

# Down To Earth

Business Software

## Cost Center User's Reference Manual

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# Cost Center

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The Down To Earth Cost Center application enables you to separate your company's costs (expenses) and classify them to an established cost (center) code. The Cost Center application differs from Job Costing in that the cost distinction is with the General Ledger account number, not a lengthy job classification number. The source of the cost center activity then comes from within the Accounts Payable, Accounts Receivable, Payroll, and General Ledger transactions. Each applicable transaction separate costs into a Cost Center ID and transfer that costing to G/L via the interface and post.

Each **General Ledger account number** is optionally associated with a (three character) Cost Center Category code, usually distinguishing a type of cost. For example, you could define cost categories of **Labor** for all the G/L salary expense codes, **Administrative** for the general office expenses, and **Field** for the expenses incurred for your field service calls.

Chart of Account numbers are defined for Cost center activity as **Not allowed**, **Optional**, or **Required**. The G/L Control variable COSTCATEGORY defines if the Cost Category is manually entered or always to default to the category defined within the account number.

The **DTE accounting applications** record the Cost Center ID and Cost category within the individual transaction entry. Accounts Payable invoice, Accounts Receivable transaction, Payroll time sheet, (and G/L Journal transaction entry) windows prompt for the appropriate Cost Center codes for the individual activity. (Only if the account being used has already been identified as requiring or optional cost center codes.)

Then, the values are written to the distribution file when transactions are posted, and eventually be **interfaced to General Ledger**. Changing those values can be accomplished after the transactions have been interfaced to G/L and before they are posted as journals.

- ✓ Each six digit **Cost Center ID** is defined for each individual “center” to track. You could define specific projects or building costs by this ID. Within that ID, you assign a general **Cost (Center) Type** code to group together with other projects for reporting. For example, **Hidden Valley Gardens** or **Northport Harbor Gardens** (or specific locations or building types like Warehouse, Business office, Garage, etc.) The Cost Center ID also defines the inactive date and if it is required as Certified for the Payroll Certified Register.

All Cost Center IDs are governed by a Cost (Center) Type code. The Cost (Center) type determines the overall general grouping for the Cost center IDs. Each Cost Center ID is associated with and Formatted reports are separated by this Type code.

With all this information in mind, the following is an example used throughout this document and in demo data as the example referenced.

- ✓ Cost (Center) Type – APT defined as Apartments
- ✓ Cost Center IDs – Hidden Valley Gardens apartment complex

- Northport Harbor Gardens apartment complex
- ✓ Cost categories
  - REV as Apartment Revenue
  - MNT as Apartment Maintenance
  - UTL as Apartment Utilities

Additional features of Cost Center application include the **Budget tracking** for each Cost center ID / Category combination and the **Report creation**. Budget tracking functions very much like the Budget entry in the General Ledger application. Each Year, Revision, Cost center, and Category combination define up to 13 periods of budget values, to be managed by dividing annual budgets, inflating by a percent, or entering each period manually.

The report creation process does not produce completely customized reports as with G/L Financial statements but allow you to tailor the existing format choices. You choose to include for example, Cost categories (Labor, Administrative, and Field in the above example) for Starting and Ending Cost center IDs. Each different Cost center type (Long term, Short term, Quarter, Semi-annual, etc in the example) has a single format defined and specifies to include the specified Cost categories with optional Headings and Totals/Sub-totals.

The customized format can then include various combinations of Current, Year-to-date, Inception-to-date, and budget amounts with percent comparison to budget and amount remaining for the Cost center ID.

Tracking the costs via the General Ledger application adds more accounting flexibility and control than a standard job costing application. Though sometimes thought of as an unnecessary application, Cost Center ties the business application together.

# 1 Getting Started

---

Select “Cost Center” from the Accounting menu column to access the Cost Center application and display its main menu bar.

Because Cost Center is used within other DTE applications, the codes used in CC must be defined prior to entry in Accounts Payable, Payroll, Accounts Receivable, or General Ledger. You must perform the following functions below:

1. Define each General Ledger account used for costing with a value of Optional or Required accordingly in the Cost center field. Optionally, the default (Cost) Category code is entered (see Step 2 below).
2. Verify that the General Ledger COSTCATEGORY Control is defined correctly for your company. The Control value, **Entry**, designates that the Cost Center category code is taken from the transaction entry and that no default code displays for the field. **Chart** directs Down To Earth to use the Cost Category defined in the Chart of Account file as the default value when entering transactions to accounts designated for Cost Center.

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All Cost Center IDs are governed by a Cost (Center) Type code. The Cost (Center) type determines the overall general grouping for the Cost center IDs. Each Cost Center ID is associated with and Formatted reports are separated by this Type code. For example,

- ✓ Cost (Center) Type – APT defined as Apartments
  - ✓ Cost Center IDs – Hidden Valley Gardens apartment complex  
– Northport Harbor Gardens apartment complex
  - ✓ Cost categories – REV as Apartment Revenue  
– MNT as Apartment Maintenance  
– UTL as Apartment Utilities
3. With the above example in mind, make a list of your Cost Center types, the overall object(s) that you are tracking costs for and create a unique code and description for each. The example used is the APT – Apartments code. Refer to the section, “Defining codes,” for more information.
  4. Make a list of your Cost categories (revenue, maintenance, utilities, labor, administrative, etc.) and create a unique Cost Category code and description for each. Refer to the section, “Defining codes,” for more information.
  5. Create Cost Center IDs for each different “center” that you plan to track costs for (specific project, building, etc). This entry is associated with the overall Cost Type and identifies the center as Certified for producing a Certified Payroll Register within the Payroll application.
  6. There are no specific DTE Control Variables defined or transaction entries to process for Cost Center.

## 2 The Maintenance Menu Column

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The master record for each Cost Center ID you manage and the coding used within the master are defined via the Maintenance menu column. As with all Down To Earth applications, any Code master can be defined from any application Maintenance menu column.

From the Maintenance menu column you can

- Create a new or edit an existing Cost center code
- Define budgets and budget revisions
- Generate tailored report formats to print when “Formatted cost report” from the Reports menu column
- Define or modify master codes such as Cost Center Type and Category codes required for processing

**“Locate record” and “Find” shortcut:** If you’re using any Maintenance menu selection to change an existing record, you can use the “Locate record” shortcut to search for the record by any of the field choices displayed, based on the record key(s). Use the “Find” shortcut to search for a previously defined code during data entry if not already known. Most “Find” shortcuts do not offer search options but instead simply display a list of valid codes to use for data entry.

- ✓ Non-Windows environments display the message, “Find(Locate)” on the information line when your cursor is placed in a field or the shortcut key is enabled when you pull down the Records or Input menu columns. Any keyboard equivalent defined for your system is displayed in the menu column list.
- ✓ Windows environments either indicate the “Locate record” shortcut is allowed by enabling the Binoculars button or displaying a “Find” button next to the field with three periods. Either click on the enabled button or use the equivalent keyboard key as noted when you pull down the Records menu column.

Wildcards are allowed along with several “Locate record” shortcut search options. Please refer to the General Concepts User’s Reference manual for complete descriptions and additional examples.

For example, to search by the Cost Center ID Search name, select the “Find” shortcut, use the “Fill defaults” shortcut which uses the default asterisk and displays a list in order starting with the first Cost Center ID on file. To search by Name, enter a blank <spacebar> for the **Cost ID** field then an asterisk (\*) in the **Name** field. The resulting list is in order by the Cost Center ID description. Wildcards are allowed along with several “Locate record” shortcut search options. Please refer to the General Concepts User’s Reference manual for complete descriptions and additional examples.

**“Field Maintenance” shortcut:** Throughout Down To Earth applications there are some Master fields that can be defined ‘on the fly’ while in other routines. For example, you can define a new Type code while entering a new Cost Center ID.

- ✓ Windows environment fields enabling the use of the “Field Maintenance” shortcut are noted by a different color field name – the standard color is green. Click on the green field name to display the maintenance input window for that code.
- ✓ Non-Windows environments display “^A maintenance” on the Information line and require the key sequence, Ctrl-A, to display the Maintenance entry window for that code.

**Keyboard shortcuts:** For your system’s actual keyboard shortcuts, pull down the General or Records menu column for Windows environments, within a menu column selection. Pull down the General, Records, and/or Input menu columns for the keyboard shortcuts in a non-Windows environment.

## 2.1 Creating Cost Center ID codes

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The Cost Center ID code is a user defined, alphanumeric, up to six character code to identify a specific cost center (such as project or building) that falls under an overall Cost Center Type.

The Cost Center ID (and Cost category code) is then assigned within other DTE applications to associate that application transaction with a specific Cost Center ID. This association is written to the application to General Ledger distribution file, Interfaced to G/L, and posted to Cost Center. For example, each Payroll Time Entry transaction can be assigned to a Cost Center ID as well as an A/P vendor invoice to track the expenses.

**Deleting a cost center ID:** To delete a single cost center ID, display and enable the record to be deleted via “Cost center” Maintenance menu selection and use the “Delete” shortcut to verify and delete the record. Though not verified, cost center IDs should only be deleted when inactive for accurate cost reporting.

Deleting a cost center ID does not delete the detailed records stored in the various data files for reporting. You cannot purge the amounts carried for a specific cost center ID. To purge all dollar and/or budget amounts through a specific year, select “Purge amount history” from the Miscellaneous menu column.

**Entry Information:** Select “Cost center” to display the Cost Center Maintenance window. Choose the “Add record” shortcut to add a new record, the “Edit record” shortcut to edit the displayed record, or the “Exit” shortcut to return to the Menu column. You can also utilize the “Locate record,” “Next record,” “Last record,” “Prior record,” or “First record” shortcuts to display a specific record in the entry window. You can use the “Help” shortcut for a brief description of any individual field. To cancel your input, use the “Cancel process” shortcut and be sure to use the “Update record” shortcut if any changes are made.

### Cost Center Maintenance window

**Cost center ID:** Enter up to a six character alpha numeric identifying code for the specific cost center you want to track. This field is case sensitive and user defined. Referencing the standard documentation example, this is the specific apartment complex within the overall cost center Type code of Apartments.

**Description:** Enter a description of up to 30 characters for this item. Though not suggested, if you want to leave this field blank, press <Return>. When you record any reference to a Cost Center ID within any application, this description is automatically displayed for visual verification. Therefore, it is recommended that you always enter a detailed description of your cost center.

**Sort name:** Down To Earth uses the sort name to perform the “Find” function. If you are creating a new record, the first 10 characters of the description you entered above, is automatically displayed in this field as a forced uppercase value. To use this description as the sort name, press <Return>. If you want Down To Earth to use a different description when searching for this item, enter that value.

For example, you may want groups of similar centers to have the same **Sort name** for use with the “Find” shortcut. When searching on that value, all the cost centers associated with that sort name display in the find window including the ID and full description.

**Type code:** Enter a valid overall cost center type code associated with this cost center ID. Referencing the standard documentation example, this is the general grouping APT - Apartments.

**Inactive date:** Press <Return> to enter the default value, **00/00/0000** for new cost centers. When cost center activity is complete, enter the date it is no longer active.

The inactive date value is used to verify the allowance of a journal entry within General Ledger transaction entry and for Cost Center Formatted and Amount/Budget reports. Inactivated cost centers are not included in either cost center report.

**Certified:** Press <Return> to enter the default value, **Yes**, to generate a certified Payroll register within the Payroll application. If this cost center does not require a certified register, choose **No**. This field is required to be the value **Yes** and this cost center ID associated with the Payroll transaction to be included in the Payroll Certified register required for union reporting.

-----  
 Use the “Update record” shortcut to write the record (new or changed) to the data file. For new record entry, the window is cleared and the cursor is displayed in the **Cost center ID** field for the next cost center entry. If you’re finished creating cost centers, use the “Exit” shortcut to return to the Maintenance menu column.  
 -----

## 2.2 Creating Cost Center budgets

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To create a budget for cost center ID and category combination or to change or delete an existing budget, select “Budgets” from the menu. The budget function allows you to create budgets for any valid accounting year, storing up to nine revisions for each year’s budget and recording wither dollars or units.

You can enter an annual amount to be divided equally among the accounting periods, or you can enter a different amount for each period. You can also use the inflate option to calculate budgets for periods two through 13, based on the period one amount and a user-defined inflate percentage.

**Budget year:** The budget year is most often the same year as the General Ledger processing year, retaining that year unless otherwise changed. The year displayed as the default for CC budgets is based on the current processing year defined in G/L via

“Change Accounting year” Maintenance menu selection for your Operator ID. Normally this is the same as but not required to be the CURRFISCALYR Control. To change the year displayed for Cost Center Budgets, you must exit Cost Center, select General Ledger, and select “Change accounting year” from the Maintenance menu column. This would only be necessary if the budget year you are entering for is different from the processing year in G/L.

**Printing Budgets/worksheets:** You can print current budget amounts for a specific revision and/or a worksheet to assist in creating revisions or next year’s budgets. You can print a list of current budgets for a range of cost centers within a single category and for any revision, by selecting the “Budgets” from the Reports menu column. A worksheet is created within the same parameters with space for manually entering amounts or units.

**Entry Information:** Select “Budgets” to display the Budget Maintenance window. Choose the “Add record” shortcut to add a new record, the “Edit record” shortcut to edit the displayed record, or the “Exit” shortcut to return to the Menu column. You can also utilize the “Locate record,” “Next record,” “Last record,” “Prior record,” or “First record” shortcuts to display a specific record in the entry window. You can use the “Help” shortcut for a brief description of any individual field. To cancel your input, use the “Cancel process” shortcut, the “Delete record” shortcut deletes the active record displayed, and be sure to use the “Update record” shortcut if any changes are made.

## Budget Maintenance window

**Year:** Display only. The current processing year for General Ledger application for your Operator ID displays. A control record must already exist in the General Ledger application defining the fiscal year accounting periods.

The year displayed is based on the Current processing year defined in G/L via “Change Accounting year” Maintenance menu selection for your Operator ID. Normally this is the same as but not required to be the CURRFISCALYR Control defining the current fiscal year being processed. To change the year displayed for Cost Center Budgets, you must exit Cost Center, select General Ledger, and select “Change accounting year” from the Maintenance menu column. This would only be necessary if the budget year you are entering is different from the processing year in G/L/

**Revision:** Enter the number of this budget revision. If this is the original budget for this account, just press <Return> to accept the default, 0 (zero). This field is Display only when editing an existing record.

**Cost center:** Enter the identification code for the cost center ID for which you are creating a budget. This field is Display only when editing an existing record.

**Category:** Enter a valid Cost Center Category code to associate with the cost center for which you are creating a budget. This field is Display only when editing an existing record.

**Dollars/units:** Choose **Dollars**, the default, if this budget represents actual dollar amounts or **Units** if the numbers are physical units. Units can be of time, physical objects, etc. – they are user defined.



NOTE: The **Units** field within the chart of accounts definition in General Ledger must be defined as either **Optional** or **Required** to carry the units entered within the different applications, through General Ledger interface, and post to Cost Center. If the account **Units** field value is **Not allowed**, no units are posted to Cost Center, even if the application allows entry.

**Method:** From the displayed selection window, choose one of the following. The default value is **Annual**.

- ✓ **Annual** to divide an annual amount equally among the accounting periods
- ✓ **Period** to enter a specific dollar amount for each accounting period
- ✓ **Inflate** to enter an amount in period one and have the system calculate the remaining periods using a specified percent to inflate each period from the previous. For example, if you have a new product, and you project that sales will increase 5% each month for the rest of the year, you would choose **Inflate**, enter an inflation percentage of 5%, and enter an initial budget amount for period 1. The amount calculated for each following period will then be 5% more than the prior period.

-----  
 If you select **Annual**, the cursor moves to the **Annual amount** field. If you choose **Period**, the cursor moves to the **Period 1** field. Choose **Inflate %** to advance the cursor to the **Inflate%** field.  
 -----

**Annual amount:** Enter the amount to be allocated equally among the accounting periods. If the budget amount is the opposite of the account's normal balance, place a minus sign (–) either before or after the budget amount. For example, if the account normally has a debit balance but the budgeted amount is a credit, also enter a minus sign. The system automatically calculates the budget amounts for each accounting period. Any remainder is added to the last period amount. The maximum size of this field is **99,999,999,999.99**.

**Inflate %:** Enter the percentage to inflate for each period based on the amount entered for the **Period 1** field. The budget amount is inflated by this percent for each subsequent period. For example, if you enter **.10** (one tenth of one percent) for the **Inflate %** field, a period 1 budget of 3,000.00 is inflated by 3.00 for each successive period.

**Period 1 - 13:** Entering an annual budget amount allows Down To Earth to automatically calculate and enter the budget amount for each period. If you selected **Period** at the **Method** prompt, you must manually enter the dollar amounts for each of the accounting periods. If you selected **Inflate** for the method, the period budgets are automatically calculated based on the inflate percentage and the amount manually entered in the **Period 1** field. The maximum size of this field is **9,999,999,999.99**.

The number of periods used is dependent upon the number of accounting periods defined for the fiscal year within the General Ledger application for the same year.

-----  
 Use the "Update record" shortcut to write the record (new or changed) to the data file. For new record entry, the window is cleared and the cursor is displayed in the **Revision** entry field for the next budget entry. If you're finished creating budgets, use the "Exit" shortcut to return to the Maintenance menu column.  
 -----

## 2.3 Defining Cost Center report formats

Although the basic options for printing Formatted Cost reports already exist, you must tailor the reports to include specific Categories, dollars or units, to add or subtract, reverse the sign, and print a specific description. You can also design headings and also decide where you want totals to print.

**Special note re heading lines:** It is suggested that you plan the report format with ample heading and blank lines from the beginning. The “%H” Heading lines require the sequence number to match the line number where it is required to print. For example, if you want the heading to print on the fourth line down, it must be entered as sequence 4. If you define the first heading to print on line 1 and decide to add another later, you must re-enter the entire format commands as there is no method for inserting a sequence number.

Selecting “Formatted cost reports” from the Reports menu column generates the standard reports. Within that selection, you choose the period/year, cost center type, starting and ending cost center ID, the revision (for budgets), and if the report is printed in order by cost center ID sort name or ID code. In addition, you choose what values to print,

- ✓ 1 – Current period / Year-to-date / Inception-to-date
- ✓ 2 – Current period / Budget / Percent used / Amount remaining
- ✓ 3 – Year-to-date / Budget / Percent used / Amount remaining
- ✓ 4 – Inception-to-date / Budget / Percent used / Amount remaining
- ✓ 5 – Current period / Budget / Percent used / Inception –to-date / Budget / Percent used

The (Lines) List Selection window entry example below shows how the first 10 lines of the input would look within that window on the example format:

Seq	Pg	Lin	Cat	Description
1	0	0		
2	0	0		
3	0	0		
4	1	4	%H%	Apartments
5	0	0		
6	1	6	REU	Apartment Revenue
7	0	0		
8	1	8	%H%	Apartment Expenses
9	1	9	UTL	Utility Expenses
10	1	10	MNT	Maintenance Expenses

In the standard documentation example, the entire line entry report of a sample format is shown as follows:

Pg	Ln	Cat/Desc	\$/Unit	Description to print	Rev?	Base	Add/subTo	pg	To ln
1	4	** Header Line **		Apartments					

1	6	REV	Apartment Revenue	D	Apartment Revenue	Y	B	Add	1	14
1	8		** Header Line **		Apartment Expenses					
1	9	UTL	Utilities	D	Utility Expenses	N	Y	Add	1	12
1	10	MNT	Maintenance	D	Maintenance Expenses	N	Y	Add	1	12
1	12		** Total Line **	D	Total Expenses	N	Y	Add	1	14
1	14		** Total Line **	D	Net Profit for Complex	N	Y	Add	1	60

In the above settings, the Revenue is Added to the total on line 14 because the sign is reversed for visual correctness. Then the expenses are also added to line 14 total without the sign being reversed. The net result is that the revenue amount is subtracted while the expense is added, producing the net profit.

The above example format produces the following report using option 2 – Current period / Budget / Percent used / Amount remaining:

```

*****
-----DESCRIPTION-----      YEAR TO DATE      BUDGET      % USED      AMT REMAIN
*****
COST CENTER: 000005  Hidden Valley Gardens

Line 1
Line 2
Line 3
Line 4 Apartments

Line 6 Apartment Revenue              3,500.00      6,000.00      58.33%      2,500.00

Line 8 Apartment Expenses
Line 9 Utility Expenses                700.00        1,200.00      58.33%        500.00
Line 10 Maintenance Expenses          7,340.22      3,000.00      244.67%      4,340.22-

Line 12 Total: Total Expenses          8,040.22      4,200.00      191.43%      3,840.22-

Line 14 Total: Net Profit for Complex  4,540.22-     1,800.00      252.23%      6,340.22
    
```

### Format Maintenance window

**Cost (center) type:** Enter a single overall Cost center type code to assign to this format. When printing Formatted cost reports, the **Cost type** value entered for the report determines which format to use.

-----  
 Use the "Go" shortcut to pull down the Lines list selection window and enter the formatting commands.  
 -----

### (Lines) List selection window

The sequence number is automatically assigned to each record in the format Lines list selection window. The maximum number of sequence records per Cost (Center) type code is 119. Double-click the mouse or press <Return> to select a marked sequence number record on a Windows system or use the arrows to move up and down then <Return> to select on a non-Windows environment. Choose one of the following options

- ✓ Select the first sequence line when adding a new record to display input fields for a new transaction entry.
- ✓ Select a displayed sequence number to edit existing transaction format records.
- ✓ Select an unused sequence number to add to the list of existing format records. (See NOTE below re %H% Header commands.)
- ✓ Mark/Block (do not select) an existing sequence number within the Format Lines window then use the “Delete entry” shortcut to mark the sequence number as deleted. The sequenced record is removed from the file (and the displayed in the window) **Note that there is no un-delete function** with Cost Center report formats. Once the sequence number is deleted, it must be re-entered again if necessary.



NOTE: %H% - Header commands – require the sequence number to match the line number where it is required to print. For example, if you want the heading to print on the fourth line down, it must be entered as sequence 4. All other commands control the line number printed in the report, within the Format Lines entry window.

---

## Format Lines window

**Page no:** Display only. This field identifies the page number within the format that the Category code is printing.

**Line no:** Display only. Identified the line number within the previous **Page no** field that the Category code is printing on.

**Category:** Enter a valid Category code to print. For each Cost Center ID included in the report, the Cost Categories defined within the format are listed.



NOTE: The **Category** field is also the field of entry to identify Header and Total lines within the format. Enter a period ( . ) then an **H** to prompt for a Header description or a period ( . ) and a **T** to prompt for the required totaling information.

---

**Dollars/units:** Choose **Dollars** if the values on the cost center reports are representing dollar amounts. Choose **Units** if the values are numbers of physical (or time) units. Units are carried with the account number from applications, through the General Ledger interface and posted to Cost Center if that account **Units** field is defined as either **Required** or **Optional**.

For example, you may choose to enter a value tracked as a unit rather than a dollar amount when entering an Accounts Payable expense. (A unit is user defined and can represent anything, time, physical item, etc.) To carry units through General Ledger and into Cost Center, the account must be defined with the **Units** field of the account as either **Optional** or **Required**. Defining an account with Units **Not allowed** does not carry units to Cost Center, even if the application allows a value entered in that application’s **Units** field.

**Add/subtract:** Choose to **Add** this Category or Total dollars/units value to the page and line number entered in the next two fields. You can also choose to **Subtract** this

Category or Total dollars/units value. The standard method would be to **Add** revenue and **Subtract** expenses from the Category. Total lines depend entirely on what is being totaled.

**To page no:** Enter the page number that the Total line is on that this Category dollars/units should Add or Subtract to. This field is disabled for %H% Header lines

**To line no:** Enter the line number for the above page number, where the Total line is located, that this Category dollars/units should Add or Subtract to. This field is disabled for %H% Header lines

**Reverse sign:** Choose **Yes** to reverse the parentheses assigned to the chart of accounts in General Ledger. Press <Return> to enter the default, **No**, and leave the parentheses matching the account definition. For example, Revenue accounts are usually credit balances and are negative amounts on the Formatted Cost report. Enter **Yes** to reverse the sign from 'normal' and they display as positive amounts.

**Percent base:** Choose **Base** to represent the baseline at 100%. Enter **Yes** if this page/line sequence is a percentage calculated of the Baseline amount or **No** if no percentage should be calculated. **No** is the default field value.

**Description:** Enter the description that you want to print on the report for this Category, Header, or Total line.

-----  
 Press <Return> or click OK when input is completed. The cursor control returns to the Lines List selection window for additional format commands entry. Use the "Exit" shortcut if input is complete to return to the Format Maintenance window, Cost (Center) type field to define or edit a different format. Use the "Exit" shortcut again to return to the Maintenance menu column.  
 -----

## 2.4 Defining codes

---

Before you begin defining Cost centers or Budgets, you must assign a unique three-character code and description to each. Select "Codes ►" from the Maintenance menu column to define the various codes used by all the applications in Down To Earth. Although you can define or edit any of the application codes from this menu selection, only the Cost Center Type and Cost Category codes are actually referenced within the Cost Center application.

The Cost Center Type code determines the overall general grouping for the Cost center IDs. Each Cost Center ID is associated with and Formatted reports are separated by, this Type code.

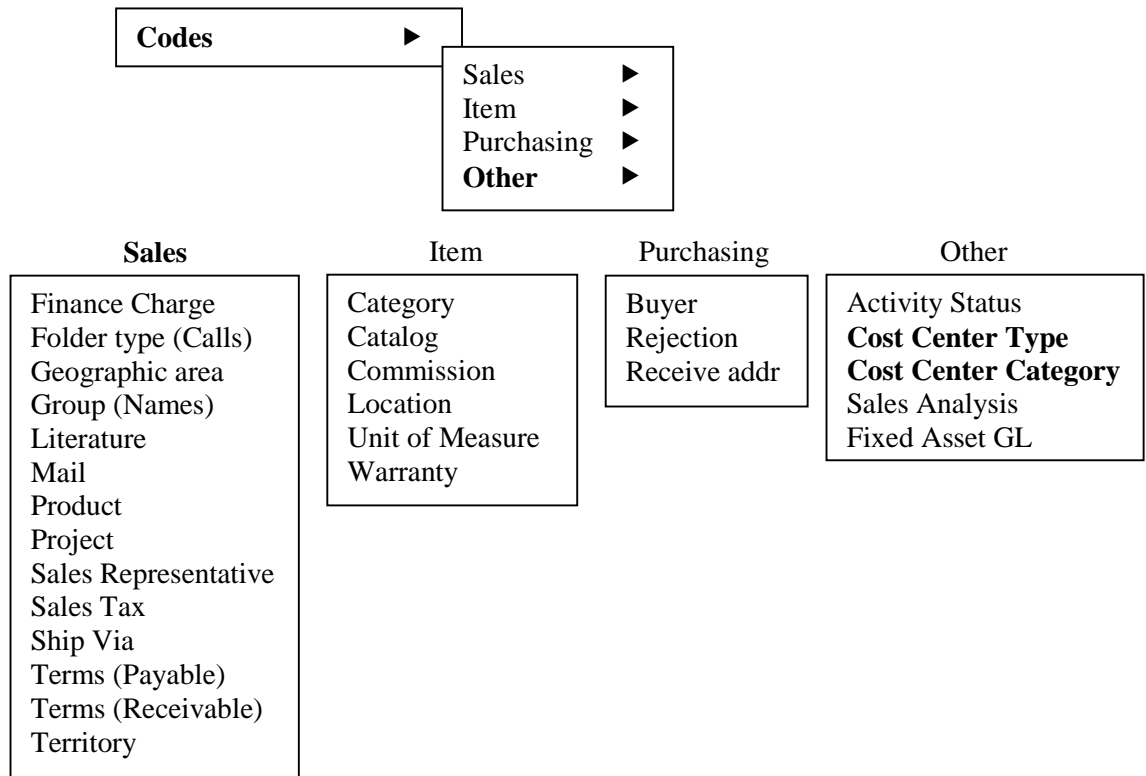
The Cost Category groups the General Ledger chart of account numbers into the different reporting entities. Each account number carrying Cost Center data is associated with a Cost Category. The G/L Control variable COSTCATEGORY defines if the Cost Category is manually entered or always to default to the category defined within the account number.

The following example is used throughout this document and in demo data as the example referenced.

- ✓ Cost (Center) Type – APT defined as Apartments
- ✓ Cost Center IDs – Hidden Valley Gardens apartment complex

- Northport Harbor Gardens apartment complex
- ✓ Cost categories
  - REV as Apartment Revenue
  - MNT as Apartment Maintenance
  - UTL as Apartment Utilities

From the “Codes ▶” selection, choose either “Sales ▶,” “Item ▶,” “Purchasing ▶,” or “Other ▶” to display the respective code selection menu. To define Cost Center Type and Cost Category codes, choose “Other ▶” then “Cost Center Type” to display the Cost Center Type Maintenance window or “Cost Category” to display the Cost Category Maintenance window. Either selection prompts for the Code and Description of the code.



**Entry Information:** Choose the “Add record” shortcut to add a new record, the “Edit record” shortcut to edit the displayed record, or the “Exit” shortcut to return to the Menu column. You can also utilize the “Locate record,” “Next record,” “Last record,” “Prior record,” or “First record” shortcuts to display a specific record in the entry window. You can use the “Help” shortcut for a brief description of any individual field. To cancel your input, use the “Cancel process” shortcut, the “Delete record” shortcut deletes the active record displayed, and be sure to use the “Update record” shortcut if any changes are made.



NOTE: All companies use the same terms codes; therefore, you can define any codes once, while logged into any company, and then use them again for any other company.

---

For more detailed information regarding each input field within any Codes Maintenance window, please refer to the Name/Address chapter of your Down To Earth User Reference manual, Defining codes section.

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## 2.5 Setting up your company

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There are no Company Control variables defined directly within Cost Center. There are two controls within General Ledger that indirectly affect the Cost Center application, and one within the Payroll application:

### General Ledger application:

**COSTCATEGORY:** The value of **Entry** for the COSTCATEGORY Control, designates that the Cost Center category code is taken from the transaction entry and that no default code displays for the field. **Chart** directs Down To Earth to use the Cost Category defined in the Chart of Account file as the default value when entering transactions to accounts designated for Cost Center. Even when using the chart of accounts cost category as the default, it can be changed during the transaction entry.

**CURRFISCALYR:** The year displayed as the default for CC budgets is based on the current processing year defined in G/L via “Change Accounting year” General Ledger Maintenance menu selection for your Operator ID. Normally this is the same as but not required to be the CURRFISCALYR Control. To change the year displayed for Cost Center Budgets, you must exit Cost Center, select General Ledger, and select “Change accounting year” from the Maintenance menu column. This would only be necessary if the budget year you are entering for is different from the processing year in G/L.

### Payroll application:

**COSTCENTERS:** Select **Yes** for the COSTCENTERS Control variable if you are using Cost Centers with your General Ledger accounts and have the Cost Center application installed. Choose **No** if you don’t plan on managing cost centers.

You must have the Cost Center application installed and any Cost Center ID master record, **Certified** field defined as **Yes** if you have employees requiring a certified payroll report for their union. The payroll transaction must reference a Cost Center ID identified as certified to be included on the Certified Payroll Register report.

## 3 The Reports Menu Column

---

The first selection from the Reports/ menu column, “Codes,” is available from any application that maintains the data reported on. For example, you can print Accounts Receivable codes from within the Cost Center, Accounts Payable, or Inventory application because all three applications utilize some part of the master Codes.

This document includes detailed description of those Code lists that apply directly to Cost Center. For detailed descriptions of other Code reporting, please refer to that application reference manual.

In addition to printing a Codes list, the selections in the Reports menu column allow you to

- Print a Cost Center Master list printing a single line per Cost Center
- Create revisions or next years budgets with the Budget worksheet
- Review past and current Budgets
- Print Formatted Cost reports and the Formats defined that control the structure of the reports
- Analyze the (General Ledger) account number and Cost Center detail activity for a given accounting period
- Compare Cost Center and Category Actual to Budget for a given current period and year to date

**Default values:** The most common report field entries are chosen as the default field values for most reports. Starting and ending fields are designated by either an asterisk ( \* ) or the lowest and highest numeric values for all. Other field defaults are listed as the first of multiple choices from a selection window.

If you know you want to generate a report using all the default values in the report criteria fields, you can use the “Fill defaults” shortcut, then the “Go” shortcut to start the report generation. If keyboard input is required, the “Fill defaults” process will stop at those fields with a screen message as a reminder.

**“Find” shortcut:** Many of the reports enable the “Find” shortcut for standard maintenance masters such as Cost Center or Account. You can use the “Find” shortcut to search for the record by any of the field choices displayed, based on the record key(s). For additional information, please refer to the Down To Earth General Concepts, User’s Reference manual.

**Keyboard shortcuts:** For your system’s actual keyboard shortcuts, pull down the General or Records menu column for Windows environments, within a menu column selection. Pull down the General, Records, and/or Input menu columns for the keyboard shortcuts in a non-Windows environment.

**Printing Options:** When printing, you have several options for the output of that report.

- ✓ **Printer** - brings up a selection window with all previously defined printers available for your system
- ✓ **Screen** - display the full report to your screen with shortcut options available to move the data up, down, left, right, first page, or last page
- ✓ **Queue** - write the report to your hard disk to print at a later time via Queued reports
- ✓ **Text file** - choose the logical directory and filename to write the report to your hard disk
- ✓ **Abort** - cancel the printing of the selected report

**Printing to the screen:** There are many shortcuts that can be used when printing a report to the screen. For the exact key assigned to each shortcut for your system, activate the menu bar and pull down the View and General menu columns.

Once the report is displayed, use the “Next page” and “Previous page” shortcuts to view the data one screen at a time vertically. Also use the “End of the line” and “Beginning of the line” shortcuts to move to the far right and back to the far left of a report. To move immediately to the last page of the report, use the “Last page” shortcut and the “First page” shortcut, returns you to the first page. Use the “Exit” shortcut to return to the original application menu column when viewing is completed.

**Printing to an API printer:** Windows environments have the option to define a printer as API (Application Programming Interface) allowing a preview mode with the use of all Windows based functions such as Zoom in and out based on a percentage, page by page viewing, and printing directly from the preview mode. For additional information on an API printer, please refer to the System Manager User Reference chapter, “Defining Printers” section.

### 3.1 Printing Codes ► listings

---

Select “Codes ►” from the Reports menu column to print a list the various codes used by all the applications in Down To Earth. Although you can print any of the application codes from this menu selection, only the Cost Center Type and Cost Category codes are actually applicable to the Cost Center application.

From the “Codes ►” selection, choose either “Sales ►,” “Item ►,” “Purchasing ►,” or “Other ►” to display the respective code selection menu. To print a list of Terms codes, choose “Other ►” then “Cost Center Type” or “Cost Category” to pull down the Print Option menu column and select where you want to print the codes list.

### 3.2 Printing a Cost Center master list

---

Cost Center mast lists a single line per Cost Center ID and includes the sort name, description, cost (center) type code, the date it was created, if applicable, the date it was inactivated. You can print this list in alphabetic order by description or numeric order, for a single or all cost (center) types, and optionally include inactive cost centers.

**Entry Information:** You can use the “Fill defaults” shortcut to enter all report criteria fields with the default values. Once all the report criteria is entered, use the “Go” shortcut to pull down the Print Option menu column.

## Cost Center (master) List window

**Starting cost center:** Enter the number of the first valid cost center ID that should be included in the report. If you want the report to begin with the first cost center on file, press <Return> to select the default, \*.

**Ending cost center:** Enter the number of the last valid cost center ID that is to be included in the report. If you want the report to end with the last cost center on file, press <Return> to select the default, \*.

**Cost (center) type:** Enter a single cost center type code to include only those cost center IDs associated with that type or press <Return> to enter the default, \*, and include all type codes.

**Show inactive cost centers:** Press <Return> to enter the default value, **No** and exclude any cost center ID that has been defined as inactive. Choose **Yes** from the displayed list to include inactive IDs.

**Numeric or alpha order:** Choose **Numeric**, the default value, to list the cost centers in order by their ID number. Choose **Alphabetic** to list in order by the Sort name defined for the cost center ID.

-----  
Use the “Go” shortcut to pull down the Print Option menu column and select where you want to print the Cost center list.  
-----

## 3.3 Printing the Cost Center Budget Worksheet

---

Select the (cost center) “Budget worksheet” from the Reports menu to provide a place to work out the numbers of a budget revision or next years numbers if coming from a variety of sources. The worksheet prints the cost center ID category, if the values are dollars or units, the year and revision number, the date created and modified, and up to 13 period values and the total value for each cost center. The records and information included in this report are from those budgets that already exist in the budget file.

The report criteria entered is used as a filter for printing the worksheet records. The records meeting the report criteria must already exist to be included in the report. This report can be printed for any given year defined for a budget record, for a single or all cost center categories, for a specific revision, include dollars or units, and in numeric or alphabetic order. For example, if you choose to print for category REV as Apartment Revenue, year 2003, and revision 4, there must be budget records that already exists that match that criteria to include data on the report. If you have no revision 4 in the above example, you get no data. Or, if you have no budget records defined for year 2003, you get no data.

**Entry Information:** You can use the “Fill defaults” shortcut to enter all report criteria fields with the default values, however, the **Year** field requires keyboard input. There is no default value for this field. Once all the report criteria is entered, use the “Go” shortcut to pull down the Print Option menu column.

## (Cost Center) Budget Worksheet window

**Year:** Enter the fiscal year as assigned to the budget cost center ID, revision, and category code budget record. The year entered must be a valid fiscal year, defined via the “Accounting periods” Maintenance menu selection within General Ledger and an existing budget record must be assigned to this year to be included in the report. There is no default for this field.

**Category:** Enter a single category code to include only those cost center IDs associated with that category or press <Return> to enter the default, \*, and include all category codes.

**Starting cost ID:** Enter the number of the first valid cost center ID that should be included in the report. If you want the report to begin with the first cost center on file, press <Return> to select the default, \*.

**Ending cost ID:** Enter the number of the last valid cost center ID that is to be included in the report. If you want the report to end with the last cost center on file, press <Return> to select the default, \*.

**Revision:** Enter a valid revision number of a budget record that currently exists. This is the basis for the filter of records for the worksheet.

**Dollars/units:** Choose **Dollars** to include those budgets defined as tracking dollar amounts or **Units** to include only those defined as budgets tracking (user defined) units. Press <Return> to enter the default value, \*, and include both types of budget records.

**Numeric or alpha order:** Choose **Numeric**, the default value, to list the cost centers in order by their ID number. Choose **Alphabetic** to list in order by the Sort name defined for the cost center ID.

-----  
Use the “Go” shortcut to pull down the Print Option menu column and select where you want to print the Budget worksheet.  
-----

## 3.4 Printing Budgets

---

Select the (cost center) “Budgets” from the Reports menu to list all budgets based on the report criteria entered. The listing prints the cost center ID category, if the values are dollars or units, the year and revision number, the date created and modified, and up to 13 period values and the total value for each cost center.

This report can be printed for any given year defined for a budget record, for a single or all cost center categories, for a specific revision, include dollars or units, and in numeric or alphabetic order.

**Entry Information:** You can use the “Fill defaults” shortcut to enter all report criteria fields with the default values, however, the **Year** field requires keyboard input. There is no default value for this field. Once all the report criteria is entered, use the “Go” shortcut to pull down the Print Option menu column.

## (Cost Center) Budget List window

**Year:** Enter the fiscal year as assigned to the budget cost center ID and category code budget record. The year entered must be a valid fiscal year, defined via the

“Accounting periods” Maintenance menu selection within General Ledger and assigned to budget record to be included in the report. There is no default for this field.

**Category:** Enter a single category code to include only those cost center IDs associated with that category or press <Return> to enter the default, \*, and include all category codes.

**Starting cost ID:** Enter the number of the first valid cost center ID that should be included in the report. If you want the report to begin with the first cost center on file, press <Return> to select the default, \*.

**Ending cost ID:** Enter the number of the last valid cost center ID that is to be included in the report. If you want the report to end with the last cost center on file, press <Return> to select the default, \*.

**Revision:** Enter a valid revision number of a budget record that currently exists.

**Dollars/units:** Choose **Dollars** to include those budgets defined as tracking dollar amounts or **Units** to include only those defined as budgets tracking (user defined) units. Press <Return> to enter the default value, \*, and include both types of budget records.

**Numeric or alpha order:** Choose **Numeric**, the default value, to list the cost centers in order by their ID number. Choose **Alphabetic** to list in order by the Sort name defined for the cost center ID.

-----  
Use the “Go” shortcut to pull down the Print Option menu column and select where you want to print the Budget listing.  
-----

### 3.5 Printing the Cost Center report formats

---

Although the basic options for printing Formatted Cost reports already exists as options when printing a formatted cost report, you can tailor that report to include specific Categories, dollars or units, to add or subtract, reverse the sign, and print a specific description. Select “Report formats” from the Reports menu column to choose what cost (center) type(s) format to print.

Selecting “Formatted cost reports” from the Reports menu column generates the standard reports. Please refer to the next section for details on the reporting criteria.

**Entry Information:** You can use the “Fill defaults” shortcut to enter both fields with the default values. Once the values are entered, use the “Go” shortcut to pull down the Print Option menu column.

#### Format List window

**Starting cost (center) type:** Enter the code of the first valid cost type that should be included in the report. If you want the report to begin with the first cost type defined and on file, press <Return> to select the default, \*.

**Ending cost (center) type:** Enter the code of the last valid cost type that is to be included in the report. If you want the report to end with the last cost type in the file, press <Return> to select the default, \*.

-----  
 Use the “Go” shortcut to pull down the Print Option menu column and select where you want to print the format listing.  
 -----

## 3.6 Printing the Cost Center formatted reports

---

The basic options for printing Formatted Cost reports already exists with the Formatted cost report selection criteria. You can, however, tailor that report to include specific Categories, dollars or units, to add or subtract, reverse the sign, and print a specific description within the “Report format” selection of the Maintenance menu column. Within the maintenance entry, you can design headings, choose categories to include, add, subtract, and also decide where you want totals to print.

Selecting “Formatted cost reports” from the Reports menu column generates the standard reports. Within that selection, you choose the period/year, cost center type, starting and ending cost center ID, the revision (for budgets), and if the report is printed in order by cost center ID sort name or ID code. In addition, you choose what values to print,

- ✓ 1 – Current period / Year-to-date / Inception-to-date
- ✓ 2 – Current period / Budget / Percent used / Amount remaining
- ✓ 3 – Year-to-date / Budget / Percent used / Amount remaining
- ✓ 4 – Inception-to-date / Budget / Percent used / Amount remaining
- ✓ 5 – Current period / Budget / Percent used / Inception –to-date / Budget / Percent used

Please refer to the Maintenance section of this manual, “Defining Cost Center report formats” for detailed formatting instructions, examples, and options that you have for a given Cost (center) type.

**Entry Information:** You can use the “Fill defaults” shortcut to enter all report criteria fields with the default values, however, the **Period** and **Cost (center) type** fields require keyboard input. There is no default value for either field. Once all the report criteria is entered, use the “Go” shortcut to pull down the Print Option menu column.

### Formatted Cost Statement window

**Period:** Enter a valid accounting period as defined within the fiscal accounting year in General Ledger, to report on.

**Cost (center) type:** Enter a single cost center type code to include only those cost center IDs associated with that type There is no default for this field, you must enter a valid Cost type code.

**Starting cost ID:** Enter the number of the first valid cost center ID that should be included in the report. If you want the report to begin with the first cost center on file, press <Return> to select the default, \*.

**Ending cost ID:** Enter the number of the last valid cost center ID that is to be included in the report. If you want the report to end with the last cost center on file, press <Return> to select the default, \*.

**Revision:** Enter a valid revision number of a budget record that currently exists to be used when reporting **Report format** selections **2 - 5**.

**Report sequence:** Choose **Numeric**, the default value, to list the cost centers in order by their ID number. Choose **Alphabetic** to list in order by the Sort name defined for the cost center ID.

**Multiple statements per page:** Select **No**, the default, to page break between cost center IDs being reported. Select **Yes** to allow multiple statements on a single page.

-----  
Use the “Go” shortcut to pull down the Print Option menu column and select where you want to print the Formatted Cost statement.  
-----

### 3.7 Printing a cost /account analysis report

---

To print a list by chart of accounts number and each cost center ID associated with that account, select “Cost/account analysis” from the Reports menu column.

The data in this report not only retrieves records from the Cost Center application but also from the General Ledger (*glyear.ism* and *glchrt.ism*) data files. This report includes data from a specific fiscal year period defined within G/L and for a specific starting and ending account number.

For each account, division, and department and cost category combination, the detail of the date, description, customer/vendor, invoice/check, journal code, reference value, cost center ID and description and amount is listed. Each category and account are subtotaled.

**Entry Information:** You can use the “Fill defaults” shortcut to enter the report criteria fields with the default values, however, the **Period** field requires keyboard input. There is no default value for this field. Once all the report criteria is entered, use the “Go” shortcut to pull down the Print Option menu column.

#### Account/Cost Center Report window

**Period:** Enter the number of the accounting period you want included in your report. Valid entries for the period portion of this field are **1** through **13**. If no year is specified, the current fiscal year is assumed. Keep in mind that this field is asking for the accounting period, not necessarily the calendar month.

**Starting account:** Enter the first account number to include in the report or press <Return> to accept the default, \*, and include all accounts from the beginning of the G/L chart of accounts file.

**Ending account:** Enter the last account number to include in the report or press <Return> to accept the default, \*, and include accounts to the end of the G/L chart of accounts file.

-----  
Use the “Go” shortcut to pull down the Print Option menu column and select where you want to print the Cost Center/Account report.  
-----

## 3.8 Printing a Cost Center amount/budget report

---

Select “Cost center amount/budget” from the Reports menu column to print a detailed report for a single or all Cost (center) types, a range of cost center IDs, and a specific revision number.

The report prints in order by either the cost center ID or alphabetically by the sort name associated with that ID. For each cost center, all categories are listed, with the current period (from the report criteria) actual and budget information and a comparison to the year-to-date actual and budget.

**Entry Information:** You can use the “Fill defaults” shortcut to enter the report criteria fields with the default values, however, the **Period** field requires keyboard input. There is no default value for this field. Once all the report criteria is entered, use the “Go” shortcut to pull down the Print Option menu column.

### Cost Center Amount/Budget window

**Period:** Enter the number of the accounting period you want included in your report. Valid entries for the period portion of this field are **1** through **13**. If no year is specified, the current fiscal year is assumed. Keep in mind that this field is asking for the accounting period, not necessarily the calendar month.

**Cost (center) type:** Enter a single cost center type code to include only those cost center IDs associated with that type or press <Return> to enter the default value, \*, and include all Cost (center) types.

**Starting cost ID:** Enter the number of the first valid cost center ID that should be included in the report. If you want the report to begin with the first cost center on file, press <Return> to select the default, \*.

**Ending cost ID:** Enter the number of the last valid cost center ID that is to be included in the report. If you want the report to end with the last cost center on file, press <Return> to select the default, \*.

**Revision:** Enter a valid revision number of a budget record that currently exists to be used when reporting.

**Report sequence:** Choose **Numeric**, the default value, to list the cost centers in order by their ID number. Choose **Alphabetic** to list in order by the Sort name defined for the cost center ID.

-----  
 Use the “Go” shortcut to pull down the Print Option menu column and select where you want to print the amount/budget comparison report.  
 -----

## 3.9 Custom Reports and Processes

---

Any custom programmed report or process installed for your business is displayed in the Custom Reports window by selecting “Custom reports” from the Reports/Inquiry menu column.

The program name and description must be defined via the DTE Controls maintenance variable CUSTOM-## where ## is a number 01 – 28 for the specific application. The actual program name and the description that appears in the Custom

Reports window, is defined via the “DTE Controls” Maintenance menu selection, in the System Manager application.

## Custom Reports window

**Program number:** Chose number 1 – 28 from the displayed list of available custom reports or processes. If a custom report of process is not displayed but you know is installed, verify that the DTE Controls variable is defined fir that company and application. Any subsequent input windows are custom and not defined in this manual.

Use the “Go” shortcut to pull down any additional customized input windows or the Print Option menu column to choose where you want the report to print.

## 3.10 Printing queued reports

---

Select “Queued reports” from the menu to display a list of reports previously printed to the print queue by selecting “Queue” from the Print Option menu column. The report description (name), filename assigned by Down To Earth, date and time queued, company code, and unique ID of the user who queued the report is displayed.



**NOTE:** Whether all queued reports, the current company’s queued reports, or only the Operator ID’s queued reports are displayed is dependant upon the Security option defined for the current Operator ID.

You can print as many copies of a report as you want, delete a report from the print queue, or rename a report. We suggest that you view the queued reports in this way before you clear the entire print queue via the “Clear print queue” entry in the Files menu column in System Manager.

Queuing a report creates the report as a flat (ascii) file on your system’s hard drive in the directory assigned to the RPT: logical. Queuing a report is often done if a printer is unavailable (or unreliable) and an operator must create a posting register as permanent audit trail reporting. If a report cannot be reproduced easily and you are unsure of the output device, it is safest to print the report to queue and print to hardcopy later.

Once you are sure you no longer require the report in the queue, select the report from the queue list, print zero ( 0 ) copies and enter **Yes** to delete the report. The report is deleted.

Select the report that you want to print from the displayed selection window. The cursor automatically displays the report name and moves to the **Copies** field.

## Print Queued Report window

**File:** Display only. Displays the description and actual file name in [brackets] of the selected report to print, rename, or delete.

**Copies:** Enter the number of copies to print. The default value is **1**. If you want to delete a report from the print queue or rename a report without printing any copies, enter **0**.

**Delete:** Select **Yes** if you want to delete the report from the print queue after it is printed. Select **No** to leave the report in the queue and the flat file on the hard disk in the RPT directory. The default value is **Yes**.

**Rename:** Select **Yes** to rename the report. The cursor advances the **To** field. Select **No** to leave the report as its original filename. If you rename the report, it's deleted from the print queue, but you can access it using other software products (for example, Lotus 1-2-3 or WordPerfect).



NOTE: The number of copies must be equal to **0** to recognize the entry of the full path and/or of the filename.

When you select **No**, the Print Option menu column is automatically displayed. Select where you want to print the queued report.

When you rename the report, Down To Earth deletes the report from the print queue, but it remains on your hard drive as the new filename for access via other software products (for example, Excel, Lotus 1-2-3, Word, or WordPerfect).

**To:** If you selected **Yes** at the **Rename** prompt, enter the new report name. You can enter Down To Earth defined logicals or full path names, up to a total of 20 characters including path, filename, and extension. Unless otherwise entered, Down To Earth automatically assigns an extension of **.prt** to the filename you enter and places the report in the directory referenced by the RPT logical.

When entry is complete, the Reports/Inquiry menu column is automatically displayed.

## 4 The Miscellaneous Menu Column

---

The Miscellaneous menu column lists selections for tasks performed infrequently, in the case of the Cost Center application, to purge amount and budget history or create initial budgets or revisions of existing budgets.

Depending on the disk space of your system, you may decide to purge after several years of processing with Down To Earth. Some companies also choose to purge the data files prior to converting to a new version of Down To Earth. Some companies depend on the detail online and choose not to purge, at all. Each business is unique.

**Default values:** The most common criteria entries are chosen as the default field values. Cost center IDs, for example, are designated by an asterisk ( \* ) for all. Other field defaults are listed as the first of multiple choices from a selection window.

**Entry Information:** If you know you want to execute a process using all the default values in the criteria fields, don't forget to use the "Fill defaults" shortcut, then the "Go" shortcut to start the process.

**Confirming the process:** Many of the processes selected from any Miscellaneous menu column are irreversible once started. For this reason, many processes have a confirmation field as a double check for the operator. If the confirmation field is more than one position and displays **NO** as the default, the entire word **YES** is required to actually start the process. A value of **Y** reverts to **NO** and does nothing.

If the confirmation field is a single position and the field prompt displays the field choices **Y/N**, a single entry of **Y** starts the process. For Windows environments, an Inquire window can display and require you to click OK or press <Return> to confirm.

**"Find" shortcut:** Many of the reports enable the "Find" shortcut for standard maintenance masters such as account, division, department, and financial format name. You can use the "Find" shortcut to search for the data by any of the field choices displayed, based on the record key(s).

For additional information regarding wildcards, options, and details of the "Find" shortcut, please refer the Maintenance menu column overview in this reference manual or the "Searching for data - the "Locate record" and "Find" shortcuts" section of the General Concepts User's Reference manual.

**Keyboard shortcuts:** For your system's actual keyboard shortcuts, pull down the General or Records menu column for Windows environments, within a menu column selection. Pull down the General, Records, and/or Input menu columns for the keyboard shortcuts in a non-Windows environment.

### 4.1 Purging amount and/or budget history

---

The cost center amount (*ccamnt.ism*) and budget (*ccbudg.ism*) files are not automatically cleared within any process. The records remain in the data file as long as you want, until you purge the data based on a year specified. Select "Purge

amount history” from the menu to purge data from either or both the amount and budget files.

Any Formatted report and the Cost center amount/budget report Reports utilize the *ccamnt.ism* file. Those same reports in addition to the Budget worksheet and Budget listing include data from the *ccbudg.ism* file. In addition, the “Create budget” process cannot use a previous year’s budget as a template in the create process if that record no longer exists.

**Archiving data:** You will have the option of saving the deleted records in case you need to bring them back for some reason. The purged records for the cost center amount file are saved in a sequential file named **ccamnt.pur** in the directory assigned to the **WRK** logical. The purged records for the budget file are saved in a sequential file named **ccbudg.pur**. It is recommended that you rename and store these archive files in a directory other than **WRK**. Many operating systems write over a file with the same name. Renaming and moving the archive files will keep them from being overridden the next time you purge.

**Printing backup hardcopy:** There is no single report that you can print for the records being purged. It is suggested that you print a Budget listing for each year being purged and/or any Formatted reports and the Cost center amount/budget report for the year to date, as well.

## Purge Amounts/Budgets window

**Purge through year:** Enter the year through which you want records purged. There is no default value for this field. **ALL RECORDS** in the file(s) designated in the next field, through the year entered in this field, are purged.

**File to purge:** Choose the default, **Amount**, and purge the records carried in the *ccamnt.ism* file. Choose **Budget** to purge the records carried in the *ccbudg.ism* file for the year indicated in the previous field. Choose **Both** to purge both files.

**Saved deleted records:** Choose **Yes** if you want to save the records you are purging. Choose **No** if you do not want to save these records. If you choose **Yes**, the purged records for the cost center amount file are saved as a sequential file named **WRK:ccamnt.pur**. The purged records for the budget file are saved as a sequential file named **WRK:ccbudg.pur**.

**Confirm:** Enter **YES** to start the purge process or **NO** to abort the purge and return to the Miscellaneous menu column. The entire word **YES** is required to actually start the process. A value of **Y** reverts to **NO** and does nothing.

-----  
 Use the “Go” shortcut to start the purge process. When complete, an informational message displays reporting the number of records removed from the detail file. Confirm each information display to return to the Miscellaneous menu column.  
 -----

## 4.2 Creating/Revising Budgets Based on Existing Records

---

To automatically create budgets from existing budget record amounts, select “Create budgets” from the Miscellaneous menu column.

This function copies budgets from one year to another or one revision to another, and optionally inflates amounts based on a percentage or a flat dollar amount. You can

also base the new budget on actual amounts, a period average, or create no amount at all.



NOTE: The new fiscal year's chart of accounts must exist prior to copying the budgets. The chart of accounts can be copied for the new year by selecting "Close/open year" from the General Ledger Miscellaneous menu column. For more information regarding copying your chart of accounts to the new year, see the General Ledger, Miscellaneous menu column section "Closing at the end of the year."

---

**Entry Information:** You can use the "Fill defaults" shortcut to enter all budget creation criteria fields with the default values, however, the **To/From Year** fields require keyboard input. There is no default value for these fields. Once all the criteria is entered, use the "Go" shortcut to start the creation process.

## From Budgets window

**Starting cost ID:** Enter the number of the first valid cost center ID that should be included in the budget creation process. If you want to begin with the first cost center on file, press <Return> to select the default, \*.

**Ending cost ID:** Enter the number of the last valid cost center ID that is to be included in process. If you want to end with the last cost center on file, press <Return> to select the default, \*.

**Category:** Enter a valid Cost Center Category code to associate with the cost center for which you are creating a budget.

**Dollars/units:** Choose **Dollars**, the default, if this budget represents actual dollar amounts or **Units** if the numbers are user defined units such as physical items units, units of time, etc.

**From revision no:** Enter the revision number of the budgets from which you want to get the amounts to use as the base for creating new budgets.

**From year:** Enter the year of the budgets from which you want to get the amounts to use as the base for creating new budgets.

**Amount option:** Choose **Actual amounts** if you want to base the new budget on the actual budget amounts for the year entered in the **From year** field. Choose **Period average** if you want to base the new budget amounts on the average period amount of the budgets for the year entered in the **From year** field. Choose **Zero amounts** if you want the new budget amounts created but the budget amount set to zero.

**Inflate option:** Choose **\$ inflate** if you want to inflate the amounts by a fixed dollar value and move the cursor to the **Inflate dollars** field. Choose **% inflate** if you want to inflate the amounts by a percentage and move the cursor to the **Inflate percent** field. Choose **None** if you don't want to inflate the amounts.

**Inflate dollars:** If you selected **\$ inflate** at the **Inflate option** prompt, enter the dollar amount you want used when inflating the amounts created for the budget records.

**Inflate percent:** If you selected % **inflate** at the **Inflate option** prompt, enter the percentage you want used when inflating the amounts created for the budget records. For example, if you enter **.10** (one tenth of one percent) for the **Inflate percent** field, a period budget of 3,000.00 is inflated by 3.00 for each period.

**To revision no:** Enter the revision number to be assigned to the budget records you are creating. If these are the original budget entries for the year, just press <Return> to accept the default value, **0**.

**To year:** Enter the year to be assigned to the budget records you are creating. The new fiscal year's chart of accounts must also exist for this same year, prior to copying the budgets.

-----  
Use the "Go" shortcut to start the creation of the new budgets.  
-----

## Appendix A: Troubleshooting / Common Down To Earth & DBL errors

---

### ▶ No control record for year on file

If you enter a year for which you have no valid accounting period record, the message “No control record for year on file” is displayed. Press <Return> to continue. You can then re-enter a different date/period, or define an accounting period to establish the control record (via the General Ledger, “Accounting Periods” function in the Maintenance menu column or “Close/Open year” in the General Ledger Miscellaneous menu column) for the proper year.

Because Cost Center requires General Ledger, the fiscal years are directly associated between the two applications. Please consult the General Ledger User’s Reference manual, “Open/close year” and “Accounting periods” sections, for additional information regarding establishing accounting periods.

### ▶ Error 18: File not found

The file specified was being accessed by a program but was not found in the location assigned to the logical specified. Either the file is truly not there and must be created or the Device assignment is incorrect. The file has been created but the program was looking in the wrong place.



## Appendix B: Record Layouts

---

**Filename:** ccamnt.rec  
**Record description:** Cost center amount file  
**Record length:** 154  
**Primary key:** 1.16 cca\_comp, cca\_year, cca\_cost, cca\_catg, cca\_du  
**Alternate 1:** 1.2 cca\_comp  
                   7.10 cca\_cost, cca\_catg, cca\_du  
                   3.4 cca\_year

```

-----
record          ccamnt
-----
  cca_key       ,a16           ; Primary key
  cca_comp      ,a2           @cca_key   ; Company code
  cca_year      ,d4           @cca_key+2 ; Year
  cca_cost      ,a6           @cca_key+6 ; Cost center ID
  cca_catg      ,a3           @cca_key+12 ; Cost category code (E)
  cca_du        ,a1           @cca_key+15 ; Amount type
                                   ; D - Dollars
                                   ; U - Units
  cca_amnt      ,[13]d10.2     ; Amount per period (8.2)
  cca_date      ,d8           ; Last updated (YMD)
    
```

**Filename:** ccbudg.rec

**Record description:** Cost center budget file

**Record length:** 184

**Primary key:** 1.17      ccb\_comp, ccb\_year, ccb\_revsn, ccb\_cost, ccb\_catg, ccb\_du

**Alternate 1:** 1.2      ccb\_comp  
 8.10      ccb\_cost, ccb\_catg, cca\_du  
 3.5      ccb\_year, ccb\_revsn

```

-----
record          ccbudg
-----
   ccb_key      ,a17          ; Primary key
   ccb_comp     ,a2          @ccb_key   ; Company code
   ccb_year     ,d4          @ccb_key+2 ; Year
   ccb_revsn    ,d1          @ccb_key+6 ; Revision number
   ccb_cost     ,a6          @ccb_key+7 ; Cost center ID
   ccb_catg     ,a3          @ccb_key+13 ; Cost category code      (E)
   ccb_du       ,a1          @ccb_key+16 ; Amount type
                                   ; D - Dollars
                                   ; U - Units
   ccb_amnt     ,[13]d10.2    ; Amount per period      (8.2)
   ccb_datec    ,d8          ; Date created           (YMD)
   ccb_datem    ,d8          ; Date modified          (YMD)
   ccb_chgd     ,d3          ; Number of times changed (3.0)
   ccb_mthd     ,a1          ; Budget method
                                   ; A - Annual
                                   ; I - Inflate
                                   ; P - Period
   ccb_status   ,a1          ; Record status
                                   ; C - computer created
                                   ; E - manually entered
                                   ; M - manually adjusted
   ccb_total    ,d12.2       ; Total budget amount    (10.2)
   ccb_infpc    ,d4.2        ; Inflate percentage      (2.2)

```

**Filename:** ccform.rec  
**Record description:** Cost center report format file  
**Record length:** 51  
**Primary key:** 1.6 ccf\_type, ccf\_page, ccf\_line

```

-----
record          ccform
-----
ccf_key         ,a6           ; Primary key
ccf_type        ,a3           @ccf_key   ; Cost type code      (D)
ccf_page        ,d1           @ccf_key+3 ; Page number
ccf_line        ,d2           @ccf_key+4 ; Line number
ccf_catg        ,a3           ; Cost category code  (E)
                                     ; %H% - header record
                                     ;      - amount record
                                     ; %T% - total record
ccf_dolunt      ,a1           ; Dollars or Units
                                     ; D - dollars
                                     ; U - units
ccf_addsub      ,a1           ; Add/subtract from total
ccf_aspage      ,d1           ; Add/sub to page number
ccf_asline      ,d2           ; Add/sub to line number
ccf_sign        ,a1           ; Reverse sign
                                     ; Y - reverse sign on amount
                                     ; N - leave sign as is
ccf_base        ,a1           ; Percentage base line (Y/N)
ccf_descr       ,a35          ; Line description

```

**Filename:** ccmast.rec  
**Record description:** Cost center master file  
**Record length:** 167  
**Primary key:** 1.8 ccm\_comp,ccm\_cost  
**Alternate 1:** 42.10 ccm\_sort  
**Alternate 2:** 68.6 ccm\_operid

```

-----
record          ccmast
-----
ccm_key         ,a8           ; Primary key
  ccm_comp      ,a2           @ccm_key   ; Company code
  ccm_cost      ,a6           @ccm_key+2 ; Cost center ID
ccm_type       ,a3           ; Cost type code           (D)
ccm_desc       ,a30          ; Description
ccm_sort       ,a10          ; Lookup name
                ; (upper case descr)
ccm_cdate      ,d8           ; Date created             (YMD)
ccm_idate      ,d8           ; Date inactive           (YMD)
ccm_operid     ,a6           ; Operator's cost center ID
ccm_status     ,a1           ;
ccm_certified  ,a1           ; Certified job
                ,a92          ; unused space
  
```

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