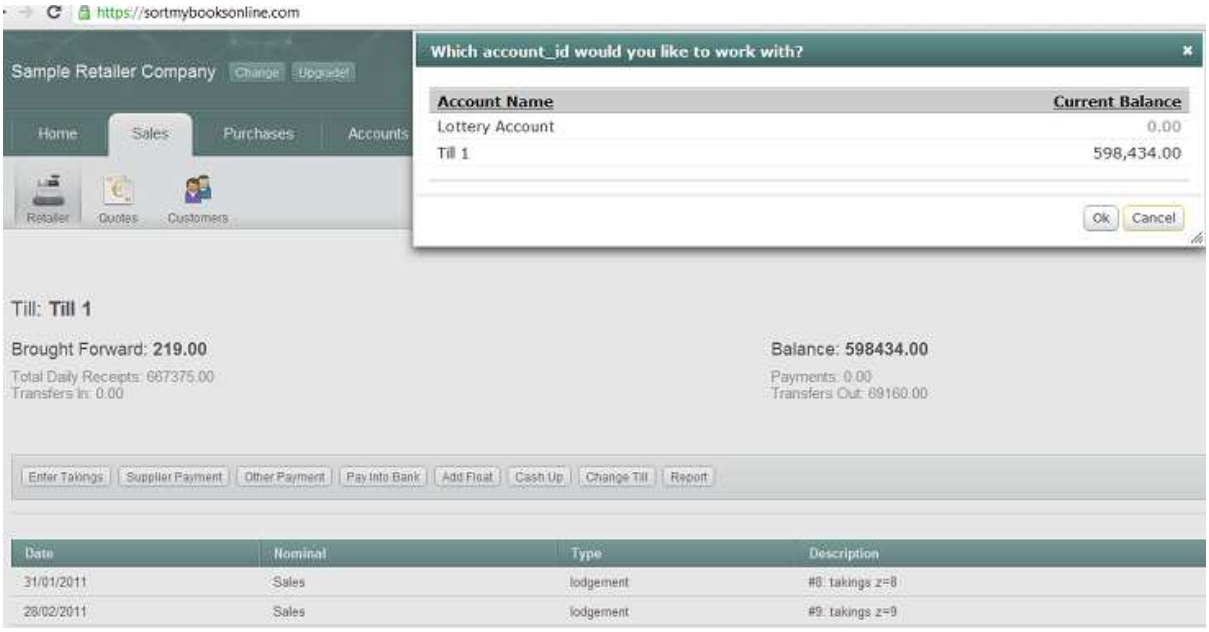
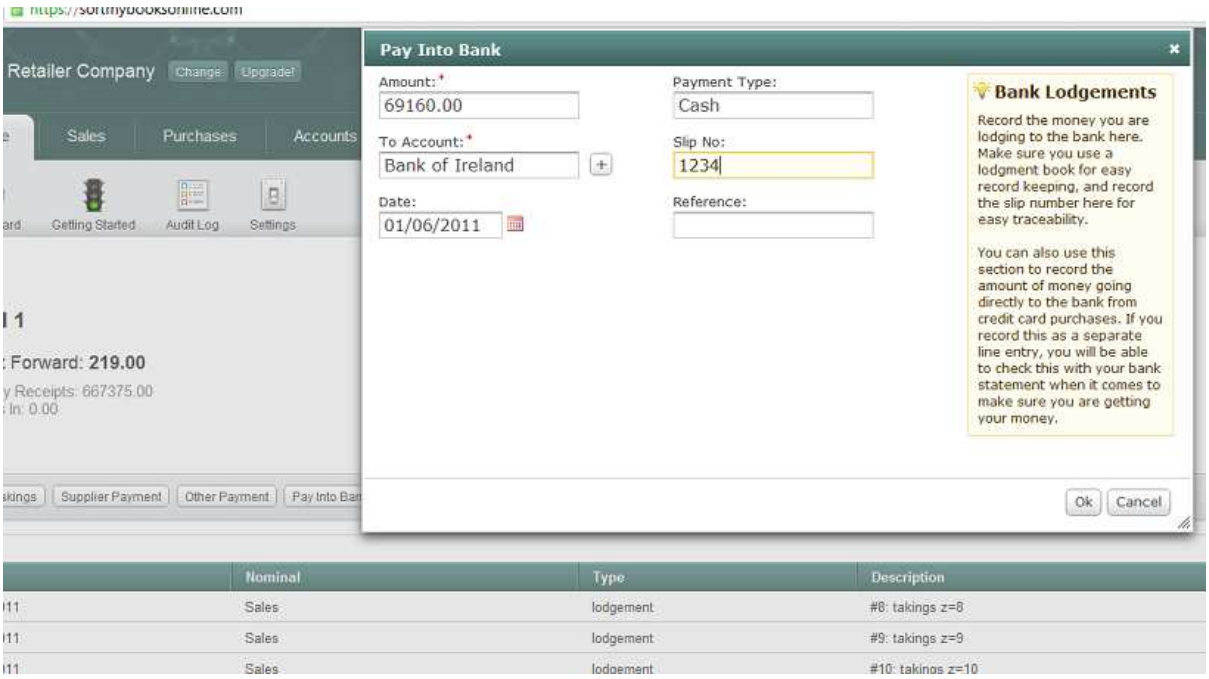
Transferring Cash from your Till Account to your Business Bank Account

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.



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

Next click on the Pay into Bank Button



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.