



The Transfer function is used to record money from one account to another account of a “like nature” – i.e., from an asset to an asset, liability to liability, fund balance to fund balance, income to income, or expense to expense.

In Accounting go to *Transactions>Transfer*

To complete the transfer, fill in the following fields:

1. *Date Occurred* - This is the date the transaction will affect the accounts and reports.
2. *From Account* - When you click the down-arrow in the *From Account* box, all accounts, including Accounts Payable vendors/payees are available.
3. *To Account* - Once you have selected the *From Account*, then the *To Account* box only shows accounts of a like nature to select.
4. *Amount* - Enter the dollar amount to be transferred.
5. *Payment Method*
 - If the transfer is to occur between assets, then the Payment Method must be selected: Manual, Computer, Cash or EFT. *Check or Ref #* - must be entered if the check is Manual.
 - If the Transfer is to occur between fund balance accounts, liability accounts, income accounts or expense accounts, no payment method is needed because this is a transfer on the books.
6. *Print on Deposit Slip* – Check mark in *Print on Deposit Slip*.
7. *Comments* - Comments are optional, but they can be helpful when reviewing the transaction later.

Example of Fund to Fund transfer

The question you have to ask yourself is this - *Do I want to ‘take the income away’ from one fund and move it to another?* Or, is one fund GIVING another fund the money to spend. If you want to move the income, it's the 4 to 4 transfer. If the money is a gift, it's a 3 to 3 transfer.

A **fund to fund transfer** will show on the Fund Activity reports for each of those funds: one will say ‘transfer to’ and the other will say ‘transfer from’. This transfer will show on the Balance Sheet because the fund balances will have changed. It will NOT show on a Treasurer’s report because neither #4 income accounts nor #5 expense accounts were affected.

If you want the transfer to show on the Treasurer’s Report, you would complete a 4 to 4 or income to income account transfer.

A word of caution about Transfers:

Sometimes people think, “I need to move money from the savings account to the checking account.” A transfer will move the money from one asset to another. At times, that is all that is needed. But a transfer from one asset to another does *not* mean that money has been moved from one “fund” to another one.

Moving the money from one expense account or from one income account to another would automatically affect the fund, because income and expense accounts are linked to the fund. So if you moved an expense from a line item in the General Fund to a expense item in the Worship fund, those corresponding fund balances would show the change. But when a transfer is done to move money from one asset to another, funds are not automatically affected. Even if a fund has been linked to the asset, a second transfer between the funds would need to occur.