

# DTE SOLUTIONS

The Down To Earth Software Information Newsletter

## Helpful Hints


### Company Controls

**E**ach application in Down To Earth includes Controls that determine how your Company operates. For both DTE v3.5 and v7 series, these options are found by selecting "Company" from the Maintenance menu column of any application.

**A** given application's Controls are a way to define what your company (or companies) preferences are for processing. For example, default values for transaction entry, G/L accounts used when posting, and even the order your entry window displays. In addition, customer statement, order forms, and Payroll and A/P check formats are also defined.

**W**ith Down To Earth v7 series, you have the option for customized forms such as Purchase Orders and customer Invoices. These forms can be designed to print within pre-printed laser forms or on multi-part pin fed forms. The custom format is a program all its own and is carried forward to any future updates, if needed.

**R**eviewing your Company Control settings and options can provide you with a better understanding of the functions within Down To Earth. Although there is a brief description on each Control, a more detailed definition and reference to other Controls associated is found within each application manual.

**D**on't forget that you can always view the online PDF Reference Manual or download your own copy from our 24/7 Technical Support web-site 

[www.datvsn.com/d2esupport/DTE-v7-Reference-Manuals.html](http://www.datvsn.com/d2esupport/DTE-v7-Reference-Manuals.html)

[www.datvsn.com/d2esupport/DTE-v3.5-Reference-Manuals.html](http://www.datvsn.com/d2esupport/DTE-v3.5-Reference-Manuals.html)

## Data Exports

### From Standard DTE Reports


Down To Earth already offers several Export menu selections and options -- financial totals within General Ledger, Name and Address data from Name/Address, and just about anything from the System Manager, Export Data selection. But you can also easily export any standard DTE report (when data is contained on a single line) and import into Excel® for manipulation and analysis.

For example, within Accounts Payable, the standard reports listed below are typical format to export/import...

- ♦ **Aged Trial Balance** (Summary)
- ♦ **Vendor Volume Analysis**
- ♦ **History by Check**
- ♦ **Balancing Report** (Summary)

And in General Ledger, financial analysis can be turned into an Excel® graph or chart from data found in **Chart of account listing**, **Journal**, or **Trial Balance** reports.

When analyzing your Inventory, you can use such reports as **Unit Costs**, **Negative Stock**, and **Dead Items** reports. Other reports for export allow you to see a (single) **Vendor History**, review **Receiving Items Costs** or **Purchases not yet Invoiced** within Purchase Order.

They are all available, any time you need them. Just choose **Text file** from the Print Option menu. 

### DTE Solutions Online

Want to check something quickly? Search our new online newsletter web-site to find individual subjects or articles on any DTE Solutions since March 2009.

[www.datvsn.com/newsletter](http://www.datvsn.com/newsletter)

### DTE Solutions Archives

Can't find your past Quarterly DTE Solutions newsletters? That's OK. You can always download the PDF version from our support web-site. Link to:

[www.datvsn.com/d2esupport/Newsletters.html](http://www.datvsn.com/d2esupport/Newsletters.html)

## Frequently Used Geek Terms

## Net Lingo – Today's Internet Language

It may not come up in dinner time conversation but much of today's internet has its own language and terms. Over the next few issues, *DTE Solutions* will be exploring those terms and provide more information about their origin and purpose. If there is a term used that you'd like to know more about, you can e-mail us at [support@datvsn.com](mailto:support@datvsn.com).


**Social Networking** – Very big! Very lucrative for Advertisers! Usually a free “service,” social networks connect people (and advertisers) with common interests on the internet. Somewhat non-personal, social interaction sites such as Facebook®, MySpace®, and Twitter® are common but there are many others, too. Search on “Social Networking websites” in your favorite Search Engine. (Usually open to anyone age 13 and up.)

**RSS Feeds** – Short for **Really Simple Syndication** or **Rich Site Summary**, this handy service is revolutionizing the way we find information. The purpose of an RSS is to regularly update you with information such as weather, interests, news, and entertainment by receiving web feeds directly to your portal page. (Keep reading for more on a portal page.)

Let's say you want to include your **Netflix® Queue** on your **my.yahoo.com** portal...

- ◆ When logged into **Netflix®**, click on the **RSS** link at the bottom of any page. Choose the feed you want, block and copy the link **Netflix®** assigns to you.
- ◆ Now go to your **my.yahoo.com**, **Add Content**, and **Add Feed**. Paste you feed into the space provided. That's it! Refresh your page to see your new Queue.

**Portal Page** – A web portal, also known as a Links Page, is your “home” site when you browse the internet. It's the web-site you choose for entry into the internet network. For example, Yahoo!, MSN, AOL, and Google all offer a Home Portal Page. (Yours is defined via Internet Options >> General Tab >> Home Page.)

The Internet doesn't have to seem like a different language. Stay tuned into FUGT next quarter for a few more terms to help your Web browsing experience. 



### Web-links:

[www.datvsn.com](http://www.datvsn.com)  
[www.datvsn.com/d2esupport](http://www.datvsn.com/d2esupport)  
[www.dtewebdesigns.com](http://www.dtewebdesigns.com)

### DTE Technical Support:

7:00am – 5:00pm PST [support@datvsn.com](mailto:support@datvsn.com)

### Datavision/DTE Solutions:

3018 Knollwood Dr. Cameron Park, CA 95682  
 530.387.3575 (voice) 530.387.3587 (fax)



## Fiscal Year End

### What to do and when to do it

It's a very common question and a very basic answer. Down To Earth makes your Fiscal Year End easy so there isn't much for you to do.

As your fiscal year end nears, you need to copy your chart of accounts and create new accounting periods for other application processing, even if you're not quite ready to close the year.

- Within General Ledger, select “Close/open year” from the Miscellaneous menu column. The current year should display as the default value or you can change the year as needed.
- Choose **Neither** for the **Function** field value, **Yes**, copy accounts; **No**, don't bring balances forward, and <Enter> through the default retained earnings account number.

The **Neither** option copies the chart of accounts and sets up the new accounting periods automatically.



**Ready to close?** When you are ready to actually close the last period and year and bring balances forward, follow the same procedure as above except select the **Close** function and **Yes** to bring balances forward.

**Don't forget!** Change the Control value for CURFISCALYR within Company Maintenance to reflect your new year after you have brought balances forward.

**Working in Both years?** Select “Change accounting year” from the Maintenance menu column to go back and forth between years while both are open. Remember the default processing year is controlled by the CURFISCALYR Control. 