

## Slide 1 - Slide 1

Web Financial Management - WF - 10636 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

Print this tutorial

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

Financial Management Setup

**Account Management** Setup

- Project/Grant Management
- Budgetary Data Mining
- Reports
- Batch

**Budget Management** Setup

- Budget Entry
- Budget Revisions
- Adopt Budget

**General Inputs** Setup

- Journal Entry
- Cash Receipts

**Combined Summary Report**

Click Financial Management, Account Management, Budgetary Data Mining.

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

A Combined Summary Report will allow users to create reports that combine Balance Sheet and Operating Statement accounts on one report.

This will eliminate the need to create separate reports for Balance Sheet and Operating Statement when both areas are needed in one report.

The user will not have to go through the work of dropping those separate reports to a spreadsheet or text document to get the information into a single report.

© 2012 Skyward, Inc. All rights reserved. Finance - Wisconsin - 05.12.06.00 - Posted Desktop View Button Rows Windows XP / Internet Explorer 8

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Slide 2 - Slide 2

Budgetary Data Mining - WFLAMDM - 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 (1327)

Views: Combined Balance Sheet and Operating Statement - Detail and Summary

Filters: \*\*My Reports

Report Name Created By Access Report Type

Combined B/S and O/S Detail MITHCAT000

Add Clone Print Excel Schedule This Report

20 1 records displayed Report Name: ABC

Slide 3 - Slide 3

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

Skyward School District 1

Cat Smith Account Preferences Exit ?

Budgetary Data Mining (756)

Report Information

Parameters

Breaks

Account Ranges

Field Selection

Sources

Report Information

\* Report Name: Fund 27 Combined Summary Report

\* Report Title: Fund 27 Combined Summary Report

\* Report Type: Combined B/S and O/S Summary

\* Add Report For: SMITH CAT

SMITHCAT000

Asterisk (\*) denotes a required field

Enter the Report Information:  
Report Name and Report Title.

Click **Save and Add Parameters**  
when finished.

Set the Report Type to  
**Combined B/S and O/S Summary**.

The **Add Report For** link is available  
if the user is creating the report for **another user**.

Check spelling

Save and Add Parameters

Back

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## Slide 4 - Slide 4

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

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Cat Smith Account Preferences Exit ?

Favorites New Window My Print Queue

**Budgetary Data Mining**

Report Information

Parameters

Breaks

Account Ranges

Fields

Complete the **Parameters** for the report.

The **Parameters** hold the basic setup information about the report, such as name and how the accounts will be displayed.

Check Spelling

Report Title: Fund 27 Combined Summary Report

Report Type: Combined B/S and O/S Summary

**Parameters**

Notes: Report contains totals thru month selected

Save and

**Consolidate Funds**

- Yes - Disregard fund number when sorting the accounts
- No - Arrange account numbers with primary sorting of fund number.

Budget Status defaults to All Accounts but can be changed.

\* Consolidate Funds: ☐ Yes ☒ No

\* Budget Status: All Accounts

\* Print Detail: ☒ Yes ☐ No

\* Detail Spacing: Single

\* Print Totals: ☒ Yes ☐ No

\* Suppress Zero Amounts: ☒ Yes ☐ No

Select the following options:  
Print Detail, Detail Spacing, Print Totals, Suppress Zero Amounts.

**Account exclusions**

☐ Exclude accounts that have no beginning balance and no FY activity (B/S Only)

**Account Exclusions Options:**

**No Beginning Balance and No FY Activity** when selected account numbers with no beginning balance and no fiscal year activity will not display on this report.

**No Amounts in the Fields Selected** when selected account numbers with no activity in the fields selected will not display on this report.

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## Slide 5 - Slide 5

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

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Report Information

Parameters

Breaks

Account Ranges

Field Selection

Budgetary Data Mining (750)

Report Name: Fund 27 Combined Summary Report

Report Title: Fund 27 Combined Summary Report

Report Type: Combined B/S and O/S Summary

Check Spelling

Click Save and Add Breaks when finished with the parameters.

Save and Add Breaks

Back

Report access for other users

- No Access - Will not allow other users to access the report.
- Read Only - Will allow other users to view but not edit the report.
- Modify - Allows other users to view and edit the report.

\* Consolidate Funds: ☐ Yes ☒ No

\* Budget Status: All Accounts

\* Print Detail: ☒ Yes ☐ No

\* Detail Grouping:

Report access for other users

☐ No access

☒ Read only

☐ Modify

Additional printing prompt for current user

The Open Account Range Filter screen option will display the account filter every time the report is run.

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

Add'l printing prompt for current user

☐ Open Account Range Filter screen

Activity (B/S Only)

Asterisk (\*) denotes a required field

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## Slide 6 - Slide 6

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

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Report Information Parameters Breaks Account Ranges Field Selection

Report Type: Combined B/S and O/S Summary

**Breaks**

Sequence: R - Regular Account

Save Breaks and Add Ranges

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

Break Levels to include in processing

T Position 1

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

The positions display in the Break Levels browse.

Break Level Attributes

Break: Single

Heading: Yes No

Separator: Yes No

Dbl Underline: Yes No

Select the Break Attributes for the corresponding selected 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.

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Budgetary Data Mining - WFLMMDM - 27021 - 05.12.06.00.10 - Windows Internet Explorer

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Skyward-Employee (10.1.4.66) Preferences Exit

Budgetary Data Mining (111)

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

Report Name: F  
Report Title: F  
Report Type: C

**Breaks**  
Sequence: R - Regular

If you are a district where the **dimensions** of **Balance Sheet** accounts are **different** from your **Operating Statement** accounts, you will see the account dimension layout for **each area**.

When you select the breaks they will **apply to both** Balance Sheet and Operating Statement accounts.

Save Breaks and Add Ranges  
Back

FD	T	FNC	OBJ	FAC	PRG	S-FY	OTHR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FD	T	MAJ	SUFF	FAC	PRG	S-FY	OTHR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Break Levels to include in processing

Break Level Attributes

Break: Single  
Heading: ☐ Yes ☐ No  
Separator: ☐ Yes ☐ No  
Dbl Underline: ☐ Yes ☐ No

## Slide 8 - Slide 8

Budgetary Data Mining - WFWMDMDM - 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

Report Name: Fund 27 Combined Summary Report

Report Title: Fund 27 Combined Summary Report

Report Type: Combined B/S and O/S Summary

Check Spelling

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.

Save Ranges and Add Fields

Back

**Account Ranges**

Low High

Category: ZZZZZZZZ

Group: ZZ-ZZ-ZZZZ

Account Status: ☒ Active and Inactive ☐ Active ☐ Inactive

**Balance Sheet Accounts**

☒ Asset ☒ Liability ☒ Equity

Low Account: 27 \* 000 000 000000 000

High Account: 27 \* 999 999 999999 999

**Operating Statement Accounts**

☒ Expense ☒ Revenue

Low Account: 27 \* 000 000 000000 000

High Account: 27 \* 999 999 999999 999

**Dimension Low High**

Fund: 27 27

Type: \* \*

Location: 000 999

Object: 000 999

Function: 000000 999999

Project: 000 999

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

Include Filters for Balance Sheet Accounts

Add Edit Delete

Any Exclude and Include Filters should be added.

Include Filters for Operating Statement Accts

Add Edit Delete

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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 Name: Fund 27 Combined Summary Report

Report Title: Fund 27 Combined Summary Report

Report Type: Combined B/S and O/S Summary

Check Spelling

Field Selection

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

Fields to include in processing

Account Number (Both B/S and O/S)

Select Fields

Remove Field

Clone Field

Field Parameters

Field used for: ☒ B/S ☐ O/S ☐ Both

Description: Account Heading

Heading 1:

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

Save and Back

Back

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Slide 10 - Slide 10

Budgetary Data Mining

Budgetary I

Report

Information

Parameters

Breaks

Account Ranges

Field Selection

Select Fields - WFLAMDMMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Select Fields (202)

Views: General Filters: \*Skyward Default

Select

M

BS

OS

Description

<input type="checkbox"/>		Y	Y	Account Active Status
<input type="checkbox"/>		Y	Y	Account Level Description
<input checked="" type="checkbox"/>		Y	Y	Account Number
<input type="checkbox"/>		Y	Y	Account Quick Key
<input type="checkbox"/>			Y	AIDES (Budget Type)
<input checked="" type="checkbox"/>			Y	Batch Activity
<input checked="" type="checkbox"/>		Y		Beginning Balance-at FY Start
<input type="checkbox"/>		Y		Beginning Balance-Monthly
<input type="checkbox"/>			Y	Budget Requisitions - Pending
<input type="checkbox"/>			Y	Budget Revisions
<input type="checkbox"/>			Y	Budget Transfers
<input type="checkbox"/>		Y	Y	Category
<input type="checkbox"/>		Y	Y	Comment
<input type="checkbox"/>			Y	Custodians (Budget Type)
<input type="checkbox"/>			Y	District (Budget Type)
<input type="checkbox"/>		Y	Y	Edited Group
<input type="checkbox"/>		Y	Y	Encumbered Amount
<input type="checkbox"/>		Y	Y	Encumbrance Carry Forward
<input type="checkbox"/>		Y	Y	Encumbrance Summary Account
<input checked="" type="checkbox"/>		Y		Ending Balance-as of End Month
<input type="checkbox"/>		Y	Y	EXPENSE Object

Save

Back

Select All

Unselect All

Check Spelling

Save and Back

Back

50

50 records displayed

Code:

ABC

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## Slide 11 - Slide 11

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

Skyward School District 1

Report: Budgetary Data Mining (1917)

Fields to include in processing:

- Account Number (Both B/S and O/S)
- Batch Activity (O/S Only)
- Beginning Balance-at FY Start (B/S On)
- Ending Balance-as of End Month (B/S O)
- FYTD Activity (Both B/S and O/S)

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

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

Each field's Heading and Length can be modified as appropriate for the report.

Field used for: ☐ B/S ☐ O/S ☐ Both

Description: Account Heading

Heading 1:

Heading 2: Fd T Loc Obj Func Prj

Length: 23

Display:

- ☒ Number
- ☐ Description
- ☐ Short Description

Report Width: 95

Up Down

Asterisk (\*) denotes a required field

## Slide 12 - Slide 12

Budgetary Data Mining - WFLM/MDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer

Skyward School District 1

Cat Smith Account Preferences Exit ?

Budgetary Data Mining (1917)

Report Information  
Parameters  
Breaks  
Account Ranges  
Field Selection

Report Name: Fund 27 Combined Summary Report  
Report Title: Fund 27 Combined Summary Report  
Report Type: Combined B/S and O/S Summary

Check Spelling

Field Selection

Fields to include in process:

- Account Number (Both B/S and O/S)
- Batch Activity (O/S Only)
- Beginning Balance-at FY Start (B/S On)
- Ending Balance-as of End Month (B/S O)
- FYTD Activity (Both B/S and O/S)

Select Fields  
Remove Field  
Clone Field

Depending on the field, its parameters can be customized as needed.

Field Parameters

Field used for: ☒ B/S ☐ O/S ☐ Both  
Type: ☒ Single ☐ Combination  
Description: FYTD Activity (Both B/S and O/S)  
Heading 1: <Y>  
Heading 2: FYTD Activity  
# of Digits: 12  
Format: ->, >>>, >>>, >>>9.99  
Sign: ☒ Left ☐ CR ☐ Right ☐ Left with %  
Year: Current Year  
☒ Edited ☐ Whole Number

Report Width  
Report Width: 95

Up Down

Asterisk (\*) denotes a required field

Select Sign Type for negative source amounts, the negative amounts appear as a CR or negative sign.  
Use the left and right arrows to change the Year field.

## Slide 13 - Slide 13

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

**Account Ranges**  
**Field Selection**

**Fields to include in processing**

- Account Number (Both B/S and O/S)
- Batch Activity (O/S Only)
- Beginning Balance-at FY Start (B/S On)
- Ending Balance-as of End Month (B/S O)
- FYTD Activity (Both B/S and O/S)**

**Field used for:** ☐ B/S ☒ O/S ☐ Both  
**Type:** ☐ Single ☒ Combination  
**Description:** FYTD Activity (Both B/S and O/S)  
**Heading 1:** <Y>  
**Heading 2:** FYTD Activity  
**# of Digits:** 12  
**Format:** ->, >>>, >>>, >>9.99  
**Sign:** ☒ Left ☐ CR ☐ Right ☐ Left with %  
**Year:** Current Year    
☒ Edited ☐ Whole Number

**Combo Parameters**  
\* Description: FYTD Activity  
Year: Current Year  ☐ 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: 95

**Buttons:** Remove Field, Clone Field, Save and Back, Back

**Callouts:**

- 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-Amt 2)/Amt 2)\*100 shows the difference as a percentage of the second field.
- To perform calculations on the report select the Combination option.
- Select Save and Back when finished building the report.

## Slide 14 - Slide 14

Budgetary Data Mining - WFLAMVMDM - 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 (2490)

Report Name: Fund 27 Combined Summary Report  
Report Title: Fund 27 Combined Summary Report  
Report Type: Combined B/S and O/S Summary

Field Selection

Views: All Field Selections Filters: \*Skyward Default

#	Field	Heading 1	Heading 2	Type	Combo field
1	Account Number		Fd T Loc Obj Func Prj		
2	Batch Activity	<Y>	Batch Activity	Single	
3	Beginning Balance-at FY St	Beginning	Balance	Single	
4	Ending Balance-as of End M	Ending	Balance	Single	
5	FYTD Activity	<Y>	FYTD Activity	Combinat	FYTD Activity

5 records displayed

The report is **saved**.  
Now, on any of the tabs,  
the various maintenance options are available  
for the report.  
Click **Back** to return to the **browse** screen.

## Slide 15 - Slide 15

Budgetary Data Mining - WFLAMDM - 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 (1602)

Views: Combined Balance Sheet and Operating Statement - Detail and Summary

Filters: \*\*My Reports

Report Name	Report Title	Created By	Access	Report Type	DT
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	

The report now displays in the **browse**.

Additionally, maintenance options are available on the browse, with the additional option to **Schedule This Report**.

Click **Print**.

20 2 records displayed Report Name: ABC

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Slide 16 - Slide 16

The screenshot displays the Skyward Budgetary Data Mining application interface. The main window is titled "Runtime Parameters (54)" and contains two sections: "Runtime Report Parameters" and "Runtime Report Setup".

**Runtime Report Parameters:**

- Report Name: Fund 27 Combined Summary Report
- Reporting Month: Entered Month (dropdown)
- Select Month: June (dropdown)
- Year: 2012 (dropdown)
- Print Title Page: ☐
- Print Greenbar: ☐
- Buttons: Check Spelling, Print, Back

**Runtime Report Setup:**

- How do you want to change runtime setup?
  - ☒ Use current setup - no change
  - ☐ Change setup for this run only - do not save
  - ☐ Change setup for this run and save setup
- Report Name: Fund 27 Combined Summary Report
- Buttons: Breaks, Account Ranges, Field Selection

A yellow callout box is overlaid on the "Print" button, containing the text: "Set the Runtime Parameters and click Print. Click the link below to view a sample report: [Combined Summary Report](#). This concludes the tutorial."

The application interface includes a top navigation bar with "Home", "Account Management", and "Ver" tabs. The left sidebar shows "Budgetary Data" with a "Views" dropdown set to "Combined Balance Sheet" and a "Filters" dropdown set to "\*\*My Reports". The bottom status bar indicates "20" records displayed and "Report Name: ABC".