

# **REGIONAL OFFICE OF EDUCATION**

DeWitt – Livingston – McLean Counties 200 W. Front St., Suite 500 D Bloomington, IL 61701 Phone: (309) 888-5120 Fax: (309) 862-0420 <u>www.roe17.org</u> Mark E. Jontry Superintendent

Diane E. Wolf Assistant Superintendent

# **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.

REGIONAL OFFIC				facctbrws001.w	Angela Fox Acc	count Preferences Exit
MARD <sup>*</sup> me  Account Vendors P	urchasing Accounts Payable		Fixed Custom Assets Reports		Administration Q	
🕨 Chart of Accounts 😭				9 🛛	🔬 😭 Favorites 🔻 🐔	] New Window 🖶 My Print
Fiscal Year: 2014-2015						
unt Sequence: R - REGULAR ACCO	UNT SEQUENCE		•			
NS: Operating Statement Accoun	nts (Revenue,Exper	ise) - OS	Filters:	Grant	•	🍸 🛄 🖄 💩 🦳 Add
ount Number IT 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 Enc Dele
18R002 8103 0000 19 369500	0.00	0.00	0.00	0.00	0.00	*
\$\$E002 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	
\$\$E002 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	
\$8E002 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	
						+
<ul> <li>13 records displayed</li> </ul>			Account:			ABC
					Quick Key:	122

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 - WF\AM\CA\CA - 10732 - 05.14.10.00.03 - Google Chrome	
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinregionalofficeoeil/facctbrws001.w	
REGIONAL OFFICE OF ED 17, IL LIVE	Preferences Exit ?
Home - Account Management Vendors Purchasing Accounts Payable Receivable Assets Reports Reports Administration Q	
Chart of Accounts      Pavorites	Window 🖶 My Print Queue
Fiscal Year: 2014-2015	
Account Sequence: R - REGULAR ACCOUNT SEQUENCE	
Views: Operating Statement Accounts (Revenue,Expense) - OS 🔻 Filters: Grant 🔻 🍸	Add
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 <ul> <li>48E002 2110 3320 19 00000</li> <li>717.92</li> <li>0.00</li> <li>2,882.08</li> <li>0.00</li> </ul> <ul> <li>FY Activity</li> <li>Fry Activity</li> <li>Selected Year Encumbered</li> <li>Available Funds</li> <li>Batch Activity</li> <li>Batch Activity</li> <li>Expand All</li> <li>Collapse All</li> <li>Modify Details (displaying 9 of 9)</li> <li>View Printable Details</li> </ul> <ul> <li>Monthly Account Activity</li> <li>Display Options</li> <li>Detail Account Activity</li> <li>View</li> </ul> <ul> <li>Po Number</li> <li>Status</li> <li>Description</li> <li>Amount</li> <li>Vendor</li> <li>Fiscal Year</li> <li>Date Entered</li> <li>0021500132</li> <li>History</li> <li>SEPT MILEAGE REIMBURSEMENT</li> <li>483.84</li> <li>DRENGJAM000</li> <li>2014-2015</li> <li>10/17/14</li> <li>0021500113</li> <li>History</li> </ul>	Prei CF En Delete
Invoices  Credit Card Transactions Using This Account	•
50 T 13 records displayed Account:	ABC
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.)

https:/	//skyward.iscorp.	com/script	s/wsisa.dll/WSe	rvice=wsfinregionalofficeoeil/foreqbrws0	001.w?hIndividualPO=40	8&isPc	pup=	=true	3
View P	urchasing Ac	tivity					10		Ō
Views: R	eq. Group: 002 -	RAS ▼ Fil	ters: *Skyward [	Default ▼	7	•	B.		Print
	PO Number 🔻	Status	Batch Number	Description					lotes
	0021500132	HIS	17	SEPT MILEAGE REIMBURSEMENT			-	**	Attach

#### 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.

https://skyward.iscorp.com/scripts/wsisa.dll/\	VService=wsfinregionalofficeoeil/famdmbrws000.w	
REGIONAL OFFICE OF ED	7, IL LIVE	gela Fox Account Preferences Exit
	counts Accounts Fixed Custom Federal/State Adminis	stration Q
◀ 🖬 🕨 Budgetary Data Mining 😭	🤨 🖻 📾 🏫	Favorites 🔻 怕 New Window 🖶 My Print Que
Views: All Report Types	•	Add
Filters: **My Reports		
Report Name 🔺	Report Title	Crea
▶ Balance Sheet	Balance Sheet	FOX A Delete
Cash Receipts	Cash Receipts	FOX Clone
Cash Table-Distrib	Cash Table-Distrib	FOX
Cash Table-Distrib	Cash Table-Distrib	FOX Print
Cash Table-Oper	Cash Table-Oper	FOX Excel
Chart of Accounts	Chart of Accounts	FOX
Combined General Ledger	Combined General Ledger	FOX Schedule
Financial Statement	Financial Statement	FOX This Report
General Ledger	General Ledger	FOX
Liability Account Ledger	Liability Account Ledger	FOX

#### View my Purchase Orders (Purchasing)

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

h	ttps://skyward.iscorp	.com/scripts/wsisa	a.dll/WServic	e=wsfinregional	lofficeoeil/foreqmain002.w		
KY	REGIONA	L OFFICE OF	ED 17, IL 1	LIVE	Angela Fox Accou	unt Preferences	Exit
Ho	me 💌 Account Management	Vendors Purchasing	Accounts Payable	Accounts Fixe Receivable Asset	Administration		
10	View My Pure				🚺 📴 📹 🏫 Favorites 🖲 🕅		-
Vie	WS: General - Quick	View • Filters:	Skyward Def	ault Clone 🔻		7 🔟 🕙 🕰 🛛	Print
	PO Number 🗸	Req Number	PO Status	Batch Number	Description	Vendor	Notes
Þ	PO Number - 0011500212	Req Number 0000000385	Last converter		Description FY14 Center-based Tuition final billing	Vendor ISU Lat	Notes **Attach
Þ			HIS	Number			
Þ	0011500212	000000385	HIS HIS	Number 14	FY14 Center-based Tuition final billing	ISU Lat 🔺	
) 	0011500212 0011500171	0000000385 0000000342	HIS HIS HIS	Number 14 02	FY14 Center-based Tuition final billing ASCD MAC Microsft License	ISU Lat Journe	
) 	0011500212 0011500171 0011500126	0000000385 0000000342 0000000249	HIS HIS HIS HIS	Number           14           02           05	FY14 Center-based Tuition final billing ASCD MAC Microsft License Office Professional Plus License	ISU Lat - Journe Academ	
1.0	0011500212 0011500171 0011500126 0011500055	0000000385 0000000342 0000000249 0000000112	HIS HIS HIS HIS HIS	Number           14           02           05           13	FY14 Center-based Tuition final billing ASCD MAC Microsft License Office Professional Plus License K. Christensen-Audiology 07.14	ISU Lat Journe Academ OSF He	

### 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).

f Purchasing Activity - WF\PU\VA\VA - 7795 - 05.14.10.00.03 - Google Chrome			
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinregionalofficeoeil/foreqbrws001.w			
REGIONAL OFFICE OF ED 17, IL LIVE	Angela Fox	Account Preference	es Exit ?
Home - Account Management Vendors Purchasing Accounts Accounts Fixed Custom Federal/State Reports Reporting Accounts Accounts Fixed Custom Reporting Accounts Accounts Reports Accounts Reports Accounts	Administration		
◄ ■ Purchasing Activity ☆	Favorites	🕤 New Window 🖏	My Print Queue
Views: Req. Group: 002 - RAS ▼ Filters: All Fiscal Years Clone ▼		🔻 🔟 🕙 💩	<u>Print</u>
PO Number Version Status Batch Number Description	Vendor Name		Notes
✓ 0021500157 KEQ 27 WATER SERVICE WASH CAN OF US     ✓ 0021500136 HIS 17 PONTIAC PEST CONTROL	American Pest	-	**Attach
Line Items Accounts Approvals Receiving Records			
▼ Invoices           Invoice Date         Fiscal Year         Invoice Number         Net Amount         Vendor Name         Status         Chu           10/22/2014         2014-2015         1089640         35.00         American Pest Control         History         114		:heck Date <u>Cher</u> 0/22/2014	
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.

Requisitions - WF\PU\MR\RE\RQ - 10740 - 05.14.10.00.03 - Google Chrome					X
🖁 https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinregionalofficeoeil/foreqmain001.v	N				
REGIONAL OFFICE OF ED 17, IL LIVE	Angela Fox	Account	Preferences	Exit	?
SKYWARD'		Custome	er Access		
Home Account Vendors Purchasing Accounts Accounts Fixed Custom Federal/State	Administration	Remote	Assistance		
Management Vendors Purchasing Payable Receivable Assets Reports Reporting	Administration	SkyDoc	- Skyward Doc	umenta	tion
Requisitions 😭	👩 😭 Favorites	Skyward	I - www.skywar	d.com	
Requisitions		PaC to \	Performance T Web Status Dis Security		
There are no records to display; check your filter settings.		Support	Accounts For	Skyward	ł
				<u>A</u> 00	
				View	

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.* 

SKY Skyward Software Documentation - REGIONAL OF IC	
https://skydoc.skyward.com/Default.asp	x?MenuPath=WF*PU*MR*RE*RQ
S K Y W A R D	VIEW SERVICE VIEW SERVICE CALL SUBMIT CALLS SERVICE CALL SUBMIT SKYWARD SKYWARD VIEW RELEASE FORUMS SERVICE CALL SUBMIT
Skyward SKYDOC Home         Pac SKYDOC       Web SKYDOC         Image: Control of the stress of the strese	(WF) Web Financial Management (PU) Purchasing (MR) My Requisition Processing (RE) Requisition (RQ) Requisitions Adding a Requisition Adding a Requisition Save and Import Detail Lines