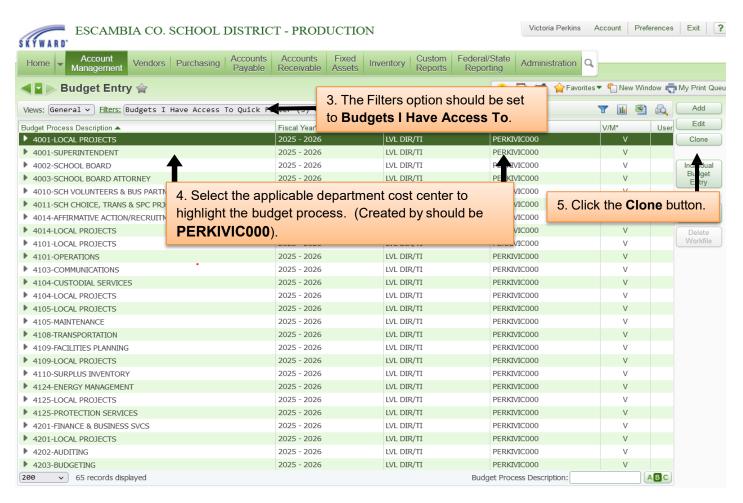
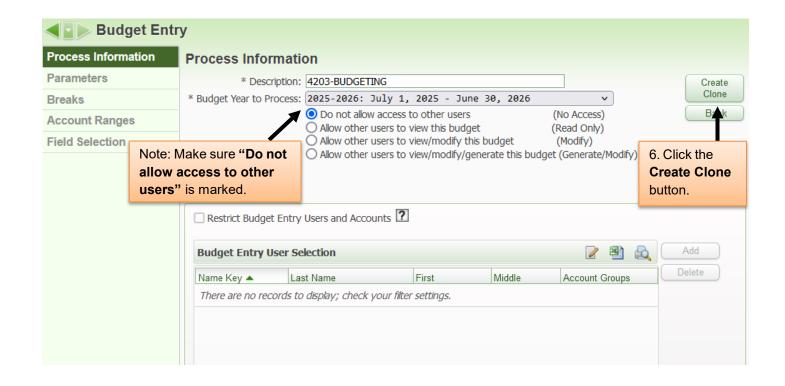
Budget Entries in Skyward

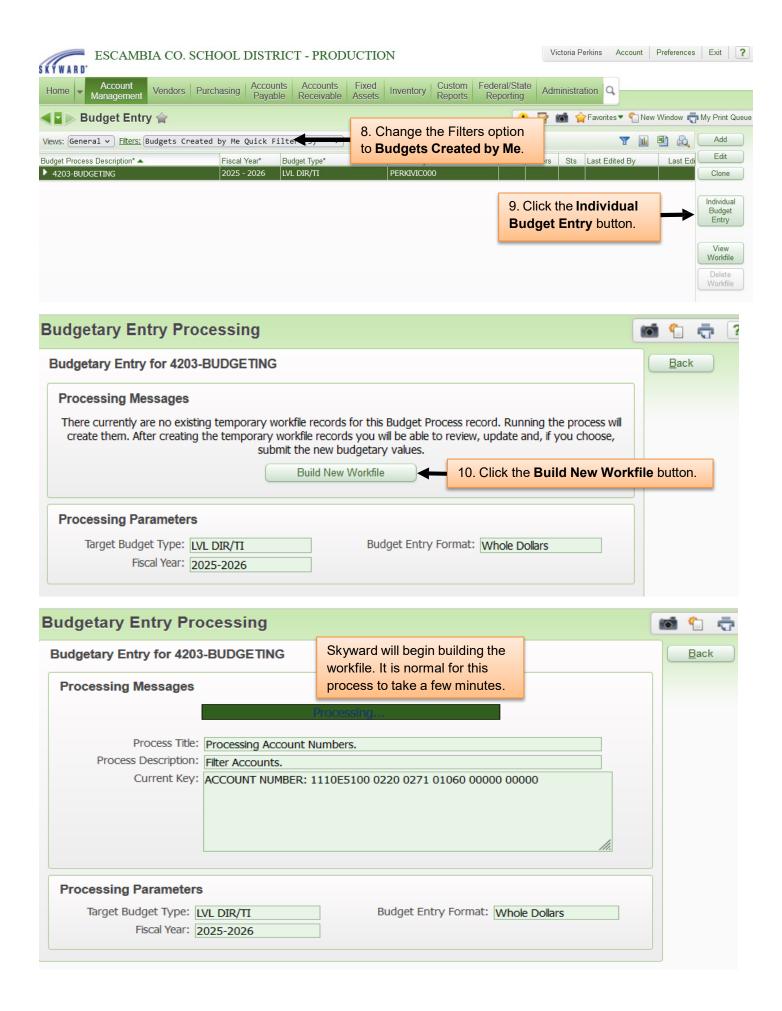
Building the Workfile







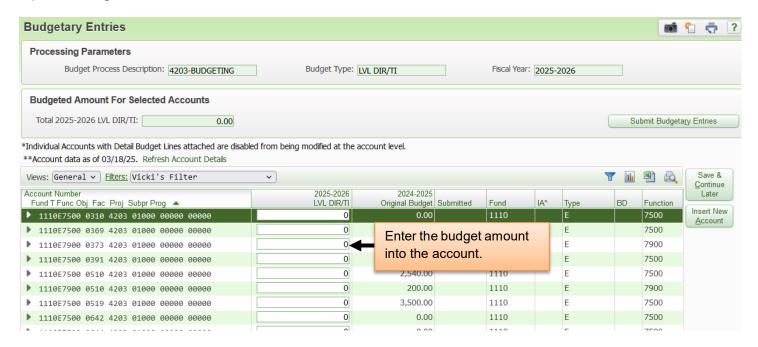
ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION Federal/State Account Accounts Accounts Fixed Custom Purchasing Vendors Inventory Administration Home Pavable Receivable Assets Reports Management Reporting **Budget Entry** 7. Click the back arrow. Process Info mation **Parameters** * Description: 4203-BUDGETING Create Clone * Budget Year to Process: 2025-2026: July 1, 2025 - June 30, 2026 **Breaks** Back Do not allow access to other users (No Access) **Account Ranges** Allow other users to view this budget (Read Only) **Field Selection** Allow other users to view/modify this budget (Modify) Allow other users to view/modify/generate this budget (Generate/Modify) Restrict Budget Entry Users and Accounts **Budget Entry User Selection** Add Name Key 🔺 Last Name Middle Account Groups There are no records to display; check your filter settings.



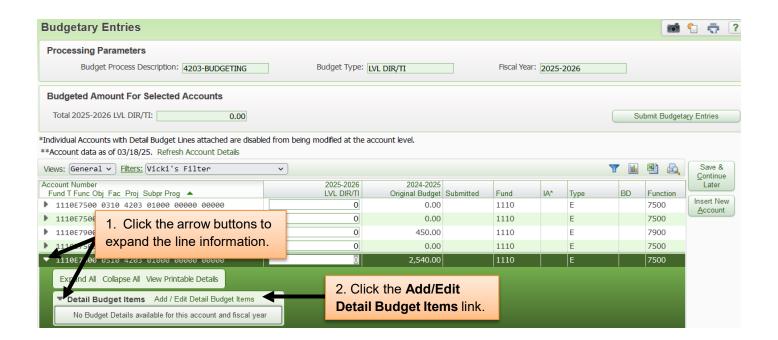
Budget Entry

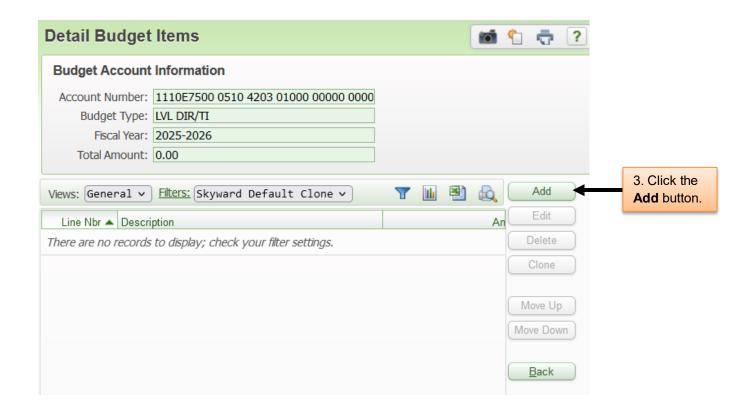
After the workfile has been created, the budget entry screen will be displayed. All of the accounts that the school/department has access to enter budget for will be available. There are two options for entering budget into Skyward.

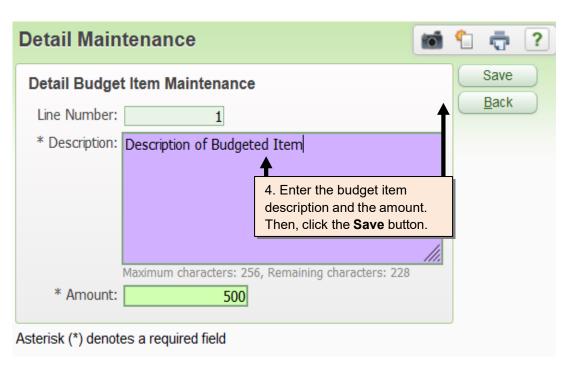
Option 1: A general dollar amount can be entered into the 2025-2026 LVL DIR/TI column.

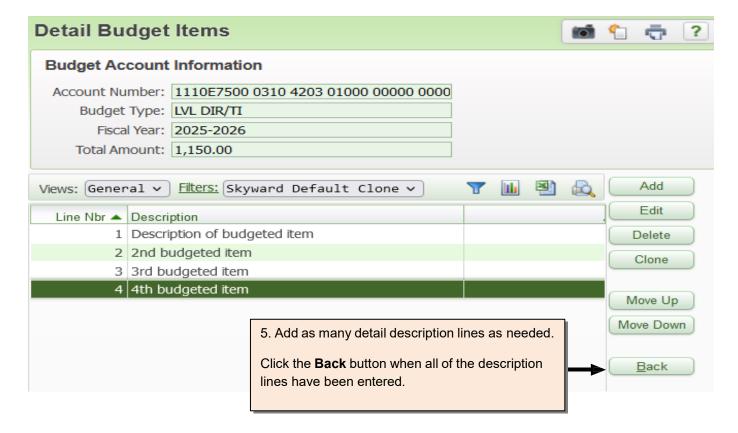


Option 2: Detailed budget amounts can be entered for specific items that comprise the overall budget amount being requested for that account.









Note: A combination of general and detail budget entry can be used in the workfile.

