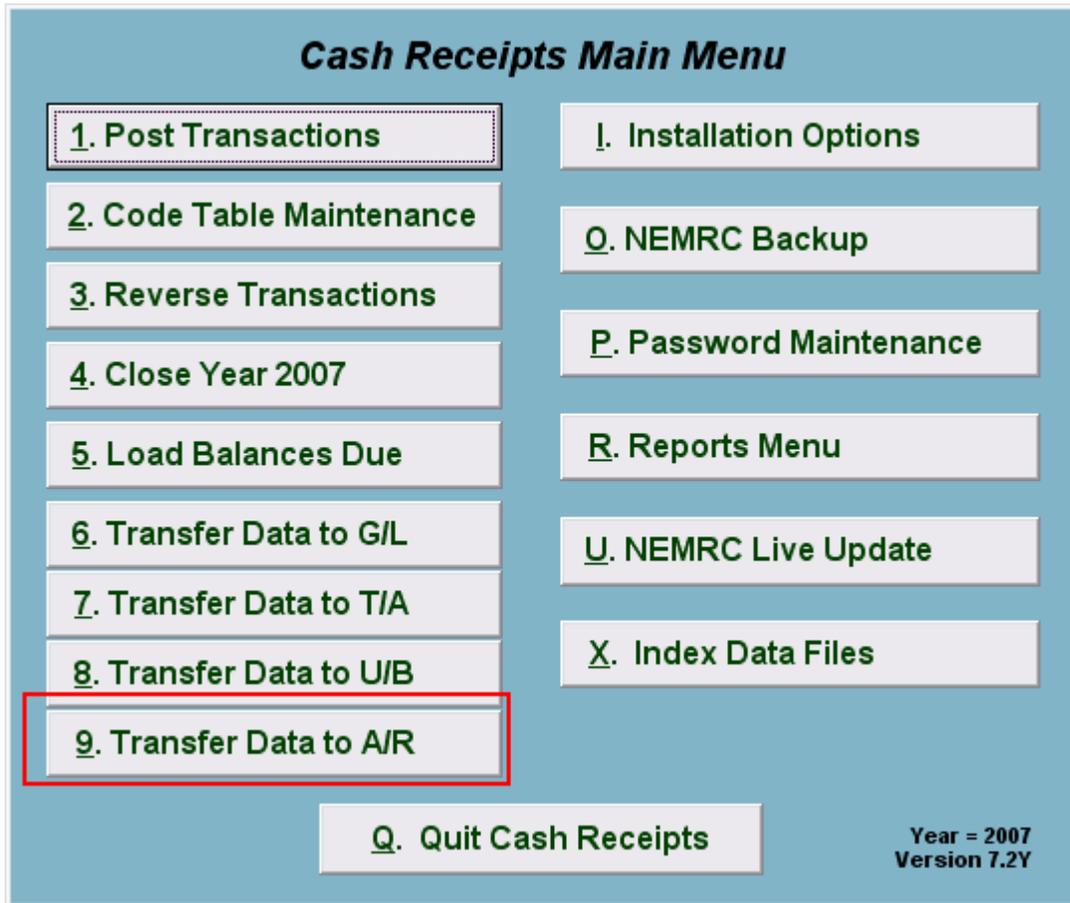


# Cash Receipts

## 9. Transfer Data to A/R



Click on "9. Transfer Data to A/R" from the Main Menu and the following window will appear:

# Cash Receipts

## Transfer Data to A/R

**Transfer to Accounts Receivable**

**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. 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 Accounts Receivable. A report will print with the detail of customers being sent to Accounts Receivable.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous screen.