

PORT TOWNSEND SCHOOL DISTRICT

How to Run a Look-up Account Transactions in Skyward

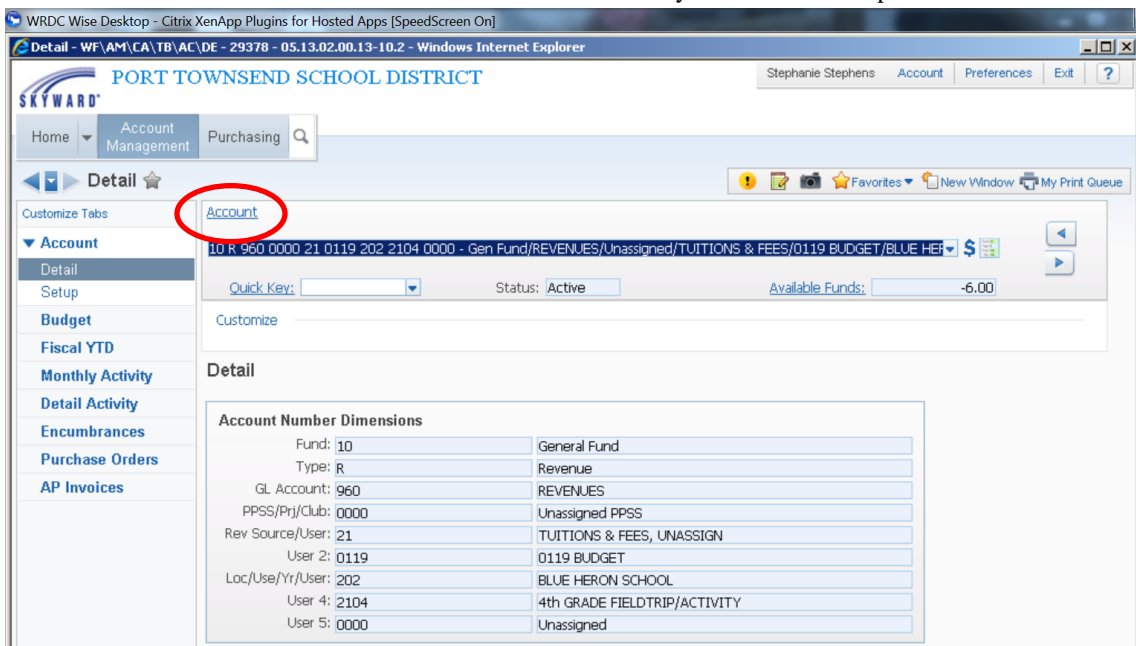
- 1) From “Home”, select (“jump to”) the System Financial Management



- 2) Click on the Menu Button Account Management, then under Account Master, select “Account Profile”



- 3) Click on the work “Account” to enter the account number that you want to look-up:



4) Click on the work “Account” to select account number that you want to look-up

The screenshot shows the 'Accounts' page in Skyward. The main table lists various accounts with columns for Account, Quick Key, and Active status. A search filter is applied: '*Skyward Default'. Callouts provide instructions: 'You can create filters to narrow your search' points to the filter dropdown; 'You can change the number of records you see per page' points to the '20 records displayed' dropdown; 'Click here to see next page of records' points to the right arrow in the pagination controls; and 'Or you can jump to the Account Code you want by entering it here' points to the 'Account:' input field.

5) Once you have selected an Account you can look up Budget, Activity, and Unused Balance

The screenshot shows the 'Fiscal YTD' page for 'PORT TOWNSEND SCHOOL DISTRICT'. The 'Fiscal YTD' menu item in the left sidebar is circled in red. The main content area displays a table with columns: Fiscal Year, C/NP, Budget, Activity, Encumbered, Unused Amount, and Pct Used. The current fiscal year is 2012-2013.

Fiscal Year	C/NP	Budget	Activity	Encumbered	Unused Amount	Pct Used
▶ 2013-2014	Next	0.00	0.00	0.00	0.00	
▶ 2012-2013	Curr	5,960.00	4,484.83	1,475.02	0.15	100.00
▶ 2011-2012	Prev	8,395.00	6,442.93	0.00	1,952.07	76.75
▶ 2010-2011	Prev	6,478.00	4,653.97	0.00	1,824.03	71.84
▶ 2009-2010	Prev	7,736.00	4,368.49	0.00	3,367.51	56.47
▶ 2008-2009	Prev	3,886.00	3,117.52	0.00	768.48	80.22
▶ 2007-2008	Prev	3,432.00	3,077.20	0.00	354.80	89.66
▶ 2006-2007	Prev	0.00	0.00	0.00	0.00	

6) Click on the arrow (black triangle) to expand

The screenshot shows the Skyward Fiscal YTD interface. The main table displays fiscal year data:

Fiscal Year	C/NP	Budget	Activity	Encumbered	Unused Amount	Pct Used
2013-2014	Next	0.00	0.00	0.00	0.00	
2012-2013	Curr	5,960.00	4,484.83	1,475.02	0.15	100.00

A red circle highlights the black triangle expand arrow next to the 2012-2013 row. Below the table, the 'Monthly Activity' section is visible, showing a table with columns: Beginning Budget, Change, Ending Budget, Debit, Credit, Net Activity, and Budget Revision.

7) Click on any BLUE month to expand to see transactions that were posted (again, click on arrow to expand)

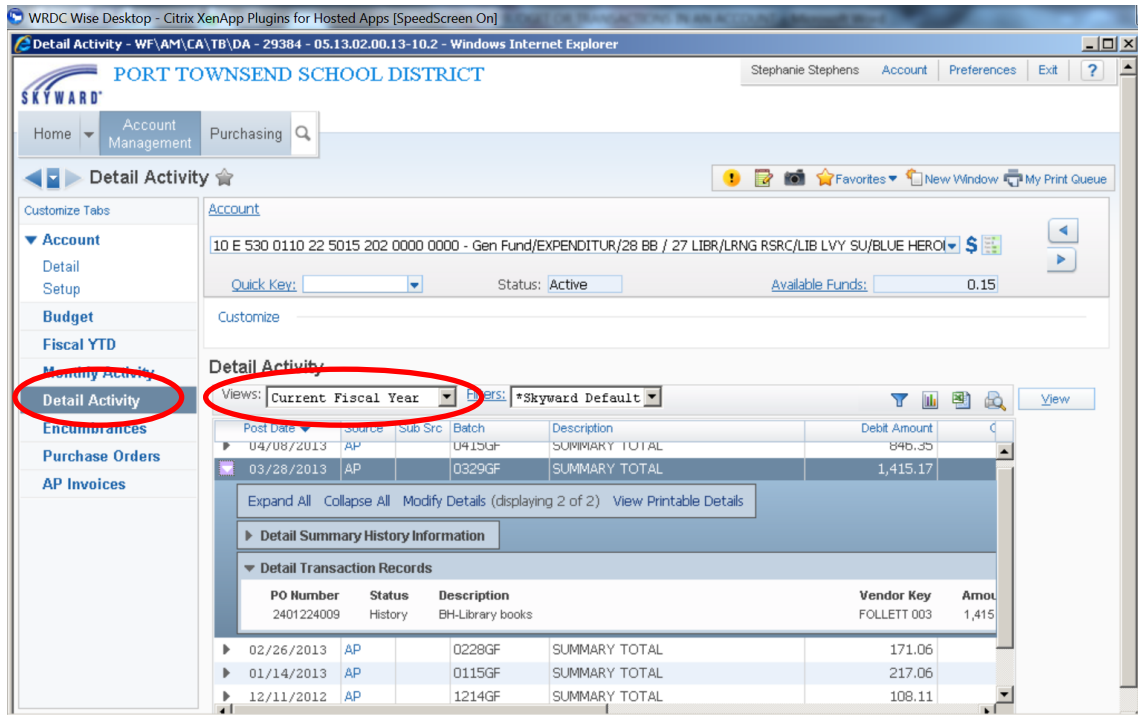
The screenshot shows the Skyward Detail Account Activity interface. The main table displays transaction details:

Post Date	Source	Sub Source	Batch	Description	Debit Amount	Credit Amount	Fiscal Year
4/08/2013	AP		0415GF	SUMMARY TOTAL	846.35	0.00	2012-2013

A red circle highlights the blue expand arrow next to the 4/08/2013 transaction. Below the table, the 'Detail Summary History Information' section is visible, showing details for the transaction: Source: AP, Account: 10 E 530 0110 22 5015 202 0000 0000, Post Date: 04/08/2013, Description: SUMMARY TOTAL, Debit: 846.35, Updated: 04/08/2013, Credit: 0.00, By: Young, Dawn L.

The 'Detail Transaction Records' section is also visible, showing a table with columns: PO Number, Status, Description, Vendor Key, Amount, Invoice Number, and Fiscal Year.

- 8) Another useful Tab is “Detail Activity”; be sure to set the view to “Current Fiscal Year” (note: “Activity” are transactions that have occurred, such as Deposits, or Accounts Payable; to see Encumbrance transactions, go to “Encumbrances” or “Purchase Orders”):



- 9) Explore other Tabs to find the information you need.

Note: you can also find much of the same information thru “Chart of Accounts”

