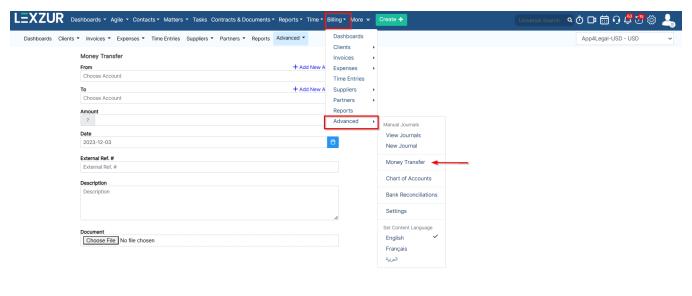
## How to transfer money from an account to other?

## **Objectives**

• Transfer money between accounts

## Steps

From the main menu of the application, and upon clicking on Billing, go to advanced and click on Money Transfer.





There are 4 mandatory fields that need to be filled:

- From: Select the account you want to transfer the money from.
- To: Select the account you want to transfer the money to.
- Amount: Select the amount that needs to be transferred.
- Description

Dashboards	Clients	Invoices •	Expenses •	Time Entries	Suppliers •	Partners 🔻	Reports	Advanced -		
		Money Tran	sfer							
	From							+ Add		
		Choose Account						$\sim$		
То								+ Add	New Account	
Choose Account							$\sim$			
		Amount								
		?	-							Amount: 0.00 USD
		Date								
	2023-12-03					e				
	External Ref. #									
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		Description								
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Also, you can add new accounts directly from the Add New Account hyperlinks.

Dashboards Clients	Invoices   Expenses   Time Entries Suppliers   Partners   Reports  Advanced
	Money Transfer
	From + Add New Account
	Choose Account
	To + Add New Account
	Choose Account
	Amount
	? Amount: 0.00 USD
	Date
	2023-12-03
	External Ref. #
	External Ref. #
	Description
	Description
	6
	Document
	Choose File No file chosen

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!