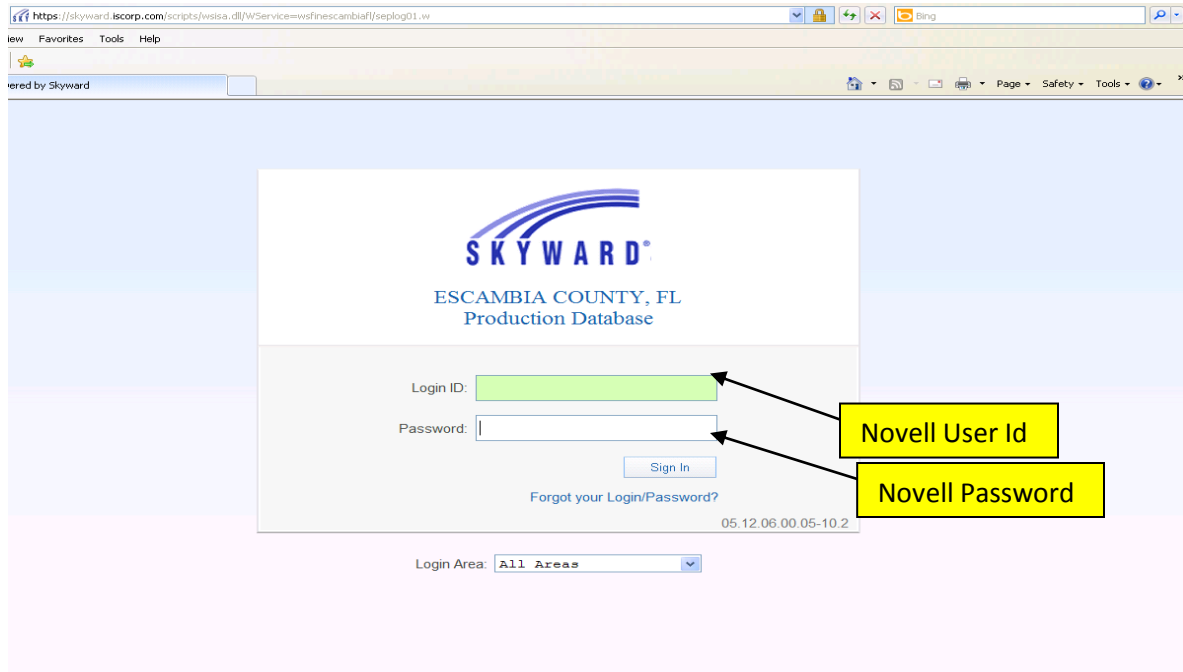# Skyward Production Database

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinescambiafl/seplog01.w
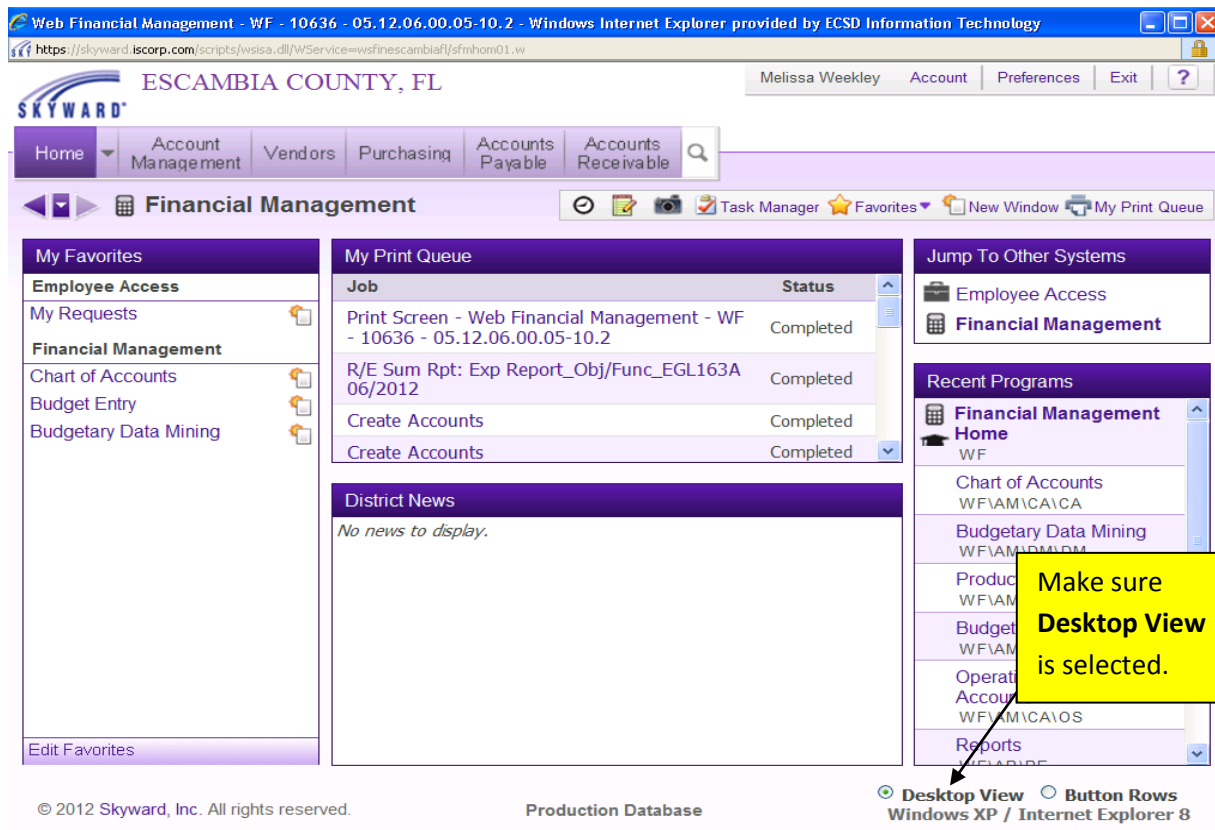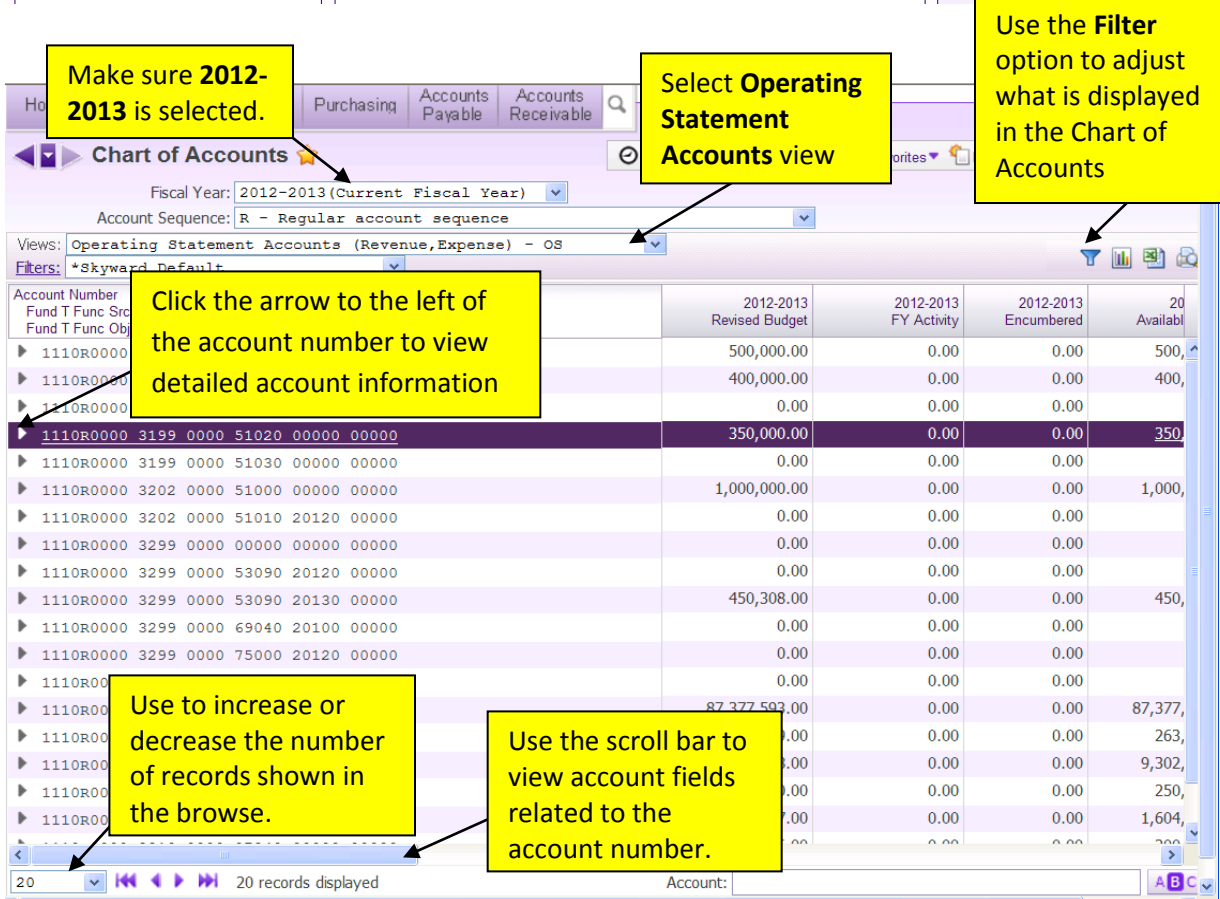

Skyward's Home Screen

Chart of Accounts

The Chart of Accounts displays a list of accounts to which an individual has access to in the District's financial records. Use this area to view transaction details, postings, and balance information for specific accounts.

Note: A menu path describes the path that should be followed to manuever to a certain area in Skyward. The menu paths for the main Budgeting areas covered in this handout are provided for easy accessibility.

The menu path for the Chart of Accounts is to click **Financial Management, Account Management, Account Master, Chart of Accounts.**

◄ ▼ ► **Chart of Accounts** ⭐

🕐 📝 📷 Task Manager ⭐Favorites▼ New Window My Print Queue

Fiscal ...   ) ▼
Account Se...   ▼
Views: Operating S...   - OS   ▼   🔽 📊 📑 🔍
Filters: *Skyward De...

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

Account Number	2012-2013 Revised Budget	2012-2013 FY Activity	2012-2013 Encumbered	20 Availabl
Fund T Func Src Fac Proj Subpr Prog (R) Fund T Func Obj Fac Proj Subpr Prog (E) ▲				
▼ 1110R0000 3199 0000 51020 00000 00000	350,000.00	0.00	0.00	350.

Expand All   Collapse All   Modify Details (displaying 9 of 9)   View Printable Details

▶ Monthly Account Activity
▶ Detail Account Activity   View
▶ Account Encumbrance Activity
▶ Purchase Orders Using This Account
▶ Accounts Payable Invoices Using This Account
▶ Credit Card Transactions Using This Account
▶ Account Budget Activity
▶ Account Descriptions
▶ Account Information

▶ 1110R0000 3199 0000 51030 00000 00000	0.00	0.00	0.00	
▶ 1110R0000 3202 0000 51000 00000 00000	1,000,000.00	0.00	0.00	1,000,

---

◄ ▼ ► **Chart of Accounts** ⭐

🕐 📝 📷 Task Manager ⭐Favorites▼ New Window My Print Queue

Fiscal Year: 2012-2013 (Current Fiscal Year) ▼
Account Sequence: R - Regular account sequence   ▼
Views: Operating Statement Accounts ...   🔽 📊 📑 🔍
Filters: *Skyward Default

Detailed Information for the chosen sub-area will display in the window below the account number.

Account Number	2012-2013 Revised Budget	2012-2013 FY Activity	2012-2013 Encumbered	20 Availabl
Fund T Func Src Fac Proj Subpr Prog (R) Fund T Func Obj Fac Proj Subpr Prog (E) ▲				

▼ Monthly Account Activity

<< 2012-2013 >>

	Beginning Budget 2012-2013	Change 2012-2013	Ending Budget 2012-2013	Debit 2012-2013	Credit 2012-2013
June	350,000.00	0.00	350,000.00	0.00	0.00
May	350,000.00	0.00	350,000.00	0.00	0.00
April	350,000.00	0.00	350,000.00	0.00	0.00
March	350,000.00	0.00	350,000.00	0.00	0.00
February	350,000.00	0.00	350,000.00	0.00	0.00
January	350,000.00	0.00	350,000.00	0.00	0.00
December	350,000.00	0.00	350,000.00	0.00	0.00
November	350,000.00	0.00	350,000.00	0.00	0.00
October	350,000.00	0.00	350,000.00	0.00	0.00
September	350,000.00	0.00	350,000.00	0.00	0.00
August	350,000.00	0.00	350,000.00	0.00	0.00
July	350,000.00	0.00	350,000.00	0.00	0.00

▶ Detail Account Activity   View

Budget Transfers

Budget transfers are used to transfer funds from one account to another showing a clear trail of funds. Click **Financial Management, Account Management, Transfers, Submit Transfers**.
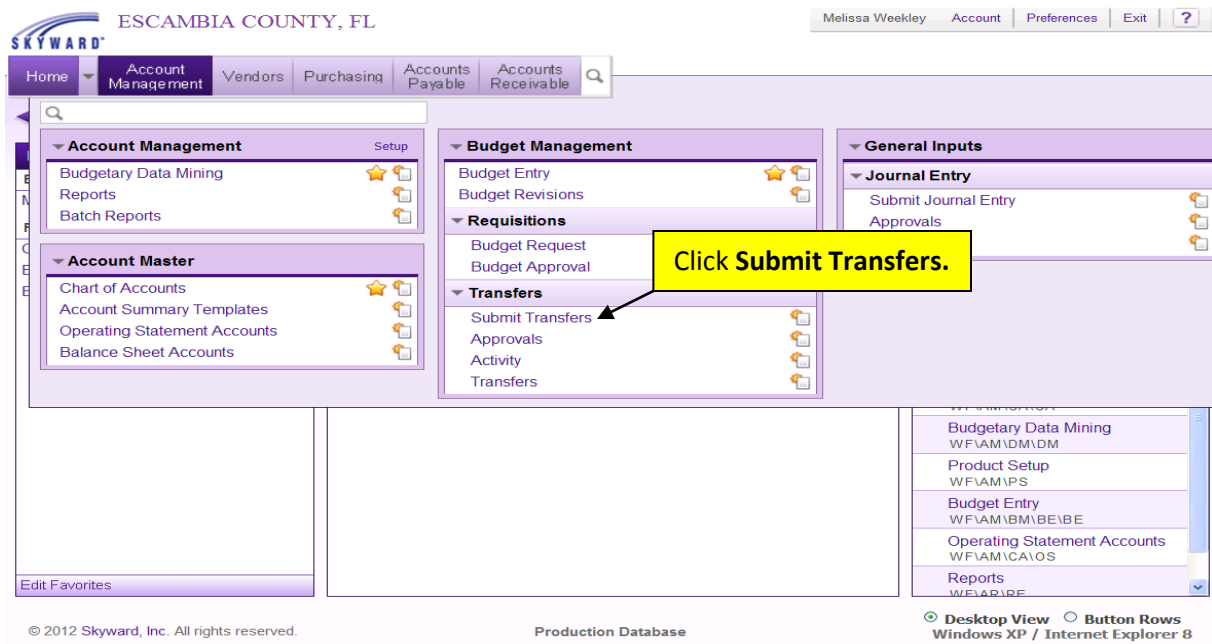
To add a new Budget Transfer:
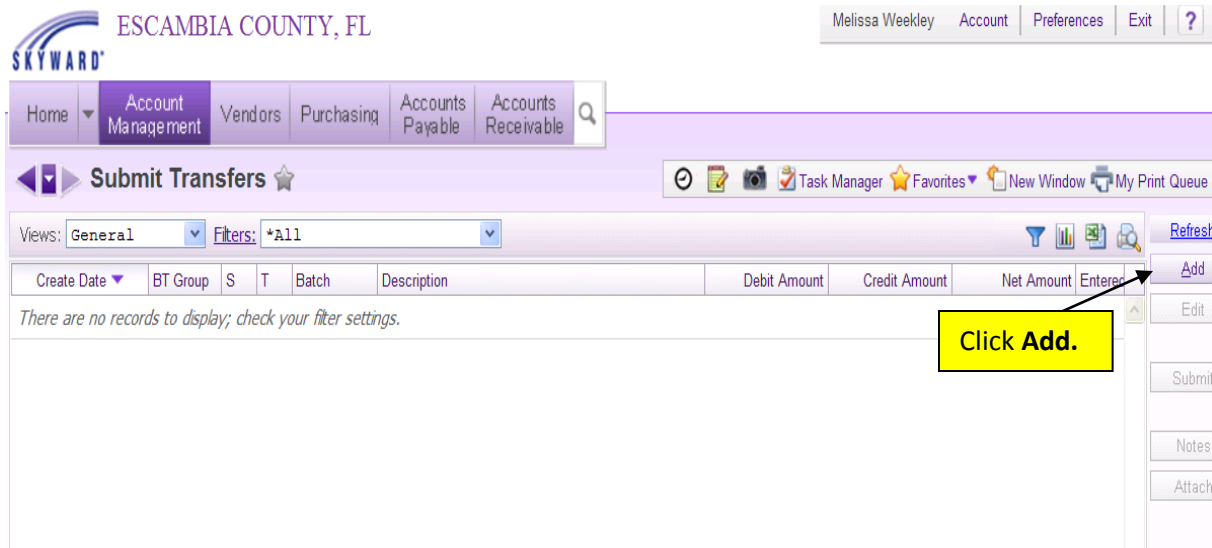
Budget Transfers

Your default **Budget Transfer Group** should be displayed.

* Budget Transfer Group:	420 BUDGETING
* Fiscal Year:	2012 - 2013
* Transfer Type:	Expense — Rules
* Description:	4 DIGIT FUND NUMBER - DESCRIPTION
Amount:	0.00

* Batch Number: 12-00002

Submit for approval
Save and finish Later
Back

Choose the **Fiscal Year.**

The **Description** should include the Fund number, hyphen, and a general description of the budget transfer. ****The Fund number must be the first 4 characters of the Description.****

General Ledger Account
Account:
* Description:

General Ledger Account		Transfer Amount
Account:		Transfer To	0.00
* Description:		Debit Amount	Credit Amount
		0.00	0.00

General Ledger Account		Transfer Amount
Account:		Transfer From	0.00
* Description:		Debit Amount	Credit Amount
		0.00	0.00

General Ledger Account		Transfer Amount
Account:		Transfer From	0.00
* Description:		Debit Amount	Credit Amount
		0.00	0.00

Budget Transfers

* Budget Transfer Group:	420 BUDGETING
* Fiscal Year:	2012 - 2013
* Transfer Type:	Expense — Rules
* Description:	...CRIPTION

Submit for approval
Save and finish Later
Back

1. Choose your **account.**

2. Choose to **Transfer From** or **Transfer To** this account.

3. Enter the **amount.**

4. Enter a description for this **line.**

General Ledger Account		Transfer Amount
Account:		Transfer From	0.00
* Description:		Debit Amount	Credit Amount
		0.00	0.00

General Ledger Account		Transfer Amount
Account:			0.00
* Description:		Debit Amount	Credit Amount
		0.00	0.00

General Ledger Account		Transfer Amount
Account:		Transfer From	0.00
* Description:		Debit Amount	Credit Amount
		0.00	0.00

General Ledger Account		Transfer Amount
Account:		Transfer From	0.00
* Description:		Debit Amount	Credit Amount
		0.00	0.00

General Ledger Account		Transfer Amount
Account:		Transfer From	0.00
		Debit Amount	Credit Amount

Asterisk (*) denotes a required field

6. The **Amount** should always equal **zero** because the **Transfer To(s) and From(s)** must **equal** for all **funds** involved.

7. If **finished**, click to **submit for approval**.

Group:

* Fiscal Year: 2012 – 2013

* Transfer Type: Expense   Rules

* Description: 4 DIGIT FUND NUMBER - DESCRIPTION

Amount: 0.00

* Batch Number: 12-00002

Submit for approval

Save and finish Later

Back

5. Fill in the next **Transfer To or From** account information.

Transfer Amount

Transfer From   500.00

Debit Amount   Credit Amount

* Description: Wrong account

8. If you will **finish** this transfer later click to **Save and Finish Later**.

General Ledger Account

Account: 1110E7500 0642 4203 02360 00000 00000 - GENERAL FUND/FISCAL SERVICES/FF&

* Description: Correct account

Transf

General Ledger Account

Account:

* Description:

Transfer From   0.00

Debit Amount   Credit Amount

0.00   0.00

General Ledger Account

Account:

* Description:

Transfer Amount

Transfer From   0.00

Debit Amount   Credit Amount

0.00   0.00

General Ledger Account

Account:

* Description:

Transfer Amount

Transfer From   0.00

Debit Amount   Credit Amount

Asterisk (*) denotes a required field

SKYWARD

Home | Account Management | Vendors | Purchasing | Accounts Payable | Accounts Receivable

◄ ▼ ► Submit Transfers ☆

⊘ 📝 📷 Task Manager ⭐ Favorites ▼ 🗔 New Window 🖨 My Print Queue

Views: General   Filters: *Submitted

🔽 📊 📄 🔍   Refresh

Create Date ▼	BT Group	S*	T	Batch	Description	Debit Amount	Credit Amount	Net Amount	Entered
There are no records to display - check your filter settings.									

Add

Edit

Submit

Notes

Attach

Once a budget transfer is submitted, it is waiting to be **approved**. Hover over the **S** to see the status.

20   0 records displayed

Create Date:

Budget Summary Report by Cost Center (EGL 164)

The following steps to access your cost center's Budget Summary Report only need to be completed the first time you are printing the report. After the initial setting up of your report, you will only need to go into the Budgetary Data Mining area, highlight the report, and click print. Click **Financial Management, Account Management, Budgetary Data Mining.**
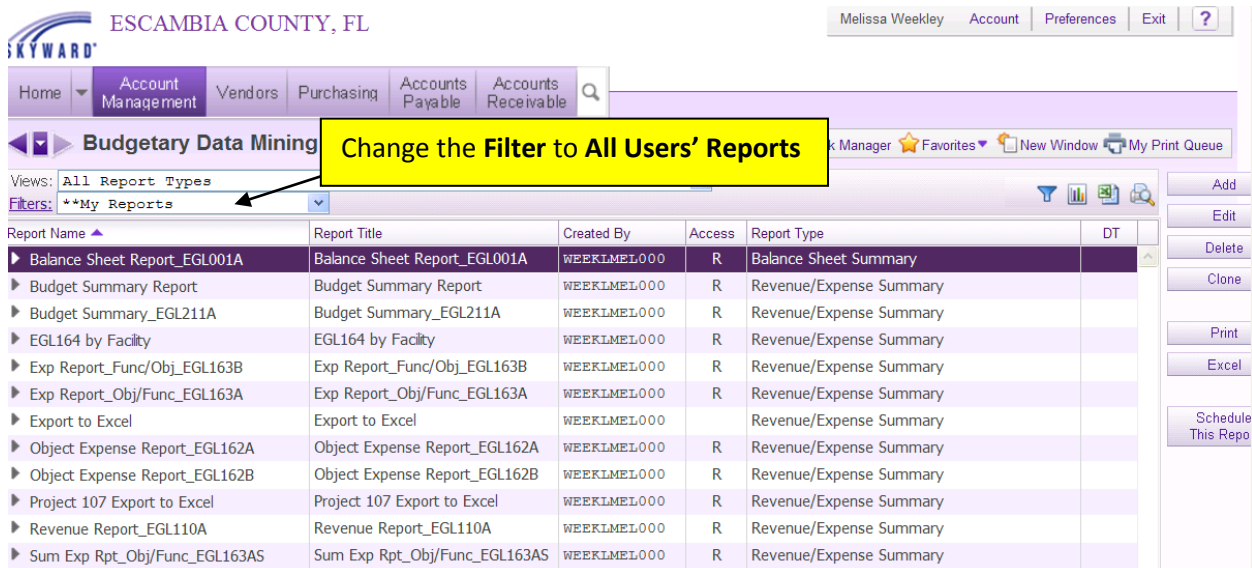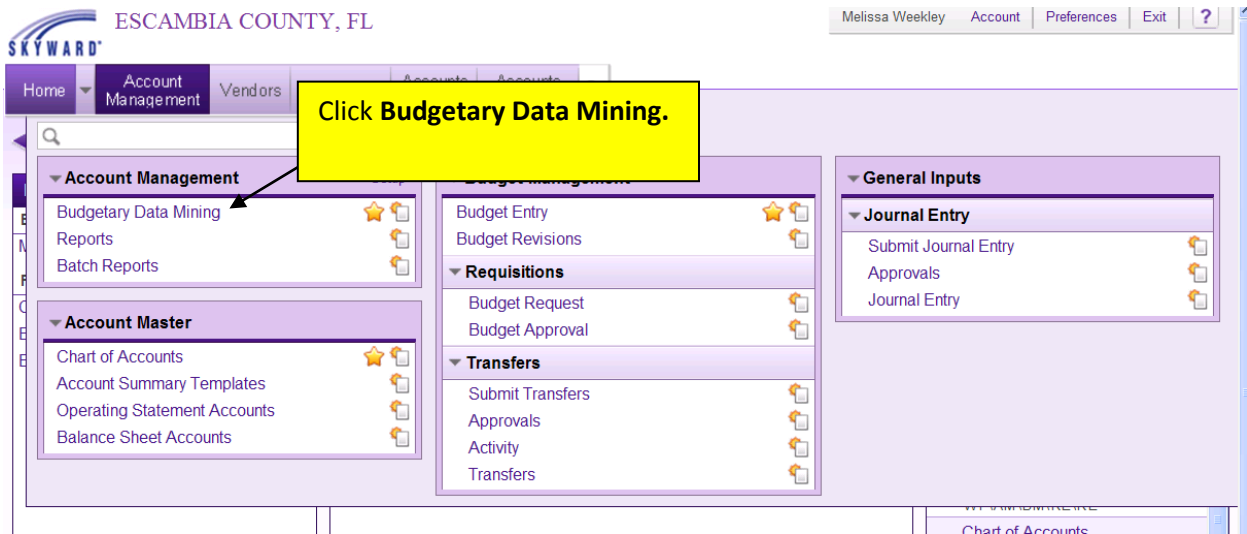
ESCAMBIA COUNTY, FL

SKYWARD

| Home ▼ | Account Management | Vendors | Purchasing | Accounts Payable | Accounts Receivable | 🔍 |

◀ 🔲 ▶ **Budgetary Data Mining** ⭐   🕐 📝 📷 ✅ Task Manager ⭐ Favorites ▼ 🗔 New Window 🖨 My Print Queue

1. Look for a report named EGL164 by Facility.

3. Click Clone.

2. Created by WEEKLMEL000

	Report Title	Created By	Access	Report
	Balance Sheet - Conversion			Balance
01A	Balance Sheet Report_EGL0			Balance Sheet Summary
01A DS	Balance Sheet Report_EGL0			Balance Sheet Summary
	Budget Summary Report			Revenue/Expense Summary
▶ Budget Summary_EGL211A	Budget Summary_EGL211A	WEEKLMEL000	R	Revenue/Expense Summary
▶ EBTF Object Expense Report	EBTF Object Expense Report	MULLEGUY001	R	Revenue/Expense Summary
▶ EBTF Revenue Report	Revenue Report	MULLEGUY000	R	Revenue/Expense Summary
▶ EGL164 by Facility	EGL164 by Facility	MURPHYEN000	R	Revenue/Expense Summary
▶ EGL164 by Facility	EGL164 by Facility	WEEKLMEL000	R	Revenue/Expense Summary
▶ EGL164 by Facility	Expense Report by Facility_EGL164	ADMINADM001	R	Revenue/Expense Summary

Add
Edit
Delete
Clone
Print
Excel
Schedule This Report

ESCAMBIA COUNTY, FL

SKYWARD

| Home ▼ | Account Management | Vendors | Purchasing | Accounts Payable | Accounts Receivable | 🔍 |

◀ 🔲 ▶ **Budgetary Data Mining**   🕐 📝

Report Information

Parameters

Breaks

Account Ranges

Field Selection

Report Information

* Report Name: EGL164 by Facility.
* Report Title: EGL164 by Facility.
* Report Type: Revenue/Expense Summary
* Add Report For: WEEKLEY MELISSA NATASHA ▼ WEEKLMEL000

Asterisk (*) denotes a required field

4. Click Create Clone.

Create Clone
Back

ESCAMBIA COUNTY, FL

SKYWARD

◀ 🔲 ▶ **Budgetary Data Mining**   🕐 📝 📷 ✅ Task Manager ⭐ Favorites ▼ 🗔 New Window 🖨 My Print Queue

Report
Information

Parameters

Breaks

Account Ranges

Field Selection

6. Once the screen has refreshed, click the back arrow.

5. Click Back.

* Consolidate Funds: ○ Yes ⦿ No
* Budget Status: All Accounts ▼ ?
* Print Detail: ⦿ Yes ○ No
* Detail Spacing: Single ▼
* Print Totals: ○ Yes ⦿ No
* Suppress Zero Amounts: ○ Yes ⦿ No

☐ Exclude accounts that have no activity for the month selected ▼

Asterisk (*) denotes a required field

○ No access
⦿ Read only
○ Modify

☑ Open Account Range Filter screen

Save and Add Breaks
Back

◀ ⬛ ▶ **Budgetary Data Mining** ☆

Manager ⭐ Favorites ▾ 📋 New Window 🖨 My Print Queue

Change the Filter to My Reports.

Views: `All Report Types`

Filters: `*All Users' Reports` ▾

🔽 📊 📗 🔍 | Add

Report Name ▲	Report Title	Created By	Access	Report Type	DT
▸ EGL164 by Facility.	EGL164 by Facility.	WEEKLMEL000	R	Revenue/Expense Summary	
▸ Exp Report_Func/Obj_EGL163B	Exp Report_Func/Obj_EGL163B	MURPHJEN000	R	Revenue/Expense Summary	
▸ Exp Report_Func/Obj_EGL163B	Exp Report_Func/Obj_EGL163B	WEEKLMEL000	R	Revenue/Expense Summary	
▸ Exp Report_Obj/Func_EGL163A	Exp Report_Obj/Func_EGL163A	WEEKLMEL000	R	Revenue/Expense Summary	
▸ Expense Report by Facility_EGL164	Expense Report by Facility_EGL164	ARCHEBEV000	R	Revenue/Expense Summary	
▸ Expense Report_Obj/Function_EGL163A	Expense Report_Obj/Function_EGL1	MATHIWAN000	R	Revenue/Expense Summary	
▸ Export Budget to Excel	Export Budget to Excel	MURPHJEN000	R	Revenue/Expense Summary	
▸ Export Budget to Excel	Export Budget to Excel	SHAUDLAU000	R	Revenue/Expense Summary	
▸ Export for Project 106 Sick Leave	Export for Project 106 Sick Leave	SHAUDLAU000	R	Revenue/Expense Detail	
▸ Export to Excel	Export to Excel	WEEKLMEL000		Revenue/Expense Summary	

Edit | Delete | Clone | Print | Excel | Schedule This Report

...ome ▾ | Account Management | Vendors | Purchasing | Accounts Payable | Accounts Receivable | 🔍

◀ ▶ **Budgetary Data Mining** ☆

🕐 📝 📷 | 📋 Task Manager ⭐ Favorites ▾ 📋 New Window 🖨 My Print Queue

...ews: `All Report Types` ▾

...ers: `**My Reports` ▾

🔽 📊 📗 🔍 | Add

The EGL164 by Facility should now be in your report library.

Click Print.

...ort Name ▲	Report Title	Created By	Access	Report Type	DT
Balance Sheet Report_EGL001A			R	Balance Sheet Summary	
Budget Summary Report			R	Revenue/Expense Summary	
Budget Summary_EGL211A			R	Revenue/Expense Summary	
EGL164 by Facility	EGL164 by Facility.	WEEKLMEL000	R	Revenue/Expense Summary	
EGL164 by Facility.	EGL164 by Facility.	WEEKLMEL000	R	Revenue/Expense Summary	
Exp Report_Func/Obj_EGL163B	Exp Report_Func/Obj_EGL163B	WEEKLMEL000	R	Revenue/Expense Summary	
Exp Report_Obj/Func_EGL163A	Exp Report_Obj/Func_EGL163A	WEEKLMEL000	R	Revenue/Expense Summary	
Export to Excel	Export to Excel	WEEKLMEL000		Revenue/Expense Summary	
Object Expense Report_EGL162A	Object Expense Report_EGL162A	WEEKLMEL000	R	Revenue/Expense Summary	
Object Expense Report_EGL162B	Object Expense Report_EGL162B	WEEKLMEL000	R	Revenue/Expense Summary	
Project 107 Export to Excel	Project 107 Export to Excel	WEEKLMEL000	R	Revenue/Expense Summary	
Revenue Report_EGL110A	Revenue Report_EGL110A	WEEKLMEL000	R	Revenue/Expense Summary	
Sum Exp Rpt_Obj/Func_EGL163AS	Sum Exp Rpt_Obj/Func_EGL163AS	WEEKLMEL000	R	Revenue/Expense Summary	

Edit | Delete | Clone | Print | Excel | Schedule This Report

Account Range Filter

📷 🔳

Report Name:	`EGL164 by Facility.`
Report Title:	`EGL164 by Facility.`
Report Type:	`Revenue/Expense Summary`

Click Continue.

Add'l print prompt for current user is set to **Open Account Range Filter screen.**
This setting is found on the Budgetary Data Mining report main parameter screen.

Account Range Filter				📗 🔍	Continue
					Back

Type	Balance Sheet Range (Low/High)	Operating Stmt Range (Low/High)	Name Id	R
▾ Expense	B/S Account Type not selected	0000 * 0000 0000 0000 00000 00000 0000 * 9999 9999 9999 ZZZZZ ZZZZZ	WEEKLMEL000	

Expand All   Collapse All   View Printable Details

▾ **Account Ranges**   Edit Ranges   Account Filter Details

Account Status: **Active**
Account Types: **Expense**

Ranges:	Groups/Category	Low	High	
Add	Level 1		ZZ	
Add	Level 2		ZZ	
Add	Level 3		ZZZZ	
Add	Category		ZZZZZZZZ	

	Dimension	Low	High	Operating Statement (O/S)
Add	Fund	0000	0000	O/S
Add	Function	0000	9999	O/S
Add	Object	0000	9999	O/S
Add	Facility	0000	9999	O/S
Add	Project	00000	ZZZZZ	O/S
Add	Subproject	00000	ZZZZZ	O/S

Runtime Parameters

Report Name: EGL164 by Facility.

Reporting Month: Entered Month

Select Month: July

Year: 2012

☐ Print

☐ Print

How do you want to change

⦿ Use current setup - no

○ Change setup for this ru

○ Change setup for this ru

Report Name: EGL164 by Facility.

Print

Back

Parameters

Breaks

Account Ranges

Field Selection

> **Click Print.**

> Select the **Reporting Month**. If you selected the **Entered Month** option, enter the month and year.

Processing Request

EGL164 by Facility. (Date: 7/2012)

ACCT NUMBER: 1110E7800 0793 0031 75420 20130 00000

Run Time: 00:00:01

My Print Queue

Back

> You can either wait on this screen for the report to finish processing, or you can click **Back.** When the report finishes processing, you will be able to view it in **Mv Print Queue**.

Request Complete

R/E Sum Rpt: EGL164 by Facility. 07/2012 has finished processing.

View Report

Back

> If you stayed on the screen, once the report has been generated, you can click **View Report**.

Melissa Weekley | Account | Preferences | Exit | ?

Home | Account Management | Vendors | Purchasing | Accounts Payable | Accounts Receivable

Financial Management

⏱ 📝 📷 Task Manager ⭐ Favorites▾ 🗔 New Window 🖨 My Print Queue

My Favorites	My Print Queue	Jump To Other Systems
Employee Access	**Job**	
My Requests	R/E Sum Rpt: EGL164 by Facility. 07/2012	
Financial Management	R/E Sum Rpt: EGL164 by Facility. 07/2012	
Chart of Accounts	R/E Sum Rpt: Exp Report_Obj/Func_EGL163A 07/201	
Budget Entry	Print Screen - Web Financial Management - WF - 1063 05.12.06.00.05-10.2	Budgetary Data Mining WF\AM\DM\DM
Budgetary Data Mining	R/E Sum Rpt: Exp Report_Obj/Func_EGL163A 06/2012 Completed	Submit Transfers
	District News	

> If you chose to view the report later, from the **Home** tab, click on **My Print Queue.**

My Print Queue

📷 📋 🖨 ?

🖨 Print Queue for Melissa Weekley

Date ▼	Time	Report Description						
07/02/2012 Mon	2:57 PM	R/E Sum Rpt: EGL164 by Facility. 07/2012					ER: 1	View
07/02/2012 Mon	2:46 PM	R/E Sum Rpt: EGL164 by Facility. 07/2012						Delete
07/02/2012 Mon	10:42 AM	R/E Sum Rpt: Exp Report_Obj/Func_EGL163A 07/20	Completed	00:24:10	PDF			Convert to Excel
07/02/2012 Mon	9:46 AM	Print Screen - Web Financial Management - WF - 106	Completed	00:00:40	PDF			View Status
07/02/2012 Mon	9:36 AM	R/E Sum Rpt: Exp Report_Obj/Func_EGL163A 06/20	Completed	00:24:01	PDF			Back

> Highlight the report, and click **View**.

```
3frbud12.p 31-2                              Escambia County, FL                        07/02/12        Page:19
05.12.06.00.05-10.2                       EGL164 by Facility.  (Date: 7/2012)                            3:16 PM

                                              2012-13      July 2012-13      2012-13      Encumbered    2012-13 FYTD   2012-13
FundTFunc Obj  Fac  Proj  Subpr Prog  Obj         Func      Revised Budget   Monthly Activity   FYTD Activity      Amount   Unencumbered Bal   FY %
0031              JIM ALLEN ELEMENTARY
1110              GENERAL FUND
01050             RETIREMENT INCENTIVE

1110E6200 0169 0031 01050 00000 00000 OTHER SUPPORT-OTH INSTRUCTIONAL ME        0.00         0.00         0.00        0.00          0.00         0.00
1110E---- ---- 0031 01050 ----- ----- *RETIREMENT INCEN                        0.00         0.00         0.00        0.00          0.00         0.00

01080             REGULAR OPERATIONS-SCHOOLS

1110E5100 0360 0031 01080 00000 00000 RENTALS        BASIC (FEFP K-12          0.00         0.00         0.00        0.00          0.00         0.00
1110E7900 0371 0031 01080 00000 00000 POSTAGE        OPERATION OF PLA        400.00         0.00         0.00        0.00        400.00         0.00
1110E7900 0373 0031 01080 00000 00000 CELL PHONES/RADIO OPERATION OF PLA      400.00         0.00         0.00        0.00        400.00         0.00
1110E5100 0376 0031 01080 00000 00000 TELEPHONES-INSTRU BASIC (FEFP K-12      200.00         0.00         0.00        0.00        200.00         0.00
1110E7900 0377 0031 01080 00000 00000 OTHER COMM /LONG  OPERATION OF PLA       30.00         0.00         0.00        0.00         30.00         0.00
1110E7300 0391 0031 01080 00000 00000 PRINTING BINDING  SCHOOL ADMINISTR        0.00         0.00         0.00        0.00          0.00         0.00
1110E6200 0394 0031 01080 00000 00000 OTHER NON-PROF PU INSTRUCTIONAL ME      552.00         0.00         0.00        0.00        552.00         0.00
1110E7900 0394 0031 01080 00000 00000 OTHER NON-PROF PU OPERATION OF PLA        0.00         0.00         0.00        0.00          0.00         0.00
1110E5100 0510 0031 01080 00000 00000 SUPPLIES       BASIC (FEFP K-12       4,646.00         0.00         0.00        0.00      4,646.00         0.00
1110E6200 0510 0031 01080 00000 00000 SUPPLIES       EXCEPTIONAL            200.00         0.00         0.00        0.00        200.00         0.00
1110E6120 0510 0031 01080 00000 00000 SUPPLIES       GUIDANCE SERVICE       200.00         0.00         0.00        0.00        200.00         0.00
1110E6130 0510 0031 01080 00000 00000 SUPPLIES       HEALTH SERVICES        200.00         0.00         0.00        0.00        200.00         0.00
1110E6200 0510 0031 01080 00000 00000 SUPPLIES                                             0.00         0.00        0.00        500.00         0.00
1110E6300 0510 0031 01080 00000 00000 SUPPLIES                                             0.00         0.00        0.00        400.00         0.00
1110E7300 0510 0031 01080 00000 00000 SUPPLIES                                             0.00         0.00        0.00      1,000.00         0.00
1110E7900 0510 0031 01080 00000 00000 SUPPLIES                                             0.00         0.00        0.00          0.00         0.00
1110E6200 0530 0031 01080 00000 00000 PERIODIC                                             0.00         0.00        0.00        150.00         0.00
1110E6200 0612 0031 01080 00000 00000 LIBRARY                                              0.00         0.00        0.00          0.00         0.00
1110E6200 0622 0031 01080 00000 00000 AV MATL                                              0.00         0.00        0.00        148.00         0.00
1110E6200 0642 0031 01080 00000 00000 FURN FI                                              0.00         0.00        0.00        250.00         0.00
1110E7300 0642 0031 01080 00000 00000 FURN FI                                              0.00         0.00        0.00          0.00         0.00
1110E5100 0644 0031 01080 00000 00000 COMPUTE                                              0.00         0.00        0.00          0.00         0.00
1110E6200 0692 0031 01080 00000 00000 SOFTWAR  NON CAPI INSTRUCTIONAL ME                   0.00         0.00        0.00        250.00         0.00
1110E7300 0692 0031 01080 00000 00000 SOFTWARE-NON CAPI SCHOOL ADMINISTR      500.00         0.00         0.00        0.00        500.00         0.00
1110E7800 0793 0031 01080 00000 00000 OTHER MISC EXPENS TRANSPORTATION S      500.00         0.00         0.00        0.00        500.00         0.00
1110E---- ---- 0031 01080 ----- ----- *REGULAR OPERATIO                   10,526.00         0.00         0.00        0.00     10,526.00         0.00
```

> Your report will open, and you can click the **Print** icon to print your report.

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