Data field special notes

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

Accounting periods

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

When a field requires you to enter a period, you must enter the period (1, 2, 3, etc.) and the year that you have titled that fiscal year if different than the current system year.

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

Case sensitivity

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

Characters vs digits

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

Dates

The date format used to enter dates in Down to Earth is defined in your operator ID master security record. In most cases, however, the date format will be set to

MMDDYYYY, where *MM* is the number of the month, *DD* is the day of the month, and *YYYY* is the year. For example, **10102001** represents October 10, 2001. (Other date formats that may be set by your system manager are *DDMMYYYY* and *YYYYMMDD*.)

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

1. **If it's current, don't enter it!** For the current month and year, omit both the month and year from your entry. For instance, let's say that you want to enter the 15th day of the current month. You can enter just **15**. The month and year are entered automatically.

   For a date within the current year but other than the current month, omit the year from your entry. For instance, let's say that you want to enter the first day of the next month, December 01. You can enter just **1201** and save yourself a couple of keystrokes; Down To Earth automatically enters the current year. (If you want to enter December 01 of the previous or next year, however, you must include at least six digits of the date format.)

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

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

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

Default field values

A default field value is the data that the system enters automatically if you don't type anything before you press <Enter>. In many Down To Earth fields, the computer enters a logical choice, or default value, for you. For example, a field that requires you to enter a date will often default to today's date unless you enter a different date before pressing <Enter>. You can override the default by typing in your own data, then pressing <Enter>

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

Dollar amount entry – with or without decimals

In a field that requires you to enter a dollar amount, you must type the decimal point if the dollar amount includes cents. If you don't type the decimal point, Down To

Earth automatically assumes a whole dollar amount and inserts the decimal to the right of the right-most digit. For example, if you enter **123** <Enter>, Down To Earth will interpret it as 123.00. To enter 1.23, you must type the decimal point (**1.23**).

Optional / Required fields

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

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

<Enter> key

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

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

Windows Mouse placement

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

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