

Datafile 2023 Supplement

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Chapter 1

Introduction

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

In addition, we have continued development of our new product Datafile 2023.

Datafile 2023 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 2023 please call your Datafile Partner.

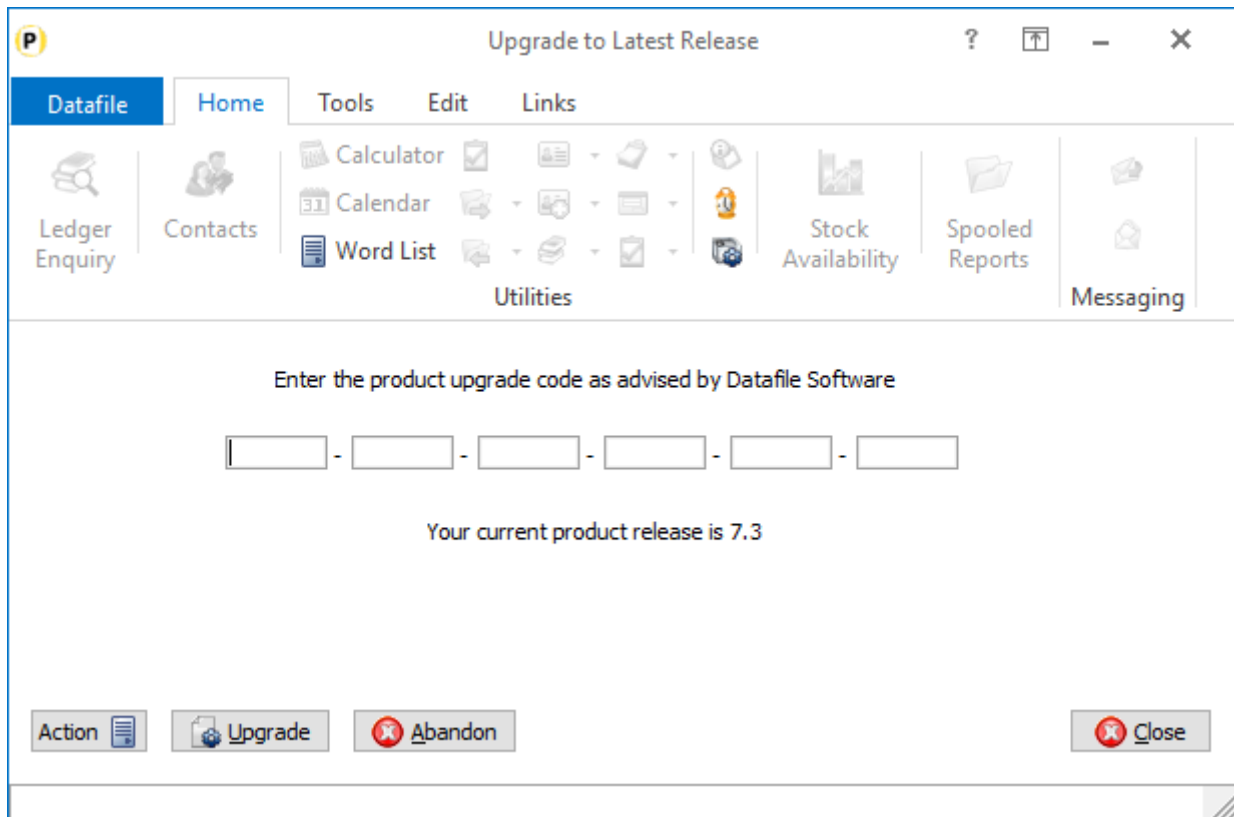
Installing Datafile 2023 and Release 7.6

Updating Your Registration Number

To update your serial number to the new release (7.6) 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 Datafile partner. 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 2023

Note that you cannot use the updated programs unless you have a registration / serial number beginning with '76'.

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 7.6 Update.exe" or "Datafile 2023 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:\REL76UPD for the Version 7.6 update (C:\DF2023UPD for the 2023 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) – 2023 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 REL76UPD / DF2023UPD 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)

The Datafile 2020 release, and technical updates from version G12 onwards, included 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

Cross Reference Account Copy Items

Datafile 2023 Only

When you create a new sales or purchase account the system can be configured to link to another account for invoice, statement, or group reference purposes. This new feature allows you to define copy items from the cross-referenced account to the account being added. This allows you to copy the likes of credit terms, email addresses etc.

The screenshot shows the 'Maintain Accounts - Add' window with the following details:

Account	BAL009	
Name	Baldwin Industries plc	
Address	[Empty]	
Tel	[Empty]	
Fax	[Empty]	
Contact	Miss M Greenwood	
Email	1 sales@baldwin.co.uk 2 james@baldwin.co.uk 3 kevin@baldwin.co.uk	
Website	[Empty]	
Salesperson	0 [Empty]	
Analysis	1 [Empty]	
Linked Accounts	- Invoices BAL001 (Invoices/Credits Posted to this Account) - Statements [Empty] (Statements Address to this Account) - Head Office [Empty] (Part of this Account Group)	
Stock Price No	2	
VAT Code	S	
EC Country	[Empty]	
VAT Reg No	[Empty]	
Credit Terms	D45	
Credit Limit	0.00	
A/C on Stop	[Empty]	
Line Disc%	0.00	
Sett Terms	[Empty]	
Sett Disc%	10.00	
Turnover Per	0.00	
Turnover YTD	0.00	
Balance	0.00	
Last Invoice	[Empty]	
Last Payment	[Empty]	
Added By	CARL	
Added On	28/11/2022	
Added At	2016	

Buttons: Action, Save, Abandon, Close

Footer: F4-Select, Comp DEM

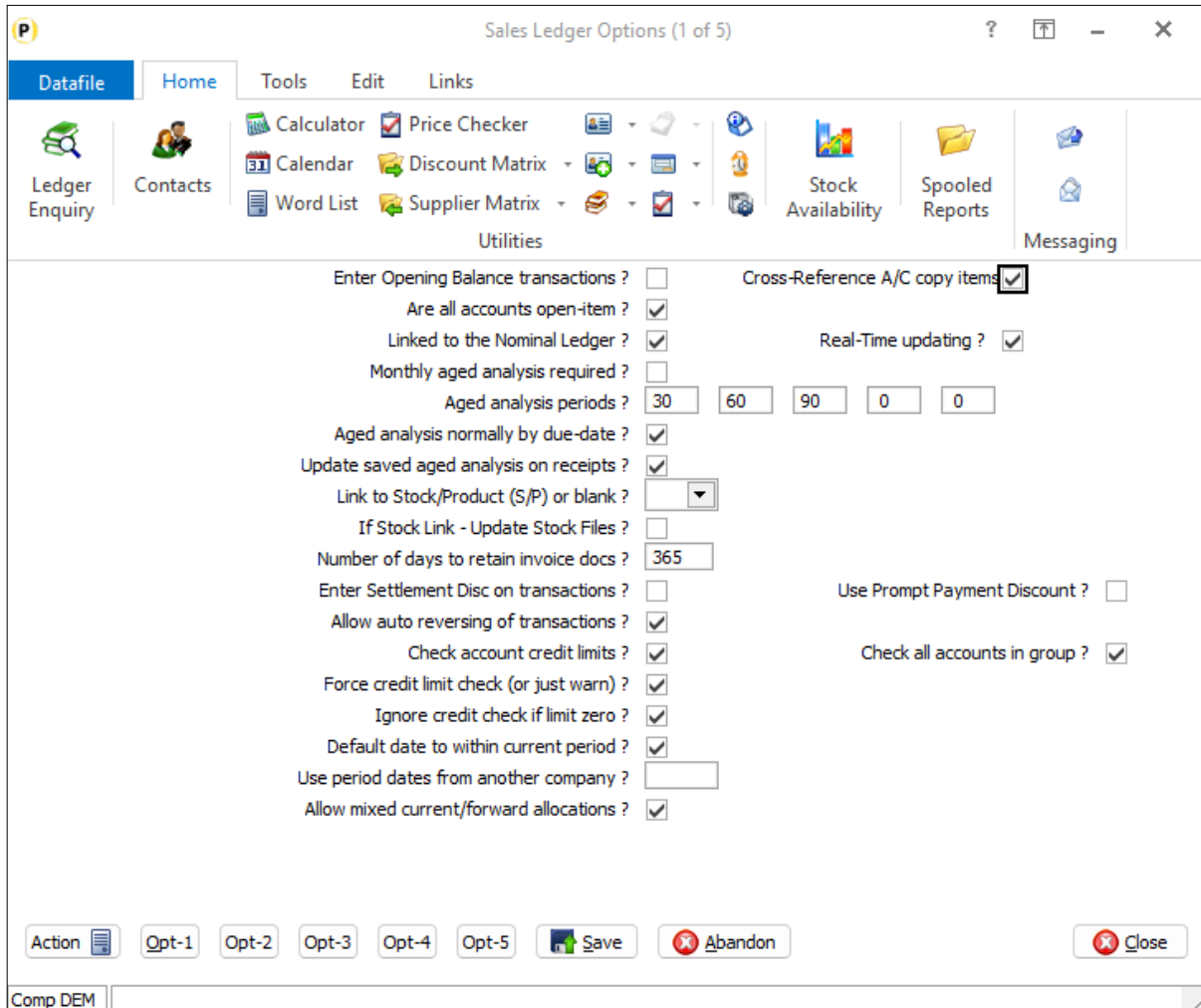
Note

Copy items are only actioned when you add the account. Once added items are maintained manually.

Installation

System Profiles

To enable the copy items a new parameter has been added to the Sales and Purchase System Profiles. To update select **Installation** from the main menu, select to **Lock Out All Systems**, and then select **System Profiles**. Select the required application.



Cross-Reference A/C Copy Items – set to define copy items between the linked accounts. When set a pop-up form will be displayed that allows you to define up to twenty copy items per link.

Delivery A/C Copy Items		Statement A/C Copy Items		Group A/C Copy Items	
From	To	From	To	From	To
17	17	0	0	0	0
28	28	0	0	0	0
45	45	0	0	0	0
46	46	0	0	0	0
47	47	0	0	0	0
48	48	0	0	0	0
59	59	0	0	0	0
106	106	0	0	0	0
107	107	0	0	0	0
108	108	0	0	0	0
109	109	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

Action

F4-Select Comp DEM

For each pair of copy items define the data item you wish to copy from and the item you wish to copy to. As you are defining copy items between records in the same database it is likely that the from/to copy items are identical, but it is not required.

Include Payments within Currency Revaluations

Datafile 2023 Only
Diamond and Premier

When revaluing transactions, the system reviews the outstanding invoices and credits, compares the transaction exchange rate against the current exchange rate and posts an exchange difference for the difference between the two. When taking payments as deposits the payment can remain outstanding for some time, but payments were not included when revaluing. This new feature allows the base currency payment value to be revalued.

In addition, when revaluing at a period end you may have transactions that have been allocated in the forward period. When you revalue the system takes the outstanding value as the basis for the revaluation – a forward exchange difference would have already been processed to realise any exchange difference. This however means that the Nominal Ledger difference is updated within the next period.

This new feature allows the option to create the revaluation based on the outstanding amount at the period end and, where necessary, any forward period exchange difference is reversed.

Sales Ledger								Report as at 28/11/22 Printed on 31/01/18
HOLDING RATE REVALUATION REPORT								Period 1 Page 1
Premier Demonstration (Currency: EUR)								
Account	Type	Date	Reference	Outstanding	Old-Value	New-Rate	New-Value	Gain/Loss
DAT002	Inv	26/01/2018	000006	100.00	156.25	1.1745	85.14	-71.11
Totals For: Datona Discount Supplies				100.00	156.25		85.14	-71.11
KAR001	Pay	31/01/2018		-5000.00	-4245.56	1.1745	-4257.13	-11.57
Totals For: Karl's Electricssuppliorpzen				-5000.00	-4245.56		-4257.13	-11.57
Totals For Currency: EUR				-4900.00	-4089.31		-4171.99	-82.68


Installation

Application User Facilities


Additional parameters have been added to the Application User Facilities to include payments or to revalue including any forward transactions. Premier *Installer* users can right-click on the **Holding/Spot Rate Report** and **Update** options to set this parameter. Alternatively select **Installation** from the main menu, followed by **Application Manager** and the **Application User Facilities**. Select the required application and then select **Period / Year End**.

P
Period End
?
⏏
—
✕

Datafile
Home
Tools
Edit
Links










Ledger Enquiry




Contacts

Utilities











Stock Availability



Spooled Reports



Messaging

Period/Year-End Facilities

Remove transactions at end of period ? (sys profile)

Remove analysis records at end of period ? (sys profile)

Prompt for "SAVE TURNOVER" in which period ?

Prompt for "OVERWRITE TURNOVER" for period ?

ASCII set for currency revaluation reports ?

Process Payments in Holding Rate Revaluations ?

Include Forward Allocations in Holding Rate Revaluations

Process Payments in Holding Rate Revaluations – set to include payments and payment adjustments within the revaluation options.

Include Forward Allocations in Holding Rate Revaluations – set to include any forward allocated transaction within the Holding Rate revaluation.

Nominal Ledger and Cashbook

Additional Lookup Databases for Account Maintenance

Datafile 2023 Only <i>Diamond and Premier</i>
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The Nominal account maintenance screen within Nominal Ledger and Cashbook allowed the facility of one lookup database, this has now been increased to three lookup databases.

Installation

Application User Facilities

New parameters have been added to the screen design within the Nominal Ledger Application User Facilities to allow definition of three lookup databases.

Premier *Installer* users can right click on the Nominal Ledger Maintain Accounts menu option and select to **Configure Option** and then **Maintain Screen**. Alternatively, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the Nominal Ledger application followed by **Maintain Chart of Accounts** and **Maintain Screen**.

Maintain Accounts Screen

Datafile
Home
Tools
Edit
Design

Save

Abandon

File

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

Tools

Preview Screen

NOMINAL CHART OF ACCOUNTS MAINTENANCE

Account code	<input type="text" value="001"/>	
Account name	<input type="text" value="Sales Income"/>	
TB Group	<input type="text" value="01) Sales"/>	
P&L or B/S	<input type="text" value="P"/>	"P" - Profit & Loss a/c, "B" - Balance Sheet
Full Updating?	<input type="text" value="N"/>	"Y" if you want all Sales and Purchase details
Budget Factor	<input type="text" value="0"/>	1-5 to use pre-defined budget spread, esle 0
Cash Account?	<input type="checkbox"/>	"Y" to allow Cash Book to manage this account
Reconcile?	<input type="checkbox"/>	"Y" only if Cash Account AND to be reconciled
VAT Code	<input type="checkbox"/>	used as default in Cash Book postings
Non-Posting?	<input type="checkbox"/>	"Y" to prevent transaction posting to this a/c
Information A/C?	<input type="checkbox"/>	"Y" to record non-financial values to this a/c

F4-Data Item

F5-Insert Line

F6-Delete Line

Comp DEM

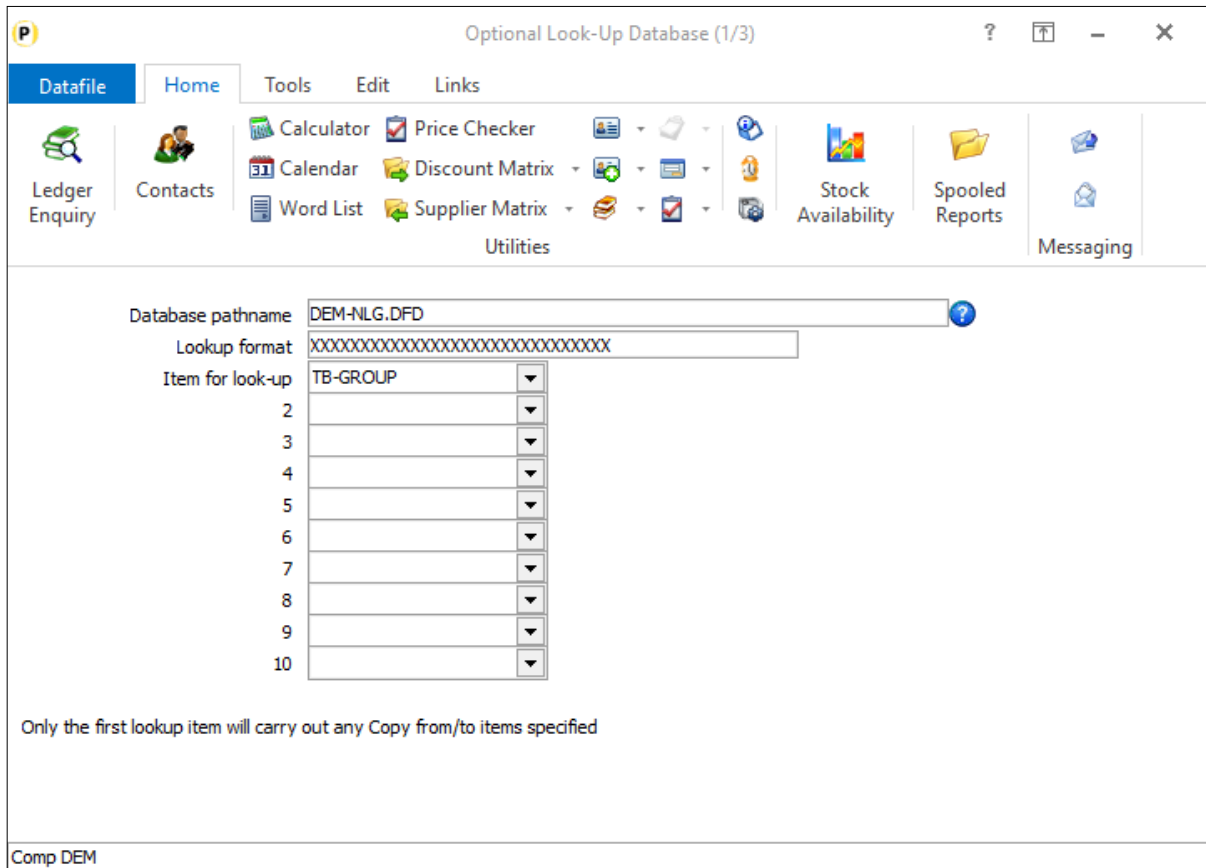
C:1

L:1

Text

Overtyp

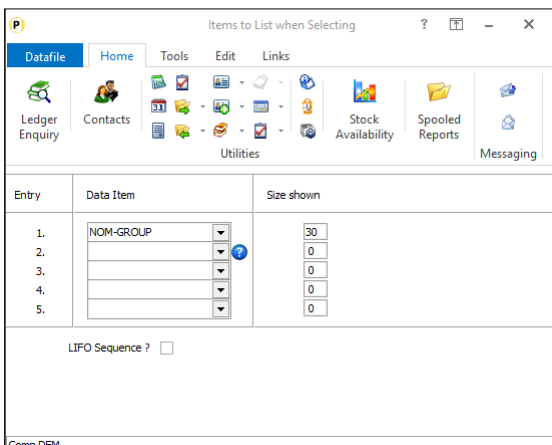
To update the lookup definition(s) select the **Look Up** option on the Design tab. Each lookup definition is prompted in turn and for each lookup you are prompted for:



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

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

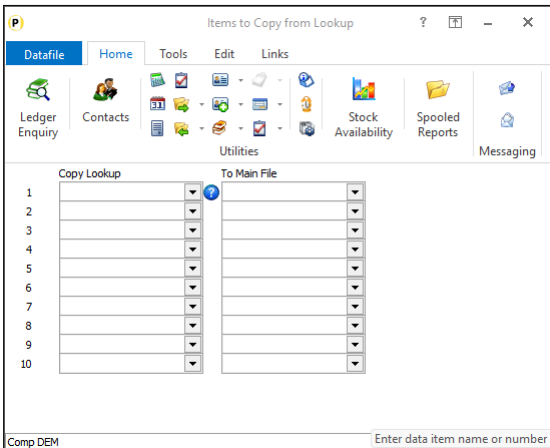
Item for Lookup – reference the item on the NLA file which allows the <F4-Select> function when adding/amending nominal accounts. You can nominate up to ten separate items on the file to lookup from to the same database, but any defined copy items are only actioned for the first lookup item.



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

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

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



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

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

Note

Lookup definitions are shared between the Nominal and Cashbook Account Maintenance Screens.

Allow Automatic Reversal of Provisional Journals

Datafile 2023 Only
Diamond and Premier

When you post a provisional journal, the system can prompt for a date for the transaction to be reversed. An option to reverse the dated provisional journals is available within the Nominal Ledger 'Other Journal' options.

This new feature allows the system to prompt to reverse the journal automatically after it has been posted.

Ent	A/c	Narrative	Debit	Credit
1	220	Rental of premises	3000.00	
2	740	Prepayments		3000.00

After updating the provisional journal, the system will prompt to 'Post Reverse Journal Now' – if set the reversal is posted at the reversal date specified.

Note

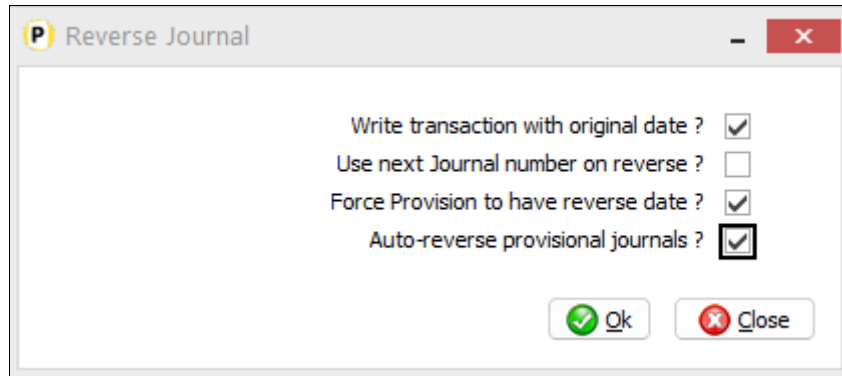
If the reversal date is past the end of the current accounting calendar the system will not prompt to reverse the journal. The journal should be reversed using the Reverse Dated Provisionals options as usual.

Installation

Application User Facilities

A new feature has been added to the Application User Facilities to allow the system to automatically reverse provisional journals.

Premier *Installer* users can right-click on the **Reverse Dated Provisionals** menu option and select **Configure Option**. Alternatively, users can select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Nominal Ledger application followed by **Nominal Transactions** and **Reverse Provisional Entries**.



Auto-Reverse Provisional Journals – set this option to reverse the journal on posting.

Real Time Updates – VAT Summary Posting Copy Items

Datafile 2023 Only

The system configuration options for Real-Time Updates to the Nominal Ledger allows for copy items to be defined from the sales/purchase transaction to the nominal transaction. These copy items are actioned for each analysis line but were not copied to the additional nominal transactions for the VAT Summary lines.

From this update the system will action copy items from the last analysis transaction to the VAT Summary nominal transactions. This allows you to copy the likes of the invoice/credit reference number and the memo account.

Date	Db-Account	Cr-Account	Debit	Credit	Memo-Acc	Reference	Description
31/01/2022	750	001	100.00	100.00	BAL001	000018	
31/01/2022	750	002	50.00	50.00	BAL001	000018	
31/01/2022	750	050	50.00	50.00	BAL001	000018	
31/01/2022	750	850	40.00	40.00	BAL001	000018	S/L TAX (S)

Note

System settings, update of Description with the VAT commentary, continue to be updated and would override any 'Description' copy item.

Installation

System Profiles

No additional parameters are required to action the VAT Summary copy items. You can define any additional transaction copy items within the Sales/Purchase System Profiles. To update select **Installation** from the main menu and **Lock Out All Systems**. Once locked select **System Profiles** and select the required Sales or Purchase application.

The option for **Real-Time Updating** is set on parameter screen 1. When set a pop-up form is displayed with additional parameters.

VAT Form 100 – Extra Items on Transaction Audit Trail

Datafile 2023 Only
Diamond and Premier

When printing the VAT Form 100 the report is made up of two sections. The first section shows the box 1 to 9 total figures, the second section shows an audit trail of the transactions that make up the VAT Summary.

This new feature allows you to define up to five additional items from the Nominal Transaction file to be included.

Cash Book											Report as at 31/01/22 Printed on 28/11/22
VAT FORM AUDIT TRAIL											
Premier Demonstration (01/01/2022-31/03/2022) (Period 1)											Page 2
Journal	Date	Db-Account	Cr-Account	Cash-Net	Tax-Code	Cash-Tax	Source	Memo-Acc	Reference	Description	
000413	26/01/2022	770		147.68	S	25.84	CBP	770		Refill Petty Cash	
000415	26/01/2022	860		445.00	S	77.88	CBP	860		HP Payment	
000416	26/01/2022	800		25172.67	S	4405.22	CBP	OFF001		Office Reconstruction	
000417	26/01/2022	800		451.75	S	79.06	CBP	COM001		Supplier Autopay Run	
000417	26/01/2022	800		1548.75	S	271.03	CBP	LYN001		Supplier Autopay Run	
000417	26/01/2022	800		4101.66	S	717.79	CBP	STA001		Supplier Autopay Run	
000418	26/01/2022	800		4123.57	S	721.62	CBP	MAI001		Pay Mainland	
000419	26/01/2022	800		6178.21	S	1081.19	CBP	BLA001		Pay J Black	
000422	26/01/2022	800		478.62	S	83.76	CBP	CON002		Pay Conway	
000423	26/01/2022	840		4122.33	S	721.41	CBP	840		Inland Revenue December	
000425	26/01/2022	800		2541.56	S	444.77	CBP	LYN001		Supplier Autopay	
000425	26/01/2022	800		546.55	S	95.65	CBP	MAI001		Supplier Autopay	
000425	26/01/2022	800		3961.65	S	693.29	CBP	CON001		Supplier Autopay	
000426	26/01/2022	220		15000.00	S	2625.00	CBP	220		Rental less Refurbs	
000426	26/01/2022	740		-2853.50	S	-499.36	CBP	740		Rental less Refurbs	
000428	26/01/2022	200		15132.53	S	2648.19	CBP	200		Salaries etc	
000428	26/01/2022	201		4416.00	S	772.80	CBP	201		Salaries etc	
000428	26/01/2022		840	3249.54	S	568.67	CBP	840		Salaries etc	
000428	26/01/2022		840	3347.26	S	585.77	CBP	840		Salaries etc	

Installation

Application User Facilities

Premier *Installer* users can right-click on the option for **Submit VAT Form 100** and choose to **Configure Option**. Alternatively, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the Cashbook application followed by **Cashbook Listings** and **VAT Form**.

The screenshot shows the 'Cash Listings' application window. The interface includes a menu bar with 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu is a toolbar with various utility icons like Calculator, Price Checker, Calendar, Discount Matrix, Word List, Supplier Matrix, Stock Availability, Spooled Reports, and Messaging. The main area is titled 'VAT FORM' and contains a 'Print Control' dropdown set to '2' (132) and several input fields for 'Journal', 'Date', 'DB Account', 'CR Account', 'Cash Net', 'Tax Code', 'Cash Tax', 'Source', and five 'Extra field' entries. To the right is a 'List of Data Items' table with columns for Item No, Item Name, Type, and Size. At the bottom of the main area are 'Options', 'Save', and 'Abandon' buttons. The status bar at the very bottom shows 'F4-Select', 'Comp DEM', and 'Enter data item number'.

Item No	Item Name	Type	Size
1	JOURNAL	Y	6
2	DATE	E	10
3	DB-ACCOUNT	X	10
4	CR-ACCOUNT	X	10
5	AMOUNT	L	14
6	DESCRIPTION	X	30
7	PROV?	?	1
8	NEXT-DB-TRANS	Y	6
9	NEXT-CR-TRANS	Y	6
10	DB-RECNO	Y	6
11	CR-RECNO	Y	6
12	REFERENCE	X	6
13	ANALYSIS	N	4
14	CASH-NET	L	14

Up to five **Extra Field** items are available that allow you to reference items on the Nominal Ledger Transaction file for inclusion on the VAT Form Audit Trail. <F4-Select> is available if required.

Real-Time Update

Nominal Ledger company to update Exclude Payments ?

Copy from PL Trans

DATE	▼
ACCOUNT	▼
REF	▼
DESCRIPTION	▼
SUPPLIER-REF	▼
	▼
	▼
	▼
	▼
	▼

Copy to NL Trans

ORIG-DATE	▼
MEMO-ACC	▼
REFERENCE	▼
DESCRIPTION	▼
TX-DESCRIPT	▼
	▼
	▼
	▼
	▼
	▼

Action Ok

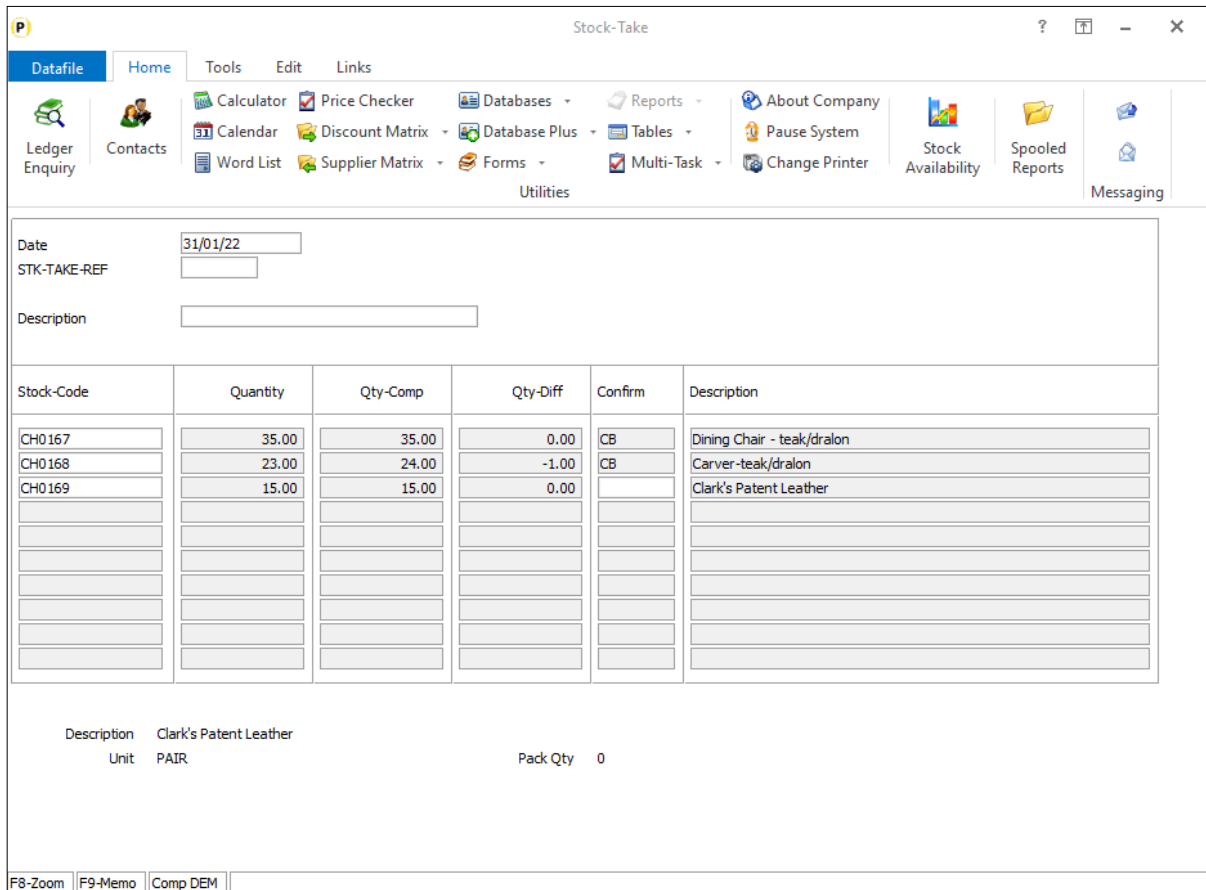
Comp DEM

Stock Control

Stock Take – Extra Confirm Item in Counted Qty Entry

Datafile 2023 Only
Diamond and Premier

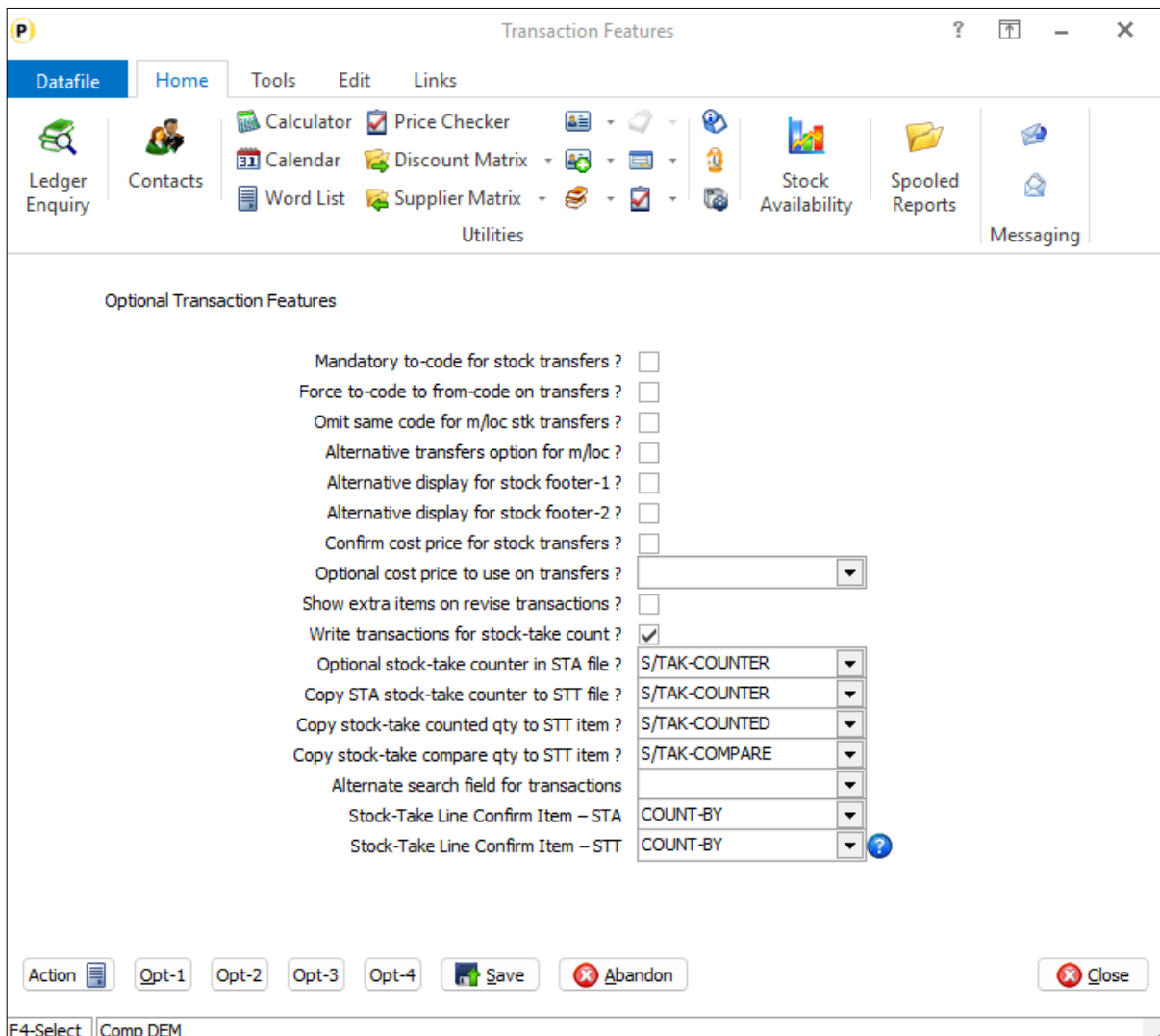
When entering stock take counted quantities this new feature allows you to display an extra confirm item per entry line. This item can be used for the likes of recording who has counted the stock (as opposed to the person entering the count) or a page reference from a stock take paper count.



Installation

Application User Facilities

To reference the extra input item, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the Stock Control application followed by **Stock Transactions** and move to the second screen.



Stock Take Line Confirm Item – STA – reference the data item on the Stock Records file to be updated with the stock take confirm item.

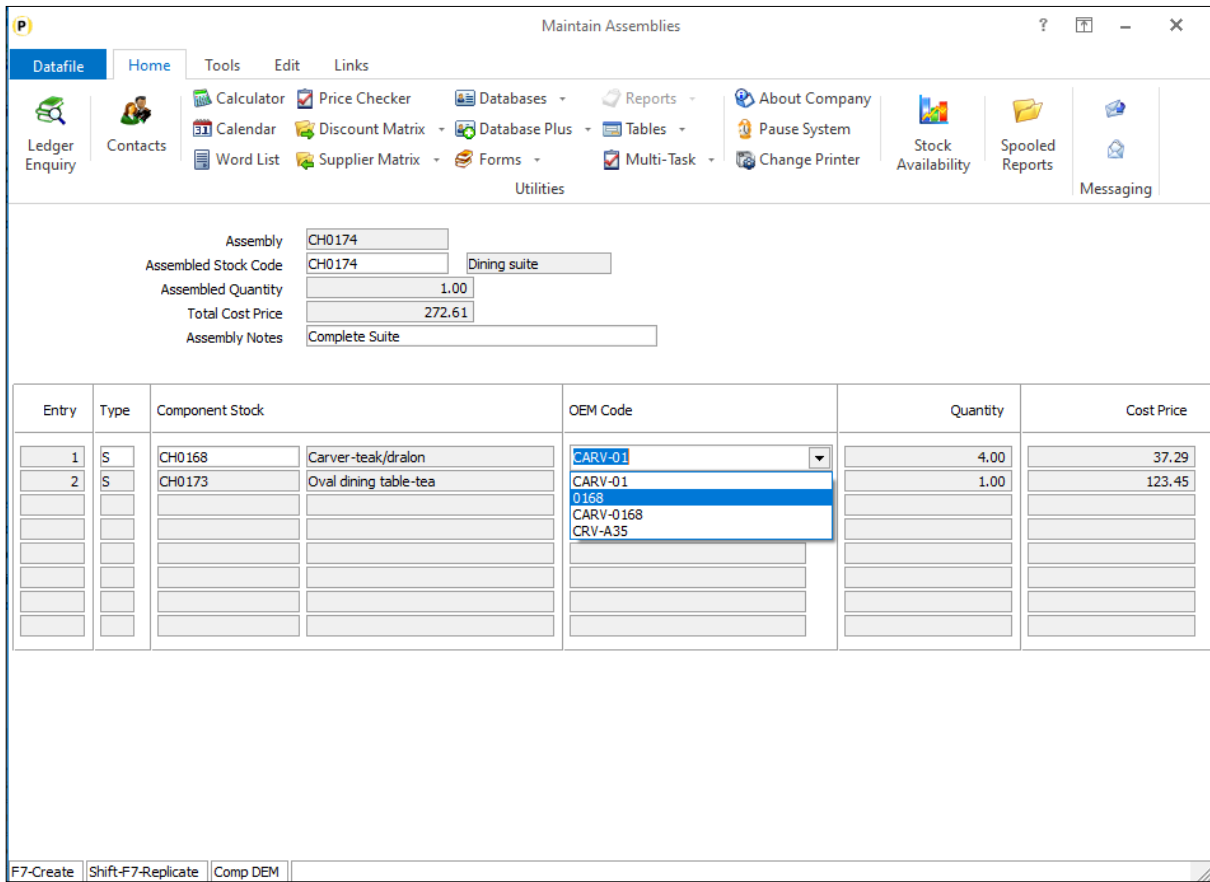
Stock Take Line Confirm Item – STT – reference the equivalent data item on the Stock Transactions file to be updated.

Assembly Maintenance – Select Alternate Part References

Datafile 2023 Only
Diamond and Premier

Datafile 2020 introduced an option into Sales and Purchase Order Processing entry to select an alternate part reference from a selection of reference items on the selected stock reference. This could be used for the likes of alternate supplier references etc.

This feature is extended into the Assembly Maintenance with this release. Allowing selection of the reference against the component line.



The reference options will be offered via a drop-down list, alternatively you can type in a reference not on the list. Note if enter a new reference this is not saved for future selection.

Installation

Database Changes

Changes are required to the Component and the Stock Records databases to record the alternate references. To add these items, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Stock Control application and elect to update the **Live Files** and then select the appropriate 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
COM	ALT-PART-REF	X	Holds the selected alternate reference.
STA	ALT-REF-1	X	Holds the first of series of the available alternate references.

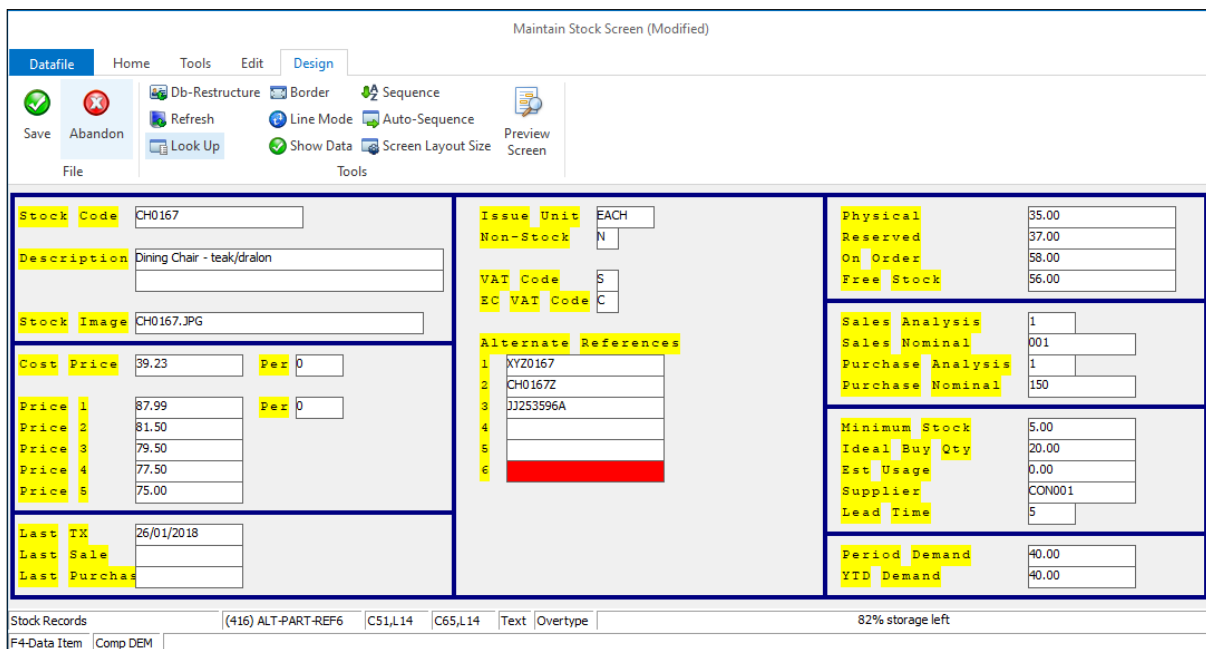
STA ALT-REF-N X Holds the nth alternate reference. Create items as required as a consecutive block.

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

Application Screen Layouts

Updates are required to a stock maintenance screen to allow input of the alternate references.

To update the main Stock screen, **Installer** users can right-click on the **Stock Records** option on the main Stock menu and choose to update the **Add New Stock** screen. Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Stock Control application followed by **Maintain Stock** and **Add New Stock Records**.



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

Application User Facilities

New parameter options have been added to the Assembly Maintenance configuration screens. Premier *Installer* users can right-click on the Maintain Assemblies option and select to **Configure Option**.

Alternatively, select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the Stock Control application followed by **Maintain Assemblies**.

Alt Part Component Item – reference the data item on the Component file for input of the alternate reference.

Alt Part From/To Stock Item – reference the first and last in consecutive range of data items on the stock records file for the alternate references available.

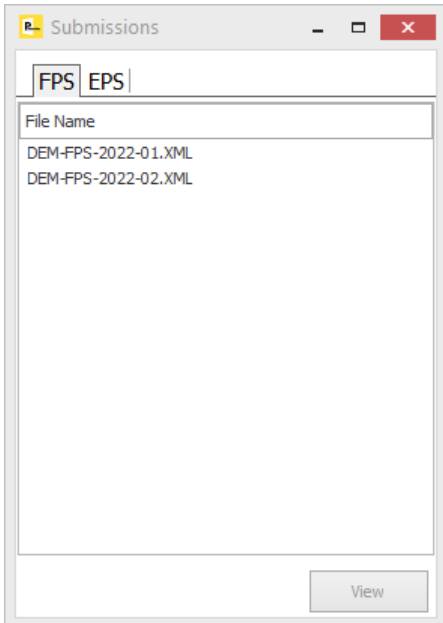
Payroll

HMRC Submission Viewer

Datafile 2023 Only

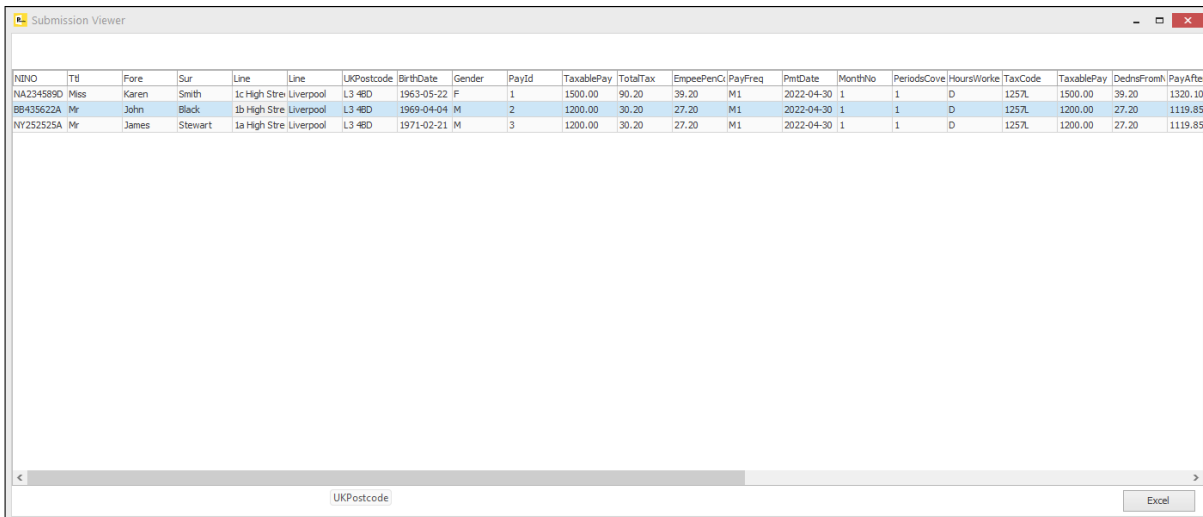
As part of the payroll processing each period you will send a Full Payment Submission to the HMRC. This submission includes the individual employee records, what they've earned this month and in the year-to-date and what they're National Insurance and Tax Deductions are (amongst other things).

The submission process creates an XML file which can be viewed but can be a bit confusing to interpret. This new option allows you to view that submission after processing and outputs the data into a grid view which can be output to Excel.

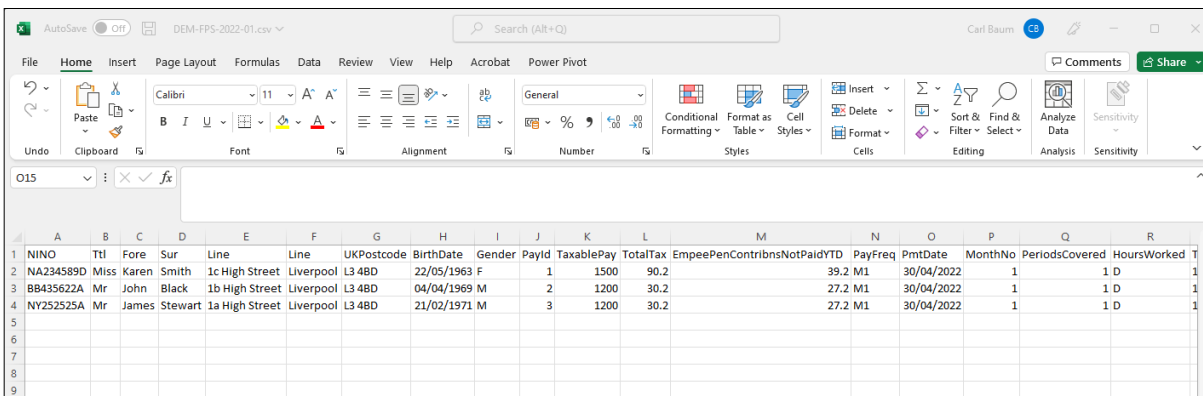


Selecting the new HMRC Submission Viewer option gives you a form with the list of the current year FPS submissions in one tab and the EPS (Employer Payment Summary) submissions in another tab.

You can select either tab as required and then highlight the submission required and click to VIEW.



You can scroll up/down the employee list and scroll across for more detail. You can also select the EXCEL option to output the grid to Microsoft Excel.

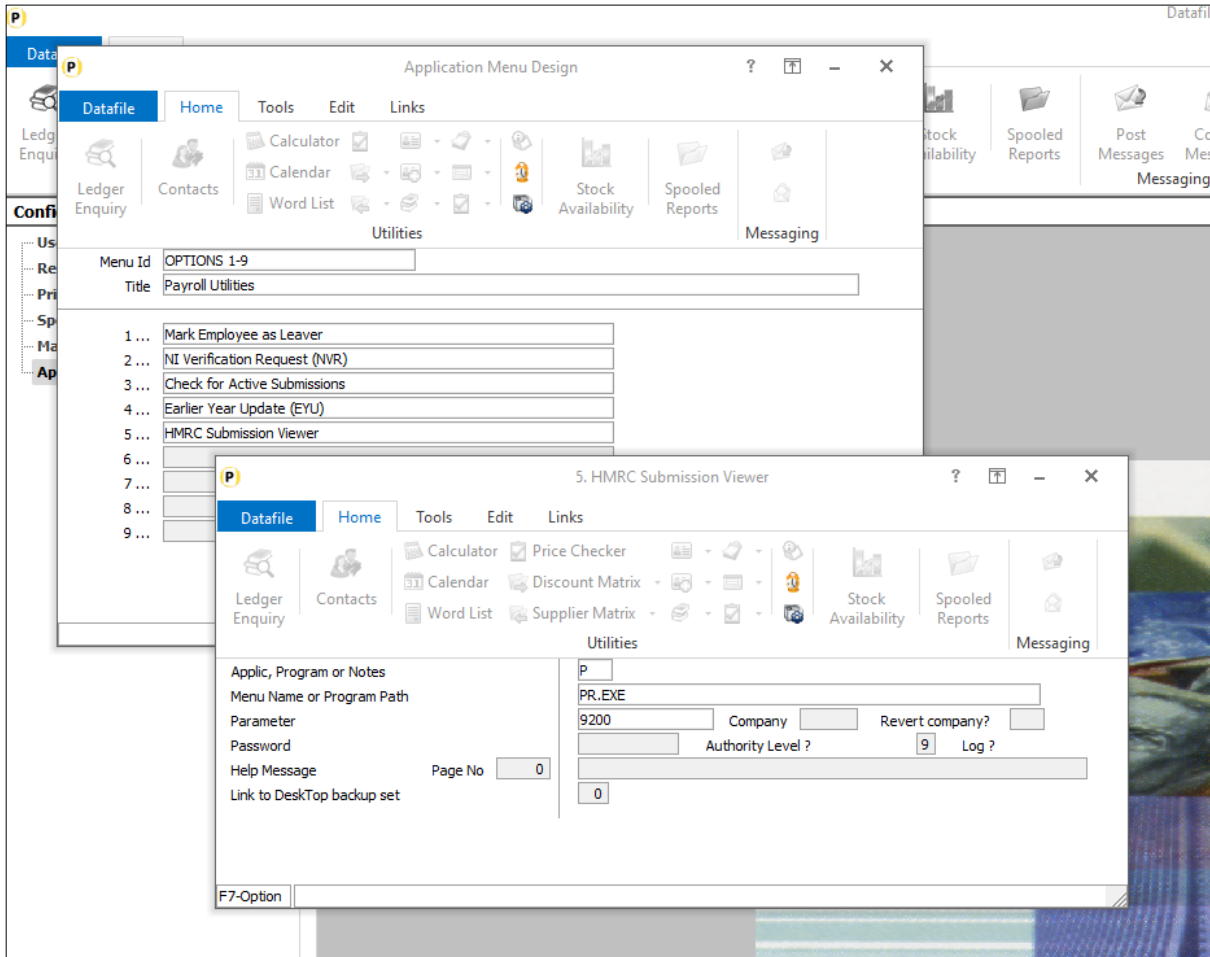


Use the main X-close options to exit from the individual submission views and submissions list.

Installation

Menu Design

To add this option, sign on as the CONFIG user and select Application Menu Design and amend the PRUTIL.D03



Title – ‘HMRC Submission Viewer’ or set as required

App, Program or Notes – P-Program

Menu Name or Program Path – PR.EXE

Parameter – 9200

Job Costing

Omit Prospect Accounts

Datafile 2023 Only

When creating new job records the system allows you to link the job to a sales account.

When selecting the account records, accounts set as prospects were available for selection allowing you to budget a job prior to quoting. This new feature allows you to restrict the entry of jobs to only live accounts for users who don't require this option.

P
Maintain Jobs - Add
? [Maximize] [Close]

Datafile
Home
Tools
Edit
Links

Tools

Mail Notes Spreadsheets

Word Scans PDF Files

Memo Contacts

Utilities

Graph Associate File Labels

Website Location Map Clipboard

Image Route Map

Enquiries

Job Costs

Sales Orders

Purchase Orders

Job Code	<input type="text" value="000005"/>	Title	<input type="text"/>
Sales A/C	<input type="text" value="ASH001"/>	Name	<input type="text" value="Ash Developments Limited"/>
Contact	<input type="text"/>	Name	<input type="text"/>
Project	<input type="text"/>	Title	<input type="text"/>

Status	<input type="text" value="A"/>	Quoted	<input type="text" value="0.00"/>
Date Added	<input type="text" value="29/11/2022"/>	Invoiced	<input type="text" value="0.00"/>
Due Date	<input type="text"/>		

	Budget Value	Actual Value	Actual Hours	Actual Costs
1. Labour	0.00	0.00	0.00	0.00
2. Materials	0.00	0.00	0.00	0.00
3. O/Side Contract	0.00	0.00	0.00	0.00
4. Own Stock	0.00	0.00	0.00	0.00
5. Miscellaneous	0.00	0.00	0.00	0.00
TOTALS	0.00	0.00	0.00	0.00

Action [List]
Save
Abandon

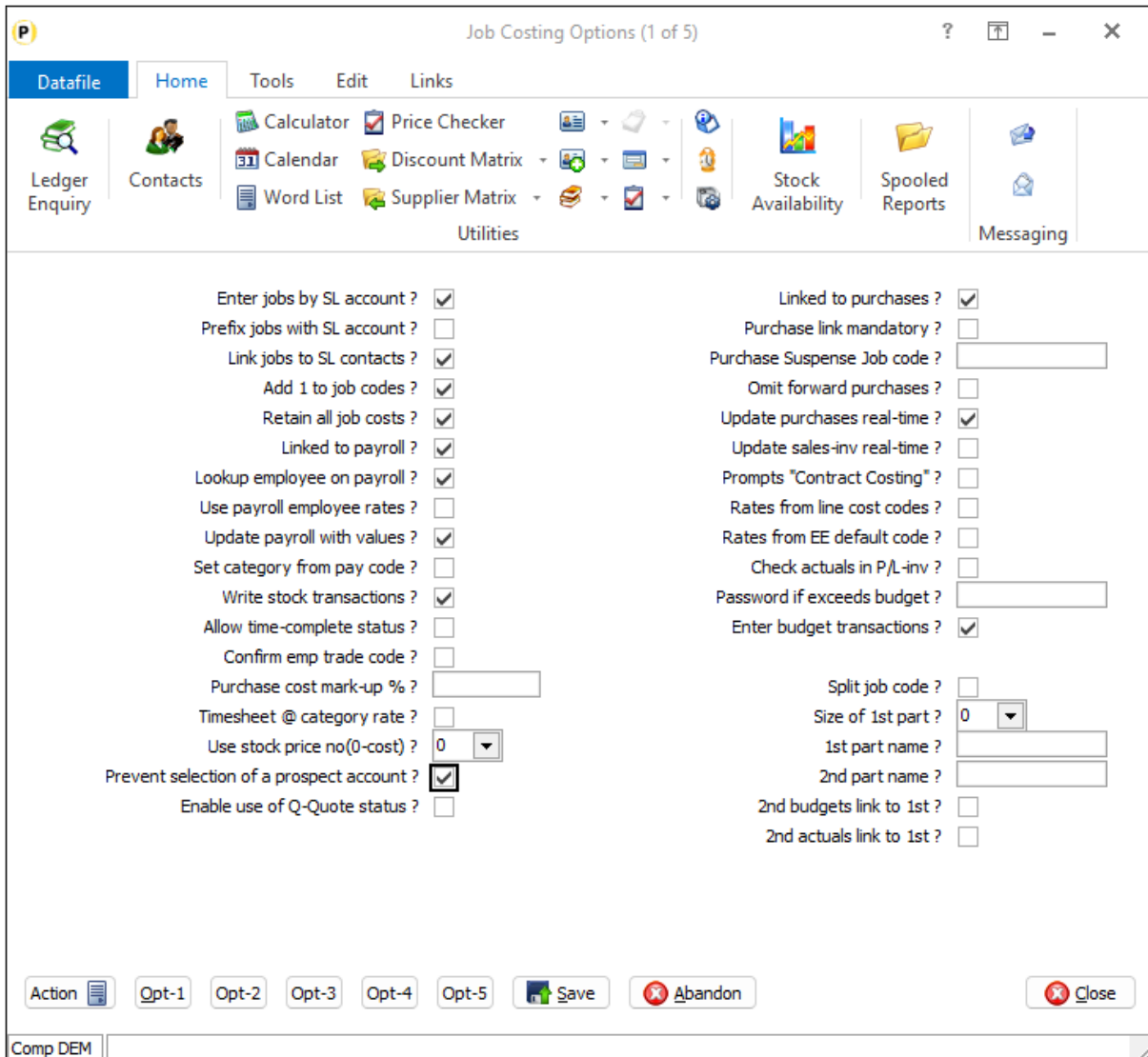
Close

Comp DEM

Installation

System Profiles

A new parameter has been added to the job costing system profiles to prevent the selection of prospect accounts. To set select **Installation** from the main menu and then select to **Lock Out All Systems**. Once locked choose **System Profiles** and then the Job Costing application.



Prevent Selection of a Prospect Account – set this option to omit sales accounts flagged as a prospect from selection. Once set prospect accounts will not show when using the F4-Select option to choose an account and will reject if a prospect account code is manually entered.

Allow Quote Status

Datafile 2023 Only

This new feature allows you to create jobs as Q-Quote status. Quotes will allow you to set budgets and link sales order quotes to the job but will not allow posting of cost transactions or link to active sales / purchase orders.

The screenshot shows the 'Maintain Jobs - Add' window with the following data:

Job Code	000005	Title	
Sales A/C	BAL001	Name	Baldwin Industries plc
Contact	0000000001	Name	Mrs M Greenwood
Project		Title	
Status	Q	Quoted	0.00
Date Added	29/11/2022	Invoiced	0.00
Due Date			

	Budget Value	Actual Value	Actual Hours	Actual Costs
1. Labour	0.00	0.00	0.00	0.00
2. Materials	0.00	0.00	0.00	0.00
3. O/Side Contract	0.00	0.00	0.00	0.00
4. Own Stock	0.00	0.00	0.00	0.00
5. Miscellaneous	0.00	0.00	0.00	0.00
TOTALS	0.00	0.00	0.00	0.00

At the bottom, there are buttons for 'Action', 'Save', 'Abandon', and 'Close'. The status bar shows 'Comp DEM'.

When entering a new job the system will prompt for the job reference, customer account (if linked) and then the status. The status will default to 'A-Active', but you can select 'Q-Quote' if needed. Note that if prospect accounts allowed for selection they will automatically be set to 'Q-Quote' status.

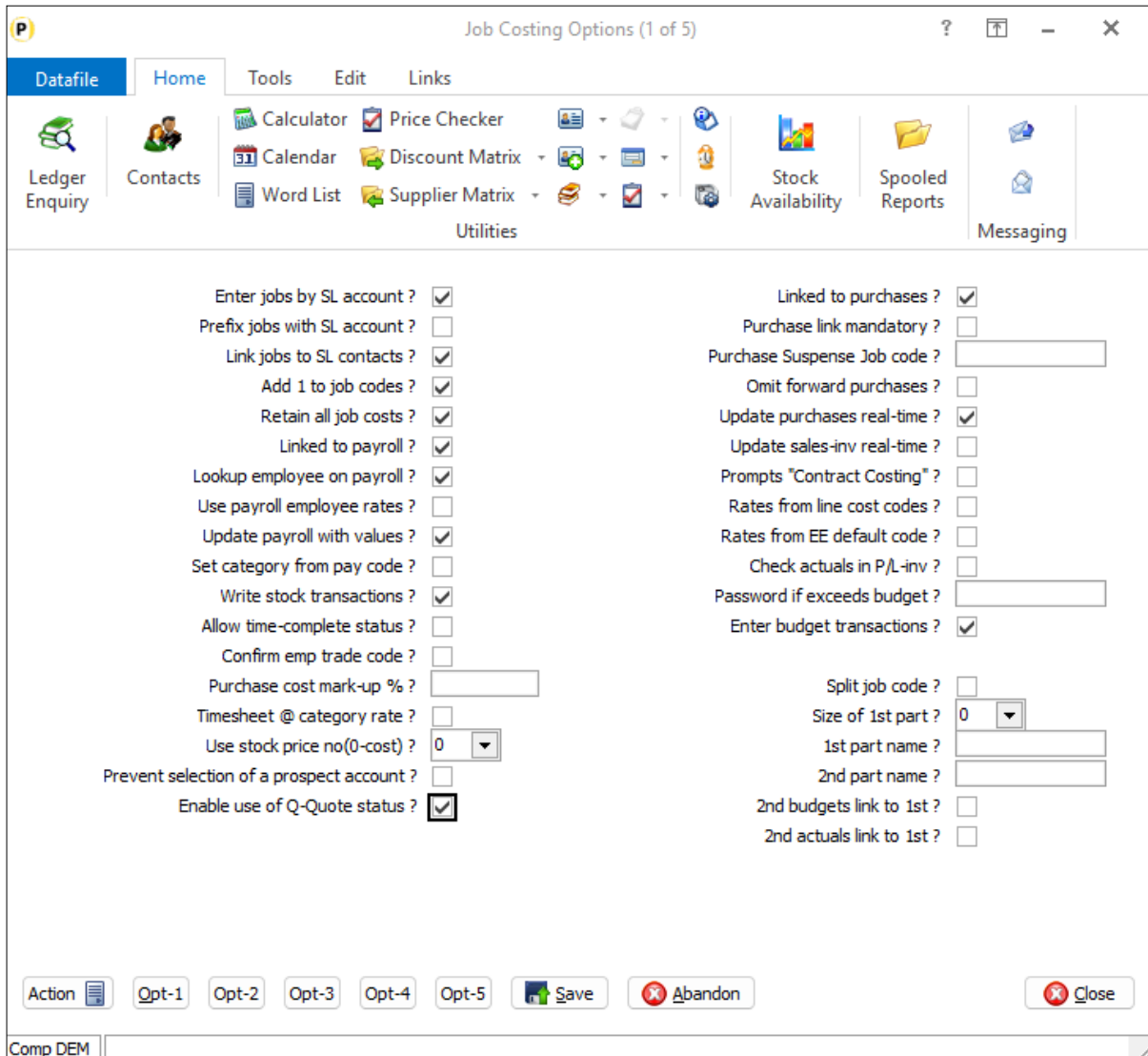
Once a job has been entered with a 'Q' status the job is hidden from selection for cost transactions, and purchase order links. When linking sales orders to jobs if adding a quote, you can link this to a job with a Q-Quote status but if adding an active order only A-Active jobs are allowed.

To activate a Job, use the 'Status' option on the landing page (previously labelled 'Complete') to activate the job.

Installation

System Profiles

A new parameter has been added to the job costing system profiles to allow the Q-Quote status. To set select **Installation** from the main menu and then select to **Lock Out All Systems**. Once locked choose **System Profiles** and then the Job Costing application.



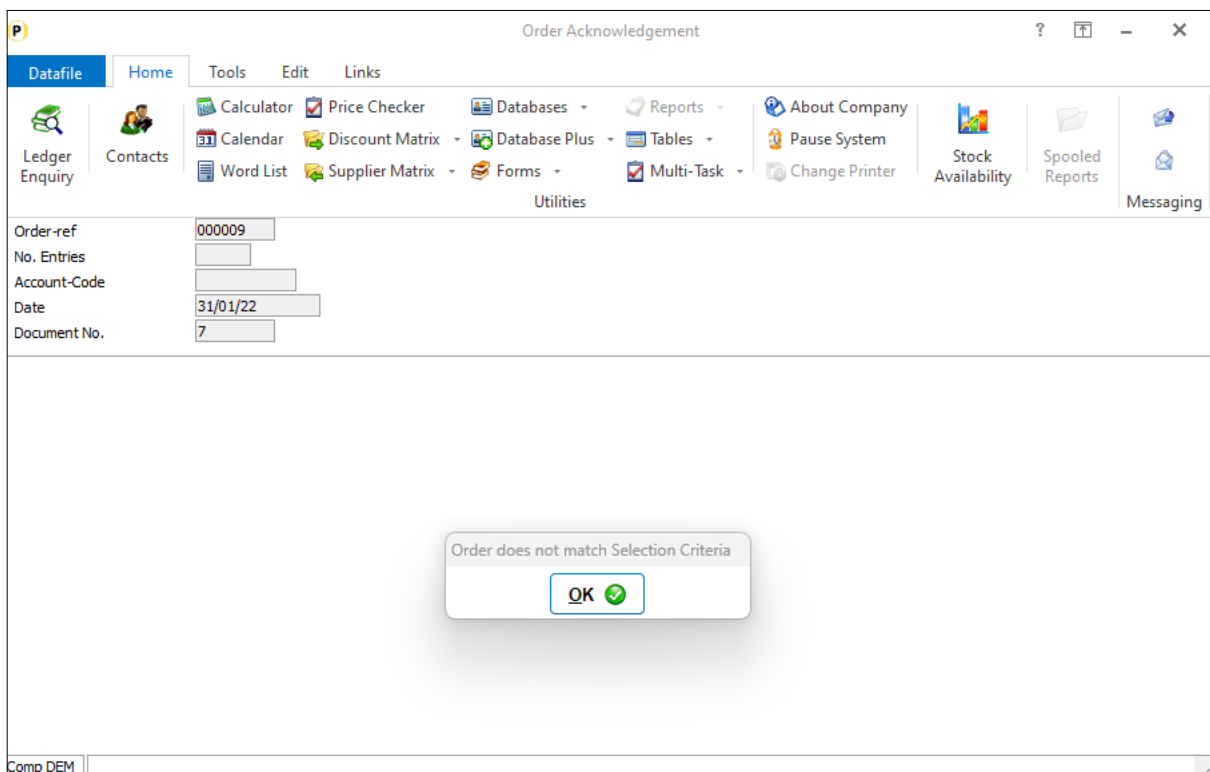
Enable Use of Q-Quote Status – set to allow use of the Q-Quote status when adding job records.

Sales / Purchase Order Processing

Document Selection Criteria – User Defined Message

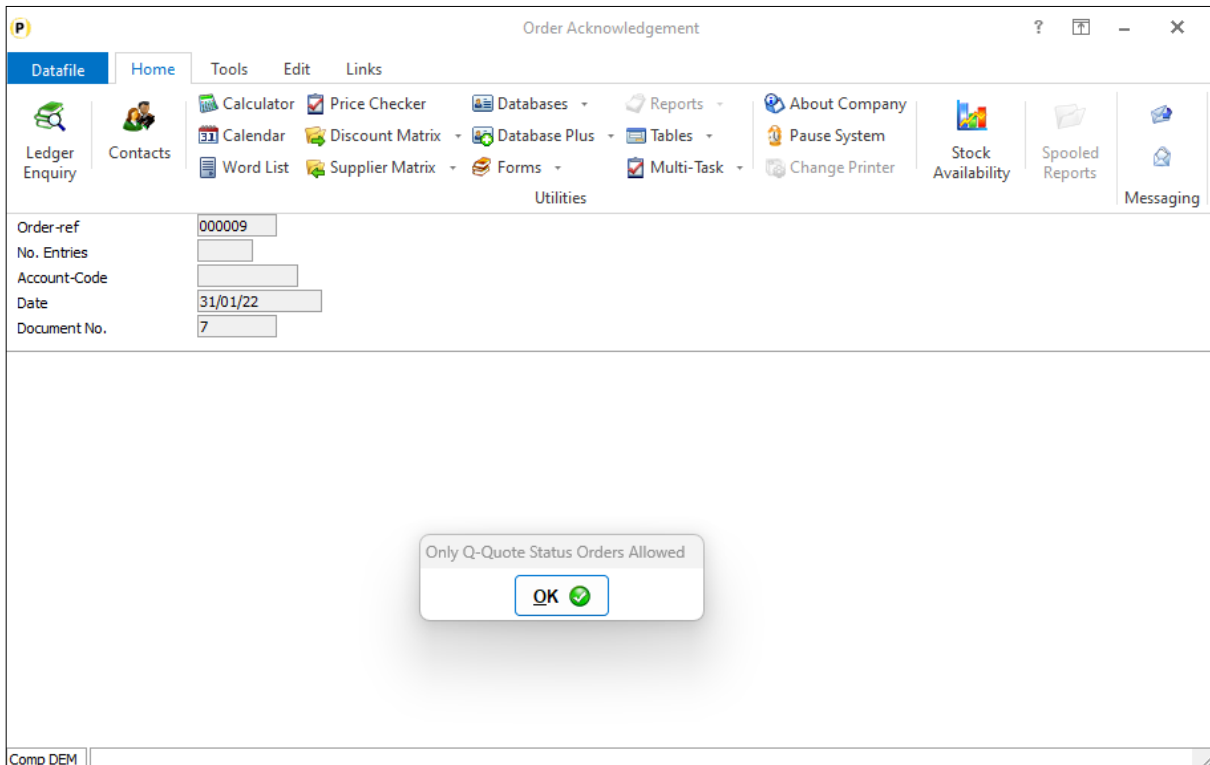
Datafile 2023 Only

When configuring Sales or Purchase Order Processing documents the option exists to define selection criteria for the orders that can be processed using that document. If an order selected which doesn't match those criteria, you are warned that 'Order Does Not Match Selection Criteria'.



If you have many documents, then it can be confusing as to why the order cannot be processed.

This new feature allows you to define a message to display to the operator as to why the order cannot be processed.



Installation

Document Design Manager

The Selection Criteria message needs to be updated on to the appropriate documents.

To update select **Installation** from the main menu followed by **Application Manager** and then **Document Design Manager**. Select the Sales Order or Purchase Order Processing application and then the document type before selecting the document number to be amended and the document mask will be displayed.

Select the Parameters option from the ribbon then use the Action button to move to parameter screen 19 – Selection Criteria / Auto Run.

The screenshot shows a software window titled "Selection Criteria / Auto Run Features (Screen 19 of 23)". The window has a menu bar with "Datafile", "Home", "Tools", "Edit", and "Links". Below the menu bar is a toolbar with icons for "Ledger Enquiry", "Contacts", "Calculator", "Price Checker", "Calendar", "Discount Matrix", "Word List", "Supplier Matrix", "Stock Availability", "Spooled Reports", and "Messaging". The main area contains a list of settings with checkboxes and input fields. A "Custom Warning Message" dialog box is open in the foreground, displaying the text "Only Q-Quote Status Orders Allowed" and "Ok" and "Close" buttons. The background settings include:

- Allow multiple orders per document?
- Enter search criteria for Order headers?
- Allow changes?
- Print order info line?
- Update Cost of Sales using Stock Cost?
- Only allow qty if physically available?
- If physical check, omit part quantities?
- Do not show any values/terms on screen?
- Default Bank-acc (if blank) for Payment?
- Payment amount always Invoice amount?
- Highlight character for stock level chk?
- Automatically link to another document?
- Link to Document-Type (Ack, Del, Inv)?
- Always default date to system date?
- Link to Sales Ledger Statement (entry)?
- Automatically Link to Profiler Action?
- Allow override?
- Pick Qty?
- Or detail min ship qty?
- Validate Max Qty Allowed on Item?
- Link next even if error?
- Doc-No?
- Auto-mode?
- Auth level to chg date?
- If trans older than days?
- Prof. action
- Link item

At the bottom of the window are buttons for "Action", "Previous", "Next", "Ok", and "Close".

After setting/confirming the Order Header criteria a pop-up form will be displayed allowing you to enter a **Custom Warning Message**. Set as required, if left blank the standard 'Order Does Not Match Selection Criteria' message will be displayed.

Document Processing - Link to Profiler on Alternative Item

Datafile 2023 Only

Sales and Purchase Order Processing allowed for the ability to link, for example, a delivery document to an invoice document so that on production of the delivery note it automatically produces an invoice. Datafile 2020 introduced a new option to link the document to a Profiler User-Defined Report or to a ProFiler Q-menu and to process the report/actions on completion of the document. This allowed you to print document labels or create other reporting outputs.

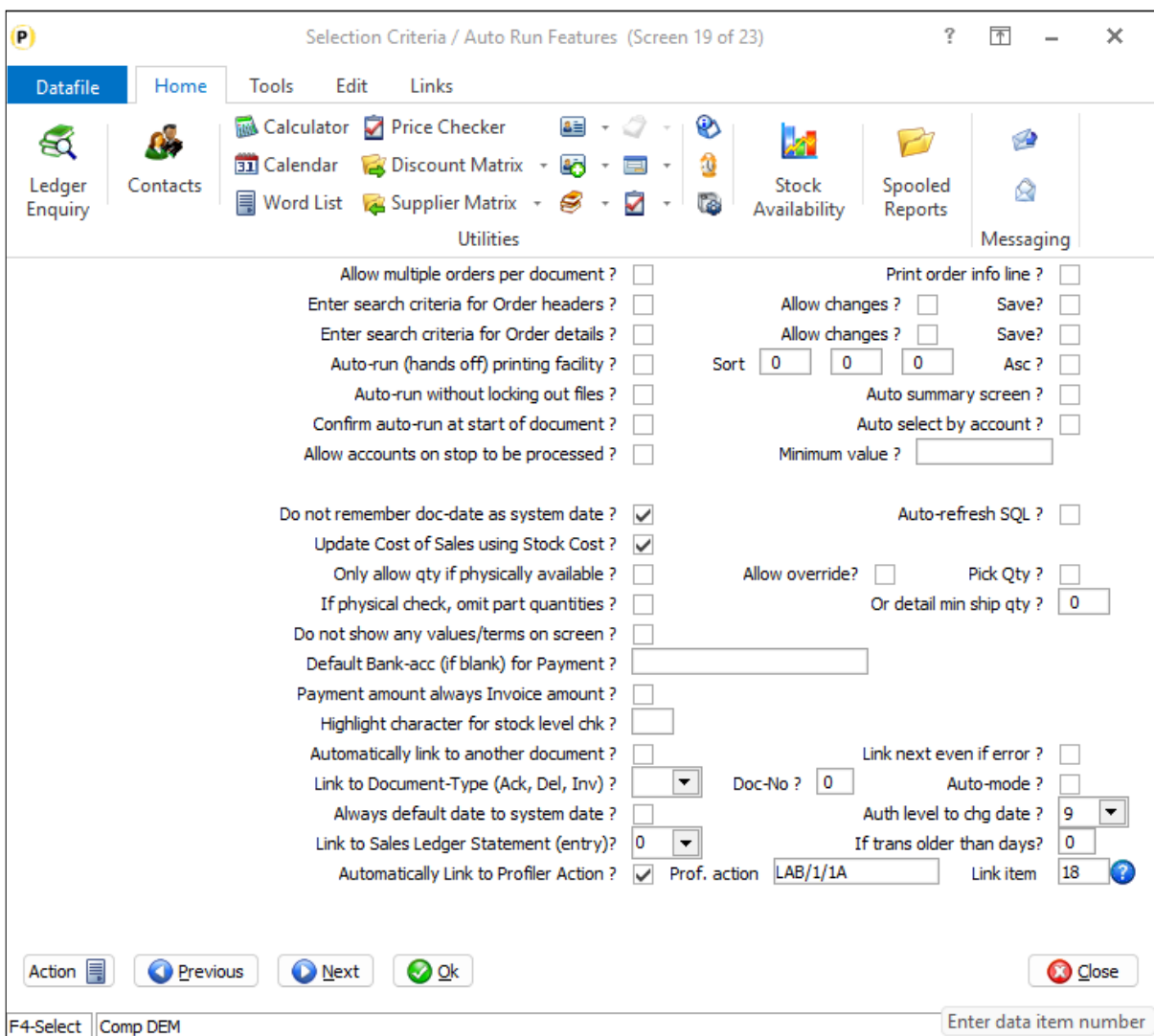
When linking to Profiler from the document the system linked on the order reference. Allowing you to process, for examples, labels for the order just delivered. This new feature allows you to nominate an alternate item to link on – say the delivery reference – to restrict the label print to just those lines processed on the current delivery note.

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 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

Link Item – leave blank/zero to link on the order reference, alternatively select the detail data item required as the key item to link with.

In the example above the link is on LAB/1/1A would call option 1 on menu 1 within the LAB ProFiler application and process this 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.

Note for more detail on configuration within Profiler please review the Datafile 2020 Supplement.

Documents – Print Items from Stock Record

Datafile 2023 Only

When configuring SOP / POP documents there can be a requirement to include data from the stock record that is not recorded as part of the order entry – including a commodity / tariff code or unit weight for example.

Historically one way of including these items has been to 'copy' the data from stock to the order at time of order entry. This new feature allows you to include the item directly from the stock record so that you always print the 'current' data.

<h1 style="margin: 0;">DELIVERY NOTE</h1>		Datafile Demonstration Limited			
Baldwin Industries plc Unit 5, Light Ind. Estate Stopgate Lane Aintree, Liverpool Merseyside L9 6PY		Windgate Lodge Windgate Tarleton Lancashire PR4 6JF Tel: 0845 643 2766 Fax: 0845 643 2624 V.A.T. Registration No 999900001			
Account	Date	Delivery No	Order No	Your Ref	
BAL001	31/01/2022	000008	000010		
Code	Description	Commodity Code	Unit Wght (KG)	Quantity	To Follow
CH0167	Dining Chair - teak/dralon	94036030	4.52	4.00	
CH0168	Carver-teak/dralon	94036030	4.54	2.00	
<div style="border: 1px solid black; border-radius: 10px; padding: 10px; margin-bottom: 10px;"> Signature for receipt of above goods </div>					

Installation

Document Design Manager

To update a document layout, 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.

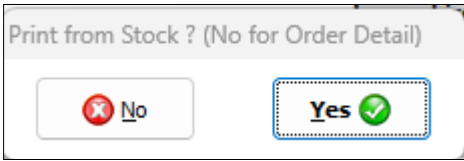
DELIVERY NOTE		Datafile Demonstration Limited			
NAME ADD1 ADD2 ADD3 ADD4 POST-COD		Windgate Lodge			
		Windgate			
		Tarleton			
		Lancashire			
		PR4 6JF			
		Tel: 0845 643 2766			
		Fax: 0845 643 2624			
		V.A.T. Registration No			
		999900001			
Account	Date	Delivery No	Order No	Your Ref	
Account	Date (1)	Docum	Order	CUST-REF	
Code	Description	Commodity Code	Unit Wght (KG)	Quantity	To Follow
Stock/Produ	Description			Quantity	Quantity
	BATCH-NO			Quantity	

The document mask is typically split into three sections – header, detail, and footer. The stock items are printed within the ‘detail’ section.

To include a data item right-click were looking to print the item and choose data item.

To insert a data item, you are prompted to select the Category and the Print Item. For Stock data you should select the ‘Order Detail Items’ category from the drop-down menu on the left. To select a data item, choose the drop-down list on the right.

Any items currently set for print will be listed, items available for selection show as '-'. Choose a free item to insert new data item.



You will now be prompted if you wish to print from stock. Select Yes to choose a stock item, select No to print an item from the order detail file.

After choosing the file to print from the available data items will be listed for you to select. Select as required.

DELIVERY NOTE		Datafile Demonstration Limited			
<div style="border: 1px solid black; padding: 5px;"> NAME ADD1 ADD2 ADD3 ADD4 POST-COD </div>		Windgate Lodge Windgate Tarleton Lancashire PR4 6JF			
		Tel: 0845 643 2766 Fax: 0845 643 2624			
		V.A.T. Registration No 999900001			
		Account Date Delivery No Order No Your Ref Account Date (1) Docume Order CUST-REF			
Code	Description	Commodity Code	Unit Wght (KG)	Quantity	To Follow
Stock/Produ	Description	*COMMOD	*UNIT-WEIG	Quantity	Quantity
	BATCH-NO			Quantity	

Document Processing – Quantity Validation on Order Acknowledgements

Datafile 2023 Only

When you print a Delivery/Goods Received Note the system will validate the quantity to process against the outstanding delivery qty, when you process an Invoice, the system will validate the quantity against the outstanding invoice qty. When processing an order acknowledgement, the system validates the quantity to process against the order quantity.

Often users will use an Order Acknowledgement as a picking note and will default the quantity to the outstanding delivered, but the operator could override this quantity up to the order quantity. This new option allows you to set a maximum quantity allowed when processing an order line.

Order Details

Order-ref: 000009
 No. Entries: 3
 Account-Code: BAL001
 Date: 31/01/22
 Document No.: 000026

Sub-total: 476.97
 Tax: 85.86
 Total: 562.83

Entry	Stock	Description	Order-Qty	O/S-Delivered	Action-Qty
1	CH0167	Dining chair-teak/dralon	4.00	2.00	2.00
2	CH0168	Carver-teak/dralon	2.00	1.00	1.00
3	CH0173	Oval dining table-teak	1.00	1.00	1.00

Action Update Abandon

F8-Zoom Comp DEM Order Details Entry 1 of 3

On the example above the system has defaulted the quantity to the o/s delivered quantity but the user could increase this up to the order quantity. Now system can be set to validate that quantity doesn't exceed the o/s delivered.

Installation

Document Design Manager

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 Order Acknowledgements document type before selecting the document number to be amended and the document mask will be displayed.

Select the Parameters option from the ribbon then use the Action button to move to parameter screen 19 – Selection Criteria / Auto Run.

Selection Criteria / Auto Run Features (Screen 19 of 23)

Datafile Home Tools Edit Links

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

Utilities

Allow multiple orders per document ? Print order info line ?

Enter search criteria for Order headers ? Allow changes ? Save?

Enter search criteria for Order details ? Allow changes ? Save?

Auto-run (hands off) printing facility ? Sort 0 0 0 Asc ?

Auto-run without locking out files ? Auto summary screen ?

Confirm auto-run at start of document ? Auto select by account ?

Allow accounts on stop to be processed ? Minimum value ?

Do not remember doc-date as system date ? Auto-refresh SQL ?

Update Cost of Sales using Stock Cost ? Allow override? Pick Qty ?

Only allow qty if physically available ? Or detail min ship qty ? 0

If physical check, omit part quantities ?

Do not show any values/terms on screen ?

Default Bank-acc (if blank) for Payment ?

Payment amount always Invoice amount ? Validate Max Qty Allowed on Item ? 56 ?

Highlight character for stock level chk ?

Automatically link to another document ? Link next even if error ?

Link to Document-Type (Ack, Del, Inv)? Doc-No ? 0 Auto-mode ?

Always default date to system date ? Auth level to chg date ? 9

Link to Sales Ledger Statement (entry)? 0 If trans older than days? 0

Automatically Link to Profiler Action ? Prof. action Link item 0

Action Previous Next Ok Close

F4-Select | Comp DEM Enter data item number [types *,K,L or M]

Validate Max Qty Allowed on Item – set the flag to allow validation and then select the order detail item to allow check against.

Document Processing – Reduce Saved Action Quantity

Datafile 2023 Only

When processing documents for Sales Orders or Purchase Orders you have the option to save the quantity you've processed to an item in the database. This quantity can then be used on a subsequent document as it's default action quantity.

When saving the quantity, you have the option to replace or add to any existing quantity. This new feature allows you to reduce the saved quantity also. This could be useful where maintaining a 'picked qty' on the order line and wish to raise a 'pick cancellation' to reduce the picked quantity.

Order-ref	000009	Entries selected	3
No. Entries	3	Sub-total	654.96
Account-Code	BAL001	Tax	117.89
Date	31/01/22	Total	772.85
Document No.	000027		

Entry	Stock	Description	Order-Qty	Picked-Qty	Action-Qty
1	CH0167	Dining chair-teak/dralon	4.00	3.00	3.00
2	CH0168	Carver-teak/dralon	2.00	2.00	2.00
3	CH0173	Oval dining table-teak	1.00	1.00	1.00

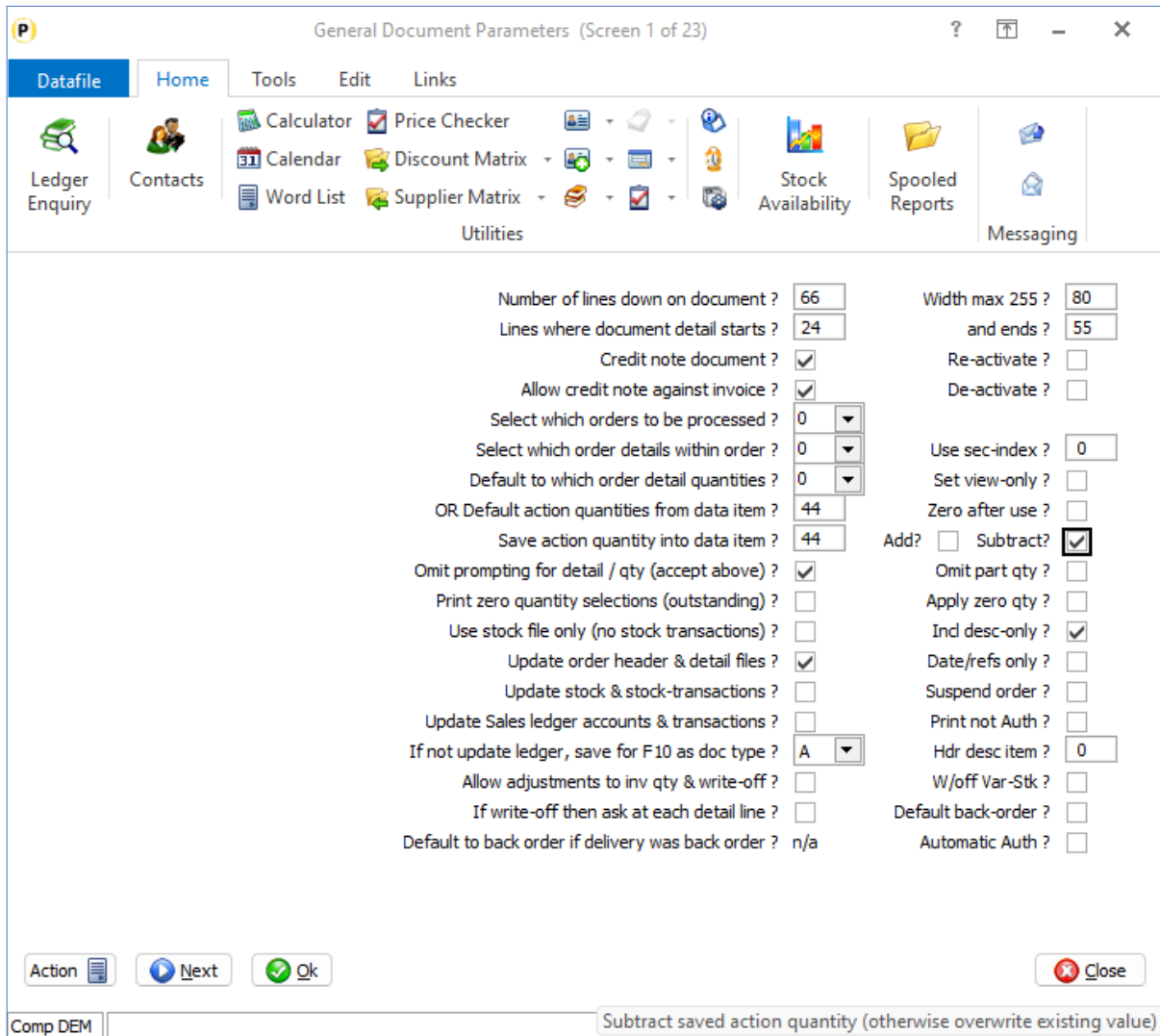
On this example if processed the action quantity the picked quantity would be reduced to 0 for each line.

Installation

Document Design Manager

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 Order Acknowledgements document type before selecting the document number to be amended and the document mask will be displayed.

Select the Parameters option and the first parameter screen will be displayed.



Save Action Quantity into Data Item – select the data item to be updated.

Add / Subtract – set whether to add to or subtract from any existing saved quantity. If leave both items unset, then the action quantity will replace any existing saved quantity.

Document Processing – Instant Print from Landing Page

Datafile 2023 Only

Within Order Entry options you can choose to PRINT a document – whether that’s an Order Confirmation or Quote, Delivery Note or Invoice. Configuration settings allow for that document to then be processed automatically – accepting the standard system defaults. This feature is now available via the Landing Page options.

ORDER REF	STATUS	ACCOUNT	ACCOUNT NAME	DATE REQUIRED	ORDER VALUE	INVOICE VALUE	DELIVERY STS	INVOICE STS
000009	A	BAL001	Baldwin Industries plc	31/01/2022	742.95	0.00	Part Delivered	
000008	H	BAL002	Baltimore Corporation	31/01/2022	794.93	0.00		
000007	A	BAL001	Baldwin Industries plc	31/01/2022	995.96	0.00		
000006	A	BAL001	Baldwin Industries plc	31/01/2022	1,179.98	0.00		
000005	C	BAL001	Baldwin Industries plc	31/01/2022	742.95	742.95	Fully Delivered	Fully Invoiced
000004	Q	MAR001	Marlham Holdings Ltd		766.93	0.00		
000003	A	DAT002	Datona Discount Supplies	31/01/2022	766.93	0.00	Fully Delivered	
000002	C	DAT001	Dataman Computers	31/01/2022	1,140.00	1,140.00	Fully Delivered	Fully Invoiced
000001	C	KAR001	Kar's Electrical Supplies	31/01/2022	1,289.07	1,289.07	Fully Delivered	Fully Invoiced

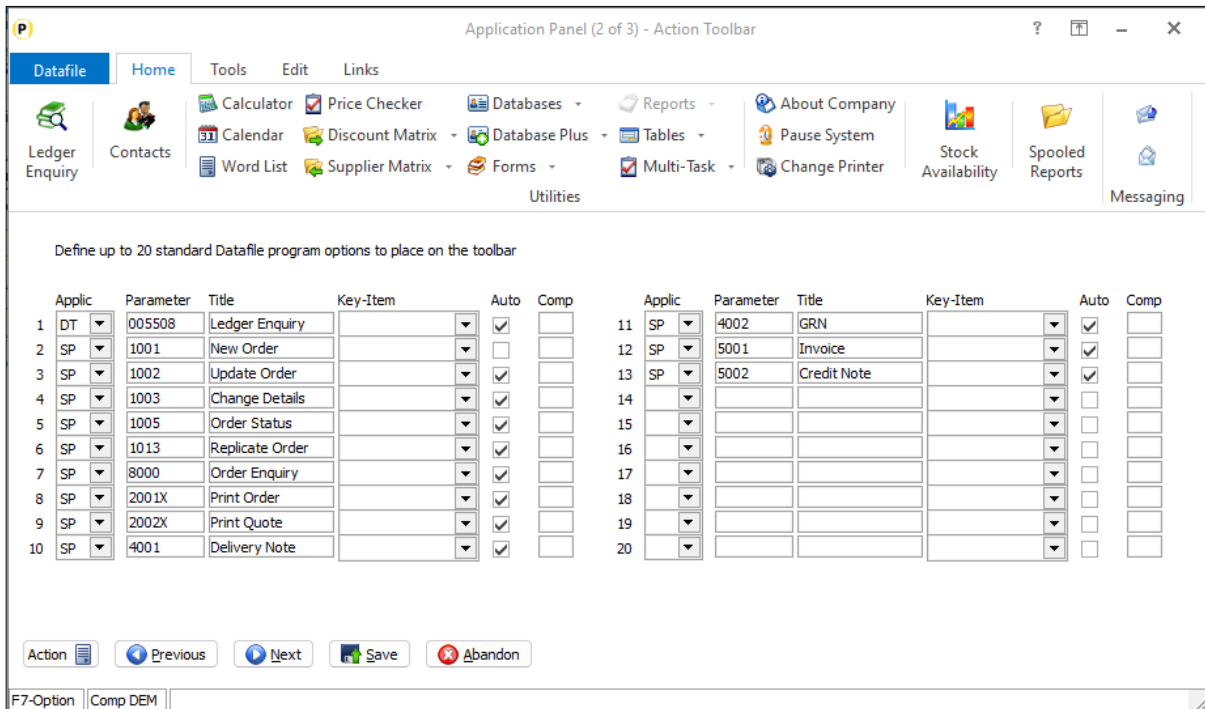
On the landing page here the Print Order / Print Quote options have been configured for Instant Print. As with the standard Instant Print options the system will prompt for the printer (subject to configuration) and the document date prior to producing the document.

Installation

Landing Page Setup

To process the document on a 'Instant Print' configuration a new parameter has been added that can be added to the Landing Page actions to process the document automatically.

To update select **Installation** from the main menu followed by **Landing Page Configuration**. Select the required Sales or Purchase Order Processing application and then select the **Next** option to amend the landing page actions.



Up to twenty actions can be configured. For each action you enter.

Applic – Select SP/PP as appropriate.

Parameter – Order Acknowledgement documents have 20nn parameters. Delivery/Goods Received Notes have 40nn parameters. Invoices have 50nn parameters – nn is the document number in the list of documents (01 for first document, 02 for second and so on). To run a document on a ‘Instant Print’ basis add a X to the parameter – 2001X runs the first order acknowledgement document as Instant Print for example.

Title – set title required.

Key Item – leave blank for this (will automatically use the ORDER-REF).

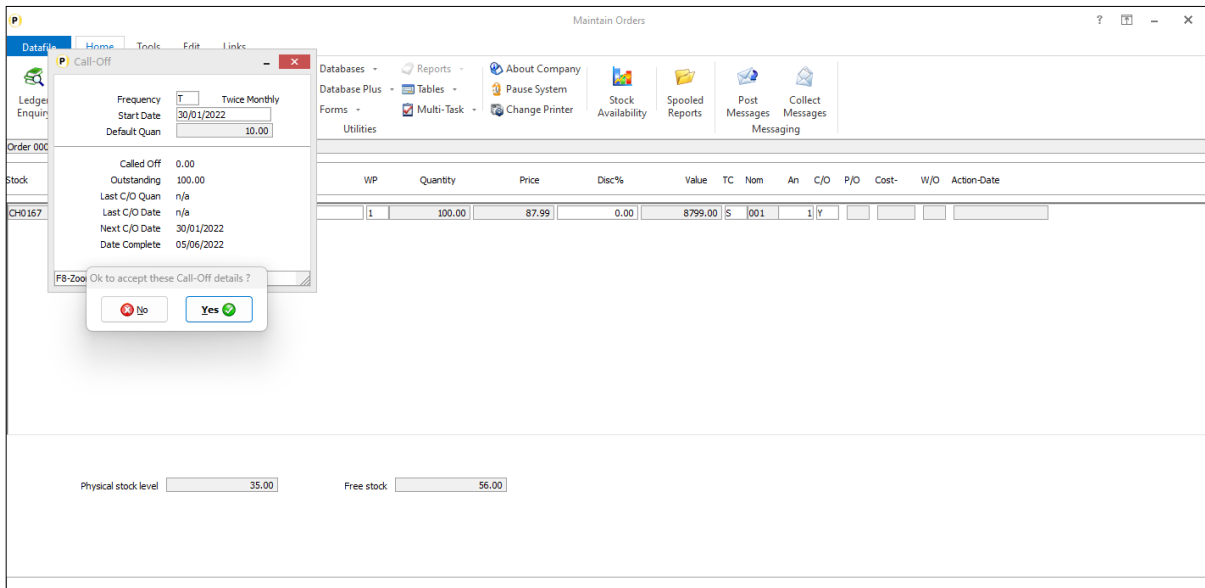
Auto – set to process the current highlighted order on the landing page.

Comp – leave blank for current company.

Order Call Off’s – Twice Monthly Frequency

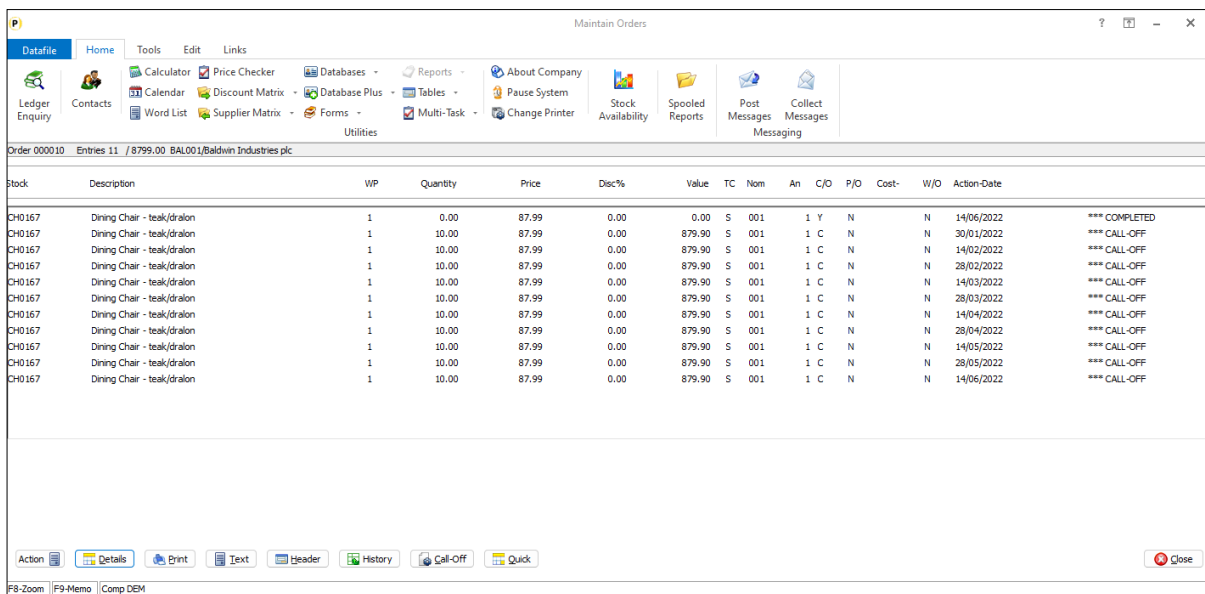
Datafile 2023 Only
Diamond and Premier

Available as an additional application to Sales and Purchase Order Processing, Order Call-Off’s allow you to place/receive a volume order for selected items but allow that deliveries are staged over several weeks or months to either a fixed schedule or on demand until the order is complete. When using a fixed schedule, options were available for daily, weekly, monthly, and so on. This release adds a new option for twice monthly.



When you select the **Twice Monthly** frequency the system will use the start date to determine where the next due date will fall.

If your start date is on the 1st to the 14th of a month the next due date will be the 15th to the 28th of the month. If the start date is on the 15th to the 28th of a month then the next due date will be on the 1st to the 14th. If the start date is on the 29th, 30th or 31st of a month then the next date will be the 14th.

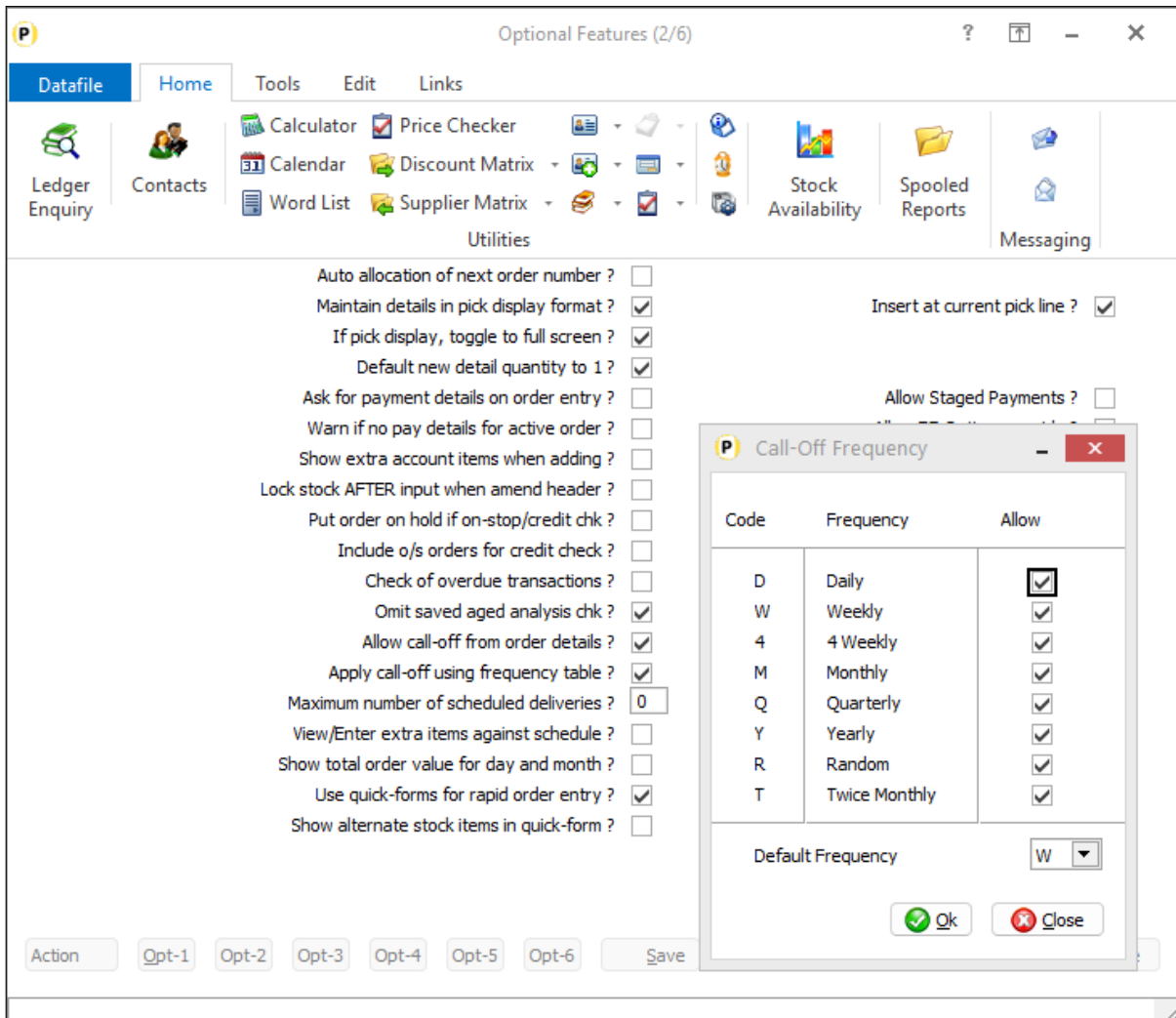


Installation

Application User Facilities

To enable the **Twice Monthly** call-off frequency a new option has been added to the frequency table configuration settings within the Application Manager.

To update Datafile Premier *Installer* users can right-click on the **Order Entry** option on the main menu and choose **Configure Option** before choosing **Advanced Input Facilities** and **Optional Features**. Alternatively select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the required Order Processing application followed by **Enter/Amend Orders**, **Advanced Input Facilities** and then **Optional Features**. The call-off parameters are on screen 2.



As you set the option for **Apply Call-Off Using Frequency Table** a pop-up form will allow you to select which frequencies are allowed. A new option **T – Twice Monthly** is now available – set if required.

Cost Price Checking – Checks by User-ID (SOP Only)

Datafile 2023 Only
Diamond and Premier

During Sales Order entry the system can be set to validate the selling price against the cost price. This check can be on a mandatory or warning basis. If set as a mandatory check, then the option is available to allow entry of a password to override this check.

This new feature allows, instead of a single override password, you to set a password per user-id with a maximum variance between the cost price and selling price allowed.

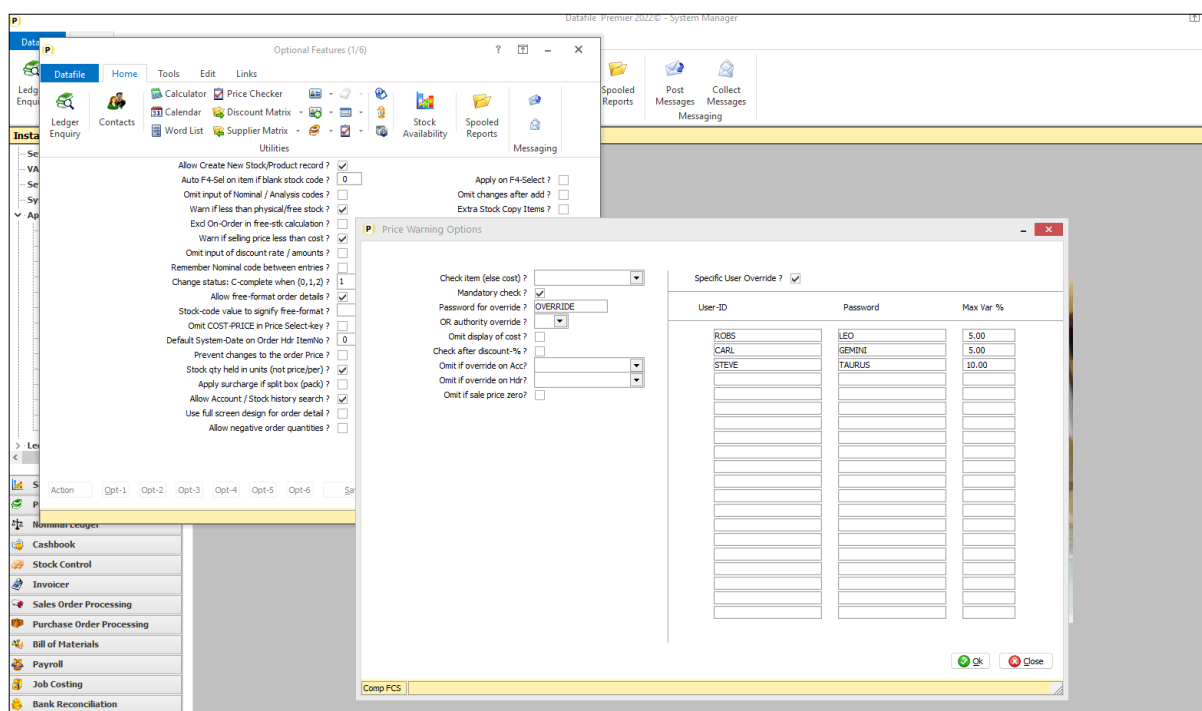
Installation

Application User Facilities

The options to define the user ids who are allowed to override the cost price check, their password and the maximum percentage variance are held within the SOP Application User Facilities.

To update *Installer* users can right-click on the Order Entry option on the Sales Order Processing menu and select Configure Option. Alternatively select **Installation** from the main menu followed by Application Manager, Application User Facilities, Sales Order Processing and Enter/Amend Orders. From here select **Advanced Input Facilities** and **Optional Features**.

Screen 1 of the optional features contains a prompt to warn if selling price less than cost – set to ‘Y’ and a pop-up form of additional parameters will be displayed.



Pre-existing parameters allow:

Check Item (else COST) – optionally, you can reference an alternative item on the stock record to check the selling price against. This can be used to ensure you have a minimum margin on sales.

Mandatory – set to Y to apply a mandatory check, leave blank to just warn.

Password for Override – if applying a mandatory check this option allows you to set an override password. At run-time, on the price check warning, users can press the <F7-Option> key to enter the password and accept the entered sales order price.

OR Authority Override – as an alternative to password entry this option allows use of the <F7-Option> key to override the price check subject to the user’s authority level.

Omit Display of Cost – this option, if set will not include the cost price (or alternate check item) in the warning message that failed the cost price check.

Check After Discount% - set to apply the check after the entry/confirmation of any line discount.

Omit if Override on Account – this option allows you to reference a data item on the Sales Accounts file to ignore the cost price check for orders entered against this account. You may use this if orders are entered at cost for transfers between different divisions.

Omit if Override on Header – like above but the flag item to omit the check would be on the sales order header itself.

Omit if Sales Price Zero – this option omits the check if the entered sales price is zero (for example, if order entered for goods sent as ‘samples’)

New parameters allow:

Specific User Override – set to allow up to 20 individual user overrides. For each user enter their user-id, password, and maximum variance percentage. Note percentage is calculated as profit / cost x 100.

Landed Costs – Alternative Cost Price for Stock Updating (POP Only)

Datafile 2023 Only

When booking in Purchase Orders standard configuration options allow you to update the stock cost from the Purchase Order, updating the cost on for stock valuation and cost of sale values. There can also be a requirement to update the cost on a ‘uplifted’ or ‘landed cost’ basis so that the cost price not only reflects the cost of goods but can also include the cost of shipping and any tariff costs.

Existing Purchase Order document options allow you to reference an alternative item on the purchase order detail record for the cost price. This allows, on the Goods Received Note, to update the stock cost with the uplifted cost. Where costs are only known at the point of posting the supplier invoice then this option was not applicable – as the cost would be used for both the stock and supplier update. This new feature allows you to reference an alternate cost item on the supplier invoice that will only be used to update the stock cost price.

Ledger Enquiries - Purchase Orders | General

Order Ref: 000011 | Status: A
 Supplier: CON001 | Name: Contract Cleaning Services Ltd

Order Total: 2342.95
 UK Transport: 150.00
 Shipping: 750.00
 Duty: 163.94
 Total Additions: 1063.94
 Additional Cost Per £: 0.4541

Invoiced Value: 0.00
 Date Input: 26/01/2022
 Date Required: 31/01/2022

Supplier Ref: []
 Credit Y/N: []
 OnOrder Stock: Y

Acknowledgement: 26/01/2022 000027
 Delivery Note: 26/01/2022 000001
 Invoice: 26/01/2022 000004

Added by: DEM on 10/02/2015 1445 | Updated By: CARL on 12/12/2022 2015

Entry	Status	Stock	Order-Qty	Cost	Cost-Adds	Stock-Cost
1	A	CH0167	20.00	39.23	17.81	57.04
2	A	CH0172	5.00	311.67	141.53	453.20

Buttons: Action, Details, Account, Atother, Select, Close

In this example the additional costs are applied to the purchase order cost on a value basis, alternatively you could apply the additional costs based on weight or quantity.

Installation

Document Design Manager

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

Select the Parameters option and the first parameter screen will be displayed. Click the ACTION button to move to the second parameter screen.

Alternate Cost Price for Stock Update – reference the purchase order detail data item to use as the cost price for updating to stock. The cost price referenced is used as the transaction cost on any generated stock transaction, updates the FIFO cost (if configured) and is used in updating the cost price on last/average basis.

Updating from Goods Received

If updating stock costs on the Goods Received Note you would use the option to ‘Override Cost Price with value from detail item’ and set to ‘Reset Cost’

Default Status for New Purchase Orders (POP Only)

Datafile 2023 Only
Diamond and Premier

When adding a sales order, the option is available where you can set the status for new orders to, for example, Q-Quote or H-Hold, but the option has not been available within Purchase Orders. From this update the option to set a default status is now available within Purchase Order Processing.

The screenshot shows the 'Maintain Orders - Add' application window. The window title is 'Maintain Orders - Add'. The interface includes a menu bar with 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu bar is a toolbar with various utility icons: Ledger Enquiry, Contacts, Calculator, Price Checker, Calendar, Discount Matrix, Word List, Supplier Matrix, Stock Availability, Spooled Reports, and Messaging. The main form area contains the following fields:

- Order No: 000012
- Supplier: BLA001
- J. Black & Partners
- Date Added: 31/01/2022
- Order Status: H
- Purchase/Stock Description: (empty)
- Credit Order: (Y if it is)
- Supplier Ref: (empty)
- Date Required: (empty)
- Contact: 0000000007
- Email to:
 - N: robert@jblack.co.uk
 - @: Mr Robert Black
- Additional Notes: (empty)

At the bottom of the form, there are buttons for 'Action', 'Save', 'Abandon', and 'Close'. The status bar at the bottom left shows 'Comp DEM'.

Installation

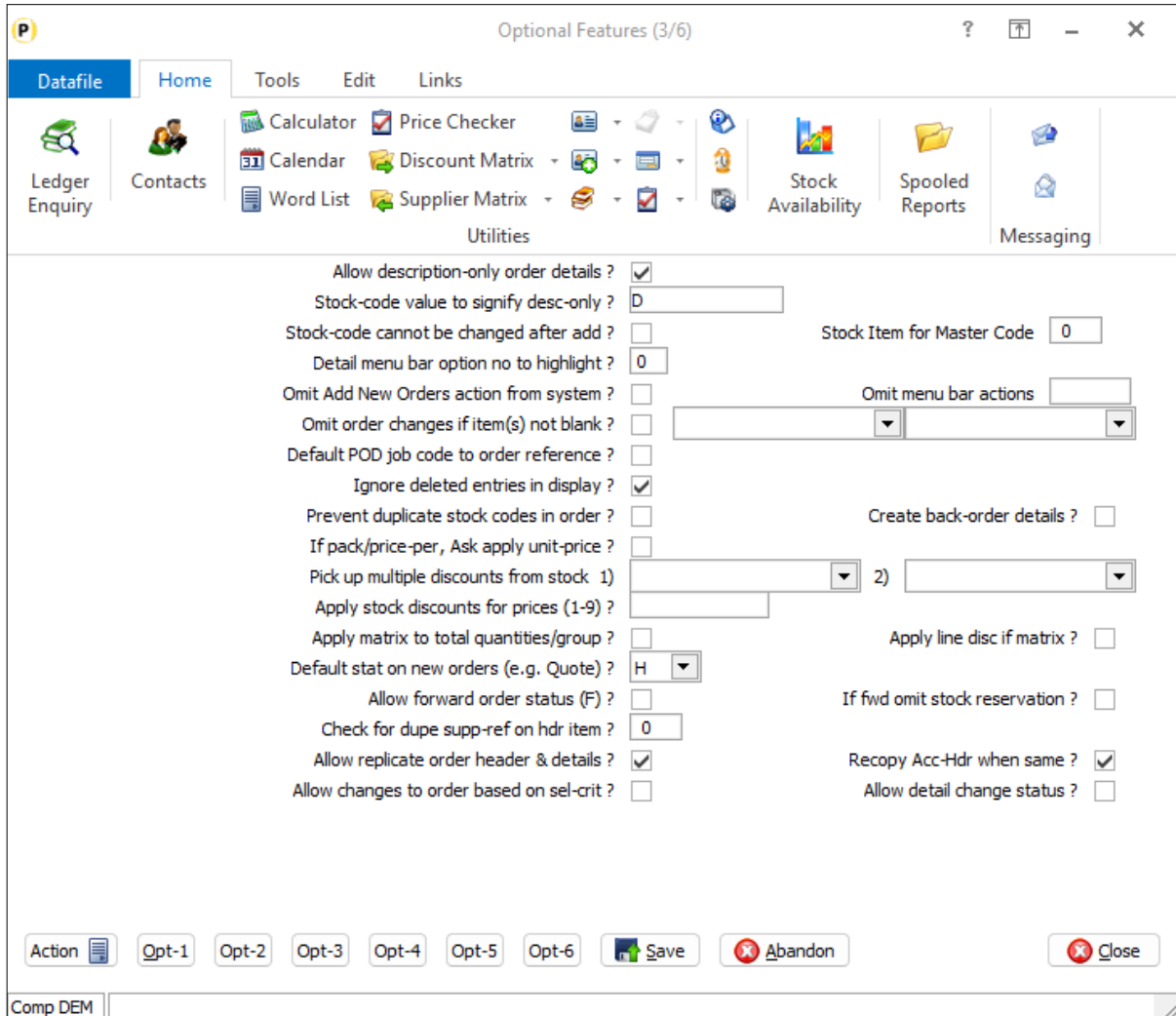
Application User Facilities

The options to define the default order status are held within the POP Application User Facilities.

To update *Installer* users can right-click on the Order Entry option on the Purchase Order Processing menu and select Configure Option and then select **Advanced Input Facilities** and **Optional Features**. Alternatively select **Installation** from the main menu followed by Application Manager, Application User Facilities,

Purchase Order Processing and Enter/Amend Orders. From here select **Advanced Input Facilities** and **Optional Features**.

Screen 3 of the optional features allows you to configure the default order status.



Default Status on New Orders (e.g. Quote) – set the default status required when creating a new purchase order.

Amending Authorised Purchase Orders (POP Only)

Datafile 2023 Only
Diamond and Premier

If using the Purchase Order Authorisation options then, once an order has been authorised, it cannot be amended by a user with insufficient authority to authorise the order without the authorisation being cleared. This includes both value, changing a quantity or price, and non-value amendments such as updating an estimated delivery date.

Where amendments to authorised orders are required, users have setup maintenance options outside the standard Purchase Order functionality to allow. This new feature allows you to amend an authorised purchase order but restrict the amendment to non-value updates.

The screenshot displays the 'Maintain Orders - Details' application window. The window title is 'Maintain Orders - Details'. The interface includes a menu bar with 'Datafile', 'Home', 'Tools', 'Edit', and 'Links'. Below the menu bar is a ribbon with various tool icons: Ledger Enquiry, Contacts, Calculator, Price Checker, Calendar, Discount Matrix, Word List, Supplier Matrix, Stock Availability, Spooled Reports, and Messaging. The main content area shows a form for order details. The 'Order No' field contains '000011'. A warning dialog box is overlaid on the form, with the title 'Warning' and the message 'This Order has been Authorised - Value Changes Not Allowed'. The dialog box has an 'OK' button with a green checkmark icon. The bottom left corner of the window shows 'Comp DEM'.

Once enabled, selecting an authorised order to update the order header / details for which you wouldn't have the authority to authorise will warn that the order has been authorised and that value changes are not allowed but then allow you to proceed to amend the order.

Stock	Description	Quantity	Cost	Disc%	Value	TC	Nom	An	C/O
CH0167	Dining chair-teak/dralon	20.00	39.23	0.00	784.60	S	150	1	
CH0172	Display cabinet-teak 6x4	5.00	311.67	0.00	1558.35	S	150	3	

Physical stock level Free stock

F4-Select | Comp DEM

When amending order lines, you will be prevented from adding or deleting lines, but you can amend a line. When amending a line, you are blocked from amending the stock code, quantity, price, or discount but can amend the likes of description and analysis codes.

When updating an order header, you will be prevented from changing the credit flag or any default overall or line discount.

Installation

Application User Facilities

A new parameter has been added to the Authorisation configuration settings to allow non-value based amendments. Premier *Installer* users can right-click on **Authorise Purchase Orders** menu option and select to **Configure Option** before selecting the **Authorise, Deliver and Invoice** parameter screen.

Alternatively, users can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Purchase Order Processing** application followed by **Enter/Amend Orders** and then the **Authorise, Deliver and Invoice** parameter screen.

Screen 2 of the parameters contains the new option.

Authorise, Deliver & Invoice (2/2)

Menu: Datafile | Home | Tools | Edit | Links

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

Configuration Fields:

- Authority level required to Authorise: 0
- Order Limit: []
- Allow to Authorise from User-Id:

1	USER
2	[]
3	[]
4	[]
5	[]
- Order Limit:

1	1000.00
2	[]
3	[]
4	[]
5	[]
- Document-No for Manual Acknowledgement: 0
- Auto Acknowledgement: 1
- Document-No for Manual Delivery: 0
- Auto Delivery: 0
- Document-No for Manual Invoice: 0
- Auto Invoice: 0
- Restrict access to authorised orders:
- Password override to cancel authorisation: []
- Allow Non-Value Updating Amendments:

Buttons: Action | Opt-1 | Opt-2 | Save | Abandon | Close

Comp DEM

Allow Non-Value Updating Amendments – set to allow users to amend a authorised purchase order but restrict them to items which do not impact on the order value where the user doesn't have the authority to authorise the order being amended.

Bill of Materials

Works Order Operations – Stock Copy Items

Diamond and Premier

As part of the Assembly structure you can have 'Operation' codes. Operations act as 'stages' or 'headings' within your works order so can track how far through the build process the works order has progressed.

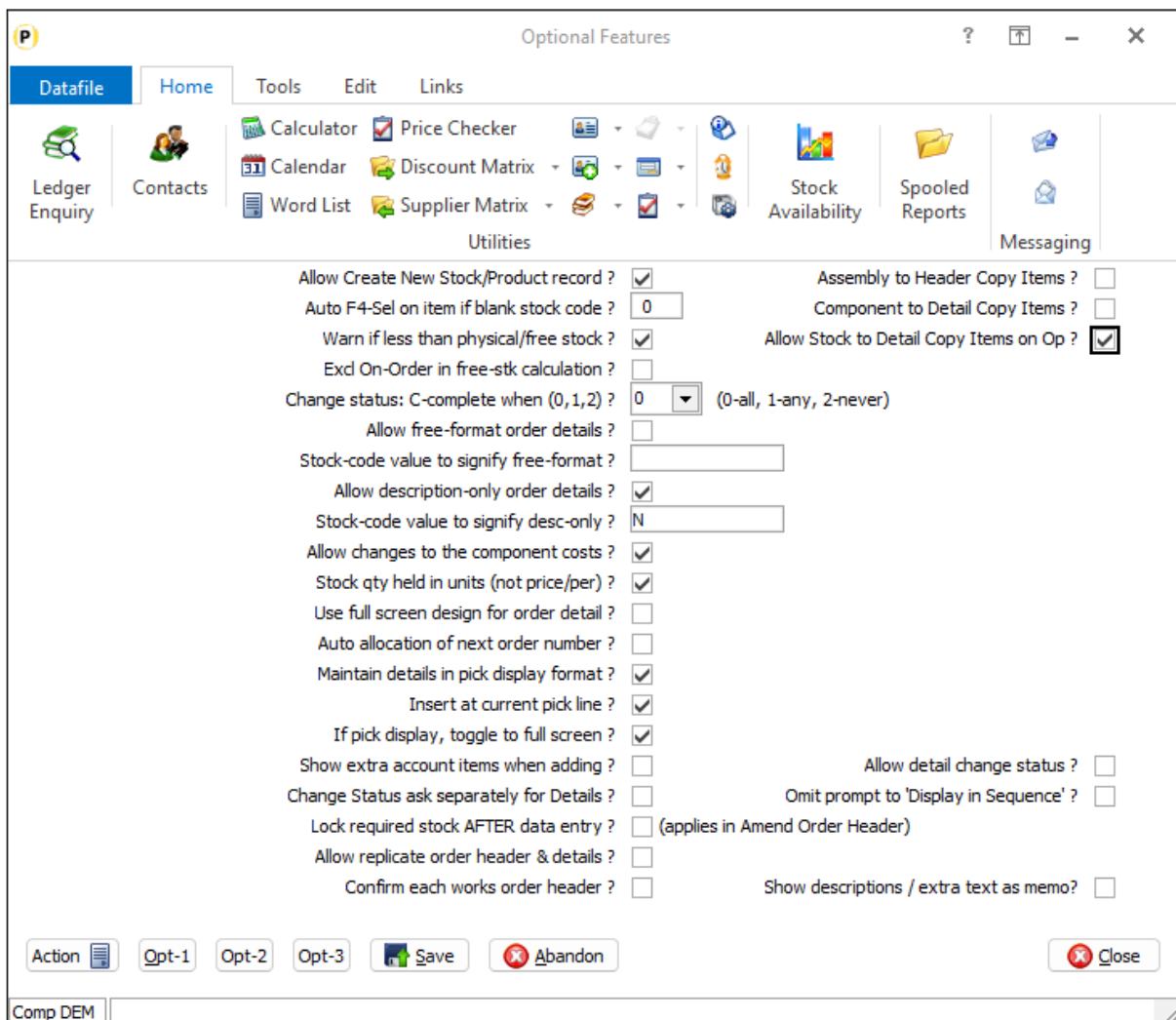
The operation is a specially flagged stock record which, if included within an assembly, becomes a 'description only' line on the works order. Bill of Materials configuration settings allows for the definition of 'copy' items from the stock record to the works order detail but, as Operation codes are 'headings', these copy items were not actioned for operations. A new parameter has been added to allow the copy items to be actioned for operations.

Installation

Application User Facilities

A new parameter has been added to the Bill of Materials Optional Features that allow the system to action the copy items for Operation lines. Premier *Installer* users can right-click on the **Enter Works Orders** menu option and choose to **Configure Option** before choosing the **Optional Features** parameter screen.

Alternatively, users can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Bill of Materials** application followed by **Enter/Amend Orders** and then **Optional Features**.



Allow Stock to Detail Copy Items on Op – set to allow the system to action copy items defined from the stock file to the works order detail for components flagged as operations.

Allow Copy Items from Assembly to Works Orders

Datafile 2023 Only

When you create a works order the order is created, typically, based on the selected assembly code – the works order header based on the assembly and the works order details based on the components.

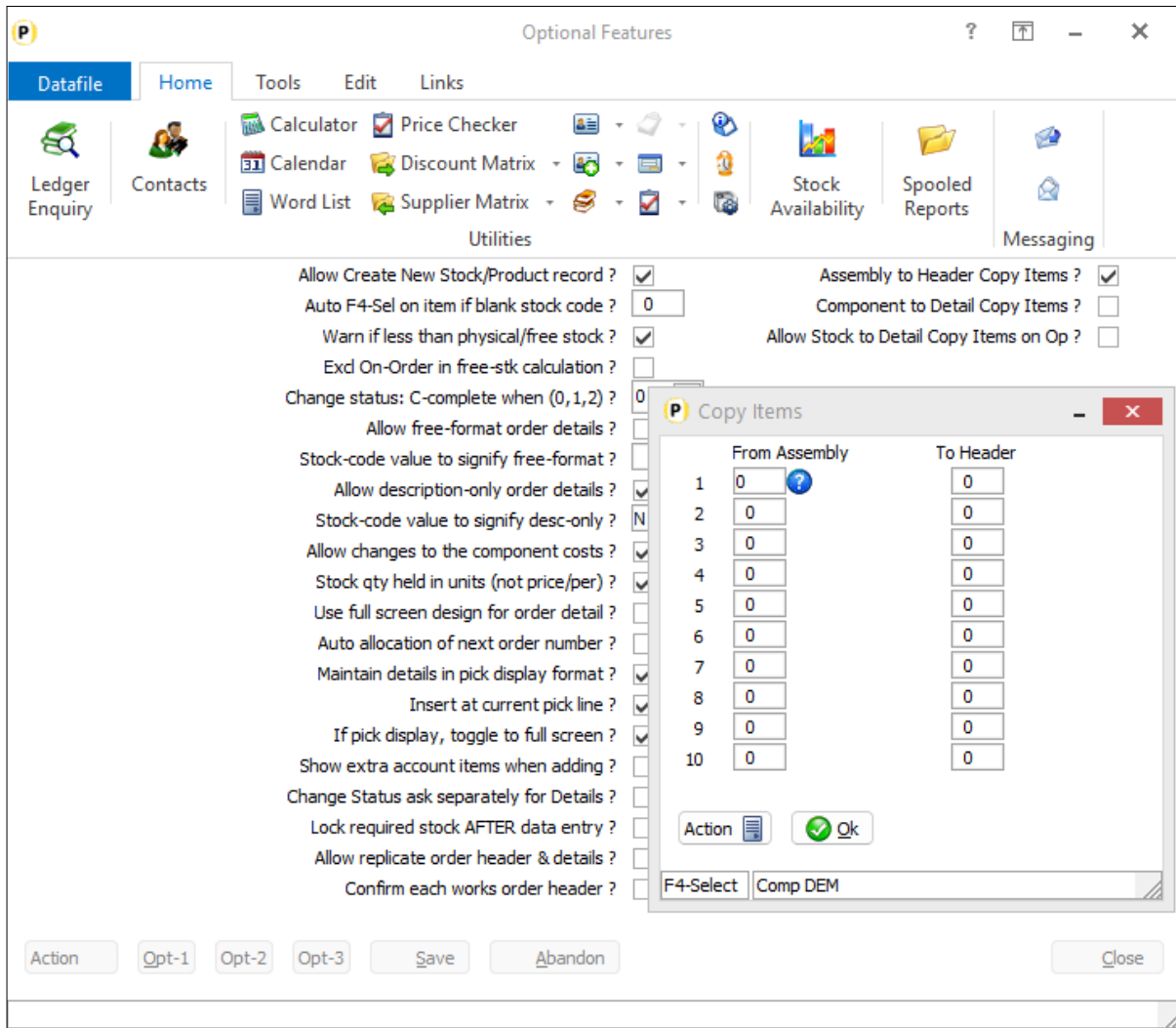
The system allows the option to define copy items from the assembly and component stock records to the works order header / detail but there was no option to copy from the assembly / component files themselves. New in Datafile 2023 is the option to copy from the assembly/component to the works order header/detail files.

Installation

Application User Facilities

New parameters have been added to the Bill of Materials Optional Features that allow the system to action the copy items for Operation lines. Premier *Installer* users can right-click on the **Enter Works Orders** menu option and choose to **Configure Option** before choosing the **Optional Features** parameter screen.

Alternatively, users can select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Select the **Bill of Materials** application followed by **Enter/Amend Orders** and then **Optional Features**.



Assembly to Header Copy Items – set to enable the definition of assembly to header copy items. When set a pop-up form will be displayed allowing you to configure the copy items.

Component to Detail Copy Items – set to enable the definition of component to detail copy items. Again, when set, a pop-up form will be displayed allowing you to configure the copy items.

Copy items are defined in pairs. You reference the item you are copying from on the assembly/component file and then the item you are copying to on the works order header/detail file. Copy items should be defined between compatible types – text items to text items, dates to date, numbers to numbers (with matching decimal places) and so on.

Warehouse Tablet

The Datafile Warehouse Tablet software also receives new features with this release. The Warehouse tablet is a 'lite' version of the Datafile Software to use within a warehouse environment using a Windows Tablet and provides options for Sales Order Picking and Purchase Order Goods Received.

Show Stock Image on Enquiry

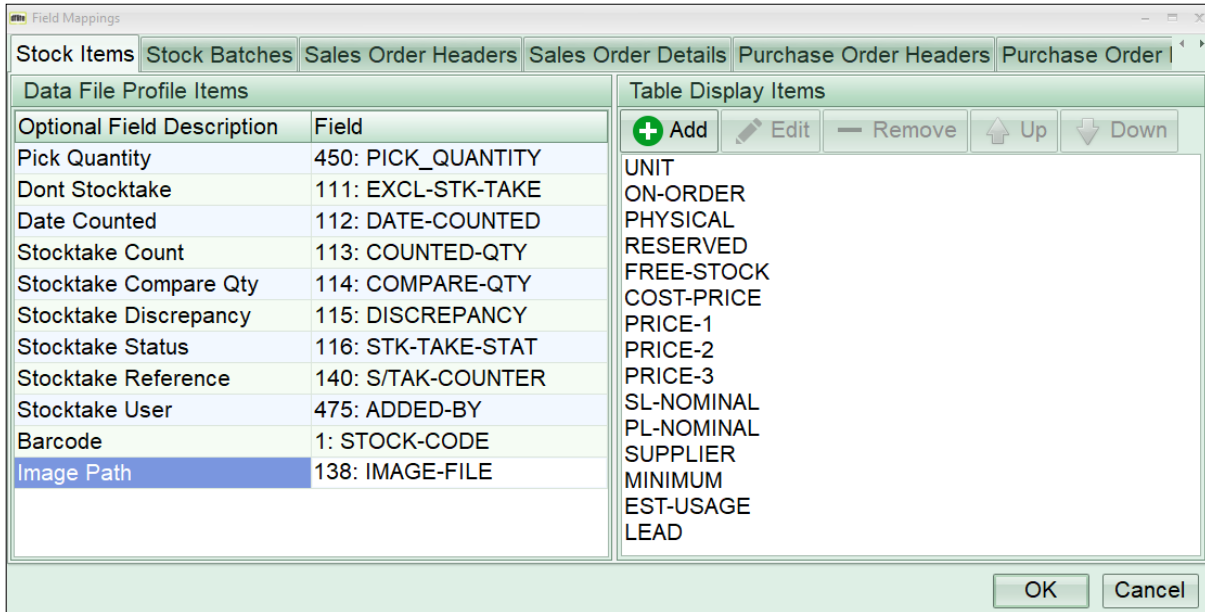
When enquiring on a stock record it can be useful to view an image of the stock item to confirm the SKU being reviewed. This option is now available within the Warehouse Tablet.



Installation

Settings / Field Mappings

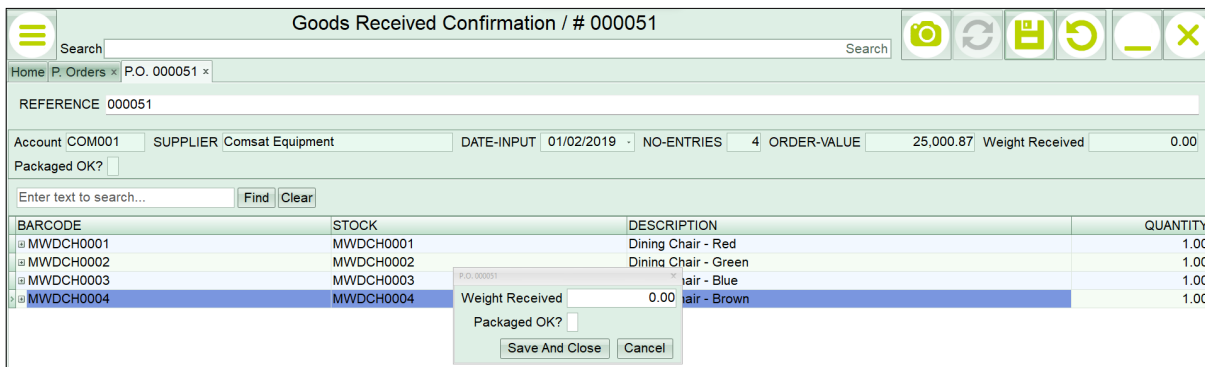
A new profile item has been added to reference the Image File data item on the Stock Record.



To set click the 'Field' option against the 'Image Path' label and the available Stock data items will be listed. Choose the item containing the stock image filename. Once selected the item will appear automatically on the Stock Enquiry.

Order Header and Order Detail Confirm Items

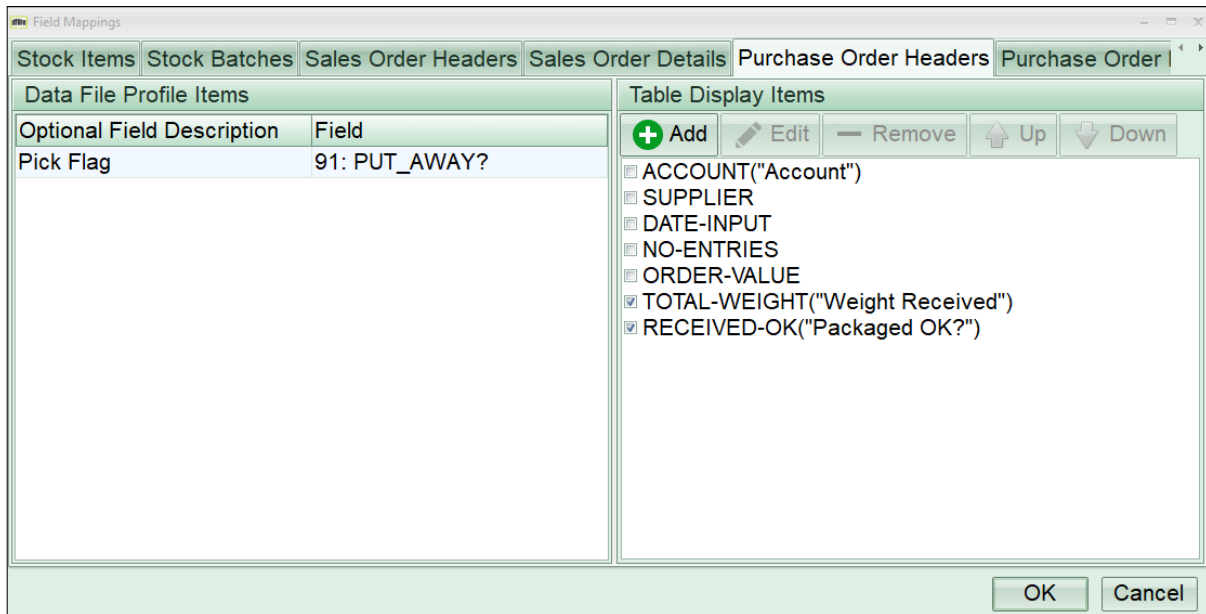
When processing a Sales Order Delivery or a Purchase Order Goods Receipt new options have been added to allow for user confirmation of selected items. Order Header items are prompted for display on save of the picking process. Order Detail confirm items are prompted on confirmation of the pick quantity.



Installation

Settings / Field Mappings

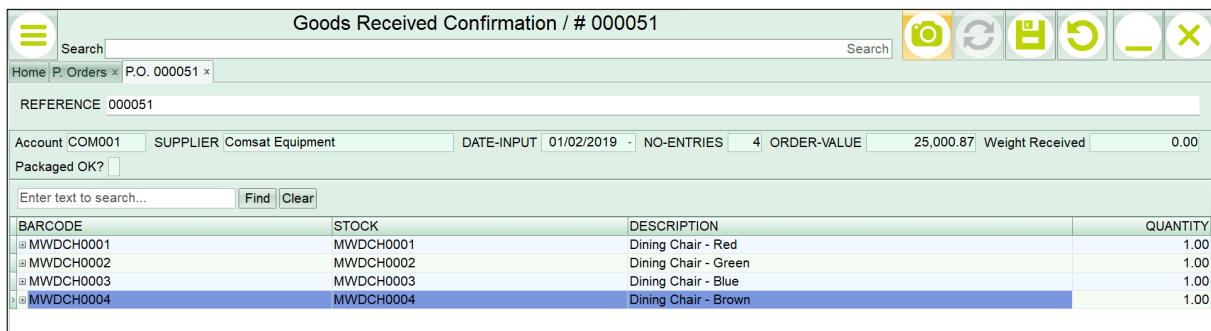
A new profile setting has been added against the Sales and Purchase Order Header and Detail Items that allow for you to set a list item to be confirmed.



The Table Display Items allow you to define which items from the Order Header and Order Detail files are to be listed. Set the tick box against the required items to allow the system to prompt.

Goods Received Image Capture

This new feature allows you to use the Tablet Camera to take a picture of the supplier's delivery note for saving within the Associate File folder for the purchase order within Datafile. This can then be viewed within the Ledger Enquiry in Datafile.



Selecting the CAMERA icon at the top of the page will take a snapshot of the GRN.

Installation

No additional setup options are required for this feature.

Chapter 3

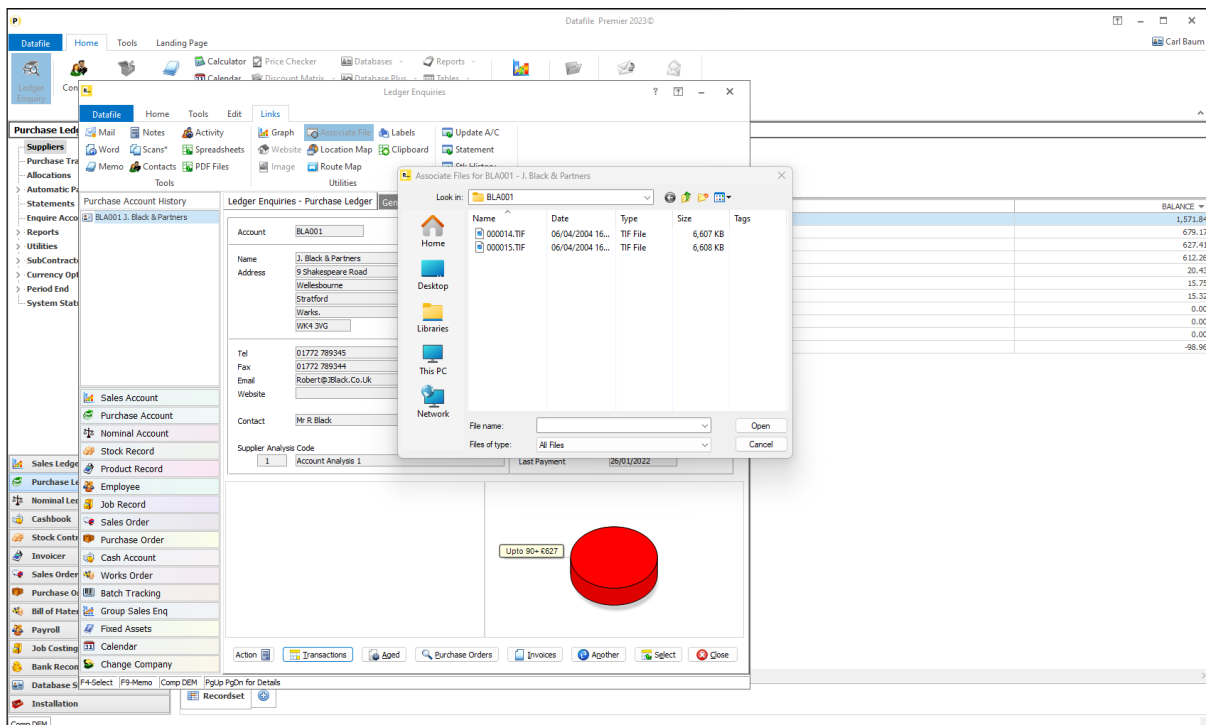
Additional Features

Ledger Enquiry

Prevent Auto Close of Associated File Folder on Enquiry

Datafile 2023 Only

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. When you select a file within the folder then the file will be opened, and the associated file folder will then close automatically. If reviewing a second or further file, the folder needs to be re-opened. This new feature allows you to set a parameter to keep the associated file folder open.

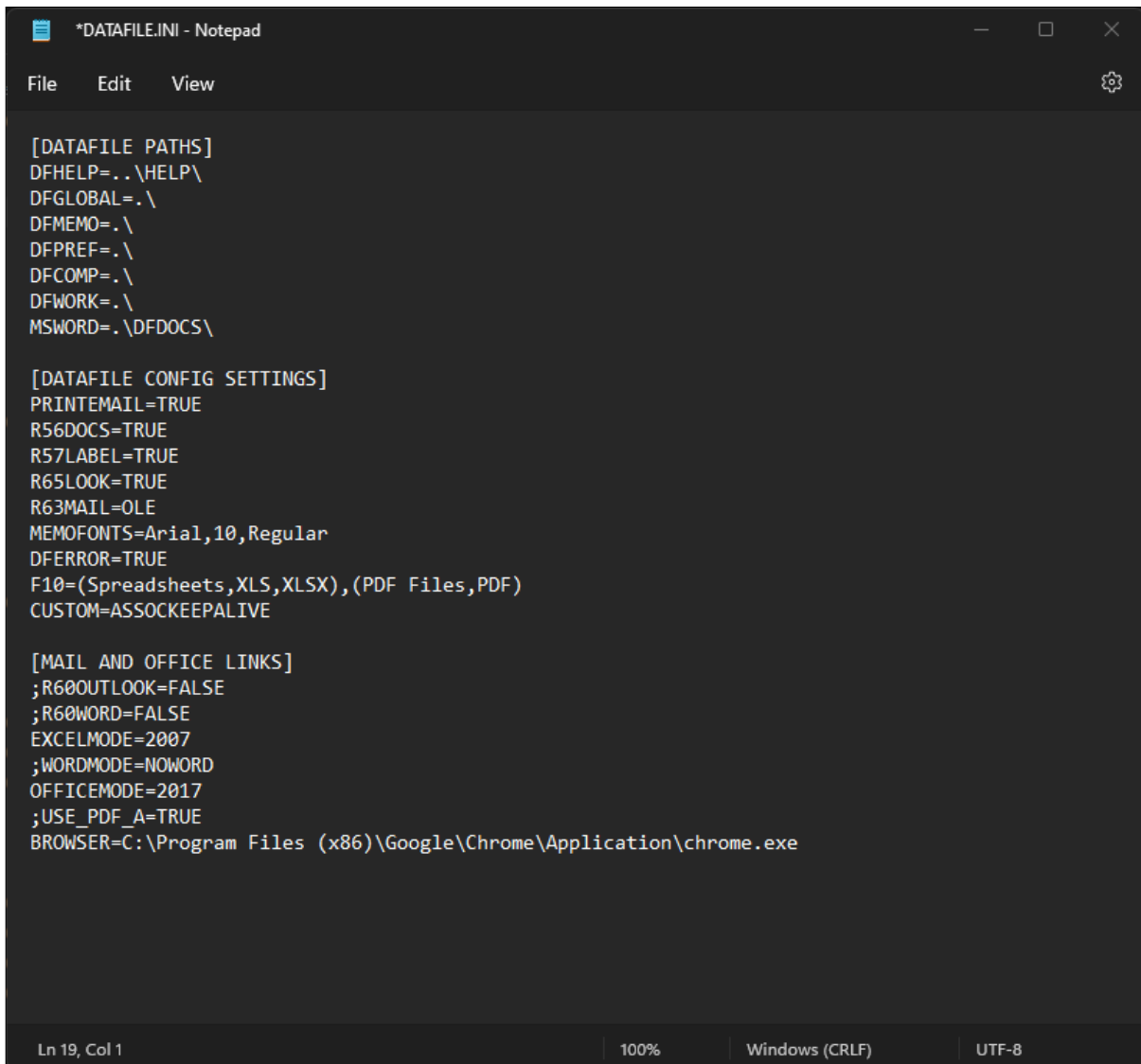


Installation

DATAFILE.INI Settings

As the Associate File folder uses the operating system options for associating file types and programs (i.e. to use Microsoft Excel to open an Excel document) the settings for this 'keep open' are defined within the DATAFILE.INI.

The DATAFILE.INI is a configuration file typically held in the main DFWIN (or DF) folder and can be edited with any text editor. Browse to the DFWIN folder and open this file.



```
*DATAFILE.INI - Notepad
File Edit View
[DATAFILE PATHS]
DFHELP=.\HELP\
DFGLOBAL=.\
DFMEMO=.\
DFPREF=.\
DFCOMP=.\
DFWORK=.\
MSWORD=.\DFDOCS\

[DATAFILE CONFIG SETTINGS]
PRINTEMAIL=TRUE
R56DOCS=TRUE
R57LABEL=TRUE
R65LOOK=TRUE
R63MAIL=OLE
MEMOFONTS=Arial,10,Regular
DFERROR=TRUE
F10=(Spreadsheets,XLS,XLSX),(PDF Files,PDF)
CUSTOM=ASSOCKEERALIVE

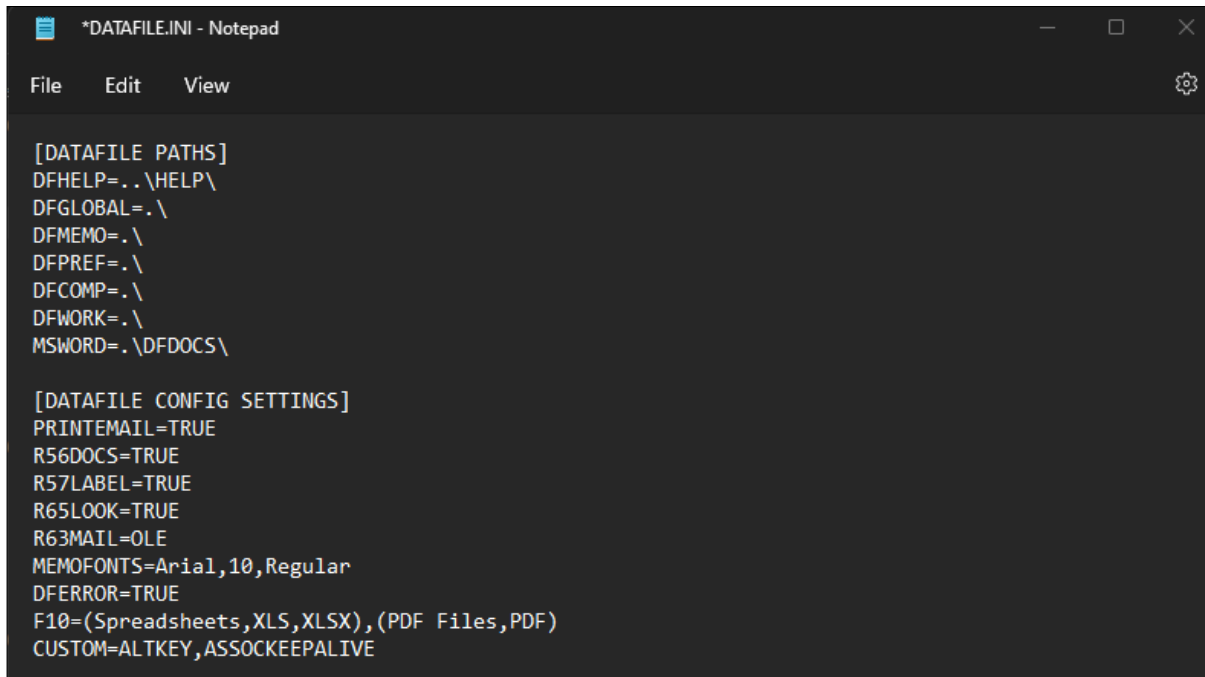
[MAIL AND OFFICE LINKS]
;R60OUTLOOK=FALSE
;R60WORD=FALSE
EXCELMODE=2007
;WORDMODE=NOWORD
OFFICEMODE=2017
;USE_PDF_A=TRUE
BROWSER=C:\Program Files (x86)\Google\Chrome\Application\chrome.exe

Ln 19, Col 1 | 100% | Windows (CRLF) | UTF-8
```

To set this feature add the command

```
CUSTOM=ASSOCKEERALIVE
```

As a line item to the INI (note can add anywhere, just ensure press <Enter> afterwards).



```
*DATAFILE.INI - Notepad
File Edit View
[DATAFILE PATHS]
DFHELP=.. \HELP\
DFGLOBAL=.\
DFMEMO=.\
DFAPREF=.\
DFACOMP=.\
DFWORK=.\
MSWORD=.\DFDOCS\

[DATAFILE CONFIG SETTINGS]
PRINTEMAIL=TRUE
R56DOCS=TRUE
R57LABEL=TRUE
R65LOOK=TRUE
R63MAIL=OLE
MEMOFONTS=Arial,10,Regular
DFERROR=TRUE
F10=(Spreadsheets,XLS,XLSX),(PDF Files,PDF)
CUSTOM=ALTKEY,ASSOCKEEPALIVE
```

If you already have a CUSTOM= entry add the ASSOCKEEPALIVE option as an additional parameter at the end.

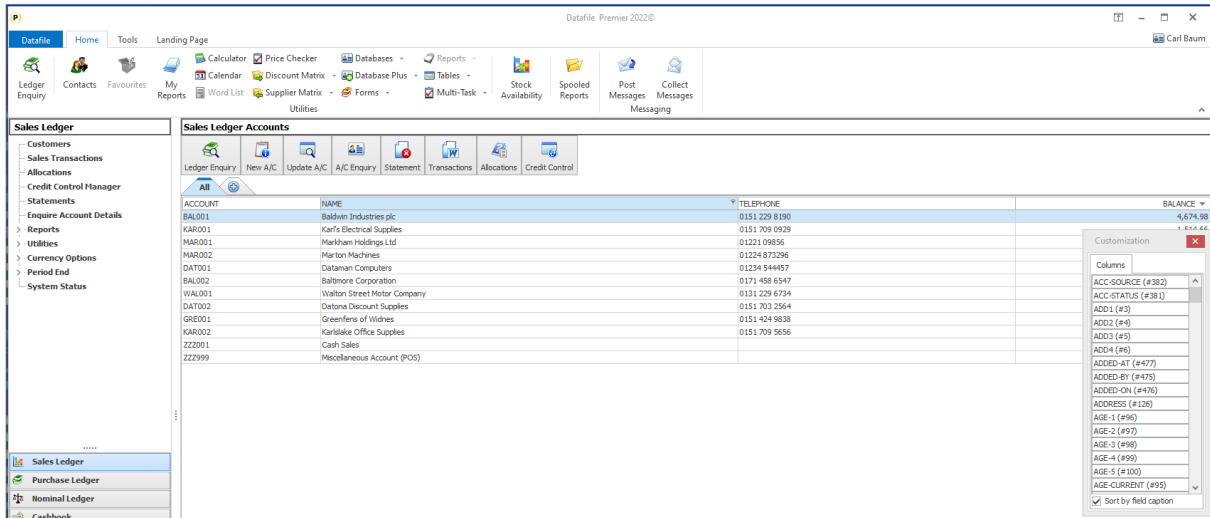
```
CUSTOM=ALTKEY,ASSOCKEEPALIVE
```

Landing Pages

Field Chooser Display Sequence

Datafile 2023 Only

When using the field chooser options to add a data item to the list within the Landing Page or the Ledger Enquiry the data items are listed in item number order by default. From this update you can select to list these items on an item name basis.



Sort by Field Caption – if set then items are listed in alphabetical order, if unset they’re listed in item no order.

Ledger Enquiry and Landing Page Date Formats

Datafile 2023 Only

When dates are displayed on the landing page or ledger enquiry the system takes the display format from the user’s pc profile. For most users this is all that is required – the format on the user’s profile having been set to UK (DD/MM/YYYY) or US (MM/DD/YYYY) formatting.

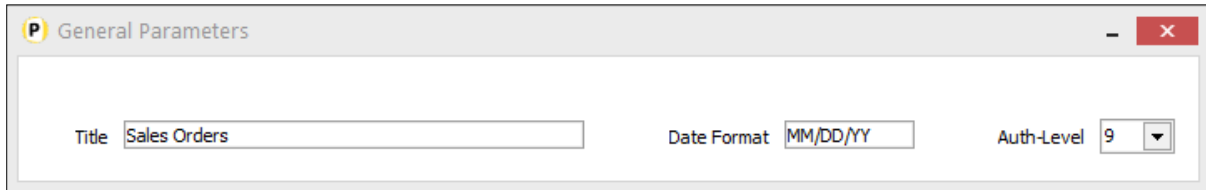
From this update the date format will be taken from the DFD structure and apply to the landing page and ledger enquiry accordingly.

Sales Orders									
Ledger Enquiry New Order Update Order Change Details Order Status Replicate Order Order Enquiry Print Order Delivery Note GRN Invoice Credit Note									
All Outstanding for Delivery Delivered Not Invoiced Quotes Orders On Hold									
ORDER-REF	STATUS	ACCOUNT	ACCOUNT-NAME	DATE-REQUIRED	ORDER-VALUE	INVOICE-VALUE	DELIVERY-STS	INVOICE-STS	
000009	A	BAL001	Baldwin Industries plc	31/01/2021	742.95	0.00			
000008	H	BAL002	Baltimore Corporation	31/01/2021	794.93	0.00			
000007	A	BAL001	Baldwin Industries plc	31/01/2021	989.96	0.00			
000006	A	BAL001	Baldwin Industries plc	31/01/2021	1,179.98	0.00			
000005	C	BAL001	Baldwin Industries plc	31/01/2021	742.95	742.95	Fully Delivered	Fully Invoiced	
000004	Q	MAR001	Markham Holdings Ltd		766.93	0.00			
000003	A	DAT002	Datona Discount Supplies	31/01/2021	766.93	0.00	Fully Delivered		
000002	C	DAT001	Dataman Computers	31/01/2021	1,140.00	1,140.00	Fully Delivered	Fully Invoiced	
000001	C	KAR001	Karl's Electrical Supplies	31/01/2021	1,289.07	1,289.07	Fully Delivered	Fully Invoiced	

Sales Orders									
Ledger Enquiry New Order Update Order Change Details Order Status Replicate Order Order Enquiry Print Order Delivery Note GRN Invoice Credit Note									
All Outstanding for Delivery Delivered Not Invoiced Quotes Orders On Hold									
ORDER-REF	STATUS	ACCOUNT	ACCOUNT-NAME	DATE-REQUIRED	ORDER-VALUE	INVOICE-VALUE	DELIVERY-STS	INVOICE-STS	
000009	A	BAL001	Baldwin Industries plc	01/31/2021	742.95	0.00			
000008	H	BAL002	Baltimore Corporation	01/31/2021	794.93	0.00			
000007	A	BAL001	Baldwin Industries plc	01/31/2021	989.96	0.00			
000006	A	BAL001	Baldwin Industries plc	01/31/2021	1,179.98	0.00			
000005	C	BAL001	Baldwin Industries plc	01/31/2021	742.95	742.95	Fully Delivered	Fully Invoiced	
000004	Q	MAR001	Markham Holdings Ltd		766.93	0.00			
000003	A	DAT002	Datona Discount Supplies	01/31/2021	766.93	0.00	Fully Delivered		
000002	C	DAT001	Dataman Computers	01/31/2021	1,140.00	1,140.00	Fully Delivered	Fully Invoiced	
000001	C	KAR001	Karl's Electrical Supplies	01/31/2021	1,289.07	1,289.07	Fully Delivered	Fully Invoiced	

Changing Date Formats

To update a DFD to use UK or US date formats if you select **Database Systems** from the main menu followed by **Datafile Database Utilities, Create/Amend Database Structures** and **Amend Database Names/Formulae**. Enter the DFD filename when prompted and you will be prompted to amend the database name, date format and authority level.

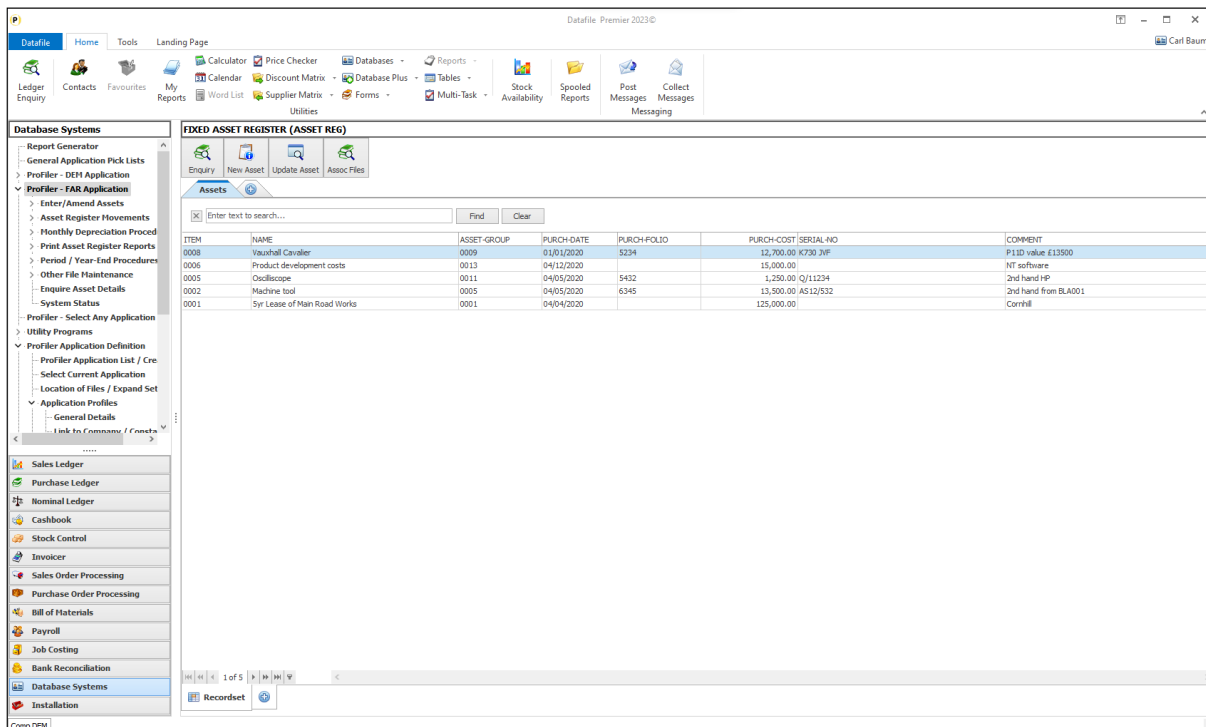


Press <Enter> and update as required. Once the header updated you will be able to update the data items names. Items will be displayed a screen (of 16) at a time - press the <Esc> key and respond Y to update to confirm each screen if no changes are required.

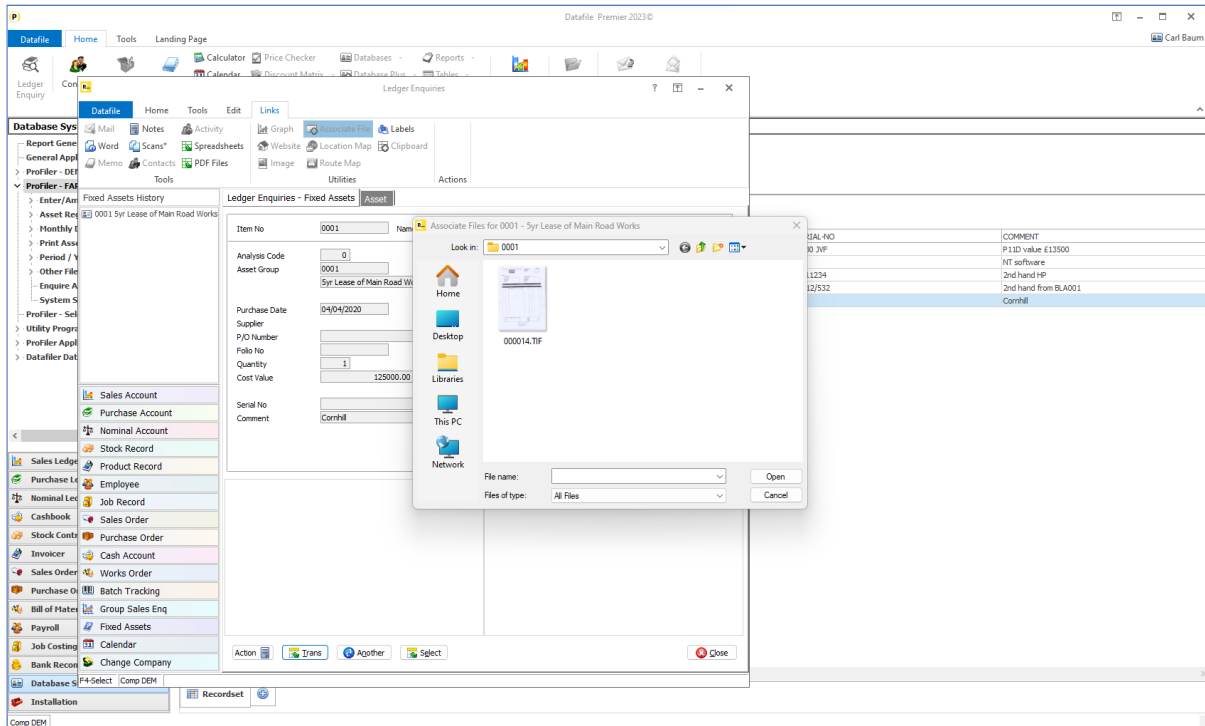
Link to Associate Files for Extra Applications

Datafile 2023
Premier Only

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. Datafile 2020 allowed an option to set a link to this folder from the landing page as you would to update an account etc. This feature was available for the standard Ledger Enquiry applications but has now also been added for the four user-definable applications.



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. You have the option to add these actions in both the standard application Landing Pages and Profiler Landing Pages.

To update the standard application landing pages, 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.

For **Profiler** select **Database Systems** followed by **Profiler Application Definition** and then **Application Profile** and **Landing Page Setup**. Choose the application required (if used an application this session will default to this) and then move to the second parameter screen to add the actions.

Profiler Landing Grid (2 of 3) - Action Toolbar

Datafile Home Tools Edit Links

Ledger Enquiry Contacts Calculator Price Checker Databases Reports About Company
 Calendar Discount Matrix Database Plus Tables Pause System
 Word List Supplier Matrix Forms Multi-Task Change Printer Stock Availability Spooled Reports Messaging

Utilities

Define up to 20 standard Datafile program options to place on the toolbar

	Applic	Parameter	Title	Key-Item	Auto	Comp		Applic	Parameter	Title	Key-Item	Auto	Comp
1	DT	005513	Enquiry	ITEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>		11				<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	PF	FAR/1/1A	New Asset		<input type="checkbox"/>	<input type="checkbox"/>		12				<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	PF	FAR/1/1U	Update Asset	ITEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>		13				<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	DT	005513Y	Assoc Files	ITEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>		14				<input checked="" type="checkbox"/>	<input type="checkbox"/>
5					<input checked="" type="checkbox"/>	<input type="checkbox"/>		15				<input checked="" type="checkbox"/>	<input type="checkbox"/>
6					<input checked="" type="checkbox"/>	<input type="checkbox"/>		16				<input checked="" type="checkbox"/>	<input type="checkbox"/>
7					<input checked="" type="checkbox"/>	<input type="checkbox"/>		17				<input checked="" type="checkbox"/>	<input type="checkbox"/>
8					<input checked="" type="checkbox"/>	<input type="checkbox"/>		18				<input checked="" type="checkbox"/>	<input type="checkbox"/>
9					<input checked="" type="checkbox"/>	<input type="checkbox"/>		19				<input checked="" type="checkbox"/>	<input type="checkbox"/>
10					<input checked="" type="checkbox"/>	<input type="checkbox"/>		20				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Action Previous Next Save Abandon

F5-Insert F6-Delete Comp DEM

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
- 11 **Extra Application 1**
- 12 **Extra Application 2**
- 13 **Extra Application 3**
- 14 **Extra Application 4**
- 15 Works Orders

Title – set as required

Key Item – set to the item on the current record that contains the primary key of the enquiry record (on the example above we've selected ITEM as that's the asset number, you could choose (for example) on the sales order landing page the sales account to show the associated files for the account or the order reference to link to the associated files for the order itself.

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

Company – select the company id if want to link to the action in a specific company, leave blank for current company.

Landing Pages – Data Item Aliases

Datafile 2023 Only

When using the landing page, the column headings are based on the data item name label within the Datafile database structure. Data Item Names are however limited to 13 characters. For the most part this is sufficient for users to interpret the data, but it can be useful to substitute an alternate label for clarity.

On the Sales Ledger landing page below the system is configured to show the account balance, the total value of outstanding sales orders and the turnover values for the last 12 months.

ACCOUNT	NAME	TELEPHONE	BALANCE	O/S-ACT-ORD	T/OVER-1	T/OVER-2	T/OVER-3	T/OVER-4	T/OVER-5	T/OVER-6	T/OVER-7	T/OVER-8	T/OVER-9	T/OVER-10	T/OVER-11	T/OVER-12
BAL001	Baldwin Industries plc	0151 229 8190	4,674.98	2,912.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KAR001	Karl's Electrical Supplies	0151 709 0929	1,514.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAR001	Marlham Holdings Ltd	01221 09856	1,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAR002	Marlon Machines	01224 87236	1,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DAT001	Dataman Computers	01234 54467	1,351.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAL002	Baltimore Corporation	0171 458 6547	447.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WAL001	Walton Street Motor Company	0151 229 8174	206.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DAT002	Datona Discount Supplies	0151 703 2644	0.00	766.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRE001	Greenfern of Widnes	0151 424 9838	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KAR002	Karl's Office Supplies	0151 709 3656	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZZ001	Cash Sales		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZZ999	Miscellaneous Account (POS)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

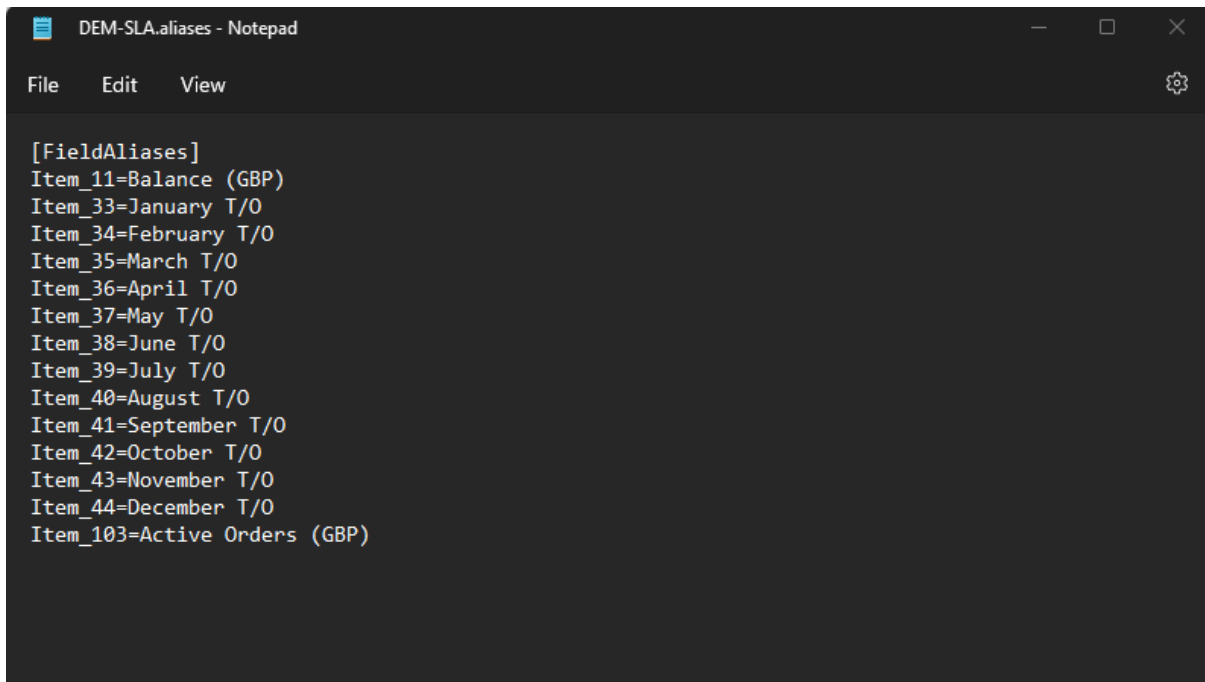
Here the same data is displayed but the alias options have been set to clarify that the Balance and the Sales Order values are in GBP and the month names have been set for the turnover values.

ACCOUNT	NAME	TELEPHONE	Balance (GBP)	Active Orders (GBP)	January T/O	February T/O	March T/O	April T/O	May T/O	June T/O	July T/O	August T/O	September T/O	October T/O	November T/O	December T/O
BAL001	Baldwin Industries plc	0151 229 8190	4,674.98	2,912.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KAR001	Karl's Electrical Supplies	0151 709 0929	1,514.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAR001	Marlham Holdings Ltd	01221 09856	1,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAR002	Marlon Machines	01224 87236	1,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DAT001	Dataman Computers	01234 54467	1,351.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAL002	Baltimore Corporation	0171 458 6547	447.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WAL001	Walton Street Motor Company	0151 229 8174	206.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DAT002	Datona Discount Supplies	0151 703 2644	0.00	766.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRE001	Greenfern of Widnes	0151 424 9838	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KAR002	Karl's Office Supplies	0151 709 3656	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZZ001	Cash Sales		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZZ999	Miscellaneous Account (POS)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Installation

Filename.Aliases

The system can pick up alternate filenames from a text configuration file. The file should be named as per the DFD but with the suffix .Aliases rather than .DFD – i.e. above landing pages are displaying the Sales Accounts file DEM-SLA.DFD so the file for the aliases is DEM-SLA.Aliases



```

[FieldAliases]
Item_11=Balance (GBP)
Item_33=January T/O
Item_34=February T/O
Item_35=March T/O
Item_36=April T/O
Item_37=May T/O
Item_38=June T/O
Item_39=July T/O
Item_40=August T/O
Item_41=September T/O
Item_42=October T/O
Item_43=November T/O
Item_44=December T/O
Item_103=Active Orders (GBP)

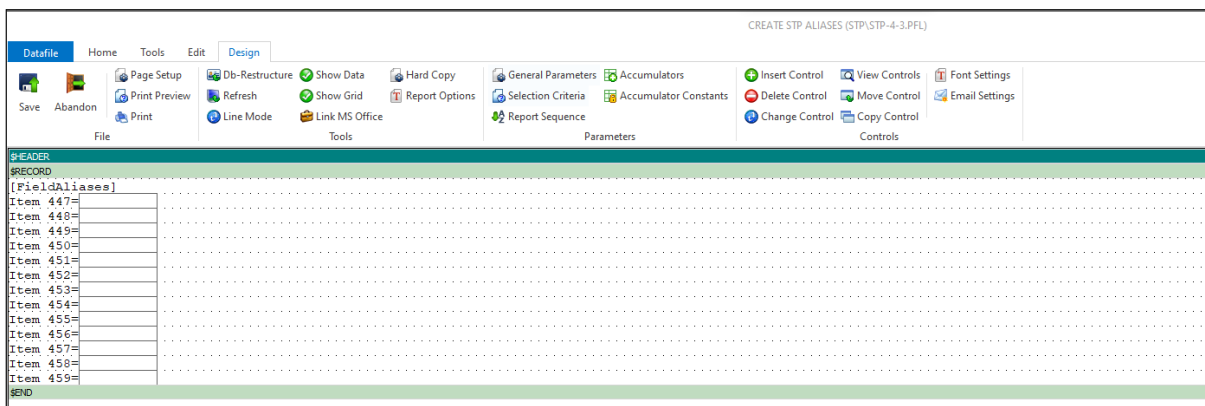
```

The text file has a command header [FieldAliases] and then for each line you wish to change the label for you enter the item number and the label to display.

Notes

Users will often develop Profiler applications that update 'bucket' items on a database in relation to a date – particularly of use when forecast planning. For example, to show stock demand over the next 13 weeks and populate this based on sales orders and the date required.

If creating an application to do this, you can also use the Profiler actions to populate the Alias file for the landing page so that the column heading reflects the date of each 'bucket'.



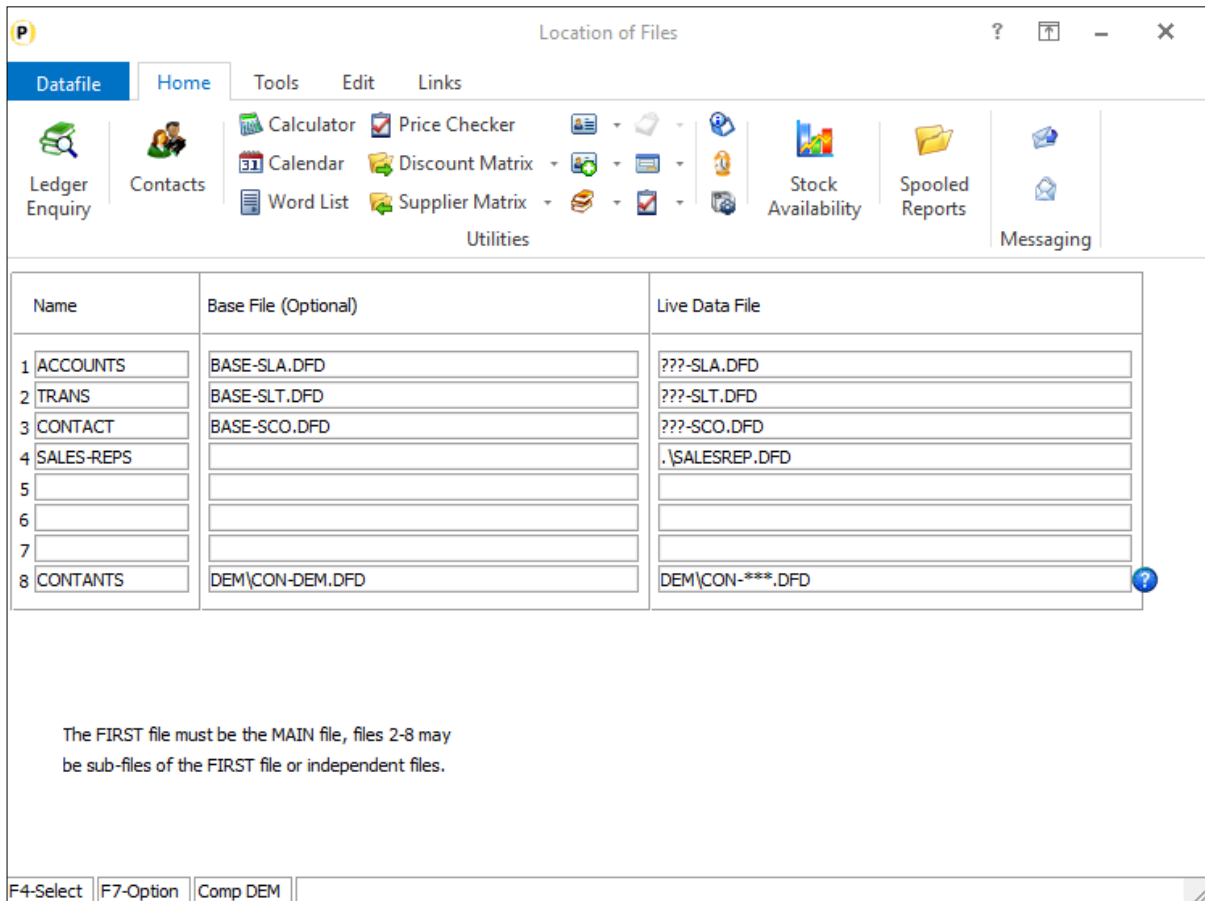
Here the alias file is created from a User Defined report with the bucket titles updated from constant data items that were used to record the date slots.

Profiler

Datafile 2023 Only

Auto Create Live Files from Base Files

Profiler applications allow for the use of company and user wildcards within the application live file pathname.



Here the main application files use ??? in the live file pathname for the databases allowing the application to be in use for multiple companies. When using the profiler application, the ??? is replaced with the current company id.

The constant file uses *** in the live file pathname allowing for an individual constant file database per user. When using the profiler application, the *** is replaced with the current user id.

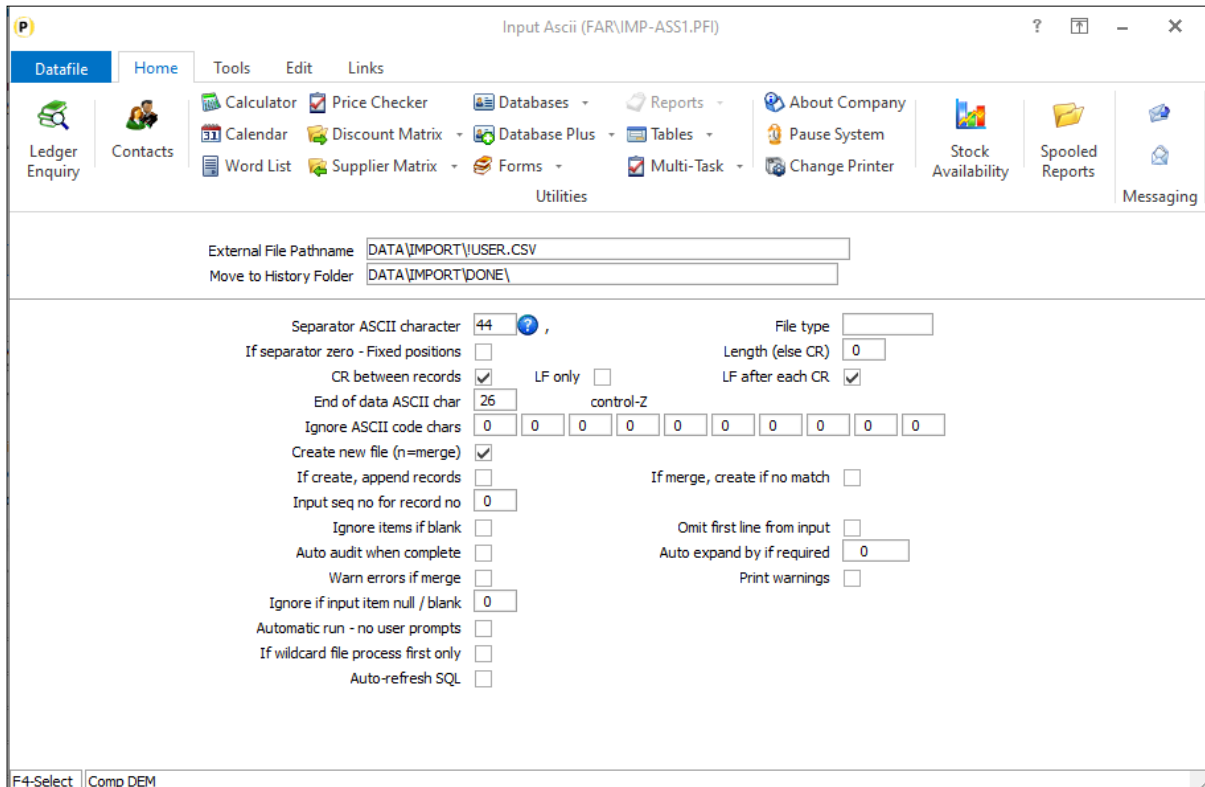
Prior to this release when a new company is created, or a new user is added the databases needed to be manually created before the application could be used for that company / user or the system will report an error that the file was not found.

Provided the base file pathname is recorded the system will now automatically create the live file for the current company / user-id by copying the nominated base file and then expanding based on the file expansion settings where appropriate.

User-ID Wildcards in Data Interchange Imports

Datafile 2023 Only

When transferring data between systems and applications you can use CSV files. As part of the import definition, the system allows for the use of wildcards within the CSV filename. This new option allows you to use the current user-id as a wildcard within the filename or folder path for the CSV import.

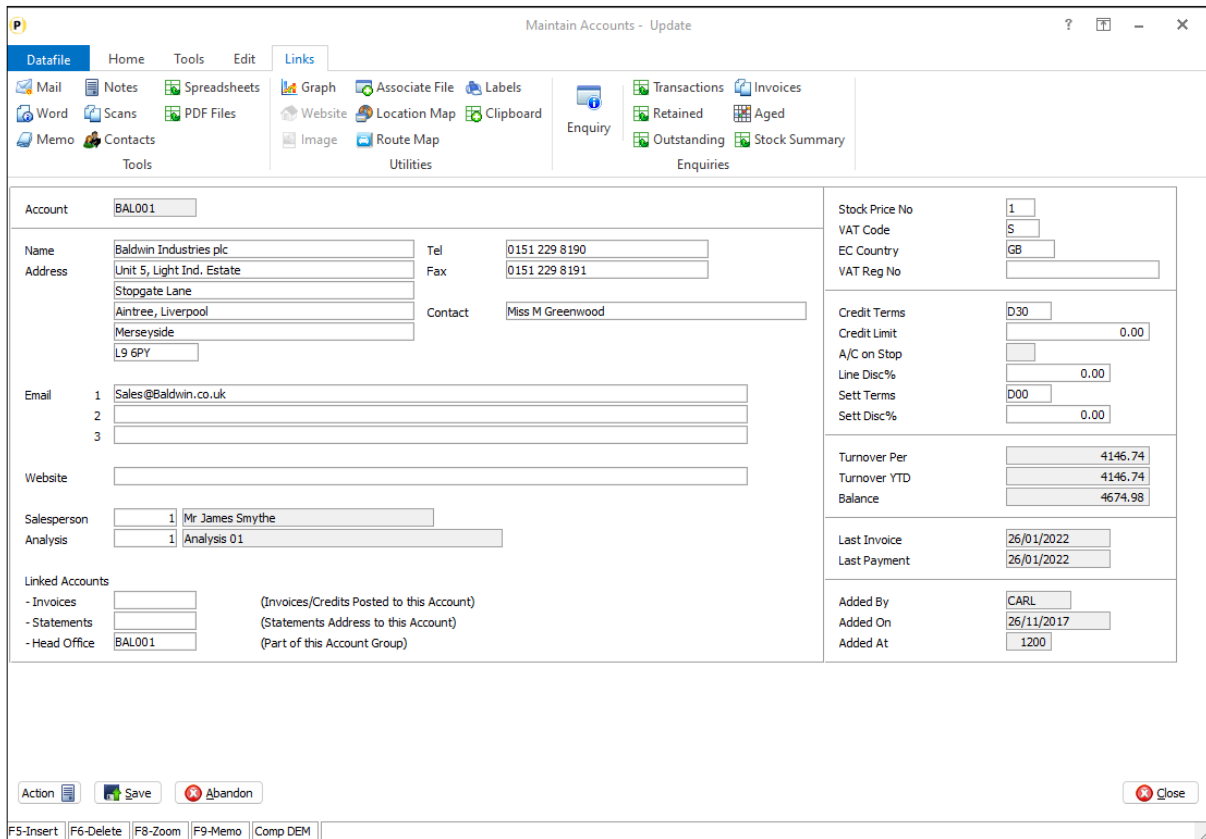


Within the external file pathname you can include !USER and this will be replaced with the current user-id when processing.

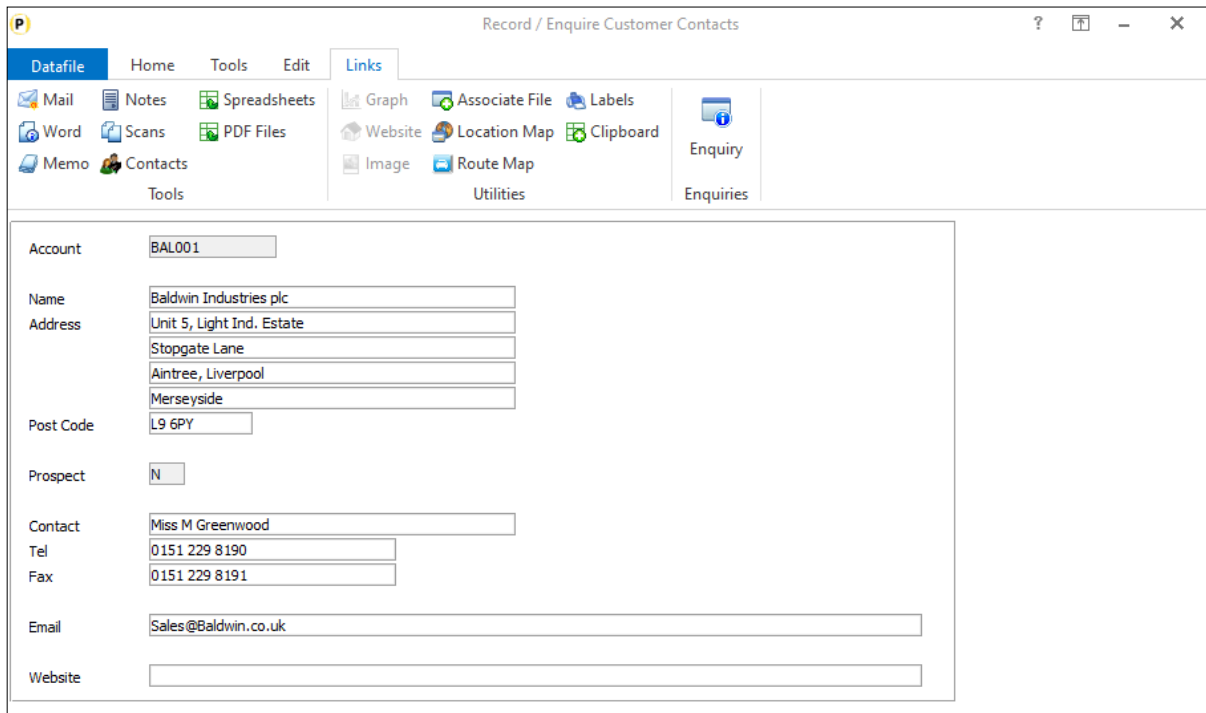
Screen Actions – Links Tab

Datafile 2023 Only

Within the main applications then when (say) updating a sales account the ribbon defaults to the 'Links' tab and offers actions to link to the Ledger Enquiry and offers shortcut enquiry options based on the transaction 'drill-down' options available.



Within Profiler if updating a record, the ribbon defaults to the 'Home' tab. The Links tab is available and will activate the 'Enquiry' button if the application is linked to a company / application, but you must manually select the Links tab and the transaction 'drill-down' options are not displayed.



This new feature allows you to allow a Profiler screen based on a main Ledger Enquiry database to default to the Links tab and to display the application transactions 'drill-down' links associated with that application.

Installation

Application Profile / Link to Company

To default to the 'Links' tab you first need to ensure that the Profiler application is set to 'link to a company'

The screenshot shows the 'Multi Company Files' application window. The 'Links' tab is selected in the top navigation bar. Below the navigation bar, there are several tool icons including Calculator, Calendar, Word List, Stock Availability, Spooled Reports, and Messaging. A section titled 'Link To Application Company ?' has a checked checkbox. Below this, there is explanatory text about linking Profiler applications to a Datafile company, including a list of three points: 1. Live Files pathnames can contain ???, 2. The Constants database below can automatically pick up values from the company e.g. Name & Address, and 3. Support the memo feature from applications. At the bottom, there are three checkboxes: 'Show current company in menu headings ?' (unchecked), 'Use Discount Matrix?' (unchecked), and 'Use system wide references by company ? (DFCONST.???)' (unchecked). A 'Constants Database Number ?' dropdown menu is set to '0'. The footer of the window shows 'Comp DEM'.

Multi Company Files

Datafile Home Tools Edit Links

Ledger Enquiry Contacts Utilities Stock Availability Spooled Reports Messaging

Link To Application Company ?

Profiler applications may be linked to a Datafile company.
This can allow:-

1. Live Files pathnames can contain ???
E.g. ???-SLA.DFD will put the three char ID of the selected company in place of ??? whenever changed.
An actual file must be specified for the Base File to allow validation of the application.
2. The Constants database below can automatically pick up values from the company e.g. Name & Address.
3. Support the memo feature from applications.

Show current company in menu headings ? Use Discount Matrix?
Use system wide references by company ? (DFCONST.???)

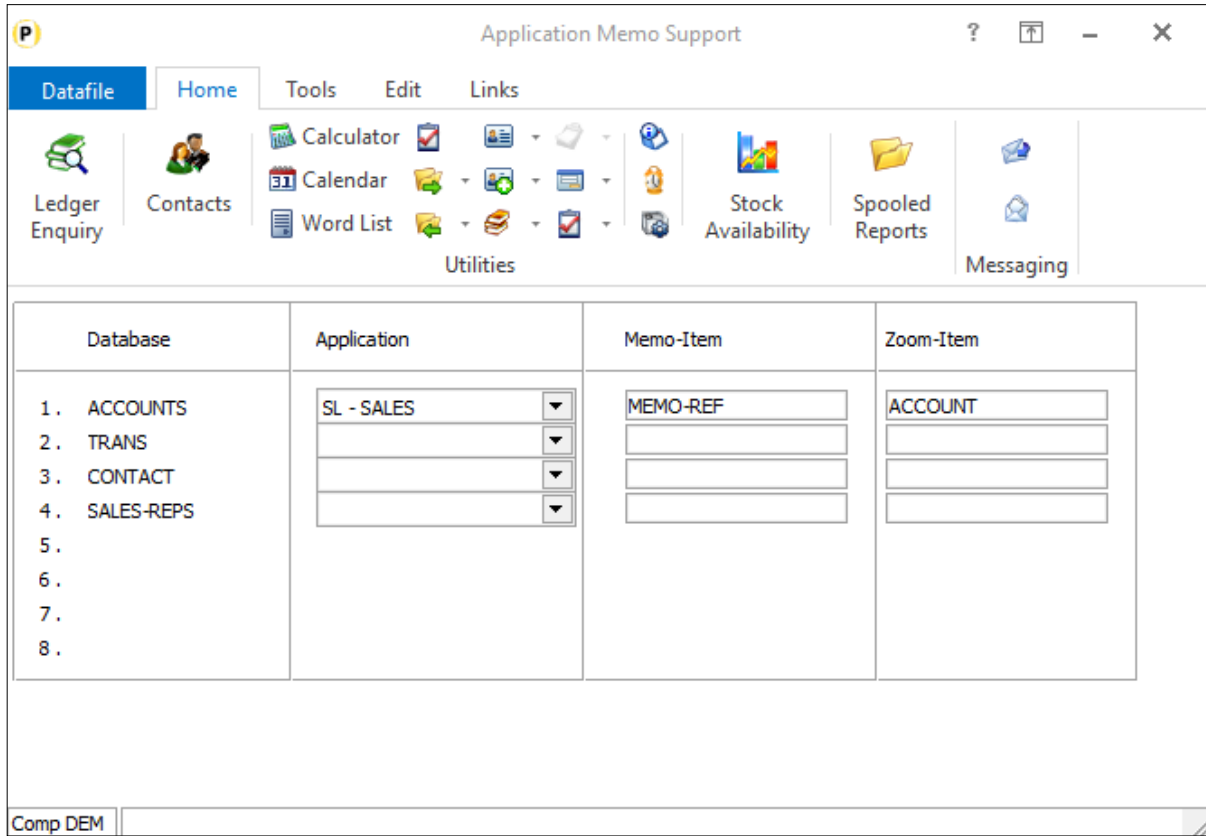
Constants Database Number ? 0

File no 1 to 8. Set links to company details with Datafile Profiles

Comp DEM

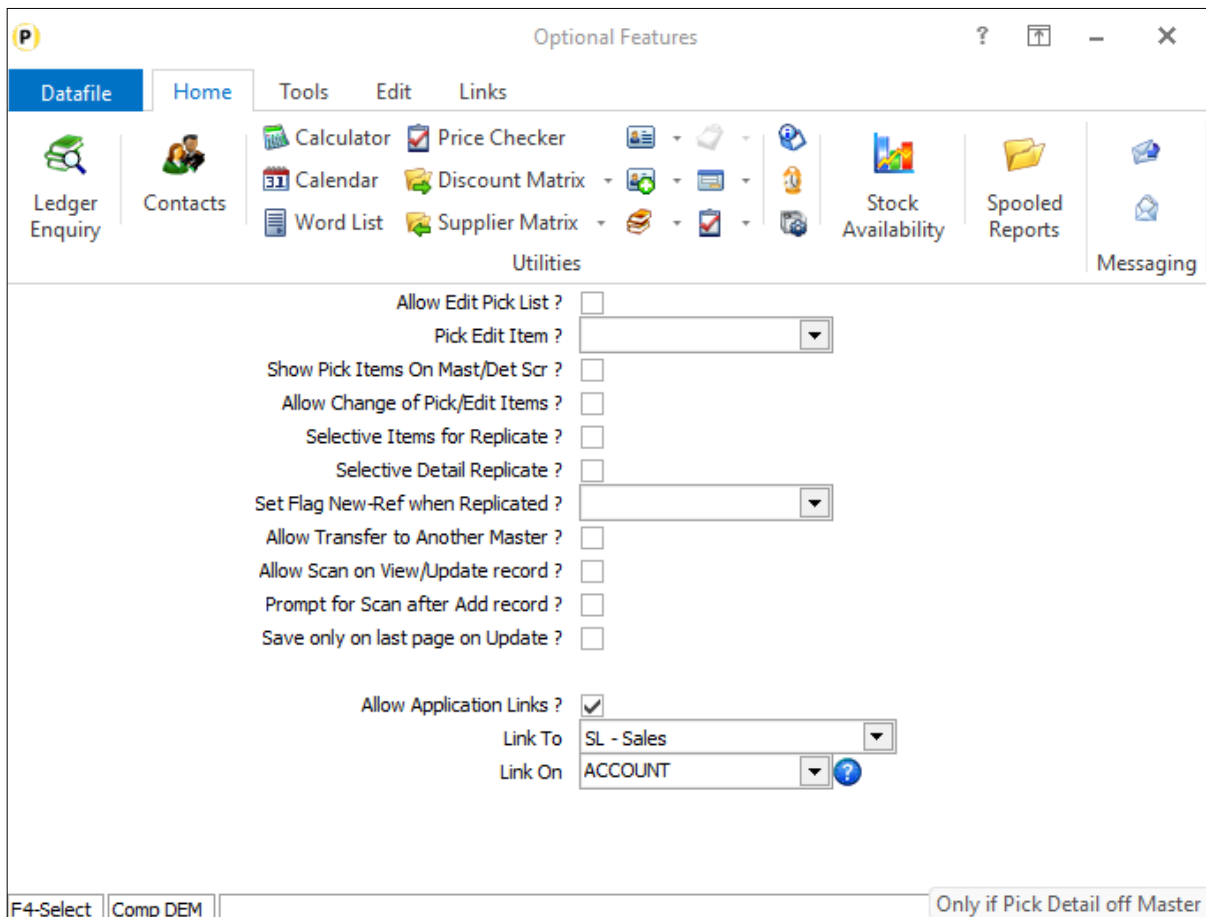
Application Profile / Application Menu Support

Next you need to link the databases used within the Profiler application to the Ledger Enquiry applications – where appropriate.



Profiler Options Definition / Change A Menu Layout / Screen Design

Lastly within the screen design itself you need to enable the option to allow links and to define the application and link item.



Allow Application Links – set to Y to default the ribbon to the Links view.

Link To – select the Ledger Enquiry application to link to. Note you can cross-applications. For example, if your screen is based on the Sales Order Header database you do not have to link to the sales order file you could link to the sales accounts file instead.

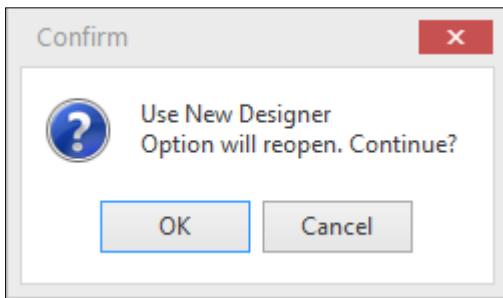
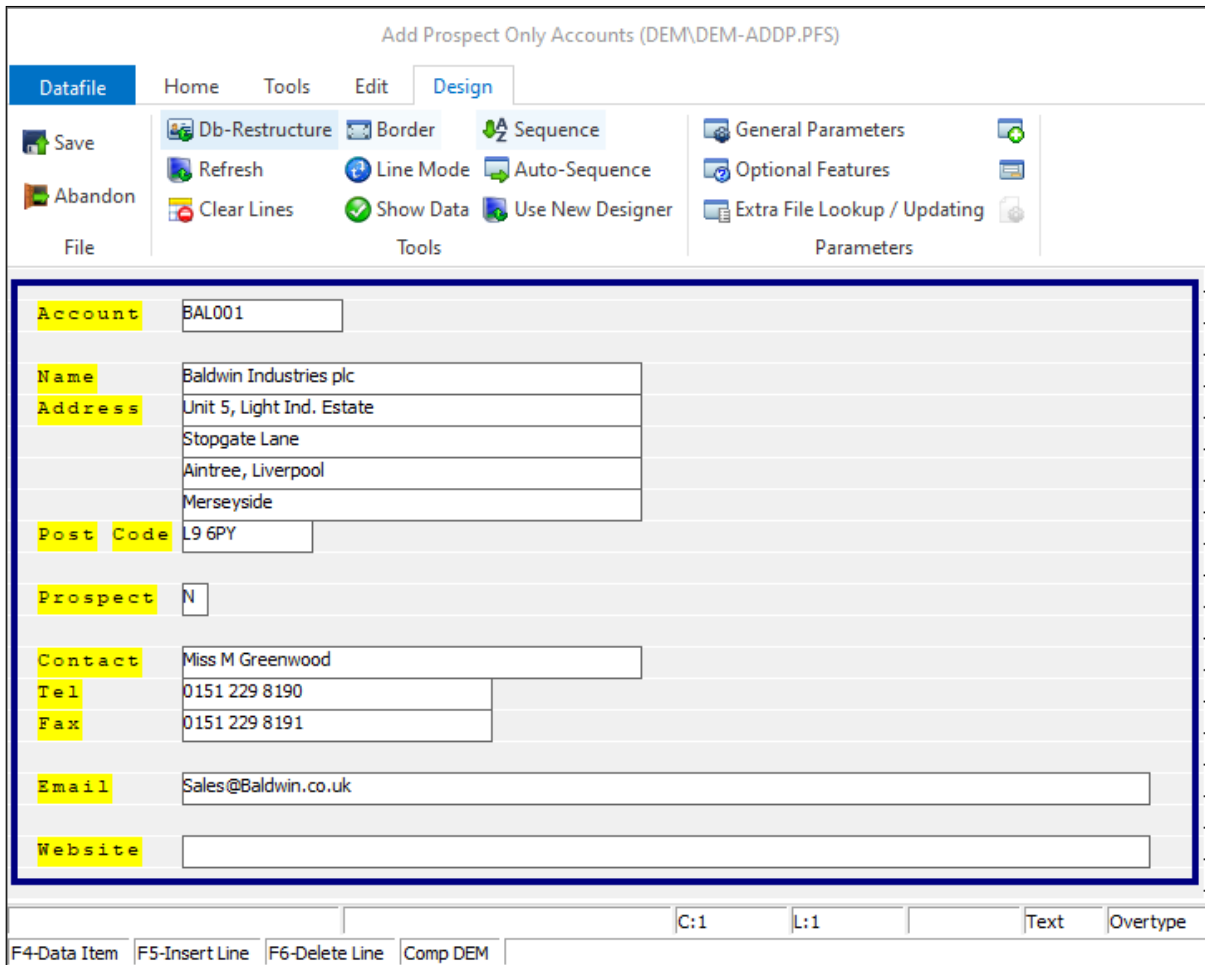
Link On – select the key item to link against. This would typically be the primary key of the application database the screen is based upon but if cross linking to another application (i.e., the example above with a screen on the Sales Orders but linking to Sales enquiry) nominate the appropriate link item.

Screen Design – Allow Increased Screen Sizes

Datafile 2023 Only

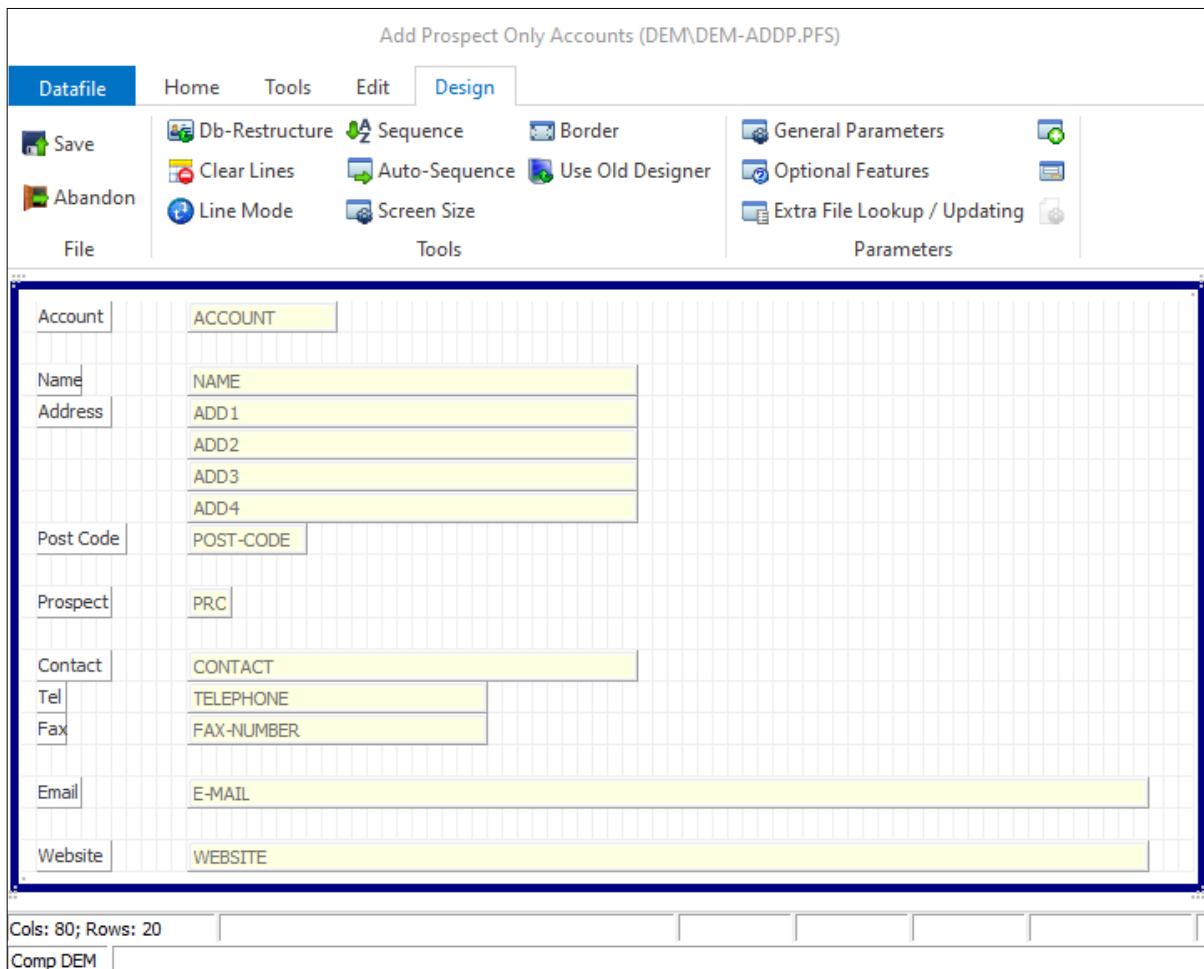
Over the last few Datafile Gold Maintenance updates the standard application maintenance and enquiry screens have been updated to allow bigger screen designs than the 80x20 limits. This has now been made available within Profiler.

When designing a screen, the initial display will be as per current designs.



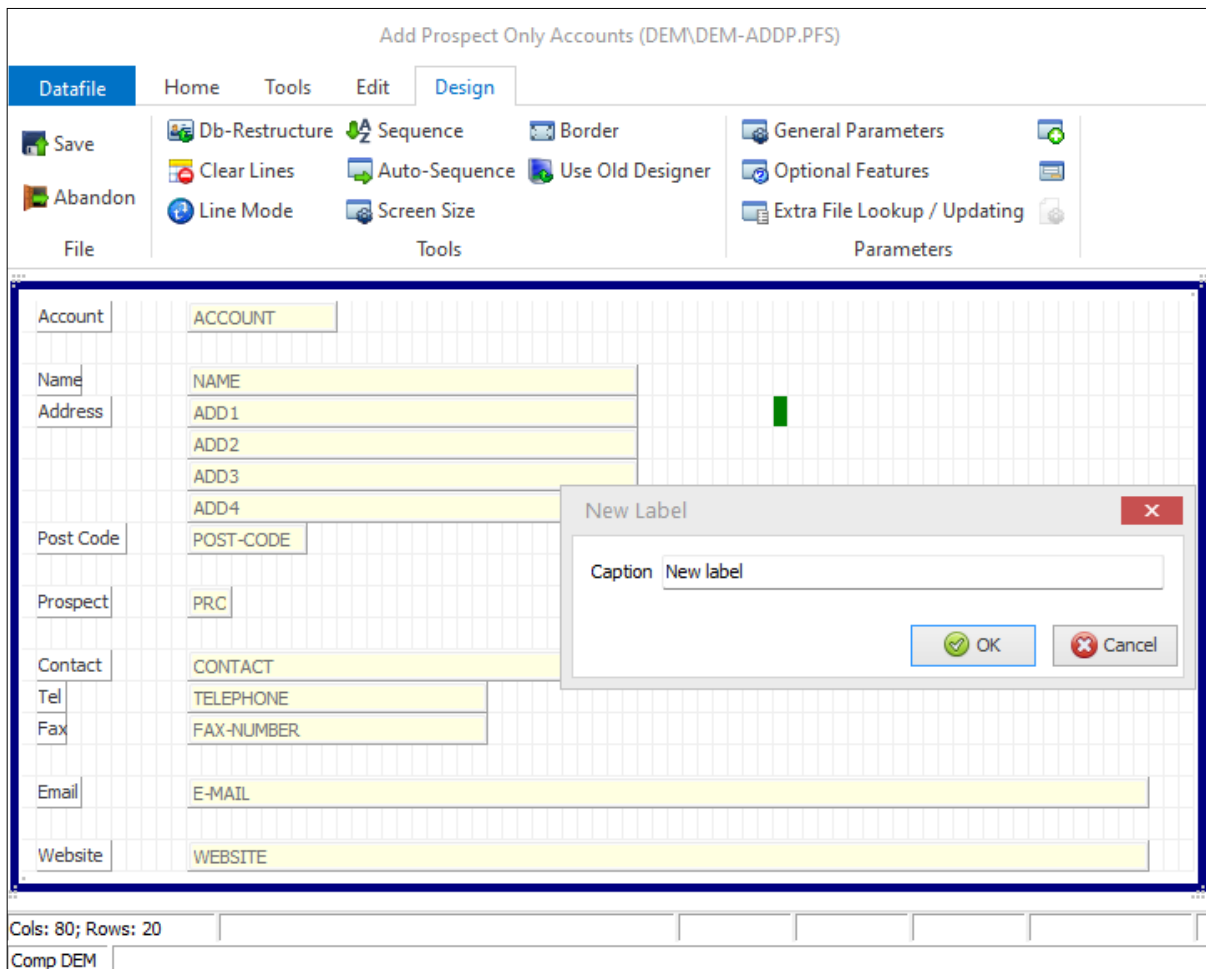
You can continue to design as now and keep the 80x20 limit as needed.

If you wish to design a larger screen you can select the 'Use New Designer' option on the ribbon. Selecting this will prompt to confirm you wish to convert the screen to the new designer. Confirming OK will update the screen template to the new format.



Once in the new format then you can still add text labels, data items and line borders but the configuration methods are slightly different than previously and are closer to the document design options rather than the previous screen design method.

Text Labels – to insert a new text label right click on the screen where you wish the label to appear and choose 'Add New Text Label'. You will then have the option to set the label.



You can move a text label to where required by clicking the label and dragging where required. Note that the screen design is formatted as per run-time so you can't (and no need) to display a label behind/ across other data item / line labels.

To change the label text right click and choose the Text Label Properties. To delete a label, click and select the delete key.

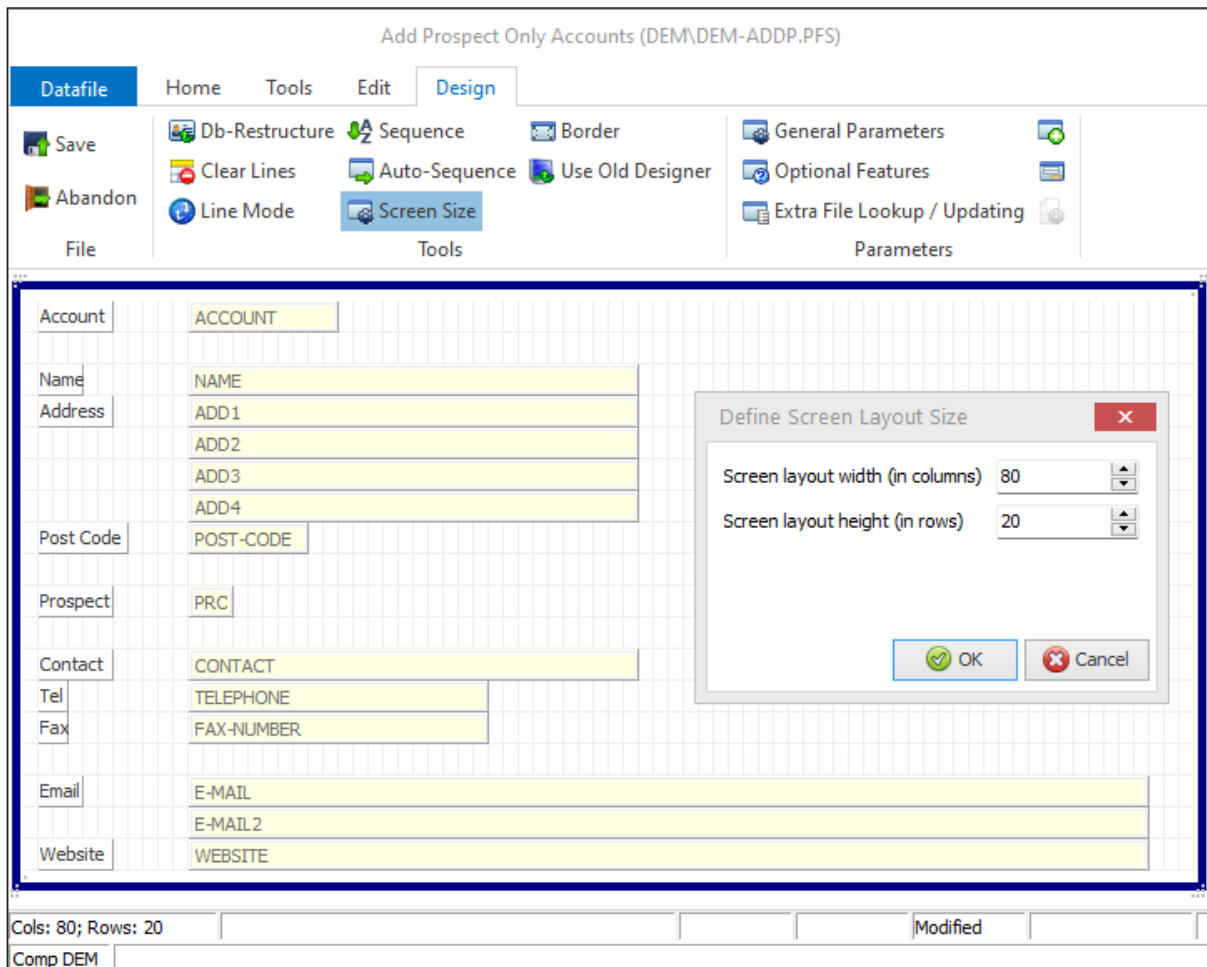
Data Items – to add a new data item right-click where required and choose to **Add Data Item**. If more than one database is available to choose the databases will be listed and you can then choose the item to display, if there is only one database available then this is automatically selected for you.

After selecting the data item, you can set whether the items is view-only, requires mandatory input and so on as now.

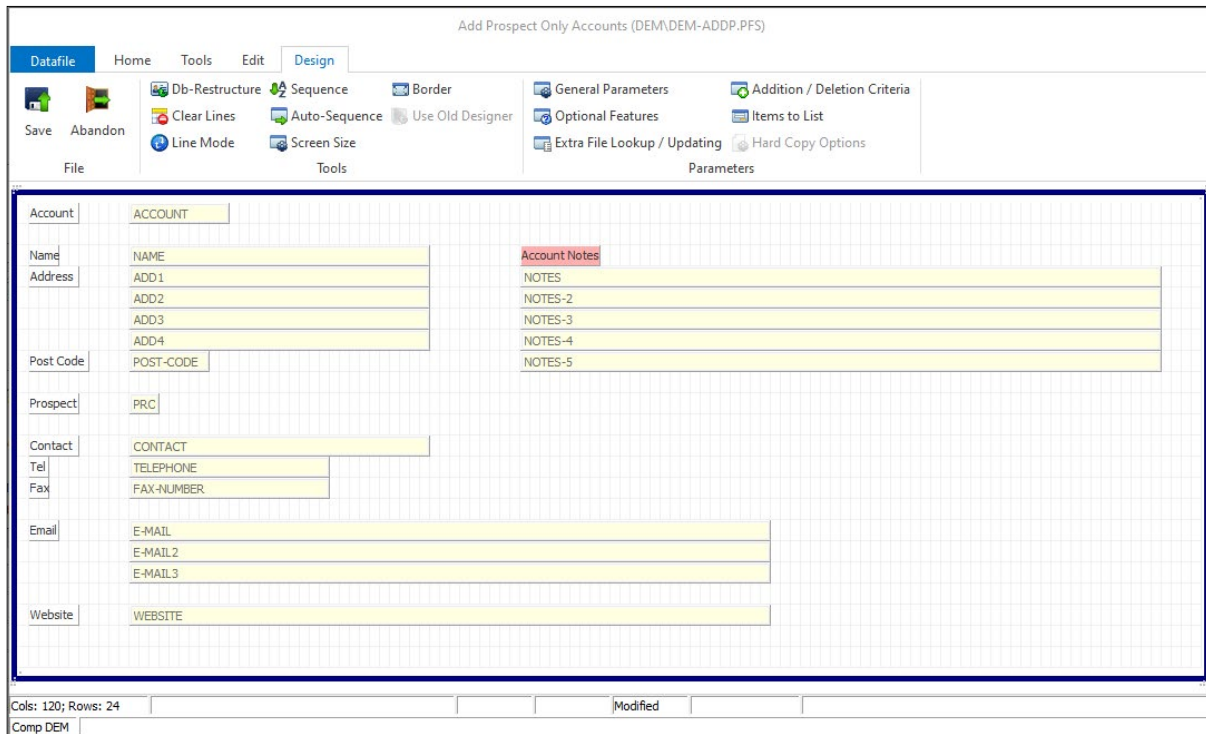
Line Drawing – to insert a line – horizontal or vertical – right-click and choose the option to insert a line. A short line will then be created, and you can use the mouse to extend or reduce in size as required.

Screen Size

To increase the height or width of the screen select the ribbon option for the **Screen Size**



The screen dimensions are then displayed allowing you to increase the width and/or height as required.



Note

Once you have converted a screen to the new designer and saved the changes – the screen will open and be maintained exclusively in the new designer.