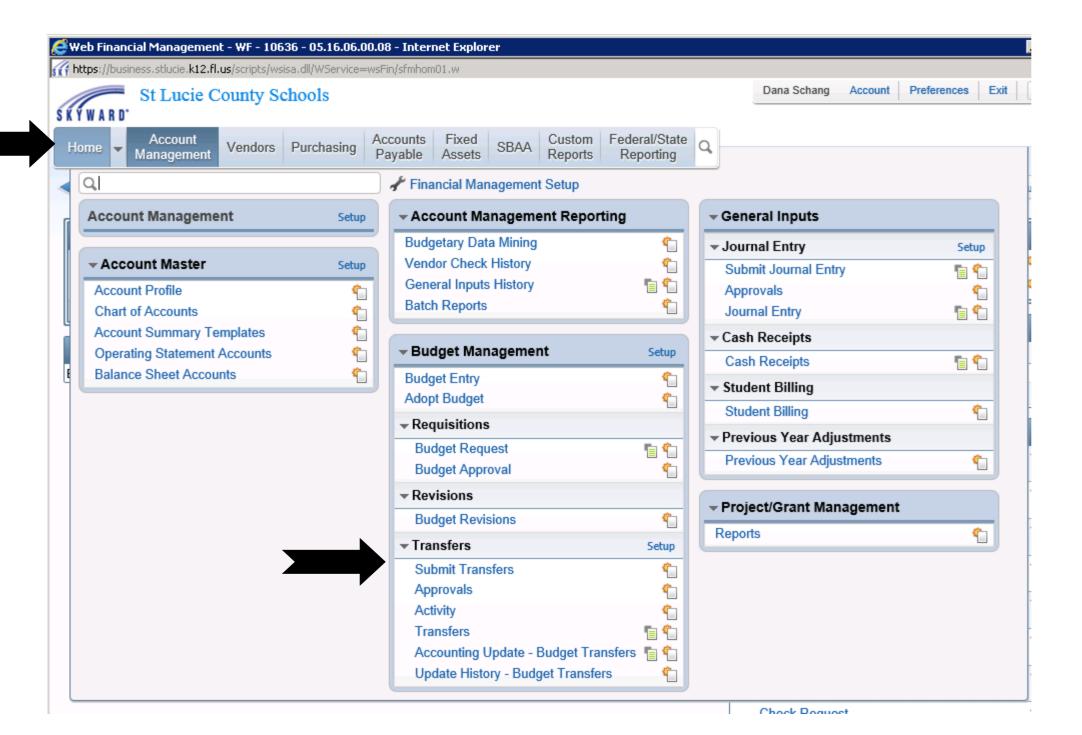
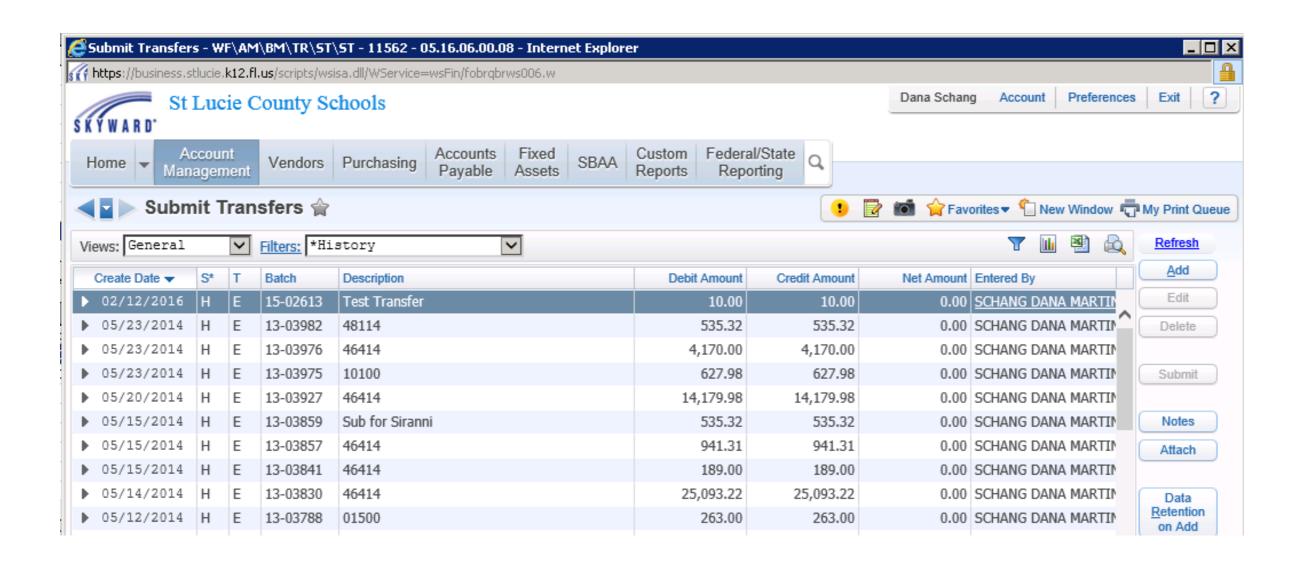
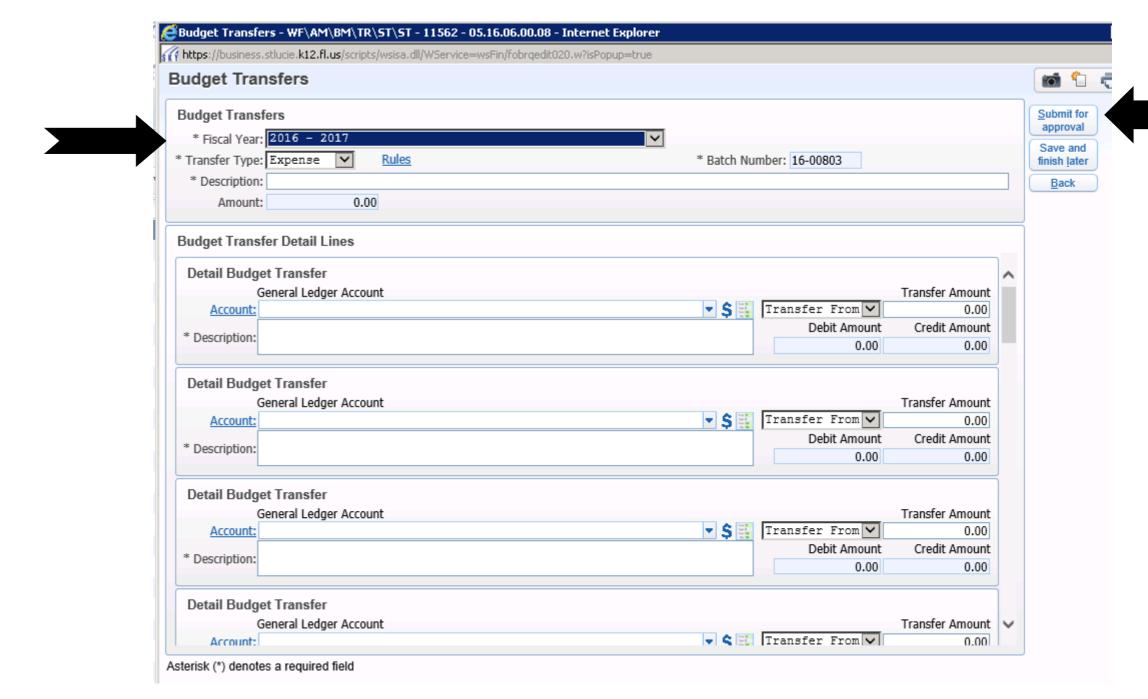
How to enter a Budget Transfer in Skyward



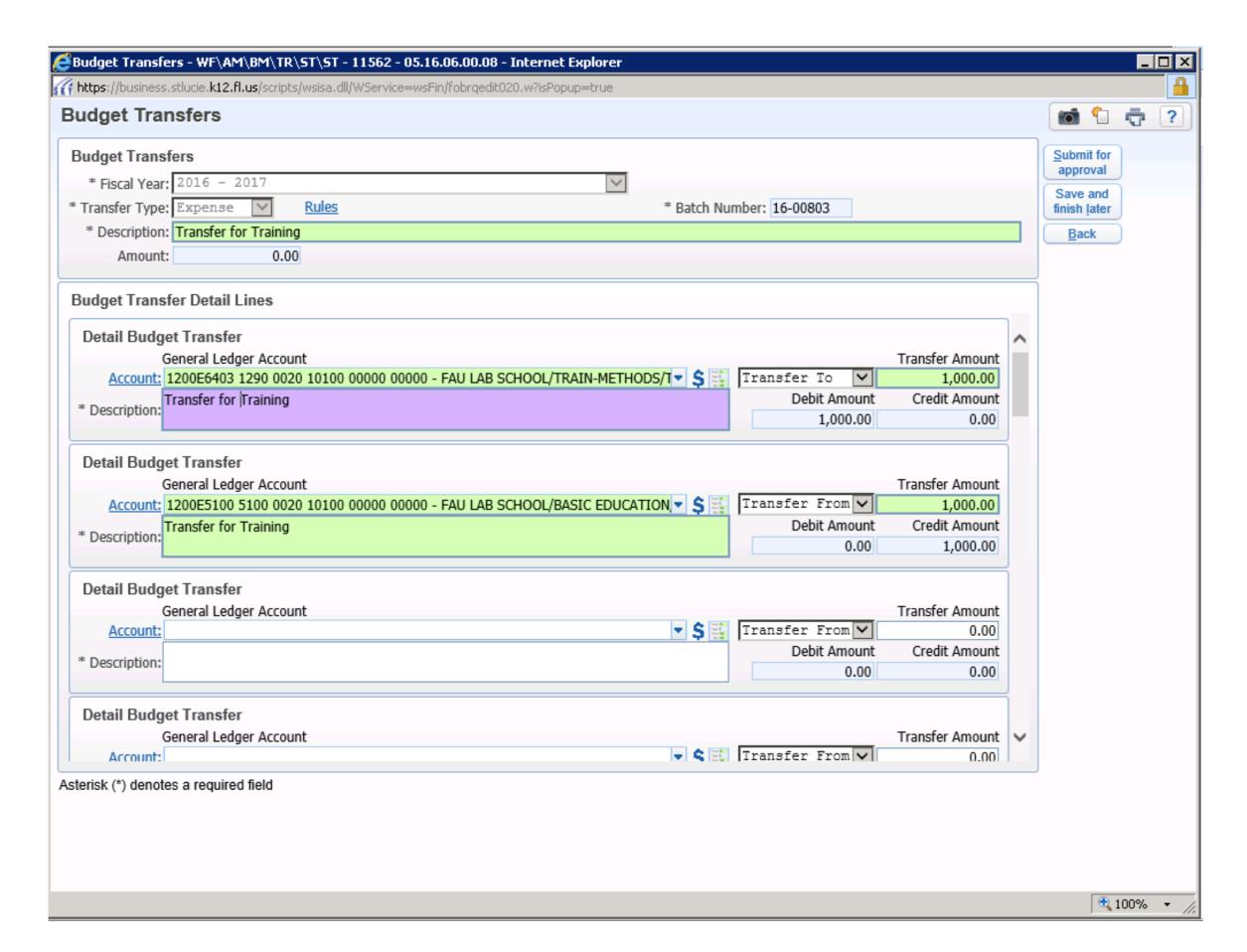
- > From the Home Screen
- Click Account Management
- Under the Budget
 Management Heading
- Click Transfers
- Submit Transfers



Click the Add Button on the right side of the screen



- Check your Fiscal Year
- > Add Description of why you are moving the money
- > Enter the account code of the first account you need to transfer
- > Enter the description again (You can use Copy and paste in these areas)
- Click the drop down box to choose "Transfer From or Transfer To"
- Enter the Amount of transfer
- > Once you Click Submit, your transfer is auto approved and budget is available.



Tips and Tricks:

- Make sure money is available before moving funds
- Always use descriptions that you can utilize in the future for tracking.
- You cannot move between Funds (Example Fund 1000 and Fund 4200)
- You cannot move between Projects (Example Project 10100 and P5800)
- IF you get an error then you have tried to do one of the above.