Skyward Users Manual

School Business Suite
Budget Transfers

Prepared for
Leon County School District

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Version 1.0

DOCUMENT CONTROL

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2.0	01/04/2012	Added Chapter on viewing Budget Transfer Activity	Johnny Nash
3.0	06/14/2012	Converted document to reflect new UI design and navigation from Skyward release to be installed on June 15th	Johnny Nash

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Chapter 1. Entering Budget Transfers

Overview

All Budget Amendments referred to as "Budget Transfers" in Skyward must be approved and performed by Finance.

> 💡 **Please remember that you cannot transfer funds between projects, you can only transfer funds between functions, objects and program intents.**

Finance will process budget transfer requests twice a day; midmorning and mid afternoon. When the budget transfer has been posted to the appropriate accounts, you will receive an email stating that your funds are available.

Step 1: Navigate to the Budget Transfer Main Screen

Budget Transfers are entered under the Financial Management Module. Verify that you are in the Financial Management Module.
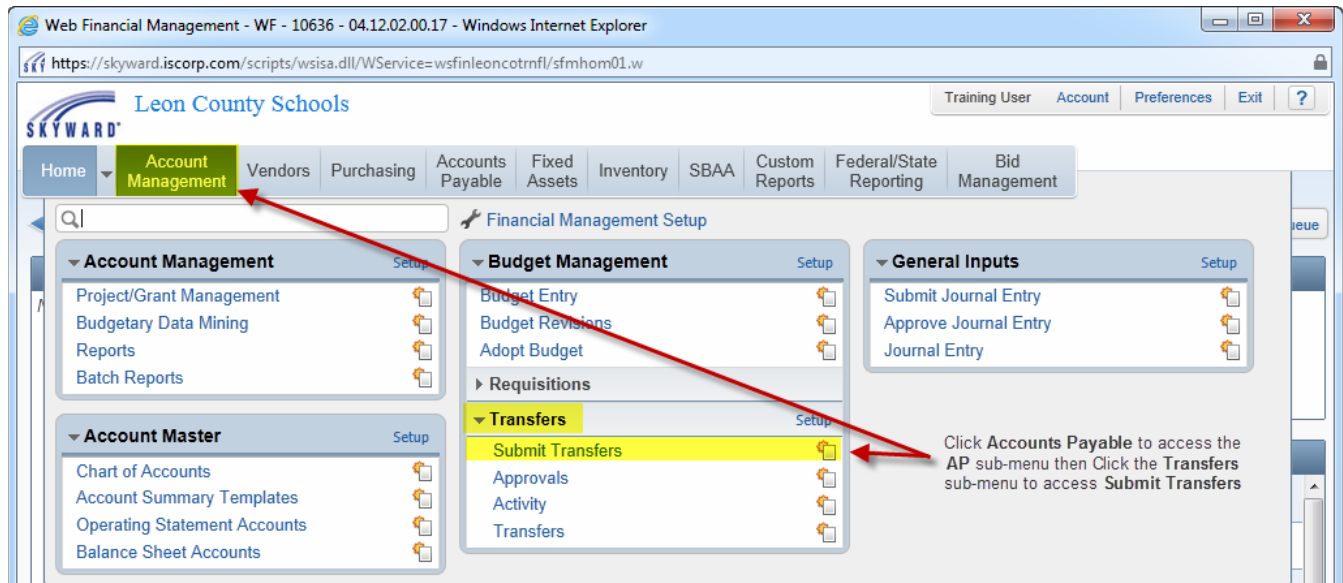
NAVIGATE TO THE FINANCIAL MANAGEMENT MODULE
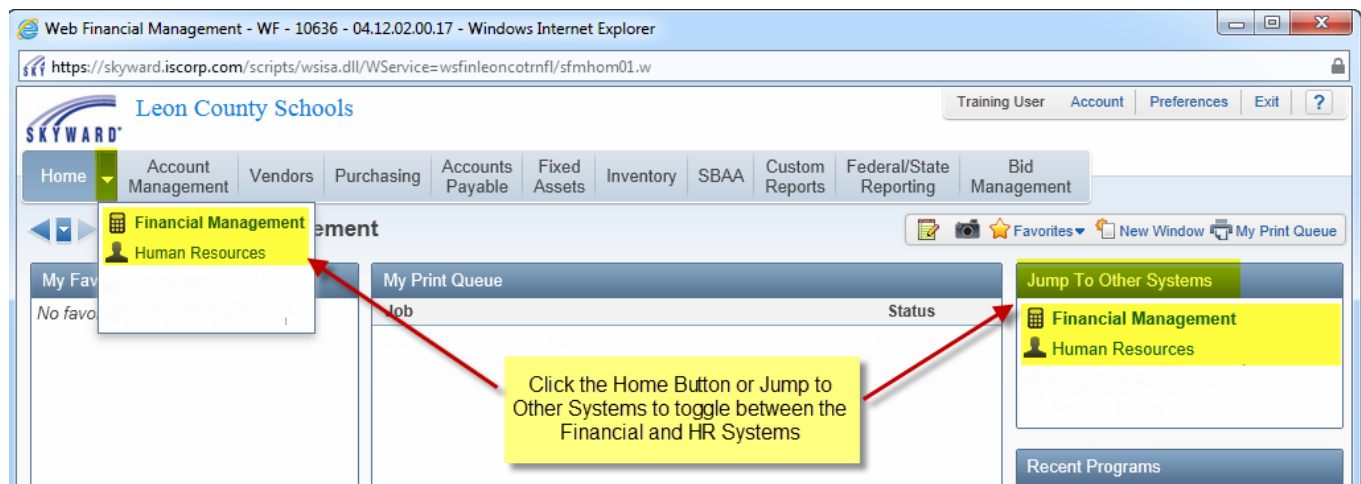
From the Main Screen

1a) Click ON *JUMP TO OTHER SYSTEMS:* Financial Management or

1b) Click the [Home] Button and select Financial Management from the selection of systems

NAVIGATE TO THE SUBMIT TRANSFERS MAIN SCREEN

1c) Select Accounts Payable from the Financial Main Menu,
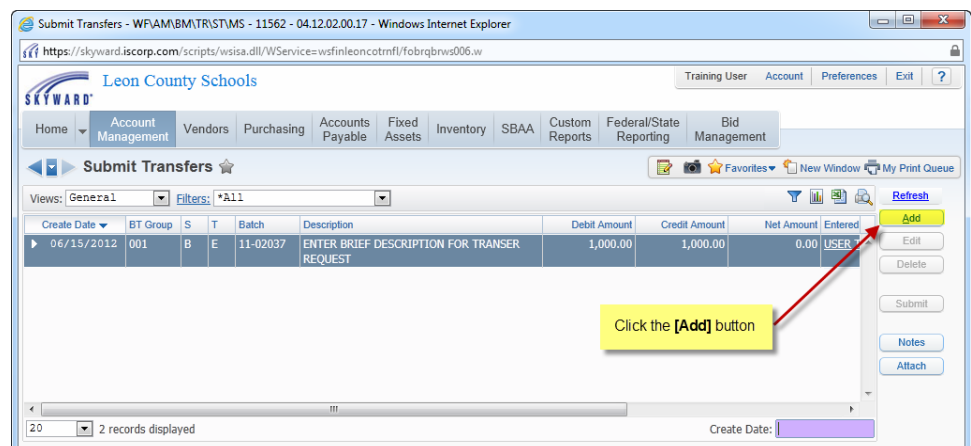
1d) Select *TRANSFERS*: Submit Transfers

💡 Breadcrumbs: WF\BM\TR\ST\MS

The Submit Transfers screen opens.

Step 2: Add a Budget Transfer Request

Click the Add button

The **Budget Transfers** screen opens.

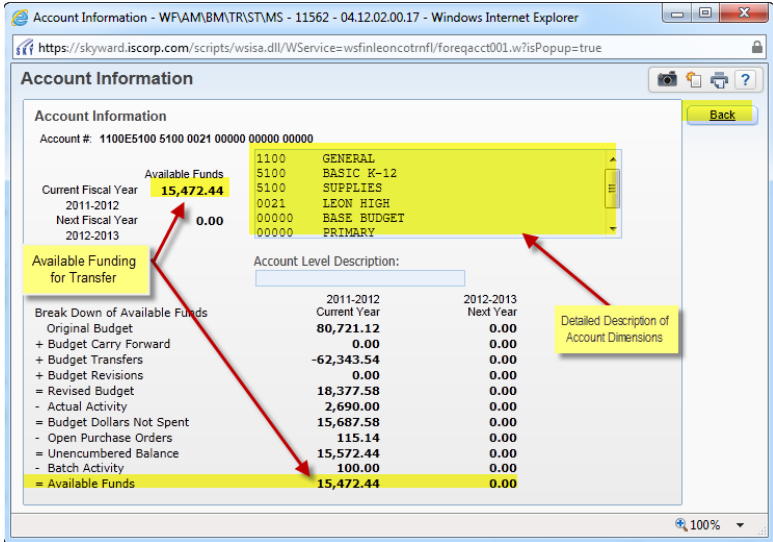## Step 3: Submit Budget Transfer Request

The Budget Transfers Screen is used to provide account information to process the budget transfer request

3a) Enter primary Budget Transfers Information

BUDGET TRANSFERS	
FIELD	**FIELD DESCRIPTION**
Budget Transfer Group	The drown drop list contains a list of all Cost Centers that you have rights to manage the budget. These are the same groups that are used for Requisitions.
Fiscal Year	Defaults to the current fiscal year; cannot be edited
Transfer Type	Defaults to (E) Expense; cannot be edited
Batch Number	System assigned default; cannot be edited
Description	Provide a description\reason for the transfer request.
Amount	Calculated amount. Total will equal zero when all transfer debits and

BUDGET TRANSFERS	
FIELD	**FIELD DESCRIPTION**
	credits are reconciled.

3b) Enter Budget Transfers Detail Lines information

| BUDGET TRANSFERS DETAIL LINES	
FIELD	**FIELD DESCRIPTION**
General Ledger Account Distribution	Enter the appropriate account number to transfer money from. 1. Begin typing the account number and system will filter and display the first 25 accounts that match the entered data. Continue entering the account number until the appropriate account number is displayed. 2. Click the Account hyperlink to open a new window "Account Information" to view detailed info on the entered account.
Description	Provide a line item description\reason for the transfer request.
Transfer From\To	Select Transfer From or Transfer To
Transfer Amount	Enter the total amount of the transaction amount for the entered account
Credit Amount\ Debit Amount	Appropriate field defaults with the value entered in Transfer Amount depending upon if the transaction is a Transfer From or Transfer To. Value cannot be edited.

💡 Required fields are marked with an (*)

3c) Click the [Submit for approval] button or

3d) Click [Save and finish Later] button to save your work and finish later

You will be returned to the Submit Transfers Main Screen. The Budget Transfer Request will be listed.

Click the [▶] to expand the selection and details
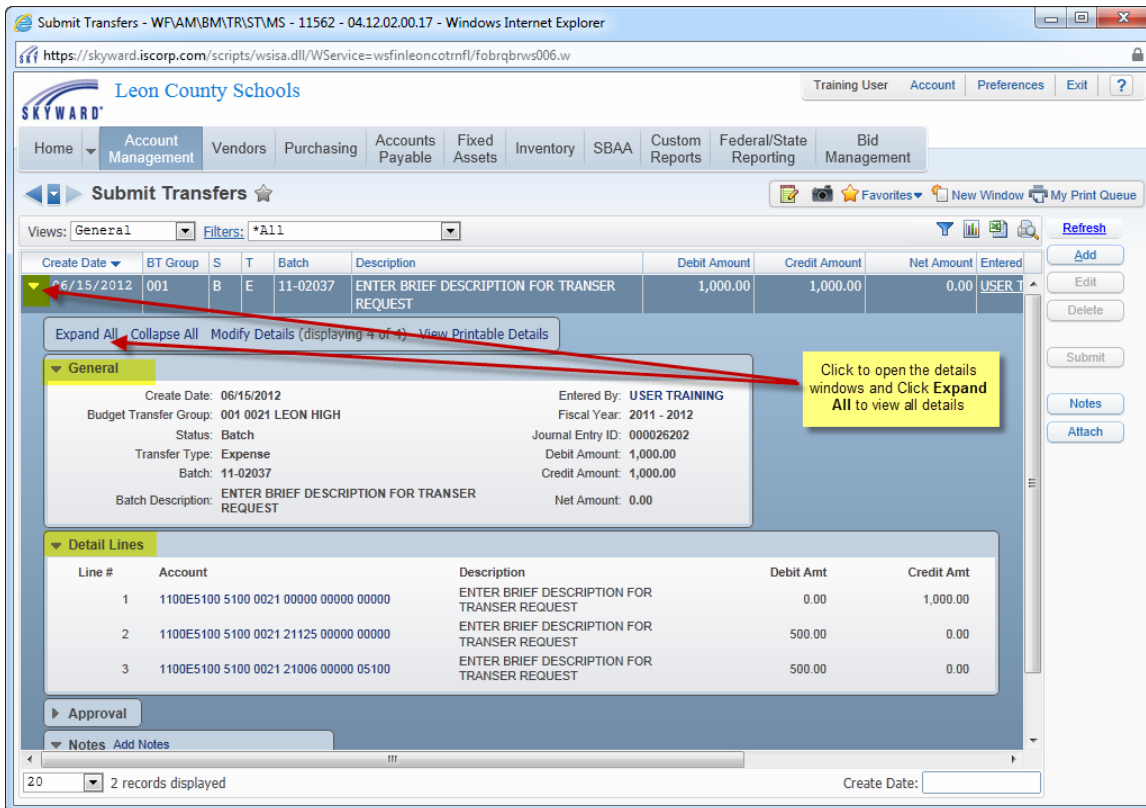
The Budget Transfer status is currently "S", Submitted.

The other statuses are

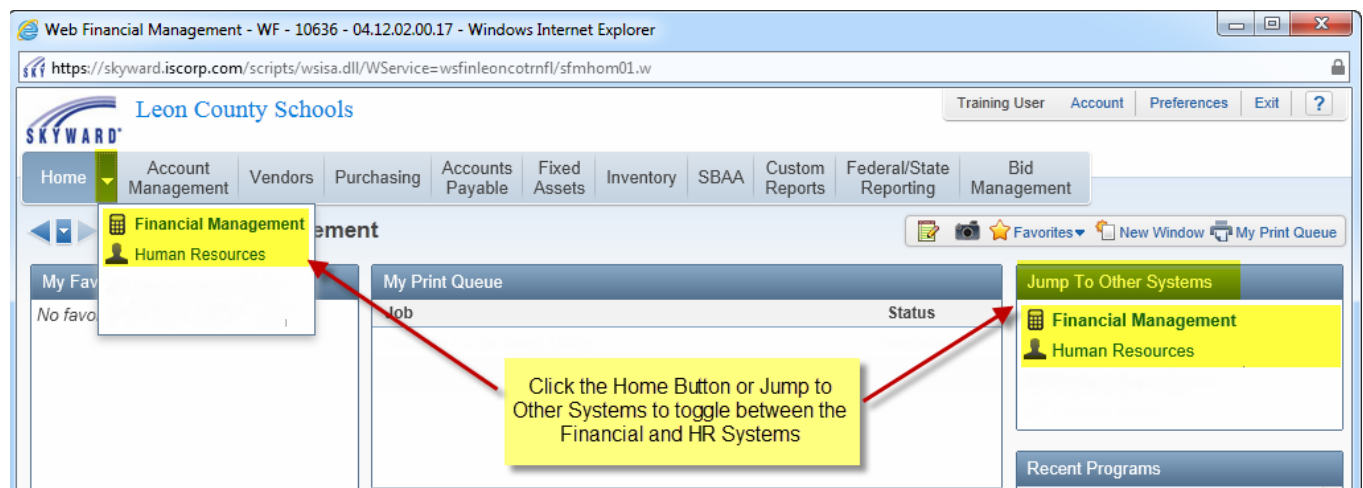| Budget Transfer Status		
WIP	Work in Progress	Saved request, not yet submitted to Finance for approval
S	Submitted	Submitted to Finance for approval
B	Batch	Approved, in progress
H	History	Approved, transfer complete
D	Denied	Denied

Chapter 2. Viewing Budget Transfer Activity

The Budget Transfer Activity Module used by those revising and overseeing a budget in Skyward. All transfer activity for the budget will be displayed here.

Step 1: Navigate to the Budget Transfer Activity Main Screen

Budget Transfer Activity is viewed in the Financial Management Module. Verify that you are in the Financial Management Module.
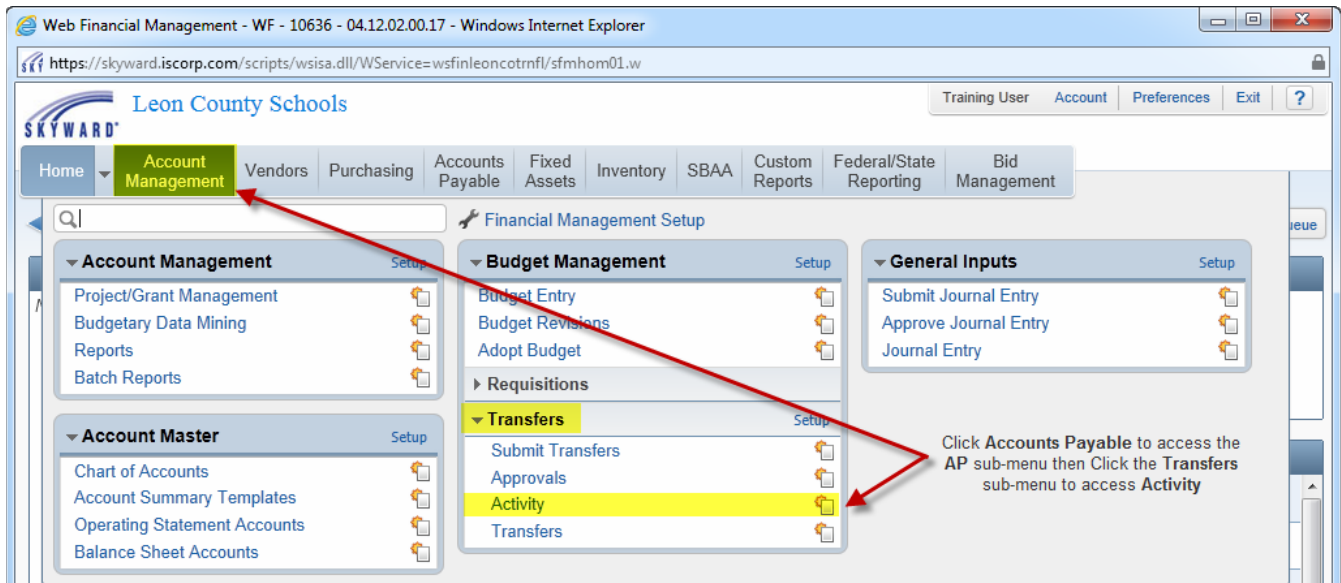
NAVIGATE TO THE FINANCIAL MANAGEMENT MODULE

From the Main Screen

1a) Click ON *JUMP TO OTHER SYSTEMS:* Financial Management or

1b) Click the [Home] Button and select Financial Management from the selection of systems

NAVIGATE TO THE BUDGET TRANSFER ACTIVITY MAIN SCREEN

1c) Select [Accounts Payable] from the Financial Main Menu,
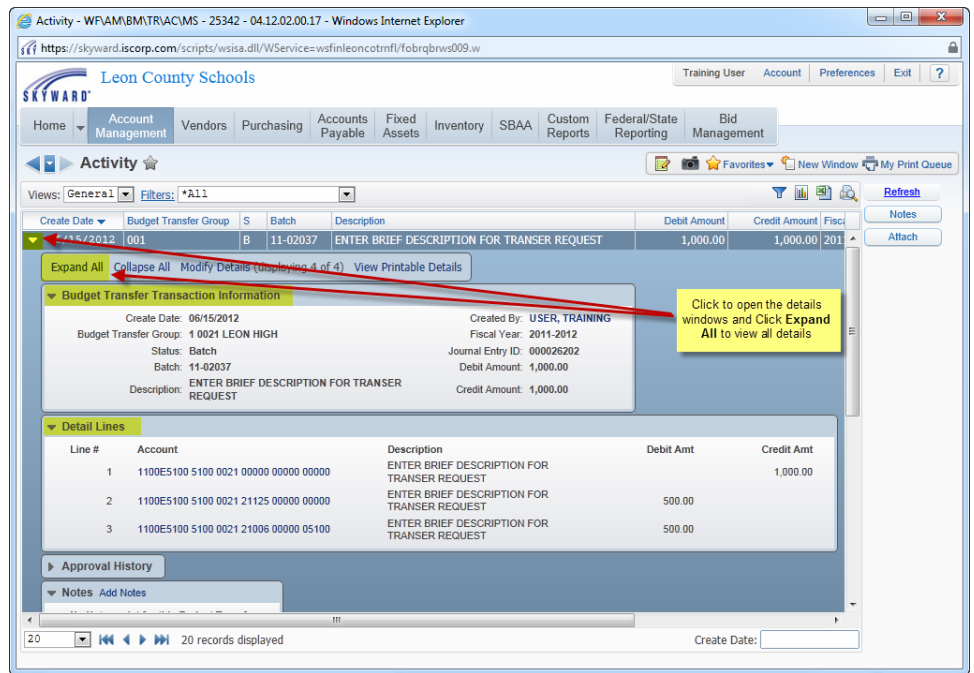
1d) Select *TRANSFERS*: Activity

💡 Breadcrumbs: WF\BM\TR\ST\MS

The Budget Transfer Activity screen opens.

Step 2: View Budget Transfer Activity

From this screen all submitted Budget Transfers can be viewed.

Click the ▶ to expand the selection and view detailed transaction information

This concludes the Tutorial.