



CounterPoint V7 – End of Year Procedure

Backup all data -- copy to an archive directory and/or removable media.

Important Reports to run prior to posting new data:

Inventory / Reports / Standard / Valuation Report
Customer / Reports / Aging (or Open Item Detail)
Accounting / Accounts Payable / Reports / Aging (or Open Items) ¹
Accounting / Accounts Payable / Reports / Unvouchered Receivings
¹Or equivalent report in your Accounting Package

The above reports are considered to be “moving targets” and MUST be run after the close of business on the last day of your fiscal year and before any posting on the first day of your fiscal year.

For CounterPoint to run in a new year, the new year’s **calendar** must be defined. This should be checked prior to the close of the year (Step 1). The **Year End Close** can be run any time after the first of the year (Step 2).

Setup / System / Calendars (Step 1)

Press <F9> to see if the 2012 and 2013 calendars are present. (If there, then go to Step 2) else continue:

Press <Esc> to get cursor to Year ID

| | | |
|------------------------|--------------|---------------------------------|
| 1. Year ID | 2012 | |
| 2. Year starting date | 010112 | |
| 3. Year ending date | 123112 | |
| 4. Year ID last year | 2011 | |
| 5. Year ID next year | 2013 | (Not on File response is OK) |
| 6. Seasons | <F1> | (unless you use something else) |
| 7. Months | <F1> <enter> | |
| Field number to change | <enter> | |

Second page: (default way to complete weekly buckets)

Press <F1> <enter> D <enter> <enter>

(You can repeat these steps to create additional years.)



System / Year End Close (Step 2)

This step moves history data to the appropriate “buckets” for the new fiscal year. This can be run any time after the start of the new year. It is not critical to do on the first of the year but if you rely on any of the F8 lookups then you should do it as soon as possible. This step does not effect any accounting reports or functions so there is no need to wait for accounting data to be finalized.

Other things to consider at year-end:

Offline Ticket Entry

If you use Offline ticket entry, you will want to confirm that the end of year close is performed in the offline setup as well. There are several ways that Offline can be configured so if you have any questions please call for support.

In general, this is a good opportunity to confirm that your Offline system is working.

- Disconnect your offline workstation from the main network

- Start CounterPoint

- System should come up in Offline

- Make sure that the version and service pack is the same as you main system.

- Check to make sure data is current (the best way to do this is to attempt to sell an item which you know is new to your system.)

- If you try this after January 1 and everything looks good except the “date outside system calendar” message appears, then you can just close the year in the offline system.

If the program version is not correct – then you must run ZOFFPRM on the server and UOFFPRM on the workstation to update the program.



Data Views

If you use any of the F8 lookups and do not have them set for “this year”/“last year” – you will need to update those views.

In the appropriate *Item* or *Customer* screen, press F8 and then F2 to change data. Select what you want to view and then select the Year ID – if you use This Year and Last Year, the data will automatically update when you run the Year End Close. When you are *Finished*, it will ask you to name your view and save it. For most clients this will just be saved as “default view”.

CounterPoint 7.5

Items Camptown Hardware

1. Change view Hand: 493.000
2. Table: 491.000

Columns to display Sales

| Year ID | This year | | | pft-% | Avg_prc |
|---------|-----------|-------|----------|--------|---------|
| Jan | | | | ** * | ** * |
| Feb | | | | ** * | ** * |
| Mar | | | | ** * | ** * |
| Apr | | | | ** * | ** * |
| May | | | | ** * | ** * |
| Jun | | | | ** * | ** * |
| Jul | | | | ** * | ** * |
| Aug | | | | ** * | ** * |
| Sep | 0.000 | 0.000 | 0.00 | ** * | ** * |
| Oct | 88.000 | 0.000 | 1,881.50 | 724.69 | 61.5 |
| Nov | 0.000 | 0.000 | 0.00 | 0.00 | ** * |
| Dec | 0.000 | 0.000 | 0.00 | 0.00 | ** * |
| Total | 88.000 | 0.000 | 1,881.50 | 724.69 | 61.5 |

Value to display Actual

Include in graph ? Y

Any change ? No



And as you start the new year:

Items to think about:

How old is your server?

Our recommendation is that “mission critical” computers be rotated out (can be used for a non-mission critical use) every 3-5 years. If your server is in this age range, please contact us to discuss strategy. Workstation computers generally are good for 4-6 years and notebooks 3-4 years.

Have you checked your backup?

Your backup strategy should include on-site, local off-site and remote off-site backups. You should do a test restore at least once a year from each type of backup.

Data “cleanup”

While any mass purging must be carefully planned, do you have obsolete items, customers, etc. that slow down lookups, etc. Are your accounting distributions slow to search? Call to discuss strategy for keeping data fresh. In general we encourage you to make a backup company that you can use for historical lookups prior to any purging. (Note in V7 if data has been purged you CANNOT use the Historical Valuation Report).

Loyalty Programs, gift cards and promotional evaluation

DAMOMICS staff will help you plan and implement your Loyalty Programs. See our schedule of free webinars or we can run a private webinar for you and/or your staff. We will also help you run special reports (sometimes outside of the included reports with CounterPoint) to evaluate the effectiveness of your campaigns¹.

Marketing Campaigns, Design Services

DAMOMICS has a full time staff person to assist in gift card design and production, email marketing (Customer Connect and/or Constant Contact) and website updating. Please call for more details¹.

¹ Extra fees may apply to these services.