



ECi DDMS standard automated procedure files (procs) follow period-ending procedures (listed in the Year-End KeyOps) as closely as possible. Some variations are required due to enhancements, program upgrades, and/or differences in software versions.

Assuming you have already agreed to the terms defined in the separate one-page Custom Proc Request form, please use this longer form to specify the steps and special requirements for your day-end and month-end proc(s).

Company: _____

Account #: _____

Your Name: _____

Phone #: _____

Email: _____

Fax #: _____

Check all that apply: New Day-End Proc Upgrade Day-End Proc New Month-End Proc Upgrade Month-End Proc

ECi DDMS Use Only	Job Start Date: _____	Completed Date: _____
	Customer Job #: _____	Tech # Assigned: _____
	# Of Est. hours: _____	Billed Amount \$: _____

Part 1 of 2: Day-End Proc Request

Version, Passwords, and Printer

Please indicate your current software version:

Software	How to Find Version	Specify Version
DDMS	Double-click the TBL Client icon on your Desktop. Look in the upper right-hand corner of the DDMS Master Menu.	
TBL Server	Double-click the TBL Version Icon on your desktop.	

To look up your passwords, follow these steps:

Task	How to Find Password	Specify Password
Release A/R Batch	In the eNsite Pro Master Menu, double-click the Keyop Menu icon. Double-click the Parameters icon. Select [A] Customer & A/R Parameters. Note the Release password.	
Purge A/R	In the same screen, note the Purge Password.	
Release A/P Batch	Press Esc from the (LA) Customer And A/R Parameters screen. Select (C) Vendor & A/P. Note the Release password.	
Release G/L Batch	Press Esc from the (L C) Vendor & A/P Parameters screen. Select (J) General Ledger. Note the Release password. (not "Release Out of Balance Batches" password, just "Release.")	
Purge P/O	Press Esc from the (L J) General Ledger Parameters screen. Select (F) Purchase Order. Note the Purge password.	

Printer for Reports	Specify Printer
The default printer used for proc reports is P1 unless you specify another here:	

Standard Day-End Procedure

The procedures included in the standard day-end proc are listed below. Please fill in the blanks with the **EXACT steps** you use to perform each procedure. For example, to print the POS Tendered Totals Report on the P3 printer, the exact steps are as follows:

Text-based: *T14 P TAB SPACE SPACE P3 RETURN N Y*

Graphical: *Reports Menu, Custom O/E, 14 P TAB SPACE SPACE P3 RETURN N Y*

If you do not use a feature such as Accounts Payable (A/P) or General Ledger (G/L), write “n/a” for not applicable. For example, if you do not use the Point-of-Sale application, write “n/a” beside “POS Tendered Totals Report.”

Note: In the standard procedures below, we specify DDMS as the default password for several tasks. **Where your password is different from “DDMS,” please specify the correct password.**

Procedure Title	Screen	Specify your EXACT steps
1. Maintenance Mode 2. Stop Utilities 3. System Backup 4. Restart Utilities	Note: (BACKUP MUST FIT ON ONE TAPE!!) No need to specify keystrokes for these first four tasks.	
5. POS Tendered Totals Report	(T) Custom O/E	Reports Menu, Custom O/E, 14, E
6. Print and Release A/R Batch Report	(O)/ Custom A/R (OR) Standard A/R	Reports Menu, Standard A/R, A, tab twice, Y, DDMS , return twice, Y
7. Daily Invoice Register	(T)/ Custom O/E (TR) Standard O/E	Reports Menu, Custom O/E, 07, E
8. Print and Release A/P Batch	(Q)/ Custom A/P (QR) Standard A/P	Reports Menu, Standard A/P, A, tab twice, Y, tab, DDMS , return, Y
9. Print and Release G/L Batch	(W) Custom G/L	Reports Menu, GL reports, A, tab twice, Y, return, DDMS , return twice, Y
10. Flush Completed Orders To the Sales Journal (JOUR-S)	No need to specify keystrokes for this task.	
11. Print Open Pick Report	(T) Custom O/E	Reports Menu, Custom O/E, 06, E
12. Print O/E Exceptions Report	(TR)[I] Standard O/E, Exception Report	Reports Menu, Standard O/E, I, return twice, Y
13. Print Verification Exceptions Report	(T) Custom O/E	Reports Menu, Custom O/E, 08, P, return, Y, Y
14. Print Flushing Exceptions Report	(T) Custom O/E	Reports Menu, Custom O/E, 09, P, return, Y, Y
15. Purge Completed Purchase Orders from the file PO-MASTER.	(S)/ Custom P/O (SR) Standard P/O	Reports Menu, Standard P/O reports, P, DDMS , Y, return 4 times, Y
16. A/R Trial Balance (Full Age-Only)	(OR)[B] Standard A/R, Trial Balance	Reports Menu, Standard A/R reports, B, return 5 times, Y
17. For A/R Audit, print President's A/R	(PD)[A] General Ledger Menu, President's Screens, A/R Totals	General Ledger Menu, President's screen, A, DDMS , P, return, Y
18. Reboot to end Maintenance Mode	No need to specify keystrokes for this task.	



Additional Day-End Procedures

List any additional procedures you want added to the standardized day-end proc file in the spaces below. SECOND LOCATIONS COUNT AS ONE (1) ADDITIONAL STEP.

Procedure Title	Specify your EXACT Keystrokes or Clicks
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Part 2 of 2: Month-End Proc Request

ECi DDMS standard automated procedure files (procs) follow period ending procedures (listed in *Key-Ops*) as closely as possible. Some variations are required due to enhancements, program upgrades, and/or differences in software versions.

The standard month-end proc is billed at \$300.00. A charge of \$25.00 applies for each additional procedure requested beyond the standard day-end proc.

If a proc file does not work correctly due to incorrect or incomplete keystrokes, incorrect passwords or other inaccurate information provided by your establishment, ECI² reserves the right to re-code the file for an additional charge. The charge for re-coding of proc files is \$125.00 per hour with a one-hour minimum.

Printer, Settings and Preferences

Please verify your parameter settings and preferences:

Go to This Screen ...	Check this Field...	Specify your Setting
(LA2) KeyOp Menu icon, Parameters icon, [A] Customer & A/R, [2] A/R	Journalize Purged Invoices Y/N/X ? (X = Archive Specials)	X
(LA3) KeyOp Menu icon, Parameters icon, [A] Customer & A/R, [3] Statement	Create pick tickets for finance charges Y/N ?	N
(LM1) KeyOp Menu icon, Parameters icon, [M] Operational Procedures, [1] Period End	What month does your year end?	December
	Salesperson #	
	Customer #	
	Vendor #	
	Item #	
	Period End Password	
(MI) KeyOp Menu icon, Operational Procedures icon, [I] Sales Journal Month-End Procedure	Volume (for JOUR-S, from the Volume field at the top middle of the (MI) screen shown below)	W2
	Volume (for renamed journals, note the Volume field at the top right of the (MI) screen shown below)	W2
Order Writer # to Use for Month-End		
Date for fiscal year-end		
Printer P1 will be used for proc reports unless you specify another one:		

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12:08:26      (MI) Sales Journal Month-End Procedure  rev. (04/08/02)      03/04/03
=====
[.] (C=Copy Files, M=Merge Files, R=Rename Files)
File Name [JOUR-S  ] Volume [W2??] To File Name [PREV-S  ] Volume [W2??]
Delete Original Files After Copy/Merge Y/N ?
Update (LGA) Journal Names When Copying or Renaming Y/N ?
Update (L8) Manifest Additional Journal Name Y/N ?
*Place An "X" Next To The Files To Copy/Merge/Rename.
File From      File To      Records
[.....]      [.....]      [.....]
[.....]      [.....]      [.....] * Note: A Blank "File To"
[.....]      [.....]      [.....] Name Indicates That The
[.....]      [.....]      [.....] "File From" Does Not Exist
[.....]      [.....]      [.....] Or Contains No Records.
    
```

Standard Month-End Procedure Keystrokes

The procedures included in the standard month-end proc are listed below. Please fill in the blanks with the **EXACT KEYSTROKES** you use to perform each procedure. For example, to create finance charges using standard reports, the exact steps are as follows:

Text-Based: *OR C RETURN RETURN RETURN YY*

Graphical: *Reports Menu, Standard A/R, C RETURN RETURN RETURN YY*

Note: In the standard procedures below, we specify DDMS as the default password for several tasks. **Where your password is different from "DDMS," please specify the correct password.**

Procedure Title	Screen	Specify your EXACT Steps
1. Maintenance Mode 2. Stop Utilities 3. System Backup 4. Restart Utilities		Note: (BACKUP MUST FIT ON ONE TAPE!!) No need to specify keystrokes for these first four tasks.
5. Create Finance Charges	Reports menu, Standard A/R,	C, return 3 times, Y, Y <input type="checkbox"/> Not applicable
6. Print and Release A/R Batch Report (of finance charge)	Reports menu, Standard A/R	A, Tab 2 times, Y, DDMS , return 2 times, Y <input type="checkbox"/> Not applicable
7. Purge A/R	Reports menu, Standard A/R	D, return, DDMS , return 4 times, Y
8. Print Statements	Reports menu, Standard A/R	C, return 4 times, Y <input type="checkbox"/> Custom <input type="checkbox"/> Canned
9. A/R Trial Balance Report	Reports menu, Standard A/R	B, return 5 times, Y
10. Purge Completed Purchase Orders from the file PO-MASTER	Reports menu, Standard P/O	P, DDMS , Y, return 4 times, Y
11. Print a Monthly Sales Tax Report*	Reports menu, Standard Sales	D, return 3 times, JOUR-S, return, Y
12. Print a Combined Tax District Report	Reports menu, Standard Sales	D, TAB, ?, RETURN 2 times, JOUR-S, return, Y
13. Rename the sales journal (JOUR-S)		No need to specify keystrokes for this task. The following pattern will be used: The first two digits indicate month, the second two digits indicate year, and "-S" indicate that it is a sales journal. 0104-S = January 2004, 0204-S = February 2004, 0304-S = March 2004
14. Print and save a complete A/P Trial Balance	Reports menu, Standard A/P	B, return twice, Y
15. Purge and journalize completed A/P invoices	Reports menu, Standard A/P	C, tab once, Y, return twice, DDMS , return twice, Y, return once, Y
16. Salesperson Database		No need to specify keystrokes for this task, <i>as long as you provide (LM1) settings in the previous section.</i> Included Procedures: Change Current Period (L2) Execute Customer Period End Execute Vendor Period End Execute Item Period End Execute Salesman Period End
17. Reboot to end Maintenance Mode		No need to specify keystrokes for this task.

***Note:** If you have your LØ parameters set to use the “tax paid on paid invoices” feature, printing the monthly sales tax report will have a different set of keystrokes to respond to the “Tax on paid invoices” prompt:

UR D (PROMPT = TAX ON PAID INVOICES Y/N?) IF N RETURN 4 TIMES, JOUR-S, RETURN, Y

UR D (PROMPT = TAX ON PAID INVOICES Y/N?) IF Y THEN GET (PROMPT = IS THIS THE FINAL RUN?) Y or N THEN RETURN 3 TIMES, JOUR-S, RETURN, Y

****Note:** Each sales journal’s name must begin with two unique characters. You cannot use pairs of characters that were used for a previous year's journal, unless they are stored on a different unit/volume serial.

At year-end, move this year’s sales journals to an archive folder.
 For detailed instructions, see FAQ File 84: “Renaming Sales Journals” at www.ddms.com/Resources/Support/faq/period/rename-salesj.pdf

Additional Month-End Procedures

List any additional procedures you want added to the standardized month-end proc file in the spaces below.

Procedure Title	Specify your EXACT Keystrokes or Clicks
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	