

Elementary Schools
Schoolbooks
Recording Transfers Between Activity Accounts

Use this procedure to record Transfers between activity accounts, such as when a receipt is posted to the wrong activity account, or when an activity account advisor has submitted a completed and approved Transfer Request Form.

When to Record

Record Transfers between activity accounts when you have received a properly completed and approved Transfer Request Form.

Recording in SchoolBooks

1. Click the “Transfer Entry” button or make this selection from the “Entry” drop-down menu. The “Transfer Entry” window opens.
2. To select a Transfer Number, click on the green number sign. The system will assign the next sequential number and the cursor will advance to the “Date” field.
3. Enter the date of the transfer, and press the Tab key. This date cannot be in a month that has been closed.
4. In the “Amount” field, enter the amount of the transfer, and press the Tab key.
5. In the first “GL Account Number” field, enter the GL Account Number from which the funds are being transferred. Use the magnifying glass to easily find the GL account. Press the Tab key.
6. In the second “GL Account Number” field, enter the GL Account Number into which the funds are being transferred. Use the magnifying glass to easily find the GL account. Press the Tab key.
7. In the “Description” field enter a detailed description of the transfer (what and why). Press on the Tab key.
8. In the “Authorized By” field, enter the name of the individual authorizing the transfer. This should be the Advisor whose funds are being transferred out. Press the Tab key.
9. Click “Accept”.
10. Repeat steps 2-9 for all transfers that are to be recorded at this time. When finished entering all transfers, click “Cancel”.
11. You will be asked, “Do you want to print the Transfer Journal?” Click “Yes”.
12. At the next window click “Print” and wait for the journal to print.

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13. The next window asks “Did the Transfer Journal print OK, and is the data correct?” If the journal looks okay (printed cleanly, data is correct), click “Yes”.
14. The next window asks “Do you want to UPDATE the Transfer Journal?” Click “Yes”.
15. A small window appears indicating “Update Complete”.
16. Make a notation on the Transfer Journal that it has been posted/updated, and file it in your monthly transactions/reports file.

Hint: The transfer entries will not post until you: 1) print a Transfer Journal and 2) answer “Yes” to update the journal.

PROCESS COMPLETE