

Key Ops



November 2002 Volume 14, No. 2 In this issue:

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Beat the rush; start now

End of year is always hectic. You can make yours easier by reading this special period-end issue of *Key Ops* early. Contact Support now at support@ddms.com with your questions and avoid the end-of-year rush.

In this issue, you'll find period-ending procedures for your operating system, whether it is PGDOS, AIX/UNIX or Windows®. (We refer to both Windows® NT and Windows® 2000 Server as the Windows platform, since the period-ending procedures for both are the same.) The information is color coded for **PGDOS (blue)**, **AIX/UNIX (green)**, and **Windows (red)**. Instructions in black are common to all operating systems.

Follow these steps:

- Find and follow the right route for your business using the **Period-End Roadmap** on page 2.
- Read **Year-End Tips** on page 3 and plan accordingly.
- For period-ending information for G/L, read **FAQ: Opening G/L for the New Year** on page 20.
- Go to www.ddms.com/support for last-minute updates.

For more information on period-ending procedures, see your on-line documentation. In eNsite Pro, press F1, or

double-click  then double-click . For
User Guides Keyop Doc

PGDOS users, go to <http://www.ddms.com/lgs/ensiteprohelp/cnts.htm>. Double-click Keyop Menu, then Operational Procedures.

Period-End Roadmap

Follow the map best suited for your business.

Month-End Only

1. Suspend procs — pg. 3
2. Perform period-end backup — pg. 4
3. Perform day-end procedures — pg. 4
Note: Save as month-end tape.
4. Perform auto-billing procedure — pg. 7
5. Perform month-end only procedures — pg. 8
6. Perform gen. month-end procedures — pg. 9
7. Reactivate procs — pg. 3

Month-End/Year-End (Calendar only)

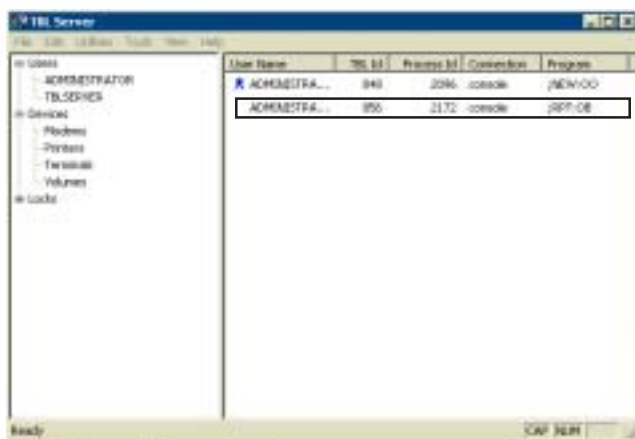
1. Suspend procs — pg. 3
2. Perform period-end backup — pg. 4
3. Perform day-end procedures — pg. 4
Note: Save as year-end tape.
4. Perform auto-billing procedure — pg. 7
5. Perform gen. month-end procedures — pg. 9
6. Print W-2s — pg. 13
7. Close payroll — pg. 13
8. Print 1099s — pg. 16
9. Reactivate procs — pg. 3

Month-End/Year-End (Fiscal only)

1. Suspend procs — pg. 3
2. Perform period-end backup — pg. 4
3. Perform day-end procedures — pg. 4
Note: Save as year-end tape.
4. Perform auto-billing procedure — pg. 7
5. Perform gen. month-end procedures — pg. 9
6. Perform year-end procedures — pg. 11
7. Open G/L — pg. 14
8. Reactivate procs — pg. 3

Year-End (Fiscal and Calendar)

1. Suspend procs — pg. 3
2. Perform period-end backup — pg. 4
3. Perform day-end procedures — pg. 4
Note: Save as year-end tape.
4. Perform auto-billing procedure — pg. 7
5. Perform gen. month-end procedures — pg. 9
6. Print 1099s — pg. 16
7. Perform year-end procedures — pg. 11
8. Print W-2s — pg. 13
9. Close payroll — pg. 13
10. Open G/L — pg. 14
11. Reactivate procs — pg. 3



Checking a Program's Status

For certain dedicated processes, it's very important that the system be idle before you continue. To check a program's status, click TBLServer, Users and Administrator. The right pane shows active programs. The blue ribbon icon shows users logged into the DDMS system; it may also show the screen the user is in. This highlighted line, shown in the figure at left, is an active program. When a line disappears, the process is complete. When only lines with blue ribbons are visible, the system is idle.

Year-End Tips

1. After performing year-end functions for customers, the YTD Hits fields are reset to 1 in the (AH) screen. This allows the average days to pay to calculate properly.
2. When doing year-end, do not perform the Month End Only section. Choose a year-end option from the Period-End Roadmap.
3. **Back up your files!** For more information, see www.ddms.com/support/faq/utilities.htm.
4. Federal tax tables for payroll arrive via fax when they become available. Or to view them in Acrobat format, go to www.ddms.com.
5. After completing year-end procedures, the President's Screens show last year's figures until you begin new business for 2003.

The (PDA) screenshows last year's figures in the YTD fields until you complete your first posting for the new year in the (B) screen, or create your first invoice in order entry.

The (PDC) screen, which displays sales totals, shows last year's figures in the YTD fields. It updates when you perform an (MA) as part of your day-end procedures after completing your first business day.

6. During period-end, rename your sales journal. Each sales journal must begin with two unique characters. The system renames several other files that go with your sales journals. They also begin with these characters. If you use the same first two characters as last year, these files will not be correct.

Using a pattern to rename files can prevent problems. For example, use the last digit of the year (0 - 9) as the first digit of the sales journal name. For the second letter of the journal name, use a letter (A - L), as shown:

2A-S = 01/2002	3A-S = 01/2003
2B-S = 02/2002	3B-S = 02/2003
2C-S = 03/2002	3C-S = 03/2003

You can store 120 sales journals on one volume.

7. When doing year-end, suspending your procs and performing day-end procedures manually may expedite the process. This applies to month-end procs, as well.

Suspending Procs

1. In the (Z) screen, select the [E7] function.
2. In the Enter Action field, select [S] Suspend A Day/Date.
3. To select a day of the week, tab to the day to suspend.

To select a date, tab to None and press Enter. From the Month menu, tab to the month to select, for example Dec. Press Enter. The cursor moves to the day position in the Date field. Enter the day, for example 15.

Reactivating Procs

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

1. In the (Z) screen, select the [E7] function.
2. In the Enter Action window, select [D] Delete Event.
3. At the prompt Enter Number of Desired Event, enter the number of the event to delete.

Holiday Hours

ECI² is closed on Christmas Eve, Christmas Day and New Year's Day. In previous years, we have operated at half-staff the last week of the year. However, this year, to serve you better, we are discontinuing that practice.

Dec 2002 - Jan 2003						
22	23	24	25	26	27	28
		closed				
29	30	31	1	2	3	4
		closed				

Period-End Backup Procedures

Backing up your information is a critical part of every period end, from day-end to year-end. Use the following steps to preserve your data.

- PGD:** **(Z)[E6]** Perform a level R shutdown before continuing. This ensures all data in cache memory is written to the disk before backing up.
- Win:** **(Z)[E6]** Perform a level R shutdown from the server before continuing. This ensures all data in cache memory is written to the disk before backing up.
- PGD:** **(Z)[E6]** Perform a level M shutdown to put the system into maintenance mode. This restricts 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 restricts access to the system while you are performing dedicated functions.
- UNIX:** Put the system in maintenance mode. From the keyop menu, select **M**.
- 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 about the same 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, 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 displays the DDMS Backup message. Press Enter to see the files as they back up.
- Win:** Close TBLServer. Back up your system. After the backup is complete, restart TBLServer. (This step should be done by or under the direction of the system operator.)

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 TBLServer. (See page 2.)

Note: The day-end procedures, along with the week-end procedures, are 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 listed. Do not begin the next day's business until you perform these steps.

- (TR)[B]** Print batch invoices (if not online). While this step can be done any time during the day, it must be done before releasing A/R batches so that all final verified invoices appear on the day-end reports. Perform this step at your convenience.
- (TR)[J]** Print any additional copies of invoices. This step is optional. It can be done any time during the day.
- Back up your system. For instructions, go to **Period-End Backup Procedures**.

PGD: **(Z)[D1]** Print a VTOC for each PGDOS unit. **Do not** print VTOCs for DOS units. This shows usage for a specified disk unit and lists all files on that unit. Review the VTOC to be sure no units are more than 90% full. If any are, move files to another unit to reduce usage. Be careful not to fill up the unit.

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 when sorting information for reports. If the report is interrupted, the temp files must be deleted manually.

- (T)** If you use the point-of-sale application, print the POS 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 print, 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 contains the accounts receivable totals. Verify that the new A/R Total in the top left of the screen is equal to the last A/R Total plus total A/R from the day's batch reports. This ensures all files are updated properly at the time of invoicing.
- (T)** Print and save the Daily Invoice Register for your audit trail. It shows the status B invoices and credits that flush to the sales journal when the (MA) is done.
- (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.) It 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) is complete.*
- (T)** Print an Open Pick Report. Once all completed invoices flush to the sales journal by performing the (MA), the file P-MASTER contains only outstanding orders. It helps you monitor 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.
- (TR)[I]** Print an Exceptions Report. It 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. It 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. It 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.) It includes a total of all purchase orders purged for the day. Purchase orders can be deleted or archived to the file JOUR-PO.
Note: When you purge purchase orders, the report prints, 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 reindexing is complete.
- PGD:** **(Z)[E6]** Perform a level R shutdown before continuing. This ensures all data in cache memory is 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. This ensures all data in cache memory is 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 N . This displays 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 (PDA). (This step is optional. However, these fields are not updated until this process is complete.) It is not necessary to print this report. At the Age Only prompt, type **Y**. Press Enter until the Are You Sure message appears. 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 **PGDOS 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**.

Month-End Procedures

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

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 vendors.

When you are ready to perform the Month-End Only Procedures, the version of software and your operating system 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 listed. Do not begin the next month's business until you have performed these steps.

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 listed. If you do not want to include auto-bill charges in the current month's statements, you can perform these steps later. 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 complete, 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, the G/L summation from your auto-bill charges posts 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, see *Book VII: System Maintenance and Utilities*.)

If you are doing 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 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 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 does not appear. The cursor remains at the Enter Order Writer or Enter Password prompt, and the month-end function cannot 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 does not display, enter the business period for the new month. This changes the Current Period field in the (L2) screen. This is a way to specify the current business period for the 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 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 10.)

- (MK)[M] **Execute Customer Period End** performs the month-end function for the (AH) Customer History, (AQ) Customer Service Quality and the (AS) Customer Sales History screens. All sales totals and hits displayed in the (AH) screen move up one month. For example, the amounts in the MTD fields move to the -1 fields, the amounts in the -1 fields move to the -2 fields, and so on. In addition, the MTD fields in the (AQ) screen are cleared and the quantities and amounts from these fields are added to the corresponding YTD fields.

The sales and cost totals and hits for the next month are 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 move to the Last Year column and the total cost is used to calculate the gross profit percentage displayed in this column.

Note: This performs 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, pay-rolls, and so on, for different locations on different disk units). If this is the case, perform this procedure separately for each location.

- (MK)[M] Execute Vendor Period End** performs the month-end function in the (C) Vendor Master screen to clear the MTD field in the (C) screen.
Note: You can do this later if you prefer to post and pay all checks before performing the month-end function for vendors.
- (MK)[M] Execute Item Period End** performs the month-end function in the (EH) Inventory History screen. This moves the quantities for month-to-date sold and hits 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 Salesman Period End** performs 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. To learn more, see the *Serialized Reference Manual*.
- (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. (See Year-End Tips on page 3 for more information.) The next time you perform an (MA), new journal files are created for your next month's business. For more information, see your on-line documentation as detailed on page 1.
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 (PDA). (This step is optional. However, these fields are not updated until this process is complete.) It is not necessary to print this report. You can do this later at your convenience.
- (U)/(UR)[D]** Print a Monthly Sales Tax Report from the renamed sales journal. You can do this later at your convenience.
Notes: If you use the CTAX Special in O/E or calculate tax by line, you must use the (U) screen report selector. The (UR) report does not properly calculate when you use the CTAX Special.
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 a final run.
If you have combined tax districts, be sure to type ? (question mark) in the Sort field when you print the report from the (UR) screen.
- (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: You can do this later at your convenience.
- (O)** Create finance charges by selecting the A/R Finance Charge Format. (This step is optional.) This calculates and posts finance charges to the customers' accounts. Be sure to check the batches in the (Y) screen to verify finance charges are calculated before you print statements.
Note: If you create finance charges later, be sure to 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 for which you are running statements.
- (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 or archived to the A/R journal, depending on how your (LA2) A/R Parameters screen is set.
Note: Purging A/R is a **dedicated function**. If you print statements first, verify statements are complete before purging. If you purge first, be sure to verify the purge is complete before you print statements.
- (O)** Print statements by selecting the format for the type of statements that you use. You can do this later at your convenience. If you print statements later, be sure to 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. This ensures all data in cache memory is 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. This ensures all data in cache memory is written to the disk before backing up. Be certain all batches are idle before continuing.
- UNIX:** Return your system to normal mode. From the keyop menu, select option **N**. This displays multiple Starting Utility messages. If you do not see these messages, your system is probably not in normal mode.

Graphical Users Only

Using the O/E History Item Usage tab, you can see the items and quantities your customers are buying. The information updates when you execute the Build Item Usage function. You should

do this at least monthly. To execute this function, double-click



. Click Build Item Usage. In

the Location box, enter the location to use. At the ASP ID box, press Enter. The P-USAGE file is created with information from P-MASTER, JOUR-S, and the journals listed in your (LGA) screen.

Year-End Procedures

These steps are essential to preserve your data and establish your company's financial 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**, **PGDOS 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 vendors.

This performs 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.) If this is the case, perform this procedure separately for each location.

In case you need to reprint 1099s, it is a good idea to copy your V-AUX file before you execute the Vendor Period End.

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

- Back up your system. For instructions, go to **Period-End Backup Procedures**.
- (R)** Print an Item Catalog Master Listing sorted by hits. You can 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 is 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 the Hits field in the (AH) screen (optional), this is 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 is 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 clears 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 changes 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 display 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 move to the previous year. Unless the current system month is 12 (December), this field is blank.

(MK)[Y] Execute Customer Period End performs the year-end function for the (AH) Customer History, (AQ) Customer Service Quality and (AS) Customer Sales History screens. In addition, this moves all of the figures in the Year To Date column in the (AH) screen to the Last Year column.

It also performs the month-end functions in the (AQ) screen and moves all of the quantities and amounts from the YTD column to corresponding fields in the Last column.

The year-end function also clears the sales and cost totals and hits for the next month from the Year To Date column of the (AS) screen. It makes room for the new month's business. The total sales and hits move to the Last Year column and the total cost is used to calculate the gross profit percentage displayed in this column.

(Z)[C2] Copy V-AUX file. Rename it V-AUX2002.

(MK)[Y] Execute Vendor Period End performs the year-end function for vendor. In addition, this moves 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 performs 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're closing.

(MK)[Y] Execute Salesperson Period End performs the year-end function for salesperson history. In addition, 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. This ensures all data in cache memory is 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 N. Multiple Starting Utility messages display. 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 at the end of the calendar year. For information on closing 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 2002 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.

1. To print W-2s, go to the (V) screen and select the [D] Print State & Fed Reports action code. The cursor moves to the Type field. Select **3**.
2. To check the alignment of the forms in your printer, type **Y** and press Enter.
3. The cursor moves to the Printer field. Enter your printer's logical name, or press Tab to accept the default.
4. The cursor moves to the Copies field. Press Tab. At the Are You Sure prompt, type **Y**.
5. A sample W-2 form prints. Verify that the printing is aligned with the boxes on the form. Adjust the forms in your printer and repeat these steps if necessary.
6. When the forms are lined up correctly, repeat the above steps. However, when the cursor moves to the Alignment Form field, type **N**.
7. The W-2 forms for all your employees print.

Closing Payroll

The checklist below lists the steps necessary for closing payroll, regardless of your version of software. Payroll **must** be closed 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 does not affect G/L, which is closed at the end of the fiscal year.

After you complete the last payroll for 2002, perform the following steps. They **must** be done after the last payroll of 2002 and before the first payroll of 2003.

- (V)[BP]** Release the last of 2002 payroll data to 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 voided payroll checks.

Note: If you have already released 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 it 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 are run, you can perform the year-end procedure for vendors by selecting the [Y] Year-End action code in the (C) screen.

- (V)[E]** 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 PP-YEAR file to PP02.
- (Z)[C2]** Copy PP-HIST. Rename it PP-HIST02 in case you need to reprint W2s.
- (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.

Opening General Ledger

To open G/L for the new year, 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. See **FAQ: Opening G/L for the New Year** on page 20 for more information.

- (+J)[R]** Reset summaries. This updates 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 it for your audit trail.
Note: This optional step can be run later when all G/L information is complete.
- (W)[C]** Print financial statements.
Note: This optional step can be run later when all G/L information is complete.
- (+J)[I]** View your balance sheet accounts to verify the Carry Forward field. 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 it is complete, turn the write-protect arrow to Safe, label the tape to show it contains 2002 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, the 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. The 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 Enter. All volumes and their paths appear. The Enter Volume prompt appears. Press Enter. The Invalid Volume prompt appears. Press Enter. The # prompt appears.
 Type: **cd^/u/ddms/units/☺**
 Press Enter. The # prompt appears.
 Type: **pwd**
 Press Enter. A path appears that matches the entry after the cd command. The # prompt appears.
 Type: **tar^-cvf^/dev/rmt.Ø^./gl*^./chart*^./bud***
Note: If you have more than one drive, change 'rmt.Ø' to reflect the correct drive, such as rmt.1.
 Press Enter. A list of files being backed up appears. The # prompt appears.
 Type: **exit**
 Press Enter twice. Go back into DDMS.

(Z)[C2] Copy CHARTFILE to a unique, descriptive name (such as 02CHART). Copy BUDGETFILE to a unique, descriptive name (such as 02BUDGET). This saves 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 moves the current year's G/L figures into the Last Year column in the (J) Chart of Accounts Master screen. It also carries 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 G/L files from being renamed.

To close all locations at once, press **Enter** 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 02GL.

To close a specific location, enter the location number at the Enter Location For Year End prompt. At the Save Purged Location Records prompt, to save the G/L records for the specified location, type **Y**. At the Enter Filename prompt, enter a unique, descriptive name for the file. For example, you could save the G/L records for location 01 to 01-GL02.

Note: When you enter a unique, descriptive name for the GL-MASTER file, the GL-SPECIAL file is renamed with the first four characters of the new file name you specify. For example, if you enter 02GL for GL-MASTER, GL-SPECIAL becomes 02GL-SPEC.

- (LJ1)** Update the (LJ1) screen. In the Fiscal Year field, specify the year for which you are renaming the files. For example, at fiscal year-end 2002, you would enter 2002. Then, enter the renamed file names of 02CHART, 02BUDGET, and 02G/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 2002 or change the names CHARTFILE and GL-MASTER on the (LJ1) screen.

- (KA)** Post retained earnings to period Ø of the new year. This is a one-sided entry.

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 2002 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 does not appear on the 1099 form.

1. Go to the (V) Payroll/Personnel Report Selection screen and select the [D] Print State & Fed Reports action code.
2. In the Type field, type **4**.
3. 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**.
4. The cursor moves to the Printer field. Enter your printer's logical name, or press Tab to accept the default printer.
5. The cursor moves to the Copies field. Press Tab to accept the default of 1. At the Are You Sure prompt, type **Y**.
Note: A sample 1099 form prints and the cursor returns to the action code field. Check to be sure the printing is aligned in the boxes on the form. If not, adjust the forms in the printer and repeat the steps above. Do not continue until the printing is aligned correctly.
6. When the forms are properly aligned, select the [D] Print State & Fed Reports action code again and select **4**.

7. Enter vendor code range for 1099s, then press Enter.
8. The cursor moves to the Printer field. Enter your printer's logical name, or press Tab to accept the default.
9. The cursor moves to the Copies field. Press Tab to accept the default of 1.
10. At the Are You Sure prompt, type Y.
11. The 1099 forms print.

Making Inventory Counts

This checklist contains all the steps necessary to load or update on-hand inventory quantities. To ensure that your inventory count is loaded correctly, perform the following steps in the order 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 are complete.

- Back up your system. For instructions, go to **Period-End Backup Procedures**.
- (C)[A]** Create a vendor with the vendor number INVENTORY. Press Enter through each field of the screen to save it. Now you can create purchase orders that can 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. This lets you fill all of the backorders that you can before you begin your inventory count.
- (TR)[G]** Flush all backorders.
- (TR)[H]** Release receipts to on-hand. At the Release To On-Hand prompt, type 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 using them to sort the report.

If you are making a full inventory count, print a complete listing. If you are making a cycle count, 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.) It provides 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 counting your full inventory, press Enter 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 to clear. When you have entered the locations to clear, press Tab until you see the prompt Are You Sure. Type Y.

Perform a physical count of your inventory. If you have an M3000 portable bar code scanner, this involves scanning bar code product or shelf labels and entering quantities and (optionally) bin locations into the scanner. Be sure the quantity you enter for each item corresponds to the unit of measure on the bar code label. The files containing the inventory counts are uploaded from the scanner to your DDMS system, converted to SHORT-BUYS-type files, then transferred to a P/O.

If you do not have an M3000 scanner, 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 Set Item Class Or Bin Locations prompt, you can set or correct stock classes and bin locations when entering items on a purchase order.

The Reset MFG Cost prompt does not appear when creating a purchase order for the vendor INVENTORY. It is replaced by the Reset Cost prompt. It lets you specify which cost field in the (E) Inventory Master screen resets when this purchase order is created or changed. To not reset any costs, type 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 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 created. A series of prompts appears. Press Tab at each until the Is Entire P/O Correct prompt displays. Type Y. This lets you receive all the items on a purchase order at one time, instead of individually. At the Enter Starting Item Number Or Return For All prompt, press Enter.
- (TR)[G]** Flush all backorders to print tickets for found merchandise.
- (TR)[H]** Print a Stock Receipts report. At the Release To On-Hand prompt, type Y. This updates your on-hand quantities.
- (F)[D]** Delete all of the purchase orders you created for the vendor INVENTORY. This prevents 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 created 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 see a message describing what is about to happen and the Are You Sure prompt. Type Y to reset on-order, backorder, allocated, and received quantities.

- (R) Print an Inventory Extended Dollars Report. This shows an extended dollar total for your inventory. You can use it 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. Look for unusually large gains or losses. This alerts you to discrepancies between your physical count and the quantities entered on purchase orders. If an incorrect quantity of an item was entered, you can adjust it manually in the (E) Inventory Master screen.

- PGD:** (Z)[E6] Perform a level R shutdown before continuing. This ensures all data in cache memory is written to the disk before backing up.

- Win:** (Z)[E6] Perform a level R shutdown from the server before continuing. This ensures all data in cache memory is written to the disk before backing up.

- UNIX:** Return your system to normal mode. From the keyop menu, select N. Multiple Starting Utility messages display. If these messages do not display, your system is probably not in normal mode.

This completes your inventory file update. You should do an (MB) compression as soon as possible after performing these 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, are the initial steps of the month-end and year-end procedures.

The following steps **must** be performed together in the order 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 do an (MB) compression a couple of days before the end of the month, you don't need to perform the week-end procedures again as part of your month-end. You can do this at your convenience.

- PGD:** Back up your system. For instructions, go to **Period-End Backup Procedures**.
- (Z)[D1] Print a VTOC (Volume Table of Contents) for each unit you are compressing.
- (Z)[F5] Delete temp files (if any exist) from your work unit. These are created when sorting information for reports. If the report is interrupted, the temp files must be deleted manually.
- (M)[B] Perform a week-end compression. When the (MB) procedure is finished, your system reboots automatically. Check the printed compression log to be sure there are no warning messages before continuing.
- (Z)[D1] Print another VTOC for each unit 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**.



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FAQ: Opening G/L for the New Year

Q: Under what conditions can I open G/L?

A: When all of the following are true:

- Your fiscal year is ending.
- All postings for periods 0 - 11 are complete. (You may still post to periods 12 and 13 after opening G/L for the new year.)
- Any new account numbers you may need are added. You cannot add new accounts to a fiscal year after it is closed.
- You have initial clearance from your CPA to close your year. Be sure he understands the points above.

Q: If I am not opening G/L now, how should the fiscal year parameter in (L2) be set?

A: The (L2) fiscal year parameter should always reflect the year you are in. The (MK) changes

it for you; do not set it back to the prior year.

Q: If I am unable to open G/L, can I still release batches?

A: You may still release batches from A/R and A/P, as well as release checks from payroll and A/P. You can also make manual postings in the (K) screen.

When releasing batches in (WA), only release those for the previous year. Although the default fiscal year seems incorrect, do not change it when releasing to the prior year. The data will flow correctly.

Q: If I am unable to open G/L for the new fiscal year, do I still need to set up the (LJ1) for the year being closed?

A: No. Do not set this parameter until you are opening G/L. If it has been inadvertently set, erase the parameter by selecting the [C] action code and spacing through the entries.