

“How Much Money Do I Have Tutorial”

1. Navigate to the School District of Lodi Homepage:
www.Lodi.k12.wi.us
2. Skyward Icon is under Quick Links

Welcome to School District of Lodi

District Office Hours:
Monday - Friday
7:30 am - 4:30 pm

Have a safe and enjoyable Memorial Day Weekend

Summer Hours

Primary School, Elementary School & Middle School offices will be closed as of Monday, June 23, 2014 through Friday, August 8, 2014 also closed Fridays August 15 & 22, 2014

High School office will be open Monday - Thursday 7:30 am - 12:30 pm from Monday, June 23-Friday, August 8, 2014 The High School Office will be closed on Fridays thru August 22 and Monday, August 4, 2014

District Office will be open Monday - Thursday 8:00 a.m. - 4:00 p.m., Friday 8:00 a.m. - 11:30 a.m. Monday, June 16 - Friday, August 8, 2014 The District Office will be closed June 30 - July 4, 2014

Regular office hours resume at all school offices and district office on Monday, August 11, 2014. Except for all school buildings will be closed Fridays, August 15 & 22, 2014

If you would like an appointment with any Building Administrator please call ahead to schedule a time.

Sorry for any inconvenience

Announcements

- [Referendum](#)
- [Preschool Screening Census Form](#)
- [Work Permit - How to Obtain](#)
Cost for a work permit is \$10.
- [Where to Obtain a Work Permit](#)

Contact Us

Primary School/OSC	EC (608) K/3-5 592-3856
Elementary School	1-5 (608) 592-3842
Middle School	6-8 (608) 592-3854
High School	9-12 (608) 592-3853
District Office	(608) 592-3851

Your Caller ID #: Please be aware that the phone # that shows up in your caller ID may not be the school building that tried to reach you. It is recommended that you contact your child's school first.

[First Student Bus](#) (608) 592-2270
(Employee Access Only)

[School Mail](#)
(Employee Access Only)

[Infinite Campus](#) *(Employee Access Only)*


[Infinite Campus](#) *(Parent/Student Access)*

Quick Links

- [Skyward](#)
General Info./Time Off/Cert/Payroll
- [Tutorials for Employees](#)
- [Maintenance Requests](#)
- [Remodeling Requests](#)
- [Employment](#)
- [Food Service](#)
- [Current Events/Athletic/Facility](#)

3. Login to your Skyward

Lodi School District



SKYWARD®
SCHOOL DISTRICT OF LODI

Login ID:

Password:

[Forgot your Login/Password?](#)

05.14.02.00.09-10.2

Login Area:

4. Make sure to click on "Financial Management" in Jump to Other Systems
5. Next, click on "Account Management"

The screenshot shows the Skyward Financial Management web application. The browser title is "Web Financial Management - WF - 10636 - 05.14.02.00.09-10.2 - Mozilla Firefox". The URL is "https://skyward.iscorp.com/scripts/wsisadist/WService=wsfinlodwi/sfinhom01.w". The page header includes the Skyward logo and "SCHOOL DISTRICT OF LODI". A navigation menu contains "Home", "Account Management", "Vendors", "Purchasing", and "Accounts Payable". A "Financial Management" widget is active. On the right, a "Jump to Other Systems" widget lists several options, with "Financial Management" highlighted by an arrow. Other widgets include "Task Manager" (no tasks), "District News" (no news), "Weather" (64 F), and "AP Payments" table.

Payment Date	Payment Ref. Number	Direct Deposit	Amount
09/15/2000	28369		275.00

6. After clicking on Account Management, a menu with options on how numerous sections will display.

- a. Use "Operating Statement Accounts" to show the accounts available to
- b. "Chart of Accounts" will only display your accounts, but will have no budget attached to them.

The screenshot shows the 'Web Financial Management' interface for the 'SCHOOL DISTRICT OF LODI'. The 'Account Management' menu is expanded, showing several options. The 'Operating Statement Accounts' option is selected with a mouse cursor. Below the menu, there are several widgets: a weather widget for Lodi, WI, a table of AP Payments, and a list of recent programs.

Weather
Displaying weather for 53555 (change).
Conditions for Lodi, WI at 9:52 am CDT
5/22/2014
Mostly Cloudy, 64 F
Current Conditions: Mostly Cloudy, 64 F
Forecast:
Thu - Partly Cloudy, High: 70 Low: 47
Fri - Sunny, High: 73 Low: 50
Sat - Mostly Sunny, High: 77 Low: 54
Sun - Partly Cloudy, High: 79 Low: 65
Mon - Isolated Thunderstorms, High: 84 Low: 64
Full Forecast at Yahoo! Weather
(provided by The Weather Channel)

AP Payments

Payment Date	Payment Ref. Number	Direct Deposit	Amount
09/15/2000	28369		275.00

Show Invoice(s)

Recent Programs

- Financial Management Home WF
- Operating Statement Accounts WFVAMICA10S
- Chart of Accounts WFVAMICA1CA
- Employee Access Home
- Submit WFVAPICH1S0
- Submit Request
- Requisitions WFPUMR1RE1R0
- View My Purchase Orders WFPUV01V0
- Purchasing Activity WFPUIVA1VA

7. Your accounts will display in this manner. Note the headings (Selected Year Revised Budget, Selected Year FY Activity, Selected Year Encumbered, and Selected Year Available Funds). The last column will have your remaining budget availability.
8. Should you want to drop this screen into a spreadsheet, you just need to click on the excel icon. The system will walk you through the process of exporting into excel. The next screen shows the message given to export to excel.

Operating Statement Accounts - WFAM\CA\OS - 9307 - 05.14.02.00.09-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll?WSservice=wsfirnodivi/facctbrws011.w

SCHOOL DISTRICT OF LODI

Home Account Management Vendors Purchasing Accounts Payable

Operating Statement Accounts

(Accounts are displayed based on your Account Clearance access.)

Fiscal Year: 2013-2014

Views: R | Fd | T | Loc | Obj | Func | Prj (Restricted by Account Group) Filters: *Skyward Default

Fd	T	Loc	Obj	Func	Prj	Account Number	Selected Year Revised Budget	Selected Year FY Activity	Selected Year Encumbered	Selected Year Available Funds	Type	S	Group Code	Category C
▶ 10	E	100	310	11000	000	10 E 100 310 110000 000	2,500.00	390.00	0.00	2,110.00	Expense			
▶ 10	E	100	342	110000	000	10 E 100 342 110000 000	0.00	227.92	0.00	-227.92	Expense			
▶ 10	E	100	411	110000	000	10 E 100 411 110000 000	7,400.00	3,039.88	0.01	3,708.58	Expense			
▶ 10	E	100	411	110900	000	10 E 100 411 110900 000	2,000.00	1,588.08	394.77	-427.25	Expense			
▶ 10	E	100	417	110000	000	10 E 100 417 110000 000	4,500.00	2,852.00	0.00	1,648.00	Expense			
▶ 10	E	100	551	110000	000	10 E 100 551 110000 000	2,000.00	0.00	0.00	2,000.00	Expense			
▶ 10	E	100	551	110900	000	10 E 100 551 110900 000	0.00	0.00	0.00	0.00	Expense			
▶ 10	E	100	942	110000	000	10 E 100 942 110000 000	0.00	0.00	0.00	0.00	Expense			
▶ 10	E	100	942	110900	000	10 E 100 942 110900 000	0.00	0.00	0.00	0.00	Expense			
▶ 10	E	100	943	110900	000	10 E 100 943 110900 000	0.00	0.00	0.00	-100.00	Expense			
▶ 27	E	100	411	158000	341	27 E 100 411 158000 341	0.00	0.00	0.00	0.00	Expense			
▶ 27	E	100	942	158000	341	27 E 100 942 158000 341	0.00	0.00	0.00	0.00	Expense			

20 12 records displayed

Account: [] [A] [B] [C]

Quick Key: []

9. Check "Export"

Operating Statement Accounts - WFAM/CA/OS - 9307 - 05.14.02.00.09-10.2 - Mozilla Firefox

https://skyward.iscorp.com/scripts/wasa.dll?WSservice=wafinlodw/factbrws011.w

SCHOOL DISTRICT OF LODI

Home Account Management Vendors Purchasing Accounts Payable

Operating Statement Accounts

(Accounts are displayed based on your Account Clearance access.)

Fiscal Year: 2013-2014

Views: R | Fd | T | Loc | Obj | Func | Prj (Restricted by Account Group) Filters: *Skyward Default

Fd	T	Loc	Obj	Func	Prj	Account Number	Selected Year Revised Budget	Selected Year FY Activity	Selected Year Encumbered	Selected Year Available Funds	Type
10	E	100	310	110000	000	10 E 100 310 110000 000	2,500.00	390.00	0.00	2,110.00	Expense
10	E	100	342	110000	000	10 E 100 342 110000 000	0.00	227.92	0.00	-227.92	Expense
10	E	100	411	110000	000	10 E 100 411 110000 000	7,400.00	3,039.88	0.01	3,708.58	Expense
10	E	100	411	110900	000	10 E 100 411 110900 000	2,000.00	1,588.08	394.77	-427.25	Expense
10	E	100	417	110000	000	10 E 100 417 110000 000	4,500.00	2,852.00	0.00	1,648.00	Expense
10	E	100	551	110000	000	10 E 100 551 110000 000	2,000.00	0.00	0.00	2,000.00	Expense
10	E	100	551	110900	000	10 E 100 551 110900 000	0.00	0.00	0.00	0.00	Expense
10	E	100	942	110000	000	10 E 100 942 110000 000	0.00	0.00	0.00	0.00	Expense
10	E	100	942	110900	000	10 E 100 942 110900 000	0.00	0.00	0.00	0.00	Expense
10	E	100	943	110900	000	10 E 100 943 110900 000	0.00	0.00	0.00	-100.00	Expense
27	E	100	411	158000	341	27 E 100 411 158000 341	0.00	0.00	0.00	0.00	Expense
27	E	100	942	158000	341	27 E 100 942 158000 341	0.00	0.00	0.00	0.00	Expense

10. After exporting, this is what the spreadsheet will look like. It will reflect the current status of your accounts.

A	B	C	D	E	F	G	H	I	J	K	L	M
Fd	T	Loc	Obj	Func	Prj	Account Number	Selected Year Revised Budget	Selected Year FY Activity	Selected Year Encumbered	Selected Year Available Funds	Type	S
10	E	100	310	110000	000	10 E 100 310 110000 000	2500	390	0	2110	Expense	
10	E	100	342	110000	000	10 E 100 342 110000 000	0	227.92	0	-227.92	Expense	
10	E	100	411	110000	000	10 E 100 411 110000 000	7400	3039.88	0.01	3708.58	Expense	
10	E	100	411	110900	000	10 E 100 411 110900 000	2000	1588.08	394.77	-427.25	Expense	
10	E	100	417	110000	000	10 E 100 417 110000 000	4500	2852	0	1648	Expense	
10	E	100	551	110000	000	10 E 100 551 110000 000	2000	0	0	2000	Expense	
10	E	100	551	110900	000	10 E 100 551 110900 000	0	0	0	0	Expense	
10	E	100	942	110000	000	10 E 100 942 110000 000	0	0	0	0	Expense	
10	E	100	942	110900	000	10 E 100 942 110900 000	0	0	0	0	Expense	
10	E	100	943	110900	000	10 E 100 943 110900 000	0	0	0	-100	Expense	
27	E	100	411	158000	341	27 E 100 411 158000 341	0	0	0	0	Expense	
27	E	100	942	158000	341	27 E 100 942 158000 341	0	0	0	0	Expense	