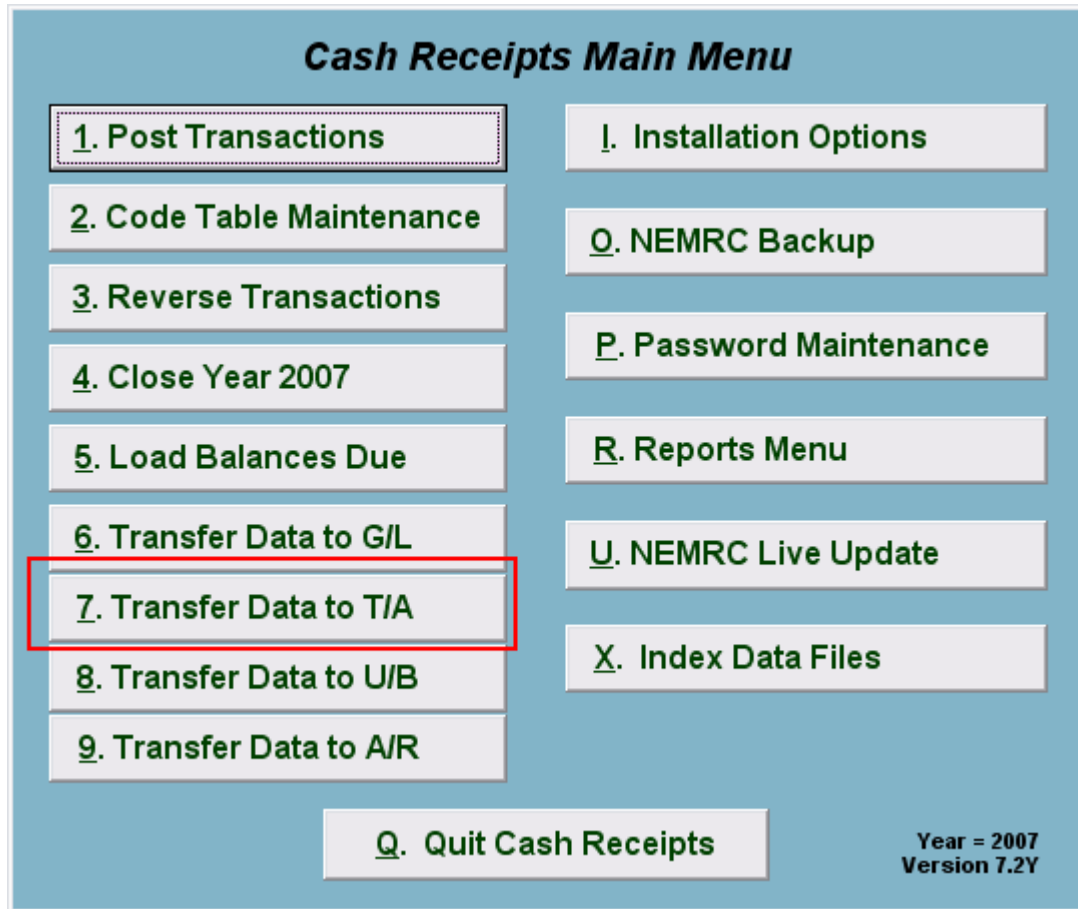


Cash Receipts

7. Transfer Data to T/A



Click on “7. Transfer Data to T/A” from the Main Menu and the following window will appear:

Cash Receipts

Transfer Data to T/A

- 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 transfer 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 Tax Administration. A report will print for all activity posting to the Tax Administration.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous screen.