



Texas Skyward User Group Conference

Managing Centralized Campus/Student Activity Accounts

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Centralized Campus/Student Activity Accts



This session offers a basic overview of processing Campus and Student activity in Skyward for districts that are not using SBAA.

- Discussion on Campus vs. Student activity and what should be tracked in Skyward
- Differentiating activity by Campus and Student Groups
- Setup required to track Campus/Student activity in Skyward

To track Student Activity in Skyward a unique liability account must be setup for each Student Group.

FM\CA\CA - 809 - Chart of Accounts

Filters [Add] [Edit] [Delete] SkyDoc [Close]

FUND : 865 Student Activity
 TYPE : L Liability
 FUNCTION : 00 00
 OBJECT : 2190 DUE TO STUDENT GROUPS
 SUB-OBJECT : 00 00 SCRAMBLED DESCRIPTION
 ORGANIZATN: 001 EAST HIGH SCHOOL
 FISCAL YR : 0
 PROGRM-INT: 00
 LOCAL : 800 Cheerleader - Due to Student

Quick Key []

Browse
Detail
Status Active

1 FYtd 2 Monthly 3 Activity 4 Po's 5 AP's 6 Setup 7 Enc 9 AD

Fiscal Year-To-Date Information							
Fiscal Year	C/N/P	Beginning Balance	Activity	Ending Balance	Debit Amount	Credit Amount	Encum
2017-2018	NXT	0.00	0.00	0.00	0.00	0.00	
2016-2017	NXT	0.00	0.00	0.00	0.00	0.00	
2015-2016	NXT	0.00	0.00	0.00	0.00	0.00	
2014-2015	CUR	0.00	0.00	0.00	0.00	0.00	
2013-2014	PRV	0.00	0.00	0.00	0.00	0.00	
2012-2013	PRV	0.00	0.00	0.00	0.00	0.00	
2011-2012	PRV	0.00	0.00	0.00	0.00	0.00	
2010-2011	PRV	0.00	0.00	0.00	0.00	0.00	
2009-2010	PRV	0.00	0.00	0.00	0.00	0.00	

Fiscal Year: 2014-2015

Prior to setting up the liability account we must define the account dimension for the Student Groups.

Account Dimension Setup - WF\AM\PS\CF\AS\AD - 29368 - 05.16.06.00.03 - Google Chrome

https://pbroker1:482/scripts/cgiip.exe/WService=11509web/facdmbrws001.w

Account Dimension Setup

Dimension: LOCAL

Views: Account Dimension Setup Filters: *Skyward Default

LOCAL	Short Description	Long Description	Allow Add
131	131SCR	131 SCRAMBLED DESCRIPTION	
150	150SCR	150 SCRAMBLED DESCRIPTION	
800	Cheerleader	Cheerleader - Due to Student	
810	Football	Football - Due to Student	
820	Chess Club	Chess Club - Due to Student	
A01	A01 - test	A01 - test	
EMA	EMASCR	EMA SCRAMBLED DESCRIPTION	
HES	HESSCR	HES SCRAMBLED DESCRIPTION	
INS	INSSCR	INS SCRAMBLED DESCRIPTION	
RRE	RRESCR	RRE SCRAMBLED DESCRIPTION	
TEC	TECSR	TEC SCRAMBLED DESCRIPTION	
WH2	WH2SCR	WH2 SCRAMBLED DESCRIPTION	
WHS	WHSSCR	WHS SCRAMBLED DESCRIPTION	
YR2	YR2SCR	YR2 SCRAMBLED DESCRIPTION	

20 14 records displayed LOCAL: [] ABC

A unique Cash Summary Account should be setup for each campus provided they maintain a separate checking account at the bank.

FM\AM\CO\SA - 1935 - Summary Accounts

Summary Account	* Summary Description	Account Number
ACT-001	Activity - Happy Kids HS	*** A 00 1108 00 001 0 00 000
ACT-042	Activity - Happy Kids MS	*** A 00 1108 00 042 0 00 000
CON-SAV	Construction Savings	*** A 00 1103 00 000 0 00 000
DEBT-SAV	Debt Service Savings	*** A 00 1102 00 000 0 00 000
GO-CASH	Gen Op Cash	*** A 00 1110 00 000 0 00 000
GO-SAV	Gen Op Savings	*** A 00 1101 00 000 0 00 000
PR-CASH	Payroll Cash	*** A 00 1111 00 000 0 00 000

Show All Summary Accounts Summary Account: CON-SAV

Summary Account Type Filter

<input type="checkbox"/> Expense Summary	<input type="checkbox"/> A/P Accrual	<input type="checkbox"/> Default 'Due From'
<input type="checkbox"/> Revenue Summary	<input type="checkbox"/> A/P Comp Tax	<input type="checkbox"/> Default 'Due To'
<input type="checkbox"/> Reserve for Encumbrance	<input type="checkbox"/> A/R Accrual	<input checked="" type="checkbox"/> Cash Accounts
<input type="checkbox"/> Encumbrance Offset	<input type="checkbox"/> A/R Sales Tax	<input type="checkbox"/> Payroll Accrual
<input type="checkbox"/> Encumbrance Prior Year	<input type="checkbox"/> Discount Revenue	<input type="checkbox"/> Direct Deposit Accrual

Double click left mouse button to select highlighted record. ? SkyDoc

A unique Cash Code should be setup for each campus provided they maintain a separate checking account at the bank.

Bank Cash Account Maintenance - WFAVAM\PS\CO\CA - 29444 - 05.16.06.00.03 - Google Chrome

https://pbroker1:482/scripts/cgiip.exe/WService=11509web/fambkedit003.w?isPopup=true

Bank Cash Account Maintenance

[Refresh](#)

Bank Cash Account Maintenance

Bank Code:

* Bank Name: Big Money Bank

* Account Desc:

Bank Account Nbr:

Account Type:

Prenote Date:

Last Check Nbr:

Old Bank Number:

Summary Information for Bank Cash Account

* Summary Code: Activity - Happy Kids MS

Bank Cash Account:

Due To/From Fund:

Use Restricted Funds

Select Restricted Funds

None Selected

0 of 0 records selected

Signature Section

*** No Image Selected ***

Signature will default to District Configuration

Asterisk (*) denotes a required field

Unique Summary Accounts maybe
 linked with the Fund 461
 Revenue/Expense accounts as they are
 added or in mass.

FM\AM\UT\AM\AU\MS - 6073 - Mass Change Summary Codes

This process will go through each account found by the filter and change the account summary code(s).
 Expense accounts receive the selected Expense summary code; Revenue accounts receive the
 Revenue summary code.
 All accounts found in the filter receive the selected Encumbrance Offset summary code.

Run
 Close

Expense Summary Code *** Q 00 3602 00 001 0 00 000 EXP-001 ↓

Revenue Summary Code *** Q 00 3601 00 001 0 00 000 REV-001 ↓

Encumbrance Offset Code *** Q 00 3440 00 000 0 00 000 ENC-OFF ↓

Account Types: Revenue Expense
 O\S Low Range: 461 * 00 0000 00 001 0 00 000
 O\S High Range: 461 * 99 9999 22 001 9 99 22Z

Filter

The Account Filter screen. SkyDoc



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THANK YOU FOR ATTENDING!

