Datafile 2024 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 <u>always</u> added to our development review list for consideration and potential inclusion in subsequent updates of the software as this release continues to demonstrate.

In this release, we have continued development of our new product Datafile 2024.

Datafile 2024 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 2024 please call your Datafile Partner.

Installing Datafile 2024 and Release 7.7

Updating Your Registration Number

To update your serial number to the new release (7.7) 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.
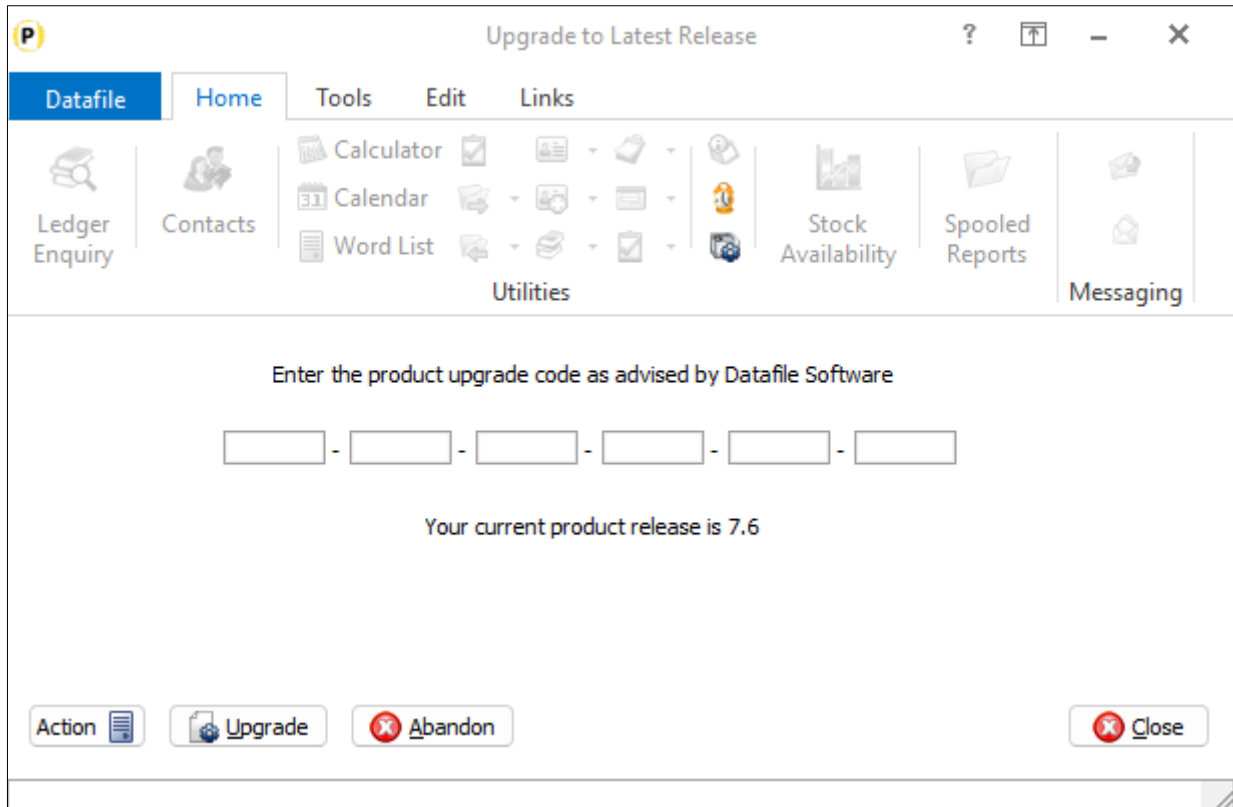
If the code is not accepted re-check that you have entered the code as supplied by your Datafile partner. If the code is still not accepted ask your Datafile reseller to arrange an update of the security file.

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 2024

Note that you cannot use the updated programs unless you have a registration / serial number beginning with '77'.

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 7.7 Update.exe" or "Datafile 2024 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:\REL77UPD for the Version 7.7 update (C:\DF2024UPD for the 2024 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) – 2024 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 REL77UPD / DF2024UPD 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

Restrict Access by Department

Existing functionality allows you to restrict access to customers by linking a customer record to a salesperson. If the Datafile user-id has a salesperson assigned then when viewing, updating, or reporting on customer accounts or sales orders they can only view customers and orders that are linked to their salesperson id. Other users who don't have a salesperson assigned can see all customers and sales orders.

This new feature extends this facility. Against each user you now also have the option to assign a Department ID. If set then only customers or sales orders linked to that department id can be viewed, updated, or reported against. In addition, the Department restriction extends to suppliers, purchase orders and stock records.

Departments

Options to set a list of departments and to assign a department to a user are part of the MASTER sign-on configuration options.

Selecting the **Master** option for **Department Settings** allows you to define up to twenty-six departments and to set that the department is in use. Update as required.
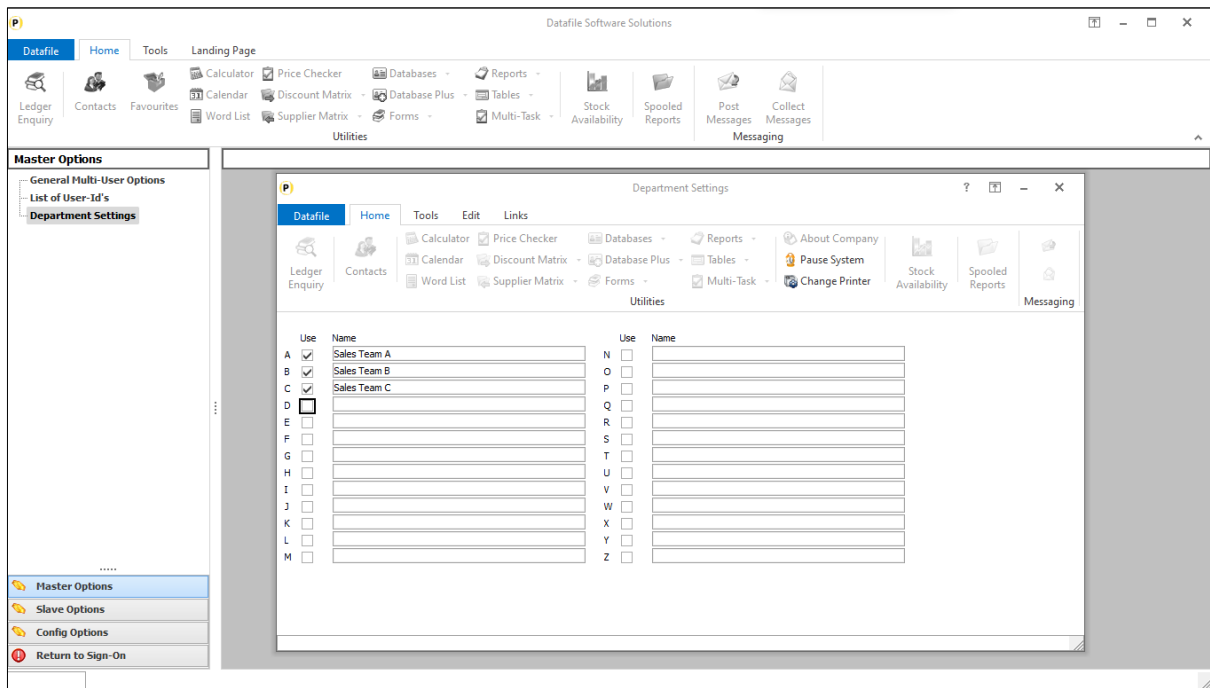
The **List of User Ids** option allows you to define the users who can access the system – within the individual user parameters is the option to set the users **Department ID**

Once a department is assigned to a user then only customers, suppliers, stock items, sales and purchase orders that have a matching department applied to it will only be accessible for the user.

Customers / Suppliers

When the customer or supplier landing page is displayed if the user does not have a department restriction applied then all records are displayed.

However, if a user has a department restriction applied, then only those customers/suppliers with a matching department id are displayed.

Restrictions to the matched departments applies throughout the Sales and Purchase Ledger –account maintenance, direct transaction posting, accounts and transaction reports will all restrict access to those accounts where the departments match the user-id.

In addition, similar restrictions are applied to customer/supplier selection within Ledger Enquiry and Adding New Sales and Purchase Orders.

Stock Records

As with Customers/Suppliers when the Stock Records landing page is displayed then if the user has a department restriction applied then only those stock records with a department match are listed.
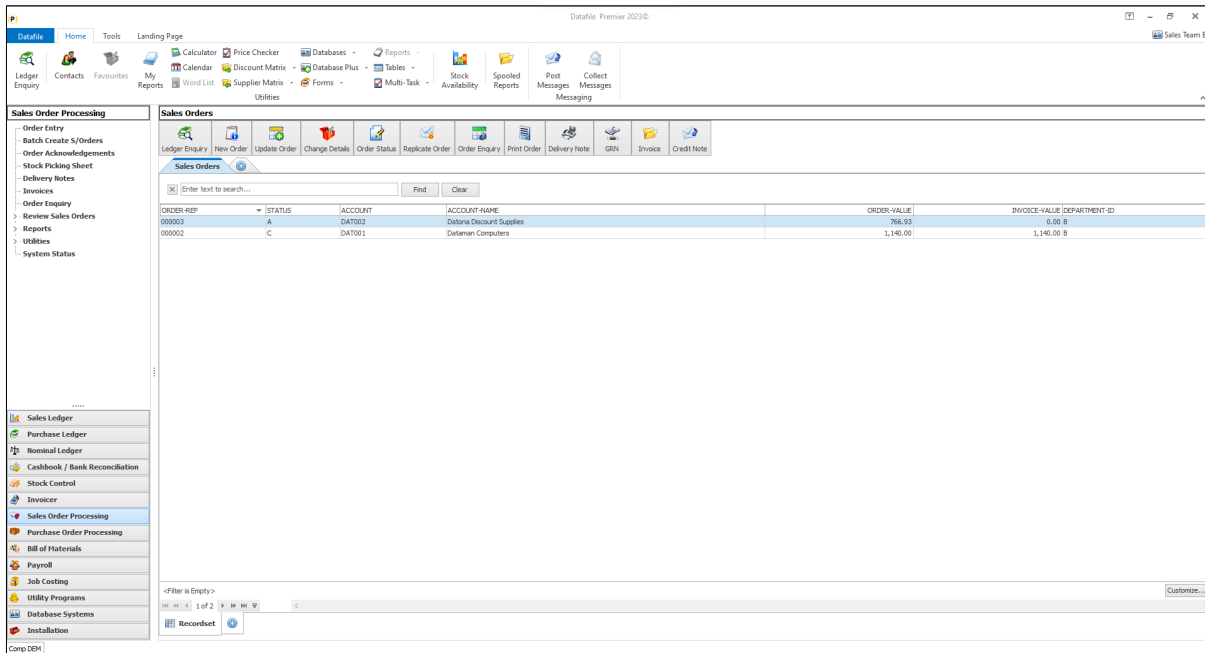

Restrictions to matched departments applies to features throughout Stock Control including Stock Maintenance, Direct Transaction Entry, Reports and Stock Take. In addition, similar restrictions are applied to the Stock Ledger Enquiry and to entry of new order lines within sales and purchase order processing (once the stock code has been selected for an order it can be amended/processed subject to department restrictions on the account/order).

Restrictions apply to the stock record selection – where location stock is in use each location is available for selection and the resulting stock items available for that location restricted by the department match. Similarly, batch/serial items are available for selection if the stock item is allowed for selection.

Sales / Purchase Orders

When creating new sales or purchase orders the primary restrictions will be driven by any customer/supplier or stock restrictions. A user would not be able to enter a new order for a customer/supplier whose department doesn't match that of their user id. Similarly, they would not be able to select a stock code where the department doesn't match.

Once the Sales/Purchase Order has been created the restrictions are based on the department code on the Order Header/Line. This will typically be set based on the department code from the customer/supplier.

Restrictions to matched departments apply throughout Sales and Purchase Order Processing including Order Entry, Document Production and Reports. In addition, restrictions are applied to the Ledger Enquiry for Sales and Purchase Orders.

Installation

Database Changes

Changes are required to the Sales Accounts/Transactions, Purchase Accounts/Transaction, Stock Records/Transactions Sales Order Header/Detail and Purchase Order Header/Detail databases to record the department id. You only need to add the item to databases you wish to restrict access to.

To add the item, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the required application and elect to update the **Live Files** and then select the 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
SLA	DEPARTMENT	X (1)
SLT	DEPARTMENT	X (1)
PLA	DEPARTMENT	X (1)
PLT	DEPARTMENT	X (1)
STA	DEPARTMENT	X (1)
STT	DEPARTMENT	X (1)
SOH	DEPARTMENT	X (1)

SOD   DEPARTMENT   X (1)

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

Set Database Profiles

The new data items require referencing within the Database Profiles for the applications. To update the profiles, select **Installation** and then **Application Manager** and then **Set Database Profiles**. References are required in each of the main applications discussed and the following parameter screens contain the options to reference the new Department item.

Sales Ledger	Account Optional 4
	Trans Optional 4
Purchase Ledger	Account Aged Analysis
	Trans Optional 4
Stock Control	Stock Batch/Call
	Retail / Other Trans
Sales Orders	Header Optional 4
	Detail Optional 6
Purchase Orders	Header Optional 4
	Detail Optional 4

Reference each of the **Department Code** profiles to the item required.

In addition to the references against each of the databases you will need to define copy items to carry the department codes from the accounts to the transactions, orders, etc. Suggested copy items required would be:

Sales Ledger / Copy Acc to Trans – define copy item of department code from account to transaction.

Purchase Ledger / Copy Acc to Trans – define copy item of department code from account to transaction.

Stock Control / Copy Stk to Trans – define copy item of department code from stock record to transaction.

Sales Orders / Acc to Hdr – define copy item of department code from sales account to sales order header.

Sales Orders / Hdr to Det – define copy item of department code from the order header to order detail.

Purchase Orders / Acc to Hdr – define copy item of department code from sales account to sales order header.

Purchase Orders / Hdr to Det – define copy item of department code from the order header to order detail.

Application Screen Layouts

If applying the department restrictions to a customer, supplier, or stock record then an option to set/amend the department id is required.

Installer users can right-click on the options for customer, supplier or stock maintenance and select to configure option. Alternatively, select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities** and then the application required.   Select the main maintenance option and then the screen to 'add' new records.

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

Stock Control

Automatic Stock Take – Zero Quantity Adjustments
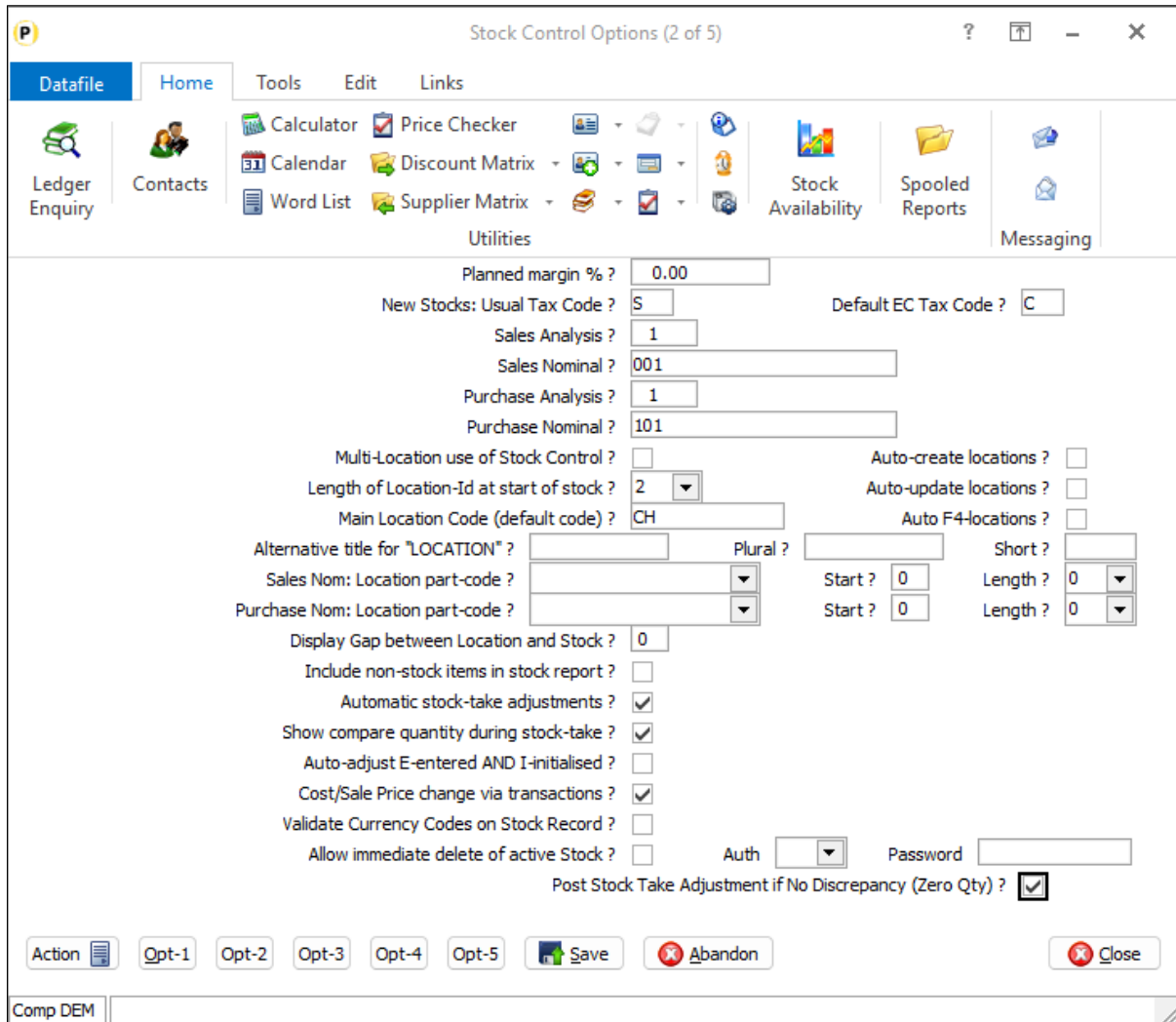
Datafile 2024 Only

When processing stock take adjustments the system writes a stock take adjustment transaction for each stock code with a discrepancy between the counted qty and the initialised 'compare' quantity. However, if no variance is found then the system does not write a stock transaction.

For audit purposes it is occasionally required to prove that a stock take has been actioned for key items, this new feature allows the system to write a stock take transaction with a zero qty to show that no adjustment was required.

Installation

System Profiles

A new option has been added to the Stock System Profiles to write a zero-quantity adjustment were required. To update the profiles, select **Installation** from the main menu and then **Lock Out All Systems**. Once the system locked choose **System Profiles** and select the Stock application. The new parameter is on screen **Opt-2** of the profiles.

Post Stock Take Adjustment if No Discrepancy (Zero Qty) – set this option to write zero quantity stock adjustments to the stock transactions if no discrepancy found.

Job Costing

Direct Cost Input – Default Unit

> Datafile 2024
> Diamond and Premier Only

When posting direct costs to job costing the system prompts for the unit (qty), the rate and calculates the value. When entering the number of units, the default is 0 and you can accept this and enter the value on its own (omitting unit/rate input). This new feature allows you to set the default unit so that it either blank (so 0 if appropriate is a conscious choice), default as now to 0, or default to '1'.
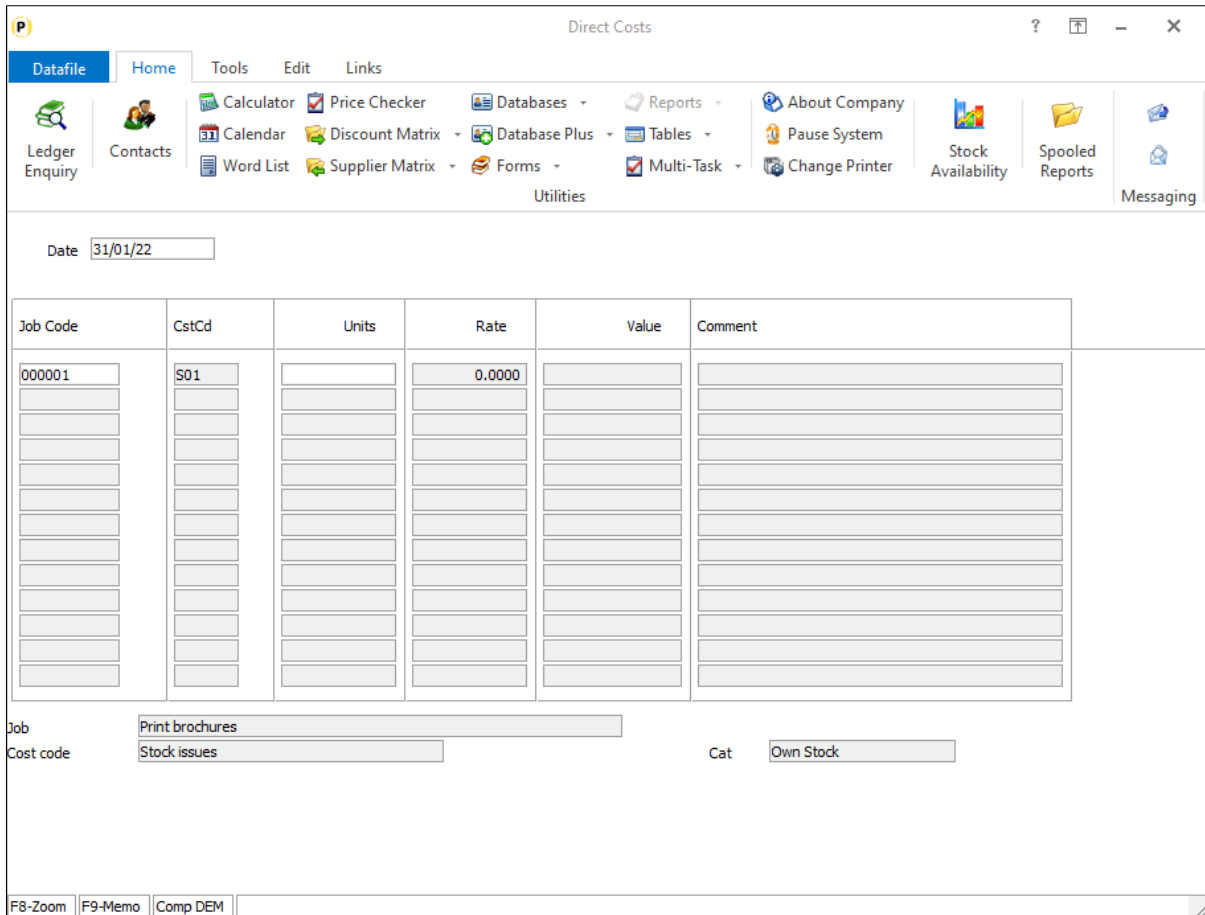
Installation

Application User Facilities

To set the default unit value Datafile Premier *Installer* users can right-click on the 'Direct Costs' application menu and select to configure option before moving to the second screen of parameters.

Alternatively select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities** and select the **Job Costing** application. Select **Enter Job Cost Details** and move to second screen of parameters.
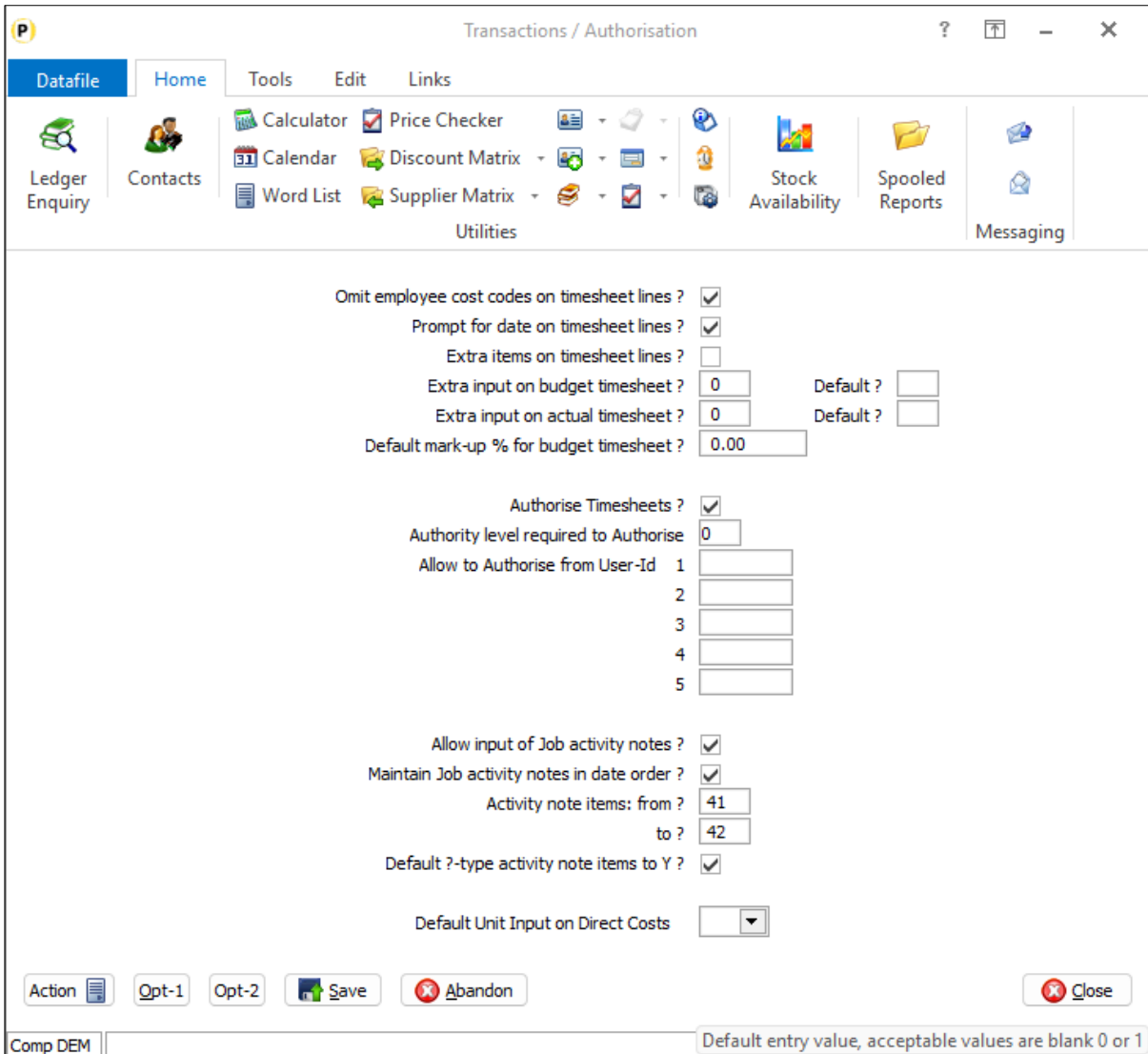
Default Unit Input on Direct Costs – set to blank to force input, leave as 0 or amend to '1' as required.

Sales / Purchase Order Processing

Order Entry - Allow Details Option when Updating Order Header

> Datafile 2024
> Diamond and Premier Only

When adding a sales or purchase order the system will automatically take you to the order detail entry screen after completing the order header. When updating, or viewing, the order header though you had to exit to update/view the details. A new option has been added with this release to allow you to access the order details when updating the order header.

When enabled a DETAILS button is available on the action options at the bottom of the screen. Note that when select the system will save any changes to the order header including processing any copy items. CLOSE on the details screen will exit from the order.
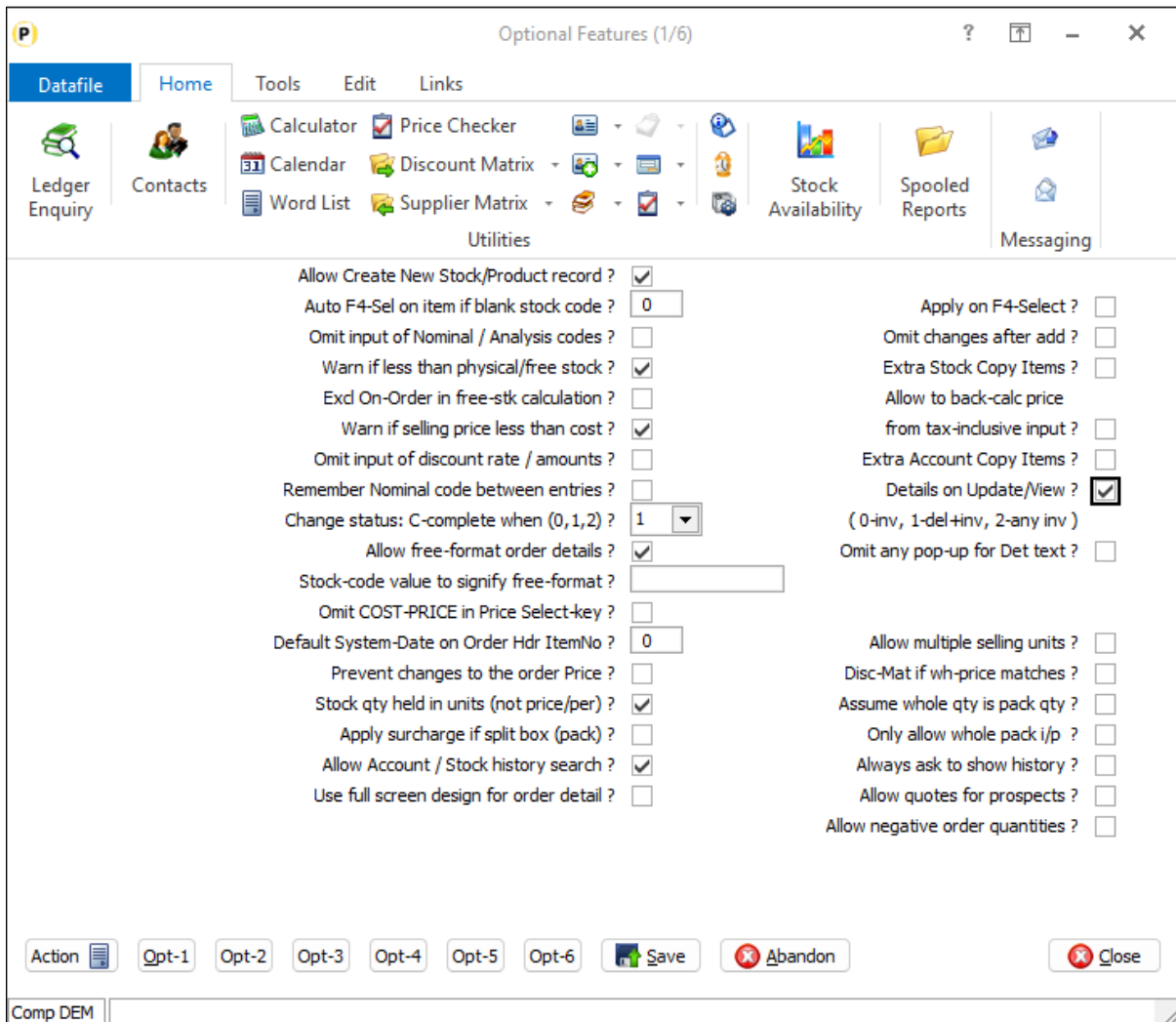
Installation

Application User Facilities

To enable the option for accessing the order details a new parameter has been added to the Order Processing **Optional Features**

Premier *Installer* users can update the parameters by right-clicking on the **Order Entry** option on the menu and choosing **Configure Option** before selecting **Advanced Input Facilities** and **Optional Features**.

Alternatively, users can select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the required Order Processing application and then **Enter/Amend Orders**, **Advanced Input Facilities** and **Optional Features**.

The options to enable details access are on screen 1 of the Optional Features.

Details on Update/View – set to allow DETAILS button when updating/viewing the order header.

Order Entry - Replicate Detail Within an Order

Datafile 2024
Diamond and Premier Only

When adding or updating an order you may have a situation where the order line you wish to add is very similar to an existing line on the order. You may, as an example, need to add a line on a sales order that requires the same product and associated detail but needs to be allocated a different delivery date or site reference. This new feature allows you to highlight an order line and replicate it.

When using the 'Detail Pick List' configuration for order entry you can scroll up/down the list of order lines and use the <F5> or <Ins> key to insert new line, <F6> or <Del> key to delete a line or press <Enter> to amend the order line. This new feature allows you to press the <F11> key to choose the line to be replicated and then move the highlighted entry to where you wish to copy the line to and press <F11> again to copy.

Installation

There are no specific installation options required to enable this feature but there are two pre-requisites for this feature to be used. Firstly, the system must be configured to be in 'Detail Pick' entry mode and secondly the option to 'Prevent Duplicate Stock Codes Within Order' must be disabled.

Order Entry - Replicate an Order / Selective Details

Datafile 2024
Diamond and Premier Only

When you replicate a sales or purchase order you are prompted to confirm if you want to replicate the order lines but not which lines to replicate. This new feature allows this option.
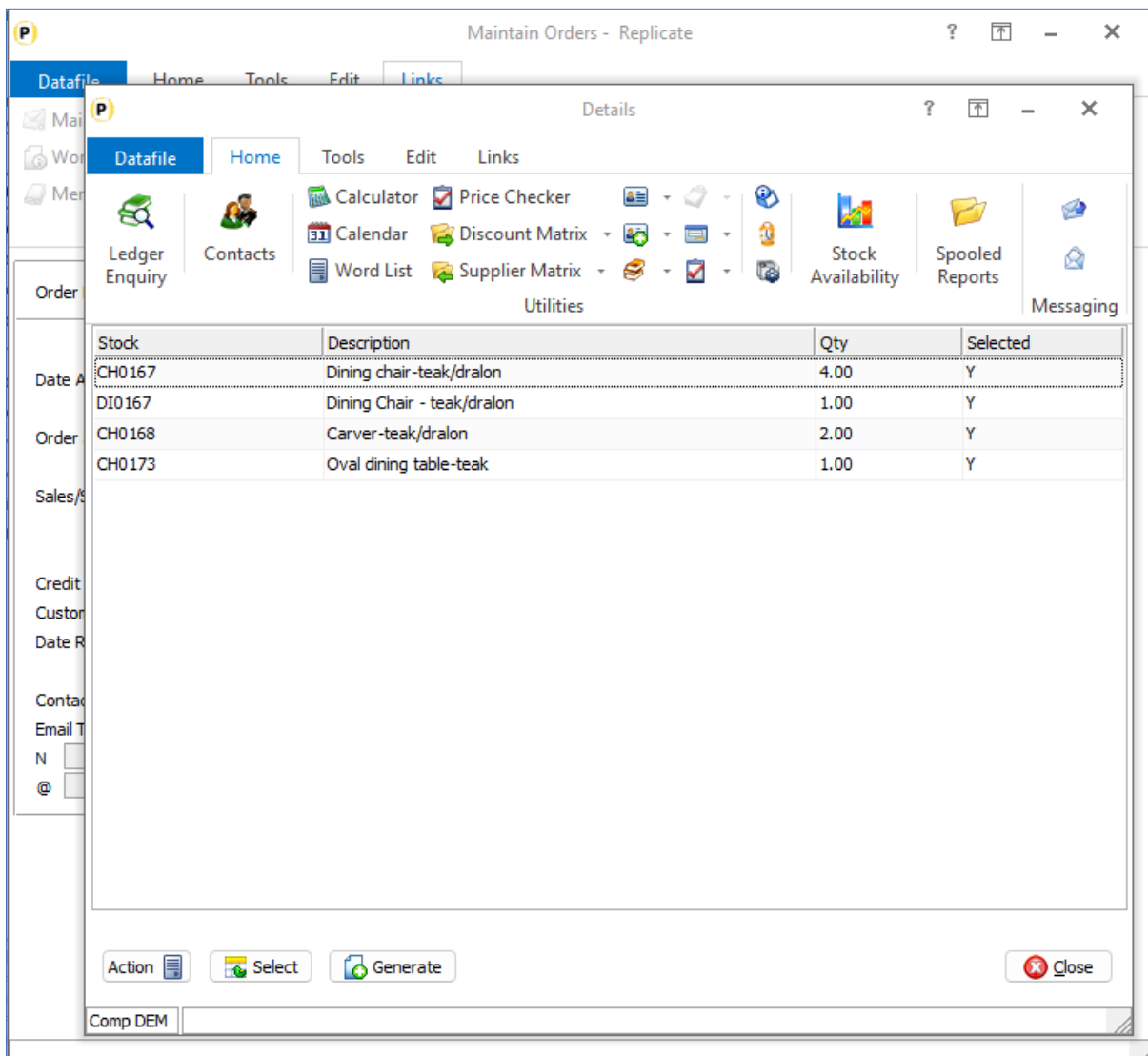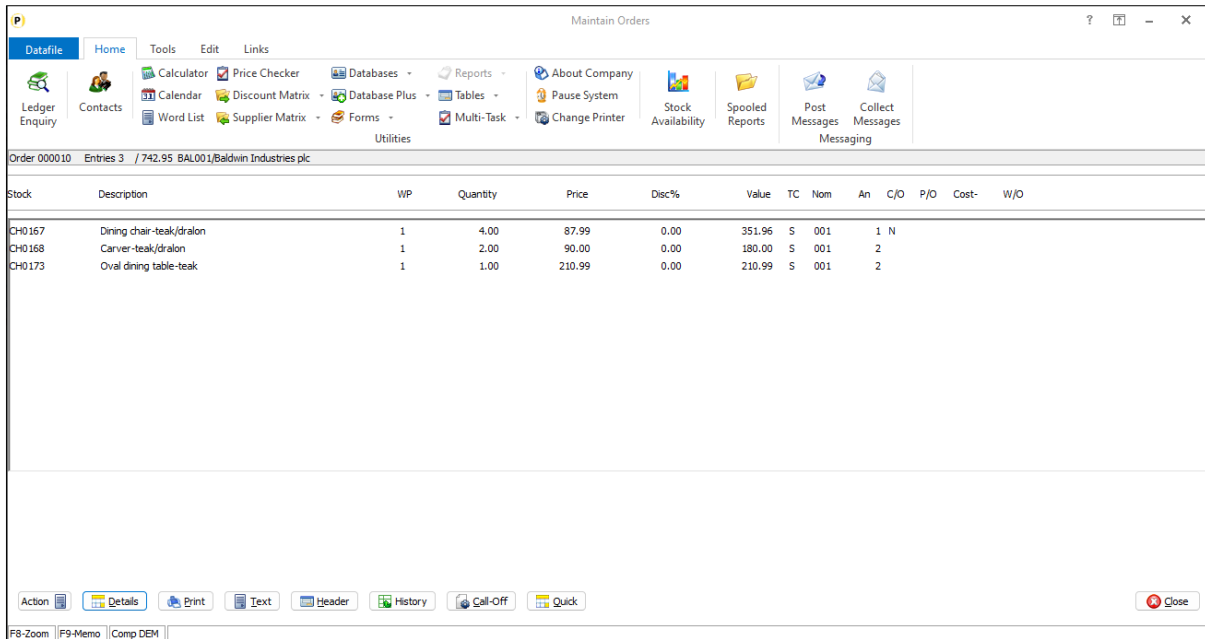

If enabled, then after replicating the order header the system will create a pick list for the order details. Subject to any criteria the system will presume all lines are to be replicated and you can either double-click a line or highlight line and click the SELECT button to toggle off/on whether you wish to replicate it.

Once ready click the GENERATE button to replicate the selected lines.

Installation

Application User Facilities

To enable the options for selective replication of details a new parameter has been added to the Order Processing **Optional Features**

Premier *Installer* users can update the parameters by right-clicking on the **Order Entry** option on the menu and choosing **Configure Option** before selecting **Advanced Input Facilities** and **Optional Features**.

Alternatively, users can select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the required Order Processing application and then **Enter/Amend Orders**, **Advanced Input Facilities** and **Optional Features**.

The options to configure the **Replicate Order** settings are on screen 3 of the Optional Features. The main parameter screen includes the parameter '**Allow Replicate Order Header & Details**' – when set/confirmed a pop-up parameter screen allows additional configuration options.
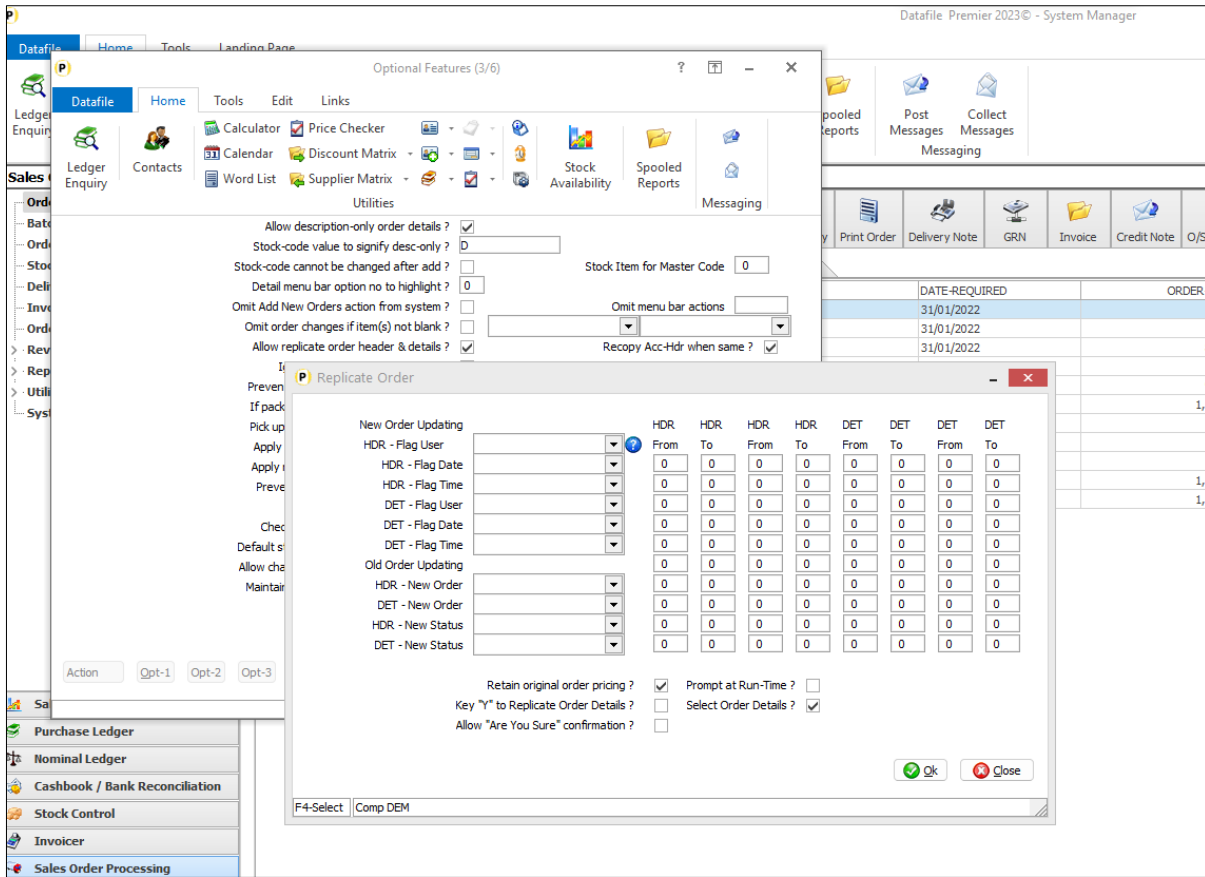
Select Order Details – set to enable the selective order detail option. When set a option will be displayed for selection criteria. This allows you to preset which lines are pre-set to be replicated – you may for example not wish to include any lines from the source order which was issued at zero price.
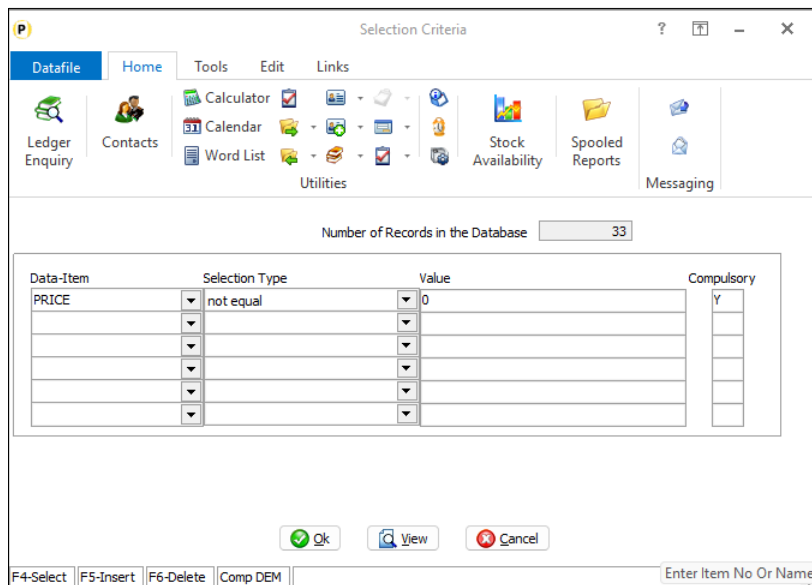
Note that if any criteria set then lines that match the criteria will be set by default to be replicated but will still show in the list to toggle on/off, if no criteria set then all lines default to being replicated.

Order Entry – Set Detail Pick Mode Input Sequence for Extra Items

When using the Detail Pick Mode options for order entry the entry sequence for the data items was fixed – the system options for Stock Code, Description, Qty, Price etc. first and then the user-configurable 'extra' items at the end. You could switch on/off whether the item was prompted but not the order in which they were prompted. This new feature allows you to set a user-defined sequence so that the extra items can be prompted between the standard options.

Order 000009	Entries 3	/ 742.95 BAL001/Baldwin Industries plc									
Stock	Description		WP	Quantity	Price	Disc%	Value	TC	Nom	An	Date-Req
CH0167	Dining chair-teak/dralon		1	4.00	87.99	0.00	351.96	S	001	1	31/01/2022
CH0168	Carver-teak/dralon		1	2.00	90.00	0.00	180.00	S	001	2	31/01/2022
CH0173	Oval dining table-teak		1	1.00	210.99	0.00	210.99	S	001	2	31/01/2022

On the screen above one of the extra input items is configured for **Date Required** which is entered as the last item on the screen. This new feature allows you to move this item so prompted within the system order entry options.

Order 000009	Entries 3	/ 742.95 BAL001/Baldwin Industries plc								
Stock	Date-Req	Description	WP	Quantity	Price	Disc%	Value	TC	Nom	An
CH0167	31/01/2022	Dining chair-teak/dralon	1	4.00	87.99	0.00	351.96	S	001	1
CH0168	31/01/2022	Carver-teak/dralon	1	2.00	90.00	0.00	180.00	S	001	2
CH0173	31/01/2022	Oval dining table-teak	1	1.00	210.99	0.00	210.99	S	001	2

After setting the sort sequent the **Date Required** input has been moved so it is displayed/prompted after the stock code. Up to eight extra items can be configured for input within the 'detail pick' order entry and this option allows you to move any/all the eight items.

Installation

Application User Facilities

To set the input sequence a new option has been added to the SOP/POP Fast Input Features.

Installer users on the Premier system can right-click on the Order Entry menu option and choose **Configure Option**, and then **Advanced Input Facilities** and **Fast Input Features**.

Alternatively, select **Installation** from the main menu followed by **Application Manager**, and **Application User Facilities**. Select the required Order Processing application and then **Enter/Amend Orders**, **Advanced Input Facilities** and **Fast Input Features**.

The main parameter screen controls which of the items are prompted – set as required. The Extra Items 1-8 are defined within the Additional Order Detail Input Items parameter screen.

User Defined Sequence – set to configure a user-defined input sequence.
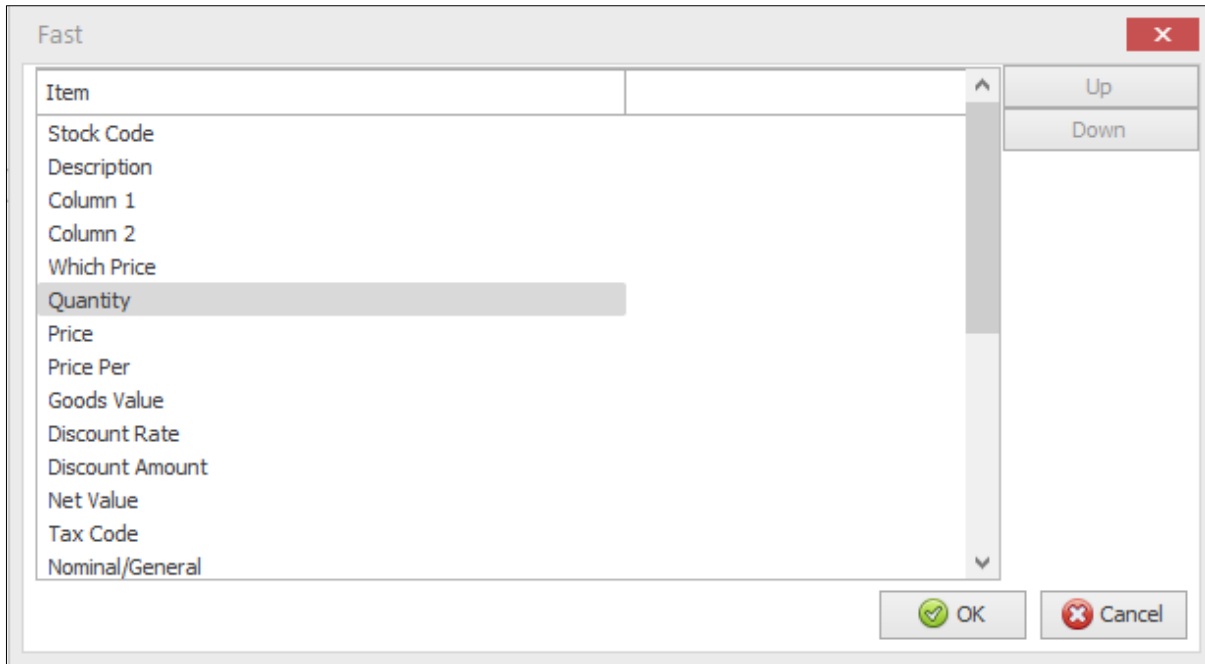
On initial display the items are displayed in standard order – all possible order detail input items are displayed (whether in use or not) with the extra items at the end of the list. The system doesn't allow you to change the sequence of the 'standard' items (bar Column 1 / Column 2 items), but you can move the Extra Items 'within' the sequence of the standard items.

To move an extra item, scroll up/down the list to highlight the required extra item and then use the up/down buttons to move the input sequence for the item. On the screen show below the first extra item has been moved to prompt between the Stock Code and the Description.
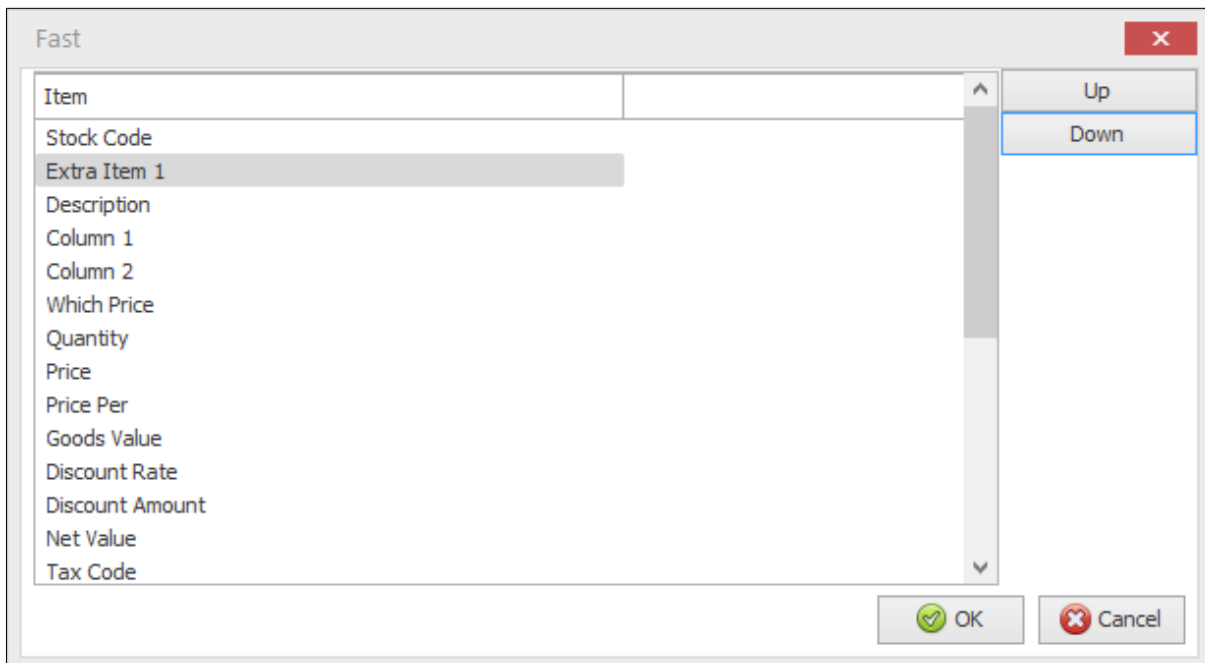
Unit Discounts

A recent feature 'Alternate Unit Discount' allowed for the discount to be calculated on the Unit Price rather than the extended Goods Value. As part of this feature the requirement was that you enabled Detail Pick Mode with the full-screen input so that you could insert the input/display items for alternate price and unit discount% within the standard sequence entry.

With this feature you can now use detail pick mode entry for this feature.

To use you would need to set alternate price, unit discount% and, optionally, unit discount amount as extra order detail items to be input. Once set you then then allow entry of extra items between Quantity and Price inputs.

Order Entry - Additional Options for Hiding Stock Records from Selection

> Datafile 2024
> Diamond and Premier Only

When adding a sales or purchase order line the system offers <F4-Select> on the stock code input to search for the stock record – listing all the stock codes that match your entered search filter. Existing options allow you to hide records from the search results – hiding from selection if an item is flagged as discontinued or if has no available stock for example.

This new feature allows you to hide records based on comparing a data item on the stock record against the order detail being added – for example in Purchase Order Processing to only allow the search results to list items for the same supplier as the order is being added for.
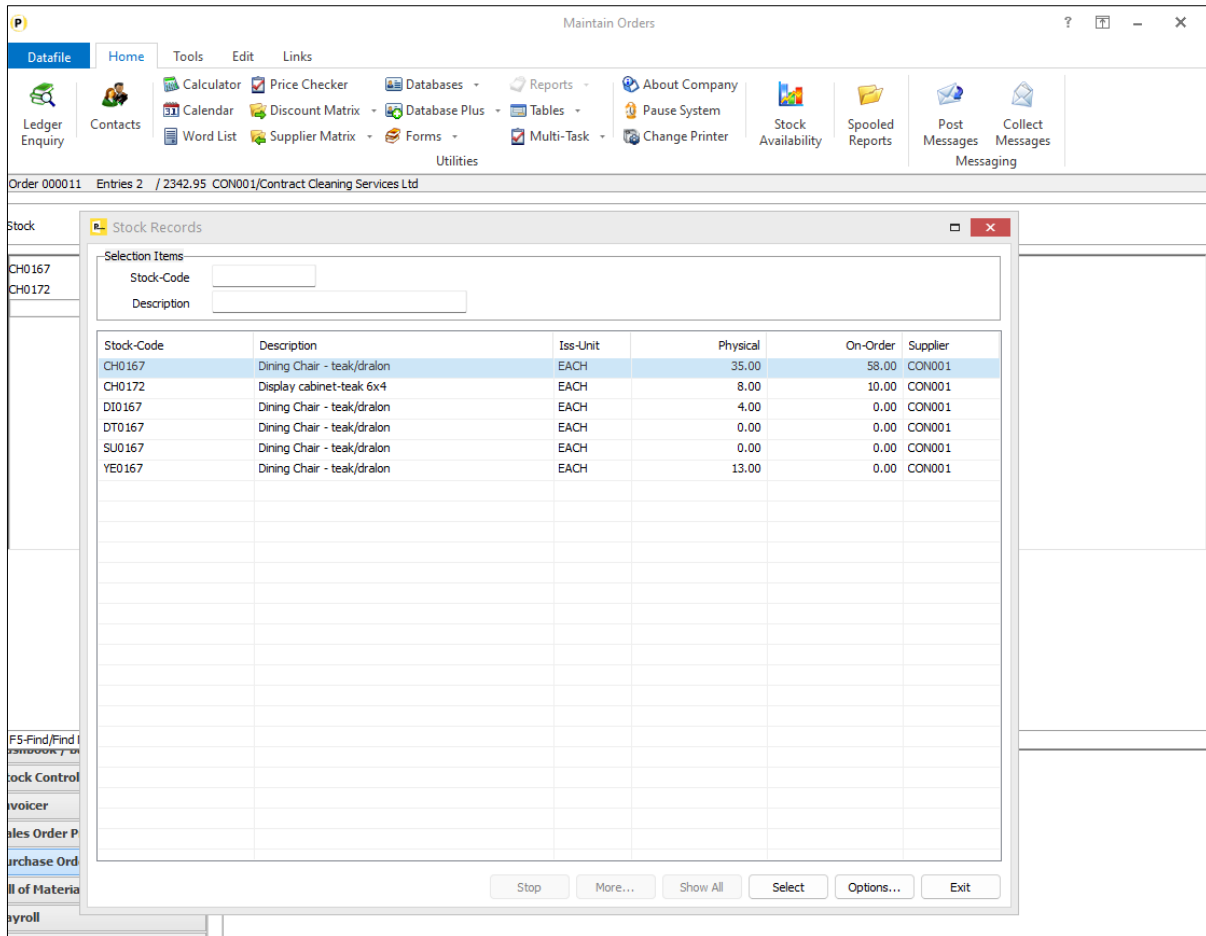
Installation

Application User Facilities

The option to hide records from stock searches within Order Processing is defined within the Optional Features.

Premier *Installer* users can right-click on the **Order Entry** option on the menu and choose **Advanced Input Facilities** and **Optional Features**.

Alternatively, select **Installation** from the main menu followed by **Application Manager** and then **Application User Facilities**. Choose the required Order Processing application and then **Enter/Amend Orders** followed by **Advanced Input Facilities** and **Optional Features**.

The 'Ignore Stock' options are configured on screen 4 of the Optional Features.
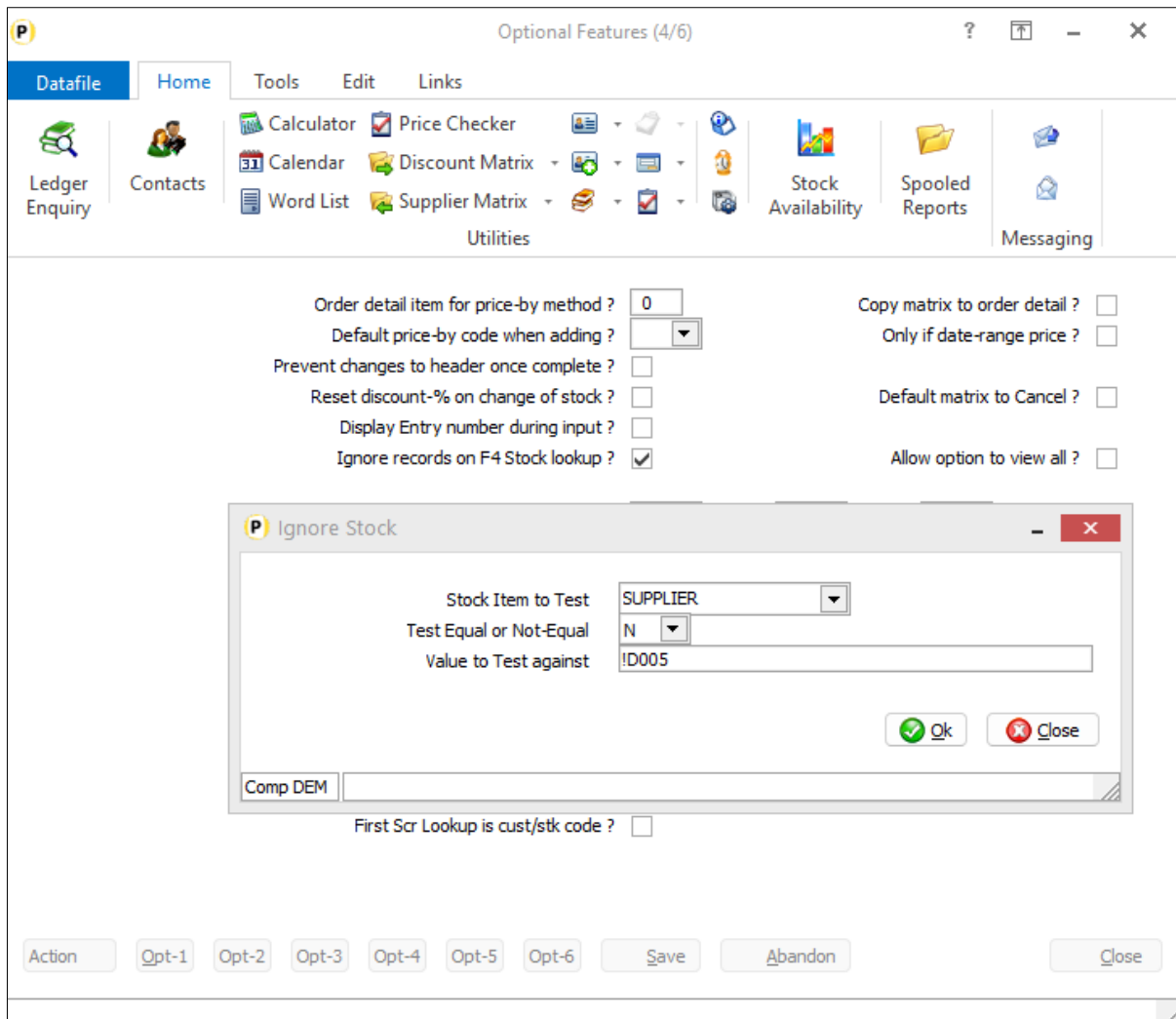
Ignore Records on F4 Stock Lookup – set to enable the option to hide stock records from the search results. When set a pop-up form is displayed to set the hide controls.

Stock Item to Test – select the data item on the stock file to be tested to determine if the stock record is to show.

Test Equal or Not Equal – set whether stock records are to be hidden if equal to the search value or if hidden when not equal to the search value.

Value to Test Against – here you reference the value to check against. Existing options meant that you could enter text such as 'Y' if you were, for example, checking a 'Discontinued' flag on the stock record, you could also enter !nnn where nnn is replaced by a stock data item so that you could hide where one stock value not equal to another.

This new feature allows you to reference a detail data item by entering !Dnnn where the !D indicates that matching an item on the detail database and nnn references the data item on the detail file – the example above !D005 is checking the supplier code against the account code item on the order detail file. When

referencing an item on the detail file you should ensure the item is set prior to the input of the stock code – in practice this would mean an item entered on the order header and copied to the order lines.

Order Entry - Replicate Sales Orders with Deposits (SOP Only)

<div style="border:1px solid #000; text-align:center;">
Datafile 2024
Diamond and Premier Only
</div>

Sales Order Processing can be configured to allow for the entry of deposits, but the entry of deposits meant that you were not also enable to configure the options to replicate a sales order as this would result in replicating the deposit lines and payment analysis values.

From this update you can enable the option to replicate a sales order and if the source order contains any deposit or refund entries these lines will not be replicated.

Stock	Description	Quantity	Price	
CH0167	Dining Chair - teak/dralon	4.00	87.99	
CH0168	Carver-teak/dralon	2.00	90.00	
CH0173	Oval dining table-teak	1.00	210.99	
ZZ1	Deposit Paid - Thank You	1.00	74.29	*** COMPLETED
ZZ2	Less Deposit Paid	1.00	-74.29	

Stock	Description	Quantity	Price
CH0167	Dining Chair - teak/dralon	4.00	87.99
CH0168	Carver-teak/dralon	2.00	90.00
CH0173	Oval dining table-teak	1.00	210.99

Installation

No additional parameters are required to exclude deposit lines from order replication, the system will exclude the lines from the source order where the stock code matches one of the deposit/refund lines automatically.

Order Entry - Minimum Order Values (SOP Only)

<div style="border:1px solid #000; text-align:center;">
Datafile 2024
Diamond and Premier Only
</div>

This new feature allows you to agree a minimum order value on a customer basis and to automatically add a surcharge line to the order where that minimum order value is not met.

If a minimum order value is set, then this is checked as you exit from Sales Order entry – either by <ESC> out of order entry or when select the PRINT option. If the order is below the minimum threshold the surcharge line is added to the order.

The surcharge is either added for the difference between the order value and the minimum order value or alternatively can be added as the full minimum order value. If set for the latter, then the price for the 'goods' lines are zeroed.

Each time you re-enter order entry where a minimum order value has been applied the system will remove the surcharge and restore the 'goods' price value if appropriate. The order will then be re-checked on exit and the surcharge re-applied if necessary.

Installation

Database Changes

Changes are required to the Sales Accounts, Sales Order Header, and Sales Order Detail databases to allow the minimum order value check.

To add the item, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Stock application and elect to update the **Live Files** and then select the appropriate file.

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

File	Item Name	Type	Description
SLA	MIN-ORD-VAL	K, L	Holds the default minimum order value for the customer account.
SOH	MIN-ORD-VAL	K, L	Holds the minimum order value for the sales order.
SOD	MIN-ORD-SURC	?	Flag item to identify the order line as a surcharge entry.
SOD	SAVED-PRICE	K, L, M	Where the surcharge is applied as the 'total' minimum order value this option includes the saved goods price.

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

Application User Facilities

To enable the options for minimum order values a new parameter has been added to the Order Processing **Optional Features.**

Premier *Installer* users can update the parameters by right-clicking on the **Order Entry** option on the menu and choosing **Configure Option** before selecting **Advanced Input Facilities** and **Optional Features**.

Alternatively, users can select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the required Order Processing application and then **Enter/Amend Orders**, **Advanced Input Facilities** and **Optional Features**.

The options to configure the **Apply Minimum Order Value** settings are on screen 2 of the Optional Features.
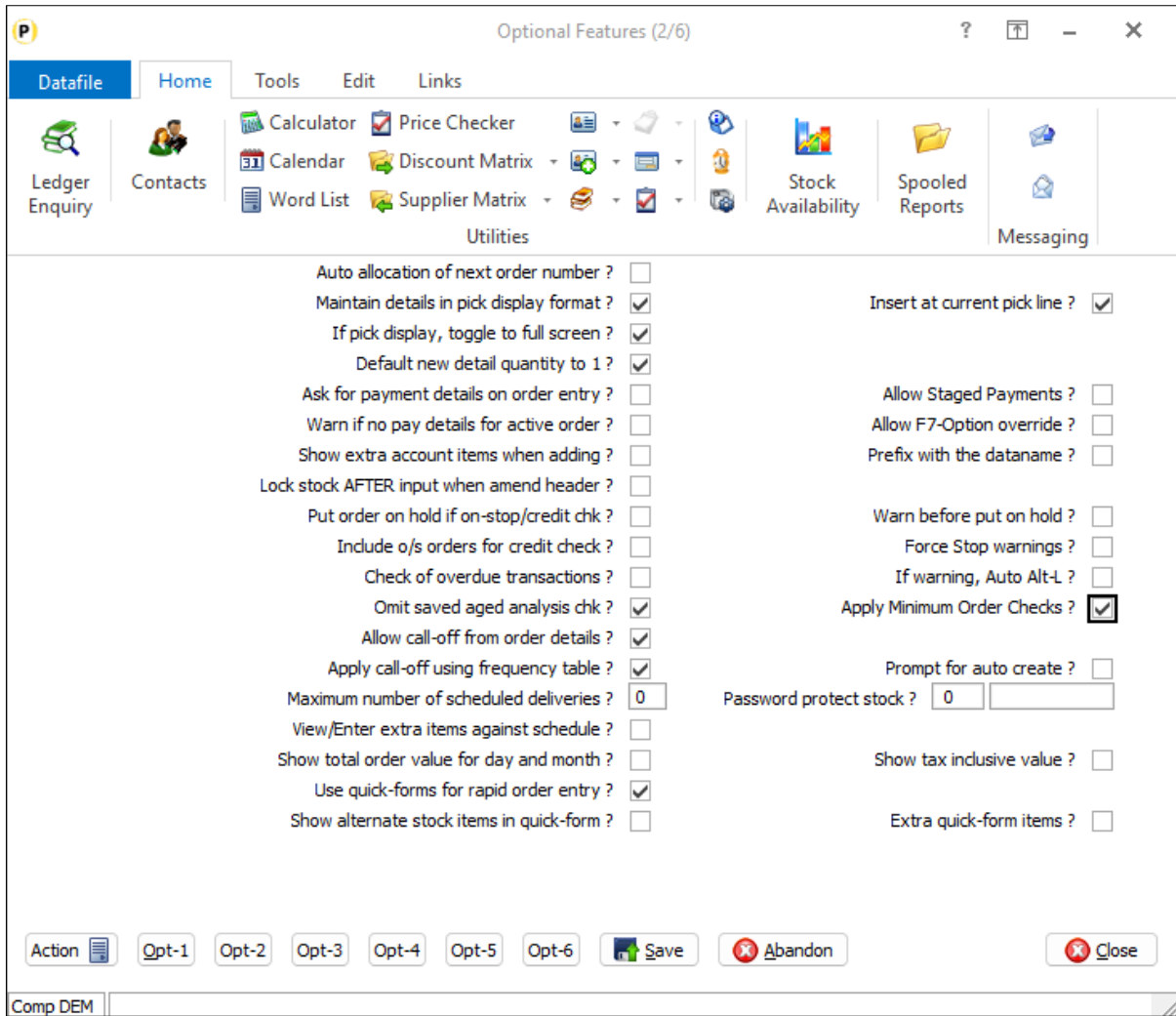
Apply Minimum Order Checks – set this parameter to apply minimum order value checks. When set an additional pop-up parameter form is displayed.
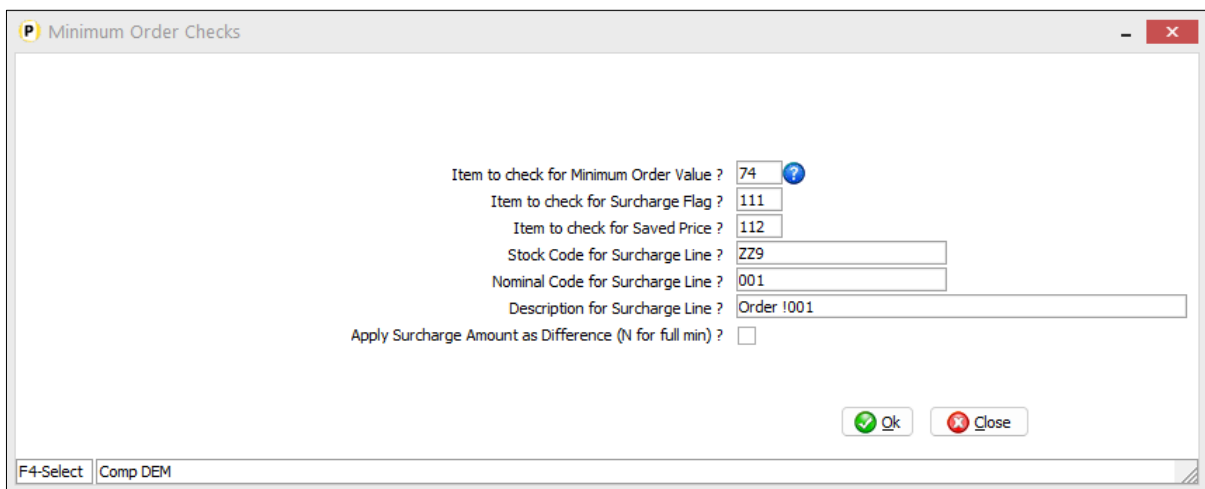
Item to check for Minimum Order Value – reference the data item on the Sales Order Header (SOH) file that holds the minimum order value for this order.

Item to check for Surcharge Flag – reference the data item on the Sales Order Detail (SOD) file that is set to identify a surcharge line.

Item to check for Saved Price – reference the data item on the SOD file that holds the saved price when a surcharge is applied and set to apply the surcharge amount as 'full minimum'.

Stock Code for Surcharge Line – set the stock code used when adding a surcharge line.

Nominal Code for Surcharge Line – set the nominal code to be applied to the surcharge line.

Description for Surcharge Line – set the description to be used on the surcharge line. You can use !nnn to reference a data item on the order detail to be included (i.e. !001 for the Order Number)

Apply Surcharge Amount as Difference (N for Full Minimum) – if set then the surcharge line is added as the difference between the order value and the minimum order value, if left blank then the surcharge line is the full minimum order value and the price on existing lines is zeroed.

Application Screen Layouts

To set a minimum order value for a customer the value item needs to be added to the customer maintenance screen.

Installer users can right-click on the options for customer account maintenance and select to configure option. Alternatively, select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities** and then the Sales Ledger application.   Select the main maintenance option and then the screen to 'add' new records.

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

You may also wish to include the minimum order value on the sales order header entry screen if you wish to allow amendment of the minimum order value on an order-by-order basis.

Set Database Profiles

To copy the minimum order value from the customer to the sales order you need to reference a copy item from the account to order header within the Database Profiles for the Sales Order Processing application. Select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles** and then Sales Order Processing.
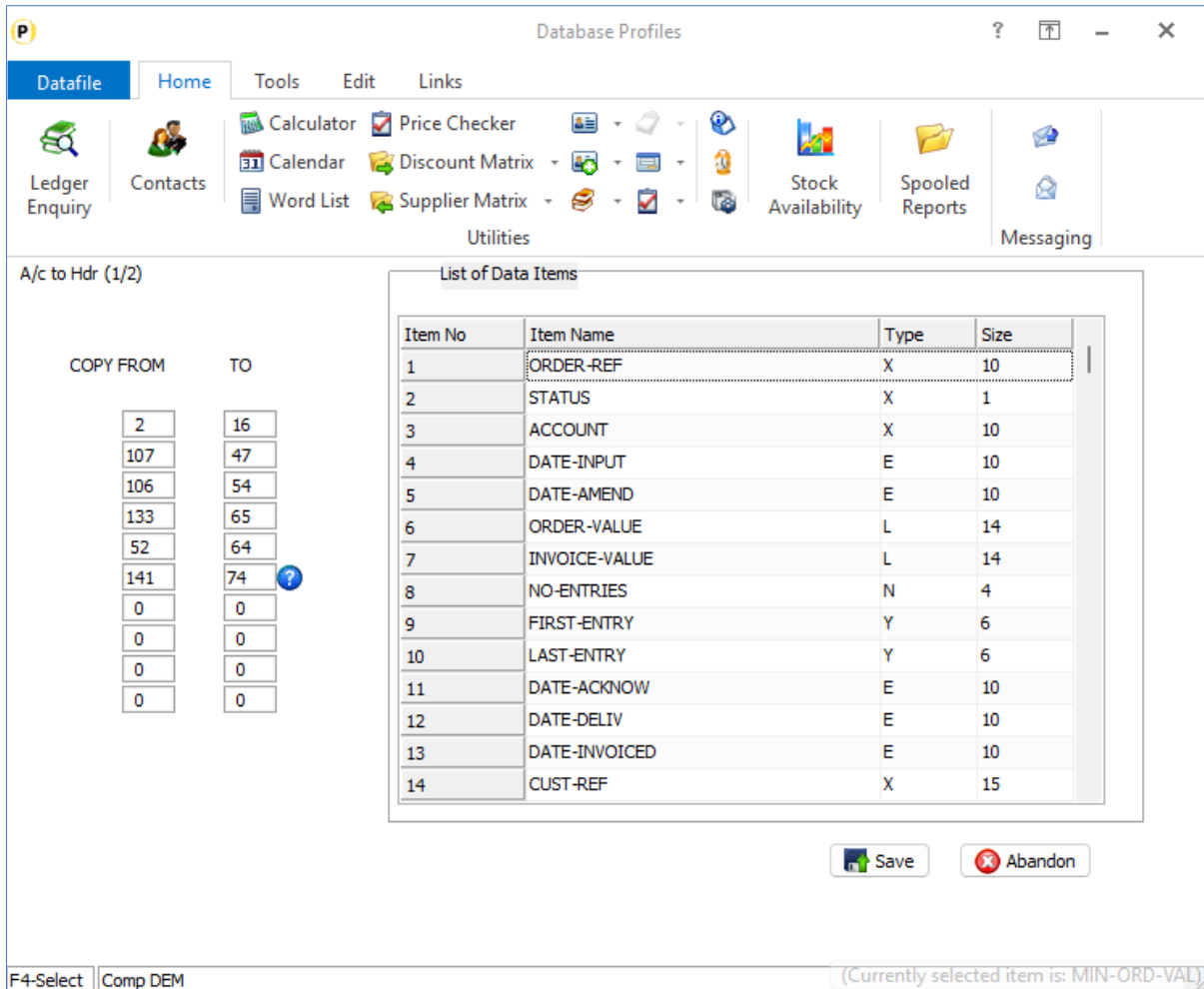
Select the 'Acc to Hdr**'** option screen and reference the from/to items for the minimum order value items here.

Order Entry - Password Restrict Items from Sale (SOP Only)

Datafile 2024
Diamond and Premier Only

There can be situations where a product is restricted from general sale – perhaps an item that requires safety certification of the customer or need to verify storage requirements. This new feature allows you to flag a product item as password restricted and require entry of the password on selection in order entry.
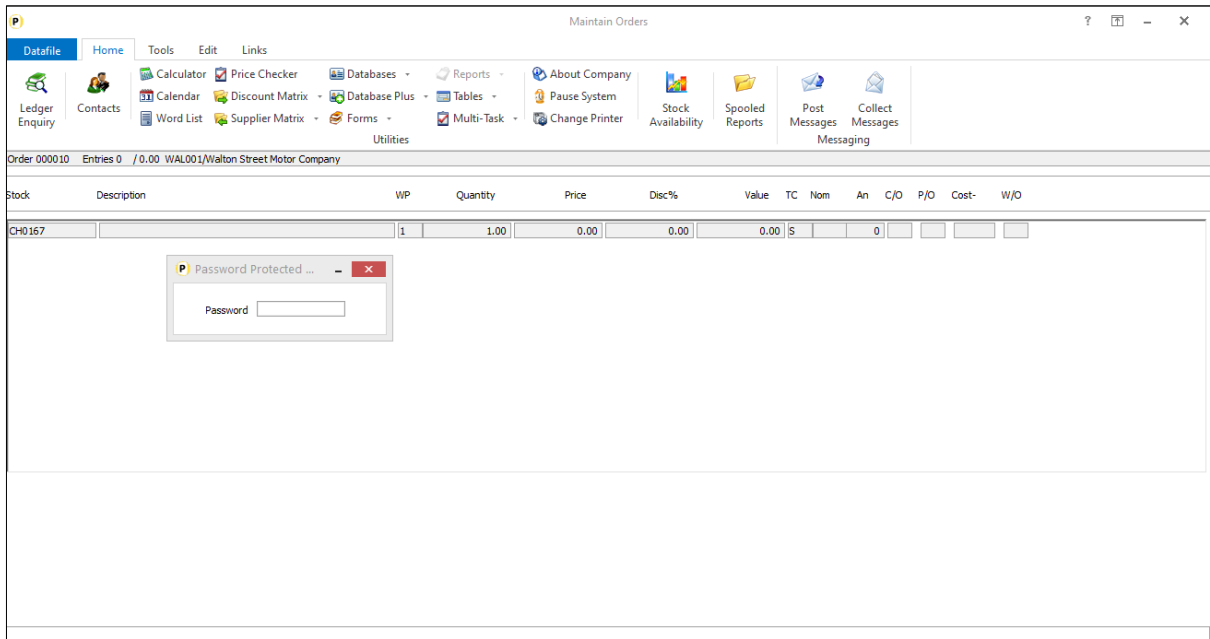
As you select the item the system will prompt for the password and only accept the stock code on entry.

Installation

Database Changes

Changes are required to the Stock Records database to allow flag of an item.

To add the item, select **Installation** from the main menu followed by **Application Manager** and then **Restructure A Database**. Select the Stock application and elect to update the **Live Files** and then select the Stock 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
STA	RESTRICTED	?

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

Application User Facilities

To enable the options for restricted products a new parameter has been added to the Order Processing **Optional Features**

Premier *Installer* users can update the parameters by right-clicking on the **Order Entry** option on the menu and choosing **Configure Option** before selecting **Advanced Input Facilities** and **Optional Features**.

Alternatively, users can select **Installation** from the main menu followed by **Application Manager** and **Application User Facilities**. Select the required Order Processing application and then **Enter/Amend Orders**, **Advanced Input Facilities** and **Optional Features**.

The options to configure the **Password Restricted Items** settings are on screen 2 of the Optional Features.

Password Protect Stock – reference the stock flag item created earlier and set the password required for use of that stock item on an order.

Application Screen Layouts

To set a stock record as restricted the flag item needs to be added to the stock maintenance screen.
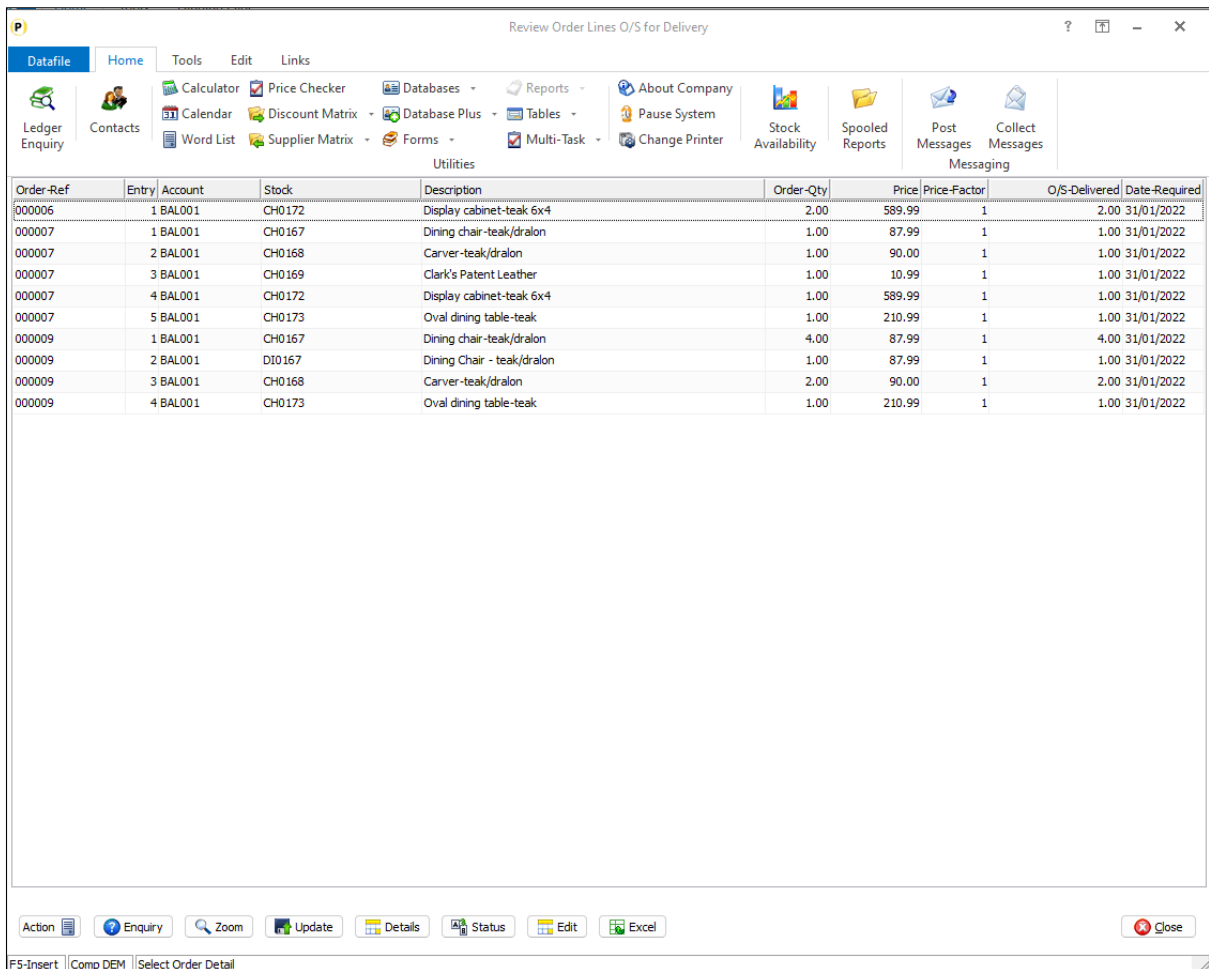
Installer users can right-click on the options for stock maintenance and select to configure option. Alternatively, select **Installation** from the main menu followed by **Application Manager**, **Application User Facilities** and then the Stock required.   Select the main maintenance option and then the screen to 'add' new records.

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

Order Detail Pick Lists – Select by Order Reference

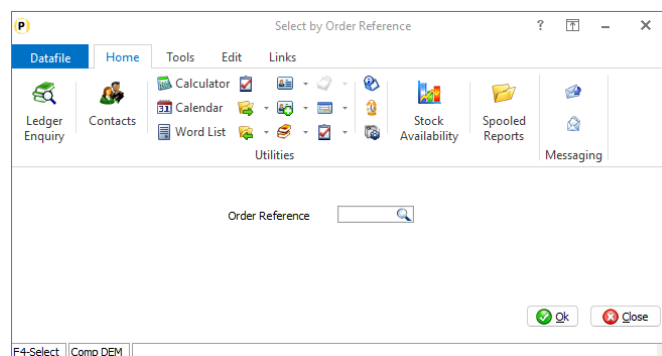| Datafile 2024 |
| Diamond and Premier Only |

Order Detail Pick Lists allow you to list the order details to screen based on selection criteria and then to edit, enquire, update, or send to Excel.

The details shown are controlled by the selection criteria set – these criteria either being fixed or changeable at run-time.

Users sometimes use this option to edit lines for a specific order, particularly where they wish the editor to be restricted in what they can do compared to standard order entry functions. You could use selection criteria to confirm the order reference, but this wouldn't allow <F4-Select> to choose the order. This new feature enables an initial parameter screen to allow you to select that order reference and allow <F4-Select> to choose before proceeding to confirm/amend any other criteria and display the order lines.
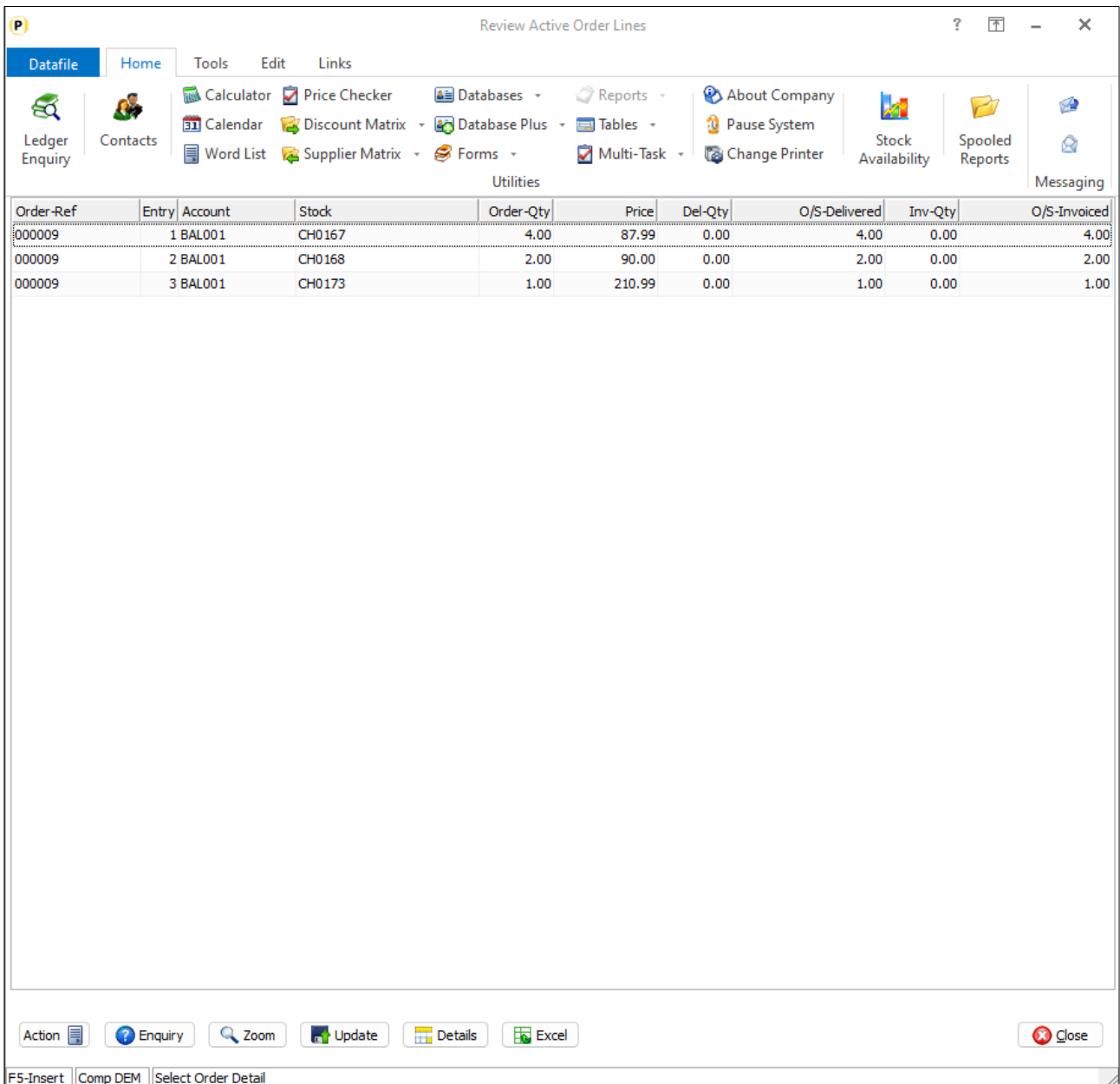
You are initially prompted to select the Order Reference. You can either key in the order reference if known or press <F4-Select> to choose. You can also link this pick list as a 'auto' action from the landing page and automatically select the current highlighted order.

Installation

Application User Facilities

A new parameter has been added to the Order Detail pick list configuration parameters to enable the option to select by the order reference.

Installer users can right-click on the Pick List and choose **Configure Option** and then **Definable Order Detail Picklists** and then select the pick list you wish to amend. Alternatively, select **Installation** from the main

menu followed by **Application Manager** and then **Application User Facilities**. Select the required Order Processing application before selecting **Enter/Amend Orders, Definable Order Detail Picklists** and then the required pick list.

Select by Order Reference – enable this option to add an initial parameter screen to prompt for the order reference.

Document Processing - Print Sub-Totals

Datafile 2024 Only

Order Processing documents have the options to include 'sub-headers' on change of a value. You might for example have a consolidated invoice covering multiple individual orders for the customer, or you might have separate sections based on a delivery date. This new feature extends this option so that you can have sub-totals for each break.

```
A C K N O W L E D G E M E N T          Datafile Demonstration Limited

                                                      Windgate Lodge
                                                          Windgate
                                                          Tarleton
                                                         Lancashire
                                                          PR4 6JF
   Baldwin Industries plc
   Unit 5, Light Ind. Estate
   Stopgate Lane                                   Tel: 0845 643 2766
   Aintree, Liverpool                              Fax: 0845 643 2624
   Merseyside
   L9 6PY                                        V.A.T. Registration No
                                                        999900001


   Account   BAL001       Date    31/01/2022
   Our Ref   000009       Doc No  000026
   Your Ref
```

Code	Description	Quantity	Price	Value	Tax
Location CH					
CH0167	Dining chair-teak/dralon	4.00	87.99	351.96	S
CH0168	Carver-teak/dralon	2.00	90.00	180.00	S
CH0173	Oval dining table-teak	1.00	210.99	210.99	S
		7.00		742.95	
Location YE					
YE0167	Dining Chair - teak/dralon	2.00	87.99	175.98	S
YE0168	Carver-teak/dralon	2.00	101.99	203.98	S
		4.00		379.96	

Code	Rate	Goods Amnt	Tax Amnt		Goods Total	1122.91
S	20.00	1122.91	202.13		V.A.T.	202.13
					Total Order Value	1325.04

Installation

<u>Document Design Manager</u>

Additional parameters have been added to the document to allow sub-totals.

Installer users can right-click on the Order Acknowledgement, Delivery Note or Invoice application menu action and select to **Configure Option** – the documents available will be displayed.

Alternatively, you can select **Installation** from the main menu followed by **Application Manager** and **Document Design Manager**. Choose the appropriate Order Processing application and then document type – the available documents are then listed for display.

To update a document, enter the document number required. If more than 12 documents press <Page-Down> to move to documents 13-24 and select the appropriate document number. The document mask will then be displayed.

To set the document sub totals click the **Parameters** option on the ribbon and then use the ACTION button to move to parameter screen 4 **Column Entries for Values**

Print SubTotals – set to print document subtotals based on the change of item specified to 'space a line against' – a pop-up form will be displayed. Note if configuring against a multiple-order document set to space 1 line on change of the order reference and set to print a sub-total but do not print a header (the order header items can be configured for print on parameter screen 19).

Print Before Sub-Total – Space / Line – set whether to leave a blank line and/or draw a horizontal line before printing the document totals.

Print Space After Sub-Total Print – set whether to leave a blank line after the subtotal print.

The document detail 'value' items are then displayed – select which items you wish to sub-total. You should set the items as appropriate based on the detail items displayed.

Once set click OK to save the subtotal settings and click OK to return to the document mask.   Can now choose to SAVE the document changes and <ESC> back out of the designer options.

Document Processing - Multiple Documents Per Order

Datafile 2024
Diamond and Premier Only

When processing sales or purchase orders and raising a delivery note or invoice then typically you will be raising one document for the order. Existing features allow you to process multiple orders per document – perhaps a consolidated end of week invoice for a customer or when booking in deliveries from a supplier.

However, if you needed to create multiple documents from an order – perhaps separate picking notes and delivery notes for your different warehouses or creating separate invoices for a customer reference then this required manual selection of the required lines. This new feature allows you to automatically create separate documents from the order.

Processing the document – selecting the order, confirming the date, confirming the lines to be processed – continues as normal. At the point of printing and updating the options change so that you get one prompt 'Print and Update the Documents' – saying Y to this parameter will print/update one document for each 'split'.

Installation

Document Design Manager

Additional parameters have been added to the document to allow multiple documents per order.

Installer users can right-click on the Order Acknowledgement, Delivery Note or Invoice application menu action and select to **Configure Option** – the documents available will be displayed.

Alternatively, you can select **Installation** from the main menu followed by **Application Manager** and **Document Design Manager**. Choose the appropriate Order Processing application and then document type – the available documents are then listed for display.

To update a document, enter the document number required. If more than 12 documents press <Page-Down> to move to documents 13-24 and select the appropriate document number. The document mask will then be displayed.

To configure the document to create multiple outputs click the **Parameters** option on the ribbon and then use the ACTION button to move to parameter screen 11 **Order Detail Items to be Confirmed.**

Sort Detail Items – reference the order detail items to sort the details on for printing / processing. The first sort item is the key 'break' item if set to raise 'multiple docs'. For example, if creating one picking note per warehouse then the first sort item would be the order detail item for the warehouse.

Descending – leave blank to process the sort items in ascending order, set to process in descending order.

All – this option would not be applicable for a 'multiple documents' configuration (this option relates to multiple orders per document).

Multiple Documents – set for this document to create multiple documents on processing.

Once set click OK to save the parameter settings and return to the document mask.   You can now choose to SAVE the document changes and <ESC> back out of the designer options.

Document Processing - Automatic Invoicing / Use Available Deposits

Datafile 2024
Diamond and Premier Only

As part of the Invoicing process the system allocates, when manually raising an invoice, the available deposit to the balance of the order. If the deposit balance is greater than the value invoiced then the balance is left to be used against another invoice on the order, if deposit value less than the value invoice then an additional payment is requested.

These processes require you to manually raise the invoice. If an automatic invoice is raised, processing all delivered but not invoiced items for example, then the deposit entries were not processed, and the invoice raised 'on account'.

New parameters have been added to the invoice documents to allow for the processing of available deposits – these parameters allow for you to take the available deposit as payment and to skip the invoice if insufficient deposit available.

Installation

<u>Document Design Manager</u>

Additional parameters have been added to the invoice document to allow for deposit processing on automatic invoices.

Installer users can right-click on the Invoice option on the application menu action and select to **Configure Option** – the documents available will be displayed. Alternatively, you can selecting **Installation** from the main menu followed by **Application Manager** and **Document Design Manager**. Choose the appropriate Order Processing application and then the Invoices document type – the available documents are then listed for display.

No	Heading	Pathname
1	Cash Sales Invoice	POS-SPI1.DEF
2	Cheque Invoice	POS-SPI2.DEF
3	Credit Card Invoice	POS-SPI3.DEF
4	Account Invoice	POS-SPI4.DEF
5	Update Deposit to S/L	POS-SPI5.DEF
6	Update Refund to S/L	POS-SPI6.DEF
7	Final Invoice	POS-SPI7.DEF
8	Cancel Order and Refund Deposits	POS-SPI8.DEF
9	Credit Order	POS-SPI9.DEF
10	Suspend Deposit	POS-SPI0.DEF
11	Automatic Invoice	POS-SPI11.DEF
12		

Which Document Selection / Layout (1-12, PgDn for 13-24) ?   11

F4-Select F7-Option Comp POS

To update a document, enter the document number required. If more than 12 documents press <Page-Down> to move to documents 13-24 and select the appropriate document number. The document mask will then be displayed.

To configure the document to create multiple outputs click the **Parameters** option on the ribbon and then use the ACTION button to move to parameter screen 13 **Tax / Payment Analysis Tables**

On Auto-Invoice, Use Any Available Deposit – if set then when process an order for invoicing the system will take any available deposit as payment. If the deposit value is greater than the invoice value then the balance of the deposit will be left on the order. If the deposit value is less than the invoice value then the automatic invoice process will pause and ask for how balance of the invoice will be paid if the invoice is also set to prompt for multiple payment analysis, if not the invoice will be posted with the deposit balance 'on account'.

On Auto-Invoice, Abandon if Insufficient Deposit – this option modifies the above so that if the deposit value is less than the invoice value the invoice will not be processed.

Once set click OK to save the parameter settings and return to the document mask.   You can now choose to SAVE the document changes and <ESC> back out of the designer options.

Additional User Accumulation Items

> Datafile 2024
> Diamond and Premier Only

Within the Order Processing applications, options are available for user accumulation items. These allow you to reference a data item on the order detail file to be accumulated up to the order header file as a total – allowing you to accumulate items such as Order Quantity, Delivered Qty and Invoiced Quantity. As well as

enquiry this allows you to, for example, have a landing page tab to see orders that have items that have been delivered but not invoiced.

Existing features allowed you to define up to six user accumulation items, this has now been increased to twelve items.

Installation

Set Database Profiles

You reference the data items for accumulation within the Database Profiles for the application. Select **Installation** from the main menu followed by **Application Manager** and **Set Database Profiles**. Choose the required application.

For Sales Order Processing you reference the detail items to be accumulated up to the order header in the parameter screen **Detail Optional 7**

Up to twelve items can be referenced and you can reference numeric data items with a K, L or M data item type or a calculated field. You can also reference a Boolean Y/N field (this will accumulate 1 for Y or 0 for blank/No).

Header Optional 6 allows you to reference the corresponding twelve items on the order header.
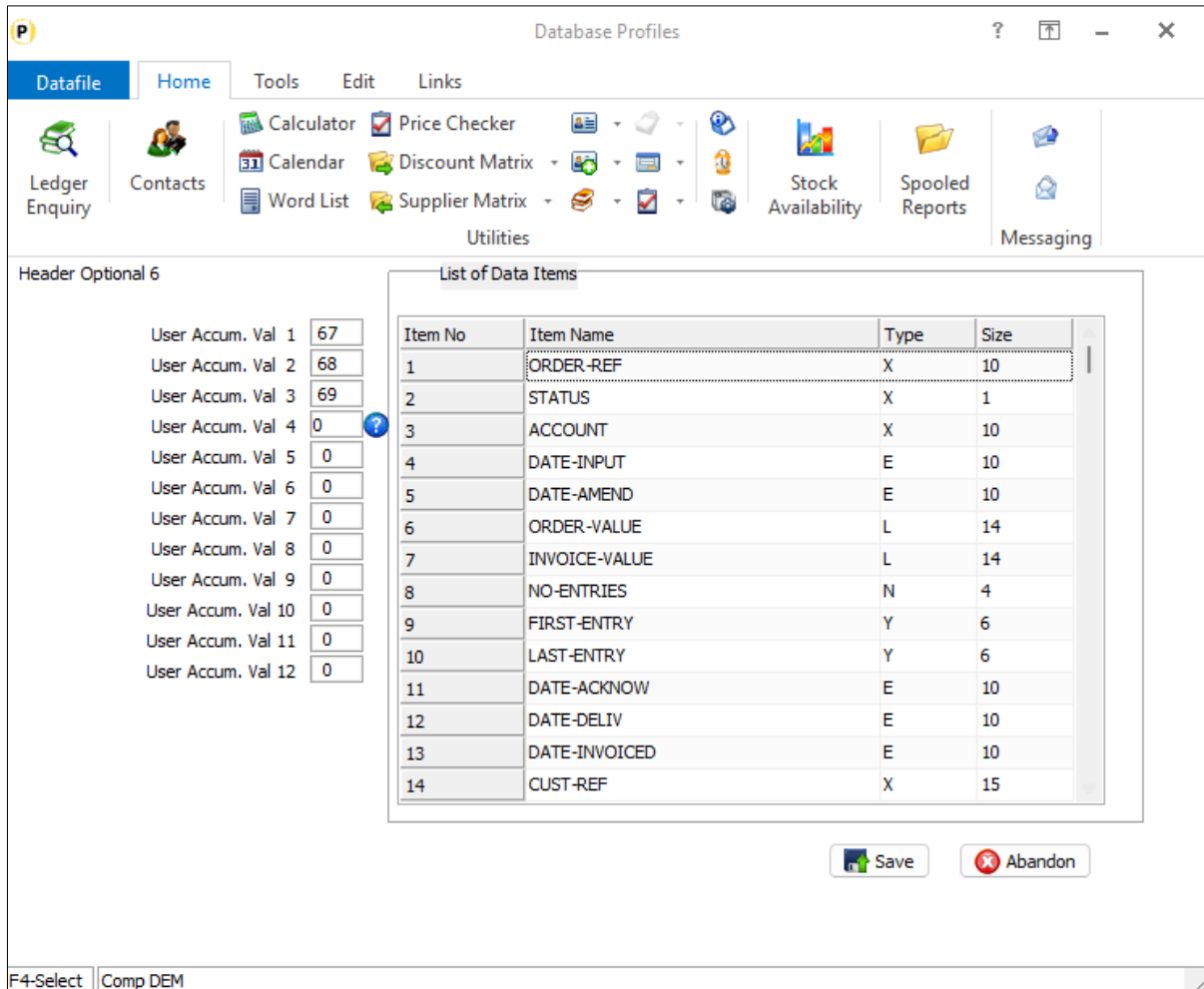
Note the items referenced here can only be numeric K, L or M items – K or L for 2dp values, M for 4dp values. The equivalent profiles screens for Purchase Order Processing are **Detail Optional 7** and **Header Optional 5**.

Note

If referencing items on the order detail with existing values, you can use the **Audit Pointers** option within the Controls & Audit Manager to accumulate these items to the order header.

Bill of Materials

Order Entry - Allow Details Option when Updating Order Header

When adding a works order the system will automatically take you to the order detail entry screen after completing the order header. When updating, or viewing, the order header though you had to exit to update/view the details. A new option has been added with this release to allow you to access the order details when updating the order header.

When enabled a DETAILS button is available on the action options at the bottom of the screen. Note that when select the system will save any changes to the order header including processing any copy items. CLOSE on the details screen will exit from the order.

Installation

Application User Facilities

To enable the option for accessing the order details a new parameter has been added to the Bill of Materials **Optional Features.**

Premier *Installer* users can update the parameters by right-clicking on the **Works Order Entry** option on the menu and choosing **Configure Option** before selecting **Optional Features / Instant Print / Fast Input**.

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

The options to enable details access are on screen 1 of the Optional Features.
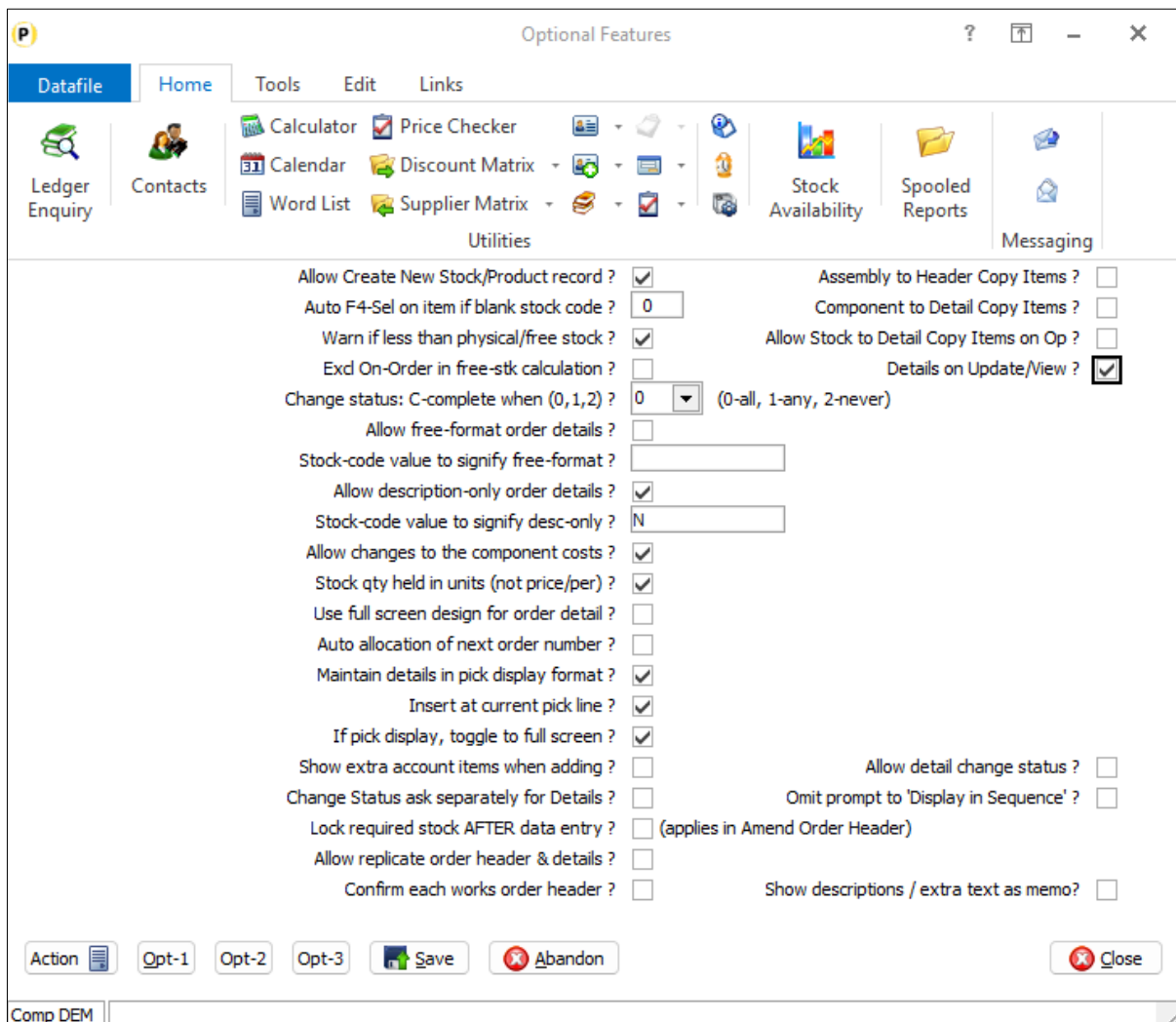
Details on Update/View – set to allow DETAILS button when updating/viewing the order header.
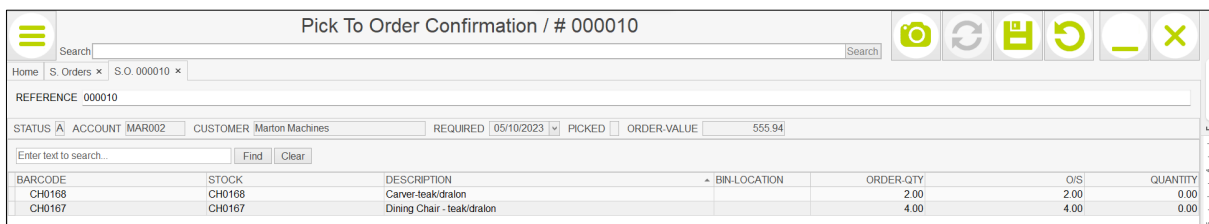
Warehouse Tablet

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.

Sales Order Pick Note Image Capture

This new feature allows you to use the Tablet Camera to take a picture of the confirmed pick note for saving within the Associate File folder for the sales 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

Stock Control – Allow Fourth History Database

Datafile 2024
Premier Only

The History database is a user-definable enquiry database that can be configured for display against selected applications. Stock Control, for example, allowed for three history databases to be defined – the key is that the history database must contain the stock code. You could, perhaps, configure the Stock enquiry to list assembly component records, discount matrix entries for the stock item or indeed a database of your own. The number of history databases available for Stock has now been increased to four.

Installation

Location of Files

To configure the Ledger Enquiry application to display a history database you must first add the database to the location of files. Select **Installation** from the main menu and then **Lock Out All Systems**. Once systems locked choose **Application Manager** and **Location of Database Files** – respond Y to change the live files, leave blank to the prompt for global changes.
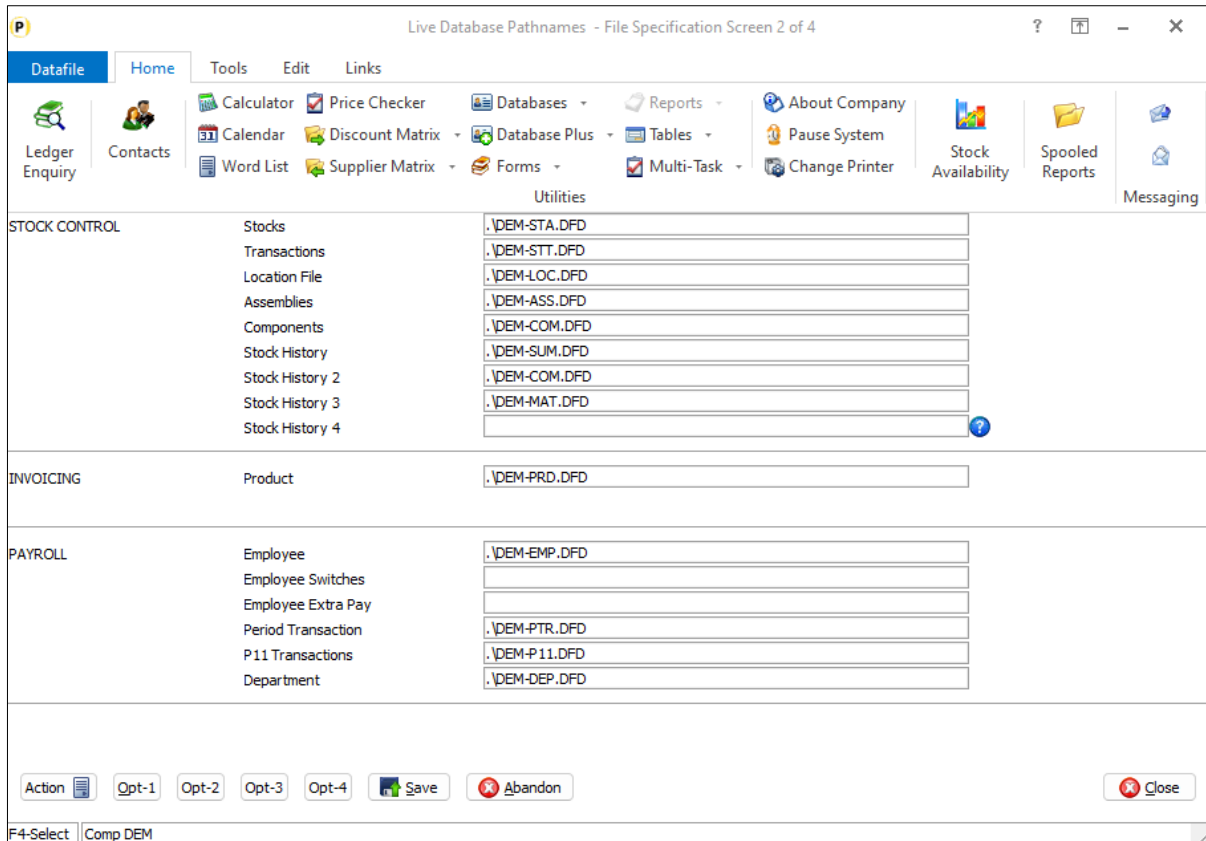
The location of files is defined over four screens – subject to applications in use - the Stock history databases on page 2. Enter the database filename – including path where relevant – to the required history database.

Ledger Enquiry Manager

Once the history database(s) is defined you are then able to configure the Ledger Enquiry. From the main menu select **Installation** followed by **Ledger Enquiry Manager** and **Enquires Configuration**. Select the application required followed by **Transaction / Detail Enquiries**.

The application databases (and other options) are listed and you can set the authority level required for access – leave blank to not allow any access to this option. Authority levels are defined from 0 (highest) to 9 (lowest).

Once all the authority levels are set click NEXT to configure the transaction enquiries.
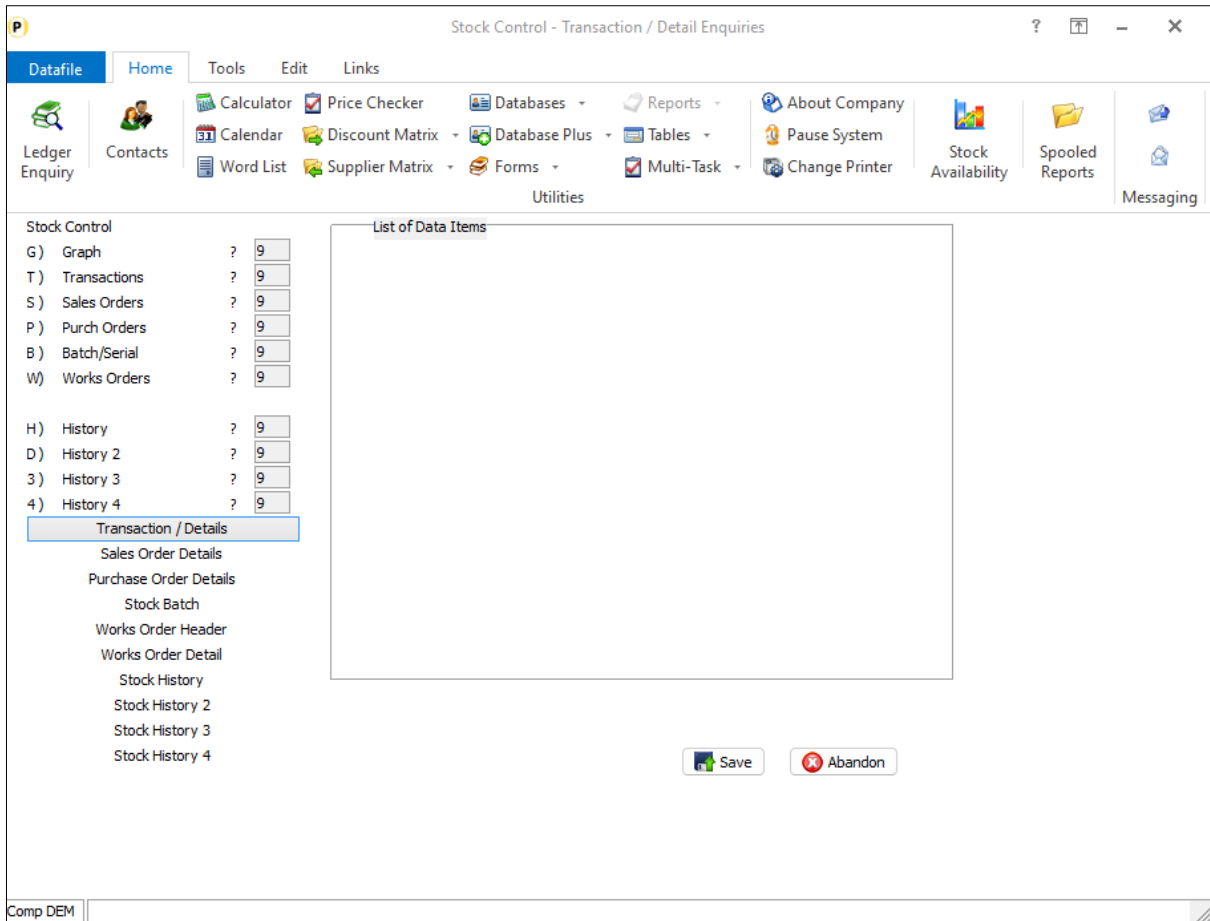
Each of the application databases available are listed followed by the history files. Choose the appropriate history file for configuration.
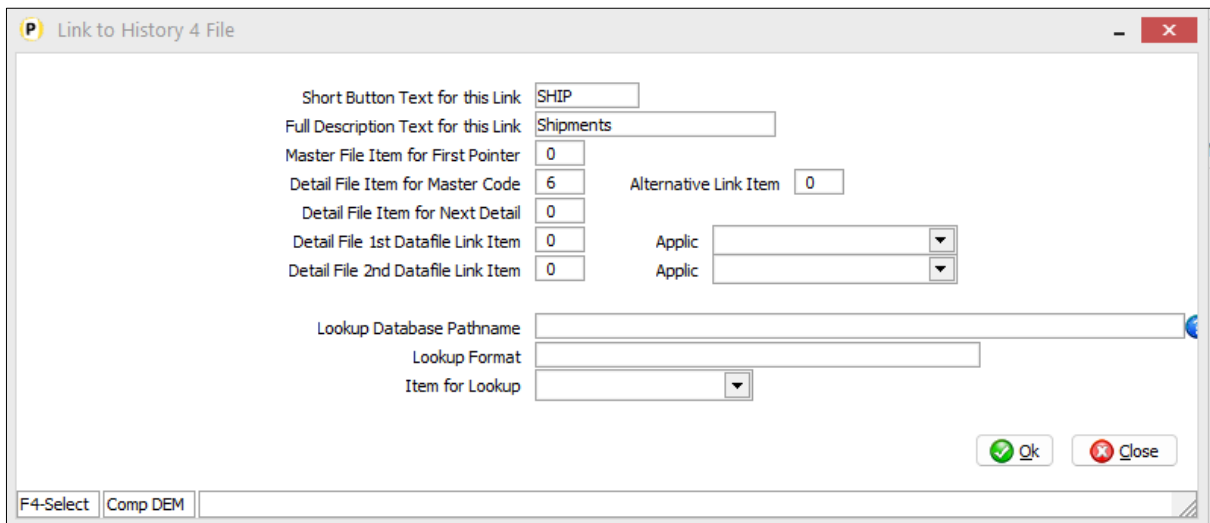
Short Button Text for this Link – enter label for display on the button for this enquiry option.

Full Description Text for this Link – enter the full text to be displayed.

Master File Item for First Pointer – a history database can be defined to link in one of two ways. A record pointer chain, if available, can be used or you can use the indexes on the history file. Normally the databases used as a history file would not have a pointer chain so this item can be left blank. If a pointer chain does exist reference the data item on the application database that contains the record pointer for the first history record.

Detail File Item for Master Code – this option asks for the data item on the history file that contains the main application record index (for example on a stock history database the item that contains the stock code). This option is mandatory and, if no pointer chain in use, this item must be defined on the database as a secondary index.

Alternate Link Item –this option asks for an item on the main application file instead of the prime index to use when selecting the history records for display. You may use this, for example, when listing records for the SKU regardless of location.

Detail File Item for Next Detail – if using a pointer chain, reference the item on the history database that records the record number for the next history record for the 'stock'. Leave as zero if using the secondary index.

Detail File – 1ˢᵗ Datafile Link Item / Application – As well as having a link to the current application the history database may also contain details for other applications. This option allows you to reference the data item number and the application allowing you to 'zoom' from the history database to that application enquiry to view more detail. Reference the data item and application required. Please note this is not applicable 'cross-company'.

Detail File – 2ⁿᵈ Datafile Link Item / Application – a second link option can also be defined.

Lookup Database Pathname – when displaying history records it can be useful to include within the list items from another linked database/record. If linking to a shipment order detail you may want to include items from the shipment header. Alternatively, a common use for a history database in stock control is to list any assembly components for the stock item, as such displaying the current physical/free stock for those components may be desirable. Reference here the database path and filename if a lookup is required.

Lookup Format – this prompt asks for the index format for the lookup. This uses our standard code formats, for example AAA999 or UUUUUUUUU. Where A represents an uppercase letter, U allows any character but if a letter is uppercase, X is any character and 9 allows any number from 0-9 – delimiter characters may also be used. For this link you can use UUUUUUU to the index format size.

Item for Lookup – reference the data item on the history database that contains the index value of the lookup database (i.e. the stock code on our stock summary / component stock example)

After confirming the file link settings, we are then asked for the list items.

LIFO Sequence – if using the pointer chain leave this item blank, if using secondary index set whether to display the history records in last-in-first-out order. (If using pointer chain and wish to display in LIFO order you can reference the 'first' pointer on the master record as the 'last' record and the 'next' detail pointer on the history database as the 'previous' record pointer.)

File – this option will only display if using a lookup database. Enter '1' to select an item for list from the main history database, enter '2' to select an item from the lookup database.

Data Item – select the data item from the history / lookup database to be displayed. These items are the default list items, subject to configuration settings additional items can be added/removed by the user as required.

Filter – applicable for the history data items set if you wish to allow a filter to be entered based on this item to restrict the records listed.

Auto Fit Width – set so 'shrink' display size of the columns to fit all items on screen, leave blank to display as per item size and allow a horizontal scroll bar if required.

Focus on Grid – if using filter items then the initial focus will be to enter a filter item, selecting this option lists the details first and you can go back and set a filter if required.
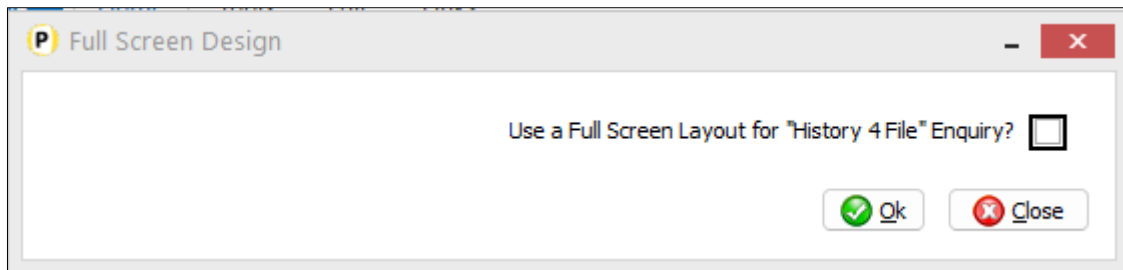
Use a Full Screen Layout for "History 4 File" Enquiry – select if you wish to enable the use of the VIEW button to display a full screen enquiry for the history/detail record.

On initial configuration the enquiry screen will be blank. You design the screen as per the standard design parameters.

To add **text** to the screen, you use the mouse or arrow keys to position the cursor at the start of where you wish to enter your text, and type in the required label(s). To clear any text, use the space bar.

To add a **data item** to the screen, you use the mouse or arrow keys to position the cursor at the start of where you wish the item to display and then either 'right-click' with the mouse or press <F4-Select>. The list

of available data items are displayed for you to select. To delete a data item from the screen, use the mouse to click the item and then hit the <DELETE> key.

To draw **borders** around the screen choose the option 'Border' on the Tools pull-down at the top of the screen.

To draw a **line** on the screen select the option 'Line Mode' on the Tools pull-down, and then use the mouse to click the start position of the line, and then drag the line (horizontally or vertically) to the end position of the line. To delete a line use the mouse to select the line, (it will turn blue when selected), and then hit the <DELETE> key. Once the line(s) has been drawn, to switch back to text mode, use the option on the Tools pull-down.

Once complete choose the File pull-down option 'Save & Exit'.
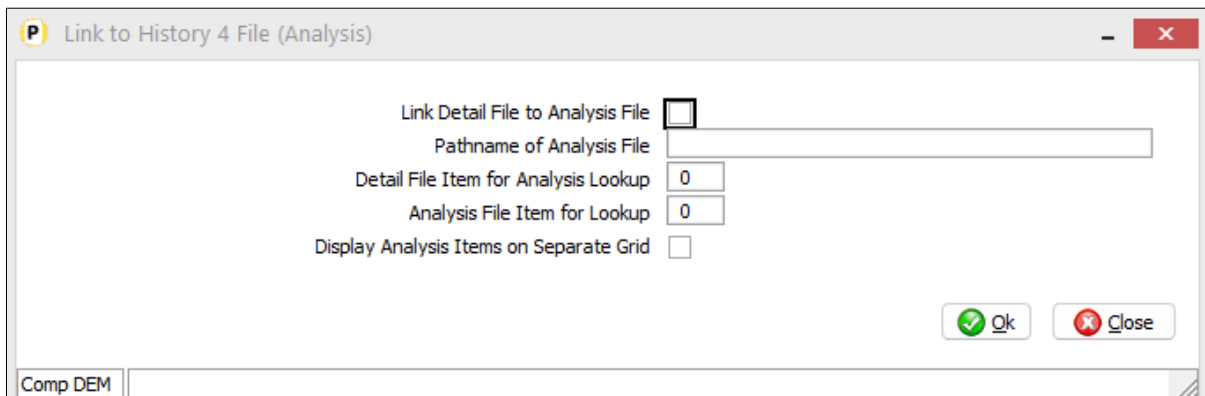
Link Detail File to Analysis File – select if the History/Detail database is a 'master' file that can link to another 'analysis' database. This option is only applicable where the History/Detail database is **prime-indexed,** and the analysis database contains a **secondary index** containing the history/detail prime-index value. For example, if the History/Detail file is the Assembly file then you can link to the Components file as the Assembly Code links the two databases.

Pathname of Analysis File – enter the database pathname for the analysis file.

Detail File Item for Analysis Lookup – reference the prime-index item on the history/detail database.

Analysis File Item for Lookup – reference the item on the analysis file that holds the value from the prime-index of the history / detail file. Note that this item **must** be a secondary index.

Display Analysis Items on Separate Grid – if <u>not</u> set then the history/detail record list is split in half. The left-hand side displays the history/detail records and the right-hand side shows the linked analysis records. As you scroll up/down the list the detail records on the right are refreshed based on the current highlighted record.

When set the system displays the analysis records via an ANALYSIS button on the history/details grid.

After defining the database/relationship you are then able to define the list items and the screen layout.

LIFO Sequence – set whether Analysis records are to be listed in LIFO sequence.

List Items – select up to eight items from the Analysis database to be listed, <F4-Select> is available as required.

Autofit width – set to compress the display items from the Analysis file (largest item compressed) so that the horizontal scroll bar is not activated.

Use a Full Screen Layout for Stock Desktop History/Detail File (Analysis) Enquiry - select if you wish to enable the use of the VIEW button to display a full screen enquiry for the analysis record, if set then a screen design template is displayed for configuration (see screen design notes above).

Landing Pages

Calculated Field Options

Datafile 2024 Only

The Datafile database structures allow various calculated field option that can be included within a database – adding, subtracting, multiplying, and dividing other data item values. This requires restructuring the database and defining a formula where the field may only be required on a landing page – either for display or for use in filters.

This new feature allows you to create calculation items on the fly for inclusion in a landing page tab and filters but also greatly extends the functionality of the calculations available over the database structure options.

Calculated Fields

To view the calculated fields available for a tab, click on the landing page tab and choose the 'Show Properties' option. If using Data Visualisations with multiple tabs, then calculated fields are created for the tab you are on only (though they are copied if you 'clone' a tab). The Calculated Fields option has been added to the right-hand panel with the Saved Filters and Conditional Highlight options.
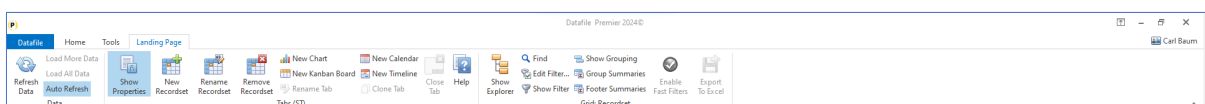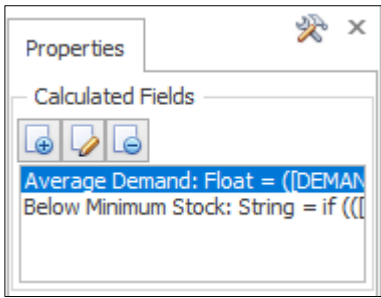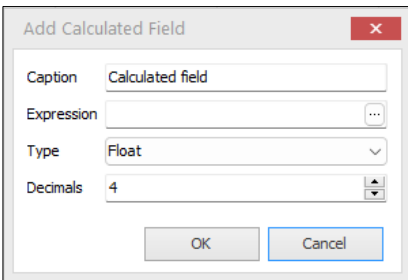
Click the '+' icon to add a new calculated field.

Highlight the item and click the 'pencil' icon to edit a calculated field.

Highlight the item and click the '-' icon to remove a calculated field.

Adding A Calculated Field

When adding a calculated field, you are prompted for four options.

Caption – the title of the calculated field to be displayed as the column heading.

Expression – the formula for the calculation. If you are familiar with calculation builders in spreadsheets these options will be familiar to you click the '…' icon to enter the expression editor.

([DEMAND-PER-1] + [DEMAND-PER-2] + [DEMAND-PER-3] + [DEMAND-PER-4] + [DEMAND-PER-5] + [DEMAND-PER-6] + [DEMAND-PER-7] + [DEMAND-PER-8] + [DEMAND-PER-9] + [DEMAND-PER-10] + [DEMAND-PER-11] + [DEMAND-PER-12]) / 12
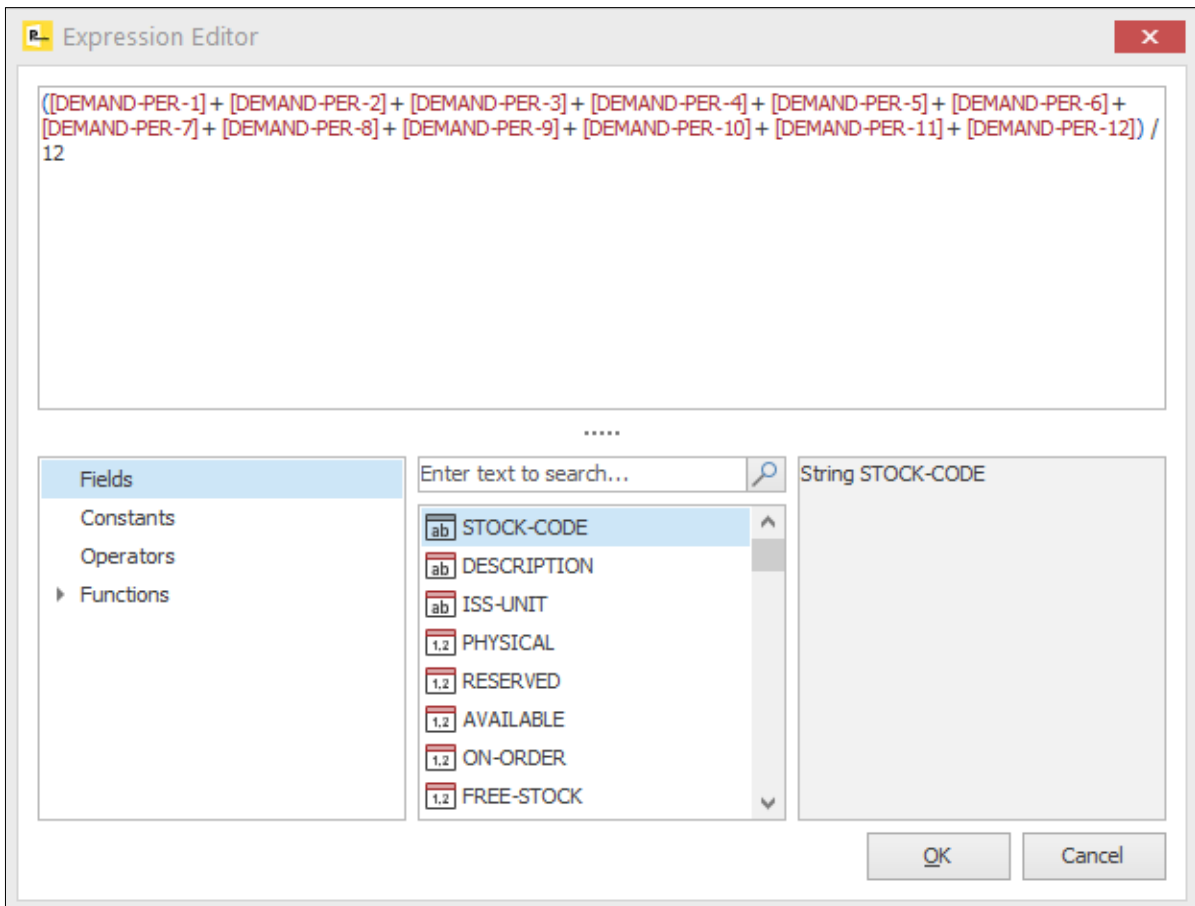
The expression editor is split into four panels – the top panel shows the formula entered so far, the bottom left panel shows the option types, the middle panel shows the fields/values available for the option type and the right panel shows help text for the selection.

The example above is creating an average demand calculation – adding up all the demand fields and then dividing the result by '12'.

Calculation options are like those within spreadsheet programs such as Microsoft Excel. You can build the formula required by entering required text in the editor, dropping in field names by selecting the 'Fields' option type and double-clicking the field name from the available options within the middle panel. Standard mathematical formula options apply '+', '-', '*' and '/' for plus, subtract, multiply and divide. Use () to group calculations that you wish to be performed first and so on.

if (([MIN-STOCK] - [FREE-STOCK])< 0,"Yes","No")

You can also use mathematical functions – on the formula above we're setting a text value based on a formula of whether free-stock is below minimum stock using the IF command – setting the value to 'Yes' if minimum stock is less than 0, otherwise 'No'.

If you have an error in the formula the system will display the text 'Syntax Error' to enable you to revise the calculation before saving it. Click the OK button to save the calculation and return to the edit window.
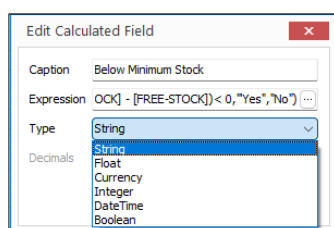
**Type** – select the type the formula is to be displayed as.
Whilst the normal value would be a 'float' you can output the value as a text string, a currency value, an integer, a Date/Time value, or a Boolean Y/N value depending on the calculation you have entered.

Decimals – if the calculation is a number (float) set the resulting no of decimal places to calculate the value to.

Once you have added a calculated field the item will be automatically added as a field into the current landing page tab. You can also use these calculated items within other calculated fields (they will appear in the data items list)

Using Calculations in Filters

A calculated field created for the landing page can also be used in filters, the item added appearing in the list of fields in the filter builder.
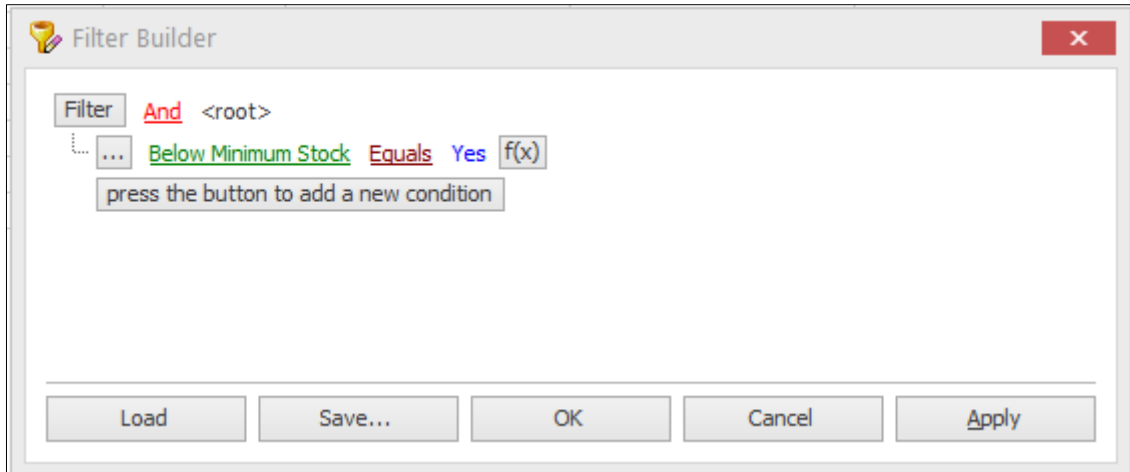
However, you can also use the calculations option as a comparison item allowing you to compare one data item to another or to compare a data item against a calculation specific for the filter.
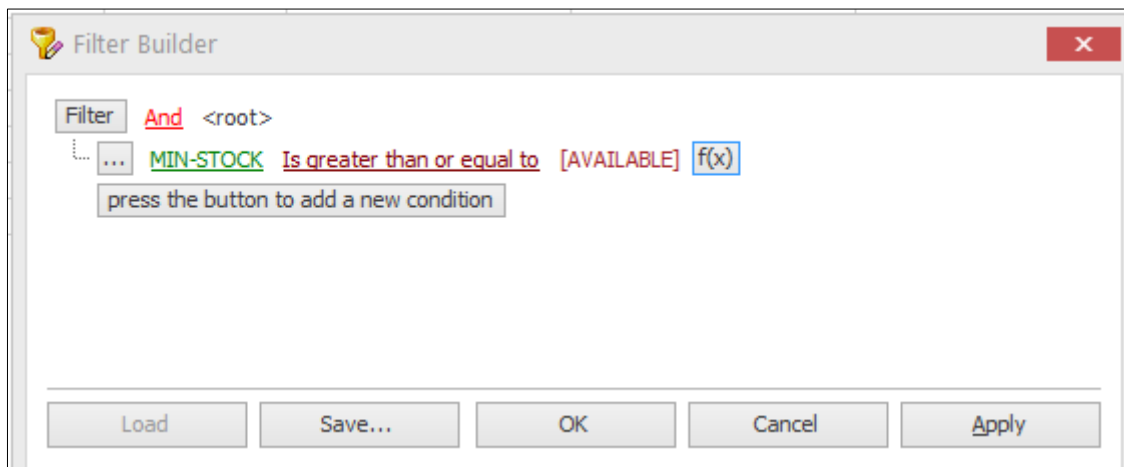
After selecting the data item to test and the test type you can click the f(x) option to access the formula editor.

You can choose a single data item from the list as per the above where we've selected the 'Available' stock field so we can see which items need to be re-ordered or you can create a calculation as per the above within the filter itself.

System Utilities

QR Code Image Generator

Datafile 2024 Only

This is a new tool that allows you to create a QR code image based on a data item within a database and to record the image filename within a data item on the same database so that it can be included within SOP/POP Documents or Profiler UDR labels.

Whilst this is a tool that can be called from within Datafile to create the QR code images the configuration process uses an INI file for the setup. The INI file can be edited with any text editor (Notepad for example).

As part of the installation process a DFQR folder will be created within the main Datafile folder – DF or DFWIN – browse to this folder.

You can have multiple QR code generation options. Clicking the DFQR.EXE will create a blank DFQR.INI – which you can rename as required for each unique configuration before editing via Notepad.

[Application]

AutoClose= set to '1' to automatically close the process when completed.

[Datafile]

DatafileINIPath – set the full path, including the filename, for the DATAFILE.INI

[DFD]

DFDFullPath – set the full path for the Datafile DFD to be processed for the QR code image creation.

Data – set the data item number to be processed for the content of the QR code. You can include multiple data items or hard coded text – i.e. Code-!001 will replace !001 with the stock code and the QR code will contain   Code-CH0167   for   example,   or   !001-!002   to   include   the   code   and   description.

BarCodeItemNumber – set the data item number to be updated with the QR code image filename.

SelectionCriteria1 – set any selection criteria for the QR creation process. Up to six lines of criteria can be defined. You define each criteria by entering the data item number (three digits), whether E-Equal, NE-NotEqual and so on.

PathPrefix = set the image file prefix to be included within the image filename updated.
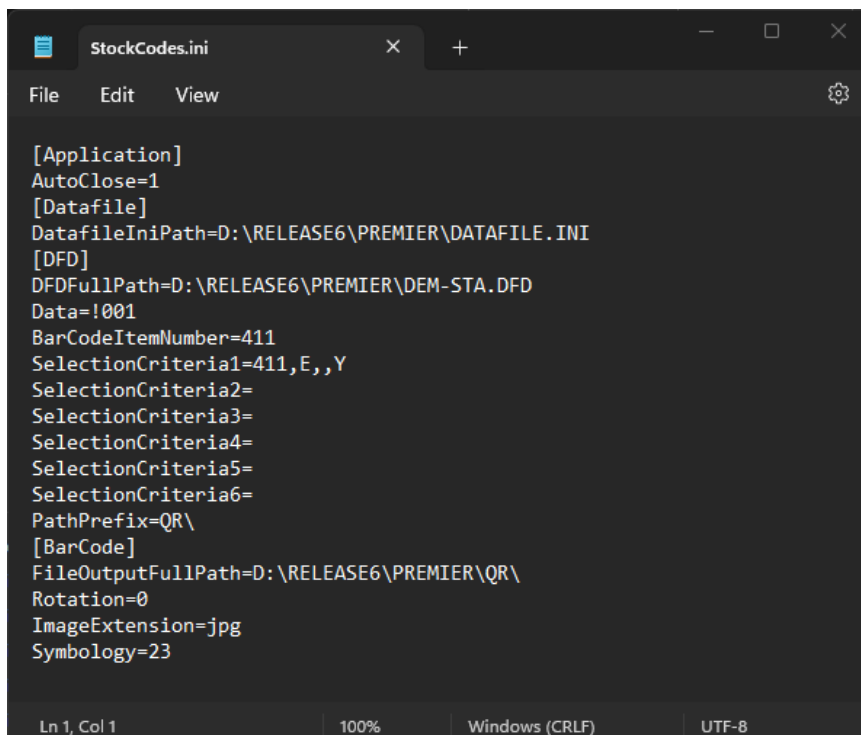
[BarCode]

FileOutputFullPath – set the full UNC\drive letter path where the images are to be created.

Rotation – set to 0. Can set to 90/180/270 to rotate as required.

Image Extension – set to jpg.

Symbology – set to 23 for QR Codes.

Example completed INI


```
[Application]
AutoClose=1
[Datafile]
DatafileIniPath=D:\RELEASE6\PREMIER\DATAFILE.INI
[DFD]
DFDFullPath=D:\RELEASE6\PREMIER\DEM-STA.DFD
Data=!001
BarCodeItemNumber=411
SelectionCriteria1=411,E,,Y
SelectionCriteria2=
SelectionCriteria3=
SelectionCriteria4=
SelectionCriteria5=
SelectionCriteria6=
PathPrefix=QR\
[BarCode]
FileOutputFullPath=D:\RELEASE6\PREMIER\QR\
Rotation=0
ImageExtension=jpg
Symbology=23
```

To create the QR code labels you can then create a shortcut – create the shortcut to the DFQR.EXE and follow with the INI file name – i.e.

D:\DFWIN\DFQR\DFQR.EXE STOCKCODES.INI

Premier users can also create a batch file with the same content and add this into the menu – adding to the Stock menu for example.

When you run the shortcut or batch file the system will show the progress through the file as a progress bar.
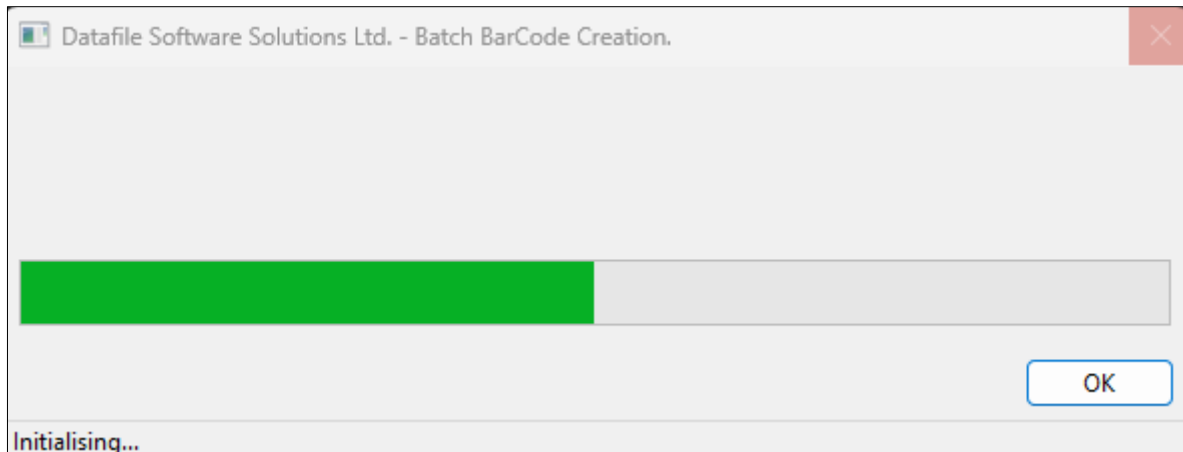
The files will be created in the selected folder – the file will be named with the database followed by the record number, the data item value, the rotation and then symbology setting.