

REVTRAK/SPRINGBROOK Daily Procedure

Follow the steps below a minimum of once per day.

1. RUN THE REVTRAK CLIENT ON YOUR DESKTOP

⇒ At the desktop of your computer, double click on the RevTrak Icon.



2. EXPORT PAYMENT FROM REVTRAK WEB STORE*

⇒ Click the **EXPORT** Folder

⇒ Click on **ORDERS**

⇒ **ALWAYS SELECT**
Export New Orders Only

⇒ Select **Export To: Springbrook**

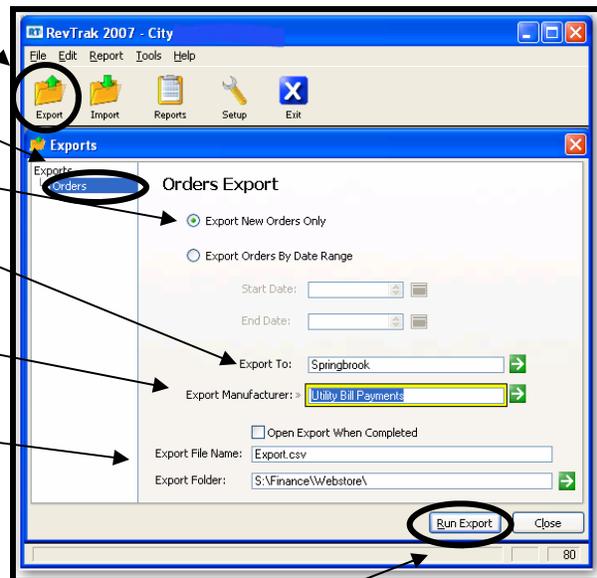
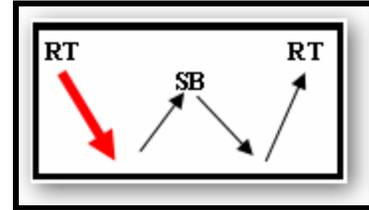
⇒ Select the **Export Manufacturer:****

⇒ **Export File Name:**
(Same File as in step 4)

⇒ **Export Folder:** (Same folder as
in step 4).

⇒ Click on **RUN EXPORT**

⇒ When finished this screen will appear. Click **OK.**



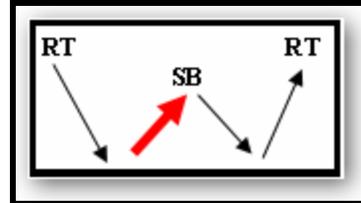
*Once you setup the defaults they will not change

Contact RevTrak if you have a question about the **EXPORT MANUFACTURER.

3. OPEN SPRINGBROOK

⇒ At the desktop of your computer, double click on the Springbrook Icon.

4. IMPORT PAYMENTS TO SPRINGBROOK



⇒ Click **UB** to activate the dropdown Menu.



⇒ Select **Cash Receipts** from the Dropdown menu to display the **New Batch** dialog box.

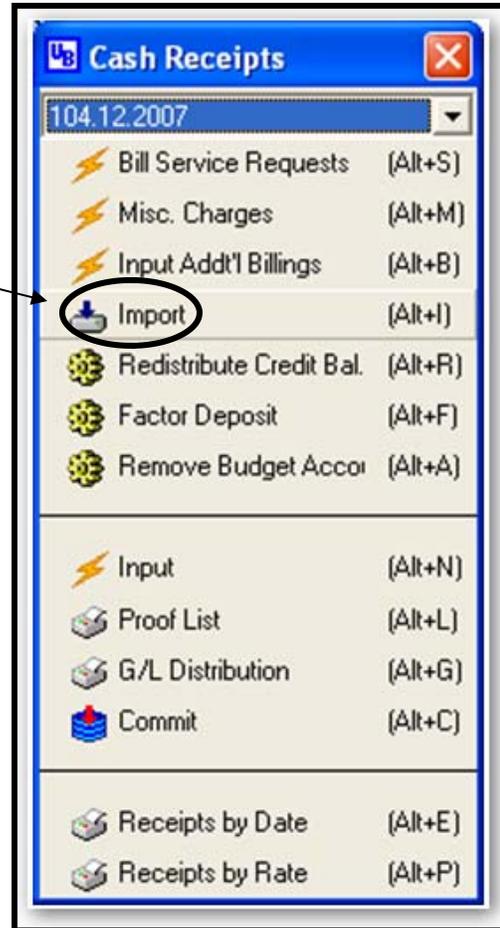
⇒ Enter the: **Batch No.**
⇒ Enter the: **Batch month**
⇒ Enter the: **Batch year**
(These three are defined by the institution)



⇒ Click check mark to display the **Cash Receipts** dialog box



⇒ Click **IMPORT** to display the **Import Cash Receipts** dialog box



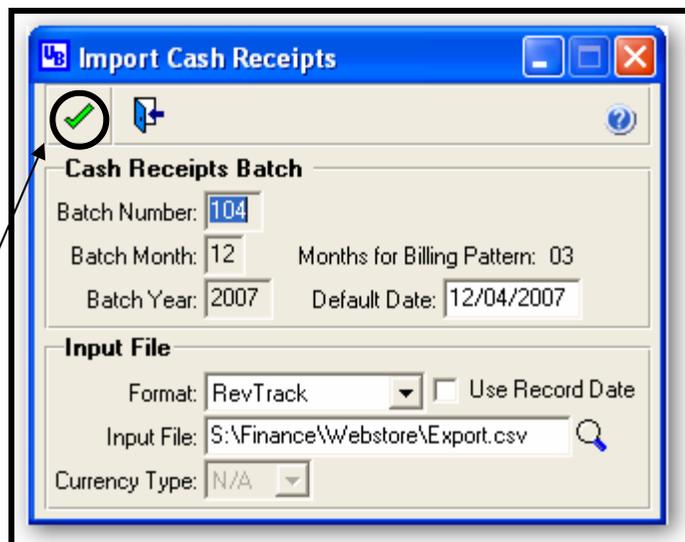
The **IMPORT CASH RECEIPTS** dialog box is Automatically filled in.

The Default Date can be adjusted for the batch date.

INPUT FILE needs to be the same as the file created in step 2..



Click the check mark to display the **INFORMATION** dialog box.

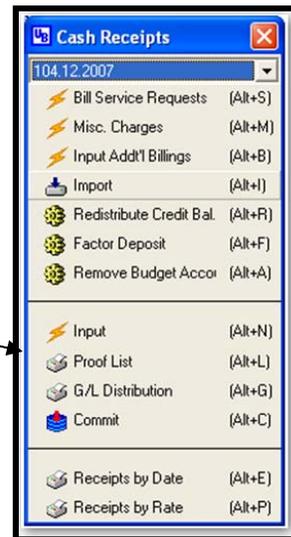


⇒ Click **OK**



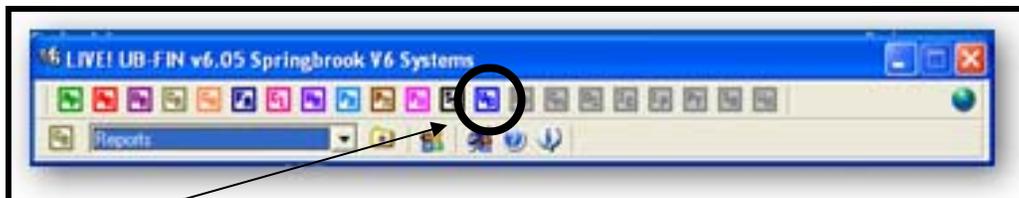
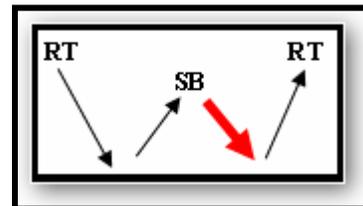
To finish go to the **CASH RECEIPTS** dialog box and click each of the following three in order:

- ⇒ Proof List
- ⇒ G/L Distribution
- ⇒ Commit



NEW PAYMENTS HAVE BEEN IMPORTED INTO SPRINGBROOK

5. EXPORT NEW UTILITY BALANCES FROM SPRINGBROOK



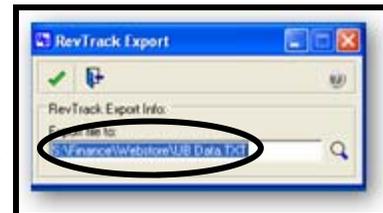
⇒ Click **UB** to activate the dropdown menu



⇒ Select **CUSTOM** from the dropdown menu to display the **CUSTOM** dialog box.



⇒ Select the folder and file where you want the export to go to. (This information will Entered into RevTrak in step 7)



⇒ The **MESSAGE** dialog box will display when the export is finished. Click **OK**



6. RUN THE REVTRAK CLIENT ON YOUR DESKTOP

⇒ At the desktop of your computer, double click on the RevTrak Icon.



