



ROBSTOWN ISD BUDGET ENTRY STEPS

SKYWARD FINANCE

BY: ISMAEL GONZALEZ III



Financial Management

Jump to Other Dashboards

- *Calendar
- Skyward User**
- Employee
- Reset Dashboards Select Widgets

Favorites

No favorites available.

Calendar Events

04/13/2017	Pay Day
04/17/2017	Sick Leave Payroll is due by noon for 4/28/17 p...
04/17/2017	Supplemental payrolls are due for 4/28/17 payday
04/28/2017	Pay Day
05/01/2017	Sick Leave Payroll is due by noon for 5/15/17 p...
05/15/2017	Pay Day
05/15/2017	Sick Leave Payroll is due by noon for 5/26/17 p...
05/15/2017	Supplemental payrolls are due for 5/26/17 payday
05/26/2017	Pay Day
06/05/2017	Sick Leave Payroll is due by noon for 6/15/17 p...
06/15/2017	Pay Day
06/19/2017	Sick Leave Payroll is due by noon for 6/30/17 p...
06/19/2017	Supplemental payrolls are due for 6/30/17 payday

Budget Transfers Awaiting My Approval

No Budget Transfers require action at this time

My Print Queue

Job

Account Distribution - SHARS Nurses (Excel)
Export Data: Account Distribution
Export Data: Account Distribution
Account Distribution - SHARS Nurses
Account Distribution - SHARS Nurses

District News

Friday 4/14/17 Non Work Day

Click
Good Friday

Quote

Click
Wisdom to inspire the soul

April Birthdays

Click
*** Happy Birthday ***

RISD Events

Click here
To see School District Events



Home Account Management Vendors Purchasing Accounts Payable Fixed Assets SBAA Custom Reports Federal/State Reporting Administration

Financial Management Setup

- Account Management - AM Setup
 - Account Master - CA Setup
 - Account Profile - AP
 - Chart of Accounts - CA
 - Account Summary Templates - AS
 - Operating Statement Accounts - OS
 - Balance Sheet Accounts - BS
 - Account Management Reportin...
 - Budgetary Data Mining - DM
 - Vendor Check History - VC
 - General Inputs History - GI
 - Batch Reports - BR
 - Other Reports - OR
- Budget Management - BM Setup
 - Budget Entry - BE
 - Adopt Budget - AB
 - Requisitions - RE
 - Budget Request - RE
 - Budget Approval - BA
 - Mass Approve - MA
 - Revisions - BR Setup
 - Budget Revisions - BR
 - Accounting Update - Budget Revisions - AU
 - Update History - Budget Revisions - UH
 - Transfers - TR Setup
 - Submit Transfers - ST
 - Approvals - AP
 - Activity - AC
 - Transfers - TR
 - Accounting Update - Budget Transfers - AU
 - Update History - Budget Transfers - UH
 - General Inputs - GI Setup
 - Journal Entry - JE Setup
 - Submit Journal Entry - SJ
- Project/Grant Management - P
 - Project/Grant Entry - PG
 - Reports - RE



◀ ▶ Budget Entry ☆

Views: General ▾ Filters: *Budgets I Have Access To ▾

Budget Process Description ▲	Fiscal Year	Budget Type	Created By	V/M	Users	Sts	Last Edited By
▶ Working Budget 2017-2018	2017 - 2018	Work Budg	QUINTNOR000	M		W	QUINTNOR000

! [Clipboard] [Camera] ★ Favorites ▾ [New Window] [My Print Que]

⌵ [Bar Chart] [Envelope] [Magnifying Glass]

Process ID
75

Add

Edit

Clone

Individual Budget Entry



Budgetary Entries

Processing Parameters

Budget Process Description: Budget Type: Fiscal Year:

Budgeted Amount For Selected Accounts

Total 2017-2018 Work Budg:

As you can see, you are able to see 16-17 original, revised, and activity budget.
Please save & continue until ready to submit completely

*Individual Accounts with Detail Budget Lines attached are disabled
 **Account data as of 03/24/17. [Refresh Account Details](#)

Views: Filters:



Account Number Fnd T Fc Obj So Org F Pl Loc	IA	BD	2017-2018 Work Budget	2016-2017 Original Budget	2016-2017 Revised Budget	2016-2017 Activity	Submit
▶ 199 E 11 6118 00 001 0 11 000			0	0.00	600.00	0.00	
▶ 199 E 11 6118 00 001 0 22 000			0	5,000.00	5,000.00	2,775.00	
▶ 199 E 11 6128 00 001 0 11 000			0	2,000.00	900.00	673.02	
▶ 199 E 11 6128 00 001 0 22 000			0	16,000.00	16,000.00	9,071.30	
▶ 199 E 11 6128 02 001 0 11 000			0	500.00	0.00	0.00	
▶ 199 E 11 6219 02 001 0 11 000			0	0.00	0.00	0.00	
▶ 199 E 11 6223 78 001 0 22 000			0	46,000.00	44,760.00	44,760.00	
▶ 199 E 11 6239 00 001 0 22 000			0	7,000.00	4,865.88	4,865.88	
▶ 199 E 11 6249 00 001 0 22 000			0	1,500.00	1,700.00	128.50	
▶ 199 E 11 6249 02 001 0 11 000			0	0.00	0.00	0.00	

20 records displayed

Account:

Break Totals

Account Number	2017-2018 Work Budget	2016 - 2017 Original Budget	2016 - 2017 Revised Budget	2016 - 2017 Activity	<input type="button" value="Enter Different Account Breaks"/>
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REMINDERS

- Please call the business office if you have any questions or concerns.
- SBDM minutes must be scanned and emailed if printed. DO NOT HAND DELIVER.
- Make sure you do not Submit if you are not completely ready. You can Save and Continue Later anytime before the deadline.
- Make sure that your allocation equals the amount on the top left of the individual budget entry page.
- Once you are ready to submit, it must be through the principals Skyward Finance access. (Not your secretary)
- Questions???