

## What It Does

The Data Dictionary is a utility designed to update field definitions, based on the current software version's data dictionary. It will ensure each file has the required columns.

## When to Use It

While problems with field definitions are rare, there are cases when it interrupts your ability to use DDMS applications. The following cases require the use of the Data Dictionary utility:

- After renaming or merging files at period end, and listing the new filenames in the (LGA), (LF2), (LA4), (LC1) or (LJ1) journal parameter screens, the system still may not properly display some history or reports for sales, orders, purchase orders, accounts receivable postings, accounts payable postings, and general ledger postings or trial balances.
- When using the EnsiteEBS Utility to Validate DBF Files, and the error log reports that the "File is not compressed; column "[columnname]" not found.
- When saving a file or posting a record, and the system returns an error message such as "subscript out of range" or "Object variable or with block variable not set".

## How to Do It

### *Determining the Affected Files*

If the issue is related to period-end file renaming or merging, run DataDict on the relevant files. For information on renamed and merged files, see your online help and the period-end procedures in your *Year-End KeyOps* on the DDMS support site.

If the issue is related to a EnsiteEBS Validation, run DataDict on any file where the EnsiteEBS Validation says "File is not compressed; column "[n]" not found."

If the issue is related to another type of error message, or if you are unsure what files are affected, contact your ECi DDMS Technical Support team.

### *Determining the Data Files Path*

Look in your (LØ) Global Parameters screen to find the volume serial where the files in question reside. For details on this parameters screen, see your online help topic, *In the (L) Screen*. The volume serial will determine the Data Files Path you use in DataDict, such as "d:\ddms\w1" where you may need to change the last two characters to match your volume serial. If you are unsure what volume serial to use, contact your ECi DDMS Technical Support team.

### *Determining the File to Use As A Basis (If Needed)*

Some DataDictionary Utility procedures may prompt for a file to use as a basis.

- If the issue is period-end file renaming or merging, use the original files as a basis, such as JOUR-S, PO-MASTER, AR-MASTER, AP-MASTER, JNL-AR, JOUR-AP, GL-MASTER, GLD-MASTER, CHARTFILE, BUDGETFILE, and so on.
- If the issue is a Validation error, use the file specified where the EnsiteEBS Validation says "File is not compressed." Do not use the column name.
- If you are unsure what basis to use, contact your ECi<sup>2</sup> Technical Support team.

## Stop TBL Utilities

If the files in question are shared or used actively during the flow of business, we recommend stopping utilities to prevent errors.

**Exception:** However, for journals and non-active system files, you can usually skip this step with no problems.

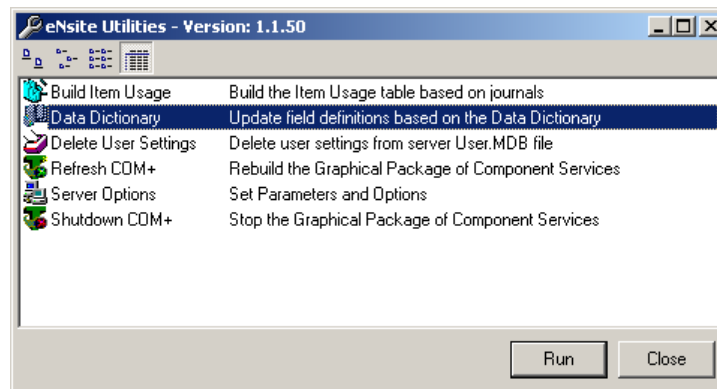
**Note:** Depending on the file in question, this procedure is usually best performed outside of business hours. Make sure no one else is using your system before you proceed with stopping utilities.

1. To stop utilities, go to the **TBL Server** window.
2. Click **Utilities**.
3. Select **Stop**.

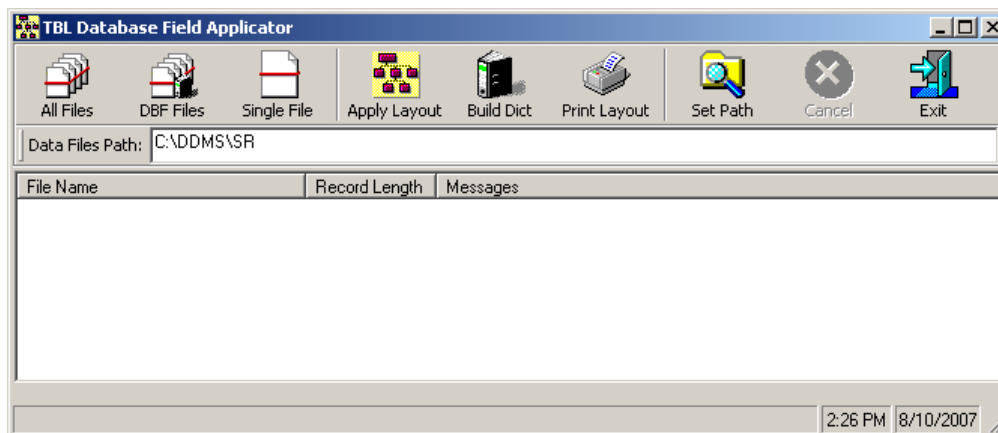
## Launching Data Dictionary

Data Dictionary is one of several Ensight Pro Utilities.

4. To launch the Ensight Utilities window, click **Start > Programs > DDMS > Ensight Pro Utilities**.
5. Select **Data Dictionary**, as shown in the figure here.
6. Click **Run**.



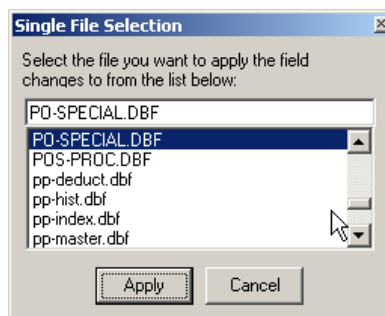
7. The TBL Database Field Applicator window will appear, as shown below.



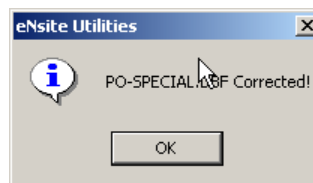
### Single File Compression

For most cases, we recommend single file compression. This is the best option when you know the file in question. If you do not know the file in question, see Optional Procedures below for viewing DBF files.

1. In the TBL Database Field Applicator window, enter the Data Files Path for the volume serial where the files in question reside, as defined by your (LØ) Global Parameters screen.
2. Click the **Single File** toolbar button.
3. Type or select the desired DBF file. You can type the first two characters to quickly go to that part of the list.



4. Click **Apply**.
5. If the system cannot identify field names, (such as a renamed journal or a file copied from the original unit), the utility prompts you to specify a file to use as a basis. You must find the original matching file, such as JOUR-S for sales journals, or GL-MASTER from year-end.
6. When the program confirms the file has been corrected, click **OK**.



### Exiting Data Dictionary

7. To exit the window, click the **Exit** button.

### Restarting Utilities

8. Go to the **TBL Server** window.
9. Click **Utilities**.
10. Select **Stop**.

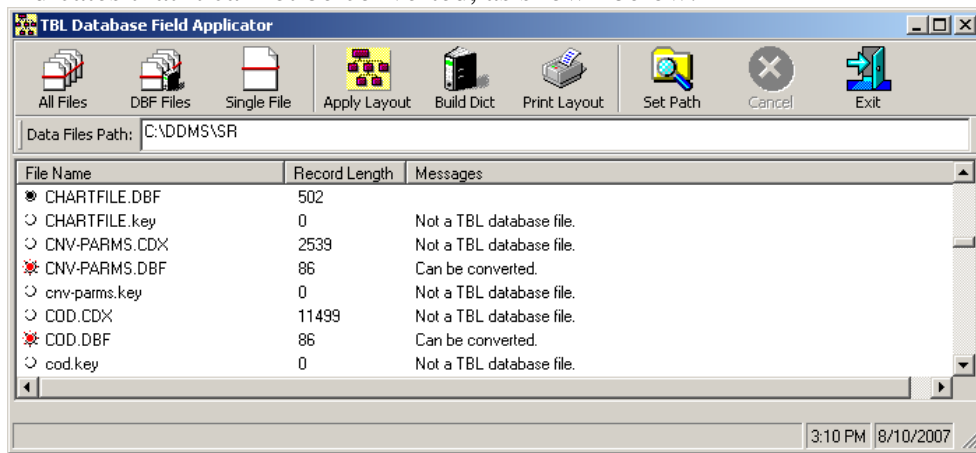
## Optional Procedures

### Viewing Files

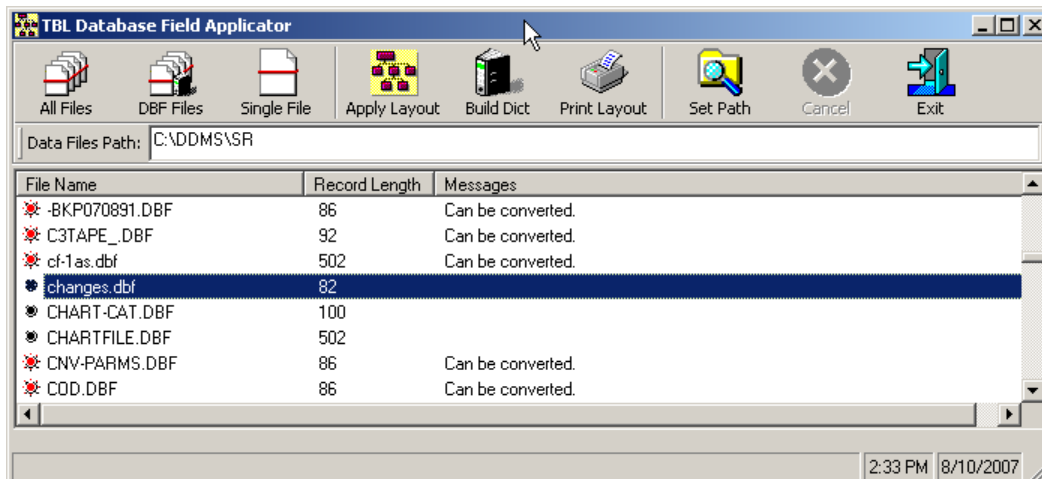
DDMS TBL Files include DBF (database files), CDX (index files), and KEY (main ID files). The Data Dictionary can only apply to DDMS TBL **DBF** Files.

1. In the TBL Database Field Applicator window, enter the Data Files Path for the volume serial where the files in question reside, as defined by your (LØ) Global Parameters.

**Note:** To view a list of all available files in a given directory, you can use the **All Files** tool. However, this option is rarely used. Files such as CDX index files, KEY identifier table files, and so on, are *not* TBL database files and *do not* contain the columns defined by the Data Dictionary. A white filename icon indicates that it cannot be converted, as shown below.



2. Click the **DBF Files** toolbar button. The window displays all files, as shown below.



- A red X on the filename icon indicates that it can be converted.
- A black X filename icon indicates that it has already been converted.

3. Select the desired file.
4. Take action on the file from the toolbar or the right-click menu. For details, see the **Apply Layout**, **Build Dictionary**, or **Print Layout** sections on the following pages.

### Applying Layout

When you click **Apply Layout**, the utility makes sure that the proper Data Dictionary columns exist in each record or row of the selected file, with the appropriate data types and number of characters per column.

If the selected file is not a known system file (such as a renamed journal or a file copied from the original unit), the utility prompts you to specify a file to use as a basis. You must find the original matching file, such as JOUR-S for sales journals, or GL-MASTER from year-end.

### Building A Dictionary

When you click **Build Dict**, the utility reconstructs the Data Dictionary from the program.

### Printing Layout

When you click **Print Layout**, the utility generates a text file of columns, data types, and how many characters per column.

### Setting the Path

When you click **Set Path**, you can browse to the file or folder instead of typing the Data Files Path in the field below the toolbar

### Canceling an Action

To cancel an action before it is complete, click the **Cancel** button.