



The ***Down To Earth Name/Address***

application enables you to define all types of name/address records, application codes used throughout Down To Earth, and manipulate the data for reporting, labels and import/export abilities.

Name/Address masters for Accounts Payable vendors, Accounts Receivable Customer, Order Entry Ship to, and Purchase Order Mail to addresses and optionally Call Management contacts and Group associations are stored in a separate Name/Address file (***namast.ism***). The name and addresses can be defined or displayed for inquiry from within any of the applications in addition to the Name/Address application itself.

Each name/address master is entered only once then identified as a vendor, customer, ship to, mail to, or contact record, and/or assigned a group. For those records already defined via separate software, the same information can be imported into Down To Earth to save on data entry. Of course, Down To Earth Name/Address data can also be exported to a flat file for manipulation.

You can use the “***Find***” ***shortcut*** to list the Name/Address records by any of the fields displayed when searching for a vendor, customer, ship to address, etc.. The names listed in the results window include all Name/Address records and are identified as to the type within the results window. For example, only those with a **Y** (Yes) under the **V** of the **VCSMP** identifiers are Vendor records, **Y** (Yes) under the **C** (Customer) are customers, and a **Y** (Yes) under the **S** (OE Ship to) are ship to addresses.

The ***system wide codes*** used in the sales, inventory, purchasing, cost center, sales analysis, fixed assets, and call management transaction processing are defined within the Name/Address application or any application that uses any of the codes. Choose “Codes ►” from any Maintenance menu column to define the codes or print a list from within the Reports menu column, the “Codes ►” menu selection. In either case, choose the specific code to define or list from within the two sub menu columns.

Master lists are printed for the Name/Address records with a variety of options as to the data to include. The Master list report even has condition logic for the various Group codes to include.

Other reporting options include a ***Duplicate address list*** of any Name/Address record with the same value for an address line (1 or 2) as another Name/Address record, Name and Address ***labels***, and a log of ***master file changes***.

The Miscellaneous menu column lists several choices to convert the data records by importing and exporting for manipulation within third part software such as Microsoft Excel® or Word®. Many of the options offer export data file filters and do require some knowledge of data manipulation. Among the common choices you have the ability to

- ✓ Determine master records that are not being utilized within DTE
- ✓ Import/export address records
- ✓ Determine address records that are incomplete or incorrectly formatted

Easier maintenance and management of all your business associates is contained within one application and used by all.
