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Transferring funds between accounts

In MYOB AccountEdge, you can enter transactions in a number of currencies, in addition to your *home currency*, the United States dollar if you like. The AccountEdge multicurrency features make it easy to record transactions in dollars, pounds, yen or any other currency you use when buying and selling goods and services. AccountEdge also makes it easy to track overseas checking accounts and foreign assets and liabilities.

If you deal in multiple currencies, it's also important to track the effects of currency exchange rates on your business. AccountEdge provides detailed reports to help you manage both *unrealized gains and losses* (potential changes in the value of overseas transactions) and *realized gains and losses* (the actual changes in the value of your assets, liabilities and equity that occur when you exchange foreign currency for U.S. dollars).

What is Multicurrency?

Simply stated, multicurrency transactions are those that involve any currency other than U.S. dollars. If you import goods from Japan, for example, some of your transactions may be in yen, while others will be in dollars. The MYOB AccountEdge Multicurrency feature makes it easy for you to track these transactions and account for them properly, regardless of the currency used to complete them. Once you've set up Multicurrency, using it is as easy as selecting the currency you want for your foreign-currency transactions.

Getting started with Multicurrency

Multicurrency is optional; if all your business is conducted with customers and vendors in the United States using U.S. dollars, there's no need for you to take advantage of this feature. If you *do* want to use Multicurrency, you'll need to mark the I Deal in Multiple Currencies option in the System tab of the Preferences window. (Once you begin recording multicurrency transactions, you won't be able to unmark the I Deal in Multiple Currencies option. For more information about selecting the multicurrency feature, see [Selecting the Multicurrency option in the Preferences window.](#))

You'll also have to perform a number of setup steps, which are described in [Setting up Multicurrency](#). For example, you'll have to set up special accounts in your chart of accounts to track the transactions you make in each currency. If you plan to make sales in British pounds, for instance, you'll need to create a separate Accounts Receivable account for your sales to customers in the United Kingdom. Every foreign-currency account you create will require a companion account known as an *exchange account* to track changes in the value of the transactions assigned to the account. (Exchange accounts are explained more fully in [Understanding exchange accounts.](#))

Only balance sheet accounts -- asset, liability and equity accounts -- can be assigned a foreign currency. All other types of accounts are tracked using U.S. dollars.

Your home currency, U.S. dollars, is set up automatically for you. Because this currency is used to determine the value of all other currencies, it can't be deleted, and its exchange value is fixed at 1.

Before you begin entering transactions, you'll also need to specify the proper currency for all your overseas

customers and vendors. Only one currency can be used for each customer or vendor (unless you choose to set up multiple cards for them); this ensures that your records remain accurate, and it speeds transaction entry.

Understanding exchange accounts

For every foreign-currency account you create, there also must be a companion exchange account to track the effects that changes in the exchange rate have on the foreign-currency account. This is known as a "dual-account" approach to multicurrency. Each foreign-currency account must have its own exchange account -- the same exchange account can't be used for multiple foreign-currency accounts. MYOB AccountEdge will create an exchange account for you each time you create a foreign-currency account, if you like, or you can specify an exchange account you've already created.

Although exchange accounts use the U.S. dollar as their currency, it may be helpful to think of the amounts in these accounts as generic units of money, rather than a specific currency.

For example, assume you've deposited £100 in your British bank account. If the exchange rate is 1.677, your £100 is worth USD\$167.78. Your "British Check" account in MYOB AccountEdge will show a debit balance of £100, and your "British Check Exchange" account will show a balance of USD\$67.78. The number of monetary units in the two accounts is 167.78 -- which is the value of the account in United States dollars.

You'll seldom need to make entries in an exchange account--these accounts are updated automatically when you record sales and purchases and spend and receive money. You *will* need to enter a beginning balance for each of your exchange accounts if the foreign-currency accounts associated with them has a balance. You'll also update the exchange accounts each month when you record unrealized gains and losses. (These are the potential amounts by which the balances of your accounts have changed as a result of exchange rate fluctuations. For more information about unrealized gains and losses see [Recording unrealized gains and losses.](#))

Entering multicurrency transactions

Once you've set up your currencies, you can begin entering transactions for them. Entering these transactions is easy -- they're just like standard transactions in U.S. dollars.

Multicurrency transactions can be recorded in the following areas in AccountEdge:

- Sales
- Purchases
- Spend Money
- Receive Money
- Customer Payments
- Vendor Payments
- Settle Returns and Credits
- Settle Returns and Debits
- Historical Sales
- Historical Purchases
- Customer Reimbursable Expenses
- General Journal Entry

Multicurrency transactions can be viewed throughout AccountEdge. If you want to change the exchange rate for one transaction only, click the Exchange Rate button to display the Exchange Rate window.

Because currencies continually fluctuate in value, you'll want to update your currency records periodically. If you record many transactions in other currencies, you may want to update the exchange rates for your currency records often -- every week, or even more frequently, depending upon the volatility of the currency and your desire for precision. These exchange rates will appear as default entries on your AccountEdge transactions. As with all default entries in AccountEdge, you can change the exchange rate on individual transactions. Likewise, when you reconcile your checking accounts, you can update the exchange rates assigned to your checks and deposits to reflect the rate used by your bank at the time the checks were

cleared or the deposits were made.

Determining the effects of exchange rates on your business

Periodically, you'll want to determine the effect changes in exchange rates are having on your business. Even if you make no changes to an unpaid foreign-currency transaction, its value will be affected when exchange rates change. For example, if the U.S. dollar is valued at a higher level at the end of the month than it was when you made your sale or purchase overseas, you'll lose some money on your sales, but make money on purchases. On the other hand, if the U.S. dollar is falling in value, sales made earlier in another currency will be worth more in U.S. dollars, but your purchases will cost you more.

Businesspeople generally are concerned with both the potential effect of exchange rates on transactions that haven't been completed yet and the actual effect on them once they've been closed. Read the following sections to learn more about these issues.

Determining unrealized gains and losses

If you want to understand the *potential* effect the exchange rate has on a multicurrency transaction, you need to determine the *unrealized gain or loss* for the transaction. Unrealized gain or loss affects only open (unpaid) transactions; it reflects the money you'd make or lose by either receiving payment for a sale or making payment on a debt using the current exchange rate.

Businesses typically calculate this amount for all their open transactions at the end of each accounting period and record a General Journal transaction to account for this potential income or expense. Unrealized gains typically are recorded using an income account, such as "Unrealized Currency Gain/Loss," along with the exchange accounts for your foreign-currency accounts. We recommend that you consult your accountant to determine whether your business needs to track unrealized gains and losses, and if you do, the most appropriate way for you to do so.

To determine the unrealized gain or loss for a particular accounting period, print the MYOB AccountEdge Currency - Unrealized Gain/Loss report. This report shows the original and current value of your open transactions in U.S. dollars, along with the total gain or loss as of the date you've selected.

You can learn more about unrealized gains and losses by reading [If you track unrealized gains and losses](#).

Realized gains and losses

Once a transaction is closed—meaning it's been paid in full—any unrealized gain or loss is considered *realized*. It now has an actual effect on your business's bottom line. Realized amounts are automatically recorded in an income account created specifically for tracking currency gains and losses, along with the exchange accounts associated with your foreign-currency accounts. In MYOB AccountEdge, the income account used for realized gains and losses is created for you automatically when you set up Multicurrency. Its name, appropriately, is "Currency Gain/Loss."

Setting up Multicurrency

- Step 1: [Select the Multicurrency option in the Preferences window](#)
- Step 2: [Create records for the currencies you'll use](#)
- Step 3: [Create accounts to track your foreign-currency transactions](#)
- Step 4: [Assign the accounts you've created to foreign currencies](#)
- Step 5: [Assign the appropriate currency to foreign customers, vendors and salespeople](#)

You must complete a number of steps before you begin recording multicurrency transactions in MYOB AccountEdge. Once setup is complete, you'll enter multicurrency transactions the same way you enter transactions based on U.S. dollars.

Selecting the Multicurrency option in the Preferences window

Multicurrency is an optional feature, since many companies using MYOB AccountEdge deal only in U.S. dollars. To begin using Multicurrency, you need to select the "I deal in multiple currencies" option in the

Preferences window.

Click below for the step-by-step procedure:

[Setting up Multicurrency](#)

Creating records for the currencies you'll use

MYOB AccountEdge provides you with records for seven commonly used foreign currencies, as well as your home currency, the United States dollar. The following currencies have been set up for you already:

- Canadian dollar
- Australian dollar
- European Union Euro
- Great Britain pound
- Hong Kong dollar
- Japanese yen
- New Zealand dollar
- United States dollar

If you do business in any other currency, you'll need to create a new record for the currency, enter its current exchange rate and indicate how you want amounts in that currency to be displayed. You'll enter new records using the [Currency List window](#) found by choosing Currency List from the Lists menu.

Click below for the step-by-step procedure:

[Create records for the currencies you'll use](#)

Creating accounts to track your foreign-currency transactions

In order to track transactions in a foreign currency properly, you must create a number of accounts that are set up to use that currency, rather than U.S. dollars. Later in the setup process, you'll enter these accounts as the linked accounts for transactions recorded using this currency. You cannot simply use the same accounts you use for your U.S.-dollar transactions, because the dollar and other currencies rarely trade at par with one another. (That is, one dollar rarely buys exactly one monetary unit in any other currency.)

For information about creating accounts, see [Choose the type of account you want](#). Before you begin, though, review [If you make foreign sales](#), [If you make foreign purchases](#) and [If you track unrealized gains and losses](#) to gain a better understanding of the accounts you'll need to add to your chart of accounts.

If you make foreign sales

Here's a list of the accounts you're likely to need if you accept payment from customers in a foreign currency.

The account you use to track receivables *must* use the currency of the transactions it will be tracking. The account(s) you use to track taxes collected and paid *must* use the local currency. Other accounts used to track foreign-currency sales transactions can be assigned either the foreign currency or U.S. dollars. In fact, with the exception of the receivables account, you can use the same accounts that you use to track sales transactions to U.S. customers.

Using separate accounts for each currency will allow you to see more quickly where deposits and the like originated, but if that's not important to you, you may want to use the same accounts for all your sales.

- Asset account for tracking receivables (for instance, "Accounts Receivable - Mexico") This account must be assigned the foreign currency, not U.S. dollars.
- Checking account where customer receipts in the foreign currency will be deposited. This can be a U.S. funds account if your bank accepts deposits in other currencies.
- Liability account for deposits received (if you allow customers to make deposits on orders). This

account can be assigned the currency code for either the foreign currency or U.S. dollars.

- Liability account for sales tax collected (if you're required to collect sales tax on foreign sales). This account must be assigned the local currency.

If you make foreign purchases

Here's a list of the accounts you're likely to need if you make payments to vendors in a foreign currency:

The account you use to track payables *must* use the currency of the transactions it will be tracking. The account(s) you use to track taxes collected and paid *must* use the local currency. Other accounts used to track foreign-currency purchase transactions can be assigned either the foreign currency or U.S. dollars. In fact, with the exception of the payables account, you can use the same accounts that you use to track purchases from U.S. vendors.

Using separate accounts for each currency will allow you to see more quickly where deposits and the like originated, but if that's not important to you, you may want to use the same accounts for all your purchases.

- Liability account for tracking payables (for instance, "Accounts Payable - Mexico"). This account must be assigned the foreign currency, not U.S. dollars.
- Checking account that will be used to pay debts in a foreign currency. This can be a U.S. funds account if your bank writes checks for you in other currencies.
- Asset account for deposits paid (if you make deposits on orders). This account can be assigned the currency code for either the foreign currency or U.S. dollars.
- Liability account for import duties collected (if you're required to pay duty on goods you import). This account can be assigned the currency code for either the foreign currency or U.S. dollars.
- Liability account for sales tax paid (if you're required to pay sales tax on foreign purchases). This account must be assigned the local currency.

If you track unrealized gains and losses

If you plan to track unrealized gains and losses, you need to create an income account for this purpose. You may want to name it "Unrealized Currency Gain/Loss," or something similar. We recommend that you consult your accountant to determine whether your business needs to track unrealized gains and losses, and if you do, the most appropriate way for you to do so.

Depending upon your business, you may need to create additional accounts to track foreign check accounts, assets held overseas and the like. If you're unsure about the accounts you'll need, your accountant or an MYOB Certified Consultant can assist you with this task.

Assigning accounts to foreign currencies

Once you've created accounts to track your foreign currency transactions, you must link them to the currency record they're associated with. This ensures that transactions are recorded properly and that the balances in your chart of accounts accurately reflect your business activities.

Assign the appropriate currency to foreign customers, vendors and salespeople

Once your currencies are set up, you must begin assigning them to new customers and vendors who will use them. The selection you make is important, since it determines the currency in which all future transactions for each customer or vendor will be conducted.

You can assign a currency other than your home currency to an employee if you like -- but **only** if you don't plan to write paychecks for the employee using MYOB AccountEdge. If you plan to print paychecks for the employee using AccountEdge, you must select your home currency for the individual.

Selecting a foreign currency may be useful if the employee is a salesperson who makes all of his or her sales in another currency -- British pounds, for example -- and you don't plan to use AccountEdge to pay the employee. When you print reports that show individual salespeople's sales amounts, the amount will be displayed in whatever currency has been assigned to the salespeople.

Only one currency can be assigned to each customer, vendor and salesperson in AccountEdge. If you do business with a customer or vendor in more than one currency, you'll have to create an additional customer card or vendor card for each additional currency in which you do business.

Customers, vendors and salespeople for whom you've already recorded transactions are automatically assigned U.S. dollars as the currency in which they conduct business with you. This selection can't be changed. If you wish to begin using a different currency for these individuals, you'll need to create a new customer, vendor or employee card for them. This is necessary to ensure that historical amounts for these individuals aren't misstated.

Click below for the step-by-step procedure:

[Creating cards](#)

[Assign the accounts you've created to foreign currencies](#)

Updating foreign currencies

Once you've set up Multicurrency, you should rarely need to make changes to your currency records, except to update the exchange rate. If you decide, however, that you'd like to see currency amounts in a different format, or if you'd like to change the linked accounts you've assigned to a currency, you can do that. Use the following procedure to make these changes.

Click below for the step-by-step procedure:

[To update foreign currencies](#)

Removing foreign currencies

If you wish to remove currency records you never use, you can quickly do so with MYOB AccountEdge.

There are some instances in which you're not allowed to remove a currency record:

- You can't remove the currency record for your local currency (U.S. dollars).
- You can't remove a currency that's assigned to any account in your chart of accounts.
- You can't remove a currency that's assigned to a customer or vendor in the Card File Entry window.
- You can't remove a currency that's assigned to a cash transaction (a deposit or check).

Click below for the step-by-step procedure:

[To remove a foreign currency](#)

Recording unrealized gains and losses

Even before you make or take payment on overseas transactions or withdraw money from a foreign bank account, there is the *potential* for changes in the exchange rate to affect the value of your transactions and accounts. This potential is referred to as an unrealized gain or loss. For example, if you have a bank account in Paris and the value of the dollar drops compared to the French franc, the value of your Paris bank account goes up; you have the same number of francs, but those francs are worth more dollars than they used to be. Since those francs still are in your bank account, however, you haven't taken advantage of, or realized, their increased value.

Some -- but not all -- companies need to account for unrealized gains and losses; consult your accountant if you're unsure whether you need to track this information for your business.

To keep track of your unrealized gains and losses, you'll print a report and then use information from the report to create a General Journal entry.

In order to accurately calculate unrealized gains and losses for the current month, you must first update the currency's exchange rate so it reflects the current rate of exchange. If you don't perform this step, your

unrealized gains and losses will be misstated. You can change the currency's exchange rate to its previous rate after you've recorded your unrealized gains and losses. To learn how to update the currency's exchange rate, see [To update foreign currencies](#)

When you track unrealized gains and losses, you make an entry for the current month, then reverse the entry you made in the previous month. It's important that you remember to reverse the previous month's entry; if you don't, gain and loss amounts for future months will be inaccurate.

Click below for the step-by-step procedure:

[To print the Currency - Unrealized Gain/Loss Report](#)

[To record unrealized gains and losses](#)

[To automatically reverse your General Journal entry from the previous month](#)

[To manually reverse your General Journal entry from the previous month](#)

Transferring funds between accounts

From time to time, you may want to transfer funds from a U.S. bank account to a foreign bank account, or from the foreign account to your U.S. account. The quickest way to do this is to make a deposit into the account that will be receiving the funds.

When transferring funds between local and foreign accounts, you must use the foreign currency value of the money, rather than its value in U.S. dollars. This may require you to convert the amount from dollars to the foreign currency. If this is the case, you can use the Currency Calculator window to quickly figure out the money's value in the foreign currency. To display the Currency Calculator window, choose Currency Calculator from the AccountEdge Help menu.

Click below for the step-by-step procedure:

[To transfer funds from a U.S. account into a foreign account](#)

[To transfer funds from a foreign account into a U.S. account](#)

Multicurrency Overview

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Note: Only receipt transactions which are local currency may be grouped as a deposit of undeposited funds Only receipt transactions which are U.S. currency may be grouped as a deposit of undeposited funds. Also, you may only use a U.S. currency account as the linked account for undeposited funds.

Setting up Multicurrency

Step 1: Select the Multicurrency option in the Preferences window

Step 1 > 2 > 3 > 4 > 5

If you haven't already read the Multicurrency Overview, see [Selecting the Multicurrency option in the Preferences window](#) for more information.

The [Preferences window](#) should be displayed.

1. Select the System tab if it isn't already selected.
2. Mark the I Deal in Multiple Currencies option.
3. Click OK.

Setting up Multicurrency - Step 1

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Setting up Multicurrency

Step 2: Create records for the currencies you'll use

Step 1 > 2 > 3 > 4 > 5

If you haven't already read the Multicurrency Overview, see [Creating records for the currencies you'll use](#) for more information.

The [Currency List window](#) should be displayed.

1. Click New.
2. In the Currency Code field, enter a three-letter code to describe the currency you're adding. We recommend that you use codes you'll find easy to remember in the future.
3. Enter the currency's name ("Costa Rican colones," for example) and its current exchange rate. Keep in mind that your entry here should reflect the amount of U.S. money that one unit of this currency-one colón, for example-will buy, and the amount of colones one unit of U.S. money will buy. Verify these amounts in the fields to the right of the exchange rate.
4. Indicate how you want amounts in this currency to be displayed. The Positive Amount and Negative Amount fields show examples of how currency amounts will be displayed, based on the selections you're making.
5. Click OK.

Setting up Multicurrency - Step 2

Setting up Multicurrency

Step 3: Create accounts to track your foreign-currency transactions

Step 1 > 2 > 3 > 4 > 5

If you haven't already read the Multicurrency Overview, see [Creating accounts to track your foreign-currency transactions](#) for more information.

For information about creating accounts, see [Choose the type of account you want](#).

Setting up Multicurrency - Step 3

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Setting up Multicurrency

Step 4: Assign the accounts you've created to foreign currencies

Step 1 > 2 > 3 > 4 > 5

If you haven't already read the Multicurrency Overview, see [Assigning accounts to foreign currencies](#) for more information.

The [Currency List window](#) should be displayed.

1. Highlight the currency you want to change and click the Edit button. The Currency Information window appears, displaying the information you've already entered about this currency.
2. If customers pay you in this currency, click the Receivable Accounts tab to display the Receivable Accounts view of the Currency Information window. If you don't make sales in this currency, skip to step 6.
3. In the Asset Account for Tracking Receivables in This Currency field, enter or select the account you'll use to track unpaid sales on account in the selected currency. This account must be assigned the currency code for the currency you selected in step 1.
4. In the Checking Account for Customer Receipts in This Currency field, enter or select the checking account in which customer payments will be deposited. This account may be a U.S. funds account if your bank allows you to make deposits in the currency you selected in step 1.
5. Review the remaining fields in the window. Mark the options that apply to your business. As you mark options, additional fields will appear, and you can enter the accounts you'll use to track various parts of your transactions, such as freight, deposits and discounts.
6. If you pay vendors using this currency, click the Payable Accounts tab to display the Payable Accounts view of the Currency Information window. If you don't make payments in this currency, skip to step 10.
7. In the Liability Account for Tracking Payables in This Currency field, enter or select the account you'll use to track unpaid purchases on account in the selected currency. This account must be set up to use the currency you selected in step 1.
8. In the Checking Account for Paying Bills in This Currency field, enter or select the checking account you'll use to pay vendors in the selected currency. This account may be a U.S. funds account if your bank allows you to write checks in the currency you selected in step 1.
9. Review the remaining fields in the window. Mark the options that apply to your business. As you mark options, additional fields will appear, and you can enter the accounts you'll use to track various parts of your transactions, such as freight, deposits and import duty. Each of these accounts must be set up to use the currency you selected in step 1.
10. When you've finished entering account information, click OK. Repeat steps 1 through 10 for each foreign currency you use.

Setting up Multicurrency - Step 4

Setting up Multicurrency

Step 5: Assign the appropriate currency to foreign customers, vendors and salespeople

Step 1 > 2 > 3 > 4 > 5

If you haven't already read the Multicurrency Overview, see [Assigning accounts to foreign currencies](#) for more information.

See [Assigning a currency to customer, vendor and employee cards](#) in the Cards Overview if you need information about creating cards.

Setting up Multicurrency - Step 5

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To update foreign currencies

The [Currency List window](#) should be displayed.

1. Highlight the currency you want to change and click the Edit button. The Currency Information window appears, displaying the information you've already entered about this currency.
2. To update the exchange rate, click the Currency Profile tab and enter the new exchange rate in the Exchange Rate field. Keep in mind that your entry here should reflect the amount of U.S. money that one unit of this currency -- one British pound, for example -- will buy, and the amount of British pounds one unit of U.S. money will buy. Verify these amounts in the fields to the right of the exchange rate.
3. Review the other information you've entered for this currency to be sure it's current. When you're satisfied with your entries, click OK.

To update foreign currencies

To remove a foreign currency

The [Currency List window](#) should be displayed.

1. Highlight the currency you want to remove
2. Choose Delete Currency from the Edit menu.

To remove a foreign currency

To print the Currency - Unrealized Gain/Loss Report

The [Index to Reports window](#) should be displayed.

1. Click the General Ledger tab.
2. Locate the Currency Unrealized Gain/Loss selection and highlight it. (You may have to scroll through the list of reports to locate it.)
3. Click the Filters button to open the Report Filters window. In this window, enter the ending date for the period you want to include on the report. Then click OK.
4. In the Index to Reports window, click the Print button to print the report.

To print the Currency - Unrealized Gain/Loss Report

To record unrealized gains and losses

Print the Currency - Unrealized Gain/Loss Report, then complete the following steps:

The [General Journal Entry window](#) should be displayed.

1. Enter the date (generally the last day of the month) and a description of the transaction.
2. In the scrolling list in the middle of the window, enter a transaction for the unrealized gain or loss. This transaction should have a separate debit and credit entry for each account that appears on the Currency - Unrealized Gain/Loss Report. (All amounts are entered in U.S. dollars.)

If the account is an asset account

If the Currency - Unrealized Gain/Loss Report shows a currency *gain* for a checking account or another asset account, credit the Unrealized Currency Gain/Loss account, and enter an equal debit amount for the exchange account associated with the asset account. (The Unrealized Currency Gain/Loss account should be an expense account.)

If the Currency - Unrealized Gain/Loss Report shows a currency *loss* for the asset account, debit the Unrealized Currency Gain/Loss account, and enter an equal credit amount for the exchange account associated with the asset account.

If the account is a liability or equity account

If the Currency - Unrealized Gain/Loss Report shows a currency *gain* for a liability or equity account, credit the Unrealized Currency Gain/Loss account, and enter an equal debit amount for the exchange account associated with the liability or equity account.

If the Currency -Unrealized Gain/Loss Report shows a currency *loss* for the liability or equity account, debit the Unrealized Currency Gain/Loss account, and enter an equal credit amount for the exchange account associated with the liability or equity account.

3. Save the General Journal entry as a recurring transaction. By doing this, you'll save time when you record your unrealized gains and losses in future months. Click the Save Recurring button; the Save Recurring Transaction window appears.
4. Enter a name for the transaction, then choose a frequency (we recommend that you choose Monthly) and the day on which you want this transaction to appear in the To Do List window each month. Click Record to save your entries and close the Save Recurring Transaction window.
5. In the General Journal Entry window, click the Record button to record the transaction for this month.

To record unrealized gains and losses

To automatically reverse your General Journal entry from the previous month

Use this procedure only if your transactions are *unchangeable*. See [What are changeable and unchangeable transactions?](#) for more information.

1. Display the General Journal entry for the previous month's unrealized gains and losses in the General Journal Entry window.
2. Choose Reverse General Journal Transaction from the Edit menu. After a few moments, a new transaction, containing amounts exactly opposite of the amount in the General Journal entry will be displayed in the General Journal Entry window.
3. Enter the date (generally the first day of the current month) and a memo that indicates you're reversing the previous month's unrealized gains and losses.
4. Click Record to record the reversed General Journal entry.

To automatically reverse your General Journal entry from the previous month

To manually reverse your General Journal entry from the previous month

Use this procedure only if your transactions are *changeable*. See [What are changeable and unchangeable transactions?](#) for more information.

(As an alternative, you can mark the "Transactions CAN'T be Changed; They Must be Reversed" option in the Preferences window to make your transactions unchangeable, then complete the procedure [To automatically reverse your General Journal entry from the previous month](#). If you do this, be sure to unmark the "Transactions CAN'T be Changed" option again once you're done making your reversing entry.)

The [General Journal Entry window](#) should be displayed.

1. Enter the date (generally the first day of the current month) and a memo that indicates you're reversing the previous month's unrealized gains and losses.
2. Enter a transaction that mirrors the transaction you made last month to record the unrealized gains and losses, but reverse the debits and credits -- if an account was debited last month, enter the same amount in the Credit column. Likewise, if the account was credited last month, enter the same amount in the Debit column.
3. Save the General Journal entry as a recurring transaction. By doing this, you'll save time when you reverse your unrealized gains and losses in future months. Click the Save Recurring button; the Save Recurring Transaction window appears.
4. Enter a name for the transaction, then choose a frequency (we recommend that you choose Monthly) and the day on which you want this transaction to appear in the To Do List window each month. Click Record to save your entries and close the Save Recurring Transaction window.

To manually reverse your General Journal entry from the previous month

To transfer funds from a U.S. account into a foreign account

The [Spend Money window](#) should be displayed.

1. Choose the currency associated with the foreign account. Click the Exchange Rate button to display the Exchange Rate window. Click the arrow next to the Currency field and choose the currency associated with the account you want from the list of currencies that appears.
2. From the list of checking accounts that appears in the upper left corner of the window, choose the account from which the funds will be drawn (your U.S. funds account).
3. Enter the transaction date and the amount being transferred. The amount must be in the foreign currency, not in U.S. dollars. Also mark the Already Printed option if you don't plan to print an actual check.
4. In the scrolling list, enter the account number for the account into which the funds are being deposited (your foreign-currency account). Enter the same amount that appears in the Amount field at the top of the window in the Amount column in the scrolling list.
5. If you want to print a check, click the Print button. If you've marked the Already Printed option to indicate that the funds will be transferred electronically or in some other fashion, click Record.

To transfer funds from a U.S. account into a foreign account

To transfer funds from a foreign account into a U.S. account

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To transfer funds from a foreign account into a U.S. account