

Slide 1 - Slide 1

The screenshot shows the Skyward Financial Management Setup interface. The browser title is "Web Financial Management - WF - 10636 - 05.12.06.00.09 - Windows Internet Explorer". The user is logged in as "Cat Smith". The interface includes a navigation menu with categories like Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The main content area is titled "Financial Management Setup" and contains three panels: "Account Management" (with sub-items like Project/Grant Management, Budgetary Data Mining, Reports, Batch Reports), "Budget Management" (with sub-items like Budget Entry, Budget Revisions, Adjust Budget), and "General Inputs" (with sub-items like Journal Entry, Cash Receipts). A yellow callout box is overlaid on the "Account Management" panel, containing the following text:

Balance Sheet Summary Report

Click Financial Management, Account Management, Budgetary Data Mining.

Who, What, When, Why?

This will allow users to create balance sheet summary reports on the Web.

The same reporting principals apply as in PaC Account Management reporting.

At the bottom right, there is a "Reports" section with sub-items "WF\AM\RE" and "EA Plus Home WA\EP". The footer contains copyright information: "© 2012 Skyward, Inc. All rights reserved." and "Finance - Wisconsin - 05.12.06.00 - Posted". The browser status bar shows "Local intranet" and "100%" zoom.

Slide 2 - Slide 2

The screenshot shows the Skyward Budgetary Data Mining application running in Internet Explorer. The browser title is "Budgetary Data Mining - WFMVMDMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer". The user is logged in as "Cat Smith". The application header includes the Skyward logo and "Skyward School District 1". A navigation menu contains: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The main area is titled "Budgetary Data Mining" and features a "Views" dropdown set to "Balance Sheet - Detail and Summary" and a "Filters" dropdown set to "**My Reports". A table lists reports, with "Balance Sheet Detail" selected. A callout bubble points to the Views and Filters dropdowns, stating: "You can define the Budgetary Data Mining browse using the Views and Filters options." Another callout bubble points to the "Add" button on the right, stating: "Click Add to create a report." The right sidebar contains buttons for Add, Edit, Delete, Clone, Print, Excel, and Schedule This Report. At the bottom, a status bar shows "20" in a dropdown, "1 records displayed", and a "Report Name:" field with an "ABC" button.

Slide 3 - Slide 3

The screenshot shows the Skyward Budgetary Data Mining application in a Windows Internet Explorer browser window. The browser title bar reads "Budgetary Data Mining - WFWAMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer". The application header includes the Skyward logo and "Skyward School District 1". The user menu shows "Cat Smith", "Account", "Preferences", and "Exit". The main content area is titled "Budgetary Data Mining" and contains a "Report Information" section with the following fields:

- * Report Name: Balance Sheet Summary
- * Report Title: Balance Sheet Summary 11-12
- * Report Type: Balance Sheet Summary
- * Add Report For: SMITH CAT

On the right side, there are buttons for "Check Spelling", "Save and Add Parameters", and "Back".

Three yellow callout boxes provide instructions:

- Top callout: "Enter the Report Information: Report Name and Report Title." (pointing to the Report Name and Report Title fields)
- Bottom-left callout: "Set the Report Type to Balance Sheet Summary. Use the Add Report For link to select another user if the report is being built for someone else." (pointing to the Report Type dropdown and Add Report For link)
- Right callout: "Click Save and Add Parameters when finished." (pointing to the Save and Add Parameters button)

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

Notes are optional, and can be used to describe the purpose of the report.

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**.

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

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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The screenshot shows the 'Budgetary Data Mining' application window. The top navigation bar includes 'Cat Smith', 'Account', 'Preferences', and 'Exit'. The left sidebar lists 'Report Information', 'Parameters', 'Breaks', 'Account Ranges', and 'Field Selection'. The main content area is titled 'Parameters' and contains several input fields and options:

- Report Name: Balance Sheet Summary
- Report Title: Balance Sheet Summary 11-12
- Report Type: Balance Sheet Summary
- Buttons: Check Spelling, Save and Add Breaks, Back
- Section: 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
- Section: Add'l printing prompt for current user
 - Open Account Range Filter screen
- Activity: [dropdown menu]

Asterisk (*) denotes a required field

Callout Box 1 (Top Left): 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.

Callout Box 2 (Top Right): Click Save and Add Breaks when finished with the parameters.

Callout Box 3 (Middle Right): Report access for other users

- No access
- Read only
- Modify

Callout Box 4 (Bottom Left): 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.

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The screenshot shows the Skyward software interface for setting report breaks. The browser title is "Budgetary Data Mining - WFWAMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer". The user is logged in as "Cat Smith". The interface includes a left sidebar with "Report", "Informa", "Param", "Breaks", "Account Ranges", and "Field Selection". The main area is titled "Breaks" and contains the following elements:

- Sequence:** A text field containing "R - Regular Account".
- Field Selection:** A row of checkboxes for "Fd", "T", "Loc", "Obj", "Func", and "Prj". "Fd" is checked.
- Break Levels to include in processing:** A list box containing "Fd Position 1" and "Fd Position 2".
- Break Level Attributes:** A section with a "Break:" dropdown set to "Single", and radio button options for "Heading:", "Separator:", and "Dbl Underline:", each with "Yes" and "No" options.
- Buttons:** "Save Breaks and Add Ranges" and "Link".

Yellow callout boxes provide the following instructions:

- Top Left:** "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."
- Top Right:** "The **Sequence** determines the sort sequence of the **accounts** for the report."
- Bottom Left:** "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."
- Bottom Right:** "Select the **Break Attributes** for the corresponding selected **breaks**."
- Middle Right:** "Click **Save Breaks and Add Ranges** when finished setting the breaks."

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The screenshot shows the 'Budgetary Data Mining' application window. The title bar reads 'Budgetary Data Mining - WFWMDMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer'. The application header includes the Skyward logo and 'Skyward School District 1'. The main menu has 'Cat Smith', 'Account', 'Preferences', and 'Exit'. The left sidebar contains 'Report', 'Inform', 'Param', 'Break', 'Account Ranges', and 'Field Selection'. The main content area is titled 'Account Ranges' and contains the following fields and sections:

- Report Name:** Budget Sheet Summary
- Category:** [Empty]
- Group:** [Empty]
- Account Status:** Active and Inactive, Active, Inactive
- Balance Sheet Accounts:** Asset, Liability, Equity
- Low Account:** 00 * 000 000 000000 000
- High Account:** 99 * 999 999 999999 999
- Dimension Low / High:** Fund: 00 / 99, Type: * / *, Location: 000 / 999, Object: 000 / 999, Function: 000000 / 999999, Project: 000 / 999
- Include Filters for Balance Sheet Accounts:** [Empty list with Add, Edit, Delete buttons]

Yellow callout boxes provide instructions:

- 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**.
- Click **Add** to include filters on the individual **dimension** ranges for this report.

Buttons visible include 'Check Spelling', 'Save Ranges and Add Fields', and 'Back'.

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

Skyward School District 1

Cat Smith Account Preferences Exit ?

Budgetary Data Mining

Task Manager Favorites New Window My Print Queue

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

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

Check Spelling

Field Selection

Save and Back
Back

Fields to include in processing

Select Fields
Remove Field
Clone Field

Report Width
Report Width: 0

Click Select Fields for fields to include on this report.

Up Down

Asterisk (*) denotes a required field

LocalIntranet 100%

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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 checked="" type="checkbox"/>		Beginning Balance-at FY Start
<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 checked="" type="checkbox"/>		FYTD Activity
<input type="checkbox"/>		FYTD Credits

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

Buttons: Save, Back, Select All, Unselect All

Footer: 20 records displayed Code: ABC

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Report Name: Balance Sheet Summary

Report Title: Balance Sheet Summary

Report Type: Balance Sheet

Field Selection

Fields to include in processing

- Account Number
- Beginning Balance-at FY Start
- FYTD Activity
- Monthly Activity

Select Fields

Remove Field

Clone Field

Field Parameters

Description: Account Heading

Heading 1: Account

Heading 2: Number

Length: 23

Display

- Number
- Description
- Short Description

Report Width

Report Width: 77

Check Spelling

Save and Back

Back

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.

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**.

Slide 11 - Slide 11

The screenshot shows a web browser window titled 'Budgetary Data Mining - WFMVMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer'. The interface includes a left-hand navigation menu with options: Information, Parameters, Breaks, Account Ranges, and Field Selection (which is currently selected). The main content area is titled 'Field Selection' and contains several sections:

- Report Information:** Report Name: Balance Sheet Summary; Report Title: Balance Sheet Summary 11-12; Report Type: Balance Sheet Summary.
- Fields to include in processing:** A list of fields with 'Select Fields' and 'Remove Field' buttons. The selected fields are: Account Number, Beginning Balance-at FY Start, FYTD Activity, and Monthly Activity.
- Field Parameters:**
 - Type: Single Combination
 - Description: Monthly Activity
 - Heading 1: Jul-Jun <Y>
 - Heading 2: 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
 - Month: July to June
- Report Width:** Report Width: 77

A yellow callout box is overlaid on the 'Monthly Activity' field, containing the following text:

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.

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Account Ranges
Field Selection

Field Selection

Fields to include in processing

- Account Number
- Beginning Balance-at FY Start
- FYTD Activity
- Monthly Activity
- Monthly Activity

Select Fields
Remove Field
Clone Field

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

Save and Back
Back

To create a combination of two fields, highlight the field and click **Clone Field**.

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

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.

Field Parameters

Type: Single **Combination**

Description: Monthly Act by

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

Sign: **Left** CR Right Left with %

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

Edited Whole Number

Month To Use: Report **Ranges** Auto-generate

July to June

Combo Parameters

* Description: FYTD Activity

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: 95

Slide 13 - Slide 13

The screenshot shows the Skyward Budgetary Data Mining interface. The top navigation bar includes 'Home', 'Account Management', 'Vendors', 'Purchasing', 'Accounts Payable', 'Accounts Receivable', 'Fixed Assets', 'Inventory', 'SBAA', 'Custom Reports', 'Federal/State Reporting', 'Bid Management', and 'Administration'. The main content area is titled 'Budgetary Data Mining' and contains a 'Report Information' section with the following details:

- Report Name: Balance Sheet Summary
- Report Title: Balance Sheet Summary 11-12
- Report Type: Balance Sheet Summary

Buttons for 'Add', 'Delete', 'Clone', 'Back', 'Print', 'Excel', and 'Edit' are visible. A yellow callout box contains the text: "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." Below this is the 'Field Selection' section, which includes a table of field configurations:

#	Field	Heading 1	Heading 2	Type	Combo field
1	Account Number	Account	Number		
2	Beginning Balance-at FY St	Beginning	Balance	Single	
3	FYTD Activity	<Y>	FYTD Activity	Single	
4	Monthly Activity	Jul-Jun <Y>	Activity	Single	
5	Monthly Activity	Jul-Jun <Y>	Activity	Combinat	FYTD Activity

At the bottom of the table, it indicates '5 records displayed'.

Slide 14 - Slide 14

The screenshot shows the Skyward Budgetary Data Mining application interface. At the top, the title bar reads "Budgetary Data Mining - WFMVMDMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer". The application header includes the Skyward logo and "Skyward School District 1". A navigation menu contains various modules: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The main content area is titled "Budgetary Data Mining" and features a "Views" dropdown set to "Balance Sheet - Detail and Summary" and a "Filters" dropdown set to "**My Reports". Below this is a table listing reports:

Report Name	Report Title	Created By	Access	Report Type	DT
▶ Balance Sheet Detail	Balance Sheet Detail 11-12	SMITHCAT000		Balance Sheet Detail	
▶ Balance Sheet Summary	Balance Sheet Summary 11-12	SMITHCAT000		Balance Sheet Summary	

To the right of the table is a vertical toolbar with buttons: Add, Edit, Delete, Clone, Print, Excel, and Schedule This Report. A yellow callout bubble points to the "Balance Sheet Summary" row with the text: "The report now displays in the **browse**." Another yellow callout bubble points to the "Print" button with the text: "Click **Print**." A third yellow callout bubble points to the "Schedule This Report" button with the text: "Additionally, maintenance options are available on the browse, with the additional option to **Schedule This Report**." At the bottom of the interface, a status bar shows "20" in a dropdown, "2 records displayed", and a "Report Name:" field with "ABC" buttons.

Slide 15 - Slide 15

The screenshot shows a web browser window with the title "Budgetary Data Mining - WFLVMDMDM - 27021 - 05.12.06.00.09 - Windows Internet Explorer". The main application is "Skyward School District 1". The left sidebar has a "Budgetary Data" section with a tree view containing "Balance Sheet Detail" and "Balance Sheet Summary". The main content area is titled "Runtime Parameters" and contains two sections:

- Runtime Report Parameters:** Includes fields for "Report Name: Balance Sheet Summary", "Reporting Month: Entered Month", "Select Month: July", and "Year: 2012". There are checkboxes for "Print Title Page" and "Print Greenbar". Buttons for "Check Spelling", "Print", and "Back" are also present.
- Runtime Report Setup:** Includes a question "How do you want to change runtime setup?" with three radio button options: "Use current setup - no change" (selected), "Change setup for this run only - do not save", and "Change setup for this run and save setup". There are also buttons for "Parameters", "Breaks", "Account Ranges", and "Field Selection".

A yellow callout box with the text "Set the Runtime Parameters and click Print." is overlaid on the "Runtime Report Parameters" section. At the bottom of the browser window, a status bar shows "20" in a dropdown, "2 records displayed", and a "Report Name:" field with "ABC" buttons.

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http://broker6:91/skyread/SKR156112U5G1M8X73993.pdf - Windows Internet Explorer

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3frbud12.p 31-2 05.12.06.00.01

SCRAMBLED DATABASE 07/30/12 Page:1
Balance Sheet Summary 11-12 (Date: 7/2012) 10:35 AM

Account Number	2012-13 FYTD Activity	Jul-Jun 2012-13 Activity	Jul-Jun 2012-13 Activity
02 A 000 000 711004 011	0.00	0.00	0.00
02 L 000 000 000000 000			
02 L 000 000 111111 000			
02 L 000 000 240000 000			
02 L 000 000 290000 000	0.00	0.00	0.00
02 L 000 000 811100 000	0.00	0.00	0.00
02 L 000 000 811200 000	50.00	50.00	100.00
02 L 000 000 811611 000	0.00	0.00	0.00
02 L 000 000 811612 000	0.00	0.00	0.00
02 L 000 000 811633 000	0.00	0.00	0.00
02 L 000 000 811800 000	-50.00	-50.00	-100.00
02 L 103 000 811200 000	0.00	0.00	0.00
02 L 110 111 811800 000	0.00	0.00	0.00
02 Q 000 000 932100 000	0.00	0.00	0.00
02 - - - - - - - - - - - - -	0.00	0.00	0.00
03 L 110 310 811800 000	0.00	0.00	0.00
03 Q 000 000 000000 000	0.00	0.00	0.00
03 Q 000 000 754000 000	0.00	0.00	0.00
03 Q 000 000 754100 000	0.00	0.00	0.00
03 Q 000 000 931100 000	0.00	0.00	0.00
03 Q 000 000 931100 000	0.00	0.00	0.00
03 Q 000 000 933000 000	0.00	0.00	0.00

This is an example of a Balance Sheet Summary Report.
This concludes the tutorial.