

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.

A screenshot of a web-based form for entering a money transfer. The form includes fields for: Effective date (26/07/2023), Station (025), From money account (BK-025-610), To money account (BK-025-620), and two Value fields (both 1000.00). There are also fields for Reference 1 (Transfer 234449), Reference 2, and a Comment field. At the bottom, there are buttons for Clear, Confirm, and Exit. A help icon (question mark in a circle) is in the top right corner.

Example of a Money Transfer