

SKYWARD & BUDGETING TRAINING MANUAL

Coding Purchases • Budget Reports • Data Mining • P-Card Credits • Grant Referencing

PRINTABLE • DESIGNED AS A WORKING REFERENCE

Use this manual with current district procedures and grant-specific guidance.

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1. Quick Start: How Skyward Coding Works

Skyward uses eight account components. The account structure identifies the funding source, account type, purpose, item/service, cost center, project, fiscal-year subproject, and program.

Component	Length	What it represents
Fund	4	Funding source
Type	1	Account class: Asset, Liability, Equity, Revenue, or Expense
Function	4	Purpose/action - the "why"
Object	4	Service or commodity - the "what"
Facility	4	School, department or facility
Project	5	Area where funds are budgeted
SubProject	5	Fiscal-year component of the project
Program	5	Currently not used in ECPS

Memory aid: Function = WHY the money is being spent. Object = WHAT is being purchased.

1.1 Common Funds and Type Codes

Code	Description
1110	General Fund
3716/3717	Capital Improvement Tax Fund FY 2026/2027
4110	Food Services Fund
4210	Special Revenue Fund
Type	Class
A	Asset
L	Liability
Q	Equity
R	Revenue
E	Expense

1.2 Functions, Objects, Facility, Project, SubProject, and Program

Function is the action or purpose. Examples include Instruction (5100, 5200, 5300, 5400, 5500, 5900), Instructional Support (6110, 6200, 6400, 6500), and General Support (7300, 7600, 7730, 7800).

Object is the service or commodity obtained. Examples include Salaries (0111, 0131, 0151, 0161), Employee Benefits (0210, 0220, 0231, 0240), Purchased Services (0310, 0319), and Materials & Supplies (0510, 0519).

Facility is Skyward's term for a cost center. It represents schools, departments, and building facilities.

Project numbers represent areas where funds are budgeted. In Skyward, the project number is five digits long with the fifth digit being zero. Example: 5303 becomes 53030.

SubProject represents the fiscal year of the project. It is five digits long. The supplied training example shows a project with a "7" year indicator using 20270 in SubProject. Projects with a "0" year code generally use 00000.

Program is shown as 00000 in the supplied coding presentation and is not currently used in ECPS.

2. Coding Purchase Examples

2.1 Example: Classroom Supplies from Regular Operations

Scenario: Purchase supplies for a basic fourth-grade classroom from Regular Operations at Jim Allen Elementary.

Fund	Type	Function	Object	Facility	Project	SubPrj	Program
1110	E	5100	0510	0031	01080	00000	00000

2.2 Example: Computer Over \$5,000 from Title I

Scenario: Purchase a computer with a purchase price over \$5,000 for a basic kindergarten classroom from Title I at Beulah Elementary.

Fund	Type	Function	Object	Facility	Project	SubPrj	Program
4210	E	5100	0643	0941	53030	20270	00000

Use these as examples of how the account components work together; always verify the current project, facility, grant award, and coding guidance before posting a transaction.

2.3 Ten Common Functions

Function	Typical use
5100	Instruction dealing directly with teaching of students
5200	Exceptional Instruction
6130	Health Services, such as the school clinic
6200	Instructional Media Services, such as library/media center/innovation center
6300	Curriculum development and planning
6400	Instructional Staff Training Services, such as a workshop for occupational growth (professional learning)
6500	Instruction-Related Technology, such as Tech coordinators
7300	School Administration - Office of the Principal
7800	Student Transportation, such as field trips
7900	Operation of Plant

2.4 Ten Common Object Categories

Object	Typical use / reminder
0100s/0200s	Salary and benefits, including regular and extra pay
0310	Services using personnel with specialized knowledge. Services must always be on a Purchase Order (PO).
033X	Travel, typically tied to a conference. Upload the approved T2 or T3 with travel-related expenses in Skyward, like the receipt.
0369	Technology-related rentals such as software. Student software must be on a PO unless IT and Procurement say otherwise.
0371	Postage
0391	Printing and binding services
051X	Supplies. Paper, pencils, and other consumables: 0510. Technology consumables such as toner/ink: 0519.
0612	Library books
064X	Furniture and equipment; specific 064X object depends on the item
075X	Other Personal Services, including substitute teachers and others on temporary employment

3. Budgeting FAQ

3.1 Projects Listed as Rolling Forward

Project	Description
General Fund	
01080	Regular Operations
07160/07180	Education Enrichment Allocation (EEA) - formerly SAI
11020	Advanced Placement
12130	Lost/Damaged Chromebook/Supplies
13010	High School Minor Sports
13020	High School Band
13080	Middle School Band
13140	Middle School Orchestra
13200	High School Apparel
60560	FL Teachers Classroom Supply Assist
60650	Instructional Materials-Library
60700	Science Lab Materials
60960	Discretionary Lottery - funds are not replenished but roll forward until spent
67720	FL School Recognition
Capital Outlay Fund	
33490	Capital Outlay School Allocation

The supplied FAQ states that federal projects do not roll forward.

3.2 Budget Transfers and Corrections

- For most General Fund projects, budgeted funds may be moved by a Skyward budget transfer when the transfer stays within the same project.
- Federal project budgets cannot be moved. An amendment must be submitted by the grant manager to FLDOE and approved prior to any Federal budget changes.
- Although budget cannot be moved between projects, expenses can be corrected by journal entry. If an expense was charged to the wrong project, send the purchase and funding details to the Budgeting staff member assigned to the project (found on the Budgeting Dept website).
- Submit one transfer per project. You may enter up to 20 lines on one transfer.

4. Skyward Budgetary Data Mining

4.1 Finding Budgetary Data Mining

1. From the Skyward Home page, select Financial Management.
2. Select Account Management.
3. Select Budgetary Data Mining.
4. For a simple starting view, set View to “All Report Types” and Filters to “My Reports.”

Favorite frequently used reports by clicking the star beside the report. Reports can be printed to PDF or Excel. To change parameters or report format, select Edit.

4.2 Account Ranges

5. Highlight the report and select Edit.
6. Choose Account Ranges, then select Edit.
7. Use the Low and High values to control what is included.
8. For a single value, enter the same value in Low and High. Example: to see function 5100 only, enter 5100 for both Low and High.
9. Save the changes, then Print.

A broad 0-to-9 (or z) range pulls everything in that range that you have access to. Narrow Low/High values only when you want to isolate a specific account component.

4.3 Cloning Reports

10. Change Filters to “All Users’ Reports.”
11. Sort by Report Name, Created By, or another available heading. You can also use the funnel icon to filter.
12. Select the report and click Clone.
13. Choose a single user in “Add Report For,” or choose “Clone to Multiple Users.”
14. Select the user(s) and click Create Clone.
15. Refresh the page to see newly added reports.

Filters remain in place until reset to default, so check your filters when a report seems to be missing.

5. Running an Expense Detail Report

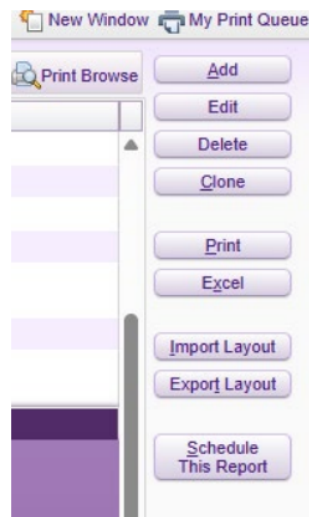
16. Go to Budgetary Data Mining and locate an Expense Detail Report.
17. Set Views to “All Report Types.”
18. Select the report, then click Edit.
19. Select Account Ranges, then click Edit to change the accounts.
20. Departments can run reports to include all facilities: Facility Low = 0000 and High = 9999. Schools should only be able to view the facility they are assigned to.
21. Update Project, SubProject, or other account values to pull the activity you want to review.
22. To isolate one variable, enter the same value in both Low and High.
23. The report can be run for specific date ranges.

Running an Expense Detail report

To run a detailed expense report, go to Budgetary Data Mining and locate the report shown below. You may have other variations of the report but if you do not have one, we can clone one to you. Make sure your Views is set to either “All Report Types” or “Revenue and Expense Reports – Detail”



Click on the report and then click “Edit” on the right side of your screen. It should look like the image below:



Visual reference - Expense Detail Report setup (source page 1).

Now, select “Account Ranges” and click “Edit” to change the accounts.

The screenshot shows the 'Budgetary Data Mining' interface. On the left is a navigation menu with options: Report Information, Parameters, Breaks, **Account Ranges**, Field Selection, and Sources. The main content area is titled 'Account Ranges' and contains the following fields:

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

Below these are the 'Account Ranges' configuration fields:

- Low** Category: [] Group: []
- High** Category: ZZZZZZZZ Group: ZZ-ZZ-ZZZZ
- Account Status: ☒ Active and Inactive ☐ Active ☐ Inactive

There are 'Save' and 'Back' buttons on the right. Below the account status is a section for 'Operating Statement Accounts' with a checkbox for 'Expense' (checked) and 'Revenue' (unchecked). It includes fields for Low and High Accounts, and a detailed breakdown of account ranges for Fund, Type, Function, Object, Facility, Project, Subproject, and Program.

	Low	High
Fund:	4210	4210
Type:	*	*
Function:	0000	9999
Object:	0000	9999
Facility:	0000	9999
Project:	55370	55370
Subproject:	20260	20260
Program:	00000	ZZZZZ

Always run your reports to include all facilities. To do this, leave the “Low” range “0000” and the “High” range to “9999”. Update your project and sub-project, or the other account values so that the report pulls in what you want to review.

If you want to look at one variable, such as a single project, enter the project number as both the Low and High range.

Leaving the Low parameter as 0000 and the High as 9999, Skyward will pull in everything.

Visual reference - Account Ranges (source page 2).

This report can be ran for specific date ranges.

The screenshot shows a web browser window titled "Runtime Parameters - WF\AM\RP\DM\DM - 27021 - 05.26.06.00.05-12.8 - G...". The address bar shows the URL: skyward-escprod.iscorp.com/p12finescambiafi/web/famdmedit006.w?isPopup=true. The page has a toolbar with "Capture Screen", "New Window", "My Print Queue", and "Help Menu".

The main content area is divided into two sections:

- Runtime Report Parameters:**
 - Report Name: Expense Detailed Report
 - Start Date: 07/01/2026 (Wednesday)
 - End Date: 08/04/2026 (Tuesday)
 - ☐ Print Title Page
 - ☐ Print Greenbar
- Runtime Report Setup:**
 - How do you want to change runtime setup?
 - ☒ Use current setup - no change
 - ☐ Change setup for this run only - do not save
 - ☐ Change setup for this run and save setup
 - Report Name: Expense Detailed Report

On the right side of the "Runtime Report Parameters" section, there are "Print" and "Back" buttons. On the right side of the "Runtime Report Setup" section, there are buttons for "Parameters", "Breaks", "Account Ranges", "Field Selection", and "Sources".

Visual reference - Runtime date parameters (source page 3).

6. Linking P-Card Credits and Refunds

A credit/refund appears as a negative P-Card transaction. The supplied procedure uses notes on both transactions so the original charge and the credit point to each other.

24. Attach the receipt for the credit using Attach. Add a description that identifies what the credit is for.
25. Code the credit to the same account as the original transaction. The procedure states that 1110A1131 is used for P-Card Receivables for sales tax and unallowable purchases.
26. Use Notes on the credit transaction to link it to the original transaction by selecting “link transaction” in the dropdown menu. Notate the transaction number for the original charge.
27. Also add a note on the original transaction referencing the transaction number for the credit.
28. Verify that the account coding on the credit and original transaction is the same.
29. Remember to confirm the original transaction references the credit transaction number and the credit references the original transaction number.

Credits/refunds for transactions coded to regular expense accounts should be coded back to the same original expense account. The original charge and credit should have the same coding.

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:	Import Date: 02/09/2024
Card Number: *****	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	Percent	PO Number	Quantity	Unit Meas.	Unit Cost	Invoice
1	Credit Voucher - TAX REFUND			\$-6.70						
	1110A1131 0000 0000 000000 000000 000000			\$-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 #30715d

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

Save Back

Visual reference - attaching and linking a P-Card credit (source page 1).

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

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
02/05/2024	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:	Import Date: 02/08/2024
Card Number: *****	Import Time: 12:32:00 PM
Transaction Date: 02/05/2024	Import Format: VISA
Transaction ID: 367150	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: 160 CIRCLE STICKERS	
VISA Reference Nbr: 2401134403600051270723	VISA Post Date: 02/06/2024

Detail Lines

Line	Description	Account Distribution	Account Amount	Percent	PO Number	Quantity	Unit Meas.	Unit Cost	Invoice
1	150 CIRCLE STICKERS		\$96.00						
	1110A1131 0300 0000 00000 00000 00000		\$6.70	6.98%					
	1110E5300 0510 0862 11030 03000 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.

Visual reference - original transaction note and matching coding (source page 2).

7. Grant Referencing and Restricted Funds

When a federal grant is approved, FLDOE issues a Project Award Notification describing what was approved and when the funds may be used. Federal funds are restricted and must be spent in accordance with the approved budget.

- If a needed purchase falls outside the approved scope, an amendment is needed before the purchase is made.
- Use the Project Award Notification and Budget Narrative Form when making and coding purchases.
- The Budget Narrative Form may include Function, Object, Account Title & Narrative, FTE Position, and Amount. The purchase should appear in the Account Title & Narrative, and the Function/Object should align with the approved scope.
- If the approved DOE function/object does not align with the LEA use, the grant award needs to be amended.
- Auditors may use the function and object listed on the grant to check spending variances.
- General Fund budgets do not have an award letter but may still have restrictions. Contact Budgeting when unsure.

The most restrictive guidance takes precedence.

7.1 Common Reference Sources

- Code of Federal Regulations (CFR), Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Florida Statutes, Chapter 1003
- Florida Department of Education - Office of Grants Management for state and federal awards
- Escambia County School Board Policy
- District Budgeting resources, including Funds, Functions, Objects, Cost Centers, Projects, and the Coding Guide / Red Book crosswalk can be found on the ECPS website under Budgeting Department.

8. Finding District Budgeting Resources

30. From the District website, choose Departments.
31. Select Budgeting for budgeting resources.
32. Use the Budgeting resource listings for Funds, Functions, Objects, Cost Centers, Projects, Skyward information, and the Coding Guide.
- 33.

“Common Object List” and “Project List” are both live documents and subject to changes.

9. Training Checklists

Please reference the Procurement Dept website prior to making purchases. The list of prohibited items is not all-inclusive. Also note that all projects have guidelines and restrictions in addition to the prohibited items list. When in doubt, please contact the Budgeting Department.

You can find “Escambia County Public Schools Travel and District Procurement Card Manual” here:

<https://www.escambiaschools.org/departments/procurement/pcards/procurement-card-program>

Sales tax, food (non-instructional), and decorative items are never allowed.

9.1 Before Coding a Purchase

- ☐ Confirm the funding source/project.
- ☐ Identify the purpose of the purchase (Function).
- ☐ Identify the service or commodity (Object).
- ☐ Confirm the correct Facility.
- ☐ Confirm Project and SubProject values.
- ☐ Title I schools should reference approved Title I budgets.

Departments Only: For federal funds, compare the purchase to the approved grant narrative and award.

- ☐ Confirm whether a PO, approved travel form, or other supporting documentation is required.
- ☐ Attach supporting documentation in Skyward as required.

9.2 Before Running a Budget Report

- ☐ Confirm the correct report type.
- ☐ Check View and Filter settings.
- ☐ Edit Account Ranges.
- ☐ Keep Facility 0000-9999 when the report should include all facilities.
- ☐ Use matching Low/High values to isolate a single code.
- ☐ Set the desired date range.
- ☐ Save/print or export to Excel as needed.

9.3 Before Completing a P-Card Credit

- ☐ Attach the credit receipt and description.
- ☐ Match coding to the original transaction.

9.3 Before Completing a P-Card Credit (Continued)

- ☐ Add a note on the credit that references the original transaction.
- ☐ Add a note on the original transaction that references the credit.
- ☐ Verify both transactions point to each other.

10. Notes and Local Procedures

Use this section for current local procedures, contacts, project-specific notes, or changes made after this training manual was created.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.