

# TECH TALKS

With Frontier  
Customer Support

Your Topics

For Your Success

## Physical Inventory

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JULIE WRIGHT | 12/05/2024

# Agenda: What We'll Cover

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## Physical Inventory

- Overview
- Setup
- Process

# The Details

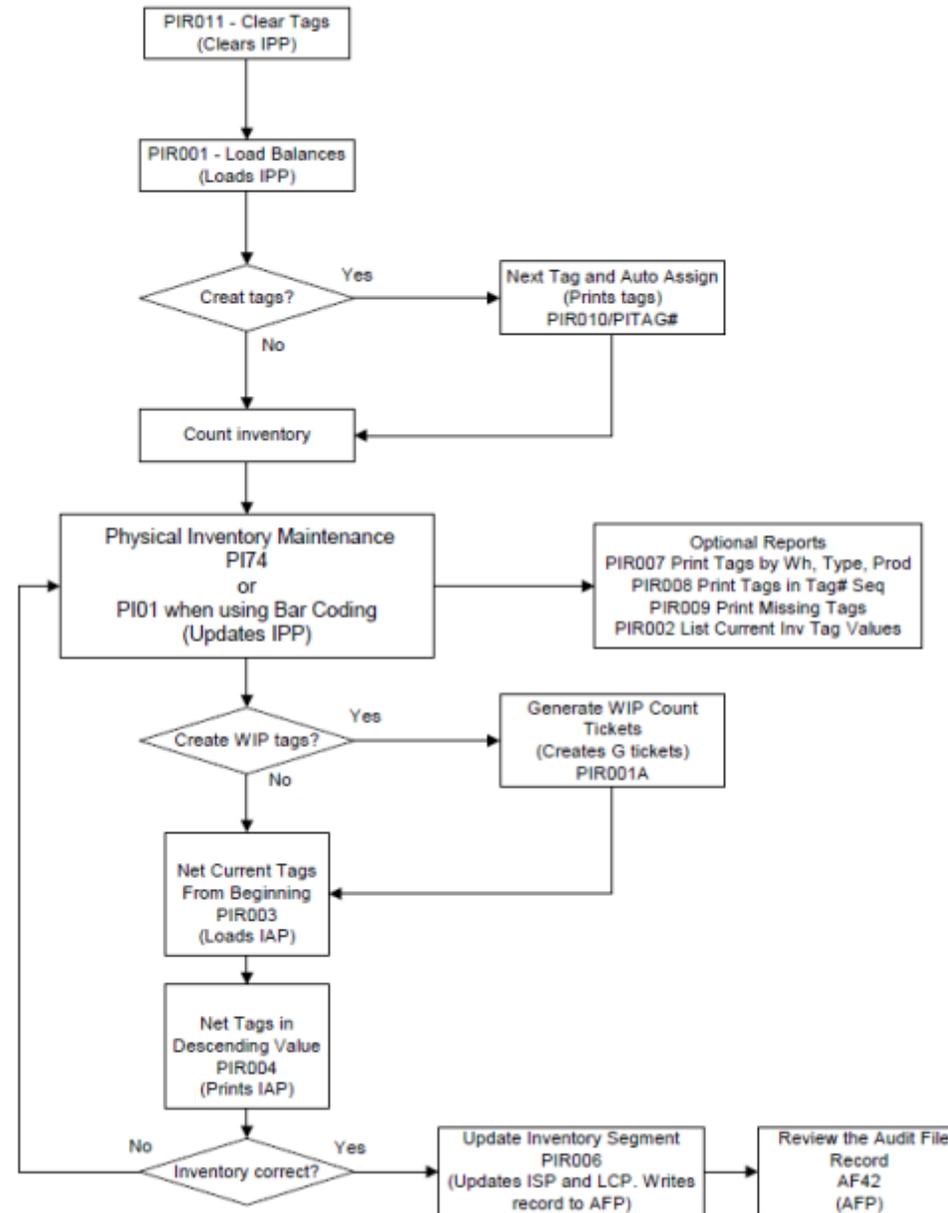
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All participants are muted.

Please post your questions in the Chat or use the Q&A tab. We will answer them at the end of the presentation.

This session is being recorded. The replay link will be sent to all registered customers.

# Physical Inventory - Overview



# Physical Inventory Setup

## Location Master

- LL77
- Set locations to omit from physical inventory counts

```

ECS040C                                LOCATION MASTER MAINTENANCE

Warehouse      Location
  01            MRGLOC1

Location type      A
Warehouse zone
Include in physical? Y
Nettable for MRP?  Y
Sequence number      1.00

                Location                Maximum capacity
Length           _____            Pieces           _____
Width            _____            Volume           _____
Height           _____

Number of picks
Last picked date  0/00/00

LL77 Warehouse 01 Location MRGLOC1 Mode
F3=Exit F10=Menu Bar
  
```

# Physical Inventory Process

## Clear tags

- PIMENU option 11
- Deletes IPP file

```
ECS040C                CLEAR TAGS BY WAREHOUSE                12/14/20
                                                                08:26:48

Enter a warehouse to clear tags.

      Warehouse  01      (** for ALL warehouses)

PIRC
F3=Submit and exit  F12=Cancel
```

# Physical Inventory Process

## Load beginning balances

- PIMENU option 100
- Creates IPP records for on-hand balances by product and lot and/or location

This job will submit on hold and must be released

ECS040C

12/14/20

08:28:13

CREATE PHYSICAL INVENTORY FILE WITH BEGINNING BALANCES

Enter the warehouse to be reported on 01  
(blank for ALL warehouses)

Enter the inventory type to be selected \_  
(blank for ALL inventory types)

Press ENTER to record your selection, even if both parameters are left blank.

F3=Submit and exit F12=Cancel

# Physical Inventory Process

## Generate tags

- PIMENU option 200
- Assign starting tag number
- Option to assign tag, assign and generate, or not assign
- Option to generate blank tags (found inventory)
- Print tags

```

ECS040C                                NEXT TAG NUMBER AND          12/14/20
                                         AUTOMATIC ASSIGNMENT OF TAG NUMBER 08:42:59

This will change the next tag number (PITAG#). All tag records are
sequentially numbered from the starting value given in this data area.

Next tag number                          000001

This will allow the option of having the tag numbers automatically
or manually assigned (PITGAU).

Automatically assign tag numbers?        Y   (Y=Auto assign
                                           G=Auto assign & generate
                                           N=Do not assign)

Number of blank tags to print:           003
Submit job for printing tag numbers?    Y   (Y or N)

F3=Exit
  
```

# Physical Inventory Process

## Tag print program

- If print tag option is Y, additional job will run to print tags
- One tag per page

ECS040C

12/14/20

08:46:10

Print Physical Inventory Tags In Wh, Loc, Part, Lot

Enter the warehouse to be reported on 01  
(blank for ALL warehouses)

Enter the inventory type to be selected \_  
(blank for ALL inventory types)

Press ENTER to record your selection, even if both parameters are left blank.

```
Program: PIR010          FRONTIER 4.0 EC PROGRAM - V4.0 ECS040C          Date: 12/14/20    Page:11
                        PHYSICAL INVENTORY CURRENT TAGS BY WH, LOC, PN, LOT          Time: 8:48:33
WH TAG # CTL  PRODUCT NUMBER  LOCATION  LOT NBR      PIECES      DESCRIPTION
01  1168      MRG.MAKE                _____  TEST
Program: PIR010          FRONTIER 4.0 EC PROGRAM - V4.0 ECS040C          Date: 12/14/20    Page:11
                        PHYSICAL INVENTORY CURRENT TAGS BY WH, LOC, PN, LOT          Time: 8:48:33
WH TAG # CTL  PRODUCT NUMBER  LOCATION  LOT NBR      PIECES      DESCRIPTION
01  1169      MRG.MAU                _____  MAURY MRP TEST PROD
Program: PIR010          FRONTIER 4.0 EC PROGRAM - V4.0 ECS040C          Date: 12/14/20    Page:11
                        PHYSICAL INVENTORY CURRENT TAGS BY WH, LOC, PN, LOT          Time: 8:48:33
WH TAG # CTL  PRODUCT NUMBER  LOCATION  LOT NBR      PIECES      DESCRIPTION
01  1170      MRG.MID                _____  TEST FOR RETURNS WH
```

# Physical Inventory Process

## Counts

### PI74

- If assign tag option was set to generate, tag counts of 0 are in the system
- If assign tag option was set to assign only, tags must manually be entered

Physical inventory requires a count to be entered for every product and lot/location combination in the IPP file. Not entering a count will set inventory on-hand to 0.

```

ECS040C                PHYSICAL INVENTORY MAINTENANCE                12/14/20
                                                                    08:55:37

Required selection criteria:

      Mode                ADD      (TAG, ADD, PN, LOC)

      Warehouse           01

Optional selection criteria: (blank for all records)

      Control point        

      Tag number           

      Product number       

      Location             

      Date               121420

PI74
F3=Exit  F10=Menu Bar
  
```

# Physical Inventory Process

## Counts

- System-assigned tags
- ADD mode
  - Requires WH and Date

```

ECS040C          PHYSICAL INVENTORY MAINTENANCE          OK TO ADD          12/14/20
                                                         08:56:15

Tag # C S Wh      Count  UM  Product          Loc      Seq #  Lot
1168  _ _ 01 500          _  MRG. MAKE        _
WO#   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Tag class _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Who _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Date 0/00/0
Expd 0/00/0

WO#   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Tag class _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Who _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Date 0/00/0
Expd 0/00/0

WO#   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Tag class _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Who _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Date 0/00/0
Expd 0/00/0

WO#   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Tag class _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Who _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Date 0/00/0
Expd 0/00/0

WO#   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Tag class _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Who _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Date 0/00/0
Expd 0/00/0

WO#   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Tag class _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Who _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Date 0/00/0
Expd 0/00/0

Mode ADD Warehouse 01 Control point _ Tag # _
PI74 Product _ Location _ Date 12/14/20
F2=Select F3=Exit F13=IUM F10=Menu Bar
    
```

# Physical Inventory Process

## Counts

- System-generated tags
- TAG mode
  - Requires WH and TAG

```

ECS040C          PHYSICAL INVENTORY MAINTENANCE          12/14/20
                                                         09:18:59
Tag # C S Wh      Count  UM  Product          Loc      Seq #  Lot
1165  H 01          0Z    MRG.MAKE
WO#          TEST          Who BAS          Date 12/14/20
          Tag class          Expd 0/00/00
1166  _ 01          EA    MRG.MAU
WO#          MAURY MRP TEST PROD Who BAS          Date 12/14/20
          Tag class          Expd 0/00/00
1167  _ 01          EA    MRG.MID
WO#          TEST FOR RETURNS WH Who BAS          Date 12/14/20
          Tag class          Expd 0/00/00
1168  _ 01          EA    MRG.MS
WO#          MODELSET          Who BAS          Date 12/14/20
          Tag class          Expd 0/00/00
          00031278
1169  _ 01          EA    MRG.MS
WO#          MODELSET          Who BAS          Date 12/14/20
          Tag class          Expd 0/00/00
          00052803
1170  _ 01          EA    MRG.MTS
WO#          MAKE TO STOCK    Who BAS          Date 12/14/20
          Tag class          Expd 0/00 +
Mode TAG Warehouse 01 Control point _ Tag # 1160
PI74 Product          Location          Date 0/00/00
F2=Select F3=Exit F13=IUM F10=Menu Bar
    
```

# Physical Inventory Process

## Counts

### PI01

- Will find system generated tag and add the count to that tag
- If assigned only tags, this will add a new sequential tag

### PI03

- Used when system generated tags
- Will find matching product and lot and/or location assigned to tag

```

Wh   Lot #
01  _____
Product
MRG.MAKE
_____

Count          UM
  100.000    OZ
_____
Location
_____

PI01 RECOUNT
  
```

```

Wh 01 Tag 1568
Product
DVA001.LOR2
Lot #

Location
88888888
Count
█ _____
UM EA
OK TO PROCESS
PI03
  
```

# Physical Inventory Process

## WIP count tickets

- Used to account for material consumed by work orders but not yet backflushed

```

ECS040C                PHYSICAL INVENTORY MAINTENANCE                12/14/20
                                                                    09:35:20

Required selection criteria:

      Mode                ADD      (TAG, ADD, PN, LOC)
      Warehouse           01

Optional selection criteria: (blank for all records)

      Control point       W
      Tag number          _____
      Product number      MRG.MAKE_____
      Location            _____
      Date                121420_____

PI74
F3=Exit  F10=Menu Bar
  
```



# Physical Inventory Process

## WIP count tickets

- G tickets assigned for materials that should be consumed by the work order up to the sequence entered

```

ECS040C                PHYSICAL INVENTORY MAINTENANCE                12/14/20
                                                                09:40:30
Tag # C S Wh          Count  UM  Product          Loc      Seq #  Lot
 2000 W  01          10.000  OZ   MRG.MAKE          _____  20.00
WO#  60118917.000
                Tag class _____
                Who ECS040C          Date 12/14/20
                Expd 0/00/00
 2000 W G 01          100.000 EA   MRG.ISS2          FLOOR
WO#  60118917.000
                Tag class _____
                Who ECS040C          Date 12/14/20
                Expd 0/00/00
 2000 W G 01          100.000 EA   MRG.ISS3          _____
WO#  60118917.000
                Tag class _____
                Who ECS040C          Date 12/14/20
                Expd 0/00/00
 2000 W G 01          10.000 EA   MRG.SWA.BUY       _____
WO#  60118917.000
                Tag class _____
                Who ECS040C          Date 12/14/20
                Expd 0/00/00
 2000 W G 01          13.210 EA   MRG.BUY           _____
WO#  60118917.000
                Tag class _____
                Who ECS040C          Date 12/14/20
                Expd 0/00/00

Mode TAG Warehouse 01 Control point _ Tag # 2000
PI74 Product _____ Location _____ Date 0/00/00
F2=Select F3=Exit F13=IUM F10=Menu Bar
  
```

# Physical Inventory Process

## Counts

- Tag types
  - B = Beginning balance
  - H = Historical count
  - W = WIP count
  - Blank = Current count
- Tag class
  - User-defined

Tag #	C	S	Wh	Count	UM	Product	Loc	Seq #	Lot
	B		01	891149.955	EA	MRG.BUY			
WO#						BUY ITEM	Who	BAS	Date 12/14/20
						Tag class			Expd 0/00/00
1112			01	5000.000	EA	MRG.BUY			
WO#						BUY ITEM	Who	BAS	Date 12/14/20
						Tag class			Expd 0/00/00
1112		H	01		EA	MRG.BUY			
WO#						BUY ITEM	Who	BAS	Date 12/14/20
						Tag class			Expd 0/00/00
2000	W	G	01	13.210	EA	MRG.BUY			
WO#	60118917.000					BUY ITEM	Who	ECS040C	Date 12/14/20
						Tag class			Expd 0/00/00

# Physical Inventory Process

## Optional Reports

### PIR007

- Sorts by location, lot, and part number
- Shows current count and value of tags

```

Program: PIR007                                FRONTIER 4.0 EC PROGRAM - V4.0 ECS040C
                                                PHYSICAL INVENTORY CURRENT TAGS BY WH, CTL, PN
Date: 12/14/20                                Page:
Time: 9:47:12
WH TAG # C PRODUCT NUMBER OPER#            WO# LOC LOT NBR PIECES ACCOUNT# MATERIAL LABOR OVERHEAD TOTAL
01 1032 MRG.ACTUAL                                IUM EA WH UM .000 .000 MISC .00 .00
01 1033 MRG.ADDER                                IUM 10.000 EA WH UM .000 10.000 MISC .00 .00
01 1034 MRG.ADDER                                IUM 10.000 EA WH UM .000 10.000 MISC .00 .00
01 1035 MRG.ADDER                                IUM 10.000 EA WH UM .000 10.000 MISC .00 .00
01 1036 MRG.ADDER                                IUM 10.000 EA WH UM .000 10.000 MISC .00 .00
01 1037 MRG.AFM                                  IUM 200.000 EA WH UM .000 200.000 MISC 2000.00 15000.00 .00 17000.00
01 1038 MRG.AFM                                  IUM 200.000 EA WH UM .000 200.000 MISC 2000.00 15000.00 .00 17000.00
  
```

```

Program: PIR008                                FRONTIER 4.0 EC PROGRAM - V4.0 ECS040C
                                                PHYSICAL INVENTORY CURRENT TAGS IN TAG# ORDER
Date: 12/14/20                                Page:
Time: 9:47:15
WH TAG # C PART# OPER#            WO# BIN # LOT # PIECES GL ACCT MATL LABOR OVERHEAD TOTAL
01 1032 MRG.ACTUAL                                IUM EA WH UM .000 .000 MISC .00 .00
01 1033 MRG.ADDER                                IUM 10.000 EA WH UM .000 10.000 MISC .00 .00
01 1034 MRG.ADDER                                IUM 10.000 EA WH UM .000 10.000 MISC .00 .00
01 1035 MRG.ADDER                                IUM 10.000 EA WH UM .000 10.000 MISC .00 .00
01 1036 MRG.ADDER                                IUM 10.000 EA WH UM .000 10.000 MISC .00 .00
01 1037 MRG.AFM                                  IUM 200.000 EA WH UM .000 200.000 MISC 2000.00 15000.00 .00 17000.00
01 1038 MRG.AFM                                  IUM 200.000 EA WH UM .000 200.000 MISC 2000.00 15000.00 .00 17000.00
  
```

### PIR008

- Sorts by tag number
- Shows current value of tags

# Physical Inventory Process

## Optional Reports

PIR002

- Sorts tag number
- Shows current count and value of tags

```

Program:  PIR002                FRONTIER 4.0 EC PROGRAM - V4.0 ECS040C                Date:  12/14/20  Page:
                                VALUE OF CURRENT INVENTORY TAGS                Time:   9:54:26
TAG # DIV C  GL ACCT                WH PRODUCT NUMBER  OPER#                WO# LOCATION LOT#                COUNT                STD COST                EXT VAL
1032  01  MISC                01 MRG.ACTUAL
1033  01  MISC                01 MRG.ADDER                00035239            10.000 EA
1034  01  MISC                01 MRG.ADDER                00045493            10.000 EA
1035  01  MISC                01 MRG.ADDER                00047338            10.000 EA
1036  01  MISC                01 MRG.ADDER                00048079            10.000 EA
1037  01  MISC                01 MRG.AFM                00050851            200.000 EA            85.0000            17000.00
1038  01  MISC                01 MRG.AFM                00051164            200.000 EA            85.0000            17000.00
1039  01  MISC                01 MRG.AFM                00064614            10.000 EA            85.0000
  
```

# Physical Inventory Process

## Review counts

- Create adjustment file
  - PIMENU option 103
- Review adjustments
  - PIMENU option 104

```
ECS040C12/14/20  
09:57:45  
  
NET CURRENT TAGS FROM BEGINNING  
  
Enter the warehouse to be reported on 01  
(blank for ALL warehouses)  
  
Enter the inventory type to be selected _  
(blank for ALL inventory types)  
  
Press ENTER to record your selection, even if both parameters  
are left blank.  
  
F3=Submit and exit F12=Cancel
```

# Physical Inventory Process

## Review adjustments

- PIMENU option 104
- Lists adjustments by difference in value (descending order) by inventory account

```

Program:   PIR004                                FRONTIER 4.0 EC PROGRAM - V4.0 ECS040C                                Date:   12/14/20   Page:
                                                INVENTORY ADJUSTMENT FILE IN DESCENDING VALUE                                Time:   9:58:46
TAG #  DV C GL ACCOUNT      WH PRODUCT NUMBER OPER# LOCATION LOT #      TOT PCS  DIF PCS      TOT VALUE  DIFF VALUE
TOTAL FOR ACCOUNT #
 1145 01  MISC      01 MRG.FEY.MRP                                400.000  EA      286000.0000
 1045 01  MISC      01 MRG.ALP                                2500.000- EA      228250.0000
 1165 01  MISC      01 MRG.MAKE                                100.000  953.000- DZ      5150.0000
 1197 01  MISC      01 MRG.PART                                327.935- EA      32793.5000
 1216 01  MISC      01 MRG.REWORK                                00062156 100.000- EA      26117.0400
 1061 01  MISC      01 MRG.AME                                00066322 116.000- EA      24160.8744
 1236 01  MISC      01 MRG.SWA.BUY                                1124.500 EA      19116.5000
      01  MISC      01 MRG.AFM                                00050851 200.000 201.000 EA      17000.0000
      01  MISC      01 MRG.AFM                                00051164 200.000 201.000 EA      17000.0000
  
```

# Physical Inventory Process

---

## Correct counts

- Update counts via PI74 or PI01 / PI03
- Recreate adjustment file
  - PIMENU option 103
- Review adjustments

# Physical Inventory Process

## Update inventory

- PIMENU option 106
- Can be undone
  - Not recommended - Last resort
- Keeps counts and adjustment file

This job will submit on hold and must be released.

**DO NOT SUBMIT  
MORE THAN ONCE**

ECS040C

12/14/20

10:04:03

UPDATE INV SEG WITH DIFF BETWEEN BEG BALANCE/CURRENT TAG

Enter the warehouse to be reported on 01  
(blank for ALL warehouses)

Enter the inventory type to be selected \_  
(blank for ALL inventory types)

Press ENTER to record your selection, even if both parameters are left blank.

F3=Submit and exit F12=Cancel

# TECH TALKS

With Frontier  
Customer Support

Your Topics

For Your Success

## Today's Topic: Year End Close

---

JAN CUSHING | FRIEDMAN CUSTOMER SUPPORT

# Year End Close

---

## Prepare for the new year

- Update your FP88 for all the fiscal periods for your new fiscal year
- Update your HL80 calendars for the new fiscal.
  - These HL80 calendars can be listed in NF68 RO note type,
  - NF68 CW note type and WC39 per work center.

# Year End Close

---

## TIME SENSITIVE STEP

Make sure all PO receipts and inventory transactions have been done for the year.

There are two procedures that must be ran to roll YTD totals over the last year and sets the current year totals to zero. If these options are not run before any new year transactions occur than the new transaction will be included in the totals that are rolled over.

- **Roll of Vendor Totals (APJ390)** will move the year-to-date totals into the previous year and then clear year to date totals in the Vendor Master (VM08 and VM10) and the Vendor Quote File (QM11). This job can be accessed on **APMENU01 option 350**.
- **Clear Current Year-to-Date fields (PIR005)** will roll the year-to-date buckets on the PM73/Inventory Segment Maintenance screen to the prior year column and clears the year-to-date buckets. This program also updates the average cost fields in Purchase History Inquiry (PU17). This job can be accessed on **PIMENU option 105**.

# Year End Close

---

- Run your month end close jobs on MEMENU as normal for the last period of this fiscal year.
- Make sure all your journals are posted for all fiscal periods for this fiscal year (JE67 or Process GL entry in the UI)
- Go to GLMENUMD option 10 and set the GLPER data area to the last period of this fiscal year (i.e. 2412)
- Go to GLMENU run option 210, Year End Close GLJ003
  - The General Ledger Year End job clear the Income Statement Accounts (account type P in Chart of Accounts) posting the offset to the Retained Earnings Account that is identified by the alpha code "RE". It posts these transaction to the 99<sup>th</sup> period of the current year (YY99, i.e. 2499). These transactions, once created can be viewed in JE67 or Process GL Entry in the UI by typing the YY99 (2499) in the period field and clicking Open.
  - The Beginning balance for the balance sheets accounts (account type B in Chart of Accounts) for the next year are posted to the 00 period of the upcoming year (YY00, 2500). These also can be view in JE67 or Process GL Entry in the UI by entering the period YY00 (2500).

# Year End Close

- The GLJ003 creates a journal entry that will display with the journal name JE in period YY99 (i.e., 2499) and YY00 (i.e., 2500). This journal is NOT posted and will require you to manually post. If the YY00 JE journal is not posted your will not have beginning balances in GL Inquiry or iStatements.
- The year end close can be re-run. This will require you to unpost the JE journal in both period YY99 and YY00 and then do a period cancel for both YY99 and YY00 periods. To cancel the period in green screen, you would go JE67, enter the password, period YY99 and the division and hit enter. Unpost the JE journal and then put PC in the Kw field and hit enter. This will bring up a Delete Confirmation screen, enter Y and hit enter. Once you have done a PC on the period DO NOT re-enter that period until after you have re-run GLJ003 to recreate your year end close.

```

CO Period Fiscal name      Debit applied      Credit applied
02 2499
DV Chart name
JC JLC1

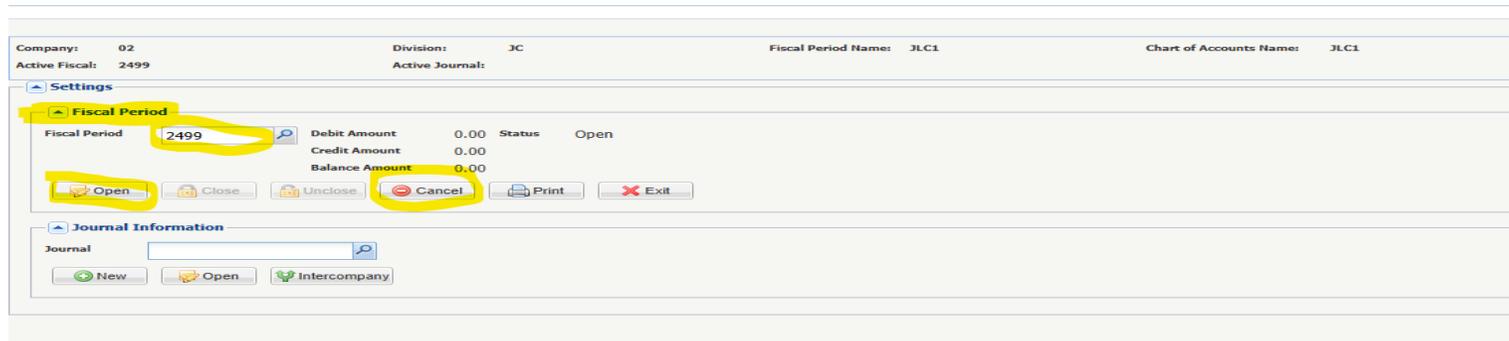
Delete Confirmation
Yes(Y) or No(N)
  Y
F12=Cancel

JE67 Kw PC Journal      Seq
F2=Select F3=Exit F4=Copy Journal F10=Menu Bar
MB A MJ
  
```

# Year End Close

- To Cancel the period in Process Journal Entry in the UI you must enter YY99 or YY00 and click Open.
- Unpost JE journal
- In Fiscal Period header box hit Cancel button

## Process Journal Entry



Company: 02      Division: JC      Fiscal Period Name: JLC1      Chart of Accounts Name: JLC1  
 Active Fiscal: 2499      Active Journal:

**Settings**

**Fiscal Period**

Fiscal Period	2499	Debit Amount	0.00	Status	Open
		Credit Amount	0.00		
		Balance Amount	0.00		

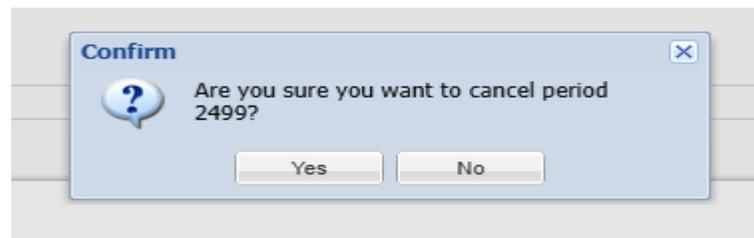
Open Close Unclose Cancel Print Exit

**Journal Information**

Journal

New Open Intercompany

- You will get a cancel confirmation pop up box you need to answer Yes to complete the cancel



# Year End Close

- 1099's
- APMENUD option 40 data area should be set to 600.00 per Federal government mandate that all independent contractors paid over \$600.00 must receive a 1099.
- APMENUD option 26 data area contains your company name, address and ID number.
- APMENUD option 24 data area is used to set the year by division for the 1099's to be run.

```

ECS041C                                A/P 1099 YEAR                                10
Use this screen to update the A/P 1099 year parameter for
division  JC  JAN'S DIVISION

This screen will change the A/P 1099 year to be selected for
processing.
Make required changes and PRESS ENTER.

Year for 1099 to be run  24
Finalize 1099s           N      (Y or N)

AP02  Division  JC
F3=Exit
  
```

# Year End Close

- 1099's Continued
- APMENU01 option 360 is used the first time you run your 1099s.

```

ECS041C                SUBMIT PRINT A/P 1099 FORMS                12/03/24
                                                                08:54:46

Use this screen to indicate the company(s) or the division(s)
and 1099 code to be processed. Leave 1099 code blank
to process all types.

      Company
      + for more values  ___
or
      Division
      + for more values  ___

      1099 code          ___          (blank for ALL)

      Vendor range      _____ To _____ (blank for ALL)

      Create option      N   (Y = create file only)
                          (N = print only)
                          (B = create file and print)

GL12
F3=Submit and exit  F12=Cancel
  
```

# Year End Close

- 1099's continued
- APMENUD option 48 A/P 1099 File Path Maint

```

ECS041C                AP1099 INTERFACE DIRECTORY MAINTENANCE                12/03/24
                                                                    08:58:11

Use this screen to update parameter AP1099PATH for
division

Specify a non-numeric non-alphabetic non-blank field delimit character.

Fields will be delimited by _

Specify an IFS (Integrated File System) path name where FRONTIER will
deposit the AP 1099 interface file. Ensure that the path is a valid
path as it will not be validated.

Path name _____

AP19  Division  _____
F3=Exit
  
```

# Year End Close

- 1099's continued
- To run your 1099s again you need to run option APMENU01 option 400.
- APMENU01 option 370 (AP11) can be used to review and update the 1099 code on invoices that were posted for your vendors.

```

ECS041C          1099 TAX CODE MAINTENANCE SELECTION          12/03/24
                                                           09:02:47

Division          _____

Vendor from       _____ (blank for ALL)
Vendor to         _____

*and*
Invoice number from _____ (blank for ALL)
Invoice number to _____

*and*
Payment date from _____ (blank for ALL)
Payment date to   _____

*and*
GL account number from _____ (blank for ALL)
GL account number to _____

*and*
Existing 1099 code from _____ (blank for ALL)
Existing 1099 code to   _____ (*blanks for NO 1099 Code)

Update (U) to submit job, Review (R) to display records  R  (R/U)
Update existing 1099 code to  _____

AP11
F3=Process  F10=Menu Bar  F12=Cancel
  
```

# Year End Close

- 1099's continued
- APMENU01 option 370 data screen

```

ECS041C                1099 Tax Code Maintenance Selection                12/03/24
                                                                    09:04:32
Division JC JAN'S DIVISION                US
1099 Code
Cur Rev Vendor                Invoice                Seq GL Account
M      —   JLC      JAN'S VENDOR                RWNEW3                1 99-01-006
M      —   JLC      JAN'S VENDOR                222533                1 99-01-006
M      —   JLC      JAN'S VENDOR                222534                1 99-01-006
M      —   JLC      JAN'S VENDOR                222554                1 99-01-006
M      —   JLC      JAN'S VENDOR                222555                1 99-01-006
M      —   JLC      JAN'S VENDOR                222561                1 99-01-006
M      —   JLC      JAN'S VENDOR                222573                1 99-01-006
M      —   JLC      JAN'S VENDOR                222574                1 99-01-006
M      —   JLC      JAN'S VENDOR                222575                1 99-01-006
M      —   JLC      JAN'S VENDOR                222582                1 99-01-006
M      —   JLC      JAN'S VENDOR                222583                1 99-01-006
M      —   JLC      JAN'S VENDOR                2225841               1 99-01-006
M      —   JLC      JAN'S VENDOR                302955                1 99-01-006
M      —   JLC      JAN'S VENDOR                3434                  1 99-04-101
M      —   JLC      JAN'S VENDOR                3717                  1 99-01-006
M      —   JLC      JAN'S VENDOR                3723-1                1 99-01-006      +
AP11  Vendor                Invoice
F2=Select  F3=Exit  F6=Fold/Unfold  F10=Menu Bar  F12=Cancel
  
```

# Year End Close

- 1099's continued
- Once all changes have been done in AP11 you would run option 400 again on APMENU01 to create your 1099 spool file or IFS file you need to go to APMENUD option 24 and put a Y in the Finalize field.

```
ECS041C                                A/P 1099 YEAR

Use this screen to update the A/P 1099 year parameter for
division  JC  JAN'S DIVISION

This screen will change the A/P 1099 year to be selected for
processing.

Make required changes and PRESS ENTER.

Year for 1099 to be run  24
Finalize 1099s           Y  (Y or N)

AP02  Division JC
F3=Exit
```

# Year End Close

---

- Typically, this is also the time of year that client's do a cost roll. Prior to running the cost rolls, current on-hand inventory should be valued by running POD140 on ICMENU. This gives a total value of your current on-hand inventory.
- Set data area option 56 on CRMENU to Y if you want the cost records to write to the Audit file which will write to the GL.
- Make sure all your buy products have a correct current cost before running CST000 option 38 on CRMENU, Cost Roll Over as this will roll current cost to STD cost.
- The cost rolls need to be run in the order listed below:
  - Individual Purchased Product - F9 or Roll PM73 or Inv Segment
  - Annual Cost Roll-over Purchased non-configured CST000 - option 38
  - Manufactured Cost rolls CST001 - option 30
  - Purchased PCM Cost Roll CST010 - option 48
  - Manufactured PCM Cost ATO007 – option 60

# Year End Close

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- New Budget for the new year
  - GLMENUM option 12 – set current budget number for the division
  - GLMENUM option 20 – set the budget value and plan value for the division. This must be set for the budgets to transfer to iStatements.
  - Transfer the BEP file from IBM to PC
  - Make Changes to Excel file.
  - Upload the BEP from PC to IBM and append to current BEP.