

## About Data Dictionary

The Data Dictionary is a utility designed to update field definitions, based on the current software version's data dictionary. It ensures each file has the required columns. 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 File is Not Compressed; Column [Column Name] Not Found.
- When saving a file or posting a record, and the system returns an error messages such as Subscript Out of Range and Object Variable or With Block Variable Not Set.

## Determining the Affected Files

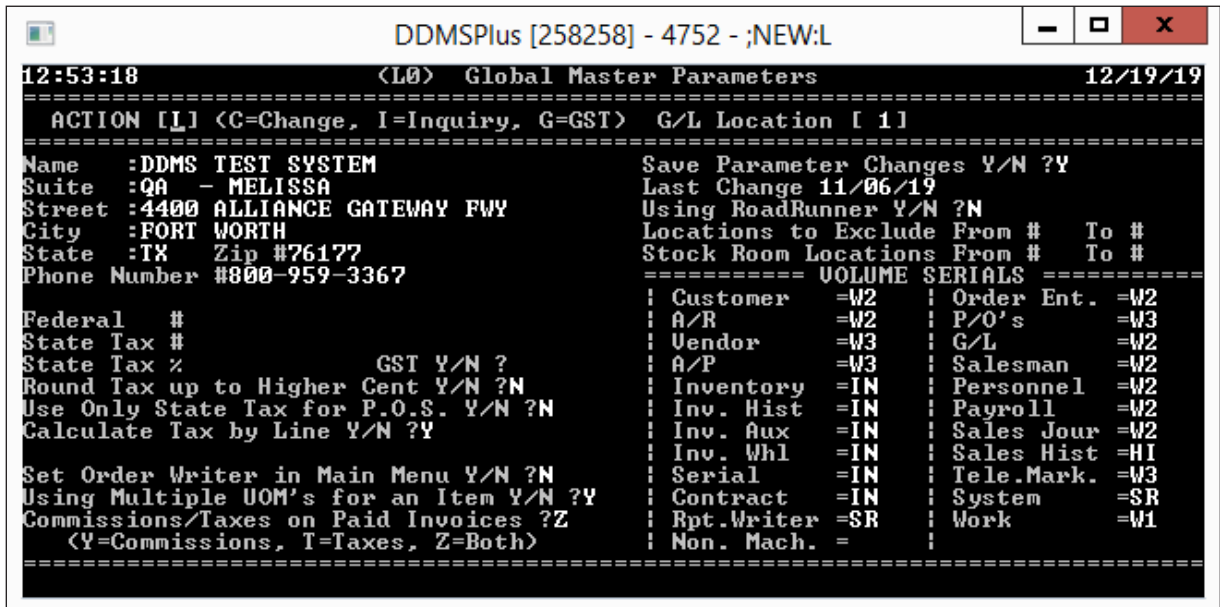
If the issue is related to period-end file renaming or merging, run DataDict on the relevant files. For information on renamed and merged files, see [Merging and Renaming Sales Journals](#).

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 DDMS Support.

## Determining the Data File's Path

Look in your (L0) Global Parameters screen to find the volume serial where the files in question reside. For details on this parameters screen, see the help topic [In the \(L0\) Screen](#).



```

DDMSPlus [258258] - 4752 - ;NEW:L
12:53:18      (L0) Global Master Parameters      12/19/19
=====
ACTION [L] <C=Change, I=Inquiry, G=GST>  G/L Location [ 1 ]
=====
Name      :DDMS TEST SYSTEM                Save Parameter Changes Y/N ?Y
Suite     :QA - MELISSA                    Last Change 11/06/19
Street    :4400 ALLIANCE GATEWAY FWY       Using RoadRunner Y/N ?N
City      :FORT WORTH                      Locations to Exclude From #   To #
State     :TX   Zip #76177                 Stock Room Locations From #   To #
Phone Number #800-959-3367
===== VOLUME SERIALS =====
: Customer      =W2   : Order Ent.   =W2
: A/R           =W2   : P/O's       =W3
: Vendor        =W3   : G/L         =W2
: A/P           =W3   : Salesman    =W2
: Inventory     =IN   : Personnel   =W2
: Inv. Hist     =IN   : Payroll     =W2
: Inv. Aux      =IN   : Sales Jour  =W2
: Inv. Whl      =IN   : Sales Hist  =HI
: Serial        =IN   : Tele.Mark.  =W3
: Contract      =IN   : System      =SR
: Rpt.Writer    =SR   : Work        =W1
: Non. Mach.    =    :
=====
Federal #
State Tax #
State Tax % GST Y/N ?
Round Tax up to Higher Cent Y/N ?N
Use Only State Tax for P.O.S. Y/N ?N
Calculate Tax by Line Y/N ?Y
Set Order Writer in Main Menu Y/N ?N
Using Multiple UOM's for an Item Y/N ?Y
Commissions/Taxes on Paid Invoices ?Z
(Y=Commissions, I=Taxess, Z=Both)
=====
  
```

The volume serial determines the Data Files Path you use in DataDict, such as d:\ddms\w1. You may need to change the last two characters to match your volume serial.

If you are unsure what volume serial to use, contact Support.

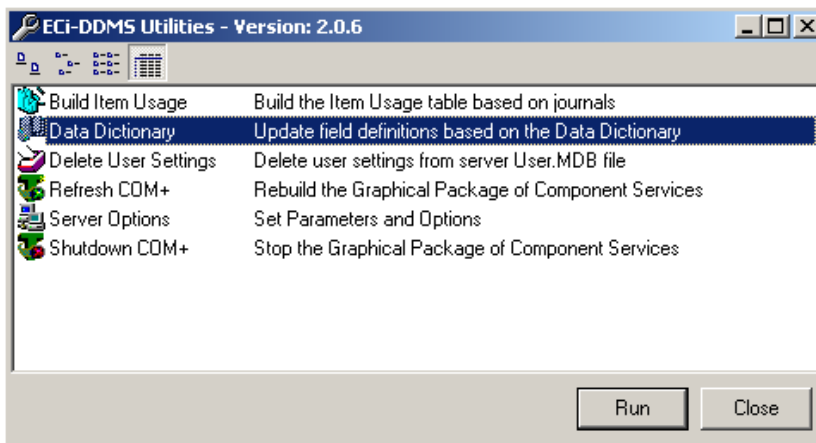
## Running Data Dictionary

**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.

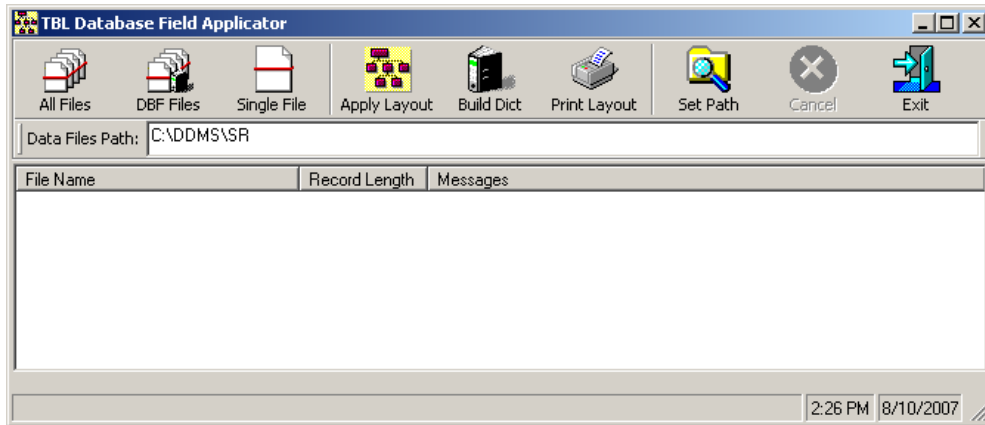
1. Stop TBL Utilities.
  - 1.1 To stop utilities, go to the TBL Server window.
  - 1.2 Click Utilities.
  - 1.3 Select Stop.



2. From your DDMS Server desktop, double-click . The DDMS Utilities window opens.

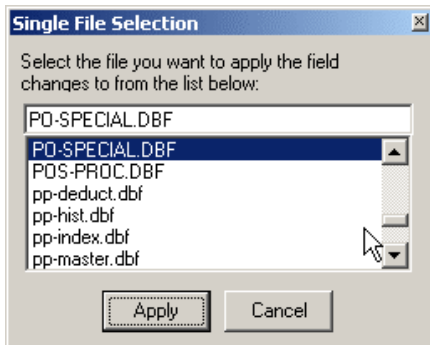


3. Select Data Dictionary.
4. Click Run. The TBL Database Field Applicator window opens. See the figure on the following page.



**Note:** 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.

5. 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 the (LO) screen.
6. Click Single File in the toolbar.
7. Select the file to compress.



8. Click Apply.
9. If the system cannot identify field names, the utility prompts you to specify a file to use as a basis. This can occur when you are working with a renamed journal or a file copied from the original unit.
  - 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, CHART-FILE, 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 Support.

10. When the program confirms the file has been corrected, click OK.
11. Click Exit to exit.

12. Restart TBL Utilities.
  - 12.1 Go to the TBL Server window.
  - 12.2 Click Utilities.
  - 12.3 Select Start.

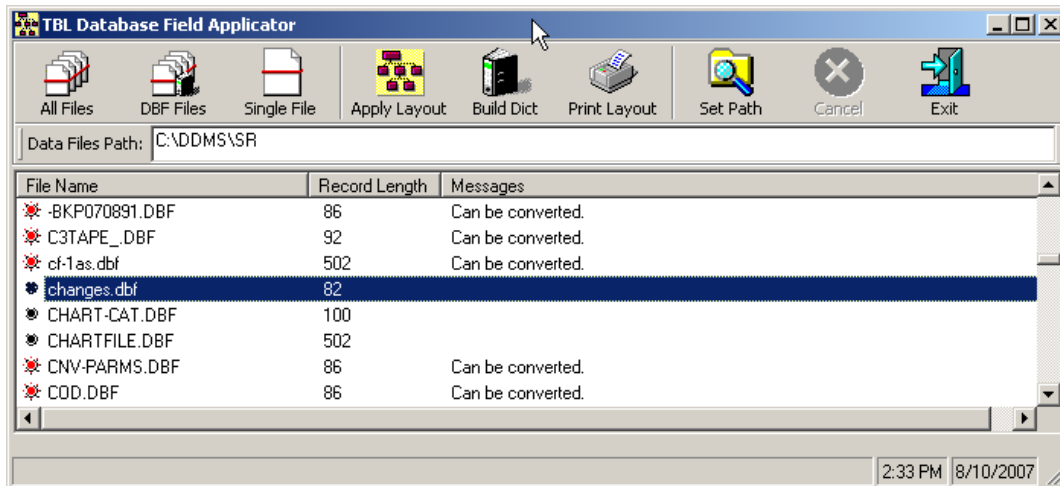
## Optional Procedures

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 the parameters set in the (L0) screen.

**Note:** You can click Set Path to browse to the file or folder instead of typing the file path.

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.



**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. These files are marked with a white icon.

3. Select the file to view.
4. To apply a layout, click Apply 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.

5. Click Build Dict to reconstruct the Data Dictionary from the program.
6. Click Print Layout to generate a text file of columns, data types, and characters per-column.
7. Click Cancel to cancel an action before it is complete.