

# REGIONAL OFFICE OF EDUCATION

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## NAVIGATING YOUR WAY THROUGH Web Financial Management

Employees may view additional tabs based upon the rights given to that employee.

### Chart of Accounts (*Account Management*)

The grant managers have the ability to see the current balance of their grants through the Chart of Accounts. Key areas to review to display most valuable results. All results ran in the chart of accounts can be dumped into excel by clicking the excel icon on the right side of the screen.

**Fiscal Year:** Current Budget Fiscal Year is selected

**Account Sequence:** The order of which you want the account displayed (Typically select Regular)

**Views:** Operating Statement accounts (Revenue and Expense)

**Filters:** Can create a custom filter to narrow search to only preview one grant at a time.

Chart of Accounts - WFAM/CA/CA - 10732 - 05.14.10.00.03 - Google Chrome

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinregionalofficeoil/facctbrws001.w>

REGIONAL OFFICE OF ED 17, IL LIVE

Angela Fox Account Preferences Exit ?

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

Chart of Accounts

Fiscal Year: 2014-2015

Account Sequence: R - REGULAR ACCOUNT SEQUENCE

Views: Operating Statement Accounts (Revenue,Expense) - OS Filters: Grant

Account Number	Fd	T	Loc	Func	Obj	Sj	Source	Selected Year Revised Budget	Selected Year FY Activity	Selected Year Encumbered	Selected Year Available Funds	Selected Year Batch Activity	Prev CF	End
48E002 8103 0000 19 369500								0.00	0.00	0.00	0.00	0.00		
48E002 1000 1000 19 000000								36,300.00	228.80	0.00	36,071.20	0.00		
48E002 1000 2110 19 000000								1,894.00	0.00	0.00	1,894.00	0.00		
48E002 1000 2120 19 000000								1,025.00	48.64	0.00	976.36	0.00		
48E002 1000 2130 19 000000								300.00	11.52	0.00	288.48	0.00		
48E002 1000 2140 19 000000								530.00	2.70	0.00	527.30	0.00		
48E002 2110 1000 19 000000								28,626.00	0.00	0.00	28,626.00	0.00		
48E002 2110 2130 19 000000								1,923.00	0.00	0.00	1,923.00	0.00		
48E002 2110 2140 19 000000								450.00	0.00	0.00	450.00	0.00		
48E002 2110 3320 19 000000								3,600.00	717.92	0.00	2,882.08	0.00		
48E002 2110 3400 19 000000								1,386.00	316.38	0.00	837.64	231.98		
48E002 2110 4100 19 000000								200.00	121.65	0.00	78.35	0.00		
48E002 2540 3250 19 000000								5,000.00	0.00	0.00	5,000.00	0.00		

50 13 records displayed Account: Quick Key:

Expand and account to see detail. Each of the sub-areas can be expanded/collapsed individually or with the Expand all/Collapse All Links. You can view all transactions that have occurred from each of the individual accounts.

**Chart of Accounts**

Fiscal Year: 2014-2015

Account Sequence: R - REGULAR ACCOUNT SEQUENCE

Views: Operating Statement Accounts (Revenue,Expense) - OS Filters: Grant

Account Number Fd T Loc Func Obj Sj Source	Selected Year Revised Budget	Selected Year FY Activity	Selected Year Encumbered	Selected Year Available Funds	Selected Year Batch Activity	Pre CF En
48E002 2110 3320 19 000000	3,600.00	717.92	0.00	2,882.08	0.00	

Expand All Collapse All Modify Details (displaying 9 of 9) View Printable Details

► Monthly Account Activity Display Options

► Detail Account Activity View

► Account Encumbrance Activity

▼ Purchase Orders Using This Account

PO Number	Status	Description	Amount	Vendor	Fiscal Year	Date Entered	Ente
0021500132	History	SEPT MILEAGE REIMBURSEMENT	483.84	DRENGJAM000	2014-2015	10/17/14	Lind
0021500113	History	SEPT MILEAGE	234.08	MCCARRUT000	2014-2015	10/02/14	Lind

► Invoices

► Credit Card Transactions Using This Account

50 13 records displayed Account: Quick Key:

If an attachment was made to your Purchase Order, this can also be viewed from this screen. Click to expand “purchase orders using this account” and click on the individual PO number. A screen will display called “View Purchasing Activity” and click on the “Attach” button. (\*\* will appear when there is an attachment.)

**View Purchasing Activity**

Views: Req. Group: 002 - RAS Filters: \*Skyward Default

PO Number	Status	Batch Number	Description
0021500132	HIS	17	SEPT MILEAGE REIMBURSEMENT

Print Notes \*\*Attach Back

## Budgetary Data Mining (Account Management)

A general ledger report can be created from Budgetary Data Mining. If one has not been created it can be cloned from another user. Simply change the Filter from “My Reports” to “All User’s Reports”. Select the report that you would like to Clone and hit the “Clone” Button on the right side of the screen. Click Print to run the report or excel to dump the report to excel.

Report Name	Report Title	Created By
Balance Sheet	Balance Sheet	FOX
Cash Receipts	Cash Receipts	FOX
Cash Table-Distrib	Cash Table-Distrib	FOX
Cash Table-Distrib	Cash Table-Distrib	FOX
Cash Table-Oper	Cash Table-Oper	FOX
Chart of Accounts	Chart of Accounts	FOX
Combined General Ledger	Combined General Ledger	FOX
Financial Statement	Financial Statement	FOX
General Ledger	General Ledger	FOX
Liability Account Ledger	Liability Account Ledger	FOX
Receipt Listing	Combined General Ledger	FOX

## View my Purchase Orders (Purchasing)

This screen can be used to view or print your approved purchase orders.

PO Number	Req Number	PO Status	Batch Number	Description	Vendor
0011500212	0000000385	HIS	14	FY14 Center-based Tuition final billing	ISU Lal
0011500171	0000000342	HIS	02	ASCD MAC Microsoft License	Journe
0011500126	0000000249	HIS	05	Office Professional Plus License	Acader
0011500055	0000000112	HIS	13	K. Christensen-Audiology 07.14	OSF He
0011500054	0000000113	HIS	13	J. Serena-Audiology 07.14	OSF He
0011500053	0000000111	HIS	13	E. Grabon-Audiology 07.14	OSF He
0011500027	0000000041	HIS	28	Publication of HILIA meeting dates	Pantra



## Purchasing Activity (Purchasing)

The current status of a Purchase Order can be viewed from the Purchasing Activity screen under the purchasing tab. *The description of the Status can be seen when hovering over the "Status" Title.* REQ- waiting higher approval, HIS-PO has been received and updated (payment issued).

**Purchasing Activity**

Views: Req. Group: 002 - RAS Filters: All Fiscal Years Clone

PO Number	Status	Batch Number	Description	Vendor Name
0021500136	HIS	17	PONTIAC PEST CONTROL	American Pest Control

Expand All Collapse All Modify Details (displaying 10 of 10) View Printable Details

- Master
- Line Items
- Accounts
- Approvals
- Receiving Records

**Invoices**

Invoice Date	Fiscal Year	Invoice Number	Net Amount	Vendor Name	Status	Check Number	Check Date
10/22/2014	2014-2015	1089640	35.00	American Pest Control	History	11465	10/22/2014

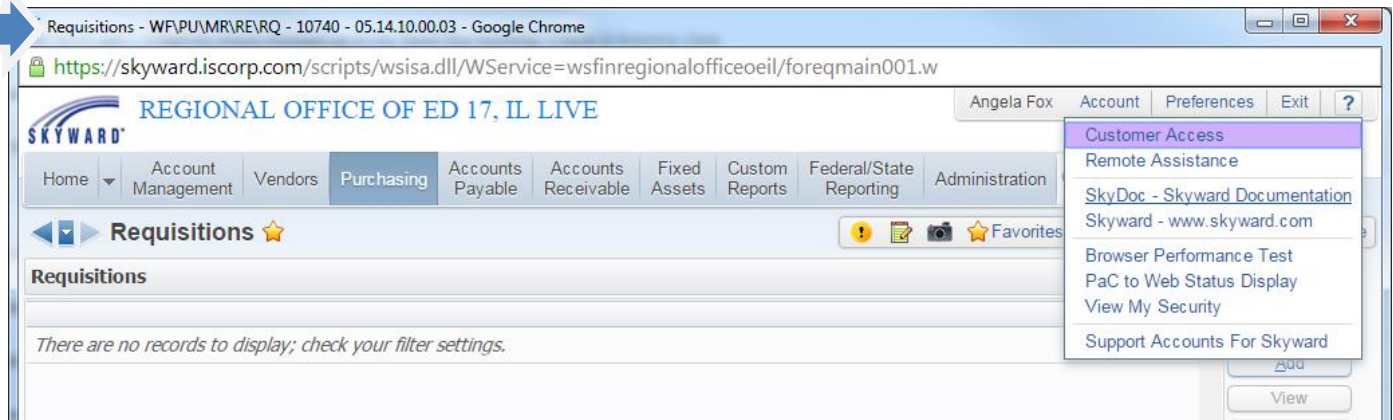
Balance

Notes Add Notes

Change History View Change History

## Skyward Documentation

If at any time you are unsure of the process, instructions of the process can be found either on the ROE Staff portion of the website or by clicking the “?” located at the top right hand side of your screen.



Skyward will recognize the path of which you are using to open up instructions specific to what you are trying to accomplish. *Note: that your path will be displayed at the top of your screen on all screens.*

