CARE – Processing RWF District Office to District Office Transfers

Creating the transfer check:

1. User from the transferring (source) district office, should go into *Acctg / RWF Administration.*
2. Select the *Xfer Dist Funds* tab.
3. Enter the applicable information:
   a. Source district office and county
   b. Destination district office and county
   c. Source account:
      i. Administrative funds
      ii. Working funds
   d. Destination account:
      i. Administrative funds
      ii. Working funds
   e. Transfer amount (Note: Administration funds can go to Administration or Working, however, Working funds can not go to Administration, only Working funds. There is logic in the system to prevent this.)
   f. Authorizing party
   g. Authorizing date
4. Click Preview Transfer to begin processing the transfer (this will automatically take you to the *Preview Transfer* tab) or Cancel to clear the transfer.
5. When user is taken to the *Preview Transfer* tab, click Transfer to complete the Transfer or Cancel Transfer to clear the transfer (Note: If nothing is done, the transfer is cleared and will have to be re-entered).
6. From the menu bar, select *Acctg / Trust Checks.*
7. There should be a check to the destination district office. Print the check as normal.
8. Send / give to the destination district office for receipting.

Receipting the transfer check:

1. User from destination district office should go into *Acctg / General Accounting / Receipting.*
2. Enter the Cashier authorization.
3. Check the 'Non-Case Misc' check box.
4. Enter the check amount, number, and **(important)** select check type: Govt – Dist Ofc Transfer. This will change the payor select button to a DistOffice/County select. **If you select a different check type, you risk creating an incorrect receipt with a non District Office payor.**
5. Click on the DistOffice/County arrow button, a list of district offices / associated counties will display.
6. Click on the id for the desired district office / county (Note: The from/to information is displayed in the remittance area of the check). This should be the district office /county that **wrote** the check.
7. The only buttons displayed should be the Dedicated Credits and Cancel buttons. Click on the Dedicated Credits button to continue.
8. The receipt process will now be as normal.