
Down To Earth

Business Software

System Manager User's Reference Manual



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

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

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System Manager

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System Manager

The System Manager application is the part of Down To Earth that allows for file manipulation such as exporting data files by Company to analyze, examine for errors, and eventually import into other software applications.

It is strongly suggested that any Operator allowed access to System Manager be familiar with your system, the directory structure, the data files, DTE (company) controls, and the logical assignments of your system. To utilize the options provided, you should also be familiar with the data file record layouts and information contained within each file.

Application options (*DTE Controls*) are created and values defined for each company and application. Data file locations, processing options, and system parameters are among the many DTE Control variables. Each application provides a method for changing the values assigned to the DTE Control variables via the “Company” selection of the Maintenance menu column provided viewing and editing the variable is enabled. In addition, copying controls already defined to other company codes is an optional utility.

Printers are defined within System Manager. You must define the different laser, inkjet, dot matrix, and line printers for use with Down To Earth using direct terminal, system connection, or system queue. In addition, any escape sequences required for special characteristics such as font, character spacing, paper width, etc. are identified.

Security for all Operator IDs and optionally the classification groups (class) security for like 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.

Modify *file characteristics* for the indexed (isam) data files when modifying the source code and the data contained within the data files is also done with System Manager. This process is normally reserved for a programmer’s use.

To add new *company parameters*, you must define the different companies and software applications you will be using to perform business functions within Down To Earth software in System Manager. The Company name and address and any tax identifying codes among other options are all maintained here.

One of the first things done with a non-windows system after a new *Down To Earth installation* is complete is to Initialize (create new) data files in the directory (logical) assigned to your system. This can only be done after the first company to be processing is completely defined, including the data file and logical assignments.

When the queued reports are all ready to be deleted, you can *clear the print queue* of previously queued reports no longer required. Be careful! All queued reports are deleted by the Unique ID and date of the report. Once they are cleared, the reports cannot be retrieved except from your system backup.

Print a variety of reports such as the DTE Controls defined, 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 from within System Manager as an example.

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 99 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 **.isl**) in the data directory.



NOTE: If you are defining an additional company and have previously initialized files, you usually 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

Several System Manager maintenance functions must be completed before any operator can begin to use Down To Earth. The required steps are outlined in the previous section, Getting Started, while the detail procedures are provided in the next several sections.

Security: At least a security master record must be defined for each operator. The operator ID **USER** is provided for access to Company **01** (with no password) to get you started. It is suggested that this operator ID be deleted once you have defined security for your staff.

DTE Controls: Standard variables assigned to default values are provided with your software distribution. The values can be changed for most variables from within each application “Company” Maintenance menu selection. Some DTE Controls, however, are hidden and can only be accessed via System Manager. All DTE Control variables must be defined before processing can begin in any company.

Extracting v3.5 Company Maintenance data: If upgrading from a v3.5, a separate program is also available to print a list of all current Company definitions. This file is commonly found in the v7.0 EXE distribution directory but must be run with Synergy DE version 6 series from the Down To Earth v3.5 EXE directory. Copy the file `printsm.dbr` to the v3.5 EXE directory and with all logicals for v3.5 established, run the `dbr` program. Below is an example, however your system directory names may be different:

	Windows/NT	<code>cd c:\progra~1\d2e\d2ev3\exe</code> <code>dbr printsm</code>
	VMS	<code>set def [d2ev3.exe]</code> <code>run printsm</code>
	UNIX	<code>cd /u1/d2ev3/exe</code> <code>dbr printsm</code>

From the menu selections in the Maintenance column you can also

- ✓ [Create a single Control](#) or [copy existing DTE Controls](#) to another company
- ✓ [Define your printers](#) to be used for reports, forms, and checks
- ✓ [Define operator security](#) or security classes
- ✓ [Change the characteristics of data files](#) such as fields within a key, the record length, etc. (This should only be edited if a program change requires change from the original file characteristics.)
- ✓ [Define the current company](#) information and applications used by that company

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

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

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

2.1 Creating DTE Control variables

Many of the system and application variables for each company are defined via DTE Controls. The application variables allow different options for different companies to be defined. Using the DTE Controls also add the flexibility of custom programming options and an unlimited quantity of application parameters.

System variables: Many system variables are defined using either the System Manager (SM) or the Utilities (UT) application codes. Though not required, the System Controls are also defined for all companies by entering ** for the Company code. For example, the ability to switch to a different company without logging completely out of Down To Earth, the System Manager data files and locations, the work filename extension used, and some confirmation display messages are all DTE Control variables.

Many of the confirmation messages the Operator sees during various processes are established via the CONFIRM_ *nn* variables. Programs call different messages based on the *nn* value. (For example, CONFIRM_05 is called when the program control number type is equal to 05. This is the case when the Payroll check year (date) entered is in a different year than the current system date.) The confirmation messages that appear for the operator to see are entered in the **Alpha value** field along with other system parameters for the message. Although these messages can be changed, they usually remain as defined with the original distribution.

All system variables are defined with standard default values and are rarely changed by DTE operators. Many system variables are either identified as Hidden or Changes not allowed within the application, only within System Manager. In some cases, custom programs may require changes to these and other parameters and can be modified via this menu selection.

Application variables: Application variables determine the default G/L accounts, aging, accounting, and processing options. Custom programming may also require new variables to be created. It is very important that the program changes correlate with the variable being defined exactly and in the correct letter case. Application

Entry Information: Select “DTE Controls” to display the DTE Controls Maintenance window and define any non-standard company control variables. Choose the “Add record” shortcut to add a new record, the “Edit record” shortcut to edit the displayed record, or the “Exit” shortcut to return to the Menu column. You can also utilize the

“Locate record,” “Next record,” “Last record,” “Prior record,” or “First record” shortcuts to display a specific record in the entry window. You can use the “Help” shortcut for a brief description of any individual field. To cancel your input, use the “Cancel process” shortcut, the “Delete record” shortcut deletes the active record displayed, and be sure to use the “Update record” shortcut if any changes are made.



NOTE: Some standard DTE Controls provided with your Down To Earth distribution are defined with the **Change** (record) or **Delete** (record) value as **No** – meaning this function is disabled for the variable. The message “Not allowed to change this record” is displayed in this case.

Control Maintenance window

Company code: Enter the code of the company whose variable is being defined. Only internal, system wide parameters are defined with the company **. Examples are included with the DTE distribution and display as the first records in the Control (*smctrl.ism*) file.

Application: Choose the application code from the list of your application codes installed for the DTE Control variable being defined. If an application code is not displayed, that application is not licensed for this distribution.

Control: Enter the variable assigned to the control of the function being defined. For a list of the standard variables, please refer to each individual application, (Company) Control Maintenance window documentation section. Please refer to the chart following each field description for the standard specifications of each option within the application.

Spec type: This field identifies the specification code for the variable. Please refer to the chart following each standard application specification for the **Spec type** assigned to the standard variables. Choose one of the different codes:

- ✓ **ITM:**parameter - A parameter value entered by the user and not chosen from a selection window. The current fiscal year, your A/P Aging periods, the next invoice number, etc. are examples.
- ✓ **FIL:**data file - Not displayed within the individual application Company maintenance window. This identifies the data files and location (FIL) and is only displayed within the System Manager, “DTE controls” menu selection.
- ✓ **SEL:**selection - An option to be selected from a list of displayed choices. Yes/No values, the type of accounting basis - Cash or Accrual, printing an A/P proof list in order of entry or by vendor ID are just a couple of examples.
- ✓ **RPT:**report - Links the particular custom report specified to the “Custom reports” menu function in the Reports menu column.
- ✓ **ACT:**glaacct - Specifying the default account to be used for posting transactions is identified as this type of control.

Data type: Choose the identifier of this variable as either **Alpha/numeric**, **Date**, or **Numeric** (only) field.

Alpha Value: Displayed only if the **Data type** field value is **Alpha/numeric**. Enter up to two lines of 60 characters each as the choice (value) for the particular variable.

Examples are **Y:yes** or **N:no** to answer a question, the default G/L account number used for posting, or **I:invoice** or **D:due** if the AP aging should be by **Invoice** or **Due date**.

Date: Displayed only if the **Data type** field value is **Date**. Enter the date that applies to the variable being defined. Examples are the **Last A/P Check date** or the **Period Ending** date automatically updated with each check post.

Number: Displayed only if the **Data type** field value is **Numeric**. Enter the numeric value that applies to the variable being defined. Examples include the G/L current fiscal year, the next check number, and next voucher number.

Change: Choose either **Yes** the variable is available for change by an operator (via Company maintenance) or **No**, change is not allowed via the input screen and is only updated by a DTE program, such as a post. In addition, you can also choose **System** to enable change only via the System Manager application and not via the “Company” Maintenance menu selection of the individual application.

Delete: Choose either **Yes**, the delete option is enabled for an operator (via Company maintenance) or **No**, deleting the variable is not allowed via the input. In addition, you can also choose **System** to enable deleting of the variable record only via the System Manager application and not via the “Company” Maintenance menu selection of the individual application.

Hidden: This option for a future release. Choose either **Yes**, hide this variable from being viewed via the “Company” Maintenance menu selection or **No**, the variable is not hidden from the display.

Validity: Enter up to three lines of 60 characters each line as the valid parameters for this variable. ITM:parameter validity values could include the minimum and maximum allowed. SEL:selection validity values could be the selection choices to display in the window.

The syntax, letter casing, and spacing must be in a precise format. For example,

ITM parameter **MIN=1,MAX=999**

SEL:selection **[I:invoice],[D:due]**

Help descr: Enter up to two lines of 60 characters each as the variable help description the operators see at the bottom of each DTE Controls input window.

Entered: Display only. The date this record was originally entered.

Changed: Display only. The date this record was last changed.

 Use the “Update record” shortcut to write the record (new or changed) to the data file. You can either define another DTE Controls variable, or use the “Exit” shortcut to pull down the Maintenance menu column.

2.2 DTE Controls utility

Once the DTE Controls are established for a single company code, those same variables can be copied, single or entire company records, to another company. Any variables that are no longer necessary can also be deleted via this utility menu selection.

The copy process allows you to copy all DTE Controls for all applications or copy a single DTE Control for a specific application. You cannot copy all controls for a single application at one time, they must be copied one Control at a time.

Control Utility window:

Company code: Enter the company code whose DTE Control variables are to be copied from or the company code whose variables are to be deleted.

Function: Choose either **Copy** to copy a single or all DTE Control variable(s) or **Delete** to delete all of the company's control records.

 Confirm the delete process if applicable, to delete all DTE Controls records for the company code indicated. If the **Function** chosen is **Copy**, the **New company** field is prompted.

New Company: Prompted only when **Copy** is chosen for the **Function** field value. Enter a valid company code to write the new DTE Control records to.

Application: Choose from the list of your application codes whose DTE Control record is to be copied or enter the default value, **, to copy all application DTE Control records. You cannot copy all controls for a single application at one time, they must be copied one Control at a time or all controls for an application as when defining a new company.

Control: Enter a single control variable to be copied or press <Enter> to include all DTE Control variables for the application specified. When controls have been successfully copied, the message "New company controls created" displays.

 Confirm the process by pressing <Enter> to begin the copy.

2.3 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 99 different printers, Down To Earth allows you to establish up to 99 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 and a separate printer definition for printing Laser (MICR) checks, if used.

API Printers: API (Application Programming Interface) allows a preview mode with the use of all Windows based functions such as Zoom in and out based on a percentage, page by page viewing, and printing directly from the preview mode.

A report is viewed, and reduced if necessary, to include the entire 132 columns on one screen. You can move a single page at a time or go immediately to the first or last page with mouse control. You can change the magnification to a standard percent or

customize the percent for your needs. When you are done previewing the report, you can also print directly to a Windows defined printer.



NOTE: Because the printer controls are Windows driven, a printer must be associated with the device being defined (for example LPT1) on each work station utilizing an API defined printer. The API option is not suggested for pre-printed forms such as Purchase Orders, Invoices, Statements, etc. unless using custom forms. This feature is not available for non-Windows environments such as UNIX and VMS.

Bar Code printers: Various reports such as the Purchase Order receivings worksheet and the Sales Order pick list print bar codes if the printer definition being used includes the correct Bar code printing specifications.

Down To Earth Bar Code printing is only supported using HP laser printers (various models) or other laser printers that run HP emulation mode. All DTE programs printing bar codes are designed to perform positioning in decipoints. (Decipoints are the only common positioning increment supported by HP PLC and the bar code module(s).)

There are two different styles of Bar code processing supported by DTE:

- ✓ The **BCM3417** bar code print module (Cobra Systems) offers connection to your host-attached terminal, network or PC printer and upgrades it with bar code capability. The BCM3417 offers the PDF417 bar code (2D) format along with other linear bar code symbologies.
- ✓ The **HP Code 39** plug in Font DIMM cartridge is also supported. Each of these styles of bar code hardware require different settings within the DTE V7 printer specifications as follows.

BCM3417 / PDF417 bar code module :

The value in the **Bar cd on** field is defined as **\$iu7x%ds2t0h%db** while the **Bar cd off** field value is ****, the bar code terminator character. The **Bar cd on** field value is broken down as follows:

- ✓ **\$i** is the bar code trigger
- ✓ **u7** signifies measurements in decipoints (1/720 of an inch)
- ✓ **x%d** is the horizontal position with **%d** as the program substitute for the number of decipoints from the left side of the page
- ✓ **s2** signifies high density
- ✓ **t0** signifies a Code 39 bar code
- ✓ **h%d** is the height of the bar code where **%d** is the program substitute for height in decipoints
- ✓ **b** is the data lead in character.

A sample string received by the printer might be as follows: “<esc>iu7x85s2t0h6b32-777\” which would print a Code 39 bar code value of 32-777 at 85 decipoints from the left of the page and be 6 decipoints in height.

HP Code 39 plug in Font DIMM cartridge

The value in the **Bar cd on** field is **\$&a%dH\$'14'*** while the **Bar cd off** field value is ***\$'15'**. In addition, the **Report begin** field should reference the standard bar code laser command file with the value of **@UTF:lzbarcd.cmd**. This file contains specifications for the primary and secondary font and must be used in conjunction with the **Bar cd on** coding. If your bar code reader has difficulty reading the bar code produced by the laser, this file may be modified to produce a larger bar code. Keep in mind that this may also result in the bar codes not fitting on the DTE reports correctly. The **Bar cd on** and **Bar cd off** field vales are broken down as follows:

- ✓ **\$&a%dH** is the horizontal position with **%d** as the program substitute for the number of decipoints from the left side of the page
- ✓ **\$'14'** shifts out to secondary font
- ✓ ***** is the Code 39 lead in character

- ✓ ***** is the Code 39 termination character
- ✓ **\$'15'** shifts in to primary font

The following is a breakdown of the **lzbarcd.cmd** file commands where ← represents the Escape code:

←E←(8U←(s0p10.00h12.0v0s0b3T←)9Y←)s1p16v0s0b28683T

- ←E** Reset printer
- ← (8U** Roman 8 symbol set – Primary font represented with the (character
- ← (s0p** Fixed spacing
- 10.00h** Pitch is 10 characters per inch
- 12.00v** Height is 12 points
- 0s** Style is upright solid
- 0b** Stroke weight is medium
- 3T** Typeface selection (HP printers will automatically select the font/typeface that most closely matches this specification.)
- ←)9Y** Bar code symbol set – Secondary font represented with the) character
- ←)s1p** Proportional spacing
- 16v** Height is 16 points
- 0s** Style is upright solid
- 0b** Stoke weight is medium
- 28683T** Sets font to Code 39 wide regular

Queued Printers: There are several types of operating systems, queue managers, and methods for assigning the device on your system used by each printer. The most common method is to run the reports through a system queue so many people can send

reports to the same printer and the queue manager controls which report prints. Most queues assign a numeric value to each printer, however some allow alphabetic names.

Because not all operating systems support alphabetic print queue specifications, you may need to consult your operating system documentation or 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, if further customization is needed. The DBLOPT=22 command is defined with the other Down To Earth logicals in your **.profile** (UNIX) file. See Appendix F for additional information regarding DBLOPT 22.



QUERY option: For Windows environments, you can choose not to use the DBLOPT=22 option and use the QUERY option within the DTE Printers definition **Device** field, instead. Setting the device field to the value:

/QNAME=QUERY/ (if not deleting the file after printing)

/QNAME=QUERY/QDEL (if choosing to delete the print file after printing)

displays the Windows printer selection window. Choose to print from the list of valid printers for your system.

When using the QUERY option, you must be sure that your synergy.ini file contains the instruction line:

print_method=ESC or **print_method=escape**

This line is standard with the **synergyv7.ini** file included with your Down To Earth Windows distribution. The **/QNAME=QUERY/QDEL** command takes the place of using the **DBLPQ.BAT** file or Capturing the printer port for any Windows operating system environment (98/ME/2000).

Slave/Attached Printers: For PCs operating with a terminal emulation or with a printer attached to a Windows environment, the printers are defined differently. As a terminal emulator, the **Device** field is always "tt:" (terminal), it is defined as a Slave printer, with emulation codes in the **Port on** and **Port off** fields to match the emulation you're running. In addition, the emulation software may require setup changes. Specific products and version releases may differ in setup. Possibilities could be:

- ✓ Printer Setup (usually under the File column), Columns per row are set to 132
- ✓ Set to Bypass the Windows printer driver
- ✓ Check a box as "No, do not strip escape characters" or "Yes, allow escape characters to pass" within the emulation set up
- ✓ If not bypassing Windows print drivers, in the Page Setup, Change right/left margins to **.5** and choose the option to fit the font to the page size.

Attached printers for PC networked or stand alone PCs are defined with the **Device** assigned from the Windows, Control Panel, Printer setup, Properties such as lpt1 or lpt2. (Networked printers usually require going through the capture process to be seen by Down To Earth.) These type or printers are **Local** and the **Reduce / Normal** or **Report begin / Report end** field escape sequences control the font size and margins. You may also want to define a Form Feed at the **Report end** to force a FF command at the end of a document that is not at the end of the page.

DBL Option 22 and dblpq file: Not all operating systems support alphabetic print queue specifications or handle PCL controls language commands through the system queue. For these situations, you may need to set **DBLOPT=22** to make use of the **dblpq** script for UNIX and laser (MICR) checks for a networked Windows system. The **DBLOPT=22** command is defined with the other Down To Earth logicals in your **.profile** (UNIX) file or the **synergy.ini** file (Windows). When this options is set, Down To Earth refers to the **dblpq** (or **dblpq.bat**) file for printing instructions. See Appendix F for additional information and examples regarding **DBLOPT 22**.

Printer Maintenance window

Printer no: Assign the printer a number from **1** to **99**. The printer is associated with this number from all Down To Earth applications and DTE Control variable settings. 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 <Enter>.

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. Some standard device values are

/dev/lpt01	Local printer on a UNIX system
/QNUM=023 or	
/QNAME=laser1	Queued printer on a UNIX or NT system
TTA2:	Local printer on a VMS system
lpt1	Local printer on Windows/NT
tt:	Slaved printer attached to dumb terminal or PC running in emulation mode.
/QNAME=QUERY/	Displays the Windows printer selection window if not deleting the file after printing. Use /QNAME=QUERY/QDEL if choosing to delete the print file after printing. Note that the slash must be present, regardless.

UNIX or Windows/NT queued (spooled) printer:

- ✓ If you are going to use a spooled system printer under UNIX or NT Network 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, if further customization is needed. The **DBLOPT=22** command is defined with the other Down To Earth logicals in your **.profile** (UNIX) file. See Appendix F for additional information regarding **DBLOPT 22**.

VMS queued (spooled) printers:

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

/QUE = SYS\$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**
- F laser form** - used only with special or custom formatted laser forms or checks

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: Even if using a PC to connect to another system via terminal emulation (UNIX, for example), you must define the printer specification as if you are a display terminal. DTE does not know the difference between an actual display terminal or a PC acting as a display terminal using emulation software. In this case, you must also define the **Port on** and **Port off** fields for your display terminal or terminal emulation.

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.

 The following **Macro** fields are used for custom programming only. These fields are not required for standard processing.

Macro name: Normally used with printing laser checks, enter any printer macro to call when printing with the current printer specification. All printer macros are based on Printer Control Language (PCL) coding. PCL codes can be used to control the character and line spacing, portrait or landscape orientation and regarding downloaded forms. Each different macro form must have its own printer number -- for example, laser invoices must be specified for a different printer than laser checks.

Macro begin: Enter the PCL coding to execute at the beginning of the macro named in the previous field.

Macro end: Enter the PCL coding to execute at the end of the macro named in the **Macro name** field.

Macro call: Enter the PCL coding to call an additional macro upon completion of the Macro named in the previous field.

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. (If you are defined as a slave printer and this field value is not defined correctly, the result is the report "prints" to your screen.) 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.



NOTE: In all the following cases of escape sequences or PCL coding, use the following key:

l = the lower case letter L
 1 = the number one
 O = the upper case letter O
 0 = the number zero

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 20 characters long.



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):

\$(s16.6H	Font equals 16.66 characters per inch
\$(s10.00H	Font equals 10 characters per inch
\$(s12.00H	Font equals 12 characters per inch
\$\$&l3A	Legal size paper
\$\$&l2A	Letter size paper
\$\$&k2s	Condense to 17 characters per inch
\$\$&k4s	Condense to 12 characters per inch
\$\$&k0s	Normal 10 characters per inch
\$\$&l1O	Landscape orientation
\$\$&l0O	Portrait orientation

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.



NOTE: When using PC's as terminal work stations for connection to a UNIX system, 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. In addition, you may be required to enable or disable settings such as: Printer setup (usually under the File column), **Columns per row** should be set to 132 and/or that you do **Bypass the windows printer driver**.

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.

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.

Report begin: Enter the control sequences that instruct the printer to produce the quality of type you desire on your reports, regardless of the paper width. (The **Reduce** field only applies if the width of the report is wider than the characters defined in the **Width** field.) These commands are issues at the beginning of each report sent to this printer. The control sequences can be up to 60 characters long and the exact codes are found in the reference manual for your printer. For common sequences, please refer to the examples in the previous **Reduce** field paragraphs.

The escape sequences can also issued via a command file in both the **Report begin** and the **Report end** fields. This is helpful when command sequences are longer than the field allows. Enter the sequence(s) you want to execute in the command file and reference that command file by entering the at sign (@), the logical name where the command file is found, and the filename in the **Report begin** field. For example, @**UTF:legland.cmd** is entered in this field and references the file legland.cmd, found in the UTF directory. The standard command files included with Down To Earth are

- ✓ **lzbarcd.cmd** – for printing bar codes (requires HP printer)
- ✓ **lzlands.cmd** – to print landscape orientation
- ✓ **lzlegal.cmd** – to print legal size paper, landscape orientation
- ✓ **lznormal.cmd** – to return to normal settings

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. It is strongly suggested to enter the “reset” sequence (**\$E**) if using a command file in the previous **Report begin** field.

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.

Hidden: Enter the default, **No**, to have this printer listed on the display of valid printers within Down To Earth applications. To hide this printer selection, choose **Yes**.

Method: Choose **DTE**, the default, for all UNIX and VMS environment and pre-printed form printers. Choose **API** (Application Programming Interface) for Windows environment printers. API allows a preview mode with the use of all Windows based functions such as Zoom in and out based on a percentage, page by page viewing, and printing directly from the preview mode using Windows printer controls.

Because the printer controls are Windows driven, a printer must be associated with the device being defined (for example LPT1) on each work station utilizing an API defined printer.

Top offset: Enter the number of lines, between **1** and **40**, down from the top of the page in addition to the standard three allowed as printer margin. This value is usually needed when defining an API printer.

Left offset: Enter the number of characters, between **1** and **99**, to indent from the left for additional margin than the standard one half inch printer margin. This value is usually needed when defining an API printer.

The following fields are not used with a standard printer setup. These fields are defined with custom programming for laser (MICR) checks and bar codes.

Reset: Enter the escape sequence to reset all codes to the printer defaults. (**\$E** is standard)

Bold on: Enter the escape sequence to turn the (font) bolding attribute on when printing. (**\$(s3B)** is standard)

Bold off: Enter the escape sequence to turn the bold attribute off when completed. (**\$(s0B)** is standard)

Uline on: Enter the escape sequence to turn the underline attribute on when printing. (**\$(s&dD)** is standard)

Uline off: Enter the escape sequence to turn the underline attribute off when completed. (\$&d@ is standard)

Italic on: Enter the escape sequence to turn the italic attribute on when printing. \$(s1S is standard)

Italic off: Enter the escape sequence to turn the italic attribute off when completed. \$(s0S is standard)

Bar cd on: Enter the escape sequence to turn the bar coding ability on when printing. Using the HP or HP emulation configuration, the value in this field is dependant upon the style of bar code configuration you are using. Refer to the overview of this section , “[Setting printer specifications](#),” Bar Code printers: for more details of each part of the **Bar cd on** codes.

Bar cd off: Enter the escape sequence to turn the bar coding off when completed. Using the HP or HP emulation configuration, the value in this field is also dependant upon the style of bar code configuration. Please refer to the “[Setting printer specifications](#)” overview for more information.

 When you’re sure the data you entered is correct, press <Enter>. 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” shortcut to pull down the Maintenance menu column.

2.4 Defining security

Before you begin using Down To Earth, you must define security and assign a unique Operator ID code to each user. There are two basic types of security in Down To Earth: [Master security](#) and [Application-specific security](#). All operator IDs require a master security record be created for each company they are to access. (You cannot use the all company (**) value to define master records.)

Unless specified otherwise with the class code, the [Master security](#) record allows access to all menu selections of all applications installed in Down To Earth. If there are any restrictions for an operator, those applications, menu columns, or menu selections are disabled with [Application specific security](#) records. Application specific security can be defined for an application, a menu entry column, or a menu selection. Please see [Appendix B](#): for a complete list of menu entry codes.

For example, the following Operator ID has access to all installed applications except System Manager and General Ledger Reports/Inquiry and Miscellaneous menu columns”

OPERATOR	CO	TERM	HELP	PRINTER	LOG	DATE	USER	CLASS	PASSWORD
		SYSTEM	OPTION	E-A-C-D-L	PASSWORD	LOG	CHANGED		

TOM H	Mstr	02	0	N	0	N	1	lth	0 No
TOM H		02	SM	DTE_SM	N N N N N			No	N 07/15/2001
TOM H		02	GL	R*****	N N N N N			No	N 07/15/2001
TOM H		02	GL	Z*****	N N N N N			No	N 07/15/2001

Within the master and application specific security, you can define security for a single user as above or for a group (class) of users whose security access is the same.

For example, the following class code is defined for a group or class (002) of accounting clerks. They all enter accounts payable transactions and print reports, have only the ability to view maintenance information (no add, change or delete), have access to the Miscellaneous menu column only with a password, and have no access to General Ledger or System Manager.

OPERATOR	CO	TERM	HELP	PRINTER	LOG	DATE	USER	CLASS	PASSWORD
	SYSTEM		OPTION	E-A-C-D-L			PASSWORD	LOG	CHANGED
#002#	02	SM	DTE_SM	N N N N N			No	N	07/15/2001
#002#	02	GL	DTE_GL	N N N N N			No	N	07/15/2001
#002#	02	AP	M*****	Y N N N Y			No	N	07/15/2001
#002#	02	AP	Z*****	Y Y Y Y Y			Yes	N	07/15/2001

When the clerk’s Operator ID master record is defined, the class code is also entered to associate the ID with the class code. Any additional restrictions for an operator ID can also be defined, in addition to the class code.

OPERATOR	CO	TERM	HELP	PRINTER	LOG	DATE	USER	CLASS	PASSWORD
	SYSTEM		OPTION	E-A-C-D-L			PASSWORD	LOG	CHANGED
TOM H	Mstr	02	0	N	0	N	1	1th	002 No

Any security data that you enter for an individual Operator ID takes precedence over the data entered for the user class. For example, if you don’t want the majority of Operator IDs to be able to add, change or delete Name/Address master records, enter **N** for the **Add, Change, and Delete** prompts when you define security for the class code. Enter an additional record with a **Yes** value at these prompts when you define security for any individual Operator ID who should be permitted these functions.

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.



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.

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

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.

Unique ID: 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. There must also be at least one character of this field as an alpha character.

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 must define an operator ID for each company but it can be the same Operator ID code, password and unique ID.

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 #. 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 <Enter>. 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. Each class code and Operator ID master record must be defined for EACH company.

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

Application code: Since you are defining master security, press <Enter> to enter the displayed value, **. Entering an application code in this field disables the master security entry and enables the application specific entry.

Menu entry code: Leave this field blank by pressing <Enter> which moves the cursor to the **Terminal number** prompt. (The right side of the window is disabled. It is used only for application-specific security.)

Terminal number: To allow your operators to use Down To Earth from any terminal enter the default value 0 at the **Terminal number** prompt. To restrict them to a specific terminal for each company, enter that terminal number.

Help status: You can allow an operator 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 uses the “Help” shortcut. 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 printer. To display the list of available printers each time the operator selects Print from the Print Option menu column, press <Enter> 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.



NOTE: Any default printers defined in DTE Controls takes precedence over the default printer specified here. If you define a default invoice printer for Sales Order Entry, for example, invoices are 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 log record of the date and time the Operator selected each menu entry or each application. 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 log 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 <Enter> 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. At least one character of this field must be an alpha character. 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" User's Reference manual for more information about unique IDs.)

Password: Enter up to eight characters as the Operator's password entered when logging into Down To Earth. If you don't want the user to enter a password, type the word **NONE**. This field is not case sensitive.

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.

Current logins: Enter the number of times this operator ID is currently logged into Down To Earth (as this or another company) or press <Enter> to enter the default value, **0**. During standard operation, an operator should only be logged into DTE once. If this is a new Operator definition, enter **0**.

If a DTE process disconnects from a server but still remains a viable process in DTE, this field value may require correction. In this case, this field may indicate the extra process. Have the operator log out of all processes, change this value to **0**, then continue as normal.

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

Application-specific security

Application-specific security defines whether the specified operator or class of users can execute, add, change, delete, or view data for an application. You can also define a password and/or log the data and time of selection 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 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 <Enter>. 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. Each class code and Operator ID master record must be defined for EACH company.

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

Application code: Enter the two-character application code associated with the application, a menu column, or selection from a menu column requiring a security definition. Entering the default value, **, in this field disables the application specific security entry and enables the master security entry. See Appendix A for a list of Down To Earth application codes.



NOTE: Even when defining security for an entire application, the application code must be entered here and as part of the Menu entry code below.

Menu entry code: Enter the six-character code for the menu entry for which you are defining security. Please see [Appendix B](#); for a complete list of menu entry codes. There are four different types of Menu entry codes:

- ✓ **Application** - If you are defining security for an entire Down To Earth application, enter **DTE_xx**, where **xx** is the two-character code for the application for which you are defining security. For example, type **DTE_AP** for the Accounts Payable application.
- ✓ **Menu column** - 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*******. See Appendix B for a list of all Down To Earth menu entry codes.
- ✓ **Menu selection** – To restrict an individual menu column selection, enter that code as defined in Appendix B. The code consists 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 that column. For example, to define security for the “Name/Address” entry in the Accounts Payable Maintenance menu column, enter **AP** at the **Application code** prompt and **M_NAME** at the **Menu entry code** prompt. See Appendix B for a list of all Down To Earth menu entry codes.
- ✓ **Hyperlink / Ctrl-A Maintenance** – The Hyperlink menu entry code is unique in that all the DTE codes offered for Hyperlink Maintenance are stored in the same codes file (*smcode.ism*). Restriction of Hyperlink maintenance entry is controlled by the Menu Entry code value of **M_SCOD** for each application respectively. This menu entry code is in addition to any Maintenance menu selection, “Codes ►” security defined.



NOTE: When restricting access to a menu selection displayed within multiple applications, each application must be defined separately for the same Menu Entry code. For example, if you are restricting (A/R) Terms code access, you must define that restriction for each application that applies -- AR, AP, IN, OE, etc.

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. Select **No** if you don’t want the user or user class to have the ability 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. 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. 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. Select **No** if you don't want the user or user class to view existing records.



NOTE: A user must be able to **Look** at 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. Also, a user must be able to **Execute** the menu column selection to be able to **Look**.

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.

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

2.5 Modifying data file characteristics

Although Down To Earth is shipped with predefined file characteristics, you can change the characteristics of an existing data file, usually extending the record length or changing a record key, 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 of the information you are changing. Changing these values incorrectly can cause errors or corrupted data when running Down To Earth.

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.

 Press <Enter> or click the OK button (Windows) to confirm your field values and enable the next field.

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.

Description: Enter up to 30 characters describing the contents of this data file. This description appears on screen inquires and reports.

 Press <Enter> or click the OK button (Windows) to confirm your field values and enable the next input window.

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 moves to the **Size** prompt.

Size: Enter the length, in characters, of the corresponding key segment. The cursor moves up to the second **Position** prompt. When you're finished defining all key segments, press <Enter> 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 <Enter> or click OK (Windows) to display the next key. Repeat until all keys have been displayed. For new record entry, the window is cleared and the cursor is displayed in the **Application code** field for the next File Characteristics record. If you're finished with File Characteristics, use the "Exit" shortcut to return to the Maintenance menu column.

2.6 Defining Data Conversion formats

You can define custom file conversion formats for fixed length text (ascii) data files to be converted into Down To Earth isam files. The reverse is also available in that you can create a flat text (ascii) file from a DTE data files. (This ability is also available by selecting “Export data file” from the Files menu column and utilizing the Synergy Repository.)

The conversion format is defined, then depending on the process, the data is either converted IN or converted OUT by selecting the applicable Files menu choice. In addition, a listing of a single or all conversion formats is available.

Conversion Format window

Format name: Enter the name previously given as the conversion format name or the name assigned to a new format being created. Down To Earth is distributed with some formats defined. For example, OEIMPRTH is defined for the Sales Order Entry header file and the OEIMPRTL is defined for the Sales Order Entry lines.

File name: Enter the name of the Down To Earth file that is being converted. For a list of all DTE data file names, please refer to the System Manager, [Appendix C](#).

File location: Press <Enter> to enter the default logical assigned to the directory for the file name entered in the previous field or enter a different logical. The standard logical for data files is **FIL**.

Sequence: Enter the sequence number, up to 999, as the order of the fields being converted. Standard sequencing begins with a value of **1**. There is no default for this field.

DTE file: (Down To Earth isam file)

type: Choose the Down To Earth type of data field for this sequence – **A:alpha**, **D:date**, or **N:numeric**.

position: Enter the starting position within the data record for this field within the DTE file. The maximum value for this field is 9999.

size: Enter the length of the field, up to 9999 digits or characters.

decimals: Enter the number of decimals, up to 9, considered for this field if defined as a **N:numeric** type.

Justify: Choose if this field is left or right justified. Right justification also requires a fill character entered in the next field.

Fill char: Enter the fill character for any right justified field. The standard characters are either a blank value (<Spacebar>) or a zero (0)

Foreign file: (Fixed length flat or ascii file)

type: Choose the foreign file type of data field for this sequence. Your choices are

A:alpha
C:constant
D:date
L:lookup
N:numeric

3:comp-3 (Cobol packed decimal data types)

6:comp-6 (Cobol packed decimal data types)

+:trail sign

position: Enter the starting position within the data record for this field within the foreign file. The maximum value for this field is 9999.

size: Enter the length of the field, up to 9999 digits or characters.

decimals: Enter the number of decimals, up to 9, considered for this field if defined as a **N:numeric** type.

date type: If the type field is defined as a **D:date** type of field, enter the order of the month, day, and year as defined for the foreign file. Choose from **1: YMD**, **2:MDY**, or **3:DMY**.

Constant: Enter the value designated as the constant value when the **Foreign type** field value is defined as **c:constant**. If the conversion format is used as an import function, this value is inserted into the DTE file at the **position** field defined. When used as an export function, this value is inserted at the **position** defined for the Foreign file.

 Press <Enter> or click OK (Windows) to prompt for the next sequence. Repeat until all keys have been entered. If you're finished with Conversion formats, use the "Exit" shortcut to return to the Maintenance menu column.

2.7 Setting up your company

Choose "Company" from the Maintenance menu column to define or change the different company name and address, applications installed, and other options used in Down To Earth for each company.

DTE Controls Maintenance summary: The DTE Control variables and field definitions are created via the System Manager application for all applications, "DTE Controls" in the Maintenance menu column. This method of creating Company controls allows for customization of the Company options for each application.

Defining the values for the standard DTE Control variables already in place are entered via the "Company" selection of each application and those values written to the *UTF:smctrl.ism* file. The Company, Application code, and Variable assigned automatically display at the top of the window, as well as a brief instruction message as help for its function at the bottom.

Not all Controls allow change within the application but are visible for information. In addition, some Controls, such as the data files, are considered system files and are only accessible via System Manager, not the individual application.

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

Entry Information: Select "Company" to display the (Company) Control Maintenance window. Choose the "Edit record" shortcut to edit the displayed record. You can also use the "Locate record," "Next record," "Last record," "Prior record," or "First record" shortcuts to display a specific record. A brief help description is automatically displayed for each input field in lieu of the "Help" shortcut. Use the "Cancel process" shortcut to

cancel any input or the “Exit” shortcut to return to the Menu column. Be sure to use the “Update record” shortcut if any changes are made.

(Company) Control Maintenance window

Company code: Display only. The code of the current company is displayed in this field.

Application: Display only. The application code assigned for the current application loaded.

Control: Display only. The variable assigned to the control of the function being defined. The order of the records displayed is alphabetical, by this field.



NOTE: Please see chart following each field description for the standard specifications of each option within the current application.

Spec type: Display only. This field identifies the specification code assigned to the current variable. Please see chart to follow for standard specifications for each option within the application. The different types codes are:

- ✓ **ITM:**parameter - A parameter value entered by the user and not chosen from a selection window. The current fiscal year, your A/P Aging periods, the next invoice number, etc. are examples.
- ✓ **FIL:**data file - Not displayed within the individual application Company maintenance window. This identifies the data files and location (FIL) and is only displayed within the System Manager, “DTE controls” menu selection.
- ✓ **SEL:**selection - An option to be selected from a list of displayed choices. Yes/No values, the type of accounting basis - Cash or Accrual, printing an A/P proof list in order of entry or by vendor ID are just a couple of examples.
- ✓ **RPT:**report - Links the particular custom report specified to the “Custom reports” menu function in the Reports menu column.
- ✓ **ACT:**glaacct - Specifying the default account to be used for posting transactions is identified as this type of control.

Data type: Display only. Identifies this variable as **Alpha/numeric**, **Date**, or **Numeric** only field.

Alpha Value: Displayed only if the **Data type** field value is **Alpha/numeric**. Enter one of the choices as displayed in the available list or enter the text required as indicated for the particular variable. (An example is **Yes** or **No** to answer a question or the default G/L account numbers.)

Date: Displayed only if the **Data type** field value is **Date**. Enter the date that applies to the variable being defined. (An example is Last A/P Check date, automatically updated with each check post.)

Number: Displayed only if the **Data type** field value is **Numeric**. Enter the numeric value that applies to the variable being defined. (An example is the G/L current fiscal year.)

Entered: Display only. The date this record was originally entered.

Changed: Display only. The date this record was last changed.

Company Maintenance Options

Applications installed: Define what applications are installed in your version of Down To Earth using the **APPL-XX** where **XX** is the application code (See Appendix A for a list of the DTE application codes.) Choose either **Yes** the application is installed or **No**, it is not. Each application control variable is included with the standard DTE distribution.

Control	Spec type	Data type	Alpha value	Date	Number
APPL-XX	ITM:parameter	Alpha	Yes/No		

Company address – line 1: Enter the address of the company as it should appear on the first line of the address. This value is used when printing special forms such as W-2s and some invoice, purchase order, and statement formats.

Control	Spec type	Data type	Alpha value	Date	Number
COMPADDR1	ITM:parameter	Alpha	Up to 60 characters		

Company address – line 2: Enter the address of the company as it should appear on the second line of the address. This value is used when printing special forms such as W-2s and some invoice, purchase order, and statement formats.

Control	Spec type	Data type	Alpha value	Date	Number
COMPADDR2	ITM:parameter	Alpha	Up to 60 characters		

Federal ID: Enter the Federal Tax ID or social security number assigned to this company code. This value is used when printing special forms such as W-2s.

Control	Spec type	Data type	Alpha value	Date	Number
COMPFEDID	ITM:parameter	Alpha	Up to 60 characters		

 Use the “Update record” shortcut to write the changed record to the data file. Then use the “Exit” shortcut to return to the Maintenance menu column.

3 The Files Menu Column

The Files menu column is designed for the experienced Down To Earth operator to manage data and the data files found in Down To Earth. Most of these functions require all other operators to be current with their postings and to log out of the working application. Choosing these menu selections could easily delete data or corrupt data contents if caution is not exercised.

From the entries in the Files column you can

- ✓ [Initialize \(recreate\) data files](#) based on the DTE Controls logical assignment for the file
- ✓ Manipulate data files with an [unload data](#), [load data](#), or [delete/clear a data file](#) utilities.
- ✓ [Clear queued reports](#) from the print queue by Unique ID and creation date
- ✓ [Purge the access log](#) of entries made when any access log flag is set to **Yes**
- ✓ [Convert data in](#) and [out of DTE](#) and [export data](#) using the Repository file
- ✓ [Manage log file data](#)

Default values: The most common report field entries are chosen as the default field values for most utilities. Some fields, such as Company code, are designated by an asterisk (*) for all. Other field defaults are listed as the first of multiple choices from a selection window.

If you know you want to execute a utility using all the default values in the report criteria fields, you can use the “Fill defaults” shortcut, then the “Go” shortcut to start the process. For most functions, however, keyboard input is required for at least one field and there is no default value. The “Fill defaults” process will stop at those fields or display obviously incorrect values requiring correction.

“Find” shortcut: Many of the utilities enable the “Find” shortcut for standard masters such as DTE filenames. You can use the “Find” shortcut to search for the data by any of the field choices displayed, based on the record key(s). If no choices are allowed, the resulting list automatically displays.

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

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.



NOTE: 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 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 in the directory associated with the logical assigned in the DTE Controls. The standard distribution logical is defined as FIL. The isam file structure is 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) data files already defined and include necessary data to allow you to access Down To Earth System Manager to initialize data files. When initializing data files for a new distribution, do not initialize data files for System Manager (SM) application.

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 or converting from an earlier version of Down To Earth does not require any file initialization.

Filename: After you enter the application code, a list of available files for the application you chose display on the right side of the Initialize File window. Enter the name of the file you want to initialize, including the extension. Fill the field with 10 asterisks (*) 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.



NOTE: The file location is defined in the DTE Controls variable with the actual data file name. The standard distribution of Down To Earth associates the logical FIL as the file location with all data files. The 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

Press <Enter> 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 (isam) into a sequential or flat data file. This provides a method to examine the raw data or edit the data by using your system editor. 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.

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” or refer to the .rec files located in each application source code directory.



NOTE: 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.

File location: The system logical assigned to the data file is not entered when unloading a file. That logical is automatically retrieved from the DTE Controls variable for that data file. For example, the AP Control, **APHIST**, usually is defined as **FIL:aphist.ism**. The logical in this case, is **FIL**.

Resulting unloaded file: Unloading an indexed file automatically places the flat file (*xxxxxx.ddf*) in the **WRK** directory on your system where *xxxxxx* is the same as the filename being unloaded. Be sure to copy off or rename the file before you unload another version of that same file or it may be overridden with the same name.

Unload Indexed File window

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 specifically choose to clear the file after unloading.



NOTE: 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 <Enter> 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 **), use the “Go” shortcut o accept the data you have entered and unload the indicated file. Data is displayed in the following fields, with the message “Process completed” displaying when all records are unloaded

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

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

Records unloaded: Display only. 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, to load an indexed data file from a sequential or flat data file. (See the previous section for instructions to unload a 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.

Merging with existing data: 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 for the file being loaded. 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 and if duplicates are allowed, please refer to the individual application Appendix sections, “Record Layouts” and/or the section, “Modifying data file characteristics” from within The Maintenance Menu chapter of this manual.

File location: The system logical assigned to the data file is not entered when loading a file. That logical is automatically retrieved from the DTE Controls variable for that data file. For example, the AP Control, **APHIST**, usually is defined as **FIL:aphist.ism**. The logical in this case, is **FIL**.

Finding the file to load: Unloading an indexed file automatically places the flat file (*xxxxxx.ddf*) in the **WRK** directory on your system where *xxxxxx* is the same as the filename being unloaded. Loading the flat file into an indexed file automatically looks for the (*xxxxxx.ddf*) file in the **WRK** directory, as well, using the same naming convention.

Load Indexed File window

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.

 Use the "Go" shortcut o accept the data you have entered and begin loading the records into the indicated file. Status information is displayed in the following fields, with the message "Process completed" displaying when completed. Note that loading data records usually takes longer than unloading data.

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

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

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

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

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

3.4 Deleting or clearing an indexed file

To remove all 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 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 the file: Clearing an indexed file simply removes the data records contained within the file but leaves the empty file in the data directory.

File location: The system logical assigned to the data file is not entered when deleting or clearing a file. That logical is automatically retrieved from the DTE Controls variable for that data file. For example, the AP Control, **APHIST**, usually is defined as **FIL:aphist.ism**. The logical in this case, is **FIL**.



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

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.

Use the "Go" shortcut to accept the data you have entered and either clear or delete the records in the indicated file. The message "Process completed" displays requiring <Enter> or OK to return to the Files menu column.

3.5 Clearing the print queue

To clear all reports from the print queue for a selected Operator (by Unique ID) and through a specified date, select "Clear print queue" from the Files menu column. This menu entry clears reports that were queued from all Down To Earth applications for the Operator's UID.

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 the section, "Printing queued reports," for more information on deleting a single report.

Clear Print Queue window

Company: Enter the Company code to clear the queued reports for or press <Enter> to enter the default, *, for all companies.

Unique ID: Enter the Unique ID (UID) code to have all that Operator's reports associated with the UID code cleared from the print queue or press <Enter> to enter the default, *, for all UID codes. The UID is assigned to each operator and is a key identifier for that operator. Each operator must have a unique UID code.

Purge through date: Enter the last date queued reports were generated to clear. There is no default for this field, you must enter a valid date.

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.

You can use the "Fill defaults" shortcut to enter the displayed default information in all fields except for the **Purge through date** field. That field requires field entry. Use the "Go" shortcut to start the clearing process.

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 <Enter>.

Purge through date: Enter the date through which you want records purged. There is no default for this field, you must enter a valid date.

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

 You can use the “Fill defaults” shortcut to enter the displayed default information. Then use the “Go” shortcut to start the purge process.

3.7 Converting data IN to Down To Earth

You can define custom file conversion formats for fixed length text (ascii) data files to be converted into Down To Earth isam files. The reverse is also available in that you can create a flat text (ascii) file from a DTE data files. (This ability is also available by selecting “Export data file” from the Files menu column and utilizing the Synergy Repository.)

The conversion format is defined then the data can be converted into a Down To Earth isam file by selecting “Convert data IN.”

Convert data In window

Format name: Enter the conversion data format name previous defined to convert data from a fixed length flat file into the Down To Earth isam file defined within the conversion format.

Input file: Enter the full path, including any logical assignment as the input filename of the fixed length flat file. This field has a maximum of 20 characters.

Record length: Enter the length of the records contained in this file, up to 9999.

 Use the “Go” shortcut to start the conversion process.

3.8 Converting Data OUT of Down To Earth

You can define custom file conversion formats for fixed length text (ascii) data files to be converted into Down To Earth isam files. The reverse is also available in that you can create a flat text (ascii) file from a DTE data files. (This ability is also available by selecting “Export data file” from the Files menu column and utilizing the Synergy Repository.)

The conversion format is defined then the data can be converted out of a Down To Earth isam file and into a flat file by selecting “Convert data OUT.”

Convert data Out window

Format name: Enter the conversion data format name previous defined to convert data from a Down To Earth isam file defined within the conversion format into a fixed length flat file.

Output file: Enter the full path, including any logical assignment as the output filename of the fixed length flat file where the DTE data records are written to. This field has a maximum of 20 characters.

Record length: Enter the length of the records contained in this file, up to 9999.

Use the “Go” shortcut to start the conversion process.

3.9 Export data fields from DTE data file

The export data fields process utilizes the SynergyDE Repository (RPS) files, *rpstext.ism/.is1* and *rpsmain.ism/.is1*. (VMS operating systems have only the *.ism* files.) The SynergyDE RPS files are usually found in the directory assigned to the RPSDAT logical. Because many businesses utilize the RPS files for ODBC and other report writing abilities, DTE standard distribution includes only the unloaded version of the DTE files, to merge with any existing structures.

The DTE data structures and data file setup characteristics are included with the Down To Earth distribution as the “schema file,” *UTF:rpsdte.v70*. This file must be loaded into the standard SynergyDE RPS files via the “Load repository schema,” (RPS) Utilities menu column. This process must be completed successfully prior to using the Export data fields from DTE data file menu selection.

Export data window

Filename: Choose the file name as defined in the Repository file (RPS) from the selection window. Filenames defined for Down To Earth data files usually match the actual data filename, for example APDIST or APVEND. If you define other filenames, the list reflects those names.

Structure: Choose from the structure names associated with the Filename entered in the previous field.

The ‘structure’ is the definition of the fields carried in the data file, how long they are, where they start in the record, and which fields are the record key fields. Once a structure is defined in the RPS, file(s) are associated with that structure.

Output to: Enter a path or logical and a filename to export the data to on your system. The default destination and filename is **WRK:filename.txt** where *filename* is the value entered in the **Filename** field above.

Export type: Choose from the different types of export file types

- ✓ **Spreadsheet** – Excel format with each field contents surrounded with double quotes (“ ”) and a comma delimiter. Credit or negative amount fields are formatted with a negative sign (-) as the first character of the field.
- ✓ **Word processing** – MS Word format with each field delimited with a Pipe character (|).
- ✓ **User defined** – Enables the following fields for operator input on the fly, not covered by the previous two choices.

 The following fields are only enabled for Operator input when the **Export type** field, **User defined** is selected.

Head rec: Choose **Yes** to create the first record as a Header record using the field names defined in the Repository as the Header field value. Choose **No** if there is no Header to be exported

Field separator: Enter the keyboard character that should be written to the file as a field separator. There is no default value for this field the first time running the process. Press <Enter> to enter the previously entered value (since exiting System Manager) as the separator character.

Quotes: Choose the default value, **Yes** to surround the data field with double quotes (“ ”). Chose **No**, to write each field without double quotes around the data.

Fixed fields: Choose the default value, **No**, to write the data one field after the other with only the field separator between fields. Choose **Yes** to make each field the full length as defined in the Repository, left filling zeros for numeric fields and right filling with blanks for alphanumeric fields.

 Use the “Go” shortcut to display the next input window to choose the data fields you wish to include when exporting the data.

Field Selection window

File: Choose from any of the files listed in the selection window. The files listed have had Relations defined within the Repository (RPS) Structure for the filename entered in the previous field.

A Relation is defined when there is one or more fields that are common between files that can link those files. For example, the Company code and the Vendor ID fields are part of both primary keys in the Vendor master (*apvend.ism*) and the Vendor history (*aphist.ism*) files. These two files can easily be linked together and defined as a Relation. When relations are defined, you can then choose fields from any of the files linked together.

Data field: Select from the list of defined fields for the File chosen. You can select up to 48 fields to export. As you select the fields, they are displayed in order in the body of the window.

Use the “Go” shortcut to display the next input window and specify conditions using fields defined in the (main) Filename. You can specify up to four conditions to filter the data to be exported.

Record Selection window

Use the “Go” shortcut in the first empty **Value** field without entering any data if no conditions are required. Once all conditions are defined, use the “Go” shortcut without the “Fill defaults” shortcut to start the processing. (The “Fill defaults” shortcut enters blank values in the remaining fields causing a false condition and resulting with no data records.)

Value: Select from the displayed list of fields within the (main) Filename chosen for processing as if to say: “**IF** the _____ field is . . .” When you press <Enter>, the cursor moves to the next field to choose the action. For example, **EQ** – Equal to, **NE** – Not equal to, **LT** – Less than, etc. Press <Enter> to advance to the next field and enter a value for the remaining filter logic.

The remaining condition logic requires you to specify **AND** or **OR** values when you define more than one selection criteria. You must decide if the subsequent conditions are in addition to the previous condition(s) (**AND**) or if the subsequent conditions can be either one or the other (**OR**).

You should create all the **AND** conditions prior to creating an **OR** condition to process the most common logic. Once an **OR** condition occurs, all conditions defined after that **OR** statement become an **OR** condition as well.

The following is an example of a filter condition logic:

IF	Company code	EQ	01
AND	Creation Date	GE	20020101
AND	Vendor ID	LE	0005000

Use the “Go” shortcut to start processing without the “Fill defaults” shortcut to display the confirmation window, and Confirm the process. (The “Fill defaults” shortcut enters blank values in the remaining fields and may cause a false condition resulting with no data records.) When completed, press <Enter> or click OK to return to the Files menu column.

3.10 Unload log file

All applications have the ability to track the adds, deletes, and changes to the master records via the DTE Control variables. The standard release of Down To Earth includes examples of the variables, **NAMAST-LOG** and **APVEND-LOG**. Other master file actions can be logged by creating additional DTE Control variable via the DTE Controls Maintenance menu selection using the same format.

A log file is updated with an action performed only if the **xxxxx-LOG** DTE Control variables are defined as **Yes** (where xxxxx is the filename). The action log file (*smlogf.ism*) contains the filename, data and time of the transaction, the type of

action (A, C, D), the length of the record, the Unique ID (UID) assigned to the Operator, the name of the program performing the action, and the data record.

To unload the isam file (*smlogf.ism*) and create a flat ascii file listing the actions taken place, select “Unload log file” from the Files menu column. This function creates the default filename **WRK:smlogf.ddf** (or **WRK:SMLOGF.DDF** as uppercase letters for some non-windows environments) in an ascii format and is commonly used to edit via the system editor or transfer the contents to another location on your system.

Record layout: The log file data record part of each log record is dependant upon the master file being tracked. The filename, date/time, function, unique ID, and program name used to access the file is consistent. The data stored after that information usually consists of the original data field value and the changed data and of other specifics of the master record. For a complete layout, please refer to “[Appendix H: Record layouts](#)” in this manual and to the individual application Controls.



NOTE: If tracking many DTE files that require frequent edits, the log file (*smlogf.ism*) can increase in size very quickly. Unloading the file does not delete the records. That is done via the “Purge log file” menu selection.

Unload Log File window

File name to unload: Any DTE data file has the ability to have their records tracked, including the filename extension. Enter or choose the file that you know is defined via DTE Control variable **xxxxx-LOG** as **Yes**. (For example, **apvend.ism** is the data file if the APVEND-LOG Control is equal to **Yes**.) This process unloads only those records in the **LOG:smlogf.ism** file that are associated with the data file chosen in this field.

 After you enter the file name you want to unload use the “Go” shortcut o accept the data you have entered and unload the indicated file. Data is displayed in the following fields when completed.

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

Maximum records: Display only. The maximum number of records allowed in the file (99999999) is displayed while the file is being unloaded .

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

 Press <Enter> to return to the System Manager menu.

3.11 Restore from log file

This process can be used if restoring from a backup created many days ago. For example, if the Name/Address master file actions were being logged and was restored as of Monday night. Entries were also made Tuesday and Wednesday that are not

included on the backup. This process can be used to determine and restore the Name/Address master file (*namast.ism*) to be current.

Select “Restore from log file” from the menu column to enter the date to take the actions written to the log file (*smlogf.ism*) file and apply them to the correct data file.

Restore Log Records window

From date: Enter the date to be compared to the date of the action logged that you want to restore. Press <Enter> to enter the current system date.

From file: Any DTE data file has the ability to have their records tracked. Choose the file that you know has been defined via DTE Control variable **xxxxx-LOG** as **Yes** for at least since the date entered in the previous field. This process restores only those records in the **LOG:smlogf.ism** file that are associated with the data file chosen in this field.

To File: Enter the logical and filename of the actions being restored. The values are usually **FIL** for the logical of the data file with the filename the same as the **From file** selected. This is normally the same filename as in the **From file** field

Use the “Go” shortcut to accept the data you have entered and start the restore process. Data is displayed in the following field.

Records added: Display only. The number of records added to the file.

Records changed: Display only. The number of records changed.

Records deleted: Display only. The number of records deleted from the file.

Key position: Display only. The position of the primary data key of the master file being changed or adding/deleting records.

Key length: Display only. The length of the primary data key.

Record length: Display only. The length of the longest record is displayed while the file is being restored.

Press <Enter> to return to the System Manager menu.

3.12 Purge log file

To purge the log file (*smlogf.ism*) of records of actions being taken, select “Purge log file” from the menu. This process deletes the log record from the log file and therefore cannot be restored.

The log file (*smlogf.ism*) is located in the directory assigned to the LOG logical. The log file generates records when a DTE Control, such as APVEND-LOG or OELINE-LOG are defined as **Yes**. Each add, change, or delete activity to the respective file (*apvend.ism* or *oeline.ism*) generates a record. Because a record is written to the log file **EACH TIME** an addition, change or deletion is entered, the log file can grow rapidly. For this reason, it is strongly suggested that you purge the log records on a regular basis via this purge routine.

Purge Log Records window

File to purge: Any DTE data file has the ability to have their records tracked. Choose the file that you know has been defined via DTE Control variable XXXXX-LOG as **Yes** and that you want to purge. This process purges only those records in the **LOG:smlogf.ism** file that are associated with the data file chosen in this field.

The standard DTE Distribution includes the DTE Control variables APVEND-LOG defined as **Yes** and the OELINE-LOG Control defined as **No**. Other log file controls can be created when required. When purging the log file, the isam file name entered in this field corresponds to the XXXXX-LOG Control defined. For example the APVEND-LOG requires the **apvend.ism** file to be purged.

Purge through date: Enter the date to be compared to the date of the action logged that you want to purge. There is no default value, you must enter a date.

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

Use the "Go" shortcut to accept the data you have entered and start the purge. There is no report. When the purge is complete, the number of records purged is displayed on the screen requiring Operator input to return to the Files Menu column.

4 The Reports/Inquiry Menu Column

The [File spec comparison inquiry](#) is primarily used in troubleshooting comparing the statistics of the existing data file with what Down To Earth is expecting. The [Security inquiry](#) determines what Operator IDs are defined for a company and application and with a specific menu entry code.

The various reports available list the corresponding maintenance records as they are currently defined such as DTE Controls and Security definitions by Operator ID.

From the entries in the Reports column you can also

- ✓ [List conversion formats](#) currently defined
- ✓ [List an access log](#) showing each Operator's menu selections chosen while defined as **Yes** for either master or application specific security, Access log field value
- ✓ Report the data [file characteristics](#) for a given application
- ✓ Print a [printer definitions list](#)
- ✓ Access [custom reports and programs](#)
- ✓ Print reports that are in the [print queue](#)

Default values: The most common report field entries are chosen as the default field values for most reports. Application, Company codes, etc. are designated by an asterisk (*) for all. Other field defaults are listed as the first of multiple choices from a selection window.

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

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

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

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

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

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

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

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, records are stored in the file in ascending or descending order, and 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. If any differences are noted, contact Down To Earth Support with the details of the differences for further assistance.

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 within the specific data file DTE Control. For example, the APHIST DTE Control within the AP application has the standard **Alpha** field value of **FIL:aphist.ism** for the Accounts Payable history file.

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. Press <Enter> to display the data information.

The existing data file characteristics are displayed on the left side, the specification defined within Down To Earth (*smfile.ism*) on the right. The information displays the record size, the Primary key (**Pri Key**) and each alternate key (**Alt 1-7**) statistics, up to a maximum of seven alternates, eight total keys. Within each key, the Starting position (**Pos**), the length (**Len**), if duplicate records are allowed in the file (**Dup**), if the records are Ascending or Descending (**A/D**) and if the key is modifiable (**Mod**).

When you're finished viewing the displayed file characteristics, press <Enter>. You can either view the characteristics of another file or use the "Exit window" shortcut to return to the Reports/Inquiry menu column.

4.2 Security Inquiry

Selecting "Security inquiry" prompts for the Company code, the Application code, and the Menu entry code assigned to a particular menu selection or application. (The menu entry codes are the same as entered when defining the security.) The inquiry lists the operators that have a security record for that menu entry code and their access as **Yes** or **No** for the ability to Add, Change, Delete, or Look. When complete, press <Enter> to reposition the prompt in the Company code field.

4.3 Printing DTE Control Variables

Select "DTE Controls" to print a list of the control variables defined for a specific company and/or application code.



NOTE: System control, UT variables defined with a Company code of ** are not included in this report.

The listing includes the variable as defined and is sorted in order by the company code, then the application code. Additional information includes

- ✓ **Spec type:** This field identifies the specification code assigned to the current variable. The different types codes are: **ITM:parameter** - A parameter value entered by the user and not chosen from a selection window, **FIL:data file** - This identifies the data files and location (FIL), **SEL:selection** - An option to be selected from a list of displayed choices, **RPT:report** - Links the particular custom report specified to the "Custom reports" menu function in the Reports menu column, and **ACT:glaacct** - Specifying the default account to be used for posting transactions is identified as this type of control.
- ✓ **Data type:** Identifies this variable as **Alpha/numeric**, **Date**, or **Numeric** only field.
- ✓ **Data:** The value chosen for this variable. For example, **Yes** or **No** to answer a question, the default G/L account numbers, the data file, the date or number as defined, etc. Some variables also display the validity checks if applicable or the choices offered for a SEL type of field.

Controls window

Company code: Enter the company code to whose DTE Control variables you want to list or press <Enter> to include all companies.

Application: Enter the code for the Down To Earth application to list the DTE control variables for or press <Enter> to include all applications. For a list of codes and their corresponding applications, refer to Appendix A.

 You can use the “Fill defaults” shortcut to enter the displayed default information in both fields. Use the “Go” shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.4 Printing Data Conversion Formats

You can print a list of a single or all Conversion data formats defined in Down To earth via the “Data conversion formats” menu selection.

This listing includes all sequence numbers and detail definition for the DTE and Foreign file parameters for the format name.

Convert data Out window

Format name: Enter the conversion data format name previous defined to convert data from a Down To Earth isam file defined within the conversion format into a fixed length flat file or from a fixed length file to a DTE file. Press <Enter> to enter the default value, *, and print a list of all formats.

 Use the “Go” shortcut to pull down the Print Option menu column and choose where you want the report to print.

4.5 Printing the access log

Select “Access log” from the menu to print a list of all menu selections chosen between a specified range of dates by a particular operator or all operators. If you are using the access log for your Operators, we recommend that you periodically print an access log list and purge the access log. The purge is done via the “Purge access log” entry in the Files menu column. If you do not purge the file it will continue to increase in size and possibly cause disk space issues.

If you change the status of an Operator ID, that operator must exit Down To Earth and log back in again before the change is recognized.

Access Log List window

Operator: Enter the ID of the operator that you want to include on this report or press <Enter> 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, use the “Go” shortcut to pull down the Print Option menu column. From the Print Option column, select where you want to send the Access Log List.

4.6 Listing the security options defined

The “Security” menu entry lists both the master security and the application specific security defined. For a list of the Application and Menu entry codes, please refer to [Appendix A](#) and [Appendix B](#), respectively. The master record includes the:

- Operator ID and Company
- Terminal for 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 the menu access log is enabled
- Date format
- Unique ID
- The security class to which the user belongs (if applicable)
- Whether a password is required for access to Down To Earth.

For application-specific security, the Security Report includes

- Operator ID and Company
- 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
- The last date any of the specifications were changed (New records never edited, indicate 0/00/0000 for the changed date.)

Security List window

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

 After you enter the Operator ID, use the “Go” shortcut to pull down the Print Option menu column and select where you want to send the Security report.

4.7 Printing the Data File Characteristics

Select “File characteristics” from the Reports/Inquiry menu column for a list of the data file specifications 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.

For a comparison of what Down To Earth is expecting for these characteristics and what the data files were actually created with, select “File spec compare” inquiry.

File Characteristics window

Application code: Select the code for the Down To Earth application to view the filenames and corresponding characteristics. For a list of codes and their corresponding applications, refer to Appendix A.

After you enter the Application code, use the “Go” shortcut to pull down the Print Option menu column and select where you want to send the report.

4.8 Listing Printer Definitions

Select “Printer definitions” from the Reports/Inquiry menu column for a list of the printer definitions for use within all Down To Earth applications. When you choose to print this report, the Print Option menu column is automatically pulled down for you to choose where to print this report. All printers defined are included.

The complete definition is included in the report. For a detailed definition of each field included in the report, please refer back to the “Setting printer specifications” in the Maintenance section of this manual.

4.9 Printing Sample Laser Forms

A hard copy sample of your customized Laser (MICR) check format or special forms is printed by selecting “Laser forms” from the Report/Inquiry menu column. All forms are normally kept in the UTF directory with the filename extension as the Company code. For example, the custom A/P Check file is entered as **UTF:apchek.01** (UTF logical, check file name, and for company 01).

Laser Forms window

Form name: Enter the Logical assignment followed by the form name as provided with custom programming. There is no default value or “Find” shortcut for this field – you must know the form name to produce a hard copy. For example, the custom A/P Check file for Company 01 is entered as **UTF:apchek.01**.

Copies: Enter the number of copies to print, up to a maximum of 999.

Use the “Go” shortcut to pull down the Print Option menu column and select where you want to print the check form. You cannot print this form to Screen due to the PCL coding required. You must print directly to a printer or from the DTE Queued reports.

4.10 Custom Reports and Processes

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

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

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

Custom Reports window

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

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

4.11 Printing queued reports

To display a list of the reports that have been printed to the Queue, select “Queued reports” from the menu. The report description, (file) name, date and time queued, company code, and unique ID of the user who queued the report is automatically displayed. Choose the report you are now ready to print from the displayed window. Use the “Page up” and “Page down” shortcuts or the up and down arrow keys to find the correct report.



NOTE: The reports listed are created when the Print Option menu column is pulled down and an operator has chosen “Queue” from the list. The reports you can access will depend on your user security set up in System Manager.

You can print one or more copies of the report, delete a report from the print queue, or rename a report. We also suggest that you use this menu entry to view the queued reports before you clear the print queue (via the File menu column in this System Manager application).

Print Queued Report window

File: From the displayed selection window, select the report you want to print, delete, or rename.

Copies: Enter the number of copies you want to print. If you want just one copy printed, press <Enter> to enter the default value, **1**. If you want to delete or rename the report, enter **0**.

Delete: If you want to leave the report in the queue, press <Enter> to select **No**, the default value. If you want to delete the report from the queue once it is printed, select **No**. If you do not delete the report at this time, you can return to this input window, choose to print **0** copies and select **Yes** to delete the report.

Rename: If you want to rename the report, select **Yes**. If you don’t want to rename the report, press <Enter> to select the default value, **No**. If you rename the report, it’s deleted from the print queue, but you can access it using other software products (for example, Lotus 1-2-3 or WordPerfect).



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

To: If you selected **Yes** at the **Rename** prompt, enter the new report name. The report name can be up to 20 characters in length including any system defined logical and filename extension. If no logical or filename extension is included, the system automatically defaults to the **RPT** directory and assigns the extension **.prt** to the name.

The Print Option menu is automatically pulled down to choose where you want to print the report for any number of copies greater than zero (**0**).

5 Appendix A: Application Codes

	<i>Application</i>	<i>Security Menu</i>
Accounting System Codes		
General Ledger	GL	DTE_GL
Cost Center	CC	DTE_CC
Accounts Receivable	AR	DTE_AR
Accounts Payable	AP	DTE_AP
Payroll	PR	DTE_PR
Fixed Assets	FA	DTE_FA
Inventory Control System Codes		
Inventory	IN	DTE_IN
Purchase Order	PO	DTE_PO
Bill of Materials	BM	DTE_BM
Shop Floor	SF	DTE_SF
Sales System Codes		
Sales Order Entry	OE	DTE_OE
Return Authorization	RA	DTE_RA
Freight	FT	DTE_FT
Sales Analysis	SA	DTE_SA
Quotes/Estimates	QS	DTE_QS
Miscellaneous System Codes		
Name/Address	NA	DTE_NA
Document Storage	DS	DTE_DS
Contact Management	CM	DTE_CM
System Manager	SM	DTE_SM

Note: Shaded applications are planned for a future release.

6 Appendix B: Menu Entry Codes

Throughout Down To Earth the same menu items are available from within many different applications. For example, The Maintenance menu selection “Codes” is available from the Accounts Receivable, Accounts Payable, Inventory, Order Entry, etc. applications.

When restricting access to a menu selection displayed within multiple applications, each application must be defined separately for the same Menu Entry code. For example, if you are restricting (A/R) Terms code access, you must define that restriction for each application that applies -- AR, AP, IN, OE, etc.

The following **All Application** menu entry codes are the same for each application enabling the menu selection -- the security access is controlled by the individual application code in the security definition.

All Application Menu Entry Codes

Maintenance Menu column – Codes ▶ selection:	M_SCOD
Sales ▶	
Finance Charge	M_CODF
Folder Type [Calls]	M_CODO
Geographic Area	M_CODN
Group [Names]	M_CODQ
Literature	M_CODJ
Mail	M_CODZ
Product	M_CODP
Project	M_COD8
Sales Representative	M_CODS
Sales Tax	M_CODX
Ship Via	M_CODV
Terms [Payable]	M_CODY
Terms [Receivable]	M_CODT
Territory	M_CODR
Item ▶	
Catalog	M_CODG
Category	M_CODC
Commission	M_CODM
Location	M_CODL
Unit of Measure	M_CODU
Warranty	M_CODW
Purchasing ▶	
Buyer	M_CODB
Rejection	M_CODK
Receiving address	M_CODH
Other ▶	
Activity Status	M_CODI
Cost Center Type	M_CODD

Cost Center Category	M_CODE
Sales Analysis	M_CODA
Fixed Asset GL	M_COD9
Reports/Inquiry menu column – Inquiry ▶ selection:	I*****
Name/Addresses	I_NA26
Accounts Payable	I_AP23
Accounts Receivable	I_AR22
Inventory Item	I_IN26
Item Special Pricing	I_IN27
Item Kits	I_IN28
Sales Orders	I_OE26
Sales Order Status	I_OE27
Sales Order Invoice History	I_OE21
Sales Order Customer History	I_OE22
Sales Order Item History	I_OE23
Sales Order Shipment Tracking	I_FT26
Purchase Orders	I_PO26
Purchase Order Status	I_PO27
Bill of Materials Assembly	I_BM26
Quotes	I_QS26
Quote Status	I_QS27
Document Storage	I_DS50
Reports/Inquiry menu column – Codes ▶ selection	
Sales ▶	
Finance Charge	R_CODF
Folder Type [Calls]	R_CODO
Geographic Area	R_CODN
Group [Names]	R_CODQ
Literature	R_CODJ
Mail	R_CODZ
Product	R_CODP
Project	R_COD8
Sales Representative	R_CODS
Sales Tax	R_CODX
Ship Via	R_CODV
Terms [Payable]	R_CODY
Terms [Receivable]	R_CODT
Territory	R_CODR
Item ▶	
Catalog	R_CODG
Category	R_CODC
Commission	R_CODM
Location	R_CODL
Unit of Measure	R_CODU
Warranty	R_CODW
Purchasing ▶	
Buyer	R_CODB
Rejection	R_CODK

Receiving address	R_CODH
Other ►	
Activity Status	R_CODI
Cost Center Type	R_CODD
Cost Center Category	R_CODE
Sales Analysis	R_CODA
Fixed Asset GL	R_COD9

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_PERS
Accounting	M_PERD
Alternate	M_ALTP
Bank accounts	M_BANK
Codes ►	
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/Inquiry 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
Transaction audit	R_TRAN
Reference audit	R_REFA
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Interface from other applications	Z_INTS
Reverse accruals	Z_REVA
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
Export financial Data	Z_EXPT

Cost Center

Maintenance menu column	M*****
Cost center	M_CSTC
Budgets	M_BGTS
Report formats	M_RFMT
Codes ►	
Reports menu column	R*****
Codes ►	
Cost center	R_CSTC
Budget worksheet	R_BWRK
Budgets	R_BUGT
Report formats	R_RFMT
Formatted cost report	R_FCST
Cost/account analysis	R_CANL
Cost center amount/budget	R_AMBG
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge amount history	Z_HPUR
Budget create	Z_BCRE

Accounts Receivable

Maintenance menu column	M*****
Name/Address	M_NAME
Codes ►	
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/Inquiry menu column	R***** / I*****
Inquiry ►	
Codes ►	
Aged trial balance - detail	R_ATBD
Aged trial balance - summary	R_ATBS
Dunning letters	R_DUNN
Statements	R_STMT
Sales analysis	R_SANL
History	R_CHST
Sales tax	R_STAX
Sales Commission ►	
History report	R_SCOM
Compute commissions	R_SCLC
Commissions report	R_SCRP
Set commissions paid	R_SCPD
A/R to G/L distribution	R_ARGL
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge paid invoices	Z_PUPD
Bal Fwd retail customers	Z_BFRC
Purge customer history	Z_PURH
Purge commissions paid	Z_PURC
Purge deposits	Z_PURD
Set customer balance	Z_SBAL
Clear A/R to G/L distribution	Z_ARGL
Recompute recurring taxes	Z_RTAX

Accounts Payable

Maintenance menu column	M*****
Name/Address	M_NAME
Codes ►	
Company	M_COMP
Transaction menu column	T*****
Enter invoices	T_TENT
Enter void checks	T_VOID
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 line-up check	C_LNUP
Print checks	C_CHEK
Print register - detail	C_CHKR
Print register - summary	C_CHKS
Post checks	C_POST
Print blank checks	C_BLNK
Reports/Inquiry menu column	R***** / I*****
Inquiry ►	
Codes ►	
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
Balancing report	R_BALR
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge history	Z_PURH
Purge recurring transactions	Z_PURR
Purge check distributions	Z_PURC
Set vendor totals	Z_SVND
Clear A/P to G/L distribution	Z_APGL
1099 maintenance	Z_109M
Print 1099 reports ►	
1099-MISC report	Z_19MR
1099-DIV report	Z_19DR
Set 1099 limits ►	
Set 1099-MISC limits	Z_19MS

Set 1099-DIV limits	Z_19DS
Print 1099 forms ►	
1099-MISC forms	Z_19MF
1099-DIV forms	Z_19DF

Payroll

Maintenance menu column	M*****
Employees	M_EMPL
Codes ►	
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	M_APAY
Additional employee deducts	M_ADED
Employee state/city wages/taxes	M_ESWT
Tax tables ►	
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
Load time clock file	T_CLOK
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
Print blank checks	C_BLNK
Reports menu column	R*****
Employees ►	
Masters	R_EMPL
Addresses	R_EADR
Labels	R_LABL
Bar codes	R_EBAR
Pay/deduction codes	R_PDED
Workmen's compensation codes	R_WORK
Additional employee pay/deducts	R_AEPD
Tax tables	R_TAXT
History ►	

Employee totals	R_ETOT
Employee history	R_EHST
Check history	R_ECHK
Pay/deduction history	R_PYDD
Deduction report	R_DEDR
401(K) deductions	R_401K
Vacation/sick hours	R_VSHR
Federal tax	R_FEDT
State/city tax	R_STAT
DE6 report	R_DE6B
State unemployment report	R_STUN
Workman comp report	R_WRKC
W-2 forms	R_W2FS
P/R to G/L distribution	R_PRGL
Custom reports	R_PCRP
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
Depreciation Periods	M_PERM
Codes ►	
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 depreciation file	D_CDEP
Reports/Inquiry menu column	R***** / I*****
Inquiry ►	
Codes ►	
Asset list	R_ASSL
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
Custom reports	R_PCRP
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
Price catalogs	M_PCAT
Special pricing	M_PRIC
Kits	M_KITS
Royalty rules	M_RLTY
Upcharge rules	M_UPCG
Codes ►	
Company	M_COMP
Transaction menu column	T*****
Enter transactions	T_TENT
Proof transactions	T_PROF
Transfer Form	T_PTRN
Post transactions	T_POST
Pending transactions by item	T_OUTI
Process Warehouse file	T_HHRU
Physical menu column	P*****
Print count tags	P_CREA
Print count worksheets	P_WORK
Capture inventory quantities	P_QTYS
Enter counted quantities	P_TENT
Counts from file	P_FENT
Counted over/short report	P_REPT
Counted valuation report	P_VALU
Post counted quantities	P_POST
Unpost counted quantities	P_UPST
Reports/Inquiry menu column	R***** / I*****
Inquiry ►	
Codes ►	
Master lists ►	

Items	R_ITEM
Item stocking labels	R_SLBL
Item labels	R_ILBL
Customer part numbers	R_CPNO
Vendor part numbers	R_VPNO
Kits	R_KITS
Special pricing	R_SPEC
Royalty rules	R_RLTY
Upcharge rules	R_UPCG
Pricing ►	
Price reports	R_PRIC
Price sheet definitions	R_PRCs
Individual price sheet	R_CPRC
Reorder ►	
Minimum stock	R_REOR
Sales	R_SREO
Negative stock	R_NEGS
Turnover performance	R_TURN
Dead items	R_DEAD
Quantity Status	R_UNIT
Status	R_STAT
Lost sales	R_LOST
Valuation	R_VALU
Unit costs	R_UCST
Gross profit	R_PROF
History	R_HIST
Item movement	R_MOVE
Serial Tracking	R_SLNO
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge expired pricing	Z_PURP
Purge history	Z_PURH
Item ranking by sales	Z_RANK
Warehouse check list	Z_WCHK
Adjust prices	Z_PADJ
Copy items from/to locations	Z_COPY
Delete items from location	Z_DELL
Recalculate kit costs	Z_RKIT
Change item ID	Z_CHGI
Import ascii file to items	Z_IMPT

Purchase Order

Maintenance menu column	M*****
Name/Address	M_NAME
Items	M_ITEM
Codes ►	
Company	M_COMP

Transaction menu column	T*****
Enter orders	T_OENT
Print purchase orders	T_PRNT
Print receivings worksheets	T_WSHT
Print receivings labels	T_RECL
One step receivings ►	
Enter receivings	T_SENT
Proof receivings	T_PROF
Print price labels	T_LBLS
Daily receivings report	T_REPT
List back-ordered receivings	T_BACK
Post receivings	T_POST
Two step receivings ►	
Receive at dock	T_RDOK
Proof receivings	T_PROF
Print stock labels	T_SLBL
Stock inventory	T_STOK
Daily receivings report	T_REPT
Items at dock report	T_ATDK
List back-ordered receivings	T_BACK
Post receivings	T_POST
View extended descriptions	T_EDSC
Reports/Inquiry menu column	R***** / I*****
Inquiry ►	
Codes ►	
Orders entered	R_ORDE
Open PO by vendor	R_VOPN
Open PO by item	R_IOPN
Aged open PO items	R_OAGE
History	R_HIST
Receivings cost	R_COST
Vendor performance	R_VPER
Receivings item cost	R_RANL
Receivings invoice cost	R_RINV
Receivings freight cost	R_RFRT
Receivings not invoiced	R_RNYI
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Close order	Z_CLOS
Re-Open an order	Z_OPEN
Purge orders	Z_PURI
Purge history	Z_PURH
Purge receivings	Z_PURR
Reset onorder quantities	Z_RESI

Bill of Materials

Maintenance menu column	M*****
Assembly	M_MAST

Verify assemblies	M_VERI
Replace component item	M_RCMP
Copy assembly	M_COPY
Copy from/to history	M_HIST
Save BOM costs	M_COST
Update IN costs	M_UPDI
Items	M_ITEM
Codes ►	
Company	M_COMP
Work Orders menu column	T*****
Enter work orders	T_TENT
Complete work orders	T_CENT
Print work orders	T_PENT
Print work order components	T_PCMP
WIP report	T_WIPR
WIP direct labor report	T_WIPL
WIP material report	T_WIPM
Job variance report	T_CJVR
Purge completed orders	T_PURG
Print work order history	T_PHST
Operator menu column	O*****
Enter operator time	O_ENTR
Print time report	O_PRNT
Time compare report	O_CMPR
Purge operator time	O_PURG
Reports/Inquiry menu column	R***** / I*****
Inquiry ►	
Single-level assembly	R_SLVL
Multi-level assembly	R_MLVL
Materials where used	R_USED
Stock availability	R_AVAL
Sales order availability	R_SAVL
Picking list	R_PICK
Material cost	R_MCST
Multi-level cost	R_LCST
Saved cost report	R_SAVC
BOM history	R_BHST
Component history	R_CHST
Component cost history	R_CCST
B/M to G/L distribution	R_BMGL
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge transaction history	Z_PURT
Purge detail history	Z_PURD
Clear B/M to G/L distribution	Z_BMGL

Sales Menu Entry Codes

Sales Order Entry

Maintenance menu column	M*****
Name/Address	M_NAME
Items	M_ITEM
Codes ▶	
Release order	M_RHLD
Company	M_COMP
Transaction menu column	T*****
Enter orders	T_OENT
Warehouse ▶	
Prepare orders for warehouse	Z_PLBL
Update orders shipped	Z_UOSH



NOTE: Warehouse sub menu entry codes are also disabled when disabling the Miscellaneous menu column with Z*****.

Enter shipped orders	T_SENT
Counter orders	T_CENT
Print sales orders	T_SORD
Print confirmations	T_CONF
Print picking lists	T_PICK
Print shipping labels	T_LBLS
Set picked orders	T_SETP
Set item as shipped	T_SETI
Reset shipped orders	T_RSET
EDI ▶	
Dump order header file	T_EHDR
Dump order line file	T_ELIN
Invoicing ▶	
Print invoices	T_INVC
Pre-Post report	T_PREP
Post invoices	T_POST
Re-print invoices	T_RINV
Reports/Inquiry menu column	R***** / I*****
Inquiry ▶	
Orders ▶	
Orders entered list	R_ORDE
Daily order report	R_DORD
Weekly order report	R_WEEK
Open orders by customer	R_OOBC
Open orders by item	R_OOBI
Open orders by salesrep	R_OOBS
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

Automatic fill back orders	R_BOAF
History	R_HIST
Margin history	R_MARG
Item purchase	R_IPUR
Item not purchased	R_NPUR
Salesrep commission	R_SCOM
Royalties	R_RLTY
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge posted invoices	Z_PURI
Purge history	Z_PURH
Purge customer purchase	Z_PURP
Import orders	Z_IMPT
Shipping analysis	Z_ESHP
Reset allocated quantities	Z_RSET
Change invc hist ship date	Z_CSDT

Return Authorizations

Maintenance menu column	M*****
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Sales Analysis

Maintenance menu column	M*****
Extract sales history	M_PULL
Sales maintenance	M_ENTR
Codes ►	
Company	M_COMP
Transaction menu column	T*****
Standard inquiry	T_INQY
Forecast single item	T_FORF
Forecast items	T_FORA
Purchase analysis	T_PURA
Forecast sales inquiry	T_FINQ
Create sales forecast	T_FCRE
Modify sales forecast	T_FMOD
Reports menu column	R*****
Standard reports	R_REPT
Week analysis	R_WEEK
Forecast report	R_FORR
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge history	Z_PURH
Build sales history	Z_FCST

Quotes/Estimates

Maintenance menu column	M*****
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Miscellaneous Menu Entry Codes

Name/Address

Maintenance menu column	M*****
Name/Address	M_NAME
Codes ▶	
Company	M_COMP
Reports/Inquiry menu column	R***** / I*****
Inquiry ▶	
Master Lists	R_LIST
Labels	R_LABL
Address Errors	R_AERR
Check duplicates	R_DUPC
Change log	R_CLOG
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous & Import Names menu column	Z*****
Export addresses (delim/fixed)	Z_EADR
Determine customers not used	Z_CUSE
Determine vendors not used	Z_VUSE
Change prospects to customers	Z_PCUS
Set name/address case	Z_CASE
Export fixed addresses	Z_EFIX
Import fixed addresses	Z_IFIX
Export ship-to addresses	Z_SHTO
Reset modified flag	Z_RMOD

Delimited to TEXT file	Z_DTOX
TEXT to IMPORT file	Z_XTON
Set case	Z_ICAS
Duplicate check vs self	Z_IDUP
Duplicate check vs master	Z_DUPC
Maintenance	Z_MAIN
Report	Z_ERPT
IMPORT to MASTER file	Z_TOMF

Document Storage

Maintenance menu column	M*****
Form key names	M_FKEY
Form definition	M_FORM
Document index	M_INDX
Company	M_COMP

Inquiry menu column	I*****
Document display	I_DOCS
Reports menu column	R*****
Document index	R_INDX
Lookup keys	R_LKEY
Forms	R_FORM
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Re-index documents	Z_INDX
Purge documents	Z_PURI

Contact Management

Maintenance menu column	M*****
Codes ►	
Company	M_COMP
Transaction menu column	T*****
Activity entry	T_QUIK
Daily call list	T_CALL
A/R past due call list	T_ARCL
Print Literature requests	T_LITR
Reports/Inquiry menu column	R*****
Codes ►	
Calls to Make	R_MAKE
Summary of calls made ►	
Call summary by date	R_CSDT
Call summary by operator	R_CSOP
Call summary by client	R_CSCL
Folders	R_FLDR
Open Folders ►	
Open Folders by type	R_OFTY
Open Folders by rep	R_OFRP
Open Folders by client	R_OFCL
Open Folders by activity	R_OFAC
Contact history	R_CLTH
Literature history	R_LITH
Main client analysis	R_CORP
Geographical area analysis	R_GEOG
Custom reports	R_PCRP
Queued reports	R_PQUE
Miscellaneous menu column	Z*****
Purge activity	Z_PURA
Purge literature history	Z_PURL
Merge folders	Z_MERG
Delete contact information	Z_DELC

System Manager

Maintenance menu column	M*****
DTE Controls	M_CTRL
DTE Control utility	M_CUTL
Data conversion formats	M_IMPT
Printer specifications	M_PRNT
Security	M_SECU
Device table	M_DEVT
File characteristics	M_FILE
SM 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
Convert data IN	F_CVTI
Convert data OUT	F_CVTO
Export data file	F_EXPT
Unload log file	F_LOGU
Restore from log file	F_LOGR
Purge log file	F_LOGP
Reports/Inquiry menu column	R*****
File spec compare	R_SPEC
Security inquiry	R_SECI
DTE Controls	R_CTRL
Data conversion formats	R_IMRP
Access log	R_ACES
Security	R_SECU
File characteristics	R_FILE
Printer definitions	R_PRNT
Laser forms	R_FORM
Custom reports	R_PCRP
Queued reports	R_PQUE

7 Appendix C: Filenames

Accounting menu column

General Ledger filenames

Allocation file	glaloc.ism
Bank information (Laser MICR Checks)	glbank.ism
Budget file	glbudg.ism
Chart of accounts file	glchrt.ism
Financial format file	glfrmt.ism
Reconciliation file	glrecn.ism
Recurring file	glrecl.ism
Sub-ledger file	glsubl.ism
Division/department file	gltabl.ism
Transaction file	gltran.ism
Unit file	glunit.ism
Alternate accounting period file	glweek.ism
Year-to-date file	glyear.ism

Cost Center filenames

Amount file	ccamnt.ism
Budget file	ccbudg.ism
Report format file	ccform.ism
Master file	ccmast.ism

Accounts Receivable filenames

Cash receipts file	arcash.ism
Customer file	arcust.ism
Commission file	arcoms.ism
Deposits file	ardeps.ism
Detail transaction hold file	ardetl.ism
General ledger distribution file	ardist.ism
Finance charge transaction file	arfinc.ism
History file	arhist.ism
Open item file	aropen.ism
Recurring file	arrecl.ism
Transaction file	artran.ism

Accounts Payable filenames

1099 file	ap1099.ism
1099 hold file	ap109d.ism

Accounts file	apacct.ism
Check distribution file	apcdst.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

401K file	praded.ism
Additional deductions file	praded.ism
Timecard file	prcard.ism
Check file	prchek.ism
Codes file	prcode.ism
Code history file	prcodh.ism
Direct Deposit transaction file	prchek.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

Item bin file	inabin.ism
(G/L) Distribution file	indist.ism
Bar Code reader file	inhhbc.ism
History file	inhist.ism
Item file	initem.ism
Vendor/Customer activity file	initvc.ism
Kit file	inkits.ism
Item location file	inlocn.ism

Item notes (CM) file	innote.ism
Price catalog file	inpcat.ism
Price file	inpric.ism
Royalty payment file	inrlty.ism
Serial number history file	inslhs.ism
Serial/lot file	insnlt.ism
Transaction file	intran.ism
Item price Upcharge file	inupcg.ism
Item usage file	inusag.ism

Purchase Order filenames

Order header file	pohedr.ism
History file	pohist.ism
Serial/Lot history file	pohsln.ism
Line item file	poline.ism
Receivings file	porecv.ism
Serial/lot number file	posnlt.ism

Bill of Materials filenames

Detail history file	bmbhst.ism
Costs file	bmcost.ism
(G/L) Distribution file	bmdist.ism
Explosion file	bmexpl.ism
Transaction history file	bmhist.ism
Posting explosion file	bmhold.ism
Assembly master file	bmmast.ism
Operator time charge file	bmtime.ism
Transaction file	bmtran.ism

Sales menu column

Sales Order Entry filenames

EDI header file	edihd.ism
EDI line file	ediln.ism
Header file	oehedr.ism
Invoice header history file	oeihdr.ism
Invoice line history file	oeilin.ism
Serial/Lot history file	oeisnl.ism
Order label file	oelabl.ism
Line item file	oeline.ism
Ship-to history file	oeship.ism
Ship-to file	oeshto.ism
Serial number file	oesnlt.ism

Freight filenames

Freight class conversion file	ftclss.ism
Freight rate master file	ftfrgt.ism
Freight manifest file	ftmfst.ism
Freight manifest history file	ftmhst.ism
Freight shipping historyfile	ftship.ism

Sales Analysis filenames

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

Quotes/Estimates filenames

Quote header file	qshedr.ism
Quote header history file	qshhdr.ism
Quote line item history file	qshlin.ism
Quote line item file	qslin.ism

Miscellaneous menu column

Name/Address filenames

Contacts file	nacont.ism
Name/Address export file	naexpt.ism
Groups file	nagrup.ism
Name/Address import file	naimpt.ism
Master file	namast.ism

Document Storage filenames

Document storage file	dsdocm.ism
Document index file	dsindx.ism
Document format file	dsform.ism

Contact Management filenames

Folder detail activity file	cmfact.ism
Folder header file	cmfhdr.ism
Geography area analysis file	cmgeoc.ism
Call list file	cmlist.ism

Literature history file	cmlith.ism
Literature request file	cmlitr.ism
Client analysis index file	cmmain.ism

System Manager filenames

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

8 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		

9 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 or control the typeface and margins itself. 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. Of course, each emulation software, and the version release, can be completely different.

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.

The device field must be defined as tt: - meaning the terminal display. This device along with turning the (printer) port on allow the data to pass through the printer cable to the printer.

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 not otherwise labeled. 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 <Enter> 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 <Enter> 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.

10 Appendix F: DBLOPT 22 / DBLPQ file

Not all operating systems support alphabetic print queue specifications. For many UNIX 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.)



NOTE: If using the /QNAME=QUERY/QDEL Printer **Device** command, DBLOPT 22 can not be set. The /QNAME=QUERY/QDEL takes the place of needing the DBLPQ.BAT file or Capturing the printer port.

Windows networks do not send PCL controls language commands accurately through the network system queue. PCL commands are required when printing Laser (MICR) checks and therefore also require DBLOPT 22 to print to a system queued printer. DBLOPT 22 is not required when printing Laser (MICR) checks directly to the lpt port.

To equate the alphabetic queue name, you must set **DBLOPT=22** to make use of the **dblpq** script (UNIX) or **dblpq.bat** (Windows/NT). This option tells the print routines (programs) to look at the dblpq script or batch file for additional information. The **dblpq** file must be in the directory assigned to the **DBLDIR** logical for your system.

The DBLOPT=22 command is defined with the other Down To Earth logicals, usually in your **.profile** (UNIX) file. 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 and Windows/NT must execute the DTE program icon to insure your system recognizes the new option.

Most versions of SynergyDE include the **dblpq** file in the directory assigned to the DBLDIR logical. Down To Earth also provides a basic version for Windows/NT that must be customized in the UTF directory. At the end of this section is an example of the **dblpq** UNIX script file and immediately following that is a sample for Windows/NT.

Capturing a Printer Port

Windows networks may also require you to capture the printer port and equate the DTE printers in the **dblpq.bat** file with the port of your PC or NT workstation. Once the port is captured, your system queue and the queue name you defined in the **dblpq.bat** file are linked for printing.

Configure the port from a Windows 95/98/ME workstation:

Click on *Start* ♦ *Settings* ♦ *Printers*

Right Click on the printer being configured and choose *Properties*, then the *Details* tab

Click *Capture Printer Port*, and pull down the “Device” listing of LPT1 - LPT9
 Select an unused LPTx device (for example, LPT1)
 Enter the information shown in the “Print to the following port” box into the “Path” box
 Check the “Reconnect at login” box and Click *OK* to return the Printers window display
 This printer is now associated with LPTx device or port (for example, LPT1)

Configure the port from a Windows NT/2000 workstation:

Click on *Start* ♦ *Settings* ♦ *Printers* ♦ *File (column)* ♦ *Server Properties*

Select the *Ports* (tab), then click on *Add Port*

Select the line *Local Port*

Click on *New Port*

Enter a new port name as `\\Server\Printer` (For example: `\\NTServer\HP-Laserjet`).
 Windows 2000 also has the option to enter the IP address.

Connect the DTE printer(s) to the port(s) you just configured

If not already done, set the DBL option (DBLOPT) in your **synergy.ini** file to include option 22 (for example, DBLOPT=30,31,22). This instructs Down To Earth to utilize the **DBLDIR:dblpq.bat** file. Edit the **dblpq.bat** file to associate queue numbers with the workstation ports just configured. For example

```

:que_1                               Line 1
print %1 /d:\\NTServer\HP-Laserjet   Line 2
goto done                             Line 3

:que_2                               Line 4
copy %1 lpt1                          Line 5
goto done                             Line 6

:que_3                               Line 7
print /d:\\Server\HP4000 %1          Line 8
goto done                             Line 9

```

In the above example, **line 2** is the command used for NT workstations and in this case, associated with que_1. **Line 5** is the command used for Windows 95/98/ME workstations, possibly for the same printer, and associated with que_2. **Line 8** is the command required for Win2000. In all cases %1 is the filename. For NT and Win2000 workstations, **/d:** indicates the information following is a device, followed by two back slashes, then the server name, one backslash, and the network assigned name to that printer. (Even if you assign the IP address when capturing the port, the name is entered in the dblpq.bat file.)

Within Down To Earth, define the printers as different printer specification numbers using the correct description for the users and the corresponding queue number for the system.

Considering the above example, the Down To Earth Printer specification # 1, **Device** field is defined with the value: **/QNUM=1** and a **Description** for example, “**Acct Laser for NT wkstations.**” The Windows 95/98/ME workstations, possible for the same printer, can be defined as Printer specification #2, **Device: /QNUM=2** and the **Description** of “**Acct Laser for WIN wkstations.**” Another DTE printer specification for a Win2000 would be assigned the device of **/QNUM=3** to correlate with the `:que_3` in the example.

With the DBLOPT 22 (option) set and the printer port “captured,” NT workstations select printer 1 within Down To Earth, the data is then associated with queue number 1 (`:que_1`), and uses the Print command specified in the **dblpq.bat** file for **:que_1**. Windows 95/98/ME workstations select printer 2 within Down To Earth for the data to utilize queue 2 (`:que_2`) within the **dblpq.bat** file. Windows 2000 selects the printer associated with the queue assigned.

Settings to close the *dblpq.bat* DOS window

Since a DOS batch file is actually running when using this procedure, a DOS window displays and remains on the screen until closed. You can optionally run the DBLPQ DOS window minimized with the following changes:

1. Print a report within Down To Earth to bring up the DOS window
2. Click on the MSDOS icon in the upper left-hand corner of the DOS window, then choose *Properties*
3. Choose *Run:* and change the *Normal window* setting to *Minimized*
4. Be sure that the *Close on exit* box is checked
5. Once all of this is modified, click *Apply*, then *OK*

Since this DOS window is not the same one that is called up when you click on *Start* ♦ *Programs* ♦ *MS-DOS Prompt*, these changes will not affect the use of DOS windows anywhere else on the Windows system.

UNIX - *dblpq* file example

```
#!/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

```

WINDOWS/NT – *dblpq.bat* file example

```

@echo off
rem
rem   DBLPQ.BAT - Sample batch file for LPQUE statement Windows
rem   / NT systems. Copy the "DBLPQ.BAT" file to your DBLDIR
rem   directory and set DBLOPT 22. Remark out, edit, or delete
rem   those samples that do not apply to your system.
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
rem   - - Sample for NT Workstations - -

```

```
rem
:que_0
print %1 /d:\\NTServer\HP-Laseerrjet
goto end
rem
rem          - - Sample for Windows 95/98/ME Workstations - -
rem
:que_1
copy %1 LPT1
goto end
rem
rem          - - Sample for Windows 2000 Workstations - -
rem
:que_2
print /d:\\Server\HP4000 %1
goto done
rem
rem
rem    In all cases %1 is the filename.  When used, /d means the
rem    variable following is a device, followed by two back slashes,
rem    the server name, a backslash, and the printer name.
rem
:done
cls
```

11 Appendix G: Defining a New Company

The Getting Started User's Guide covers what you needed to do to initially start using the Down To Earth business software. Each application also has a list of Getting Started processes that were required. This appendix provides a check list of procedures that are required to define an additional company after you've been operating Down To Earth software and decide you want to add a company to process.

This is only a check list of what must be done. The details of how to accomplish the task are found in the individual application.

- ✓ Create the new company's DTE control variables using the System Manager, "DTE Control utility" Maintenance menu selection. The Copy selection for all applications (**) copies all control records from one company to another. Be sure to edit the COMPNAME control for the new company name before exiting System Manager to minimize confusion re which company you are currently logged into.
- ✓ Create security for the Operators accessing the new company via System Manager, "Security" Maintenance menu selection.
- ✓ Define any new printers via System Manager "Printer definitions" although the existing printer specifications are available to all companies.
- ✓ General Ledger: Optionally copy the chart of accounts via Miscellaneous menu selection, "Copy chart of accounts" while logged into the "old" company. Logged into the "new" company, define division / department codes and Accounting periods. Verify the G/L DTE Controls are defined as needed for the new company.
- ✓ Name/Address: If the DTE controls USECOMPANY value points to Company code to use for the new Company, no changes are required. To define a new data base of Name/Address records for the new company, you should change the USECOMPANY variable to point to the company you prefer. If you choose to point to the new company code, you might also want to change the NEXTID DTE Control variable to a value of 1.
- ✓ Payroll: All records must be defined for the new company's payroll application except the Tax Tables.
- ✓ Verify all other application DTE Controls are defined correctly for the new company.
- ✓ If utilizing Down To Earth's MICR laser checks, a new format for the new company must be defined and many Accounts Payable and Payroll check options set specifically for the new format. Please contact Down To Earth support for instructions and details regarding this feature.



NOTE: All Codes defined for a given company are also available for any new company without recreating them (such as Terms, Tax, Salesrep, Category, etc.)

12 Appendix H: 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
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    , [15]a3@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 ID number
    smm_dtfm     ,a1                 ; Date format
    smm_dapl     , [20]a2            ; Applications installed
    smm_baln_c   ,a3                 ; Balloon flag
    smm_inst_c   ,a50                ; ???
    smm_demo_u   ,a8                 ; Demo expiration date
    smm_demo_c   ,a8                 ; ???
    smm_spas_c   ,a8                 ; System manager password
    smm_extn     ,a1                 ; Extension type      (T,U)
    smm_version  ,a7                 ; Data file version
    smm_userlog  ,a1                 ; User logins on      (Y,N)
    ,a23                ; 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 cent type  Q - unused
                                ; E - cost category   R - territory
                                ; F - finance charge  S - salesman
                                ; G - catalog         T - AR terms code
                                ; 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
                                ; 9 - FA GL code

smc_code        ,a3   @smc_key+1 ; Code
smc_descr       ,a25          ; Description
smc_record      ,a71          ; Data record

record  ,X
          ,a29                ; 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
          ,a29                ; 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_cstact   ,a6   @smcc_cost ; account
  smcc_cstdiv   ,a4   @smcc_cost+6 ; division
  smcc_cstdpt   ,a4   @smcc_cost+10 ; department
smcc_invent    ,a14          ; Inventory G/L
  smcc_invact   ,a6   @smcc_invent ; account
  smcc_invdiv   ,a4   @smcc_invent+6 ; division
  smcc_invdpt   ,a4   @smcc_invent+10 ; department

```

```

smcc_cmalcs      ,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_salddiv   ,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
                                         ; "T"
smct_dudy                               ,a29
smct_dudt                               ,d2   ; Due days (2.0)
smct_didy                               ,d2   ; Due date [day of month] (2.0)
smct_didt                               ,d2   ; Discount days (2.0)
smct_dipc                               ,d2   ; Discount date (2.0)
smct_dipc                               ,d4   ; Discount percent (4.2)
                                         ,a59   ; unused

record ,X                               ; Tax
                                         ; "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
                                         ; "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: smctrl.rec

Record description: Control file for Down To Earth Company control variables.

Record length: 440

Primary key: 1.16 smm_comp, smm_appl, smm_spec

```

-----
record          smctrl
-----
  smm_key        ,a16
    smm_comp     ,a2    @smm_key      ; Company code
    smm_appl     ,a2    @smm_key+2    ; Application code
    smm_spec     ,a12   @smm_key+4    ; Key specification
  smm_rec_type   ,a3
                                     ; Data type
                                     ; ITM - Parameter
                                     ; ACT - GL account number
                                     ; FIL - Data file
                                     ; RPT - Report
                                     ; SEL - Selection
                                     ; TMP - Temporary
  smm_data_type  ,a1
                                     ; Data type
                                     ; A - alpha
                                     ; D - date
                                     ; N - numeric
  smm_data_alpha ,a80
                                     ; Alpha Data
  smm_data_date  ,d8
                                     ; Date
  smm_data_num   ,d12
                                     ; Number
  smm_delete     ,a1
                                     ; Can be deleted [Y,N]
  smm_hidden     ,a1
                                     ; Hidden [Y,N]
  smm_change     ,a1
                                     ; Can be changed [Y,N]
                                     ,a1
                                     ; unused
  smm_date_ent   ,d8
                                     ; Date entered
  smm_date_chg   ,d8
                                     ; Date changed
  smm_sel_specs  ,a180
                                     ; Validity checks (3 @ 60)
                                     ; Alpha: [Yes],[No]...
                                     ; Num: MIN=999,MAX=999
    smm_sel_spec ,[3]a60 @smm_sel_specs
  smm_descr      ,a120
                                     ; Help description

```

Filename: smfile.rec
Record description: DTE data file definitions
Record length: 361
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_file_name   ,a6    @smf_file
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       ,[8]a1        ; Allow duplicates
smf_kplace      ,[8]a1        ; Place dups at front or end
smf_kseq        ,[8]a1        ; Key sequence
                                   ; A - ascending
                                   ; D - descending
smf_descr       ,a30          ; File description
-----
```

Filename: smfrmt.rec
Record description: DTE import/export format file
Record length: 80
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)
                                ,a30         ; 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
                                ; A : alphanumeric string
                                ; C : constant
                                ; D : date
                                ; L : lookup (file)
                                ; N : 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
                                ; 1 - YMD ; 2 - MDY ; 3 - DMY
    smi_constant  ,a40         ; Constant value
    smi_select    ,a20    @smi_constant ; Record selection specs
    smi_seloper   ,a2    @smi_select   ; Selection operator
    smi_selsep    ,a1    @smi_select+2 ; :
    smi_selvalue  ,a17    @smi_select+3 ; Selection value
    smi_lookup    ,a40    @smi_constant ; Record lookup specs
                                ,a1          ; unused filler

```

Filename: smlogf.rec
Record description: Option edit log of master file data
Record length: 1042
Primary key: 1.28 utl_file, utl_date, utl_time

```
-----
record          smlogf
-----
  utl_key       ,a28
    utl_file    ,a14  @utl_key      ; File name
    utl_date    ,d8   @utl_key+14   ; Current date
    utl_time    ,d6   @utl_key+22   ; Current time
  utl_function  ,a1                    ; Function code
                                          ;   A - add
                                          ;   C - change
                                          ;   D - delete
  utl_length   ,d4                    ; Length of data record
  utl_userid   ,a3                    ; User ID
  utl_program  ,a6                    ; Program name
  utl_data     ,a1000                 ; Data record
```

Filename: smprnt.rec
Record description: Printer specification file map
Record length: 468



NOTE: This file is a ascii text file, not an isam file.

```

-----
record          smprnt
-----
  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
                          ; L - Laser
                          ; M - Matrix printer
                          ; P - Line printer
                          ; F - Laser form merge
  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     ,a20         ; Reduced print on
  smp_bar_on    ,a20         ; Bar code on
  smp_macro_name ,a6         ; Macro name
  smp_macro_beg ,a20         ; Macro begin
  smp_macro_end ,a20         ; Macro end
  smp_macro_call ,a20        ; Macro call
                          ; unused
  smp_redoff    ,a20         ; Reduced print off
  smp_bar_off   ,a20         ; Bar code off
  smp_reset     ,a10         ; Printer reset
  smp_bold_on   ,a10         ; Bold on
  smp_bold_off  ,a10         ; Bold off
  smp_uline_on  ,a10         ; Underline on
  smp_uline_off ,a10         ; Underline off
  smp_italic_on ,a10         ; Italics on
  smp_italic_off ,a10        ; Italics off
  smp_method    ,a1          ; Printing method
                          ; D - DTE printing
                          ; A - API (windows) printing
  smp_top_offset ,d2         ; Top of page offset in lines
  smp_left_offset ,d2        ; Left of page offset in characters
                          ; unused
  smp_hidden    ,a1          ; Hidden print option (Y,N)
  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
-----
    smsc_key      ,a22          ; Primary record key
    smsc_oper     ,a12 @smsc_key ; Operator ID
    smsc_clsb     ,a1  @smsc_oper ; Class designator - beg
    smsc_clscd   ,d3  @smsc_oper+1 ; Class number
    smsc_clse     ,a1  @smsc_oper+4 ; Class designator - end
    smsc_comp     ,a2  @smsc_key+12 ; Company code
    smsc_menu     ,a2  @smsc_key+14 ; Menu system code
    smsc_option   ,a6  @smsc_key+16 ; Menu column option

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

    smsc_term     ,d3          ; Terminal number
    smsc_help     ,a1          ; Help switch
    smsc_print    ,d2          ; Default printer
    smsc_slog     ,a1          ; Access log switch
    smsc_dtfm     ,d1          ; Date format
    smsc_class    ,d3          ; Security class
    smsc_paswd    ,a8          ; Operator password
    smsc_userid   ,a3          ; Unique user id
    smsc_delete   ,a1          ; Confirm delete flag (Y/N)
    smsc_queue    ,a1          ; Print que option
                                ; A - all reports
                                ; C - company id
                                ; U - user id
    smsc_logins   ,d1          ; Current logins
                                ,a3 ; Unused

record ,X
                                ,a22
    smsc_e        ,a1          ; Execute (Y-N)
    smsc_a        ,a1          ; Add (Y-N)
    smsc_c        ,a1          ; Change (Y-N)
    smsc_d        ,a1          ; Delete (Y-N)
    smsc_l        ,a1          ; Look (Y-N)
    smsc_ilog     ,a1          ; Access log switch (Y-N)
    smsc_date     ,d8          ; Last changed date (YMD)
    smsc_pass     ,a6          ; Option password

```


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