

Key Ops



November 2000

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If the month-end is also your fiscal year-end, perform only the General Month-End Procedures; do not perform the steps listed as MONTH-END ONLY. After finishing the General Month-End Procedures, go to Year-End Procedures.

Missed Key Ops Lately?

See the last page.

Period-end Procedures

The following procedures assume you are using Version 3 or higher software. (If you are not, please refer to the November 1998 issue of *Key Ops* for period-end procedures.) This issue can be found on our website, www.ddms.com: Click Support, then Publications, and finally Key Ops. Please *route this issue to your key operator*.

Your DDMS system requires periodic system maintenance to ensure speed, efficiency, and accuracy in your daily operations. The period-end procedures preserve your data and establish your company's position and status as of a given fiscal period for financial and management reporting. These procedures are continually changing as new applications are added to the system and existing applications are enhanced. For this reason, checklists of these procedures are not included in the system documentation. Instead, they are published in *Key Ops* to ensure you have access to the most accurate, up-to-date information.

Contained within this issue is the information you need to close the books on 2000, whether your operating system is PGDOS, AIX/UNIX or Windows®. (In this publication, we refer to both Windows® NT and Windows® 2000 Server as the Windows platform, since the period-ending procedures for both are the same.) Please note that the information is color coded for PGDOS (blue), AIX/UNIX (green), and Windows (red). Instructions in black are common to all operating systems.

As always in our year-end issue, the procedures are divided into day-, week-, month- and year-end. If you need more information about how and why a particular step is performed, refer to the appropriate section in your system documentation. Also, if the end of the calendar year is also the end of your fiscal year, you need to begin planning now for your year-end procedures. 🗓️

Happy Holidays



From everyone at DDMS

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Holiday Hours

DDMS will be closed on Christmas and on New Year's Day.

In addition, we operate at half-staff from December 20-28, to allow our employees a chance to celebrate Christmas with their families. 🎄

December						
17	18	19	20	21	22	23
			half staff			
24	25	26	27	28	29	30
	closed	half staff				

Day-End Procedures

This checklist includes the steps necessary to perform the day-end procedures for the DDMS system. These steps are essential to preserve your data and establish your company's financial position and status.

Performing day-end procedures requires knowledge of system maintenance and backup functions.

All period ending procedures are **dedicated functions**. Before beginning, PGDOS and UNIX users should check the (Y) System Status screen to be sure all devices are idle; Windows users should check the TBL Server.

Note: The day-end procedures, along with the week-end procedures, make up the initial steps of the month-end and year-end procedures.

Unless otherwise noted, the following steps **must** be performed at the close of the day in the order they are listed. Do not begin the next day's business until you have performed these steps.

- (TR)[B] Print batch invoices (if not online). While this step can be performed at any time during the day, it must be done prior to releasing A/R batches so that all final verified invoices appear on the day-end reports. Perform this step at the time best suited to your method of operation.
 - (TR)[J] Print any additional copies of invoices. This step is optional. It can be performed at any time during the day.
 - PGD: (Z)[E6] Perform a level R shutdown before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up.
 - Win: (Z)[E6] Perform a level R shutdown from the server before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up.
 - PGD: (Z)[E6] Perform a level M shutdown to put the system into maintenance mode. This will restrict access to the system while you are performing dedicated functions.
 - Win: (Z)[E6] Perform a level M shutdown from the server to put the system into maintenance mode. This will restrict access to the system while you are performing dedicated functions.
 - UNIX: Put the system in maintenance mode. From the keyop menu, select option 'M' for maintenance mode.
 - PGD: (Z)[C3] Do a file-by-file backup of each PGDOS unit. Use your normal, day-end rotation tape. You should have a backup tape for each day of the week. Once a tape has been used, **do not** use it again until the same day of the following week. When the backup is complete, label the tape, turn the write-protect arrow to SAFE, and store the tape in a secure location.
- Note:** You may also want to verify your backups for additional security. The verify program checks the file header on the tape, then reads the tape and compares the contents to the file header.

Since verifying a tape requires approximately the same amount of time as a backup, you may not want to do this every day. DDMS suggests verifying one backup tape a week on a rotating basis. The first week you would verify Monday's backup, the second week Tuesday's, and so on. To verify a tape, go to the (Z) screen, select the [B4] Execute Program function, and run the ;TAPVERIFY program.

- UNIX: Back up your system. Then, from the keyop menu, select option 4. This will display the "DDMS BACKUP" message. Hit enter, and it will display the files as they are backed up.

- Win: Close the TBL server. Back up your system. After the backup is complete, restart the TBL server. (This step should be done by or under the direction of the system operator.)

- PGD: (Z)[D1] Print a VTOC for each PGDOS unit. **Do not** print VTOCs for DOS units. This report will show the usage for a specified disk unit and list all of the files contained on that unit. Review the VTOC and be sure that no units are more than 90% full. If you have any units that are more than 90% full, move files to another unit to reduce usage. You must be careful not to fill up the unit when using your system.

Note: If you have any questions concerning how to move files between disk units, call the DDMS Customer Support department for assistance.

- PGD: (Z)[F5] Delete temp files (if any exist) from your work unit. Temp files are created by the system while sorting information for reports. If something happens to interrupt the report, the temp files will not be deleted by the system and must be deleted manually.

- (T) If you are using the point-of-sale application, print the P.O.S. Tendered Totals Report and save it for an audit trail. This report shows tendered amounts at point-of-sale and is used to balance cash drawers. You **must** print this report before performing the MA procedure.

- (O) After all invoices have printed, print and verify the A/R Batch Report. Do not release A/R batches when executing the report.

- (O) If there are no problems shown on the report, and your G/L summation is balanced, run the A/R Batch Report again and release A/R batches. If this is your final copy, save the report for your audit trail to provide an accounting breakdown of all order entry and accounts receivable activity.

- (PD) For A/R audit, the (PDA) President's A/R screen will contain the accounts receivable totals. Verify that the new A/R "Total" in top left position of screen is equal to the last A/R "Total" plus total A/R from the day's batch reports. This ensures that all files are updated properly at the time of invoicing.

- (T) Print the Daily Invoice Register and save it for your audit trail. This report shows the status B invoices and credits that will be flushed to the sales journal when the MA procedure is performed.

- (QR)[A] If you use A/P, print A/P batches and save it for your audit trail. (This is optional, but recommended if you are live on A/P and G/L.) This report shows manual accounts payable postings and voided checks.

- (QR)[A] If there are no problems shown on the report, and your G/L summation is balanced, run the A/P Batch Report again and release A/P batches. If this is your final copy, save the report for your audit trail to provide an accounting breakdown of all order entry and accounts receivable activity.
- (W)[A] If you use G/L, print G/L batches and save it for your audit trail. (This is optional, but recommended if you are live on G/L.) This report shows all manual postings to G/L accounts and all auto-posted summations from accounts receivable, accounts payable, and payroll.
- (W)[A] If there are no problems shown on the report, and your G/L summation is balanced, run the G/L Batch Report again and release G/L batches. If this is your final copy, save the report for your audit trail to provide an accounting breakdown of all order entry and accounts receivable activity.
- (M)[A] Flush completed orders to the sales journal (JOUR-S). As orders are flushed to the sales journal, they are deleted from the file P-MASTER. *Do not continue until the MA has been completed.*
- (T) Print an Open Pick Report. Once all completed invoices have been flushed to the sales journal by performing the MA procedure, the file P-MASTER will contain only outstanding orders. This report will help you monitor your backorders and orders that have been shipped but not invoiced.

Note: To include quotes and transfers on the Open Pick Report, you must specify pay codes 0 through 9 as limiters when running the report.

- (TR)[I] Print an Exceptions Report. This report provides an audit trail of unusual activity at order entry. This includes price overrides, credit limit overrides, deleted backorders, wasted invoice numbers, and so on.
- (T) Print a Verification Exception Report. This report provides an audit trail of unusual order entry activity. This includes items added to orders using the [C] Change action code or changes in prices or shipped quantities during verification.
- (T) Print a Flushing Exceptions Report. This report provides an audit trail of unusual activity while flushing customer backorders, such as items with no costs or list prices.
- (S) Purge completed purchase orders from the file PO-MASTER. (This step is optional.) The report includes a total of all purchase orders purged for the day. Purchase orders can be deleted from your system or archived to the file JOUR-PO.

Note: When you purge purchase orders, the system prints the report, then reindexes the file PO-MASTER. Before continuing with your day-end, check the processes to verify that the report is through printing and that the reindexing procedure has been completed.

PGD: (Z)[E6] Perform a level R shutdown before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up. Check to be certain all processes are idle before continuing.

Win: (Z)[E6] Perform a level R shutdown from the server before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up. Check to be certain all processes are idle before continuing.

- UNIX:
- Return your system to normal mode. From the keyop menu, select option N for normal mode. This option will display multiple "Starting Utility" messages. If these messages do not display, your system is probably not in normal mode.
 - (OR)[B]** Run an aged A/R Trial Balance Report to update the current 30, 60, and 90 fields in the (AH) Customer History screen and PD-A. (This step is optional. However, these fields will not be updated until this process is complete.) It is not necessary to print this report. At the **Age Only** prompt, type **Y**, return through screens to the "Are you Sure?" and type **Y**.

This completes the day-end procedures. However, if you are using PGDOS and performing the day-end procedures as the first steps of your week-end, month-end, or year-end procedures, refer to the section **Week-End Procedures**. If you are using UNIX or NT, and are performing the day-end procedures as the first steps of your month-end or year-end procedures, refer to the heading **Month-End Procedures**. 🐞

PGDOS Week-End Procedures

This checklist includes the steps necessary to perform the week-end procedures for PGDOS systems. NT and UNIX users **do not perform the following steps**.

Note: The week-end procedures, along with the day-end procedures, make up the initial steps of the month-end and year-end procedures.

The following steps **must** be performed together in the order they are listed once each week. However, these steps do not necessarily have to be performed on the last day of the week, or even immediately prior to the month-end procedures. For example, if you did an MB compression a couple of days prior to the end of the month, you would not need to perform the week-end procedures again as part of your-month end. Select a time for performing these steps that best suits your method of operation.

- (Z)[E6]** Perform a level R shutdown before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up.
- (Z)[E6]** Perform a level M shutdown to put the system into maintenance mode. This will restrict access to the system while you are performing dedicated functions.
- (Z)[C3]** Do a file-by-file backup of each PGDOS unit. Use your normal, day-end rotation tape. You should have a backup tape for each day of the week. Once a tape has been used, **do not** use it again until the same day of the following week. When the backup is complete, label the tape, turn the write-protect arrow to SAFE, and store the tape in a secure location.

Note: If you are doing the MB after the day-end procedures, it is your option to do another Backup prior to the MB.
- (Z)[D1]** Print a VTOC (Volume Table of Contents) for each unit that will be compressed.

- (Z)[F5] Delete temp files (if any exist) from your work unit. These files are created by the system while sorting information for reports. If something happens to interrupt the report, the temp files will not be deleted by the system and must be deleted manually.
- (M)[B] Perform a week-end compression. When the MB procedure is finished, your system will reboot automatically. Check the printed compression log to be sure there are no warning messages before continuing.
- (Z)[D1] Print another VTOC (Volume Table of Contents) for each unit that was compressed and compare them with the first VTOCs. Be sure that no active system files are missing.

This completes the week-end procedures. However, if you are performing the week-end procedures as part of the month-end or year-end procedures, refer to the section **Month-End Procedures**.

Month-End Procedures

This checklist includes the steps necessary to perform the month-end procedures. The day-end and week-end procedures make up the initial steps of the month-end procedures. Do not perform the steps in this section until you have done the procedures listed in the sections **Day-End Procedures** and **Week-End Procedures**.

Note: If the month-end is also your fiscal year-end, perform only the General Month-End Procedures; **do not** perform the steps listed as **MONTH-END ONLY**. After finishing the General Month-End Procedures, go to **Year-End Procedures** for your version of software.

On December 31, you **must** perform the year-end procedures for payroll. If you run 1099s, you must also perform the year-end procedure for vendors at the end of the calendar year. Otherwise, you can wait until the end of your fiscal year to close out vendors.

When you are ready to perform the Month-End Only Procedures, the version of software and your operating system will determine which instructions you should follow. Be sure to follow the correct ones.

Unless otherwise noted, the following steps **must** be performed at the close of the month in the order they are listed. Do not begin the next month's business until you have performed these steps.

- PGD:** (Z)[E6] Perform a level R shutdown before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up.
- Win:** (Z)[E6] Perform a level R shutdown from the server before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up.
- PGD:** (Z)[E6] Perform a level M shutdown to put the system into maintenance mode. This will restrict access to the system while you are performing dedicated functions.
- Win:** (Z)[E6] Perform a level M shutdown from the server to put the system into maintenance mode. This will restrict access to the system while you are performing dedicated functions.

- UNIX:** Put the system in maintenance mode. From the keyop menu, select option 'M' for maintenance mode.
- PGD:** **(Z)[C3]** Do a file-by-file backup of each PGDOS unit. When the backup is complete, label the tape, turn the write-protect arrow to SAFE, and store the tape in a secure location. DO NOT write over this tape for at least a month.
- Note:** You may also want to verify your backups for additional security. The verify program checks the file header on the tape, then reads the tape and compares the contents to the file header.
- Since verifying a tape requires approximately the same amount of time as a backup, you may not want to do this every day. DDMS suggests verifying one backup tape a week on a rotating basis. The first week you would verify Monday's backup, the second week Tuesday's, and so on. To verify a tape, go to the (Z) screen, select the [B4] Execute Program function, and run the ;TAPVERIFY program.
- UNIX:** Back up your system. Then, from the keyop menu, select option 4. This will display the "DDMS BACKUP" message. Hit enter, and it will display the files as they are backed up.
- Win:** Close the TBL server. Back up your system. After the backup is complete, restart the TBL server. (This step should be done by or under the direction of the system operator.)

Auto-Billing Procedures

If you use auto-billing, and want to include auto-bill charges in the current month's statements, you must perform the following steps in the order they are listed. If you do not want to include auto-bill charges in the current month's statements, you can perform these steps at a later date. If you are not using auto-billing, go to the heading Month-End Only Procedures.

- (G)[A]** Create auto-bill invoices if you have not already done so. When you perform this function, all processing occurs in the background. Nothing appears on screen. Also, be sure you do not do this more than once a month.
- (TR)[A]** Print auto-bill invoices. If the terminal is not set up to auto-verify tickets, be sure to specify an invoice format in the FORMAT field and B in the STATUS field.
- (OR)[A]** If you are including auto-bill charges in the current month's statements, verify that invoice printing is completed, then release A/R batches (auto-bill charges) by printing an A/R Batch Report. If you specify Y in the AUTO POST field in the (L2) screen, this will post the G/L summation from your auto-bill charges to the G/L batch.

Month-End Only Procedures

These instructions explain how to perform month-end procedures in the (MK) Period End Functions screen. (For more information on this function, refer to "Volume 4: Period End" in *Book VII: System Maintenance and Utilities*.)

If you are doing the month-end procedures as the initial steps of the year-end procedures, **do not perform the following steps**. Instead, refer to **Year-End Procedures** for your version of software for instructions on completing the year-end procedures. Do these steps only if you are performing a normal month-end.

The following steps **must** be done in the order they are listed at the close of the month. Do not begin the next month's business until you have performed these steps.

Note: The following steps require a valid order-writer number and a password. If you enter an incorrect order-writer number or password, the prompt ARE YOU SURE will not appear. The cursor will remain at the ENTER ORDER WRITER or ENTER PASSWORD prompt, and the month-end function will not be performed. Also, you do not receive a printout when performing these steps. Be careful that you do not perform these steps more than once.

- (MK)[M] CHANGE CURRENT PERIOD (L2)** When you enter M in this field, the cursor moves to the PERIOD # field. If the business period for the new month displays, press TAB. If the new business period is not displayed, enter the business period for the new month. This will change the CURRENT PERIOD field in the (L2) screen. This is a way to specify the current business period for the accounts receivable (A/R) and order entry applications. You **must** do this before beginning the next month's business.

The RESET FINANCE CHARGES and RESET CUSTOMER BUDGETS fields will remain blank because they are used only for year end.

Note: If you run finance charges, and you want to post them to the current business period, **do not change the current period** until after you run finance charges. (The step for creating finance charges is on page 11.)

- (MK)[M] EXECUTE CUSTOMER PERIOD END** This will perform the month-end function for the (AH) Customer History, (AQ) Customer Service Quality and the (AS) Customer Sales History screens. All of the sales totals and hits displayed in the (AH) screen will be moved up one month. For example, the amounts in the MTD fields will be moved to the -1 fields, the amounts displayed in the -1 fields will be moved to the -2 fields, and so on. In addition, the MTD fields in the (AQ) screen will be cleared and the quantities and amounts from these fields will be added to the corresponding YTD fields.

The sales and cost totals and hits for the next month will be cleared from the Year To Date column of the (AS) screen to make room for the new month's business. The total sales and hits will be moved to the Last Year column and the total cost will be used to calculate the gross profit percentage displayed in this column.

Note: This will perform the month-end function for customer history for all locations, unless you have multiple locations with split volume serials (you keep separate customer or inventory databases, parameters, payrolls, and so on, for different locations on different disk units of your system). If this is the case, perform this procedure separately for each location.

- (MK)[M] EXECUTE VENDOR PERIOD END** This will perform the month-end function in the (C) Vendor Master screen to clear the MTD field in the (C) screen.

Note: This step can be performed at a later date if you prefer to post and pay all checks before performing the month-end function for vendors.

- (MK)[M] EXECUTE ITEM PERIOD END** This will perform the month-end function in the (EH) Inventory History screen. This will move the quantities for month-to-date sold and hits that are displayed in the (E) screen to the field in the 1-12 column in the (EH) screen corresponding to the number specified in the MONTH TO UPDATE HITS & SALES field.

Note: The MONTH TO UPDATE HITS & SALES field defaults to the new business period, but you should enter the calendar month for the month you are closing.

- (MK)[M] EXECUTE SALESPERSON PERIOD END** This will perform the month-end function in the (HY) Salesman Master screen. This clears the month-to-date sales figures.

General Month-End Procedures

- (EZ+P)[M]** If you are using the O/M Dealer module, perform the month-end procedures for serialized inventory. Use the fields in the (EZ+P) screen to specify which procedures to perform. You can transfer deferred income, update salesperson history and clear the call fields.

- (MI)[R]** Rename the sales journal (JOUR-S) and the nine related files. Use a name for the sales journal that is unique and meaningful. (For example, at the end of December, you might rename the journal 12-00-S. However, be careful not to name the file anything that has the same first two characters as another file, as the system will automatically use the first two characters of this name as default names for the related files). The next time you perform an MA, the system will create new journal files for your next month's business. For more information on this function, refer to the chapter on reporting item changes in *Book VII: System Maintenance and Utilities*.

Note: If you prefer, use the [C] Copy action code in this screen to rename your journal files while copying them to another disk unit. You must delete JOUR-S.

- (OR)[B]** Run an aged A/R Trial Balance Report to update the current 30, 60, and 90 fields in the (AH) Customer History screen and PD-A. (This step is optional. However, these fields will not be updated until this process is complete.) It is not necessary to print this report.

Note: This step can be performed at a later date. Select a time best suited to your method of operation.

- (U)/(UR)[D]** Print a Monthly Sales Tax Report from the renamed sales journal. This step can be performed at a later date. Select a time best suited to your method of operation.

Note: If using the CTAX Special in OE or calculating tax by line, you must use the (U) screen report selector. The UR report will not properly calculate if using the CTAX special.

Note: If you calculate tax on paid invoices only, you must use the (UR) screen. You *must* print this report now if you are calculating sales tax only on paid invoices. Do not forget to do final run.

- (QR)[B] If you are live on A/P, print and save a complete A/P Trial Balance. This report gives complete detail of all accounts payable activity.
- (QR)[C] Purge and journalize completed A/P invoices. This step is optional. To purge invoices, specify **Y** in the PURGE COMPLETED INVOICES field. To save purged invoices in the file JOUR-AP, specify **Y** in at the prompt JOURNALIZE PURGED AP INVOICES.

Note: This step can be performed at a later date. Select a time best suited to your method of operation.

- (O) Create finance charges by selecting the A/R Finance Charge Format. (This step is optional.) This will calculate and post finance charges to the customers' accounts. Be sure to check the batches in the (Y) screen to verify the system has finished calculating finance charges before you begin printing statements.

Note: If you create finance charges at a later date, be sure that you enter the correct aging date in the AGE BY fields in the (O) Accounts Receivable Selectors screen. This date should be the last day of the month you are running statements for.

- (OR)[D] Purge A/R. (You can purge A/R prior to printing statements or after.) Purging removes all invoices with zero balances and refigures your average days to pay based on the completed invoices. This gives you an average days to pay figure as of the last accounting period. Purged invoices are either deleted from your system or archived to the A/R journal, depending on the way you have set up the (LA2) A/R Parameters screen.

Note: Purging A/R is a **dedicated function**. If you print statements first, verify in the (Y) screen that statements are completed before purging. If you purge first, be sure to verify in the (Y) screen that the purge is completed before you begin printing statements.

- (O) Print statements by selecting the format for the type of statements that you use. If you prefer, you can print statements at a later date. Select a time best suited to your method of operation. If you print statements at a later date, be sure that you enter the correct aging and cutoff dates in the AGE BY and CUTOFF BY fields in the (O) Accounts Receivable Selectors screen.

PGD: (Z)[E6] Perform a level R shutdown before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up. Check the (Y) screen to be certain all batches are idle before continuing.

Win: Perform a level R shutdown from the server before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up. Check the (Y) screen to be certain all batches are idle before continuing.

UNIX: Return your system to normal mode. From the keyop menu, select option 'N' for normal mode. This option will display multiple "Starting Utility" messages. If these messages do not display, your system is probably not in normal mode.

Year-End Procedures

These steps are essential to preserve your data and establish your company's financial position and status. Remember that the day-end, week-end, and many of the month-end procedures make up the initial steps of the year-end procedures. Do not perform the steps in this section until you have done the procedures listed in the sections **Day-End Procedures**, **Week-End Procedures** and **Month-End Procedures**.

Notes: Payroll **must** be closed at the end of December. If your fiscal year and the calendar year are different, perform the year-end function for payroll at the end of the calendar year, not at the end of your fiscal year. If you run 1099s, you must also perform the year-end procedure for vendors at the end of the calendar year. Otherwise, you can wait until the end of your fiscal year to close out vendors.

This will perform the year-end function for customer history for all locations, unless you are using split volume serials. (You keep separate customer or inventory databases, parameters, payrolls, and so on, for different locations on different disk units of your system). If this is the case, perform this procedure separately for each location.

Unless otherwise noted, the following steps **must** be performed at the close of the year in the order they are listed. Do not begin the next year's business until you have performed these steps.

Note: The Backup made prior to month-end may be saved and subbed for this Backup.

- PGD:** **(Z)[E6]** Perform a level M shutdown to put the system into maintenance mode. This will restrict access to the system while you are performing dedicated functions.
- Win:** **(Z)[E6]** Perform a level M shutdown from the server to put the system into maintenance mode. This will restrict access to the system while you are performing dedicated functions.
- UNIX:** Put the system in maintenance mode. From the keyop menu, select option 'M' for maintenance mode.
- PGD:** **(Z)[C3]** Do a file-by-file backup of each PGDOS unit. (This step should be done by or under the direction of the system operator.) When the backup is complete, label the tape as your year-end backup, turn the write-protect arrow to SAFE, and store it in a secure location.
Do not write over this tape. Keep it for audit trail purposes.
- Win:** Close the TBL server. Back up your system. After the backup is complete, restart the TBL server. (This step should be done by or under the direction of the system operator.)
- UNIX:** Back up your system. Then, from the keyop menu, select option 4. This will display the "DDMS BACKUP" message. Hit enter, and it will display the files as they are backed up.
 Print any annual reports such as usage and hits reports. This step is optional, but recommended.

- (R)** Print an Item Catalog Master Listing sorted by hits. You may want to limit the sort to items with a range of hits between 1 and 9999. You may also want to limit the report to the first 2,000-5,000 records, depending on the size of your business. This step is optional. However, this will be your last chance to print this report using the current year's history.
- (N)** Print a Customer Master Listing w/History sorted by sales or hits. This step is optional. However, if you are going to clear your HITS field in the (AH) screen (optional), this will be your last chance to print this report using this year's history.
- (UR)[F]** If you want a Full Sales Analysis that includes year-to-date figures for the current year, you *must* print the report at this point. If you print the report after performing the year-end function for salesperson history, the YTD column on the report will be incorrect. This step is optional.
- (EZ+P)[Y]** If you are using the O/M Dealer system, perform the year-end procedure only if you are using depreciation for serialized inventory. This will clear the YEAR-TO-DATE field in the (EZH) screen.
- (MK)[Y] CHANGE CURRENT PERIOD (L2)** If the new business period and fiscal year display, press TAB. If these entries are **not** correct, enter the new business period and fiscal year. This will change the fiscal year and the CURRENT PERIOD field in the (L2) screen. You **must** do this before beginning the next year's business.

Note: The President's Screen year-end function is done through the (MK) Current Business Fiscal Year step. Also, fiscal year must reflect the new year's date.
- (MK)[Y] RESET FINANCE CHARGES** If this is the end of your calendar year, use this field to reset customer finance charges. These charges are displayed in the FIN \$ field in the (AH) Customer History screen. This function lets you reset finance charges for all customers to zero. All the finance charges applied to the current year will be moved to the previous year. Unless the current system month is 12 (December), this field will be blank.
- (MK)[Y] EXECUTE CUSTOMER PERIOD END** This will perform the year-end function for the (AH) Customer History, (AQ) Customer Service Quality and (AS) Customer Sales History screens. In addition to performing the month-end functions in the (AH) screen, this will move all of the figures in the Year To Date column in the (AH) Customer History screen to the Last Year column.

It will also perform the month-end functions in the (AQ) screen and move all of the quantities and amounts from the YTD column to corresponding fields in the LAST column.

The year-end function will also clear the sales and cost totals and hits for the next month from the Year To Date column of the (AS) screen to make room for the new month's business. The total sales and hits will be moved to the Last Year column and the total cost will be used to calculate the gross profit percentage displayed in this column.
- (MK)[Y] EXECUTE VENDOR PERIOD END** Performs the year-end function for vendor. In addition to performing the month-end function, this will move the amount displayed in the YTD \$ field in the (C) Vendor Master screen to the LAST YEAR field.

Note: Do not perform this step until you have printed and released A/P checks. If you are using 1099s only, do this step at the end of the calendar year, **after** you have run your 1099s. If you are not using 1099s, you may perform this step at the close of your fiscal year or calendar year.

If you are not live on G/L but do use the A/P Detail Reports, you must either space out the (LJ) screen for the year being closed or change the file names CHARTFILE and GL-MASTER in the (LJ1) screen.

- (MK)[Y] EXECUTE ITEM PERIOD END Perform the year-end function for inventory. In addition to performing the month-end function, this moves the current sales figures to the last year column and clears the YTD HITS field.

Note: The MONTH TO UPDATE HITS & SALES field defaults to the new business period, but you should enter the calendar month for the month you are closing.

- (MK)[Y] EXECUTE SALESPERSON PERIOD END Perform the year-end function for salesperson history. In addition to performing the month-end function, this moves the sales figures displayed in the Year To Date column to the Last Year column.

- PGD: (Z)[E6] Perform a level R shutdown before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up. Check the (Y) screen to be certain all batches are idle before continuing.

- UNIX: Return your system to normal mode. From the keyop menu, select option N for normal mode. This option will display multiple "Starting Utility" messages. If these messages do not appear, your system is probably not in normal mode.

- (OR) Run an age-only trial balance.
- Save the hard copies of all year-end reports.

This completes the year-end procedures, except for payroll, G/L, and A/P (if it has not already been completed). Payroll must be closed out at the end of the calendar year. For information on closing out G/L, refer to the heading **Closing General Ledger**. You can obtain a Monthly Invoice Register, Recap Sales Analysis, Sales Tax Report, and Commissions and Restock Reports at almost any time, without disturbing daily operations. 🍷

Printing W-2 Forms

In December, complete the last payroll for the year. Release the last of 2000 payroll data to G/L and print the year-end reports. Then print W-2 forms from the (V) Payroll/Personnel Report Selection screen.

Note: The DDMS system lets you print W-2 forms as many times as necessary.

- To print W-2s, go to the (V) screen and select the [D] Print State & Fed Reports function code. The cursor moves to the TYPE field. Select 3.
- To check the alignment of the forms in your printer, Type Y and press return.

- The cursor moves to the PRINTER field. Enter the logical name of the printer that you want to use, or press TAB to accept the default.
- The cursor moves to the COPIES field. Press TAB. The system displays the **ARE YOU SURE** prompt. Type Y.
- The system prints a sample W-2 form. Verify that the printing is aligned with the boxes on the form. Adjust the forms in your printer and repeat these steps if necessary.
- When the forms are lined up correctly, perform the steps list above again. However, when the cursor moves to the ALIGNMENT FORM field, type N.
- The system begins printing W-2 forms for all your employees. 🎯

Closing Payroll

The checklist below lists the steps necessary for closing out payroll, regardless of your version of software. Payroll **must** be closed out at the end of the calendar year, even if your fiscal year-end is different than the calendar year-end. Performing the year-end procedures for payroll will not affect G/L, which is closed out at the end of the fiscal year.

All versions of DDMS software prior to version 3.5 print in the following boxes on the W-2 Forms: b, c, d, e, 1, 2, 3, 4, 5, 6, 13, 15, 18 and 21. Version 3.5 prints in boxes 16 and 17, in addition to those previously mentioned. When you print W-2 Forms, set the printer to 10 characters per inch.

When you have completed your last payroll for 2000, perform the following steps. They **must** be done after your last payroll of 2000 and before the first payroll of 2001.

- (V)[BP]** Release the last of 2000 payroll data to the G/L (if you have not already done so).
- (V)[BC]** Print a Check Register. (This step is optional.)
- (V)[BQ]** Print a Quarterly Payroll Register. Specify Y in the RELEASE CHECKS field in the (V) screen to release any voided payroll checks.

Note: If you have already released any voided payroll checks, this step is optional. However, if you have voided payroll checks that have not been released, you **must** perform this step.
- (V)[D]** Print a State Quarterly Report, if needed. To print this report, specify Y in the STATE QUARTERLY field in the (V) screen.

Note: In order for the State Quarterly Report to be accurate, you *must* print the report now.
- (V)[D]** Print W-2 forms by specifying Y in the FEDERAL W-2'S field in the (V) Personnel/ Payroll Reports screen. For more information, refer to **Printing W-2 Forms**.
- (V)[D]** Print 1099 forms (if needed) by specifying Y in the FEDERAL 1099'S field in the (V) screen. For more information, refer to **Printing 1099s**.

Note: If you are using 1099s, you must perform the year-end procedure for vendors at the close of the calendar year, even if this is not the end of your fiscal year.

Once 1099s have been run, you can perform the year-end procedure for vendors by selecting the [Y] Year-End action code in the (C) screen.

- (V)[E]** If you are on Version 3.5, you can print historical reports. To print the Deductions Register, specify **1** in the TYPE field. To print the 401k Deductions, specify **2** in the TYPE field. To print the Cafe Deductions, specify **3** in the TYPE field. To print the Wage Summary, specify **4** in the TYPE field. After you specify your selection in the TYPE field, the cursor moves to the P=PERIOD Y=YEAR prompt. Type **Y**.
- (Z)[F7]** Rename the file PP-YEAR to PP00.
- (HN)[Y]** Perform the year-end function in the (HN) screen.

This completes the year-end procedures for payroll. Be sure to change the Federal Tax Tables fields in the (L4) screen and (if necessary) the state tax fields in the (L5) screen before you begin your first payroll of the new year. 🐼

Closing General Ledger

G/L must be closed at the end of your fiscal year to establish your company's position and status as of a given fiscal period. If your fiscal year is not the same as the calendar year, be sure that you perform these procedures only at the end of your fiscal year. However, you will need to print W-2 forms and 1099s as part of your calendar year-end.

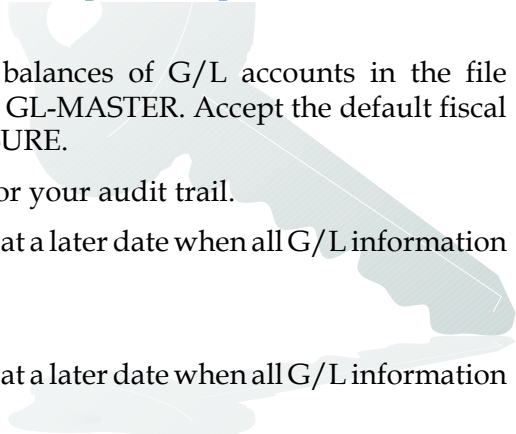
You may not be able to close general ledger as soon as your fiscal year ends, because you still need to make postings for that fiscal year. However, you should try to complete these postings as soon as possible. Before closing G/L, you need to do the following:

- Complete all postings for periods 1-11. (You can continue to post to periods 12 and 13 after closing G/L.)
- Add any new account numbers you need. You cannot add new account numbers to a fiscal year after you close it.

Until you close G/L, you must do the following to keep the new fiscal year's information separate from the old year's information:

- Do not release any G/L batches for the new year. When you release a G/L batch for the fiscal year you're about to close, specify the new fiscal year, not the old one. If you're releasing a batch for 2000 and it's now fiscal 2001, for example, specify **01** in the Fiscal Year# field. After you close G/L for 2000, you can use the correct fiscal year for your postings: 00 for postings to periods 12 and 13 of 2000, and 01 for postings to the new fiscal year.
- Do not set up the (LJ1) screen for the fiscal year you're closing. If you did inadvertently set it up, erase the parameters in this screen by selecting the [C] Change action code and spacing through the entries you made.
- Set your (L2) screen to reflect the current fiscal year and business period.

To close G/L, perform the steps below. Read your system documentation for more information about closing G/L. Review the procedures as early as possible, so that you can call DDMS ahead of time if you have any questions.



- (+J)[R]** Reset summaries. This will update the balances of G/L accounts in the file CHARTFILE using the postings in the file GL-MASTER. Accept the default fiscal year. Specify **Y** at the prompt ARE YOU SURE.
- (W)[B5]** Run a full detail report of G/L and save for your audit trail.
Note: This step is optional and can be run at a later date when all G/L information is complete.
- (W)[C]** Print financial statements.
Note: This step is optional and can be run at a later date when all G/L information is complete.
- (+J)[I]** Check carry forwards for your G/L accounts. If the carry forward for an account is incorrect, specify **Y** in the CARRY FORWARD field in the (J) screen for all balance sheet accounts (assets, liabilities, and net worth). Specify **N** in the CARRY FORWARD field for all G/L accounts (sales, cost of sales, expenses, and other income).

PGD: **(Z)[C3]** Do a file-by-file backup of GL-MASTER, BUDGETFILE, and CHARTFILE. When the backup is complete, turn the write-protect arrow to SAFE, label the tape to show it contains 2000 GL information, and store it in a secure location.

- Win:** **Back up the following files:**
- GL-MASTER.DBF, CHARTFILE.DBF, and BUDGETFILE.DBF files.
 - GL-MASTER.CDX, CHARTFILE.CDX, and BUDGETFILE.CDX files.
 - GL-MASTER.KEY, CHARTFILE.KEY, and BUDGETFILE.KEY files.

UNIX: Check the (LØ) Global Master Parameters screen. Note the volume where your G/L resides. The volume serial is user defined. Therefore, this symbol ☺ designates *your* volume serial. Whenever you see it, replace it in the command line with *your volume serial*. Also, spaces in the command line are important, however, they are difficult to convey accurately on paper. This symbol ^ designates a space. Whenever you see it, replace it in the command line with a space.

UNIX: From the Keyop menu, select ! to specify the UNIX shell. The # prompt appears.
Type: dblist
Press RETURN. All volumes and their paths appear. The ENTER VOLUME prompt appears. Press RETURN. The INVALID VOLUME prompt appears. Press RETURN. The # prompt appears.
Type: cd^/u/ddms/units/☺
Press RETURN. The # prompt appears.
Type: pwd
Press RETURN. A path appears that matches the entry after the cd command. The # prompt appears.
Type: tar^-cvf^/dev/rmtØ^./gl*^./chart*^./bud*
NOTE: If you have more than one drive, change 'rmt.Ø' to reflect the correct drive, such as rmt.1.
Press RETURN. A list of files being backed up appears. The # prompt appears.

Type: exit

Press RETURN twice. Go back into DDMS.

- (Z)[C2] Copy CHARTFILE to some unique, descriptive name (such as 00CHART). Copy BUDGETFILE to some unique, descriptive name (such as 00BUDGET). This will save a copy of the information in your chart of accounts as of year-end.
- (J)[Y] Perform the year-end function for the chart of accounts. This will move the current year's G/L figures into the Last Year column in the (J) Chart of Accounts Master screen. It will also carry forward the ending balances for balance sheet accounts.

Note: When you go to the (J) screen, do not select any action code except for [Y] Year End. If you do, you must escape to the Master Menu, and then return to the (J) screen. Using another action code before selecting [Y] Year End prevents the system from renaming G/L files.

To close all locations at once, press RETURN at the prompt ENTER LOCATION FOR YEAR END. Specify Y at the prompt RENAME GL-MASTER. Give the file a unique, descriptive name such as 00GL.

To close a specific location, enter the location number at the prompt ENTER LOCATION FOR YEAR END. Specify Y at the prompt SAVE PURGED LOCATION RECORDS to save the G/L records for the specified location. At the prompt ENTER FILENAME, enter a unique, descriptive name for the file. For example, you could save the G/L records for location 01 to 00-GL01.

Note: When you enter a unique, descriptive name for the GL-MASTER file, the system automatically renames the GL-SPECIAL file with the first four characters of the new file name you specify. For example, if you enter 00GL for GL-MASTER, the system automatically renames GL-SPECIAL with the new file name of 00GL-SPEC.

- (LJ1) Update the (LJ1) screen. In the FISCAL YEAR field, specify the year that you are renaming the files for. For example, at fiscal year-end 2000, you would enter 2000. Then, enter the renamed file names of 00CHART, 00BUDGET, and 00G/L (or whatever name you gave to CHARTFILE, BUDGETFILE, and G/L MASTER), along with the corresponding volume serial where each renamed file is located.

Note: If you are using the A/P Detail Reports, you must either space out the (LJ1) screen for the year being closed or change the names CHARTFILE and GL-MASTER on the (LJ1) screen.

This completes the year-end procedures for G/L. You can now begin releasing the new year's batches.

Printing 1099s

In December, complete the last payroll for this year. Release the last of 2000 payroll data to G/L and print the year-end reports and W-2 forms. Then, print 1099s for your contract laborers.

Note: Contract laborers must supply a vendor identification number. When creating a record for a contract laborer in the (C) Vendor Master screen, their identification number **must** be entered in the ACCT # field. Otherwise, this number will not appear on the 1099 form.

- Go to the (V) Payroll/Personnel Report Selection screen and select the [D] **Print State & Fed Reports** function code.
- The cursor moves to the TYPE field. Type **4**.
- The cursor moves to the CODE FROM field. Tab to the ALIGNMENT FORM field. This field lets you verify that the 1099 forms are correctly aligned in your printer. Type **Y**.
- The cursor moves to the PRINTER field. Enter the logical name of the printer that you want to use, or press TAB to accept the default printer.
- The cursor moves to the COPIES field. Press TAB to accept the default of 1. The system displays the **ARE YOU SURE ?N** prompt. Type **Y**.
Note: The system prints a sample 1099 form and the cursor returns to the function code field. Check to be sure the printing is aligned in the boxes on the form. If not, adjust the positioning of the forms in the printer and repeat the steps listed above. Do not continue until you have the printing aligned correctly.
- When the forms are properly aligned, select the [D] Print State & Fed Reports function code again and select **4**.
- Enter vendor code range for 1099s, then return.
- The cursor moves to the PRINTER field. Enter the logical name of the printer that you are using, or press TAB to accept the default.
- The cursor moves to the COPIES field. Press TAB to accept the default of 1.
- The system repeats the prompt ARE YOU SURE. Type **Y**.
- The system begins printing the 1099 forms. 🖨️

Year End Tips

1. After performing year-end functions for customers, the system resets the YTD HITS field to 1 in the (AH) screen. This allows the system to properly calculate the average days to pay.
2. When doing year end, you may want to disable your procs and do day end manually in order to expedite the process. Month end procs also need to be disabled prior to year end.

Making the Proc Inactive

This method of disabling a proc is effective, but must be done for each proc in your system.

1. Go to the (Z) screen and select the [E7] function.
2. In the Action window, select C> CHANGE EVENT.

3. The prompt ENTER NUMBER OF DESIRED EVENT appears at the bottom of the screen. Enter the number of the event you want to change.
4. TAB to INACTIVE and press RETURN.
5. Press RETURN through the rest of the screen. An I appears in the A column of the screen next to the proc that you changed.

Repeat this procedure for each proc.

After you complete year end, you can reactivate your procs by doing the following:

1. Go to the (Z) screen and select the [E7] function.
2. In the Action window, select C> CHANGE EVENT.
3. The prompt ENTER NUMBER OF DESIRED EVENT appears at the bottom of the screen. Enter the number of the event you want to change.
4. TAB to ACTIVE and press RETURN.
5. Press RETURN through the rest of the screen. An A appears in the A column of the screen next to the proc that you changed.

Making Inventory Counts

This checklist contains all of the steps necessary for loading or updating on-hand inventory quantities. To ensure that your inventory count is loaded correctly, perform the following steps in the order they are listed.

Note: The following steps **must** be done together in the order listed. Once you begin these procedures, no other order entry functions can be performed until these steps have been completed.

- PGD:** (Z)[E6] Perform a level R shutdown before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up.
- Win:** (Z)[E6] Perform a level R shutdown from the server before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up.
- PGD:** (Z)[E6] Perform a level M shutdown to put the system into maintenance mode. This will restrict access to the system while you are performing dedicated functions.
- Win:** (Z)[E6] Perform a level M shutdown from the server to put the system into maintenance mode. This will restrict access to the system while you are performing dedicated functions.
- UNIX:** Put the system in maintenance mode. From the keyop menu, select option 'M' for maintenance mode.

PGD: **(Z)[C3]** Do a file-by-file backup of each PGDOS unit. When the backup is complete, label the tape, turn the write-protect arrow to SAFE, and store the tape in a secure location.

Note: The [C3] backup is a **dedicated function**. Before performing this step, check the (Y) System Status screen to be sure all devices are idle.

UNIX: Back up your system. Then, from the keyop menu, select option 4. This will display the "DDMS BACKUP" message. Hit enter, and it will display the files as they are backed up.

Win: **Close the TBL server. Back up your system. After the backup is complete, restart the TBL server. (This step should be done by or under the direction of the system operator.)**

(C)[A] Create a vendor with the vendor number INVENTORY. Return through the screen to save it. Using the vendor INVENTORY will let you create purchase orders that will be released to on-hand inventory without affecting any of your actual vendors.

(F)[R] Receive all purchase orders that have been received from vendors, but not yet entered as received, into the system. This will let you fill all of the backorders that you can before you begin your inventory count.

(TR)[G] Flush all backorders.

(TR)[H] Release all RECEIPTS to on-hand. At the prompt RELEASE TO ON-HAND Y/N, specify **Y**. This clears the RECEIPTS file.

(R) Print an Item Catalog Report showing on-hand quantities and bin locations. If your inventory has bin locations, DDMS recommends that you use them to sort the report.

If you are making a full inventory count, print a complete listing. If you are making a cycle count, you will need to limit the report to show only the items that you want to include in the count. Limit the items to be counted by vendor, bin locations, and/or stock classes.

Note: This step is optional. You may elect to print an Inventory Extended Dollars Report instead of a stock catalog.

(R) Print an Inventory Extended Dollars Report. (This step is optional.) This report will provide you with an extended dollar total of your inventory. Sort the report by department and vendor within each department. Save this report for your audit trail.

(+E)[F] Clear on-hand quantities. If you are doing a full inventory count, press RETURN until the cursor reaches the SOURCE LOCATION field. If you are doing a cycle count, use the FROM/TO limiter fields to select only the appropriate vendors, stock classes, and bin locations.

Use the SOURCE LOCATION and the DESTINATION LOCATION fields to specify the range of warehouse bin locations that you want to clear. When you have entered the locations that you want to clear, press TAB until the system displays the prompt ARE YOU SURE. Specify **Y** at this prompt.

Perform a physical count of your inventory. If you have an M3000 portable bar code scanner, this will involve scanning bar code product or shelf labels and entering quantities and (optionally) bin locations into the scanner. You will need to be sure that the quantity you enter for each

item corresponds to the unit of measure on the bar code label. The files containing the inventory counts will be uploaded from the scanner to your DDMS system, converted to SHORT-BUYS-type files, then transferred to a purchase order. For complete instructions on performing these procedures, refer to the *DDMS Inventory Scanning Manual*.

If you do not have an M3000 scanner, you will need to count your inventory manually. When the count is complete, perform the following steps:

- (F)[O]** Enter on-hand quantities from your physical count. Do this by creating purchase orders with the vendor number INVENTORY. DDMS recommends that you do not put more than 500 items on each purchase order. Be sure to specify the correct warehouse location. If you specify **Y** at the prompt SET ITEM CLASS OR BIN LOCATIONS Y/N, you can set or correct stock classes and bin locations when entering items on a purchase order.

The prompt RESET MFG COST will not appear when creating a purchase order for the vendor INVENTORY. It is replaced by the prompt RESET COST (A=AVG, M=MFG, W=WHL, N=NO). This prompt lets you specify which cost field in the (E) Inventory Master screen will be reset when this purchase order is created or changed. If you do not want to reset any of the costs, specify **N**.

If you have items that are not in your inventory file, they can be added to your inventory database while placing them on your purchase order. However, to do this, you must specify **Y** in the ADD ITEMS FROM P/O (F) field in the (LE) Inventory Parameters screen.

Note: Do not use the vendor number DUMMY when creating purchase orders for entering your inventory count.

- (S)** When you have entered all of your on-hand quantities, print purchase orders to check the accuracy of the information. Make any necessary corrections using the [C] Change action code in the (F) Purchase Order Entry screen.
- (F)[R]** Final-receive items on the purchase orders you have created. The system will display a series of prompts. Press TAB at each prompt until the prompt IS ENTIRE P/O CORRECT is displayed. Specify **Y** at this prompt. This will let you receive all of the items on a purchase order at one time instead of having to receive each item individually. At the prompt ENTER STARTING ITEM NUMBER OR RETURN FOR ALL, press RETURN.
- (TR)[G]** Flush all backorders to print tickets for found merchandise.
- (TR)[H]** Print a Stock Receipts report. At the prompt RELEASE TO ON-HAND Y/N, specify **Y**. This will update your on-hand quantities.
- (F)[D]** Delete all of the purchase orders you created for the vendor INVENTORY. This will prevent them from being archived to the purchase order journal (JOUR-PO) and taking up valuable disk space.
Note: If you prefer to save the purchase orders you create to provide inventory history, purge them to the purchase order journal (JOUR-PO) and archive them in the (S) Purchase Order Selectors screen.
- (+F)** Reset the on-order, backorder, allocated, and received quantities. There is no actual (+F) screen. When you select the [F] function code in the (+) Special Programs

screen, you will see a message describing what is about to happen and the prompt ARE YOU SURE. Specify Y to reset your on-order, backorder, allocated, and received quantities.

- (R) Print an Inventory Extended Dollars Report. This report will show an extended dollar total for your inventory and can be used to make adjusting entries on your G/L accounts. Sort the report by department and vendor within each department. Save this report for your audit trail.

If you printed a copy of this report prior to clearing on-hand quantities, compare the totals for each vendor on that report with the totals on this copy of the report. Look for unusually large gains or losses. This will alert you to discrepancies between your physical count and the quantities that were entered on purchase orders. If an incorrect quantity of an item was entered into your system, it can be adjusted manually in the (E) Inventory Master screen.

- PGD: (Z)[E6] Perform a level R shutdown before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up.

- Win: (Z)[E6] Perform a level R shutdown from the server before continuing to operate your system. This will ensure that all data in cache memory has been written to the disk before backing up.

- UNIX: Return your system to normal mode. From the keyop menu, select option 'N' for normal mode. This option will display multiple "Starting Utility" messages. If these messages do not display, your system is probably not in normal mode.

This completes the updating of your inventory file. DDMS recommends that you do an MB compression as soon as possible after performing these procedures.☺



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