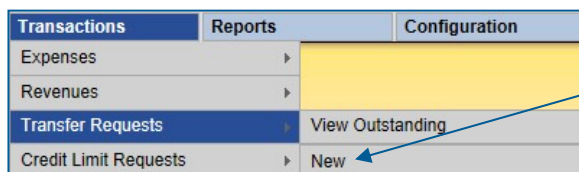## Quick Tip 8 - Submitting a Transfer Request

This reference will show you how to submit a *Transfer Request* to send funds to another Unit in Ontario or Nunavut or to Ontario Council.

IMPORTANT TO REMEMBER: You can **only** use the transfer feature **to send** funds to Ontario Council or to other Ontario Council Units. You **cannot** use the transfer feature to send money to Girl Guide units in other Provinces or National. As well, transfers cannot pay outside merchants or service providers – you can pay the merchant or service provider with the unit's purchase card or request a manual expense for reimbursement.

Transactions	Reports	Configuration
Expenses ▶		
Revenues ▶		
Transfer Requests ▶	View Outstanding	
Credit Limit Requests ▶	New	

Step 1: To open the form, hover your cursor over **Transactions** and then over **Transfer Requests** and click **New**.

Step 2: Complete the Unit-to-Unit or Unit-to-Ontario Council Section. You can only choose one.

Transfer Type (Select only one)	● Unit to Unit ○ Unit to Province

Unit To Unit Transfer

Transfer Type (Select only one)	● Unit to Unit ○ Unit to Province	
Unit - to - Unit		
Type	○ Shared Revenue ○ Shared Expense ● Other	
Funds From	Unit User ID 002257	Description (Select One) ▼
Funds To	Unit User ID [ ]	Description (Select One) ▼
Transfer Amount	$ 0.00	
Detailed Comments	[ ]	
		Save

Complete this section to send funds to another Ontario Council Unit or to reallocate funds within your own Unit.

Step 1: Select the Type:

i. **Shared Revenue**: Use this to distribute revenue to another Unit or to reallocate your revenue from one category to another category within your own Unit.

   Example – misallocated funds to Fall Cookies and they should have been Spring Cookies
   Example – a girl member changed units and the unit she was in transfers over her dues and/membership portion to her new unit

ii. **Shared Expense**: Use this to reimburse another Unit for an expense that has already been paid or to reallocate your expense from one category to another category within your own Unit.

   Example – sharing of a Guide Store Order – the unit that did not pay for the order, sends the paying unit their cost of what they ordered

Example – one unit purchases cookies from a unit that has extra cases of cookies to sell. The unit selling the cookies transfers **the cost** of the cookies from their cookie expense to the other unit's cookie expense. See **Quick Tip** 17 – Making a Unit-to-Unit Transfer for Cookies
Example – shared Camp/Sleepover Transfers see **Quick Tip** 16 – Multi-Unit Event Transfer

   iii.   **Other**: Use this for situations not covered by **Shared Revenue** or **Shared Expenses**.

Step 2: Input the Unit User ID for the unit you are transferring money to. **Do not** input their unit iMIS number.

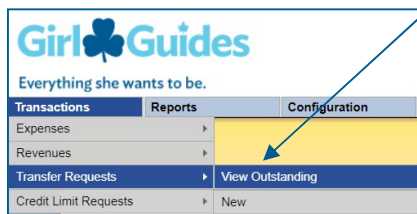**Make sure the correct Unit's Name shows up under the Unit User ID.**

Funds To	Unit User ID 000001
	5th Leamington Brownie Unit (closed)

Step 3: Choose the Description from the drop-down menu for **Funds From** and **Funds To**.

Step 4: Input the Transfer Amount $.

Step 5: Input detailed comments – make sure to be specific as you can in the comments. The more information you provide, the faster it will be verified.

Step 6: Click **Save**. The form will disappear and the "Transfer Request has been submitted" message will appear. If you would like a copy of the request, you should to print the page before you press the Save button.

Girl Guides
Everything she wants to be.

Transactions	Reports	Configuration
Expenses ▶		
Revenues ▶		
Transfer Requests ▶	View Outstanding	
Credit Limit Requests ▶	New	

Waiting transfers can be seen under **Transactions** then select **Transfer Requests** and click **View Outstanding**. When processed, they will show up in your unit account (either under Expenses or Revenues).

You do not need to send a copy of to your Unit Banking Clerk. However, if you are sending funds to another unit – you should let them know that you have submitted it.

DOUBLE CHECK   When you select **Shared Expense**, you are reimbursing the other Unit for an expense that has been incurred. As a result, the other Unit will see the transaction as a negative expense. This is a reduction in the cost of the original expense. If the other Unit hasn't paid for the expense yet, select **Other** instead. You can then choose the expense category for your Unit and the revenue category for the other Unit.

Unit To Province Transfer

Complete this section to send funds to Ontario Council.

Transfer Type (Select only one)	○ Unit to Unit ● Unit to Province		
Unit - to - Girl Guides of Canada, Ontario Council			
Type	○ CWFF ○ Twinning ● Other Payment		
Funds From	Unit User ID 002257	Description (Select One) ▼	
Transfer Amount	$ 0.00		
Detailed Comments			
			Save

Step 1: <u>Select the Type</u>:

      i.   **Other Payment**: Make sure to be specific about which Ontario Council account you are sending money to (if you have the account number, you can include it in the comments). Examples include **NSF charges, CWFF – Transfer to Province, Girl Membership subsidy fund,** etc.

      ii.   **Please note the CWFF and Twinning types do not work, at this time**

Step 2: Choose the Description from the drop-down menu for **Funds From**.

Step 4: Input the Transfer Amount $.

Step 5: Input Detailed Comments – make sure to be specific as you can in the comments

Step 6: Click **Save**. The form will disappear and the "Transfer Request has been submitted" message will appear. Waiting transfers can be seen under **Transactions** then select **Transfer Requests** and click **View Outstanding**. When processed, they will show up in your unit account (under Expenses or

Revenues).

To **cancel** the request <u>before saving</u>, click on the **Trefoil Logo** to be directed back to the Main Screen.

Delete – A transfer request can be deleted if it is still outstanding and not verified by Province, To delete a transfer request go to **Transactions** then select **Transfer Requests** and click **View Outstanding**. Click on the transfer ID number and click on **Edit**. A delete button will appear that you can click on to delete the request.

For more information on transfers click here: Transfers