

# **DRIVE Year End Procedure**

***relate***  
***software***

## YEAR END PROCEDURE

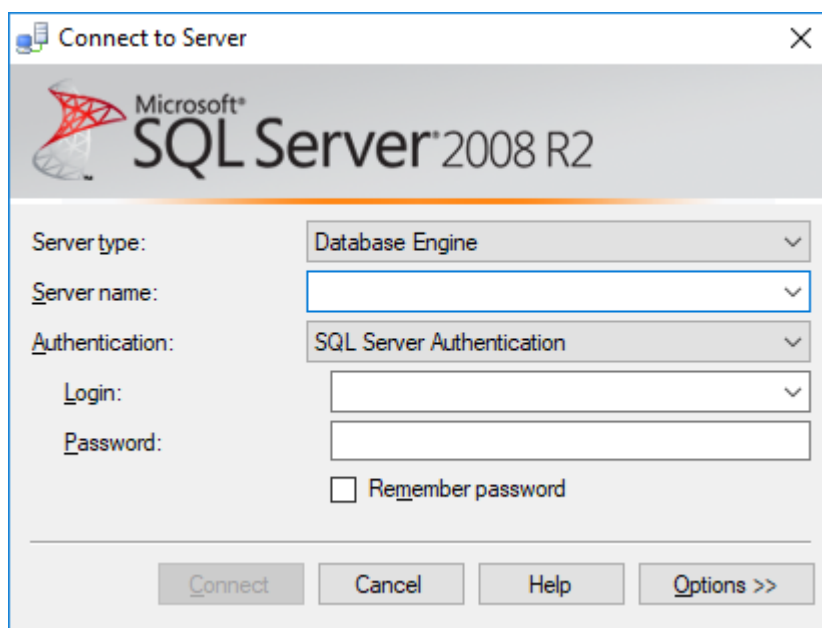
There are a number of steps involved in doing the year end.

Note: Backups can only be done from your Server machine. If you do not have access you will need to speak to your system administrator or your IT department.

### STEP 1: CREATE A BACKUP

Backing up using Microsoft SQL Server Management Studio

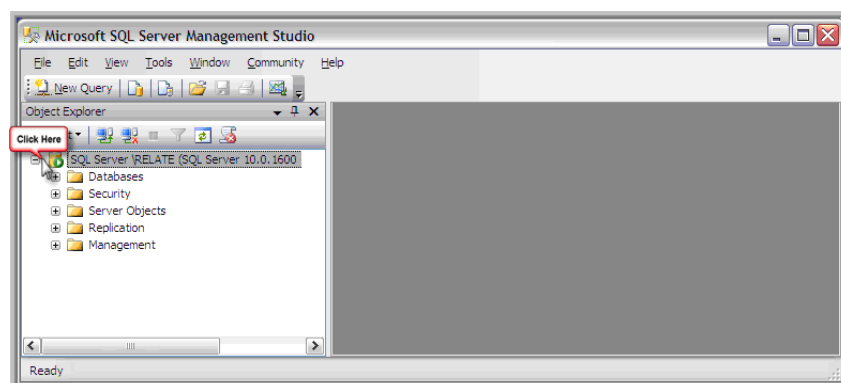
Open SQL Server Management Studio. The Connect to Server window will be displayed



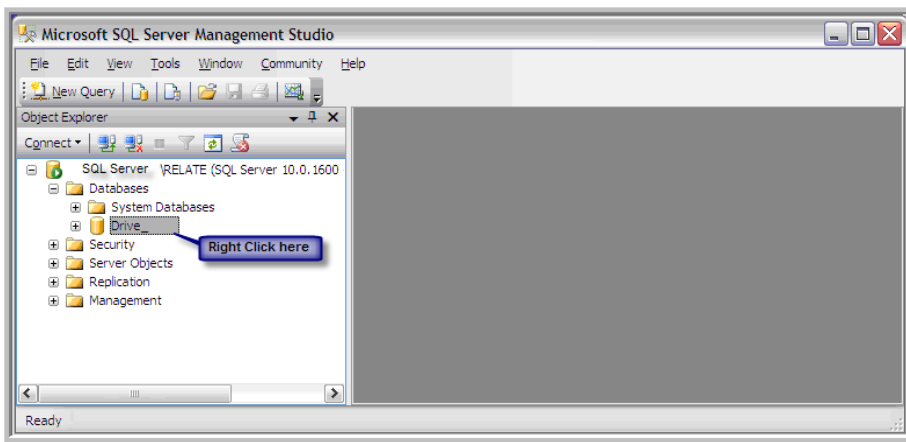
Make sure that the correct Server name and Authentication method are entered and then click the 'Connect' button.

In Object Explorer, click the server name to expand the server tree.

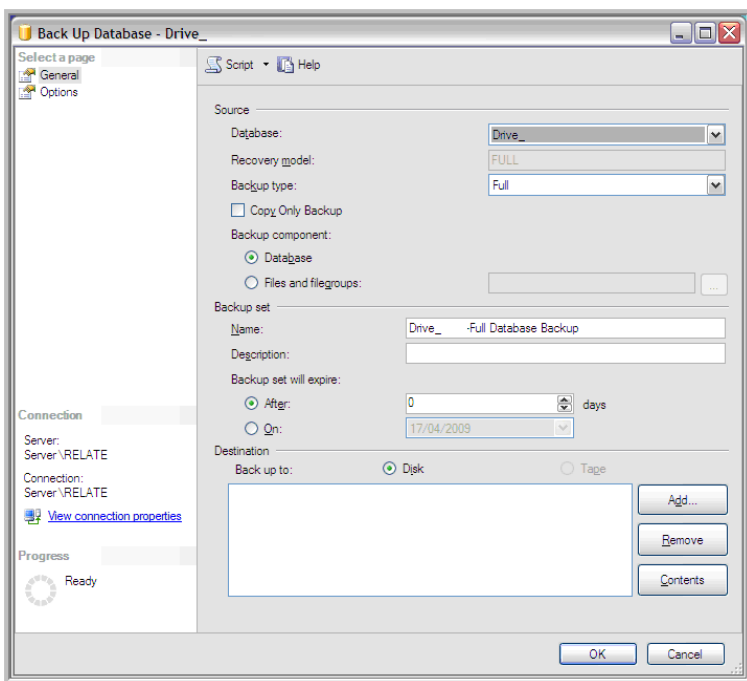
Expand Databases, and select the correct DRIVE database.



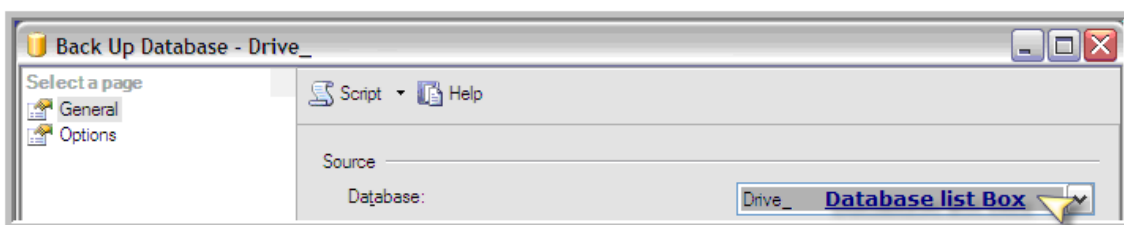
Right-click on the database name, point to Tasks, and then click Back Up...



The Back Up Database dialog box will appear



In the Database list box, verify the database name or select a different database from the list.



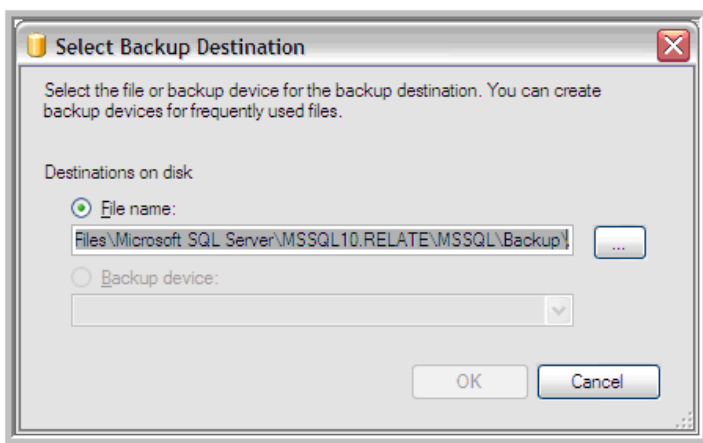
In the Backup type list box, select Full.


For Backup component, click Database.

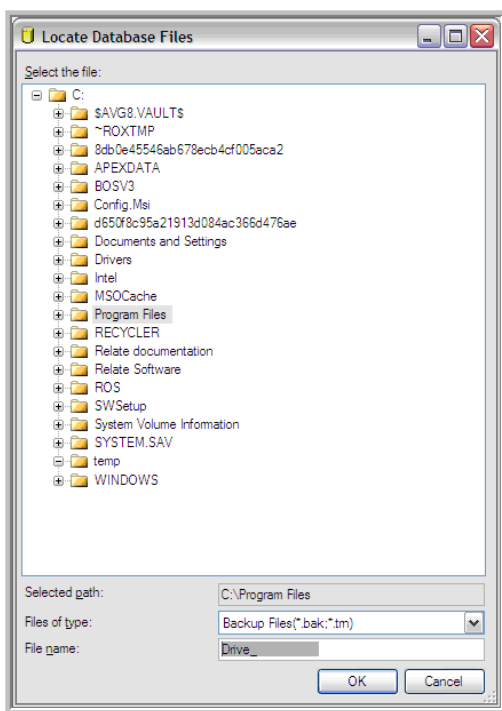
Either accept the default backup set name suggested in the Name text box or enter a different name for the backup set. Optionally, in the Description text box, enter a description of the backup set.

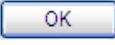
Choose the type of backup destination by clicking Disk or Tape, select Disk.

Click the 'Add' button. The Select Backup Destination window will be displayed

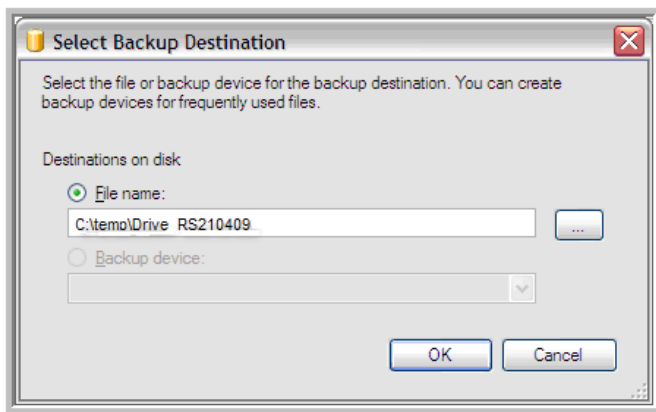


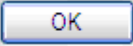
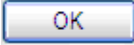
Click on the  Elipse button to bring up the Locate Database Files window.



Give the Backup a name in the File name location and click the  button.

The Select Backup Destination window will be displayed again



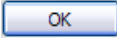
That path you want to backup to will now be displayed in File Name. Click the  button. The Back Up Database window will be displayed again. In the Destination you will see the path and the name you have given for the file you are backing up. Click the  button, the backup be created.

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## STEP 2: RUN A RECALCULATION

Next you need to run the recalculation in DRIVE. This routine recalculates the WIP, Nominal, Fees balances in your application and removes inconsistent entries that may exist in the DRIVE database.

To run the recalculation routine, select 'Tools', then select 'Recalculation', Full Recalculation (may take a few minutes).

Click the  button to begin the Recalculation.

**Recalculation** [X]

This option will recalculate balances and remove inconsistent entries that may exist in the database. Please backup your database before running this option so that you can restore the same in case of any problem.

- Update Currency Amount
- Update WIP Allocation Amount
- Update Fees/Purchase Allocation Amount
- Update Yearflag and Period Number
- Update WIP Analysis Balance
- Update Nominal Analysis Balance
- Update Client WIP Balance
- Update Job WIP Balance
- Update Client Fees Balance
- Update Job Fees Balance
- Update Supplier Balance
- Update Client Accounting Bank Balance

Update Time Sheet Batch Total

Select/Unselect All

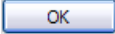
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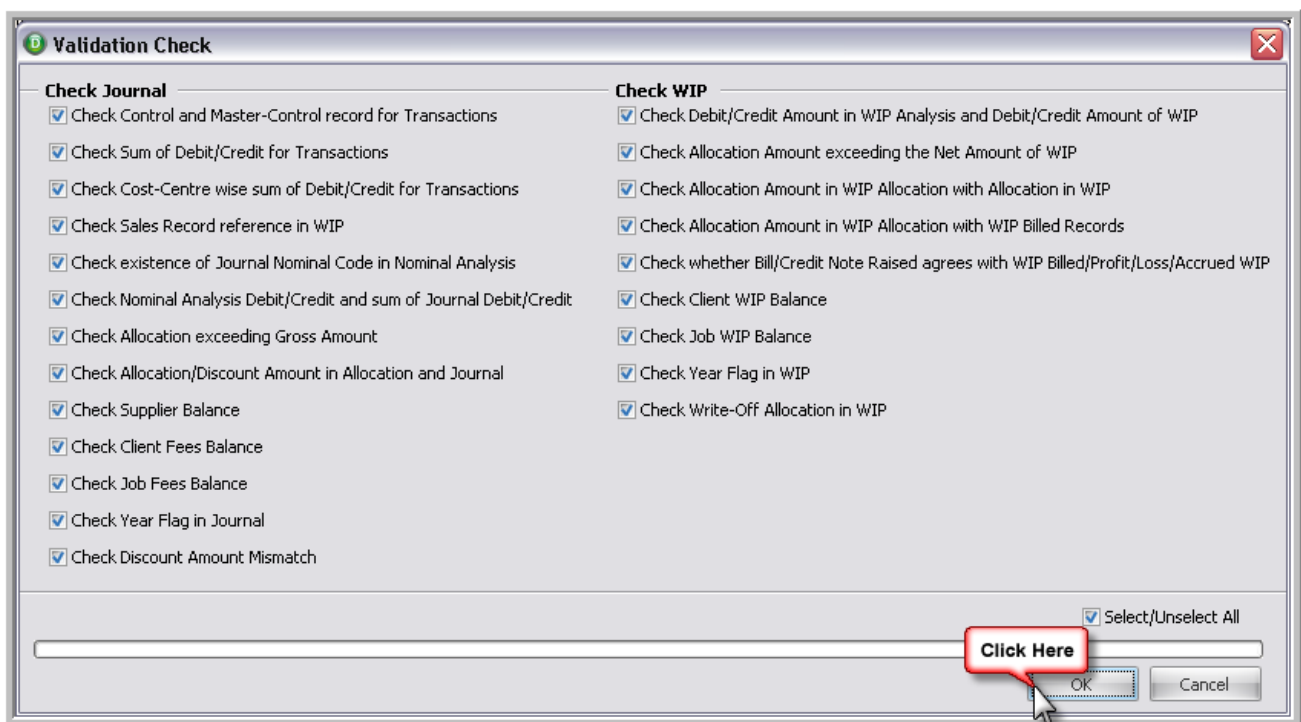
OK Cancel

### STEP 3: RUN A VALIDATION

Next you need to run the Validation in DRIVE. This is an integrity check on the data. This routine finds any inconsistent entries that may exist in the database.

To run the validation routine, select 'Tools', then select 'Validation Check'.

Click the  button to begin the Validation Check.



The Validation Check should come back with all entries passed. If any tests are not passed then email a copy of the Validation Report to [support@relate-software.com](mailto:support@relate-software.com). You cannot continue on with the Year End procedure until the Validation Report is passed entirely.

**STEP 4: RUN YOUR REPORTS**

Once the Validation Check is passed you will need to run your control checks to make sure your figures are correct.

We recommend that you run the following reports:

- Client Balances
- Aged Debtors
- Aged Creditors
- Debtors Control
- WIP controls
- Bank Reconciliation
- Trial Balance

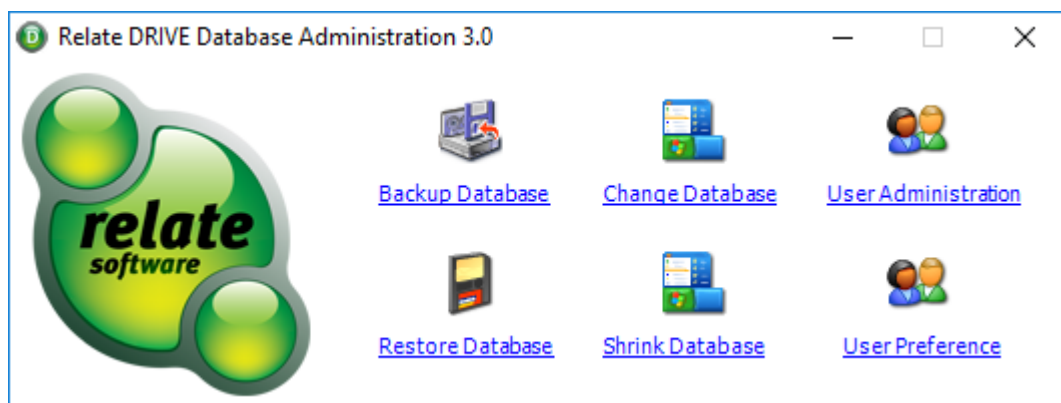
Ensure all figures are correct and that they tie in with each other.

Note: We recommend you always save a copy of these reports at the Year End.

**STEP 5: MAKE SURE ALL STAFF HAVE LOGGED OUT OF DRIVE**

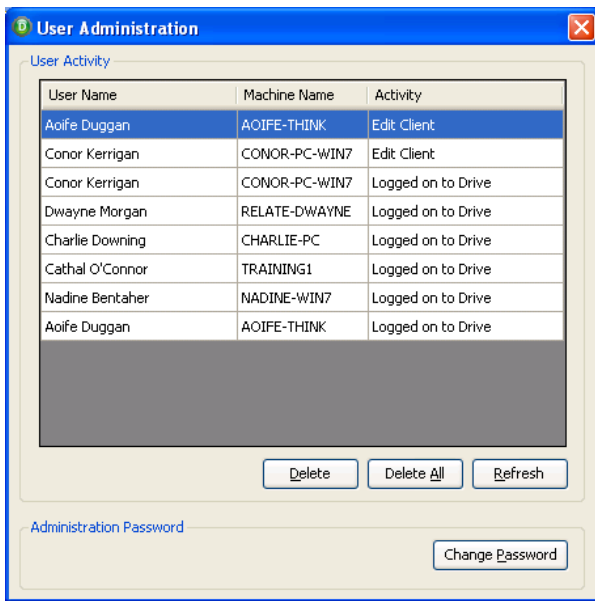
All users need to be logged out in order to be able to run the year end. To check who is logged in;

Step 1: On your machine or server, go to Relate Software, Drive Database Administration Tools 3.0



Step 2: Select 'User Administration'

This screen will show you everyone who is currently logged in to the DRIVE database. If everyone has logged out correctly, this should be blank. To remove the lock on the database either select the person who you want to log off and click Delete, or else if you want to remove all the logins for all users, select Delete All. The Refresh button can be used if you want to check has anyone logged in or out since you opened up this screen.

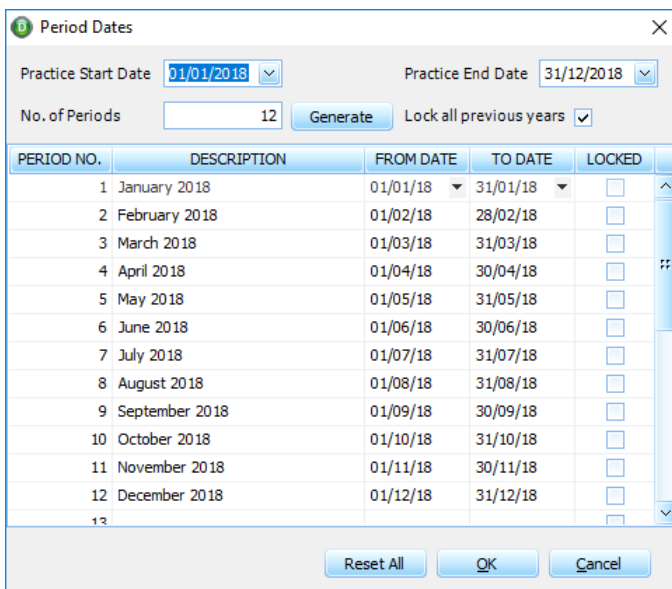


It is advisable to ask people to physically log off first before manually removing the user

### STEP 6: CHECK YOUR PERIOD DATES

Check that your period dates are set correctly.

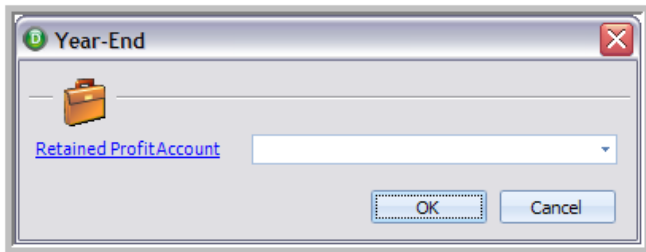
Go to 'Tools', 'Period Dates'



Confirm that the dates shown are correct

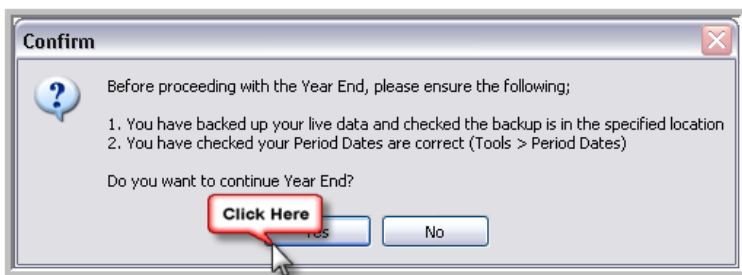
### STEP 7: YEAR END ROUTINE

Once all the previous steps have been completed you will now be in a position to run the year end routine. To run the year-end routine, select 'Tools', then select 'Year-End'. The Year End window will be displayed and you will need to select your Retained Profit Nominal Account.

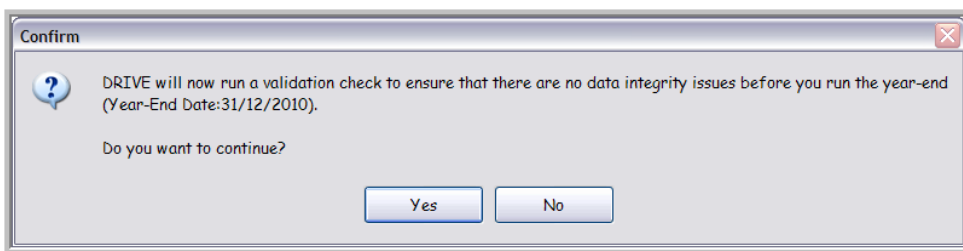


Select the 'OK' Button to proceed

The Confirmation window will then be displayed and you will be asked to confirm that you have backed up your data and that your period dates are correct.



Select the 'Yes' button to proceed. You will be offered the option to run the Validations again, you will not be able to run the Year End unless the validations are all passed.



### UN-PASSED TIME

If there is any un-passed time in the current year you will not be able to proceed with the Year End. You will be prompted.

To locate un-passed time you will need to run either the Staff Time Sheet WIP Analysis report or the WIP Transaction listing.

### COMPLETION

What happens in DRIVE:

- Last years transactions cannot be amended e.g. bills, payments, and timesheets
- The Profit & Loss accounts in the nominal ledger are cleared and a retained profit figure is generated which is posted as part of the opening balance journal for the next year
- An opening balance journal is generated dated the first day of the new year
- A Comparative trial balance is created
- Period Dates are rolled forward