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)

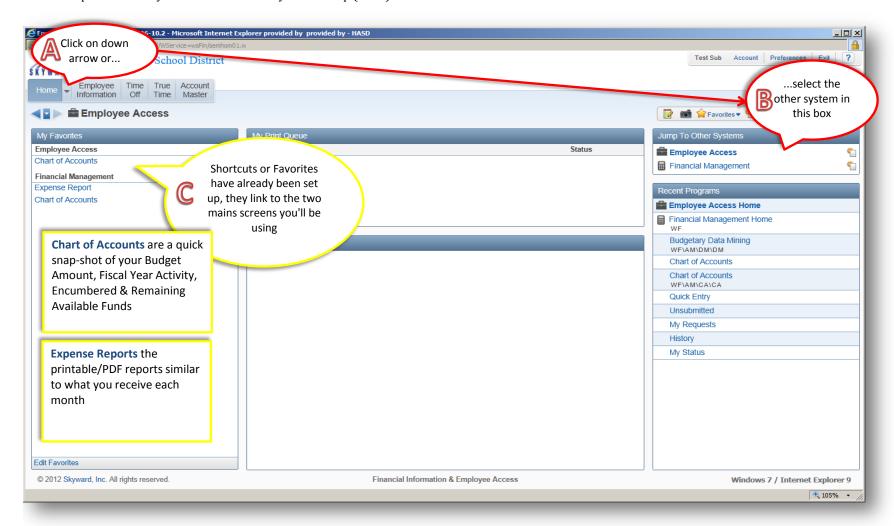


Chart of Accounts Screen

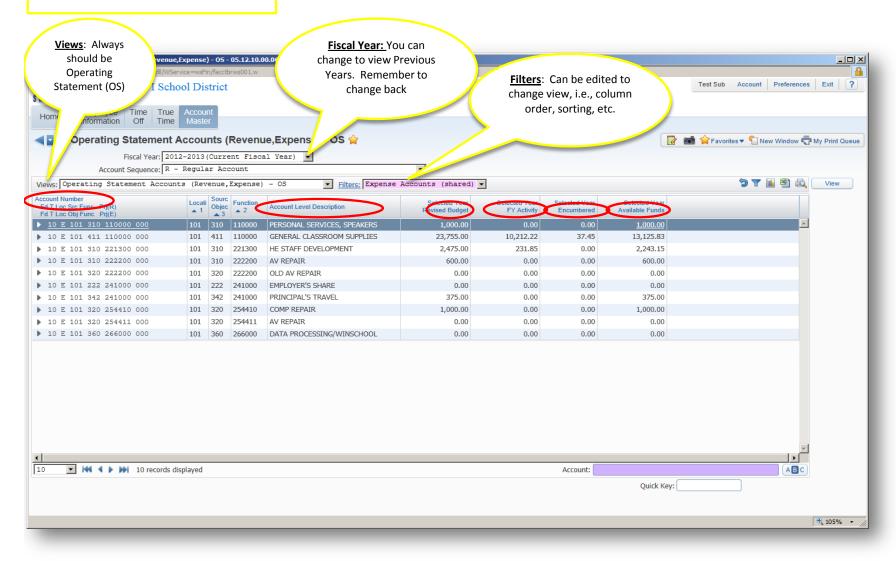
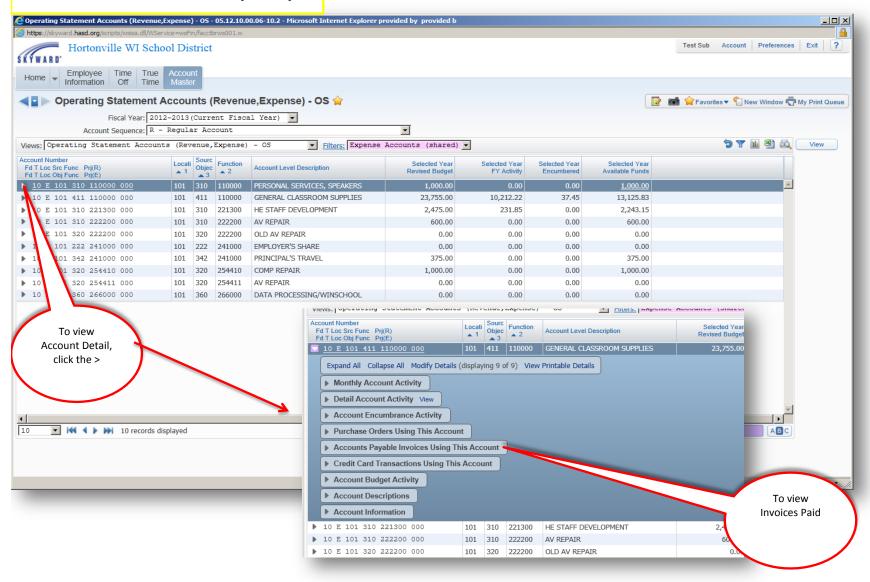
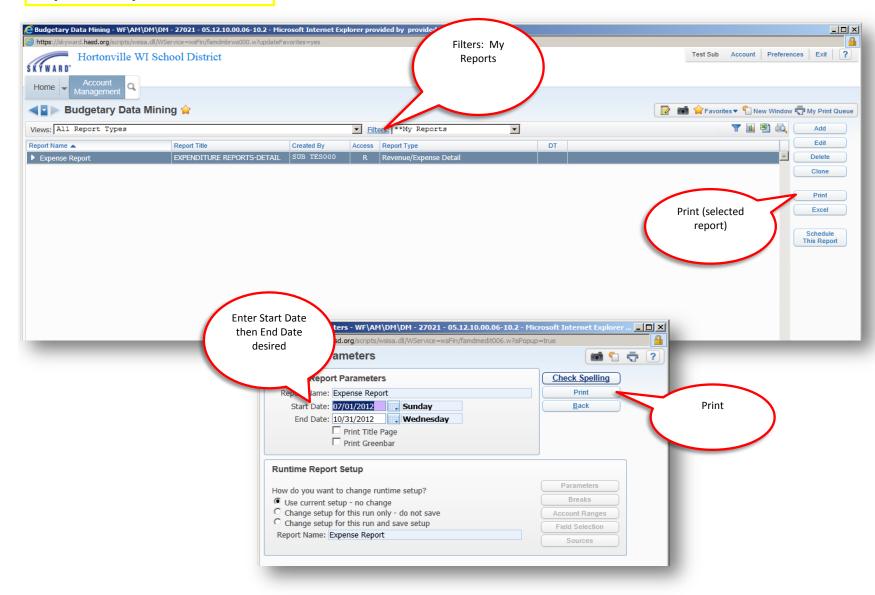


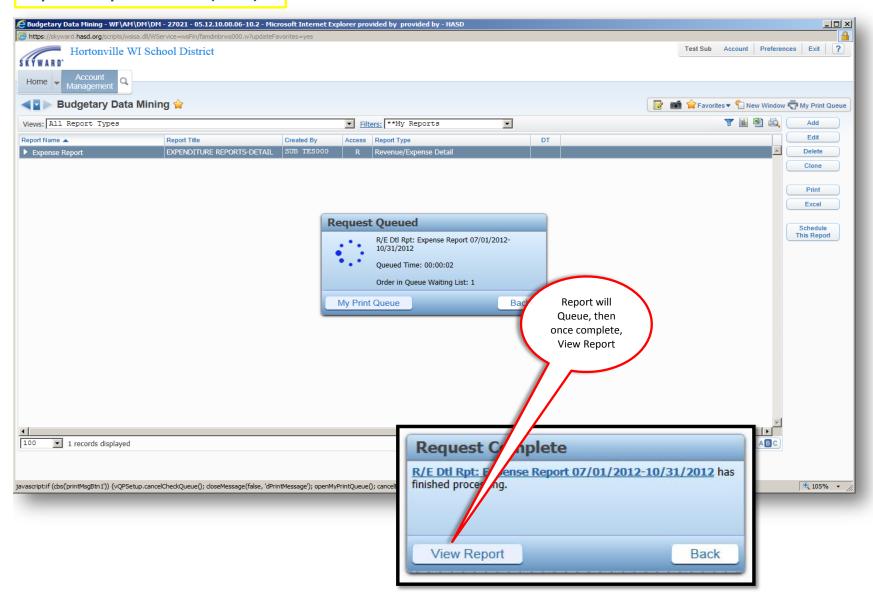
Chart of Accounts Screen (con't)



Expense Reports Screen



Expense Reports Screen (con't)



Print/Save Expense Report

3frbud12.p 05.12.10.0			Hortonville WI School District EXPENDITURE REPORTS-DETAIL (Date: 07/01/2012 - 10/31/2012)							11/06/12	Page: 11:47 A
					2012-13 0	ctober 2012-13	2012-13	Encumber	red	2012-13 FYTD	
ccount		Descrip	tion	Rev	ised Budget Mo	nthly Activity	FYTD Activity	Amos	unt Uner	ncumbered Bal	
Date	Src Sub	Batch	Vendor Name/Ref	PO#/Lin	e# Description		Inv#/Desc2	Inv Date	Chk#/Re	c# Check Date	Amount
0 E 101 310	110000 000	PERSONA	L SERVICES, SPEAKERS		1,000.00					1,000.00	
					*10 E 101 310	110000 000					0.00
E 101 411	110000 000	GENERAL	CLASSROOM SUPPLIES		23,755.00	1,331.57	10,212.22	37	.45	13,505.33	
07/19/12	AP	hl	CLASSROOMDIRECT/SCH. SPEC.	10619	HES TEACHER	MATERIALS	208108546044	07/18/12	22129	07/19/12	107.34
07/19/12	AP	h1	TREND ENTERPRISES INC.	10680	HES TEACHER	MATERIALS	17616523 RI	07/18/12	22181	07/19/12	40.83
07/24/12	AP	h1	SARAH ANN GILBERT	0	SUPPLIES		HES TEACHER	07/24/12	22203	07/24/12	120.19
07/27/12	AP	h1	SCHOOL SPECIALTY	10614	HES TEACHER	SUPPLIES	208108546058	07/27/12	22260	07/27/12	32.11
07/27/12	AP	h1	SCHOOL SPECIALTY	10631	HES TEACHER	SUPPLIES	208108546045	07/27/12	22260	07/27/12	79.61
07/27/12	AP	h1	SCHOOL SPECIALTY	10637	HES TEACHER	SUPPLIES	208108546059	07/27/12	22260	07/27/12	226.30
07/27/12	AP	h1	SCHOOL SPECIALTY	10637	HES TEACHER	SUPPLIES	208108627646	07/27/12	22260	07/27/12	20.20
07/27/12	AP	h1	SCHOOL SPECIALTY	10637	HES TEACHER	SUPPLIES	208108559037	07/27/12	22260	07/27/12	6.83
07/27/12	AP	h1	SCHOOL SPECIALTY	10641	HES TEACHER	SUPPLIES	208108546038	07/27/12	22260	07/27/12	61.27
07/27/12	AP	h1	SCHOOL SPECIALTY	10674	HES TEACHER	SUPPLIES	208108546041	07/27/12	22260	07/27/12	68.15
07/31/12	AP	h1	CARSON DELLOSA PUBLISHING LLC	10684	HES TEACHER	MATERIALS	988187	07/30/12	22270	07/31/12	24.21
07/31/12	AP	h1	REALLY GOOD STUFF INC.	10606	HES TEACHER	SUPPLIES	3927757	07/31/12	22315	07/31/12	70.93
07/31/12	AP	h1	REALLY GOOD STUFF INC.	10607	HES TEACHER	SUPPLIES	3927756	07/31/12	22315	07/31/12	46.93
07/31/12	AP	h1	REALLY GOOD STUFF INC.	10608	HES TEACHER	SUPPLIES	3927755	07/31/12	22315	07/31/12	47.50
07/31/12	AP	h1	REALLY GOOD STUFF INC.	10679	HES TEACHER	MATERIALS	3929786	07/31/12	22315	07/31/12	110.63
07/31/12	AP	h1	TEACHER DIRECT	10609	HES TEACHER	SUPPLIES	P448346400018	07/31/12	22332	07/31/12	71.84
07/31/12	AP	h1	TEACHER DIRECT	10610	HES TEACHER	MATERIALS	P448346000016	07/31/12	22332	07/31/12	56.76
07/31/12	AP	h1	TEACHER DIRECT	10678	HES TEACHER	MATERIALS	P448347400017	07/31/12	22332	07/31/12	48.56
07/31/12	CR	H1		45	WESTAT - HE	S GOVERNM. STUDY		07/31/12	9159		-200.00
07/31/12	JE	tm		18	WESTAT			07/31/12			200.00
08/06/12	AP	h1	SCHOOL SPECIALTY	10613	HES TEACHER	SUPPLIES	208108546060	08/03/12	22387	08/06/12	49.62
08/06/12	AP	h1	SCHOOL SPECIALTY	10613	HES TEACHER	SUPPLIES	208108526869	08/03/12	22387	08/06/12	38.10
08/06/12	AP	h1	SCHOOL SPECIALTY	10615	HES TEACHER	SUPPLIES	208108546062	08/03/12	22387	08/06/12	65.50
08/06/12	AP	h1	SCHOOL SPECIALTY	10615	HES TEACHER	SUPPLIES	208108526870	08/03/12	22387	08/06/12	22.44
08/06/12	AP	h1	SCHOOL SPECIALTY	10616	HES TEACHER	SUPPLIES	208108546031	08/03/12	22387	08/06/12	37.53
08/06/12	AP	h1	SCHOOL SPECIALTY	10616	HES TEACHER	SUPPLIES	208108687764	08/03/12	22387	08/06/12	4.75
08/06/12	AP	h1	SCHOOL SPECIALTY	10616	HES TEACHER	SUPPLIES	208108591704	08/03/12	22387	08/06/12	23.37
08/06/12	AP	h1	SCHOOL SPECIALTY	10630	HES TEACHER	SUPPLIES	208108546052	08/03/12	22387	08/06/12	20.02
08/06/12	AP	h1	SCHOOL SPECIALTY	10632	HES TEACHER	SUPPLIES	208108546037	08/03/12	22387	08/06/12	29.44
08/06/12	AP	h1	SCHOOL SPECIALTY	10633	HES 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. (<u>Journal entry request</u>: 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)