

Revenue and Expense Detail

The following instructions will allow you to run an Expense Detail report for your campus that includes the following activity:

AP = Accounts Payable

JE = Journal Entries

PO = Purchase Orders

TR = Transfers

RV = Revisions

IV = Inventory

Please disregard any entries that contain the following as they are not pertinent to this training:

Accruals

TRS On-Behalf

Reduce Campus Funds

When you sign into Skyward select 'Account Management', then 'Budgetary Data Mining'.

The screenshot displays the Skyward software interface for San Felipe Del Rio CISD - Live Database. The top navigation bar includes 'Home', 'Account Management', 'Vendors', 'Purchasing', 'Accounts Payable', 'Inventory', and 'Federal/State Reporting'. The 'Account Management' menu is expanded, showing several sub-menus: 'Account Master - CA', 'Account Management Reporting...', 'Budget Management - BM', 'General Inputs - GI', and 'Journal Entry - JE'. The 'Account Management Reporting...' sub-menu is further expanded, and 'Budgetary Data Mining - DM' is highlighted with a yellow box. Other items in this sub-menu include 'Vendor Check History - VC', 'General Inputs History - GI', 'Batch Reports - BR', and 'Other Reports - OR'. The 'Budget Management - BM' sub-menu is also expanded, showing 'Budget Entry - BE', 'Requisitions - RE', 'Revisions - BR', 'Transfers - TR', and 'General Inputs - GI'. The 'Journal Entry - JE' sub-menu is expanded, showing 'Submit Journal Entry - SJ', 'Journal Entry - JE', 'Accounting Update - Journal Entries - AU', and 'Update History - Journal Entries - UH'. The bottom right corner of the interface shows 'Budget Revisions' and 'WF\AM\BM\BR\BR'.



Budgetary Data Mining

Views: All Report Types Filters: **My Favorites

Report Name	Report Title	Favorite	Created By	Access	Report Type
Expense Detail - CAMPUS	REV/EXP Detail Report		SALINMIG003	M	Revenue/Expense Detail

Make sure to select the star icon so the report is added to the 'My Favorites' filter.

San Felipe Del Rio CISD - Live Database

Miguel Salinas Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory Federal/State Reporting

Budgetary Data Mining

Views: All Report Types Filters: **My Favorites

Report Name	Report Title	Favorite	Created By	Access	Report Type
▶ Capital Asset Reconciliation (6200-6299)	Capital Asset Reconciliation (6200-t	★	JOHNSPA000	M	Revenue/Expense Detail
▶ Capital Asset Reconciliation (6300-6399)	Capital Asset Reconciliation (6300-t	★	JOHNSPA000	M	Revenue/Expense Detail
▶ Capital Asset Reconciliation (6600-6699)	Capital Asset Reconciliation (6600-t	★	JOHNSPA000	M	Revenue/Expense Detail
▶ Detail activity of 865 A78 2	Detail activity of revenue or expenc	★	SIERRTL000	M	Revenue/Expense Detail
▶ Expense Detail - CAMPUS	REV/EXP Detail Report	★	SALINMIG003	M	Revenue/Expense Detail
▶ Expense Detail - REVISIONS	REV/EXP Detail Report	★	SALINMIG003	M	Revenue/Expense Detail

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

Every campus and department secretary / clerk that works with expense reports will be cloned a copy of the above detail report which you can then run.

When a report is ready to be run select the 'Print' button.

The Account Ranges screen will now appear.

If you need to edit what types of data the report will pull in select the 'Edit' button and on the next screen select 'Sources'. If you do not need to edit your 'Sources' skip to page 5.

San Felipe Del Rio CISD - Live Database

Miguel Salinas Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory Federal/State Reporting

Budgetary Data Mining

Views: All Report Types Filters: **My Favorites

Report Name	Report Title	Favorite	Created By	Access	Report Type
▶ Expense Detail - CAMPUS	REV/EXP Detail Report	★	SALINMIG003	M	Revenue/Expense Detail
▶ Expense Detail - REVISIONS	REV/EXP Detail Report	★	SALINMIG003	M	Revenue/Expense Detail
▶ FIRST Report Superintendent and BOD	FIRST Report Superintendent and E	★	POLK TER000	M	Revenue/Expense Summary
▶ GENERAL Detail - REVISIONS FC	GENERAL REV/EXP Detail Report FC	★	SALINMIG003	M	Revenue/Expense Detail
▶ NOGA BALANCING	NOGA BALANCING	★	SALINMIG003	M	Revenue/Expense Summary

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

Once you are on the 'Sources' screen and the 'Edit' button is selected you can choose what types of data you want to pull in on your report. Once you have made any adjustments select the 'Save' button.

San Felipe Del Rio CISD - Live Database

Home Account Management Vendors Purchasing Accounts Payable Inventory Federal/State Reporting

Budgetary Data Mining

Report Information Parameters Breaks Account Ranges Field Selection Sources

Report Name: Expense Detail - CAMPUS
 Report Title: REV/EXP Detail Report
 Report Type: Revenue/Expense Detail

Sources

Sources	Detail
<input checked="" type="checkbox"/> AP = Accounts Payable	<input type="checkbox"/>
<input type="checkbox"/> AR = Accounts Receivable	<input 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 type="checkbox"/> CR = Cash Receipts	<input type="checkbox"/>
<input checked="" type="checkbox"/> JE = Journal Entries	<input checked="" type="checkbox"/>
<input type="checkbox"/> PR = Payroll	<input type="checkbox"/>
<input type="checkbox"/> CD = Cash Disbursements	<input type="checkbox"/>
<input checked="" type="checkbox"/> PO = Purchase Orders	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> TR = Transfers	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> RV = Revisions	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> IV = Inventory	<input checked="" 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)

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

Add Delete Clone Back

Print Excel

Edit

San Felipe Del Rio CISD - Live Database

Home Account Management Vendors Purchasing Accounts Payable Inventory Federal/State Reporting

Budgetary Data Mining

Report Information Parameters Breaks Account Ranges Field Selection Sources

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 Report Title: REV/EXP Detail Report
 Report Type: Revenue/Expense Detail

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<input checked="" type="checkbox"/> JE = Journal Entries	<input checked="" type="checkbox"/>
<input type="checkbox"/> PR = Payroll	<input type="checkbox"/>
<input type="checkbox"/> CD = Cash Disbursements	<input type="checkbox"/>
<input checked="" type="checkbox"/> PO = Purchase Orders	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> TR = Transfers	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> RV = Revisions	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> IV = Inventory	<input checked="" type="checkbox"/>
Detail Description: <input type="radio"/> Short <input checked="" type="radio"/> Long	
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Sign: <input checked="" type="radio"/> Left <input type="radio"/> CR <input type="radio"/> Right	

Print All Accounts in Filter Range ?
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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)

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

Save

The Account Ranges screen will appear after the 'Print' button has been selected.

Here you can edit which accounts will appear on your report by changing the highlighted account components E.g. FC, OBJ, SO, PIC, LOC.

Here you can 'Include' or 'Exclude' accounts by selecting certain account components.

After you have made any necessary changes, press the 'Save' button.

You will now be on the Runtime Parameters screen.

Account Ranges

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

Operating Statement Accounts

Expense Revenue
Low Account: 199 * 11 6200 00 000 0 11 000
High Account: 199 * 41 6499 52 999 0 99 P65

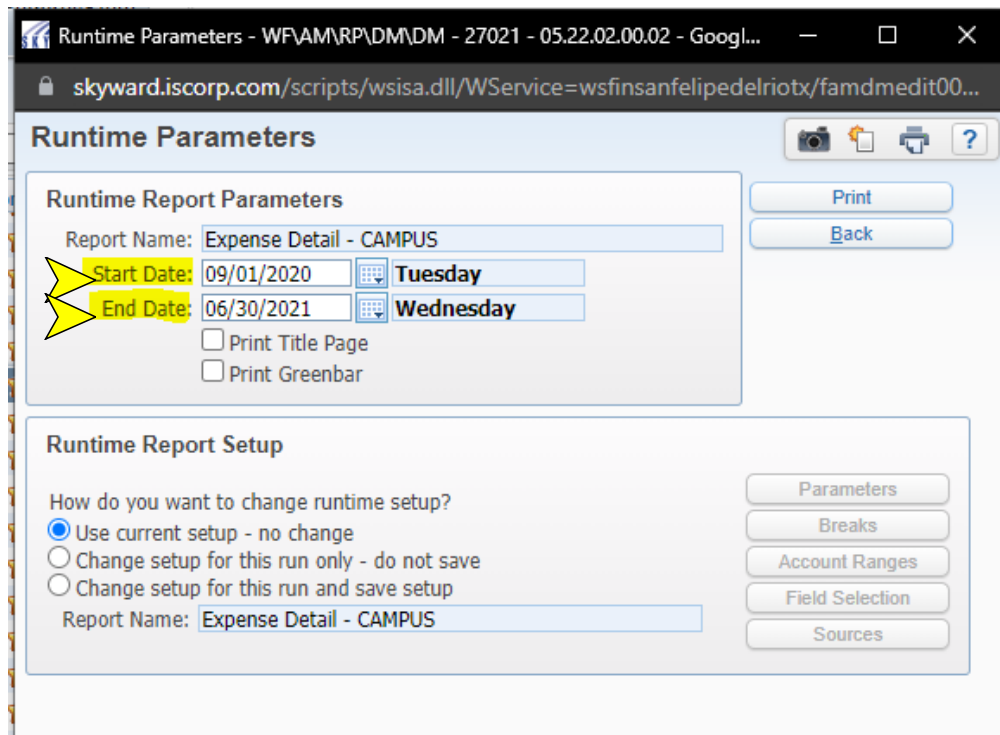
	Low	High
FUND:	<input type="text"/> 199	<input type="text"/> 199
TYPE:	<input type="text"/> *	<input type="text"/> *
FUNCTION:	<input type="text"/> 11	<input type="text"/> 41
OBJECT:	<input type="text"/> 6200	<input type="text"/> 6499
SUB-OBJECT:	<input type="text"/> 00	<input type="text"/> 52
ORGANIZATN:	<input type="text"/> 000	<input type="text"/> 999
FISCAL YR:	<input type="text"/> 0	<input type="text"/> 0
PROGRM-INT:	<input type="text"/> 11	<input type="text"/> 99
LOCAL:	<input type="text"/> 000	<input type="text"/> P65

Include Filters for Operating Statement Accounts

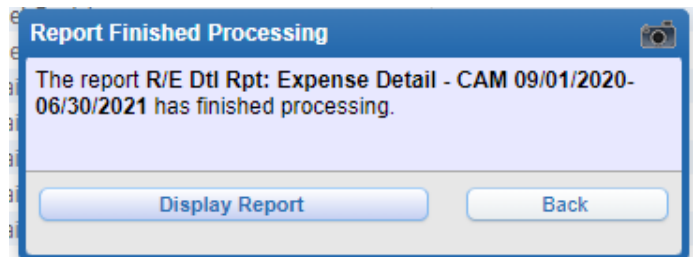
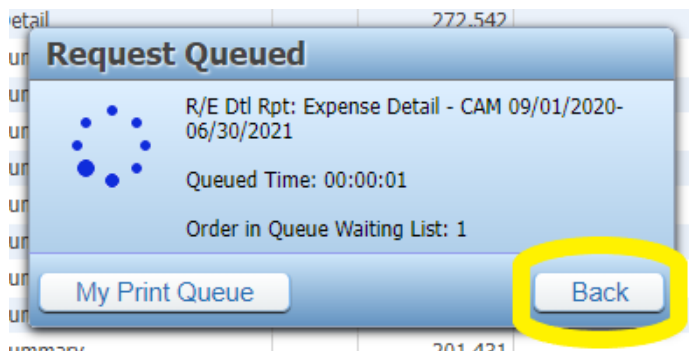
Dim: FUND
Low: 000 High: 999

Exclude Filters for Operating Statement Accounts

Dim: FUND
Low: 000 High: 999
FUNCTION: 12 to 30
FUNCTION: 34 to 40
FUNCTION: 42 to 99



On the Runtime Parameters screen you will enter your desired date range and then select 'Print'. Depending on the size of the report it may take a few minutes to load. While the report is running the 'Request Queued' popup will display. Here you can select the back button, which will allow you to continue using Skyward and queue up other reports if needed. When a report is ready a 'Report Finished Processing' popup will display.



If you have multiple reports queued you can select the 'My Print Queue' button to view the reports you have printed.

San Felipe Del Rio CISD - Live Database

Miguel Salinas Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory Federal/State Reporting

Budgetary Data Mining

Views: All Report Types Filters: **My Favorites

Report Name	Report Title	Favorite	Created By	Access	Report Type
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▶ Expense Detail - CAMPUS	REV/EXP Detail Report	★	SALINMIG003	M	Revenue/Expense Detail
▶ Expense Detail - REVISIONS	REV/EXP Detail Report	★	SALINMIG003	M	Revenue/Expense Detail
▶ GENERAL Detail - REVISIONS FC	GENERAL REV/EXP Detail Report F	★	SALINMIG003	M	Revenue/Expense Detail
▶ OTHER SPEC REV Detail - REVISIONS UI	OTHER SPEC REV/EXP Detail Repor	★	SALINMIG003	M	Revenue/Expense Detail

My Print Queue

Edit Delete Clone Print Excel Import Layout Export Layout

On the 'My Print Queue' screen you can select and view your completed reports.

My Print Queue - Miguel Salinas

Views: General Filters: Skyward Default Clone (2)

Date	Time	Report Description	Class	Wait List #	Status
02/22/2022	Tue 3:36 PM	R/E Dtl Rpt: Expense Detail - CAM 09/01/2020-06/30/2021			Completed
02/22/2022	Tue 3:32 PM	R/E Dtl Rpt: Expense Detail - CAM 09/01/2020-06/30/2021			Completed
02/22/2022	Tue 3:13 PM	R/E Dtl Rpt: Expense Detail - CAM 09/01/2020-06/30/2021			Completed
02/22/2022	Tue 11:01 AM	Accounting Update - Budget Revisions			Completed
02/22/2022	Tue 10:59 AM	Accounting Build - Budget Revisions			Completed
02/22/2022	Tue 10:59 AM	Accounting Update - Budget Transfers			Completed
02/22/2022	Tue 10:57 AM	Accounting Build - Budget Transfers			Completed
02/22/2022	Tue 8:44 AM	General Input Batch Budget Revisions			Completed
02/22/2022	Tue 8:28 AM	General Input Batch Budget Transfers			Completed
02/21/2022	Mon 4:43 PM	R/E Dtl Rpt: Expense Detail - CAM 09/01/2020-06/30/2021			Completed
02/21/2022	Mon 4:40 PM	R/E Dtl Rpt: Expense Detail - CAM 07/01/2021-02/11/2022			Completed
02/21/2022	Mon 4:36 PM	R/E Dtl Rpt: Expense Detail - CAM 07/01/2021-02/11/2022			Completed
02/21/2022	Mon 4:21 PM	R/E Dtl Rpt: Expense Detail - CAM 07/01/2021-02/11/2022			Completed
02/21/2022	Mon 4:07 PM	R/E Dtl Rpt: Expense Detail - CAM 09/01/2020-06/30/2021			Completed
02/21/2022	Mon 3:49 PM	Accounting Update - Budget Transfers			Completed
02/21/2022	Mon 3:46 PM	Accounting Build - Budget Transfers			Completed
02/21/2022	Mon 3:46 PM	Accounting Update - Budget Revisions			Completed
02/21/2022	Mon 3:45 PM	Accounting Build - Budget Revisions			Completed
02/21/2022	Mon 3:43 PM	Accounting Update - Budget Revisions			Completed
02/21/2022	Mon 3:42 PM	Accounting Build - Budget Revisions			Completed
02/21/2022	Mon 3:41 PM	Accounting Update - Budget Transfers			Completed
02/21/2022	Mon 3:40 PM	Accounting Build - Budget Transfers			Completed

1000 129 records displayed Date:

Records above are automatically deleted after 2 days.

View Convert to Excel View Status Back

Below is a portion of a Detail Report run using the provided instructions.

<u>FND</u>	<u>T</u>	<u>FC</u>	<u>OBJ</u>	<u>SO</u>	<u>ORG</u>	<u>F</u>	<u>PI</u>	<u>Date</u>	<u>Src</u>	<u>Sub</u>	<u>Batch</u>	<u>Vendor Name/Ref</u>	<u>PO#/Line#</u>	<u>Description</u>	<u>Inv#/Desc2</u>	<u>Inv Date</u>	<u>Chk#/Rec#</u>	<u>Check Date</u>	<u>Amount</u>	
199	E	11	6219	00	861	0	99	000												
								10/14/20	AP		SM-1012	CADENA FAMILY PRACTICE	8612100005	\$1000.00 AS PER BEN SANDOVAL	9172020	09/17/20	46959	10/16/20	1,000.00	
														Encumbrance to Cadena Family Practice to pay for Consultant Services Health Services Protocols & Standing Orders for SFDRICISD Nurses 2020-2021						
														*199 E 11 6219 00 861 0 99 000					1,000.00	
														*Accounts Payable						1,000.00