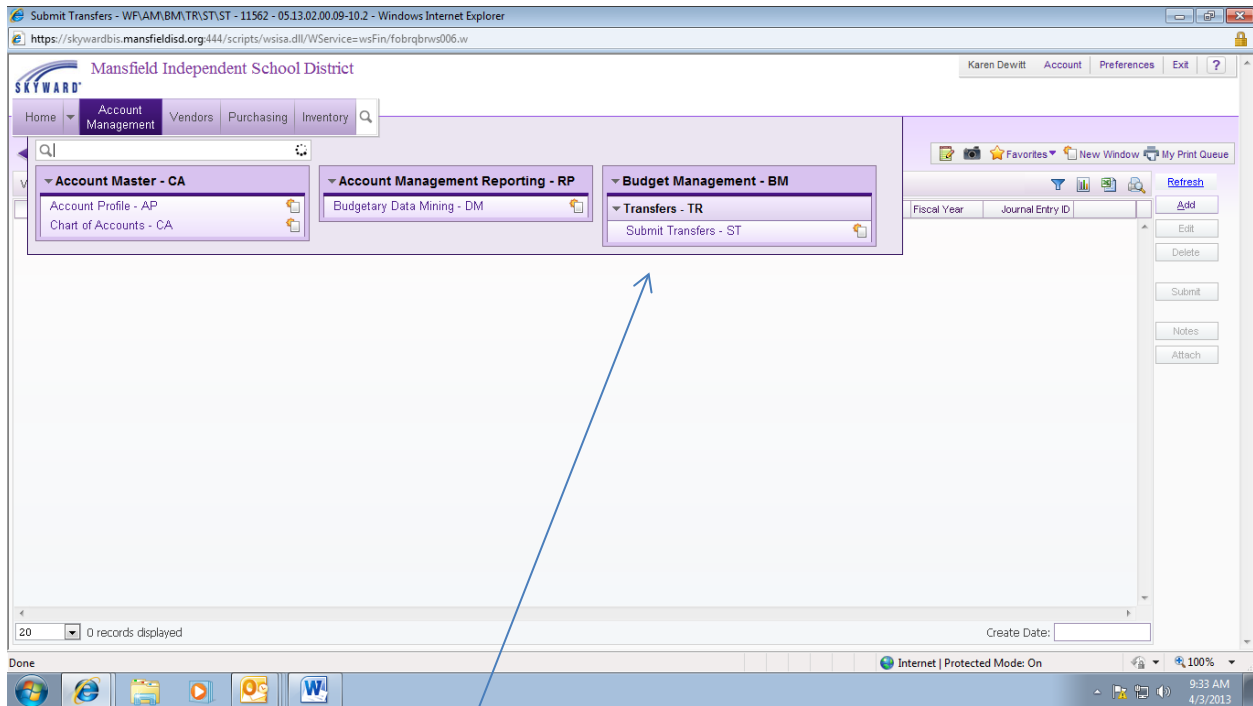


SKYWARD BUDGET TRANSFERS

Go to Account Management:



Select Transfers – TR

Submit Transfers

Select Add

The screenshot shows the Skyward web application interface for the Mansfield Independent School District. The browser title is "Submit Transfers - WF\AM\BM\TR\ST\ST - 11562 - 05.13.02.00.09-10.2 - Windows Internet Explorer". The URL is "https://skywardbis.mansfieldisd.org:444/scripts/wsssa.dll/WSservice=wsFin/fobrqrws006.w". The user is logged in as "Karen Wiesman".

The navigation menu includes: Home, Account Management, Vendors, Purchasing, Accounts Payable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Administration. The current page is "Submit Transfers".

The main content area has a "Views: General" dropdown and "Filters: *All" dropdown. Below this is a table with the following columns: Create Date, S, T, Batch, Description, Debit Amount, Credit Amount, Net Amount, and Entered By. The table is currently empty, with the message "There are no records to display; check your filter settings." displayed below the header.

On the right side of the table, there are several buttons: Add, Edit, Delete, Submit, Notes, and Attach. A blue arrow points from the text "Select Add" to the "Add" button.

At the bottom of the page, there is a "Create Date:" field and a status bar showing "20" and "0 records displayed".

Enter :

Description

Account Number to Transfer FROM

Enter Dollar Amount (whole dollars, only)

Account Number to Transfer TO

Enter Dollar Amount (whole dollars, only)

Budget Transfers

* Fiscal Year: 2012 - 2013

* Transfer Type: Expense [Rules](#) * Batch Number: 12-00022

* Description: To cover negative balances

Amount: 0.00

Budget Transfer Detail Lines

Detail Budget Transfer

General Ledger Account

Account: 199 E 11 6399 00 043 0 11 330 - GENERAL OPERATI/INSTRUCTION/GENERAL SUH \$

* Description:

Transfer Amount	
Debit Amount	Credit Amount
0.00	40.00

Detail Budget Transfer

General Ledger Account

Account: 199 E 11 6499 00 043 0 11 330 - GENERAL OPERATI/INSTRUCTION/MISCELLANED \$

* Description:

Transfer Amount	
Debit Amount	Credit Amount
40.00	0.00

Detail Budget Transfer

General Ledger Account

Account: \$

* Description:

Transfer Amount	
Debit Amount	Credit Amount
0.00	0.00

Detail Budget Transfer

General Ledger Account

Account: \$

* Description:

Transfer Amount	
Debit Amount	Credit Amount
0.00	0.00

Asterisk (*) denotes a required field

100%

Budget Transfers - WF\AM\BM\TR\ST\ST - 11562 - 05.13.02.00.09-10.2 - Windows Internet Explorer
 https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/fobrqedt020.w?isPopup=true

Budget Transfers

* Fiscal Year: 2012 - 2013
 * Transfer Type: Expense [Rules](#) * Batch Number: 12-00022

* Description: To cover negative balances
 Amount: 0.00

[Check Spelling](#)
[Submit for Approval](#)
[Save and finish later](#)
[Back](#)

Budget Transfer Detail Lines

Detail Budget Transfer		Transfer Amount	
General Ledger Account	Transfer From	Debit Amount	Credit Amount
* Description: Account: 199 E 11 6399 00 043 0 11 330 - GENERAL OPERATI/INSTRUCTION/GENERAL SUH	Transfer From	0.00	40.00
* Description: Account: 199 E 11 6499 00 043 0 11 330 - GENERAL OPERATI/INSTRUCTION/MISCELLANE	Transfer To	40.00	0.00
* Description: Account:	Transfer From	0.00	0.00
* Description: Account:	Transfer From	0.00	0.00

Asterisk (*) denotes a required field

100%

When through, (you may enter more than one account number to transfer from/to), then select "Submit for approval".