MONEY TRANSFERS



This screen is used to easily transfer money between your bank and cash accounts. For example you could be moving money into your deposit account from your current account or withdrawing it for petty cash.

Effective date This is the date it is booked to the accounts. This can be any date in the past after your

finished date. You can type the date in or click on the calendar box.

Station This will default to your station.

From Money account Click the down arrow and select the money account you are transferring from.

Value Enter the amount of money you are transferring

To Money account Click the down arrow and select the money account you are transferring to.

Value Enter the amount of money you are transferring, both value fields should have the same

number.

Reference 1 This should be a reference that would be displayed on your bank statement, this simplifies

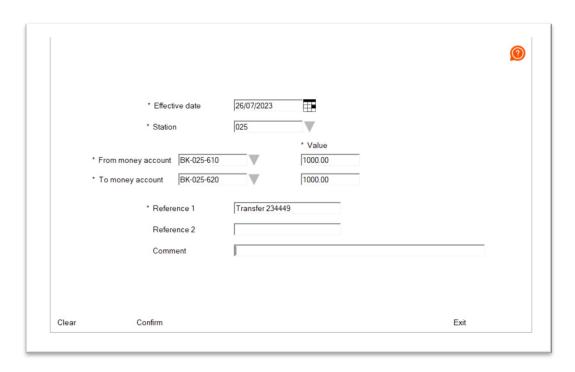
the bank reconciliation process.

Reference 2 Optional, this may be used to record additional information on the transfer.

Comment Optional, this may be used to record additional information on the transfer.

When all the information has been entered click on the Confirm button and it will check that everything adds up and nothing is missing.

If all is ok then click on the Record button to save and complete the transaction.



Example of a Money Transfer