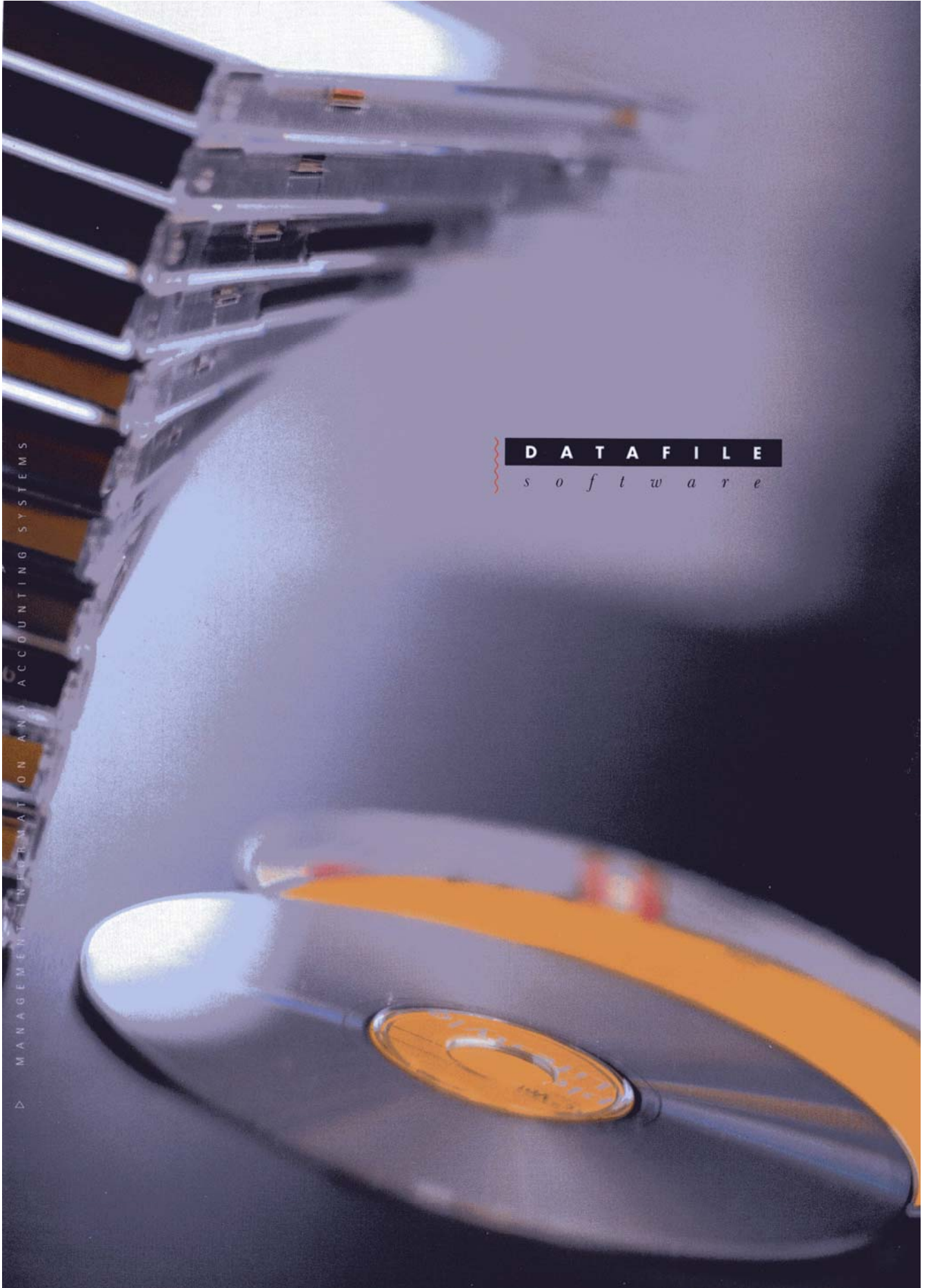
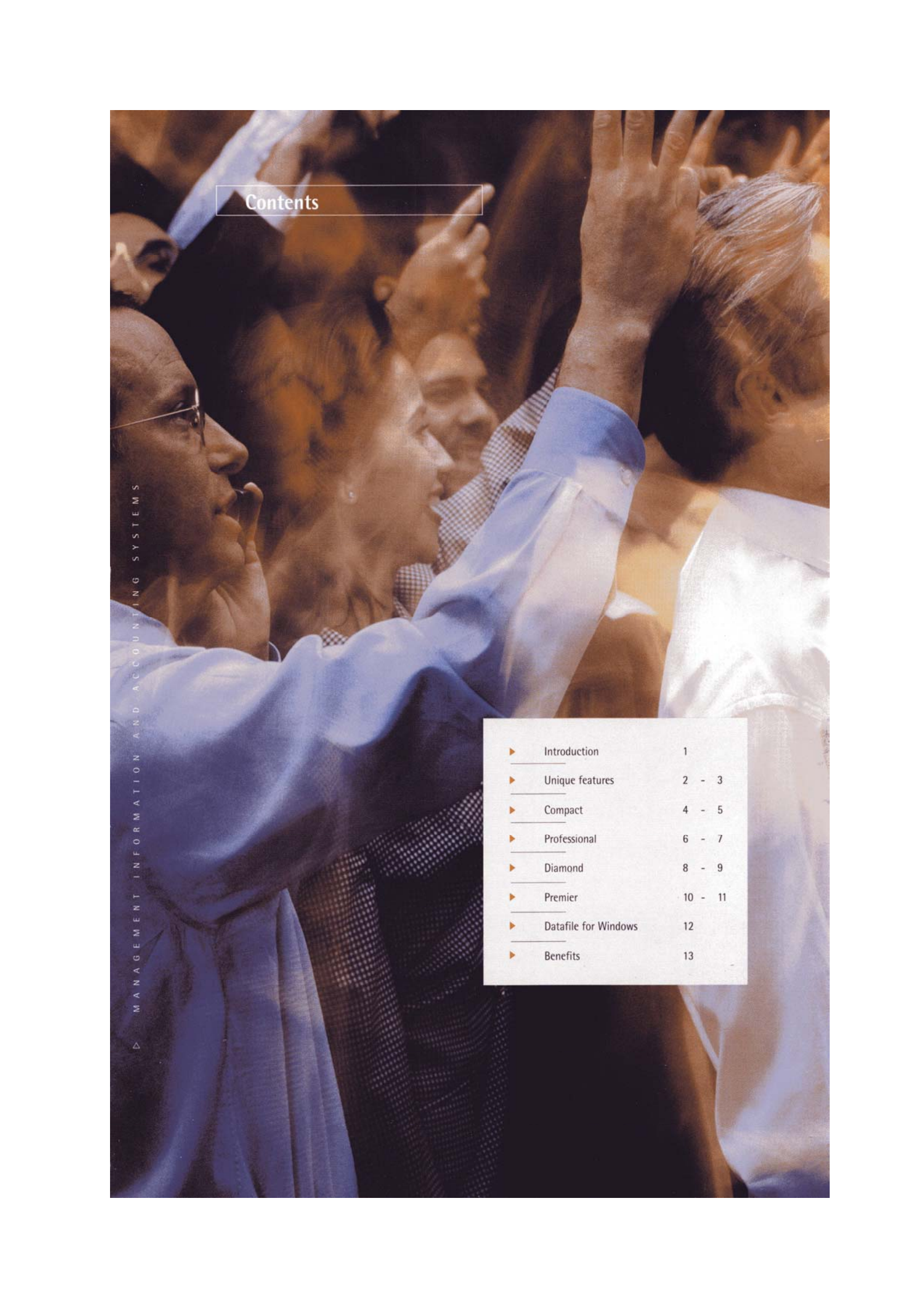


▷ MANAGEMENT INFORMATION AND ACCOUNTING SYSTEMS

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## Introduction



Today's business systems must offer much more than just accounting. They should support every part of your operation, giving you the vital management information you need to run your business. That's why so many people now choose Datafile Software, because it supplies the most adaptable business and accounting products available in the UK. Datafile matches the way you work, giving you all the extra information you need, whatever way you want it, no matter how varied your demands.

The key to this flexibility lies in Datafile's unique open user-definable database, supported by the widest range of system options in the market today. Changes that take days or weeks with other systems can be done in hours or minutes with Datafile. Start at one of our four product levels, and upgrade to a more powerful level as your business grows; there's no data conversion to do. Datafile Software is a system for today that's already planned for tomorrow.

More than 7,500 users of Datafile Software systems in every type and size of business can testify to Datafile's effectiveness, including such well-known names as EMI's Abbey Road Studios, The Children's Society, the Environment Agency - formerly National Rivers Authority, Tie Rack plc, TVR Cars, and Shell Bitumen.



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## Unique products

### C O M P A C T

Suits the small business, partnership or sole trader, for whom the volume and complexity of accounting is not large, and where there is a need for simplicity.



### Professional

The entry level for modular systems, it comes with a wealth of options which you can select to suit your preferred operating procedures.

### D I A M O N D

The power product level, *Diamond* brings you a very wide range of definable parameters. You have full control of database, screen and report design, to allow you to match the system to your needs exactly.



### P r e m i e r

This top-of-the-range product adds a new dimension to management information systems, and throws open all aspects of the system for you to modify and restructure to suit the most demanding of operations.

## Applications available

- ▶ Sales ledger
- ▶ Purchase ledger
- ▶ Nominal ledger
- ▶ Cash book
- ▶ Stock control
- ▶ Invoicer
- ▶ Sales order processing
- ▶ Purchase order processing
- ▶ Job costing
- ▶ Payroll
- ▶ Automatic invoice generator
- ▶ Batch updating utilities
- ▶ *ProFiler* application generator
- ▶ Batch / serial number tracking
- ▶ Foreign currency
- ▶ Bill of materials
- ▶ Automatically generates sales order
- ▶ Back-to-back orders
- ▶ Call-off-orders
- ▶ Fixed assets
- ▶ EC Intrastat reporting
- ▶ EDI - Electronic data interchange
- ▶ e - commerce
- ▶ ODBC

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## Features

- ▷ **Sales ledger:** including invoice preparation, recall and reprint; debtor control; statements and debt-chasing letters; detailed sales analysis
- ▷ **Purchase ledger:** including analysis to nominal; proposed-to-pay routines; taking settlement discounts, and remittance advices
- ▷ **Stock control:** including up to three prices per stock item; stock valuation; stock level warnings; average cost calculation
- ▷ **VAT records:** including EC VAT; cash accounting; VAT return Form 100
- ▷ **Cash flow projections**
- ▷ **Nominal ledger:** including trial balance; profit and loss and balance sheet; up to two years accounting periods open; recurring journals; sample chart of accounts; budget control
- ▷ **Cash book:** including multiple bank accounts; bank accounts fully up-to-date; reconcile bank accounts; recurring transactions such as standing orders and direct debits
- ▷ **Report generator:** easy-to-use; generate reports from any ledger; listings, label printing, mailmerge facilities; data import and export



## Datafile DeskTop

- ▶ All Datafile *DeskTop* functions available from pull down menus across all product levels
- ▶ Full database enquiry, reporting, processing and design facilities
- ▶ Direct links to Microsoft Office products / Word, Excel etc.
- ▶ Forms entry
- ▶ Company application enquiry
- ▶ Instant view and reprint of sales invoices, delivery notes, statement and quotes
- ▶ Memo facility per account
- ▶ Backup / restore routines
- ▶ Direct links to e-mail capability
- ▶ Direct links to fax capability
- ▶ Notepad
- ▶ Print spooler
- ▶ Calculator and calendar

## Datafile

Datafile *Professional* is the standard level for Datafile Software systems. You can purchase just those modules you require now, reassured that other modules are available to add as your future needs clarify. Each module comes with a wealth of options which you can select to suit your preferred operating procedures.

*Professional* comes with many extra features, such as greater file capacities, security options, prior period history, and multiple document types such as invoices and statements. It suits the more demanding business where flexibility without loss of simplicity is a key requirement.



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# Professional



## Features

- ▷ **Up to 12 application modules**
- ▷ **Single-user or multi-user:** versions up to 20 users
- ▷ **Maintain history:** including invoice recall and reprint
- ▷ **Support for up to 10 companies:** including prior years' end-of-year positions for lookup purposes, and the demonstration data distributed with your system
- ▷ **Support for VAT:** cash accounting, cash flow planning and budgeting
- ▷ **Sales and purchase ledgers:** support forward period transactions
- ▷ **Nominal ledger:** multi-period accounting including the previous year
- ▷ **Document design:** for statements, invoices, delivery notes, purchase orders and financial summaries, using the IDM (Interactive Design Manager)
- ▷ **User-definable:** account code formats, accounting periods, and up to ten VAT codes
- ▷ **User-definable:** Datafile *DeskTop* facilities
- ▷ **Report generator:** for listings, label printing, mail-merge, and data import / export
- ▷ **Memo facility:** allows you to attach and subsequently edit a note to any account or master record



*"We selected Datafile Professional for our accounting and management information requirements. It has proved to be a very worthwhile investment and has exceeded our expectations."*

*Mike Newman*

*D. R. Newman Limited*

#### Annual Datafile Gold contract

The Datafile *Gold* contract ensures your systems are always up-to-date with the latest software at all product levels. Every March you will receive the latest release, including the extra facilities added to the modules you purchased. These also accommodate any changes in government legislation.



## Datafile

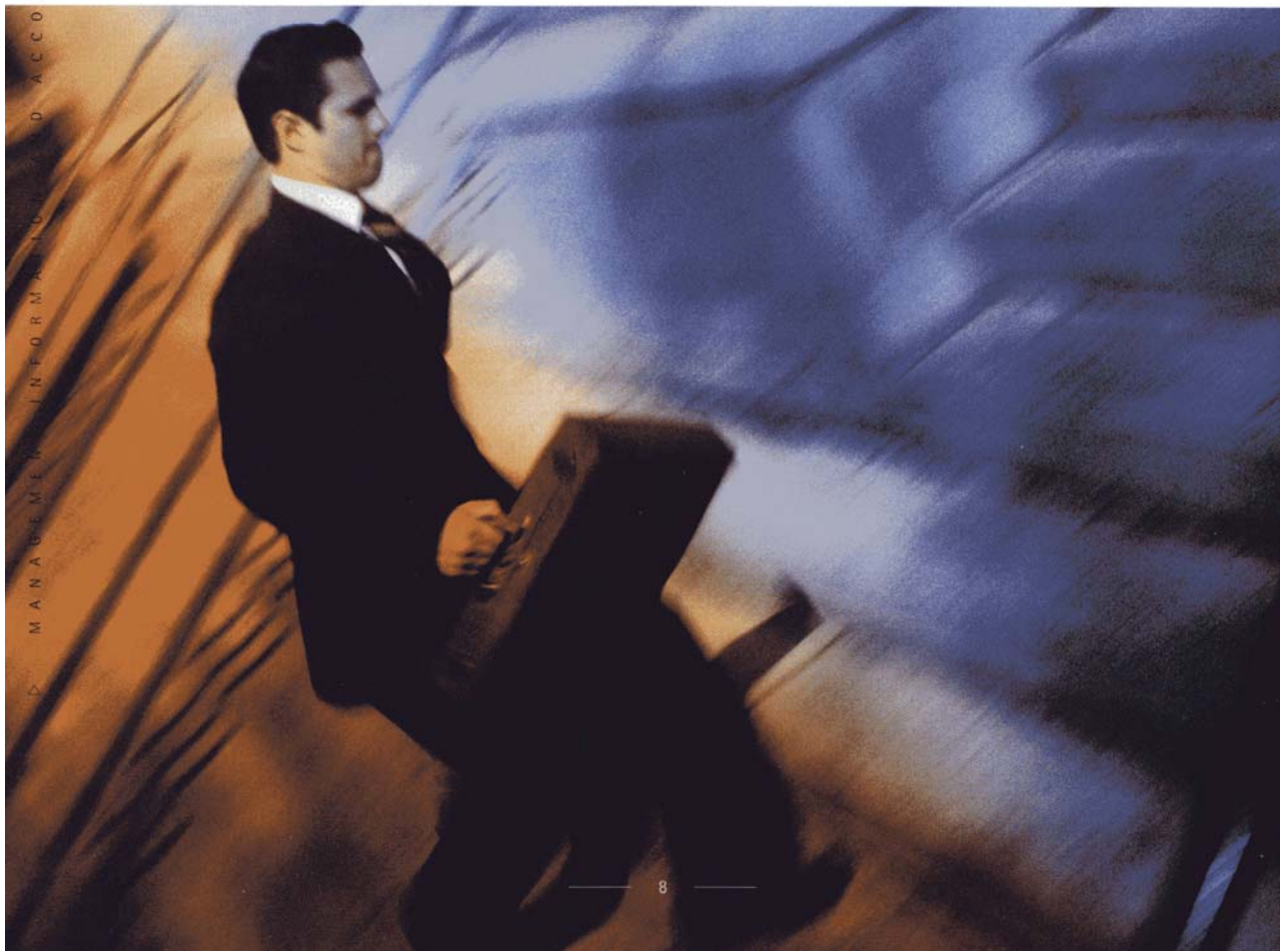
# D I A M O N D

Datafile *Diamond* is a powerful and comprehensive suite of integrated applications which can be individually tailored to suit your specific requirements. You can start with just a single module, or any combination, and add extra applications at any time as the needs of your company grow.

Datafile *Diamond* is the power level in Datafile Software's product range. The product is already well regarded in the industry, and has won a number of industry awards. The present range of Datafile *Diamond* brings even greater functionality and power to an already proven product.

*"... it became clear that our business needed more than an accounting system. After some searching we decided on Datafile which has provided us with a complete management information system."*

*Brian Feaver  
Nobel Systems*



## Features

- ▷ **All application files:** are user-definable using the Interactive Design Manager (IDM) to allow capture of the exact data you need
- ▷ **Reports:** are user-definable using the IDM, to allow you to report on extra data items, and in the sequence you prefer
- ▷ **Documents:** for statements, invoices, delivery notes and financial summaries such as balance sheets, are fully user-definable using the IDM
- ▷ **Data entry screens:** are user-definable using the IDM
- ▷ **Additional data entry:** options speed file maintenance tasks such as putting a customer on stop, changing stock item prices, specifying delivery addresses, etc.
- ▷ **Text recall keys:** allow you to define words or phrases which can be entered through a single key – e.g. "Payment - thank you" for sales ledger payments
- ▷ **Powerful copy item facilities:** allows data analysis to be entered only once and automatically used for later transaction analysis and reporting
- ▷ **Large number of user-definable options:** exist within each application to tailor the system to meet your own requirements



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## User-definable parameters for all products

No matter what functions or facilities you want from your system, you can be sure there's a way to achieve it with Datafile Software. Every aspect of your system design is stored in parameter files, which describe to the applications how they work - which may be different between companies in your group.

Applications are tailored to your needs through a combination of file design, question-and answer choices, plus screen and report design, without any programming or 4GL skills. Anyone with business analysis skills will quickly master the simple techniques, and changes are made in minutes.

All the parameters are held independently of the applications. This means you can quickly change them to reflect changes in the way you work. It also guarantees, as you apply our regular software upgrades, that your system will continue to work exactly the way you wanted.

**Datafile**

*P r e m i e r*

Datafile *Premier* brings a new dimension to management information systems by opening up the entire system so that you can modify and restructure to suit your operations. It adds new facilities to each application. It allows you to create user-specific menus to include only the options they need. And it brings you greater security by date/time stamping records and monitoring user activity. It is ideally suited to the larger multi-user site.

The Datafile *ProFiler* application generator is included with Datafile *Premier* so that you can add extra reports, screen data entry and file processing options direct into the application menus. For example, if you need multiple screens to enter data for new customers, then you can replace the sales ledger menu option used to maintain customer details with a *ProFiler* multi-screen option instead.

There is virtually no limit to the ability of *Premier* and *ProFiler* to match the most demanding accounting and operational need.

*"With the influence of database technology, Datafile have given a very wide range of parameters to be defined by the end user ... All too often software is highly functional, but the functionality is not definable, leaving the end user with unwanted functionality cluttering up screens and reports. Datafile software, whilst having the widest range of functionality, is very definable, therefore limiting the menus, screens, reports and behind-the-scene procedures to only those functions required.*

*... these parameters may be switched on and off as required."*

*Dennis Keeling*

*Business Software Review*



## Features

- ▷ **Datafile ProFiler:** supplied as standard with Datafile *Premier* systems
- ▷ **User-definable application structures:** full access to application menus so that you can tailor them to suit your particular operations
- ▷ **User-definable Datafile ProFiler structure:** take specific Datafile *ProFiler* options and mix these with application options on your own menu structures
- ▷ **Larger file sizes:** maximum file sizes are 999,999 for master files, and a massive 99,999,999 records for transaction files
- ▷ **Fast secondary indexing option:** speeds up searches in larger files
- ▷ **Extra database facilities:** to match heavier application needs
- ▷ **User-definable DeskTop:** personalise the Datafile *DeskTop* facilities to match each user's requirement
- ▷ **User logging:** a record is kept of users as they log on and off the system, together with the options which they access – the recording and interrogation of this file is under supervisor control
- ▷ **File logging:** records can be stamped with the user, date and time added. In conjunction with user logging, this provides powerful supervisory facilities for monitoring system activity

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## Datafile ProFiler

Datafile *ProFiler* is a fourth-generation parameter-based application generator. Use it either to enhance existing applications with extra reports, further processing and other procedures; or design complete new applications.

*ProFiler* applications can process a mix of their own files and those already used by other Datafile applications. For example, a *ProFiler* sales monitoring and analysis system could go far beyond the standard reports available from either sales ledger or stock systems. The application could process the data from both systems to create the necessary reports, going even further to maintain summarised history by product group.

*ProFiler* is available for use with Datafile *Compact*, *Professional* and *Diamond* levels – and is supplied as an integral part of Datafile *Premier*.

## Datafile for Windows

### Features

- ▷ **New graphical user interface**
- ▷ **Direct links:** with Microsoft Office products such as Word and Excel
- ▷ **Integrated word processing:** write and maintain letters for customers, suppliers, and staff
- ▷ **Graph:** options in most applications
- ▷ **Instant access:** to customer and supplier e-mail and web sites
- ▷ **Instant copy / paste:** single click copy customer name and address to clipboard
- ▷ **e-commerce:** solution for customer, stock, and price matrix on the web
- ▷ **EDI:** full input and output facilities
- ▷ **ODBC driver:** read only and full updating drivers available
- ▷ **Developer links:** batch loading of Datafile Windows applications from front end contact management applications



The Windows implementation of Datafile products marked a new era in the history of Datafile Software. Without any loss in the flexibility, functionality, and reliability of the existing applications, the Windows product offers a graphical user interface and integration with many other Windows products. New business opportunities such as e-commerce and EDI are catered for, by the Datafile Windows applications.

As well as specific links to popular products such as Microsoft Office there is an ODBC driver, which allows full access to any Datafile database from many other Windows applications and development environments.

