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Skyward Financial Management: FM - 10636 (04.10.01.00.00) - Windows Internet Explorer

EDUCATOR ACCESS™ plus PRODUCT SETUP STUDENT MANAGEMENT HUMAN RESOURCES FINANCIAL MANAGEMENT

Print this tutorial

Skyward School District User Name: Jack Anderson Examples Friday, March 19th, 2010

Product Setup Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory School Based Activity Acct Custom Reports Federal/State Reporting

Product Setup Account MAster Budget Management

Product Setup Chart Of Accounts Account Summaries

**Operating Statement**

Click Financial Management, Account Management, Account Master, to access Operating Statement.

**Who, What, When, Why?**

Using the Operating Statement option is a way for users to view accounts and any associated transactions. It displays Expense and Revenue Accounts.

Campus secretaries, Principals, and Business Office staff or any Financial Management users who want to view Expense and Revenue Accounts would likely use this option.

**SKYWARD**  
School Management System  
Windows Server 2003 / Internet Explorer 7

Software made and supported in the U.S.A.

MEMBER - NIE - NEDCO  
NIE CERTIFIED  
NEDCO  
NIE 2 ENHANCED APPLICATION

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EDUCATOR ACCESS™ plus PRODUCT SETUP STUDENT MANAGEMENT HUMAN RESOURCES FINANCIAL MANAGEMENT

Exit

★ Favorites Notes Preferences Create New Window Customer Access Login History Alerts Help My Print Queue

Skyward School District User Name: Jack Anderson Examples Friday, March 19th, 2010

Product Setup Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory School Based Activity Acct Custom Reports Federal/State Reporting

Product Setup Account Master Budget Management Gen. Input Project/Grant Management Reports

Product Setup Chart Of Accounts Account Summaries Operating Statement Balance Sheet

Select Financial Management, Account Management, Account Master, Operating Statement.

www.skyward.com  
**SKYWARD**<sup>®</sup>  
School Management System  
Windows Server 2003 / Internet Explorer 7

Software made and supported in the U.S.A.

MI CERTIFIED APPLICATION

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The screenshot shows a web browser window with the following elements:

- Browser title: WF\AM\CA\OS - 9307 - 04.10.01.00.00 - Windows Internet Explorer
- Page title: Skyward School District
- User Name: Jack Anderson
- Date: Friday, March 19th, 2010
- Navigation: Home Page | Acct Mgmt | Acct Master | Operating Statement Accounts
- Fiscal Year: 2008-2009
- Table Title: Operating Statement Accounts - R | FND | T | FC | OBJ | SO | ORG | F | PI | LOC (Restricted by Account Group) - Skyward Default
- Table Columns: FND, T, FC, OBJ, SO, ORG, F, PI, LOC, Account M...
- Table Data: 08-2009 Budget, 2008-2009
- Filter Options dialog box:
  - Number of Records: 100
  - Browse Views: R | FND | T | FC | OBJ | SO | ORG | F | PI | LOC (Restricted by Account Group)
  - Filter: \*Skyward Default
  - Buttons: Apply Filter, Add Filter, View Filter, Clone Filter, Delete Filter, Create Temporary Filter, Back
  - Filter Preferences: Filters with "\*" are provided by Skyward
  - Locked Columns: 0

Three callouts provide instructions:

1. You can select the Number of Records that display at one time.
2. Make a selection from the Browse View list.
3. Click Apply Filter.

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Skyward School District User Name: Jack Anderson Examples Friday, March 19th, 2010

Home Page | Acct Mgmt | Acct Master | Operating Statement Accounts Back

Fiscal Year: 2008-2009

Operating Statement Accounts - R [FND|T|FC|OBJ|SO|ORG|F|PI|LOC (Restricted by Account Group) - Skyward Default

FND	T	FC	OBJ	SO	ORG	F	PI	LOC	Account Number	2008-2009 Revised Budget	2008-2009 FY Activity	
+	199	E	11	6219	00	001	0	11	000	199 E 11 6219 00 001 0 11 0 99	0.00	0.00
+	199	E	11	6219	00	001	0	11	000	199 E 11 6219 00 001 0 11 0 00	0.00	206.41
+	199	E	11	6219	00	001	0	23	000	199 E 11 6219 00 001 0 23 0 00	0.00	0.00
+	199	E	11	6219	00	001	0	24	000	199 E 11 6219 00 001 0 24 0 00	0.00	0.00
+	199	E	11	6219	00	041	0	11	000	199 E 11 6219 00 041 0 11 0 99	0.00	0.00
+	199	E	11	6219	00	041	0	11	000	199 E 11 6219 00 041 0 11 0 00	0.00	206.41
+	199	E	11	6219	00	041	0	23	000	199 E 11 6219 00 041 0 23 0 00	0.00	0.00
+	199	E	11	6219	00	101	0	11			0.00	0.00
+	199	E	11	6219	00	101	0	11			0.00	206.41
+	199	E	11	6219	00	102	0	11			0.00	0.00
+	199	E	11	6219	17	001	0	11			0.00	0.00
+	199	E	11	6219	17	041	0	11			0.00	0.00
+	199	E	11	6219	17	102	0	11	000	199 E 11 6219 17 102 0 11 0 00	0.00	206.40
+	199	E	11	6221	00	101	0	11	000	199 E 11 6221 00 101 0 11 0 00	0.00	0.00
+	199	E	11	6221	00	101	0	11	100	199 E 11 6221 00 101 0 11 1 20	0.00	0.00
+	199	E	11	6221	00	101	0	11	200	199 E 11 6221 00 101 0 11 2 55	0.00	0.00
+	199	E	11	6222	00	001	0	23	000	199 E 11 6222 00 001 0 23 0 00	0.00	0.00
+	199	E	11	6222	00	001	0	26	000	199 E 11 6222 00 001 0 26 0 00	0.00	0.00
+	199	E	11	6222	00	001	0	28	000	199 E 11 6222 00 001 0 28 0 00	0.00	0.00
+	199	E	11	6222	00	041	0	23	000	199 E 11 6222 00 041 0 23 0 00	0.00	0.00
+	199	E	11	6239	00	001	0	11	000	199 E 11 6239 00 001 0 11 0 53	0.00	0.00
+	199	E	11	6239	00	001	0	11	000	199 E 11 6239 00 001 0 11 0 00	0.00	0.00
+	199	E	11	6239	00	001	0	99	000	199 E 11 6239 00 001 0 99 0 53	0.00	0.00

Account: [ ]

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

67 records displayed

The Operating Statement Accounts are displayed in the Browse according to the selections made on the Filter screen.

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Skyward School District

Jack Anderson Examples Friday, March 19th, 2010

Fiscal Year: 2008-2009

Operating Statement Accounts - R [FND|T|FC|OBJ|SO|ORG|F|PI|LOC (Restricted by Account Group) - Skyward Default

FND	T	FC	OBJ	SO	ORG	F	PI	LOC	Account Number	2008-2009 Revised Budget	2008-2009 FY Activity
+	199	E	11	6219	00	001	0	11	000	199 E 11 6219 00 001 0 11 0 99	
+	199	E	11	6219	00	001	0	11	000	199 E 11 6219 00 001 0 11 0 00	
+	199	E	11	6219	00	001	0	23	000	199 E 11 6219 00 001 0 23 0 00	
+	199	E	11	6219	00	001	0	24	000	199 E 11 6219 00 001 0 24 0 00	
+	199	E	11	6219	00	041	0	11	000	199 E 11 6219 00 041 0 11 0 99	
+	199	E	11	6219	00	041	0	11	000	199 E 11 6219 00 041 0 11 0 00	
+	199	E	11	6219	00	041	0	23	000	199 E 11 6219 00 041 0 23 0 00	
+	199	E	11	6219	00	101	0	11	000	199 E 11 6219 00 101 0 11 0 99	0.00
+	199	E	11	6219	00	101	0	11	000	199 E 11 6219 00 101 0 11 0 00	0.00
+	199	E	11	6219	00	101	0	11	000	199 E 11 6219 00 101 0 11 0 00	206.41
+	199	E	11	6219	00	102	0	11	000	199 E 11 6219 00 102 0 11 0 99	0.00
+	199	E	11	6219	00	102	0	11	000	199 E 11 6219 00 102 0 11 0 00	0.00
+	199	E	11	6219	17	001	0	11	000	199 E 11 6219 17 001 0 11 0 00	0.00
+	199	E	11	6219	17	041	0	11	000	199 E 11 6219 17 041 0 11 0 00	0.00
+	199	E	11	6219	17	102	0	11	000	199 E 11 6219 17 102 0 11 0 00	0.00
+	199	E	11	6219	17	102	0	11	000	199 E 11 6219 17 102 0 11 0 00	206.40
+	199	E	11	6221	00	101	0	11	000	199 E 11 6221 00 101 0 11 0 00	0.00
+	199	E	11	6221	00	101	0	11	000	199 E 11 6221 00 101 0 11 0 00	0.00
+	199	E	11	6221	00	101	0	11	100	199 E 11 6221 00 101 0 11 1 20	0.00
+	199	E	11	6221	00	101	0	11	200	199 E 11 6221 00 101 0 11 2 55	0.00
+	199	E	11	6222	00	001	0	23	000	199 E 11 6222 00 001 0 23 0 00	0.00
+	199	E	11	6222	00	001	0	26	000	199 E 11 6222 00 001 0 26 0 00	0.00
+	199	E	11	6222	00	001	0	28	000	199 E 11 6222 00 001 0 28 0 00	0.00
+	199	E	11	6222	00	041	0	23	000	199 E 11 6222 00 041 0 23 0 00	0.00
+	199	E	11	6239	00	001	0	11	000	199 E 11 6239 00 001 0 11 0 53	0.00
+	199	E	11	6239	00	001	0	11	000	199 E 11 6239 00 001 0 11 0 00	0.00
+	199	E	11	6239	00	001	0	99	000	199 E 11 6239 00 001 0 99 0 53	0.00

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Account:

67 records displayed

Slide 6 - Slide 6

WF\AM\CA\OS - 9307 - 04.10.01.01.01 - Windows Internet Explorer

Skyward School District User Name: JACK ANDERSON

Home Page | Acct Mgmt | Acct Master | Operating Statement Accounts | Account Totals

Report Ranges

Fiscal Year: 2008-2009

Sequence: R - REGULAR ACCOUNT SEQUENCE

FND	T	FC	OBJ	SO	ORG	F	PI	LOC
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Detail Dimension Breaks

Description	Position
FND	3

Generate Totals By Dimension

Totals can be shown by any Dimension of the Account Code. For this example, the 3rd digit of the Fund code (FND) was selected.

Click the Generate Totals by Dimension button once the Break Selections have been made.

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0 - 04.10.01.01.01 - Windows Internet Explorer

Home Page | Operating Statement Accounts | Account Totals

Accounts - Skyward Default

FND	T	FC	OBJ	SO	ORG	F	PI	LOC	Revised Budget	FY Activity	Encumbered	Available Funds
+	002	-	--	----	--	---	-	--	---	0.00	0.00	0.00
+	101	-	--	----	--	---	-	--	---	0.00	0.00	0.00
+	104	-	--	----	--	---	-	--	---	0.00	0.00	-1.58
+	105	-	--	----	--	---	-	--	---	60,000.00	7.50	59,697.00
+	163	-	--	----	--	---	-	--	---	0.00	32,478.82	-32,715.14
+	196	-	--	----	--	---	-	--	---	0.00	0.00	-12.00
+	197	-	--	----	--	---	-	--	---	0.00	0.00	-68.00
+	198	-	--	----	--	---	-	--	---	0.00	0.00	-70.00
+	199	-	--	----	--	---	-	--	---	294,860.00	1,294,199.11	-1,011,080.04
+	204	-	--	----	--	---	-	--	---		0.00	1,500.00
+	205	-	--	----	--	---	-	--	---		0.00	0.00
+	211	-	--	----	--	---	-	--	---		0.00	-46,664.14
+	224	-	--	----	--	---	-	--	---		0.00	-13,052.26
+	226	-	--	----	--	---	-	--	---	0.00	0.00	0.00
+	235	-	--	----	--	---	-	--	---	0.00	0.00	0.00
+	240	-	--	----	--	---	-	--	---	12,000.00	16,245.20	-4,245.20
+	255	-	--	----	--	---	-	--	---	0.00	8,570.88	-8,570.88
+	259	-	--	----	--	---	-	--	---	0.00	0.00	0.00
+	262	-	--	----	--	---	-	--	---	0.00	0.00	0.00
+	266	-	--	----	--	---	-	--	---	0.00	0.00	0.00
+	269	-	--	----	--	---	-	--	---	0.00	0.00	0.00
+	275	-	--	----	--	---	-	--	---	0.00	0.00	0.00
+	287	-	--	----	--	---	-	--	---	0.00	0.00	0.00

The results are shown and Totals are displayed by the Selected Dimension Breaks.

Account:

46 records displayed

Local intranet 100%

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Skward School District User Name: Jack Anderson Friday, March 19th, 2010

Statement Accounts Back

OBJ|SO|ORG|F|PI|LOC (Restricted by Account Group) - Filter Options

Each record can be expanded to view more detailed information specific to the selected Account.

FND	T	FC	OBJ	SO	ORG	F	PI	LOC	Account Number	2008-2009 Revised Budget	2008-2009 FY Activity	
199	E	11	6219	00	001	0	11	000	199 E 11 6219 00 001 0 11 0 99	0.00	0.00	
<p>Expand All Collapse All Show Details In New Window Modify Details (displaying 8 of 8)</p> <ul style="list-style-type: none"> <li>Monthly Account Activity</li> <li>Detail Account Activity View</li> <li>Account Encumbrance Activity</li> <li>Purchase Orders Using This Account</li> <li>Accounts Payable Invoices Using This Account</li> <li>Account Budget Activity</li> <li>Account Descriptions</li> <li>Account Information</li> </ul>												
+	199	E	11	6219	00	001	0	11	000	199 E 11 6219 00 001 0 11 0 00	0.00	206.41
+	199	E	11	6219	00	001	0	23	000	199 E 11 6219 00 001 0 23 0 00	0.00	0.00
+	199	E	11	6219	00	001	0	24	000	199 E 11 6219 00 001 0 24 0 00	0.00	0.00
+	199	E	11	6219	00	041	0	11	000	199 E 11 6219 00 041 0 11 0 99	0.00	0.00
+	199	E	11	6219	00	041	0	11	000	199 E 11 6219 00 041 0 11 0 00	0.00	206.41
+	199	E	11	6219	00	041	0	23	000	199 E 11 6219 00 041 0 23 0 00	0.00	0.00
+	199	E	11	6219	00	101	0	11	000	199 E 11 6219 00 101 0 11 0 99	0.00	0.00
+	199	E	11	6219	00	101	0	11	000	199 E 11 6219 00 101 0 11 0 00	0.00	206.41
+	199	E	11	6219	00	102	0	11	000	199 E 11 6219 00 102 0 11 0 99	0.00	0.00
+	199	E	11	6219	17	001	0	11	000	199 E 11 6219 17 001 0 11 0 00	0.00	0.00
+	199	E	11	6219	17	041	0	11	000	199 E 11 6219 17 041 0 11 0 00	0.00	0.00

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Account:

67 records displayed



Slide 9 - Slide 9

WF\AM\CA\OS - 9307 - 04.10.01.00.00 - Windows Internet Explorer

Skyward School District User Name: Jack Anderson Examples Friday, March 19th, 2010

Home Page | Acct Mgmt | Acct Master | Operating Statement Accounts Back

Fiscal Year: 2008-2009

Operating Statement Accounts - R [FND|T|FC|OBJ|SO|ORG|F|PI|LOC (Restricted by Account Group) - Skyward Default

FND	T	FC	OBJ	SO	ORG	F	PI	LOC	Account Number	2008-2009 Revised Budget	2008-2009 FY Activity
199	E	11	6219	00	001	0	11	000	199 E 11 6219 00 001 0 11 0 99	0.00	0.00

Expand All Collapse All Show Details In New Window Modify Details (displaying 8 of 8)

Monthly Account Activity

	Debit 2008-2009	Credit 2008-2009	Net Activity 2008-2009	Encumbered 2008-2009
August	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

Additionally, each of the sub areas may be expanded in order to view the record in greater detail

This concludes the tutorial.

Detail Account Activity View

Account Encumbrance Activity

Purchase Orders Using This Account

Account: \_\_\_\_\_

67 records displayed