



MIQ

Mobile Inquiry Manual

Contents

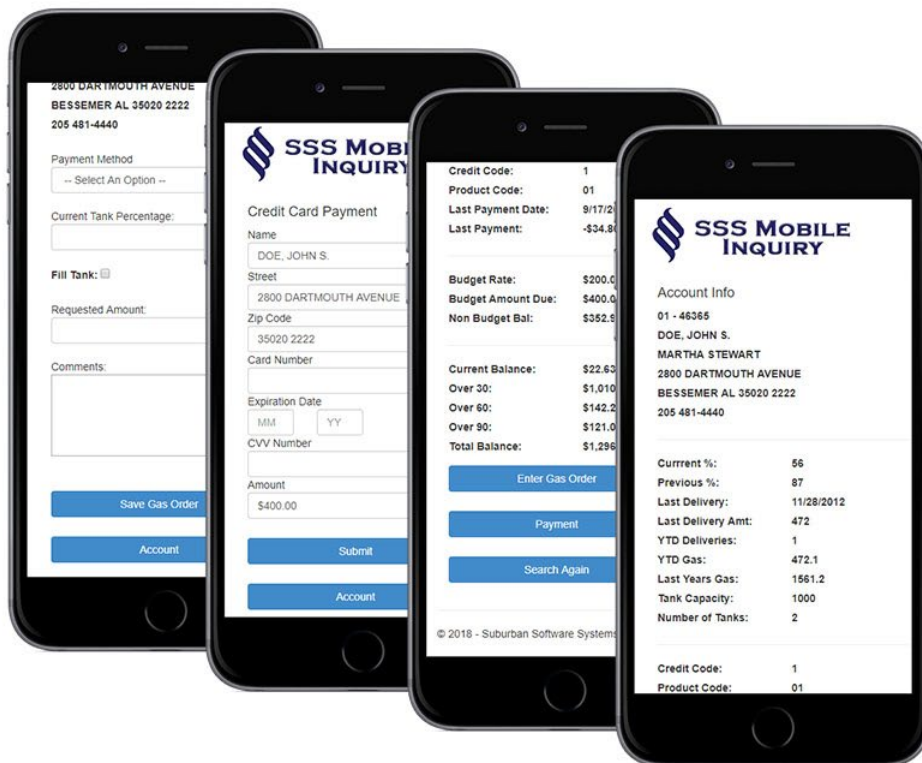
Introduction	3
Accessing MIQ.....	4
Account Search	5
Account Info Screen:	7
Ledger	8
Directions:	9
Enter Gas Order:	10
Payment	11
Adding MIQ to Your Phone's Home Screen	12
Android/Chrome Browser	12
iPhone/Apple/ Safari Browser.....	13
Processing Gas Order in the Office	14
Web Services Button:	14
Display Web Orders	16
Order List:	17
Process Web Gas Orders:.....	18
Process Payments in the Office	19
Display All CC Web Payments	20
Web Payment List.....	21
Process Web Payments	22
Apply AutoPayments:	23
Deselect Option:	24
Revisions	26

Introduction

The Mobile Inquiry feature (MIQ) provides consistent and reliable access to customer accounts even while your team is away from the office, giving your team a bird's-eye view of the customer account. This product is meticulously designed to empower all your team members, from on-call drivers to managers to sales technicians and more.

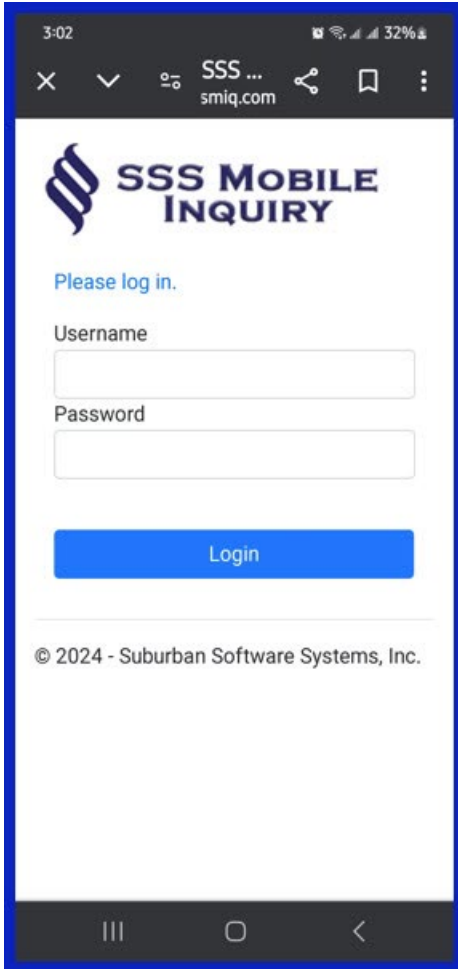
With this powerful tool at your fingertips, you gain the ability to:

- Access vital customer information, including their ledger and contact details
- Effortlessly retrieve directions to customer locations for seamless on-site visits
- Efficiently enter gas orders on the go, ensuring your operations run smoothly
- Facilitate secure payment processing, allowing you to complete transactions conveniently
- View transaction history to quickly and accurately answer customer questions



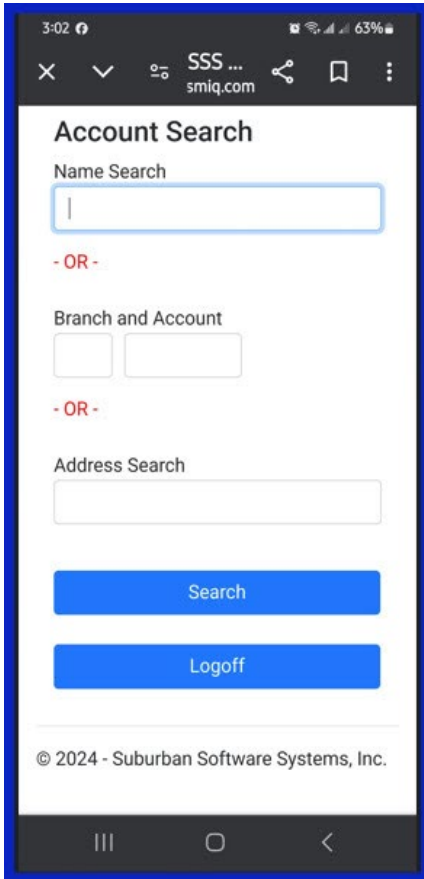
Accessing MIQ

On your mobile device, go to <https://www.sssmiq.com>. When you sign up for the app, your username and password will be sent to you from Suburban Software. If you do not receive it contact support at sssupport@suburbansoftware.com



Account Search

Once logged into Mobile Inquiry this will be your main screen. From here you can look up accounts via name, account number, or address.



The screenshot shows a mobile application interface for account search. At the top, the status bar displays the time 3:02, signal strength, Wi-Fi, and 63% battery. The browser address bar shows 'SSS ... smiq.com'. The main content area is titled 'Account Search' and contains three search options: 'Name Search' with a text input field, '- OR -', 'Branch and Account' with two dropdown menus, '- OR -', and 'Address Search' with a text input field. Below these are two blue buttons labeled 'Search' and 'Logoff'. At the bottom, a copyright notice reads '© 2024 - Suburban Software Systems, Inc.' and the Android navigation bar is visible.

Note: If you look up a customer by last name, you will get a list of customers with that last name to choose from just like in **Customer Inquiry**.



SSS MOBILE INQUIRY

Search Again

MARTIN COUNTY
PO BOX 668, WILLIAMSTON

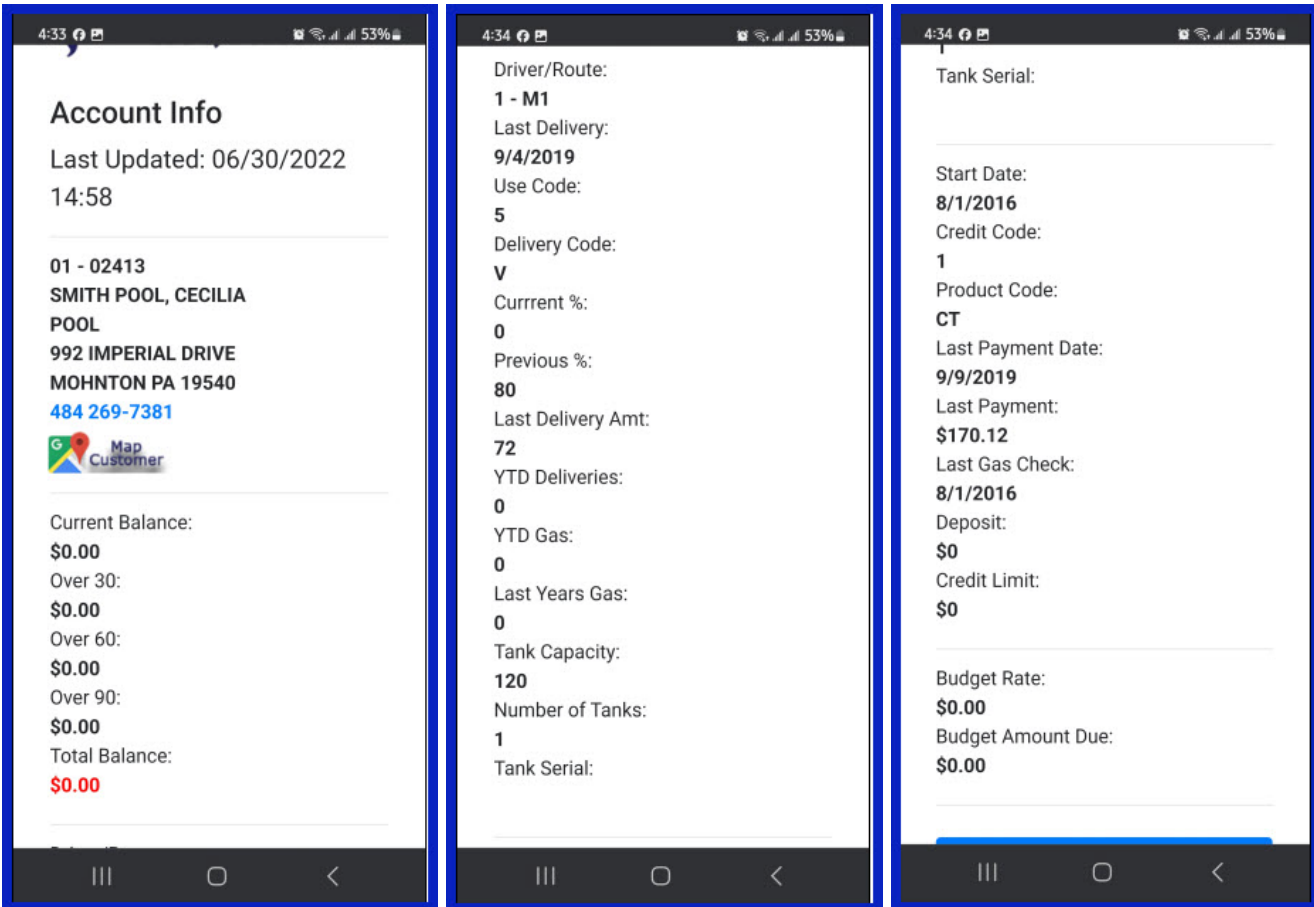
MARTIN COUNTY
PO BOX 668, WILLIAMSTON

MARTIN COUNTY
PO BOX 668, WILLIAMSTON

MARTIN COUNTY
PO BOX 668, WILLIAMSTON

Account Info Screen:

The first screen connects you to the customer's information. This information is what you would generally see if you looked up the customer through Customer Inquiry in Suburban.

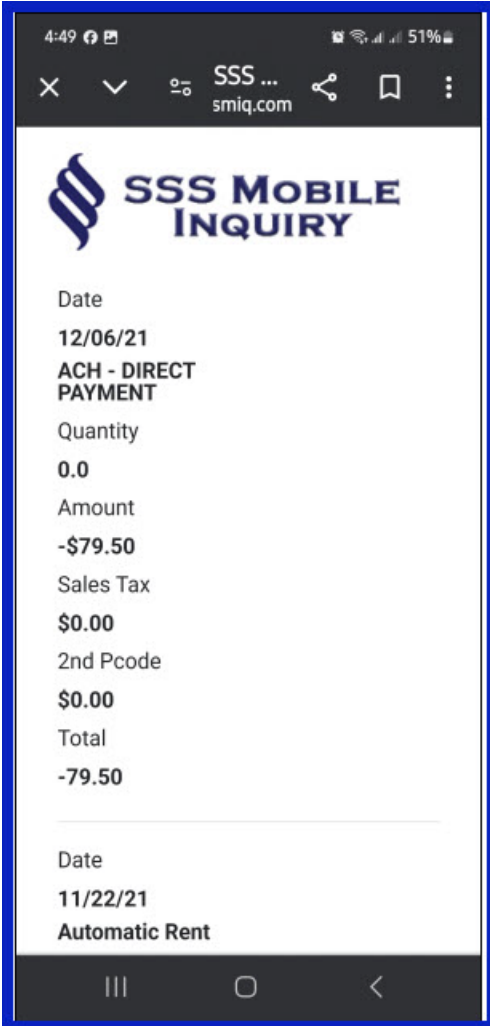


If this information does not match the current information in Suburban, please contact support@suburbansoftware.com

Click on the Map Customer Icon to open GPS directions to Customer's home.

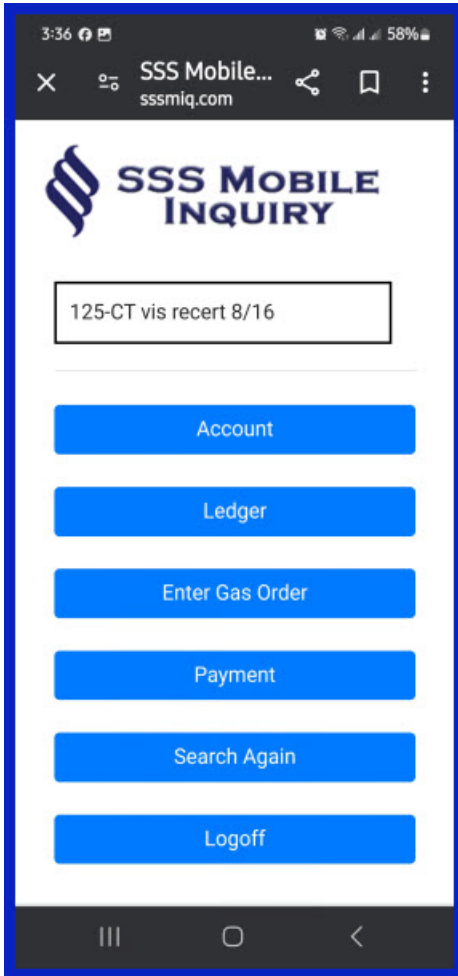
Ledger

This screen will list the most recent transactions and actions on the customer's account ledger



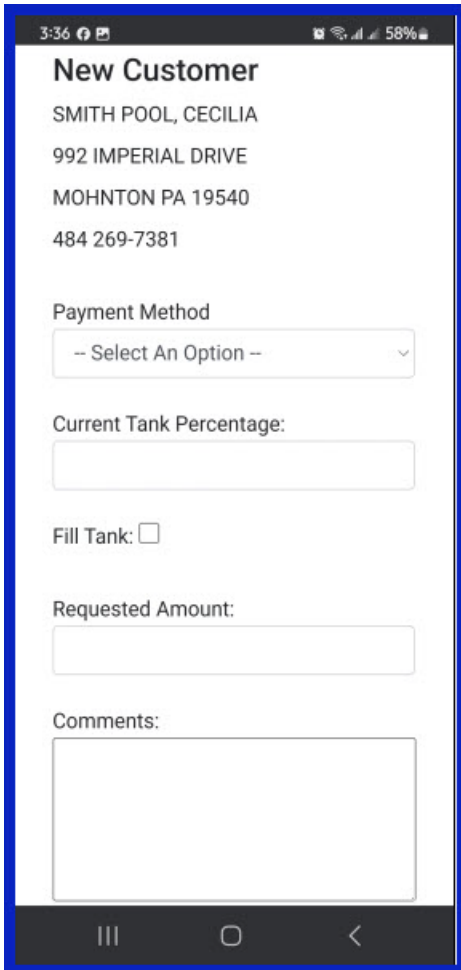
Directions:

This details the work that is to be done for the customer.



Enter Gas Order:

Allows the technician/driver to enter a gas order on the go. The Technician must feel out the screen completely. Be sure to click on Save to make sure any orders are saved correctly.



3:36 58%

New Customer

SMITH POOL, CECILIA
992 IMPERIAL DRIVE
MOHNTON PA 19540
484 269-7381

Payment Method
-- Select An Option --

Current Tank Percentage:

Fill Tank:

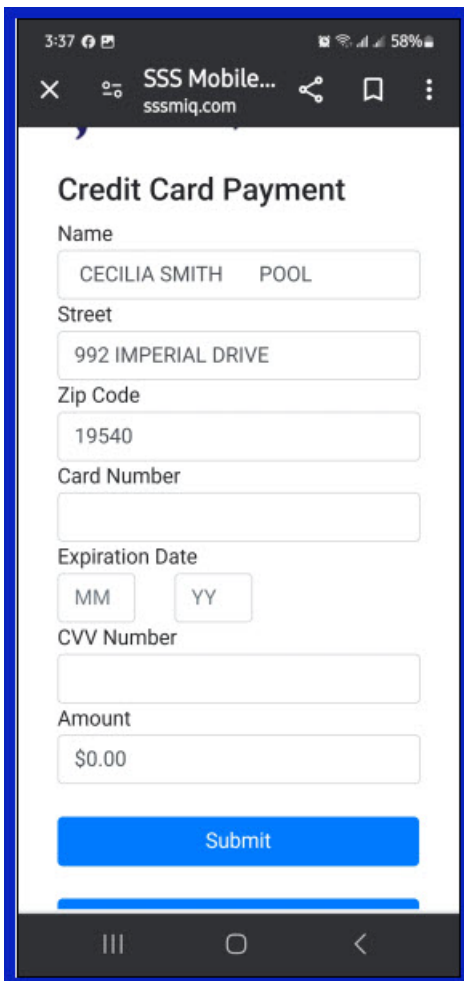
Requested Amount:

Comments:

Payment

This option allows your technicians/drivers to take payments in the field. You must have a gateway account set up with Paragon and Suburban to allow the payments to post in Suburban. If you do not have a payment gateway account, contact support@suburbansoftware.com.

The driver needs to enter the customer's information as it appears on the card.



The screenshot shows a mobile application interface for a credit card payment form. The form is titled "Credit Card Payment" and is displayed on a mobile device screen. The form fields are as follows:

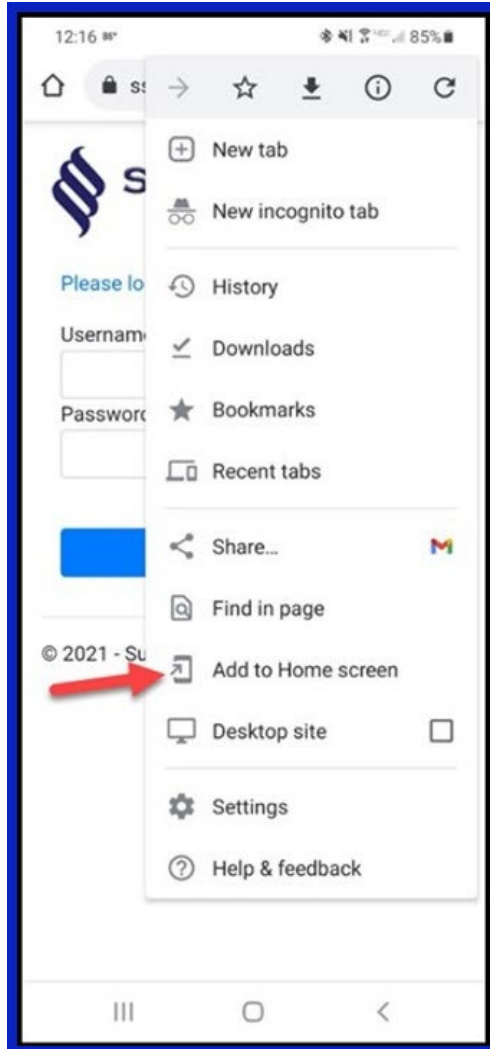
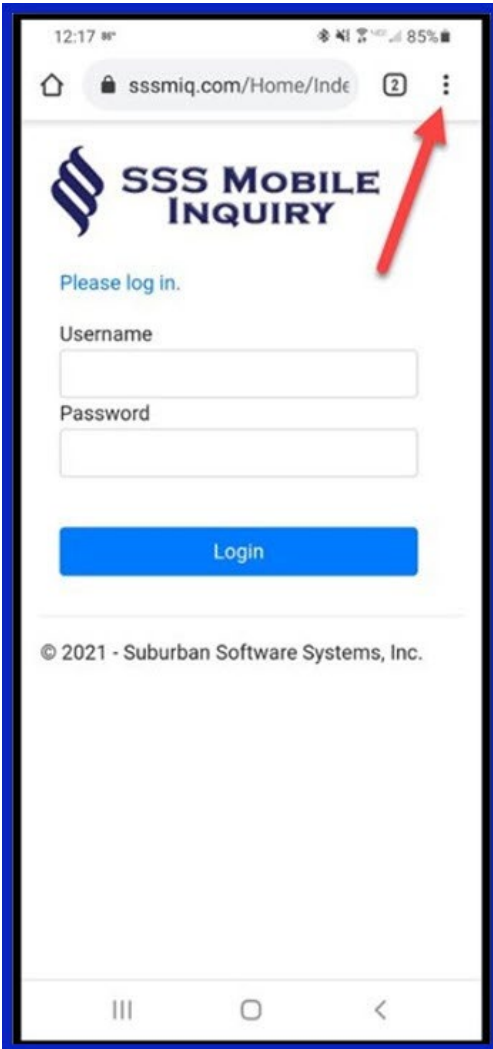
- Name:** CECILIA SMITH POOL
- Street:** 992 IMPERIAL DRIVE
- Zip Code:** 19540
- Card Number:** (Empty field)
- Expiration Date:** MM (Empty) YY (Empty)
- CVV Number:** (Empty field)
- Amount:** \$0.00

A blue "Submit" button is located at the bottom of the form. The mobile device status bar at the top shows the time as 3:37, signal strength, Wi-Fi, and 58% battery. The browser address bar shows "SSS Mobile..." and "sssmiq.com".

Adding MIQ to Your Phone's Home Screen

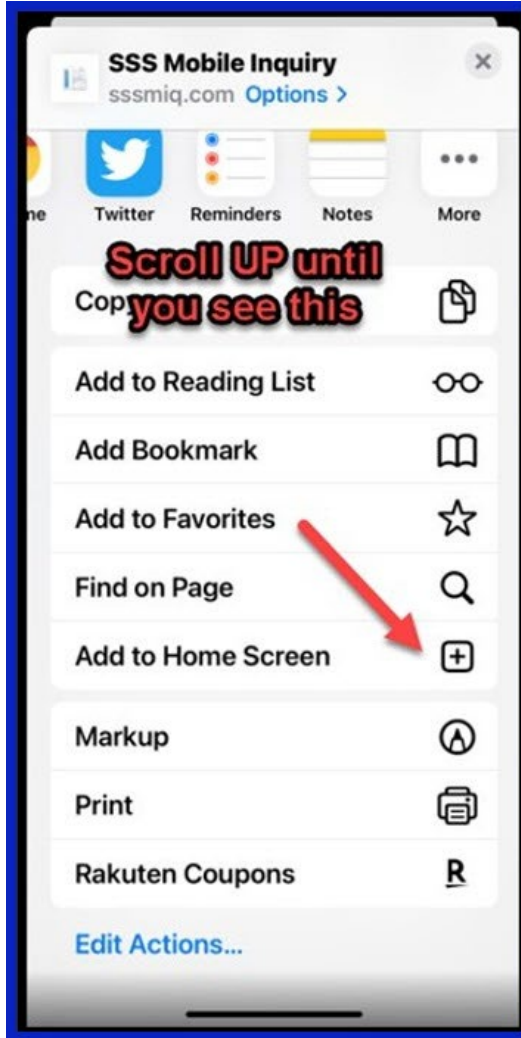
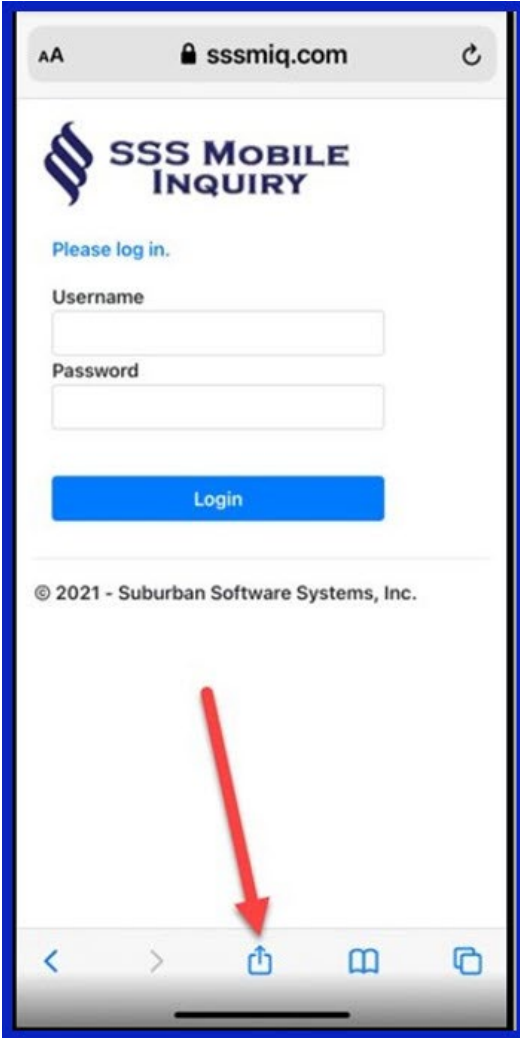
Android/Chrome Browser

Tap on the three vertical dots in the top right corner of the screen. Then choose add to Home Screen from the drop down menu.



iPhone/Apple/ Safari Browser

Tap the share icon on the bottom of the screen then tap add to Home Screen.

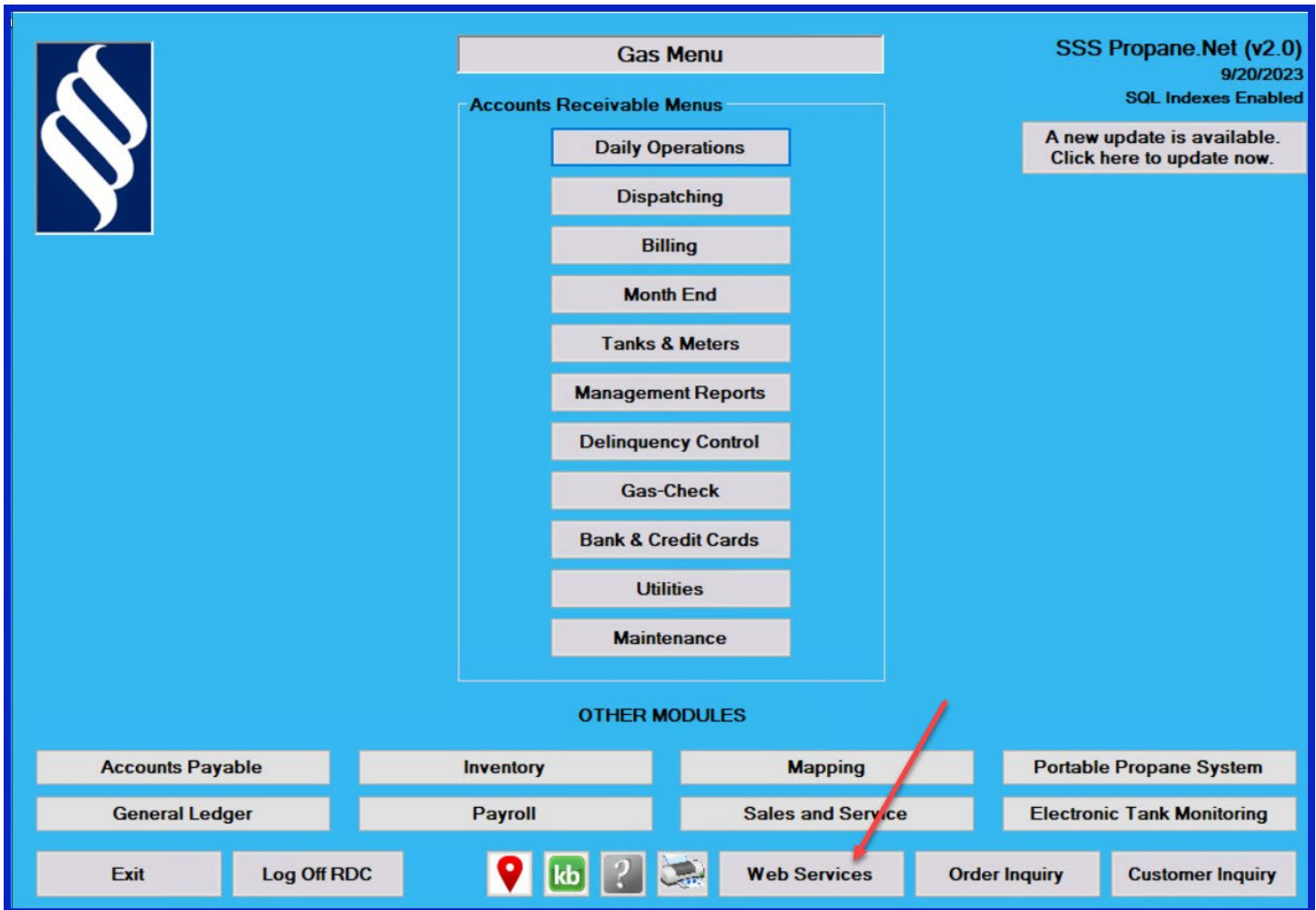


Processing Gas Order in the Office

This is the same process as Gas Orders and Payments from the Your Online Web Portal.

Web Services Button:

Click on the Web Services Button located at the bottom of the Gas Menu:



SSS Propane.Net (v2.0)
9/20/2023
SQL Indexes Enabled

A new update is available.
Click here to update now.





Gas Menu

Accounts Receivable Menus

- Daily Operations
- Dispatching
- Billing
- Month End
- Tanks & Meters
- Management Reports
- Delinquency Control
- Gas-Check
- Bank & Credit Cards
- Utilities
- Maintenance

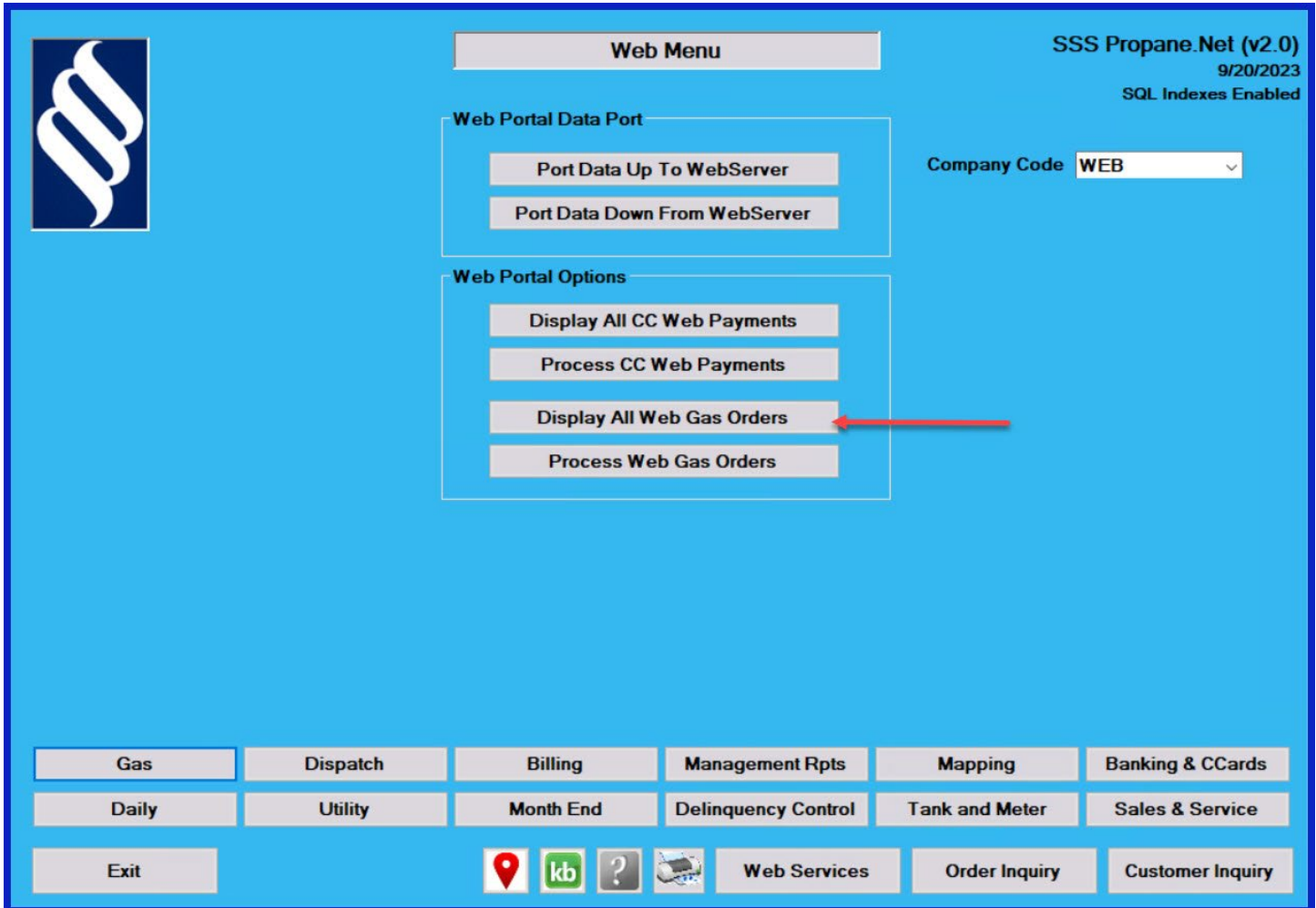
OTHER MODULES

- Accounts Payable
- Inventory
- Mapping
- Portable Propane System
- General Ledger
- Payroll
- Sales and Service
- Electronic Tank Monitoring

Exit Log Off RDC     **Web Services** Order Inquiry Customer Inquiry

Display Web Orders

Click on Display all Gas Orders. This will give you a list of all orders received from your web portal and MIQ for the day.



SSS Propane.Net (v2.0)
9/20/2023
SQL Indexes Enabled

Company Code **WEB**

Web Menu

Web Portal Data Port

- Port Data Up To WebServer
- Port Data Down From WebServer

Web Portal Options

- Display All CC Web Payments
- Process CC Web Payments
- Display All Web Gas Orders
- Process Web Gas Orders

Gas Dispatch Billing Management Rpts Mapping Banking & CCards
Daily Utility Month End Delinquency Control Tank and Meter Sales & Service
Exit Web Services Order Inquiry Customer Inquiry

Note: Web orders and Web Payments are downloaded every 15 minutes. This setting is predetermined by Suburban Software. If you need it sooner, you can manually port it down by clicking on the **Port Down from Web Server** Button. Porting up occurs once daily to the online web portal. You can manually port up as well with the **Port Data Up to Web Server** button.

Order List:

On this screen you will be able to see all processed and outstanding web gas orders.

Display Forward From: 5/18/2024 <input type="button" value="List"/>																		
View	Order Date	Proc	Br	Acct	Name	Cr	Div	Tank Size	Req Fill	Prod Code	Qty Req	Dr	Rte	Payment Method	C/C Code	Web Order#	SSS Order#	
View	6/14/2024 10:17 AM	<input type="checkbox"/>	01	03795	JEFFERS, TORY	3	W	250	<input type="checkbox"/>	01	100	1	BE	Charge ...	2	2501	0	
View	6/6/2024 6:15 PM	<input type="checkbox"/>	01	03831	DALEY, CYNTH...	6	W	250	<input checked="" type="checkbox"/>	01	0	1	TM	Credit ...	1	2500	0	
View	6/6/2024 8:43 AM	<input type="checkbox"/>	01	03124	BRADLEY, JOS...	3	W	250	<input type="checkbox"/>	01	100	1	BD	Credit ...	1	2499	0	
View	6/5/2024 2:29 PM	<input type="checkbox"/>	01	06822	RHODES, BRIC...	3	K	500	<input checked="" type="checkbox"/>	01	0	1	BR	Charge ...	2	2498	0	
View	6/4/2024 7:12 AM	<input type="checkbox"/>	01	04169	HOLLEY, TAMMY	3	W	250	<input type="checkbox"/>	01	100	1	CV	Credit ...	1	2497	0	
View	5/31/2024 10:43 AM	<input type="checkbox"/>	01	04545	WADE, JARRE...	3	W	250	<input type="checkbox"/>	01	100	1	HD	Credit ...	1	2496	0	
View	5/29/2024 7:30 PM	<input type="checkbox"/>	01	05416	KING, JAMES	3	W	325	<input checked="" type="checkbox"/>	01	0	1	AT	Credit ...	1	2495	0	
View	5/29/2024 3:35 PM	<input type="checkbox"/>	01	04183	BUCKNER, BR...	6	W	250	<input checked="" type="checkbox"/>	01	0	1	CW	Charge ...	2	2494	0	
View	5/29/2024 2:56 PM	<input type="checkbox"/>	01	02920	MALONE, PHILI...	3	K	250	<input checked="" type="checkbox"/>	01	0	1	TM	Charge ...	2	2493	0	
View	5/28/2024 1:48 AM	<input type="checkbox"/>	01	01599	TREADAWAY, ...	3	W	250	<input checked="" type="checkbox"/>	01	0	1	BR	Charge ...	2	2492	0	
View	5/27/2024 9:42 AM	<input type="checkbox"/>	01	06763	MINYARD, KAT...	6	W	250	<input type="checkbox"/>	01	100	1	CT	Credit ...	1	2491	0	
View	5/20/2024 7:09 PM	<input type="checkbox"/>	01	04287	RANSOM, DEAN	3	W	250	<input checked="" type="checkbox"/>	01	0	1	BR	Credit ...	1	2490	0	
View	5/20/2024 4:22 PM	<input type="checkbox"/>	01	00482	JOHNSON, EM...	3	W	250	<input checked="" type="checkbox"/>	01	0	1	YU	Charge ...	2	2489	0	

Grey orders are processed and created. White orders are outstanding waiting to be processed.

Process Web Gas Orders:

This tab will allow you to process all the orders from the previous screen.

View	D	Dr	Rte	Seq	Order Date/Time	Br	Acct	Name	Re %	Qty Req	Tank Size	Req Fill	Prc Co	Price	Csh Chg	Cr	Df	Balance	Pastl Balai
View	1	01			4/27/2015 10:35 AM	01	00855	WESSON, COR...	30	100	0	<input type="checkbox"/>	01	2.6900	2	9	W	0.00	0.00
View	1	01			8/20/2015 7:00 AM	01	00855	WESSON, COR...	30	100	0	<input type="checkbox"/>	01	2.6900	2	9	W	0.00	0.00
View	1	01			10/19/2015 5:25 PM	01	01633	BLACK, DENISE	20	100	0	<input type="checkbox"/>	01	2.6900	2	3	W	0.00	0.00
View	1	DL	0758		11/30/2015 5:03 PM	01	01159	ASKEA, STEVE	50	0	250	<input checked="" type="checkbox"/>	01	2.6900	1	6	W	0.00	0.00
View	1	AT	0579		12/7/2015 8:12 PM	01	02243	PENSON, MICH...	5	0	0	<input checked="" type="checkbox"/>	01	2.6900	1	6	W	0.00	0.00
View	1	CV	0680		1/17/2016 2:18 PM	01	01992	WEAVER, MARK	10	0	330	<input checked="" type="checkbox"/>	01	2.6900	2	3	K	457.20	0.00
View	1	01			1/22/2016 5:41 AM	01	01633	BLACK, DENISE	5	0	0	<input checked="" type="checkbox"/>	01	2.6900	2	9	W	0.00	0.00
View	1	01			2/7/2016 5:19 PM	01	01706	SPENCER, ME...	10	100	250	<input type="checkbox"/>	01	2.6900	2	3	W	0.00	0.00
View	1	01			2/22/2016 12:07 PM	01	01318	VAUGHN, GEO...	7	200	500	<input type="checkbox"/>	01	2.6900	2	3	W	0.00	0.00
View	1	T...	2179		3/9/2016 6:22 AM	01	00670	MCCALLIE, TA...	10	100	250	<input type="checkbox"/>	01	2.6900	1	3	W	0.00	0.00
View	1	BD	0989		3/21/2016 7:13 PM	01	02046	EIDSON, NAN	5	0	250	<input checked="" type="checkbox"/>	01	2.6900	2	3	K	23.54	809.01
View	1	B...	0489		4/9/2016 5:25 PM	01	02522	WALKER, DOR...	5	0	250	<input checked="" type="checkbox"/>	01	2.6900	2	3	K	6.12	443.81
View	1	01			5/28/2016 4:01 PM	01	02483	SMITH, ROBER...	5	200	0	<input type="checkbox"/>	01	2.6900	2	9	W	0.00	0.00
View	1	BD	0989		8/31/2016 7:17 PM	01	02046	EIDSON, NAN	0	0	250	<input checked="" type="checkbox"/>	01	2.6900	2	3	K	23.54	809.01
View	1	01			9/8/2016 3:09 PM	01	01318	VAUGHN, GEO...	0	200	500	<input type="checkbox"/>	01	2.6900	2	3	W	0.00	0.00
View	1	CT	0200		10/6/2016 11:36 AM	01	02410	MOON, ERIC	15	100	500	<input type="checkbox"/>	01	2.6900	2	6	W	0.00	0.00
View	1	CT	0200		11/15/2016 8:15 AM	01	02410	MOON, ERIC	10	100	500	<input type="checkbox"/>	01	2.6900	1	6	W	0.00	0.00
View	1	YU	0545		11/22/2016 3:30 PM	01	01352	POSTELL, AND...	25	0	320	<input checked="" type="checkbox"/>	01	2.6900	2	6	W	0.00	0.00
View	1	YU	0099		12/4/2016 7:33 PM	01	00327	CALLIHAN, AN...	25	100	250	<input type="checkbox"/>	01	2.6900	2	6	W	0.00	0.00
View	1	BE	0042		12/6/2016 5:22 PM	01	00736	WADE, RHOND...	15	0	250	<input checked="" type="checkbox"/>	01	2.6900	1	3	W	0.00	0.00
View	1	BD	0989		12/18/2016 8:49 PM	01	02046	EIDSON, NAN	0	0	250	<input checked="" type="checkbox"/>	01	2.6900	2	3	K	23.54	809.01
View	1	01			1/1/2017 3:45 PM	01	01318	VAUGHN, GEO...	0	100	500	<input type="checkbox"/>	01	2.6900	2	3	W	0.00	0.00
View	1	T...	0304		1/4/2017 10:12 PM	01	02825	DOWDY, NELS...	65	0	500	<input checked="" type="checkbox"/>	01	2.6900	2	6	W	0.00	0.00
View	1	01			1/19/2017 5:47 PM	01	01989	BASKIN, CHER...	25	0	0	<input checked="" type="checkbox"/>	01	2.6900	2	3	W	0.00	0.00
View	1	BE	0377		2/2/2017 7:48 PM	01	01256	THOMPSON, H...	10	0	250	<input checked="" type="checkbox"/>	01	2.6900	2	6	W	0.00	0.00
View	1	BR	0026		2/7/2017 5:02 PM	01	01599	TREADAWAY, ...	8	0	250	<input checked="" type="checkbox"/>	01	2.6900	2	3	W	0.00	0.00

<
>

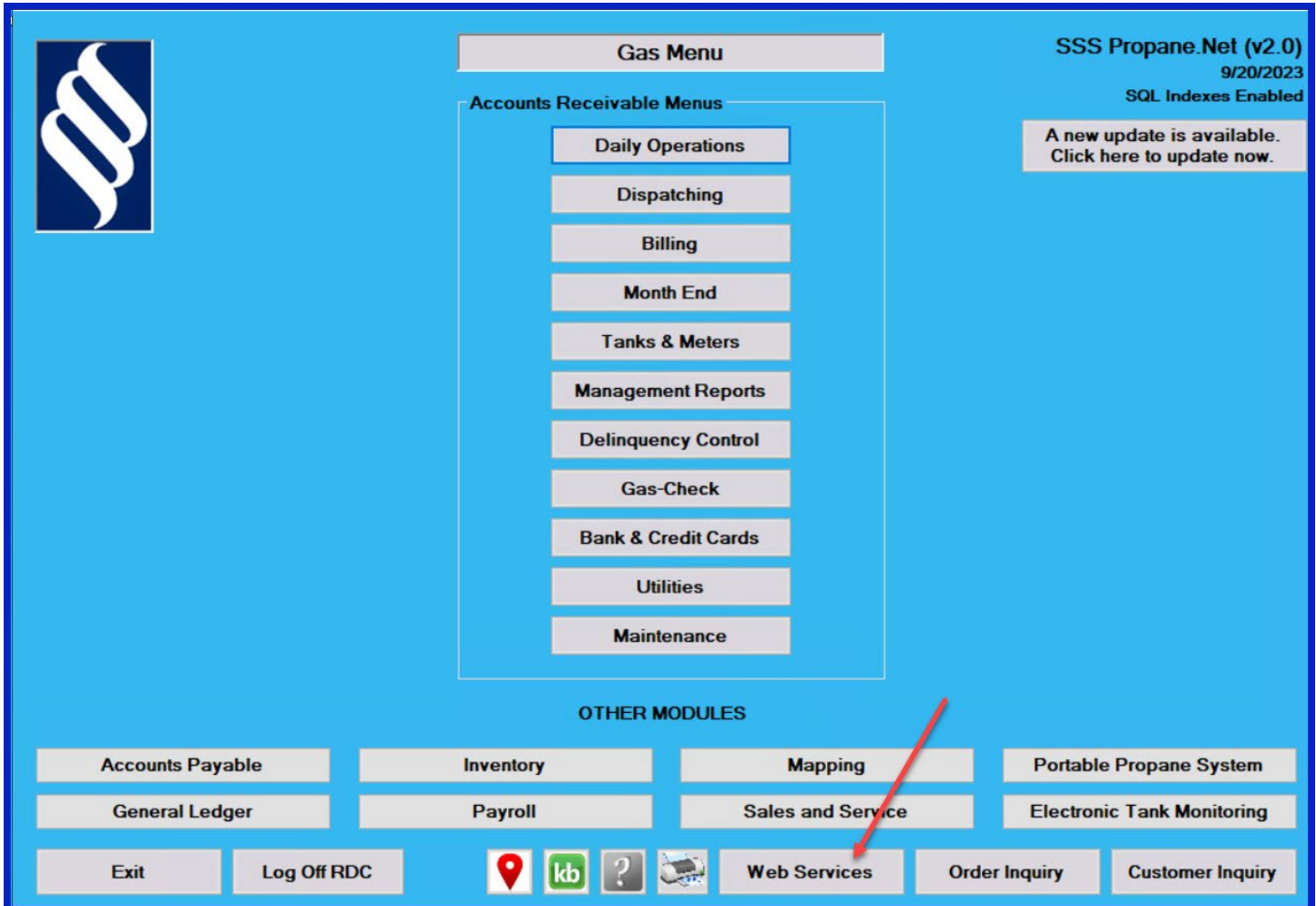
Exit
Active Deselected Editable Field
Create Orders

Active Orders are listed in white. Blue fields are editable fields, this allows you too change the information in those fields.

Click Create Orders to create the order

Process Payments in the Office

Click on Web Services Button:



SSS Propane.Net (v2.0)
9/20/2023
SQL Indexes Enabled

A new update is available.
Click here to update now.

Gas Menu

Accounts Receivable Menus

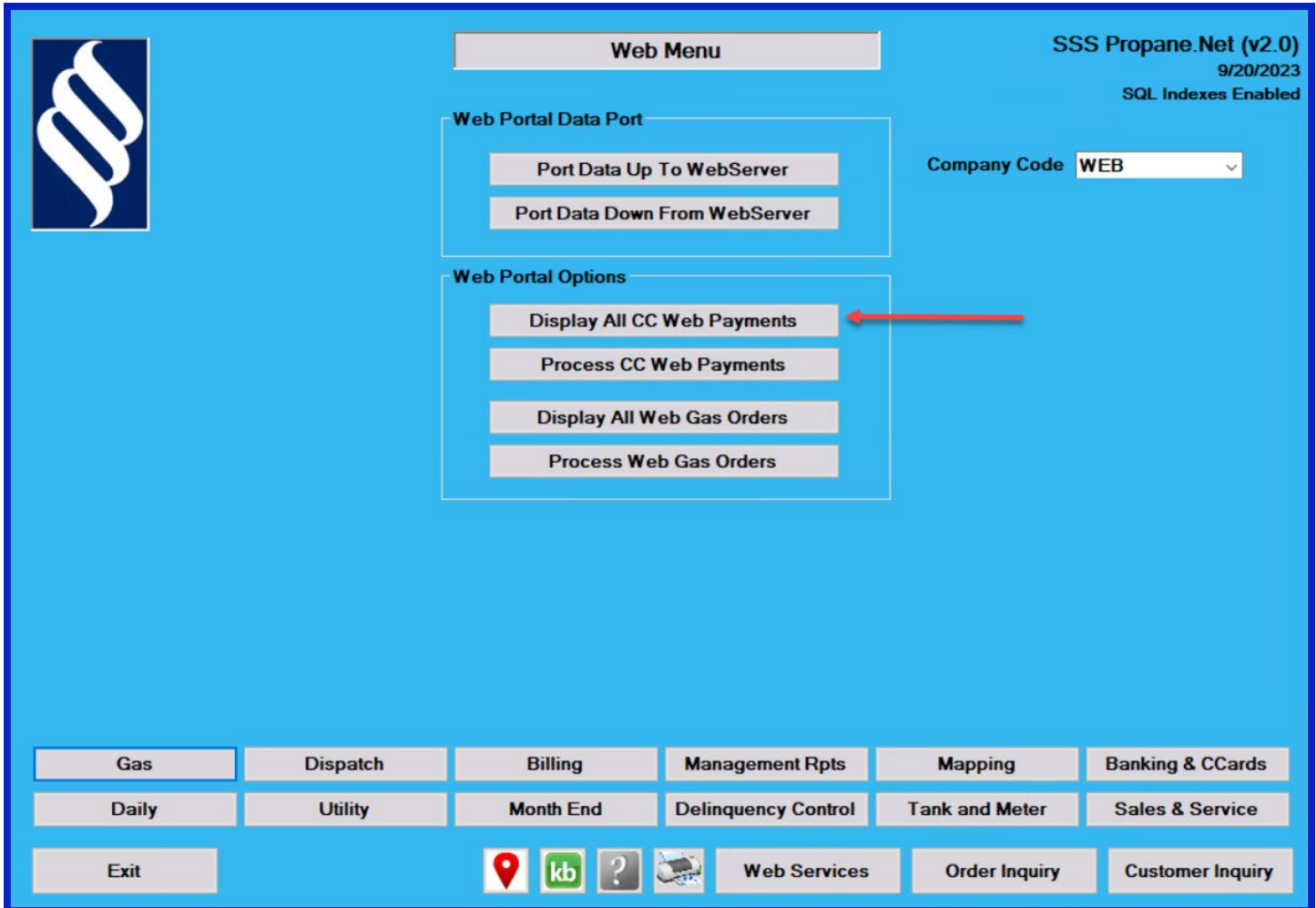
- Daily Operations
- Dispatching
- Billing
- Month End
- Tanks & Meters
- Management Reports
- Delinquency Control
- Gas-Check
- Bank & Credit Cards
- Utilities
- Maintenance

OTHER MODULES

- Accounts Payable
- Inventory
- Mapping
- Portable Propane System
- General Ledger
- Payroll
- Sales and Service
- Electronic Tank Monitoring
- Exit
- Log Off RDC
- Web Services
- Order Inquiry
- Customer Inquiry

Display All CC Web Payments

Click on **Display on the CC Web Payments** button to show all current Web Payments.



SSS Propane.Net (v2.0)
9/20/2023
SQL Indexes Enabled

Company Code **WEB**

Web Menu

Web Portal Data Port

- Port Data Up To WebServer
- Port Data Down From WebServer

Web Portal Options

- Display All CC Web Payments
- Process CC Web Payments
- Display All Web Gas Orders
- Process Web Gas Orders

Gas Dispatch Billing Management Rpts Mapping Banking & CCards
Daily Utility Month End Delinquency Control Tank and Meter Sales & Service
Exit Web Services Order Inquiry Customer Inquiry

Note: Web orders and Web Payments are downloaded every 15 minutes. This setting is predetermined by Suburban Software. If you need it sooner, you can manually port it down by clicking on the **Port Down from Web Server** Button. Porting up occurs once daily to the online web portal. You can manually port up as well with the **Port Data Up to Web Server** button.

Web Payment List

Display Forward From: 5/18/2024

View	Prc	Br	Acct	Name	Amount	Fee	Ref#	Message	Tran Date	Card#
<input checked="" type="checkbox"/>	02	04458	COOMBS, HEATHER	212.87	0.00	149943453	ZIP MATCH	6/17/2024 12:15 PM	8871	
<input type="checkbox"/>	01	55523	MCGARR, DARLENE	165.00	0.00	149943229	EXACT MATCH	6/17/2024 12:12 PM	1144	
<input type="checkbox"/>	02	05183	HARRIS, RONALD	300.00	0.00	149943106	EXACT MATCH	6/17/2024 12:09 PM	1697	
<input type="checkbox"/>	01	04593	CONNER, KEVIN & ASHLEY	250.00	0.00	149941011	EXACT MATCH	6/17/2024 11:23 AM	1403	
<input type="checkbox"/>	01	09605	DALTON, DEVIN	665.41	0.00	149938833	DECLINE	6/17/2024-10:40 AM	3570	
<input type="checkbox"/>	01	10547	HANCOCK, CHELSEA	265.00	0.00	149936961	EXACT MATCH	6/17/2024 10:03 AM	7010	
<input type="checkbox"/>	01	10331	CHRISTENSEN, DENNIS	91.04	0.00	149927812	EXACT MATCH	6/17/2024 9:16 AM	3682	
<input type="checkbox"/>	01	58105	MOORE, DENNIS	432.24	0.00	149925931	EXACT MATCH	6/17/2024 8:45 AM	2363	
<input type="checkbox"/>	01	09692	GILBERT, SUSAN	105.00	0.00	149924544	EXACT MATCH	6/17/2024 8:04 AM	3096	
<input checked="" type="checkbox"/>	02	03729	HARBER, RHETT	70.00	0.00	149912794	EXACT MATCH	6/17/2024 5:44 AM	7464	
<input checked="" type="checkbox"/>	01	10543	BLOSSOM, TINA	150.00	0.00	149895303	ADDRESS MATCH	6/16/2024 9:23 PM	8388	
<input checked="" type="checkbox"/>	01	03819	MARTINEZ, JOHN	25.00	0.00	149894724	EXACT MATCH	6/16/2024 8:35 PM	4251	
<input checked="" type="checkbox"/>	02	03042	SESSIONS, JUSTIN	110.00	0.00	149894694	EXACT MATCH	6/16/2024 8:33 PM	8933	
<input checked="" type="checkbox"/>	03	05536	BOBNICK, RANDY	89.68	0.00	149891491	EXACT MATCH	6/16/2024 5:08 PM	6887	
<input checked="" type="checkbox"/>	01	01889	HOLDEN, ERIK & MISTY	230.00	0.00	149890195	EXACT MATCH	6/16/2024 3:56 PM	6577	
<input checked="" type="checkbox"/>	03	10192	BUCHMEIER, ROGER	427.45	0.00	149884722	ZIP MATCH	6/16/2024 11:35 AM	5455	
<input checked="" type="checkbox"/>	01	43842	KIMBLE, DAVID	124.15	0.00	149880909	EXACT MATCH	6/16/2024 9:24 AM	0544	
<input checked="" type="checkbox"/>	01	10999	CHRISTENSEN, GLORIA	150.00	0.00	149853101	EXACT MATCH	6/15/2024 10:54 PM	8993	
<input checked="" type="checkbox"/>	03	10192	BUCHMEIER, ROGER	427.45	0.00	149852883	EXC APPR AMT LIM	6/15/2024-10:25 PM	5455	
<input checked="" type="checkbox"/>	01	09230	HERBST, MATTHEW	446.57	0.00	149849655	EXACT MATCH	6/15/2024 6:35 PM	3561	
<input checked="" type="checkbox"/>	01	58055	MOORE, ALICIA	155.00	0.00	149844997	EXACT MATCH	6/15/2024 2:31 PM	8343	
<input checked="" type="checkbox"/>	01	00715	MORRISON, PAUL	150.00	0.00	149840300	EXACT MATCH	6/15/2024 11:49 AM	2148	
<input checked="" type="checkbox"/>	02	02830	FLORES, LUIS	300.00	0.00	149839897	EXACT MATCH	6/15/2024 11:38 AM	0781	
<input checked="" type="checkbox"/>	03	02554	APPELHANS, DENNIS	100.23	0.00	149839430	EXACT MATCH	6/15/2024 11:24 AM	1958	
<input checked="" type="checkbox"/>	01	05277	CHARD, DARRELL	280.00	0.00	149837968	EXACT MATCH	6/15/2024 10:48 AM	0123	
<input checked="" type="checkbox"/>	01	08247	HOOFER, CATHERINE	316.98	0.00	149837389	EXACT MATCH	6/15/2024 10:34 AM	9592	

Exit Payment Created Outstanding Payment Not Approved

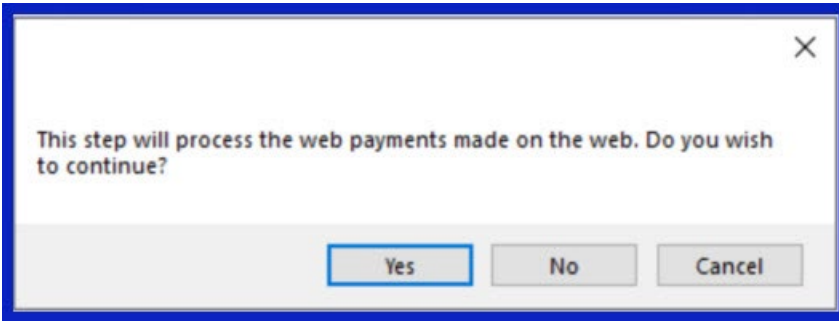
Payment Created are list in grey. These payments have been processed.

Outstanding Payment are listed in white. These payments have not been processed.

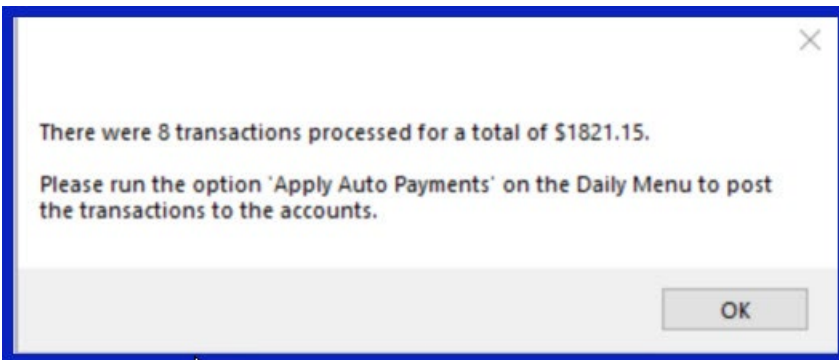
Not Approved payments are listed in red and have been striked through. These payments have been declined.

Process Web Payments

This step will process payments in white in Suburban. This will not charge the card again. This is just the next step in posting them to the customer's account. You will get the following message. Click yes to continue or No to wait.



You will get the following message displaying the total number of payments and combined amount of payments. You will need to run the option to APPLY AUTO Payments on the Daily Menu to post transactions to the customer's account.



Apply AutoPayments:

Click on Apply CC Web Payments and then Continue to send them to the posting procedure.

Apply Auto Payments

Company Identification Code WSG ▾

Branch Name -or- ALL Branches 01 - WESTERN S ▾

Apply which payments
 Apply Credit Card Payments
 Apply AutoCheck Payments
 Apply CC Web Payments
 Apply LockBox Payments

Deselection option. (Use this option to deselect transactions that you do not want to post yet)

Batch Number for these payments (Auto numbered) 810

Workfile where transactions are to be located CX

Credit Card Payment Product Code 8C

Form Name 0001 ▾

Printer Type P3 - LASER ▾

Deselect Option:

If you are not ready to post a payment to a customer's account, you can click on Deselect Option.

The screenshot shows a software interface for applying auto payments. It includes several fields and a radio button group. A red arrow points to the 'Deselect' button.

Apply Auto Payments

Company Identification Code WSG ▾

Branch Name -or- ALL Branches 01 - WESTERN S ▾

Apply which payments
 Apply Credit Card Payments
 Apply AutoCheck Payments
 Apply CC Web Payments
 Apply LockBox Payments

Deselection option. (Use this option to deselect transactions that you do not want to post yet) **Deselect**

Batch Number for these payments (Auto numbered) 810

Workfile where transactions are to be located CX

Credit Card Payment Product Code 8C

Form Name 0001 ▾

Printer Type P3 - LASER ▾

Exit **Continue**

Uncheck the payment you are not ready to post and then click Save. All other payments will be posted.

Deselect a transaction to exclude it from the current posting.

Post	TimeStamp	Branch	Account	Name	Payment
<input checked="" type="checkbox"/>	6/17/2024 8:04 AM	01	09692		105.00
<input checked="" type="checkbox"/>	6/17/2024 8:45 AM	01	58105		432.24
<input checked="" type="checkbox"/>	6/17/2024 9:16 AM	01	10331		91.04
<input checked="" type="checkbox"/>	6/17/2024 10:03 AM	01	10547		265.00
<input checked="" type="checkbox"/>	6/17/2024 11:23 AM	01	04593		250.00
<input checked="" type="checkbox"/>	6/17/2024 12:09 PM	02	05183		300.00
<input checked="" type="checkbox"/>	6/17/2024 12:12 PM	01	55523		165.00
<input checked="" type="checkbox"/>	6/17/2024 12:15 PM	02	04458		212.87

Double-click a row to deselect it.

Exit Save

From here you can transfer and post as normal.

Revisions

Date	Revision	By
	Created	Billy H.
06/17/24	Revised	Kelly M.