

Slide 1 - Slide 1

The screenshot shows the Skyward Financial Management web application interface. The browser title is "Web Financial Management - WF - 10636 - 05.12.06.00.08 - Windows Internet Explorer". The page header includes the Skyward logo and "Skyward School District". A navigation menu at the top lists various modules: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. A search bar is present on the right. The main content area is titled "Financial Management Setup" and contains three columns of menu items: "Account Management" (Project/Grant Management, Budgetary Data Mining, Reports, Batch Reports), "Account Master" (Chart of Accounts, Account Summary Templates, Operating Statement Accounts, Balance Sheet Accounts), "Budget Management" (Budget Entry, Budget Revisions, Adopt Budget, Requisitions), "Transfers" (Submit Transfers, A...), and "General Inputs" (Journal Entry, Cash Receipts). A yellow callout box is overlaid on the "Submit Transfers" link, containing the following text:

Submit Transfers

Go to Financial Management, Account Management, Budget Management, Transfers, Submit Transfers.

Who, What, When, Why?

Budget transfers are used to transfer funds from one account to another showing a clear paper trail of funds.

Employees who work with the budget would submit transfers when the district requires they be approved before they affect the budget.

At the bottom of the interface, there is a copyright notice: "© 2012 Skyward, Inc. All rights reserved." and a footer with "Local intranet" and "100%" zoom level.

Slide 2 - Slide 2

Submit Transfers - WF\AM\BM\TR\ST\MS - 11562 - 05.12.06.00.08 - Windows Internet Explorer

Skyward School District

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management Administration

Submit Transfers

Views: General Filters: *All Refresh

Create Date	BT Group	S	T	Batch	Description	Debit Amount	Credit Amount	Net Amount	Ente
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There are no records to display; check your filter settings.

Click Add.

20 0 records displayed Create Date:

Slide 3 - Slide 3

The screenshot shows a web browser window titled "Budget Transfers - WFVAMBMATRISTVMS - 11562 - 05.12.06.00.08 - Windows Internet Explorer". The main content area is titled "Budget Transfers" and contains the following fields:

- * Budget Transfer Group: 400 High School
- * Fiscal Year: 2011 - 2012
- * Transfer Type: Expense (with a "Rules" link)
- * Description: Funds moved from 0005 to 0004
- Amount: (empty field)
- Batch number: 11-00002

Callout boxes provide instructions:

- "Choose a Budget Transfer Group if your district uses these." (points to the 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, there are buttons: "Check Spelling", "Submit for approval", "Save and finish Later", and "Back".

Below the main form is a section titled "Budget Transfer Detail List" containing four "Detail Budget Transfer" entries. Each entry has a "General Ledger Account" field (with an "Account:" dropdown and a "\$" icon), a "Description:" field, and a table for amounts:

Transfer From	Transfer Amount
Debit Amount	Credit Amount
0.00	0.00

An asterisk (*) denotes a required field.

The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

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Budget Transfers

* Budget Transfer Group: 400 High School

* Fiscal Year: 2011 - 2012

* Transfer Type: Expense [Rules](#) * Batch Number: 11-00002

* Description: Funds moved from 0005 to 0004

Amount: 475.00

Budget Transfer Detail Lines

Detail Budget Transfer
General Ledger Account
Account: 06 E 0000 000 0005 000 - General Fund/Comm Relations/## CR DEPT ## \$
* Description: Incorrect account

Transfer From: 475.00
Debit Amount: 475.00
Credit Amount: 0.00

Detail Budget Transfer
General Ledger Account
Account: \$
* Description:

Transfer From: 0.00
Debit Amount: 0.00
Credit Amount: 0.00

Detail Budget Transfer
General Ledger Account
Account: \$
* Description:

Transfer From: 0.00
Debit Amount: 0.00
Credit Amount: 0.00

Detail Budget Transfer
General Ledger Account
Account: \$
* Description:

Transfer Amount

Asterisk (*) denotes a required field

Check Spelling
Submit for approval
Save and finish Later
Back

Done Local intranet 100%

Slide 5 - Slide 5

Budget Transfers

* Budget Transfer Group: 400 High
* Fiscal Year: 2011 -
* Transfer Type: Expense
* Description: Funds moved from 0005 to 0004
Amount: 0.00

Example: If there are \$500.00 in credits for fund 10 then there needs to be \$500.00 in debits for fund 10.

2. The credits must equal the debits for all funds involved.

3. If finished, click **Submit for Approval**.
If you will finish this transfer later click to **Save and Finish Later**.

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.

Budget Transfer Detail Lines

Detail Budget Transfer	General Ledger Account	Transfer From	Transfer Amount
* Description: Incorrect account	Account: 06 E 0000 000 0005 000 - General Fund/Comm Relations/## CR DEPT ##	475.00	475.00
		Debit Amount	Credit Amount
		0.00	475.00

Detail Budget Transfer	General Ledger Account	Transfer To	Transfer Amount
* Description: Correct account	Account: 06 E 0000 000 0004 000 - General Fund/Human Resources/## HR DEPT ##	475.00	475.00
		Debit Amount	Credit Amount
		475.00	0.00

Detail Budget Transfer	General Ledger Account	Transfer From	Transfer Amount
* Description:	Account:	0.00	0.00
		Debit Amount	Credit Amount
		0.00	0.00

Detail Budget Transfer	General Ledger Account	Transfer Amount

Asterisk (*) denotes a required field

Done Local intranet 100%

Slide 6 - Slide 6

Submit Transfers - WF\AM\BM\TR\ST\MS - 11562 - 05.12.06.00.08 - Windows Internet Explorer

Skyward School District

Home Account Management Submit Transfers Federal/State Reporting Bid Management Administration

Views: General

Create Date	BT Group	S	T	Batch	Description	Debit Amount	Credit Amount	Net Amount	Enter
07/20/2012	400	W	E	11-00002	Funds moved from 0005 to 0004	475.00	475.00	0.00	SMIT

Expand the budget transfer details.

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.

20 1 records displayed Create Date:

Slide 7 - Slide 7

Submit Transfers - WF\AM\BM\TR\ST\MS - 11562 - 05.12.06.00.08 - Windows Internet Explorer

Skyward School District

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management Administration

Submit Transfers

Views: General Filters: *All

Create Date	BT Group	S	T	Batch	Description	Debit Amount	Credit Amount	Net Amount	Enter
07/20/2012	400	W	E	11-00002	Funds moved from 0005 to 0004	475.00	475.00	0.00	SMIT

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

General
Detail Lines
Approval
Notes Add Notes

Here you can view **general** information, **detail lines**, **approval** information, and any **notes**.
This concludes the tutorial.

20 1 records displayed Create Date:

Local intranet 100%