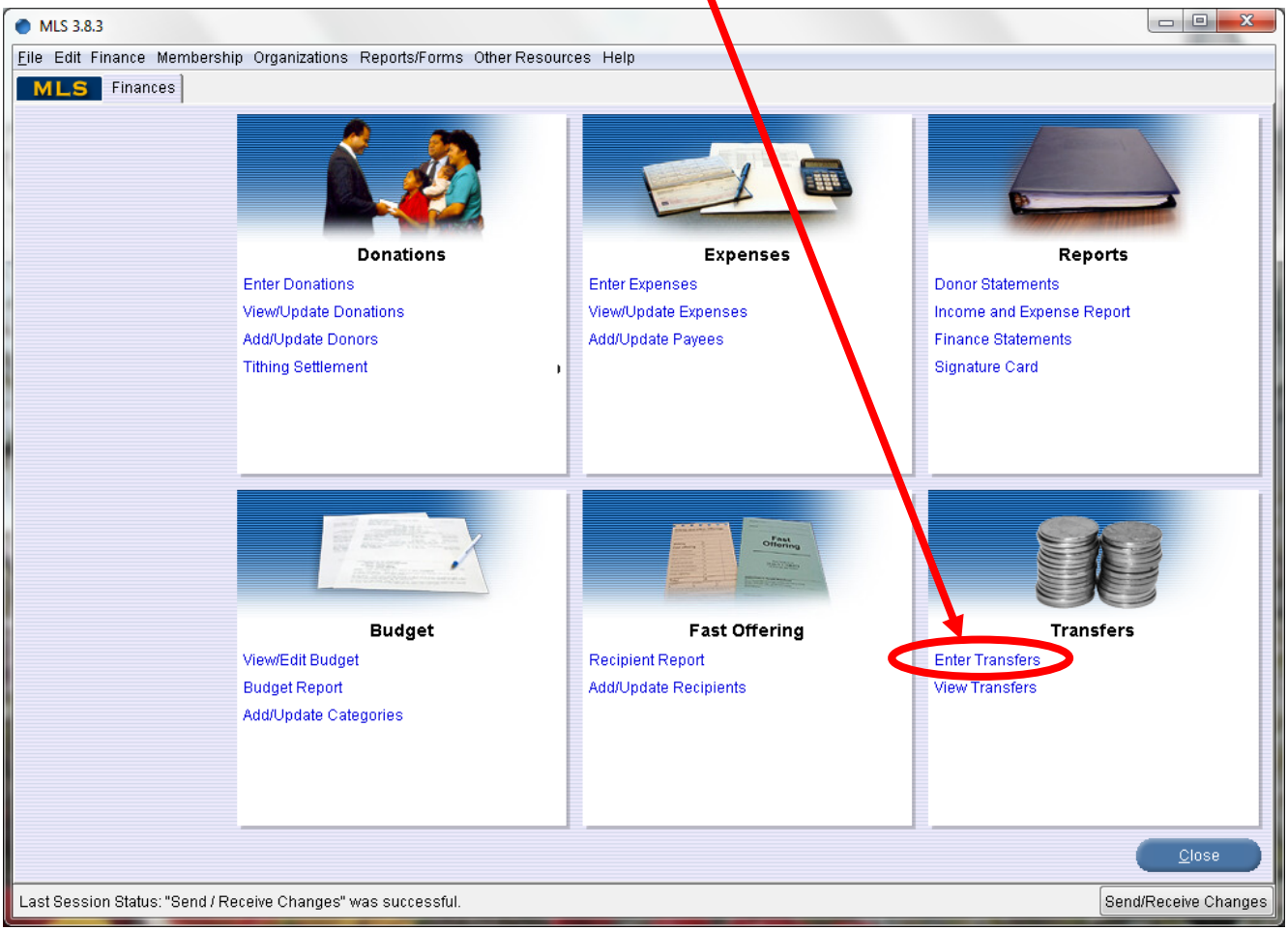
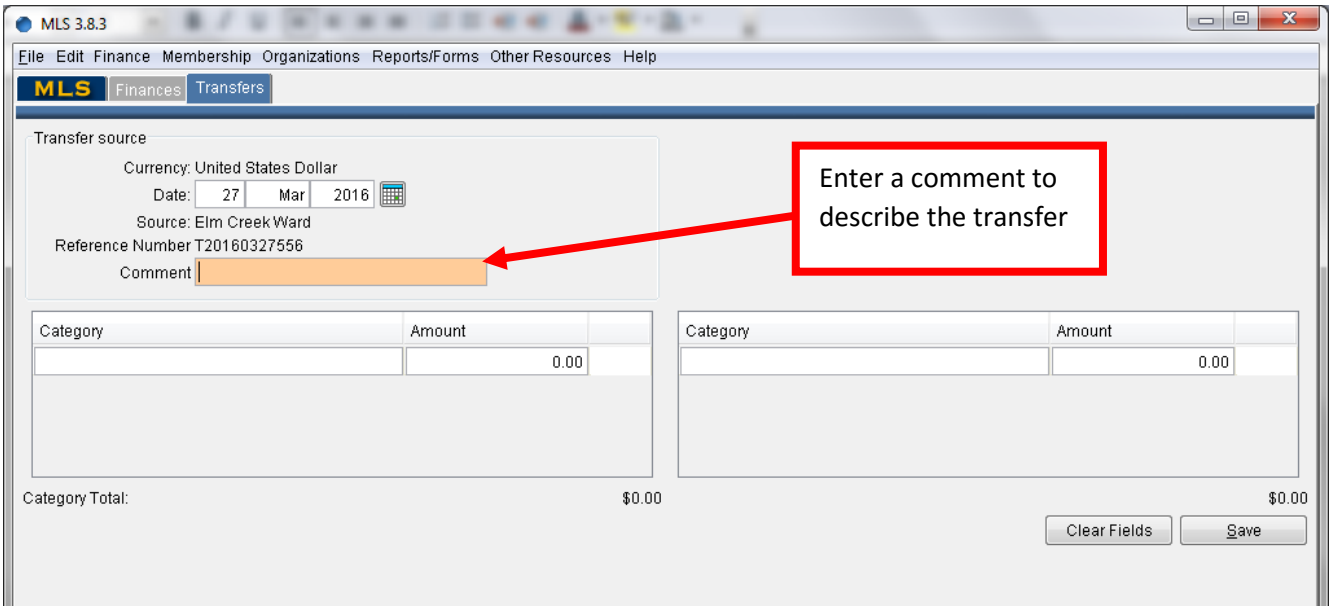
Transfer Funds Between Units

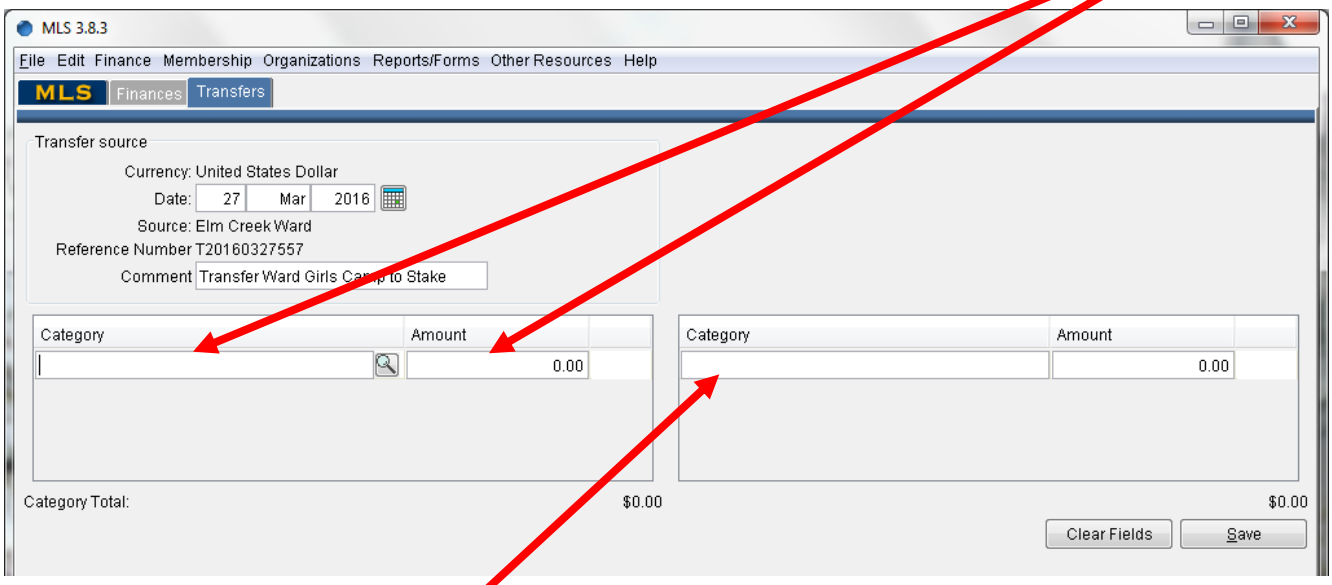
In MLS, navigate to the Finances tab, then “Enter Transfers”



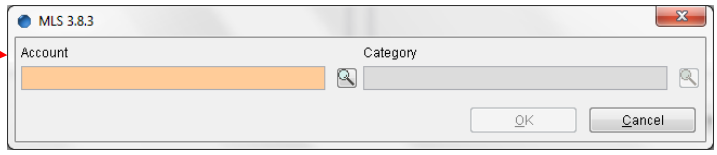


Transfer Funds Between Units

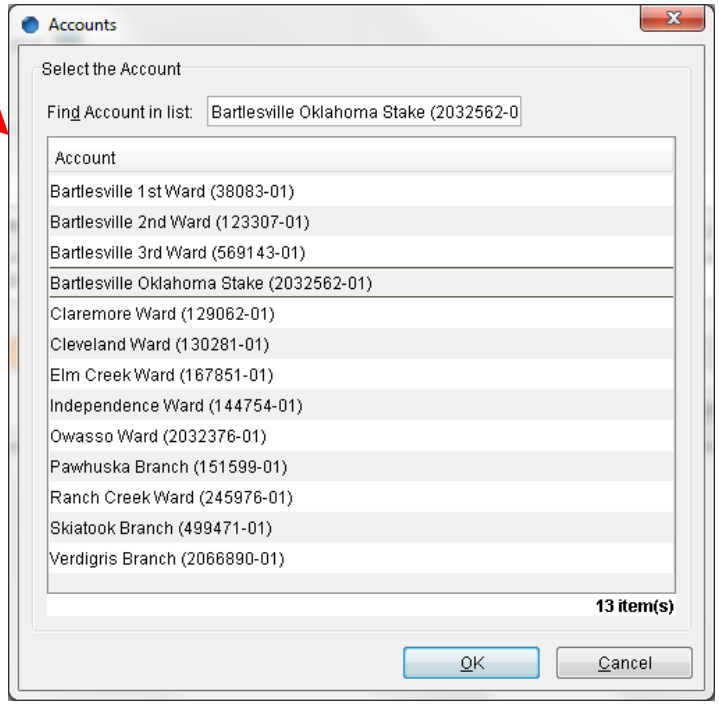
Select the budget Category in you ward the funds are transferring FROM and enter the amount of the transfer (transfer amount not shown in this example).



When you select the "Category" on the right (the unit receiving the funds), this box will open.

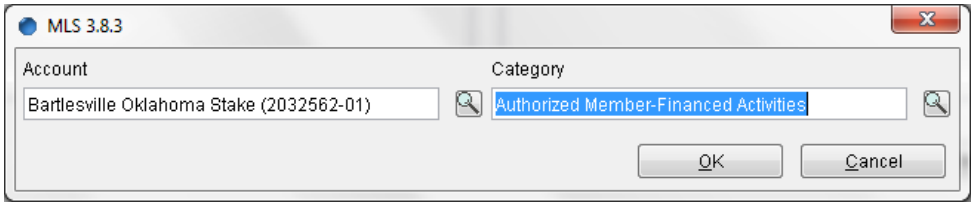


Which will allow you to select the unit who will receive the transfer

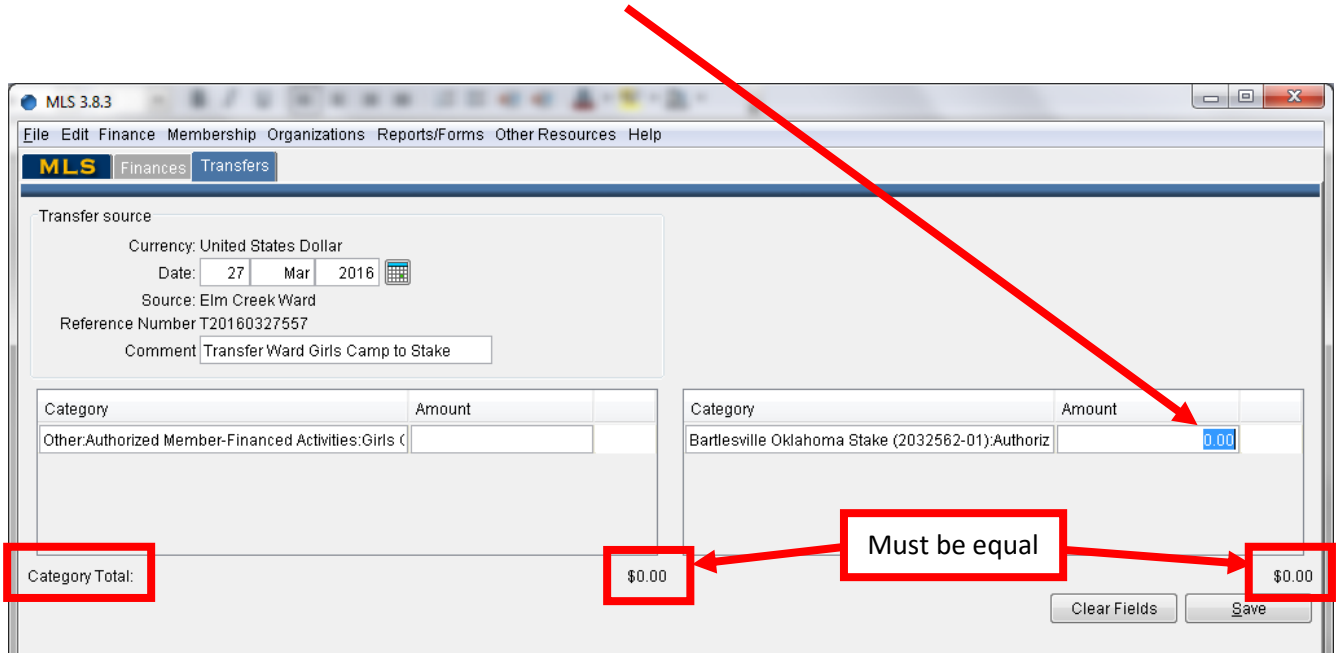


Transfer Funds Between Units

Select the category to receive the funds and press **OK**



Finish by entering (again) the amount of the transfer – the two sides must total to the same amount.



When you click **Save**, a signature box will open (that looks just like the one to process donations each week). Two signatures are required to finalize the transfer so you will need a bishopric member available.

Initiate a Send/Receive to transmit the transfer to CHQ. The funds will be moved electronically from your ward budget to the receiving unit's budget.

Notes:

1. Multiple categories can used so, for example, you can transfer an amount from the YM budget and an amount from the YW budget to another unit at the same time with one transfer.
2. The "**Category Total**" amount must be equal on both sides of the transfer.
3. Two signatures are required to complete the transfer so you should only make a transfer when a bishopric member is available to digitally sign with their MLS Password. I do not know if you can save an incomplete transfer for the bishopric member to sign later.