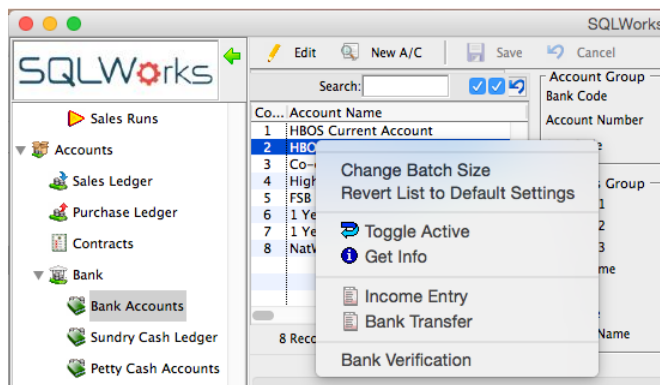


## How to Transfer Funds between Bank Accounts

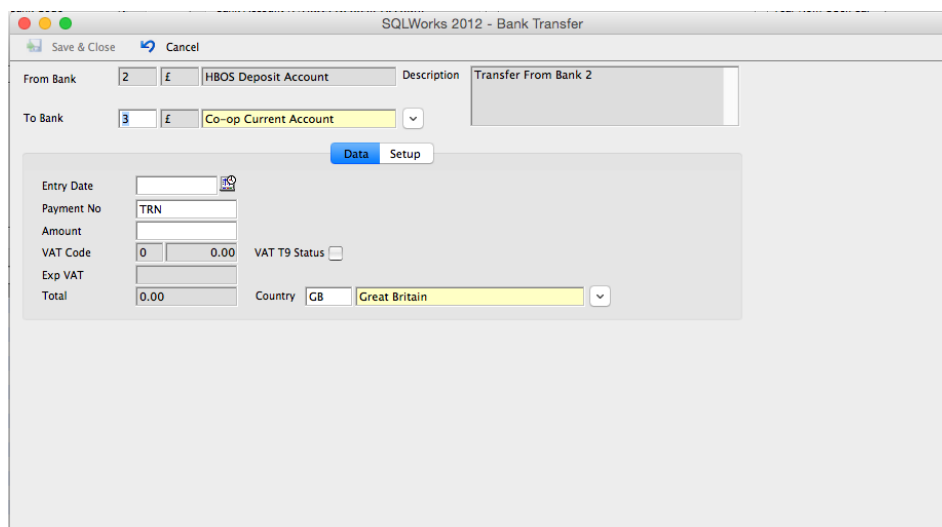
### Procedure

To perform a 'bank transfer' between two of your accounts:

1. Go to Accounts on the main SQLWorks NavBar. Click on 'Bank Accounts' within 'Bank'.
2. Right click on the account you wish to transfer funds from. From the Dropdown menu, click 'Bank Transfer'.



3. This will open a special payment window with the payment details for this account, and allowing you to choose one of your other bank accounts. Enter the payment details below.

A screenshot of the 'SQLWorks 2012 - Bank Transfer' dialog box. The 'From Bank' is set to '2' (HBOS Deposit Account) and the 'To Bank' is set to '3' (Co-op Current Account). The description is 'Transfer From Bank 2'. The 'Entry Date' is empty, 'Payment No' is 'TRN', and 'Amount' is empty. 'VAT Code' is '0' and 'VAT T9 Status' is unchecked. 'Exp VAT' is empty and 'Total' is '0.00'. The 'Country' is 'GB' (Great Britain).

4. Click 'Save and Close' to complete the entries for the transfer.