## **<u>PORT TOWNSEND SCHOOL DISTRICT</u> How to Run a Financial Report in Skyward**

Go to Account Management - Select Data Mining



Select the "View" that you want:

- All Report Types
- Revenue & Expense Reports only
- Balance Sheet Reports only

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	https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wporttos71/famdmbrws000.w		
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Þ	Filters: All Report Types		
Þ	Revenue and Expense Reports - Detail and Summary ReportNBalance Sheet - Detail and Summary	Access	Report Type
Þ	401 Combined Balance Sheet - Detail and Summary 401 Combined Balance Sheet and Operating Statement - Detail and Summary	R	Revenue/Expense
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For Filters, you will usually select "My Reports"

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	▶ ASB CASH BALANCE REPORT - 401 HS	ASB CASH BALANCE REPORT - 40	NIELSJEN001	R	Balance Sheet Summary					

Select the Report that you want & click "Print"

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Generally, you will not change the report parameters, except for the <u>Month</u> your want to see reported-for; ... keep clicking "continue" or "print" ...

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Account R	ange Filter							1	1
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	https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wporttos71/famdmedit006.w	
e	Runtime Parameters	?
	Runtime Report Parameters Print	2
	Report Name: 401 PTHS Budget Reports	
	Reporting Month: Entered Month	
	Select Month: December	
	Year: 2014	
	Print Title Page	
	🗖 Print Greenbar	

Wait until it says "View Report" -- Then Click "View Report" to see report you have run

Processing Request	Request Complete
3frbud12.p 05.14.10.00.05-010160 Location 401 (PTHS) - GF Building Budgets (Date: 12/2014)	R/E Sum Rpt: 401 PTHS Budget Reports 12/2014 has finished processing.
ACCOUNT: 10579903111401275001105530799027500140131110000	
Run Time: 00:00:03	
My Print Queue Back	View Report Back

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Pd T GL         PPES 11 2222 333 4444           10         General Fu           0100         BASIC ED           0123         LHVY RRACH	nd	Actv Stat	-	YTD Budget Transfers		December 2014-1 Monthly Activit		Outstanding Rncumbrance	Unencumbered Budget	
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