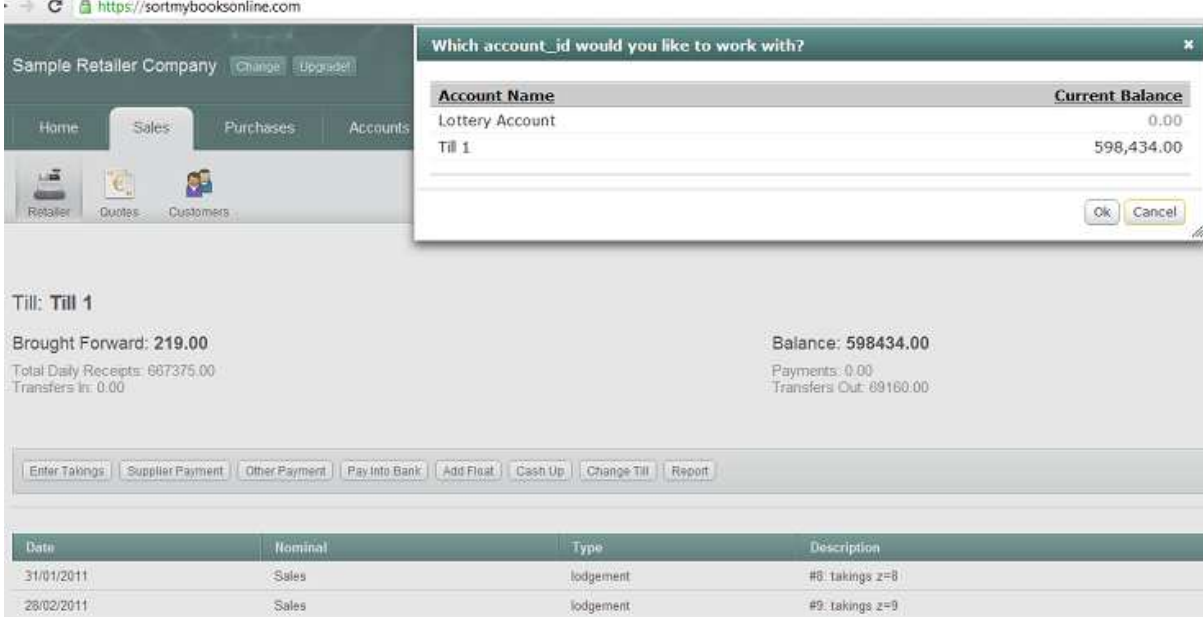


## Transferring Cash from your Till Account to your Business Bank Account

Go to Sales and Retailer and select the till you require to transfer the money from. To do this click on the "Change Till" Button.



The screenshot shows the SortmyBooksOnline interface. A dialog box titled "Which account\_id would you like to work with?" is open, displaying a table with the following data:

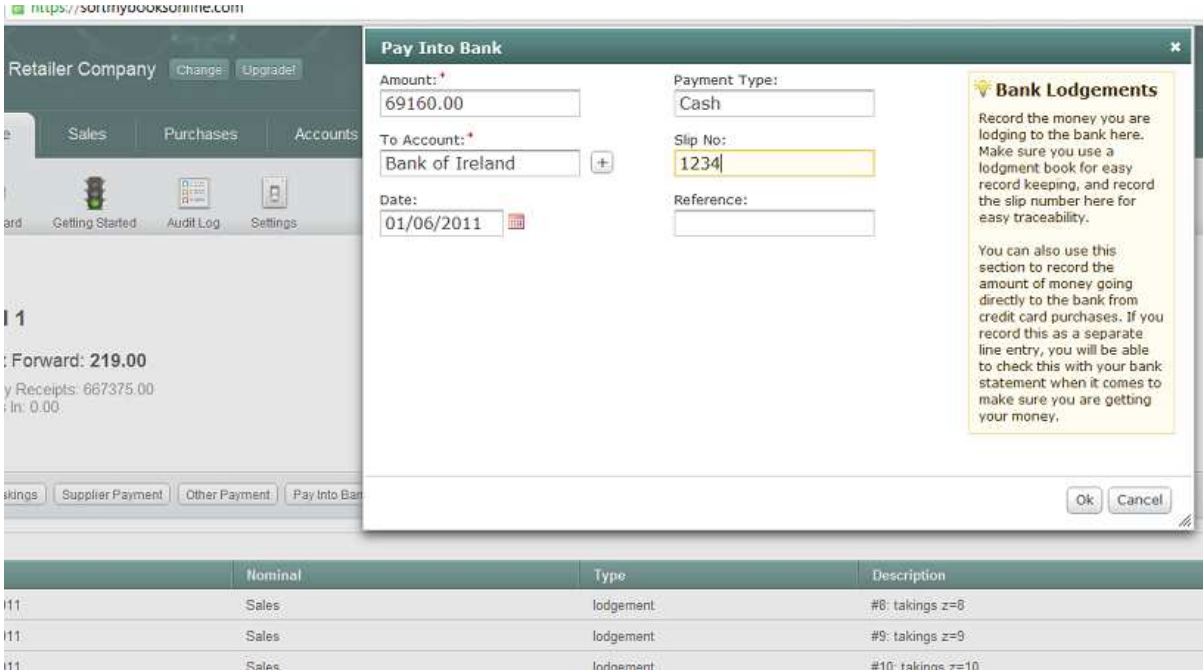
Account Name	Current Balance
Lottery Account	0.00
Till 1	598,434.00

The background interface shows the "Sample Retailer Company" dashboard with a "Sales" menu selected. The main area displays "Till: Till 1" and "Brought Forward: 219.00". A table of transactions is visible at the bottom:

Date	Nominal	Type	Description
31/01/2011	Sales	lodgement	#8: takings z=8
28/02/2011	Sales	lodgement	#9: takings z=9

Select the name of your Till in the "Which Account" box and then click ok.

Next click on the Pay into Bank Button



The screenshot shows the SortmyBooksOnline interface with the "Pay Into Bank" dialog box open. The form contains the following fields:

- Amount: 69160.00
- Payment Type: Cash
- To Account: Bank of Ireland
- Slip No: 1234
- Date: 01/06/2011
- Reference: (empty)

A "Bank Lodgements" information box is also visible, providing instructions on how to use the section for recording cash payments to the bank.

The background interface shows the "Retailer Company" dashboard with the "Accounts" menu selected. The main area displays "Till: Till 1" and "Brought Forward: 219.00". A table of transactions is visible at the bottom:

Date	Nominal	Type	Description
31/01/2011	Sales	lodgement	#8: takings z=8
28/02/2011	Sales	lodgement	#9: takings z=9
01/06/2011	Sales	lodgement	#10: takings z=10

In the Amount box put in the amount of Cash you are paying into your Business Bank Account.

Select the Business Bank Account, the date you are lodging the cash, your payment type and your lodgement slip number. Then click OK.