

Key Ops

The Newsletter for
Key Operators of
DDMS Systems



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Expanded for Year-End 2004!

This year, you'll find timely answers on the following topics all in one book: interpreting color codes and DDMS® interface conventions, selecting a year-end road map, renaming and merging journals, printing W-2 and 1099 tax forms, closing General Ledger, posting to period 13, printing cost of goods sold (COGS), updating President's Screens, posting retained earnings, and more.

You'll also find new instructions related to recently released features, including options for printing W-2s and 1099s and for using the new graphical General Ledger applications.

Where to Begin?

Make your end-of-year easier by reading this special issue of Key Ops early.

- Pick a route from the **Year-End Roadmap**, and make sure you read and understand all required steps.
- Read **Year-End Tips** on page 4 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 for last-minute updates.

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, and waits longer for Support.

You can avoid the traffic jam altogether by contacting Support now at support@eci2.com with your questions.

Year-End Key Ops is intended to supplement, but not replace, your online help and Period-End training. These instructions are not meant to be exhaustive field-by-field documentation. For additional instructions after you've navigated to a screen, please refer to online help. In Ensite Pro™, select Contents from the Help menu.

Color Code / Interface Conventions

Period-ending steps are color-coded for **UNIX® (green)** and **Windows® (blue)** operating systems. Steps in black are common to both operating systems. *Pay particular attention to key points in red.*

At the beginning of each step, we show both the text-based keystrokes and the alternative Ensite Pro graphical path to help you navigate no matter which interface you prefer.

Text-based

Keystrokes Ensite Pro Graphical Path

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

DDMS has three key interface conventions:

- Letters enclosed in parentheses () refer to a text-based menu selection. For example, to get from the text-based master menu to (TR) Standard O/E Reports, press the T and R keys in quick succession on your keyboard.
- Letters enclosed in brackets [] refer to an action code or report selection. For example, when in the (TR) Standard O/E Reports screen, you can select [B] Invoices by pressing the B key on your keyboard.
- *When in text-based, make sure your CAPS LOCK key is on. DDMS text-based screens will not accept lower-case text entry.*

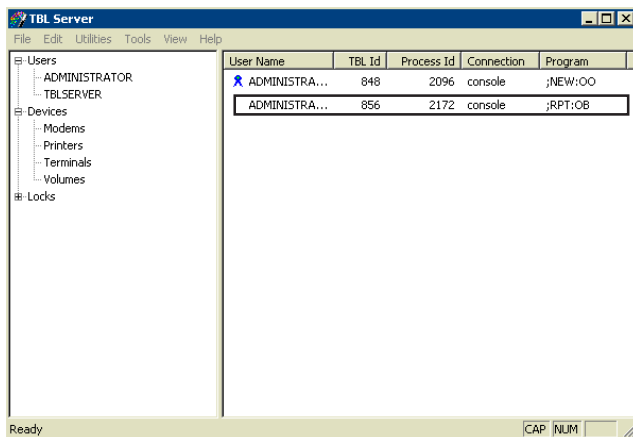
Our conventions for the Ensite Pro graphical path assume an understanding of how to use icons (double-click them), menus (select menu headers such as File, View, and Help from the menu bar of the eNsite Pro application), and buttons (click them once). The > symbol is simply a separator.

The text-based screen name is for those who are familiar with the text-based software, and accustomed to these shortcut keystrokes. For example, in the first step of Day End Procedures, (TR-B) is the screen name for the Order Entry Reports screen, the [B] Invoices report option.

The eNsite Pro Graphical path is for those who are using eNsite Pro, and use the mouse to double-click certain icons. For example, the first step of Day-End Procedures shows the eNsite Pro Graphical path as follows:

Reports Menu icon > Standard O/E Reports > [B]

This path indicates that in the Ensite Pro Master Menu, you should double-click the Reports Menu icon. Then in the Reports Menu, you should double-click the Standard O/E Reports. When the text-based terminal emulator window appears, you should press the [B] key on your keyboard.



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; the line 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 Roadmap: Select the set of procedures that apply to your business.

Depending on when you close your books for the year, some procedures in this Year-End Key Ops will not apply to you.

You only need to follow the procedures that apply to your situation. The best-recommended sequence of steps for each situation is listed for each Year-End road map on this page.

What month do you end your fiscal year, and close the year's books?

- December: follow the Fiscal Year-End in December road map.
- Any other month: follow the December Month-End Only road map in December, then follow the Fiscal Year-End road map at fiscal year-end.

Fiscal Year End in December Road Map

If the end of your company's financial year is in December, certain month-end procedures are needed before closing the year's books. You must also close payroll and print W-2s and 1099s in December:

1. Suspend procs: page 5
 2. Period-end backup: page 5
 3. Day-end procedures: page 6
 4. Auto-billing procedure: page 8
 5. General month-end procedures: page 10
- Note:** Save another backup before year-end steps in case restoration is needed.
6. Year-end procedures: page 14
 7. Close payroll: page 17
 8. Print W-2s: page 18
 9. Print 1099s: page 18
 10. Close General Ledger: page 19
 11. Reactivate procs: page 5

Note: Store the year-end audit trail tape.

December Month-End Only Road Map

Even if the end of your company's financial year is NOT in December, you will still close the month's business. You must also close payroll and print W2s and 1099s in December:

1. Suspend procs: page 5
 2. Period-end backup: page 5
- Note:** Save as month-end tape.
3. Day-end procedures: page 6
 4. Auto-billing procedure: page 8
 5. *Month-end only* procedures: page 9
 6. General month-end procedures: page 10
 7. Close payroll: page 17
 8. Print W-2s: page 18
 9. Print 1099s: page 18
 10. Reactivate procs: page 5

Fiscal Year-End Road Map

If the end of your company's financial year is in any month from January through November, only certain month-end procedures are needed before closing the year's books:

1. Suspend procs: page 5
 2. Period-end backup: page 5
 3. Day-end procedures: page 6
 4. Auto-billing procedure: page 8
 5. General month-end procedures: page 9
- Note:** Save another backup before year-end steps in case restoration is needed.
6. Year-end procedures: page 14
 7. Close General Ledger: page 19
 8. Reactivate procs: page 5

Note: Store the year-end audit trail tape.

Year-End Tips: Plan ahead for a smoother year-end.

- Back up your files!** Remember, when performing the backup procedure, *you must close TBL Server*. Store the backup tape in a secure location. For more information, see www.ddms.com/support/faq/utilities.htm.
- During general month-end procedures (see page 10) you rename your sales journals in the (MI) Sales Journal Month-End Procedure. DDMS uses the (LGA) Sales Journal Parameters screen when retrieving order history. When renaming journals, specify Y at the prompt, **Update (LGA) Journal Names When Copying or Renaming**. This will ensure that order history searches will include the renamed journals.
- When doing year-end, suspending your procs and performing day- and month-end procedures manually may be more convenient. See page 5.
- At year-end, do not perform the Month-End Only Procedures.* The year-end procedures are coded to do month-end steps as well. If you execute the Month-End Only steps, you must first restore your files from the backup tape made prior to day-end before you continue with the year-end steps.
Stop signs in the Month-End section on page 8 indicate that you must skip over steps that do not apply to you if you are also doing year-end procedures on the same day.
- If you are not closing G/L the same day you perform other year-end procedures, change your (LJ) release password. This *prevents your day-end procs from releasing batches for the new year into files that are not yet closed*. After closing G/L, change the password back. See pages 15 and 19.
- When the *Federal tax tables for payroll* are completed, we will notify you via email. They will be available to view or to download at www.ddms.com. However, the cost of keeping up with the tax rates for every state is prohibitive for DDMS. You are responsible for determining exactly how the tax laws affect your payroll, and research your own state taxes. Please consult your accountant and the IRS Web site at www.irs.gov.
- In Version 7, the graphical G/L application added the new GLD-MASTER drill-down file that must be renamed at year-end using the same convension as all other G/L journals, whether you use graphical or text G/L.* As the system continues to add each G/L batch release, it will keep the information separate for each year. See page 20.
- 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 2004 will continue to appear 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.

Dec 2004 Holiday Closures						
19	20	21	22	23	24 closed	25
26	27	28	29	30	31 closed	1

In addition to changing 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 2004 prompt, you must type Y. (The default is N.) Since this does the same thing as the (PD-1T) screen, *there is no need to do year-end functions in (PD-1T)*.

Suspending/Reactivating Procs

Suspending your procs and performing day- and month-end procedures manually may make the process of performing year-end procedures more convenient, rather than waiting for procs to finish.

Before you begin year-end procedures, follow these steps **to suspend your procs**:

1. **(Z-E7) or Keyop Menu icon > System Utilities icon > [E7]**.
2. In the Enter Action field, select [S] Suspend A Day/Date.
 - 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, follow these steps **to reactivate your procs**:

1. **(Z-E7) or 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 ShutDown and 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] [R]:** Perform a level R (reboot) shutdown from the server. Be sure all processes are idle before continuing (see page 2). The Level R shutdown will reboot the DDMS system, ensuring that all data in cache memory is written to the disk. Using this function also will prevent damage to your data files by clearing cache memory, closing files, and emptying buffers. The Level R shutdown is also used to properly take your system out of maintenance mode.
- (Z-E6) or Keyop Menu Icon > System Utilities icon > [E6][M]:** 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.)

If you need to restore files from a backup tape, see “File # 92: Restoring Backups under Windows 2000” at www.ddms.com.

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 tasks requires knowledge of backup and system maintenance.

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 **Checking a Program's Status** on page 2.)

Note: 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** on page 5.
- (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 step 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 step 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, limit to pay codes 0 through 9.

- (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, including 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. Be sure all processes are idle before continuing (see page 2).
- UNIX:** **Return your system to normal mode.** In the Keyop menu, type N. Multiple Starting Utility messages should appear. If not, 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. You may begin the next day's business unless you are continuing with other period-end procedures, including **Month-End, Year-End, and Payroll.**

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 completed **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.



*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 10.*



Month-End Only Procedures

This checklist describes month-end procedures in the (MK) 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 11.)

- (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 Vendor month-end function to clear the MTD Total.

Note: You can postpone Vendor Period End if you prefer to post and pay all checks first.

- (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/Machine dealer applications, 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. To ensure that order history searches will include the renamed journals, specify **Y** at the Update (LGA) Journal Names When Copying or Renaming prompt. Use a name for the sales journal that is unique and meaningful. (*Renaming is a dedicated function. ALL CLIENTS MUST BE AT THE MAIN MENU. See FAQs on Renaming and Merging Sales Journals on page 12.*) 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 sales journals into a yearly journal. See **FAQS on Renaming and Merging Sales Journals** on page 12.
- (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 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, which gives details of all A/P activity.
- (QR-C) or Reports Menu icon > Standard A/P Reports icon > [C]:** Purge and journalize completed A/P invoices, by specifying **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.
- (OR-B) or Reports Menu icon > Standard A/R Reports icon > [B]:** Run an aged A/R Trial Balance, spacing through the location field so it applies to all locations. It is not necessary to print this report. This function will ensure the finance charges in the next step are calculated correctly. It will also update the current 30, 60, and 90 fields in Customer History and the (PDA) President's A/R screen.

- (O) or Reports Menu icon > Custom A/R Reports icon:** Create finance charges by selecting the A/R Finance Charge Format. A location must be specified. *This step is 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 postpone creating finance charges until 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 an A/R Batch Report and release batches to G/L. You can tab through the batch field or limit the report to batch 9XX9, where XX represents the location (For example, if your G/L location is 4, limit to batch 9049). The report shows all finance charges created in the previous step, and prevents them from being mixed up with the next period's A/R batches. File the finance charges with your period-end reports.

Note: *Purging A/R (below) is a dedicated function.* You can purge A/R before or after printing statements. 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.

- (OR-D) or Reports Menu icon > Standard A/R Reports icon > [D]:** Purge A/R. 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.
- (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.
- (W-E) or Reports Menu icon > G/L Reports icon > [E]:** Build the Cost of Goods Sold (COGS) report. *This step is optional.* For more information, see **Can I Print COGS After Year-End?** on page 21.

- Win:** **(Graphical Users Only) Windows Desktop > eNsite Pro Utilities icon > 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. 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.
- (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 process are idle before continuing (see page 2).

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.

This completes the general month-end procedures. You may begin the next month's business unless you are continuing with other period-end procedures, including **Renaming A/P, A/R, and P/O Journals** (optional) or completing **Year-End and Payroll Procedures**.

FAQs on Renaming and Merging Sales Journals

When Do I Rename my Sales Journals?

Renaming your sales journals is part of your **General Month-End Procedures** on page 10. Before renaming your sales journals, you should have completed the following procedures: suspend procs, period-end backup, day-end, and auto-billing procedures.

Renaming Sales Journals is a dedicated function. **ALL CLIENTS MUST BE AT THE MAIN MENU.** If you see "File Operation Failed" during this procedure, re-check all terminals.

How Do I Choose a Naming Convention?

Each sales journal must begin with two unique characters, because the system renames several associated 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 (2005) 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.

5AJAN-S = Jan 2005	6AJAN-S = Jan 2006
5BFEB-S = Feb 2005	6BFEB-S = Feb 2006
5CMAR-S = Mar 2005	6CMAR-S = Mar 2006

For detailed instructions, see "File #84: Renaming Sales Journals" at www.ddms.com

Why Do These Errors Occur When I Rename Sales Journals?

When you rename the sales journals, one of the following two error messages may occur:

If "[File Name] already on file on unit [##] — Any Key to Continue" appears, the system is attempting to rename a file or subfile to one that already exists. However, overwriting an existing sales journal file is not allowed. You must use a different naming convention.

If "File Operation Aborted" appears, a process running in TBL Server is currently utilizing the files. Usually, this means someone has a terminal running Order Entry or another application. Renaming your sales journals is a semi-dedicated function. Everyone **MUST** be out of Order Entry before you rename your sales journals. However, going into maintenance mode or stopping TBL Utilities is not absolutely necessary for this particular procedure.

Can I Merge Sales Journals into a Single Year-to-Date File?

For day-to-day operations, we recommend using individual monthly sales journals, not a single year-to-date journal. As a year-to-date file grows, it can cause noticeable slowdowns in order entry history retrieval.

However, you can also keep a year-to-date file to make reporting easier. You can merge sales journals any time of the year or at year-end:

1. In eNsite Pro, 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, and the volume serial where it is to reside. For example, the 2004 file might be named Y4SALES-S.
5. At the Delete Original Files After Copy / Merge prompt, type **N** to save your monthly sales journals.
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.

FAQs on Renaming A/P, A/R, and P/O Journals

Should I Rename A/P, A/R, or P/O Journals?

Renaming JOUR-AP, JNL-AR, JNL-AR-SPC, or JOUR-PO is *not* a standard year-end step. However, it is frequently done after your fiscal year's final A/P, A/R, and P/O purges during **General Month-End Procedures** on pages 10-11.

To rename your A/P, A/R, and P/O journals:

1. **(LØ)** or **Keyop Menu icon > Parameters icon > [Ø] Global Master Parameters:** Note the A/R, A/P, and P/O volume serial labels.
2. **(Z)[F7]** or **Keyop Menu icon > System Utilities > [F] Disk Utilities > [7] Rename a File:**
3. At Enter Filename, type the original file name.
4. If the cursor does not automatically move to the Enter Unit # field, press TAB.
5. At Enter Unit#, type the unit number that corresponds to the volume serial for the journal you are renaming.
6. If the cursor does not automatically move to the Enter New Name field, press ENTER.
7. At Enter New Name, type the new name:
 - For JOUR-AP, we suggest 2004-AP.
 - For JNL-AR, we suggest JNL-04-AR; and for JNL-AR-SPC, we suggest JNL-04-SPC.
 - For JOUR-PO, we suggest 2004-PO.
8. If the new name has fewer than ten characters, press ENTER.
9. Repeat Steps 3-8 for the remaining A/P, A/R, and P/O journal files.
10. At the File Successfully Renamed prompt, press ESC twice to return to the Master Menu.

How Do I Access Renamed A/P, A/R, or P/O Journals?

To access the data from renamed journals while inquiring on A/P History, A/R History, and P/O History, you must list each renamed journal in its corresponding parameter screen:

1. Change the appropriate parameter screen:

(LC1) or **Keyop Menu icon > Parameters icon > [C] Vendor & A/P > [1] Journals [C]**

(LA4) or **Keyop Menu icon > Parameters icon > [A] Customer & A/R > [4] Jour [C]**

(LF2) or **Keyop Menu icon > Parameters icon > [F] Purchase Orders > [2] Jour [C]**

2. At Journal Name, type the new journal name. If you do not fill the field, press TAB.
3. At Volume Serial, enter the volume serial label that indicates where the journal resides.
4. To save your changes, press Enter until the cursor returns to the action code field. (If you press Esc, the system does not save your changes.)

When you add new journals to these parameter screens, the journal in the 1) field of the Journal Name column moves to the 2) field, and so on. If you add a thirteenth journal, the bottom journal name in the 12) field will be removed from the list.

Note If You Use Electronic Invoicing:

Depending on your (CP) Vendor Electronic Invoice parameters, the system may refer to the list of P/O journals in the (LF2) screen when it receives invoices via EDI from vendors. The (LF2) list applies only if you set the Match On P/O Nbr field in the (CP) Vendor Electronic Invoice Parameters screen to Y or N. If you set the Match On P/O Nbr field to O, the system will post invoices without matching them to the corresponding purchase order.

Year-End Procedures

These steps are essential to preserve your data and establish your company's financial status. Do not perform the steps in this section until you have **Suspended Procs** and completed a **Period-End Backup, Day-End, Auto-Billing, and General Month-End Procedures**.

Note: Payroll **must** be closed at the end of December. Even if your fiscal year ends in any other month, you must still perform the payroll year-end function (see page 17) in December. If you run 1099s, you must first perform the vendor year-end procedure in December (see page 15). In case you need to reprint 1099s, copy your V-AUX file before you execute the Vendor Period End. Even if you are not printing 1099s, you must Print W-2 Forms as you close Payroll, but 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 fiscal year's business until you perform these steps.

- Back up your system. For instructions, go to **Period-End Backup Procedures** on page 5.
- (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]:** *This step is optional.* But 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 will be incorrect.
- (EZ+P-Y) or Serialized icon > (+P) > [Y]:** If you are a Serialized/Machine 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-AUX2004 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 2004 prompt, type Y. (The default is N.) The system will change your Y to an M. This is not an error. Both M and Y will change your current business period for A/R, Order Entry and the President's screen. This step 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. This moves all of the figures in the YTD column in the Service Quality column to the Last Year column. This step 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.

This step 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. Subsequently, the YTD Hits fields reset to 1 in Customer History. This allows the average days to pay to calculate properly.

Note: Do not perform the next 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 year-end.

- (MK-Y) or Keyop Menu icon > Operational Procedures icon > (K)[Y]: Execute Vendor Period End** performs *the year-end function for Vendors* and 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.
- (MK-Y) or Keyop Menu icon > Operational Procedures icon > (K)[Y]: Execute Item Period End** performs the year-end function for Inventory. This performs the month-end function and moves 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. It also 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 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 JNL-04-AR, and JNL-AR-SPC to JNL-04-SPC. Rename JOUR-AP to 2004-AP, and JOUR-PO to 2004-PO. *This step is optional.* See **FAQs on Renaming A/P, A/R, and P/O Journals** on page 13.
 - Save hard copies of all year-end reports.

Note: *If you are not closing G/L today, see the notes for your situation under **Closing General Ledger** on page 19 regarding release of batches for the new year into files that are not yet closed.*

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 in December. For information on closing G/L, see **Closing General Ledger** on page 19. 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.

FAQs on Printing W-2s and 1099s

Should I Print Dot Matrix?

We recommend using a continuous, pin-fed, dot matrix printer due to the simplicity of the carbonless printing process.

Because the pressure of the dot matrix printer head makes duplicates on carbonless stock, you only need to print the W-2 and 1099 forms ONCE.

Commonly used carbonless form stock includes:

- Four-part W-2 form (such as TOP-2204)
- Six-part W-2 form (such as TOP-2206C)
- Five-part 1099-Misc. form (such as TOP-22995)

Should I Print Laser?

If you wish to print your W-2s and 1099s to a laser printer, you must adjust your (LH-N) parameters, and you may have to order different forms than you have in the past, and you may have different procedures.

Laser printer heads do not generate any pressure. As a result, laser printers do not allow carbonless printing. The preprinted forms available to use with laser printers requires an adjustment to your procedures because you must run the report MULTIPLE TIMES, then COLLATE the copies for each employee.

Commonly used laser form stock includes:

- Four-part W-2 form (such as TOP-22990)
- Six-part W-2 form (such as TOP-22991)
- Eight-part W-2 form (such as TOP-22992)
- Five-part 1099-Misc. form (such as TOP-22993).

How do I Set Up W-2 and 1099 Laser Printing Parameters?

Before your system can print the W-2 and/or 1099 forms to a laser printer, follow these steps:

1. **(LH-N) or Keyop Menu icon > Parameters icon > [H] Payroll/Salesperson:** At the DO YOU WISH SALESPERSON PROGRAM prompt, type N.

2. Select the [C] Change action code.
3. At G/L Location, enter a new location or press TAB to accept the default location.
4. Tab to the Laser Format W/2's field.
5. If you wish to print W-2 forms on a laser printer, type 2
6. If necessary, tab to the Laser Format 1099's field.
7. If you wish to print 1099 forms on a laser printer, type 2
8. Press ENTER to save your changes.
9. Press ESC two times to return to the Master Menu.

How Do I Set Up My Printer?

For dot matrix printing, set your printer to 10 characters per inch (CPI) before printing, and then return to the default setting afterward.

For laser printing, align the first form, set your printer to 60 lines per page before printing, and then return to the default setting afterward.

The instructions for setting CPI or lines per page vary widely among printer brands and models. For assistance, consult your printer's documentation or contact the manufacturer.

How Do I Print Names Correctly on W-2 Forms?

Before printing W-2 forms, check the employee names in the (H-N) Personnel Master screen (in graphical software, double-click the Personnel Menu icon, and double-click the Personnel icon). The (H) Personnel Master screen appears.

If you entered the last name first, followed by a comma (such as DOE, JOHN), you must enable the Swap Name parameter. To do so:

1. **(LH-N) or Keyop Menu icon > Parameters icon > [H] Payroll/Salesperson:** At the DO YOU WISH SALESPERSON PROGRAM prompt, type N.
2. The Swap Name parameter in the middle of the screen *must* be set to Y.

Closing Payroll

This is a checklist of the steps necessary to close Payroll. Payroll **must** be closed in December, even if your fiscal year ends in a different month. (Performing Payroll year-end procedures does not affect G/L.) Perform these steps *after* you complete the last payroll of 2004 and *before* the first payroll of 2005:

- (V-BP) or Personnel icon > Personnel Reports icon > [BP]:** Release the last of 2004 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. *This step is 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. *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 using the (V) Personnel/Payroll Reports screen. For preparatory tips, see **FAQs on Printing W-2s and 1099s** on page 16. For detailed instructions, see **Printing W-2 Tax Withholding Forms** on page 18.

Note: If you are using 1099s, you must first perform the year-end procedure for Vendors in December. Completing the Vendor Period End step of your Year-End Procedure is sufficient.

- (V-D) or Personnel icon > Personnel Reports icon > [D]:** Print 1099 forms (if needed) using the (V) Personnel/Payroll Reports screen. For preparatory tips, see **FAQs on Printing W-2s and 1099s** on page 16. For detailed instructions, see **Printing 1099 Contract Labor Tax Forms** on page 18.
- (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 PP04.
- (Z-C2) or Keyop Menu icon > System Utilities icon > [C2]:** Copy PP-HIST to the PP-HIST04 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.

Printing W-2 Tax Withholding Forms

See **FAQs on Printing W-2s and 1099s** on page 16. When you have acquired your desired form stock, set parameters if needed, and completed the first four steps of **Closing Payroll** on page 17, perform these steps:

Note: For laser printing, set your printer to 60 lines per page. For dot matrix printing, set your printer to 10 characters per inch. For instructions, consult your printer's documentation.

1. **(V) or Personnel icon > Personnel Reports icon .**
2. Select the [D] Print State & Fed Reports action code.
3. In the Type field, type **3**.
4. In the Alignment Form field, type **Y** so that you can verify that the W-2 forms are correctly aligned in your printer.
5. In the Dept, Group, Name, and # fields, you can specify a ranges to limit to (optional). Press Tab between these fields or press Enter to skip setting limits.
6. In the Printer field, enter your printer's logical name, or press Tab to accept the default.
7. 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 steps 1-7. Do not continue until the alignment is correct.

8. When the forms are aligned, repeat steps 1-7. However, in the Alignment Form field, type **N**.
9. The W-2 forms for all your employees print.
10. If you are printing on a laser printer, repeat the printing procedure for each copy that is required in your city and state. For example, if you are in Texas or another state that requires the four-part W-2 form, then you will repeat the printing procedures three more times.
11. Collate the forms for each employee, separating each page at the perforations.
12. Reset your printer to the default characters per inch or 66 lines per page according to your printer's documentation.
13. Continue with the remaining steps of **Closing Payroll** on page 17.

Printing 1099 Contract Labor Tax Forms

See **FAQs on Printing W-2s and 1099s** on page 16. When you have acquired your desired form stock, set parameters if needed, and completed the first five steps of **Closing Payroll** on page 17, perform these steps:

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.

Note: For laser printing, set your printer to 60 lines per page. For dot matrix printing, set your printer to 10 characters per inch. For instructions, consult your printer's documentation.

1. **(V-D) or 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.
4. In the Alignment Form field, type **Y** so that you can verify that the 1099 forms are correctly aligned in your printer.
5. **Press Enter to skip the Dept, Group, Name, and # fields, which do not apply to contract laborers.**
6. In the Printer field, enter your printer's logical name, or press Tab to accept the default.

7. 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 steps 1-7. Do not continue until the alignment is correct.

8. When the forms are aligned, repeat steps 1-7. However, in the Alignment Form field, type N.

9. The 1099 forms print.

10. Repeat the printing procedure for each copy that is required in your city and state. For example, if you are using the five-part 1099 form, then you will repeat the printing procedures four more times.

11. Collate the forms for each contract employee, separating each page at the perforations.

12. Reset your printer to the default characters per inch or 66 lines per page according to your printer's documentation.

13. Continue with the remaining steps of **Closing Payroll** on page 17.

Closing General Ledger

To close G/L for your current fiscal year, perform the steps below. Review the procedure as early as possible, so you can call DDMS ahead of time if you have questions. Post Cost of Goods for periods 1 - 11 before renaming files. See **FAQ: Can I Print COGS After Year-End?** on page 21.

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

- To prevent your day-end procs from releasing batches for the new year into files that are not yet closed, change your release password by following these steps: Go to the **(LJ) or Keyops Menu icon > Parameters icon > (J) General Ledger** parameters screen. Select the [C] Change action code. At G/L Location, accept the default location by pressing TAB, or specify a different location. Tab to the Passwords: Release field. Carefully write down the current password; you'll need to restore this password later. If there is no password, make a note of it; you must use a temporary password to stop the proc file. In the Passwords: Release field, type a new temporary password, specifying from one to four characters. Save your change by pressing ENTER. After closing G/L, change the password back (If there was no password originally, press the space bar until you completely erase your temporary password.).
- 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.
- 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.

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 closing G/L. You may do this in the **(J) Chart of Accounts Master screen or General Ledger icon > Chart of Accounts icon**. Alternatively, you may use the graphical Chart of Accounts Master window.
- **Complete all postings for periods 0 - 11.** (You can still post to periods 12 and 13 after closing G/L for the previous year.) You may post to G/L in **(K-P) or General Ledger icon > G/L Posting icon** or in the graphical G/L Posting window.

- (W-A) or Reports icon > G/L Reports > [A]:** Print the G/L Batch report to 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**. Alternatively, you can use the graphical Chart of Accounts Master window. Select View > Special Functions from the menu bar to open the Chart of Accounts Special window; then you can use the Reset Summaries action.

Note: Only perform the next 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.

- (+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. Alternatively, you can use the graphical Chart of Accounts Master window, where a checkmark beside Carry Forward indicates that the account will carry forward. (Ask your CPA or accountant for clarification of account numbers.)
- Be sure you have a reliable backup tape with the files CHARTFILE, GL-MASTER, GLD-MASTER, and BUDGETFILE. Your day-end or month-end backup is sufficient.
- (Z-C2) or Keyop Menu icon > System Utilities icon > [C2]:** Copy the CHARTFILE and BUDGETFILE for the fiscal year you are closing to filenames such as Ø4CHART and Ø4BUDGET. (Note: Your company's specific naming conventions may differ; check your (LJ1) G/L Archive Parameters screen.) When copying from and to these files, specify the G/L volume serial as it is listed in the (LØ) Global Master Parameters screen. **Do not copy GL-MASTER in this step.**
- (J-Y):** In the text-based (J) Chart of Accounts Master screen, 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 04GL, 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.
- (Z-F7) or Keyop Menu icon > System Utilities icon > [F7]:** **Rename the GLD-MASTER** for the fiscal year you are closing to filenames such as Ø4GLD, using the same pattern you used when you renamed GL-MASTER. When copying from and to these files, specify the G/L volume serial as it is listed in the (LØ) Global Master Parameters screen.
- (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 2004, you would enter 04 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 to Period ØØ of the new fiscal year. Alternatively, you may use the graphical G/L Posting window. For instructions, see **FAQ: Posting Retained Earnings** on page 24.

Note: To use the graphical Trial Balance Reports and Financial Reports applications in the following optional steps, you must first set up G/L categories and subcategories in the graphical Chart of Accounts. To learn how to use graphical G/L and Chart of Accounts

windows and set up categories, see your online help or “Graphical G/L Fundamentals” on www.ddms.com.

- (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. Alternatively, you can use the graphical Trial Balance Reports window. *This step is optional.*
- (W-C) or General Ledger icon > G/L Reports icon > [C]:** Print financial statements. Alternatively, you can use the graphical Financial Reports window; however, you must first set up G/L Categories and Subcategories. *This step is optional.*
- (LJ) or Keyops Menu icon > Parameters icon > (J) General Ledger :** If you temporarily changed your G/L Release password (because closing G/L was not part of your year-end procedures), make sure it is reset to the original password, so that you or your proc files can release the new year’s batches.

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

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, 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 Shutdown and Backup Procedures** on page 5.
- (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. The report does not print, so verify the process is complete (see **Checking a Program’s Status** on page 2).
- (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.

FAQ: What is Period 13?

Period 13 was designed for postings that do not affect period 12 entries.

For example, the depreciation schedule for items such as vehicles or furniture allows you to devalue a certain amount each month. At the end of the year, your accountant may advise you to update the depreciation amount to reflect a new depreciation schedule.

After you have closed G/L, you can post entries to period 13 through the (K) General Ledger Posting screen or the graphical G/L Posting application.

FAQ: Can I Print COGS After Year-End?

Yes. Since you can post cost of goods sold (COGS) to period 12 and 13 of the previous fiscal year after closing G/L, you can take a week or two after year-end to complete your COGS postings, and then print the report. In the (WE) Cost of Goods Sold Report, you can specify both the Period and the applicable sales journal (JOUR-S or your renamed journal archive 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, we recommend 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. *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) 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 (UOM) 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, and 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. The report does not print, so verify the processes are complete (see **Checking a Program's Status** on page 2).
- (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.
- (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.

Win:

- 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.

UNIX:

This completes your Inventory Counts procedure. You can resume Order Entry procedures.



Happy Holidays from Everyone at ECI!

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FAQ: Why Do President's Screens Look Wrong at Year-End?

As part of your year-end procedures, you change the business period and fiscal year. When you do this, the President's Screens will show last year's figures until you actually begin business for the new fiscal year.

- The (PDA) President's A/R Screen, which summarizes accounts receivable, will show last year's figures in the YTD fields until you post to A/R for the new fiscal year. To show data for the new fiscal year, complete your first posting in the (B) Accounts Receivable Posting screen, or create your first invoice in order entry.
- The (PDC) President Sales Totals screen will show last year's figures in the YTD fields until sales are posted for the new fiscal year. After you complete your first business day of the new fiscal year, perform an (MA) as part of your day-end procedures. This will flush the completed pick records to the sales journal, which populates the (PDC) screen's sales figures.

FAQ: Posting Retained Earnings

Retained earnings (net profit or loss) are generally the first entry made once General Ledger is closed. (However, they can be posted at any time after closing G/L.)

Make sure that your parameters allow you to post this kind of entry before posting retained earnings. Go to **(LJ) or Keyops Menu icon > Parameters icon > (J) General Ledger** parameters screen, and check the parameter Do Not Release Out of Balance Batches. Make sure this parameter is blank or set to N. For detailed instructions, see "File #114: Posting Retained Earnings" on www.ddms.com

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.