



CUSTOMER SUPPORT FREQUENTLY ASKED QUESTIONS

Tranferring Funds Between Bank Accounts

Occasionally, one needs to transfer funds between different bank accounts with the transfer appearing on the bank reconciliation for each bank.

Bank to transfer from:

1. Create an in/out account or simply use a currency exchange amount
2. Go to 'Accounts Payable' and choose 'Make Payment'
3. Enter Vendor Code CASH, then enter Vendor Code BANK TRANSFER
- 4 .Select 'Transaction Type' - 'Payment'
5. Enter Ch#, Date, Amount, Inv.#
6. Use the key go clear the field and type your comments
7. Answer 'N' to 'Print the Check?'
8. Enter the in/out account number
9. Enter the amount in the debit column
10. Select Bank #1
11. Answer 'Y' to 'Post'

Bank to transfer to:

1. Go to 'Accounts Receivable' and follow steps 1-8 for bank to transfer to.
2. Enter amount in credit column
3. Select Bank #2
4. Answer 'Y' to 'Post'