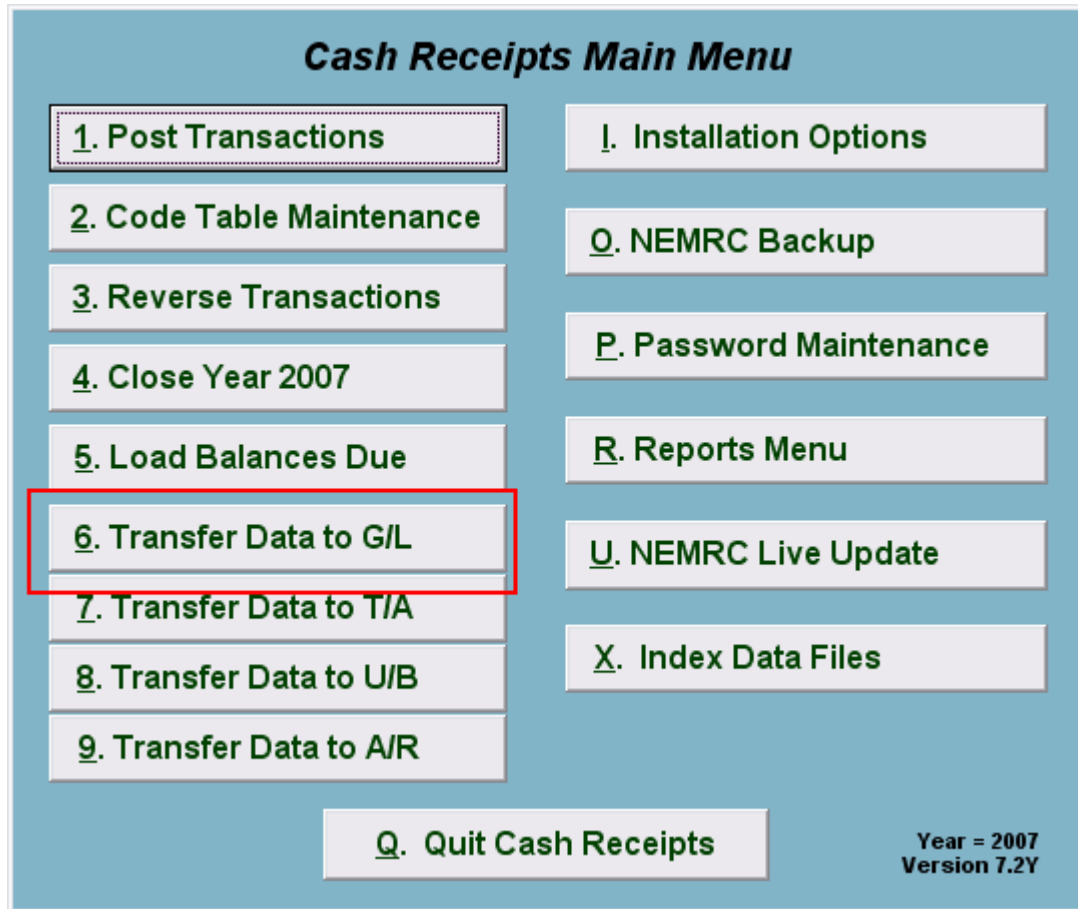


Cash Receipts

6. Transfer Data to G/L



Click on “6. Transfer Data to G/L” from the Main Menu and the following window will appear:

Cash Receipts

Transfer Data to G/L

Transfer to General Ledger

1 Transfer by Deposit number
 Date

2 Select date or deposit

3 Transfer **4** Cancel

- 1. Transfer by:** Click on the circle next to Deposit number or Date, depending on how you wish to Transfer by. Best practice is to perform all work 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 the General Ledger. A report will print out with the entries that are to be posted. Confirm the debit amount to the cash account is exactly what was taken to the bank.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous screen.