

Budget Entries in Skyward

Building the Workfile

ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION

Melissa Weekley Account Preferences Exit ?

Home Account Management Fixed Assets Inventory SBAA Custom Reports Federal/State Reporting Administration

1. Click on the **Account Management** Tab.

Account Management Setup

Account Master Setup

- Account Profile
- Chart of Accounts
- Account Summary Templates
- Operating Statement Accounts
- Balance Sheet Accounts

Account Management Reporti...

Financial Management Setup

Budget Management Setup

- Budget Entry
- Add Budget
- Requisitions
- Tr
- General Inputs

2. Click the **Budget Entry** link.

Project/Grant Management

Check Estimator

Unsubmitted

Edit

ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION

Victoria Perkins Account Preferences Exit ?

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

Budget Entry

Views: General Filters: Budgets I Have Access To

3. The Filters option should be set to **Budgets I Have Access To**.

4. Select the applicable department cost center to highlight the budget process. (Created by should be **PERKIVIC000**).

5. Click the **Clone** button.

Budget Process Description	Fiscal Year*	Budget Type	PERKIVIC000	V	PERKIVIC000	05/16/2025	Last Edited Time	Maximum Budget Amount	Process ID
4001-LOCAL PROJECTS	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000	05/16/2025	11:22 AM	0.00	1,747
4001-SUPERINTENDENT	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,749
4002-SCHOOL BOARD	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,751
4003-SCHOOL BOARD ATTORNEY	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,753
							12:00 AM	0.00	1,755
							12:00 AM	0.00	1,761
							12:00 AM	0.00	1,763
							12:00 AM	0.00	1,765
							12:00 AM	0.00	1,767
							12:00 AM	0.00	1,769
							12:00 AM	0.00	1,771
							12:00 AM	0.00	1,773
							12:00 AM	0.00	1,775
4108-TRANSPORTATION	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,777
4109-FACILITIES PLANNING	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,779
4109-LOCAL PROJECTS	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	S PERKIVIC000	05/16/2025	11:40 AM	0.00	1,781
4110-SURPLUS INVENTORY	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,783
4124-ENERGY MANAGEMENT	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,785
4125-LOCAL PROJECTS	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,787
4125-PROTECTION SERVICES	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,789
4201-FINANCE & BUSINESS SVCS	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,791
4201-LOCAL PROJECTS	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,793
4202-AUDITING	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,795
4203-BUDGETING	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000	05/16/2025	11:45 AM	0.00	1,797
4203-LOCAL PROJECTS	2026 - 2027	LVL DIR/TI	PERKIVIC000	V	PERKIVIC000		12:00 AM	0.00	1,799

200 66 records displayed

Budget Process Description: ABC

Budget Entry

Process Information

Parameters

Breaks

Account Ranges

Field Selection

Process Information

* Description: 4203-BUDGETING

* Budget Year to Process: 2026-2027: July 1, 2026 - June 30, 2027

☒ 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)

☐ Restrict Budget Entry Users and Accounts ?

Budget Entry User Selection

Name Key ▲	Last Name	First	Middle	Account Groups
There are no records to display; check your filter settings.				

Create Clone

Back

Note: Make sure “Do not allow access to other users” is marked.

6. Click the Create Clone button.

Budget Entry

7. Click the back arrow.

Process Information

* Description: 4203-BUDGETING

* Budget Year to Process: 2026-2027: July 1, 2026 - June 30, 2027

☒ 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)

☐ Restrict Budget Entry Users and Accounts ?

Budget Entry User Selection

Name Key ▲	Last Name	First	Middle	Account Groups
There are no records to display; check your filter settings.				

Create Clone Back



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

Budget Entry

Views: General Filters: Budgets Created by Me

Budget Process Description*	Fiscal Year*	Budget Type	Sts	Last Edited By	Last Edited Date
4203-BUDGETING	2026 - 2027	LVL DIR/TI		PERKIVIC000	05/16/2025

8. Change the Filters option to Budgets Created by Me.

9. Click the Individual Budget Entry button.

Buttons: Add, Edit, Delete, Clone, Individual Budget Entry, Mass Change, Import Detail Lines, View Workfile, Delete Workfile

Budgetary Entry Processing

Budgetary Entry for 4203-BUDGETING

[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](#)

10. Click the **Build New Workfile** button.

Processing Parameters

Target Budget Type: LVL DIR/TI

Budget Entry Format: Whole Dollars

Fiscal Year: 2026-2027

Budgetary Entry Processing

Budgetary Entry for 4203-BUDGETING

[Back](#)

Processing Messages

Processing....

Process Title: Budgetary Entry Processing

Process Description: Creating View...

Current Key:

Skyward will begin building the workfile. It is normal for this process to take a few minutes.

Processing Parameters

Target Budget Type: LVL DIR/TI

Budget Entry Format: Whole Dollars

Fiscal Year: 2026-2027

Budget Entry

After the workfile has been created, the budget entry screen will be displayed. All of the accounts that the school/department has access to enter budget for will be available. There are two options for entering budget into Skyward.

Option 1: A general dollar amount can be entered into the 2026-2027 LVL DIR/TI column.

Budgetary Entries

Processing Parameters

Budget Process Description: Budget Type: Fiscal Year:

Budgeted Amount For Selected Accounts

Total 2026-2027 LVL DIR/TI: [Submit Budgetary Entries](#)

*Individual Accounts with Detail Budget Lines attached are disabled from being modified at the account level.
**Account data as of 03/23/26. [Refresh Account Details](#)

Views: Filters:

Account Number Fund T Func Obj Fac Proj Subpr Prog	2026-2027 LVL DIR/TI	2025-2026 Original Budget	Submitted	Fund	IA*	Type
▶ 1110E7500 0310 4203 01000 00000 00000	0	0.00		1110		E
▶ 1110E7500 0369 4203 01000 00000 00000	0					E
▶ 1110E7900 0373 4203 01000 00000 00000	0					E
▶ 1110E7500 0391 4203 01000 00000 00000	0					E
▶ 1110E7500 0510 4203 01000 00000 00000	0	1,100.00		1110		E
▶ 1110E7900 0510 4203 01000 00000 00000	0	200.00		1110		E
▶ 1110E7500 0519 4203 01000 00000 00000	0	3,400.00		1110		E
▶ 1110E7500 0642 4203 01000 00000 00000	0	0.00		1110		E

Save & Continue Later
Insert New Account

Enter the budget amount into the account.

Option 2: Detailed budget amounts can be entered for specific items that comprise the overall budget amount being requested for that account.

Budgetary Entries

Processing Parameters

Budget Process Description: Budget Type: Fiscal Year:

Budgeted Amount For Selected Accounts

Total 2026-2027 LVL DIR/TI: [Submit Budgetary Entries](#)

*Individual Accounts with Detail Budget Lines attached are disabled from being modified at the account level.
**Account data as of 03/23/26. [Refresh Account Details](#)

Views: Filters:

Account Number Fund T Func Obj Fac Proj Subpr Prog	2026-2027 LVL DIR/TI	2025-2026 Original Budget	Submitted	Fund	IA*	Type
▶ 1110E7500 0310 4203 01000 00000 00000	0	0.00		1110		E
▶ 1110E7500 0369 4203 01000 00000 00000	0	0.00		1110		E
▶ 1110E7900 0373 4203 01000 00000 00000	0	450.00		1110		E
▶ 1110E7500 0391 4203 01000 00000 00000	0	0.00		1110		E
▶ 1110E7500 0510 4203 01000 00000 00000	0	1,100.00		1110		E

Expand All Collapse All View Printable Details

1. Click the arrow buttons to expand the line information.

2. Click the **Add/Edit Detail Budget Items** link.

Detail Budget Items Add / Edit Detail Budget Items

No Budget Details available for this account and fiscal year

Detail Budget Items

Budget Account Information

Account Number: 1110E7500 0510 4203 01000 00000 0000

Budget Type: LVL DIR/TI

Fiscal Year: 2026-2027

Total Amount: 0.00

Views: General Filters: *Skyward Default

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

Add
Edit
Delete
Clone
Move Up
Move Down
Back

3. Click the **Add** button.

Detail Maintenance

Detail Budget Item Maintenance

Line Number: 1

* Description: Description of Budgeted Item

Maximum characters: 256, Remaining characters: 228

* Amount: 500

Save
Back

Asterisk (*) denotes a required field

4. Enter the budget item description and the amount. Then, click the **Save** button.

Detail Budget Items



Budget Account Information

Account Number: 1110E7500 0510 4203 01000 00000 0000

Budget Type: LVL DIR/TI

Fiscal Year: 2026-2027

Total Amount: 1,300.00

Views: General Filters: *Skyward Default



Add

Edit

Delete

Clone

Move Up

Move Down

Back

Line Nbr	Description	Amount
1	Description of budgeted item	500
2	2nd budgeted item	200
3	3rd budgeted item	300
4	4th budgeted item	300

5. Add as many detail description lines as needed.

Click the **Back** button when all of the description lines have been entered.

Note: A combination of general and detail budget entry can be used in the workflow.

Budgetary Entries

Processing Parameters

Budget Process Description: 4203-BUDGETING

Budget Type: LVL DIR/TI

Fiscal Year: 2026-2027

Budgeted Amount For Selected Accounts

Total 2026-2027 LVL DIR/TI: 5,675.00

Submit Budgetary Entries

*Individual Accounts with Detail Budget Lines attached are disabled from being modified at the account level.

**Account data as of 03/23/26. Refresh Account Details

CHANGES HAVE NOT BEEN SUBMITTED

Views: General Filters: Vicki's Filter



Save & Continue Later

Insert New Account

Account Number	Fund	T	Func	Obj	Fac	Proj	Subpr	Prog	2026-2027 LVL DIR/TI	2025-2026 Original Budget	Submitted	Fund	IA*	Type	B
▶ 1110E7500	0310	4203	01000	00000	00000				0	0.00		1110		E	
▶ 1110E7500	0369	4203	01000	00000	00000				0	0.00		1110		E	
▶ 1110E7900	0373	4203	01000	00000	00000				450	450.00		1110		E	
▶ 1110E7500	0391	4203	01000	00000	00000				0	0.00		1110		E	
▶ 1110E7500	0510	4203	01000	00000	00000				1,300	1,100.00		1110		E	Y
▶ 1110E7900	0510	4203	01000	00000	00000				200	200.00		1110		E	
▶ 1110E7500	0519	4203	01000	00000	00000				3400	3,400.00		1110		E	
▶ 1110E7500	0642	4203	01000	00000	00000				0	0.00		1110		E	
▶ 1110E7500	0644	4203	01000	00000	00000				0	0.00		1110		E	
▶ 1110E7500	0648	4203	01000	00000	00000				0	0.00		1110		E	
▶ 1110E7500	0649	4203	01000	00000	00000				0	0.00		1110		E	
▶ 1110E7500	0692	4203	01000	00000	00000				0	0.00		1110		E	
▶ 1110E7500	0731	4203	01000	00000	00000				150	150.00		1110		E	
▶ 1110E7730	0732	4203	01000	00000	00000				175	175.00		1110		E	
▶ 1110E7730	0210	4203	01100	00000	00000				0	0.00		1110		E	

500 18 records displayed

Account:

Break Totals

Account Number	2026-2027 LVL DIR/TI	2025 - 2026 Original Budget
01000	5,675.00	5,475.00
01100	0.00	6,500.00

Enter Different Account Breaks

View Break Total Details

Budgetary Entry for 4203-BUDGETING



Processing Messages

Starting the Run Update Process

Processing. . . .

Back

Skyward will begin processing the workfile. It is normal for this process to take a few minutes.

Processing Status

Process Title: Budgetary Entry Processing

Process Description: Updating Records...

Current Key:

Budgetary Entry for 4203-BUDGETING



Process Options

View Report

Update Complete - Press to Close

At the end of budget entry process, there will be an option to view/print a report with budget amounts that were input into Skyward.

Once you are ready to close the screen, please use the **Update Complete-Press to Close**