

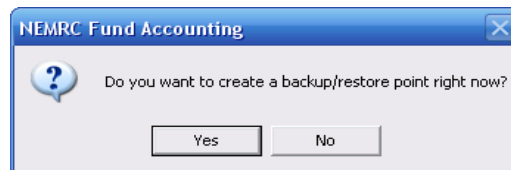
Utility Billing

B. Period Close

- Enter all receipts for year ended June 30
- Transfer to General Ledger and 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:



- 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.