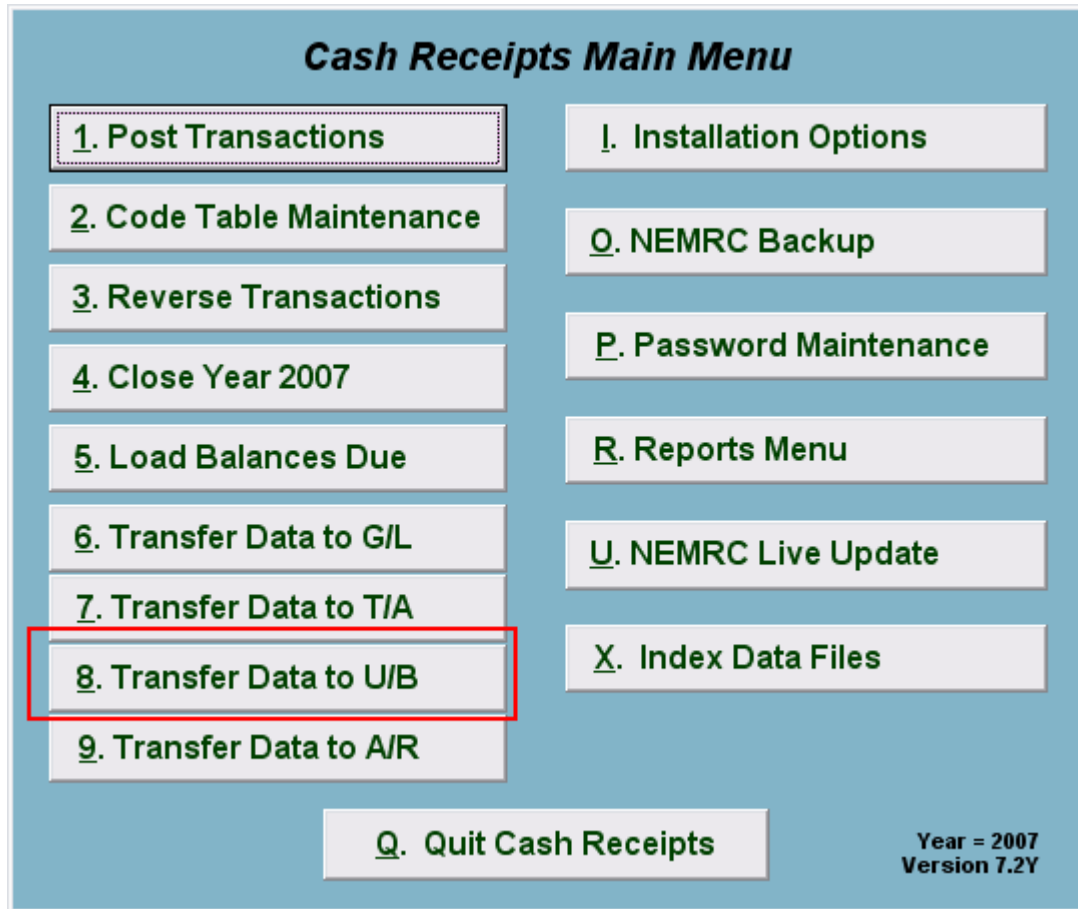


Cash Receipts

8. Transfer Data to U/B



Click on “8. Transfer Data to U/B” from the Main Menu and the following window will appear:

Cash Receipts

Transfer Data to U/B

Transfer to Utility Billing

1 Transfer by ☒ Deposit number ☐ Date

2 Select date or deposit

3 **4**

- 1. Transfer by:** Click on the circle next to Deposit number or Date, depending on how you wish to Transfer by. The best practice is to post by deposit number.
- 2. Select date or deposit:** Enter the deposit number or date to transfer.
- 3. Transfer:** Click “Transfer” to transfer the data you specified to Utility Billing. A report will print with the details of accounts be posted to Utility Billing.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous screen.