Down To Earth

Business Software

General Concepts
User's Reference Manual

Version 7 series

July 2005 - Revised August 2006

Down To Earth Solutions
Datavision, Inc.
11170 Sun Center Drive, Suite 300
Rancho Cordova, CA 95670

Sales & Support: 916-853-2780
Fax: 916-852-0676
www.datvsn.com
www.datvsn.com/d2esupport

First Printing: July 2002

General Concepts
Table of Contents

1 General Concepts

We suggest that you familiarize yourself with the features of Down To Earth by reading this introduction General Concepts before you use any of the Down To Earth applications. This introduction not only provides an overview of the features of this system, but also tells you how to efficiently move around within the Down To Earth menus and windows, what shortcuts are available, and how to enter and edit the data you've entered.

Each application is described in detail as a separate chapter within the complete User's Reference Manual. For your convenience, all documentation is also offered on a Compact Disc in a PDF (Portable Document Format) format, along with the Adobe Acrobat Reader®. To order your CD, contact Down To Earth Solutions (Datavision) for additional information. You can also download any individual MS Word format (contained in the zipped file) or PDF file directly from our web-site. Visit the **DTE Support** section of the Down To Earth Solutions web-site at:

www.datvsn.com/d2esupport

For Windows systems: Note special circumstances for a Windows vs. non-Windows (UNIX) addressed within the Down To Earth documentation with this Windows bullet. Special instructions for each system are also noted by

✓ Windows environments or ✓ Non-Windows environments

What you should know before you begin

Moving around the Down To Earth menus: Down To Earth provides several ways to make a menu selection. Arrow keys move left, right, up, and down. Quick-select characters move to the first menu occurrence starting with that character. Once your cursor is on the menu selection, press <Enter> for non-Windows or <Enter> or left click for Windows systems:

Arrow keys	← ↑ → ↓
Quick-select (noted letter with underline)	General Ledger
Left click the mouse (Windows only)	

NOTE: The menu selection will automatically execute when using Quick-select characters if the character is the only occurrence in that menu column. Otherwise, the cursor advances to the first occurrence within the menu column.

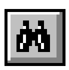
Where to start: A "Getting Started" document is provided with each set of installation instructions for the very basic installation and steps required to ready Down To Earth for use. If required for the specific operating system, a more advanced installation and configuration guide is provided, as well.

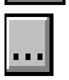
Each application also includes a “Getting Started” section unique to that application. This section is located at the beginning of the Down To Earth User’s Reference Manual for that application.

The application “Getting Started” section tells you what to do to start using the application, in what order those steps are to be taken, and options for conversion or entered beginning data. ***At the very least***, you must select “Company” and complete the company definition for each application before your data will process and update data files correctly.

Most common shortcuts used: Below are the most common shortcuts and helpful tips to process your Down To Earth quickly and efficiently. Look in the General, Records, Input or View menu columns in non-Windows systems to verify the keyboard equivalent. Windows systems use the icon shown and also have keyboard equivalents listed in the General, Records, and View menu columns for most shortcuts.

✓ **HELP!** The “Help” shortcut (found in the General Menu column in non-Windows environments) provides you with a brief description of the field your cursor is in at the time you use the shortcut.





✓ **FIND IT!** The “Locate record” and “Find” shortcuts provide record search options or display a list of the values previously defined for the field. The “Locate record” shortcut is particularly helpful when looking up master records by offering different fields to search for the desired record(s). Windows environments enable the buttons shown to the left while non-Windows environments display “FIND (Locate)” in the lower left corner of the display screen.

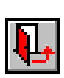
General codes such as terms, pay/deduction, tax, territory, etc. automatically display a list of available codes. Masters have additional options of searching by ID, search name, telephone, city, or zip code, etc.

✓ **FIND**, within a **FIND** – The “Locate record” and “Find” shortcuts can display very long lists of resulting data. Both the Windows and Non-Windows environments have control-key sequences to search for a field value within the results window. In addition, you can change the direction, disable case sensitivity, or do a partial lookup.

Windows - **Ctrl-f** within the ‘results’ window, **Ctrl-n** next find, and **Ctrl-d** change direction

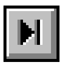
Non-Windows **- Ctrl-g** within the ‘results’ window, **Ctrl-n** next find, and **Ctrl-d** change direction

✓ **WHAT WAS THAT ABBREVIATION WE USE?** Common abbreviations your company uses can be stored and available at almost any point of entry by using the “Abbreviations” shortcut. The file is distributed with a sampling but your company can design your own and either use the SynergyDE *isload* utility to clear the existing records and load your own or use the System Manager. “Delete/clear file” (to clear) and “Load file” Files menu column functions. See the “Editing Abbreviations list” section of this manual for detailed instructions.

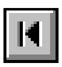


✓ **FORGET IT!** & **DONE with DTE!** Using the “Exit” shortcut (found in the General Menu column in non-Windows environments) has several uses but is most often used to exit a report printed to the screen before you have reached the end of the report or exit an input window. Selecting the “Exit” shortcut is also the preferred way to exit Down To Earth. Windows systems have an alternate method of exiting by clicking on the ☒ in the upper right corner of the DTE window.

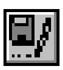
✓ **OK, Go ahead!** Reports and most DTE processes require the “Go ” shortcut (found in the General Menu column in non-Windows environments) to actually execute a function. Once you have defined the criteria for a function, use this shortcut to actually start the process or report.



✓ **GO TO THE END!** Using the “Last record” shortcut (found in the Records menu column in non-Windows environments) displays the last record on file or automatically goes to the last page of a report printed to screen. Be patient. The larger the report, the longer it takes to get to the bottom. This shortcut is only available when using the API Windows printing feature for Windows systems.



✓ **NOW THE TOP!** The “First” shortcut (found in the Records menu column in non-Windows environments) automatically displays the first record in the data file or gets you quickly back to the top of a report printed to screen. This shortcut is only available when using the API Windows printing feature for Windows systems.




✓ **DONE with entry!** When you have completed your entry or changes and are ready to return to the menu, “Update” your record (found in the Records menu column in non-Windows environments) if not already done, then use the “Exit” shortcut. This exits the window and returns to the same menu column that you last selected.

2 Starting Down To Earth

Each system is designed differently -- some operate from a custom designed menu, Windows systems from either the Start menu or desktop icon, and some require a command from the operating system prompt.

In any case, system logicals (EXE, FIL, WRK, RPT, etc) must be defined prior to actually executing the Down To Earth program. The system logicals take the common logical and equate the actual directory name for your system.

On a UNIX system, these logicals are usually in the ***.profile*** or ***.cshrc*** file, a VMS system usually defines them in the user's ***login.com*** file, and a Windows system requires them to be set (added to) in the ***synergy.ini*** file provided by the SynergyDE distribution. Once the system logicals are defined for your unique system, the actual command to start Down To Earth is:

`Windows/NT`	**`dbr EXE:dtemenu`**
`VMS`	**`run EXE:dtemenu`**
`UNIX`	**`dbr EXE:dtemenu`**

An Operator window displays for you to log into Down To Earth. 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, press <Enter>. The Down To Earth main menu is displayed.

NOTE: It is very important that each Operator have a distinctive Operator ID assigned with a unique three character Unique ID (UID) defined for that Operator. Temporary work files use the UID as the filename extension and duplicates assigned to different Operators cause errors and/or incorrect data to be written to the data files. For more information, please refer to the "Unique ID" section of this chapter and the "Security" section within the System Manager chapter.

Before you can enter any live data you or your system manager must have followed the instructions in "Getting Down To Earth Started" included with the Installation Instructions:

- ✓ (UNIX and VMS) Initialize data files in the FIL directory if not already done
- ✓ Create security for all Operators using Down To Earth applications
- ✓ Define the printers to be used for Down To Earth reports
- ✓ Define the Company file for EACH application installed

3 The Main Menu

When you successfully enter your **Operator ID**, **Company** code, and **Password**, the Main Menu appears. From the Main menu, select from the Accounting, Inventory Control, Sales, or Miscellaneous application menus.

Down To Earth				X Y Z Corporation
General	**Accounting**	**Inventory Control**	**Sales**	**Miscellaneous**
Shortcuts	General Ledger	Inventory	Sales Order	Name/Address
displayed	Cost Center	Purchase Order	Return Authorizations	Document Storage
here	Accounts Receivable	Bill of Materials	Freight	Contact Management
	Accounts Payable	Shop Floor	Sales Analysis	System Manager
	Payroll		Quotes/Estimate	
	Fixed Assets			

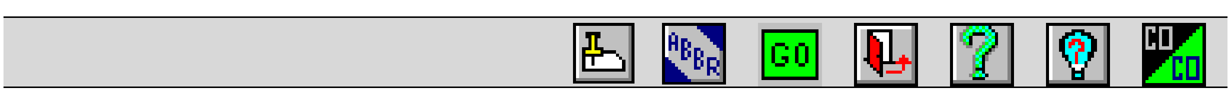
Screen header: The name of the company you selected is displayed in the center or right ***screen header***. For example, if you typed the company code for XYZ Corporation at the **Company code** prompt, "XYZ Corporation" is displayed. "Down To Earth" displays as the upper left screen header.

Menu bar: Directly below the header is the ***menu bar***. The column headings **General**, **Accounting, Inventory Control**, **Sales**, and **Miscellaneous** are displayed. Each of these column headings list the purchased and enabled applications for your company.

Information line: At the bottom of the screen are the ***information lines***. The information lines provide brief instructions and information for which Down To Earth functions (or Windows buttons) are enabled or what process (like a post) the program is currently in.

For example, when you first select an application the message "Use arrow keys to make menu selection." appears. For non-Windows environments, field options such as "FIND (Locate)" or ^A (Maintenance) appear telling you can use the "Find," "Locate record," or "Field maintenance" shortcuts from the current field. Windows systems describe the type of mode you are in such as "Edit existing record," "Last record," "Add new record."

Toolbar: In addition to the menu bar, Windows systems display an additional ***Toolbar*** where the "Notes," "Abbreviations." "Go," "Exit," "Help," "About," and "Switch company" shortcut buttons are displayed.

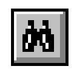


4 Getting where you need to go

You can select an entry from a menu column as long as the column heading or menu selection is not disabled. Disabled selections display but are noted as a lighter shade and usually are skipped over by the cursor.

NOTE: If the Down To Earth security has disabled a menu column or selection, the menu will appear as enabled 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 character	General Ledger
Shortcuts	F8 Keyboard Keys
	 Buttons (Windows Only)
Left click on the mouse	 (Windows only)

Arrow keys: Use the left, right, up , and down arrow keys to move the cursor to the desired menu column or menu selection.

Quick-select character: Usually the first character of the selection and indicated with either an underline or reverse video display. Type the letter of the selection you want. 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.

Shortcuts: A shortcut is a key, Windows button, or key sequence that is directly associated with a Down To Earth function. You can press an assigned shortcut and immediately execute the desired function or access the menu bar for a list of available shortcuts and key sequences allowed.

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.

NOTE: The shortcuts can be different for each type of terminal, terminal emulation, or system. To view the shortcuts for your particular system, pull down any of the General, Input, Records, Entries, and/or View menu columns. The shortcuts are listed to the right side of each function within the column.

Exiting an input window : The "Exit" shortcut, also defined with the **Esc** key, takes you out of the current input window. Continue to use this same shortcut to back out of as many windows as necessary.

NOTE: If the record has not already been written to the data file, the record is not saved with this function.

- ✓ 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" 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" 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" on the second window, the third window in the series displays for input.

Exiting Down To Earth: To exit Down To Earth and return to the system command prompt, use the "Exit" shortcut as many times as necessary to exit the software program.

Aborting input: Use the "Exit" shortcut before updating the data file (or the "Cancel process" shortcut) to abort the entry. Down To Earth does not retain any part of the aborted input unless you updated the data file prior to using the "Exit" shortcut.

Other than aborting window entry, there are two additional processes to use the Abort (Exit) function.

- ✓ When you use the "Find" or "Locate record" shortcuts but decide you don't want to select any of the displayed items, you can "Exit" the selection window without entering any data.
- ✓ 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 "Exit" shortcut. The report being displayed is cancelled, and control is returned to the menu bar.

5 Data field special notes

This section contains miscellaneous information about the different type of data entry and input fields within Down To Earth.

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 necessarily the calendar month. For example, if your accounting year begins on June first and is divided into twelve periods, June is accounting period one, not six.

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 if different than the current system year.

For example, let's say it is August of 2001. Your fiscal year is August 2001 through July 2002, and you have called that year 2002. When you enter period 1, you must also enter the year of 2002. If there is no year entered, the current system year is assumed and that would be incorrect -- this is period 1 of 2002, not 2001. The calendar year is 2001 but the fiscal year is 2002.

Case sensitivity

Descriptions or names and addresses can be entered in either case and are redisplayed as you type them. If you enter lower-case letters into a field that requires upper-case, Down To Earth redisplays your entry on the screen in upper-case. In addition, some application DTE controls allow you to choose to automatically uppercase values or leave as entered. Search values can also be case sensitive when using the "Find" and "Locate record" shortcuts operation.

Characters vs digits

Some data fields allow only numeric entry (digits), some allow either numeric or alphabetical entry (characters). In the User Reference Manuals, numeric fields are noted as requiring "digits." Where you can enter either numbers or letters, those fields allow "characters."

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, **10102001** represents October 10, 2001. (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. **If it's current, don't enter it!** For the current month and year, 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**. The month and year are entered automatically.

   For a date within the current year but other than the current month, 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 automatically enters the current year. (If you want to enter December 01 of the previous or next year, however, you must include at least six digits of the date format.)

2. **Don't include slashes or hyphens**. For example, do not enter **10/10/2000** or **10-10-1999**. Down To Earth will automatically insert slashes and display them on your screen in the date field.

3. **Include a 0 as a place holder** for single-digit numbers (usually the day), be sure to. In other words, if your date format is *MMDDYYYY*, precede all single-digit days of the month with a **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**.)

Default field values

A default field value is the data that the system enters automatically if you don't type anything before you press <Enter>. 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 <Enter>. You can override the default by typing in your own data, then pressing <Enter>

Override a default value displayed and leave the field blank by pressing the spacebar or <Backspace> key and then pressing <Enter>.

Dollar amount entry - with or without decimals

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** <Enter>, Down To Earth will interpret it as 123.00. To enter 1.23, you must type the decimal point (**1.23)**.

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 <Enter>. If an optional field has a default value displayed, press <Enter> to enter the default value or leave that field blank by pressing the <Spacebar> or the <Backspace> key and then pressing <Enter>.

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.

<Enter> key

Throughout the User Reference Manuals, we refer to either the Enter or Return key as <Enter>. After you have finished typing data for a particular field, you will always press <Enter> to advance to the next field. The <Enter> key also executes the default function such as confirmation messages to update a record or continue a process.

Windows systems display a darker boarder around the button designated as the default button, such as usually found for the OK button. Left click the OK button or press <Enter> to execute that default function.

Windows Mouse placement

Please note that on any window selection area, if the mouse is 'pointing' to a selection value and you press the <Enter> key, that value is selected, even if you don't (single or double) click the mouse. This condition may come up for any field where you can pull down the choices or for the Locate record results window.

For example, when entering AP Invoice distributions, the choice of different 1099 types is displayed. If you mouse is accidentally pointing to M10:Crop Insurance and you press <Enter>, the M10 code is entered for this invoice distribution.

6 List selection windows

Throughout many Down To Earth applications, some maintenance and most transaction entry display three separate sections (windows) of a complete record. Together, the three windows of input create the transaction record.

- ✓ The “**Header**” window contains the record key or the identifying information of that record. For example, a Sales order header for customer or a General Ledger transaction for reference information. (The header is often carried in a separate data file than the detail.)
- ✓ The “**List selection**” window lists a summary of the detail information for all the individual record components associated with the header. This window also carries a sequential line (control) number.
- ✓ The “**Detail input**” window is where the complete detail of the transaction (or order) components are actually entered.

The **List selection window** may be titled differently for different applications and types of entry but the function is the same throughout Down To Earth. This window is a display and selection only – no input is allowed. The data is entered in the Detail input window, then re-displayed in the List selection. Each detail record associated with the header is sequentially listed while any deleted records are marked with an “ x ” to the right of the sequence number.

The Down To Earth documentation identifies the specific Header and Record input windows by their window title when applicable. All List selection windows are identified only as “**List selection window”** but reference individual fields.

The following table shows an example of General Ledger and Accounts Payable transaction containing List selection windows:

Process	**Header**	**List selection**	**Detail input**
General Ledger Transaction	Reference, Date, Journal (code), and Type,	Sequence number, Account, Division, Department, and Amount	Account, Division, Department, Description, Amount, Units, Cost Center ID, and Cost Category
Accounts Payable Invoice entry	Information including Vendor ID, Invoice number, Type (of invoice), Invoice, Distribution, and Discount dates, and amount	Sequence number, Account, Division, Department, and Amount	Distribution detail including Account, Division, Department, Description, Amount, and 1099 code

The sequence number is automatically assigned to each record in the List selection window. The maximum number of sequence numbers per Header record is usually 999. Remember, any component of the record that has been deleted, is identified with an “ x ” to the right of the sequence number. (Use the “Delete entry” shortcut again to undelete that record component.)

7 Add, Edit, Find, & Delete data

Add and Edit data from the menu column

All application maintenance and transactions routines are similar in the method of adding or editing data. Selection from a menu column displays a window and if any data exists in the file, the first record appears, as well. The next step is to choose what to do with that data.

Choosing a menu selection where the data file contains records, allows the operator to immediately review those records using any of the enabled shortcuts. Once the first record of a data file is displayed, choose the

- ✓ "Add record" shortcut to add a new record
- ✓ "Edit record" shortcut to edit the displayed record
- ✓ "Exit" shortcut to return to the Menu column

Data files without any data, such as empty transaction files, display the window but still require the operator to identify the next step, such as using the "Add record" shortcut.

You can also utilize the "Locate record," "Next record," "Last record," "Prior record," or "First record" shortcuts to display a specific record in the entry window. Note that all shortcuts are displayed within the Records menu column for non-Windows environments and on the button bar for Windows.

Field maintenance from within an input window (^A Maintenance)

Each Down To Earth application includes a Maintenance menu column that is used most often for creating master records. In addition, within the transaction entry window, it is also possible to create a master record by using the "Field maintenance" (^A Maintenance) shortcut.

When the cursor is positioned on a code field within a window and you need to add or edit that codes master record, you can use the "Field maintenance" shortcut to create that code's master then immediately return to your original input window.

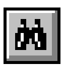
- ✓ Non-Windows environments display "^A(Maintenance)" on the Information line and require the key sequence, Ctrl-A, to display the Maintenance entry window for that code. Enter the code information, press <Enter> to complete input and write the new record to the file, then use the "Exit" shortcut to return to your original window.
- ✓ Windows environments display the Field name in a different color (**Green** is the default color.). Left click on the colored Field name to display the Maintenance entry window for that code. When completed, use the "Update" shortcut to write

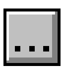
the new record to the data file and the “Exit” shortcut to return to your original input window.

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.

Finding data - the “Locate record” and “Find” shortcuts





The “**Locate record**” shortcut is used when trying to locate a specific master or transaction record. Locating Name/Address master codes, such as for Vendor or Customer ID offer several options for searching and sorting the data such as name, zip code, and telephone number. Locating a transaction offers search options as well. An A/P invoice allows a search by vendor ID or Invoice number and a sales order, by either Order number, Bill to, Ship to, or Customer PO number.

Use the “**Find**” shortcut to search for a previously defined code during data entry if not already known. Most “Find” shortcuts do not offer search options but instead simply display a list of valid codes to use for data entry. These codes are usually system wide codes used for all companies such as Terms, Tax, Finance charge, Ship via, Location, and Ship to.

Not every field of entry allows the “Find” shortcut or every function the “Locate record” shortcut. Those routines and input window fields allowing the Operator to use these shortcuts are identified as follows:

✓ Non-Windows environments display the message, “Find(Locate)” on the information line when your cursor is placed in a field or the shortcut key is enabled when you pull down the Records or Input menu columns. Any keyboard equivalent defined for your system is displayed in the menu column list.

✓ Windows environments either indicate the “Locate record” shortcut is allowed by enabling the Binoculars button or displaying a Find button next to the field with three periods. Either click on the enabled button or use the equivalent keyboard key as noted when you pull down the Records menu column.

Getting around in the Results window: Use Up arrow, Down arrow, Next page/screen, and Previous page/screen keys, to view the records within the results window. You can also choose a record from the displayed list to bring into your input window. To exit the list of codes without bringing a record into the input window, use the “Exit” shortcut.

✓ Non-Windows environments use the arrow keys to mark a record then press <Enter> to select that record and bring the data into your input window.

- ✓ Windows environments can choose to use the arrow keys to mark and press <Enter> to bring the marked record into the input window or double-click the mouse on the selected record.

FIND, within a FIND: The "Locate record" and "Find" shortcuts can display very long lists of resulting data. Both the Windows and Non-Windows environments have control-key sequences to search for a value within the results window. In addition, you can change the direction, disable case sensitivity, or do a partial pattern lookup.

- ✓ Windows — **Ctrl-f** within the 'results' window, **Ctrl-n** next find, and **Ctrl-d** change direction
- ✓ Non-Windows — **Ctrl-g** within the 'results' window, **Ctrl-n** next find, and **Ctrl-d** change direction

Wildcard search options: Data master records such as chart of accounts, vendor, customer, employee, OE ship to, and PO mail to, offer various options to search by such as search name (or description), telephone, zip code, city, or various codes within the record. Whatever field you choose to search is also used as the sort order for the resulting list.

You can use the standard wildcards, asterisk (*) and question mark (?), to search the data file for specific record set.

- ✓ The asterisk (*) serves as an 'all data' search wildcard. If you enter only an asterisk in a search field, all the data in file displays in order by the search field.
- ✓ The question mark (?) serves as a 'single character' search wildcard. If you enter a search value and include one or more question marks, the resulting list includes records where the questioned characters are any value.
- ✓ Any alpha value entered after (to the right of) the first wildcard does **not** check case. Any alpha value entered prior to (to the left of) the first wildcard is checked for case sensitivity.

Following are examples of different combinations and results of wildcard searches.

Search entry	*Search field*	*Result*
01?0	Account (Chart of)	Lists all accounts that start with **01**, have any character in the third position, **0** in the fourth position, and blanks in remaining positions. List sorts numerically by account number.
01* or 01	Account (Chart of)	Lists all accounts that start with **01**, regardless of the length. List sorts numerically by account number.
CA* or CA	Name	Lists all names that begin with **Ca** or **CA**. List sorts alphabetically by description.
4?222	Zip code	Lists all zip codes that begin with **4**, have any character as the second position, and the third through fifth position equals **222**.

<u>Search field priority:</u> The search function priority is set from the first record key to the last. If a record key is more than a single field, it is noted in sections, separated by a single vertical line. Therefore, if the default 'all data' search field or section (displayed with an asterisk (*) in the field) is prior to the search field you choose, you must enter blank value (press <Spacebar>) in that field. For example, if searching the Name/Address by **Area** or **Zip** code, the **Search name** field must be blank. If you <Enter> through the **Search name** field entering an asterisk, the result ignores any data entered in subsequent fields.

<u>Numeric vs Alphanumeric field searches:</u> Most fields enabling the "Locate record" shortcut are alphanumeric fields. There are however, some numeric fields where the "Locate record" shortcut is allowed. <u>Wildcards are not allowed in a numeric field search</u>. You must search for an absolute field value or press <Enter> to leave the field blank to display all records from the file, starting with the first on file.

<u>Master records search options:</u> As noted before, master record searches provide several search and sort options and also offer the **Find, within a Find** option. Below are some examples searching for a customer within the "Name/Address" menu selection,

- ✓ Search for a customer by their ID number, enter that value in the **ID** field and use the "Fill defaults" shortcut for remaining fields.
- ✓ Search by their last name by pressing <Enter> in the **ID** field to move to the Search name field and enter their last name. If you only know part of their last name, enter what you know and the list displays all records that match with that value.
- ✓ Search by their telephone number by pressing <Enter> for the **ID** field, a space (<Spacebar>) to delete the asterisk in the **Search name** field, then enter their telephone number starting with the area code. The "Fill defaults" shortcut defaults through the remaining fields.

The specific fields displayed in the search result depends on the data file being read. For example, included in the display of a Vendor (Name/Address) search is: **Y**es/**N**o if the Vendor is a **V**endor, **C**ustomer, **S**hip to, **M**ail to, **P**rospect or **G**roup record (**VCSMP?**), the ID code, name, and first and second address(es). The results window when searching for a Chart of Accounts number includes the year, account number, division, department, and description.

<u>Transaction records search options</u>: If you're searching for any Transaction to change an existing record, you can use the "Locate record" shortcut to search for the record only by the (record) key for that transaction. To display the records beginning with the first on file, enter an asterisk (*) in any field choice.

For example, to display the transaction records in General Ledger beginning with the first **Reference** code on file, use the "Locate record" shortcut and enter an asterisk. For AP invoices, you can search by the **Vendor ID** and/or **Invoice** field values.

Once the transaction is displayed, field lookups within the transaction are also allowed when noted by enabling the "Find" shortcut. Some "Find" shortcuts allow a search for a record by field choices displayed. However, most "Find" shortcuts simply result in a list of available codes for that field..

Deleting a record & field values

If you have the required security access, you can delete records in Down To Earth using the "Delete record" shortcut. The Operator ID's security definition also dictates confirmation options for deleting records. We recommend, however, that you exercise caution when using this function; entire records deleted cannot be retrieved through Down To Earth.

NOTE: The key/button designation for the "Delete entry" shortcut can be different on different systems. Verify your shortcut value by activating the menu bar and pull down menu columns from within an input window.

Deleting records: To delete an entire transaction, order, or master record, display the first input window for the record and use the "Delete record" shortcut. For example, to delete an entire General Ledger journal transaction, enter the reference of an existing record, the record is displayed, and use the "Delete record" shortcut.

Deleting a single detail line: To delete a single line of a multiple line type entry (customer sales order line item, A/P invoice distribution to G/L, transaction detail, etc.), mark/block (don't select) the line from the List selection window and use the "Delete entry" shortcut. The sequenced record remains in the file and displayed in the window but is marked as deleted by the " x " to the right of the sequence number. Repeat this procedure to 'undelete' a sequence number.

Deleting field values: Deleting the displayed value within a single field is done by blocking the field contents and pressing the <Backspace> or <Spacebar> or use the single character <Delete> key from your keyboard.

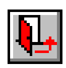
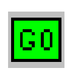
8 Menu Columns - Windows

Windows menu columns allow you to select the function or shortcut from the menu column itself, use the shortcut key from the keyboard, or simply execute the shortcut by left clicking the shortcut button (Windows only). In many cases, the buttons are displayed on either the upper or lower toolbar. If the buttons are not displayed or are shown in a lighter color, they are disabled and are not allowed for the current window.

Remember, you can use any shortcut even without accessing the menu column first. The menu column is simply displayed for information and to offer the beginning operator a choice in executing shortcuts. For more detailed information on each individual shortcut, please refer to the "Shortcut/button definitions" section of this manual.

General Menu Column

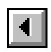
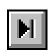
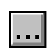
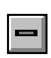
You can access the General Menu column from almost anywhere in Down To Earth. This column allows you to **Exit** an input window, Down To Earth, or (abort) a function, execute an action (**Go**), **Fill** the current input window fields with their **default** values, or **Delete** a record.

Shortcut	Button	Key	Description
Exit		Esc	Takes you out of the current input window. See below for more information.
Go		F12	Executes a function you have defined criteria for (such as a report or end of period process).
Fill Defaults		Page Down	Moves the cursor to the end of the current window section entering default values for all fields.
Delete entry		Delete	Deletes entire maintenance or transactions records
Insert Entry		Insert	Enabled for Bill of Materials only. This function inserts a sequence number in an assembly.
Find		^F	Within Results listing from "Find" shortcut, Finds a specific value.

Find Next		^N	Within Results listing from “Find” shortcut, gets the same value again.
Reverse		^D	Within Results listing from “Find” shortcut, reverses search direction/

The Records Menu Column

The Records menu column is primarily enabled on the menu bar when you are in the first (header) input window. It displays the following input and editing functions by either left-clicking the mouse on the button shown or using the keyboard key:

Shortcut	Button	Key	Description
First record		F1	Displays the first record in the data file
Prior record		F2	Displays the previous record in the data file
Next record		F3	Displays the next record in the data file
Last record		F4	Displays the last record in the data file
Locate/Find record	 	F5	Displays available choices for the current field input or additional fields to search for a record.
Add record		F6	Clears all fields and positions the cursor in the first field for entry of a new record
Edit record		F7	Positions the cursor in the first available entry field to edit the displayed record
Update record		F8	Writes out the new of edited record to the data file
Cancel process		F9	Similar to “Exit” shortcut, cancels entry in the current input window
Delete record		F10	Deletes the currently displayed record

The View Menu Column

The View menu column is enabled when a report is printed to the Screen. These shortcuts allow easy movement within the report viewing and are helpful for finding only what you need. The following functions are executed only by a single or combination of key strokes. No buttons are assigned the functions.

Shortcut	Key	Description
Shift left 10 columns	Shift – ←	Shifts the viewing area to the left, 10 characters at a time
Shift right 10 columns	Shift – →	Shifts the viewing area to the right, 10 characters at a time
Beginning of line	←	Shifts to the beginning of the line
End of line	→	Shifts to the end of the line
First page	Shift – PgUp	Displays the first page of the report
Previous page	PgUp	Displays the previous page of the report
Next page	PgDn	Displays next page of the report
Last page	Shift – PgDn	Displays the last page of the report

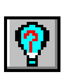
Other Toolbar shortcuts / buttons

Non-windows environments find these shortcuts in the General menu column. Windows systems display an additional Toolbar with these icons displayed.

\- - - - - - - - - - - - - - -

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 <Enter> after you have read the help message, and enter the necessary data.



About (your version of Down to Earth): Windows environments only. This displays the details regarding your version of Down To Earth software, when the source initially compiled and linked, and the version of DBL and Toolkit that was used.

Notes: This shortcut is enabled only when the Contact Management application is installed and you are entering Name/Address master information, such as for Customers, Vendors, and Contacts. Using this shortcut immediately displays the Contact Management folder choices defined for the Name/Address master record displayed at the time of the shortcut.

Switch Company: This button is only available for use when the DTE Controls is defined for the ability to switch companies within data entry. If the Operator security allows, it provides a shortcut as if you exited DTE and logged into a different company, but without exiting DTE completely.

Abbreviations: This button displays a listing of standard, customized abbreviations used throughout DTE applications, for all companies. There is no maintenance routine, this list is customized for each DTE distribution, if needed. Standard abbreviations are primarily for Inventory and Sales Order applications but can be used for any abbreviations commonly entered for your company. See the “Editing Abbreviations list” chapter in this manual for detailed instrutions for editing this list.

9 Menu Columns - Non-Windows

There are many keyboard shortcuts to the various shortcuts and functions within Down To Earth. However, not all are available for use all the time. The shortcuts enabled for the particular input window are displayed in selection columns from the menu bar. The menu bar is normally disabled when the operator is entering data but can be enabled by the operator whenever needed by using the key sequence, <Ctrl-P>. (You must hold the Control key while pressing the 'P' key.)

When the menu bar is activated, 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 (shortcut) selections.

Remember, you can use any shortcut even without accessing the menu column first. The menu column is simply displayed for information and to offer the beginning operator a choice in executing shortcuts. For more detailed information on each individual shortcut, please refer to the "Shortcut/button definitions" section of this manual.

NOTE: Your system may require key configuration specific to your terminal emulation software. Some unique keys may also require a different configuration than included in the standard distribution. To configure the keymapping of your terminal emulation, use the Key Map Control Sequences below for the function equivalent and keys. Use the Synergy utility, **Proto (dbr WND:proto)**, to edit the key-mapping file (***UTF:dtkmap.ism***) for Down To Earth. Non-standard key-mapping can also be edited via the key-map control file, ***WND:keymap.ctl***.

General Menu Column

You can access the General Menu column from almost anywhere in Down To Earth. This column allows you to **Exit** an input window, Down To Earth, or (abort) a function, execute an action (**Go**), **Fill** the current input window fields with their **default** values, **Delete** a record, or move through display **Tabs**.

Shortcut	vt100/PC Key	Description	Key Map ctrl seq
Exit	PF1 F1	Takes you out of the current input window. See below for more information	^[OP
Help	Help F11	Displays a help message that explains what kind of data the system expects you to enter for the current field.	^[[28~

Go	Do End	Executes a function you have defined criteria for (such as a report).	^[[29~
Abort	PF4 F4	Abort entry on distribution screen.	^[OS
Next Tab	Tab	Moves to the next Window Tab such as in Name/Address master	^I
Prior Tab	Back Shift-Tab	Moves to the previous Window Tab	
Fill Defaults	Nxt Scr	Moves the cursor to the end of the current window section entering default values for all fields	^[[6~
Delete Entry	Rem	When enabled, deletes the currently displayed list selection sequence record	^[[3~
Insert Entry	Ins	Enabled for Bill of Materials only. This function inserts a sequence number in an assembly.	^[[2~
Notes		Create notations in the Contact Management system for a customer or vendor	
Abbreviations	Esc-X	A shortcut listing standard, customized abbreviations used throughout DTE for all companies.	
Switch Company		When enabled, acts as if you have logged out of Down To Earth and logged into another company.	
Change case	F9	Allows the operator to toggle between upper to lower case entry just as with the Caps Lock key.	^[[U
Get	Ctrl-g	Within Results listing from “Find” shortcut, Finds a specific field value.	
Get next	Ctrl-n	Within Results listing from “Find” shortcut, gets the next occurrence of the same specific value.	

Reverse	Ctrl-d	Within Results listing from “Find” shortcut, changes direction of the search function.	

The Records Menu Column

The Records menu column appears on the menu bar when you are in an input window enabling you to use the keyboard key for the following functions:

Shortcut	**vt100/PC Key**	**Description**	**Key Map ctrl seq**
First record	Ctrl-B	Displays the first record in the data file	
Next record	➜	Displays the next record in the data file	^[[C
Prior record	🡐	Displays the previous record in the data file	^[[D
Last record	Ctrl-Z	Displays the last record in the data file	*see below
Locate record	F5	Locate a master or transaction record. Most applications offer additional fields to search by.	^Y
Add record	Ins	Clears all fields and positions the cursor in the first field for entry of a new record	^[[2~
Edit record	Sel Home	Positions the cursor in the first available entry field to edit the displayed record	^[[4~
Update record	PF2 F2	Writes out the new of edited record to the data file	^[OQ
Cancel process	PF3 F3	Similar to “Exit” shortcut, cancels entry in the current input window	^[OR
Delete record	Rem Delete	Deletes the currently displayed record	^[[3~

* Unix operating systems may require the “no opt” setting to be defined when setting the terminal I/O device to allow the ^Z sequence to function properly. Most systems allow the command **man setty** to reveal more detailed information re this option.

The Input Menu Column

The Input menu column appears on the menu bar when you are editing an existing transaction or adding a new record enabling you to use the keyboard key for the following functions:

Shortcut	vt100/PC Key	Description	Key Map ctrl seq
Prior field	↑	Moves the cursor to the field prior to the cursor location.	^[[A
Next field	↓	Moves the cursor to the field after the cursor location	^[[B
First field	Ctrl-F	Moves the cursor to the first field of entry.	
Last field	Ctrl-L	Moves the cursor to the last field of entry.	
Fill defaults	Pg Down	Moves the cursor to the end of the current window section entering default values for all fields.	^[[6~
Find	Find / F12	Displays available choices for the current field input or additional fields to search for a record	^[[1~
Maintenance	Ctrl-A	Displays the Maintenance input window for the current field	

The View Menu Column

The View menu column is enabled when a report is printed to the Screen. These shortcuts allow easy movement within the report viewing and are helpful for finding only what you need. The following functions are executed only by a single or combination of key strokes. No buttons are assigned the functions.

Shortcut	vt100/PC Key	Description
Shift left 10 columns	Ctrl – B	Shifts the viewing area to the left, 10 characters at a time
Shift right 10 columns	Ctrl – E	Shifts the viewing area to the right, 10 characters at a time
Beginning of line	←	Shifts to the beginning of the line
End of line	→	Shifts to the end of the line
First page	Ctrl – F	Displays the first page of the report
Previous page	PgUp	Displays the previous page of the report

Next page	PgDn	Displays next page of the report
Last page	Ctrl – L	Displays the last page of the report

Other Misc DTE Key Mapping

Other Keys used throughout Down To Earth that may require re-mapping with sequence codes are listed below

Shortcut	vt100/PC Key	Description	Key Map ctrl seq
Page up	Page Up	Moves to a prior input window within the same routine and back a screen for reports printed to Screen.	^[[5~
Error confirmation	F6	Confirms some error messages and continue processing	^[[17~

10 The Print Option Menu Column

Down To Earth automatically pulls down the Print Option menu column when you choose to print reports, 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

- ✓ Printer: Print directly to a defined system (queued), local, or slave printer of your choice. Printers are defined from numbers 1 - 99 via the System Manager application.
- ✓ Screen: View the data on the display screen. Use the arrow keys to view report information not contained within the 80 column screen limit.
- ✓ Queue: Create a disk file of the report, check, or form to the Down To Earth printer queue to be printed at a later time via Reports menu column, Queued reports selection. Queued reports are written to the directory assigned to the RPT logical.
- ✓ Text file: Write the data to a Text file on your system's hard disk, by default to the current working directory or to the path of your choice. Use full path or logicals to direct the location other than the RPT directory.
- ✓ Abort: Stop the process and abort the printing process just selected and return to the Menu.

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 <Enter>.

Printer choices: You are allowed up to 99 different printer definitions for each company. If the printer (or printer configuration) does not appear on the list, use the "Next page" shortcut to display subsequent pages of printers available.

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.

Windows environments also have the option to use the Print Preview function and Windows API (Application Programming Interface). For additional information re API setup in Down To Earth and features offered, please refer to your system Managers User's Reference manual, "Setting printer specifications" section.

Print troubleshooting: With the many printer and system combination configurations possible there are a variety of reasons a report is not printing to the printer selected. Here are just a few of the points to check before calling the Down To Earth support hot line:

- ✓ Verify the printer is on (online) and all cable connections are tight
- ✓ Confirm the device syntax and content for the printer chosen via System Manager, "Printer definitions" Maintenance menu selection. Please refer to the System Manager User's Reference manual for a list of device examples for various operating systems.
- ✓ Follow the device defined through the operating system and verify that you are able to print to that printer from the operating system level.
- ✓ ADVANCED: Verify if you are using the DBLOPT 22 when the logicals are being assigned for execution of Down To Earth (Windows - synergy.ini, UNIX - .cshrc, - .profile, or VMS - login.com files). If using DBLOPT 22, is the **dblpq** batch or script file in place in the DBLDIR directory.
- ✓ ADVANCED: (Windows environments) Some systems work best to control escape codes for system printers when not actually running through the Windows print manager. An alternative is to use the network command, **NET USE**, to establish as assigned variable name such as LPT5. Within DTE, the Device assignment becomes "LPT5" instead of the queue name. Type "NET HELP USE" within a command box to get additional information from your system.

Viewing your report on the Screen

To send your report to the screen for your viewing, select "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. Use the "Exit" shortcut to return to the application menu.

- ✓ Right-arrow moves to the far right of the report displaying the next 52 characters
- ✓ Left-arrow moves to the first character of the report line
- ✓ Shift-Page Up or Shift-Prev Screen moves to the First page of the report
- ✓ Shift-Page Down or Shift-Next Screen moves to the Last page of the report
- ✓ Page Up/Down and Prev and Next screen move one screen viewing at a time, up and down respectively
- ✓ Shift-Arrow (left and right) move the cursor to the left or the right 10 columns at a time

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 list window.

To delete a report that has been previously queued, select the report form the reports listing as if you were going to print it but indicate that you want to print zero (**0**) copies and enter **Yes** to delete the report. Periodically you may want to delete all queued reports for all companies by selecting "Clear print queue" from the System Manager, Files menu column.

Use Caution! Clearing the queue deletes all queued reports for all users and all companies. Once deleted, the reports cannot be retrieved except from an independent system backup.

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. For more details regarding clearing the entire queue, refer to the System Manager User's Reference manual.

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 "Text file" as the Printer Option. You are prompted for a filename. You can enter a filename to have a file automatically created in the current working directory (usually defined as *usrhome* by your system), or you can specify an entire path to send the file to a different directory. The maximum path and filename characters is 15.

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 full path, for example, **c:\mydocu~1\vendlist.rpt** to have the report found in the directory **c:\mydocu~1** of your Windows environment.

NOTE: Case sensitive operating systems such as UNIX, receive the field value entered as uppercase. For that reason, logicals are suggested instead of full path names as most systems don't have the directories identified in upper case letters. When locating the file, be sure to search for the filename in the uppercase letters.

Aborting the report just chosen

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 without printing the report.

11 Editing Help Text Menu Column

The help messages displayed when using the "Help" shortcut can be customized to fit your businesses specific field requirements.

When each operator is defined, it is determined whether or not that operator is allowed to edit the Down To Earth help text. (Operator security is defined via System Manager.) If you are allowed to edit the help text, the Help text menu column is automatically pulled down when you use the "Help" 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 to write changes to the file)
- ✓ Exit the help text window

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

Use the editing features to add or change the help message. Please refer to the next section for more detailed information about Changing the size of the window. 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."

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. For example, entering a value of **80** is approximately the width of the screen, **40** is about a half of screen.

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 while line **29** is the line directly above the slide-bar of a window screen or the information line of a non-windows environment.

New place col: This number determines what the first position of the text will start in starting from the left side of the screen. The screen is approximately 80 columns wide (depending on the font you are displaying) 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.

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.

Exiting the help window

To exit the help window and return to the field 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.

12 Unique Identification Codes

When your system manager defines security, he must assign a unique three-character identification code (unique ID) to EACH operator ID. Within the unique ID field value, you must assign at least one alpha character to guarantee there is no conflict with temporary work files and the terminal number assigned.

The Unique ID code is used in two different aspects throughout Down To Earth.

- ✓ The first character is 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.)
- ✓ As the filename extension when generating temporary work files such as posting logs, sort indexes, window stack controls, and system informational messages.

NOTE: The Unique ID must be unique for EACH operator processing in Down To Earth, regardless of the company or number of active sessions at one time. If an Operator plans to have multiple sessions at the same time, each one under the same Operator ID (and subsequently Unique ID), conflicts may occur. If you require multiple active processes, each one should have a different Operator ID and Unique ID assigned.

Proof lists and Posting: 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 and/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.

This is commonly used for entry operators to proof and post only their own transactions. They are each assigned a unique IDs that begin with the same first character but have different second and third characters. If their manager is to be able to post all transactions (including his own), assign him a unique ID that begins with a character that has a lower ASCII decimal value than the entry operator's 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 **0mt**, **1ss**, **1rt**, and **2jb**. When accessing, proofing or posting transactions identified by unique IDs,

- ✓ The operator with the unique ID of **2jb** 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 IDs with the unique IDs of **1ss** or **1rt** see their own transactions plus those transactions entered by the unique ID **2jb**, but not each others. The ASCII value of the first position of unique ID **1ss** and **1rt** is 049 which has priority for that unique ID and any higher ASCII value.
- ✓ The operator ID with the unique ID of **1ss** will see their own transactions, those entered by the unique ID **2jb**, but not the transactions entered by **1rt**. 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 **1rt** cannot be seen by unique ID **1ss**.
- ✓ The operator ID with the unique ID of **0mt** will see transactions entered by all the operators in the example. The ASCII value of the number zero (0) is 048 and gives the highest priority in our example.

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 data file, even if no actual change was made 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.

Temporary work files: Temporary work files are generated by Down To Earth as part of almost every process – printing checks, posting, interfacing, printing reports, purging, and clearing. Each work file is written to the WRK directory as a specific filename but uses the Unique ID as the filename extension. Most operating systems don't keep a backup copy of a file when writing out a file with the same name. Therefore, if you have two Unique IDs the same and one starts a process, if the second one starts the same process, their work file writes over the first work file and data is deleted.

For example, when posting A/P transactions, the posting log file ***apperr.uid*** is created. If another Operator with the same Unique ID posts A/P transactions at the same time, the second file overrides the first one and neither post updates the appropriate files correctly.

UIDs and Terminal IDs: Some processes within Down to Earth also use the Terminal ID number assigned by your system as a temporary work filename extension. For this reason, you should not assign valid terminal ID's as Unique ID's – it could cause problems when the temporary work file is deleted. Using partial alpha characters for the UID completely eliminates this possibility.

13 Name / Address masters & codes

Name and address master records and the codes required for those masters, are no longer defined only within the application. All Name/Address masters and all Codes are accessible from any application that utilizes any of the information. For example, a Vendor Terms code can be defined or edited from within Sales Order Entry, even though vendors are not associated with the application.

Name / Address masters

Name/Address masters for Accounts Payable Vendor, Accounts Receivable Customer, Sales Order Entry Ship to, Purchase Order Mail to, Contacts, and Groups are stored together in a Name/Address file (***namast.ism***). (They are no longer stored within individual application master files.) Each Name/Address record is identified as either a Vendor, Customer, Ship to, Mail to, or Prospect (Contact), or any combination there of. The details pertaining to the Vendor, Customer, OE Ship to, PO Mail to, Contact, or Group are defined on separate input screens with in the Name/Address menu selection.

The Name/Address master records can be defined or displayed from within any application that applies (A/P, O/E, P/O but not G/L). They can also be found within the Name/Address application listed in the Miscellaneous column of the main menu.

From within the Name/Address application, there are many additional features to manipulate the data. You have the option to print labels, reset master record identifiers, and import/export the data contained in the file, to name a few. For more detailed information regarding input of Name/address or Code records, please refer to the Name/Address User's Reference Manual.

System-wide Codes

All system wide codes used in the Accounts Payable, Accounts Receivable, Cost Center, Inventory, Order Entry, or Purchase Order applications are defined or edited within any application that uses any of the codes. Many of these codes are required to define a Name/Address master and are not Company specific. All Companies defied in Down To Earth utilize the same Codes defined.

A brief description of the Codes required for an application are described within that application User's Reference Manual. For complete field descriptions, please refer to the Name/Address User's Reference Manual, "Defining codes" section of the Maintenance menu column.

The code listings are also available in a report format from within the Reports menu column of most applications, via the "Codes ►" menu selection. These system wide codes are grouped into four different categories:

Codes ▶

- Sales ▶
- Item ▶
- Purchasing ▶
- Other ▶

Sales	Item	Purchasing	Other
Finance Charge	Category	Buyer	Activity status
Folder type (Calls)	Catalog	Rejection	Cost Center type
Geographic area	Commission	Receive addr	Cost Center Category
Group (Names)	Location		Sales Analysis
Literature	Unit of Measure		Fixed Asset GL
Mail	Warranty		
Product			
Project			
Sales Representative			
Sales tax			
Ship via			
Terms (Payable)			
Terms (Receivable)			
Territory			

14 DTE Company Controls

Before you begin using any Down To Earth application, you must enter the information required to process correctly for your company. Although all the Controls are available via the System Manager application, each application specific Control settings are managed via the “Company” Maintenance menu column selection.

Via this function, you can define all the parameters needed to define how your company is processed. Generally, many default values used, such as for posting to General Ledger accounts, are defined as well as very specific Controls for the individual application. Please refer the each application User’s Reference manual, “Setting up your company” for the detailed description and options available for that application.

The production company (01) with a generic values for the applications DTE Controls have already been defined for you as part of the Down To Earth distribution. Please edit these records for more suitable information to match your Company’s needs.

System Manager Controls: Each DTE Control variable and field definition is created via the System Manager application, “DTE Controls” in the Maintenance menu column. This method of creating Company controls allows for customization of the Company options for each application and also controlling access to the values from the application itself. Values for the standard DTE Control variables in place are written to the ***UTF:smctrl.ism*** file. The Company, Application code, and Variable assigned automatically display at the top of the window, as well as a brief instruction message as help for its function at the bottom.

Not all Controls allow change within the application but are visible for information. In addition, some Controls, such as the data files, are considered system files and are only accessible via System Manager. Please refer to the applicable section in the System Manager User’s Reference Manual for more detailed information.

Changing DTE control values: Changing the value of a DTE controls variable requires you to completely exit Down To Earth and return again. When you re-enter that application, the change has taken affect.

Converting from DTE v3.5: The **EXE:printsm.dbr** utility, included with the version 7.0 distribution, is designed to print a complete list of each DTE v3.5 Company definition, for each application. You are not required to print this report. It is available if you are not able to access the prior version data conveniently by application.

NOTE: This utility is designed to run as an independent application under SynergyDE version 6.x **ONLY**. If running a Synergy version prior to 6.x, contact Down To Earth Support.

---

15 Notes Utility

Most of Down To Earth applications have the Notes utility enabled as an alternative to the Contact Management application. DTE offers one or the other function so if Contact Management is installed, it replaces the Notes utility in functionality. The Notes utility is enabled by deleting the CMFHDR control via System Manager.

The “Notes” shortcut is usually available from within a transaction, inquiry, or name and address master and noted by the Push Pin icon on the DTE tool bar. The use of this utility is optional, primarily as an internal log of specific issues or as a general notation for a vendor or customer.

When the Note window is opened, several bits of data are automatically displayed and are written to the Notes file (***FIL:utnote.ism***). This includes the Company code, the DTE application as the **Source**, the Customer/Vendor ID associated with the current record, and the date and time stamp from the current system date.

The two operator prompts are entered as the **Subject** and up to four lines of 40 characters each as the Notation entry. There are no standard DTE edit or add shortcuts. Press <Enter> when completed with the notation entry to write the record out to the data file.

Once an entry has been written to the Note file for a Customer/Vendor ID, a window also displays additional information of past entries. You can either select a record to view detail of or use the “Exit” shortcut to display the window for a new entry.

There are no reports designed within the DTE software for the Notes data. It is most commonly used as a window inquiry. However, the file layout (***UTS:utnotse.rec***) can be utilized via the System Manager “Export data file” utility, ODBC connectivity, or the Synergy Report Writer to extract the data.

The ***utnote.ism*** file layout is noted below for reference:

```
utn_key           ,a28                        ; Primary key
    utn_comp      ,a2      @utn_key           ; Company Id
    utn_source    ,a2      @utn_key+2         ; Source code
                                              ;  CU - customer
                                              ;  PR - prospect
                                              ;  VE - vendor
                                              ;  EM - employee
                                              ;  SO - sales order
                                              ;  PO - purchase order
    utn_id        ,a10     @utn_key+4         ; Id code
    utn_date      ,d8      @utn_key+14        ; Date        (YMD)
    utn_time      ,d6      @utn_key+22        ; Time        (HMS)
   utn_subject    ,a8                         ; Subject of note
   utn_notes      ,[4]a40                     ; Notes (4 lines of 40 characters each)
```

16 Custom Reports and Processes

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

The program must be designed, compiled, and linked into the existing program executable, ***dtemenu.dbr***. Then, the program name (such as gl2600) and description (for the Operators to identify) is defined via the DTE Controls maintenance variable CUSTOM_## where ## is a number 01 – 28 for the specific application., in the System Manager application. Please see details of defining DTE Controls in the System Manager User’s reverence manual.

17 End of Period Procedures

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 but are usually either 28 day or calendar month periods and are defined in the General Ledger application.

NOTE: The following 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(s), the company being processed is defined, and the internal office procedure may vary.

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 process one application interface completely before you try to interface another application.

Customizing your own internal procedure is strongly suggested. The basic instructions are listed 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. If any errors are found, they must be corrected after the interface and before posting in General Ledger. 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 or anyone else is posting within the application you are interfacing.

   If you have selected to summarize an account, the detail in the application distribution file is combined as part of the interface. Transactions with the same date interface based on the General Ledger Company options as either one net or two records, one debit, one credit. 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 the interfaced transactions or interfacing additional applications.

5. Post the interfaced batch of journal transactions. The interfaced data updates the chart of accounts (***glchrt.ism***) and detail transaction (***glyear.ism***) files. 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. Enter, proof, and post any journal transactions necessary for your business.

8. Reverse accrual journals and close the period. Once all journal transactions are posted and financial reports printed for the period, refer to the General Ledger manual sections, "Reversing Accrual transactions" and "Closing at the end of the period" for detailed instructions to reverse accrual journal transactions and close the period.

9. When all applications have been interfaced successfully, print the required financial reports for your company.

NOTE: Some individual applications also require internal end of period procedures. There is no Down To Earth end of period function required for any other application.

---

18 End of Year Procedures

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.

◈ NOTE: The following 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(s), the company being processed is defined, and the internal office procedure may vary.

Each of the Fiscal and Calendar year end procedures below include a summary if only a reminder is needed and detailed information by application.

Fiscal Year End

Summary - Fiscal Year End

General Ledger – When it's close to the new fiscal year, you need to copy your chart of accounts and create new accounting periods for other application processing, even if you're not quite ready in G/L. Select "Close/open year" from the Miscellaneous menu column. Choose **Neither** for the **Function** field value, **Yes** to copy accounts; **No**, don't bring balances forward; and <Enter> through the default retained earnings account number.

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.

If you have to open a previous year, select "Close/open year" to open the year, then "Close/Open Period" to open the last period. Make your adjustment, close the period, and close the year again, bringing balances forward again, too. Unless you adjustment involves an Accrual transaction, it is not necessary to reverse accruals when closing a period/year for subsequent times.

Additional Notes –Select "Change accounting year" from the Maintenance menu column to go back and forth between years.

Change the value in the **Current fiscal year** field within Company Maintenance after you have brought balances forward to the new year to establish a new default processing year when General Ledger is selected from the menu.

You can copy your Chart as many times as necessary, however, once you do, copying again will only copy NEW account numbers. Existing accounts that had a master value changed must be manually changed in both the old and new year.

- - - - - - - - - - - - - - -

General Ledger

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.

To close the year within the General Ledger application, select “Close/open year” from the Miscellaneous menu column. 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.

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.

Closing the year and bringing balances forward: When you are ready to work primarily in the new year and bring your balances forward, select "Close/open year" again. Follow through the same fields selecting **Close** and **Yes** to **Bring balances forward**. You can optionally choose **Yes** to **Copy chart of accounts**, and only copy account records that were not previously copied. Any accounts previously copied to the new year are NOT overridden and will remain as they were in the file. Visually verify that your Retained Earnings account is valid as all the income and expense accounts are cleared and the net profit or loss is automatically recorded to the Retained Earnings account displayed.

The final step in closing the year is changing the current fiscal year default in the General Ledger "Company" selection of the Maintenance menu column. The value entered in the **Current fiscal year** field determines the current year when General Ledger is selected from the main menu.

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 User's Reference Manual. For details regarding Fixed Asset application Year End, please refer to the next section, "Calendar Year End," or your Fixed Asset application manual.

Calendar Year End

Summary - Calendar Year End

Accounts Payable –The 1099 data is retrieved from the history and 1099 files, and can be printed at any time. If invoices were incorrectly categorized during the year, "1099 Misc Maintenance" in the Miscellaneous menu column allows you to edit vendor totals for any category. Other than printing 1099 forms, there is no other end of period procedure required.

Payroll – There's a little more to PR: (<u>in order</u>) ❶ print an employee master list, ❷ "Close year" (Miscellaneous menu column), ❸ change your tax tables*, and ❹ re-enter any declining deduction code balances. Do all this before you process the first new year's payroll. Like A/P, W-2 data is from the history file and can be printed at any time. The W-2 formats may change from year to year so the program to print W-2s is external. Please refer to the Payroll User's Reference manual for detailed information.

****<u>Note</u>**:* Federal and State reporting each calculate the taxable wage limits based on <u>current</u> ceilings in the Tax Tables. Therefore, ceiling and limits should not be changed until after all year end reporting is completed. Should you have an employee expected to reach their limit before reporting is completed, call DTE Support Hotline for special instructions.

- - - - - - - - - - - - - - -

Accounts Payable

<u>Processing 1099's</u>: 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.

NOTE: Because the amounts printed on the 1099's are retrieved from a separate 1099 file (**<u>ap1099.ism</u>**), 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.

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 (Windows), 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 User's Reference 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.

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 SynergyDE.

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 User’s Reference Manual.

Inventory

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. Another option is to use a hand held scanner to scan the UPC or item ID code via a bar code.

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, freeze the item 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 freezing 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 Physical Count section of your Inventory User's Reference manual.

19 Adding a new company definition

There are some "Getting Started" steps that can be bypassed when defining or adding a new company to already existing data. For example, many of the reference codes such as Sales Tax, Terms, Sales Representative, etc., have no company distinction and are available for use by any company defined in DTE.

Below is a check list of the requirements for adding another company to an already processing environment. For detailed descriptions of each process, please refer to the System Manager User's Reference Manual or the specific application User's Reference manual.

Define the company via System Manager

- ✓ The first step is to define the new company DTE Control variables. The "DTE Control utility" Maintenance menu selection allows you to copy all DTE Control variables from a similar company to a new company. Then, you simply change any values that are different for the new company.

  >> Select "DTE Control utility"
  >> Enter a Company code to copy <u>from</u> and the Copy function
  >> Enter the new company code, and <Enter> for the Application and Control field values to copy all controls for all applications

  You can also opt to define each Control variable individually however, using this utility is much faster when using a company with similar setup. (You must Copy all applications or a single Control – you cannot copy Controls for only one application.)

- ✓ The next step is to define Security for the Operators that are allowed access. Each operator requires a master security record for the new company code. If you utilize Class codes, also define a new series of class code security for the new company. Class code security defined for company **01** does not restrict access for another company code.

- ✓ When security is defined, use the "Exit" shortcut to return to the Operator ID input window. Use the newly assigned operator code for the new company to define the new company specific information. Start with the System Manager "SM Company" selection, then continue with the other installed applications via "Company" maintenance menu selection of each application.

  For the "SM Company" maintenance, edit and define the company name, address, federal tax ID, and the DTE applications this company is to utilize. Each application's Controls must also be reviewed for accuracy – at this point in the process all controls are defined the same as the original Company code copied from.

- ✓ New Printer specifications are not required for additional companies. Unless you carry a distinctive ***smprnt.ddf*** file in a different system directory for different companies, all printers defined are accessible to all companies.

Defining the company for the General Ledger application

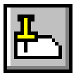
- ✓ As with any application, you should review and adjust any (G/L) Company DTE control variable values. Once verified, you must define the accounting periods, including alternate accounting periods if using them.
- ✓ You must also define each company must have their own divisions and departments defined within General Ledger application. This is accomplished via the “Division codes” and “Department codes” Maintenance menu column, respectively.
- ✓ You are now ready to create the chart of accounts. You have the options to “Copy chart of accounts” from within another company to the new company or “Create accounts” for all defined divisions and departments via the Miscellaneous menu column. You can also choose to enter each account number manually via the “Chart of accounts” Maintenance menu selection.
- ✓ Once the chart of accounts is defined, you should enter the beginning balances for those accounts. Please refer to the Getting Started section of your General Ledger User’s Reference manual for additional information regarding balancing, reporting, and options.
- ✓ Financial statement formats are not company specific and existing formats can be used for any new company providing the chart of account numbers match with the formatting commands.

Defining the company for other applications

- ✓ You should review **each** application’s Company DTE control variables to insure the values are set correctly for processing.
- ✓ **Name and Address** records can be defined to use a specific company when searching or accessing Vendor and Customer names and address with the USECOMPANY variable within the Name/Address application. NOTE: If copying Controls from another company, this Control is defined and pointing to the original company’s Name/Address master files unless otherwise changed.
- ✓ **Accounts Payable** Laser checks require custom definition. To print A/P checks using Laser check forms or digitally scanned signatures, please reference Appendix A: Defining Laser Check/Bank Information within the Accounts Payable User’s Reference manual.

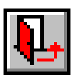
20 Shortcut / Button Definitions (Windows)

This section provides you with a more detailed description of each primary shortcut and the corresponding icon displayed on a Windows system. Due to the graphic requirements, non-Windows systems have more key-board equivelents and are identified via the pull down columns. All equivelent keyboard shortcuts are covered in the previous sections of this manual, “Menu columns - Windows” and “Menu Columns - Non-Windows” and are listed when the Menu bar is enabled.

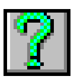


NOTE - Create notations in the Contact Managmeent system for a customer or vendor via this shortcut. The Contact Management application must be installed. The button only displays when the shortcut is enabled.

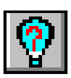
ABBREVIATIONS – A shortcut listing standard, customized abbreviations used throughout DTE for all companies. There is no maintenance routine, this list is customized for each DTE distribution, if needed. Standard abbreviations are primarily for Inventory and Sales Order applications but can be used for any abbreviations. See the “Editing Abbreviations list” chapter in this manual for detailed instrutions for editing this list.



EXIT - This shortcut exits the current window, Repeat the Exit shortcut as many times as previous open windows until you exit to either the application menu, the main DTE menu, or Down To Earth completely.

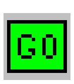


HELP - Displays an onscreen help message explaining the type of data the system expects, if the field is alphabetic (characters) or numeric (digits), how many characters/digits are allowed or required, and optional field values with a brief description of each.

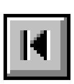


ABOUT - This shortcut displays the details regarding your version of Down To Earth software, when the source initially compiled and linked, and the version of DBL and Toolkit that was used.

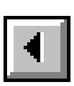
SWITCH COMPANY - Only allowed if defined within the System Manager. This shortcut acts as if you have logged out of Down To Earth and logged into another company. As with all companies, security may prohibit access.



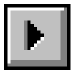
GO - When all criteria for processing is complete, use this shortcut to execute the process. This is commonly required after entering criteria for reporting or inquiry and with periodic processing such as purging data. The Windows button only displays when the shortcut is enabled.



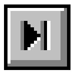
FIRST RECORD - The “First record” shortcut displays the first record in the data file for the current window. This is commonly used when locating existing master or transaction records for editing purposes.



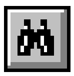
PREVIOUS RECORD - Displays the previous record in the data file from the currenly displayed window.

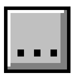


NEXT RECORD - Displays the next record in the data file from the currenly displayed window.

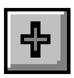


LAST RECORD - The “Last record” shortcut displays the first record in the data file for the current window. This is commonly used when locating existing master or transaction records for editing purposes.

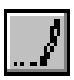




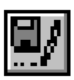
LOCATE RECORD / FIND - Depending upon what window you are searching from, the “Locate record” or “Find” shortcut operates in several different ways. The “Locate record” shortcut (Binoculars), is used with master records such as chart of accounts, vendor, customer, and existing transactions. It offers options to search by name/description, the ID code itself, or in some cases, by various codes within that record type. With input fields such as terms, tax, territory, ship to, etc, use the “Find” shortcut (three periods **…**) and Down To Earth immediately displays a list of the valid codes for that field.



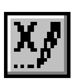
ADD - If enabled, displays data entry fields and places the cursor in the first field for entry of a new record.



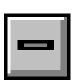
EDIT - Select this shortcut to edit the currently displayed record. The cursor is positioned in the first input field.



UPDATE / OK - Use this shortcut to update the data file and write the record currently displayed. This is commonly used when adding a new record or changing an existing record -- make the change, press <Enter> to re-display the changed field, then use the “Update” shortcut.



CANCEL PROCESS- Formerly refered to as the ABORT function, the “Cancel process” disables control of the window you are currently in and does not write the record to the data file.. For Windows environments, click on this icon to return to the enabled button options for the same displayed record.



DELETE - Click on this button to delete the displayed record. The ability to delete a record or the option to display a confirmation of the delete process is determined by the security defined for your operator. If the record is successfully deleted, the message “Existing record deleted” is displayed at the bottom of the screen. (In previous Windows versions of Down To Earth, the Delete key was either labeled "Delete," "Remove," or the F10 key on the keyboard configuration.)

21 Editing Abbreviations list

Listed on the Windows environments toolbar and within the General menu column of non-Windows is the Abbreviations shortcut. This function displays a list of common abbreviations and or letter casing used by your company to insure consistancy for input. For example, the value of "/lg" means *Large* and "LG" indicates *Left Gage* when entering an Inventory item description.

This data file is unique in that there is no DTE application maintenance function. Some standard abbreviations are included with your distribution but you will likely require customiztion for you company. Changing the file list requires knowledge of your operating system, where the DTE logicals are located on your computer, and how to use your system editor. The abbreviation code maximum is eight characters while the description maximum is 40.

This process is run from the operating system prompt or a if running from a Windows environment, a MS-DOS or Command window. You mut assign DTE logicals and go to the directory assigned to the UTF logical. Logicals are commonly assigned in the ***.profile*** file for UNIX, a VMS system usually defines them in the user's ***login.com*** file, and a Windows system requires them to be set by executing the . . . \dtev70***dtev70.bat*** file. In most cases, the logicals will be edited for your specific system and for Windows environments, may even be a different name.

1. In the UTF directory, make a backup copy of the abbrev.ism and .is1 files (VMS only has .ism file) on your system. For example,

   `copy abbrev.ism abbrev.ism_bak` or **`cp abbrev.ism abbrev.ism_bak`** `(UNIX)`

   `copy abbrev.is1 abbrev.is1_bak` or **`cp abbrev.is1 abbrev.is1_bak`** `(UNIX)`

2. Execute the SynergyDE isload utility:

   `dbr DBLDIR:isload` or **`run DBLDIR:islaod`** (VAX/VMS)

   Option: **`unload`**

   Filename to unload: **`UTF:abbrev.ism`**

   Sequential file to unload into: **`abbrev.xxx`** (where **`xxx`** can be anything as the extension)

   Progress interval: <Enter>

3. This creates a sequential file of the name given in the current directory. Now you must edit the file for changes and additions. The first character of the abbreviation is entered as position one, no longer than eight characters (not counting a space). The description begins in position nine and can be no longer than a total of 40 characters. The length of any give record can be no more than 48 characters and must remain a fixed length.

4. When all edits are complete, you must <u>clear</u> and <u>load</u> in the new data. Execute the SynergyDE isload utility again:

   `dbr DBLDIR:isload` or **`run DBLDIR:islaod`** (VAX/VMS)

   Option: **`clear`**

   Filename to be cleared: **`UTF:abbrev.ism`**

----

dbr DBLDIR:isload	or **run DBLDIR:islaod** (VAX/VMS)
Option:	**load**
Filename to unload:	**UTF:abbrev.ism**
Sequential file to be loaded from:	**abbrev.xxx** (where **xxx** matches what you previously assigned)
Progress interval:	<Enter>

If an operator was displaying the existing abbreviations when you tried to clear the file, it will not clear. You must be sure no operators have the abbreviations file open. The result is a "54: Duplicate key specified"error message when you try to load the new records. Abort the process and try clearing the file again.

The new abbreviation changes are now available to all Operators.

22 Hidden, & Optional DTE Controls

Each application has at least one DTE Control variable to define options suitable for your business. Some DTE Control variables are used by Down To Earth but not necessarily available to the operator visually or with the ability to change from within that application. These controls are either Custom program controls, identified as **Yes** for the **Hidden** field within the Control definition, or optional for processing within DTE. Other DTE Controls are identified as **System** controls, such as the Logical and Filename for all data files. All Controls are available, however, via the System Manager, "DTE Controls" Maintenance menu selection.

Many of the custom, hidden, and optional controls are not described within the application sections "Setting up your company" of the User's Reference Manual that applies. These Controls may also require other settings or programs to make them work properly within DTE. Please contact the Down To Earth support department for complete details before using undocumented controls.

Custom Controls

Custom controls are defined to identify a custom program designed for your company to Down To Earth. The selection of a custom report or process is found within the "Custom reports" selection of the Reports/Inquiry menu column within application they are designed for. The Program number defined within DTE is then directly associated with the DTE Control defined.

For example, a custom report designated as Program 1 on the Custom reports menu of Accounts Payable is defined as CUSTOM-01 for the AP application. The program to run this custom report or process is specified in the **Alpha** field of that Control.

Adding a Custom DTE Control variable requires information from Down To Earth Technical support or Sales department. Please contact them if you are interested in this feature.

Hidden Controls

Hidden Controls are used primarily by Down To Earth as internal controls and not accessible by an operator from the application. They are listed in the application Control records but do not allow any changes. They can only be accessed via System Manager.

An example of a Hidden Control is CHECKDATE, the actual Control to designate the last check date used for AP checks or CHECKNUMBER the last check number used in a check run. Both display within Accounts Payable DTE Controls but are for visual information only.

Optional Controls

Optional Controls are custom Controls that are not necessary for all customers to have and are not required by any application. If you prefer to have an Optional Control, you may add it via the System Manager, "DTE Controls" Maintenance menu selection. When the Controls exist, they function as noted. If they do not exist, the function they provide is not applicable.

The following are examples of optional DTE Control variables:

- ✓ CHECKONEXIT AP Control – This Control displays a message if the Operator is exiting Down To Earth and there are Accounts Payable checks in progress.
- ✓ CHECKNOPREFX AP Control – utilized when generating an electronic file to be transferred to a bank and utilizing MICR coded laser checks.
- ✓ CHECKFILEEXT AP Control – utilized when generating an electronic file to be transferred to a bank and utilizing MICR coded laser checks.
- ✓ INTERCOTRANS AP Control – Allows inter-company transactions within Accounts Payable.
- ✓ PURCHORDREQD AP Control – Identifies if a PO is required for all Invoice entry.
- ✓ HOLDCRLIMIT OE Control – Set to **Yes** automatically changes the **Order type** field of a Sales Order to a value of **Hold** if the order's customer has reached their credit limit.
- ✓ HOLDCREDIT OE Control – Set to **Yes** automatically changes the **Order type** field of a Sales Order to a value of **Hold** if the order's customer is defined as on credit hold. (via Name/Address, Customer Tab, Status field as Credit hold)
- ✓ HOLDPASTDUE OE Control – Set to **Yes** automatically changes the **Order type** field of a Sales Order to a value of **Hold** if the order's customer is considered past due in their payments.
- ✓ HHSCANNER PO Control – Identifies that a scanner is used for Purchase Order receivings and prints additional bar codes on the Receiving worksheet.
- ✓ CHECKNOPREFX PR Control – utilized when printing MICR coded Laser checks
- ✓ CHECKBANKNO PR Control **-** utilized when printing MICR coded Laser checks
- ✓ SWITCH-COMP SM Control – Allows the ability to switch to another company from within an application without exiting Down To Earth.
- ✓ BARTENDER SM Control – usually for all (**) companies, this designates if the BarTender® PC software is being used for labels.
- ✓ ABBREVIATION UT Control – Activates the Abbreviations Shortcut for use within any DTE application.
- ✓ *AAAAA*-LOG application Control where *AAAAA* is the data file name – Designed to write a log record to the respective filename in the LOG: directory each time a record is added, changed or deleted.

23 Colorizing your DTE (Windows)

Changing the look of your DTE is optional and is associated with the synergy.ini file. In some Down To Earth installations, all users may share the same synergy.ini file. Other installations may opt for each client workstation to have their own synergy.ini file. The following instructions require you are aware of which type of install you have and how that might affect others.

There are two parts to each window – the MS Windows® top bar and font attributes and the DTE software colors within that window. You can change the MS Windows top bar on any individual PC via Windows settings. Changing DTE colors requires a little bit more information and knowledge of DTE synergy.ini file.

MS Windows bar color changes

Right click anywhere on your desktop and choose "Properties." The ***Themes*** Tab displays, offering standard desktop choices including the blue bar, "Windows Classic." Or choose the ***Appearance*** Tab to change to any color listed for the style you prefer.

Colorizing DTE Font and input window Background

Colorizing DTE font and background involves knowing what color you want for the font and the background for your input windows and being able to edit your synergy.ini file. The colors are controlled by different "sets" of coordinates, referencing 16 different color codes, controlled by Hexadecimal values. Please refer to the following web charts for basic color coding or use your favorite search engine and search on "hex color code."

www.webmonkey.com/reference/color_codes/
www.ebook2u.com/articles/color-code.shtml

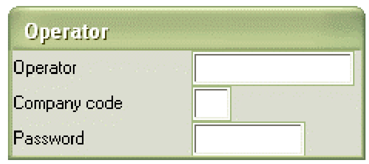
- ✓ The Synergy.ini file contains a [Colors] section and within that section, a "Palette" and several Color# commands.
- ✓ Down To Earth uses **Color0**, **Color9**, and **Color15**. (**Color0** is the font, **Color9** is the font color for description and confirmation displays, and **Color15** is the window background.)
- ✓ Now you need to know the Hex code for the color you want. For example, the Hex code for **black** is #000000, **white** is #FFFFFF, **blue** is #000080 and **red** is #800000. The Hex code value is divided into the three sections of the synergy.ini Color command. For example,
- ✓ A **black** font is coded: `COLOR0=0x00,0x00,0x00` **(#000000)**
- ✓ A **blue** font is coded: `COLOR0=0x00,0x00,0x80` **(#000080)**

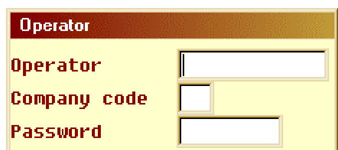
The same is true for the window background but use Color15. For example,

- ✓ White (no color) is: `COLOR15=0x`**`FF`**`,0x`**`FF`**`,0x`**`FF`** **(#FFFFFF)**
- ✓ **Light Grey is:** `COLOR15=0x`**`E8`**`,0x`**`E8`**`,0x`**`E8`** **(#E8E8E8)**

Windows Classic style
Windows standard color
`COLOR0=0x`**`00`**`,0x`**`00`**`,0x`**`80`**
`COLOR15=0x`**`E8`**`,0x`**`E8`**`,0x`**`E8`**

Windows XP style
Olive green color Scheme
`COLOR0=0x`**`00`**`,0x`**`00`**`,0x`**`00`**
`COLOR15=0x`**`DD`**`,0x`**`DB`**`,0x`**`D0`**





Windows Classic style
Windows Maple color
`COLOR0=0x`**`8B`**`,0x`**`00`**`,0x`**`00`**
`COLOR15=0x`**`FF`**`,0x`**`FF`**`,0x`**`CC`**

The vendor description displays from the color defined in `COLOR9`, in the above example as dark blue `COLOR9=0x`**`00`**`,0x`**`00`**`,0x`)

◈ NOTE: The DTE Windows version 7.0 hyperlink field color of **green** is static and not available for change. The hyperlink displays this color when the operator is allowed to hot key to the maintenance for that code. For example, when entering an A/P invoice, both the Vendor ID and the Terms code field labels are green meaning the hyperlink is enabled for those fields.

---

24 Index

Down To Earth Quick Reference

(non-Windows / VT-100)

General

Exit	F1
Help	Help/F11
Go	Do/End
Abort	PF4
Next Tab	Tab
Prior Tab	Back
Fill defaults	NxtSc
Delete entry	Del
Insert entry	Ins
Notes	
Abbreviations	Esc-X
Switch Company	
Get	^G
Get Next	^N
Reverse	^D

Records

First	^B
Next	→
Prior	←
Last	^Z
Find	
Add	Ins
Edit	Sel
Update	F2
Cancel process	F3
Delete	Del

Input

Prior field	↑
Next field	↓
First field	^F
Last field	^L
Fill defaults	NxtSc
Find	Find
Maintenance	^A

When viewing reports to the screen . . .

View

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

Down To Earth Quick Reference (Windows)

General

Exit	Esc
Go	F12
Fill defaults	PgDown
Delete entry	Del
Insert entry	Ins

Records

First record	F1
Prior record	F2
Next record	F3
Last record	F4
Locate record	F5
Add record	F6
Edit record	F7
Update record	F8
Cancel record	F9
Delete record	F10

When viewing reports to the screen . . .

View

Shift left 10 cols	S – ⬅
Shift right 10 cols	S – ➡
Beginning of line	⬅
End of line	➡
First page	S–PgUp
Previous page	PgUp
Next page	PgDn
Last page	S–PgDn