



## CounterPoint CPSQL – End of Year Procedure

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

Note: a backup for CPSQL needs to include both a backup of the SQL database (done from the SQL Management Studio) and a backup of the TopLevel CounterPoint Directory.

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**Important Reports to run prior to posting new data:**

Inventory / Reports / Valuation

Customer / Reports / Aging

System / Accounting / Reports / Unvouchered Receivings

Also run Accounts Payable Aging 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.

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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). To “close” the year, simply change the Current Calendar setting as shown below (Step 2).

### **Setup / System / Calendars (Step 1)**

Search to see if the 2012 and 2013 calendars are present. If present, after the end of the fiscal year, go to Step 2. Otherwise, press the + sign to add the new calendar. Fill out the data at the top of the screen and then press **Set Default Dates** to fill in the lower fields on the screen. Finally press the blue folder button to save the calendar.

The screenshot shows the 'Calendars' window in the software. At the top, there are navigation icons (back, forward, search, etc.). Below that, the 'Calendar' dropdown is set to '2013'. To its right, 'Last year calendar' is set to '2012' and 'Next year calendar' is set to '2014'. The 'Begin date' is '1/1/2013' and the 'End date' is '12/31/2013'. A 'Set Default Dates' button is located to the right of these fields. Below this, there are tabs for 'Seasons', 'Months', and 'Weeks'. The 'Seasons' tab is active, showing a table with columns for 'Season' and 'Season end'. The data is as follows:

Season	Season end
Season 1	3/31/2013
Season 2	6/30/2013
Season 3	9/30/2013
Season 4	12/31/2013
Season 5	/ /
Season 6	/ /



## **System / Quick Setup (Or System / Company) (Step 2)**

Change the **Current calendar** setting to reflect the new year.  
This moves historical summary data to the appropriate buckets for the new year.

A screenshot of the 'Quick Setup' dialog box in a software application. The dialog has a title bar with a question mark and a close button. Below the title bar is a menu bar with options: 'Company', 'Items', 'Customers', 'Purchasing', 'Point of Sale', and 'Credit Cards'. The main area contains several input fields: 'Name' (with 'Campdown Golf' entered), 'Address 1' (with '645 Tournament Lane' entered), 'Address 2', 'Address 3', 'City' (with 'Memphis' entered), 'State' (with 'TN' entered), 'Zip code' (with '38138' entered), and 'Country' (with 'USA' entered). There are also checkboxes for 'Use passwords' (unchecked), 'Use gift certificates' (checked), and 'Use store credits' (checked). A 'Current calendar' dropdown menu is set to '2009'. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons.

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 (some customers use Offline for regular operations).

- 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 your 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 the program version is not correct – then contact DAMOMICS for assistance.



***And as you start the new year:***

Items to consider:

**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. You can also make items inactive. Are your accounting distributions slow to search? Call to discuss strategy for keeping data fresh.

**Loyalty Programs, Gift Cards and promotion 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 campaigns<sup>1</sup>.

**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 details<sup>1</sup>.

<sup>1</sup> Extra fees may apply to these services.