

Data Mining & Coding Guide

Budgeting Department

*Updated:
March 23, 2026*

BUDGETING, COST ACCOUNTING, FTE REPORTING & PROPERTY CONTROL

Kathy Branch	Director	850-469-6292	Kbranch@ecsdfl.us
Mellisa Jones	Financial Reporting & Reconciliations	850-469-6376	Mjones6@ecsdfl.us
Vicki Perkins	General Fund	850-469-6212	Vperkins1@ecsdfl.us

SALARIES & BENEFITS (PAYROLL CODING)

**FOR ASSISTANCE WITH KRONOS, PLEASE CONTACT THE PAYROLL DEPARTMENT*

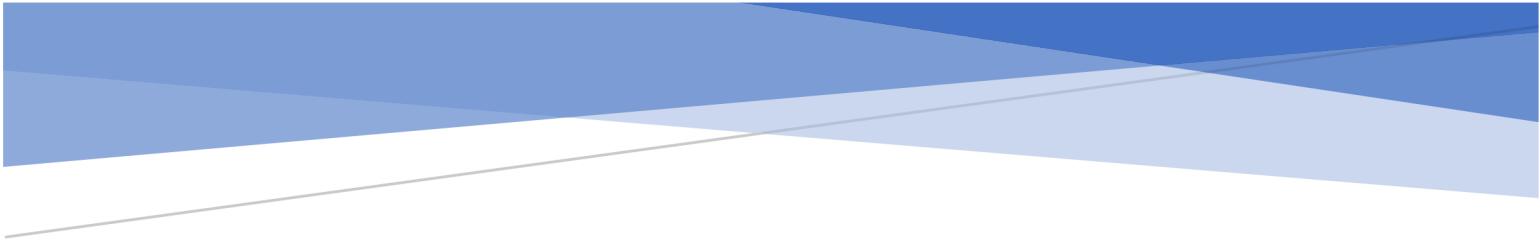
Debbie Russo	Add coding to Kronos & Frontline	850-429-2921	Drusso@ecsdfl.us
Tai Miller	Add coding to Kronos & Frontline	850-469-6357	Tmiller4@ecsdfl.us

FEDERAL PROGRAMS AND GRANTS ~ INCLUDING ESSER FUNDS ~

Shanee Ducker	Coordinator	850-469-6173	Sducker@ecsdfl.us
Ju'Lynn Payne	Federal, Title I & ESSER	850-469-6321	Jpayne2@ecsdfl.us
Dan Bryan	George Stone Projects & Military Grants	850-469-6129	Dbryan1@ecsdfl.us

CAPITAL OUTLAY & FIXED ASSETS

Ashley Williams	Capital Outlay	850-469-6257	Awilliams18@ecsdfl.us
Melissa Williams	Fixed Assets	850-469-6103	Mwilliams9@ecsdfl.us



RESOURCES, DATA MINING & GRANT REFERENCING

Updated: March 23, 2026

Shanee Ducker
sducker@ecsdfl.us

Finding Resources

The District Website has multiple resources at your fingertips! From the homepage, you can find helpful information from various departments.

Budgeting Page

To find budgeting information, click “Departments” then select “Budgeting.” Likewise, if you want information about procurement, you would select “Procurement and Business Services” and so on.

The screenshot displays the Escambia County Public Schools website. At the top, the district logo is on the left, and a navigation menu includes links for District Leadership, Calendars, Departments, Schools, Students, Families, Staff, and Community. A large banner for the 'BAYOU HILLS RUN' on March 28th, 2026, is featured, with options for 5K, 10K, and Kids Run, and a 'Register Now' button. Below the banner is a photo of a runner. To the right of the banner is a blue sidebar with 'Quick Links' and icons for various services like Canvas, FOCUS, Gmail, Kronos, and Skyward. Below the banner and sidebar is another navigation menu with links for Home, District Leadership, Calendars, Departments, Schools, Students, Families, Staff, and Community. Below this menu is a breadcrumb trail: 'Home » Departments » Budgeting » Home', followed by a 'Find it Fast' button. The main content area has a heading 'Budgeting' followed by an ellipsis. To the right of this heading is a welcome message: 'Welcome to the Budgeting Department of the Escambia County School District. The purpose of this website is to'. To the right of the welcome message is the name 'Kathy Branch, Director' and the location 'Vernon McDaniel Building'.

Escambia County
PUBLIC SCHOOLS

District Leadership Calendars Departments Schools Students Families Staff Community

In partnership with Escambia County Public Schools Foundation
BAYOU HILLS RUN
MARCH 28TH 2026
5K | 10K | Kids Run
A Pensacola Sports Event
Register Now

Quick Links
Canvas
FOCUS
Gmail
Kronos
Skyward
School Bus
Careers
School Menus
Enrollment Services

Escambia County
PUBLIC SCHOOLS

Home District Leadership Calendars Departments Schools Students Families Staff Community

Home » Departments » Budgeting » Home Find it Fast »

Budgeting
...

Welcome to the Budgeting Department of the Escambia County School District. The purpose of this website is to

Kathy Branch, Director
Vernon McDaniel Building

On the Budgeting page, there are several resources listed by description.

Budgeting Department Staff

Forms and Salary & Benefit Cost
Estimates

Funds

Functions

Object Codes & Common Object
List

Cost Centers

Projects Information

School Recognition Program (A+
Funds)

Skyward & Training Information

Coding Guide

Florida school districts use a uniform chart of accounts for financial, cost, and budgetary reporting. This manual, known as the “Red Book,” can be found on the Florida Department of Education website (www.FLDOE.org). The function and object list from Chapter 4 of the Red Book manual can be accessed on the Budgeting website for your convenience. From the menu on the left, select **Coding Guide** for this resource. The Red Book is updated periodically and the update is posted on our website.

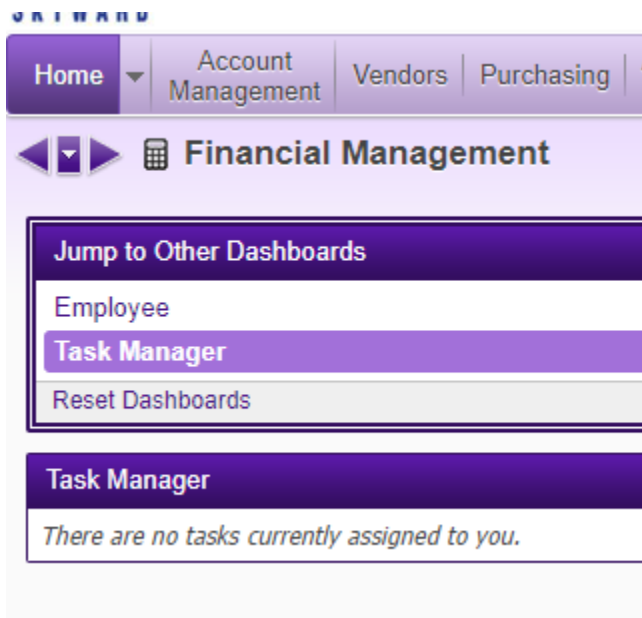
Districts use additional Local Education Agency (LEA) codes for internal use. Our district LEA codes can be accessed by selecting Fund, Function, Object, Cost Centers, and Projects.

When coding transactions in Skyward, you will need to use the corresponding LEA code found on the Budgeting webpage. The first two digits of the LEA code and Red Book will agree. The last digit is often different on the LEA code as this is the number we use to “break-down” the Red Book coding.

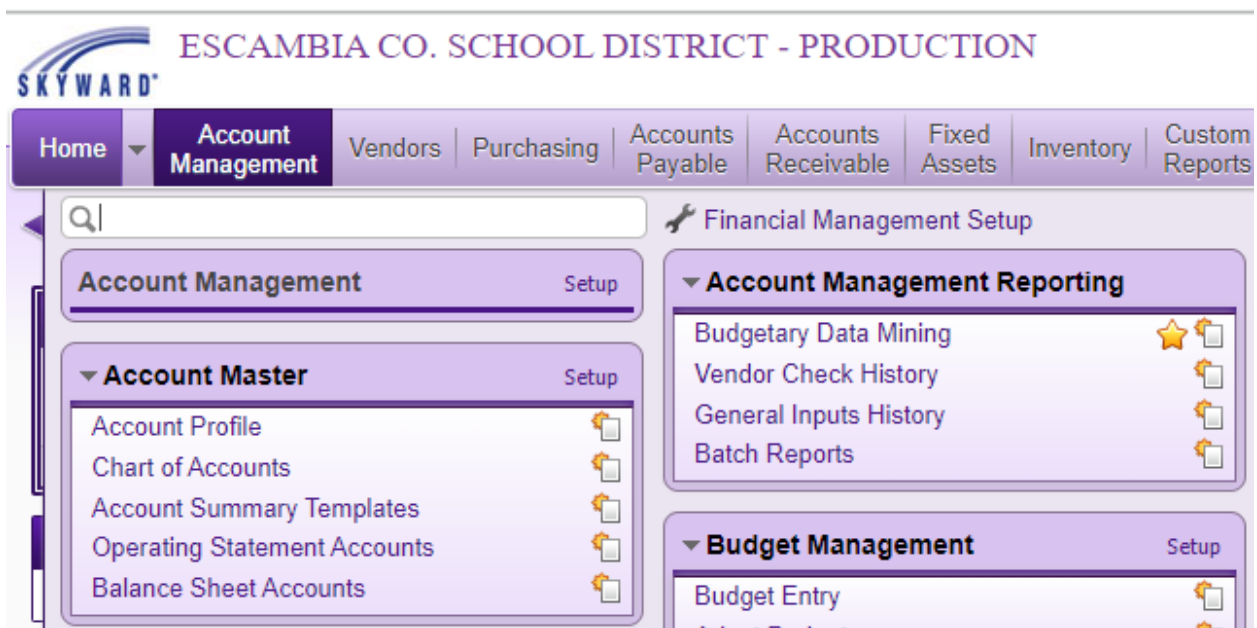
Attached you will find a common coding guide that Budgeting uses internally for unique and common purchases.

Skyward Data Mining

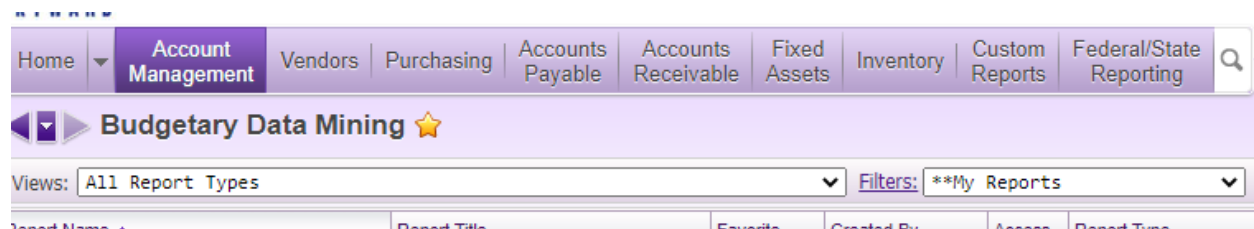
Skyward has multiple functions. This tutorial will focus on Data Mining. From the “Home” page, you can select “Financial Management” when clicking on the arrow.



Then select “Account Management” and “Budgetary Data Mining.”



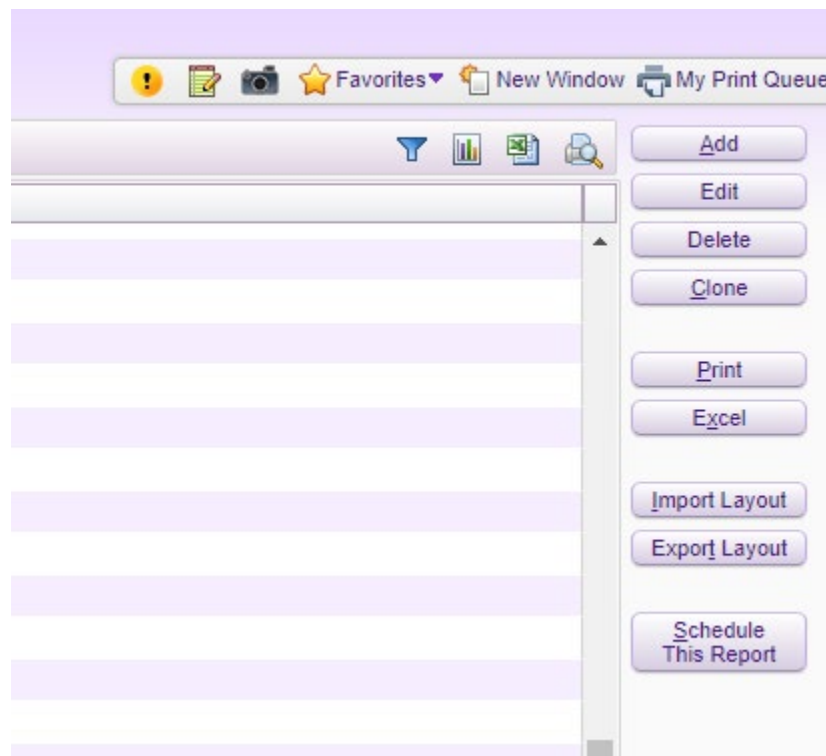
There are various reports and filter options. To begin, it's best to keep your view set to "All Report Types" and Filters set to "My Reports." Once you are comfortable with the interface, you may set up special filters to help with navigation.



If you have a few reports that you use a lot, you can click on the star beside your favorite reports to add them to your "Favorites" filter.

▶ DM - Expense Detail Report	Expense Detail Report	★	DUCKESHA000	M	Revenue/Expense Detail
▶ DM - Object/Function Report With Project	Object/Function Report With Project	★	DUCKESHA000	M	Revenue/Expense Summary
▶ DM - PROJECT EXPENSE REPORT	PROJECT EXPENSE REPORT	★	DUCKESHA000	M	Revenue/Expense Summary

Once you decide which report to run, highlight it by clicking on it and choose from one of the options on the right side of your screen shown below.



You can print a report to either PDF format or Excel format. When you want to change the parameters or format of the report, select "Edit."

The screen below will appear, giving you six report sections available to change.

The screenshot shows the SKYWARD application interface. At the top is a navigation bar with tabs: Home, Account Management (selected), Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, Custom Reports, and Federal/State Reporting. Below the navigation bar is a header for "Budgetary Data Mining". On the left is a sidebar with a menu: Report Information (selected), Parameters, Breaks, Account Ranges, Field Selection, and Sources. The main content area displays the "Report Information" section with the following fields:

- Report Name: DM - Expense Detail Report
- Report Title: Expense Detail Report
- Report Type: Revenue/Expense Detail

Below these fields is a section titled "Report Information" which contains the same three fields repeated.

The "Account Ranges" section is the one you will change most often. You can change the settings to navigate to a project, function, object, etc.

To change the ranges, click "Account Ranges" then "Edit."

The screenshot shows the SKYWARD application interface with the "Account Ranges" section selected in the sidebar. The main content area displays the "Account Ranges" section with the following fields:

- Report Name: DM - Expense Detail Report
- Report Title: Expense Detail Report
- Report Type: Revenue/Expense Detail

Below these fields is a section titled "Account Ranges" with a table of ranges and an "Edit" button.

Ranges:	Groups/Category	Low	High
	Level 1		zz
	Level 2		zz
	Level 3		zzzz
	Category		zzzzzzzz

Below the table is an "Account Status" field with the value "Active and Inactive".

Below the "Account Status" field is a section titled "Operating Statement Accounts" with the following fields:

- Expense
- Low Account: 0000 * 0000 0000 0000 00000 00000 00000
- High Account: 9999 * 9999 9999 9999 zzzzz zzzzz zzzzz

Below the "Operating Statement Accounts" section is a section titled "Include Filters" with the value "Not defined".

Below the "Include Filters" section is a section titled "Exclude Filters" with the value "Not defined".

After clicking “Edit” to change the account ranges, this screen will appear. Notice the low and high ranges are 0’s to 9’s or z’s. This setting would run the report to include any account that you have access to. If you want your report to pull in a single range type, the low and high number should be the same. For example, if you wanted to see everything coded to 5100 function, the low and high number would need to be 5100. Once you make your desired changes, click “Save” then “Print.”

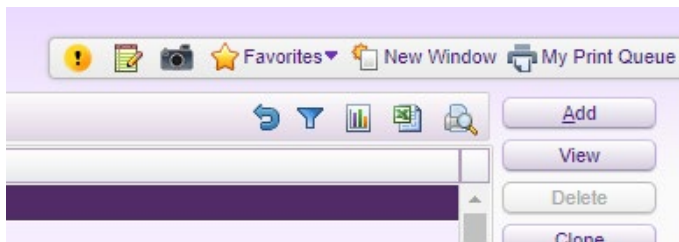
Breaks Account Ranges Field Selection Sources	Account Ranges Low Category: Group: Account Status: ☒ Active and Inactive ☐ Active ☐ Inactive High ZZZZZZZZ ZZ-ZZ-ZZZZ Save Back Operating Statement Accounts ☒ Expense ☐ Revenue Low Account: 0000 * 0000 0000 0000 00000 00000 000 High Account: 9999 * 9999 9999 9999 zzzzz zzzzz ZZZZZ <table> <thead> <tr> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Fund: 0000 </td> <td> 9999 </td> </tr> <tr> <td>Type: * </td> <td> * </td> </tr> <tr> <td>Function: 0000 </td> <td> 9999 </td> </tr> <tr> <td>Object: 0000 </td> <td> 9999 </td> </tr> <tr> <td>Facility: 0000 </td> <td> 9999 </td> </tr> <tr> <td>Project: 00000 </td> <td> zzzzz </td> </tr> <tr> <td>Subproject: 00000 </td> <td> zzzzz </td> </tr> <tr> <td>Program: 00000 </td> <td> ZZZZZ </td> </tr> </tbody> </table> Include Filters for Operating Statement Accounts Dim: Fund Low: 0000 High: 9999 Add Delete Exclude Filters for Operating Statement Accounts Dim: Fund Low: 0000 High: 9999 Add Delete	Low	High	Fund: 0000	9999	Type: *	*	Function: 0000	9999	Object: 0000	9999	Facility: 0000	9999	Project: 00000	zzzzz	Subproject: 00000	zzzzz	Program: 00000	ZZZZZ
Low	High																		
Fund: 0000	9999																		
Type: *	*																		
Function: 0000	9999																		
Object: 0000	9999																		
Facility: 0000	9999																		
Project: 00000	zzzzz																		
Subproject: 00000	zzzzz																		
Program: 00000	ZZZZZ																		

Cloning Reports

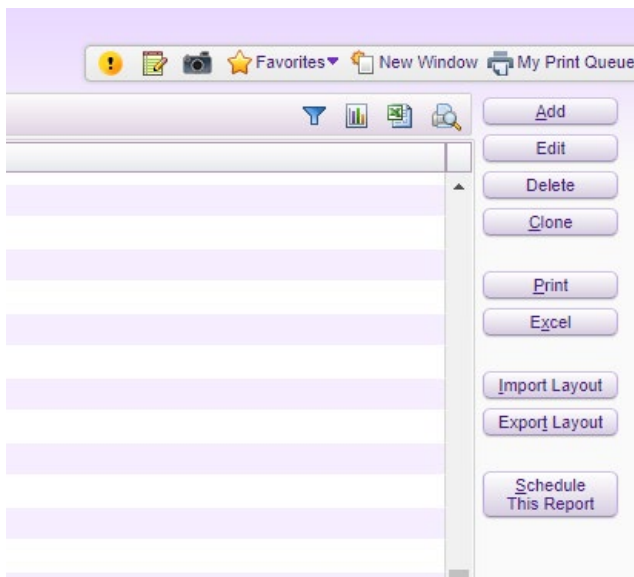
The best way to obtain a report that you want is to clone it from another user. You may also build a report from scratch but that is often a time-consuming project. To clone a report from another user, change the “Filters” to “All Users’ Reports.” Then sort by “Report name”, “Created By”, or any other heading that is listed directly below the “Views” and “Filters” Bars.



You can also use the funnel shaped icon shown here to filter down to what you’re looking for. Be careful when adding filters because they will remain until you reset them back to default.



Once you find the report you want, click on the report name and click “Clone.”



The screen below will appear. You can add the report for one user in the “* Add Report For” section or click on “Clone to Multiple Users” to add multiple people. Once you’ve selected the people that you want to clone the report to, click “Create Clone.”

The screenshot shows a web application interface for 'Budgetary Data Mining'. On the left is a vertical navigation menu with the following items: 'Report Information' (highlighted in dark purple), 'Parameters', 'Breaks', 'Account Ranges', and 'Field Selection'. The main content area is titled 'Report Information' and contains several form fields and buttons. The fields are: '* Report Name:' with the value 'DM - PROJECT EXPENSE REPORT'; '* Report Title:' with the value 'PROJECT EXPENSE REPORT'; 'Report Type:' with a dropdown menu showing 'Revenue/Expense Summary'; '* Report Access for Others:' with three radio buttons ('No access', 'Read only', 'Modify') where 'Modify' is selected; and '* Add Report For:' with a dropdown menu showing 'DUCKER SHANEE KATHRYN' and a small 'DUCKESHA000' label. Below the 'Add Report For' field is a button labeled 'Clone to Multiple Users'. To the right of this button is a text box containing the names 'JULYNN D PAYNE' and 'MELLISA GAYE JONES'. At the bottom left of the form area, there is a note: 'Asterisk (*) denotes a required field'. On the right side of the form, there are two buttons: 'Create Clone' and 'Back'.

* Report Name:	DM - PROJECT EXPENSE REPORT
* Report Title:	PROJECT EXPENSE REPORT
Report Type:	Revenue/Expense Summary
* Report Access for Others:	☐ No access ☐ Read only ☒ Modify
* Add Report For:	DUCKER SHANEE KATHRYN DUCKESHA000
Clone to Multiple Users:	JULYNN D PAYNE MELLISA GAYE JONES

Asterisk (*) denotes a required field

Follow this same method to clone a report in your library to other users. Remember to refresh the page to see newly added reports.

Other Common Resources

- Code of Federal Regulations (CFR)– Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (www.Ecfr.gov)
- Florida Statutes – Chapter 1003 (www.leg.state.fl.us)
- Florida Department of Education (Office of Grants Management for state and federal awards) (www.FLDOE.org)
- Escambia County School Board Policy can be found on the District website (www.escambiaschools.org) by selecting “District Leadership”, “School Board” then “School Board Policy.”

Procurement Card Transaction Documentation Requirements

Budgeting Department

Acceptable Purchasing Card Transaction documentation can be a receipt (preferred), a packing slip, order status report, order confirmation report, an invoice receipt, or a like item and must include the following:

1. Date
2. Vendor name
3. Description of merchandise/service
4. Two of the three: unit cost, quantity, line cost
5. If you have multiple shipments and a list of items were purchased, before scanning into Skyward, circle the cost of the items on the list that are charged to the transaction.

Shopping cart screen prints, quotes, or any other pre-order documentation is not acceptable.

Suggestions for a smoother audit:

- If the vendor does not include the unit cost, quantity and line cost, write the missing quantity or cost on the documentation before scanning and attaching to the transaction.
- Instruct cardholders to turn in the packing slips. On most occasions these will suffice as documentation. Do not ask the vendor for an invoice. The correct term regarding a Purchasing Card transaction is a “receipt”. Vendors cannot create an invoice for a credit card purchase.
- Do not scan in unnecessary documentation and attach to the transaction. For example, if you have a five-page list of items purchased and only two pages are items that total the amount of the transaction, scan in only the two pages.
- Before submitting the transaction in Skyward, open the attachment and make sure all pertinent information is readable.
- Attachments should be in pdf format. No pictures please.
- Please reference the Escambia County School District Travel and District Purchasing Card Manual for list of prohibited items.
- Instructions to obtain a receipt for transactions with multiple shipments from Amazon.com can be found on the Procurement and Business Services Department’s website.
- Parental Involvement activities funded by Title I (projects 53030 and 53050) must have checklist attached in addition to the receipt.
- FL Teachers Classroom Supply Assistance (project 60560), Discretionary Lottery Funds (project 60960), and School Recognition (project 67720) must have School Advisory Council’s approval attached in addition to the receipt.

Linking p-card transactions (credits/refunds)

When receiving a credit/refund, the p-card transaction will show a negative amount. Please do the following to reconcile it:

Step 1: Attach the receipt for the credit using the “Attach” feature. Add a description that indicates what the credit is for. The credit should be coded to the same account as the original transaction. 1110A1131 is used for P-Card Receivables (sales tax and unallowable purchases).

Credit Card Activity

Views: General Filters: Skyward Default Quick Filter (38)

Quick Filter Chart Options Export Options Print Browse

Tran Date	App Sts	Amount	Where Used	Used By
02/07/2024	APP	-6.70	CANVA* I04052-71582050, HTTPSCANVA.CO, DE, 19934	

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

Credit Card Transaction Information

District Card Number: [REDACTED]	Import Date: 02/09/2024
Card Number: [REDACTED]	Import Time: 7:51:46 AM
Transaction Date: 02/07/2024	Import Format: VISA
Transaction ID: 307386	Used By:
Transaction Status: Batch	Invoice Number:
Transaction Amount: \$-6.70	Purchasing Vendor:
Approved: A	Card Vendor:
Project/Grant:	
Where Used: CANVA* I04052-71582050, HTTPSCANVA.CO, DE, 19934	
Transaction Description: Credit Voucher - TAX REFUND	
VISA Reference Nbr: 24011344038000025483053	VISA Post Date: 02/08/2024

Detail Lines

Line	Description	Account Distribution	Account Amount	Line Amount	PO Number	Quantity	Unit Meas.	Unit Cost	Invoice
1	Credit Voucher - TAX REFUND			\$-6.70					
	1110A1131 0000 0000 00000 00000			\$-6.70	100.00%				

View All Detail Lines

Step 2: Add a note using the “Notes” feature to link the credit transaction to the original transaction.

Add/Edit Note for Credit Card Tran: 307,386

* Note Category: Link Transaction

Entered Date: 02/20/2024

Entered Time: 1:50 PM

Entered By: DUCKER, SHANEE KATHRYN

* Note: REFUND FOR TAX - SEE ORIGINAL TRANSACTION #307150

☐ Protected (Read only to all users except the user that entered it.)

Save Back

Step 3:

Go to the original transaction and verify that the accounts being used for both the credit and original transaction are the same. Add a note on the original transaction referencing the transaction number for the credit.

Once complete, the original transaction should reference the credit transaction number in the “Notes” section and the credit transaction should reference the original transaction number in the “Notes” section, pointing them to each other.

Credit Card Activity Capture Screen New Window My Print Queue Help Me

Views: **General** Filters: Skyward Default Quick Filter (38) Quick Filter Chart Options Export Options Print Browse ****Notes**

Tran Date ▼	App Sts	Amount	Where Used	Used By
02/05/2024	APP	96.00	CANVA* I04052-71582050, HTTPSCANVA.CO, DE, 19934	

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

▼ Credit Card Transaction Information

District Card Number: [REDACTED]	Import Date: 02/08/2024
Card Number: [REDACTED]	Import Time: 12:32:09 PM
Transaction Date: 02/05/2024	Import Format: VISA
Transaction ID: 307150	Used By:
Transaction Status: Batch	Invoice Number:
Transaction Amount: \$96.00	Purchasing Vendor:
Approved: A	Card Vendor:
Project/Grant:	
Where Used: CANVA* I04052-71582050, HTTPSCANVA.CO, DE, 19934	
Transaction Description: 150 CIRCLE STICKERS	
VISA Reference Nbr: 24011344036000051270723	VISA Post Date: 02/06/2024

▼ Detail Lines

Line	Description	Account Distribution	Account Amount	Percent	Line Amount	PO Number	Quantity	Unit Meas.	Unit Cost	Invoice
1	150 CIRCLE STICKERS				\$96.00					
	1110A1131 0000 0000 0000 00000				\$6.70	6.98%				
	1110E5300 0510 0862 11030 00000 00000				\$89.30	93.02%				

[View All Detail Lines](#)

Notes

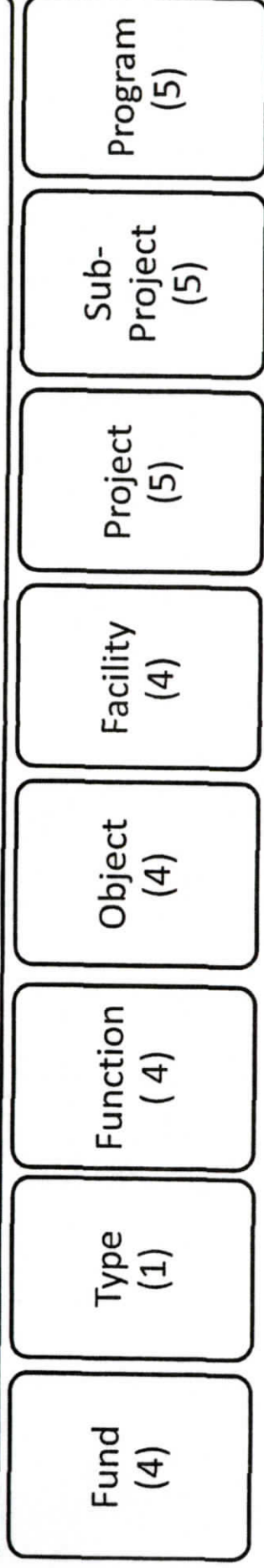
Credit Card Notes

Views: **General** Filters: Skyward Default Clone

Enter Date ▼	Enter Time	Category	Note
02/12/2024	10:55 am	Link Transaction	REFUNDED TAX ON TRID #307386

NOTE: Credits and refunds received on transactions that have been coded to regular expense accounts should be coded back to the same original expense account. This means the two transactions (credit and original charge) should have the same coding. You should follow the same linking process as above.

Skyward Accounting Structure



Fund – A fiscal entity that is used for the purpose of carrying on specific activities or attaining certain objectives (e.g., General Fund -1110 and Special Revenue-4210)

Type – The alphabetical letter that represents the class description of the accounting transaction.

Function – The action or purpose for which the person or thing is used or exists. Why?

Object – The service or commodity that is obtained as the result of a specific expenditure. What?

Facility – A cost center (e.g., schools, departments, and building facilities).

Project – The specific areas in which funds are budgeted and expended to carryout a targeted objective.

Sub-Project – A component that represents the fiscal year of a project. Sub-projects are typically used for federal projects in the special revenue fund.

Program – An account dimension that is currently not used by the District. This dimension will default to five zeros.



Allowable Expenditures

Project #	Salaries	Extra Pay	Training	Travel	Supplies	Library Books	*Furniture	Equipment	Computers	Software	Subs	Field Trips
01080					✓	✓	✓	✓		✓		✓
02370					✓	✓	✓	✓		✓		✓
07160	✓											
07180		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
07300												✓
53020	✓											
53030		✓	✓		✓	✓		✓	✓	✓	✓	
53050		✓			✓						✓	
60650						✓				✓		
60700					✓							
60960		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
67720		✓			✓			✓	✓	✓		

*District Approved Furniture

Updated March 23, 2026