Fiscal Y Year-End 2007

New in 2007, look for "roadsigns" on each page of steps to help guide you along your company's Year-End Roadmap (on page 3). This special edition is ***Fiscal Y Year-End***. The month your company's financial year ends (January through November), complete the following procedures before opening a new year's books:

We also added Web storefront maintenance steps for ecInteractive™ and is.D-Force® 2.

If you print W-2s, be advised that the U.S. Internal Revenue Service moved the position of the social security number. This requires new W-2 formats, which are available in Ensite Pro 8.13 or higher, or via download from www.ddms.com.

Also in Ensite Pro 8.13, the new Close G/L Period feature lets you reopen prior year periods to batch postings, and re-close those periods. For details, see your online help.

Note that last year, the General Ledger Chart of Accounts year-end function was enhanced to rename the GLD-Master file automatically based on the convention you specified for GL-Master. If you have installed Ensite Pro 8.11.20 or higher, you can skip the (ZF7) step on page 15.

For your personal reference, we are including a worksheet for you to review your naming conventions for the journals you rename throughout month-end, year-end, payroll, and general ledger procedures (see page 18).

Throughtout this issue, you will find timely answers on: interpreting DDMS® interface conventions, printing W-2 and 1099 tax forms, opening a new General Ledger, posting to period 13, and printing cost of goods sold (COGS).

Where to Begin?

Read Key Ops early, and note the steps you must do.

- Pick a **Year-End Roadmap** on page 3, read all required procedures, and be sure you understand all your steps.
- Read **Year-End Tips** on page 4 and plan accordingly.
- If you have contractors and/or employees in the United States, you must **Print 1099s and W-2s in December**. See the *Year-End KeyOps Special Edition for Tax Month 12*.
- Attend a free virtual class on year-end procedures. For the schedule, see www.ddms.com/training/free.
- 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.

Key Ops

Dec 2007
Year End Edition
— Vol. 19, No. 1—
The Newsletter for Key Operators of Ensite Pro™

Fiscal Y

In this issue:

Color Code / Interface Conventions

We recommend marking checkboxes for steps you need to do as you prepare for year-end:

- ☐ Pencil in questions to ask your Support Team.
- ☐ Highlight one color for steps you must do.
- ☐ Highlight another color for steps you will postpone, but need to return to later.
- ☐ ~~Cross out~~ steps you do not have to do.
- ☑ Checkmark steps after you execute them.

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

Text-based Keystrokes — Ensite Pro Graphical Path

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

DDMS has three key interface conventions:

- 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.
- Brackets [] refer to an action code or report selection. For example, when in the (TR) Standard O/E Reports screen, 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.*

Pay particular attention to key points in red.

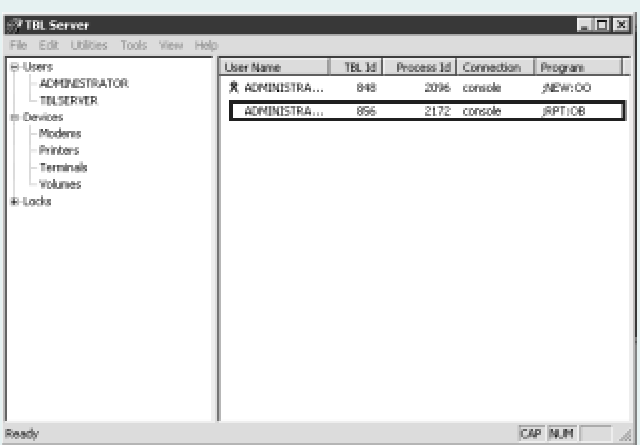
Our conventions for the Ensite Pro graphical path assume an understanding of how to use icons (double-click them), menus (select menu headers such as File, View, and Help from the menu bar of the Ensite Pro application), and buttons (click them once). The > symbol is simply a separator.

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

It is crucial for the DDMS Ensite Pro™ system to be idle before you begin certain dedicated processes. 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 system; the line may show which screens they are using. This highlighted line, shown in the figure at left, is an active program. When a line disappears, the process is complete. When you only see lines with blue ribbons, the system is idle.

Year-End Roadmap: Select the set of procedures that apply to your business.

Depending on when you start your company's financial 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?

- **December:** follow the Calendar Year-End in December road map.
- Any other month **January through November**: In December, follow the Month-End Only roadmap to close the month, close Payroll for the year, and print tax forms.
  Then at fiscal year-end, follow the Fiscal Year-End road map.

Calendar Year End in December Road Map

Calendar 12

If the end of your company's financial year is in December, certain period-end procedures are needed before opening a new year's books. You must also close payroll and print tax forms in December:

1. Suspend Web Storefront and Procs
2. ShutDown and Backup Your Data
3. Day-End
4. ShutDown and Backup Your Data

   Note: Save as month-end tape.
5. General Month-End
6. Year-End
7. Print 1099s
8. Close Payroll, Print W-2s
9. Open General Ledger for New Year
10. Reactivate Procs
11. ShutDown and Backup Your Data

    Note: Store the year-end audit trail tape.

Month-End Only in December Road Map

Tax Month 12

Even if your company's financial year does NOT end in December, you must still close the month's business. You must also close payroll and print tax forms in December:

1. Suspend Web Storefront and Procs
2. ShutDown and Backup Your Data
3. Day-End
4. ShutDown and Backup Your Data

   Note: Save as month-end tape.
5. *Month-end only in December*
6. Print 1099s
7. General Month-End
8. Close Payroll, Print W-2s
9. Reactivate Procs
10. (Optional) ShutDown and Backup

    Note: Store the Payroll audit trail tape.

Fiscal Year-End Road Map

Fiscal Y

The month your company's financial year ends, complete the following procedures before opening a new year's books:

1. Suspend Web Storefront and Procs: page 5
2. ShutDown and BackupYour Data: page 5
3. Day-End: page 6
4. ShutDown and Backup Your Data: page 5

   Note: Save as month-end tape.
5. General Month-End: page 8
6. Year-End: page 11
7. Open General Ledger for New Year : page 14
8. Reactivate Procs: page 5
9. ShutDown and Backup Your Data: page 5
   Note: Store the year-end audit trail tape.

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

1. ***Set your (LM1) Period End Procedures Parameters screen*** so that the Month # for Year End Action field for each database indicates the month number (Ø1-12) you wish to do year-end. This will make the (MK) screen default to Y for year-end procedure when the system month matches the month you set in the (LM1) screen. ***If you must print 1099s for contractors in December, set the Vendor month # to 12.*** See page 12.
2. **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.
3. Order History uses the (LGA) Sales Journal Parameters screen. During general month-end procedures (see page 11) you rename your sales journals in the (MI) Sales Journal Month-End Procedure. When renaming journals, specify **Y** at the prompt, **Update (LGA) Journal Names When Copying or Renaming**. This will include the renamed journals in order history searches.
4. At year-end, suspend procs and perform day- and month-end procedures manually. It may be more convenient than waiting for procs to finish. See page 5.
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 Month-End Only steps (*n/a in this version*), you must first restore your files from the backup tape made prior to day-end before you continue with the Year-End steps.
6. 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 page 17.
8. The GLD-MASTER drill-down file must be renamed at year-end using the same convention as all other G/L journals, whether you use graphical or text G/L. See page 18.
9. 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 **2007** 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.

   Besides 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 **2007** 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).***

2007-2008 Holiday Closures

S	M	T	W	T	F	S
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Dec. 24-25: Closed to Observe Christmas
Jan. 1: Closed to Observe New Year's Day

Suspending/Reactivating Your Web Storefront and 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.

- ☐ **Switch your Dealer Station®, ecInteractive™, is.D-force® is.D-force 2® site to Offline for Maintenance** in your site's Administrative Control Panel. Allow plenty of time for year-end procedures between the times you specify to automatically turn your site off and on.

  In Dealer Station/D-Force, your server is in the Eastern time zone; click **Automatic** to schedule maintenance on a 24-hour clock (for example, 16:30 means 4:30 pm); click **Update**.

  In ecInteractive/D-Force 2, go to **Global Settings** for **Site Maintenance**, and set your **Time Zone** and **Scheduled Maintenance** boxes for **Time Off/Time On**; click **Update**.

  Before continuing with ShutDown procedures, allow 15 minutes or check the number of users logged in.

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

- ☐ **(Z-E7) or Keyop Menu icon > System Utilities icon > [E7].** 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:**

- ☐ **(Z-E7) or Keyop Menu icon > System Utilities icon > [E7].** In the Enter Action window, select [D] Delete Event. At the Enter Number of Desired Event prompt, to delete the suspension, enter its number.

ShutDown and Backup Your Data

Backing up your data is a critical part of every period-end, from day-end to year-end. (This should be done by or under the direction of the system operator.) To preserve your data, follow these steps:

- ☐ **(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.
- ☐ ***Close TBLServer.***
- ☐ Back up your system's data.
- ☐ After the backup is complete, restart TBLServer.

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. Day-end procedures also serve as the initial steps of the month-end and/or year-end procedures.

Note: 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.

- ☐ **Check Program Status** (see page 2)**.** All period ending procedures are **dedicated functions**. Before beginning, check TBLServer.
- ☐ **Suspend the Web Storefront and Procs** (see page 5)**,** if you have not done so already.
- ☐ **ShutDown and Backup Your Data** (see page 5) if you have not done so already.
- ☐ **(TR-P) or Reports Menu icon > Standard O/E Reports icon > [P]:** This function moves batches of pre-pay credit card orders to invoice status, while automatically transmitting credit card verifications for final payment. While this step can be done any time during the day, it must be done before printing and releasing A/R batches.
- ☐ **(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.
- ☐ **(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. Verify the (MA) process is complete before continuing.
- ☐ **(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. .

- ☐ **Check TBLServer** (see page 2) to verify that *all processes are idle before continuing*.
- ☐ ***(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 shutting down.*
- ☐ **(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.) **Check TBLServer** (see page 2) again to verify this process is complete, 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**.

continued on page 8

General Month-End

This checklist includes the steps to perform general month-end procedures. *Do not perform the steps in this section until you have completed **Day-End Procedures**.*

Note: If you use auto-billing, perform the next three steps in the order listed to include auto-bill charges in the current month's statements.

- ☐ **(G-A) or Order Entry icon:** Using the Auto Bill action code, create auto-bill invoices if you have not already done so. Nothing appears on screen, because all processing occurs in the background. 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.
- ☐ ***ShutDown and Backup Your Data** if you haven't yet, to save as the month-end tape (see page 5).*
- ☐ **(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 9.*) 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 11.
- ☐ **(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, and you *must* print this report now. 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

FAQs on Renaming and Merging Sales Journals

When Do I Rename my Sales Journals?

Renaming your sales journals in (MI-R) is part of your **General Month-End Procedures** on page 11. 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 (**2007**) 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.

7AJAN-S = Jan 2007	**8AJAN-S** = Jan 2008
7BFEB-S = Feb 2007	**8BFEB-S** = Feb 2008
7CMAR-S = Mar 2007	**8CMAR-S** = Mar 2008

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 **2007** file might be named **Y7SALES-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.

Accounts Payable, 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.

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 17.
- ☐ **(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 data 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. Do this at least monthly.

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 **Year-End** and **Payroll**.

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,** and **General Month-End Procedures**.

Note: If you have contract laborers, you must print 1099s in December, before executing vendor year-end on page 13. See the *Year-End KeyOps Special Edition for Tax Month 12*.

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.

- ☐ ***ShutDown and Backup Your Data*** *(see 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.
- ☐ **(LM1) or Keyop Menu icon > Parameters icon > Text-based > [M1].** For each database, set the Month # for Year End Action field to the month number (Ø1-12) when you do year-end. When the system month matches the month set in in this field, the (MK) screen defaults to Y. ***If you must print 1099s for contractors in December, set the Vendor Month # to 12.***
- ☐ **(Z-C2) or Keyop Menu icon > System Utilities icon > [C2]:** Copy the V-AUX file to the **V-AUX2ØØ7** file before you execute Vendor Period End in case you need to reprint 1099s.
- ☐ **(V-D) or Personnel icon > Personnel Reports icon > [D]:** *If you have contract laborers,* print 1099 forms using the (V) Personnel/Payroll Reports screen. For preparatory tips, see the *Year-End KeyOps Special Edition for Tax Month 12*.
- ☐ **(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 **2007** 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 finance charges

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

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

Renaming your Accounts Payable, Accounts Receivable, and Purchase Order journals in (Z-F7) is a mandatory year-end step. It must be done after the year's final A/P, A/R, and P/O purges during **General Month-End Procedures** on pages 8-10. You must use certain naming conventions, and include files for special lines, acknowledgements, invoices, and indexing, as specified below:

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 **2ØØ7**-AP**.**

   For JNL-AR, we suggest JNL-**Ø7**-AR;
   for JNL-AR-SPC, we suggest JNL-**Ø7**-SPC;
   for JNL-AR-POI, we suggest JNL-**Ø7**-POI.

   For JOUR-PO, we suggest **2ØØ7**-PO;
   for JOUR-P-SPC, we suggest **2ØØ7**-P-SPC;
   for JOUR-P-ACK, we suggest **2ØØ7**-P-ACK;
   for JOUR-P-IND, we suggest **2ØØ7**-P-IND.
8. If the new name has fewer than ten characters, press ENTER.

Note: If a file listed above does not exist on your system, you do not need to rename it. Your dealership may not use those particular features, depending on how your parameters are set up and how you purge A/P, A/R, and P/O data.

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.

   In **(LC1), add 2ØØ7**-AP.
   In **(LA4), add** JNL-**Ø7**-AR.
   In **(LF2), add 2ØØ7**-PO.
3. At Volume Serial, enter the volume serial label that indicates where the journal resides, and press TAB.
4. *Repeat steps 2-3 as needed to ensure all previous-year journals are listed in sequence.*
5. 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.)

History screens will display journalized items in the order the journals are listed in LC1, LA4, and LF2.

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.

for all customers to zero. Unless the current system month is 12 (December), this field is blank. If you use customer budgets, answer Y at the prompt to reset customer budgets. All the finance charges applied to the current year move to the previous year.

- ☐ **(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 it is December and you are printing 1099s today, do this step **after** you have printed 1099s. If you are NOT printing 1099s today, 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 Vendor year-end function*** and moves the YTD Total in the Vendor database to Last Year Total. Your (LM1) parameters may set this to Y or M by default. The Vendor Month-end function clears the MTD Total. If you're not printing 1099s today, space through the [Y] action code to skip this for now. If you do not have any contractors, you can do the Vendor Year-End function at the end of your fiscal year.

- ☐ **(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.

- ☐ **(Z-F7) or Keyop Menu icon > System Utilities > [F7]:** Rename your Accounts Payable, Accounts Receivable, and Purchase Order journals. Certain naming conventions are required. Include files for special lines, acknowledgements, invoices, and indexing, Also, list the journals in your **(LC1), (LA4)** , and **(LF2)** Parameters. See **FAQs on Renaming A/P, A/R, and P/O Journals** on page 12.

- ☐ Save hard copies of all year-end reports.

Note: *If you are not closing G/L today*, see the notes for your situation under **Opening General Ledger for the New Year** on page 14 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 at the end of December (See the *Year-End KeyOps Special Edition for Tax Month 12*). For information on closing G/L, see **Opening General Ledger for the New Year** on page 14. 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.

Opening General Ledger for the New Year

To open G/L for the new fiscal year, perform the steps below. Review the procedure as early as possible, so you can call your ECI² support team 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 17.

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:

- First add any new G/L account numbers to the Chart of Accounts. 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. (See **FAQ: What is Period 13?** on page 17) 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.

Note: If you have loaded Ensite Pro 8.13, the new Close G/L Period feature lets you reopen any lastyear G/L periods to batch postings, and re-close those periods. For details, see your online help.

- ☐ **(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 **Ø7CHART** and **Ø7BUDGET**. (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) or TBL Server > TBL Client > [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 **Ø7-GL**, using the same pattern you used when you copied 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. This step also provides the naming convention to automatically rename GLD-MASTER and GL-SPEC to **Ø7-GLD** and **Ø7-GL-SPEC** for servers running Ensite Pro 8.11.20 and higher.
- ☐ **(Z-F7) or Keyop Menu icon > System Utilities icon > [F7]**: If you have not loaded Ensite Pro 8.11.20 and higher, you must manually rename the GLD-MASTER for the fiscal year you are closing.

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Specify the filename Ø7-GLD, 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 **2007**, you would enter **Ø7** in the Fiscal Year field. Then, enter the renamed files for CHARTFILE, BUDGETFILE, GL-MASTER and GLD-MASTER, 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: How Do I Post Retained Earnings?** on page 17.

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.

☐ ***ShutDown and Backup Your Data*** *to save the year-end audit tape (see page 5).*

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

Note: If you have trouble viewing history, run Data Dictionary on the files you have renamed.

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).

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: How Do I Post 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.

Happy New Year from Everyone at ECI²!

Key Ops

The Newsletter for Key Operators of Ensite Pro™ Systems

eCommerce Industries, Inc.
4400 Alliance Gateway Frwy., Suite 154
Fort Worth, TX 76177

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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.

WORKSHEET: My Renamed Journals

Ensite Pro™ History applications display journalized data from files specified in your journal parameter screens. To display data properly, your journals require a certain naming convention.

The table below summarizes the journal renaming schedule and recommended naming conventions. It also shows which screen is used to rename each journal, and if necessary, what parameter screen should be updated with the new journal name.

You may note the volume or unit where each file resides here. If you vary from the recommended naming convention, please note your filename.

Procedure	Screen	Filename From	Filename To	Vol/Un	List
Month-End or Optional Purges	(MIR)	JOUR-S	7LDEC-S		(LGA)
	(SRP)	PO-MASTER	JOUR-PO		(LF2)
	(ORD)	AR-MASTER	JNL-AR		(LA4)
	(QRC)	AP-MASTER	JOUR-AP		(LC1)
Calendar Year-End	(ZC2)	V-AUX	V-AUX2ØØ7		n/a
	(ZC2)	PP-HIST	PP-HISTØ7		n/a
	(ZF7)	PP-YEAR	PPØ7		n/a
Year-End	(ZF7)	JNL-AR	JNL-Ø7-AR		(LA4)
	(ZF7)	JNL-AR-POI	JNL-Ø7-POI		n/a
	(ZF7)	JNL-AR-SPC	JNL-Ø7-SPC		n/a
	(ZF7)	JOUR-AP	2ØØ7-AP		(LC1)
	(ZF7)	JOUR-PO	2ØØ7-PO		(LF2)
	(ZF7)	JOUR-P-IND	2ØØ7-P-IND		n/a
	(ZF7)	JOUR-P-ACK	2ØØ7-P-ACK		n/a
	(ZF7)	JOUR-P-SPC	2ØØ7-P-SPC		n/a
General Ledger Year-End	(J-Y)	GL-MASTER	Ø7-GL		(LJ1)
	(J-Y)	GLD-MASTER	Ø7-GLD		(LJ1)
	(ZC2)	CHARTFILE	Ø7CHART		(LJ1)
	(ZF7)	BUDGETFILE	Ø7BUDGET		(LJ1)