School Cash Accounting - Transfer Entries

General Activities

Ledger Inquire
Reconciliation
Transfer Entries

Transfer Money Within One Bank Account To Different Categories

Transfer Money Between Two Commercial Bank Accounts
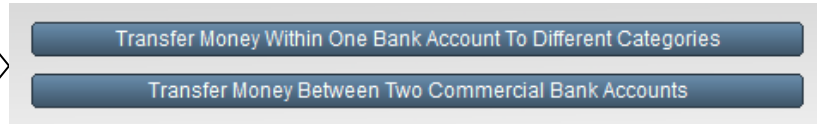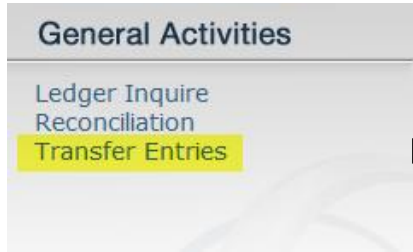
Transfer Options

To Transfer Money From One Category to a Different Category, Within the Same Bank Account:

1. From **Main Menu, General Activities group:**
2. Click **Transfer Entries**
3. Select **Transfer Money Within One Bank Account to Different Categories**

Transfer Money Within One Bank Account To Different Categories

The transfer form will open:

- ⟳ *The forms are auto-numbered*
- ⟳ *The date field is auto-populated with the current date. This date can be adjusted if necessary.*

4. Click **Transfer From Category** field
5. Select the category that is to be debited from drop down
6. **TAB** to move to **Amount** field, enter amount that is to be debited
7. **TAB** to move to **Reason** field, enter any explanation for the transfer
8. Click **Transfer To Category** field
9. Select the category that is to be credited from drop-down
10. **TAB** to move to **Amount** field, enter amount that is to be credited

NOTE: To enter information in the fields to the right, **TAB** the field and select the entry from the drop-down.

To Split the Transfer Between More Than One Category:

1. Click ➕ in Transfer To Category Heading Row

Transfer To Category   Amount   Memo   GL Department   GL Name

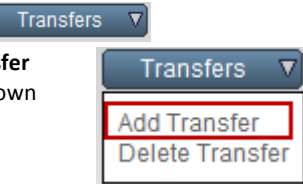*An additional record row will be added in the Transfer To Category area.*

2. Complete the credit information by repeating Steps 9-10 above

NOTE: To complete the transfer the Balance indicator must be

$0.00   Difference: $0.00
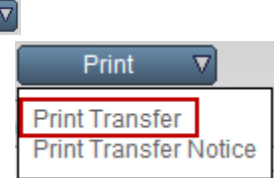
To Create Another Transfer:

1. Click **Transfers**
2. Select **Add Transfer** from the drop-down

Transfers ▼
Add Transfer
Delete Transfer

Complete the New Transfer form, by repeating Steps1-10 above

To Print The Transfer Reports:

1. Click **Print**
Select **Print Transfer** from the drop-down

Print ▼
Print Transfer
Print Transfer Notice

To Complete the Transfer:

1. Click **Add to Ledger** to post the transfer to the Ledger

Transfer Money Between Two Commercial Bank Accounts Using Combine A Bank Account

NOTE: This feature is to be used only if you have 2 or more bank accounts in School Cash Accounting.

1. Select **Transfer Money Between Two Commercial Bank Accounts**

Transfer Money Between Two Commercial Bank Accounts

*The Transfer Form will open with the current bank account information auto-populated in the **Transfer From** section.*

2. Click **Combine A Bank Account** tab

4. Select the newly created bank account from the drop down
5. Click **Continue** to update the opening balance

For further information on School Cash Accounting – Transfers, please refer to the User Guide.

Transfer Method 1: Bank Transfer

1. In the **Transfer From** portion of the screen:
   i) Verify the **Method** to be Bank Transfer
   ii) Verify the **Amount** of the transfer
   iii) Verify the **Date** of the transfer
   iv) Select the **Category** to be debited
   v) Enter a reason for the transfer

2. In the **Combine a Bank Account** portion of the screen:
   i) Select **Bank Account** to be credited from the drop-down
   ii) Select **Category** to be credited from the drop-down

3. Click **Continue**
4. Click **OK** to accept the transfer and generate the **Bank Transfer Summary Report**
5. Click printer icon to print the report
6. Click **Main Menu**

NOTE: Bank Transfer is the default transfer method. The amount displayed is the current account balance.

Transfer Method 2: Check

NOTE: The check must be issued and posted to the ledger prior to using this method. Check transactions will be modified to a bank transfer transaction type.

1. In **Transfer From** portion of the screen:

   i) Click **pick list arrow** in **Method** field, select **Check** from drop-down

   ii) Click **pick list arrow** **Check Number,** select **Check Number** from drop-down

The Amount Date Category and Reason will be auto-populated based on the check information

To combine this bank account with a bank account already within School Cash Accounting:

1. In **Combine a Bank Account** portion of the screen:
   i) Select Bank Account to be credited from the drop-down
   ii) Select the Category to be credited from the drop-down

Transfer Money Between Two Commercial Bank Accounts Using Create A New Bank Account

In Transfer Money Between Two Commercial Bank Accounts screen:

1. Click **Create a New Bank Account** tab
2. Click **Continue**
Step1 of the 5-Step Setup process will start
3. Complete the necessary steps to open a new bank account