
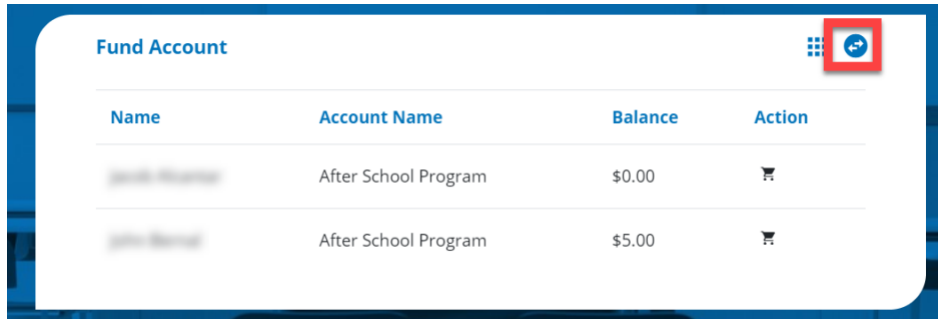




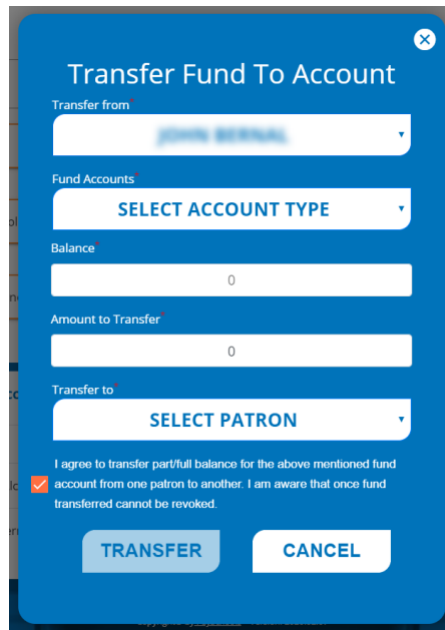
Transfer Funds Between Students

- 1) If you wish to transfer money from one patron to another, this is another option available in the Fund card.
- 2) To transfer funds between accounts, scroll down to the Fund card and click  .



Name	Account Name	Balance	Action
John Smith	After School Program	\$0.00	
John Smith	After School Program	\$5.00	

- 3) A pop-up window will appear. Select the student/staff you wish to transfer the funds from as well as the student/staff you wish to transfer the funds to.



Transfer Fund To Account

Transfer from
JOHN SMITH

Fund Accounts
SELECT ACCOUNT TYPE


Balance
0

Amount to Transfer
0

Transfer to
SELECT PATRON

I agree to transfer part/full balance for the above mentioned fund account from one patron to another. I am aware that once fund transferred cannot be revoked.

TRANSFER **CANCEL**

- 4) The balance of the selected fund account will appear where it reads **Balance**. In the text box below the balance, enter in the amount you wish to transfer.
- 5) You must agree to the transfer as well as put a check mark in the box before you can click  .