

Council User Guide: Moving Money Between GL Accounts in SellWise

This guide provides detailed steps for Councils to follow to move unit account balances between accounts, specifically in the scenario in which funds were incorrectly applied to an account and need to be moved to the correct account.

Step 1:

Search the Inventory for an item called “Adjust Unit Account” or something similar. If found, click “View Details” and check the Sub-Description of that item. The GL Account number for Custodial Accounts, typically 1234100000, should be present.

If that item is not present, clicks ‘Add New Item’ and create an item called “Adjust Unit Account”. Assign an Item ID and put 1234100000 as the Sub-Description. Set the Vendor and Department to ‘90’. Leave the Cost and Price blank. In the “Additional Information tab set ‘Non-Decrementing’ to YES.

Click ‘F10 Accept’ to save this item.

Step 2:

Open the Point of Sale program.

Ring up the ‘Adjust Unit Account’ item and set the price to the amount of money to be moved.

Select the “Wrong” Unit Account that has the funds that need to be moved.

Tender the Sale to ‘On Account’ and complete the transaction.

Step 3:

Ring up the ‘Adjust Unit Account’ item again and set the same price as the prior transaction.

Select the Unit Account where the funds needs to be deposited.

Click ‘Exceptions’ and then click ‘Return’ under the ‘Sale’ column to set the entire sale as a return.

Tender the Sale to ‘On Account’ and complete the transaction.

Inactive Unit Accounts

To move Unit Account Balances for Inactive Units to a custodial Account for inactive units, first setup an inventory item called ‘Move Inactive Funds’ if one does not already exist in your inventory. Ensure that the Sub-Description is populated with the GL Account Number 1278200000.

In the Point of Sale, select an Inactive Unit Account, then ring up the ‘Move Inactive Funds’ item. Set the sale amount equal to the account balance and Tender the sale to ‘On Account.’