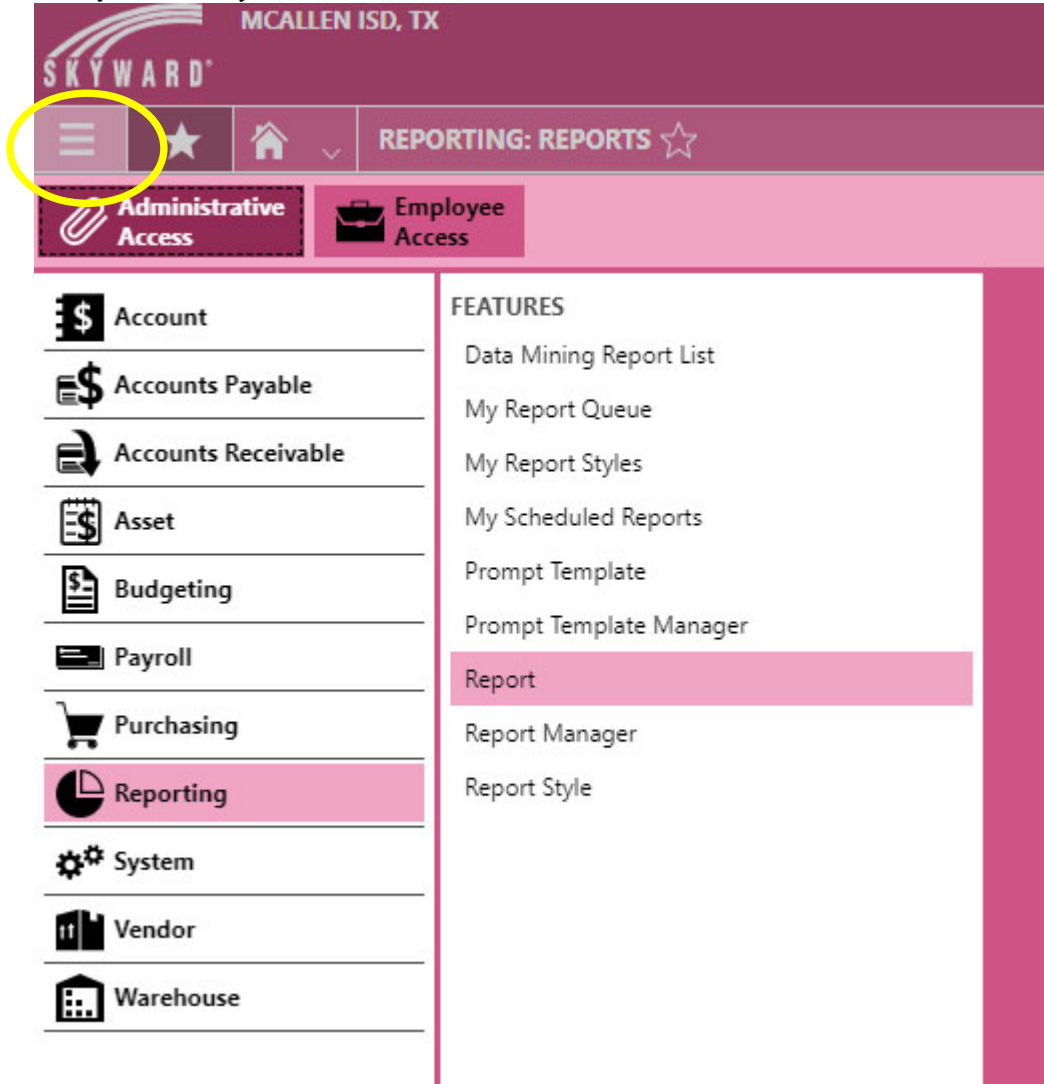


Section E- Financial Reports & Menus

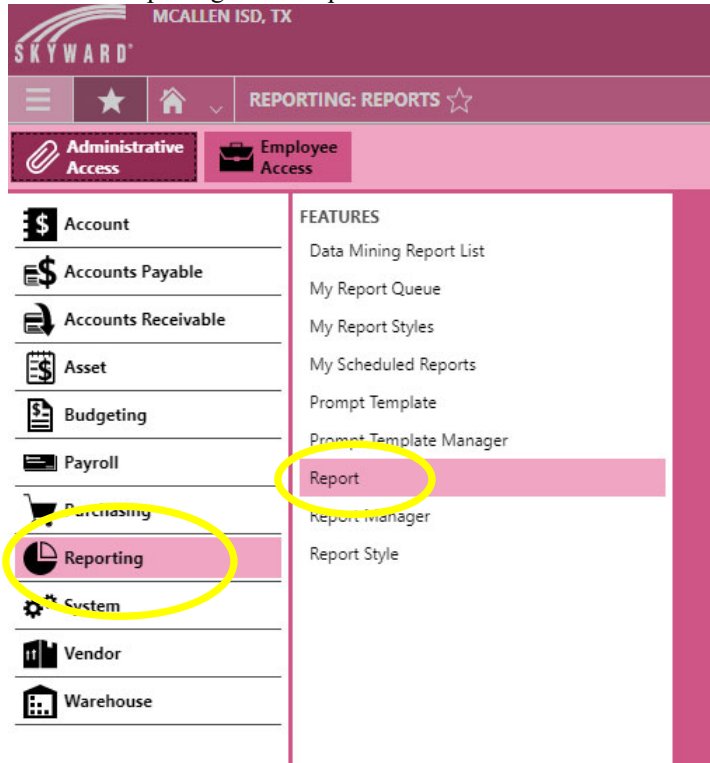
Budget Detail & Summary Reports(in progress)	
Account Detail Report	E-2
Encumbered Accounts Report	E-9

Account Detail Report

1. Once you are in Skyward, select the home button



2. Click on “Reporting” then “report”



3. Find the report titled “Account Detail” and select “Run”

REPORTING: REPORTS ☆

Search Name View: Skyward Default (Modified) Filter: All Reports Quick Filter

	Name	Report Type	Modules	Skyward Report System Version	Effective Description
Run	Balance Sheet Detail by Fund	View/Print	Account	1.176.02	Balance Sheet Detail by Fund
Run	AR - Receivable Report	View/Print	Accounts Receivable	1.144.04	This report will show a total amount of outstanding invoices in a date r
Run	AP Check Vouchers	View/Print	Accounts Payable	1.142.00	Prints Accounts Payable Check Vouchers for the selected Accounts Paya
Run	AP Check Register with Fund Totals	View/Print	Accounts Payable	1.119.00	This report shows checks created by an Accounts Payable Run
Run	Aging Days Summary	View/Print	Accounts Receivable	1.158.00	This report displays payors' past due balances.
Run	Additions/Disposals	View/Print	Asset	1.158.00	Report of Asset Additions and Disposals
Run	Active Vendor Totals with Vendor selection	View/Print	Vendor	1.162.00	List Vendor setup and Fiscal Year totals
Run	Accounting Update Register	View/Print	Fee Management, Purchasing, Payroll, Food Serv...	1.170.00	Accounting Update Register
Run	Account Detail	View/Print	Budgeting, Purchasing, Payroll, Account, Accoun...	1.156.00	Report of Accounts and associated detail Account Activity with optiona
Run	Account Audit File (EdMIS)	CSV/Delimited	Account	1.139.00	Account audit file in the format preferred by Education Management In
Run	Account Audit File (AuditWare)	Fixed Width	Account	1.139.00	Account audit file in the format preferred by AuditWare Development C
Run	Account Activity Detail	View/Print	Budgeting, Purchasing, Payroll, Account, Accoun...	1.187.00	Account Activity Detail without Employee names

- 4. Select the date range of the information you want to view

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name Account Detail	Primary Module Account	Owner LOPEZ BAZAN, REINA ANGEL...	School Year 2020-2021	Fiscal Year 2020-2021
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PROMPT TEMPLATE

Prompt Template Save As New

PROMPTS

*Post Date Low

+ Account Filters — Account Ranges (modified)

*Source Type

- [No Data]
- PP - Payroll Pay
- PB - Payroll Benefit
- PD - Payroll Deduction

- 5. Click on the **+** to filter by account

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name Account Detail	Primary Module Account	Owner LOPEZ BAZAN, REINA ANGEL...	School Year 2020-2021	Fiscal Year 2020-2021
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PROMPT TEMPLATE

Prompt Template Save As New

PROMPTS

*Post Date Low

+ Account Filters — Account Ranges (modified)

*Source Type

- [No Data]
- PP - Payroll Pay
- PB - Payroll Benefit
- PD - Payroll Deduction

- 6. Make sure all boxes are checked under “Type”

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name Account Detail	Primary Module Account	Owner LOPEZ BAZAN, REINA ANGEL...	School Year 2020-2021	Fiscal Year 2020-2021
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Prompt Template Save As New

PROMPTS

*Post Date Low 05/01/2021 Saturday 31 - 05/31/2021 Monday 31

Account Filters — Account Ranges (modified)

Fund 199 — 199

Type Show selected values

- [No Data]
- A - Asset
- L - Liability
- Q - Equity
- R - Revenue
- E - Expense

- 7. Enter the account number you want to see the detail activity for. For example, if Memorial wanted to view all activity in their 199-A account, the below filters would be entered

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name Account Detail	Primary Module Account	Owner LOPEZ BAZAN, REINA ANGEL...	School Year 2020-2021	Fiscal Year 2020
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Prompt Template [dropdown] Save As New

PROMPTS

*Post Date Low 05/01/2021 Saturday 31 - 05/31/2021 Monday 3


Account Filters — Account Ranges (modified)

Fund	199	—	199
Type	Show selected values <input checked="" type="checkbox"/> [No Data] <input checked="" type="checkbox"/> A - Asset <input checked="" type="checkbox"/> L - Liability <input checked="" type="checkbox"/> Q - Equity <input checked="" type="checkbox"/> R - Revenue <input checked="" type="checkbox"/> E - Expense		
Function	Low - Show all values	—	High - Show all values
Object	Low - Show all values	—	High - Show all values
Sub-Object	Low - Show all values	—	High - Show all values
Organization	002	—	002
Fiscal Year	Low - Show all values	—	High - Show all values
Program Intent	Low - Show all values	—	High - Show all values
Local1	A	—	A
Local2	Low - Show all values	—	High - Show all values

- 8. Make sure all boxes under “Source Type” are checked off so that all activity appears on the report and that “yes” is selected for “Show details”

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name Account Detail	Primary Module Account		Owner LOPEZ BAZAN, REINA ANGEL...	School Year 2020-2021	Fiscal Year 2020-2021
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Category 2 Show all values

Category 3 Show all values

Category 4 Show all values

+ Add Account Filter

***Source Type**

- [No Data]
- PP - Payroll Pay
- PB - Payroll Benefit
- PD - Payroll Deduction
- PE - Payroll Encumbrance
- FP - Fee Payment
- JE - Journal Entry Detail
- PO - Purchase Order
- CR - Cash Receipt
- IN - Accounts Payable Invoice
- RI - Accounts Receivable Invoice
- RA - Available Revenue Adjustment
- FS - Food Service Payment Detail
- FU - Food Service Purchase Detail
- AD - Asset Addition Disposal
- D - Asset Depreciation
- ST - Stock Transaction

Show details Yes

- 9. Select "Run Report"

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name Account Detail	Primary Module Account		Owner LOPEZ BAZAN, REINA ANGEL...	School Year 2020-2021	Fiscal Year 2020-2021
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PROMPT TEMPLATE

Prompt Template Save As New

PROMPTS

*Post Date Low

Account Filters — Account Ranges (modified)

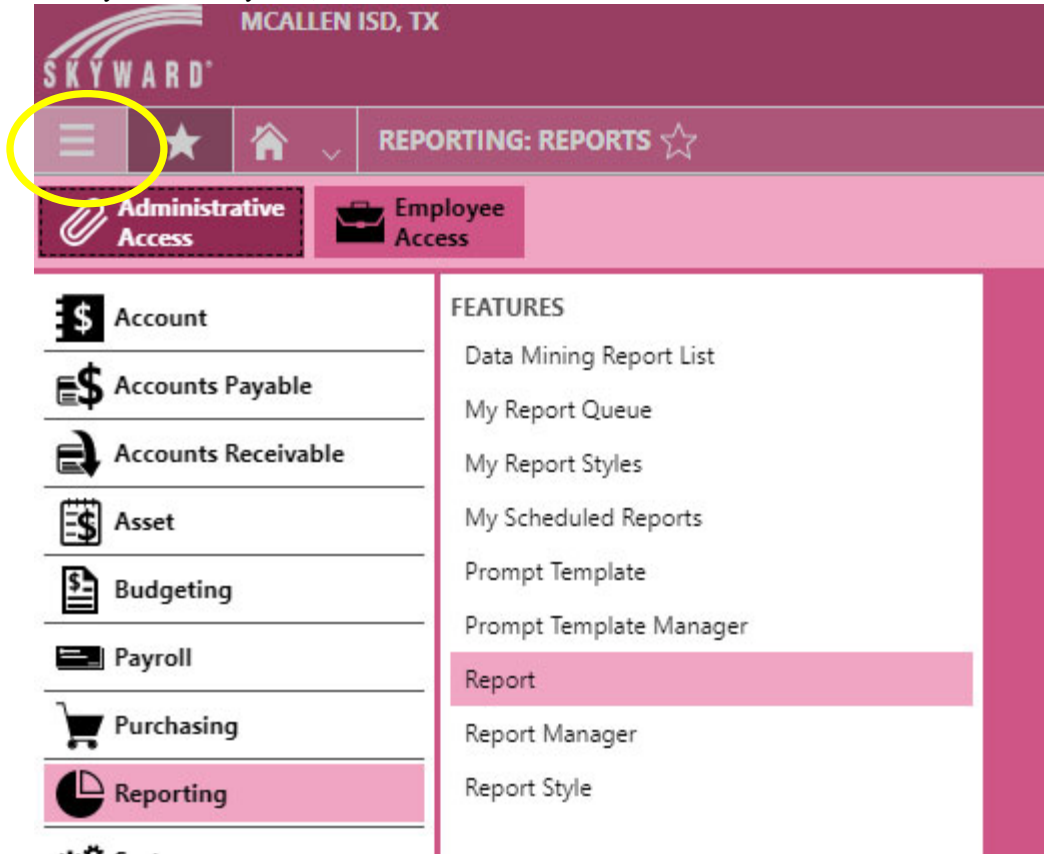
Fund —

Type

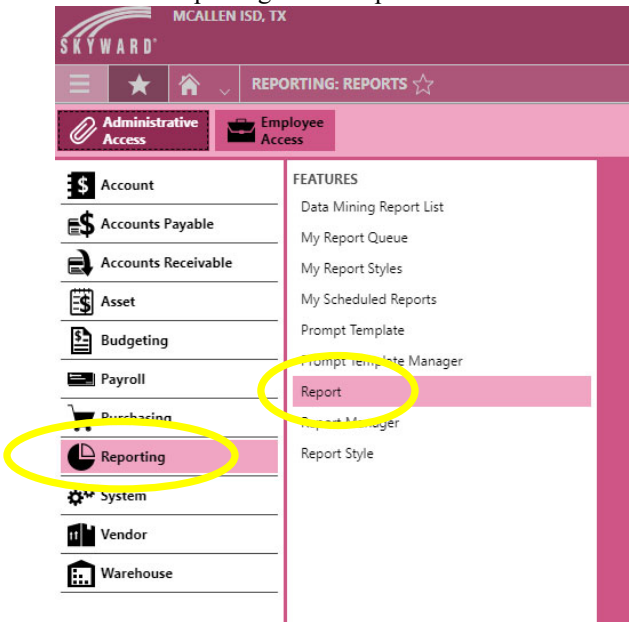
- [No Data]

Encumbered Accounts Report

1. Once you are in Skyward, select the home button



2. Click on “Reporting” then “report”



3. Find the report titled “Encumbered Accounts” and select “Run”


The screenshot shows the Skyward Reporting: Reports interface for McAllen ISD, TX. The interface includes a search bar, filters, and a list of reports. The 'Encumbered Accounts' report is highlighted in pink, and its 'Run' button is circled in yellow.

Name	Report Type	Modules
Run GL00060: General Ledger Detail by Fund & Object	View/Print	Account
Run GL00057A	View/Print	Account
Run GL00057	View/Print	Account
Run GL00054A	View/Print	Account
Run GL00054	View/Print	Account
Run GL00053A	View/Print	Account
Run GL00053	View/Print	Account
Run GL00040: Financial Activity Report by Fund (Rev 5.4 In Progress)	View/Print	Account
Run Encumbered Accounts	View/Print	Purchasing
Run Employee Earned Distribution	View/Print	Payroll
Run Depreciation History	View/Print	Asset
Run Checks Issued	View/Print	Payroll, Account, Accounts Payable
Run Check Register by Vendor: Check Date (Rebate Report)	View/Print	Accounts Payable

- 4. To view all your PO's that haven't been paid, select "Open" under "purchase order status"

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name Encumbered Accounts	Primary Module Purchasing		Owner DASARI, HARITHA	Fiscal Year 2020-2021
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PROMPT TEMPLATE

Prompt Template Save As New

PROMPTS

Enter Duty Code

Purchase Order Filters (modified)

Purchase Order Status	Show selected values
<input type="checkbox"/>	[No Data]
<input type="checkbox"/>	U - Unsubmitted
<input type="checkbox"/>	AW - Waiting for Approval
<input type="checkbox"/>	AD - Approval Denied
<input type="checkbox"/>	B - Batch
<input checked="" type="checkbox"/>	O - Open
<input type="checkbox"/>	H - History
<input type="checkbox"/>	DH - Deleted History
<input type="checkbox"/>	BV - Batch Reversal
<input type="checkbox"/>	VH - Reversal History
<input type="checkbox"/>	PB - Update in Progress Batch
<input type="checkbox"/>	PV - Update in Progress Batch Reversal
<input type="checkbox"/>	PH - Update in Progress History

- 5. If you wanted to narrow down your selection to a specific fund, sub object, org, etc., then you could click on the **+** next to “account filters” and enter the account you want to view. If you leave it blank, the report will bring up all PO’s you have access to (if any PO’s that aren’t yours are appearing on the report, please contact IT so they can adjust your access).

Reset Prompts Run Report Cancel

Report Name: Encumbered Accounts | Primary Module: Purchasing | Owner: DASARI, HARITHA | Fiscal Year: 2020-2021

PROMPT TEMPLATE

PROMPTS

Enter Duty Code: Show all values

- Purchase Order Filters (modified)
- + Account Filters (modified)**

Purchase Order Accounting Sorts

- Vendor Name
- Fund
- Purchase Order Number

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name: Encumbered Accounts | Primary Module: Purchasing | Owner: DASARI, HARITHA | Fiscal Year: 2020-2021

Account Filters (modified)

Fund 199 — 199

Type Show all values

- [No Data]
- A - Asset
- L - Liability
- Q - Equity
- R - Revenue
- E - Expense

Function Low - Show all values — High - Show all values

Object Low - Show all values — High - Show all values

Sub-Object Low - Show all values — High - Show all values

Organization Low - Show all values — High - Show all values

Fiscal Year Low - Show all values — High - Show all values

Program Intent Low - Show all values — High - Show all values

Local1 A — A

Local2 Low - Show all values — High - Show all values

Active Show all values

Category 1 Show all values

6. Select "Run Report"

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name Encumbered Accounts	Primary Module Purchasing		Owner DASARI, HARITHA	Fiscal Year 2020-2021
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— Account Filters (modified)

Fund	199	—	199
Type	Show all values <input type="checkbox"/> [No Data] <input type="checkbox"/> A - Asset <input type="checkbox"/> L - Liability <input type="checkbox"/> Q - Equity <input type="checkbox"/> R - Revenue <input type="checkbox"/> E - Expense		
Function	Low - Show all values	—	High - Show all values
Object	Low - Show all values	—	High - Show all values
Sub-Object	Low - Show all values	—	High - Show all values
Organization	Low - Show all values	—	High - Show all values
Fiscal Year	Low - Show all values	—	High - Show all values
Program Intent	Low - Show all values	—	High - Show all values
Local1	A	—	A
Local2	Low - Show all values	—	High - Show all values
Active	Show all values ▼		
Category 1	Show all values 🔍		