Elementary Schools
Schoolbooks
Recording Transfers Between Multiple Activity Accounts

Use this procedure to record Transfers between multiple activity accounts, such as for beginning of year distributions to classroom accounts, allocation of fundraising proceeds to multiple activities, or closing old, unused teacher/classroom activity accounts.

This procedure is used to transfer amounts from one or more activity accounts to one or more activity accounts. For one-to-one Transfers, use the separate procedure "Recording Transfers Between Activity Accounts".

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

Recording in SchoolBooks

1.   From the "Entry" drop-down menu, select "Multi-Line Transfer Entry". The "Multi-Line 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 "Authorized By" field enter the name of the person authorizing the Transfer. This should be the person who signed the Transfer Request Form. Press the Tab key.

5.   Select either "From" or "To" to indicate whether the Transfer will be from or to the activity account specified in the next field.
     Hint: It is recommended that you enter all the "From" transactions together, and all the "To" transactions together so that the entries won't be messed up if you forget to change from "From" to "To" or vice versa.

     Press the Tab key.

6.   In the "GL Account Number" field, enter the GL Account Number associated with the "From" or "To" button just selected. Use the magnifying glass to easily find the GL account. Press the Tab key.

7.   In the "Purpose" field enter a detailed description of the transfer (what and why). Press the Tab key.

8.   In the "Amount" field, enter the amount of the transfer (from or to) associated with this activity account, and press the Tab key.

9. Tab through the Category" field, and click on the "OK" button on the right side of the screen. The transaction just entered will be displayed in the large white box in the middle of the screen. Note that the amount is listed in either the "From" column or the "To" column.

10. The cursor will return to the "From" button. Repeat steps 5 through 9 for each activity account to be affected by the Transfer (either From or To). When all components of the transfer have been entered, the "Difference" field in the lower left corner of the screen should be zero, and the totals at the bottoms of the "From Amount" and "To Amount" columns (lower right corner) should be equal. If they are not, go to Step 11 to resolve.

11. If the difference in not zero, review the listed transactions to make sure all components have been entered. Enter any which are missing. If the amount for a particular component is incorrect or is in the wrong column, double-click on the component displayed in the large white box; this will cause the component to be displayed in the detail fields above the white box. Correct the "From" or "To" button as necessary, or edit the "Amount" field.

12. Click on the "OK" button to effect the changes to that component. Repeat Step 11 as necessary to make all components of the entry correct.

13. Once the Transfer is in balance and correct, click "Accept".

14. Repeat steps 2-13 for all multi-line transfers that are to be recorded at this time. When finished entering all multi-line transfers, click "Cancel".

15. You will be asked, "Do you want to print the Multi-Line Transfer Journal?" Click "Yes".

16. At the next window click "Print" and wait for the journal to print.

17. The next window asks "Did the Multi-Line Transfer Journal print OK, and is the data correct?" If the journal looks okay (printed cleanly, data is correct), click "Yes".

18. The next window asks "Do you want to UPDATE the Multi-Line Transfer Journal?" Click "Yes".

19. A small window appears indicating "Update Complete".

20. Make a notation on the Multi-Line 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 Multi-Line Transfer Journal and 2) answer "Yes" to update the journal.

PROCESS COMPLETE