

HOW TO DO A BUDGET TRANSFER IN THE SKYWARD WEB MODULE

Web Financial Management - WF - 10636 - 05.13.06.00.05-10.2 - Windows Internet Explorer
https://skyweb.ptisd.org/scripts/cgip.exe/WSservice=wsfin/sfmhom01.w

PINE TREE INDEPENDENT SCHOOL DISTRICT
Tammy Torres Account Preferences Exit ?

Account Management Vendors Purchasing Accounts Payable

Financial Management

Jump to Other Dashboards
*Calendar
Skyward User
Employee
Task Manager
Reset Dashboards Select Widgets

Calendar Events
No calendar events available

Favorites
Employee Access
Quick Entry
My Requests
Unsubmitted

Financial Management
Requisitions
Approve
Submit
View My Purchase Orders
Approve Requisitions
Vendor Browse
Operating Statement Accounts
Edit Favorites

Jump to Other Systems
Employee Access
Financial Management
Product Setup

District Information
PINE TREE INDEPENDENT SCHOOL DISTRICT
1701 PINE TREE RD
PO BOX 5878
LONGVIEW TX 75608

Web Favorites
Add links to your favorite sites on the web.
Add Web Favorite

Customer Access Requests
You are not setup to use Customer Access

Available Funds
as of 08/06/13 at 2:00 AM
Expense Budget Totals - EXPENDITURE ACCOUNTS
Budget Amount: \$13,416,608.88

My Print Queue
Job Status
R/E Sum Rpt: TEST 08/2013 Completed
R/E Sum Rpt: TEST 08/2013 Completed

Notifications
You do not have any unread notifications.

Credit Card Transactions Awaiting My Approval
You do not have access to approve credit card transactions

Weather
Displaying weather for 75608 (change)
Conditions for Longview, TX at 3:52 pm CDT
Tuesday, August 06, 2013

Task Manager (17)
Date Task Summary Subject
Mon Mar 05 10:41am Requisition Approval 0000016567
Tue Mar 20 8:11am Requisition Approval 0000016745
Fri Apr 13 2:03pm Requisition Approval 0000017166

1.) FROM THE HOME SCREEN CLICK ON **FINANCIAL MANAGEMENT**.

2.) CLICK ON **ACCOUNT MANAGEMENT**.

Web Financial Management - WF - 10636 - 05.13.06.00.05-10.2 - Windows Internet Explorer
 https://skyweb.ptisd.org/scripts/cgiip.exe/WSservice=wsfin/sfmhome01.w

PINE TREE INDEPENDENT SCHOOL DISTRICT

Tammy Torres Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Account Master Setup

- Chart of Accounts
- Account Summary Templates
- Operating Statement Accounts
- Balance Sheet Accounts

Account Management Reporting

- Budgetary Data Mining

Project/Grant Management

- Reports

Budget Management Setup

- Budget Entry

Requisitions

- Budget Request
- Budget Approval

Transfers

- Submit Transfers

3.

Job	Status
R/E Sum Rpt: TEST 08/2013	Completed
R/E Sum Rpt: TEST 08/2013	Completed

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Customer Access Requests

You are not setup to use Customer Access

Available Funds

as of 08/06/13 at 2:00 AM

Expense Budget Totals - EXPENDITURE ACCOUNTS
 Budget Amount: \$13,416,600.00

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

Submit Transfers - WFAM\BM\TR\ST\ST - 11562 - 05.13.06.00.05-10.2 - Windows Internet Explorer
 https://skyweb.ptisd.org/scripts/cgiip.exe/WService=wsFin/fobrqbnws006.w

Tammy Torres Account Preferences Exit ?

SKYWARD PINE TREE INDEPENDENT SCHOOL DISTRICT

Home Account Management Vendors Purchasing Accounts Payable

Submit Transfers Refresh Favorites New Window My Print Queue

Views: General Filters: *All

	Create Date	S	T	Batch	Description	
1	07/18/2013	H	E	13-00012	TO COVER EAST TEXAS SHREDDING SERVICES NEW YEAR PO	205.00
2	06/17/2013	H	E	12-01203	TO COVER TASBO MEMBERSHIPS/ SUPPLY MONEY	1,400.00
3	06/17/2013	H	E	12-01202	TO COVER BAND INVOICES FOR TONI HALE, AND MIKE GEDDIES.	1,000.00
4	06/17/2013	H	E	12-01200	TO COVER MEGABASH PAYMENT FOR ELEMENTARY SCHOOL	1,430.00
5	06/17/2013	H	E	12-01199	TO COVER GREGG COUNTY ELECTION PAYMENT	1,400.00
6	06/13/2013	H	E	12-01186	TO COVER EAST TEXAS EDUCATIONAL 1021300163 &1031300054	290.00
7	06/13/2013	H	E	12-01181	TO COVER INVOICE #136140	327.00
8	06/10/2013	H	E	12-01171	TO COVER GRADUATION SECURITY OFFICER PAYMENTS	1,068.00
9	05/15/2013	H	E	12-01051	EAST TEXAS SPORTS CENTER PO#9361300328 OVERBUDGET CORRECTION	600.00
10	05/07/2013	H	E	12-00994	FUNDS FOR DEBATE	1,809.00

10 records displayed Create Date:

4.

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