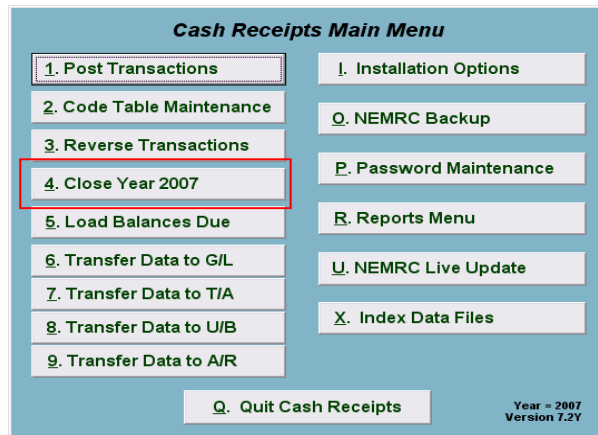


Cash Receipts

4. Close Year

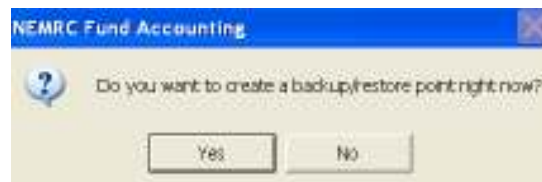


Prior to Closing

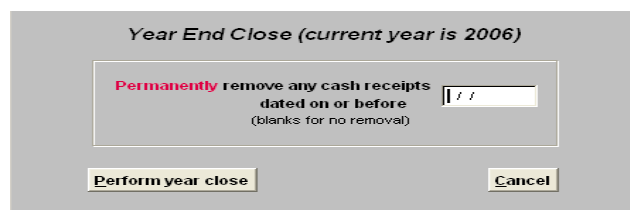
1. Enter all receipts for the year ending June 30
2. Transfer to General Ledger and accept into period 12
3. Backup your cash receipts data.

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 backup/restore point was created successfully. The following window will appear as soon as the backup is done.



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.

Perform year close: Click this button to Perform year close. Once you choose this option you will be asked to confirm if you want to close.

Cancel: Click “Cancel” to cancel and return to the Main Menu.