

PayBiz – Account Transfer

10/08/2021

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Account Transfers

PayBiz main menu > Debtors > Account Transfer

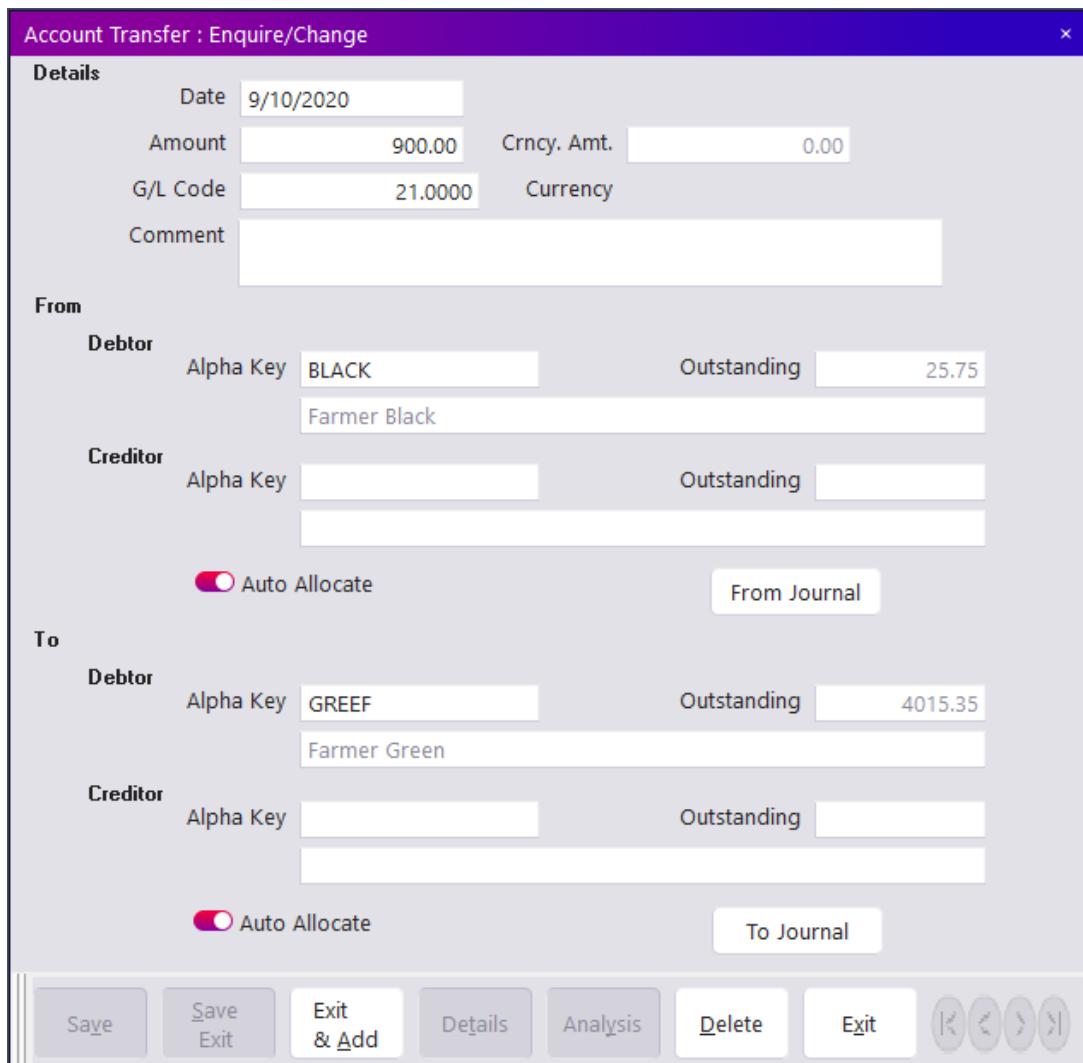
Used to transfer account balances between customers.

The value in the amount will be deducted from the outstanding balance of the Debtor or Creditor in the **From** section, and added to the balance of the Debtor or Creditor in the **To** section.

A pair of journals is created that will transfer the amount from one customer to the other.

This can be useful if you have the same customer as both a Debtor and a Creditor, and want to transfer their Debtor balance to the amount you owe them as a Creditor.

Account transfer can also be used when 2 debtor or creditor records have been created in error for the same customer. You can transfer the balance from one to the other, and then mark the first record as inactive.



Account Transfer : Enquire/Change			
Details			
Date	9/10/2020		
Amount	900.00	Crncy. Amt.	0.00
G/L Code	21.0000	Currency	
Comment			
From			
Debtor			
Alpha Key	BLACK	Outstanding	25.75
Farmer Black			
Creditor			
Alpha Key		Outstanding	
<input checked="" type="checkbox"/> Auto Allocate		From Journal	
To			
Debtor			
Alpha Key	GREEF	Outstanding	4015.35
Farmer Green			
Creditor			
Alpha Key		Outstanding	
<input checked="" type="checkbox"/> Auto Allocate		To Journal	
Save Save Exit Exit & Add Details Analysis Delete Exit < >			

Figure 1: Account Transfer

Field	Description
Details Date Amount Curncy Amt Currency G/L Code Comment	This is the date to be used for the journal transactions. Numeric field up to 2 decimal places. Enter the transfer amount.) Disabled.) Please contact SHEBIZ for multi-currency options. Enter the G/L code for the journals to be posted to. This is usually your Suspense code. <i>Note:</i> <ul style="list-style-type: none"> • <i>Only enabled if the General Ledger optional module has been purchased.</i> Free text field for comments. This comment will also appear on the journals that are created.
From	Use either the Debtor OR the Creditor section. This will be the client the Amount will be deducted from.
To Alpha Key Outstanding Auto Allocate From Journal To Journal	Use either the Debtor OR the Creditor section. This will be the client the Amount will be added to. Enter the client’s Alpha Key. Double click or F8 for a lookup to pick from. The name and Outstanding will display automatically for the selected Debtor/Creditor. Set to automatically allocate the generated journals to the outstanding invoices for the client. If not seted, you will need to manually do the allocations from the Journal screens.) Click to open the journal that is generated from the Account Transfer.) N.B. The transfer must be saved first.

Window Control Buttons

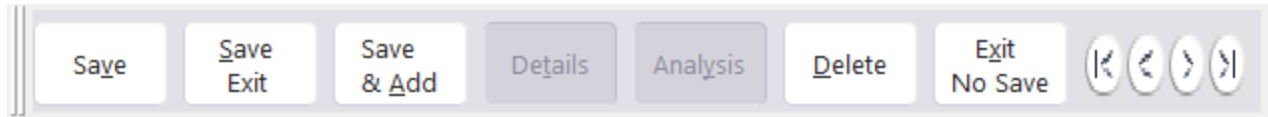



Figure 2: Window Control Buttons

Button	Description
Save Save Exit Save & Add / Exit & Add	Saves the account transfer and creates the journals. Saves and closes the current window. Saves / Exits and opens an empty ADD window.
Details Analysis) Not applicable for Account Transfers.)
Delete	Deletes the current Account Transfer and associated Journals and allocations. <i>Note:</i> <ul style="list-style-type: none"> <i>The period must be open.</i>
Exit / Exit No Save 	Close the window. Go to: First / Previous / Next / Last Account Transfer record.