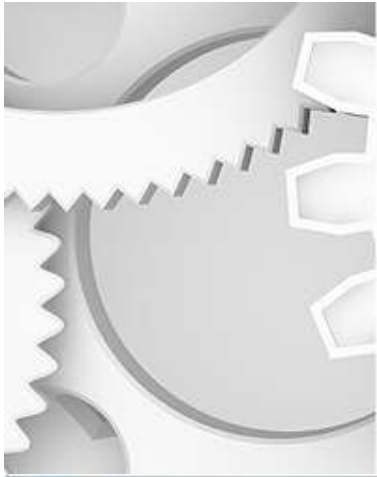




**SKYWARD
BUDGET ENTRY**



- From the “Home” screen, select the “Account Management Tab”

TEXAS CITY ISD
SKYWARD

Patti Martin Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable

Financial Management

Jump to Other Dashboards

- *Calendar
- Employee

Reset Dashboards Select Widgets

Budget Transfers Awaiting My Approval

You do not have access to approve budget transfers

Requisitions Awaiting My Approval

No Requisitions need action at this time

Check Requests Awaiting My Approval

AP Check Requests waiting for my approval 0

Available Funds

The scheduled account balance process has not been run for this group

Jump to Other Systems

- Employee Access
- Financial Management

District News

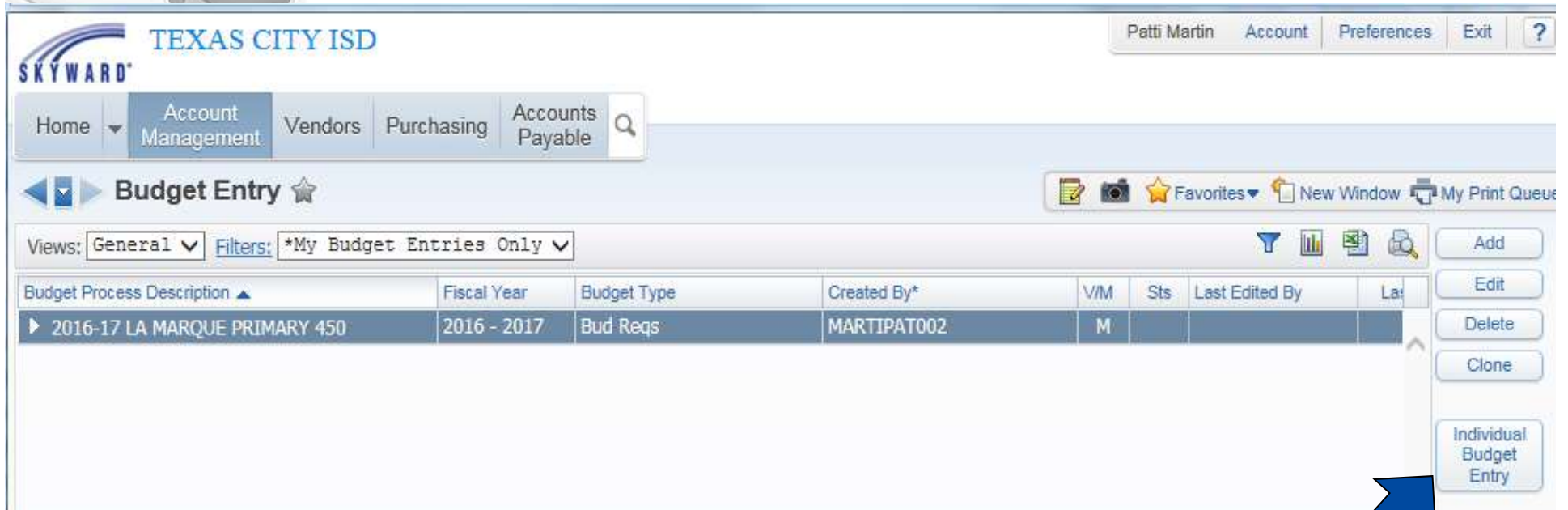
No news to display

Favorites New Window My Print Queue

- Under the “Budget Management” menu, select “Budget Entry”

The screenshot displays the Skyward software interface for Texas City ISD. At the top left, the logo for Skyward and Texas City ISD is visible. The top right corner shows the user name 'Patti Martin' and navigation links for 'Account', 'Preferences', and 'Exit'. Below the header, a navigation bar includes 'Home', 'Account Management', 'Vendors', 'Purchasing', and 'Accounts Payable'. A search bar is located below the navigation bar. The main content area is divided into three columns of menu items. The first column contains 'Account Management' (with a 'Setup' link), 'Account Master' (with a 'Setup' link), and 'Account Management Reporting'. The second column, which is expanded, contains 'Budget Management' (with a 'Setup' link), 'Budget Entry' (highlighted with a blue arrow), 'Adopt Budget', 'Requisitions', 'Revisions', and 'Transfers' (with a 'Setup' link). The third column contains 'General Inputs' (with a 'Setup' link), 'Journal Entry', 'Cash Receipts', 'Accounts Receivable', 'Student Billing', and 'Previous Year Adjustments'.

- Select "Individual Budget Entry".



The screenshot displays the Skyward software interface for Texas City ISD. The top navigation bar includes the user name "Patti Martin" and links for "Account", "Preferences", and "Exit". The main menu features "Home", "Account Management", "Vendors", "Purchasing", and "Accounts Payable". The current page is titled "Budget Entry".

Below the navigation, there are controls for "Views: General" and "Filters: *My Budget Entries Only". A table lists budget entries with the following columns: Budget Process Description, Fiscal Year, Budget Type, Created By*, V/M, Sts, Last Edited By, and Last. The table contains one entry: "2016-17 LA MARQUE PRIMARY 450" for the fiscal year "2016 - 2017", with a budget type of "Bud Reqs" and created by "MARTIPAT002".

On the right side of the table, there is a vertical stack of action buttons: "Add", "Edit", "Delete", "Clone", and "Individual Budget Entry". A large blue arrow points to the "Individual Budget Entry" button.

Budget Process Description ▲	Fiscal Year	Budget Type	Created By*	V/M	Sts	Last Edited By	Last
▶ 2016-17 LA MARQUE PRIMARY 450	2016 - 2017	Bud Reqs	MARTIPAT002	M			



The first time you work on your budget file, you may receive this message. If so, it is OK to select “Build New Workfile”.

If you have already submitted your workfile and later want to make changes, you may also receive this message.

When there is an existing workfile that has not been submitted, you will bypass this screen and go into the workfile.

Budgetary Entry Processing

Camera | Print | ?

Budgetary Entry for 2016-17 LA MARQUE PRIMARY 450 [Back](#)

Processing Messages

There currently are no existing temporary workfile records for this Budget Process record. Running the process will create them. After creating the temporary workfile records you will be able to review, update and, if you choose, submit the new budgetary values.

[Build New Workfile](#)

Processing Parameters

Target Budget Type: Budget Entry Format:

Fiscal Year:



The workfile looks like this.

There are two options for entering the budget: 1.) Detail entry 2.) Summary entry

If you select summary entry, you will enter your proposed budget in the “2016-2017 Bud Reqs” column.

If you select detail entry, you will click on the arrow next to the account number to reveal more detail.

Budgetary Entries

Processing Parameters
Budget Process Description: 2016-17 LA MARQUE P Budget Type: Bud Reqs Fiscal Year: 2016-2017

Budgeted Amount For Selected Accounts
Total 2016-2017 Bud Reqs: 0.00 [Submit Budgetary Entries](#)

*Individual Accounts with Detail Budget Lines attached are disabled from being merged at the account level.
**Account dates as of 04/10/16. [Refresh Account Details](#)

Views: [Dropdown] Filters: *Skyward Default [Dropdown]

Account Number	IA	BD	2016-2017 Bud Reqs	2015-2016 Revised Budget	Account Level Description
▶ 199 E 11 6219 00 110 0 23 450			0	0.00	SPECIAL ED PROF SVS
▶ 199 E 11 6249 00 110 0 11 450			0	0.00	INSTRUCTION - CONTRACTED MAINT
▶ 199 E 11 6269 00 110 0 11 450			0	0.00	INSTR EQUIPMENT RENTAL
▶ 199 E 11 6299 00 110 0 11 450			0	0.00	INSTR PROF SVS
▶ 199 E 11 6321 00 110 0 11 450			0	0.00	
▶ 199 E 11 6329 00 110 0 99 450			0	0.00	INSTRUCTIONAL READING MATERIAL
▶ 199 E 11 6399 00 110 0 11 450			0	0.00	REG ED INSTRUCTIONAL SUPPLIES
▶ 199 E 11 6399 00 110 0 21 450			0	0.00	GT INSTRUCTIONAL SUPPLIES
▶ 199 E 11 6399 00 110 0 23 450			0	0.00	SPECIAL INSTRUCTIONAL SUPPLIES

20 records displayed Account: [Input Field]

[Save & Continue Later](#)
[Insert New Account](#)

If you choose detail entry, the account information will expand as shown below.

Select "Add/Edit Detail Budget Items"

Budgetary Entries

Processing Parameters
Budget Process Description: 2016-17 LA MARQUE P Budget Type: Bud Reqs Fiscal Year: 2016-2017

Budgeted Amount For Selected Accounts
Total 2016-2017 Bud Reqs: 0.00 [Submit Budgetary](#)

*Individual Accounts with Detail Budget Lines attached are disabled from being modified at the account level.
**Account data as of 04/10/16. [Refresh Account Details](#)

Views: General Filters: *Skyward Default

Account Number Fnd T Fc Obj So Org F Pi Loc	IA	BD	2016-2017 Bud Reqs	2015-2016 Revised Budget	Account Level Description
▼ 199 E 11 6219 00 110 0 23 450			0	0.00	SPECIAL ED PROF SVS

Expand All Collapse All View Printable Details

▼ Detail Budget Items Add / Edit Detail Budget Items

No Budget Details available for this account and fiscal year



The image shows two overlapping browser windows from the TCISD system. The top window, titled "Detail Budget Items", displays budget account information for account number 199 E 11 6219 00 110 0 23 450, budget type Bud Reqs, and fiscal year 2016-2017. It includes a table with columns for Line Nbr, Description, and Amount, and a toolbar with buttons for Add, Edit, Clone, Move Up, Move Down, and Back. A green arrow points to the "Add" button. The bottom window, titled "Detail Maintenance", shows the "Detail Budget Item Maintenance" form with fields for Line Number (1), Description (CAMPUS ALLOCATION), and Amount (80,838). A green arrow points to the "Save" button. Both windows show a message: "There are no records to display; check your filter settings."

Select the "Add" button to add additional line items.

Select the "Edit" Button if you need to make a change to a previous entry.

Enter the information in the green box and click "Save".



Once you have completed your data entry and your budgeted items match your campus allotment, select “Submit Budgetary Entries”.

If you are still working on your file, you can select “Submit Budgetary Entries” to be sure your work is saved or you can choose “Save & Continue Later”. However, if you accidentally delete the workfile, you will lose your work.

Budgetary Entries

Processing Parameters
Budget Process Description: 2016-17 LA MARQUE P Budget Type: Bud Req Fiscal Year: 2016-2017

Budgeted Amount For Selected Accounts
Total 2016-2017 Bud Reqs: 80,838.00 **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 04/10/16. [Refresh Account Details](#)

Views: General Filters: *Skyward Default

Account Number Fnd T Fc Obj So Org F Pi Loc	IA	BD	2016-2017 Bud Reqs	2015-2016 Revised Budget	Account Level Description
▶ 199 E 11 6219 00 110 0 23 450		Y	80,838	0.00	SPECIAL ED PROF SVS
▶ 199 E 11 6249 00 110 0 11 450			0	0.00	INSTRUCTION - CONTRACTED MAINT
▶ 199 E 11 6269 00 110 0 11 450			0	0.00	INSTR EQUIPMENT RENTAL
▶ 199 E 11 6299 00 110 0 11 450			0	0.00	INSTR PROF SVS
▶ 199 E 11 6321 00 110 0 11 450			0	0.00	
▶ 199 E 11 6329 00 110 0 99 450			0	0.00	INSTRUCTIONAL READING MATERIAL
▶ 199 E 11 6399 00 110 0 11 450			0	0.00	REG ED INSTRUCTIONAL SUPPLIES
▶ 199 E 11 6399 00 110 0 21 450			0	0.00	GT INSTRUCTIONAL SUPPLIES
▶ 199 E 11 6399 00 110 0 23 450			0	0.00	SPECIAL INSTRUCTIONAL SUPPLIES

20 records displayed Account:

[Save & Continue Later](#)
[Insert New Account](#)



QUESTIONS?

Contact Margaret Lee
mrlee@tcisd.org
409-916-0112