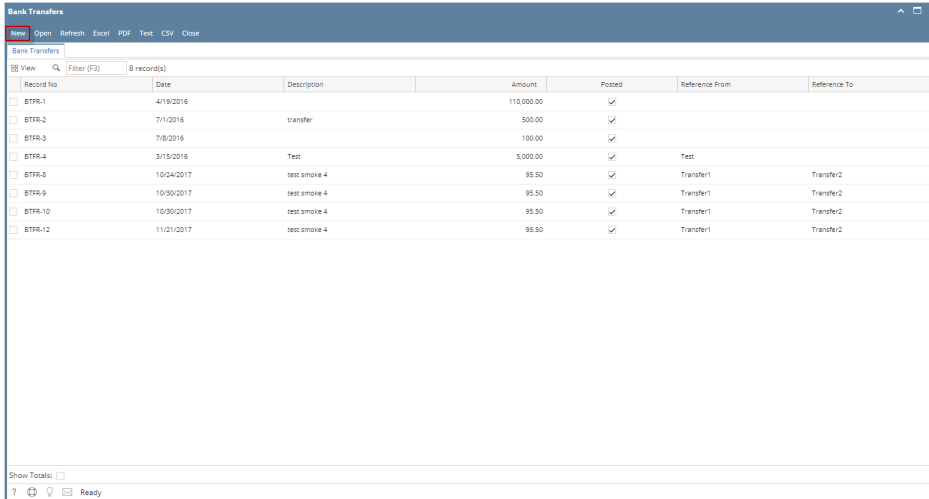


How to Create Bank Transfer

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.

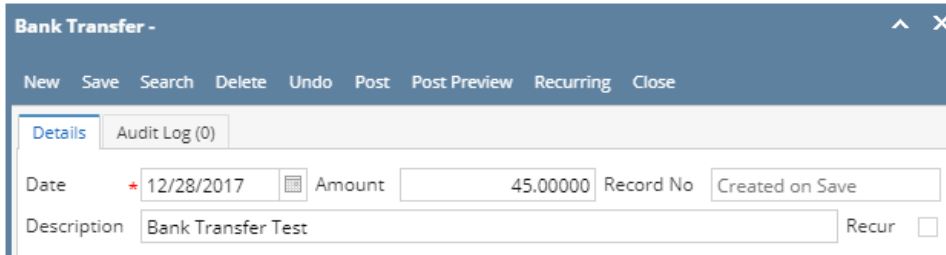


The screenshot shows the 'Bank Transfers' search screen with a toolbar at the top containing 'New', 'Open', 'Refresh', 'Excel', 'PDF', 'Text', 'CSV', and 'Close'. Below the toolbar is a search bar with 'Filter (F3)' and '8 record(s)'. The main area displays a table of transactions:

Record No	Date	Description	Amount	Posted	Reference From	Reference To
BTRF-1	4/19/2016		110,000.00	✓		
BTRF-2	7/1/2016	transfer	500.00	✓		
BTRF-3	7/8/2016		100.00	✓		
BTRF-4	3/15/2016	Test	5,000.00	✓	Test	
BTRF-8	10/24/2017	test smole 4	95.50	✓	Transfer1	Transfer2
BTRF-9	10/30/2017	test smole 4	95.50	✓	Transfer1	Transfer2
BTRF-10	10/30/2017	test smole 4	95.50	✓	Transfer1	Transfer2
BTRF-12	11/21/2017	test smole 4	95.50	✓	Transfer1	Transfer2

At the bottom, there is a 'Show Totals' checkbox and a status bar with a question mark, a lightbulb icon, and the word 'Ready'.

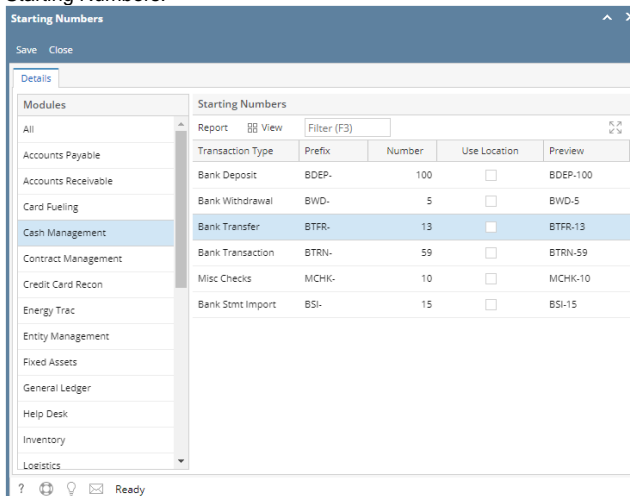
3. Fill in Bank Transfer header information.



The screenshot shows the 'Bank Transfer -' header form with a toolbar at the top containing 'New', 'Save', 'Search', 'Delete', 'Undo', 'Post', 'Post Preview', 'Recurring', and 'Close'. Below the toolbar is a 'Details' tab and an 'Audit Log (0)' link. The form fields are:

- Date:** 12/28/2017 (with a calendar icon)
- Amount:** 45.00000
- Record No:** Created on Save
- Description:** Bank Transfer Test
- Recur:** ☐

- 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.



The screenshot shows the 'Starting Numbers' setup screen with a toolbar at the top containing 'Save' and 'Close'. Below the toolbar is a 'Details' tab. The main area displays a table of starting numbers:

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	100	<input type="checkbox"/>	BDEP-100
Bank Withdrawal	BWD-	5	<input type="checkbox"/>	BWD-5
Bank Transfer	BTRF-	13	<input checked="" type="checkbox"/>	BTRF-13
Bank Transaction	BTRN-	59	<input type="checkbox"/>	BTRN-59
Misc Checks	MCHK-	10	<input type="checkbox"/>	MCHK-10
Bank Stmt Import	BSI-	15	<input type="checkbox"/>	BSI-15

At the bottom, there is a status bar with a question mark, a lightbulb icon, and the word '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.

The screenshot shows a 'Bank Transfer' form with two main panels: 'Transfer From' and 'Transfer To'. The 'Transfer From' panel has fields for 'Bank Account' (253624539656), 'GL Account' (10004-0000-000), and 'Reference' (test a). The 'Transfer To' panel has fields for 'Bank Account' (02531030), 'GL Account' (14152-1206-116), and 'Reference' (test b). At the bottom, there is a toolbar with icons for help, search, and email, followed by the text 'Edited' and a pagination bar showing '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 screenshot shows the 'Bank Transfer' form after saving. The title bar now says 'Bank Transfer - BTFR-13'. The toolbar includes 'New', 'Save' (highlighted with a red box), 'Search', 'Delete', 'Undo', 'Post', 'Post Preview', 'Recurring', and 'Close'. Below the toolbar, the 'Details' tab is active, showing fields for 'Date' (12/28/2017), 'Amount' (45.00000), and 'Record No' (BTFR-13, highlighted with a red box). The 'Description' is 'Bank Transfer Test'. Below this, the 'Transfer From' and 'Transfer To' panels are visible, containing the same information as in the previous screenshot. At the bottom, the toolbar now shows 'Saved' in red text.



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.

The screenshot shows the 'Bank Transfer - BTFR-13' form with the 'Close' button in the toolbar highlighted with a red box. The toolbar also includes 'New', 'Save', 'Search', 'Delete', 'Undo', 'Post', 'Post Preview', and 'Recurring'.

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						
<div> <div>New</div> <div>Open</div> <div>Refresh</div> <div>Export</div> <div>Close</div> </div>						
<div> <div>Filter Records (F3)</div> <div>3 record(s)</div> </div>						
Record No	Date	Description	Amount	Posted	Reference From	Reference To
<input type="checkbox"/> BTFR-1	4/19/2016		110,000.00	<input checked="" type="checkbox"/>		
<input type="checkbox"/> BTFR-2	7/1/2016	transfer	500.00	<input checked="" type="checkbox"/>		
<input type="checkbox"/> BTFR-3	7/8/2016		100.00	<input checked="" type="checkbox"/>		

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

All

Accounts Payable

Accounts Receivable

Card Fueling

Cash Management

Contract Management

Credit Card Recon

Entity Management

General Ledger

Grain

Help Desk

Inventory

Logistics

Manufacturing

Starting Numbers

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	3	<input type="checkbox"/>	BDEP-3
Bank Withdrawal	BWD-	2	<input type="checkbox"/>	BWD-2
Bank Transfer	BTFR-	4	<input checked="" type="checkbox"/>	BTFR-4
Bank Transaction	BTRN-	24	<input type="checkbox"/>	BTRN-24
Misc Checks	MCHK-	1	<input type="checkbox"/>	MCHK-1
Bank Stmt Import	BSI-	1	<input type="checkbox"/>	BSI-1

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.

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

The screenshot shows the 'Bank Transfer -' window with the 'Save' button in the toolbar highlighted with a red box. Other buttons include New, Search, Delete, Undo, Post, Recap, and Close.

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

The screenshot shows the 'Bank Transfer - BTFR-4' window. The 'Record No' field is highlighted with a red box and contains the value 'BTFR-4'. Other fields include Date (10/1/2016), Type (Bank Transfer), Amount (285.00), Description (transfer1001), Transfer From (Bank Account: 38265974, GL Account: 10001-0000-000, Reference: 1), and Transfer To (Bank Account: 125-526-5245, GL Account: 10002-0000-000, Reference: 2). The status bar at the bottom shows 'Saved'.



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](#)

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

The screenshot shows the 'Bank Transfer - BTFR-4' window with the 'Close' button in the toolbar highlighted with a red box. Other buttons include New, Save, Search, Delete, Undo, Post, and Recap.

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

The screenshot shows the 'Bank Transfers' screen with a list of 8 records. The 'New' button in the toolbar is highlighted with a red box.

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

- Fill in Bank Transfer header information.

The screenshot shows the 'Bank Transfer -' window with the header information filled in. The 'Date' field is 05/03/2016, 'Type' is Bank Transfer, 'Record No' is Created on Save, 'Amount' is 115.00, and 'Description' is transfer 115.

- The **Date** field by default will show today's date. Change this date as you feel necessary.
- The **Type** field will show Bank Transfer since this is a Bank Transfer transaction.
- 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.

Transaction Type	Prefix	Number	Use Location	Preview
Bank Deposit	BDEP-	68	<input type="checkbox"/>	BDEP-68
Bank Withdrawal	BWD-	3	<input type="checkbox"/>	BWD-3
Bank Transfer	BTRF-	9	<input checked="" type="checkbox"/>	BTRF-9
Bank Transaction	BTRN-	36	<input type="checkbox"/>	BTRN-36
Misc Checks	MCHK-	20	<input type="checkbox"/>	MCHK-20
Bank Stmt Import	BSI-	1	<input type="checkbox"/>	BSI-1

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: 22336655
GL Account: 10001-0002-000
Reference: 1

Transfer To

Bank Account: 113322
GL Account: 10001-0001-000
Reference: 2

- 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.

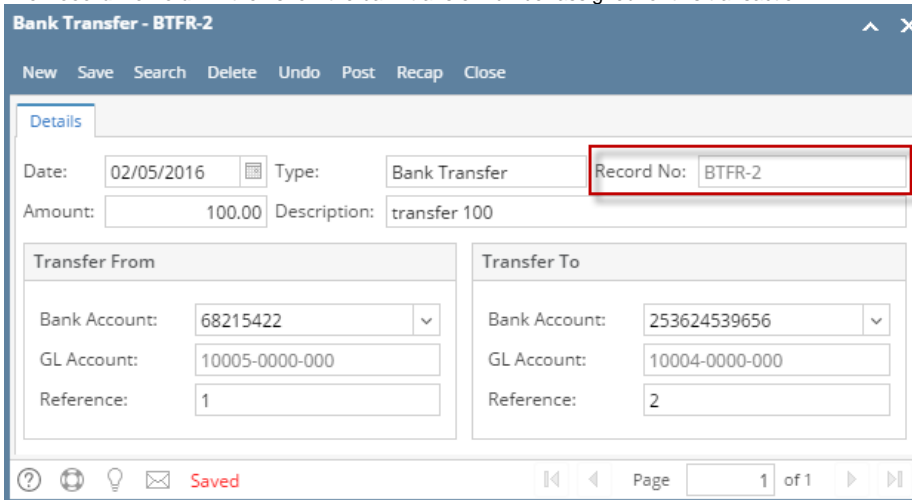


Make sure that the bank account you want to use for the bank transfer - Transfer From and Transfer To had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

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

A screenshot of the 'Bank Transfer' window. The title bar says 'Bank Transfer -'. Below the title bar is a toolbar with buttons: New, Save, Search, Delete, Undo, Post, Recap, and Close. The 'Save' button is highlighted with a red rectangle.

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

A screenshot of the 'Bank Transfer - BTFR-2' window. The title bar says 'Bank Transfer - BTFR-2'. Below the title bar is a toolbar with buttons: New, Save, Search, Delete, Undo, Post, Recap, and Close. The 'Details' tab is selected. The form contains the following fields: Date: 02/05/2016, Type: Bank Transfer, Record No: BTFR-2 (highlighted with a red rectangle), Amount: 100.00, Description: transfer 100. Below these are two sections: 'Transfer From' and 'Transfer To'. 'Transfer From' has Bank Account: 68215422, GL Account: 10005-0000-000, and Reference: 1. 'Transfer To' has Bank Account: 253624539656, GL Account: 10004-0000-000, and Reference: 2. At the bottom, there is a status bar with a 'Saved' indicator and a page indicator '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](#)

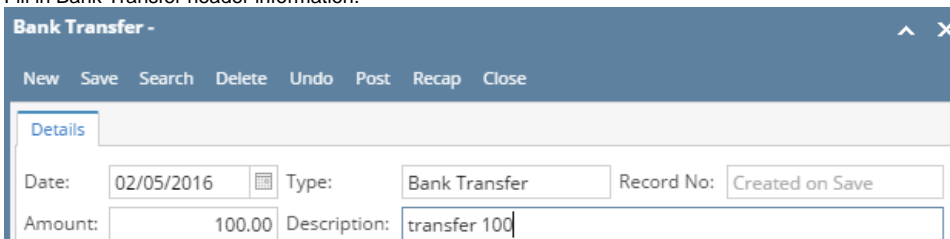
6. Click **Close toolbar button** to close the screen.

A screenshot of the 'Bank Transfer - BTFR-9' window. The title bar says 'Bank Transfer - BTFR-9'. Below the title bar is a toolbar with buttons: New, Save, Search, Delete, Undo, Post, Recap, and Close. The 'Close' button is highlighted with a red rectangle.

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.

A screenshot of the 'Bank Transfers' search screen. The title bar says 'Bank Transfers'. Below the title bar is a toolbar with buttons: New, Open, Refresh, Export, and Close. The 'New' button is highlighted with a red rectangle. Below the toolbar is a search bar with 'Filter Records (F3)' and '1 records'. Below the search bar is a table with the following columns: Record No, Date, Description, Amount, Posted, Reference From, and Reference To. The table contains one record: BTFR-1, 02/01/2016, 1,050.00, [checkbox], 01, 02.

3. Fill in Bank Transfer header information.

A screenshot of the 'Bank Transfer' form. The title bar says 'Bank Transfer -'. Below the title bar is a toolbar with buttons: New, Save, Search, Delete, Undo, Post, Recap, and Close. The 'Details' tab is selected. The form contains the following fields: Date: 02/05/2016, Type: Bank Transfer, Record No: Created on Save, Amount: 100.00, Description: transfer 100.

- 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.

Transaction Type	Prefix	Number	Preview
Bank Deposit	BDEP-	6	BDEP-6
Bank Withdrawal	BWD-	3	BWD-3
Bank Transfer	BTFR-	2	BTFR-2
Bank Transaction	BTRN-	14	BTRN-14
Misc Checks	MCHK-	3	MCHK-3
Bank Stmt Import	BSI-	1	BSI-1

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: 68215422
GL Account: 10005-0000-000
Reference: 1

Transfer To
Bank Account: 253624539656
GL Account: 10004-0000-000
Reference: 2

a. Transfer From panel

- In the **Bank Account** field, select the Bank Account where the fund will be coming from.
- The **GL Account** field will show the GL Account assigned for the selected Bank Account.
- Enter a reference for the transfer from in the **Reference** field.

b. Transfer To panel

- In the Bank Account field, select the Bank Account where the fund will be transferred to.
- The GL Account field will show the GL Account assigned for the selected Bank Account.
- 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

Bank Transfer - BTFR-2
New Save Search Delete Undo Post Recap Close

Date: 02/05/2016 Type: Bank Transfer **Record No: BTFR-2**
Amount: 100.00 Description: transfer 100

Transfer From
Bank Account: 68215422
GL Account: 10005-0000-000
Reference: 1

Transfer To
Bank Account: 253624539656
GL Account: 10004-0000-000
Reference: 2

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.

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

Bank Transfer - BTFR-2

New Save Search Delete Undo Post Recap **Close**

- From Cash Management module click **Bank Transfers**.
- 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 View Refresh Close

Layout Filter Records (F3) 1 records

Record No	Date	Description	Checkbook From	Checkbook To	Amount	Posted	Reference From	Reference To
BTFR-1	06/10/2015		RR	SS	\$0.00	<input checked="" type="checkbox"/>		

- 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

- The **Date** field by default will show today's date. Change this date as you feel necessary.
- The **Type** field will show Bank Transfer since this is a Bank Transfer transaction.
- 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				
Accounts Payable	Bank Deposit	BDEP-	6	BDEP-6
Accounts Receivable	Bank Withdrawal	BWD-	1	BWD-1
Cash Management	Bank Transfer	BTFR-	2	BTFR-2
Contract Management	Bank Transaction	BTRN-	11	BTRN-11
Entity Management	Misc Checks	MCHK-	6	MCHK-6
General Ledger	Bank Stmt Import	BSI-	1	BSI-1
Help Desk				
Inventory				
Logistics				
Manufacturing				
Notes Receivable				
Payroll				
Posting				
Purchasing				
Risk Management				
Tank Management				

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

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

Transfer From

Bank Account: 08

GL Account: 10122-1002

Reference: from 08

Transfer To

Bank Account: 04

GL Account: 10140-0000

Reference: to 04

Edited Page 1 of 1

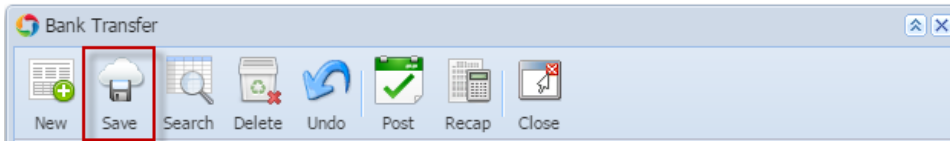
- Transfer From panel
 - In the **Bank Account** field, select the Bank Account where the fund will be coming from.
 - The **GL Account** field will show the GL Account assigned for the selected Bank Account.

- 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.

Bank Transfer

Date: 06/17/2015 Type: Bank Transfer Record No: BTFR-2

Amount: 250.000000 Description: Fund Transfer

Transfer From

Bank Account: 08 GL Account: 10122-1002 Reference: from 08

Transfer To

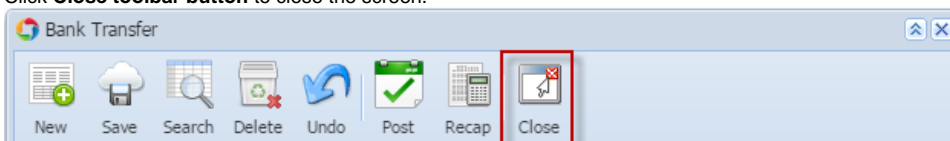
Bank Account: 04 GL Account: 10140-0000 Reference: to 04

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.



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.

Search Bank Transfers

Filter Records (F3) 1 records

Record No	Date	Description	Checkbook From	Checkbook To	Amount	Posted	Reference From	Reference To
BTFR-1	05/26/2014		07	06	300.00	<input checked="" type="checkbox"/>	ref from	ref to

3. Fill in Bank Transfer header information.

Bank Transfer

Date: 06/02/2014 Type: Bank Transfer Record No: Created on Save

Amount: 250.00 Description: Fund Transfer from Clara City to Prinsburg Fertilizer

- The **Date field** by default will show today's date. Change this date as you feel necessary.
- The **Type field** will show Bank Transfer since this is a Bank Transfer transaction.
- 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.

Transaction Type	Prefix	Number	Preview
Module: Cash Management			
Bank Stmt Import	BSI-	1	BSI-1
Misc Checks	MCHK-	7	MCHK-7
Bank Transaction	BTRN-	9	BTRN-9
Bank Transfer	BTFR-	2	BTFR-2
Bank Withdrawal	BWD-	3	BWD-3
Bank Deposit	BDEP-	7	BDEP-7

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

- Enter the amount of fund to transfer in the **Amount field**.
 - 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:	07
GL Account:	106040-40	GL Account:	106040-20
Reference:	from 08	Reference:	to 07

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

Date: 06/02/2014 Type: Bank Transfer Record No: BTFR-2

Amount: 250.00 Description: Fund Transfer from Clara City to Prinsburg Fertilizer

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.

