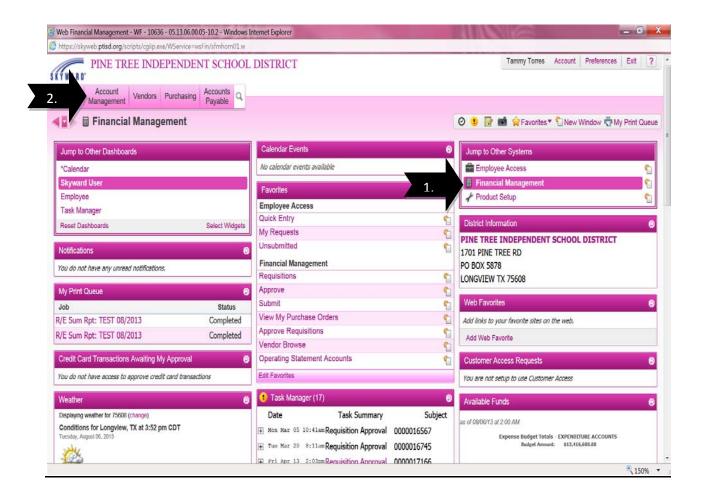
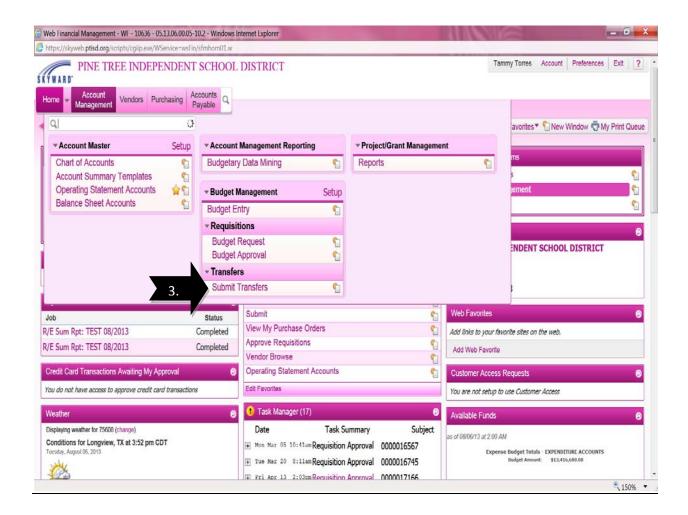
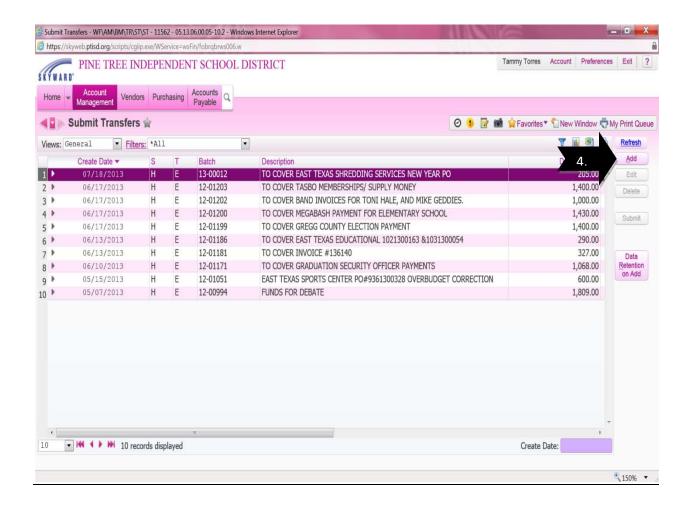
HOW TO DO A BUDGET TRANSFER IN THE SKYWARD WEB MODULE



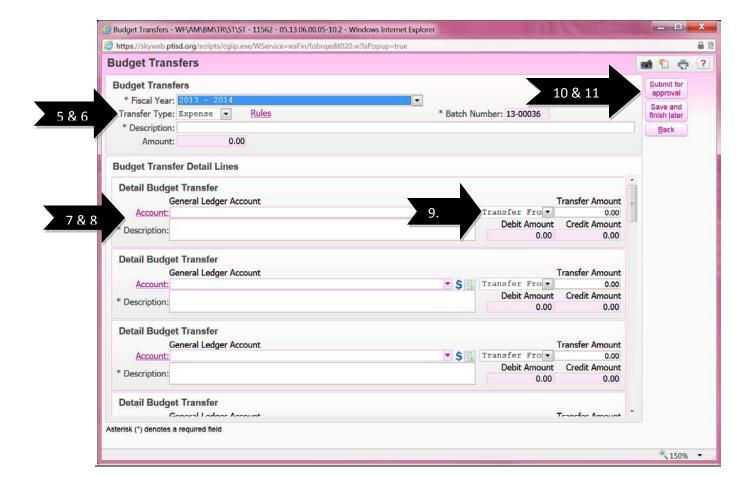
- 1.) FROM THE HOME SCREEN CLICK ON FINANCIAL MANAGEMENT.
- 2.) CLICK ON ACCOUNT MANAGEMENT.



3.) FROM THE DROP DOWN BOX CHOOSE SUBMIT TRANSFERS.



4.) HIT *ADD*.



- 5. & 6.) CHOOSE YOUR CORRECT FISCAL YEAR THEN ADD A SUMMARY DESCRIPTION OF WHY YOU ARE MOVING MONEY.
- 7. & 8.) BEGIN TO ENTER YOUR ACCOUNT CODE IN THE ACCOUNT FIELD AND THE MORE CRITERIA YOU ENTER THE NARROWER THE SEARCH WILL BECOME. BELOW IN THE DESCRIPTION FIELD YOU WILL ADD A DESCRIPTION OF THE ACCOUNT.
- 9.) YOU ARE GIVEN THE OPTION IN A DROP DOWN BOX TO CHOOSE TRANSFER FROM OR TRANSFER TO. THEN YOU WANT TO PUT THE TRANSFER AMOUNT IN THE TRANSFER AMOUNT BOX.
- 10. & 11.) YOU MAY CLICK SUBMIT FOR APPROVAL WHICH WILL SEND THE AMMENDMENT TO THE PURCHASING COORDINATOR FOR APPROVAL. YOU MAY ALSO CLICK SAVE AND FINISH LATER WHICH WILL GIVE YOU THE OPTION TO COME BACK AND MAKE CHANGES LATER BEFORE SUBMITTING TO THE PURCHASING OFFICE.

THIS IS THE SIMPLE ONE LINE IN ONE LINE OUT EXAMPLE-

LINE #1 - ACCOUNT/ 199-E-11-6399.00-999-0-99/TRANSFER FROM \$500.00

LINE #2- ACCOUNT /199-E-11 6329.00-999-0-99/ TRANSFER TO \$500.00

OR YOU MAY CHOOSE TO MOVE INTO MORE THAN ONE LINE-

LINE #1 - ACCOUNT/ 199-E-11-6399.00-999-0-99/TRANSFER FROM \$500.00

LINE #2- ACCOUNT /199-E-11 6329.00-999-0-99/ TRANSFER TO \$250.00

LINE #3- ACCOUNT/ 199-E-11 6299.00-999-0-99/ TRANSFER TO \$250.00

REMEMBER:

- ALWAYS MOVE IN WHOLE DOLLAR AMOUNTS.
- YOU CANNOT MOVE BETWEEN FUNCTIONS IN THE GENERAL FUND WITHOUT BOARD APPROVAL.
- USE ALL CAPITAL LETTERS IN SKYWARD.

THIS CONCLUDES THE TUTORIAL