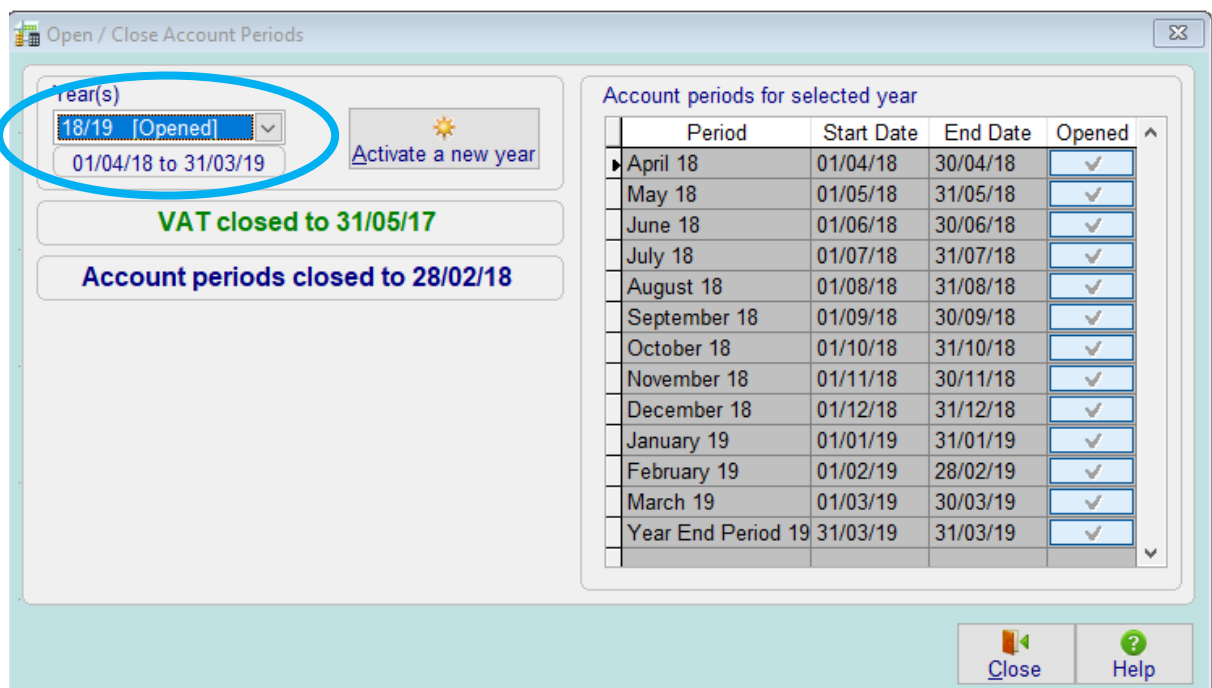


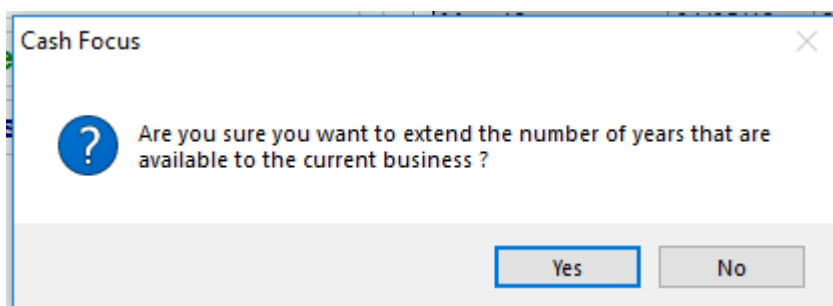
## How to open a New Year

### Opening a New Year

1. In Cash Focus go to Setup
2. Select Open / Close Accounts Periods at the bottom of the list



3. Check the most recent open year in the top left hand corner to ensure to year you want is not already open.
4. Click on activate new year
5. You will get the message below



6. If you are happy you have the correct year, click yes