

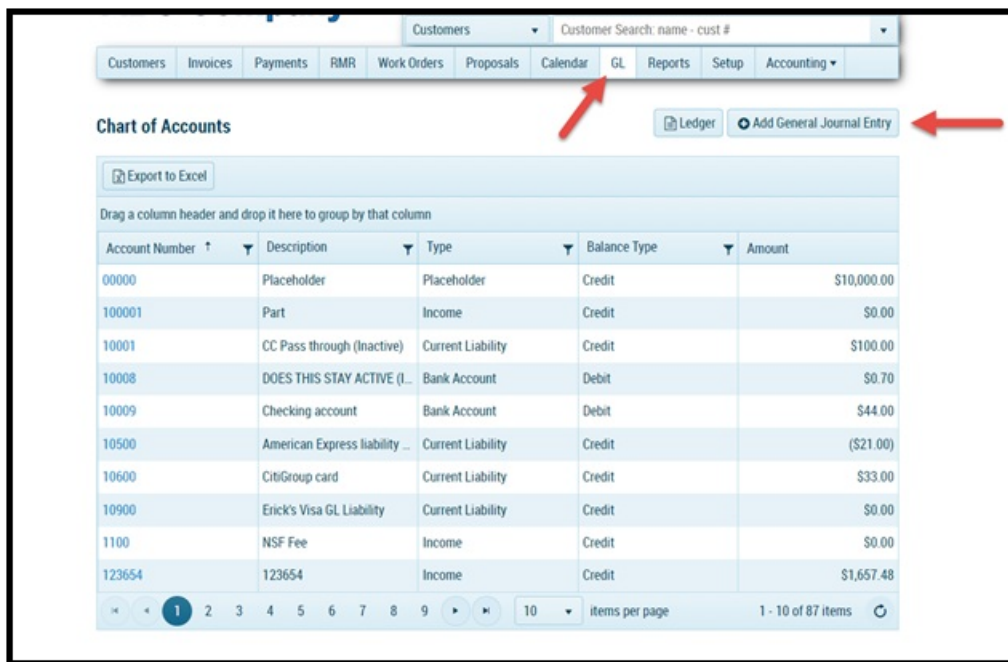
AlarmBiller – Transferring money from one GL account to another

02/12/2024 10:44 am EST

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

Create a journal entry crediting the incorrect bank that was used and then debiting the correct bank account the money should move to. To do a Journal Entry, follow these steps.

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



2. Add your entry date, 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
10 items per page No items to display				

Now credit and debit bank accounts as shown below (I just made up \$10,000.00 for illustration purposes) and then push save and you will be all set.

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			
10 items per page 1 - 2 of 2 items				

Once the information has been verified, click the Save button at the top, to complete the process.