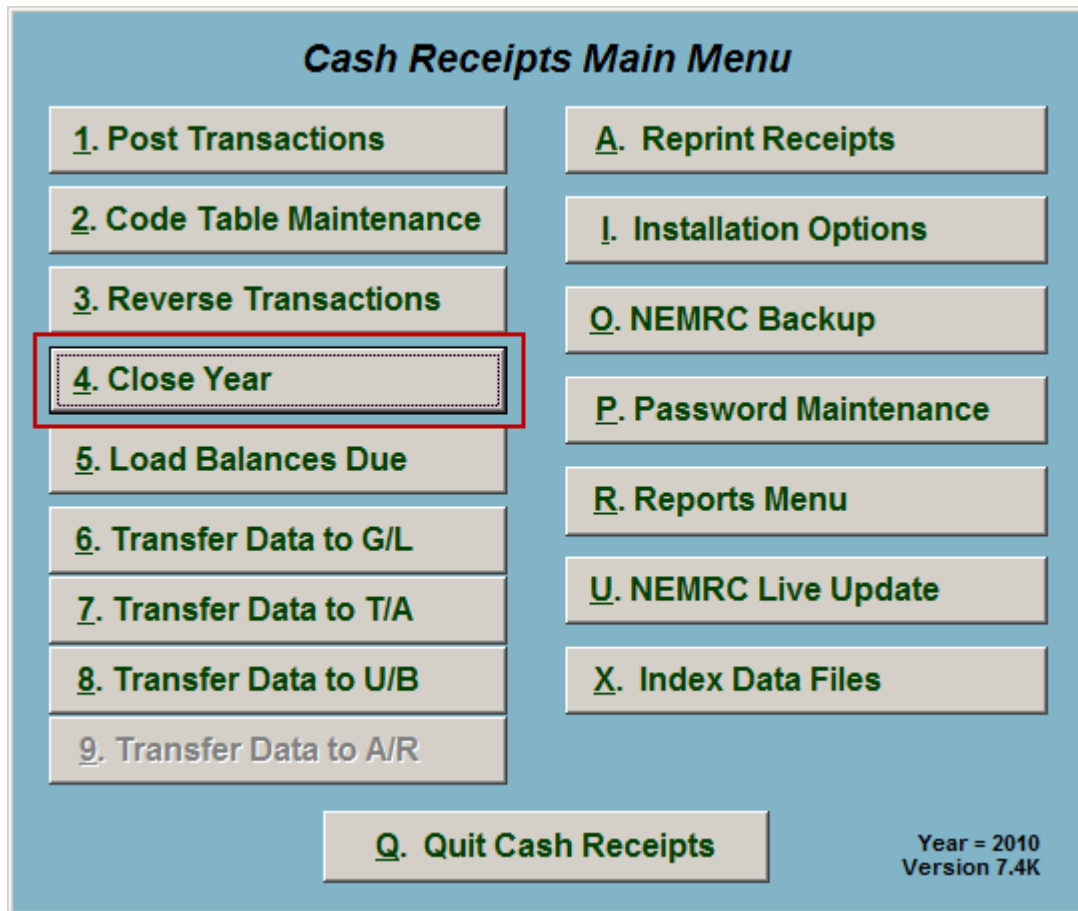
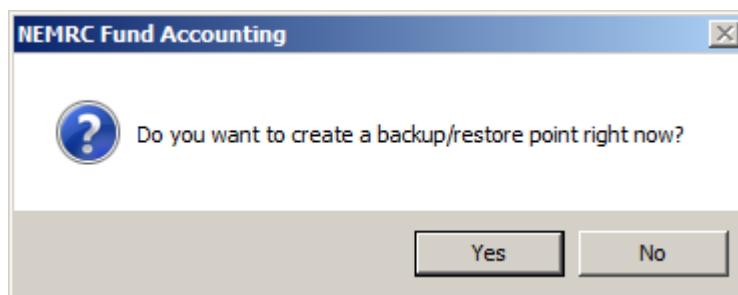


Cash Receipts

4. Close Year



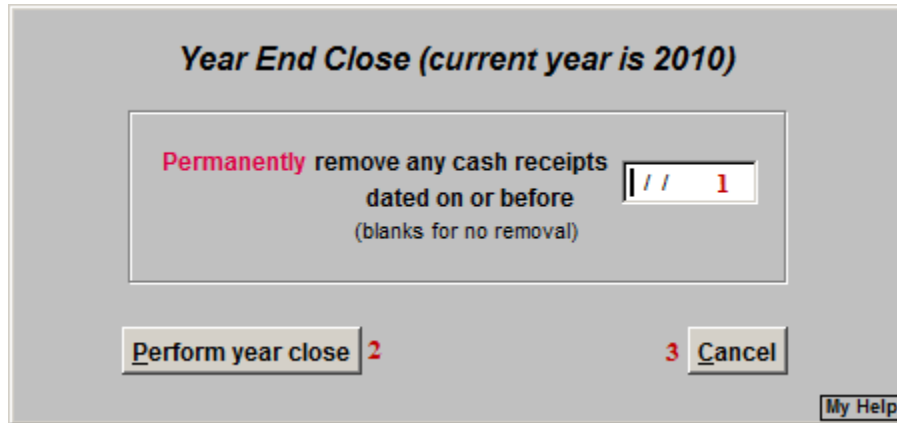
Click on “4. Close Year” from the Main Menu and the following window will appear:



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



The dialog box is titled "Year End Close (current year is 2010)". It contains a text area with the text "Permanently remove any cash receipts dated on or before" followed by a date input field showing "1 / /". Below this text is a note "(blanks for no removal)". At the bottom, there are two buttons: "Perform year close" and "Cancel". A "My Help" button is located in the bottom right corner.

- 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.