

# COUNTERPOINT CPSQL V8 CALENDAR YEAR END PROCESSING

## I. CALENDAR YEAR:

Typically the calendar year is the Fiscal Year, but if your Fiscal year does not end on 12/31/09, then these steps will need to be performed prior to the last day of your Fiscal year-end.

1. Add new year Calendar for 2010. The calendar year can be added at anytime.  
*Setup | System | Calendars*
2. Change the Calendar field on the Company screen to reflect the current new year prior to posting the first activity for 2010  
*Setup | System | Company*

## II. SALES TAX:

Verify your local taxing authorities for any changes to your sales tax rates. Click [here](#) for the link for 2010 sales tax changes in the State of Colorado.

Sales tax rates are changed in *Setup | System | Tax Authorities*

## III. REPORTING:

Suggested Year-End reports to print to disk and archive:

- Accounts Receivable Aging Report *Customers | Reports | Aging*
- Unvouchered Receiving *System | Accounting | Reports | Unvouchered Receivings*