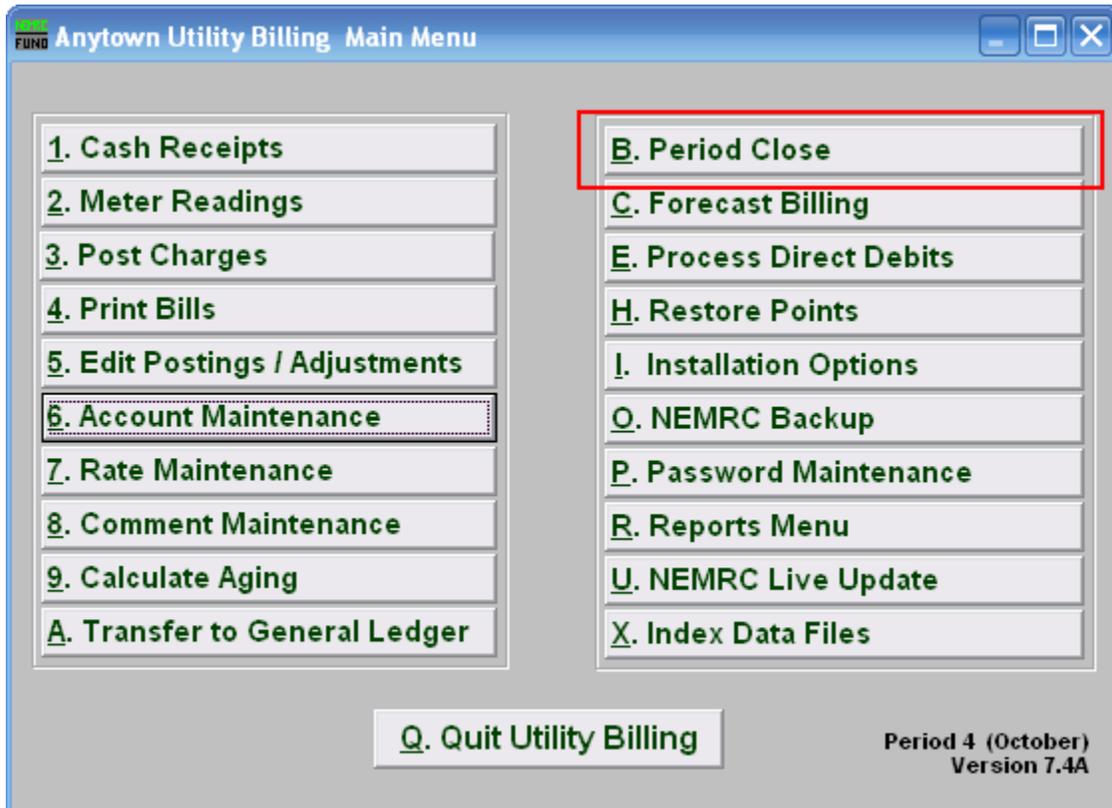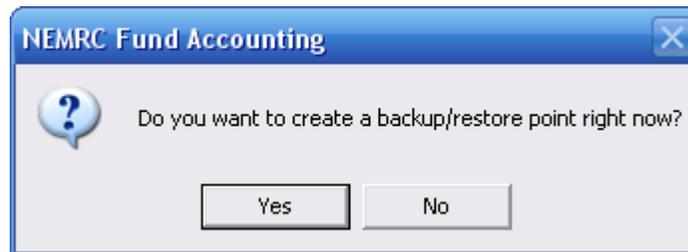# Utility Billing

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

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.