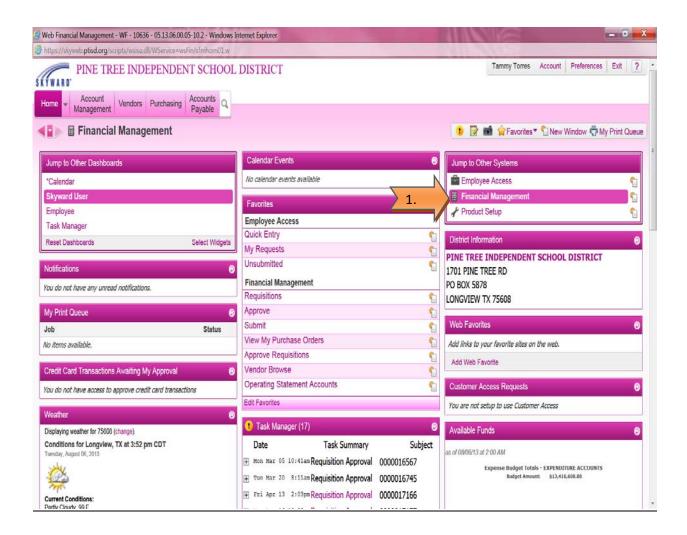
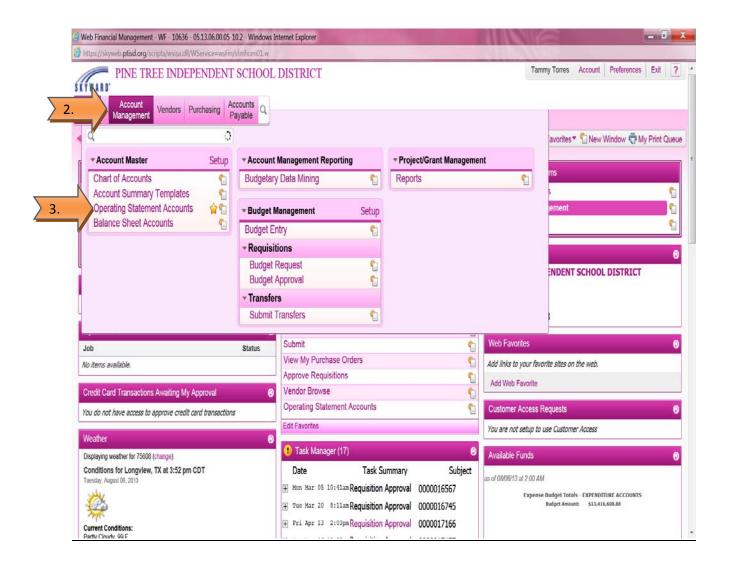
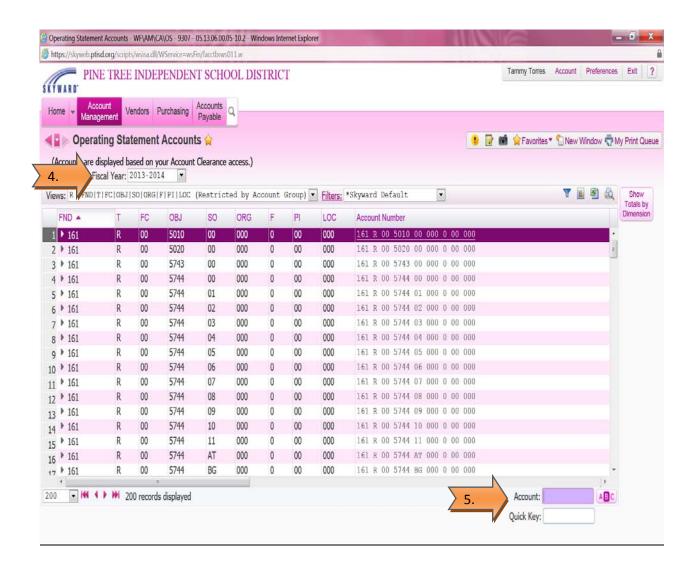
HOW TO LOOK UP A BUDGET CODE IN SKYWARD WEB MODULE OPERATING STATEMENT ACCOUNTS



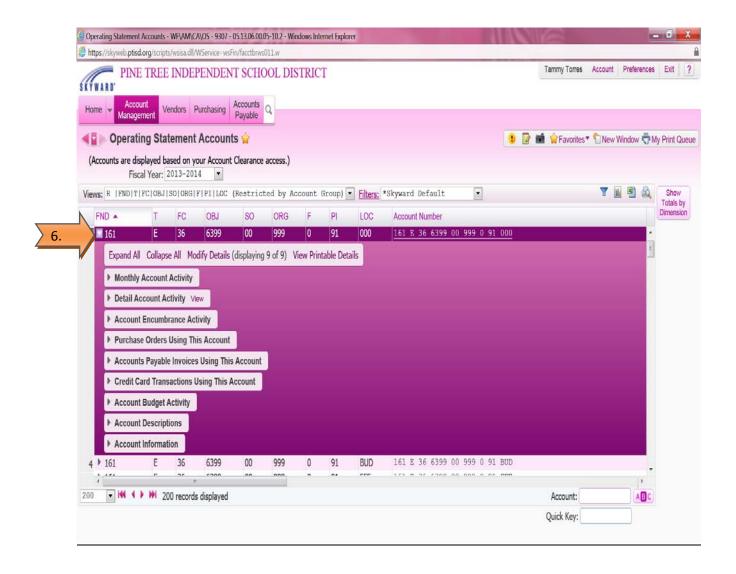
1.) FROM THE HOME SCREEN CLICK ON FINANCIAL MANAGEMENT.



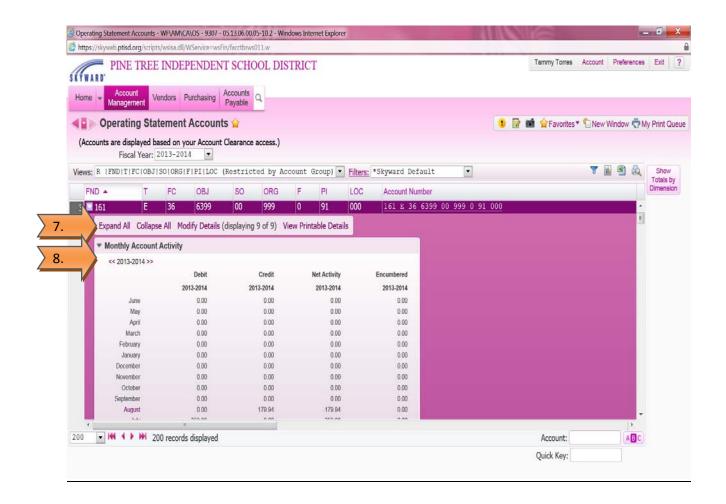
- 2.) CLICK ON ACCOUNT MANAGEMENT TAB.
- 3.) CLICK ON OPERATING STATEMENT ACCOUNTS.



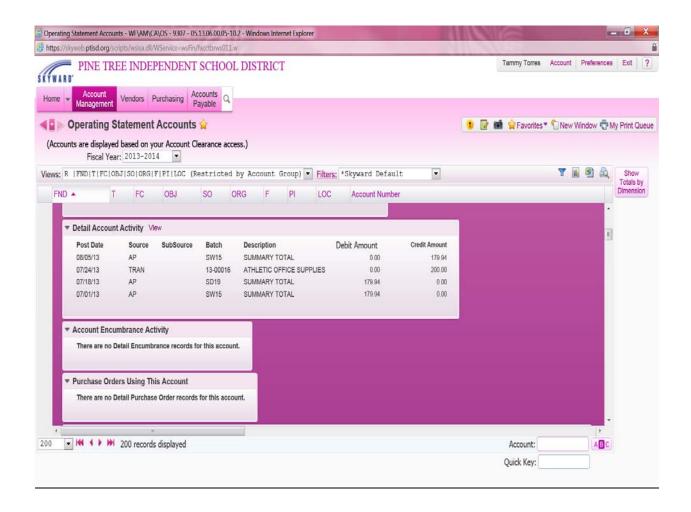
- 4.) MAKE SURE YOU ARE ON THE CORRECT YEAR.
- 5.) START TYPING IN YOUR ACCOUNT CODE IN THE ACCOUNT BOX. THE MORE NUMBERS YOU PUT IN THE NARROWER THE SEARCH.



6.) CLICK ON THE **EXPANDABLE ARROW** AT THE LEFT OF THE ACCOUNT CODE TO SEE ALL THE DETAILS PERTAINING TO THIS ACCOUNT SUCH AS MONTHLY ACTIVITY, DETAIL ACCOUNT ACTIVITY, PURCHASE ORDERS USING THIS ACCOUNT, ETC.



7.)YOU MAY ALSO HIT **EXPAND ALL** (OR COLLAPSE ALL TO CLOSE) TO OPEN UP ALL FIELDS OR SIMPLY CLICK THE ARROW TO THE LEFT (8.) OF THE HEADING FOR THE SPECIFIED BOX ONLY.



HERE YOU SEE MORE EXAMPLES OF THE INFORMATION AVAILABLE WHEN HITTING THE EXPAND ARROW.

THIS CONCLUDES THE TUTORIAL ON HOW TO LOOK UP A BUDGET CODE IN SKYWARD WEB MODULE OPERATING STATEMENT ACCOUNTS.