

Department/Co-Curricular Expense Account Access

Logging in Via Employee Access also gives access to Financial Management, you may jump between the two "systems" one of two ways (see A/B Below)

Note: (when you leave Skyward it often times remembers the last system you visited, if you sign into Employee Access & it doesn't look right...you may be in the Financial System, you can Jump to the other system as indicated)

The easiest way to access the two screens you will be using to look at your accounts would be via the links to the Chart of Accounts & Expense Reports have been set up under the My Favorites column on your desktop (see C)

The screenshot shows the Skyward Employee Access web interface. Callout A points to a dropdown arrow in the top navigation bar. Callout B points to the 'Jump To Other Systems' section on the right. Callout C points to the 'My Favorites' section on the left.

A Click on down arrow or...

...select the other system in this box

B

C Shortcuts or Favorites have already been set up, they link to the two mains screens you'll be using

Chart of Accounts are a quick snap-shot of your Budget Amount, Fiscal Year Activity, Encumbered & Remaining Available Funds

Expense Reports the printable/PDF reports similar to what you receive each month

© 2012 Skyward, Inc. All rights reserved. Financial Information & Employee Access Windows 7 / Internet Explorer 9 105%

Chart of Accounts Screen

Views: Always should be Operating Statement (OS)

Fiscal Year: You can change to view Previous Years. Remember to change back

Filters: Can be edited to change view, i.e., column order, sorting, etc.

The screenshot shows the 'Operating Statement Accounts (Revenue,Expense) - OS' window. The 'Views' dropdown is set to 'Operating Statement Accounts (Revenue,Expense) - OS'. The 'Fiscal Year' is set to '2012-2013 (Current Fiscal Year)'. The 'Filters' dropdown is set to 'Expense Accounts (shared)'. The table below shows account details with columns for Account Number, Location, Source, Function, Description, Revised Budget, FY Activity, Encumbered, and Available Funds.

Account Number Fd T Loc Src Func Prj(E)	Locat ▲ 1	Sourc Objc ▲ 3	Function ▲ 2	Account Level Description	Selected Year Revised Budget	Selected Year FY Activity	Selected Year Encumbered	Selected Year Available Funds
▶ 10 E 101 310 110000 000	101	310	110000	PERSONAL SERVICES, SPEAKERS	1,000.00	0.00	0.00	1,000.00
▶ 10 E 101 411 110000 000	101	411	110000	GENERAL CLASSROOM SUPPLIES	23,755.00	10,212.22	37.45	13,125.83
▶ 10 E 101 310 221300 000	101	310	221300	HE STAFF DEVELOPMENT	2,475.00	231.85	0.00	2,243.15
▶ 10 E 101 310 222200 000	101	310	222200	AV REPAIR	600.00	0.00	0.00	600.00
▶ 10 E 101 320 222200 000	101	320	222200	OLD AV REPAIR	0.00	0.00	0.00	0.00
▶ 10 E 101 222 241000 000	101	222	241000	EMPLOYER'S SHARE	0.00	0.00	0.00	0.00
▶ 10 E 101 342 241000 000	101	342	241000	PRINCIPAL'S TRAVEL	375.00	0.00	0.00	375.00
▶ 10 E 101 320 254410 000	101	320	254410	COMP REPAIR	1,000.00	0.00	0.00	1,000.00
▶ 10 E 101 320 254411 000	101	320	254411	AV REPAIR	0.00	0.00	0.00	0.00
▶ 10 E 101 360 266000 000	101	360	266000	DATA PROCESSING/WINSCHOOL	0.00	0.00	0.00	0.00

Chart of Accounts Screen (con't)

Operating Statement Accounts (Revenue,Expense) - OS - 05.12.10.00.06-10.2 - Microsoft Internet Explorer provided by provided b

https://skyward.hasd.org/scripts/wsisa.dll/WS/Service=wsFin/facctbrws001.w

Hortonville WI School District

Home Employee Information Time Off True Time Account Master

Operating Statement Accounts (Revenue,Expense) - OS

Fiscal Year: 2012-2013 (Current Fiscal Year)

Account Sequence: R - Regular Account

Views: Operating Statement Accounts (Revenue,Expense) - OS Filters: Expense Accounts (shared)

Account Number	Selected Year Revised Budget	Selected Year FY Activity	Selected Year Encumbered	Selected Year Available Funds
10 E 101 310 110000 000	1,000.00	0.00	0.00	1,000.00
10 E 101 411 110000 000	23,755.00	10,212.22	37.45	13,125.83
10 E 101 310 221300 000	2,475.00	231.85	0.00	2,243.15
10 E 101 310 222200 000	600.00	0.00	0.00	600.00
10 E 101 320 222200 000	0.00	0.00	0.00	0.00
10 E 101 222 241000 000	0.00	0.00	0.00	0.00
10 E 101 342 241000 000	375.00	0.00	0.00	375.00
10 E 101 320 254410 000	1,000.00	0.00	0.00	1,000.00
10 E 101 320 254411 000	0.00	0.00	0.00	0.00
10 E 101 360 266000 000	0.00	0.00	0.00	0.00

Account Level Description: PERSONAL SERVICES, SPEAKERS

Account Level Description: GENERAL CLASSROOM SUPPLIES

Account Level Description: HE STAFF DEVELOPMENT

Account Level Description: AV REPAIR

Account Level Description: OLD AV REPAIR

Account Level Description: EMPLOYER'S SHARE

Account Level Description: PRINCIPAL'S TRAVEL

Account Level Description: COMP REPAIR

Account Level Description: AV REPAIR

Account Level Description: DATA PROCESSING/WINSCHOOL

10 records displayed

To view Account Detail, click the >

Operating Statement Accounts (Revenue,Expense) - OS Filters: Expense Accounts (shared)

Account Number	Selected Year Revised Budget
10 E 101 411 110000 000	23,755.00

Expand All Collapse All Modify Details (displaying 9 of 9) View Printable Details

- Monthly Account Activity
- Detail Account Activity View
- Account Encumbrance Activity
- Purchase Orders Using This Account
- Accounts Payable Invoices Using This Account
- Credit Card Transactions Using This Account
- Account Budget Activity
- Account Descriptions
- Account Information

10 E 101 310 221300 000	2,475.00
10 E 101 310 222200 000	600.00
10 E 101 320 222200 000	0.00

To view Invoices Paid

Expense Reports Screen

The screenshot shows the 'Budgetary Data Mining' interface. At the top, there is a navigation bar with 'Home' and 'Account Management' links. Below that, the 'Budgetary Data Mining' title is displayed. A table lists report types, with 'Expense Report' selected. The table has columns for Report Name, Report Title, Created By, Access, Report Type, and DT. The 'Expense Report' row shows 'EXPENDITURE REPORTS-DETAIL' as the title and 'Revenue/Expense Detail' as the report type. On the right side, there is a sidebar with buttons for 'Add', 'Edit', 'Delete', 'Clone', 'Print', 'Excel', and 'Schedule This Report'. A red speech bubble points to the 'Filters: My Reports' dropdown menu, and another points to the 'Print' button in the sidebar.

Report Name	Report Title	Created By	Access	Report Type	DT
Expense Report	EXPENDITURE REPORTS-DETAIL	SUB TES000	R	Revenue/Expense Detail	

The screenshot shows the 'Report Parameters' dialog box. It contains fields for 'Report Name' (Expense Report), 'Start Date' (07/01/2012, Sunday), and 'End Date' (10/31/2012, Wednesday). There are checkboxes for 'Print Title Page' and 'Print Greenbar'. A 'Check Spelling' button is also present. Below the parameters section is the 'Runtime Report Setup' section, which includes radio buttons for 'Use current setup - no change', 'Change setup for this run only - do not save', and 'Change setup for this run and save setup'. The 'Report Name' field is also present in this section. A red speech bubble points to the 'Start Date' field with the text 'Enter Start Date then End Date desired'. Another red speech bubble points to the 'Print' button in the 'Check Spelling' section with the text 'Print'.

Expense Reports Screen (con't)

The screenshot shows the 'Budgetary Data Mining' interface for Hortonville WI School District. The page displays a table of reports and two modal messages. The table below shows the report details:

Report Name	Report Title	Created By	Access	Report Type	DT
Expense Report	EXPENDITURE REPORTS-DETAIL	SUB TES000	R	Revenue/Expense Detail	

Request Queued
R/E Dtl Rpt: Expense Report 07/01/2012-10/31/2012
Queued Time: 00:00:02
Order in Queue Waiting List: 1
Buttons: My Print Queue, Back

Request Complete
R/E Dtl Rpt: Expense Report 07/01/2012-10/31/2012 has finished processing.
Buttons: View Report, Back

A red speech bubble points to the 'Request Complete' message with the text: "Report will Queue, then once complete, View Report".

Print/Save Expense Report

3frbud12.p 24-2 05.12.10.00.06-10.2		Hortonville WI School District EXPENDITURE REPORTS-DETAIL (Date: 07/01/2012 - 10/31/2012)				11/06/12		Page:1 11:47 AM	
Account	Description	2012-13 Revised Budget	October 2012-13 Monthly Activity	2012-13 FYTD Activity	Encumbered	2012-13 FYTD			
Date	Sec. Sub. Batch Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc?	Inv Date	Chk#/Rec#	Check Date	Amount	
10 E 101 310 110000 000	PERSONAL SERVICES, SPEAKERS	1,000.00						1,000.00	
			*10 E 101 310 110000 000					0.00	
10 E 101 411 110000 000	GENERAL CLASSROOM SUPPLIES	23,756.00	1,331.57	10,212.22	37.45	13,505.33			
07/19/12	AP h1 CLASSROOMDIRECT/SCH. SUPC.	10619	HSE TEACHER MATERIALS	208108546044	07/19/12	22128	07/19/12	107.34	
07/19/12	AP h1 TREND ENTERPRISES INC.	10680	HSE TEACHER MATERIALS	17616523 RI	07/19/12	22191	07/19/12	40.83	
07/24/12	AP h1 SARAH ANN GILBERT	0	SUPPLIES	HSE TEACHER	07/24/12	22203	07/24/12	120.19	
07/27/12	AP h1 SCHOOL SPECIALTY	10614	HSE TEACHER SUPPLIES	208108546058	07/27/12	22260	07/27/12	32.11	
07/27/12	AP h1 SCHOOL SPECIALTY	10631	HSE TEACHER SUPPLIES	208108546045	07/27/12	22260	07/27/12	79.61	
07/27/12	AP h1 SCHOOL SPECIALTY	10637	HSE TEACHER SUPPLIES	208108546059	07/27/12	22260	07/27/12	226.30	
07/27/12	AP h1 SCHOOL SPECIALTY	10637	HSE TEACHER SUPPLIES	208108627646	07/27/12	22260	07/27/12	20.20	
07/27/12	AP h1 SCHOOL SPECIALTY	10637	HSE TEACHER SUPPLIES	208108559037	07/27/12	22260	07/27/12	6.83	
07/27/12	AP h1 SCHOOL SPECIALTY	10641	HSE TEACHER SUPPLIES	208108546038	07/27/12	22260	07/27/12	61.27	
07/27/12	AP h1 SCHOOL SPECIALTY	10674	HSE TEACHER SUPPLIES	208108546041	07/27/12	22260	07/27/12	68.15	
07/31/12	AP h1 CARCON DELLOGA PUBLISHING LLC	10684	HSE TEACHER MATERIALS	988187	07/30/12	22270	07/31/12	24.21	
07/31/12	AP h1 REALLY GOOD STUFF INC.	10606	HSE TEACHER SUPPLIES	3927757	07/31/12	22315	07/31/12	70.93	
07/31/12	AP h1 REALLY GOOD STUFF INC.	10607	HSE TEACHER SUPPLIES	3927756	07/31/12	22315	07/31/12	46.93	
07/31/12	AP h1 REALLY GOOD STUFF INC.	10608	HSE TEACHER SUPPLIES	3927755	07/31/12	22315	07/31/12	47.50	
07/31/12	AP h1 REALLY GOOD STUFF INC.	10679	HSE TEACHER MATERIALS	3929786	07/31/12	22315	07/31/12	110.63	
07/31/12	AP h1 TEACHER DIRECT	10609	HSE TEACHER SUPPLIES	P448346400018	07/31/12	22332	07/31/12	71.84	
07/31/12	AP h1 TEACHER DIRECT	10610	HSE TEACHER MATERIALS	P448346000016	07/31/12	22332	07/31/12	56.76	
07/31/12	AP h1 TEACHER DIRECT	10678	HSE TEACHER MATERIALS	P448347400017	07/31/12	22332	07/31/12	48.56	
07/31/12	CR H1	45	WBSTAT - HSE GOVERN. STUDY		07/31/12	9159		-200.00	
07/31/12	JE tm	18	WBSTAT		07/31/12			200.00	
08/06/12	AP h1 SCHOOL SPECIALTY	10613	HSE TEACHER SUPPLIES	208108546060	08/03/12	22387	08/06/12	49.62	
08/06/12	AP h1 SCHOOL SPECIALTY	10613	HSE TEACHER SUPPLIES	208108526869	08/03/12	22387	08/06/12	38.10	
08/06/12	AP h1 SCHOOL SPECIALTY	10615	HSE TEACHER SUPPLIES	208108546062	08/03/12	22387	08/06/12	65.50	
08/06/12	AP h1 SCHOOL SPECIALTY	10615	HSE TEACHER SUPPLIES	208108526870	08/03/12	22387	08/06/12	22.44	
08/06/12	AP h1 SCHOOL SPECIALTY	10616	HSE TEACHER SUPPLIES	208108546031	08/03/12	22387	08/06/12	37.53	
08/06/12	AP h1 SCHOOL SPECIALTY	10616	HSE TEACHER SUPPLIES	208108687764	08/03/12	22387	08/06/12	4.75	
08/06/12	AP h1 SCHOOL SPECIALTY	10616	HSE TEACHER SUPPLIES	208108591704	08/03/12	22387	08/06/12	23.37	
08/06/12	AP h1 SCHOOL SPECIALTY	10630	HSE TEACHER SUPPLIES	208108546052	08/03/12	22387	08/06/12	20.02	
08/06/12	AP h1 SCHOOL SPECIALTY	10632	HSE TEACHER SUPPLIES	208108546037	08/03/12	22387	08/06/12	29.44	
08/06/12	AP h1 SCHOOL SPECIALTY	10633	HSE TEACHER SUPPLIES	208108546048	08/03/12	22387	08/06/12	147.53	

Reminder: Questions or concerns regarding your account(s) &/or entries to your account(s) should be discussed with your Building Principal/Administrator. If you need to double check an invoice you should contact Helen Johnson @ Ext 17157. If an adjustment/journal entry needs to be made, please have your Administrator email or inter-office mail the the details of the entry to Tera Mytton. (**Journal entry request:** A copy of the expense report with the incorrect entry indicated (include account number) , the dollar amount, the (correct) account number to apply the amount to, and signature of an Administrator)