

BUDGET PREPARATION INSTRUCTIONS

For the

2025-26

Budget

**STEVENS POINT AREA PUBLIC SCHOOL DISTRICT
1900 Polk Street
Stevens Point, WI 54481**



Budget Preparation Instructions

The budget cycle continues.



Please follow these budget instructions.

Contained herein are the budget Per-Pupil Allocations (PPA) for elementary, junior high and senior high schools. Building budgets include amounts for professional enrichment, staff travel, principal dues, capital outlay and other activities related to student fees. Also included herein are special instructions on the handling of specific account numbers, and Department and Program budget allocations.

The school budget is a financial structure for delivering the educational plan to students in a fiscal year, within current economic realities. Principals and department/program heads are leaders who, in cooperation with their staffs, build a budget consistent with the educational plan of their building/department. Direct any questions regarding this documentation or budgeting to the Business Office.

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The following forms are available in Excel at the Business Office web page under Business Office Forms:

In-District Travel Reimbursement Form
Capital Outlay Request Form

Please download these forms at your convenience. The direct web address is:

<https://www.pointschools.net/Page/87>

TO: All Staff with Budget Responsibility

FROM: Thomas R. Owens, Ph.D., SFO, Director of Business Services

DATE: December 1, 2024

RE: 2025-26 Budget Information

Use the following information herein to construct your budget:

1. Abridged Budget Calendar Guideline
2. Per-Pupil Allocations (PPA)
3. Department/Program budget allocation
4. Travel Information including School Board Policy 6480 – Expense Reimbursements, In-District Travel Reimbursement Form sample, IRS Mileage Rate, GSA meal per diem rate and Intra-District Mileage Chart
5. Capital Outlay funds are contained within your PPA
6. All budgets must be completed and entered in Skyward by February 10th. Email Mike Kurtz immediately upon completing Skyward budget entry
7. Account Number Descriptions – Lists in both numeric and alpha sort sequences. Some expenditure objects have been included for use only with IEP activity. If you need new accounts added, contact Mike Kurtz (55428) or Karen Kelly (55630).
8. Maintenance of instructional and classroom equipment is the responsibility of the school building budget. The technology department may assist with maintenance issues for desktops, laptops, iPads, and Chromebooks.

If you do not understand how to use the budget forms, enter budgets, or print reports please contact Mike Kurtz or Karen Kelly. They will assist you in creating an accurate, uniform, and consistent budget.

BUDGET CALENDAR (Abridged & Modified) 2025-26

November/December, 2024

- Business Office prepares and presents the 2025-26 Budget Calendar
- Director of Business Services prepares and presents to the School Board the per pupil allocation recommendation for school building budgets and allocation amounts for support budgets
- Budget development begins following the Board meeting
- Buildings and Grounds forwards revision of the ten-year capital improvement plan to the Director of Business Services. January 17, 2025, is the cut-off for maintenance alterations and renovation requests

January 2025

- Business Office conducts individual Skyward Budget Entry Refresher training upon request
- Principals review budget requests with parent representatives, department heads, coordinators, and staff prior to submission to the Director of Business Services

February 2025

- All budgets due February 10th
- Business Office compiles and summarizes budget requests
- PO Cutoff at end of month

March 2025

- Budgets of buildings, departments, and programs comply with Board allocations

April 2025

- Capital Outlay Forms due to Karen Kelly by April 11th

May 2025

- Approve federal projects submitted to date

June 2025

- Business Office prepares report on progress of preliminary budget
- Board reviews and approves preliminary budget

July/August 2025

- Budget refinement continues

September 2025

- Third Friday enrollment count

October 1, 2025

- Department of Public Instruction (DPI) provides certification of equalized values (TID IN AND TID OUT) and amount of Exempt Computer Property Valuation

October 2, 2025

- Business Office submits a Notice of Budget Hearing to the Stevens Point Journal for publication on October 5, 2025. A public hearing shall be published as a Class I Notice, under CH 985, at least 15 days prior to the time of such public hearing

October 15, 2025

- DPI certifies General Aid to districts. Business Office adjusts final budget and levy recommendation for Board approval. This is a statutory date, DPI might notify on Friday or Monday if it falls on a weekend
- DPI provides Private Voucher School Financial Impact data for non-recurring revenue limit entry

October 27, 2025

- 6:00 p.m. Public Hearing for Budget
Director of Business Services presents the proposed original budget to the public including the resulting levy and equalized levy rate
- 6:30 p.m. School Board Meeting
Board adopts the budget and sets the total levy. This must be done on or before November 1st

November 2025

- Business Office prepares levy documentation and distributes levy forms to respective municipalities
- Business Office prepares and presents the 2026-27 Budget Calendar to Business Services Committee and Board

Per-Pupil Allocation (PPA)

Building principals are the educational leader and budget manager of their respective facility, charged with developing a budget that reflects their educational plan while recognizing current economic reality. Principals are trusted to construct meaningful budgets that include amounts for supplies, Common School Funds, travel, professional enrichment, capital outlay, and other items.

Table 1 below shows each school's PPA. Completed budgets must not exceed the amount shown in the column titled "Building Per-Pupil Allocation."

Table 1 - Per-Pupil Allocation

School	2024-25 School Year			2025-26 School Year			Dollar Increase Percent Increase	
	Fall 2023 Third Friday Count ³	Per Pupil Allocation Rate ²	Building Per Pupil Allocation	Fall 2024 Third Friday Count ³	Per Pupil Allocation Rate ²	Building Per Pupil Allocation		
Elementary Schools								
Bannach ¹	373	176.60	65,872	364	201.26	73,259	7,387	11.2%
Jefferson	263	176.03	46,296	270	200.64	54,173	7,877	17.0%
Kennedy ¹	171	186.08	31,820	168	211.52	35,535	3,715	11.7%
Madison	339	176.03	59,674	356	200.64	71,428	11,754	19.7%
McDill	334	176.03	58,794	358	200.64	71,829	13,035	22.2%
McKinley	361	176.03	63,547	373	200.64	74,839	11,292	17.8%
Plover-Whiting	459	176.03	80,798	441	200.64	88,482	7,684	9.5%
Roosevelt	519	176.03	91,360	511	200.64	102,527	11,167	12.2%
Washington	474	176.03	83,438	438	200.64	87,880	4,442	5.3%
Secondary Schools								
PODs ⁴	150	185.09	27,764	150	210.45	31,568	3,804	13.7%
Ben Franklin	812	277.93	225,679	757	311.00	235,427	9,748	4.3%
P.J. Jacobs	700	293.26	205,282	705	327.60	230,958	25,676	12.5%
SPASH	1,461	466.33	681,308	1,480	515.04	762,259	80,951	11.9%
C.F. Fernandez ⁵	80	255.61	20,449	80	286.83	22,946	2,497	12.2%
Totals	6,496		\$ 1,742,081	6,451		\$ 1,943,110	201,029	11.5%

¹ Bannach and Kennedy allocation slightly higher due to field trip distance.

² Includes mandatory expenditure for Common School Fund. Currently set at \$63.00.

³ Third Friday Count data reports Seats count.

⁴ PODs Third Friday Count was 92; the allocation for 2025-26 remains at 150.

⁵ C.F. Fernandez enrollment was 73; the allocation for 2025-26 remains at 80 due to economy of scale.

Common School Fund (CSF)

Common School Funds are a categorical state aid. Principals are required to purchase library material and technology in an amount equal to the CSF aid received. The amounts shown in Table 2 below are the CSF expenditure expectations for each building. In January, adjustments occur if additional expenditures are required based upon actual CSF aid receipts.

Note: The Per Pupil Allocation shown in Table 1 already includes amounts for Common School Fund. The amounts shown in Table 2 are **NOT** in addition to the amounts shown in Table 1.

Table 2
Common School Fund (CSF) Allocation
2025-26 School Year

School	Fall 2024 Third Friday Count	Common School Fund Allocation	Amount of Budget for CSF
<u>Elementary Schools</u>			
Bannach	364	63.00	\$ 22,932
Jefferson	270	63.00	\$ 17,010
Kennedy	168	63.00	\$ 10,584
Madison	356	63.00	\$ 22,428
McDill	358	63.00	\$ 22,554
McKinley	373	63.00	\$ 23,499
Plover-Whiting	441	63.00	\$ 27,783
Roosevelt	511	63.00	\$ 32,193
Washington	438	63.00	\$ 27,594
<u>Secondary Schools</u>			
PODs	150	63.00	\$ 9,450
Ben Franklin	757	63.00	\$ 47,691
P.J. Jacobs	705	63.00	\$ 44,415
SPASH	1,480	63.00	\$ 93,240
C.F. Fernandez	80	63.00	\$ 5,040
Totals	6,451		406,413

Use of Project Code **031** is
REQUIRED for ALL Common
School Fund Expenditure
Accounts.

Use Common School Fund object codes only with the function code 222200 – Library. Items purchased become part of the library collection and checked out of the Library as needed to conform to Common School Fund requirements.

431 – Audiovisual Media	434 – Periodicals	482 – Computers Under \$10,000
432 – Library Books	438 – Microfilm	362 – Instructional Computer Software
433 – Newspapers	439 – Other Media	581 – Equipment Purchase Addition

Your building's 482-222200 Library account may include Common School Fund allocation. The technology department coordinates and initiates purchases from this account. Involve the librarian in all such purchases.

For more information on what is eligible for CSF see the DPI's site: [Wisconsin's Common School Fund](#)

Special Budgetary Accounts

Use special budgetary accounts to budget professional enrichment, principal travel, principal dues, capital outlay, and other items made possible/attributable because of increased funds derived from student fees, and resale items.

1. Professional Enrichment: 10-Loc-342-221301-000-0
2. Elementary Principal Travel
 - a. In District 10-Loc-342-241000-000-0
 - b. Out of District 10-Loc-342-241000-000-0
3. Elementary Principal Dues: 10-Loc-942-241000-000-0
4. Junior High Principal Dues: 10- Loc-942-241000-000-0
5. Senior High Principal Dues: 10-401-942-241000-000-0
6. Capital Outlay – Equipment (Non-Technology) [all locations]
 - a. New 10- Loc-551-Function-000-0
 - b. Replacement 10- Loc-561-Function-000-0
 - c. Non-Capital Equipment 10- Loc-449-Function-000-0
7. Budgeted Items Made Possible by Student Fees [\$15 Per-Pupil Elementary; \$20 Per-Pupil Secondary]
 - a. Various Purposes 10- Loc-Object-Function-699-0
8. Resale/Use Student Fees – Purchases made with fees collected to offset resale or class material
 - a. Expenditure Account 10- Loc-Obj-Function-000-0
 - b. Revenue Account 10- Loc-292-Function-000-0 (Business Office Entry Only)

All principals - budget items 1 through 6 as needed to help deliver your educational plan.

Elementary principals - multiply your building's Third Friday Count, as shown in Table 1, by \$15 to determine the budget for item 7 above.

Secondary principals - multiply your building's Third Friday Count, as shown in Table 1, by \$20 to determine the budget for item 7 above.

Any resale to students, including resale of class material, should be budgeted as shown in item 8 above. Actual revenue must equal actual expenditure for these accounts, unless you end the year with an inventory, or the pre-existing and existing inventory explains the difference.

Department/Program Budget Allocation Table

The Department/Program Budget Allocation Table provides budget managers with their maximum budgetary dollar amount.

Location Code	Department / Program	Responsible Administrator	2024-25	2025-26	Dollar Change	Percent Increase
			Department / Program Allocation	Department / Program Allocation		
895	School Board	Cory Hirsbrunner	\$ 208,733	\$ 217,082	8,349	4.00%
890	Superintendent	Cory Hirsbrunner	\$ 43,257	\$ 44,987	1,730	4.00%
893	Business Services	Thomas Owens	\$ 32,094	\$ 33,378	1,284	4.00%
892	Human Resources	Beth Bakunowicz	\$ 50,931	\$ 52,968	2,037	4.00%
828	Student Services	Jennie McMahon	\$ 66,109	\$ 68,753	2,644	4.00%
859	Reading	Christopher Nyman	\$ 7,430	\$ 7,727	297	4.00%
891	Educational Services ¹	Jeffery Mlsna	\$ 186,900	\$ 194,376	7,476	4.00%
853	Media Services	Brian Casey	\$ 5,000	\$ 5,200	200	4.00%
854	Technology	Brian Casey	\$ 2,091,740	\$ 2,175,410	83,670	4.00%
896	Bliss	Mike Kurtz	\$ 23,930	\$ 24,887	957	4.00%
898	Central Purchasing	Karen Kelly	\$ 18,362	\$ 19,096	734	4.00%
851	Vocal Music	Kurt Van Tiem	\$ 12,573	\$ 13,076	503	4.00%
856	Instrumental Music	Kurt Van Tiem	\$ 43,436	\$ 45,173	1,737	4.00%
850	Art	Noah Calhoun	\$ 7,000	\$ 7,280	280	4.00%
852	Physical Education	Mark Lesinski	\$ 5,599	\$ 5,823	224	4.00%
858	Transportation	Lee Nowicki	\$ 1,200,000	\$ 1,248,000	48,000	4.00%
860	Experiential Ed	Christopher Nyman	\$ 23,065	\$ 23,988	923	4.00%
899	Buildings & Grounds	Christian Budzinski	\$ 4,000,000	\$ 4,160,000	160,000	4.00%
897	Boston School Forest	Karla Lockman	\$ 6,000	\$ 6,240	240	4.00%
			\$ 8,032,159	\$ 8,353,444	\$ 321,285	4.00%

¹ Textbooks, Youth Options, Challenge Academy & Virtual Schools not included in base budget for this purpose.



TO: All Personnel

DATE: December 1, 2024

FROM: Thomas R. Owens, PhD, SFO, Director of Business Services

RE: School Board Policy 6480 - **EXPENSE REIMBURSEMENTS**

Board Policy 6480 provides reimbursement for necessary expenses related to employee authorized official school business travel when following the guidelines below:

- 1) In-District Travel: Claim travel on the ***In-District Travel Reimbursement Form*** within 60 days. June expenses must be submitted prior to fiscal year-end, June 30th.
- 2) Out-of-District Travel: Submit a ***Meeting Attendance Request/Expense Reimbursement Form*** with the Program Itinerary and approval by the appropriate supervisor/s to the business office before attending the meeting.
- 3) **UPON COMPLETION OF YOUR TRAVEL**: Complete the “Actual Employee Costs” portion of the ***Meeting Attendance Request/Expense Reimbursement Form*** and forward it to the Business Office.
 - a) The Meeting Attendance Request/Expense Reimbursement Form **MUST INCLUDE** a copy of the program itinerary, and ORIGINAL/ITEMIZED meal, lodging, airline, and any other receipts.
 - b) Reimbursement is at the single rate for lodging and meals for the employee only, even if a spouse accompanies an employee.
 - c) Meal per diem by Board Policy is the U.S. General Services Agency (GSA) rate. **Itemized receipt copies must be the copies submitted for reimbursement.** This allows verification that reimbursement is consistent with Board Policy.
 - d) The mileage reimbursement rate is the IRS standard mileage rate in effect at the time of the travel.
 - e) Expense reimbursement checks are direct deposited to the employee on a weekly basis.

In-District Travel Reimbursement Form

Download his form from the district website by selecting Business Services Home, then Business Office Forms, then the selection you desire. The URL address is for this form is: [Click Here](#)

**Stevens Point Area Public School District
2023 In-District Travel Reimbursement Form**

Employee: _____

Account: (required) _____

For the Month*: _____

*To be turned in monthly or maximum 60 days

[illegible]

Signed _____

Date _____

Approved

Date _____

Rate Per Mile: \$0.655

Note: The Rate per Mile shown on this form is subject to change. **Do not use this sample form!**

Chart

Intra District Mileage Chart Stevens Point Area Public School District

	Bliss	BSF	Sup Svcs	PJ	BF	Alt.	Jeff	JFK	Mad	McD	McK	PoDS	Roos	Wash	Spash	P/W	Bann	Integrity Pkw
Bliss	X	5.0	0.6	2.5	0.2	3.3	2.0	14.0	3.4	1.3	1.1	3.3	3.2	3.0	4.4	2.8	5.4	2.2
BSF	5.0	X	5.0	9.9	5.0	7.7	6.5	18.8	8.0	4.0	5.6	7.7	2.1	9.4	12.2	3.8	8.3	3.2
Support Svcs	0.6	5.0	X	2.4	0.6	2.8	1.6	14.0	3.2	1.3	0.6	2.8	3.1	2.6	3.2	2.9	5.1	2.1
PJ	2.5	9.9	2.4	X	2.3	2.4	0.8	12.9	2.0	3.0	1.4	2.4	4.8	0.9	2.2	5.2	3.1	3.8
BF	0.2	5.0	0.6	2.3	X	3.2	1.8	13.8	3.2	1.1	0.9	3.2	3.0	2.8	4.2	2.6	5.2	2.0
Alt.	3.3	7.7	2.8	2.4	3.2	X	2.1	11.3	2.0	4.2	3.2	X	6.0	3.1	2.6	6.3	4.8	4.9
Jefferson	2.0	6.5	1.6	0.8	1.8	2.1	X	12.7	1.9	2.6	1.2	2.1	4.5	1.6	2.6	4.2	3.8	3.7
JFK	14.0	18.8	14.0	12.9	13.8	11.3	12.7	X	12.7	14.9	13.3	11.3	19.7	13.8	14.2	16.7	16.0	16.6
Madison	3.4	8.0	3.2	2.0	3.2	2.0	1.9	12.7	X	4.2	2.8	2.0	6.0	2.5	0.9	5.9	4.7	5.2
McDill	1.3	4.0	1.3	3.0	1.1	4.2	2.6	14.9	4.2	X	1.7	4.2	2.1	3.7	4.6	1.5	5.1	1.1
McKinley	1.1	5.6	0.6	1.4	0.9	3.2	1.2	13.3	2.8	1.7	X	3.2	3.6	2.1	3.1	3.2	4.3	2.9
PoDS	3.3	7.7	2.8	2.4	3.2	X	2.1	11.3	2.0	4.2	3.2	X	6.0	3.1	2.6	6.3	4.8	4.9
Roosevelt	3.2	2.1	3.1	4.8	3.0	6.0	4.5	19.7	6.0	2.1	3.6	6.0	X	5.5	6.6	2.0	5.9	1.3
Washington	3.0	9.4	2.6	0.9	2.8	3.1	1.6	13.8	2.5	3.7	2.1	3.1	5.5	X	3.2	4.5	2.4	4.6
Spash	4.4	12.2	3.2	2.2	4.2	2.6	2.6	14.2	0.9	4.6	3.1	2.6	6.6	3.2	X	6.0	5.4	5.3
Plover Whiting	2.8	3.8	2.9	5.2	2.6	6.3	4.2	16.7	5.9	1.5	3.2	6.3	2.0	4.5	6.0	X	4.9	1.8
Bannach	5.4	8.3	5.1	3.1	5.2	4.8	3.8	16.0	4.7	5.1	4.3	4.8	5.9	2.4	5.4	4.9	X	5.5
Integrity Pkwy	2.2	3.2	2.1	3.8	2.0	4.9	3.7	16.6	5.2	1.1	2.9	4.9	1.3	4.6	5.3	1.8	5.5	X

2025-2026 NON-CAPITAL BUDGET FIGURE **ESTIMATES**
(449 Object, Equipment Under \$10,000)

4 Drawer File Cabinet	600.00
2 Drawer File Cabinet	410.00
Single Pedestal. Teacher Desk	600.00
Double Pedestal. Teacher Desk	938.00
Teacher Chair with Arms	465.00
Dry Erase Skins need to be measured by vendor to price (Call Karen to get the rep. scheduled to measure your building)	
Dry Erase Boards, 4 x 12, Alum. Frame	950.00
Dry Erase Boards, 4 x 10, Alum. Frame	855.00
Dry Erase Boards, 4 x 8, Alum. Frame	720.00
Desks, Artco Bell 7457 type (SPASH, P.J.'s, B.F.)	265.00
Desks, Columbia, Study Top, CM5237 (SPASH)	265.00
Tables, 30 x 60	290.00
Tables, 30 x 72	320.00
Tables, 36 x 72	340.00
Tables, Round, 48"	270.00
Tables, Kidney 48 x 96	490.00
Tables, Kidney, 48 x 72	470.00
Tables, Trap. 30 x 30 x 30	320.00
Tables, Trap. 24 x 24 x 24	295.00
Chairs, Stacking, 13 ½", Classroom Select	55.00
Chairs, Stacking, 15 ½", Classroom Select	60.00
Chairs, Stacking, 17 ½", Classroom Select	65.00
Bookcase, 3 Shelf, Wooden	360.00

These are **estimates** of some of the most purchased items. Prices are always changing so use this as an estimate only.

Don't forget to check Chad Kurzinski for surplus in the warehouse.

If you have any questions, feel free to call Karen Kelly, Purchasing and External Grants Coordinator, at extension 55630.

Capital Object 449 & 551

Non Capital/Capital Budget

Object 449 Equipment Under \$10,000/Object 551 - New Equipment Over \$10,000

Fiscal Year 2025-2026

School or Department:

[illegible]

Totals:	\$0.00
----------------	---------------

Comments:

Capital Object 561

Capital Budget
Object 561 - Replacement Equipment Over \$10,000
Fiscal Year 2025-2026

School or Department:

[illegible]

Totals:	\$0.00
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Comments:

Budget Preparation Instructions For Skyward Finance Software Web Users Tutorial

Skyward has a tutorial on how to use the web version to enter budget data. To find it click on the question mark. On the dropdown that follows select SkyDoc-Skyward Documentation.

Web Financial Management - WF - 10636 - 05.21.10.00.02 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinstevenspointwi/sfmhom01.w

Stevens Point Area Public School District

Thomas Owens Account Preferences Exit ?

Home Account Management Vendors Purchasing Fixed Assets

Financial Management

Jump to Other Dashboards

- *Calendar
- Skyward User
- Employee
- Task Manager**
- Reset Dashboards Select Widgets

Task History

Created	Process Description	Subject
---------	---------------------	---------

Jump to Other Systems

- Employee Access
- Financial Management**
- Human Resources

Task Processes

- Job Posting Form
- Selection of Final External Candidate
- Selection of Final Internal Candidate
- Substitute Feedback

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Windows 10 / Chrome 94

Budget Preparation Instructions

For Skyward Finance Software

Web Users Only

Once you select SkyDoc - Skyward Documentation you will then see a screen like this one. Select the choices as shown below, starting with (WF) Web Financial Management, Account Management, Budget Management, Budget Entry, then Budget Entry (Main Screen) and you will see Budget Entry Processing.

The screenshot shows the Skyward Software Documentation website for Stevens Point Area School District. The browser address bar shows `skydoc.skyward.com/Default.aspx?MenuPath=WF`. The page features a navigation menu on the left and a main content area on the right.

Navigation Menu (Left):

- Skyward SKYDOC Home
- PaC SKYDOC
- Web SKYDOC
- Menu
- Search
- Index
- PW - PaC to Web Migration Resources
- WG - Web General Help
- AR - Additional Resources
- UI - SMS 2.0 Navigation Interface
- DW - Data Warehouse
- PS - Product Setup
- RW - Report Writing
- WA - Web Applications
- WF - Web Financial Management
 - AC - SBAA
 - AD - Administration
 - AM - Account Management
 - BM - Budget Management
 - AB - Adopt Budget
 - BE - Budget Entry**
 - AT - Budget Entry Attachments
 - BE - Budget Entry
 - NO - Budget Entry Notes
 - PR - Budget Entry Processing - In
 - BR - Revisions
 - PS - Product Setup
 - RE - Requisitions
 - TR - Transfers
 - CA - Account Master
 - DM - Budgetary Data Mining
 - BD - Balance Sheet Detail
 - BS - Balance Sheet Summary
 - CD - Combined Detail Report
 - CS - Combined Summary Report
 - DM - Budgetary Data Mining
 - RD - Revenue and Expense Detail
 - RS - Revenue and Expense Summary
 - GI - General Inputs
 - PG - Project/Grant Management
 - PS - Product Setup
 - RP - Account Management Reporting

Main Content Area (Right):

- (WF) Web Financial Management
- (AM) Account Management
- (BM) Budget Management
- (BE) Budget Entry

Budget Entry

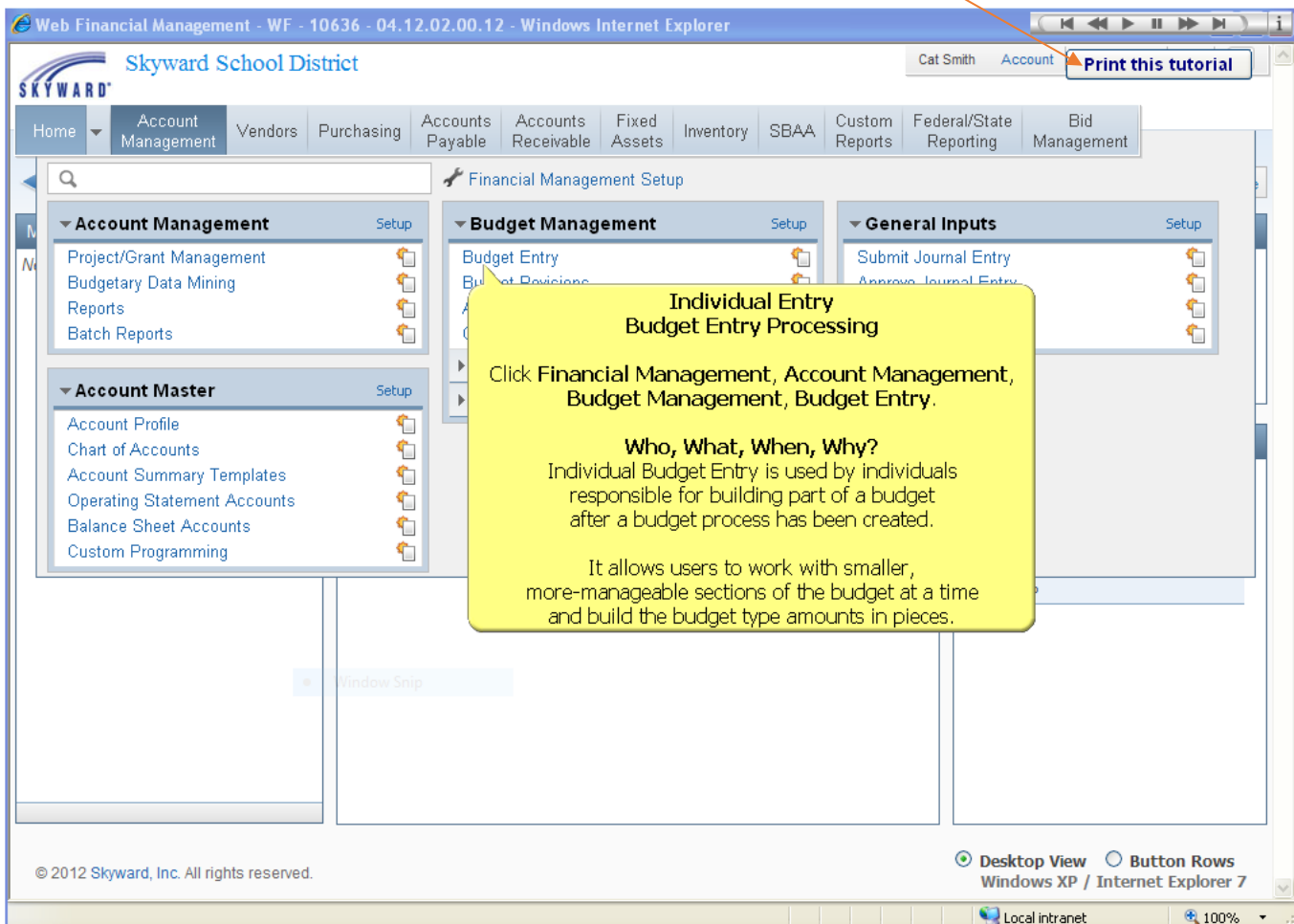
- Budget Entry
- Budget Entry Processing - Individual Entry/Mass Change
- Import Detail Lines

Top Right Navigation Bar:

- VIEW SERVICE CALLS
- SUBMIT SERVICE CALL
- SUBMIT RFE
- SKYWARD FORUMS
- VIEW RELEASE TUTORIALS
- KNOWLEDGE BASE

Budget Preparation Instructions For Skyward Finance Software Web Users

When you select Budget Entry Processing, the software takes you to this screen. In the upper right corner is a button saying Print this tutorial. That actually starts a RoboDemo Movie Template, a pdf. You can read it online or select the print icon in the upper right corner of the screen.



Budget Preparation Instructions For Skyward Finance Software Web Users

Two sections will follow; the first is Account Management that shows you how to create initial budget accounts; and the second is Individual Entry that shows you how to edit budget accounts after budget creation.

SECTION 1 - ACCOUNT MANAGEMENT

SKYWARD DOCUMENTATION - BUDGET MANAGEMENT



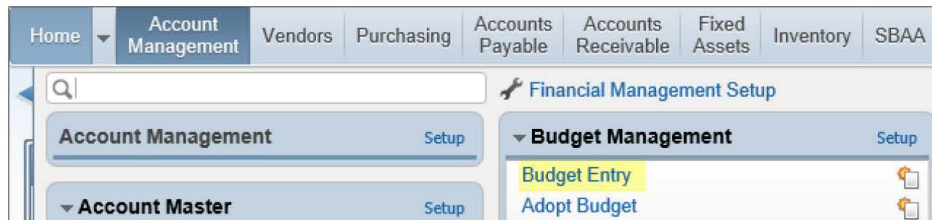
Account Management

Budget Entry

As an alternative to the requisition process, users can build a budget process with user-defined ranges of accounts, alternate sequences, totals, and fields to build a working budget.

Amounts can then be entered for each account or mass processes can be used before submitting the budget entries to a selected budget type or the original budget. This allows users to work with smaller, more manageable sections of the budget at a time and build the budget type amounts in pieces.

Navigate to Web Financial Management > Account Management > Budget Management > Budget Entry.



The Budget Entry browse will display. Use the Filters to set your Budget Entry browse screen; you can select All Budget Entries or My Budget Entries Only.

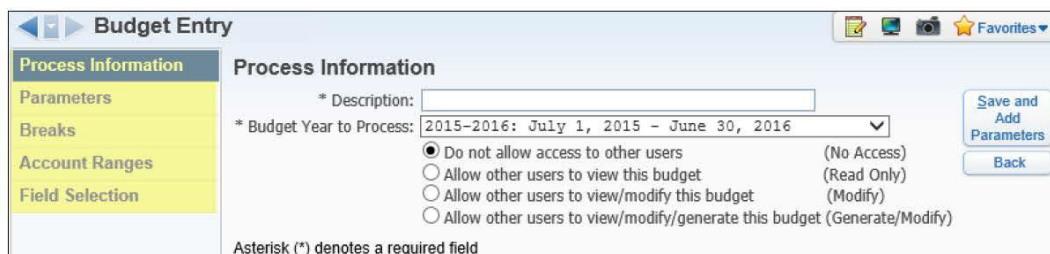
On the right side of the screen are the maintenance options. What buttons are available may vary depending on the budget status, who created the budget, and user permissions.

Budget Process Description	Fiscal Year	Budget Type	Created By	VM	Sts	Last Edited By	Lat
Department Budget	2012 - 2013	DEPARTMENT	ORMANJEA000		S	ORMANJEA000	01
Final Budget	2012 - 2013	FINAL SEPT	ORMANJEA000		W	ORMANJEA000	
Final September Budget	2011 - 2012	FINAL SEPT	EGELALIL000	M			
Final September Budget	2012 - 2013	FINAL SEPT	SMITHPAT000	M			
FY 04 Budget	2003 - 2004	Original	FULLBHAR000	V			
FY 05 Budget	2004 - 2005	Original	FULLBHAR000	V			
FY 06 Budget	2005 - 2006	Original	FULLBHAR000	V			
Individual Budget Entry Fiscal Year 2012	2011 - 2012	Original	TONGUFEL000	M			
QA testing of other tests	2014 - 2015	WORKING	SMITHSCO000	G		SMITHJOE001	01
QAtest	2014 - 2015	Original	SMITHSCO000	M			

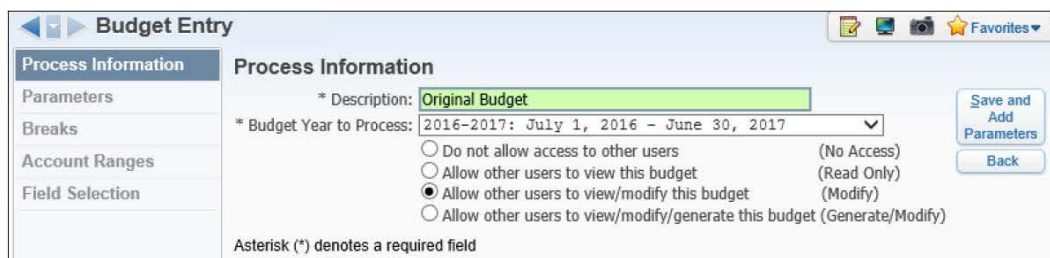
To begin the budget entry process, create a new budget by selecting the Add button.

The next screen that opens is the Process Information tab. As you add and save you will be prompted through each of the tabs listed on the left.


Enter and select the information accordingly, then select the Save option for that tab to continue to the next, and then to finish.



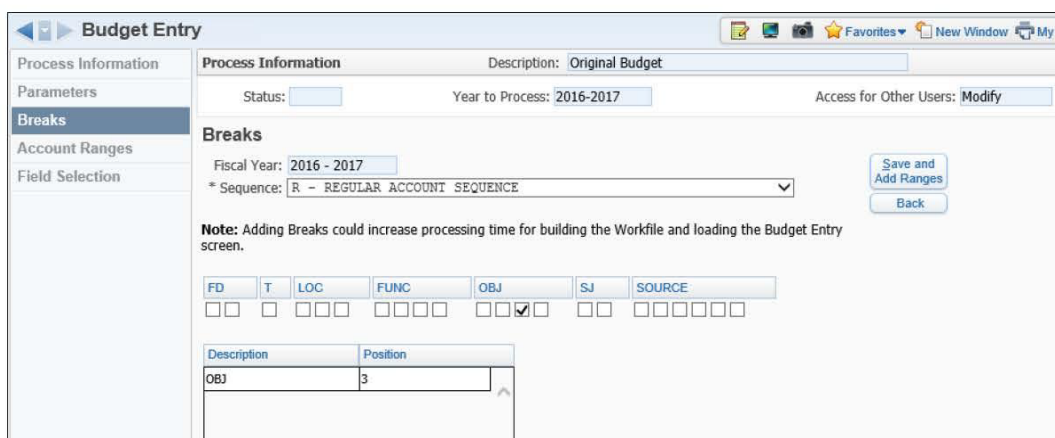
Process Information Tab Options	Description
Description	Add a description for the budget entry.
Budget Year to Process	Use the drop-down to select the budget year.
Other User Access	Select one of the radio button options for what access, if any, other users might have to this budget.
Save and Add Parameters	Save this budget process and continue to the next step.



Parameters Tab Options	Description
Budget to Process	Select the Budget to process. Once budget amounts are entered, they will be submitted to the budget selected here.
Budget Entry Format	Select how to format the budget: Using Whole Dollars or Dollars and Cents.
Save and Add Breaks	Save the budget parameters and add fields.



Breaks Tab Options	Description
Sequence	Select the account sequence to be used when displaying records in the budget entry browse.
Breaks	The account dimensions listed are determined by the selected account sequence. Breaks (total lines) can be built here to view totals by account dimensions. Selections will display in the Description/Position table below.
Save and Add Ranges	Save the selected breaks and add ranges.



Account Ranges Tab Options	Description
Account Ranges	Define the range of accounts to use for this budget entry process. Users will be limited to the range of accounts based on their account groups (if applicable) but can further restrict the range of accounts to make budget entry more manageable.
Save and Add Fields	Save the ranges and add fields.

Budget Entry

Process Information Description: Original Budget

Status: Year to Process: 2016-2017 Access for Other Users: Modify

Account Ranges

Low High

Category: ZZZZZZZZ

Group: ZZ-ZZ-ZZZZ

Account Status: ☒ Active and Inactive ☐ Active ☐ Inactive

Operating Statement Accounts

☒ Expense ☒ Revenue

Low Account: 00 * 000 0000 0000 00 000000

High Account: 99 * 999 9999 9999 99 999999

Dimension Low High

FUND: 00 99

TYPE: * *

LOCATION: 000 999

FUNCTION: 0000 9999

OBJECT: 0000 9999

SUBJECT: 00 99

SRCE-FUNDS: 000000 999999

Include Filters for Operating Statement Accts

Add Edit Delete

Exclude Filters for Operating Statement Accts

Add Edit Delete

Field Selection Tab Options

Description

Field Selection	The account number and budget selected will automatically be selected as fields. Additional fields can be added and removed using the Select Fields and Delete Field buttons respectively.
Save and Finish	Save the selected fields and return to the working budget browse.

Budget Entry (589)

Process Information Description: Original Budget

Status: Year to Process: 2016-2017 Access for Other Users: Modify

Field Selection

Fields to include in processing

Account Number

Original Budget

Select Fields

Delete Field

Save and Finish

Back

The budget Process is now listed in the browse. Individual Budget Entry, Mass Change, and Import Detail Lines options can now be used on this budget process.

Budget Entry

Views: General Filters: *All Budget Entries

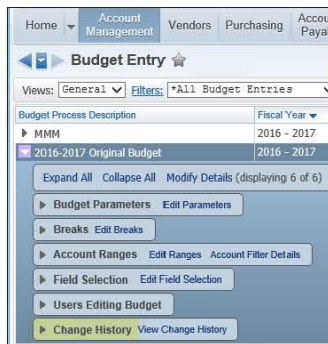
Budget Process Description	Fiscal Year	Budget Type	Created By	VM	Sts	Last Edited By	Last
Original Budget	2016 - 2017	Original	ORMANJEA000	M			
QA testing of other tests	2014 - 2015	WORKING	SMITHSCO000	G		SMITHJOE001	01
Final September Budget	2012 - 2012	FINAL SEPT	SMITHJAT000	M			

Add Edit Delete Clone

With the October, 2016 Release, changes to the original or revised budget fields, along with any budget types, are now captured and displayed as Change History. These changes can be found on either the Account Profile Budget tab or the Budget Entry detail node.

The Budget Entry browse includes a Change History node which displays all the accounts updated by the selected process. The node includes Date, Time, Account, Budget Type, Fiscal Year, Amount, and Changed By.

On the Budget Entry browse, select a process, then expand the details; a Change History detail node is available.



Expand the Change History node. The Change History details will display up to the last 10 accounts that were updated by this process. If there are more than 10 records a More Change History link displays. You can use this to open a browse screen to view the entire list.

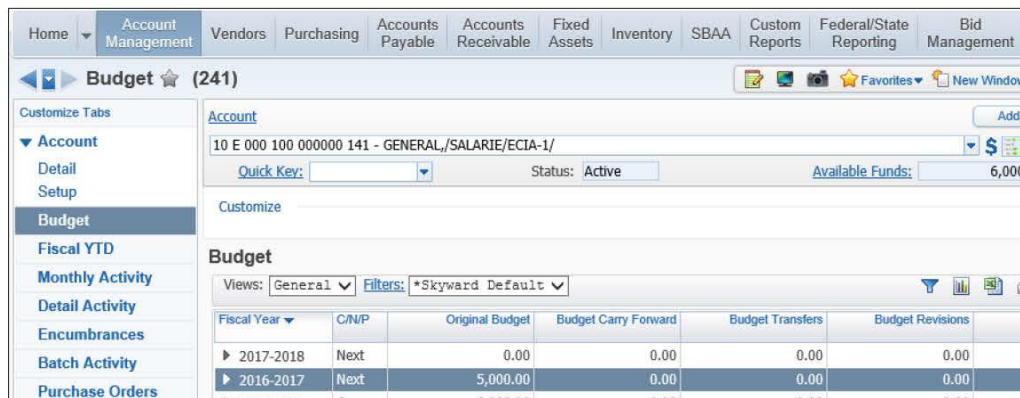
Change History View Change History							
Date	Time	Account	Budget Type	Fiscal Year	Amount	Changed By	Process ID
08/23/2016	9:14:41 AM	10 E 000 000 000000 011	WRKG	2016-2017	500,000.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 000 000 000000 141	WRKG	2016-2017	500,000.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 000 100 000000 141	WRKG	2016-2017	500,000.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 100 000000 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 100 100000 100	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 100 110000 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 211 000000 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 212 000000 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 222 000000 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 290 156100 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
More Change History							

The View Change History link will also open this same browse screen. The Change History browse screen allows a more complete viewing of the records and also allows for sorting and dumping the data to Excel.

Change History for 2016-2017 Original Budget						
Views: General Filters: *Skyward Default						
Date Changed	Time Changed	Account	Budget Type	Fiscal Year	Amount	Changed By
09/07/2016	2:00:12 PM	10 E 000 211 000000 000	Original	2016-2017	1,500.00	Smithscr, Joe
09/07/2016	2:00:12 PM	10 E 000 119 000000 011	Original	2016-2017	2,100.00	Smithscr, Joe
09/07/2016	2:00:12 PM	10 E 000 119 000000 000	Original	2016-2017	12,000.00	Smithscr, Joe
09/07/2016	2:00:12 PM	10 E 000 118 000000 153	Original	2016-2017	7,000.00	Smithscr, Joe
09/07/2016	2:00:12 PM	10 E 000 100 000000 141	Original	2016-2017	5,000.00	Smithscr, Joe
09/07/2016	2:00:12 PM	10 E 000 100 000000 011	Original	2016-2017	3,200,000.00	Smithscr, Joe
09/07/2016	1:50:16 PM	10 E 000 113 000000 141	Original	2016-2017	2,500.00	Smith, Scott

The Budget tab for the Account Profile now contains a Change History node for each fiscal year. Any changes to the Original Budget or Revised Budget (Budget Transfers, Budget Revisions and Budget from Prior Year) are displayed in the Change History node.

Navigate to Web Financial Management > Account Management > Account Master > Account Profile and select the Budget tab.



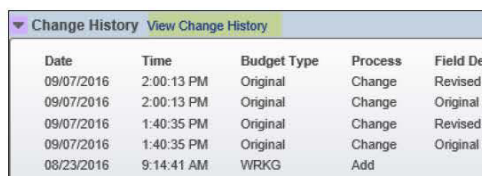
Fiscal Year	C/NP	Original Budget	Budget Carry Forward	Budget Transfers	Budget Revisions
2017-2018	Next	0.00	0.00	0.00	0.00
2016-2017	Next	5,000.00	0.00	0.00	0.00

Select the fiscal year to view then expand it. There is a new Change History node available. Expand the Change History node.



As with the Budget Entry Change History node, if there are more than 10 records listed a More Change History button will be available.

A View Change History link is also available. This will open the Change History browse screen where you can view the details, as well as sort and dump the information to Excel.



Date	Time	Budget Type	Process	Field Description
09/07/2016	2:00:13 PM	Original	Change	Revised Budget
09/07/2016	2:00:13 PM	Original	Change	Original Budget
09/07/2016	1:40:35 PM	Original	Change	Revised Budget
09/07/2016	1:40:35 PM	Original	Change	Original Budget
08/23/2016	9:14:41 AM	WRKG	Add	



Date Changed	Time Changed	Budget Type	Process	Field - Description	Origin
09/07/2016	2:00:13 PM	Original	Change	Revised Budget	500.0
09/07/2016	2:00:13 PM	Original	Change	Original Budget	500.0
09/07/2016	1:40:35 PM	Original	Change	Revised Budget	0.00
09/07/2016	1:40:35 PM	Original	Change	Original Budget	0.00

SECTION 2 - INDIVIDUAL ENTRY

Individual Entry

Wednesday, May 02, 2012

Slide 1 - Slide 1

The screenshot displays the Skyward Web Financial Management interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL: Web Financial Management - WF - 10636 - 04.12.02.00.12 - Windows Internet Explorer. The Skyward logo is visible in the top left corner, and the user's name, Cat Smith, and account information are in the top right. A navigation menu at the top includes links for Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, and Bid Management. The main content area is divided into three sections: Account Management, Budget Management, and General Inputs. The Budget Management section is expanded, showing options like Budget Entry, Budget Revisions, and Budget Cancellations. A yellow callout box is overlaid on the Budget Entry option, containing the following text:

**Individual Entry
Budget Entry Processing**

Click Financial Management, Account Management, Budget Management, Budget Entry.

Who, What, When, Why?

Individual Budget Entry is used by individuals responsible for building part of a budget after a budget process has been created.

It allows users to work with smaller, more-manageable sections of the budget at a time and build the budget type amounts in pieces.

At the bottom of the interface, there is a copyright notice: © 2012 Skyward, Inc. All rights reserved. and a footer indicating the view settings: Desktop View, Windows XP / Internet Explorer 7, and a local intranet connection at 100% zoom.

Slide 2 - Slide 2

Budget Entry - WFWAM\BMB\BEBE - 26269 - 04.12.02.00.12 - Windows Internet Explorer

Skyward School District

Cal Smith Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management

Budget Entry

Views: General Filters: *All Budget Entries

Budget Process Description	Fiscal Year	Budget Type	Created By	V/M	Sts	Last Edited By
▶ Music Department	2011 - 2012	Music	SMITHCAT000	V		
▶ New Budget - Original	2012 - 2013	Original	SMITHNAN000	M	S	SMITHNAN000

Existing budget processes appear in the browse.

To enter budget amounts for the highlighted budget process, (which can then be submitted to the selected budget type), click **Individual Budget Entry**.

20 2 records displayed Lookup Description: ABC

javascript:if (cbs('bIndEnt')) {getCurrentStatus('indiv');}

Local intranet 100%

Slide 3 - Slide 3

Budgetary Entry Processing

Budgetary Entry for Music Department

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:

Process Title:

Process Description:

Current Key:

Click **Build New Workfile** to build the browse of accounts.

Done

Local intranet 100%

Slide 4 - Slide 4

Budgetary Entries - WFWMBMBEPR - 26270 - 04.12.02.00.12 - Windows Internet Explorer

Budgetary Entries

Processing Parameters
Budget Process Description: Music Department

Budgeted Amount For Selected Accounts
Total 2011-2012 Music: 35,150.00 CHANGES HAVE NOT BEEN SUBMITTED Submit Budgetary Entries

*Individual Accounts with Detail Budget Lines attached are disabled from being modified.
**Account data as of 04/27/12. Refresh Account Details

Views: General Filters: *Skyward Default

Account Number	Fd	T	Loc	Obj	Func	Pri	IA	BD	2011-2012 Music	Su
▶ 10 E 400 310 125400 000									3500	10 E 400 310
▶ 10 E 400 310 125500 000									28000	10 E 400 310
▶ 10 E 400 310 126000 000									350	10 E 400 310
▶ 10 E 400 310 129100 000									275	10 E 400 310
▶ 10 E 400 310 143000 000									1525	10 E 400 310
▶ 10 E 400 310 161339 339									1000	10 E 400 310
▶ 10 E 400 310 162105 105									0	10 E 400 310
▶ 10 E 400 310 162108 108									500	10 E 400 310

20 records displayed

Break Totals

Account Number	2011-2012 Music
10 E 400 310 -----	35,150.00
10 E 400 320 -----	0.00
10 E 400 341 -----	0.00
10 E 400 342 -----	0.00
10 E 400 345 -----	0.00

Local intranet 100%

Annotations:

1. Enter budget amounts for the accounts in the browse.
2. Totals based on the selected breaks will display here. Click Enter Different Account Breaks to change how the totals are displayed.
3. A grand total for this budget process displays here. This allows individuals entering budgets to monitor their total allocation for the selected accounts.
4. To save these amounts as a work in progress, click Save & Continue Later, otherwise click Submit Budgetary Entries to write these amounts to the budget type selected for this budget process.

Slide 5 - Slide 5

Budgetary Entries - WFMMBMBEPR - 26270 - 04.12.02.00.12 - Windows Internet Explorer

Budgetary Entries

Processing Parameters
 Budget Process Description: Music Department Budget Type: Music Fiscal Year: 2011-2012

Budgeted Amount For Selected Accounts
 Total 2011-2012 Music: 35,150.00 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 04/27/12. Refresh Account Details

Views: General Filters: *Skyward Default

Account Number Fd T Loc Obj Func Prj	IA	BD	2011-2012 Music	Submitted	Fund	Type	Location	Object/ Source
▶ 10 E 400 310 125400 000			3500		10	E	400	310
▶ 10 E 400 310 125500 000							400	310
▶ 10 E 400 310 126000 000							400	310
▶ 10 E 400 310 129100 000							400	310
▶ 10 E 400 310 143000 000							400	310
▶ 10 E 400 310 161339 339							400	310
▶ 10 E 400 310 162105 105							400	310
▶ 10 E 400 310 162108 108			500				400	310

20 records displayed Account:

Break Totals

Account Number	2011-2012 Music
10 E 400 310 -----	35,150.00
10 E 400 320 -----	0.00
10 E 400 341 -----	0.00
10 E 400 342 -----	0.00
10 E 400 345 -----	0.00

Enter Different Account Breaks View Break Total Details

Click OK to run the update.

javascript:if (cbs("bRun")) {checkRecords("Cleanup");}

Local intranet 100%

Slide 6 - Slide 6

Budgetary Entries - WFWMBMBEPR - 26270 - 04.12.02.00.12 - Windows Internet Explorer

Budgetary Entries

Processing Parameters
Budget Process

Budgeted Amount
Total 2011-2012

*Individual Accounts
**Account data as of

Views: **General**

Account Number
Fd T Loc Obj Func P

▶ 10 E 400 310
▶ 10 E 400 310
▶ 10 E 400 310
▶ 10 E 400 310
▶ 10 E 400 310
▶ 10 E 400 310
▶ 10 E 400 310
▶ 10 E 400 310
▶ 10 E 400 310

20

Break Totals

Account Number

10 E 400 310	0.00
10 E 400 320	0.00
10 E 400 341	0.00
10 E 400 342	0.00
10 E 400 345	0.00

Done

Local intranet 100%

Budgetary Entry for Music Department - WFWMBMBEPR - 26270 - 04.12.02.00.12

Budgetary Entry for Music Department

Process Options

View Report

Update Complete - Press to Close

Click **View Report**
if you would like to save or print a copy of the report
or click Update Complete - Press to Close
to **close** the process.

Save & Continue Later

Enter Different Account Breaks

View Break Total Details

Slide 7 - Slide 7

SKR264657D1D2D7K723496[1].pdf - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Comment

1 / 3 102% Find

3frbud01b.p 23-2
04.12.02.00.11

SCRAMBLED DATABASE
Budgetary Entry Processing: Music Department

04/27/12
Page:1
9:37 AM

Budgetary Entry Processing Complete.

Account Number	Amount
10 E 400 310 125400 000	3,500.00
10 E 400 310 125500 000	28,000.00
10 E 400 310 126000 000	350.00
10 E 400 310 129100 000	275.00
10 E 400 310 143000 000	1,525.00
10 E 400 310 161339 339	
10 E 400 310 162105 105	
10 E 400 310 162108 108	
10 E 400 310 162113 113	0.00
10 E 400 310 162116 116	0.00
10 E 400 310 162117 117	0.00
10 E 400 310 162119 119	0.00
10 E 400 310 162121 121	0.00
10 E 400 310 162124 124	0.00
10 E 400 310 162190 190	0.00
10 E 400 310 162204 204	0.00
10 E 400 310 162205 205	0.00
10 E 400 310 162208 208	0.00
10 E 400 310 162210 210	0.00
10 E 400 310 162219 219	0.00
10 E 400 310 162222 222	0.00
10 E 400 310 162224 224	0.00
10 E 400 310 163307 307	0.00
10 E 400 310 163309 309	0.00

This is a sample of the Budgetary Entry Processing report.

Slide 8 - Slide 8

Budget Approval - WF\AM\BM\RE\BA - 11561 - 04.12.02.00.12 - Windows Internet Explorer

Skyward School District

Cal Smith A We value your feedback

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Bid Management

Budget Approval

Budget Accounts - Budget Year 2011-2012 Current Fiscal Year

Account Number Fd T Loc Obj Func Prj	Budget Type Elem(1)	Budget Type Music(1)	Budget Type Orig(1)	Budget Type PRPSD(1)	Budget Type Scien(1)
▶ 10 E 400 251 241000 000		772.32	0.00		0.00
▶ 10 E 400 251 241050 000		239.54	0.00		0.00
▶ 10 E 400 310 125400 000		3,500.00	0.00		0.00
▶ 10 E 400 310 125500 000		28,000.00	0.00		0.00
▶ 10 E 400 310 126000 000		350.00	0.00		0.00
▶ 10 E 400 310 126100 000		275.00	0.00		0.00
▶ 10 E 400 310 126200 000		1,525.00	0.00		0.00
▶ 10 E 400 310 126300 000		1,000.00	0.00		0.00
▶ 10 E 400 310 126400 000		0.00	0.00		0.00
▶ 10 E 400 310 126500 000		500.00	0.00		0.00
▶ 10 E 400 310 126600 000		0.00	0.00		0.00
▶ 10 E 400 310 126700 000		0.00	0.00		0.00
▶ 10 E 400 310 126800 000		0.00	0.00		0.00
▶ 10 E 400 310 126900 000		0.00	0.00		0.00
▶ 10 E 400 310 127000 000		0.00	0.00		0.00
▶ 10 E 400 310 127100 000		0.00	0.00		0.00
▶ 10 E 400 310 127200 000		0.00	0.00		0.00
▶ 10 E 400 310 127300 000		0.00	0.00		0.00
▶ 10 E 400 310 127400 000		0.00	0.00		0.00
▶ 10 E 400 310 127500 000		0.00	0.00		0.00
▶ 10 E 400 310 127600 000		0.00	0.00		0.00
▶ 10 E 400 310 127700 000		0.00	0.00		0.00
▶ 10 E 400 310 127800 000		0.00	0.00		0.00
▶ 10 E 400 310 127900 000		0.00	0.00		0.00
▶ 10 E 400 310 128000 000		0.00	0.00		0.00
▶ 10 E 400 310 128100 000		0.00	0.00		0.00
▶ 10 E 400 310 128200 000		0.00	0.00		0.00
▶ 10 E 400 310 128300 000		0.00	0.00		0.00
▶ 10 E 400 310 128400 000		0.00	0.00		0.00
▶ 10 E 400 310 128500 000		0.00	0.00		0.00
▶ 10 E 400 310 128600 000		0.00	0.00		0.00
▶ 10 E 400 310 128700 000		0.00	0.00		0.00
▶ 10 E 400 310 128800 000		0.00	0.00		0.00
▶ 10 E 400 310 128900 000		0.00	0.00		0.00
▶ 10 E 400 310 129000 000		0.00	0.00		0.00
▶ 10 E 400 310 129100 000		0.00	0.00		0.00
▶ 10 E 400 310 129200 000		0.00	0.00		0.00
▶ 10 E 400 310 129300 000		0.00	0.00		0.00
▶ 10 E 400 310 129400 000		0.00	0.00		0.00
▶ 10 E 400 310 129500 000		0.00	0.00		0.00
▶ 10 E 400 310 129600 000		0.00	0.00		0.00
▶ 10 E 400 310 129700 000		0.00	0.00		0.00
▶ 10 E 400 310 129800 000		0.00	0.00		0.00
▶ 10 E 400 310 129900 000		0.00	0.00		0.00
▶ 10 E 400 310 130000 000		0.00	0.00		0.00
▶ 10 E 400 310 130100 000		0.00	0.00		0.00
▶ 10 E 400 310 130200 000		0.00	0.00		0.00
▶ 10 E 400 310 130300 000		0.00	0.00		0.00
▶ 10 E 400 310 130400 000		0.00	0.00		0.00
▶ 10 E 400 310 130500 000		0.00	0.00		0.00
▶ 10 E 400 310 130600 000		0.00	0.00		0.00
▶ 10 E 400 310 130700 000		0.00	0.00		0.00
▶ 10 E 400 310 130800 000		0.00	0.00		0.00
▶ 10 E 400 310 130900 000		0.00	0.00		0.00
▶ 10 E 400 310 131000 000		0.00	0.00		0.00
▶ 10 E 400 310 131100 000		0.00	0.00		0.00
▶ 10 E 400 310 131200 000		0.00	0.00		0.00
▶ 10 E 400 310 131300 000		0.00	0.00		0.00
▶ 10 E 400 310 131400 000		0.00	0.00		0.00
▶ 10 E 400 310 131500 000		0.00	0.00		0.00
▶ 10 E 400 310 131600 000		0.00	0.00		0.00
▶ 10 E 400 310 131700 000		0.00	0.00		0.00
▶ 10 E 400 310 131800 000		0.00	0.00		0.00
▶ 10 E 400 310 131900 000		0.00	0.00		0.00
▶ 10 E 400 310 132000 000		0.00	0.00		0.00
▶ 10 E 400 310 132100 000		0.00	0.00		0.00
▶ 10 E 400 310 132200 000		0.00	0.00		0.00
▶ 10 E 400 310 132300 000		0.00	0.00		0.00
▶ 10 E 400 310 132400 000		0.00	0.00		0.00
▶ 10 E 400 310 132500 000		0.00	0.00		0.00
▶ 10 E 400 310 132600 000		0.00	0.00		0.00
▶ 10 E 400 310 132700 000		0.00	0.00		0.00
▶ 10 E 400 310 132800 000		0.00	0.00		0.00
▶ 10 E 400 310 132900 000		0.00	0.00		0.00
▶ 10 E 400 310 133000 000		0.00	0.00		0.00
▶ 10 E 400 310 133100 000		0.00	0.00		0.00
▶ 10 E 400 310 133200 000		0.00	0.00		0.00
▶ 10 E 400 310 133300 000		0.00	0.00		0.00
▶ 10 E 400 310 133400 000		0.00	0.00		0.00
▶ 10 E 400 310 133500 000		0.00	0.00		0.00
▶ 10 E 400 310 133600 000		0.00	0.00		0.00
▶ 10 E 400 310 133700 000		0.00	0.00		0.00
▶ 10 E 400 310 133800 000		0.00	0.00		0.00
▶ 10 E 400 310 133900 000		0.00	0.00		0.00
▶ 10 E 400 310 134000 000		0.00	0.00		0.00
▶ 10 E 400 310 134100 000		0.00	0.00		0.00
▶ 10 E 400 310 134200 000		0.00	0.00		0.00
▶ 10 E 400 310 134300 000		0.00	0.00		0.00
▶ 10 E 400 310 134400 000		0.00	0.00		0.00
▶ 10 E 400 310 134500 000		0.00	0.00		0.00
▶ 10 E 400 310 134600 000		0.00	0.00		0.00
▶ 10 E 400 310 134700 000		0.00	0.00		0.00
▶ 10 E 400 310 134800 000		0.00	0.00		0.00
▶ 10 E 400 310 134900 000		0.00	0.00		0.00
▶ 10 E 400 310 135000 000		0.00	0.00		0.00
▶ 10 E 400 310 135100 000		0.00	0.00		0.00
▶ 10 E 400 310 135200 000		0.00	0.00		0.00
▶ 10 E 400 310 135300 000		0.00	0.00		0.00
▶ 10 E 400 310 135400 000		0.00	0.00		0.00
▶ 10 E 400 310 135500 000		0.00	0.00		0.00
▶ 10 E 400 310 135600 000		0.00	0.00		0.00
▶ 10 E 400 310 135700 000		0.00	0.00		0.00
▶ 10 E 400 310 135800 000		0.00	0.00		0.00
▶ 10 E 400 310 135900 000		0.00	0.00		0.00
▶ 10 E 400 310 136000 000		0.00	0.00		0.00
▶ 10 E 400 310 136100 000		0.00	0.00		0.00
▶ 10 E 400 310 136200 000		0.00	0.00		0.00
▶ 10 E 400 310 136300 000		0.00	0.00		0.00
▶ 10 E 400 310 136400 000		0.00	0.00		0.00
▶ 10 E 400 310 136500 000		0.00	0.00		0.00
▶ 10 E 400 310 136600 000		0.00	0.00		0.00
▶ 10 E 400 310 136700 000		0.00	0.00		0.00
▶ 10 E 400 310 136800 000		0.00	0.00		0.00
▶ 10 E 400 310 136900 000		0.00	0.00		0.00
▶ 10 E 400 310 137000 000		0.00	0.00		0.00
▶ 10 E 400 310 137100 000		0.00	0.00		0.00
▶ 10 E 400 310 137200 000		0.00	0.00		0.00
▶ 10 E 400 310 137300 000		0.00	0.00		0.00
▶ 10 E 400 310 137400 000		0.00	0.00		0.00
▶ 10 E 400 310 137500 000		0.00	0.00		0.00
▶ 10 E 400 310 137600 000		0.00	0.00		0.00
▶ 10 E 400 310 137700 000		0.00	0.00		0.00
▶ 10 E 400 310 137800 000		0.00	0.00		0.00
▶ 10 E 400 310 137900 000		0.00	0.00		0.00
▶ 10 E 400 310 138000 000		0.00	0.00		0.00
▶ 10 E 400 310 138100 000		0.00	0.00		0.00
▶ 10 E 400 310 138200 000		0.00	0.00		0.00
▶ 10 E 400 310 138300 000		0.00	0.00		0.00
▶ 10 E 400 310 138400 000		0.00	0.00		0.00
▶ 10 E 400 310 138500 000		0.00	0.00		0.00
▶ 10 E 400 310 138600 000		0.00	0.00		0.00
▶ 10 E 400 310 138700 000		0.00	0.00		0.00
▶ 10 E 400 310 138800 000		0.00	0.00		0.00
▶ 10 E 400 310 138900 000		0.00	0.00		0.00
▶ 10 E 400 310 139000 000		0.00	0.00		0.00
▶ 10 E 400 310 139100 000		0.00	0.00		0.00
▶ 10 E 400 310 139200 000		0.00	0.00		0.00
▶ 10 E 400 310 139300 000		0.00	0.00		0.00
▶ 10 E 400 310 139400 000		0.00	0.00		0.00
▶ 10 E 400 310 139500 000		0.00	0.00		0.00
▶ 10 E 400 310 139600 000		0.00	0.00		0.00
▶ 10 E 400 310 139700 000		0.00	0.00		0.00
▶ 10 E 400 310 139800 000		0.00	0.00		0.00
▶ 10 E 400 310 139900 000		0.00	0.00		0.00
▶ 10 E 400 310 140000 000		0.00	0.00		0.00

After submitting the budgetary entries, the amounts entered now appear in the corresponding budget type column on the Budget Approvals for Requisitions screen (located under WF\AM\BM\RE\BA).

This concludes the tutorial.

Filter Options: Edit, Mass Process Budgets, Email Budget Request Status, Clone Budget Amounts to Next Fiscal Year, Mass Edit Budget Amounts for Accounts in the Browse

20 records displayed Account Number: ABC

Local intranet 100%

Wisconsin Uniform Financial Accounting Requirement (WUFAR)
Expenditure Object Descriptions
Numerically Sorted

111 - STRAIGHT TIME	382 - PAYMENT TO WI SCHOOL DISTRICT
112 - APPENDIX B (Stipends)	383 - PAYMENT TO CCDEB
113 - OVERTIME	384 - PAYMENT TO NON-WIS SCHOOL DISTRICT
114 - EXTRA TIME	385 - PAYMENT TO COUNTY
140 - TEMPORARY PART TIME	386 - PAYMENT TO CESA (SERVICES ONLY)
212 - WRS-REQUIRED BOARD CONTRIBUTION	387 - PAYMENT TO STATE
220 - SOCIAL SECURITY	388 - PAYMENT TO FEDERAL GOVERNMENT
229 - MEDICARE-SOCIAL SECURITY	389 - PAYMENT TO WI TECHNICAL COLLEGE
230 - LIFE INSURANCE	390 - INTER-GOVT PAYMENTS - IEP Medical Service
241 - MEDICAL	391 - PAYMENT TO MUNICIPALITY-IEP Medical Services
	PAYMENT TO COUNTY - Services Purchased IEP
243 - DENTAL	395 - Medical
251 - DISABILITY INSURANCE	399 - PAYMENT TO WTCS - Services Purch IEP Medical
291 - COLLEGE CREDIT REIMBURSEMENT	411 - GENERAL SUPPLIES
292 - ANNUITY PAYMENTS BY DIST FOR EMPLOYEES	415 - FOOD
299 - MISCELLANEOUS BENEFITS	416 - MEDICAL SUPPLIES
310 - PERSONAL SERVICES	417 - PAPER
311 - IEP PERSONAL MEDICAL SERVICES	418 - MEDICAL SUPPLIES - IEP Medical Service
321 - MAINTENANCE-TECHNOLOGY	420 - APPAREL
322 - RENTAL COMPUTERS	431 - AUDIO-VISUAL MEDIA
324 - MAINTENANCE SERVICES (Non-Technology)	432 - LIBRARY BOOKS
325 - RENTAL EQUIPMENT (Vehicle & Equipment)	433 - NEWSPAPERS
326 - RENTAL SITES	434 - PERIODICALS
327 - CONSTRUCTION SVC.	438 - MICROFILM
328 - RENTAL BUILDING	439 - OTHER MEDIA
329 - CLEANING SERVICES	443 - CONTAINERS
331 - GAS FOR HEAT	444 - FURNISHINGS
335 - GAS FOR OTHER THAN HEAT	445 - MEASURING DEVICES
336 - ELECTRICITY FOR OTHER THAN HEAT	446 - TOOLS & IMPLEMENTS
337 - WATER	449 - OTHER NON-CAPITAL EQUIPMENT
338 - SEWERAGE	450 - RESALE ITEMS
341 - PUPIL TRANSPORTATION	460 - EQUIPMENT COMPONENTS
342 - EMPLOYEE TRAVEL	471 - TEXTBOOKS
343 - CONTRACTED SERVICE TRAVEL	472 - WORKBOOKS
344 - CONTRACTED SERVICE TRAVEL - IEP Medical	473 - SHEET MUSIC
345 - PUPIL LODGING AND MEALS	479 - OTHER INSTRUCTIONAL BOOKS
346 - EMPLOYEE TRAVEL - IEP Medical Service	481 - TECHNOLOGY SUPPLIES
348 - VEHICLE FUEL	482 - TECHNOLOGY HARDWARE (Non-Capital)
351 - ADVERTISING	490 - OTHER NON-CAPITAL ITEMS
353 - POSTAGE	551 - EQUIPMENT - INITIAL PURCHASE
354 - PRINTING & BINDING	561 - EQUIPMENT - REPLACEMENT
355 - TELEPHONE	581 - TECHNOLOGY HARDWARE (Capital)
358 - ON-LINE COMMUNICATIONS	582 - SOFTWARE (Capital)
359 - OTHER COMMUNICATIONS	941 - DISTRICT DUES/FEEES
361 - TECHNOLOGY SERVICES	942 - EMPLOYEE DUES/FEEES
362 - SOFTWARE SERVICES	943 - PUPIL DUES/FEEES
371 - PAYMENT TO NON-GOVERNMNTL AGENCIES	949 - OTHER DUES/FEEES
381 - PAYMENT TO MUNICIPALITY	

Wisconsin Uniform Financial Accounting Requirement (WUFAR)
Expenditure Object Descriptions
Alphabetically Sorted

ADVERTISING	-	351	OTHER NON-CAPITAL ITEMS	-	490
ANNUITY PAYMENTS BY DIST FOR EMPLOYEES	-	292	OVERTIME	-	113
APPAREL	-	420	PAPER	-	417
APPENDIX B (Stipends)	-	112	PAYMENT TO CCDEB	-	383
AUDIO-VISUAL MEDIA	-	431	PAYMENT TO CESA (SERVICES ONLY)	-	386
CLEANING SERVICES	-	329	PAYMENT TO COUNTY	-	385
			PAYMENT TO COUNTY - Services Purchased IEP		
COLLEGE CREDIT REIMBURSEMENT	-	291	Medical	-	395
CONSTRUCTION SVC.	-	327	PAYMENT TO FEDERAL GOVERNMENT	-	388
CONTAINERS	-	443	PAYMENT TO MUNICIPALITY	-	381
CONTRACTED SERVICE TRAVEL	-	343	PAYMENT TO MUNICIPALITY-IEP Medical Services	-	391
CONTRACTED SERVICE TRAVEL - IEP Medical	-	344	PAYMENT TO NON-GOVERNMNTL AGENCIES	-	371
DENTAL	-	243	PAYMENT TO NON-WIS SCHOOL DISTRICT	-	384
DISABILITY INSURANCE	-	251	PAYMENT TO STATE	-	387
DISTRICT DUES/FEES	-	941	PAYMENT TO WI SCHOOL DISTRICT	-	382
ELECTRICITY FOR OTHER THAN HEAT	-	336	PAYMENT TO WI TECHNICAL COLLEGE	-	389
EMPLOYEE DUES/FEES	-	942	PAYMENT TO WTCS - Services Purch IEP Medical	-	399
EMPLOYEE TRAVEL	-	342	PERIODICALS	-	434
EMPLOYEE TRAVEL - IEP Medical Service	-	346	PERSONAL SERVICES	-	310
EQUIPMENT - INITIAL PURCHASE	-	551	POSTAGE	-	353
EQUIPMENT - REPLACEMENT	-	561	PRINTING & BINDING	-	354
EQUIPMENT COMPONENTS	-	460	PUPIL DUES/FEES	-	943
EXTRA TIME	-	114	PUPIL LODGING AND MEALS	-	345
FOOD	-	415	PUPIL TRANSPORTATION	-	341
FURNISHINGS	-	444	RENTAL BUILDING	-	328
GAS FOR HEAT	-	331	RENTAL COMPUTERS	-	322
GAS FOR OTHER THAN HEAT	-	335	RENTAL EQUIPMENT (Vehicle & Equipment)	-	325
GENERAL SUPPLIES	-	411	RENTAL SITES	-	326
IEP PERSONAL MEDICAL SERVICES	-	311	RESALE ITEMS	-	450
INTER-GOVT PAYMENTS - IEP Medical Service	-	390	SEWERAGE	-	338
LIBRARY BOOKS	-	432	SHEET MUSIC	-	473
LIFE INSURANCE	-	230	SOCIAL SECURITY	-	220
MAINTENANCE SERVICES (Non-Technology)	-	324	SOFTWARE (Capital)	-	582
MAINTENANCE-TECHNOLOGY	-	321	SOFTWARE SERVICES	-	362
MEASURING DEVICES	-	445	STRAIGHT TIME	-	111
MEDICAL	-	241	TECHNOLOGY HARDWARE (Capital)	-	581
MEDICAL SUPPLIES	-	416	TECHNOLOGY HARDWARE (Non-Capital)	-	482
MEDICAL SUPPLIES - IEP Medical Service	-	418	TECHNOLOGY SERVICES	-	361
MEDICARE-SOCIAL SECURITY	-	229	TECHNOLOGY SUPPLIES	-	481
MICROFILM	-	438	TELEPHONE	-	355
MISCELLANEOUS BENEFITS	-	299	TEMPORARY PART TIME	-	140
NEWSPAPERS	-	433	TEXTBOOKS	-	471
ON-LINE COMMUNICATIONS	-	358	TOOLS & IMPLEMENTS	-	446
OTHER COMMUNICATIONS	-	359	VEHICLE FUEL	-	348
OTHER DUES/FEES	-	949	WATER	-	337
OTHER INSTRUCTIONAL BOOKS	-	479	WORKBOOKS	-	472
OTHER MEDIA	-	439	WRS-REQUIRED BOARD CONTRIBUTION	-	212
OTHER NON-CAPITAL EQUIPMENT	-	449			

Functions

Some functions, especially those used in very specific accounts such as Charter Schools, Grant-Funded accounts, etc., are omitted from the list. Please check the Skyward system or contact the Business Office for additional function numbers.

<u>110000's</u>	<u>UNDIFFERENTIATED CURRICULUM</u>	<u>130000's</u>	<u>VOCATIONAL CURRICULUM</u>
110100	KINDERGARTEN	131000	AGRICULTURE
110112	GRADES 1-2	132000	BUSINESS OCCUPATIONS
110134	GRADES 3-4	133000	MARKETING EDUCATION
110156	GRADES 5-6	135000	FAMILY & CONSUMER EDUCATION
110190	GENERAL CURRICULUM-110	136000	TECHNOLOGY EDUCATION
110191	GENERAL CURRICULUM-101	138000	VOCATIONAL SPECIAL NEEDS
110192	GENERAL CURRICULUM-102	139000	OTHER VOCATIONAL CURRICULUM
110193	GENERAL CURRICULUM-103		
110194	GENERAL CURRICULUM-104	<u>140000's</u>	<u>PHYSICAL CURRICULUM</u>
110196	GENERAL CURRICULUM-106	142900	OTHER SAFETY
110197	GENERAL CURRICULUM-107	143000	PHYSICAL EDUCATION
110198	GENERAL CURRICULUM-108	145000	DRIVER EDUCATION
110199	GENERAL CURRICULUM-109		
110200	KINDERGARTEN	<u>150000's</u>	<u>SPECIAL EDUCATION CURRICULUM</u>
110201	GRADE 1	152000	EARLY CHILDHOOD
110202	GRADE 2	156100	HEARING IMPAIRMENT
110203	GRADE 3	156200	HOMEBOUND
110204	GRADE 4	156600	SPEECH/LANGUAGE
110205	GRADE 5	156700	VISUALLY IMPAIRED
110206	GRADE 6	158000	CROSS CATEGORICAL
110306	TEACHER OFFICE	158700	LEARNING DISABILITIES
		158300	EBD
<u>120000's</u>	<u>REGULAR CURRICULUM</u>	158500	ID
120301	REGULAR CURR-BEN FRANKLIN	159100	SPED EDUCATIONAL ASSISTANT
120302	REGULAR CURRICULUM-PJ'S	159200	SPED SHORT-TERM SUB
121000	ART	159300	SPED ADAPTIVE PE
122000	ENGLISH LANGUAGE		
122110	READING	<u>160000's</u>	<u>CO-CURRICULAR ACTIVITIES</u>
122113	DEVELOPMENTAL READING	161304	DEBATE CLUB
123000	FOREIGN LANGUAGES	161306	DRAMATICS CLUB
124000	MATHEMATICS	161310	FBLA
124100	ALGEBRA	161311	FFA
124400	COMPUTER MATHEMATICS	161312	FHA
125000	MUSIC	161320	MATHEMATICS CLUB
125300	MUSIC THEORY	161321	MUSIC CLUB
125400	VOCAL MUSIC	161322	NATIONAL HONOR SOCIETY
125500	INSTRUMENTAL MUSIC	161324	NATIONAL THESPIAN SOCIETY
126000	SCIENCE	161328	SCIENCE CLUB
126200	BIOLOGICAL SCIENCES	161331	SPEECH CLUB
126300	PHYSICAL SCIENCES	161339	FORENSICS
127000	SOCIAL SCIENCES	161340	COMPUTER CLUB
129000	OTHER REGULAR CURRICULUM	161341	FCCLA
129100	CAREER EDUCATION	161390	OTHER ACADEMIC ACT.
129200	BILINGUAL/BICULTURAL	161391	STAGE
		161399	FORENSICS
		162101	AQUATICS-GIRLS
		162105	BASKETBALL-GIRLS
		162108	CROSS COUNTRY-GIRLS
		162112	GOLF
		162113	GYMNASTICS-GIRLS

Functions (continued)

162116	SOCCER-GIRLS	164309	SCHOOL NEWSPAPER PH
162117	SOFTBALL-GIRLS	164311	STUDENT COUNCIL
162118	TENNIS-GIRLS	164318	ANNUAL/ART/EDT/PHOTO
162119	TRACK & FIELD-GIRLS	164319	HOMECOMING COORDINATOR
162121	VOLLEYBALL-GIRLS	164320	KEY CLUB
162124	SWIMMING GIRLS	164390	OTHER (SCHL VIDEO/AODA)
162125	ICE HOCKEY - GIRLS	164391	NEWSPAPER
162189	CHEER/POM PON	164392	PEP CLUB
162200	FOR MALES	164393	PRINTING AND PUBLICATIONS
162201	AQUATICS-BOYS	164394	SADD
162204	BASEBALL-BOYS	165303	CREATIVE DANCE
162205	BASKETBALL-BOYS	165390	OTEHR SOCIAL ACTIVITY
162208	CROSS COUNTRY-BOYS	166000	CLASSES
162209	FIELD HOCKEY		
162210	FOOTBALL-BOYS	<u>170000's</u>	<u>OTHER SPECIAL NEEDS</u>
162212	GOLF-BOYS	171000	CULTURALLY/SOCIALLY DISADVANTAGED
162213	GYMNASTICS	172000	GIFTED AND TALENTED
162216	SOCCER-BOYS	173000	NON-EEN INSTRUCTION
162218	TENNIS-BOYS	174100	SCHOOL AGED PARENT-CLASSROOM
162219	TRACK & FIELD-BOYS	174200	SCHOOL AGED PARENT-HOMEBOUND
162222	WRESTLING-BOYS	179000	SPEC EDUCATION NO IEP
162223	ICE HOCKEY-BOYS	179181	OCCUPATIONAL THERAPY NO IEP
162224	SWIMMING BOYS	179182	PHYSICAL THERAPY NO IEP
162300	CO-EDUCATIONAL	179215	PSYCHOLOGICAL SERVICES NO IEP
162301	SWIMMING	179500	SUMMER SCHOOL BUS EA
162304	BASEBALL	179520	EARLY CHILDHOOD-NO IEP
162305	BASKETBALL	179521	EARLY CHILDHOOD EA-NO IEP
162307	CHEERLEADING	179530	EMOTIONALLY DISTURBED-NO IEP
162308	CROSS COUNTRY	179531	EMOTIONALLY DISTURBED EA - NO IEP
162309	HOCKEY	179550	COGNITIVE DISABILITY NO IEP
162310	FOOTBALL	179551	COGNITIVE DISABILITY EA-NO IEP
162312	GOLF	179552	SUMMER-PT
162313	GYMNASTICS	179553	SUMMER SPECIAL SPORTS ADV.
162316	SOCCER	179554	SUMMER ADAPTIVE PE
162317	SOFTBALL	179564	MULTIPLE HANDICAPPED NO IEP
162318	TENNIS	179566	SPEECH/LANGUAGE NO IEP
162319	TRACK & FIELD	179591	SPECIAL EDUCATION EA - NO IEP
162320	POM PONS		
162321	VOLLEYBALL	<u>200000's</u>	<u>SUPPORT SERVICES</u>
162322	WRESTLING		
162324	WEIGHTLIFTING	<u>210000's</u>	<u>PUPIL SERVICES</u>
162390	OTHER ATHLETICS - CO-ED	212000	SOCIAL WORK
162400	MISCELLANEOUS	212100	DIRECTOR OF SOCIAL WORK
163000	MUSIC (CO-CURR ACTIVITY)	212200	SOCIAL WORK
163304	DRUM & BUGLE CORPS	212900	OTHER SOCIAL WORK
163305	MARCHING BAND	213100	COUNSELING SUPERVISION & COORD
163306	PEP BAND	213200	COUNSELING
163307	CHOIR	213900	OTHER COUNSELING
163310	VOCAL ENSEMBLE	214200	NURSING
163312	MUSIC PRODUCTION	214400	ATTENDANT CARE
164301	AUDIOVISUAL ASSISTANT	214900	OTHER HEALTH

Functions (continued)

215100	PSYCHOLOGY SUPERVISION & COOR	250000's	BUSINESS ADMINISTRATION
215200	PSYCHOLOGY	251000	DIRECTION OF BUSINESS
215900	OTHER PSYCHOLGY	252000	FISCAL
217000	ATTENDANCE	252100	DIRECTION OF FISCAL
217100	DIRECTION OF ATTENDANCE	252200	BUDGETING
217200	ATTENDANCE	252300	RECEIVING/DISBURSING
217300	PUPIL ACCOUNTING	252400	PAYROLL
217900	OTHER ATTENDANCE	252500	FINANCIAL ACCOUNTING
218100	OCCUPATIONAL THERAPY	252600	INTERNAL AUDITING
218200	PHYSICAL THERAPY	252700	PROPERTY ACCOUNTING
219000	OTHER PUPIL SERVICES	252900	OTHER FISCAL
		253000	OPERATIONS
220000's	INSTRUCTIONAL STAFF SERVICES	253100	DIRECTION/OPERATION
221100	DIRECTORS OF ELEMENTARY AND SECONDARY EDUCATION	253200	SITES
221200	CURRICULUM DEVELOPMENT	253300	BUILDINGS
221300	INSTRUCTIONAL STAFF TRAINING	253400	EQUIPMENT
221301	PROF. ENRICHMENT - TEACHERS	253600	VEHICLE ACQUISITION
221400	PROFESSIONAL LIBRARY	253700	SECURITY SERVICES
221500	INSTRUCTIONAL RELATED TECH	253900	SECURITY
221900	OTHER IMPROV. OF INSTRUCTION		
222000	EDUCATIONAL MEDIA (Library Media)	254000's	MAINTENANCE
222100	DIRECTION OF LIBRARY MEDIA	254100	DIRECTION/MAINTENANCE
222200	LIBRARY MEDIA RESOURCES & SVCS	254200	SITE REPAIRS
222300	PRODUCTION OF EDUC. MEDIA	254300	BUILDING REPAIRS
222900	OTHER LIBRARY MEDIA	254400	INSTRUCTIONAL EQUIP REPAIRS
		254410	MAINTENANCE-INSTRUCTIONAL
223000's	SUPERVISION & COORDINATION	254490	OTHER EQUIPMENT REPAIRS
223100	ATHLETICS SUPRVSN & COORDINTN'	254500	VEHICLE REPAIRS
223310	DIRECTION OF SPECIAL EDUCATION	254600	VEHICLE ACQUISITION
223390	OTHER SPECIAL ED SPRVSN & COOR	254900	OTHER MAINTENANCE
223700	VOCATIONAL EDUCATION		
223900	OTHER INSTRUCTIONAL STAFF SERV	255000	FACILITIES ACQUISITION & REMOD
229000	OTHER INSTR. STAFF	255200	PURCHASE-FACILITIES
230000	GEN. ADMINISTRATION	255300	REMODELING-FACILITIES
231100	BOARD MEMBERS	255400	RENTAL/LIEU PURCHASE
231400	ELECTION		
231500	LEGAL	256000's	PUPIL TRANSPORTATION
231600	SCHOOL CENSUS	256100	DIRECTION OF PUPIL TRANSPRTN
231700	AUDIT		
231900	OTHER SCHOOL BOARD	256200's	DISTRICT OPERATED TRANSPRTN
232000	DISTRICT ADMINISTRATION	256210	REGULAR - HOME TO SCHOOL
232100	SUPERINTENDENT	256220	SHUTTLE SERVICES
232200	COMMUNITY RELATIONS	256240	CO-CURRICULAR ACTIVITIES
232900	OTHER DISTRICT ADMINISTRATION	256250	SPECIALIZED TRANSPORTATION
239000	OTHER GENERAL ADMINISTRATION	256270	FIELD TRIPS
240000	SCHOOL BLDG ADMINISTRATION	256290	OTHER PUPIL TRANSPORTATION
241000	PRINCIPAL	256300	VEHICLE ACQUISITION
249000	UNIT LEADERS/DEPARTMENT HEADS	256500	VEHICLE REPAIR
		256600	VEHICLE SERVICING

Functions (continued)

256700's	CONTRACTED TRANSPORTATION	300000's	COMMUNITY SERVICES
256710	CONTRACTED REG TRANSPORTATION	310000	ADULT EDUCATION
256720	SHUTTLE SERVICES	390000	OTHER COMMUNITY SERVICES
256730	PARENT CONTRACT		
256740	CONTRACTED CO-CURR. TRANSP.	430000's	GENERAL TUITION PAYMENTS
256750	CONTRACTED FIELD TRIP TRANSP.	431000	TUITION - NON OPEN ENROLLMENT
256770	FIELD TRIPS	435000	OPEN ENROLLMENT
256790	OTHER CONTR. TRANSPORTATION	436000	SPED NON-OPEN ENROLLMT
256800	PUPIL TRANSPORTATION INSURANCE	437000	SPEC ED OPEN ENROLLMENT
257000's	FOOD SERVICE OPERATION		
257000	FOOD SERVICES		
257100	DIRECTION OF FOOD SERVICES		
257200	FOOD PREPARATION & DISPENSING		
257300	FOOD DELIVERY		
257900	OTHER FOOD SERVICES		
258000's	INTERNAL SERVICES		
258000	INTERNAL SERVICES		
258100	DIRECTION OF INTERNAL SERVICES		
260000's	CENTRAL SERVICES		
260000	CENTRAL SERVICES		
261000	DIRECTION/CENTRAL SERVICES		
263200	INTERNAL INFORMATION		
263300	PUBLIC INFORMATION		
263400	MANAGEMENT INFORMATION		
263900	OTHER INFORMATION		
264400	NON-INSTRUCTIONAL STAFF TRNG		
264500	HEALTH SERVICES		
264900	OTHER STAFF SERVICES		
269000	OTHER CENTRAL SERVICES		
270000's	INSURANCE AND JUDGEMENTS		
270000	INSURANCE AND JUDGEMENTS		
290000's	TERMINATION BENEFITS & OTHER RETIREE PAYMENTS		
291000	TERMINATION BENEFITS		
292000	OTHER RETIREE PAYMENTS		
295000	ADMINISTRATIVE TECHNOLOGY SRVCS		
299000	OTHER SUPPORT SERVICES		