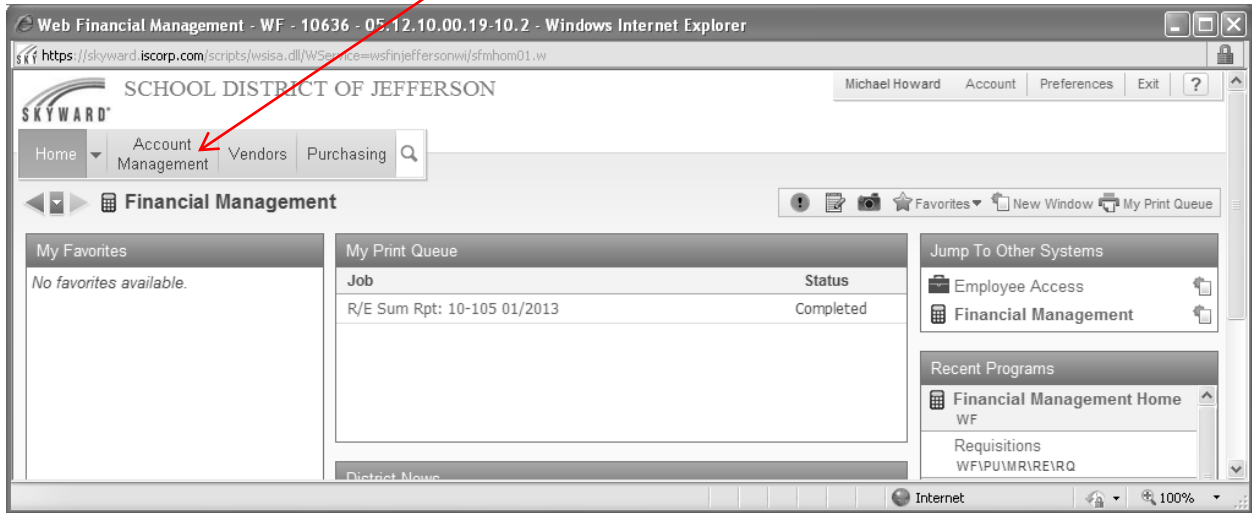
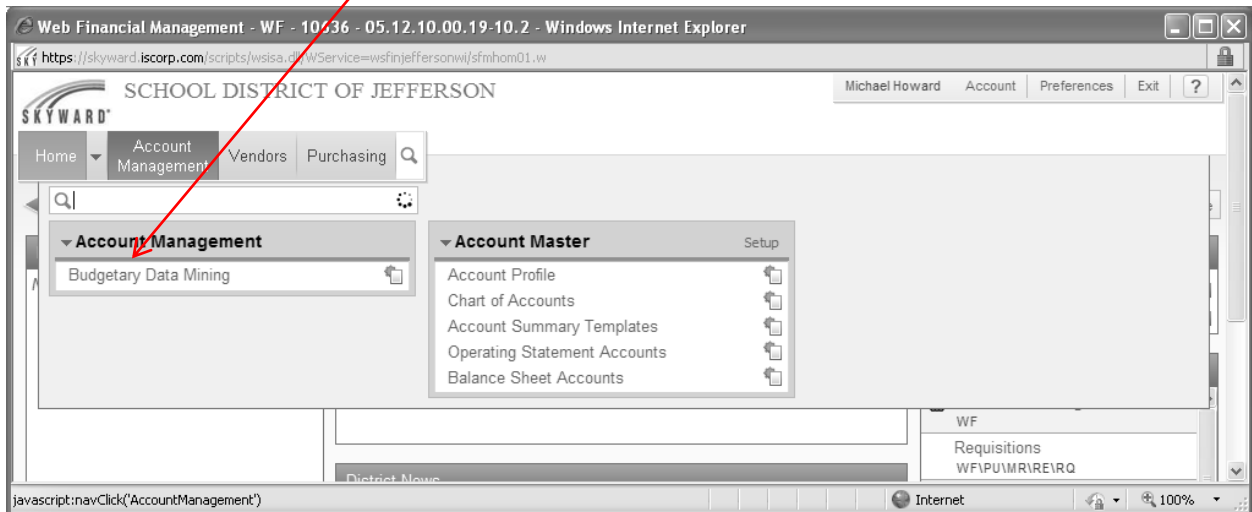


# Printing Reports – Budgetary Data Mining Instructions

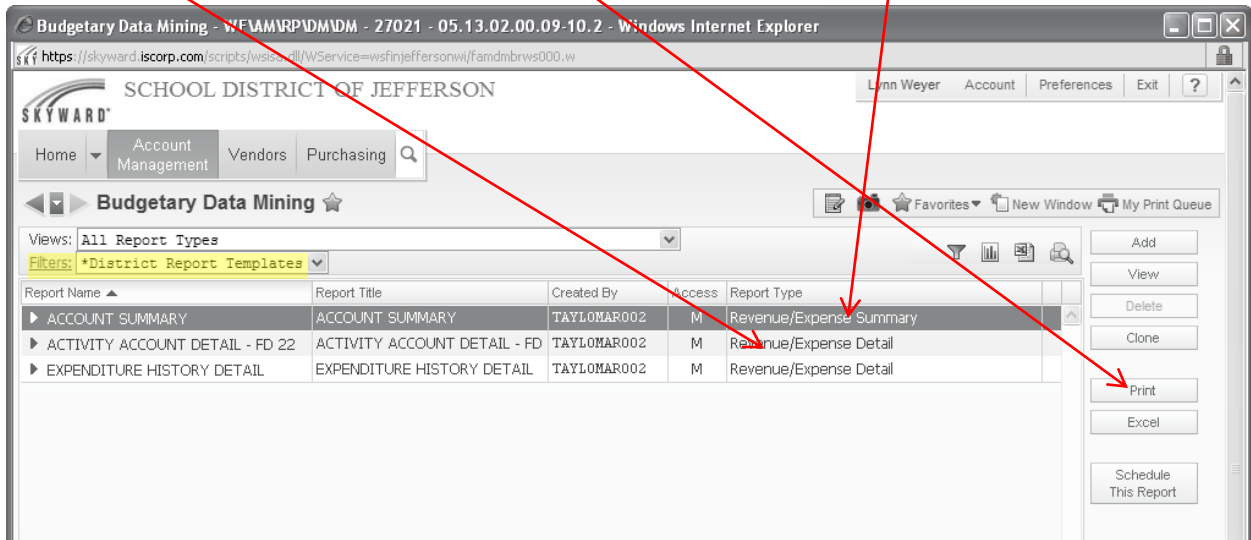
Log in to School District of Jefferson Web Site – **Staff Access**.  
Enter **Login ID** and **Password**.  
Under HOME Choose **Account Management**.



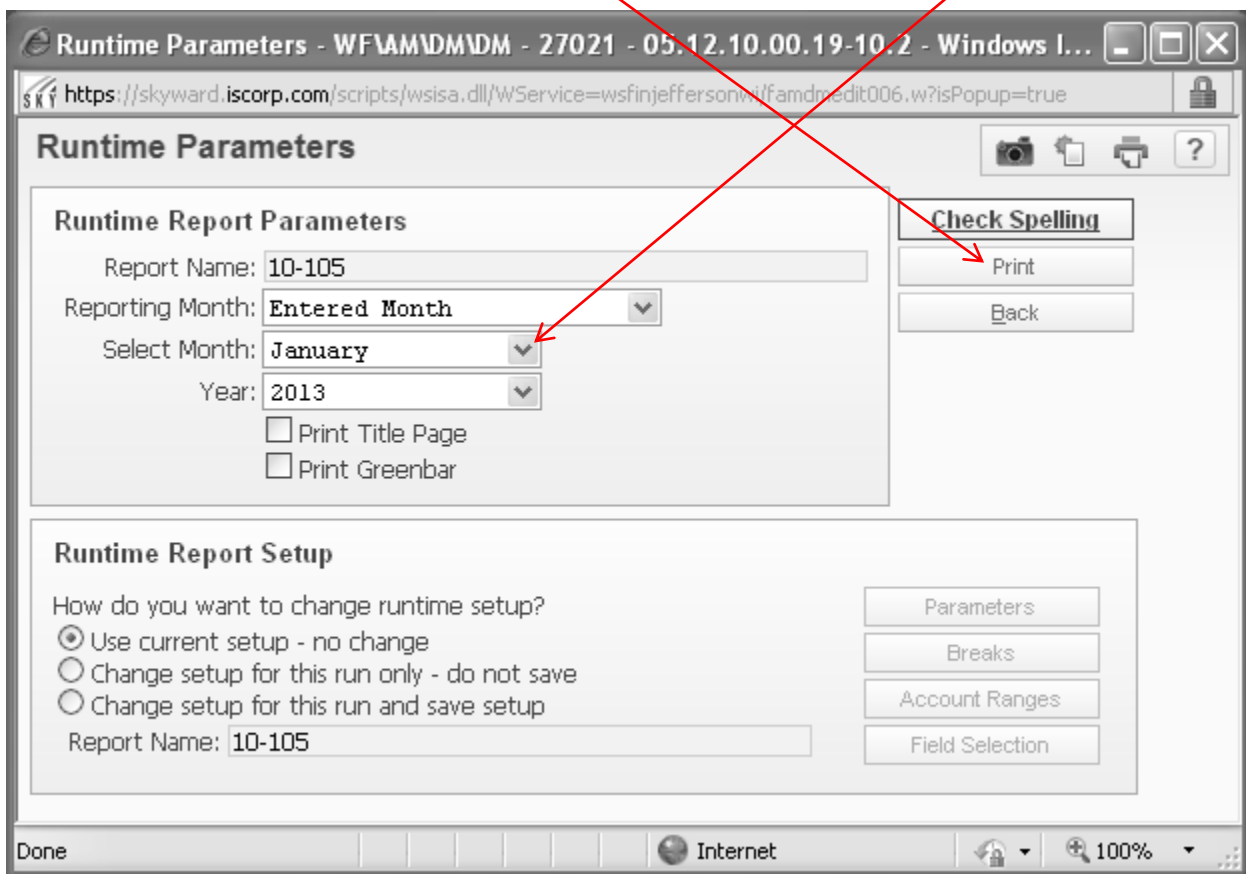
Choose **Budgetary Data Mining**.



The reports that have been built for your budget area will be displayed. Be sure the Filter is set to District Report Templates. Some reports are in **Summary** format, some are in **detail** format. You can tell which is which by the description. Highlight the report you want to run, and select **Print**.



The summary report will give you the following options. You are able to select the month you want to report on by clicking on the down arrow next to **select month** and choose the month you want. Select **Print** to print the report.



You will need to select **View Report** when it is done processing.

## Example of Summary Report

3frbud12.p 34-2  
05.12.10.00.18-10.2

SCHOOL DISTRICT OF JEFFERSON  
10-105 - WEST ELEMENTARY (Date: 1/2013)

01/21/13 Page:1  
10:11 AM

ACCOUNT NUMBER	EXPENSE	2012-13 REVISED BUDGET	January 2012-13 EXPENDED	2012-13 EXPENDED	ENCUMBERED BALANCE	UNENCUMBERED BALANCE
10 E 105 111 022120 000	STRAIGH					
10 E 105 --- 022120 ---	*					
10 E 105 110 110000 815	UNDIFF PERMANE					
10 E 105 110 110000 862	UNDIFF PERMANE					
10 E 105 211 110000 815	UNDIFF EMPLOYE					
10 E 105 211 110000 862	UNDIFF EMPLOYE					
10 E 105 212 110000 815	UNDIFF EMPLOYE					
10 E 105 212 110000 862	UNDIFF EMPLOYE					
10 E 105 222 110000 815	UNDIFF EMPLOYE					
10 E 105 222 110000 862	UNDIFF EMPLOYE					
10 E 105 310 110000 000	UNDIFF PERS. SE			320.00		-320.00
10 E 105 354 110000 000	UNDIFF PRINTIN	1,300.00		1,192.10		107.90

The detail report will give you the following options. You are able to select a **Start Date** and an **End Date**. Select **Print** to print the report.

Runtime Parameters - WFLAMDM - 27021 - 05.12.10.00.19-10.2

https://skyward.iscorp.com/scripts/wvisa.dll/WService=wsfinjefferson/wflamdm006.w?isPopup=true

### Runtime Report Parameters

Report Name: YEAR END EXPENDITURE HISTORY REPORT

Start Date: 07/01/2010 Thursday

End Date: 06/30/2012 Saturday

Print Title Page

Print Greenbar

Check Spelling

Print

Back

### Runtime Report Setup

How do you want to change runtime setup?

Use current setup - no change

Change setup for this run only - do not save

Change setup for this run and save setup

Report Name: YEAR END EXPENDITURE HISTORY REPORT

Parameters

Breaks

Account Ranges

Field Selection

Sources

Done Internet 100%

You will need to select **View Report** when it is done processing.

Here is an example of a Detail Report.

3f8bud12.p 34-2  
05.12.10.00.19-10.2

SCHOOL DISTRICT OF JEFFERSON  
YEAR END EXPENDITURE HISTORY REPORT (Date: 07/01/2011 - 06/30/2012)

01/21/13 Page:2  
10:24 AM

ACCOUNT NUMBER	2011-12 Revised Budget	2011-12 FYTD Activity	Unexpended Balance	Unencumbered Amount	Unencumbered Balance
21 X 105 551 110000 000	1,585.00		1,585.00		1,585.00
12/12/11 AP 12	IMPOCOR	1050110079	SMART BOARD, PROJECTOR BUNDLES, CABLE	GO03285-IN	12/12/11 25708 12/13/11 1,605.00
12/30/11 CR 01		88	SMARTED & PROJ CABLES PO	WEST PATH'S	12/30/11 28718 -1,605.00
			1050110079 IMPOCOR		
			*21 X 105 551 110000 000		0.00
			*Accounts Payable		1,605.00
			*Cash Receipts		-1,605.00
21 X 105 551 1-----	1,585.00		1,585.00		1,585.00
21 X 1-----	1,585.00		1,585.00		1,585.00
21 X-----	1,585.00		1,585.00		1,585.00
21-----	1,585.00		1,585.00		1,585.00
Grand Expenses Totals	4,416.00	6,893.41	-2,477.41		-2,477.41

Account Ranges can be changed in each report by either choosing the **Edit** button on the side, or using the **Side Arrow** to open the parameters of the report. These instructions will walk you through using the side arrow.

Budgetary Data Mining - WFAVMDM - 27021 - 05.12.10.00.19-10.2 - Windows Internet Explorer

SKYWARD

Home Account Management Vendors Purchasing

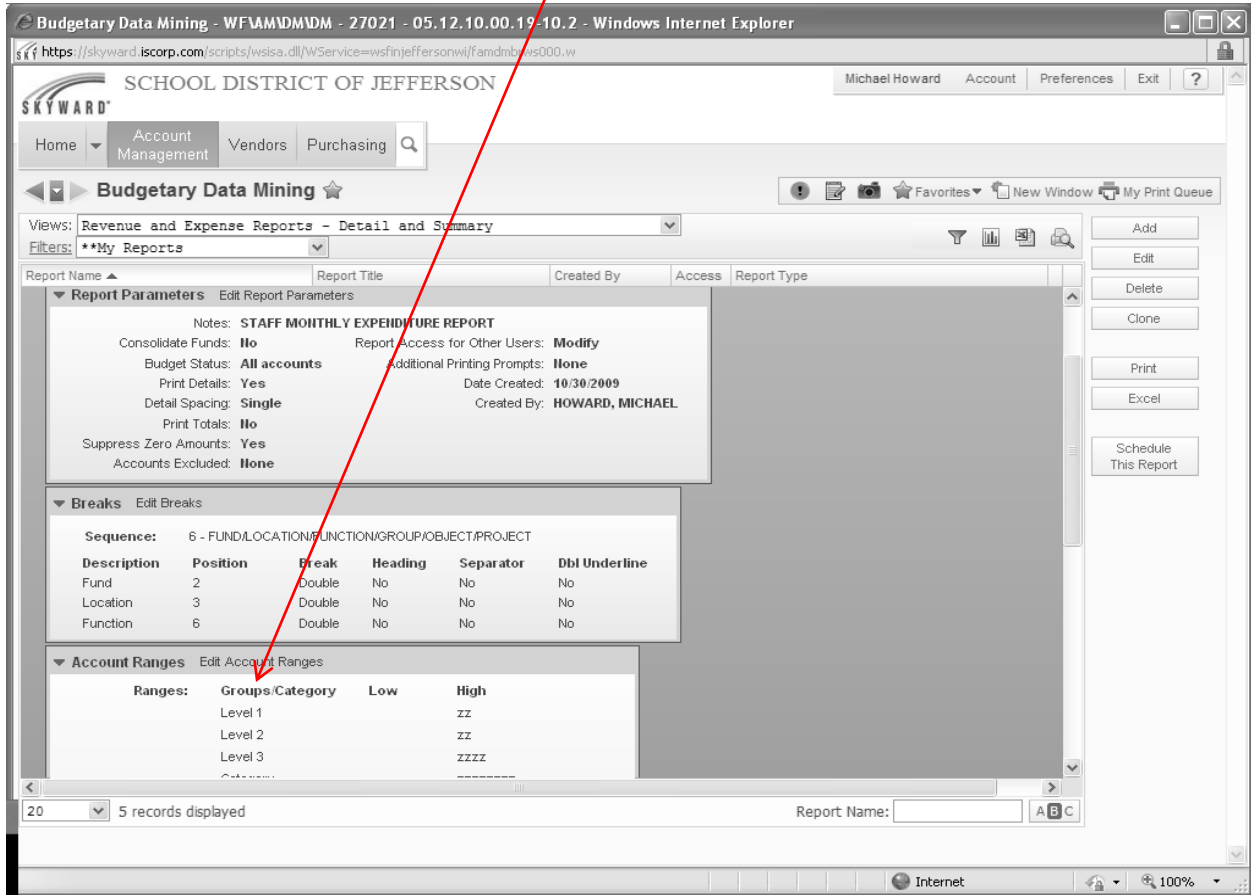
Budgetary Data Mining

Views: Revenue and Expense Reports - Detail and Summary

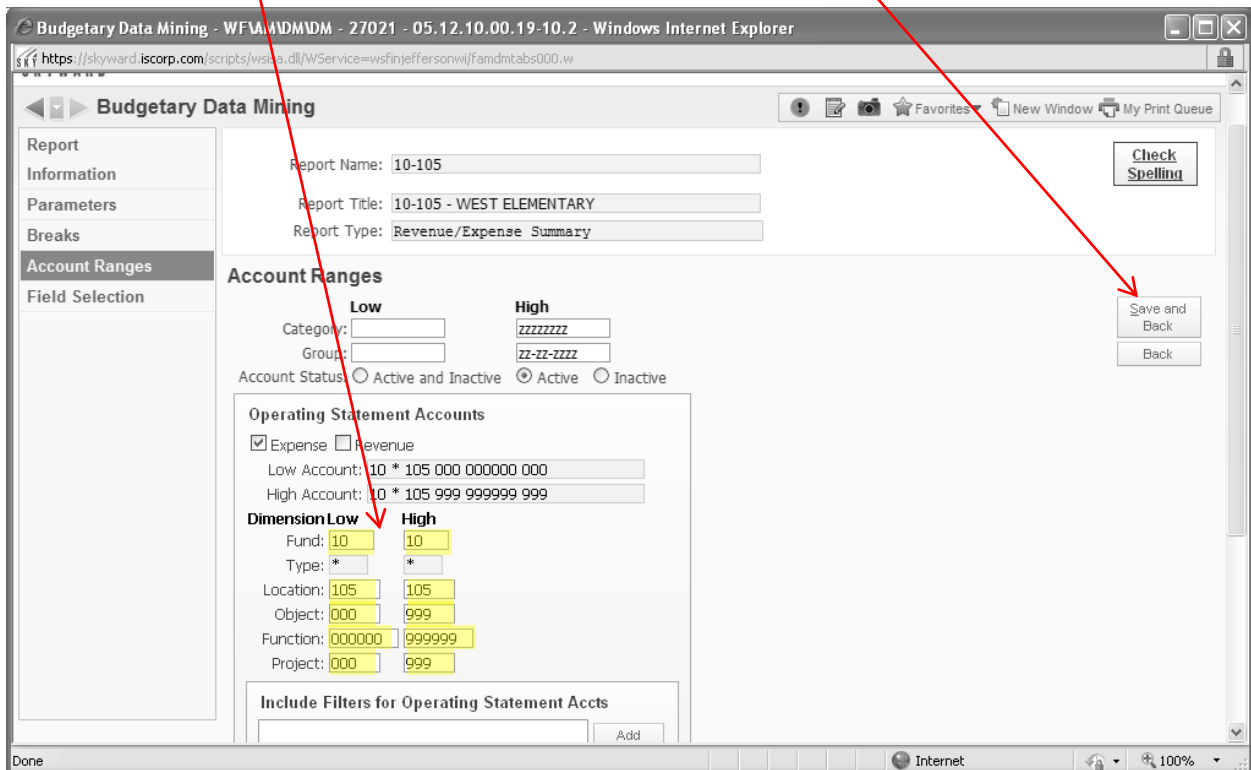
Filters: \*My Reports

Report Name	Report Title	Created By	Access	Report Type
▶ 10-105	10-105 - WEST ELEMENTARY	HOWARMIC002	M	Revenue/Expense Summary
▶ 10-814	10-814 -ESL	HOWARMIC002	M	Revenue/Expense Summary
▶ 11-814	11-814 - ESL - TITLE III	HOWARMIC002	M	Revenue/Expense Summary
▶ 22-105 - West	22-105 - West	HOWARMIC002	R	Revenue/Expense Summary
▶ YEAR END EXPENDITURE HISTORY RE	YEAR END EXPENDITURE HISTOR	HOWARMIC002	M	Revenue/Expense Detail

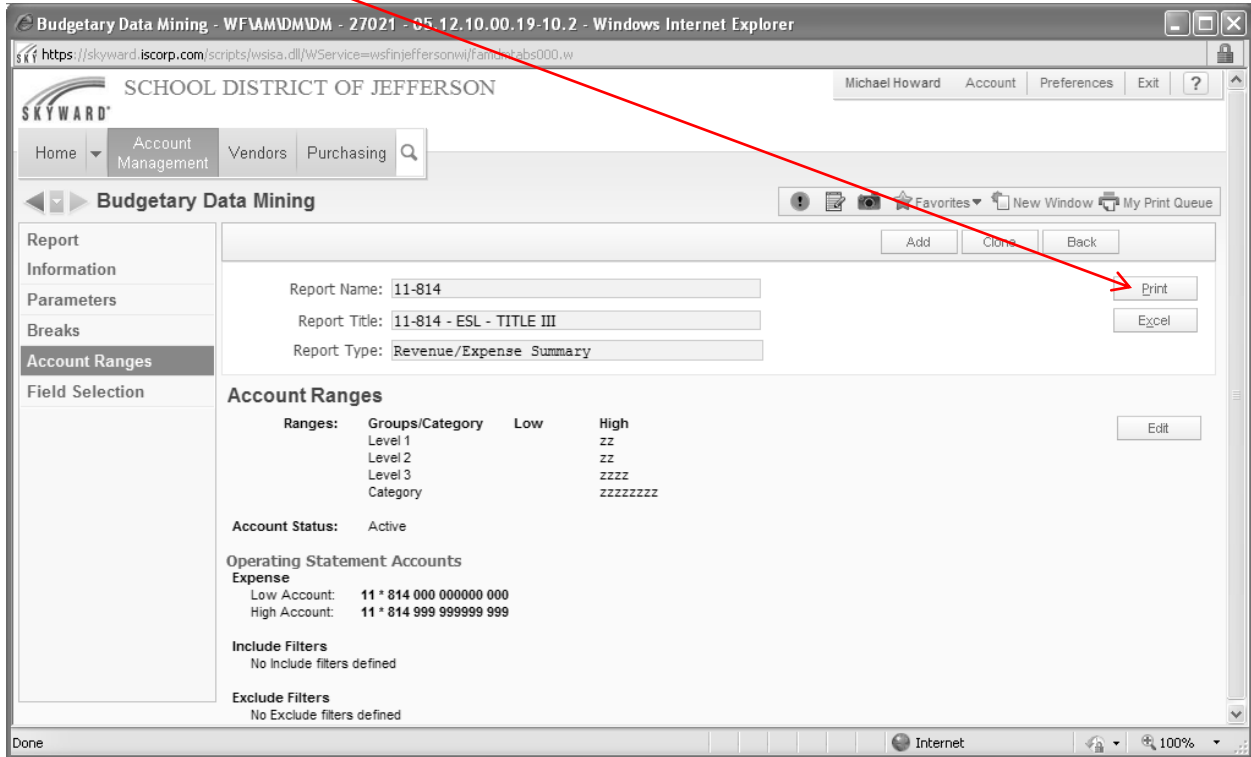
Selecting the side arrow will expand the screen to look like this. You can then edit the account ranges by selecting **Edit Account Ranges**.



Make your **Account Number** changes here. Then choose **Save and Back**.



Then choose **Print** to print the report.



**ANY QUESTIONS OR PROBLEMS PLEASE CALL:**

**THE DISTRICT OFFICE –  
Mary Ellen Taylor – ext. 1041  
Laura Peachey – ext. 1044**

*/Purchasing/ Instructions\_Budgetary Data Mining&K/ Instructions/ Instructions\_Budgetary Data Mining  
2/2014*