



APSCHOOL

Financial :

Transfer money between two users

Date of last update: 05/05/2026



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1. Context

If the school allows it, you can transfer money between your children yourself. This tutorial will guide you through the process.

Important : Before transferring money, ensure your children's accounts are linked . To do this, follow the dedicated tutorial available on the tutorial platform.

2. Transfer money between two users

- Go to the "Finances" menu.
- Open the "Actions" tab.
- Click on the "Transfer between two accounts" button.

The screenshot shows the APSCHOOL interface. At the top, there is a navigation bar with the APSCHOOL logo, a menu icon, and user information: "Casterman Tintin - AP4B" and "Casterman Jean-Eude". Below the navigation bar, there is a "Filters" and "Actions" section. The "Actions" section contains several buttons: "Cost estimates", "Periodic settlements", "Periodic settlements - APSchool", "Statement of costs", "Excel export of the wallet", "Make a transfer between two accounts" (highlighted with a red box), "Make a transfer between two wallets", "Automatic debit", and "Refunds". Below the actions section, there is a "Financial transactions" section. It shows a table with columns: "Date", "Note", "Amount", and "Total remaining". The table contains several rows of transactions, including orders from the webshop, meal reservations, and cash recharges. At the bottom right of the table, there is a pagination control showing "1" and "2".

Date	Note	Amount	Total remaining
05-05-2026 13:44	Order from the webshop: Gourde superman (8.00 €)	-8,00 €	146,40 €
05-05-2026 13:44	Order from the webshop: Repas fête de l'école (25.50 €)	-25,50 €	154,40 €
05-05-2026 13:31	Meal reservation: Hot-dog (25/06/2026)	-2,00 €	179,90 €
05-05-2026 13:31	Meal reservation: Hot-dog (16/06/2026)	-2,00 €	181,90 €
05-05-2026 13:31	Meal reservation: Hot-dog (11/06/2026)	-2,00 €	183,90 €
05-05-2026 13:31	Meal reservation: Hot-dog (08/06/2026)	-2,00 €	185,90 €
05-05-2026 13:15	Recharge cash	200,00 €	187,90 €
23-04-2026 11:19	Test en négatif	-100,00 €	-12,10 €
23-04-2026 10:37	Remboursement de réservation de repas: Sandwich (15/05/2026)	1,00 €	87,90 €
23-04-2026 10:37	Réservation de repas: Repas chaud primaire (28/05/2026)	-5,00 €	86,90 €



- Select :
 - The sender's account
 - The receiving account.
 - The portfolios in question.
 - The amount of money to be transferred.
- Click the "Transfer" button.

Making a transfer between two users ×

Selected sender : **Casterman Tintin**

Select the sender's account

General ▼

Maximum amount to be transferred : 146.4€

Select the receiver's account

Castafiore Bianca 🔍

Selected receiver : **Bianca Castafiore**

Selecting the recipient

General ▼

Amount to be transferred

50 €

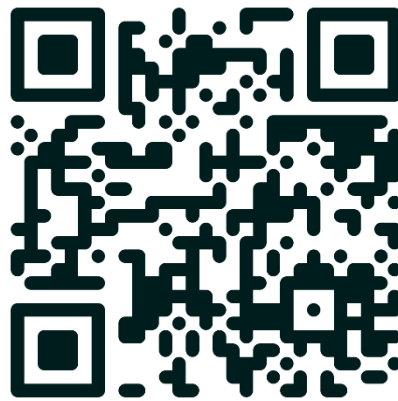
Cancel Transfer



A question? Need assistance?

- For any technical, educational or platform-related questions, please contact your institution directly.
- If you would like to view other tutorials, feel free to click on the following link or scan the QR code below.

<https://parents.apkiosk.com/>



Thank you for following this tutorial!



AP SCHOOL

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