

Budgetary Data Mining in Skyward

Account Management

Budgetary Data Mining

Filters: Select “*District Report Templates”

Select “Current Expense – Budget Reporting”

On the right hand tool bar, click “View”

Next, click “Print”

Select “Continue”

In “Select Month” – be sure “June” is selected

In “Year” – be sure the correct end of the fiscal year is selected (i.e. – for the 2018-2019 school year, it should be set to 2019)

Click “Print” - This will generate your report

Click “View Report”

- Your account ranges should already be pre-set to your specific account/department. If you notice that you are not able to access your accounts (i.e. – Art = 121000 accounts), please notify an administrator