How to make an Account Transfer

An account transfer is any transaction where money is being moved from one company account to another.

Examples of account transfers would be:
1. When a Direct Debit payment comes out of the company bank account to pay off the balance of the company credit card.
2. Loan Repayments out of the company bank account to a Loan account to pay back a Term Loan.
3. For Sole Traders only – when you take money out of the company bank account for yourself eg. Drawings.

To do an account transfer on the system you need to do the following:
1. Click on the "Accounts" tab at the top.
2. Click on "Bank" in the sub menu.
3. Click on the bank account that the money is **coming out of** and click on the "Transfer" tab.
4. Enter the details of the account transfer. In the "Account" box select the account that the money is being transferred into.
5. Click "OK". This will take you back to the bank account screen and you will see that the system highlights the two accounts in question and moves the money between them.

| Home | Sales | Purchases | Accounts | Tools |

| Bank | Transaction Search | Fixed Assets | Misc Payments | Misc Lodgements | Reconciliation | Journals |

Add

Account Name	Type	Name on Account
Concession	Till	
RCT	TCL	
BillPay	Bank	BillPay
Cash counter #1	Till	
BOI CC	Credit Card	

Quick Edit | **Transfer** | Transactions | Past Cheques | Delete

💡 **Account Transfer**

Transfers between bank accounts can mainly be done by Cheque (you will have to specify cheque/slip number), Electronic Fund Transfer (EFT) or Cash.

Theres a handy How-To on inputting Account Transfers here.

Amount:*	Account:*	Reference:	Date:	Payment Type:*	Cheque No:	Slip No:
1000.00	BOI CC	+	13/07/2011			

OK | Cancel