

Slide 1 - Slide 1

The screenshot shows the Skyward Financial Management Setup interface in a Windows Internet Explorer browser window. The browser title is "Web Financial Management - WF - 10636 - 05.12.06.00.11 - Windows Internet Explorer". The page header includes the Skyward logo and "Skyward School District". A navigation menu at the top lists various modules: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. A search bar is present on the right. The main content area is titled "Financial Management Setup" and is divided into three columns: "Account Management", "Budget Management", and "General Inputs". Each column has a "Setup" link. Under "Account Management", there are links for Project/Grant Management, Budgetary Data Mining, Reports, and Batch Reports. Under "Budget Management", there are links for Budget Entry, Budget Revisions, and Adopt Budget. Under "General Inputs", there is a "Journal Entry" section with a link for "Submit Journal Entry". A yellow callout box is overlaid on the "Submit Journal Entry" link, containing the following text: "Submit Journal Entry", "Click Financial Management, Account Management, General Inputs, Submit Journal Entry.", "Who, What, When, Why?", and "This option allows business office personnel to create, edit, and delete Journal Entries that go through an approval process." On the right side of the interface, there is a vertical menu with several items, including "Submit Journal Entry" (WF1AM1G1JE1S1JMS), "Product Setup" (WF1AM1PS), "Product Setup Home" (PS), "Financial Management" (PS1WF), "Configuration" (WF1AM1G1PS1CF), and "Approvals" (WF1AM1G1JE1AP1MS). At the bottom of the page, there is a copyright notice: "© 2012 Skyward, Inc. All rights reserved." and a footer with "Desktop View" selected, "Button Rows", and "Windows XP / Internet Explorer 8". The browser's status bar at the very bottom shows "Local intranet" and "100%".

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The screenshot displays the 'Submit Journal Entry' interface within a web browser. The browser title is 'Submit Journal Entry - WFLAMIGIJEJMS - 9675 - 05.12.06.00.11 - Windows Internet Explorer'. The application header includes the Skyward logo and the text 'Skyward School District'. A navigation menu contains items like 'Home', 'Account Management', 'Vendors', 'Purchase', 'Accounts', 'Accounts', 'Fixed', 'PP&A', 'Custom Reports', 'Federal/State Reporting', 'Bid Management', and 'Administration'. The main content area is titled 'Submit Journal Entry' and includes 'Views: General' and 'Filters: \*All'. A table displays one record with the following data:

Create Date	Fiscal Year	Created By
08/07/2011	2010-2011	SMITH, CAT

Below the table, there are buttons for 'Add', 'Submit', 'Notes', and 'Attach'. The status bar at the bottom indicates '1 records displayed' and 'Create Date:'. Three yellow callout boxes are present: one pointing to the 'Submit Journal Entry' title, one pointing to the 'Views' and 'Filters' dropdowns, and one pointing to the 'Add' button.

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The screenshot shows the 'Journal Entry Maintenance' web application interface. At the top, the browser title is 'Journal Entry Maintenance - WFVAMIGIJEJSJMS - 9675 - 05.12.06.00.11 - Windows Internet Explorer'. The main content area is divided into several sections:

- Journal Entry Information:** This section contains several fields: 'Journal Entry Group' (dropdown menu with '100 Elementary School' selected), 'Fiscal Year' (dropdown menu with '2011-2012' selected), 'Batch' (text input with '11-00004'), 'Description' (text input with 'Coding Correction'), 'Debit Amount' (text input with '15.00'), 'Credit Amount' (text input with '0.00'), and 'Net Amount' (text input with '-15.00'). There is also a checkbox for 'Use Automatic Due From/Due To Offsets'.
- Journal Entry:** This section contains a list of journal entries. The first entry has a description 'Changing from Student to Employee Only', a debit amount of 15.00, and a credit amount of 0.00. The second entry is blank.

Yellow callout boxes provide the following instructions:

- Top callout: 'Select the Journal Entry Group and the Fiscal Year.' (pointing to the Journal Entry Group and Fiscal Year dropdowns)
- Middle callout: 'Enter a Description.' (pointing to the Description text input)
- Bottom callout: 'If using Due From/Due To, check the box to automatically use the Offsets.' (pointing to the 'Use Automatic Due From/Due To Offsets' checkbox)

On the right side of the interface, there are buttons for 'Submit For Approval', 'Check Spelling', 'Save and Finish Later', 'Back', and 'Quick Entry'. At the bottom left, a note states 'Asterisk (\*) denotes a required field'. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

Slide 4 - Slide 4

The screenshot shows the 'Journal Entry Maintenance' web application interface. The top section, 'Journal Entry Information', contains fields for Journal Entry Group (100 Elementary School), Fiscal Year (2011-2012), Batch (11-00004), and Description (Coding Correction). It also displays Debit Amount (15.00), Credit Amount (15.00), and Net Amount (0.00). A yellow callout box points to the 'Submit For Approval' and 'Save and Finish Later' buttons, explaining their functions. The 'Journal Entry Detail Lines' section shows three entries. The first entry has a description 'Changing from Student to Employee Only' and a debit amount of 15.00. A yellow callout box instructs to 'Enter a Description and Account Number.' The second entry is identical but has a credit amount of 15.00. A yellow callout box notes that the 'Clone' button allows duplication of the detail line item. The third entry is partially visible. The interface includes navigation buttons like 'Submit For Approval', 'Check Spelling', 'Save and Finish Later', 'Back', 'Quick Entry', 'Down', 'Up', and 'Clone'. A footer note states 'Asterisk (\*) denotes a required field'. The browser title bar shows 'Journal Entry Maintenance - WFM\AM\G\JE\SJMS - 9675 - 05.12.06.00.11 - Windows Internet Explorer'.

**Journal Entry Information**

\* Journal Entry Group: 100 Elementary School  
\* Fiscal Year: 2011-2012  
Batch: 11-00004  
\* Description: Coding Correction  
Debit Amount: 15.00  
Credit Amount: 15.00  
Net Amount: 0.00

**Journal Entry Detail Lines**

**Detail Journal Entry**  
Down  
Description: Changing from Student to Employee Only  
General Ledger Account  
Account: 06 A 7011 000 0000 000 - General Fund/Cash/ 15.00 0.00  
Clone

**Detail Journal Entry**  
Up  
Down  
Description: Changing from Student to Employee Only  
General Ledger Account  
Account: 06 Q 9111 000 0000 000 - General Fund/ 0.00 15.00  
Offset Fund: 06  
Clone

Asterisk (\*) denotes a required field

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Submit Journal Entry - WFLAMIGIJEJMS - 9675 - 05.12.06.00.11 - Windows Internet Explorer

Skyward School District

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

Submit Journal Entry

Views: General Filters: \*All

Create Date	S	Batch	JE Group	Description	Fiscal Year	Created By
08/07/2012	S	11-00004	100	Coding Correction	2011-2012	SMITH, CAT
08/07/2012	S	10-00003	400	Coding Correction	2010-2011	SMITH, CAT

The **Status** indicates if the Journal Entry is:

- W = Work in Progress (WIP)
- S = Submitted for approval
  - B = Batch Status
  - H = History
  - D = Denied

To modify a Journal Entry, click **Edit**.

**Delete** will remove the selected Journal entry.

**Notes** allows a note to be connected to this Journal Entry.

**Attachment** allows you to attach documents or links to this Journal Entry.

20 2 records displayed Create Date:

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Submit Journal Entry - WFLAMIGIJEJSJMS - 9675 - 05.12.06.00.11 - Windows Internet Explorer

Skyward School District

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

Use the expand icon or Expand All to view details on the Journal Entry.  
This concludes the tutorial.

Create Date	S	Batch	JE Group	Description	Fiscal Year	Created By
08/07/2012	S	11-00004	100	Coding Correction	2011-2012	SMITH, CAT

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

**General**

Create Date: 08/07/2012 Fiscal Year: 2011-2012  
Status: Submitted Created By: SMITH, CAT  
Batch: 11-00004 Currency: USD  
JE Offsets: No Journal Entry Group: 100  
Description: Coding Correction

**Detail Lines**

Line #	Account	Description	Debit Amt	Credit Amt
1	06 A 7011 000 0000 000	Changing from Student to Employee Only	15.00	
2	06 Q 9111 000 0000 000	Changing from Student to Employee Only		15.00

**Approval History**  
No Approvals/Denials for this Journal Entry.

**Notes** Add Notes  
No Notes exist for this Journal Entry.

Create Date	S	Batch	JE Group	Description	Fiscal Year	Created By
08/07/2012	S	10-00003	400	Coding Correction	2010-2011	SMITH, CAT

20 2 records displayed Create Date: [ ]

Local intranet 100%