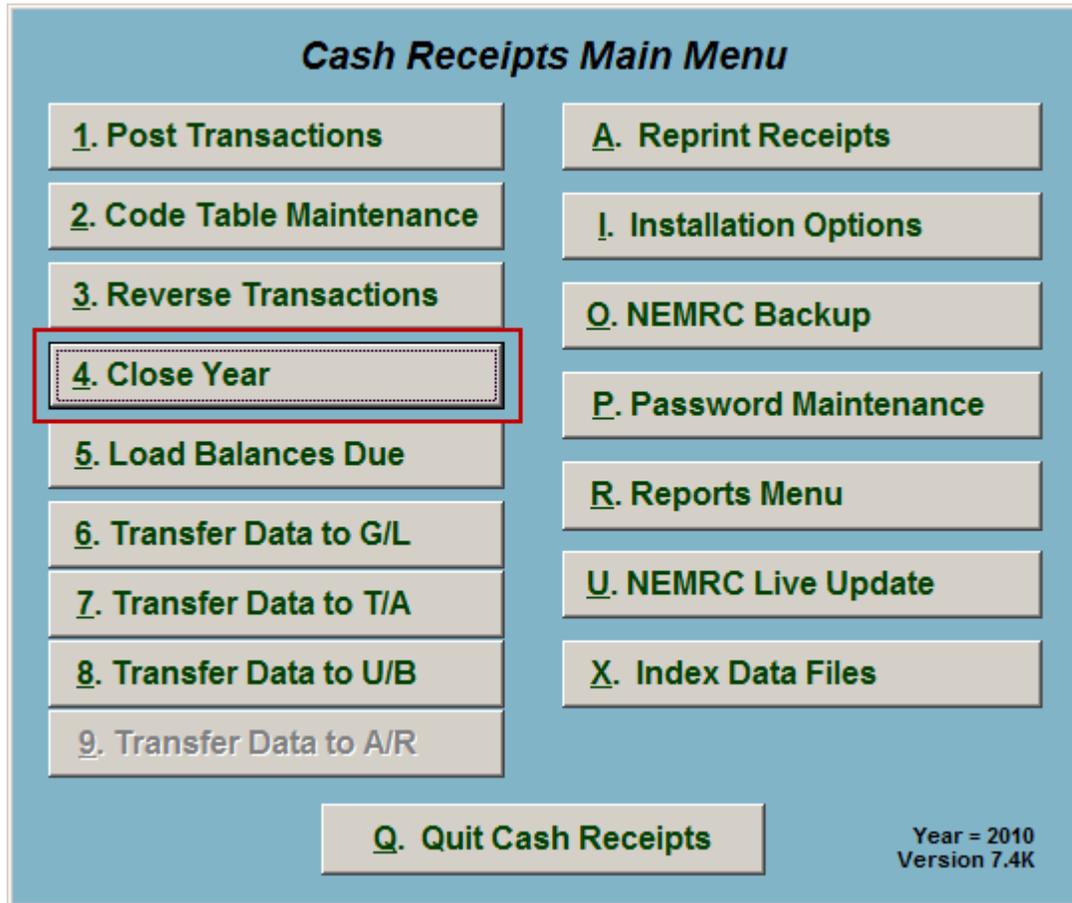
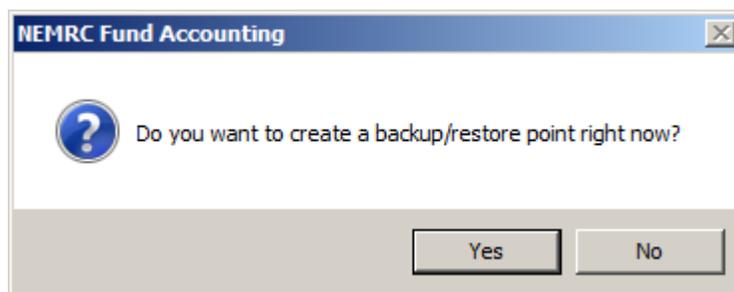


Cash Receipts

4. Close Year



Click on “4. Close Year” from the Main Menu and the following window will appear:



You should choose “Yes” to create a restore point. It may take a few minutes, and you will be notified when the restore point was created successfully. The following window will appear:

Cash Receipts

Close Year

Year End Close (current year is 2010)

Permanently remove any cash receipts
dated on or before **1**
(blanks for no removal)

2 **3**

- 1. Permanently remove..:** Enter a date if you wish to Permanently remove any cash receipts dated on or before this date. Leave blank if you do not wish to remove any.
- 2. Perform year close:** Click this button to Perform year close.
- 3. Cancel:** Click “Cancel” to cancel and return to the Main Menu.