

Skyward User's Manual

Skyward School Business Suite Budget Transfers

Prepared for
Hernando County School District

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DOCUMENT CONTROL

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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 money between funds, projects or cost centers, you can only transfer funds between functions, objects and program dimensions.

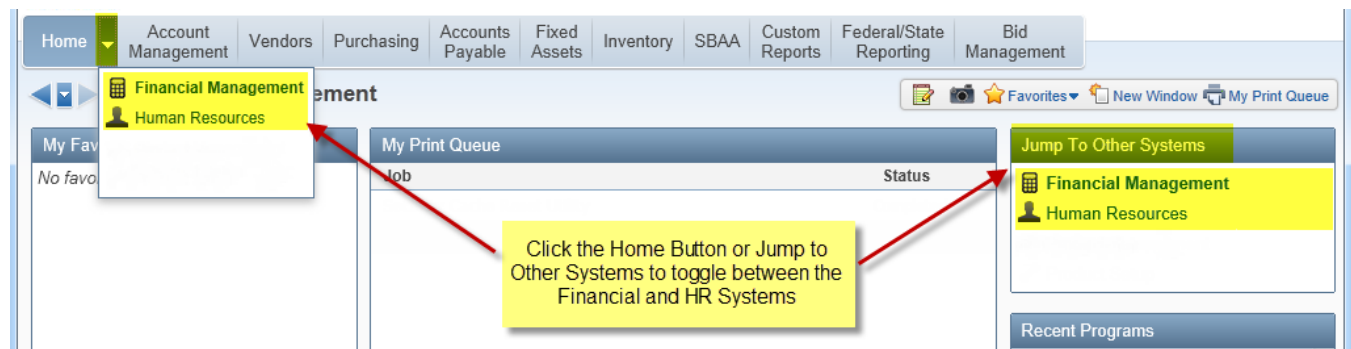
Finance will process budget transfer requests once a day. The daily cut off time is 3:00 PM.

Transfers submitted prior to 3:00 will be posted the next business day recorded with the same postdate. 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

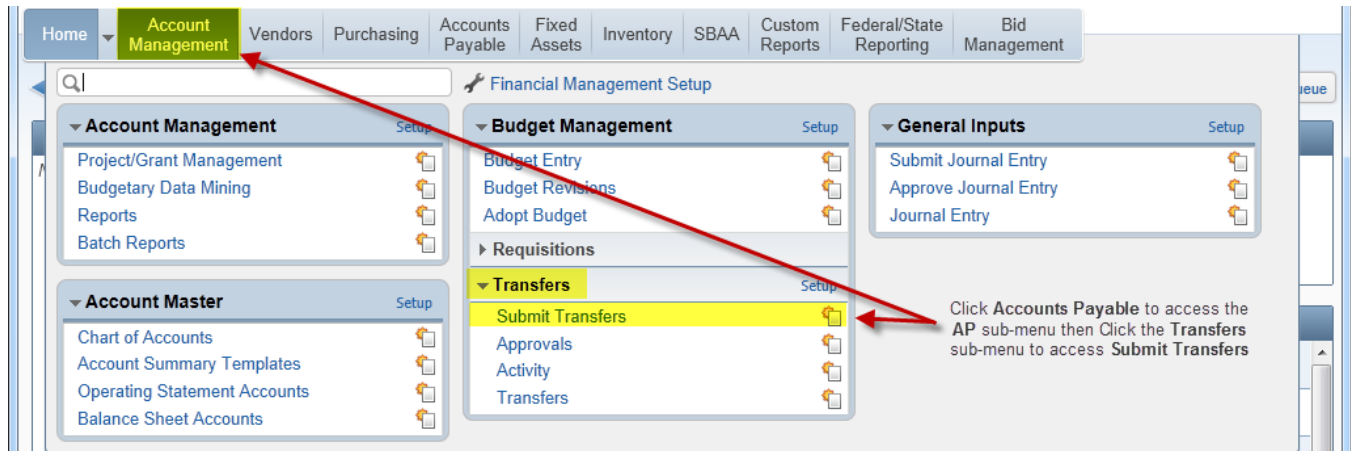


From the Main Screen

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

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

NAVIGATE TO THE SUBMIT TRANSFERS MAIN SCREEN



1c) Select Account Management from the Financial Main Menu,

1d) Select *TRANSFERS*: Submit Transfers

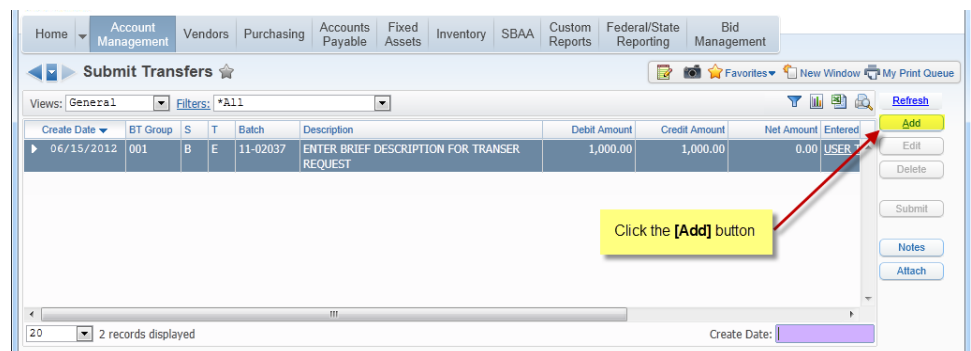
💡 **Breadcrumbs:** WF\BM\TR\ST\MS

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

Budget Transfers

Budget Transfers

* Budget Transfer Group: 001 0021 LEON HIGH

* Fiscal Year: 2011 - 2012

* Transfer Type: Expense Rules

* Batch Number: 11-02037

* Description: ENTER BRIEF DESCRIPTION FOR TRANSFER REQUEST

Amount: 0.00

Budget Transfer Detail Lines

Detail Budget Transfer

General Ledger Account: 1100E5100 5100 0021 00000 00000 GENERAL/BASIC K-12/SUPPLIES/LEON HIGH

Description: ENTER BRIEF DESCRIPTION FOR TRANSFER REQUEST

Transfer From: 1,000.00

Debit Amount: 0.00

Credit Amount: 1,000.00

Detail Budget Transfer

General Ledger Account: 1100E5100 5100 0021 21125 00000 00000 GENERAL/BASIC K-12/SUPPLIES/LEON HIGH

Description: ENTER BRIEF DESCRIPTION FOR TRANSFER REQUEST

Transfer To: 500.00

Debit Amount: 500.00

Credit Amount: 0.00

Detail Budget Transfer

General Ledger Account: 1100E5100 5100 0021 21006 00000 05100 GENERAL/BASIC K-12/SUPPLIES/LEON HIGH

Description: ENTER BRIEF DESCRIPTION FOR TRANSFER REQUEST

Transfer To: 500.00

Debit Amount: 500.00

Credit Amount: 0.00

Detail Budget Transfer

General Ledger Account:

Transfer From: 0.00

Asterisk (*) denotes a required field

Buttons: Submit for approval, Save and finish Later, Back

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 dropdown 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 credits are reconciled.

3b) Enter Budget Transfers Detail Lines information


	<p>Enter the appropriate account number to transfer money from.</p> <ol style="list-style-type: none"> 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 <u>Account</u> hyperlink to open a new window "Account Information" to view detailed info on the entered account. 																																				
	<p>Account Information</p> <p>Account #: 1100E5100 5100 0021 00000 00000 00000</p> <p>Available Funds: 15,472.44</p> <p>Current Fiscal Year: 2011-2012</p> <p>Next Fiscal Year: 2012-2013</p> <p>Account Level Description:</p> <table border="1"> <thead> <tr> <th>Break Down of Available Funds</th> <th>2011-2012 Current Year</th> <th>2012-2013 Next Year</th> </tr> </thead> <tbody> <tr> <td>Original Budget</td> <td>80,721.12</td> <td>0.00</td> </tr> <tr> <td>+ Budget Carry Forward</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>+ Budget Transfers</td> <td>-62,343.54</td> <td>0.00</td> </tr> <tr> <td>+ Budget Revisions</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>= Revised Budget</td> <td>18,377.58</td> <td>0.00</td> </tr> <tr> <td>- Actual Activity</td> <td>2,690.00</td> <td>0.00</td> </tr> <tr> <td>= Budget Dollars Not Spent</td> <td>15,687.58</td> <td>0.00</td> </tr> <tr> <td>- Open Purchase Orders</td> <td>115.14</td> <td>0.00</td> </tr> <tr> <td>= Unencumbered Balance</td> <td>15,572.44</td> <td>0.00</td> </tr> <tr> <td>- Batch Activity</td> <td>100.00</td> <td>0.00</td> </tr> <tr> <td>= Available Funds</td> <td>15,472.44</td> <td>0.00</td> </tr> </tbody> </table> <p>Detailed Description of Account Dimensions</p>	Break Down of Available Funds	2011-2012 Current Year	2012-2013 Next Year	Original Budget	80,721.12	0.00	+ Budget Carry Forward	0.00	0.00	+ Budget Transfers	-62,343.54	0.00	+ Budget Revisions	0.00	0.00	= Revised Budget	18,377.58	0.00	- Actual Activity	2,690.00	0.00	= Budget Dollars Not Spent	15,687.58	0.00	- Open Purchase Orders	115.14	0.00	= Unencumbered Balance	15,572.44	0.00	- Batch Activity	100.00	0.00	= Available Funds	15,472.44	0.00
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	Provide a line item description\reason for the transfer request.																																				
	Select Transfer From or Transfer To																																				
	Enter the total amount of the transaction amount for the entered account																																				
	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.																																				

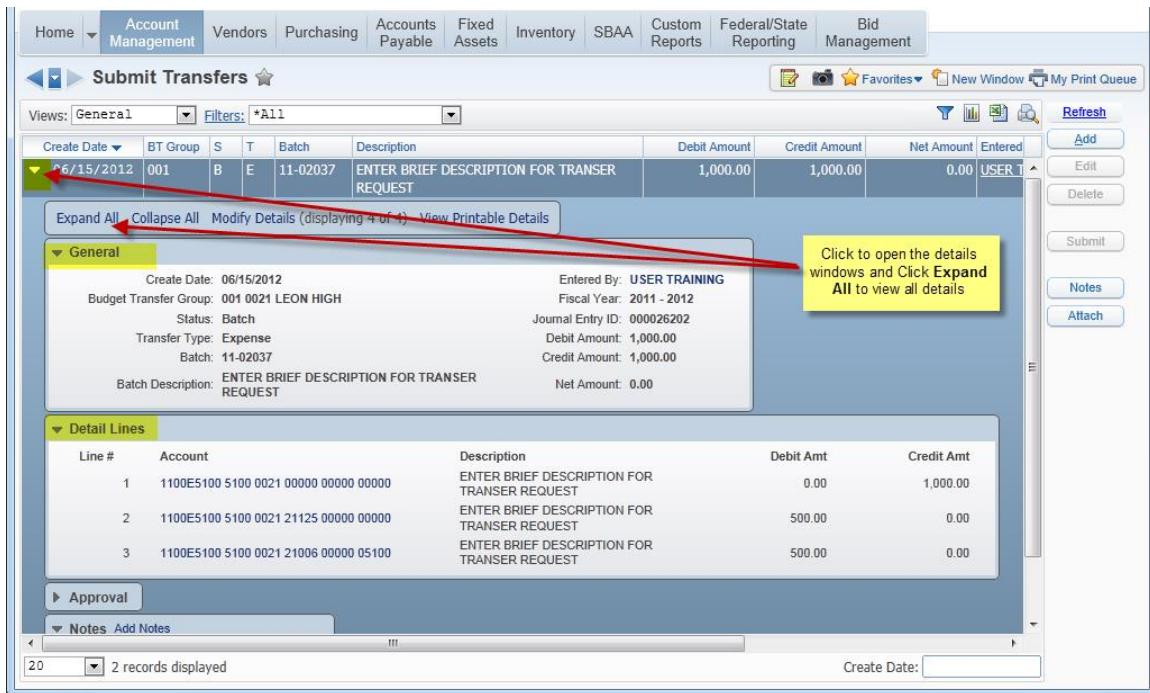
💡 Required fields are marked with an (*)

3c) Click the button or

3d) Click 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



Views: General Filters: *All

Create Date	BT Group	S	T	Batch	Description	Debit Amount	Credit Amount	Net Amount	Entered
6/15/2012	001	B	E	11-02037	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST	1,000.00	1,000.00	0.00	USER T

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

General

Create Date: 06/15/2012 Entered By: USER TRAINING
 Budget Transfer Group: 001 0021 LEON HIGH Fiscal Year: 2011 - 2012
 Status: Batch Journal Entry ID: 000026202
 Transfer Type: Expense Debit Amount: 1,000.00
 Batch: 11-02037 Credit Amount: 1,000.00
 Batch Description: ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST Net Amount: 0.00

Detail Lines

Line #	Account	Description	Debit Amt	Credit Amt
1	1100E5100 5100 0021 00000 00000 00000	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST	0.00	1,000.00
2	1100E5100 5100 0021 21125 00000 00000	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST	500.00	0.00
3	1100E5100 5100 0021 21006 00000 05100	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST	500.00	0.00

Approval

Notes Add Notes

20 2 records displayed Create Date:

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

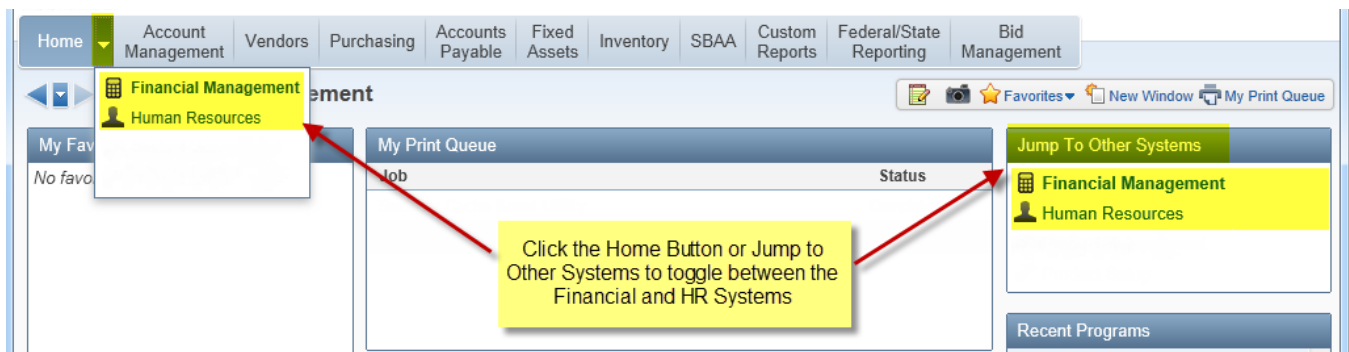
Chapter 2. Viewing Budget Transfer Activity

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.

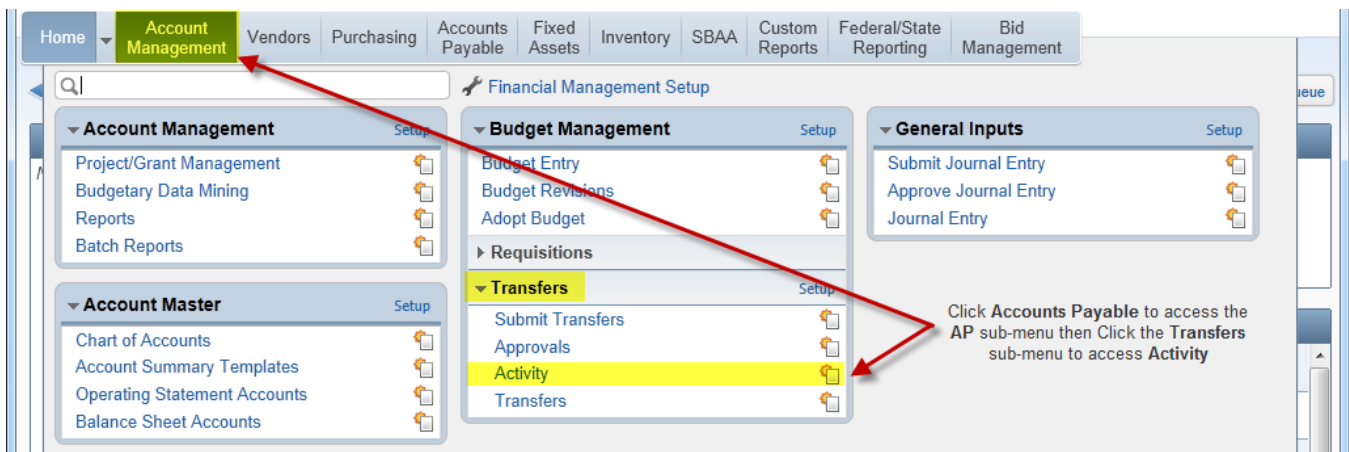
NAVIGATE TO THE FINANCIAL MANAGEMENT MODULE



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*

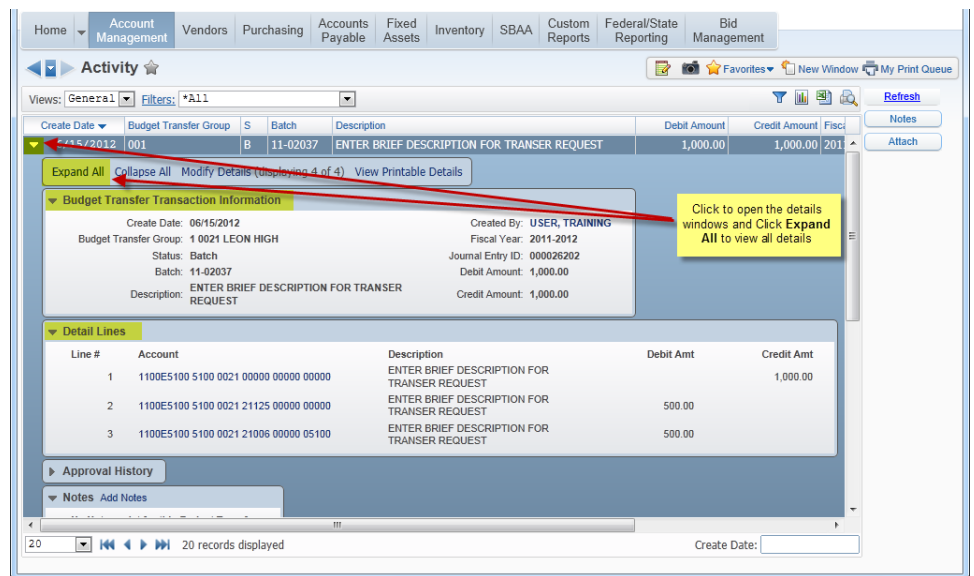
💡 **Breadcrumbs: WF\BM\TR\ST\MS**

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



The screenshot displays the 'Activity' screen in a financial system. The top navigation bar includes 'Home', 'Account Management', 'Vendors', 'Purchasing', 'Accounts Payable', 'Fixed Assets', 'Inventory', 'SBA', 'Custom Reports', 'Federal/State Reporting', and 'Bid Management'. The 'Activity' section is active, showing a table of budget transfer transactions. A red arrow points to the 'Expand All' button in the table's toolbar. Below the table, the 'Budget Transfer Transaction Information' section is expanded, showing details for a transaction created on 06/15/2012 by USER, TRAINING. The 'Detail Lines' section shows three lines of transaction details. A yellow callout box with a red arrow points to the 'Expand All' button, stating: 'Click to open the details windows and Click Expand All to view all details'.

Create Date	Budget Transfer Group	S	Batch	Description	Debit Amount	Credit Amount	Fisc
06/15/2012	001	8	11-02037	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST	1,000.00	1,000.00	201

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

Budget Transfer Transaction Information

Create Date: 06/15/2012 Created By: USER, TRAINING
 Budget Transfer Group: 1 0021 LEON HIGH Fiscal Year: 2011-2012
 Status: Batch Journal Entry ID: 000026202
 Batch: 11-02037 Debit Amount: 1,000.00
 Description: ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST Credit Amount: 1,000.00

Detail Lines

Line #	Account	Description	Debit Amt	Credit Amt
1	1100E5100 5100 0021 00000 00000 00000	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST		1,000.00
2	1100E5100 5100 0021 21125 00000 00000	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST	500.00	
3	1100E5100 5100 0021 21006 00000 05100	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST	500.00	

Approval History

Notes Add Notes

20 records displayed Create Date: