

Step By Step Instructions: Skyward Budget Entry

1. Go to Account Management and select Budget Entry.

Budget - WFAM\CA\TB\BU - 29380 - 05.13.10.00.09-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/facprtabs001.w

Mansfield Independent School District

Amy Rejcek Account Preferences Exit ?

Home Account Management Vendors Purchasing Inventory

Account Master - CA

- Account Profile - AP
- Chart of Accounts - CA

Account Management Reporting - RP

- Budgetary Data Mining - DM

Budget Management - BM

- Budget Entry - BE
- Transfers - TR
- Submit Transfers - ST

Fiscal YTD

Monthly Activity

Detail Activity

Encumbrances

Batch Activity

Purchase Orders

AP Invoices

Notes

Attachments

Account Merge

Clearance Groups

Budget

Views: General Filters: *Skyward Default View Chart

Fiscal Year	C/N/P	Original Budget	Budget Carry Forward	Budget Transfers	Budget Revisions
▶ 2013-2014	Next	0.00	0.00	0.00	0.00
▶ 2012-2013	Curr	0.00	0.00	0.00	0.00
▶ 2011-2012	Prev	0.00	0.00	0.00	0.00
▶ 2010-2011	Prev	0.00	0.00	0.00	0.00

20 4 records displayed Fiscal Year:

100%

2. Select your Working Budget.

Budget Entry - WFIAM\BM\BE\BE - 26269 - 05.13.10.00.09-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fobrqrbrws039.w

Mansfield Independent School District

Amy Rejcek Account Preferences Exit ?

Home Account Management Vendors Purchasing Inventory

Budget Entry

Views: General Filters: *All Budget Entries

Budget Process Description	Fiscal Year	Budget Type	Created By	V/M	Sts	Last Edited By	Last Edited
▶ 4 SN 0.0%	2013 - 2014	4 SN 0.0%	BRUBAHEA000	V			
▶ Campus Dept Allocations	2013 - 2014	NONPR	WIESMKAR000	M	S	WIESMKAR000	05/13/10
▶ Sal Neg 3% with Step	2013 - 2014	Sal	WIESMKAR000	M			
▶ SALARY NEG VIEW	2013 - 2014	4 SN 3.0%	HOWLECHE000	M			
▶ SALARY NEG VIEW 2	2013 - 2014	4 SN 3.0%	BRUBAHEA000	G	W	BRUBAHEA000	05/13/10
▶ SN STIPENDS	2013 - 2014	4SNSTIP	HOWLECHE000	M			
▶ Working Budget	2014 - 2015	Working	HOWLECHE000	M			
▶ Working Budget - 110 Superintendent	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 130 Personnel Services	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 140 Public Information	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 141 Marketing & Adv	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 150 Education Foundatio	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 201 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 203 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 204 Dir of Staff Devel	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 205 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 206 Dir of Student Serv	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 207 PEIMS Coordinator	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 208 Dir Campus Support	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10
▶ Working Budget - 209 Assoc Supt Support	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/10

20 records displayed Budget Process Description: ABC

100%

3. Select Edit.

The screenshot displays the Skyward Budget Entry application. The top navigation bar includes 'Home', 'Account Management', 'Vendors', 'Purchasing', and 'Inventory'. The main content area features a table of budget entries. The 'Edit' button in the right-hand action menu is highlighted by a blue arrow.

Budget Process Description	Fiscal Year	Budget Type	Created By	V/M	Sts	Last Edited By	Last
▶ 4 SN 0.0%	2013 - 2014	4 SN 0.0%	BRUBAHEA000	V			
▶ Campus Dept Allocations	2013 - 2014	NONPR	WIESMKAR000	M	S	WIESMKAR000	09
▶ Sal Neg 3% with Step	2013 - 2014	Sal	WIESMKAR000	M			
▶ SALARY NEG VIEW	2013 - 2014	4 SN 3.0%	HOWLECHE000	M			
▶ SALARY NEG VIEW 2	2013 - 2014	4 SN 3.0%	BRUBAHEA000	G	W	BRUBAHEA000	09
▶ SN STIPENDS	2013 - 2014	4SNSTIP	HOWLECHE000	M			
▶ Working Budget	2014 - 2015	Working	HOWLECHE000	M			
▶ Working Budget - 110 Superintendent	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 130 Personnel Services	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 140 Public Information	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 141 Marketing & Adv	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 150 Education Foundatio	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 201 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 203 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 204 Dir of Staff Devel	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 205 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 206 Dir of Student Serv	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 207 PEIMS Coordinator	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 208 Dir Campus Support	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	09
▶ Working Budget - 209 Assoc Supt Support	2014 - 2015	Working	WIESMKAR000	M			

20 records displayed

4. Select Individual Budget Entry.

The screenshot displays the Skyward web application interface for budget entry processing. The browser title is "Budget Entry Processing - Individual Entry/Mass Change - WF\AM\BM\BE\PR - 26270 - 05.13.10.00.0 - Windows Internet Explorer". The URL is "https://skywardbis.mansfieldisd.org:444/scripts/wsisas.dll/WService=wsFin/fobrqtabs000.w". The user is identified as "Karen Wiesman".

The navigation menu includes: Home, Account Management, Vendors, Purchasing, Accounts Payable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Administration. The current page is titled "Budget Entry Processing - Individual Entry/Mass Change".

The main content area shows "Process Information" for a "Working Budget". The status is "E" and the year to process is "2014-2015". The description is "Working Budget" and the budget year to process is "2014-2015: September 1, 2014 - August 31, 2015". The access for other users is set to "No Access".

On the right side, there are several buttons: "Edit", "Individual Budget Entry" (which is highlighted with a blue arrow from the instruction), "Mass Change", and "Delete Workfile". Below these buttons are four radio button options for user access:

- Do not allow access to other users (No Access)
- Allow other users to view this budget (Read Only)
- Allow other users to view/modify this budget (Modify)
- Allow other users to view/modify/generate this budget (Generate/Modify)

5. Your screen should resemble the screenshot below:

Budgetary Entries - WFAM\BM\BE\PR - 26270 - 05.13.10.00.09-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fobrqbrws040.w?reset=no&isPopup=true

Budgetary Entries

Processing Parameters

Budget Process Description: Working Budget - 110 Budget Type: Working Fiscal Year: 2014-2015

Budgeted Amount For Selected Accounts

Total 2014-2015 Working: 0.00 [Submit Budgetary Entries](#)

*Individual Accounts with Detail Budget Lines attached are disabled from being modified at the account level.
**Account data as of 02/05/14. [Refresh Account Details](#)

Views: General Filters: *Skyward Default

Account Number Fnd T Fc Obj So Org F Pi Loc	IA	BD	2014-2015 Working	Submitted	Fund	TYPE	FUNCTION	OBJ
▶ 199 E 41 6211 00 701 0 99 110			0		199	E	41	621
▶ 199 E 41 6299 00 701 0 99 110			0		199	E	41	629
▶ 199 E 41 6299 01 701 0 99 110			0		199	E	41	629
▶ 199 E 41 6329 00 701 0 99 110			0		199	E	41	632
▶ 199 E 41 6394 00 701 0 99 110			0		199	E	41	639
▶ 199 E 41 6396 00 701 0 99 110			0		199	E	41	639
▶ 199 E 41 6397 00 701 0 99 110			0		199	E	41	639
▶ 199 E 41 6399 00 701 0 99 110			0		199	E	41	639
▶ 199 E 41 6411 00 701 0 99 110			0		100	E	41	641

20 15 records displayed Account:

Break Totals

Account Number	2014-2015 Working
<i>There are no breaks defined.</i>	

[Generate Account Breaks](#)
[View Break Total Details](#)

100%

Your view should only include the accounts to which you have access. As you enter amounts for the account numbers, the total at the top will accumulate the budget amounts—**Do not go over your allocation!**

Each account number will be entered individually.

6. **OPTIONAL (but recommended):**

OPTIONAL (but recommended):

OPTIONAL (but recommended): To add detailed information to your budget account, select the drop down arrow (similar to reviewing your requisitions)

The screenshot displays the 'Budgetary Entries' web application. At the top, the browser title is 'Budgetary Entries - WF\AM\BM\BE\PR - 26270 - 05.13.10.00.09-10.2 - Windows Internet Explorer'. The URL is 'https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fobrqbrws040.w'. The 'Processing Parameters' section shows 'Budget Process Description: Working Budget', 'Budget Type: Working', and 'Fiscal Year: 2014-2015'. Below this, the 'Budgeted Amount For Selected Accounts' section shows 'Total 2014-2015 Working: 0.00' and a red message 'CHANGES HAVE NOT BEEN SUBMITTED'. A 'Submit Budgetary Entries' button is present. The main area contains a table of budget items with columns for Account Number, Fund, Type, Function, and Object. A dropdown menu is open under the first row, showing 'Detail Budget Items' and 'Add / Edit Detail Budget Items'. A blue arrow points to the 'Add / Edit Detail Budget Items' option. Below the table, there is a 'Break Totals' section with a table showing account numbers and their corresponding 2014-2015 Working values.

Account Number	2014-2015 Working
199 - - - - -	0.00
199 R 00 5711 - - - - -	0.00
199 R 00 5712 - - - - -	0.00
199 R 00 5719 - - - - -	0.00
199 R 00 5739 - - - - -	0.00
199 P 00 5742 - - - - -	0.00

When the drop down menu appears, select “Add/Edit Detail Budget Items” under detail budget items.

7. An additional screen will pop up, and you may select “add” in order to provide detailed information on this particular account code:

Detail Budget Items

Budget Account Information

Account Number: 199 E 12 6411 00 002 0 11 310
Budget Type: Working
Fiscal Year: 2014-2015
Total Amount: 0.00

Views: General Filters: *Skyward Default

Line Nbr	Description	Amount
There are no records to display; check your filter settings.		

Buttons: Add, Edit, Delete, Clone, Move Up, Move Down, Back

20 0 records displayed

100%

8. Enter information in the *Description box.
Enter an Amount in the *Amount Box.

The screenshot shows a web browser window titled "Detail Maintenance - WF\AM\BM\BE\PR - 26270 - 05.13.10.00.09-10.2 ...". The address bar shows the URL "https://skywardbis.mansfieldisd.org:444/scripts/wsisia.dll/WService=wsFin/fobrqedit049". The main content area is titled "Detail Maintenance" and contains a form titled "Detail Budget Item Maintenance". The form has the following fields and controls:

- Line Number:
- * Description:
Maximum characters: 256, Remaining characters: 256
- * Amount:

Buttons: Save, Back

Asterisk (*) denotes a required field

Select "save"

Select "back" when through entering details.

- When through entering amounts, your allocation should match the total at the top of the Budgetary Entries screen:

Budgetary Entries - WF\AM\BM\BE\PR - 26270 - 05.13.10.00.09-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/Service=wsFin/fobrqrbrws040.w

Budgetary Entries

Processing Parameters
 Budget Process Description: Working Budget Summi Budget Type: Working Fiscal Year: 2014-2015

Budgeted Amount For Selected Accounts
 Total 2014-2015 Working: 1,800.00 CHANGES HAVE NOT BEEN SUBMITTED Submit Budgetary Entries

*Individual Accounts with Detail Budget Lines attached are disabled from being modified at the account level.
 **Account data as of 02/03/14. Refresh Account Details

Views: General Filters: *Skyward Default

Account Number Fnd T Fc Obj So Org F Pi Loc	IA	BD	2014-2015 Working	Submitted	Fund	TYPE	FUNCTION	OBJE
▶ 199 E 12 6411 00 002 0 11 310			0		199	E	12	6411
▶ 199 E 12 6411 00 002 0 99 310		Y	750		199	E	12	6411
▶ 199 E 12 6495 00 002 0 99 310			0		199	E	12	6495
▶ 199 E 12 6499 00 002 0 99 310			0		199	E	12	6499
▶ 199 E 12 6645 00 002 0 11 310	Y		0		199	E	12	6645
▶ 199 E 12 6649 00 002 0 11 310	Y		0		199	E	12	6649
▶ 199 E 12 6669 00 002 0 11 310	Y		0		199	E	12	6669
▶ 199 E 12 6669 00 002 0 99 310			0		199	E	12	6669
▶ 199 E 13 6118 00 002 0 99 310			0		199	E	13	6118
▶ 199 E 13 6141 00 002 0 11 310			0		199	F	13	6141

100 65 records displayed Account: _____

Break Totals

Account Number	2014-2015 Working
199 - - - - -	1,800.00
199 E 11 6112 - - - - -	0.00
199 E 11 6117 - - - - -	0.00
199 E 11 6118 - - - - -	0.00
199 E 11 6122 - - - - -	0.00
199 E 11 6141 - - - - -	0.00

Enter Different Account Breaks View Break Total Details

100%