

YEAR END PROCESSING / PURGING IN OPTIMUM

[1.0]

Crimsen

[6/1/2022]



QNE
SOFTWARE

QNE TIPS

Product : QNE Optimum


Version: 1.00

Doc No : 1

Page No: 1/14

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Crimsen Than	6/1/2022	

Amendment Record

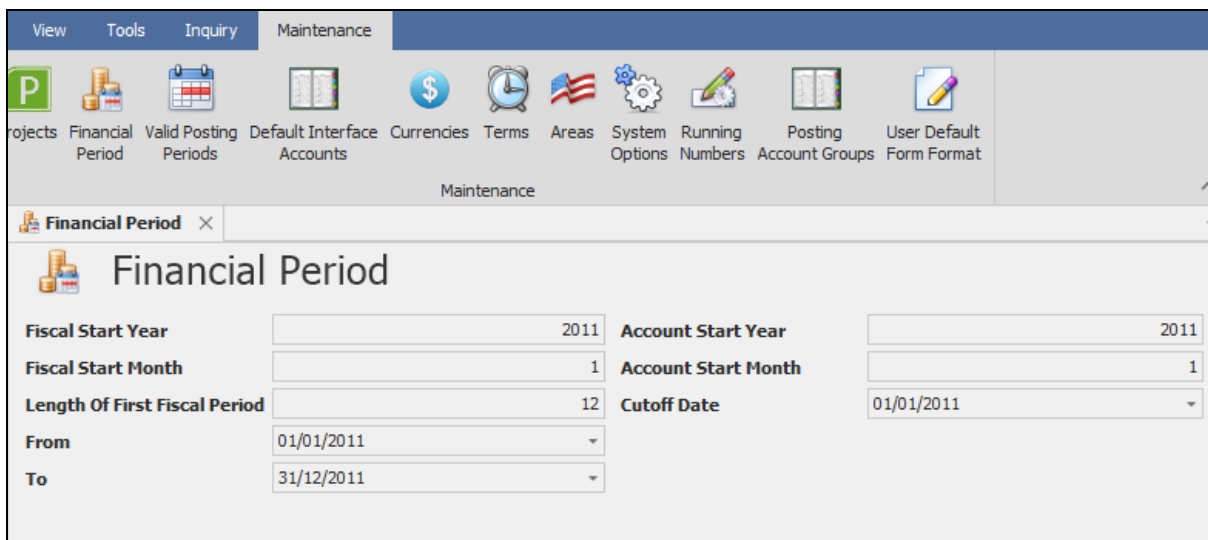
 QNE SOFTWARE	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 2/14

SCENARIO

When there are too many data in the database after few years. Some of the user would request for database purging in order to remove previous year data and have a new financial period in system

SOLUTION

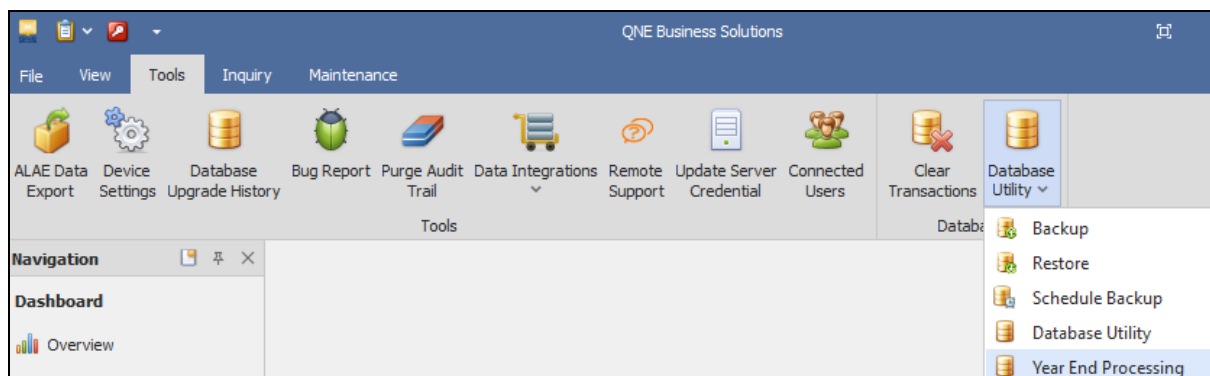
1. Check Financial Period, for example this database is start from 1/1/2011 to 31/12/2011




The screenshot shows the 'Financial Period' maintenance window in QNE Software. The window has a title bar with 'View', 'Tools', 'Inquiry', and 'Maintenance' tabs. Below the title bar is a ribbon with various icons and labels: 'Projects', 'Financial Period', 'Valid Posting Periods', 'Default Interface Accounts', 'Currencies', 'Terms', 'Areas', 'System Options', 'Running Numbers', 'Posting Account Groups', and 'User Default Form Format'. The 'Financial Period' ribbon is selected, and the 'Financial Period' window is displayed. The window contains the following fields:


Fiscal Start Year	2011	Account Start Year	2011
Fiscal Start Month	1	Account Start Month	1
Length Of First Fiscal Period	12	Cutoff Date	01/01/2011
From	01/01/2011		
To	31/12/2011		

2. To proceed year end, go to Tools > Database Utility > Year End Processing



 QNE SOFTWARE	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 3/14

3. System will request to perform backup first.


Year End Processing

Your are highly recommended to do the backup before the Data Purge/Year End Closing. Do you want to backup now?

Note: How to Backup

<https://support.qne.com.my/support/solutions/articles/81000383845-how-to-backup-optimum->

4. Click Continue the year end step after backup.

Year End Processing


[Step 1: Backup your current database\(eg, SampleDb\)](#) ☐ Done

[Step 2: Restore the backup to a new database\(eg, SampleDb2020\)](#) ☐ Done

[Step 3: Clear transactions and set cutoff date](#) ☐ Done

[Step 4: Migrate outstanding transactions from current database\(SampleDb\) to new dtabase\(SampleDb2020\)](#) ☐ Done

Close

 QNE SOFTWARE	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 4/14

5. Tick done for Step 1 Backup.

Year End Processing

[Step 1: Backup your current database\(eg, SampleDb\)](#) ☒ Done

[Step 2: Restore the backup to a new database\(eg, SampleDb2020\)](#) ☐ Done

[Step 3: Clear transactions and set cutoff date](#) ☐ Done

[Step 4: Migrate outstanding transactions from current database\(SampleDb\) to new dtabase\(SampleDb2020\)](#) ☐ Done

6. For step 2, system requets to restore the database. This database will keep as a “Source database”. It allows you to perform a migration of the outstanding transaction later at step 4. Besides, you can name it as “Original Database” whicg allow you to double check or compare the data before year end and after year end

Database Restore

Destination

Server Name

Authentication

☒ System Authentication ☐ Windows Authentication ☐ SQL Authentication

User ID Password

Database

Connection String

Restore From

Password

Note: How to restore database

<https://support.qne.com.my/support/solutions/articles/81000391002-how-to-restore-database>



QNE
SOFTWARE

QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 5/14

7. Tick Done for Step 2 Restore the backup database.

Continue for step 3 to perform Clear transactions. Set the cutoff date you which to begin. The sample below cutoff date as 1/1/2021. Means system will clear the database from 1/1/2011 to 3112/2020

Year End Processing

[Step 1: Backup your current database\(eg, SampleDb\)](#) ☒ Done

[Step 2: Restore the backup to a new database\(eg, SampleDb2020\)](#) ☒ Done

[Step 3: Clear transactions and set cutoff date](#) ☐ Done

Step 3: Year End Closing

Connect to the new database you want to setup

Server Name

Authentication

☒ System Authentication ☐ Windows Authentication ☐ SQL Authentication

User ID Password

Database


Connection String

Account Start Period

Account Start Year Account Start Month

Cutoff Date

Hint:
System will purge transactions before cutoff date.
Please continue step 4 to migrate outstanding transactions from past financial years after purging.

 QNE SOFTWARE	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 6/14

8. Click Purge Data.

Step 3: Year End Closing

Connect to the new database you want to setup

Server Name: PC106\QNEBSS

Authentication

☒ System Authentication
 ☐ Windows Authentication
 ☐ SQL Authentication

User ID: SA Password: *****

Database: SampleDB2021004 Test Connection

Connection String: Data Source=PC106\QNEBSS;Initial Catalog=SampleDB2021004;Integrated Security=False;User ID=SA;Password=*****

Account Start Period

Account Start Year: 2021 Account Start Month: 1

Cutoff Date: 01/01/2021

Hint:
System will purge transactions before cutoff date.
Please continue step 4 to migrate outstanding transactions from past financial years after purging.

Purge Data

9. System will prompt message as below if there is any document yet to knockoff

You can check below reports, these reports show that those Receive Payments / Pay bills / Credit Notes / Journal Vouchers have been created but yet to knockoff, system will prompt a reminder you to complete it first


You can find the report from:

[View > Reports > Supplier Reports > Master Reports > Supplier Open Credit Listing](#)


[View > Reports > Customer Reports > Master Reports > Customer Open Credit Listing](#)

Click Yes if you want to continue

Year End Purging

 There are some documents not fully knockoff, please refer to Customer/Supplier Open Credit Listing Report for details. Do you want to continue with the purging?

Yes **No**

 QNE SOFTWARE	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 7/14

10. Next, system will prompt remind message if there is any outstanding document in **Purchase, Sales** and **Stock** Module transactions. Transactions can define as outstanding:

Purchase Requisition, Purchase Order, Goods Received Notes
Quotation, Sales Order, Delivery Order
Stock Outs

If the above transactions created but without full transfer, and the status is still open system will prompt message as below

Example if you have created Purchase Requisition but not yet transferred to Purchase Order due to some reason, system will still remain as outstanding.

Thus, you need to close these documents.

Refer to this link on how to close the Outstanding document.

<https://support.qne.com.my/support/solutions/articles/81000387776-sales-and-purchase-module-one-by-one-document-mark-as-close-and-mark-as-close-by-batch>

Note: System will check the outstanding transaction within the purging period

It is advised you can check below documents to find out the outstanding reports and then close it so that system will not keep unnecessary documents in the new database

[View > Reports > Purchase Reports > Outstanding Purchase Requisition](#)

[View > Reports > Purchase Reports > Outstanding Purchase Order](#)

[View > Reports > Purchase Reports > Outstanding Goods Received](#)

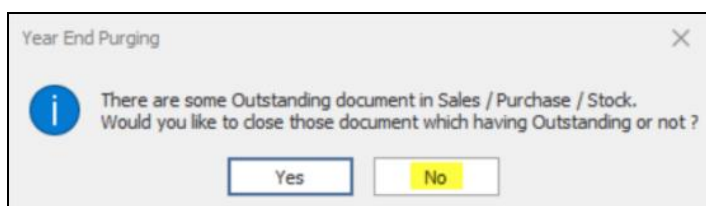
[View > Reports > Sales Reports > Outstanding Quotation](#)


[View > Reports > Sales Reports > Outstanding Sales Order](#)

[View > Reports > Sales Reports > Outstanding Delivery Order](#)

[View > Reports > Stock Reports > Outstanding Stock Outs](#)

Notes Click No if there is no any outstanding document and you want to further proceed



	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 8/14

11. Click OK when it is completed.

Step 3: Year End Closing

Connect to the new database you want to setup

Server Name: PC106\QNEBSS

Authentication

☒ System Authentication
 ☐ Windows Authentication
 ☐ SQL Authentication

User ID: SA Password: *****

Database: SampleDB2021004

Connection String: Data Source=PC106\QNEBSS;Initial Catalog=SampleDB2021004;User ID=SA;Password=*****;Connect Timeout=30;TrustServerCertificate=False;User ID=SA;Password=*****;Connect ...

Account Start Period

Account Start Year: 2021 Account Start Month: 1

Cutoff Date: 01/01/2021

Hint:
System will purge transactions before cutoff date.
Please continue step 4 to migrate outstanding transactions from past financial years after purging.

Purge Data

Close


Purge Data Dialog:

Purge Data


Data purging completed successfully.

OK

12. Check the financial period, system will start from 1/1/2021 now. All transactions before 2021 has been removed.

 **Financial Period**

Fiscal Start Year	2021	Account Start Year	2021
Fiscal Start Month	1	Account Start Month	1
Length Of First Fiscal Period	12	Cutoff Date	01/01/2021
From	01/01/2021		
To	31/12/2021		

 QNE SOFTWARE	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 9/14

13. Continue the year end step for step no. 4 to migrate the opening balance & outstanding documents

Year End Processing

[Step 1: Backup your current database\(eg, SampleDb\)](#)
☒ Done

[Step 2: Restore the backup to a new database\(eg, SampleDb2020\)](#)
☒ Done

[Step 3: Clear transactions and set cutoff date](#)
☒ Done

[Step 4: Migrate outstanding transactions from current database\(SampleDb\) to new dtabase\(SampleDb2020\)](#)
☐ Done

14. Migrate those outstanding document to the system > Click on Optimum

Import From


UBS 9.0(Fox Pro)

QNE(Firebird)

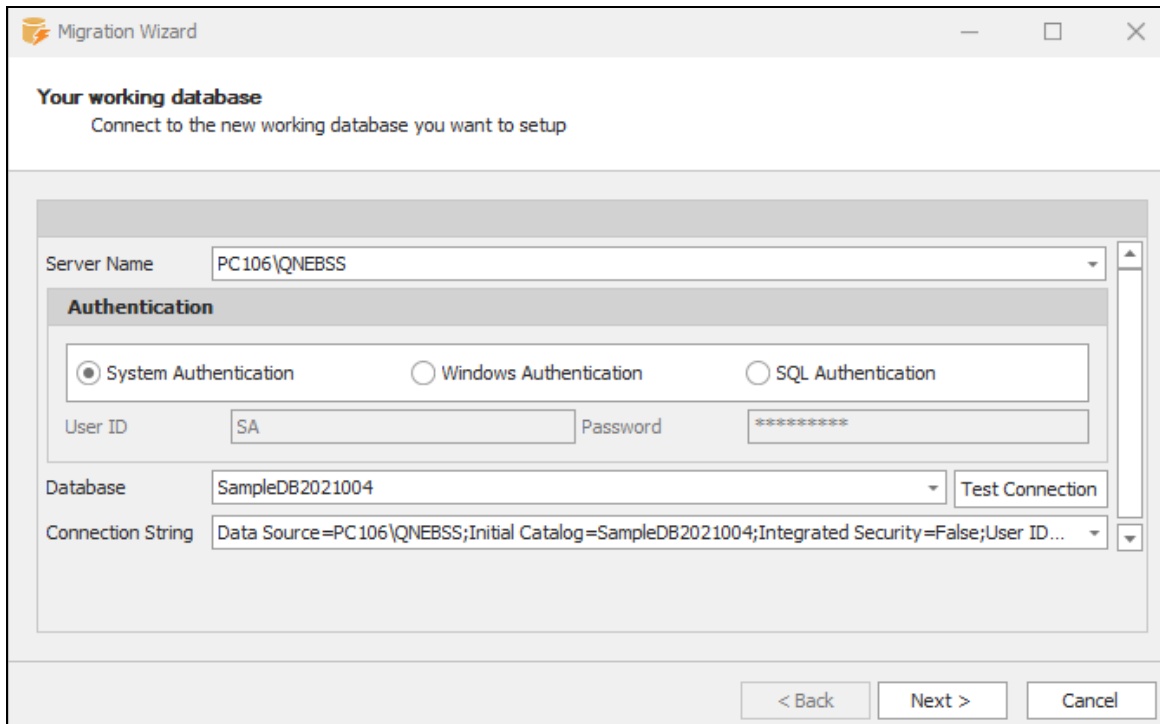
Excel Templates

QNE Optimum

SQL Account (Firebird)

 QNE SOFTWARE	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 10/14

15. Search the database as the working database. The database which you perform for year end



Migration Wizard

Your working database
Connect to the new working database you want to setup

Server Name: PC106\QNEBSS

Authentication

☒ System Authentication
 ☐ Windows Authentication
 ☐ SQL Authentication

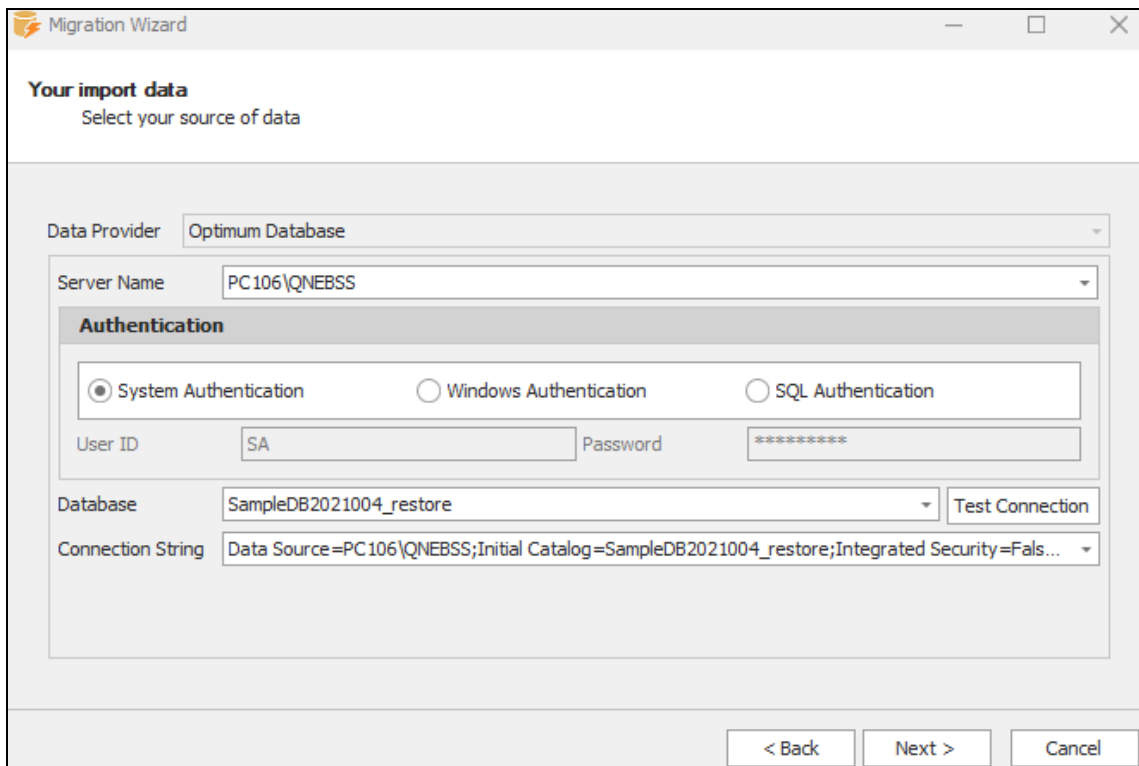
User ID: SA Password: *****

Database: SampleDB2021004 Test Connection

Connection String: Data Source=PC106\QNEBSS;Initial Catalog=SampleDB2021004;Integrated Security=False;User ID=SA

< Back Next > Cancel

16. Then, choose the source of database which we restore at step 6 just now.



Migration Wizard

Your import data
Select your source of data

Data Provider: Optimum Database

Server Name: PC106\QNEBSS

Authentication


☒ System Authentication
 ☐ Windows Authentication
 ☐ SQL Authentication

User ID: SA Password: *****

Database: SampleDB2021004_restore Test Connection

Connection String: Data Source=PC106\QNEBSS;Initial Catalog=SampleDB2021004_restore;Integrated Security=False;User ID=SA

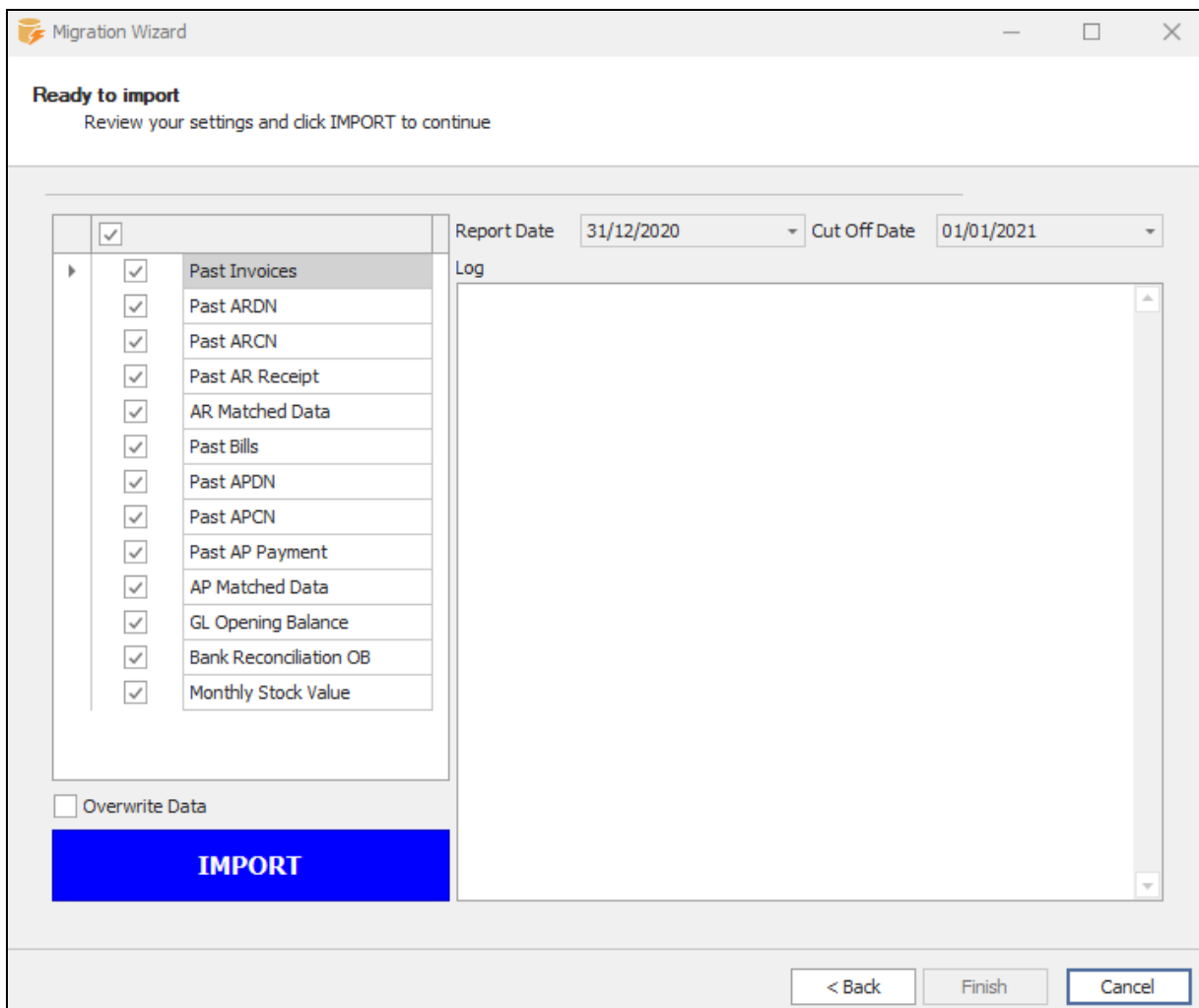
< Back Next > Cancel

		QNE TIPS	
		Product : QNE Optimum	Version: 1.00
		Doc No : 1	Page No: 11/14

17. Tick the table you would like to migrate. Click Import

From here you can see, system allow you to migrate

- ✓ GL opening balance
- ✓ AP opening balance
- ✓ AR opening balance
- ✓ Stock opening balance
- ✓ Bank Reconciliation opening balance
- ✓ Month End Stock Value
- ✓ Outstanding Purchase Requisition, Outstanding Purchase Order, Outstanding Goods Receive Notes
- ✓ Outstanding Quotation, Outstanding Sales Order, Outstanding Delivery Order
- ✓ Outstanding Stock Outs



Ready to import
Review your settings and click IMPORT to continue

<input checked="" type="checkbox"/>		Report Date	Cut Off Date
<input checked="" type="checkbox"/>	Past Invoices	31/12/2020	01/01/2021
<input checked="" type="checkbox"/>	Past ARDN		
<input checked="" type="checkbox"/>	Past ARCN		
<input checked="" type="checkbox"/>	Past AR Receipt		
<input checked="" type="checkbox"/>	AR Matched Data		
<input checked="" type="checkbox"/>	Past Bills		
<input checked="" type="checkbox"/>	Past APDN		
<input checked="" type="checkbox"/>	Past APCN		
<input checked="" type="checkbox"/>	Past AP Payment		
<input checked="" type="checkbox"/>	AP Matched Data		
<input checked="" type="checkbox"/>	GL Opening Balance		
<input checked="" type="checkbox"/>	Bank Reconciliation OB		
<input checked="" type="checkbox"/>	Monthly Stock Value		

☐ Overwrite Data

IMPORT

< Back Finish Cancel



QNE
SOFTWARE

QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 12/14

System will display as Complete if the import is successfully > Click Finish and Close all the screens

Migration Wizard

Ready to import
Review your settings and click IMPORT to continue

<input checked="" type="checkbox"/>		Report Date	Cut Off Date
<input checked="" type="checkbox"/>	Past Invoices - 93/93	31/12/2020	01/01/2021
<input checked="" type="checkbox"/>	Past ARDN - 5/5		
<input checked="" type="checkbox"/>	Past ARCN - 15/15		
<input checked="" type="checkbox"/>	Past AR Receipt - 14/14		
<input checked="" type="checkbox"/>	AR Matched Data - 0/0		
<input checked="" type="checkbox"/>	Past Bills - 53/53		
<input checked="" type="checkbox"/>	Past APDN - 9/9		
<input checked="" type="checkbox"/>	Past APCN - 16/16		
<input checked="" type="checkbox"/>	Past AP Payment - 11/11		
<input checked="" type="checkbox"/>	AP Matched Data - 2/2		
<input checked="" type="checkbox"/>	GL Opening Balance - 43/43		
<input checked="" type="checkbox"/>	Bank Reconciliation OB - 98...		
<input checked="" type="checkbox"/>	Monthly Stock Value - 0/0		


☐ Overwrite Data

IMPORT

Log

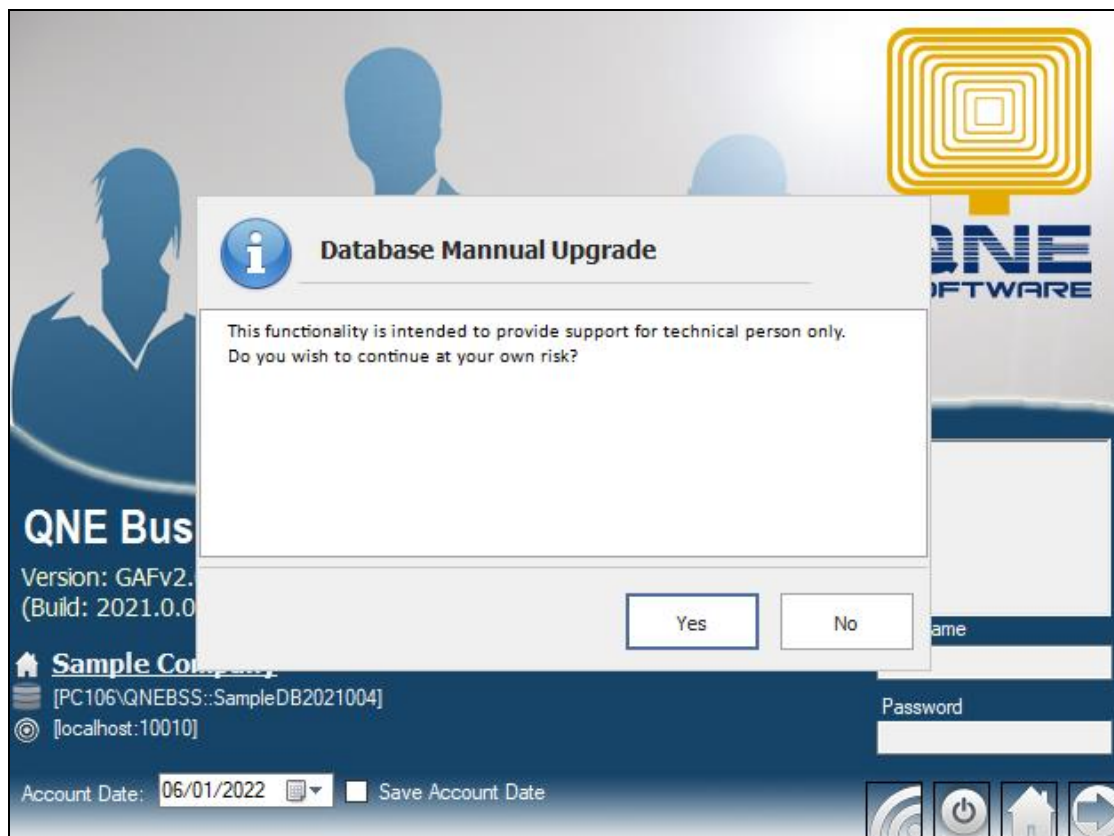
Importing Past Invoices...Complete!
Importing Past ARDN...Complete!
Importing Past ARCN...Complete!
Importing Past AR Receipt...Complete!
Importing AR Matched Data...Complete!
Importing Past Bills...Complete!
Importing Past APDN...Complete!
Importing Past APCN...Complete!
Importing Past AP Payment...Complete!
Importing AP Matched Data...Complete!
Importing GL Opening Balance...Complete!
Importing Bank Reconciliation OB...Complete!
Importing Monthly Stock Value...Complete!

< Back Finish Cancel

 QNE SOFTWARE	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 13/14

18. Go back to the login screen of working database


Click Ctrl + U, system prompt below message, click YES



19. System will update something you can continue to login the system

20. If you search Purchase Requisition / Purchase Order / Goods Received Notes / Quotation / Sales Order / Delivery Order, those outstanding transactions will be migrated and it will display as "Past Entries" in the transactions.

<

 QNE SOFTWARE	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 14/14

21. The year end processing is completed. Next, you can continue to compare below report with using the working database and source (original) database. The purpose of this checking to ensure the result are tally after year end.

- ✓ GL Opening Balance
- ✓ Balance Sheetting report as at the year end closing date. For this scenario, it will be 31/12/2020
- ✓ Customer Aging report as at the year end closing date. For this scenario, it will be 31/12/2020
- ✓ Supplier Aging report as at the year end closing date. For this scenario, it will be 31/12/2020
- ✓ Month End Stock by Location as at the year end closing date. (If you do not use Location, you can view Month End Stock Report) For this scenario, it will be 31/12/2020
- ✓ Outstanding Purchase Requisition
- ✓ Outstanding Purchase Order
- ✓ Outstanding Goods Receive Notes
- ✓ Outstanding Quotation
- ✓ Outstanding Sales Order
- ✓ Outstanding Delivery Order
- ✓ Outstanding Stock Outs