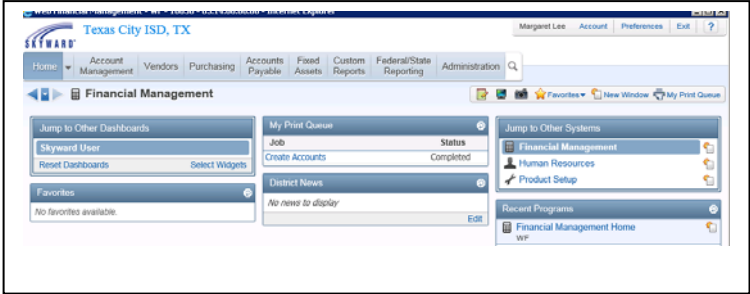
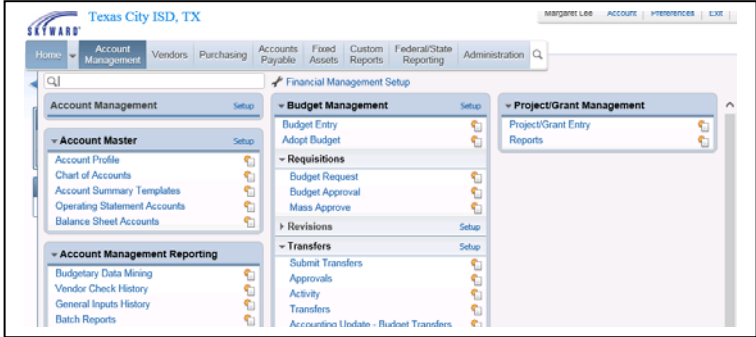


# ONE SHEET WONDERS ENTERING BUDGET TRANSFERS

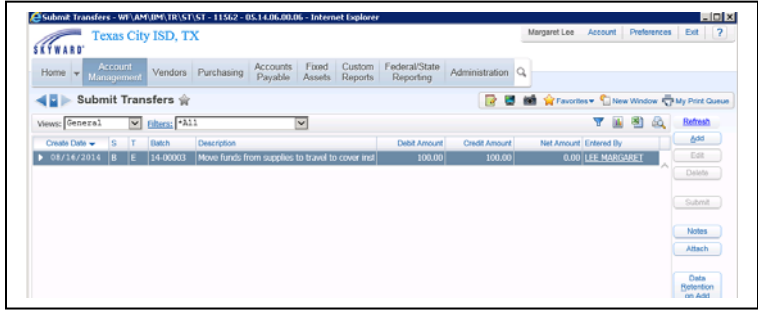
1. Choose "Financial Management" on the right
2. Choose "Account Management" at the top



3. Choose "Submit Transfers"



4. Choose "Add"



5. The Fiscal Year field should default to current year.
6. Transfer Type should default to Expense.
7. Enter a description that indicates why funds need to be transferred.
8. Enter the "To Account" number.
9. Select "Transfer To" from the drop down.
10. Enter the amount to be transferred in whole dollars (do not use cents).
11. Enter a meaningful description.
12. Enter the "From Account" number. The "From Account" must have the same:
  - Fund Number
  - Function Number
  - Organization Number (You cannot move money from another campus to your campus)
13. Select "Transfer From" from the drop down.
14. Enter the amount to be transferred in whole dollars
15. Enter a meaningful description.
16. Choose Submit for Approval

The screenshot shows a web browser window titled "Budget Transfers - WF\AM\PM\14\51\51 - 11562 - 05.14.06.00.06 - Internet Explorer". The main content area is titled "Budget Transfers" and contains the following fields and sections:

- Budget Transfers Summary:**
  - Fiscal Year: 2014 - 2015
  - Transfer Type: Expense
  - Batch Number: 14-000004
  - Amount: 0.00
- Budget Transfer Detail Lines:**
  - Detail Budget Transfer 1:**
    - General Ledger Account: [Account]
    - Description: [Description]
    - Transfer From: [Transfer From]
    - Transfer Amount: 0.00
    - Debit Amount: 0.00
    - Credit Amount: 0.00
  - Detail Budget Transfer 2:**
    - General Ledger Account: [Account]
    - Description: [Description]
    - Transfer From: [Transfer From]
    - Transfer Amount: 0.00
    - Debit Amount: 0.00
    - Credit Amount: 0.00
  - Detail Budget Transfer 3:**
    - General Ledger Account: [Account]
    - Description: [Description]
    - Transfer From: [Transfer From]
    - Transfer Amount: 0.00
    - Debit Amount: 0.00
    - Credit Amount: 0.00
  - Detail Budget Transfer 4:**
    - General Ledger Account: [Account]
    - Description: [Description]
    - Transfer From: [Transfer From]
    - Transfer Amount: 0.00
    - Debit Amount: 0.00
    - Credit Amount: 0.00

On the right side of the page, there are three buttons: "Submit for Approval", "Save and Track later", and "Back".