



Down To Earth

Software Solutions for Today's Business

Name/Address

One solution, part of the Down To Earth suite of applications

Reports/Inquiry

- Inquiry
 - ▶ Name/Address
 - Accounts Payable
 - Accounts Receivable
 - Inventory Item
 - Item Special Pricing
 - Item kits
 - Sales Orders
 - Sales Order Status
 - Sales Order Invoice History
 - Sales Order Cust History
 - Sales Order Item History
 - Sales Order Ship Track
 - Purchase Orders
 - Purchase Order Status
 - Bill of Materials Assembly
- Master Lists
- Down To Earth Codes
- Labels
- Address errors
- Check duplicates
- Change record log
- Custom reports
- Queued reports

Miscellaneous

- Export addresses
- Determine cust not used
- Determine vendors not used
- Import fixed addresses
- Set name/address case
- Change prospects to cust



The screenshot shows a software window titled 'Name/Address' with a 'Records' tab selected. The main record is for 'Arts, Driftwood' with ID 10. The record includes fields for Name, Lookup name (DRIFTWOODA), Address 1 (Suite 150), Address 2 (12345 First Street South), City (New Port), State (ME), and Zip code (04961). It also shows Vendor and Customer status as 'Yes', and an Entered date of 1/01/1995. A secondary window is open over the main one, showing a detailed view of the record with fields for Account type (Open item), Statement (Yes), Customer type (01), Status (Active), SIC code, Dunning (1), D & B number, Credit limit (15,000), Card type (AMEX), Card number (33331111117777), Card expires (2/2002), Contact (4 - Steve Weston), Telephone ((555)222-2271/32), Fax no ((555)222-3515), Salesrep (003 - Salesman code 3), Territory (001 - Territory number 1), Terms code (CC0 - Credit Card), Finance (009 - 2% charge with \$5 minimum), Taxable (Taxable always), Tax code (146 - Edmund), Tax exempt (1234567890), Current balance (7,301.76), High balance (10,520.22), High bal date (4/05/2001), and Comments (Don't take orders over 5,000 w/o preauth; Issues go through Emily first).

The Name/Address element of Down To

Earth is unique as all vendor, customer, shipping, mailing, and prospect addresses are kept within the single application. If one business falls under any combination of the different types, their address information is only entered once. Even other companies managed within DTE can utilize the same data base of names and addresses to minimize maintenance.

Vendor data includes 1099 reporting, terms, contacts, Purchase Order and check requirements, as well as default accounting information. In addition, an alternate Remit to address offers the maximum flexibility.

Customer data ties in fully with Accounts Receivable and Sales Order Entry. Such options as credit card data, statement, finance charge, terms, and analysis codes are used within Accounts Receivable. Credit limit, comments taxability, shipping, and pricing levels interact with data entry of customer sales orders.

Multiple contacts for your vendors and/or customers are a must in current times. Complete records including salutation, title, phone, fax, e-mail, and mailing codes make correspondence and mail merge an effortless task.

Office operations need to be efficient and flexible. Down To Earth Name/Address application insures that happens for your business.

Continued ➡



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Features

<ul style="list-style-type: none"> Name and addresses 	Vendors, Customers, Ship to, Mail to, individual Contacts, and Prospects all managed within a single Name/Address application.
<ul style="list-style-type: none"> Multiple companies use the same database 	Automatic numeric IDs are assigned once, to each addressee, then utilized by any of your companies within Down To Earth. If an address changes, one edit updates data for all companies, at the same time.
<ul style="list-style-type: none"> Accurate data checks and balances 	Export your addresses into a comma delimited or fixed ascii file for analysis by a third party for letter casing, validity, and consistency in abbreviations. When the corrected file is returned, import is a snap along with designated error coding for analysis and reporting.
<ul style="list-style-type: none"> In-house accuracy 	If you prefer to check your data in-house, that's an option, too. Start with autocorrect for letter casing at the point of entry or periodically set letter casing. Choose to correct names, addresses, or both with the special utility process.
<ul style="list-style-type: none"> Identify IDs that may be duplicates 	Verify any type of addressee, by their name or address, and report those that may be duplicates.
<ul style="list-style-type: none"> Master lists 	Create a unique master list to fit your needs, when you want. Choose all or part of the master data, include any addressee type or all, and choose to sort by ID, name, city, or zip. And, if you don't want everyone, you can also select a range of data to include in either a report or export file.
<ul style="list-style-type: none"> Group different IDs together for lists, labels, and exports 	Group like types of vendors/customers together as correspondence types. Create lists, labels, or export data for everything from Christmas card to newsletter mailing lists or CEOs to Independent consultant literature.
<ul style="list-style-type: none"> Label options to satisfy any situation 	The most common configuration of both line/impact printer and laser offer mailing label choices for any office ability.
<ul style="list-style-type: none"> Keep up with all your vendors and customers 	Identify those vendors and customers that could be considered inactive or just to check up on them for public relations. List or export those that have not been active since a specific date, by sales representative, and optionally export the data for analysis.
<ul style="list-style-type: none"> Access the master database from any application 	Name and Address is a key part of most any accounting or distribution application. That's why "quick links" are necessary. Whether you are selecting from a menu or entering data, quick links can get you to your database in a snap.
<ul style="list-style-type: none"> Log changes for reference or recovery 	Changes to the Name/Address master can be logged and later reported or used in recovery, if needed. The log identifies which ID and field were changed and what the value was before and after. If you're ever required to restore from a backup, this information is an absolute necessity.
<ul style="list-style-type: none"> DTE Codes and defaults 	Different companies establish different policies for vendor and customer coding. DTE enables unique default values to be recognized for fast data entry on the more common aspects such as Terms, Taxable, price Classes, and 1099 settings.