

How to Move Money From One Bank Account to Another

07/18/2025 10:51 am EDT

This documentation will go over how to move money from one bank account to another using the Write Check option and GL accounts.

Overview

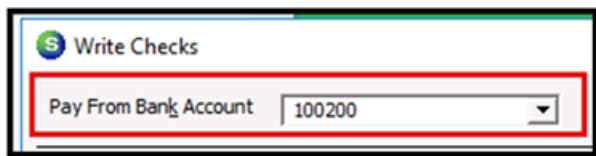
The steps listed assume the user has the permissions to perform the needed actions.

Steps:

1. Open SedonaOffice, click on Account Payable, then click on Write Checks.

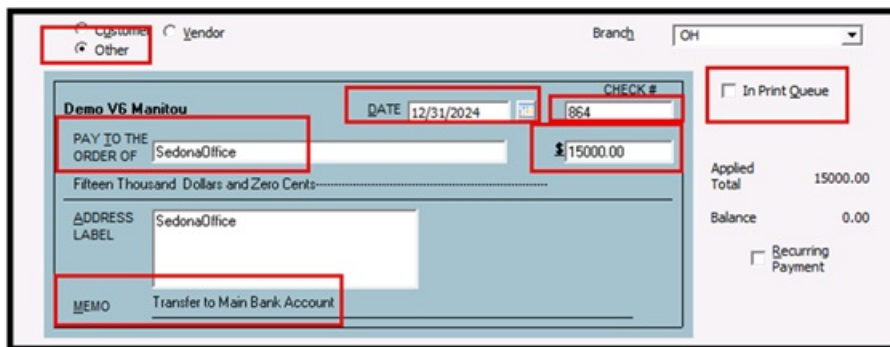


2. When the Write Checks Window opens, select the Bank Account from which the money is to be transferred.



3. Click on Other, fill in the following information:

1. Date
2. Check# or ACH
3. Pay To should be to the company
4. Amount
5. Memo
6. Do NOT select "In Print Queue" if not printing or if an ACH was done



4. In the Expense Tab Section, select the GL Account of the other Bank Account, and fill in the Amount and Category.

Bills: \$0.00 | Expts: \$0.00 | Expense: \$15,000.00

Posting: _____

GL Account	Description	Amount	Branch	Category	Job	Job Cost
100100	CHASE BANK*	15000.00	OH	5.5		

Show Job Cost

5. Click on Save

Save

6. Click on General Ledger > Account Register.

Accounts Receivable

General Ledger

Accounting Periods

Account Register

Chart of Accounts

Close Fiscal Year

Deferred Income

7. In the Account Register Window, select the GL Account from which the money transaction was transferred out of that account and then do the same for the other GL Account to see the transaction transferred into that account.

Account Register

Account Code: 100200
Cash - Operating*

From Date: 12/31/2024
Thru Date: 12/31/2024

Reg Type: _____

Reg No.	Date	Type	Check No.	Status	Name	Branch	Amount	Balance
1024420	12/31/2...	CHK	864	O	** Beginning Balance **	OH	-15,000.00	80,802,358.15
	12/31/2...				SedonaOffice	OH		80,787,358.15

Account Register

Account Code: 100100
CHASE BANK*

From Date: 12/31/2024
Thru Date: 12/31/2024

Reg Type: _____

Reg No.	Date	Type	Check No.	Status	Name	Branch	Amount	Balance
1024420	12/31/2...	CHK	864	O	** Beginning Balance **	OH	15,000.00	182,465.14
	12/31/2...				SedonaOffice	OH		197,465.14