Key Ops

The Newsletter for Key Operators of DDMS Systems

December 2003
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In this issue:

New and Improved!

Make your end-of-year easier by reading this special issue of *Key Ops* early. Most people wait until they're ready to close the year's books before reading this issue. Unfortunately, that means everyone has questions at the same time. It also means everyone waits longer for calls back from Support. You can avoid the traffic jam altogether by contacting Support now at support@eci2.com with your questions.

In this issue, you'll find period-ending procedures for AIX/UNIX- and Windows®-based operating systems. The information is color-coded for AIX/UNIX (green) and Windows (blue). Instructions in black are common to both operating systems. **Points in red are key. Pay particular attention to them.**

The text-based keystrokes are still at the beginning of the step to get you to each screen quickly. However, we've added the *e*Nsite Pro path to the beginning of each step to help you navigate graphically.

Text-based Keystrokes — *e*Nsite Pro Graphical Path

☐ **(TR-B)** or **Reports Menu icon > Standard O/E Reports**

Not sure where to go?

- Pick a route from the **Period-End Roadmap**.
- Read **Year-End Tips** on page 3 and plan accordingly.
- Attend a free virtual class on year-end procedures. A schedule of virtual classes is available at www.ddms.com/training/vc/vc.htm.
- Go to www.ddms.com/support for last-minute updates.

Period-End Roadmap: Select the route best suited to your business.

Month-End Only

If December is your month-end only, you still must close payroll, print W2s and print 1099s.

1. Suspend procs: page 4
2. Perform period-end backup: page 4

   Note: Save as month-end tape.
3. Perform day-end procedures: page 5
4. Perform auto-billing procedure: page 7
5. Perform *month-end only* procedures: page 8
6. Perform general month-end procedures: page 9
7. Print W-2s: page 13
8. Close payroll: page 14
9. Print 1099s: page 16
10. Reactivate procs: page 4

Month-End/Year-End (Calendar only) (Jan. - Dec.)

Use this route if you close your year in December.

1. Suspend procs: page 4
2. Perform period-end backup: page 4
3. Perform day-end procedures: page 5

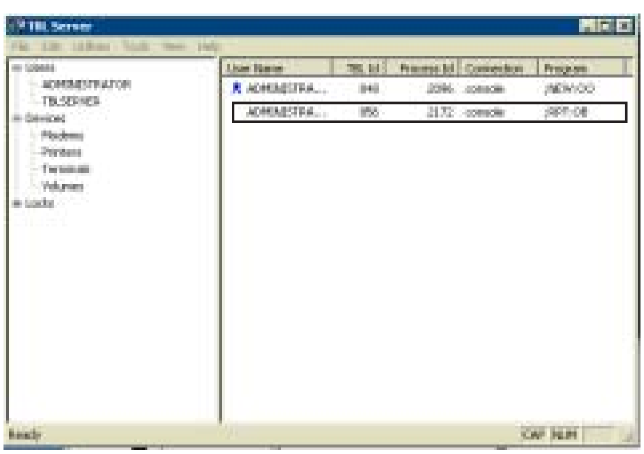
   Note: Save as year-end tape.
4. Perform auto-billing procedure: page 7
5. Perform general month-end procedures: page 9
6. Perform year-end procedures: page 11
7. Print W-2s: page 13
8. Close payroll: page 14
9. Close General Ledger: page 15
10. Print 1099s: page 16
11. Reactivate procs: page 4

Month-End/Year-End (Fiscal only) (Your Period 1 is not Jan.)

Use this route if you close your year *any month other* than December.

1. Suspend procs: page 4
2. Perform period-end backup: page 4
3. Perform day-end procedures: page 5

   Note: Save as year-end tape.
4. Perform auto-billing procedure: page 7
5. Perform general month-end procedures: page 9
6. Perform year-end procedures: page 11
7. Close G/L: page 15
8. Reactivate procs: page 4



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

Follow these tips for a smoother year-end.

1. When doing year-end, do not perform the Month-End Only Procedures. The year-end function performs both month-end and year-end. If you execute the Month-End Only steps and the year-end steps, you must restore your files from the backup tape made prior to day-end.

2. After performing year-end functions for customers, the YTD Hits fields reset to 1 in Customer History. This allows the average days to pay to calculate properly.

3. **Back up your files!** Remember, when performing the backup procedure, **the TBL Server** must be closed. Store the backup tape in a secure location. For more information, see www.ddms.com/support/faq/utilities.htm.

4. In the (PDA) President's A/R screen, the (PDB) President's A/P screen and the (PDD) President Bank Totals screen, the information for 2003 appears until a transaction is completed for the new year. The (PDC) President's Sales Totals screen shows YTD information until an (MA) Daily Backup Procedure is executed.

   In addition to changing the current period and fiscal year, the (MK) Year-End function resets the President's Screen for year-end. At the Set President Screen Previous and Ending Balances for 2003 prompt, you must type **Y**. (The default is N.)

5. For information on retained earnings, see **FAQ: Posting Retained Earnings** on page 20.

6. During period-end, rename your sales journal. Each sales journal must begin with two unique characters, as the system renames several attached files, as well. Do not use the same characters as you did last year. This causes renaming difficulties later.

   Using a pattern to rename files can prevent problems. For example, use the last digit of the year (2004-4) as the first digit of the sales journal name. Use a letter (A - Z) as the second letter of the name, as shown below. You can store 120 sales journals on one volume.

   4AJAN-S = Jan 2004 5AJAN-S = Jan 2005
   4BFEB-S = Feb 2004 5BFEB-S = Feb 2005
   4CMAR-S = Mar 2004 5CMAR-S = Mar 2005

   This is a dedicated function. ALL TERMINALS MUST BE AT THE MAIN MENU.

7. When the Federal tax tables for payroll are completed, you will be notified. They will be available to view or to download at www.ddms.com.

8. When doing year-end, suspending your procs and performing day- and month-end procedures manually may expedite the process. See page 4 for instructions.

Holiday Hours

Dec 2003 - Jan 2004						
21	22	23	24 closed	25 closed	26	27
28	29	30	31	1 closed	2	3

Suspending/Reactivating Procs

To suspend procs:

1. In text-based, go to the (Z-E7) screen. Or, in *e*Nsite Pro graphical, follow this path: Keyop Menu icon > System Utilities icon > [E7].
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.

After you complete year-end, to reactivate your procs:

1. In text-based, go to the (Z-E7) screen. Or, in *e*Nsite Pro graphical, follow this path: Keyop Menu icon > System Utilities icon > [E7].
2. In the Enter Action window, select [D] Delete Event.
3. At the Enter Number of Desired Event prompt, to delete the suspension, enter its number.

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.

Win:

- ☐ **(Z-E6) or Keyop Menu icon > System Utilities icon > [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.
- ☐ **(Z-E6) or Keyop Menu Icon > System Utilities icon > [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. Note your maintenance password — you need it when you restart your system.

UNIX:

- ☐ Put the system in maintenance mode. In the Keyop menu, type **M**.
- ☐ Back up your system. Then, in the Keyop menu, type **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. These steps are essential to preserve your data and establish your company's financial position and status.

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

All period ending procedures are **dedicated functions**. Before beginning, 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 are the initial steps of the month-end and/or 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) or Reports Menu icon > Standard O/E Reports icon > [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.
- ☐ **(TR-J) or Reports Menu icon > Standard O/E Reports icon > [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, see **Period-End Backup Procedures**.
- ☐ **(T) or Reports Menu icon > Custom O/E Reports icon:** If you use the point-of-sale application, print the POS Tendered Totals Report and save it for your audit trail. This report shows tendered amounts at point-of-sale and is used to balance cash drawers. You **must** print this report before executing the (MA) Daily Backup Procedure.
- ☐ **(O) or Reports Menu icon > Custom A/R Reports icon:** After all invoices print, print and verify the A/R Batch Report. Do not release A/R batches when executing the report.
- ☐ **(O) or Reports Menu icon > Custom A/R Reports icon:** 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 O/E and A/R activity.
- ☐ **(T) or Reports Menu icon > Custom O/E Reports icon:** 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 you execute the (MA) Daily Backup Procedure.
- ☐ **(QR-A) or Reports Menu icon > Standard A/P Reports icon > [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) or Reports Menu icon > Standard A/P Reports icon > [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 O/E and A/R activity.

☐ **(W-A) or Reports Menu icon > G/L Reports icon** > **[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 A/R, A/P and Payroll.

☐ **(W-A) or Reports Menu icon > G/L Reports icon** > **[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 O/E and A/R activity.

☐ **(MA) or Keyop Menu icon > Operational Procedures icon > [A]:** Flush completed orders to the sales journal (JOUR-S). As orders are flushed to the sales journal, they are moved from the file P-MASTER. *Do not continue until the (MA) Daily Backup Procedure is complete.*

☐ **(T) or Reports Menu icon > Custom O/E Reports icon:** Print an Open Pick Report. Once all completed invoices flush to the sales journal by executing the (MA) Daily Backup Procedure, the file P-MASTER contains only outstanding open 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) or Reports Menu icon > Standard O/E Reports icon > [I]:** Print an Exceptions Report. It provides an audit trail of unusual activity in Order Entry. This includes price overrides, credit limit overrides, deleted backorders, wasted invoice numbers, and so on.

☐ **(T) or Reports Menu icon > Custom O/E Reports icon:** Print a Verification Exception Report. It provides an audit trail of unusual Order Entry activity. This includes items added to orders using the Change action code or changes in prices or shipped quantities during verification.

☐ **(T) or Reports Menu icon > Custom O/E Reports icon:** 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) or Reports Menu icon > Custom P/O Reports icon:** Purge completed purchase orders from the file PO-MASTER (optional). The report includes a total of all P/Os purged for the day. Purchase orders can be deleted or archived to the file JOUR-PO.

Note: When you purge P/Os, the report prints, then reindexes the file PO-MASTER. Before continuing your day-end, verify printing and reindexing are complete.

Win: ☐ **(Z-E6) or Keyop Menu icon > System Utilities icon > [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. In the Keyop menu, type **N**. This displays multiple Starting Utility messages. If these messages do not display, your system is probably not in normal mode.

☐ **(OR-B) or Reports Menu icon > Standard A/R Reports icon** > **[B]:** Run an aged A/R Trial Balance Report to update the current 30, 60, and 90 fields in Customer History and the (PDA) President's A/R screen. (This step is optional. However, these fields are not updated until this process is complete.) Verify the processes are complete (see **Checking a Program's Status** on page 2) as the report does not print. At the Age Only prompt, type **Y**. Press Enter until the Are You Sure message appears. Type **Y**.

☐ **(PD-A) or General Ledger icon > President's Screens icon > [A]:** For A/R audit, the (PDA) President's A/R screen shows A/R totals. Verify 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.

This completes the day-end procedures.

Month-End Procedures

This checklist includes the steps necessary to perform the month-end procedures. The day-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 **Day-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.

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

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) or Order Entry icon:** Using the Auto Bill action code, create auto-bill invoices if you have not already done so. When you do, 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) or Reports Menu icon > Standard O/E Reports icon > [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) or Reports Menu icon > Standard A/R Reports icon > [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) G/L Master Numbers screen, the G/L summation from your auto-bill charges posts to the G/L batch.

STOP

If you are also performing year-end procedures, *do not* execute the steps in the next section, Month-End Only Procedures.
Go to General Month-End Procedures on page 9.

STOP

Month-End Only Procedures

These instructions explain how to perform month-end procedures in the (MK) or Operational Procedures Period End Functions screen.

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) or Keyop Menu icon > Operational Procedures icon > (K)[M]:** Type **M** in the Change Current Period (L2) field. The current period shows the NEW period. Tab through both the Period and the Fiscal Year fields. This changes the Current Period field in the (L2) G/L Master Numbers screen. It also specifies the current business period for A/R, Order Entry and the President's screens. 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: To post finance charges 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) or Keyop Menu icon > Operational Procedures icon > (K)[M]: Execute Customer Period End** performs the month-end function for Customer History, Service Quality and Total Sales. All sales totals and hits displayed in Total Sales move up one month. For example, the amounts in MTD move to the -1 fields, the amount in the -1 field moves to the -2 fields, and so on. In addition, information in the Service Quality MTD column is cleared and the quantities and amounts are added to the corresponding YTD column.

  The sales and cost totals and hits for the next month are cleared from the Year column of Total Sales 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, payrolls, and so on, for different locations on different volume serials). If this is the case, perform this procedure separately for each location.

- ☐ **(MK-M) or Keyop Menu icon > Operational Procedures icon > (K)[M]: Execute Vendor Period End** performs the month-end function in the Vendor database to clear the MTD Total.

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) or Keyop Menu icon > Operational Procedures icon > (K)[M]: Execute Item Period End** performs the month-end function in Item (Inventory) History. This moves the quantities for month-to-date sold and hits displayed in the Item (Inventory) History to the Month 1-12 column in the Item (Inventory) History corresponding to the number specified in MTD Sold Total and Hits.

  Note: MTD Sold Total and Hits default to the new business period, but you should enter the calendar month for the month you are closing.

- ☐ **(MK-M) or Keyop Menu icon > Operational Procedures icon > (K)[M]: Execute Salesman Period End** performs the month-end function in Salesperson Master. This clears the month-to-date sales figures.

General Month-End Procedures

- ☐ **(EZ+P-M) or Serialized icon > (+P)[M]:** If you use Serialized, perform the month-end procedures for serialized inventory. Use the fields in the (EZ+P) Period End Procedures screen to specify which procedures to perform. You can transfer deferred income, update Salesperson History and clear the call fields.

- ☐ **(MI-R) or Keyop Menu icon > Operational Procedures icon > (I)[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 execute the (MA) Daily Backup Procedure, new journal files are created for your next month's business. For more information, see your on-line help.

  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.

- ☐ **(MI-M) or Keyop Menu icon > Operational Procedures icon > (I)[M]:** Merge monthly journal into a yearly journal. See **FAQ: Merging Monthly Sales Journals into a Yearly Sales Journal** on page 20.

- ☐ **(OR-B) or Reports Menu icon > Standard A/R Reports icon > [B]:** Run an aged A/R Trial Balance Report to update the current 30, 60, and 90 fields in Customer History and the (PDA) President's A/R screen. (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.

- ☐ **(U/UR-D) or Reports Menu icon > Custom or Standard Sales Reports icon > [D]:** Print a Monthly Sales Tax Report from the renamed sales journal. You can do this later.

  Note: If you use the CTAX Special in O/E or calculate tax by line, you must use the (U) Custom Sales Reports screen. The Monthly Sales Tax Report printed from the (UR) Standard Sales Reports screen does not properly calculate when you use the CTAX Special.

  If you calculate tax on paid invoices only, you must use the (U) Custom Sales Reports 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 second Sort field when you print the report from the (U) Standard Sales Reports screen.

- ☐ **(QR-B) or Reports Menu icon > Standard A/P Reports icon > [B]:** If you are live on A/P, print and save a complete A/P Trial Balance. This report gives complete detail of all A/P activity.
- ☐ **(QR-C) or Reports Menu icon > Standard A/P Reports icon > [C]:** Purge and journalize completed A/P invoices. To purge invoices, specify **Y** in the Purge Completed Invoices field. To save purged invoices in the file JOUR-AP, specify **Y** at the Journalize Purged AP Invoices prompt.
- ☐ **(O) or Reports Menu icon > Custom A/R Reports icon:** Create finance charges by selecting the A/R Finance Charge Format (optional). This calculates and posts finance charges to the customers' accounts.

UNIX: 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) Custom A/R Reports screen. This date should be the last day of the month for which you are running statements.

- ☐ **(OR-A) or Reports Menu icon > Standard A/R Reports icon > [A]:** Run the A/R Batch 9XX9 report. It shows you all finance charges created in the previous step.
- ☐ **(OR-D) or Reports Menu icon > Standard A/R Reports icon > [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) or Reports Menu icon > Custom A/R Reports icon:** Print statements by selecting the format for the type of statements that you use. You can do this later, but be sure to enter the correct aging and cutoff dates in the Age By and Cutoff By fields in the (O) Custom A/R Reports screen.
- ☐ **(W-E) or Reports Menu icon > G/L Reports icon > [E]:** Build the Cost of Goods report (optional).

Win: ☐ **(Z-E6) or Keyop Menu icon > System Utilities icon > [E6]:** Perform a level R shutdown 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. In the Keyop menu, type **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 the *e*Nsite Pro Utilities icon on your desktop. 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) Sales Journal Parameters 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 sections **Day-End Procedures** and **General 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, if you do not run 1099s, you can wait until the end of your fiscal year to close vendors.

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. If you are not printing 1099s, go to the heading **Printing W-2 Forms**.

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) or Reports Menu icon > Custom Inventory Reports icon:** 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) or Reports Menu icon > Custom Customer Reports icon:** 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 in Customer History Total Sales (optional), this is your last chance to print this report using this year's history.
- ☐ **(UR-F) or Reports Menu icon > Standard Sales Reports icon > [F]:** To include year-to-date figures for the current year in your Full Sales Analysis, 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) or Serialized icon > (+P) > [Y]:** If you are a Serialized dealer, perform the year-end procedure only if you are using depreciation for Serialized Inventory. This clears the Year-To-Date field in the (EZH) Serial Depreciation screen.

- ☐ **(Z-C2) or Keyop Menu icon > System Utilities icon > [C2]:** Copy the V-AUX file to the V-AUX2003 file.
- ☐ **(MK-Y) or Keyop Menu icon > Operational Procedures icon > (K)[Y]: Change Current Period (L2).** Type **Y**. Tab to the Period field and type **1** as the business period. At the Set President Screen for Previous and Ending Balances for 2003 prompt, type **Y**. (The default is N.) This sets the current business period for A/R, Order Entry and the President's screen. It also moves all data in the President's screen to the previous balance fields.
- ☐ **(MK-Y) or Keyop Menu icon > Operational Procedures icon > (K)[Y]: Reset Finance Charges.** If this is the end of your calendar year, use this field to reset customer finance charges. 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) or Keyop Menu icon > Operational Procedures icon > (K)[Y]: Execute Customer Period End** performs the year-end function for Customer History, Service Quality and Total Sales. In addition, this moves all of the figures in the YTD column in the Service Quality column to the Last Year column.

  It also performs the month-end functions in Service Quality and moves all of the quantities and amounts from the YTD column to the corresponding fields in the Last Year column.

  The year-end function also clears the sales and cost totals and hits for the next month from the Year column of Total Sales. 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) or Keyop Menu icon > Operational Procedures icon > (K)[Y]: Execute Vendor Period End** performs the year-end function for Vendors. In addition, this moves the amount displayed in YTD Total in the Vendor database to Last Year Total. If you're not printing 1099s today, space through the [Y] action code to skip this for now.

  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.
- ☐ **(MK-Y) or Keyop Menu icon > Operational Procedures icon > (K)[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 LYTD column and clears the YTD Hits.

  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) or Keyop Menu icon > Operational Procedures icon > (K)[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.

UNIX:

- ☐ Return your system to normal mode. In the Keyop menu, type **N**. Multiple Starting Utility messages display. If these messages do not appear, your system is probably not in normal mode.
- ☐ **(OR) or Reports Menu icon > Standard A/R Reports icon:** Run an age-only trial balance.
- ☐ **(Z-F7) or Keyop Menu icon > System Utilities > [F7]:** Rename JNL-AR to 2003-AR. Rename JOUR-AP to 2003-AP, and rename JOUR-PO to 2003-PO (optional).
- ☐ Save 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, see **Closing General Ledger** on page 15. 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 2003 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. In text-based, go to the (V-D) Personnel/Payroll Report screen. Or from the *e*Nsite Pro graphical Main Menu, follow this path: Personnel icon > Personnel Reports icon > [D]. Remember to turn on your caps lock.
2. In the Type field, type **3**.
3. To check the alignment of the forms in your printer, type **Y** and press Enter.
4. In the Printer field, enter your printer's logical name, or press Tab to accept the default.
5. In the Copies field, press Tab. At the Are You Sure prompt, type **Y**.
6. 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.
7. When the forms are lined up correctly, repeat the above steps. However, in the Alignment Form field, type **N**.
8. The W-2 forms for all your employees print.

Closing Payroll

This is a checklist of the steps necessary to close Payroll. Payroll **must** be closed at the end of the calendar year, even if your fiscal year-end is different from 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 2003, perform the following steps. They must be done after the last payroll of 2003 and before the first payroll of 2004.

- ☐ **(V-BP) or Personnel icon > Personnel Reports icon > [BP]:** Release the last of 2003 payroll data to G/L (if you have not already done so).
- ☐ **(V-BC) or Personnel icon > Personnel Reports icon > [BC]:** Print a Check Register (optional).
- ☐ **(V-BQ) or Personnel icon > Personnel Reports icon > [BQ]:** Print a Quarterly Payroll Register. Type **Y** in the Release Checks field in the (V) Personnel/Payroll Reports screen to release voided payroll checks.

  Note: If you've 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) or Personnel icon > Personnel Reports icon > [D]:** Print a State Quarterly Report, if needed. To print this report, type **Y** in the State Quarterly field in the (V) Personnel/Payroll Reports screen.

  Note: For the State Quarterly Report to be accurate, you *must* print it now.
- ☐ **(V-D) or Personnel icon > Personnel Reports icon > [D]:** Print W-2 forms by typing **Y** in the Federal W-2s field in the (V) Personnel/Payroll Reports screen. See **Printing W-2 Forms** on page 13.
- ☐ **(V-D) or Personnel icon > Personnel Reports icon > [D]:** Print 1099 forms (if needed) by typing Y in the Federal 1099s field in the (V) Personnel/Payroll Reports screen. See **Printing 1099s** on page 16.

  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.
- ☐ **(V-E) or Personnel icon > Personnel Reports icon > [E]:** You can print historical reports. To print the Deductions Register, type **1** in the Type field. To print the 401k Deductions, type **2** in the Type field. To print the Cafe Deductions, specify **3** in the Type field. To print the Wage Summary, type **4** in the Type field. To print the SRA deductions, type **5** in the Type field. At the P=Period Y=Year prompt, type **Y**.
- ☐ **(Z-F7) or Keyop Menu icon > System Utilities icon > [F7]:** Rename the PP-YEAR file to PP03.
- ☐ **(Z-C2) or Keyop Menu icon > System Utilities icon > [C2]:** Copy PP-HIST to the PP-HIST03 file in case you need to reprint W2s.
- ☐ **(HN-Y) or Personnel Menu icon > Personnel icon > [Y]:** Perform the year-end function in the (HN) Personnel Master screen at the close of the calendar year.

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

Closing General Ledger

To close General Ledger for your current fiscal year, perform the steps below. Review the procedures as early as possible, so you can call DDMS ahead of time if you have questions. See **FAQ: Posting Retained Earnings** on page 20. Post Cost of Goods for periods 1 - 11 before renaming files.

If you are **not** closing G/L as part of your year-end procedures, note the following:

- The (L2) G/L Master Numbers screen shows your current fiscal year. This parameter is used for the President's screens, as well as G/L, so it must reflect the current year.
- When posting any batches, accept the default fiscal year. Do not release any G/L batches from period 1 of the new fiscal year to G/L until you close your General Ledger; otherwise, the previous fiscal year's numbers are updated with the new year's figures.

If you **are** closing G/L as part of your year-end procedures, note the following:

- Add any new G/L account numbers to the Chart of Accounts before executing any steps in the **Closing General Ledger** section.
- All postings for periods 0 - 11 must be complete. (You can still post to periods 12 and 13 *after* closing G/L for the previous year.)

☐ **(W-A) or Reports icon > G/L Reports > [A]:** Release batches.

☐ **(+J-R) or Keyops Menu icon > Specials icon > (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. At the Are You Sure prompt, type **Y**.

☐ **(+J-I) or Keyops Menu icon > Specials icon > (J)[I]:** Inquire on the G/L numbers to make sure the Carry Forwards are set as follows: Balance Sheet Accounts are set to Yes, Profit and Loss Accounts are set to No. (Ask your CPA or accountant for clarification of account numbers.)

Note: Only perform this step if this is your first year to close G/L or if you have added new G/L numbers to the Chart of Accounts.

☐ **(W-B5) or General Ledger icon > G/L Reports icon > [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) or General Ledger icon > G/L Reports icon > [C]:** Print financial statements.

Note: This optional step can be run later when all G/L information is complete.

☐ Back up your files. Be sure you have a reliable backup tape with the files CHARTFILE, GL-MASTER and BUDGETFILE. Your month-end backup is sufficient.

- ☐ **(Z-C2) or Keyop Menu icon > System Utilities icon > [C2]:** Copy CHARTFILE to a unique, descriptive name. We recommend the new file begin with the year you are closing. For example, when closing year 2003, use 03CHART. Copy BUDGETFILE to a unique descriptive name, such as 03BUDGET. When copying from and to these files, specify the volume serial as it is listed in the (LØ) Global Master Parameters screen. *Do not copy GL-MASTER in this step.*
- ☐ **(J-Y) or General Ledger icon > Chart of Accounts icon > [Y]:** Perform the year-end function for the Chart of Accounts by selecting the [Y] action code. To close all locations at once, at the Enter Location for Year End prompt, press Enter. At the Rename GL-MASTER prompt, type **Y**. We recommend renaming the GL-MASTER to 03GL, using the same pattern you used when you renamed the file CHARTFILE. This moves the This Year column information to the Last Year column in the Chart of Accounts. It also carries forward ending balances for the balance sheet accounts.
- ☐ **(LJ1-C) or Keyop Menu icon > Parameters icon > Text Based Parameters > (J1)[C]:** Update the (LJ1) G/L Archive Parameters screen. In the Fiscal Year field, specify the year you are closing. For example, at fiscal year-end 2003, you would enter 03 in the Fiscal Year field. Then, enter the renamed files for CHARTFILE, BUDGETFILE and G/L MASTER, along with the corresponding volume serial where the files are located.
- ☐ **(K-P) or General Ledger icon > G/L Posting icon:** Post retained earnings. For instructions, see **FAQ: Posting Retained Earnings** on page 20.

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 2003 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 Vendor Master, their identification number **must** be entered in the Acct # field. Otherwise, this number does not appear on the 1099 form.

1. In text-based, go to the (V-D) Personnel/Payroll Report screen. Or from the *e*Nsite Pro graphical Main Menu, follow this path: Personnel icon > Personnel Reports icon > [D].
2. In the Type field, type **4**.
3. In the Code From and To fields, enter the vendor code range for 1099s, then press Enter.
4. Tab to the Alignment Form field. This field lets you verify that the 1099 forms are correctly aligned in your printer. Type **Y**.
5. In the Printer field, enter your printer's logical name, or press Tab to accept the default.
6. In the Copies field, press Tab to print one. At the Are You Sure prompt, type **Y.**

Note: When the sample form prints, be sure the printing is aligned in the boxes. If not, adjust the forms in the printer and repeat the steps above. Do not continue until the printing is aligned correctly.

7. When the forms are properly aligned, select the [D] Print State & Fed Reports action code again. In the Type field, type **4.**
8. In the Code From and To fields, enter the vendor code range for 1099s, then press Enter.
9. In the Printer field, enter your printer's logical name, or press Tab to accept the default.
10. In the Copies field, press Tab print one copy.
11. At the Are You Sure prompt, type **Y**.
12. The 1099 forms print.

Making Inventory Counts

This checklist includes the steps 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, see **Period-End Backup Procedures** on page 4.

☐ **(C-A) or Vendor icon:** Create a vendor with the vendor number INVENTORY, then 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) or Purchase Order Entry icon:** 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) or Reports Menu icon > Standard O/E Reports icon > [G]:** Flush all backorders. Verify the processes are complete (see **Checking a Program's Status** on page 2) as the report does not print.

☐ **(TR-H) or Reports Menu icon > Standard O/E Reports icon > [H]:** Release receipts to on-hand. At the Release To On-Hand prompt, type **Y**. This clears the RECEIPTS file.

☐ **(R) or Reports Menu icon > Custom Inventory Reports icon:** 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. To print the report, choose the selector, COUNT.

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 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 can print an Inventory Extended Dollars Report instead of a stock catalog or the Inventory Count sheet.

- ☐ **(R) or Reports Menu icon > Custom Inventory Reports icon:** Print an Inventory Extended Dollars Report (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) or Keyop Menu icon > Specials icon > (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 on-hands. 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) or Purchase Order Entry icon:** Using the Order action code, 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 inventory location.) Check the Set Item Class Or Bin Locations box in the Order Settings dialog box to 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 in the Item (Inventory) Master 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) or Reports Menu icon > Custom P/O Reports icon:** When you have entered all on-hand quantities, print purchase orders to check the accuracy of the information. Make any necessary corrections using the Change action code in the Purchase Order Entry window.

- ☐ **(F-R) or Purchase Order Entry icon:** Using the Final Receive action code, final-receive all items on the purchase orders you created.

- ☐ **(TR-G) or Reports Menu icon > Standard O/E Reports icon > [G]:** Flush all backorders to print tickets for *found* merchandise. Verify the processes are complete (see **Checking a Program's Status** on page 2) as the report does not print.

- ☐ **(TR-H) or Reports Menu icon > Standard O/E Reports icon > [H]:** Print a Stock Receipts report. At the Release To On-Hand prompt, type **Y**. This updates your on-hand quantities.
- ☐ **(F-D) or Purchase Order Entry icon:** Using the Delete action code, 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: To save the purchase orders you created for Inventory History, purge them to the purchase order journal (JOUR-PO) and archive them in the (S) Purchase Order Selectors screen.
- ☐ **(+F) or Keyops Menu icon > Specials icon > (F):** Reset the on-order, backorder, allocated, and receipts quantities. 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 receipts quantities.
- ☐ **(R) or Reports Menu icon > Custom Inventory Reports icon:** 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 Item (Inventory) Master.
- ☐ **(K-A) or General Ledger icon > G/L Posting icon:** Post adjustments to inventory accounts.

Win: ☐ **(Z-E6) or Keyop Menu icon > System Utilities > [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. In the Keyop menu, type **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.

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FAQ: Merging Monthly Sales Journals into a Yearly Sales Journal

You can create a yearly sales journal by merging monthly journals to make year-end reporting easier. You can do this any time during the year or at year-end.

To merge sales journals:

1. In *e*Nsite Pro graphical, double-click the Keyop icon, then the Operational Procedures icon. Or, in text-based, go to the (M-I) screen.
2. Select **M** to merge files.
3. In the File Name field, enter the monthly sales journal to merge into the yearly journal.
4. In the To File Name field, enter the file name for the yearly journal to create, and the volume serial where it is to reside. For example, the 2003 file might be named Y3SALES-S.
5. At the Delete Original Files After Copy/Merge prompt, type **N** to save your monthly sales journals. Type **Y** to delete them.
6. At the Update (LGA) Journal Names When Copying or Renaming prompt, press Enter.
7. At the Update (L8) Manifest Additional Journal Name prompt, press Enter.
8. Repeat Steps 2 - 7 for each monthly file you are merging.

FAQ: Posting Retained Earnings

Retained earnings are generally the first entry made once G/L is closed. (However, they can be posted at any time.) Post retained earnings to period 00 of the new fiscal year. This is a one-sided entry. Change the Do Not Release Out of Balance Batches parameter in the (LJ) G/L Parameters screen to N or leave it blank.

Note: This batch is not released at day-end. It must be manually released by specifying period 00 to 00 in the Period field.