

ASP Year-End 2008

This special edition is intended for ASP dealers. It replaces standard steps with ASP steps, and includes all the 2008 updates:

Throughout 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).

Each step shows both the text-based keystrokes and the alternative DDMS® graphical path help you navigate:

Text-based Keystrokes Ensite Pro Graphical Path

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

Where to Begin?

- Pick a route from the **Year-End Roadmap**, and make sure you read and understand all required steps.
- Read **Year-End Tips** on page 3 and plan accordingly.
- If you have contractors and/or employees in the United States, read **FAQs on Preparing to Print 1099s and W-2s in December** on page 12 and plan accordingly.
- Set a date on the **Year-End Backup and Day-End Schedule** on page 4 and call Support if necessary.
- 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.

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 Ensight Pro™, select Contents from the Help menu.

Key Ops

ASP Edition
2008 Year End
The Newsletter for
ASP Key Operators
of Ensight Pro™

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

Due to the uniqueness of every business, many year-end steps require your judgment and decision-making. Since year-end cannot be automated, You must perform the procedures yourself.

Which Roadmap Applies to Me?

Depending on when you close your books for the year, some procedures 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 & Payroll 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. Ask Support to back up your files and to perform day-end procedures: page 4
2. Auto-billing procedure (optional): page 5
3. General month-end procedures: page 6
4. Year-end procedures: page 10
5. Close payroll: page 13
6. Print W-2s: page 14
7. Print 1099s: page 14
8. Close General Ledger: page 15

What if My Fiscal Year Doesn't End in December?

If your fiscal year-end does not coincide with the calendar year-end, **NOTIFY SUPPORT NOW** so we can run your normal month-end procedures.

(We do not run normal month-end procedures for customers who are closing their books, because year-end procedures duplicate the related month-end functions.)

Even if you do not close your fiscal year at the end of December, you must still close payroll, as noted below.

December Month-End & Payroll 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. Ask Support to back up your files and to perform day-end procedures: page 4
2. Auto-billing procedure (optional): page 5
3. General month-end procedures: page 6
4. Close payroll: page 13
5. Print W-2s: page 14
6. Print 1099s: page 14

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. Ask Support to back up your files and to perform day-end procedures: page 4
2. Auto-billing procedure (optional): page 5
3. General month-end procedures: page 6
4. Year-end procedures: page 10

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

1. When scheduling your year-end, remember the times ASP service is available. The times shown are local, since your ASP server is set to your time zone. Most ASP users may perform year-end procedures during the following times:
 - Weekends: Saturday 3:45 am — Monday 2:45 am
 - Weekday mornings: 3:45 am — 6:30 am
 - Weekday evenings: 5:30 pm — 8 pm
 - For more information, go to www.ddms.com/support/asp/servertimes.htm.

See ASP Year-End Backup Scheduling on page 4
2. Month-end (MK) procedures are executed from 8 to 12 pm on the last day of the month. Month-end procedures are not run for the last month of your fiscal year; you do the year-end steps, including General Month-End, instead.
3. **Back up your files!** Remember that we back up your system at 9 pm. If you start your year-end first thing in the morning, you already have a backup from the night before. If you start your year-end later in the day, however, call Support for a backup at least 24 hours before you begin.
4. **Set your (LM1) Period End Procedures Parameters screen** so that the Month # for Year End Action field for each database indicates the month number (01-12) 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.**
5. During general month-end procedures (see page 5) you rename your sales journals to 1208-S 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.
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 pages 11 and 15.
7. The U.S. Internal Revenue Service has **not yet** published Circular E, with new payroll tax withholding amounts applicable for wages paid in 2009. After closing 2008 payroll and printing W-2s, and before posting your first payroll for 2009, you must update your (L4) Federal Payroll Tables screen to reflect these tax changes. Make certain your (L4) parameter screen matches what is shown in FAQ file # 2: "Setting (L4) Federal Payroll Tables for 2009", which we will announce via email and post on www.ddms.com.
You are responsible for determining how the tax laws affect your payroll, and research your own state taxes. The cost of keeping up with the tax rates for every state is prohibitive for ECI. Please consult your accountant and the IRS Web site at www.irs.gov.
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 16.
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 2008 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.
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 2008 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)**.

ASP Year-End Backup and Day-End Schedule: Call to Schedule If Needed

Do I Need to Schedule a Backup and Day-End?

As you may know, we automatically backup your data at 9:00 PM your local time, and perform day-end at 10:00 PM.

You may need to call us to schedule your backup and day-end procedure. It depends on when you do year-end and whether you do business on a day when ECI is closed for the holidays. As shown on the calendar below, ECI closes to observe the holidays Dec. 25-26 and Jan. 1.

In the calendar below, find the date when you plan to do year-end and follow the directions for that day of the week:

How Do I Schedule My Year-End Procedures?

If (according to the calendar below) you must schedule your backup/day-end, please note:

- Call ECI DDMS Technical Support at 800-366-4778. Give us 24-72 hours advance notice before you plan to begin your year-end procedures. Calling during the holiday week-end may be billable unless you subscribe to 24/7 services.
- Make sure everyone is off the system BEFORE the requested backup is due to start.
- The backup and day-end take 30-60 minutes.
- You may begin year-end procedures once you receive the day-end log report.

<i>Dec 2008 - Jan 2009 ASP Backup & DayEnd Calendar</i>						
Sun	Mon	Tues	Wed		Fri	Sat
14 <i>ECi is closed</i>	15	16	17	18	19	20 <i>ECi is closed</i>
21 <i>ECi is closed</i>	22	23	24	25 <i>ECi is closed</i>	26 <i>ECi is closed</i>	27 <i>ECi is closed</i>
28 <i>ECi is closed</i>	29	30	31	1 <i>ECi is closed</i>	2	3 <i>Saturday Support 9a - 4p CST</i>

Weekday: If you want to run year-end BEFORE beginning the day's business, you do not need to call Support. Your backup and day-end will run automatically the night before, so you may run year-end at any time before the start of business.

If you want to run year-end AFTER doing business, **call Support at least 24 hours in advance** of when you need to backup and day-end.

Weekend/Holiday: (ECi closed)

If you do NOT do business over the weekend, you do not need to call support. You can run year-end any time after the weekday's automatic day-end.

If you DO business over the weekend, **call by noon Thursday to schedule** your backup and day-end procedures.

Suspending/Reactivating Your Web Storefront

You can set up your Dealer Station® or is.D-Force® site to be offline for maintenance during the time you plan to perform your period-end procedures, and to turn back on automatically. This will avoid losing potential orders during your procedures.

- Switch your site to Offline for Maintenance:** Log into your site's Administrative Control Panel. To avoid rushing users, click **Automatic** to schedule maintenance on a 24-hour clock (for example, 16:30 means 4:30 pm). Your server is in the Eastern time zone. Allow plenty of time for your procedures between the times you specify to Automatically Turn Your Site Off and Automatically Turn Site Back On. Click **Update Site Status**.
- After your site has automatically turned off, allow 15 minutes or check the number of users logged in before beginning period-end procedures.

For more detailed instructions (plus information about customizing your Site Text while offline), see the *Dealer Station Admin Manual* or *Setting Up is.D-Force Admin Pages* at www.ddms.com/support/doc/dealerstationdoc.htm#admin.

Auto-Billing Procedures (Optional)

Do not perform the steps in this section until Day-End Procedures are complete.

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.

General Month-End Procedures

Do not perform the steps in this section until Day-End Procedures and (optional) Auto-billing Procedures are complete.

Normally, we perform your month-end (MK) procedure on the last day of the month. However, at year-end we don't because your year-end procedures replace month-end. Complete the general month-end procedures described below as part of your year-end procedures.

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.

- (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. Use the MMY-S format. For example, at the end of December, you would rename the journal to **1208-S**. To ensure that order history searches will include the renamed journals, specify **Y** at the Update (LGA) Journal Names When Copying or Renaming prompt. (*Renaming is a dedicated function. ALL CLIENTS MUST BE AT THE MAIN MENU. See FAQs on Renaming and Merging Sales Journals on page 8.*) The next time the (MA) Daily Backup Procedure is executed, 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 when the copy is complete.

- (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.
- (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.
- (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.
- 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. *This step is optional.* 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.

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**.

Note: If the month-end is also your fiscal year-end, go to **Year-End Procedures** after finishing the General Month-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.

FAQs on Renaming and Merging Sales Journals

How Does ASP Maintain My Monthly Sales Journals?

At the end of each month (normally January through November), we save the month's sales in a journal file during automated month-end procedures.

When you perform year-end procedures (usually in December), one of your tasks is to create the last sales journal as part of the **General Month-End Procedures** on page 6.

If you inform us that your fiscal year ends in another month, we will adjust your month-end schedule accordingly.

After year-end, in addition to keeping a separate journal for each month, we merge each month's sales journal into a single year-to-date journal. You do not have to take any action to create the YTD file.

Where are Sales Journals Stored?

All sales journals for the current year are stored on the unit L1.

After year-end, the monthly journals for **2008 (0108-S through 1208-S)** will be moved to unit HI. Unit HI will also house a single file called **Y8-SALES**, which contains all of your **2008** sales history.

Your current year's monthly and yearly journals will always be kept on unit L1, and all of the older journals will be on unit HI.

When Do I Rename my Sales Journals?

Renaming your sales journals is part of your **General Month-End Procedures** on page 6. Before renaming your sales journals, the following procedures should be complete: backup, day-end, and (optional) 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.

What's the DDMS ASP Sales Journal Naming Convention?

We have selected a sales journal naming convention for ASP customers to comply with DDMS system constraints. Each sales journal must begin with two unique characters, because the system renames several associated files, as part of the renaming procedure.

We use the following pattern to rename monthly sales journals: MMYYS, where:

- "MM" represents the month, such as "01"
- "YY" represents the year, such as "08"
- "-S" identifies the file as a sales journal.

At the end of **January 2008**, for example, we created a journal called **0108-S**. At the end of February, we made **0208-S**, and so forth.

When you rename JOUR-S in December, you should specify 1208-S as the new journal name.

How Do I Use Monthly and YTD Sales Journals?

Individual monthly sales journals are used for day-to-day operations including order entry history retrieval. For example, in **February 2008**, the system referred to **0108-S** in unit L1 for **January 2008** order history.

The year-to-date file (**Y8-SALES** on HI) can make year-end reporting easier. However, using it for day-to-day order entry history retrieval can cause noticeable slowdowns.

With this system, you'll always have the ability to run sales reports from monthly journals for this year and last year. Sales journals for previous years will be merged into yearly journals, so they're still accessible.

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

Should 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. You must use certain naming conventions, and include files for special lines, acknowledgements, invoices, and indexing, as specified below.

It's done after the year's final A/P, A/R, and P/O purges during **General Month-End Procedures** on pages 6-7. Follow these steps:

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 2ØØ8-AP.
For JNL-AR, we suggest JNL-Ø8-AR;
for JNL-AR-SPC, we suggest JNL-Ø8-SPC;
for JNL-AR-POI, we suggest JNL-Ø8-POI.
For JOUR-PO, we suggest 2ØØ8-PO;
for JOUR-P-SPC, we suggest 2ØØ8-P-SPC;
for JOUR-P-ACK, we suggest 2ØØ8-P-ACK;
for JOUR-P-IND, we suggest 2ØØ8-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 main 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 2ØØ8-AP.
In (LA4), add JNL-Ø8-AR.
In (LF2), add 2ØØ8-PO.
3. At Volume Serial, enter the volume serial label that indicates where the journal resides.
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.

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 the **General Month-End Procedures** are complete.

Note: If you have contract laborers, you must print 1099s in December, before executing vendor year-end on page 11. See **FAQs on Preparing to Print 1099s and W-2s** on page 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.

- We back up your system at 9:00 PM your local time. If you start your year-end first thing in the morning, you already have a backup from the night before. If you plan to start your year-end later in the day, however, call Support for a backup at least 24 hours before you plan to begin. For instructions, see **ASP Year-End Backup Schedule** on page 4.
- (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. For complete printing instructions, see "Printing the Inventory Hits Report" (www.ddms.com/support/faq/period-end.htm).
- (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.
- Check your (LM1) Period End Procedures Parameters screen.** See **Tip 4** on page 3.
- (Z-C2) or Keyop Menu icon > System Utilities icon > [C2]:** Copy the V-AUX file to the V-AUX2008 file before you execute the 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 **FAQs on Preparing to Print 1099s and W-2s** on page 5. For detailed instructions, see **Printing 1099 Contract Labor Tax Forms** on page 17.
- (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 2008 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

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 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. 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.
- (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 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 9.
- 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 15 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). 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 Preparing to Print 1099s and W-2s in December

What Do I Need To Plan?

If you have contractors, you must print 1099s in December before you execute Vendor Period End.

If you have employees in the United States, you must print W-2s in December as you close Payroll.

If you print 1099s and/or W-2s, prepare in advance:

- For 1099s, check (LM1) parameters. Vendor Month # must be 12 (see Tip 1 on page 4).
- Decide whether to print dot matrix or laser.
- Order appropriate form stock.
- Fill the Vendor ID for each contractor. In the Vendor Master Record, each contract laborer's Vendor ID **must** be entered in the Acct # field. Otherwise, this ID does not appear on the 1099.
- Check (LH-N) parameters (see FAQs this page).

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:

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

Should I Print Laser?

If you wish to print your 1099s and W-2s 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 COL-LATE the copies for each employee.

Commonly used laser form stock includes:

- Five-part 1099-Misc. form (such as TOP-22993).
- 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)

How do I Set Up 1099 and W-2 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 twice to return to the Master Menu.

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

Before printing W-2s, check the employee names in the (H-N) Personnel Master screen (in Ensite Pro, 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.

Printing 1099 Contract Labor Tax Forms

See FAQs on Printing W-2s and 1099s on page 12. After you have acquired your desired form stock and set parameters if needed, perform these steps before executing Vendor Period End in December:

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. Resume the remaining Period-End steps in the (MK) Operational Procedures Screen.

Closing Payroll and Printing W-2s

This is a checklist of the steps necessary to close Payroll. It **must** be done in December, even if your fiscal year ends in a different month. (Payroll year-end procedures do not affect G/L.) Perform these steps *after* you complete the last payroll of 2008 and *before* the first payroll of 2009:

- (V-BP) or Personnel icon > Personnel Reports icon > [BP]:** Release the last of 2008 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, *the (V-BQ) 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 Preparing to Print 1099s and W-2s** on page 5. After you have acquired your desired form stock and set parameters if needed, 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 correctly aligned in the boxes. If not, adjust the forms in the printer and repeat steps 1-7.

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 this 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.
 - (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 PPØ8.
- (Z-C2) or Keyop Menu icon > System Utilities icon > [C2]:** Copy PP-HIST to the PP-HISTØ8 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.
- (L4) or Keyop Menu icon > Parameters icon > [4]:** Update the Federal Tax Tables fields (we provide new withholding amounts for **2009** after the IRS releases the Circular E). If necessary, update the **(L5) State Payroll Tables** screen as well. *You can postpone this step. Updating your tax tables may be done any time before you begin your first payroll of the new year.*

This completes the year-end procedures for Payroll.

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 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 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.)
- (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 Ø8CHART and Ø8BUDGET. (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.

Note: In the (J) screen, select the [Y] Year-End action code only. Selecting any other action code prevents the G/L files from being renamed. If you select an action code other than Y, you must press Esc to return to the Master Menu. Type J to return to the (J) screen.

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 Ø6GL, 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.

To close a specific location, enter the location number at the Enter Location for Year End prompt. At the Save Purged Location Records prompt, type Y. At the Enter Filename prompt, enter a unique, descriptive name for the file, such as Ø8-GLØ1.

Note: When you enter a unique, descriptive name for the GL-MASTER file, the GL-SPECIAL file is renamed with the first four characters of the new file name you specify. For example, if you enter Ø8GL for GL-MASTER, GL-SPECIAL becomes Ø8GL-SPEC.

- (Z-F7) or Keyop Menu icon > System Utilities icon > [F7]:** *Rename the GLD-MASTER* for the fiscal year you are closing. Specify the filename Ø8GLD, 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 2008, you would enter Ø8 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: 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.

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

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.

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.

- We back up your system at 9:00 PM your local time. If you start your inventory counts first thing in the morning, you already have a backup from the night before. If you plan to start your your inventory counts later in the day, however, call Support for a backup at least 24 hours before you plan to begin. For instructions, see **ASP Year-End Backup Schedule** on page 4.
- (C-A) or Vendor icon:** Create a vendor with the vendor number INVENTORY, then save it. Now you can create purchase orders that can be released to on-hand inventory without affecting any of your actual vendors.
- (F-R) or Purchase Order Entry icon:** Receive all purchase orders that have been received from vendors, but not yet entered as received. This lets you fill all of the backorders that you can before you begin your inventory count.
- (TR-G) or Reports Menu icon > Standard O/E Reports icon > [G]:** Flush all backorders. 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.
- (R) or Reports Menu icon > Custom Inventory Reports icon:** Print an Item

Catalog Report showing 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: You can print an Inventory Extended Dollars Report instead of a stock catalog or the Inventory Count sheet. However, the Inventory Extended Dollars Report cannot be printed later.

- (R) or Reports Menu icon > Custom Inventory Reports icon:** Print an Inventory Extended Dollars Report. 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.

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



Happy Holidays from Everyone at ECI²!



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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

DDMS® 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	List
Month-End or Optional Purges	(MIR)	JOUR-S	1208-S	5/L1	(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-AUX2008		n/a
	(ZC2)	PP-HIST	PP-HIST08		n/a
	(ZF7)	PP-YEAR	PP08		n/a
Year-End	(ZF7)	JNL-AR	JNL-08-AR		(LA4)
	(ZF7)	JNL-AR-POI	JNL-08-POI		n/a
	(ZF7)	JNL-AR-SPC	JNL-08-SPC		n/a
	(ZF7)	JOUR-AP	2008-AP		(LC1)
	(ZF7)	JOUR-PO	2008-PO		(LF2)
	(ZF7)	JOUR-P-IND	2008-P-IND		n/a
	(ZF7)	JOUR-P-ACK	2008-P-ACK		n/a
	(ZF7)	JOUR-P-SPC	2008-P-SPC		n/a
General Ledger Year-End	(J-Y)	GL-MASTER	08-GL		(LJ1)
	(J-Y)	GLD-MASTER	08-GLD		(LJ1)
	(ZC2)	CHARTFILE	08CHART		(LJ1)
	(ZF7)	BUDGETFILE	08BUDGET		(LJ1)