

**Slide 1 - Slide 1**

The screenshot displays the Skyward Web Financial Management interface within a Windows Internet Explorer browser window. The browser title bar shows "Web Financial Management - WF - 10636 - 05.12.06.00.09 - Windows Internet Explorer". The Skyward logo and "Skyward School District 1" are visible at the top left. A navigation bar at the top includes tabs for Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. A search bar is located on the right. The main content area is titled "Financial Management Setup" and is divided into three sections: Account Management, Budget Management, and General Inputs. The Account Management section includes links for Project/Grant Management, Budgetary Data Mining, Reports, and Batch Reports. The Budget Management section includes links for Budget Entry, Budget Revisions, and Adopt Budget. The General Inputs section includes links for Journal Entry and Cash Receipts. A yellow callout box is overlaid on the Budgetary Data Mining link, containing the following text:

**Budgetary Data Mining - Report Configuration/Tabs**

Select Financial Management, Account Management, Budgetary Data Mining.

**Who, What, When, Why?**

Budgetary Data Mining will allow you to create Revenue and Expense Summary, Revenue and Expense Detail, Balance Sheet Summary, and Balance Sheet Detail reports on the Web.

The report configuration/tab options are used to build the report.

At the bottom of the interface, there is a footer with copyright information: "© 2012 Skyward, Inc. All rights reserved." and "Finance - Wisconsin - 05.12.06.00 - Posted". On the right side of the footer, there are options for "Desktop View" and "Button Rows", and a note "Windows XP / Internet Explorer 8". The bottom status bar shows "Local intranet" and a 100% zoom level.

Slide 2 - Slide 2

Budgetary Data Mining - WFLAMDMMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

Cat Smith Account Preferences Exit ?

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

Budgetary Data Mining ☆

Views: All Report Types

Filters: \*\*My Reports

Report Name	Report Title	Created By	Access	Report Type
▶ Balance Sheet Detail	Balance Sheet Detail 11-12	SMITHCAT000		Balance Sheet Detail
▶ Balance Sheet Summary	Balance Sheet Summary 11-12	SMITHCAT000		Balance Sheet Summary
▶ Fund 27 Combined Detail Report	Fund 27 Combined Detail Report	SMITHCAT000		Combined B/S and O/S Detail
▶ Fund 27 Combined Summary Report	Fund 27 Combined Summary Report	SMITHCAT000	R	Combined B/S and O/S Summary

Click Add to build a report.

Add Edit Delete Clone Print Excel Schedule This Report

50 4 records displayed Report Name: ABC

Done Local intranet 100%

Slide 3 - Slide 3

Budgetary Data Mining - WFLAMDMMDM - 27021 - 05-12-06-00-09 - Windows Internet Explorer

Skyward School District 1

Budgetary Data Mining

Report Information

Parameters

Breaks

Account Ranges

Field Selection

Sources

Report Information

\* Report Name: Bal Sheet Detail

\* Report Title: Bal Sheet Detail

\* Report Type: Balance Sheet Detail

\* Add Report For: 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

Asterisk (\*) denote

SMITHCAT000

Check Spelling

Save and Add Parameters

Back

Enter the Report Information.

The Report Name description may be what the report will be used for, or a general description of what the report will include.

The Report Title will show on the top of the printed report.

Select Report Type to choose the type of report:

- 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

Done

Local intranet

100%

Budgetary Data Mining - WFLAM\MDMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

Cat Smith Account Preferences Exit ?

Budgetary Data Mining

Report Information

\* Report Name: Bal Sheet Detail

\* Report Title: Bal Sheet Detail

\* Report Type: Balance Sheet Detail

\* Add Report For: SMITH CAT

Asterisk (\*) denotes

Click **Save and Add Parameters** after the report information is entered.

Check spelling

Save and Add Parameters

Back

Use the **Add Report For** link to select another user if the report is being built for someone else.

Done Local intranet 100%

Slide 5 - Slide 5

Budgetary Data Mining - WFLAMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

Cat Smith Account Preferences Exit ?

Budgetary Data Mining

Report Information Parameters Breaks Account Ranges Field Selection

Notes: Enter additional information for your report here. Optional.

Consolidated Funds:

- Yes - Select to disregard the fund number when sorting the accounts.
- No - Select to arrange the account numbers with a primary sorting of fund number.

\* Consolidate Funds: ☐ Yes ☒ No

\* Budget Status: **All Accounts** ☐ No access ☐ Read only

\* Print Detail: ☒ Yes ☐ No

\* Detail Spacing: **Single**

\* Print Totals: ☐ Yes ☒ No

\* Suppress Zero Amounts: ☐ Yes ☒ No

Account exclusions

☐ Exclude accounts that have no amount in the f

Asterisk (\*) denotes a required field

Check Spelling

Save and Add Breaks

Back

Done Local intranet 100%

Slide 6 - Slide 6

The screenshot shows the 'Budgetary Data Mining' configuration window in a web browser. The window title is 'Budgetary Data Mining - WFLAMDMMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer'. The user is logged in as 'Cat Smith'. The interface includes a 'Print Detail' section with radio buttons for 'Yes' and 'No', a 'Detail Spacing' dropdown set to 'Single', a 'Print Totals' section with radio buttons for 'Yes' and 'No', and a 'Suppress Zero Amounts' section with radio buttons for 'Yes' and 'No'. There is also an 'Account exclusions' section with a checkbox for 'Exclude accounts that'. A callout box explains the 'Print Detail' options: 'Yes' shows every account in the ranges, and 'No' shows only subtotals selected in the Breaks section. Another callout explains 'Detail Spacing': 'Single, Double, or Triple'. A third callout explains 'Print Totals': 'Yes' prints Grand Totals on the last page, and 'No' prints the report without Grand Totals. A fourth callout explains 'Suppress Zero Amounts': 'Yes' suppresses zero amount fields, and 'No' includes them. A fifth callout explains the 'Report access for other users' options: 'No Access' (not shown), 'Read Only' (allows viewing), and 'Modify' (allows viewing and modifying). A sixth callout explains the 'Add'l printing prompt for current user' options: 'Open Account Range Filter screen' (displays the account filter every time the report is run). A seventh callout explains the 'Additional printing prompts for current user' options: 'Open Account Range Filter screen' (displays the account filter every time the report is run). A final callout explains the 'Account exclusions' checkbox: 'Exclude accounts that'. The window also includes a 'Task Manager' button, a 'Favorites' button, a 'New Window' button, and a 'My Print Queue' button. The status bar at the bottom shows 'Done' and 'Local intranet'.

**Print Detail**

- **Yes** - Shows every account in the ranges.
- **No** - Only shows subtotals selected in the Breaks section.

**Detail Spacing - Single, Double, or Triple**

**Print Totals:**

- **Yes** - Prints Grand Totals on the last page of the report.
- **No** - Prints report without Grand Totals.

**Suppress Zero Amounts**

- **Yes** - Suppresses any amount fields that have the value of zero.
- **No** - Will include zero amount fields.

**Report access for other users**

- **No Access** - Will not allow other users to access the report.
- **Read Only** - Allows other users to view the report but not modify the report.
- **Modify** - Allows others users to view and modify the report you created.

**Report access for other users**

☐ No access  
☐ Read only  
☒ Modify

**Add'l printing prompt for current user**

☐ Open Account Range Filter screen

**Additional printing prompts for current user**

- **Open Account Range Filter screen** - When selected will display the account filter every time the report is run.

Check this option if the report is used to report multiple groups of accounts.

**Account exclusions**

☐ Exclude accounts that

Asterisk (\*) denotes a required field

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Budgetary Data Mining - WFLAMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

Cat Smith Account Preferences Exit ?

Budgetary Data Mining

Report

Exclude account if it has options.

- **No activity for the month selected** - Will not print the report line if there is no activity for the month that the report is running for.
- **No Year-to-date activity** - Will not print the report line if there is no Year to Date activity.
- **No activity for the year selected** - Will not print the report line if there is no activity for the year selected.

**No beginning balance and no FY activity** - Account numbers with no beginning balance and no fiscal year activity will not display on this report.

**No amount in the fields selected** - When selected account numbers with no activity in the fields selected will not display on this report.

Click **Save and Add Breaks** when finished setting the parameters.

Check Spelling

Save and Add Breaks

Back

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

Asterisk (\*) denotes a required field

no beginning balance and no FY activity (B/S Only)

no activity for the month selected (O/S Only)

no Year-to-date activity (O/S Only)

no activity for the year selected (O/S Only)

no beginning balance and no FY activity (B/S Only)

no amount in the fields selected (Both B/S and O/S)

Done

Local intranet

100%

Slide 8 - Slide 8

The screenshot shows the 'Budgetary Data Mining - W' window. The left sidebar has a 'Report' section with tabs for 'Information', 'Parameters', 'Breaks', 'Account Ranges', 'Field Selection', and 'Sources'. The 'Breaks' tab is active. The main area shows report configuration fields: 'Report Name: Bal Sheet Detail', 'Report Title: Bal Sheet Detail', and 'Report Type: Balance Sheet Detail'. Below these is the 'Breaks' section with 'Sequence: R - Regular Account'. A table for 'Break Levels to include in processing' shows 'Fd Position 1' and 'T Position 1' with checkboxes. To the right is the 'Break Level Attributes' section with a 'Break' dropdown set to 'Single' and radio buttons for 'Heading', 'Separator', and 'Dbl Underline', all set to 'No'. A 'Save Breaks and Add Ranges' button is on the far right. Five yellow callout boxes provide instructions: 1. 'Select the Breaks. The breaks define the sort sequence of the accounts, where you want to sub total the sequence of accounts, and how the sub totals should display.' 2. 'The Sequence determines the sort sequence of the accounts for the report.' 3. 'Click Save Breaks and Add Ranges when finished setting the breaks.' 4. 'Check the position (dimension) of the account number that you want a break (sub total) in the report. The positions display in the Break Levels browse.' 5. 'Break Level Attributes options: • Break is used to select the amount of space before starting the next line: Single, Double, or Page. • Heading - Yes includes a heading for each break. • Separator - Yes creates a space between breaks. • Double Underline - Yes inputs two lines between the breaks.'

Select the **Breaks**.

The **breaks** define the sort sequence of the accounts, where you want to sub total the sequence of accounts, and how the sub totals should display.

The **Sequence** determines the sort sequence of the **accounts** for the report.

Click **Save Breaks and Add Ranges** when finished setting the breaks.

Check the **position** (dimension) of the account number that you want a **break** (sub total) in the report.

The positions display in the **Break Levels** browse.

**Break Level Attributes** options:

- **Break** is used to select the amount of space before **starting** the next line: **Single**, **Double**, or **Page**.
- **Heading** - **Yes** includes a heading for each break.
- **Separator** - **Yes** creates a space between breaks.
- **Double Underline** - **Yes** inputs two lines between the breaks.



Slide 9 - Slide 9

Report

Information

Parameters

Breaks

Account Ranges

Field Selection

Sources

Set the Account Ranges.

The ranges define the accounts to be included on the report.

Click Save Ranges and Add Fields when finished setting the account ranges.

Set the Category and Group and select the Account Status.

Set the Balance Sheet Accounts and the account range for each Dimension.

Any Include and Exclude Filters should be added.

Check Spelling

Save Ranges and Add Fields

Back

Account Ranges

Low

High

Category:

Group:

Account Status:

Active and Inactive

Active

Inactive

Balance Sheet Accounts

Asset

Liability

Equity

Low Account:

High Account:

Dimension Low

High

Fund:

Type:

Location:

Object:

Function:

Project:

Include Filters for Balance Sheet Accounts

Add

Edit

Delete

Exclude Filters for Balance Sheet Accounts

Add

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Budgetary Data Mining - WFLAMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

Cat Smith Account Preferences Exit ?

Budgetary Data Mining

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

Set the **Field Selections**.

This option allows you to define the layout on the report. Each selected **field** will appear as its own column.

Report type: Balance Sheet Detail

**Field Selection**

Save and Add Sources Back

Fields to include in processing

Account	Number

Select Fields Remove Field Clone Field

Click **Select Fields** for fields to include on this report.

**Field Parameters**

Description: Account Heading

Heading 1: Account #

Heading 2: Fd T Loc Obj Func Prj

Length: 23

**Display**

☒ Number  
☐ Description  
☐ Short Description

**Report Width**

Report Width: 23

Up Down

Asterisk (\*) denotes a required field

Local intranet 100%

**Select Fields**

Views: **General** Filters: **\*Skyward Default**

Select	M	Description
<input type="checkbox"/>		Account Active Status
<input type="checkbox"/>		Account Level Description
<input checked="" type="checkbox"/>		Account Number
<input type="checkbox"/>		Account Quick Key
<input type="checkbox"/>		Beginning Balance-at FY Start
<input type="checkbox"/>		Beginning Balance-at End of Month
<input type="checkbox"/>		Encumbrance Carry Forward
<input type="checkbox"/>		Encumbrance Summary Account
<input type="checkbox"/>		Ending Balance-as of End Month
<input type="checkbox"/>		Fiscal Year Activity
<input type="checkbox"/>		Fiscal Year Credits
<input type="checkbox"/>		Fiscal Year Debits
<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"/>		Level 1
<input type="checkbox"/>		Level 2
<input type="checkbox"/>		Level 3
<input type="checkbox"/>		Location

50 32 records displayed Code: ABC

**Select the Fields to include in the report. Click Save.**

Buttons: Save, Back, Select All, Unselect All

Slide 12 - Slide 12

The screenshot shows the 'Budgetary Data Mining' application window. The left sidebar contains a menu with 'Field Selection' highlighted. The main area is titled 'Field Selection' and includes a list of fields to include in processing, with 'Account Number' and 'Monthly Activity' selected. To the right of this list are buttons for 'Select Fields', 'Remove Field', and 'Clone Field'. Further right is the 'Field Parameters' section, which includes input fields for 'Description', 'Heading 1', 'Heading 2', and 'Length'. Below these is a 'Display' section with radio buttons for 'Number', 'Description', and 'Short Description'. At the bottom right is the 'Report Width' section with a 'Report Width' input field. Several yellow callout boxes provide additional information: one at the top explains that each field has different field parameters to review and set; another explains that heading and length/digits fields auto-populate but can be modified, and provides details for 'Heading 1', 'Heading 2', and 'Length/# of Digits'; a third explains that the display can be changed for fields added multiple times; a fourth explains that the selected field displays in the 'Fields to include in processing' browse; a fifth explains that 'Remove Field' and 'Clone Field' options are available and that 'Up/Down' buttons can be used to arrange fields; and a sixth explains that as fields are added/removed, the 'Report Width' changes to ensure proper printing. The bottom of the window shows a status bar with 'Local intranet' and '100%' zoom.

Budgetary Data Mining - WFLAMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District

Budgetary Data Mining

Report Information Parameters Breaks Account Ranges Field Selection Sources

Fields to include in processing

Account Number Monthly Activity

Select Fields Remove Field Clone Field

Field Parameters

Description: Account Heading

Heading 1:

Heading 2: Fd T Loc Obj Func Prj

Length: 23

Display

☒ Number ☐ Description ☐ Short Description

Report Width

Report Width: 41

Up Down

Asterisk (\*) denotes a required field

Local intranet 100%

Each field will have different **Field Parameters** to review and set when building the report.

The **heading** and **length/# Digits** fields auto-populate but can be **modified**.

**Heading 1** - Prints above heading 2 and can classify the selected field.

**Heading 2** - Populates automatically with the heading for the field. This will appear at the top of the report column.

**Length/# of Digits** - The number of characters or numbers that will be designated for the field. This will be the width of the selected column.

The **Display** can be changed for fields that are **added multiple times**.

The selected field displays in the **Fields to include in processing** browse.

**Remove Field** and **Clone Field** options are now available to use.

Use the **Up/Down** buttons to arrange the fields as you prefer.

Some fields can be added **multiple times** to print different **displays**

As fields are **added/removed** the **Report Width** changes to ensure that the report will **print properly**.

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Budgetary Data Mining - WFLAMDMMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

Cat Smith Account Preferences Exit ?

Budgetary Data Mining

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

Report Name: Bal Sheet Detail [Check Spelling](#)

Report Title: Bal Sheet Detail

Report Type: Balance Sheet Detail

**Field Selection**

Save and Add Sources Back

Fields to include in processing

Account Number Monthly Activity [Select Fields](#)

This field has additional parameters that can be edited:

**Format** - Shows what the field will look like.

**Sign** - Determines which side of the number the negative (-) sign or CR will display on.

**Year** - Determines the year that the field reports.

**Edited** - Determines if commas display within the numbers.

**Whole Number** - Determines if the field should use whole dollars or dollars and cents.

**Month to Use:**

**Report** - Will report on the month selected before printing.

**Ranges** - Will total a range of month selected.

**Auto-Generate** - Will create a column for each month through the reporting month.

**Field Parameters**

Type: ☒ Single ☐ Combination

Description: Monthly Activity

Heading 1: <M><Y>

Heading 2: Monthly Activity

# of Digits: 12

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

Sign: ☒ Left ☐ CR ☐ Right ☐ Left with %

Year: Current Year <--- --->

☒ Edited ☐ Whole Number

Month To Use: ☒ Report ☐ Ranges ☐ Auto-generate

**Report Width**

Report Width: 41

Asterisk (\*) denotes a required field

Local intranet 100%

Slide 14 - Slide 14

Budgetary Data Mining - WFLAMDMMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Account Ranges  
Field Selection  
Sources

**Field Selection**

Fields to include in processing

Account Number
Monthly Activity

Select Fields  
Remove Field  
Clone Field

Click **Save and Back** when finished building the report.

Save and Add Sources  
Back

**Field Parameters**

Type: ☐ Single ☒ Combination  
Description: Monthly Activity  
Format: ->, >>>, >>>, >>9.99  
Sign: ☒ Left ☐ CR ☐ Right ☐ Left with %  
Year: Current Year  
☒ Edited ☐ Whole Number  
Month To Use: ☒ Report ☐ Ranges ☐ Auto-generate

**Combo Parameters**

\* Description: Beginning Balance-at FY Start  
Year: Current Year

**Combo Calculation**

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

**Report Width**

Report Width: 41

Local intranet 100%

Select the **field** for the calculation.  
Choose what type of **calculation**:  
**Amount Total** is the total of the two selected fields.  
**Amount Difference** subtracts the second field from the first.  
**Percent (Amt 2/Amt 1)\*100** shows the second field as a percentage of the first field.  
**Percent((Amt 1-Amt2)/Amt 2)\*100** shows the difference as a percentage of the second field.

To perform **calculations** on the report select **Combination**.

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Budgetary Data Mining - WFLAMDMMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

Cat Smith Account Preferences Exit ?

Budgetary Data Mining

Report  
Information  
Parameters  
Breaks  
Account Ranges  
Field Selection  
Sources

Select the **Sources**.

This option allows you to choose the **Accounting Sources** for the report.

**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"/>
<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 type="radio"/> Long	
<input type="checkbox"/> Insurance Tracking Cash Receipts	<input type="checkbox"/>
<input type="checkbox"/> Fixed Assets Disposals/Additions	<input type="checkbox"/>
<input type="checkbox"/> Fixed Assets Depreciation	<input type="checkbox"/>
<input type="checkbox"/> 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	

Select the **Sources** to include on the report and select which **sources** should include **Detail**.

Save  
Back

☐ Print All Accounts in Filter Range ?

☒ 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)

Select **Sign Type** for **negative** source amounts; the negative amounts appear as a **CR** or **negative sign**.

Done

Local intranet 100%

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Budgetary Data Mining - WFLAMDMMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

Cat Smith Account Preferences Exit ?

Budgetary Data Mining

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

Select **Print** options.  
**Print All Accounts in Filter Range** - Click the ? icon regarding the option.  
**Print Monthly Totals** - Prints subtotals for each month in the date range for the report.  
**Print Account Summary** - Prints subtotals for each account.  
**Print Only Source Totals** - Prints only a total for each source.  
**Print Accumulated Detail Subtotals** - Prints a subtotal of all the detail for each break.  
**Truncate Detail Fields** - Cuts off detail fields exceeding the designated amount of characters.

Click **Save** when finished building the report.

Save  
Back

☐ Print All Accounts in Filter Range ?  
☒ Print Monthly Totals  
☐ Print Account Summary  
☐ Print Only Source Totals (Suppress detail)  
☐ Print Accumulated Detail Subtotals  
☐ Truncate Detail Fields

Select **Purchase Order Parameters** to determine which **purchase orders** should **display** on the report.  
Click the ? icon for more information.

**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)

CD = Cash Disbursements  
PO = Purchase Orders  
TR = Transfers  
RV = Revisions  
IV = Inventory

Detail Description  
ITCR = Insurance  
FXAD = Fixed Assets Disposals/Additions  
FXDP = Fixed Assets Depreciation  
YP = Prior Year Adjustments  
SB = Student Billing

Sign: ☒ Left ☐ CR ☐ Right

Done Local intranet 100%



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Budgetary Data Mining - WFLAMDMMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

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

Budgetary Data Mining

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

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"/>

The report configurations are saved.  
Click Back to return to the browse screen.  
This concludes the tutorial.

Print All Accounts in Filter Range ?  
☒ 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)

Local intranet 100%