



Texas Skyward User Group Conference

Account Management Audits & Utilities

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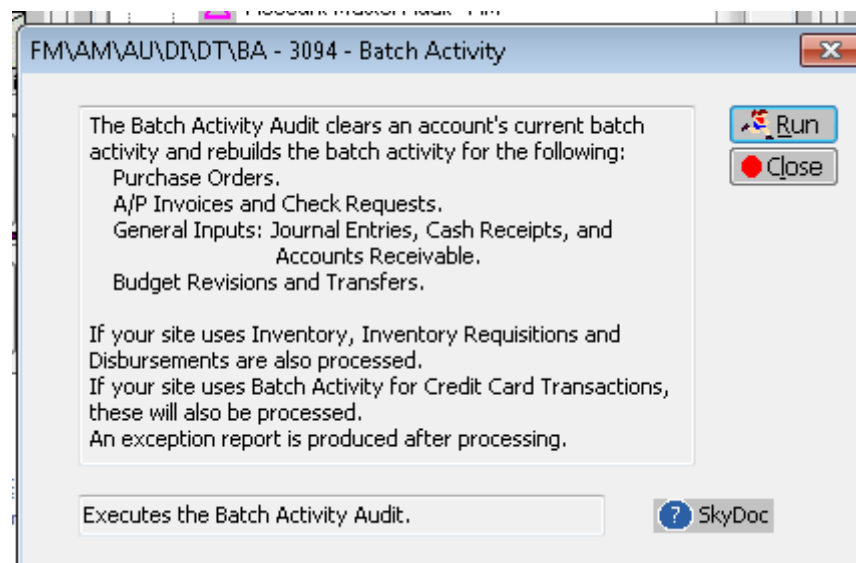
Account Management Audits & Utilities



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

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



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

Month End Close - WF\AM\PS\UT\ME\ME - 31054 - 05.18.06.00.08 - Internet Explorer

Views: **General** Filters: ***Skyward Default**

Year	Month #	Month Name	Is Open	Closed By	Date Closed	Was Reopened
2019	2	February	Yes			No
2019	1	January	Yes			No
2018	12	December	Yes			No
2018	11	November	Yes			No
2018	10	October	Yes			No
2018	9	September	Yes			No
2018	8	August	No	Akeyscr, Lola G	08/13/2018	No
2018	7	July	Yes			No
2018	6	June	Yes			No
2018	5	May	Yes			No
2018	4	April	Yes			No
2018	3	March	Yes			No
2018	2	February	Yes			No
2018	1	January	Yes			No

Buttons: Close Month, Open Month, Notes, Back

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 - WF\AM\PS\AU\WU - 11522 - 05.18.06.00.08 - 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
▶ 26053	08/10/2018	4:38 PM	PR	09/30/2018	2018	9	Akeyscr Lola G	Complete
▶ 26052	08/10/2018	4:06 PM	PR	09/15/2018	2018	9	Akeyscr Lola G	Complete
▶ 26051	08/10/2018	3:17 PM	PR	08/31/2018	2017	8	Akeyscr Lola G	Complete
▶ 26050	08/10/2018	2:53 PM	PR	08/15/2018	2017	8	Akeyscr Lola G	Complete
▶ 26049	08/10/2018	2:23 PM	PR	07/31/2018	2017	7	Akeyscr Lola G	Complete
▶ 26048	08/10/2018	2:05 PM	PR	07/15/2018	2017	7	Akeyscr Lola G	Complete
▶ 26047	08/10/2018	9:55 AM	PR	08/10/2018	2017	8	Lyons Kayelee	Complete
▶ 26046	08/06/2018	11:10 AM	FXDP	08/31/2018	2017	8	Averittscr Candace G	
▶ 26045	08/06/2018	11:08 AM	FXDP	06/30/2018	2017	6	Averittscr Candace G	
▶ 26044	06/26/2018	2:50 PM	AP	05/31/2018	2017	5	Akeyscr Lola G	Complete
▶ 26043	06/26/2018	2:44 PM	POCL	06/30/2018	2017	6	Akeyscr Lola G	
▶ 26042	06/26/2018	2:43 PM	AP	06/30/2018	2017	6	Akeyscr Lola G	Complete
▶ 26041	06/26/2018	2:41 PM	AP	06/30/2018	2017	6	Akeyscr Lola G	Complete
▶ 26040	06/26/2018	2:38 PM	POCL	05/31/2018	2017	5	Akeyscr Lola G	
▶ 26039	06/26/2018	2:36 PM	AP	05/31/2018	2017	5	Akeyscr Lola G	Complete
▶ 26038	06/15/2018	3:31 PM	PO	06/15/2018	2017	6	Gomez Javier	Complete
▶ 26037	06/15/2018	3:25 PM	PR	06/15/2018	2017	6	Akeyscr Lola G	Complete
▶ 26036	06/15/2018	2:50 PM	PR	04/15/2018	2017	4	Akeyscr Lola G	Complete
▶ 26035	06/15/2018	2:21 PM	PR	02/15/2018	2017	2	Akeyscr Lola G	Complete
▶ 26034	06/14/2018	12:54 PM	PR	06/14/2018	2017	6	Akeyscr Lola G	

20 records displayed Update ID:



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THANK YOU FOR ATTENDING!

