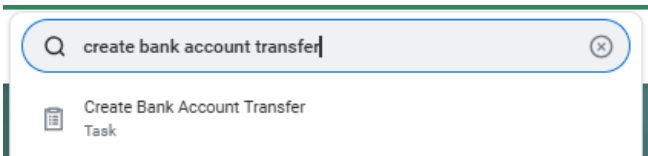


Banking and Settlement: Bank Account Transfer

Audience / Role	Treasurer Tax-Collector Accountant Staff or Investment Services Officer/ Cash Specialist
Description	This job aid provides instructions to record a bank account transfer.
Before You Start	A Bank Transfer is when cash has moved between two bank accounts. The physical movement of cash happens directly with the bank.

Bank Account Transfer

1	In the Search bar, enter Create Bank Account Transfer. In the search results, select the Create Bank Account Transfer task. 
2	Under Create Bank Account Transfer, for the Transfer Details section, enter the following: • Date – defaults to today's date • Currency – select USD. • Amount – enter amount for transfer. • Eliminate Foreign Exchange Gain or Loss – Leave checkbox unchecked since everything transacts in USD • Memo – Free text field • Reference - Optional
3	For the From Account section, enter the following: • Company – select Kern County. • Account – select bank account to take funds from. • Fund – select the Fund to take funds from. • Optional Balancing Worktags (Grant Worktag Only)
4	For the To Account section, enter the following: • Company – select Kern County. • Account – select bank account to send funds to. • Fund – select the Fund to send funds to. • Optional Balancing Worktags (Grant Worktag Only)
5	Under Attachments, add attachments.



Banking and Settlement: Bank Account Transfer

6	Select Submit .
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What Happens Next?

- The bank account transfer routes to Cash Specialist for approval.

Related Reports

- Find Bank Account Transfers