

Transfer Funds Between Accounts

Last Modified on 10/22/2022 9:50 am CDT

Classic View: Point of Sale > Account Maintenance > Account > Journal

Search Terms: Account

The Journal allows funds to be transferred between two POS accounts to correct patron processing errors and/or to manually redistribute household funds.

On the account from which the funds were transferred, the transfer is recorded as a credit adjustment. The transaction is posted as a credit to the account to which the funds are transferred.

This article also includes procedures for voiding transfers.

Account Journal ☆
 Food Service > Information > Account Journal

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
9/12/2019	9/12/2019	Starting Balance					
		Balance		1		\$18.90	
09/12/2019	09/12/2019	Brkfst Meal (Sec)	Emily Smith	1	\$1.25		\$17.65
09/12/2019	09/12/2019	Lunch Meal (Sec)	Emily Smith	1	\$2.05		\$15.60
Net					3.30	18.90	
Current Balance						6.95	

Transaction Detail

*Transfer To Account # *Amount

Initiating Transfer of Funds between Accounts

1. Select the **Transfer** button.

Result

A Transaction Detail editor appears.

2. Enter the account number to which the funds should be transferred in the **Transfer to Account Number** field.
3. Enter the **Amount** to be transferred in dollar.cent format (e.g., 10.50).

4. Click the **Save** button when finished.

The Patron field appears blank for transfers made in Family Accounts.

Account Journal ☆
Food Service > Information > Account Journal

Journal Period
From: 7/25/2020 To: 08/24/2020 Date Type: Post Date

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
7/25/2020	7/25/2020	Starting Balance					
		Balance		1		\$6.95	
08/24/2020	08/24/2020	Cash Payment	Emily Smith	1	\$100.00		\$106.95
08/24/2020	08/24/2020	Transferring funds to account number: 3016	Emily Smith				
		Funds Transfer		1	(\$50.00)		\$56.95

Account Journal ☆
Food Service > Information > Account Journal

Journal Period
From: 7/25/2020 To: 08/24/2020 Date Type: Post Date

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
7/25/2020	7/25/2020	Starting Balance					
		Balance		1		\$16.25	
08/24/2020	08/24/2020	Transferring funds from account number: 3017	Janeh Rose Smith				
		Funds Transfer		1		\$50.00	\$66.25

Transfer Example

Void a Transfer

Transferred actions can be reversed if needed.

Account Journal ☆
 Food Service > Information > Account Journal

New Transaction **Void TX** **Print**

Journal Period

From: 7/25/2020 To: 08/24/2020 Date Type: Post Date

Transaction List

Post	TX	Description	Patron	#	Debit	Credit	Run Balance
7/25/2020	7/25/2020	Starting Balance					
		Balance		1		\$6.95	
08/24/2020	08/24/2020	Cash Payment	Emily Smith	1		\$100.00	\$106.95
08/24/2020	08/24/2020	Transferring funds to account number: 3016	Emily Smith				
		Funds Transfer				(\$50.00)	\$56.95

Transaction Detail

Void Reason
Scanner Reconciliation

Description
Transferring funds to account number: 3016

Void a Transfer

1. Select the transfer item to be voided from the Transaction List editor. (Select the line of the transfer transaction that includes the dates).
2. Click the **Void TX** button. The Transaction Detail editor will display void fields.
3. Select the **Void Reason** from the dropdown field. This is used for reporting purposes.
4. Enter a **Description** for the void. (By default, the original description of the transfer will display in this field.)
5. Click the **Save** button when finished.

Result

The transaction appears in **red** font in the Transaction List editor, indicating that it was voided.