

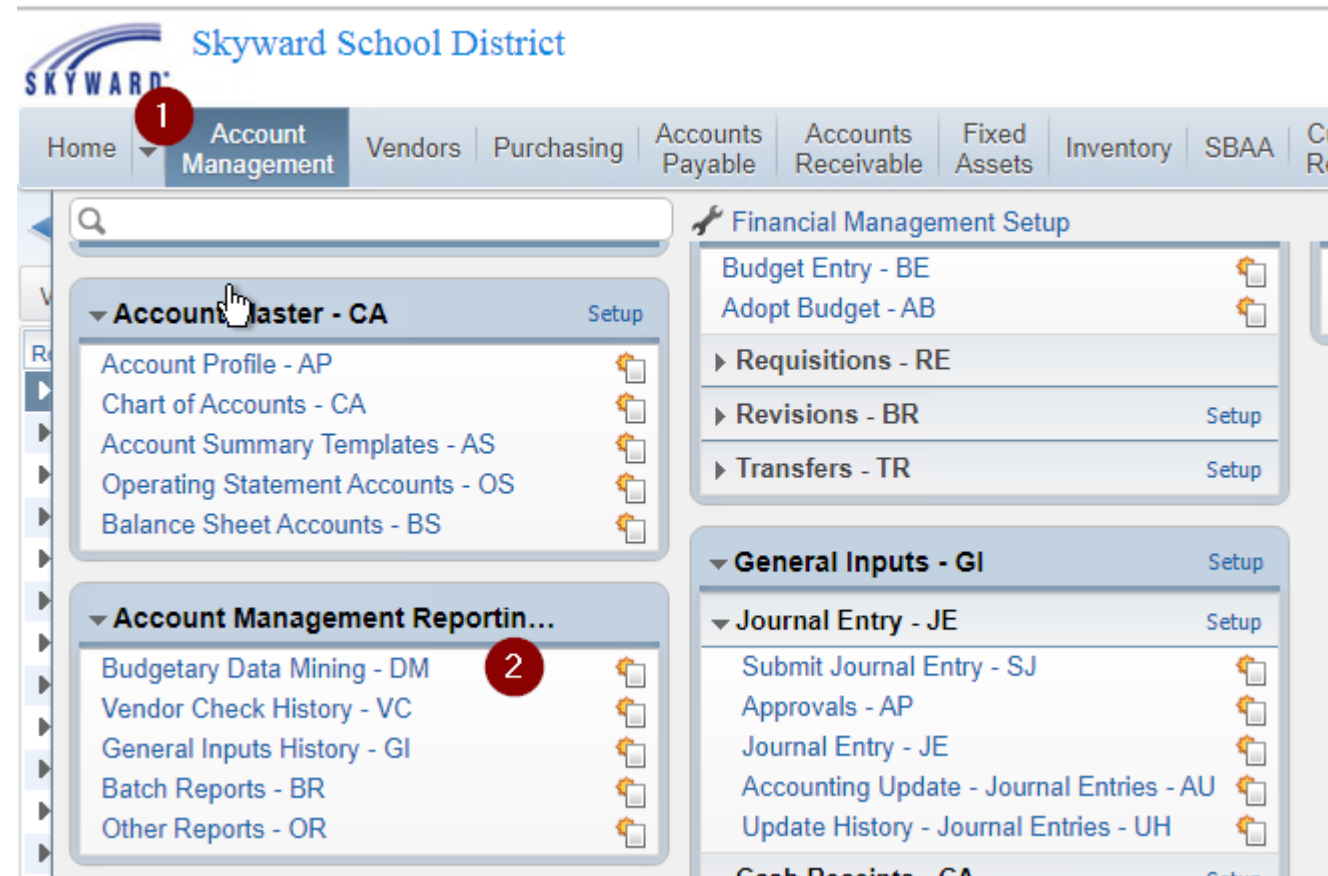
# Welcome to KS Skyward Users Group

## ADVANCED BUDGETARY DATA MINING

Learn how to get the most out of Budgetary Data Mining beyond creating simple reports. Learn how to import/export report layouts, and dropping reports to Excel.

- Summary Reports
  - Auto Generate Monthly Columns
  - Combination fields
- Detail Reports
- Combined BS and OS reports
- Account Sequence
- Exporting report templates for other districts to import

- We are going to start by creating a simply balance sheet summary report
- In Web Financial Management, Account Management, Account Management Reporting, Budgetary Data Mining



# Summary Reports

Add a new report, (1) name the report and (2) select report type Balance Sheet Summary then Save and Add Parameters

The screenshot shows the Skyward School District interface for Budgetary Data Mining (259). The user is logged in as Aida Quiliciscr. The interface includes a sidebar with navigation options: Report Information, Parameters, Breaks, Account Ranges, and Field Selection. The main area is titled "Report Information" and contains the following fields:

- \* Report Name:  (1)
- \* Report Title:  (1)
- \* Report Type:  Balance Sheet Summary (2)
- \* Add Report For:  (dropdown menu)  (3)
- District Report Template

Buttons for "Save and Add Parameters" (3) and "Back" are visible on the right. A note at the bottom states: "Asterisk (\*) denotes a required field".

# Summary Reports

# Summary Reports

I am changing (1) print totals to YES, (2) Report access for other users to Modify and (3) checking the exclude accounts buttons and (4) choosing no amount in the Fields Selected then (5) Save and Add Breaks

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Skyward School District

Aida Quiliciscr Account Preferences Exit ?

Budgetary Data Mining (251)

Report Name: Balance Sheet Summary - All Funds  
Report Title: Balance Sheet Summary - All Funds  
Report Type: Balance Sheet Summary

Parameters

Notes:

\* Consolidate Funds:  Yes  No

\* Budget Status: All Accounts

\* Print Detail:  Yes  No

\* Detail Spacing: Single

\* Print Totals:  Yes  No

\* Suppress Zero Amounts:  Yes  No

Report access for other users

No access  
 Read only  
 Modify

Add'l printing prompt for current user

Open Account Range Filter screen

Account exclusions

Exclude accounts that have no amount in the Fields Selected

Asterisk (\*) denotes a required field

Save and Add Breaks  
Back

# Summary Reports

I am (1) checking the 2<sup>nd</sup> position of Fund and the type; (2) highlighting on FD Position 2 and (3) changing break to Double and (4) adding a Dbf Underline and (5) Save Breaks and Add Ranges:

The screenshot shows the Skyward School District interface for Budgetary Data Mining (298). The report is titled "Balance Sheet Summary - All Funds". The "Breaks" section is active, showing a sequence of "R - REGULAR ACCOUNT SEQUENCE". The "Break Levels to include in processing" list includes "FD Position 2" and "T Position 1". The "Break Level Attributes" for "FD Position 2" are set to: Break: Double, Heading: No, Separator: No, and Dbf Underline: Yes. A "Save Breaks and Add Ranges" button is visible in the top right corner.

**Report Information:**

- Report Name: Balance Sheet Summary - All Funds
- Report Title: Balance Sheet Summary - All Funds
- Report Type: Balance Sheet Summary

**Breaks Configuration:**

- Sequence: R - REGULAR ACCOUNT SEQUENCE
- Break Levels to include in processing:
  - FD Position 2
  - T Position 1
- Break Level Attributes for FD Position 2:
  - Break: Double
  - Heading: No
  - Separator: No
  - Dbf Underline: Yes

**Buttons:** Save Breaks and Add Ranges, Back

# Summary Reports

- Leaving wide open for active and inactive accounts and for all Assets, Liabilities & Equities

The screenshot displays the Skyward School District interface for Budgetary Data Mining. The user is logged in as Aida Quiñicscr. The report is titled "Balance Sheet Summary - All Funds".

**Report Information:**  
Report Name: Balance Sheet Summary - All Funds  
Report Title: Balance Sheet Summary - All Funds  
Report Type: Balance Sheet Summary

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

**Balance Sheet Accounts:**  
 Asset  Liability  Equity  
Low Account: 00 \* 0000 000 0000 000  
High Account: 99 \* 9999 999 9999 999

	Low	High
FUND:	00	99
TYPE:	*	*
FUNCTION:	0000	9999
OBJECT:	000	999
BUILDING:	0000	9999
PROGRAM:	000	999

**Include Filters for Balance Sheet Accounts:**  
Dim: FUND  
Low: 00 High: 99 [Add] [Delete]

Account number defaults in – then (1) select Fields and a new screen will open

**Skyward School District**

Aida Quiliciscr Account Preferences Exit ?

**Budgetary Data Mining (330)** Favorites New Window My Print Queue

Report Information Parameters Breaks Account Ranges **Field Selection**

Report Name: Balance Sheet Summary - All Funds  
Report Title: Balance Sheet Summary - All Funds  
Report Type: Balance Sheet Summary

**Field Selection**

Fields to include in processing

Account Number

Select Fields **1**  
Remove Field  
Clone Field

**Field Parameters**

Description: Account Heading  
Heading 1:  
Heading 2: FD T FUNC OBJ BLDG PRG  
Length: 22

**Display**

Number  
 Description  
 Short Description

Save and Back  
Back

# Summary Report

# Summary Report

Select the fields in the order you want them to print (or you can edit by moving them up and down in the list)

I will select (1) Account Level Description, (2) Beginning Balance-Monthly, (3) Monthly Activity, (4) Ending Balance – as of End Month then SAVE

Select	M	Description ▲
<input type="checkbox"/>		Account Active Status
<input checked="" type="checkbox"/>		Account Level Description
<input checked="" type="checkbox"/>		Account Number
<input type="checkbox"/>		Account Quick Key
<input type="checkbox"/>		Activity to Date
<input type="checkbox"/>		Available Funds
<input type="checkbox"/>		Batch Activity
<input type="checkbox"/>		Beginning Balance-at FY Start
<input checked="" type="checkbox"/>		Beginning Balance-Monthly
<input type="checkbox"/>		BUILDING
<input type="checkbox"/>		Category
<input type="checkbox"/>		Comment
<input type="checkbox"/>		Edited Group
<input type="checkbox"/>		Encumbered Amount
<input type="checkbox"/>		Encumbrance Carry Forward
<input type="checkbox"/>		Encumbrance Summary Account
<input checked="" type="checkbox"/>		Ending Balance-as of End Month
<input type="checkbox"/>		Ending Balance-Monthly Columns
<input type="checkbox"/>		Fiscal Year Activity
<input type="checkbox"/>		Fiscal Year Credits
<input type="checkbox"/>		Fiscal Year Debits
<input type="checkbox"/>		Fiscal Year Unencumbered Bal
<input type="checkbox"/>		FUNCTION
<input type="checkbox"/>		FUND
<input type="checkbox"/>		FYTD Activity
<input type="checkbox"/>		FYTD Credits
<input type="checkbox"/>		FYTD Debits
<input type="checkbox"/>		Month Credits
<input type="checkbox"/>		Month Debits
<input checked="" type="checkbox"/>		Monthly Activity

Save

Back

Select All

Unselect All



# Summary Report

- Can see that the fields came in the order I selected, if you need to change the order, you can highlight on the field to move and click the up or down buttons.
- Click Save and back and then print the report

The screenshot displays the Skyward School District interface for Budgetary Data Mining (546). The top navigation bar includes the user name 'Aida Quiliciscr' and menu options for 'Account', 'Preferences', 'Exit', and a help icon. The main content area is divided into several sections:

- Report Information:** Report Name: Balance Sheet Summary - All Funds; Report Title: Balance Sheet Summary - All Funds; Report Type: Balance Sheet Summary.
- Field Selection:** A list of fields to include in processing: Account Number, Account Level Description, Beginning Balance-Monthly, Monthly Activity, and Ending Balance-as of End Month. Buttons for 'Select Fields', 'Remove Field', and 'Clone Field' are available. 'Up' and 'Down' buttons are at the bottom of the list.
- Field Parameters:** Description: Account Heading; Heading 1: (empty); Heading 2: FD T FUNC OBJ BLDG PRG; Length: 22. A 'Display' section has radio buttons for 'Number' (selected), 'Description', and 'Short Description'.
- Report Width:** Report Width: 107.

Buttons for 'Save and Back' and 'Back' are located on the right side of the interface.

- I am selecting June 2020 to print my report

Runtime Parameters (161)

Runtime Report Parameters

Report Name: Balance Sheet Summary - All Funds

Reporting Month: Entered Month

Select Month: June

Year: 2020

Print Title Page

Print Greenbar

Print

Back

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: Balance Sheet Summary - All Funds

Parameters

Breaks

Account Ranges

Field Selection

# Summary Report

You can see (1) the account level description, which is the description you define, (2) breaks after assets, liabilities and (3) equities and (4) the double underline after the fund

FD	T	FUNC	OBJ	BLDG	PRG	Account Level Description	June 2019-20 Beginning Balance	June 2019-20 Monthly Activity	Ending Balance
06	A	0901	000	0000	000	Cash Account	-500,654.43	-2,596.66	-503,251.09
06	A	0902	000	0000	000	Online Account	7,593.38	-2,578.28	5,015.10
06	A	----	----	----	----		-493,061.05	-5,174.94	-498,235.99
06	L	0931	000	0000	000	Payable Account	0.00	-912.00	-912.00
06	L	0933	000	0000	000	DD/FR ACCRUAL	0.00	-779,614.53	-779,614.53
06	L	7700	000	0000	000	FICA Benefit Accrual	-97.28	-46,420.44	-46,517.72
06	L	7701	000	0000	000	Medicare Benefit Accrual	-22.75	-10,856.33	-10,879.08
06	L	7702	000	0000	000	Unemployment	-1.47	-691.10	-692.57
06	L	7703	000	0000	000	Employer Paid BCBS	0.00	-86,662.57	-86,662.57
06	L	7704	000	0000	000	Employer Paid Delta Dental	0.00	-2,415.23	-2,415.23
06	L	7705	000	0000	000	Employer Paid HSA	0.00	-1,309.04	-1,309.04
06	L	7712	000	0000	000	Federal Tax Withholding	-38.49	-401.81	-440.30
06	L	7713	000	0000	000	Kansas State Tax Withholding	-35.39	-212.97	-248.36
06	L	7714	000	0000	000	Emp Medicare	-22.75	-105.92	-128.67
06	L	7715	000	0000	000	Emp FICA	-97.28	-452.89	-550.17
06	L	7716	000	0000	000	United Way	-4.96	0.00	-4.96
06	L	7719	000	0000	000	Employee Health BCBS	0.00	-500.00	-500.00
06	L	7723	000	0000	000	KPERS Optional Life Insurance	-14.64	-70.92	-85.56
06	L	7725	000	0000	000	KPERS Withholding	3,900.48	-438.28	3,462.20
06	L	7726	000	0000	000	Leaders Life Insurance	-28.98	-86.94	-115.92
06	L	7727	000	0000	000	Legal Shield	25.12	0.00	25.12
06	L	7735	000	0000	000	Aspire Roth	-60.00	0.00	-60.00
06	L	7736	000	0000	000	Aspire PreTax	60.00	0.00	60.00
06	L	7741	000	0000	000	Reimburse District	414.18	0.00	414.18
06	L	----	----	----	----		3,975.79	-931,150.97	-927,175.18
06	Q	0911	000	0000	000	Equity Account	-597,076,507.59	0.00	-597,076,507.59
06	Q	0952	000	0000	000	Encumber Account	46,689.55	-45,475.55	1,214.00
06	Q	0953	000	0000	000	Encumber Reserve Account	-46,689.55	45,475.55	-1,214.00
06	Q	0954	000	0000	000	Equity Account	597,565,592.85	936,325.91	598,501,918.76
06	Q	9000	000	0000	000		-255.73	0.00	-255.73
06	Q	9110	000	0000	000		301,028,829.23	0.00	301,028,829.23
06	Q	9540	000	0000	000		-301,028,573.50	0.00	-301,028,573.50
06	Q	----	----	----	----		489,085.26	936,325.91	1,425,411.17
06	Q	----	----	----	----		0.00	0.00	0.00
07	A	0901	000	0000	000	Cash Account	3,437,563.88	0.00	3,437,563.88
07	A	----	----	----	----		3,437,563.88	0.00	3,437,563.88
07	Q	0911	000	0000	000	Equity Account	-132,493,833.27	0.00	-132,493,833.27
07	Q	0952	000	0000	000	Encumber Account	21,435.47	-21,435.47	0.00
07	Q	0953	000	0000	000	Encumber Reserve Account	-21,435.47	21,435.47	0.00
07	Q	0954	000	0000	000	Equity Account	129,056,269.39	0.00	129,056,269.39
07	Q	9000	000	0000	000		-123,829.65	0.00	-123,829.65
07	Q	9110	000	0000	000		66,814,291.16	0.00	66,814,291.16
07	Q	9540	000	0000	000		-66,690,461.51	0.00	-66,690,461.51
07	Q	----	----	----	----		-3,437,563.88	0.00	-3,437,563.88
07	Q	----	----	----	----		0.00	0.00	0.00

# Summary Reports

- I am going to back and make one change to the report I created. You may want to see monthly detail for every month of the fiscal year
- We will go back to Field Selection

NOW the  
MAGIC of  
AUTO  
GENERATE

**Skyward School District**

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**Budgetary Data Mining (808)**

Report Name: Balance Sheet Summary - All Funds  
 Report Title: Balance Sheet Summary - All Funds  
 Report Type: Balance Sheet Summary

Buttons: Add, Delete, Clone, Back, Print, Excel

**Field Selection** 1

Views: All Field Selections | Filters: \*Skyward Default

#	Field	Heading 1	Heading 2	Type	Combo field	Calculation	Len	F
1	Account Number		FD T FUNC OBJ BLDG PRG				22	
2	Account Level Description	Account Level	Description				30	
3	Beginning Balance-Monthly	<M><Y>	Beginning Balance	Single			12	
4	Monthly Activity	<M><Y>	Monthly Activity	Single			12	
5	Ending Balance-as of End M	Ending	Balance	Single			12	

2 Edit



- We will highlight on the Monthly Activity field and select Auto Generate on the right hand side

**NOW the  
MAGIC of  
AUTO  
GENERATE**

Budgetary Data Mining - WF\AM\RP\DM\DM - 27021 - 05.24.02.00.05 - Google Chrome

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**SKYWARD** Skyward School District

**Budgetary Data Mining (579)**

**Report Information**  
 Report Name: Balance Sheet Summary - All Funds  
 Report Title: Balance Sheet Summary - All Funds  
 Report Type: Balance Sheet Summary

**Field Selection**

Fields to include in processing

Account Number
Account Level Description
Beginning Balance-Monthly
<b>Monthly Activity</b>
Ending Balance-as of End Month

Select Fields  
Remove Field  
Clone Field

Up Down

**Field Parameters**

Type:  Single  Combination  
 Description: Monthly Activity  
 Heading 1: <M><Y>  
 Heading 2: Monthly Activity  
 # of Digits: 12  
 Format: -,>,>>,>>>,>>9.99  
 Sign:  Left  CR  Right  Left with %  
 Year: Current Year  
 Edited  Whole Number  
 Month To Use:  Report  Ranges  Auto-generate

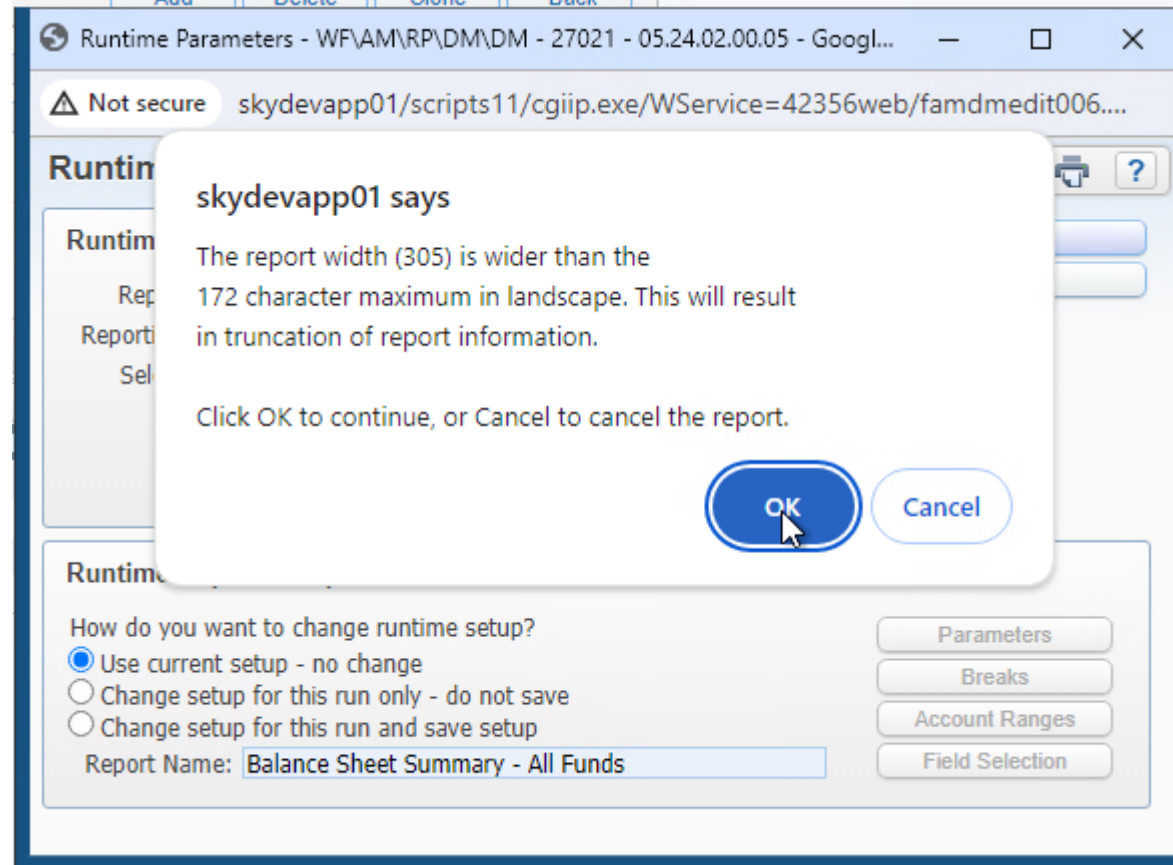
**Report Width**  
 Report Width: 107

skydevapp01 says  
 Selecting 'Auto-Generate' processing will create Month Columns for all months from the beginning of the specified fiscal year through the report run month.

OK

Save and Back  
Back

- When we print the report again Using June 2020 – we get a message about the size of our report, because a new column is added for each month



**NOW the  
MAGIC of  
AUTO  
GENERATE**

FD	T	FUNC	OBJ	BLDG	PRG	Account Level	June 2019-20	Jul 2019-20	Aug 2019-20	Sep 2019-20	Oct 2019-20	Nov 2019-20	Dec 2019-20
						Description	Beginning Balance	Monthly Activity	Monthly Activity	Monthly Activity	Monthly Activity	Monthly Activity	Monthly Activity
06	A	0901	000	0000	000	Cash Account	-500,654.43	11,096.17	-21,042.84	435,181.26	-1,475,113.47	-127,273.71	370,836
06	A	0902	000	0000	000	Online Account	7,593.38	3.00	2,210.99	918.00	1,299.00	1,140.00	852
06	A	----	---	----	---		-493,061.05	11,099.17	-18,831.85	436,099.26	-1,473,814.47	-126,133.71	371,689
06	L	0931	000	0000	000	Payable Account	0.00	0.00	-6,858.70	6,858.70	0.00	0.00	-41
06	L	0933	000	0000	000	DD/PR ACCRUAL	0.00	0.00	0.00	0.00	0.00	0.00	0
06	L	7700	000	0000	000	FICA Benefit Accrual	-97.28	0.00	0.00	0.00	232.53	-232.53	48,544
06	L	7701	000	0000	000	Medicare Benefit Accrual	-22.75	0.00	0.00	0.00	54.39	-54.39	11,353
06	L	7702	000	0000	000	Unemployment	-1.47	0.00	-839.07	0.00	-679.00	-737.96	-4
06	L	7703	000	0000	000	Employer Paid BCBS	0.00	0.00	-76,259.67	76,259.67	-92,430.87	503.74	91,927
06	L	7704	000	0000	000	Employer Paid Delta Dental	0.00	0.00	-6,227.10	6,227.10	-2,653.63	16.62	2,637
06	L	7705	000	0000	000	Employer Paid HSA	0.00	0.00	0.00	0.00	-967.64	967.64	0
06	L	7709	000	0000	000	Humana Payroll Accruals	0.00	0.00	-459.70	459.70	-434.11	-56.05	490
06	L	7710	000	0000	000	AFLAC Payroll Accruals	0.00	0.00	0.00	0.00	-472.95	472.95	0
06	L	7711	000	0000	000	403B Oppenheimer Fund	0.00	0.00	-525.00	525.00	-350.00	350.00	0
06	L	7712	000	0000	000	Federal Tax Withholding	-38.49	0.00	0.00	0.00	66.33	-66.33	60,623
06	L	7713	000	0000	000	Kansas State Tax Withholding	-35.39	0.00	0.00	0.00	50.19	-50.19	29,149
06	L	7714	000	0000	000	Emp Medicare	-22.75	0.00	0.00	0.00	54.39	-54.39	11,353
06	L	7715	000	0000	000	Emp FICA	-97.28	0.00	0.00	0.00	232.53	-232.53	48,544
06	L	7716	000	0000	000	United Way	-4.96	0.00	0.00	0.00	-247.18	242.22	0
06	L	7717	000	0000	000	Kansas Child Support	0.00	0.00	0.00	0.00	-191.00	191.00	0
06	L	7718	000	0000	000	Surency Vision	0.00	0.00	-988.97	988.97	-817.88	-375.36	1,193
06	L	7719	000	0000	000	Employee Health BCBS	0.00	0.00	-16,230.49	16,230.49	-20,202.26	41.72	20,160
06	L	7720	000	0000	000	Employee Dental Ins	0.00	0.00	-818.86	818.86	-4,757.23	4.37	4,752
06	L	7721	000	0000	000	IDEA Foundation	0.00	0.00	0.00	0.00	-34.00	34.00	0
06	L	7722	000	0000	000	KPERS 457 Roth	0.00	0.00	0.00	0.00	-2,083.33	2,083.33	0
06	L	7723	000	0000	000	KPERS Optional Life Insurance	-14.64	0.00	9.00	0.00	0.00	0.00	485
06	L	7724	000	0000	000	KPERS 457	0.00	0.00	0.00	0.00	-3,144.26	3,144.26	0
06	L	7725	000	0000	000	KPERS Withholding	3,900.48	0.00	3,994.62	0.00	225.04	-49,529.94	97,892
06	L	7726	000	0000	000	Leaders Life Insurance	-28.98	0.00	-1,199.97	1,199.97	-1,200.63	-10.37	1,211
06	L	7727	000	0000	000	Legal Shield	25.12	0.00	25.12	0.00	-318.90	318.90	0
06	L	7731	000	0000	000	Dependent Care 125 Plan	0.00	0.00	0.00	0.00	-1,899.97	-166.67	2,066
06	L	7732	000	0000	000	Medical Reimbursement 125 Plan	0.00	0.00	0.00	0.00	-8,201.50	-380.86	8,582
06	L	7733	000	0000	000	Accident Insurance Pre-Tax	0.00	0.00	0.00	0.00	-311.17	311.17	0
06	L	7734	000	0000	000	Faculty Association Dues	0.00	0.00	0.00	0.00	-2,388.62	2,388.62	0
06	L	7735	000	0000	000	Aspire Roth	-60.00	0.00	-580.00	520.00	-460.00	460.00	0
06	L	7736	000	0000	000	Aspire PreTax	60.00	0.00	-3,168.50	3,228.50	-3,362.16	3,362.16	0
06	L	7737	000	0000	000	Axa Roth	0.00	0.00	-100.00	100.00	-100.00	100.00	0
06	L	7739	000	0000	000	Health Savings Account	0.00	0.00	0.00	0.00	-2,537.84	2,537.84	0
06	L	7740	000	0000	000	American Financial Annuity	0.00	0.00	-1,950.00	1,950.00	-1,950.00	1,950.00	0
06	L	7741	000	0000	000	Reimburse District	414.18	0.00	0.00	0.00	0.00	0.00	414

**NOW the  
MAGIC of  
AUTO  
GENERATE**

Reprint this using the EXCEL button

NOW the  
MAGIC of  
AUTO  
GENERATE

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### Budgetary Data Mining (809)

Report Information

Report Name: Balance Sheet Summary - All Funds Print

Report Title: Balance Sheet Summary - All Funds Excel

Report Type: Balance Sheet Summary

Field Selection

Views: All Field Selections Filters: \*Skyward Default

#	Field	Heading 1	Heading 2	Type	Combo field	Calculation
1	Account Number		FD T FUNC OBJ BLDG PRG			
2	Account Level Description	Account Level	Description			
3	Beginning Balance-Monthly	<M><Y>	Beginning Balance	Single		
4	Monthly Activity	<M><Y>	Monthly Activity	Single		
5	Ending Balance-as of End M	Ending	Balance	Single		




# NOW the MAGIC of AUTO GENERATE

	FD T FUNC OBJ BLDG PRG	Account Level Description	June 2019-20 Beginning Balance	Jul 2019-20 Monthly Activity	Aug 2019-20 Monthly Activity	Sep 2019-20 Monthly Activity	Oct 2019-20 Monthly Activity	Nov 2019-20 Monthly Activity	Dec 2019-20 Monthly Activity
1	06 A 0901 000 0000 000	Cash Account	-500,654.43	11,096.17	-21,042.84	435,181.26	-1,475,113.47	-127,273.71	370,836.78
2	06 A 0902 000 0000 000	Online Account	7,593.38	3.00	2,210.99	918.00	1,299.00	1,140.00	852.39
3	06 A -----		-493,061.05	11,099.17	-18,831.85	436,099.26	-1,473,814.47	-126,133.71	371,689.17
4	06 L 0931 000 0000 000	Payable Account	0.00	0.00	-6,858.70	6,858.70	0.00	0.00	-41.04
5	06 L 0933 000 0000 000	DD/PR ACCRUAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	06 L 7700 000 0000 000	FICA Benefit Accrual	-97.28	0.00	0.00	0.00	232.53	-232.53	48,544.37
7	06 L 7701 000 0000 000	Medicare Benefit Accrual	-22.75	0.00	0.00	0.00	54.39	-54.39	11,353.33
8	06 L 7702 000 0000 000	Unemployment	-1.47	0.00	-839.07	0.00	-679.00	-737.96	-4.62
9	06 L 7703 000 0000 000	Employer Paid BCBS	0.00	0.00	-76,259.67	76,259.67	-92,430.87	503.74	91,927.13
10	06 L 7704 000 0000 000	Employer Paid Delta Dental	0.00	0.00	-6,227.10	6,227.10	-2,653.63	16.62	2,637.01
11	06 L 7705 000 0000 000	Employer Paid HSA	0.00	0.00	0.00	0.00	-967.64	967.64	0.00
12	06 L 7709 000 0000 000	Humana Payroll Accruals	0.00	0.00	-459.70	459.70	-434.11	-56.05	490.16
13	06 L 7710 000 0000 000	AFLAC Payroll Accruals	0.00	0.00	0.00	0.00	-472.95	472.95	0.00
14	06 L 7711 000 0000 000	403B Oppenheimer Fund	0.00	0.00	-525.00	525.00	-350.00	350.00	0.00
15	06 L 7712 000 0000 000	Federal Tax Withholding	-38.49	0.00	0.00	0.00	66.33	-66.33	60,623.83
16	06 L 7713 000 0000 000	Kansas State Tax Withholding	-35.39	0.00	0.00	0.00	50.19	-50.19	29,149.59
17	06 L 7714 000 0000 000	Emp Medicare	-22.75	0.00	0.00	0.00	54.39	-54.39	11,353.33
18	06 L 7715 000 0000 000	Emp FICA	-97.28	0.00	0.00	0.00	232.53	-232.53	48,544.37
19	06 L 7716 000 0000 000	United Way	-4.96	0.00	0.00	0.00	-247.18	242.22	0.00
20	06 L 7717 000 0000 000	Kansas Child Support	0.00	0.00	0.00	0.00	-191.00	191.00	0.00
21	06 L 7718 000 0000 000	Surency Vision	0.00	0.00	-988.97	988.97	-817.88	-375.36	1,193.24
22	06 L 7719 000 0000 000	Employee Health BCBS	0.00	0.00	-16,230.49	16,230.49	-20,202.26	41.72	20,160.54
23	06 L 7720 000 0000 000	Employee Dental Ins	0.00	0.00	-818.86	818.86	-4,757.23	4.37	4,752.86
24	06 L 7721 000 0000 000	IDEA Foundation	0.00	0.00	0.00	0.00	-34.00	34.00	0.00
25	06 L 7722 000 0000 000	KPERS 457 Roth	0.00	0.00	0.00	0.00	-2,083.33	2,083.33	0.00
26	06 L 7723 000 0000 000	KPERS Optional Life Insurance	-14.64	0.00	9.00	0.00	0.00	0.00	485.28
27	06 L 7724 000 0000 000	KPERS 457	0.00	0.00	0.00	0.00	-3,144.26	3,144.26	0.00
28	06 L 7725 000 0000 000	KPERS Withholding	3,900.48	0.00	3,994.62	0.00	225.04	-49,529.94	97,892.89
29	06 L 7726 000 0000 000	Leaders Life Insurance	-28.98	0.00	-1,199.97	1,199.97	-1,200.63	-10.37	1,211.00
30	06 L 7727 000 0000 000	Legal Shield	25.12	0.00	25.12	0.00	-318.90	318.90	0.00
31	06 L 7731 000 0000 000	Dependent Care 125 Plan	0.00	0.00	0.00	0.00	-1,899.97	-166.67	2,066.64
32	06 L 7732 000 0000 000	Medical Reimbursement 125 P	0.00	0.00	0.00	0.00	-8,201.50	-380.86	8,582.36
33	06 L 7733 000 0000 000	Accident Insurance Pre-Tax	0.00	0.00	0.00	0.00	-311.17	311.17	0.00
34	06 L 7734 000 0000 000	Faculty Association Dues	0.00	0.00	0.00	0.00	-2,388.62	2,388.62	0.00
35	06 L 7735 000 0000 000	Aspire Roth	-60.00	0.00	-580.00	520.00	-460.00	460.00	0.00

- Next I want to talk about Combination fields
- I have created a simple expense summary report and we will look at the fields selection tab of the report

# Combo fields

 Skyward School District

**Budgetary Data Mining (376)**

Report Information

Report Name: Expense Comparison  
Report Title: Expense Comparison  
Report Type: Revenue/Expense Summary

**Field Selection**

Fields to include in processing

Account Number	Select Fields
FYTD Activity	Remove Field

Clone Field

Up Down

Asterisk (\*) denotes a required field

Save and Back  
Back

**Field Parameters**

Type:  Single  Combination

Description: FYTD Activity

Heading 1: <Y>

Heading 2: FYTD Activity

# of Digits: 12

Format: ->, >>>, >>>, >>9.99

Sign:  Left  CR  Right  Left with %

Year: Current Year <-- -->

Edited  Whole Number

**Report Width**

Report Width: 40

- While highlighted on FYTD activity I am going to CLONE this field twice

# Combo fields

**Skyward School District**

**Budgetary Data Mining (376)**

Report Name: Expense Comparison  
Report Title: Expense Comparison  
Report Type: Revenue/Expense Summary

**Field Selection**

Fields to include in processing

Account Number
<b>FYTD Activity</b>

1

2

Select Fields  
Remove Field  
Clone Field

Field Parameters

Type:  Single  Combination  
Description: FYTD Activity  
Heading 2: FYTD Activity  
# of Digits: 12  
Format: -,>>>>>>>>9.99  
Sign:  Left  CR  Right  Left with %  
Year: Current Year  
 Edited  Whole Number

Report Width

Report Width: 40


Asterisk (\*) denotes a required field

Save and Back  
Back

Add another instance of the selected field

# Combo fields

- Then I am going to highlight on each of the three FYTD activity fields 1<sup>st</sup> on will be current year activity, 2<sup>nd</sup> one will be previous year and 3<sup>rd</sup> one will be combo fields

 Skyward School District

**Budgetary Data Mining (376)**

Report Name: Expense Comparison  
Report Title: Expense Comparison  
Report Type: Revenue/Expense Summary

**Field Selection**

Fields to include in processing

- Account Number
- FYTD Activity**
- FYTD Activity
- FYTD Activity

Buttons: Select Fields, Remove Field, Clone Field


Field Parameters

Type:  Single  Combination  
Description: FYTD Activity  
Heading 1: <Y>  
Heading 2: FYTD Activity  
# of Digits: 12  
Format: ->, >>>, >>>>, >>>>>, >>>>>>9.99  
Sign:  Left  CR  Right  Left with %  
Year: Current Year  
 Edited  Whole Number

Report Width: 76

Asterisk (\*) denotes a required field

- 2<sup>nd</sup> one will be previous year and 3<sup>rd</sup> one will be combo fields

 Skyward School District

**Budgetary Data Mining (376)**

Report Information  
Parameters  
Breaks  
Account Ranges  
**Field Selection**

Report Name: Expense Comparison  
Report Title: Expense Comparison  
Report Type: Revenue/Expense Summary

**Field Selection**

Fields to include in processing

- Account Number
- FYTD Activity
- FYTD Activity
- FYTD Activity

Select Fields  
Remove Field  
Clone Field

Up Down

Asterisk (\*) denotes a required field

Save and Back  
Back

**Field Parameters**

Type:  Single  Combination  
Description: FYTD Activity  
Heading 1: <Y>  
Heading 2: FYTD Activity  
# of Digits: 12  
Format: ->, >>>, >>>>, >>>>>9.99  
Sign:  Left  CR  Right  Left with %  
Year: Prev Year 1  
 Edited  Whole Number

**Report Width**

Report Width: 76

Combo fields

- 3<sup>rd</sup> one will be combo fields

# Combo fields

**SKYWARD** Skyward School District

**Budgetary Data Mining (376)**

Report Name: Expense Comparison  
 Report Title: Expense Comparison  
 Report Type: Revenue/Expense Summary

**Field Selection**

Fields to include in processing

Account Number  
 FYTD Activity  
 FYTD Activity  
 FYTD Activity

Select Fields  
 Remove Field  
 Clone Field

Up Down

Save and Back  
 Back

**Field Parameters**

Type:  Single  Combination  
 Description: FYTD Activity  
 Heading 1: <Y>  
 Heading 2: FYTD Activity  
 # of Digits: 12  
 Format: -,>>>,>>>,>>>9.99  
 Sign:  Left  CR  Right  Left with %  
 Year: Current Year  
 Edited  Whole Number

**Combo Parameters**

\* Description: FYTD Activity  
 Year: Prev Year 1

**Combo Calculation**

Amount Total  
 Amount Difference (Amt 1-Amt 2)  
 Percent (Amt 2/Amt 1)\*100  
 Percent ((Amt 1-Amt 2)/Amt 2)\*100

**Report Width**

Report Width: 76

Asterisk (\*) denotes a required field

Amt 1

Amt 2

◀ ▶ Budgetary Data Mining (376)

- Report
- Information
- Parameters
- Breaks
- Account Ranges
- Field Selection

Report Name:

Report Title:

Report Type:

**Field Selection**

Fields to include in processing

- Account Number
- FYTD Activity
- FYTD Activity
- FYTD Activity
- FYTD Activity

**Field Parameters**

Type:  Single  Combination

Description:

Heading 1:

Heading 2:

# of Digits:

Format:

Sign:  Left  CR  Right  Left with %

Year:

Edited  Whole Number

**Combo Parameters**

\* Description:

Year:

**Combo Calculation**

- Amount Total
- Amount Difference (Amt 1-Amt 2)
- Percent (Amt 2/Amt 1)\*100
- Percent ((Amt 1-Amt 2)/Amt 2)\*100

**Report Width**


Report Width:

Combo fields

FD	T	FUNC	OBJ	BLDG	PRG	2019-20 FYTD Activity	2018-19 FYTD Activity	Change in FYTD Activity
06	E	1000	110	0052	213	3,803,390.20	1,881,964.62	1,921,425.58
06	E	1000	110	0052	214	2,071.97	3,664.00	-1,592.03
06	E	1000	110	0052	216	187,346.55	384,993.59	-197,647.04
06	E	1000	110	0052	217	1,365.00	3,873.75	-2,508.75
06	E	1000	110	0052	218	330.00	0.00	330.00
06	E	1000	110	0052	220	612.00	665.00	-53.00
06	E	1000	110	0052	221	9,740.34	960.00	8,780.34
06	E	1000	110	0052	223	8,469.98	13,332.50	-4,862.52
06	E	1000	110	0055	300	64,038.04	-100.00	64,138.04
06	E	1000	115	0052	299	59,603.87	114,114.76	-54,510.89
06	E	1000	115	0052	300	5,320.00	-322.91	5,642.91
06	E	1000	115	0052	301	7,898.15	51,479.96	-43,581.81
06	E	1000	115	0052	302	3,405.37	12,149.42	-8,744.05
06	E	1000	120	0052	216	10,844.82	21,009.03	-10,164.21
06	E	1000	120	0055	300	8,013.02	5,485.86	2,527.16
06	E	1000	210	0052	050	31.65	0.00	31.65
06	E	1000	210	0052	094	4,568.03	688,395.84	-683,827.81
06	E	1000	210	0052	095	0.00	393.89	-393.89
06	E	1000	210	0052	213	436,470.14	0.00	436,470.14
06	E	1000	210	0052	214	30.23	0.00	30.23
06	E	1000	210	0052	216	2,557.34	0.00	2,557.34



- Lets go ahead and add another column for percentage change:

 Skyward School District

**Budgetary Data Mining (395)**

Report Name: Expense Comparison  
Report Title: Expense Comparison  
Report Type: Revenue/Expense Summary

**Field Selection**

Fields to include in processing

- Account Number
- FYTD Activity
- FYTD Activity
- FYTD Activity
- FYTD Activity

Buttons: Select Fields, Remove Field, Clone Field

**Field Parameters**

Type:  Single  Combination  
Description: FYTD Activity  
Heading 1: Change in  
Heading 2: FYTD Activity  
# of Digits: 12  
Format: ->, >>>, >>>, >>>9.99  
Sign:  Left  CR  Right  Left with %  
Year: Current Year  
 Edited  Whole Number

**Combo Parameters**

\* Description: FYTD Activity  
Year: Prev Year 1

**Combo Calculation**

- Amount Total
- Amount Difference (Amt 1-Amt 2)
- Percent (Amt 2/Amt 1)\*100
- Percent ((Amt 1-Amt 2)/Amt 2)\*100

**Report Width**

Report Width: 76

Buttons: Save and Back, Back, Up, Down

Combo fields

- Highlight on the 4<sup>th</sup> FYTD activity and change description to % change and select the last percent option then print

**SKYWARD** Skyward School District

**Budgetary Data Mining (395)**

Report Name: Expense Comparison  
 Report Title: Expense Comparison  
 Report Type: Revenue/Expense Summary

**Field Selection**

Fields to include in processing

Account Number  
 FYTD Activity  
 FYTD Activity  
 FYTD Activity  
 FYTD Activity  
 FYTD Activity

Select Fields  
 Remove Field  
 Clone Field

Field Parameters

Type:  Single  Combination  
 Description: FYTD Activity  
 Head: % Change in  
 Heading 2: FYTD Activity  
 # of Digits: 12  
 Format: -,>>>,>>>,>>9.99  
 Sign:  Left  CR  Right  Left with %  
 Year: Current Year  
 Edited  Whole Number

Combo Parameters

\* Description: FYTD Activity  
 Year: Prev Year 1

Combo Calculation

Amount Total  
 Amount Difference (Amt 1-Amt 2)  
 Percent (Amt 2/Amt 1)\*100  
 Percent ((Amt 1-Amt 2)/Amt 2)\*100

Report Width

Report Width: 94

Asterisk (\*) denotes a required field

Combo fields

- Highlight on the 4<sup>th</sup> FYTD activity and change description to % change and select the last percent option then print

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SCRAMBLED DATABASE  
Expense Comparison (Date: 6/2020)

04/02/24

Page:1  
7:24 PM

FD	T	FUNC	OBJ	BLDG	PRG	2019-20 FYTD Activity	2018-19 FYTD Activity	Change in FYTD Activity	% Change in FYTD Activity
06	E	1000	110	0052	213	3,803,390.20	1,881,964.62	1,921,425.58	102.10
06	E	1000	110	0052	214	2,071.97	3,664.00	-1,592.03	-43.45
06	E	1000	110	0052	216	187,346.55	384,993.59	-197,647.04	-51.34
06	E	1000	110	0052	217	1,365.00	3,873.75	-2,508.75	-64.76
06	E	1000	110	0052	218	330.00	0.00	330.00	0.00
06	E	1000	110	0052	220	612.00	665.00	-53.00	-7.97
06	E	1000	110	0052	221	9,740.34	960.00	8,780.34	914.62
06	E	1000	110	0052	223	8,469.98	13,332.50	-4,862.52	-36.47

- We are going to add a balance sheet detail, (1) name the report, (2) select Balance Sheet Detail, (3) Save and add Parameters

- Change to (1) and (2) save and add breaks

# Balance Sheet Detail Report

# Balance Sheet Detail Report

- Then just save breaks and add Ranges

Report Name: Balance Sheet Detail  
Report Title: Balance Sheet Detail  
Report Type: Balance Sheet Detail

**Breaks**  
Sequence: R - REGULAR ACCOUNT SEQUENCE

FD T FUNC OBJ BLDG PRG  
□□ □ □□□ □□ □□□□ □□□

Break Levels to include in processing

Break Level Attributes  
Break: Single  
Heading:  Yes  No  
Separator:  Yes  No  
Dbf Underline:  Yes  No

Save Breaks and Add Ranges  
Back

- If you want all assets, liabilities and equities for all accounts – you can save ranges and add fields

**Account Ranges**

Low High  
Category:  ZZZZZZZZ  
Group:  ZZ-ZZ-ZZZZ  
Account Status:  Active and Inactive  Active  Inactive

Save Ranges and Add Fields  
Back

**Balance Sheet Accounts**  
 Asset  Liability  Equity  
Low Account: 00 \* 0000 000 0000 000  
High Account: 99 \* 9999 999 9999 999

Low High  
FUND: 00 99  
TYPE: \* \*  
FUNCTION: 0000 9999  
OBJECT: 000 999  
BUILDING: 0000 9999  
PROGRAM: 000 999

# Balance Sheet Detail Report

- Then just save and add sources – there is NO need to select any fields

Field Selection

Fields to include in processing

Account Number

Select Fields  
Remove Field  
Clone Field

Save and Add Sources  
Back

Field Parameters

Description: Account Heading  
Heading 1:  
Heading 2: FD T FUNC OBJ BLDG PRG  
Length: 22

- Under Sources, we are going to select all of the modules we use (1) (most will already be checked)

Budgetary Data Mining (251)

Report Name: Balance Sheet Detail  
Report Title: Balance Sheet Detail  
Report Type: Balance Sheet Detail

Sources

Sources	Detail
<input checked="" type="checkbox"/> AP = Accounts Payable	<input type="checkbox"/>
<input checked="" type="checkbox"/> AR = Accounts Receivable	<input type="checkbox"/>
ARSY = Accts Receivables (System Generated)	<input type="checkbox"/>
<input type="checkbox"/> Include Invoices	<input type="checkbox"/>
<input type="checkbox"/> Include Payments/Unapplied	<input type="checkbox"/>
<input type="checkbox"/> Include Cash Receipts/Deposits	<input type="checkbox"/>
<input checked="" type="checkbox"/> CR = Cash Receipts	<input type="checkbox"/>
<input checked="" type="checkbox"/> JE = Journal Entries	<input type="checkbox"/>
<input checked="" type="checkbox"/> PR = Payroll	<input type="checkbox"/>
<input checked="" type="checkbox"/> CD = Cash Disbursements	<input type="checkbox"/>
<input checked="" type="checkbox"/> PO = Purchase Orders	<input type="checkbox"/>
<input type="checkbox"/> TR = Transfers	<input type="checkbox"/>
<input type="checkbox"/> RV = Revisions	<input type="checkbox"/>
<input type="checkbox"/> IV = Inventory	<input type="checkbox"/>
Detail Description: <input type="radio"/> Short <input checked="" type="radio"/> Long	
<input type="checkbox"/> ITCR = Insurance Tracking Cash Receipts	<input type="checkbox"/>
<input type="checkbox"/> FXAD = Fixed Assets Disposals/Additions	<input type="checkbox"/>
<input type="checkbox"/> FXDP = Fixed Assets Depreciation	<input type="checkbox"/>
<input type="checkbox"/> YP = Prior Year Adjustments	<input type="checkbox"/>
<input type="checkbox"/> SB = Student Billing	<input type="checkbox"/>
Sign: <input checked="" type="radio"/> Left <input type="radio"/> CR <input type="radio"/> Right	

Print All Accounts in Filter Range  
 Print Accounts with Transactions in the Selected Sources  
 Print Monthly Totals  
 Print Account Summary  
 Print Only Source Totals (Suppress detail)  
 Print Accumulated Detail Subtotals  
 Truncate Detail Fields

Purchase Order Parameters  
 Print all open Purchase Orders as of the report end date and beyond  
 Print only Purchase Orders open as of the report end date (month/year)

# Balance Sheet Detail Report

- I am going to select (1) YP = Prior Year Adjustments and (2) under detail, I will check the box next to all of the modules already checked then (3) save and then print the report

**Budgetary Data Mining (251)**

Report Name:   
Report Title:   
Report Type:

**Sources**

Sources	Detail
<input checked="" type="checkbox"/> AP = Accounts Payable	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> AR = Accounts Receivable	<input checked="" type="checkbox"/>
ARSY = Accts Receivables (System Generated)	
<input type="checkbox"/> Include Invoices	<input type="checkbox"/>
<input type="checkbox"/> Include Payments/Unapplied	<input type="checkbox"/>
<input type="checkbox"/> Include Cash Receipts/Deposits	<input type="checkbox"/>
<input checked="" type="checkbox"/> CR = Cash Receipts	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> JE = Journal Entries	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> PR = Payroll	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> CD = Cash Disbursements	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> PO = Purchase Orders	<input checked="" type="checkbox"/>
<input type="checkbox"/> TR = Transfers	<input type="checkbox"/>
<input type="checkbox"/> RV = Revisions	<input type="checkbox"/>
<input type="checkbox"/> IV = Inventory	<input type="checkbox"/>
Detail Description: <input type="radio"/> Short <input checked="" type="radio"/> Long	
<input type="checkbox"/> ITCR = Insurance Tracking Cash Receipts	<input type="checkbox"/>
<input type="checkbox"/> FXAD = Fixed Assets Disposals/Additions	<input type="checkbox"/>
<input type="checkbox"/> FXDP = Fixed Assets Depreciation	<input type="checkbox"/>
<input checked="" type="checkbox"/> YP = Prior Year Adjustments	<input checked="" type="checkbox"/>
<input type="checkbox"/> SB = Student Billing	<input type="checkbox"/>
Sign: <input checked="" type="radio"/> Left <input type="radio"/> CR <input type="radio"/> Right	

Print All Accounts in Filter Range ?  
 Print Accounts with Transactions in the Selected Sources ?  
 Print Monthly Totals  
 Print Account Summary  
 Print Only Source Totals (Suppress detail)  
 Print Accumulated Detail Subtotals  
 Truncate Detail Fields

**Purchase Order Parameters ?**

Print all open Purchase Orders as of the report end date and beyond  
 Print only Purchase Orders open as of the report end date (month/year)

**Save** **Back**

- You can see that even though we did not select ANY fields, we are still getting (1) account number, (2) Date, (3) Source, (4) Sub Source, (5) Batch #, (6) Vendor Name, (7) PO/Line #, (8) Description, (9) Inv#/Desc 2, (10) Inv Date, (11) Check #/Rec#, (12) Check date and (13) amount

1	2	3	4	5	6	7	8	9	10	11	12	13
FD T FUNC OBJ BLDG PRG	Date	Src	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
06 L 7700 000 0000 000 (continued)	06/30/20	PR	PBEN	1FICA	Willene I Cienfuegossr		1FICA	Payables Expense	05/13/20	800000012	07/31/20	-262.74
	06/30/20		PBEN	1FICA	Yaeko I Clermontscr		1FICA	Payables Expense	05/13/20	800000055	07/31/20	-249.36
	06/30/20		PBEN	1FICA	Hermine I Coachscr		1FICA	Payables Expense	05/13/20	800000013	07/31/20	-238.59
	06/30/20	PR		1FICA	Ignacia I Colasscr		1FICA	Payables Expense	05/13/20	800000056	07/31/20	-225.66
	06/30/20	PR	PBEN	1FICA	Raymond I Columbiascr		1FICA	Payables Expense	05/13/20	800000080	07/31/20	-207.67
	06/30/20	PR	PBEN	1FICA	Bridgett I Condrascr		1FICA	Payables Expense	05/13/20	800000027	07/31/20	-251.86
	06/30/20	PR	PBEN	1FICA	Angeline J Dedmanscr		1FICA	Payables Expense	05/13/20	800000039	07/31/20	-202.04
	06/30/20	PR	PBEN	1FICA	Yuriko J Deerescr		1FICA	Payables Expense	05/13/20	800000014	07/31/20	-248.42

# Balance Sheet Detail Report





- Now let's see what happens when we do select fields in a detail report

**Skyward School District**

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

**Budgetary Data Mining (372)**

Report Information Parameters Breaks Account Ranges **Field Selection** Sources

Report Name: Balance Sheet Detail  
 Report Title: Balance Sheet Detail  
 Report Type: Balance Sheet Detail

Buttons: Add, Delete, Clone, Back, Print, Excel

**Field Selection** 1 Edit

Views: All Field Selections Filters: \*Skyward Default

#	Field	Heading 1	Heading 2	Type	Combo field	Calculation	Len
1	Account Number		FD T FUNC OBJ BLDG PRG				22

# Balance Sheet Detail Report

# Balance Sheet Detail Report

- Now let's see what happens when we do select fields in a detail report

Select Fields - WF\AM\RP\DM\DM - 27021 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/famdmslct001.w?isPopup=true

### Select Fields (268)

Available Fields

Select	M	Description
<input type="checkbox"/>		Account Active Status
<input type="checkbox"/>		Account Level Description
<input checked="" type="checkbox"/>		Account Number
<input type="checkbox"/>		Account Quick Key
<input type="checkbox"/>		Activity to Date
<input type="checkbox"/>		Available Funds
<input type="checkbox"/>		Batch Activity
<input type="checkbox"/>		Beginning Balance-at FY Start
<input type="checkbox"/>		Beginning Balance-Monthly
<input type="checkbox"/>		BUILDING
<input type="checkbox"/>		Category
<input type="checkbox"/>		Comment
<input type="checkbox"/>		Edited Group
<input type="checkbox"/>		Encumbered Amount
<input type="checkbox"/>		Encumbrance Carry Forward
<input type="checkbox"/>		Encumbrance Summary Account
<input checked="" type="checkbox"/>		Ending Balance-as of End Month
<input type="checkbox"/>		Ending Balance-Monthly Columns
<input type="checkbox"/>		Fiscal Year Activity
<input type="checkbox"/>		Fiscal Year Credits
<input type="checkbox"/>		Fiscal Year Debits
<input type="checkbox"/>		Fiscal Year Unencumbered Bal
<input type="checkbox"/>		FUNCTION
<input type="checkbox"/>		FUND
<input checked="" type="checkbox"/>		FYTD Activity
<input type="checkbox"/>		FYTD Credits
<input type="checkbox"/>		FYTD Debits

37 records displayed

Buttons: Save, Back, Select All, Unselect All, ?

- Now let's see what happens when we do select fields in a detail report

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SCRAMBLED DATABASE

04/02/24

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Balance Sheet Detail (Date: 06/01/2020 - 06/30/2020)

7:41 PM

		2019-20	Ending														
		FYTD Activity	Balance														
FD	T	FUNC	OBJ	BLDG	PRG	Date	Src	Sub	Batch	Vendor Name/Ret	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
06	A	0000	000	0000	000					0.00							0.00
*06 A 0000 000 0000 000																	
06	A	0000	000	3000	000					0.00							0.00
*06 A 0000 000 3000 000																	
06	A	0901	000	0000	000					-651,832.44							-503,251.09
		06/01/20	PR	AS								06 SCRAMBLED DESCRIPTION/0901	Regular Payroll	06/02/20			-1,228.33
		06/08/20	PR	AS								06 SCRAMBLED DESCRIPTION/0901	Regular Payroll	06/02/20			-1,228.33
		06/18/20	AP	CDCC								CHECK REGISTER SUMMARY UPDATE					-140.00
June																	
												*06 A 0901 000 0000 000					-2,596.66
*Accounts Payable																	
*Payroll																	

- A Combined BS and OS report combines both balance sheet accounts (assets, liabilities and equities) and operating statement accounts (revenue and expense)

# Combined BS and OS Summary

**Skyward School District**

**Budgetary Data Mining (289)**

**Report Information**

1 Report Name: General Fund All Accounts

Report Title: General Fund All Accounts

\* Report Type:

- Revenue/Expense Detail
- Revenue/Expense Summary
- Balance Sheet Detail
- Balance Sheet Summary
- Combined B/S and O/S Detail
- 2  Combined B/S and O/S Summary

\* Add Report For: Quiliciscr Aida X | QUILIAID000

District Report Template

Asterisk (\*) denotes a required field

3 Save and Add Parameters

Back

- The parameters is the same as other reports, but there is a difference in the breaks tab

Budgetary Data Mining - WF\AM\RP\DM\DM - 27021 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/famdmtabs000.w

**SKYWARD** Skyward School District

**Budgetary Data Mining (355)**

Report Name: General Fund All Accounts  
 Report Title: General Fund All Accounts  
 Report Type: Combined B/S and O/S Summary

**Breaks**  
 Sequence: R - REGULAR ACCOUNT SEQUENCE

FD	T	FUNC	OBJ	BLDG	PRG
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FD	T	FUNC	OBJ	BLDG	PRG
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Break Levels to include in processing  
 FD Position 2  
 T Position 1

Break Level Attributes  
 Break: Double  
 Heading:  Yes  No  
 Separator:  Yes  No  
 Dbl Underline:  Yes  No

Save Breaks and Add Ranges  
 Back

# Combined BS and OS Summary

- The account ranges tab also looks different – we are going to look at fund 06 only

 Skyward School District

**Budgetary Data Mining (330)**

Report Name: General Fund All Accounts  
 Report Title: General Fund All Accounts  
 Report Type: Combined B/S and O/S Summary

**Account Ranges**

Low Category:  High: ZZZZZZZZ  
 Low Group:  High: ZZ-ZZ-ZZZZ  
 Account Status:  Active and Inactive  Active  Inactive

**Balance Sheet Accounts**

Asset  Liability  Equity  
 Low Account: 06 \* 0000 000 0000 000  
 High Account: 06 \* 9999 999 9999 999

	Low	High
FUND:	06	06
TYPE:		
FUNCTION:	0000	9999
OBJECT:	000	999
BUILDING:	0000	9999
PROGRAM:	000	999

Include Filters for Balance Sheet Accounts  
 Dim: FUND  
 Low: 00 High: 99    
 Exclude Filters for Balance Sheet Accounts  
 Dim: FUND  
 Low: 00 High: 99

**Operating Statement Accounts**

Expense  Revenue  
 Low Account: 06 \* 0000 000 0000 000  
 High Account: 06 \* 9999 999 9999 999

	Low	High
FUND:	06	06
TYPE:		
FUNCTION:	0000	9999
OBJECT:	000	999
BUILDING:	0000	9999
PROGRAM:	000	999

Include Filters for Operating Statement Accounts  
 Dim: FUND  
 Low: 00 High: 99    
 Exclude Filters for Operating Statement Accounts  
 Dim: FUND  
 Low: 00 High: 99

# Combined BS and OS Summary

# Combined BS and OS Summary

- The field selections are different as well – because we can see which ones are specific to BS items and which are specific to OS

The screenshot shows a web browser window titled "Select Fields - WF\AM\RP\DM\DM - 27021 - 05.24.02.00.05 - Google Chrome". The address bar shows "skydevapp01/scripts11/cgiip.exe/WService=42356web/famdmslct001.w?isPopup=true". The main content area is titled "Select Fields (290)" and contains a table of available fields. The table has columns for "Select", "M", "BS", "OS", and "Description". The "Select" column contains checkboxes, some of which are checked. The "M", "BS", and "OS" columns contain "Y" or "N" values. The "Description" column lists various fields such as "Account Active Status", "Account Level Description", "Account Number", "Account Quick Key", "Activity to Date", "Available Funds", "B-01000 (Budget Type)", "B-01100 (Budget Type)", "B-01200 (Budget Type)", "Batch Activity", "Beginning Balance-at FY Start", "Beginning Balance-Monthly", "Budget Carry Forward", "Budget Requisitions - Approved", "Budget Requisitions - Denied", "Budget Requisitions - Pending", "Budget Revisions", "Budget Transfers", "BUILDING", "Category", "Comment", "Edited Group", "Encumbered Amount", "Encumbrance Carry Forward", "Encumbrance Summary Account", "Ending Balance-as of End Month", and "Ending Balance-Monthly Columns". The table is scrollable, and the bottom of the page indicates "64 records displayed".

Select	M	BS	OS	Description
<input type="checkbox"/>		Y	Y	Account Active Status
<input checked="" type="checkbox"/>		Y	Y	Account Level Description
<input checked="" type="checkbox"/>		Y	Y	Account Number
<input type="checkbox"/>		Y	Y	Account Quick Key
<input type="checkbox"/>		Y	Y	Activity to Date
<input type="checkbox"/>		Y	Y	Available Funds
<input type="checkbox"/>			Y	B-01000 (Budget Type)
<input type="checkbox"/>			Y	B-01100 (Budget Type)
<input type="checkbox"/>			Y	B-01200 (Budget Type)
<input type="checkbox"/>		Y	Y	Batch Activity
<input checked="" type="checkbox"/>		Y		Beginning Balance-at FY Start
<input type="checkbox"/>		Y		Beginning Balance-Monthly
<input type="checkbox"/>			Y	Budget Carry Forward
<input type="checkbox"/>			Y	Budget Requisitions - Approved
<input type="checkbox"/>			Y	Budget Requisitions - Denied
<input type="checkbox"/>			Y	Budget Requisitions - Pending
<input type="checkbox"/>			Y	Budget Revisions
<input type="checkbox"/>			Y	Budget Transfers
<input type="checkbox"/>			Y	BUILDING
<input type="checkbox"/>		Y	Y	Category
<input type="checkbox"/>		Y	Y	Comment
<input type="checkbox"/>		Y	Y	Edited Group
<input type="checkbox"/>		Y	Y	Encumbered Amount
<input type="checkbox"/>		Y	Y	Encumbrance Carry Forward
<input type="checkbox"/>		Y	Y	Encumbrance Summary Account
<input type="checkbox"/>		Y		Ending Balance-as of End Month
<input type="checkbox"/>		Y		Ending Balance-Monthly Columns

FD	T	FUNC	OBJ	BLDG	PRG	Account Level Description	2019-20 Revised Budget	Beginning Balance	2019-20 FYTD Activity
06	A	0901	000	0000	000	Cash Account	0.00	148,581.35	-651,832.44
06	A	0902	000	0000	000	Online Account	0.00	0.00	5,015.10
06	A	----	---	----	---		0.00	148,581.35	-646,817.34
06	L	0931	000	0000	000	Payable Account	0.00	0.00	-912.00
06	L	0933	000	0000	000	DD/PR ACCRUAL	0.00	0.00	-779,614.53
06	L	7700	000	0000	000	FICA Benefit Accrual	0.00	0.00	-46,517.72
06	L	7701	000	0000	000	Medicare Benefit Accrual	0.00	0.00	-10,879.08
06	L	7702	000	0000	000	Unemployment	0.00	0.00	-692.57
06	L	7703	000	0000	000	Employer Paid BCBS	0.00	0.00	-86,662.57
06	L	7704	000	0000	000	Employer Paid Delta Dental	0.00	0.00	-2,415.23
06	L	7705	000	0000	000	Employer Paid HSA	0.00	0.00	-1,309.04
06	L	7712	000	0000	000	Federal Tax Withholding	0.00	0.00	-440.30
06	L	7713	000	0000	000	Kansas State Tax Withholding	0.00	0.00	-248.36
06	L	7714	000	0000	000	Emp Medicare	0.00	0.00	-128.67
06	L	7715	000	0000	000	Emp FICA	0.00	0.00	-550.17
06	L	7716	000	0000	000	United Way	0.00	0.00	-4.96
06	L	7719	000	0000	000	Employee Health BCBS	0.00	0.00	-500.00
06	L	7723	000	0000	000	KPERS Optional Life Insurance	0.00	0.00	-85.56
06	L	7725	000	0000	000	KPERS Withholding	0.00	0.00	3,462.20
06	L	7726	000	0000	000	Leaders Life Insurance	0.00	0.00	-115.92
06	L	7727	000	0000	000	Legal Shield	0.00	0.00	25.12
06	L	7735	000	0000	000	Aspire Roth	0.00	0.00	-60.00
06	L	7736	000	0000	000	Aspire PreTax	0.00	0.00	60.00
06	L	7741	000	0000	000	Reimburse District	0.00	0.00	414.18
06	L	----	---	----	---		0.00	0.00	-927,175.18
06	Q	0911	000	0000	000	Equity Account	0.00	-588,974,405.94	-8,102,101.65
06	Q	0952	000	0000	000	Encumber Account	0.00	0.00	1,214.00

# Combined BS and OS Summary



# Combined BS and OS Summary

06 Q 0911 000 0000 000	Equity Account	0.00	-588,974,405.94	-8,102,101.65
06 Q 0952 000 0000 000	Encumber Account	0.00	0.00	1,214.00
06 Q 0953 000 0000 000	Encumber Reserve Account	0.00	0.00	-1,214.00
06 Q 0954 000 0000 000	Equity Account	0.00	588,825,824.59	9,676,094.17
06 Q 9000 000 0000 000		0.00	0.00	-255.73
06 Q 9110 000 0000 000		0.00	0.00	301,028,829.23
06 Q 9540 000 0000 000		0.00	0.00	-301,028,573.50
06 Q ---- --- ---- ---		0.00	-148,581.35	1,573,992.52
06 R 0000 000 0000 000		0.00	0.00	25.00
06 R 0111 000 0000 010	Current Year Ad Valorem	0.00	0.00	50.00
06 R 0198 000 0000 052	Reimbursements/Preschool Fee	0.00	0.00	45,487.50
06 R 0311 000 0000 030	Equalization Aid	0.00	0.00	7,246,055.00
06 R 0313 000 0000 030	Mineral Production Tax	0.00	0.00	243.15
06 R 3205 000 0000 030	Special Education State Aid	0.00	0.00	810,241.00
06 R ---- --- ---- ---		0.00	0.00	8,102,101.65
06 E 1000 110 0052 213	Salary, Teacher's Contracts	0.00	0.00	3,803,390.20
06 E 1000 110 0052 214	Salary, Extended Days	0.00	0.00	2,071.97
06 E 1000 110 0052 216	Salary, Supplemental/Cert.	0.00	0.00	187,346.55
06 E 1000 110 0052 217	Salary, Detention/Certified	0.00	0.00	1,365.00
06 E 1000 110 0052 218	Salary, In-school Susp/Cert.	0.00	0.00	330.00
06 E 1000 110 0052 220	Salary, Sick Leave Pool	0.00	0.00	612.00
06 E 1000 110 0052 221	Salary, Academic Success-HS	0.00	0.00	9,740.34
06 E 1000 110 0052 223	Extra Duty Teachers	0.00	0.00	8,469.98
06 E 1000 110 0055 300	Salary-Preschool Teacher	0.00	0.00	64,038.04
06 E 1000 115 0052 299	Salary, Subs Sick/Personal	0.00	0.00	59,603.87
06 E 1000 115 0052 300	Salary, Subs/Spec Educ Reimb	0.00	0.00	5,320.00
06 E 1000 115 0052 301	Salary, Subs Educational	0.00	0.00	7,898.15
06 E 1000 115 0052 302	Salary Subs/Extracurricular	0.00	0.00	3,405.37

- Next we are going to look at ways to get information on a specific dimension by changing the account sequence
- Let's say we want a report with a break in the 2<sup>nd</sup> position of function (regardless of the fund)
- What we have learned so far about reports – this BREAK should work – RIGHT?

# Running a report by a specific dimension

The screenshot shows the Skyward School District software interface. The top navigation bar includes 'Home', 'Account Management', 'Vendors', 'Purchasing', 'Accounts Payable', 'Accounts Receivable', 'Fixed Assets', 'Inventory', 'SBAA', 'Custom Reports', 'Federal/State Reporting', 'Bid Management', and 'Administration'. The main title is 'Budgetary Data Mining (350)'. On the left, a sidebar menu has 'Report Information', 'Parameters', 'Breaks', 'Account Ranges', and 'Field Selection'. The 'Breaks' section is active, showing 'Sequence: R - REGULAR ACCOUNT SEQUENCE'. Below this, there are input fields for 'FD', 'T', 'FUNC', 'OBJ', 'BLDG', and 'PRG'. The 'Break Levels' table is visible at the bottom.

Loc ▲	Description	Position	Break	Heading	Separator	Dbf Underline
5	FUNC	2	Single	No	No	No

FD	T	FUNC	OBJ	BLDG	PRG	Beginning Balance	2019-20 FYTD Activity	Ending Balance
06	A	0901	000	0000	000	148,581.35	-651,832.44	-503,251.09
06	A	0902	000	0000	000	0.00	5,015.10	5,015.10
06	A	09--	---	----	---	148,581.35	-646,817.34	-498,235.99
06	L	0931	000	0000	000	0.00	-912.00	-912.00
06	L	0933	000	0000	000	0.00	-779,614.53	-779,614.53
06	L	09--	---	----	---	0.00	-780,526.53	-780,526.53
06	L	7700	000	0000	000	0.00	-46,517.72	-46,517.72
06	L	7701	000	0000	000	0.00	-10,879.08	-10,879.08
06	L	7702	000	0000	000	0.00	-692.57	-692.57
06	L	7703	000	0000	000	0.00	-86,662.57	-86,662.57
06	L	7704	000	0000	000	0.00	-2,415.23	-2,415.23
06	L	7705	000	0000	000	0.00	-1,309.04	-1,309.04
06	L	7712	000	0000	000	0.00	-440.30	-440.30
06	L	7713	000	0000	000	0.00	-248.36	-248.36
06	L	7714	000	0000	000	0.00	-128.67	-128.67
06	L	7715	000	0000	000	0.00	-550.17	-550.17
06	L	7716	000	0000	000	0.00	-4.96	-4.96
06	L	7719	000	0000	000	0.00	-500.00	-500.00
06	L	7723	000	0000	000	0.00	-85.56	-85.56
06	L	7725	000	0000	000	0.00	3,462.20	3,462.20
06	L	7726	000	0000	000	0.00	-115.92	-115.92
06	L	7727	000	0000	000	0.00	25.12	25.12
06	L	7735	000	0000	000	0.00	-60.00	-60.00
06	L	7736	000	0000	000	0.00	60.00	60.00
06	L	7741	000	0000	000	0.00	414.18	414.18
06	L	77--	---	----	---	0.00	-146,648.65	-146,648.65
06	Q	0911	000	0000	000	-588,974,405.94	-8,102,101.65	-597,076,507.59
06	Q	0952	000	0000	000	0.00	1,214.00	1,214.00
06	Q	0953	000	0000	000	0.00	-1,214.00	-1,214.00

Running a report by a specific dimension

- This definitely is NOT giving me what I want

Running a report by a specific dimension

06 L 7741 000 0000 000	0.00	414.18	414.18
06 L 77-- --- ---- ---	0.00	-146,648.65	-146,648.65
06 Q 0911 000 0000 000	-588,974,405.94	-8,102,101.65	-597,076,507.59
06 Q 0952 000 0000 000	0.00	1,214.00	1,214.00
06 Q 0953 000 0000 000	0.00	-1,214.00	-1,214.00
06 Q 0954 000 0000 000	588,825,824.59	9,676,094.17	598,501,918.76
06 Q 09-- --- ---- ---	-148,581.35	1,573,992.52	1,425,411.17
06 Q 9000 000 0000 000	0.00	-255.73	-255.73
06 Q 90-- --- ---- ---	0.00	-255.73	-255.73
06 Q 9110 000 0000 000	0.00	301,028,829.23	301,028,829.23
06 Q 91-- --- ---- ---	0.00	301,028,829.23	301,028,829.23
06 Q 9540 000 0000 000	0.00	-301,028,573.50	-301,028,573.50
06 Q 95-- --- ---- ---	0.00	-301,028,573.50	-301,028,573.50
07 A 0901 000 0000 000	465,180.33	2,972,383.55	3,437,563.88
07 A 09-- --- ---- ---	465,180.33	2,972,383.55	3,437,563.88
07 Q 0911 000 0000 000	-129,079,223.79	-3,414,609.48	-132,493,833.27
07 Q 0954 000 0000 000	128,614,043.46	442,225.93	129,056,269.39
07 Q 09-- --- ---- ---	-465,180.33	-2,972,383.55	-3,437,563.88
07 Q 9000 000 0000 000	0.00	-123,829.65	-123,829.65
07 Q 90-- --- ---- ---	0.00	-123,829.65	-123,829.65
07 Q 9110 000 0000 000	0.00	66.814.291.16	66.814.291.16

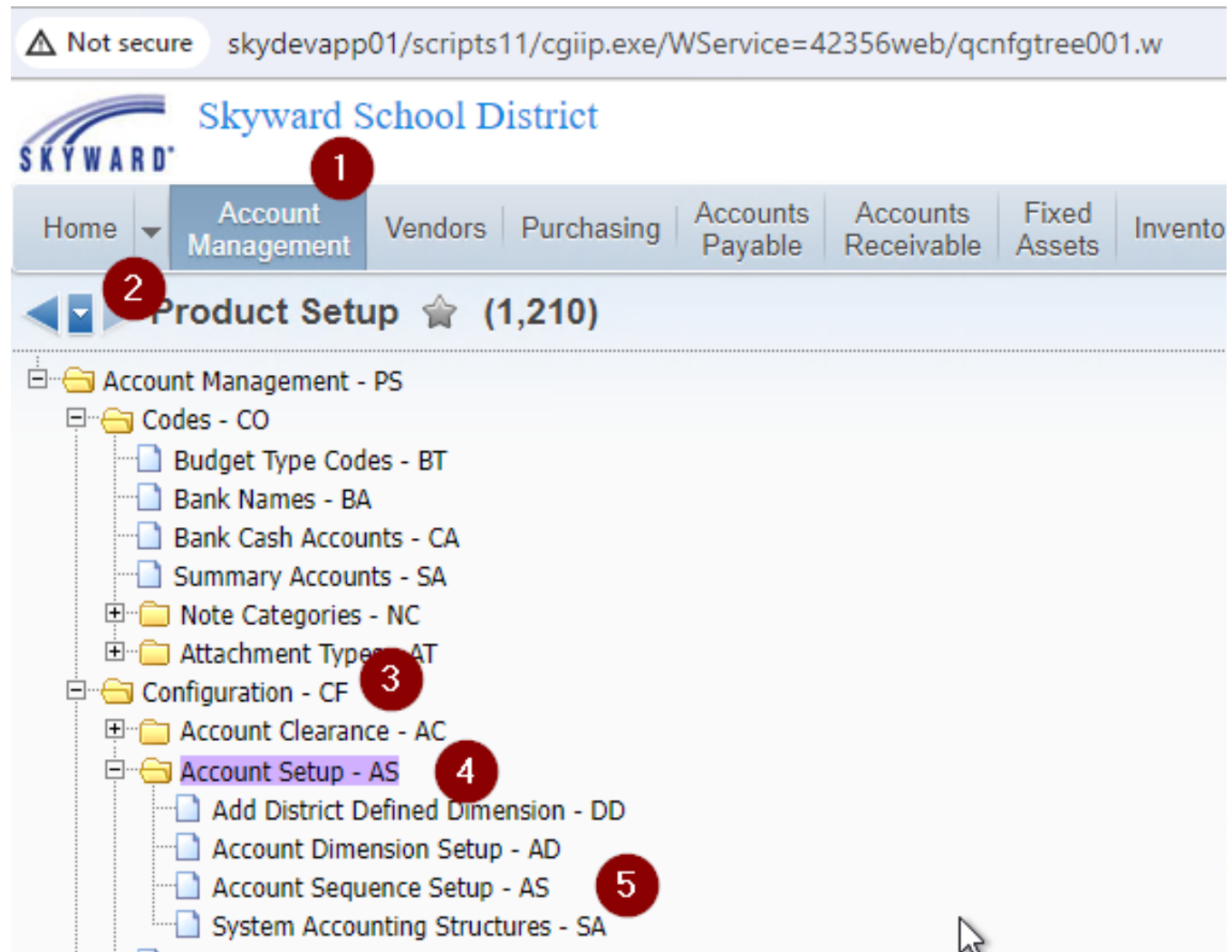
- If we look back at the break tab – we can see that we are using the Regular account sequence – so let's look closer at that option:

Running a report by a specific dimension

The screenshot shows the Skyward School District software interface. The top navigation bar includes 'Home', 'Account Management', 'Vendors', 'Purchasing', 'Accounts Payable', 'Accounts Receivable', 'Fixed Assets', 'Inventory', 'SBAA', 'Custom Reports', 'Federal/State Reporting', 'Bid Management', and 'Administration'. The main title is 'Budgetary Data Mining (350)'. On the left, a sidebar menu has 'Breaks' selected. The main area shows report configuration fields: 'Report Name: Expense accounts by Function', 'Report Title: Expense accounts by Function', and 'Report Type: Balance Sheet Summary'. Below these is the 'Breaks' section, where 'Sequence: R - REGULAR ACCOUNT SEQUENCE' is highlighted with a red box. Underneath are checkboxes for 'FD', 'T', 'FUNC', 'OBJ', 'BLDG', and 'PRG', with 'FUNC' checked. At the bottom, a 'Break Levels' table is visible.

Loc	Description	Position	Break	Heading	Separator	Dbl Underline
5	FUNC	2	Single	No	No	No

- To do this we need to go to Web, Financial Management, Account Management, Setup, Product Setup, Configuration, Account Setup, Account Sequence setup



Running a  
report by a  
specific  
dimension

- If we look at the regular account sequence, we can see that the system is looking at every dimension: FUND, TYPE, FUNCTION, OBJECT, BLDG, PROGRAM

# Running a report by a specific dimension

The screenshot shows a web browser window titled 'Account Sequence - WF\AM\PS\CF\AS\AS - 30744 - 05.24.02.00.05 - Google Chrome'. The address bar shows 'skydevapp01/scripts11/cgiip.exe/WService=42356web/facctbrws044.w?isPopup=true'. The page title is 'Account Sequence (219)'. Below the title, there are controls for 'Views: General' and 'Filters: \*Default'. A table lists various account sequences with columns for 'Sequence Code', 'Description', and 'Active'. The 'R' sequence is expanded to show 'Account Types' with a list of account categories and their dimensions.

Sequence Code	Description	Active
C	C=FUND/TYPE/BLDG/OBJECT/FUNCTION/PROGRAM	Yes
CAT	CAT=CATEGORY/REGULAR ACCOUNT SEQUENCE	No
CAT-7-R	CAT-7-R=CATEGORY-7/REGULAR ACCOUNT SEQUENCE	No
F	F=FUND/TYPE/FUNCTION 1-2/OBJECT/BLDG/PROGRAM	Yes
G	G=Level 1/Level 2/Level 3/Object/Fund/Type/Func/Bldg/Prog	Yes
O	O=FUND/TYPE/OBJECT/FUNCTION/BLDG/PROGRAM	Yes
P	P=FUND/TYPE/PROGRAM/FUNCTION/OBJECT/BLDG	Yes
R	REGULAR ACCOUNT SEQUENCE	Yes

**Account Types**

- Asset Account**  
Dimensions: FUND , TYPE , FUNCTION , OBJECT , BUILDING , PROGRAM
- Liability Account**  
Dimensions: FUND , TYPE , FUNCTION , OBJECT , BUILDING , PROGRAM
- Equity Account**  
Dimensions: FUND , TYPE , FUNCTION , OBJECT , BUILDING , PROGRAM
- Revenue Account**  
Dimensions: FUND , TYPE , FUNCTION , OBJECT , BUILDING , PROGRAM
- Expense Account**  
Dimensions: FUND , TYPE , FUNCTION , OBJECT , BUILDING , PROGRAM

At the bottom, there is a '20' dropdown menu, '17 records displayed', and a 'Sequence Code:' input field with an 'ABC' button.

- So let's add a new account sequence:

Sequence Code Maintenance - WF\AM\PS\CF\AS\AS - 30744 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/facctedit021.w?isPopup=true

### Sequence Code Maintenance (455)

Sequence Code Maintenance

Sequence Code: (FUNCTION)

\* Sequence Description: By Function

This Sequence is Active

Save

Back

⊕ Asset Accounts

⊕ Liability Accounts

⊕ Equity Accounts

⊕ Revenue Accounts

⊕ Expense Accounts

Asterisk (\*) denotes a required field

Running a  
report by a  
specific  
dimension



- Click on + next to asset account and select Function

Sequence Code Maintenance - WF\AM\PS\CF\AS\AS - 30744 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/facctedit021.w?isPopup=true

### Sequence Code Maintenance (455)

Sequence Code Maintenance

Sequence Code: (FUNCTION)

\* Sequence Description: By Function

This Sequence is Active

Save

Back

#### Asset Accounts

Dimension: FUND

Selected Dimensions:

- FUND
- TYPE
- FUNCTION**
- OBJECT
- BUILDING
- PROGRAM
- Test 1 - L1
- Test 2 - L2
- Test 3 - L3
- Category

Add Save

Edit Clone

Remove

Remove All

Move Up

Move Down

#### Liability Accounts

Running a  
report by a  
specific  
dimension

- Then click on CLONE and clone to Liability, Equity, Revenue and Expense

Clone Maintenance - WF\AM\PS\CF\AS\AS - 30744 - ...

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356w...

**Clone Maintenance (108)**

**Dimension Maintenance**

\* Clone From: Asset

\* Clone To: Balance Sheet    Operating Statement

Asset     Revenue

Liability     Expense

Equity

Save

Back

Asterisk (\*) denotes a required field

Running a  
report by a  
specific  
dimension

- We can see our new sequence – and we must click on BUILD to be able to use this account sequence

Account Sequence - WF\AM\PS\CF\AS\AS - 30744 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/facctbrws044.w?isPopup=true

### Account Sequence (220)

Views: General Filters: \*Default

Sequence Code ▲	Description	Active
▶ (A)	A=FUND/TYPE/FUNCTION/PROGRAM/BUILDING	Yes
▶ (AB)	AB=FUND/TYPE/FUNCTION/OBJECT/PROGRAM/BUILDING	Yes
▶ (BC test)	BC test	Yes
▶ (Building)	Building Function Object	Yes
▼ (FUNCTION)	By Function	Yes

Expand All Collapse All View Printable Details

Account Types

- Asset Account  
Dimensions: FUNCTION
- Liability Account  
Dimensions: FUNCTION
- Equity Account  
Dimensions: FUNCTION
- Revenue Account  
Dimensions: FUNCTION
- Expense Account  
Dimensions: FUNCTION

Buttons: Add, Edit, Delete, De-Activate, Back, Build, Build All

Running a report by a specific dimension

- Once we select the different account sequence our break options change to only show the function – so we will select the 2<sup>nd</sup> position of function and rerun the report

# Running a report by a specific dimension

**SKYWARD** Skyward School District

**Budgetary Data Mining (323)**

**Report Information**

Report Name: Expense accounts by Function  
Report Title: Expense accounts by Function  
Report Type: Balance Sheet Summary

**Breaks**

Sequence: (FUNCTION) - By Function

Save and Back  
Back

**Break Levels to include in processing**

FUNC

Break Level Attributes

Break: Single  
Heading:  Yes  No  
Separator:  Yes  No  
Dbl Underline:  Yes  No

3frbud12.p 76-4  
05.24.02.00.00

SCRAMBLED DATABASE  
Expense accounts by Function (Date: 6/2020)

<u>FD</u>	<u>T</u>	<u>FUNC</u>	<u>OBJ</u>	<u>BLDG</u>	<u>PRG</u>	<u>Beginning</u> <u>Balance</u>	<u>2019-20</u> <u>FYTD Activity</u>	<u>Ending</u> <u>Balance</u>
98	A	0000	000	1000	000	0.00	250.00	250.00
98	A	0000	000	3000	000	0.00	-171.50	-171.50
		00--				0.00	78.50	78.50
98	L	0199	000	3000	000	0.00	-3.44	-3.44
98	Q	0199	000	3000	000	0.00	-750.06	-750.06
		01--				0.00	-753.50	-753.50
06	A	0901	000	0000	000	148,581.35	-651,832.44	-503,251.09
07	A	0901	000	0000	000	465,180.33	2,972,383.55	3,437,563.88
11	A	0901	000	0000	000	6,631,104.92	-105,699.03	6,525,405.89
12	A	0901	000	0000	000	191,900.04	-4,961.70	186,938.34
13	A	0901	000	0000	000	0.00	-1,586.20	-1,586.20
15	A	0901	000	0000	000	606,782.70	-86,151.98	520,630.72
17	A	0901	000	0000	000	1,315,663.90	-628,034.50	687,629.40
18	A	0901	000	0000	000	1,080.26	-40,375.16	-39,294.90
19	A	0901	000	0000	000	14,268.09	-49,652.86	-35,384.77
25	A	0901	000	0000	000	900,000.00	0.00	900,000.00

Running a  
report by a  
specific  
dimension

- Then we will go back to the BREAK tab of our report and change the account sequence

# Running a report by a specific dimension

The screenshot shows the Skyward School District Budgetary Data Mining (332) interface. The left sidebar contains navigation options: Report Information, Parameters, Breaks (selected), Account Ranges, and Field Selection. The main area displays report configuration details:

- Report Name: Expense accounts by Function
- Report Title: Expense accounts by Function
- Report Type: Balance Sheet Summary

The **Breaks** section is active, showing a dropdown menu for the account sequence. The dropdown list includes the following options:

- R - REGULAR ACCOUNT SEQUENCE
- (A) - A=FUND/TYPER/FUNCTION/PROGRAM/BUILDING
- (AB) - AB=FUND/TYPER/FUNCTION/OBJECT/PROGRAM/BUILDING
- (BC test) - BC test
- (Building) - Building Function Object
- (FUNCTION) - By Function
- (Object) - Object
- (REVFUNC) - Revenue Function
- 1 - 1=Level 1/Level 2/Level 3/REGULAR ACCOUNT SEQUENCE
- C - C=FUND/TYPER/BLDG/OBJECT/FUNCTION/PROGRAM
- F - F=FUND/TYPER/FUNCTION 1-2/OBJECT/BLDG/PROGRAM
- G - G=Level 1/Level 2/Level 3/Object/Fund/Type/Func/Bldg/Prog
- O - O=FUND/TYPER/OBJECT/FUNCTION/BLDG/PROGRAM
- P - P=FUND/TYPER/PROGRAM/FUNCTION/OBJECT/BLDG
- R - REGULAR ACCOUNT SEQUENCE

The "(FUNCTION) - By Function" option is highlighted in yellow. A tooltip above the dropdown reads "Account sequence to use when creating summary." Below the dropdown, there are three radio buttons, each labeled "No".

# Running a report by a specific dimension

- Once we select the different account sequence our break options change to only show

62 Q 0954 000 0000 000	1,848,137.42	0.00	1,848,137.42
63 Q 0954 000 0000 000	1,693,141.09	45,183.70	1,738,324.79
65 Q 0954 000 0000 000	134,500.00	7,543.68	142,043.68
69 Q 0954 000 0000 000	145,441.76	0.00	145,441.76
09--	0.00	166,922.22	166,922.22
98 Q 1210 000 1000 000	0.00	-242.86	-242.86

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SCRAMBLED DATABASE  
Expense accounts by Function (Dat

FD T FUNC OBJ BLDG PRG	Beginning Balance	2019-20 FYTD Activity	Ending Balance
12--	0.00	-242.86	-242.86
98 Q 2100 000 3000 000	0.00	925.00	925.00
21--	0.00	925.00	925.00
06 L 7700 000 0000 000	0.00	-46,517.72	-46,517.72
19 L 7700 000 0000 000	0.00	-2,750.78	-2,750.78

62 Q 0954 000 0000 000	1,040,131.42	0.00	1,040,131.42
63 Q 0954 000 0000 000	1,693,141.09	45,183.70	1,738,324.79
65 Q 0954 000 0000 000	134,500.00	7,543.68	142,043.68
69 Q 0954 000 0000 000	145,441.76	0.00	145,441.76
09--	0.00	166,922.22	166,922.22
98 Q 1210 000 1000 000	0.00	-242.86	-242.86

3frbud12.p 76-4  
05.24.02.00.00

SCRAMBLED DATABASE  
Expense accounts by Function (Dat

<u>FD T FUNC OBJ BLDG PRG</u>	<u>Beginning Balance</u>	<u>2019-20 FYTD Activity</u>	<u>Ending Balance</u>
12--	0.00	-242.86	-242.86
98 Q 2100 000 3000 000	0.00	925.00	925.00
21--	0.00	925.00	925.00
06 L 7700 000 0000 000	0.00	-46,517.72	-46,517.72
19 L 7700 000 0000 000	0.00	-2,750.78	-2,750.78

Running a report by a specific dimension



- Next we are going to talk about exporting your report layout to share with another district – Start by clicking on the Export Layout

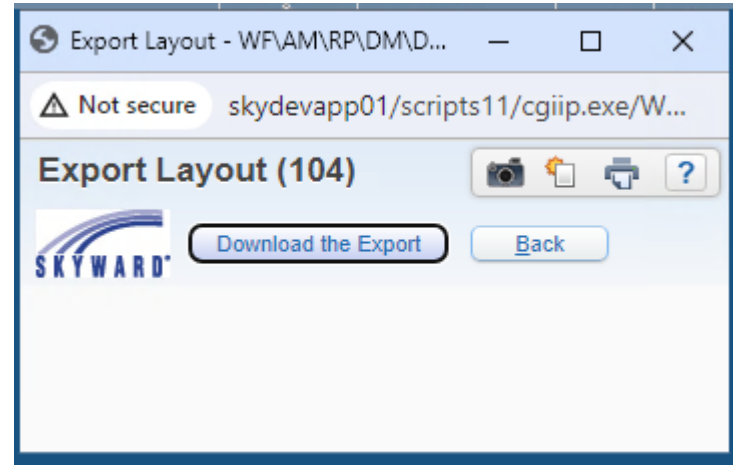
Exporting reports to give to other districts to import

The screenshot shows the Skyward School District interface. At the top, the user is logged in as Aida Quiliciscr. The main navigation bar includes Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The current page is 'Budgetary Data Mining' (412). Below the navigation, there are options for Views (Balance Sheet - Summary) and Filters (\*All Users' Reports). A table lists various reports, including 'Balance Sheet Summary - All Funds', 'Expense accounts by Function', and 'Operating Cash Balance Report'. On the right side, a vertical toolbar contains buttons for Add, Edit, Delete, Clone, Print, Excel, Import Layout, Export Layout, and Schedule This Report. The 'Import Layout' and 'Export Layout' buttons are highlighted with a red box.

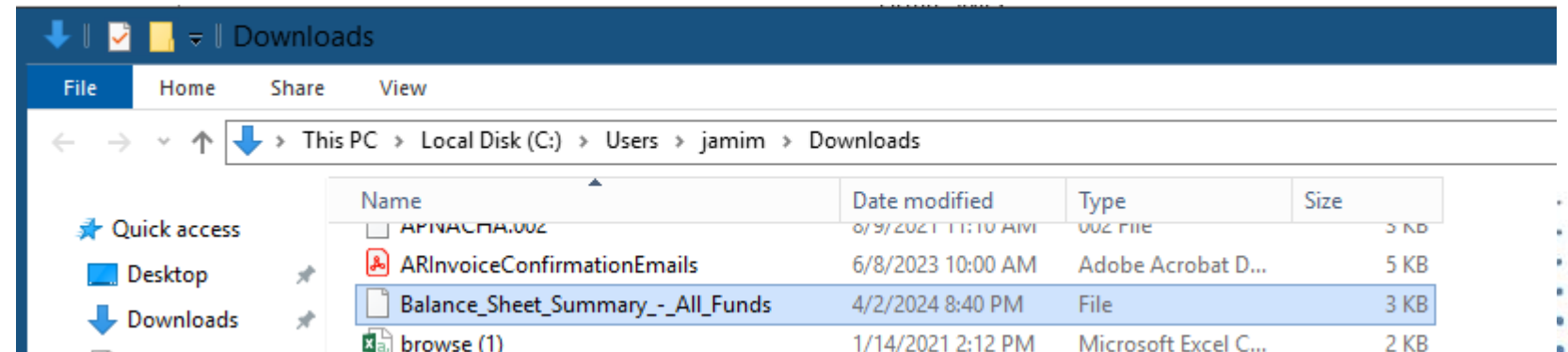
Report Name	Report Title	Favorite	Created By	Access	Report Type
▶ Balance Sheet Summary - All Funds	Balance Sheet Summary - All Funds	★	QUILIAID000	M	Balance Sheet Summary
▶ Expense accounts by Function	Expense accounts by Function	★	QUILIAID000	M	Balance Sheet Summary
▶ Expense accounts by Function (2)	Expense accounts by Function	★	QUILIAID000	M	Balance Sheet Summary
▶ Operating Cash Balance Report	Operating Cash Balance Report	★	AKEYSODE000	R	Balance Sheet Summary
▶ Scramble description 190 31	Scramble report title 190 31	★	SKYWARD	M	Balance Sheet Summary
▶ Scramble description 860 624	Scramble report title 860 624	★	SKYWARD	M	Balance Sheet Summary

# Exporting reports to give to other districts to import

- After clicking on download the export, click on the show all button at the bottom

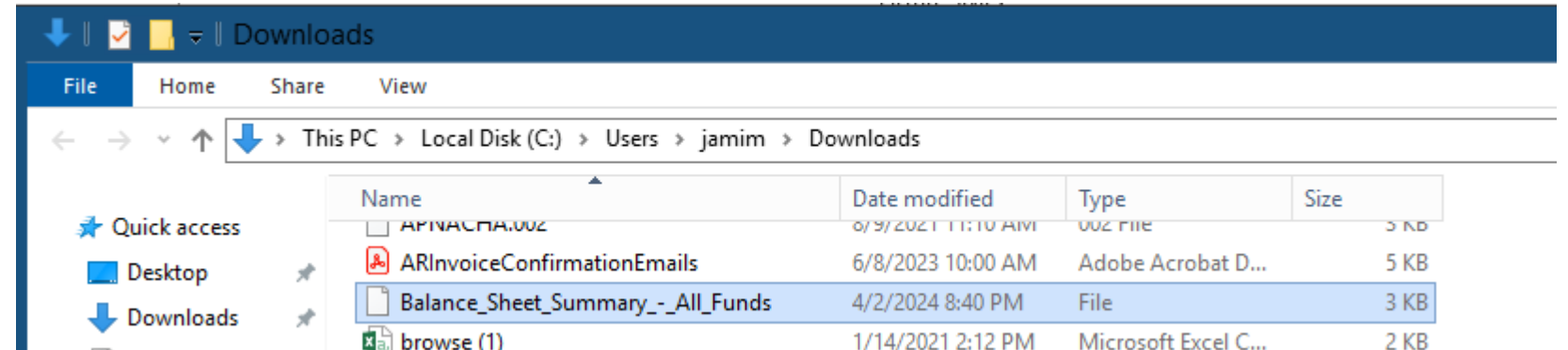


- This will show up in your downloads file



# Exporting reports to give to other districts to import

- You can then email this file to another district



- Please note that if you have added a different account sequence – they will have to build their own account sequence for the report to print like yours.

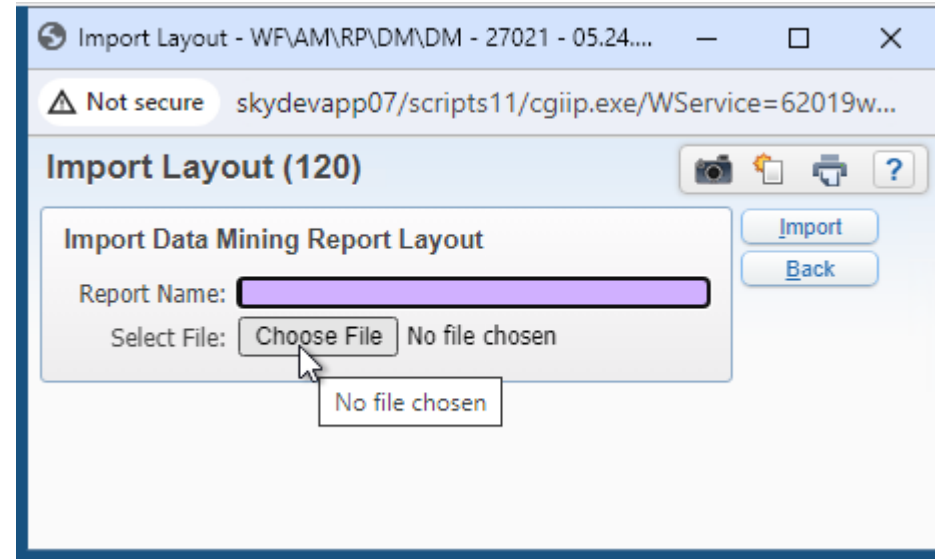
# Exporting reports to give to other districts to import

- I am now logged into another Kansas data base and I am going to IMPORT the file I just received from the other district, so in web, financial management, (1) account management (2) budgetary data mining, I am going to click on (3) Import layout

The screenshot shows the Skyward School District web application interface. The browser address bar indicates the URL is `skydevapp07/scripts11/cgiip.exe/WService=62019web/famdmbrows000.w`. The user is logged in as Marylee Ablerscr. The navigation menu includes 'Home', 'Account Management' (1), 'Vendors', 'Purchasing', 'Accounts Payable', 'Fixed Assets', 'Inventory', 'Custom Reports', 'Federal/State Reporting', and 'Administration'. The breadcrumb trail shows 'Budgetary Data Mining (1,982)' (2). The main content area displays a table of reports with columns for Report Name, Report Title, Favorite, Created By, Access, and Report Type. The 'Import Layout' button is circled in red (3).

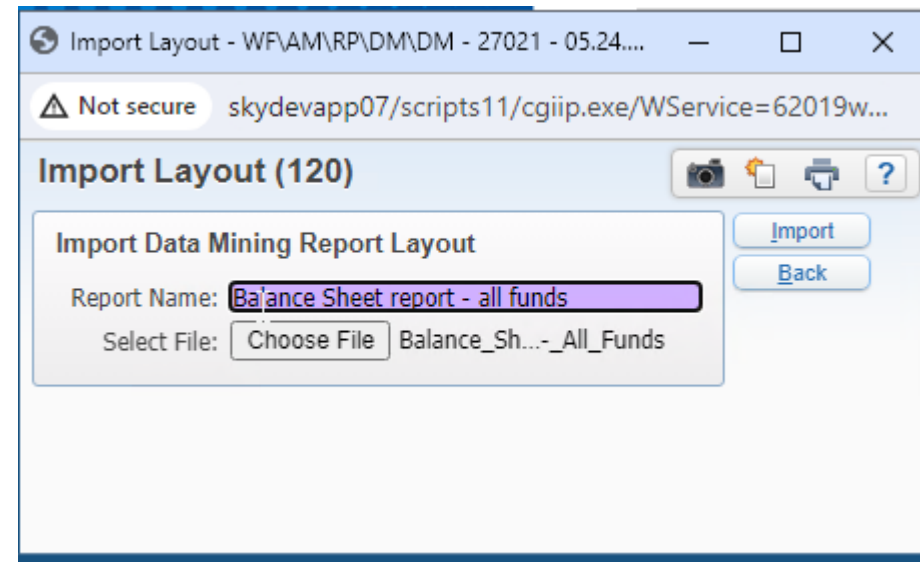
Report Name	Report Title	Favorite	Created By	Access	Report Type
Auto Generate	Auto Generate	★	ABLERMAR000	M	Balance Sheet Summary
COMBO fields	COMBO fields	★	ABLERMAR000	M	Balance Sheet Summary
Scramble description 10280 12859	Scramble report title 10280 12859	★	CRANSLYN000	R	Balance Sheet Summary
Scramble description 11930 13020	Scramble report title 11930 13020	★	RAUSSHIL000	R	Balance Sheet Summary
Scramble description 139460 20055	Scramble report title 139460 20055	★	RAUSSHIL000	R	Balance Sheet Summary
Scramble description 139560 20060	Scramble report title 139560 20060	★	RAUSSHIL000	R	Balance Sheet Summary
Scramble description 1560 143	Scramble report title 1560 143	★	ABREOMAR000	R	Balance Sheet Summary
Scramble description 1570 144	Scramble report title 1570 144	★	CRANSLYN000	R	Balance Sheet Summary
Scramble description 1600 145	Scramble report title 1600 145	★	STEFFINE000	R	Balance Sheet Summary
Scramble description 1620 146	Scramble report title 1620 146	★	WINSKLOI000	R	Balance Sheet Summary
Scramble description 1630 147	Scramble report title 1630 147	★	FORNEVED000	R	Balance Sheet Summary
Scramble description 1640 148	Scramble report title 1640 148	★	BRASCNOR000	R	Balance Sheet Summary
Scramble description 166520 25508	Scramble report title 166520 25508	★	RAUSSHIL000	M	Balance Sheet Summary
Scramble description 177920 31221	Scramble report title 177920 31221	★	DENZEMAX000	R	Balance Sheet Summary
Scramble description 182370 32281	Scramble report title 182370 32281	★	RAUSSHIL000	M	Balance Sheet Summary
Scramble description 190950 34365	Scramble report title 190950 34365	★	KOLBERUE000	R	Balance Sheet Summary

# Exporting reports to give to other districts to import



Click on choose file and select the file you received from the other district

- Once I have the file, click import



- The new district, printed the report (this was the one with regular account sequence which all districts have:

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05.24.02.00.00 \*TrnDB\*

SCRAMBLED DATABASE  
Balance Sheet Summary - All Funds (Date: 6/2020)

Account Level							June 2019-20	Jul 2019-20	Aug 2019-20	Sep 2019-20
FD	T	FUNC	OBJ	BLDG	PRG	Description	Beginning Balance	Monthly Activity	Monthly Activity	Monthly Activity
05	A	8101	000	0000	000		-5,360,758.75	0.00	0.00	0.00
05	A	8101	000	1100	000		7,096,479.89	0.00	0.00	0.00
05	A	----	---	----	---		1,735,721.14	0.00	0.00	0.00
05	Q	8510	000	0000	000		-1,735,721.14	0.00	0.00	0.00
05	Q	----	---	----	---		-1,735,721.14	0.00	0.00	0.00
05	-	----	---	----	---		0.00	0.00	0.00	0.00
							-----	-----	-----	-----
06	A	6610	000	0000	000		-911.94	0.00	0.00	0.00
06	A	8101	000	0000	000		144,015,221.04	1,668,335.18	1,122,643.68	396,023.89
06	A	8101	000	1100	000		-140,640,567.73	-173,254.79	-1,595,505.73	-855,926.29
06	A	8102	000	0000	000		58,130,578.48	0.00	0.00	0.00
06	A	8102	000	1100	000		-58,129,031.53	0.00	0.00	0.00
06	A	8103	000	0000	000		49,116.50	-10.00	-20.00	-10.00
06	A	8105	000	0000	000		201,612.64	0.00	0.00	0.00
06	A	8105	000	1100	000		-365.68	0.00	0.00	0.00
06	A	----	---	----	---		3,625,651.78	1,495,070.39	-472,882.05	-459,912.40
06	L	3100	899	1984	000		399.30	0.00	0.00	0.00
06	L	6610	000	0000	000		-11,215.47	0.00	-433.02	94.20

Exporting reports to give to other districts to import

- Questions and Answers

# Questions & answers