

General Inputs - ASB Transfers

Skyward Financial Management \ Account Management \ General Inputs \ Transfer Entries

Transfer Entries are used to record changes to Fund Balance accounts such as moving money from one ASB club to another. The Transfer Entry must be balanced (debits-credits) before it can be updated. It can be completed at a later date by using the Save and Finish Later option leaving the Transfer Entry in WIP status.

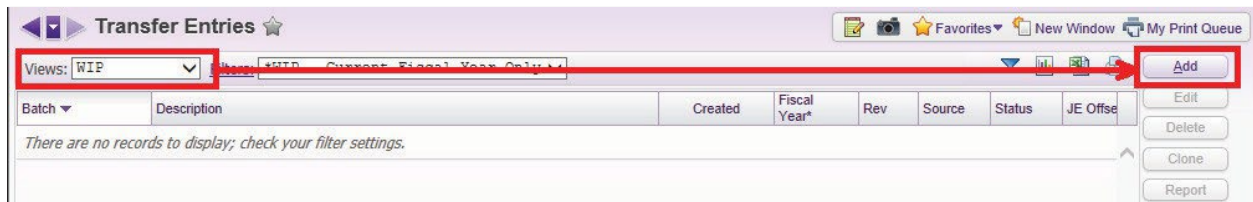
Transfer Entries



▼ Transfer Entries - TR

- Transfer Entries - TR
- Accounting Update - Transfer Entries - AU
- Update History - Transfer Entries - UH

1. Set the **View** to **WIP**
2. From **WIP** status, click **Add**



Transfer Entries

Views: WIP

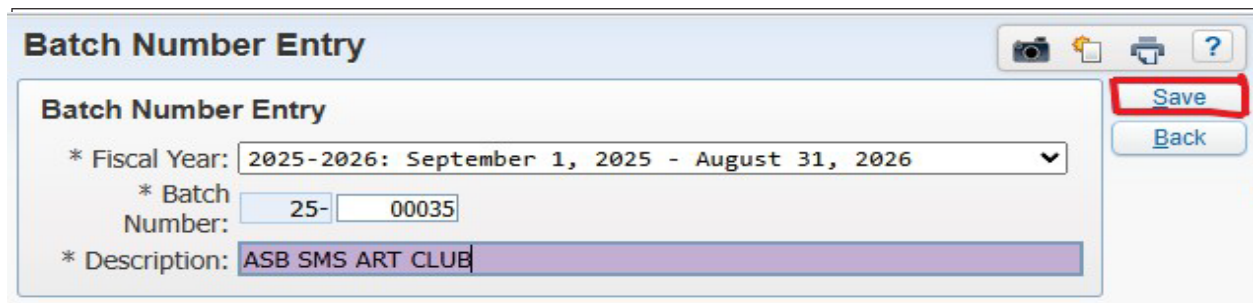
Batch Description Created Fiscal Year* Rev Source Status JE Offse

There are no records to display; check your filter settings.

Add Edit Delete Clone Report

3. In the Batch Number Entry section:

- Select the Fiscal Year
- Enter a Description
- Click Save



Batch Number Entry

Batch Number Entry

* Fiscal Year: 2025-2026: September 1, 2025 - August 31, 2026

* Batch Number: 25- 00035

* Description: ASB SMS ART CLUB

Save Back

4. On the Edit Details screen, click **Add**

Edit Details

Batch Information

Fiscal Year: 2013-2014: September 1, 2013 - August 31, 2014 **Edit**

Batch Number: 13-00001

Description: DESCRIPTION

Detail Lines

Views: General Filters: *Skyward Default

Line # Account Description Transfer Out Transfer In Reference Receipt # Ad

There are no records to display; check your filter settings.

Add

5. Select or begin typing the Account number or click the Account link to scroll, page or search the list of available account codes,(40 Q 819 1100 00 0000 2010 0000 0000).
6. Enter the Description
7. Enter the Date (current date is default)
8. Enter Transfer Out or Transfer In amount
9. Click Save & Again
10. Enter Transfer Out or Transfer In amount as appropriate
11. Repeat as needed

Detail Line Entry

Batch Information

Fiscal Year: 2025-2026: September 1, 2025 - August 31, 2026

Batch Number: 25-00037

Description: test

General Information

* Line: 1

* Account: 40 Q 819 1100 00 0000 2010 0000 0000 0

Description: TO ART CLUB

Add'l Description:

Name:

* Date: 02/26/2026

Reference:

Account Description

40 Associated Student Body Fund

819 RESTRICTED FOR FUND PURPOSES

1100 ASB GENERAL

00 Unassigned

Line Amounts

* Transfer Out: 100.00

* Transfer In: 0.00

Batch Amounts

of line items: 1 Transfer Out: 100.00 Transfer In: 0.00 Net Amount: 100.00

Asterisk (*) denotes a required field

12. When entry is complete, click **Save** and then **Back** to complete the transaction

Detail Line Entry

Batch Information

Fiscal Year: 2025-2026: September 1, 2025 - August 31, 2026
Batch Number: 25-00035
Description: ASB SMS ART CLUB

General Information

* Line: 2
* Account: 40 Q 819 4120 00 0000 2010 0000 0000 0
Description: FROM GEN ASB
Add'l Description:
Name:
* Date: 02/26/2026
Reference:

Account Description

40 Associated Student Body Fund
819 RESTRICTED FOR FUND PURPOSES
4120 ART CLUB
00 Unassigned

Line Amounts

* Transfer Out: 0.00
* Transfer In: 100.00

Batch Amounts

of line items: 2 Transfer Out: 100.00 Transfer In: 100.00 Net Amount: 0.00

Asterisk (*) denotes a required field

A Report of the entry may be run by clicking the Report button from either the Edit Details screen or the Transfer Entries screen.

Edit Details

Batch Information

Fiscal Year: 2025-2026: September 1, 2025 - August 31, 2026
Batch Number: 25-00037
Description: test

Detail Lines

Views: General Filters: Skyward Default Clone

Line #	Account	Description	Transfer Out	Transfer In	Reference
1	40 Q 819 1100 00 0000 2010 0000 0000 0	TO ART CLUB	100.00	0.00	
2	40 Q 819 4120 00 0000 2010 0000 0000 0	FROM GEN ASB	0.00	100.00	

Transfer Entries

Views: WIP Filters: WIP - All Fiscal Years

Batch	Description	Created	Fiscal Year	Rev	Source	Status	JE Offsets	WIP Error
25-00037	test	02/26/2026	2025-2026	No	TV	W	No	No

3amg1p01.p 57-4
05.25.10.00.00

SNOQUALMIE VALLEY SCHOOL DIST
GENERAL INPUT TRANSFER ENTRIES

02/26/26

Page: 1
2:36 PM

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
25-00037	test	2025-2026	NOT POSTED	Web Batch Entry	WIP

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	TRANSFER OUT AMT	TRANSFER IN AMT
1		TO ART CLUB	40 Q 819 1100 00 0000 2010 0000 0000 0		02/26/2026	100.00	0.00
2		FROM GEN ASB	40 Q 819 4120 00 0000 2010 0000 0000 0		02/26/2026	0.00	100.00
TOTALS						100.00	100.00