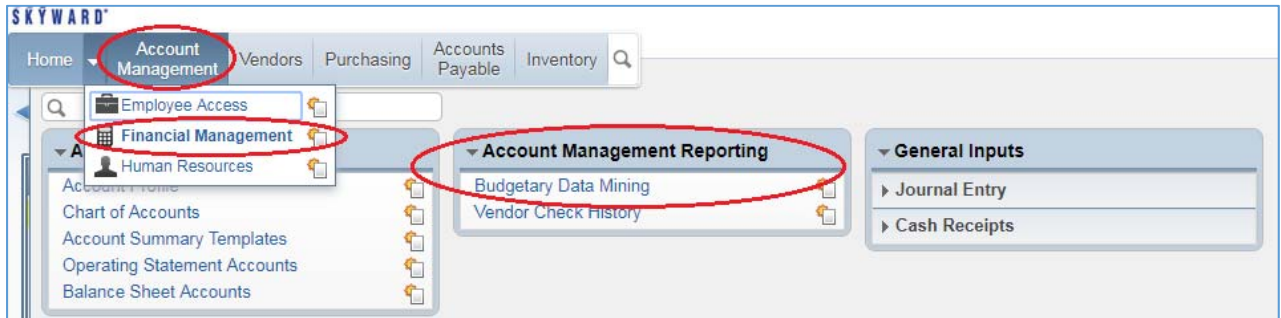# MANUALLY RUNNING A BUDGETARY DATA MINING REPORT

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

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.
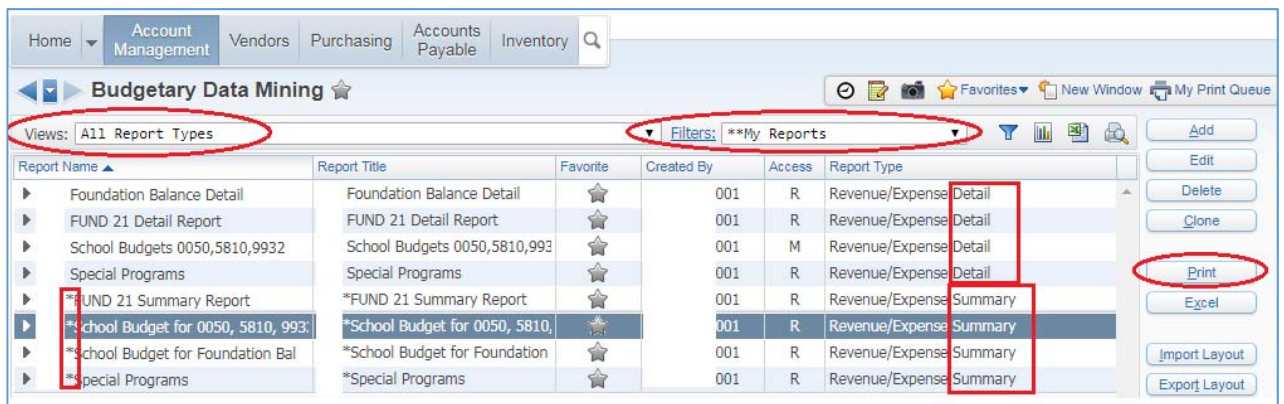
III. **Detail Reports** require a **Start Date**, use the beginning of the financial year. And, an **End Date** using the last day of the month you want included on your report. **Print**.
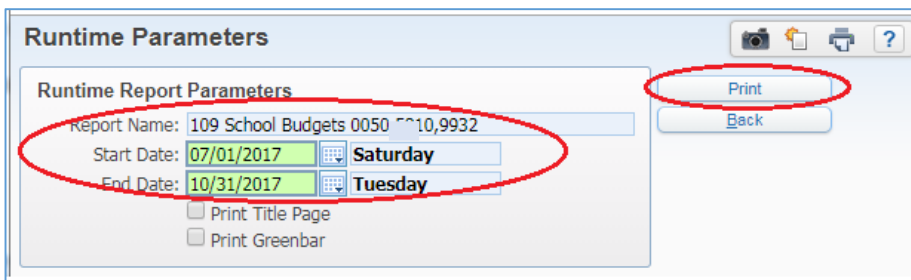
IV.   **Summary Reports**, **Select Month** and **Year** you desire. **Print**. Both reports process on your Print Queue.