

**A transfer is a movement of money from one funding source to another funding source. There are three types of Transfers:**

1. Transfer money from Checking to Savings account (or from Savings to Checking Account).
2. Transfer all or portion of a balance from one Class to another Class.
3. Transfer Expense or Income from one Class to another Class.

## Before you create Transfer Transactions

- Determine if there is sufficient money in the appropriate funding source from which you are transferring money.
- Approval is required from the County Program Director and/or Extension Council in accordance with Council's guidelines. **Request for Transfer form must be signed and filed with Council's financial records.**

Use the appropriate Registers to create your transfer transactions: **Check Register** or **Savings Register**.

### Important Notes:

- A.** Do **not** use QuickBooks' Bank Transfer option. This option does not allow for class tracking.
- B.** All Transfers require **two transactions!**
- C.** If you want the transfer between Checking and Savings accounts to be *exclusive* (separated) and included in separate Reports for Checking and Savings, then do **not** use Class codes for the **Savings part** of the transfer transactions. QuickBooks tracks Classes across ALL bank accounts and retains the transferred amount in the Class Reports or Fund Balance Reports if Class codes are included in both transfer transactions!  
*The class code is always included for the Checking transfer transaction.*
- D.** If you want the transfer between Checking and Savings accounts to be *consolidated* on Class Reports or Fund Balance Reports, then use Class codes for both Savings and Checking transfer transactions.
- E.** Placing a checkmark in the checkmark column in the Register within the Transaction records prevents the transactions from appearing in the Bank Reconcile Screen.
- F.** Some CPDs use the account **1610-Funds-Reallocation** instead of the 1600-Balance Transfer account to show a reallocation (or transfer) of money from one class to another class(es). Create a new [account](#) for 1610.

## If you are transferring from Checking to an Existing Savings Account, then...

- \* If you are **writing a check from Checking** to be deposited to Savings, then..
  - See section, "*Move Money from Checking Account - Write a Check.*"
  - Then go to section "*Create the Second Transaction (where the money is going)*"
- \* If you are moving money as a **Direct Deposit** from Checking to Savings..
  - Under the **Chart of Accounts**, double-click on the **0050-Checking account** to open the checking register.
  - Enter the **date** of the transfer.
  - In the **Payment** field, enter the transfer amount.
  - Place a ✓ in the checkmark column.
  - In the **Account** field, select the **1600 Balance Transfer** account.
  - In the **Memo** field, describe what you are transferring.
  - Click the **Splits button** at lower left of Register screen to open the splits screen
  - Enter the **class code** from which you are transferring the money.
  - Click **RECORD button** at lower right of Register screen.
  - Go to section, "*Create the Second Transaction (where the money is going).*"

11/01/2000	Number	Payee	200.00	✓	Deposit										
	CHK	1600 - Balance Transfers	Transfer from Class 3340 to Savings												
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Account	Amount	Memo	Customer:Job	Class											
1600 - Balance Transfers	200.00	Transfer from Class 3340 to		3340 - Soybea											

## Create the Second Transaction (where the money is going)

- Under the **Chart of Accounts**, double-click on the appropriate **Savings account** to open the savings register.
  - Enter the **date** of the transfer.
  - In the **Deposit** field, enter the transfer amount.
  - Place a ✓ in the checkmark column.
  - In the **Account** field, select the **1600 Balance Transfer** account.
  - In the **Memo** field, describe what you are transferring.
  - Click the **Splits button** at lower left of Register screen to open the splits screen.
- If you decided on "C" under Notes, page 1, then skip the next step. Do not enter a Class code.**
- Enter the class code from which you are transferring the money.
  - Click **RECORD button** at lower right of Register screen.

11/01/2000	Number	Payee	Payment	✓	200.00										
	DEP	1600 - Balance Transfers	Transfer from Class 3340 to Savings												
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Account	Amount	Memo	Customer:Job	Class											
1600 - Balance Transfers	200.00	Transfer from Class 3340 to													

## If you are transferring Money from Checking to a New Savings Account, then...

### Set Up new Savings Accounts

Open the **Chart of Accounts** (List, Chart of Accounts)

\* **Edit one of the existing bank savings accounts:**

- Highlight 0051 or 0052
- Click the **Account button** at lower left corner of screen
- Click **Edit**
- Change the **Name** field to describe the type of Savings Account
- Enter **bank account number** (optional)
- Click **OK**.

-Or-

\* **Create a new Bank Savings Account:**

- Click the **Account button** at lower left corner of screen
- Click **New**
- Select **Bank** as the **Type**
- Enter the **next bank account chart of accounts number**, i.e. 0053, if 0051 and 0052 are already in use.
- Describe the type of Savings account in the **Name** field
- Enter **bank account number** (optional)
- **Do NOT enter the Opening Balance** in this screen!!! (No place to identify 1600-balance account)
- Click **OK**.

## Move the Money from Checking Account - Direct Bank Transfer

- Under the **Chart of Accounts**, double-click on the **0050-Checking account** to open the checking register.
- Enter the **date** of the transfer.
- In the **Payment** field, enter the transfer amount.
- Place a ✓ in the checkmark column.
- In the **Account** field, select **8500-Purchase of Investments** expense account.
- In the **Memo** field, describe your action, i.e "purchase money market".
- Click the **Splits button** at lower left of Register screen to open the splits screen
- Enter the **class code(s)** from which you are transferring the money.
- Click **RECORD button** at lower right of Register screen.
- Go to section, "**Create the Second Transaction (Where the Money is going)**"

02/22/2001	Number	Firstar Bank	5,000.00	✓	Deposit
	CHK	8500 - Purchase of Investments	Open New Savings Account		
	Account	Amount	Memo	Customer:Job	Class
	8500 - Purchase of Investme	5,000.00			3000-Educator

-or-

## Move Money from Checking Account - Write a Check

- Select **Banking** from the menu bar.
- Select **Write Checks**
- Enter **Date**
- Select appropriate **Bank Name** from the Vendor pull down list in the "Pay to the Order of" field.
- **"To be Printed"** should be checked. ✓
- Fill in **Memo** field, as needed.
- Select **8500-Purchase of Investments** in the Account field
- Enter the **Amount** of the Transfer.
- Fill in **second Memo** field.
- Enter a **Class Code**
- Click **Save and Close**
- Go to **File, Print forms, Checks** to print the Check.
- Go to section, **"Create the Second Transaction (where the money is going)"**

Account	Amount	Memo	Customer:Job	Class
8500 - Purchase of Investmer	5,000.00	Open New Savings Account		3000-Education e

## Create the Second Transaction (where the money is going)

- Under the **Chart of Accounts**, double-click on the appropriate **Savings account** to open the savings register.
  - Enter the **date** of the transfer.
  - In the **Deposit** field, enter the transfer amount.
  - Place a ✓ in the checkmark column.
  - In the **Account** field, select the **1600 Balance Transfer** account.
  - In the **Memo** field, describe what you are transferring.
  - Click the **Splits** button at lower left of Register screen to open the splits screen.
- If you decided on "C" under Notes, page 1, then skip the next step. Do not enter a Class code.**
- Enter the **class** code from which you are transferring the money.
  - Click **RECORD** button at lower right of Register screen.

Account	Amount	Memo	Customer:Job	Class
1600 - Balance Transfers	5,000.00	Transfer from 3340 to Savings		

# Transferring Class Balances

If you have Class balances for Short courses, grants, etc, that will **not** continue into the new year, you may want to *close these Classes* by creating a **Reduction of Revenue** transaction (1600-Balance Transfer) in the **Class to be closed** and a **Revenue** transaction (1600-Balance Transfer) in the **Class which will receive the positive balance**.



Example: Transfer balance of \$500.00 from Class 3100 to Class 2000.

## If you are transferring a **Balance from one Funding source (Class) to another Funding Source (Class) within Checking, then...**

*Determine that you have sufficient money in the Class from which you will transfer.*

- Open the checking register. (Banking, Use Register)
- Enter the **date** of the transfer.
- In the **Payment** field, enter the transfer amount.
- Place a ✓ in the checkmark column.
- In the **Account** field, select the 1600 Balance Transfer account.
- In the **Memo** field, describe what you are transferring.
- Click the **Splits button** at lower left corner of Register screen to open the splits screen
- Enter the **class code** from which you are transferring the money.
- Click **RECORD button** at lower right of Register screen.

11/15/2000	Number	Payee	500.00	✓	Deposit										
	CHK	1600 · Balance Transfers	Transfer from Class 3100 to 2000												
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Account	Amount	Memo	Customer:Job	Class											
1600 · Balance Transfers	500.00	Transfer from Class 3100 to		3000-Educator											

## Create the Second Transaction (where the money is going)

- Enter the **date** of the transfer.
- In the **Deposit** field, enter the transfer amount.
- Place a ✓ in the checkmark column.
- In the **Account** field, select the 1600 Balance Transfer account.
- In the **Memo** field, describe what you are transferring.
- Click the **Splits button** at lower left of Register screen to open the splits screen
- Enter the **class code** to which you are transferring the money.
- Click **RECORD button** at lower right of Register screen.

11/15/2000	Number	Payee	Payment	✓	500.00										
	DEP	1600 · Balance Transfers	Transfer from Class 3100 to 2000												
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Account	Amount	Memo	Customer:Job	Class											
1600 · Balance Transfers	500.00	Transfer from Class 3100 to		2000-Center Of											

Indicate in Memo fields of both records the Classes that you transferred to/from.

# Adjusting Negative Class Balances



If you need to close out a Class with a **Negative** balance, then create a **Reduction of Income** transaction (use appropriate revenue account, i.e. 0100, etc) in the **Class from which you will transfer the money** to offset the deficit and create an **Income** transaction in the **Class with the negative balance**.

Indicate in the Description of each transaction record that this is a **Transfer to offset deficit balance in Class #####** where ##### is the Class, or type a similar statement.

## You have **Two Options**:

- Transfer earned Income
- Transfer Class Balance.

### **Option 1** - Transfer **Income** earned in one Class to a Class with negative balance.

Example: Transfer \$200 from Class 3350 to Class 2000 to offset operating costs not covered by County appropriations. Class 2000 has a negative cash balance of \$200. You must have at least \$200 in cash in Class 3350! This example shows what type of income (0100 - student fees) was used to offset the negative balance.

### If you are transferring **Income** from one Class (fund) to another Class (fund) within Checking, then...

*Determine that you have sufficient year-to-date money recorded in the income account and in the Class balance from which you will transfer. This means earlier deposits were made in the income account.*

- ★ Open the Checking register. (Banking, Use Register)
  - Enter the **date** of the transfer.
  - In the **Payment** field, enter the transfer amount.
  - Place a ✓ in the checkmark column.
  - In the **Account** field, select the appropriate Income account.
  - In the **Memo** field, describe what you are transferring.
  - Click the **Splits button** at lower left of Register screen to open the splits screen.
  - Enter the **class code** from which you are transferring the money.
  - Click **RECORD button** at lower right of Register screen.

11/20/2000	Number	Payee	100.00	✓	Deposit
	CHK	0100 · Student Fees: Transfer 3350 fees to 20			
	Account	Amount	Memo	Customer:Job	Class
	0100 · Student Fees:01	100.00	Transfer 3350 fees to		3350 - Wat

## Create the Second Transaction (where the money is going)

- Enter the **date** of the transfer.
- In the **Deposit** field, enter the transfer amount.
- Place a ✓ in the checkmark column.
- In the **Account** field, select the **same Income** account as you did for the first transaction.
- In the **Memo** field, describe what you are transferring.
- Click the **Splits button** at lower left of Register screen to open the splits screen
- Enter the **class code** to which you are transferring the money.
- Click **RECORD button** at lower right of Register screen.

11/20/2000	Number	Payee	Payment	✓	100.00
	DEP	0100 - Student Fees: 01; Transfer 3350 fees to 20			
Account	Amount	Memo	Customer:Job	Class	
0100 - Student Fees:0	100.00	Transfer 3350 fees to		2000-Cente	

Indicate in Memo fields of both records the Classes that you transferred to/from.

## **Option 2** - Transfer part of the positive cash **balance** in one Class to a Class with **negative** balance.

See above section "**Transferring Class Balances**"

## Transfer Expense

If you are transferring **Expense** from one Class (fund) to another Class (fund) within Checking, then...

*Determine that you have sufficient year-to-date money recorded in the expense account and Class from which you will transfer. This means earlier payments were made in the expense account.*

- Open the checking register. (Banking, Use Register)
- Enter the **date** of the transfer.
- In the **Deposit** field, enter the transfer amount.
- Place a ✓ in the checkmark column.
- In the **Account** field, select the appropriate **expense** account.
- In the **Memo** field, describe what you are transferring.
- Click the **Splits button** at lower left of Register screen to open the splits screen.
- Enter the **class code** from which you are transferring the money.
- Click **RECORD button** at lower right of Register screen.

11/22/2000	Number	Payee	Payment	✓	300.00
	CHK	5100 - Supplies/Services	Transfer supplies to 3360		
Account	Amount	Memo	Customer:Job	Class	
5100 - Supplies/Services	300.00	Transfer supplies to 3360		1000 - County A	

## Create the Second Transaction (where the money is going)

- Enter the **date** of the transfer.
- In the **Payment** field, enter the transfer amount.
- Place a ✓ in the checkmark column.
- In the **Account** field, select the **same expense** account as you did for the first transaction.
- In the **Memo** field, describe what you are transferring.
- Click the **Splits button** at lower left of Register screen to open the splits screen
- Enter the **class code** to which you are transferring the money.
- Click **RECORD button** at lower right of Register screen.

11/22/2000	Number	Payee	300.00	✓	Deposit
	CHK	5100 · Supplies/Service	Trans.supply 1000 to 33		
Account	Amount	Memo	Customer:Job	Class	
5100 · Supplies/Servic	300.00	Trans.supply 1000 to		3360 · Sum	