


Curtains *Too the SQL* – Year-end Guide

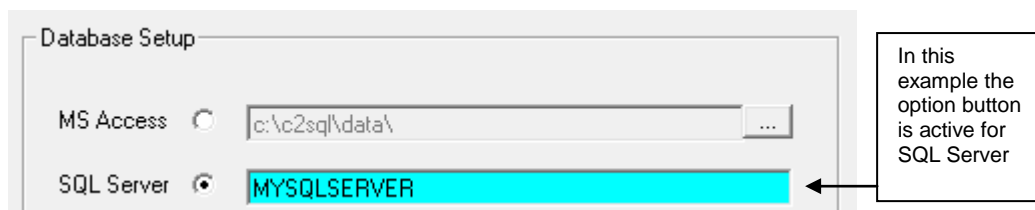
As another year-end is fast approaching we take this opportunity of thanking you for choosing **Curtains Too the SQL**.

You'll probably be a bit sceptical surrounding the ease of year ending, but actually, there is very little you need to do. This is due to the sophisticated concept surrounding our integrated nominal ledger. All nominal balances and reports are generated from the stored nominal transaction history, driven by the dates on the entries. Therefore producing nominal reports, at any point in time is readily available. If you were a user of our original **Curtains** application, you will recall that the nominal ledger was cleared down and brought forward balances generated, and so, there were quite a few steps required to finish off the year. Thankfully, those days are gone.


At the year-end, one of the most important things you need to do, **is to make a backup of the data at that point in time** (or multiple copies to err on the side of caution. Indeed, your Auditors may want a backup.), and prior to your running the month end and year end updates.

WHERE IS YOUR DATA HELD?

As **Curtains Too the SQL** can store data within two different database applications, you need to identify your configuration. To establish the location of your data, click **START** and select the **RUN** option (or  + R) and type into the Open dialog box "C:\C2SQL\CURTOPT.EXE". Alternatively, press F5 whilst at the **Curtains** desktop. Either way you will see the following screen.



MAKING YOUR YEAR END BACKUP

If the option button is active for MS Access, then your data is stored in 4 Microsoft Access databases. Therefore all you need to do is copy the relevant database files within that folder into a new folder. The files you must copy are **CurtAudt.mdb**, **CurtID.mdb**, **CurtMain.mdb** and **CurtTran.mdb**. NB Ensure **Curtains** is closed on all of your PC's before making the copy. If you see any files with an extension of **.ldb** or icons like this  then, this is indicative that **Curtains** is still open. Close all instances of **Curtains** and browse again.

Ideally, this operation should be done by your system administrator. We would advise you use Windows explorer to create a new folder and then copy the files from their present location and paste them into this new folder. For ease of use, name the new folder something informative, e.g. **CurtainsYE1718**. You should also repeat the copy and paste process and paste the files onto removable storage i.e. Memory stick.

If the option button is active for SQL Server, then the principal is similar to that of the aforementioned concept, but not as straight forward. The concept we adopt is, to make 4 new databases, backup the existing databases and then restore the 4 backups into their respective new database. This exercise requires the use of some SQL server tools. If you are unfamiliar with SQL Server and the management tools, then this task must be performed by your system administrator, your I.T. company or by Kesho. NB If you require us to perform this for you, then contact the office ASAP to book your slot, on 0141-420 1010. There is a cost for us providing this service.

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A brief explanation of the steps to take follows:-

If the option button is active for SQL Server – continued

Step1: Create 4 new databases. To do this expand the Databases selection from within the object explorer within Management studio. This will reveal your existing databases. Right click on Database for the option of a new database. The active databases are named CurtAudt, CurtID CurtMain and CurtTran. You should choose to name your year end databases to be something like CurtAudt**YE1718**, CurtID**YE1718**, CurtMain**YE1718** and CurtTran**YE1718**. **NB** You must start by naming the files as per the active databases and add to those names the suffix relating to the year end i.e., **YE1718** for this year. The suffix must be consistent across all 4 new databases. Note the path holding your new databases as this information will be required at Step 3.

Step 2: Still within the Management tool, right click on the first of your four current databases i.e CurtAudt and click on Tasks, then choose Backup database from the various tasks options listed. Select the option for complete/full backup. Take note of the name and destination, as you will need to know this for the restore phase. It may be prudent to alter the location to a new folder to hold the year end backups. Repeat this exercise for the other three current/active databases.

Step 3: For each of the **new** databases, e.g. CurtAudt**YE1718**, right click on them and click on Tasks, then choose Restore. Chose Restore from a device and Browse to the location of corresponding backup file you made at Step 2. From within the Options menu, select the option to overwrite the existing database. Located under Restore As, you must browse to the location of the new database files, replacing both the path of the main database file (**.MDF**) and the transaction log file (**.LDF**) to those that you will have noted at Step 1. Perform the Restore operation for all four databases.

NB Within newer releases of SQL Server Management Studio, there are some additional parameters that may need to be completed during the restoration process. We are not able to catalogue all of these within this document, given the numerous editions of Management Studio available, and why we advocate these steps should be performed by a professional.

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RUNNING YOUR YEAR END AFTER MAKING YOUR DATABASE BACKUP

As the year end is also a month end remember to run a month end update from within **Curtains**. Remember, you are running the updates on the current/live data and NOT on the copy you made and only run the update once sufficient backups have been made.

It is not essential to print your month end, quarter end and year end reports at this stage since you have a copy which you can refer to at any time. However, if you wish to do so, you can.

Then, run the Year End Update (this will make nominal transfers for nominal accounts which have a year carried forward code other than itself. For example; Depreciation Charge for year to Depreciation at start (e.g. 1050 to 1040), Profit for year to undivided earnings (e.g. 4500 to 4490). Remember to date your computer back to 30/09/18 within the Change date function if you are actually running the year end update, after that date.

Now, if you have pre year-end nominal postings to make, after the year-end date, simply do these in a batch of their own and you will see that Curtains takes care of profit and impact on the brought forward balances of any balance sheet items accordingly. Similarly, if you find yourself with some un-posted member postings which relate to last year, you can post these items to the members, at the appropriate date **and if you ensure you clear the audit at a similar date**, the nominal link will post these items as if they happened before the year-end update. NB Avoid having an audit containing a mix of pre and post year-end transactions. If you have a copy of your data at the year end and do make some adjustments, you will need to reprocess the entries within the backup data set too.


Within nominal enquiry, you'll see there is a drop down list of year-end dates. Naturally we default onto the current years, year-end date. Simply alter the year-end date, to see all of the postings within your chosen year.

ACCESSING YOUR YEAR END BACKUP AS AND WHEN REQUIRED

The CURTOPT.exe program (as mentioned at the start of the notes) controls access to the data used by **Curtains** and you will need to alter the settings should you require access to your copy of the previous year's data in its entirety. Therefore:-

If the radio button is active for MS Access, then amend the path to the folder where you copied the files. Rather than typing in exact syntax you may find it easier to browse to the folder you created. Click the Ellipsis button [...]

If the radio button is active for SQL Server, then type into the Data subset field, the additional characters on the SQL databases you created, e.g. **YE1718**.



Use TerminalServer? Data subset YE1718 Cursor location 3

When you are finished accessing the previous year's data, simply undo the settings, to return to the live information i.e alter path or remove subset.

If you feel unsure about anything, please contact the office.

Telephone
0141-420 1010

Email
support@kesho.co.uk

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FREQUENTLY ASKED QUESTIONS

Q. “Do I still have to do a month end update?”

A. Yes, as well as being year end it is also a month end, but carry out this process after the snapshot of your data has been taken.

Q. “How long will the year end update take?”

A. In essence, the year end update process is relatively quick and should take only a minute or two, unless you haven't run month end beforehand.

Q. “Do I do the month end and year ends before making my backups?”

A. No, terribly important to make your backup(s) before running both updates.

Q. “Do I do the month end and year ends on my year end backups too?”

A. Definitely NOT. Your year end backup data set should simply sit as at close of business at the year end, with no updates having been ran on it.

Q. “Should I produce all my month end and year end reports first?”

A. Our advice would be not to. If you've followed the steps and know you have a suitable backup that you can access, then you can pop into that data set at any juncture and produce your reports at your leisure. Year end time is onerous enough without having the added pressure of producing all the necessary reports on the day.

Q. “What is Kesho's availability during year end time?”

A. Our technical team based within our Glasgow office will be offering an extended support service over the weekend. You can telephone us on 0141-420 1010 or email us at support@kesho.co.uk. During September, you will be able to book a slot for us to perform your backup process for you.