Go to Sales and Retailer and select the till you require to transfer the money from. To do this click on the "Change Till" Button.

C A https://sortm	nybooksonline.com					
Sample Retailer Com	pany Change Upgradel	Which account_id would you like to	work with?	×		
		Account Name		Current Balance		
Home Sales	Purchases Acco	Lottery Account		0.00		
	Department in Mark	Til 1		598,434.00		
Retailer Quotes C	ustomers -			Ok Cancel		
Till: Till 1						
Brought Forward: 219			Balance: 598434.00 Payments: 0.00			
Total Daily Recepts: 6673 Transfers In: 0.00	× 0.00		Transfersi Cut: 69160.00			
Enter Tabings Supplier I	Fayment Other Payment Pay In	to Bank [Add Fluat] Cash Up Change Till Report				
Dato	Nominal	Туре	Description	_		
31/01/2011	Sales	lodgement	#8 takings z=8			
28/02/2011	Sales	lodgement	#9: takings z=9			

Select the name of your Till in the"Which Account" box and then click ok.

Next click on the Pay into Bank Button

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	dentes a film	Pay Into Bank *					
Retailer Company Cha Sales Purch and Getting Started Audit L I 1 : Forward: 219.00 y Receipts: 667375.00 (hr: 0.00	8	Amount:* 69160.00 To Account:* Bank of Ireland Date: 01/06/2011	+	Payment Type: Cash Slip No: 1234 Reference:		Bank Lodgements Record the money you are lodging to the bank here. Make sure you use a lodgment book for easy record keeping, and record the slip number here for easy traceability. You can also use this section to record the amount of money going directly to the bank from credit card purchases. If you record this as a separate line entry, you will be able to check this with your bank statement when it comes to make sure you are getting your money.	
skings Supplier Payment Ott	her Payment) (Pay Into Ba					Ok Cancel	
	Nominal		Туре		Description		
111	Sales		lodgement		#8: takings z=8		
11	Sales		lodgement		#9: takings z=9		
11	Sales		lodgement		#10: takinos z=	#10: takinos z=10	

In the Amount box put in the amount of Cash you are paying into your Business Bank Account.

Select the Business Bank Account, the date you are lodging the cash, your payment type and your lodgement slip number. Then click OK.