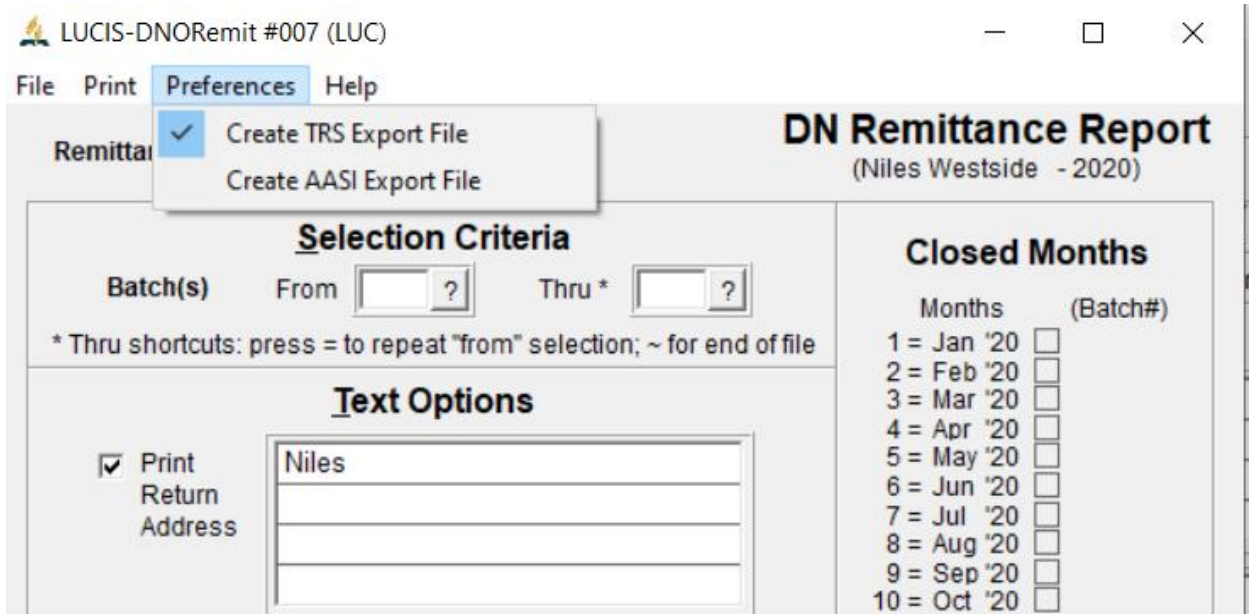## Instructions for Creating/Sending Electronic Remittance Report

Create Export File – Set Preference

Under the Preferences menu, there is the choice to create an Export file. The option is called "Create TRS Export File" and this should be used for most Churches.

Sending the File Electronically – Set Preference

When this option is checked, it will add the Export File Format to the bottom of the window. This will create a file that is compatible with TRS for transmitting the report Electronically. TRS is a NAD Remittance program which is used by some conferences. The Export Path is the location of your Data, and the file name is the organization master ID (first 6 characters), followed by the year (4 characters), and then the batch numbers. When you click on Create Report, it will create the report and also open a new window.

To send the file, click the Upload button. To use this feature, you MUST coordinate electronic remittance with your conference. This will send a file that your conference can use to directly input the data into their database. This is best used in conjunction with electronic funds transfer.