



2015 Year-End Closing



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Introduction

This is your 2015 year-end closing information. Autosoft has prepared the following instructions to aid you with the year-end closing procedures for payroll and accounting. This includes instructions for printing W-2 and 1099 forms. Please read this information carefully and in its entirety prior to beginning the year-end closing process and follow the instructions.

Remember: If you need to edit the posting date when you are posting journals, you ***MUST*** edit it on the Journal Entries menu. You can change the posting date by clicking on the **Operator ID** button or by pressing the F5 key. This opens the Default Operator ID and Posting Date prompt.

Understanding the Process

Below is an outline of the process you will follow to close the year. Review the process so you know what to expect. Make sure you follow the instructions presented for each section. ***It is important you read all of the information in this booklet before closing.***

- I. Close payroll for the year.
 - A. Print payroll reports for 2015.
 - B. Perform the year-end closing.
 - C. Verify the tax and deduction information for 2016.
 - D. Remove dormant records.
 - E. Prepare W-2 data.
 - F. Print the W-3 transmittal form.
- II. Prepare vendor 1099 data.
 - A. Close accounts payable.
 - B. Generate a new 1099 vendor list.
 - C. Edit vendor information.
 - D. Print the 1099 forms.
 - E. Print the 1096 summary.
- III. Close the remaining books.
 - A. Generate the financial statement for month 12.
 - B. Close the accounts receivables.
 - C. Close the general ledger.
 - D. Archive records.
- IV. Make thirteenth month entries.

Tip: You do not have to close your general ledger before closing the payroll. Also, you do not have to close the payroll before closing the general ledger.

Closing Payroll for the Year

The first step is to close the payroll for 2015. Before closing the payroll figures, read all the information in this section. **Do not close your payroll twice!** You must close the payroll **after** your last payroll for 2015 and **before** the first payroll of 2016. Do not post payroll for 2016 until you have closed the payroll for 2015.

Stop! Before closing Payroll for the year, Autosoft strongly recommends that you perform a daily backup and keep the disk for one month in the case that you mistakenly closed the year or would like to access the information in the future. If your dealership employs the hosted FLEX DMS solution, updates to the cloud are done automatically, and the Customer Support Center can assist you in restoring those backup files when necessary. See *Appendix A* for details.

Printing Payroll Reports for 2015

Before the data for 2015 is cleared, Autosoft recommends that you print all payroll reports for the year you are closing so you have a hard copy available for future reference. Be sure to run a set of reports from **01/01/2015** to **12/31/2015** for your yearly records. After the payroll data is cleared, these reports are only available until you close the payroll for next year.

Tip: If you run your payroll reports in 2016 and the values are zero or the reports are blank, change your computer date back to December 31, 2015, and re-run the reports. This will fix the problem. Be sure to change your computer date back to the correct date after you print the payroll reports.

Performing the Year-End Closing

The closing procedure moves all the year-to-date figures into a holding file. This allows you to print the W-2 forms any time during the new year. The working payroll records will be cleared to zero. All new data will be collected as each payroll is run during 2016.

1. Click **Accounting** on the FLEX DMS main menu.
2. Click **Payroll** on the Dealership Accounting menu.
3. Click **Maintenance** on the Payroll menu.

- Click **Year-End Closing & W2's** on the Maintenance menu. The Year-End Closing menu appears.

- Click **Year End Closing**.
- A warning appears indicating that web updates may be available for year-end closing procedures. Click **OK** to acknowledge the message.
- The Year End Closing screen opens.

8. The right side of the screen displays a list of the deductions entered in the payroll setup. Using the list on the right side of the screen for reference, type the deduction number for the federal, FICA, FICA/Medicare, state, and local taxes withheld. A second box is available in case you have two deduction accounts set up for any of the deductions. Both deduction boxes will pull to the appropriate box on the W-2 form. In the example, **Box 2** (federal withholding) is deduction number 11, and **Box 17A** (state withholding) is deduction number 12.

If you do not have a state income tax, leave **Box 17A** and **Box 17B** blank. If you do not have a local income tax, leave **Box 19A** and **Box 19B** blank. This will transfer a zero to the box on the W-2 form for that item.

The income amounts that will be reported for federal, FICA, state, and local deductions depend on the settings in the **GC** column of the Pay/Deduction Descriptions screen (the second menu option on the Payroll Setup menu). These particular deductions may be based on either Gross Pay (G) or Adjusted Gross Pay (A). Be sure and check your parameters carefully before performing the year-end closing on this screen.

9. Next, type your state abbreviation in **Box 17A** and your locality (city, township, parish etc.) in **Box 19A**.

Important: Pennsylvania requires that you type the two-digit county code in **Box 19A**. Type the two-digit county code to which the funds were remitted. (This code is the first two digits of the employer's PSD code.)

10. In **Box 15A** and **Box 15B**, type your state tax ID number, where applicable. You can find this number on your state income tax forms. Some states do not have an employer ID.
11. **Box 12** is comprised of four lines. The first set of boxes for each line is for the deduction number. The **Prefix** box is for the code letter used for the item. (You can find an explanation of the codes in the IRS "Instructions for Forms W-2 and W-3" publication for 2015.) The **Year** box applies only if the amount is for a previous year.

If you have a deduction for a qualified section 401K, type the deduction number in **Box 12a**. The **Prefix** should be **D**. If all contributions are for the current year, leave the **Year** blank.

All entries for Box 12 must be determined by your accountant.

12. **Box 14-1** is for reporting demo benefits. The total accumulated demo amount automatically pulls to box 14-1 on the W-2 form based on the demo amount listed for each employee on the Department Assignments screen. Use the **Description** field on this screen to enter a description for the demo benefit that will clearly identify this deduction to the employee. For example, you could enter LV for Lease Value or Demo.

Any demo benefits that you must report as taxable income should have been flagged for the applicable taxing authorities in the **Demo** column of the Enter Deductions screen (the second menu option on the Payroll menu). If a deduction is flagged with a "Y," the system will calculate the tax for that line based on the total taxable income, including any demo amount. Demo benefits may not be considered as income in some states and localities. Read your W-2 information booklet provided by your federal, state, and local tax collectors. Be sure to check your parameters carefully before performing the year-end closing on this screen. If you have any questions, check with your accountant.

13. Boxes 14-2, 14-3, and 14-4 are used for other deductions such as state disability insurance taxes withheld, union dues, education assistance payments, health insurance premiums, uniform payments, nontaxable income, allowance and utilities for clergy, non-elective employer contributions made on behalf of the employee, voluntary after-tax contributions that are deducted from an employee's pay, required employee contributions, and employer matching contributions.

For example, if you have a pretax insurance/cafeteria plan, you would enter the deduction number for the deduction in **Box 14-2** and type a description of the deduction (Aflac, Cafeteria, etc.) in the **Description** box. Use descriptions that will help the employee identify the deduction when he or she receives the W-2 form.

14. The FICA maximum wage for 2015 must be **\$118,500**. This figure must appear in the **FICA Maximum Wage for Reporting Year** box.
15. Once you verify you have the correct FICA maximum wage for the reporting year, click **Close**.
16. The system prompts you to continue with the update. Double-check the screen for accuracy. When you are satisfied with the entries, click **OK** to proceed.
17. The system compiles the information. It displays the status of the process for reference.
18. Once the system is finished with the year-end closing, it returns you to the Year-End Closing menu. The "Year-End Was Last Closed" label will display the current date.
19. You can print the W-2 forms any time after the update is complete.

Important: If you find that you need to correct the deduction numbers because they are pulling to the wrong boxes on the W-2 forms, you can edit the information on the Year End Closing screen. Select Re-Close when prompted to verify you want to close the year. This will regenerate the W-2 data. **DO NOT select Close.** If you select to close the payroll a second time (rather than re-closing), you will lose all of your W-2 data. If you close the payroll a second time, call Autosoft immediately at (800) 473-4630 for assistance. You can only re-close the payroll if the initial closing was within the last 120 days.

Verifying the 2016 Tax Information

First, you need to verify the 2016 Federal Tax tables have been installed.

1. Click **Setup** on the Dealership Payroll menu.
2. Click **Tax Tables**, and click **Federal Tables**.
3. Verify the tax tables. The figures should match the following tables. The dependent figure for 2016 is **\$4,050**. If the information is not correct, click **Refresh 2016 Tables**, and click **OK** when prompted to verify you want to update the tables.

Federal Tax Tables

Use 'Daily' Rate Tables from the Federal Publication 'Circular E'.

Marital Status (S/M/H/X/N): **S**

Over	But Not Over	Tax	Rate	Of Excess Over
\$.00	\$ 8.70	\$.00 + .00 %		\$.00
\$ 8.70	\$ 44.30	\$.00 + 10.00 %		\$ 8.70
\$ 44.30	\$ 153.50	\$ 3.56 + 15.00 %		\$ 44.30
\$ 153.50	\$ 359.20	\$ 19.94 + 25.00 %		\$ 153.50
\$ 359.20	\$ 740.00	\$ 71.37 + 28.00 %		\$ 359.20
\$ 740.00	\$ 1598.50	\$ 177.99 + 33.00 %		\$ 740.00
\$ 1598.50	\$ 1605.00	\$ 461.30 + 35.00 %		\$ 1598.50
\$ 1605.00	\$ 99999.99	\$ 463.58 + 39.60 %		\$ 1605.00
\$.00	\$.00	\$.00 + .00 %		\$.00

Annual Federal Exemption Allowance Per Dependent: \$ 4050.00

Back Refresh 2016 Tables Save

Federal Tax Tables

Use 'Daily' Rate Tables from the Federal Publication 'Circular E'.

Marital Status (S/M/H/X/N): **M**

Over	But Not Over	Tax	Rate	Of Excess Over
\$.00	\$ 32.90	\$.00 + .00 %		\$.00
\$ 32.90	\$ 104.20	\$.00 + 10.00 %		\$ 32.90
\$ 104.20	\$ 322.50	\$ 7.13 + 15.00 %		\$ 104.20
\$ 322.50	\$ 617.10	\$ 39.88 + 25.00 %		\$ 322.50
\$ 617.10	\$ 923.10	\$ 113.53 + 28.00 %		\$ 617.10
\$ 923.10	\$ 1622.70	\$ 199.21 + 33.00 %		\$ 923.10
\$ 1622.70	\$ 1828.80	\$ 430.08 + 35.00 %		\$ 1622.70
\$ 1828.80	\$ 99999.99	\$ 502.22 + 39.60 %		\$ 1828.80
\$.00	\$.00	\$.00 + .00 %		\$.00

Annual Federal Exemption Allowance Per Dependent: \$ 4050.00

Back Refresh 2016 Tables Save

4. If you edit the tables, click **Save** to save the changes.
5. Click **Back** to return to the Tax Tables menu.

Note: For 2016, the employee tax rate for social security remains unchanged at 6.2%. The employer tax rate for social security is also unchanged at 6.2%. The Medicare tax rate is 1.45% each for employers and employees, unchanged from 2015.

Setting Deductions for Employees

Next, verify the Maximum FICA Withheld for each employee is **\$7,347.00** and that the percentage is **6.2%**.

1. Click **Setup** on the Payroll menu.
2. Click **Set Global Parameters**. The Set Global Parameters menu appears.
3. Click **Set Deduction Amount**.
4. A box appears to the right of the **Set Deduction Amount** button, and the bottom of the screen displays a list of deductions.

5. In the **Set Deduction No.** field, type the deduction number for FICA.
6. Press ENTER to advance to the % field, and type **6.2**. (*Do not* enter a dollar amount in the \$ field.)
7. In **Maximum**, type **7347** and press ENTER.

8. Click **OK** when asked to verify you want to change the deduction.
9. Click **OK** when prompted the change is complete.
10. Click **Exit** on the Set Global Parameters menu. You will be returned to the Payroll Setup menu.
11. Click **Set Standard Deductions**. The Set Standard Deductions screen opens.
12. The left side of the screen displays a list of deductions.
13. On the line for **FICA**, type **6.2** in the % field.
14. On the line for **Medicare**, type **1.45** in the % field.
15. Click **Save**.

Setting Deductions for Employers

Finally, verify that the FICA Maximum on the Miscellaneous Parameters screen in the Payroll Setup is **\$118,500** and that the percentage is **6.2%**.

1. Click **Setup** on the Payroll menu.
2. Click **Miscellaneous Parameters**. The Miscellaneous Parameters screen opens.
3. Verify the FICA **Maximum** field displays **118,500** and that the FICA **Rate** field displays **6.2**.

Important: SUTA rates and FUTA discounts vary by state. Autosoft does not have access to this information. Your individual state will send your 2016 SUTA rate and FUTA discount figures.

Note: The update clears all year-to-date figures. Manually check the annual maximum figure. Make sure it will not cause a deduction that was met in 2015. For example, in accounts receivable, an employee was paying \$10.00 per pay to an annual maximum of \$120.00. Since the YTD reverts to zero, it will begin the deduction again until it reaches \$120.00 for 2016.

Removing Dormant Records

The employee information should be updated with termination dates, and a master list should be printed and kept with the payroll records for 2015 before removing the dormant records. This information is needed for the Workmen's Compensation Report to your insurance company.

Now, you need to remove dormant payroll records. These are the records flagged as inactive. The system also considers employees who have not had a paycheck printed for one year to be dormant. Therefore, if a new employee has been hired but has not had a paycheck printed, he/she may appear on the list of dormant records. You may exclude employees from having their records deleted.

This maintenance should be run immediately after the end-of-year update and before the next payroll. However, if this maintenance is run any other time, it will not remove records that have activity. This feature will flag records with any activity as "Active" even if you have previously flagged the record as "Inactive."

Removing Records

1. Click **Maintenance** on the Dealership Payroll menu.
2. Click **Year-End Closing & W2's** on the Maintenance menu.
3. On the Year-End Closing menu, click **Remove Dormant Records**.
4. The window on the left side of the screen displays a list of the records flagged as inactive. The check box next to each employee's name contains a check mark to indicate the system will delete the employee's record. If you want to keep an employee's record in the system, click to clear the check box next to the employee's name. A blank check box means the employee's records will remain in the system.

Remove Inactive Records		
<input checked="" type="checkbox"/>	MORR02 MC MORRILL	595113826
<input checked="" type="checkbox"/>	MORR03 KL MORRILL	595384997
<input checked="" type="checkbox"/>	MORR04 MA MORRILL	591704424
<input checked="" type="checkbox"/>	SMIT02 LN SMITH	591902453
<input checked="" type="checkbox"/>	SMIT03 VA SMITH	595275350
<input checked="" type="checkbox"/>	SMIT04 SR SMITH	591510573

Remove Dormant Records

Description

This screen is used to remove dormant payroll records. These are the records flagged as inactive. The system also considers employees who have not had a paycheck printed for one year to be dormant. Therefore, if a new employee has been hired but has not had a paycheck printed, he/she may appear on the list of dormant records. You may exclude employees from having their records deleted. This will not remove employees from the W-2 data.

Important: You should run this maintenance immediately after the end-of-year update and before the next payroll. However, if this maintenance is run any other time, it will not remove records that have activity. This feature will flag records with any activity as "Active" even if you have previously flagged the record as "Inactive."

Back
Un-Check Box to Keep Record
Print
Remove Records

5. Click **Remove Records**.
6. Click **Gone** when prompted to verify you wish to delete the records.
7. The system prompts you with a message when it is finished deleting the records. Click **OK** to acknowledge the message.

Preparing W-2 Data

If you are not ready to print the W-2 forms at this time, come back to the following steps later. The data will remain in the W-2 file for the rest of the year. The W-2 forms are standardized and may be purchased from any vendor (laser print, two per form).

Editing W-2 Data

1. Click **Maintenance** on the Payroll menu.
2. Click **Year-End Closing & W2's** on the Maintenance menu. The Year-End Closing menu opens.
3. Click **Edit W2 Data**. The Edit W2 Data screen appears.

The screenshot shows the 'Edit W2 Data' window. The main form on the left contains fields for Employee, SSN, Name (First, Middle, Last, Suffix), Address, and C/S/Z. To the right is a list of employees with their IDs (14-69) and names. Below the main form are boxes for additional data entry, labeled 12a through 12d, 13, 14-1 through 14-4, and 15 through 20. At the bottom are 'Back', 'Delete', and 'Save' buttons.

4. The window on the right side of the screen lists the employees with W-2 data. Click the employee whose information you wish to edit.
5. Edit any benefits, such as third-party sick pay, in the appropriate boxes. Add any additional data as needed.

Important: Some items require further explanation. These items are explained on the back of Copy C of the W-2 forms and in the IRS "Instructions for Forms W-2 and W-3" publication for 2015. Before filling in the boxes, contact your accountant to receive the correct information.
Autosoft cannot advise you on tax-related decisions specific to your business.

6. Box 12 contains four lines. The IRS requires you to print an additional W-2 if you need more than four lines. The current IRS "Instructions for Forms W-2 and W-3" publication also gives you the code letters to use for these items.

The first box for Box 12 is for the code letter. The next two boxes are for the year and amount and should only be filled in if this is a makeup amount from a previous year. If the amount is for the current year, leave the year box blank.

7. Box 13 refers to the status of an employee as described in the IRS "Instructions for Forms W-2 and W-3" publication for 2015. There are three boxes available. Type an **X** where applicable. You may want to contact your accountant or plan administrator as to which box you should mark concerning your individual pension or 401k plan.

- The first box refers to statutory employees.
- The second box refers to specific retirement or pension plans.
- The third box refers to third-party sick pay.

8. All Box 14 dollar amounts must be labeled with a brief description preceding the dollar amount.

9. Box 14-1 is for demo benefits. The total demo amount listed for each employee on the Department Assignments screen automatically pulls to box 14-1 on the W-2 form. The description entered for the demo benefits on the Year End Closing screen automatically fills in. For example, the lease value of a vehicle provided to your employee and included in box 1, Wages, may appear as LV \$12,000. Refer to the IRS "Instructions for Forms W-2 and W-3" publication for 2015, or consult your accountant for additional information.

If your demo benefit amount is not based on the lease value of the vehicle as determined by the IRS, you must contact your accountant for specific instructions about the information that needs to be entered for box 14-1.

10. Click **Save** to save the information.
11. Click **Back** to close the screen when you are finished editing all of the W-2 data.

Printing W-2 Data

Printing the W-2 data allows you to check the information for accuracy. If you find errors, use the Edit W2 Data screen to correct the information. Autosoft recommends that you print a copy of the W-2 data and retain it for your permanent records.

1. Click **Print W2 Data**.
2. Click to select **To Printer**.
3. Click **Print**.

Printing W-2 Forms

Remember, you can print the W-2 forms any time during the year. The forms are standardized and may be purchased from any vendor. Before you print the actual forms, you should perform a test print.

Performing a Test Print

The test print allows you to verify the information will line up on the forms.

1. Load plain paper in your printer.
2. Click **Print W2's**. The Print W2's screen opens.

14	GRIDER	MARGARET
15	ROGERS	CHRISTOPHE L
18	CUSIC	LANCE W
19	FERGUSON	SCOTT
21	COMPTON	RONNIE W
22	COMPTON	RODNEY L
23	TAYLOR	AARON M
29	DAVIS	LISA J
31	SANDERS	WILLIAM
34	TAYLOR	BRIAN A
35	SANFORD	GARY
36	CUSIC	KEN E
38	RAIMONDI	JULIA R
44	CUSIC	WILLIAM E
45	DARLAND	STEPHEN A
48	HOWELL	THEIRON K
50	RITTER	GENE
51	HUBBARD	DUANE R
52	MERIDETH	THOMAS R
53	PINKSTON	TYLER W
54	ROLLER	GARY W
55	SIMPSON	RONALD D
56	WILLIAMS	SHAWN
57	KING	MICHAEL J
58	LYONS	DARREL W
60	DARLAND	TAMMY R
62	DARLAND	PATRICIA A
63	HARMON	JEFFERY L
65	CUSIC	KENNETH W
66	SHEPPERSON	STANLEY D

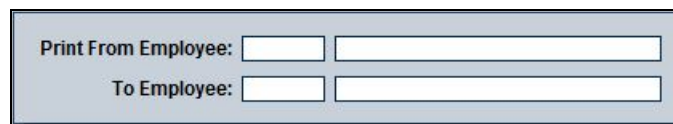
3. Click **Test Print**.
4. The system indicates it will print one form so you can test the alignment. Click **OK** to acknowledge the message.
5. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.
6. One test form prints. Compare the printout to a W-2 form to verify that everything lines up. If the text does not line up, edit the **Start Line Factor** and **Left Margin Factor**. The **Start Line Factor** determines how far down on the page the text prints. Increase the value to move the text down or decrease the value to move the text up. The **Left Margin Factor** determines how far to the right the text starts printing. Increase the value to move the text to the right or decrease the value to move the text to the left. Continue to test print until everything lines up.

Printing the Forms

Once your forms line up, you can print the actual W-2 forms.

Important: If you select to print your W-2 forms “to screen” and then print the forms from the viewing screen, **they will not line up**. You must close the viewing screen and print the forms again, selecting “To Printer.”

1. Load the W-2 forms in your printer.
2. Verify that the employer's information is correct.
3. Type your federal EIN.
4. In **Print From Employee**, type the first employee's employee number. A list of employees is displayed on the right side of the screen for your reference.
5. Leave the **To Employee** box blank, and press ENTER.



Print From Employee:	<input type="text"/>	<input type="text"/>
To Employee:	<input type="text"/>	<input type="text"/>

6. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

Important: If you select to print your W-2 forms “to screen” and then print the forms from the viewing screen, **they will not line up**.

7. Repeat the above steps for each set of W-2 forms you need to print.
8. When the forms are finished printing, click **Exit** to close the screen.

Generating the State W-2 e-file

The **Generate State W-2 e-file** button allows you to generate a file for your state W-2 data. You can use the file to submit the data electronically. Like W-2 forms, the W-2 e-file can be generated at any time after the year-end data has been prepared.

The file will only contain data for employees that have had the specified state's taxes withheld. For example, if your dealership is in Pennsylvania and employs residents of both Pennsylvania and Ohio, the file generated for Pennsylvania will not include Ohio residents that did not have Pennsylvania taxes withheld and vice versa.

Each state dictates what data needs to be included in the state record(s) that are submitted. These specifications may change without notice. Similarly, each state dictates how the files need to be submitted (on paper, through e-file, on removable media, etc.). Autosoft generates the file as a courtesy based on the W-2 data in the system and can only be responsible for issues directly related to the file format. It is your responsibility to understand your state's requirements for submitting W-2 information.

Many states will allow you to submit a test file for validation prior to submitting the live data. Login credentials are required in most states. You can perform this test any time of the year as long as the filing year matches the state's test year. If the file does not validate due to the format, contact Autosoft with details about the formatting issues.

Most states will not accept W-2 corrections via e-file once the originals are submitted and received. If the state requires a corrected W-2, you must send in a paper copy of the correction. You cannot generate corrections through the program. **It is your responsibility to understand your state's requirements for submitting corrected W-2 information.**

1. Click **Generate State W-2 e-File**.
2. Click **OK** when prompted to verify you are ready to generate the file for the state indicated.

Tip: The system selects the state based on the state for your dealership. If you need to generate a file for out-of-state employees, click **Change**. Use the State drop-down menu to select the state. Remember, the file will only contain data for employees who have had the specified state's taxes withheld.

3. For dealerships with in-house server-based FLEX DMS, the system displays a message indicating that C:\ASITEXT\EFW2_ST.TXT (where ST is the two-letter abbreviation for the state) has been created. However, for dealerships using the hosted FLEX DMS, the file will be saved at K:\ASITEXT\EFW2_ST.TXT. You may need to rename the file based on the naming requirements for your state. Click **OK** to acknowledge the message.

Important: If your dealership employs the hosted FLEX DMS, you will need to copy and paste the ASITEXT\EFW2_ST.TXT file from the K:\ drive to your computer's desktop. This will enable you to upload the file via the Internet, as access may be limited under the hosted server. To see complete instructions regarding saving and copying files from the hosted FLEX DMS server to a local drive, see *Appendix B*.

- The system warns you that the file remains in the specified location until it is manually deleted. You should upload the file as needed and move the file to a secure location. Autosoft recommends you remove the file from the computer and save it to a secure location due to the sensitive nature of the data. Click **OK** to acknowledge the message.

Printing the W-3 Transmittal Form

Next, you print the W-3 transmittal form.

- On the Year End Closing menu, click **Print W3 Transmittal**. The Print W3 Transmittal screen opens.

- Verify the totals that must print in each box on the W-3 form.
- Box 15 should contain the state abbreviation and the state ID number if you only have one state withholding. If you have multiple state withholdings and multiple state ID numbers, the IRS instructions state that you should type an **X** as the state abbreviation and leave the ID number box blank.
- The W-3 form does not include reporting of the total value of healthcare coverage for all employees. (See *General Instructions for Forms W-2 and W-3* from the IRS for more information.)
- Perform a test print on blank paper by clicking **Test Alignment**. The test print for this form works the same way that the test print for the W-2 forms works. Continue to test print and adjust the settings until the text lines up correctly.
- When you are satisfied that the form is printing correctly, load the form into the printer.
- Click **Print W3** to print the form. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.

8. When the form is finished printing, click **Exit** to close the screen.
9. Click **Exit** until you return to the Dealership Accounting menu.

Tip: Once the payroll has been closed, the information is available through the **Print From Last Year** option on the Special Purpose Reports menu. This is useful if you need to go back and print information once the payroll has been closed. When you print last year's reports, always verify that the date displayed on the menu after clicking **Print From Last Year** is the date that you closed payroll. If the date is not the closing date, the report is not pulling the previous year's information. The prior year information will be available until the payroll is closed for 2015.

Preparing Vendor 1099-Misc. Data

FLEX DMS prints only the 1099-Misc. Income Form. All other 1099 forms must be typed by hand.

If you have been adding information into the 1099 file all year, you will need to transfer the data to the **Vendor Information Screen** before closing the accounts payable for the 12th month. Put the data in the **Manual YTD 1099 Payments** field, and mark **Y** to send 1099. The information will transfer when the accounts payable is closed. You may also re-edit the information back in after using the **Generate New 1099 List** option. Generating a new list will clear any data in the 1099 files.

Important: You must consult with your accountant about which vendors require a 1099-Misc. Form. It is usually vendors that are not incorporated and supply a service only. In some rare cases, an employee would also require a 1099-Misc. Form, or you may want to send one to a vendor you pay directly with a check. You can add these vendors to your list using the **Edit 1099-Misc. Vendor Information** option.

Closing the Accounts Payable for the Year

Before closing the accounts payable schedule for the year, you must print a list of vendors that are set up to receive a 1099. This is based on the Send 1099 field on the Vendor Information screen in the Trade Vendor Payables. The 1099 list will include all vendors who have been set to "Y" to receive a 1099.

1. From the Dealership Accounting main menu, click **Trade Payables**.
2. Click **Lists & Labels**.
3. Click **1099 Mailing List/Labels**.
4. Click the **List** to print a mailing list.
5. When prompted to verify your printer is ready, select your print criteria.
6. Review the list and navigate to the Vendor Information screen to add any additional vendors at this time. Simply mark the missing vendors by entering a **Y** in the **Send 1099** field.

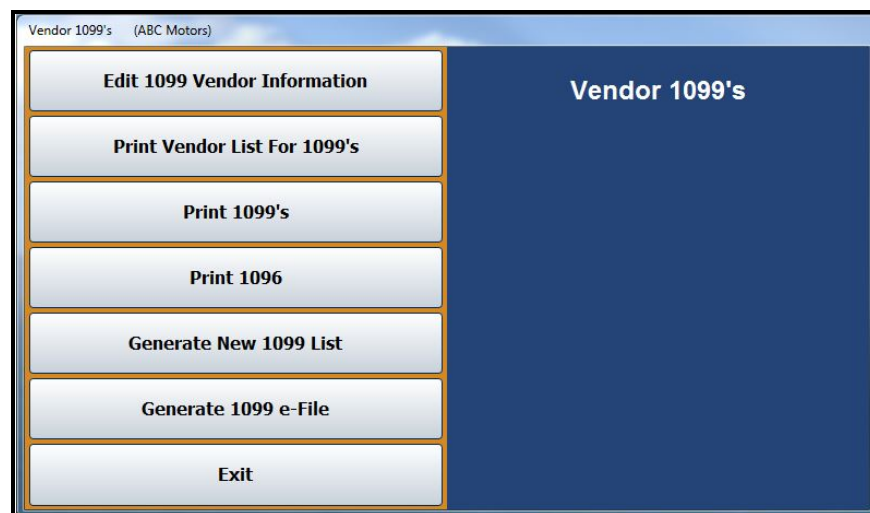
Tip: The list only includes vendors who have a year-to-date purchase amount on the Vendor Information screen.

Once you print the 1099 vendor list you can proceed to close the accounts payable for the year. You should not process your 1099 data until **after** you close the accounts payable for December (the 12th month). If you are ready to process your 1099 data, close the accounts payable for December like you normally do. If you are not ready to close the accounts payable, you must wait to process the 1099 data until you close the A/P for the month.

When you close the A/P schedule for the year, it will create a year-to-date payment balance for each vendor. If you close at month end, you must have **all** December payments in for your 1099 vendors. If you do not close until January 10, you must monitor your payments so only the December payments are entered to ensure your 1099 data will be correct. January payments should be posted ahead and will not show in your 1099 data until next year. Your 1099 figure may not be correct if some payments did not go through the purchase journal.

Generating the 1099 List

1. Click **Trade Payables** on the Dealership Accounting menu.
2. Click **1099 Information**. The Vendor 1099's menu opens.



3. Click **Generate New 1099 List**.
4. Verify the year reads 2015. If the year is not correct, change it.
5. The system displays a warning that the scan will pick up payments to the accounts payable made with checks posted through Disbursements only. You will need to check the payment detail list from the edit screen for additional items you need to post. Click **OK** to acknowledge the message and to continue.
6. The system displays another warning that the scan will delete all current 1099 data and that the accounts payable must be closed for December. Click **OK** to acknowledge this message and to continue.

7. Click **OK** when prompted to verify you want to generate a new list.
8. The system displays a message when it is finished generating the new list. Click **OK** to acknowledge the message.

Editing Vendor Information

The **Send 1099** field on the Trade Vendor Information screen must contain a **Y** for yes for all vendors who require a 1099. This indicates that the system should pull the vendor to the 1099 list and track the vendor's payments. The system pulls payments you flagged using the **Apply to 1099** box throughout the Disbursements to the 1099 data. Remember, the system flagged the payments with a caret (^).

1. Click **1099 Information**. The Vendor 1099's menu opens.
2. Click **Edit 1099 Vendor Information**. The Vendor 1099 Information screen opens. From this screen, you can access the data stored in the 1099 file and the data from the A/P file.

Tip: If you have not closed your accounts payable, a warning will appear to let you know there is no previous year-end data available.

3. The right side of the screen automatically displays a list of vendors flagged with a "Y" for **Send 1099** in their vendor information file. Click a vendor in the list to display the vendor's information on the screen.

If you need to enter information for a vendor not in the list, click **Vendor List**, and type the first letter of the vendor's name. This will bring up a list of vendors. Click the vendor to pull the vendor's information to the screen. The system will prompt you to verify you want to flag this vendor for a 1099 and scan payments made for the year. Click **OK** to continue.

The system will then display a warning that the scan will delete all current 1099 data and that the accounts payable must be closed for December. Click **OK** to acknowledge this message and to continue. The system will scan for payments and display a message when the scan is complete. Click **OK** to acknowledge the message and to continue.

Note: Updates have been made to the fields for **BOX 17A** and **Box 17B** on the Vendor 1099 Information screen, allowing for taxpayer identification numbers up to 18 figures in length to accommodate lengthier states taxpayer ID numbers.

4. The **Purchase YTD** box populates with the year-to-date purchases from the A/P schedule. The total **Payments For 2015** box will automatically appear in **Box 7** (Non-employee Compensation). It is your responsibility to confirm this figure is correct and to move this figure, if necessary, to the appropriate box. The information will print in the corresponding boxes on the form. Any adjustment that needs to be made to **Box 7** must be entered in the **Manually Entered Payments** field. Changes made to **Box 7** directly will not save.

Important: You can access instructions for completing 1099-Misc. forms at the following website: <http://www.irs.gov/pub/irs-pdf/i1099misc.pdf>. Refer to these instructions to make sure you enter the information in the appropriate box.

5. Click **Save** to save the information. Vendors selected using the **Vendor List** button will be added to the list on the right side of the screen.
6. When you are finished editing the information, click **Exit** to close the screen.

Printing the 1099-Misc. Data

After you have pulled and edited the 1099 information, you should print a list of vendors. The printout lists each vendor set to receive a 1099 form. For each vendor, the printout lists the information that will print in each specific box.

1. Click **Print Vendor List For 1099's** on the Vendor 1099's menu.
2. When prompted to verify your printer is ready, click to select **To Printer**.
3. Click **Print**.

Printing the Vendor 1099-Misc. Income Forms

When you are satisfied with the data, the next step is to print the 1099 forms. The 1099 forms are standardized and may be purchased from any vendor (laser print, two per form). Printing these forms is similar to printing the W-2 forms.

Performing a Test Print

1. From the Vendor 1099's menu, click **Print 1099's**. The Print 1099's screen opens.
2. Click **Test Print** to print a test form on a blank piece of paper.
3. The system indicates it will print one form so you can test the alignment. Click **OK** to acknowledge the message.
4. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.
5. Compare the printout to a 1099 form to verify that everything lines up. If the text does not line up, edit the **Start Line Factor** and **Left Margin Factor**. The **Start Line Factor** determines how far down on the page the text prints. Increase the value to move the text down or decrease the value to move the text up. The **Left Margin Factor** determines how far to the right the text starts printing. Increase the value to move the text to the right or decrease the value to move the text to the left.
6. Continue to test print until everything lines up.

Printing the Forms

Once your forms line up, you can print the actual 1099-Misc. Income forms.

1. Load the forms in the printer.
2. Make sure the dealership's information, federal EIN, state tax numbers, and phone number are correct.
3. Type the name of the contact person at your dealership.
4. Enter the vendor number for the first vendor on the list in the **Print From Vendor** box and the vendor number for the last vendor on the list in the **To Vendor** box.

Print From Vendor:	AUT029	150 AUTO SALES
To Vendor:	TYSB28	TYLER BURROWS

5. Press ENTER to advance through these boxes.
6. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.
7. Repeat the above steps for each set of 1099 forms you need to print.

Printing the 1096 Summary

The **Print 1096** button allows you to print the 1096 summary form required for submitting your 1099 forms. The information prints on a preprinted 1096 form, which you should have received from the IRS. If you have any questions about the information that needs to print on the form, you should refer to the instructions provided by the IRS for completing the 1096 form to make sure you enter the information in the appropriate box.

Print 1096

95 1099-MISC

Usually 1099-MISC

Contact Name: [Field]

Payers Name: ABC Motors

Address: 1234 Anystreet

City: Anytown, PA 11111

e-Mail: [Field]

Phone: (555)555-5555

FAX: [Field]

Employer ID: [Field]

Social Security Number: [Field]

Print Start Line Factor: 100 Usually 100

Left Margin Factor: 100 Usually 100

Total Number Of Forms: 0

Federal Income Tax Withheld: .00

Total Amount Reported: .00

Back Print

BFOX60	BOBBY FOX	.00
BONA21	MARK P BONAFIDE	.00
BROW36	MATTHEW SAMUEL BROWN	.00
BROW64	MILTON BROWN	.00
KLIN14	STEVEN KLINE	.00

Printing the Summary

1. From the Vendor 1099's menu, click **Print 1096**. The Print 1096 screen opens.
2. The column on the right side of the screen lists all the 1099 forms you prepared and printed.
3. Verify your dealership's information.
4. Type the contact person's name, an e-mail address, the dealership's fax number, and the required ID numbers.
5. Verify the total number of forms you are submitting.
6. Type the total amount of federal tax withheld.
7. Verify the total amount you are reporting.
8. Click **Print**.
9. When prompted to verify your printer is ready, select your print criteria.

Tip: You may wish to print the form to screen first to ensure the information will line up on the form. Adjust the Start Line and Left Margin factors as needed. Once you are sure everything will line up, click **Print** on the Print 1096 screen again, select **To Printer**, and click **Print**.

Generating the 1099 e-File

This option is for states that require e-filing. The system will compile the Federal and State data into one file, which you can upload.

1. From the Vendor 1099's menu, click **Generate 1099 e-File**.
2. Click **OK** when prompted to verify you wish to generate the combined federal and state 1099 e-file.
3. The system will prompt you to indicate if this is a test file or live submission. Click **Test** if the submission is a test file or **Live** if you wish to submit the filing.
4. If your dealership employs an in-house server-based FLEX DMS, the system displays a message indicating that C:\ASITEXT\EF1099_ST.TXT (where ST is replaced by the two-letter postal abbreviation for your dealership's state) has been created. However, for dealerships using the hosted FLEX DMS, the file will be saved at K:\ASITEXT\EF1099_ST.TXT. You may need to rename the file based on the naming requirements for your state. Click **OK** to acknowledge the file location.

Important: If your dealership employs the hosted FLEX DMS, you will need to copy and paste the ASITEXT\EF1099_ST.TXT file from the K:\ drive to your computer's desktop. This will enable you to upload the file via the Internet, as access may be limited under the hosted server. To see complete instructions regarding saving and copying files from the hosted FLEX DMS server to a local drive, see *Appendix B*.

5. An alert will warn you that because of the sensitive nature of the data, the file should be deleted or moved to a safer location once it is uploaded. Click **OK** to continue.

Closing the Books

You are now ready to close the books for the year. Make sure you read the information in this section carefully. The steps you follow at this point vary based on how you normally close your books for the month.

Printing the Financial Statement for Month Twelve

You should print your financial statement for month 12. Generate the financial statement like you normally do. Make sure you select to compile for the current month.

Closing the Accounts Receivable

If you normally close the accounts receivable at the end of the month, close them now.

If you closed the accounts receivable on the 25th, **do not** close them again.

Closing the Accounts Payable

If you already closed your accounts payable so you could process your 1099 data, **do not** close the accounts payable again.

If you did not close the accounts payable yet and normally close the accounts payable at the end of the month, close them now. You can process your 1099 data once the A/P is closed for December.

If you do not close the accounts payable until January 10, you must monitor your purchases so only the December purchases are entered to ensure your 1099 data will be correct. January purchases should be posted ahead and will not show in your 1099 data.

Closing the General Ledger

Stop! Before closing the General Ledger, Autosoft strongly recommends that you perform a daily backup (if you have not already done so prior to closing Payroll for the year) and keep the disk for one month in the case that you mistakenly closed the year or would like to access the information in the future. If your dealership employs the hosted FLEX DMS solution, updates to the cloud are done automatically, and the Customer Support Center can assist you in restoring those backup files when necessary. See *Appendix A* for details.

1. Close your general ledger for month 12 following the same steps you normally do to close the general ledger.
2. At the end of the general ledger update, an alert will remind you that you must “merge” the General Ledger beginning balances before you can continue daily input. The process will close out all Sales, Cost, and Expense accounts into Retained Earnings for the new year. Click **OK** to acknowledge the message.
3. When the update screen closes, the Merge Beginning Balances menu automatically opens. You use this menu to print the closing journals and to merge the income and expenses into retained earnings. This process brings the 2015 balances forward to the beginning balances for the balance sheet accounts and sets all sale, cost of sale, and expense accounts to zero to start the new year. You **MUST** complete this at this time.
4. The account number you assigned in the Operating Parameters for the retained earnings account automatically fills in on the menu. To change this account number if necessary, you must click on **Print Closing Journal**. The cursor will move to the Retained Earnings Account Box-Change Acct # and Press Enter.
5. The system prompts you to print the closing journals. Click to select **To Printer**, and click **Print**.
6. After the journals are printed, you can merge the balances. Click on Merge Beginning Balances. The cursor returns to the **Retained Earnings** account box. Change account number if necessary. Press ENTER again.
7. Click **OK** when prompted to verify you want to merge the balances.
8. The system displays a message when the balances have been merged. Click **OK** to acknowledge the message.
9. The system takes you back to Dealership Accounting menu.
10. Perform a monthly backup. This should be labeled “Yearly Backup 2015” and kept indefinitely.

Archiving Records

After you have closed for the year, archive a complete list of year-to-date general ledger detail for the year and archive your period 12 to a PDF file (stack print). This process *will take longer* than archiving a regular month. Once you have archived the 2015 records, burn the archive files to a CD in the same manner you normally do.

Important: If your dealership employs the hosted FLEX DMS rather than operating FLEX DMS through an in-dealership server, after you run the General Ledger Year-to-Date Detail and Stack Month-End, you will not be able to burn those archived records directly from the hosted FLEX DMS hard drive (K:) to a CD/DVD, flash drive, or external hard drive. Instead you must copy the files from the K: drive to your local computer's desktop, from which you can burn to CD/DVD or transfer to a flash drive or external hard drive. For complete directions for copying such files, see *Appendix B*.

Archiving the General Ledger Year-to-Date Detail

1. Click **Month-End** on the Dealership Accounting menu.
2. From the Month-End Procedures menu, click **Month-End Journals - G/L Detail**. The Month-End Journals menu opens.



3. Click **Print G/L Detail Year-To-Date**.
4. Type **15** when prompted to enter the year. This will print all of the detail for 2015.
5. The system warns you that you should print the report to a PDF file because the report may be lengthy. Click **OK** to acknowledge the message.

6. Click **To .PDF File** when prompted to choose how you wish to print the report.
7. When the system is finished creating the PDF file, it reminds you that you can view and print the file using the Month-End Electronic Records. Click **OK** to acknowledge the message.
8. Click **Exit** to Close the Month-End Journals menu.

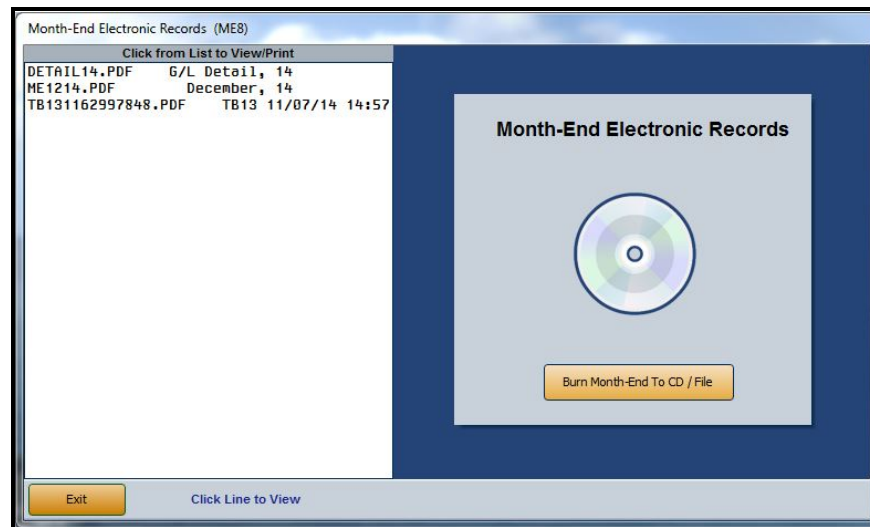
Archiving Month 12

1. On the Month-End Procedures menu, click **Stack Month-End Print**. The Stack Print Month-End Records screen opens.

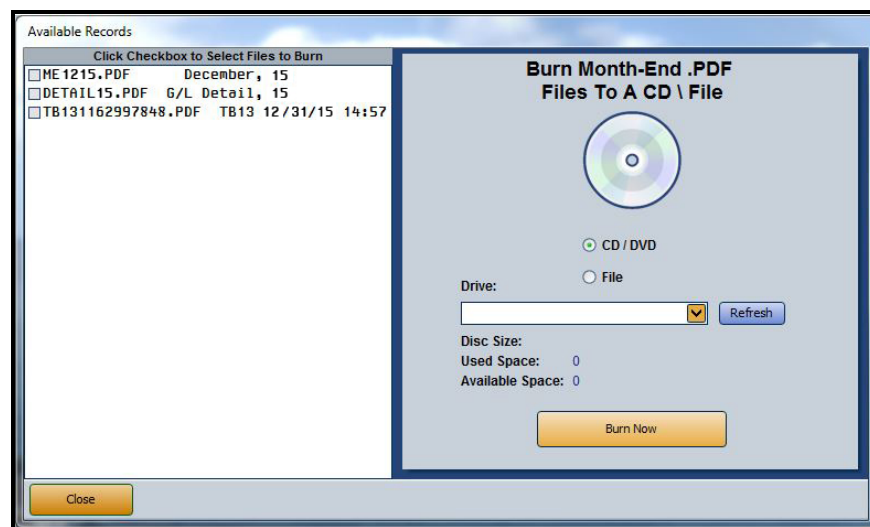
2. Click **Period 12** in the list.
3. Verify **15** appears in the **Year** box.
4. Press ENTER.
5. A warning will ask you to verify that you are printing for the year 2015. Click **OK**.
6. Click **Print to PDF**.
7. Click **OK** to begin printing.
8. When finished, the system displays a message stating the system does not back up month-end files. Click **OK** to acknowledge the message. You must do a monthly back up in your super disk utility screen to preserve the month-end files.
9. Click **OK** when the system advises you to burn the files to a CD. This will only be applicable if your dealership houses FLEX DMS on an in-house server.
10. The Month-End Electronic Records screen opens.

Burning the Files to a CD or External Hard Drive (for Local Server FLEX DMS)

1. If you wish to burn the files to CD, be sure you are working at a workstation with a CDR/W drive. Place a disk in the drive.
2. The Month-End Electronic Records screen will open automatically after archiving month 12 or can be accessed through the **Electronic Month-End Records** button on the Month-End Procedures menu.



3. The left side of the screen lists all the PDF files available for backup. Click a file to view the information. You can print the information from the viewing screen as needed.
4. When you are ready to burn the files, click **Burn Month-End To CD/File**.
5. The system will ask you how you would like the files sorted. Click on either **Name** or **Date**.
6. Boxes appear in front of the file names.

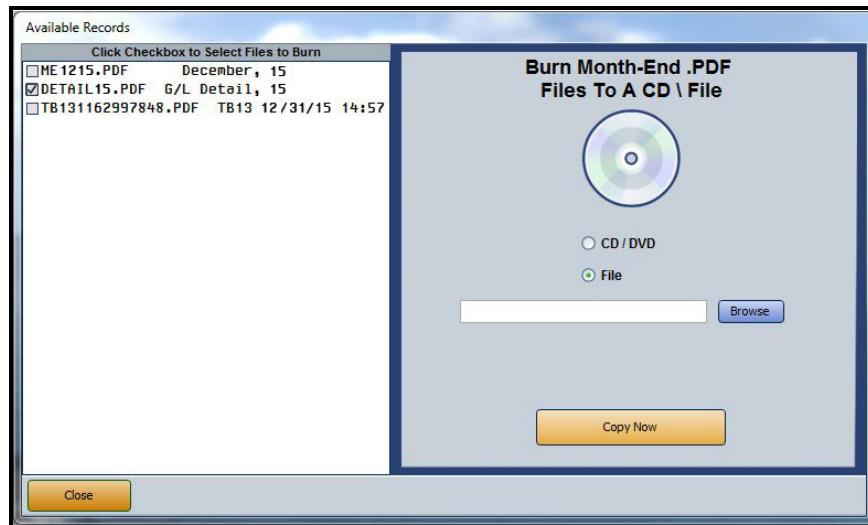


7. Click to select the check box next to **DETAIL15.PDF** (G/L Detail, 15) and **ME1215.PDF** (December, 15). A check mark appears in the box to indicate you selected the files. If necessary, select any other files that appear in the list that you wish to include.

If you prefer to burn the detail file to separate disks, select just the detail file. You can then repeat the process for the month-end file and any other files you wish to copy to a CD or DVD.

8. Click to select to burn to a **CD/DVD** or to **File**.
9. If you chose to burn to CD/DVD, click **Burn Now**.

If you chose to copy the month-end records to a file, click the **Browse** button to select a system drive, external hard drive, or thumb drive.



This will provide access to a file directory. Use the top drop-down menu to select the drive to which you would like to save the file. Use the folders in the list below to select a folder in which to save the file. When you've made your choices, click **OK**. Click **Copy Now** to copy the file.

10. The system burns the files to the CD/DVD or storage device.

Tip: You can burn the entire year plus the general ledger detail to one CD by selecting all 13 files for 2015. You can view files on the CD any time you need to view the archived information. Once the files open on your screen, you can print them as needed.

Making Thirteenth Month Entries

The 13th month statement must be printed before doing your financial statement update for 2016. The 13th month statement prints off of the **2015** financial statement format, which will change for 2016, and the accounts may not print to the proper lines causing an out of balance condition.

Thirteenth month entries can be made at any time during 2016. If a 13th month statement is desired, the entries must be made, and the 13th month financial statement printed before the update for 2016. Only use journal 80. **Never use journal 09 in the thirteenth month!**

If a 13th month statement is not desired, the entries can be made throughout the year with the Accountant using the 13th month trial balance printout to do the tax returns. Each time the adjustments are made, the retained earnings figure on the 2016 financial statement will be changed accordingly. The factory may question this change.

Use the following steps to access the 13th Month Transactions menu.

1. Click **Month-End** on the Dealership Accounting menu.
2. Click **Thirteenth Month Entries**. The 13th Month Transactions menu opens.



You must complete each of the first five menu options in order whenever you use this menu to make adjustments.

Before Your 2016 Financial Statement Update

After making your thirteenth-month entries and merging the balances, you can proceed to printing your thirteenth-month adjusted statement for your records and your accountant's records. Go to the screen where you compile your financial statement. Compile the statement using the **Compile For 13th Month** option.

After Your 2016 Financial Statement Update

Make your 13th month entries, which will change your retained earnings figures or use Journal 80, and make a normal journal entry, using the retained earnings account in place of any sale, cost, or expense accounts. Thirteenth month entries can be made until December 2016; however, **you cannot print a 2015 financial statement once you complete the 2016 financial statement update.**

Note: The 2016 Financial Statement Updates will be released the last week of January and will be available through the **What's New?** button on the Dealership Accounting menu.

Conclusion

This completes your year-end closing. Since all of the processes outlined in this document are crucial to a successful year-end closing, ensure you complete all processes. At any time during the process, you can contact an Autosoft Customer Support Center associate at 800-473-4630 for assistance.

Appendix A: Using the Autosoft FLEX DMS Backup Utility

The Autosoft FLEX DMS Backup Utility integrates with your Autosoft FLEX DMS. It works with the Windows 2000 operating system and newer. The Backup Utility allows you to back up files and restore files from the backup. You can manually perform a backup or set an unattended (automatic) backup to run.

Installing the Utility

You install the utility through the Autosoft FLEX DMS Accounting Setup. The installation will create an icon on your desktop.

1. Open Autosoft FLEX DMS.
2. Click **Accounting**.
3. Click **Setup**.
4. Click **Operating Parameters**.
5. Click **Setup "Backup Util" On This Client**.

6. Click **OK** when prompted to verify you wish to install the utility on this client. When the installation is complete, an **ASI DMS Backup** icon will appear on your desktop.
7. Click **Exit** to exit the Miscellaneous Operating Parameters screen and return to the Accounting System Setup menu.

Opening the Utility

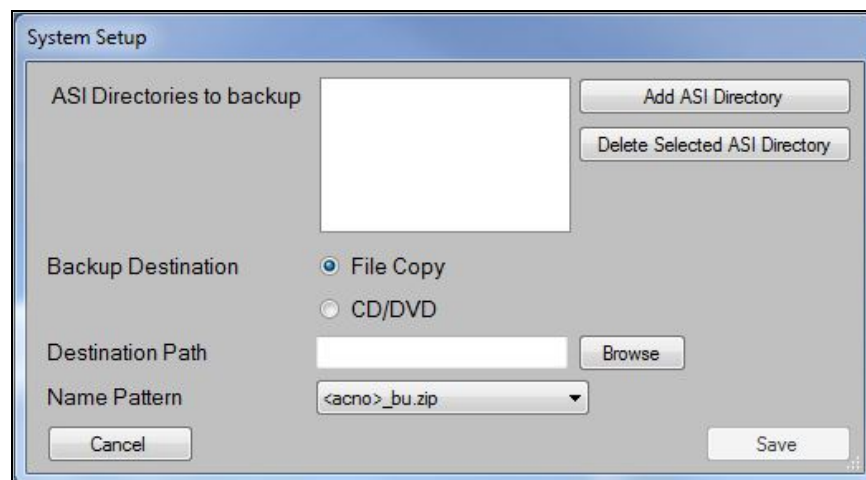
1. Double-click the **ASI DMS Backup** icon.
2. The utility opens.



Adding Setup Information

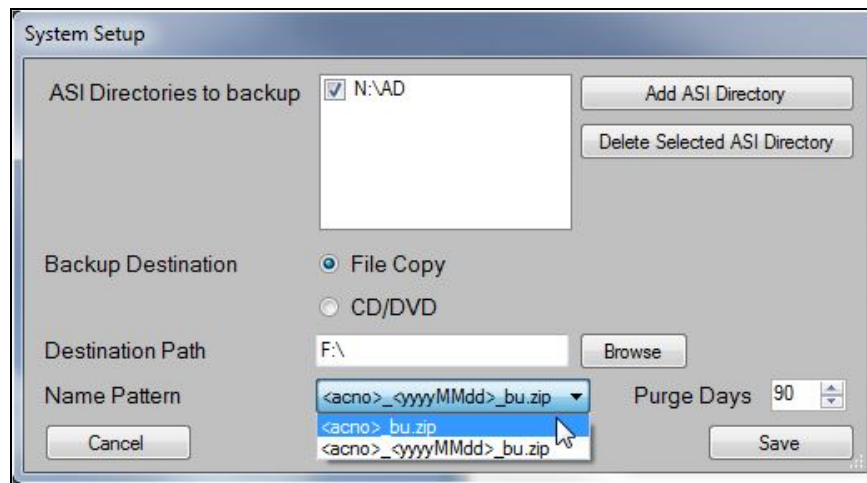
The setup determines the default information used when performing a backup.

1. On the Backup Utilities menu, click **System Setup**.

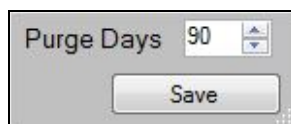


2. Click **Add ASI Directory**.
3. Browse to the location of your Autosoft FLEX DMS directory, and click on it.

4. Click **OK**.
5. The directory appears in the list window. Repeat steps 2 through 4 to add additional FLEX DMS directories as needed. The utility will only backup valid FLEX DMS files.
6. The **Backup Destination** option allows you to indicate if the backup files will be stored to an external drive or burned to a CD/DVD. Click the radio button next to **File Copy** (for external drive) or **CD/DVD** (to burn to disk).
7. In the **Destination Path** field, type the path for the external drive where the files should be written or use the **Browse** button to select the appropriate location to which the ZIP file should be saved. If burning the backup to CD/DVD, select the path for your CD/DVD burner.
8. Use the **Name Pattern** list to select the naming convention that will be used for the files.



- “<acno>_bu.zip” will create a single backup file. This backup utility will overwrite the file each time the backup runs. <acno> will be your dealership’s Autosoft account number.
 - “<acno>_<yyyymmdd>_bu.zip” will create a file with your dealership’s Autosoft account number and the date (yyyymmdd). The utility will create a new file each day. If a backup is run multiple times in one day, the utility will overwrite the existing file with the most recent backup file.
9. If you select the “<acno>_<yyyymmdd>_bu.zip” naming convention, you must specify the “purge” days. Use the up and down arrows to set how long you wish to keep the files before they are deleted. The default entry is 90 days.

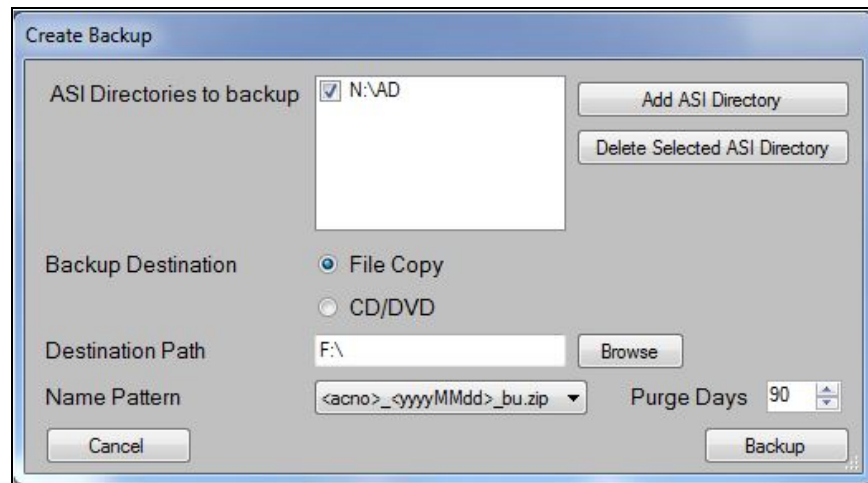


10. Click **Save**.

Creating a Backup

The **Create Backup** option allows you to manually run a backup.

1. Click **Create Backup**.
2. The Create Backup screen displays the settings you selected in the System Setup screen. You can edit any of the information for the backup as needed, and the system will save the changes you make to the System Setup.

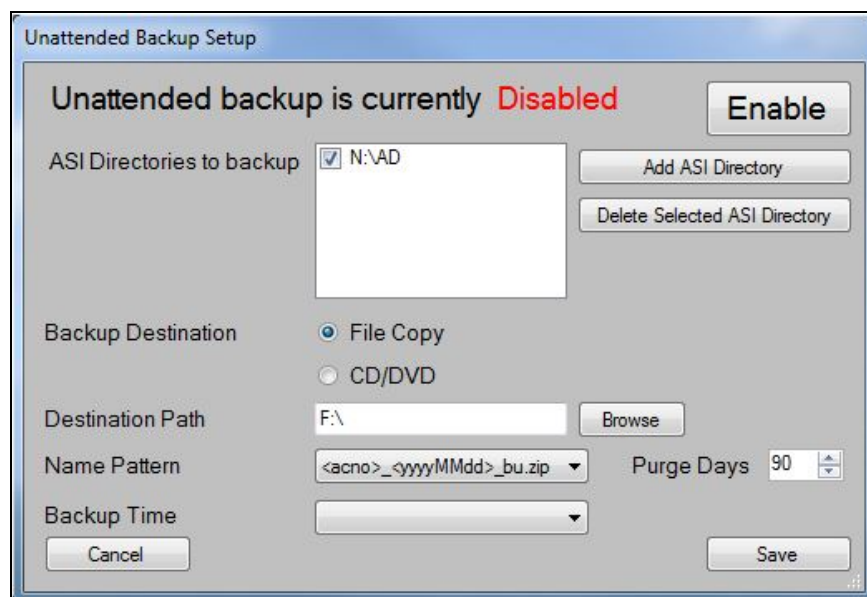


3. Click **Backup** to begin the backup.
4. The system displays a "Backup Complete" message when the backup is complete. Click **OK** to acknowledge the message (or **View Log** to view the backup log).

Setting an Unattended Backup

An unattended backup will run automatically at a scheduled time. This is a useful tool, as it ensures that the backup runs but does not interrupt people while they are working. The backup should be scheduled to run when the DMS is not being used, ideally in the middle of the night. The Backup Utility program **MUST** be left open for the unattended backup to run.

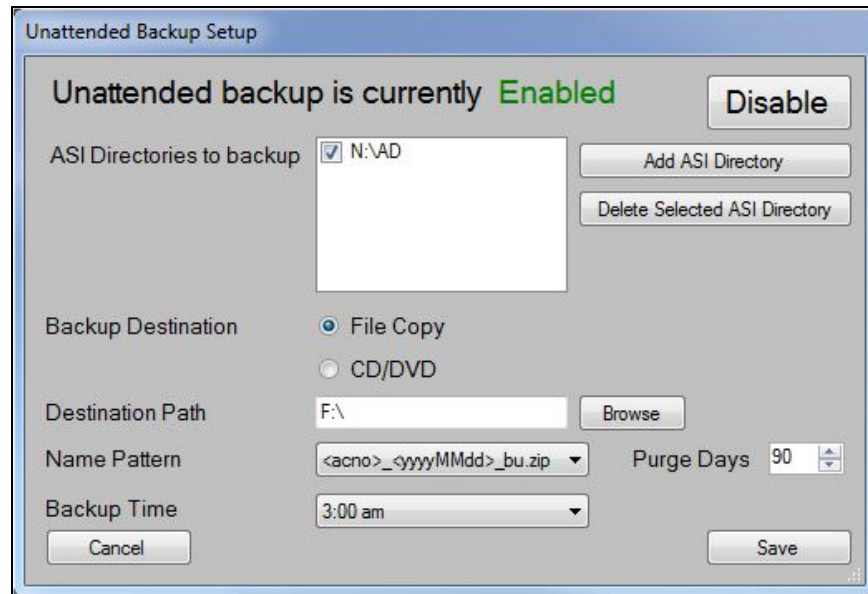
1. On the Backup Utilities menu, click **Unattended**.
2. The **Unattended Backup Setup** screen opens. It pulls in the parameters you set in the System Setup. Edit the information as needed.



3. Use the **Backup Time** list to select the time when you would like the backup to run.
4. Click **Enable** to turn on the backup.
5. Click **Save**.
6. The screen closes. The main menu now identifies the next time the unattended backup is scheduled to run.

Disabling an Unattended Backup

1. Click **Unattended** from the Backup Utilities menu.
2. Click **Disable** to turn off the backup.



3. Click **Save**.

Restoring Files

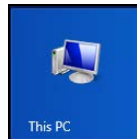
You can restore files from the backup files. The restore feature copies a file or multiple files from backup to the designated AD directory. The files in the backup are only as current as the last backup you ran, which is why it is important to run a backup every day or to set an unattended backup to run daily.

1. From the Backup Utilities menu, click **Restore a File**.
2. You will be asked to enter a password. You will not be able to access the Restore a File screen until you've done this. Call the Autosoft Customer Support Center at 800.473.4630, Option 1, to obtain the password. Enter the password and click **OK**.
3. Use the **Data Path** list to select the data path where you will be copying the files from the backup.
4. The **Backup File Path** field automatically populates based on the path set in the setup. Edit it as needed. You must ensure the external device is connected to the PC or that the backup CD/DVD is in the drive.
5. Select the backup file you wish to use from the **Backup Files** list.
6. Click **Load**. The backup files display in the window on the screen.
7. Click the box to the left of a file name to select it, or click **Check All** to select all the files. A check mark appears in the box to indicate the file has been selected. Click on a check mark to clear the box.
8. Click **Restore Selected** to restore the selected files to the data path directory.
9. The system displays a message indicating the files have been restored. Click **OK** to acknowledge the message.

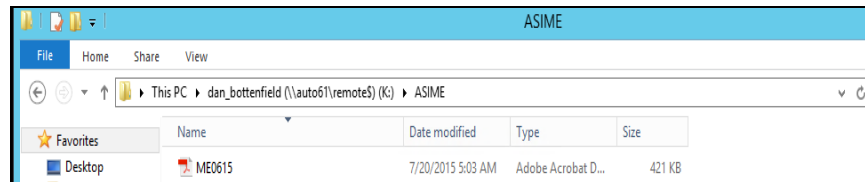
Appendix B: Transferring Records from the Hosted FLEX DMS Server to Your Desktop

If your dealership employs the hosted FLEX DMS server rather than housing FLEX DMS on an in-dealership server, you will not be able to burn or direct items saved to the K drive, or the server hard drive, directly to an external device (CD, USB flash drive, or external hard drive) through the system. To save your month-end and year-end records, follow these steps:

1. Archive the general ledger year-to-date details and generate the stack month as usual (detailed in the earlier sections “Archiving the General Ledger Year-to-Date Detail” and “Archiving Month 12”).
2. The files will be saved as PDFs in the ASIME folder in the K: drive. The files will be named using the format of MEMMY and DetailYY, respectively. For example, the file name ME1215.pdf represents a month-end record for December 2015, while Detail15.pdf represents the general ledger year-to-date detail for 2015.
3. To access the files, click the **Windows** icon at the bottom left of your screen.
4. Click **This PC**.



5. In the address field, type “K:” and hit ENTER.
6. Open the ASIME folder in the K drive, where you will see the month-end file/s.



7. Right-click on the file/s and click **Copy**.
8. Minimize the hosted remote screen so you are viewing your computer's desktop. Right-click on a blank space on the desktop and click **Paste**.
9. This should place a copy of the file/s on your desktop.
10. Download, copy, and paste the file/s to the required drives or use the file to e-file state and federal records as required.

Important: Use steps 3 through 10 to access any saved records necessary for e-filing. Once the files have been copied to your desktop, you can easily access them for e-filing.