



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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1.0	12/20/2011	Created Document	Johnny Nash
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TABLE OF CONTENTS

Chapter 1. Entering Budget Transfers.....	4
Overview	4
Step 1: Navigate to the Budget Transfer Main Screen.....	4
Navigate to the Financial Management Module	4
Navigate to the Submit Transfers Main Screen	5
Step 2: Add a Budget Transfer Request	5
Step 3: Submit Budget Transfer Request.....	6
Chapter 2. Viewing Budget Transfer Activity	9
Step 1: Navigate to the Budget Transfer Activity Main Screen.....	9
Navigate to the Financial Management Module	9
Navigate to the Budget Transfer Activity Main Screen	10
Step 2: View Budget Transfer Activity	11

Chapter 1. Entering Budget Transfers

Overview

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

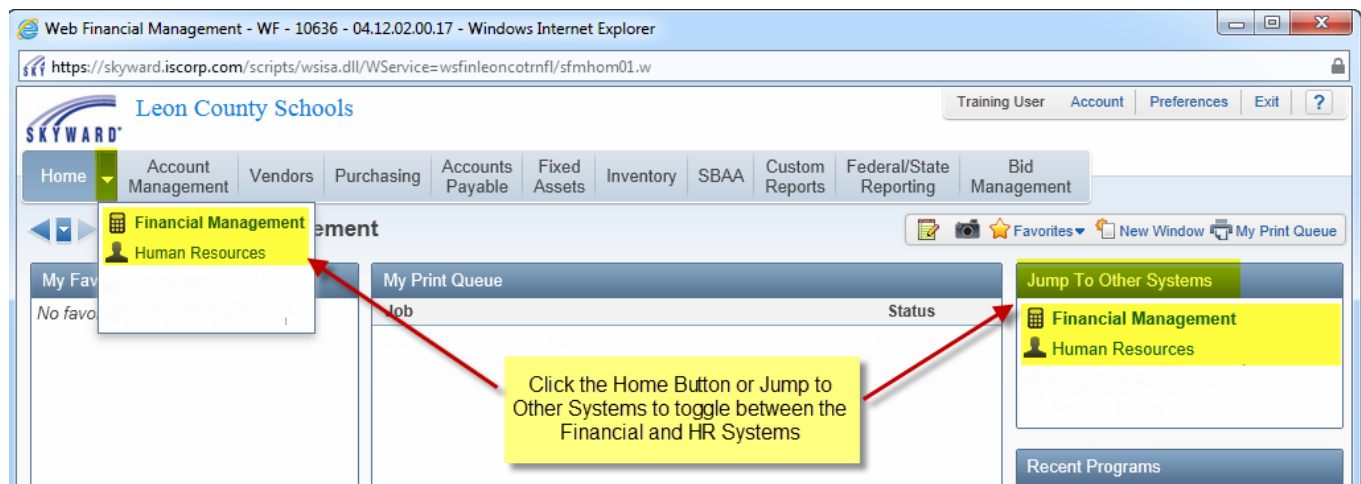
 **Please remember that you cannot transfer funds between projects, you can only transfer funds between functions, objects and program intents.**

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

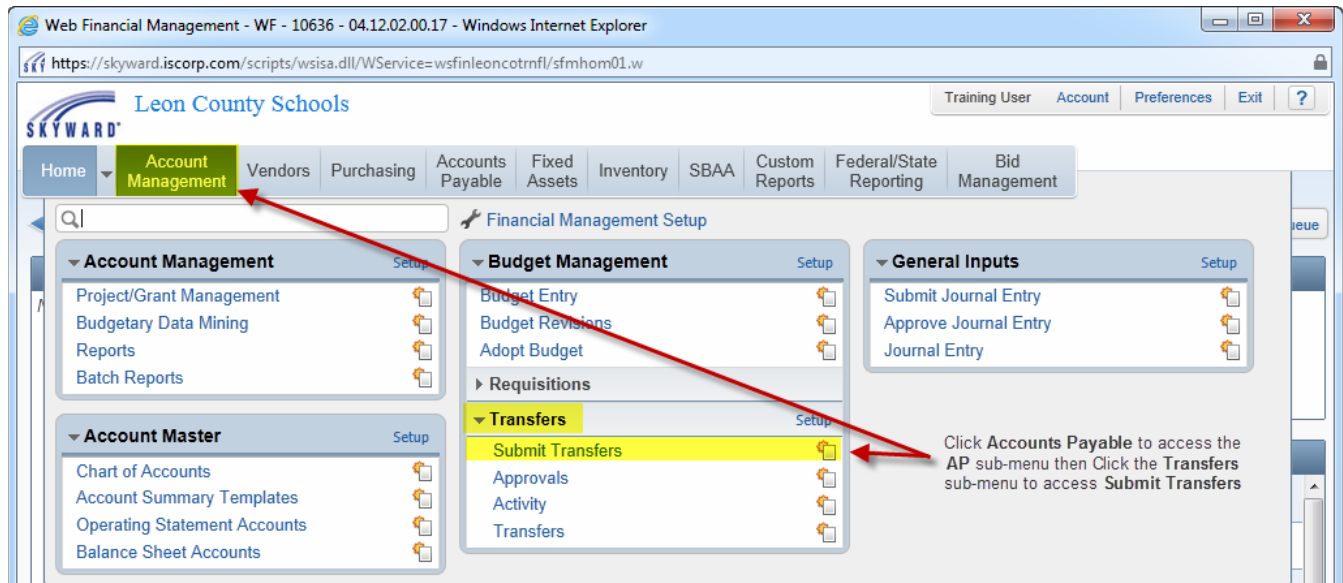


From the Main Screen

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

1b) Click the  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

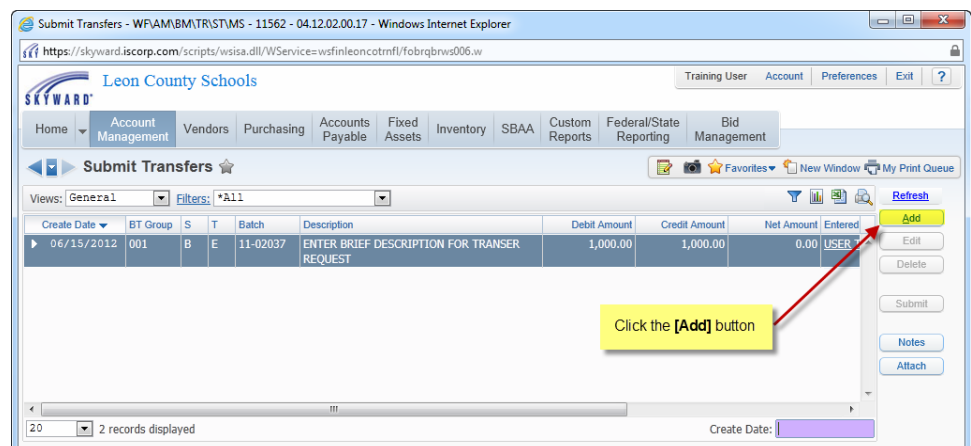
💡 **Breadcrumbs: WF\BM\TR\ST\MS**

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

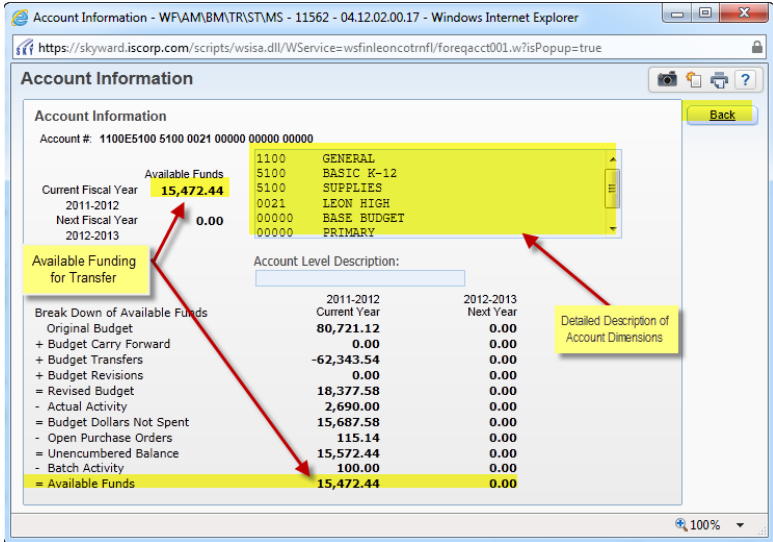
The Budget Transfers Screen is used to provide account information to process the budget transfer request

3a) Enter primary Budget Transfers Information

BUDGET TRANSFERS	
FIELD	FIELD DESCRIPTION
Budget Transfer Group	The 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


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	<p>Enter the appropriate account number to transfer money from.</p> <ol style="list-style-type: none"> 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. Click the <u>Account</u> hyperlink to open a new window "Account Information" to view detailed info on the entered account. 																																				
	 <p>The screenshot shows the 'Account Information' window for account # 1100E5100 5100 0021 00000 00000 00000. It displays 'Available Funds' for the current fiscal year (2011-2012) as 15,472.44 and 0.00 for the next fiscal year (2012-2013). A list of account levels is shown, including GENERAL, BASIC K-12, SUPPLIES, LEON HIGH, BASE BUDGET, and PRIMARY. A 'Break Down of Available Funds' table is also visible, showing a total available funding of 15,472.44 for the current year.</p> <table border="1"> <thead> <tr> <th></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>		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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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.																																				

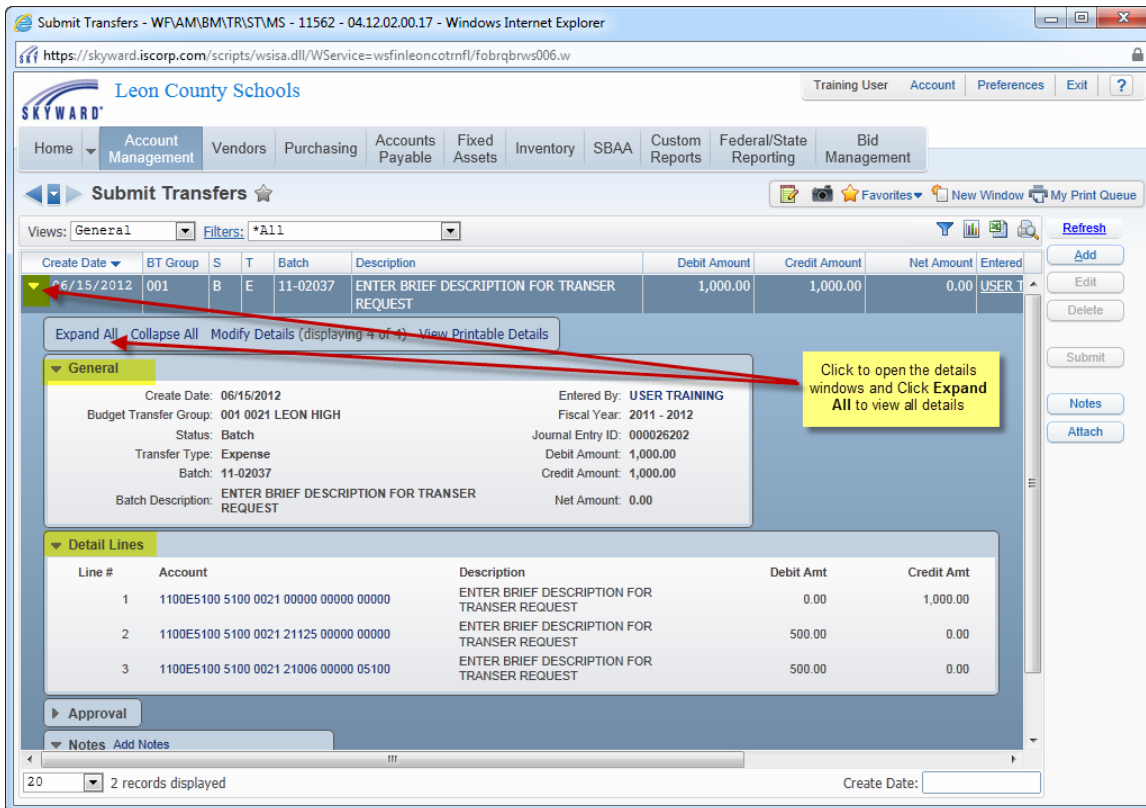
💡 Required fields are marked with an (*)

3c) Click the  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



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

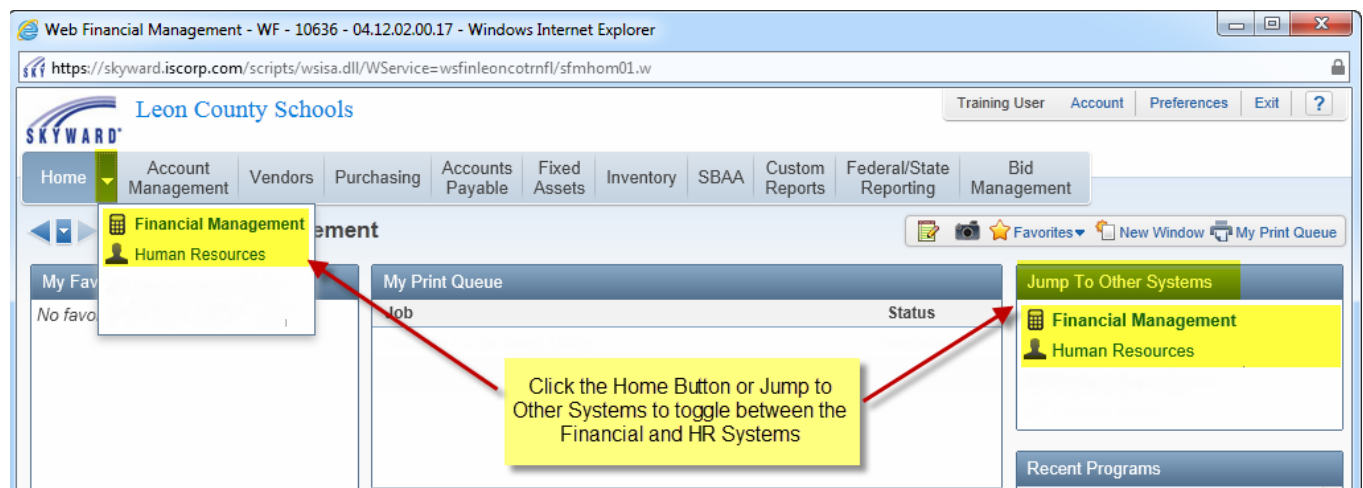
Chapter 2. Viewing Budget Transfer Activity

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.

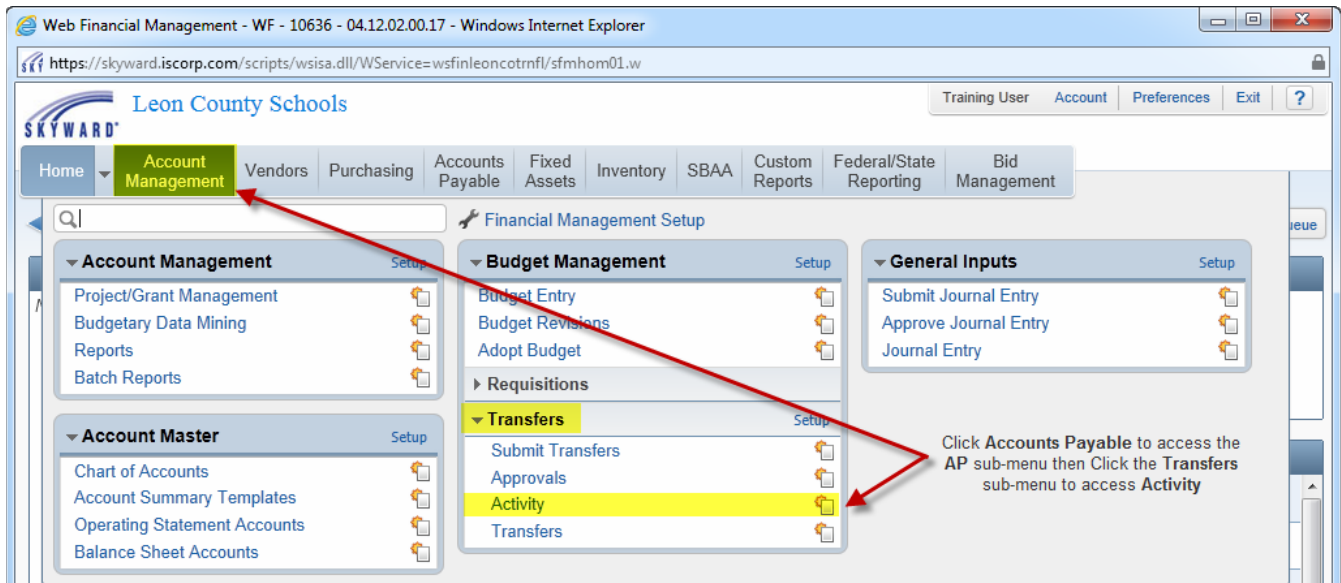
NAVIGATE TO THE FINANCIAL MANAGEMENT MODULE



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

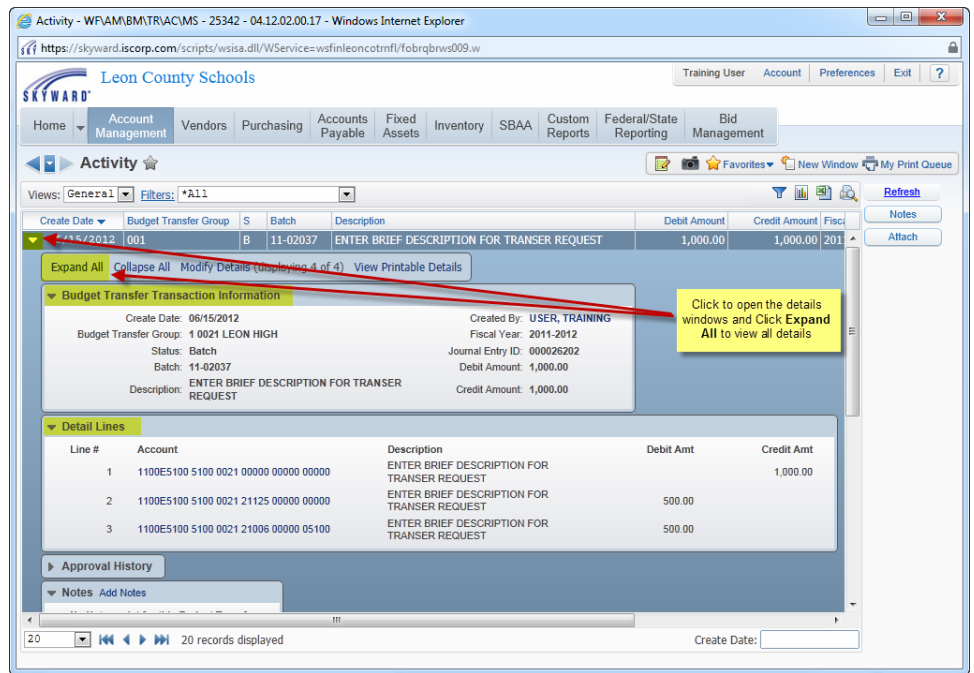
💡 **Breadcrumbs: WF\BM\TR\ST\MS**

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 Skyward financial system interface. The main window shows a table of budget transfers with columns for Create Date, Budget Transfer Group, Batch, Description, Debit Amount, Credit Amount, and Fiscal Year. A red arrow points to the 'Expand All' button in the table's header row. Below the table, the detailed view of a budget transfer transaction is shown, including fields for Create Date, Budget Transfer Group, Status, Batch, Description, Created By, Fiscal Year, Journal Entry ID, Debit Amount, and Credit Amount. A yellow callout box with a red arrow pointing to the 'Expand All' button contains the text: "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	Fiscal Year
06/15/2012	001	B	11-02037	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST	1,000.00	1,000.00	2011

Line #	Account	Description	Debit Amt	Credit Amt
1	1100ES100 5100 0021 00000 00000 00000	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST		1,000.00
2	1100ES100 5100 0021 21125 00000 00000	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST	500.00	
3	1100ES100 5100 0021 21006 00000 05100	ENTER BRIEF DESCRIPTION FOR TRANSER REQUEST	500.00	

This concludes the Tutorial.