

## Key Ops Dispatch

October 2001

Vol. 1, No. 7

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This month we have three new FAQ files for you.

### ----- **Setting Up Guest Users for Dealer Station, DDMS Edition** -----

If you want to serve visitors to your Dealer Station website who do not already have accounts set up, you need a guest user account. Guest users can browse your online catalog, and place orders by credit card. You can also set up a laundry list for guest users, and they can specify shipping addresses.

To learn how to set up a guest user account , see [FAQ #110: Setting Up Guest Users for Dealer Station](#).

### ----- **Correcting Contract Dates after OPUS Loads** -----

When you include contracts and sales flyers while loading an OPUS update, you must specify their effective dates. You set these dates with the Enter Starting Flyer Date and Ending Date parameter, which you set for each vendor.

If you forget to change this parameter, this quarter's contracts and flyers can be set to last quarter's starting and ending dates. This can mean that customers do not receive contract pricing, because the dates in the (ET) Inventory Contract Price screen indicate that the contracts and sales flyers have expired.

In addition to setting dates in the (ET) screen, this parameter also sets dates in the Purchasing Vendor and I-CAT records in the (E) screen. When these dates are incorrect, the system may not calculate costs correctly on pick tickets and purchase orders. In addition, the system may not correctly match vendors in the purchasing and automated short-buy applications.

If you load the wrong dates during an OPUS load, we'll explain how to correct the problem in [FAQ # 113: Correcting Contract Dates after OPUS Loads](#).

### ----- **Posting Retained Earnings** -----

Before you close your general ledger for the year, you need to post the year's retaining earnings (net profit or loss).

You post retained earnings manually, as a one-sided entry. (Unfortunately, the very

flexibility of the DDMS chart of accounts prevents us from automating this function.)

To learn how to post retained earnings, see [FAQ # 114: Posting Retained Earnings](#).

----- **To Subscribe or Unsubscribe** -----

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