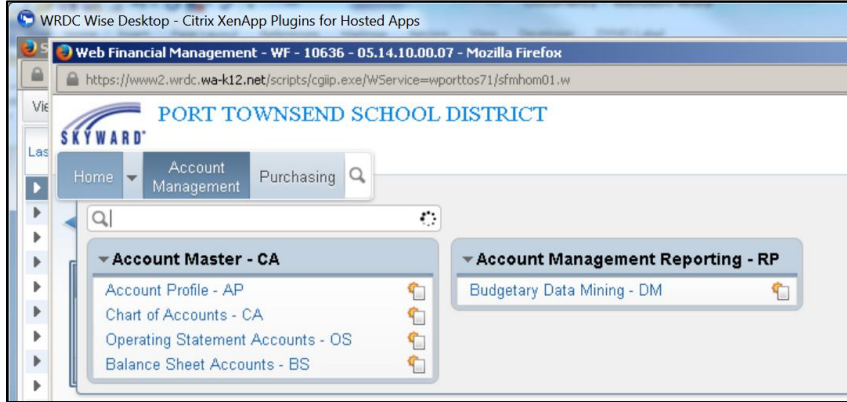# PORT TOWNSEND SCHOOL DISTRICT
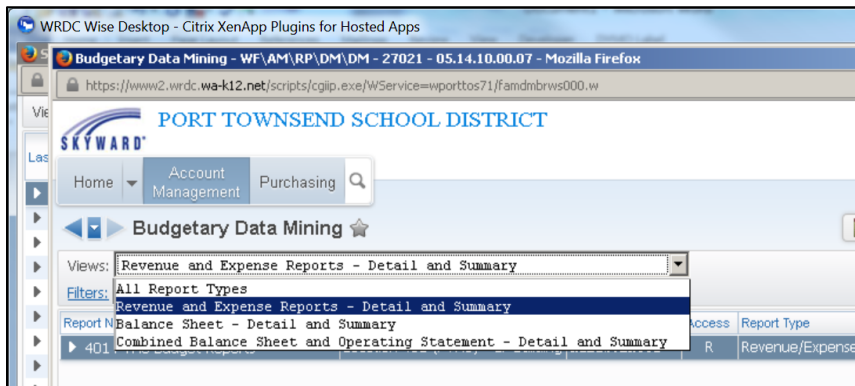# How to Run a Financial Report in Skyward

Go to Account Management – Select Data Mining
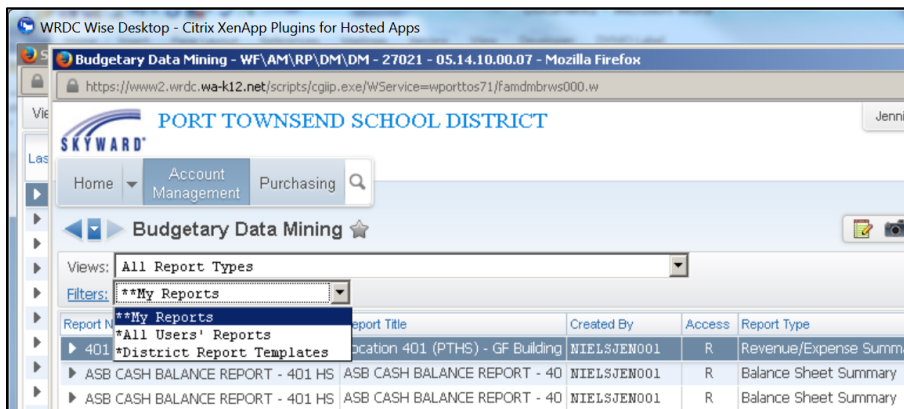

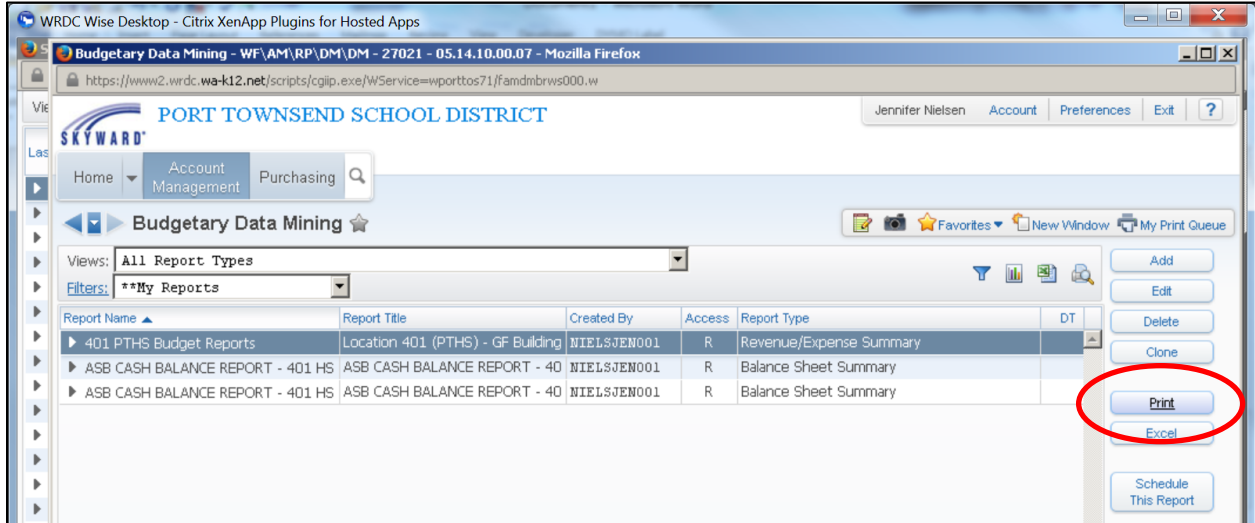Select the "View" that you want:
- All Report Types
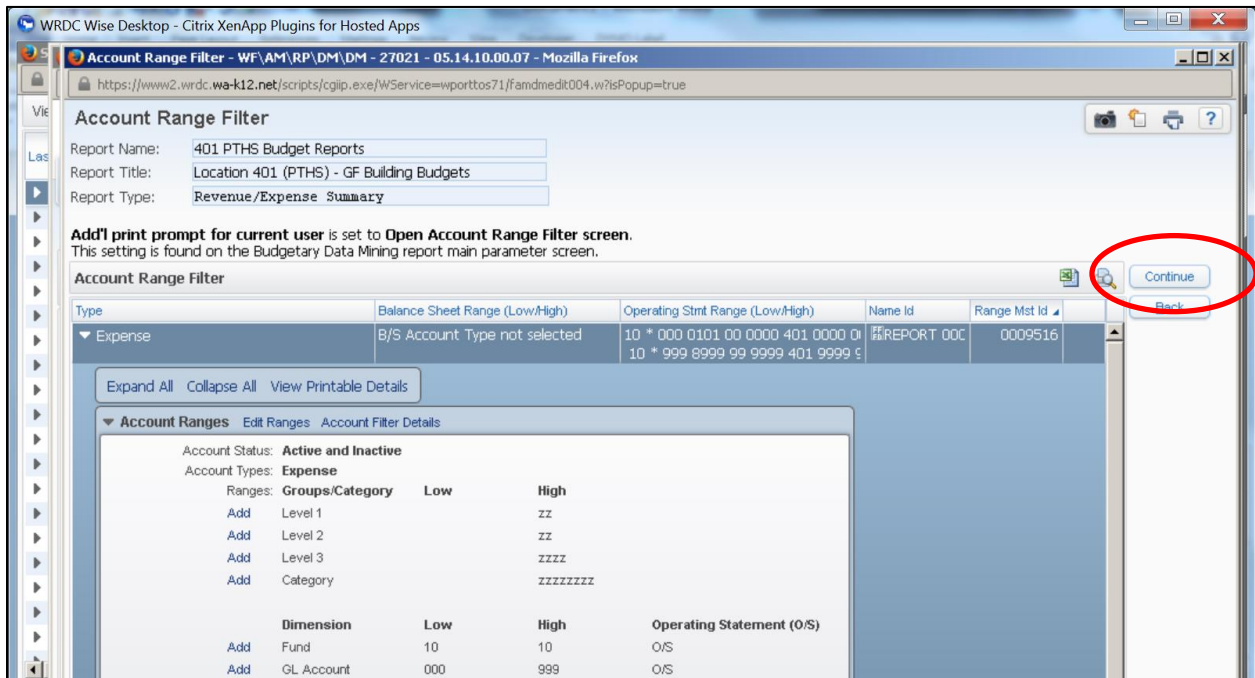- Revenue & Expense Reports only
- Balance Sheet Reports only

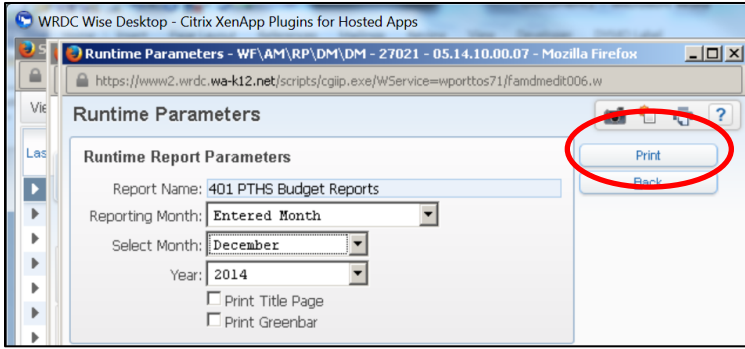For Filters, you will usually select "My Reports"

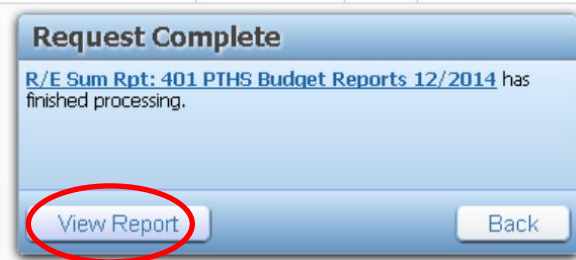Select the Report that you want & click "Print"
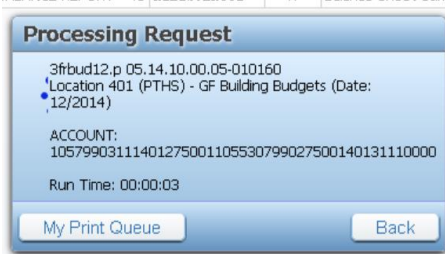

Generally, you will not change the report parameters, except for the <u>Month</u> your want to see reported-for;
… keep clicking "continue" or "print" …

Runtime Parameters — WF\AM\RP\DM\DM - 27021 - 05.14.10.00.07 - Mozilla Firefox

https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wporttos71/famdmedit006.w

Runtime Parameters

Runtime Report Parameters

Report Name: 401 PTHS Budget Reports

Reporting Month: Entered Month

Select Month: December

Year: 2014

☐ Print Title Page
☐ Print Greenbar

Print
Back

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

Processing Request

3frbud12.p 05.14.10.00.05-010160
Location 401 (PTHS) - GF Building Budgets (Date: 12/2014)

ACCOUNT:
1057990311401275001105530799027500140131110000

Run Time: 00:00:03

My Print Queue | Back

Request Complete

R/E Sum Rpt: 401 PTHS Budget Reports 12/2014 has finished processing.

View Report | Back

WRDC Wise Desktop - Citrix XenApp Plugins for Hosted Apps

_ESD114-prog-01repreadSKR823836WA16050N1A0N1B69510.pdf - Adobe Reader

File Edit View Window Help

1 / 4   80.4%   Tools Sign Comment

3frbud12.p 60-2	PORT TOWNSEND SCHOOL DISTRICT	01/12/15	Page:1
05.14.10.00.05	Location 401 (PTHS) - GF Building Budgets (Date: 12/2014)		4:15 PM

Pd T GL PPSS 11 2222 333 4444 Description	Actv Stat	Original Budget	YTD Budget Transfers	Current Revised Bdg	December 2014-1 Monthly Activit	Year-to-Date Activity	Outstanding Encumbrance	Unencumbered Budget	%
10 General Fund									
0100 BASIC ED									
0123 LEVY REACH PROGRAM									
10 E 530 0123 27 7006 401 0000 HS REACH CONTRACT SVCS	Y	5,000		5,000			200.00	4,800.00	4%
10 E 0123 -- ---- --- ----		5,000		5,000			200.00	4,800.00	4%
0126 STAGECRAFT (LEVY)									
10 E 530 0126 28 5001 401 0000 STAGECRAFT - SUPPLIES	Y	2,500		2,500				2,500.00	
10 E 530 0126 28 7006 401 0000 STAGECRAFT - CONTR SVCS	Y	2,500		2,500	500.00	2,500.00			100%
10 E 0126 -- ---- --- ----		5,000		5,000	500.00	2,500.00		2,500.00	50%
0127 LEVY ART EXPENSES									
10 E 530 0127 27 5008 401 0000 HS ART LEVY - SUPPLIES	Y					130.52	88.03	-218.55	
10 E 530 0127 27 7006 401 0000 HS ART LEVY - CONTRACT SVCS	Y	5,000	-2,000	3,000				3,000.00	
10 E 0127 -- ---- --- ----		5,000	-2,000	3,000		130.52	88.03	2,781.45	7%
0128 LEVY DRAMA EXPENSES									
10 E 530 0128 27 5007 401 0000 HS DRAMA LEVY SUPPLIES	Y				2,616.51	4,619.10	2,272.01	-6,891.11	

Start | SR Entity 000: Main Scre... | Loading web program.... | Secured User - PS\CA\S... | Budgetary Data Mining - ... | _ESD114-prog-01repr... | 4:17 PM