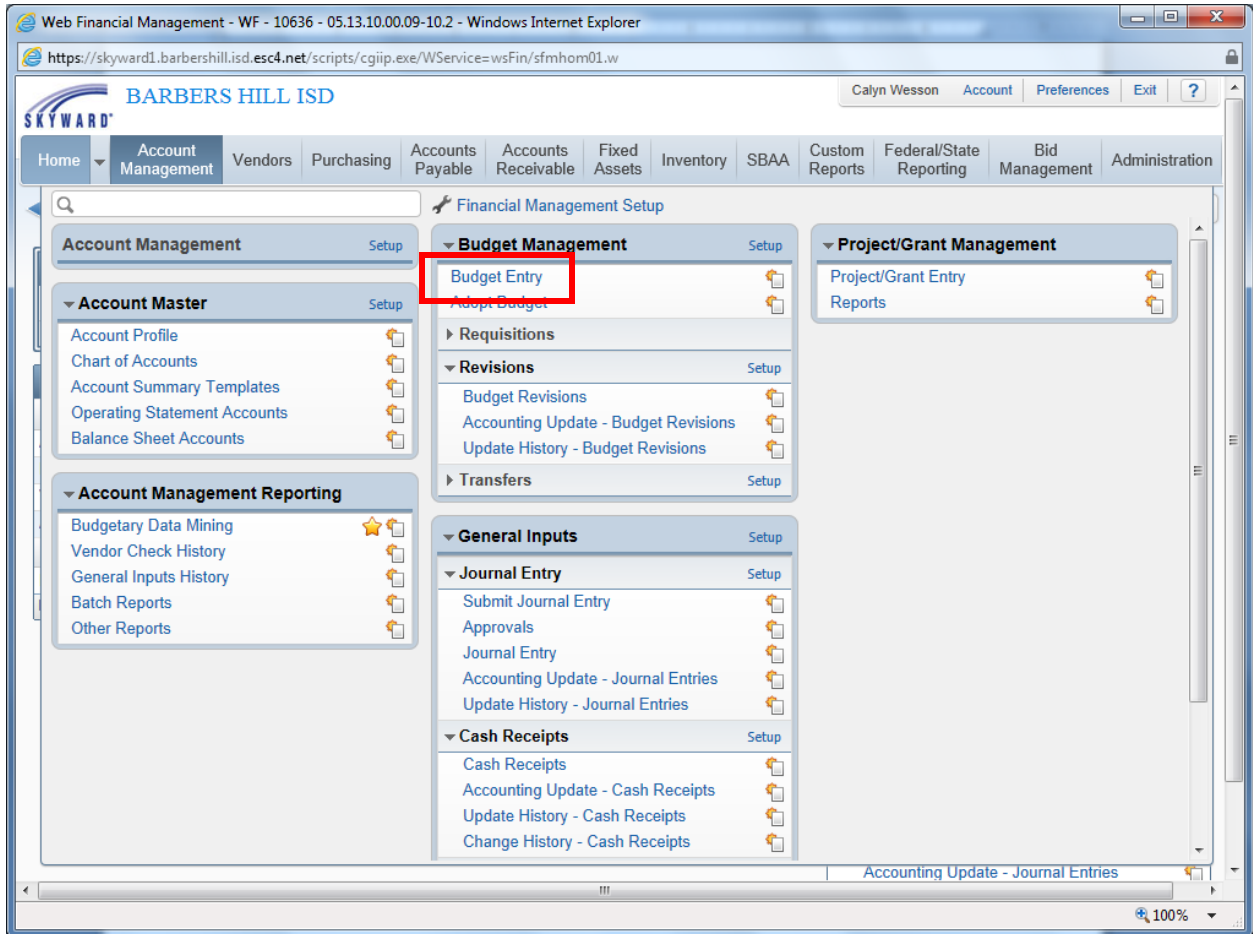


Skyward Finance: Web

Budget Entry Instructions

Step 1: Click on Financial Management, Account Management, Budget Entry (Under Budget Management)



Step 2: Select "Budget Entry".

The screenshot shows the Skyward financial management software interface. The browser address bar displays the URL: <https://skyward1.barbershill.isd.esc4.net/scripts/cgiip.exe/WService=wsFin/fobrqbrws039.w>. The page title is "Budget Entry - WFAM\BM\BE - 26269 - 05.15.10.00.10 - Google Chrome". The user is logged in as "Calyn Wesson".

The navigation menu includes: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The "Budget Entry" menu item is selected and highlighted with a red box.

The main content area displays a table of budget entries. The table has the following columns: Budget Process Description, Fiscal Year, Budget Type, Created By*, V/M, Sts, Last Edited By, and Last. The data is as follows:

Budget Process Description	Fiscal Year	Budget Type	Created By*	V/M	Sts	Last Edited By	Last
Budget Entry	2016 - 2017	Bud Entry	WESSOCAL000		E	WESSOCAL000	03
Original Budget	2016 - 2017	Original	WESSOCAL000		S	WESSOCAL000	06
Salary Negotiations	2015 - 2016	Salary Neg	WESSOCAL000		S	WESSOCAL000	05

At the bottom of the interface, there is a pagination control showing "20" records per page and "3 records displayed". A search box for "Budget Process Description" is also visible.

Step 3: Click on Individual Budget Entry on the right.

The screenshot shows the Skyward Budget Entry interface. The main menu includes Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The current page is titled 'Budget Entry' and shows a table of budget entries. The table has columns for Budget Process Description, Fiscal Year, Budget Type, Created By, V/M, Sts, Last Edited By, and Last. The first row is 'Budget Entry' with Fiscal Year '2016 - 2017', Budget Type 'Bud Entry', Created By 'WESSOCAL000', V/M 'E', Sts 'WESSOCAL000', and Last '03'. The second row is 'Original Budget' with Fiscal Year '2016 - 2017', Budget Type 'Original', Created By 'WESSOCAL000', V/M 'S', Sts 'WESSOCAL000', and Last '06'. The third row is 'Salary Negotiations' with Fiscal Year '2015 - 2016', Budget Type 'Salary Neg', Created By 'WESSOCAL000', V/M 'S', Sts 'WESSOCAL000', and Last '08'. On the right side of the interface, there are several buttons: Add, Edit, Delete, Clone, Individual Budget Entry (highlighted with a red box), Mass Change, Import Detail Lines, and Delete Work-file. At the bottom, there is a status bar showing '3 records displayed' and a search field for 'Budget Process Description'.

Budget Process Description	Fiscal Year	Budget Type	Created By*	V/M	Sts	Last Edited By	Last
Budget Entry	2016 - 2017	Bud Entry	WESSOCAL000		E	WESSOCAL000	03
Original Budget	2016 - 2017	Original	WESSOCAL000		S	WESSOCAL000	06
Salary Negotiations	2015 - 2016	Salary Neg	WESSOCAL000		S	WESSOCAL000	08

Step 4: Enter budget amounts in the column labeled "20xx-20xx Bud Entry."

Account Numbers, Account Descriptions, CY Revised Budget, CY Activity, and the last 3 years activity are all listed to assist with budgeting. If all columns cannot be viewed, expand the screen and scroll to right.

Budgetary Entries

Processing Parameters
Budget Process Description: Budget Entry Budget Type: Bud Entry Fiscal Year: 2016-2017

Budgeted Amount For Selected Accounts
Total 2016-2017 Bud Entry: 2,886,100.00 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 03/11/16. Refresh Account Details

Views: General Filters: Skyward Default Quick Filter

Account Number	IA	BD	2016-2017 Bud Entry	Account Description	2015-2016 Revised Budget	
▶ 101 E 51 6619 00 001 0 00 0 00	Y		0	AND PURCHASE & IMPROVEMEN	0.00	
▶ 198 R 00 5831 00 000 0 00 0 01			0	RS ON-BEHALF PAYMENTS	0.00	
▶ 198 E 11 6144 00 001 0 11 0 04			0	RS ON-BEHALF	0.00	
▶ 199 R 00 5711 00 000 0 00 0 01			0	TAXES, CURRENT YEAR	48,313,358.00	53,1f
▶ 199 R 00 5712 00 000 0 00 0 01			0	TAXES, PRIOR YEAR	300,000.00	4-
▶ 199 R 00 5712 05 000 0 00 0 01			0	TAXES, PRIOR YEAR	0.00	
▶ 199 R 00 5717 00 000 0 00 0 01			0	TAX CERTIFICATE FEES	1,000.00	
▶ 199 R 00 5718 00 000 0 00 0 01			0	ENALTIES & INTEREST	200,000.00	1-
▶ 199 R 00 5719 00 000 0 00 0 01			0	th 313 Application Fees	0.00	
▶ 199 R 00 5719 72 000 0 00 0 01			0	th 313 Application Fees	6,593,462.00	

500 500 records displayed Account: []

Break Totals

Account Number	2016-2017 Bud Entry	2015 - 2016 Revised Budget	2015 - 2016 Activity	2014 - 2015 Activity
<i>There are no breaks defined.</i>				

Generate Account Breaks View Break Total Details

Step 5: When you are done entering the budget, please click “Submit Budgetary Entries”.

Processing Parameters
 Budget Process Description: 2014-2015 GF Budget (Budget Type: Bud Entry Fiscal Year: 2014-2015 Mass Change: ?

Budgeted Amount For Selected Accounts
 Total 2014-2015 Bud Entry: 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 01/29/14. Refresh Account Details

Account Number	2014-2015 Bud Entry	2013-2014 Revised Budget	2013-2014 Activity	2012-2013 Activity	2011-2012 Activity
199 R 00 5711 00 000 0 00 0 01		44,243,202.00	24,808,627.81	42,155,702.63	34,106,982.48
199 R 00 5712 00 000 0 00 0 01		309,441.00	242,493.03	370,688.10	248,979.01
199 R 00 5712 05 000 0 00 0 01		0.00	0.00	0.00	0.00
199 R 00 5717 00 000 0 00 0 01		1,000.00	60.00	490.00	2,510.00
199 R 00 5718 00 000 0 00 0 01		150,000.00	69,884.86	156,972.40	152,713.27
199 R 00 5719 00 000 0 00 0 01		2,574,466.00	375,000.00	375,000.00	300,000.00
199 R 00 5719 72 000 0 00 0 01		0.00	0.00	0.00	0.00
199 R 00 5719 73 000 0 00 0 01		0.00	0.00	0.00	0.00
199 R 00 5728 00 000 0 00 0 01		0.00	0.00	0.00	0.00
199 R 00 5729 00 000 0 00 0 01		0.00	0.00	0.00	0.00
199 R 00 5729 23 000 0 00 0 01		14,000.00	14,170.08	14,170.08	11,808.40
199 R 00 5739 00 000 0 00 0 01		22,000.00	0.00	27,955.00	27,445.00
199 R 00 5739 52 000 0 00 0 01		126,000.00	84,700.00	168,000.00	103,601.00
199 R 00 5742 00 000 0 00 0 01		150,000.00	38,369.46	25,171.53	289,546.81
199 R 00 5744 00 000 0 00 0 01		0.00	0.00	0.00	0.00
199 R 00 5744 37 000 0 00 0 01		35,000.00	163,370.55	68,008.09	14,593.32
199 R 00 5745 00 000 0 00 0 01		0.00	0.00	0.00	4,848,083.83
199 R 00 5748 00 000 0 00 0 01		20,000.00	7,174.00	17,964.50	20,286.70
199 R 00 5749 00 000 0 00 0 01		5,000.00	30,580.25	69,025.65	219,121.76
199 R 00 5749 21 000 0 00 0 01		0.00	0.00	0.00	44,640.00

Break Totals

Account Number	2014-2015 Bud Entry	2013 - 2014 Revised Budget	2013 - 2014 Activity	2012 - 2013 Activity	2011 - 2012 Activity	2010 - 2011 Activity
199 R 00	0.00	55,696,390.00	27,525,618.78	51,599,331.09	49,330,598.65	46,585,176.41
199 E 00	0.00	0.00	278,054.40	0.00	0.00	0.00
199 E 11	0.00	26,440,647.00	10,468,552.51	24,983,350.60	23,264,434.12	22,848,073.83
199 E 12	0.00	811,591.00	311,860.94	743,404.22	744,211.34	694,978.58
199 E 13	0.00	775,032.00	391,613.66	782,595.64	808,825.50	951,711.23

*** The “Total 20xx-20xx Bud Entry” amount is a running total of all the budgets being entered. You will have to verify your totals to ensure that you have input the correct amount that was allotted for your campus/department.