How to add credit to a third-party account

1. Open Resource Manager.
2. In the tree, click **Account Management** > **Accounts**, and double-click the account.
3. On the **Balance** tab, check **Enforce minimum balance**. Accounts with a managed balance normally have it ticked: once the balance reaches the **Minimum balance**, nothing more can be billed to the account.
4. Click **Add Transaction**.
5. In the **Add Transaction** window, choose one of:
   - **Credit (Deposit):** the amount is added to the balance.
   - **Debit (Withdrawal):** the amount is taken off the balance.
   - **Set to balance:** the balance is set to the amount you enter, with a credit or debit as needed.

   Balance after transaction shows the result. Add a **Comment** if you like, and click **OK**.

The new balance applies straight away.

Related articles

- *How to create third-party accounts*
- *How to report on transactions for third party accounts*
- *How to deposit funds into a user's account*

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