

How to Transfer Money Between Bank Accounts in AlarmBiller

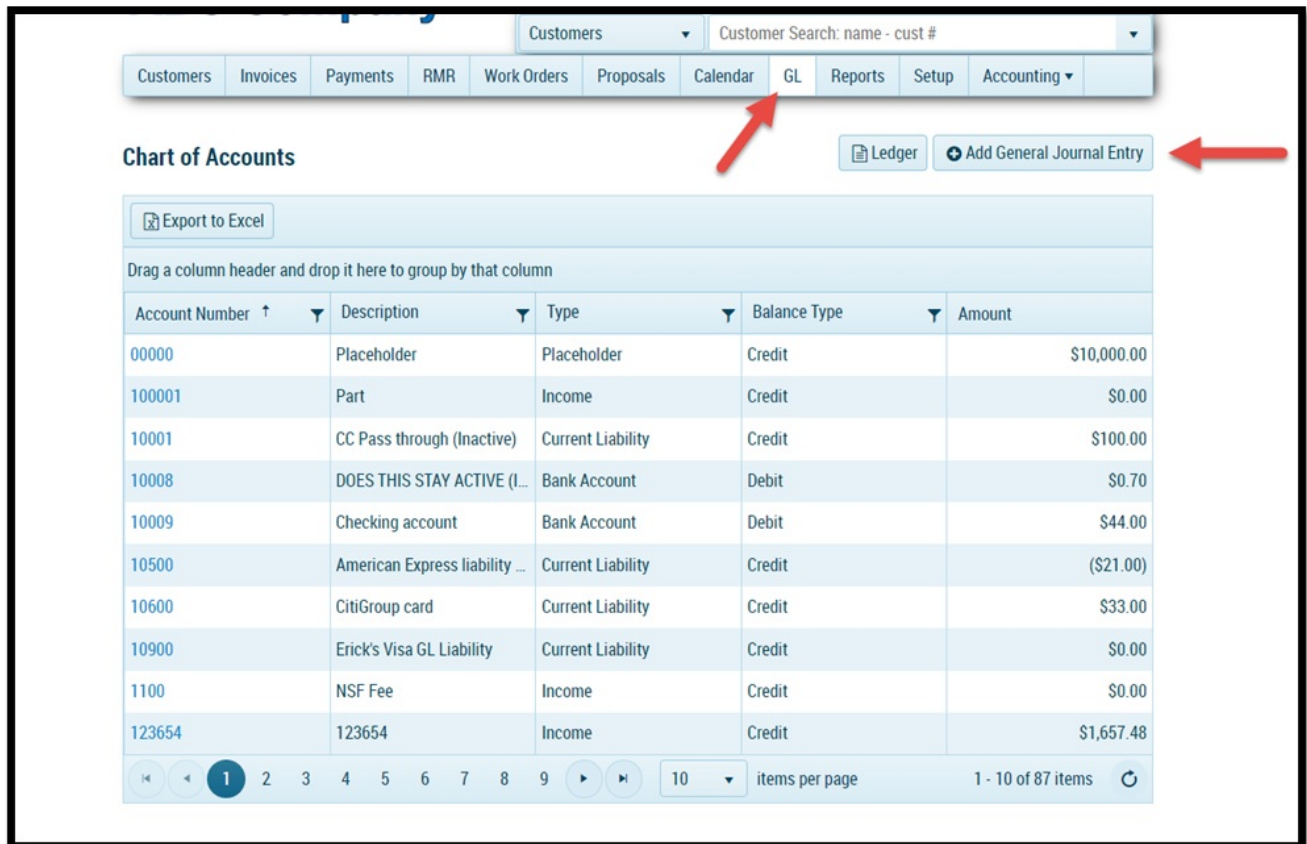
05/24/2024 8:41 am EDT

This method should be used when money is in the wrong bank account in AlarmBiller and needs to be transferred to the correct bank account.

Create a journal entry crediting the bank the money is in, and debiting the account you are moving it to.

To do a Journal Entry, follow these steps:

Click on GL up top and then click the Add General Journal Entry button.



The screenshot shows the AlarmBiller software interface. At the top, there is a navigation bar with menu items: Customers, Invoices, Payments, RMR, Work Orders, Proposals, Calendar, GL, Reports, Setup, and Accounting. The 'GL' menu item is highlighted with a red arrow. Below the navigation bar, there is a 'Chart of Accounts' section. In this section, there are two buttons: 'Ledger' and 'Add General Journal Entry'. The 'Add General Journal Entry' button is highlighted with a red arrow. Below the buttons, there is a table with the following columns: Account Number, Description, Type, Balance Type, and Amount. The table contains 13 rows of data. At the bottom of the table, there is a pagination control showing '10 items per page' and '1 - 10 of 87 items'.


Account Number	Description	Type	Balance Type	Amount
00000	Placeholder	Placeholder	Credit	\$10,000.00
100001	Part	Income	Credit	\$0.00
10001	CC Pass through (Inactive)	Current Liability	Credit	\$100.00
10008	DOES THIS STAY ACTIVE (I...	Bank Account	Debit	\$0.70
10009	Checking account	Bank Account	Debit	\$44.00
10500	American Express liability ...	Current Liability	Credit	(\$21.00)
10600	CitiGroup card	Current Liability	Credit	\$33.00
10900	Erick's Visa GL Liability	Current Liability	Credit	\$0.00
1100	NSF Fee	Income	Credit	\$0.00
123654	123654	Income	Credit	\$1,657.48

Add your entry date, and memo, and then push the add detail button twice.

Customers Invoices Payments RMR Work Orders Proposals Calendar GL Reports Setup Accounting ▾

General Journal Entry

✕ Cancel Save

Entry Date: 4/14/2023 
 Memo: Correcting Bank Account

Entry Number:

Debit Total: **\$0.00** Credit Total: **\$0.00** Balance: **\$0.00**

Entries ➔ [+ Add Detail](#)


Drag a column header and drop it here to group by that column

Account	Debit Amount	Credit Amount	Memo	Work Order
<div style="display: flex; justify-content: space-between; align-items: center;"> ◀ ◁ 0 ▷ ▶ 10 items per page No items to display </div>				

Now credit and debit bank the bank accounts as in the example below. Once the information has been verified, click the Save button at the top, to complete the process.

General Journal Entry

✕ Cancel Save

Entry Date: 4/14/2023 
 Memo: Correcting Bank Account

Entry Number:

Debit Total: **\$10,000.00** Credit Total: **\$10,000.00** Balance: **\$0.00**

Entries [+ Add Detail](#)

Drag a column header and drop it here to group by that column

Account	Debit Amount	Credit Amount	Memo	Work Order
10009 - Checking account		\$10,000.00		
2020 - Chase Credit Card ...	\$10,000.00			

◀ ◁ 1 ▷ ▶ 10 items per page 1 - 2 of 2 items