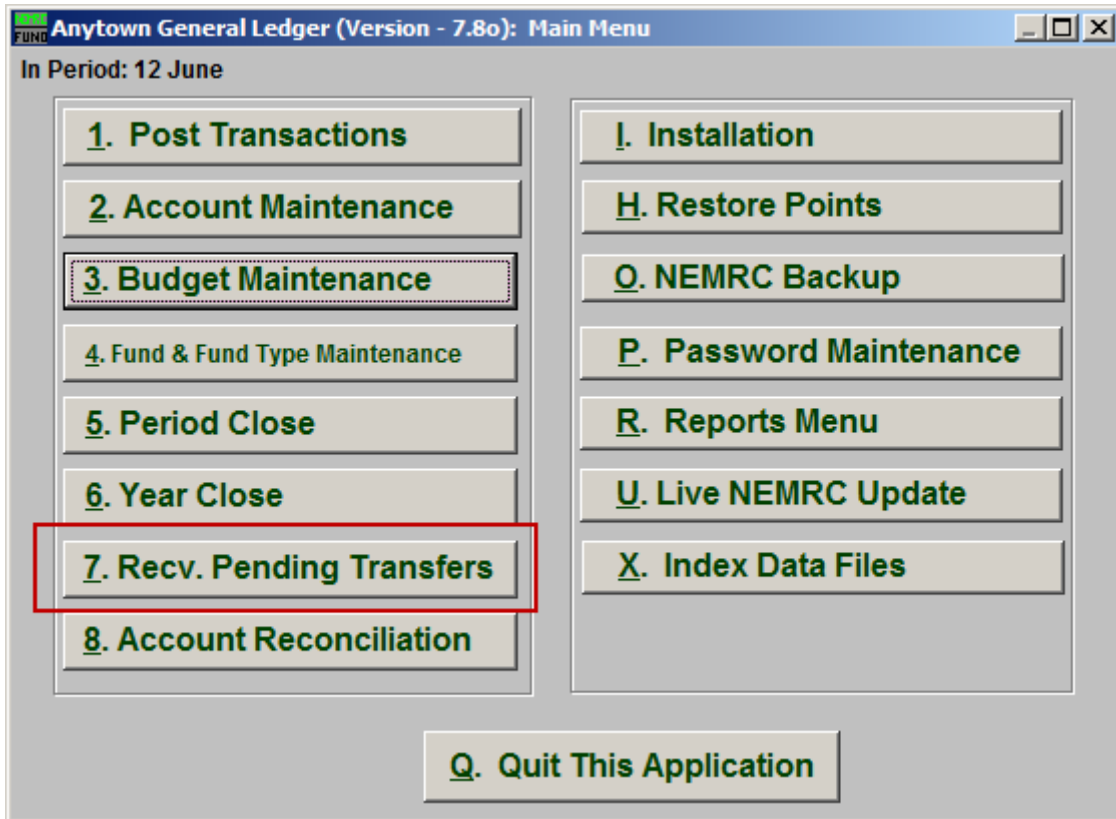# 7. Recv. Pending Transfers

Click on "7. Recv. Pending Transfers" from the Main Menu and the following window will appear:

Recv. Pending Transfers

1. **Confirm Receive:** Check this box if you want the system to prompt you during receiving all postings to ensure you are posting the data to the correct period in the General Ledger.

2. **Receive Now:** Check off the box on each line shown in the table for batches you want to receive at this time.

3. **Edit Descriptions:** Click on a line in the table that you would like to change the description of and then click on this button to do so. This is helpful if you want a reminder of when you wish to receive this data during critical times, like year end.

4. **Edit:** Click "Edit" to edit the selected batch.

5. **View:** Click "View" to view the selected batch.

6. **Delete:** Click "Delete" to Delete the selected batch.

7. **OK:** Click "OK" to save changes and return to the previous screen.

8. **Cancel:** Click "Cancel" to cancel and return to the previous screen.