



Texas Skyward User Group Conference

Account Management Audits & Utilities

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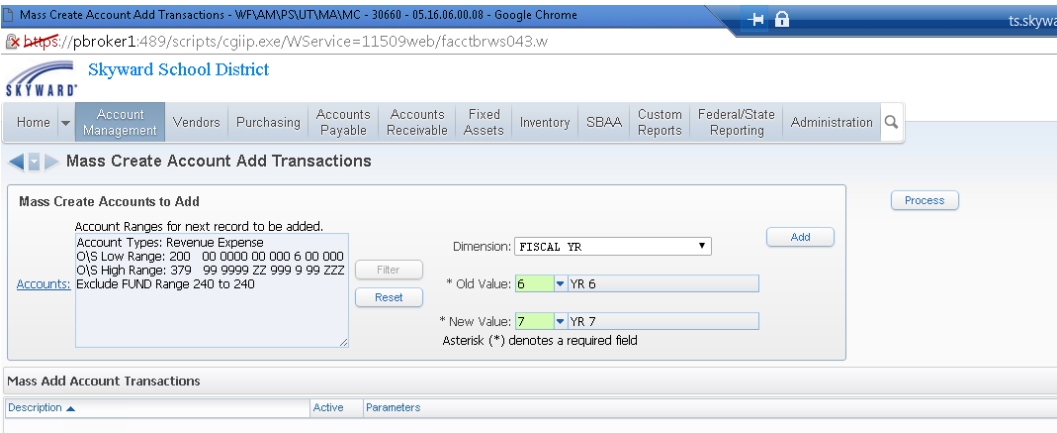
Account Management Audits & Utilities



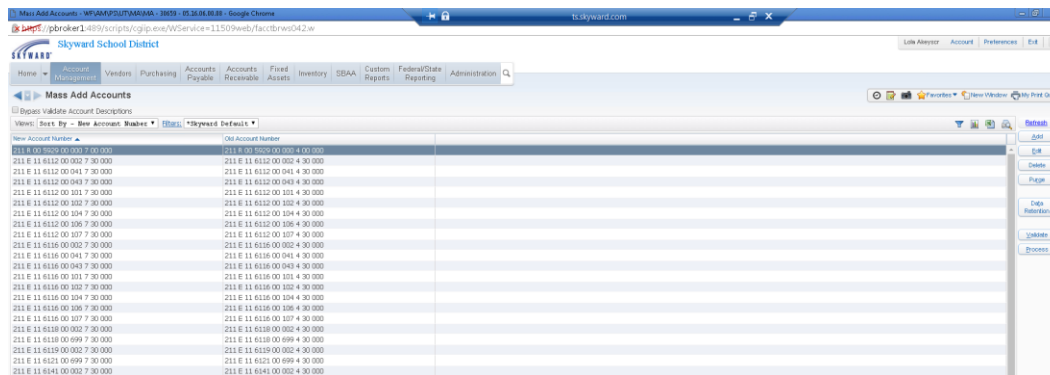
This session demonstrates many of the utilities and audits in Skyward with a discussion of their purpose and when they are most beneficial.

- Account Code Maintenance
 - Mass Add Accounts
 - Account Merge/Change
 - Mass Activate Inactivate Accounts
 - Mass Delete Accounts
- Data Integrity Audits
 - Batch Activity
 - Check for Orphan Encumbrances
 - Reestablish Encumbrance Audit
 - Audit Budgetary Account
 - Beginning/Ending Balance Audit
- Month End Close Utility
- View Update History
- Audit Monthly Budgets

When mass adding accounts we typically begin with the “Mass Create Account Add Transactions” to build a list of accounts to add based on existing accounts in Skyward.



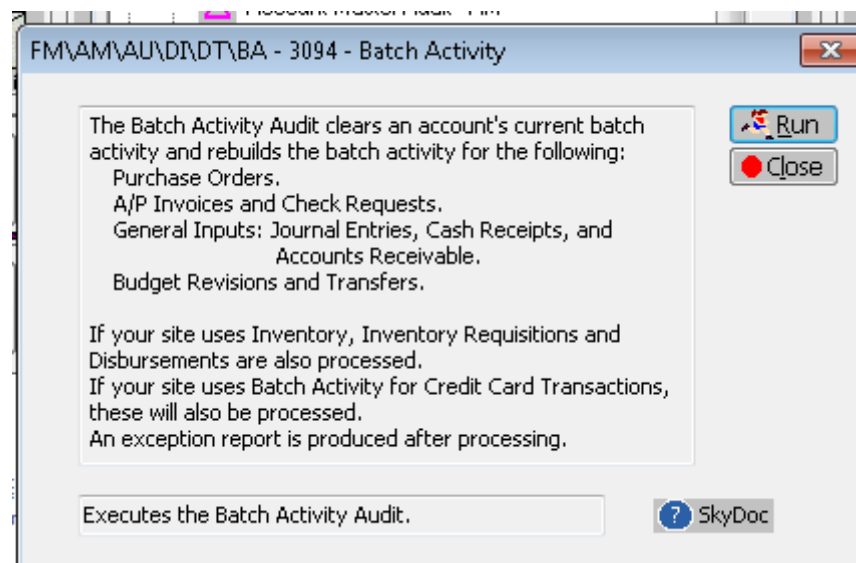
Mass adding accounts may be done by manually creating the list of account or by using the mass create accounts option once the rule has been processed.



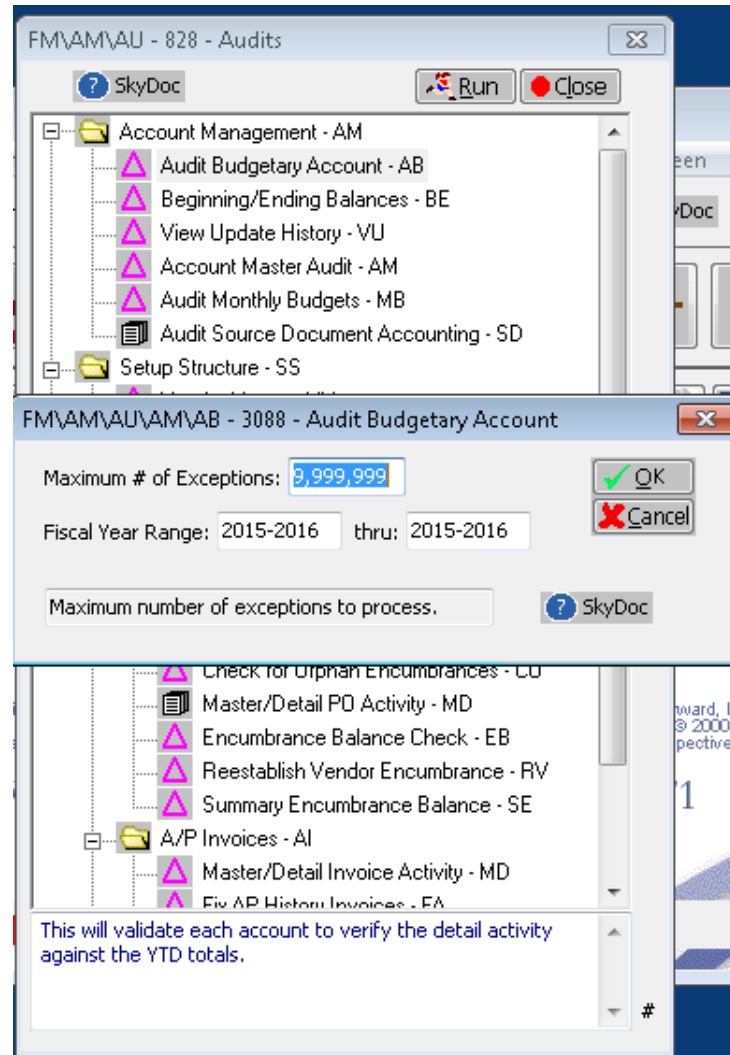
The screenshot shows the 'Mass Add Accounts' interface in the Skyward School District application. The interface includes a navigation menu at the top with options like Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SEAA, Custom Reports, Federal/State Reporting, and Administration. The main area displays a table with two columns: 'New Account Number' and 'Old Account Number'. The table contains a grid of account numbers, such as 211 E 11 6112 00 002 7 30 000 and 211 E 11 6112 00 002 4 30 000. On the right side of the table, there are buttons for 'Refresh', 'Add', 'Edit', 'Delete', 'Page', 'End', 'Refresh', 'Validate', and 'Process'.

New Account Number	Old Account Number
211 E 11 6112 00 002 7 30 000	211 E 11 6112 00 002 4 30 000
211 E 11 6112 00 041 7 30 000	211 E 11 6112 00 041 4 30 000
211 E 11 6112 00 043 7 30 000	211 E 11 6112 00 043 4 30 000
211 E 11 6112 00 011 7 30 000	211 E 11 6112 00 011 4 30 000
211 E 11 6112 00 002 7 30 000	211 E 11 6112 00 002 4 30 000
211 E 11 6112 00 104 7 30 000	211 E 11 6112 00 104 4 30 000
211 E 11 6112 00 106 7 30 000	211 E 11 6112 00 106 4 30 000
211 E 11 6112 00 107 7 30 000	211 E 11 6112 00 107 4 30 000
211 E 11 6116 00 002 7 30 000	211 E 11 6116 00 002 4 30 000
211 E 11 6116 00 041 7 30 000	211 E 11 6116 00 041 4 30 000
211 E 11 6116 00 043 7 30 000	211 E 11 6116 00 043 4 30 000
211 E 11 6116 00 101 7 30 000	211 E 11 6116 00 101 4 30 000
211 E 11 6116 00 102 7 30 000	211 E 11 6116 00 102 4 30 000
211 E 11 6116 00 104 7 30 000	211 E 11 6116 00 104 4 30 000
211 E 11 6116 00 106 7 30 000	211 E 11 6116 00 106 4 30 000
211 E 11 6116 00 107 7 30 000	211 E 11 6116 00 107 4 30 000
211 E 11 6118 00 002 7 30 000	211 E 11 6118 00 002 4 30 000
211 E 11 6118 00 699 7 30 000	211 E 11 6118 00 699 4 30 000
211 E 11 6121 00 002 7 30 000	211 E 11 6121 00 002 4 30 000
211 E 11 6121 00 699 7 30 000	211 E 11 6121 00 699 4 30 000
211 E 11 6141 00 002 7 30 000	211 E 11 6141 00 002 4 30 000

The Batch Activity audit cycles through the system to refresh the batch activity displayed on reports and in chart of accounts.



This audit is the 2nd step of the year end close and validates each account to verify the detail activity against the YTD totals.



The screenshot displays the SkyDoc software interface for configuring an audit. It consists of two main windows:

- Top Window: FM\AM\AU - 828 - Audits**
 - Buttons: SkyDoc (help), Run, Close
 - Tree View:
 - Account Management - AM
 - Audit Budgetary Account - AB
 - Beginning/Ending Balances - BE
 - View Update History - VU
 - Account Master Audit - AM
 - Audit Monthly Budgets - MB
 - Audit Source Document Accounting - SD
 - Setup Structure - SS

- Bottom Window: FM\AM\AU\AM\AB - 3088 - Audit Budgetary Account**
- Maximum # of Exceptions: (OK/Cancel buttons)
- Fiscal Year Range: 2015-2016 thru 2015-2016
- Maximum number of exceptions to process:
- Buttons: SkyDoc (help), OK, Cancel
- Tree View:
 - Check for Orphan Encumbrances - LU
 - Master/Detail PO Activity - MD
 - Encumbrance Balance Check - EB
 - Reestablish Vendor Encumbrance - RV
 - Summary Encumbrance Balance - SE
 - A/P Invoices - AI
 - Master/Detail Invoice Activity - MD
 - Fix AP History Invoices - FA

A text box at the bottom of the interface contains the instruction: "This will validate each account to verify the detail activity against the YTD totals."

The Month End Close utility may be used to prevent transactions being updated once all accounts have been reconciled.

Month End Close - WFAV\PS\UT\ME\ME - 31054 - 05.16.06.00.08 - Google Chrome

https://pbroker1:489/scripts/cgiip.exe/WService=11509web/fammebrws001.w

Month End Close

Views: General Filters: *Skyward Default

Year	Month #	Month Name	Is Open	Closed By	Date Closed	Was Reopened
2017	2	February	Yes			No
2017	1	January	Yes			No
2016	12	December	Yes			No
2016	11	November	Yes			No
2016	10	October	Yes			No
2016	9	September	Yes			No
2016	8	August	Yes			No
2016	7	July	Yes			No
2016	6	June	Yes			No
2016	5	May	Yes			No
2016	4	April	Yes			No
2016	3	March	Yes			No
2016	2	February	Yes			No
2016	1	January	Yes			No
2015	12	December	Yes			No
2015	11	November	Yes			No
2015	10	October	Yes			No
2015	9	September	No	Akeysr Lola G	09/05/2016	No
2015	8	August	Yes			No
2015	7	July	Yes			No

20 records displayed

Allows users to view updates in time sequence, similar to a history button. You may select to view the update history based on a specific source.

View Update History - WfVAMPSAUWU - 11522 - 05.16.06.00.08 - Google Chrome

https://pbroker1:489/scripts/cgijp.exe/WService=11509web/famaubrws001.w?isPopup=true

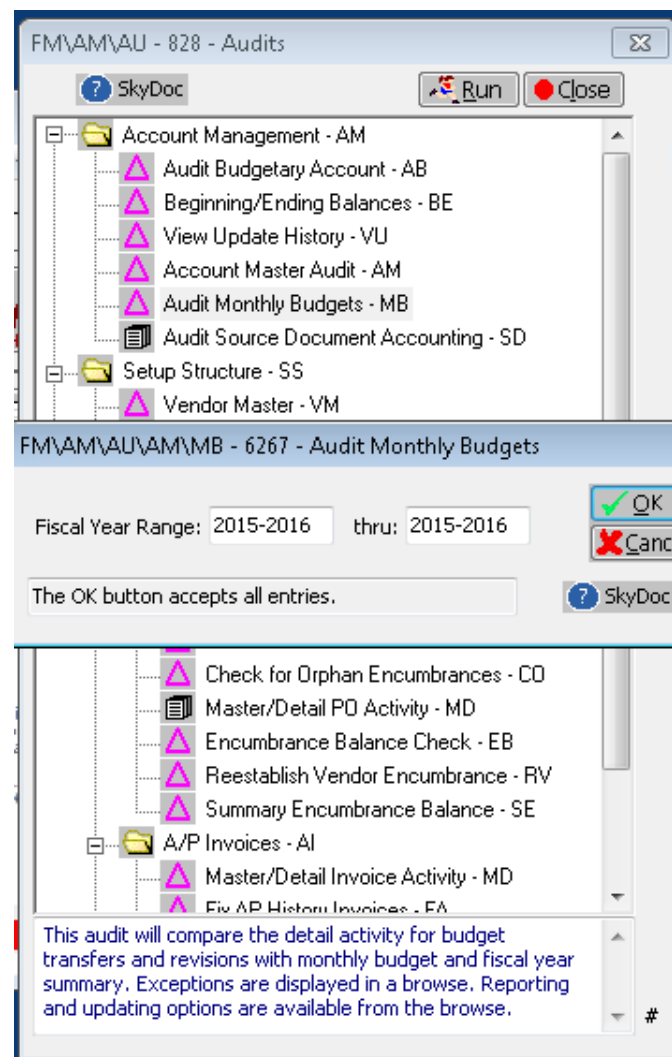
View Update History

Views: General Filters: ****All Accounting Types**

Update ID	Create Date	Accounting Type	Last Date	Fiscal Yr	Month	User	Update Control Code
▶ 25890	09/02/2016	*Accounts Payable	31/2015	2015	12	Jordascr Rosemary	Complete
▶ 25889	09/02/2016	*Accounts Receivable	01/2015	2014	8	Jordascr Rosemary	Complete
▶ 25888	08/29/2016	*Budget Revisions	15/2016	2015	7	Ambrosioscr Christina G	Complete
▶ 25887	08/29/2016	*Budget Transfers	15/2016	2015	6	Ambrosioscr Christina G	Complete
▶ 25886	08/29/2016	*Cash Receipts	15/2016	2015	5	Ambrosioscr Christina G	Complete
▶ 25885	08/25/2016	*Fixed Assets	15/2016	2015	6	Smithscr Jamie	Complete
▶ 25884	08/23/2016	*Insurance Tracking	30/2016	2015	8	Ambrosioscr Christina G	Complete
▶ 25883	08/23/2016	*Inventory	23/2016	2015	8	Ambrosioscr Christina G	Complete
▶ 25882	08/23/2016	*Journal Entries	23/2016	2015	8	Ambrosioscr Christina G	Complete
▶ 25881	08/23/2016	*Payroll Encumbrances	23/2016	2015	8	Ambrosioscr Christina G	Complete
▶ 25880	08/23/2016	*Previous Year Adjustments	23/2016	2015	8	Ambrosioscr Christina G	Complete
▶ 25879	08/02/2016	*Purchasing	03/2016	2015	6	Smithscr Jamie	Complete
▶ 25878	08/02/2016	*SBAA	15/2016	2015	5	Smithscr Jamie	Complete
▶ 25877	08/02/2016	*Student Billing	05/02/2016	2015	5	Smithscr Jamie	Complete
▶ 25876	06/24/2016		06/24/2016	2015	6	Abilascr Renay J	Complete
▶ 25875	06/24/2016		06/24/2016	2015	6	Abilascr Renay J	Failed Validations
▶ 25874	06/24/2016		06/24/2016	2015	6	Abilascr Renay J	Complete
▶ 25873	06/24/2016		10/01/2016	2016	10	Abilascr Renay J	Failed Validations
▶ 25872	06/24/2016		10/01/2016	2016	10	Abilascr Renay J	Failed Validations
▶ 25871	03/04/2016		08/31/2015	2014	8	Akeyschr Lola G	Complete
▶ 25870	03/04/2016		08/31/2015	2014	8	Akeyschr Lola G	Complete

20 records displayed Update ID:

The Audit Monthly Budgets audits locates batches that have not been updated and displays them in a browse allowing the user to update the activity.





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THANK YOU FOR ATTENDING!

