

Purpose

The purpose of this feature is to provide for entry of a batch of checks on one computer and then transfer the batch to the “main” computer. In the meantime, the main computer can continue to be used.

We use the term **Main Computer** to refer to your primary NPD computer, and the term **Remote Computer** to refer to another computer that has NPD installed.

How to Enter Batches on the Remote Computer and Export for the Main Computer

1. First backup the Main Computer and restore to the Remote Computer. It is important that the Remote Computer has the current balances for your customers.
2. Run NPD and enter batches of checks in the usual way. You should note the batch numbers you used.
3. While not necessary, you can Post the batches on the Remote Computer. In any case, be sure that the batch amount equals a manual total of the checks.
4. When ready, click **Export Batch** on the Cash Receipts switchboard.
5. Insert the media (floppy, zip disk, CD-R, or CD-RW) that you will use to transfer the batches to the Main Computer. If you are not using a floppy, use the **Browse for Folder** to select the correct drive. NPD will remember the drive you select.
6. In the left hand list box, click on the batches you wish to export. They will appear in the right hand list box. If you make a mistake, click the  button and start over.
7. When ready, click the **Export** button.
8. Remove the media (floppy, zip disk, CD) and take to Main Computer.

How to Import Batches on the Main Computer

1. On the Cash Receipts switchboard, click **Import Batch**.
2. Insert the floppy, zip disk, or CD that was used as the export media at the Remote Computer. If you are not using a floppy, use the **Browse for Folder** to select the correct drive. NPD will remember the drive you select.
3. Click the **Open** button. The batches on the Import file will be displayed in the left hand list box.
4. Click the batches you wish to import. They will be marked as “not posted”, even if they were posted on the Remote Computer. Each batch will be assigned a new number on the Main Computer.

If you import a batch you did not want to import, use View/Edit Batches to delete it. *Do not post a batch you don't want. If you do, the customers will get double credit.*
5. When you have imported all batches, close the Import Batches screen and go to **View/Edit Batches**. Review the imported batches to make sure they are not duplicates. Delete any that are incorrect.
6. Use **Print Cash Receipts** to print the imported batches in the usual way. It's best to print from the Main Computer in case the batch number changed.
7. Go to **Post Batch** and post the imported batch(s) in the usual way.

Note that you can continue to use the Main Computer while the batches are being entered on the Remote Computer. In fact, batches can be entered on both at the same time. With this feature, the backup and restore process only goes one way: From the Main to the Remote. This is safer than going in both directions with the backup/restore. (Restoring to the Main Computer should be limited to when it's absolutely necessary.)