I. Login to Skyward Finance. Select Financial Management/Account Management/Account Management Reporting and select the Budgetary Data Mining link.

K Ŷ W A R D' Home Account Vendors Purcha	sing Accounts Inventory Q	
C Employee Access	Account Management Reporting Budgetary Data Mining	General Inputs
Chart of Accounts Account Summary Templates Operating Statement Accounts Balance Shock Accounts	Vendor Check History	Cash Receipts

II. Set **Views** to **All Report Types** and **Filters** to ****My Reports.** Reports listed with an asterisk (*) indicate a report that is emailed to you. The others you run manually. In the Report Type column you can see if the report is a Detail or Summary report. When ready to run your report select print.

Home Account Management Vendors	Purchasing Accounts Invento	ry Q			Ø	New Window	My Print C
/iews: All Report Types			Filters: **My	/ Report	s 🔹 🔨 🝸	u 🖻 💩	Add
eport Name 🔺	Report Title	Favorite	Created By	Access	Report Type		Edit
Foundation Balance Detail	Foundation Balance Detail	會	001	R	Revenue/Expense Detail	*	Delete
FUND 21 Detail Report	FUND 21 Detail Report	會	001	R	Revenue/Expense Detail		Clone
School Budgets 0050,5810,9932	School Budgets 0050,5810,993	會	001	М	Revenue/Expense Detail		
Special Programs	Special Programs	\$	001	R	Revenue/Expense Detail	<	Print
*FUND 21 Summary Report	*FUND 21 Summary Report	會	001	R	Revenue/Expense Summary		Excel
* chool Budget for 0050, 5810, 993:	*School Budget for 0050, 5810,	2	001	R	Revenue/Expense Summary	1	
*school Budget for Foundation Bal	*School Budget for Foundation	會	001	R	Revenue/Expense Summary		Import Layo
* pecial Programs	*Special Programs	會	001	R	Revenue/Expense Summary		Export Lavo

III. **Detail Reports** require a **Start Date**, use the beginning of the financial year. And, an **End Date** using the last day of the month you want included on your report. **Print**.

Runtime Parameters	📹 🕯 🖷 ?
Runtime Report Parameters Report Name: 109 School Budgets 0050 ^^10,9932 Start Date: 07/01/2017 End Date: 10/31/2017 Print Title Page Print Greenbar	Print Back

IV. Summary Reports, Select Month and Year you desire. Print. Both reports process on your Print Queue.

Runtime Para	meters		1	ō	?
Runtime Report	Parameters	Print		\supset	
Report Name:)*School Budget for 0050, 5810, 9932	<u>B</u> ack			
Reporting Month:	Entered Month				
Select Month:	October 🔻				
Year:	2017 🔻				
	Print Title Page				
	Print Greenbar				