Curtains for Windows™

Preparing for the year-end

- **Read the Year-End Procedures Overview on page 2**

  - **Establish your configuration and what notes relate to you**

  - **Make a copy of your 2019/2020 data**

- **Run the month and year updates on page 6**

- **Are you stuck?**
  - **see Frequently asked questions on page 7**

YEAR-END PROCEDURES - OVERVIEW

As another year-end is fast approaching we take this opportunity of thanking you for choosing Curtains for Windows™ and attach procedures designed to ensure the smooth transition from this financial year to the next.

OPERATING SYSTEM In the following pages, there are references to functions that you will carry out in the MS-DOS/Command prompt environment.

❑ To reach the MS-DOS (or COMMAND) prompt, **Click** Start, **Click** Run, **Type** CMD and **Click** OK. *****

❑ Where you see the button ⮐ mentioned this is the Enter button which may be symbolised on your keyboard as

❑ Where you see the button ␣ mentioned this indicates one press of the space bar.

❑ Pay particular attention to the symbols used. E.g. **** is a back-slash situated to the left of your Z key and **/** is a forward slash on the same key as the question mark. **:** is a colon and requires the shift key pressed as well as the : button.

❑ When typing the MS-DOS instruction, if EDIT does not work you should type NOTEPAD instead. When saving the batch files ensure you alter the files of type to ALL FILES otherwise the file you save wont simply have .BAT as the extension but .BAT.TXT

ORDER OF EVENTS

1. First, make absolutely certain that you have made ***sufficient copies*** (i.e. on some media which can be removed from the premises (floppy disk(s), ZIP disk, CD-R, Flash disk or tape, etc.)). We would hope that you have daily procedures in place for making suitable backups.

2. Secondly, launch Curtains and then immediately close it, without logging in. (We are doing this simply to make a connection to the data and in particular, drive K: which is essential for steps 1 and 2 that follow, to work).

3. *Now follow the instructions on making the fixed disk copy and creating shortcuts to Curtains (old year and new year if necessary) provided on pages 3-5. You need only do this on one PC and probably best if it is the same PC you would have used at previous year ends.*

4. Once you have followed the instructions on pages 3-5, and you are confident that your batch files work, you are now in a suitable position to run the two update routines on the data set you will use for the coming financial year. Help on running the month end update and year end update are documented on page 6.

YEAR-END PROCEDURES

1 - Creating a folder using MS-DOS, to hold the 2019/2020 data

➢ **Click** Start **, Click** Run, **Type** CMD and **Click** OK (Or other method *****)
➢ Type the following (omitting the prompts shown in bold).
➢ **Type** C: ☜
➢ **Type** CD\ ☜
➢ **C:\>** MD\20192020 ☜
➢ **C:\>** SUBST ☜
(If K:\ drive is mentioned, note the path displayed after the => symbol and skip the next command)
➢ **C:\>** NET ␣ USE ☜
(If K: is displayed under the Local column, note the corresponding Remote path, usually starting with \\)

These last two commands, relate to information you will require if you have to perform step 9.

2 - Copying the 2019/2020 year end data to our new folder
➢ **C:\>** CD\20192020 ☜
➢ **C:\20192020>** Copy ␣ K:*.* ☜
(you should see a number of files being copied - IF NOT call Kesho)

3 - Creating a batch file for accessing the copy of the 2019/2020 data

➢ **C:\20192020>** CD\CURTAINS ☜
➢ **C:\CURTAINS>** EDIT ␣ 20192020.BAT ☜
The screen will become blue
➢ **Type** Echo ␣ off ☜
➢ **Type** CLS ☜
➢ **Type** C: ☜
➢ **Type** SUBST ␣ K: ␣ /d ☜
➢ **Type** NET␣USE␣K:␣/d ☜
➢ **Type** CLS ☜
➢ **Type** SUBST ␣ K: ␣ C:\20192020 ☜
➢ **Type** CD\CURTAINS ☜
➢ **Type** CURTAINS ☜
➢ **Click** File, **Click** Save, **Click** File, **Click** Exit

4 - To return to the Windows desktop

➢ **C:\CURTAINS>** EXIT ☜

5 – Creating an Icon for the 2019/2020 batch file you have just created

➢ Select an empty space on the Windows desktop
➢ Click once with your RIGHT mouse button
➢ Click **NEW** (*this and the following operations utilise the LEFT mouse button*)
➢ Click **SHORTCUT**
➢ When asked for the location of the file type **C:\CURTAINS\20192020.BAT**
➢ Click **Next**
➢ Type **Curtains 20192020** as a name for the shortcut
➢ Click **Finish**

6 – Launch the new 2019/2020 icon you have just created at step 5

➢   Double-click using this icon
➢   Enter password
➢   Ctrl + U to open "Credit Union Maintenance"
➢   Append '19/20' to your *credit union* name, then *save* the changes.
➢   Close Curtains to return to the Windows desktop.

This step is not mandatory, but acts as a useful aid, to differentiate between the live and previous year data sets as most programs within Curtains show your credit union name, so if you see 19/20 at the end, this will clearly identify you are accessing the prior year dataset.

7 - Reviewing the icon that you have been using all last year, and will continue to use for the new financial year, providing it is suitable

Does the icon point to a batch file?

➢   Click the icon with your RIGHT mouse button.
➢   From the drop down list click on **Properties** with your LEFT mouse button.
➢   Click the tab named **Shortcut or Program**
➢   Does the word in the field **Target** mention a file with an extension of **.BAT**?

e.g. is the name of the file CURTLIVE**.BAT**? If so, the file being used will probably be suitable and you can now skip to page 6 to begin the month and year end updates.

If not follow steps 8-11 or if you are unsure about your existing icon's suitability, we would encourage you to follow steps 8-11.

8 - The icon does NOT point to a .BATch file - let's remove it

➢   Click the icon with your RIGHT mouse button.
➢   From the drop down list click on **Delete** with your LEFT mouse button.
➢   Click **Yes** when asked if you want the item sent to the recycle bin.

9 – Creating a batch file named CURTLIVE.BAT

➢   **Click** Start **, Click** Run, **Type** CMD and **Click** OK (Or other method *****)
➢   **Type**   C: ↵
➢   **Type**   CD\CURTAINS ↵
➢   **C:\CURTAINS>**   EDIT ␣ CURTLIVE.BAT ↵

The screen will become blue

➢   **Type**   Echo␣off ↵
➢   **Type**   CLS ↵
➢   **Type**   C: ↵
➢   **Type**   SUBST ␣ K:␣/d ↵
➢   **Type**   NET␣ USE ␣ K:␣/d ↵
➢   **Type**   CLS ↵

The next line you should type is dependant on your system configuration. If you operate Curtains on a single-user system OR you operate Curtains on a small network and you are carrying out these instructions on the computer that holds the data; then type this line (the note you made at step 1 will provide you with this information):-

➢ **Type**   SUBST ⌴ K: ⌴ <u>C:\CURTDATA</u> ✆
(Replace <u>C:\CURTDATA</u> with the path you noted at step 1 if different)
                                         OR

If you have a dedicated file server and you operate Curtains on a work station connected to the file server; then type this line:-

➢ **Type** NET⌴ USE⌴K: ⌴ "<u>\\SERVERNAME\FOLDER</u>" * ✆

(Replace <u>\\SERVERNAME\FOLDER</u> with the Remote path you noted at step 1)

The quotation marks at either side of the text here are important, particularly if your Server Name contains spaces.

If you are in any doubt about your Server Name consult your network administrator.

* **DO NOT TYPE "ServerName\Folder" in this command – you must establish the true names for your server and data folder.**

Now continue typing the following lines regardless of configuration:-
➢ **Type**   CD\CURTAINS ✆
➢ **Type**   CURTAINS ✆
➢ **Click** <u>F</u>ile**, Click** <u>S</u>ave**, Click** <u>F</u>ile**, Click** E<u>x</u>it

10 - To return to the Windows desktop

➢ **C:\CURTAINS>**   EXIT ✆

11 – Creating an Icon for the LIVE data

➢ Select an empty space on the Windows desktop
➢ Click once with your RIGHT mouse button
➢ Click **NEW** with your LEFT mouse button
➢ Click **SHORTCUT** with your LEFT mouse button
➢ Within the command line type
➢ **C:\CURTAINS\CURTLIVE.BAT**
➢ Click **Next** with your LEFT mouse button
➢ Type **CurtainsLive** as a name for the shortcut
➢ Click **Finish** with your LEFT mouse button

YEAR-END PROCEDURES

Once you have followed the instructions relevant to your operating environment, and you are absolutely certain that you have *sufficient copies* of your data at the financial year end (especially the one created by following the instructions provided) then you are in a suitable position to run the updates.

Double click the icon running the "CurtLive" batch file, as referred to at steps 9-11.

Remember, it is not essential to print your month 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.

Click **File**, **Change Date** and set the date to 30/09/20.

Select **Month end update** from the **Month end** pull-down menu.

N.B. If, as suggested, you changed the *credit union* name by adding '19/20' at step 6, this change should not be seen in this current/live data at the top of the month end update screen (and all other programs). If it does appear, this indicates a problem. **Do not** proceed with the Month end and Year end updates and contact **Kesho**.

Do not run the Month end and Year end updates within the area holding the copy of the year end information you made at steps 1 – 6.

Due to the circumstances described in the above paragraphs, you should click **Yes** when asked if all reports have been printed (even if this is not the case), and click **Continue** to complete the clear down of nominal ledger balances in preparation for the new month.

Finally, select **Year end update** from the **Year end** pull-down menu and click **Continue** to complete the clear down of nominal ledger balances in preparation for the new year.

You should open up Credit Union maintenance to verify that the year end date and the asset start and end dates have advanced a year.

NB: When you come to **calculate** the dividend, you must do this within the new year, because it is within the new year's information where you will post the dividend.

Frequently asked questions

We fully understand that year end is a stressful time and that you worry about dealing with these procedures all by yourself, but a little time spent in preparation will be worthwhile. To stop you reaching for the 'phone immediately, we have tried to predict the sort of questions that might arise when confronted with these instructions. Try to remember that all other **Curtains** users are going through the same as you. If you do need any assistance, telephone us on **0141-420-1010**. Alternatively email us at support@kesho.co.uk.

Why do I need to make a copy of the data at this time?	Having a copy of the data will allow you to look back on all the accounting information for the year just ended, in its entirety. It should also relieve the pressure of having to print all your month end and year end reports before you run the year end clear-down, as you will be able to print the reports from the copy data at your leisure, but you must update the current data so that you are ready to process for the new accounting year.
How do I know if I should follow the instructions for a single-user or multi-user system?	If Curtains is only used on a stand-alone computer, then the program and data exist on the same machine, therefore the instructions for a single-user system should be followed. By multi-user we refer to an environment where there are a number of computers that have the ability to use Curtains simultaneously and access the data from a dedicated file server.
I know I have a multi-user system, but one of my work-stations also acts as the 'server' - what instructions should I use?	That's a valid point. Since the year-end copy data *and* the current data will reside on the 'pseudo server', you should follow the single-user system instructions. This is because the computer where the data is stored is behaving like a stand-alone computer therefore the single-user instructions apply in this instance.
When I attempt to log into Curtains using the new icon I created for last year it says there is no teller found with this password?	If you know that the password you entered is a valid one, as you can still log into Curtains in the new year, you should repeat step 2 which is the step relating to copying the files. However before typing the COPY command type ATTRIB ␣K:*.* ␣-H ⮑
After typing the COPY command line the computer does not appear to be doing anything?	The computer may look idle, but it will be working hard behind the scenes, copying large amounts of data. There are 2 files that will probably take some time, QUARTER.MDB and CURTAINS.MDB. These can be fairly large depending on the number of members you have. Just be patient during the copy process. A message will appear at the end indicating how many files have been copied. You can now continue with the notes.
How do I know that the copy has been successful and my icons work?	The easiest way will be to open up your year ending data and print a trial balance. Close Curtains and open up the new data (i.e. new financial year) and print a trial balance from there too. The trial balance for the new year should have zero balances against the revenue account codes and should show the old year balances in the comparative column. If the reports differ in this way then your icons are accessing the two different data sets correctly. Remember, you *cannot* have both years open simultaneously!
I make use of the lottery nominal accounts within Curtains (not Cui bono?) and they are now cleared?	Yes this is because the revenue accounts are cleared down at the year end and that is where the lottery codes reside. You will have to post on the balance sheet balances of the lottery accounts using the nominal journal posting program.
I operate Cui bono? What instructions are required to run year end on it?	Naturally should have been making backups of this data as well as your Curtains data and you should have a couple of backup sets as at the year end. If you feel you would like to have an "old year" icon of it – then please contact the office. If you feel you will not need to access it that often, then simply run the month and year end updates once you have made your security copies.