

How to do Close Database in HDPOS smart?



HDPOS smart Tutorials

Close Database feature allows you to close the database currently being used, and start with a fresh Database with same company and business location and with the same master data. You may want to close your database at the end of a financial year or may want to start with a new database due to the size of your database being large. The closing stock of the previous database will be the opening stock for the new database.

Please note that 'close database' is **NOT** financial year closing, and hence, after closing the database, opening balances for both the Profit & loss, and Balance Sheet accounts are added.

To do **"Close Database"** in HDPOS smart, follow the steps below.

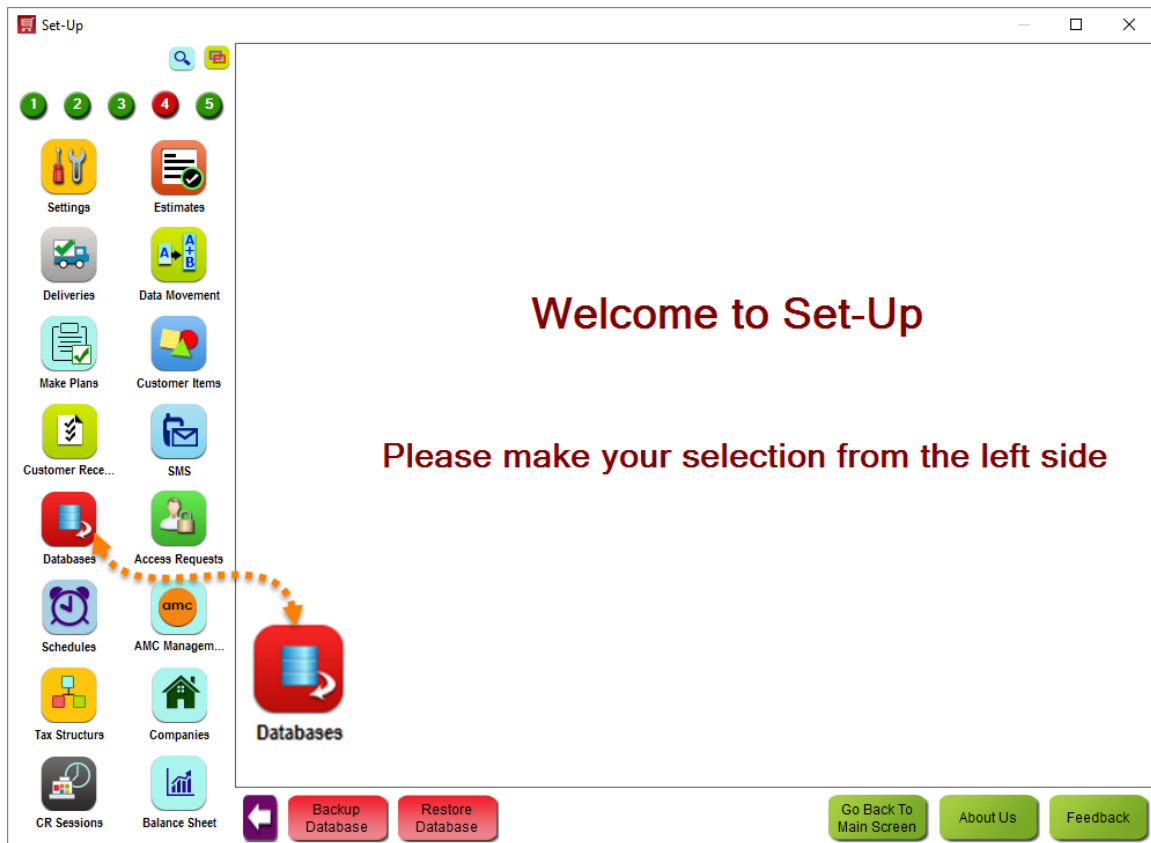
1. Run **HDPOS smart**.
2. Click on the **Set-Up** button.

The screenshot shows the HDPOS Smart interface for 'Hyper Drive Electronics'. The window title is 'HDPOS Smart'. The header includes the company name, address, and login information. The main area is a table with columns for S No., Barcode, Item Name, Qty / Weight, Measuring Unit, Unit Price with Tax, and Total with Tax. The table is currently empty. On the right side, there is a vertical toolbar with various buttons. The 'Set-Up' button is highlighted with a red dashed arrow. Below the toolbar, there are fields for Total (0.00), Discount Included (0.00), Quantity Total (0), Customer, and Sales Executive. At the bottom right, there are buttons for Express Pay (F5), Pay Now (F8), Estimate (F11), and Save & Print Estimate (Alt F11).

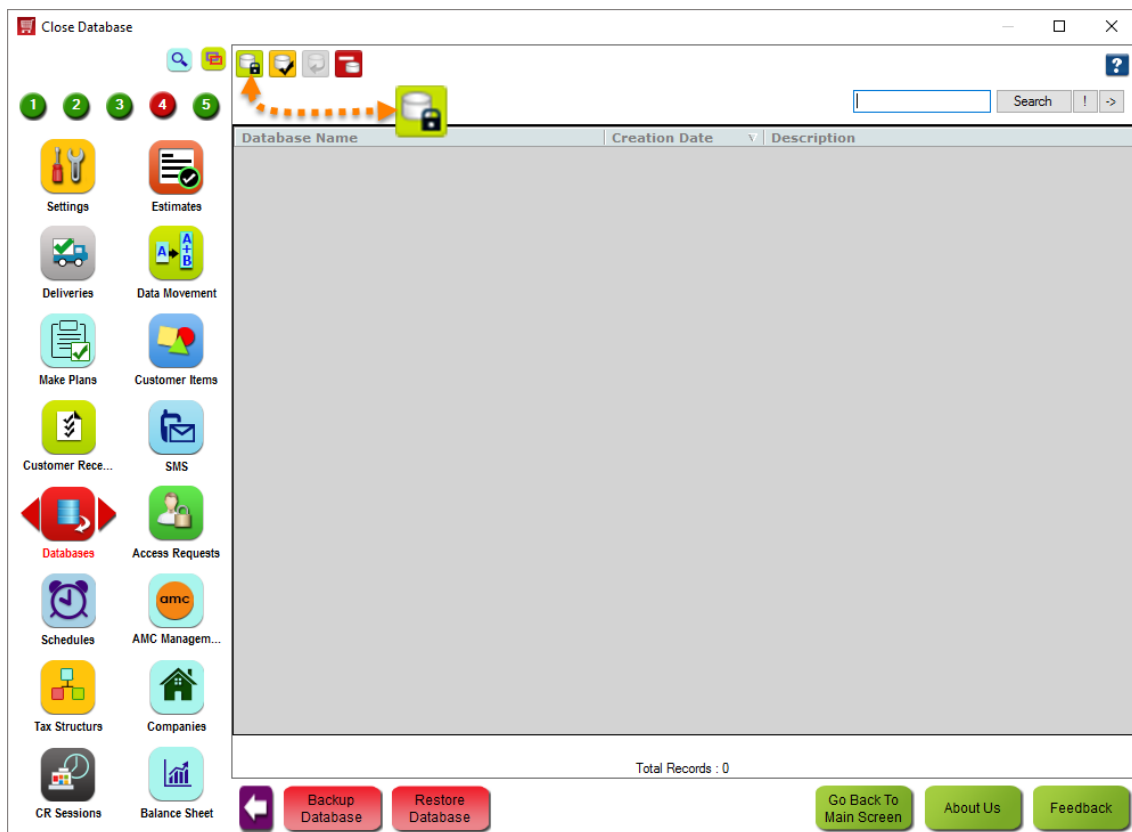




3. Click on **Databases** in 4th page of setup



4. Click on **Close Current Database**  toolbar button.





5. Enter the details required for closing the database

- a. **Closing Date:** Enter the desired **Closing date** to close the database (This date can be today's date or any previous date).
- b. **Name of Closed Database:** Enter a name for the **Closed Database**.
- c. **Description:** You can enter a description for the closed database

6. Choose if you want to bring forward the pending documents after closing the database.

a. **Bring Documents**

If the checkbox is checked, then after closing, documents in 'pending' state are brought forward into the new database (If this option is used, the document numbers after closing the database may **NOT** start from 1)

i. Check the **Bring Pending Documents** checkbox





- ii. Information regarding checking the checkbox is displayed. Click on **OK** to continue

Information

Following pending documents will be brought from current database into new database:

- Sales Invoices
- Pending Advance Booking
- Held Stock Transfer
- Held Received Item Entries
- Received Item Entries

NOTE: Bring these documents into new database will take additional time in completing database close procedure.

OK

b. **Do Not Bring Documents**

If this checkbox is checked, then, after closing the database, the documents with pending payments are not brought forward. Only the opening stocks for items and opening balances for financial accounts are added.

- i. Check the **Do Not Bring Documents** checkbox

Close Current Database Form

Closing Date : 31/03/2017

Name of Closed Database : Database2017-03-31

Description : Closing the database as of the 31st of March 2017

Bring pending documents from old database into new database

Bring Documents

Do Not Bring Documents

Apply Cancel

- ii. An information message is displayed about the effects of checking this checkbox.

Click on **OK**

Information

NOTE:

- 1. You will not be able to make payments against pending Received Item Entries which were made before closing date.
- 2. You will not be able to receive payments against pending Sales Invoices which were made before closing date.
- 3. You will not be able to make any Invoice against Advance Booking Documents which were made before closing date.

OK



7. Click on **Apply**

Close Current Database Form

Closing Date : 31/03/2017

Name of Closed Database : Database2017-03-31

Description : Closing the database as of the 31st of March 2017

Bring pending documents from old database into new database

Bring Documents

Do Not Bring Documents

Apply Cancel

8. A message is displayed informing that taking a backup is necessary for closing the database. Click on **Yes** to proceed

Back-Up Is Required

This functionality makes bulk changes to your data.

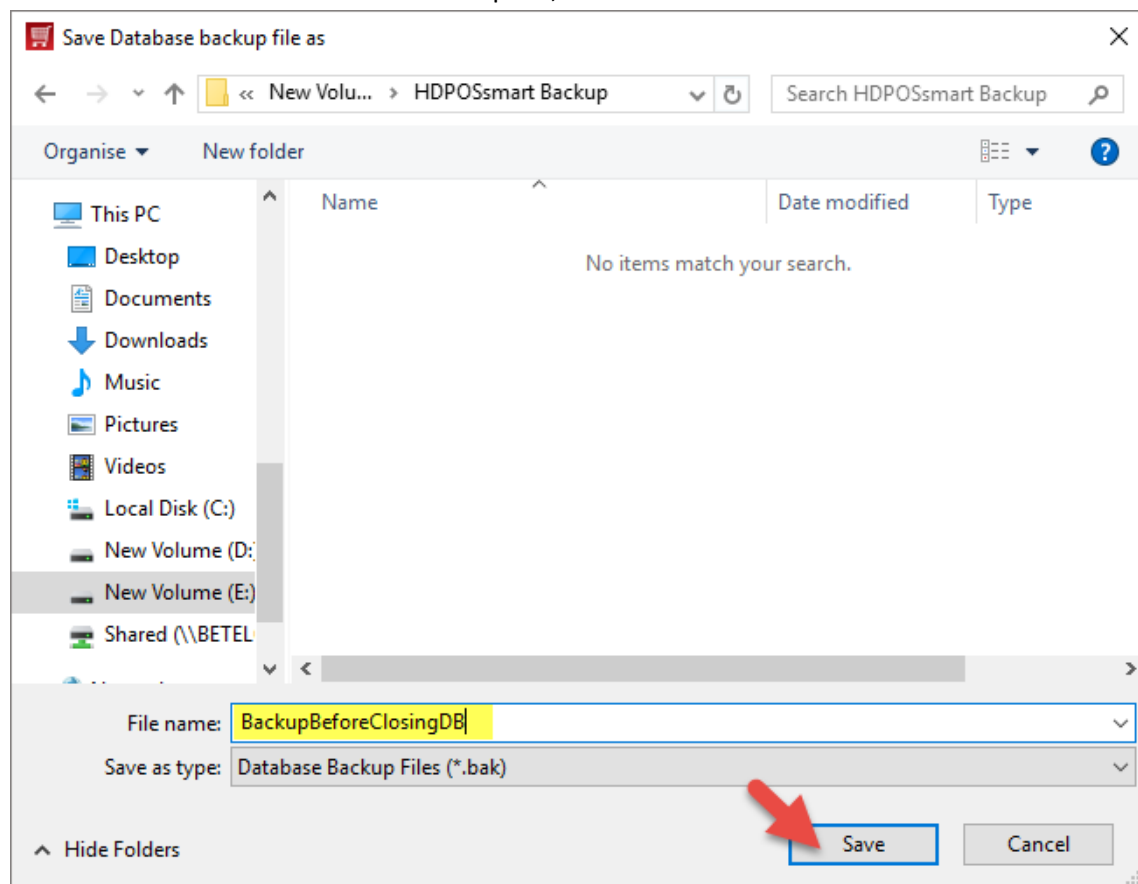
We required that you must back up your database before closing it. Do you want to back up your database now?

Yes No

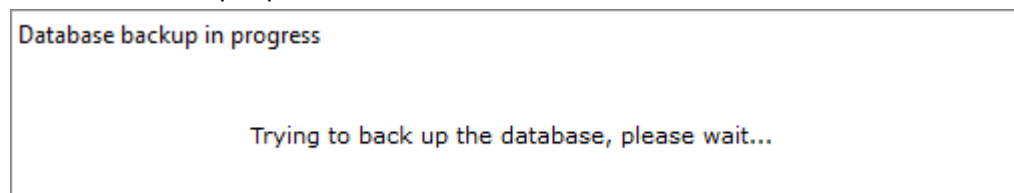
Note: Clicking on **NO** will abort the process



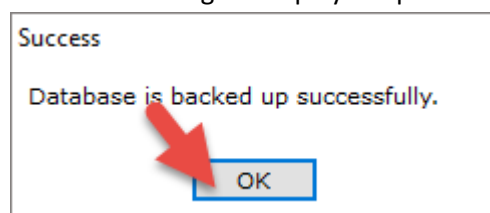
9. Select a location and name for the backup file, and click on **Save**



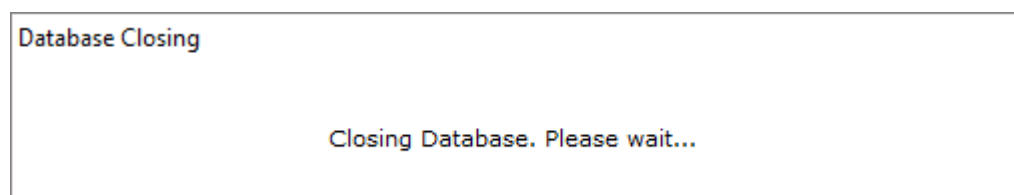
10. Wait as the backup is processed



11. A success message is displayed upon completion of backup. Click on **OK**

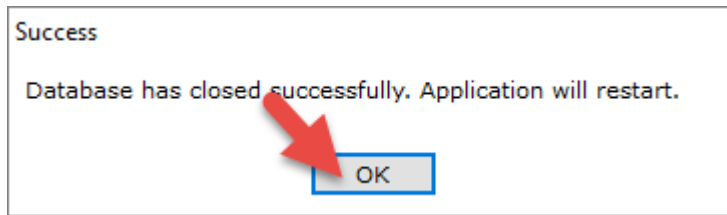


12. Wait for the database to be closed





13. A success message is displayed on completion of close database procedure. Click on **OK** to restart the application



14. After the application restarts, the following changes can be observed:

- a. All the documents created before the closing date are not visible
- b. If any documents were created after the closing date, such documents are visible.
E.g., if you have created documents till 4th of April, and closing the database with 31st March as closing date, then, all the documents created after the 31st of March are displayed.
- c. The closing balance of all the accounts as of closing date is added as opening stock for the next day.
E.g., if the database is closed as of 31st of March, the day's closing balance of all the accounts are added as opening balance as of 1st of April in their respective accounts.

Go to **Set-Up** → **2nd Page** → **Financial Transactions**. Opening balance transactions are displayed

Business Location	Transaction Type	Account Name	Transaction Date	Credit Amount	Debit Amount	Na
Hyper Drive Electronics	OpeningBalance	Petty Cash A/c (Hyper Drive Electronics)	01/04/2017 12:00 AM	0.00	9,20,694.97	Ad bal 01
Hyper Drive Electronics	OpeningBalance	Credit Card A/c (Hyper Drive Electronics)	01/04/2017 12:00 AM	0.00	58,290.52	Ad bal 01
Hyper Drive Electronics	OpeningBalance	CcCommissionExper (Hyper Drive Electronics)	01/04/2017 12:00 AM	0.00	638.58	Ad bal 01
Hyper Drive Electronics	OpeningBalance	Discount A/c (Hyper Drive Electronics)	01/04/2017 12:00 AM	0.00	3,100.00	Ad bal 01
Hyper Drive Electronics	OpeningBalance	Gift Card A/c (Hyper Drive Electronics)	01/04/2017 12:00 AM	3,000.00	0.00	Ad bal 01
Hyper Drive Electronics	OpeningBalance	Sales A/c	01/04/2017 12:00 AM	3,13,187.10	0.00	Ad bal 01
Hyper Drive Electronics	OpeningBalance	Purchase A/c	01/04/2017 12:00 AM	0.00	2,11,488.89	Ad bal 01
Hyper Drive Electronics	OpeningBalance	VAT@5.5% Payable A/c	01/04/2017 12:00 AM	4,348.43	0.00	Ad bal 01
Hyper Drive Electronics	OpeningBalance	VAT@5.5% Expense A/c	01/04/2017 12:00 AM	0.00	4,348.43	Ad bal 01
Hyper Drive Electronics	OpeningBalance	VAT@14.5 Payable A/c	01/04/2017 12:00 AM	29,022.33	0.00	Ad bal 01





- d. Similarly, the closing stock of items as of the closing date is added as opening stock for respective items the next day.

Go to **Set-Up**→**2nd Page**→**Stock transactions** to check the opening stock transaction added.

Name	Barcode	Godown Name	Date	Transaction Type	Transaction Stock In	Tran: Stock
Nokia Lumia # PT-NL635	T00001	Hyper Drive Electronic Store	01/04/2017 12:00 AM	OpeningStock	2	0
Apple Apple iPad Mini # 41BS82664	T00002	Hyper Drive Electronic Store	01/04/2017 12:00 AM	OpeningStock	2	0
Moto G Smartphone # XT1068	T00003	Hyper Drive Electronic Store	01/04/2017 12:00 AM	OpeningStock	2	0
Samsung Joy Series-5 22F5100 22 -inch Full HD LED Television # UNS5JS850	T00004	Hyper Drive Electronic Store	01/04/2017 12:00 AM	OpeningStock	2	0
Canon Canon Digital Camera # 0112C001	T00005	Hyper Drive Electronic Store	01/04/2017 12:00 AM	OpeningStock	2	0
SanDisk MicroSDHC Flash Memory Card SDSAQM-016G-B35	T00006	Hyper Drive Electronic Store	01/04/2017 12:00 AM	OpeningStock	42	0
Samsung Home Theatre System # 5436	T00007	Hyper Drive Electronic Store	01/04/2017 12:00 AM	OpeningStock	2	0
Canon DSLR Camera # 9126B003	T00008	Hyper Drive Electronic Store	01/04/2017 12:00 AM	OpeningStock	2	0
Panasonic NT-GT1 Microwave Oven #	T00009	Hyper Drive	01/04/2017 12:00 AM	OpeninaStock	1	0

- e. If the **'Bring Documents'** checkbox was checked in **Step 6**

i. For Documents like

- Sales Invoice
- Received Item entry
- Purchase Order
- Appointments
- Advance Bookings
- Customer Receipts & Customer Items
- Supplier Credit Note,

The documents in 'Pending' state are made available even if they were created before the 'closing date'

- ii. The document numbers may **NOT** start from 1 if there are documents in 'pending' state that have been carried forward.





- f. If **'Do Not Bring Documents'** checkbox was checked in **Step 6**
 - i. No documents are available in the current database
 - ii. The document numbers are reset to 1.

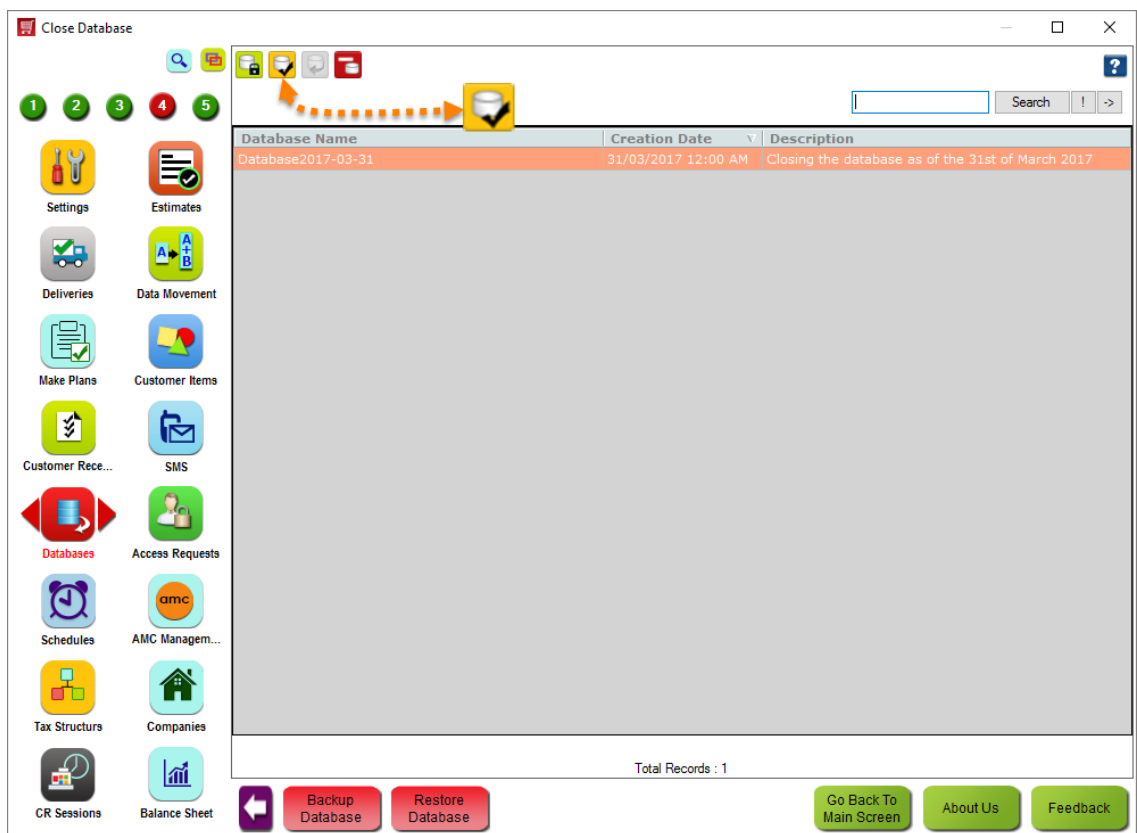
15. Go to **Databases** again in the 4th page of Set-Up to see the closed database.

Database Name	Creation Date	Description
Database2017-03-31	31/03/2017 12:00 AM	Closing the database as of the 31st of March 2017

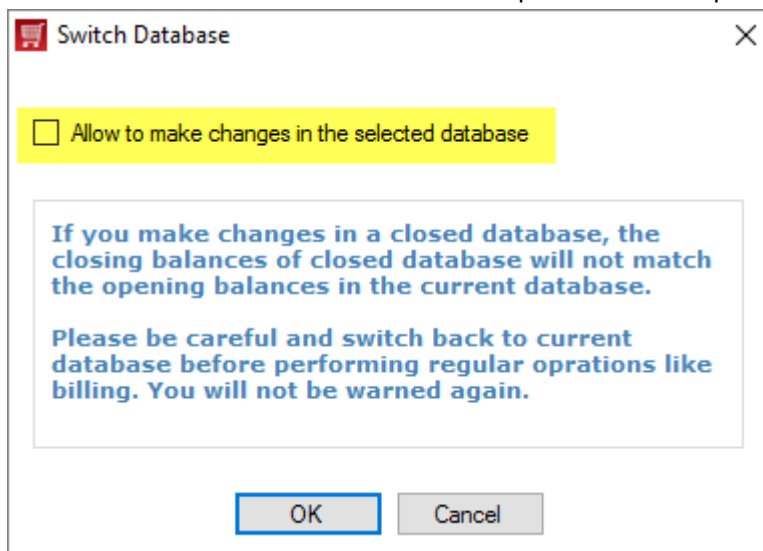


16. To view the documents, transactions, and other such data in the closed database, switch to the closed database.

- a. Click on **Switch to selected Database**  toolbar button



- b. If you want to make changes in the selected database, check the **Allow to make changes in the selected database** checkbox. Else skip to the next step

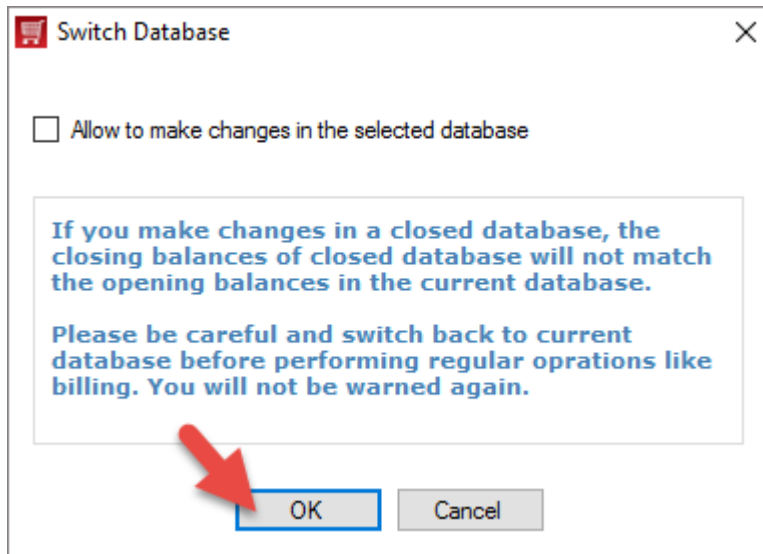


NOTE: You will be able to create/modify any documents when this checkbox is checked. If any changes in transaction or documents are done in the closed database, the closing balances would not match with the opening balances in the current database. Changes made in the Closed Database will not reflect in the Current Database.

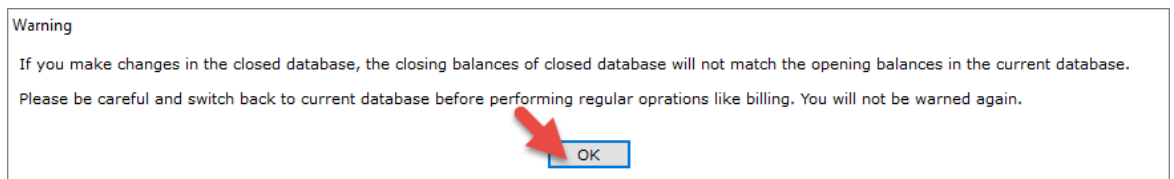




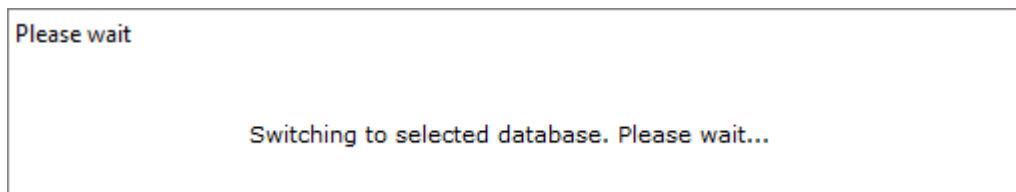
- c. Click on **OK**



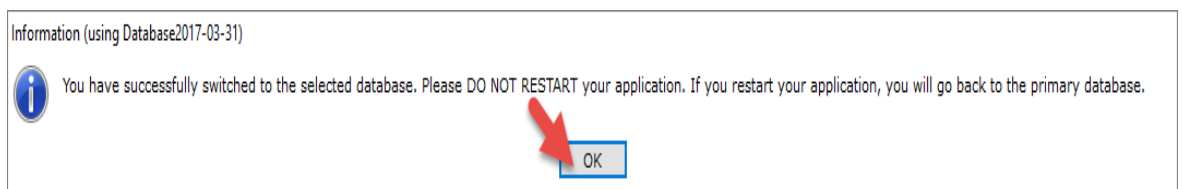
- d. If the checkbox in step (b) was checked, the following message is displayed. Click on **OK**




- e. Please wait while the database is being switched.

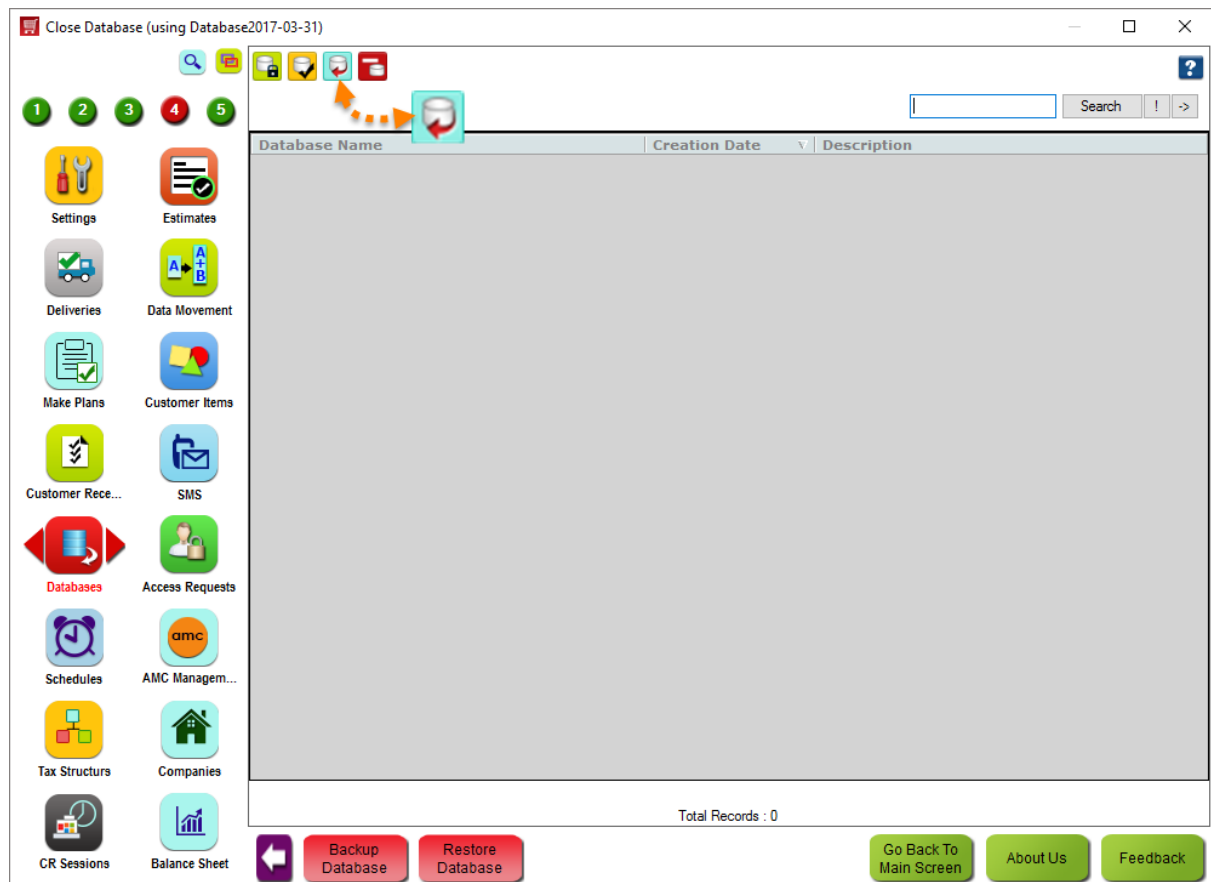


- f. Click on **OK**.





17. Click on **Switch to current Database**  toolbar button to switch back to the current database.



Note: You will see your closed database name in every window next to HDPOS smart icon when you switch to closed database.