

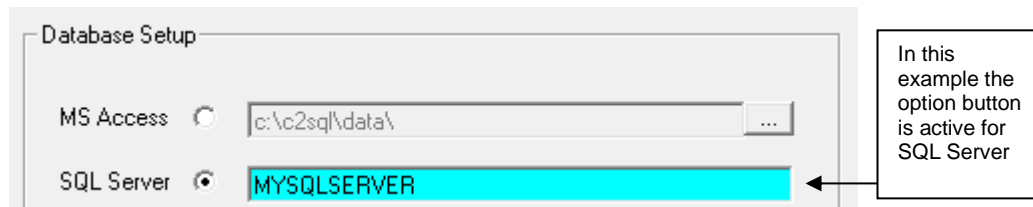
As another year-end is fast approaching we take this opportunity of thanking you for choosing the Seracle Platform as your accounting solution.

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.


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 this must be done prior to you running the month end and year end update routines.

WHERE IS YOUR DATA HELD?

The platform can store data within two different database applications and you need to identify your configuration. To establish the location of your data, click the Windows icon and type into the Open dialog box "C:\C2SQL\CURTOPT.EXE". Alternatively, press F5 whilst you are on the main menu. 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 the system 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 the system is still open. Close all instances of the platform and browse again.

Ideally, this operation should be done by your system administrator. We would advise you use Windows file 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. **YE2021**. 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, keeping the standard names but appending a consistent suffix to the 4 databases like **YE2021**. Backup the existing databases and then restore the 4 backups into their respective new database. This exercise requires the use of SQL server management tool. 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 Seracle. NB If you require us to perform this for you, then contact the office ASAP to book your slot, on 0141-420 1010 or via email support@seracle.global. There is a cost for us providing this service. Ask the office for details.

RUNNING THE YEAR END UPDATE AFTER MAKING YOUR DATABASE BACKUP

As the year end is also a month end remember to run a month end update from within the system. Remember, you are running the updates on the current/live data and **NOT on the copy you made** and only run the update(s) 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 30/09/21 under the menu: File > 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 the system 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.

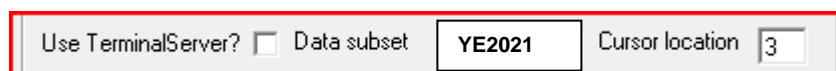
ACCESSING YOUR YEAR END BACKUP AS AND WHEN REQUIRED

The CURTOPT.exe program (as mentioned at the start of the notes) controls access to the data used 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 the exact syntax you may find it easier to browse to the folder you created. Click the Ellipsis button [...] and chose CURTMAIN.MDB from within the relevant folder.

If the radio button is active for SQL Server, then type into the Data subset field, the additional characters on the SQL databases you or we created, e.g. **YE2021**.

Then save those settings, by clicking the highlighted Save button.



Use TerminalServer? Data subset **YE2021** Cursor location 3

When you are finished accessing the previous year's data, simply undo the settings, again, by launching CURTOPT.exe to return to the live information i.e alter path or remove subset and save settings again.

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 backup(s) of your data have 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. However, from September 2021, the platform offers you a control to by-pass the transaction archive process within the year end routine, if you haven't been running the month end update (whose main role is to archive the transaction history) for a speedier conclusion.

Q. “Do I do the month end and/or 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. That's really the essence of making the database snapshot, at this time.

Q. “What if we encounter any problems?”

A. Our technical team are available for extended periods during the year end time. You can telephone us on 0141-420 1010 or email us at support@sercle.global.

Q. “I have altered the subset and now I cannot launch the platform?”

A. This usually happens if you type something invalid into the Data subset box within CURTOPT.exe. As you will not be able to update it via the F5 function, by virtue of the fact that you are unable to launch the system, then you should launch the CURTOPT.exe program, as advised at the beginning of these notes. Review and update the details you have entered. Make your changes and click the highlighted Save button. Then try and re-launch the system.

NB For SQL server users, the live data usually does not require any subset entered.