Postage Transfer

After the initial Postage deposit, the CPD or Council may decide to transfer a portion of the Postage Income or Expense from the original class (i.e. Class 2100) to another class – a short course or workshop. To maintain balance in the checking register, matching income transfers and an expense transfers are required. Refer to the QB Transfer Procedure for details on income and expense transfers. The following Scenarios may be considered.

**Scenario #1 – Postage Expense paid directly from the secondary Class** (i.e. short course or workshop).
1. Transfer a portion of the Postage Income from the original Class (i.e. Class 2100) to another class. The Income amount will be the same as the actual postage expense. For example, a bulk mail cost of $250.00 for ABC workshop.
2. Create a postage expense in the secondary Class for actual postage cost.

**Illustration – Scenario #1**

<table>
<thead>
<tr>
<th>Class 2100 Postage Fund</th>
<th>Class 3345 ABC Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 1 1500-Postage Income $3260.00</td>
<td>Sept.11 1500-Postage Income $250.00 (credit)</td>
</tr>
<tr>
<td>Sept.11 1500-Postage Income -$250.00 (debit)</td>
<td>Sept.11 3600-Postage Expense $250.00 (debit)</td>
</tr>
</tbody>
</table>

Create two transactions to transfer postage income from one class to another class. Create one transaction to record postage expense.

**First Transaction** (where money is transferred from)
- Open the Checking register. (Banking, Use Register)
- Enter the date of the transfer.
- In the Payment field, enter the transfer amount.
- Place a 4 in the checkmark column.
- In the Account field, select the appropriate Income account. (i.e. 1500-Postage Income)
- In the Memo field, indicate the Classes that you transferred to/from.
- 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.

**Second Transaction** (what class will receive the money)
- Enter the date of the transfer in the second transaction.
- In the Deposit field, enter the transfer amount.
- Place a 4 in the checkmark column.
- In the Account field, select the same Income account as you did for the first transaction.
- In the Memo field, indicate the Classes that you transferred to/from.
- Click the Splits button at lower left of Register screen to open the splits screen
- Enter the class code that will receive the money.
- Click RECORD button at lower right of Register screen.
Third Transaction-Postage Expense
Create an Expense transaction to show the postage expense in class 3345-ABC Workshop.

- Open the checking register. (Banking, Use Register)
- Enter the date of the transfer.
- In the Deposit field, enter the postage expense amount.
- Place a 4 in the checkmark column.
- In the Account field, select the appropriate expense account (i.e. 3600-Postage expense)
- In the Memo field, describe the expense.
- Click the Splits button at lower left of Register screen to open the splits screen.
- Enter the appropriate class code
- Click RECORD button at lower right of Register screen.

Scenario #2 – Postage Expense paid in the original Class (i.e. 2100-Postage Fund)
1. Transfer Postage Income from the original Class to another Class. The Income amount will be the same as the actual postage expense. For example, $150.00 of the $250.00 bulk mail cost should be charged to ABC workshop.
2. Transfer the postage expense recorded in the Original Class to the secondary Class.

Illustration – Scenario #2

<table>
<thead>
<tr>
<th>Class 2100 Postage Fund</th>
<th>Class 3345 ABC Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 8 1500-Postage Income $3260.00</td>
<td>Sept. 11 1500-Postage Income $150.00 (credit)</td>
</tr>
<tr>
<td>Sept. 9 3600-Postage Expense $250.00 (Includes $150 bulk mail for ABC workshop)</td>
<td>Sept. 11 3600-Postage Expense $150.00 (debit)</td>
</tr>
<tr>
<td>Sept. 11 1500-Postage Income -$150.00 (debit)</td>
<td></td>
</tr>
<tr>
<td>Sept. 11 3600-Postage Expense -$150.00 (credit)</td>
<td></td>
</tr>
</tbody>
</table>

Create two transactions to transfer postage income from one class to another class.
Create two transactions to transfer postage expense from one class to another class.

First Transaction (where money is transferred from)
★ Open the Checking register. (Banking, Use Register)
★ Enter the date of the transfer.
★ In the Payment field, enter the transfer amount.
★ Place a 4 in the checkmark column.
★ In the Account field, select the appropriate Income account. (i.e. 1500-Postage Income)
★ In the Memo field, indicate the Classes that you transferred to/from.
★ 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.
Second Transaction (what class will receive the money)
- Enter the date of the transfer in the second transaction.
- In the Deposit field, enter the transfer amount.
- Place a 4 in the checkmark column.
- In the Account field, select the same Income account as you did for the first transaction.
- In the Memo field, indicate the Classes that you transferred to/from.
- Click the Splits button at lower left of Register screen to open the splits screen.
- Enter the class code that will receive the money.
Click RECORD button at lower right of Register screen.

Third Transaction (Reduce Postage Expense in Original Class) – Transfer Postage Expense to Secondary Class
- Open the Checking register. (Banking, Use Register)
- Enter the date of the transaction.
- In the Deposit field, enter the amount.
- Place a 4 in the checkmark column.
- In the Account field, select the appropriate Expense account. (i.e. 3600-Postage Expense)
- In the Memo field, indicate the Classes that you transferred to/from.
- 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 expense.
- Click RECORD button at lower right of Register screen.

4th Transaction-Postage Expense
Create an Expense transaction to show the postage expense in class 3345-ABC Workshop.
- Open the checking register. (Banking, Use Register)
- Enter the date of the transaction.
- In the Payment field, enter the postage expense amount.
- Place a 4 in the checkmark column.
- In the Account field, select the appropriate expense account (i.e. 3600-Postage expense)
- In the Memo field, describe the expense.
- Click the Splits button at lower left of Register screen to open the splits screen.
- Enter the appropriate class code.
- Click RECORD button at lower right of Register screen.

Postage Transfer 9/11/03