

Welcome to KS Skyward Users Group

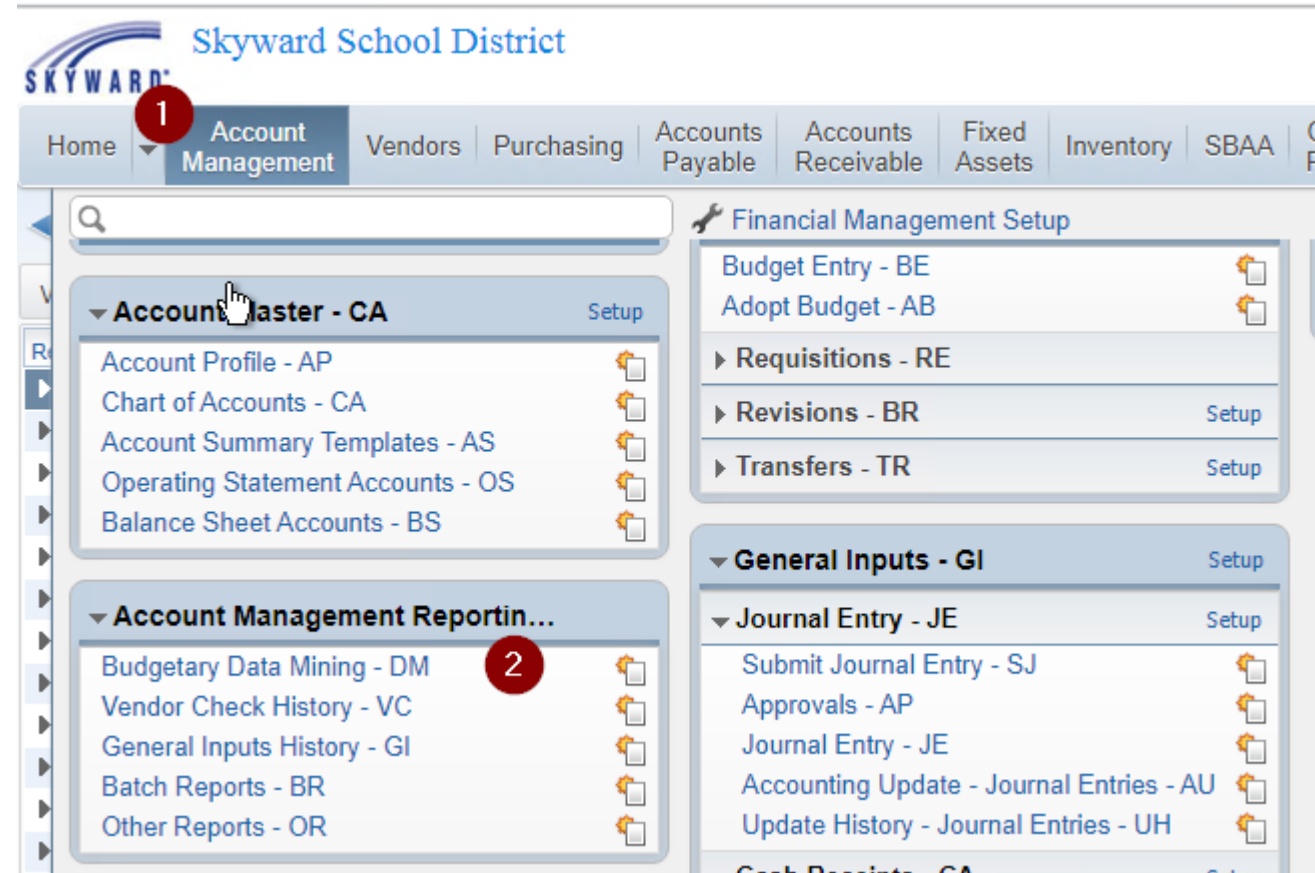
BASIC BUDGETARY DATA MINING & FINANCE REPORTING

Come see how to create new Budgetary Data Mining Reports, as well as Financial Management reports. We will discuss how to process and how to schedule them to run automatically.

1. DATA MINING
 1. Budgetary Data Mining
2. TOP SECRET – SELDOM USED – HIDDEN SKYWARD CANNED REPORTS
 1. Account Clearance Groups
 2. Trial Balance Report (Auditor approved)
 3. Cash Summary report (IN WEB)
 4. Vendor Payment report by Vendor SSN/EIN
 5. Purchase order report – Account number Sequence (when you are looking for all PO's coded to a specific account number)
 6. Accounts payable invoice reports – Account Sequence
 7. Check Reconciliation – Report for Selected Banks

Budgetary Data Mining – provides you the freedom to layout reports that appeal most to you and your district.

In Web, Financial Management, (1) Account Management, (2) Budgetary Data Mining



Budgetary Data Mining

Budgetary Data Mining – Balance Sheet Summary

For our BASIC budgetary training – we are going to look at three basic reports – Balance Sheet Summary, Revenue/Expense Summary, Basic information about Revenue/Expense Detail

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

The screenshot displays the Skyward School District interface for adding a new report. The page title is "Budgetary Data Mining (259)". On the left, a navigation menu includes "Report Information", "Parameters", "Breaks", "Account Ranges", and "Field Selection". The "Report Information" section contains the following fields:

- * Report Name: (1)
- * Report Title: (1)
- * Report Type: Balance Sheet Summary (2)
- * Add Report For: (dropdown menu shows "QUILIAID000")

At the bottom of the form, there is a checkbox for "District Report Template" and a note: "Asterisk (*) denotes a required field". On the right side, there are three buttons: "Save and Add Parameters" (3), "Back", and a "Save" button.

Budgetary Data Mining – Balance Sheet Summary

- 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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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

Budgetary Data Mining – Balance Sheet Summary

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

Skyward School District

Aida Quiliciscr Account Preferences Exit ?

Budgetary Data Mining (298) 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

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"/>

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

Budgetary Data Mining – Balance Sheet Summary

- No changes – just (1) save Ranges and Add Fields

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Aida Quiliciscr

Budgetary Data Mining (293)

Report Information

Report Name: Balance Sheet Summary - All Funds

Report Title: Balance Sheet Summary - All Funds

Report Type: Balance Sheet Summary

Account Ranges

Low High

Category: [] [ZZZZZZZZ]

Group: [] [ZZ-ZZ-ZZZZ]

Account Status: Active and Inactive Active Inactive

Save Ranges and Add Fields

Back

1

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

Budgetary Data Mining – Balance Sheet Summary

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

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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

Save and Back
Back

Field Parameters

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

Display
 Number
 Description
 Short Description

Budgetary Data Mining – Balance Sheet Summary

- 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"/> 1		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"/> 2		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"/> 4		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"/> 3		Monthly Activity

Save 5

Back

Select All

Unselect All

Budgetary Data Mining – Balance Sheet Summary

- 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

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Aida Quiliciscr Account Preferences Exit ?

Budgetary Data Mining (546) 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
Account Level Description
Beginning Balance-Monthly
Monthly Activity
Ending Balance-as of End Month

Select Fields
Remove Field
Clone Field

Up Down

Save and Back
Back

Field Parameters

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

Display

Number
 Description
 Short Description

Report Width

Report Width: 107

Budgetary Data Mining – Balance Sheet Summary

- 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

3frbud12.p 76-4 05.22.02.00.00		SCRAMBLED DATABASE Balance Sheet Summary - All Funds (Date: 6/2020)		03/22/22 Page:1 11:20 AM					
FD	T	FUNC	OBJ	BLDG	PRG	Account Level	June 2019-20	June 2019-20	Ending
						Description	Beginning Balance	Monthly Activity	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/PR 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	----	----	----	----	----		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	----	----	----	----	----		0.00	0.00	0.00

Budgetary Data Mining – Revenue/Expense Summary

- This time we are going to add a Revenue Expense Summary Report
- First we will (1) name the report, (2) check Revenue/Expense Summary and (3) Save and Add Parameters

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Aida Quiliciscr Account Preferences Exit ?

Budgetary Data Mining (259) Favorites New Window My Print Queue

Report Information

* Report Name: Revenue Expense Summary Report 1

* Report Title: Revenue Expense Summary Report 1

* Report Type: 2

Revenue/Expense Detail

Revenue/Expense Summary

Balance Sheet Detail

Balance Sheet Summary

Combined B/S and O/S Detail

Combined B/S and O/S Summary

* Add Report For: Quiliciscr Aida X QUILIAID000

District Report Template

Asterisk (*) denotes a required field

Save and Add Parameters 3

Back

Budgetary Data Mining – Revenue/Expense Summary

- Same selections as balance sheet summary, (1) Print Totals Yes, (2) report access – Modify; (3) Exclude account that have (4) no amount in the fields selected; (5) save and Add Breaks

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Aida Quiliciscr Account Preferences Exit ?

Budgetary Data Mining (251)

Report Information

Report Name: Revenue Expense Summary Report

Report Title: Revenue Expense Summary Report

Report Type: Revenue/Expense Summary

Parameters

Notes:

Save and Add Breaks 5

Back

* Consolidate Funds: Yes No

* Budget Status: All Accounts

Report access for other users

No access

Read only

Modify 2

Add'l printing prompt for current user

Open Account Range Filter screen

* Print Detail: Yes No

* Detail Spacing: Single

* Print Totals: Yes No 1

* Suppress Zero Amounts: Yes No

Account exclusions

Exclude accounts that have no amount in fields selected 3 4

Asterisk (*) denotes a required field

Budgetary Data Mining – Revenue/Expense Summary

- I am going to (1) check the second position of fund (2) type, (3) the 1st position of function, (4) highlight on FD Position 2, (5) change break to Double, (6) Dbl Underline

Skyward School District

Aida Quiliciscr Account Preferences Exit ?

Budgetary Data Mining (298) Favorites New Window My Print Queue

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

Breaks

Sequence: R - REGULAR ACCOUNT SEQUENCE

Save and Back
Back

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

Break Levels to include in processing

- FD Position 2
- T Position 1
- FUNC Position 1

Break Level Attributes

Break: Double

Heading: Yes No

Separator: Yes No

Dbl Underline: Yes No

Budgetary Data Mining – Revenue/Expense Summary

- Then I will (1) highlight on FUNC Position 1 and (2) add a DbI Underline and (3) Save and Back

Skyward School District

Aida Quiliciscr Account Preferences Exit

Budgetary Data Mining (298)

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

Breaks

Sequence: R - REGULAR ACCOUNT SEQUENCE

FD T FUNC OBJ BLDG PRG

Break Levels to include in processing

FD Position 2
T Position 1
FUNC Position 1

Break Level Attributes

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

Save and Back
Back

Budgetary Data Mining – Revenue/Expense Summary

- No changes to ranges – just Save Ranges and Add Fields

The screenshot shows a web browser window titled "Budgetary Data Mining - WF\AM\RP\DM\DM - 27021 - 05.22.02.00.04 - Google Chrome". The URL is "skydevapp01/scripts11/cgiip.exe/WService=42356web/famdmtabs000.w". The page header includes the Skyward logo and "Skyward School District". The user is "Aida Quiliciscr" and has links for "Account", "Preferences", and "Exit".

The main content area is titled "Budgetary Data Mining (293)". On the left is a navigation menu with options: Report, Information, Parameters, Breaks, Account Ranges (selected), and Field Selection.

The "Account Ranges" section contains the following fields:

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

Account Ranges

Low	High
Category: <input type="text"/>	<input type="text" value="ZZZZZZZZ"/>
Group: <input type="text"/>	<input type="text" value="ZZ-ZZ-ZZZZ"/>

Account Status: Active and Inactive Active Inactive

Buttons: Save Ranges and Add Fields, Back

Operating Statement Accounts

Expense Revenue

Low Account:

High Account:

	Low	High
FUND:	<input type="text" value="00"/>	<input type="text" value="99"/>
TYPE:	<input type="text" value="*"/>	<input type="text" value="*"/>
FUNCTION:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
OBJECT:	<input type="text" value="000"/>	<input type="text" value="999"/>
BUILDING:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
PROGRAM:	<input type="text" value="000"/>	<input type="text" value="999"/>

Budgetary Data Mining – Revenue/Expense Summary

- On my balance sheet summary – I used account level description, which is the description you put in for a particular account. If you want the account description, you will see the name of each dimension of your account
- So before I Select Fields, I am going to (1) highlight on account number and (2) Clone Field

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Aida Quiliciscr Account Preferences Exit ?

Budgetary Data Mining (335) Favorites New Window My Print Queue

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

Field Selection

Fields to include in processing

Account Number 1

Select Fields
Remove Field
Clone Field 2

Field Parameters

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

Display

Number
 Description
 Short Description

Report Width
Report Width: 22

Save and Back
Back

Up Down

Budgetary Data Mining – Revenue/Expense Summary

- You will now see account number listed twice – I am going to (1) highlight on the second Account number and (2) change the display information on the right to Description (or short description and (3) change the length of the field to 60 then (4) Select Fields to select the rest of my fields

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Aida Quiliciscr Account Preferences Exit ?

Budgetary Data Mining (335) Favorites New Window My Print Queue

Report Information Parameters Breaks Account Ranges Field Selection

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

Field Selection

Save and Back
Back

Fields to include in processing

Account Number
Account Number

Select Fields
Remove Field
Clone Field

Field Parameters

Description: Account Heading
Heading 1:
Heading 2: FD T FUNC OBJ BLDG PRG
Length: 60
Display
 Number
 Description
 Short Description

Report Width
Report Width: 53

Asterisk (*) denotes a required field

Budgetary Data Mining – Revenue/Expense Summary

- I first want to point out that Account number has a Y in the second column which is for “multiple occurrences” – because we are using the field for the account number and the account description

Available Fields		
Select	M	Description ▲
<input type="checkbox"/>		Account Active Status
<input type="checkbox"/>		Account Level Description
<input checked="" type="checkbox"/>	Y	Account Number
<input type="checkbox"/>		Account Quick Key
<input type="checkbox"/>		Activity to Date
<input type="checkbox"/>		Available Funds
<input type="checkbox"/>		B-01000 (Budget Type)
<input type="checkbox"/>		B-01100 (Budget Type)

- I will select, Revised Budget, Monthly Activity, FYTD Activity, Encumbered Amount and Fiscal Year Unencumbered Bal and Save

Budgetary Data Mining – Revenue/Expense Summary

- Then just click (1) Save and Back and then print the report

Skyward School District

Aida Quiliciscr Account Preferences Exit ?

Budgetary Data Mining (497) Favorites New Window My Print Queue

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

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

Field Selection

Fields to include in processing

- Account Number
- Account Number
- Revised Budget
- Monthly Activity
- FYTD Activity
- Encumbered Amount
- Fiscal Year Unencumbered Bal

Select Fields
Remove Field
Clone Field

Up Down

Field Parameters

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

Display

- Number
- Description
- Short Description

Report Width

Report Width: 135

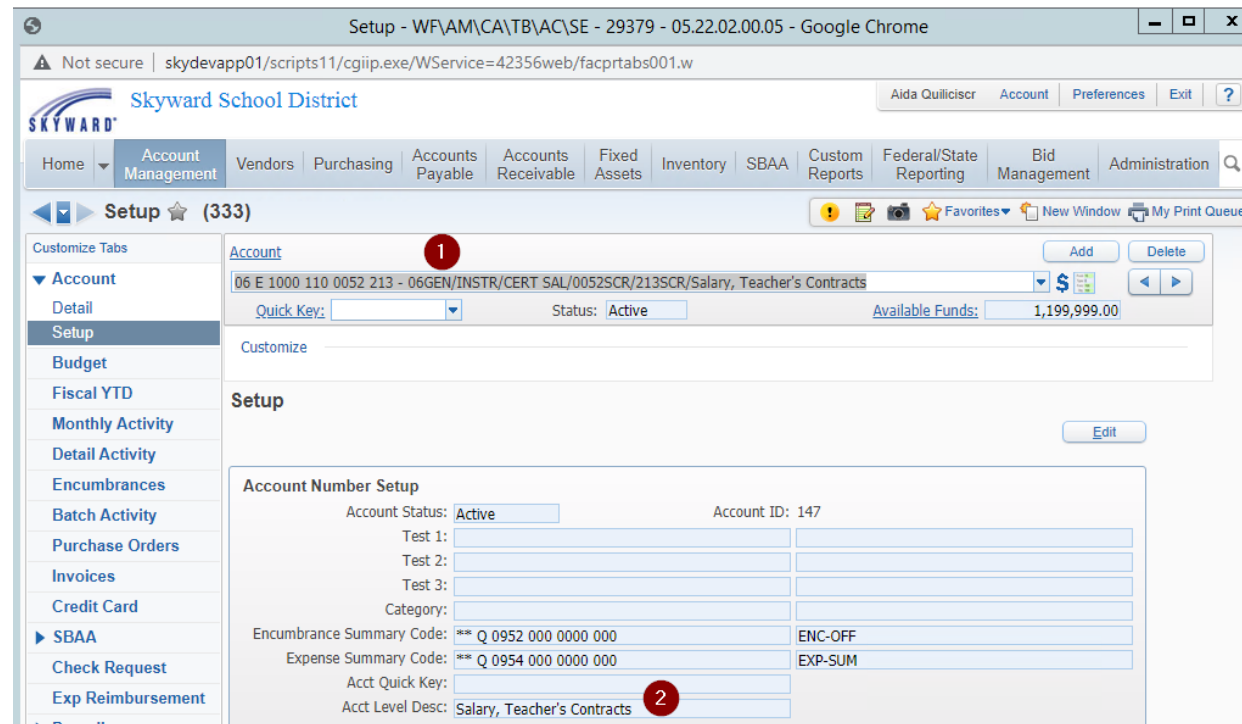
1 Save and Back
Back

Budgetary Data Mining – Revenue/Expense Summary

- You can see (1) the long account description of each dimension Fund name, Function name, Object, etc. (2) break in 1st position of function, (3) break and total by fund and type and (4) total by fund

FD	T	FUNC	OBJ	BLDG	PRG	FD	T	FUNC	OBJ	BLDG	PRG	2019-20 Revised Budget	June 2019-20 Monthly Activity	2019-20 FYTD Activity	Encumbered Amount	Unencumbered Balance - FY Act
06	E	2630	600	0058	100	06	E	2630	600	0058	100	0.00	0.00	261.36	0.00	-261.36
06	E	2630	600	0060	100	06	E	2630	600	0060	100	0.00	0.00	767.72	0.00	-767.72
06	E	2630	600	0062	100	06	E	2630	600	0062	100	0.00	0.00	2,493.80	0.00	-2,493.80
06	E	2650	490	0052	002	06	E	2650	490	0052	002	0.00	0.00	74.63	0.00	-74.63
06	E	2650	580	0052	001	06	E	2650	580	0052	001	0.00	0.00	1,191.03	0.00	-1,191.03
06	E	2650	626	0052	000	06	E	2650	626	0052	000	0.00	14.15	2,169.42	0.00	-2,169.42
06	E	2650	680	0052	001	06	E	2650	680	0052	001	0.00	0.00	187.23	0.00	-187.23
06	E	2650	680	0052	002	06	E	2650	680	0052	002	0.00	0.04	116.82	0.00	-116.82
06	E	2660	352	0020	100	06	E	2660	352	0020	100	0.00	0.00	453.70	0.00	-453.70
06	E	2660	352	0052	100	06	E	2660	352	0052	100	0.00	0.00	611.30	0.00	-611.30
06	E	2670	122	0052	216	06	E	2670	122	0052	216	0.00	0.00	2,168.24	0.00	-2,168.24
06	E	2670	210	0052	216	06	E	2670	210	0052	216	0.00	0.00	1.28	0.00	-1.28
06	E	2670	220	0052	216	06	E	2670	220	0052	216	0.00	0.00	165.84	0.00	-165.84
06	E	2670	250	0052	216	06	E	2670	250	0052	216	0.00	0.00	2.17	0.00	-2.17
06	E	2900	120	0052	216	06	E	2900	120	0052	216	0.00	0.00	8,382.14	0.00	-8,382.14
06	E	2900	220	0052	216	06	E	2900	220	0052	216	0.00	0.00	640.93	0.00	-640.93
06	E	2900	220	0052	835	06	E	2900	220	0052	835	0.00	0.00	-6.32	0.00	6.32
06	E	2900	250	0052	216	06	E	2900	250	0052	216	0.00	0.00	8.29	0.00	-8.29
06	E	2900	250	0052	835	06	E	2900	250	0052	835	0.00	0.00	-0.08	0.00	0.08
06	E	2900	290	0052	835	06	E	2900	290	0052	835	0.00	0.00	472.84	0.00	-472.84
06	E	2900	800	0052	820	06	E	2900	800	0052	820	0.00	0.00	461.68	0.00	-461.68
06	E	2900	800	0052	821	06	E	2900	800	0052	821	0.00	0.00	218.95	0.00	-218.95
06	E	2---	---	---	---	06	E	2---	---	---	---	85,921.95	27,972.95	2,878,515.18	0.00	-2,792,593.23
06	E	5200	933	0052	000	06	E	5200	933	0052	000	0.00	0.00	29,859.90	0.00	-29,859.90
06	E	5200	934	0052	000	06	E	5200	934	0052	000	0.00	0.00	237,485.12	0.00	-237,485.12
06	E	5200	936	0052	000	06	E	5200	936	0052	000	0.00	0.00	9,997.79	0.00	-9,997.79
06	E	5200	950	0052	144	06	E	5200	950	0052	144	0.00	0.00	1,009,712.88	0.00	-1,009,712.88
06	E	5200	952	0052	143	06	E	5200	952	0052	143	0.00	0.00	183,935.30	0.00	-183,935.30
06	E	5200	954	0052	142	06	E	5200	954	0052	142	0.00	0.00	232,196.89	0.00	-232,196.89
06	E	5---	---	---	---	06	E	5---	---	---	---	0.00	0.00	1,703,187.88	0.00	-1,703,187.88
06	E	9800	000	0000	000	06	E	9800	000	0000	000	0.00	-45,235.55	-45,235.55	0.00	45,235.55
06	E	9---	---	---	---	06	E	9---	---	---	---	0.00	-45,235.55	-45,235.55	0.00	45,235.55
06	E	---	---	---	---	06	E	---	---	---	---	385,151.80	936,325.91	9,676,094.17	0.00	-9,290,942.37
06	-	---	---	---	---	06	-	---	---	---	---	-385,151.80	-936,325.91	-1,573,992.52	0.00	1,188,840.72
07	R	0111	000	0000	010	07	R	0111	000	0000	010	0.00	0.00	757,035.62	0.00	-757,035.62

- The account description is showing the description of each individual account dimension (i.e. 06 – General Fund, 1000 – Instruction, etc. We printed long descriptions, if we had selected short description it would have printed it as shown here.
- If you use the Account level description (2) in account profile, it will print the descriptions you identify for each account instead of account dimension descriptions



Budgetary Data Mining – Revenue/E xpense Summary

- 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

Budgetary Data Mining – Balance Sheet Detail

- Then just save breaks and add Ranges

Report Name:
 Report Title:
 Report Type:

Breaks
 Sequence:

FD T FUNC OBJ BLDG PRG

Break Levels to include in processing

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

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

Account Ranges

Low High
 Category:
 Group:
 Account Status: Active and Inactive Active Inactive

Balance Sheet Accounts
 Asset Liability Equity
 Low Account:
 High Account:

	Low	High
FUND:	<input type="text" value="00"/>	<input type="text" value="99"/>
TYPE:	<input type="text" value="*"/>	<input type="text" value="*"/>
FUNCTION:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
OBJECT:	<input type="text" value="000"/>	<input type="text" value="999"/>
BUILDING:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
PROGRAM:	<input type="text" value="000"/>	<input type="text" value="999"/>

Budgetary Data Mining – Balance Sheet Detail

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

Field Selection

Fields to include in processing

Account Number

Set Fields
Remove Field
Clone Field

Field Parameters

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

Save and Add Sources
Back

- 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"/>
<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)

Budgetary Data Mining – Balance Sheet Detail

- 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 Options

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)

Buttons: Save, Back

Budgetary Data Mining – Balance Sheet Detail

Budgetary Data Mining – Balance Sheet Detail

- 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

Budgetary Data Mining – Revenue/Expense Detail

- I added a Revenue/Expense Detail with the same setup as Balance Sheet detail, I didn't select anything in fields and left account ranges wide open – on the sources screen I (1) selected all modules I have (or want to report on) and (2) selected the detail for all and (3) Print all accounts in Filter range and (4) save and print

The screenshot shows the Skyward School District Budgetary Data Mining (251) interface. The report name is "Revenue Expense Detail", the report title is "Revenue Expense Detail", and the report type is "Revenue/Expense Detail".

The "Sources" section contains a table with the following items:

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 type="checkbox"/> CD = Cash Disbursements	<input 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	

The "Print" section includes the following options:

- 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

The "Purchase Order Parameters" section includes the following options:

- 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)

The "Include Budget Requisitions" section includes the following options:

- Include Budget Requisitions
- Print Approved Status
- Print Denied Status
- Print Pending Status

Buttons for "Save" and "Back" are visible at the bottom right.

Budgetary Data Mining – Revenue/ Expense Detail

- You can see that we have all of the same fields we saw on the balance sheet detail report without selecting any fields, you have payroll information:

FD T FUNC OBJ BLDG FRG

06 E 1000 110 0052 213 (continued)

Date	Src	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
06/30/20	PR	PREC	SAL6	Elisabeth Y Rosenfieldscr		Salary Tier 2 W/KPERS	Payables Expense	05/08/20	30000069	07/15/20	3,819.17
06/30/20	PR	PREC	SAL1	Anthony W Ruanescr		Salary Tier 1 W/KPERS	Payables Expense	05/08/20	30000100	07/15/20	1,438.94
06/30/20	PR	PREC	SAL1	Marguerite Y Ruddickscr		Salary Tier 1 W/KPERS	Payables Expense	05/08/20	30000101	07/15/20	4,231.67
06/30/20	PR	PREC	SAL7	Meredith Z Salingscr		Salary Tier 3 W/KPERS	Payables Expense	05/08/20	30000102	07/15/20	4,231.67
06/30/20	PR	PREC	SAL7	Laurel Z Sandenscr		Salary Tier 3 W/KPERS	Payables Expense	05/08/20	30000045	07/15/20	3,389.59
06/30/20	PR	PREC	SAL1	Kirsten Z Searightscr		Salary Tier 1 W/KPERS	Payables Expense	05/08/20	30000104	07/15/20	4,107.50

- Accounts Payable and journal entries:

06 E 1000 290 0052 040

06/18/20	AP	18		Ubspdscr	1402000049	Testing Receiving 03/30	3232326	06/18/20	90331	06/18/20	60.00
06/18/20	AP	18		Ubspdscr	1402000049	Testing Receiving 03/30	3232325	06/18/20	90331	06/18/20	80.00
06/30/20	JE		YE201920	PO 1402000049	5	Open PO 1402000049 expense for 2019-2020		07/15/21			93.75
				June							233.75
				*06 E 1000 290 0052 040							233.75
				*Accounts Payable							140.00
				*Journal Entries							93.75

Budgetary Data Mining – Revenue/ Expense Detail

- You can see that the information is broken down by account number

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	E	2650	580	0052	001														
												*06 E 2650 580 0052 001						0.00	
06	E	2650	626	0052	000	06/30/20	JE		YE201920	PO 2102000141	47	Open PO 2102000141 expense for 2019-2020		07/15/21				14.15	
												June						14.15	
												*06 E 2650 626 0052 000						14.15	
												*Journal Entries						14.15	
06	E	2650	680	0052	001														
																			0.00
06	E	2650	680	0052	002	06/30/20	JE		YE201920	PO 2102000163	67	Open PO 2102000163 expense for 2019-2020		07/15/21				0.04	
												June						0.04	
												*06 E 2650 680 0052 002						0.04	
												*Journal Entries						0.04	
06	E	2660	352	0020	100														
																			0.00

**TOP SECRET
– SELDOM
USED –
HIDDEN
SKYWARD
CANNED
REPORTS**

1. Account Clearance Groups
2. Trial Balance Report (Auditor approved)
3. Cash Summary report (IN WEB)
4. Vendor Payment report by Vendor SSN/EIN
5. Purchase order report – Account number Sequence (when you are looking for all PO's coded to a specific account number)
6. Accounts payable invoice reports – Account Sequence
7. Check Reconciliation – Report for Selected Banks

- In Web, Financial Management, Account Management, Other Reports, Account Clearance

The screenshot shows the Skyward School District web application interface. The top navigation bar includes the Skyward logo, the text "Skyward School District", and user information: "Aida Quiliciscr Account Preferences Exit". Below this is a main menu with tabs: Home, Account Management (selected), Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. A search bar is present. The main content area is titled "Financial Management Setup" and contains several expandable sections: "Account Management - AM" (Setup), "Account Master - CA" (Setup) with sub-items: Account Profile - AP, Chart of Accounts - CA, Account Summary Templates - AS, Operating Statement Accounts - OS, Balance Sheet Accounts - BS; "Account Management Reportin..." (Setup) with sub-items: Budgetary Data Mining - DM, Vendor Check History - VC, General Inputs History - GI, Batch Reports - BR, and Other Reports - OR (highlighted with a red box); "Budget Management - BM" (Setup) with sub-items: Budget Entry - BE, Adopt Budget - AB, Requisitions - RE, Revisions - BR (Setup), and Transfers - TR (Setup); "General Inputs - GI" (Setup); "Journal Entry - JE" (Setup) with sub-items: Submit Journal Entry - SJ, Approvals - AP, Journal Entry - JE, Accounting Update - Journal Entries - AU, and Update History - Journal Entries - UH; and "Cash Receipts - CA" (Setup) with sub-item: Cash Receipts - CA. To the right, there is a "Project/Grant Management - PG" section with sub-items: Project/Grant Entry - PG and Reports - RE.

SKYWARD CANNED REPORTS – Account Clearance Groups

This screenshot shows a closer view of the "Other Reports" section in the Skyward School District web application. The top navigation bar is partially visible, showing "Home", "Account Management" (selected), "Vendors", and "Purchasing". Below the navigation is a breadcrumb trail: "Home > Account Management > Other Reports ☆ (240)". The main content area shows a folder icon next to "Other Reports - OR", which is expanded to show a list of reports: "Account Clearance - AC" (highlighted with a red box), "Trial Balance Report - TR", "Cash Account Activity Report - CA", and "Cash Summary Report - CS".

SKYWARD CANNED REPORTS – Account Clearance Groups

- People are often looking for the users in an account clearance group and the account numbers associated with that group – this is the report to help with that
- We will Add a new report, (1) name the template, (2) report defaults to printing user names and printing accounts (3) can select to print filters and page break if you wish

The screenshot shows a web browser window titled "Account Clearance - WF\AM\RP\OR\AC - 31294 - 05.22.02.00.05 - Google Chrome". The address bar shows "skydevapp01/scripts11/cgiip.exe/WService=42356web/fmrptedit004.w?isPopup=true". The page title is "Account Clearance (94)".

The interface is divided into several sections:

- Template Settings:** Contains a required field for "* Template Description:" (marked with a red circle 1), and two checkboxes: "Share with other users in the district" and "Print Greenbar".
- General Parameters:** Contains four checkboxes: "Print User Names." (checked, marked with a red circle 2), "Print Accounts." (checked, marked with a red circle 2), "Print Filters." (unchecked, marked with a red circle 3), and "Page Break on Group." (unchecked).
- Account Clearance Groups:** Contains a checkbox for "All Groups" (checked, marked with a red circle 4) and a list box labeled "Selected Groups" containing "All Groups" (marked with a red circle 4).

On the right side, there are three buttons: "Save", "Save and Print", and "Back".

At the bottom left, a note states: "Asterisk (*) denotes a required field".

SKYWARD CANNED REPORTS – Account Clearance Groups

- I will (1) name the report Accounts Clearance All Groups, (2) Select to Print Filters, and (3) Save and Print

Account Clearance - WF\AM\RP\OR\AC - 31294 - 05.22.02.00.05 - Google Chrome

Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/fmrptedit004.w?isPopup=true

Account Clearance (94)

Template Settings

* Template Description: **Account Clearance All Groups** (1)

Share with other users in the district

Print Greenbar

Save

Save and Print (3)

Back

General Parameters

Print User Names.

Print Accounts.

Print Filters. (2)

Print Individual Accounts.

Page Break on Group.

Account Clearance Groups: All Groups

Selected Groups

All Groups

SKYWARD CANNED REPORTS – Account Clearance Groups

- You can see (1) the name of the group, (2) the users in the group (3) all of the accounts available to this group
-

3frclr04.p 05-4 SCRAMBLED DATABASE 04/05/22 Page:1
05.22.02.00.00 Account Clearance Report 10:09 AM

Account Group: 002 Admin AC GROUP

1

Name Key	Name	Name Key	Name
MUMMRSTR000	Steve Mummascr	ZERTUXIM000	Kimberley F. Zertuchescr

2

Number of User Names: 2

Account

06 E 2500 400 0052 000
06 E 2600 110 0052 219
06 E 2600 120 0052 610
06 E 2600 120 0052 611
06 E 2600 120 0052 612
06 E 2600 120 0052 613
06 E 2600 120 0052 614
06 E 2600 210 0052 094
06 E 2600 210 0052 610
06 E 2600 210 0052 611
06 E 2600 220 0052 051
06 E 2600 220 0052 610
06 E 2600 220 0052 611
06 E 2600 220 0052 613
06 E 2600 220 0052 810
06 E 2600 250 0052 051
06 E 2600 250 0052 610
06 E 2600 250 0052 611
06 E 2600 250 0052 613
06 E 2600 250 0052 812
06 E 2600 260 0052 811
06 E 2600 290 0052 040
06 E 2600 290 0052 050

3

Account

06 E 2600 430 0055 000
06 E 2600 430 0056 000
06 E 2600 430 0058 000
06 E 2600 430 0060 000
06 E 2600 430 0062 000
06 E 2600 431 0052 000
06 E 2600 431 0052 001
06 E 2600 440 0052 000
06 E 2600 450 0020 000
06 E 2600 450 0030 000
06 E 2600 450 0052 000
06 E 2600 450 0054 000
06 E 2600 450 0055 000
06 E 2600 450 0056 000
06 E 2600 450 0058 000
06 E 2600 450 0060 000
06 E 2600 450 0062 000
06 E 2600 490 0052 000
06 E 2600 530 0020 100
06 E 2600 530 0052 100
06 E 2600 530 0054 100
06 E 2600 530 0055 100
06 E 2600 530 0056 100

SKYWARD CANNED REPORTS – Account Clearance Groups

- And the (4) account filters associated with this account group

```

11 E 2730 210 0052 094
11 E 2730 210 0052 600
11 E 2730 220 0052 051
11 E 2730 220 0052 600
11 E 2730 220 0052 810
11 E 2730 250 0052 051
11 E 2730 250 0052 600
11 E 2730 250 0052 812
11 E 2730 260 0052 811
11 E 2730 290 0052 051
11 E 2800 700 0052 131
11 E 2900 700 0052 131

11 E 4700 700 0058 123
11 E 4700 700 0060 123
11 E 4700 700 0062 123
11 E 4900 700 0052 123
11 E 5100 830 0052 132
11 E 5100 890 0052 125
11 E 5100 910 0052 131
11 E 5200 952 0052 143
11 E 9800 000 0000 000
15 E 3100 730 0052 730
18 E 2720 600 0052 516
55 E 1000 600 0062 200
  
```

Number of Accounts: 256

Account Filter: 0100 SCRAMBLED FILTER **4**

Account Types Selected: Expense
Account Status: Active

	<u>Low</u>	<u>High</u>
O/S Account Ranges:	06 * 2600 000 0000 000	06 * 2660 999 9999 999
Group Codes:	--	ZZ-ZZ-ZZZZ
Category Codes:		ZZZZZZZZ
Exclude O/S FUND:	07	10
Include O/S FUND:	06	06
Include O/S FUNCTION:	2600	2660

Account Filter: 0100 SCRAMBLED FILTER

Account Types Selected: Expense
Account Status: Active

	<u>Low</u>	<u>High</u>
O/S Account Ranges:	11 * 0000 000 0000 000	11 * 9999 999 9999 999
Group Codes:	--	ZZ-ZZ-ZZZZ
Category Codes:		ZZZZZZZZ
Include O/S FUND:	11	11

Number of Filters: 2

SKYWARD CANNED REPORTS – Trial Balance Report

- Also under, web, financial management, account management, other reports, Trial Balance report (AUDITOR APPROVED)
- We will Add report and (1) name the report, (2) select the month on which we wish to report (3) select report access (if desired) and (4) Save and Add Account Ranges

Trial Balance Report Parameters - WF\AM\RP\OR\TR - 34037 - 05.22.02.00.05 - Google Chrome

Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/famtbtab000.w?pdirectadd=true

Trial Balance Report Parameters (98)

Report Description:

Report Parameters

* Report Name: (1)

Report Title:

Start Month: (2) Year:

Ending Month: Year:

* Report Access for Others: No access Read only Modify (3)

Asterisk (*) denotes a required field

(4)

SKYWARD CANNED REPORTS – Trial Balance Report

- The trial balance will automatically page break between funds, (1) all account types will be selected – you can unselect any if you would like. We are going to leave this wide open to print all funds, then (2) SAVE and print the report

Account Ranges - WF\AM\RP\OR\TR - 34037 - 05.22.02.00.05 - Google Chrome

Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/famtbtab000.w

Trial Balance Account Ranges (148)

Report Description: June Trial Balance [Delete]

Start: June, 2020 End: June, 2020

Access for Others: Modify

Account Ranges

Category: [] High: []

Group: [] --

Account Status: Active and Inactive Active Inactive

1

Balance Sheet Accounts		Operating Statement Accounts	
<input checked="" type="checkbox"/> Asset	<input checked="" type="checkbox"/> Liability	<input checked="" type="checkbox"/> Expense	<input checked="" type="checkbox"/> Revenue
<input checked="" type="checkbox"/> Equity			
Low Account: *	[]	Low Account: *	[]
High Account: *	[]	High Account: *	[]
Low	High	Low	High
FUND: []	[]	FUND: []	[]
TYPE: * []	* []	TYPE: * []	* []
FUNCTION: []	[]	FUNCTION: []	[]
OBJECT: []	[]	OBJECT: []	[]
BUILDING: []	[]	BUILDING: []	[]
PROGRAM: []	[]	PROGRAM: []	[]

2 [Save] [Back]

SKYWARD CANNED REPORTS – Trial Balance Report

- You will see (1) balance sheet information for Fund 6 and then (2) operating statement information for the same fund

3frbud16.p 04-4 SCRAMBLED DATABASE 04/05/22 Page:1
05.22.02.00.00 Trial Balance Report (6/2020 - 6/2020) 10:47 AM

FD	T	FUNC	OBJ	BLDG	PRG	FUND/FUNCTION/OBJECT/BUILDIN	Debits	Credits	Net DB-CR	
06	A	0901	000	0000	000	06 GENERAL FUND/0901 SCRAMBL	681.34	3,278.00	2,596.66CR	
06	A	0902	000	0000	000	06 GENERAL FUND/0902 SCRAMBL	1,588.39	4,166.67	2,578.28CR	
06	L	0931	000	0000	000	06 GENERAL FUND/0931 SCRAMBL	140.00	1,052.00	912.00CR	
06	L	0933	000	0000	000	06 GENERAL FUND/0933 SCRAMBL	947,434.35	1,727,048.88	779,614.53CR	
06	L	7700	000	0000	000	06 GENERAL FUND/7700 SCRAMBL	215.46	46,635.90	46,420.44CR	
06	L	7701	000	0000	000	06 GENERAL FUND/7701 SCRAMBL	50.39	10,906.72	10,856.33CR	
06	L	7702	000	0000	000	06 GENERAL FUND/7702 SCRAMBL	3.27	694.37	691.10CR	
06	L	7703	000	0000	000	06 GENERAL FUND/7703 SCRAMBL	546.17	87,208.74	86,662.57CR	
06	L	7704	000	0000	000	06 GENERAL FUND/7704 SCRAMBL	16.43	2,431.66	2,415.23CR	
06	L	7705	000	0000	000	06 GENERAL FUND/7705 SCRAMBL	0.00	1,309.04	1,309.04CR	
06	L	7712	000	0000	000	06 GENERAL FUND/7712 SCRAMBL	0.00	401.81	401.81CR	
06	L	7713	000	0000	000	06 GENERAL FUND/7713 SCRAMBL	0.00	212.97	212.97CR	
06	L	7714	000	0000	000	06 GENERAL FUND/7714 SCRAMBL	0.00	105.92	105.92CR	
06	L	7715	000	0000	000	06 GENERAL FUND/7715 SCRAMBL	0.00	452.89	452.89CR	
06	L	7719	000	0000	000	06 GENERAL FUND/7719 SCRAMBL	0.00	500.00	500.00CR	
06	L	7723	000	0000	000	06 GENERAL FUND/7723 SCRAMBL	0.00	70.92	70.92CR	
06	L	7725	000	0000	000	06 GENERAL FUND/7725 SCRAMBL	0.00	438.28	438.28CR	
06	L	7726	000	0000	000	06 GENERAL FUND/7726 SCRAMBL	0.00	86.94	86.94CR	
06	Q	0911	000	0000	000	06 GENERAL FUND/0911 SCRAMBL	0.00	0.00	0.00	
06	Q	0952	000	0000	000	06 GENERAL FUND/0952 SCRAMBL	1,288.50	46,764.05	45,475.55CR	
06	Q	0953	000	0000	000	06 GENERAL FUND/0953 SCRAMBL	46,764.05	1,288.50	45,475.55	
06	Q	0954	000	0000	000	06 GENERAL FUND/0954 SCRAMBL	985,892.18	49,566.27	936,325.91	
** Total Fund 06 Balance Sheet						Count	22	1,984,620.53	1,984,620.53	0.00
06	E	1000	110	0052	213	06 GENERAL FUND/INSTRUCTION/	778,946.86	3,499.00	775,447.86	
06	E	1000	110	0052	218	06 GENERAL FUND/INSTRUCTION/	330.00	0.00	330.00	
06	E	1000	110	0052	221	06 GENERAL FUND/INSTRUCTION/	8,835.34	0.00	8,835.34	
06	E	1000	115	0052	301	06 GENERAL FUND/INSTRUCTION/	100.00	0.00	100.00	
06	E	1000	210	0052	213	06 GENERAL FUND/INSTRUCTION/	90,949.44	562.60	90,386.84	
06	E	1000	220	0052	213	06 GENERAL FUND/INSTRUCTION/	56,665.06	265.85	56,399.21	
06	E	1000	220	0052	221	06 GENERAL FUND/INSTRUCTION/	637.50	0.00	637.50	
06	E	1000	250	0052	213	06 GENERAL FUND/INSTRUCTION/	683.59	3.27	680.32	
06	E	1000	250	0052	221	06 GENERAL FUND/INSTRUCTION/	7.84	0.00	7.84	
06	E	1000	250	0052	301	06 GENERAL FUND/INSTRUCTION/	1,500.00	0.00	1,500.00	
06	E	1000	290	0052	040	06 GENERAL FUND/INSTRUCTION/	233.75	0.00	233.75	
06	E	1000	350	0060	000	06 GENERAL FUND/INSTRUCTION/	317.00	0.00	317.00	
06	E	1000	610	0054	243	06 GENERAL FUND/INSTRUCTION/	105.00	0.00	105.00	
06	E	1000	610	0054	245	06 GENERAL FUND/INSTRUCTION/	128.60	0.00	128.60	

- Then you will see the totals and a page break before the next fund

FD	T	FUNC	OBJ	BLDG	FRG	FUND/FUNCTION/OBJECT/BUILDIN	Debits	Credits	Net DB-CR
06	E	1010	683	0063	130	06 GENERAL FUND/SALARY/OTHER	50.00	0.00	50.00
06	E	1010	683	0063	132	06 GENERAL FUND/SALARY/OTHER	30.00	0.00	30.00
06	E	1010	683	0063	140	06 GENERAL FUND/SALARY/OTHER	209.60	0.00	209.60
06	E	2200	250	0052	213	06 GENERAL FUND/INSTRUCTIONA	495.00	0.00	495.00
06	E	2200	640	0054	231	06 GENERAL FUND/INSTRUCTIONA	6.43	0.00	6.43
06	E	2200	640	0060	231	06 GENERAL FUND/INSTRUCTIONA	2,346.02	0.00	2,346.02
06	E	2200	640	0062	231	06 GENERAL FUND/INSTRUCTIONA	880.72	0.00	880.72
06	E	2200	700	0055	735	06 GENERAL FUND/INSTRUCTIONA	3,324.00	0.00	3,324.00
06	E	2213	330	0052	100	06 GENERAL FUND/INSTRUCTIONA	9,358.00	0.00	9,358.00
06	E	2213	330	0060	100	06 GENERAL FUND/INSTRUCTIONA	67.26	0.00	67.26
06	E	2300	310	0052	133	06 GENERAL FUND/GENERAL ADMI	739.97	0.00	739.97
06	E	2300	520	0052	825	06 GENERAL FUND/GENERAL ADMI	419.30	0.00	419.30
06	E	2400	120	0052	115	06 GENERAL FUND/SCHOOL ADMIN	3,138.00	0.00	3,138.00
06	E	2400	220	0052	115	06 GENERAL FUND/SCHOOL ADMIN	240.06	0.00	240.06
06	E	2400	250	0052	115	06 GENERAL FUND/SCHOOL ADMIN	2.94	0.00	2.94
06	E	2400	400	0060	000	06 GENERAL FUND/SCHOOL ADMIN	467.99	0.00	467.99
06	E	2400	600	0060	251	06 GENERAL FUND/SCHOOL ADMIN	33.98	0.00	33.98
06	E	2400	600	0062	251	06 GENERAL FUND/SCHOOL ADMIN	4.59	0.00	4.59
06	E	2400	800	0056	245	06 GENERAL FUND/SCHOOL ADMIN	263.04	0.00	263.04
06	E	2400	800	0062	245	06 GENERAL FUND/SCHOOL ADMIN	107.50	0.00	107.50
06	E	2500	400	0052	000	06 GENERAL FUND/CENTRAL SERV	3,189.54	0.00	3,189.54
06	E	2500	400	0052	001	06 GENERAL FUND/CENTRAL SERV	1,004.34	0.00	1,004.34
06	E	2600	610	0020	650	06 GENERAL FUND/OP & MAINTEN	20.93	0.00	20.93
06	E	2600	610	0052	650	06 GENERAL FUND/OP & MAINTEN	10.40	0.00	10.40
06	E	2600	610	0052	740	06 GENERAL FUND/OP & MAINTEN	963.82	0.00	963.82
06	E	2600	610	0054	740	06 GENERAL FUND/OP & MAINTEN	8.54	0.00	8.54
06	E	2600	610	0056	740	06 GENERAL FUND/OP & MAINTEN	30.38	0.00	30.38
06	E	2600	610	0058	740	06 GENERAL FUND/OP & MAINTEN	27.89	0.00	27.89
06	E	2600	610	0060	650	06 GENERAL FUND/OP & MAINTEN	279.30	0.00	279.30
06	E	2600	610	0060	740	06 GENERAL FUND/OP & MAINTEN	34.18	0.00	34.18
06	E	2600	610	0062	650	06 GENERAL FUND/OP & MAINTEN	174.44	0.00	174.44
06	E	2600	610	0062	740	06 GENERAL FUND/OP & MAINTEN	33.41	0.00	33.41
06	E	2600	611	0020	100	06 GENERAL FUND/OP & MAINTEN	205.50	0.00	205.50
06	E	2600	629	0052	000	06 GENERAL FUND/OP & MAINTEN	9.18	0.00	9.18
06	E	2600	800	0020	003	06 GENERAL FUND/OP & MAINTEN	72.11	0.00	72.11
06	E	2650	626	0052	000	06 GENERAL FUND/VEHICLE MAIN	14.15	0.00	14.15
06	E	2650	680	0052	002	06 GENERAL FUND/VEHICLE MAIN	0.04	0.00	0.04
06	E	9800	000	0000	000	06 GENERAL FUND/UNASSIGNED/U	0.00	45,235.55	45,235.55CR
** Total Fund 06 Operating Expenses Count 70							985,892.18	49,566.27	936,325.91
** Total Fund 06 Operating Statement Count 70							985,892.18	49,566.27	936,325.91

SKYWARD CANNED REPORTS – Trial Balance Report

- Then the next fund:

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05.22.02.00.00

SCRAMBLED DATABASE
Trial Balance Report (6/2020 - 6/2020)

04/05/22

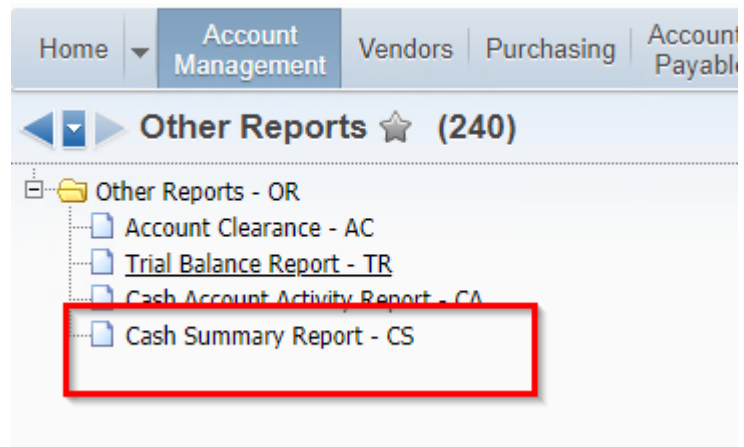
Page:3
10:47 AM

FD	T	FUNC	OBJ	BLDG	PRG	FUND/FUNCTION/OBJECT/BUILDIN	Debits	Credits	Net DB-CR		
07	A	0901	000	0000	000	07 FEDERAL FUNDS/0901 SCRAMB	0.00	0.00	0.00		
07	Q	0911	000	0000	000	07 FEDERAL FUNDS/0911 SCRAMB	0.00	0.00	0.00		
07	Q	0952	000	0000	000	07 FEDERAL FUNDS/0952 SCRAMB	0.00	21,435.47	21,435.47CR		
07	Q	0953	000	0000	000	07 FEDERAL FUNDS/0953 SCRAMB	21,435.47	0.00	21,435.47		
07	Q	0954	000	0000	000	07 FEDERAL FUNDS/0954 SCRAMB	21,435.47	21,435.47	0.00		
** Total Fund 07 Balance Sheet							Count	5	42,870.94	42,870.94	0.00
07	E	1000	110	0052	217	07 FEDERAL FUNDS/INSTRUCTION	9,945.00	0.00	9,945.00		
07	E	1000	700	0052	800	07 FEDERAL FUNDS/INSTRUCTION	11,490.47	0.00	11,490.47		
07	E	9800	000	0000	000	07 FEDERAL FUNDS/UNASSIGNED/	0.00	21,435.47	21,435.47CR		
** Total Fund 07 Operating Expenses							Count	3	21,435.47	21,435.47	0.00
** Total Fund 07 Operating Statement							Count	3	21,435.47	21,435.47	0.00

SKYWARD CANNED REPORTS – Trial Balance Report

SKYWARD CANNED REPORTS – CASH SUMMARY (on the web)

- Cash Summary is finally on the web



SKYWARD CANNED REPORTS – CASH SUMMARY (on the web)

- You can select the (1) dates you want to report, and can select the accounts to use to determine (2) beginning cash balance (3) Revenues (4) Expenses (5) encumbrances then (6) save and print:

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
06	06 GENERAL FUND	255.73	8,102,101.65	-9,676,094.17	-1,573,736.79	0.00	-1,573,736.79	0.00
07	07 FEDERAL FUNDS	123,829.65	3,414,609.48	-442,225.93	3,096,213.20	0.00	3,096,213.20	0.00
11	11 SUPPLEMENTAL GENERAL	3,528,246.01	596,073.94	-695,664.29	3,428,655.66	0.00	3,428,655.66	0.00
12	12 SCRAMBLED DESCRIPTION	101,175.72	30.00	-4,991.70	96,214.02	0.00	96,214.02	0.00
13	13 AT-RISK (K-12)	0.00	9,997.79	-11,583.99	-1,586.20	0.00	-1,586.20	0.00
14	14 BILINGUAL ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	15 VIRTUAL ED	342,158.95	504,116.34	-485,304.23	360,971.06	0.00	360,971.06	0.00
17	17 NEW LIGHT	674,741.05	1,009,712.88	-1,637,747.38	46,706.55	0.00	46,706.55	0.00
18	18 DRIVER TRAINING	0.00	183,935.30	-224,280.61	-40,345.31	0.00	-40,345.31	0.00
19	19 SCRAMBLED DESCRIPTION	5,722.00	232,196.89	-337,694.09	-99,775.20	0.00	-99,775.20	0.00
25	25 FOOD SERVICE	450,000.00	0.00	0.00	450,000.00	0.00	450,000.00	0.00
27	27 PROFESSIONAL DEV	155,138.81	52,589.37	-22,998.34	184,729.84	0.00	184,729.84	0.00
28	28 PARENT EDU	359,757.13	67,170.18	-16,754.26	410,173.05	0.00	410,173.05	0.00
29	29 SCRAMBLED DESCRIPTION	6,394,862.76	3,903,906.83	-3,287,460.63	7,011,308.96	0.00	7,011,308.96	0.00
30	30 SPECIAL EDU	2,642.22	1.45	0.00	2,643.67	0.00	2,643.67	0.00
31	31 CAREER POST	0.00	1,290,779.71	-831,841.75	458,937.96	0.00	458,937.96	0.00
32		0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	35 GIFTS AND GRANTS	0.00	26,615.00	-27,825.80	-1,210.80	0.00	-1,210.80	0.00
36	36 KPERS	0.00	123.00	-562.53	-439.53	0.00	-439.53	0.00
39	39 SCRAMBLED DESCRIPTION	0.00	39,789.00	-39,789.00	0.00	0.00	0.00	0.00

SKYWARD CANNED REPORTS – Vendor Payment Report by Vendor SSN/EIN

- The Vendor Payment Report By Vendor SSN/EIN is often used for 1099 reporting, but can also be used to get a printout of your highest paid vendors, or all vendors within a certain dollar paid range.
- We will (1) call the report Highest Paid Vendors; (2) select ALL vendors (3) Date selection will be entered date range (4) we will enter the date range (for calendar year end – you would want to get all 1099 vendors over \$600) and (5) we will pick total payments of \$100,000 to 999,999,999.99, then (6) save and print

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SCRAMBLED DATABASE
Vendor 1099 Report - 07/01/2019 Through 06/30/2020

04/05/22
Page:1
11:05 AM

Federal ID#	Name	Name Key	Address	Entity	Total Payments	1099-M Amount	1099-NEC Amount
00-0000233	Y ENTERPRISES INCSCR	Y ENTERP000	193 SCRAMBLE AVENUE PO BOX 162110 SCRAMBLE WV 5	VENDOR	\$1,167,914.25	\$0.00	\$0.00 <
00-0000355	DANFOSS INDUSTRIES PVT. LTD.S	DANFOSS 000	296 SE SCRAMBLE AVENUE SCRAMBLE WV 55555	VENDOR	\$725,998.00	\$0.00	\$0.00 <
00-0000470	WHOLESALE SUPPLY CO.SCR	WHOLESA002	395 SCRAMBLE AVENUE PO BOX 489 SCRAMBLE WV 5555	VENDOR	\$357,126.81	\$0.00	\$0.00 <
00-0000770	INDIAN CARPET CENTERSCR	INDIAN C000	660 SCRAMBLE AVENUE PO BOX 2970 SCRAMBLE WV 555	VENDOR	\$1,361,557.40	\$0.00	\$0.00 <
00-0001216	BELTEK CANADIAN WATER LTD.SCR	BELTEK C000	1051 SW SCRAMBLE AVENUE SCRAMBLE WV 55555	VENDOR	\$214,051.58	\$0.00	\$0.00 <
00-0001337	FAIRBANKS CAPITOL CORP.SCR	FAIRBANK000		VENDOR	\$373,571.46	\$0.00	\$0.00 <
00-0001746	THE OBEROI NEW DELHISCR	THE OBERO00	1493 SCRAMBLE AVENUE PO BOX 25250 SCRAMBLE WV 5	VENDOR	\$414,020.10	\$0.00	\$0.00 <

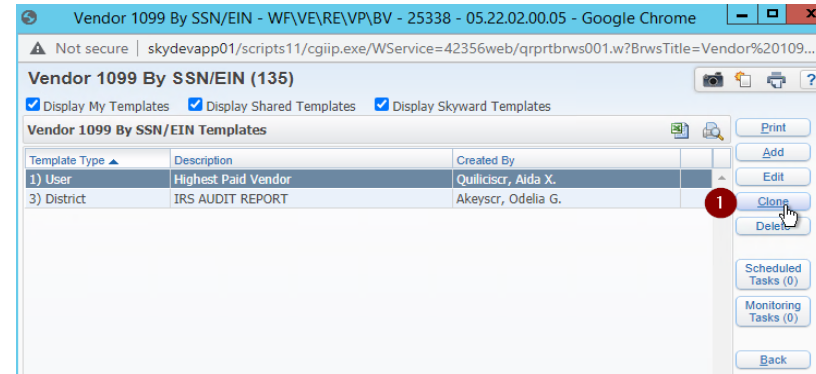
Summary for All Vendors

Number of Vendors: 7
 Total Number of Checks/Invoices: 450
 Total Amount of Checks/Invoices: \$4,614,239.60
 Number of Checks/Invoices with 1099-M Amounts: 0
 Total Check/Invoice 1099-M Amounts: \$0.00
 Number of Checks/Invoices with 1099-NEC Amounts: 0
 Total Check/Invoice 1099-NEC Amounts: \$0.00

***** End of report *****

SKYWARD CANNED REPORTS – Vendor Payment Report by Vendor SSN/EIN

- Then we could (1) clone this report



- We can (1) call the report \$50,000 - \$99,999.99 and (2) change our total payments to \$50,000 to \$99,999.99 and save and print

Federal ID#	Name	Name Key	Address	Entity	Total Payments	1099-M Amount	1099-NEC Amount
00-0000787	TELESPECTRAL NETWORKS PVT. LT	TELESPEC000	674 E SCRAMBLE AVENUE STE SCRAMBLE WV 55555	VENDOR	\$87,578.19	\$0.00	\$0.00 <
00-0001542	GOODMANS HEALTHCARE SERVICES	GOODMANS000	1317 SCRAMBLE AVENUE SCRAMBLE WV 55555	VENDOR	\$89,800.00	\$0.00	\$0.00 <
00-0001651	FELLOWSHIP OF CHRISTIAN ATHLE	FELLOWSHO00	1406 SCRAMBLE AVENUE PO BOX 808 SCRAMBLE WV 555	VENDOR	\$68,495.20	\$0.00	\$0.00 <
00-0001985	MILESTONES ADVENTURES & EXPED	MILESTON001	1701 E SCRAMBLE AVENUE PO BOX 783250 SCRAMBLE W	VENDOR	\$55,486.00	\$0.00	\$0.00 <
00-0002009	GROUP 4 SECURITAS GUARDING PV	GROUP 4 000	1717 S SCRAMBLE AVENUE SCRAMBLE WV 55555	VENDOR	\$74,617.48	\$0.00	\$0.00 <
00-0002134	OTTER CREEK INSTITUTESCR	OTTER CRO00	1828 SCRAMBLE AVENUE SCRAMBLE WV 55555	VENDOR	\$55,150.75	\$0.00	\$0.00 <
00-0002266	FIRST BANK SOUTHWESTSCR	FIRST BA000	1941 N SCRAMBLE AVENUE SCRAMBLE WV 55555	VENDOR	\$51,740.35	\$0.00	\$0.00 <
00-0003215	WJM PLASTICS INCSCR	WJM PLAS000	2789 N SCRAMBLE AVENUE SCRAMBLE WV 55555	VENDOR	\$77,475.00	\$0.00	\$0.00 <
00-0003321	RADIO SHACK CORPORATIONS	RADIO SH000	2870 N SCRAMBLE AVENUE SCRAMBLE WV 55555	VENDOR	\$75,303.69	\$0.00	\$0.00 <

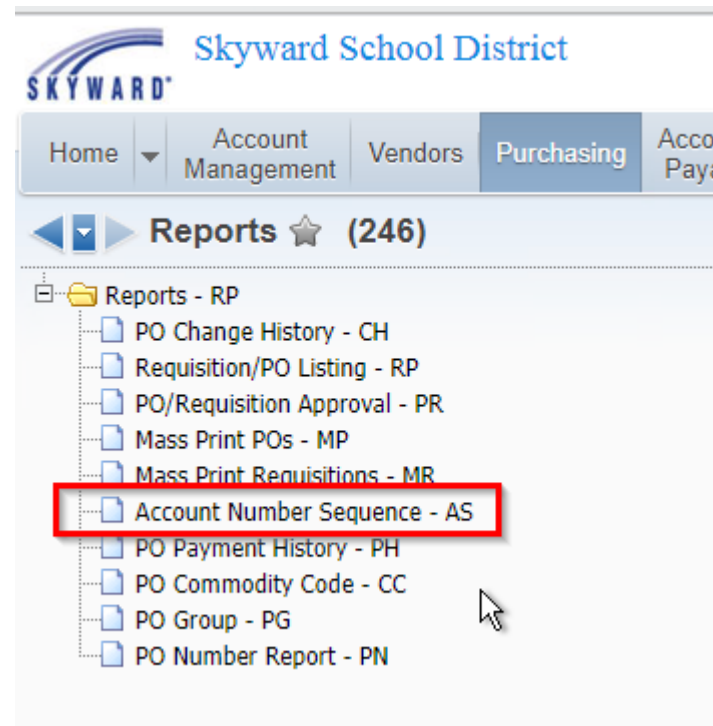
Summary for All Vendors

Number of Vendors:	9
Total Number of Checks/Invoices:	214
Total Amount of Checks/Invoices:	\$635,646.66
Number of Checks/Invoices with 1099-M Amounts:	0
Total Check/Invoice 1099-M Amounts:	\$0.00
Number of Checks/Invoices with 1099-NEC Amounts:	0
Total Check/Invoice 1099-NEC Amounts:	\$0.00

***** End of report *****

SKYWARD CANNED REPORTS – Purchase Order Reports

- When you want to get a report of all PO's BY account number
- In web, financial management, purchasing, reports, account number sequence



- You can run the report for all PO Groups or selected and you can limit to a specific account number

- You can run the report for (1) all PO Groups or (2) selected (3) you can choose the types of purchase orders you want to see – we will look at (4) history only and you can limit to a specific account number, I will run mine for (5) fund 07 only

Account Number Sequence - WF\PU\RP\AS - 31282 - 05.22.02.00.05 - Google Chrome

Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/fpureedit003.w?isPopup=true

Account Number Sequence (133)

Template Settings

* Template Description:

Share with other users in the district

Print Greenbar

Selection Sorting

* Sequence: R - REGULAR ACCOUNT SEQUENCE

* PO Group: 999 All PO Groups

Record Type(s)

Requisitions Batch Reoccurring

Denied Requisitions Open Reversals

Suspended Requisitions Suspended POs History

Filter Values

Low	High
PO Number: <input type="text" value="0000000000"/>	<input type="text" value="9999999999"/>
Batch Number: <input type="text" value=""/>	<input type="text" value="ZZZZZZZZ"/>
Vendor Key: <input type="text" value=""/>	<input type="text" value="ZZZZZZZZZZ"/>
Date Entered: <input type="text" value="07/01/2019"/>	<input type="text" value="06/30/2020"/>
Date Due: <input type="text" value=""/>	<input type="text" value="12/31/9999"/>
Project Number: <input type="text" value=""/>	<input type="text" value="ZZZZZZZZZZ"/>
Contract Number: <input type="text" value=""/>	<input type="text" value="ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ"/>
PO Origin: <input type="text" value="A11"/>	<input type="checkbox"/> PO Master Information - 2 Print Lines

All Accounts

Account Types: Asset Liability Equity

B\S Low Range: 07 0000 000 0000 000

B\S High Range: 07 9999 999 9999 999

Account Types: Revenue Expense

O\S Low Range: 07 0000 000 0000 000

O\S High Range: 07 9999 999 9999 999

SKYWARD CANNED REPORTS – Purchase Order Reports

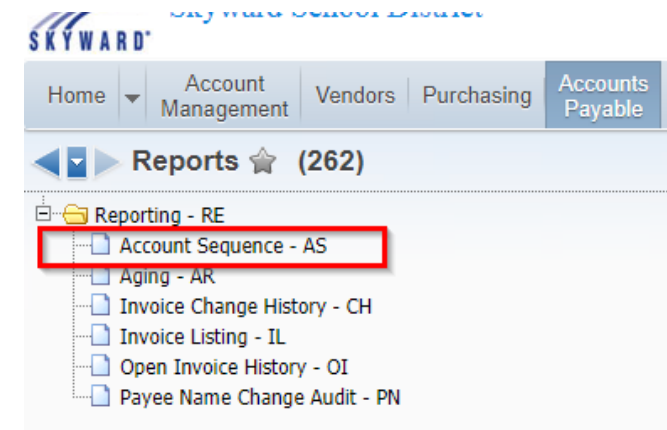
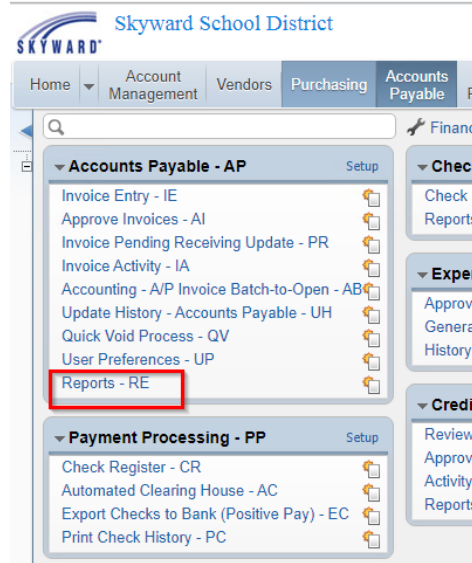
SKYWARD CANNED REPORTS – Purchase Order Reports

- You can see all of the purchase orders that were entered under each account number in fund 07:

3porpt03.p 32-4 05.22.02.00.00		SCRAMBLED DATABASE Purchase Order Report (Accounting Sequence)				04/05/22		Page:1 11:17 AM		
<u>ACCOUNT NUMBER</u>										
<u>PO NUMBER</u>	<u>*YEAR</u>	<u>DESCRIPTION</u>	<u>VENDOR KEY</u>	<u>DATE DUE</u>	<u>S</u>	<u>PO AMOUNT:</u>	<u>PO ENC AMOUNT</u>	<u>- AP ENC AMOUNT</u>	<u>+ ADJ ENC AMOUNT</u>	<u>= ENC AMT LEFT</u>
07 E 1000 110 0052 217										
5202000181	2019	SCRAMBLE DATA 1145	CRABTREE000	10/08/2019	H	19,890.00	19,890.00	9,945.00	-9,945.00	0.00
07 E 1000 700 0052 800										
1402000001	2019	SCRAMBLE DATA 8	KASTURI 000	07/15/2019	H	291.30	291.30	291.30	0.00	0.00
1402000012	2019	SCRAMBLE DATA 734	KASTURI 000	09/06/2019	H	107.75	107.75	107.75	0.00	0.00
5202000110	2019	SCRAMBLE DATA 741	PURE DRI000	09/06/2019	H	3,180.00	3,180.00	3,180.00	0.00	0.00
5202000187	2019	SCRAMBLE DATA 1172	KASTURI 000	10/09/2019	H	107.75	107.75	107.75	0.00	0.00
5202000247	2019	SCRAMBLE DATA 1535	KASTURI 000	11/05/2019	H	107.75	107.75	107.75	0.00	0.00
5202000308	2019	SCRAMBLE DATA 1927	KASTURI 000	12/13/2019	H	215.50	215.50	215.50	0.00	0.00
5202000355	2019	SCRAMBLE DATA 2182	PURE DRI000	01/10/2020	H	1,590.00	1,590.00	1,590.00	0.00	0.00
6002000075	2019	SCRAMBLE DATA 882	JKM COLLO01	09/18/2019	H	50.00	50.00	50.00	0.00	0.00
6072000001	2019	SCRAMBLE DATA 160	HEATHMAB000	07/26/2019	H	7.63	7.63	7.63	0.00	0.00
6072000002	2019	SCRAMBLE DATA 163	XANGSXOC000	07/26/2019	H	25.62	25.62	25.62	0.00	0.00

SKYWARD CANNED REPORTS – Account Payable Invoice Reports

- You can get similar information by invoice by going to web, financial management, Accounts Payable Reports, then account sequence



SKYWARD CANNED REPORTS – Account Payable Invoice Reports

- Similar to the PO report – I will report on (1) invoices in history for (2) all check types for (3) fund 7 and save and print

Account Sequence - WF\AP\RE\AS - 31484 - 05.22.02.00.05 - Google Chrome

Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/fapreedit004.w?isPopup=true

Account Sequence (131)

Template Settings

* Template Description:

Share with other users in the district

Print Greenbar

Save

4 Save and Print

Back

Report Parameters

Account Sequence:

Invoice Type(s):

Batch

Open

History 1

Reoccurring

Pending Receiving

Approval Pending

Approval Denied

Check Type(s):

Void

Manual

Hold

Regular

Single

Pay

Wire Transfer

ACH

All 2

Low High

Purchase Order #:

Invoice Number:

Vendor Key:

Batch Number:

Bank Cash Code:

Invoice Date:

Due Date:

Entered By:

Entered Date:

Invoice Amount:

* Account Ranges: Account Types: Asset Liability Equity

B\S Low Range: 07 0000 000 0000 000

B\S High Range: 07 9999 999 9999 999

Account Types: Revenue Expense

O\S Low Range: 07 0000 000 0000 000

O\S High Range: 07 9999 999 9999 999

3

Reset

Filter

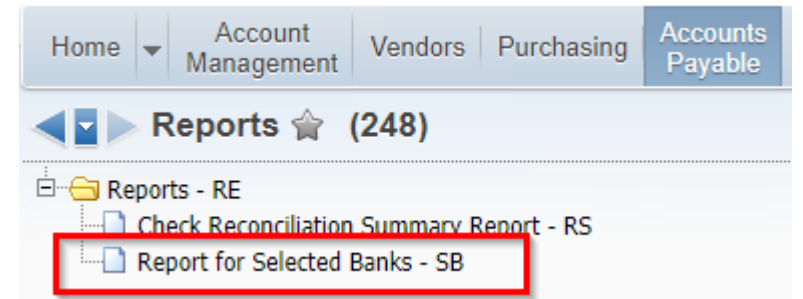
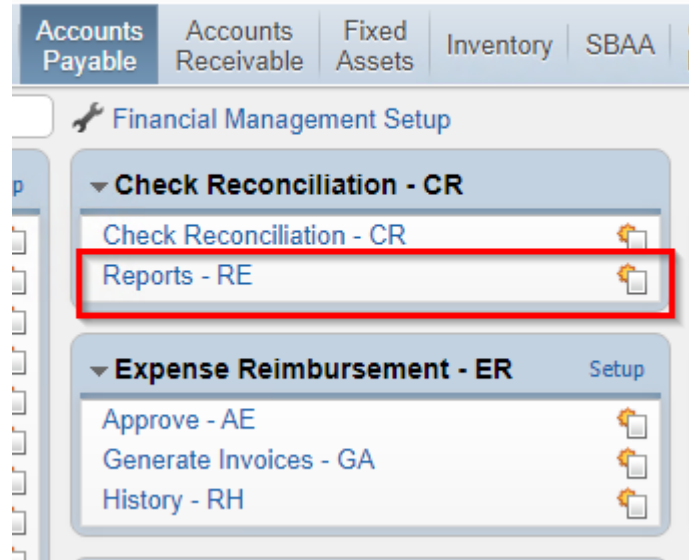
- You get a nice report of all paid invoices BY account number

ACCOUNT NUMBER	INVOICE NUMBER	DESCRIPTION	PO NUMBER	VENDOR KEY	VENDOR NAME	DATE	STATUS	INV AMOUNT	
07 L 7700 000 0000 000									
	Scramble Inv 1125	SCRAMBLE AP 1125	0000000000	INDIAN C000	Indian carpet centerscr	10/01/2019	H	\$1,235.09	
	Scramble Inv 131	SCRAMBLE AP 131	0000000000	INDIAN C000	Indian carpet centerscr	08/01/2019	H	\$1,119.74	
	Scramble Inv 1860	SCRAMBLE AP 1860	0000000000	INDIAN C000	Indian carpet centerscr	11/01/2019	H	\$1,197.24	
	Scramble Inv 1942	SCRAMBLE AP 1942	0000000000	INDIAN C000	Indian carpet centerscr	11/01/2019	H	\$0.21	
	Scramble Inv 2269	SCRAMBLE AP 2269	0000000000	INDIAN C000	Indian carpet centerscr	11/29/2019	H	\$1,173.66	
	Scramble Inv 2719	SCRAMBLE AP 2719	0000000000	INDIAN C000	Indian carpet centerscr	01/02/2020	H	\$1,191.59	
	Scramble Inv 3150	SCRAMBLE AP 3150	0000000000	INDIAN C000	Indian carpet centerscr	01/31/2020	H	\$1,193.82	
	Scramble Inv 405	SCRAMBLE AP 405	0000000000	INDIAN C000	Indian carpet centerscr	08/30/2019	H	\$1,330.79	
	8 ITEM(S) FOR ACCOUNT # 07 L 7700 000 0000 000							FOR A TOTAL OF	\$8,442.14
07 L 7701 000 0000 000									
	Scramble Inv 1126	SCRAMBLE AP 1126	0000000000	INDIAN C000	Indian carpet centerscr	10/01/2019	H	\$288.85	
	Scramble Inv 132	SCRAMBLE AP 132	0000000000	INDIAN C000	Indian carpet centerscr	08/01/2019	H	\$261.88	
	Scramble Inv 1861	SCRAMBLE AP 1861	0000000000	INDIAN C000	Indian carpet centerscr	11/01/2019	H	\$279.99	
	Scramble Inv 1943	SCRAMBLE AP 1943	0000000000	INDIAN C000	Indian carpet centerscr	11/01/2019	H	\$0.05	
	Scramble Inv 2270	SCRAMBLE AP 2270	0000000000	INDIAN C000	Indian carpet centerscr	11/29/2019	H	\$274.48	
	Scramble Inv 2720	SCRAMBLE AP 2720	0000000000	INDIAN C000	Indian carpet centerscr	01/02/2020	H	\$278.68	
	Scramble Inv 3151	SCRAMBLE AP 3151	0000000000	INDIAN C000	Indian carpet centerscr	01/31/2020	H	\$279.20	
	Scramble Inv 406	SCRAMBLE AP 406	0000000000	INDIAN C000	Indian carpet centerscr	08/30/2019	H	\$311.23	
	8 ITEM(S) FOR ACCOUNT # 07 L 7701 000 0000 000							FOR A TOTAL OF	\$1,974.36
07 L 7702 000 0000 000									
	Scramble Inv 1138	SCRAMBLE AP 1138	0000000000	NELCOSCR000	Nelcoscr	10/01/2019	H	\$18.53	
	Scramble Inv 142	SCRAMBLE AP 142	0000000000	NELCOSCR000	Nelcoscr	08/01/2019	H	\$16.90	
	Scramble Inv 1872	SCRAMBLE AP 1872	0000000000	NELCOSCR000	Nelcoscr	11/01/2019	H	\$17.98	
	Scramble Inv 1948	SCRAMBLE AP 1948	0000000000	NELCOSCR000	Nelcoscr	11/01/2019	H	\$0.00	
	Scramble Inv 2281	SCRAMBLE AP 2281	0000000000	NELCOSCR000	Nelcoscr	11/29/2019	H	\$17.62	
	Scramble Inv 2732	SCRAMBLE AP 2732	0000000000	NELCOSCR000	Nelcoscr	01/02/2020	H	\$17.87	
	Scramble Inv 3163	SCRAMBLE AP 3163	0000000000	NELCOSCR000	Nelcoscr	01/31/2020	H	\$17.89	
	Scramble Inv 417	SCRAMBLE AP 417	0000000000	NELCOSCR000	Nelcoscr	08/30/2019	H	\$20.10	
	8 ITEM(S) FOR ACCOUNT # 07 L 7702 000 0000 000							FOR A TOTAL OF	\$126.89
07 L 7703 000 0000 000									
	Scramble Inv 1117	SCRAMBLE AP 1117	0000000000	Y ENTERP000	Y enterprises incscr	10/01/2019	H	\$2,730.85	
	Scramble Inv 124	SCRAMBLE AP 124	0000000000	Y ENTERP000	Y enterprises incscr	08/01/2019	H	\$2,553.25	
	Scramble Inv 1852	SCRAMBLE AP 1852	0000000000	Y ENTERP000	Y enterprises incscr	11/01/2019	H	\$2,730.85	

SKYWARD CANNED REPORTS – Account Payable Invoice Reports

SKYWARD CANNED REPORTS – Report by Selected Bank

- In Web, Financial Management, Accounts Payable, Check Reconciliation, Reports, then Report for Selected Bank



SKYWARD CANNED REPORTS – Report by Selected Bank

- This is a GREAT bank reconciliation report, if you want to see if there are any checks that were written with a (1) check date of one month, but a cash posting date of another month.
- Or you could print a report for (2) all Wire Transfer payments (or manual, or void) for a specific time frame
- And you can (3) select the banks for report
- Or you could choose (4) open checks as of a certain date
- Or (5) reconciled check with a specific statement date

Report for Selected Banks (99)

Template Settings

* Template Description:

Share with other users in the district
 Print Greenbar

Save
Save and Print
Back

Report Ranges

Low High

Check Number:

Vendor Key: 1

Check Date: 1

Cash Posting Date: 1

Amount:

4 Open Checks: Yes No Open As Of:

5 Sequence: Check Number Payee Key

Statement Date: 1

Check Types

R = Regular, H = Hold, S = Single, P = Pay, C = Continuous Void 2

M = Manual V = Void Q = Quick Void W = Wire Transfer

A = AP ACH Y = Payables Expense Z = Payables Reversal

Bank Cash Account Selection

GENFD SCRAMBLED BANK 3
 ONLINE SCRAMBLED BANK

- Report for Wire Transfer payments:

Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Cash Posting	
						Date	Stmnt Date
<u>GENFD Bank-025</u>							
201900001	Y ENTERP000	Y enterprises incscr	W	08/01/2019	\$2,860.00	08/01/2019	08/30/2019
201900001	Y ENTERP000	Y enterprises incscr	W	08/13/2019	\$36,697.47	08/13/2019	08/30/2019
201900002	HAWS DRI000	Haws drinking faucet comp	W	08/01/2019	\$2,583.00	08/01/2019	08/30/2019
201900003	INDIAN C000	Indian carpet centerscr	W	08/01/2019	\$33,002.25	08/01/2019	08/30/2019
201900004	BELTEK C000	Beltek canadian water ltd	W	08/01/2019	\$4,775.92	08/01/2019	08/30/2019
201900005	FAIRBANK000	Fairbanks capitol corp.sc	W	08/01/2019	\$13,100.63	08/01/2019	08/30/2019
201900006	NELCOSCR000	Nelcoscr	W	08/01/2019	\$134.51	10/29/2019	11/30/2019
201900007	BOSE COR000	Bose corporation india pr	W	08/01/2019	\$1,237.49	08/01/2019	08/30/2019
201900008	FAIRBANK000	Fairbanks capitol corp.sc	W	08/07/2019	\$427.05	08/07/2019	08/30/2019
201900009	Y ENTERP000	Y enterprises incscr	W	08/13/2019	\$3,527.73	08/13/2019	08/30/2019
201900010	Y ENTERP000	Y enterprises incscr	W	08/16/2019	\$142,307.55	08/16/2019	08/19/2019
201900011	Y ENTERP000	Y enterprises incscr	W	08/30/2019	\$13,255.00	09/04/2019*	09/30/2019
201900011	Y ENTERP000	Y enterprises incscr	W	08/30/2019	\$132,337.37	09/16/2019	09/30/2019
201900012	HAWS DRI000	Haws drinking faucet comp	W	08/30/2019	\$5,327.59	08/30/2019	09/30/2019
201900013	INDIAN C000	Indian carpet centerscr	W	08/30/2019	\$218,754.38	08/29/2019	08/30/2019
201900014	BELTEK C000	Beltek canadian water ltd	W	08/30/2019	\$35,526.87	08/29/2019	09/30/2019
201900015	FAIRBANK000	Fairbanks capitol corp.sc	W	08/30/2019	\$58,377.38	08/29/2019	09/05/2019
201900016	NELCOSCR000	Nelcoscr	W	08/30/2019	\$865.96	10/29/2019	11/30/2019
201900017	BOSE COR000	Bose corporation india pr	W	08/30/2019	\$10,644.70	08/30/2019	09/30/2019
201900018	INDIAN C000	Indian carpet centerscr	W	09/03/2019	\$805.26	09/03/2019	09/30/2019
201900019	BELTEK C000	Beltek canadian water ltd	W	09/03/2019	\$34.49	09/03/2019	09/30/2019
201900020	FAIRBANK000	Fairbanks capitol corp.sc	W	09/03/2019	\$288.00	09/03/2019	09/05/2019
201900021	NELCOSCR000	Nelcoscr	W	09/03/2019	\$4.49	10/29/2019	11/30/2019
201900022	ENVIROSE000	Envirosealsscr	W	08/30/2019	\$9.00	08/29/2019	09/05/2019

SKYWARD CANNED REPORTS – Report by Selected Bank

- Outstanding checks:

3aprpt03.p 24-4
05.22.02.00.00

SCRAMBLED DATABASE
Outstanding checks

04/05/22

Page:1
11:57 AM

Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Cash Posting	
						Date	Stmnt Date
GENFD Bank-025							
100	ZETINAAR000	Zetinascr, Aaron F.	M	12/31/2019	\$0.00	12/31/2019	
101	GANSCVIC000	Ganscr, Vicente M.	M	12/31/2019	\$0.00	12/31/2019	
102	YANNSKAR000	Yannscr, Karl E.	M	12/31/2019	\$0.00	12/31/2019	
123	BUSHAMAR000	Bushardscr, Marvin H.	M	01/20/2020	\$0.00	01/20/2020	
89434	ORDUNPIA000	Ordunoscr, Pia V.	R	10/09/2019	\$5.00	10/09/2019	
89697	XUESCVAN000	Xuescr, Vanessa D.	R	11/06/2019	\$40.02	11/06/2019	
89862	XUESCVAN000	Xuescr, Vanessa D.	R	12/04/2019	\$52.78	12/04/2019	
89863	EDUCATIO021	Educational resources inc	R	12/04/2019	\$24.00	12/04/2019	
89899	BULLET C000	Bullet cargo movers pvt.	R	12/04/2019	\$348.06	12/04/2019	
89976	A.F. FER000	A.f. ferguson & co.scr	R	12/19/2019	\$549.80	12/19/2019	
89979	KWIK KOP000	Kwik kopy printing incscr	R	12/19/2019	\$517.50	12/19/2019	
90044	QUAKETAW000	Quakenbushscr, Tawana X.	R	01/08/2020	\$50.00	01/08/2020	
90055	TOYESING000	Toyescr, Inga A.	R	01/08/2020	\$13.01	01/08/2020	
90079	ENGLISH 001	English & american book c	R	01/08/2020	\$150.00	01/08/2020	
90084	OGLESOTI000	Oglesbeescr, Otis V.	R	01/08/2020	\$43.50	01/08/2020	

SKYWARD CANNED REPORTS – Report by Selected Bank



- Cleared checks with a statement date of December 2019

Check #	Payee Key	Payee Name	T	Check Date	Check Amount	Cash Posting	
						Date	Stmnt Date
GENFD Bank-025							
89205	WILDIDAN000	Wildingscr, Danielle D.	R	09/05/2019	\$157.96	09/05/2019	12/31/2019
89445	WILDIDAN000	Wildingscr, Danielle D.	R	10/09/2019	\$358.02	10/09/2019	12/31/2019
89505	GUNDLGLA000	Gundlachscr, Gladys H.	R	10/09/2019	\$113.27	10/09/2019	12/31/2019
89547	DIRENLOR000	Direnzoscr, Loretta J.	R	10/09/2019	\$82.95	10/09/2019	12/31/2019
89646	YOUSBES000	Youdscr, Bess E.	R	11/06/2019	\$39.15	11/06/2019	12/31/2019
89657	KASTURI 000	Kasturi & sons ltd.scr	R	11/06/2019	\$107.75	11/06/2019	12/31/2019
89672	GFA INDI000	Gfa india pvt. ltd.scr	R	11/06/2019	\$77.00	11/06/2019	12/31/2019
89723	KEITH R 000	Keith r ottoscr	R	11/06/2019	\$600.00	11/06/2019	12/31/2019
89746	DIRENLOR000	Direnzoscr, Loretta J.	R	11/06/2019	\$440.65	11/06/2019	12/31/2019
89760	NEW ERA 000	New era constructionsscr	R	11/08/2019	\$94.50	11/08/2019	12/31/2019
89763	A.F. FER000	A.f. ferguson & co.scr	R	11/08/2019	\$229.97	11/08/2019	12/31/2019
89765	EARLY CH000	Early childhood todaysscr	R	11/08/2019	\$453.72	11/08/2019	12/31/2019
89767	A.F. FER000	A.f. ferguson & co.scr	R	11/11/2019	\$195.84	11/11/2019	12/31/2019
89769	NITCO TI000	Nitco tiles ltd.scr	R	11/11/2019	\$26.91	11/11/2019	12/31/2019
89771	J.B.A. A000	J.b.a. agencies (p) ltd.s	R	11/13/2019	\$360.00	11/13/2019	12/31/2019
89772	A.F. FER000	A.f. ferguson & co.scr	R	11/13/2019	\$379.53	11/13/2019	12/31/2019
89776	FIRST BA000	First bank southwestscr	R	11/13/2019	\$2,341.43	11/13/2019	12/31/2019
89777	NTC/CONT000	Ntc/contemporary publ gro	R	11/13/2019	\$143.49	11/13/2019	12/31/2019
89788	DEC PROP000	Dec property management p	R	11/14/2019	\$123.58	11/14/2019	12/31/2019
89793	OAK VALL000	Oak valley farms incscr	R	11/19/2019	\$3,000.00	11/19/2019	12/31/2019
89799	OM PRAKA000	Om prakash bansal & sonss	R	11/25/2019	\$469.13	11/25/2019	12/31/2019
89801	DANCE AR000	Dance art fx llcscr	R	11/25/2019	\$559.00	11/25/2019	12/31/2019
89804	A.F. FER000	A.f. ferguson & co.scr	R	11/26/2019	\$129.99	11/26/2019	12/31/2019
89805	JAINA SA000	Jaina sales corporationsc	R	11/26/2019	\$280.75	11/26/2019	12/31/2019
89806	B.L. RAM000	B.l. ram richpalscr	R	11/29/2019	\$683.32	11/29/2019	12/31/2019
89807	C.LAL & 000	C.lal & sonsscr	R	11/29/2019	\$494.58	11/29/2019	12/31/2019
89808	JAGRANSC000	Jagranscr	R	11/29/2019	\$2,678.06	11/29/2019	12/31/2019
89810	RAMESH Y000	Ramesh yadav & co.scr	R	11/29/2019	\$455.00	11/29/2019	12/31/2019
89811	LAKE TRA000	Lake travis middle school	R	11/29/2019	\$547.15	11/29/2019	12/31/2019
89812	CONWAY E000	Conway exports pvt. ltd.s	R	11/29/2019	\$100.00	11/29/2019	12/31/2019
89813	KEY CURR001	Key curriculum pressscr	R	11/29/2019	\$3,897.52	11/29/2019	12/31/2019
89815	CARRIER 000	Carrier aircon limitedscr	R	12/02/2019	\$655.00	12/02/2019	12/31/2019
89816	GOODMANS000	Goodmans healthcare servi	R	12/02/2019	\$89,800.00	12/02/2019	12/31/2019
89817	BROOK MA000	Brook mays music companys	R	12/03/2019	\$585.00	12/03/2019	12/31/2019
89818	NAESPSCR000	Naespscr	C	12/04/2019	\$0.00	12/04/2019	12/04/2019
89819	NAESPSCR000	Naespscr	C	12/04/2019	\$0.00	12/04/2019	12/04/2019

SKYWARD CANNED REPORTS – Report by Selected Bank



ACCOUNTS PAYABLE MADE
EASIER WITH QMLATIV

Keeping Accounts Payable running smoothly requires constant attention and dedication, from managing vendor transactions to tracking purchase orders and beyond. However, even the most dedicated AP staff will face challenges like keeping up with reporting and compliance, managing paper and digital resources, and reconciling accounts.

Skyward knows how crucial it is to keep Accounts Payable operations efficient. That's why our Qmlativ® Business Management System solutions are designed with AP professionals in mind, and are optimized for getting the job done well.

BENEFITS OF THE QMLATIV SOLUTION:

Qmlativ solutions are built to help you manage your tasks with ease, with enhanced features to provide a more seamless experience:

ACCOUNTS PAYABLE

- Saves time by receiving invoices directly from ecommerce vendors with Electronic Invoicing.
- Effortlessly streamlines Purchase Order closures when the invoice quantity aligns with the PO quantity.
- Easily generate essential reports within the AP run process, eliminating the need to navigate to different sections of the product.

PURCHASE ORDERS

- Process all printed and emailed POs in one step using the PO Deliveries Screen.
- Records directly integrate with other modules such as AP credit card transactions and warehouse inventory records.

DISCOVER THE QMLATIV DIFFERENCE

Learn more about what sets Qmlativ apart at skyward.com/qmlativ, or schedule a live demonstration with your Skyward sales representative.

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ACCOUNTS PAYABLE MADE EASIER WITH QMLATIV

SCAN ME



- Q&A

QUESTIONS & ANSWERS