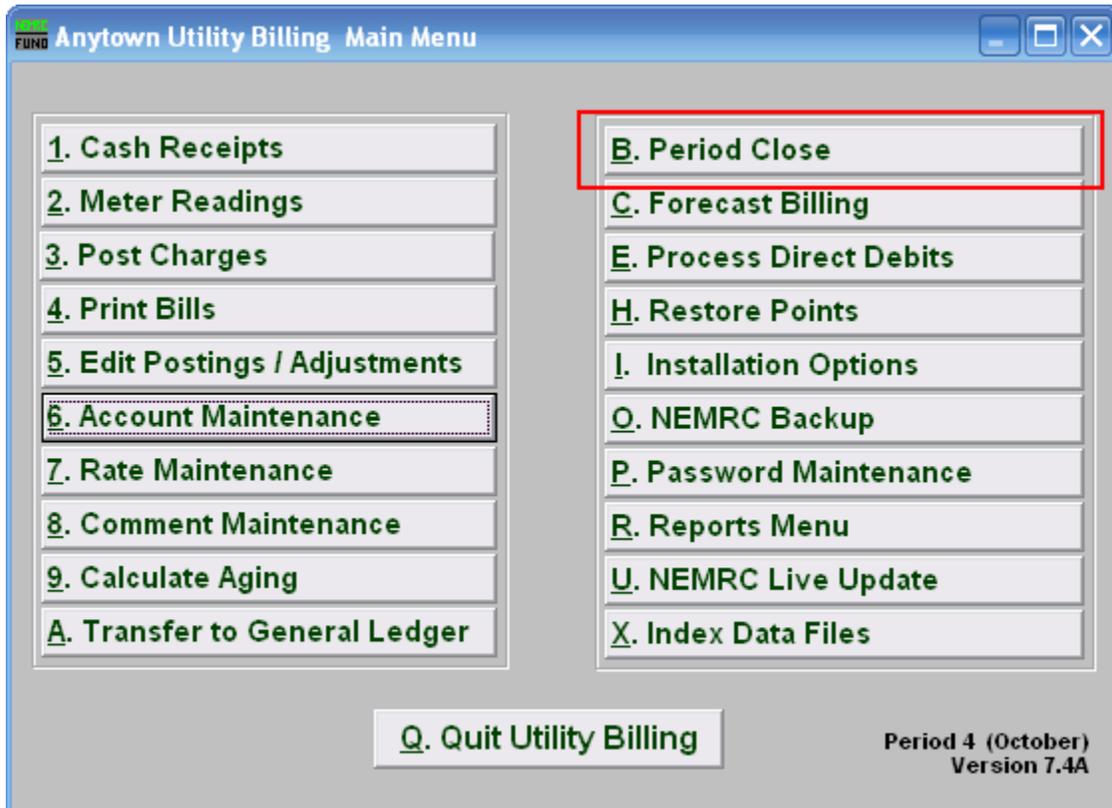


Utility Billing

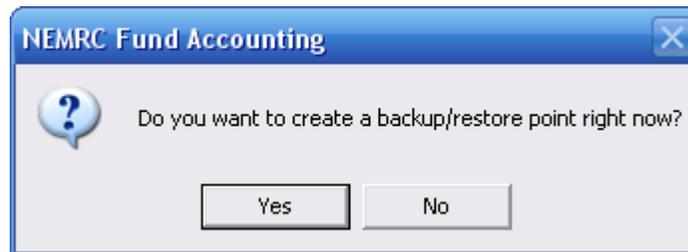
B. Period Close

If you are closing the fiscal year:

- Enter all receipts for the end of the fiscal year.
- Transfer to General Ledger (be sure to accept into period 12)



Click on “B. Period Close” off the Main Menu. You will be asked to create a restore point:



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:

Utility Billing

Period Close (June)

It is very important that your data be backed up before starting this procedure.
Please ensure no other users or windows are running Utility Billing.
Last period close was on 06/03/10
Make sure you have run complete billing register reports for all books.

1 Date on which to base aging

2 Delete old fully paid bills with no activity since 3

4 Remove inactive accounts with no billing history

5 6

If you created a restore point, then you have backed up your data. To run a detail transaction report, refer to “R. Reports Menu.”

1. **Date to base aging on:** The date that is the end of this Period.
2. **Delete old fully...:** Click to check this box. This will delete old fully paid bills with no activity since the date specified in 3.
3. **Date:** The date to delete old fully paid bills with no activity since.
4. **Remove inactive...:** Click to check this box to remove all inactive accounts with no billing history.
5. **Close:** Click “Close” to close this period. Be sure that NO other users or windows are in this module.
6. **Cancel:** Click “Cancel” to return to the Main Menu.