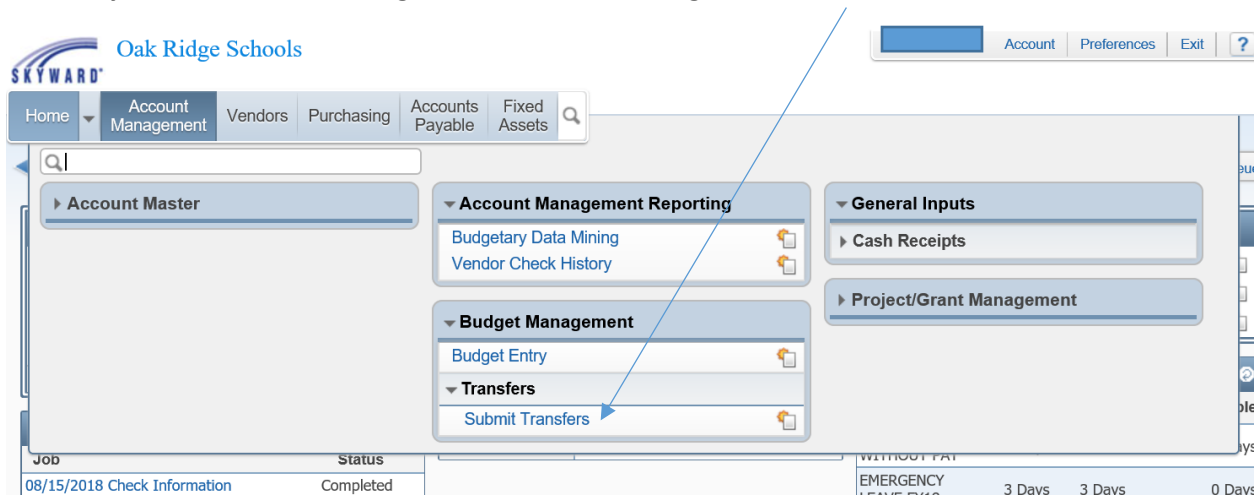


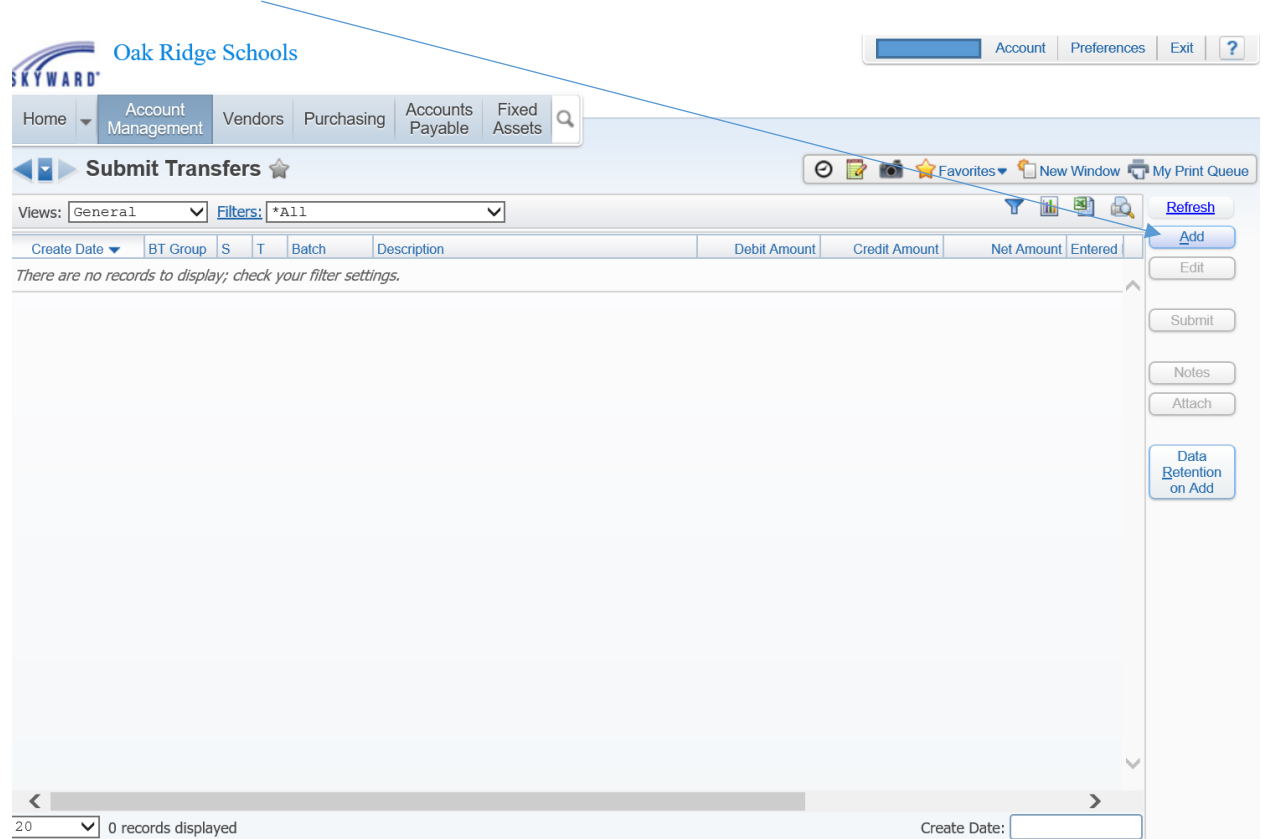
To Enter a Budget Transfer Request:

Go to Skyward > Financial Management> Account Management > Submit Transfers



The following page will appear

Press the “Add” button



Enter basic transfer details in the “Budget Transfers” box:

- Choose your Budget Transfer Group from the dropdown
- Choose the Fiscal Year
- Choose “Expense” as the Transfer Type
- Input a basic description (you will provide more details later)
- Input a Batch Number of your choosing
- You will not be able to input anything in the amount field in this area... it will auto populate as you add detail lines

Budget Transfers - WFAM\BM\TR\ST - 11562 - 05.18.06.00.08-11.7 - Internet Explorer
 https://skyfi.ortn.edu/scripts/wsisa.dll/WService=wsFin/fobrqedit020.w?isPopup=true

Budget Transfers

Budget Transfers

* Budget Transfer Group: **920 Business Office** x

* Fiscal Year: **2017 - 2018**

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

* Description:

Amount:

[Submit for approval](#)
[Save and finish later](#)
[Back](#)

Budget Transfer Detail Lines

Detail Budget Transfer

General Ledger Account

[Account:](#) \$

* Description:

Transfer From Transfer Amount

Debit Amount Credit Amount

Detail Budget Transfer

General Ledger Account

[Account:](#) \$

* Description:

Transfer From Transfer Amount

Debit Amount Credit Amount

Detail Budget Transfer

General Ledger Account

[Account:](#) \$

* Description:

Transfer From Transfer Amount

Debit Amount Credit Amount

Detail Budget Transfer

General Ledger Account

[Account:](#) \$

* Description:

Transfer From Transfer Amount

Debit Amount Credit Amount

Asterisk (*) denotes a required field

Enter Budget Transfer Detail Lines:

- Choose your account
- Add a detailed description of the reason for the Budget Transfer
 - Be sure to include as many details as possible. There will be a place for you to attach documentation on the next screen.
- Choose “Transfer From” or “Transfer To”
- Add the Amount (Skyward will automatically determine if it is a debit or credit)
- Continue to add all accounts affected by the transfer
 - Multiple accounts can be selected for different amounts as long as the net amount is zero. The net amount will appear in the “Amount” field at the top.

Budget Transfers - WF\AM\BM\TR\ST\ST - 11562 - 05.18.06.00.08-11.7 - Internet Explorer
https://skyfi.ortn.edu/scripts/wsisa.dll/WService=wsFin/fobrqedit020.w?isPopup=true

Budget Transfers

* Budget Transfer Group: 920 Business Office
* Fiscal Year: 2018 - 2019
* Transfer Type: Expense [Rules](#) * Batch Number: Test
* Description: Business Office Transfer to Correct Expense Account
Amount: 0.00

[Submit for approval](#)
[Save and finish later](#)
[Back](#)

Budget Transfer Detail Lines

Detail Budget Transfer	
General Ledger Account Account: 141 E 72510 355 000 00000 000 - GENERAL PURPOSE/FISCAL SERVICES/TRAVEL/	Transfer Amount Transfer From 1.00 Debit Amount 0.00 Credit Amount 1.00
* Description: Transfer funds from local travel to Professional Development line	
Detail Budget Transfer	
General Ledger Account Account: 10 524 000 00000 000 - GENERAL PURPOSE/FISCAL SERVICES/IN SERVICE/STAF/	Transfer Amount Transfer To 1.00 Debit Amount 1.00 Credit Amount 0.00
* Description: Transfer funds from local travel to Professional Development line	
Detail Budget Transfer	
General Ledger Account Account:	Transfer Amount Transfer From 0.00 Debit Amount 0.00 Credit Amount 0.00
* Description:	
Detail Budget Transfer	
General Ledger Account Account:	Transfer Amount Transfer From 0.00

Asterisk (*) denotes a required field

Once all the details have been entered, press the “Submit for approval” button.

You will now see the entry in your History.

You can upload files for backup documentation by choosing the “Attach” button

- Updated ePlan budgets for grants, etc.

Oak Ridge Schools

Account Management Vendors Purchasing Accounts Payable Fixed Assets

Submit Transfers

Views: General Filters: *All

Create Date	BT Group	S	T	Batch	Description	Debit Amount	Credit Amount	Net Amount	Entered
09/11/2018	920	S	E	Test	Business Office Transfer to Correct Expense Account - Test	1.00	1.00	0.00	

Buttons: Refresh, Add, Edit, Submit, Notes, Attach, Data Retention on Add

1 records displayed

You can expand the areas to see the details and monitor the approvals.

Oak Ridge Schools

Account Management Vendors Purchasing Accounts Payable Fixed Assets

Submit Transfers

Views: General Filters: *All

Create Date	BT Group	S	T	Batch	Description	Debit Amount	Credit Amount	Net Amount	Entered
09/11/2018	920	S	E	Test	Business Office Transfer to Correct Expense Account - Test	1.00	1.00	0.00	

General

Create Date: 09/11/2018 Entered By: Fiscal Year: 2018 - 2019
Budget Transfer Group: 920 Business Office Journal Entry ID: 000017143
Status: Submitted Debit Amount: 1.00
Transfer Type: Expense Credit Amount: 1.00
Batch: Test Net Amount: 0.00
Batch Description: Business Office Transfer to Correct Expense Account - Test

Detail Lines

Line #	Account	Description	Debit Amount	Credit Amount
1	*141 E 72510 355 000 00000 000	Transfer funds from local travel to Professional Development line - Test	0.00	1.00
2	141 E 72510 524 000 00000 000	Transfer funds from local travel to Professional Development line - Test	1.00	0.00

Approval

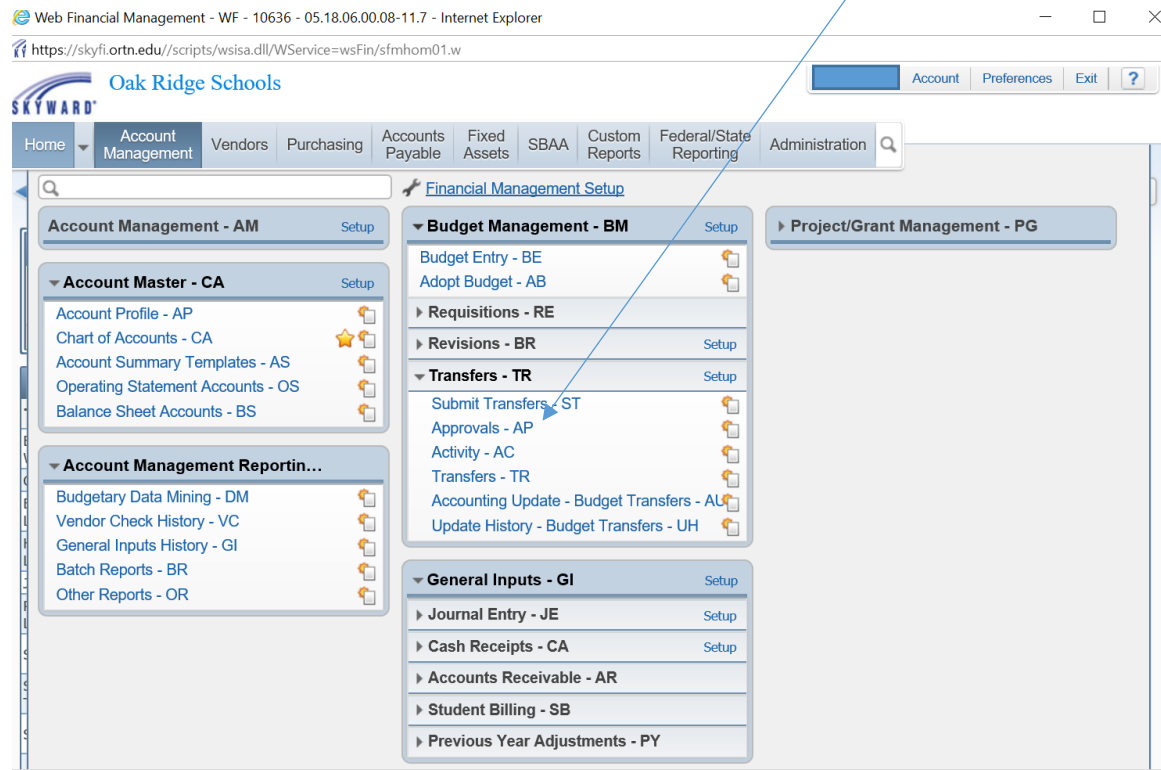
Date	Time	Status	Approver Level	Name/Note
		Awaiting Approval	Level 3	
		Awaiting Approval	Level 1	

Buttons: Refresh, Add, Edit, Submit, Notes, Attach, Data Retention on Add

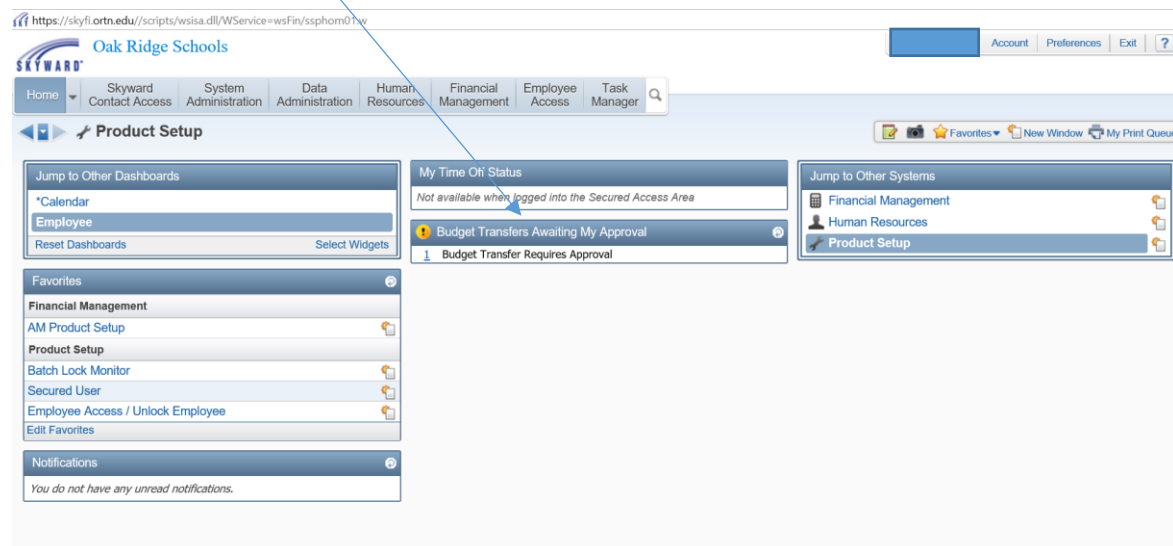
1 records displayed

To Approve a Budget Transfer:

Go to Skyward > Financial Management> Account Management > Approvals



Alternately, Click on the Budget Transfers widget on the Skyward Homepage



On the following page, you will see any items for review

- Check the box to Approve or Deny

Approvals - WF - 10636 - 05.18.06.00.08-11.7 - Internet Explorer

https://skyfi.ortn.edu/scripts/wsisa.dll?WSservice=wsFin/fobrqbrws008.w?isPopup=true

Approvals

Number of Transactions Approved: 0 Total Amount Approved: \$0.00

Number of Transaction Denied: 0 Total Amount Denied: \$0.00

Submit Approvals and Denials

Views: General Filters: *Skyward Default

Create Date	BT Group	S	Approve	Deny	Batch	Description	Debit Amount	Cred
09/11/2018	920	S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test	Business Office Transfer to Correct Expense Account - Test	1.00	

Refresh Edit Notes Attach

Transactions Awaiting Lower Level Approval Back

1 records displayed Create Date:

- Press the “Submit Approvals and Denials” button
- If the “Deny” box had been checked, an additional screen will appear
 - Enter a reason and press the “Save” button.

Oak Ridge Schools

KYWARD

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

Approvals

Number of Transactions Approved: 0 Total Amount Approved: \$0.00

Number of Transaction Denied: 1 Total Amount Denied: \$1.00

Submit Approvals and Denials

Views: General Filters: *Skyward Default

Create Date	BT Group	S	Approve	Deny
09/11/2018	920	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Refresh Edit Notes Attach

Transactions Awaiting Lower Level Approval

Deny Budget Transfer

Deny Budget Transfer

Create Date: 09/11/2018 Budget Transfer Group: 920 Business Office

Status: Submitted Batch: Test

Description: Business Office Transfer to Correct Expense Account - Test

Debit Amount: 1.00 Credit Amount: 1.00

Fiscal Year: 2018 - 2019 Created By:

Notes: Funds not available at this time

Save Back