

BUDGET TRANSFER ENTRY

Skyward Financial Management: WF - 10636 (04.10.06.01.07) - Mozilla Firefox

clint.net https://skyweb.clint.net:444/scripts/cgip.exe/WService=wsFin/sfmhom01.w

FINANCIAL MANAGEMENT

Exit

My Print Queue

Clint Independent School District Sunday, September 26th, 2010

Account Management Vendors Purchasing

Account Master Budget Management

Transfers

Submit Transfers

1. Click Account Management
2. Click Account Master
3. Click Transfers
4. Click Submit Transfers

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SKYWARD®

School Management System

Windows XP / Firefox 3.6

CLINT ISD FINANCE

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Account Information | Login History

Done

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clint.net https://skyweb.clint.net:444/scripts/cgip.exe/WService=wsFin/fobrbrws006.w

My Print Queue

Clint Independent School District User Name: Sunday, September 26th, 2010

Home Page | Acct Mgmt | Budget Mgmt | Budget Transfers | Submit Transfers - General Back

Submit Transfers - General - All

Create Date	S	T	Batch	Description	Debit Amount	Credit Amount	Net Amount	Entered By
09/21/2010	H	E	10-00009	NURSE DOES NOT NEED A NEW PRINTER SHE JUE	7,500.00	7,500.00	0.00	
09/14/2010	H	E	10-00003	Transfer funds for Accelerated Reader to the corre	7,700.00	7,700.00	0.00	

Budget Transfer Status
W = WIP (Work in Progress)
S = Submitted
B = Batch
H = History
D = Denied

5. Click Add

The budget transfer history is viewable. It is very similar to the requisition and purchase order screens. You can expand the details by clicking on the + signs or double clicking the on the entry. You can sort the columns, export to excel, etc.

2 records displayed Create Date:

Done

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clint.net https://skyweb.clint.net:444/scripts/cgiip.exe/WService=wsFin/fobrqedit020.w?isPopup=true

Home Page | Acct Mgmt | Budget Mgmt | Budget Transfers | Submit Transfers - General | Budget Transfers

Budget Transfers

* Fiscal Year: 2010 - 2011

* Transfer Type: Expense Rules * Batch Number: 10-00017

* Description: Example Budget Transfer

Amount: 0.00

Budget Transfer Detail Lines

Detail Budget Transfer

General Ledger Account

Account: 199e41639900727

Description: 199 E 41 6399 00 727 0 99 000 GENERAL FUND/GENERAL ADMINIS /GENERAL SUPPLIE/REGULAR PROGRAM/UNDISTRIBUTED

Transfer From: 1,000.00

Debit Amount: 0.00 Credit Amount: 0.00

Detail Budget Transfer

General Ledger Account

Account:

Description:

Detail Budget Transfer

General Ledger Account

Account:

Description:

Detail Budget Transfer

General Ledger Account

Account:

Description:

Asterisk (*) denotes a required field.

Done

6. The Fiscal Year will automatically load

The Batch Number will automatically load

The Transfer Type will default to Expense

You enter a description

Do not enter an amount – this field is for balancing purposes.

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 https://skyweb.dint.net:444/scripts/cgip.exe/WService=wsFinFobrqedk020.w/IsPopup=true

Home Page | Acct Mgmt | Budget Mgmt | Budget Transfers | Submit Transfers - General | Budget Transfers

Budget Transfers

* Fiscal Year: 2010 - 2011
 * Transfer Type: Expense Rules
 * Batch Number: 10-00017
 * Description: Example Budget Transfer
 Amount: 0.00

Budget Transfer Detail Lines

Detail Budget Transfer

General Ledger Account: 199 E 41 6399 00 727 0 99 000 GENERAL FUND/GENERAL ADMINIS/GENERAL SUPPLIE/REGUL
 Description: Example Budget Transfer
 Transfer From: 1,000.00
 Debit Amount: 0.00
 Credit Amount: 1,000.00

Detail Budget Transfer

General Ledger Account: 199 E 41 6399 01 727 0 99 000 GENERAL FUND/GENERAL ADMINIS/GENERAL SUPPLIE/NON DE
 Description: Example Budget Transfer
 Transfer To: 1,000.00
 Debit Amount: 1,000.00
 Credit Amount: 0.00

Detail Budget Transfer

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

Detail Budget Transfer

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

Check Spelling
 Submit for approval
 Save and finish later
 Back

7. Enter an account number and an amount.

8. Enter an account number and an amount.

You may enter as many "Transfer From" or "Transfer To" as needed. The entry must only balance after you have entered your accounts and amounts.

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 https://skyweb.dint.net:444/scripts/cgip.exe/WService=wsFinFobrqedk020.w/IsPopup=true

Home Page | Acct Mgmt | Budget Mgmt | Budget Transfers | Submit Transfers - General | Budget Transfers

Budget Transfers

* Fiscal Year: 2010 - 2011
 * Transfer Type: Expense Rules
 * Batch Number: 10-00017
 * Description: Example Budget Transfer
 Amount: 0.00

Budget Transfer Detail Lines

Detail Budget Transfer

General Ledger Account: 199 E 41 6399 00 727 0 99 000 GENERAL FUND/GENERAL ADMINIS/GENERAL SUPPLIE/REGUL
 Description: Example Budget Transfer
 Transfer From: 1,000.00
 Debit Amount: 0.00
 Credit Amount: 1,000.00

Detail Budget Transfer

General Ledger Account: 199 E 41 6399 01 727 0 99 000 GENERAL FUND/GENERAL ADMINIS/GENERAL SUPPLIE/NON DE
 Description: Example Budget Transfer
 Transfer To: 1,000.00
 Debit Amount: 1,000.00
 Credit Amount: 0.00

Detail Budget Transfer

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

Detail Budget Transfer

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

Asterisk (*) denotes a required field

Check Spelling
 Submit for approval
 Save and finish later
 Back

Done

9. You may submit for approval or save for later.

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clint.net https://skyweb.clint.net:444/scripts/cgip.exe/WService=wsFin/qbrwsdet001.w

Submit Transfers - General - All

Create Date	S	T	Batch	Description	Debit Amount	Credit Amount	Net Amount	Entered By
09/26/2010	B	E	10-00017	Example Budget Transfer	1,000.00	1,000.00	0.00	CLINE DONNA R

General

Create Date: 09/26/2010	Entered By: CLINE DONNA R
Status: Batch	Fiscal Year: 2010 - 2011
Transfer Type: Expense	Journal Entry ID: 000000036
Batch: 10-00017	Debit Amount: 1,000.00
Batch Description: Example Budget Transfer	Credit Amount: 1,000.00
	Net Amount: 0.00

Detail Lines

Line #	Account	Description	Debit Amt	Credit Amt
1	199 E 41 6399 00 727 0 99 000	Example Budget Transfer	0.00	1,000.00
2	199 E 41 6399 01 727 0 99 000	Example Budget Transfer	1,000.00	0.00

Approval

Date	Time	Status	Approver	Comments
09/26/2010	9:39:31 PM	Approved	DONNA R CLINE	AUTO APPROVAL - Entered By DONNA R CLINE. Date: 09/26/2010 Time: 9:39:31 PM By rule, if the person who enters/modifies the budget transfer is an authorized approver, the system creates an auto approval.

Done

10. You can monitor your request and view the details of approval or denial. This process is essentially the same process used for entering purchase requisitions.

Budget Transfer Requirements

General Fund (199) - Only request transfers from one object to another and the PICS should remain the same. Special circumstances may exist and we can discuss your needs. The Board of Trustees adopts the budget at the functional level. All transfers from one function to another must be submitted to the Board for approval. I will discuss this type of request with you on a case by case basis. This information will be submitted to the Cabinet and they approve/deny the request to add it to the next Board meeting agenda.

Federal Funds (2XX) - Federal funds are approved at the object level and by the type of expenditure. You may request transfers from one function to another, but may not request transfers from one object to another. Special circumstances may exist and should be discussed with the grant director or coordinator. Approval must be granted by the person in charge of the grant. In some cases amendments must be submitted to TEA and amendments do have due dates. Discuss your possible need for grant changes as early as possible as this process takes time and planning. They cannot always be submitted and if submitted, they may not be approved by TEA.

Meet with your federal and state program Directors/Coordinators regularly. They can provide you with the assistance you need.