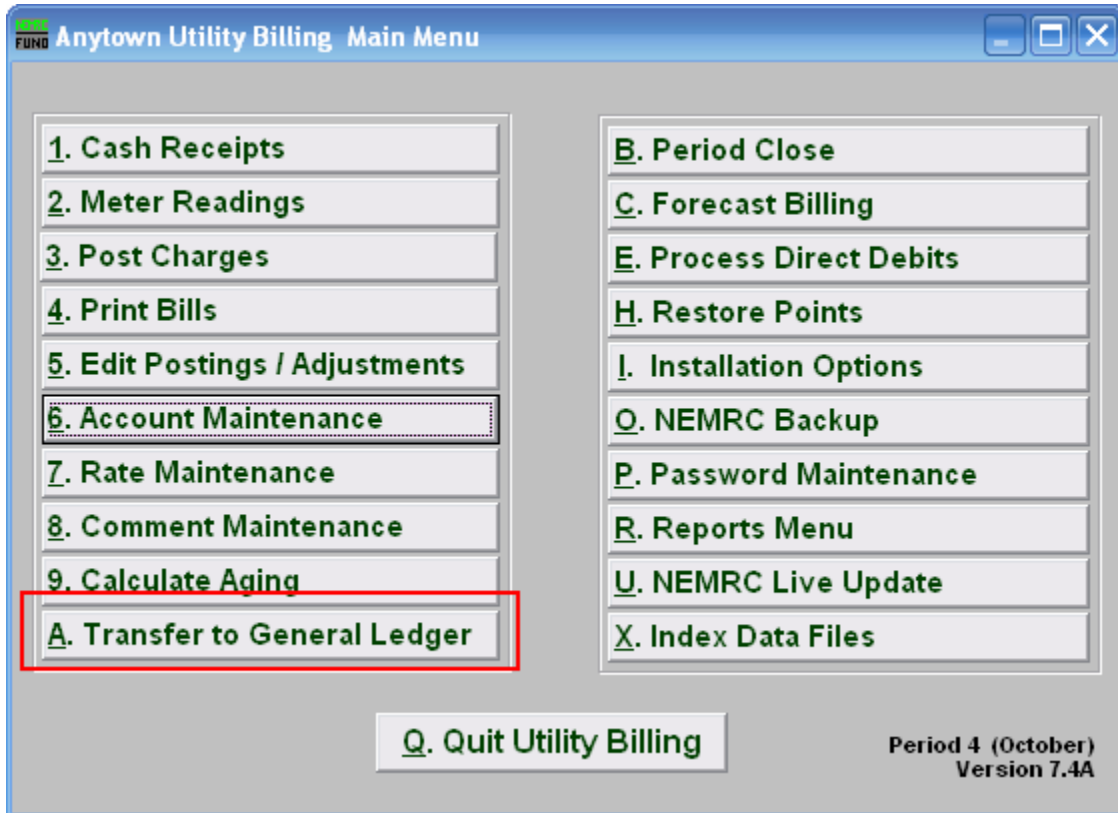
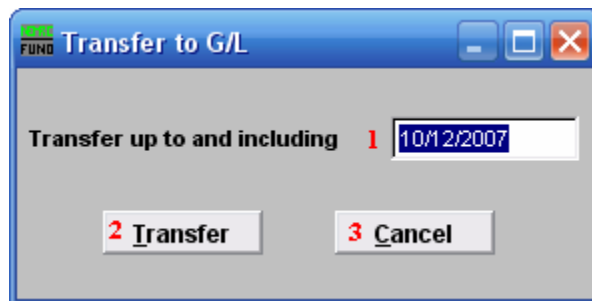


# Utility Billing

## A. Transfer to GL



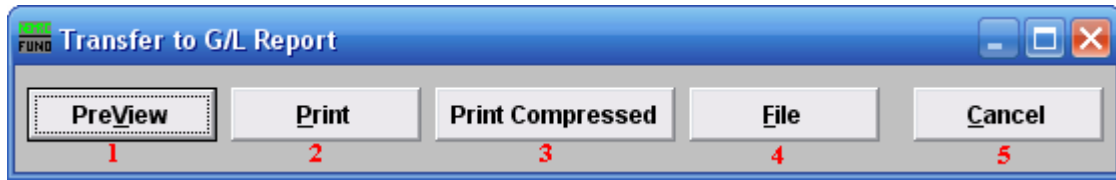
Click on “A. Transfer to GL” from the Main Menu. The following window will appear:



- 1. Transfer up to and including:** Transactions that have not already been posted dated on or before the date provided will be transferred to the General Ledger module. Use MM/DD/YYYY.
- 2. Transfer:** Click “Transfer” to transfer the data from this module to the General Ledger.
- 3. Cancel:** Click “Cancel” to return to the Main Menu without transferring.

## Utility Billing

After you click “Transfer,” the following window will appear, giving you the option to output a report of what was transferred.



1. **PreView:** Click this button to view a preview the report. You may also print from the preview screen. For more information on previewing, refer to GENERAL PREVIEW.
2. **Print:** Click this button to print a report. You may also print from the preview screen. For more information on printing, refer to GENERAL PRINT.
3. **Print Compressed:** Click this button to print a report. This is different from the “Print” option in that it will use less paper for the same report.
4. **File:** Click this button to save a report to this workstation. For more information on saving reports, refer to GENERAL FILE.
5. **Cancel:** Click “Cancel” to return to the Main Menu window.