



### 1. Add the new Asset account (#1)

- Go to *Manage Accounts>Accounts +/->Assets*, enter the *Account Name*, *Account Number* and *Subtotal* if using. Click *+Add Account*.

### 2. Move money from the old Asset account (#1) to the new Asset account (#1)

- Go to *Transactions>Transfer*, choose the old Asset for the *From Account* and the new Asset for the *To Account*.

Note: when switching checking accounts the money usually remains in the same Fund balance account (#3) on the fund side of the Balance Sheet.

### 3. Set the new default checking account (if necessary)

- Go to *Special Functions>Settings* and use the drop down arrow to select the new *Default Asset Account*, click *Ok*.

### 4. Link Donations giving accounts to new checking account

- Go to *Accounting>Special Functions>Link Donations>Default Account Links* and edit the asset column to the new asset account for all the appropriate giving accounts, then from now on the new bank account will be debited when donations are transferred into Accounting.

Note: once you have done this, do not transfer any corrected donation batches, from the past, into Accounting for the current year. Any corrections will have to be made manually in Accounting.

### 5. Link Payroll to new Checking account

- Go to *Payroll>System Administration>Account Number setup* and make sure the correct checking Asset account (#1) is selected for each employee so that all the Payroll will be posted correctly into Accounting.

Note: once you have done this, any changes from the past in Payroll should not be transferred over into Accounting. Any corrections will have to be made manually in Accounting.

### 6. (Optional) Link Asset to applicable Fund(s)

- Go to *Accounting>View>highlight* the applicable Fund and under the *Detail* tab choose the new Asset to 'link'.