

HOW TO CODE A PURCHASE...



...in Skyward

Skyward's Account Structure

Fund	Type	Function	Object	Facility	Project	SubPrj	Program
(4)	(1)	(4)	(4)	(4)	(5)	(5)	(5)



Number of digits

Skyward's Account Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	SubPrj (5)	Program (5)
---------------------	---------------------	-------------------------	-----------------------	-------------------------	------------------------	-----------------------	------------------------

The three funds primarily used by schools and departments are:

1110 - General Fund

4110 - Food Services Fund

4210 - Special Revenue Fund

There have been no changes made to the Fund component in Skyward.

Skyward's Account Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	SubPrj (5)	Program (5)
-------------	--------------------	-----------------	---------------	-----------------	----------------	---------------	----------------

Type is the alphabetical letter that represents class description.

A = Asset

L = Liability

Q = Equity

R = Revenue

E = Expense

Skyward's Account Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	SubPrj (5)	Program (5)
-------------	-------------	-------------------------------	---------------	-----------------	----------------	---------------	----------------

Function is the action or purpose for which a person or thing is used or exists. The one substantive difference in Skyward is that function **6510** is now **6500**. A few examples of the major function areas include:

- Instruction (i.e. 5100, 5200, 5300, 5400, 5500, 5900)
- Instructional Support (i.e. 6110, 6200, 6400, 6500)
- General Support (i.e. 7300, 7600, 7730, 7800)

Skyward's Account Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	SubPrj (5)	Program (5)
-------------	-------------	-----------------	----------------------	-----------------	----------------	---------------	----------------

Object is the service or commodity obtained as the result of a specific expenditure. There have been no changes made to the object component in Skyward. A few examples of major object categories include:

- Salaries (i.e. 0111, 0131, 0151, 0161)
- Employee Benefits (i.e. 0210, 0220, 0231, 0240)
- Purchased Services (i.e. 0310, 0332, 0371, 0394)
- Materials & Supplies (i.e. 0510, 0520, 0550)

Skyward's Account Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	SubPrj (5)	Program (5)
-------------	-------------	-----------------	---------------	------------------------	----------------	---------------	----------------

Facility is the Skyward term for a cost center. It represents schools, departments, building facilities, and outside agencies. A list of facilities is available on the Budgeting department's homepage.

Skyward's Account Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	SubPrj (5)	Program (5)
-------------	-------------	-----------------	---------------	-----------------	------------------------------	---------------	----------------

Project numbers represent the areas where funds are budgeted. A list of project numbers is available on the Budgeting department's homepage. In Skyward, the project number is 5 digits long with the 5th digit being a zero.

- Example: 5303 = 53030 in Skyward

Skyward's Account Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	SubPrj (5)	Program (5)
-------------	-------------	-----------------	---------------	-----------------	----------------	-----------------------------	----------------

The **SubProject** component represents the fiscal year of the project. In Skyward, the subproject number is 5 digits long with the 5th digit being a zero.

•**Example:** In our current system, a project with a “2” in the last digit of the project number = 20120 in the subproject field in Skyward

For projects that typically have a “0” year code, the subproject will remain all zeros; however, there are a few projects that have a “0” year code which signifies a 2010 year project, and in Skyward, these projects have been converted to 20100 in the subproject field.

•**Example:** In our current system, a project with a “0” in the last digit of the project number = 00000 in the subproject field in Skyward (20100 for a few select projects).

Skyward's Account Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	SubPrj (5)	Program (5)
-------------	-------------	-----------------	---------------	-----------------	----------------	---------------	------------------------

Presently, the **Program** component will be filled with 5 zeros.

Example 1:

To purchase supplies (Object) for a basic (Function) fourth grade classroom from the regular operations (Project) of Jim Allen Elementary (Facility)...

Skyward's Account Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	SubPrj (5)	Program (5)
1110	E	5100	0510	0031	01080	00000	00000

Example 2:

To purchase a computer (Object) with a purchase price over \$1,000.00 for a basic (Function) kindergarten classroom from Title I (Project) of Beulah Elementary (Facility)...

Skyward's Account Structure

Fund (4)	Type (1)	Function (4)	Object (4)	Facility (4)	Project (5)	SubPrj (5)	Program (5)
4210	E	5100	0643	0941	53030	20120	00000