



Skyward Training Manual*
Fiscal Year 2015-2016

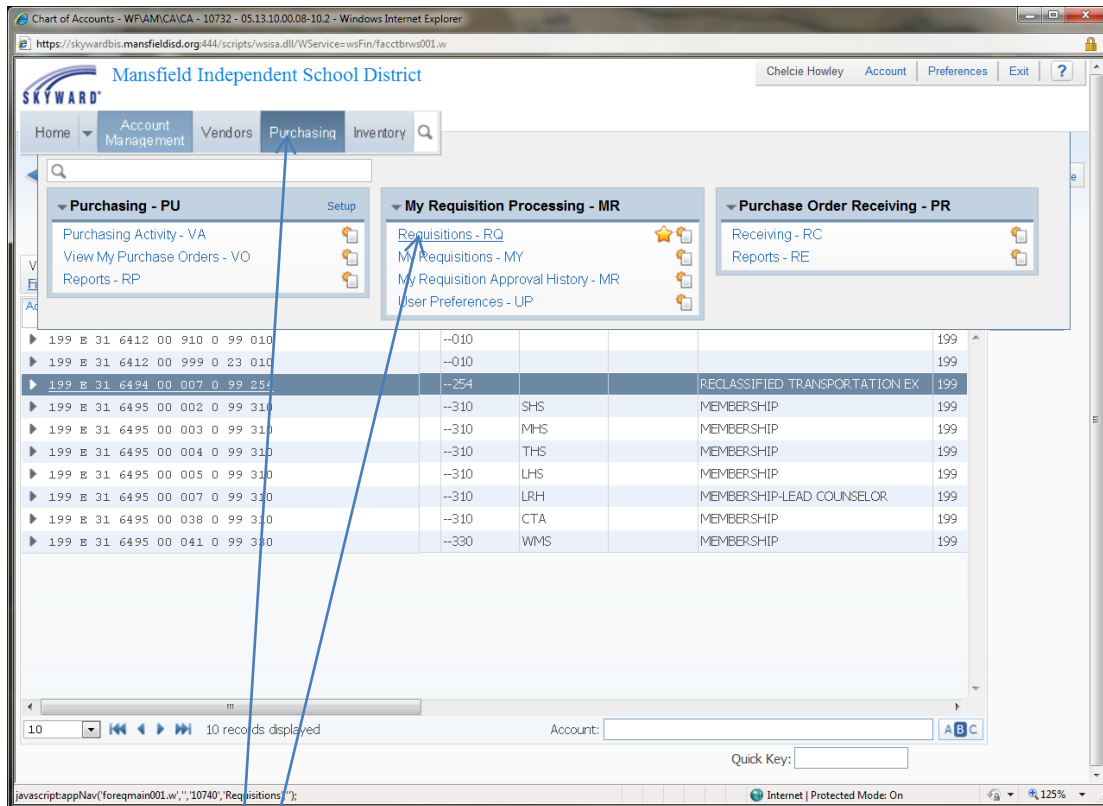
*This manual is subject to change.

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Purchasing

How to Enter a Requisition in Skyward



Click on Purchasing

Click on Requisition

Requisitions - WFPUMR\REQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer
 https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqmain001.w

Mansfield Independent School District
 Chelcie Howley Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Inventory

Requisitions Favorites New Window My Print Queue

Requisitions

Requisition Number	App Sts	Today's Sts	A/D Level	Batch Number	Description	Vendor Name	Vnd St	Amount	Entered
▶ 0000026032	WIP		0	07	Fee for Arbitrage calculation	FIRST SOUTHWEST ASSET MAN	TX	16,220.00	HOWLE
▶ 0000026030	WFH		0	07	purchase black toner for Chelcie's office printer HP Color Laser Jet CM2320nf MFP	DREAM RANCH OFFICE SUPPLI.	TX	65.00	HOWLE
▶ 0000026173	WFH		0	08	Mansfield Chamber Annual Awards Dinner - January 24, 2014	MANSFIELD CHAMBER OF COM	TX	675.00	HOWLE
▶ 0000026246	WFH		0	08	Lexmark MS810dn Toner for Payroll 521 RP / 52D1000, Black Lexmark 521 Return Program Toner Cartridge Yields up to 6000 pages	DREAM RANCH OFFICE SUPPLI.	TX	240.00	HOWLE
▶ 0000026273	WFH		0	09	purchase supplies for accounts payable	MATTHEWS OFFICE SUPPLY	TX	129.92	HOWLE
▶ 0000026386	WFH		0	09	Inv#855 - Skyward BIS Support December 2013 & Skyward BIS Support - Mid Level Engineer December 2013	UNIFIED CONNEXIONS, INC	TX	8,800.00	HOWLE

Filter Options
 Print
Add
 View
 Edit
 Delete
 Clone
 Notes
 Attach
 Submit
 Approve
 Deny
 Remove Approval
 Add from Online Catalog
 Clone from Purchase Order
 Mass Approve Requisitions

100 6 records displayed Requisition Number:

Internet | Protected Mode: On 125%

Click Add

Requisition Master Information - WP\PU\MR\REQ - 10740 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 740 - BUSINESS OFFICE

Fiscal Year: 2014 - 2015 September 1, 2014 - August 31, 2015

☒ Account allocation by total requisition amount (YMA).
☐ Account allocation by each requisition detail line (YDA).
☐ This is a Blanket Requisition/Purchase Order.
☐ This requisition is used to restock a warehouse.

Save and Add Detail

Save and Mass Add Detail

Back

Requisition Information

* Batch Number: 16

* Description: purchase toner for the business office staff

* Vendor: DREAM RANCH OFFICE SUPPLIES 11614 JIM CHRISTAL ROAD KRUM TX 76249

* Ship To: MISD ADMINISTRATION 605 E BROAD ST BLDG 100 MANSFIELD TX 76063

Attention: Chelcie Howley

* Due Date: 08/28/2015 Friday

Ship Date: 08/28/2015 Friday

Ship Via:

Contract: Ink/Toner Valid until 4/30/2017

Asterisk (*) denotes a required field

Make sure you are in your requisition group and not your check request group (which starts with CR).

Make sure you are in the correct fiscal year.

Please note: YMA is used for entering a requisition with one budget code and YDA is used when entering a requisition with multiple budget codes.

Below are instructions for a blanket requisition/purchase order.

Enter your description.

Enter Vendor.

Enter Ship to.

Enter the contract with the drop down box. This will eliminate the process of going to the purchasing department to copy and paste the current vendor list information. **If this is not entered, then the purchase order will be denied.**

Click Save.

Requisition Detail Lines/Accounting - WFP\PU\MR\REQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/foreqdet001.w

Requisition Detail Lines/Accounting

[Requisition Master Information](#) | [Requisition Detail Lines/Accounting](#)

Requisition Master Information

Batch Number: 14
 Requisition Number: 0000026706
 Group: (740) BUSINESS OFFICE
 Fiscal Year: 2013 - 2014
 Vendor: DREAM RANCH OFFICE SUPPLIES
 11614 JIM CRISTAL ROAD
 KRUM TX 76249

Accounting: Account allocation by total requisition amount.
 Amount: 0.00
 Ship To: MISD ADMINISTRATION
 Blanket PO: This is not a Blanket PO
 Description: purchase toner cartridges for the business department

Requisition Detail Lines

* Line Number: 100
 Line Type: ☒ Merchandise
☐ Narrative
 Catalog:
 * Quantity: 3
 Unit of Measure: EACH
 * Unit Cost: 120.00000
 Total Amount: 360.00
 * Description: Lexmark MS810dn
 521H RP / 52D1H00, Black; Lexmark 521H High Yield Return Program
 Toner Cartridge; Yields up to 25000 pages

Save
 Back

Asterisk (*) denotes a required field

Done

Internet | Protected Mode: On

Enter your merchandise that you are purchasing: Quantity, unit of measure, unit cost, and description.

Click Save.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

[Requisition Master Information](#) | [Requisition Detail Lines/Accounting](#)

Requisition Master Information

Batch Number: 14	Accounting: Account allocation by total requisition amount.
Requisition Number: 0000026706	Amount: 360.00
Group: (740) BUSINESS OFFICE	Ship To: MISD ADMINISTRATION
Fiscal Year: 2013 - 2014	Blanket PO: This is not a Blanket PO
Vendor: DREAM RANCH OFFICE SUPPLIES	Description: purchase toner cartridges for the business department
11614 JIM CRISTAL ROAD	
KRUM TX 76249	

Requisition Detail Lines

* Line Number: 110

Line Type: ☐ Merchandise ☒ Narrative

Narrative: ?

Quantity: 0

Unit of Measure:

Unit Cost: 0.00000

Total Amount: 0.00

Description: Please return PO to Chelcie Howley. Thank you!

Save

Back

Asterisk (*) denotes a required field

Done

Internet | Protected Mode: On

125%

Enter a narrative if you want the purchase order to be return to you from the purchasing department.

Click Save.

Requisition Detail Lines/Accounting - WFP\PU\MR\REQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **14**

Requisition Number: **0000026706**

Group: **(740) BUSINESS OFFICE**

Fiscal Year: **2013 - 2014**

Vendor: **DREAM RANCH OFFICE SUPPLIES**
11614 JIM CHRISTAL ROAD
KRUM TX 76249

Accounting: **Account allocation by total requisition amount.**

Amount: **360.00**

Ship To: **MISD ADMINISTRATION**

Blanket PO: **This is not a Blanket PO**

Description: **purchase toner cartridges for the business department**

[Edit Master](#)

[Notes](#)

[Attachments](#)

[Submit For Approval](#)

[Save and Finish Later](#)

Requisition Detail Line Items

Views: **General** Filters: **Skyward Default Clone**

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100		Lexmark MS810dn 521H RP / 52D1H00, Black; Lexmark 521H High Yield Return Program Toner Cartridge; Yields up to 25000 pages	3	EACH	120.00000	360.00	
110		Please return PO to Chelcie Howley. Thank you!	0		0.00000	0.00	
120		Buyboard 369-11 Bid 14-006	0		0.00000	0.00	

[Add](#)

[Edit](#)

[Delete](#)

[Mass Add Detail](#)

[Add Requisition Accounts](#)

20 3 records displayed

Line:

Done

Internet | Protected Mode: On

125%

Click on Add Requisition Accounts.

Account Distribution - WF\PU\MR\RE\REQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/facctmdist001.w

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Funds Available	Selected
199	E	11	6398	92	111	0	30	532	\$41.20	<input type="checkbox"/>
199	E	11	6398	92	204	0	11	350	\$0.00	<input type="checkbox"/>
199	E	11	6399	00	002	0	11	310	\$3,703.75	<input checked="" type="checkbox"/>
199	E	11	6399	00	002	0	21	310	\$91.00	<input type="checkbox"/>
199	E	11	6399	00	002	0	23	230	\$1,117.27	<input type="checkbox"/>
199	E	11	6399	00	002	0	25	310	\$35.79	<input type="checkbox"/>
199	E	11	6399	00	003	0	11	310	\$12,454.70	<input type="checkbox"/>
199	E	11	6399	00	003	0	21	310	\$0.00	<input type="checkbox"/>
199	E	11	6399	00	003	0	23	230	\$1,117.27	<input type="checkbox"/>
199	E	11	6399	00	003	0	25	310	\$0.00	<input type="checkbox"/>
199	E	11	6399	00	004	0	11	310	\$5,737.62	<input type="checkbox"/>
199	E	11	6399	00	004	0	21	310	\$150.00	<input type="checkbox"/>
199	E	11	6399	00	004	0	23	230	\$1,117.27	<input type="checkbox"/>

100 records displayed

Account Number: 199541639900740

Quick Key:

Account Level Description
GENERAL SUPPLIES

Account Number Information

Code	Description
199	GENERAL OPERATING
11	INSTRUCTION
6399	GENERAL SUPPLIES
00	GENERAL
002	SUMMIT HIGH SCHOOL
0	NONE/FY 2009-10
11	BASIC EDUCATIONAL SERVICES
310	HIGH SCHOOL PRINCIPALS

2013-2014 Available Funds By
Individual Account

Total Amount to Distribute: **\$360.00 100.00%**
Total Distributed: **\$0.00 0.00%**
Amount Remaining: **\$360.00 100.00%**

Selected Accounts

Account Number	Amount	Percent
----------------	--------	---------

Remove
Remove All

Done

Internet | Protected Mode: On

125%

Type the budget code into the box (you do not have to type it all) and then hit enter.

Account Distribution - WF\PU\MR\RE\RQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/facctmdist001.w

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Funds Available	Selected
199	E	41	6399	00	702	0	99	100	\$761.62	<input type="checkbox"/>
199	E	41	6399	00	702	0	99	499	\$0.00	<input type="checkbox"/>
199	E	41	6399	00	740	0	99	069	\$0.00	<input type="checkbox"/>
199	E	41	6399	00	740	0	99	400	\$1,640.96	<input checked="" type="checkbox"/>
199	E	41	6399	00	740	0	99	499	\$0.00	<input type="checkbox"/>
199	E	41	6399	00	741	0	99	410	\$5,558.11	<input type="checkbox"/>
199	E	41	6399	00	742	0	99	416	\$62.87	<input type="checkbox"/>
199	E	41	6399	00	743	0	99	130	\$4,224.86	<input type="checkbox"/>
199	E	41	6399	00	744	0	99	415	\$16,845.22	<input type="checkbox"/>
199	E	41	6399	00	745	0	99	433	\$5,801.94	<input type="checkbox"/>
199	E	41	6399	00	746	0	99	140	\$7,265.35	<input type="checkbox"/>
199	E	41	6399	00	747	0	99	150	\$5,105.29	<input type="checkbox"/>
199	E	41	6399	00	894	0	99	207	\$138.75	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Total Amount to Distribute: **\$360.00 100.00%**
 Total Distributed: **\$360.00 100.00%**
 Amount Remaining: **\$0.00 0.00%**

Selected Accounts

Account Number	Amount	Percent
199 E 41 6399 00 740 0 99 400	360.00	100.00

Remove
Remove All

Account Level Description
GENERAL SUPPLIES

Account Number Information

Code	Description
199	GENERAL OPERATING
41	GENERAL ADMINISTRATION
6399	GENERAL SUPPLIES
00	GENERAL
740	ASSOC. SUPT. FOR BUSINESS SERV
0	NONE/FY 2009-10
99	UNDISTRIBUTED
400	ASSOCIATE SUPT OF BUSINESS

2013-2014 Available Funds By
Individual Account

Save Account Distrib
Back

Internet | Protected Mode: On

Use the mouse to place a checkmark once you have located the budget code.

Click Save Account Distrib.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/foreqacct002.w

Requisition Detail Lines/Accounting

[Requisition Master Information](#) | [Requisition Detail Lines/Accounting](#)

Requisition Master Information

Batch Number: 14
 Requisition Number: 0000026706
 Group: (740) BUSINESS OFFICE
 Fiscal Year: 2013 - 2014
 Vendor: DREAM RANCH OFFICE SUPPLIES
 11614 JIM CHRISTAL ROAD
 KRUM TX 76249

Accounting: Account allocation by total requisition amount.
 Amount: 360.00
 Ship To: MISD ADMINISTRATION
 Blanket PO: This is not a Blanket PO
 Description: purchase toner cartridges for the business department

[Edit Master](#)
[Notes](#)
[Attachments](#)

[Submit For Approval](#)
[Save and Finish Later](#)

Requisition Accounts

Requisition Accounting

Account Number	Account Amount	Account Percent	Over Budget
199 E 41 6399 00 740 0 99 400	\$360.00	100.00%	

[Update Account Distrib](#)
[View Requisition Detail Lines](#)

Click Submit For Approval.

Your requisition has now been submitted and will be routed through the approval process.

Once your requisition is approved, you will receive an email.

If you requested the purchase order to be returned to you, then it will be sent to you via interoffice mail. It will be your responsibility to get the purchase order to the vendor.

If you did not request the purchase order to be returned to you, then the purchasing department will send the purchase order to the vendor.

How to Enter a Blanket Requisition/Purchase Order

Requisition Master Information - WF\PU\MR\RE\REQ - 10740 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsis.dll/WService=wsFin/foreqmast001.w?isPopup=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 740 - BUSINESS OFFICE
Fiscal Year: 2014 - 2015 September 1, 2014 - August 31, 2015
☐ Account allocation by total requisition amount (YMA).
☐ Account allocation by each requisition detail line (YDA).
☒ This is a Blanket Requisition/Purchase Order.
☐ This requisition is used to restock a warehouse.

Save and Add Detail
Save and Mass Add Detail
Back

Requisition Information

* Batch Number: 16
* Description: retreat food for 9-25-15
* Vendor: SAM'S EAST, INC. PO BOX 530930 ATLANTA GA 30353
* Ship To: MISD ADMINISTRATION 605 E BROAD ST BLDG 100 MANSFIELD TX 76063
Attention: Chelcie Howley
* Due Date: 08/28/2015 Friday
Ship Date: 08/28/2015 Friday
Ship Via:
Contract: Store Discount Valid until 6/30/2020

Asterisk (*) denotes a required field

Follow all steps from above with this addition:

Click the box by "This is a Blanket Requisition/Purchase Order."

Save and Add Detail.

Requisition Detail Lines/Accounting - WF\PU\MR\REQ - 10740 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsa.dll/WService=wsFin/foreqdetl001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: **16**

Requisition Number: **0000065839**

Group: **(740) BUSINESS OFFICE**

Fiscal Year: **2014 - 2015**

Vendor: **SAM'S EAST, INC.**

PO BOX 530930

ATLANTA GA 30353

Contract: **EPCNT Richardson 1362**

Accounting: **Account allocation by total requisition amount.**

Amount: **0.00**

Ship To: **MISD ADMINISTRATION**

Blanket PO: **This is a Blanket PO**

Description: **retreat food for 9-25-15**

Requisition Detail Lines

* Line Number:

Line Type: ☒ Merchandise ☐ Narrative

* Quantity:

* Amount:

Total Amount:

* Description:

Asterisk (*) denotes a required field

Enter the amount and description.

Click Save.

The rest of the steps are the same as above on How to Enter a Requisition. Make sure you ask for this purchase order to come back to you.

Unapproved Vendor Requisition Instructions

Requisition Master Information - WFLPU\MR\REVRQ - 10740 - 05.15.06.00.05 - Internet Explorer

https://skyward01.mansfieldisd.org:444/scripts/wssia.dll/WServices/wofin/Requisition001.a?ToPopUp=true

Requisition Master Information

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Requisition Setup Information

Requisition Group: 741 - PURCHASING DEPT
Fiscal Year: 2014 - 2015 September 1, 2014 - August 31, 2015

☐ Account allocation by total requisition amount (YMA).
☒ Account allocation by each requisition detail line (YDA).
☐ This is a Blanket Requisition/Purchase Order.
☐ This requisition is used to restock a warehouse.

Requisition Information

* Batch Number: 28
* Description: TEST

* Vendor: STABLES ADVANTAGE 444 S ROYAL LANE CORPELL TX 75019
* Ship To: MANFIELD ISO-PURCHASING DEPT 605 W BROAD ST BLDG 300 MANFIELD TX 76064
Attention: 64
* Due Date: 08/28/2015 Friday
Ship Date: 08/28/2015 Friday
Ship Via:
Contract:

Asterisk (*) denotes a required field

If you are using an unapproved vendor, you must first talk to the purchasing department. Once the purchasing department has approved the use of the unapproved vendor, you must enter the Requisition as YDA and enter each line item separately on the Requisition.

Any vendor without a Contract listed under the contract tab will be considered an unapproved vendor.

Requisition Detail Lines/Accounting - WF/PU/MR/RE/RQ - 10740 - 05.15.06.00.05 - Internet Explorer

https://skywardbus.manfieldisd.org:444/scripts/vosia.dll/WServices/vofin/foreqdet001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 28
 Requisition Number: 0000065855
 Group: (741) PURCHASING DEPT
 Fiscal Year: 2014 - 2015
 Vendor: STAPLES ADVANTAGE
 444 S ROYAL LANE
 COPPELL TX 75019

Accounting: Account allocation by each requisition detail line.
 Amount: 0.00
 Ship To: MANSFIELD ISD-PURCHASING DEPT
 Blanket PO: This is not a Blanket PO
 Description: TEST

Requisition Detail Lines

* Line Number: 100
 Line Type: ☒ Merchandise ☐ Narrative
 Catalog: 12345
 * Quantity: 1
 Unit of Measure: REAM
 * Unit Cost: 5.00000
 Total Amount: 5.00
 * Description: Astro Bright Yellow Paper

Commodity Code: OS
 Commodity Code: Advertisin
 Asterisk (*) denotes a re

Save
Back

Enter item information and select the appropriate commodity code for each line item purchased from an unapproved vendor. Call the purchasing department if you need help with the commodity codes. If the commodity codes are not entered, then the purchase order will be denied.

Requisition Detail Lines/Accounting - WF/PU/MR/RE/RQ - 10740 - 05.15.06.00.05 - Internet Explorer

https://skywardbus.manfieldisd.org:444/scripts/vosia.dll/WServices/vofin/foreqdet001.w

Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 28
 Requisition Number: 0000065845
 Group: (741) PURCHASING DEPT
 Fiscal Year: 2014 - 2015
 Vendor: STAPLES ADVANTAGE
 444 S ROYAL LANE
 COPPELL TX 75019

Accounting: Account allocation by each requisition detail line.
 Amount: 50.00
 Ship To: MANSFIELD ISD-PURCHASING DEPT
 Blanket PO: This is not a Blanket PO
 Description: TEST

Requisition Detail Line Items

Views: General | Filters: *Skyward Default

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100	12345	Astro Bright Yellow Paper	1	REAM	5.00000	5.00	OS
110	67890	Table	1	EACH	45.00000	45.00	Furn

Expand All Collapse All View Printable Details

Detail Line Accounts Fill Account Distribution

Account	Acct. Amt.	Acct. Pct.
199 E 41 6399 00 741 0 99 410	\$5.00	100.00%

2 records displayed

Save
Edit
Delete
Mass Add Detail
Submit For Approval
Save and Finish Later
Back

Once the line items and commodity codes are selected you should see the commodity code on each line.

Informational Items:

Purchase Order Changes: please contact Pam Fennell or Ed Harper

Closing out PO's: When you know that you will not be using a PO any longer, please write on your paperwork that is set to Accounts Payable to Close.

Furniture and Toners: cannot be purchased from Matthews Office Supply

Dream Ranch (Toner Vendor): for questions please contact: sher@dreamranchtx.com

Copier Moves: Please contact the purchasing department for copier moves to another building and that involve stairs. The campus is allowed to move copiers within their building so long as no stairs are involved. You must make sure that there is a data drop and electricity available. If after the move you have connection issues please contact the Technology Help Desk or Kim Pollard.

Vendors on Campus: If you have vendors who are going to be on your campus and around students, they must have FC Background Checks completed. If they have gone thru the process, they should have a current Blue Badge showing that they passed the background check. (Bounce House Vendors, Dunk Tank Vendors, etc.) **Contact Purchasing if you have any questions.** Any vendor without a Blue Badge must be escorted by campus personnel while on campus.

Catering Vendors: If you have a catering vendor who is not on the approved vendor list, please have them go to the Purchasing Web Page and register and fill out the Bid for Catering.

Fundraiser Vendors: If you have a catering vendor who is not on the approved vendor list, please have them go to the Purchasing Web Page and register and fill out the Bid for Fundraisers.

Commodity Codes: See list below.

<u>Commodity Code</u>	<u>Short Description</u>	<u>Long Description</u>
Accomp	Accompanist	Accompanist
Advertis	Advertising	Advertising Radio/Newspaper/TV
Ag Fac	Ag Facility	Ag Facility Supplies & Animals
Athletic	Athletics	Athletics Not on Bid
Auto	Auto Repairs	Auto Repairs
Awards	Awards	Awards and Incentives
Banner	Banner/Flags	Banners and Flags
Bus	Bus Repairs	Bus Repairs
Certific	Certifications	Certifications
Chem	Chemicals	Chemicals and Service
Cleaners	Cleaners	Cleaners for Band/Table Cloths
Clinicia	Clinicians	Clinicians
Color	Color Guard Tec	Color Guard Tech
Const	Construction	Construction Services
CPR	CPR & First Aid	CPR/First Aid Supplie/Training
Drug	Drug Test	Drug Testing
E-rental	Equip Rental	Equipment Rental
Elevator	Elevator	Elevator Repair/Inspection
F-Trips	Field Trips	Field Trips for Students
Fac-CS	Facilities Cont	Facilities Contracted Service
Fac-Supp	Facilities Supp	Facilities Supplies
Fence	Fence/Supplies	Fencing and Supplies
Fine Art	Fine Arts Suppl	Fine Arts Supplies/Service
Fire	Fire Alarm	Fire Alarm Service/Repair
Floor	Flooring	Flooring Supplies/Service
Food	Food & Catering	Food & Catering
Fuel	Fuel	Fuel - Propane/Gas/Etc.
Fund	Fundraisers	Fundraisers
Furn	Furniture	Furniture/Files/Chairs
Gas	Bottled Gas	Bottled Gases for Welding
GCS	Grounds	Grounds Contracted Services
Gen	Generator	Generator Repair/Service/Purch
GM	General Merchan	General Merchandise Retail
Grad	Graduation	Graduation Supplies
Grounds	Ground Supplies	Grounds Supplies
Health	Health & Safety	Health & Safety
Health C	Health Care	Health Care Professional
HVAC	HVAC Service	HVAC Service & Supplies
IC	Ind Contractor	Independent Contractors
ID	ID Machine	ID Machine & Supplies
Ins	Insurance	Insurance
Ins Aids	Instruction Aid	Instructional Aids

<u>Commodity Code</u>	<u>Short Description</u>	<u>Long Description</u>
Inspect	Inspections	Inspections Auto/Bus
InstCS	Inst Cont Servi	Inst Contracted Services
Kitchen	Kitchen Equipme	Kitchen Equipment & Supplies
Library	Library Books	Library Books
Magazine	Magazine Subscr	Magazine Subscriptions
Maint	Maint Contracte	Maintenance Contracted Service
Master	Master Class	Master Class
MCS	Miscellaneous	Miscellaneous Contract Service
Member	Membership/Dues	Membership and/or Dues
Notary	Notary Supplies	Notary Supplies & Registration
Oil	Oil & Petroleum	Oil & Petroleum Products
OS	Office Supplies	Office Supplies
P Bldg	Portable Build	Portable Buildings
PCS	Prof Cont Servi	Professional Contract Service
Pest	Pest Control	Pest Control Services
Phone	Phone	Phone & WiFi
Piano	Piano Tuning	Piano Tuning
Play	Play Ground	Play Ground Equipment
Plumbing	Plumbing Sup	Plumbing Supplies
Police	Police Dept	Police Dept Supplies & Service
Postage	Postage & Ship	Postage & Shipping
Print	Printing Servic	Printing Services
Reading	Reading Materia	Reading Materials
Registra	Registrations	Registrations and Fees
Rental	Rental	Rental of Facilities
Rental-E	Rental Equipmen	Rental of Equipment
Rental-V	Rental Vehicles	Rental of Vehicles
ROTC	ROTC Uniforms	ROTC Uniforms & Supplies
Royaltie	Royalties Music	Royalties Music
Ship	Shipping	Shipping Servcies
Sign	Signs	Signs
Software	Software	Technology Software
Speakers	Speakers/Author	Speakers/Authors/Presenters
Striping	Striping Parkin	Striping Parking Lots
T-shirt	T-Shirt	T-Shirt Custom Printed
Tech	Technology	Technology Equipment
TechCS	Tech Cont Servi	Tech Contracted Services
Temp	Temp Service	Temporary Services
Tolls	Toll Charges	Tollway Charges
Training	Trainings	Trainings and Conferences
Trans	Transportation	Transportation Supplies
Trans-CS	Trans Cont Serv	Transportation Contract Srvc

<u>Commodity Code</u>	<u>Short Description</u>	<u>Long Description</u>
Tree	Tree Trim	Tree Trimming Services
Trvl	Travel	Travel Services
TXT	Textbooks	Textbooks
Uniform	Uniforms & Shoe	Uniforms & Shoes for CNS
Vend	Vending Service	Vending Service
Vet	Veterinarian	Veterinarian Services
Vocation	Vocational Educ	Vocational Education Supplies
Wash	Wash & Detail	Wash & Detail District Vehicle
Wrecker	Wrecker Service	Wrecker Services

How to Enter an Inventory (Warehouse) Requisition

Chart of Accounts - WPMAC/CA - 10739 - 05.15.06.00.05 - Google Chrome
<https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/facctbws001.w>

Mansfield Independent School District

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets **Inventory** SBAA

Inventory - IN
 Requisitions - RQ
 Return Items - RI
 Reports - RP

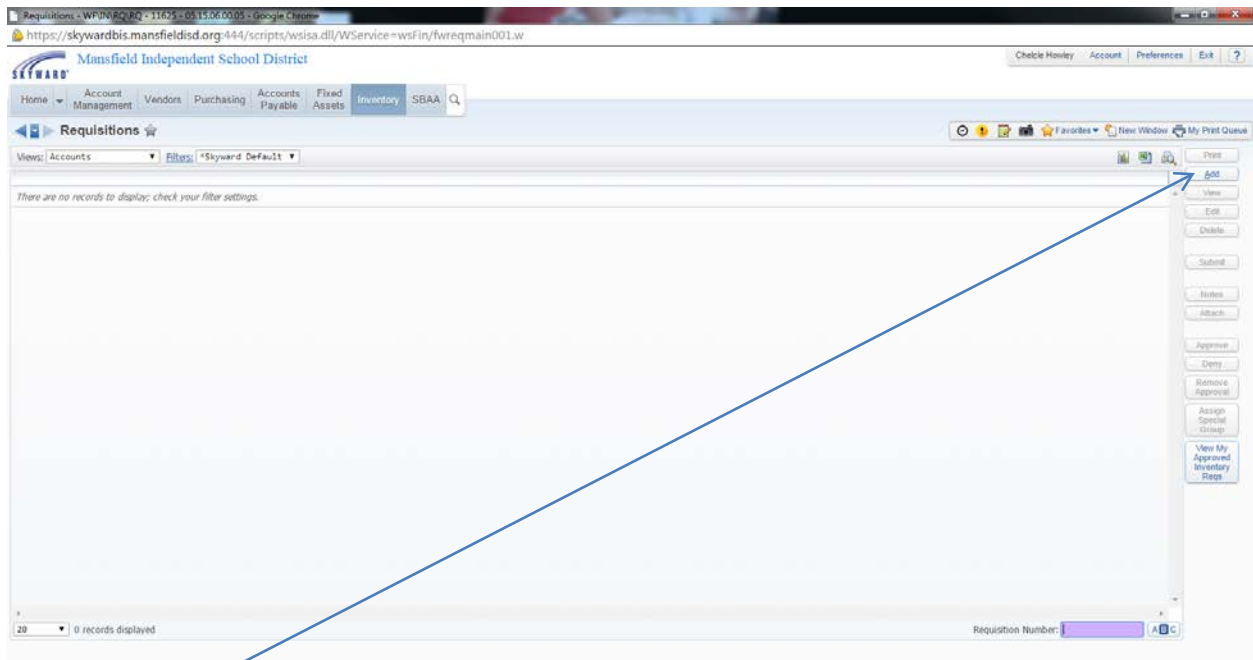
Year	Month	Day	Period	Revised Budget	FY Actual	Encumbrance	Available Funds	Budget Change	CF Encumbrance	Year	Group Code	Category Code	Quick Key	Account Level Description
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				ATHLETIC REVENUE
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				ATHLETIC ACTIVITY
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				NON-FOOTBALL VARSITY SEASON PA
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				NON-FOOTBALL VARSITY SEASON PA
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				NON-FOOTBALL VARSITY SEASON PA
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				CONCESSION COMMISSIONS
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				ATHLETIC ACTIVITY
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				ATHLETIC ACTIVITY
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				ATHLETIC ACTIVITY
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				ATHLETIC ACTIVITY
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				GIRLS SOFTBALL
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				SOFTBALL-SUMMIT HIGH SCHOOL
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				SOFTBALL-MANSFIELD HIGH SCHOOL
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				SOFTBALL-TIMBERVIEW HIGH SCHOOL
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				SOFTBALL
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				SOCCER-GIRLS-SUMMIT HIGH SCHOOL
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				SOCCER-GIRLS-MANSFIELD HIGH SCHOOL
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				SOCCER-GIRLS-TIMBERVIEW HIGH SCHOOL
181	8	00	5752	800,000.00	0.00	0.00	800,000.00	0.00	0.00	0.00				ATHLETIC ACTIVITY

50 records displayed

Account: Quick Key:

Click on the Inventory tab

Click on Requisitions



Click Add

Inventory Requisition Master Information - WF\IN\RQ\RQ - 11625 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fwreqmntn001.w?isPopup=true

Inventory Requisition Master Information

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Inventory Requisition Setup Information

Requisition Group: 740 - BUSINESS OFFICE
Fiscal Year: 2015 - 2016 September 1, 2015 - August 31, 201

Save
Back

Requisition Information

Delivery Instructions: Please deliver to Chelcie Howley. Thank you!

Requestor: HOWLECHE000 HOWLEY CHELCIE L
* Building: 740 BUSINESS OFFICE
740 [BUSINESS OFFICE]

Asterisk (*) denotes a required field

Change the Requisition Group to your department/campus

Make sure you are in the correct fiscal year

Make any notes regarding delivery instructions (see example print screen)

Select the correct building for delivery

Click Save

Requisition Detail Line Items - WFIN\RQ\RQ - 11625 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsa.dll/WService=wsFin/fwreqInitm01.w?isPopup=true

Requisition Detail Line Items

Available Items

Select Items By Item Description Display Items from Warehouse: All Available Warehouses

Views: General Filters: Skyward Default Clone

Item Code	Item Description	Item Class	Unit Of Measure	QTY On Hand	Unit Value	Qty Comm	Qty BackOrd
1GEN0004	BATTERY D	GEN	EACH	840	0.60000	0	0
1GEN0005	BATTERY C	GEN	EACH	1,612	0.39001	0	0
1GEN0006	BATTERY AA	GEN	EACH	6,953	0.19998	62	0
1GEN0007	BATTERY AAA	GEN	EACH	9,492	0.20000	12	0
1GEN0008	BATTERY 9V	GEN	EACH	1,372	0.75972	0	0
1GEN0010	BINDER 1"BLU	GEN	EACH	61	0.93610	0	0
1GEN0012	BINDER 1"RED	GEN	EACH	628	0.93666	10	0
1GEN0013	BINDER 2"BLK	GEN	EACH	24	1.72894	0	0
1GEN0014	BINDER 2"BLU	GEN	EACH	60	1.75000	0	0
1GEN0016	BOARD CLEAN 8.OZ	GEN	EACH	232	1.18940	2	0

200 200 records displayed Item Description: A B C

Selected Items

Item Description	Code	Class	U Of M	Order Qty	Unit Value	Extended Cost
------------------	------	-------	--------	-----------	------------	---------------

Remove Remove All

Select your items either by item description or item code

Requisition Detail Line Items - WFINRQ\RQ - 11625 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fwreqInitm01.w

Requisition Detail Line Items

Available Items

Select Items By Item Description ▼ Display Items from Warehouse: All Available Warehouses ▼

Views: General ▼ Filters: Skyward Default Clone ▼

Item Description	Item Class	Unit Of Measure	QTY On Hand	Unit Value	Qty Comm	Qty BackOrd	Sel
GEN0100 STATIONARY 2 COLOR	GEN	EACH	13,528	0.06325	0	0	<input type="checkbox"/>
GEN0118 PAPER CLIP SMALL	GEN	BOX	3,129	0.12000	40	0	<input type="checkbox"/>
GEN0122 PAPER 8.5X 11(122)	GEN	REAM	18,121	2.45000	86	0	<input checked="" type="checkbox"/>
GEN0123 PAPER 8.5X14(123)	GEN	REAM	131	3.74607	0	0	<input type="checkbox"/>
GEN0124 PAPER-BLUE	GEN	REAM	265	3.63745	20	0	<input type="checkbox"/>
GEN0126 PAPER- CANARY	GEN	REAM	303	3.69717	0	0	<input type="checkbox"/>
GEN0128 PAPER-CHERRY	GEN	REAM	452	3.53179	0	0	<input type="checkbox"/>
GEN0130 PAPER-GOLDENROD	GEN	REAM	211	3.51399	0	0	<input type="checkbox"/>
GEN0133 PAPER-GREEN	GEN	REAM	470	3.64225	0	0	<input type="checkbox"/>
GEN0136 PAPER-RED	GEN	REAM	412	5.97796	0	0	<input type="checkbox"/>

200 ▼ 141 records displayed

Item Description: A B C

Selected Items

Item Description	Code	Class	U Of M	Order Qty	Unit Value	Extended Cost
PAPER 8.5X 11(122)	1GEN0122	GEN	REAM	10	2.45000	24.50

Remove Remove All

javascript:captureScreen();

Click in the box next to the item you wish to order

Enter order quantity

Click Save Item Selection Info

Inventory Requisition Detail Lines/Accounting - WF\IN\RQ\RQ - 11625 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fwreqmntn002.w

Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Inventory Requisition Detail Lines/Accounting

Inventory Requisition Master Information
Requisition Number: **0000019921** [Edit Master](#)
Group: **(740) BUSINESS OFFICE** [Notes](#)
Fiscal Year: **2015 - 2016** [Attachments](#)
Requestor: **CHELCHIE L HOWLEY**
Building: **BUSINESS OFFICE**
Delivery Instructions: **Please deliver to Chelcie Howley. Thank you!**

[Submit For Approval](#)
[Save and Finish Later](#)
[Back](#)

Inventory Requisition Detail Lines

Views: **General** Filters: ***Skyward Default**

Item Code	Description	Requested	Delivered	Backordered	Canceled
1GEN0122	PAPER 8.5X 11(122)	10	0	0	0

[Update Line Items](#)
[Add Requisition Accounting](#)

20 1 records displayed Item Code:

Click Add Requisition Accounting

Account Distribution - WFIN\RQ\RQ - 11625 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wvisa.dll/WService=wsFin/facctmdist001.w?isPopup=true

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Fc	Obj	So	Org	F	Pl	Loc	Funds Available	Selected
181	A	00	1410	00	981	0	00	000	\$0.00	<input type="checkbox"/>
181	A	00	6141	00	000	0	00	000	\$0.00	<input type="checkbox"/>
181	A	00	6143	00	000	0	00	000	\$0.00	<input type="checkbox"/>
181	A	00	6144	00	000	0	00	000	\$0.00	<input type="checkbox"/>
181	L	00	2110	00	000	0	00	000	\$0.00	<input type="checkbox"/>
181	L	00	2110	00	002	0	00	000	\$0.00	<input type="checkbox"/>
181	L	00	2110	00	981	0	00	000	\$0.00	<input type="checkbox"/>
181	L	00	2110	01	000	0	00	000	\$0.00	<input type="checkbox"/>
181	L	00	2110	99	000	0	00	000	\$0.00	<input type="checkbox"/>
181	L	00	2112	00	000	0	00	000	\$0.00	<input type="checkbox"/>
181	L	00	2152	00	000	0	00	000	\$0.00	<input type="checkbox"/>
181	L	00	2153	00	000	0	00	000	\$0.00	<input type="checkbox"/>
181	L	00	2153	15	000	0	00	000	\$0.00	<input type="checkbox"/>
181	L	00	2155	00	000	0	00	000	\$4,7353.81	<input type="checkbox"/>

100 records displayed

Account Number:

Quick Key:

Total Amount to Distribute: **\$24.50 100.00%**
 Total Distributed: **0.00 0.00%**
 Amount Remaining: **24.50 100.00%**

Selected Accounts

Account Number	Amount	Percent
----------------	--------	---------

[Remove](#)
[Remove All](#)

Account Level Description

[Save Account Distrib](#)
[Back](#)

Account Number Information

Code	Description
181	ATHLETIC FUND
00	OTHER
1104	PAYROLL CASH
00	GENERAL
000	NO CAMPUS
0	NONE/FY 2009-10
000	General

2015-2016 Available Funds By

Enter your department/campus general supplies budget code

Click Save Account Distrib

Requisition Detail Lines/Accounting - WFIN\REQ\RQ - 11625 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fwreqmntn003.w

Requisition Detail Lines/Accounting

Inventory Requisition Master Information | Inventory Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Inventory Requisition Master Information

Requisition Number: **0000019921**
 Group: **(740) BUSINESS OFFICE**
 Fiscal Year: **2015 - 2016**
 Requestor: **CHELICIE L HOWLEY**
 Building: **BUSINESS OFFICE**
 Delivery Instructions: **Please deliver to Chelcie Howley. Thank you!**

Submit For Approval

Save and Finish Later

Back

Requisition Accounts

Views: General Filters: *Skyward Default

Account Number	Amount	Percentage	Over Budget
199 E 11 6399 00 112 0 11 370	24.50	100.00	

Update Account Distrib

View Requisition Detail Lines

20 1 records displayed

Click Submit for Approval

How to Enter a Check Request

(ONLY FOR TRAVEL)

1. Click PURCHASING TAB
2. Click REQUISITIONS
3. Click ADD
4. Select your appropriate CR PO GROUP...Group number will be a 400 series for campuses and a 500 series for department
5. Edit your BATCH NUMBER to include CR in front of the defaulted number
6. Complete requisition entry
7. Print out a copy of the requisition (once it is approved) and send it to A/P along with any back-up. For example, the travel reimbursement form, receipts, etc.
8. REMINDER: If the check number starts with 121, then it was sent ACH.

Receiving on a Purchase Order

To receive you can either “Receive All” or receive individual quantities. If you click to “Receive All,” then please make sure you have everything and that nothing in your order is damaged.

1. Click on PURCHASING TAB
2. Click on Receiving
3. Click ADD

Chart of Accounts - WFAVAM\CA\CA - 10732 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/facctbrws001.w

Mansfield Independent School District

Chelcie Howley Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable Fixed Assets Inventory SBAA

Purchasing - PU Setup

- Purchasing Activity - VA
- View My Purchase Orders - VO
- Reports - RP

Purchase Order Receiving - PR

- Receiving - RC
- Reports - RE

Purchasing Order Processing - ...

- Email Purchase Orders - EP
- eCommerce Ordering - EC

My Requisition Processing - MR

- Requisitions - RQ
- My Requisitions - MY
- My Requisition Approval History - MR
- Approve Requisitions - AR
- User Preferences - UP

PO Number	Date	Time	Batch Number	PO Status	BP	Catalog	Description	Unit Desc
181 R 00 5752 01 980 0 00 000								
181 R 00 5752 44 002 0 00 000								
181 R 00 5752 44 003 0 00 000								
181 R 00 5752 44 004 0 00 000								
181 R 00 5752 44 005 0 00 000								
181 R 00 5752 44 007 0 00 000								
181 R 00 5752 47 000 0 00 000								
181 R 00 5752 47 002 0 00 000								
181 R 00 5752 47 003 0 00 000								
181 R 00 5752 47 004 0 00 000								

50 records displayed

Account: ABC

Quick Key:

Receiving - WFAVAM\PR\RC - 10746 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fporeqbrs001.w

Mansfield Independent School District

Chelcie Howley Account Preferences Exit ?

Home Account Management Vendors **Purchasing** Accounts Payable Fixed Assets Inventory SBAA

Receiving

Views: By Purchase Order Number Filters: *Skyward Default

PO Number	Date	Time	Batch Number	PO Status	BP	Catalog	Description	Unit Desc
9981300001	06/03/2013	10:28 AM	sf	H			Machines to be moved on 4/12 and moved back on 4/13; Marimon technician to be in district to attend to maintenance issues Lake Ridge HS- 4 machines Legacy HS- 4 machines Mansfield HS- 4 machines Summit HS- 4 machines Timberview HS- 4 machines	

Add View Delete **Notes Attach

4. Enter your PURCHASE ORDER NUMBER

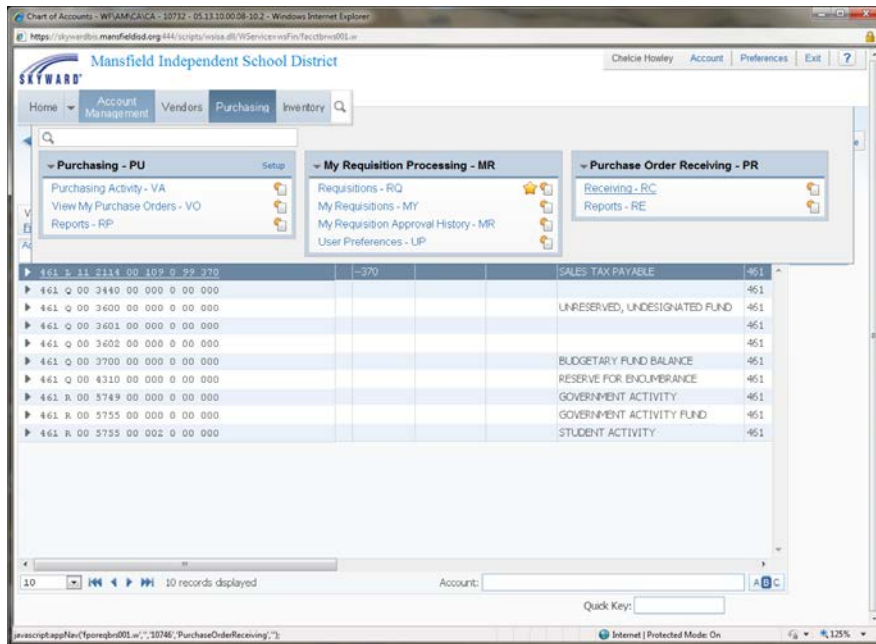
The screenshot shows a web browser window with the URL <https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fporeqmnt001.w?isPopup=true>. The page title is "PO Line Items". Below the title, there is a search bar with the text "Enter PO Number:" and two buttons: "Search by PO" and "Search by Vendor". Below the search bar, there are two dropdown menus: "Views: General" and "Filters: *Skyward Default". A "Back" button is located to the right of the filters. The main content area is empty, displaying the message "There are no records to display; check your filter settings." At the bottom left, there is a dropdown menu showing "20" and the text "0 records displayed".

5. Click Enter
6. Enter the Amount Received – this will either be an amount or a quantity
7. Enter any comments (such as the invoice number)
8. Click SAVE

The screenshot shows the same web browser window as the previous one, but now with data entered. The "Enter PO Number:" field contains "7401500120". The "Views:" dropdown is still "General" and the "Filters:" dropdown is still "*Skyward Default". The "Save" button is highlighted with a blue arrow. Below the search bar, there is a table with the following columns: "Line Number", "Catalog", "Description", "U of M", "Qty Ordered", "Prev Received", "Qty Received", "Qty Remaining", and "Comm". The table has two rows: Line 100 with description "HP P201 20\" LED LCD Monitor - 16:9 - 5 ms - C" and Line 110 with description "*****". The "Qty Received" column for Line 100 has a value of "0" and for Line 110 has a value of "0". To the right of the table, there are several buttons: "Receive All", "Reset All Qty Received to Zero", "Show Items with Qty Remaining", "Notes", "Attach", and "Close".

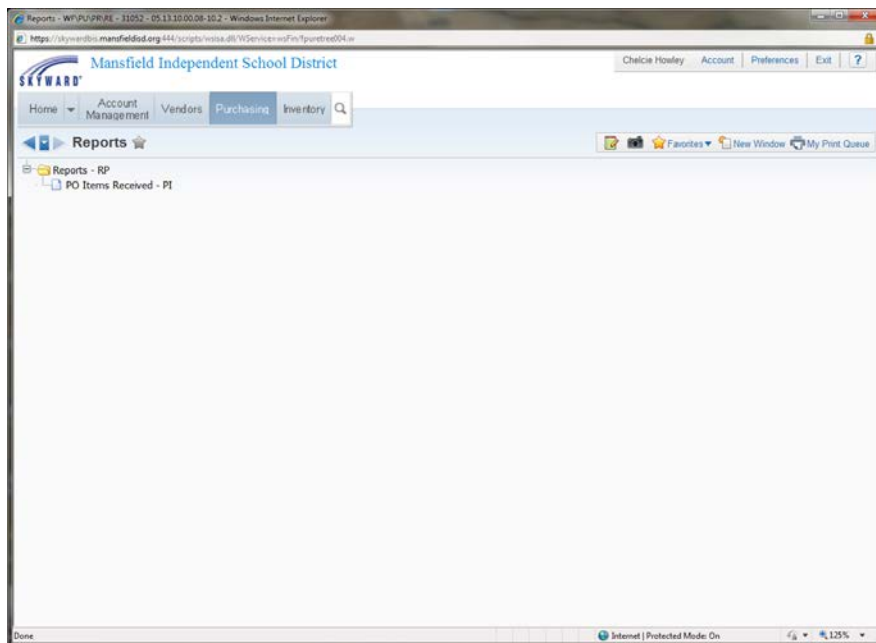
9. Send any invoices to accounts payable

Purchase Order Receiving Reports



Click on Purchasing

Click on Reports under Purchase Order Receiving



Click on PO Items Received

PO Items Received Report - WF\PU\PR\RE\PI - 25132 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/qrprrbrws001.w?BrwsTitle=PO Items Received Report&RptProg=fin/3porec02.p&MaintProg

PO Items Received Report

☒ Display My Templates
 ☒ Display Shared Templates
 ☒ Display Skyward Templates

PO Items Received Report Templates

Template Type ▲	Description	Created By
3) District	Fine Arts Open POs	RESWIK, BRITANY
3) District	Open PO & Not Received	HOWLEY, CHELCIE L.
3) District	Open PO Balance & Not Received	DEWITT, KAREN A.
3) District	PO Items Not Received	MCMILLAN, SHERNITA A.
3) District	PO Items Rec'd Including PMT	HOWLEY, CHELCIE L.
3) District	PO Items Received w Payments	DEWITT, KAREN A.
3) District	POs-ItemsNotReceived	PATTERSON, TEREETHA A.

7 records displayed

[Print](#)
[Add](#)
[View](#)
[Clone](#)
[Delete](#)
[Scheduled Tasks \(0\)](#)
[Monitoring Tasks \(0\)](#)
[Back](#)

#

Done

Internet | Protected Mode: On

125%

Click Add

PO Items Received Range Screen

Template Settings

* Template Description:

☐ Share this template with other users in the district

☐ Print Greenbar

P.O. Items Received Parameters

Report Type

☒ All ☐ Items Received ☐ Items NOT Received

Sort

Sort 1:

Sort 2:

Sort 3:

Sort 4:

Ranges

Low High

Date Received:

Due Date:

PO Number:

Invoiced Items

☒ All ☐ Invoiced ☐ Not Invoiced

☐ Print Check Number and Date Paid

☐ Page Break by Purchase Order

☐ Print Notes.

☐ Print Receiving Comments.

Vendors

☒ All Vendors ☐ Vendor Key Range ☐ Selected Vendors

Low High

No Individual Vendors selected

Asterisk (*) denotes a required field

Type in a Template Description

You can choose if you want to share your template with other users in the district

You can choose if you want greenbar as well

Under Report Type, choose if you want items received, items not received, or both.

Under Ranges, type your PO numbers low and high – the first three digits are your organization number and the next two is the year

At the bottom left, choose if you want your report to page break by purchase order, print notes, or print receiving comments.

PO Items Received Range Screen - WF\PU\PR\RE\PI - 25132 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fporqedit001.w?isPopup=true

PO Items Received Range Screen

Template Settings

* Template Description: PO Items Rec'd Including PMT

☒ Share this template with other users in the district

☐ Print Greenbar

Save

Save and Print

Back

P.O. Items Received Parameters

Report Type

☒ All ☐ Items Received ☐ Items NOT Received

Sort

Sort 1: Vendor

Sort 2: Date Received

Sort 3: Purchase Order

Sort 4: Due Date

Ranges

	Low	High
Date Received:	01/01/1900	12/31/2999
Due Date:	01/01/1900	12/31/2999
PO Number:	7401400000	7401499999

Invoked Items

☒ All ☐ Invoiced ☐ Not Invoiced

☒ Print Check Number and Date Paid

☐ Page Break by Purchase Order

☐ Print Notes.

☒ Print Receiving Comments.

Vendors

☒ All Vendors

☐ Vendor Key Range

☐ Selected Vendors

Low High

Vendor Key Range: 7401400000 7401499999

Select Vendors

No Individual Vendors selected

Asterisk (*) denotes a required field

Done

Internet | Protected Mode: On

125%

Above is a print screen of Chelcie Howley's report that is set to show all purchase orders whether received or not received that has payment

PO Items Received Range Screen - WF\PU\PR\RE\PI - 25132 - 05.13.10.00.08-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fporqedit001.w?isPopup=true

PO Items Received Range Screen

Template Settings

* Template Description: **Open PO & Not Received**

☒ Share this template with other users in the district

☐ Print Greenbar

Save

Save and Print

Back

P.O. Items Received Parameters

Report Type

☐ All ☐ Items Received ☒ Items NOT Received

Sort

Sort 1: **Vendor**

Sort 2: **Purchase Order**

Sort 3: **Due Date**

Ranges

	Low	High
Date Received:	01/01/1900	12/31/2999
Due Date:	09/01/2012	12/31/2999
PO Number:	7401400000	7401499999

Invoked Items

☒ All ☐ Invoiced ☐ Not Invoiced

☐ Print Check Number and Date Paid

☐ Page Break by Purchase Order

☐ Print Notes.

☐ Print Receiving Comments.

Vendors

☒ All Vendors

☐ Vendor Key Range

☐ Selected Vendors

Low High

Vendor Key Range:

Select Vendors

No Individual Vendors selected

Asterisk (*) denotes a required field

Done

Internet | Protected Mode: On

125%

Above is a print screen of Chelcie Howley's report showing purchase orders that have not been received on

Accounts Payable

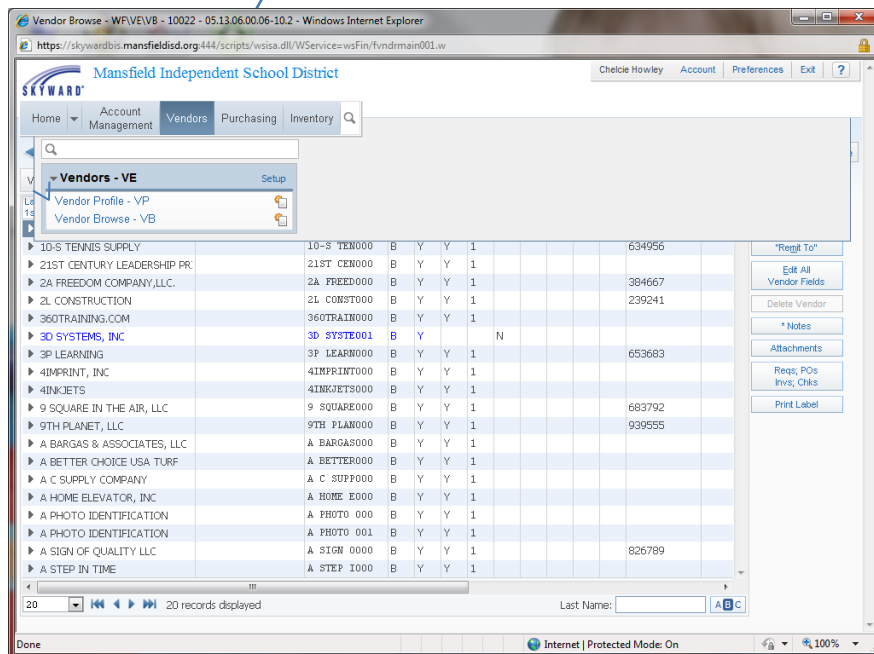
How to pay an invoice from a blanket PO

1. Purchasing
2. Receiving
3. Add
4. Enter PO#
5. Enter Dollar Amount
6. Send the receipt/invoice to accounts payable with PO# clearly written

How to lookup PO/Invoices that have been paid

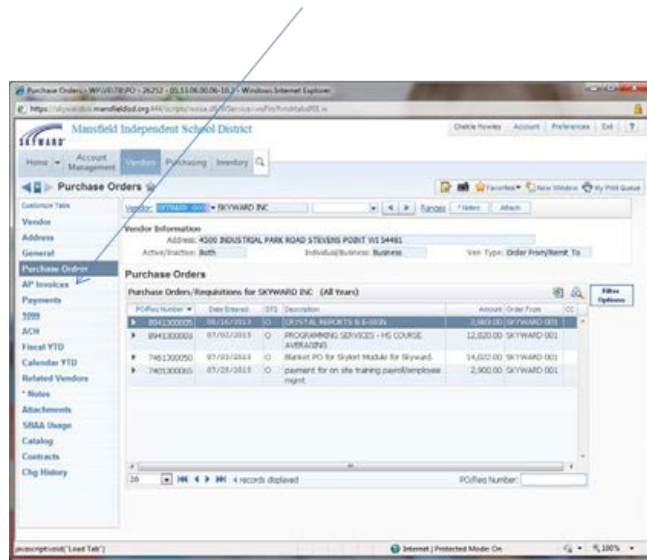
Click Vendor Tab

Click Vendor Profile



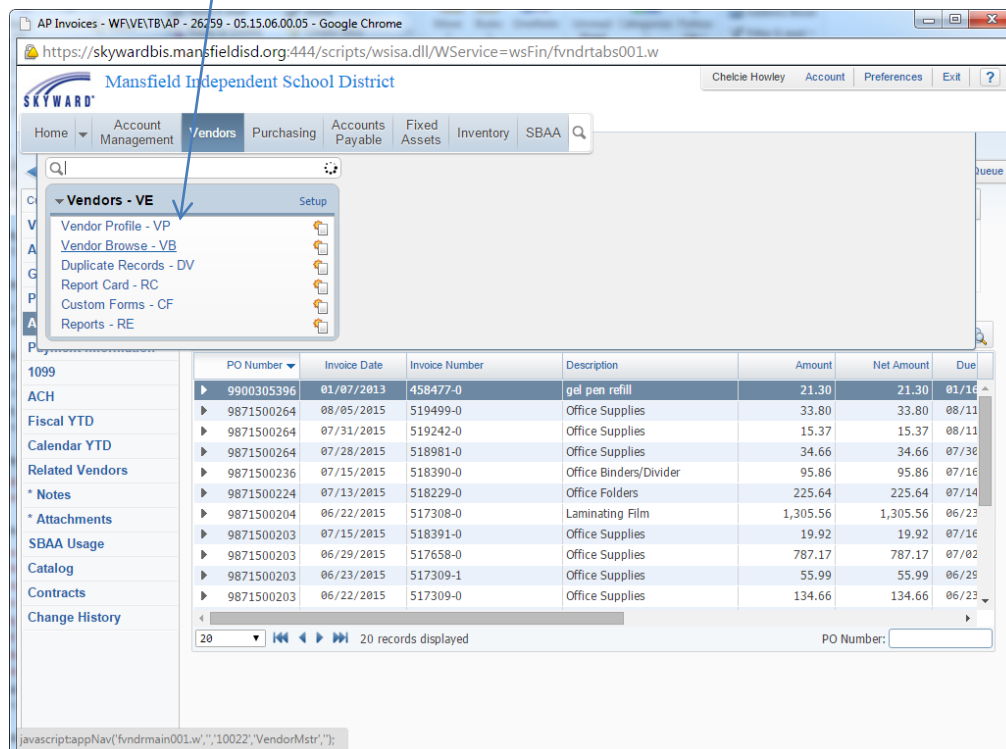
Type the Vendor in the box.

Listed on the left side: Click on AP Invoices – can sort by Inv. # or PO # under Views. (Also clicking on the arrow next to Inv. # or PO # under Views will sort by numbers low to high or high to low)



Clicking on the Arrow next to the PO # will give you payment info (check number, check date, etc.) by expanding all

Vendor Browse



Vendor Browse - WRFVEVB - 10022 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fvndrmain001.w

Mansfield Independent School District

Chelcie Howley Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory SBAA

Vendor Browse

Views: Name Only Filters: All Vendors Clone (2)

Last Name / Individual 1st Name / Business	First Name / Individual 2nd Name / Business	Name Key	V	F	O	R	T	O	#	O	R	O	I	R	I	U	M	S	Vendor ID
▶ MATTA	ERICKA	MATTAER1000	I	Y	Y	1													424486
▶ MATTHEW JOHN BAIER		MATTHEW 000	B	Y	Y	1													538947
▶ MATTHEWS	LINDSAY C	MATTHLIN000	I	Y	Y	1													
▶ MATTHEWS OFFICE DO NOT USE		MATTHEWS001	B							N	Y								
▶ MATTHEWS OFFICE SUPPLY		MATTHEWS000	B	Y	Y	1													
▶ MATTHIESEN	PRESTON	MATTHPRE000	I	Y	Y	1													
▶ MATTLAGE	RANDALL	MATTLRAN000	I	Y	Y	1													444366
▶ MATTOX	MICHELLE	MATTOMIC000	I	Y	Y	1													744818
▶ MAUPIN HOUSE PUBLISHING, INC		MAUPIN H000	B	Y	Y	1													
▶ MAVERICK JACKETS		MAVERICK000	B	Y	Y	1													
▶ MAXEY	ELLEN	MAXEYEL000	I	Y	Y	1													374075
▶ MAXI AIDS INC		MAXI AID000	B	Y	Y	1													
▶ MAXIE	TRACY	MAXIETRA000	I	Y	Y	1													781235
▶ MAXIM HEALTHCARE SERVICES, INC		MAXIM HE000	B							Y									
▶ MAXIM HEALTHCARE SERVICES, INC		MAXIM HE001	B	Y						N									
▶ MAXWELL	GREG	MAXWEGRE000	I	Y	Y	1													551556
▶ MAXWELL	TERRILL ANTHONY	MAXWETER000	I	Y	Y	1													
▶ MAXWELL	TRACEY	MAXWETRA000	I	Y	Y	1													393457
▶ MAXWELL	VIOLET D	MAXWVIO000	I							Y	Y								
▶ MAY	BARBARA	MAY BAR000	I	Y	Y	1													

20 records displayed

Last Name: ABC

Click on Reqs, POs, Invs, Chks

Reqs; POs; Invs; Chks for MATTHEWS000 - WRFVEVB - 10022 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fvndrmain008.w?isPopup=true

Reqs; POs; Invs; Chks for MATTHEWS000

Reqs; POs; Invs; Chks for MATTHEWS OFFICE SUPPLY (MATTHEWS000) (All Years)

Date	Fiscal Year	Rec Type	Ref Number	S	C	T	C	O	Bank Cd	Statement Date	Amount	A	E	Description
▶ 01/15/2015		CK	8894		R	B			NATRI	01/31/2015	313.76			
▶ 01/15/2015		CK	329194		R	B			GENO	01/31/2015	20,226.02			
▶ 01/22/2015		CK	8904		R	B			NATRI	01/31/2015	203.17			
▶ 01/22/2015		CK	329462		R	B			GENO	01/31/2015	5,285.47			
▶ 01/29/2015		CK	46343		R	B			CHDN	02/28/2015	159.35			
▶ 01/29/2015		CK	329775		R	B			GENO	02/28/2015	2,809.88			
▶ 02/05/2015		CK	8912		R	B			NATRI	02/28/2015	142.46			
▶ 02/05/2015		CK	330134		R	B			GENO	02/28/2015	7,110.96			
▶ 02/12/2015		CK	8922		R	B			NATRI	03/31/2015	19.98			
▶ 02/12/2015		CK	46378		R	B			CHDN	02/28/2015	1,232.73			
▶ 02/12/2015		CK	330453		R	B			GENO	02/28/2015	4,399.18			
▶ 02/19/2015		CK	330765		R	B			GENO	02/28/2015	12,148.51			
▶ 02/26/2015		CK	330904		R	B			GENO	03/31/2015	779.34			
▶ 03/04/2015		CK	331215		R	B			GENO	03/31/2015	6,860.30			
▶ 03/19/2015		CK	46421		R	B			CHDN	03/31/2015	420.83			
▶ 03/19/2015		CK	331523		R	B			GENO	03/31/2015	4,392.21			
▶ 03/26/2015		CK	331870		R	B			GENO	04/30/2015	11,592.87			
▶ 04/02/2015		CK	332223		R	B			GENO	04/30/2015	325.49			
▶ 04/02/2015		CK	332222		R	B			GENO	04/30/2015	4,789.82			
▶ 04/09/2015		CK	332524		R	B			GENO	04/30/2015	11,115.12			
▶ 04/16/2015		CK	8951		R	B			NATRI	04/30/2015	84.12			
▶ 04/16/2015		CK	332866		R	B			GENO	04/30/2015	29,919.36			
▶ 04/23/2015		CK	8055		R	B			NATRI	05/31/2015	106.77			

2000 records displayed

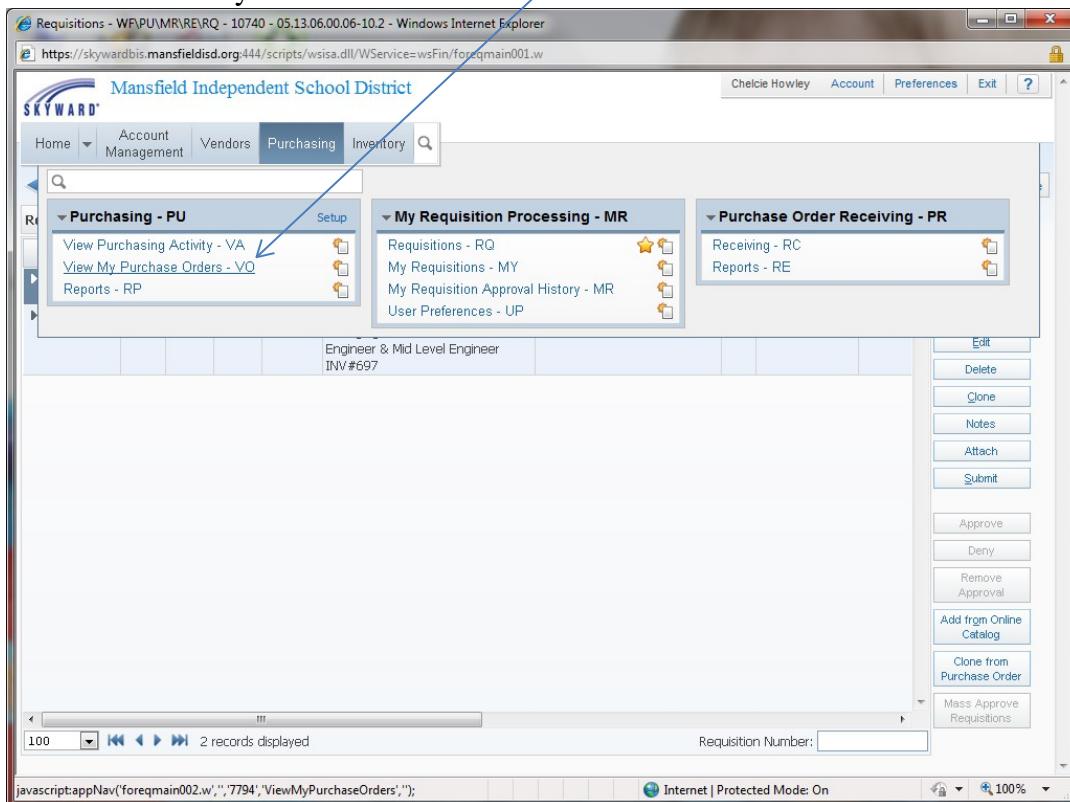
Date:

PQ/Invoice/Check/Req Number:

Type in your PO number

View My Purchase Orders

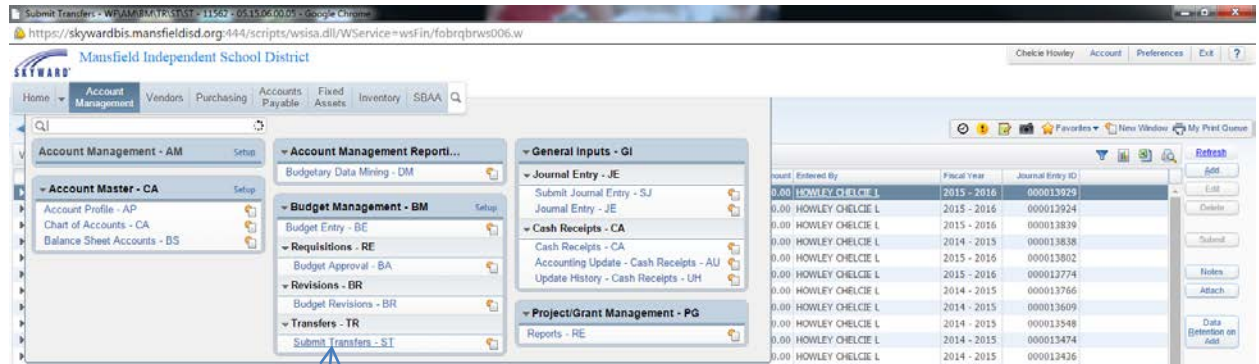
1. Click on the Purchasing Tab
2. Click View my Purchase Orders



3. Click on arrow (on left hand side) of the PO you need information on
4. The Approvals, Receiving Records, PO Invoices, and PO Balance will be displayed

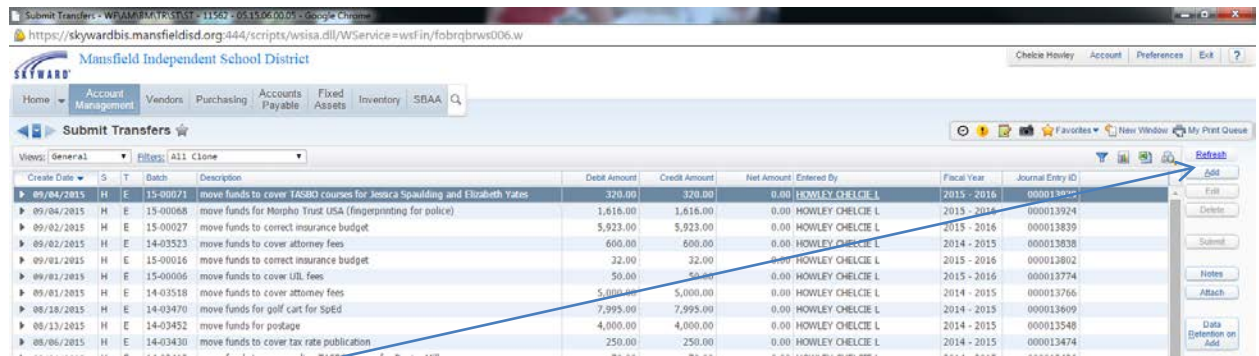
Budget

Budget Transfer/Budget Amendment



Click on Account Management

Click on Submit Transfers



Click Add

Budget Transfers - WFVAM\BM\TR\ST\ST - 11562 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsis.dll/WService=wsFin/fobrqedt020.w?isPopup=true

Budget Transfers

Budget Transfers

* Fiscal Year: 2015 - 2016

* Transfer Type: Expense [Rules](#) * Batch Number: 15-00107

* Description:

Amount: 0.00

[Submit for approval](#)
[Save and finish later](#)
[Back](#)

Budget Transfer Detail Lines

Detail Budget Transfer		Transfer Amount	
General Ledger Account	<input type="text"/>	Transfer From	0.00
* Description:	<input type="text"/>	Debit Amount	0.00
		Credit Amount	0.00
Detail Budget Transfer		Transfer Amount	
General Ledger Account	<input type="text"/>	Transfer From	0.00
* Description:	<input type="text"/>	Debit Amount	0.00
		Credit Amount	0.00
Detail Budget Transfer		Transfer Amount	
General Ledger Account	<input type="text"/>	Transfer From	0.00
* Description:	<input type="text"/>	Debit Amount	0.00
		Credit Amount	0.00
Detail Budget Transfer		Transfer Amount	
General Ledger Account	<input type="text"/>	Transfer From	0.00
* Description:	<input type="text"/>	Debit Amount	0.00
		Credit Amount	0.00

Asterisk (*) denotes a required field

Make sure you are in the correct fiscal year

Enter a description

Enter the account you are transferring funds from, then the amount (copy the description from the top)

Enter the account you are transferring funds into, then the amount (copy the description from the top)

NOTE ON BUDGET AMENDMENTS: You must put BUDGET AMENDMENT in all descriptions.

Budget amendments are taken to the board once a month. Please watch the calendar of deadlines for the budget amendment deadline each month.

Click Submit for approval. Transfers are only approved on Tuesdays and Thursdays starting at 3 p.m.

Over Budget Codes Report

Chart of Accounts - WP:AM/CA/CA - 10712 - 05/15/06/00/05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/facctbwns001.w

Mansfield Independent School District

Cherie Howley Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory SBAA

Account Management - AM Setup

Account Master - CA Setup

Account Profile - AP

Chart of Accounts - CA

Balance Sheet Accounts - BS

Budgetary Data Mining - DM

Budget Management - BM Setup

Budget Entry - BE

Requisitions - RE

Budget Approval - BA

Revisions - BR

Budget Revisions - BR

Transfers - TR

Submit Transfers - ST

General Inputs - GI

Journal Entry - JE

Submit Journal Entry - SJ

Journal Entry - JE

Cash Receipts - CA

Cash Receipts - CA

Accounting Update - Cash Receipts - AU

Update History - Cash Receipts - UH

Project/Grant Management - PG

Reports - RE

15 year based

Year	Group Code	Category Code	Quick Key	Account Level Description
0.00				ATHLETIC REVENUE
0.00				ATHLETIC ACTIVITY
0.00				NON-FOOTBALL VARSITY SEASON PA
0.00				NON FOOTBALL VARSITY SEASON PA
0.00				NON FOOTBALL VARSITY SEASON PA
0.00				CONCESSION COMMISSIONS
0.00				ATHLETIC ACTIVITY
0.00				ATHLETIC ACTIVITY
0.00				ATHLETIC ACTIVITY
0.00				ATHLETIC ACTIVITY
0.00				GIRLS SOFTBALL
0.00				SOFTBALL-SUMMIT HIGH SCHOOL
0.00				SOFTBALL-MANSFIELD HIGH SCHOOL
0.00				SOFTBALL-TIMBERVIEW HIGH SCHOOL
0.00				SOFTBALL
0.00				SOCCER-GIRLS-SUMMIT HIGH SCHOOL
0.00				SOCCER-GIRLS-MANSFIELD HIGH SCHOOL
0.00				SOCCER-GIRLS-TIMBERVIEW HIGH SCHOOL
0.00				ATHLETIC ACTIVITY

Accounts: [] Quick Key: []

javascriptappNav/famdmbrws000.w/27021/BudgetaryDataMining/3

Click on Account Management

Click on Budgetary Data Mining

Budgetary Data Mining - WP:AM/XP/DM/DM - 27021 - 05/15/06/00/05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/famdmbrws000.w

Mansfield Independent School District

Cherie Howley Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory SBAA

Budgetary Data Mining

Views: Revenue and Expense Reports - Detail and Summary Filters: **My Reports

Report Name	Report Title	Created By	Access	Report Type	DT
14-15 Detail Budget Report	14-15 Detail Budget Report	HOULECH000	R	Revenue/Expense Summary	
14-15 Detail Budgets Campuses	14-15 Detail Report Campuses	HOULECH000	R	Revenue/Expense Summary	
401 Skyward	401 Skyward	HOULECH000	R	Revenue/Expense Detail	
Accounting/Payroll 416	Accounting/Payroll 416	HOULECH000	R	Revenue/Expense Detail	
Assoc Supt Business & Finance	Assoc Supt Business & Finance	HOULECH000	R	Revenue/Expense Summary	
Board Report By Object - General	Board Report By Object	HOULECH000	R	Revenue/Expense Summary	
Business Office 740	Business Office 740	HOULECH000	R	Revenue/Expense Detail	
Campus Payroll Settle Up	Campus Payroll Settle Up	HOULECH000	R	Revenue/Expense Detail	
Campus Payroll Settle Up	Campus Payroll Settle Up	HOULECH000	R	Revenue/Expense Summary	
comparison report	comparison report	HOULECH000	R	Revenue/Expense Summary	
DETAIL	DETAIL	HOULECH000	R	Revenue/Expense Detail	
Expenditure Report	Expenditure Report	HOULECH000	M	Revenue/Expense Summary	
Expenditures	Expenditures	HOULECH000	R	Revenue/Expense Detail	
FOOD Detail	FOOD Detail	HOULECH000	R	Revenue/Expense Detail	
new FY report	new FY report	HOULECH000	R	Revenue/Expense Summary	
OPEN PO OWNER 400	OPEN PO OWNER 400	HOULECH000	R	Revenue/Expense Detail	
OVER BUDGET OWNER 400	OVER BUDGET OWNER 400	HOULECH000	R	Revenue/Expense Summary	
Owner Code Budget Report	Owner Code Budget Report	HOULECH000	R	Revenue/Expense Summary	
Risk Management A/P 415	Risk Management A/P 415	HOULECH000	R	Revenue/Expense Detail	
Transportation	Transportation	HOULECH000	R	Revenue/Expense Summary	
verifying report	verifying report	HOULECH000	R	Revenue/Expense Summary	

2000 21 records displayed

Report Name: []

Add Edit Delete Clone Print Excel Schedule This Report

Click Add

Budgetary Data Mining - WFSAMSP/DM/DM - 27021 - 05-15-06-0000 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/famdmtdmbs000.w?directadd=true

Mansfield Independent School District

Chelcie Howley Account Preferences Exit ?

Budgetary Data Mining

Report Information

* Report Name: Open POs

* Report Title: Open POs

* Report Type: Revenue/Expense Detail

* Add Report For: HOWLEY CHELCIE L

Save and Add Parameters

Back

Asterisk (*) denotes a required field

Enter the report name (it will copy to the report title)

Change the report type to Revenue/Expense Detail

Click Save and Add Parameters

Budgetary Data Mining - WFSAMSP/DM/DM - 27021 - 05-15-06-0000 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/famdmtdmbs000.w

Mansfield Independent School District

Chelcie Howley Account Preferences Exit ?

Budgetary Data Mining

Report Name: Open POs

Report Title: Open POs

Report Type: Revenue/Expense Detail

Parameters

Notes:

Save and Add Breaks

Back

* Consolidate Funds: ☐ Yes ☒ No

* Budget Status: Over Budget Only - Unencumbered Balance

* Print Detail: ☒ Yes ☐ No

* Detail Spacing: Single

* Print Totals: ☒ Yes ☐ No

* Suppress Zero Amounts: ☒ Yes ☐ No

Report access for other users

☐ No access

☒ Read only

☐ Modify

Add'l printing prompt for current user

☐ Open Account Range Filter screen

Account exclusions

☒ Exclude accounts that have no amount in the fields selected

Asterisk (*) denotes a required field

The budget status should state “over budget only – unencumbered balance”

Make sure report access for other users is set to read only

Everything else should mirror the screen above

Click Save and Add Breaks

Click Save Breaks and Add Ranges (no need to put any breaks)

Enter the fund, organization, and owner that pertains to your location in low and high

Click Save Ranges and Add Fields

Budgetary Data Mining - WFSAM/PPDM/DM - 27021 - 09-15-09-02-03 - Google Chrome
 https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/famdmtdmbs000.w

Mansfield Independent School District

Cherie Howley Account Preferences Exit ?

Budgetary Data Mining

Report Name: Open P06
 Report Title: Open P06
 Report Type: Revenue/Expense Detail

Field Selection

Fields to include in processing

Account Number	Select Fields
Account Level Description	Remove Field
Revised Budget	Clone Field
Encumbered Amount	
Unencumbered Balance	

Up Down

Asterisk (*) denotes a required field

Field Parameters

Type: ☒ Single ☐ Combination

Description: Encumbered Amount

Heading 1: Encumbered

Heading 2: Amount

of Digits: 12

Format: ->.>>>>>>>>>9.99

Sign: ☒ Left ☐ CR ☐ Right ☐ Left with %

Year: Current Year

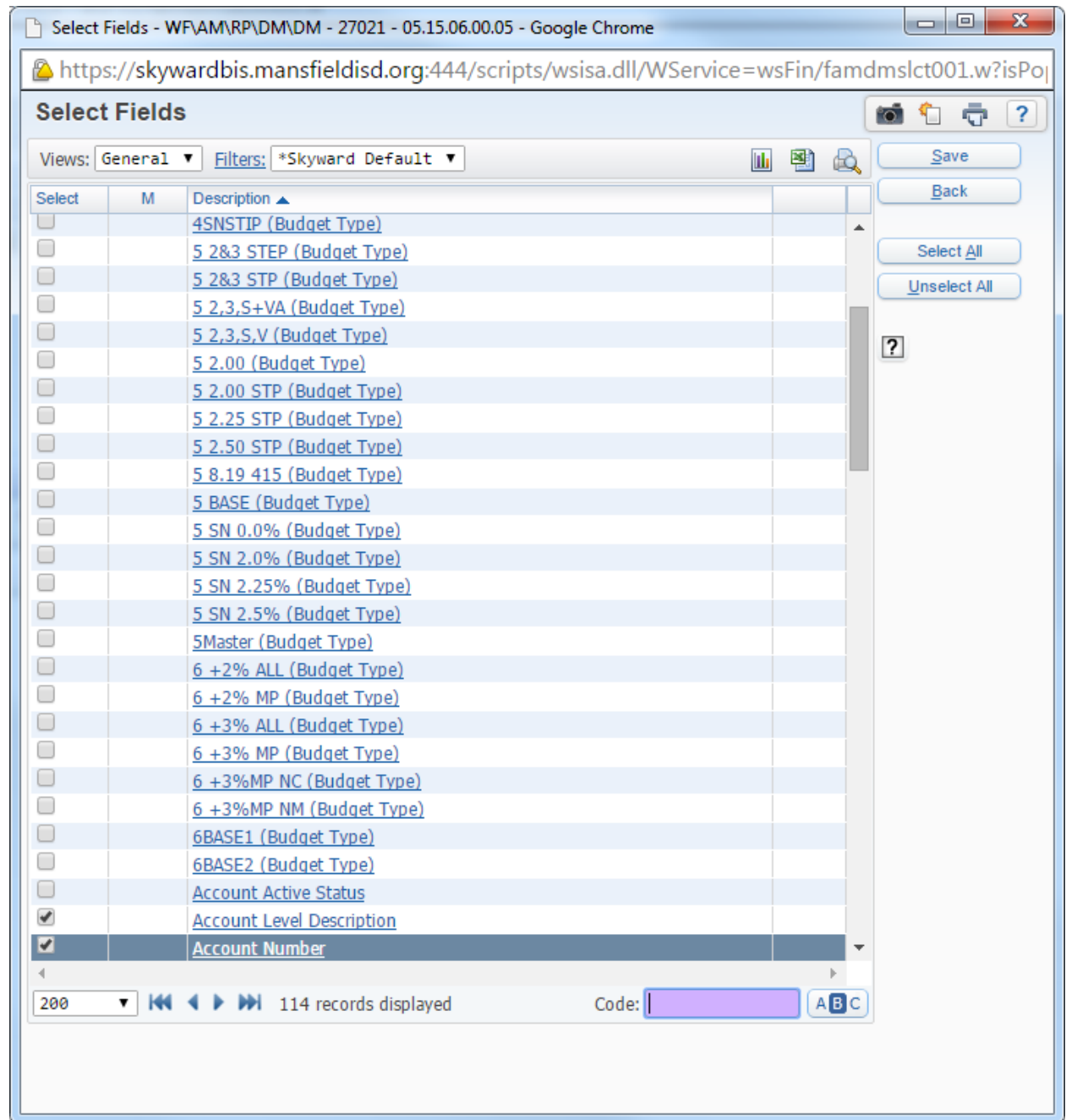
☒ Edited ☐ Whole Number

Report Width

Report Width: 114

Save and Add Sources
 Back

Click on Select Fields



Select in the order: Account Number, Account Level Description, Original Budget, Revised Budget, Encumbered Amount, and Unencumbered Balance.

Click Save

Click Save and Add Sources

Budgetary Data Mining - WFAM\RP\DM\DM - 27021 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmtdm000.w

Mansfield Independent School District

Cherie Howley Account Preferences Exit ?

Budgetary Data Mining

Report Name: DETAIL
Report Title: DETAIL
Report Type: Revenue/Expense Detail

Sources

Sources	Detail
<input checked="" type="checkbox"/> AP = Accounts Payable	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> AR = Accounts Receivable	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ARSY = Accts Receivables (System Generated)	<input checked="" type="checkbox"/>
<input type="checkbox"/> Include Invoices	<input type="checkbox"/>
<input type="checkbox"/> Include Payments/Unapplied	<input type="checkbox"/>
<input type="checkbox"/> Include Cash Receipts/Deposits	<input type="checkbox"/>
<input checked="" type="checkbox"/> CR = Cash Receipts	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> JE = Journal Entries	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> PP = Payroll	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> CD = Cash Disbursements	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> PO = Purchase Orders	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> TR = Transfers	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> RV = Revisions	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> IV = Inventory	<input checked="" type="checkbox"/>
Detail Description: <input type="checkbox"/> Short <input checked="" type="checkbox"/> Long	
<input type="checkbox"/> ITOR = Insurance Tracking Cash Receipts	<input type="checkbox"/>
<input type="checkbox"/> FXAD = Fixed Assets Disposals/Additions	<input type="checkbox"/>
<input type="checkbox"/> FXDP = Fixed Assets Depreciation	<input type="checkbox"/>
<input type="checkbox"/> YP = Prior Year Adjustments	<input type="checkbox"/>
<input type="checkbox"/> SB = Student Billing	<input type="checkbox"/>
Sign: <input checked="" type="checkbox"/> Left <input type="checkbox"/> CR <input type="checkbox"/> Right	

☐ Print All Accounts in Filter Range [?]
☐ Print Accounts with Transactions in the Selected Sources [?]
☐ Print Monthly Totals
☐ Print Account Summary
☐ Print Only Source Totals (Suppress detail)
☐ Print Accumulated Detail Subtotals
☐ Truncate Detail Fields

Purchase Order Parameters [?]
☒ Print all open Purchase Orders as of the report end date and beyond
☐ Print only Purchase Orders open as of the report end date (month/year)

☐ Include Budget Requisitions [?]
☐ Print Approved Status
☐ Print Denied Status
☐ Print Pending Status

Save Back

Click Save

Click Print

Runtime Parameters - WFAM\RP\DM\DM - 27021 - 05.15.06.00.05 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmecl

Runtime Parameters

Runtime Report Parameters

Report Name: Open POs

Start Date: 09/01/2015 Tuesday

End Date: 09/04/2015 Friday

☐ Print Title Page
☐ Print Greenbar

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: Open POs

Parameters Breaks Account Ranges Field Selection Sources

Start date will be the start date of the fiscal year and the end date will be the date you are running the report

Click Print

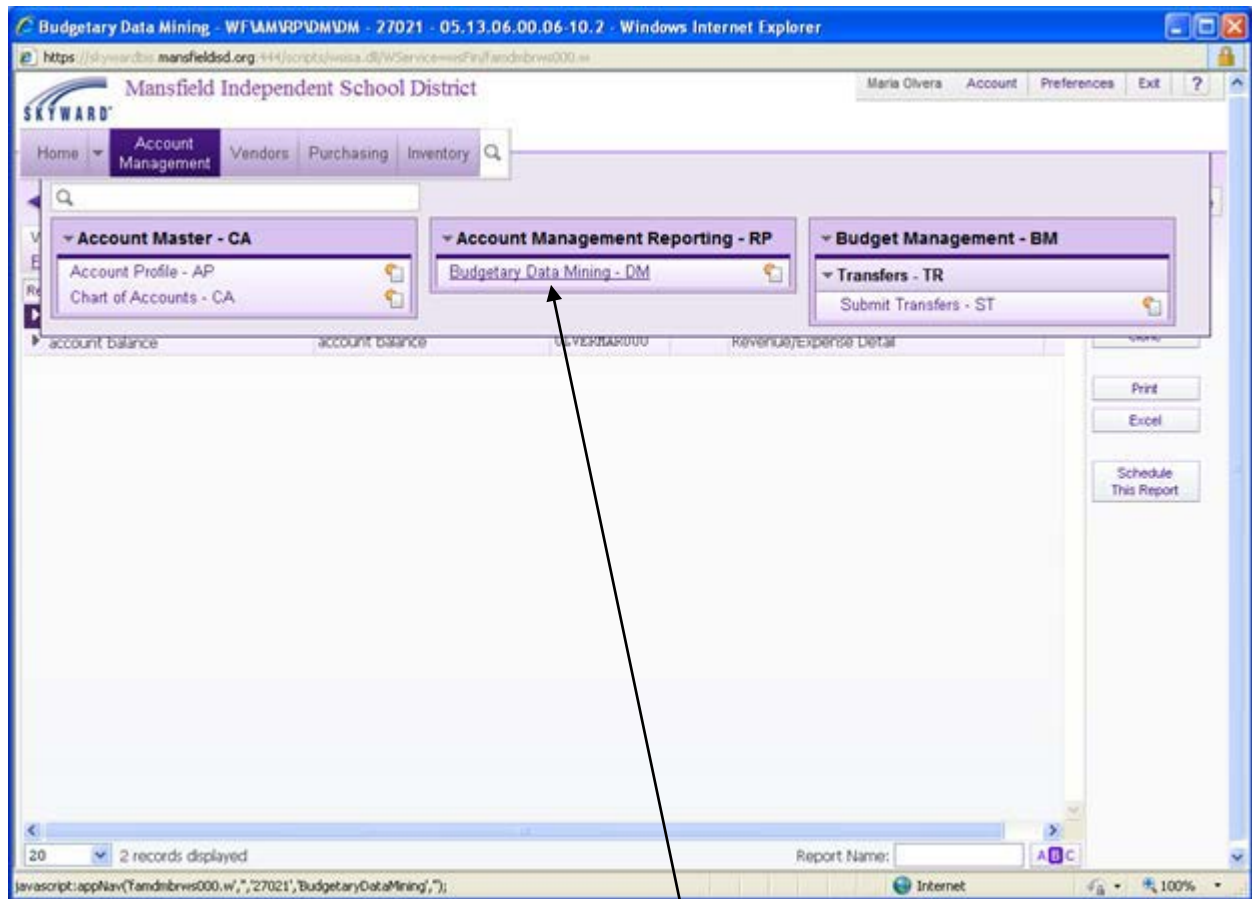
The screenshot shows the Skyward Budgetary Data Mining interface. The top navigation bar includes 'Home', 'Account Management', 'Vendors', 'Purchasing', 'Accounts Payable', 'Fixed Assets', 'Inventory', and 'SBAA'. The left sidebar lists 'Report Information', 'Parameters', 'Breaks', 'Account Ranges', 'Field Selection', and 'Sources'. The main area displays the 'Budgetary Data Mining' form with fields for 'Report Name: Open POs', 'Report Title: Open POs', and 'Report Type: Revenue/Expense Detail'. A 'Request Complete' dialog box is overlaid on the right, stating: 'R/E Dtl Rpt: Open POs 09/01/2013-09/04/2013 has finished processing.' Below the dialog, the 'Purchase Order Parameters' section is visible, with options for 'Print all open Purchase Orders as of the report end date and beyond' and 'Print only Purchase Orders open as of the report end date (month/year)'. The 'Sources' table lists various accounts and their details, including AP, AR, ARSY, and others.

Sources	Detail
AP = Accounts Payable	
AR = Accounts Receivable	
ARSY = Accts Receivable (System Generated)	
Include Invoices	
Include Payments/Unapplied	
Include Cash Receipts/Deposits	
CR = Cash Receipts	
JE = Journal Entries	
PR = Payroll	
CD = Cash Disbursements	
PO = Purchase Orders	
TR = Transfers	
RV = Revisions	
IV = Inventory	
Detail Description: Short * Long	
ITCR = Insurance Tracking Cash Receipts	
FXAD = Fixed Assets Disposals/Additions	
FXDP = Fixed Assets Depreciation	
YP = Prior Year Adjustments	
SB = Student Billing	
Sign: Left CR Right	

Click the link in blue or click View Report

The report will then be displayed

Skyward Revenue/Expense Summary Report Instructions



Click on Account Management, then Budgetary Data Mining.

Budgetary Data Mining - WFMAMVRPDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/famdmbrws000.w

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Home Account Management Vendors Purchasing Inventory

Budgetary Data Mining

Views: Revenue and Expense Reports - Detail and Summary

Filters: **My Reports

Report Name	Report Title	Created By	Access	Report Type
113 E Nash	113 E Nash	OLVERMAR000	R	Revenue/Expense Summary
account balance	account balance	OLVERMAR000		Revenue/Expense Detail

20 2 records displayed

Report Name: ABC

Buttons: Add, Edit, Delete, Clone, Print, Excel, Schedule This Report

Then Click Add.

Budgetary Data Mining - WFLAMVRPDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmtabs000.w?pdirectadd=true

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Budgetary Data Mining

Report Information

Report Name: 113 E Nash

* Report Title: 113 E Nash

* Report Type: Revenue/Expense Summary

* Add Report For: OLVERA MARIA G OLVERMAR000

Asterisk (*) denotes a required field

Save and Add Parameters

Back

Name your report in the report name box. Example: 113 E Nash. Make sure your report type is Revenue/Expense Summary.

Click on Save and Add Parameters.

This screen should stay as it shows above unless you do want to suppress zero amounts.

If you leave the report as modify, then other Skyward users can modify your report.

Click Save and Add Breaks.

Budgetary Data Mining - WFAVRPVDMDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll?WSservice=wsFin/famdmtabs000.w

SKYWARD Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Budgetary Data Mining Favorites New Window My Print Queue

Report
Information
Parameters
Breaks
Account Ranges
Field Selection

Report Name: 113 E Nash
 Report Title: 113 E Nash
 Report Type: Revenue/Expense Summary

Breaks
 Sequence: R - REGULAR ACCOUNT SEQUENCE

FND	T	FC	OBJ	SO	ORG	F	PI	LOC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Break Levels to include in processing
 FND Position 1
 FC Position 1
 OBJ Position 2

Break Level Attributes
 Break: Single
 Heading: ☐ Yes ☒ No
 Separator: ☐ Yes ☒ No
 Dbl Underline: ☐ Yes ☒ No

Save and Back
 Back

Done Internet 100%

The boxes in every dig budget co

Place a checkmark in the boxes you prefer to have a total put on your report.

Click Save Breaks and Add Ranges.

Budgetary Data Mining - WFLAMVPDMDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmtabs000.w

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Budgetary Data Mining

Report Name: 113 E Nash
Report Title: 113 E Nash
Report Type: Revenue/Expense Summary

Account Ranges

Low High
Category: Group: ZZ-ZZ-ZZZZ
Account Status: ☒ Active and Inactive ☐ Active ☐ Inactive

Operating Statement Accounts

☒ Expense ☒ Revenue
Low Account: 199 * 00 0000 00 113 0 00 370
High Account: 999 * 99 9999 ZZ 113 9 99 ZZZ

Dimension Low High
FUND: 199 999
TYPE: * *
FUNCTION: 00 99
OBJECT: 0000 9999
SUB-OBJECT: 00 ZZ
ORGANIZATN: 113 113
FISCAL YR: 0 9
PROGRM-INT: 00 99
LOCAL: 370 ZZZ

Include Filters for Operating Statement Accts

Add Edit

Save and Back
Back

Return to the tab or browse screen.

Once you have changed the budget codes to accommodate your budget, then click save ranges and add fields.

Budgetary Data Mining - WFLAMRPVDM - 27021 - 05.13.06.00.06.10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmtdbs000.w

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Budgetary Data Mining

Report Name: 113 E Nash
Report Title: 113 E Nash
Report Type: Revenue/Expense Summary

Field Selection

Fields to include in processing

Account Number
Original Budget
Revised Budget
FYTD Activity
Unencumbered Balance

Select Fields
Remove Field
Clone Field

Field Parameters

Type: ☒ Single ☐ Comb ☐ Print Budget

Description: Original Budget

Heading 1: <Y>

Heading 2: Original Budget

of Digits: 12

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

Sign: ☒ Left ☐ CR ☐ Right ☐ Left with %

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

☒ Edited ☐ Whole Number

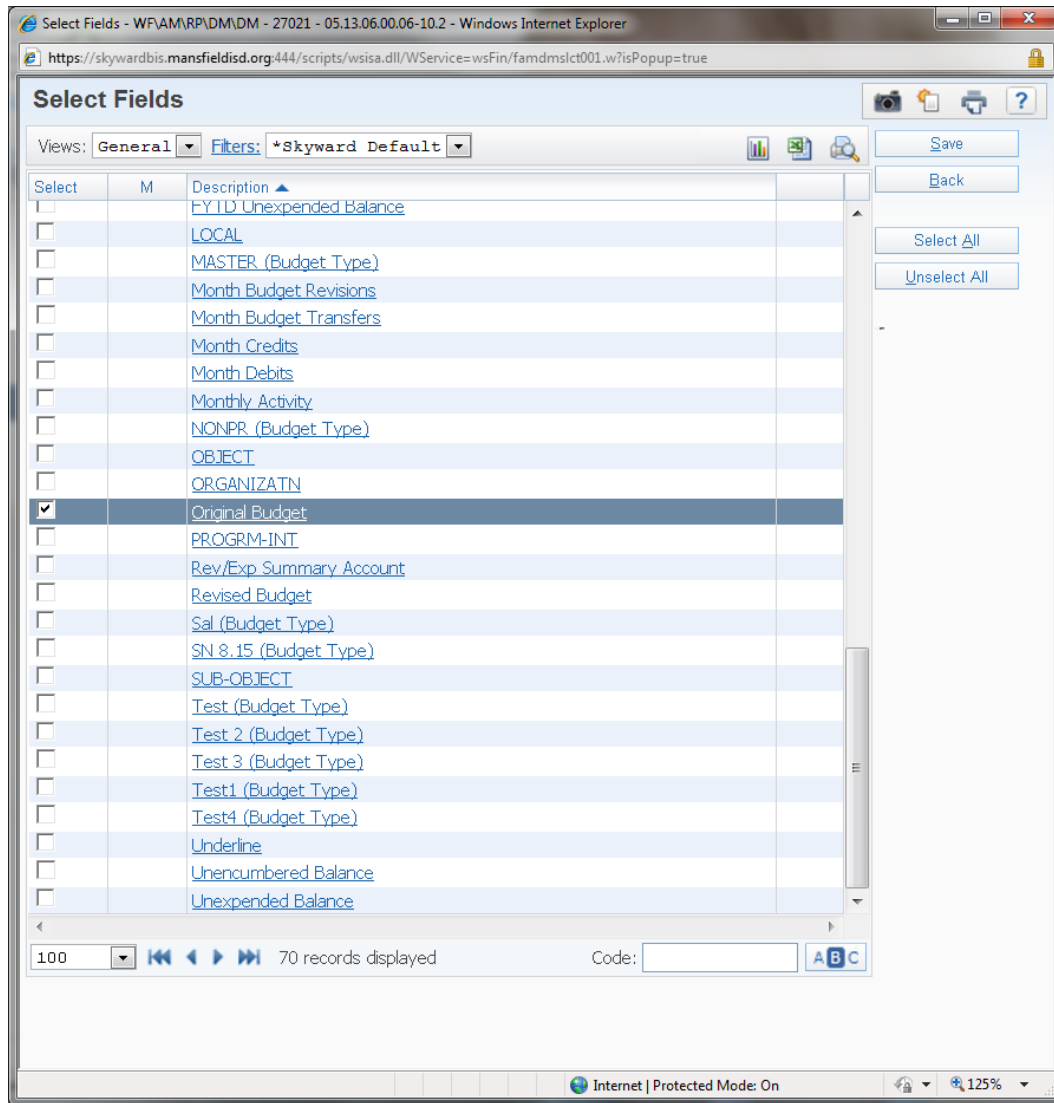
Report Width

Report Width: 101

Up Down

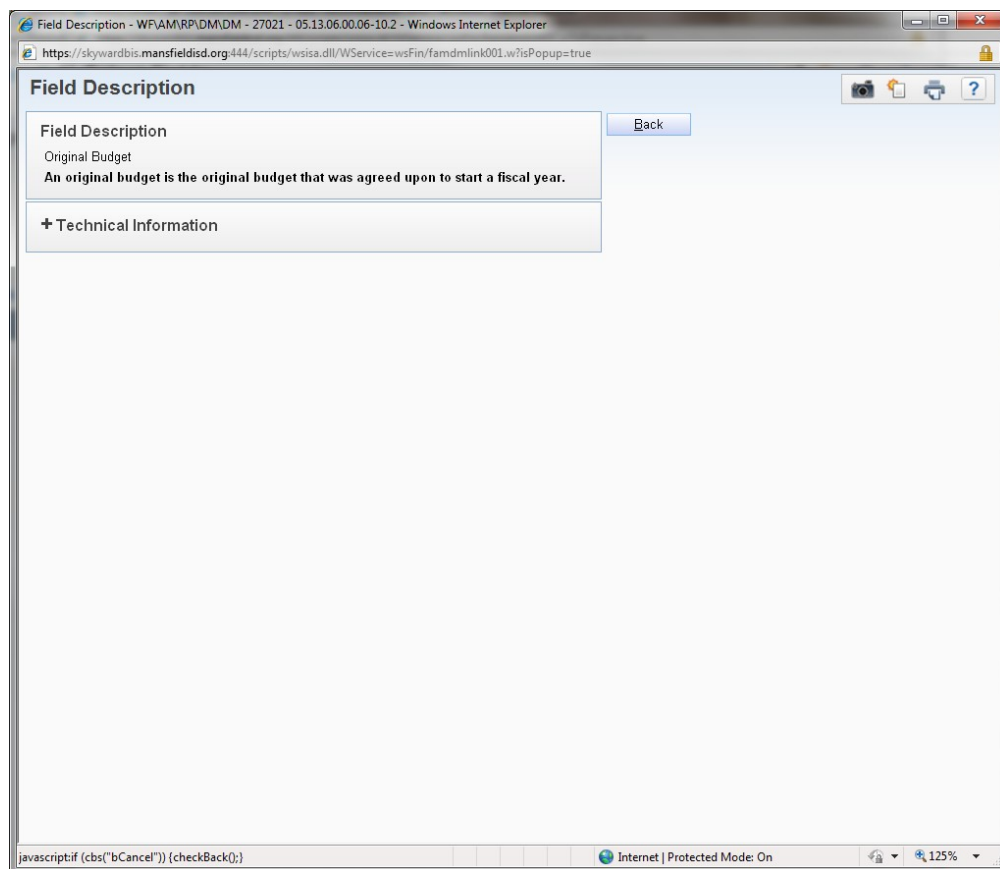
Asterisk (*) denotes a required field

Click on Select Fields.



Click on the Fields that you prefer (example of the most commonly used ones are on the previous page).

You can click on the name of the field and it will give you a definition.



Budgetary Data Mining - WFLAMRPVDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmtabs000.w

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Home Account Management Vendors Purchasing Inventory

Budgetary Data Mining

Report Information Parameters Breaks Account Ranges Field Selection

Report Name: 113 E Nash
Report Title: 113 E Nash
Report Type: Revenue/Expense Summary

Print Excel

Field Selection

Views: All Field Selections Filters: *Skyward Default

#	Field	Heading 1	Heading 2	Type	Combo field
1	Account Number		FND T FC OBJ SO ORG F PI		
2	Original Budget	<Y>	Original Budget	Single	
3	Revised Budget	<Y>	Revised Budget	Single	
4	FYTD Activity	<Y>	FYTD Activity	Single	
5	Unencumbered Balance	Unencumbered	Balance	Single	

20 5 records displayed

Click Print if you want the report in pdf or click Excel if you want it in a spreadsheet.

Runtime Parameters

Report Name: 113 E Nash

Reporting Month: Entered Month

Select Month: September

Year: 2013

☐ Print Title Page

☐ Print Greenbar

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: 113 E Nash

Parameters

Breaks

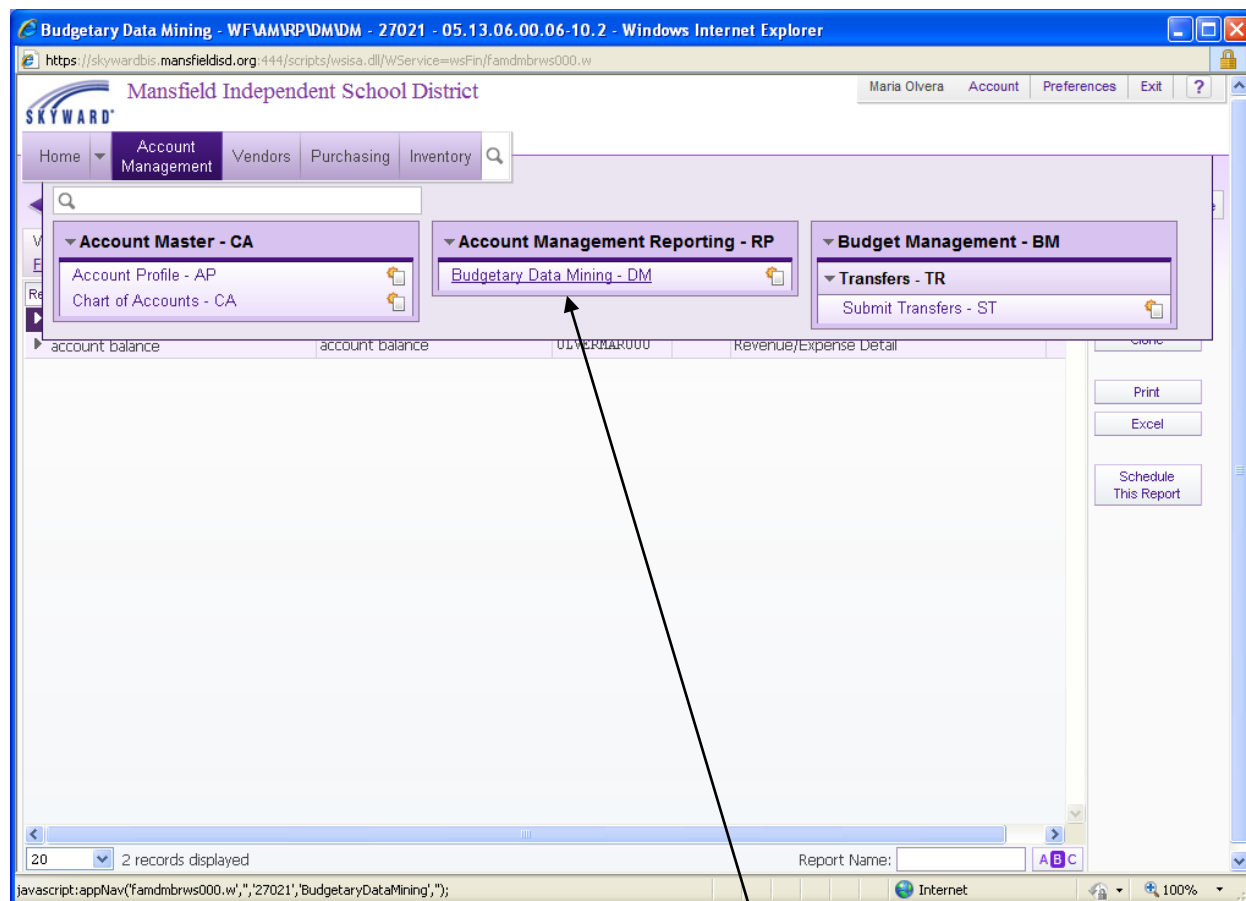
Account Ranges

Field Selection

You will need to specify the reporting month, choices are:

- Current Month – automatically changes for you
- Prior Month – automatically changes for you
- Entered Month – allows you to choose the month

Skyward Revenue/Expense Detail Report Instructions



Click on Account Management, then Budgetary Data Mining.

Budgetary Data Mining - WFMVRPDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/famdnbrws000.w

Maria Olvera Account Preferences Exit ?

SKYWARD® Mansfield Independent School District

Home Account Management Vendors Purchasing Inventory

Budgetary Data Mining

Views: Revenue and Expense Reports - Detail and Summary

Filters: **My Reports

Report Name	Report Title	Created By	Access	Report Type
113 E Nash	113 E Nash	OLVERMAR000	R	Revenue/Expense Summary
account balance	account balance	OLVERMAR000		Revenue/Expense Detail

20 2 records displayed

Report Name: ABC

Buttons: Add, Edit, Delete, Clone, Print, Excel, Schedule This Report

Then Click Add.

Budgetary Data Mining - WFMAMVPDMDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdntabs000.w?pdirectadd=true

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Budgetary Data Mining

Report Information

* Report Name: 113 E Nash

* Report Title: 113 E Nash

* Report Type: Revenue/Expense Detail

* Add Report For: OLVERA MARIA G OLVERMAR000

Asterisk (*) denotes a required field

Save and Add Parameters

Back

Name your report in the report name box. Example: 113 E Nash. Make sure your report type is Revenue/Expense Detail.

Click on Save and Add Parameters.

Budgetary Data Mining - WFLAMVPDMDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WServe=wsFin/famdnrtabs000.w

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Budgetary Data Mining

Report Information Parameters Breaks Account Ranges Field Selection Sources

Report Name: 113 E Nash
Report Title: 113 E Nash
Report Type: Revenue/Expense Detail

Parameters

Notes:

* Consolidate Funds: ☐ Yes ☒ No

* Budget Status: All Accounts

* Print Detail: ☒ Yes ☐ No

* Detail Spacing: Single

* Print Totals: ☐ Yes ☒ No

* Suppress Zero Amounts: ☐ Yes ☒ No

Report access for other users

☐ No access
☒ Read only
☐ Modify

Add'l printing prompt for current user

☐ Open Account Range Filter screen

Account exclusions

☐ Exclude accounts that have no amount in the fields selected

Asterisk (*) denotes a required field

Save and Add Breaks
Back

This screen should stay as it shows above unless you do want to suppress zero amounts.

If you leave the report as modify, then other Skyward users can modify your report.

Click Save and Add Breaks.

Budgetary Data Mining - WFMAMRPIDMDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdntabs000.w

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Budgetary Data Mining

Report Name: 113 E Nash
Report Title: 113 E Nash
Report Type: Revenue/Expense Detail

Sequence: R - REGULAR ACCOUNT SEQUENCE

FND T FC OBJ SO ORG F PI LOC

Break Levels to include in processing

FC Position 2
OBJ Position 2

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

Save Breaks and Add Ranges
Back

The boxes in
every digit in

Place a checkmark in the boxes you prefer to have a total put on your report.

Click Save Breaks and Add Ranges.

Budgetary Data Mining - WFLAMVRPDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmntabs000.w

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Budgetary Data Mining Favorites New Window My Print Queue

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

Report Name: 113 E Nash
Report Title: 113 E Nash
Report Type: Revenue/Expense Detail

Account Ranges

Low High
Category: Group: ZZ-ZZ-ZZZZ
Account Status: ☒ Active and Inactive ☐ Active ☐ Inactive

Operating Statement Accounts

☒ Expense ☒ Revenue
Low Account: 199 * 00 0000 00 113 0 00 370
High Account: 999 * 99 9999 ZZ 113 9 99 ZZZ

Dimension Low High

FUND: 199 999
TYPE: * *
FUNCTION: 00 99
OBJECT: 0000 9999
SUB-OBJECT: 00 ZZ
ORGANIZATN: 113 113
FISCAL YR: 0 9
PROGRM-INT: 00 99
LOCAL: 370 222

Include Filters for Operating Statement Accts

Add Edit

Save Ranges and Add Fields Back

Once you have changed the budget codes to accommodate your budget, then click save ranges and add fields.

Budgetary Data Mining - WFLAMVRPDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmntabs000.w

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Budgetary Data Mining

Report Name: 113 E Nash
Report Title: 113 E Nash
Report Type: Revenue/Expense Detail

Field Selection

Fields to include in processing

Account Number	Select Fields
Original Budget	Remove Field
Revised Budget	Clone Field
FYTD Activity	
Unencumbered Balance	

Up Down

Field Parameters

Description: Account Heading
Heading 1:
Heading 2: FND T FC OBJ SO ORG F PI
Length: 29

Display

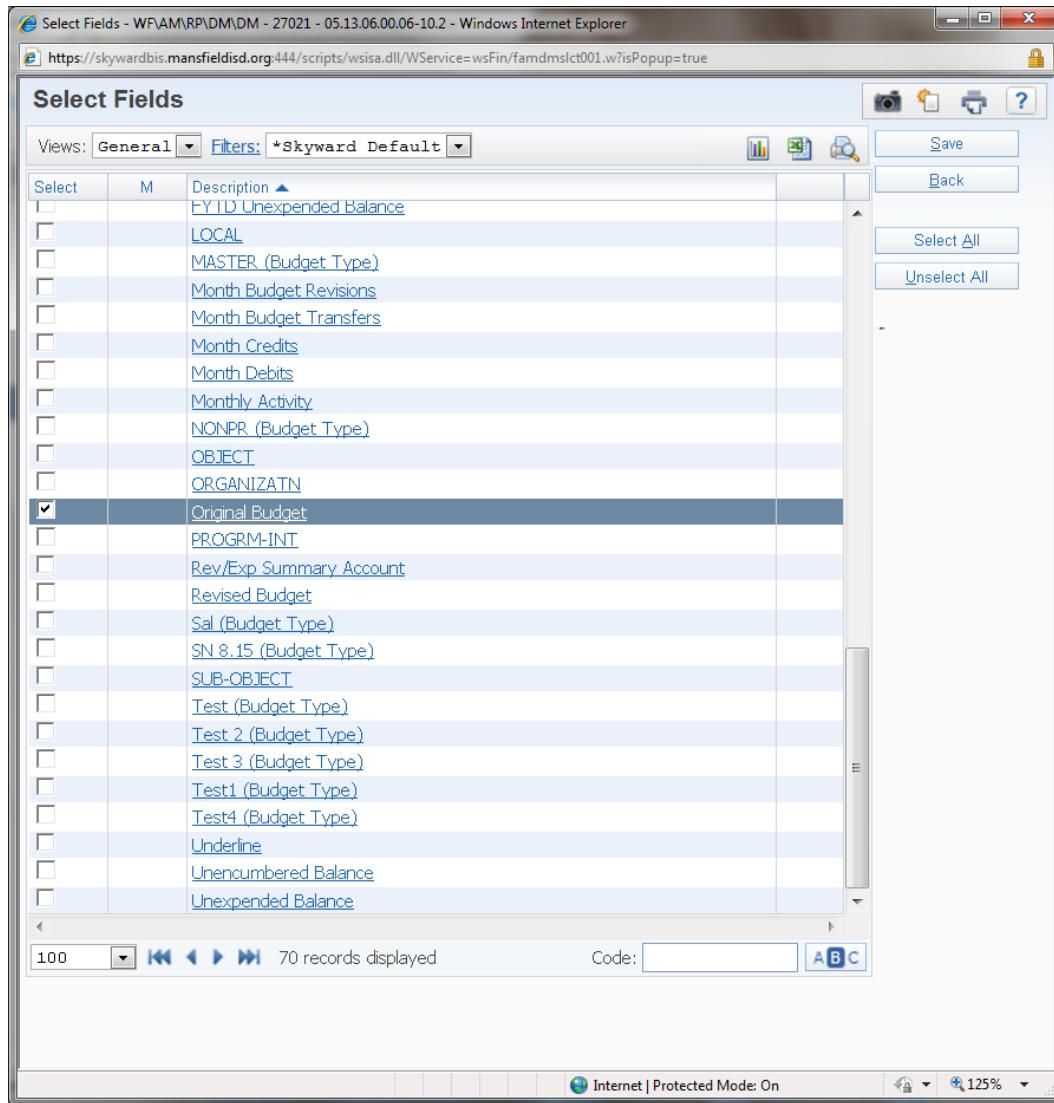
☒ Number
☐ Description
☐ Short Description

Report Width

Report Width: 101

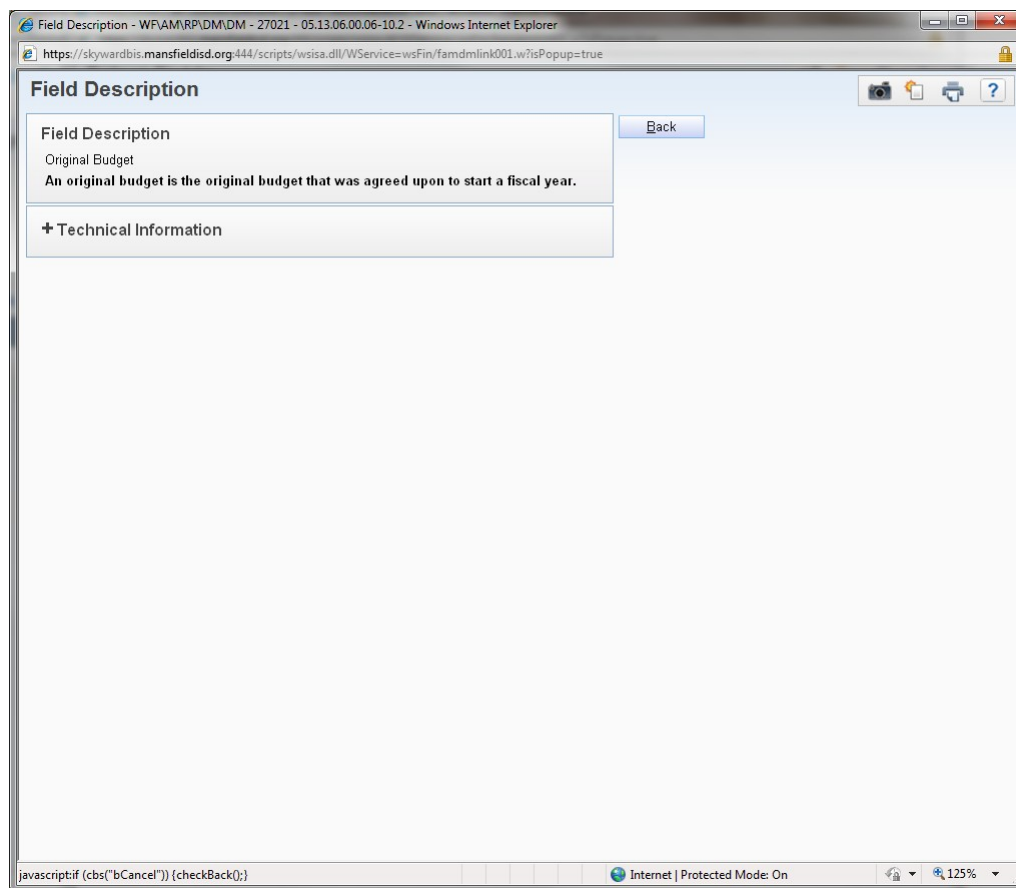
Asterisk (*) denotes a required field

Click on Select Fields.



Click on the Fields that you prefer (example of the most commonly used ones are on the previous page).

You can click on the name of the field and it will give you a definition.



Click Save and Add Sources.

Budgetary Data Mining - WFMVRPDM - 27021 - 05.13.06.00.06-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFinTandmtabs000.w

Mansfield Independent School District

Maria Olvera Account Preferences Exit ?

Budgetary Data Mining

Report Name: 113 E Nash
Report Title: 113 E Nash
Report Type: Revenue/Expense Detail

Sources

Sources	Detail
<input checked="" type="checkbox"/> AP = Accounts Payable	<input type="checkbox"/>
<input checked="" type="checkbox"/> AR = Accounts Receivable	<input type="checkbox"/>
ARSY = Accts Receivables (System Generated)	
<input type="checkbox"/> Include Invoices	<input type="checkbox"/>
<input type="checkbox"/> Include Payments/Unapplied	<input type="checkbox"/>
<input type="checkbox"/> Include Cash Receipts/Deposits	<input type="checkbox"/>
<input checked="" type="checkbox"/> CR = Cash Receipts	<input type="checkbox"/>
<input checked="" type="checkbox"/> JE = Journal Entries	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> PR = Payroll	<input type="checkbox"/>
<input type="checkbox"/> CD = Cash Disbursements	<input type="checkbox"/>
<input checked="" type="checkbox"/> PO = Purchase Orders	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> TR = Transfers	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> RV = Revisions	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> IV = Inventory	<input checked="" type="checkbox"/>
Detail Description: <input type="radio"/> Short <input checked="" type="radio"/> Long	
<input type="checkbox"/> ITCR = Insurance Tracking Cash Receipts	<input type="checkbox"/>
<input type="checkbox"/> FXAD = Fixed Assets Disposals/Additions	<input type="checkbox"/>
<input type="checkbox"/> FXDP = Fixed Assets Depreciation	<input type="checkbox"/>
<input type="checkbox"/> YP = Prior Year Adjustments	<input type="checkbox"/>
<input type="checkbox"/> SB = Student Billing	<input type="checkbox"/>

Print All Accounts in Filter Range ?
☒ Print Monthly Totals
☐ Print Account Summary
☐ Print Only Source Totals (Suppress detail)
☐ Print Accumulated Detail Subtotals
☐ Truncate Detail Fields

Purchase Order Parameters ?
☒ Print all open Purchase Orders as of the report end date and beyond
☐ Print only Purchase Orders open as of the report end date (month/year)

Include Budget Requisitions ?
☐ Print Approved Status
☐ Print Denied Status
☐ Print Pending Status

Save Back

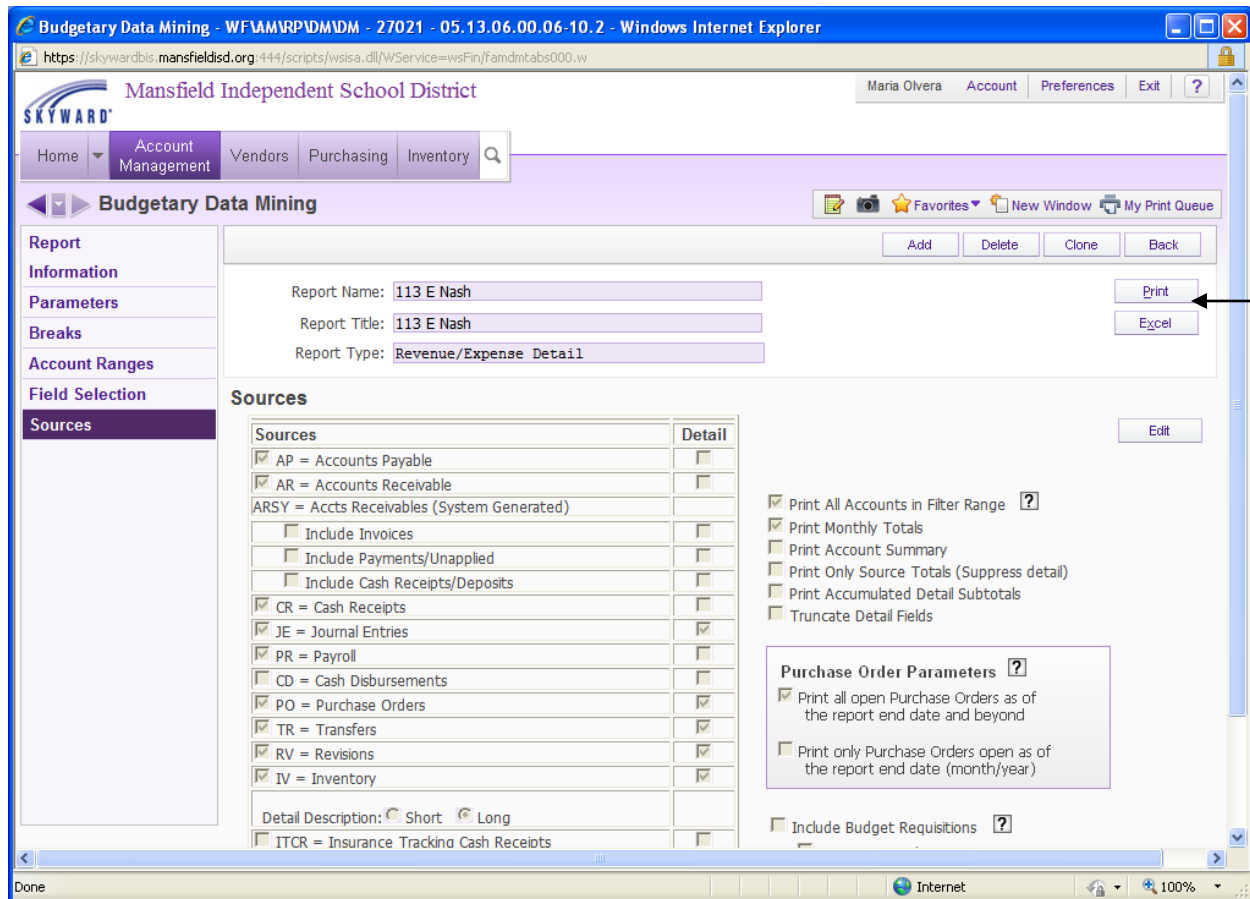
Sources allows you to check what you want to see detail on and on what sources.

For instance, you may only want to see detail on your transfers and to accomplish this make sure the source and detail box has a checkmark in it and everything else would be left blank.

Make sure print all accounts in filter range is checked or some budget codes may get left out.

Under Purchase Order Parameters, you may want to see all the open purchase order you have in case you need to close any out to free up any tied up funds.

Click Save.



Click Print if you want the report in pdf or click Excel if you want it in a spreadsheet.

Runtime Parameters - WFLAMRPIDMDM - 27021 - 05.13.06.00.06-10.2 - Windo...

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/famdmedit006.w?isPopup=true

Runtime Parameters

Runtime Report Parameters

Report Name: 113 E Nash

Start Date: 09/02/2013 Monday

End Date: 09/30/2013 Monday

☐ Print Title Page

☐ Print Greenbar

[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: 113 E Nash

[Parameters](#)

[Breaks](#)

[Account Ranges](#)

[Field Selection](#)

[Sources](#)

Done

Internet

100%

You will need to specify your start date and end date before clicking

Step By Step Instructions: Skyward Budget Entry

1. Go to Account Management and select Budget Entry.

The screenshot shows the Skyward web application interface for Mansfield Independent School District. The browser window title is "Budget - WF\AM\CA\TB\BU - 29380 - 05.13.10.00.09-10.2 - Windows Internet Explorer". The URL is "https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/facprtabs001.w". The user is logged in as "Amy Rejcek".

The main navigation menu includes "Home", "Account Management", "Vendors", "Purchasing", and "Inventory". The "Account Management" menu is expanded, showing "Account Master - CA", "Account Management Reporting - RP", and "Budget Management - BM". The "Budget Management - BM" menu is further expanded, showing "Budget Entry - BE", "Transfers - TR", and "Submit Transfers - ST".

The "Budget Entry - BE" link is highlighted, and a blue arrow points to it from the instruction "Go to Account Management and select Budget Entry.".

The "Budget" section is displayed, showing a table of budget data. The table has columns for "Fiscal Year", "C/N/P", "Original Budget", "Budget Carry Forward", "Budget Transfers", and "Budget Revisions". The data shows four records for fiscal years 2010-2011 through 2013-2014, all with values of 0.00.

Fiscal Year	C/N/P	Original Budget	Budget Carry Forward	Budget Transfers	Budget Revisions
2013-2014	Next	0.00	0.00	0.00	0.00
2012-2013	Curr	0.00	0.00	0.00	0.00
2011-2012	Prev	0.00	0.00	0.00	0.00
2010-2011	Prev	0.00	0.00	0.00	0.00

The interface also includes a sidebar with various activity links like "Fiscal YTD", "Monthly Activity", "Detail Activity", "Encumbrances", "Batch Activity", "Purchase Orders", "AP Invoices", "Notes", "Attachments", "Account Merge", and "Clearance Groups".

2. Select your Working Budget.

Budget Entry - WFIAM\BM\BE\BE - 26269 - 05.13.10.00.09-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wfisa.dll/WService=wsFin/fobrqbrws039.w

Mansfield Independent School District

Amy Rejcek Account Preferences Exit ?

Home Account Management Vendors Purchasing Inventory

Budget Entry

Views: General Filters: *All Budget Entries

Budget Process Description	Fiscal Year	Budget Type	Created By	V/M	Sts	Last Edited By	Last
▶ 4 SN 0.0%	2013 - 2014	4 SN 0.0%	BRUBAHEA000	V			
▶ Campus Dept Allocations	2013 - 2014	NONPR	WIESMKAR000	M	S	WIESMKAR000	01
▶ Sal Neg 3% with Step	2013 - 2014	Sal	WIESMKAR000	M			
▶ SALARY NEG VIEW	2013 - 2014	4 SN 3.0%	HOWLECHE000	M			
▶ SALARY NEG VIEW 2	2013 - 2014	4 SN 3.0%	BRUBAHEA000	G	W	BRUBAHEA000	01
▶ SN STIPENDS	2013 - 2014	4SNSTIP	HOWLECHE000	M			
▶ Working Budget	2014 - 2015	Working	HOWLECHE000	M			
▶ Working Budget - 110 Superintendent	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 130 Personnel Services	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 140 Public Information	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 141 Marketing & Adv	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 150 Education Foundatio	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 201 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 203 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 204 Dir of Staff Devel	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 205 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 206 Dir of Student Serv	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 207 PEIMS Coordinator	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 208 Dir Campus Support	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01
▶ Working Budget - 209 Assoc Supt Support	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	01

20 records displayed

Budget Process Description: ABC

100%

3. Select Edit.

Budget Entry - WF\AM\BM\BE\BE - 26269 - 05.13.10.00.09-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fobrqbrms039.w

Mansfield Independent School District

Amy Rejcek Account Preferences Exit ?

Home Account Management Vendors Purchasing Inventory

Budget Entry ☆

Views: General Filters: *All Budget Entries

20 records displayed

Budget Process Description	Fiscal Year	Budget Type	Created By	V/M	Sts	Last Edited By	Last Edited
▶ 4 SN 0.0%	2013 - 2014	4 SN 0.0%	BRUBAHEA000	V			
▶ Campus Dept Allocations	2013 - 2014	NONPR	WIESMKAR000	M	S	WIESMKAR000	05/13/2010
▶ Sal Neg 3% with Step	2013 - 2014	Sal	WIESMKAR000	M			
▶ SALARY NEG VIEW	2013 - 2014	4 SN 3.0%	HOWLECHE000	M			
▶ SALARY NEG VIEW 2	2013 - 2014	4 SN 3.0%	BRUBAHEA000	G	W	BRUBAHEA000	05/13/2010
▶ SN STIPENDS	2013 - 2014	4SNSTIP	HOWLECHE000	M			
▶ Working Budget	2014 - 2015	Working	HOWLECHE000	M			
▶ Working Budget - 110 Superintendent	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 130 Personnel Services	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 140 Public Information	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 141 Marketing & Adv	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 150 Education Foundatio	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 201 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 203 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 204 Dir of Staff Devel	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 205 Area Supt	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 206 Dir of Student Serv	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 207 PEIMS Coordinator	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 208 Dir Campus Support	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010
▶ Working Budget - 209 Assoc Supt Support	2014 - 2015	Working	WIESMKAR000	M	W	WIESMKAR000	05/13/2010

Budget Process Description: ABC

100%

4. Select Individual Budget Entry.

Budget Entry Processing - Individual Entry/Mass Change - WF\AM\BM\BE\PR - 26270 - 05.13.10.00.0 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/fobrqtabs000.w

Mansfield Independent School District

Karen Wiesman Account Preferences Exit ?

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

Budget Entry Processing - Individual Entry/Mass Change

Process Information Description: Working Budget Add Delete Clone Back

Status: E Year to Process: 2014-2015 Access for Other Users: No Access

Process Information

Description: Working Budget

Budget Year to Process: 2014-2015: September 1, 2014 - August 31, 2015

☒ Do not allow access to other users (No Access)

☐ Allow other users to view this budget (Read Only)

☐ Allow other users to view/modify this budget (Modify)

☐ Allow other users to view/modify/generate this budget (Generate/Modify)

Edit

Individual Budget Entry

Mass Change

Delete Workfile

5. Your screen should resemble the screenshot below:

Budgetary Entries

Processing Parameters
 Budget Process Description: Working Budget - 110 \$ Budget Type: Working Fiscal Year: 2014-2015

Budgeted Amount For Selected Accounts
 Total 2014-2015 Working: 0.00 [Submit Budgetary Entries](#)

*Individual Accounts with Detail Budget Lines attached are disabled from being modified at the account level.
 **Account data as of 02/05/14. [Refresh Account Details](#)

Views: General Filters: *Skyward Default

Account Number Fnd T Fc Obj So Org F Pi Loc	IA	BD	2014-2015 Working	Submitted	Fund	TYPE	FUNCTION	OBJ
▶ 199 E 41 6211 00 701 0 99 110			0		199	E	41	621
▶ 199 E 41 6299 00 701 0 99 110			0		199	E	41	629
▶ 199 E 41 6299 01 701 0 99 110			0		199	E	41	629
▶ 199 E 41 6329 00 701 0 99 110			0		199	E	41	632
▶ 199 E 41 6394 00 701 0 99 110			0		199	E	41	639
▶ 199 E 41 6396 00 701 0 99 110			0		199	E	41	639
▶ 199 E 41 6397 00 701 0 99 110			0		199	E	41	639
▶ 199 E 41 6399 00 701 0 99 110			0		199	E	41	639
▶ 199 E 41 6411 00 701 0 99 110			0		100	E	41	641

20 15 records displayed Account:

Break Totals

Account Number	2014-2015 Working
There are no breaks defined.	

[Generate Account Breaks](#)
[View Break Total Details](#)

Your view should only include the accounts to which you have access. As you enter amounts for the account numbers, the total at the top will accumulate the budget amounts—**Do not go over your allocation!**

Each account number will be entered individually.

6. **OPTIONAL (but recommended):**

OPTIONAL (but recommended):

OPTIONAL (but recommended): To add detailed information to your budget account, select the drop down arrow (similar to reviewing your requisitions)

Budgetary Entries

Processing Parameters
Budget Process Description: Working Budget Budget Type: Working Fiscal Year: 2014-2015

Budgeted Amount For Selected Accounts
Total 2014-2015 Working: 0.00 CHANGES HAVE NOT BEEN SUBMITTED Submit Budgetary Entries

*Individual Accounts with Detail Budget Lines attached are disabled from being modified at the account level.
**Account data as of 02/03/14. Refresh Account Details

Views: General Filters: *Skyward Default

Account Number	Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	IA	BD	2014-2015 Working	Submitted	Fund	TYPE	FUNCTION	OBJE
199 E 11 6411 00 003 0 11 011												0		199	E	11	6411
Expand All Collapse All View Printable Details																	
Detail Budget Items Add/Edit Detail Budget Items																	
No Budget Details available for this account and fiscal year																	
199 E 11 6411 00 003 0 11 405												0		199	E	11	6411
199 E 11 6411 00 003 0 23 230												0		199	E	11	6411
199 E 11 6411 00 004 0 11 011												0		199	E	11	6411
199 E 11 6411 00 004 0 23 230												0		199	E	11	6411

100 records displayed Account:

Break Totals

Account Number	2014-2015 Working
199 - - - - - - - - - -	0.00
199 R 00 5711 - - - - -	0.00
199 R 00 5712 - - - - -	0.00
199 R 00 5719 - - - - -	0.00
199 R 00 5739 - - - - -	0.00
199 R 00 5742 - - - - -	0.00

Enter Different Account Breaks View Break Total Details

When the drop down menu appears, select “Add/Edit Detail Budget Items” under detail budget items.

7. An additional screen will pop up, and you may select “add” in order to provide detailed information on this particular account code:

Detail Budget Items

Budget Account Information

Account Number: 199 E 12 6411 00 002 0 11 310

Budget Type: Working

Fiscal Year: 2014-2015

Total Amount: 0.00

Views: General Filters: *Skyward Default

Line Nbr	Description	Amount
There are no records to display; check your filter settings.		

Buttons: Add, Edit, Delete, Clone, Move Up, Move Down, Back

20 0 records displayed

100%

8. Enter information in the *Description box.

Enter an Amount in the *Amount Box.

Detail Maintenance - WF\AM\BM\BE\PR - 26270 - 05.13.10.00.09-10.2 ...

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fobrredit049

Detail Maintenance

Detail Budget Item Maintenance

Line Number:

* Description:

Maximum characters: 256, Remaining characters: 256

* Amount:

Save

Back

Asterisk (*) denotes a required field

100%

Select “save”

Select “back” when through entering details.

9. When through entering amounts, your allocation should match the total at the top of the Budgetary Entries screen:

Budgetary Entries - WF\AM\BM\BE\PR - 26270 - 05.13.10.00.09-10.2 - Windows Internet Explorer

https://skywardbis.mansfieldisd.org:444/scripts/wsa.dll?Service=wsFin/fobrqbrws040.w

Budgetary Entries

Processing Parameters

Budget Process Description: Working Budget Summi Budget Type: Working Fiscal Year: 2014-2015

Budgeted Amount For Selected Accounts

Total 2014-2015 Working: 1,800.00 **CHANGES HAVE NOT BEEN SUBMITTED** [Submit Budgetary Entries](#)

*Individual Accounts with Detail Budget Lines attached are disabled from being modified at the account level.
**Account data as of 02/03/14. [Refresh Account Details](#)

Views: General Filters: *Skyward Default

Account Number Fnd T Fc Obj So Org F Pi Loc	IA	BD	2014-2015 Working	Submitted	Fund	TYPE	FUNCTION	OBJE
▶ 199 E 12 6411 00 002 0 11 310			<input type="text" value="0"/>		199	E	12	6411
▶ 199 E 12 6411 00 002 0 99 310		Y	<input type="text" value="750"/>		199	E	12	6411
▶ 199 E 12 6495 00 002 0 99 310			<input type="text" value="0"/>		199	E	12	6495
▶ 199 E 12 6499 00 002 0 99 310			<input type="text" value="0"/>		199	E	12	6499
▶ 199 E 12 6645 00 002 0 11 310	Y		<input type="text" value="0"/>		199	E	12	6645
▶ 199 E 12 6649 00 002 0 11 310	Y		<input type="text" value="0"/>		199	E	12	6649
▶ 199 E 12 6669 00 002 0 11 310	Y		<input type="text" value="0"/>		199	E	12	6669
▶ 199 E 12 6669 00 002 0 99 310			<input type="text" value="0"/>		199	E	12	6669
▶ 199 E 13 6118 00 002 0 99 310			<input type="text" value="0"/>		199	E	13	6118
▶ 199 E 13 6141 00 002 0 11 310			<input type="text" value="0"/>		199	F	13	6141

100 65 records displayed Account:

Break Totals

Account Number	2014-2015 Working
199 - - - - -	1,800.00
199 E 11 6112 - - - - -	0.00
199 E 11 6117 - - - - -	0.00
199 E 11 6118 - - - - -	0.00
199 E 11 6122 - - - - -	0.00
199 E 11 6141 - - - - -	0.00

[Enter Different Account Breaks](#) [View Break Total Details](#)

100%

Business and Financial Services Office Staff

Accounts Payable Department by Vendor

[Patsy Fellers](#) 817-299-6308 #, A, B, C, D, E, F; Game Workers, Construction, Bond
[Heather Hess](#) 817-299-6313 G, H, I, J; Travel, Mileage, Hotel, Activity Fund Checks
[Beth Kirsch](#) 817-299-6315 K, L, M, N, O, P, Q; Meal \$, Extended Play
[Deanna Brogden](#) 817-299-6314 R, S, T, U, V, W, X, Y, Z; Utilities, Special Pays

Accounting

Activity Accountant (Fundraisers, Sales Tax, Bank Reconciliations, etc.)

[Gisselle Rivera-Franco](#) 817-299-6307

[Susan Ebert](#)

[Tara Rockafellow](#)

[Marinda Bramlett](#)

[Jeannette Slack](#)

[Ryan Blodgett](#)

Budget Coordinator (transfers, amendments, and request for budget code to be built)

[Natasha Whetstone](#) 817-299-6388

Business and Financial Services office

[Dr. Karen Wiesman](#)

[Chelcie Howley](#) 817-299-6304 (Skyward Reports)

Payroll

[Denise Miller](#)

[Jessica Spaulding](#)

[Lucy Dillard](#)

[Elizabeth Yates](#)

[Joyes Dolliole](#)

[Kristen Mayer](#)

Purchasing

[Ed Harper](#) 817-299-6093

[Pam Fennell](#) 817-299-6092

[Dottie Morrow](#) 817-299-6094

Risk Management

[Shelley Taylor](#) 817-299-6330