

# Key Ops

The Newsletter for  
Key Operators of  
eNsite and  
eNsite Pro  
ASP Systems

## Special ASP Edition

December 2002

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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](mailto:support@ddms.com) with your questions and avoid the end-of-year rush.

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 15.
- Go to [www.ddms.com/support](http://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

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.

### Year-End (Fiscal and Calendar)

1. Ask Support to make a backup and perform day-end procedures.
2. Perform auto-billing procedure — page 4
3. Perform general month-end procedures — page 5
4. Print 1099s — page 12
5. Perform year-end procedures — page 6
6. Print W-2s — page 9
7. Close payroll — page 9
8. Open G/L — page 10

2. Perform auto-billing procedure — page 4
3. Perform general month-end procedures — page 5
4. Perform year-end procedures — page 6
5. Open G/L — page 10

### Year-End (Fiscal only)

1. Ask Support to make a backup and perform day-end procedures.

### Year-End (Calendar only)

1. Ask Support to make a backup and perform day-end procedures.
2. Perform auto-billing procedure — page 4
3. Call Support to make sure month-end proc is enabled.
4. Print W-2s — page 9
5. Close payroll — page 9
6. Print 1099s — page 12

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

## Holiday Hours

ECI<sup>2</sup> 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.

## Year-End Tips

For answers to common questions, go to [www.ddms.com](http://www.ddms.com).

1. **Back up your files!** Remember that we back up your system at 9 PM. If you start your year-end first thing in the morning, you already have a backup from the night before. At other times of the day, however, you need to call Support for a backup before you begin.
2. If your fiscal year is not the same as the calendar year, please notify Support. We need to know that you are not running year-end so we can run the normal month-end procedures for you.
3. After performing year-end functions for customers, the YTD Hits fields are reset to 1 in the (AH) screen and/or Customer History window. This allows the average days to pay to calculate properly.
4. Federal tax tables for payroll arrive via fax when they become available. To view them in Acrobat format, go to [www.ddms.com](http://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) screen, which display A/R, shows last year's figures in the YTD fields until you complete your first posting for the new year in the Accounts Receivable Posting window, or create your first invoice in order entry.

The (PDC) screen, which displays sales to-

tals, 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 year-end, rename your sales journal to 1202-S. 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.
7. When scheduling your year-end, remember the times ASP service is available. The times shown are local, since your ASP server is set to your time zone.

Servers are available seven days a week during the following periods:

- 5 AM to 7 PM
- Midnight to 2 AM

Maintenance is performed:

- Servers reboot: 4 to 4:30 AM
- Backup: 9 PM
- Day-end procedures: 10 PM
- Month-end procedures: 11 PM on the last day of the month. Month-end procedures are not run for the last month of your fiscal year; you do the year-end steps instead.

## Day-End Procedures

We normally run your day-end at 10:00 PM. If you start year-end before doing any business that day, the day-end for the night before is still good.

If you start year-end after doing business that day, however, call or e-mail Support, and ask them to run your day-end.

You must have day-end completed before starting the month-end procedures.

## Month-End Procedures

Normally we do month-end for you, on the last day of the month. When you do year-end, though, we do not do the month-end for you, since the year-end procedures replace it. You need to complete the month-end procedures described below as part of your year-end procedures.

**Note:** 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.

**The steps in this checklist refer to the text-based screens. We give the equivalent graphical screens at the beginning of each step.**

### Auto-Billing Procedures (eNsite Pro only)

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.

- (G)[A]** **(Order Entry window: Auto Bill action code)** 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]** **(Report Menu: Standard O/E)** 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]** **(Report Menu: Standard A/R)** 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.

## General Month-End Procedures

- (EZ+P)[M]** **(Serialized: +P)** 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.
- (MD)[M]** Merge JOUR-S with Y2-SALES on volume serial L1. Do not delete after copy merge. Do not update (LGA). Do not update (L8).
- (MI)[R]** **(Keyop Menu: Operational Procedures: I)** Rename the sales journal (JOUR-S) and the nine related files. Use the MMYYS format. (For example, at the end of December, you would rename the journal 1202-S. However, be careful not to name the file anything that has the same first two characters as another file, because the first two characters of this name serve as default names for related files). The next time you perform an (MA), new journal files are created for your next month's business.
- (OR)[B]** **(Report Menu: Standard A/R)** 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.  
**Note:** You can do this later at your convenience.
- (U)/(UR)[D]** **(Report Menu: Standard Sales)** Print a Monthly Sales Tax Report from the renamed sales journal (1202-S). 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.
- (QR)[B]** **(Reports Menu: Standard A/P)** 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]** **(Reports Menu: Standard A/P)** 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)** **(Reports Menu: Custom A/R)** 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 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] **(Reports Menu: Standard A/R)** 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, be sure statements are complete before purging. If you purge first, be sure to verify the purge is complete before you print statements.

- (O) **(Reports Menu: Custom A/R)** 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.

## Year-End Procedures

These steps are essential to preserve your data and establish your company's financial status. Remember that the day-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 section **Month-End Procedures**.

**Note:** 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.

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 files!** Remember that we back up your system at 9:00 PM. If you start your year-end first thing in the morning, you already have a backup from the night before. At other times of the day, though, you need to call Support for a backup before you begin.
- (R) **(Reports Menu: Custom Inventory)** 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.

Complete instructions for printing this report can be found on our website. Go

to [www.ddms.com/support/faq/period-end.htm](http://www.ddms.com/support/faq/period-end.htm), and click **Printing the Inventory Hits Report**.

- (N) **(Reports Menu: Custom Customer)** 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] **(Reports Menu: Standard Sales: 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] **(Serialized: +P)** 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] **(Keyop Menu: Operational Procedures: K) Change Current Period (L2): Type Y** 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] **(Keyop Menu: Operational Procedures: K) Reset Finance Charges: Type Y** If this is the end of your calendar year, set this field to Y 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] **(Keyop Menu: Operational Procedures: K) Execute Customer Period End: Type Y** This field 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) Customer Sales History 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.

- (MK)[Y] **(Keyop Menu: Operational Procedures: K) Execute Vendor Period End: type Y** 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] **(Keyop Menu: Operational Procedures: K) Execute Item Period End: Type Y** 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] **(Keyop Menu: Operational Procedures: K) Execute Salesperson Period End: Type Y** 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.
- (OR) **(Report Menu: Standard A/R)** 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 **Opening 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:** You can print W-2 forms as many times as necessary.

1. To print W-2s, in the (V) screen (Report Menu: Personnel Reports), 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. 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] **(Report Menu: Personnel Reports)** Release the last of 2002 payroll data to G/L (if you have not already done so).
  - (V)[BC] **(Report Menu: Personnel Reports)** Print a Check Register. (This step is optional.)
  - (V)[BQ] **(Report Menu: Personnel Reports)** 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] **(Report Menu: Personnel Reports)** 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] **(Report Menu: Personnel Reports)** 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] **(Report Menu: Personnel Reports)** 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 (Vendor).
- (V)[E] **(Report Menu: Personnel Reports)** 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] **(Keyop Menu: System Utilities: F 7)** Rename the PP-YEAR file to PP02.
- (HN)[Y] **(Personnel: Personnel: 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, perform the steps below. Read your system documentation for more information about opening 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 General Ledger** on the last page for more information.

- (+J)[R] **(Keyop Menu: Specials: J)** 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] **(Report Menu: G/L Reports)** 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] **(Report Menu: G/L Reports)** Print financial statements.  
  
**Note:** This optional step can be run later when all G/L information is complete.

- (+J)[I]** **(Keyop Menu: Specials: J)** 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).
  
  - (Z)[C2]** **(Keyop Menu: System Utilities)** Copy CHARTFILE to a unique, descriptive name (such as 02CHART).
  
  - eNsite Pro only** 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]** **(General Ledger: Chart of Accounts)** 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 02-GL01.
- 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)** **(Keyop Menu: Parameters)** 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 for each renamed file.
- 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.
- (KA)** **(General Ledger: GL Posting)** Post retained earnings to preiod Ø of the new year. This is a one-sided entry.

This completes the G/L year-end procedures. 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 (Vendor window), 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 (Personnel: Personnel Reports) and select the [D] Print State & Fed Reports action code.
2. The cursor moves to 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.

- Call or email Support, and have them back up your system.

- (C)[A] **(Vendor Window)** 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] **(Purchasing Window)** 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] **(Report Menu: Standard O/E)** Flush all backorders.
- (TR)[H] **(Report Menu: Standard O/E)** Release receipts to on-hand. At the Release To On-Hand prompt, type Y. This clears the RECEIPTS file.
- (R) **(Report Menu: Custom Inventory)** 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) **(Report Menu: Custom Inventory)** 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] **(Keyop Menu: Specials: 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.

- (F)[O] **(Purchase Order Entry)** 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)** **(Report Menu: Custom P/O)** 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]** **(Purchase Order Entry)** 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]** **(Report Menu: Standard O/E)** Flush all backorders to print tickets for found merchandise.
- (TR)[H]** **(Report Menu: Standard O/E)** Print a Stock Receipts report. At the Release To On-Hand prompt, type **Y**. This updates your on-hand quantities.
- (F)[D]** **(Purchase Order Entry)** 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)** **(Keyop Menu: Specials: 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)** **(Report Menu: Custom Inventory)** 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.

This completes your inventory file update.

## FAQ: Opening General Ledger 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 at the end of the 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.