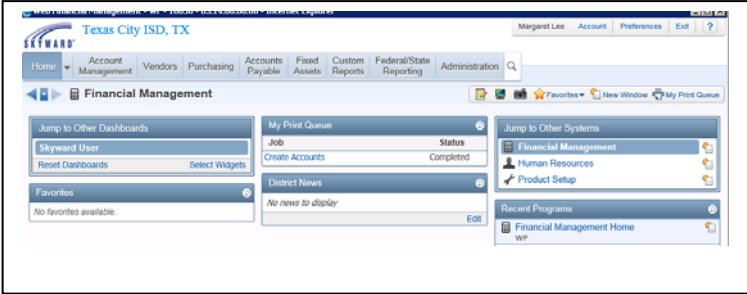
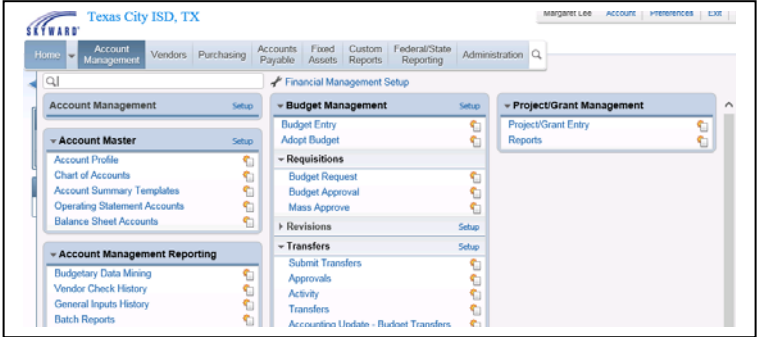


ONE SHEET WONDERS ENTERING BUDGET TRANSFERS

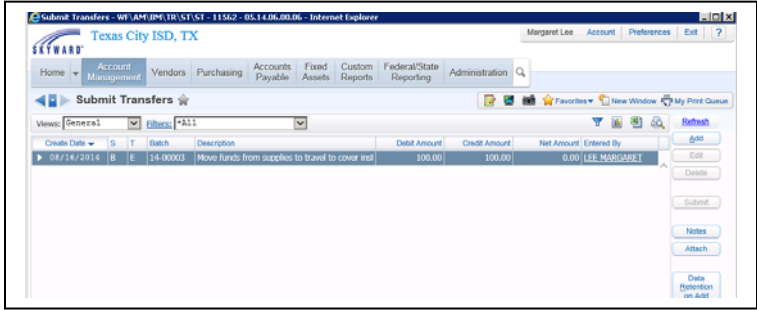
1. Choose "Financial Management" on the right
2. Choose "Account Management" at the top



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
 - Organization Number (You cannot move money from another campus to your campus)
 - Budget Manager Code
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

Budget Transfers

* Fiscal Year: 2014 - 2015

* Transfer Type: Expense [Rules](#) * Batch Number: 14-00004

* Description: Amount: 0.00

Budget Transfer Detail Lines

Detail Budget Transfer	General Ledger Account	Description	Transfer From	Debit Amount	Credit Amount	Transfer Amount
			From	0.00	0.00	0.00
			From	0.00	0.00	0.00
			From	0.00	0.00	0.00

Submit for Approval
Save and Track later
Back