



Texas Skyward User Group Conference

TX – 06M – AM Audits & Utilities

Lois A King



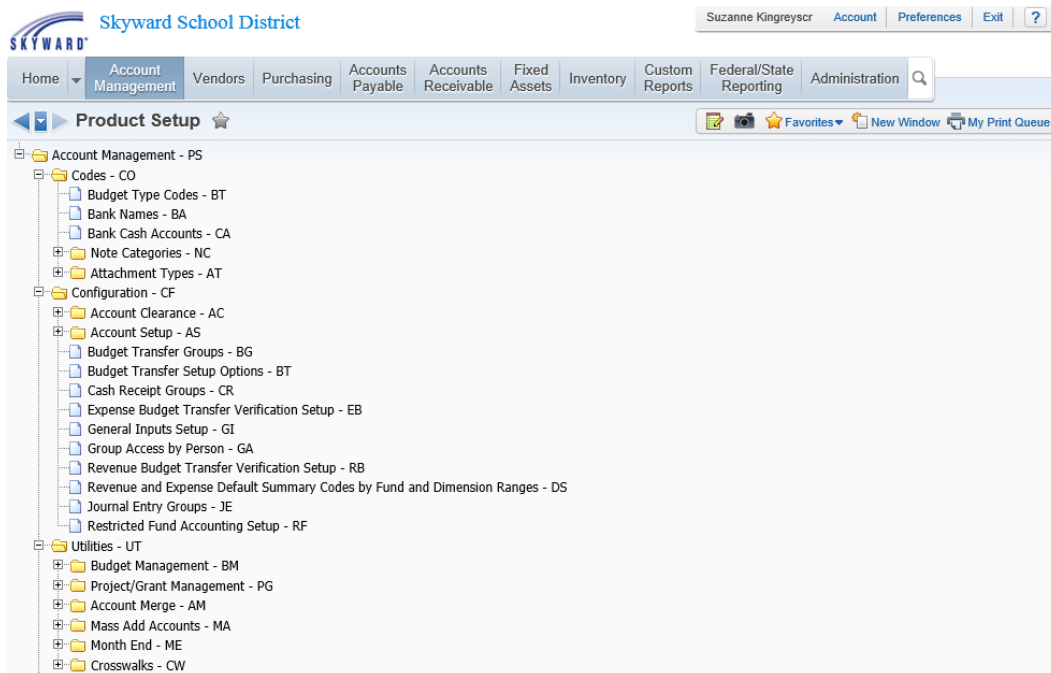
AM Audits and Utilities



AM Audits and Utilities

- Account Mass Add
- Account Merges
- Account Activating/Inactivating
- Mass Delete of Accounts
- Audit Budgetary Account
- View Update History
- Batch Activity Audit
- Audit Monthly Budgets

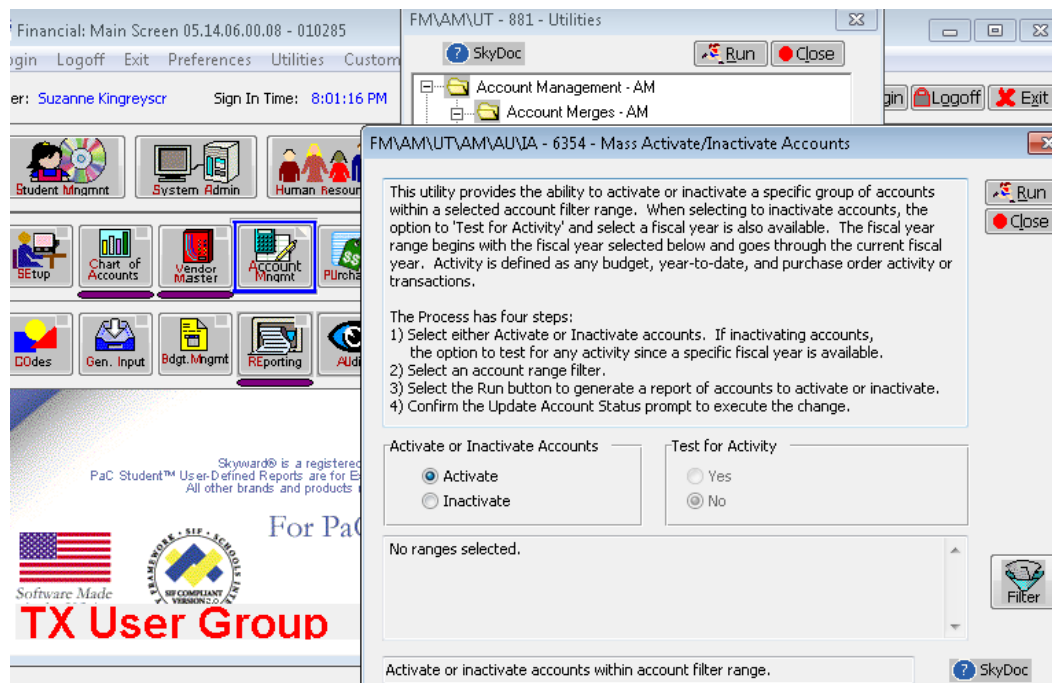
Options to choose from when dealing with Accounts



The screenshot displays the Skyward School District software interface. At the top, the user is identified as Suzanne Kingreyscr, with menu options for Account, Preferences, Exit, and a help icon. The main navigation bar includes Home, Account Management (selected), Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, Custom Reports, Federal/State Reporting, and Administration. Below this, the 'Product Setup' section is active, showing a tree view of various setup options:

- Account Management - PS
 - Codes - CO
 - Budget Type Codes - BT
 - Bank Names - BA
 - Bank Cash Accounts - CA
 - Note Categories - NC
 - Attachment Types - AT
- Configuration - CF
 - Account Clearance - AC
 - Account Setup - AS
 - Budget Transfer Groups - BG
 - Budget Transfer Setup Options - BT
 - Cash Receipt Groups - CR
 - Expense Budget Transfer Verification Setup - EB
 - General Inputs Setup - GI
 - Group Access by Person - GA
 - Revenue Budget Transfer Verification Setup - RB
 - Revenue and Expense Default Summary Codes by Fund and Dimension Ranges - DS
 - Journal Entry Groups - JE
 - Restricted Fund Accounting Setup - RF
- Utilities - UT
 - Budget Management - BM
 - Project/Grant Management - PG
 - Account Merge - AM
 - Mass Add Accounts - MA
 - Month End - ME
 - Crosswalks - CW

Account Activating/Inactivating



The screenshot displays the Skyward software interface. The main window is titled 'Financial: Main Screen 05.14.06.00.08 - 010285'. The user is identified as 'Suzanne Kingreyscr' with a sign-in time of '8:01:16 PM'. The interface includes a menu bar with options like 'Logoff', 'Exit', 'Preferences', 'Utilities', and 'Custom'. A toolbar contains icons for 'Student Mngmt', 'System Admin', 'Human Resour', 'SEtup', 'Chart of Accounts', 'Vendor Master', 'Account Mngmt', 'Purch', 'COdes', 'Gen. Input', 'Bdgt. Mngmt', 'REporting', and 'Aud'. The 'Account Mngmt' icon is highlighted with a blue box.

A secondary window titled 'FM\AM\UT - 881 - Utilities' is open, showing a folder structure with 'Account Management - AM' and 'Account Merges - AM'. Below it, a window titled 'FM\AM\UT\AM\AU\IA - 6354 - Mass Activate/Inactivate Accounts' is active. This window contains the following text:

This utility provides the ability to activate or inactivate a specific group of accounts within a selected account filter range. When selecting to inactivate accounts, the option to 'Test for Activity' and select a fiscal year is also available. The fiscal year range begins with the fiscal year selected below and goes through the current fiscal year. Activity is defined as any budget, year-to-date, and purchase order activity or transactions.

The Process has four steps:

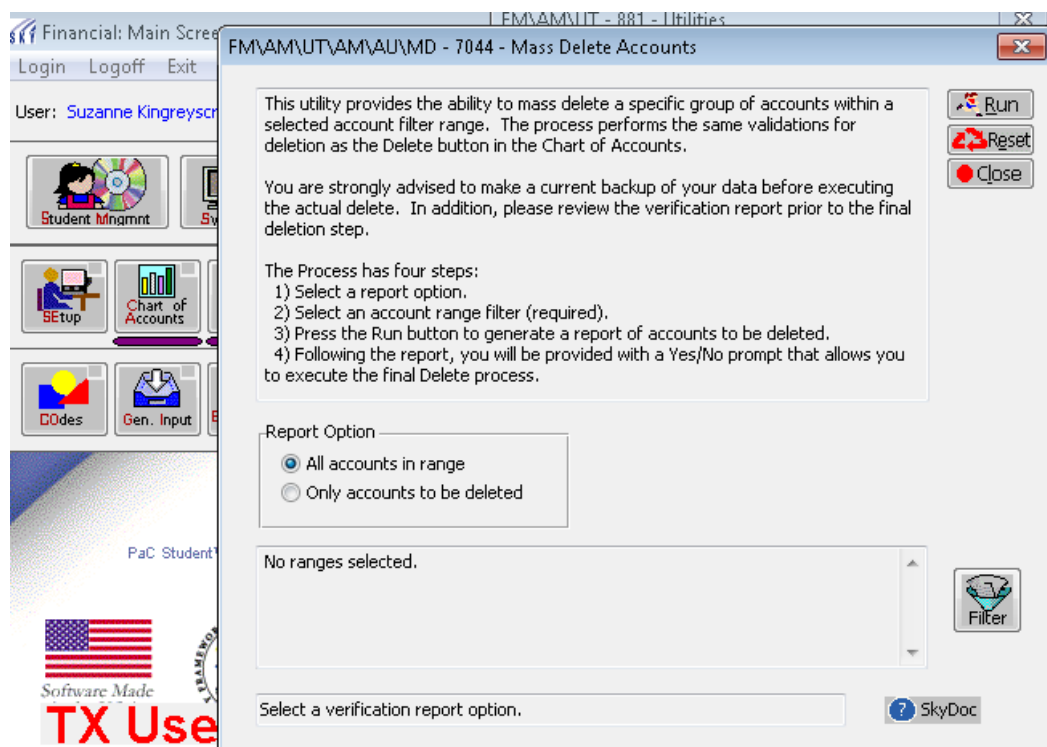
- 1) Select either Activate or Inactivate accounts. If inactivating accounts, the option to test for any activity since a specific fiscal year is available.
- 2) Select an account range filter.
- 3) Select the Run button to generate a report of accounts to activate or inactivate.
- 4) Confirm the Update Account Status prompt to execute the change.

The window includes two sections for configuration:

- Activate or Inactivate Accounts:** Radio buttons for Activate and Inactivate.
- Test for Activity:** Radio buttons for Yes and No.

Below these sections, it states 'No ranges selected.' and features a 'Filter' button with a globe icon. At the bottom, there is a text field labeled 'Activate or inactivate accounts within account filter range.' and a 'Run' button.

Mass Deleting of Accounts



The screenshot shows the Skyward Financial: Main Screen interface. A dialog box titled "FM\AM\UT\AM\AU\MD - 7044 - Mass Delete Accounts" is open in the foreground. The dialog box contains the following text:

This utility provides the ability to mass delete a specific group of accounts within a selected account filter range. The process performs the same validations for deletion as the Delete button in the Chart of Accounts.

You are strongly advised to make a current backup of your data before executing the actual delete. In addition, please review the verification report prior to the final deletion step.

The Process has four steps:

- 1) Select a report option.
- 2) Select an account range filter (required).
- 3) Press the Run button to generate a report of accounts to be deleted.
- 4) Following the report, you will be provided with a Yes/No prompt that allows you to execute the final Delete process.

Report Option

All accounts in range

Only accounts to be deleted

No ranges selected.

Select a verification report option.

Buttons: Run, Reset, Close, Filter, SkyDoc

Background interface elements: Financial: Main Screen, Login, Logoff, Exit, User: Suzanne Kingreysco, Student Mngmnt, Setup, Chart of Accounts, Codes, Gen. Input, PaC Student, Software Made in TX Use

View Update History – available also in Web. This is View Only – Shows detail history associated with each update. Much like a History button.

View Update History - WFVAM\PSVAU\U - 11522 - 05.14.06.00.08 - Internet Explorer

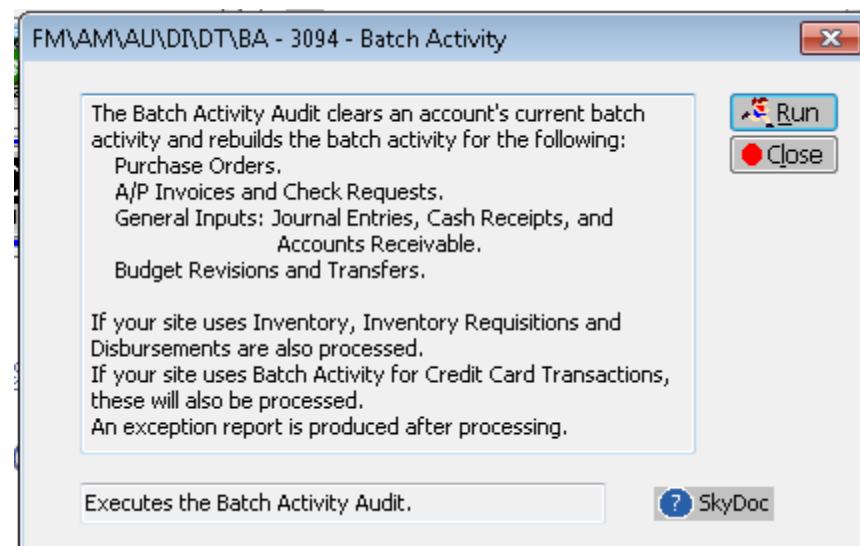
View Update History

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

Update ID	Create Date	Time	Source	Post Date	Fiscal Yr	Month	User	Update Control Code
▶ 25795	09/15/2014	10:13 AM	POCL	06/30/2014	2013	6	Smithscr Jamie	
▶ 25794	09/15/2014	10:11 AM	AP	06/30/2014	2013	6	Smithscr Jamie	Complete
▶ 25793	09/15/2014	9:46 AM	POCL	06/30/2014	2013	6	Smithscr Jamie	
▶ 25792	09/15/2014	9:46 AM	POCL	06/30/2014	2013	6	Smithscr Jamie	
▶ 25791	09/15/2014	9:45 AM	POCL	06/30/2014	2013	6	Smithscr Jamie	
▶ 25790	09/15/2014	9:45 AM	POCL	06/30/2014	2013	6	Smithscr Jamie	
▶ 25789	09/15/2014	8:39 AM	APCHECKS	06/30/2014	2013	6	Smithscr Jamie	Complete
▶ 25788	09/09/2014	1:32 PM	PO	09/09/2014	2014	9	Allynsr Shawn G, JR	Complete
▶ 25787	08/27/2014	4:53 PM	PO	08/27/2014	2013	8	Allynsr Shawn G, JR	Complete
▶ 25786	08/18/2014	3:50 PM	POCL	06/30/2014	2013	6	Smithscr Jamie	Complete
▶ 25785	08/18/2014	3:47 PM	AP	06/30/2014	2013	6	Smithscr Jamie	Complete
▶ 25784	08/18/2014	3:24 PM	APCHECKS	06/30/2014	2013	6	Smithscr Jamie	Complete
▶ 25783	08/18/2014	3:20 PM	AP	06/30/2014	2013	6	Smithscr Jamie	Complete
▶ 25782	08/18/2014	3:18 PM	APCHECKS	06/30/2014	2013	6	Smithscr Jamie	Complete
▶ 25781	08/18/2014	3:14 PM	AP	06/30/2014	2013	6	Smithscr Jamie	Complete
▶ 25780	08/18/2014	2:59 PM	POCL	06/30/2014	2013	6	Smithscr Jamie	
▶ 25779	08/18/2014	2:58 PM	POCL	06/30/2014	2013	6	Smithscr Jamie	
▶ 25778	08/12/2014	8:25 AM	APCHECKS	08/12/2014	2013	8	NELSONSCR BROOK	Complete
▶ 25777	08/12/2014	8:23 AM	POCL	08/12/2014	2013	8	NELSONSCR BROOK	Complete
▶ 25776	08/12/2014	8:22 AM	AP	08/12/2014	2013	8	NELSONSCR BROOK	Complete

20 records displayed Update ID:

Batch Activity Audit – Processes through the accounts and verifies activity for the various sources.





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THANK YOU FOR ATTENDING!

