

Here are the specific tasks necessary to close your Fiscal Year in CountPoint:

These procedures are to be run on the **LAST DAY OF YOUR FISCAL YEAR**. Typically the calendar year is the Fiscal Year, but if your Fiscal doesn't end on 12/31, then you will need to do this on the last day of your Fiscal year-end.

After your End of Day Postings are complete, and before you open for business the next Fiscal Day, please perform the following:

1. Run an Inventory Valuation Report, all locations (if applicable), to DISK or to a DISKFILE for CounterPoint v.8.
 - a. V7-Inventory – Reports – Standard – Valuation Report
 - b. V8 – Inventory – Reports – Valuation
2. Run an Accounts Receivable Aging Report to DISK or to a DISKFILE for CounterPoint v.8.
 - a. V7 – Customers – Reports – Aging
 - b. V8 – Customers – Reports – Aging
3. Make very sure that your new Fiscal Year calendar is setup in your calendar file.
 - a. V7 – Setup – System – Calendars
 - b. V8 – Setup – System – Calendars
4. For CounterPoint v.7 – System – Year End Close
For CounterPoint v.8 – Setup – System – Company and change the year to The New Year.
5. If you have SIQ (V7Only) installed, go to
System – SIQ_ReportWriter – Utilities – UpdateCurrentYearID

We at Skurla's wish you a Happy and Prosperous New Year!

