

To verify you did DDMS Year-End procedures right, spot check your figures *after* finishing your year-end and general ledger steps, and *before* you resume business. This page recaps the [Year-End Spot Check Video Tutorial](#) to show you how to be sure your year-end figures were properly zeroed out, and journals properly updated. If any item does not check out, contact your DDMS Support team for help before the start of any business.

DDMS Backup	Your system operator should verify or direct verification that DDMS system backup was completed.
Customer MTD and YTD Sales and Service Figures Zeroed	<p>In the Customer database, select a customer as usual, and click the Customer History icon.</p> <p>In the Total Sales tab, check the MTD Sales in the Last Four Months boxes. After performing year-end procedures, the number in the MTD Sales box moves down to the -1 box. The MTD Sales box is now blank.</p> <p>The information in the Group Sales tab is rolling history for the past 12 months. After performing year-end procedures, your next calendar month will be cleared.</p> <p>If you are keeping quality service statistics, click the Service Quality Tab. In this tab, verify that all data has moved to the Last Year column.</p>
Vendor MTD and YTD Figures Zeroed	<p>In the Vendor database, select a vendor as you normally would.</p> <p>In the Account Status tab, the MTD Total and the YTD Total boxes should be blank.</p>
Inventory History MTD and YTD Figures Zeroed	<p>In the Item database, select an item as usual, and click the Inventory History icon.</p> <p>In the Inventory tab, check the M-T-D Sold box to ensure that it is blank.</p> <p>In the History tab, check the YearTotals on the right to make sure the YTD column is blank. (At left in Month 1-12 boxes, this rolling history of sold quantities has rotated down to the next month; for a <i>strictly optional</i> comparison, check against a usage report if you ran one prior to year-end.)</p>
Salesperson MTD and YTD Figures Zeroed	<p>In the Salesperson database, select a Salesperson as usual and click the Salesperson Sales History icon.</p> <p>In the Total Sales tab, the Month and Year columns in the History boxes are blank. The totals move to the Last Year column.</p>
Period/Year in (L2) G/L Parameters	<p>To access parameters, double-click the Keyop Menu icon, then double-click the Parameters icon, and double-click Text Base Parameters. In (L) Parameters screen, make sure CAPS LOCK is on.</p> <p>To go to the (L2) G/L Master Numbers screen, type 2. The Current Period field should display 1. The Fiscal Year field should be the current year as of January 1st for dealers on a calendar year and the current fiscal year for dealers on a fiscal year. Press Escape until you return to the (L) screen.</p>
File Names in (LJ1) G/L Archive Parameters	<p>To go to the (LJ1) General Ledger Archive Parameters screen from the (L) screen, type J1.</p> <p>Make sure the general ledger files and volume serials displayed are correct. Make sure that the renamed and copied journal files are correctly listed, along with the proper volume serials <i>and not the unit number</i>. Press Escape until you return to the (L) screen.</p>
File Names in (LGA) Sales Journal Parameters	<p>To go to the (LGA) Sales Journal Parameters screen from the (L) screen, type GA.</p> <p>Verify that journal names and volume serials are correct. The renamed sales journal should be listed in the number 1 position, along with the proper volume serials, <i>and not the unit number</i>. All previous journals should be moved down one spot. The journal names displayed in the (LGA) screen can be either monthly journal names or yearly journal names. Press Escape until you return to the (L) screen.</p>
File Names in (LA4) A/R Journal Parameters	<p>To go to the (LA4) A/R Journal Parameters screen from the (L) screen, type A4.</p> <p>Verify that the correct journal names and volume serials are displayed, <i>and not the unit number</i>. Verify that the renamed A/R journal is listed in the number 1 position along with the proper volume serial. All previous journals should be moved down one spot. Press Escape until you return to the (L) screen.</p>
File Names in (LC1) A/P Journal Parameters	<p>To go to the (LC1) A/P Journal Parameters screen from the (L) screen, type C1.</p> <p>Verify that the correct journal names and volume serials are displayed, <i>and not the unit number</i>. Verify that the renamed A/R journal is listed in the number 1 position along with the proper volume serial. All previous journals should be moved down one spot. Press Escape until you return to the (L) screen.</p>
File Names in (LF2) P/O Journal Parameters	<p>To go to the (LF2) P/O Journal Parameters screen from the (L) screen, type F2.</p> <p>Ensure that the correct journal names and volume serials are displayed and not the unit number. Make sure that the renamed P/O journal is listed in the number 1 position with the proper volume serial. All previous journals should be moved down one spot. Press Escape until you return to the main menu.</p>