

Table of Contents

TABLE OF CONTENTS	1
FILE UTILITIES	2
The Utility Menu.....	2
USING THE UTILITIES	3
Rebuild a File.....	3
Export a File.....	5
Restore from an Export File.....	6
Initialize Files.....	7
Edit Export File.....	8
FILE UTILITY BREAKDOWN.....	10
CHECK/REPAIR GL	12
About the Check/Repair GL Utility	12
Using the Check/Repair GL Utility	13
EDIT AP HISTORY	15
COPY COMMUNITY INFORMATION	16
USING THE FORM LETTER MANAGER	17
Deleting a Form Letter	18
Re-Naming a Form Letter.....	18

File Utilities

Occasionally files become corrupted and need to be recovered. There are file recovery utilities for just about every data file used by TOPS 2000™. There are other utility functions available also. For example, you can export the data to an ASCII file format to edit it or use it in some other application besides TOPS 2000™. Furthermore, you can recreate the files for a particular module in the event that you wish to scratch what is there and begin again. The file utilities let you do the following:

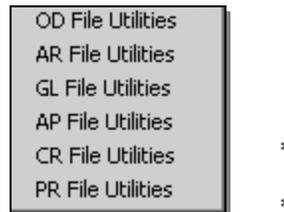
- Rebuild Corrupted Files
- Export Files to an ASCII File
- Restore Files from an ASCII File
- Create Files (re-initialize)
- Edit Data in Files

The Utility Menu

There are separate utilities for each module in your TOPS 2000™ system. To run them, click on the **Utilities** on the menu bar. You will see the following menu:

Guide to module abbreviations:

- OD = Owner Database
- AR = A/R & Owner Collections
- GL = General Ledger
- AP = Accounts Payable
- CR = Check Reconciliation
- AR = Accounts Receivable



* The verify database, security key, and manual security key utilities are designed for internal use only, and will not be explained in this manual. Please do not attempt to use these utilities without the direct supervision of a TOPS Software representative.

Using the Utilities

Each file utility contains a series of five actions that may be performed upon the field that make up that module. In the following section, you will find a breakdown of each of these actions, and an explanation of each action. Later, you will find a list of files for each module.

Rebuild a File

This utility allows you to repair a corrupted file. It rebuilds the file index structure so that all the information in the data file (xxxxxx.dat) can be read by TOPS 2000™.

Error Messages

When a file is corrupted, you will receive a file operation error upon attempting to open that file. Here is how to interpret the error message:

- Program XXXXXX - the program name where the error occurred. (Ignore)
- File = XXXXXX – the data file that has the problem. (Write this down)
- Error = 9/0XX – a code that describes the error. (Ignore)

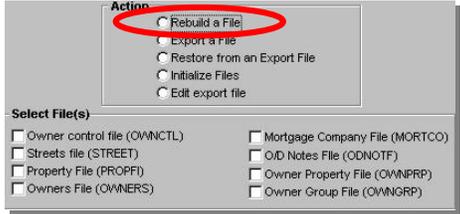
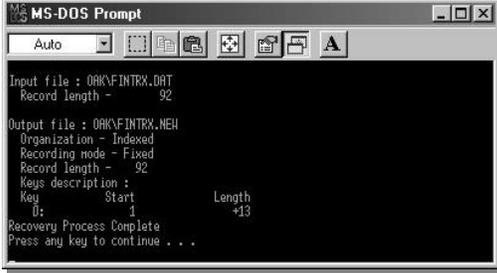
Corrupted files are usually error code “41” or “39”.



File Corruption

Data files can become corrupted when the computer is improperly shut down with files still open. (This can occur as a result of power outages, memory or disk space shortages, or user error.) Sometimes a file becomes so severely corrupted that the information cannot be completely recovered through the rebuild utility. In this case, you must restore the data from a backup.

Using the Utilities

Instructions	Illustrations
<p>1. Write down the <u>file name</u> listed in the error message. Click OK.</p> <p><i>In the case of the error message displayed (right), the file 'OWNERS' is corrupted.</i></p>	
<p>2. Click Utilities, File Utilities.</p> <p>Select the file utilities option appropriate to the error you received (see the list at the end of this section under File Utility Breakdown on page 10)</p> <p><i>In the case of the error above, we choose <u>OD File Utilities</u> (Owner Database).</i></p>	
<p>3. Click Rebuild a File</p> <p>Click the checkbox next to the file name you wish to rebuild.</p> <p><i>In our example, we will check the option labeled <u>Owners File</u> (OWNERS).</i></p> <p><i>You may only rebuild one file at a time, although you may rebuild several in a row.</i></p>	
<p>4. Click OK to perform the rebuild.</p> <p>Click Yes to proceed.</p>	
<p>5. Wait for the file rebuild to be performed. Do not type or click anything until you see the following message: '<i>Press any key to continue...</i>'</p> <p>Press <ENTER></p> <p><i>The rebuild is now complete. If you wish, you may rebuild another file by following steps 3-5 again, or click the X in the upper right hand corner of the window to complete this action.</i></p>	

Using the Utilities

Export a File

The export utility allows you to create a data file in the community's folder (directory) in an ASCII text format. The file can be edited using any text editor, such as Windows notepad or DOS Edit. If for some reason there was erroneous data in the data file, you could edit it using an editor. The file data may also be used in another application such as a word processor or spreadsheet.

Instructions	Illustrations
<p>1. Click Utilities, File Utilities.</p> <p>Select the file utilities option appropriate to the file you wish to export. (See the list at the end of this section under File Utility Breakdown on page 10)</p> <p><i>In this example we will click <u>OD File Utilities</u> to export the owners file to make edits to an owner record.</i></p>	
<p>3. Click Export a File.</p> <p>Click the checkbox next to the file name you wish to export.</p> <p><i>In our example, we will check the option labeled <u>Owners File (OWNERS)</u>.</i></p> <p><i>You may export as many files at a time as you wish, within each module.</i></p>	
<p>4. Click OK to perform the rebuild.</p> <p>Click OK to complete the export.</p> <p><i>The export is now complete. If you wish, you may perform another action, or click the X in the upper right hand corner of the window to complete this action.</i></p>	 <p><i>The number of records processed refers to the number of records found in the file.</i></p>

Potential Uses

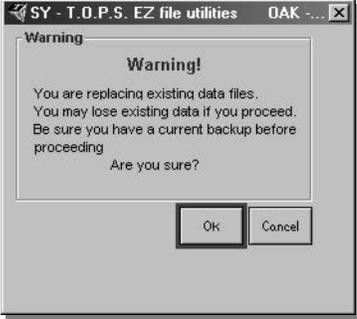
Although exporting was originally designed to allow external edits of a file, this option has also been used by our customers to export the owner database for use in Microsoft Excel or some other spreadsheet. The data may be used to perform specific calculations, generate e-mail lists, or create specialized reports. You might also use the export utility for a quick back up of a file.

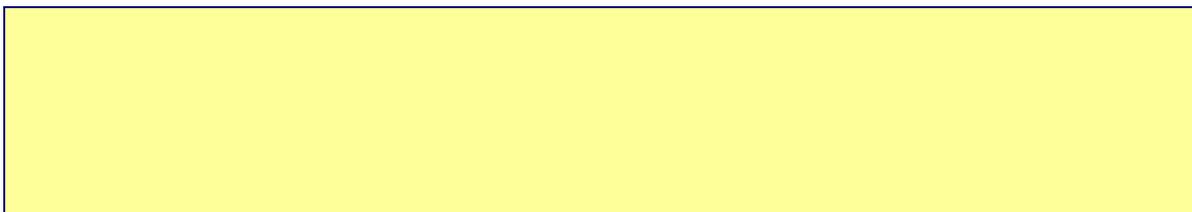
Using the Utilities

Restore from an Export File

Once an export file has been edited, you may wish to restore it to TOPS 2000™ to replace the existing version of the file.

TOPS 2000™ will recognize the data as long as it is in ASCII text format with the exp extension. (xxxxxx.exp)

Instructions	Illustrations
<p>1. Click Utilities, File Utilities.</p> <p>Select the file utility option appropriate to the file you wish to restore. (See the list at the end of this section under File Utility Breakdown on page 10)</p> <p><i>In this example we will click <u>OD File Utilities</u> to restore the export we made earlier.</i></p>	
<p>3. Click Export a File.</p> <p>Click the checkbox next to the file name you wish to export.</p> <p><i>In our example, we will check the option labeled <u>Owners File (OWNERS)</u>.</i></p> <p><i>You may restore as many files at a time as you wish, as long as there is an export file to restore.</i></p>	
<p>4. Click OK to perform the restore.</p> <p>Click OK to complete the restore.</p> <p><i>The number of records processed refers to the number of records found in the export file.</i></p> <p><i>The restore is now complete. If you wish, you may perform another action, or click the X in the upper right hand corner of the window to complete this action.</i></p>	



Using the Utilities

Initialize Files

To initialize means to recreate a file, which will erase any information contained in the file. You might want to do this to start a file, such as the Owner Notes over again without having to delete each note individually.

Instructions	Illustrations
<p>1. Click Utilities, File Utilities.</p> <p>Select the file utility option appropriate to the file you wish to restore. (See the list at the end of this section under File Utility Breakdown on page 10)</p> <p><i>In this example we will click <u>OD File Utilities</u> to restore the export we made earlier.</i></p>	
<p>3. Click Initialize Files.</p> <p>Click the checkbox next to the file name you wish to export.</p> <p><i>In our example, we will check the option labeled <u>Mortgage Company File (MORTCO)</u>.</i></p> <p><i>You may initialize as many files at a time as you wish, within a single module.</i></p>	
<p>4. Click OK to perform the restore.</p> <p><i>Remember that this option completely erases any existing data in the selected file(s). Please be careful, as only restoring a backup can reclaim the original file(s).</i></p>	
<p>5. Click OK to complete the restore.</p> <p><i>The restore is now complete. If you wish, you may perform another action, or click the X in the upper right hand corner of the window to complete this action.</i></p>	

Warning

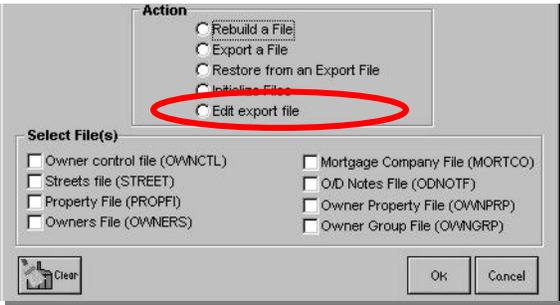
You must be careful when using this function since it can destroy ALL the data you have entered in the module you select. Please read the above instructions carefully, and proceed with caution.

Using the Utilities

Edit Export File

TOPS 2000™ offers a simple text editor (like a “no frills” word processor) to change or correct the contents of an export file. You might do this to fix incorrect dates in history files or to delete duplicate entries after making the appropriate corrections in TOPS 2000™.

To edit records, you must previously have performed the “Export” function on the file and it must be in the folder along with the rest of the community data files with the exp extension. (xxxxxx.exp).

Instructions	Illustrations
<p>1. Click Utilities, File Utilities.</p> <p>Select the file utility option appropriate to the file you wish to restore. (See the list at the end of this section under File Utility Breakdown on page 10)</p> <p><i>In this example we will click <u>OD File Utilities</u> to restore the export we made earlier.</i></p>	
<p>3. Click Edit Export File.</p> <p>Click the checkbox next to the file name you wish to export.</p> <p><i>In our example, we will check the option labeled <u>Owners File (OWNERS)</u>.</i></p> <p><i>You may only edit one file from this menu, although you may rebuild several in a row.</i></p>	
<p>4. Click OK to perform the restore.</p> <p>Perform edits in text editor.</p> <p><i>The data will appear in a simple text editor. See the following page for information on using the editor.</i></p>	

Warning

We strongly recommend that this function only be performed when working with one of our technical support representatives since the integrity of the accounting system can be destroyed by editing information in certain key control files, such as the General Ledger.

Using the Utilities

How to use the text editor

Instructions	Illustrations
<p>1. Use the text editor to edit the contents of an export file.</p> <p><i>In this example, we are editing the owners file that we opened earlier.</i></p>	
<p>2. Click where you wish to begin editing the text.</p> <p>Type the changes you wish to make.</p> <p><i>Use the < right arrow key> to scroll to the right to see additional fields in each record. A quick way to get from field to field is to hold the <CTRL> and tap the <right arrow key>.</i></p>	
<p>3. Delete space for any characters you have added.</p> <p><i>Fields in the editor are fixed width, meaning the number of characters in each field MUST remain the same. Therefore, if you add a character to a field, you must also delete a space after that field.</i></p>	
<p>4. Once any changes have been made, click File, Save.</p> <p>5. Click File, Exit.</p> <p><i>The edit is now complete. If you wish, you may perform another action, or click the X in the upper right hand corner of the window to complete this action</i></p>	

File Utility Breakdown

Following is a table cataloging the file names associated with each file utility, and a brief description of each file.

OD – Owner Database	
OWNCTL	Owner Control File
STREET	Street Names
PROPMI	Property Info like Address #, Account #, Lot/Unit #, Etc.
OWNERS	Owner Names, Mailing Address, Etc.
MORTCO	Mortgage Companies
ODNOTF	Owner Note File
OWNPRP	Group Owner File
OWNGRP	Group Owner Browser
AR – Accounts Receivable	
FINTRX	Owner Payment History File
DEPCTL	Bank Deposit Control File
ASMTLF	Charge Table
DELACTION	Collection Action Table
INTACT	Interest Parameters File
CADIST	Cash Receipts Journal File
MSCFIL	Miscellaneous Cash Receipts File
OPNBAT	Open Cash Receipts Batch File
VEWACT	Miscellaneous Charge Codes
FRMFIL	Formula File
FRMDST	Formula Distribution File
GL – General Ledger	
COAFIL	General Ledger File
GLTRXS	General Journal Transaction Batch File
GJNBAT	General Journal Transaction File
STJBAT	Recurring Journal Transaction Batch File
STJTRX	Recurring Journal Transactions File
LAYOUT	Financial Statements Layouts
BUDGET	Budget File
FRMFIL	Formula File
FRMDST	Formula Distribution File

File Utility Breakdown

AP – Accounts Payable	
VENDOR	Vendor File
VENACT	Vendor History File
BILTRX	Unposted Bills Payable Transaction File
AOPEN	Open Item (unpaid invoices) File
APCHKF	A/P Check File
VOIDCK	Void Check File
APRTRX	Recurring A/P Transaction
APADJF	A/P Adjustments File
VENDST	Vendor Expense Distribution
BILDST	Unposted Bill Expense Distribution
APRDST	Recurring Bill Expense Distribution
CHKDST	Check Expense Distribution
FRMFIL	Formula File
FRMDST	Formula Distribution File
APNOTF	Vendor Notes File
CR– Check Reconciliation	
CHKBOK	Checkbook File
CHKADJ	Checking Account Adjustment File
XFRFIL	Check Transfer File
CSHACT	Cash Account File

Check/Repair GL

On occasion, you may find that you have incorrectly entered items in the general ledger, causing it to be out of balance. The check/repair general ledger utility fixes out-of-balance situations in the general ledger. It checks the general ledger transactions for each period to make sure the debits and credits match each other.

About the Check/Repair GL Utility

If the utility finds a period that is out of balance, it allows you enter a one-sided correcting entry to any general ledger account number to fix the problem. If there are no problems found, you will see a message to that effect and, of course, there is no need to make any correcting entries.

TOPS 2000™ does not allow posting of out of balance entries, however, the general ledger can become out of balance if the system is interrupted while posting transactions to the general ledger. In addition, the computer can lose transactions from the hard disk when equipment errors occur.

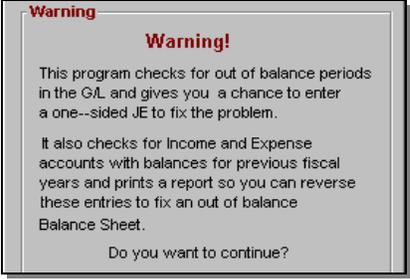
The utility also searches for backdated general ledger transactions that affect income or expense accounts for previous fiscal years. Backdated transactions can put your current balance sheet report out of balance until you find and fix them. A report is printed showing the backdated transactions so you can make a reversing journal entry to fix them. The reversing journal entry should be dated with the same date as the backdated transaction.

Exceptions

While this utility will let you find and correct these problems, it only allows you to make ONE balancing entry per period. You may need to make further journal entries to completely fix all of the general ledger accounts involved in a lost data or posting error problem.

Check/Repair GL

Using the Check/Repair GL Utility

Instructions	Illustrations
<p>1. Click Utilities.</p> <p>Select Check/Repair GL.</p>	
<p>2. Click OK.</p> <p><i>This utility will now begin to check the transactions in the general ledger. At this point, the utility will ensure that debits and credits match, as well as checking for backdated income/expense account balances dated into past fiscal years.</i></p> <p><i>If your ledger is in balance, proceed to step three. Otherwise, skip to step four.</i></p>	
<p>3. Click OK.</p> <p><i>This message means all debit entries have equal and opposite credits in the general ledger, and there are no outstanding back entries that must be addressed.</i></p>	
<p>4. Click the down arrow.</p> <p>Locate and double click the account number against which you wish to apply the one-sided correcting journal entry.</p> <p>Press <TAB></p>	 <p><i>If necessary, you may use a temporary suspense account number to fix the general ledger, to be correctly updated at a later date.</i></p>
<p>5. Enter the two-digit day you wish to apply the journal entry.</p> <p>Press <TAB></p>	 <p><i>The general ledger will automatically post the correcting entry into the same month and year in which the ledger becomes out of balance.</i></p>

Check/Repair GL

Instructions	Illustrations
<p>6. Enter a description for the correcting entry. Press <TAB></p>	
<p>7. Click the Print Sum button to print a summary of any backdated balances that need to be fixed. Click OK to post the entry to the GL.</p> <p><i>EACH item appearing in this report MUST be reversed by a journal entry using the same date listed on the report for each transaction.</i></p>	 <p><i>DO NOT reverse these transactions with a date in the current year, as this can make it worse.</i></p>

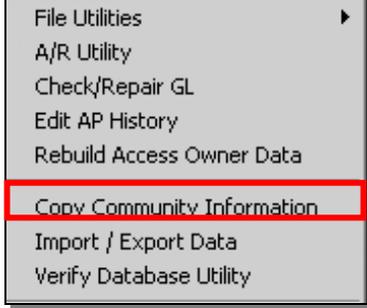
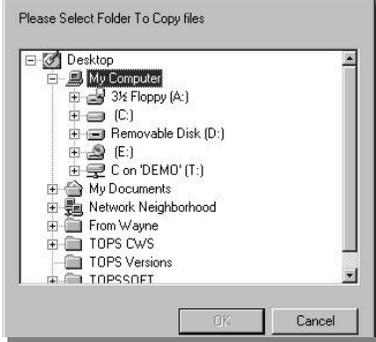
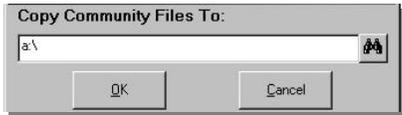
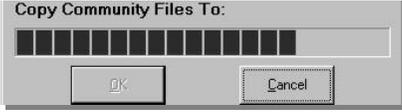
Edit AP History

Use this utility when you have an invoice or check showing in the vendor history that you wish to delete completely from the file. Sometimes this occurs when there is a computer problem or loss of power in the middle of posting A/P transactions.

This function was unavailable at the time of this writing. Please expect a future update to this manual, detailing the edit A/P history utility.

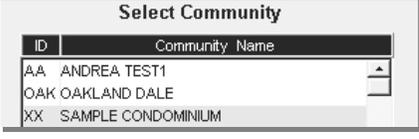
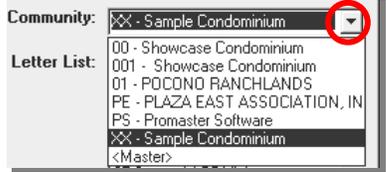
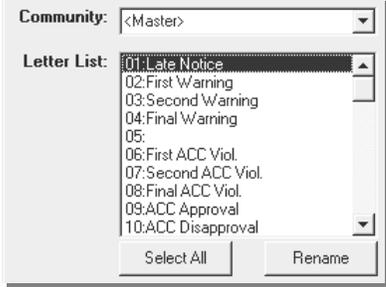
Copy Community Information

You may quickly copy your community information to another location for backup purposes, as a template for a community, or as a way to transport community information from one computer to another.

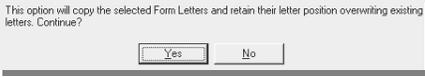
Instructions	Illustrations
<p>1. Click Utilities.</p> <p>Select Copy Community Information.</p>	
<p>2. Click the browse button (binoculars) to select a location to copy the files.</p>	
<p>3. Select the folder to which you wish to copy your community files.</p> <p><i>For example, if you wished to copy community files to a floppy diskette, click once on 3½ Floppy [A:]</i></p> <p><i>Double Click a folder or drive to display folders inside that location.</i></p> <p><i>For example, if you wished to copy community files to C:/BACKUP, double click on [C:], then click Backup</i></p>	
<p>4. Click OK.</p> <p><i>The community path you selected above will be displayed in the text box.</i></p> <p><i>If you wish to add a new folder, click after the last slash, and type the name of the new folder. (i.e. "a:\backup")</i></p>	
<p>5. Wait for community files to be copied.</p> <p><i>Clicking the cancel button will stop the copy process immediately, and may corrupt any copied files.</i></p>	
<p>6. Click OK.</p> <p><i>Two folders should have been created in the new location: Master, and the Community ID (XX)</i></p>	

Using the Form Letter Manager

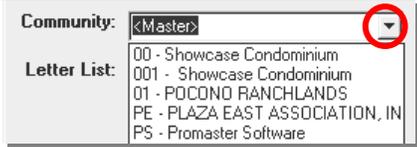
Included in the software are a number of new form letters for you to use as a template in your own communities. If you selected the 'Install' or 'Re-Install' options from the auto run menu, the letters will automatically be copied over. If you selected the 'Update' option from the auto run menu, the XX community will not be updated, in case you have made deliberate changes to that community. In this case, you must use the Form Letter Manager to copy the form letters from the MASTER folder to your community.

Instruction	Illustration
<p>1. Open TOPS 2000™ and open the community to which you wish to copy the sample letters.</p> <p><i>Typically, sample letters are stored in the XX Sample Community.</i></p>	
<p>2. Click Global Functions.</p>	
<p>3. Click Form Letter Manager.</p>	
<p>4. Click the down arrow next to the community field on the left side of the screen.</p> <p>Click <MASTER> to open the master form letter listing.</p>	
<p>5. Click the down arrow next to the community field on the right side of the screen.</p> <p>Click XX (or the community ID of the community to which you wish to copy the form letters).</p>	
<p>6. On the left hand list, select the letters you wish to copy to the community on the right.</p> <ul style="list-style-type: none"> ▪ Click Select All to select all of the letters in the master folder. ▪ Click the top letter, and hold <SHIFT> and click the last letter to select a range of form letters in the master folder. ▪ Click the first letter, and hold <CTRL> and click another letter to select non-contiguous form letters. 	
<p>7. Click Copy or Transfer to copy master files to the community selected on the right.</p> <ul style="list-style-type: none"> ▪ Copy – Appends letters into the first available position. (i.e. letter 02 (First Warning) becomes letter 05, as that is the first available slot. If 'First Warning' were already stored in the community, it would now appear twice.) ▪ Transfer – Transfers letters in same position, overwriting any letter currently in that position. (i.e. letter 02 becomes letter 02.) 	

Using the Form Letter Manager

Instruction	Illustration
8. If you clicked transfer in step 7, click Yes to complete the transfer.	
9. Click close to complete the form letter transfer process.	

Deleting a Form Letter

Instruction	Illustration
1. In the Form Letter Manager, Click the down arrow next to the community field on the <i>left side</i> of the screen. Click the Community ID of the community from which you wish to delete form letters.	
2. Click the form letter(s) you wish to delete.	
3. Click Delete .	
4. Click Yes to delete the selected form letters.	

Re-Naming a Form Letter

Instruction	Illustration
1. In the Form Letter Manager, Click the down arrow next to the community field on the <i>left side</i> of the screen. Click the Community ID of the community from which you wish to delete form letters.	
2. Click the form letter you wish to rename.	
3. Click Rename .	
4. Type the new name for the form letter and click OK .	