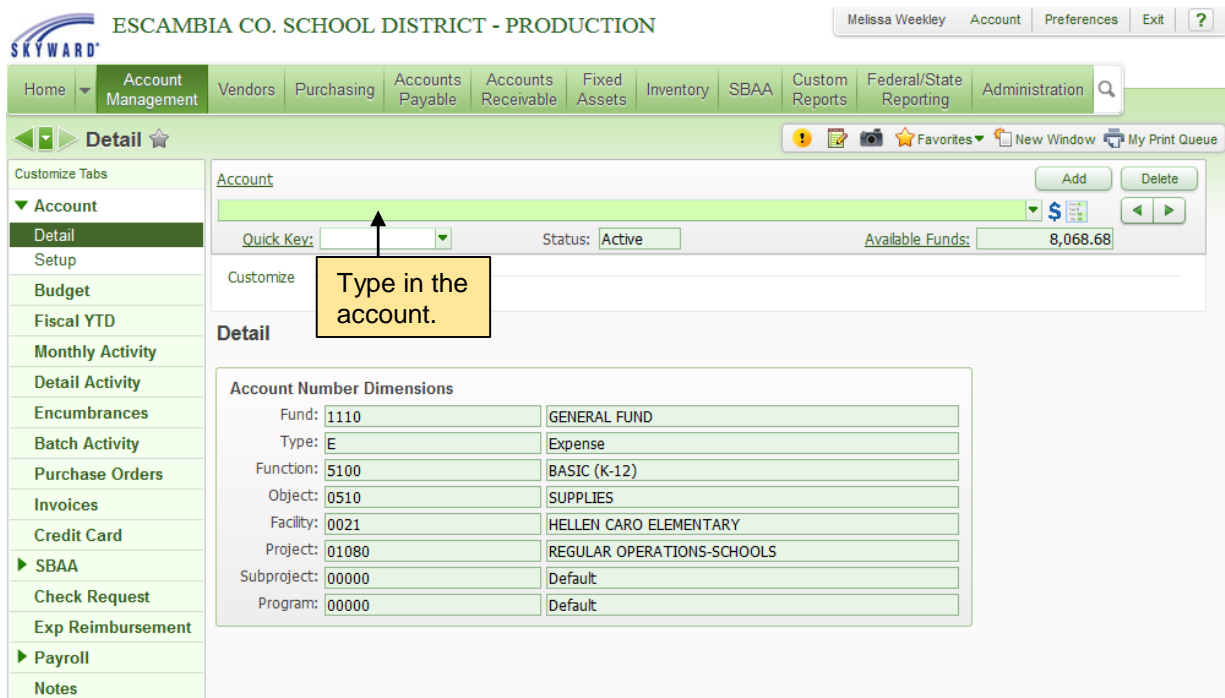


Account Profile

Account Profile displays detailed transaction information for accounts to which an individual has access in the District's financial records. This area is particularly useful to view batch activity and historical purchasing card transactions.

The menu path for the Account Profile is **Financial Management, Account Management, Account Master, and Account Profile.**



Available Funds

ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION

Melissa Weekley Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Administration

Detail

Account: 1110E5100 0510 0021 01080 00000 00000 - GENERAL FUND/BASIC (K-12)/SUPPLIES/HELLEN CARO EL/REG OPS-SCH Available Funds: 8,068.68

Quick Key: Status: Active

Account Number Dimensions

Fund:	1110	GENERAL FUND
Type:	E	Expense
Function:	5100	BASIC (K-12)
Object:	0510	SUPPLIES
Facility:	0021	HELLEN CARO ELEMENTARY
Project:	01080	REGULAR OPERATIONS-SCHOOLS
Subproject:	00000	Default
Program:	00000	Default

Available Funds is the amount available in an account to use from the current budget.

Note: This field includes an account's batch activity that has not yet been posted.

Views: Available Funds Filters: *Skyward Default

Fiscal Year	Available Funds =	Original Budget	+ Budget Carry Forward	+ Budget Transfers	+ Budget Revisions	= Revised Budget	- Actual A
2017-2018	0.00	0.00	0.00	0.00	0.00	0.00	
2016-2017	8,068.68	5,000.00	0.00	-10,079.15	15,790.97	10,711.82	2,60
2015-2016	14,075.90	14,200.00	0.00	-1,454.46	1,539.55	14,285.09	3,20
2014-2015	636.65	16,796.00	0.00	-2,068.65	0.00	14,727.35	14,09
			0.00	-46.40	0.00	15,787.60	16,41
			0.00	-2,624.39	0.00	12,279.61	12,25
			0.00	0.00	0.00	12,133.66	12,07
			0.00	0.00	0.00	0.00	

Click on the Available Funds amount to access the Break Down of Available Funds screen.

8 records displayed Fiscal Year: ABC

Account Information

Account Number: **1110E5100 0510 0021 01080 00000 00000**

Available Funds: **8,068.68**

Current Fiscal Year: 2016-2017
Next Fiscal Year: 2017-2018

Break Down of Available Funds

	2016-2017 Current Year	2017-2018 Next Year
Original Budget	5,000.00	0.00
+ Budget Carry Forward	0.00	0.00
+ Budget Transfers	-10,079.15	0.00
+ Budget Revisions	15,790.97	0.00
= Revised Budget	10,711.82	0.00
- Actual Activity	2,609.00	0.00
= Budget Dollars Not Spent	8,102.82	0.00
- Open Purchase Orders	0.00	0.00
= Unencumbered Balance	8,102.82	0.00
- Batch Activity	34.14	0.00
= Available Funds	8,068.68	0.00

Account Level Description:

- 1110 GENERAL FUND
- 5100 BASIC (K-12)
- 0510 SUPPLIES
- 0021 HELLEN CARO ELEMENTARY
- 01080 REGULAR OPERATIONS-SCHOOL
- 00000 Default
- 00000 Default

The Break Down of Available Funds provides useful information of how the total available amount is calculated.

Batch Activity

ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION

Melissa Weekley Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Administration

Batch Activity

Batch Activity includes the account's activities for a given fiscal year that have been submitted but have not yet been posted to the account.

00000 00000 - GENERAL FUND/BASIC (K-12)/SUPPLIES/HELLEN CARO EL/REG OPS-SCH Available Funds: 8,068.68

Status: Active

Views: All Filters: *Skyward Default

Fiscal Year	Source Code	Batch Amount	Source Description
2016-2017	IVREQ	0.00	Inv Requisition Batch Activity
2016-2017	IVDIS	2.64	Inv Disbursements Batch Activity
2016-2017	CCTR	0.00	Credit Card Batch Activity
2016-2017	APQ	0.00	AP Check Requests
2016-2017	AP	31.50	Accounts Payable

Click View to see detailed information on a source's batch activity.

Note: The Batch Amount for each activity source to the batch activity amount shown in the Break Down of Available Funds on the previous page.

Detail Inventory Disbursement Batch Activity

Account: 1110E5100 0510 0021 01080 00000 00000
Fiscal Year: 2016-2017

Views: General Filters: *Skyward Default

Click Post Date to sort the column

Requisition Number	Item Code	Warehouse Code	Requestor	Disbursement Date	Post Date	Quantity Disbursed	Disbursed Cost	Total Cost	Quantity Requested
1001700073	0120003	01	MORRIVEN001	08/18/2016	08/22/2016	7	1.23	8.60	7
1001700073	0120042	01	MORRIVEN001	08/18/2016	08/22/2016	5	3.34	16.70	5
1001700073	0120046	01	MORRIVEN001	08/18/2016	08/22/2016	5	0.85	4.24	5
1001700073	0120051	01	MORRIVEN001	08/18/2016	08/22/2016	2	2.23	4.46	2
1001700073	0120060	01	MORRIVEN001	08/18/2016	08/22/2016	1	0.74	0.74	1
1001700082	0135116	01	MORRIVEN001	09/08/2016	09/09/2016	6	0.00	0.00	6
1001700083	0110073	01	MORRIVEN001	09/15/2016	09/16/2016	1	1.92	1.92	1
1001700083	0120044	01	MORRIVEN001	09/15/2016	09/16/2016	3	5.69	17.06	3
1001700083	0135001	01	MORRIVEN001	09/15/2016	09/16/2016	5	1.83	9.14	5
1001700083	0145238	01	MORRIVEN001	09/15/2016	09/16/2016	1	3.85	3.85	1
1001700083	0145572	01	MORRIVEN001	09/15/2016	09/16/2016	1	1.73	1.73	1
1001700087	0120049	01	MORRIVEN001	10/24/2016	10/28/2016	3	12.99	38.97	3
1001700087	0130271	01	MORRIVEN001	10/24/2016	10/28/2016	1	0.56	0.56	1
1001700087	0130284	01	MORRIVEN001	10/24/2016	10/28/2016	1	77.63	77.63	1
1001700087	0150010	01	MORRIVEN001	10/24/2016	10/28/2016	1	4.14	4.14	1
1001700088	0120049	01	MORRIVEN001	10/25/2016	10/28/2016	3	12.99	38.97	3
1001700088	0140001	01	MORRIVEN001	10/25/2016	10/28/2016	6	3.40	20.39	6
1001700088	0140002	01	MORRIVEN001	10/25/2016	10/28/2016	4	3.40	13.60	4
1001700088	0145229	01	MORRIVEN001	10/25/2016	10/28/2016	1	1.99	1.99	1
1001700088	0145668	01	MORRIVEN001	10/25/2016	10/28/2016	1	1.13	1.13	1
1001700088	0145669	01	MORRIVEN001	10/25/2016	10/28/2016	1	2.93	2.93	1
1001700088	0175240	01	MORRIVEN001	10/25/2016	10/28/2016	1	3.68	3.68	1

Detail Inventory Disbursement Batch Activity

Account: 1110E5100 0510 0021 01080 00000 00000
Fiscal Year: 2016-2017

Views: General Filters: *Skyward Default

Note: Disbursed Cost of batch activity items totals batch amount on previous page.

Requisition Number	Item Code	Warehouse Code	Requestor	Disbursement Date	Post Date	Quantity Disbursed	Disbursed Cost	Total Cost	Quantity Requested
1001700141	0150113	01	MORRIVEN001	04/24/2017		1	1.52	1.52	1
1001700141	0150128	01	MORRIVEN001	04/24/2017		2	1.62	3.23	2
1001700073	0120003	01	MORRIVEN001	08/18/2016	08/22/2016	7	1.23	8.60	7
1001700073	0120042	01	MORRIVEN001	08/18/2016	08/22/2016	5	3.34	16.70	5
1001700073	0120046	01	MORRIVEN001	08/18/2016	08/22/2016	5	0.85	4.24	5
1001700073	0120051	01	MORRIVEN001	08/18/2016	08/22/2016	2	2.23	4.46	2
1001700073	0120060	01	MORRIVEN001	08/18/2016	08/22/2016	1	0.74	0.74	1
1001700082	0135116	01	MORRIVEN001	09/08/2016	09/09/2016	6	0.00	0.00	6
1001700083	0110073	01	MORRIVEN001	09/15/2016	09/16/2016	1	1.92	1.92	1
1001700083	0120044	01	MORRIVEN001	09/15/2016	09/16/2016	3	5.69	17.06	3
1001700083	0135001	01	MORRIVEN001	09/15/2016	09/16/2016	5	1.83	9.14	5
1001700083	0145238	01	MORRIVEN001	09/15/2016	09/16/2016	1	3.85	3.85	1
1001700083	0145572	01	MORRIVEN001	09/15/2016	09/16/2016	1	1.73	1.73	1
1001700087	0120049	01	MORRIVEN001	10/24/2016	10/28/2016	3	12.99	38.97	3
1001700087	0130271	01	MORRIVEN001	10/24/2016	10/28/2016	1	0.56	0.56	1
1001700087	0130284	01	MORRIVEN001	10/24/2016	10/28/2016	1	77.63	77.63	1
1001700087	0150010	01	MORRIVEN001	10/24/2016	10/28/2016	1	4.14	4.14	1
1001700088	0120049	01	MORRIVEN001	10/25/2016	10/28/2016	3	12.99	38.97	3
1001700088	0140001	01	MORRIVEN001	10/25/2016	10/28/2016	6	3.40	20.39	6
1001700088	0140002	01	MORRIVEN001	10/25/2016	10/28/2016	4	3.40	13.60	4
1001700088	0145229	01	MORRIVEN001	10/25/2016	10/28/2016	1	1.99	1.99	1
1001700088	0145668	01	MORRIVEN001	10/25/2016	10/28/2016	1	1.13	1.13	1

Credit Card

ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION

Melissa Weekley Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Administration

Credit Cards ☆

Customize Tabs Account Add Delete

Account: 111055100 0510 0021 01080 00000 00000 - GENERAL FUND/BASIC (K-12)/SUPPLIES/HELLEN CARO EL/REG OPS-SCH \$ Available Funds: 8,068.68

Status: Active

Filters: *Skyward Default View

Credit Card includes the account's p-card activities and supplemental information such as notes and attachments.

Date	Status	Detail Description	Acct Amt	Trans
04/17/2017	Invoiced	TONER	130.00	13
04/03/2017	Invoiced	MARKER,CHISEL,SHARPIE,RE	6.61	
04/03/2017	Invoiced	HIGHLIGHTER,12PK,ASSORTE	2.09	
04/03/2017	Invoiced	BATTERY,AA,ALKALINE,24/P	11.79	
02/27/2017	Invoiced	ENVELOPES, TAPE DISPENSER	7.55	
01/04/2017	Invoiced	WRISTREST,MOUSE,PLUSH TO	13.52	
12/12/2016	Invoiced	ENVELOPE,#10,C/5,500BX	9.45	
10/25/2016	Invoiced	HOLDER,SGN,VERTICAL,8.5X	7.26	
10/20/2016	Invoiced	FOLDER,TP TB,1/3,100BX,L	10.87	1
09/27/2016	Invoiced	TONER,LSR,OD F/BRO HL124	29.74	2
09/27/2016	Invoiced	LABEL,LSR,ADDR,WHT,3000C	82.65	8

Encumbrances
Batch Activity
Purchase Orders
Invoices
Credit Card
SBAAB
Check Request
Exp Reimbursement
Payroll

Click **View** to see detailed information on a p-card transaction.

Credit Card Activity

Views: General Filters: *Skyward Default

Tran Date	App Sits	Amount	Where Used	Used By
04/17/2017	APP	130.00	COPY PRODUCTS COMPANY, 850-4321580, FL, 32501	MOORE, SA

Click the arrow to the left of the transaction date to view detailed information about the p-card transaction.

Credit Card Activity

Views: General Filters: *Skyward Default

Tran Date	App Sits	Amount	Where Used	Used By
04/17/2017	APP	130.00	COPY PRODUCTS COMPANY, 850-4321580, FL, 32501	MOORE, SA

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

- ▶ Credit Card Transaction Information
- ▶ Detail Lines
- ▶ Approval History
- ▶ Import History Lines

Each of the sub-areas can be expanded by clicking the arrow or using the link to **Expand All**.

Credit Card Activity

Views: **General** Filters: ***Skyward Default**

Tran Date App Sts Amount Where Used Used By

▼ Credit Card Transaction Information

District Card Number: MOORESANDRA	Import Date: 04/20/2017
Card Number: *****00732868	Import Time: 8:29:08 AM
Transaction Date: 04/17/2017	Import Format: VISA
Transaction ID: 80402	Used By: MOORE, SANDRA K
Transaction Status: Invoiced	Invoice Number: PC1704200000
Transaction Amount: \$130.00	Purchasing Vendor:
Approved: A	Card Vendor: REGIONS BANK
Where Used: COPY PRODUCTS COMPANY, 850-4321580, FL, 32501	
Transaction Description: TONER	
VISA Reference Nbr: 24073147108900013792869	VISA Post Date: 04/19/2017

Click **Attach** to view attached receipts, invoices, and other backup documentation.

▼ Detail Lines

Line	Description	Account Distribution	Account Amount	Line Amount	PO Number	Quantity	Unit Meas.	Unit Cost	Invoice
				Percent					
1	TONER			\$130.00					PC1704200000
		1110E5100 0510 0021 01080 00000 00000		\$130.00	100.00%				

View All Detail Lines

▼ Approval History

Date	Time	Status	Approval Level	Name/Note
04/20/2017	10:38:23 AM	Approved	Level 3	PERKINS, VICTORIA C Approved by VICTORIA C PERKINS, 100 Hellen Caro Elem-General, Level 3. Date: 04/20/2017 Time: 10:38:23 AM
04/20/2017	9:24:38 AM	Approved	Level 2	MOORE, SANDRA K

2000 1 records displayed

Tran Date: