



**Texas Skyward User Group Conference**

# **SBAA Overview**

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**Responsive Ed**



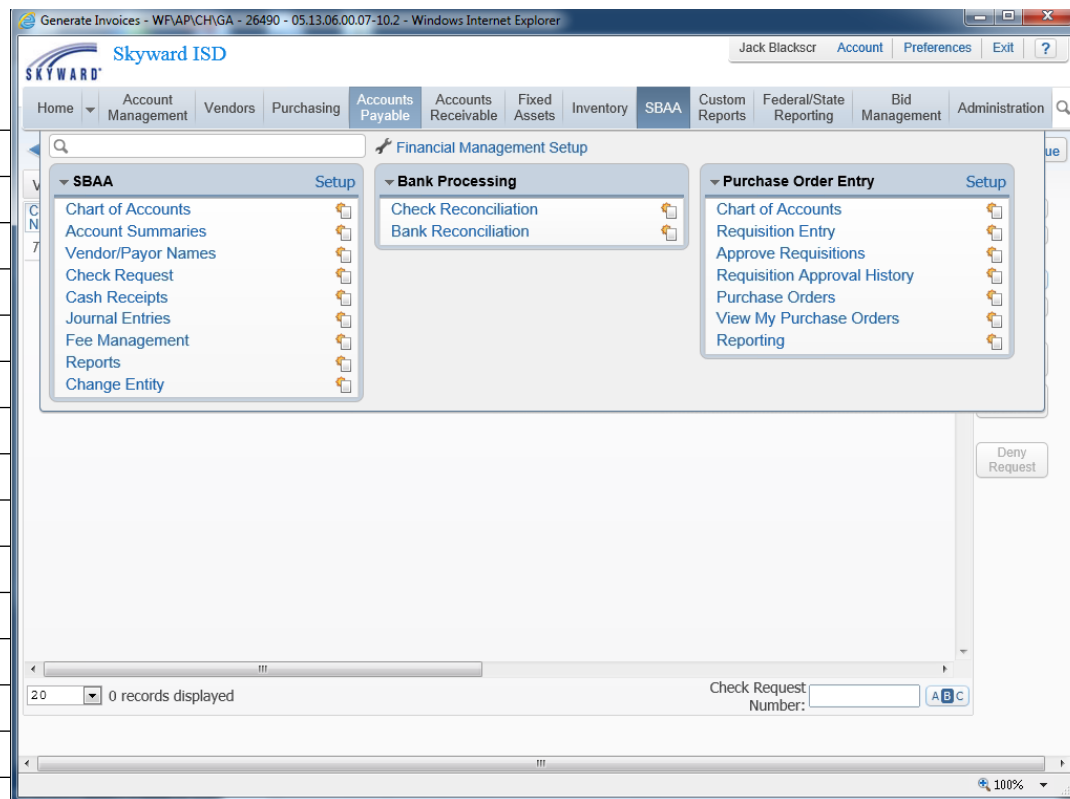
# SBAA Overview



Tracking Student Activities can be a painstaking process. Let Skyward's School Based Activity Accounting system take over that task. This session will demonstrate Requisitions, Approvals, Check Requests, Cash Receipts, Fee Management, and much more!

- Setup and Configuration
- Requisitions & Approvals
- Check Requests
- Cash Receipts & Journal Entries
- Fee Management
- Miscellaneous

## Overview

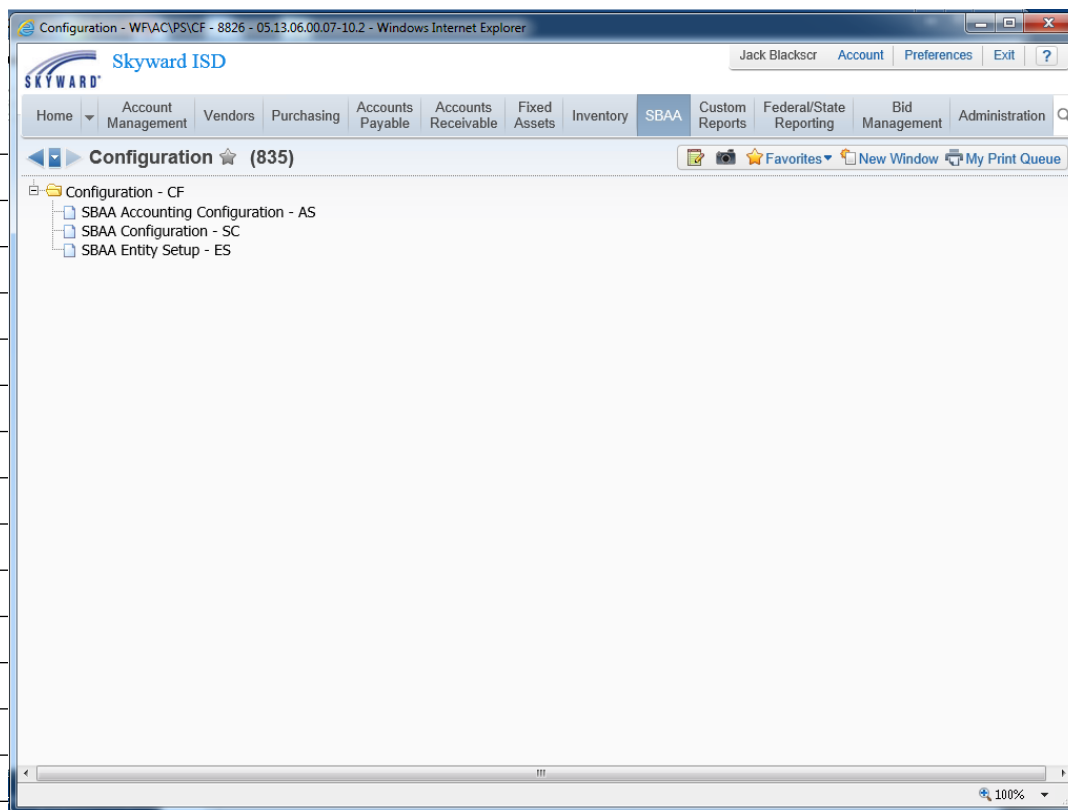


The screenshot displays the Skyward ISD web application interface. The browser title bar shows "Generate Invoices - WFAPI\CH\GA - 26490 - 05.13.06.00.07-10.2 - Windows Internet Explorer". The application header includes the Skyward logo and the text "Skyward ISD". A navigation menu at the top contains the following items: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, **SBAA**, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The "SBAA" menu is currently selected, and a "Financial Management Setup" sub-menu is open, showing three expandable sections:

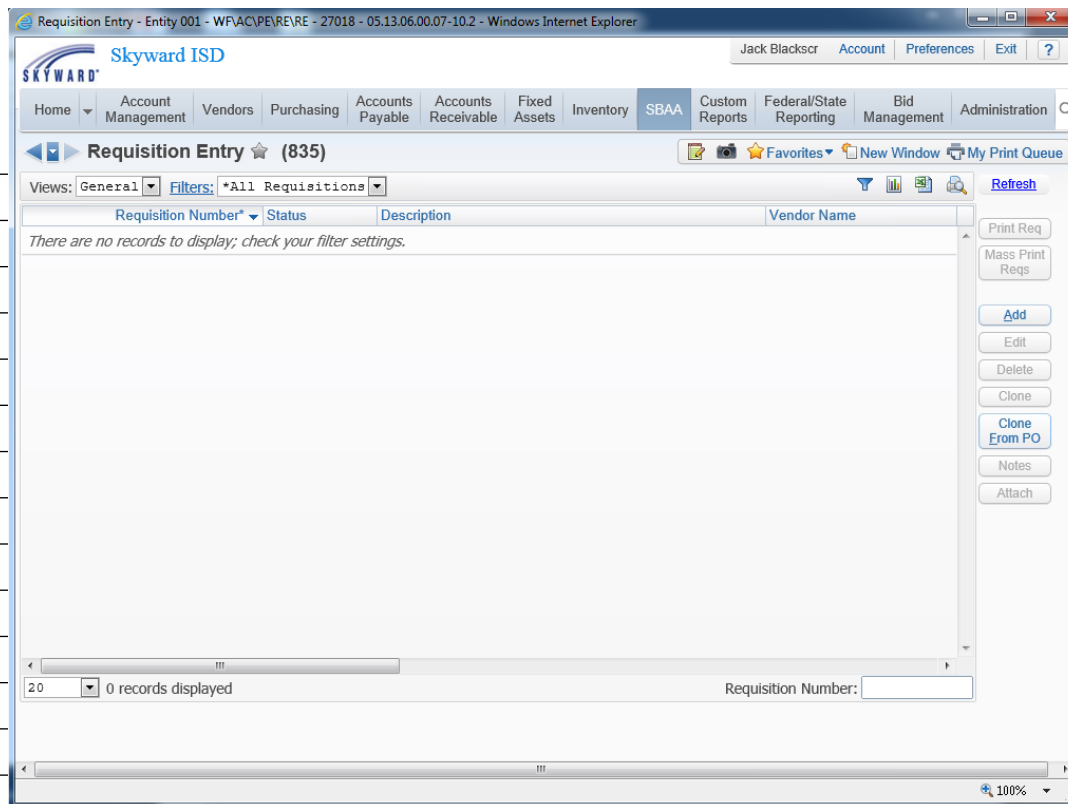
- SBA Setup** (Setup):
  - Chart of Accounts
  - Account Summaries
  - Vendor/Payor Names
  - Check Request
  - Cash Receipts
  - Journal Entries
  - Fee Management
  - Reports
  - Change Entity
- Bank Processing** (Setup):
  - Check Reconciliation
  - Bank Reconciliation
- Purchase Order Entry** (Setup):
  - Chart of Accounts
  - Requisition Entry
  - Approve Requisitions
  - Requisition Approval History
  - Purchase Orders
  - View My Purchase Orders
  - Reporting

At the bottom of the interface, there is a "Deny Request" button, a pagination control showing "20" records per page and "0 records displayed", and a search field for "Check Request Number:" with a search button labeled "ABC". The browser status bar at the bottom right shows "100%" zoom level.

## Setup and Configuration



## Requisitions & Approvals



The screenshot shows the Skyward ISD web application interface. The browser title is "Requisition Entry - Entity 001 - WFVAC\PE\RE\RE - 27018 - 05.13.06.00.07-10.2 - Windows Internet Explorer". The user is logged in as "Jack Blackscr". The navigation menu includes: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The current page is "Requisition Entry (835)".

At the top of the page, there are controls for "Views: General" and "Filters: \*All Requisitions". Below this is a table with the following columns: "Requisition Number\*", "Status", "Description", and "Vendor Name". The table is currently empty, displaying the message: "There are no records to display; check your filter settings."

On the right side of the table, there are several action buttons: "Print Req", "Mass Print Reqs", "Add", "Edit", "Delete", "Clone", "Clone From PO", "Notes", and "Attach".

At the bottom of the table area, there is a pagination control showing "20" records per page and "0 records displayed". To the right of this is a "Requisition Number:" input field.

## Check Requests

Requisition Entry - Entity 001 - WFAC\CH - 7140 - 05.13.06.00.07-10.2 - Windows Internet Explorer

**Check Printing**

**Check Number: 00001012**

Check Date	Check Amount
08/30/2013	150.00

**Pay** \*\*\*\*\*One Hundred Fifty Dollars & 00 Cents

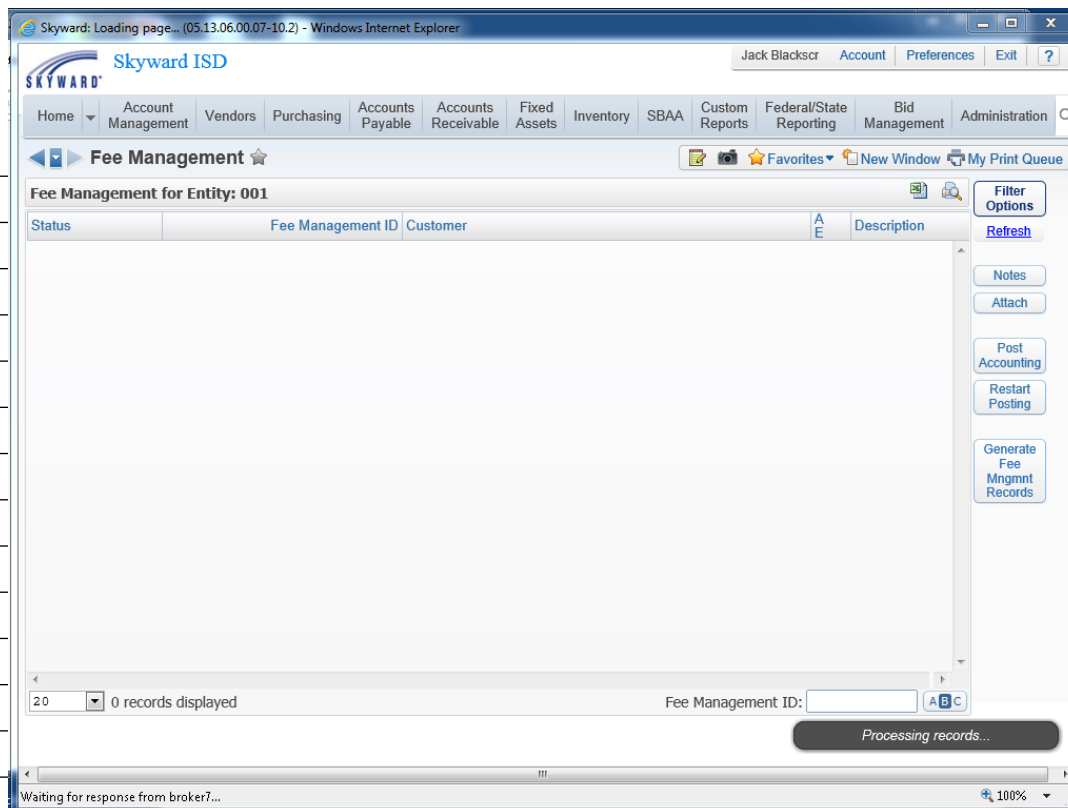
**To the Order Of:** WAL MART  
345 S ANY STREET  
AUSTIN, TX 78721

Process	Start Time	End Time	Status
Updating Check Request Status			
Generating Check Image			
Updating Accounting			

100%



## Fee Management & Miscellaneous



The screenshot shows the Skyward ISD web application interface. The browser title is "Skyward: Loading page... (05.13.06.00.07-10.2) - Windows Internet Explorer". The user is logged in as "Jack Blackscr". The navigation menu includes: Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, SBAA, Custom Reports, Federal/State Reporting, Bid Management, and Administration. The current page is "Fee Management" for "Entity: 001". The table has columns for Status, Fee Management ID, Customer, and Description. The table is currently empty. On the right side, there are buttons for Filter Options, Refresh, Notes, Attach, Post Accounting, Restart Posting, and Generate Fee Mngmnt Records. At the bottom, it shows "20" records displayed and "0 records displayed". A "Processing records..." status bar is visible at the bottom right. The browser status bar at the very bottom shows "Waiting for response from broker7..." and "100%" zoom.







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**THANK YOU FOR ATTENDING!**

