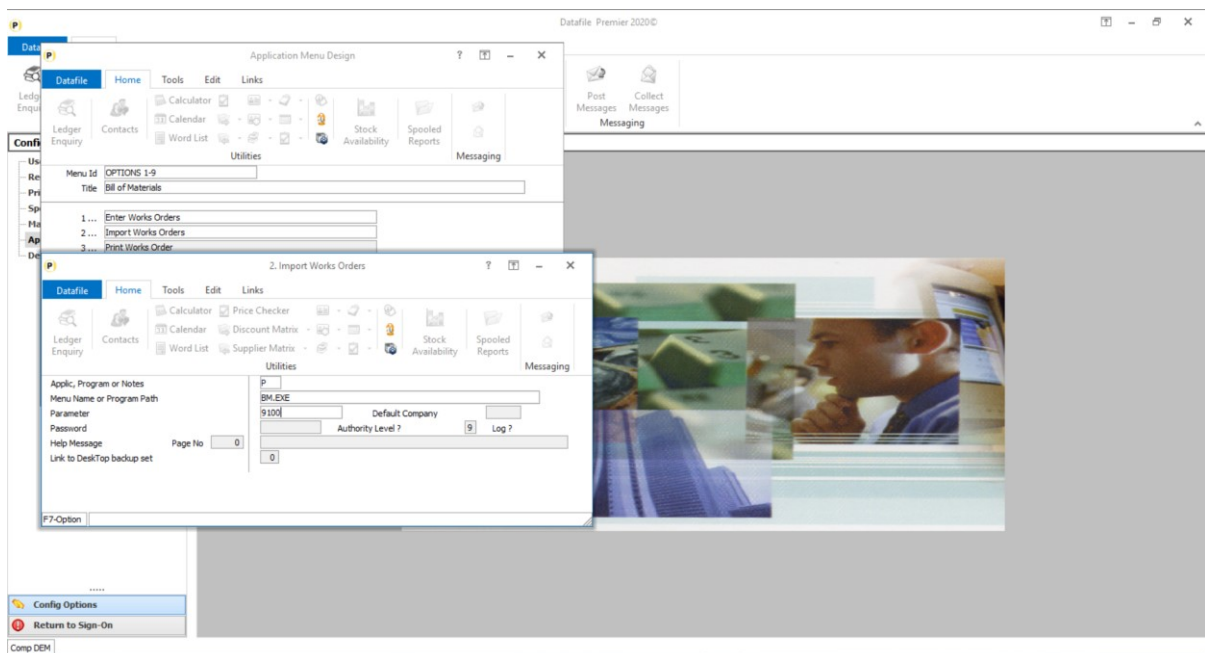
Copy Items – up to twenty copy items can be defined on screen 1 of the import definition from the source DFD to the Works Order Header (WOH) and Works Order Detail (WOD) files. A further twenty copy items from the DFD to each of the works order definition files can be set on screen 2.

Sort I/P – reference item(s) on the import DFD to set a sort order that works orders to be created in. Leave blank for record order.

Use Custom No / Suffix – leave blank.

Menu Design

This option is only available for users with the Works Order Batch Update definition. Once enabled a new menu action should be added, typically to the BM.D03 to import works orders. To add this option, sign on as the CONFIG user and select Application Menu Design and amend the BM.D03



Title – ‘Import Works Orders’ or set as required

App, Program or Notes – P-Program

Menu Name or Program Path – BM.EXE

Parameter – 9100 for the list of defined imports, 910001 for direct call to first import, 910002 for second and so on.

Chapter 3

Additional Features

Ledger Enquiry

View Documents for Sales / Purchase Orders

Datafile 2019 Diamond and Premier Only

The system can save a copy of the printed document raised for a customer or supplier. The saved document could include statements/remittances, order acknowledgements, delivery notes, invoices or credits. These documents can then be viewed from the Ledger Enquiry for the Sales / Purchase account by accessing the “Invoices” option.

The system maintains a ‘index’ for the save documents which contains the document reference, type, date, description and value. After upgrade to Datafile 2020 the system will also include the sales/purchase order reference within the index and maintain this automatically. In addition to displaying the Order Reference within the Sales/Purchase “Invoices” enquiry saving the order reference allows the facility to display the raised documents against a Sales or Purchase Order.

The screenshot displays the 'Datafile' application window. At the top, there is a menu bar with 'Home', 'Tools', 'Edit', and 'Links'. Below the menu is a toolbar with icons for 'Ledger Enquiry', 'Contacts', 'Calculator', 'Price Checker', 'Databases', 'Reports', 'About Company', 'Pause System', 'Stock Availability', 'Spooled Reports', 'Messaging', 'Calendar', 'Discount Matrix', 'Database Plus', 'Tables', 'Multi-Task', and 'Change Printer'. A 'Utilities' section is also visible.

The main area contains several input fields:

- Order-Ref: 000011
- Date-Aknow: 31/01/2018
- Status: C
- Date-Deliv: 02/02/2018
- Description Contains: [Empty field]
- Document Contains: [Empty field]
- Date From: [Empty field] To: [Empty field]

An 'Apply' button is located to the right of the 'Document Contains' field.

The central part of the window features a table with the following data:

Selected?	Document	Type	Date	Description	Total	Order-Ref
<input type="checkbox"/>	000018 I	INV	04/02/2018	Dining Suite	877.19	000011
<input type="checkbox"/>	000008 D	DEL	02/02/2018	Dining Suite	216.00	000011
<input type="checkbox"/>	000003 D	DEL	02/02/2018	Dining Suite	-216.00	000011
<input type="checkbox"/>	000007 D	DEL	31/01/2018	Dining Suite	877.19	000011
<input type="checkbox"/>	000026 A	ACK	31/01/2018	Dining Suite	877.19	000011
<input type="checkbox"/>	000007 A	ACK	31/01/2018	Dining Suite	891.54	000011

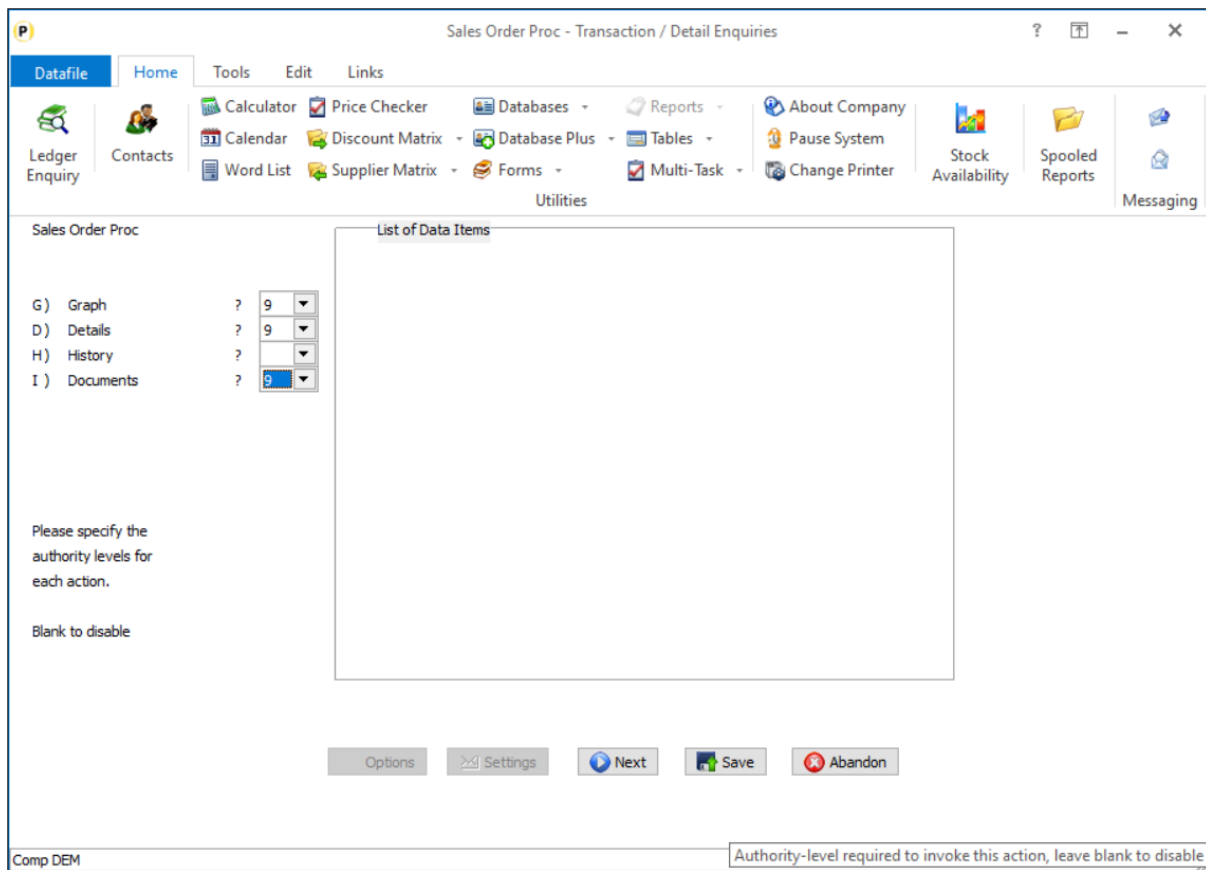
At the bottom of the window, there is a status bar showing 'Date grouping [Undefined]' and '1 of 6 items selected; 0 checked.' Below this are buttons for 'Action', 'Screen', 'Printer', and 'Select', along with a 'Close' button. A footer bar contains keyboard shortcuts: F4-Select, F5-Screen, F6-Printer, F9-Memo, Comp DEM, and Press <Esc> to exit.

Installation

Ledger Enquiry Manager

Whilst the system will automatically maintain the index for the Order Reference following the upgrade to enable the enquiry against the sales/purchase order enquiry you need to set an authority level for access.

To set the authority level select **Installation** from the main menu followed by **Ledger Enquiry Manager** and **Enquiries Configuration**. Choose the Sales / Purchase Order application and then choose Transaction / Details enquiry.



Against the **Documents** option set the user authority level required for access – authority levels run from 0 the highest authority to 9 the lowest, leave blank to disable the enquiry.

Notes

Documents created prior to the update will have a blank order reference and cannot be viewed via the Sales/Purchase Order enquiry.

Multiple Order Documents will also have a blank order reference and cannot be viewed via the Order enquiry. Single Order Documents must be set to update the Order files to save the order reference.

Detail Grid View Options

Datafile 2019
Diamond and Premier Only

The Ledger Enquiry allows view of the main applications and its linked databases – for example the Sales account enquiry allows options to view transactions and orders, the Stock enquiry allows view of transactions, sales and purchase orders.

When viewing the linked databases, the system lists up to eight nominate items and lists them in order of entry (LIFO or FIFO). These new options allow the application of some of the landing page features to the detail grid views.

The screenshot displays the 'Transactions' window with the following details:

- Account:** BAL001, Balance: 4674.98
- Name:** Baldwin Industries plc, Cr-Limit: 0.00
- Add1:** Unit 5, Light Ind. Estate, Stop: []
- Transaction Filter:** Current Transactions
- Transaction Types:** INV, PAY, CRED, IADJ, PADJ, EXDF, Notes Only (unchecked)
- Date Range:** Date From [] To [], Ref From [] To []
- Grid Data:**

TYPE	DATE	REF	DESCRIPTION	TOTAL	OUTSTANDING	ALLOC-LETTER
INV	26/01/2018	000015	Sales Invoice	872.96	872.96	
PAY	26/01/2018	000011	Cheque	-82.93	0.00	A
INV	26/01/2018	000011	Sales Invoice	82.93	0.00	A
INV	26/01/2018	000009	Dining Suite	872.96	872.96	
INV	26/01/2018	000008	Garden Furniture	272.59	272.59	
PAY	26/01/2018	CHQ		-100.00	0.00	B
INV	26/01/2018	000007	Dining suite	1,410.00	1,410.00	
INV	26/01/2018	000001	Dining suite	1,346.47	1,246.47	B
- Footer:** Date grouping [Undefined], 1 of 8 items selected. Action, View, Analysis, Document, Order, Current, Retained, Outstanding, Notes.

The options chosen here are user-specific so changes by one user do not affect other users.

At the footer of the grid are new icons that allow

- Find – opens a search window to apply a text filter to the grid results
- Filter – create a filter for the grid using landing page style criteria.
- Show Grouping – shows a grouping header. You can then drag column headings from the grid into the header to group by this item. You could, for example, group sales order lines by status on the stock enquiry.
- Show Group Summaries – select on/off to show totals for any numeric items within the grid for the defined groupings.
- Show Footer Summaries – select on/off to show totals for any numeric items within the grid as a whole.

Where the grid includes a date item then you can set to group on the date field. Date Grouping allows special options to group the records by Day of the Week, Week Number, Month, Month / Year, Quarter, Quarter / Year and Year.

In addition to the footer options right-clicking on the column heading allows access to the icon options plus further additional features.

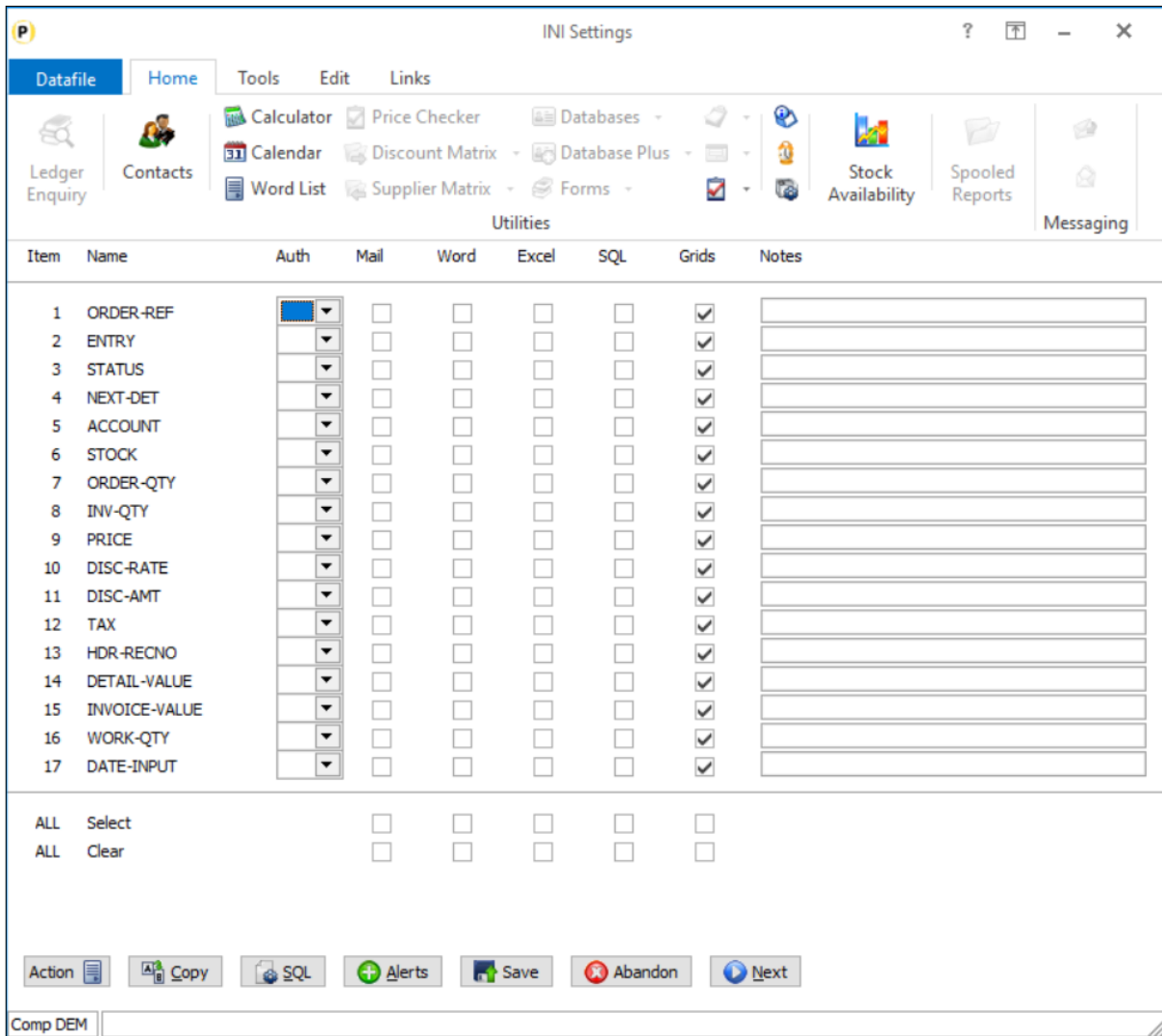
- Sort – Ascending / Descending / Clear – select to sort the items in the selected data item order.
- Group By – Field / Box – select to group by the selected field or show the group ‘box’ and drag a column item into the list.
- Footer – sets on/off the footer display
- Group Footer – sets on/off any group footer display
- Remove this Column – removes the column from the display.
- Field Chooser – allows addition of another item to the display. Up to 15 items can be included on a detail view.
- Alignment – allows you to set whether the item is left, centre or right-aligned
- Best Fit (All Columns) – sizes the current column or all columns based on content size
- Find Panel – enables/disables the find panel

Field Chooser – Available Items

Before defining additional items, you need to select the data items that can be added by the user to a detail view. The allowed items are specific to that database and are available when used for any detail grid and shares these settings with the Data Visualisations Detail Grid options.

To update the list, you need to update the INI settings for a database. If it’s an application database such as the sales order details file you can set these INI items via **Restructure A Database** within the Application Manager, other databases can be amended via the database structure tools within **Datafiler** or **Profiler**.

Once within the restructure press the <F5> key to access the database INI settings.



The INI settings lists each data item defined and allows setting of authority levels and availability for use in Mail, Word, and Excel links. A new column setting for 'Grids' is now available.

You can select individual items, or you can use the override options at the bottom of the screen to select ALL or clear ALL flags (this applies to all items within the DFD not just those displayed on the current screen). Use NEXT and PREVIOUS options to move to next set of data items within the database.

Once set as required click SAVE to return the database restructure screen and then press <ESC> and update the database changes. Once updated these items are allowed for display.

Data Visualisations


Conditional Formatting

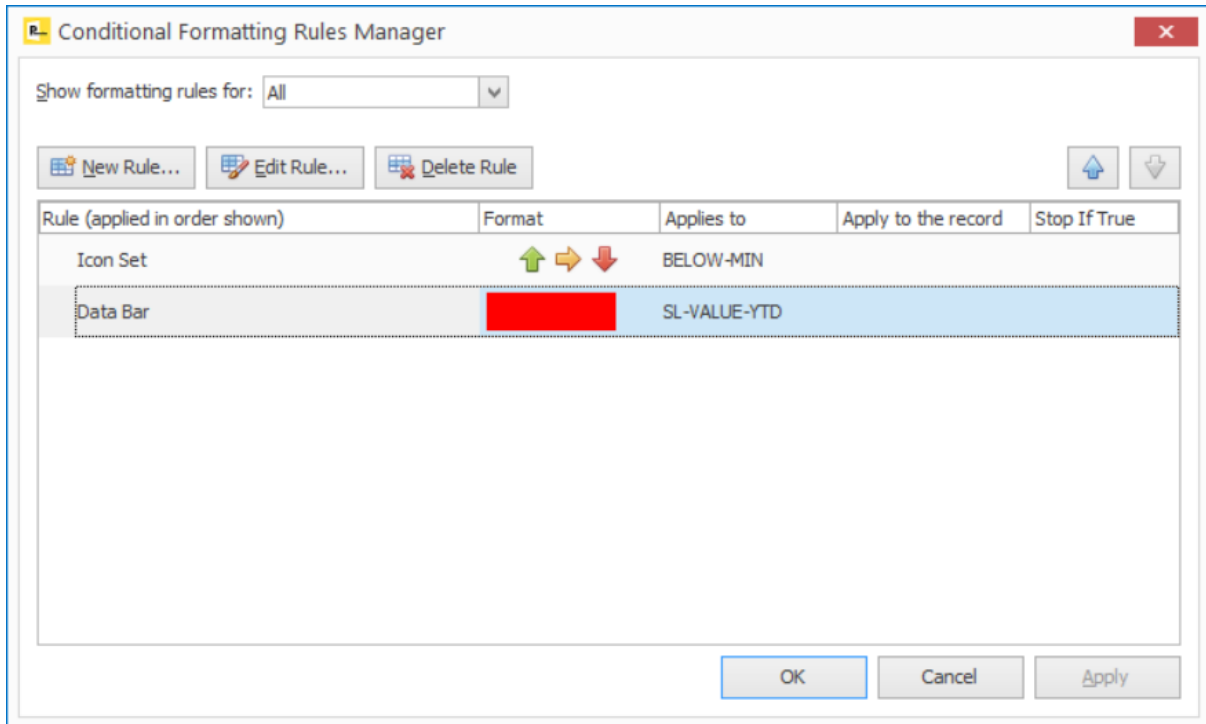
Datafile 2019

This new feature extends the formatting options available within the Data Visualisation Landing Pages.

BEU/STOCK-CODE	DESCRIPTION	ISS-UNIT	PHYSICAL	RESERVED	AVAILABLE	ON-ORDER	FREE-STOCK	SUPPLIER	MIN-STOCK
CH0167	Dining Chair - teak/dralon	EACH	35.00	27.00	8.00	58.00	66.00	CON001	5.00
CH0168	Carver-teak/dralon	EACH	24.00	0.00	0.00	70.00	42.00	COM001	5.00
CH0169	Clark's Patent Leather	PAIR	15.00	-2.00	17.00	0.00	17.00	ROB001	10.00
CH0170	Teak Chair Frame		33.00	18.00	15.00	0.00	15.00		0.00
CH0171	Leather Cushion Pad		34.00	18.00	16.00	0.00	16.00		0.00
CH0172	Display cabinet-teak 6x4	EACH	8.00	8.00	0.00	10.00	10.00	CON001	2.00
CH0173	Oval dining table-teak	EACH	6.00	16.00	0.00	10.00	0.00	STA001	2.00
CH0174	Dining suite		8.00	0.00	8.00	7.00	15.00		50.00
D00167	Dining Chair - teak/dralon	EACH	4.00	0.00	4.00	0.00	4.00	CON001	5.00
D00167	Dining Chair - teak/dralon	EACH	0.00	0.00	0.00	0.00	0.00	CON001	5.00
SU0167	Dining Chair - teak/dralon	EACH	0.00	0.00	0.00	0.00	0.00	CON001	5.00
YE0167	Dining Chair - teak/dralon	EACH	13.00	0.00	13.00	0.00	13.00	CON001	5.00
YE0168	Carver-teak/dralon	EACH	50.00	0.00	50.00	0.00	50.00	COM001	5.00
YE0169	Clark's Patent Leather	PAIR	65.00	0.00	65.00	0.00	65.00	ROB001	10.00
Z21	Deposit Paid - Thank You		0.00	0.00	0.00	0.00	0.00		0.00
Z22	Less Deposit Paid		0.00	0.00	0.00	0.00	0.00		0.00
Z23	Deposit Refunded		0.00	0.00	0.00	0.00	0.00		0.00
Z24	Deposit Refund		0.00	0.00	0.00	0.00	0.00		0.00
Z25	Discount Allowed		0.00	0.00	0.00	0.00	0.00		0.00
Z26	Deposit Suspended		0.00	0.00	0.00	0.00	0.00		0.00

Here “Traffic Light” arrows are configured to show on a Stock landing page where items are below minimum stock – green arrows showing above minimum, amber at minimum and red below minimum.

To configure the formatting options,  select the Landing Page tab and choose ‘Show Properties’. Within the Conditional Highlights section, a new option is available to define the formatting rules.



Multiple rules can be defined – you can create, edit or remove rules using the appropriate button options. You can show all highlight rules or filter the list to only those affected selected data items. Rules are applied in order so can move entries up/down the list as required.

The list shows the data item the rule is applied to or whether it applies to the record (formulae building options only) or whether the formatting to an item should stop at this rule and not apply any further text formatting rules.

When creating a new rule various types of formatting are available to select from.

Format All Cells based on Values via Data Bar

This option applies shading to a cell based on absolute or relative values. For example, you could shade on stock landing page based on period sales values or margins to show the hottest sale items.

Select how the minimum / maximum is to be determined – option include lowest/highest values, (absolute) values, percentages, formula or by percentiles.

Select the Formatting options displays the data bar formatting rules.

Fill Mode – select whether shading is to be applied as a solid block or on a gradient.

Border Style – select whether no border to be display or a solid border.

Bar Direction – select whether displays in content sensitive order, left to right or right to left.

Positive Bar Appearance – select the colour, and border colour if appropriate, for positive values. Select from the drop-down list or set your own custom colour.

Negative Bar Appearance – select the colour, and border colour, for negative values. Set if to auto apply the colour as per the positive bar.

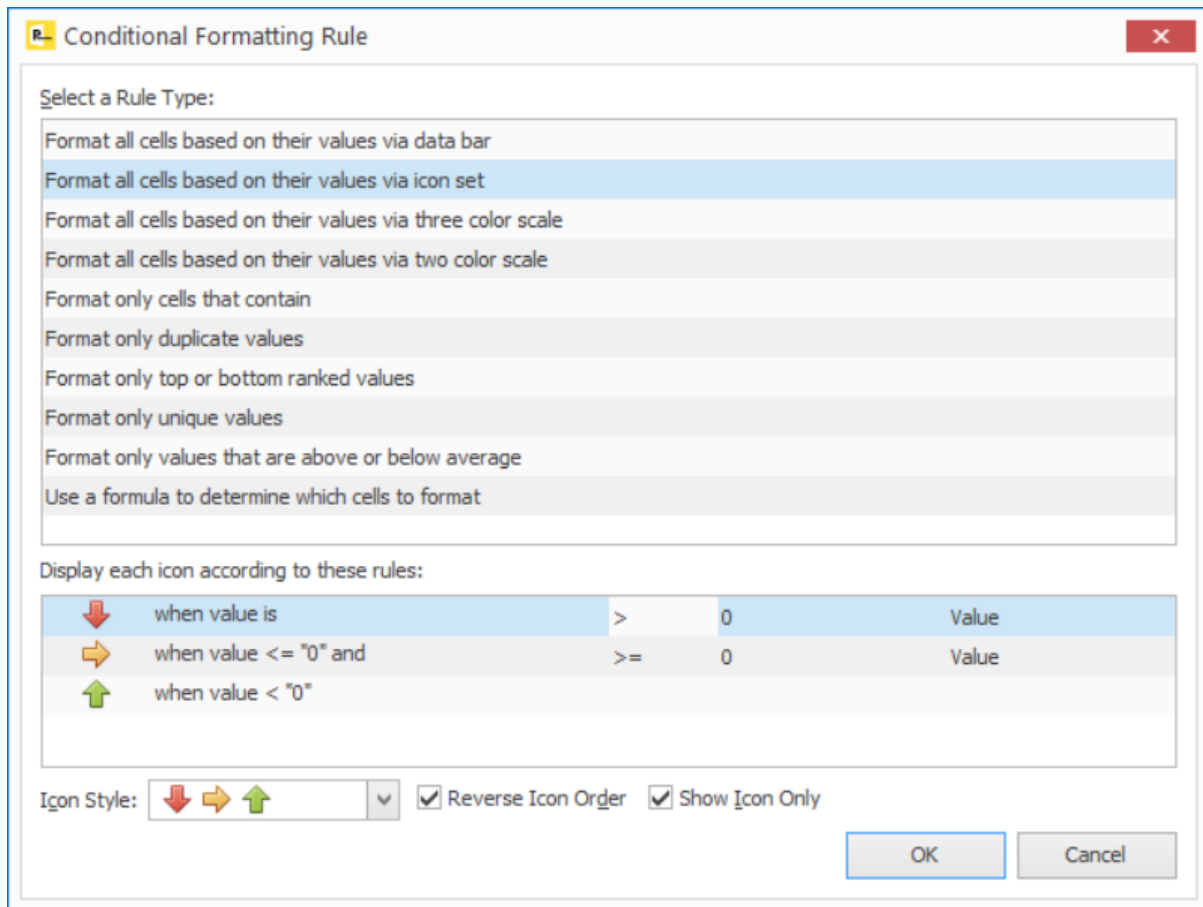
Axis Settings – set where the midpoint axis is to be displayed – automatic, cell midpoint or no axis (where bar colours are different for positive and negative values).

Click OK to apply formatting changes. The final prompt on screen asks for whether to show the bar only – omitting the item values themselves.

Once the 'rule' is defined you are returned to the formatting list where you choose which value item the rule is applied to. This item must be an item displayed within the landing page.

Format All Cells Based on their Values via Icon Set

This option applies one of three “traffic light” symbols to a cell based on value.



Display Each Icon according to these rules – set the rules for displaying the red, amber and green symbols. For each item you choose whether it’s greater than, or greater than or equal to, a set number which is interpreted as a percentage, a value a formula or a percentile. The symbol for the first matching rule is applied.

Icon Style – select the required style of icons

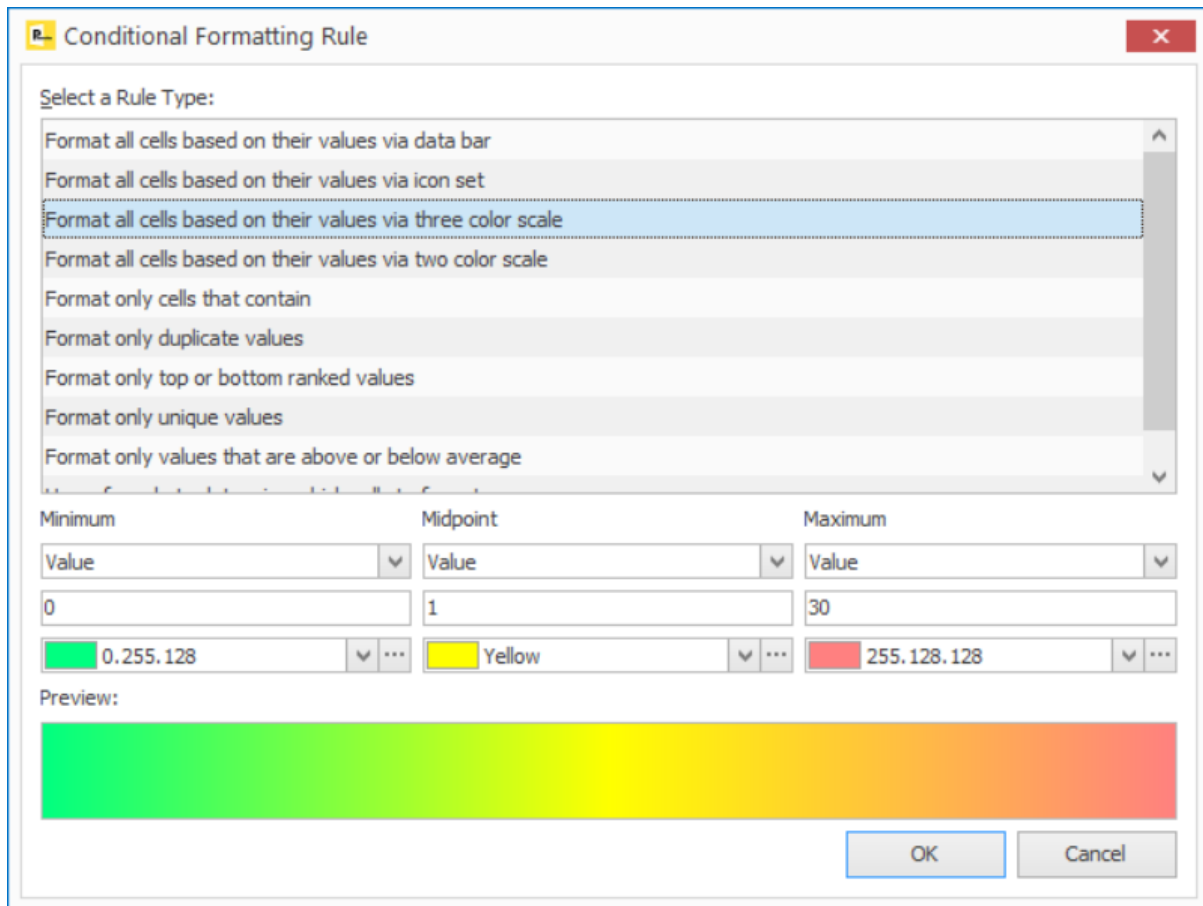
Reverse Icon Order – by default order is green, amber, red. This option reverses the order to red, amber, green. For example, when looking at potential out of stock values then you could have one of two calculations – Available Stock less Minimum Stock were anything positive exceeds minimum stock and is “green”, or Minimum Stock less Available Stock were anything positive means you have insufficient stock and is “red”.

Show Icon Only – set to display the icons only and not the data item values.

Again, once the ‘rule’ is defined you are returned to the formatting list where you choose which value item the rule is applied to. This item must be an item displayed within the landing page.

Format all cells based on their values via three colour scale

This is like the 'traffic light' option but instead of icons the cell is 'colour' filled as to where it sits in the range of values and a gradient applied as moves from minimum to midpoint to maximum.



Minimum / Midpoint / Maximum – select the analysis type whether it's based on a value, percentage, formula or percentile. Minimum and maximum also have options to apply their colour to the lowest / highest values only.

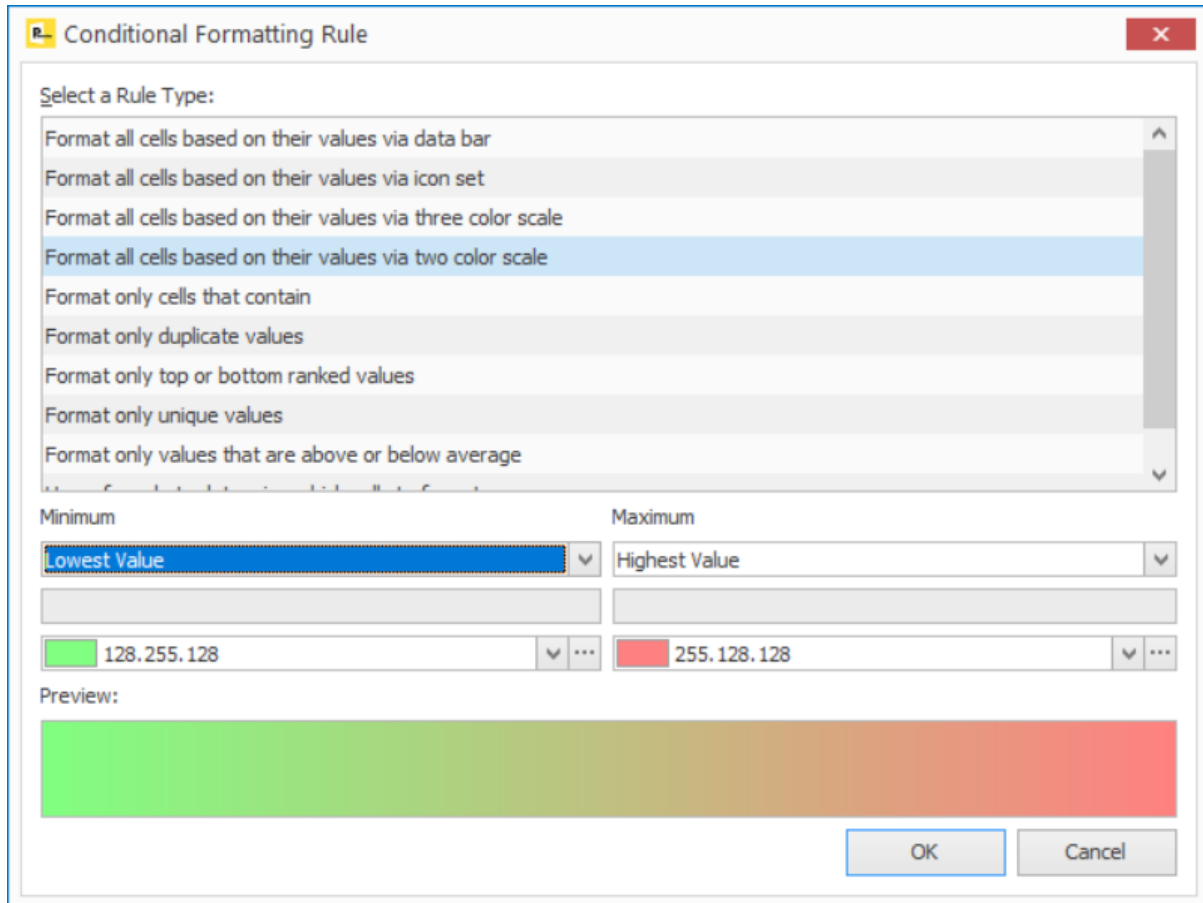
Where appropriate set the values at which minimum, midpoint and maximum colours are to be applied and choose the colours appropriate.

An example you may wish to apply this formatting option to could be based on 'Aged Overdue Days' on the Sales Ledger – anything not overdue is 'green', anything overdue but less than X days is 'amber', anything over X days is 'red'

Once the rule is defined you are returned to the formatting list to choose the value item the rule is to be applied to.

Format all cells based on their values via two colour scale

This is like the above but only asks for two colours and values which has a graded colour applied as moves from minimum to maximum.



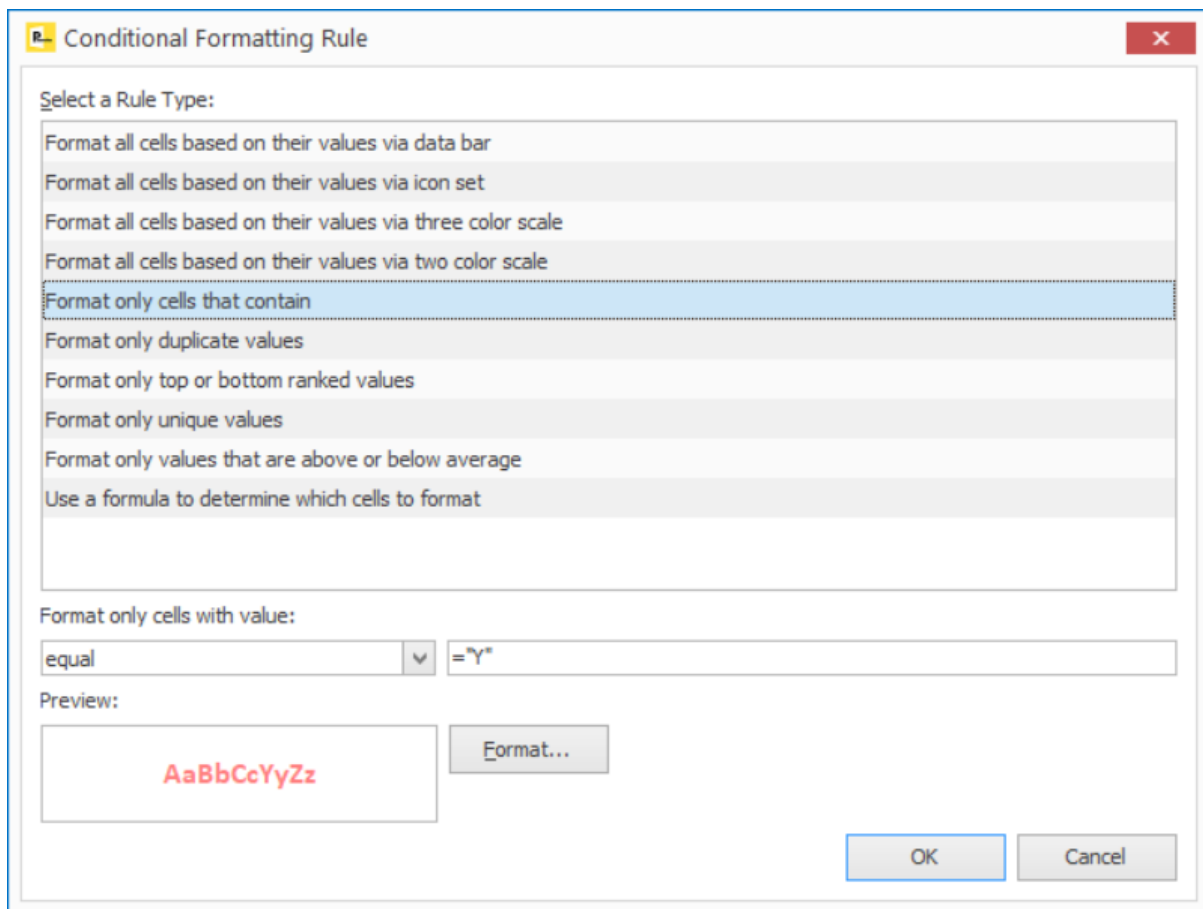
Minimum / Maximum - select the analysis type whether it's based on a value, percentage, formula or percentile. Minimum and maximum also have options to apply their colour to the lowest / highest values only.

Where appropriate set the values at which minimum and maximum colours are to be applied and choose the colours appropriate.

Once the rule is defined you are returned to the formatting list to choose the value item the rule is to be applied to.

Format Only Cells that Contain

This option allows you to apply formatting to the text within a cell.

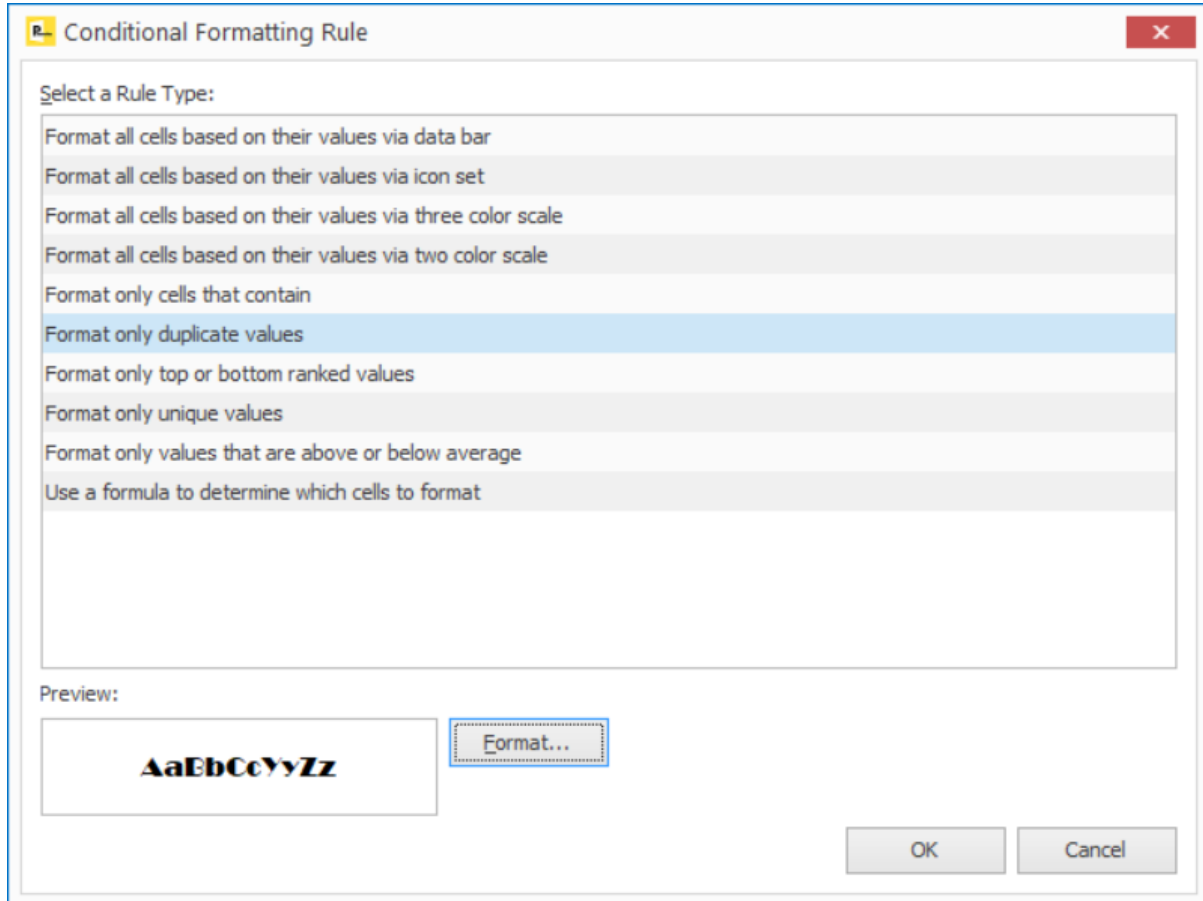


Select where values are either between, equal to or greater than or less than a value or values. Enter the values (where validating against a text item use quotes around the value) required and then select the text format – font, colour and style – to be applied.

Once the rule is defined you are returned to the formatting list to choose the value item the rule is to be applied to.

Format Only Duplicate Values

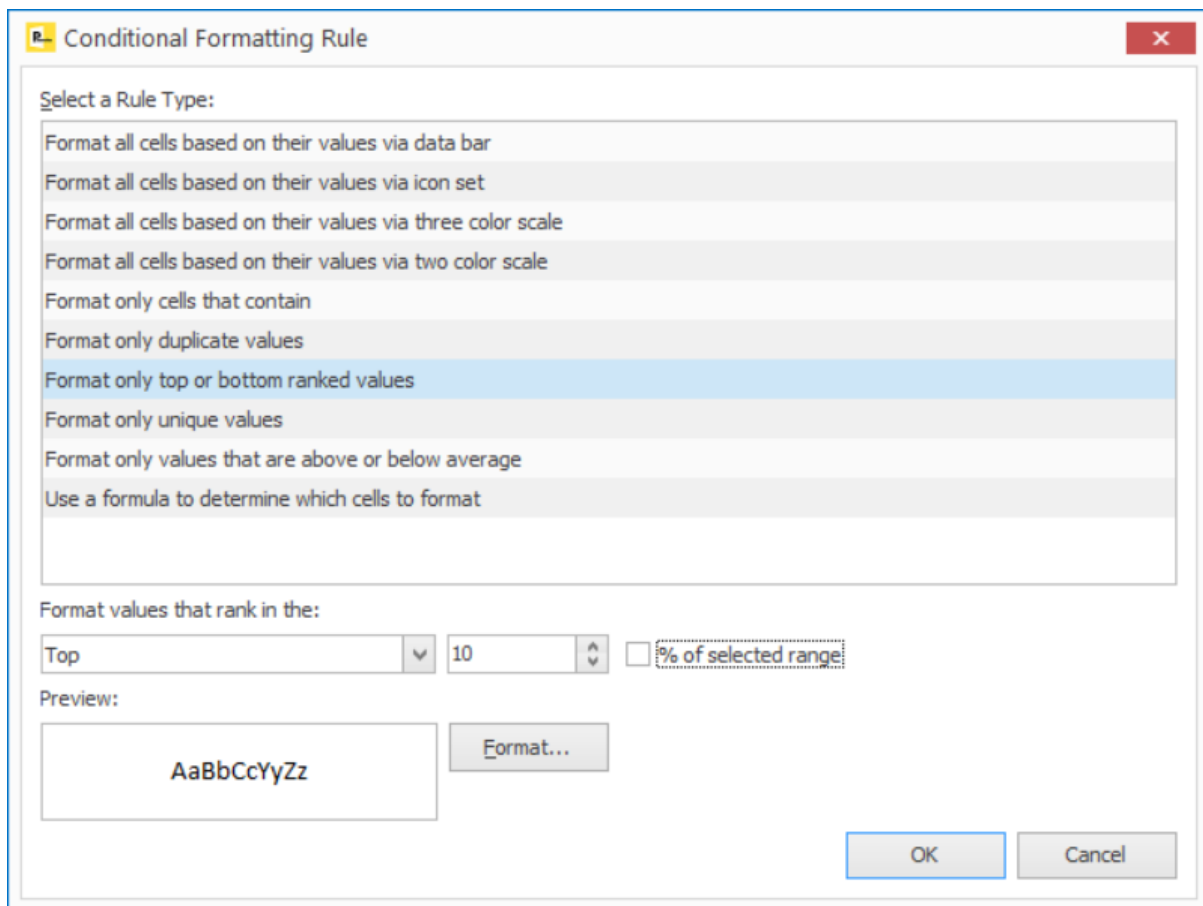
This option allows you to flag up duplicate values, for example, highlighting where any one sales order contains the same customer reference as another.



Select the text format – font, colour and style – to be applied for duplicate values and once the rule is defined you are returned to the formatting list to choose the value item the rule is to be applied to.

Format Only Top or Bottom Ranked Values

This option allows formatting of the top or bottom ranked values within the landing page.

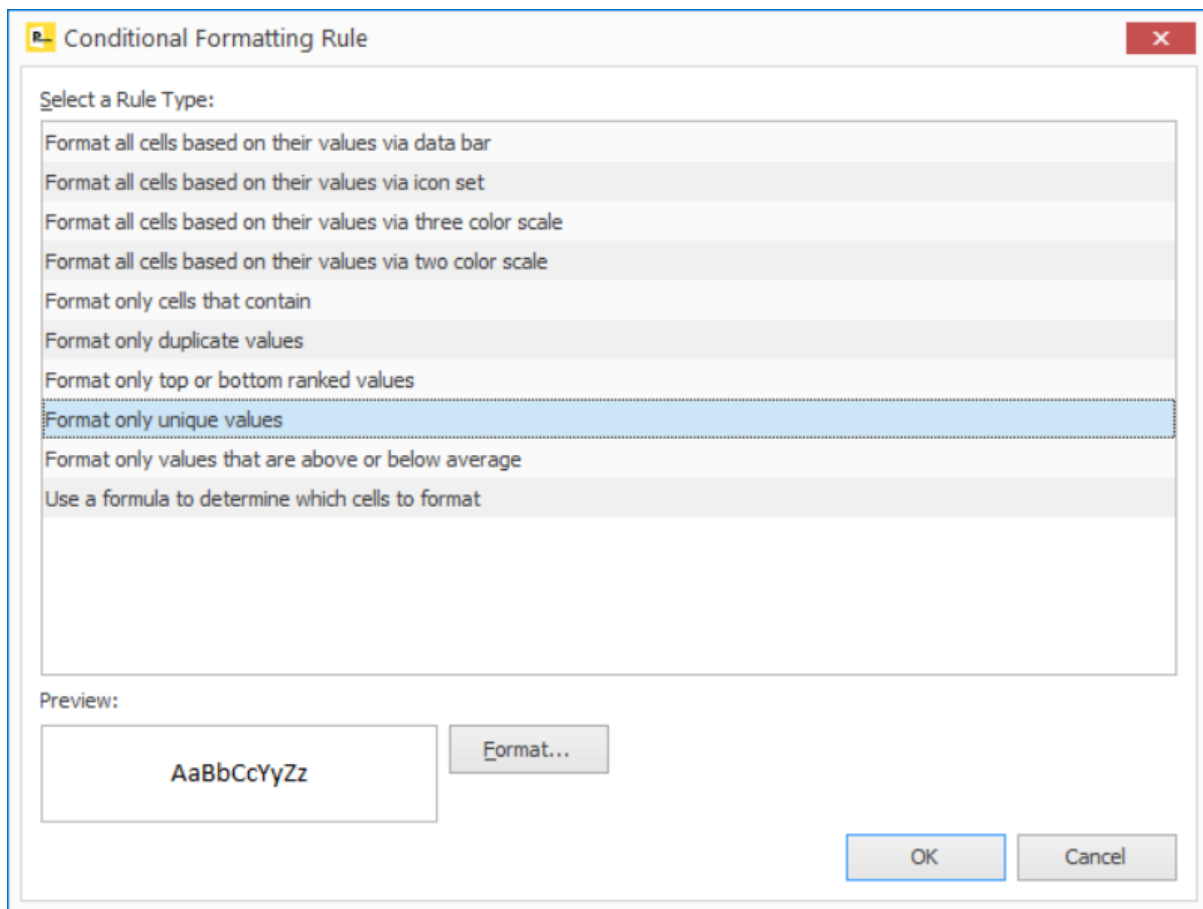


You select whether ranking the top or bottom values and the number of items to rank. By default, the ranking is on absolute values – the top 10 account balances for example. You can set to apply as a percentage, grading the values in the data item from 0 (lowest value) to 100 (highest value) and showing where values are in the top/bottom %

Select the text format – font, colour and style – to be applied for values and once the rule is defined you are returned to the formatting list to choose the value item the rule is to be applied to.

Format Only Unique Values

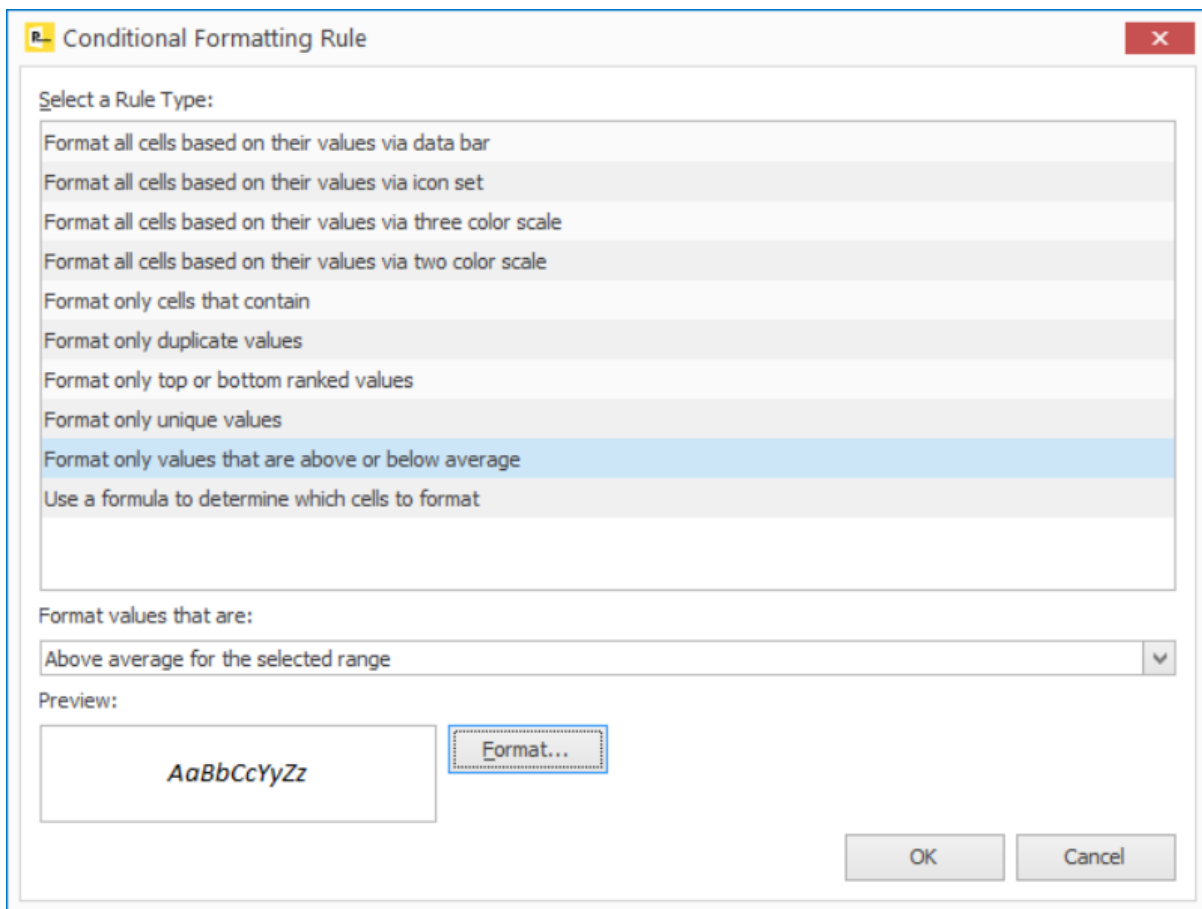
The reverse of the duplicate values option and formats items which are unique.



Select the text format – font, colour and style – to be applied for unique values and once the rule is defined you are returned to the formatting list to choose the value item the rule is to be applied to.

Format Only Values that are Above or Below Average

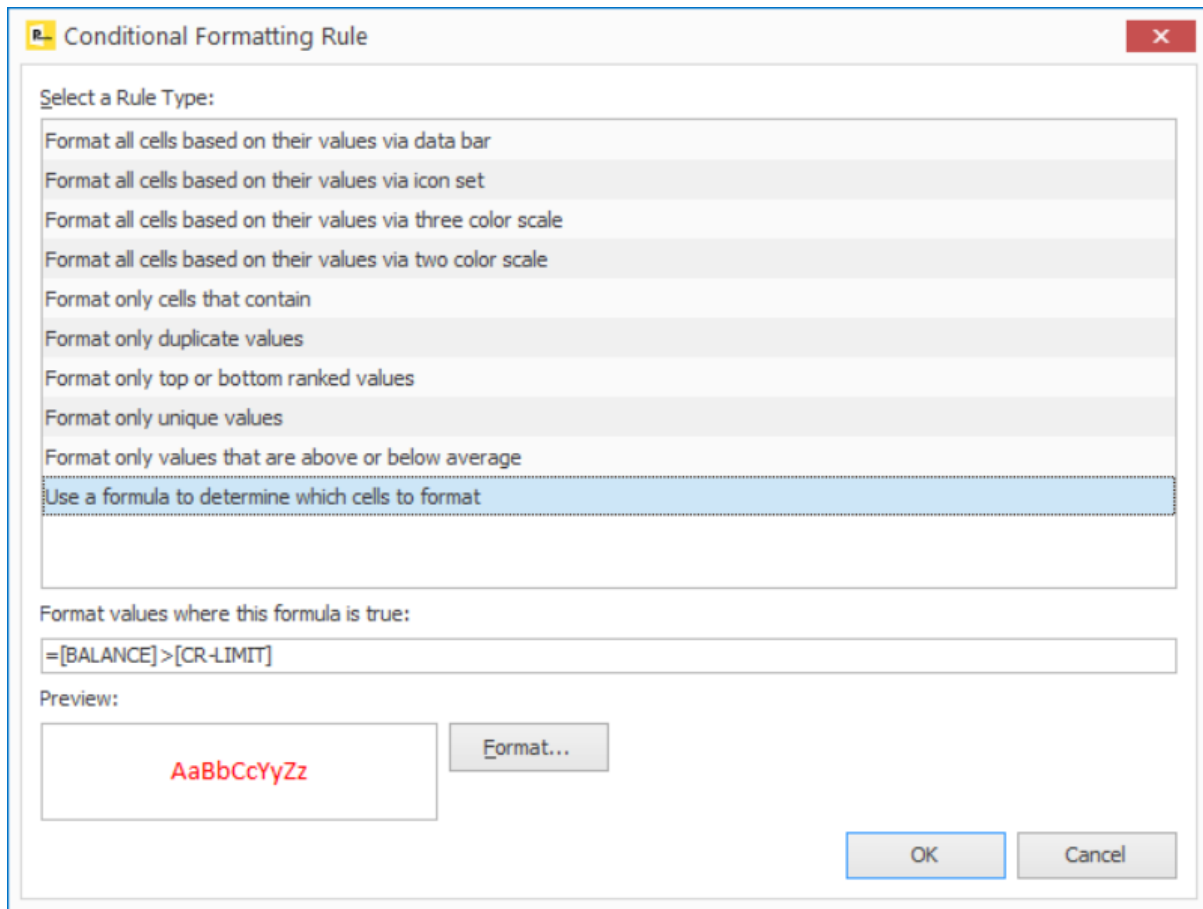
Select formatting to be applied to cell where the value is below/above average.



You can choose to format values above/below average or those more than 1-3 standard deviations from the average. Select the text format – font, colour and style – to be applied for values and once the rule is defined you are returned to the formatting list to choose the value item the rule is to be applied to.

Use a formula to determine which cells to format

Select when formatting to be applied to a cell, or to the record, when a formula is met.



Within the formula builder data items are recognised by entering square brackets around them – i.e. [BALANCE] and [CR-LIMIT] as above. Once the rule is defined you are returned to the formatting list to choose the data item the rule is to be applied to or whether to apply to the record.

Data Visualisations II

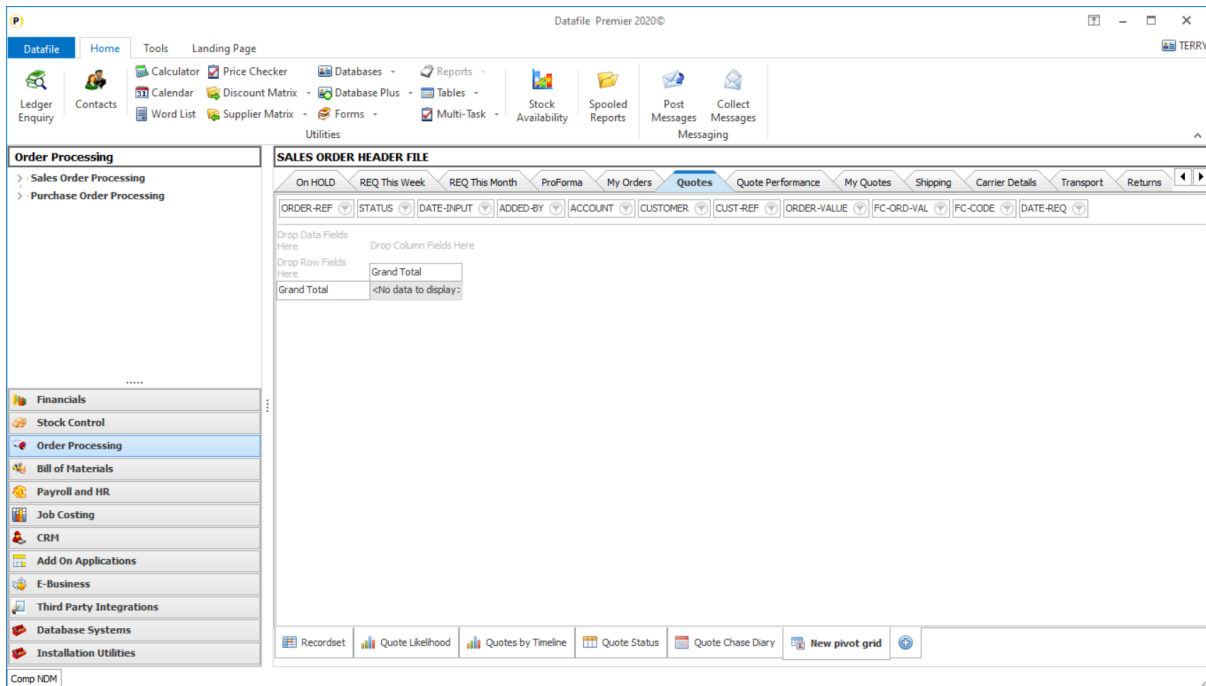
Data Visualisations II is an additional application that adds further features to the Data Visualisation tools.

Pivot Grids

Datafile 2019

Pivot Grids are a data tool that summarises and organises selected columns of data to obtain a desired report. They help easy analysis of a large amount of data. Examples for pivot grids could include a grid based on the Sales Order Header could analyse the performance of salespersons over time showing the value of orders placed, a grid based on the Stock file could show current period demand by stock group

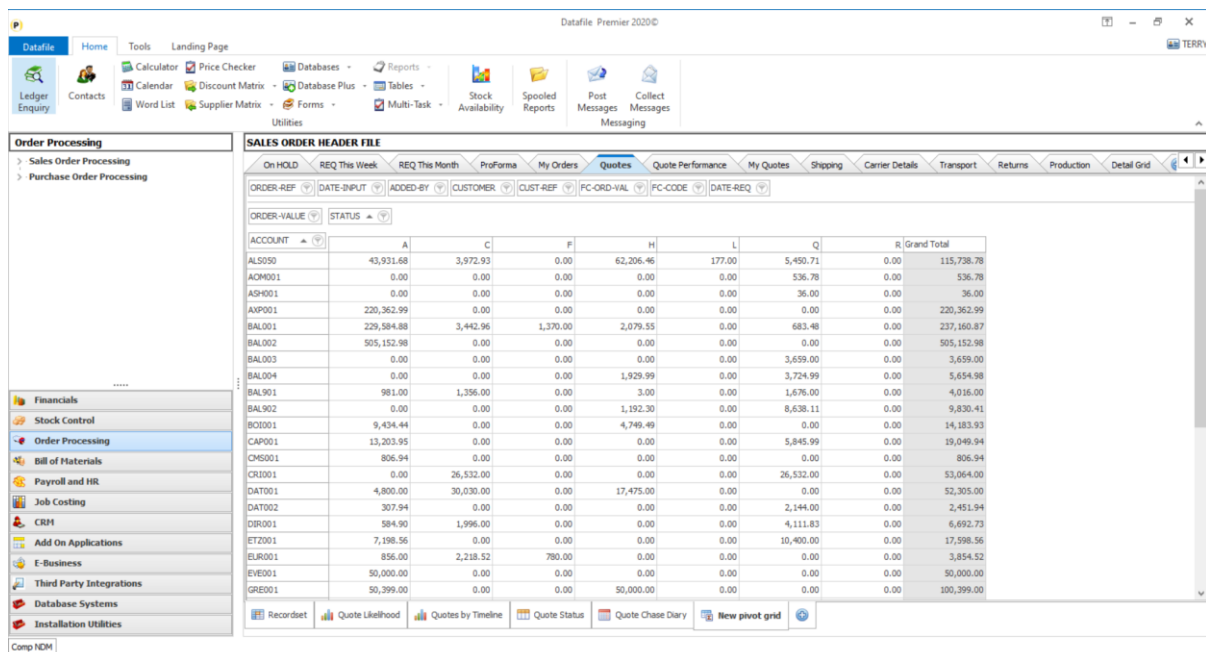
To add a new Pivot Grid select the 'Plus' icon within the tabs at the bottom of the landing page.



A Pivot Grid allows for the addition of data items into row, column and data 'cells' to summarise the data.

At the top of the page are the data items included on the main landing page, but you can select from other nominated items by right-clicking on the item area and choosing to show field list. The grid is based on 'unfiltered' list from the landing page, but you can apply filters to the grid by right-clicking in the data item area to allow access to the standard landing page filter builder.

Drag the required data items from the 'data item' area into either the row, column or the data area to generate the pivot report.



If right-click against an item in the row / column area you can select the alignment – left, right or centre. If right-click against a date item in the row/column area you can also choose to group by the Month, Quarter or Year.

By default, the value item is a ‘sum’ of the record value however if you right-click against the value item you can select the calculation option – choosing to report an average value, a minimum or maximum value or a count.

You can include more than one item within the row, column or data item values

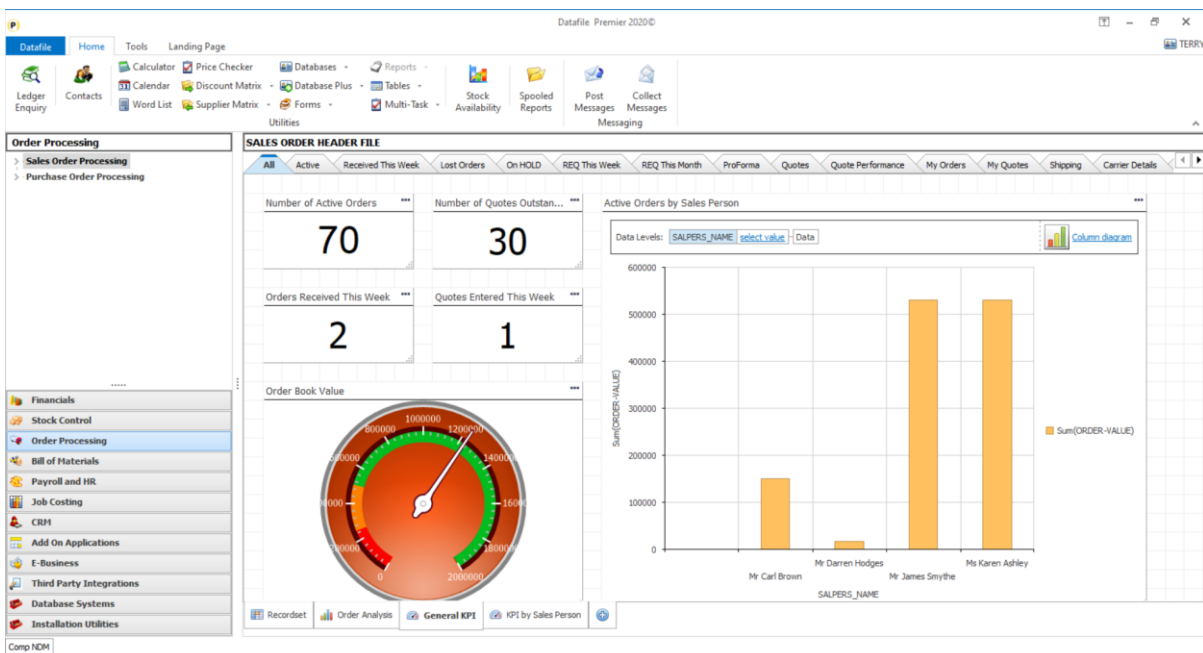
If double-click a cell, then the records that used to accumulate that value are displayed in a pop-up view.

ORDER-REF	STATUS	DATE-INPUT	ADDED-BY	ACCOUNT	CUSTOMER	CUST-REF	ORDER-VALUE	FC-ORD-VAL	FC-CODE	DATE-REQ
000006	A	01/01/2015	DFINS	BOI001	Boeing Inc.	1002011/A	4,684.96	7,261.70	USD	14/02/2017
000101	A	01/02/2016	TERRY	BOI001	Boeing Inc.	PO09876	64.52	100.00	USD	31/03/2017
000130	A	01/02/2016	TERRY	BOI001	Boeing Inc.	1002011/A	4,684.96	7,261.70	USD	04/09/2019

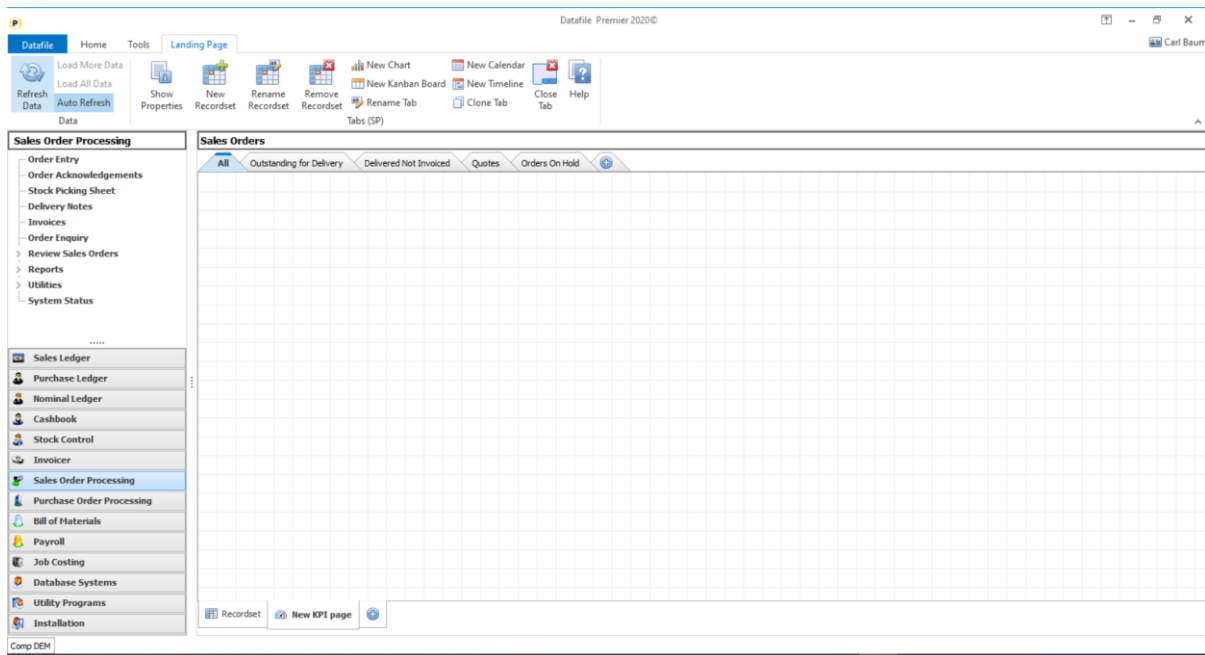
KPI Tiles

Datafile 2019

KPI Tiles allow for various charting options against data within a landing page.



To add a new KPI Tile page select the ‘Plus’ icon within the tabs at the bottom of the landing page. A new blank page is created.

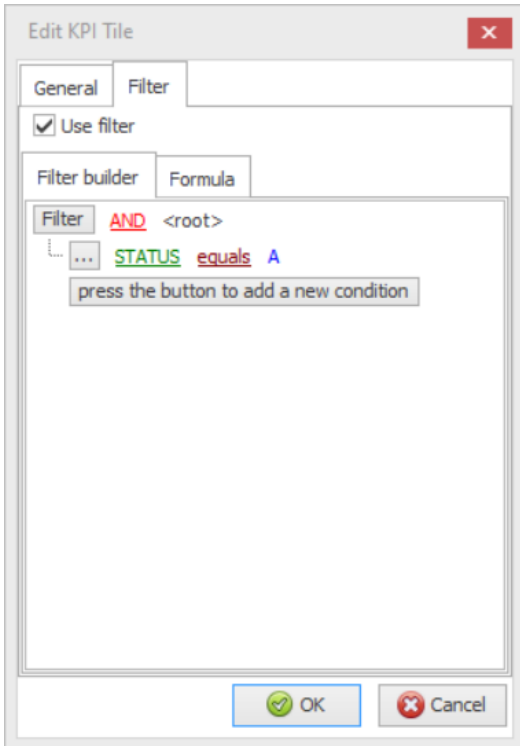


To add a tile right click on the page and choose Add and then select the type of tile you wish to add.

Label

When you add a label, a tile is created. You can then select the '...' tag at the top left to configure the label.

- Title – set title for label as required.
- Font / Colour – select the font and colour to use for the label tile. You can also set whether to hide the decimal point (round to significant values) or to show comma's in the value.
- Red / Amber / Green – select to colour the font green, amber or red based on nominated values. Colours are labelled on traffic light basis, but you can amend the colours.
- Reverse Polarity – colours are applied from top to bottom, this changes the sequence to bottom to top.
- Data / Field – select the item to base the label on.
- Data / Calculation – select whether to show a sum of the value, a count of the records, an average value or the lowest/highest value.

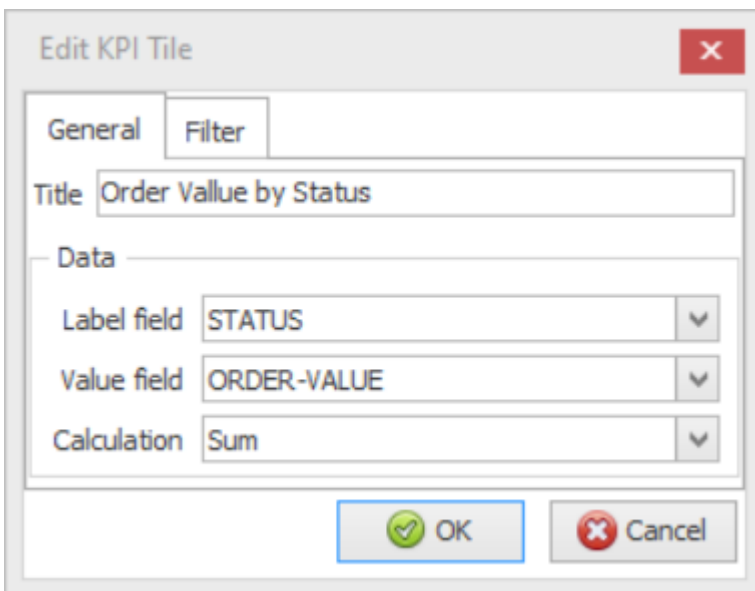


You can apply a filter to the accumulation – so for example if looking to sum up the active order value then filter total where status equals 'A' and so on.

Usual landing page filter settings are available.

Chart

When you add a chart, a tile is created. You can then select the '...' tag at the top left to configure the chart.



- Title – enter the title for the chart.
- Label Field – select the data item to be used on the X axis of the chart.
- Value Field – select the value item to be used on the Y axis of the chart.
- Calculation – select whether the value is a sum of all the records that apply to the X axis or an average of the values.
- Filter options are also available for this chart.

Gauge

When you a gauge you ware prompted initially for the type of gauge

- Linear (thermometer style)
- Digital (counter readout)
- Circular (speedometer)
- Half Circular
- Half Circular Wide
- Three Quarter Circular
- Quarter Circular Left
- Quarter Circular Right

You can then select the '...' tag at the top left to configure the chart. The options for the different type of gauge are identical except where stated.

- Title – enter the title of the KPI tile
- Display Style – select the style of gauge to be applied.
- Red / Amber / Green Properties – not applicable for digital gauges select whether to apply colour scaling to the display. Select the value and the colour required.
- Reverse Polarity – the colour order is applied in sequence top to bottom. Reversing the polarity applies the colour settings from bottom to top.
- RAG (Red/Amber/Green) Width – sets the width of the colour within the gauge.
- RAG Offset – controls where within the gauge the colour display is shown.
- RAG Opacity – controls the opaqueness of the colour display
- Data / Field – select the item to base the label on.

- Data / Calculation – select whether to show a sum of the value, a count of the records, an average value or the lowest/highest value.

Filter options are also available for this chart.

Report (Ranked)

When you add a report, a tile is created. You can then select the ‘...’ tag at the top left to configure the report.

- Title – set the title for the report.
- No of Ranks – set the no of records to display.
- Descending – leave blank for lowest values, set for highest values.
- Label Field – select the identify item from the record (account, stock code or order ref would be typical)
- Value Field – select the value item to rank on.
- Calculation – select to show a sum or the average value.

Filter options are also available for this chart.

Detail Grids

Datafile 2019

The main application landing pages display information from the main ‘Master’ file of the application – the Sales Ledger landing page shows the customers, the Stock landing page the stock records, the Sales Order landing page the Sales Order Headers and so on.

Detail Grids are an option that allows for the display of linked ‘detail’ records from the main application file. This could include main applications detail file, sales transactions against customers for example, but could also include other databases with linking file, showing sales order lines as a detail file for stock records.

First Time Use

Before defining a Detail Grid using a database you need to select the data items that can be added to a detail view. The allowed items are specific to that database and are available when used for any detail grid and shares these settings with the Ledger Enquiry detail grid options.

To update the list, you need to update the INI settings for a database. If it’s an application database such as the sales order details file you can set these INI items via **Restructure A Database** within the Application Manager, other databases can be amended via the database structure tools within **Datafiler** or **Profiler**.


Once within the restructure press the <F5> key to access the database INI settings.

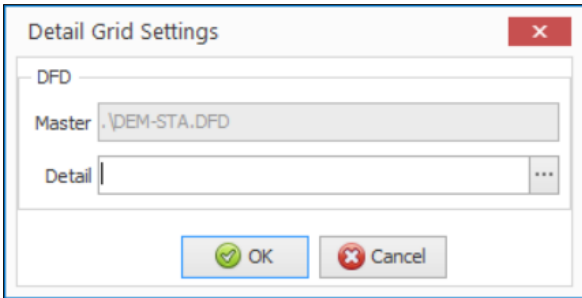
Item	Name	Auth	Mail	Word	Excel	SQL	Grids	Notes
1	ORDER-REF	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2	ENTRY	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	STATUS	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	NEXT-DET	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	ACCOUNT	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6	STOCK	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	ORDER-QTY	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	INV-QTY	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9	PRICE	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10	DISC-RATE	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11	DISC-AMT	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	TAX	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13	HDR-RECNO	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14	DETAIL-VALUE	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15	INVOICE-VALUE	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16	WORK-QTY	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17	DATE-INPUT	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ALL	Select		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ALL	Clear		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The INI settings lists each data item defined and allows setting of authority levels and availability for use in Mail, Word, and Excel links. A new column setting for 'Grids' is now available.

You can select individual items, or you can use the override options at the bottom of the screen to select ALL or clear ALL flags (this applies to all items within the DFD not just those displayed on the current screen). Use NEXT and PREVIOUS options to move to next set of data items within the database.

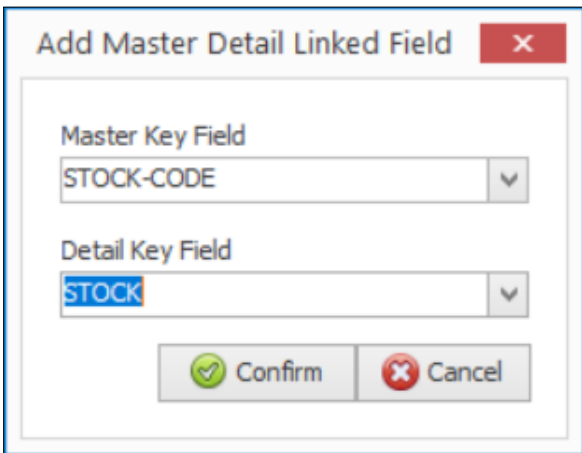
Once set as required click SAVE to return the database restructure screen and then press <ESC> and update the database changes. Once updated you are ready to create a detail grid using this database.

To add a new Detail Grid select the  icon within the tabs at the bottom of the landing page.



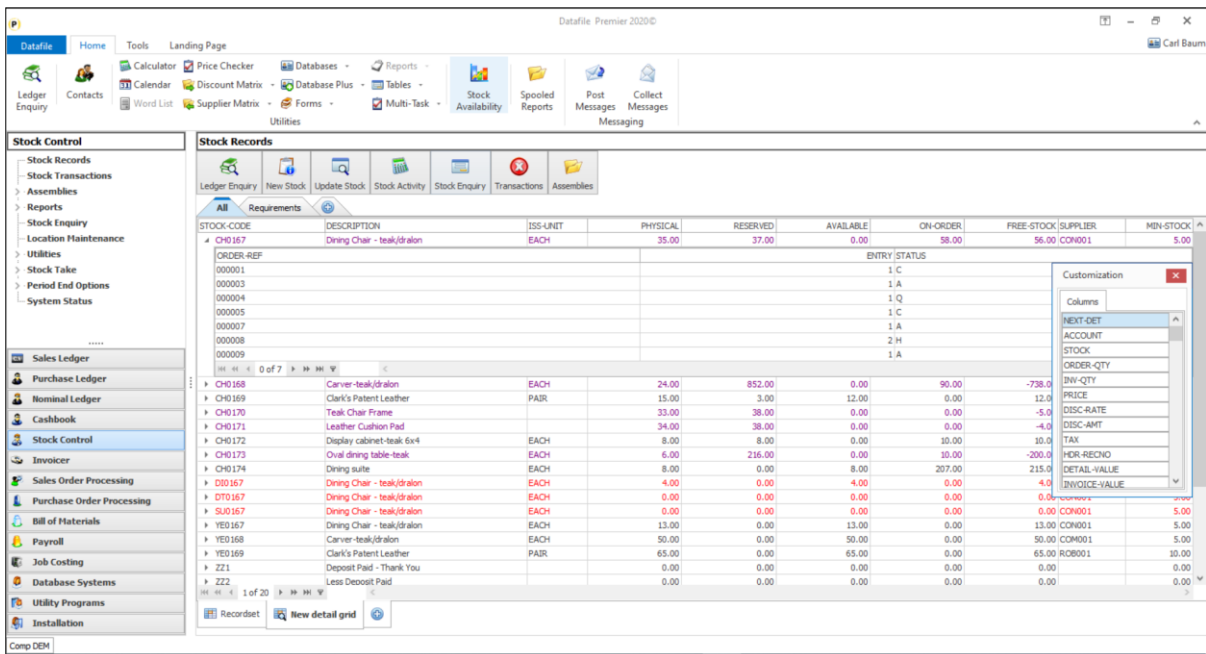
When creating a new grid, the 'master' grid DFD is listed and you are prompted for the DFD to be used for the detail grid. Enter the DFD required or click the '...' icon to browse for the file.

Next, you are prompted for the linking data items between the two tables. The detail grid shows the linked records where the values in the nominated items match.

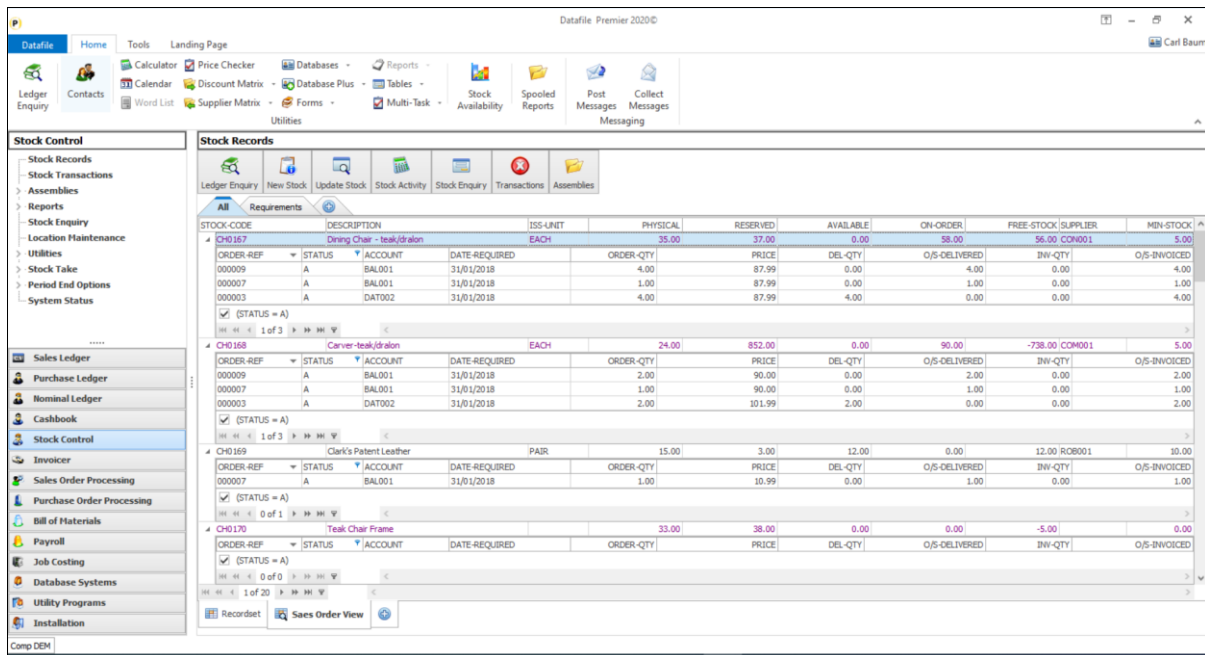


Whilst the 'Master' key item will typically be its prime-index you can select another item if required – note that the detail item selected should be defined as a secondary index.

The detail grid is then created and available for update. Initially the detail grid will show the first three available items from the detail grid. This can be amended by expanding to show the detail records and then right-click on the detail grid header and selecting the Field Chooser.



All linked records are displayed but you can then apply the filter options by selecting the 'diamond' icon on the detail column heading, you can apply a sort order by clicking the column heading.

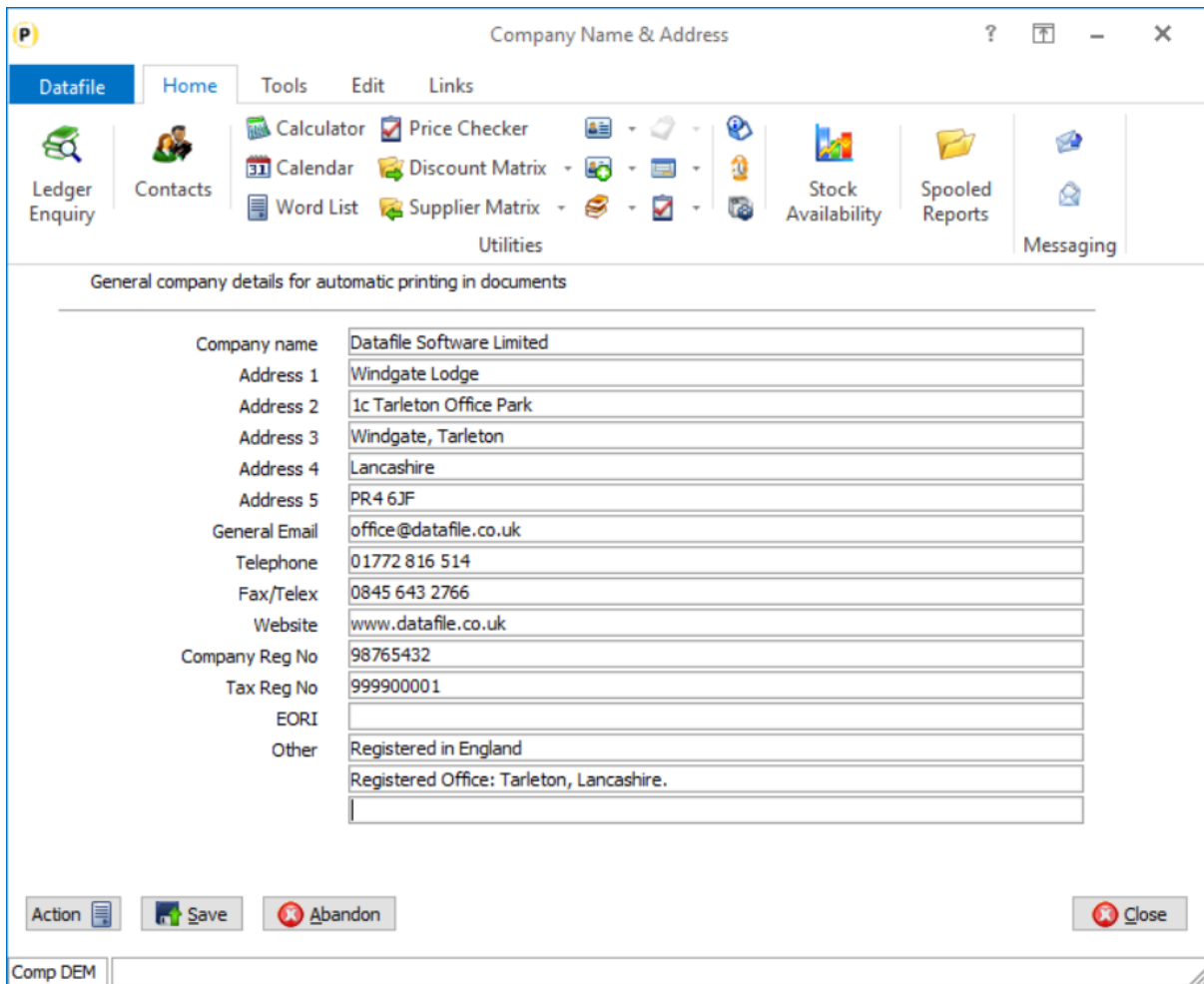


General System Options

Additional Company Details for Documents

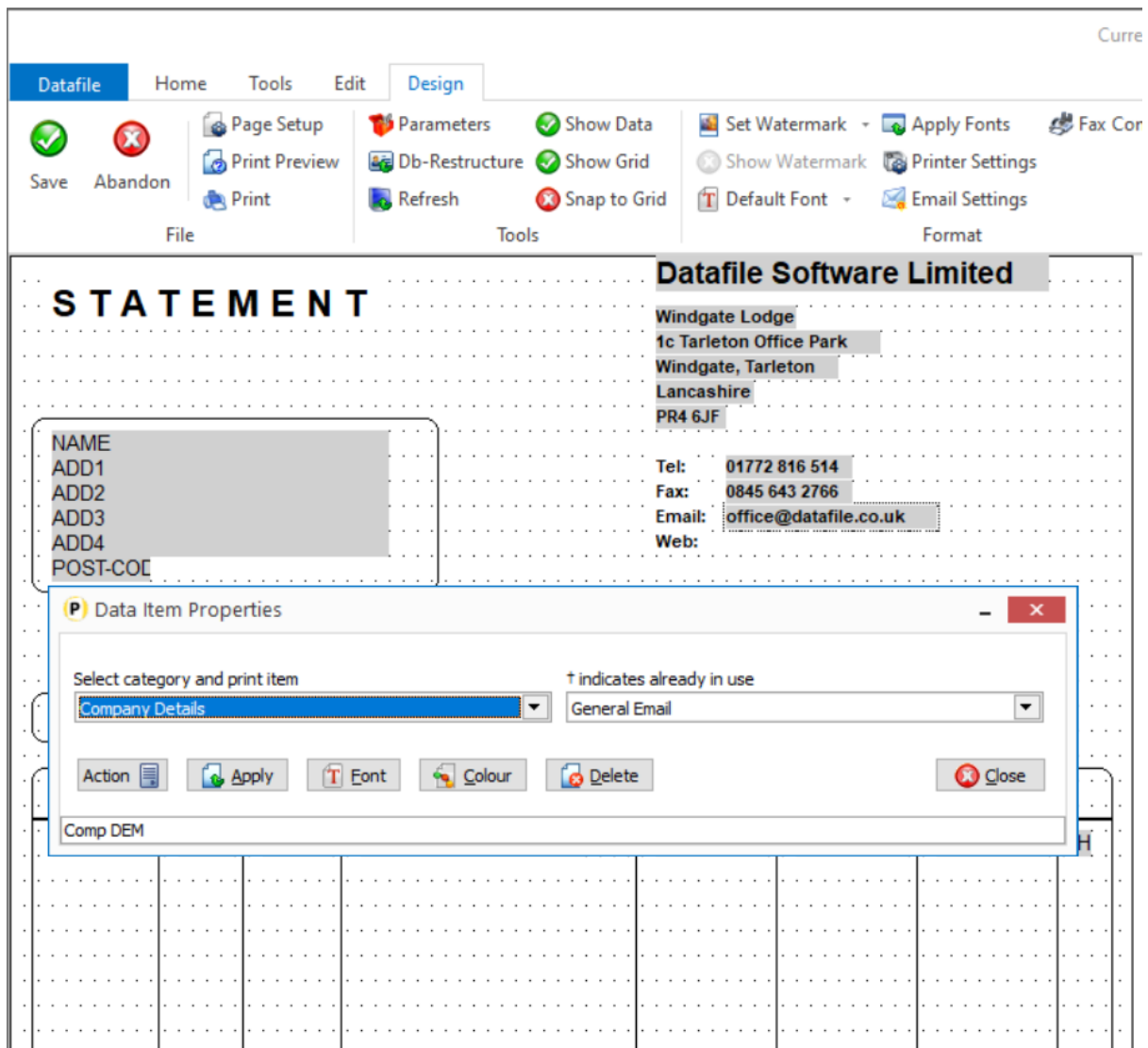
Datafile 2019

Within the Installation options a parameter screen is available that allows you to record Company Name, Address and Telephone details. These items can then be referenced in document layouts allowing for quicker document design and easier updates when details change. New in Datafile 2020 this option has been extended to allow for additional value settings.



Options have been added for General Email, Website, Company Registration No, EORI number and a further two 'other' items.

Within Document Design inserting data items from the **Company Details** category will allow update of the new items.



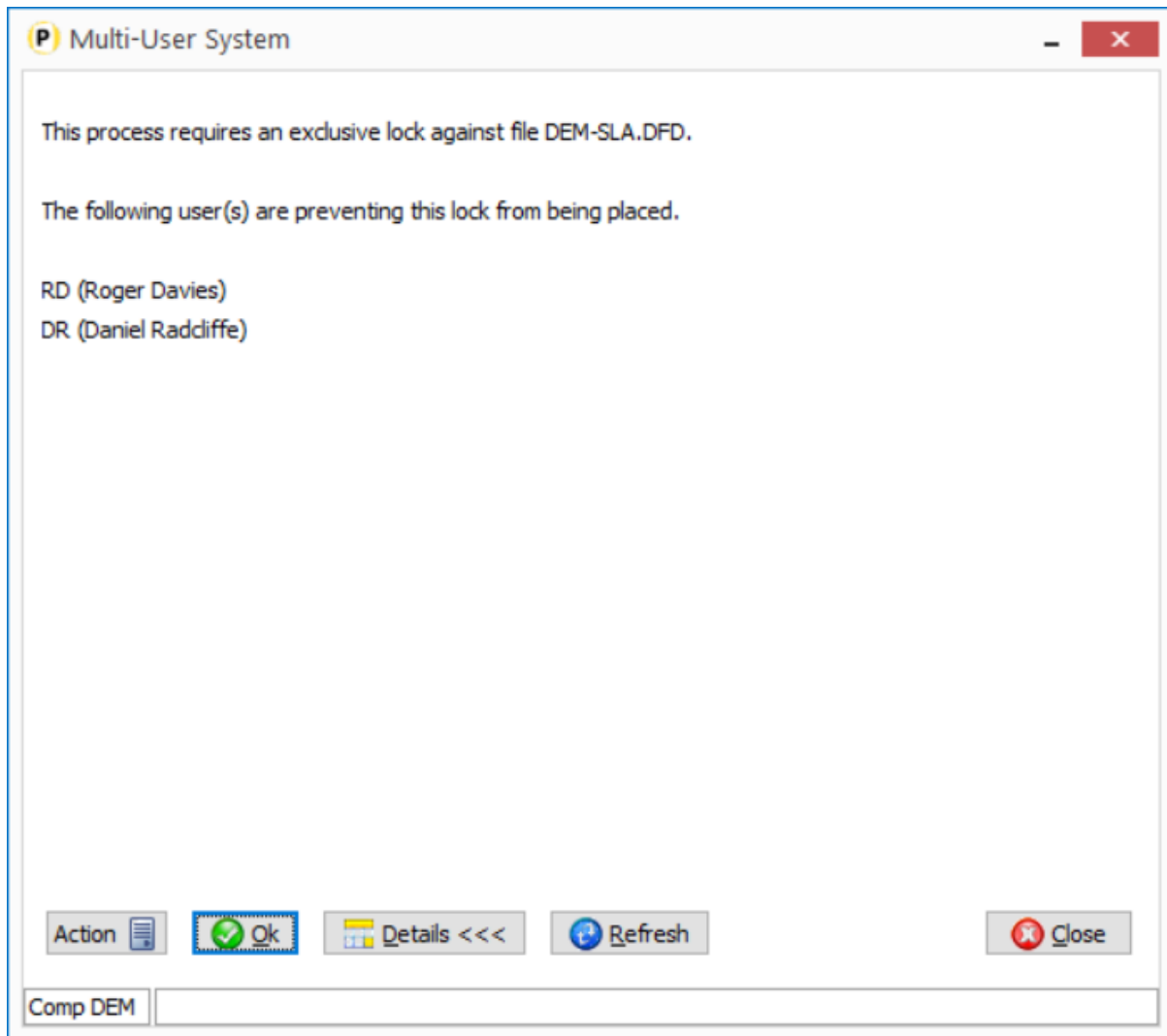
The additional company details are available for use in all bar Payroll documents (which have their own company address details within the Payroll System Profiles).

ProFiler – when a Profiler application is configured to use a 'constant' file and is configured to be linked to a company then you can link data items in the constant file to the company name and address details. The new details are also available here.

Display Username in Multi-User Enquiry

Datafile 2019

When select an action within Datafile the system will generally place usage 'locks' against either records or files. If the system is unable to place these locks due to actions by other users, then the system warns accordingly and you can display the users who are preventing you accessing the option. The display of users showed the user-id but will now also include the users name.



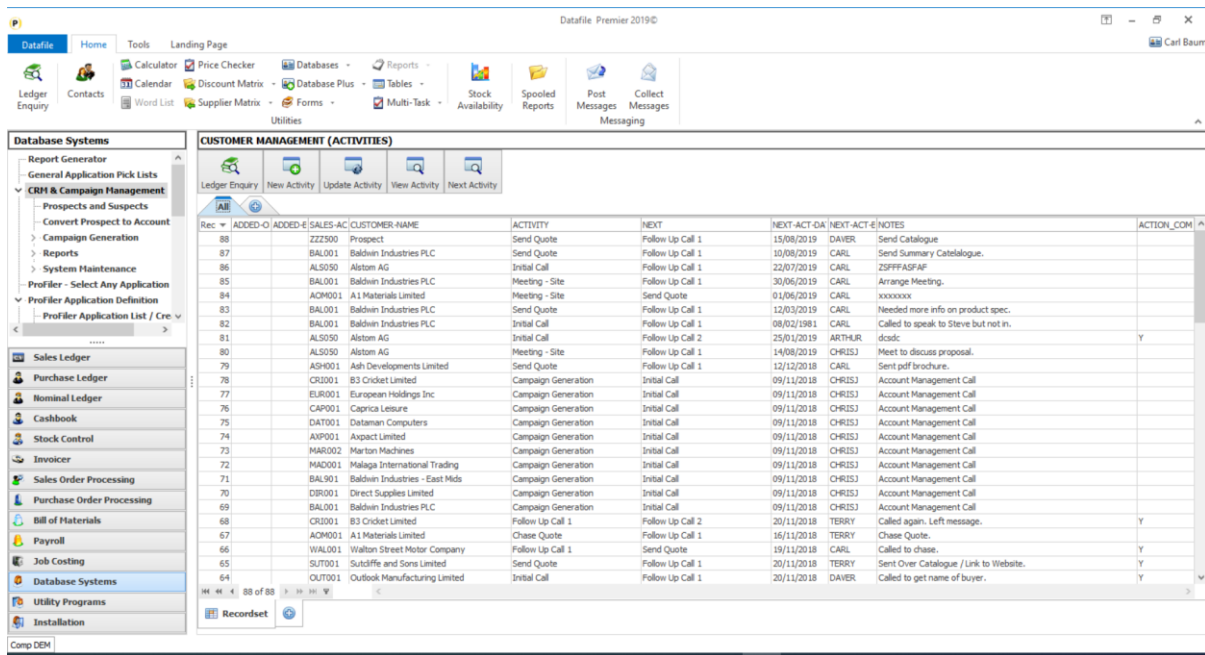
The standard 'Users Online' enquiry on the Datafile Tab on the ribbon will also show the username and where the special 'HOST' users have been created via a multi-task function then the originators username will display against these users.

Link to Activity Actions

Datafile 2019

When using Contacts & Activities options on the ribbon users can select a contact and then add, update, view activities or to create 'next' activities based on an existing activity.

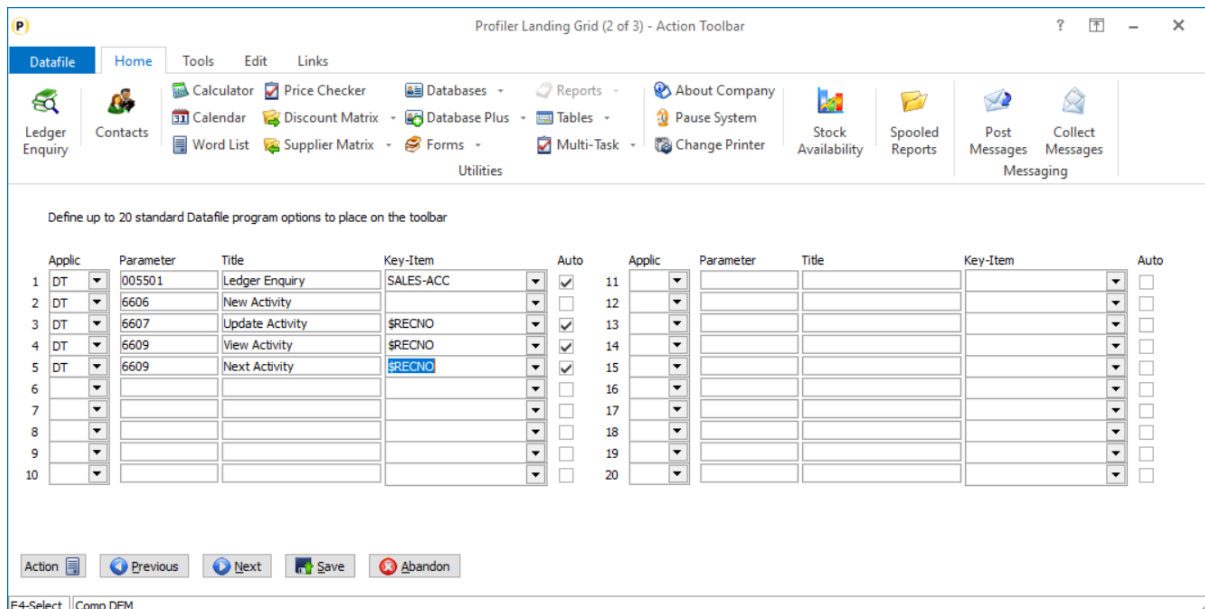
To review all the activities regardless of contact, Pick List Generator tools were available to list the activities and allow for further activity generation. This functionality has now been extended to ProFiler Landing Pages based on the Activities database.



Installation

Landing Page Setup

To add the extra enquiry links to the available landing page actions, select **Database Systems** from the main menu and then **ProFiler Application Definition** followed by **Application Profile** and then **Landing Page Setup**. Actions allowed are defined on the second page.



Applic – set to DT for access to the ledger enquiry.

Parameter – options available include

- 6606 New Activity
- 6607 Update Activity
- 6609 View Activity
- 6610 Next Activity

Title – set as required

Key Item – for new activities this should be left blank, for remaining activity actions select \$RECNO

Auto – for new activities this should be left blank, for remaining actions set to ‘Y’

Link to Associate Files

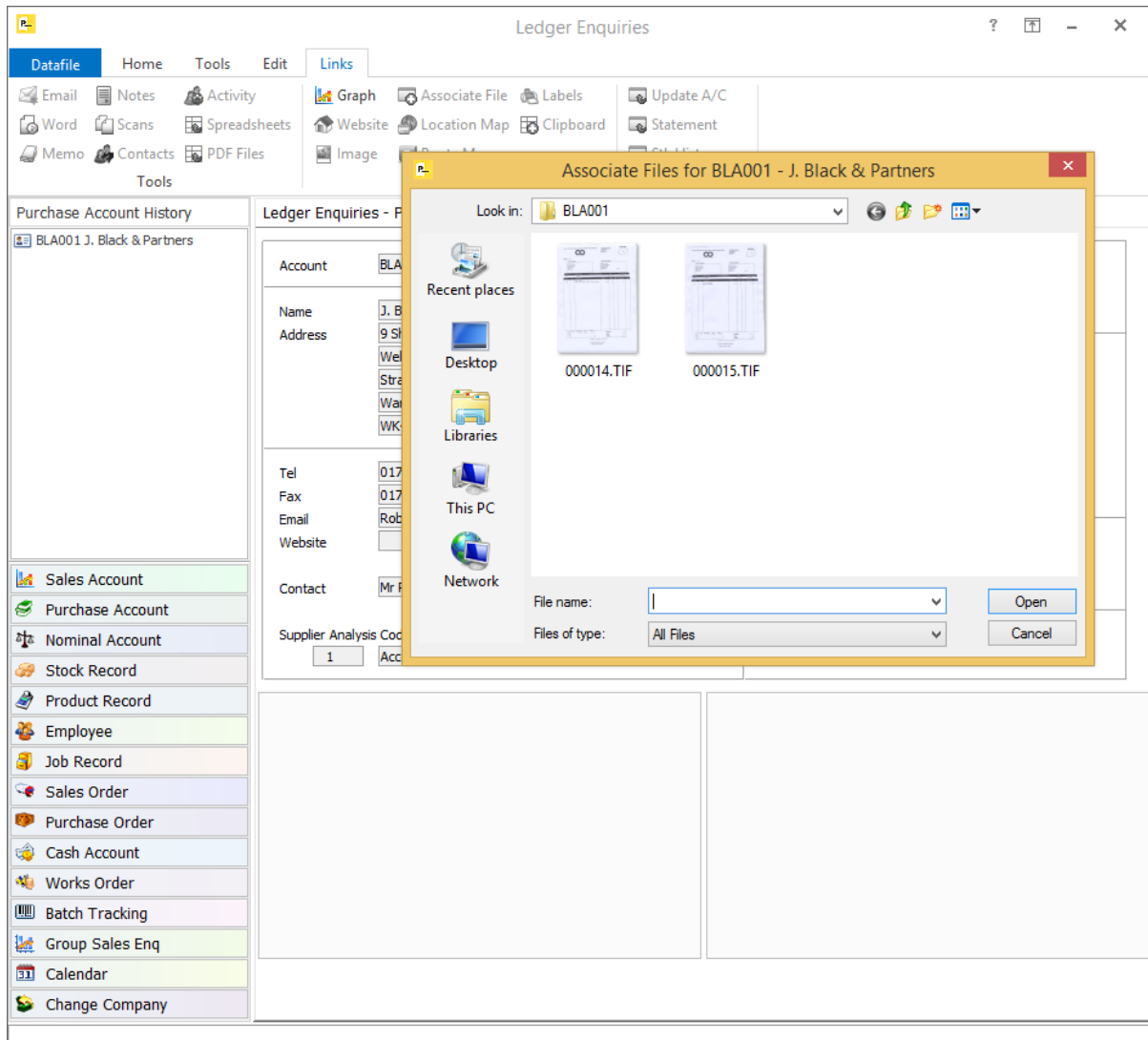
Datafile 2019

Within the Ledger Enquiry an option ‘Associate Files’ is available. This is a folder that can act as a repository for scans, word documents, emails and so on that are linked to the enquiry record – for example a sales account. This new feature allows you to set a link to this folder from the landing page as you would to update an account etc.

The screenshot shows the Datafile Premier 2020 software interface. The main window displays the 'Purchase Ledger Accounts' table. The table has columns for ACCOUNT, NAME, TELEPHONE, and BALANCE. The 'Associate Files' button is visible in the top toolbar. The 'Purchase Ledger' sidebar is also visible on the left.

ACCOUNT	NAME	TELEPHONE	BALANCE
OFF001	Office Reconstructions Ltd	01704 26354	1,571.84
COM001	Computer Forms Equipment Ltd	01572 71283	679.17
BLA001	J. Black & Partners	01772 789345	627.41
CON002	Conway Haulage Services Ltd	01452 992221	612.26
ROB001	Roboserve Ltd	0161 872 5374	20.43
STA001	Stanhope Office Supplies Ltd	0151 236 2299	15.75
LYN001	Lynbrook Office Supplies Ltd	01704 546542	15.32
MAI001	Mainland Vehicle Contracts	01232 819401	0.00
TEX001	Texicare	01524 798 810	0.00
CON001	Contract Cleaning Services Ltd	0181 742 3344	-98.96

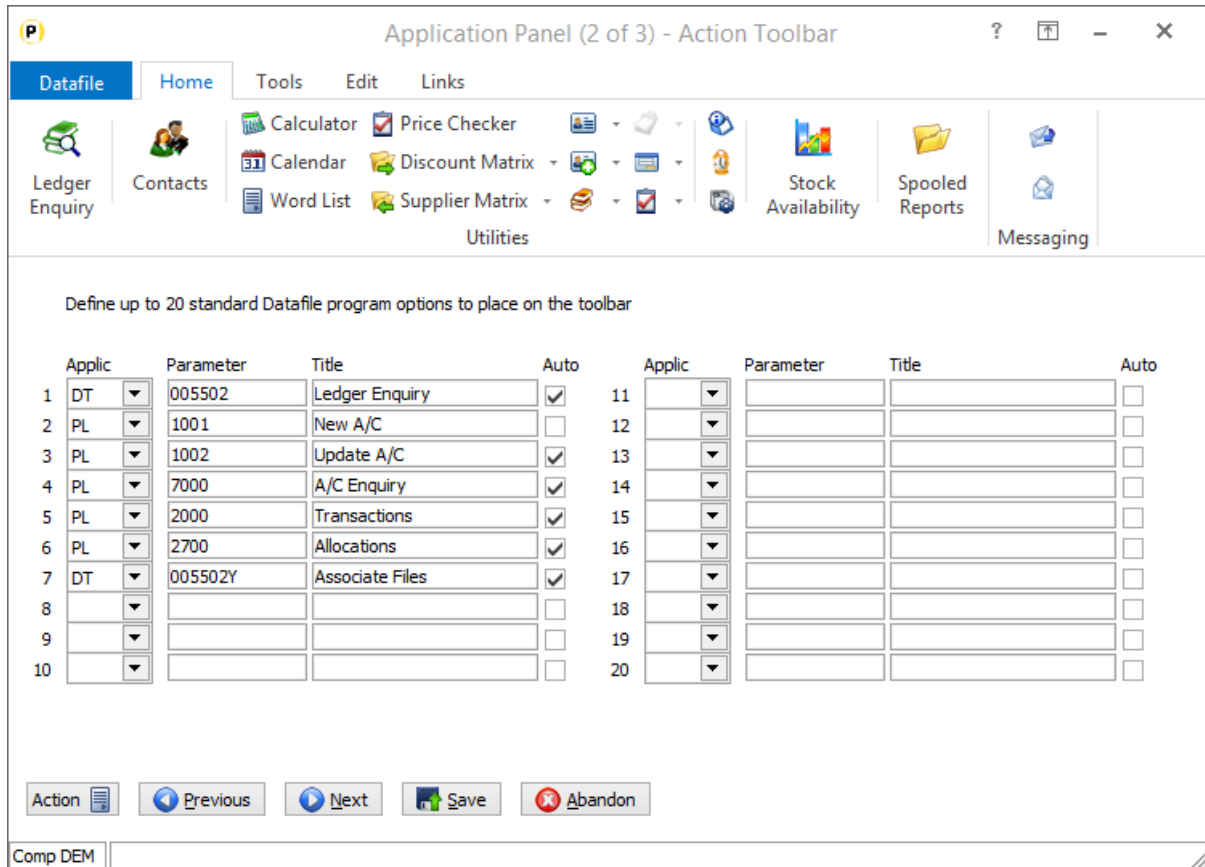
Selecting the option opens the Ledger enquiry and automatically opens the Associate File folder for the account/record in question.



Installation

Landing Page Setup

To add the associate file options to the available landing page actions, select **Installation** from the main menu and then, depending on previous configuration actions, select **Landing Page Manager** from the main manager menu or from **Application Manager** menu. Choose the application required and then move to second parameter screen to add the actions.



Applic – set to DT for access to the ledger enquiry.

Parameter – set to 0055nnY where nn is

- 01 Sales Accounts
- 02 Purchase Accounts
- 03 Nominal Accounts
- 04 Stock Records
- 05 Product Records
- 06 Employee Records
- 07 Job Records
- 08 Sales Orders
- 09 Purchase Orders
- 10 Cash Accounts
- 15 Works Orders

Title – set as required

Auto – set to 'Y' to select based on current highlighted landing page entry.

Notes

This option is also available with ProFiler based Landing Pages. Here you also need to specify the key item (i.e. account code, stock code, etc. relative to the enquiry being selected)

Link to Ledger Enquiry Actions

Datafile 2019

Within the Ledger Enquiry various “transaction” enquiries are available that allow further enquiry. For example, on Sales/Purchase/Stock enquiries you can view Transactions, Sales and Purchase Orders for the linked account or stock record. This new feature allows you to directly access these entries from the Landing Page.

The screenshot displays the Datafile Premier 2020 software interface. The main window shows the 'Sales Ledger Accounts' table with the following data:

ACCOUNT	NAME	TELEPHONE	BALANCE
BAL001	Baldwin Industries plc	0151 229 8190	4,674.98
KAR001	Karl's Electrical Supplies	0151 709 0929	1,514.66
MAR001	Markham Holdings Ltd	01221 09856	1,410.00
MAR002	Marton Machines	01224 873296	1,410.00
DAT001	Dataman Computers	01234 544457	1,351.25
BAL002	Baltimore Corporation	0171 458 6547	447.91
WAL001	Walton Street Motor Company	0131 229 6734	206.78
DAT002	Datona Discount Supplies	0151 703 2564	0.00
DAT003	Datafile Software Solutions		0.00
GRE001	Greenfens of Widnes	0151 424 9838	0.00
KAR002	Karlslake Office Supplies	0151 709 3656	0.00
ZZ2001	Cash Sales		0.00
ZZ2999	Miscellaneous Account (POS)		0.00

The interface includes a navigation pane on the left with options like Customers, Sales Transactions, Allocations, Credit Control Manager, Statements, Enquire Account Details, Reports, Utilities, and Currency Options. The main area has a toolbar with actions such as Ledger Enquiry, New A/C, Update A/C, A/C Enquiry, Statement, Transactions, Allocations, Credit Control, Associate Files, Transactions, Invoices, Sales Orders, Aged Analysis, and History. The bottom of the window shows a recordset indicator for 1 of 13 records and a Recordset button.

Selecting the option opens the Ledger enquiry and automatically opens the enquiry action for the account/record in question.

Transactions

Account: Balance:

Name: Cr-Limit:

Add1: Stop:

Transaction Filter: INV PAY CRED IADJ PADJ EXDF Notes Only

Date From: To:
 Ref From: To:

TYPE	DATE	REF	DESCRIPTION	TOTAL	OUTSTANDING	ALLOC-LETTER
INV	26/01/2018	000015	Sales Invoice	872.96	872.96	
PAY	26/01/2018	000011	Cheque	-82.93	0.00	A
INV	26/01/2018	000011	Sales Invoice	82.93	0.00	A
INV	26/01/2018	000009	Dining Suite	872.96	872.96	
INV	26/01/2018	000008	Garden Furniture	272.59	272.59	
PAY	26/01/2018	CHQ		-100.00	0.00	B
INV	26/01/2018	000007	Dining suite	1,410.00	1,410.00	
INV	26/01/2018	000001	Dining suite	1,346.47	1,246.47	B

1 of 8 items selected.

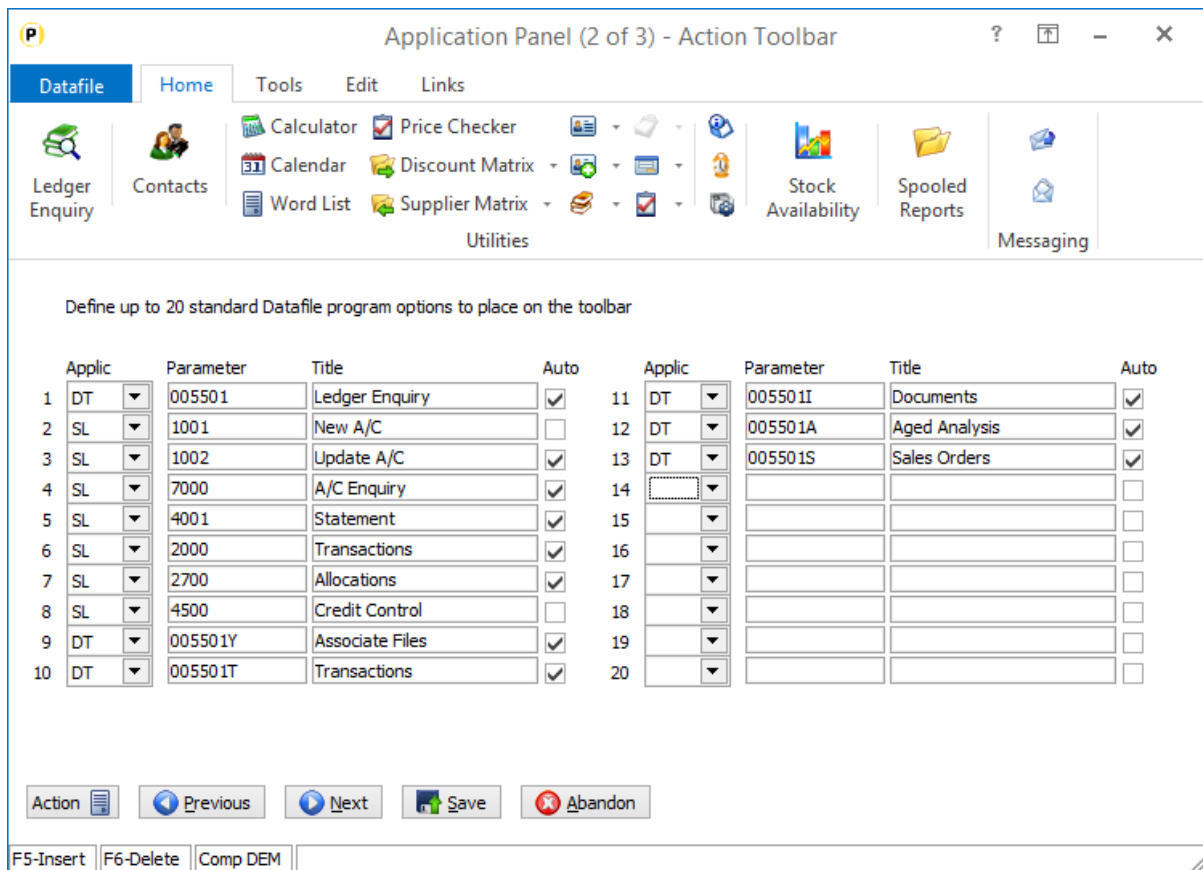
Buttons: Action, View, Analysis, Document, Order, Current, Retained, Outstanding, Notes, Close

F9-Memo | Comp DEM | ...

Installation

Landing Page Setup

To add the extra enquiry links to the available landing page actions, select **Installation** from the main menu and then, depending on previous configuration actions, select **Landing Page Manager** from the main manager menu or from **Application Manager** menu. Choose the application required and then move to second parameter screen to add the actions.



Applic – set to DT for access to the ledger enquiry.

Parameter – set to

- 005501T Sales Enquiry / Transactions
- 005501I Sales Enquiry / Invoices (Documents)
- 005501S Sales Enquiry / Sales Orders
- 005501A Sales Enquiry / Aged Analysis

- 005502T Purchase Enquiry / Transactions
- 005502I Purchase Enquiry / Invoices (Documents)
- 005502P Purchase Enquiry / Purchase Orders
- 005502A Purchase Enquiry / Aged Analysis

- 005503T Nominal Enquiry / Transactions

- 005504T Stock Enquiry / Transactions
- 005504S Stock Enquiry / Sales Orders
- 005504P Stock Enquiry / Purchase Orders
- 005504W Stock Enquiry / Works Orders

- 005506D Payroll / Documents
- 005506T Payroll / Transactions

005506P	Payroll / P11 Transactions
005506C	Payroll / Calendar
005506S	Payroll / Timesheets
005507C	Job Costing / Costs
005507S	Job Costing / Sales Orders
005507P	Job Costing / Purchase Orders
005507A	Job Costing / Analysis
005507V	Job Costing / Activities
005507T	Job Costing / Status
005508D	Sales Order / Details
005508A	Sales Order / Account
005509D	Purchase Order / Details
005509A	Purchase Order / Account
005510T	Cash Account / Transactions
005515D	Works Order / Details
005515O	Works Order / Sales Orders
005515S	Works Order / Stock

Title – set as required

Auto – set to 'Y' to select based on current highlighted landing page entry.

Notes

This option is also available with ProFiler based Landing Pages. Here you also need to specify the key item (i.e. account code, stock code, etc. relative to the enquiry being selected)

Sales, Purchase, Stock enquiries allow History / Detail database searches. The suffix letter used would be the assigned shortcut key. Similarly, the Sales Order and Purchase Order history database can be linked via the shortcut key.

Select Entries for Display in Record Order

Datafile 2019

When selecting records for display on the Sales and Purchase Order landing pages (for example) you typically want to list the latest orders. Generally, selecting to list the orders in 'Reverse Prime Index Order' achieves this when using an incremental order reference.

However, if using Alpha-Numeric characters within the Order Reference or you have 'looped' around on the order number then the latest entries by prime-index may not be the latest orders added. This new feature allows you to list the entries in reverse record number order rather than prime index, so the latest orders added are selected.

The screenshot shows the 'Sales Orders' window in Datafile Premier 2020. The table displays the following data:

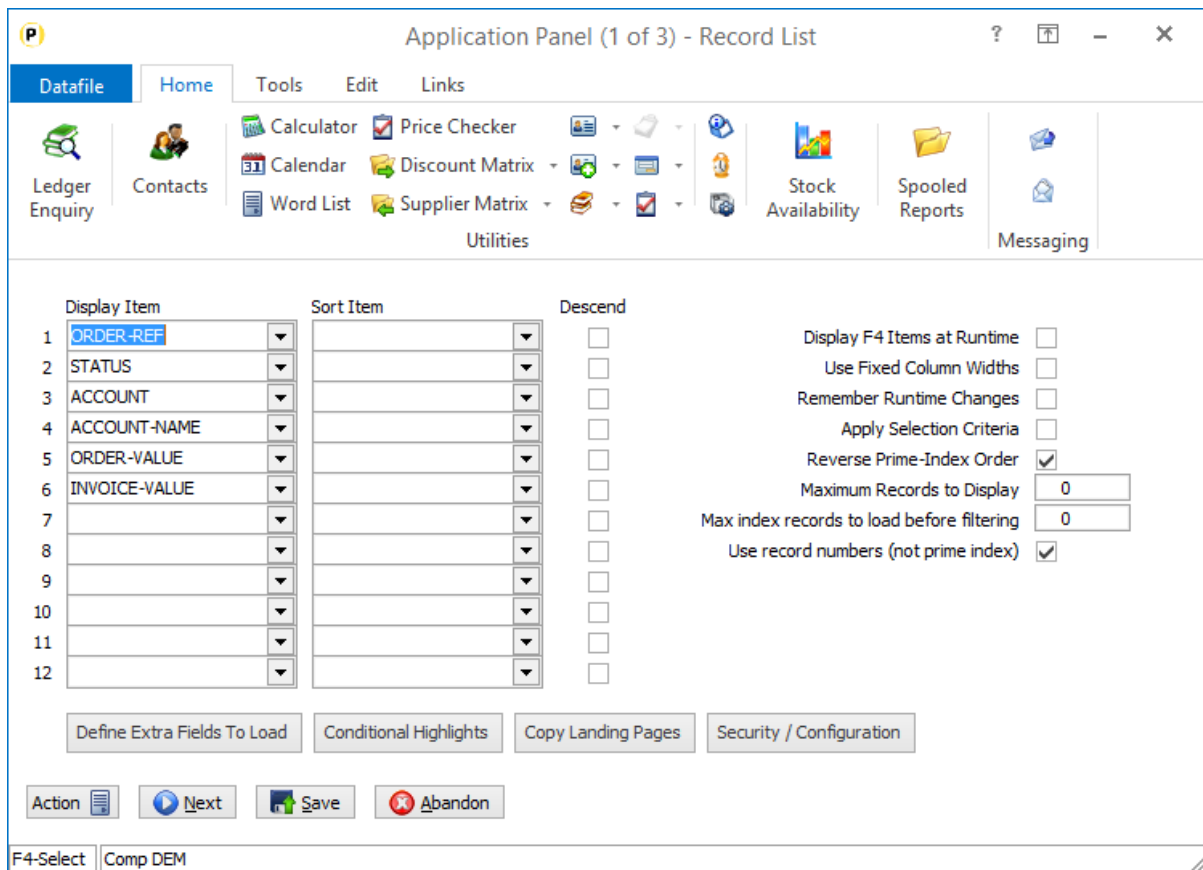
ORDER-REF	STATUS	ACCOUNT	ACCOUNT-NAME	ORDER-VALUE	INVOICE-VALUE
BAL001/000009	A	BAL001	Baldwin Industries plc	742.95	0.00
BAL002/000008	H	BAL002	Baltimore Corporation	794.93	0.00
BAL001/000007	A	BAL001	Baldwin Industries plc	989.96	0.00
BAL001/000006	A	BAL001	Baldwin Industries plc	1,179.98	0.00
BAL001/000005	C	BAL001	Baldwin Industries plc	742.95	742.95
MAR001/000004	Q	MAR001	Markham Holdings Ltd	766.93	0.00
DAT002/000003	A	DAT002	Datona Discount Supplies	766.93	0.00
DAT001/000002	C	DAT001	Dataman Computers	1,140.00	1,140.00
KAR001/000001	C	KAR001	Karl's Electrical Supplies	1,289.07	1,289.07

In the example above the order reference is prefixed with the account code. In a standard 'Index' list then MAR004/000004 would be the latest entry at the top, whereas on a 'record' list this was one of the earlier entries added.

Installation

Landing Page Setup

Select **Installation** from the main menu and then, depending on previous configuration actions, select **Landing Page Manager** from the main manager menu or from **Application Manager** menu. Choose the application required.



Reverse Prime Index Order – set this to select records based on either index or record order.

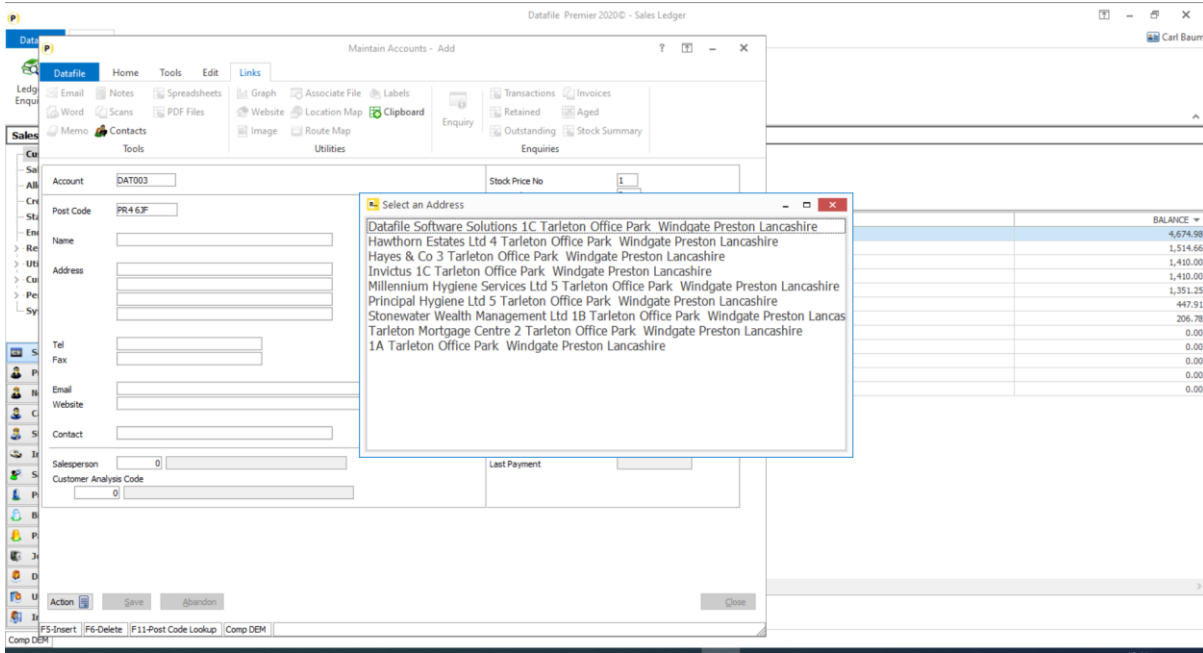
Use Record Numbers (Not Prime Index) – set this to select records based on record added order (latest)

Post Code Address Lookup

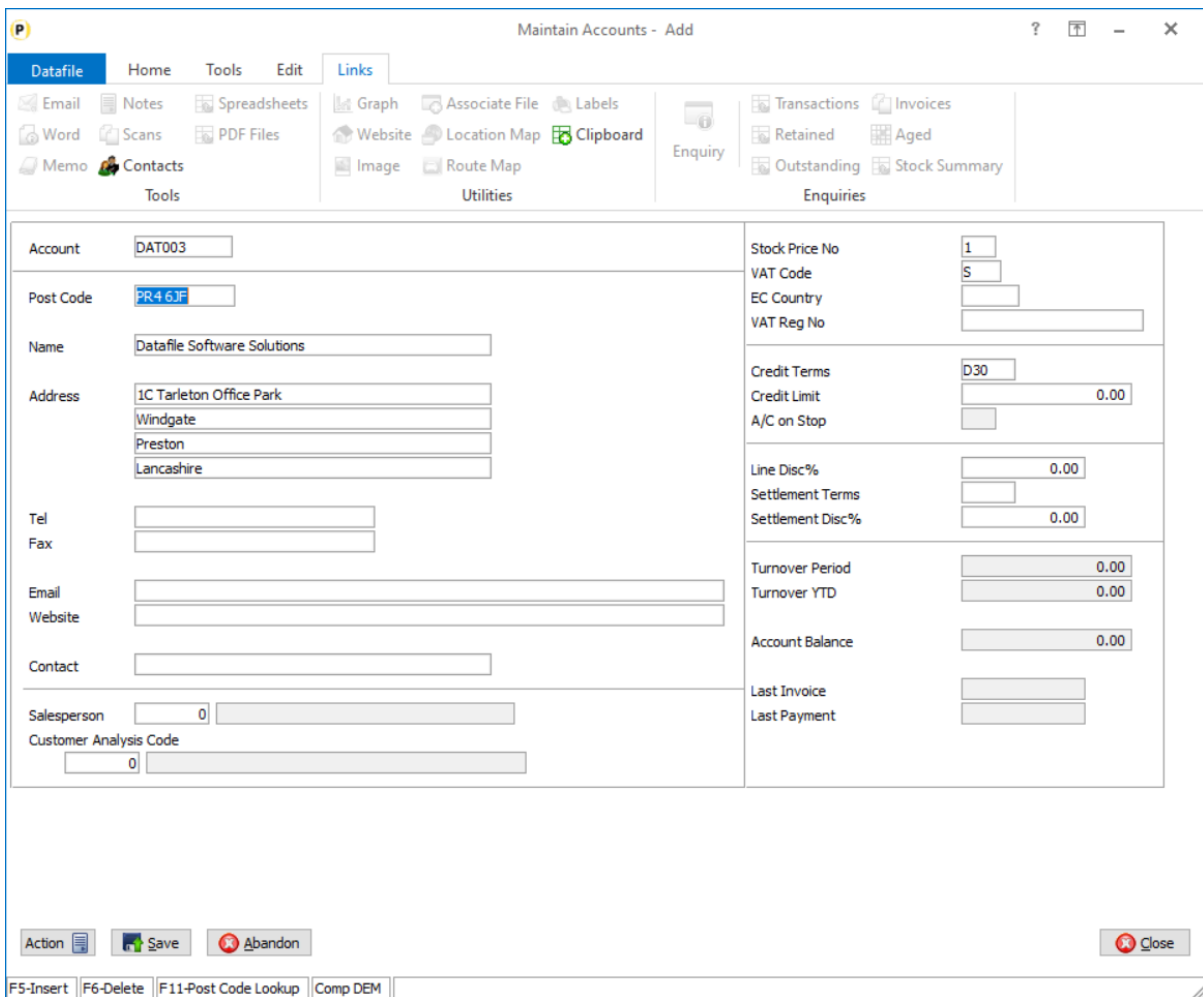
This new application addition allows users to validate UK post codes recorded for customer/supplier addresses and to update the address details from the selected post code. Links have been developed to the provider **Simply Postcode**.

Customer / Supplier Maintenance

When adding / updating customer or supplier accounts after entering the post code pressing the <F11> key will look up the address detail for the entered post code.



Selecting the entry from the list will then update the selected post code into the nominated address items.



You can then complete the remaining items as required.

Notes

The post code lookup option is defined at a database level but is only available in selected screen entry options within Datafile.

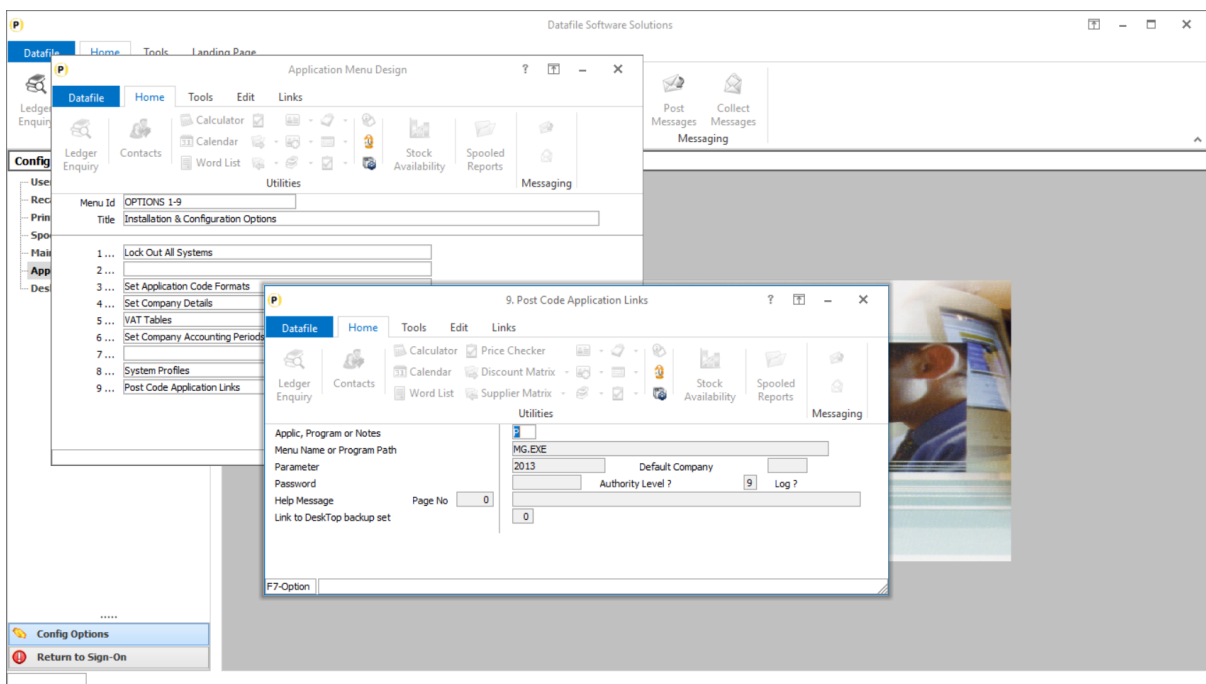
The option is available for use in:

- Customer / Supplier account maintenance in the Sales/Purchase Ledgers
- Sales and Purchase Order Header Entry screens (including Delivery Address maintenance)
- Databases on Desktop screens.
- Contact Maintenance on the Ribbon
- Profiler Entry Screen

Installation

Menu Design

This option is only available for users with the Post Code Lookup addition and if signed up for one of the nominated providers. Once authorised to allow the Post Code definition links a new menu action should be added, typically to the MG.D03. To add this option, sign on as the CONFIG user and select Application Menu Design and amend the MG.D03



Title – Post Code Application Links

App, Program or Notes – P-Program

Menu Name or Program Path – MG.EXE

Parameter – 2013

Post Code Application Links

To configure the link to the provider, choose the newly added menu item.

The screenshot shows a dialog box titled "Address Lookup Plugin - Setup". It contains the following elements:

- A "Provider" dropdown menu with "SimplyPostCode" selected.
- Two radio buttons: "Key" (selected) and "User/Password".
- A text input field labeled "Key".
- A text input field labeled "Username".
- A text input field labeled "Password".
- Two radio buttons: "Enabled" (selected) and "Disabled".
- Two buttons at the bottom: "Confirm" and "Cancel".

Select the Provider from the drop-down list – only SimplyPostCode is available on the initial release. Other providers may be added based on feedback.

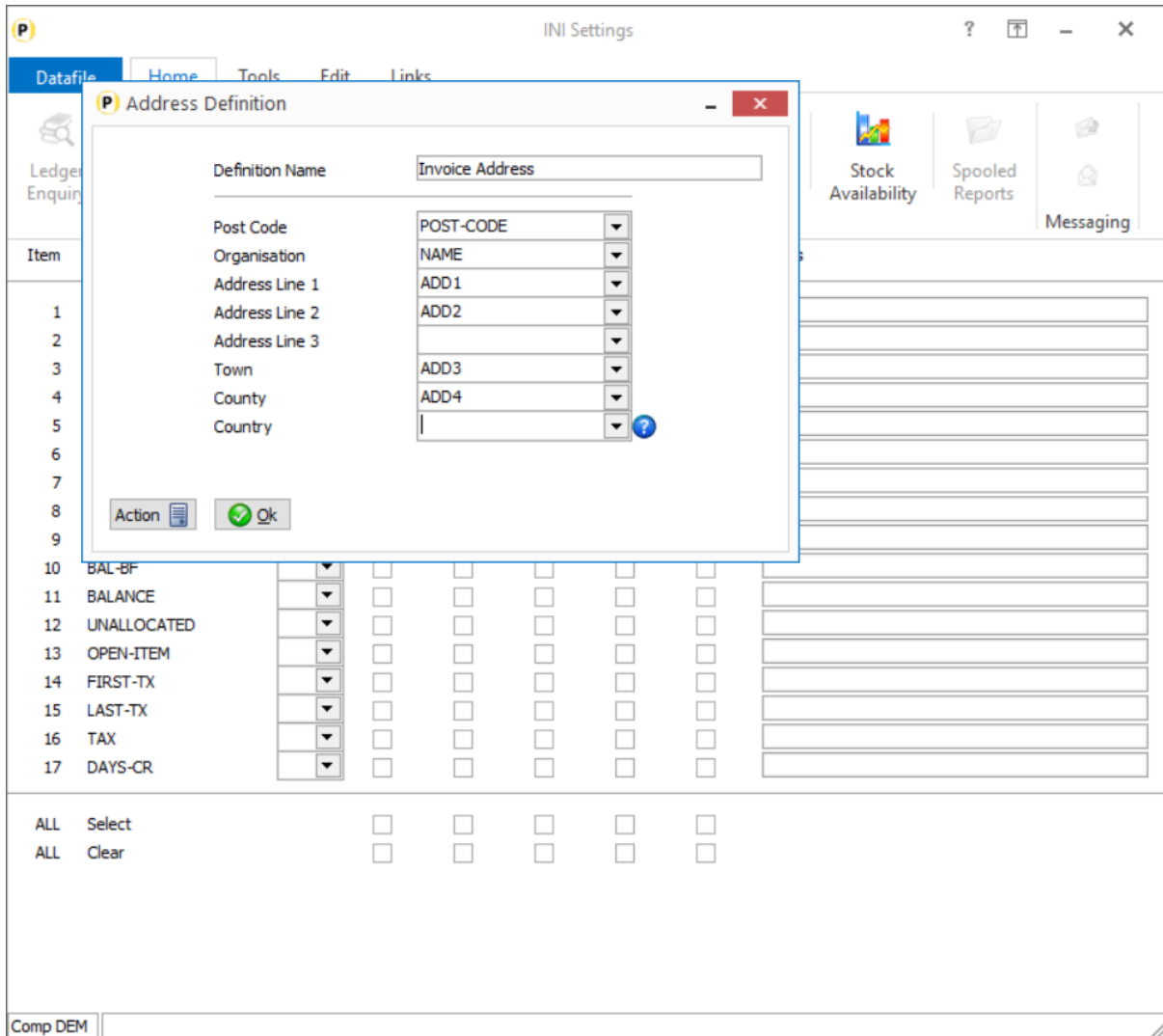
Selected whether access is available via either a licence key or user/password and then enter the required details.

Once defined the option is available system wide against nominated databases (subject to notes above)

Database Changes

Changes are required to the application database to reference items as post codes and to nominate the address fields to update. To update a main application database, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the required application and elect to update the **Live Files** and then select the main application file.

Once the data items are listed press <F5> to update the INI Settings and then select the Address Definition option. You can record multiple address blocks within a database (you may have separate invoice and delivery address details recorded on the customer account file for example). The first time in confirm creating a new definition, subsequently you can use the drop-down list to select either an existing definition or create a new entry.



Definition Name – enter title for address definition (i.e. Address, Invoice Address, Delivery Address)

Next reference the data items on the application database that correspond to the nominated items. Where you don't have, for example, three lines of address prior to town/county leave address line 3 unreferenced. Similarly, if do not need to record the country you can leave this unreferenced also.

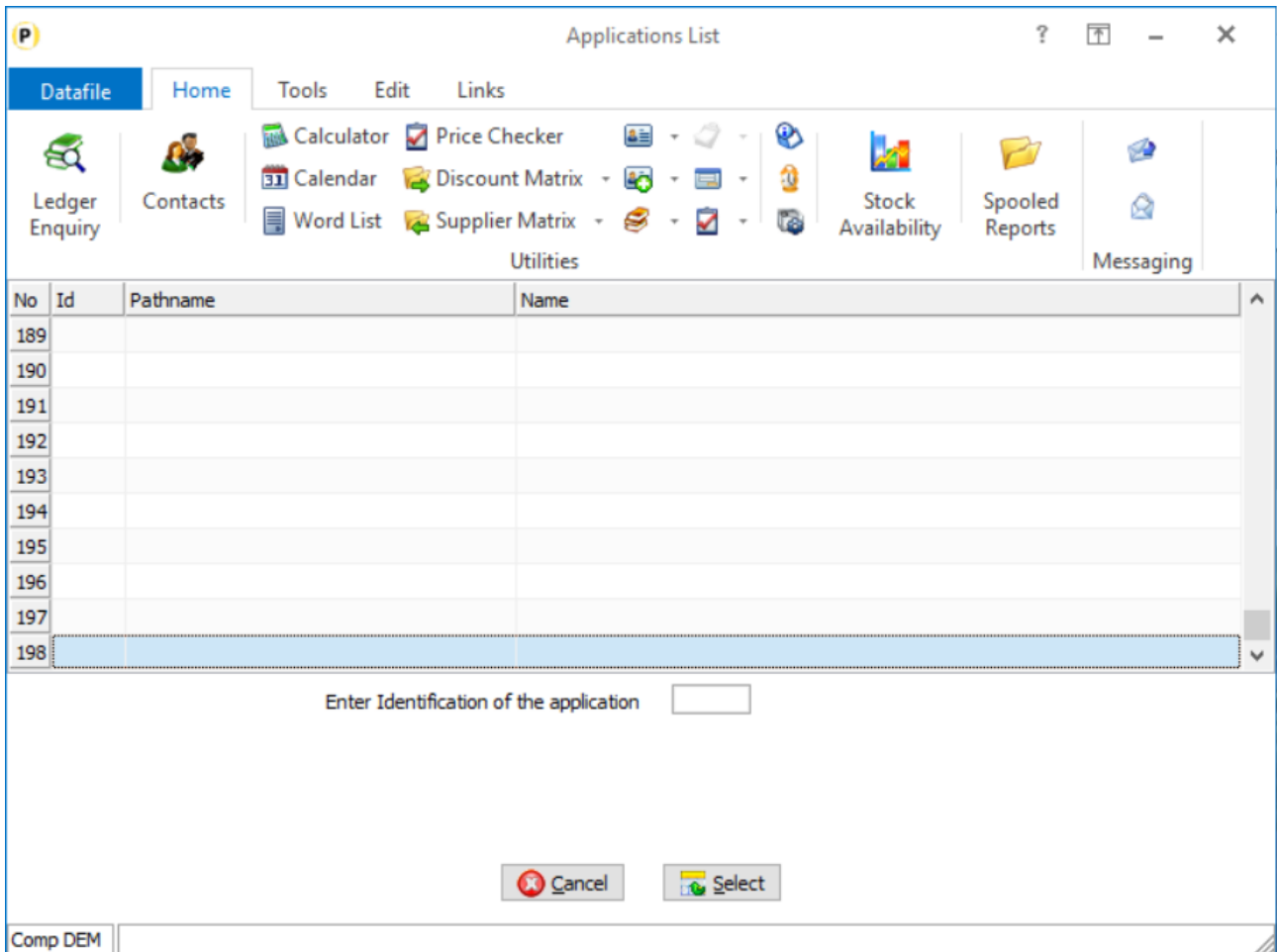
Once referenced click OK and CLOSE the address definition before saving the INI updates. Once back on the data items list press <ESC> and update the database with changes.

ProFiler

Allow up to 198 Applications to be Defined

Datafile 2019

From this release the number of allowed applications doubles from 99 to 198. The definition file automatically expanded on first use.

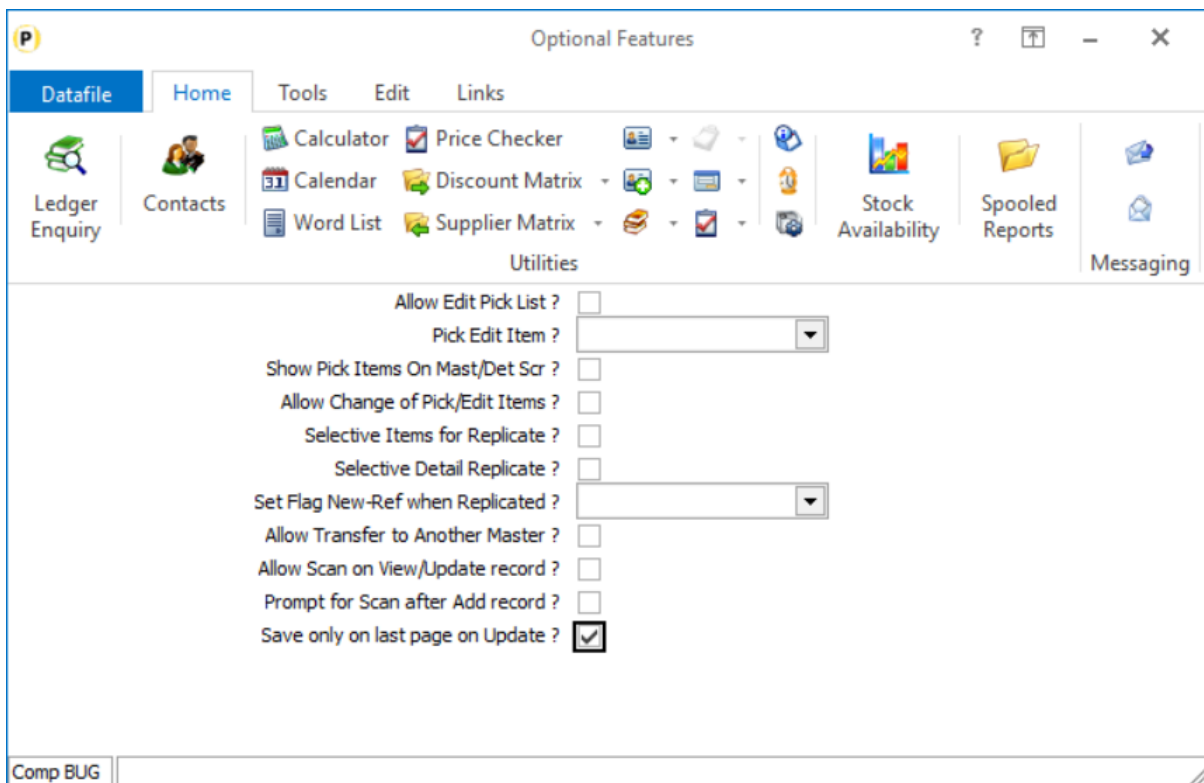


Screen Actions – Save Option Availability

Datafile 2019

ProFiler allows for data entry over multiple screens. When adding records, the SAVE button is only available against the last active screen to ensure that users complete all required mandatory data entry. When updating the SAVE option is available on all screens.

This is standard within all Datafile entry screens but unlike (say) customer maintenance ProFiler screens can have different entry options for add and update actions meaning that some mandatory items may be omitted. A new option has been added to only allow SAVE on the last entry screen when updating records.



Save Only on Last Page of Update – select to offer the SAVE option on only the last screen when using the UPDATE action, leave blank for SAVE to be available on all screens.

Additional Locking Options for Sort-n-Slot Reports

Datafile 2019

The ProFiler action 'Report with Output Database Updating', more commonly referred to as a 'sort-n-slot' report allows you to update an output database in summary based on the content of an import database.

This might be to update a Stock record with a scheduled forecast of order deliveries over the next three-months to assist with Stock planning or to update an order detail with a picked quantity for automatic delivery or invoice production.

When updating the output database, the system places an exclusive file or record lock on the output file. However, for Sales/Purchase Order purposes Order Processing locks based on the Order Header so an external (to SOP/POP) action locking the detail record could clash with this. This new feature allows you to set locking parameters to apply an exclusive record lock against a header or master record whilst updating a detail record. The Report Totalling options contain the key file/record locking parameters.

Flag Input Records as being Processed – enter the data item of the Y/N flag item on the import file to flag back when the import record is updated.

Lock Records as Required (Otherwise Will Lock File) – set this to Y.

Apply Record Locking to Alternate Output File – select the file number of the master (order header) file within the Profiler application.

Apply Locking for Input Item – reference the item number on the import file that contains the value of the prime-index of the master file (i.e. order reference) for which the record lock is to be placed.