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. So, 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).

MAKING YOUR YEAR END BACKUP

As **Curtains** *Too the SQL* can store data within two different database applications, you need to identify your systems 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.

If the radio button is active for MS Access, then copy the files within that folder into a new folder. The files you must copy are **CurtAudt.mdb, CurtID.mdb, CurtMain.mdb** and **CurtTran.mdb**. 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. YearEnd1011. 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** then, this is indicative that the system is still open. You should also repeat the copy and paste process and paste the files onto removable storage i.e. Memory stick or CD.

If the radio button is active for SQL Server, then the principal is similar to that of the aforementioned concept, but not as straight forward. The concept is, to make 4 new databases, backup the existing databases and then restore the 4 backups into their respective new databases. This exercise requires the use of some SQL server tools. If you are unfamiliar with SQL Server and the management tools, then this task should be performed by your system administrator, your I.T. company or by Kesho (NB A charge of £60 inc. VAT will apply if you require us to perform this task). A less than exhaustive explanation follows, identifying the steps to take. Please note, having identified SQL server as your configuration from your PC, the next steps should take place using Enterprise manager or SQL Server Management Studio, dependant on the version of SQL Server you have. These applications would normally reside on your Server but may reside on a PC.

Step1: Create 4 new databases. To do this expand the Databases selection from within the object explorer. 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 copies of the databases to be something like CurtAudt**YE1011,** CurtID**YE1011,** CurtMain**YE1011** and CurtTran**YE1011**. **NB** You must start by naming the files as per the active databases and add to those names the suffix that you decide on. The suffix must be consistent across all 4 new databases (e.g. **YE1011**). 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. Indeed 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, 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. 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. Repeat the Restore operation for all four databases.

RUNNING YOUR YEAR END

As the year end is also a month end, follow your normal practice for finishing a month by printing off your usual reports and run a month end update from within **Curtains**.

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 earning (e.g. 4500 to 4490). Remember to date your computer back to the year end date 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 process in both data sets.

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.

That's it – you're all done.

ACCESSING YOUR YEAR END BACKUP AS AND WHEN REQUIRED

The CURTOPT.exe program (as mentioned at the start of the notes) controls 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 create. 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. **YE1011**.

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**
Facsimile **0141-420 1075**
Email **support@kesho.co.uk**