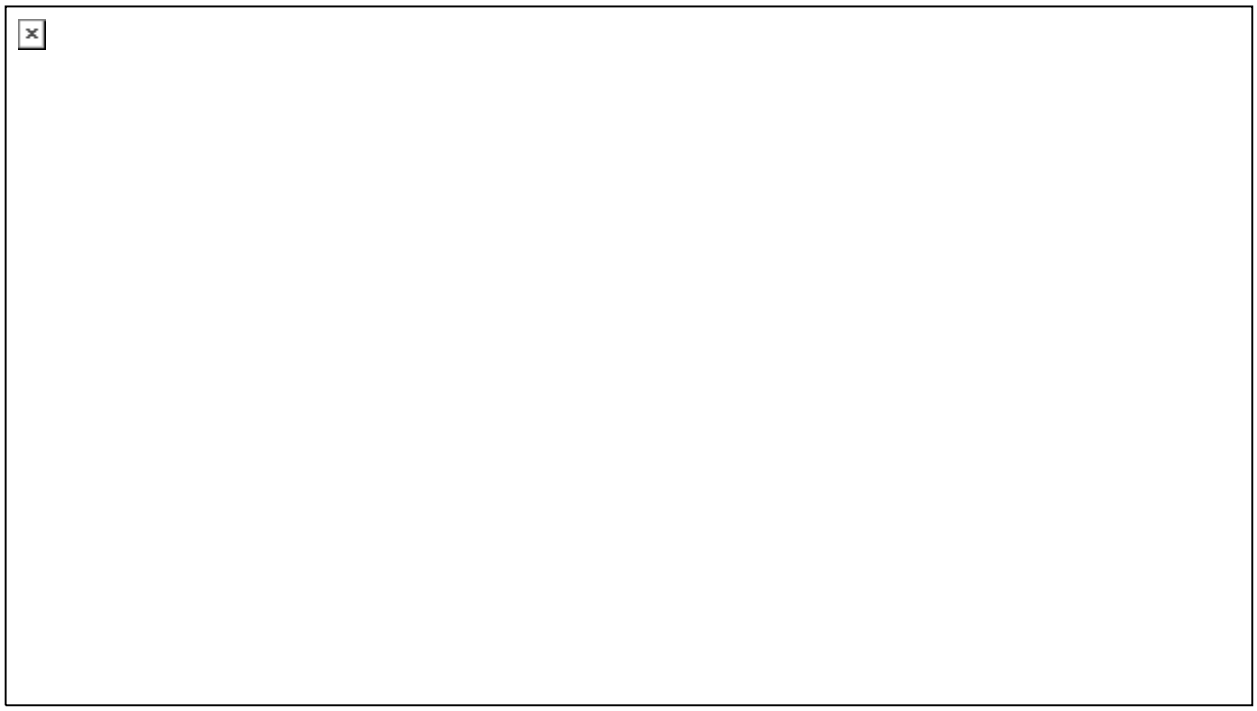

# ODBC Kit

## Version 6.x

Document Number 2250.OD6



August 2000, OSAS Version 6.x

Document Number 2250.OD6

This document has been prepared to conform to the current release version of Open Systems Accounting Software. Because of our extensive developments efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in same instances. Contact your customer support representative if you encounter an inconsistency.

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# Table of Contents

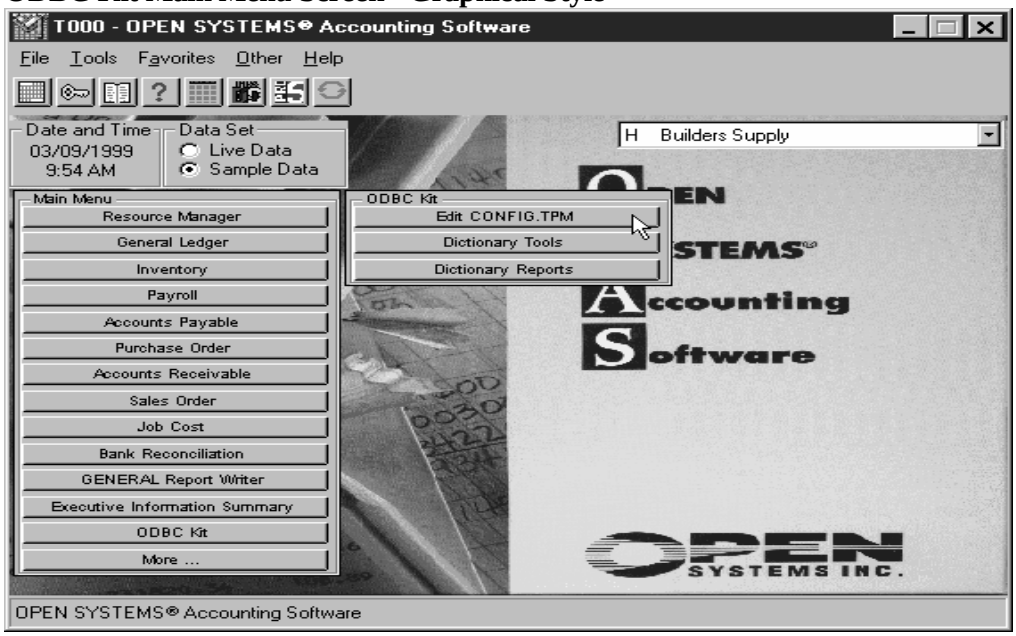
# OVERVIEW

The **ODBC Kit** provides Open Database Connectivity (**ODBC**) drivers, which are installed in Windows. Use the drivers and the ODBC Kit's data dictionary to access your OSAS data.

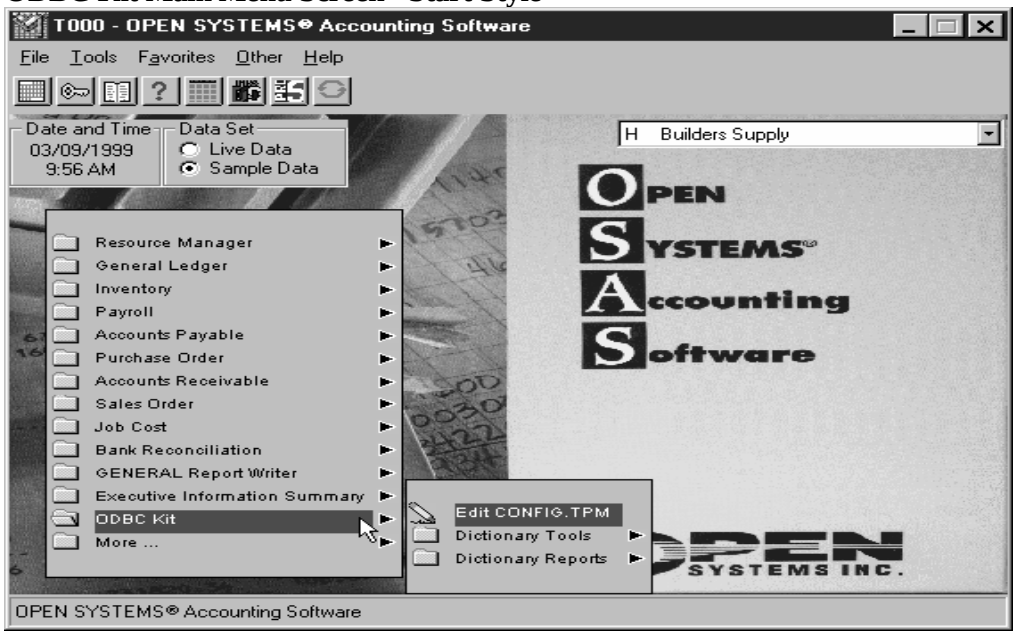
To use ODBC, you must have install the BASIS ODBC Drivers on Windows 95, Windows 98, Windows NT, or Windows 2000 machines. If your OSAS data is stored on a UNIX or XENIX drive, you will need software to map those drives as DOS drives or use a data server to access the OSAS data. After you install the ODBC drivers under Windows, you can use it to access your OSAS data, produce reports, and import OSAS data into other applications.

The OSAS ODBC Kit includes sample reports for Microsoft Access, Microsoft Excel and Crystal Reports.

**ODBC Kit Main Menu Screen - Graphical Style**



**ODBC Kit Main Menu Screen - Start Style**




## Use the Edit CONFIG.TPM function to:

- Set up a database configuration file for each company installed in OSAS, whose data you want to access using the ODBC drivers

## Use the Dictionary Tools functions to:

- Copy files and dictionaries
- Add and maintain files
- Add and maintain fields
- Add and maintain indexes
- Add and change reserved words
- Maintain ODBC tables

## Use the Dictionary Reports functions to:

- Print Dictionary Field List
- Audit field names for reserved words
- Print Reserved Word List

# Printing Reports

Open Systems offers several different output devices when printing reports. Select:

(**P**)rinter - to send a report to a printer. If you have more than one printer set up on your system, you are prompted to select the printer you want to use from a list.

p(**R**)eview - to use a GUI window to view the printed report[1]. The system prompts you to select the printer you want to use for the preview. After viewing the report on the screen, you can select to send the report to a printer.

(**F**)ile - to print the report to a file so that it can be printed later. In the Defaults function on the Workstation Configuration Menu in Resource Manager, you can specify a default path for print files.

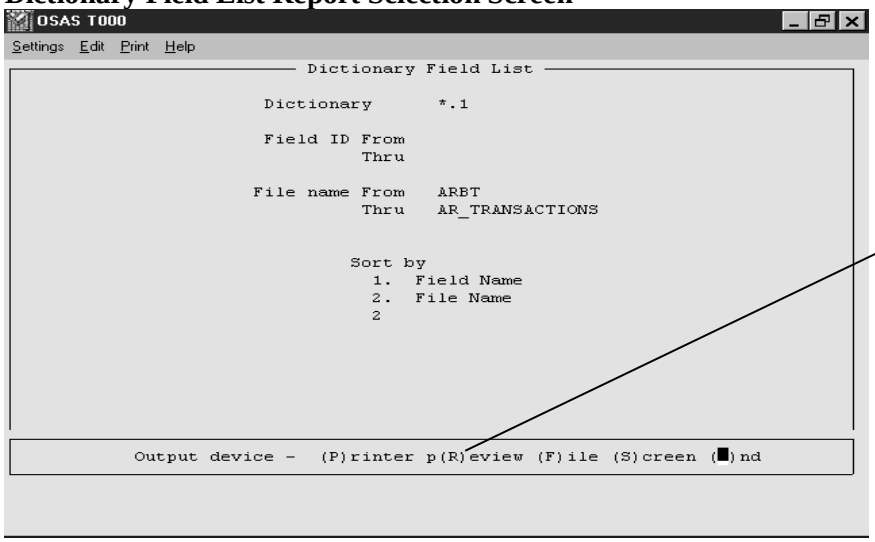
(**S**)creen - to print a report to the screen.

(**E**)nd - to exit from the report selection screen without printing the report

## Using the Preview Output Device

When you finish making the print selections for a report you are prompted to choose an output device. The selection p(R)eview allows you to see what the report looks like before you send it to the printer.

**Dictionary Field List Report Selection Screen**

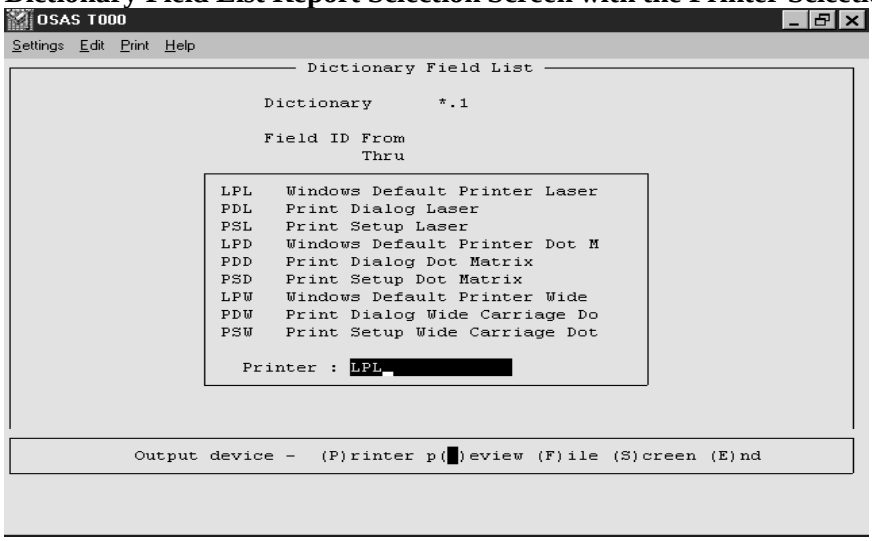



Press **R** to use the preview command to view the printed report before sending it to the printer.

[1] You must have sysprint printers set up in the config.bbx file in order to have the preview option. The config.bbx file is edited using the Devices function on the Workstation Configuration menu in Resource Manager.

The Printer Selection Box appears. Select the printer you want to use to print the report.

**Dictionary Field List Report Selection Screen with the Printer Selection Box**

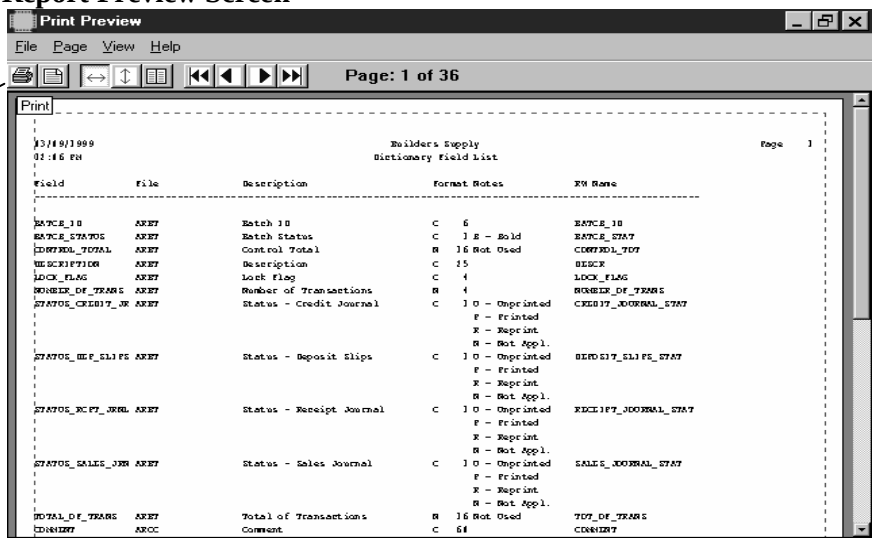



The Report Preview Screen displays the printed report.

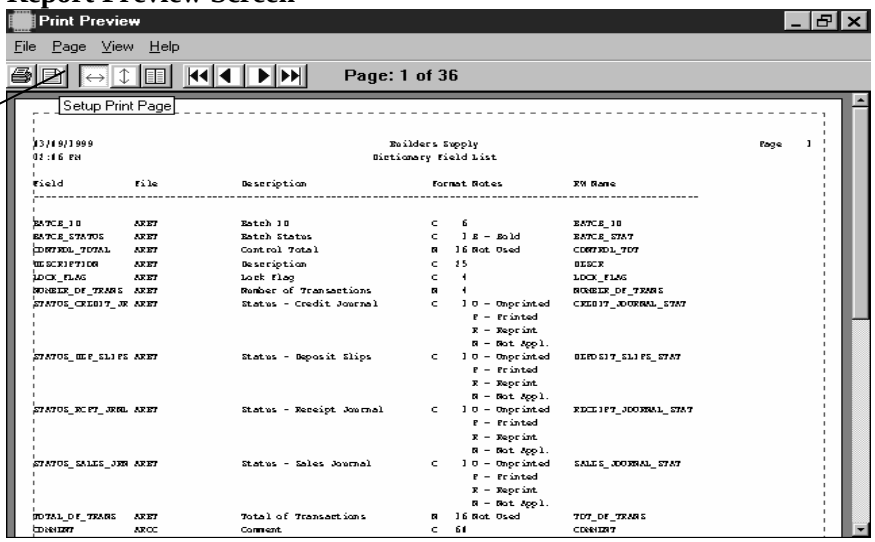
Using the buttons available on this screen, you can:

- send the report to the printer

**Report Preview Screen**

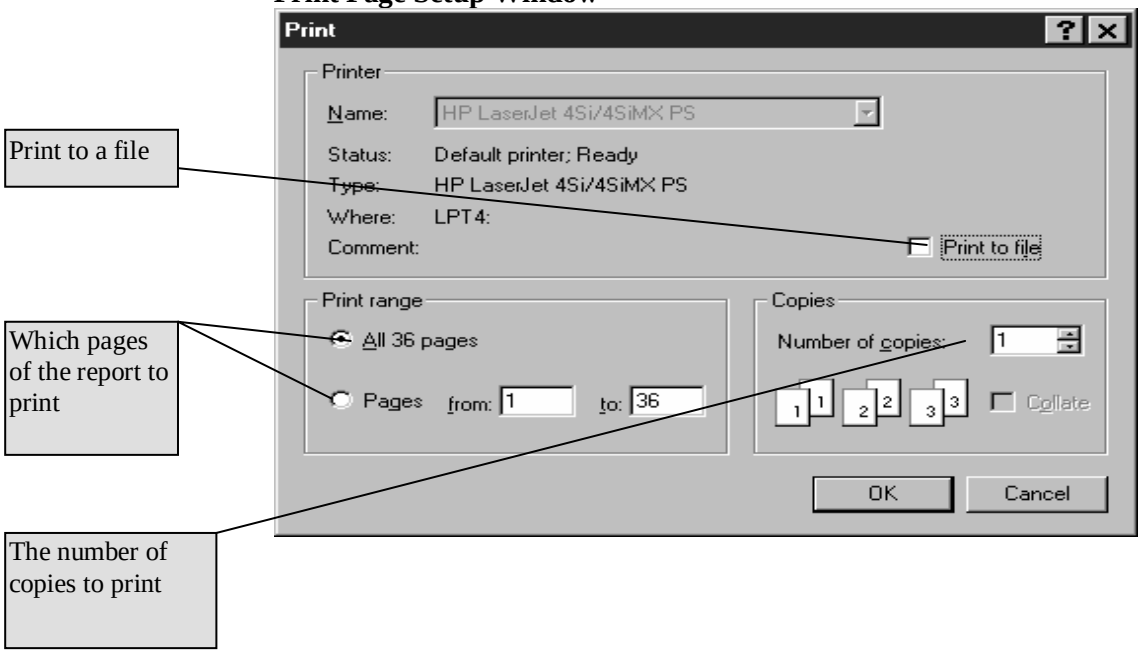


**Report Preview Screen**

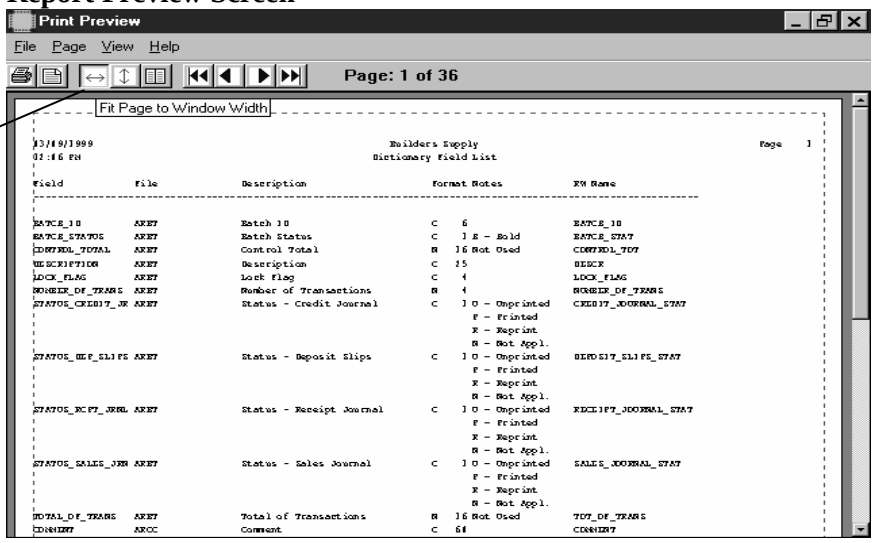



**In the Print Page Setup Window you can select:**

**Print Page Setup Window**

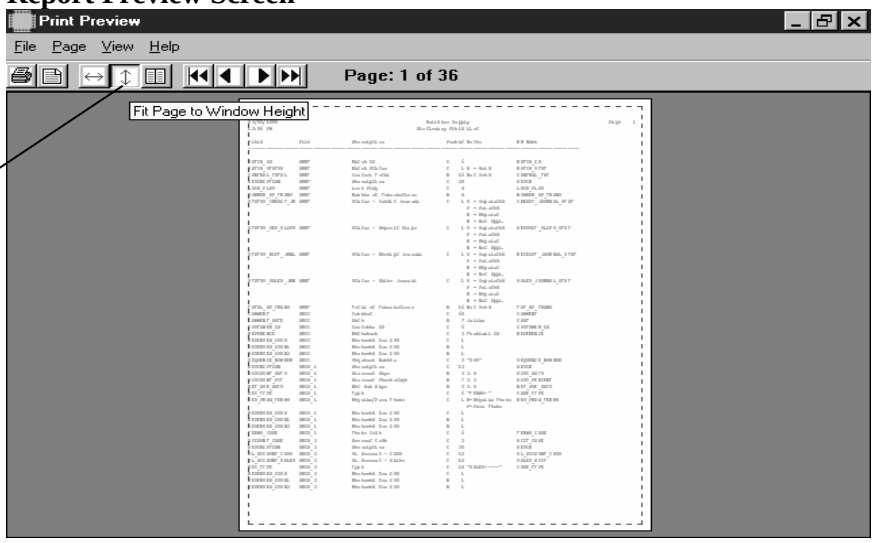


**Report Preview Screen**



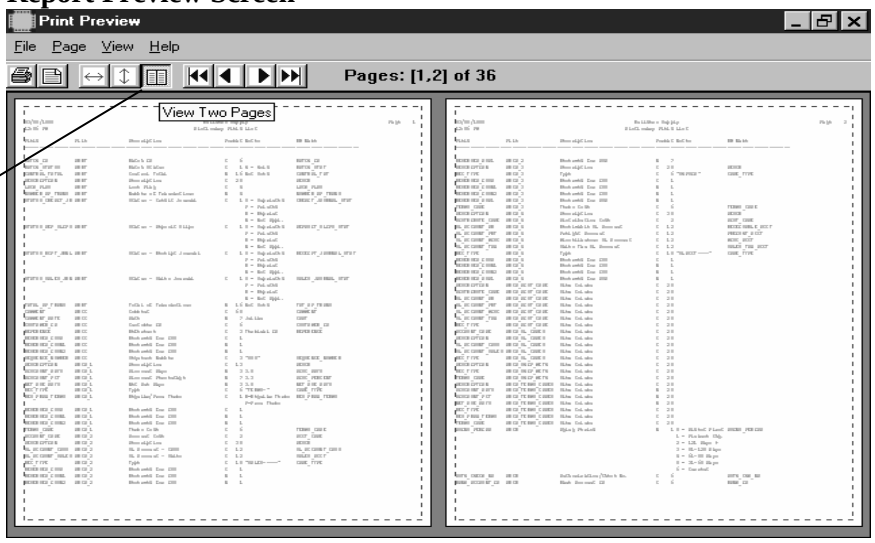

- Adjust the report to fit the width of the window.

**Report Preview Screen**



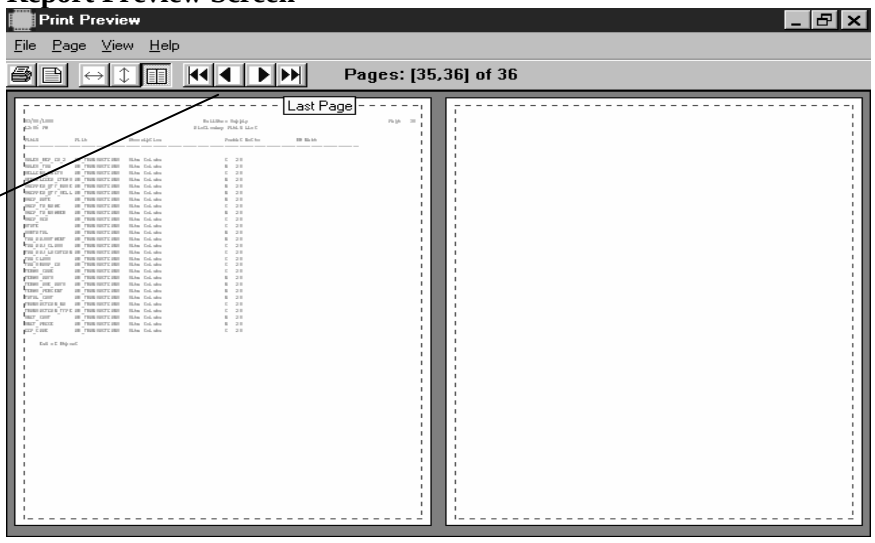

- Adjust the page to the window height.

**Report Preview Screen**




- View two pages at once.

**Report Preview Screen**




- Move between the pages of the report:
  - first page
  - previous page
  - next page
  - last page

# GETTING READY

To setup the ODBC Kit to access the OSAS data in products that use the ODBC Drivers properly you will need to perform the following

- Create a configuration file with the Edit CONFIG.TPM function[2]
- Create any custom files through the Files function on the Dictionary Tools menu
- Create any custom fields through the Fields function on the Dictionary Tools menu
- Create any custom indexes through the Index function on the Dictionary Tools menu

[2] Required to access the OSAS data with the BASIS ODBC Drivers

# Structuring Codes

IDs and codes should be assigned in a way that makes sense for the user. A consistent format should be established before any information is gathered and entered into data files. Planning ahead allows better use of the system's sorting and selecting capabilities.

## How the System Organizes

Because the system arranges code characters in a particular order, you have to decide what kind of codes will work best to identify vendors, term codes, and so on. Here's an example of how the system organizes several different IDs (the dashes represent blank spaces that are entered by pressing the space bar):

-----0

-----1

-----Z

-----a

----01

--a---

000000

000001

1

Notice that 1 appears four times in the list. Because the codes were entered differently (for example, zeros and/or blanks before some but not others), the system organized them differently. Here's why:

- The system goes through each code, from left to right, until it finds something other than a blank space.
- Items come out in this order for each position:

    blank spaces

    special characters (-, *, /, etc)

    numerals (0-9)

    uppercase letters (A-Z)

    lowercase letters (a-z)

## Hints

The most important thing about assigning ID numbers and codes is to choose a consistent format and stick to it. Here are some suggestions:

- Use uppercase (and in some instances, lowercase) letters, numerals, or special characters (such as hyphens) in IDs.
- When letters are used in IDs, enter them consistently, either all uppercase or all lowercase letters, to avoid organization and identification problems later.
- Assign IDs that are the same length to prevent organization problems. If the ID is divided into more than one part, each part should be the same length. For example, use AND-XT and AND-YT instead of AND-X and AND-YT. Don't use blank spaces in the middle of an ID.
- Use leading zeros to make all numbers the same length; for example, use 001 and 040 instead of 1 and 40.
- Usually, you should use IDs that convey information about the vendor or codes. For Example, ACE001 and ATT001 are more descriptive than 000001 and 000002. However, if you are already using a numbered system, it may be more convenient to stick with it.
- If you need to organize vendors by a particular element, include that element in the ID. For example, if you will probably want to organize vendors alphabetically by their company name, you should include the first characters of the vendor's company name in the vendor ID. To ensure that new vendors can be inserted into the sequence later, use a combination of letters and numbers that leaves room in the sequence for later additions.

# Setup Checklist

## Planning

- ❑ Read the *Resource Manager User's Guide*
- ❑ Read the *ODBC Kit Users Guide*
- ❑ Collect and Organize the Data
- ❑ Plan the Implementation Schedule
- ❑ Set Up a Backup Schedule

## Set Up in Resource Manager

- ❑ Select Menu style for workstations
- ❑ Select Options and Interfaces Used during Setup

## Set Up in ODBC Kit

- ❑ Create CONFIG.TPM file
- ❑ Set Up/Verify Tables (x=company id, t=terminal id)
  - ❑ ODEXxxx
- ❑ Set Up the Files
- ❑ Set Up the Fields
- ❑ Set Up Indexes
- ❑ Set Up Reserved Words
- ❑ Copy Files to Dictionaries

## Complete Set Up in Resource Manager for ODBC Kit

- ❑ Set Up Access Codes
- ❑ Reset Options and Interfaces for Using the System

# IMPLEMENTING ODBC

Information in both the Resource Manager and ODBC Kit applications should be set up and/or verified when you set up ODBC Kit. The selections you make during setup determine how the ODBC Kit system operates

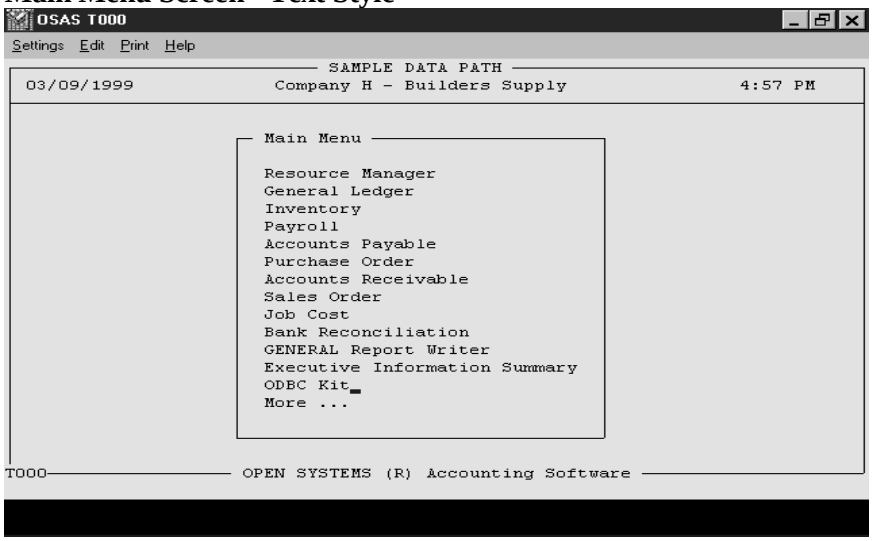
### Functions in Resource Manager are used to set up:

the menu style used for the workstation

the company's Options and Interface settings for ODBC Kit

To set up this information, select Resource Manager from the Main Menu.

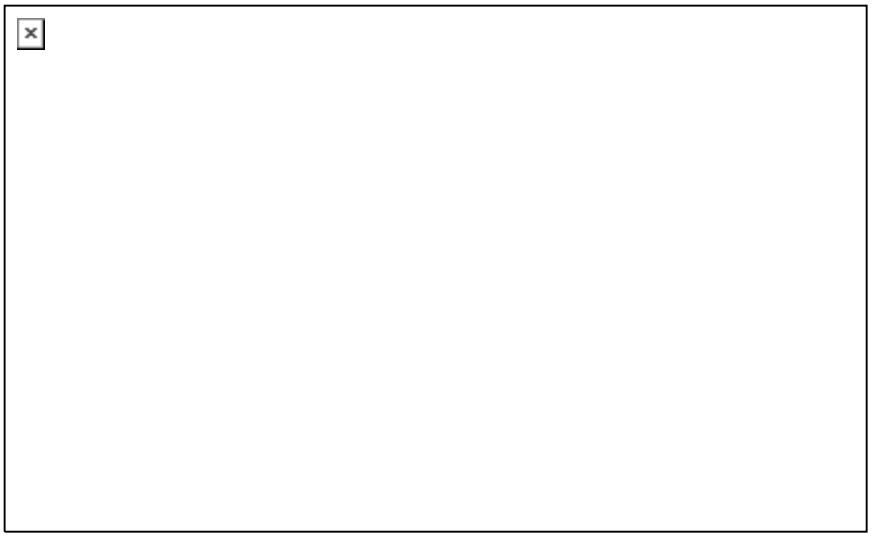
**Main Menu Screen - Text Style**



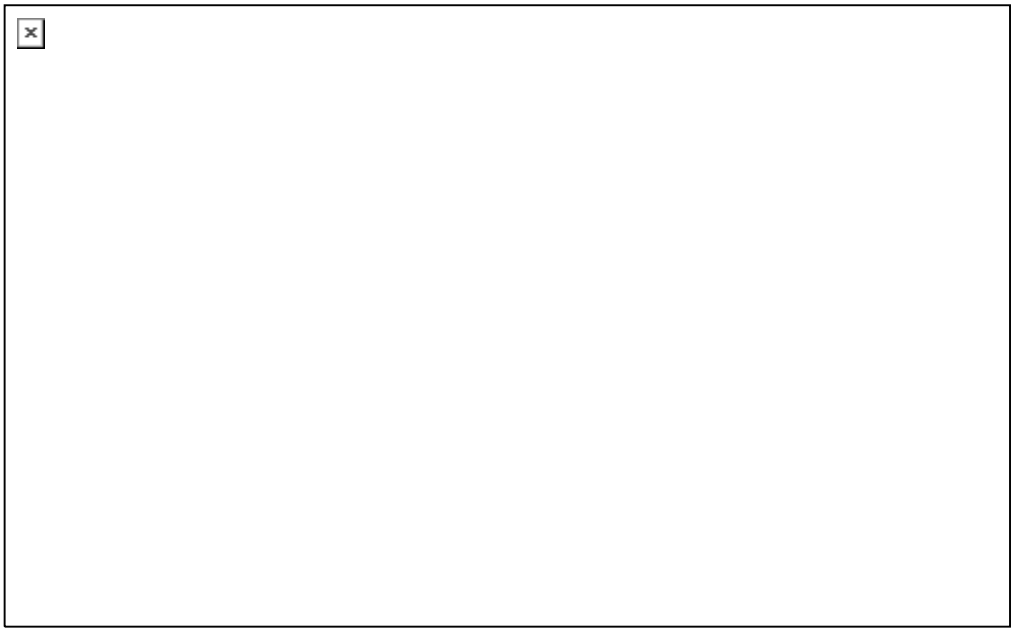
### Selecting the Menu Style for Each Workstation

Each workstation can select from three different menu styles:

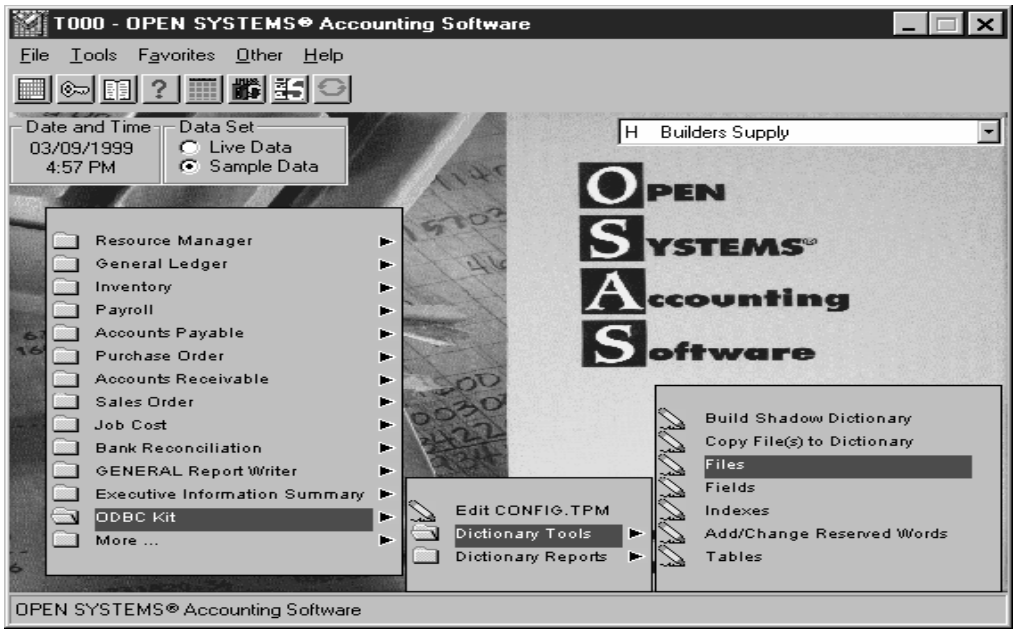
**TEXT**



**GRAPHICAL**



**START STYLE**

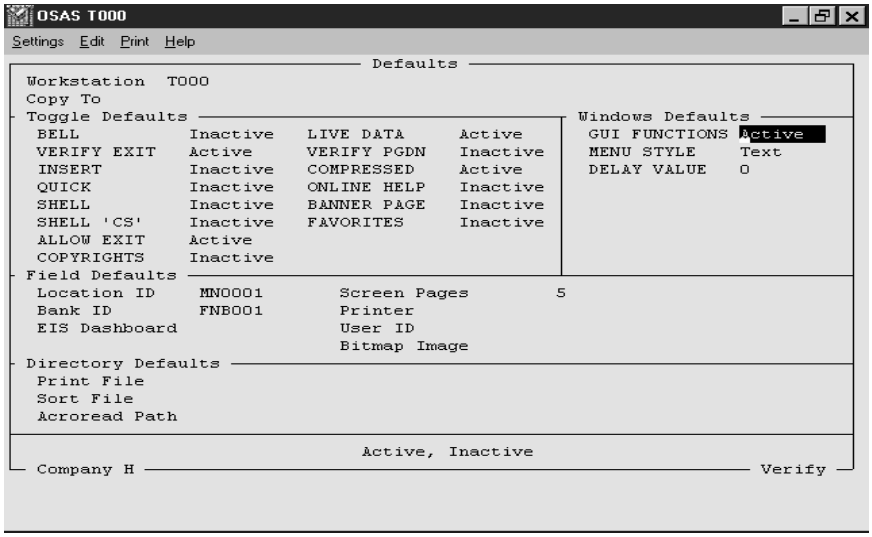



To select the menu style used for each workstation, perform the following steps:

Choose Workstation Configuration on the Resource Manager menu.

Select the Defaults function.

**Defaults Selection Screen**




The current workstation number defaults in the **Workstation** field.

Use the **Tab** key to move the cursor to the **GUI FUNCTIONS** field.

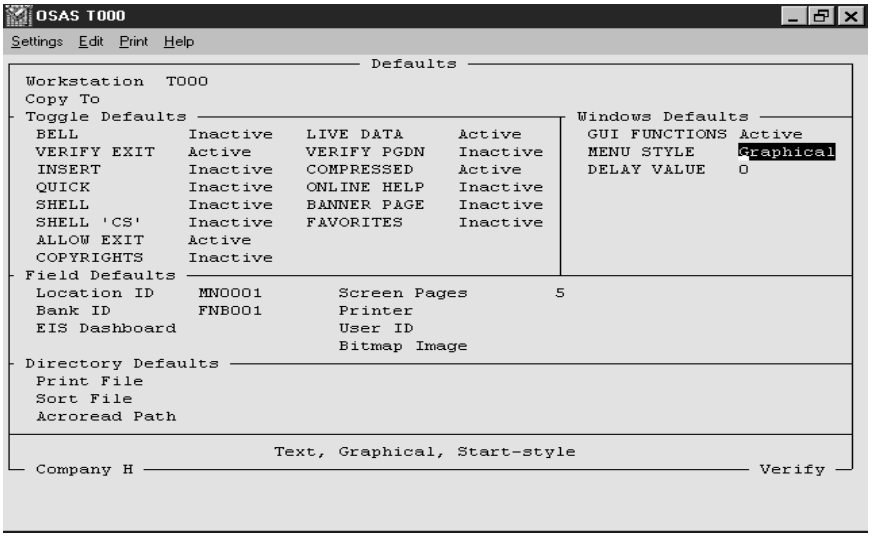
Select:

| Selection | Description |
|---|---|
| Active | to use the GUI features--including the Graphical or Start-style menus. |
| Inactive | to deactivate the GUI features--including the Graphical or Start-style menus. |

Press **Enter** to move to the **MENU STYLE** field.

Select the menu style to use as the workstation default--**Text**, **Graphical**, or **Start-style**.

**Workstation Defaults Selection Screen**




Use the **Proceed** command, **PgDn** or **Esc P**, to save the selections.

If you selected **Active**, use the **Shift F5** or **Esc G** key sequence to toggle between the three menu styles on the menu screens.

Selecting The ODBC Kit Options and Interfaces for the Company

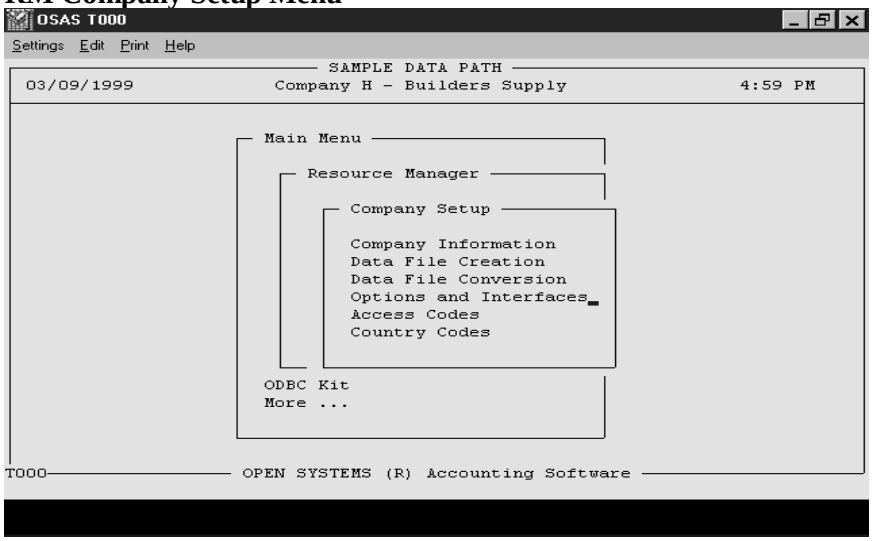
Use the Options and Interfaces function on the Company Setup menu to make the following selections for the company:

the settings for the ODBC Kit options

To setup or verify the company's options and interfaces for the ODBC Kit, perform the following steps:

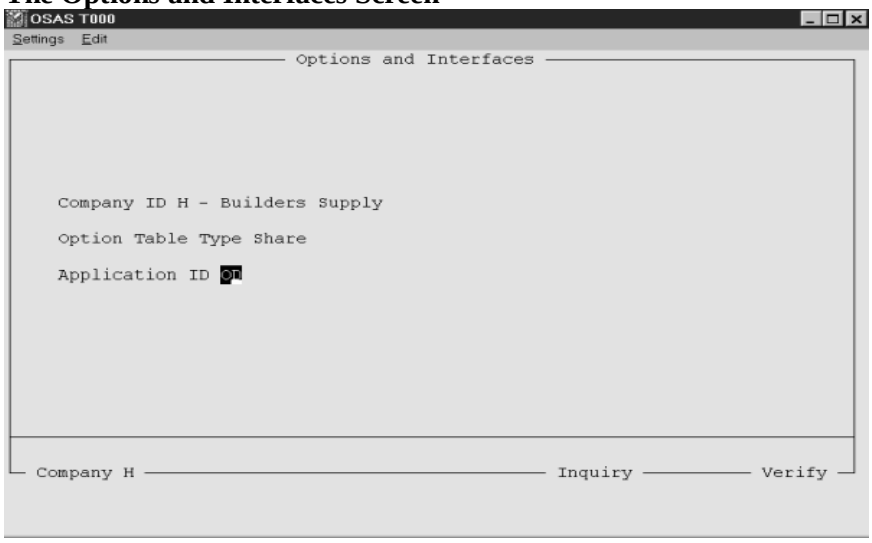
Select Options and Interfaces from the Company Setup menu.

**RM Company Setup Menu**




The Options and Interfaces Screen is displayed.

**The Options and Interfaces Screen**

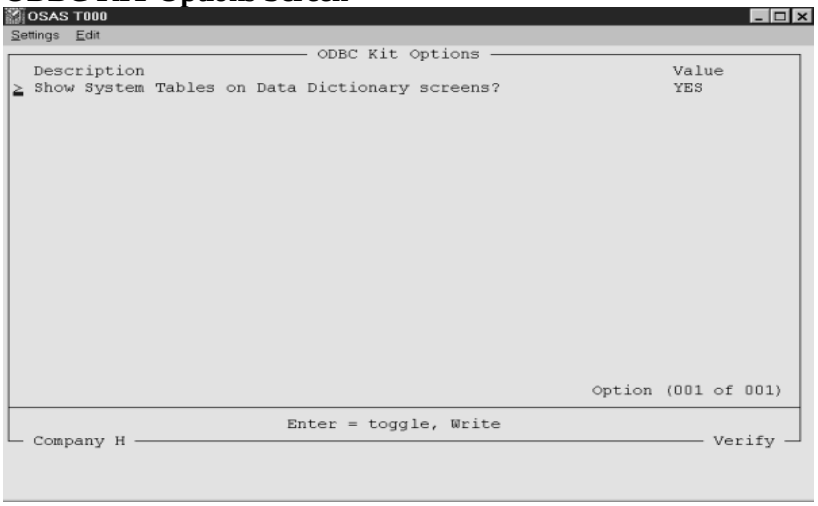


Make the following Selections:

| Field | Description |
|---|---|
| Option Table Type | **Share -** select this setting if the OSAS ODBC Kit is used for multiple companies and all companies use the same interfaces and options |
| | **Own –** select this setting to set up options and interfaces specifically for this company |
| Application ID | Enter **OD**, the two-letter Application Id for the ODBC Kit. |
| | The Inquiry command, **F2** or **Esc W**, is available to select the Application Id from a list of the installed applications. |

When you press **Enter**, the ODBC Kit Options screen is displayed.

**ODBC KIT Options Screen**




Press Enter to toggle between the option settings:

| Interface/Option | Setting | Effect |
|---|---|---|
| Show System Tables on Data[3] Dictionary screens? | YES | Allow you to see and edit the Base Tables using the Files function on the Dictionary Tools menu. |
| | NO | Base tables are not shown in the Files function. |

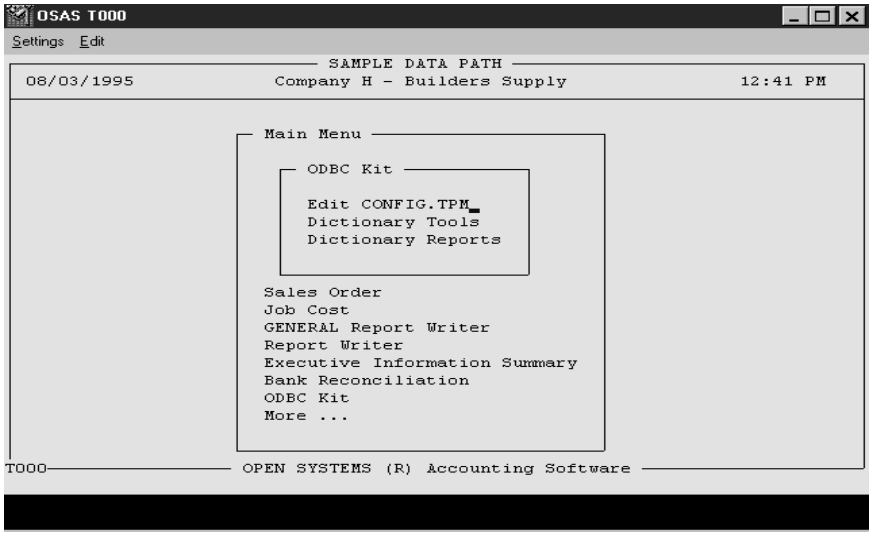
After you have made your selection, type **W** to use the **W**rite command to save them.

[3] For normal use of the ODBC Kit, this option is set to No. ODBC will not function correctly if the Base Tables are deleted or changed.

# USING ODBC KIT

Use the ODBC Kit to create date source files for each company you plan to access with the ODBC Drivers, and to add or modify the data dictionary files, fields and indexes.

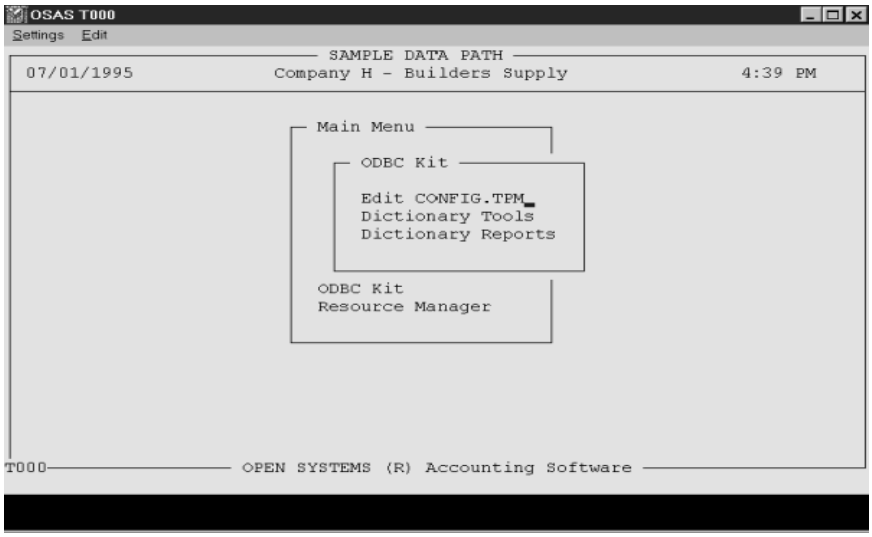
**ODBC Kit Main Menu Screen**



# Edit CONFIG.TPM

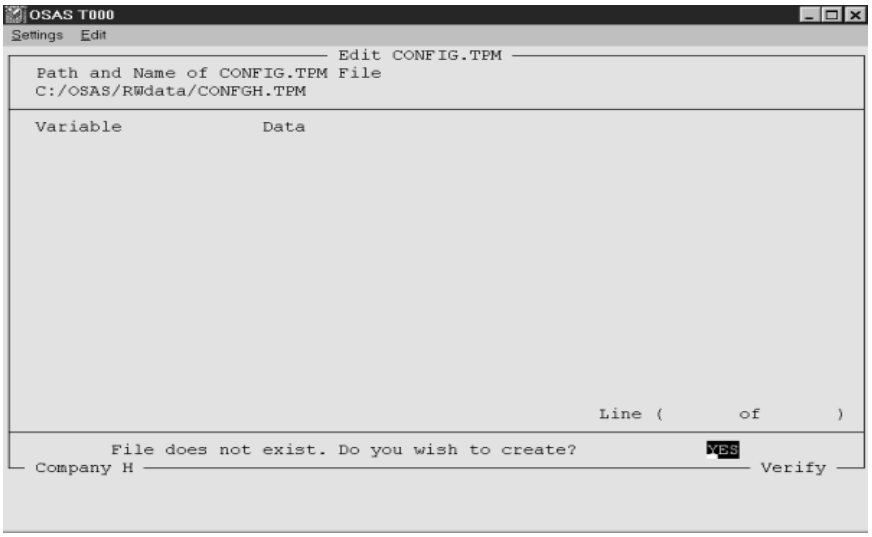
Use the **Edit CONFIG.TPM** function to create and edit database configuration files for use with the BASIS ODBC Driver.

**ODBC Kit Main Menu – Edit CONFIG.TPM**




Select **Edit CONFIG.TPM** from the ODBC Kit menu.

**Edit CONFIG.TPM Selection Screen**

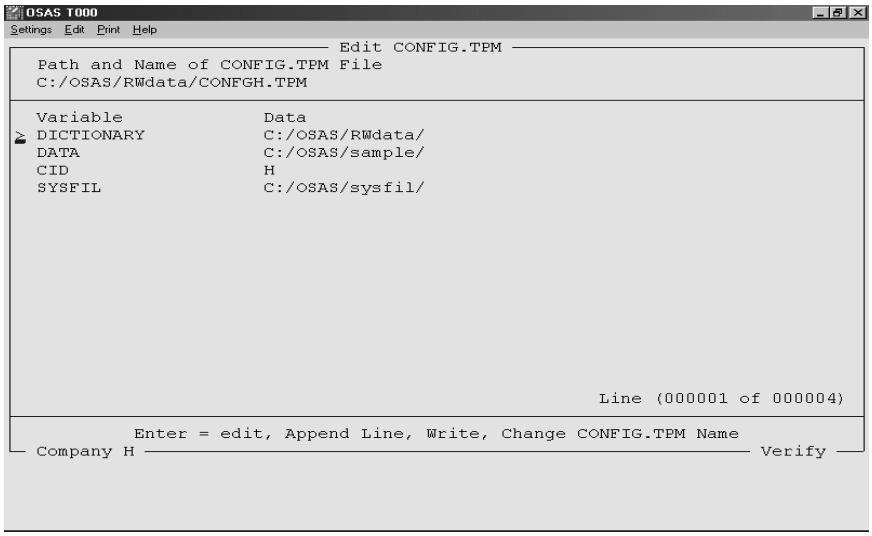



To create a configuration file make the following selections:

| **Selection** | **Description** |
|---|---|
| Path and Name of CONFIG.TPM File | Enter the path and TPM file name to create.<br><br>The path defaults to the OSAS/Rwdata directory. You can accept this path and enter in the configuration file name[4] or you can type in your own path and configuration file name. |
| File does not exist. Do you with to create? | Select **Yes** to create the configuration file in the selected path.<br><br>Select **No** if you do not want to create the configuration file entered. |

[4] The configuration file does not have to have the name CONFIG.TPM. The file is an 8.3 Dos file and is only required to have the TPM extension, but can have any name you want.

**Edit CONFIG.TPM Selection Screen**




| **Variable** | **Data** |
|---|---|
| DICTIONARY* | The path to the ODBC data dictionaries. |
| | The default path is the Rwdata directory setup with the Directories function in Resource Manager. |
| DATA* | The path to the OSAS data. |
| | The default path is the Data1 directory setup with the Directories function in Resource Manager. |
| CID | The company ID. |
| | The company you are in defaults as the company ID |
| SYSFIL* | The path to the OSAS systems files. |
| | The default path is the SYSFIL directory setup with the Dictionary function in Resource Manager. |

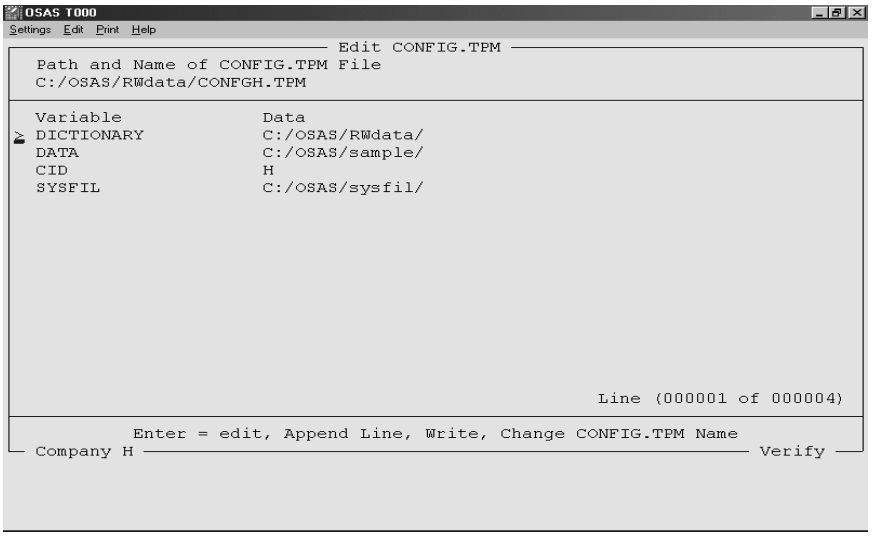
You can edit the configuration file by selecting the following:

| **Command** | **Action** |
|---|---|
| Enter = edit | **Enter** to edit the line next to the cursor. |
| Append Line | Select **A** to add a line to the configuration file. |

**Note:** You must create a separate database configuration file for each company you want to access with the ODBC driver.

*The path entered must contain a drive letter and colon for the ODBC Drivers to access the OSAS data properly, unless you are using a data server. If you are using a Unix or LINUX system and not using a data server, do not create a configuration file here (See Appendix C).

**Edit CONFIG.TPM Selection Screen**

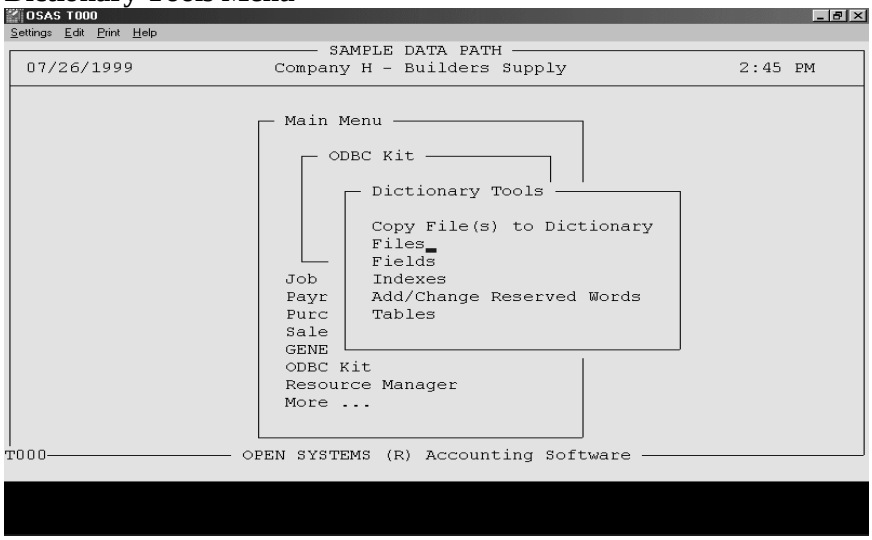



| **Command** | **Action** |
|---|---|
| Write | Select **W** to write the configuration file. |
| | Select **Y**, for Yes, to save the changes made to the configuration file. |
| | Select **N**, for No, if you do not want to save the changes made or the configuration file. |
| CONFIG.TPM Name | Select **C** to enter the path and file name for a new configuration file. |

**Note:** If you are using the 1.1 BASIS ODBC Drivers you must also run the Build Shadow Dictionary function (See Appendix A).

Select **Dictionary Tools** from the **ODBC Kit** menu.

### Dictionary Tools Menu

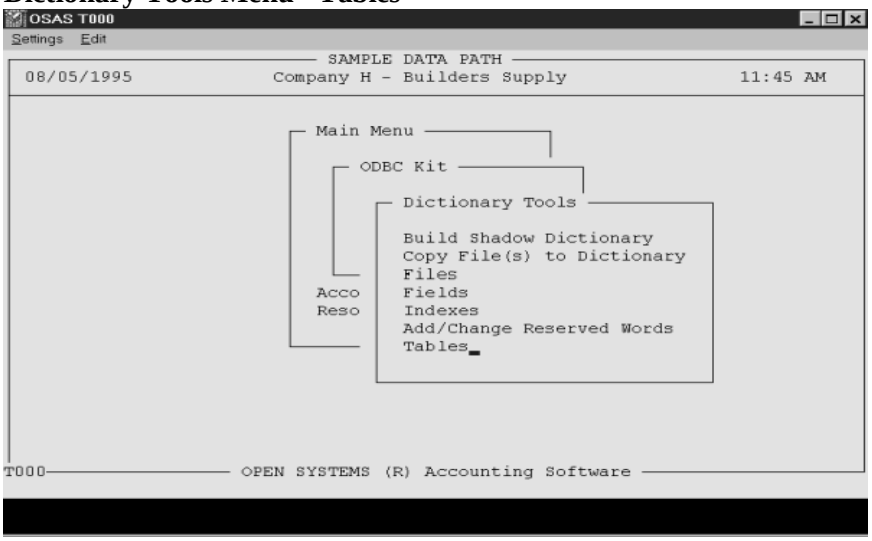


## Tables

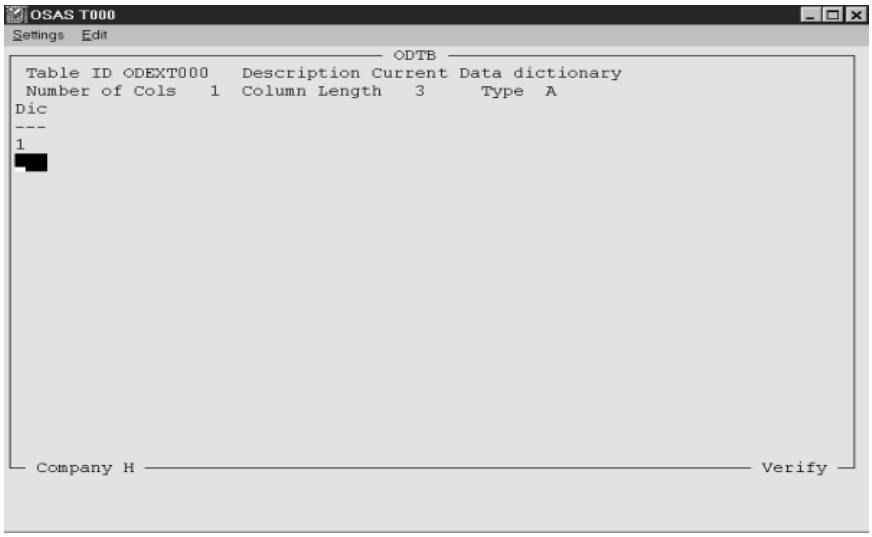
Use the **Tables** function to set up and maintain the ODBC Kit table.

Tables store information about the system, data, options, and default settings for other applications.

**Dictionary Tools Menu - Tables**



**ODEXT Table**



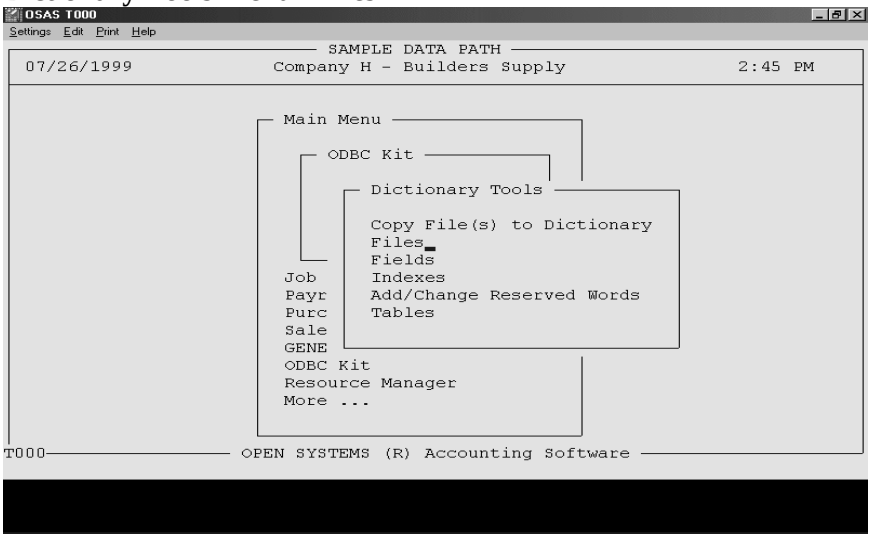

The **ODEXTxxx** table stores the data dictionary file extension in use on the current terminal.

XXX is the current terminal Id

## Files

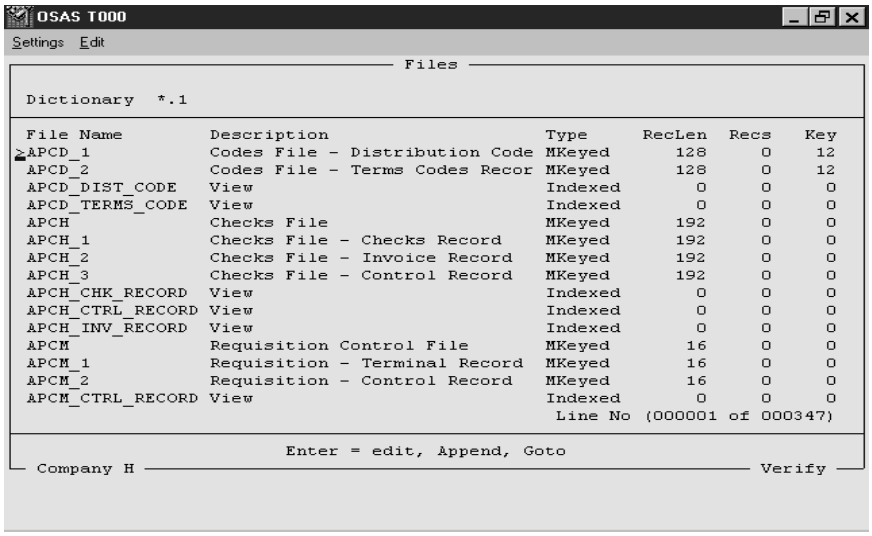
Use the Files function to set up and maintain data dictionary information about the data files used in OSAS programs, to construct views of the OSAS data files, and to delete unnecessary file definitions from the data dictionary

**Dictionary Tools Menu - Files**



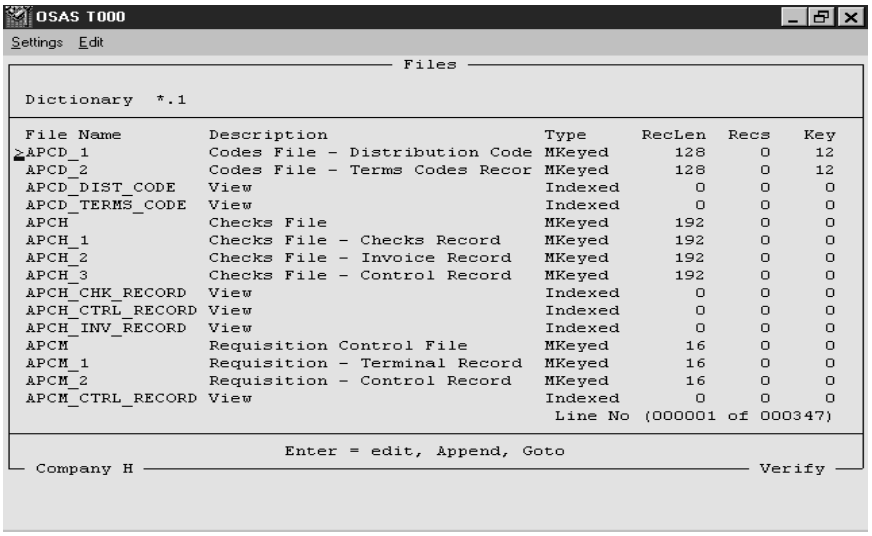

To add or change files for use with ODBC select **Files** from the Dictionary Tools menu.

**ODBC Kit Files Screen**



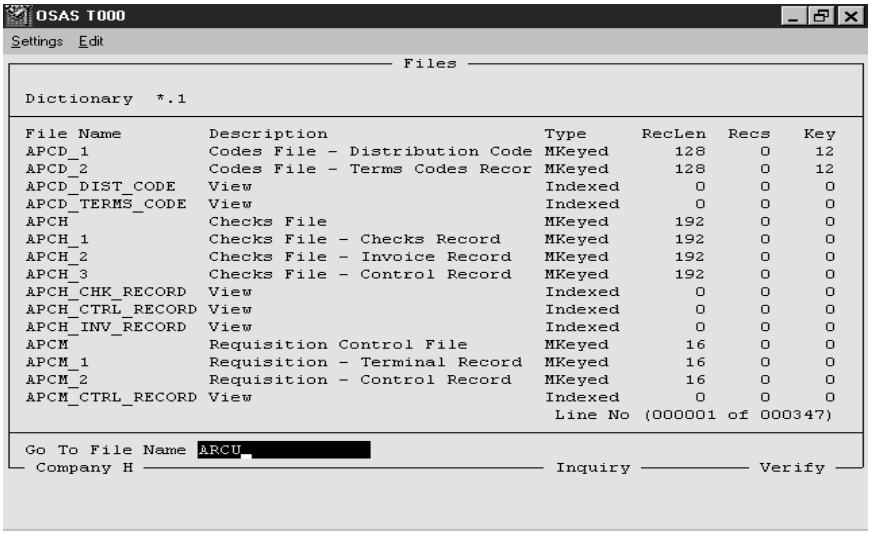

| Field | Description |
|---|---|
| Dictionary | Displays the current set of data dictionary files in use on the current terminal |
| File Name | List the name of all the files in the current set of data dictionary files |
| Description | Displays the description of each data dictionary file |
| Type | Displays the file type for each data dictionary file |
| RecLen | Displays the record length in bytes for one record in the file |
| Recs | Displays the maximum number of records for each file |
| Key | Displays the key size for each file if the file is a Keyed or single key Mkeyed file. |

**ODBC Kit Files Screen**

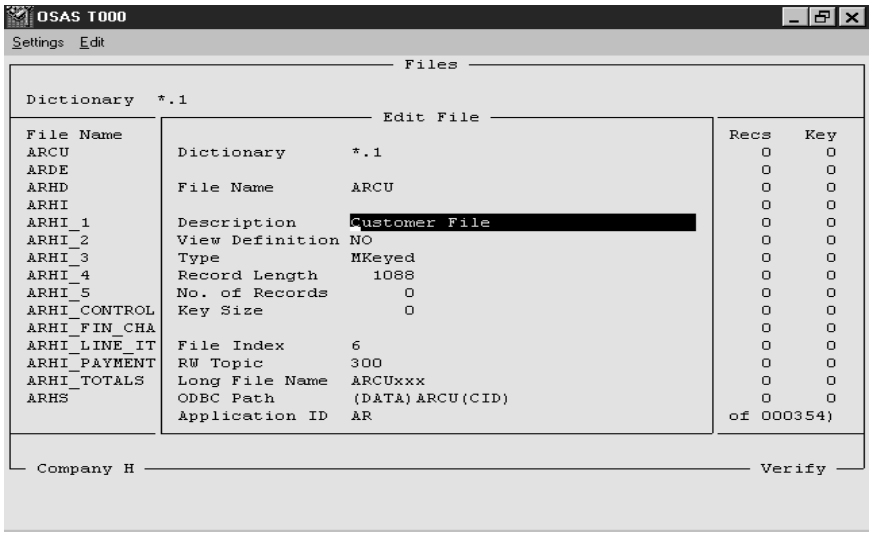



| **Command** | **Action** |
|---|---|
| Edit | Move the cursor to the file to change and press **Ente**r |
| Append | Press **A** to add a file. The Append File window is displayed. Enter the file information. Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes and return to the file scrolling screen. |
| Goto | Press **G,** the Goto File Name field is displayed. Enter the file name and press **Enter** to move the cursor to a specific file**.** |

**ODBC Kit Files Goto Screen**



**Edit File Screen**



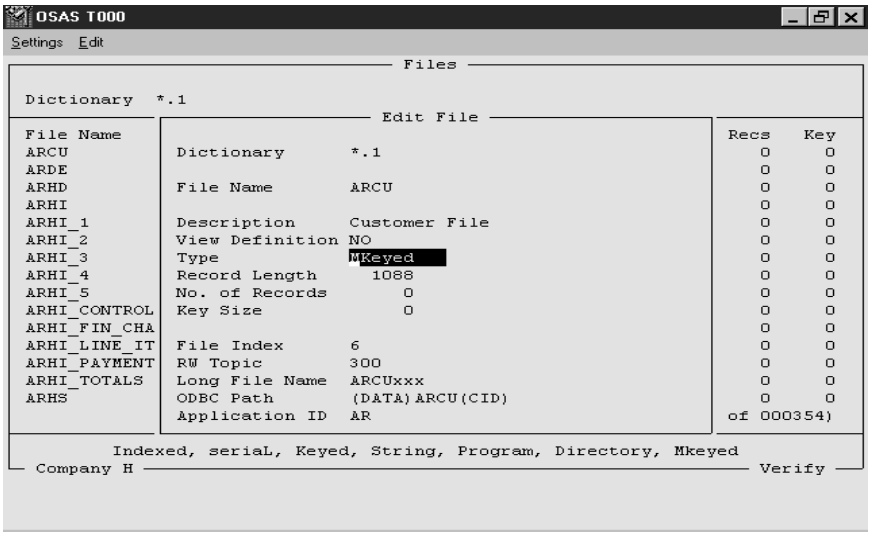

The Edit/Append file screen is displayed, when you select a file to edit or select append to add a file.

Enter or edit the following information:

| **Field** | **Description** |
|---|---|
| Dictionary | Displays the current set of data dictionary files in use on the current terminal |
| File Name | Displays the name of the data dictionary file.<br>If you are adding a file, enter the dictionary file name.<br>The name does not have to be the name of the file in OSAS.<br>The name cannot contain any spaces or symbols. Use letters, numbers and underscores. |
| Description | Enter the description of the file. |
| View Definition | If the file is a view[5], enter **YES**; if not, enter **NO**. |

[5] A view is a copy of a data dictionary file or files. Once this field is set, you are not allowed to change it.

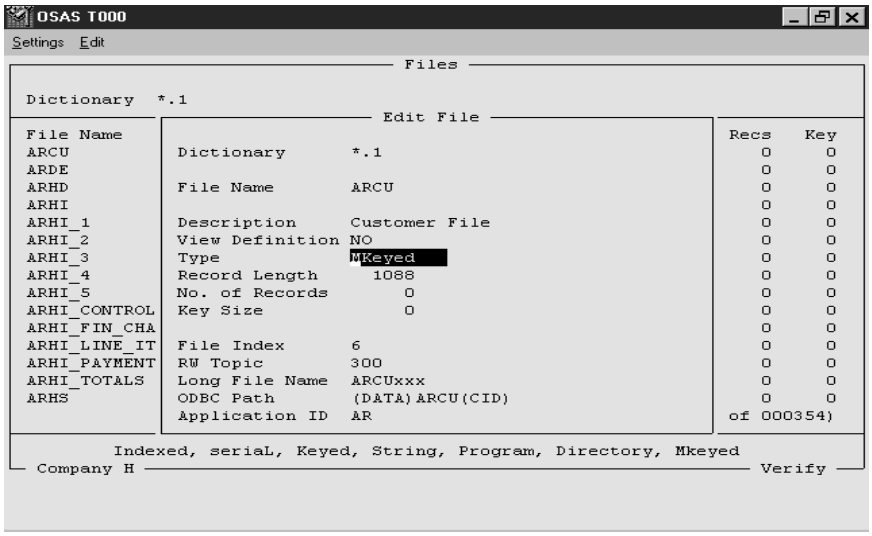
**Edit File Screen**




| Field | Description |
|---|---|
| **Type** | Enter the file type<br>Valid Types are:<br>**I** for Indexed<br>**L** for Serial<br>**K** for Keyed<br>**S** for String<br>**P** for Program – not valid for OSAS.<br>**D** for Directory – not valid for OSAS.<br>**M** for **Mkeyed**[6] |
| Record Length | Enter the file record length for one record of file. For standard OSAS files, this value corresponds to the size in the File Descriptions books. |
| No. of Records | If the file is Indexed or Serial, enter the maximum number of records the file can contain. For OSAS Mkeyed files leave this field blank. |
| Key Size | Enter the key size if the file is a single keyed file. For most OSAS data files leave this field blank. |

[6] In the current version of OSAS, the files are all Mkeyed. If you have older versions or have created your own data files, the type can be different. A view file has a type of index.

**Edit File Screen**




| Field | Description |
|---|---|
| File Index | Enter the file index on which the file is usually opened. This is not used by ODBC. |
| RW Top | Enter the Report Writer topic number within OSAS for this file. This is not used by ODBC. |
| Long File Name | Enter the actual name of the file on the media (hard drive...Etc.) For OSAS data files use the **xxx** to represent the Company ID. |
| ODBC Path | Enter the variables, setup in the configuration file with the Edit CONFIG.TPM function, for the path and company Id (if applicable), and the file name in OSAS, plus any other variables added to the configuration file.<br><br>The variables and file name must be entered in the order you would access the file if you were searching for the file at the operating system level.<br><br>**Example:** (DATA)ARCU(CID) means to start in the path setup with the DATA variable in the configuration file, then select the ARCU file, and finally choose the company ID setup with the CID variable in the configuration file. |
| Application ID | Enter the application ID for the file. This is not used by ODBC. |

Use the **Proceed** command, **PgDn** or **Esc P**, to save your entries.

## View Files

A View dictionary allows you to glimpse the data contained in your files. Views link to an original file, which contains the actual data or can link to another view file, which links to an original file. You can create views using more then one file. Views can also have criteria applied.

There are three types of view files.

**Single File View** A view file created from one data dictionary file.

**Criteria View** A view file, which uses criteria to limit the information, returned to the file.

**Multiple File View** A view file that is created from more then one file and uses link information to establish the connection between the files.

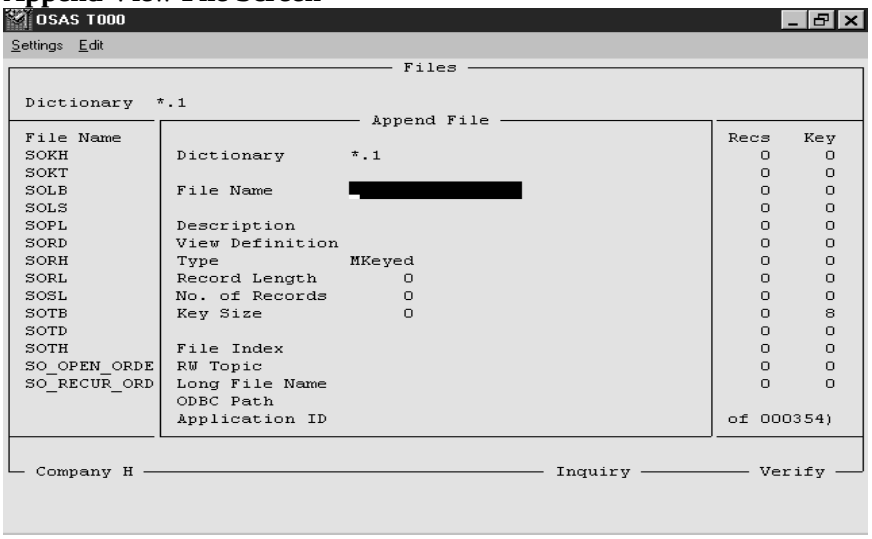
### Creating a Single File View

A single file view links to only one original data dictionary or view file.

To create a view file perform and enter the following:

Select A, to use the Append command.

**Append View File Screen**



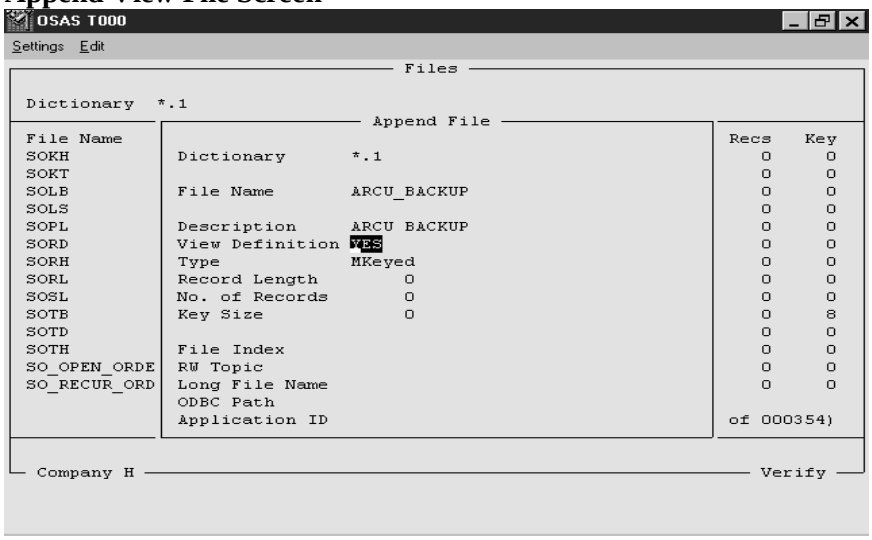

The Append File screen is displayed.

Enter the following information for the view file.

| **Field** | **Description** |
|---|---|
| Dictionary | Displays the current set of data dictionary files in use on the current terminal. |
| File Name | Enter the name of your View file and press enter.[7] |

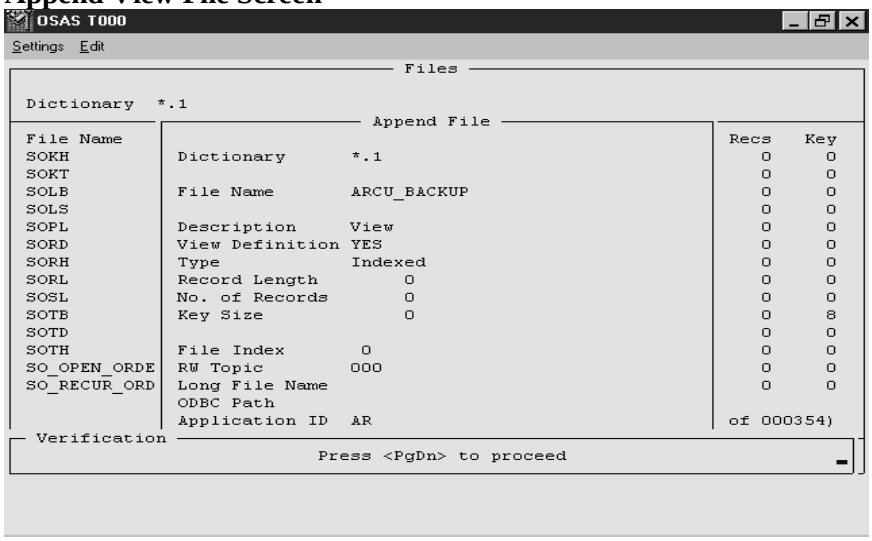
[7] The File Name of the view file cannot contain any spaces, symbols or special characters. Only letters numbers and underscores are allowed.

**Append View File Screen**



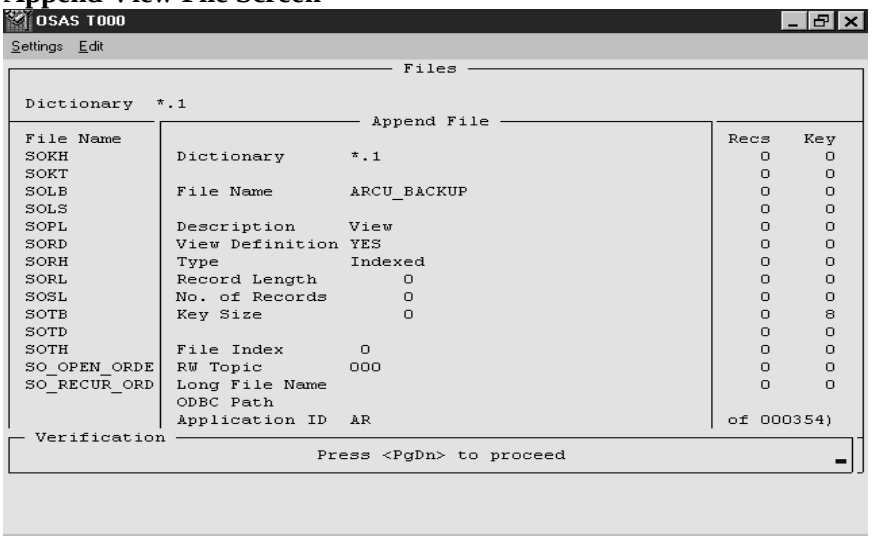

| Field | Description |
|---|---|
| Description | Leave this field blank. You can enter a description, but making the file a view determines the description. |
| View Definition | Enter **Y**, for yes, to create the file as a view. |

**Append View File Screen**




The Description field changes to **View** and the **Type field** is automatically set to Indexed.

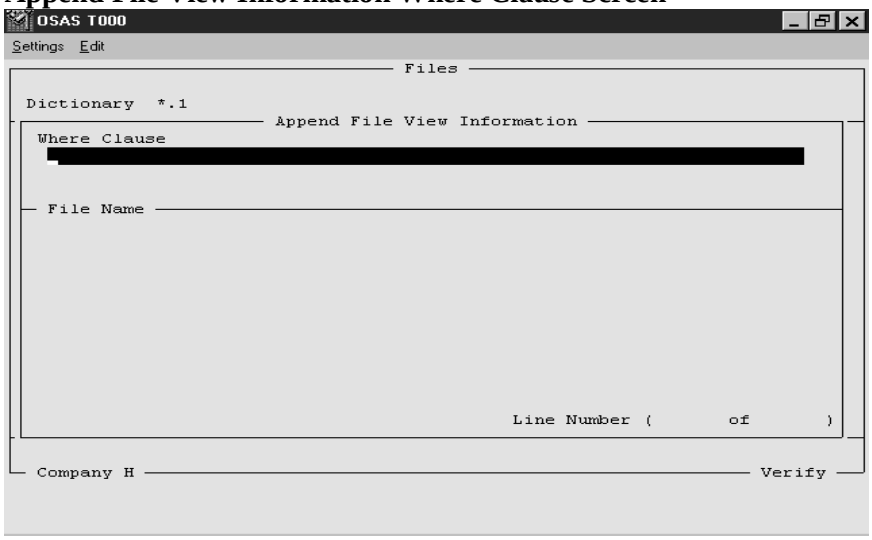
**Append View File Screen**




Record Length, No. Of Records, Key Size, File Index, RW Topic Long File Name and Application ID are not used by a View dictionary because the view always links to an original file or to a view which links to an original file. You can skip those fields or enter the appropriate information for each.

Use the **Proceed** command, **PgDn** or **Esc P**, to proceed to the next step of the view file creation.

**Append File View Information Where Clause Screen**



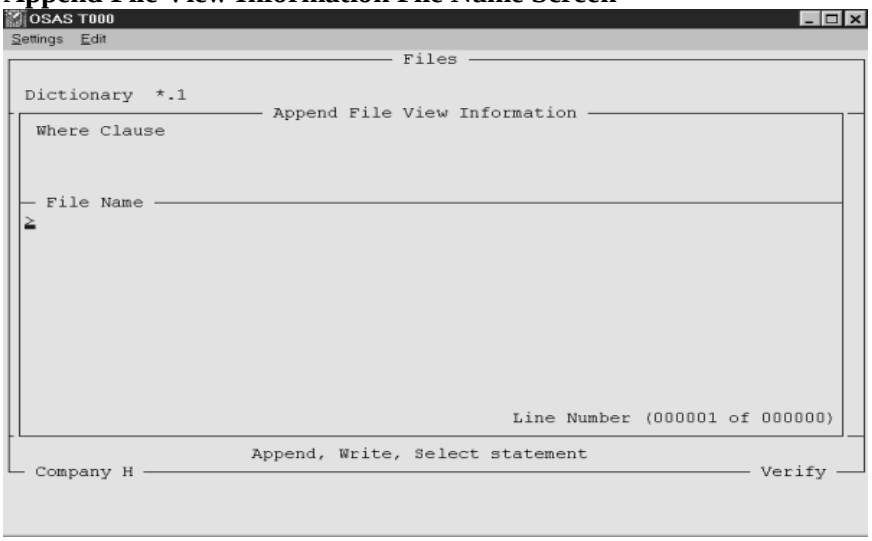

The Append File View Information screen is displayed

Enter the following information to continue the view file creation

| Field | Description |
|---|---|
| Where Clause | Allow you to setup criteria to limit the information for your View or setup links between files, if your View is created from more than one file.<br><br>The Where Clause can contain up to 3 lines with 70 characters per line.<br><br>The Where Clause links to the original file to get the information used.<br><br>Use SQL format to setup the Where Clause. Alphanumeric fields use apostrophes around the expression and numeric fields do not.<br><br>If your View isn't using criteria or more than one file you can leave this field blank. |

Use the **Proceed** command, **PgDn** or **Esc P**, to save the Where Clause information and to enter the File Name information.

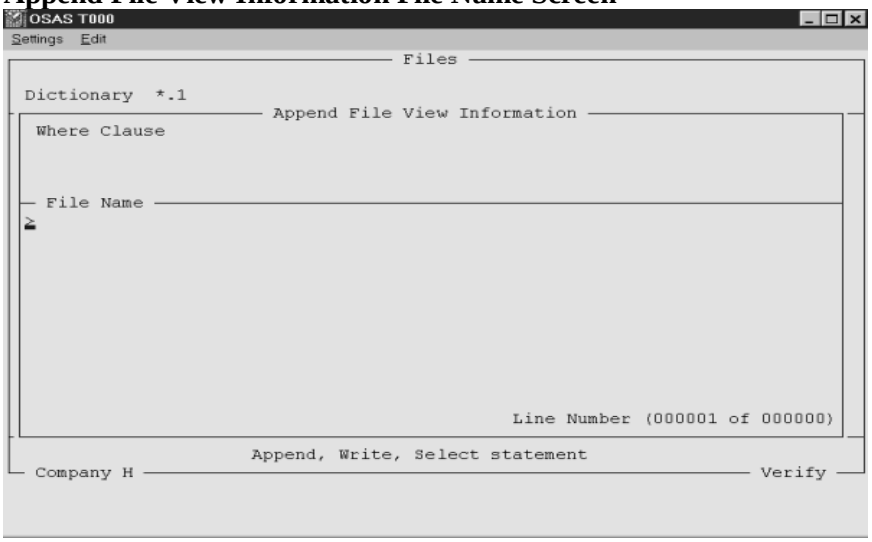
**Append File View Information File Name Screen**




Enter the following information to complete the view file creation

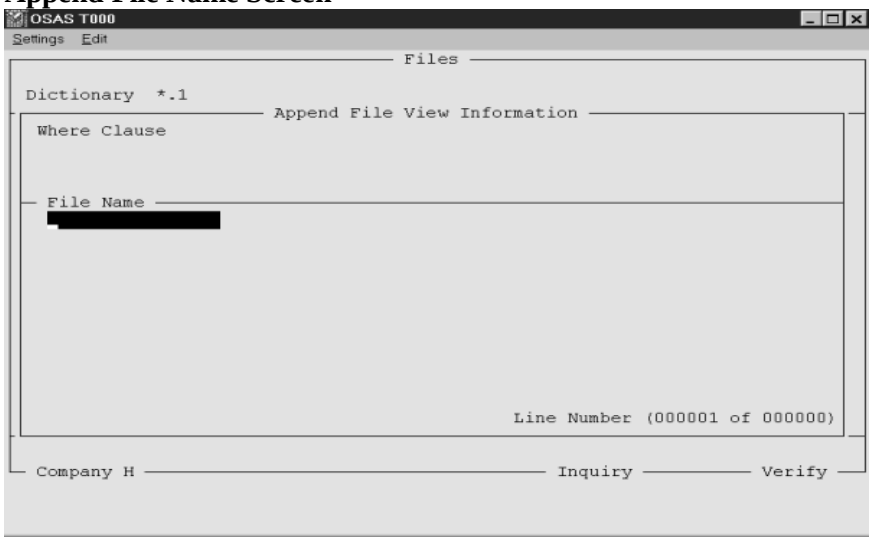
| Field | Description |
|---|---|
| File Name | Enter the name or names of the file(s) that make the View file. |

**Append File View Information File Name Screen**



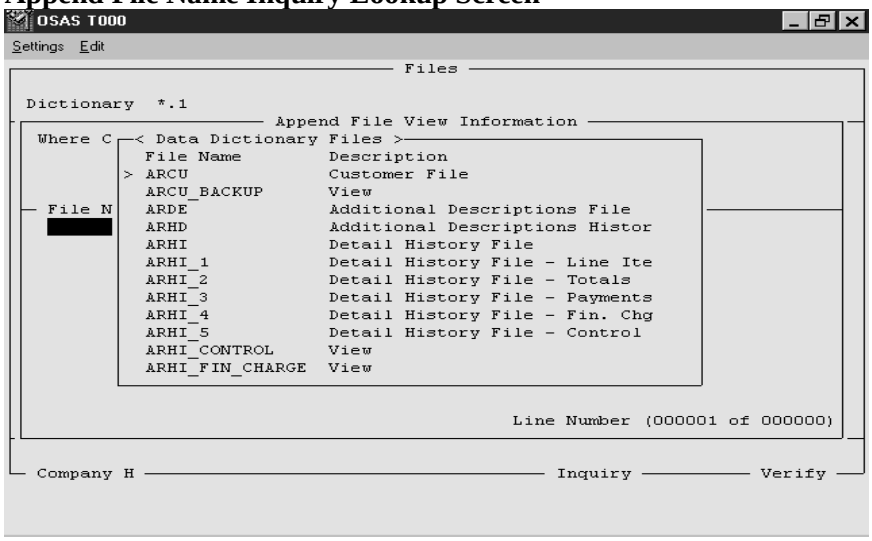

| Command | Description |
|---|---|
| Append | Press **A** to add the file(s) to create the view |
| Write | Press **W** to save the changes made to the view file. |
| Select statement | Press **S** to add or change the Where Clause information |

**Append File Name Screen**



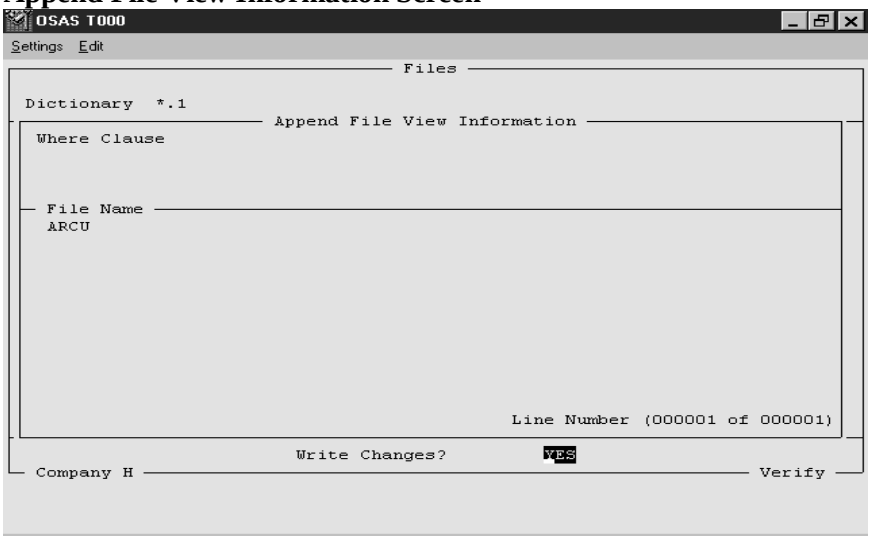

To add files to the view type A to use the Append command.

**Append File Name Inquiry Lookup Screen**



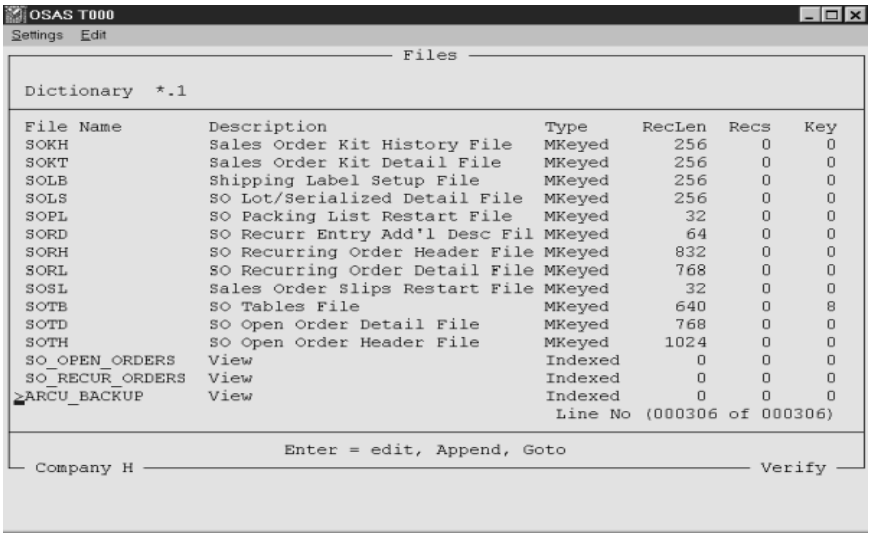

The **Inquiry** command, **F2** or **Esc W**, is available to select the file(s) you want to use.

**Append File View Information Screen**




After your selections have been made use the Write command to save the changes.

**Files Screen**



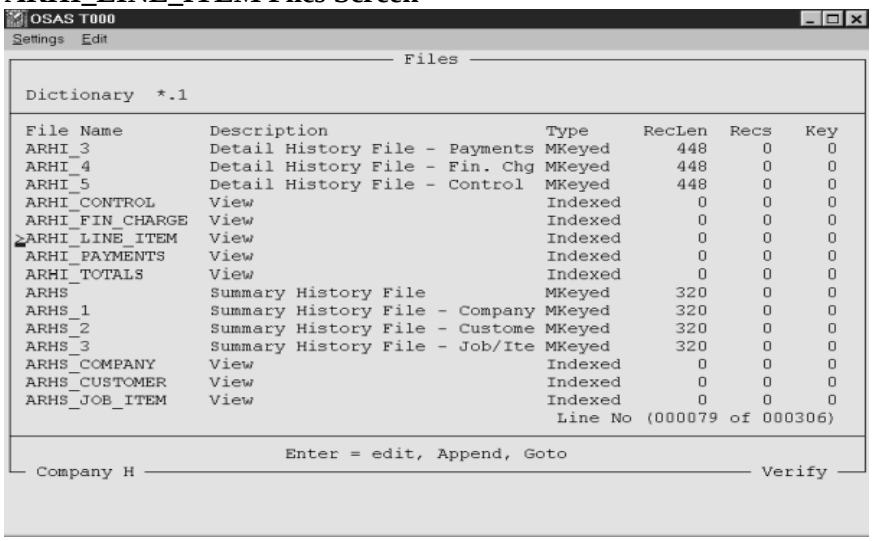

The new View file is added to the bottom of the Files screen.

The next time you select Files from the Dictionary Tools menu the view file will be in alphabetical order.

## Criteria Where Clause

Criteria Where Clauses limit the information returned to the file. The criteria consist of a Field Name, Operator and an Expression.

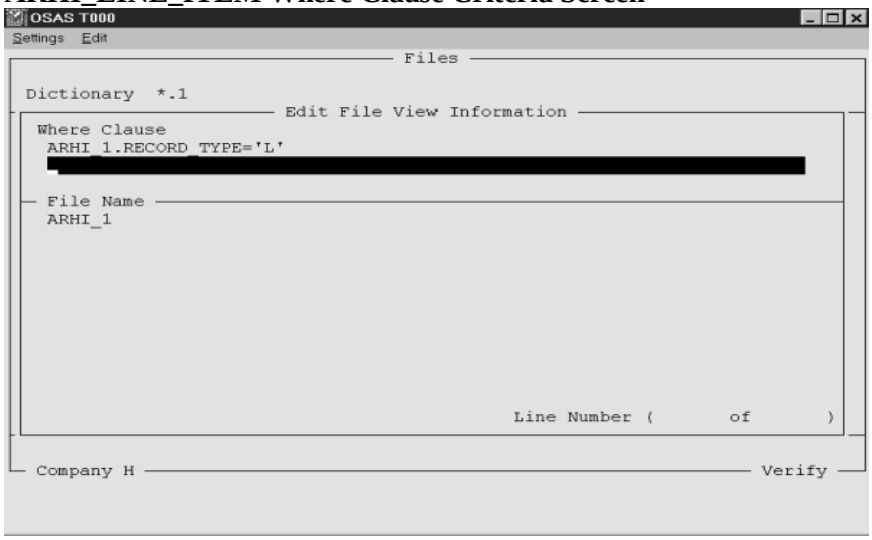
### ARHI_LINE_ITEM Files Screen




Select the ARHI_LINE_ITEM view file

Enter to edit the file and use the **Proceed** command, **PgDn** or **Esc P**, to view the Where Clause screen.

### ARHI_LINE_ITEM Where Clause Criteria Screen



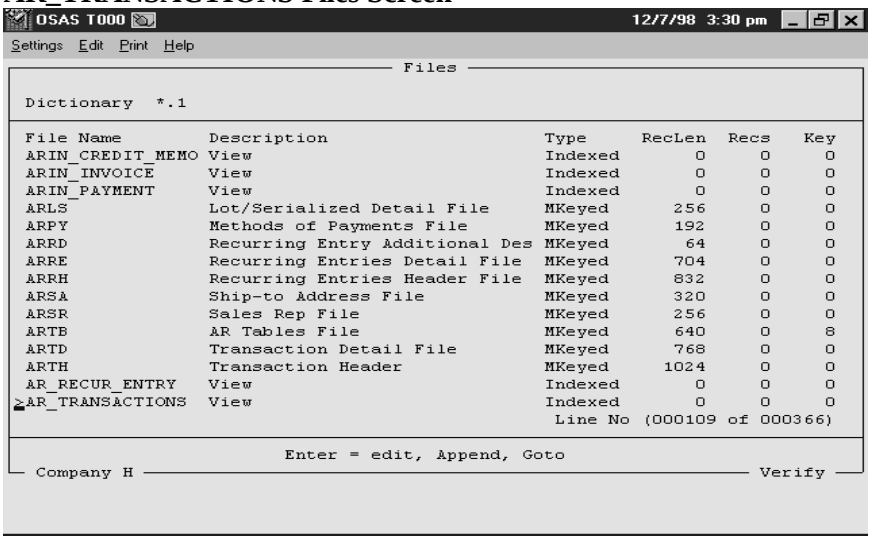

This Where Clause uses criteria to limit the information returned to the View. The field used links to a field in the original file from which the view was created, **ARHI_1.RECORD_TYPE.** The Operator is **=** and the expression used is **L** for Line Items. The RECORD_TYPE field is alphanumeric, so the expression, or the L, is surrounded with apostrophes.

More Criteria can be added if needed using the **AND** or **OR** statements between each set.

## Link Where Clause

A Link Where Clause links two or more files together in one view file. If your view uses two or more files you must setup the Where Clause to connect the files to each other. The Where Clause contains the original field in file x equaling an original field in file y.

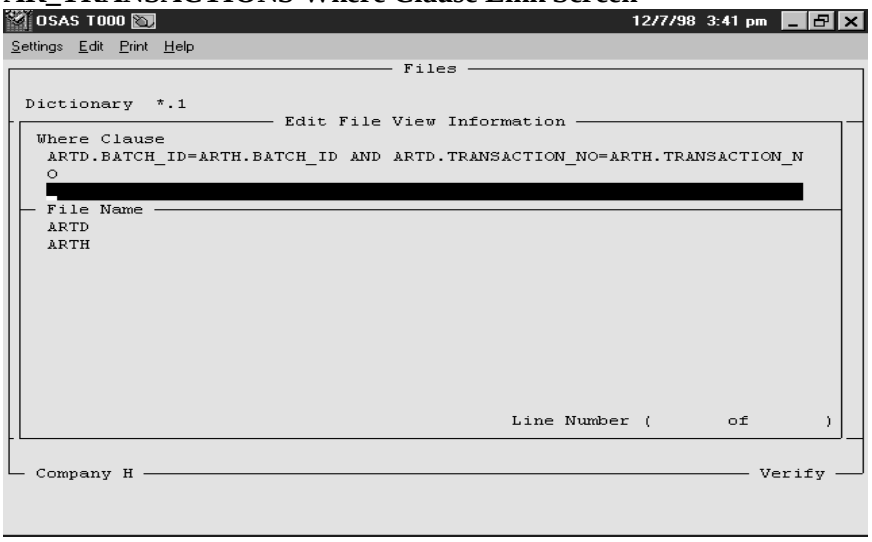
### AR_TRANSACTIONS Files Screen




Select the AR_TRANSACTIONS view file.

Enter to edit the file. Use the **Proceed** command, **PgDn** or **Esc P**, to view the Where Clause screen.

### AR_TRANSACTIONS Where Clause Link Screen




This Where Clause links the **ARTD** and **ARTH** files. The **ARTD.BATCH_ID** is the field from file x and equals the **ARTH.BATCH_ID**, which is the field from file y.

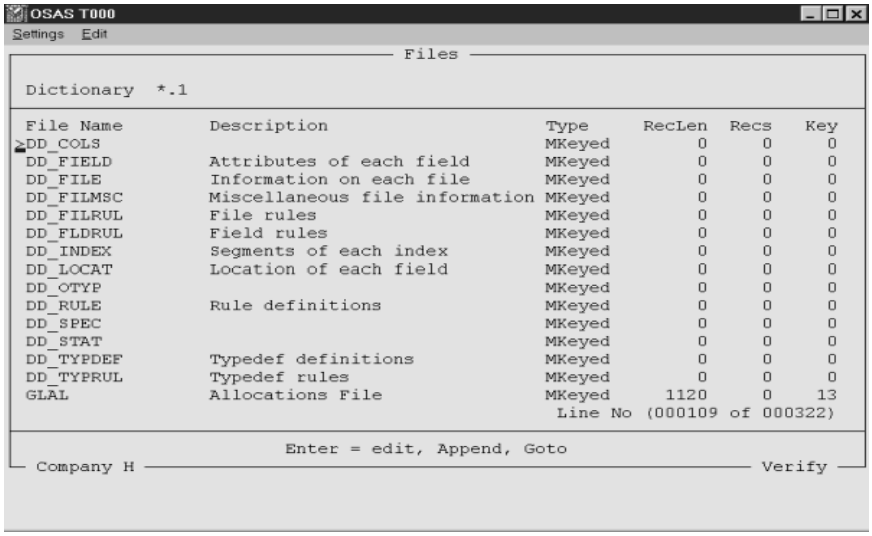
If more than one field links the two files together you can use an **AND** between the sets of information, as in this example, which uses the **ARTD.TRANSACTIONS_NO=ARTH.TRANSACTION_NO**.

## Base Tables

Press **G**, to use the **Goto** command.

Type **DD_** and press enter.

**Base Tables Files Screen**




The base tables are displayed.

The base tables define the 13 data dictionary files used by the ODBC Kit and the ODBC Drivers.

The Base Tables do not normally display in Files. They will only show here if the option in Options and Interfaces to show the systems tables is set to Yes**.**

**Do not change or delete the Base Tables or ODBC will not function correctly.**

## Deleting a File

To delete an existing file, perform the following steps:

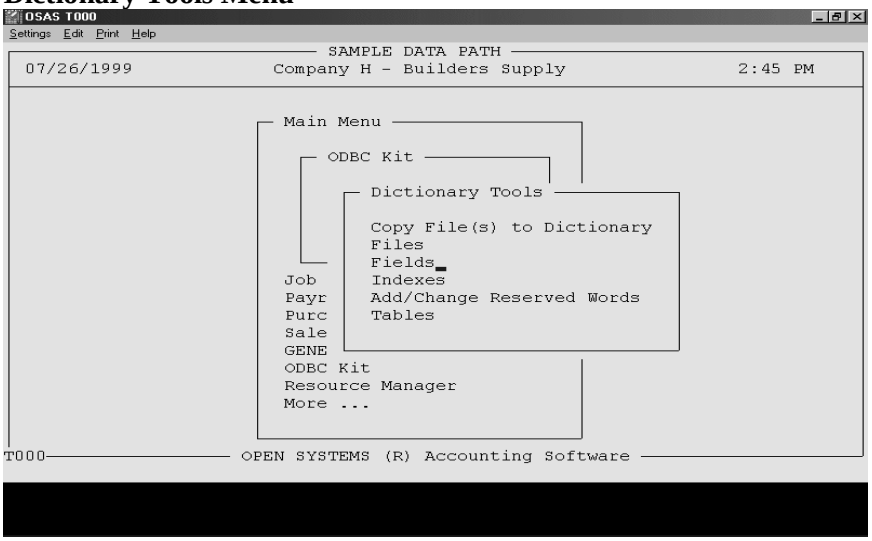
Use the arrow keys to place the cursor at the file you want to delete You can also press **G**, to use the Goto command, to place the cursor at the file you want to delete

Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the **Delete** command again to confirm deleting the file.

# Fields

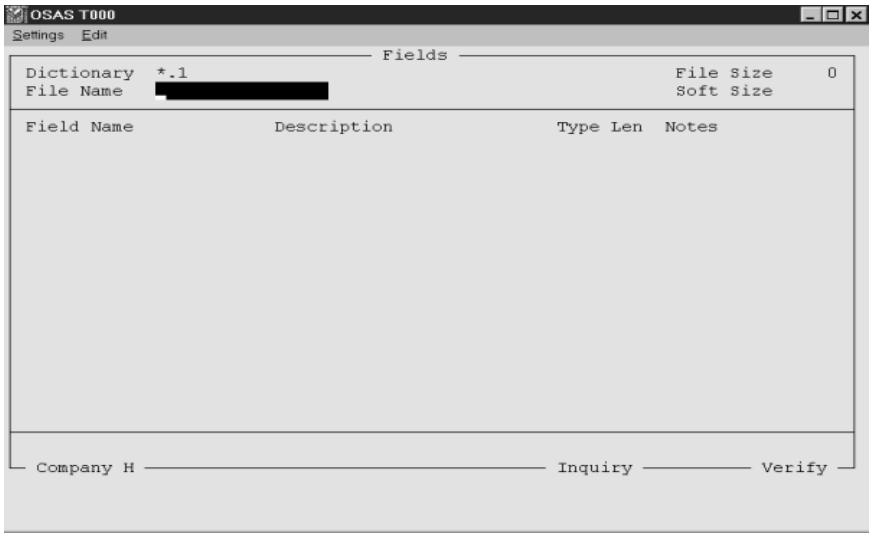
Use the **Fields** function to define and edit the fields in the data dictionary files.

**Dictionary Tools Menu**



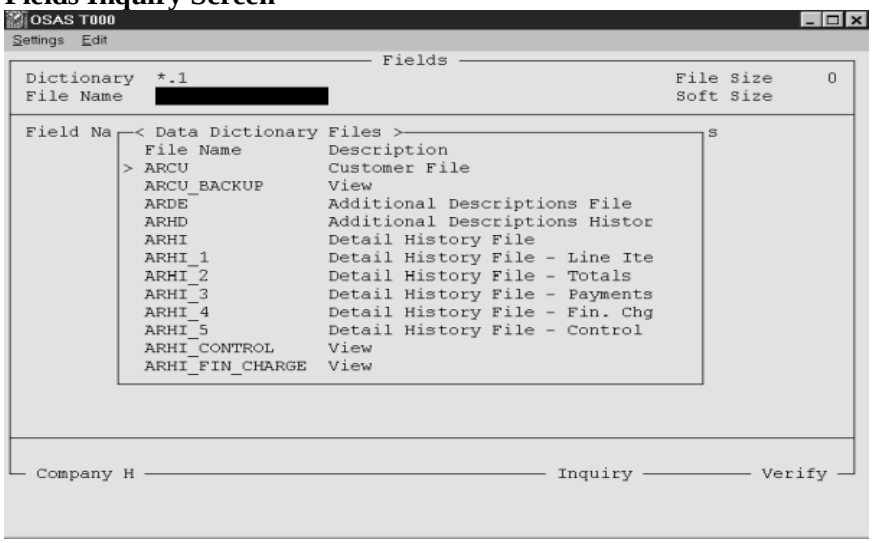

To add or change fields select **Fields** from the **Dictionary Tools** menu.

**Fields Screen**




| Field | Description |
|---|---|
| Dictionary | Displays the current set of data dictionary files in use on the current terminal. |
| File Name | Select the file to use in Fields<br>The Inquiry command, **F2** or **Esc W**, is available to select the file. |

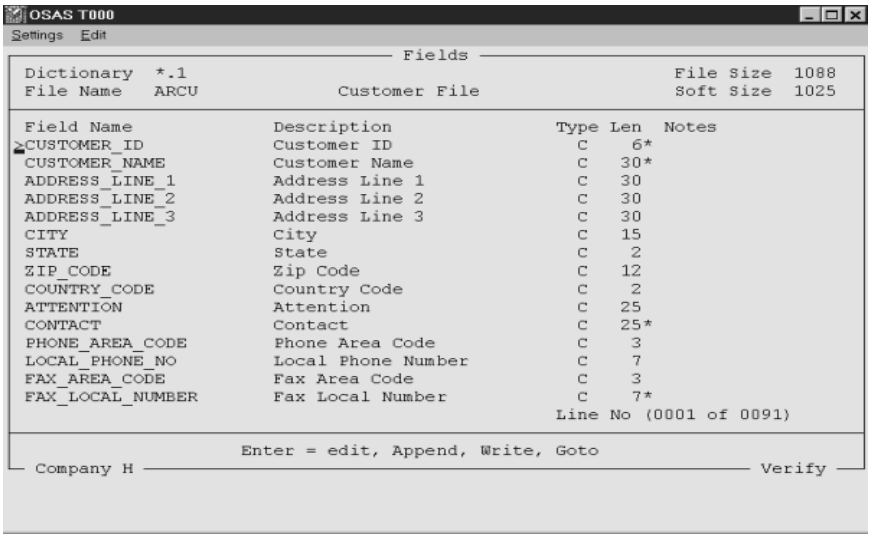
**Fields Inquiry Screen**



| Header Field | Description |
|---|---|
| (Description) | The description of the file is displayed. |
| File Size | The total size, in bytes, of one record in the file including the length of all fields, plus the total number of fields, plus the field and file separators, added together.<br>For standard OSAS files this number is taken from the File Description books. |
| Soft Size | The total size, in bytes, of one record in the file excluding field and record separators.<br>For standard OSAS files this number is taken from the File Description books. |

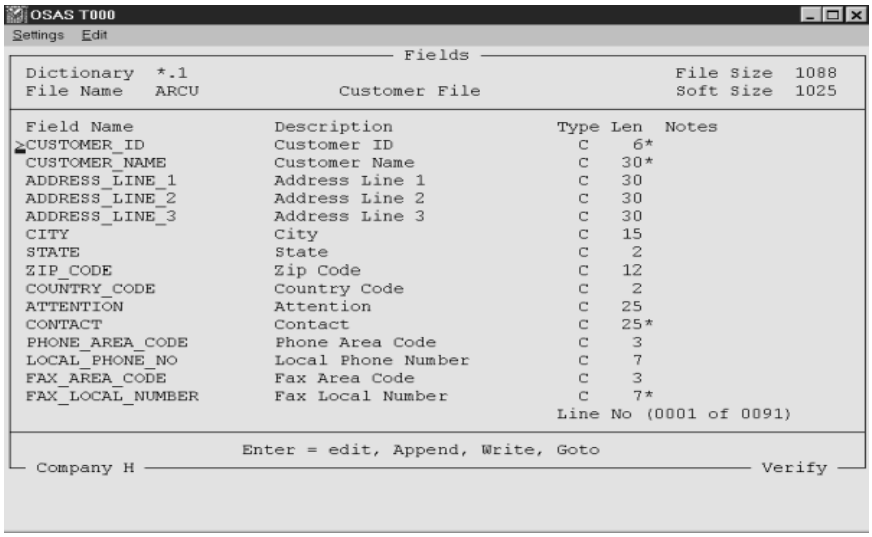
For regular data dictionary files the fields are listed in the order they appear in the file.

**ARCU Fields Screen**



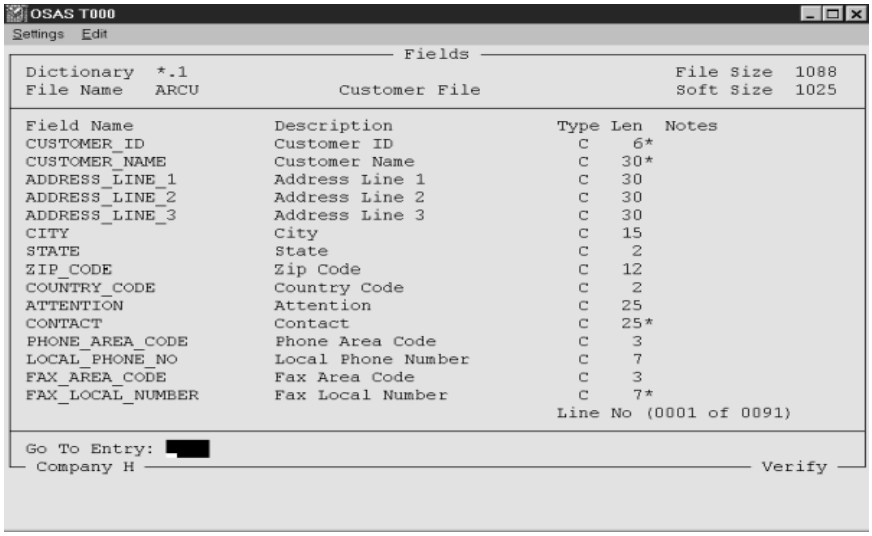

| Field | Description |
|---|---|
| Field Name | The name of the field is displayed. |
| Description | The field description is displayed. |
| Type | The field type is displayed. |
| Len | The field length is displayed. An * after Len means that this field comes at the end of a string and has a field terminator |
| Notes | The field notes are displayed. |
| Line No. | The line number of the field at the cursors position and total number of fields for the file. |

**ARCU Fields Screen**

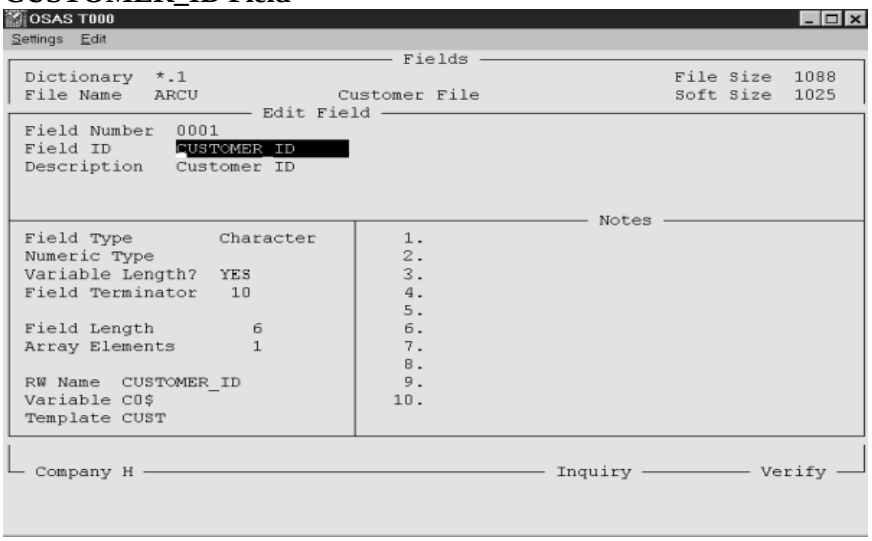



| **Command** | **Action** |
|---|---|
| Edit | Move the cursor to the field to change and press **Enter** |
| Append | Press **A** to add a field. The Append Field window is displayed. Enter the field information. Use the **Proceed** command, **PgDn** or **Esc P**, to save the added field. |
| Write | Press **W** to save the changes made to the fields. |
| Goto | Press **G** to place the cursor next to a specific field. The Go To Entry field is displayed. Enter the line number of the field you want to change or view. |

**ARCU Fields GOTO Screen**



**CUSTOMER_ID Field**



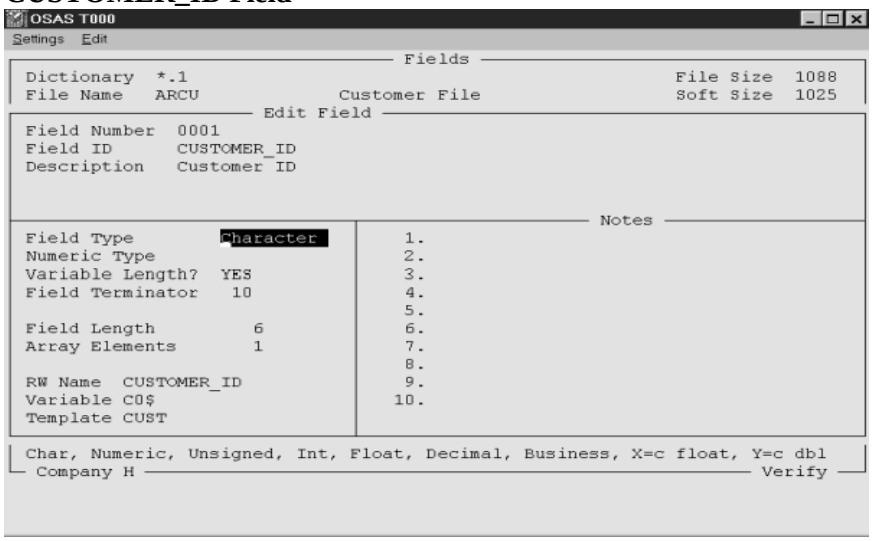

To add or edit a field press enter or A for append and enter the following:

| **Field** | **Description** |
|---|---|
| Field Number[8] | The line number of the field based on the field's position on the pervious screen. |
| Field ID[9] | The name of the data dictionary field name. The name can be 1 to 16 characters and cannot contain any spaces or symbols. Letters, numbers and underscores are allowed. Any word you enter is checked against the reserved word file. A warning is displayed if you enter a reserved word. |
| Description | Enter the description of the field. The description can be 1 to 33 characters. |

[8] The Field Number will not always correspond to the field number in the OSAS data file.

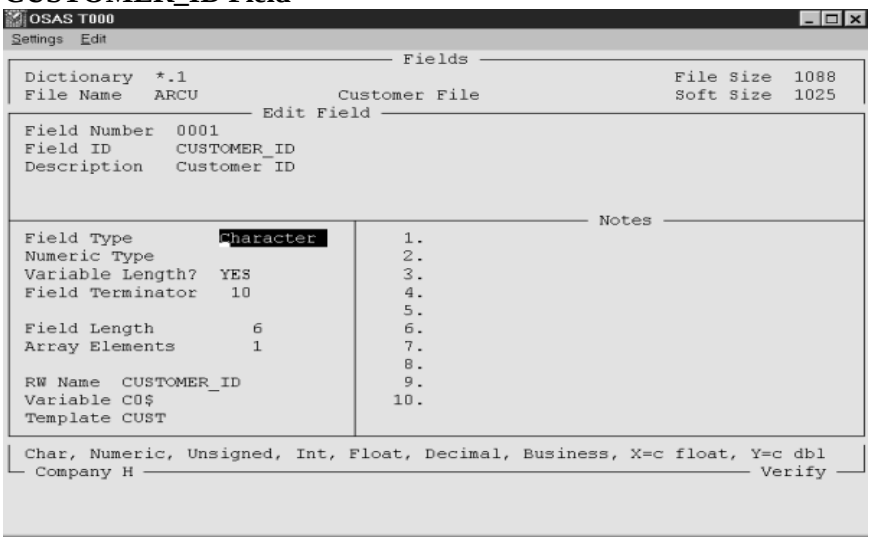
[9] The Field ID does not have to be the name of the field in the OSAS data file.

**CUSTOMER_ID Field**




| **Field** | **Description** | |
|---|---|---|
| Field Type | Enter one of the following letters for the type of field: | |
| | **C** = Char | For character fields |
| | **N** = Numeric | For numeric fields |
| | **U** = Unsigned | For unsigned integer fields |
| | **I** = Int | For signed integer fields |
| | **F** = Float | For IEEE float fields |
| | **D** = Decimal | For BCD float fields |
| | **B** = Business | For business math fields |
| | **X** = c float | For ‘C’ float fields |
| | **Y** = c dbl | For ‘C’ double float fields |
| Numeric Type | If the field type is numeric, you must enter a numeric type. | |
| | **B** = Boolean | If the number is a Boolean number, 0 or 1 |
| | **J** = Julian | If the number is a Julian date |
| | **O** = Other | If the number is any other numeric |
| | If the field type is not numeric, this field is not available. | |

**CUSTOMER_ID Field**



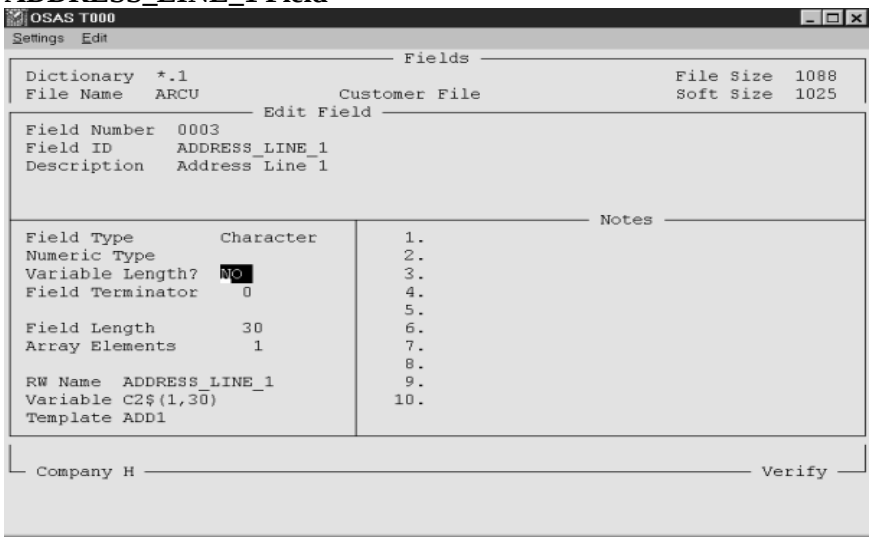

| Field | Description |
|---|---|
| Variable Length? | Enter **Y**, for Yes, if the field comes at the end of a string and requires a field terminator.<br><br>Enter **N**, for No, if the field is a substring and does not come at the end of the string. |
| Field Terminator | If Variable Length is Yes, enter the decimal code used to represent a field terminator in the file. All standard OSAS files use **10** as the field terminator. |
| Field Length | Enter the maximum number of characters for the field. |
| Array Elements | This field is set to 1 and cannot be changed. ODBC does not support using arrays. |
| RW Name | The name of the field in the GENERAL Report Writer application. All the OSAS standard files use the same field name in ODBC as in GENERAL Report Writer.[10] This field is not used by ODBC. |
| Variable | Enter the variable ID used to represent the field. If this application uses string templates, leave the field blank. This field is not used by ODBC. |
| Template | Enter the string template ID for the field. All OSAS data files use templates for the fields. This field is not used by ODBC but you cannot leave the field blank. The field is not validated or check against the OSAS data file so any input is accepted. |
| Notes | Enter up to 10 lines, 16 characters per line, of descriptive notes. For standard OSAS files the notes are taken from the File Description books. |

Use the **Proceed** command, **PgDn** or **Esc P**, to save the field information.

[10] You do not have to have General Report Writer to use ODBC

## Field Examples

### ADDRESS_LINE_1 Field



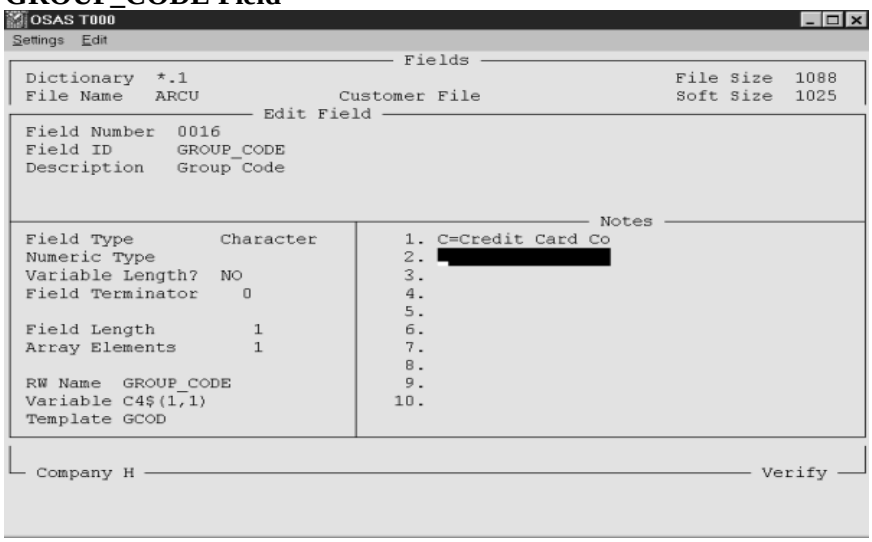

Select the ADDRESS_LINE_1 field and press enter to view the field detail.

The Variable Length? field is No because this field is a substring and does not come at the end of the string.

The Field Terminator is set 0.

Select the GROUP_CODE field and press enter to view the field detail.

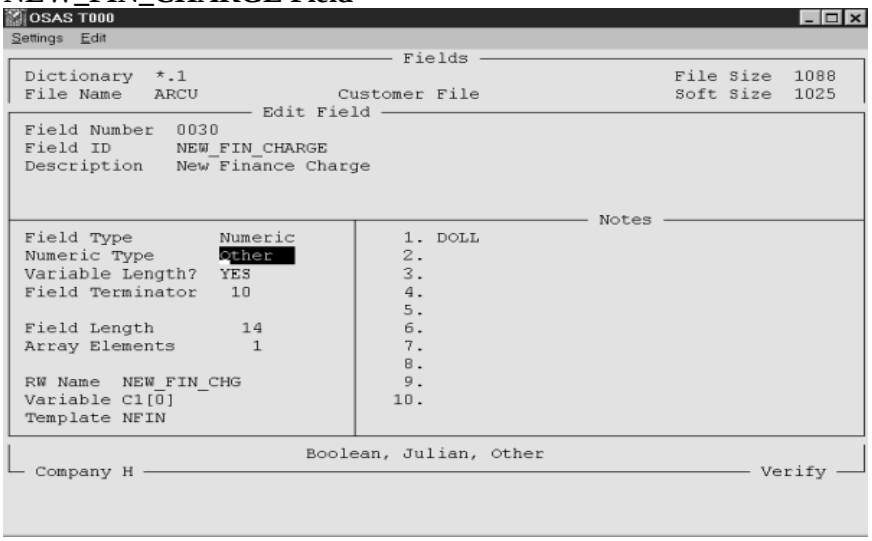
### GROUP_CODE Field




The Notes section contains the notes from the OSAS File Description books.

Select the NEW_FIN_CHARGE field and press enter to view the field detail.

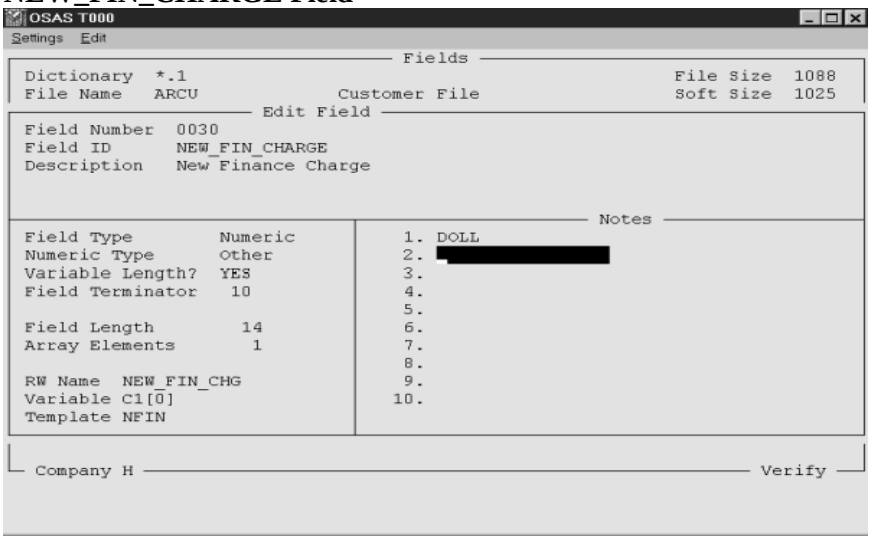
**NEW_FIN_CHARGE Field**




If the Field Type is numeric, you must enter a Numeric Type

| **Field** | **Description** |
|---|---|
| B = Boolean | If the number is a Boolean number. 0 or 1 |
| J = Julian | If the number is a Julian date |
| O = Other[11] | If the number is any other numeric |

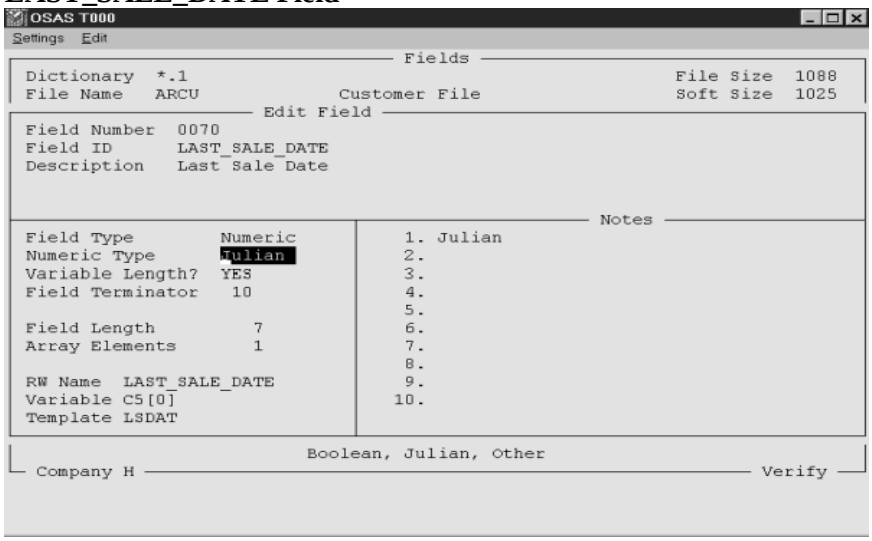
**NEW_FIN_CHARGE Field**




[11] When Other is selected as the numeric type the notes section shows what type of number is stored in this field.

Select the LAST_SALE_DATE field and press enter to view the field detail.

**LAST_SALE_DATE Field**

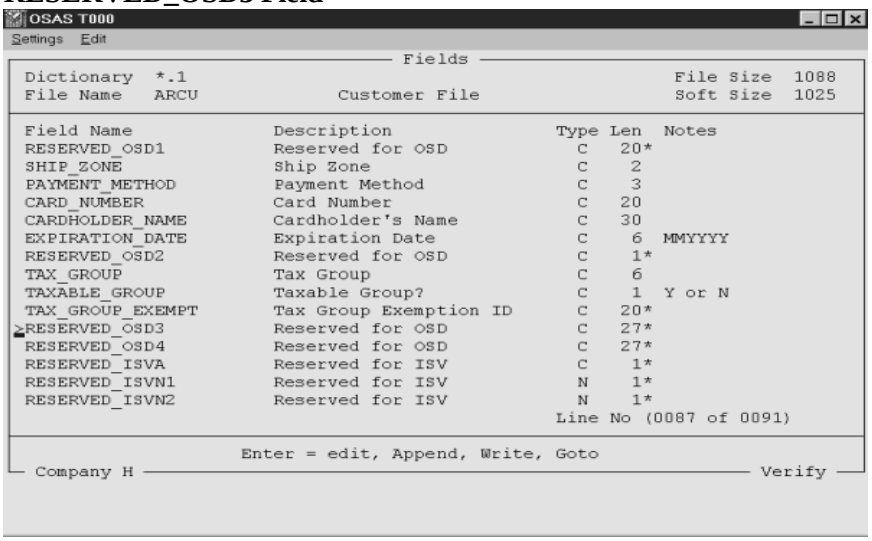



When Julian[12] is selected as the Numeric Type the word Julian is automatically put in the Notes section.

[12] OSAS stores all dates in Julian format. A Julian date is defined as the number of days passed since January 1, 4713 BC.

To get the Julian date fields to convert to a regular date, when you are accessing the OSAS data through ODBC with another product such as Microsoft Access or Microsoft Excel, the Field ID must end in DATE or DAT. When you create the data source, you must enter DATE or DAT in the Date Column Suffix field. If the field id ends with anything other than DATE or DAT and you do not enter DATE or DAT in the Date Column Suffix field, the Julian number will not convert to a regular date.

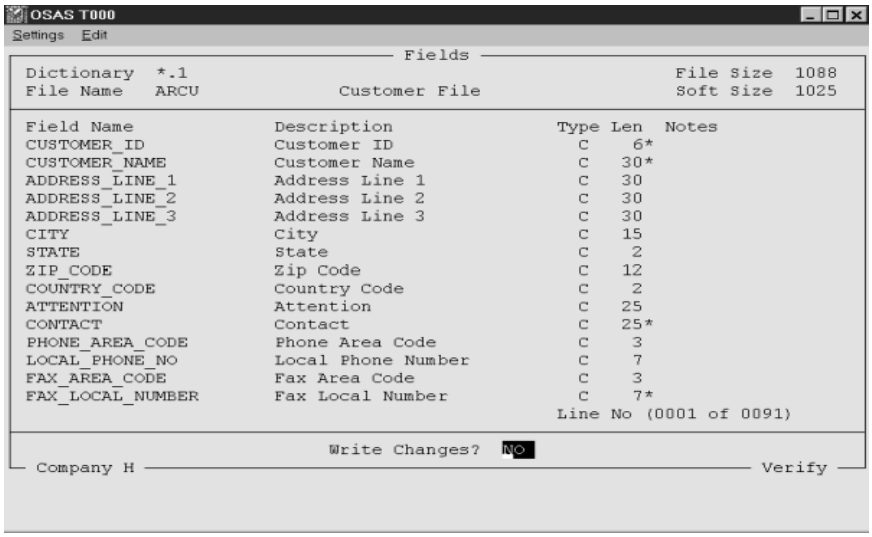
**RESERVED_OSD3 Field**




The standard OSAS data dictionary files also have the reserved fields, because each field in the file must be accounted for in order for the ODBC Drivers to access the file successfully.

If you have modified any of these fields in the OSAS data files, you must edit these fields in the data dictionary files, with the correct information, to access them correctly with ODBC.

**ARCU Fields**




After you have made your selections type **W**, to use the **Write** command, to save the changes.

## Deleting Fields

To delete an existing field, perform the following steps:

Use the arrow keys to place the cursor at the field you want to delete You can also press **G**, to use the Goto command, to place the cursor at the field you want to delete.

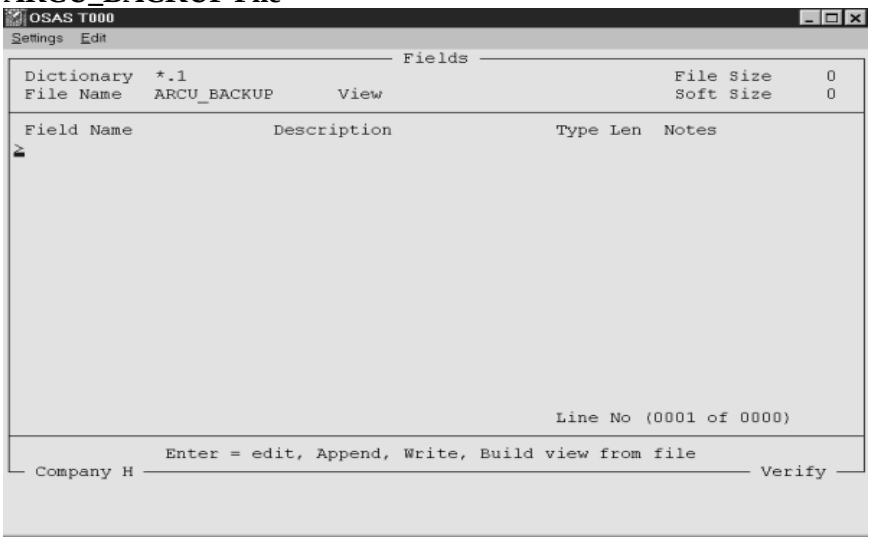
Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the **Delete** command again to confirm deleting the field

**Note:** You cannot delete a field that is used as a key or part of a key to the file.[13]

[13] Keys for ODBC are setup through the Index function on the Dictionary Tools menu.

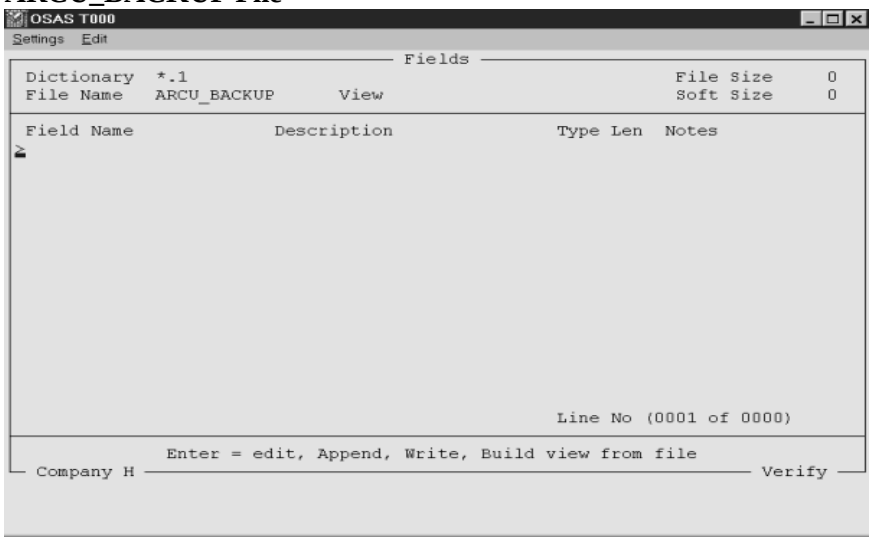
# View Fields

**ARCU_BACKUP File**




| Header Field | Description |
|---|---|
| (Description) | The description of the file is displayed. |
| File Size | The total size, in bytes, of one record in the file including the length of all fields, plus the total number of fields, plus the field and file separators, added together.<br>For standard OSAS files this number is taken from the File Description books.<br>Not used for view files |
| Soft Size | The total size, in bytes, of one record in the file excluding field and record separators.<br>For standard OSAS files this number is taken from the File Description books.<br>Not used for view files |

**ARCU_BACKUP File**



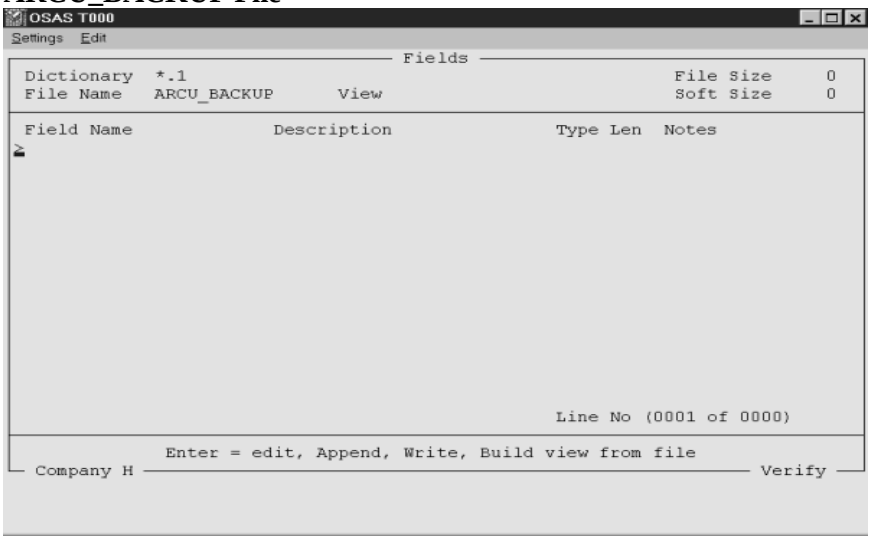

| **Command** | **Action** |
|---|---|
| Edit | Move the cursor to the field to change and press **Enter** |
| Append | Press **A** to add a field. The Append Field window is displayed.<br>Enter the field information.<br>Use the **Proceed** command, **PgDn** or **Esc P**, to save the added field. |
| Write | Press **W** to save the changes made to the fields. |
| Build view from file | Press **B** to copy the fields from an existing file into the view file. |

There are two options available to add fields for view files

## Option 1

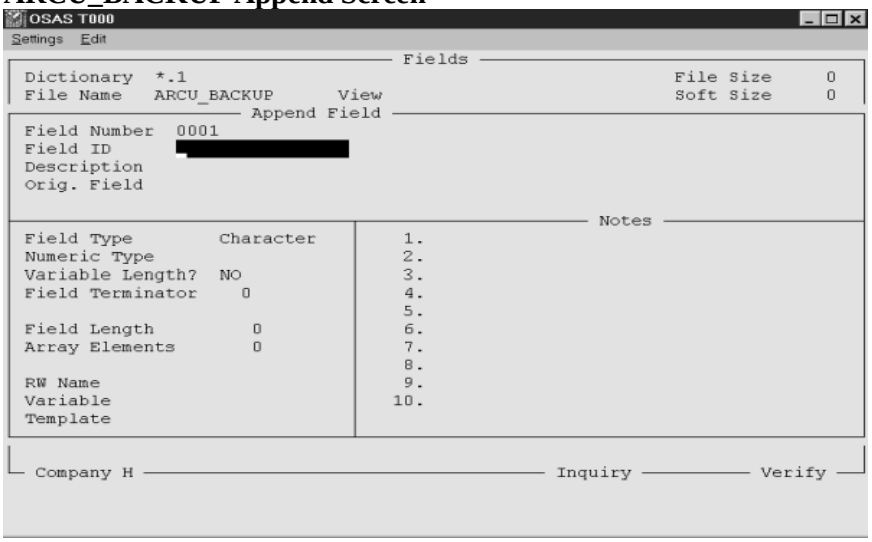
In Fields you can set up each field entering the Field ID, Field Type, Numeric Type (if applicable), Variable Length, and Field Terminator[14]

**ARCU_BACKUP File**




To add fields type **A**, to use the Append command.

**ARCU_BACKUP Append Screen**

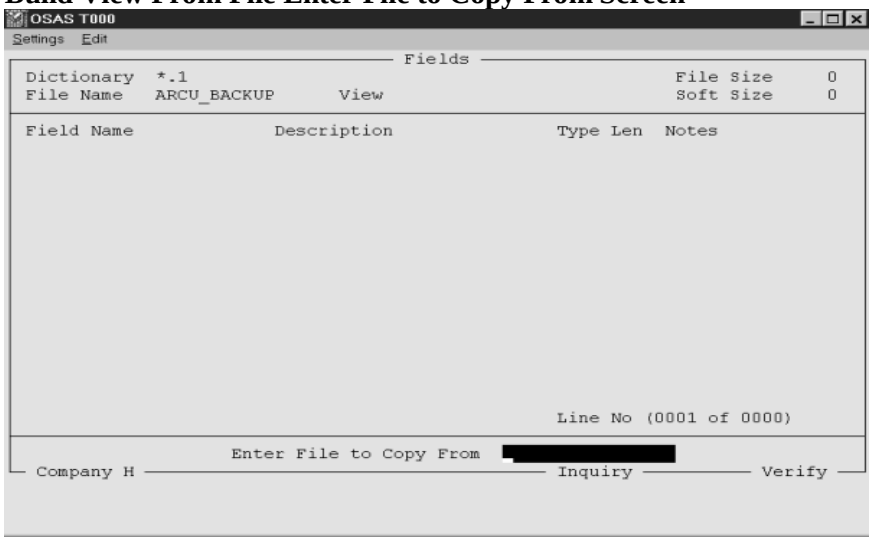



[14] If you have created your own data files and you want to use those with **ODBC,** you must add the fields in this manner.

## Option 2

You can type **B**, to use the Build view from file command, to add the fields to the view file

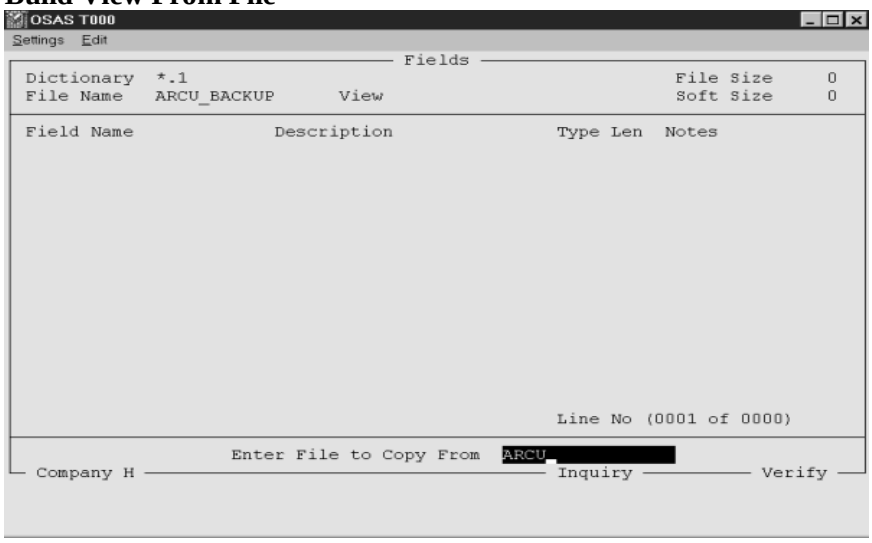
**Build View From File Enter File to Copy From Screen**




When Build View from file is selected, you are prompted to **Enter File to Copy from**. Select the file you want to use to create the view.

Use the **Inquiry** command, **F2** or **Esc W**, to select the file to build the view.

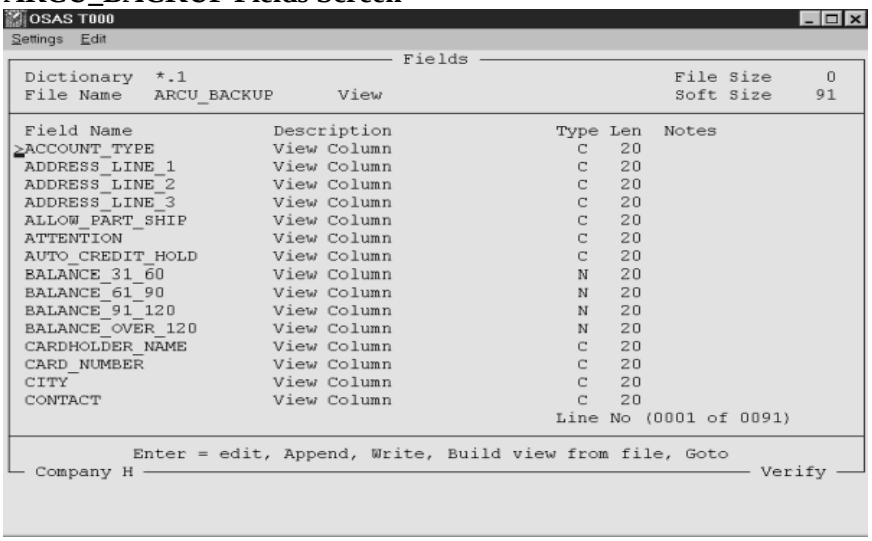
**Build View From File**




Use the **Proceed** command, **PgDn** or **Esc P**, to build the view fields. If the view uses more then one file, each file must be selected separately. [15]

[15] If more than one file is used and there are duplicate field names, the Build View from file function will overwrite the field information from the first file with the field information from the second file.

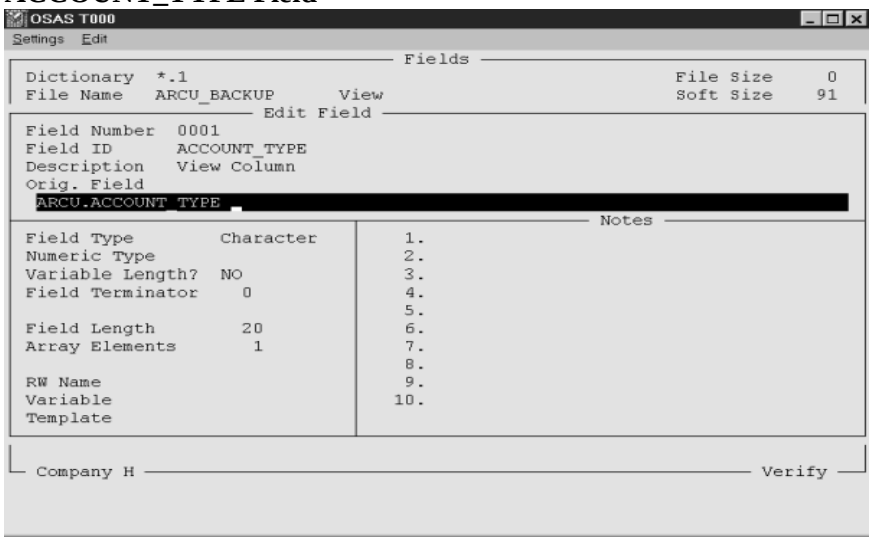
**ARCU_BACKUP Fields Screen**




Fields in a view file are listed in alphabetical order.

| **Field** | **Description** |
|---|---|
| Field Name | The name of the field is displayed. |
| Description | The field description for a view file is always View Column and cannot be changed. |
| Type | The field type is displayed. Only 2 types available **C** for Character or **N** for Numeric. |
| Len | The field length for a view file is always set to 20 and cannot be changed. The view always links to an original file, which will determine the actual length of the field. |
| Notes | Notes are not used in view files |
| Line No. | The line number of the field that the cursor is on, along with the total number of lines for the file. |

**ACCOUNT_TYPE Field**




| Field | Description |
|---|---|
| Field Number | The line number of the field based on the field's position from the previous screen. |
| Field ID | The name of the data dictionary field name from the original file.<br>The name can be 1 to 16 characters and cannot contain any spaces or symbols. Letters, numbers and underscores are allowed.<br>Any word you enter is checked against the reserved word file. A warning is displayed if you enter a reserved word. |
| Description | A view field description is always View Column and cannot be changed. This field is skipped when you enter from Field ID. |
| Orig. Field | The actual file and field that create the view field. You can edit this field if you want. |
| Field Type | Only Character or Numeric field types are valid for a view field. You can change between the two types. |
| Numeric Type | If the field is numeric, the numeric type is automatically set to Other and cannot be changed for a view field. |
| Variable Length? | Always set to **No** for a view field and cannot be changed. |
| Field Terminator | Always set to **0** for a view field and cannot be changed. |
| Field Length | Always set to **20** for a view field and cannot be changed. |
| Array Elements | This field is set to **0** for a view field and cannot be changed. |
| RW Name | This field is left blank for a view field and cannot be changed. |
| Variable | This field is left blank for a view field and cannot be changed |
| Template | This field is left blank for a view field and cannot be changed |
| Notes | This field is left blank for a view field and cannot be changed |

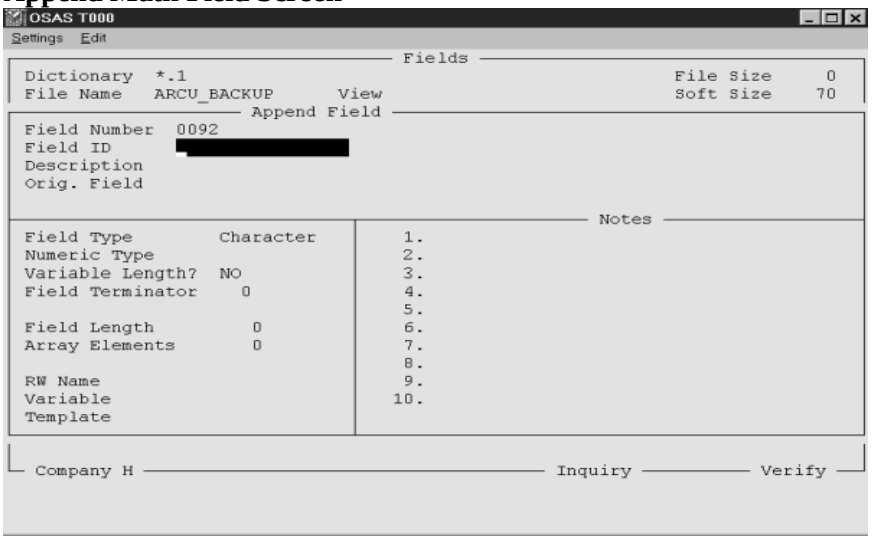
## Math fields

You can create math fields in a view file, where you can add, subtract, multiply and divide.

To create a math field perform the following:

To add a field type A to use the Append command.

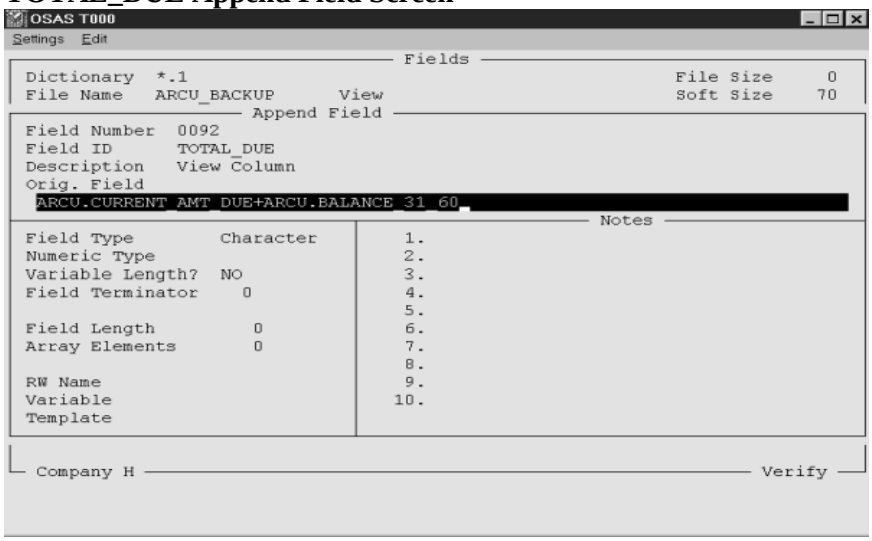
**Append Math Field Screen**




Enter the following information:

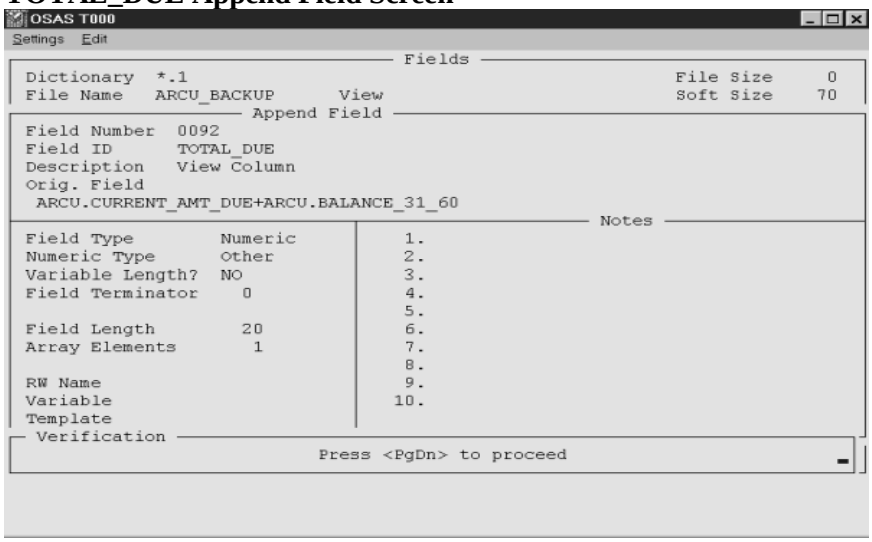
| Field | Description |
|---|---|
| Field Number | The line number of the field based on the field's position from the previous screen. |
| Field ID | Enter the name of the math field. |
| | The name can be 1 to 16 characters and can only contain letters, numbers and underscores. |
| | Any word you enter is checked against the reserved word file. A warning is displayed if you enter a reserved word. |
| Description | The description is defaulted to View Column and cannot be changed. |
| | This field is skipped when you enter from Field ID. |

**TOTAL_DUE Append Field Screen**




| **Field** | **Description** |
|---|---|
| Orig. Field | Enter the expression to create the math field. The expression must be in SQL format.[16] |
| Field Type | The field type can only be Character or Numeric[17]. |
| Numeric Type | If the field is numeric, the numeric type is always set as Other and cannot be changed. |

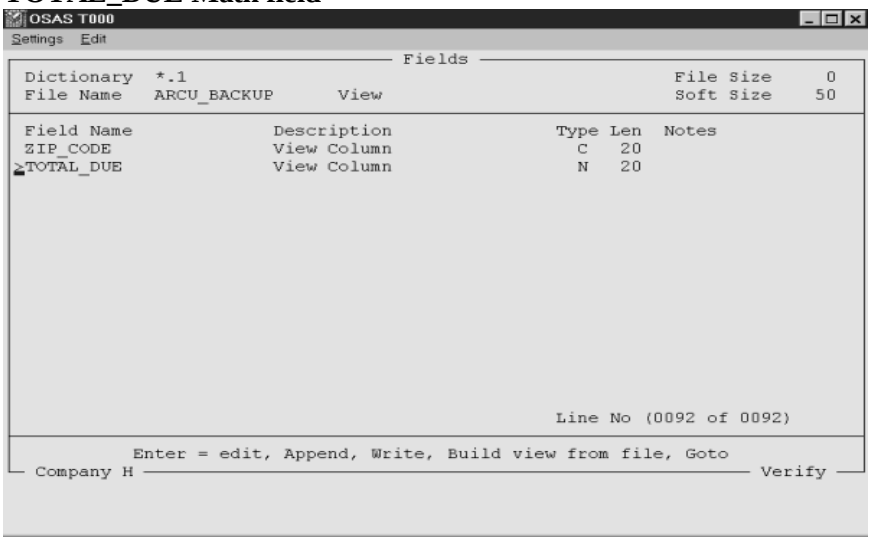
**TOTAL_DUE Append Field Screen**




[16] Math functions are usually easier to do in the third party software you are using to access the OSAS data. Here you do not have the Inquiry command available and you are limited to 75 characters for the equation.

[17] Character fields can only add strings to strings. You cannot subtract, multiply or divide. Numeric fields can use all math functions.

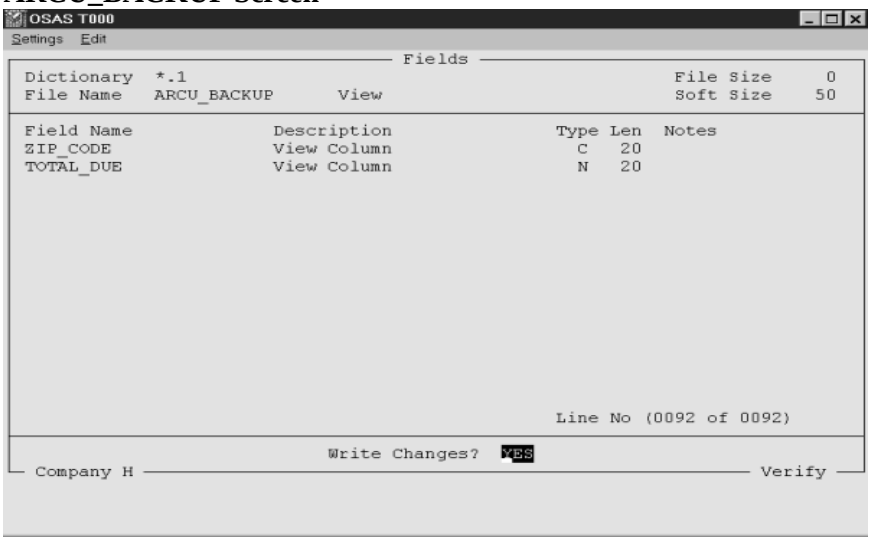
**TOTAL_DUE Math field**




Use the **Proceed** command, **PgDn** or **Esc P**, to save the math field

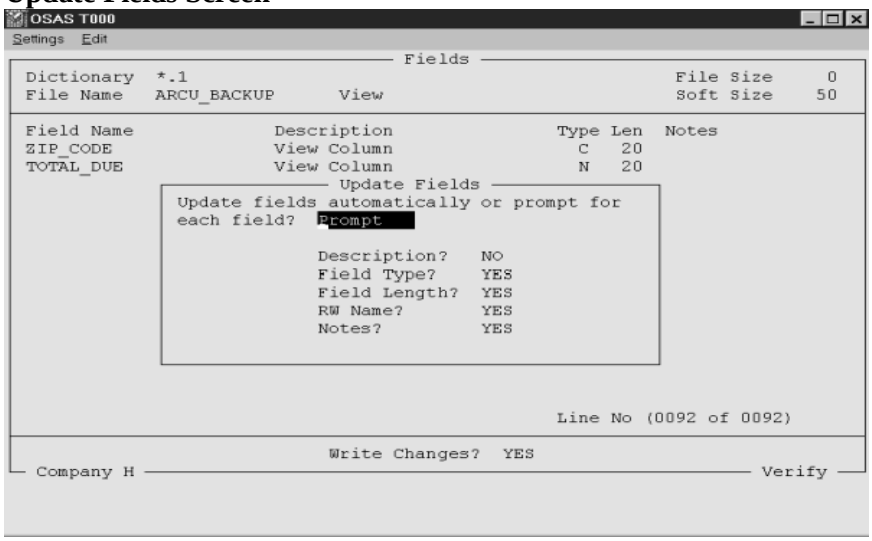
The field is added to the bottom of the list.

**ARCU_BACKUP Screen**




After you create or edit the fields, type **W**, to use the **Write** command, to save your changes.

**Update Fields Screen**



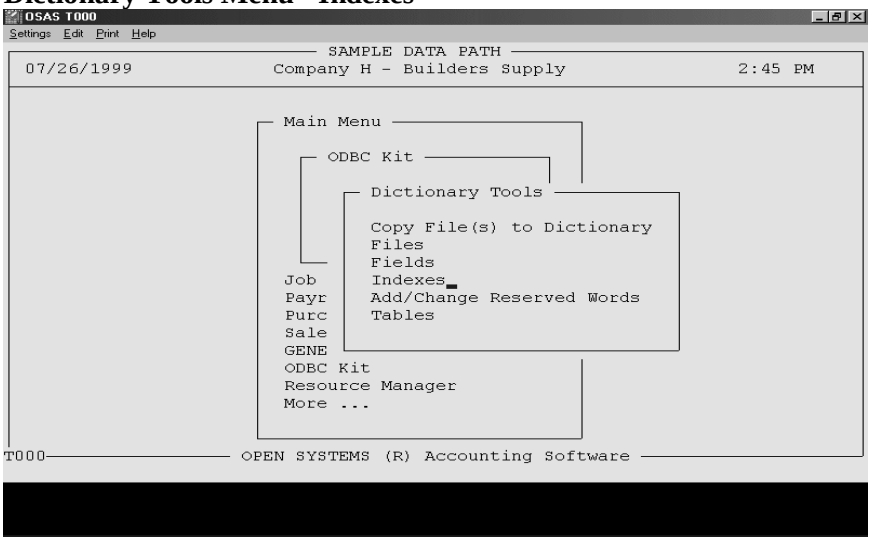

If you edit or change the Description, Field Type, Field Length, RW Name, or the Notes for a field that appears in more then one data dictionary file, the system prompts you to update those fields in all data dictionary files.

| **Field** | **Setting** | **Effect** |
|---|---|---|
| Update fields automatically or prompt for each field? | Automatic | The system automatically updates all changed fields in any other data dictionary file, which contain the field. |
| | Prompt | The system prompts you with each updated or changed field |
| Description? | Yes | Updates the description of the field in other dictionary files. |
| | No | The description of the field is not changed in other dictionary files. |
| Field Type? | Yes | Updates the field type in other dictionary files. |
| | No | The field type is not changed in other dictionary files. |
| Field Length? | Yes | Updates the length of the field in other dictionary files |
| | No | The field length is not changed in other dictionary files |
| RW Name? | Yes | Updates the RW Name of the field in other dictionary files. |
| | No | The RW Name is not changed in other dictionary files |
| Notes? | Yes | Updates the notes in other dictionary files |
| | No | The notes are not changed in other dictionary files |

## Indexes

Use the **Indexes** function to define the keys used in OSAS Mkeyed data files.

**Dictionary Tools Menu - Indexes**




To add or change the indexes used with ODBC select **Indexes** from the Dictionary Tools menu.

**Indexes**

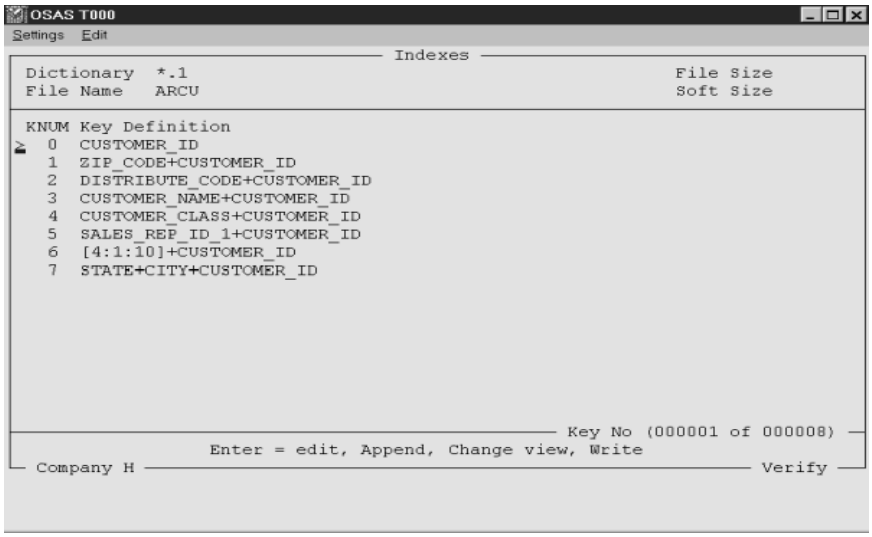

The Indexes screen is displayed.

| **Field** | **Description** |
|---|---|
| Dictionary | Displays the current set of data dictionary files in use on the current terminal |
| File Name | Enter the name of the data dictionary file you want to setup.<br>Use the **Inquiry** command, **F2** or **Esc W**, to select the file. |
| File Size | Not used in Indexes. |
| Soft Size | Not used in Indexes. |

**ARCU Index Screen**


| Field | Description |
|---|---|
| KNUM | Displays the key number, based on the order the key is entered. |
| Key Definition | Displays the fields that make the key. |

**ARCU Index Screen**



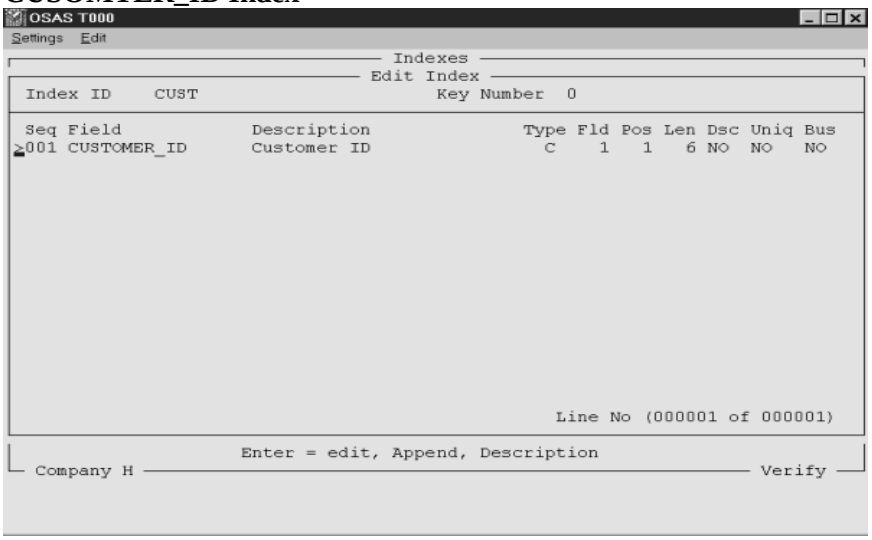

| **Command** | **Action** |
|---|---|
| Edit | Move the cursor to the KNUM you want to edit and press **Enter**. |
| Append | Press **A** to add a KNUM.<br>The Append Index window is displayed.<br>Enter the Index information.<br>Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes and return to the Indexes screen. |
| Change View | Press **C** to change the Key Definition view You can switch between the field name view and the field number, starting position, and length view. |
| Write | Press **W** to save changes made to the file index. |

There are two types of indexes or keys used in the OSAS data files, Direct and indirect.

## Direct Index

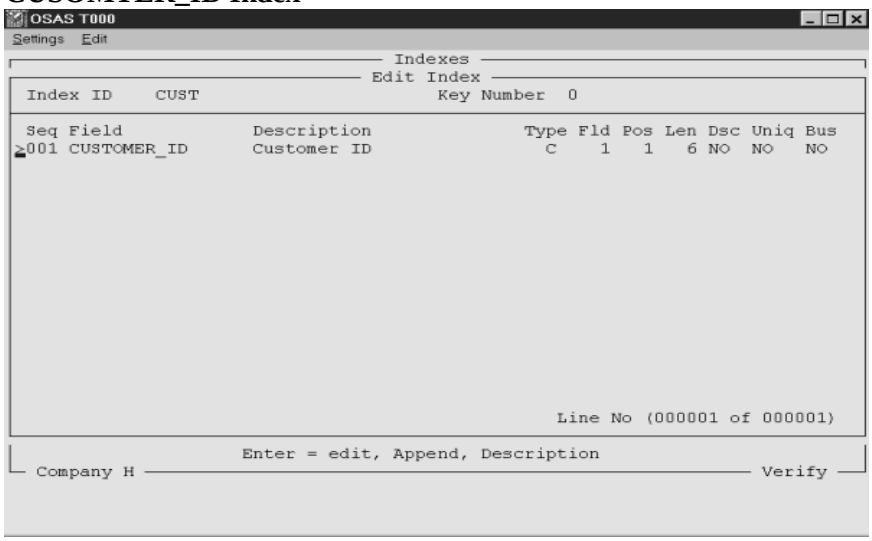
Direct Indexes uses dictionary names, like **CUSTOMER_ID** and **ZIP_CODE**, to define the index or key. The entire field makes up the sequence or segment of the index.

### CUSOMTER_ID Index




| Field | Description |
|---|---|
| Index ID | Enter an ID to identify the index. |
| | The Index ID can be 1-16 characters long. |
| Key Number | The Key Number or KNUM of the current index is displayed. |
| | The KNUM is based on the order from the previous screen and cannot be changed. |
| Seq | The sequence number defaults as you enter segments of the index. |
| Field | Enter the field name for the segment. |
| | You can use the **Inquiry** command, **F2** or **Esc W**, to select the fields. |
| Description | The description of the field is displayed and cannot be changed for direct indexes. |

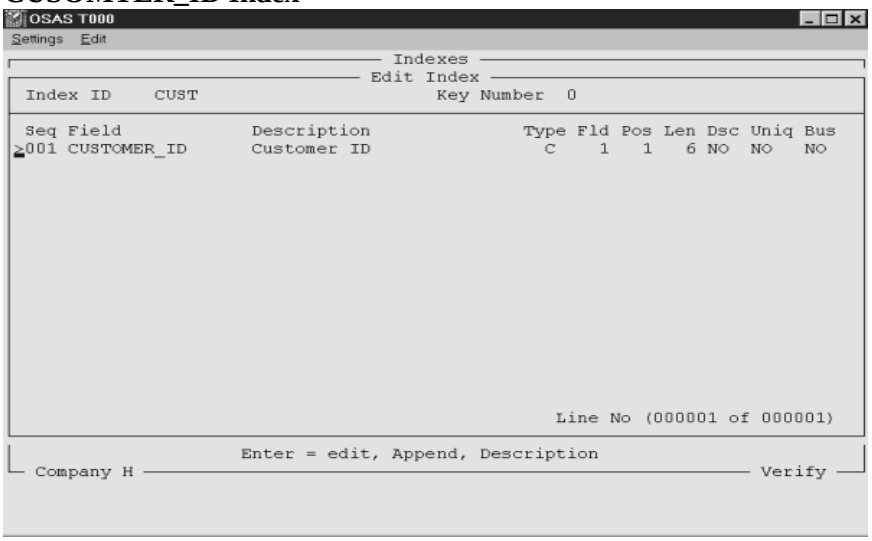
**CUSOMTER_ID Index**




| Field | Description |
|---|---|
| Type | The type of field, character or numeric, is displayed and cannot be changed for direct indexes. |
| Fld | The field number is displayed and cannot be changed for direct indexes |
| Pos | The starting position of the field is displayed and cannot be changed for direct indexes |
| Len | The total length of the field is displayed and cannot be changed for direct indexes. |
| Dsc | Enter **Y**, for Yes, if the field is in descending sort order.<br>Enter **N**, for No, if the field is not in descending sort order |
| Uniq | Enter **Y**, for Yes, if the field is a unique field.<br>Enter **N**, for No if the field is unique. Enter N for standard OSAS files[18]. |
| Bus | Enter **Y**, for Yes, if the field is a business math type.<br>Enter **N**, for No, if the field is not a business math field. Enter N for standard OSAS files. |

[18]In standard OSAS files, Key Number 0 is the Primary Key and is always unique.

**CUSOMTER_ID Index**



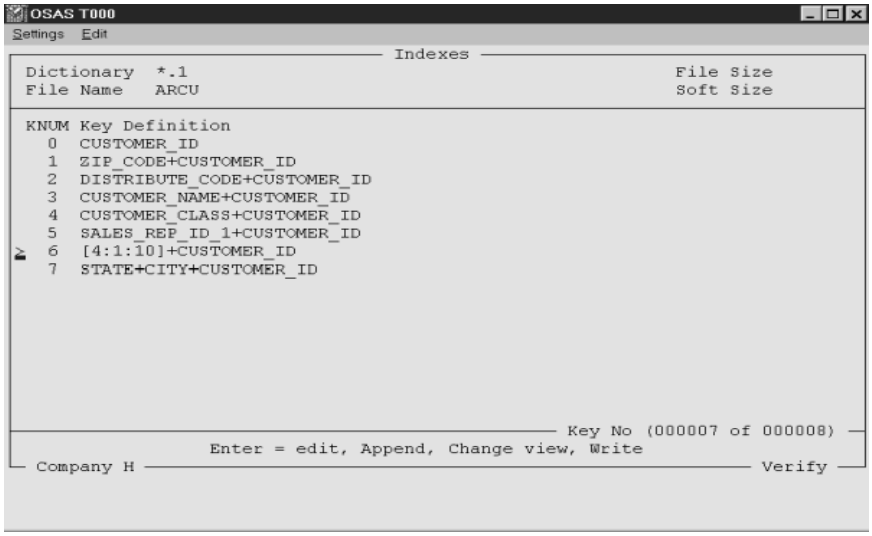

| **Command** | **Action** |
|---|---|
| Edit | Move the cursor to the sequence number you want to edit and press **Enter** |
| Append | Press **A** to add a sequence. |
| Description | Press **D** to edit the Index ID. |

## Indirect Index

Indirect Indexes use field number, position, and length to make up the sequence or segment

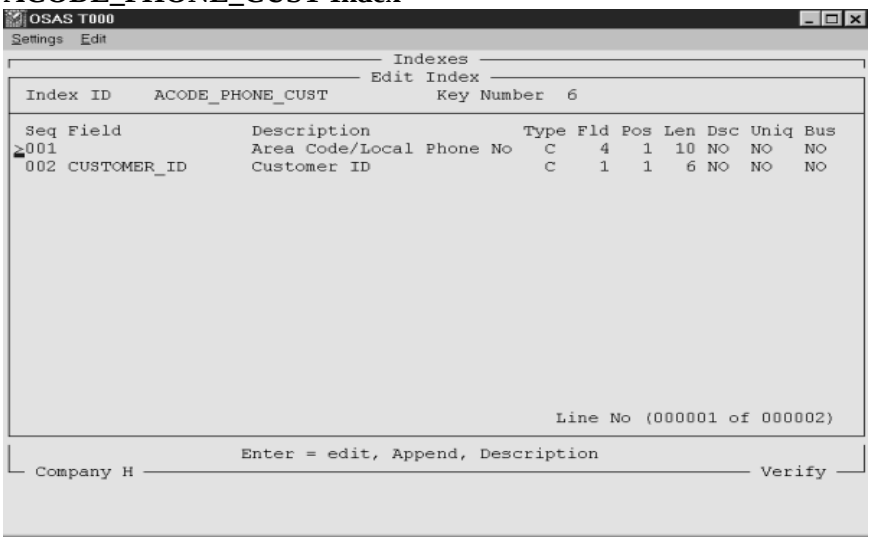
Select KNUM 6

**KNUM 6**



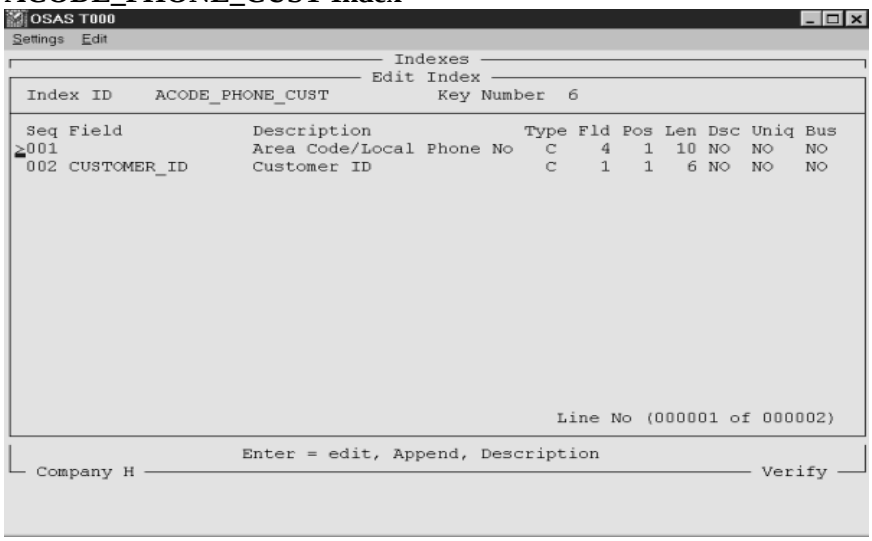

The first sequence of this key is the area code and phone number, which are two separate substrings of the same field in OSAS.

**ACODE_PHONE_CUST Index**




| **Field** | **Description** |
|---|---|
| Index ID | Enter an ID to identify the index.<br>The Index ID can be 1-16 characters long. |
| Key Number | The Key Number or KNUM of the current index is displayed.<br>The KNUM is based on the order from the previous screen and cannot be changed. |
| Seq | The sequence number defaults as you enter segments of the index. |
| Field | Leave this field blank for indirect indexes. |
| Description | Enter the description of the segment. |

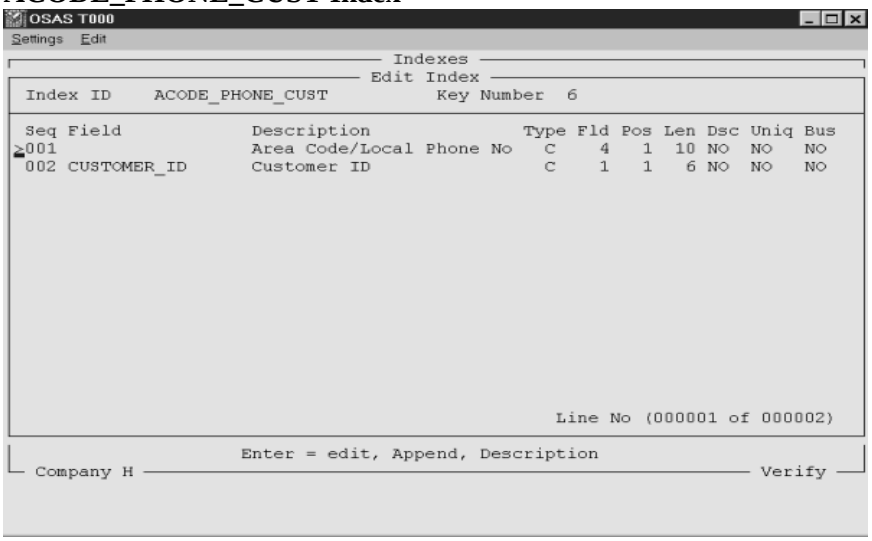
**ACODE_PHONE_CUST Index**




| Field | Description |
|---|---|
| Type | Enter the type of field used for this segment. **C** for character fields. **N** for numeric fields. |
| Fld | Enter the field number used to create this segment.<br>This number should correspond to the field number in the OSAS data files and not the field number in the ODBC data dictionary file. |
| Pos | Enter the starting position within the field for this segment. |
| Len | Enter the length of the field that makes this segment. |
| Dsc | Enter **Y**, for Yes, if the field is in descending sort order.<br>Enter **N**, for No, if the field is not in descending sort order |
| Uniq | Enter **Y**, for Yes, if the field is a unique field.<br>Enter **N**, for No if the field is unique. Enter N for standard OSAS files[19]. |
| Bus | Enter **Y**, for Yes, if the field is a business math type.<br>Enter **N**, for No, if the field is not a business math field. Enter N for standard OSAS files. |

[19]In standard OSAS files, Key Number 0 is the Primary Key and is always unique.

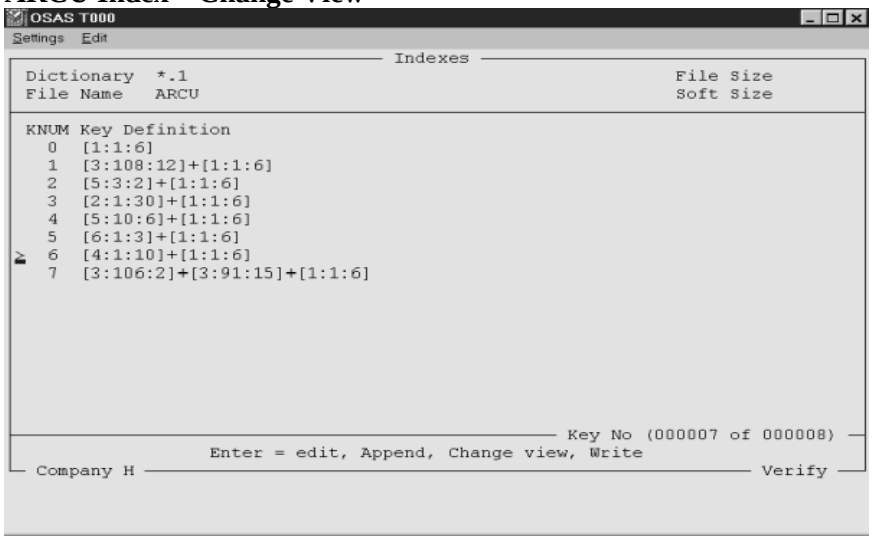
**ACODE_PHONE_CUST Index**




| **Command** | **Action** |
|---|---|
| Edit | Move the cursor to the sequence number you want to edit and press **Enter** |
| Append | Press **A** to add a sequence. |
| Description | Press **D** to edit the Index ID |

To view the Key Definitions by field number, starting position and length, type C to use the Change View command. Each sequence or segment is surrounded in brackets.

**ARCU Index – Change View**




If you create or add keys to the OSAS data files or if you create your own data files, type **A**, to use the **Append** command, to add the keys to the data dictionary files.[20]

## Deleting an Index

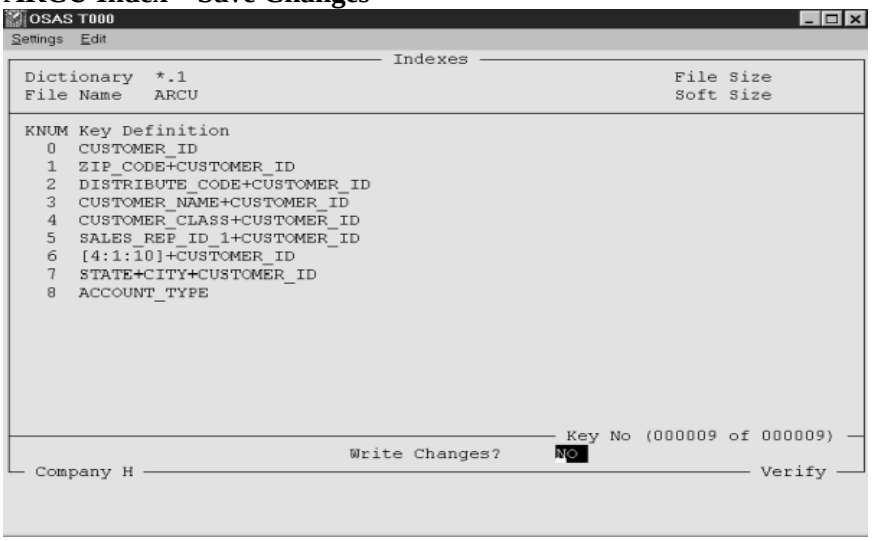
To delete an existing index, perform the following steps:

Use the arrow keys to place the cursor at the index you want to delete

Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the **Delete** command again to confirm deleting the index.

[20] If you create your own data files, you must add an Index for the Primary Key, for ODBC to sort the file correctly.

**ARCU Index – Save Changes**

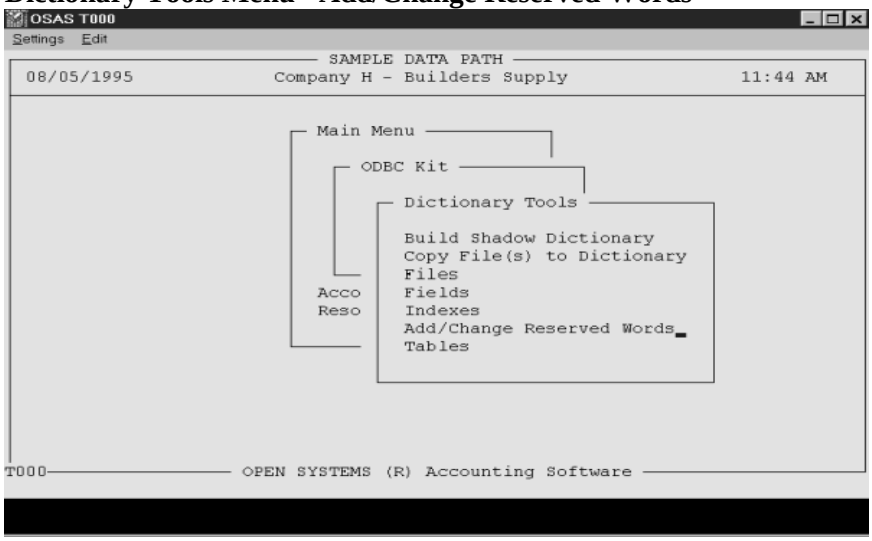



After the indexes have been entered type **W**, to use the **Write** command, to save the changes.

## Add/Change Reserved Words

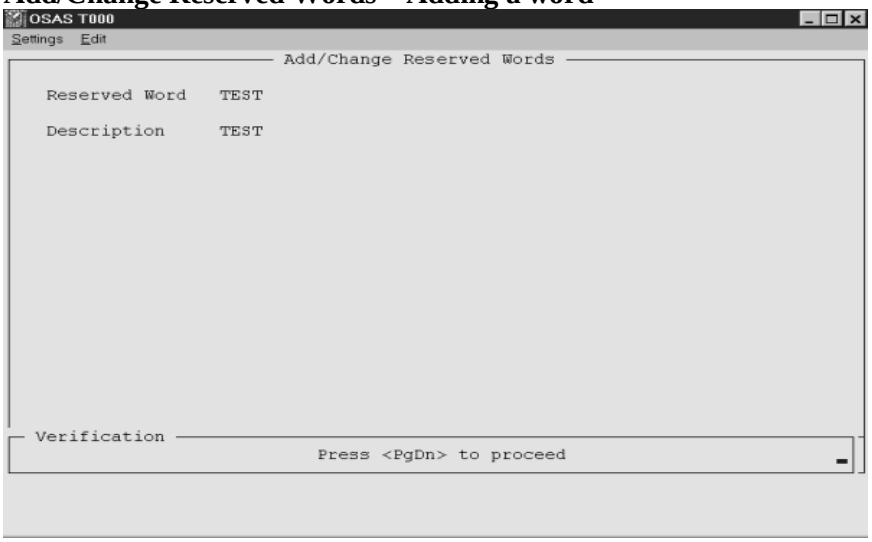
Use the **Add/Change Reserved Words** function to add or update the file of reserved SQL words or to add other words you want flagged as reserved.

**Dictionary Tools Menu - Add/Change Reserved Words**



### Adding a Reserved Word

**Add/Change Reserved Words – Adding a word**




To add a word to the reserved words list perform the following:

| Field | Description |
|---|---|
| Reserved Word | Enter the word to add to the reserved word list |
| Description | Enter the description of the reserved word. |

After the word has been entered use the **Proceed** command, **PgDn** or **Esc P**, to save the word to the reserved word list.

## Deleting a Reserved Word

To delete an existing reserved word, perform the following steps:

Enter the word to delete in the Reserved Word field. The **Inquiry** command, **F2** or **Esc W**, is available to select the word.

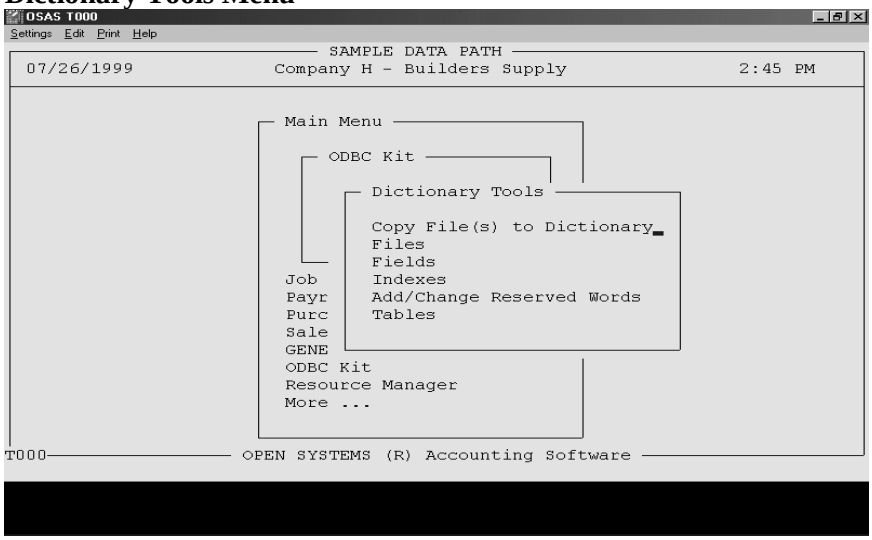
Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the **Delete** command again to confirm deleting the reserved word.

**Note:** Deleting a Reserved Word installed by Open Systems is not recommended

# Copy File(s) To Dictionary

Use the **Copy File(s) To Dictionary** function to copy file, field, and index definitions from one set of data dictionaries to another; to create a copy of a data dictionary file name; and to rebuild the base tables.

**Dictionary Tools Menu**

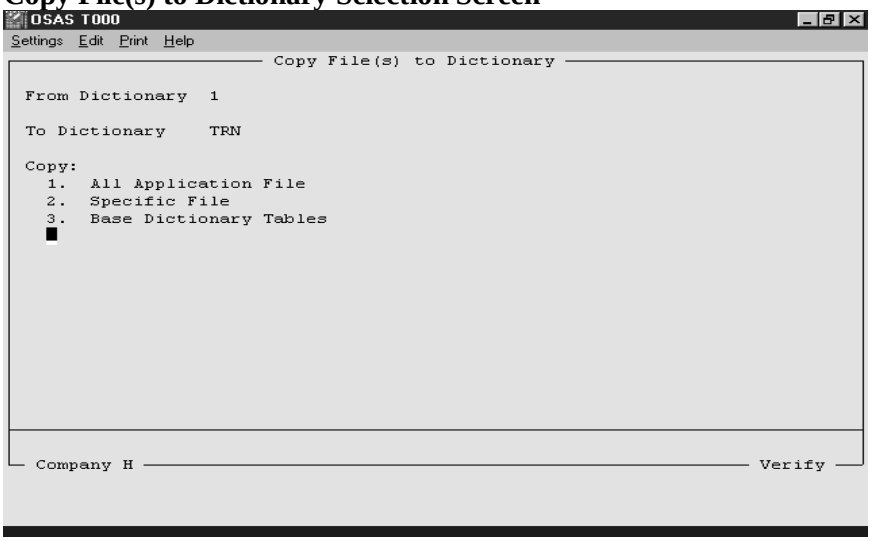


There are 13 files with a .1 extension and 4 files with a DAT extension installed to the RWdata directory. These files make up the data dictionaries and base tables used in ODBC.

There are also 17 files with an OSI extension installed to the SYSFIL[21] directory. These files contain the base table information.

## Coping files from one data dictionary to another

### Copy File(s) to Dictionary Selection Screen



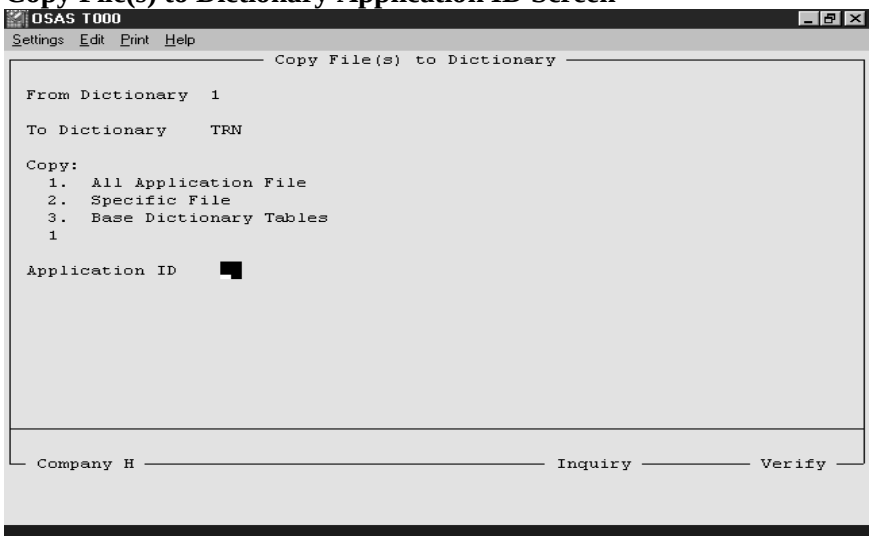

To copy files from one set of data dictionaries to another set of data dictionaries, make the following selections

| Selection | Description |
|---|---|
| From Dictionary | Enter the source data dictionary extension.<br>You can use the **Inquiry** command, **F2** or **Esc W**, to select the data dictionary* |
| To Dictionary | Enter the destination data dictionary extension.<br>You can use the **Inquiry** command, **F2** or **Esc W**, to select the data dictionary* |

[21] In version 5.2, the OSI files are installed to the progRM directory.

* The OSI files do not display with the F2 Inquiry command, but are available for use in the From or To Dictionary fields.

**Copy File(s) to Dictionary Application ID Screen**



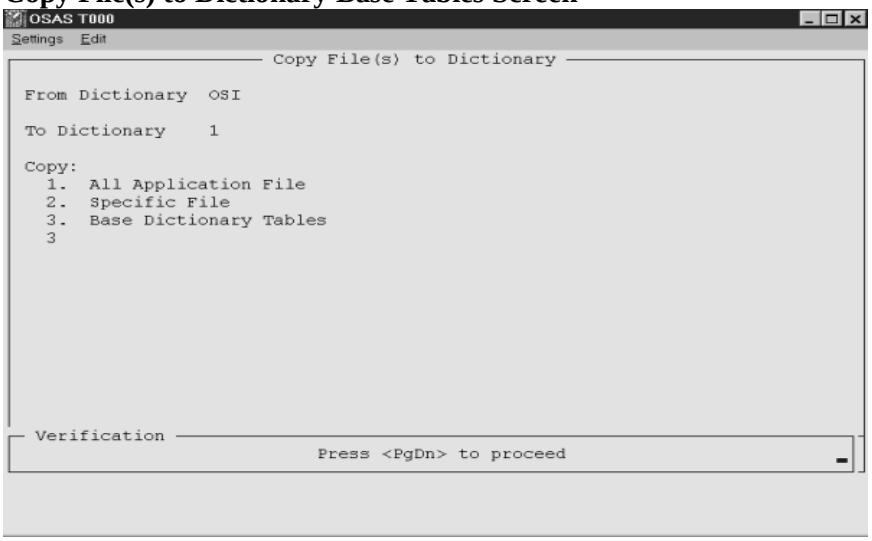

In the Copy field, select **1**, for All Application files.

The **Application ID** field is displayed. Select the application you want to copy.

You can use the **Inquiry** command, **F2** or **Esc W**, to select the application.

Use the **Proceed** command, **PgDn** or **Esc P**, to copy the files.

**Copy File(s) to Dictionary Base Tables Screen**




To copy the base tables from one set of data dictionary files to another set of data dictionaries, make the following selections:

| **Selection** | **Description** |
|---|---|
| From Dictionary | Enter OSI to copy the base tables. |
| To Dictionary | Enter the destination data dictionary extension.<br>You can use the **Inquiry** command, **F2** or **Esc W**, to select the data dictionary |

In the Copy field, select **3**, for Base Dictionary Tables.

Use the **Proceed** command, **PgDn** or **Esc P**, to copy the files.

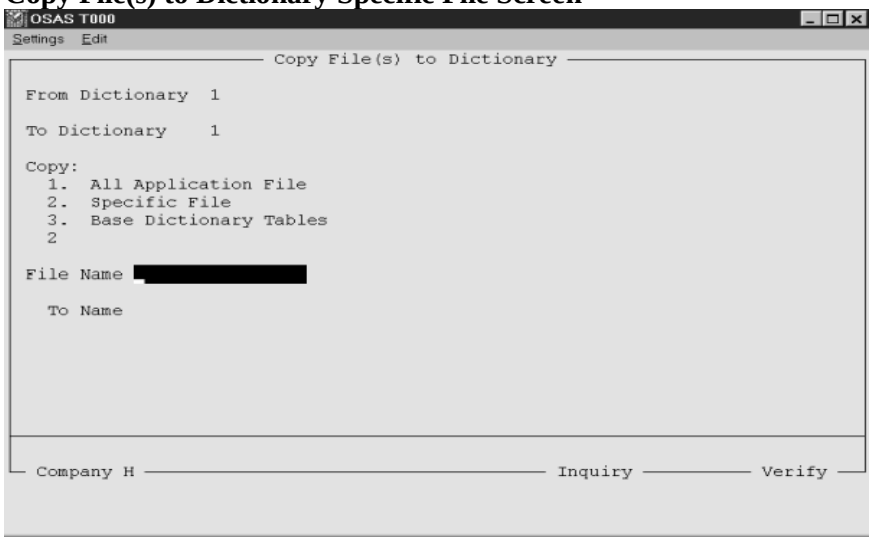
The old base tables are removed and the new ones are added.

**Note:** Use this method to recreate or rebuild your base tables if they are deleted or become corrupt. ODBC will not function properly if the base tables are not correct.

## Coping files within the same data dictionary

To create copies of the files within the same data dictionary set, select the following:

**Copy File(s) to Dictionary Specific File Screen**




To create copies of the files within the same data dictionary set, select the following:

| Selection | Description |
|---|---|
| From Dictionary | Enter the source data dictionary extension.<br>You can use the **Inquiry** command, **F2** or **Esc W**, to select the data dictionary |
| To Dictionary | Enter the same data dictionary extension you entered in the From Dictionary field. |

The Copy field defaults in 2, for specific file. Enter the following information:

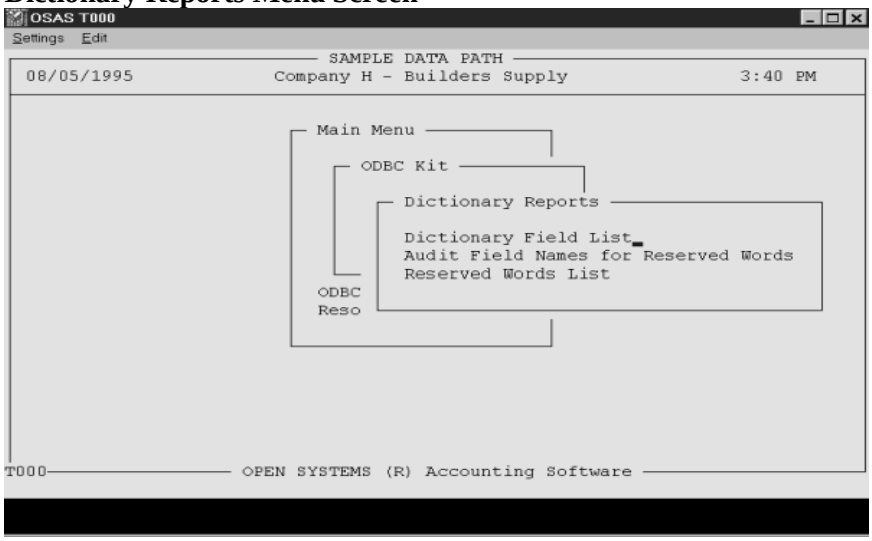
| Field | Selection |
|---|---|
| File Name | Enter the name of the data dictionary file you want to copy.<br>You can use the **Inquiry** command, **F2** or **Esc W**, to select the file. |
| To Name | Enter the name you want to use for the copy of the data dictionary file.[22] |

[22] The To Name can be 1 to 16 characters long and cannot contain spaces or symbols. Letters, numbers and underscores are allowed.

# REPORTS

Reports for ODBC Kit information are organized on the Dictionary Reports menu.

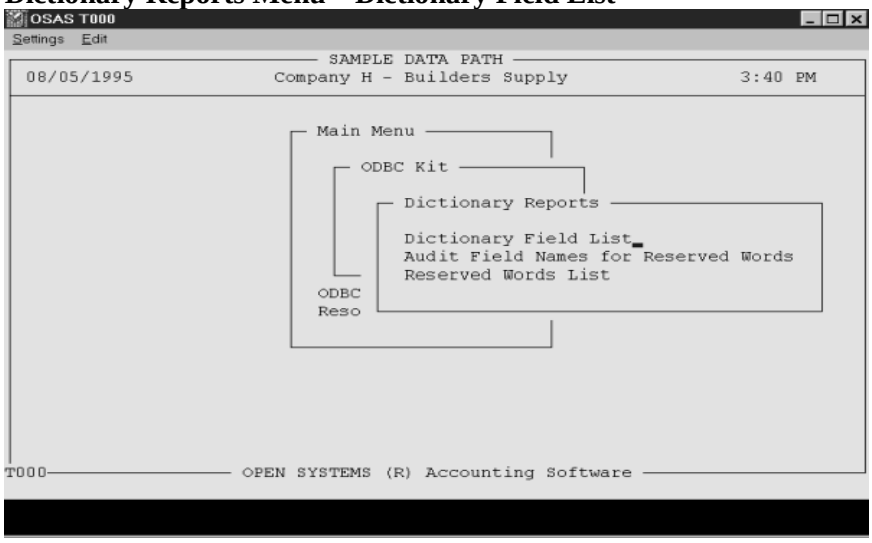
**Dictionary Reports Menu Screen**



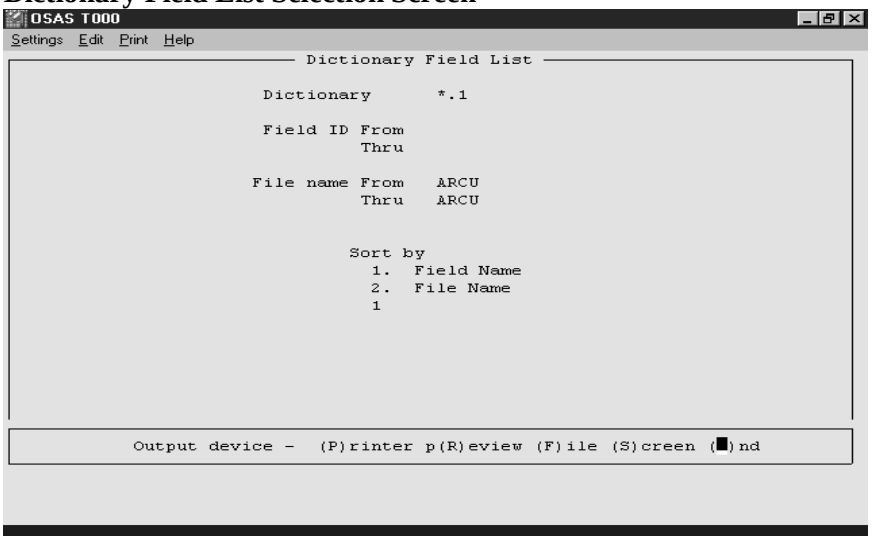
## Dictionary Field List

Use the **Dictionary Field List** function to produce a printout by field name across files. Use the list to verify the consistency of field names in related files.

**Dictionary Reports Menu – Dictionary Field List**



**Dictionary Field List Selection Screen**




**Dictionary** Displays the current set of data dictionary files in use on the current terminal.

To print the Dictionary Field List make the following selections:

| **Selection** | **Description** |
|---|---|
| Pick | |
| Field ID From/Thru | Enter the range of field id's to include in the report. |
| | The **Inquiry** command, **F2** or **Esc W**, is available to select the Field ID from a list. |
| | Leave these fields blank to include all fields in the report. |
| File Name From/Thru | Enter the range of file names to include in the report. |
| | The **Inquiry** command, **F2** or **Esc W**, is available to select the File Name from a list. |
| | Leave these fields blank to include all files in the report. |
| Sort by: | |
| 1. Field Name | Select **1** to sort the report in field name order. |
| 2. File Name | Select **2** to sort the report in file name order. |

Select the output device you want to use:

**(P)**rinter - to send the report to a printer

p**(R)**eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F)**ile - to print the report to a file

**(S)**creen - to print the report to the screen

**(E)**nd - to exit from the selection screen without printing the report.

## Dictionary Field List

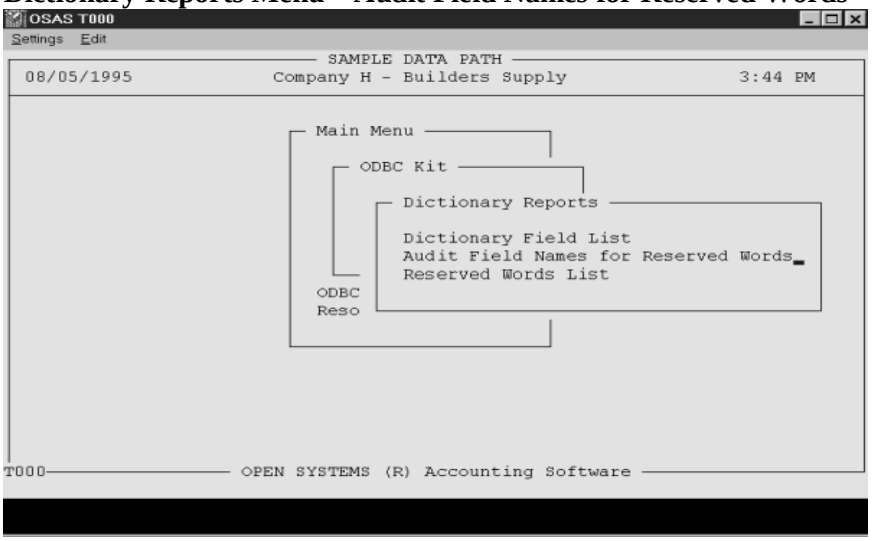
04/06/1999 Builders Supply Page1
7:05 PM Dictionary Field List

| Field | File | Description | Format | | Notes | RW Name |
|---|---|---|---|---|---|---|
| ACCOUNT_TYPE | ARCU | Account Type | C | 1 | 0=Open Item 1=Balance Fwd | ACCOUNT_TYPE |
| ADDRESS_LINE_1 | ARCU | Address Line 1 | C | 30 | | ADDRESS_LINE_1 |
| ADDRESS_LINE_2 | ARCU | Address Line 2 | C | 30 | | ADDRESS_LINE_2 |
| ADDRESS_LINE_3 | ARCU | Address Line 3 | C | 30 | | ADDRESS_LINE_3 |
| ALLOW_PART_SHIP | ARCU | Allow Partial Shipment? | C | 1 | Y or N | PARTIAL_SHIP |
| ATTENTION | ARCU | Attention | C | 25 | | ATTENTION |
| AUTO_CREDIT_HOLD | ARCU | Auto Credit Hold? | C | 1 | Y or N | AUTO_CRED_HOLD |
| BALANCE_31_60 | ARCU | Balance 31-60 Days | N | 14 | DOLL | BAL_31_TO_60 |
| BALANCE_61_90 | ARCU | Balance 61-90 Days | N | 14 | DOLL | BAL_61_TO_90 |
| BALANCE_91_120 | ARCU | Balance 91-120 Days | N | 14 | DOLL | BAL_91_TO_120 |
| BALANCE_OVER_120 | ARCU | Balance 121+ Days | N | 14 | DOLL | BAL_121_PLUS |
| CARDHOLDER_NAME | ARCU | Cardholder's Name | C | 30 | | CARD_NAME |
| CARD_NUMBER | ARCU | Card Number | C | 20 | | CARD_NO |
| CITY | ARCU | City | C | 15 | | CITY |
| CONTACT | ARCU | Contact | C | 25 | | CONTACT |
| COUNTRY_CODE | ARCU | Country Code | C | 2 | | COUNTRY_CODE |
| CREDIT_HOLD | ARCU | Credit Hold? | C | 1 | Y or N | CRED_HOLD |
| CREDIT_LIMIT | ARCU | Credit Limit | N | 8 | CRED | CRED_LIMIT |
| CURRENT_AMT_DUE | ARCU | Current Amount Due | N | 14 | DOLL | CURR_AMT_DUE |
| CUSTOMER_CLASS | ARCU | Customer Class | C | 6 | | CUST_CLASS |
| CUSTOMER_ID | ARCU | Customer ID | C | 6 | | CUSTOMER_ID |
| CUSTOMER_LEVEL | ARCU | Customer Level | C | 6 | | CUST_LEVEL |
| CUSTOMER_NAME | ARCU | Customer Name | C | 30 | | CUST_NAME |
| CUST_HIGH_BAL | ARCU | Customer High Balance | N | 14 | DOLL | CUST_HIGH_BAL |
| DAYS_TO_PAY_LY | ARCU | Total Days to Pay Last Year | N | 9 | 9.0 | TOT_DAY_LAST_YR |
| DAYS_TO_PAY_PTD | ARCU | Total Days to Pay PTD | N | 9 | 9.0 | TOT_DAY_PTD |
| DAYS_TO_PAY_QTD | ARCU | Total Days to Pay QTD | N | 9 | 9.0 | TOT_DAY_QTD |
| DAYS_TO_PAY_YTD | ARCU | Total Days to Pay YTD | N | 9 | 9.0 | TOT_DAY_YTD |
| DISCOUNT_LAST_YR | ARCU | Discount Last Year | N | 14 | DOLL | DISCOUNT_LAST_YR |
| DISCOUNT_PTD | ARCU | Discount Period to Date | N | 14 | DOLL | DISCOUNT_PTD |
| DISCOUNT_QTD | ARCU | Discount Quarter to Date | N | 14 | DOLL | DISCOUNT_QTD |
| DISCOUNT_YTD | ARCU | Discount Year to Date | N | 14 | DOLL | DISCOUNT_YTD |
| DISTRIBUTE_CODE | ARCU | Distribution Code | C | 2 | | DIST_CODE |
| EXPIRATION | ARCU | Expiration Date | C | 6 | MMYYYY | EXPIRATION_DATE |
| FAX_AREA_CODE | ARCU | Fax Area Code | C | 3 | | FAX_AREA_CODE |
| FAX_LOCAL_NUMBER | ARCU | Fax Local Number | C | 7 | | FAX_NUMBER |
| FINANCE_CHARGE | ARCU | Finance Charge? | C | 1 | 0=No 1=Yes | FIN_CHG |
| FIRST_SALE_DATE | ARCU | First Sale Date | N | 7 | Julian | FIRST_SALE_DATE |
| GROUP_CODE | ARCU | Group Code | C | 1 | C=Credit Card Co | GROUP_CODE |
| INVOICES_LAST_YR | ARCU | Invoices Last Year | N | 6 | DOLL | INVOICES_LAST_YR |
| INVOICES_PTD | ARCU | Invoices Period to Date | N | 6 | DOLL | INVOICES_PTD |
| INVOICES_QTD | ARCU | Invoices Quarter to Date | N | 6 | DOLL | INVOICES_QTD |
| INVOICES_YTD | ARCU | Invoices Year to Date | N | 6 | DOLL | INVOICES_YTD |
| LAST_CHECK_NO | ARCU | Last Check/Payment Number | C | 8 | | LAST_PAY_NO |
| LAST_PMT_AMT | ARCU | Last Payment Amount | N | 14 | DOLL | LAST_PAY_AMT |
| LAST_PMT_DATE | ARCU | Last Payment Date | N | 7 | Julian | LAST_PAYMENT_DATE |
| LAST_SALE_AMOUNT | ARCU | Last Sale Amount | N | 14 | DOLL | LAST_SALE_AMT |
| LAST_SALE_DATE | ARCU | Last Sale Date | N | 7 | Julian | LAST_SALE_DATE |

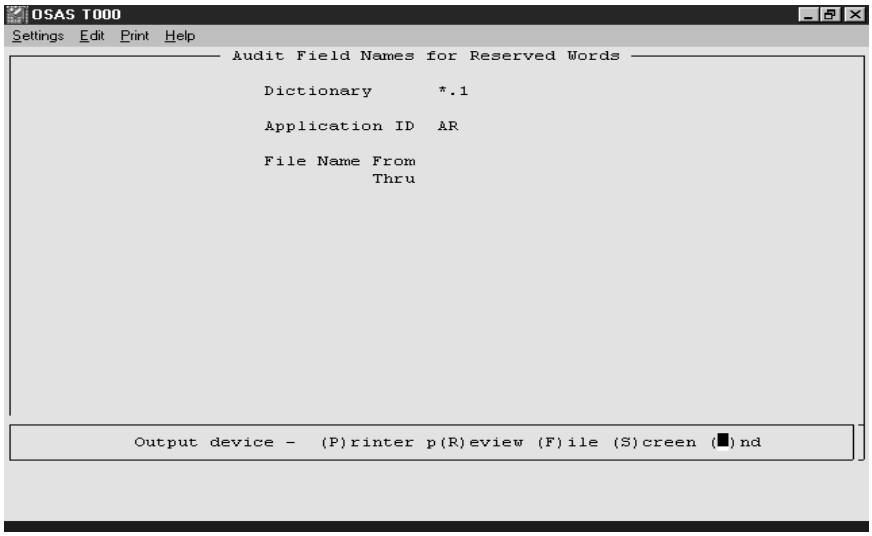
## Audit Field Names For Reserved Words

Use the Audit Field Names for Reserved Words function to validate an application for reserved words or check all applications for reserved words.

**Dictionary Reports Menu – Audit Field Names for Reserved Words**



**Audit Field Names for Reserved Words Selection Screen**




**Dictionary** Displays the current set of data dictionary files in use on the current terminal.

To print the Audit Field Names for Reserved Words report make the following selections:

| **Selection** | **Description** |
|---|---|
| Application ID | Select the application id to include in the report. |
| | The **Inquiry** command, **F2** or **Esc W**, is available to select the application id from a list. |
| | Leave this field blank to include all applications in the report |
| File Name From/Thru | Enter the range of file names to include in the report. |
| | The **Inquiry** command, **F2** or **Esc W**, is available to select the File Name from a list |
| | Leave these fields blank to include all files in the report. |

Select the output device you want to use:

**(P)**rinter - to send the report to a printer

p**(R)**eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F)**ile - to print the report to a file

**(S)**creen - to print the report to the screen

**(E)**nd - to exit from the selection screen without printing the report.

If a conflict is found, the field and file name will print on the report.

If no conflict is found, the report will print No Conflicts Found.

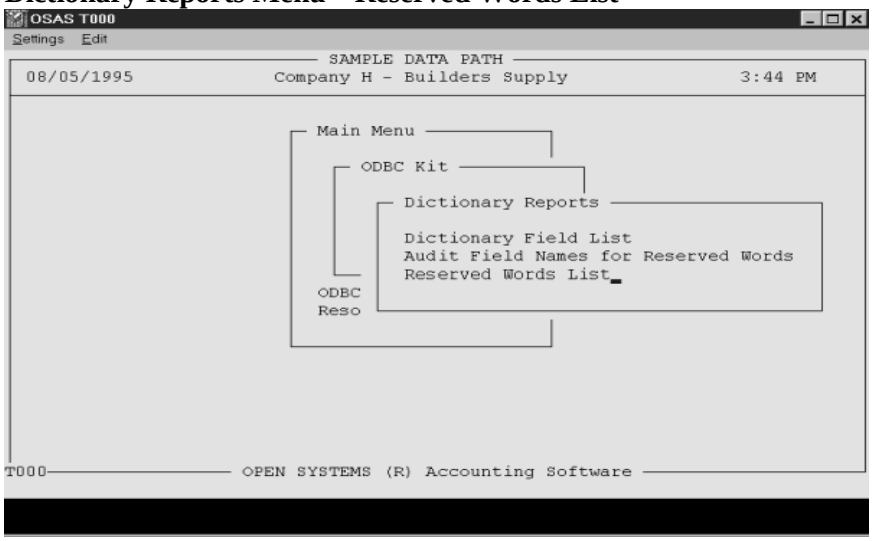
**Audit Field Names for Reserved Words**

```
04/06/1999                      Builders Supply                      Page    1
7:21 PM                Audit Field Names for Reserved Words

File ID             Field Name       Description of Reserved Word
-----------------------------------------------------------------

No Conflicts Found


End of Report
```

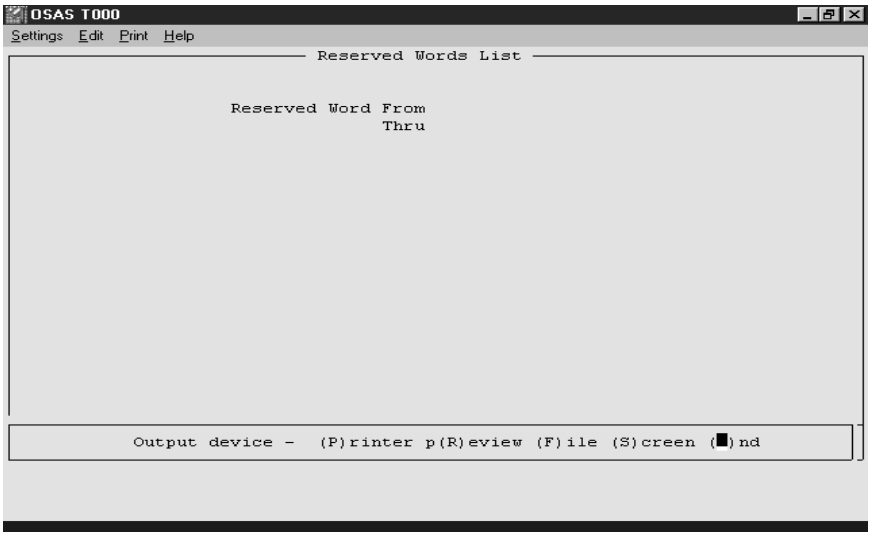
## Reserved Words List

Use the **Reserved Words List** function to printout a list of all the reserved SQL words and any words added thru the Add/Remove Reserved Words function.

**Dictionary Reports Menu – Reserved Words List**



**Reserved Words List Selection Screen**




To print the Reserved Words List make the following selections:

| Selection | Description |
|---|---|
| Reserved Word From/Thru | Select the reserved words to include in the report.<br>The **Inquiry** command, **F2** or **Esc W**, is available to select the reserved word from a list.<br>Leave this field blank to include all reserved words in the report |

Select the output device you want to use:

**(P)**rinter - to send the report to a printer

p**(R)**eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(**F)**ile - to print the report to a file

**(S)**creen - to print the report to the screen

**(E)**nd - to exit from the selection screen without printing the report.

**Reserved Words List**

04/06/1999 Builders Supply Page 1
7:21 PM Reserved Words List

| Reserved Word | Description |
|---|---|
| ABSOLUTE | SQL ABSOLUTE |
| ACTION | SQL ACTION |
| ADD | SQL ADD |
| ALL | SQL ALL |
| ALLOCATE | SQL ALLOCATE |
| ALTER | SQL ALTER |
| AND | SQL AND |
| ANY | SQL ANY |
| ARE | SQL ARE |
| AS | SQL AS |
| ASC | SQL ASC |
| ASSERTION | SQL ASSERTION |
| AT | SQL AT |
| AUTHORIZATION | SQL AUTHORIZATION |
| AVG | SQL AVG |
| BEGIN | SQL BEGIN |
| BETWEEN | SQL BETWEEN |
| BOTH | SQL BOTH |
| BREAK | SQL BREAK |
| BROWSE | SQL BROWSE |
| BULK | SQL BULK |
| BY | SQL BY |
| CASCADE | SQL CASCADE |
| CASCADED | SQL CASCADED |
| CASE | SQL CASE |
| CAST | SQL CAST |
| CATALOG | SQL CATALOG |
| CHARACTER | SQL CHARACTER |
| CHARACTER_LENGTH | SQL CHARACTER_LENGTH |
| CHAR_LENGTH | SQL CHAR_LENGTH |
| CHECK | SQL CHECK |
| CHECKPOINT | SQL CHECKPOINT |
| CLOSE | SQL CLOSE |
| CLUSTERED | SQL CLUSTERED |
| COALESCE | SQL COALESCE |
| COLLATE | SQL COLLATE |
| COLLATION | SQL COLLATION |
| COLUMN | SQL COLUMN |
| COMMIT | SQL COMMIT |
| COMMITTED | SQL COMMITTED |
| COMPUTE | SQL COMPUTE |
| CONFIRM | SQL CONFIRM |
| CONNECT | SQL CONNECT |
| CONNECTION | SQL CONNECTION |
| CONSTRAINT | SQL CONSTRAINT |
| CONSTRAINTS | SQL CONSTRAINTS |
| CONTINUE | SQL CONTINUE |
| CONTROLROW | SQL CONTROLROW |
| CONVERT | SQL CONVERT |

# APPENDIX

# Appendix A - Build Shadow Dictionary

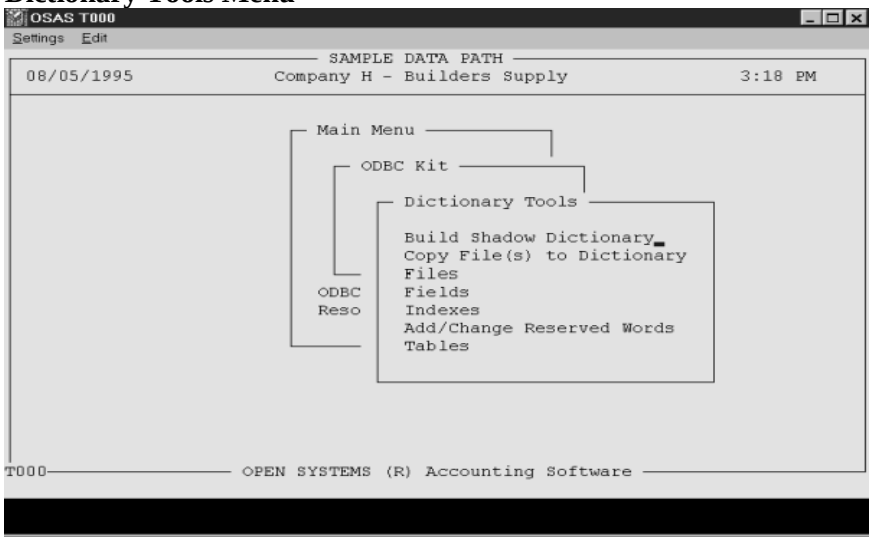
If you are using version 1.1 of the Basis ODBC Drivers, (OSAS version 6.02 or earlier) you must run the Build Shadow Dictionary function to access the OSAS data.

A *shadow dictionary* is a streamlined copy of the main data dictionary that is used by the ODBC driver to access the data in the data files. The shadow dictionary is used because it is more efficient for data retrieval than the main dictionary.

Creating a shadow dictionary allows faster access to your data when you use the driver. Once you have created the shadow dictionary, you can check the **"Fast Connect"** and **"No Shadow Dictionary Consistency Check"** options in the ODBC driver setup to allow the faster access.

Use the Build Shadow Dictionary function to create the shadow dictionary, and to update the shadow dictionary after changes are made to the main data dictionary

**Dictionary Tools Menu**



**Build Shadow Dictionary Screen**


To create the shadow dictionaries perform the following:

Select Build Shadow Dictionary from the Dictionary Tools menu.

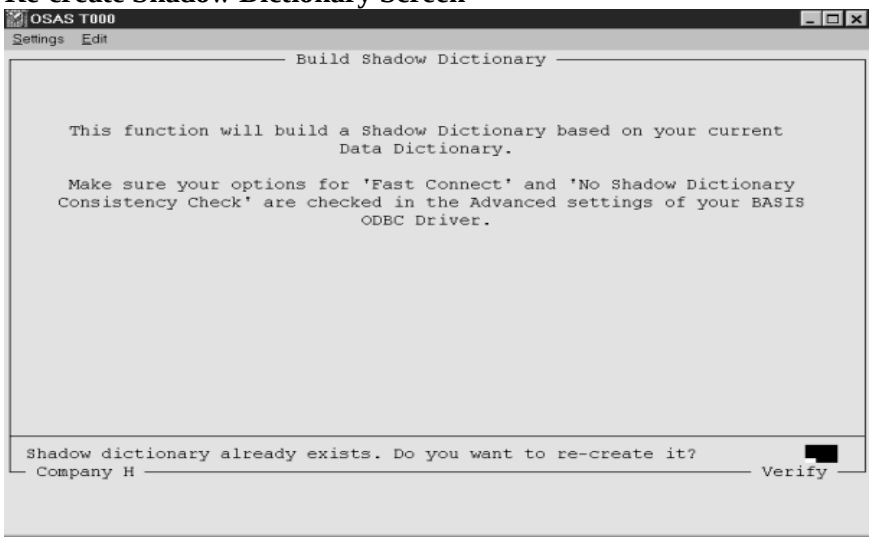
The first time you run the Build Shadow Dictionary function, the **Proceed** command, **PgDn** or **Esc P**, is displayed to create the shadow dictionaries.

There is also a reminder – ***Make sure you options for 'Fast Connect' and 'No Shadow Dictionary Consistency Check' are checked in the Advanced settings of your BASIS ODBC Driver.***[23]

The system creates a shadow dictionary for all OSAS data dictionaries installed, and for any files, fields or indexes added through those functions.

[23] The Fast Connect and No Shadow Dictionary Consistency Check options are selected when you create a data source using the BASIS ODBC Driver version 1.1. This function is not done through OSAS.

**Re-create Shadow Dictionary Screen**




If the shadow dictionaries have already been created you are prompted, *"**Shadow dictionary already exists. Do you want to re-create it?"***

Select, **Y**, for Yes, if you want to overwrite the old set of shadow dictionaries and create a new set.

Select **N**, for No, if you do not want to rebuild the shadow dictionaries.

**Note:** You only need to run the Build Shadow Dictionary function once, unless an application is installed after the shadow dictionaries have been created[24] or if you create or edit files, fields or indexes after the shadow dictionaries have been created.

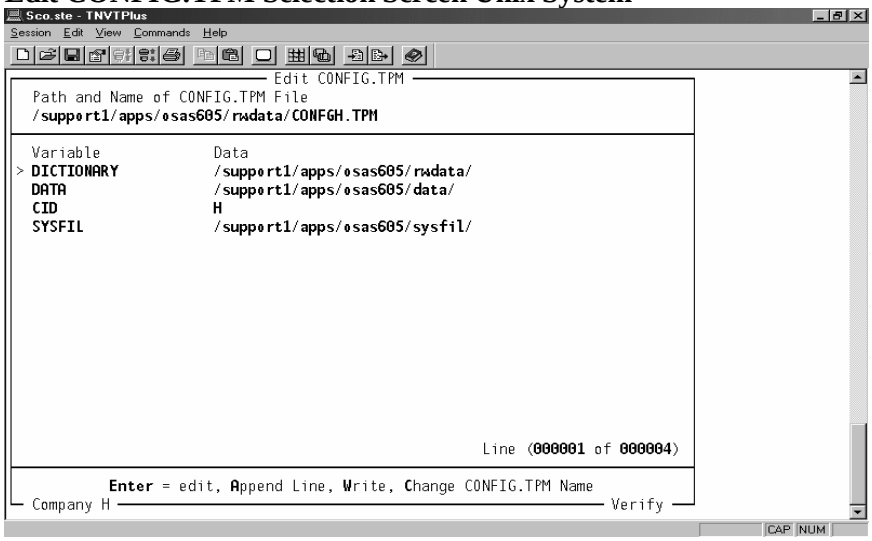
[24] In version 5.2 the ODBC Kit must also be reinstalled if you add an application after the shadow dictionaries have been built.

# Appendix B - Creating Unix/LINUX CONFIG.TPM File

If your OSAS data is stored on a UNIX or LINUX system, you cannot use the Edit CONFIG.TPM function in OSAS to create a configuration file, unless you are using a data server.

UNIX and LINUX do not use drive letters or colons for paths but the BASIS ODBC Driver needs a drive letter and colon for the DICTIONARY, DATA and SYSFIL paths.

**Edit CONFIG.TPM Selection Screen Unix System**




This configuration file can cause errors when trying to link to the OSAS files.

To prevent this problem you must first use NFS software on the Windows machines where the BASIS ODBC Drivers are installed. NFS software allows you to map the UNIX or LINUX volume as a regular Windows/Dos drive.

Once the drives are mapped use any text edit to create the configuration file[25].

The file should have a minimum of four lines.

Line one should contain the DICTIONARY variable and the path using the NFS mapped drive to point the directory containing the data dictionaries.

Line two should contain the DATA variable and the path using the NFS mapped drive to point to the directory containing the OSAS data you want to access with this configuration file.

Line three should contain the CID variable and the company ID for the data files you want to access.[26]

Line four should contain the SYSFIL variable and the path using the NFS mapped drive to point to the sysfil directory in OSAS. The sysfil directory contains some Resource Manager data files.

The following example uses N as the NFS mapped drive. The configuration file should look like this:

**DICTIONARY=N:/OSAS/RWDATA/**

**DATA=N:/OSAS/DATA/**

**CID=H**

**SYSFIL=:/OSAS/SYSFIL**

Save the file and store it anywhere on the Windows machine

**Note:** If you use DATA2 or DATA 3 or have any other variables, such as last year PA or GL files, add those to the configuration file also.

[25] The configuration file does not have to have the name CONFIG.TPM. The file is an 8.3 Dos file and is only required to have the TPM extension, but can have any name you want.

[26] If you have multiple companies, you must create a configuration file for each company.

# Appendix C – Security Issues with ODBC

There are some security issues with ODBC because there are no options in OSAS to prevent someone from having access to certain files. All the data dictionaries are installed in the same files and you cannot limit the access to those data dictionaries by application. So, if you have someone locked out of an application in OSAS, like Payroll or General Ledger, they will be able to access those data files in Excel or Access using the ODBC Drivers and with the Read/Writer drivers they could even change the data files.

To prevent unauthorized people from accessing certain data files you have to create a second set of data dictionaries, and store the second set in a secure directory on the network that has limited access or copy the second set of data dictionaries to your local drive.

In the original set of data dictionaries, only include the files you want everyone to access. In the second set of data dictionary files, only include the files you want secured.

To create a secure set of data dictionary files perform the following steps:

This example uses the Payroll files but the steps will be the same for any application you want secured.

1. At the operating system level copy the ***.OSI** files from the SYSFIL[27] directory to the RWdata directory.
2. Erase the DD_*.OSI files that were copied to the RWdata directory.
3. Rename the remaining copied *.OSI files to a different extension other then OSI.

**NOTE:** The extension used in the rename does not matter because the files have to be renamed to have a .1 extension when you move them to the secure directory[28].

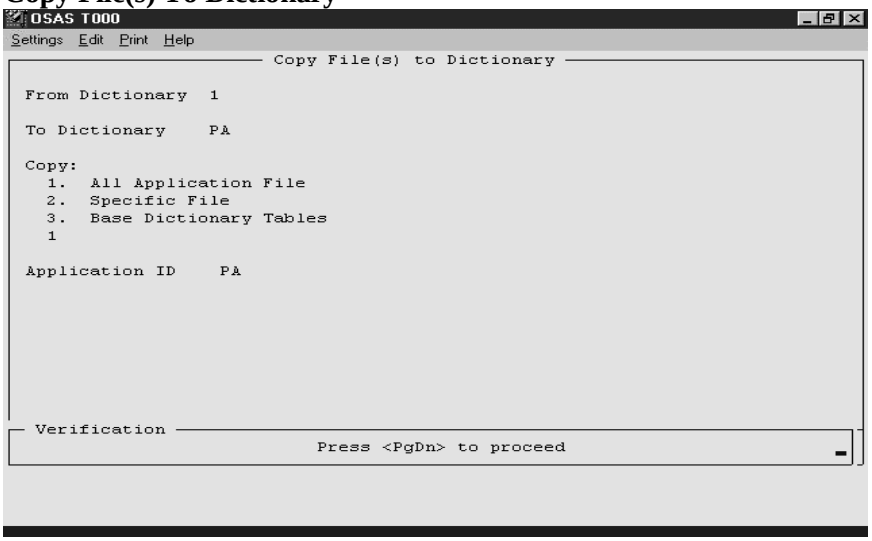
**DO NOT rename the files to .1 while they are in the RWdata directory or you risk overwriting the original .1 data dictionary files**

***Example:*** *Rename the copied *.OSI files to *.PA if you are creating Payroll data dictionary files.*

[27] In 5.2 the *.OSI files are in the progRM directory.

[28] The ODBC Drivers will only work with data dictionary files that have a .1 extension.

**Copy File(s) To Dictionary**




4. In OSAS Select Copy File(s) to Dictionary from the Dictionary Tools menu, to copy the data dictionary files from the main dictionary to the new dictionary.
5. Enter the following:

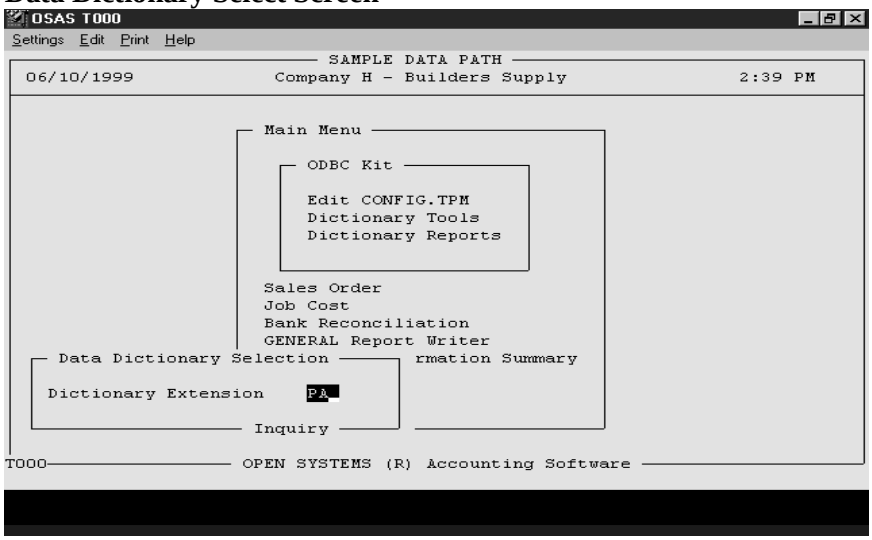
| **Field** | **Description** |
|---|---|
| From Dictionary | Enter the extension of the source data dictionary files. This is usually 1 to copy the .1 data dictionary files.<br>The **Inquiry** command, **F2** or **Esc W,** is available to select the source files. |
| To Dictionary | Enter the extension of the destination data dictionary files. This will be the extension you used to rename the copied *.OSI files.<br>The **Inquiry** command, **F2** or **Esc W**, is available to select the destination files.<br>*PA in this example.* |
| Copy: | Select **1**, for All Application File, to copy the data dictionary files for a specific application. |
| Application ID | Enter the id for the application whose data dictionary files you want to copy.<br>The **Inquiry** command, **F2** or **Esc W**, is available to select the application to copy.<br>*PA in this example* |

This will copy all the selected application files, fields and indexes from the ***.1** data dictionary files to the *.PA (or to the extension you used for the copied files).

If you are using the 2.3 or 3.0 version of the ODBC drivers(OSAS 6.05 or higher) skip to step 8.

If you are using the 1.1 version of the ODBC drivers (OSAS 5.2 or 6.02) proceed to step 6.

**Data Dictionary Select Screen**



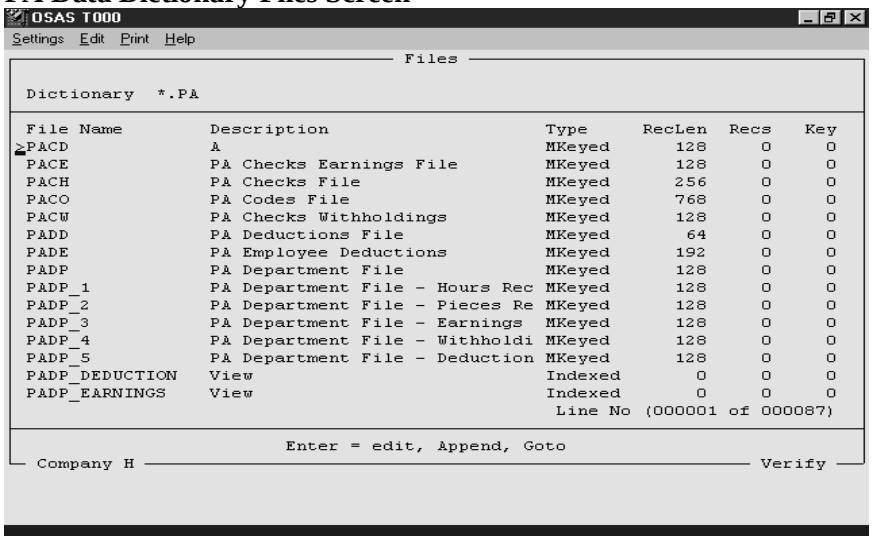

6. Once the files have been copied, use the **F9** from any ODBC menu to switch to the copied data dictionary files.

   You can use the **Inquiry** command, **F2** or **Esc W**, to select the data dictionary files you want to access.

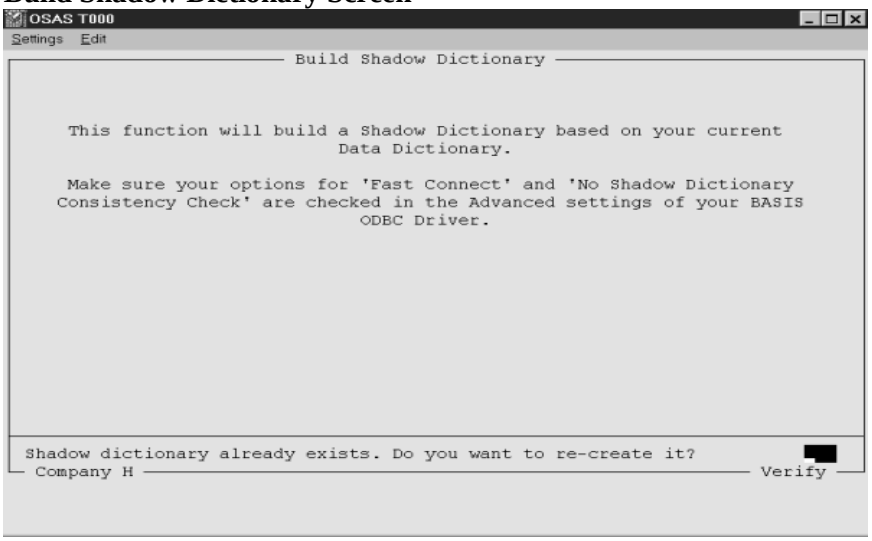
   You can check in Files or Fields to verify that you have switched to the correct set of data dictionary files.

| **Field** | **Description** |
|---|---|
| Dictionary | Displays the current set of data dictionary files in use on the current terminal. |

**PA Data Dictionary Files Screen**



**Build Shadow Dictionary Screen**




7. Once you have switched to the new data dictionary files run the Build Shadow Dictionary functions from the Dictionary Tools menu.

   This will build files for the current set of data dictionary files in use on the current terminal.

   You may be prompted: *Shadow dictionary already exist. Do you want to re-create it?*

   Select **Y**, for **Yes**.

8. At the operating system level move the 13-copied data dictionary files[29] (*.PA in this example) from the RWdata directory to the secured subdirectory or your local drive.

   **Note:** If you use a directory on the network, **DO NOT** use any directories listed in Directories function in Resource Manager or any directories listed in Application Information in Resource Manager. Anyone will be able to access this new set of data dictionary files if they are moved to either of those locations.

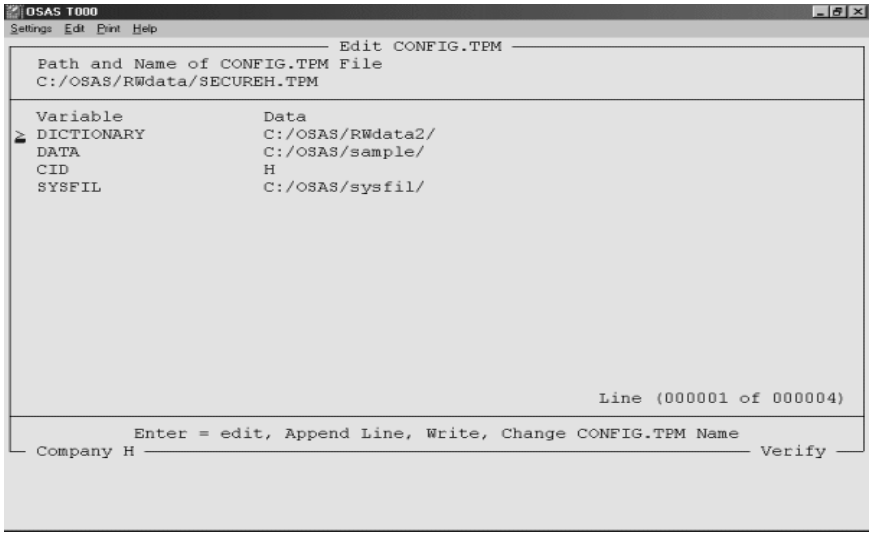
   You can create a different subdirectory under your OSAS directory for the second set of data dictionary files, such as RWdata2. This will not be listed in the Directories function or Application Information so no one will have access to the data dictionary files.

9. In the secured subdirectory, rename the 13 new data dictionary files to have a **.1** extension[30]

[29] If you are using the 1.1 ODBC drivers move the DD_*.DAT files as well.

[30] The ODBC Drivers will only work with files that have a **.1** extension. **DO NOT** rename the DD_*.DAT files.

**Edit CONFIG.TPM Screen**

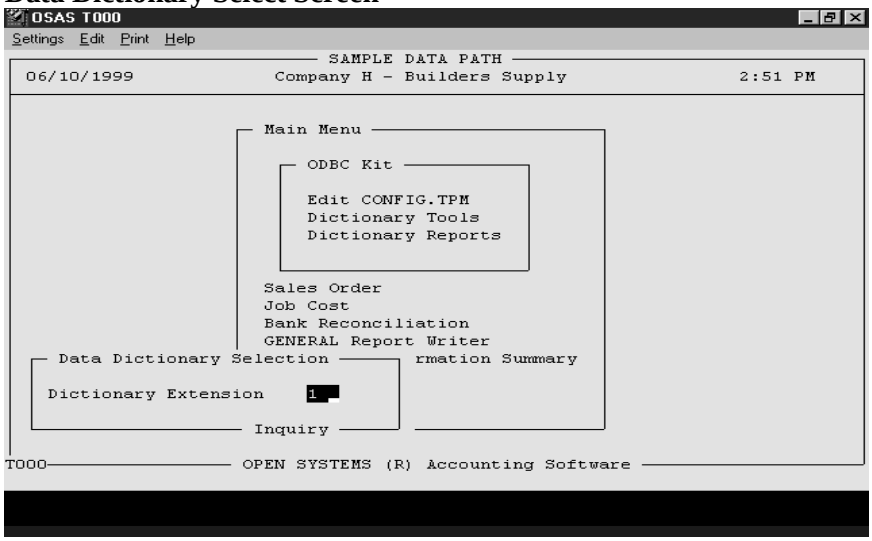



10. Select Edit CONFIG.TPM from the ODBC Kit menu to create a new configuration file.

    Edit the Dictionary variable to point to the drive and directory where you copied the new data dictionaries.

11. Copy the configuration file to the secure directory or your local hard drive.

**Data Dictionary Select Screen**

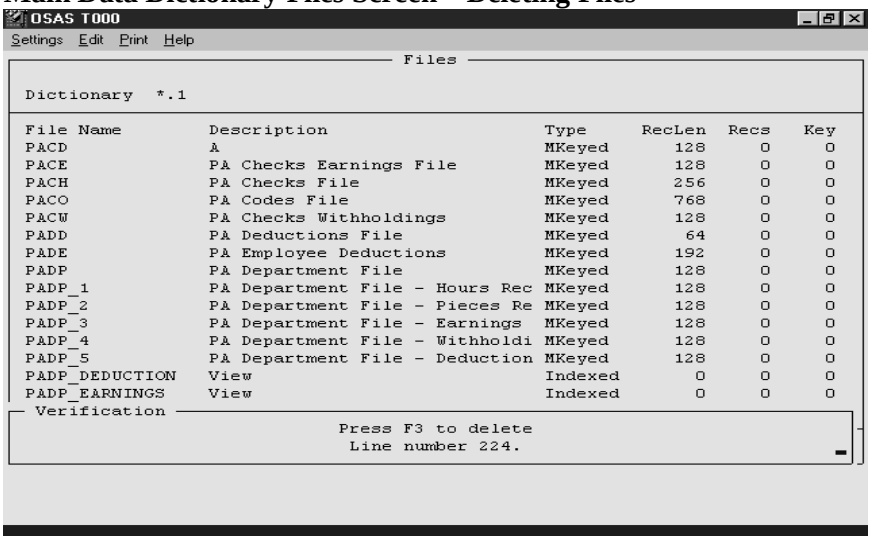



If you are using the 2.3 or 3.0 ODBC drivers, skip to step 13.

If you are using the 1.1 ODBC drivers, proceed to step 12.

12. Use the **F9** and switch back to the **1** Data Dictionaries.

**Main Data Dictionary Files Screen – Deleting Files**




13. Select Files from the Dictionary Tools menu and delete the data dictionary files that you do not want to give everyone access, using the **Delete** command, **F3** or **Esc D**.

In this example, delete the Payroll data dictionary files.

If you are using the 2.3 or 3.0 ODBC drivers, you are done[31].

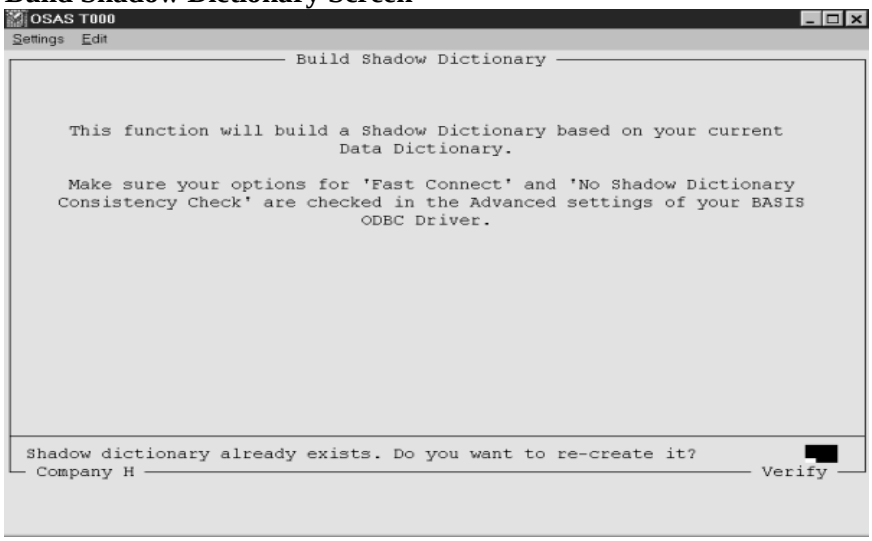
If you are using the 1.1 ODBC drivers, proceed to step 14.

[31] To edit these data dictionary files you will have to copy or move them back to the **RWdata**, **ProgRm** or **ProgOD** directories.

Since these data dictionaries have the same file name and extension as the main data dictionaries, rename them before you copy them to insure you do not overwrite your main data dictionaries.

Use the **F9** to switch between the data dictionaries.

**Build Shadow Dictionary Screen**




14. Select the Build Shadow Dictionary function from the Dictionary Tools menu, to re-create the shadow dictionary files for the edited set of main dictionary files[32].

[32] To edit these data dictionary files you will have to copy or move them back to the **RWdata**, **ProgRm** or **ProgOD** directories.

Since these data dictionaries have the same file name and extension as the main data dictionaries, rename them before you copy them to insure you do not overwrite your main data dictionaries.

Use the **F9** to switch between the data dictionaries. If you make any changes you will have to re run the Build Shadow Dictionary function and copy the new **DD_*.DAT** files and the second set of data dictionaries back to the secured directory. Rename them back to ***.1**. Use the **F9** to switch back to the original***.1** dictionaries and run the Build Shadow Dictionary function again.

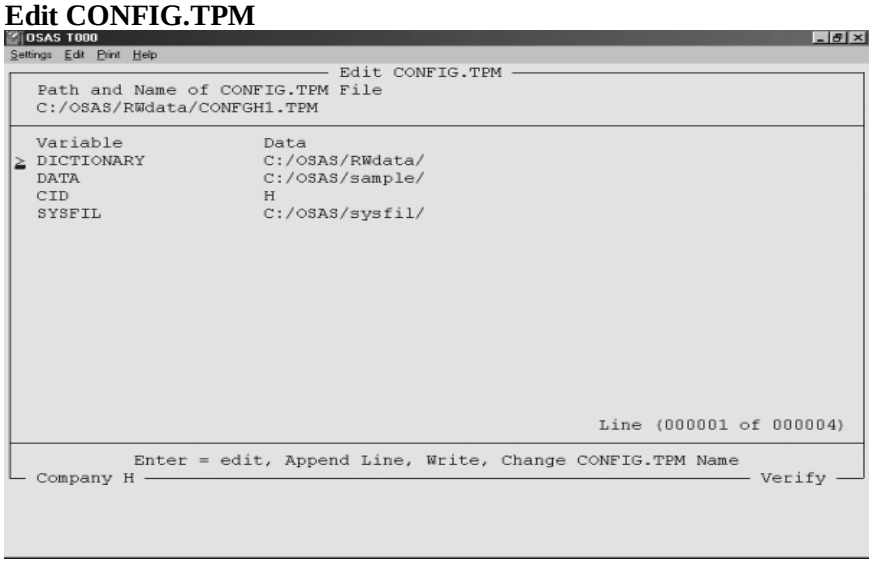
# Appendix D – Accessing Previous Year General Ledger and Payroll Data

Use the following steps to access last year Payroll or previous year General Ledger data with ODBC. These steps will work with the 3.0, 2.3 or the 1.1 Basis ODBC Drivers.

You will need to create a separate configuration file for last year Payroll and current year Payroll and a separate configuration file for each GL Year you want to access.

Create a configuration file with the Edit CONFIG.TPM function in ODBC Kit.

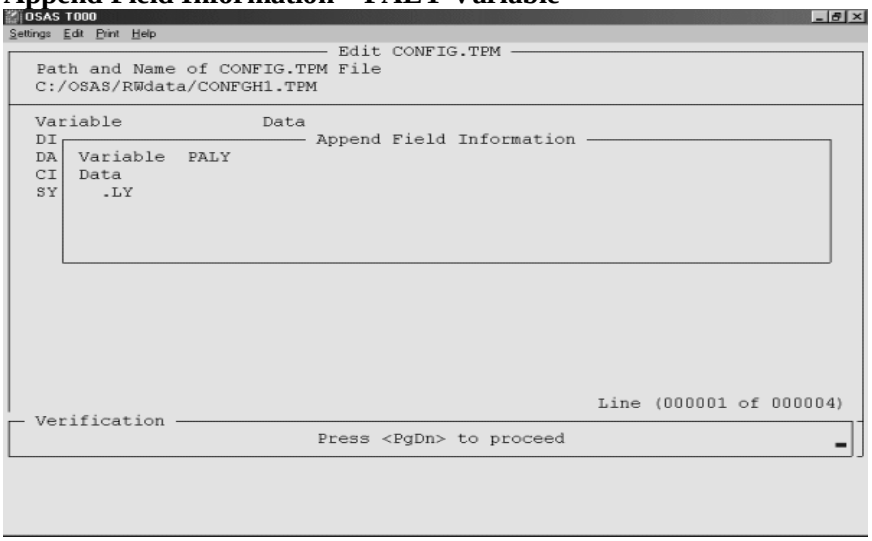
**Edit CONFIG.TPM**



## Payroll Variable for Last Year Files

Use the Append function to add Variables for last year Payroll.

**Append Field Information – PALY Variable**




| Field | Description |
|---|---|
| Variable | Enter the name of the variable you want to add. The variable name can be anything you want.<br><br>This variable will be added to the ODBC Path field in Files, which will allow you to access the data you want.<br><br>***This Example uses PALY***. |
| Data | Enter the extension of the data file in OSAS that you want to access with the ODBC drivers.<br><br>For Last Year Payroll files enter "**.LY**" (without the quotes) |

This variable will access Payroll files that have a LY extension

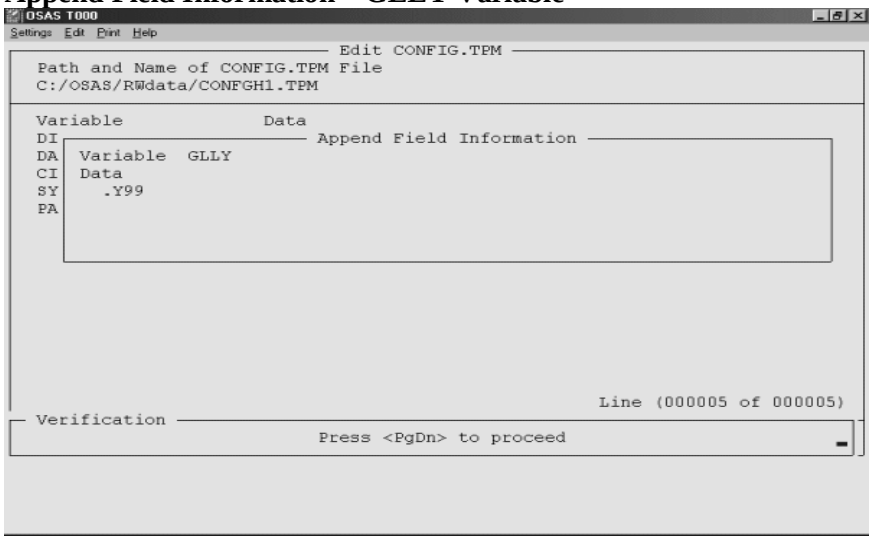
Use the **Proceed** command, **PgDn** or **Esc P**, to save the variable.

## General Ledger Variable for Previous Year Files

You can add the General Ledger Variable for pervious years to the same configuration file as the Payroll Variable or you can create a new configuration file for the GL variable.

Use the Append function to add Variables for the General Ledger year you want to access.

**Append Field Information – GLLY Variable**




| Field | Description |
|---|---|
| Variable | Enter the name of the variable you want to add. The variable name can be anything you want.<br><br>This variable will be added to the ODBC Path field in Files, which will allow you to access the data you want.<br><br>***This Example uses GLLY.*** |
| Data | Enter the extension of the data file in OSAS that you want to access with the ODBC drivers.<br><br>For Previous Year GL files enter ".**Yxx**" (without the quotes), where xx represents the GL Year you want to access.<br><br>***This example uses Y99.*** |

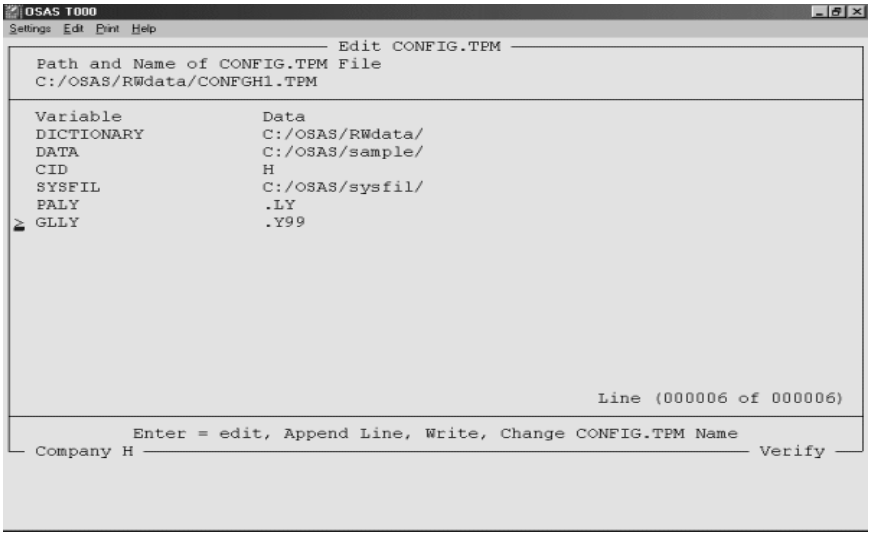
This variable will access General Ledger files that have a Y99 extension[33].

Use the **Proceed** command, **PgDn** or **Esc P**, to save the variable.

[33] Each GL Year will require a separate configuration file.

The TPM file should look something like the following.

**TPM File**

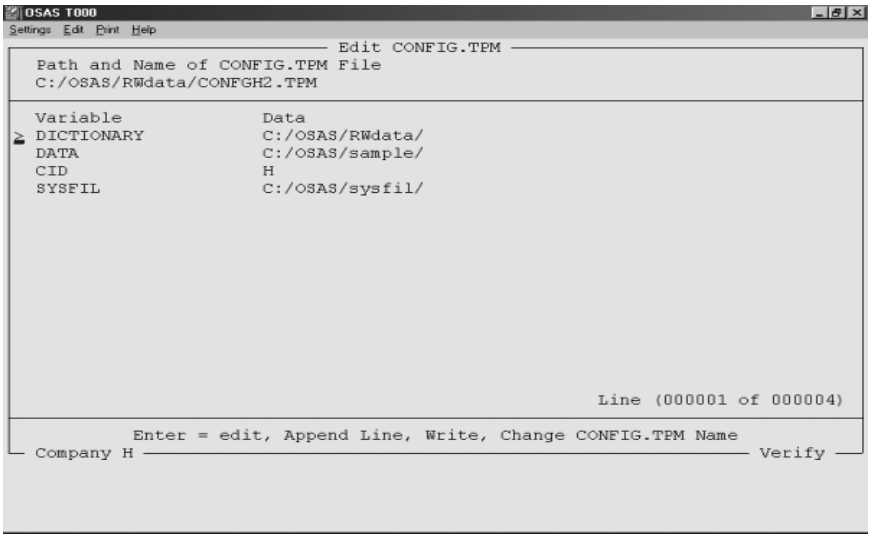



Select Write to save the changes to the configuration file.

Next, create a configuration file to access this years data.

Create a configuration file with the Edit CONFIG.TPM function in ODBC Kit.

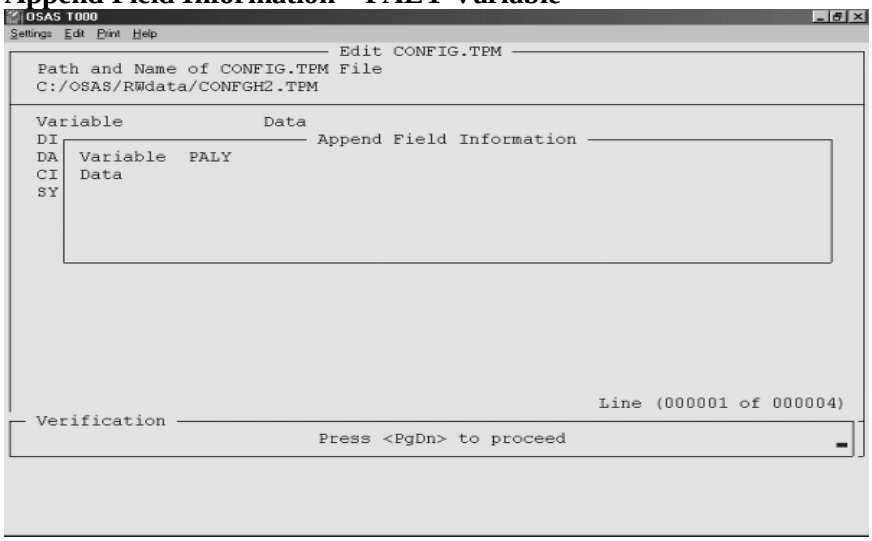
**Edit CONFIG.TPM**



## Payroll Variable for Current Year Files

Use the Append function to add Variables for current year Payroll.

**Append Field Information – PALY Variable**




| Field | Description |
|---|---|
| Variable | Enter the same name you used for the last year Payroll variable.<br>***This Example uses PALY, which is what was used for the last year payroll configuration file.*** |
| Data[34] | Leave this field blank.<br>OSAS stores the current year Payroll files without an extension. |

This variable will access Payroll files that do not have an extension, which is how OSAS stores the current year files

Use the **Proceed** command, **PgDn** or **Esc P**, to save the variable.

[34] The configuration file for last year data contained a .LY in the data field. This means ODBC will look for a file with a LY extension, after the variable is added end of the file in Dictionary Tools. The last year configuration file will only access the last year files. If the files are not available, you will get Fserr=13 in Excel (same as and error 12, missing or duplicate file) or you will get an error message in Access "Query must have at least one destination field".

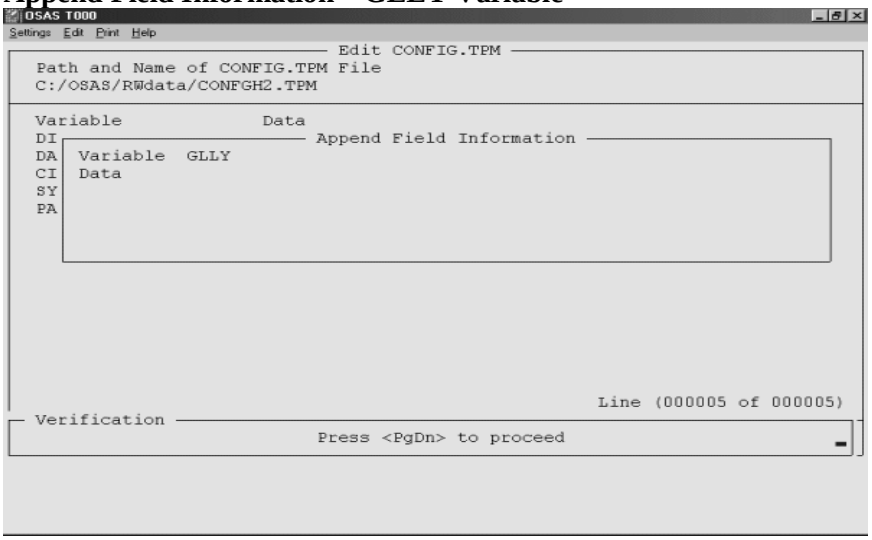
You MUST create another configuration file to access current year data, using the same variable name but leaving the data field blank. ODBC will look for a file without an extension. If the files are not available you will get Fserr=13 in Excel, or and error message in Access "Query must have at least one destination field"

## General Ledger Variable for Current Year Files

You can add the General Ledger Variable for current year to the same configuration file as the Payroll Variable or you can create a new configuration file for the GL variable.

Use the Append function to add Variables for the General Ledger year you want to access.

**Append Field Information – GLLY Variable**




| Field | Description |
|---|---|
| Variable | Enter the same name you used for the previous year General Ledger variable.<br>***This Example uses GLLY, which is what was used for the last year payroll configuration file.*** |
| Data[35] | Leave this field blank.<br>OSAS stores the current year GL files without an extension. |

This variable will access General Ledger files that do not have an extension, which is how OSAS stores the current year files.

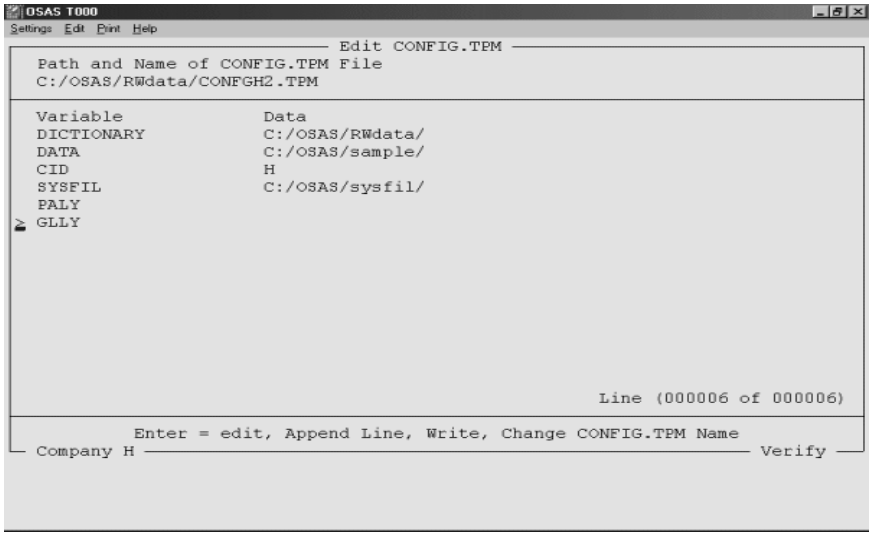
Use the **Proceed** command, **PgDn** or **Esc P**, to save the variable.

[35] The configuration file for previous year data contained a .Yxx (xx represents the GL year) in the data field. This means ODBC will look for a file with a Yxx extension, after the variable is added end of the file in Dictionary Tools. The previous year configuration file will only access the files for the year entered in the data field. If the files are not available, you will get Fserr=13 in Excel (same as and error 12, missing or duplicate file) or you will get an error message in Access "Query must have at least one destination field".

You MUST create another configuration file to access current year data, using the same variable name but leaving the data field blank. ODBC will look for a file without an extension. If the files are not available you will get Fserr=13 in Excel, or and error message in Access "Query must have at least one destination field"

The TPM file should look something like the following.

**TPM File**



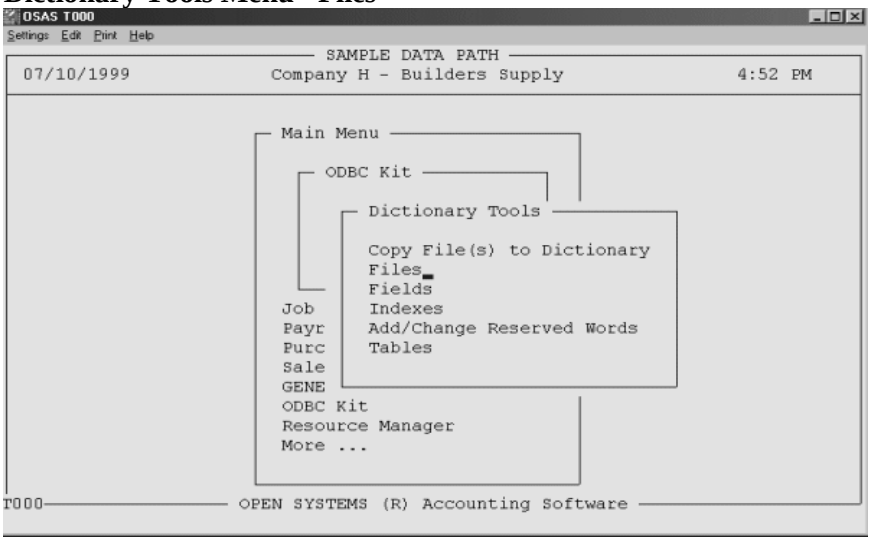

Select Write to save the changes.

## Adding the Variables to Dictionary Files

Next, edit the Files and add the Payroll and/or General Ledger Variables

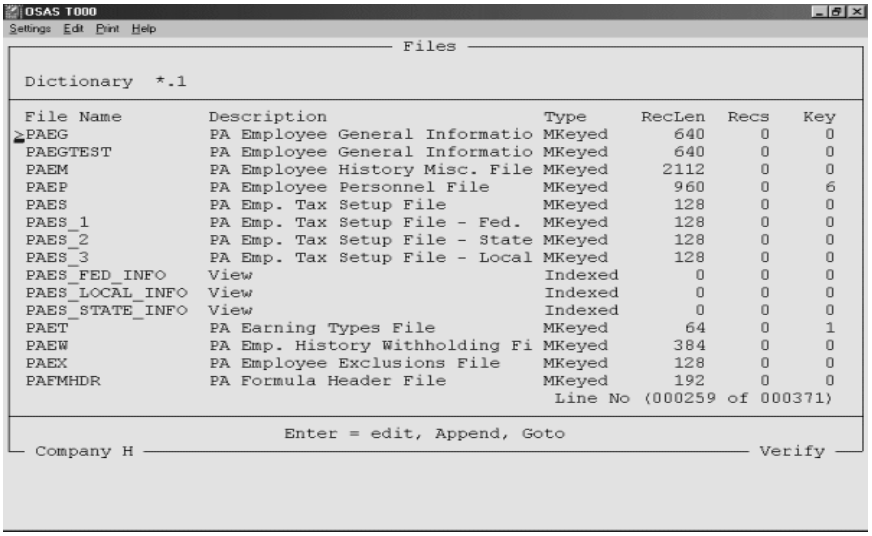
Select Files from the Dictionary Tools menu in the ODBC Kit.

**Dictionary Tools Menu - Files**

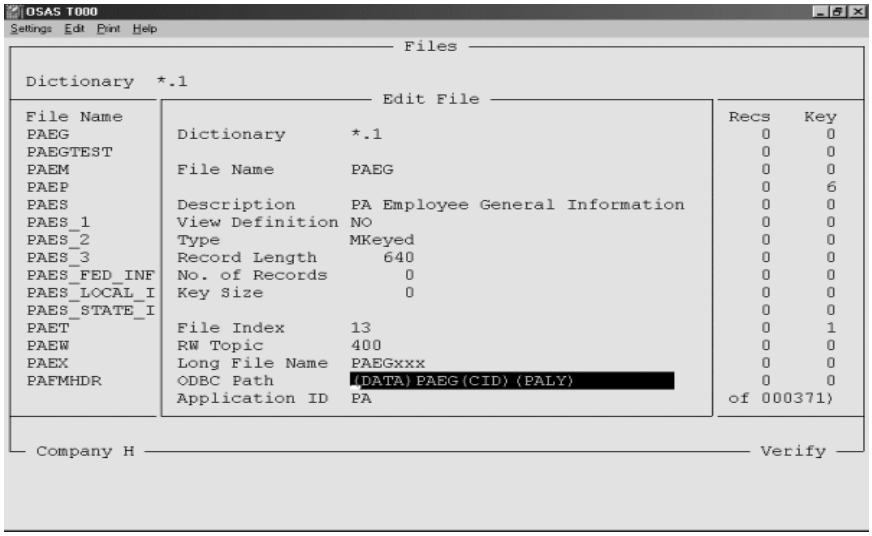



Select the file you want to add the variable to and press Enter to edit the file.

**Files**



**Edit Files**

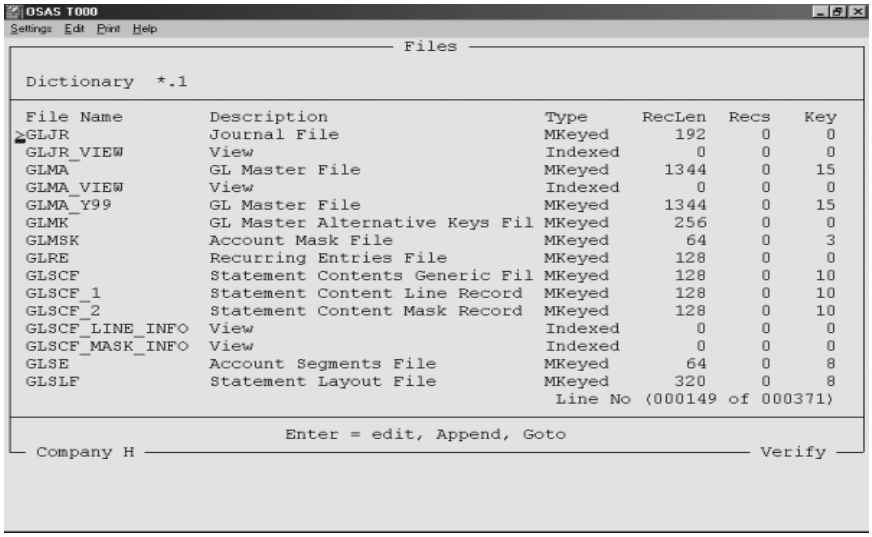



Add the Payroll variable within parentheses to the ODBC Path field.

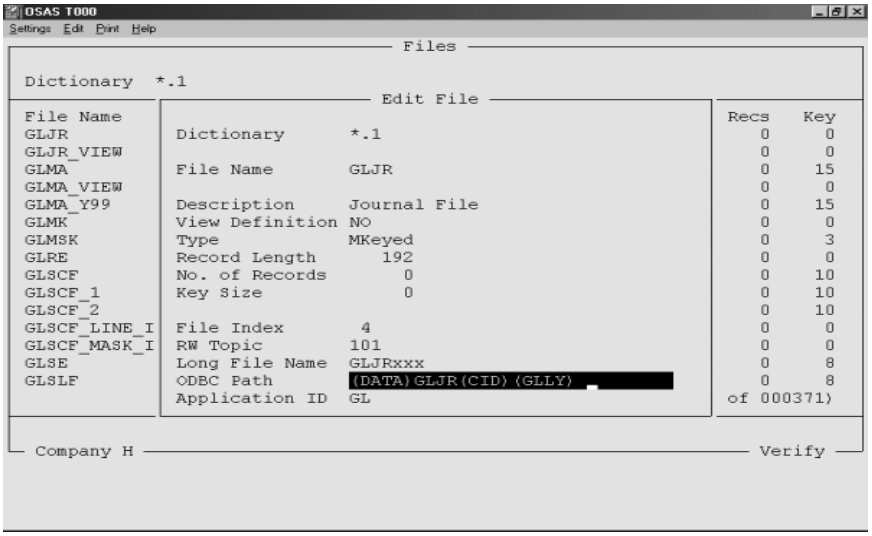
**You will have to add this variable to each Payroll file that you want to access last year or this year data.**

Repeat the same steps for the General Ledger files.

**Files**



**Edit Files**




Add the General Ledger variable to all the GL files you want to access pervious year information.

**You will have to add this variable to each General Ledger file that you want to access previous year or this year data.**

If you are using 6.05 or higher, you are now ready to access Last Year or current Year data with ODBC

If you are using 5.22[36]- 6.02 you will have to run the Build Shadow Dictionary function to recreate the shadow dictionary to access Last Year or current year data with ODBC.

You will need to create a separate data source file, for each configuration file, using the Basis ODBC Driver.

One data source will access last year Payroll and previous year GL files. The other data source will access current year Payroll and GL files.

If you have more GL years you want to access, then you will create a data source for each GL year configuration file

[36] For 5.22 you MUST have the latest 5.21A installed.

# INDEX