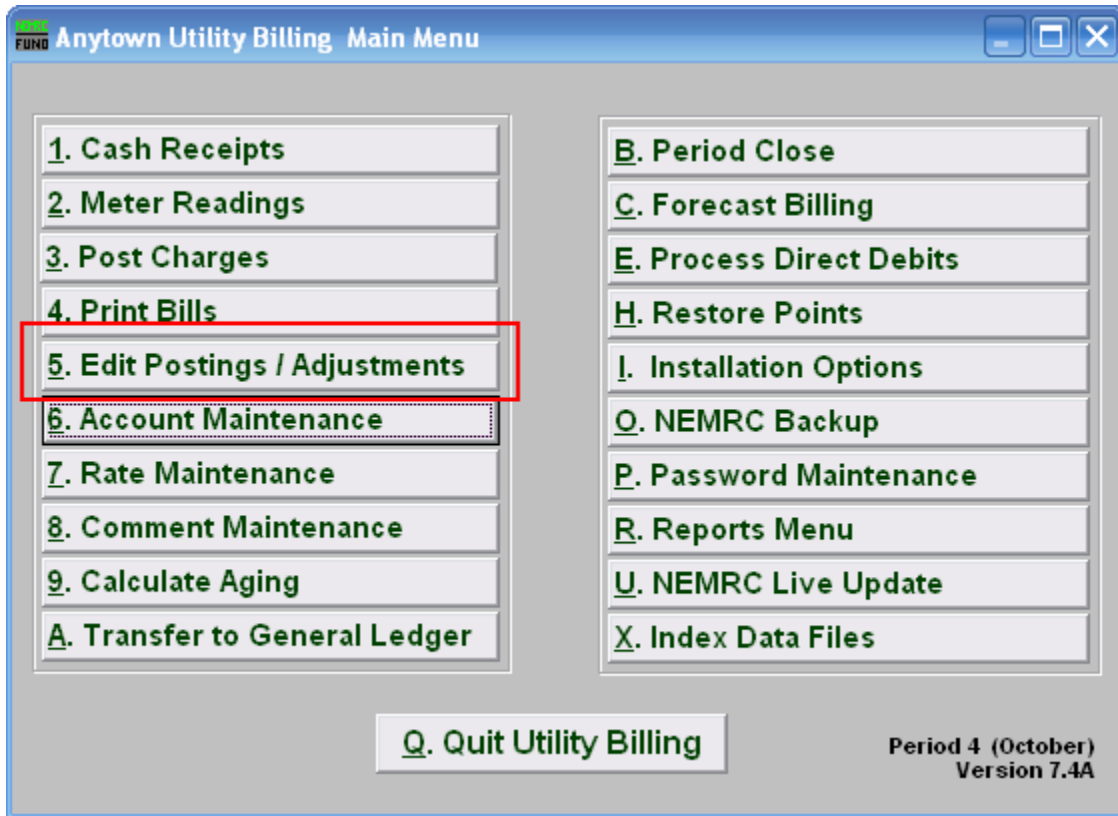


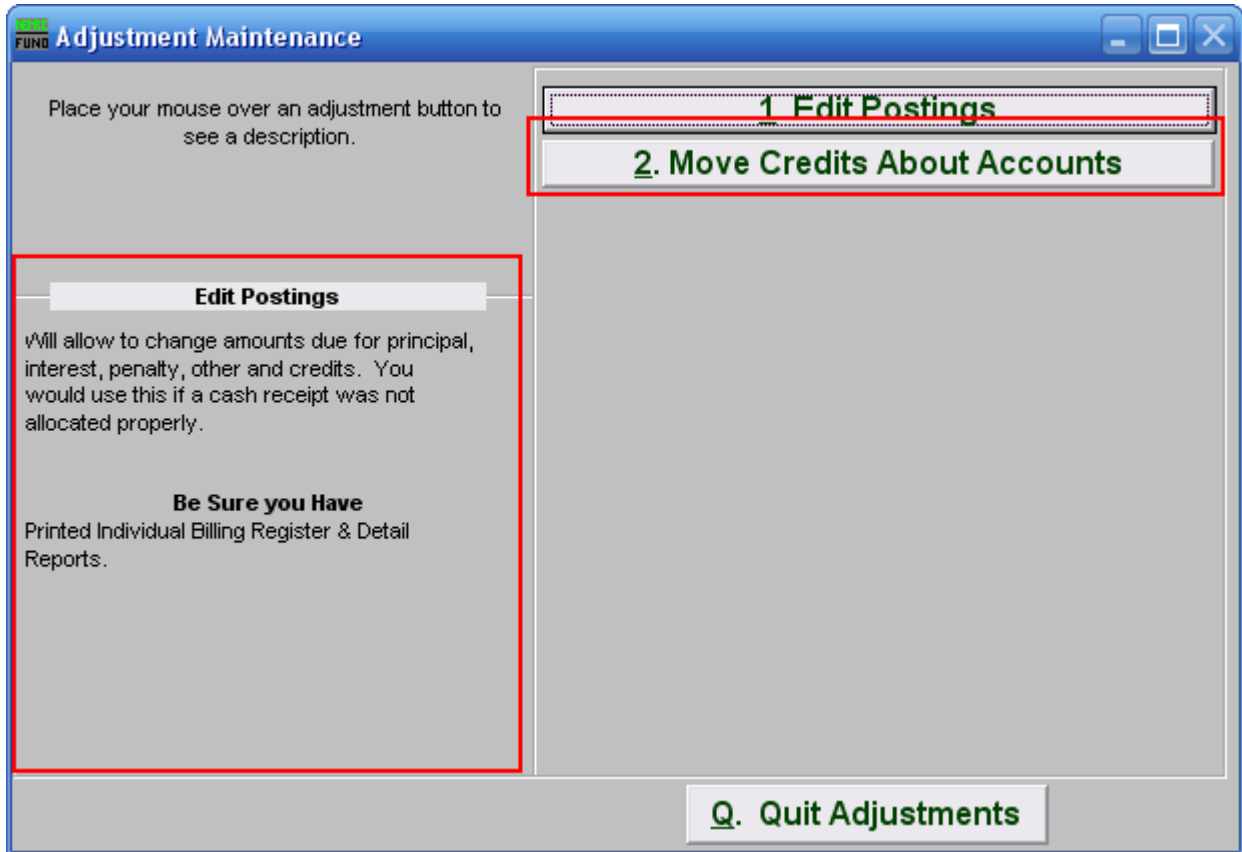
Utility Billing

5. Edit Postings / Adjustments: 2. Move Credits About Accounts



Click on “5. Edit Postings / Adjustments” from the Main Menu and the following window will appear:

Utility Billing



Consider the description that appears when you place the mouse over "2. Move Credits About Accounts." Click "2. Move Credits About Accounts" and the following window will appear:

Utility Billing

Move Credits About Accounts

The screenshot shows a 'Move Credits' dialog box with a blue title bar. The dialog is divided into two main sections, both outlined in red. The top section, 'Move Credit From', is labeled with a red '1' and contains 'Account' and 'Name' fields, each with a 'Find' button. The bottom section, 'Move Credit to', is labeled with a red '2' and also contains 'Account' and 'Name' fields with 'Find' buttons. At the bottom of the dialog are 'OK' and 'Cancel' buttons, labeled with red '3' and '4' respectively.

1. Locate the Account that you would like to move the credits from. ALL credits will be moved. For further help with finding Accounts, refer to UB GENERAL ACCOUNT LOOKUPS.
2. Locate the Account that you would like to move the credits to. ALL credits will be moved. For further help with finding Accounts, refer to UB GENERAL ACCOUNT LOOKUPS.
3. **OK:** Click “OK” to move ALL credits.
4. **Cancel:** Click “Cancel” to cancel, and return to the previous menu.