

System Manager

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System Manager

The System Manager application enables you to

- Establish laser, inkjet, dot matrix, and line printers for use with Down To Earth using direct terminal, system connection, or system queue.
- Define security for each Down To Earth user and/or each classification (class) of users. Define security by specific application, menu column within an application, or selection within a menu column. Each method of security definition can be defined with or without a unique password.
- Change the location (directory) where Down To Earth looks for data files to allow complete separation for different company's data files, if so desired.
- Modify file characteristics for the indexed (isam) data files when modifying the source code and the data contained within the data files.
- Define the different companies and software applications you will be using to perform business functions within Down To Earth software.
- Initialize (create new) data files in the directory (logical) assigned to your system.
- Clear the print queue of previously queued reports not needed any longer.
- Print a variety of special reports such as the user Access log tracking specific operator ID menu selections, the Security currently defined for the operator IDs, and the File characteristics assigned to the data files created.

1 Getting Started

To access the System Manager application, select the “System Manager” entry from the Miscellaneous menu column. To set up a company, you should perform the following System Manager functions in the order specified below:

1. Define the company to be processing business functions by following the instructions in the section, “Defining companies.” You will establish the Company name and address to be used on any government reporting forms such as W-2s or 1099s and the applications that will be processed for this company.
2. Define your printer specifications to determine how your printers will be used with Down To Earth by following the instructions in the section, “Setting printer specifications.” You can have up to 24 different assigned printer numbers for slave (printing directly from a terminal), system printers, or printers controlled by a system queue. Down To Earth can print using a laser, inkjet, dot matrix or line printer and define specific modes using escape sequences specifically for each printer.
3. Optional. Establish class security by following the instructions in the section, “Defining class security.” If you have more than a single operator processing within the same application menu selections, you can define user classes. Each operator ID is then associated with the specific user class for their needs.
4. Establish user security for each user (and optionally assign the user to a user class) by following the instructions in the section, “Defining user security.” It is VERY IMPORTANT that each operator using Down To Earth have a separate Operator ID with a separate Unique ID. Two users processing with the same Operator ID may result in data loss and errors.
5. Initialize data files for the applications you have installed in the data directory, usually identified by the **FIL** logical, by following instructions in the section, “Initializing an indexed file.” This process creates the required set of empty isam files (with the file extension of **.ism** and **.is1**) in the data directory.



NOTE: If you are defining an additional company and have previously initialized files, you may not need to initialize data files again. If you want a subsequent company’s data to be contained in the same data file for reporting purposes, DO NOT initialize data files. Initializing a data file that contains data will result in a loss of ALL data. You may however want to separate subsequent company’s data files into a different directory. The directory must exist and a logical for that directory defined prior to initializing data files for the new logical.

All other functions in System Manager are optional, and you can perform them if and when you like.

2 The Maintenance Menu Column

From the menu selections in the Maintenance column you can

- Define your printer specifications
- Establish user security for each user of Down To Earth
- Establish class security for like groups of users
- Change the location where Down To Earth looks for data files
- Change the characteristics of data files
- Define companies processing data with Down To Earth Business Systems

2.1 Setting printer specifications

To define the specifications that determine how your printers will be used with Down To Earth, select “Printer specifications” from the menu. You can define a new printer or change or delete an existing printer definition. When you select “Print” from the Print Option menu column in any Down To Earth application, a list of defined printers is displayed. From this list, you can choose to which printer you want your report sent.

Although you may not actually have 24 different printers, Down To Earth allows you to establish up to 24 printer definitions for use with your applications. For example, you can define printer number 1 to be your Epson LQ-850 operating in draft mode using 132-column paper, and printer number 2 to be the same Epson LQ-850 producing letter-quality print on 80-column paper. You will also want to set up a different printer definition for a landscape and portrait mode of a laser or desk jet.

The printer specifications defined via the this menu selection are written to the **smprnt.ddf** file. To define different printers for different company locations, you can re-assign each company's device (via the Device selection of the Maintenance menu column) and copy the **smprnt.ddf** file to the different directory.

Printer Maintenance window

Printer no: Assign the printer a number from **1** to **24**. The printer you are defining will be referenced by this number from all Down To Earth applications.

The default printer number is **1**. If the number you enter has already been assigned, the data for that printer number is displayed in the remaining fields when you press <Return>.

Device: Enter the name of the print device to which output should be directed when this printer number is chosen. Include all necessary punctuation for your operating system's print device. For example, if you are configuring a printer locally to the system on UNIX, your device specification would have the format **/dev/lpt01**, on VMS the specification would have the format such as **TTA2:**, and on WIN 95/98/NT, the specification would be **LPT1:**. WIN 95/98 systems used as terminal

emulators to another operating system can also have a printer attached directly to the PC. In this case, the **Device** is **TT:** and the **Location** (below) is defined as **Slave**.

UNIX or WIN 95/98 spooled printer:

If you are going to use a spooled system printer under UNIX or WIN 95/98 and your print queues are named **lp0**, **lp1**, etc., you will use **/QNUM=*n*** (where *n* is the number in the system lp queue name) as the device specification. If your system print queue names are alphabetic (if a name as “laser” is assigned to a specific queue) you can use **/QNAME=*name***. For example, use **/QNAME=laser** to send reports to the system queue named *laser*. Remember that UNIX is case sensitive, so be sure to enter the queue name in the same case as it is defined to the system.

Down To Earth generates the report to be spooled as a temporary text file in the RPT directory. To delete the file generated by Down To Earth after it is printed, you must add the qualifier **/QDEL** to your queue syntax. For example

/QNAME=laser/QDEL



NOTE: Not all operating systems support alphabetic print queue specifications. Consult your operating system documentation and the SynergyDE/DBL System Reference Guide for more information on named print queues. You may also need to set **DBLOPT=22** to make use of the **dblpq** script for UNIX or the **dblpq.bat** file for WIN95/NT systems, if further customization is needed. The DBLOPT=22 command is defined with the other Down To Earth logicals in your **.profile** (UNIX) or **synergy.ini** (WIN 95/98/NT) files. See Appendix F for additional information regarding DBLOPT 22.

WIN client/NT server using WIN 95/98 workstations:

Setting the DBLOPT=22 option and customizing the **dblpq.bat** file may be required for Windows client and NT servers successful printing. (See Appendix F for additional information.) You must capture the printer port via the Properties window of the printer to be defined. Once all necessary printer ports are captured, edit the **dblpq.bat** file “if” and “copy” statements equating the LPT numbers captured, to a que_*n*, where *n* equals the queue number. For example,

```
if.%2.==.1. goto que_1
:que_1
copy %1 lpt1
goto done
```

The Down To Earth printer specification device is then defined using the **/QNUM=*n*** statement as described in the “UNIX or WIN95/98 spooled printer” section above.



NOTE: This procedure runs as a DOS window that may remain open until manually closed. Changing the status from “Normal window” to “Minimized” and setting the window to “Close on exit” while a report is printing (via Properties of the DOS

window) eliminates the necessity to manually close the window. You can also opt to add the *cls* command as the last line of the **dblq.bat** file. This should not affect the use of DOS windows anywhere else on the system if changed during the actual print process.

VMS spooled printers:

If you are defining the specifications for a spooled printer on the VMS operating system, you must enter the command necessary to queue the report (excluding the PRINT command). For example, enter

/QUE = SYSS\$PRINT/FORM = 7/DELETE

to specify that the print job will be sent to the **sys\$print** queue with the specified **DELETE** option and form number 7.

Description: Enter a description, up to 30 characters long, of the printer you are defining. Because this description will be displayed in the printer selection window, it must be detailed enough to allow the user to differentiate between printers.

Type: From the displayed list, select the type of printer you are defining. Your choices are as follows, where **M-matrix** printer is the default:

M matrix printer
L laser printer
P line printer

For GUI operating systems (WIN 95/98/NT), the L-Laser or P-Line printer settings utilizes the printer drivers defined within the Windows print manager. Windows then controls the escape codes sent to the printer and bypasses the escape codes defined within Down To Earth (via the **Reduce** and **Normal** fields). If you have a printer that is less than 132 columns (characters) wide, you must use **M-Matrix**, even if the printer is a laser.

Location: Specify how the printer is attached to the computer. A list is displayed with the choices below. Local printer is the default.

L Local printer (attached directly to the computer)
S Slave printer (attached through a display terminal)
N Non-spooled local printer
Q Spooled local printer



NOTE: Accounts Payable or Payroll check printers cannot be defined as Slave printers.

Width: Enter the width, in columns, of the paper that will be used with this printer definition. The most common paper widths are 80 and 132 columns. If the width of the paper is less than the width of the report being printed, Down To Earth will send instructions to the printer to condense the type based on the reduce control sequence defined in the **Reduce** field. The default width is **132**.

<ESC> char: Most printers require an escape character to activate certain print modes or functions. Since the escape character cannot always be entered via the keyboard, you must define a character that you can use as a substitute when you enter

the printer control sequences for reduced print, normal print, printer port on, printer port off, report begin, and report end. Make sure the character you use is not required in any of the control sequences mentioned in the preceding sentence. For most printers, a \$ works well as a substitute escape character.

Reduce: In the reference manual for your printer, you will find a control (escape) sequence that instructs your printer to produce condensed type and other printing parameters. Enter the sequence designed for your printer (see examples below) to achieve the function(s) you require. It can be up to 120 characters long and can include the ASCII decimal value of characters, even if not found on your keyboard.



NOTE: The **Reduce** field is only read by Down To Earth if the width of the report (in characters) exceeds the width of the printer definition **Width** field. If not reducing the report, these escape strings can instead be entered at the **Report begin** field.

You can also define other instructions to be executing when reducing the report. The following are examples of standard laser printer escape strings using “\$” as the escape character. Note the difference in the alpha lowercase letter L (l) and the number 1 (1).:

\$&k2s	Condense to 17 characters per inch
\$&k4s	Condense to 12 characters per inch
\$&k0s	Normal 10 characters per inch
\$&l3A	Legal size paper
\$&l2A	Letter size paper
\$&l1O	Landscape orientation
\$&l0O	Portrait orientation

The following are examples of the standard laser (such as HPLJ) reduction escape sequences required by Down To Earth. Some laser printers may require escape sequence adjustments from the examples. Please refer to the specific printer manual for exact escape codes.

\$E\$&l7.5c66F\$&k2s	(Letter Portrait condensed print)
\$E\$&l1o5C\$(s17H\$&k9.5H\$&l9E	(Letter Landscape condensed print)
\$E\$&l1o5C\$&l3A\$95l7H\$&k9.5H\$&l9E	(Legal Landscape condensed print)

To include the ASCII decimal value of characters not found on your keyboard, type ‘*nnn*’. Use the accent character for the left single quotation mark, and replace *nnn* with the ASCII decimal value of the desired character. You can also substitute the character you entered at the <ESC> **char** prompt for the escape character.

If the width of the paper you will use with this printer definition is 132 columns, you don’t need to enter a control sequence for reduced print. All Down To Earth reports are less than or equal to 132 columns. The only exception is if you define a General Ledger financial statement to be wider than 132 columns.

Normal: Enter the control sequence, found in your printer manual, that instructs your printer to resume normal printing and paper. The control sequence can be up to 120 characters long and can include the ASCII decimal value of characters not found on your keyboard.

The following are examples of the standard laser (such as HPLJ) normal escape sequences required by Down To Earth. Some laser printers may require escape sequence adjustments from the examples. Please refer to the specific printer manual for exact escape codes.

`E&I7.5c66F` (Normal non-condensed letter settings)

`E&I7.5c66F$&I2A` (From Legal to Normal non-condensed letter settings)

To include the ASCII decimal value of characters not found on your keyboard, type '*nnn*'. Use the accent character for the left single quotation mark, and replace *nnn* with the ASCII decimal value of the desired character. You can also substitute the character you entered at the `<ESC> char` prompt for the escape character.

If the width of the paper you will use with this printer definition is 132 columns, you don't need to enter a control sequence for reduced or normal print. All Down To Earth reports are less than or equal to 132 columns. The only exception is if you define a General Ledger financial statement to be wider than 132 columns.

Port on: If the printer you are defining is a slave printer, you must enter the control sequence that turns on the printer port. This control sequence can be up to 20 characters long and can usually be found in the reference manual for your monitor or the terminal emulation software that you are using. For example,

VT 100 terminals or VT emulation:

`$[5i` turns the port on

Wyse terminals or Wyse emulation:

`$d#` turns the port on

The control sequence can also contain the ASCII decimal value of characters not found on your keyboard, such as '020' in the example of **Port off** to follow. To include the ASCII decimal value of characters not found on your keyboard, type '*nnn*'. Use the accent character for the left single quotation mark, and replace *nnn* with the ASCII decimal value of the desired character. You can also substitute the character you entered at the `<ESC> char` prompt for the escape character.

Port off: If the printer you are defining is a slave printer, you must enter the control sequence that turns off the printer port. This control sequence can be up to 20 characters long and can usually be found in the reference manual for your terminal or terminal emulation software. For example,

VT 100 terminals or VT emulation:

`$[4i` turns the port off

Wyse terminals or Wyse emulation:

`'020'` turns the port off

The control sequence can also contain the ASCII decimal value of characters not found on your keyboard, such as '020' in the above example. To include the ASCII decimal value of characters not found on your keyboard, type '*nnn*'. Use the accent character for the left single quotation mark, and replace *nnn* with the ASCII decimal value of the desired character. You can also substitute the character you entered at the `<ESC> char` prompt for the escape character.

Report begin: Enter the control sequences that instruct the printer to produce the font, pitch, a form feed, and quality of type you desire on your reports. These control sequences can be up to 60 characters long and can be found in the reference manual

for your printer. The control sequences can also contain the ASCII decimal value of characters not found on your keyboard.

To include the ASCII decimal value of characters not found on your keyboard, type ‘*nnn*’. Use the accent character for the left single quotation mark, and replace *nnn* with the ASCII decimal value of the desired character. You can also substitute the character you entered at the <ESC> **char** prompt for the escape character.

To instruct the printer to advance one full page before printing reports, simply include the ASCII decimal value of the form feed character in the control sequences described above.

Report end: Enter the control sequences that instruct the printer to return to the normal or default font, pitch, quality of type, and if a form feed is necessary. These control sequences can be up to 60 characters long and can be found in the reference manual for your printer. The control sequences can also contain the ASCII decimal value of characters not found on your keyboard.

To include the ASCII decimal value of characters not found on your keyboard, type ‘*nnn*’. Use the accent character for the left single quotation mark, and replace *nnn* with the ASCII decimal value of the desired character. You can also substitute the character you entered at the <ESC> **char** prompt for the escape character.

To instruct the printer to advance one full page after printing reports, simply include the ASCII decimal value of the form feed character in the control sequences described above.

When you’re sure the data you entered is correct, press <Return>. Down To Earth will clear the fields in the Printer Maintenance window so you can enter another printer definition. When you’re finished entering printer definitions, press the “Exit window” shortcut to pull down the Maintenance menu column.

2.2 Defining security

Before you begin using Down To Earth, you must define security and assign a unique code to each user. There are two basic types of security in Down To Earth: master security and application-specific security. You must define a master security record before you define security for a specific application on any given Operator ID.

Within these two types of security, you can define security for a single user or for a group (class) of users. For example, suppose you have a group of accounting clerks who enter accounts receivable and accounts payable transactions, but you don’t want them to be able to print reports or perform maintenance functions. You will first define master and application-specific security for their user class, and then you will define master security for each clerk, specifying that each clerk belongs to that class.



NOTE: If you define only master security for a user, that user will have access to every function in Down To Earth. He will be able to add, change, and delete any data. Don’t forget to define application-specific security to customize a Operator or Class for restrictions or special access.

Any security data that you enter for an individual user takes precedence over the data entered for the user class. For example, if you don’t want the majority of users to be

able to edit Down To Earth help text, enter **N** at the **Help status** prompt when you define master security for the user class. Enter **E** at this prompt when you define security for any individual user who should be permitted to edit help text.

Security changes for the current operator ID in the System Manager application will not take effect until after you exit to the main menu then return to System Manager.

To define either master or application specific security, select “Security” from the menu.

2.2.1 Master security

Master security consists of general information required to process transactions entered by a specified user or user class, for a specified company. Through master security, you define which terminal(s) a user can use and how dates should be displayed and entered. You also define whether the user can edit help text, whether menu entries are logged each time they are accessed, and whether the user requires a password.

One of the most important fields defined within security is the **Unique ID**. This field value must be unique from any other Operator ID throughout your Down To Earth software, including another company processing Down To Earth. The Unique ID is stored internally and helps Down To Earth keep the records of different users separate. Every transaction that is entered contains this ID. When a user posts or prints, only those transactions associated with his unique ID are posted or printed. In addition, Down To Earth assigns this value as the filename extension for many temporary work files. For more information regarding the Unique ID, see the Unique ID section in the “General Concepts” chapter.

Security Maintenance window

Operator: Assign a unique operator ID code to the user for whom you are defining security. This code can have up to 12 characters. The user will be prompted for this code each time he attempts to enter Down To Earth. You can assign the user a different operator ID for each company for which he will be using Down To Earth, or you can assign the user one ID to use for all companies.

If you are defining a class of users who will be using the system, type #, followed by a three-digit number that defines the user class, followed by another #. From now on, the user class will be referenced by the three-digit number you entered between the pound signs.

The operator ID code with which you logged into Down To Earth or the previous entry is automatically displayed in this field. To enter the displayed code, press <Return>. To enter a different code, type over the displayed data.

Company code: Enter the two-character code of the company for which you want to define security for the specified operator. This code is the code you established through the “Company” entry in the Maintenance menu column.

The code of the company you are processing or the previous entry is automatically displayed in this field. To enter the displayed code, press <Return>. To enter a different code, type over the displayed data.

Application code: Since you are defining master security, press <Return> to enter the displayed value, **.

Menu entry code: Leave this field blank by pressing <Return>. Press <Return> again to accept the data you entered and move the cursor to the lower left window. (The lower right window is for application-specific security.) The cursor will be positioned at the **Terminal number** prompt.

Terminal number: You can allow your operators to use Down To Earth from any terminal or restrict them to a specific terminal for each company for which they are given security.

To allow a user to run Down To Earth from any terminal, enter **0** at the **Terminal number** prompt. To restrict the operator to one terminal, enter the terminal number from which the user will be allowed access. The default is **0**.

Help status: You can allow a user or user class to edit Down To Earth help text. If a user is permitted to edit help text, the system automatically enters edit mode when that user accesses a help screen.

From the displayed selection window, choose **Normal** if you do not want the user to be able to edit help text; the user will only be able to view the help screen. Choose **Edit** to allow the user to edit help text.

Default printer: If you want a defined printer specification to be used by default for this operator, enter the number assigned to that specification. If no default specification should be assigned, just press <Return> to enter **0** in this field. If a default printer is set up, the print selection window will not appear for that operator ID. Instead, all printing will be sent directly to this default printer.

Any default printers defined in an application's company file will take precedence over the default printer specified here. If you define a default invoice printer in the Order Entry company file, for example, invoices will be printed on that printer, not the one specified in the **Default printer** field in master security.

Access log: Select **Yes** if you want to keep a record of the date and time the user for whom you are defining security selected each menu entry. If you don't want to keep a record of applications accessed by the user, or if you only want a record of specific applications, select **No**. (You can specify that you want to keep a record of specific applications or menu entries when you define application-specific security.)

Date format: From the displayed selection window, choose one of the following options to specify how you want dates to be entered and how you want Down To Earth to display dates for the user and company for which you are defining security:

- 1 mm/dd/yyyy
- 2 dd/mm/yyyy
- 3 yyyy/mm/dd

User class: If the user for whom you are now defining security belongs to a user class, enter the code for that class as it was previously defined at the **Operator** prompt. Do not type the pound signs.

If you're defining security for a user class rather than a single user, press <Return> to enter **0** in this field. Also enter **0** if the user for whom you are defining security does not belong to a user class.

Unique ID: Enter a unique three-character code for the user for whom you are defining security. This unique ID is stored internally and helps Down To Earth keep the records of different users separate. Every transaction that is entered contains this ID. When a user posts or prints, only those transactions associated with his unique ID are posted or printed. The Unique ID is also assigned as the filename extension for many temporary work files created during a process. (See the Unique ID section in the “General Concepts” chapter for more information about unique IDs.)

Password: If you want the user to be required to enter a password before entering Down To Earth, enter a password. If you don't want the user to enter a password, type the word **NONE**.

Confirm delete: If you want the user to be prompted for confirmation before deleting a data record with the “Delete record” shortcut, select **Yes**. Otherwise, select **No**.

Print queue option: Choose **All** to allow the selection of any report that has been queued by any user on the system. Choose **Company** to allow the selection of any report for the company that is currently in the queue. Choose **User ID** to allow the selection of reports that have been queued by the current user only. The **User ID** selection allows a user to see and select only those reports that he or she has queued.

When you're sure your data is correct, press <Return> to complete your master security definition. You can now enter security information for a specific application for the company and user or user class you just defined.

2.2.2 Application-specific security

Application-specific security defines whether the specified user or class of users can execute, add, change, delete, or view data for an application. You can also define a password for access to a specific menu column or selection within.

Through application-specific security, you can permit or restrict access to an entire Down To Earth application, a specific menu column, or menu selection within a menu column. Because Down To Earth security is based on exclusion, if a Operator ID has a master record and no application specific security, access to all installed applications and menu selections is granted. Application security then starts restricting access or ability based on each security record entered.

Security Maintenance window

Operator: Enter the operator ID or user class code for which you are defining security. This code can have up to 12 characters. The user will be prompted for this code each time he attempts to enter Down To Earth.

If you are designating a user class, type #, followed by the three-digit code that defines the user class, followed by another #.

The operator ID code with which you logged into Down To Earth or the previous entry is automatically displayed in this field. To enter the displayed code, press <Return>. To enter a different code, type over the displayed data.

Company code: Enter the two-character code of the company for which you want to define security. This code is the code you established through the “Company” entry in the Maintenance menu column.

The code of the company you are processing or the previous entry is automatically displayed in this field. To enter the displayed code, press <Return>. To enter a different code, type over the displayed data.

Application code: Type the two-character code of the Down To Earth application for which you are defining security over the displayed value, and press <Return>. If you are defining security for an entire Down To Earth application, press the <Backspace> or <Delete> key and then press <Return> to leave this field blank. See Appendix A for a list of Down To Earth application codes.

Menu entry code: Enter the six-character code for the menu entry for which you are defining security. Menu entry codes consist of a single character that defines in which menu column the selection is found, followed by an underscore and four more characters that define the menu entry under the specified column. For example, to define security for the “Vendors” entry in the Maintenance menu column in the Accounts Payable application, enter **AP** at the **Application code** prompt and **M_VEND** at the **Menu entry code** prompt. See Appendix B for a list of Down To Earth menu entry codes.

If you are defining security for an entire Down To Earth application, enter **DTE_CODE**, where *CODE* is the two-character code for the application for which you are defining security. For example, you could type **DTE_AP**.

You can define security for an entire menu column by entering the single character that defines the menu column, followed by five asterisks. For example, to define security for the entire Maintenance menu column, enter **M*******.

Press <Return> to accept the data you entered in the window and move the cursor to the lower right window. The cursor will be positioned at the **Execute** prompt.

Execute: Select **Yes** to allow the user or user class access to the application, or menu entry or column specified in the **Application code** and **Menu entry code** fields. Select **No** if you want to deny access to the specified application, or menu entry or column.

Add: Select **Yes** to allow the user or user class to add new records within the application, or menu entry or column specified in the **Application code** and **Menu entry code** fields. Select **No** if you don't want the user or user class to add new records.

Change: Select **Yes** to allow the user or user class to change existing records within the application, or menu entry or column specified in the **Application code** and **Menu entry code** fields. Select **No** if you don't want the user or user class to change existing records.

Delete: Select **Yes** to allow the user or user class to delete existing records from the application, or menu entry or column specified in the **Application code** and **Menu entry code** fields. Select **No** if you don't want the user or user class to delete existing records.

Look: Select **Yes** to allow the user or user class to view existing records from the application, or menu entry or column specified in the **Application code** and **Menu entry code** fields. Select **No** if you don't want the user or user class to view existing records. Remember, however, that a user must be able to view records in order to change or delete them; therefore, if you enter **No** at the **Look** prompt, the user won't

be able to change or delete any records regardless of whether you answered **Yes** at the **Change** and **Delete** prompts.

Access log: Select **Yes** to keep a record of the time and date that this particular application, or menu entry or column was accessed by the user or user class for which you are defining security. Select **No** if you don't want to keep a record of the time and date the specified menu entry was accessed.

Password: Down To Earth gives you the option of establishing a second level of security. To require the user or user class for whom you are defining security to enter a password before being granted access to the specified application, or menu column or entry, enter a password. If you do not want the user or user class to enter a password, type **NONE** in this field.

When you have filled all fields in the application-specific security window (lower right corner), press <Return> to clear the window. When you are finished defining security, press the "Exit window" shortcut to return to the Maintenance menu column.

2.3 Modifying the device table

When Down To Earth is shipped to you, the data files are in the subdirectory to which the **FIL** logical has been assigned. However, you can change the location of your data files to suit your needs. For example, if you are using multiple disk drives, you can move your files to another drive to free disk space and increase operating speed.

After you change the location of your files, you must change the device table, which tells Down To Earth where to look for your files. Select "Device table" from the Maintenance menu column to change the specification of a file location.

Please note that if you move your data files and change the logical assignment via this menu selection, you must defined the new logical in the *synergy.ini* (WIN 95/98/NT), *login.com* (VMS), or *.profile* (UNIX) file, as well. The new device assignment will not take effect until the next time a user logs in to Down To Earth.

Device Table Maintenance window

Company code: Enter the two-character code (established under the "Company" entry in the Maintenance column) of the company whose files you want to move to another location.

Application code: From the displayed list, select the code of the application for which you want to change the device table. See Appendix A for a list of these codes.

After you enter the application code, the message "Make corrections or press <Return> to complete input" is displayed on the information line at the bottom of the screen. After you press <Return>, the Files/Devices window will appear on the right side of your screen. This window contains a list of files and their specifications for the company and application you have chosen.

To change the file specification of any of the displayed files, use the editing selections in the Input menu column. Press <Return> to accept your changes. Once

the changes have been accepted, the message “Existing record changed” will be displayed below the information line.

When you’re finished using this function, press the “Exit window” shortcut to return to the Maintenance menu column.

2.4 Modifying data file characteristics

Although Down To Earth is shipped with predefined file characteristics, you can change the characteristics of an existing data file or add a new data file through the “File characteristics” menu entry. We recommend, however, that you do not change the characteristics of the files unless you are absolutely sure you know what you are doing.

File Characteristics window

Application code: From the displayed list, select the code of the application to which you want to add a file or that contains the file whose parameters you want to change. See Appendix A for a list of application codes.

Filename: Enter the name of the file you want to create or whose parameters you want to change. You must include the file extension. For example, for the Accounts Payable vendor file, enter **apvend.ism**, where **.ism** is the file extension. See Appendix C for a list of Down To Earth files and their extensions.

File type: From the displayed list, select the type of file you want to create or change. Your choices are **Indexed**, **Sequential**, or **Relative**. The default file type is **Indexed**, which is the most common file type in Down To Earth.

Record length: Enter the length of the records to be placed in this file. If the records have different lengths, enter the length of the largest record.

Record format: Select **Fixed** if all records to be stored in the file are the same length; select **Variable** if the records to be stored in the file have different lengths.

No of keys: Enter the number of keys that will be contained in the file. If you are creating or changing an indexed file, you must have at least one key in your file.

After you enter the number of keys, the message “Make corrections or press <Return> to complete input” will be displayed on the information line at the bottom of the screen. After you press <Return>, the first prompt in the Record Keys input window will fill with data, and the cursor will move to the **Position** field. You must enter the data that describes each key segment.

Record Keys window

Key: The number of the key you are defining is displayed. You are prompted for position, size, whether to allow duplicate records, where to allow duplicate records, and whether the data will be accessed in ascending or descending order.

Position: Enter the starting position of the key segment. After you enter the position of the first key segment, the cursor will move to the **Size** prompt.

Size: Enter the length, in characters, of the corresponding key segment. The cursor will move up to the second **Position** prompt. When you're finished defining all key segments, press <Return> to leave the rest of the **Position** and **Size** fields blank.

Allow dups: Select **Yes** if duplicate records are allowed with this key; select **No** if duplicates are not allowed. The default value is **No**.

Dups in front: Select **Yes** to place duplicate records in front of existing records in the file; select **No** to place duplicates at the end of existing records. The default value is **Yes**.

Sequence: Records can be stored in the file in either ascending or descending order. Choose **Ascending** or **Descending** from the displayed selection window to store your records in the order you desire. The default value is **Ascending**.

Press <Return> to change the characteristics of the displayed key for the specified file and clear the Record Keys window so you can change the characteristics of the next key.

When you're done modifying data for the specified file, press the "Exit window" shortcut to return to the File Characteristics window. You can either change the characteristics of another file or press the "Exit window" shortcut again to return to the Maintenance menu column.

2.5 Defining companies

Choose "Company" from the Maintenance menu column to define the companies for which you will be performing business functions in Down To Earth. You can add a definition for a new company or change or delete an existing definition. You must assign each company a code that will be used in all Down To Earth applications. For each company that you define, you must also specify which Down To Earth applications can be accessed.

Company Maintenance window

Company code: The code of the company into which you are logged is displayed. Press <Return> to display the additional data for that company.

To establish a new company, enter a unique two-character code for that company. The company you are defining will be referenced by this code in all Down To Earth applications. If the code has already been assigned to another company, the data for that company will be displayed in the remaining fields. Try again until you find a code that has not yet been assigned.

To change the data for a company that has already been established, enter the two-character code for that company and press <Return>. The data for that company will be displayed. Use the editing features in the Input menu column to change the appropriate data.

Name: Enter the name of the company you are defining. The company name can be up to 50 characters long.

Address lines 1 - 3: Enter the address of the company you are defining. You can enter up to 30 characters per line.



NOTE: The name and address you enter here are used when printing Payroll W2 forms, and on some invoice, purchase order, and statement formats.

Federal ID: Enter the federal identification number for the company you are defining. This number will print on government forms and reports; make sure it is correct.

Password: Not currently used. Press <Return> to leave this field blank.

Press <Return> again to process the data you entered in the preceding fields and move the cursor to the **Application GL** prompt in the lower portion of the Company Maintenance window.

Application GL through RW: Select **No** from the displayed selection window next to any application that will not be used for the company you are defining. Select **Yes** next to any application that will be used for this company. The default value is **No**.

When you're sure your data is correct, press <Return> to enter the company definition into Down To Earth and return to the Maintenance menu column.

3 The Files Menu Column

From the entries in the Files column you can

- Manipulate (initialize, unload/load, and delete/clear)indexed files
- Clear all reports from the print queue
- Purge the access log

3.1 Initializing an indexed file

To initialize your data files, select “Initialize file(s)” from the menu. When you receive your initial distribution of Down To Earth, you are instructed to initialize your data files prior to using Down To Earth. Unless specifically instructed, you will not initialize all data files for upgrading Down To Earth, changing system platforms, or defining new companies.

You can initialize all files for an application at once, or you can initialize only those files that you need. You should never, however, initialize any Report Writer (RW) or System Manager (SM) files. Down To Earth will not execute properly if System Manager files are initialized in error.

Initializing data files creates an empty structure of the isam file based on the file characteristics defined for the file(s). File characteristics for all data files have been defined for you and included with your initial distribution in the *smfile.ism* file. If you change the file characteristics of a data file in use, you must unload the data (see the next section, “Unloading an indexed file”), initialize the file, then load the data back into the file (see the section “Loading an indexed file”) with the new characteristics.



USE CAUTION! - If you initialize data files that contain current information, the data will be erased and cannot be recovered from within Down To Earth. Recovery from a current backup may be the only way to retrieve the lost data.

Initialize File window

Application code: From the displayed list, select the code of the application whose files you want to initialize. Refer to Appendix A for a list of application codes.

Down To Earth is shipped with the required System Manager (SM) and Report Writer (RW) data files already defined and including necessary data records to allow you to access Down To Earth (SM) and create reports (RW). Periodically, however, it may be necessary to re-initialize specific system files via this option.

When initializing data files for a new distribution, do not initialize data files for System Manager (SM) or Report Writer (RW) applications. Because all company’s data files are kept in the same data file (with the company code as the distinguishing field), defining an additional company does not require any file initialization.

Filename: After you enter the application code, a list of available files for the application you chose are displayed on the right side of the Initialize File window. Enter the name of the file you want to initialize, including the extension, or enter a single asterisk (*) to initialize all files in the selected application. You must enter the filename in lower-case letters. See Appendix C for a list of the Down To Earth filenames.

File location: Enter the three-character logical name which corresponds to the location (directory name on your hard disk) of the file you want to initialize. Press <Return> to accept the default value, **FIL**, unless you have changed the file locations via the “Device Table” menu function.



NOTE: The (directory) logicals are assigned by either a script (UNIX), command (VMS), or the synergy.ini (Windows) file that is executed either when you log into your system or execute Down To Earth software. Normally, the **FIL** logical is defined as the directory where the data files are stored.

Press <Return> to initialize the specified file(s). The Files menu column will be displayed after the specified file(s) are initialized.

3.2 Unloading an indexed file

Select the “Unload file” entry from the menu to unload an indexed data file into a sequential or flat data file. An example of a situation for this process could be when converting data files to a new version of Down To Earth or different hardware platform. You can also use it to unload a transaction file from a remote PC, and then use the “Load file” menu selection from the Files menu column to load the transaction file onto the computer you’re using to run your Down To Earth applications.

Unloading an indexed (isam) data file creates a sequential or flat (text) file containing each record stored in the data file in a readable format. The raw data appears as a running line of numbers and letters. For a list of each field and the position within the record, please refer to the application’s specific Appendix titled “Record Layouts.”

Unless you choose to clear the file after unloading (see field definitions to follow), unloading the data copies the data to the flat file, leaving the indexed records intact as they were.

Through this menu entry, you can unload the data records for all companies or a particular company, and you can either remove the data records from the file after unloading them or leave them in the file. If you have multiple companies but are unloading only a single company, NEVER clear the file after unload. Because all company’s data is kept in the same file, clearing the file will clear all company’s data.

Unload Indexed File window

File location: Enter the logical that points to the location of the file you want to unload. The default value is **FIL**, which is where most data files are located unless

their location was changed through the “Device table” entry in the Maintenance menu column.



NOTE: Unloading an indexed file automatically places the flat file (*xxxxxx.ddf*) in the **WRK** directory on your system.

Filename: Enter the name of the file you want to unload. For a list of Down To Earth files, see Appendix C. Be sure to enter the file name in lower case and do not include the file extension (**.ism**).

Clear file AFTER unload: To remove all data records from the file after the unload is complete, select **Yes** from the selection window; otherwise, select **No**. Unless you are absolutely sure you need to delete the data records, you should select **No**. Select **Yes** only if you are unloading the records for all companies from the specified file. The process of unloading an indexed file only extracts a copy of the records. Unless you are absolutely sure you need to delete the data records, you should select **No**.

If you have multiple companies but are unloading only a single company, NEVER clear the file after unload. Because all company’s data is kept in the same file, clearing the file will clear all company’s data.

Company code to unload: Enter the code of the company whose records you want to unload from the indexed file or press <Return> to enter the default value, **, and unload the data records for all companies.

After you enter the code of the company whose files you want to unload (or **), you must press <Return> to accept the data you have entered and unload the indicated file. Data will be displayed in the following fields, and you will get the message “Unloading of data files has completed.” Follow the instructions on the information line to continue processing.

Record length: The length of the longest record is displayed while the file is being unloaded.

Maximum records: The maximum number of records allowed in the file is displayed while the file is being unloaded.

Records unloaded: The number of unloaded records is displayed after the file is unloaded.

3.3 Loading an indexed file

Select “Load file” from the Maintenance menu column, in conjunction with “Unload file,” to load an indexed data file from a sequential or flat data file. For example you could be instructed to unload, reinitialize a file, then load your data records when converting to a new version of Down To Earth. You might also use it if you’re entering data into a PC at a remote site and you want to unload your transaction file from the PC and load it onto the computer at your home office for processing.

Using “Load file,” you can either merge the records of the file you are loading with the data records in the existing indexed file, or you can clear the indexed file before loading the records. If you choose to merge flat file records into an indexed file, you should be aware if duplicate records are permitted. In many cases, indexed files are created with the option not allowing two records with the same record key in the data

file. If duplicate records are not allowed and records with the same key already exist, the merged record is rejected for the previously existing record.

For more information regarding the record keys, please refer to the individual application Appendix sections, “Record Layouts” and the section, “Modifying data file characteristics” from within The Maintenance Menu chapter of this manual.

Load Indexed File window

File location: Enter the logical that points to the location of the indexed data file you want to load. The default logical is **FIL**, which is where most data files are located unless their location was changed through the “Device table” entry in the Maintenance menu column.



NOTE: Unloading an indexed file automatically places the flat file (*xxxxxx.ddf*) in the **WRK** directory. Loading the flat file into an indexed file automatically looks for the (*xxxxxx.ddf*) file in the **WRK** directory to then load the into the respective data file in the **FIL** directory.

Filename: Enter the name of the file you want to load. Be sure the enter the file name in lower case. For a list of Down To Earth files, see Appendix C. Don’t include the file extension (**.ism**).

Merge into existing recs: To merge the data records of the file you are loading into the existing file, select **Yes** from the selection window. To clear all data records from the existing file prior to the load , select **No**.

If you have multiple companies but are loading only a single company, special arrangements must be made to load the records. **DO NOT** clear the data prior to loading. Because all company’s data is kept in the same file, clearing the file will clear all company’s data.

Press <Return> to accept the data you have entered and load the indexed file. The following data will be displayed in the remaining fields, and you will get the message “Loading of data files has completed.” “Press F6 to continue” will also be displayed on the information line.

Key position: The starting position of the primary key is displayed while the file is being loaded.

Key length: The length of the primary key is displayed while the file is being loaded.

Record length: The length of the longest record in the file is displayed while the file is being loaded.

Maximum records: The maximum number of records allowed in the file is displayed while the file is being loaded.

Records loaded: The number of loaded records is displayed after the file is loaded.

3.4 Deleting or clearing an indexed file

To remove the records stored in an indexed data file or to delete the actual data file, select “Delete/clear file” from the Files menu column. Perhaps the only time you’ll use this function is if you are not using the Check Reconciliation function in General Ledger, you will need to periodically **Clear** the **glrecn.ism** file.

Deleting the indexed file removes the entire file and its contents from the system directory it is stored in (for example, the FIL logical pointing to the data directory). For Down To Earth to be able to write data to the file, you must then recreate or (re) initialize the file. See the previous section, “Initializing an indexed file.”

Clearing an indexed file simply removes the data records contained within the file but leaves the empty file in the directory indicated.



NOTE: Clearing or deleting an indexed file that contains live data will result in the permanent loss of data. There is no recovery process from within Down To Earth. Recovery from a current backup may be the only way to retrieve the lost data.

Delete/Clear Indexed File window

File location: Enter the logical that points to the location where the file you want to clear or delete is located. The default logical is **FIL**, which points to where most files are located unless their location was changed through the “Device table” entry in the Maintenance menu column.

Filename: Enter the name of the file you want to clear or delete. Be sure to enter the file name in lower case. For a list of Down To Earth files, see Appendix C. Don’t include the file extension (**.ism**).

Delete or Clear: From the displayed list, select either **Delete** or **Clear**. Use delete with caution: it deletes the entire file.

Press <Return> to accept the data you’ve entered. The message “Clearing data file” will be displayed below the information line. Once the data file has been cleared, “Data file has been cleared successfully” will be displayed in the center of the screen, and “Press F6 to continue” will appear on the information line.

3.5 Clearing the print queue

To clear all reports from the print queue, select “Clear print queue” from the Files menu column. This menu entry clears reports that were queued from any Down To Earth application, so be careful when using this entry.

We suggest that you view the queued reports via the “Queued reports” entry in the Reports menu column before you clear the print queue. If you don’t want to delete all queued reports, you can delete one report at a time using the “Queued reports” menu entry. See section 4.5, “Printing queued reports,” for more information on deleting a single report.

Clear Print Queue window

Confirm: Enter **YES** to clear the print queue. If you selected this menu entry in error, enter **NO** to return to the menu without clearing the print queue.

Press <Return> to either clear the print queue or abort the process and return to the Files menu column.

3.6 Purging the access log

The access log is a list that displays the date and time that a menu entry was selected, the company for which it was selected, and the operator who selected it. The access log is only kept for those users or user classes with the master security option, **Access log**, set to **Yes**.

You can clear records from the access log for all operators or for a particular operator, for all companies or for a particular company, and through the current date or through a specified date. Select “Purge access log” from the Files menu column.

Purge Access Log window

Operator: Enter the ID of the operator whose records you want purged from the access log. The default value is * for all operators.

Company: To purge a specific company from the access log, enter that company’s code. To accept the default value, *, and purge all companies, just press <Return>.

Purge through date: Enter the date through which you want records purged. To purge records through the current date, just press <Return> to accept the default.

Confirm: Review the data you entered in the fields described above, enter **YES**, and press <Return> to purge the access log. If you decide that you don’t want to purge the access log, enter **NO**.

Press <Return> to either purge the access log for the specified company and operator or abort the process and return to the Files menu column.

4 The Reports Menu Column

From the entries in the Reports column you can

- Generate reports or listings of file characteristics, the access log, and user and application security
- Print reports that are in the print queue

4.1 Comparing file characteristics

The “File spec compare” menu entry allows you to compare your actual file characteristics to the characteristics that were shipped to you with your version of Down To Earth. Position, length, whether duplicate records are allowed, whether records are stored in the file in ascending or descending order, and whether the keys are modifiable are displayed for each key segment for both the actual file and the specifications that were sent with your version of Down To Earth. Use this function as a diagnostic tool if there appears to be a problem with one of your data files.

File Characteristic Inquiry window

File location: Enter the logical name that points to the directory where the file whose characteristics you want to view is located. The default value is **FIL**, which is where all files are located unless their location was changed through the “Device table” entry in the Maintenance menu column.

Filename: Enter the name of the file whose characteristics you want to view, including the **.ism** file extension. Be sure to enter the file name in lower case. See Appendix C for a list of Down To Earth filenames.

When you’re finished viewing the displayed file characteristics, press <Return>. You can either view the characteristics of another file or press the “Exit window” shortcut to return to the Reports menu column.

4.2 Printing the access log

Select “Access log” from the menu to print a list of all transactions that were entered between a specified range of dates by a particular operator or all operators. If you are using the access log, we recommend that you periodically print an access log list and purge the access log through the “Purge access log” entry in the Files menu column; if you do not purge the file you might soon become short on disk space.

Access Log List window

Operator: Enter the ID of the operator that you want to include on this report or press <Return> to enter the default value, *, which includes all operators on file in the report.

Starting date: Enter the first date for which you want transactions included on the access log list. Access log records will be included on the report if the transaction occurred on or after the date you enter. The default value is **1/01/0001**.

Ending date: Enter the last date for which you want transactions included on the access log list. Access log records will be included on the report if the transaction occurred before the date you enter. The default value is today's date.

After you enter the above data, press <Return> to accept the data and pull down the Print Option menu column. From the Print Option column, select where you want to send the Access Log List.

4.3 Listing the security options defined

The "Security" menu entry lists both the master security and the application specific security defined. The master record includes the operator ID, company, terminal on which the user has access for this company, whether help text is editable for this ID, the printer number defined for all printing (if applicable), whether access logging is enabled, date format, unique ID, the class to which the user belongs (if applicable), and whether a password is required for access to Down To Earth.

For application-specific security, the Security Report includes application code; menu entry code; whether the user can execute (E), add (A), change (C), delete (D), or look (L) at the menu entry; whether a password is required for access; if an access log is being generated, and the last date on which any of the specifications were changed.

Security List window

Operator: Enter the ID code of the operator you want to include on this report, or press <Return> to enter the default value, *, to include all operators on file in the report.

Press <Return> to accept your data and pull down the Print Option menu column. From the Print Option column, select where you want to print the Security Report.

4.4 Viewing file characteristics

Select "File characteristics" from the Reports menu column to display a list of the data files for a particular Down To Earth application. The File Characteristics Report lists the filename, file type, size, and format for each data file. For each key within the file, the report specifies whether duplicate records are allowed, whether duplicate records are placed in front of existing records, whether records are stored in the file in ascending or descending order, and the position and size of each key segment.

File Characteristics window

Application code: From the displayed list, select the code for the Down To Earth application for which you want to view the filenames and corresponding characteristics. For a list of codes and their corresponding applications, refer to Appendix A.

Press <Return> to accept your data and pull down the Print Option menu column. From the Print Option column, select where you want to send the File Characteristics Report.

4.5 Printing queued reports

To display a list of the reports in the print queue, select “Queued reports” from the Reports menu column. The display will show you the report name, filename, date and time queued, company code, and the unique ID of the user who queued the report. You can then print as many copies of a report as you want, delete a report from the print queue, or rename a report. We suggest that you use this menu entry to view the queued reports before you clear the print queue using the “Clear print queue” entry in the Files menu column. The reports you can access will depend on your user security set up in System Manager (see section 2.2.1).

Print Queued Report window

File: Select the report that you want to print, delete, or rename from the displayed selection window.

Copies: Enter the number of copies to print. If you want to delete a report from the print queue without printing copies, enter **0**.

Delete: Select **Yes** to delete the report from the queue after it is printed. Select **No** to leave the report in the queue.

Rename: Select **Yes** to rename the report. Select **No** to leave the report as it is. If you rename the report, it will be deleted from the print queue, but you can access it through other software products (for example, Lotus 1-2-3 or WordPerfect).

To: If you selected **Yes** at the **Rename** prompt, enter the new report name. The report name can be up to six characters long. The system automatically assigns the extension **.prt** to this name.

Select printer: From the displayed selection window, choose the printer to which you want to send the specified report. When you press <Return>, the report is sent to the printer.

Appendix A: Application Codes

	Application	Security Menu
Accounting System Codes		
General Ledger	GL	DTE_GL
Accounts Receivable	AR	DTE_AR
Accounts Payable	AP	DTE_AP
Payroll	PR	DTE_PR
Inventory Control System Codes		
Inventory	IN	DTE_IN
Purchase Order	PO	DTE_PO
Bill of Materials	BM	DTE_BM
Job Cost	JC	DTE_JC
Sales System Codes		
Order Entry	OE	DTE_OE
Sales Analysis	SA	DTE_SA
Miscellaneous System Codes		
Report Writer	RW	DTE_RW
System Manager	SM	DTE_SM

Appendix B: Menu Entry Codes

Accounting Menu Entry Codes

General Ledger

Maintenance menu column	M*****
Chart of accounts	M_COFA
Budgets	M_BGTS
Financial statement formats	M_FSTF
Allocations	M_ALOC
Division codes	M_DIVS
Department codes	M_DEPT
Change accounting year	M_YEAR
Accounting periods	M_PERD
Company	M_COMP
Transaction menu column	T*****
Enter journal transactions	T_JOUE
Print journal proof list	T_PROF
Post journal transactions	T_POST
Enter recurring transactions	T_RTRE
Print recurring proof list	T_RPRF
Post recurring transactions	T_RPST
Allocate account(s)	T_ALOC
Check recon menu column	C*****
Maintain transactions	C_TENT
Clear reconciled items	C_CLRC
Print balancing report	C_BALR
Print out-of-balance report	C_OBRR
Print outstanding item report	C_OUTR
Print cleared item report	C_CLIR
Purge cleared items	C_PURG
Reports menu column	R*****
Account activity inquiry	R_AINQ
Chart of accounts	R_COFA
Divisions/departments	R_DVDP
Financial statement formats	R_FSTF
Budgets	R_BUGT
Allocations	R_ALOC
Journal	R_JRNL
General ledger	R_GENL
Sub-ledgers	R_SUBL
Trial balance	R_TRBL
Financial statements	R_FSTM

Other reports	R_OTHR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Interface from other applications	Z_INTS
Close/open period	Z_EOPC
Close/open year	Z_EOYC
Purge YTD transactions	Z_PURT
Maintain financial statement format	Z_FSTF
Reconcile detail to control	Z_RECD
Copy chart of accounts/company	Z_COPY
Copy chart of accounts by div/dept	Z_COPD
Create account	Z_CREA
Create budgets	Z_BCRE
Delete account(s)	Z_DELA
Zero account amount(s)	Z_ZERO

Accounts Receivable

Maintenance menu column	M*****
Customers	M_CUST
Territory codes	M_TERR
Salesman codes	M_SLMN
Product codes	M_PROD
Finance charge codes	M_FINC
Terms codes	M_TERM
Tax codes	M_TAXC
Shipping codes	M_SVIA
Unit-of-measure codes	M_UOMC
Company	M_COMP
Transaction menu column	T*****
Enter transactions	T_TENT
Proof transactions	T_PROF
Print invoices	T_PINV
Post transactions	T_POST
Enter cash receipts	T_CENT
Proof cash receipts	T_CPRF
Post cash receipts	T_CPST
Enter recurring charges	T_RENT
Proof recurring charges	T_RPRF
Post recurring charges	T_RPST
Calculate finance charges	T_CFIN
Small balance write-offs	T_SBWO
Change apply-to document	T_CAPL
Reports menu column	R*****
Customer activity inquiry	R_CINQ
Customers	R_CUST
Codes	R_CODE
Aged trial balance - detail	R_ATBD
Aged trial balance - summary	R_ATBS

Dunning letters	R_DUNN
Statements	R_STMT
Mailing labels	R_LABL
Sales analysis	R_SANL
History	R_CHST
Sales tax	R_STAX
Sales commission	R_SCOM
A/R to G/L distribution	R_ARGL
Other reports	R_OTHR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge paid invoices	Z_PUPD
Purge customer history	Z_PURH
Set customer balance	Z_SBAL
Clear A/R to G/L distribution	Z_ARGL

Accounts Payable

Maintenance menu column	M*****
Vendors	M_VEND
Terms codes	M_TERM
G/L accounts	M_GLAC
Company	M_COMP
Transaction menu column	T*****
Enter invoices	T_TENT
Proof invoices	T_PROF
Post transactions	T_POST
Enter recurring invoices	T_RENT
Proof recurring invoices	T_RPRF
Post recurring invoices	T_RPST
Manually pay invoices	T_SETP
Change invoice due date	T_CIDD
Checks menu column	C*****
Prepare payment(s)	C_PAYP
Print checks	C_CHEK
Print register	C_CHKR
Post checks	C_POST
Reports menu column	R*****
Vendor activity inquiry	R_VINQ
Vendors	R_VEND
Terms codes	R_TERM
G/L accounts	R_GLAC
Aged trial balance	R_AGTB
Cash requirements	R_CREQ
Vendor volume analysis	R_VOLA
History by vendor	R_VHST
History by check	R_CHST
Status report by job	R_VJOB

A/P to G/L distribution	R_APGL
Labels	R_LABL
Other reports	R_OTHR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge history	Z_PURH
Purge recurring transactions	Z_PURR
Clear A/P to G/L distribution	Z_APGL
1099-MISC maintenance	Z_109M
1099-MISC report	Z_109R
Set 1099-MISC limits	Z_109S
1099-MISC forms	Z_109F
Create 1099-MISC magmedia file	Z_109T
List 1099-MISC magmedia file	Z_109L

Payroll

Maintenance menu column	M*****
Employees	M_EMPL
Pay codes	M_PAYC
Deduction codes	M_DEDC
Sick codes	M_SICC
Vacation codes	M_VACC
Workmen's compensation codes	M_WORK
Additional employee pay/deducts	M_AEPD
Employee state/city wages/taxes	M_ESWT
Federal tax table	M_FTAX
State tax table	M_STAX
City tax table	M_CTAX
Company	M_COMP
Transaction menu column	T*****
View employee totals	T_EINQ
Pay salaried employees	T_AUTO
Enter time sheet activity	T_TIME
Proof time sheet entries	T_PROF
Checks menu column	C*****
Calculate payroll	C_CALC
Print payroll register	C_PREG
Print deduction register	C_DREG
Print checks	C_CHEK
Print certified payroll register	C_CREG
Post checks	C_POST
Reports menu column	R*****
Employees	R_EMPL
Employee addresses	R_EADR
Mailing labels	R_LABL
Pay/deduction codes	R_PDED
Workmen's compensation codes	R_WORK
Additional employee pay/deducts	R_AEPD

Employee totals	R_ETOT
Employee history	R_EHST
401(K) deductions	R_401K
Vacation/sick hours	R_VSHR
Federal tax	R_FEDT
State/city tax	R_STAT
Tax credit report	R_TAXC
W-2 forms	R_W2FS
P/R to G/L distribution	R_PRGL
DE6 report	R_DE6B
Pay/deduction history	R_PYDD
Tax tables	R_TAXT
Other reports	R_OTHR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Close year	Z_EOYC
Purge employee history	Z_PURH
Clear P/R to G/L distribution	Z_PRGL
Create W-2 tape	Z_W2MT
List W-2 tape	Z_W2LS

Fixed Assets

Maintenance menu column	M*****
Asset Acquisition	M_ASTA
G/L Codes	M_GLCD
Depreciation Periods	M_PERM
Company	M_COMP
Transaction menu column	T*****
Enter retirement trx	T_RETR
Proof retirement trx	T_RETE
Post retirement trx	T_RETP
Depreciation menu column	D*****
Enter depreciation	D_DEPR
Proof depreciation	D_DEPE
Post depreciation	D_DEPP
Units of production/machine hrs entry	D_UNIT
Location units of production	D_LUNT
Clear depreciaiton file	D_CDEP
Reports menu column	R*****
Asset list	R_ASSL
G/L codes list	R_GLCD
Fixed asset register	R_FIXA
Depreciation methods comparison	R_DEPC
Asset recap reports	R_ASTR
Depreciation history	R_DHST
F/A to G/L distribution	R_FAGL
Other reports	R_OTHR
Queued reports	R_PQUE

Miscellaneous menu column	Z*****
End of year clearing	Z_EOYC
Check 40% in the 4 th quarter	Z_CHK4
Clear F/A to G/L distribution	Z_FAGL
Purge depreciation history	Z_FAHS
Purge retired assets	Z_PRRT

Inventory Control Menu Entry Codes

Inventory

Maintenance menu column	M*****
Items	M_ITEM
Location codes	M_LOCN
Catalog codes	M_CATL
Category codes	M_CATG
Commission codes	M_COMM
Unit-of-measure codes	M_UOMC
Warranty codes	M_WARN
Special pricing	M_PRIC
Kits	M_KITS
Company	M_COMP
Transaction menu column	T*****
Enter transactions	T_TENT
Proof transactions	T_PROF
Post transactions	T_POST
Physical menu column	P*****
Print count tags	P_CREA
Print count worksheets	P_WORK
Capture inventory quantities	P_QTYS
Enter counted quantities	P_TENT
Counted over/short report	P_REPT
Counted valuation report	P_VALU
Post counted quantities	P_POST
Inquiry menu column	I*****
Item status inquiry	I_ITEM
Pricing inquiry	I_PRIC
Item status inquiry	I_KITS
Reports menu column	R*****
Items	R_ITEM
Codes	R_CODE
Kits	R_KITS
Special pricing	R_SPEC
Status	R_STAT
Valuation	R_VALU
Reorder	R_REOR
Price	R_PRIC

Gross profit	R_PROF
Negative stock	R_NEGS
Turnover performance	R_TURN
History	R_HIST
Other reports	R_OTHR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge expired pricing	Z_PURP
Purge history	Z_PURH
Adjust prices	Z_PADJ
Copy items from/to locations	Z_COPY
Delete items from location	Z_DELL

Purchase Order

Maintenance menu column	M*****
Receiving addresses	M_SHTO
Vendors	M_VEND
Buyer codes	M_BUYR
Shipping codes	M_SVIA
Terms codes	M_TERM
Items	M_ITEM
Company	M_COMP
Transaction menu column	T*****
Enter orders	T_OENT
Print purchase orders	T_PRNT
Print receivings worksheets	T_WSHT
Enter receivings	T_SENT
Cancel receivings	T_UNSL
Proof receivings	T_PROF
List back-ordered receivings	T_BACK
Print receivings labels	T_LBLS
Post receivings	T_POST
View extended descriptions	T_EDSC
Reports menu column	R*****
Order inquiry	R_OINQ
Order status inquiry	R_SINQ
Item status inquiry	R_IINQ
Orders entered	R_ORDE
Open PO by vendor	R_VOPN
Open PO by item	R_IOPN
History	R_HIST
Other reports	R_OTHR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Close order	Z_CLOS
Purge orders	Z_PURI
Purge history	Z_PURH

Bill of Materials

Maintenance menu column	M*****
Assembly	M_MAST
Verify assemblies	M_VERI
Replace component item	M_RCMP
Copy assembly	M_COPY
Items	M_ITEM
Company	M_COMP
Transaction menu column	T*****
Enter transaction	T_TENT
Enter serial/lot number	T_SENT
Proof transactions	T_PROF
Post transactions	T_POST
Reports menu column	R*****
Assembly inquiry	R_AINQ
Item status inquiry	R_IINQ
Single-level assembly	R_SLVL
Multi-level assembly	R_MLVL
Materials where used	R_USED
Stock availability	R_AVAL
Picking list	R_PICK
Material cost	R_MCST
Component history	R_CHST
Transaction history	R_THST
Other reports	R_OTHR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge transaction history	Z_PURT
Purge detail history	Z_PURD

Job Cost

Maintenance menu column	M*****
Jobs	M_JOBS
Division	M_DIVS
Phase	M_PHSE
Subphase	M_SPHS
Subcontractors	M_SUBC
Cost categories	M_CATG
Original budget entry	M_BDGO
Budget revisions	M_BDGR
Company	M_COMP
Transaction menu column	T*****
Enter time card activity	T_TENT
Proof time card entries	T_TPRF
Post time card entries	T_TPST
Enter cost transactions	T_CENT

Proof cost transactions	T_CPRF
Post cost transactions	T_CPST
Enter billing transactions	T_BENT
Proof billing transactions	T_BPRF
Post billing transactions	T_BPST
Enter field estimates	T_EENT
Reports menu column	R*****
Jobs	R_JOBS
Phase/subphase	R_PHSE
Subcontractor	R_SUBC
Budget worksheet	R_BUDG
Field estimate worksheet	R_FEST
Job summary	R_JOB
Cost per unit analysis	R_CSFA
Labor summary	R_LABR
Job history	R_JHST
Contract status	R_CSTA
Subcontractor status	R_SSTA
G/L distribution	R_DIST
Other reports	R_OTHR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Close job	Z_CLOS
Clear current period	Z_CCUR
Copy cost categories	Z_COPY
Purge history	Z_PURH
Clear G/L distribution	Z_DIST

Sales Menu Entry Codes

Order Entry

Maintenance menu column	M*****
Shipping addresses	M_SHTO
Customers	M_CUST
Items	M_ITEM
Territory codes	M_TERR
Salesman codes	M_SLSM
Terms codes	M_TERM
Tax codes	M_TAXC
Shipping codes	M_SVIA
Company	M_COMP
Transaction menu column	T*****
Enter orders	T_OENT
Counter orders	T_CENT
Print confirmations	T_CONF
Print picking lists	T_PICK
Print shipping labels	T_LBLS

Enter shipped orders	T_SENT
Unselect orders	T_UNSL
Recurring orders	T_RECR
Print invoices	T_INVC
Post invoices	T_POST
Extended descriptions	T_EDSC
Inquiry menu column	I*****
Order inquiry	R_OINQ
Order status inquiry	R_SINQ
Item status inquiry	R_IINQ
Pricing inquiry	R_PINQ
History inquiry	R_HINQ
Reports menu column	R*****
Orders entered list	R_ORDE
Open orders by customer	R_OOBC
Open orders by item	R_OOBI
Back orders by customer	R_BOBC
Back orders by item	R_BOBI
Drop-ship orders by customer	R_DSBC
Drop-ship orders by item	R_DSBI
Shipping address list	R_SHTO
History	R_HIST
Other reports	R_OTHR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge posted invoices	Z_PURI
Purge history	Z_PURH
Recalculate kit costs	Z_RKIT

Sales Analysis

Maintenance menu column	M*****
Analysis codes	M_ANAL
Extract sales history	M_PULL
Sales maintenance	M_ENTR
Company	M_COMP
Transaction menu column	T*****
Standard inquiry	T_INQY
Forecast single item	T_FORO
Forecast items	T_FORA
Purchase analysis	T_PURA
Reports menu column	R*****
Standard reports	R_REPT
Forecast report	R_FORR
Other reports	R_OTHR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge history	Z_PURH

Miscellaneous Menu Entry Codes

Report Writer

Data base menu column	D*****
Define	D_DEFD
Print definition	D_PRTD
Copy/delete/renumber definition	D_DELD
Print directory	D_DIRD
View command help	D_HELP
Reports menu column	R*****
Run	R_RUNR
Define	R_DEFR
Compile	R_COMR
Print definition	R_PRTR
Copy/delete	R_DELR
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Edit error messages	Z_ERRM
Print error message list	Z_ERRL
Edit command help	Z_HLPM
Print help messages	Z_HLPL

System Manager

Maintenance menu column	M*****
Printer specifications	M_PRNT
Security	M_SECU
Device table	M_DEVT
File characteristics	M_FILE
Company	M_COMP
Files menu column	F*****
Initialize file(s)	F_INIT
Unload file	F_UNLD
Load file	F_LOAD
Delete/clear file	F_CLRD
Clear print queue	F_CQUE
Purge access log	F_PURA
Reports menu column	R*****
File spec compare	R_SPEC
Access log	R_ACES
Security	R_SECU
File characteristics	R_FILE
Queued reports	R_PQUE

Appendix C: Filenames

Accounting menu column

General Ledger filenames

Allocation file	glaloc.ism
Budget file	glbudg.ism
Chart of accounts file	glchrt.ism
Financial format file	glfrmt.ism
Transaction file	gltran.ism
Reconciliation file	glrecn.ism
Recurring file	glrecl.ism
Division/department file	gltabl.ism
Year-to-date file	glyear.ism
Subledger file	glsubl.ism
Unit file	glunit.ism
Alternate accounting period file	glweek.ism

Accounts Receivable filenames

Cash receipts file	arcash.ism
Customer file	arcust.ism
General ledger distribution file	ardist.ism
History file	arhist.ism
Open item file	aropen.ism
Recurring file	arrecr.ism
Transaction file	artran.ism

Accounts Payable filenames

1099 file	ap1099.ism
1099 hold file	ap109d.ism
Accounts file	apacct.ism
Distribution file	apdist.ism
History file	aphist.ism
Invoice hold file	aphold.ism
Open item file	apopen.ism
Recurring transaction file	aprecr.ism
Transaction file	aptran.ism
Vendor file	apvend.ism

Payroll filenames

Additional deductions file	praded.ism
Check file	prchek.ism

Codes file	prcode.ism
Code history file	prcodh.ism
Distribution file	prdist.ism
Employee file	prempl.ism
History file	prhist.ism
State/city tax file	protax.ism
Federal tax table file	prtaxf.ism
Time entry file	prtime.ism
Workmen's compensation file	prwork.ism

Fixed Asset filenames

Fixed asset file	faasst.ism
Depreciation transaction file	fadepr.ism
Depreciation history file	fadhst.ism
Distribution file	fadist.ism
Retirement transaction file	faretr.ism

Inventory Control menu column

Inventory filenames

Cost file	incost.ism
Description file	inedsc.ism
History file	inhist.ism
Item file	initem.ism
Kit file	inkits.ism
Price file	inpric.ism
Serial number file	inslhs.ism
Serial/lot file	insnlt.ism
Tag file	intagf.ism
Transaction file	intran.ism

Purchase Order filenames

Order header file	pohedr.ism
History file	pohist.ism
Line item file	poline.ism
Serial/lot number file	poslno.ism

Bill of Materials filenames

Detail history file	bmbhst.ism
Explosion file	bmexpl.ism
Transaction history file	bmhist.ism
Posting explosion file	bmhold.ism
Assembly master file	bmmast.ism
Transaction file	bmtran.ism

Job Cost filenames

Billing file	jcbill.ism
Subcontractors file	jecont.ism
Phase selection file	jedetl.ism
J/C to G/L distribution file	jedist.ism
History file	jchist.ism
Master job file	jejobs.ism
Division/phase/subphase file	jcphse.ism
Time sheet transaction file	jctime.ism
Transaction file	jetran.ism

Sales menu column

Order Entry filenames

Header file	oehedr.ism
History file	oehist.ism
Line item file	oeline.ism
Ship-to file	oeshto.ism
Kit serial number file	oektsn.ism

Sales Analysis filenames

Purchase recommendation file	sapurr.ism
Summarized history file	sasumh.ism

Miscellaneous menu column

Report Writer filenames

File definition file	rwfdd.ism
Name definition file	rwndd.ism
Report definition file	rwrdd.ism

System Manager filenames

Access log file	smaces.ism
Company file	smcmpy.ism
Codes file	smcode.ism
Queued file tracking file	smqfil.ism
File definitions	smfile.ism
Import/Export format name	smfrmt.ism
Printer specifications	smprnt.ism
Security (operator) file	smscur.ism

Appendix D: ASCII decimal values

ASCII decimal table

032	(blank)	056	8	080	P	105	h
033	!	057	9	081	Q	106	i
034	"	058	:	082	R	107	j
035	#	059	;	083	S	108	k
036	\$	060	<	084	T	109	l
037	%	061	=	085	U	110	m
038	&	062	>	086	V	111	n
039	'	063	?	087	W	112	o
040	(064	@	088	X	113	p
041)	065	A	090	Y	114	q
042	*	066	B	091	Z	115	r
043	+	067	C	092	[116	s
044	,	068	D	093	\	117	t
045	-	069	E	094]	118	u
046	.	070	F	095	^	119	v
047	/	071	G	096	_	120	w
048	0	072	H	097	`	121	x
049	1	073	I	098	a	122	y
050	2	074	J	099	b	123	z
051	3	075	K	100	c	124	{
052	4	076	L	101	d	125	
053	5	077	M	102	e	126	}
054	6	078	N	103	f	127	~
055	7	079	O	104	g		

Appendix E: Troubleshooting

➤ Printing a proof list does not include all the transactions you entered

The primary cause of this situation is due to transactions entered under a different operator ID (and written with another Unique ID) than others. If you are unsure as to what operator ID(s) are assigned to the transactions, you can unload the data transaction file. Once the data file is unloaded, type out the text file and identify the unique ID assigned to the record(s). The unique ID is usually found at the end of the transaction record.

➤ Not able to print to a printer when using terminal emulation software

When using PC's as terminal work stations, the terminal emulation software must be able to allow escape characters to pass to the printer. There is usually an option to define as "No, do not strip escape characters" or "Yes, allow escape characters to pass" within the emulation set up.

Another possibility with similar symptoms is if the **Port on** and **Port off** fields within the printer definition of a Slave printer are defined incorrectly. If these fields are not defined to match the terminal or terminal emulation, the result will be the report will flash print to your screen.

If you have communication between the terminal but the reduction to 80 columns is ignored on 132 column reports, it may be a setting in the terminal emulation software. Verify that if these fields are options, the Printer setup (usually under the File column) Columns per row are set to 132 and/or that you bypass the windows printer driver.

➤ Error 18: File not found

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

➤ Error 22: Subscript error, Input or Output error

This error identifies several different types of errors. The most common problem is a corrupted data file. Should this error occur, write (or copy) the exact error and note what process was being run. You may be able to run the Synergy utility *irecovr* to delete corrupted records and recover those records not affected. Be sure to make a backup copy of the data file(s) (both files with *.ism* and *.isl* extensions for UNIX and WIN95/98/NT) prior to executing the utilities.

➤ "Push to stack" error

This error often displays when several users are operating in the same application and possibly executing the same menu selection. Most often this error is the result of two operators processing with the same Unique ID. This could be from a single operator logged into two terminals or by two different operators that have incorrectly been assigned the same Unique ID. For more information regarding Unique ID, please refer to the Maintenance Menu Column, "Security" selection of this manual.

➤ Duplicate key, record not added

A new record was trying to be written to a data file but there was a record (with the same key) already there. The original record remains as it was and the new record was not added to the file. Usually requires <Return> to continue with the process. This message may appear again in the same process if the condition is encountered again. You will need to press <Return> for each duplicate record.

This error occurs when a file was created and specifically designed NOT to accept duplicates. It is common when posting a same check number to a same vendor regarding the check reconciliation file being updated. Another common process for this error is when copying chart of accounts from one division to another. If the record for that division/department already exists for another company, the copy process will not override the existing record. In the check reconciliation example, note the error and pass the information to the person in charge of reconciling the bank statement. In the copy example, there is no follow up required.

Appendix F: DBLOPT 22 / DBLPQ file

Not all operating systems support alphabetic print queue specifications. For many UNIX and all NT systems, you must equate the queue name defined in the system print queue with the queue name assigned to the printer device within Down To Earth. (The printer device is defined via the “Printer specifications” selection in the System Manager, Maintenance menu column.)

To equate the alphabetic queue name, you must set **DBLOPT=22** to make use of the **dblpq** script for UNIX or the **dblpq.bat** file for WIN95/98/NT systems. This option tells the print routines (programs) to look at the dblpq script or batch file for additional information.

NOTE: SynergyDE for windows distributes the *dblpq* file as *dblpq.nov*. This file should be edited for your system and renamed to *dblpq.bat*.

The DBLOPT=22 command is defined with the other Down To Earth logicals in your *.profile* (UNIX) or *synergy.ini* (WIN 95/98/NT) files. Most systems have the DBLOPT command already defined for at least option 31. Insert a comma and “22” to the already existing command line to also include option 22.

```
DBLOPT=31,22
```

Once the option is defined, UNIX systems must execute the *.profile* file to insure your system recognizes the new option.

WIN NT systems must also execute the new version of the synergy.ini files but first, some parameters must be changed in the *dblpq.bat* file for the specific printer queue names.

Most versions of SynergyDE include the *dblpq* (UNIX) or *dblpq.bat* (WIN95/98/NT) file in the directory assigned to the DBLDIR logical. Below is an example of the *dblpq.bat* or *dblpq* UNIX script file that you can create, if necessary.

WIN NT - *dblpq.bat* file

```
echo off
rem
rem
rem      LPQUE options are emitted as batch file arguments to
rem      DBLPQ.BAT as follows:
rem
rem      _____
rem      Batch File      LPQUE      Default
rem      Argument      Option      Value
rem      _____
rem      %1              filename (a)
rem      %2              lpnum     (d)      0
rem      %3              copies    (d)      1
rem      %4              forms     (a)     NOFORMS
rem      %5              align     (1/0)   0
```

```

rem      %6          delete   (1/0)          0
rem      _____
rem
rem
rem
if .%2. == .1. goto que_1
if .%2. == .2. goto que_2
:que_0
copy %1 lpt1
REM NPRINT %1 Q=QUE_1 C=%3 NFF NB >nul
goto done
:que_1
copy %1 lpt1
REM NPRINT %1 Q=QUE_1 C=%3 NFF NB >nul
goto done
:que_2
copy %1 lpt2
REM NPRINT %1 Q=QUE_2 C=%3 NFF NB >nul
goto done
rem
rem if .%6. == .1. goto delete
rem NPRINT %1 C=%3 NFF NB >nul
rem goto done
rem :delete
rem NPRINT %1 C=%3 DELETE NFF NB >nul
:done
cls

```

UNIX - dblpq file

```

#!/bin/sh
# DBL LPQUE
#
# Arguments:
# filename DELETE COPIES LPNUM FORM ALIGN
# $1      $2      $3      $4      $5      $6
#
# Expected values:
# DELETE          0: Don't delete
#                 1: Delete
# COPIES          n: A decimal value
# LPNUM          n: A decimal value
#                 a: An alpha string
#                 NOLPNUM: LPNUM not specified
# FORM           a: An alpha string
#                 NOFORM: FORM not specified
# ALIGN         0: Don't align
#                 1: Align
#
# Unix System V command line
if [ $4 = "NOLPNUM" ]; then
    lpnum=
else

```

```

    case $4 in
        [0-9]*) lpnum=-dlp$4 ;;
        *) lpnum=-d$4 ;;
    esac
fi
lp -c -s -n$3 $lpnum $1

# Check return status, exit with error on failure
if [ $? -ne 0 ]; then
    exit 1
fi

# For printer programs without a delete option
if [ $2 = 1 ]; then
    rm -f $1
fi

# For using FORM
# if [ $5 = "NOFORM" ]; then
#     forms=
# else
#     forms=$5
# fi
#

# Ultrix "lpr" command line
# if [ $2 = 1 ]; then
#     del="-r"
# else
#     del=
# fi
# lpr -h -P$4 -#$3 $del $1
# if [ $? -ne 0 ]; then
#     exit 1
# fi
#
#

# IBM RT "print" command line
# if [ $4 = "NOLPNUM" ]; then
#     lpnum=
# else
#     case $4 in
#         [0-9]*) lpnum=-lp$4 ;; # Note: add string to /etc/qconfig (ie.
#         *) lpnum=-$4 ;;        # lp1 for lpnum=1, or hpjet for
#                               # lpnum="hpjet")
#     esac                       # See qconfig in "AIX OS Technical
#                               # Reference"
# fi
#
# if [ $2 = 1 ]; then
#     del="-rm"
# else

```

```
# del=
# fi
# print $lpnum -cp -nc=$3 $del $1
# if [ $? -ne 0 ]; then
#     exit 1
# fi
#

# For printer programs without number of copies option
# num=$3
# while (num)
# do
#     <lp statement>
#     if [ $? -ne 0 ]; then
#         exit 1
#     fi
#     num=`echo $num 1 -p |dc`
# done
```

Appendix G: Record Layouts

Filename: smaces.rec

Record description: Menu access log file

Record length: 38

Primary key: 1.14 sma_date, sma_time

record smaces

sma_key	,a14		; Primary key
sma_date	,d8	@sma_key	; Date (YMD)
sma_time	,d6	@sma_key+8	; Time (HMS)
sma_oper	,a12		; Operator
sma_comp	,a2		; Company code
sma_optn	,a6		; Menu option
sma_seca	,a1		; Security add
sma_secc	,a1		; Security change
sma_secd	,a1		; Security delete
sma_secl	,a1		; Security look

Filename: smcmpy.rec

Record description: Company file record map

Record length: 304

Primary key: 1.4 smm_type, smm_comp

record smcmpy			
smm_key	,a4		; Primary record key
smm_type	,a2	@smm_key	; System code
smm_comp	,a2	@smm_key+2	; Company code
smm_name	,a50		; Company name
smm_dev	,15a3	@smm_name	; Device logicals
smm_add1	,a30		; Address line 1
smm_add2	,a30		; Address line 2
smm_add3	,a30		; Address line 3
smm_fid	,a10		; Federal identification number
smm_dtfm	,a1		; Date format
smm_dapl	,20a2		; Applications installed
smm_baln_c	,a3		; Balloon flag
smm_inst_c	,a50		; Encoded company name
smm_demo_u	,a8		; Demo expiration date
smm_demo_c	,a8		; Encoded demo expiration date
smm_spas_c	,a8		; System manager password
smm_extn	,a1		; Extension type (T,U)
	,a31		; Unused

Filename: smcode.rec

Record description: Codes file

Record length: 100

Primary key: 1.4 smc_type, smc_code

record smcode

smc_key	,a4		; Primary key	
smc_type	,a1	@smc_key	; Record type	
			; A - sales analysis	N - unused
			; B - buyer	O - unused
			; C - category	P - product
			; D - cost center type	Q - unused
			; E - cost category	R - territory
			; F - finance charge	S - salesman
			; G - catalog	T - terms code for AR
			; H - ship to	U - unit of measure
			; I - contact	V - ship via
			; J - call status	W - warranty
			; K - follow up	X - tax
			; L - location	Y - AP terms code
			; M - commission	Z - unused
smc_code	,a3	@smc_key+1	; Code	
smc_descr	,a25		; Description	
smc_record	,a71		; Data record	
record ,X			; Sales analysis	
	,a29		; "A"	
smca_date	,d8		; Date pulled thru (YMD)	
smca_keystr	,6d2		; Key starting position	
smca_keylen	,6d2		; Key length	
smca_datastr	,6d3		; Data starting position	
smca_file	,6a1		; Data file	
smca_quantity	,a1		; Store quantities	
smca_sales	,a1		; Store sales	
smca_costs	,a1		; Store costs	
	,a12			
record ,X			; Category	
	,a29		; "C"	
smcc_sales	,a14		; Sales G/L	
smcc_salact	,a6	@smcc_sales	; account	
smcc_saldiv	,a4	@smcc_sales+6	; division	
smcc_saldpt	,a4	@smcc_sales+10	; department	
smcc_cost	,a14		; Cost G/L	
smcc_cestact	,a6	@smcc_cost	; account	
smcc_cestdiv	,a4	@smcc_cost+6	; division	

smcc_cstdpt	,a4	@smcc_cost+10	; department
smcc_invent	,a14		; Inventory G/L
smcc_invaect	,a6	@smcc_invent	; account
smcc_invidiv	,a4	@smcc_invent+6	; division
smcc_invdpt	,a4	@smcc_invent+10	; department
smcc_cmales	,a1		; Cost type (Avg,Last,Std)
	,a28		; unused
record	,X		; Finance charge
	,a29		; "F"
smcf_rat1	,d6		; Rate 1 (2.4)
smcf_lmt1	,d9		; Up to amount 1 (7.2)
smcf_rat2	,d6		; Rate 2 (2.4)
smcf_lmt2	,d9		; Up to amount 2 (7.2)
smcf_rat3	,d6		; Rate 3 (2.4)
smcf_lmt3	,d9		; Up to amount 3 (7.2)
smcf_fdys	,d3		; Days past due (3.0)
smcf_min	,d4		; Minimum charge (2.2)
	,a19		; unused
record ,X			; Ship to
	,a4		; "H"
smch_addr1	,a25		; Address line 1
smch_addr2	,a25		; Address line 2
smch_city	,a20		; City
smch_stat	,a2		; State
smch_zip	,a9		; Zip code
	,a15		; unused
record ,X			; Location
	,a29		; "L"
smcl_branch	,a6		; Branch
smcl_zipcode	,a5		; Zip code
smcl_pickloc	,a3		; Pick with location
smcl_printer	,d2		; Picking ticket printer
	,a55		; unused
record ,X			; Product
	,a29		; "P"
smcp_sales	,a14		; Sales G/L
smcp_salact	,a6	@smcp_sales	; account
smcp_saldiv	,a4	@smcp_sales+6	; division (sales,cost,inven)
smcp_saldpt	,a4	@smcp_sales+10	; department (sales,cost,inven)
smcp_cost	,a6		; Cost G/L
smcp_cstact	,a6	@smcp_cost	; account
smcp_taxble	,a1		; Taxable (Y/N)
	,a50		; unused
record ,X			; Salesman
	,a29		; "S"
smcs_acspct	,d6		; Commission percent (2.4)
smcs_comtyp	,a1		; Commission type

		; P - Profit
		; S - Sales
smcs_invtyp	,a1	; Invoice type
		; I - Issued
		; P - Paid
smcs_basamt	,d6	; Base sale amount (6.0)
smcs_bassw	,a1	; Base sale switch
		; M - Month
		; Y - Year
	,a56	; unused
record ,X		; Terms code
	,a29	; "T"
smct_dudy	,d2	; Due days (2.0)
smct_dudt	,d2	; Due date [day of month] (2.0)
smct_didy	,d2	; Discount days (2.0)
smct_didt	,d2	; Discount date (2.0)
smct_dipc	,d4	; Discount percent (4.2)
	,a59	; unused
record ,X		; Tax
	,a29	; "X"
smcx_pct1	,d6	; Tax percent 1 (2.4)
smcx_pct2	,d6	; Tax percent 2 (2.4)
smcx_pct3	,d6	; Tax percent 3 (2.4)
smcx_pct4	,d6	; Tax percent 4 (2.4)
smcx_freight	,a1	; Freight taxable (Y/N)
	,a46	; unused
record ,X		; Ship via
	,a29	; "V"
smcv_zone	,a3	; Zone chart
smcv_svctype	,a1	; Service type
smcv_rate	,a3	; Rate table number
smcv_discpct	,d4	; Discount percentage (2.2)
smcv_shipid	,a15	; Shipper ID
smcv_manifest	,a4	; Manifest ID
smcv_minwt	,d6	; Minimum weight (4.2)
smcv_wtfact	,d3	; Weight factor (3.0)
	,a32	; unused

Filename: smfile.rec

Record description: DTE file definitions

Record length: 331

Primary key: 1.12 smf_system, smf_file

record smfile

smf_key	,a12		; Primary key
smf_system	,a2	@smf_key	; System code
smf_file	,a10	@smf_key+2	; File name
smf_type	,a1		; File type
			; I - indexed
			; S - sequential
			; R - relative
smf_length	,d4		; Record length
smf_format	,a1		; Record format
			; F - fixed
			; V - variable
smf_keys	,d1		; Number of keys
smf_kstart	,[8,6]d4		; Key segment starting pos
smf_klength	,[8,6]d2		; Key segment lengths
smf_kdups	,8a1		; Allow duplicates
smf_kplace	,8a1		; Place dups at front or end
smf_kseq	,8a1		; Key sequence
			; A - ascending
			; D - descending

Filename: smfrmt.rec

Record description: DTE import/export format file

Record length: 60

Primary key: 1.11 smi_format, smi_seqno

record smfrmt

smi_key	,a11		; Primary key
smi_format	,a8	@smi_key	; Format name
smi_seqno	,d3	@smi_key+8	; Sequence no
			; Record sequence 0
smi_system	,a2		; System code
smi_file	,a10		; File name
smi_dev	,a3		; Device logical
smi_filelen	,d4		; Input file length (4.0)
smi_date	,d8		; Last used date (YMD)
smi_time	,d6		; Last used time (HMS)
smi_recs	,d6		; Records processed (6.0)
	,a10		; unused filler
record ,X			; Record sequences 1-999
	,a11		; Record key
smi_fieldname	,a15		; Field name (ICS Data Dict)
smi_dtetype	,a1	@smi_fieldname	; Field type
			; A - alphanumeric str
			; D - date
			; N - numeric
smi_dtepos	,d4	@smi_fieldname+1	; Field position (4.0)
smi_dtesiz	,d4	@smi_fieldname+5	; Field size (4.0)
smi_dtedec	,d1	@smi_fieldname+9	; Decimal positions (1.0)
	,a5	@smi_fieldname+10	; unused filler
smi_dtejust	,a1		; Field justification (L/R)
smi_dtefill	,a1		; Field fill character
smi_fortype	,a1		; Input field type
			; X : alphanumeric
			; C : constant
			; 9 : numeric
			; 6 : comp-6
			; 3 : comp-3
			; + : trail sign
smi_forpos	,d4		; Input field position (4.0)
smi_forsiz	,d4		; Input field size (4.0)
smi_fordec	,d1		; Input decimal positions (1.0)
smi_fordate	,d1		; Input date format
			; 2 - MDY
			; 3 - DMY
smi_constant	,a20		; Constant value
smi_seloper	,a2	@smi_constant	; Selection operator

smi_selsep	,a1	@smi_constant+2	; :
smi_selvalue	,a17	@smi_constant+3	; Selection value
	,a1		; unused filler

Filename: smpmnt.rec

Record description: Printer specification file map

Record length: 468

```

record smpmnt
smp_no           ,a2           ; Printer number
smp_phydev      ,a30         ; Physical device specification
smp_desc        ,a30         ; Description
                  ; (to display on selection screen)
smp_type        ,a1           ; Printer type
                  ; (information only)
                  ; L - Laser
                  ; M - Matrix printer
                  ; P - Line printer
smp_loc         ,a1           ; Printer location
                  ; L - Local printer (spooled)
                  ; N - Local printer (not spooled)
                  ; S - Slave printer
                  ; Q - Logical que specification
smp_size        ,d3           ; Printer width
                  ; (80 or 132)
smp_esc         ,a1           ; Substitute escape key
smp_redon       ,a120        ; Reduced print on
smp_redoff      ,a120        ; Reduced print off
smp_porton      ,a20         ; Slave printer port on
smp_portoff     ,a20         ; Slave printer port off
smp_rptbegin    ,a60         ; Report begin
                  ; (before reduced print on)
smp_rptend     ,a60         ; Report end
                  ; (after reduced print off)

```

Filename: smscur.rec

Record description: Record map for security file

Record length: 50

Primary key: 1.22 smsc_oper, smsc_comp, smsc_menu, smsc_option

record smscur

smc_key	,a22		; Primary record key
smc_oper	,a12	@smc_key	; Operator ID
smc_clsb	,a1	@smc_oper	; Class designator - beg
smc_clscd	,d3	@smc_oper+1	; Class number
smc_clse	,a1	@smc_oper+4	; Class designator - end
smc_comp	,a2	@smc_key+12	; Company code
smc_menu	,a2	@smc_key+14	; Menu system code
smc_option	,a6	@smc_key+16	; Menu column option

; Note: The following fields are used when smsc_menu = **

smc_term	,d3		; Terminal number
smc_help	,a1		; Help switch
smc_print	,d2		; Default printer
smc_slog	,a1		; Access log switch
smc_dtfm	,d1		; Date format
smc_class	,d3		; Security class
smc_paswd	,a8		; Operator password
smc_userid	,a3		; Unique user id
smc_delete	,a1		; Confirm delete flag (Y/N)
smc_queue	,a1		; Print que option
			; A - all reports
			; C - company id
			; U - user id
	,a4		; Unused

record ,X

	,a22		
smc_e	,a1		; Execute (Y-N)
smc_a	,a1		; Add (Y-N)
smc_c	,a1		; Change (Y-N)
smc_d	,a1		; Delete (Y-N)
smc_l	,a1		; Look (Y-N)
smc_ilog	,a1		; Access log switch (Y-N)
smc_date	,d8		; Last changed date (YMD)
smc_pass	,a6		; Option password

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