Cash Receipts

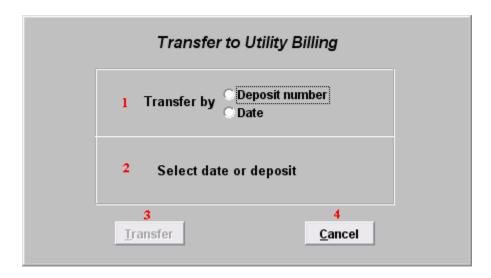
8. Transfer Data to U/B

Cash Receipts Main Menu	
1. Post Transactions	<u>I</u> . Installation Options
2. Code Table Maintenance	O. NEMRC Backup
3. Reverse Transactions	
<u>4</u> . Close Year 2007	P. Password Maintenance
5. Load Balances Due	R. Reports Menu
6. Transfer Data to G/L	<u>U</u> . NEMRC Live Update
7. Transfer Data to T/A	
8. Transfer Data to U/B	X. Index Data Files
9. Transfer Data to A/R	
Q. Quit Cash Receipts Year = 2007 Version 7.2Y	

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



- **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.