

What's New for Year-End 2011?

Throughout this newsletter, you find timely answers and checklists on reporting and archiving this year's data.

What's New:

Two New Video Tutorials for Year-End! Before you start year-end procedures: "Using Proc Files" shows you step by step how to: manually inactivate a proc file, temporarily suspend a proc file, and reactivate a proc file. After you complete Year-End and General Ledger procedures, "Year-End Spot Check" shows the screens to check so that you can be sure your year-end figures are properly zeroed out and journals are properly updated. See www.ddms.com/support/tutorial/tutorial.htm

Saturday Support Is Back On Saturday, Dec. 31. See Page 4.

Updated Steps. To reduce issues with looking up history:

- We have inserted a journal compression step in year-end procedures after renaming journals; see pages 20 and 22.
- We have also revised the journal parameter instructions to make sure you leave line 1 as the default filename (JOUR-AP or JNL-AR) before you add 2011-AP and JNL-11-AR to the list in reverse chronological order; see page 21.
- Don't forget your Sales Order Delta Sync before Backup, during Month-End steps and a Full Import of EBS SQL data at the start of Year-End steps; See pages 7, 13, 14, 18, and 21.
- Don't forget to run Data Dictionary during general ledger steps; see page 25.

For each contract laborers' vendor record, you must specify their Tax ID and check 1099 Required. See pages 5, 11, and 18.

Like last year, "Last Chance" Reports are marked with a star (*) in the margin. More updated steps are highlighted like this in a golden box.

Periodic System Maintenance and General Ledger Advice. We're reviving training on annual steps to maintain your system and files, and on closing general ledger and making corrective postings. Of course, we still offer free training on O/PUS quarter-end and year-end. See page 4 and 20, and Register Now at www.ddms.com/training/free.

Where to Begin?

Read Year-End KeyOps 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. There are "roadsigns" on each page to help you find your steps. For a more tailored version of this newsletter based on your answers to a few questions, see the RoadMap Web page (www.ddms.com/support/pubs/roadmap).
- Read **Year-End Tips** on page 4 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 5 and plan accordingly.
- Note your naming conventions for Renamed Journals on page 28.
- 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.

Many 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. Avoid the traffic jam altogether by opening a Support ticket now at <https://support.ecisolutions.com> with your questions.

Key Ops

December 2011
Year End Edition
– Vol. 23, No. 1 –
The Newsletter
for Key Operators
of DDMS®

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Interface Conventions In This Issue

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 DDMS graphical path to help you navigate no matter which interface you use.

Text-based

Keystrokes

DDMS 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 italics.

Our conventions for the DDMS 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 DDMS application), and buttons (click them once). The > symbol is simply a separator.

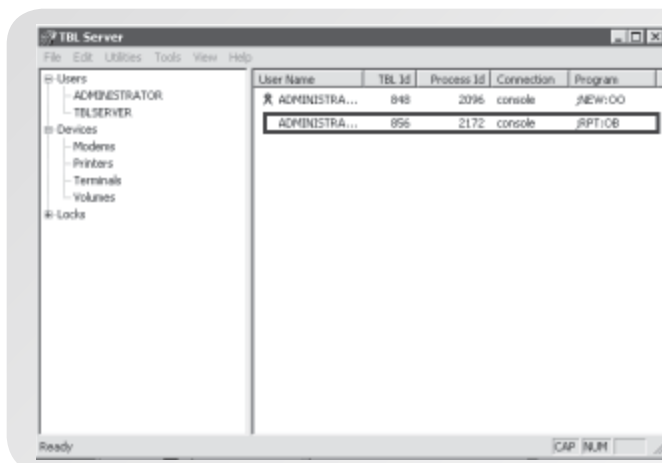
The text-based screen name is for those who are familiar with the text-based software, and accustomed to these shortcut keystrokes. For example, in the first step of Day End Procedures, (TR-B) is the screen name for the Order Entry Reports screen, the [B] Invoices report option.

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

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

This path indicates that in the DDMS 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 window appears, you should press the [B] key on your keyboard.

Year-End Key Ops is intended to supplement, not replace, Period-End training. These instructions are not meant to be exhaustive field-by-field documentation. For detailed instructions after you've navigated to a screen, please refer to online help. In graphical DDMS®, select Contents from the Help menu.



Checking a Program's Status

It is crucial for the DDMS® 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.

Some procedures in the full Year-End KeyOps do not apply to all businesses — depending on when you start your company's financial year.

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 road map 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



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: page 7
 2. ShutDown and Backup Your Data: page 7
 3. Day-End: page 9
 4. ShutDown and Backup Your Data: page 7
 5. **Note:** Save as month-end backup.
 6. General Month-End: page 13
 7. Year-End: page 18
 8. Print 1099 Contract Labor Tax Forms: page 18
 9. Close Payroll and Print W-2s: page 22
 10. Open General Ledger for New Year: page 24
 11. Reactivate Procs: page 6
 12. ShutDown and Backup Your Data: page 7
- Note:** Store the year-end audit trail backup.

Month-End Only in December Road Map



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: page 7
 2. ShutDown and Backup Your Data: page 7
 3. Day-End: page 9
 4. ShutDown and Backup Your Data: page 7
- Note:** Save as month-end backup.
5. *Month-end only in December:* page 11
 6. Print 1099 Contract Labor Tax Forms: page 11
 7. General Month-End: page 13
 8. Reactivate Procs: page 7
 9. Close Payroll and Print W-2s: page 22
 10. (Optional) ShutDown and Backup: page 7
- Note:** Store the Payroll audit trail backup.

Fiscal Year-End Road Map



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 7
 2. ShutDown and Backup Your Data: page 7
 3. Day-End: page 9
 4. ShutDown and Backup Your Data: page 7
- Note:** Save as month-end backup.
5. General Month-End: page 13
 6. Year-End: page 18
 7. Open General Ledger for New Year : page 24
 8. Reactivate Procs: page 7
 9. ShutDown and Backup Your Data: page 7
- Note:** Store the year-end audit trail backup.



Year-End Tips

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 (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. See pages 11 and 18.
2. Free Training on Periodic System Maintenance. Learn what files in DDMS are safe to purge or delete to free up space, and other periodic tricks to keep DDMS at optimal performance. See page 20.
3. Free Class on Closing & Reopening General Ledger. Learn how to close General Ledger, including how to rename files properly, and run Data Dictionary on all renamed files. Also, learn how to reopen closed periods later to make corrective postings as needed. See page 20 and register now at www.ddms.com/training/free!
5. Back up your files! Remember, during the backup procedure, you must close TBL Server. Store the backup media in a secure location or use ECi Remote Backup Services. See Utilities FAQs on www.ddms.com/support/faq/utilities.htm.
6. To reduce issues with journal archives, we've added a Sales Order Delta Sync to Month-End steps and a Full Import of EBS SQL data at the start of Year-End steps. This assumes you previously validated your DBF data. See pages 7, 14 and 18. Also see Using the EBS SQL Import Control Panel (pdf) and Troubleshooting EBS SQL Validation Errors (pdf) on www.ddms.com.
7. Order History uses (LGA) Sales Journal Parameters. During the general month-end steps (page 13) as you rename your sales journals in the (MI)

Plan ahead for a smoother year-end.

- Sales Journal Month-End Procedure, specify Y at this prompt: Update (LGA) Journal Names When Copying or Renaming. This will include the re-named journals in order history searches.
8. (MK) procedures do more when you specify Y for Year-End than when you specify M for month-end. If you do both sets of (MK) steps at year end, it advances the period twice. You must then restore files from a backup made prior to day-end, and redo only the Year-End steps. So, at year-end, do not perform Month-End Only Procedures on page 11.
 9. Last Chance for Some Optional Reports: Several day-end, MTD and YTD reports may only be run before you complete the (M) screen procedures. We have marked such "Last Chance" Reports with a star (*) in the margin by the checkbox.
 10. 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 2011 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).
 11. When U.S. Federal tax tables for payroll are published, we will notify you via email. Please consult your accountant and the IRS Web site at irs.gov.
 12. G/L instructions on pages 23-24 assume you have loaded 8.13 or higher. If you are on an older version of DDMS, or still use only text-based G/L screens, you must set your (LJ) release password before and after closing G/L to prevent day-end procs from releasing batches for the new year into files that are not yet closed. Consult the 2007 edition of the Year-End KeyOps on www.ddms.com.
 13. If you plan to report Profit & Loss or other financials, first add all desired G/L accounts, categories, and subcategories anytime before renaming CHARTFILE. Double-check each account's Carry Forward is set properly! See page 24.
 14. After closing G/L, re-creating A/R trial balances from a prior year was not possible in text-based (OR-B). But in DDMS 8.19 or higher, SQL A/R Trial Balance reports let you specify an aging date and 30, 45, 60, or 90 days past due, for all unpaid invoices at the end of a period. See page 14 and www.ddms.com/support/faq/period-end.htm

2011-2012 Holiday Closures						
S	M	T	W	T	F	S
18	19	20	21	22	23	24
25	26	27	28	29	29	31
1	2	3	4	5	4	7
Dec. 23-26: ECi Closed to Observe Christmas Dec. 31: Complimentary Period-End Saturday Support Jan. 2: ECi Closed to Observe New Year's Holiday						

FAQs: Prep to Print 1099s & 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 W-2s, install DDMS 8.13 or higher, or download and install new W-2 formats that display employee SSN in the IRS's new location.
- 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 Tax ID and 1099 Required for each contract laborer. In the **Vendor Remit to/Settings** tab for each contract laborer, your **must** enter this identification in the **Tax ID** field, and check **1099 Required**. Otherwise, the 1099 forms will not print properly.
- 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 COLLATE 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-2s?

Before printing W-2 forms, check the employee names in the (H-N) Personnel Master screen (in graphical, 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**.

Protect your data *before* disaster strikes



What are the advantages of remote backup service through ECi DDMS?

- Your database is automatically backed up daily between 6:00pm and 6:00am CST and files are immediately available
- Data is stored from 18 months to 7 years, depending on level of service
- Data can be restored in a matter of hours, rather than days
- Call DDMS support when a data restore is needed—no need to maintain a separate support relationship
- Data is protected behind a firewall and encrypted before streaming across Web
- Files are updated without overwriting previous backup
- File restore is through a password-protected website
- View and access backup files on the website
- You can restore up to 1G of data on your own*
- OS systems supported: UNIX version 5.1 or higher, Windows® 2003 and higher, Linux, Red Hat, SUSE 8.0 and higher

Remote Backup Service Levels

Level 1 Database Service

Includes daily back up of database; record retention: daily back up kept for 30 days, monthly for 18 months.

Level 2 Full OS Service

Entire level 1 package plus daily back up of all system data; we assist in restoring files to damaged hardware once it is repaired or replaced.

Level 3 Full Disaster Recovery

Entire level 2 package plus 7 years of data retention.

▶ Don't wait until after disaster strikes, get protected TODAY!
www.ECiSolutions.com/RemoteBackup

Suspending/Reactivating Web Storefront & Procs

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

Even if you have a month-end proc designed to run MK-Y on a certain date, your scheduler may not be set to run it when you have completed newly required year-end steps. Running MK steps twice causes significant trouble.

New Video Tutorials! "Using Proc Files" shows you step by step how to manually inactivate a proc file, temporarily suspend a proc file, and reactivate a proc file. See www.ddms.com/support/tutorial/tutorial.htm

- ❑ **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, allow 15 minutes or check the number of users logged in.

- ❑ **(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. This will reactivate your procs.

ShutDown & Backup Your Data

Backing up your data is a critical part of every period-end, from day-end to year-end. (It 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.

- ❑ **Start > Startup > EBS SQL Import Control Panel > Current Activity**: execute a changes-only delta sync by right-clicking and selecting **Execute Now** on SalesOrder, AccountsPayable, AccountsReceivable, and PurchaseOrder Deltas. *For even better results, run a full import.*

- ❑ **(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 while you are performing dedicated functions. Note your maintenance password — you need it when you restart.

- ❑ *Close TBLServer.*

- ❑ Back up your system's data.

- ❑ After the backup is complete, restart TBLServer.

If you need to restore files from backup, see Restoring Backups in Windows 2000 (pdf) or Setting Up Your ECi Remote Backup Solution (pdf) on www.ddms.com.

Time to
Upgrade
Your Server?



Get the latest technology at a great price!

Signs you need a new server

- It is over 3 years old
- Backing up takes a long time
- You are getting file failure messages, or have file issues of any kind

Microsoft ended its support for Windows 2000 on July 13, 2010

- DDMS Version 8.26 is the last that you can load on Windows 2000
- DDMS Version 10 requires Windows Server 2003 or higher to take advantage SQL features for more powerful pricing, promotions, scheduling, and billing applications, and new PSN partnerships!
- Microsoft-imposed constraints limit the extent that ECi can support DDMS software still installed on this older operating system



Don't let your old server affect your business operations!

► Upgrade your server today and save!

www.ECiSolutions.com/NewServer

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 7), if you have not done so already.
- ShutDown and Backup Your Data** (see page 7) 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 before executing (MA).
- (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.

continued on following page



Year-End Instructions for Key Operators of DDMS Systems

- ❑ **(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.
- ❑ **Check Program Status** (see page 2). 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**.

Month-End Procedures

This checklist includes the steps necessary to perform the month-end procedures. The day-end procedures are the initial steps of the month-end procedures. *Do not perform the steps in this section until you have completed Day-End Procedures.*

Note: If the month-end is also your fiscal year-end, perform only the General Month-End Procedures; **do not** perform the steps listed as **Month-End Only**. After finishing the General Month-End Procedures, go to **Year-End Procedures**.



If you are performing (MK) year-end procedures today, do not execute the (MK) steps in the next section, Month-End Only in December. Go to General Month-End Procedures on page 13.



Month-End Only in December

This checklist describes month-end procedures in the (MK) Period End Functions screen. If you are doing month-end procedures as the initial steps of the year-end procedures, **do not perform the following steps**. Instead, refer to Year-End Procedures for instructions on completing the (MK) procedures. Do these steps only if you are performing a normal month-end.

The following steps **must** be done in the order listed at the close of the month. Do not begin the next month's business until you have performed these steps.

- ShutDown and Backup (see page 7) to save as the month-end backup if you haven't already.*
- (LM1) or Keyop Menu icon > Parameters icon > Text-based > [M1]. Each database should have the the Month # for Year End Action field set to the month number (Ø1-12) when you perform year-end procedures. When the system month matches the month set in in this field, the (MK) screen will default to Y; in any other month, it will default to M. When this screen is set up properly, it can help you determine which month-end procedures to do. 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-AUX2Ø11** file before you execute Vendor Period End in case you need to reprint 1099s.

1099 Contract Labor Tax Forms

If you do not have contractors in the United States, you can wait until the end of your fiscal year to close vendors. But if you have U.S. contract laborers, you must print 1099s in December, before executing (MK) vendor year-end. 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 before executing Vendor Period End in December:

Note: Contract laborers must supply their vendor U.S. tax identification number. In the **Vendor Remit to/Settings** tab for each contract laborer, your **must** enter this identification in the **Tax ID** field, and check **1099 Required**. Otherwise, the 1099 forms will not print properly.

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

- * **(V-D) or Personnel icon > Personnel Reports icon > [D].**
- In the Type field, type 4.

continued on following page

- In the Code From and To fields, enter the vendor code range for 1099s.
- In the Alignment Form field, type **Y** so that you can verify that the 1099 forms are correctly aligned in your printer.
- Press Enter to skip the Dept, Group, Name, and # fields, which do not apply to contract laborers.*
- In the Printer field, enter your printer's logical name, or press Tab to accept the default.
- 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.

- When the forms are aligned, repeat steps 1-7. However, in the Alignment Form field, type **N**.
- The 1099 forms print.
- 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.
- Collate the forms for each contract employee, separating each page at the perforations.
- Reset your printer to the default characters per inch or 66 lines per page according to your printer's documentation.

Executing The Month-End Function

Note: The following steps require a valid order-writer number and a password. If you enter an incorrect order-writer number or password, the prompt Are You Sure does not appear. The cursor remains at the Enter Order Writer or Enter Password prompt, and the month-end function cannot be performed. Also, you do not receive a printout when performing these steps. Be careful that you do not perform these steps more than once.

- (MK-M) or Keyop Menu icon > Operational Procedures icon > (K)[M]:** Type M in the Change Current Period (L2) field. The current period shows the NEW period. Tab through both the Period and the Fiscal Year fields. This changes the Current Period field in the (L2) G/L Master Numbers screen. It also specifies the current business period for A/R, Order Entry and the President's screens. You must do this before beginning the next month's business. The Reset Finance Charges and Reset Customer Budgets fields remain blank because they are used only for year-end.

Note: To post finance charges to the current business period, **do not change the current period** until after you run finance charges. The (O) step for creating finance charges is on page 14.

- (MK-M) or Keyop Menu icon > Operational Procedures icon > (K)[M]:** Execute Customer Period End performs the month-end function for Customer History, Service Quality and Total Sales. All sales totals and hits displayed in Total Sales move up one month. For example, the amounts in MTD move to the -1 fields, the amount in the -1 field moves to the -2 fields, and so on. In addition, information in the Service Quality MTD column is cleared and the quantities and amounts are added to the corresponding YTD column. The sales and cost totals and hits for the next month are cleared from the Year column of Total Sales to make room for the new month's business. The total sales and hits move to the Last Year column and the total cost is used to calculate the gross profit percentage displayed in this column.

Note: This performs the month-end function for Customer History for all locations, unless you have multiple locations with split volume serials (you keep separate Customer or Inventory databases, parameters, payrolls, and so on, for different locations on different volume serials). If this is the case, perform this procedure separately for each location.

- (MK-M) or Keyop Menu icon > Operational Procedures icon > (K)[M]:** Execute Vendor Period End performs the Vendor month-end function to clear the MTD Total. *If you have contract laborers who require 1099s in December, this field should be Y.* Your (LM1) parameters may set this by default. The Vendor year-end function moves the amount displayed in YTD Total in the Vendor database to Last Year Total.

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

continued on following page

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

Note: MTD Sold Total and Hits default to the next Calendar month after the number specified the last time the procedure was performed. You should change this number to the calendar month you are closing, such as 12 in December, 4 in April, and so on.

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

This completes the steps to close the month's business in December. Continue with **General Month-End Procedures** and then **Closing Payroll and Printing W-2s**.

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 client workstation 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.
- ❑ **Start > Programs > Startup > EBS SQL Import Control Panel > Current Activity > Start Scheduler Engine > Right-click SalesOrder Delta > Execute Now:** Synchronizing your sales journals assumes you previously validated your DBF data. See Using the EBS SQL Import Control Panel (pdf) on www.ddms.com.
 - ❑ *ShutDown and Backup Your Data if you haven't yet, to save as the month-end backup (see page 7).*
 - ❑ **(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 nine related files. Use the recommended naming convention to avoid conflict with prior years' journals and eliminate the need to create new volume serials. *(For recommended filenames, see FAQs on Renaming and Merging Sales Journals on page 14. Renaming is a dedicated function. ALL CLIENTS MUST BE LOGGED OFF DDMS and your Web storefront suspended.)* To ensure that order history searches will include the re-named journals, specify **Y** at the Update (LGA) Journal Names When Copying or Renaming prompt. The next time you execute the (MA) Daily Backup Procedure, new journal files are created for your next month's business. See also your online help.

continued on following page

FAQs: Renaming & Merging Sales Journals

When Do I Rename my Sales Journals?

Renaming your sales journals in (M-I-R) is part of your **General Month-End Procedures on page 13**. 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 LOGGED OFF DDMS**. If you see "File Operation Failed" during this procedure, re-check all client workstations.

Should I Sync My EBS SQL Data First?

Yes. If you are using EBS SQL applications like SQL Preview Reports, Customer Price Plans, Price Modeling, and so on, you have imported your data into SQL. In DDMS 8.16+, the EBS SQL Import Panel syncs on a schedule that you can adjust or launch as needed. This assumes you previously validated your DBF data. For details, see Using the EBS SQL Import Control Panel (pdf) and Troubleshooting EBS SQL Validation Errors (pdf) on www.ddms.com.

We recommend sync before renaming journals, *before you Shut down and Backup your DDMS server* (see page 7):

1. Launch the EBS SQL Import Control Panel from the **Start > Startup** menu on your DDMS server.
2. In Current Activity, click Start **Scheduler Engine** if it's not already running.
3. Right-click SalesOrder Delta and click **Execute Now**.

Double-check Last Run Time for SalesOrder Delta before renaming the sales journals at year-end.

What Convention Do I Use to Rename Sales Journals?

Each sales journal must begin with two unique characters, so the system can properly rename associated files. Do not use the same characters as you did last year; it causes a renaming conflict that can stop your next month-end proc from completing.

To prevent this issue, use the last digit of the year (**2011**) as the first digit of the sales journal name. For the second character, use a letter (A - L) as shown below, to represent and sequence the months. You can thus store 10 years of sales journals on one volume.

1AJAN-S = Jan 2011	2AJAN-S = Jan 2012
1BFEB-S = Feb 2011	2BFEB-S = Feb 2012
1CMAR-S = Mar 2011	2CMAR-S = Mar 2012

For details, see "File #84: Renaming Sales Journals" at www.ddms.com/Resources/Support/faq/period/rename-salesj.pdf

Why Do 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 a client workstation is 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 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 graphical, double-click the Keyop icon, then the Operational Procedures icon. Or, in text-based, go to the (M-I) screen.
2. Select **M** to merge files.
3. In the File Name field, enter the monthly sales journal to merge into the yearly journal.
4. In the To File Name field, enter the file name for the yearly journal, and the volume serial where it is to reside. For example, the **2011** file might be named **YOSALES-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 to merge.

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 *and its supplemental files*.

(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 14.

(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.*

- If you calculate tax on paid invoices only — Commissions/Taxes on Paid Invoices is set to T in the (LØ) Global Master Parameters Screen — you must use the (UR) Custom Sales Reports screen, and you *must* print the monthly sales tax report now. Don't 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 (UR) Standard Sales Reports screen.

* **(QR-B) or Reports Menu icon > Standard A/P Reports icon > [B]:** If you are live on Accounts Payable, print and save a complete A/P Trial Balance for audit details of all A/P activity. Printing is optional. *However, this is your last chance to print this trial balance using current history.*

(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. 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. *Printing is optional; however, this is your last chance to print the (OR-B) A/R trial balance using current history.*

Note: With SQL Preview Reports (in DDMS 8.19 or higher), you will be able to print an A/R Trial Balance at your convenience, and specify an aging date and 30, 45, 60, or 90 days past due, for all unpaid invoices at the end of a period. For details, see www.ddms.com/support/faq/period-end.htm.

(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 optional step 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 or (OR) Standard 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. If you prefer your customers' statements to include only their open invoices, you must purge A/R.

(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.



Year-End Instructions for Key Operators of DDMS Systems

- ❑ **(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 25.
- ❑ **(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.

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- ▶ Year-End Steps
- ▶ Journal Archiving
- ▶ General Ledger Steps
- ▶ Standard Financial Reports
- ▶ Optional: Update Month-End Proc
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* Certain Quarter-End Restrictions Apply. Customer retains responsibility for pre-load questionnaire, vendor plan information, dedicated systems, backup, and additional procedures.

** Certain Year-End Restrictions Apply. Customer retains responsibility for year-end questionnaire, backup, dedicating systems, day-end steps, month-end backup media, G/L account numbers/period 0-11 postings/carry-forwards, posting retained earnings, and additional procedures.

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Year-End Procedures

These steps are essential to preserve your data and establish your company's financial status. Before proceeding, you must **Suspend Procs** and complete **Period-End Backup, Day-End, and General Month-End Steps**.

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.

Last-Chance Steps and Reports Before Executing Year-End

- Start > Programs > Startup > EBS SQL Import Control Panel > Import Data > Full Import tab > √ All > Process:** Full EBS SQL Import is a dedicated procedure. This assumes you previously validated your DBF data. For details, see [Using the EBS SQL Import Control Panel \(pdf\)](#) and [Troubleshooting EBS SQL Validation Errors \(pdf\)](#) on www.ddms.com.
- ShutDown and Backup Your Data (see page 7).*

Note: For detailed steps on the three "last chance" reports below, see www.ddms.com/support/faq/period-end.htm.

- * **(R) or Reports Menu icon > Custom Inventory Reports icon:** Print an Item Catalog Master Listing sorted by hits. You can limit the sort to items with a range of hits between 1 and 9999. You may also want to limit the report to the first 2,000-5,000 records, depending on the size of your business. This step is optional. However, this is your *last chance to print this report* using the current year's history.
- * **(N) or Reports Menu icon > Custom Customer Reports icon:** Print a Customer Master Listing w/ History sorted by sales or hits. This step is optional. However, if you are going to clear the Hits in Customer History Total Sales (optional), this is your *last chance to print this report* using this year's history.
- * **(UR-F) or Reports Menu icon > Standard Sales Reports icon > [F]:** To include year-to-date figures for the current year in your Full Sales Analysis, this is your *last chance to print this report* using this year's history. If you print this optional 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 (01-12) 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-AUX2011 file before you execute Vendor Period End in case you need to reprint 1099s.

1099 Contract Labor Tax Forms

If you have contract laborers, you must print 1099s in December, before executing (MK) vendor year-end. 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 before executing Vendor Period End in December:

Note: Contract laborers must supply their vendor U.S. tax identification number. In the **Vendor Remit to/Settings** tab for each contract laborer, your **must** enter this identification in the **Tax ID** field, and check **1099 Required**. Otherwise, the 1099 forms will not print properly.

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

- * **(V-D) or Personnel icon > Personnel Reports icon > [D].**

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- In the Type field, type 4.
- In the Code From and To fields, enter the vendor code range for 1099s.
- In the Alignment Form field, type Y so that you can verify that the 1099 forms are correctly aligned in your printer.
- Press Enter to skip the Dept, Group, Name, and # fields, which do not apply to contract laborers.*
- In the Printer field, enter your printer's logical name, or press Tab to accept the default.
- 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.

- When the forms are aligned, repeat steps 1-7. However, in the Alignment Form field, type N.
- The 1099 forms print.
- 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.
- Collate the forms for each contract employee, separating each page at the perforations.
- Reset your printer to the default characters per inch or 66 lines per page according to your printer's documentation.

Executing The Year-End Function

- (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 2011 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. At the prompt to reset customer budgets, answer Y. This moves all budgets from the Next Year column to Current Year, and clears the Used and Available Amount column, and updates Last Year Budget and Used columns. All 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

continued on following page

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, including 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 21.*
- ❑ **(ZB4) Keyop Menu > System Utilities (B4):** Stop TBL Utilities, then run ;SPCCMPJR for journal types S, P, A, and D. See FAQ: *What If I Have Trouble Viewing History?* on page 22.
- ❑ **(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, enter the event number. This will remove the suspension from automated procs so that they will once again be active according to your schedule.
- ❑ Save hard copies of all year-end reports.

This completes the year-end procedures, except for Payroll, G/L, and Inventory Counts (if it has not already been completed). Payroll must be closed at the end of December (see page 22). For information on closing G/L, see **Opening General Ledger for the New Year** on page 24. 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.

Periodic Maintenance

Tuesday, Dec. 6 (10 am - noon CST) or Tuesday, Dec. 20 (2 - 4 pm CST)

Learn a dozen *surprisingly simple tricks* for a speedy DDMS server. Your staff will be more productive. Your ECIinteractive site will be more responsive, so customers will be happy to keep shopping with you!

General Ledger Closing

Thursday, Dec. 8 (10 am - noon CST) or Tuesday, Dec. 13 (2 - 4 pm CST)

Yes, you CAN close General Ledger. Learn how to do all the *new and streamlined steps*. Also, learn how to reopen closed periods later to make corrective postings as needed.

Year-End Free Training

Thursday, Dec. 22 (10 - noon CST) or Wednesday, Dec. 28 (1 - 3 pm CST)

Learn how to navigate the roadmaps, parameters, reports, applications, and checklist screens critical to ensure your DDMS[®] year-end procedures go smoothly. Understand the flow of year-end and general ledger processes.

O/PUS Quarter-End Free Training

Tuesday, Dec. 27 (10 am - noon CST) or Wednesday, Jan. 4 (1 - 3 pm CST)

We'll use the Quick Reference Checklist as a guide to loading O/PUS[®] multi-vendor catalog updates and dealer-specific pricing files into your DDMS[®] inventory database. We'll review global and vendor-specific parameters, and show how to use vendor multiloaders and import programs.

Register Online Now! www.ddms.com/training/free

FAQs: Renaming A/P, A/R, & P/O Journals

Should I Sync My EBS SQL Data First?

Yes. We recommend a full import of your DBF data into EBS SQL at least at year-end and quarter-end. It is critical as you archive these journals at year-end. Perform these steps before you shut down and back up your system at the beginning of your year-end steps:

1. Launch the EBS SQL Import Control Panel from the Start > Programs > Startup menu.
2. Click Import Data, and open the Full Import tab.
3. Select the All box and click Process:

This assumes you previously Validated DBF data. See Using the EBS SQL Import Control Panel Troubleshooting EBS SQL Validation Errors (pdf) on www.ddms.com.

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

Renaming 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, which are part of your General Month-End Procedures on pages 13-14. 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 corresponding 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 **2Ø11-AP**.
 - For JNL-AR, we suggest **JNL-11-AR**;
 - for JNL-AR-SPC, we suggest **JNL-11-SPC**;
 - for JNL-AR-POI, we suggest **JNL-11-POI**.
 - For JOUR-PO, we suggest **2Ø11-PO**;
 - for JOUR-P-SPC, we suggest **2Ø11-P-SPC**;
 - for JOUR-P-ACK, we suggest **2Ø11-P-ACK**;
 - for JOUR-P-DES, we suggest **2Ø11-P-DES**;
 - for JOUR-P-GLO, we suggest **2Ø11-P-GLO**;
 - for JOUR-P-IND, we suggest **2Ø11-P-IND**.
8. If the name is less than 10 characters, press ENTER.

Note: If a file on this list 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 data from renamed journals in 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, leave line 1 as the default file-name (JOUR-AP or JNL-AR) before you add new journals in reverse chronological order. (If you do not fill the field, press TAB.)

In **(LC1)**, add **2Ø11-AP**. Retype the remaining list.
In **(LA4)**, add **JNL-11-AR**. Retype the remaining list.
In **(LF2)**, add **2Ø11-PO** (JOUR-PO is already default).

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.

FAQ: What If I Have Trouble Viewing History?

After renaming A/R, A/P, and P/O Journals, you can use a special journal compression program to address display issues that may occur in graphical A/R History, A/P History, and P/O History windows:

1. First, make sure all journals you wish to view are listed in their respective parameter screens. For detailed instructions, see FAQs on Renaming and Merging Sales Journals on page 13 and FAQs on Renaming A/R, A/P, and P/O Journals on page 16.
2. *ShutDown and Backup Your Data (see page 7).*
3. (ZB4) Keyop Menu > System Utilities (B4):
4. Switch to TBL Server, click on the menu bar for Utilities, and then click Stop.
5. Switch back to the (ZB4) screen, and type the filename **;SPCCMPJR** and press Enter.
6. At Journal Type, type **S** and press Enter.
7. To mark a journal for compression, type X and repeat as the cursor drops to the next row. When you are finished, press Enter.
8. When prompted, Are You Sure?, type Y.
9. When the program is finished, continue by typing C.
10. Repeat steps 1-5 for different journal types: P for purchase order journals, A for accounts receivable journals, and D for accounts payable journals.
11. Press the Escape key to exit.
12. Return to TBL Server, click on the menu bar for Utilities, and then click Start.

Closing Payroll & 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 **2011** and *before* the first payroll of **2012**:

- (V-BP) or Personnel icon > Personnel Reports icon > [BP]:** Release the last of 2011 payroll data to G/L (if you have not already done so).
- (V-BC) or Personnel icon > Personnel Reports icon > [BC]:** Print a Check Register. Optional.
- (V-BQ) or Personnel icon > Personnel Reports icon > [BQ]:** Print a Quarterly Payroll Register. Type Y in the Release Checks field in the (V) Personnel/Payroll Reports screen to release voided payroll checks.

Note: If you've already released voided payroll checks, *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]:** If you are required to provide State Quarterly Reports, you must print them before you execute Vendor Year-End steps. To print this report, type 1 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:

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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 all 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 PP11.
- (Z-C2) or Keyop Menu icon > System Utilities icon > [C2]:** Copy PP-HIST to the PP-HIST11 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 will provide new withholding amounts for 2012 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.
- ShutDown and Backup Your Data (see page 7) to save as your payroll audit backup. This step is optional.*

This completes the year-end procedures for Payroll.

Opening General Ledger for the New Year

Graphical G/L users no longer have to wait to close General Ledger. In DDMS 8.13 and higher, the Close G/L Period feature lets you reopen periods **Ø1-13** of last year as needed for batch postings, and re-close those periods afterward. (For detailed instructions on editing prior year chart of accounts and using the Close G/L period dialog box, see your online help for Chart of Accounts Basic Procedures.) So, close away!

To close 2011 and open G/L for the new fiscal year, perform the steps below. Review the procedure as early as possible, so you can call your ECi DDMS support team ahead of time if you have questions.

Note: The steps below assume you have loaded 8.13. If you are on an older version of DDMS, or still use only text-based G/L screens, consult the 2007 archive edition of the *Year-End KeyOps* on www.ddms.com.

- ❑ **(J) Chart of Accounts Master screen or General Ledger icon > Chart of Accounts icon:** Add any new G/L account numbers and assign categories and subcategories to the Chart of Accounts. To learn how to use graphical G/L and Chart of Accounts windows and set up categories, see online help under G/L Chart of Accounts Concepts or “General Ledger (pdf)” on www.ddms.com.
- ❑ **(K-P) or General Ledger icon > G/L Posting icon:** *Ideally, complete all postings for periods 0 - 11.* (This step is optional, but recommended for the most accurate reporting. After closing G/L for the previous year, you can still post to periods **Ø1–13**. (See **FAQ: What is Period 13?** on page 25)
- ❑ **(K-P) or General Ledger icon > G/L Posting icon:** Post Cost of Goods for periods 1 - 11. This is best done before renaming files. You can calculate COGS using the (UR) Sales Analysis Recap and/or the (R) Inventory Extended Dollars report. For detailed instructions on determining the cost of goods sold, see online help on General Ledger Concepts or **FAQ: Can I Print COGS After Year-End?** on page 25.
- ❑ **(W-A) or Reports icon > G/L Reports > [A]:** Print the G/L Batch report to release batches.
- ❑ **(+J-R) or General Ledger icon > Chart of Accounts icon > View: Special Functions:** Reset summaries. This updates G/L account balances in CHARTFILE using the postings in the file GL-MASTER. Accept the default fiscal year. At the Are You Sure prompt, type **Y**.
- ❑ **(+J-I) or General Ledger icon > Trial Balance Reports icon > Report Level Blank > √ Display Carry Forward > Build Report:** In case you have added new G/L accounts, look through your G/L accounts to make sure Carry Forwards are set as follows: Assets and Balance Sheet Accounts should Carry Forward. However, you do not carry forward Sales, Profit and Loss Accounts. 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.)
- ❑ **(LØ) or Keyop Menu icon > Parameters icon > [Ø]:** At the bottom right side of Global Parameters, note the 2-character volume serial where general ledger data is kept. You'll use the volume serial designation to identify the unit number when copying and renaming G/L files.
- ❑ Be sure you have a reliable backup tape with the files BUDGETFILE, CHARTFILE, GL-MASTER, GL-SPEC, GLD-MASTER. Your day-end or month-end backup is sufficient.
- ❑ **(Z-C2) or Keyop Menu icon > System Utilities icon > [C2]: Run a Normal Copy** of CHARTFILE and BUDGETFILE for the fiscal year you are closing to filenames *11-CHART* and *11-BUDGET*. (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**. Rename the GL-MASTER to *11-GL*, *making sure you include the hyphen (-)*. This function 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 *11-GLD* and *11-GL-SPEC* for servers running DDMS 8.11.20 and higher.

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- ❑ **(LJ1-C) or Keyop Menu icon > Parameters icon > Text Based Parameters > (J1)[C]:** Update (LJ1) G/L Archive Parameters. For Fiscal Year, enter the year you are closing. For example, at fiscal year-end **2011**, enter **11** in the Fiscal Year field. Then, enter the renamed files 11-CHART, 11-BUDGET, 11-GL, 11-GLD, and 11-GL-SPEC with the volume serial where the files are located.

- ❑ **Start > Programs > DDMS > Ensite Pro Utilities > Data Dictionary: Specify the Data Files Path for the volume serial where your G/L files reside according to (LØ) Global Parameters.** Run Single File Compression on these files: 11-CHART, 11-BUDGET, 11-GL, 11-GLD, and 11-GL-SPEC. See Fixing Field Definitions With Data Dictionary Utility on www.ddms.com.

- ❑ **(K-P) or General Ledger icon > G/L Posting icon:** Post retained earnings to Period 00 of the new fiscal year as a one-sided entry. The batch must be released manually by specifying period 00. *This step can be postponed until later.* See **FAQ: How Do I Post Retained Earnings?** on this page.

Note: To use graphical Trial Balance Reports and Financial Reports in the following optional steps, you must first assign G/L categories and subcategories in the graphical Chart of Accounts. Then, double-check Carry Forwards: go to General Ledger icon > Trial Balance Reports icon > Report Level Blank > √ Display Carry Forward > Build Report.

- ❑ **(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 graphical Financial Reports but you must first set up G/L Categories and Subcategories. *This step is optional.*
- ❑ **(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, enter the event number. This will remove the suspension from automated procs.
- ❑ *ShutDown and Backup Your Data to save the year-end audit backup (see page 7).*

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.

- ShutDown and Backup Your Data if you haven't yet done so today (see page 7).*
- (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, use 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 the items you wish to be counted — by vendor, bin, and/or stock class.

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

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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 vendor number DUMMY when creating purchase orders for entering your inventory count. For testing purposes, DUMMY vendor is programmed NOT to update on-hand quantities.*

- ❑ **(S) or Reports Menu icon > Custom P/O Reports icon:** When you have entered all on-hand quantities, print purchase orders to check the accuracy of the information. Make any necessary corrections using the Change action code in the Purchase Order Entry window.
- ❑ **(F-R) or Purchase Order Entry icon:** Using the Final Receive action code, final-receive all items on the purchase orders you created.
- ❑ **(TR-G) or Reports Menu icon > Standard O/E Reports icon > [G]:** Flush all backorders to print tickets for found merchandise. The report does not print, so verify the processes are complete (see Checking a Program's Status on page 2).
- ❑ **(TR-H) or Reports Menu icon > Standard O/E Reports icon > [H]:** Print a Stock Receipts report. At the Release To On-Hand prompt, type Y. This updates your on-hand quantities.
- ❑ **(F-D) or Purchase Order Entry icon:** Using the Delete action code, delete all of the purchase orders you created for the vendor INVENTORY. This prevents them from being archived to the purchase order journal (JOUR-PO) and taking up valuable disk space.

Note: To save the purchase orders you created for Inventory History, purge them to the purchase order journal (JOUR-PO) and archive them in the (S) Purchase Order Selectors screen.

- ❑ **(+F) or Keyops Menu icon > Specials icon > (F):** Reset the on-order, backorder, allocated, and receipts quantities. When you select the [F] function code in the (+) Special Programs screen, you see a message describing what is about to happen and the Are You Sure prompt. Type Y to reset on-order, backorder, allocated, and receipts quantities.
- ❑ **(R) or Reports Menu icon > Custom Inventory Reports icon:** Print an Inventory Extended Dollars Report. This shows an extended dollar total for your Inventory. You can use it to make adjusting entries on your G/L accounts. Sort the report by department and vendor within each department. Save this report for your audit trail.

If you printed a copy of this report prior to clearing on-hand quantities, compare the totals for each vendor. Look for unusually large gains or losses. This alerts you to discrepancies between your physical count and the quantities entered on purchase orders. If an incorrect quantity of an item was entered, you can adjust it manually in the Item (Inventory) Master.

- ❑ **(K-A) or General Ledger icon > G/L Posting icon:** Post adjustments to inventory accounts.
- ❑ **(Z-E7) or Keyop Menu icon > System Utilities icon > [E7]. Reactivate Procs, if you suspended them earlier.** In the Enter Action window, select [D] Delete Event. At the Enter Number of Desired Event prompt, enter the event number. This will remove the suspension from automated procs.
- ❑ **(Z-E6) or Keyop Menu icon > System Utilities > [E6]:** Perform a level R shutdown from the server before continuing. This ensures all data in cache memory is written to the disk before shutdown.

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

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<https://support.ecisolutions.com>

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

As part of your year-end procedures, you change business period and fiscal year. However, President's Screens show last year's figures until you post 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.

These rules also affect the SQL-based Executive Dashboard totals.

Worksheet: My Renamed Journals

DDMS® History applications display journalized data from files specified in your journal parameter screens. The table below summarizes the journal renaming schedule and naming conventions required to display historical data properly. 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.

New video tutorial and one-page checklist! "Year-End Spot Check" shows you what screens and fields to check in order to be sure your year-end figures are properly zeroed out and journals are properly updated.

See www.ddms.com/support/tutorial/tutorial.htm

In the blank column below, note the volume or unit where each file resides. 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)		0LDEC-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-AUX2011		n/a
	(ZC2)	PP-HIST	PP-HIST11		n/a
	(ZF7)	PP-YEAR	PP11		n/a
Year-End	(ZF7)	JNL-AR	JNL-11-AR		(LA4)
	(ZF7)	JNL-AR-POI	JNL-11-POI		n/a
	(ZF7)	JNL-AR-SPC	JNL-11-SPC		n/a
	(ZF7)	JOUR-AP	2011-AP		(LC1)
	(ZF7)	JOUR-PO	2011-PO		(LF2)
	(ZF7)	JOUR-P-IND	2011-P-IND		n/a
	(ZF7)	JOUR-P-ACK	2011-P-ACK		n/a
	(ZF7)	JOUR-P-DES	2011-P-DES		n/a
	(ZF7)	JOUR-P-GLO	2011-P-GLO		n/a
	(ZF7)	JOUR-P-SPC	2010-P-SPC		n/a
General Ledger	(ZC2)	CHARTFILE	11-CHART		(LJ1-C)
	(ZC2)	BUDGETFILE	11-BUDGET		(LJ1-C)
	(JY)	GL-MASTER	11-GL		(LJ1-C)
	(JY)	GLD-MASTER	11-GLD		(LJ1-C)