

# General Concepts

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# General Concepts

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Down To Earth is a business system that allows you to perform accounting, distribution, and manufacturing functions for more than one company using a single software package. Down To Earth is easy to use and provides the latest developments in business application software, including

- Pull-down menu columns
- Pop-up help windows
- Editable help text
- Data entry shortcuts
- Quick-select characters

We suggest that you familiarize yourself with the features of Down To Earth by reading this introduction before you use any of the Down To Earth applications. The introduction not only provides an overview of the features of this system, but it also tells you how to move around in the Down To Earth menus and windows and how to edit the data you have entered.

The remainder of the manual is divided into chapters that provide an in-depth explanation of the Down To Earth applications.

Before you operate Down To Earth, we recommend that you at least skim the chapters about the applications you will be using. Until you become familiar with Down To Earth, you may want to keep this manual close to your terminal and refer to it as necessary.

# 1 Starting Down To Earth

---

To start Down To Earth, type

**d2e**

at the operating system command prompt and press <Return>. The Down To Earth logo appears on the screen, along with the message "Press <Return> to continue." When you press <Return> again, the logo leaves the screen. The first time you execute Down To Earth, a licenses agreement between Datavision and the company purchasing the software displays. (WIN 95/NT license agreement is included within the installation process.) Use the arrows to advance through the licenses text and select **Yes**, you accept the agreement or **No**, you do not accept. A value of **No** returns to the operating system. A value of **Yes**, displays the Operator window for you to log into Down To Earth.

In the Operator window, Down To Earth prompts you for **Operator**, **Company code**, and **Password**. Enter the operator ID that your system manager assigned to you and the code of the company for which you want to perform business functions. If you have a password, enter your password. If you were not assigned a password, just press <Return>.

The Down To Earth main menu is displayed.

## 2 The Main Menu

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The name of the company you selected is displayed as the upper right *screen header*. For example, if you typed the company code for XYZ Corporation at the **Company code** prompt, “XYZ Corp” would be displayed in the upper right corner of the screen. “Down To Earth” displays as the upper left *screen header*.

Directly below the header is the *menu bar*. The column headings General, Accounting, Inventory Control, Sales, and Miscellaneous are displayed. Each of these functions consists of several applications. The applications are listed in vertical columns under each *menu bar* heading.

In addition to the menu bar, Windows95/98 systems display each of the General menu column functions and each application as a *button*. Use the mouse Left click to select any button and execute a function. Or simply place the mouse on the button to display a brief description of that button’s function.

At the bottom of the screen is a single *information line* (Windows95/98 versions have two information lines). The *information line(s)* provides information to help you process your Down To Earth applications. A brief instruction displays to guide you through what you should do, what your field options are, and at what part of a system process (like a post) the program is.







For example, when you first select an application the message “Use arrow keys to make menu selection.” Appears. During data entry, field options such as “FIND (Lookup)” or ^A (Maintenance) appear telling you can use the “Find” shortcut or “Field maintenance” shortcuts from the field.

## 3 Making a Menu Selection

---

You can select an entry from a menu column (or button bar for Windows95/98 version) as long as the column heading (or button) is not disabled. Disabled selections display but are a different shade of color, usually a faded color. If the Down To Earth security defined has disabled a menu column or selection, the menu will appear the same but when chosen, a warning message will display and not allow access.

Down To Earth provides several ways to make a menu selection:

Arrow keys	   
Quick-select (the first character of the selection)	<u>General Ledger</u>
Shortcuts	 F4 key to Abort
Left click on the mouse	

As you move about the menu bar, the entries for the currently selected column heading are displayed in a vertical list called a menu column, and the first entry within the menu column is highlighted. Once you have found the desired menu column, select an application or function from that column

**Arrow keys:** Use the left, right, up, and down arrow keys to move the cursor to the desired menu column or menu selection. The directional arrow will continue rotating in the direction indicated, for example if the cursor is on the first menu selection, an up arrow will rotate around to the last selection in that column.

**Quick-select character:** Usually the first character of the menu column selection and indicated with either an underline or reverse video display. Type the first letter of the menu entry you want to select. If more than one menu entry has the same first letter, type the letter again to move to the next menu entry beginning with that quick-select character. Repeat as many times as necessary to move the cursor to the correct selection. Press <Return> to choose your selection.

**Shortcut:** A shortcut is a key or key sequence that is directly associated with a menu entry. You can press an assigned shortcut and immediately access the desired function. (Remember, it is not necessary for the menu bar to be active to use a Shortcut.) Shortcuts have been assigned for all entries in the Input, Select, and View menu columns and for all except **Quit D2E** in the General menu column.



NOTE: The shortcuts are different for each type of terminal and can be re-assigned by your system manager. To view the shortcuts for your particular terminal, pull down the General, Input, Select, and View menu columns. The shortcuts are listed to the right side of each menu entry.

---

Shortcuts let experienced users bypass the menu by simply pressing the appropriate key, while novice users can browse through the menu using arrow keys and quick-

select characters to see what options are available. Once you are in an input window, the menu bar becomes inactive. You must activate the menu bar to use arrow keys and quick-select characters, however, shortcuts don't need to activate the menu bar, because you bypass the menu completely.

### 3.1 Activating the menu bar

---

The main menu bar is displayed and active whenever an operator logs into Down To Earth. Once you are in an input window, the menu bar becomes inactive and you can't make any selections directly from the menu. To activate the menu bar,

- Press <Ctrl-P> on most VMS or UNIX versions of Down To Earth
- Press <Alt-P> on DOS cell based versions using Toolkit v5.0 or higher
- Left click on any Windows95/98 menu column heading to pull down the menu selections

The application you are processing remains on the screen, but the menu bar is highlighted and when chosen, the menu column selections display. You can now browse through the menus and make menu or function selections.

When you are finished browsing through the menu, press <Ctrl-P>, <Alt-P>, or Left click the previous input window again to deactivate the menu bar.

## 4 Windows95/98 and WindowsNT differences

---

This section contains miscellaneous information about the different options available only on Windows95/98 or WindowsNT systems. With Windows system, you have the option of using the keyboard for input or your mouse to point and (left) click for any of the following functions:

- Pull down menus of any displayed menu column
- Select items from menu columns
- Choose options from selection boxes within an input window
- Move from field to field, anywhere in the window
- Move windows around by dragging the window title bar
- Click on standard window buttons, OK, Cancel, and Help

There are also some very specific differences between a windows and non-windows environment that are not addressed within each manual topic. This is most evident if you have migrated to a windows version of Down To Earth

- ✓ You must click on any menu column heading to activate the menu bar, even to select an application from the main menu or pull down the Print Option menu. Once activated, simply moving to different column headings (via mouse or arrow keys) displays the column selections.
- ✓ Within an input window, the up and down arrow keys do not move the cursor. Instead, you can move to the desired field with the mouse or use the <Tab> key to move forward field by field and the <Shift-Tab> to move backward.
- ✓ To replace existing text, you must highlight the text then enter the new data required. You can highlight the text by dragging the mouse over the text to be replaced, Right click in the field and Select All, double (left) click a single word, or place the cursor at the end of the word and <Backspace> to delete.

## 5 Data Fields

---

This section contains miscellaneous information about the different type of data entry and input fields within Down To Earth. This section defines the terms Accounting period, characters (alphanumeric), and digits(numeric only). Explains a shortcut entry of dates, default values, how to delete data, different methods of entering dollar amounts, the difference between optional and required fields, and the use of the <Return> key.

### 5.1 Accounting periods

---

The accounting period, utilized in General Ledger and as Depreciation periods in Fixed Assets, is the number of the period within the accounting (fiscal) year, not the month of the calendar year. For example, if your accounting year begins on June first and is divided into twelve periods, June is accounting period one, not six, and July is accounting period two, not seven.

When a field requires you to enter a period, you must enter the period (1, 2, 3, etc.) and the year that you have titled that fiscal year. For example, let's say your fiscal year is August 1998 through July 1999, and you have called that year 1999. When you enter period 1, you must also enter the year of 1999 because this is period 1 of 1999. The calendar year is 1998 but the fiscal year is 1999.

### 5.2 Characters and digits

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Some data fields allow only numeric entry. In this manual we will specify that those fields require "digits." Where you can enter either numbers or letters, we specify that those fields require "characters."

### 5.3 Dates

---

The date format used to enter dates in Down to Earth is defined in your operator ID master security record. In most cases, however, the date format will be set to *MMDDYYYY*, where *MM* is the number of the month, *DD* is the day of the month, and *YYYY* is the year. For example, **10101999** represents October 10, 1999. Other date formats that may be set by your system manager are *DDMMYYYY* and *YYYYMMDD*.

When entering dates, follow the few simple rules outlined below:

1. Do not includes slashes or hyphens.

For example, do not enter **10/10/1994** or **10-10-1994**. Down To Earth will automatically insert slashes and display them on your screen in the date field.

2. If the date you want to enter is within the current month and year, you can omit both the month and year from your entry.

For instance, let's say that you want to enter the 15th day of the current month. You can enter just **15**.

3. If the date you want to enter is within the current year, you can omit the year from your entry.

For instance, let's say that you want to enter the first day of the next month, December 01. You can enter just **1201** and save yourself a couple of keystrokes; Down To Earth will automatically enter the current year and display it in the appropriate position within the input field. If you want to enter December 01 of the previous or next year, however, you must include all eight digits of the date format.

4. If the second portion of your date (usually the day) is a single-digit number, be sure to include a space or **0** as a place holder.

In other words, if your date format is *MMDDYYYY*, precede all single-digit days of the month with a space or **0**. For example, to enter December 5, 1999, you'd type **12051999** (**1251999** would be interpreted as January 25, 1999.)

If your date format is *DDMMYYYY*, precede all single digit months with a place holder. For example, to enter January 5, 1994, you'd type **5011994** or **05011994**, but not **511994** or **0511994**.

## 5.4 Default values

---

A default value is the data that the system enters automatically if you don't type anything before you press <Return>.

In many Down To Earth fields, the computer enters a logical choice, or default value, for you. For example, a field that requires you to enter a date will often default to today's date unless you enter a different date before pressing <Return>.

You can override the default by typing in your own data, or you can enter the default value by just pressing <Return>. If data entry in a field that has a default is optional, you can override the default and leave the field blank by pressing the spacebar or <Backspace> key and then pressing <Return>.

Once you've entered data in all window fields and pressed <Return> to complete input, you can go back to the beginning of that window (without exiting) and the defaults will be the values that you just entered in those fields.

## 5.5 Deleting data

---

To delete the displayed value before you enter data in the current field, you can erase the contents of the field by pressing the <Backspace> or <Delete> key, or by replacing the data with a space (<Spacebar>).

To delete the data within a displayed window, use the “Delete” shortcut. This key definition can be a different depending on your system. (Verify your shortcut value by activating the menu bar from within an input window and displaying the Input column.) For example, to delete a single line of distribution for a General Ledger transaction, display the distribution entry (the second window) and use the “Delete” shortcut. That one entry is deleted.

To delete an entire record made up of more than one input window, display the transaction header, usually the first window, and use the same “Delete” shortcut. For example, to delete an entire General Ledger transaction, display the transaction header (first window) and use the “Delete” shortcut.

## 5.6 Entering dollar amounts

---

In a field that requires you to enter a dollar amount, you must type the decimal point if the dollar amount includes cents. If you don't type the decimal point, Down To Earth automatically assumes a whole dollar amount and inserts the decimal to the right of the right-most digit. For example, if you enter **123**, Down To Earth will interpret it as 123.00. To enter 1.23, you must type **1.23**.

## 5.7 Optional / Required fields

---

**Optional:** Some fields don't require data to be entered and can be left blank. If a field is optional and does not display a default value, leave that field blank by pressing <Return>. If an optional field has a default value displayed, press <Return> to enter the default value or leave that field blank by pressing the <Spacebar> or the <Backspace> key and then pressing <Return>.

**Required:** If you try to skip a field that is required entry, an error message is displayed. Press the key indicated by the error message to return the cursor to that field. You must enter a value in the required field. If the exact value is not known, enter an estimated value to continue input then edit the required field at a later time.

## 5.8 <Return> key

---

In this manual we refer to the Enter or Return key as <Return>. After you have finished typing data for a particular field, press <Return>. This manual does not specifically tell you to press <Return> after input for each field. The instructions will, however, specify to press <Return> to enter the default value for a given field.

After you have entered data in all the fields displayed in a window or window section, the cursor will seem to disappear. On the message line, “Make corrections or press <Return> to complete input” displays. Press <Return> again to process that data and write the record out to the data file. If the input window you just processed was the last window for the current function, you are returned to the first entry field or directly to the application menu. Use the “Exit window” shortcut from the first entry field to exit the input window and return to the application menu.



NOTE: This message does not appear in a Windows environment, however, after all input is complete, you must click the OK button or press <Return> to process the data just entered.

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## 5.9 Case sensitivity

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Down To Earth transfers most of the data you enter into upper-case letters. If you enter lower-case letters into a field that requires upper-case, Down To Earth will redisplay your entry on the screen in upper-case. Descriptions or names and addresses can be entered in either case and are redisplayed as you type them.

There is one exception to this rule. The “Find” operation is case sensitive. When you select “Find” from the General menu column and are prompted for the **Search name**, you must enter the search name in the case of the item for which you are searching. (For more information about the “Find” function (shortcut) see section, “Performing a field search.”).

## 6 The General Menu Column

---

You can access entries from the General menu column from anywhere in Down To Earth. You can use these entries from the Down To Earth main menu, from an application's main menu, from an input window, or when you are viewing a report on the screen. The General menu column contains menu entries that allow you to

- |  |                         |
|--|-------------------------|
| ➤ Display help message for any entry field     | <u>H</u> elp            |
| ➤ Exit an input window                         | <u>E</u> xit window     |
| ➤ Move to the end of a filled input window     | <u>E</u> nd window      |
| ➤ Abort window entry not yet completed         | <u>A</u> abort entry    |
| ➤ Cancel selection of a menu column            | <u>C</u> ancel request  |
| ➤ Select a different Down To Earth application | <u>O</u> ther functions |
| ➤ Exit from Down To Earth                      | <u>Q</u> uit D2E        |

Remember, you can select a menu entry in one of two ways: by highlighting the menu selection desired and pressing <Return>, or by pressing the designated shortcut key (seen to the right of the menu text).

### 6.1 Getting help

---

Most fields in the Down To Earth system have an associated help message that explains what kind of data the system expects you to enter. When you select "Help" from the menu or use the "Help" shortcut, you get a help message displayed on your screen. The help message usually describes

- ✓ If the field requires entry, and if so, whether the entry is an alphabetic (characters) or numeric (digits) field
- ✓ How many characters/digits are allowed or required
- ✓ Optional field values and a brief description of each
- ✓ How the system will use the data that you enter. Press <Return> after you have read the help message, and enter the necessary data.

### 6.2 Exiting an input window

---

The "Exit window" menu entry or shortcut takes you out of the current input window.

- ✓ If you are positioned at the first field of the first in a window series, you will return to the application menu. For example, the Accounts Payable invoice entry consists of two windows, header and distribution. Using “Exit window” from the Vendor ID field (the first field of the first window) returns you to the Accounts Payable Maintenance menu column.
- ✓ If you are positioned at the first field of the second of two windows, you will return to the first window, ready for additional input. Then “Exit window” again to return to the application window. For example, once you have completed the Accounts Payable distribution for a given invoice, use “Exit window” to return to the **Vendor ID** field and continue entry for another invoice.
- ✓ If you are positioned at the first field of a window in a multiple transaction window series, you will advance to the next window in the series. For example, the Payroll transaction entry has a total of three input windows. By using “Exit window” on the second window, the third window in the series displays for input.

### 6.3 Moving to the end of a window

---

When you select “End window” from the menu, the cursor moves to the end of the current window section, and the message “Make corrections or press <Return> to complete input” is displayed on the information line (for non-Windows environments). Press <Return> to process the data entered and write the record to the data file.

This feature is useful when you return to a field in a window to edit the data. Instead of pressing <Return> several times to get back to the end of the window section you are processing, you can select the “End window” shortcut once and save some keystrokes.



NOTE: In most input windows the “Fill defaults” shortcut also moves the cursor to the information line. This is normally the <Page down> or <Next screen> keys.

---

### 6.4 Aborting input

---

The “Abort entry” function allows you to cancel what you’ve typed. It clears all input from the window but does not exit the window (see “Exiting an input window” above). Down To Earth does not retain any part of the aborted input; you must re-enter the necessary data. The message “Process aborted” will appear at the bottom of the screen. You can only abort input before you press <Return> at the end of the window.

There are two additional processes to use the “Abort entry” function.

- ✓ When you use the “Find” function (from the Input menu column or the shortcut) but decide you don’t want to select any of the displayed items, you can use

“Abort entry” to exit the selection window without entering any data. (See section 6.13 in this chapter for more information about the Find operation.)

- ✓ When displaying a report to screen and you are not to the end of the report but want to exit back to the menu column, use the “Abort entry” function. The report printing is cancelled, and control is returned to the menu bar.

## 6.5 Canceling selection of a menu column

---

You can activate the menu bar while in an input window to access the menu column selections. Select “Cancel request” from the menu to return to the input window you were processing before you activated the menu bar.

## 6.6 Selecting other Down To Earth applications

---

Select “Other functions” from the menu to pull down the System menu column. From the System column, select another Down To Earth application to open. Down To Earth displays the Operator window on the screen. Once again, enter your operator ID, the code of the company for which you want to process business functions, and your password to display the desired application.

When you are ready to return to the first process, use the “Exit window” function to return to the Operator window, then Quit D2E. The original process displays as you were.

This function is supported in VMS, UNIX, and Windows environments. This function is not supported in the DOS (non-Windows) or TSX-32 environments.



NOTE: Selecting other applications allows multiple processes at the same time, however, beware of problems if you process with the same Operator ID. A unique identification code has been assigned to your operator ID. Two processes using the same Unique ID can cause system conflicts. Temporary work files are assigned the Unique ID as a file extension. A second process can override the temporary work file of the first process, resulting in errors.

---

## 6.7 Exiting Down To Earth

---

To exit Down To Earth and return to the system command prompt, select “Quit D2E” from the menu.

## 7 The Input and Select Menu Columns

---

The Input heading appears on the menu bar when you are processing data in an input window. The selections in the Input menu column enable you to perform the following input and editing functions:

- Move to the First, Prior, Next, or Last field on the screen
- Clear the value of a field displayed Clear field
- Move to the Beginning, Left, Right, or End of a line of text
- Enter the remaining fields of a window with the default values Fill defaults
- Delete a record from the data file Delete record
- Return to the prior window in a series or the prior page of a displayed report Prior screen
- Find a record by alpha or numeric lookup Find record
- Allow maintenance entry of a field while entering a transaction Field maintenance
- Perform extended information search Search

The Select heading appears on the menu bar when you have used the “Find (record)” function from within the Input menu. The “Find” function either automatically displays or allows you to search to find an available code. The functions in the Select menu column enable you to move around within the code list by using the following functions:

- Move Up or Down to the previous or next record in the window
- Return to the Next or Previous page (window) in a series of windows

Remember, you can select a menu entry in one of two ways: by highlighting the menu selection desired and pressing <Return>, or by pressing the designated shortcut key (seen to the right of the menu text).

## 7.1 Moving around the input window

---

**First field:** Select the “First field” function to move the cursor to the first data entry field in the window or window section you are currently processing. After you have made the necessary corrections, press <Return> to move to the next input field.

**Prior field:** Select “Prior field” from the menu to return to the previous field in the current window or window section. Select this entry again to move the cursor back another field. If the cursor is positioned on the first field within a window section, the cursor moves to the last field in that section.

**Next field:** The “Next field” entry advances forward to the next field. To advance the cursor two fields, select “Next field” a second time.

**Last field:** Select “Last field” from the menu to advance the cursor to the last field displayed on the screen.

## 7.2 Clearing a field

---

To delete the data (or highlight the field's contents for Windows environment) in the current field, select “Clear field” from the menu. The “Clear field” deletes (or highlights) the data from the display but does not actually update the data file until you advance to the end of the window and press <Return> to complete the input.

## 7.3 Moving within a line

---

**Beginning of a line:** To move the cursor to the beginning of the line, select “Beg of line” from the menu. This feature is especially useful when you are editing large blocks of text and want to add data at the beginning of the line. It is also used when printing a 132 column report to the screen. The “End of line” function moves the viewing area to the far right of the report. The “Beg of line” moves the viewing area back to the far left.

**Left:** Select “Left” from the menu to move the cursor one character to the left. (The shortcut for this function is usually assigned to the Left arrow key on most system configurations.) This feature is useful if you are editing a long block of text and want to add text to the middle of the block.

**Right:** Select “Right” from the menu to move the cursor one character to the right. (The shortcut for this function is usually assigned to the Right arrow key on most system configurations.)

**End of a line:** To move the cursor to the end of the line, select “End of line” from the menu. This function is especially useful when you are editing large blocks of text and want to add data at the end of the line. It is also used when printing a 132 column report to the screen. The “End of line” function moves the viewing area to the far right of the report. The “Beg of line” moves the viewing area back to the far left.

## 7.4 Filling fields with defaults

---

To enter the defaults for all remaining empty fields in the input window or window section you are processing, select “Fill defaults” from the menu. If a required field does not have a default value, the cursor will stop on that field so that you can enter the appropriate data. Some required fields do not have a default value and display an error message informing you that it is a required field. To enable data entry, press the key designated in the error message.

Once that field value is entered, you can use the “Fill defaults” function again to continue through the remaining fields. Repeat as many times as necessary to advance through the input window.

## 7.5 Deleting a record

---

If you have the required security access, you can delete maintenance or transactions records in Down To Earth using the “Delete record” entry in the Input menu column (or its assigned shortcut). We recommend, however, that you exercise caution when using this function; deleted records cannot be retrieved through Down To Earth. Once the record is deleted, it cannot be retrieved.

To delete a maintenance or transaction record from the Down To Earth data files,

1. View the record on your screen. If the record does not exist in the data file, the message “No current active record” is displayed.
2. Once the record is displayed, select “Delete record” from the Input menu column or press its assigned shortcut (usually the <Delete> key).

Your security definition also controls if you are able to delete another operator's transaction. If the transaction appears on a Proof list that you printed, you have the ability to delete the transaction. If someone else entered the transaction and it does not appear on a Proof list you printed, you are not allowed to delete it.

To delete the entire record that required multiple input windows to create, you must use the “Delete record” function within the first of the window series. If you use the “Delete record” function on subsequent windows, it will only delete the contents of that single window, not the entire record. For example, the Accounts Payable invoice entry consists of two windows, header and distribution. Using “Delete record” from within the distribution window, only deletes that one line of distribution. Using the “Delete record” function from the header window (first window) deletes the entire invoice.



NOTE: Depending on the security defined for your operator, you may be required to confirm that you want the record deleted. If so, you must enter **Y** (Yes) before Down To Earth will actually delete the record. If the record is successfully deleted, the message “Existing record deleted” is displayed at the bottom of the screen.

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## 7.6 Returning to the prior screen

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When a Maintenance input window has two or more screens, select the “Prior screen” menu entry (or shortcut) to exit the current screen and return to the previous one. For example, the Item master record in the Inventory application has several input windows. If you are on the third window of the series and needed to review information in the second or first, use the “Prior screen” function to re-display the second window. Use it again to re-display the first window.

This function is also available to re-display the previous screen of any report that was printed to screen. See The View Menu Column section of this manual for this and other functions within a report displayed to the screen.

This function does not, however, return you to a prior screen of transaction entry. Most transactions that have more than one input window carry the data in different files or as an overlay record in the same file. The “Prior screen” function is not able to re-display the previously entered window if the previous data is contained as a separate record.

For example, the first input window when entering an order within Order Entry is carried in the *oehedr.ism* data file. The individual lines of that order are carried in the *oeline.ism* data file. The first input window of an Accounts Payable invoice is one record, the distribution input window is a second record, and overlay, in the same data file.

## 7.7 Performing a field search

---

The “Find” function or shortcut enables the system to search for a code, if the code is not immediately available to you. The message, “Find allowed” is displayed on the information line if you are allowed to perform a search at the current field. To perform a search, simply select “Find” from the Input menu column or press the key that was assigned as its shortcut on your system. Depending upon the field on which you are searching, the “Find” shortcut operates in several different ways.

### 7.7.1 Displaying a list of the available codes

For some input fields, Down To Earth automatically displays a list of the valid codes for that field when using the “Find” function. Where the “Find” function operates in this manner, the documentation indicates that you can “display a list of the codes.” This is common for listing tables of codes entered via the Maintenance menu column. For example, terms, tax, territory, product category, ship to, unit of measure, etc.

From the displayed list of codes, use the functions described in the Select menu column (Up, Down, Next page, and Previous page) to choose the code you want to enter. Press <Return> to enter your selection in the input window. To exit the list of codes without entering a selection in the input window, use the “Abort entry” function.

### 7.7.2 Alphabetic search by name or description

Data master records such as chart of accounts, vendor, customer, employee, and item offer the option to search alphabetically by name or description. You can search from the beginning of the data file or narrow down the search by entering all or part of the search name.

The **Search name** prompt is displayed when you press the “Find” shortcut for master records. At the **Search name** prompt, press <Return> to list the records from the beginning of the data file or enter a portion of the name or description of the record to search on. The search function is case sensitive; you must enter the search name in the appropriate case. When you enter the search name, a list of the available choices is displayed in a selection window.

Use the features in the Select menu column (Up, Down, Next page, and Previous page) to select the code you want to enter. Then press <Return> to enter your selection in the input window. To exit the list of codes without entering a selection in the input window, use the “Abort entry” function.



NOTE: You determine how limited or broad you want the search to be. For example, if you want Down To Earth to search for all vendors whose company names begin with the letter **M**, you’d enter **M** in the **Search name** field. If you want to limit the search to only those vendors whose company names begin with the letters **MAC**, you’d enter **MAC** in the **Search name** field.

---

### 7.7.3 ID search by code

For all master records for which you can search alphabetically, you can also search by a portion of the code itself. Many of the codes are numerically assigned but can contain alpha characters as well. To display a list of the codes that begin with a specified digit or character, enter the portion of the code that you want to search on, and then press the “Find” shortcut. When you press the “Find” shortcut, a list of the codes that begin with the value you entered is displayed.

Use the features in the Select menu column (Up, Down, Next page, and Previous page) to select the code you want to enter. Then press <Return> to enter your selection in the input window. To exit the list of codes without entering a selection in the input window, use the “Abort entry” function.

For example, let's say you have assigned a six digit ID to your vendors. You want to search on all the vendors that begin with **05**. In the **Vendor ID** field, enter a **05**, then use the “Find” function. A list of all vendor IDs that begin with a value of 05 are displayed. You could also use an alphabetical value in the code field. If you have assigned a six character value to your employees and you want to search on all employees that begin with **MA**. Enter “MA” in the **Employee ID** field, then use the “Find” function to display all employees that begin with **MA**. Remember, the search field is case sensitive!



NOTE: You determine how limited or broad the search is by the number of characters you enter in the master record ID field. The more characters you enter, the

fewer matches Down To Earth will find, but the more specific those matches will be. Remember, the search field is case sensitive! You must enter the exact case that the ID code was entered in originally.

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## 7.8 Field maintenance (^A Maintenance)

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When the cursor is positioned on a code field within a window and you need to add or edit that code's master record, you can use the "Field maintenance" function (the shortcut is usually defined as <Ctrl-A>). This function can be used to add chart of accounts, customers, vendors, employees, assets, items, bills, jobs, or any of the codes within these master records. When you use the "Field maintenance" function, the code maintenance window is displayed for you to edit or add a code then use the "Exit window" function to return to the original input window.

For example, if you are on the **Terms code** field in the Vendor Maintenance window of Accounts Payable, and you press the "Field Maintenance" shortcut, the Terms Code Maintenance window will be displayed as if "Terms codes" were selected from the Maintenance menu column. Another example would be if you are entering orders via Order Entry and need to add a customer for this order. When the cursor is in the **Customer ID** field, use the "Field maintenance" function to display the Customer Maintenance window. In either case, enter the necessary data and when completed, use the "Exit window" function to return to the original window and field for more input.

## 7.9 Performing an extended information search

---

The "Search" function works much like the "Find record" function, but usually provides additional information from a transaction open items or history file. It can be used in some areas of the system when an extended search is needed. To perform a search, simply select "Search" from the Input menu column or press the assigned shortcut.

For example, an extended search can be performed:

- ✓ When entering line items via the "Enter orders" function of Order Entry, you can search and display all other items ordered (from the history file) for that customer.
- ✓ Once a customer ID has entered on an order header (via Order Entry), "Search" displays the "Customer inquiry" screen, allowing detailed look-up of current or history activity, as well as customer totals.
- ✓ In Special pricing maintenance, after establishing the Special price type, the "Search" displays all other identical price types on file.

## 8 The View Menu Column

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The View heading appears on the menu bar when you are viewing a report on the screen. The entries in the View menu column allow you to alter your view of the report as it appears on the screen.

Most of Down To Earth reports are 132 column reports. This means that with a normal 80 column display, there are 52 characters that are included on the report but not immediately shown on the screen. The functions listed below allow all parts of a displayed report to be accessible, regardless of the viewing area on your terminal.

- Shift the cursor to the left or the right 10 columns at a time
- Move to the Beginning, or End of a line of the report
- Move to the First page of the screen
- Return to the Previous or Next page of the report
- Move to the Last page of the screen

Remember, you can select a menu entry in one of two ways: by highlighting it on the menu and pressing <Return>, or by pressing the designated shortcut key (seen to the right of the menu text).

### 8.1 Moving within a line of the report

---

**Shift left 10 columns:** Select “Shift left 10 columns” from the menu to shift the displayed portion of the report 10 columns to the left. Repeat this function as many times as necessary, moving 10 columns each time.

**Shift right 10 columns:** To shift the displayed portion of the report 10 columns to the right, select “Shift right 10 columns” from the menu. Repeat as many times as necessary to view the data.

**Beginning of line:** To display the beginning of the line you are currently viewing (the extreme left side of the report), select “Beginning of line” from the menu. You would use this menu entry, for example, if you had selected “Shift right 10 columns” twice and wanted to get back to the left side of the report.

**End of line:** To display the end of the line you are currently viewing (the extreme right side of the report), select “End of line” from the menu. This function is commonly used to shift from the left to the right side of the report with a minimum of key strokes.

## 8.2 Viewing sections of the report

---

**First page:** To display the first page of the report, select “First page” from the menu or use the designated shortcut. If you have moved through several pages a report and want to immediately return to the beginning, select this function.

**Previous page:** To display the equivalent of a full screen of data (page) that precedes the page you’re currently viewing, select “Previous page” from the menu or use the designated shortcut.

**Next page:** To display the equivalent of a full screen of data (page) that follows the page you’re currently viewing, select “Next page” from the menu or use the shortcut assigned.

**Last page:** To display the last page of the report, select “Last page” from the menu or use the shortcut assigned. This is helpful when a report total amount is all that is truly desired. Print the report to screen and use this shortcut to get your dollar amount quickly.

## 9 Editing Help Text Menu Column

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When your system manager defined your security, he determined whether or not you're allowed to edit the Down To Earth help text. If you are allowed to edit the help text, the Help text menu column is automatically pulled down when you select "Help" from the General menu column or use the shortcut. The entries in the Help text menu column enable you to perform the following functions:

- Edit the help text
- Change the size or placement of the help text window
- Save your changes (required process to write changes to the file)
- Exit the help text window

### 9.1 Editing help text

---

Select "Edit text" to move the cursor to the first character in the help window so that you can edit the help message text. The Editing column heading is then displayed on the menu bar, next to the Help Text column. From the Editing column, you can

- ✓ Move to different line positions within the window
- ✓ Delete a word or line of text
- ✓ Insert a blank line in the body of the text
- ✓ Move within a line of text
- ✓ Toggle between insert and overstrike modes
- ✓ Toggle the cursor between forward and reverse directions of movement
- ✓ Join lines of text

Please refer to the next section for more detailed information about the Editing menu column. Use the editing features to add or change the help message. Be sure to save any changes by selecting "Store window" from the Help Text menu column. If you need to exit the help window without saving the help message, select "Quit."

### 9.2 Changing the placement or size of the help window

---

Select "Placement/size" to change the location or size of the help text window. When you select "Placement/size," three parameters provide a way to change the

width of the message box and place the window vertically or horizontally on the screen. To change the size or placement of the help text window, move the cursor to the appropriate field and type the required information over the displayed data.

**New cols:** This value designates the number of columns in the message box and effectively establishes the width of the box.

**New place row:** This value is the number of rows down from the menu bar to start the help message text. Line 1 would be the first line directly under the menu bar.

**New place col:** This number determines what the first position of the text will start in. The screen is basically 80 columns so to start the text in the first column, enter **1**. To start the text in the middle of the screen, enter **40**.

For example, if you want the text box to be about 1/2 of the screen in width, enter **40** for the **New cols** field value (1/2 of the 80 column screen). The row value depends on the length of your help text. A long message should start close to the top of the screen. A short message has more options for placement. If you want to place the text close but not directly under the menu bar, enter a low value in the **New place row** field. To place the box in the middle of screen horizontally, enter **20** for the **New Place col** field. This starts the text 20 columns in, the text is 40 columns wide, with 20 columns on the right, a total of 80 columns.

### 9.3 Storing the new window

---

To save the changes you have made to the help text window, select “Store new window” from the Help text menu column. If you are unsure if you have saved the new help text edits or window settings, you can store the changes again.



NOTE: If you exit the Help Text window column without storing the changes made, the changes are not saved and cannot be retrieved. You must edit the help text and/or change the position parameters again.

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### 9.4 Exiting the help window

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To exit the help window and return to the prompt in which you were entering data, select “Quit” from the Help text menu column. Remember to save the changes you made BEFORE you select “Quit.” If you do not select “Store new window” before you exit, your changes will not be recorded.

## 10 The Editing Menu Column

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When you select “Edit text” from within a Help message window, the Editing heading on the menu bar is displayed. (This heading is also displayed when your cursor is placed in a multiple line text window within Down To Earth, such as Inventory extended description.)

To view the available editing features, highlight the menu bar and pull down the Editing menu column. The entries in the Editing menu column enable you to perform the following editing functions:

- Move to different line positions within the window
- Delete a word or line of text
- Insert a blank line in the body of the text
- Move within a line of text
- Toggle between insert and overstrike modes
- Toggle the cursor between forward and reverse directions of movement
- Join lines of text

Remember, you can select a menu entry in one of two ways: by highlighting it on the menu and pressing <Return>, or by pressing the designated shortcut key (seen to the right of the menu text).

### 10.1 Moving within the window lines

---

**Up one line:** Select “Up one line” or its shortcut to move the cursor up to the previous line of text. The cursor stays in the same column position.

**Down one line:** Select “Down one line” or its shortcut to move the cursor down to the next line of text. The cursor stays in the same column position.

**First character :** To move the cursor to the first character of the help text, select “First page” from the Editing menu column or use the designated shortcut.

**Last character:** To move the cursor to the last character of the help text, select “Last page” from the Editing menu column or use the designated shortcut.

## 10.2 Deleting text / Inserting a line

---

**Deleting a word:** If the cursor is set to move forward (“Forward” is displayed on the left side of the information line), select “Delete word” to delete all characters to the beginning of the next word, including the current character and the blank space before the next word.

If the cursor is set to move backward (“Reverse” is displayed on the left side of the information line), all characters to the left of the cursor in the current word are deleted. The space before the word on which your cursor is positioned is not deleted.

**Delete to the end of the line:** Select “Delete to end of line” from the Editing menu column to delete from the character at the cursor to the last character in the current line, regardless of the direction of movement of the cursor. The end-of-line character is not deleted.

**Delete the entire line:** If the cursor is set to move forward (“Forward” is displayed on the information line), select “Delete line” to delete from the current cursor position through the end of the current line, including the end-of-line character. If there is text on the next line, it moves up to the current line.

If the cursor is set to move backward (“Reverse” is displayed on the information line), select “Delete line” to delete all characters to the left of the character on which the cursor is positioned. If the cursor is positioned on the first character of a line, “delete line” deletes the previous line of text, including the end-of-line character, and the remaining text moves up one line to fill the empty line that is created.

**Insert a line:** To insert a blank line at the current cursor position, select “Insert line.”

## 10.3 Moving within a text line

---

**Beginning of line:** Select “Beginning of line” to move the cursor to the beginning of the current line. If the cursor is already positioned at the beginning of a line, “Beginning of line” moves the cursor to the beginning of the previous line. “Beginning of line” operates in the same manner regardless of whether the direction of movement is forward or backward.

**End of line:** Select “End of line” to move the cursor past the last character in the current line, regardless of the direction in which the cursor is set to move.

If the cursor is already positioned past the last character in the current line and is set for forward movement (“Forward” is displayed on the information line), “End of line” moves the cursor to the end of the next line. If the cursor is set for backward movement (“Reverse” is displayed in the information bar) and is already positioned at the end of the current line, the cursor moves to the end of the previous line of text.

**Left one character:** To move the cursor one character to the left, select “Left 1 char.” The cursor moves one character to the left regardless of whether “Forward” or “Reverse” is displayed on the information line.

**Right one character:** To move the cursor one character to the right, select “Right 1 char.” The cursor moves one character to the right regardless of whether “Forward” or “Reverse” is displayed on the information line.

**Forward / Backward by word:** If the cursor is set for forward direction of movement (“Forward” is displayed on the information line), “Advance word” moves the cursor to the first character of the next word.

If the cursor is set for backward direction of movement (“Reverse” is displayed on the information line), “Advance word” moves the cursor back to the first character of the current word. If the cursor is already positioned on the first character of a word, the cursor moves to the first character of the previous word.

## 10.4 Changing modes

---

**Insert / Overstrike:** When you select “Edit text” from the Help Text menu column, the editor automatically goes into insert mode. Any data that you enter is placed at the current cursor position, and the existing data is displaced to make room for the data you are typing.

You can, however, place the Down To Earth editor in overstrike mode so that the data at the cursor is replaced with the data you’re typing. The “Change mode” function performs as a toggle and switches you back and forth between insert and overstrike modes. The mode in which you’re currently operating is displayed on the right side of the information line at the bottom of your screen.

**Forward / Backward:** When you select “Edit text” from the Help Text menu column, the cursor is automatically set to move forward. You can, however, change the direction in which the cursor moves. The “Change direction” shortcut performs as a toggle that switches the cursor back and forth between forward direction of movement and backward direction of movement. The cursor direction is displayed on the left side of the information line at the bottom of your screen.

## 10.5 Joining lines

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Select “Join lines” to re-wrap the help text and remove the empty spaces within a line. This process refreshes the screen as the user would see the text and provides a better means to judge the proper placement for the window.

# 11 The Print Option Menu Column

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Down To Earth automatically pulls down the Print Option menu column when you choose to print a report, checks, or forms. Use the up and down arrow keys or the appropriate quick-select character to select where you want to send your report, checks, or forms. You can choose to

- To a defined system, local, or slave printer of your choice
- To the display screen
- To a Down To Earth printer queue to be printed at a later time
- Abort the printing process just selected

## 11.1 Sending your report to the printer

---

Select “Printer” to send your report, checks, or forms to one of your previously defined printers. When you select “Printer,” a list of the printers that were defined through System Manager is displayed. From this list, select the printer to which the report should be sent. To send your report to the first printer on the displayed list, just press <Return>.

You are allowed up to 98 different printer selections for each company. If the printer (or printer configuration) does not appear on the list, use the “Next page” function to display subsequent pages of printers available.



NOTE: Printers can be defined for your company but not listed on a printer list due to various security and company defined options. Down To Earth security allows an Operator ID to be assigned a specific printer. In this case, a printer list would not even display, anything that operator selected to print would automatically be sent to the printer designated. There is also a company option within some applications that defines a specific printer for specific functions. For example, you can define that Order Entry invoices, picking tickets, and labels each print to a particular printer.

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## 11.2 Viewing your report on the screen

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To send your report to the screen for your viewing, select “Screen.” The View menu heading then appears allowing you to select from the menu or use the shortcut and move directly from the left to the right side of the report, move forward and back one screen at a time ,or go immediately to the first or last page. See The View Menu Column section of this manual for detailed information regarding the different functions and shortcuts.

### 11.3 Sending your report to the queue

---

Select “Queue” to send your report to the Down To Earth print queue to be printed at a later time. You can access the Down To Earth queue listing from any application via the Queued reports selection of the Reports menu column.

Your operator ID definition controls whether you have access to **All** queued reports, your **Company's** reports, or just the reports queued by the **User**. If you want to print more than one copy of a report, we recommend that you send the report to the queue and then print the desired number of copies from the queue. For more detailed instructions regarding printing a report from the queue, please refer to the Queued reports section of any application manual, Reports menu column.

### 11.4 Sending your report as a File

---

To create your report as a file written to your system's storage drive rather than printing it, select “File.” If you choose “File,” you will be prompted for a filename. You can enter a filename to have a file automatically created in the current working directory (defined as *usrhome* by your system), or you can specify an entire path to send the file to a different directory.

For example, if you are printing a vendor list and want the file to be created in the RPT directory, enter **RPT:vendlist.rpt**. The name of the report is *vendlist.rpt* and is found in the directory path assigned to the logical **RPT** for your system. You could also enter the value **c:\mydocu~1\vendlist.rpt** to have the report found in the directory **c:\mydocu~1** of your Windows environment.

### 11.5 Aborting the report just chosen

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If you've decided that you no longer want to print the specified report, select “Abort” to return to the menu column in which you were processing the current function without printing the report.

## 12 Unique Identification Codes

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When your system manager defined security, he assigned a unique three-character identification code (unique ID) to each user. These unique IDs are used to determine which transactions are printed on proof lists or posted, and which checks are printed from within Payroll. (Accounts Payable checks are not controlled by the Unique ID code.)

Whenever a transaction is entered, Down To Earth writes the unique ID of the person entering the transaction as part of each record. When you print proof lists or post transactions, Down To Earth compares your unique ID to the unique ID in each record in the transaction file. Only transactions that were entered with your unique ID or with a unique ID whose first character has a greater ASCII decimal value than the first character of your unique ID are included in the proof list or posting. Transactions entered with a unique ID that has the same first character as your unique ID (equal ASCII decimal value) are not included in the proof list or posted. See the information following for more details re the privileges and options of this code.

If you are the department or system manager and you want the accounting clerks to post and print invoices only for their own transactions, assign them unique IDs that begin with the same first character. If you want their manager to be able to post all transactions, assign him a unique ID that begins with a character that has a lower ASCII decimal value than the accounting clerks' unique IDs. (Lower ASCII values mean more privileges.) See the System Manager Appendix: ASCII Decimal Table for a listing of characters and their corresponding ASCII value.

For example, you have four operator IDs with the unique IDs of **000**, **100**, **111**, and **200**. When accessing, proofing or posting transactions identified by unique IDs,

- ✓ The operator with the unique ID of **200** will see only their own transactions. The ASCII value of the first position of the unique ID has the highest value (050) and the lowest priority of the three.
- ✓ The operator ID with the unique ID of **100** will see their own transactions plus those transactions entered by the unique ID **200**. The ASCII value of the first position of unique ID 100 is 049 which has priority for that value within the unique ID and any higher ASCII value.
- ✓ The operator ID with the unique ID of **111** will see their own transactions, those entered by the unique ID **200** but not the transactions entered by **100**. Even though the value of the first position of the unique ID is the same priority as 100, the actual unique ID is not the same. Therefore the transactions entered by unique ID 100 cannot be seen by unique ID 111.
- ✓ The operator ID with the unique ID of **000** will see transactions entered by all the operators in the example. The ASCII value of 048 gives the highest priority.



NOTE: If a manager views or accesses a transaction that was entered by a different operator, the manager's unique ID is written back to the record. Thereafter, that transaction can only be accessed, printed, or posted by the manager. If the manager needs to verify the transaction but the transaction unique ID should remain the original operator's, the manager must access the transaction logged into Down To Earth under the original operator's ID.

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## 13 End of Period Procedures

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End of period procedures vary from company to company, however, the flow of gathering information from the various Down To Earth applications for General Ledger, is the same. Interfacing from other applications may be done as often as you like but data is normally interfaced at the end of each financial period. Those financial periods also vary and are defined in the General Ledger application.

All instructions are given with the understanding that the general concepts of Down To Earth's functionality are known, the operator has knowledge of the application, and the company being processed is defined.

It is important to follow the data from the individual application (our example application is Accounts Payable) through the interface process, and to the General Ledger. If there is a debit or credit amount discrepancy, an account not on file, or an invalid date, these problems must be resolved prior to posting in General Ledger. You must also post one application interface before you try to interface another application.

Customizing your own internal procedures are strongly suggested. As a base list of instructions please follow the list below, completing one application before repeating the steps for additional applications.

1. Enter and post all application transactions for the period to be closed. During a transaction post, various master, open, and history files are updated for that application. In addition, G/L distribution files for Accounts Payable (*apdist.ism*), Accounts Receivable and Order Entry (*ardist.ism*), Fixed Assets (*fadist.ism*), and Payroll (*prdist.ism*) are updated with the journals to be interfaced at the end of the period.
2. Print a distribution report from within the application to be interfaced through the period's last day. For example, select "A/P to G/L distribution" from the Accounts Payable Reports menu column. Verify that the report is in balance and if feasible, visually verify that there are no invalid accounts or incorrect dates. This should be kept as a permanent record.
3. Select "Interface from other applications" from the General Ledger Miscellaneous menu column and select the application to interface. This process is not allowed if there are existing General Ledger transactions. If you have selected to summarize an account, the detail in the application distribution file is combined as part of the interface. All transactions with the same date will interface as two records (if applicable), one debit, one credit with the same reference number. The detail of the summarized transactions is written to the subledger file (*glsubl.ism*) if defined as such for your company. (Interfacing from an application also clears that application's distribution file of records through the date indicated.)
4. Print a proof list of the interfaced transactions and verify the totals balance with the application distribution report. In addition, verify that all accounts and dates

are valid for the current fiscal year. If you find any incorrect data, the data must be corrected prior to posting this batch of transactions or interfacing additional applications.

5. Post the interfaced batch of journal transactions. The interfaced data updates the chart of accounts (*glchrt.ism*), detail transaction (*glyear.ism*), and if applicable, the subledger file (*glsubl.ism*). We suggest that you watch your display for any informational or error messages that may appear. Each invalid record displays a message of the applicable details and usually requires a key stroke to continue. More than a single invalid record requires more than a single key stroke to continue with the post.
6. Repeat the above process for any additional applications requiring interface.
7. When all applications have been interfaced successfully, print the required reports for your company.



NOTE: Some individual applications also require an End of Period procedure. Accounts Receivable and Inventory give you the option to automatically close your periods (via “Company” selection of the Maintenance menu column). Fixed Assets and Payroll can also require internal procedures at the end of each period.

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# 14 Year End Procedures

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The following sections outline the basic functions of the various year end processes. Fiscal Year End primarily involves General Ledger but has considerations for Accounts Payable, as well. The Calendar Year End process can involve Accounts Payable, Accounts Receivable, Payroll, and Inventory depending on your company definition. The process for a Physical Inventory is usually done at least at Year End but can be done more frequently following the same procedure.

All instructions are given with the understanding that the general concepts of Down To Earth's functionality are known, the operator has knowledge of the application, and the company being processed is defined as noted.

## 14.1 Fiscal Year End

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### General Ledger

From within the General Ledger application, select "Close/open year" from the Miscellaneous menu column to initiate the year end process. This process creates your chart of accounts and accounting periods for next year and/or records the net income or loss to the retained earnings account and brings the balance sheet ending balances forward to become next year's beginning balances. Before closing the year, you must interface all your Down to Earth applications with General Ledger, post all current period transactions, and print the reports that are required for the last fiscal period. Once the last period is closed, you can close the year.

**Accounting Periods:** The "Close/open year" function enables you to create a new accounting period record to reflect the new fiscal year, and set the current period to 1 when you copy your chart of accounts. (The accounting periods were originally defined using the "Accounting periods" selection from the Maintenance menu column.) Therefore, you only need to adjust your accounting periods at the beginning of a new fiscal year if the new fiscal year includes the month of February in a leap year or you're processing with Alternate accounting periods.

**Close, Open or Neither:** You have the choice to **Close** a year, **Open** a year, or do **Neither**. When you select **Close**, the accounting year record for last year will be set to a status of **Closed**. You will not be able to enter transactions to that year once the status is set to **Closed**.

**Year End Adjustments:** If you have to adjust entries for last year, use the "Close/open period" function to open your last period, then the "Close/open year" function to set the year back to **Open**. Once you have entered your prior-year adjustments, reprint your year-end financial statements, close the period then year again, and bring the new beginning balances forward to the current processing year. You can perform the open and close functions as many times as necessary until all adjustments are completed.

**Before Fiscal Year End:** If you are ready to start entering budgets or transactions for the new year but are not ready to close the year or bring balances forward, select **Neither** and **No** to **Bring balances forward**. Choosing **Neither** and **Yes** to **Copy chart of accounts**, copies the chart of accounts to the new year and creates the new accounting periods for verification. This function is required prior to entering any transactions that verify the general ledger account number and period, such as Accounts Payable, invoice and check entry.



NOTE: You must close the last period in your accounting year before running the “Close/open year” function to close the current year properly. Likewise, you must open the last period after you open your year back up, once the year has been closed.

---

**Two Years open at the same time:** To change the accounting year for certain maintenance functions, inquiries, and reports when operating within two accounting years, select “Change accounting year” from the menu. Once you change the year, the new year will be used as the default value in all **Year** fields until you change it again, or exit General Ledger.

Changing the year back and forth allows you to access data from multiple fiscal years. The value you change the year to remains so until you process data for a different year, change it again, or exit General Ledger. When you return to the General Ledger application, the current fiscal year (defined via “Company” maintenance) becomes the **year** field default value. To change the current fiscal year default, enter the new year via “Company” selection of the Maintenance menu column. Changing the current fiscal year must be entered manually, it is not automatically changed when the close year function is performed.



NOTE: You do not have to reopen a period or year to print reports. You can print any of the General Ledger reports for any period or year on file, whether open or closed.

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**More Details:** For detailed descriptions of each input window field or information regarding reporting and other functions within General Ledger, please refer to the General Ledger section of your manual. For details regarding Fixed Asset application Year End, please refer to the next section, “Calendar Year End,” or your Fixed Asset application manual.

## 14.2 Calendar Year End

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### Accounts Payable

**Closing the year:** The optional use of the Accounts Payable, Miscellaneous menu selection “End of year clearing,” depends on how your company is defined. When you select “Company” from the Accounts Payable application Maintenance menu column, the **Auto close periods** field is defined as either **Yes** or **No**. If you have chosen to automatically close your periods, closing the year by selecting “End of year

clearing” is not allowed. The message “Period closings are processed automatically” displays.

Selecting **No** for the **Auto close periods** field value requires you to close your year with precise timing. After you’ve entered all the current year’s transactions (invoices), select “End of year clearing” from the Accounts Payable application Miscellaneous menu column to clear the year-to-date totals for your vendors. You must perform this function before you begin entering transactions for the new year to reflect accurate YTD totals in any report (Vendor Volume Analysis or Report Writer) or inquiry.

**Processing 1099’s:** The 1099 information is automatically updated when transactions are posted in Accounts Payable if you selected one of the 1099 codes when entering distribution amounts via the “Enter invoices” entry in the Transaction menu column.



Because the amounts printed on the 1099’s are retrieved from a separate 1099 file (**ap1099.ism**), closing the year (as noted above) does not effect 1099 timing. All 1099 information will go to the proper year based on the date of the check that paid the invoice.

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You can also use the “1099-MISC maintenance” function to adjust the dollar amounts in any of the 1099 fields before you print the 1099 forms or to change the flag that indicates whether a 1099 form should be printed. You might need to adjust the dollar amounts if invoices were entered incorrectly. If 1099 forms were incorrectly printed or if the limits were incorrectly set, you may need to manually change the flag that indicates whether a 1099 should be printed.

The next step is to define the minimum dollar amount that qualifies a vendor for a 1099. The “Set 1099-MISC limits” function enables you to define dollar limits to determine which vendors should have 1099’s printed. For boxes 1, 2, 6, 7, and 8 on the 1099 form, you define the minimum dollar amount that must be accrued during the year before a 1099 form is required. If one of the 1099 boxes is equal to or greater than its minimum limit, a 1099 form is printed for the vendor provided that **Yes** was selected at the **Print 1099** prompt via the “Vendors” entry in the Maintenance menu column.

Once you feel the data to be reported is correct, select “Print 1099-MISC report” from the Miscellaneous menu column to print the 1099 information for the specified year. We suggest that you print this 1099 Preview Report after you set your limits and immediately before you print your 1099 forms to verify that the 1099 information is correct. If you find any errors, select “1099-MISC maintenance” from the Miscellaneous menu column, correct the 1099 information for the appropriate vendor(s), and then print another Preview Report. You can print the 1099 Preview Report as many times as you want.

When you are sure that the 1099 information for your vendors is correct, load your printer with the 1099 forms and select “Print 1099-MISC forms” from the Miscellaneous menu column.

Selecting “Create 1099-MISC magmedia files” allows you to enter the information required by the government and produce an ascii file (text file) that is then copied onto the magnetic media of your choice. The choices of magnetic media are 3.5 inch floppy diskette (WIN95/98/NT), DAT tape (UNIX), or TK50 cartridge tape (VMS). The ascii text file is written to the **WRK** directory as *irstax.001*.

**More Details:** For detailed descriptions of each input window field or information regarding other functions within Accounts Payable, please refer to the Accounts Payable section of your manual.

## Accounts Receivable

The optional use of the Accounts Receivable, Miscellaneous menu selection “Close year” depends on how your company is defined. When you select “Company” from the Accounts Receivable application Maintenance menu column, the **Auto close periods** field is defined as either **Yes** or **No**. If you have chosen to automatically close your periods, closing the year by selecting “Close year” is not allowed. The message “Period closings are processed automatically” displays.

Selecting **No** for the **Auto close periods** field value requires you to close your year with precise timing. Before you close the year, you must post all transactions (including Order Entry invoices, if applicable) for the current year and print any Sales Analysis reports required by your company. Do not enter any data for the next year until you close the current year.

**More Details:** For detailed descriptions of each input window field or information regarding other functions within Accounts Receivable, please refer to the Accounts Receivable section of your manual.

## Fixed Assets

Select “End of year clearing” from the Fixed Asset application Miscellaneous menu to process either the calendar or fiscal year end. You should also run the “Check 40% in 4th quarter” Miscellaneous menu column selection to verify that the correct depreciation was calculated on newly acquired assets. The “End of year clearing” process zeros all year to date accumulative fields, updates the depreciation periods for the new year, and resets files for the next accounting year. Be sure to print any Fixed Asset reports required by your company for analysis **before** this process is run.

## Payroll

**Closing the year:** To clear the year-to-date fields for all employee master records and reset the files for the next year, select “Close year” from the Payroll application Miscellaneous menu column. You should always clear the year-to-date fields at the end of the calendar year before the first payroll is prepared in January, regardless of your fiscal year. We also suggest an Employee Report be printed (by selecting “Employees” from the Payroll application, Reports menu column), prior to closing the year to keep as a permanent record.

This function clears all deduction code balance amounts in the employee master record (*prempl.ism*) and the additional pay and deduction file (*praded.ism*). Some declining type deduction codes may require a running balance for more than the current calendar year. For example, an employee loan is usually entered as declining deduction code and may not have been fully paid back by the time you process your year's closing. These deduction code balances must be re-entered after the year is closed with the balance as they were at the end of the calendar year, prior to the year end close. They must also be entered prior to your first payroll in January to maintain accurate totals. (Printing the Employee report as suggested above, will provide you with the information you require to re-enter the balances.)

Closing the year and clearing the year-to-date totals in the employee master does not affect printing W-2 or government reporting. The amounts calculated for the W-2's and quarterly reporting are taken from the *prhist.ism* and *protax.ism* files, not the employee master file (*prempl.ism*).



NOTE: You must print and post all checks for the current calendar year prior to selecting "Close year." Do not enter or process any data for next year's payroll until after you have closed the current year.

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**Printing W-2s:** Because the government changes the format and sometimes what is required to print within the W-2, this routine has been moved to be a stand-alone routine. Each year supported customers receive a separate routine to be installed and executed from the operating system or your internal menu system. Not all Down To Earth customers have the ability to compile programs, therefore the compiled version of the routine is provided to all supported customers with current versions of Down To Earth and Synergy.

You can print W-2 forms any time after the last payroll for the calendar year but you must print before you purge the employee history file for the calendar year to be reported. The amounts calculated for the W-2's are taken from the *prhist.ism* and *protax.ism* files, not the employee master file (*prempl.ism*). Therefore, closing the year and clearing the year-to-date totals in the employee master does not affect printing W-2 printing.

The W-2 printing routine optionally prints your federal, state, and city W-2 forms. If you have employees who worked in more than one state or city during the year, you must also print a local W-2 form for each additional state or city.

**Government reporting:** Many companies are required to file special forms due to their type of business. Detailed descriptions regarding where to find information and most common reporting is available in the Payroll application manual, Appendix A. This appendix does not cover all requirements for all businesses, however, most federal government and state information is standard. (Each state may have their unique form but the information contained therein is usually standard.)

**More Details:** For detailed descriptions of each input window field or information regarding other functions within Payroll, please refer to the Payroll section of your manual.

## Inventory

**Closing the year:** To clear the data in the year-to-date fields and reset your item records, select “Close year” from the Inventory application Miscellaneous menu column. If you have chosen to automatically close periods, this process is not necessary. Clearing the data in the year to date fields will be done automatically, item by item. (See the section, “Setting up your Company,” in the Inventory application manual for more information about automatically closing periods.)

Before you close the year, you must post all transactions (including Order Entry invoices, if applicable) for the current year (usually calendar year) and print reports required by your company. Do not enter any data for the next year until you close the current year.

**Taking a Physical Count :** The inventory physical count is a very important process to insure accurate quantities on hand and reflect a correct inventory value for your company’s financial reporting. It can also be a time consuming process for the people counting inventory and the people waiting for them to complete the count. Down To Earth’s physical count procedure allows you to take an accurate inventory count with the least amount of down time for Order Entry, Purchase Order, Bill of Materials, or Inventory.

Down To Earth’s physical count includes a unique process of capturing the inventory quantities to allow the data entry operators as much time as they need to enter the counted quantities while business continues as usual. You can also choose to count your entire inventory at one time or perform smaller counts based on a **Cycle count code** defined in the item master.

To perform an accurate and efficient physical count, follow the menu selections as listed in the Physical menu column, choosing either to print count tags or a worksheet. The only time processing (posting) should be held up is during the time it takes to print the tags/worksheet, capture quantities, and count the items. Data entry can continue but posting during the physical count can cause incorrect quantity on hand values.

When the count is complete, entering the counted quantities can be done at the same time as posting shipped orders (OE), posting received quantities (PO), updating built goods (BM), or posting inventory transactions (IN). The process of capturing the quantity on hand allows the system to hold the quantity field value and utilize it when calculating the new quantity on hand.

**More Details:** For detailed descriptions of each input window field or information regarding other functions within Inventory, please refer to the Inventory section of your manual.

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# Down To Earth Quick Reference [VT-style keyboards]

## General

Help	Help
Exit window	PF3
End window	PF2
Abort window	PF4
Cancel request	PF7
Other Functions	PF8
Quit D2E	^G

## View

Shift left 10 columns	←
Shift right 10 columns	→
Beginning of line	^B
End of line	^E
First page	^F
Previous page	Pv Sc
Next page	Nx Sc
Last page	^L

## Input

First field	^F
Prior field	↑
Next field	↓
Last field	^L
Clear field	Ins
<hr/>	
Beginning of line	^B
Left	←
Right	→
End of line	^E
<hr/>	
Fill defaults	Nx Sc
Delete record	Rem
Prior screen	Pv Sc
Find record	Find
Field Maintenance	^A
Search	Sel

## Select

Prior field	↑
Next field	↓
Next page	Nx Sc
Previous page	Pv Sc

## Edit

Prior field	↑
Next field	↓
First page	^F
Last page	^L
Delete a word	^W
Delete to end of line	^K
Delete line	Rem
Insert line	Ins
<hr/>	
Beginning of line	^B
End of line	^E
Left	←
Right	→
Advance word	F10
Change mode	^A
Change direction	^D
Join lines	^J



# Down To Earth Quick Reference (PC -style keyboards)

## General

Help	F1
Exit window	F3
End window	F2
Abort window	F4
Cancel request	F7
Other Functions	F8
Quit D2E	^G

## View

Shift left 10 columns	←
Shift right 10 columns	→
Beginning of line	^B
End of line	^E
First page	^F
Previous page	Pg up
Next page	Pg dn
Last page	^L

## Input

First field	^F
Prior field	↑
Next field	↓
Last field	^L
Clear field	Ins
<hr/>	
Beginning of line	^B
Left	←
Right	→
End of line	^E
<hr/>	
Fill defaults	Pg dn
Delete record	Del
Prior screen	Pg up
Find record	Find
Field Maintenance	^A
Search	End

## Select

Prior field	↑
Next field	↓
Next page	Pg dn
Previous page	Pg up

## Edit

Prior field	↑
Next field	↓
First page	^F
Last page	^L
Delete a word	^W
Delete to end of line	^K
Delete line	Del
Insert line	Ins
<hr/>	
Beginning of line	^B
End of line	^E
Left	←
Right	→
Advance word	F10
Change mode	^A
Change direction	^D
Join lines	^J