

Closing the Accounting Year in PowerChurch Plus For Windows 95/98/ME

Directions for Windows XP start on page 3

In PowerChurch Plus, up to and including version 8.5, when you close the accounting year, all of the accounting transactions for the closed year are completely deleted from the system. (Note well, this is true ONLY of the ACCOUNTING transactions. The bookkeeping transactions, i.e. Accounts Payable, Contributions, Payroll, and Accounts Receivable are all retained.) For many reasons, it is wise to keep the accounting transactions available on your computer for REFERENCE. The following is a procedure that will allow you to keep "last" year's transactions retrievable. It is a step-by-step procedure for Windows 95/98/ME.

Note: If PowerChurch Plus is available through a network at your site, then these instructions apply to the "server" computer on which PowerChurch Plus resides. If you are not sure what your arrangement is, then please give these instructions to your Network Administrator for implementation.

- 1) Close month 12 (do not close the year yet) in your existing PowerChurch System.
- 2) Close PC+.
- 3) Single click with the Left Mouse Button (LMB) on "My Computer" on your desktop so it turns dark. Then single click on it with the Right Mouse Button (RMB). A small menu will pop up. Click (LMB) on "Explore" A window will open that lists all of your drives on the left.
- 4) Decide on which drive you want to put your 2002 copy of PC+ (usually C:). Single click (LMB) on that drive (in the left hand window) so it turns dark. Immediately to the left of that drive symbol will be a plus sign (+). Click on that plus sign (LMB) and you will see the directories of that drive listed.
- 5) Click on the word "FILE" at the top of the explorer window. Then click on "NEW" and then click on "FOLDER"
- 6) In the right hand window you will see a folder icon with the words "New Folder" in a rectangle. The words "New Folder" should be highlighted in blue. Type PC2002 then press the enter key. You now have a new directory named PC2002 on your disk drive.
- 7) Now look back at the left explorer window and find your existing PC+ directory. It is probably called "PCPLUS7" or "PCPLUS8" or "PCPLUS85" but it might have another name. When you find it, single click (LMB) on it so it is highlighted.
- 8) Now look back at the right explorer window. You should see all of the PC+ files.
If you are using version 7 or version 8 or version 8.5 you should see three folders : "data," "layouts," and "reports"
If you are in an earlier version, the first file you see is probably "apauto.dbf" depending on the sort order. Single click (LMB) on whatever is the first file or folder (regardless of which version you have). Now click on "EDIT" (at the top) and then click on "Select All". ALL of the files in the right window should now be highlighted.
- 9) Go to the top of the explorer window and again click on "EDIT" then on "COPY"
- 10) Now, go back to PC2002 in the left window and single click (LMB) on it so it is highlighted. The right explorer window will be empty.

11) Click on "EDIT" at the top of the explorer window and then click on "PASTE" You will see the files "flying through the air" You will then see the files in the right hand explorer window.

12) In the right hand explorer window, look for the file "pcplus85.exe" in version 8.5 and "pcplus8.exe" in version 8, or "pcplus7.exe" in version 7, or "pcwin.exe" in earlier versions. It should have the PC+ logo next to it. Single click (LMB) on pcplus85.exe or pcplus8.exe or pcplus7.exe or pcwin.exe. Then click again with the RMB. A small menu will pop up. LMB click on "create shortcut"

13) You should now see, in the right hand explorer window, a PC+ icon with the words "Shortcut to PCPLUS85.EXE" or "Shortcut to PCPLUS8.EXE" or "Shortcut to PCPLUS7.EXE" or "Shortcut to PCWIN.EXE" in a box next to it. Put your mouse over the icon and HOLDING down the LMB drag the shortcut icon to the win95/98/ME desktop.

14) Make 2 single clicks (LMB) on the "Shortcut to PCPLUS85.EXE" or "Shortcut to PCPLUS8.EXE" or the "Shortcut to PCPLUS7.EXE" or the "Shortcut to PCWIN.EXE" box -- NOT on the icon itself. The text in the box will now be highlighted in blue. Type PC 2002 and then press the enter key. You now have a desktop icon to get you into PC2002.

15) Double click (LMB) on the PC 2002 icon. You should see PC+ start up. This is your 2002 copy. Immediately go to setup and Reindex ALL files.

16) Now you can go to your usual copy of PC+ (now your 2003 copy) and close the accounting year.

17) Now close the 2003 copy. From the desktop open the 2002 (last year's copy) of PC+ in the normal fashion. The accounting month in this copy should be "13." Go to the password section and prevent anyone except yourself from being able to even get into this copy.

You now have two copies of PC+. The PC2002 copy is the archive of your 2002 accounting information. You can use it to research any transactions that you entered during 2002. The other (your usual) copy is your current (2003) copy in which you will continue to do all of your work.

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Windows XP Directions

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Note: If PowerChurch Plus is available through a network at your site, then these instructions apply to the "server" computer on which PowerChurch Plus resides. If you are not sure what your arrangement is, then please give these instructions to your Network Administrator for implementation.

- 1) Close month 12 (do not close the year yet) in your existing PowerChurch System.
- 2) Close PC+.
- 3) Click on "Start", "My Computer".
- 4) If "My Computer" shows more than one Hard Disk Drive, decide on which drive you want to put your 2002 copy of PC+ (usually C:). Click (LMB) on that drive and you will see the directories of that drive listed.
- 5) Click on the word "FILE" at the top of the explorer window. Then click on "NEW" and then click on "FOLDER"
- 6) At the bottom of the list of folders you will see a folder icon with the words "New Folder" in a rectangle. The words "New Folder" should be highlighted in blue. Click (RMB) on that folder and click on "Rename". Type PC2002 then press the enter key. You now have a new directory named PC2002 on your disk drive.
- 7) Now look for your existing PC+ directory. It is probably called "PCPLUS7" or "PCPLUS8" or "PCPLUS85" but it might have another name. When you find it, click (LMB) on it and you will see all its contents.
- 8)
If you are using version 7 or version 8 or version 8.5 you should see some folders and a list of files. If you are in an earlier version, the first file you see is probably "apauto.dbf" depending on the sort order. Now click on "EDIT" (at the top) and then click on "Select All". ALL of the files should now be highlighted.
- 9) Go back to the top and again click on "EDIT" then on "COPY"
- 10) Now, go back to the PC2002 folder that you created in steps 5 - 6 and single click (LMB) on it . An empty window will open.
- 11) Click on "EDIT" at the top and then click on "PASTE" You will see the files "flying through the air" You will then see the files appear in this window..
- 12) Look for the file "pcplus85.exe" in version 8.5 and "pcplus8.exe" in version 8, or "pcplus7.exe" in version 7, or "pcwin.exe" in earlier versions. It should have the PC+ logo next to it. Put your mouse on top of pcplus85.exe or pcplus8.exe or pcplus7.exe or pcwin.exe. and click with the RMB. A small menu will pop up. LMB click on "create shortcut"

13) You should now see, in the right hand explorer window, a PC+ icon with the words "Shortcut to PCPLUS85.EXE" or "Shortcut to PCPLUS8.EXE" or "Shortcut to PCPLUS7.EXE" or "Shortcut to PCWIN.EXE" in a box next to it. Put your mouse over the icon and HOLDING down the LMB drag the shortcut icon to the WinXP desktop and let go of it.

14) Put your mouse on top of the "Shortcut to PCPLUS85.EXE" or "Shortcut to PCPLUS8.EXE" or the "Shortcut to PCPLUS7.EXE" or the "Shortcut to PCWIN.EXE" icon. Click (RMB) on "Rename". The text in the box will now be highlighted in blue. Type PC 2002 and then press the enter key. You now have a desktop icon to get you into PC2002.

15) Double click (LMB) on the PC 2002 icon. You should see PC+ start up. This is your 2002 copy. Immediately go to setup and Reindex ALL files.

16) Now you can go to your usual copy of PC+ (now your 2003 copy) and close the accounting year.

17) Now close the 2003 copy. From the desktop open the 2002 (last year's copy) of PC+ in the normal fashion. The accounting month in this copy should be "13." Go to the password section and prevent anyone except yourself from being able to even get into this copy.

You now have two copies of PC+. The PC2002 copy is the archive of your 2002 accounting information. You can use it to research any transactions that you entered during 2002. The other (your usual) copy is your current (2003) copy in which you will continue to do all of your work.