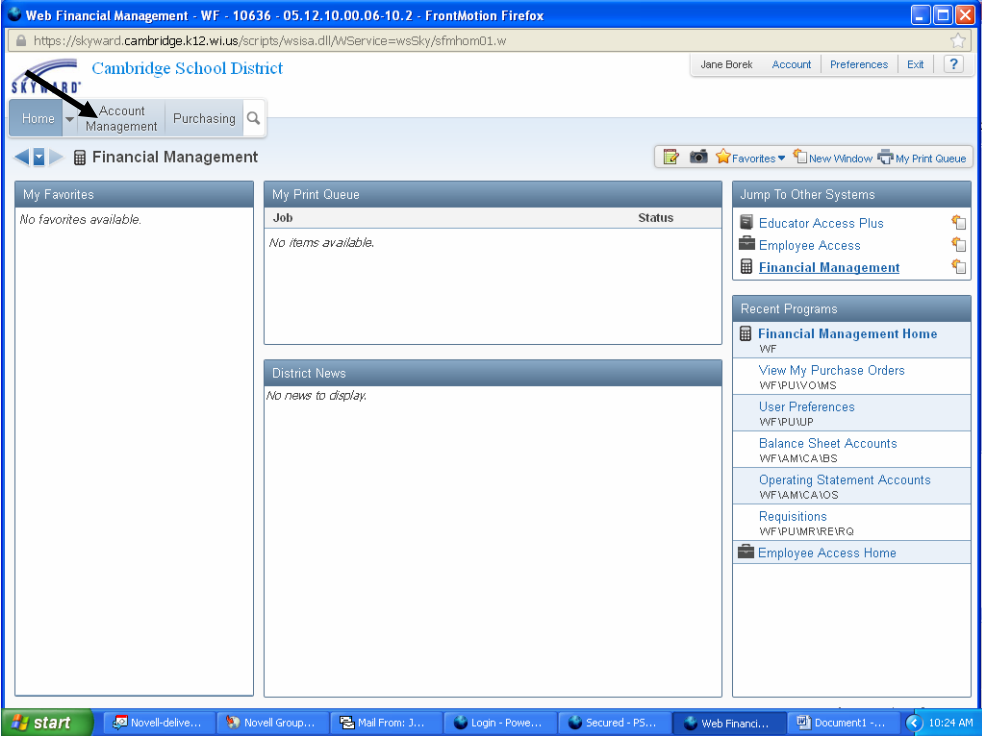


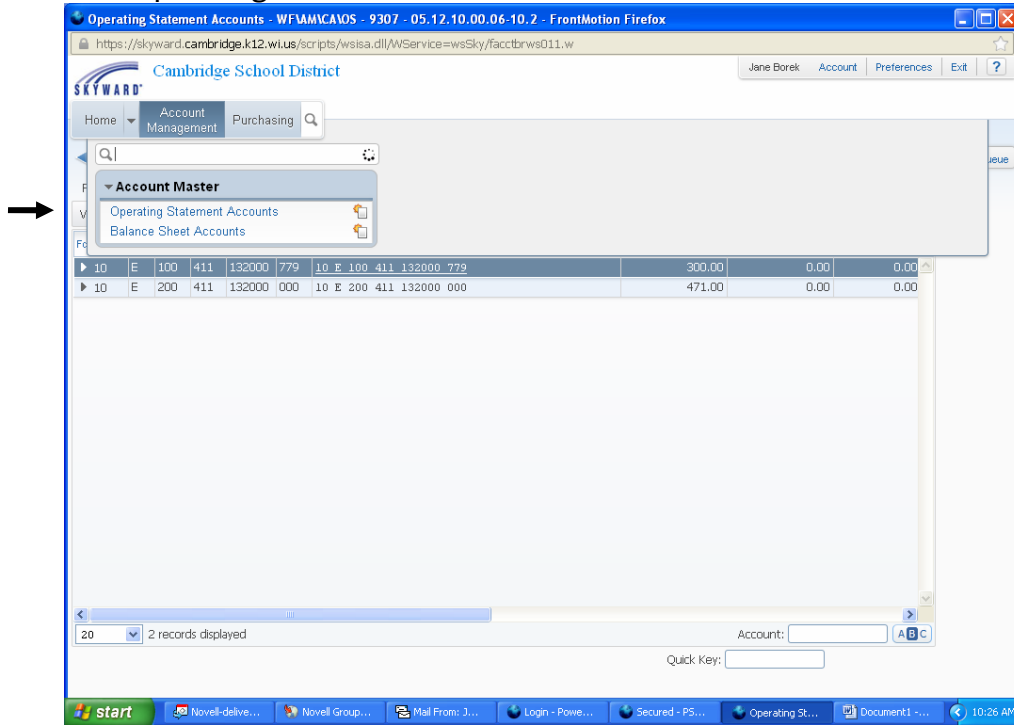
Skyward Online Account Management

WEB - Financial Management System
Click on Account Management

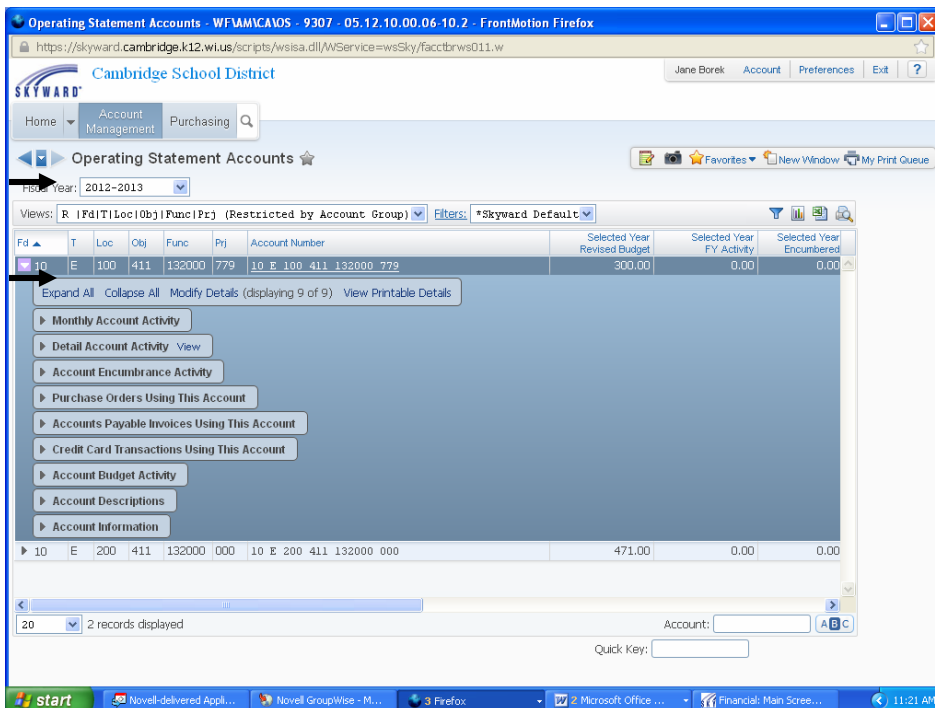


***** For General Accounts *****

Click Operating Statement Accounts



Confirm the Fiscal Year Click the "arrow" down for account details



***** For Activity Accounts *****

Click Balance Sheet Accounts

The screenshot shows the Skyward web interface for Cambridge School District. The user is logged in as Jane Borek. The 'Account Master' dropdown menu is open, showing 'Operating Statement Accounts' and 'Balance Sheet Accounts'. An arrow points to the 'Balance Sheet Accounts' option. Below the dropdown, a table displays account information:

Fd	T	Loc	Obj	Func	Prj	Account Number	Selected Year Beginning Balance	Selected Year Debit Amount	Selected Year Credit Amount
10	E	100	411	132000	779	10 E 100 411 132000 779	300.00	0.00	0.00
10	E	200	411	132000	000	10 E 200 411 132000 000	471.00	0.00	0.00

The bottom of the screen shows '2 records displayed' and a search bar.

Confirm the fiscal year Click the "arrow" down for account details

The screenshot shows the 'Balance Sheet Accounts' page in the Skyward system. The fiscal year is set to 2012-2013. The account details for account 60 are expanded, showing a list of activities. An arrow points to the fiscal year dropdown, and another arrow points to the account details dropdown for account 60.

Fd	T	Loc	Obj	Func	Prj	Account Number	Selected Year Beginning Balance	Selected Year Debit Amount	Selected Year Credit Amount	
60		2	000	000	814090	000	60 L 000 000 814090 000	-1,287.69	250.00	0.00

The account details dropdown menu is expanded, showing the following options:

- Expand All
- Collapse All
- Modify Details (displaying 7 of 7)
- View Printable Details
- Monthly Account Activity
- Detail Account Activity View
- Account Encumbrance Activity
- Purchase Orders Using This Account
- Accounts Payable Invoices Using This Account
- Account Descriptions
- Account Information

The bottom of the screen shows '1 records displayed' and a search bar.

Available Information

***Reverse the sign when reviewing the Beginning and Ending Balances in the Balance Sheet. Example: -123.45 is actually 123.45!**

- Summary Data
 - Budget (Operating Statement) or Beginning Balance (Balance Sheet)
This is the value of the account at the start of the fiscal period.
Please note that this is NOT the current balance of the account.
 - FY Activity (Operating Statement) or Debit Amount (Balance Sheet)
This is the total amount actually paid out during this fiscal period.
 - Encumbered (Operating Statement) or Credit Amount (Balance Sheet)
Encumbered– is the total amount tied up in requisitions/purchase orders.
Credit Amount – is the total amount deposited during this fiscal period.
 - Available Funds (Operating Statement) or Ending Balance (Balance Sheet)
Please note that this IS the current balance of the account that can still be used.
- Detail Data
 - Monthly Account Activity
 - Detail Account Activity
 - Account Encumbrance Activity
 - Purchase Orders Using This Account
 - Accounts Payable Invoices Using This Account
 - Account Budget Activity
- available for Operating Statement only -
 - Account Description
 - Account Information