

Importing to CVR with Arkona

(Revised 08/25/10)

1. After you have completed entering and/or modifying the deal in Arkona, you may import the deal into CVR from Arkona by doing the following:
 - Go to the **Business Office Screen**.
 - Select the '**Reports To Outside Parties**' option
 - Select '**CVR Reporting**'
 - **Enter the Stock Number** of the deal you wish to import
 - *If you receive a message about the transaction being uncapped, select F10*
 - **Select F10**, and the deal will be created in a file for CVR to import

2. When Arkona has finished exporting the deal, open the Illinois EVR software if it is not already open to then import the export file you created.

<p>***It is important to note that all information (that is mapped to be imported), if incorrect in Arkona, will be imported incorrectly to CVR. Once in CVR however any mistakes <u>can</u> be corrected***</p>
