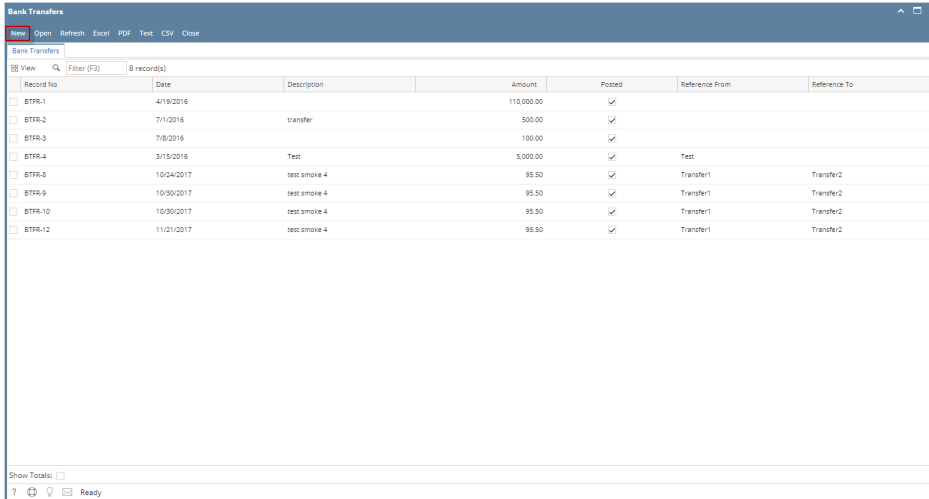# How to Create Bank Transfer

1. From Cash Management module click **Bank Transfers**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transfers screen** where existing bank transfers are displayed. Click the **New toolbar button** to open the new Bank Transfer screen.
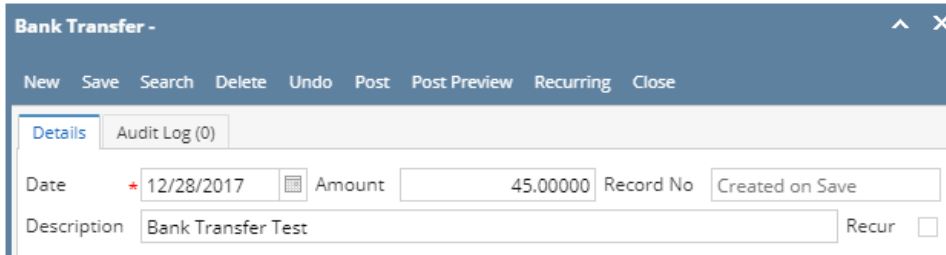

3. Fill in Bank Transfer header information.

   a. The **Date field** by default will show today's date. Change this date as you feel necessary.
   b. The **Type field** will show Bank Transfer since this is a Bank Transfer transaction.
   c. The **Record No field** will only be filled with the bank transfer number as soon as the Bank Transfer is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transfer. That screen can be opened from System Manager > Starting Numbers.

   This number will also be used to track the transaction later on.
   d. Enter the amount of fund to transfer in the **Amount field**.
   e. Enter a description for the Bank Transfer in the **Description field**.

4. In the detail area, enter Transfer From and Transfer To information.

a. Transfer From panel
   i. In the **Bank Account field**, select the Bank Account where the fund will be coming from.
   ii. The **GL Account field** will show the GL Account assigned for the selected Bank Account.
   iii. Enter a reference for the transfer from in the **Reference field**.
b. Transfer To panel
   i. In the Bank Account field, select the Bank Account where the fund will be transferred to.
   ii. The GL Account field will show the GL Account assigned for the selected Bank Account.
   iii. Enter a reference for the transfer to in the **Reference field**.

> ⚠ Make sure that the bank account you want to use for the bank transfer - Transfer From and Transfer To had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

5. Click **Save toolbar button** to save the bank transfer.

The **Record No field** will then show the bank transfer number assigned for this transaction.

> ⚠ If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post Bank Transfer

6. Click **Close toolbar button** to close the screen.

1. From Cash Management module click **Bank Transfers**.

2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transfers screen** where existing bank transfers are displayed. Click the **New toolbar button** to open the new Bank Transfer screen.

Record No	Date	Description	Amount	Posted	Reference From	Reference To
BTFR-1	4/19/2016		110,000.00	✔		
BTFR-2	7/1/2016	transfer	500.00	✔		
BTFR-3	7/8/2016		100.00	✔		

3. Fill in Bank Transfer header information.

Bank Transfer -

New   Save   Search   Delete   Undo   Post   Recap   Close

Details   Audit Log (0)

Date: 10/1/2016   Type: Bank Transfer   Record No: Created on Save
Amount: 285.00   Description: transfer1001

   a. The **Date field** by default will show today's date. Change this date as you feel necessary.
   b. The **Type field** will show Bank Transfer since this is a Bank Transfer transaction.
   c. The **Record No field** will only be filled with the bank transfer number as soon as the Bank Transfer is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transfer. That screen can be opened from System Manager > Starting Numbers.

Starting Numbers

OK   Cancel

Details

Modules		Transaction Type	Prefix	Number	Use Location	Preview
All		Bank Deposit	BDEP-	3	☐	BDEP-3
Accounts Payable		Bank Withdrawal	BWD-	2	☐	BWD-2
Accounts Receivable		Bank Transfer	BTFR-	4	☐	BTFR-4
Card Fueling		Bank Transaction	BTRN-	24	☐	BTRN-24
Cash Management		Misc Checks	MCHK-	1	☐	MCHK-1
Contract Management		Bank Stmt Import	BSI-	1	☐	BSI-1
Credit Card Recon						
Entity Management						
General Ledger						
Grain						
Help Desk						
Inventory						
Logistics						
Manufacturing						

Ready

   This number will also be used to track the transaction later on.
   d. Enter the amount of fund to transfer in the **Amount field**.
   e. Enter a description for the Bank Transfer in the **Description field**.
4. In the detail area, enter Transfer From and Transfer To information.

Transfer From

Bank Account: 38265974
GL Account: 10001-0000-000
Reference: 1

Transfer To

Bank Account: 125-526-5245
GL Account: 10002-0000-000
Reference: 2

Edited   Page 1 of 1

   a. Transfer From panel
      i. In the **Bank Account field**, select the Bank Account where the fund will be coming from.
      ii. The **GL Account field** will show the GL Account assigned for the selected Bank Account.
      iii. Enter a reference for the transfer from in the **Reference field**.
   b. Transfer To panel
      i. In the Bank Account field, select the Bank Account where the fund will be transferred to.
      ii. The GL Account field will show the GL Account assigned for the selected Bank Account.
      iii. Enter a reference for the transfer to in the **Reference field**.

> ⚠ Make sure that the bank account you want to use for the bank transfer - Transfer From and Transfer To had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

5. Click **Save toolbar button** to save the bank transfer.

Bank Transfer -

New Save Search Delete Undo Post Recap Close

The **Record No field** will then show the bank transfer number assigned for this transaction.

Bank Transfer - BTFR-4

New Save Search Delete Undo Post Recap Close

Details | Audit Log (1)

Date: 10/1/2016   Type: Bank Transfer   Record No: BTFR-4

Amount: 285.00   Description: transfer1001

Transfer From

Bank Account: 38265974

GL Account: 10001-0000-000

Reference: 1

Transfer To

Bank Account: 125-526-5245

GL Account: 10002-0000-000

Reference: 2

Saved   Page 1 of 1

> ⚠ If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post Bank Transfer

6. Click **Close toolbar button** to close the screen.

Bank Transfer - BTFR-4

New Save Search Delete Undo Post Recap Close

1. From Cash Management module click **Bank Transfers**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transfers screen** where existing bank transfers are displayed. Click the **New toolbar button** to open the new Bank Transfer screen.

Bank Transfers

New Open Refresh Export ▾ Close

Layout   Filter Records (F3)   8 record(s)

	Record No	Date	Description	Amount	Posted	Reference From	Reference To
☐	BTFR-1	03/10/2016		20.00	☑	1	2
☐	BTFR-2	03/17/2016	transfer1	20.00	☑	1	2
☐	BTFR-3	03/28/2016	test	10.00	☑	1	2
☐	BTFR-4	03/29/2016		100.00	☐	1	3
☐	BTFR-5	03/31/2016		10.00	☑	1	2
☐	BTFR-6	04/13/2016	test	110.00	☑	1	12
☐	BTFR-7	04/15/2016	afaf	10.00	☐	af	ff
☐	BTFR-8	04/29/2016		10.00	☐	8	9

3. Fill in Bank Transfer header information.

Bank Transfer -

New Save Search Delete Undo Post Recap Close

Details | Audit Log (0)

Date: 05/03/2016   Type: Bank Transfer   Record No: Created on Save

Amount: 115.00   Description: transfer 115

   a. The **Date field** by default will show today's date. Change this date as you feel necessary.
   b. The **Type field** will show Bank Transfer since this is a Bank Transfer transaction.
   c. The **Record No field** will only be filled with the bank transfer number as soon as the Bank Transfer is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transfer. That screen can be opened from System Manager >

Starting Numbers.

This number will also be used to track the transaction later on.

    d. Enter the amount of fund to transfer in the **Amount field**.
    e. Enter a description for the Bank Transfer in the **Description field**.
4. In the detail area, enter Transfer From and Transfer To information.

    a. Transfer From panel
          i. In the **Bank Account field**, select the Bank Account where the fund will be coming from.
          ii. The **GL Account field** will show the GL Account assigned for the selected Bank Account.
          iii. Enter a reference for the transfer from in the **Reference field**.
    b. Transfer To panel
          i. In the Bank Account field, select the Bank Account where the fund will be transferred to.
          ii. The GL Account field will show the GL Account assigned for the selected Bank Account.
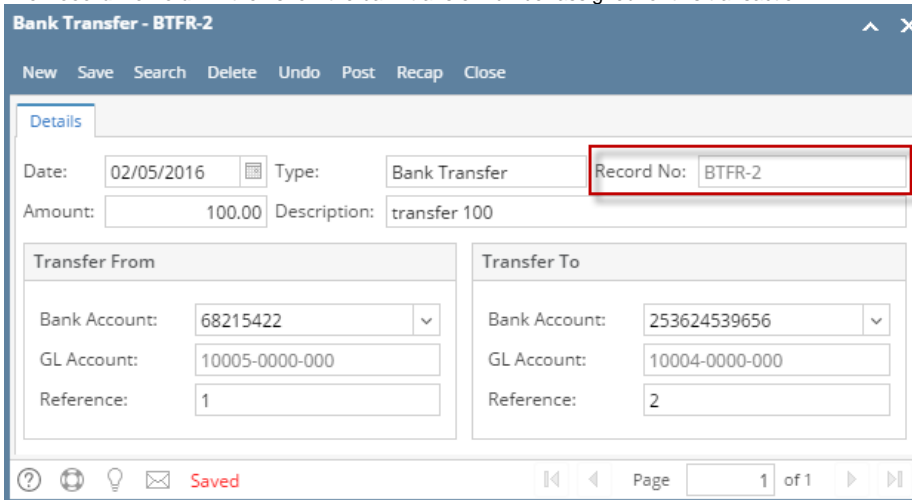   iii. Enter a reference for the transfer to in the **Reference field**.

> ⚠ Make sure that the bank account you want to use for the bank transfer - Transfer From and Transfer To had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

5. Click **Save toolbar button** to save the bank transfer.

The **Record No field** will then show the bank transfer number assigned for this transaction.

⚠️ If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post Bank Transfer

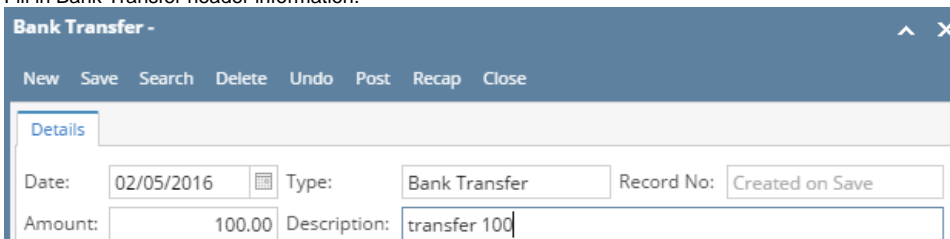6. Click **Close toolbar button** to close the screen.

1. From Cash Management module click **Bank Transfers**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transfers screen** where existing bank transfers are displayed. Click the **New toolbar button** to open the new Bank Transfer screen.

3. Fill in Bank Transfer header information.

   a. The **Date field** by default will show today's date. Change this date as you feel necessary.
   b. The **Type field** will show Bank Transfer since this is a Bank Transfer transaction.
   c. The **Record No field** will only be filled with the bank transfer number as soon as the Bank Transfer is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transfer. That screen can be opened from System Manager > Starting Numbers.

This number will also be used to track the transaction later on.

    d. Enter the amount of fund to transfer in the **Amount field**.

    e. Enter a description for the Bank Transfer in the **Description field**.

4. In the detail area, enter Transfer From and Transfer To information.

    a. Transfer From panel

        i. In the **Bank Account field**, select the Bank Account where the fund will be coming from.

        ii. The **GL Account field** will show the GL Account assigned for the selected Bank Account.

        iii. Enter a reference for the transfer from in the **Reference field**.

    b. Transfer To panel

        i. In the Bank Account field, select the Bank Account where the fund will be transferred to.

        ii. The GL Account field will show the GL Account assigned for the selected Bank Account.

        iii. Enter a reference for the transfer to in the **Reference field**.

> ⚠️ Make sure that the bank account you want to use for the bank transfer - Transfer From and Transfer To had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

5. Click **Save toolbar button** to save the bank transfer.

The **Record No field** will then show the bank transfer number assigned for this transaction.

⚠️

> ⚠️ If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post Bank Transfer.

6. Click **Close toolbar button** to close the screen.

Bank Transfer - BTFR-2

New   Save   Search   Delete   Undo   Post   Recap   Close

1. From Cash Management module click **Bank Transfers**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transfers screen** where existing bank transfers are displayed. Click the **New toolbar button** to open the new Bank Transfer screen.

Record No	Date	Description	Checkbook From	Checkbook To	Amount	Posted	Reference From	Reference To
BTFR-1	06/10/2015		RR	55	50.00	✓		

3. Fill in Bank Transfer header information.

Bank Transfer

New   Save   Search   Delete   Undo   Post   Recap   Close

Date: 06/17/2015   Type: Bank Transfer   Record No: Created on Save
Amount: 250.000000   Description: Fund Transfer

   a. The **Date field** by default will show today's date. Change this date as you feel necessary.
   b. The **Type field** will show Bank Transfer since this is a Bank Transfer transaction.
   c. The **Record No field** will only be filled with the bank transfer number as soon as the Bank Transfer is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transfer. That screen can be opened from System Manager > Starting Numbers.

Starting Numbers

OK   Cancel

Modules		Transaction Type	Prefix	Number	Preview
All		Bank Deposit	BDEP-	6	BDEP-6
Accounts Payable		Bank Withdrawal	BWD-	1	BWD-1
Accounts Receivable		Bank Transfer	BTFR-	2	BTFR-2
Cash Management		Bank Transaction	BTRN-	11	BTRN-11
Contract Management		Misc Checks	MCHK-	6	MCHK-6
Entity Management		Bank Stmt Import	BSI-	1	BSI-1
General Ledger					
Help Desk					
Inventory					
Logistics					
Manufacturing					
Notes Receivable					
Payroll					
Posting					
Purchasing					
Risk Management					
Tank Management					

Ready

   This number will also be used to track the transaction later on.
   d. Enter the amount of fund to transfer in the **Amount field**.
   e. Enter a description for the Bank Transfer in the **Description field**.
4. In the detail area, enter Transfer From and Transfer To information.

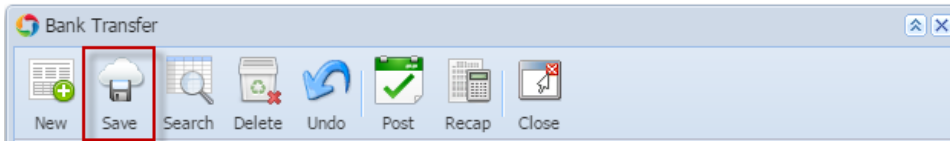| Transfer From		Transfer To	
Bank Account:	08	Bank Account:	04
GL Account:	10122-1002	GL Account:	10140-0000
Reference:	from 08	Reference:	to 04

Edited   Page 1 of 1

   a. Transfer From panel
      i. In the **Bank Account field**, select the Bank Account where the fund will be coming from.
      ii. The **GL Account field** will show the GL Account assigned for the selected Bank Account.

iii. Enter a reference for the transfer from in the **Reference field**.
   b. Transfer To panel
      i. In the Bank Account field, select the Bank Account where the fund will be transferred to.
      ii. The GL Account field will show the GL Account assigned for the selected Bank Account.
      iii. Enter a reference for the transfer to in the **Reference field**.

> ⚠ Make sure that the bank account you want to use for the bank transfer - Transfer From and Transfer To had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

5. Click **Save toolbar button** to save the bank transfer.

The **Record No field** will then show the bank transfer number assigned for this transaction.

> ⚠ If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post Bank Transfer.

6. Click **Close toolbar button** to close the screen.

1. From Cash Management module > Activities folder > double-click **Bank Transfers**.
2. If this is the first record you are to create, it will open directly on new Bank Transaction screen where you can then add the transaction. Otherwise, it will open the **Search Bank Transfers screen** where existing bank transfers are displayed. Click the **New toolbar button** to open the new Bank Transfer screen.

3. Fill in Bank Transfer header information.

a. The **Date field** by default will show today's date. Change this date as you feel necessary.
b. The **Type field** will show Bank Transfer since this is a Bank Transfer transaction.
c. The **Record No field** will only be filled with the bank transfer number as soon as the Bank Transfer is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Bank Transfer. That screen can be opened from Admin folder > Starting Numbers.

This number will also be used to track the transaction later on.
d. Enter the amount of fund to transfer in the **Amount field**.
e. Enter a description for the Bank Transfer in the **Description field**.
4. In the detail area, enter Transfer From and Transfer To information.

a. Transfer From panel
   i. In the **Bank Account field**, select the Bank Account where the fund will be coming from.
   ii. The **GL Account field** will show the GL Account assigned for the selected Bank Account.
   iii. Enter a reference for the transfer from in the **Reference field**.
b. Transfer To panel
   i. In the Bank Account field, select the Bank Account where the fund will be transferred to.
   ii. The GL Account field will show the GL Account assigned for the selected Bank Account.
   iii. Enter a reference for the transfer to in the **Reference field**.

⚠ Make sure that the bank account you want to use for the bank transfer - Transfer From and Transfer To had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

5. Click **Save toolbar button** to save the bank transfer.

The **Record No field** will then show the bank transfer number assigned for this transaction.

⚠ If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post Bank Transfer.

6. Click **Close toolbar button** to close the screen.