

## Barbers Hill Independent School District Budget Transfers

1. Log into Skyward Web
2. Choose "Financial Mngmnt"
3. Choose "Account Mngmt"
4. Choose "Bdgt. Mngmt"
5. Choose "Submit Transfers"

6. Click "Add"

7. Budget Transfer Group will be your Campus/Department; it should already be populated for you.

8. Enter a Batch Number. Please use your initials and date. (Example: CW122112)

9. Enter a description that indicates why funds need to be transferred.

10. Enter the "To Account" number.

11. Enter the amount to be transferred in whole dollars (do not use cents).

12. Enter the "From Account" number. The "From Account" must have the same:

- Fund Number
- Function Number

13. Click "Submit".

14. You will receive an email when your transfer is approved and posted.

