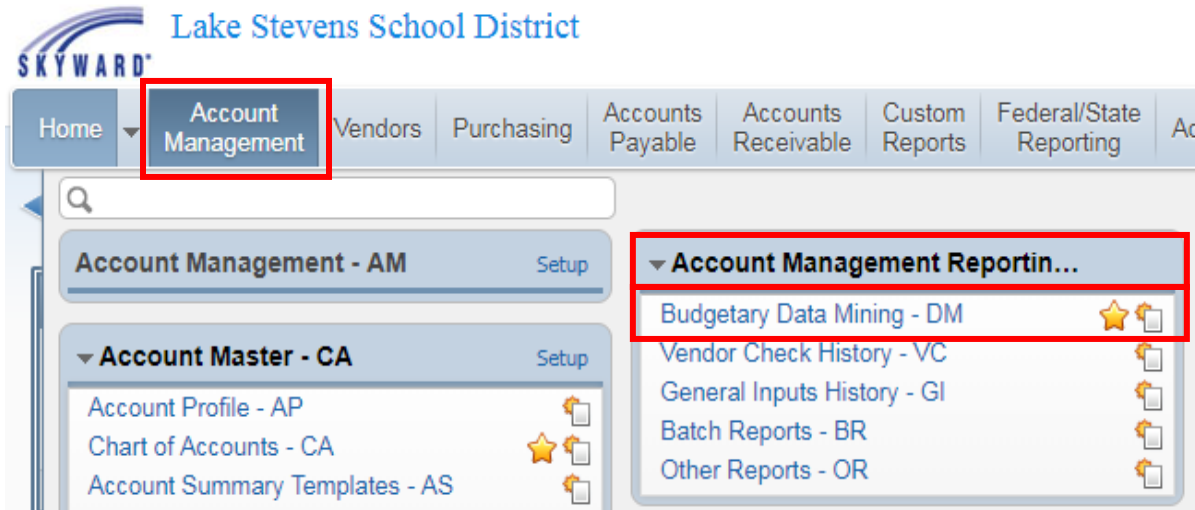
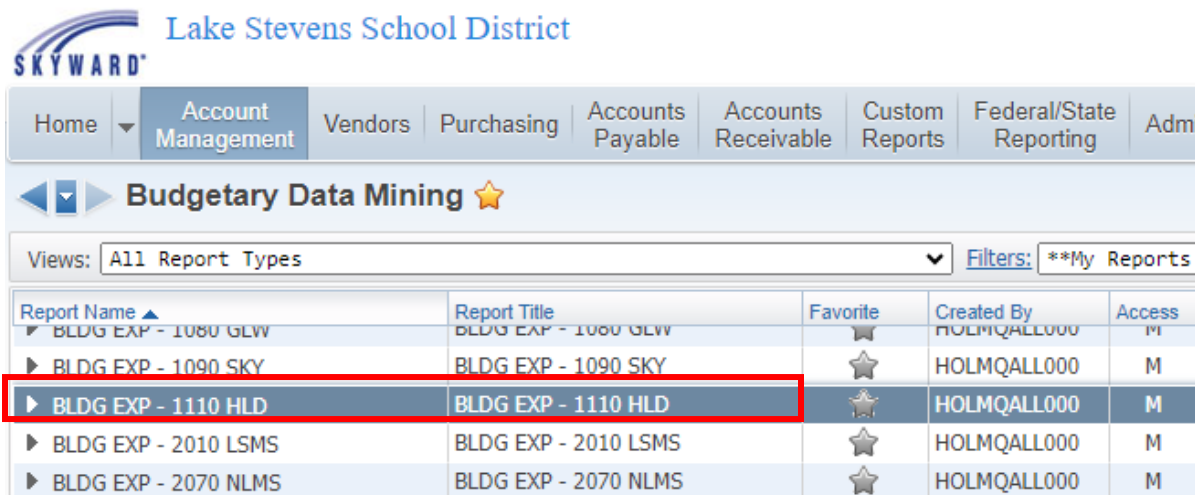


BUDGET REPORT INSTRUCTIONS

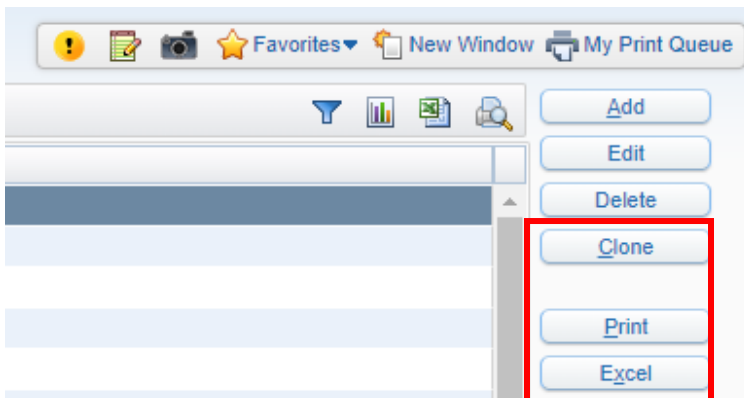
- [Employee Resources](#) webpage provides information, forms and videos.
- In Skyward, access budget reports:
Financial Management - Account Management - Account Management Reporting - Budgetary Data Mining



- From the list, select the budget report to run.



- On the right, choose to clone, print or export the selected budget report to Excel.



- Enter the report parameters and run the selected budget report.

Runtime Parameters

Runtime Report Parameters

Report Name: BLDG EXP - 1110 HLD

Reporting Month: Entered Month

Select Month: January

Year: 2025

☐ Print Title Page

☐ Print Greenbar

Print

Back

- Several budget reports have been provided to Office Professionals.

GENERAL FUND BUILDING REPORTS

BLDG EXP

Provides a summary of the Building budget and expenditures. Run for a select month.

BLDG EXP DETAIL

Provides details of Building expenditures. Run for a select date range.

BLDG EXP HIST

Provides 3 year summary of Building expenditures. Run for a select month.
Run in Excel to create a budget worksheet for analysis and revisions.

ASSOCIATED STUDENT BODY (ASB) FUND REPORTS

ASB REVENUES

Provides a summary of the ASB budget and revenues. Run for a select month.

ASB REV TRANS RECAP

Provides details of ASB revenues. Run for a select date range.

ASB EXPENDITURES

Provides a summary of the ASB budget and expenditures. Run for a select month.

ASB EXP TRANS RECAP

Provides details of ASB expenditures. Run for a select date range.

ASB FUND BALANCE

Provides a summary of changes in ASB fund balance from the beginning of the fiscal year.
Run for a select month.

ASB FUND BALANCE TRANSFERS

Provides details of ASB fund balance transfers. Run for a select date range.

If you need help, please contact Allina Holmquist at x1583 or allina_holmquist@lkstevens.wednet.edu