

## Budget Transfers

Transfers need to be done in Skyward Web. A transfer is when you move money from one account to another within the same function.

Example: Transfer from 199 E 11 6399 00 001 11 801 \$100.00

Transfer to 199 E 11 6411 00 001 11 801 \$100.00

Function 11 is instructional, since the transfer is to and from the same function, a transfer can be entered in the system.

To enter a transfer go to:

Account Management, Budget Management, Transfers, Submit Transfers

Click Add to enter a new requisition, you will see this screen.

The screenshot shows a web browser window titled "Budget Transfers - WF\AM\BM\TR\ST\MS - 11562 - 04.11.10.00.17 - Windows Internet Explorer". The address bar shows the URL: <https://skyward.fisd.k12.net:444/scripts/wsisa.dll/WService=wsFin/fobrqedit020.w?sPopup=true>. The browser's navigation bar includes links for Home Page, Acct Mgmt, Budget Mgmt, Budget Transfers, Submit Transfers - General, and Budget Transfers.

The main content area is titled "Budget Transfers" and contains the following fields:

- \* Budget Transfer Group: [Dropdown]
- \* Fiscal Year: 2011 - 2012 [Dropdown]
- \* Transfer Type: Expense [Dropdown] [Rules](#)
- \* Batch Number: 11-00010 [Text]
- \* Description: [Text]
- Amount: 0.00 [Text]

On the right side of the form, there are three buttons: "Submit for approval", "Save and finish Later", and "Back".

Below the main form is a section titled "Budget Transfer Detail Lines". It contains four identical "Detail Budget Transfer" blocks. Each block has the following fields:

- General Ledger Account: [Text]
- Account: [Dropdown]
- Description: [Text]
- Transfer From: [Dropdown]
- Transfer Amount: 0.00 [Text]
- Debit Amount: 0.00 [Text]
- Credit Amount: 0.00 [Text]

At the bottom of the form, there is a note: "Asterisk (\*) denotes a required field".

The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and "100%".

The following screens are from a Skyward Tutorial.

Choose the Budget Transfer Group from the dropdown box. You will only see your groups. The Fiscal Year will pre-populate. Transfer type will be expense. Enter a general description for the transfer.

The screenshot shows the 'Submit Transfers' web application in Internet Explorer. The browser address bar shows the URL: [http://www.skyward.com/deptdocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WF\\_AM\\_B...](http://www.skyward.com/deptdocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WF_AM_B...). The page title is 'Submit Transfers'. The main content area is titled 'Budget Transfers' and contains the following fields:

- \* Budget Transfer Group: 001 High School
- \* Fiscal Year: 2009 - 2010
- \* Transfer Type: Expense
- \* Description: Funds moved from 1200 to 1270
- Amount: [Empty]

Below these fields is the 'Budget Transfer Detail' section, which includes several 'Detail Budget Transfer' entries. Each entry has a 'General Ledger Account' and a 'Description' field. The first entry is highlighted in green and has a 'Transfer From' dropdown set to 500.00. The second entry is highlighted in purple and has a 'Transfer To' dropdown set to 500.00. The third and fourth entries are empty.

Yellow callout boxes provide instructions:

- 'Choose a Budget Transfer Group if your district uses these.' points to the 'Budget Transfer Group' field.
- 'Choose the Fiscal Year and Transfer Type - Expense or Revenue.' points to the 'Fiscal Year' and 'Transfer Type' fields.
- 'Give this budget transfer a general description.' points to the 'Description' field.

On the right side of the page, there are buttons for 'Submit for approval', 'Save and finish later', and 'Back'. The status bar at the bottom indicates 'Internet | Protected Mode: Off' and '100%' zoom.

Enter or choose your account from the dropdown box. Choose transfer from or transfer to that particular account. Enter the amount in the Transfer amount field (please note, it may look a little confusing when the system auto enters a debit or credit amount, just make sure you are entering the correct account and transfer from field, and account and transfer too field). Enter a description for that line.

**Budget Transfers**

\* Budget Transfer Group: 001 High School  
\* Fiscal Year: 2009 - 2010  
\* Transfer Type: Expense Rules \* Batch Number: 09-00006  
\* Description: Funds moved from 1200 to 1270

**Detail Budget Transfer**

General Ledger Account  
Account: 10E000 1110 1200 00 000000 GENERAL ED/DISTRICT WIDE/ELEMENTARY/TEMP SAL  
Description: Wrong account  
Transfer From: 500.00  
Transfer Amount: 500.00

**Detail Budget Transfer**

General Ledger Account  
Account: 10E000 1110 1270 00 000000 GENERAL ED/DISTRICT WIDE/ELEMENTARY/SUB/NON-  
Description: Correct account  
Transfer To: 500.00  
Transfer Amount: 500.00  
Debit Amount: 500.00  
Credit Amount: 0.00

**Detail Budget Transfer**

General Ledger Account  
Account:   
Description:   
Transfer From: 0.00  
Transfer Amount: 0.00  
Debit Amount: 0.00  
Credit Amount: 0.00

**Detail Budget Transfer**

General Ledger Account  
Account:   
Description:   
Transfer From: 0.00  
Transfer Amount: 0.00  
Debit Amount: 0.00  
Credit Amount: 0.00

**Detail Budget Transfer**

General Ledger Account  
Account:   
Description:   
Transfer From: 0.00  
Transfer Amount: 0.00  
Debit Amount: 0.00  
Credit Amount: 0.00

Asterisk (\*) denotes a required field

Submit for approval  
Save and finish later  
Back

Once again enter your account, transfer from or to and the amount. The system will enter the total amount of the transfer, the transfer to and transfer from amounts must equal. If finished click submit for approval, if you wish to finish the transfer later, click save and finish later.

The screenshot shows a web browser window titled "Submit Transfers" with a URL from skyward.com. The main content area is titled "WFVAMBMTRIST - 11562 - 04.10.01.02.00 - Windows Internet Explorer". It displays a form for "Budget Transfers" with the following fields:

- Budget Transfer Group: 001 High
- Fiscal Year: 2009
- Transfer Type: Expense
- Description: Funds m...
- Amount: 0.00

Below this is a section for "Budget Transfer Detail Lines". The first line is highlighted in green and has a callout:

**2. The credits must equal the debits for all funds involved.**  
 Example: If there are \$500.00 in credits for fund 10 then there needs to be \$500.00 in debits for fund 10.

The second line is highlighted in purple and has a callout:

**1. Fill in the next Transfer To or From account information.**  
 Note: Budget Transfers allow a one to one, one to many, or many to one relationship.

On the right side of the form, there are buttons for "Submit for approval" and "Save and finish later". A callout points to these buttons:

**3. If finished, click to submit for approval.**

Another callout points to the "Save and finish later" button:

**4. If you will finish this transfer later click to Save and Finish Later.**

The bottom of the browser window shows the status bar with "Internet | Protected Mode: Off" and a zoom level of 100%.

Once you submit the transfer will be waiting for approval.

The budget manager will receive an email that there is a transfer waiting to be approved.

Submit Transfers - Windows Internet Explorer

http://www.skyward.com/deptdocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WF\_AM\_B...

Submit Transfers

WFAMBMTRIST - 11562 - 04.10.01.02.00 - Windows Internet Explorer

Skyward School District User Name: Anthony Busbeescr Examples Thursday, May 6th, 2010

Submit Transfers - General Back

Click to expand the budget transfer details.

Create Date	BT Group	S	T	Batch	Description	Debit Amount	Credit Amount	Net Amount	Entered I
05/06/2010	001	S	E	09-00006	Funds moved from 1200 to 1270	500.00	500.00	0.00	Busbeescr

Once submitted, the budget transfer is waiting to be approved. Hover over the S to see the status. See the Approval tutorial for more information on approving budget transfers.

Filter Options  
Refresh  
Add  
Edit  
Delete

1 records displayed Create Date:

Done Internet | Protected Mode: Off 100%