

# Alachua County Public Schools

## Skyward SBAA

### Internal Accounts Manual



Updated September 25, 2023

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# CASH RECEIPTS - Deposits

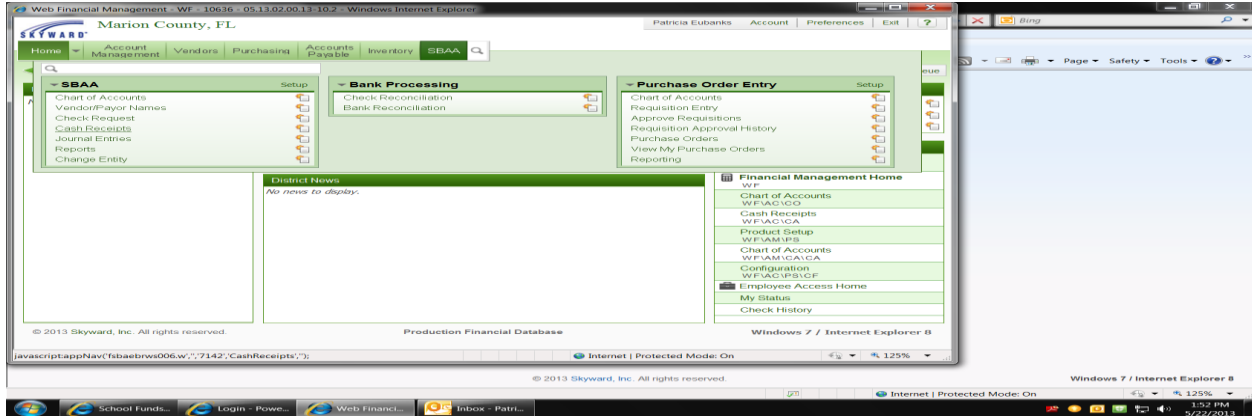
## There is no VOID CASH RECEIPT

Please make sure your receipt is correct before posting!!!

If you need to reverse a receipt call Internal Auditing.

### SBAA

### Cash Receipts



Click on **ADD**

Fill in the **PAYOR** (School's Name)

Enter Description (Misc. Monies Collected Forms)

Tab to Detail Receipt Line Entry

Enter your description (what are you collecting for) please use a good description

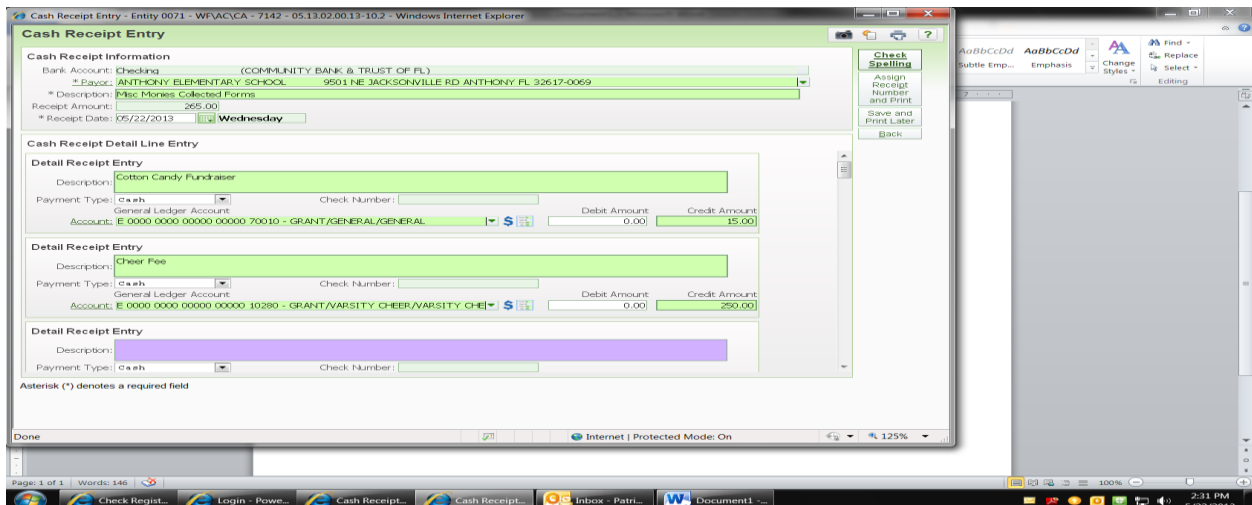
Payment Type (should always be **CASH**)

Tab to Account (you can enter **L** for liability account and a dropdown box will appear click on the first account and then you can change the program number to the right account)

Tab over to **CREDIT** column (if you use TAB it will go right there) and enter amount. Enter all your monies collected forms.

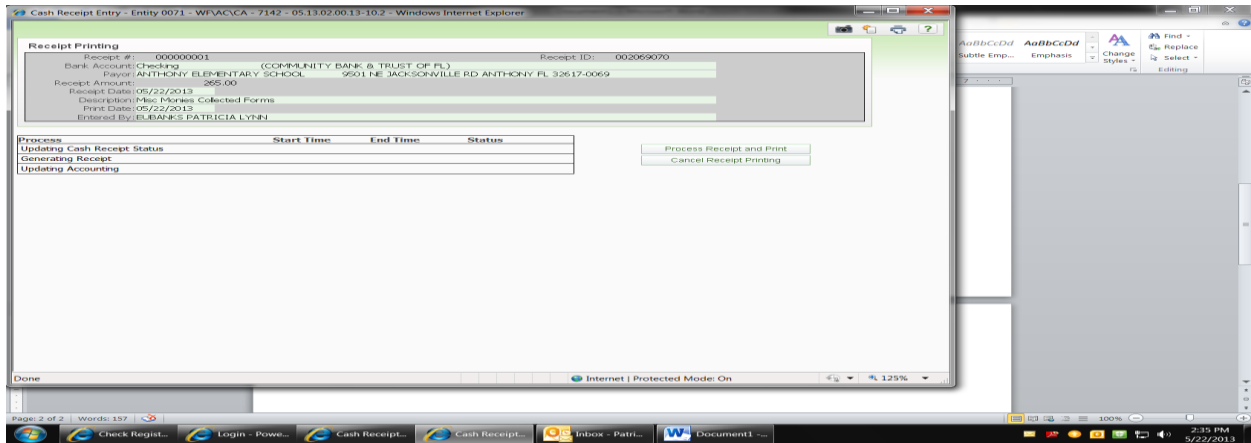
**DO NOT USE DEBIT COLUMN**

Click on **ASSIGN RECEIPT NUMBER AND PRINT**

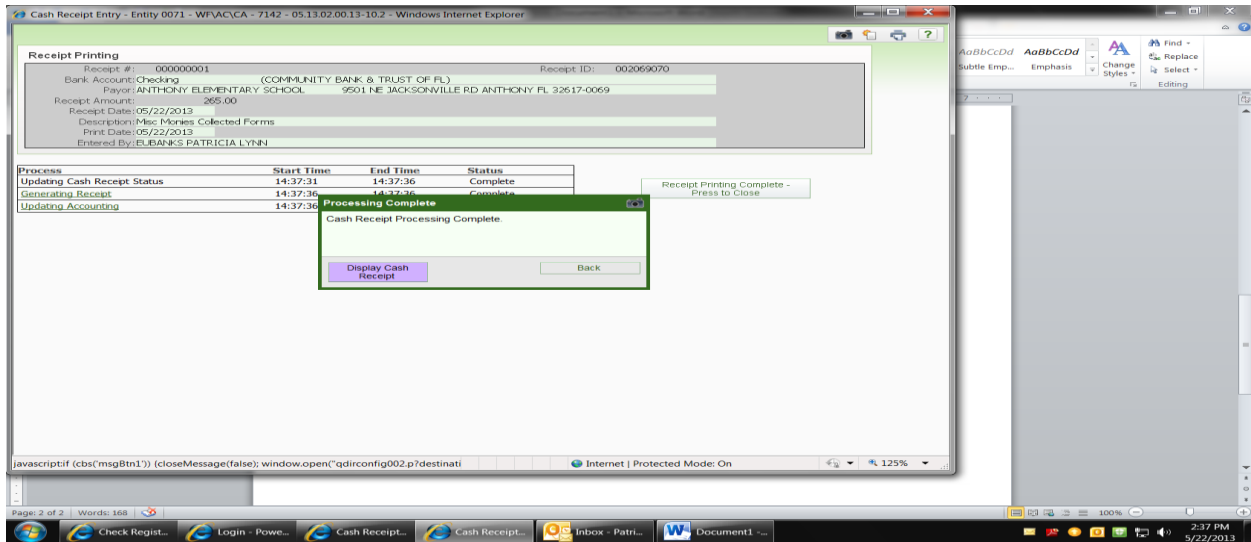


# Verify your information!!!

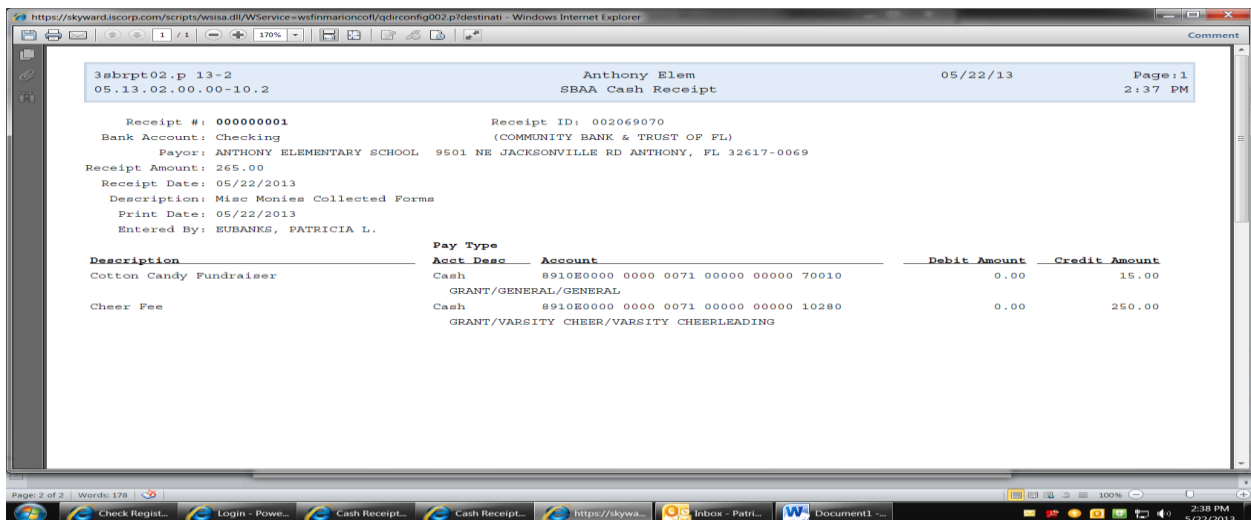
Click on **PROCESS RECEIPT AND PRINT**



Click **DISPLAY CASH RECEIPT**



**PRINT YOUR RECEIPT**



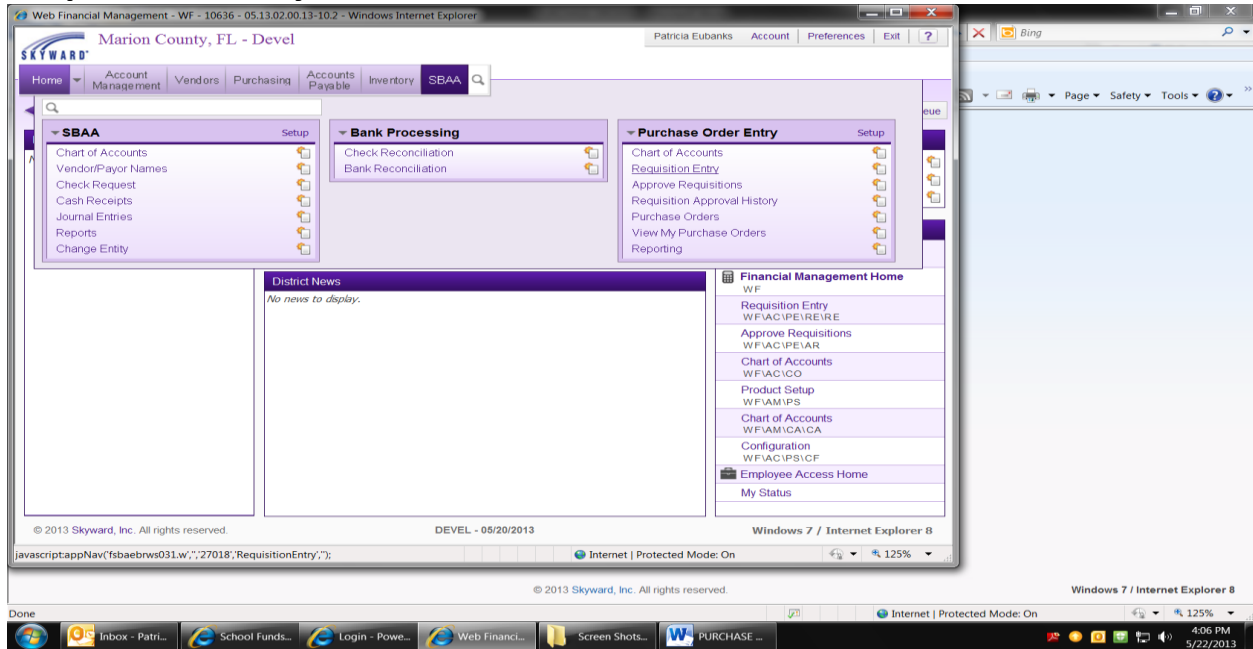


# PURCHASE ORDERS

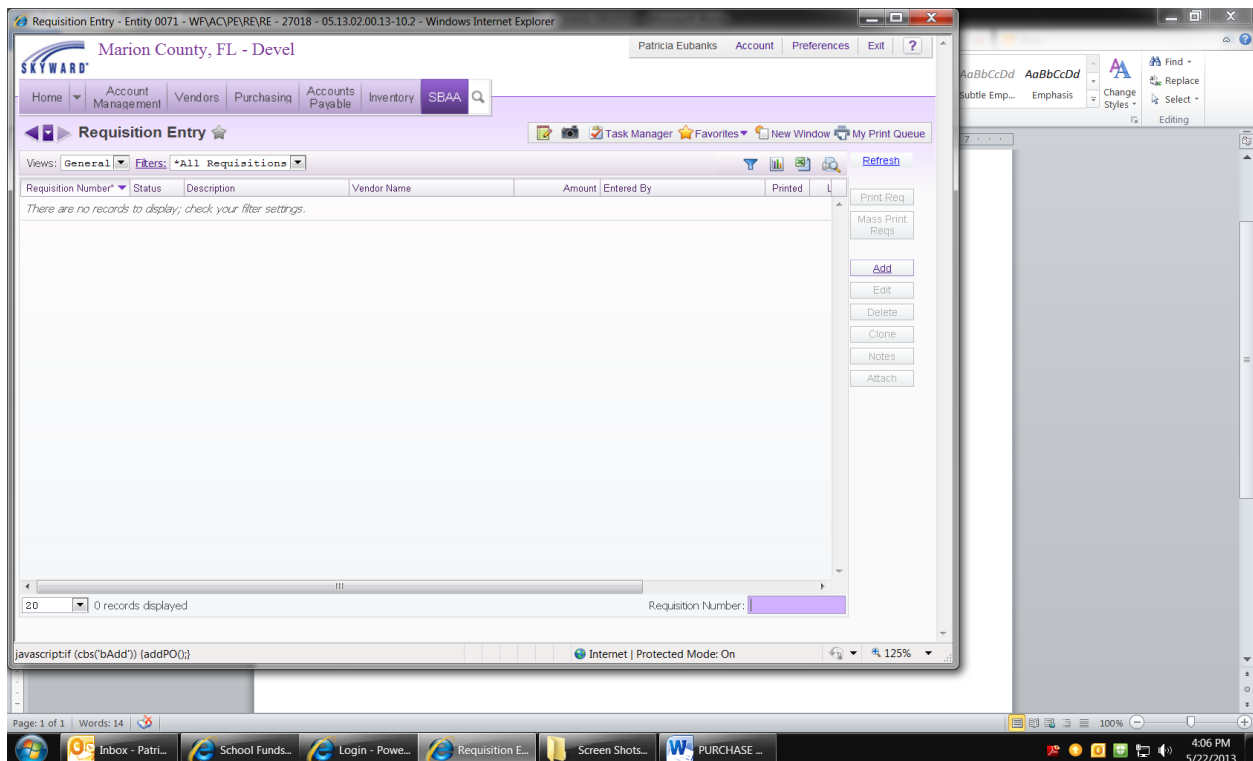
(If you are paying an individual for services you need to have two detail line, one for services, and one for goods.)

## SBAA

### Requisition Entry



### Click ADD



Enter **DESCRIPTION** (short description)

Enter **VENDOR** (then select from drop down) or

Click Vendor and a screen will appear then find and select your Vendor and click Select (this will take you back to main screen)

Enter **SHIP TO** (school name)

Tab to **REQUISITION DETAIL LINE ENTRY**

Enter your **DESCRIPTION** (what you are buying)

Enter **QUANTITY**

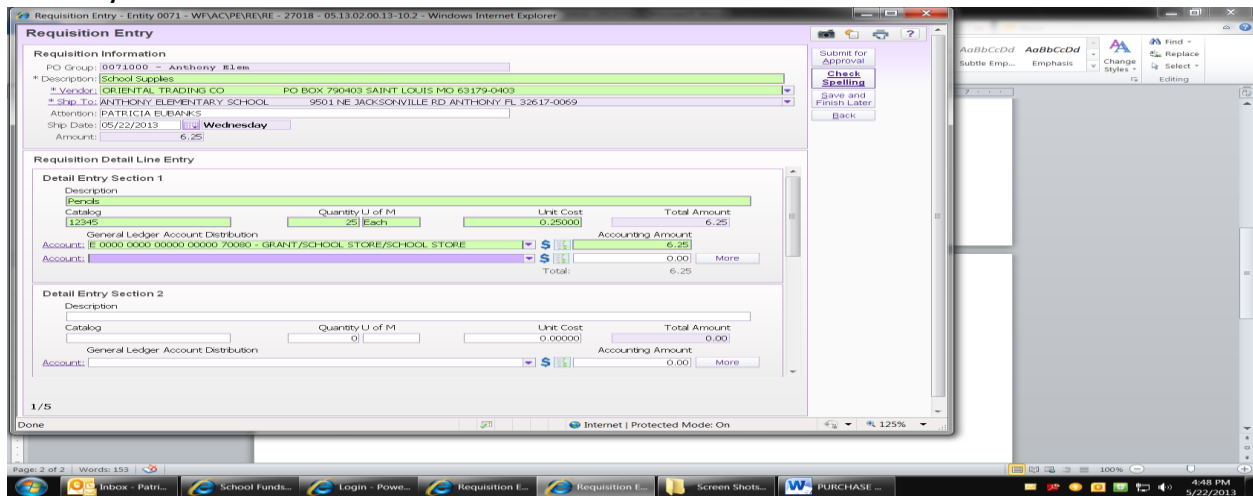
Enter **UNIT COST**

Tab to Account (you can enter **L** for liability account and a dropdown box will appear click on the first account and then you can change the program number to the right account).

You can click **MORE** if you are using more than one account to purchase items

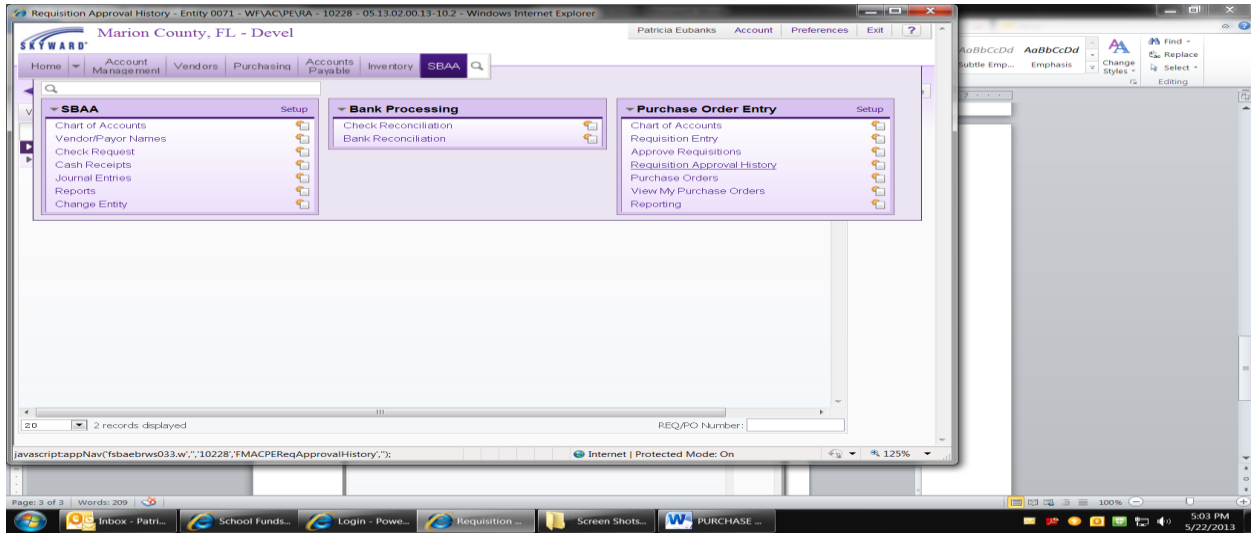
If you are ordering more items go to the next DETAIL ENTRY section

When you are finished click on **SUBMIT FOR APPROVAL**

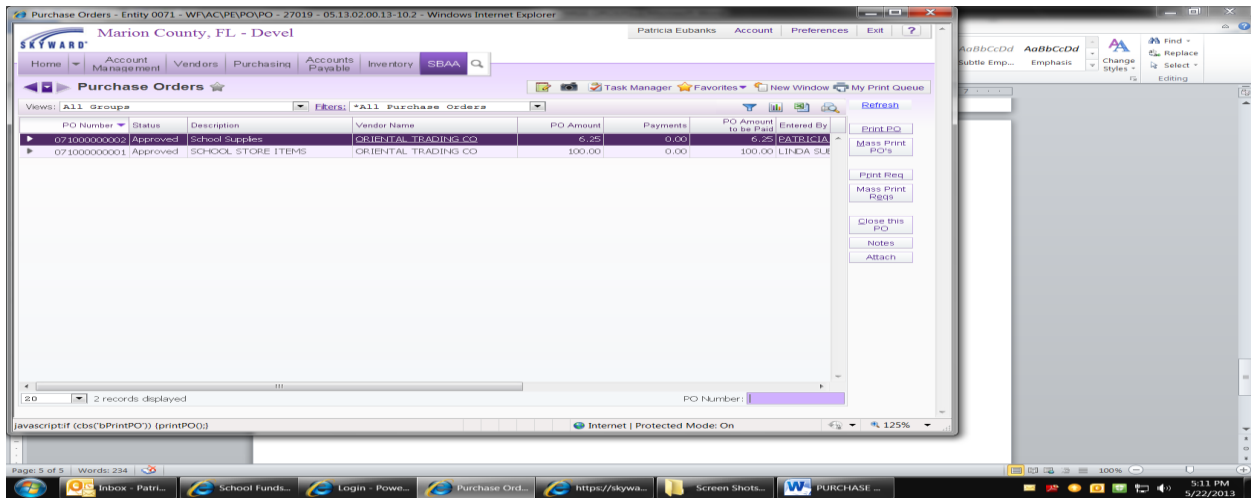


To check and see if your Requisitions have been approved Select

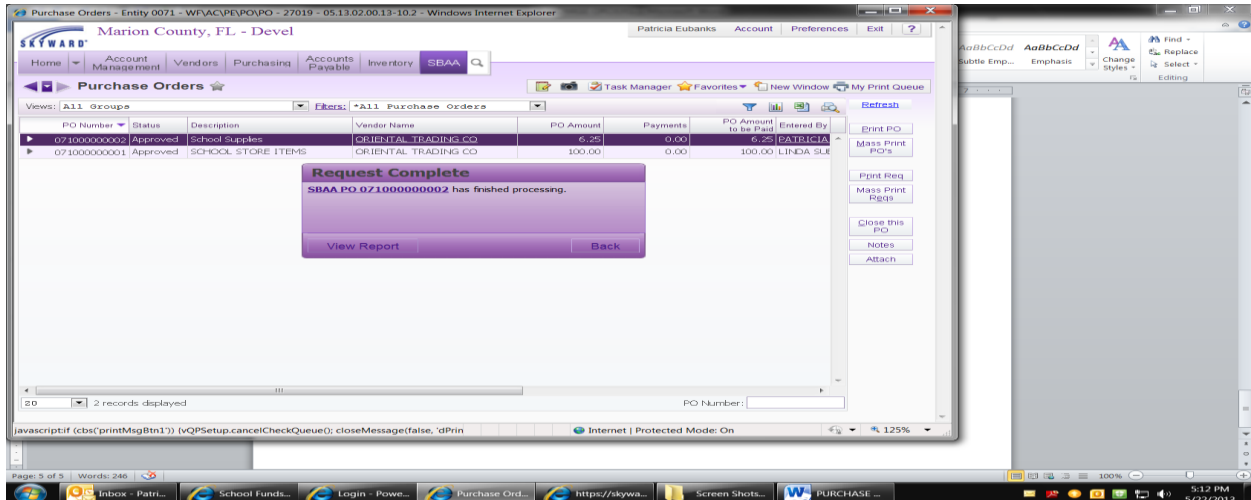
# VIEW MY Purchase Orders



Highlight the **PURCHASE ORDER** you would like to **PRINT**  
Select **PRINT PO**



Select **VIEW REPORT**



# PRINT PURCHASE ORDER

https://skyward.iscorp.com/scripts/wsisa.dll/WService-wsfinmarioncodevfl/qdirconfig002.p?destin - Windows Internet Explorer

PAGE 1 OF 1

<b>PO DATE</b>	<b>PURCHASE ORDER NUMBER</b>
05/22/2013	7100000002

VENDOR KEY : ORIENTAL000  
SHIP DATE : 05/22/2013  
ENTERED BY : EUBANPAT000

PRINTED 05/22/2013

**VENDOR:**  
ORIENTAL TRADING CO  
PO BOX 790403  
SAINT LOUIS, MO 63179-0403

PHONE: (800) 526-7400  
FAX: (800) 327-8904

**SHIP TO:**  
ANTHONY ELEMENTARY SCHOOL  
9501 NE JACKSONVILLE RD  
ANTHONY, FL 32617-0069

ATTN: PATRICIA EUBANKS

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
25	Each	CATALOG/ITEM NUMBER: 12345 Pencils	0.25000	6.25

Page 6 of 6 Words: 246

5:13 PM 5/22/2013

# HOW TO CLOSE A PURCHASE ORDER

**SBAA**

**Purchase Orders**

Select the Purchase Order to close

Marion County, FL Patricia Eubanks Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

**Purchase Orders** Favorites New Window My Print Queue

Views: All Groups Filters: \*Approved Refresh

PO Number	Status	Description	Vendor Name	PO Amount	Payments	PO Amount to be Paid	Entered By	Printed	Req Number	Last Printed
50100000413	Approved	FCAT BREAKFAST	LAKE WEIR HIGH CAFE	24.10	0.00	24.10	CANDACE B MARTIN	Y	00000018517	10/31/2013
50100000412	Approved	mvr fee	MARION COUNTY SCHOOL BOA	13.00	0.00	13.00	CANDACE B MARTIN	Y	00000018501	10/31/2013
50100000410	Approved	UNIFORMS	PASTEUR'S SPORTS SHOP, INC	424.00	0.00	424.00	CANDACE B MARTIN	Y	00000018391	10/31/2013
50100000403	Approved	FARRIER	CERTIFIED FARRIER BY DAVE W	60.00	0.00	60.00	CANDACE B MARTIN	Y	00000018100	10/29/2013
50100000401	Approved	JERKY FOR FUNDRAISER	Country Meats	890.00	0.00	890.00	CANDACE B MARTIN	Y	00000018074	10/29/2013
50100000395	Approved	VARSITY LETTERS	NEFF COMPANY	592.50	0.00	592.50	CANDACE B MARTIN	Y	00000017961	10/25/2013
50100000394	Approved	FOOD ITEMS	PUBLICX SUPER MARKETS, INC	200.00	0.00	200.00	CANDACE B MARTIN	Y	00000017959	10/25/2013
50100000392	Approved	BLANKET PO OFFICIALS BOYA SOCCER 213-2014 SEASON	REFEREE ASSOCIA BIG SUN SOX	800.00	567.00	233.00	CANDACE B MARTIN	Y	00000017957	10/25/2013
50100000391	Approved	BLANKET PO FOR OFFICIALS GIRLS SOCCER 2013-2014	REFEREE ASSOCIA BIG SUN SOX	800.00	189.00	611.00	CANDACE B MARTIN	Y	00000017956	10/25/2013
50100000389	Approved	BLANKET PO SCHOOL STORE SUPPLIES	KNOBLOCK FOODS	300.00	0.00	300.00	CANDACE B MARTIN	Y	00000017816	10/24/2013
50100000387	Approved	BLANKET PO FOR FOOD	KNOBLOCK FOODS	1,000.00	199.06	800.94	CANDACE B MARTIN	Y	00000017814	10/24/2013
50100000386	Approved	WAREHOUSE SUPPLIES	MARION COUNTY SCHOOL BOA	70.20	0.00	70.20	CANDACE B MARTIN	Y	00000017812	10/24/2013
50100000383	Approved	SHIRTS	BRODER BROTHERS	1,000.00	197.85	802.15	CANDACE B MARTIN	Y	00000017748	10/24/2013
50100000371	Approved	CANDY FOR FUNDRAISER	OLD FASHION CANDY COMPANY	493.20	0.00	493.20	CANDACE B MARTIN	Y	00000017382	10/18/2013
50100000364	Approved	BLANKET PO FOR FEED	EAST MARION FEED	500.00	119.90	380.10	CANDACE B MARTIN	Y	00000017217	10/17/2013
50100000360	Approved	LOLLIPOPS FOR FUNDRAISER	FREEDOM FUNDRAISING	800.00	0.00	800.00	CANDACE B MARTIN	Y	00000017131	10/16/2013
50100000359	Approved	JERKY FOR FUNDRAISER	Country Meats	1,000.00	0.00	1,000.00	CANDACE B MARTIN	Y	00000017130	10/16/2013
50100000357	Approved	FLOWERS	BELLEVIEW FLORIST	32.00	0.00	32.00	CANDACE B MARTIN	Y	00000017128	10/16/2013
50100000332	Approved	PRACTICE GEAR	BAKER'S SPORTING GOODS	705.00	0.00	705.00	CANDACE B MARTIN	Y	00000016524	10/11/2013
50100000317	Approved	SHIRTS	IMAGE MARKET	405.20	0.00	405.20	CANDACE B MARTIN	Y	00000016269	10/08/2013

500 41 records displayed PO Number:

Click: Add

Notes

**SBAA Requisition Notes**

Views: General Filters: \*Skyward Default Add Back

Enter Date	Enter Time	Category	Note	Entered By	P
There are no records to display; check your filter settings.					

20 0 records displayed

Purchase Orders

Views: All Groups Filters: \*Approved Refresh

PO Number	Status	Description	Vendor Name	PO Amount	Payments	PO Amount to be Paid	Entered By	Printed	Req Number	Last Printed
50100000413	Approved	FCAT BREAKFAST	LAKE WEIR HIGH CAFE	24.10	0.00	24.10	CANDACE B MARTIN		00000018517	
50100000412	Approved	mvr fee	MARION COUNTY SCHOOL BOA	13.00	0.00	13.00	CANDACE B MARTIN	Y	00000018501	10/31/2013
50100000410	Approved	UNIFORMS	PASTEUR'S SPORTS SHOP, INC	424.00	0.00	424.00	CANDACE B MARTIN	Y	00000018391	10/31/2013
50100000403	Approved	FARRIER	CERTIFIED FARRIER BY DAVE V	60.00	0.00	60.00	CANDACE B MARTIN	Y	00000018100	10/29/2013
50100000401	Approved	JERKY FOR FUNDRAISER	Country Meats	890.00	0.00	890.00	CANDACE B MARTIN	Y	00000018074	10/29/2013
50100000395	Approved	VARSITY LETTERS	NEFF COMPANY	592.50	0.00	592.50	CANDACE B MARTIN	Y	00000017961	10/25/2013
50100000394	Approved	FOOD ITEMS	PUBLIX SUPER MARKETS, INC	200.00	0.00	200.00	CANDACE B MARTIN	Y	00000017959	10/25/2013
50100000392	Approved	BLANKET PO FOR OFFICIALS BOYA SOCCER 213-2014 SEASON	REFEREE ASSOCIA BIG SUN SO	800.00	567.00	233.00	CANDACE B MARTIN	Y	00000017957	10/25/2013
50100000391	Approved	BLANKET PO FOR OFFICIALS GIRLS SOCCER 2013-2014	REFEREE ASSOCIA BIG SUN SO	800.00	189.00	611.00	CANDACE B MARTIN	Y	00000017956	10/25/2013
50100000389	Approved	BLANKET PO SCHOOL STORE SUPPLIES	KNOBLOCK FOODS	300.00	0.00	300.00	CANDACE B MARTIN	Y	00000017816	10/24/2013

## Now you are ready to CLOSE your Purchase Order

### Select: Close this PO

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Purchase Orders Favorites New Window My Print Queue

Views: All Groups Filters: \*All Purchase Orders Refresh

PO Number	Status	Description	Vendor Name	PO Amount	Payments	PO Amount to be Paid	Entered By	Printed	Req Number	Last Printed
09100000021	Approved	Scholastic	SCHOLASTIC BOOK CLUBS, INC	157.50	0.00	157.50	TERI NELSON	Y	00000012334	09/20/2013
09100000020	History	Incentives/prizes	TERI NELSON	154.56	154.56	0.00	TERI NELSON	Y	00000012059	09/17/2013
09100000019	History	PBS Posters	WOODS PRINTING OF OCALA, I	657.25	657.25	0.00	TERI NELSON		00000011730	
09100000018	History	Back to school items	KENDRA KAY HAMBY	154.45	154.45	0.00	TERI NELSON		00000011536	
09100000017	History	Back to school items/plants	TERI NELSON	204.66	204.66	0.00	TERI NELSON		00000011535	
09100000016	Approved	Attendance trophy and PE order	ORIENTAL TRADING COMPANY	23.49	0.00	23.49	TERI NELSON	Y	00000011497	09/11/2013
09100000015	History	Name plate and rubber stamp	CHOICE AWARDS	25.20	25.20	0.00	TERI NELSON	Y	00000011493	09/09/2013
09100000014	History	Volunteer breakfast items	VICKI K GODBEE	43.66	43.66	0.00	TERI NELSON	Y	00000011491	09/09/2013
09100000013	History	PBS Supplies	PATRICIA EVE HAMILL MANZAN	167.11	167.11	0.00	TERI NELSON	Y	00000011076	08/23/2013
09100000012	History	Items for start of school	TERI NELSON	244.02	244.02	0.00	TERI NELSON	Y	000000110075	08/23/2013
09100000011	History	Renew Membership	SAM'S CLUB	90.00	90.00	0.00	TERI NELSON	Y	000000110072	08/23/2013
09100000010	History	BACK TO SCHOOL ITEMS	KENDRA KAY HAMBY	154.45	0.00	0.00	TERI NELSON	Y	00000008840	08/23/2013

Click: YES

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Purchase Orders

Views: All Groups Filters: \*All Purchase Orders Refresh

PO Number	Status	Description	Vendor Name	PO Amount	Payments	PO Amount to be Paid	Entered By	Printed	Req Number	Last Printed
09100000021	Approved	Scholastic	SCHOLASTIC BOOK CLUBS, INC	157.50	0.00	157.50	TERI NELSON	Y	00000012334	09/20/2013
09100000020	History	Incentives/prises	TERI NELSON	154.56	154.56	0.00	TERI NELSON	Y	00000012059	09/17/2013
09100000019	History	PBS Posters	WOODS PRINTING OF OCALA, I	657.25	657.25	0.00	TERI NELSON		00000011730	
09100000018	History	Back to school items	KENDRA KAY HAMBY	154.45	154.45	0.00	TERI NELSON		00000011536	
09100000017	History	Back to school items/plants	TERI NELSON	204.66	204.66	0.00	TERI NELSON		00000011535	
09100000016	Approved	Attendance trophy and PE order	ORIENTAL TRADING COMPANY	23.49	0.00	23.49	TERI NELSON	Y	00000011497	09/11/2013
09100000015	History	Name plate and rubber stamp	CHOICE AWARDS	25.20	25.20	0.00	TERI NELSON	Y	00000011493	09/09/2013
09100000014	History	Volunteer breakfast items	VICKI K GODBEE	43.66	43.66	0.00	TERI NELSON	Y	00000011491	09/09/2013
09100000013	History	PBS Supplies	PATRICIA EVE HAMILL MANZAN	167.11	167.11	0.00	TERI NELSON	Y	00000010076	08/23/2013
09100000012	History	Items for start of school	TERI NELSON	244.02	244.02	0.00	TERI NELSON	Y	00000010075	08/23/2013
09100000011	History	Renew Membership	SAM'S CLUB	90.00	90.00	0.00	TERI NELSON	Y	00000010072	08/23/2013
09100000010	History	BACK TO SCHOOL ITEMS	KENDRA KAY HAMBY	154.45	154.45	0.00	TERI NELSON	Y	00000008840	08/23/2013
09100000009	History	BACK TO SCHOOL ITEMS/PLANTS	TERI NELSON	204.66	0.00	0.00	TERI NELSON	Y	00000008838	08/23/2013
09100000008	History	PBS INCENTIVES	POSITIVE PROMOTIONS	165.70	165.70	0.00	TERI NELSON	Y	00000008835	08/23/2013
09100000007	History	PBS INCENTIVES	ORIENTAL TRADING COMPANY	131.79	131.79	0.00	TERI NELSON	Y	00000008833	08/23/2013

Print PO, Mass Print PO's, Print Req, Mass Print Reqs, Close this PO, Notes, Attach

Skyward

Are you sure you want to close this PO?

Yes No

The status will change to HISTORY after the Purchase Order is closed.

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Purchase Orders

Views: All Groups Filters: \*All Purchase Orders Refresh

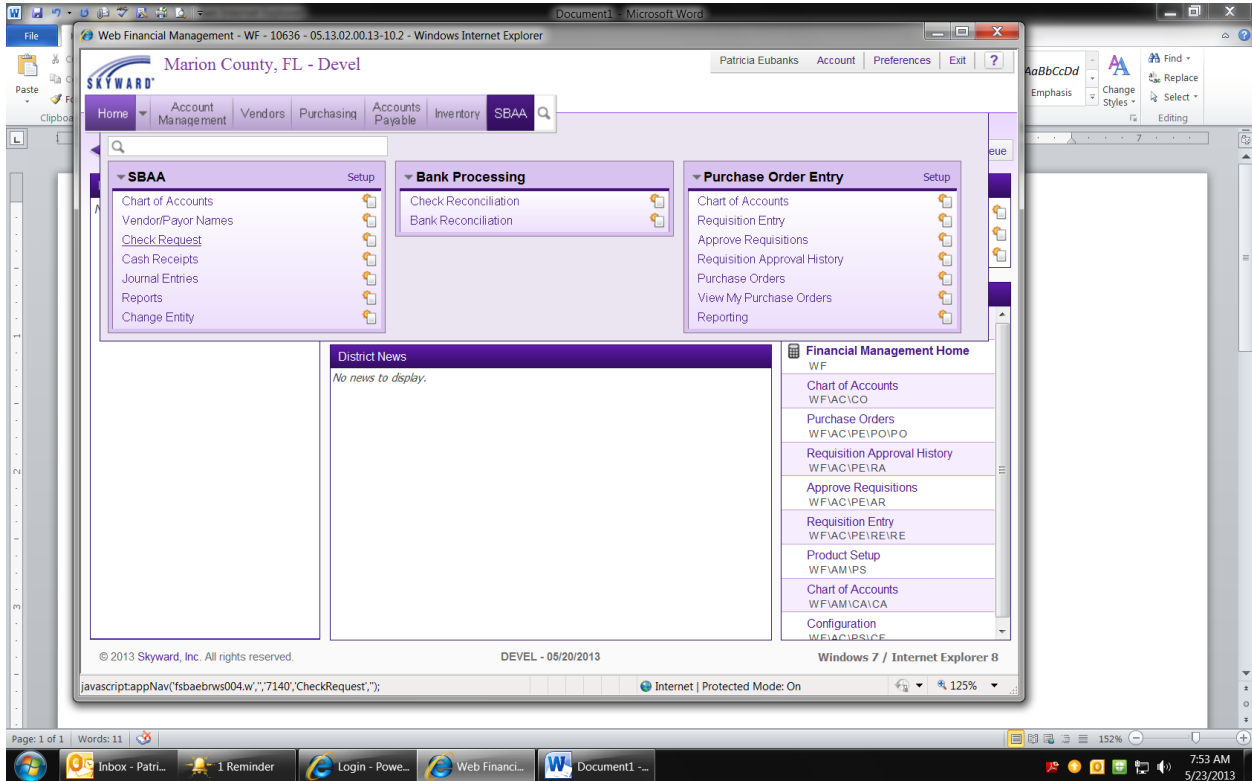
PO Number	Status	Description	Vendor Name	PO Amount	Payments	PO Amount to be Paid	Entered By	Printed	Req Number	Last Printed
09100000021	History	Scholastic	SCHOLASTIC BOOK CLUBS, INC	157.50	0.00	0.00	TERI NELSON	Y	00000012334	09/20/2013
09100000020	History	Incentives/prises	TERI NELSON	154.56	154.56	0.00	TERI NELSON	Y	00000012059	09/17/2013
09100000019	History	PBS Posters	WOODS PRINTING OF OCALA, I	657.25	657.25	0.00	TERI NELSON		00000011730	
09100000018	History	Back to school items	KENDRA KAY HAMBY	154.45	154.45	0.00	TERI NELSON		00000011536	
09100000017	History	Back to school items/plants	TERI NELSON	204.66	204.66	0.00	TERI NELSON		00000011535	
09100000016	Approved	Attendance trophy and PE order	ORIENTAL TRADING COMPANY	23.49	0.00	23.49	TERI NELSON	Y	00000011497	09/11/2013
09100000015	History	Name plate and rubber stamp	CHOICE AWARDS	25.20	25.20	0.00	TERI NELSON	Y	00000011493	09/09/2013
09100000014	History	Volunteer breakfast items	VICKI K GODBEE	43.66	43.66	0.00	TERI NELSON	Y	00000011491	09/09/2013
09100000013	History	PBS Supplies	PATRICIA EVE HAMILL MANZAN	167.11	167.11	0.00	TERI NELSON	Y	00000010076	08/23/2013
09100000012	History	Items for start of school	TERI NELSON	244.02	244.02	0.00	TERI NELSON	Y	00000010075	08/23/2013
09100000011	History	Renew Membership	SAM'S CLUB	90.00	90.00	0.00	TERI NELSON	Y	00000010072	08/23/2013
09100000010	History	BACK TO SCHOOL ITEMS	KENDRA KAY HAMBY	154.45	154.45	0.00	TERI NELSON	Y	00000008840	08/23/2013

Print PO, Mass Print PO's, Print Req, Mass Print Reqs, Close this PO, Notes, Attach

# CHECK REQUESTS – PNT Entry & Writing Checks

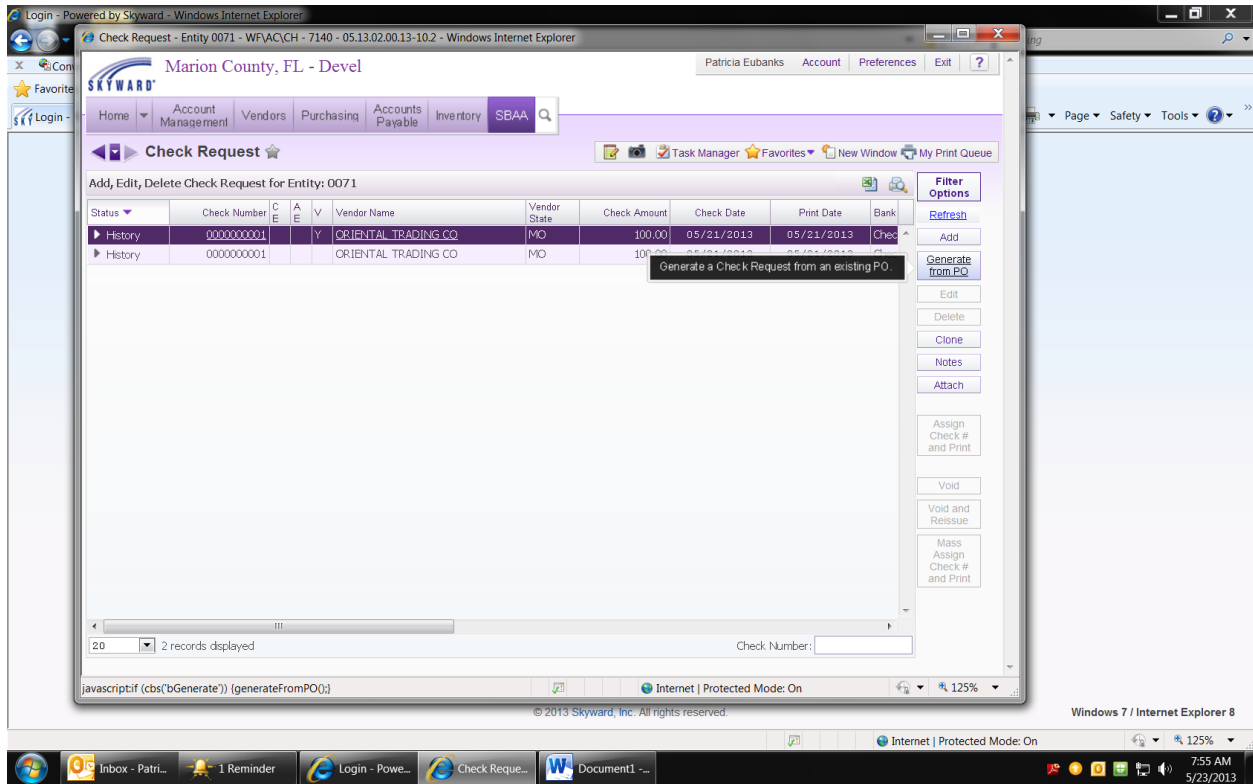
## SBAA

### Check Request

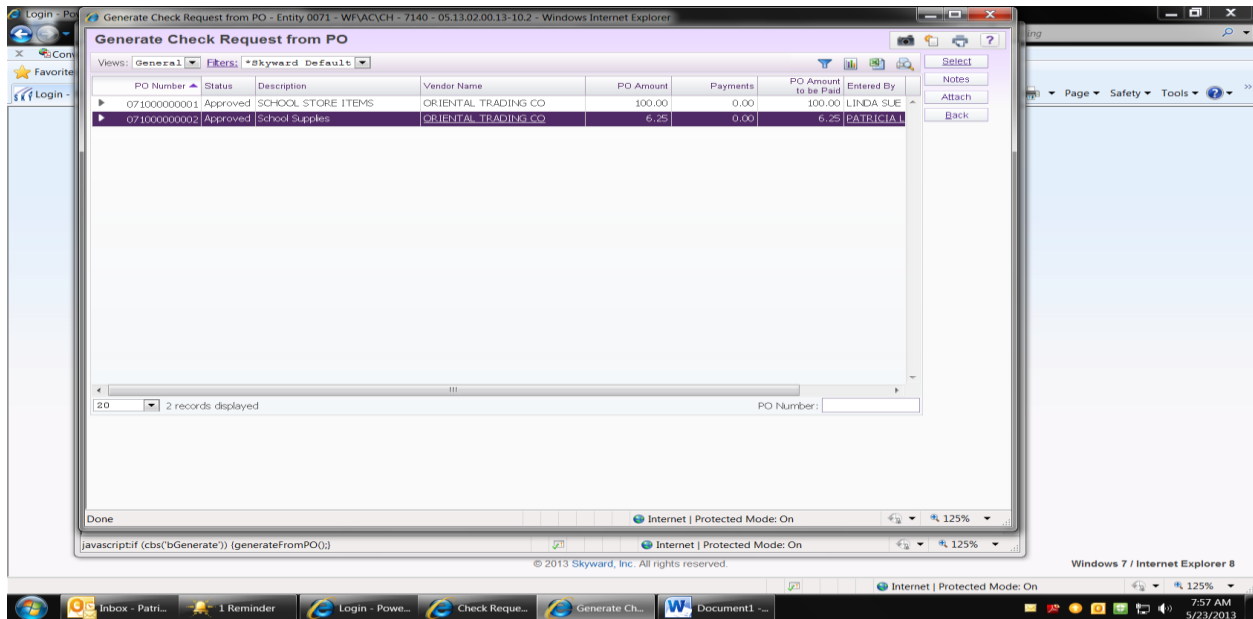


Click on **Generate From PO**



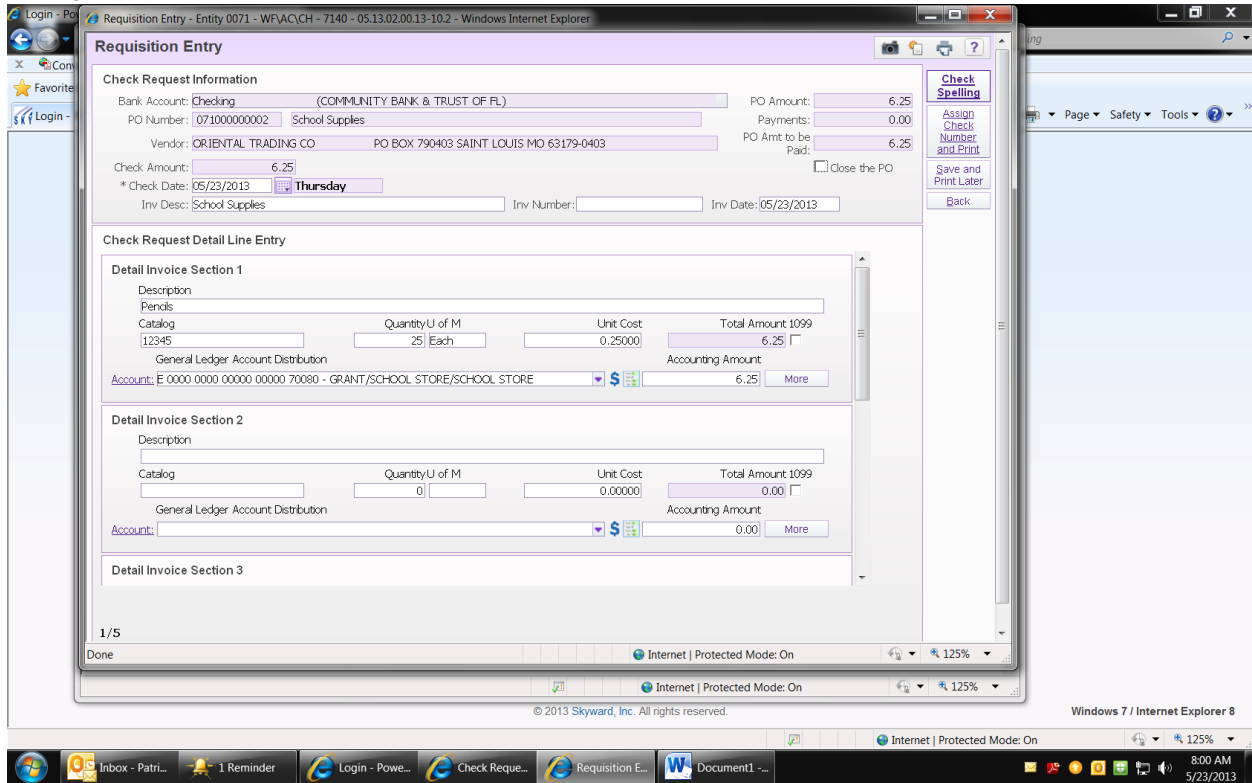


Select which **PURCHASE ORDER** you are paying (your PO will be highlighted)  
Click **SELECT**

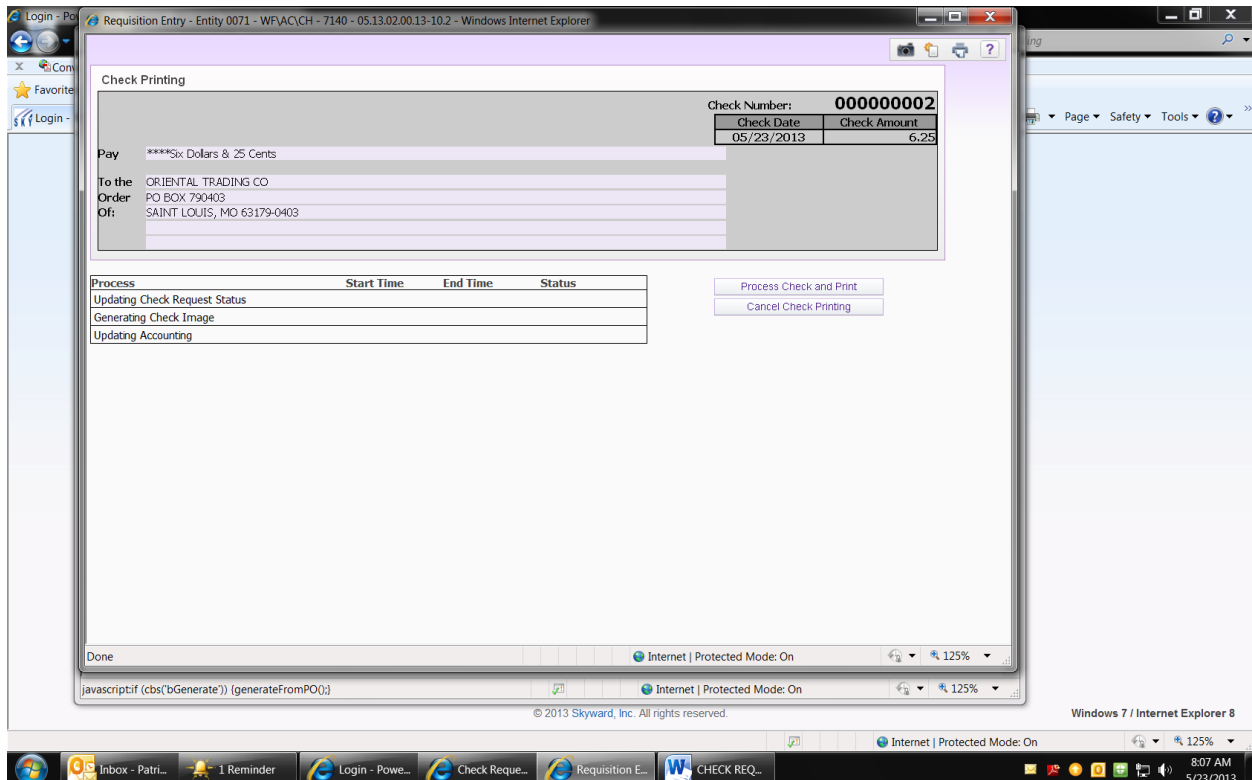


If the information is correct  
Check the box **CLOSE THE PO** if you are finished with the purchase order and if you are not finished with the PO then you don't need to check the box  
Click on **ASSIGN CHECK NUMBER AND PRINT**

**(If you are paying an individual for services you must check the 1099 box)**



Click on **PROCESS CHECK AND PRINT**  
Please make sure your **CHECK NUMBER, DATE, AMOUNT, AND VENDOR IS CORRECT BEFORE GOING TO THE NEXT STEP.**



Click on **DISPLAY CHECK**

## HOW TO VOID CHECKS/ ADDING NOTES ON VOID CHECKS

SBAA

Check Request

Select the check to Void

Select: **Notes**

Marion County, FL

Patricia Eubanks Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Check Request

Add, Edit, Delete Check Request for Entity: 0501

Status	Check Number	C	A	V	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Account	Entered By
History	0000025379				SOUCEY LORI A	FL	50.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025378				PEACOCK SHOW PIGS	AL	400.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025377				JONES-BUTLER PATRICE Y	FL	39.23	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025376				JONES-BUTLER PATRICE Y	FL	29.27	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025375				CIATTI ELSA MARIA	FL	36.94	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025374				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025373				PLAY IT AGAIN SPORTS	FL	999.99	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025372				KNOBLOCK FOODS	FL	199.06	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025371				CHOICE AWARDS	FL	242.10	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025370				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025369				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025368				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025367				THE MASTER TCHR LEADSHIP LANE	KS	111.71	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025366				MARION COUNTY SCHOOL BOARD		274.75	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025365				LIVINGSTON - PETTY CASH WAYNE		256.63	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025364				LAKE WEIR MIDDLE SCHOOL	FL	30.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025363				KNOBLOCK FOODS	FL	87.70	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025362				JONES-BUTLER PATRICE Y	FL	85.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025361				GREENLEAF LEAH M	FL	300.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B

Click: Add

SBAA Check Request Notes

Views: General Filters: \*Skyward Default

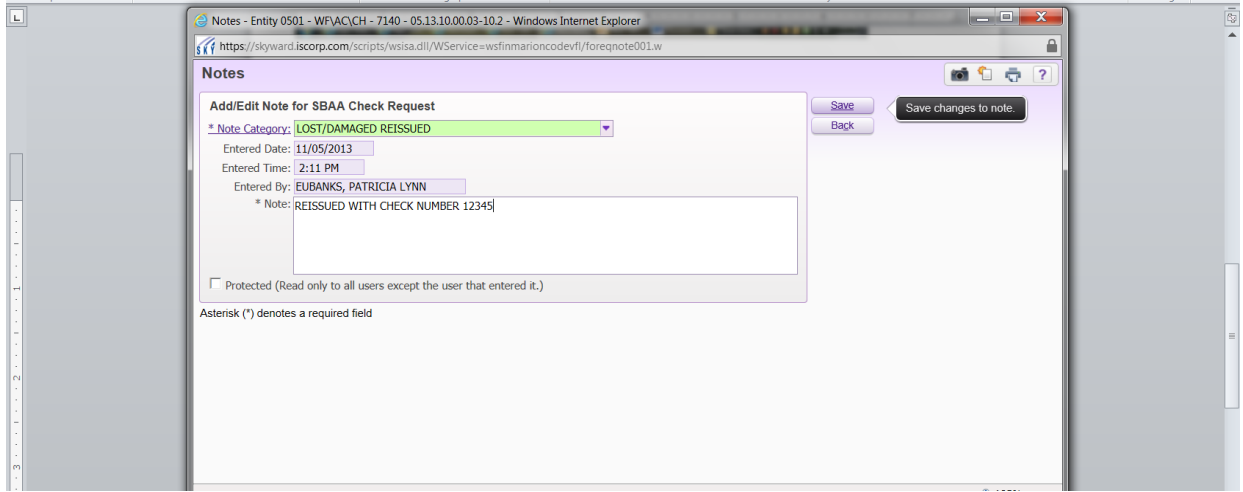
Enter Date	Enter Time	Category	Note	Entered By	P
There are no records to display; check your filter settings.					

0 records displayed

Select: **Note Category**

Add \*Note (reason for voiding)

Select: SAVE



You will see \*\*by the Notes button

Check Request

Add, Edit, Delete Check Request for Entity: 0501

Status	Check Number	C	A	V	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Account	Entered By
History	0000025379				SQUICCY LORLA	FL	50.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025378				PEACOCK SHOW PIGS	AL	400.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025377				JONES-BUTLER PATRICE Y	FL	39.23	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025376				JONES-BUTLER PATRICE Y	FL	29.27	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025375				CIATTI ELSA MARIA	FL	36.94	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025374				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025373				PLAY IT AGAIN SPORTS	FL	999.99	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025372				KNOBLOCK FOODS	FL	199.06	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025371				CHOICE AWARDS	FL	242.10	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025370				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025369				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025368				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025367				THE MASTER TCHR LEADSHIP LANE	KS	111.71	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025366				MARION COUNTY SCHOOL BOARD		274.75	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025365				LIVINGSTON - PETTY CASH WAYNE		256.63	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025364				LAKE WEIR MIDDLE SCHOOL	FL	30.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025363				KNOBLOCK FOODS	FL	87.70	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025362				JONES-BUTLER PATRICE Y	FL	85.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025361				GREENLEAF LEAH M	FL	300.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025360				DUDLEY STANLEY		116.75	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025359				PUBLIX SUPER MARKETS, INC	FL	51.53	10/28/2013	10/28/2013	Checking	MARTIN CANDACE B
History	0000025358				MARION COUNTY SCHOOL BOARD		145.92	10/28/2013	10/28/2013	Checking	MARTIN CANDACE B

View and maintain notes for this check request.

Filter Options  
Refresh  
Add  
Generate from PO  
Edit  
Delete  
Clone  
\*\*Notes  
Attach  
Assign Check # and Print  
Void  
Void and Reissue  
Mass Assign Check # and Print

Now you are ready to VOID your check

Select: VOID

Check Request - Entity 0501 - WFAC/CH - 7140 - 05.13.06.00.09-10.2 - Windows Internet Explorer

Marion County, FL

Home | Account Management | Vendors | Purchasing | Accounts Payable | Inventory | SBAA

Check Request

Add, Edit, Delete Check Request for Entity: 0501

Status	Check Number	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Account	Entered By
History	0000025201	YOUMANS CHRISTOPHER A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025200	WILLIAMS KATHLEEN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025199	WILDER ODELIA	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025198	WEATHERWALKS SUZANN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025197	VAUGHN-JOHNSON ONEKA	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025196	TINGLE BOBBY A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025195	SURBER JOHN M	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025194	STEWART BRITTANY KAY	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025193	SOUCEY LORI A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025192	SMITH JENNIFER ROBIN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025191	SINGLETON MELISSA JEANETTE	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025190	SCOTT LEROY, JR	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025189	SANDERS ADRIAN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025188	ROY STACEY LEE	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025187	ROY CHRISTOPHER R	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025186	ROSALES DARIN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025185	ROBINSON JASON ROBERT	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025184	RICHARDSON SHARON D	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025183	PRYOR MICHAEL	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025182	PROVOST SCOTT D	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025181	PROETTO RITA SHERIDAN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025180	PRIEST LAURA L	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B

216 records displayed

Click: ok

Check Request - Entity 0501 - WFAC/CH - 7140 - 05.13.06.00.09-10.2 - Windows Internet Explorer

Marion County, FL

Home | Account Management | Vendors | Purchasing | Accounts Payable | Inventory | SBAA

Check Request

Add, Edit, Delete Check Request for Entity: 0501

Status	Check Number	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Account	Entered By
History	0000025201	YOUMANS CHRISTOPHER A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025200	WILLIAMS KATHLEEN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025199	WILDER ODELIA	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025198	WEATHERWALKS SUZANN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025197	VAUGHN-JOHNSON ONEKA	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025196	TINGLE BOBBY A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025195	SURBER JOHN M	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025194	STEWART BRITTANY KAY	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025193	SOUCEY LORI A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025192	SMITH JENNIFER ROBIN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025191	SINGLETON MELISSA JEANETTE	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025190	SCOTT LEROY, JR	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025189	SANDERS ADRIAN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025188	ROY STACEY LEE	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025187	ROY CHRISTOPHER R	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025186	ROSALES DARIN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025185	ROBINSON JASON ROBERT	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025184	RICHARDSON SHARON D	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025183	PRYOR MICHAEL	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025182	PROVOST SCOTT D	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025181	PROETTO RITA SHERIDAN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025180	PRIEST LAURA L	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B

216 records displayed

Message from webpage: Are you sure you want to void check number 0000025201?

Buttons: OK, Cancel

Select: Process Check and Print

Check Request - Entity 0501 - WFAC/CH - 7140 - 05.13.06.00.09-10.2 - Windows Internet Explorer

Marion County, FL

Home | Account Management | Vendors | Purchasing | Accounts Payable | Inventory | SBAA

Check Request

Check Printing

Check Number: 000025201

Check Date	Check Amount
09/20/2013	292.90

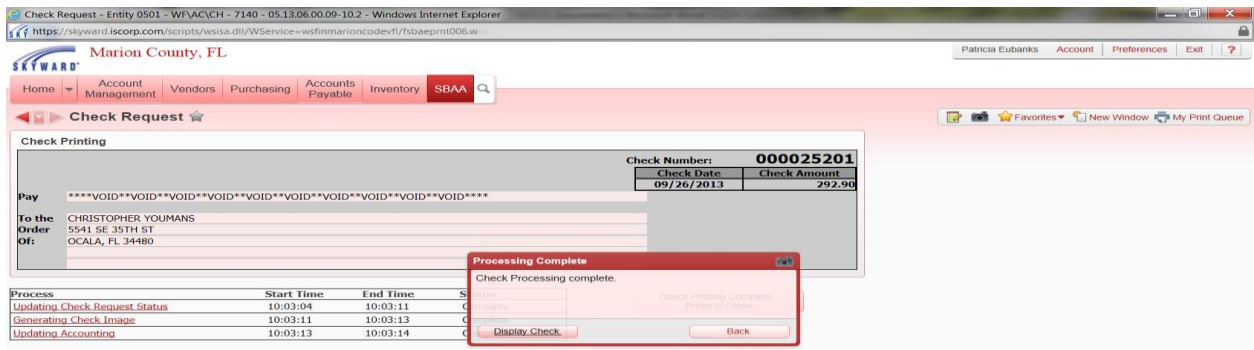
Pay \*\*\*\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*\*\*\*

To the Order Of: CHRISTOPHER YOUMANS  
5541 SE 35TH ST  
OCALA, FL 34480

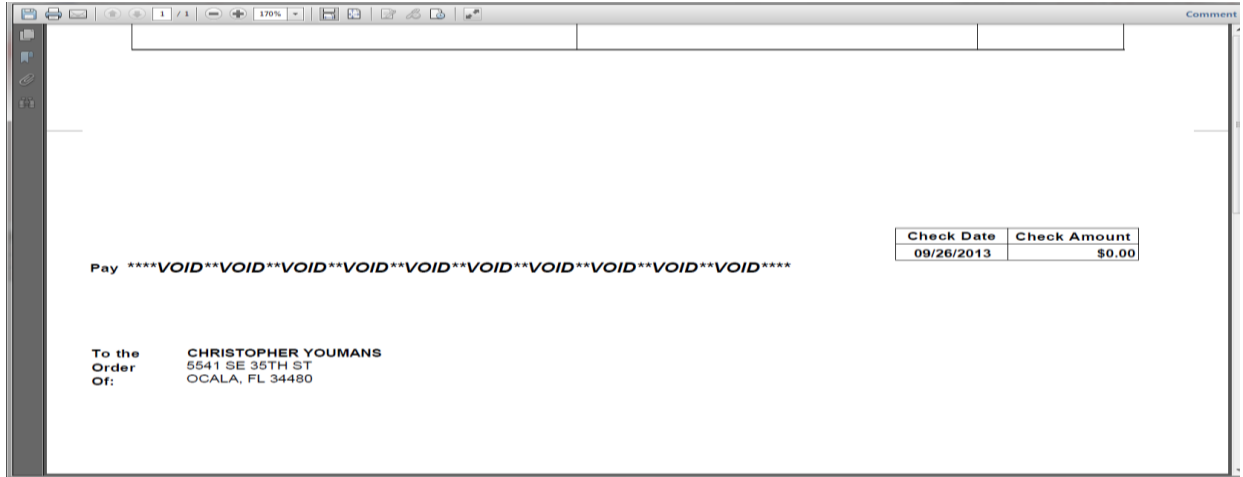
Process: Updating Check Request Status, Generating Check Image, Updating Accounting

Buttons: Process Check and Print, Cancel Check Printing, Process the accounting and print the check

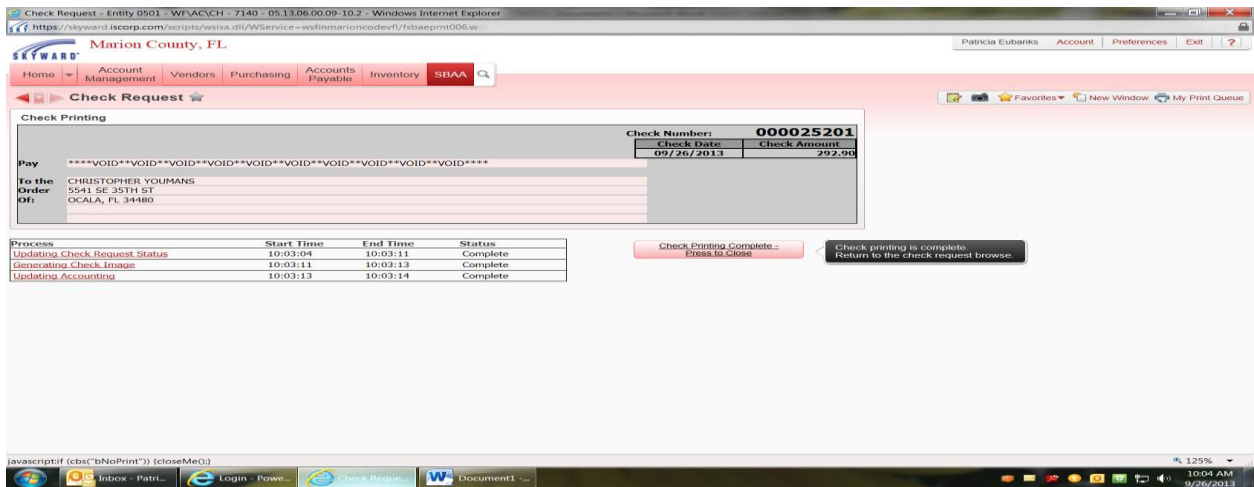
Click: Display Check



**Print:** Attach this printout to the voided check and file with your monthly bank statement. Please make sure you have removed the signature lines and write void on the check



**Click:** Press to Close



You will see a **Y** under the **V** column

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Check Request

Add, Edit, Delete Check Request for Entity: 0501

Status	Check Number	C	A	E	V	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Account	Entered By
History	0000025201				Y	YOUNG, CHRISTOPHER A	FL	292.90	09/26/2013	09/26/2013	Checking	EUBANKS, PATRICIA LYNN
History	0000025200					WILLIAMS, KATHLEEN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025199					WILDER, ODELIA	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025198					WEATHERWALKS, SUZANN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025197					VAUGHN, JOHNSON ONEKA	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025196					TINGLE, BOBBY A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025195					SURBER, JOHN M	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025194					STEWART, BRITTANY KAY	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025193					SOUCEY, LORI A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025192					SMITH, JENNIFER ROBIN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025191					SINGLETON, MELISSA JEANETTE	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025190					SCOTT, LEROY, JR	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025189					SANDERS, ADRIAN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025188					ROY, STACEY LEE	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025187					ROY, CHRISTOPHER R	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025186					ROSALLES, DARIN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025185					ROBINSON, JASON ROBERT	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025184					RICHARDSON, SHARON D	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025183					PRYOR, MICHAEL	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025182					PROVOST, SCOTT D	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025181					PROETTO, RITA SHERIDAN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B
History	0000025180					PRIEST, LAURA L	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN, CANDACE B

500 216 records displayed

Check Number:

# HOW TO VOID AND REISSUE CHECKS/ ADDING NOTES ON VOID CHECKS

SBAA

Check Request

Select the check to Void and Reissue

Select: **Notes**

Marion County, FL

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Check Request

Add, Edit, Delete Check Request for Entity: 0501

Status	Check Number	C	A	V	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Account	Entered By
History	0000025329				SOUCEY LORLA	FL	50.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025378				PEACOCK SHOW PIGS	AL	400.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025377				JONES-BUTLER PATRICE Y	FL	39.23	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025376				JONES-BUTLER PATRICE Y	FL	29.27	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025375				CIATTI ELSA MARIA	FL	36.94	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025374				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025373				PLAY IT AGAIN SPORTS	FL	999.99	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025372				KNOBLOCK FOODS	FL	199.06	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025371				CHOICE AWARDS	FL	242.10	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025370				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025369				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025368				BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025367				THE MASTER TCHR LEADSHIP LANE	KS	111.71	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025366				MARION COUNTY SCHOOL BOARD	FL	274.75	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025365				LIVINGSTON - PETTY CASH WAYNE	FL	256.63	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025364				LAKE WEIR MIDDLE SCHOOL	FL	30.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025363				KNOBLOCK FOODS	FL	87.70	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025362				JONES-BUTLER PATRICE Y	FL	85.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025361				GREENLEAF LEAH M	FL	300.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B

Filter Options: Refresh, Add, Generate from PO, Edit, Delete, Clone, Notes, Attach, Assign Check # and Print, Void, Void and Reissue, Mass Assign Check # and Print

Click: Add

Notes

SBAA Check Request Notes

Views: General Filters: \*Skyward Default

Enter Date	Enter Time	Category	Note	Entered By	P
There are no records to display; check your filter settings.					

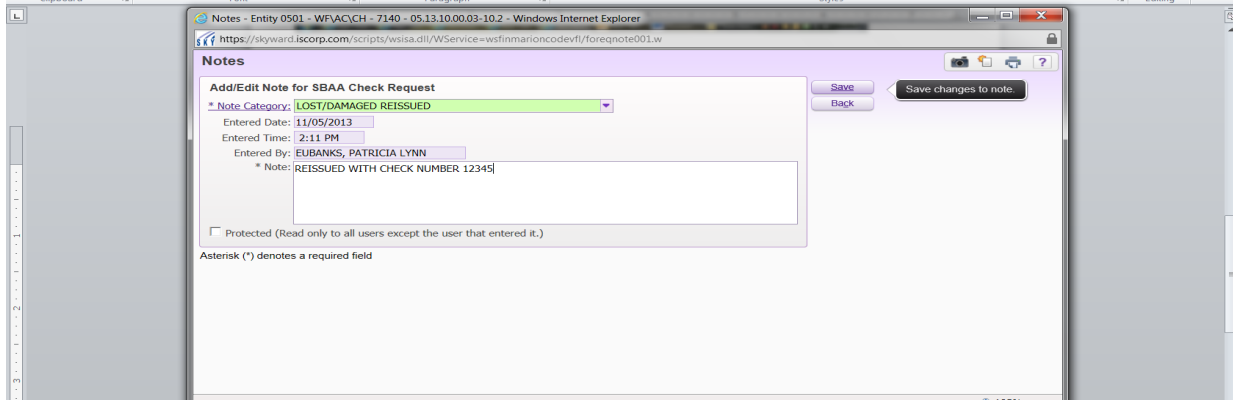
20 0 records displayed



Select: **Note Category**

Add \*Note (reason for voiding and new check number)

Select: **SAVE**



You will see \*\*by the Notes button

Check Request

Add, Edit, Delete Check Request for Entity: 0501

Status	Check Number	C	A	E	V	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Account	Entered By
History	0000025379					SOUCEY LORLA	FL	50.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025378					PEACOCK SHOW PIGS	AL	400.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025377					JONES-BUTLER PATRICE Y	FL	39.23	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025376					JONES-BUTLER PATRICE Y	FL	29.27	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025375					CIATTI ELSA MARIA	FL	36.94	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025374					BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/31/2013	10/31/2013	Checking	MARTIN CANDACE B
History	0000025373					PLAY IT AGAIN SPORTS	FL	999.99	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025372					KNOBLOCK FOODS	FL	199.06	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025371					CHOICE AWARDS	FL	242.10	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025370					BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025369					BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025368					BIG SUN SOCCER REFEREE ASSOCIA	FL	189.00	10/30/2013	10/30/2013	Checking	MARTIN CANDACE B
History	0000025367					THE MASTER TCHR LEADSHIP LANE	KS	111.71	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025366					MARION COUNTY SCHOOL BOARD		274.75	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025365					LIVINGSTON - PETTY CASH WAYNE		256.63	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025364					LAKE WEIR MIDDLE SCHOOL	FL	30.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025363					KNOBLOCK FOODS	FL	87.70	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025362					JONES-BUTLER PATRICE Y	FL	85.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025361					GREENLEAF LEAH M	FL	300.00	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025360					DUDLEY STANLEY		116.75	10/29/2013	10/29/2013	Checking	MARTIN CANDACE B
History	0000025359					PUBLIX SUPER MARKETS, INC	FL	51.53	10/28/2013	10/28/2013	Checking	MARTIN CANDACE B
History	0000025358					MARION COUNTY SCHOOL BOARD		145.92	10/28/2013	10/28/2013	Checking	MARTIN CANDACE B

View and maintain notes for this check request.

# Now you are ready to VOID and REISSUE your check

Select: VOID and REISSUE

Status	Check Number	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Account	Entered By
History	0000025201	YOUIMANS CHRISTOPHER A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025200	WILLIAMS KATHLEEN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025199	WILDER ODELIA	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025198	WEATHERWALKS SUZANN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025197	VAUGHN-JOHNSON ONEKA	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025196	TINGLE BOBBY A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025195	SURBER JOHN M	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025194	STEWART BRITTANY KAY	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025193	SOUCEY LORI A	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025192	SMITH JENNIFER ROBIN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025191	SINGLETON MELISSA JEANETTE	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025190	SCOTT LEROY, JR	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025189	SANDERS ADRIAN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025188	ROY STACEY LEE	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025187	ROY CHRISTOPHER R	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025186	ROSALLES DARIN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025185	ROBINSON JASON ROBERT	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025184	RICHARDSON SHARON D	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025183	PRYOR MICHAEL	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025182	PROVOST SCOTT D	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025181	PROETTO RITA SHERIDAN	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B
History	0000025180	PRIEST LAURA L	FL	292.90	09/20/2013	09/20/2013	Checking	MARTIN CANDACE B

Click: ok

Message from webpage

Are you sure you want to void check number 0000025201?

OK Cancel

Void the selected check.

Select: Process Check and Print

Check Printing

Check Number: 000025201

Check Date	Check Amount
09/20/2013	292.90

Pay \*\*\*\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*\*\*\*

To the Order Of: CHRISTOPHER YOUMANS  
5541 SE 35TH ST  
OCALA, FL 34480

Process: Updating Check Request Status, Generating Check Image, Updating Accounting

Start Time: End Time: Status:

Process Check and Print: Process the accounting and print the check.

Cancel Check Printing

# Click: Display Check

Check Request - Entity 0501 - WF\AC\CH - 7140 - 05.13.06.00.09-10.2 - Windows Internet Explorer

https://skyward.iscorp.com/scripts/wsaia.dll/WService=wsfinmarioncodevfl/fsbaepmt006.w

Marion County, FL

Patricia Eubanks Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Check Request

Check Printing

Check Number: **000025201**

Check Date	Check Amount
09/26/2013	292.90

Pay \*\*\*\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*\*\*\*

To the Order Of: CHRISTOPHER YOUMANS  
5541 SE 35TH ST  
OCALA, FL 34480

Process

Process	Start Time	End Time	Status
Updating Check Request Status	10:03:04	10:03:11	Complete
Generating Check Image	10:03:11	10:03:13	Complete
Updating Accounting	10:03:13	10:03:14	Complete

Processing Complete

Check Processing complete.

Check Printing Complete - Press to Close

Display Check Back

**Print:** Attach this printout to the voided check and file with your monthly bank statement. Please make sure you have removed the signature lines and write void on the check

Check Date: 09/26/2013, Check Amount: \$0.00

Pay \*\*\*\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*\*\*\*

To the Order Of: CHRISTOPHER YOUMANS  
5541 SE 35TH ST  
OCALA, FL 34480

# Click: Press to Close

Check Request - Entity 0501 - WF\AC\CH - 7140 - 05.13.06.00.09-10.2 - Windows Internet Explorer

https://skyward.iscorp.com/scripts/wsaia.dll/WService=wsfinmarioncodevfl/fsbaepmt006.w

Marion County, FL

Patricia Eubanks Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Check Request

Check Printing

Check Number: **000025201**

Check Date	Check Amount
09/26/2013	292.90

Pay \*\*\*\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*VOID\*\*\*\*\*

To the Order Of: CHRISTOPHER YOUMANS  
5541 SE 35TH ST  
OCALA, FL 34480

Process

Process	Start Time	End Time	Status
Updating Check Request Status	10:03:04	10:03:11	Complete
Generating Check Image	10:03:11	10:03:13	Complete
Updating Accounting	10:03:13	10:03:14	Complete

Check Printing Complete - Press to Close

Check printing is complete. Return to the check request browse.

javascript:if (cbs("bNoPrint")) {closeMe0;}

10:04 AM 9/26/2013

# Select SBAA Select Check Request

You will see a **Y** under the **V** column for the check you voided and you will see a check as **BATCH**

Select the Batch check and click: Assign Check # and Print

Check Request - Entity 0071 - WFACCH - 7140 - 05.15.02.00.03 - Internet Explorer

Marion County, FL

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory **SBAA** Custom Reports

Check Request

Add, Edit, Delete Check Request for Entity: 0071

Status	Check Number	C	E	A	V	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Account
▶ Batch	000000000					CHOICE AWARDS	FL	140.40	02/27/2015		Checking
▶ History	000000851				Y	CHOICE AWARDS	FL	140.40	02/27/2015	02/27/2015	Checking
▶ History	000000851					CHOICE AWARDS	FL	140.40	02/19/2015	02/19/2015	Checking
▶ History	000000850					MCSB	FL	3.05	02/18/2015	02/18/2015	Checking
▶ History	000000849					JOHNSON LOGAN E	FL	23.32	02/17/2015	02/17/2015	Checking
▶ History	000000848					HOUSTON STACY	FL	116.59	02/13/2015	02/13/2015	Checking
▶ History	000000847					HERNANDEZ LILLIAN ABIGAIL	FL	28.62	02/13/2015	02/13/2015	Checking
▶ History	000000846					BRADSHAW SANDRA L	FL	56.25	02/13/2015	02/13/2015	Checking
▶ History	000000845					HOUSTON STACY	FL	33.88	02/12/2015	02/12/2015	Checking
▶ History	000000844					ANDERSON'S IT'S ELEMENTARY	MN	266.61	02/12/2015	02/12/2015	Checking
▶ History	000000843					PUBLIC ED FOUND OF MARION CTY	FL	70.00	02/12/2015	02/12/2015	Checking
▶ History	000000842					CABRERA MARIA L	FL	28.95	02/10/2015	02/10/2015	Checking
▶ History	000000841					FLIPSIDE PRODUCTS, INC.	OH	12.64	02/10/2015	02/10/2015	Checking
▶ History	000000840					TNT SCHOOL SUPPLIES	FL	126.93	01/30/2015	01/30/2015	Checking
▶ History	000000839					WALMART	FL	38.00	01/30/2015	01/30/2015	Checking
▶ History	000000838					DR. A. LAMELA	FL	65.00	01/30/2015	01/30/2015	Checking
▶ History	000000837					BRADSHAW SANDRA L	FL	33.75	01/30/2015	01/30/2015	Checking
▶ History	000000836					PUBLIC ED FOUND OF MARION CTY	FL	119.00	01/22/2015	01/22/2015	Checking
▶ History	000000835					MAIO BRITTANY PETERSON	FL	49.85	01/22/2015	01/22/2015	Checking
▶ History	000000834					WOODS PRINTING OF OCALA, INC	FL	95.40	01/16/2015	01/16/2015	Checking

100 records displayed

## CLICK: Process Check and Print

Check Request - Entity 0071 - WFACCH - 7140 - 05.15.02.00.03 - Internet Explorer

Marion County, FL

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory **SBAA** Custom Reports

Check Request

Check Printing

Check Number: **00008852**

Check Date	Check Amount
02/27/2015	140.40

Pay \*\*\*\*One Hundred Forty Dollars & 40 Cents

To the Order Of: CHOICE AWARDS  
12144 S US HWY 301  
BELLEVUE, FL 34420

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

Process Check and Print

Cancel Check Printing

## CLICK: Display Check

Check Request - Entity 0071 - WFACCH - 7140 - 05.15.02.00.03 - Internet Explorer

Marion County, FL

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory **SBAA** Custom Reports

Check Request

Check Printing

Check Number: **00008852**

Check Date	Check Amount
02/27/2015	140.40

Pay \*\*\*\*One Hundred Forty Dollars & 40 Cents

To the Order Of: CHOICE AWARDS  
12144 S US HWY 301  
BELLEVUE, FL 34420

Processing Complete

Check Processing complete.

Display Check

Back

Process	Start Time	End Time	Status
Updating Check Request Status	11:37:22	11:37:30	
Generating Check Image	11:37:30	11:37:31	Complete
Updating Accounting	11:37:31	11:37:31	Complete

# Print Check

ANTHONY ELEMENTARY SCHOOL					
Vendor Key	Vendor Name	Check Date	Check Number	Check Total	
CHOICE A000	CHOICE AWARDS	02/27/2015	00008852	\$140.40	
Invoice Description Account Description	Invoice Number Account Number	Invoice Date	Invoice Amount Account Amount		
PO #: 071000000316-Pymt for staff incentives Pymt for staff incentives - 1 @ 140.40000 GENERAL/FALL FESTIVAL/FALL FESTIVAL	8910L0000 0000 0071 00000 00000 70230	02/19/2015	140.40		
			140.40		

## CLICK: Check Printing Complete Press to Close

Check Request - Entity 0071 - WFLAC/CH - 7140 - 05.15.02.00.03 - Internet Explorer

Marion County, FL

Patricia Eubanks Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory SBAA Custom Reports

Check Request

Check Printing

Check Number: **00008852**

Check Date	Check Amount
02/27/2015	140.40

Pay \*\*\*\*One Hundred Forty Dollars & 40 Cents

To the Order Of: CHOICE AWARDS  
12144 S US HWY 301  
BELLEVIEW, FL 34420

Process	Start Time	End Time	Status
Updating Check Request Status	11:37:22	11:37:30	Complete
Generating Check Image	11:37:30	11:37:31	Complete
Updating Accounting	11:37:31	11:37:31	Complete

Check Printing Complete - Press to Close

150%

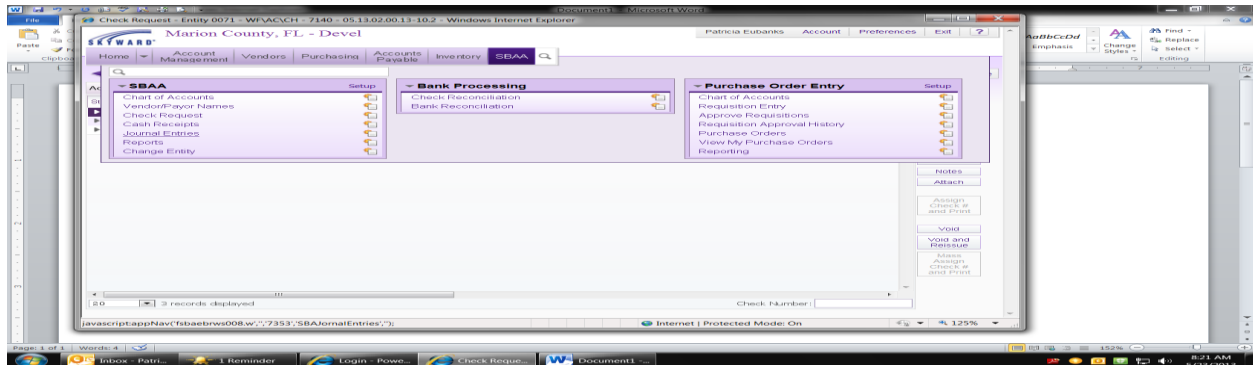
1. Write void/reissue and the new check number on your purchase order.
2. Make copy of purchase order and file the copy back in the old spot.
3. Staple the new check stub, copy of the stale dated check letter, copy of the voided check voucher and any other back-up documentation for issuing the new check and file the purchase order packet with your current checks in numerical order.

# ENTER NSF CHECKS

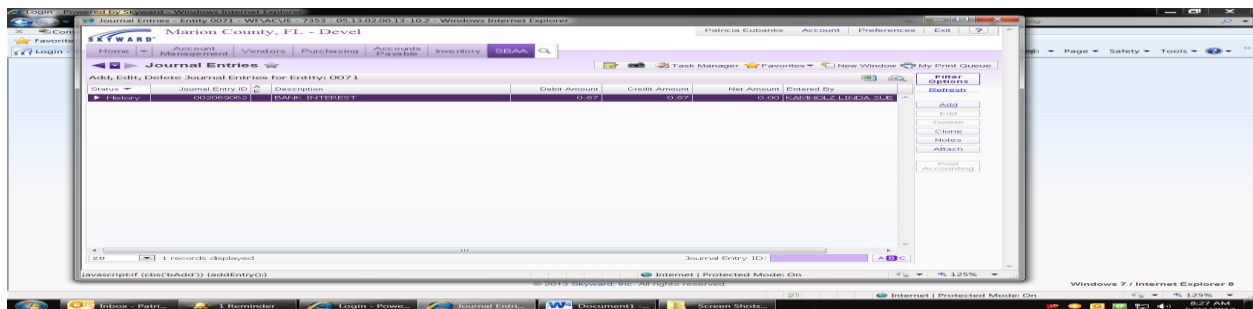
(POSTING DATE SHOULD BE THE DATE ON BANK STATEMENT)

SBAA

Select Journal Entries



Click ADD



Enter Description - **ENTER NSF (NAME OF PERSON)**

Tab to **DETAIL JOURNAL ENTRY**

Re-Enter **Description – ENTER NSF (NAME OF PERSON)**

Enter Account (**A 0140 NSF Checks**)

Tab to **DEBIT AMOUNT** and enter the amount

Tab to second **DETAIL JOURNAL ENTRY** line

Re-Enter **Description – ENTER NSF (NAME OF PERSON)**

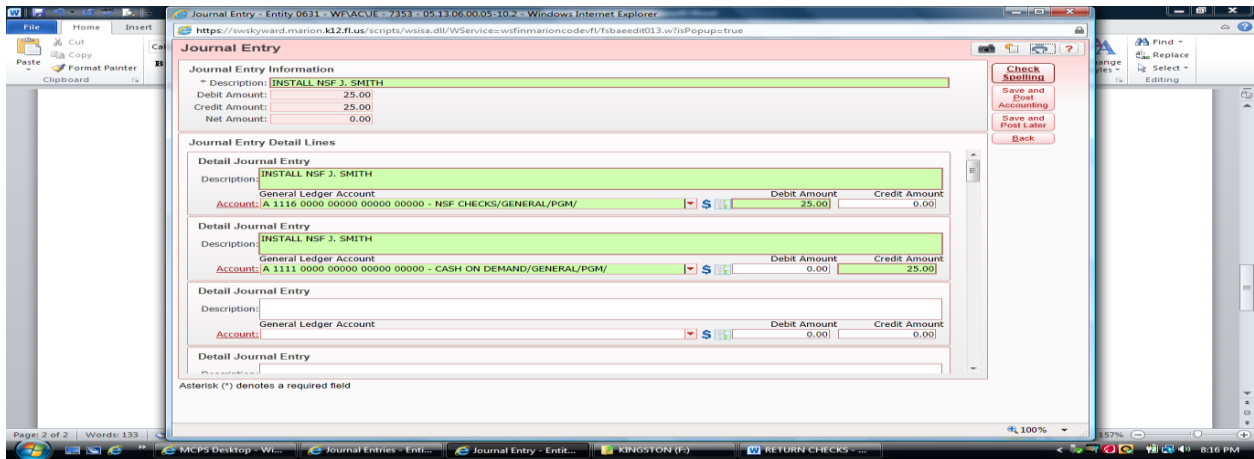
Enter Account (**A 0100 Checking**)

Tab to **CREDIT AMOUNT** and enter the amount

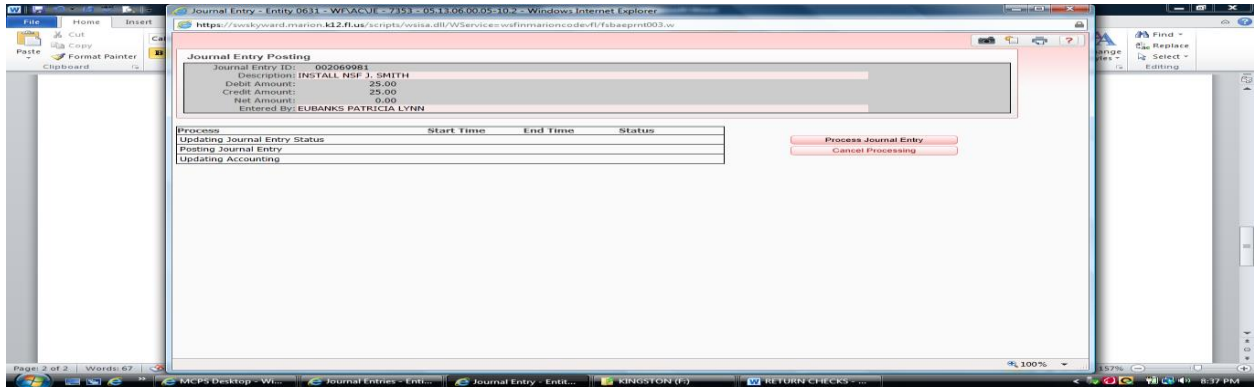
**\*\*NET AMOUNT SHOULD BE 0.00\*\***



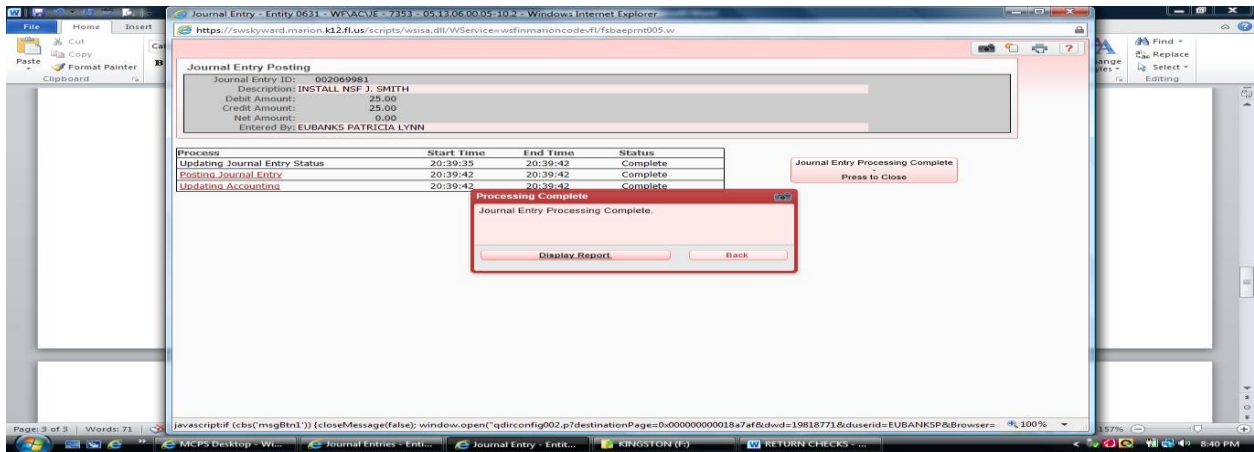
## Select: SAVE AND POST ACCOUNTING



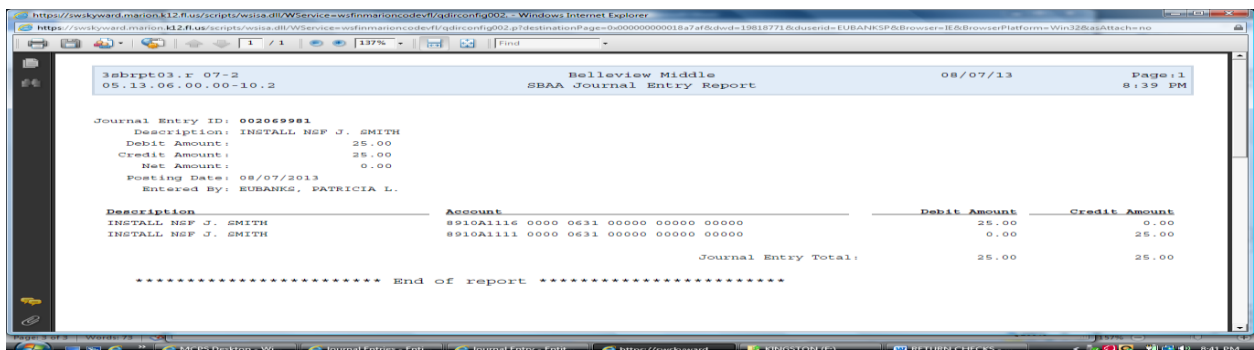
## Select PROCESS JOURNAL ENTRY



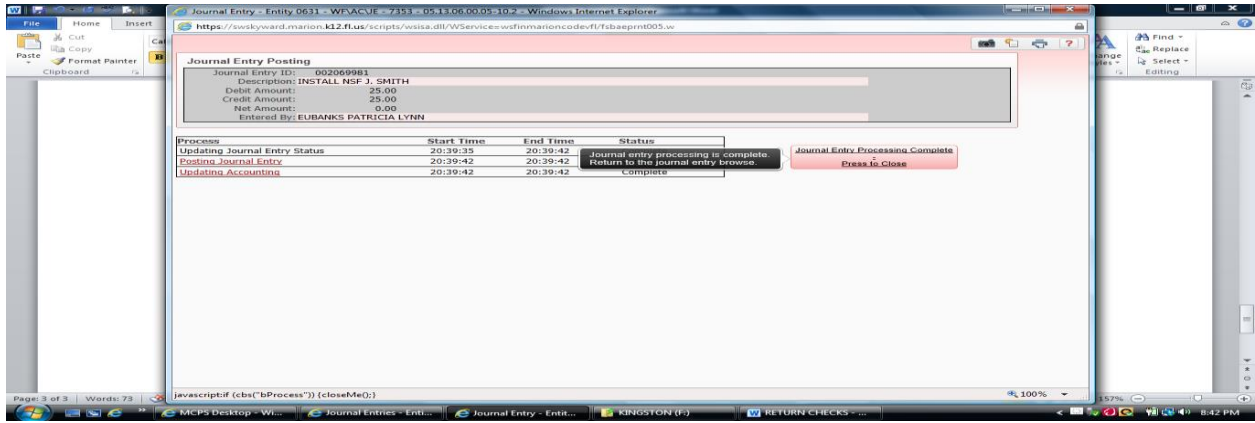
## Select DISPLAY REPORT



## PRINT



# Select PRESS TO CLOSE

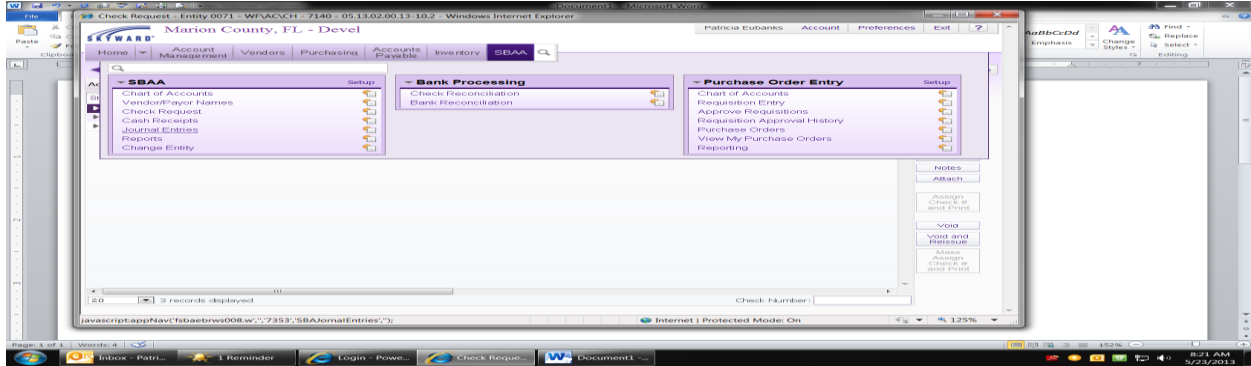




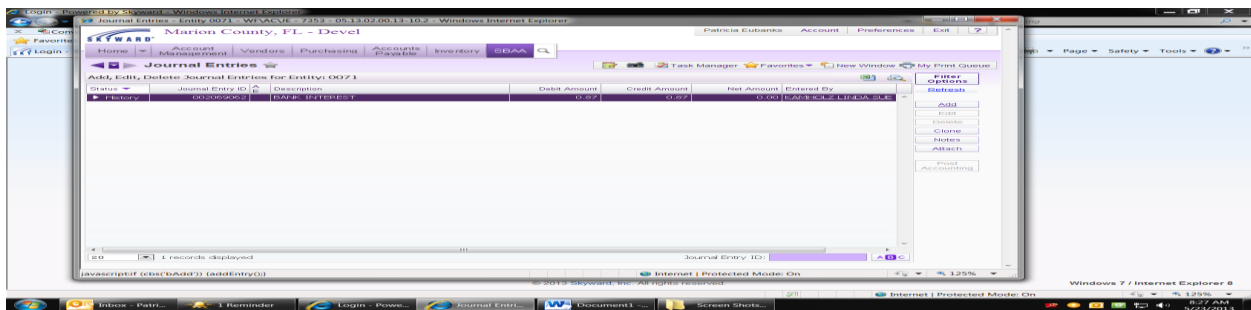
# RE-DEPOSIT NSF CHECKS

SBAA

Select Journal Entries



Click ADD



Enter Description – REDEPOSIT NSF (NAME OF PERSON)

Tab to DETAIL JOURNAL ENTRY

Re-Enter Description – REDEP. NSF (NAME OF PERSON)

Enter Account (A 0100 Checking)

Tab to DEBIT AMOUNT and enter the amount

Tab to second DETAIL JOURNAL ENTRY line

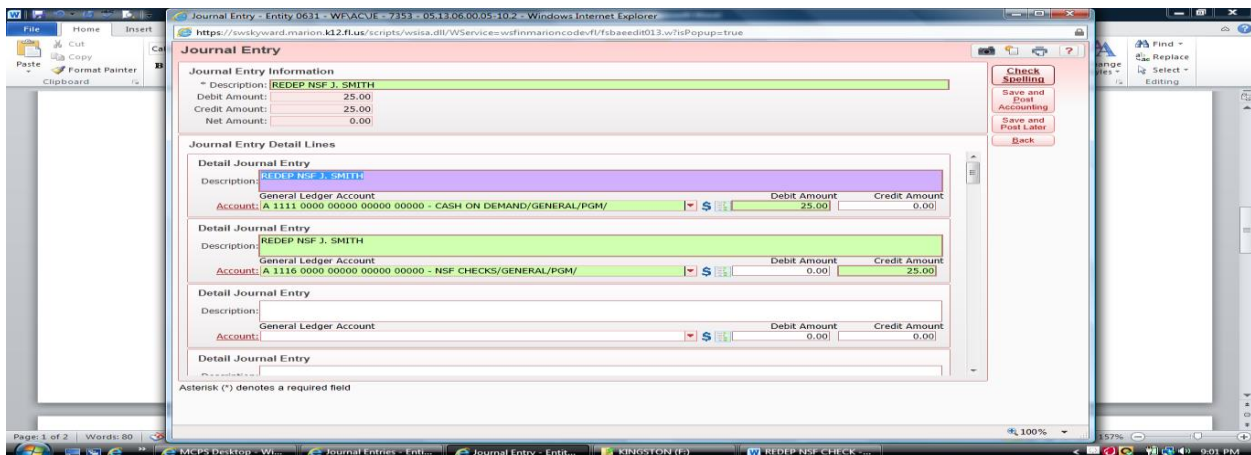
Re-Enter Description – REDEP. NSF (NAME OF PERSON)

Enter Account (A 0140 NSF CHECKS)

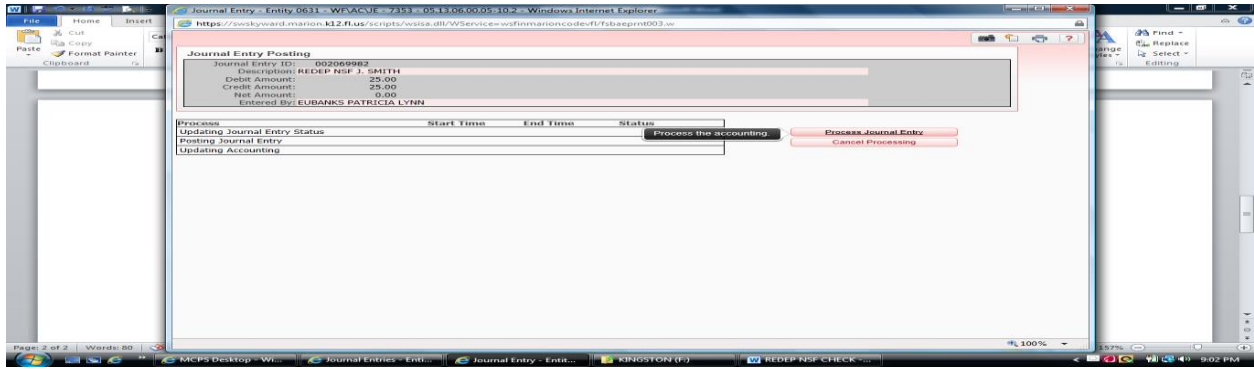
Tab to CREDIT AMOUNT and enter the amount

**\*\*NET AMOUNT SHOULD BE 0.00\*\***

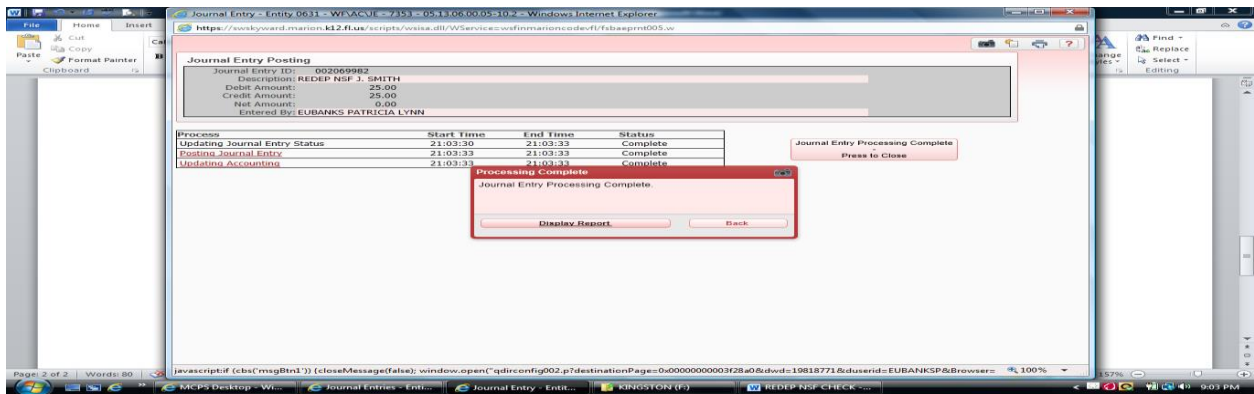
Select SAVE AND POST ACCOUNTING



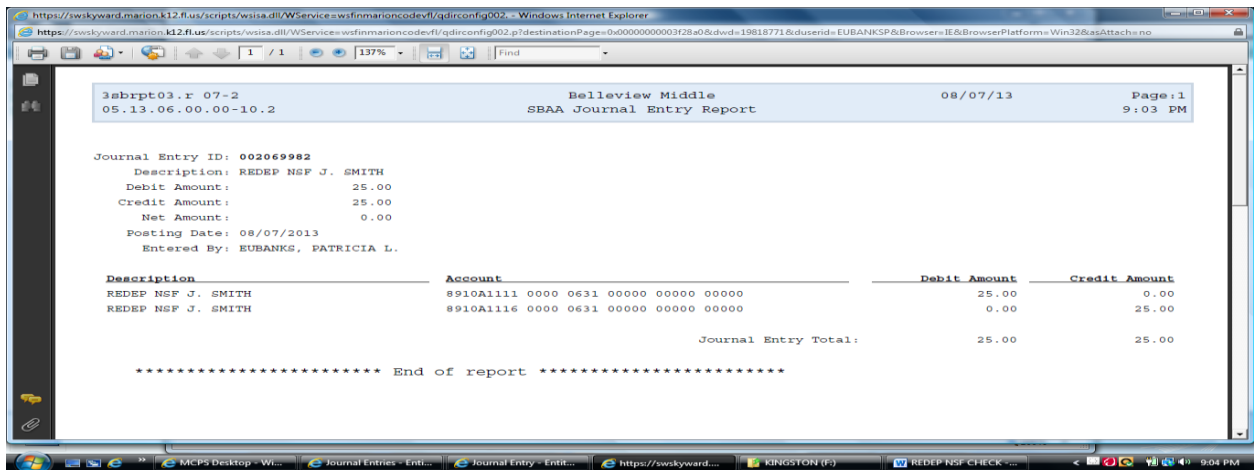
## Select PROCESS JOURNAL ENTRY



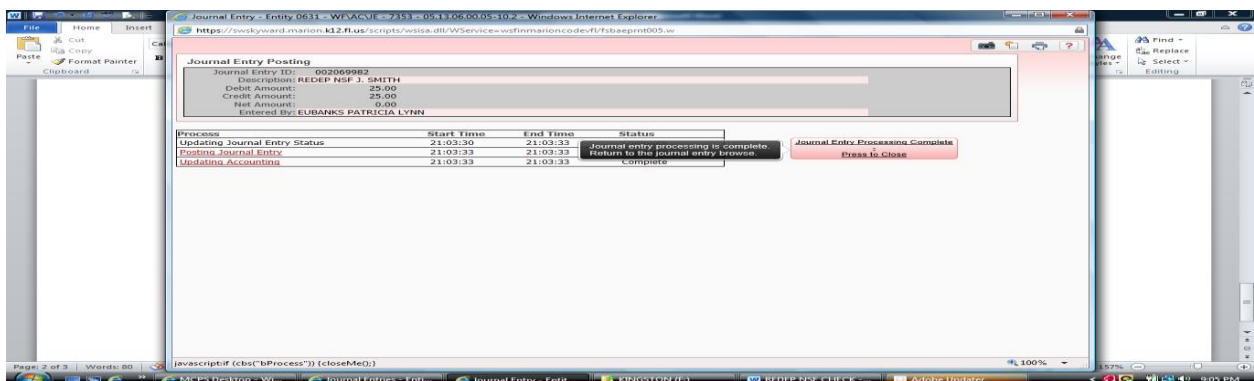
## Select DISPLAY REPORT



## PRINT



## Select PRESS TO CLOSE



# POSTING INVESTMENT INTEREST – CD/Savings

SBAA

Select Journal Entries



Click **ADD**



Change the date to reflect the date the interest was accrued in .

Enter **Description**

Tab to **DETAIL JOURNAL ENTRY**

Re-Enter **Description**

Enter **Account**

Tab to **CREDIT AMOUNT** and enter the amount

Tab to second **DETAIL JOURNAL ENTRY** line

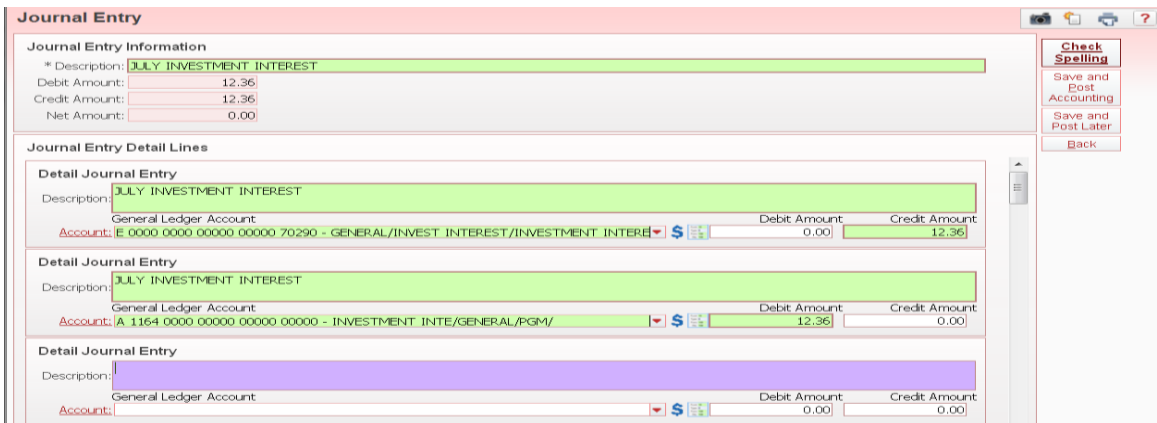
Re-Enter **Description**

Enter **Account**

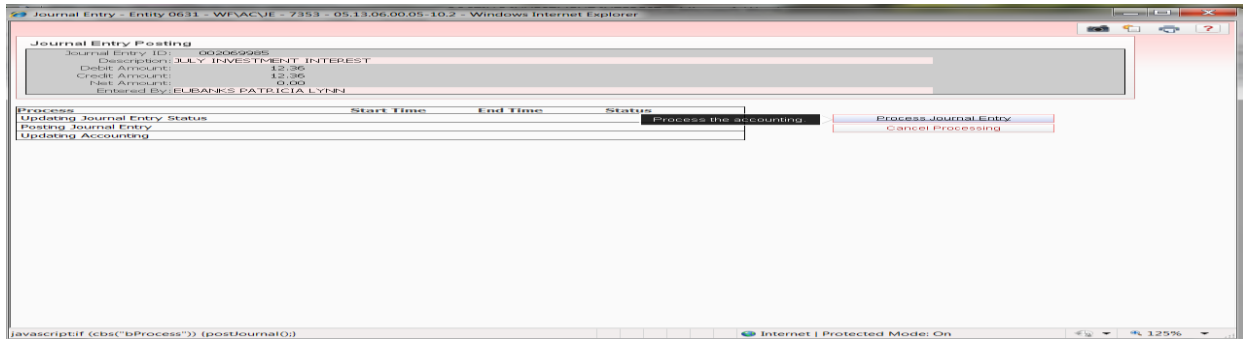
Tab to **DEBIT AMOUNT** and enter the amount

**\*\*NET AMOUNT SHOULD BE 0.00\*\***

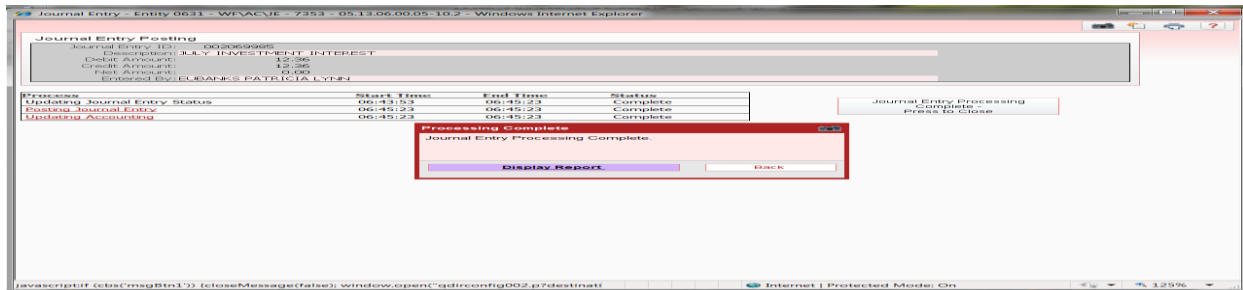
Select **SAVE AND POST ACCOUNTING**



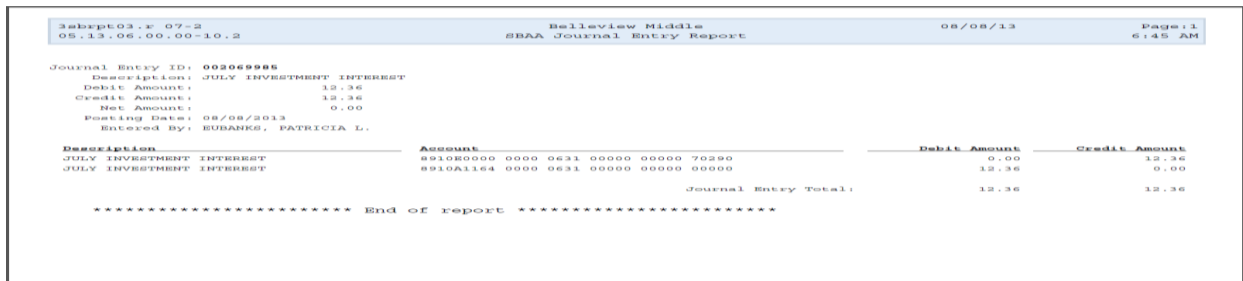
## Click on **PROCESS JOURNAL ENTRY**



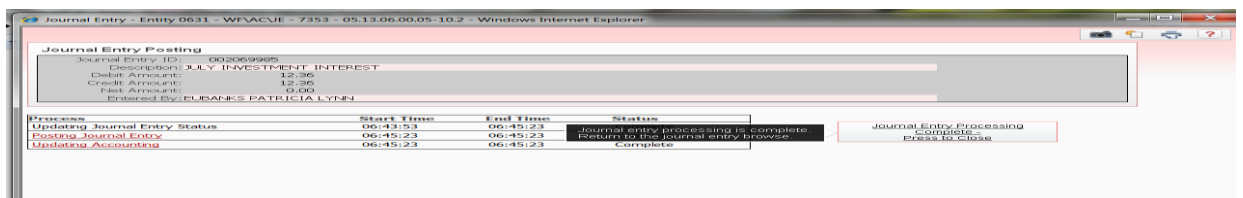
## Click on **DISPLAY REPORT**



## Print your Journal Entry Report



## SELECT PROCESS TO CLOSE



## SBAA

Chart of Accounts: check your balance in account A1164 (**adjusted ending balance**) your balance should match the balance on the email.

Marion County, FL

Patricia Eubanks Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Chart Of Accounts

Chart of Accounts for Entity: 0211 (Fiscal Year 2013-2014)  
 Sequence: Regular account sequence

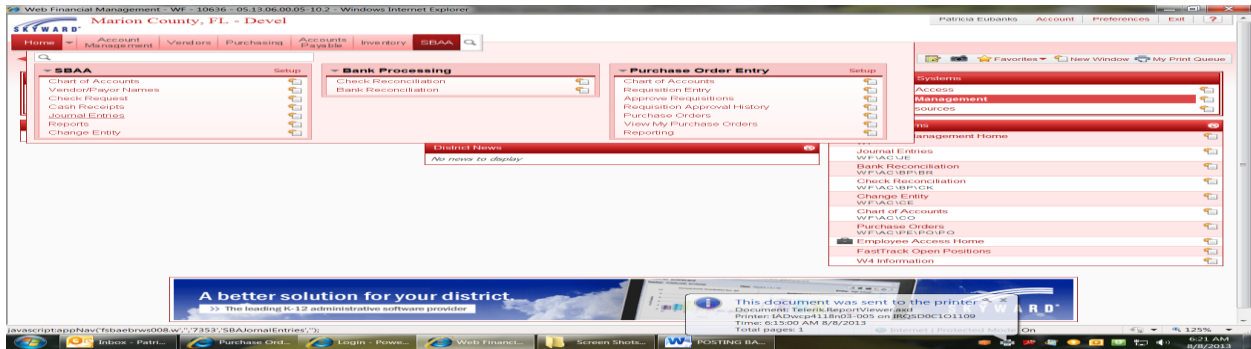
Account Number	Beginning Balance	Debit Amount	Credit Amount	Ending Balance	PO Amount Remaining
8910A1111 0000 0211 00000 00000 00000	0.00	46,710.53	34,364.46	12,346.07	0.00
8910A1113 0000 0211 00000 00000 00000	0.00	0.00	0.00	0.00	0.00
8910A1116 0000 0211 00000 00000 00000	0.00	5.00	5.00	0.00	0.00
8910A1164 0000 0211 00000 00000 00000	0.00	16,306.66	0.00	16,306.66	0.00
8910Q0000 0000 0211 00000 00000 10010	0.00	0.00	0.00	0.00	0.00
8910Q0000 0000 0211 00000 00000 10020	0.00	0.00	0.00	0.00	0.00

# POSTING BANK CHARGES AND NSF FEES

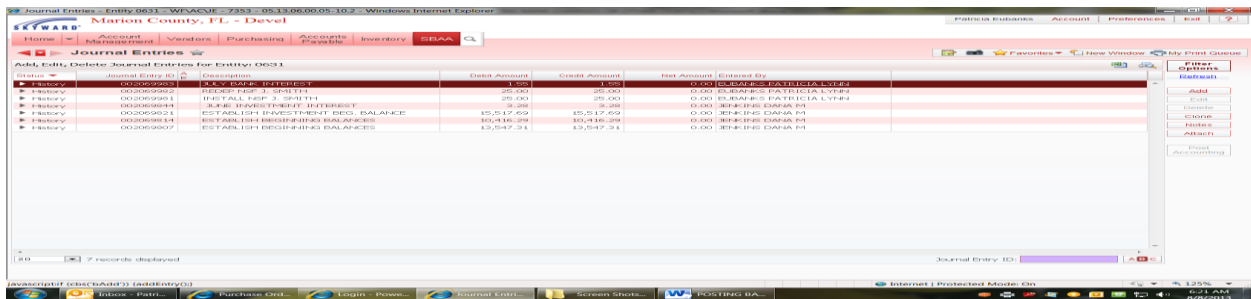
- A- Money going **OUT** of the account = **CREDIT**
- A- Money going **IN** the account = **DEBIT**
- L- Money going **OUT** of the account = **DEBIT**
- L- Money going **IN** the account = **CREDIT**

SBAA

## Select Journal Entries



Click **ADD**



Change the date to reflect the month the charges and fees were accrued in.

Enter Description

Tab to **DETAIL JOURNAL ENTRY**

Re-Enter Description

Enter Account (L 9010 General ACCOUNT)

Tab to **DEBIT AMOUNT** and enter the amount

Tab to second **DETAIL JOURNAL ENTRY** line

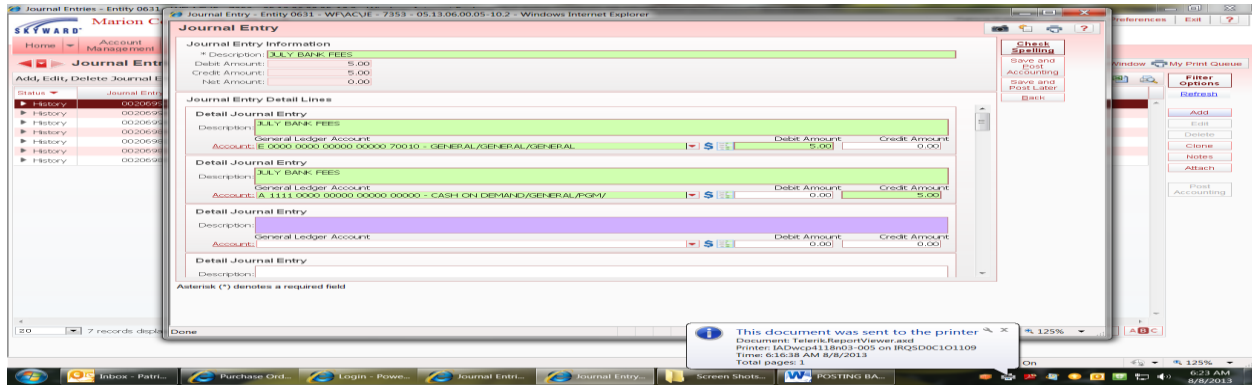
Re-Enter Description

Enter Account (A 0100 Checking)

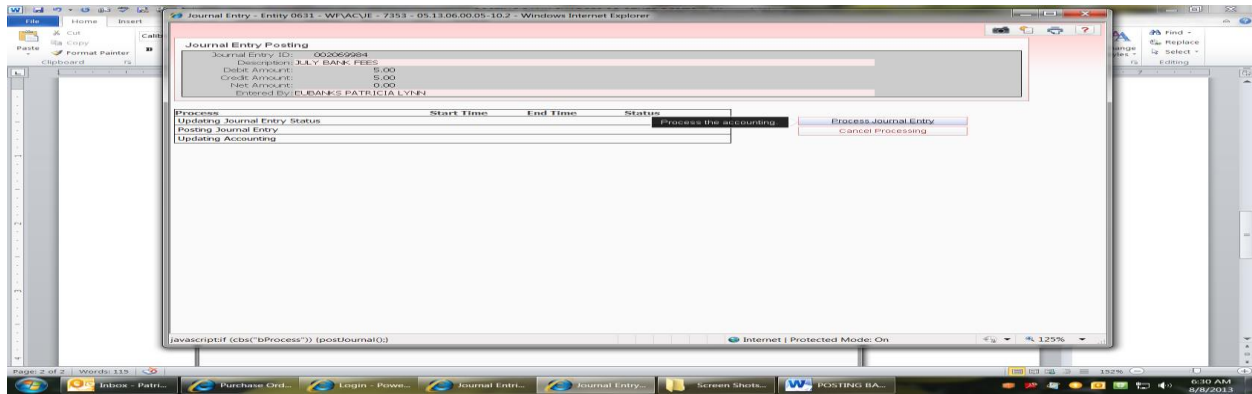
Tab to **CREDIT AMOUNT** and enter the amount

**\*\*NET AMOUNT SHOULD BE 0.00\*\***

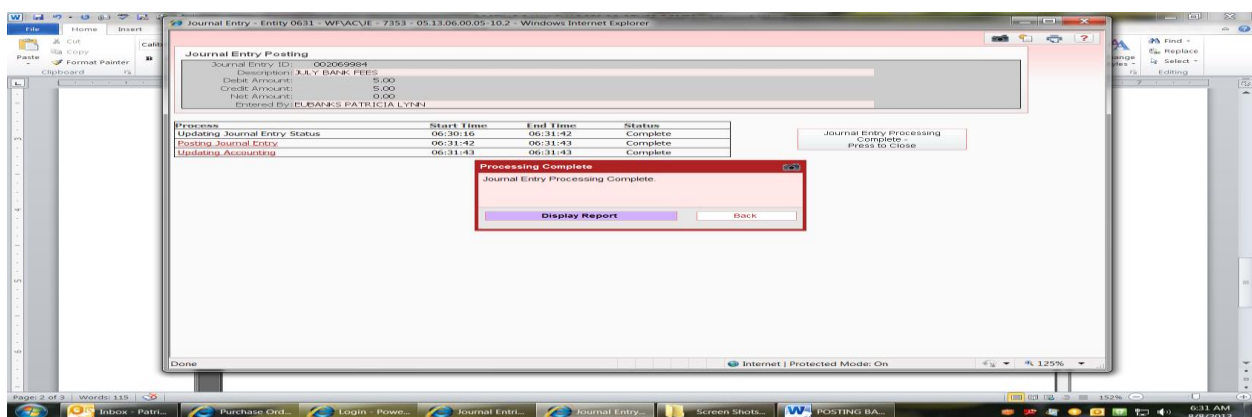
## Select SAVE AND POST ACCOUNTING



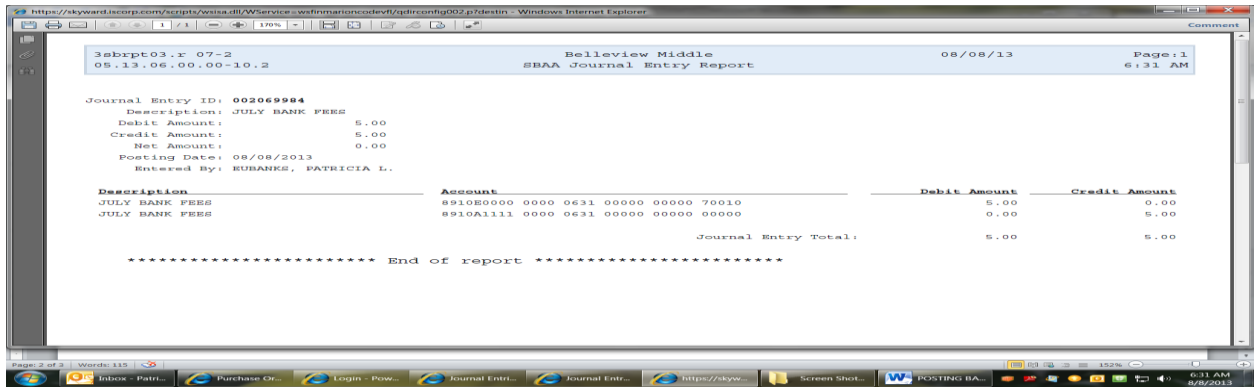
## Click on PROCESS JOURNAL ENTRY



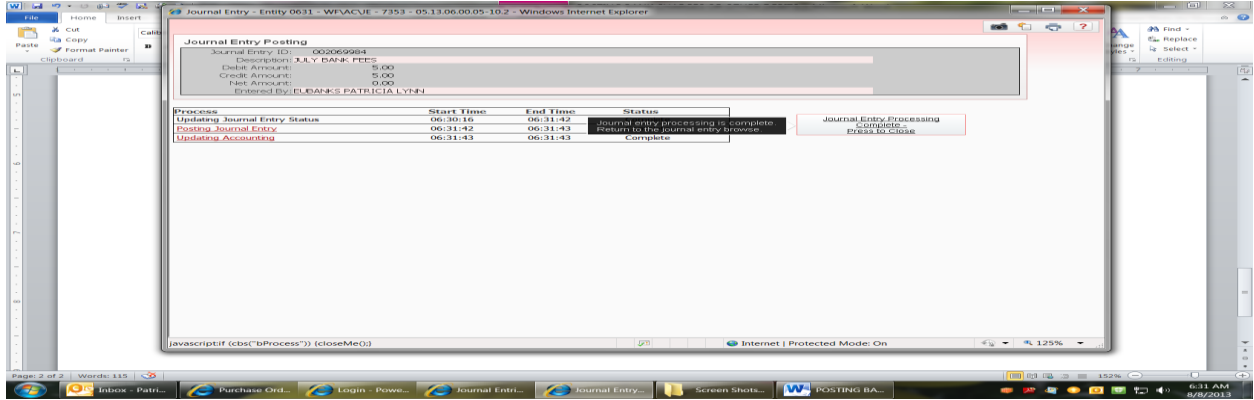
## Click on DISPLAY REPORT



## Print your Journal Entry Report



## Select PRESS TO CLOSE





# POSTING BANK INTEREST - Checking

A- Money going **OUT** of the account = **CREDIT**

A- Money going **IN** the account = **DEBIT**

L- Money going **OUT** of the account = **DEBIT**

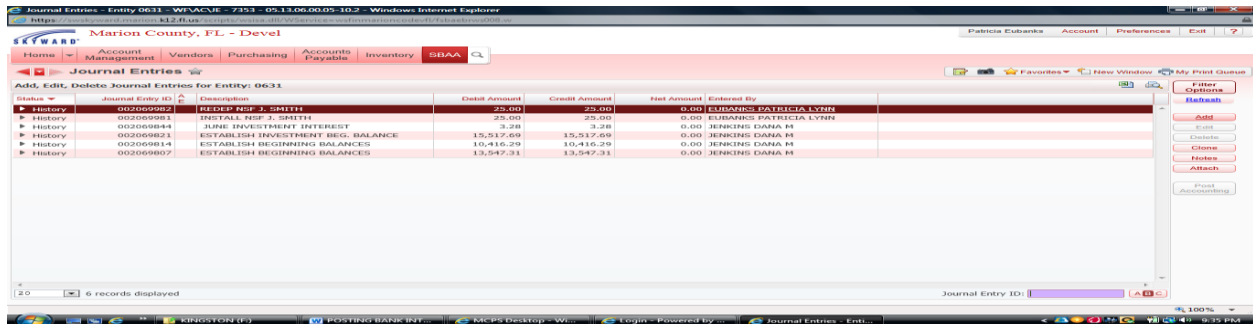
L- Money going **IN** the account = **CREDIT**

SBAA

Select Journal Entries



Click **ADD**



Change the date to reflect the month the interest accrued in.

Enter Description

Tab to **DETAIL JOURNAL ENTRY**

Re-Enter **Description**

Enter Account (**A 0100 Checking**)

Tab to **DEBIT AMOUNT** and enter the amount

Tab to second **DETAIL JOURNAL ENTRY** line

Re-Enter **Description**

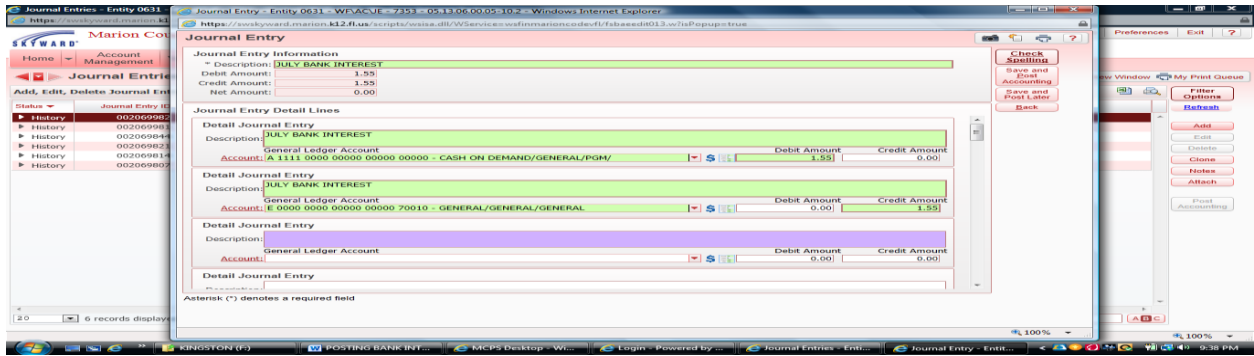
Enter Account (**USE ACCOUNT NUMBER L 9010 GENERAL**)

Tab to **CREDIT AMOUNT** and enter the amount

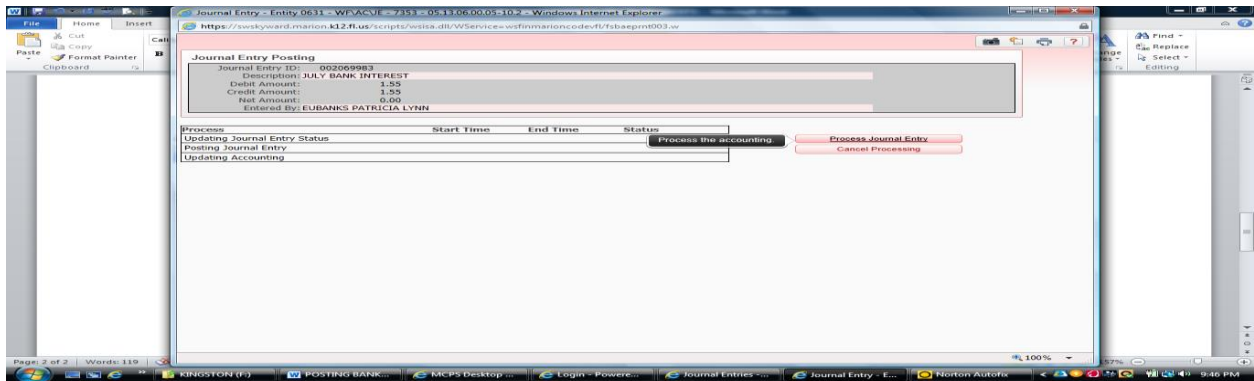
**\*\*NET AMOUNT SHOULD BE 0.00\*\***

Select **SAVE AND POST ACCOUNTING**

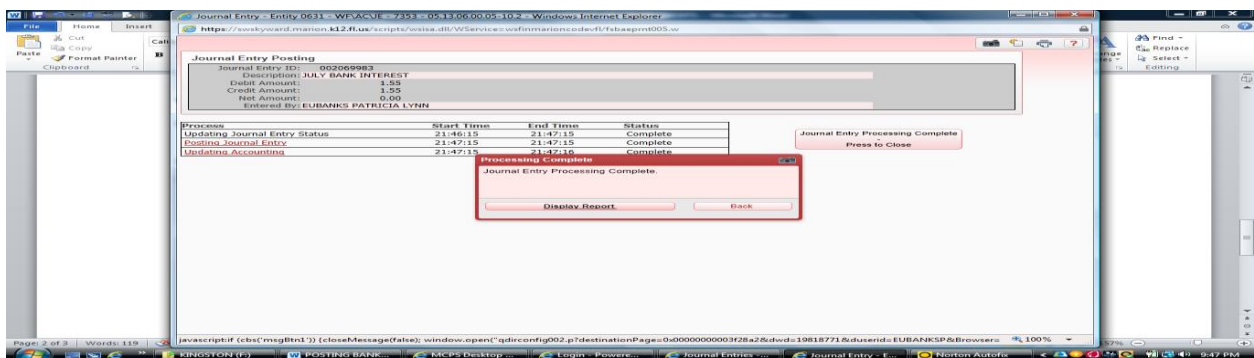




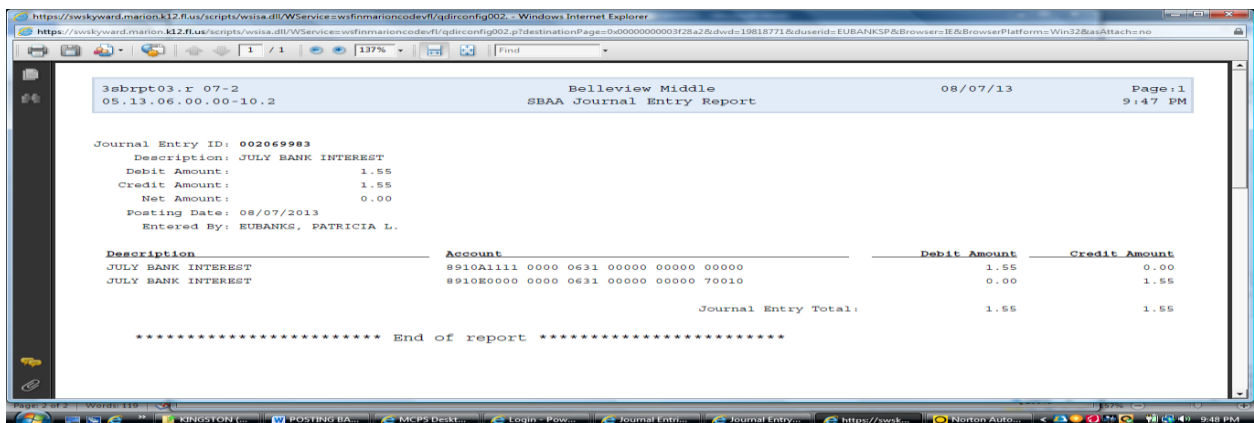
## Click on PROCESS JOURNAL ENTRY



## Click on DISPLAY REPORT



## Print your Journal Entry Report

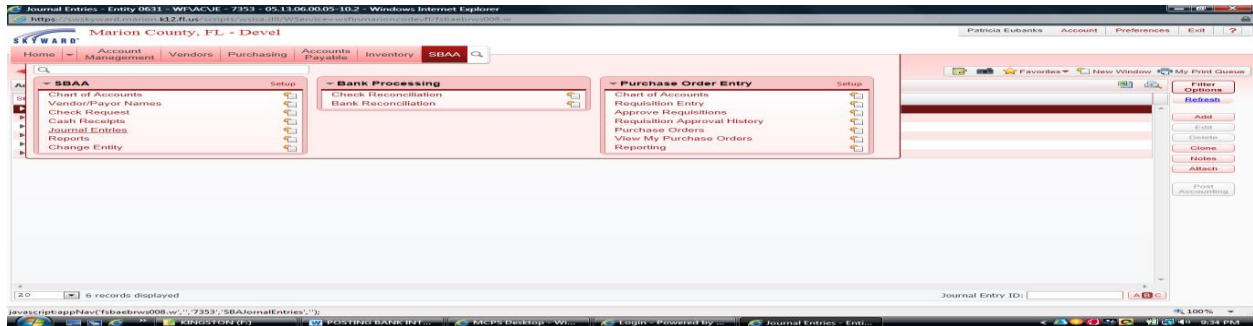


## SELECT PROCESS TO CL

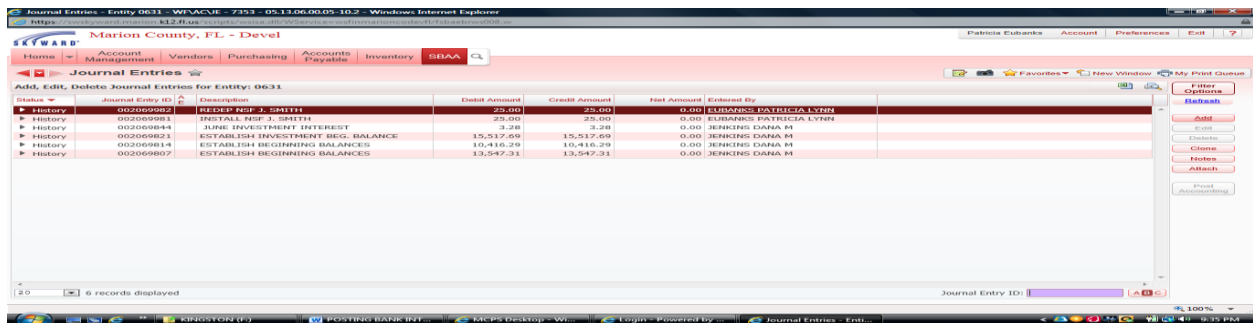
# POSTING TRANSFERS – From one account to another

SBAA

## Select Journal Entries



## Click ADD



Enter Description

Tab to **DETAIL JOURNAL ENTRY**

Re-Enter **Description**

Enter Account (TYPE **L** AND SELECT THE ACCOUNT FROM THE DOWN BOX THAT YOU WOULD LIKE TO **CREDIT**)

Tab to **CREDIT AMOUNT** and enter the amount

Tab to second **DETAIL JOURNAL ENTRY** line

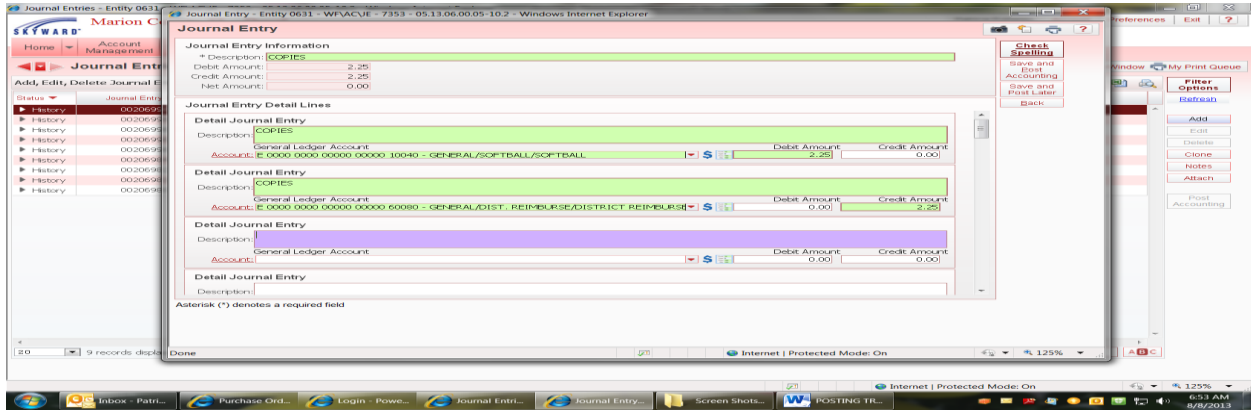
Re-Enter **Description**

Enter Account (TYPE **L** AND SELECT THE ACCOUNT FROM THE DOWN BOX THAT YOU WOULD LIKE TO **DEBIT**)

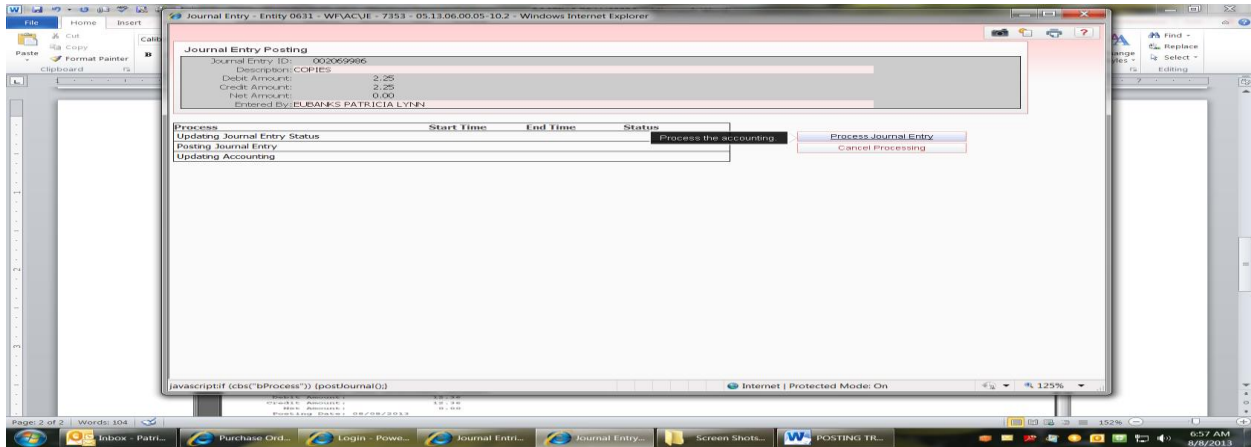
Tab to **DEBIT AMOUNT** and enter the amount

**\*\*NET AMOUNT SHOULD BE 0.00\*\***

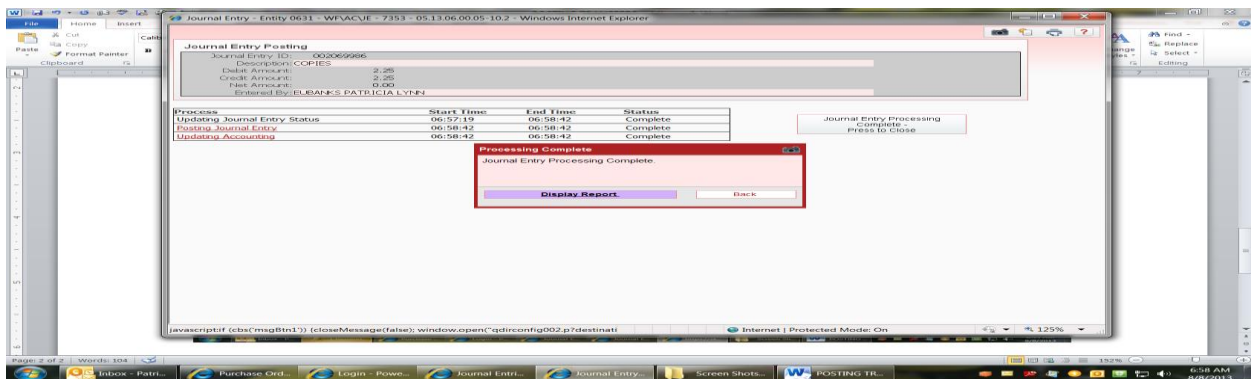
## Select SAVE AND POST ACCOUNTING



## Click on PROCESS JOURNAL ENTRY



## Click on DISPLAY REPORT



# Print your Journal Entry Report

3abrpt03.r 07-2  
05.13.06.00.00-10.2

Bellevue Middle  
SBAA Journal Entry Report

08/08/13 Page:1  
6:58 AM

Journal Entry ID: 002069986  
Description: COPIES  
Debit Amount: 2.25  
Credit Amount: 2.25  
Net Amount: 0.00  
Posting Date: 08/08/2013  
Entered By: EUBANKS, PATRICIA L.

Description	Account	Debit Amount	Credit Amount
COPIES	8910E0000 0000 0631 00000 00000 10040	2.25	0.00
COPIES	8910E0000 0000 0631 00000 00000 60080	0.00	2.25
Journal Entry Total:		2.25	2.25

\*\*\*\*\* End of report \*\*\*\*\*

## SELECT PROCESS TO CLOSE

Journal Entry Posting

Journal Entry ID: 002069986  
Description: COPIES  
Debit Amount: 2.25  
Credit Amount: 2.25  
Net Amount: 0.00  
Entered By: EUBANKS, PATRICIA L.

Process	Start Time	End Time	Status
Updating Journal Entry Status	06:57:19	06:58:42	Journal entry processing is complete. Ready to fire journal entry process.
Posting Journal Entry	06:58:42	06:58:42	Journal Entry Processing Complete. Ready to Close.
Updating Accounting	06:58:42	06:58:42	Complete

javascript:if (cbs("bProcess")) {closeMe();}

# HOW TO LOOK FOR DORMANT ACCOUNTS

SBAA

## CHART OF ACCOUNTS

Chart of Accounts for Entity: 0311 (Fiscal Year 2014-2015 (Current))  
Sequence: Regular account sequence

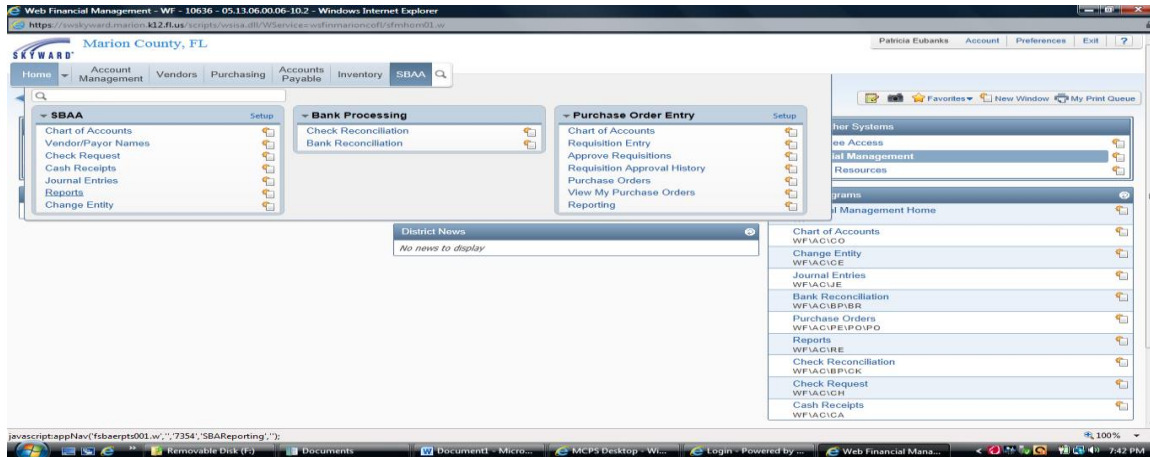
Account Number Fund T Func Obj Fac Proj Subpr Prog	Beginning Balance	Debit Amount	Credit Amount	Ending Balance	PO Amount Remaining	Adjusted Ending Balance	S	Group Code
8910L0000 0000 0311 00000 70023 70910	0.00	0.00	200.00	-200.00	0.00	-200.00		
8910L0000 0000 0311 00000 70022 70910	0.00	0.00	400.00	-400.00	0.00	-400.00		
8910L0000 0000 0311 00000 70021 70910	0.00	388.00	388.00	0.00	0.00	0.00		
8910L0000 0000 0311 00000 70020 70910	0.00	100.00	100.00	0.00	0.00	0.00		
8910L0000 0000 0311 00000 70019 70910	-7.21	0.00	0.00	-7.21	0.00	-7.21		
8910L0000 0000 0311 00000 70018 70910	-100.00	0.00	0.00	-100.00	0.00	-100.00		
8910L0000 0000 0311 00000 70017 70910	-2.37	0.00	100.00	-102.37	0.00	-102.37		
8910L0000 0000 0311 00000 70016 70910	-76.27	0.00	50.00	-126.27	0.00	-126.27		
8910L0000 0000 0311 00000 70015 70910	-100.00	53.97	0.00	-46.03	0.00	-46.03		
8910L0000 0000 0311 00000 70014 70910	-46.03	0.00	0.00	-46.03	0.00	-46.03		
8910L0000 0000 0311 00000 70013 70910	-1,593.88	933.54	175.00	-835.34	0.00	-835.34		
8910L0000 0000 0311 00000 70012 70910	-779.31	516.14	1,575.00	-1,838.17	0.00	-1,838.17		
8910L0000 0000 0311 00000 70011 70910	0.00	0.00	0.00	0.00	0.00	0.00		
8910L0000 0000 0311 00000 70010 70910	-50.00	0.00	0.00	-50.00	0.00	-50.00		
8910L0000 0000 0311 00000 70009 70910	-175.64	3.60	3.60	-175.64	0.00	-175.64		

Look at your Beginning Balance and your Adjusted Ending Balance and compare the amounts and if they are the same then the account had no transactions for the year. After you get your Dormant Account list then you can take a closer look at the accounts and make sure no transactions have taken place.

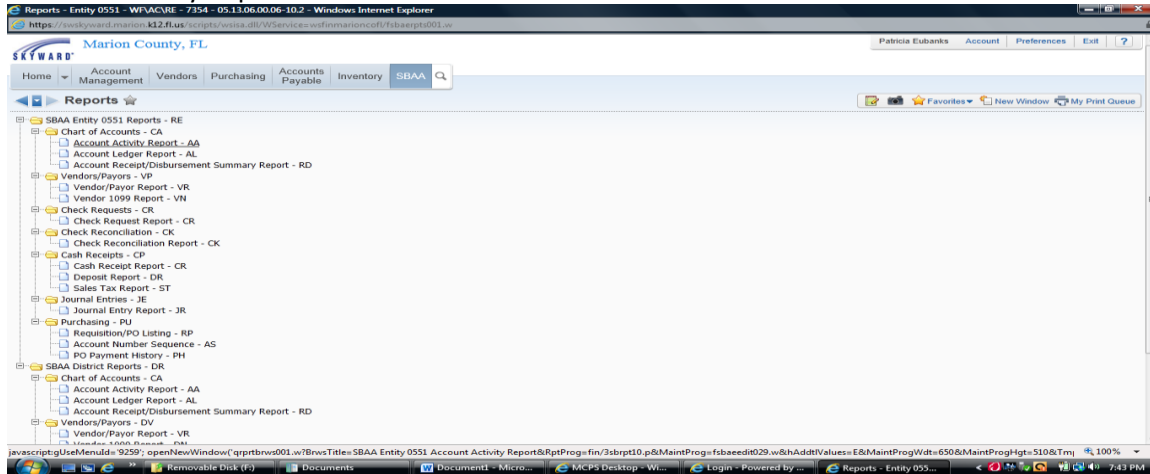
Once you have your final list and if the account numbers would normally get moved up to the 9010 General you can do your JE to move the money.

# SINGLE ACCOUNT HISTORY

## SBAA Reports



## Account Activity Report



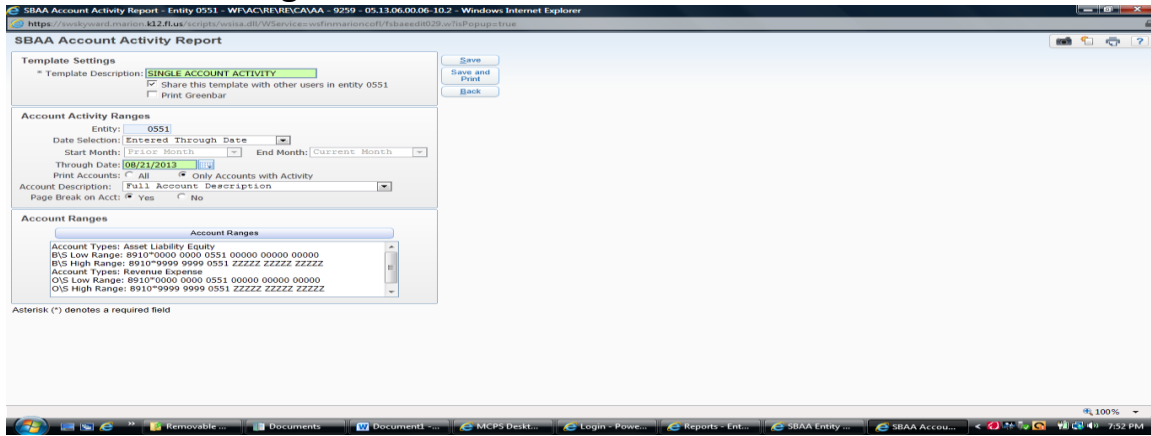
## Add

Enter Template Description: Single Account Activity or Account Name

Select the Date Selection from down box



# Click Account Ranges



**Account Status: Active**

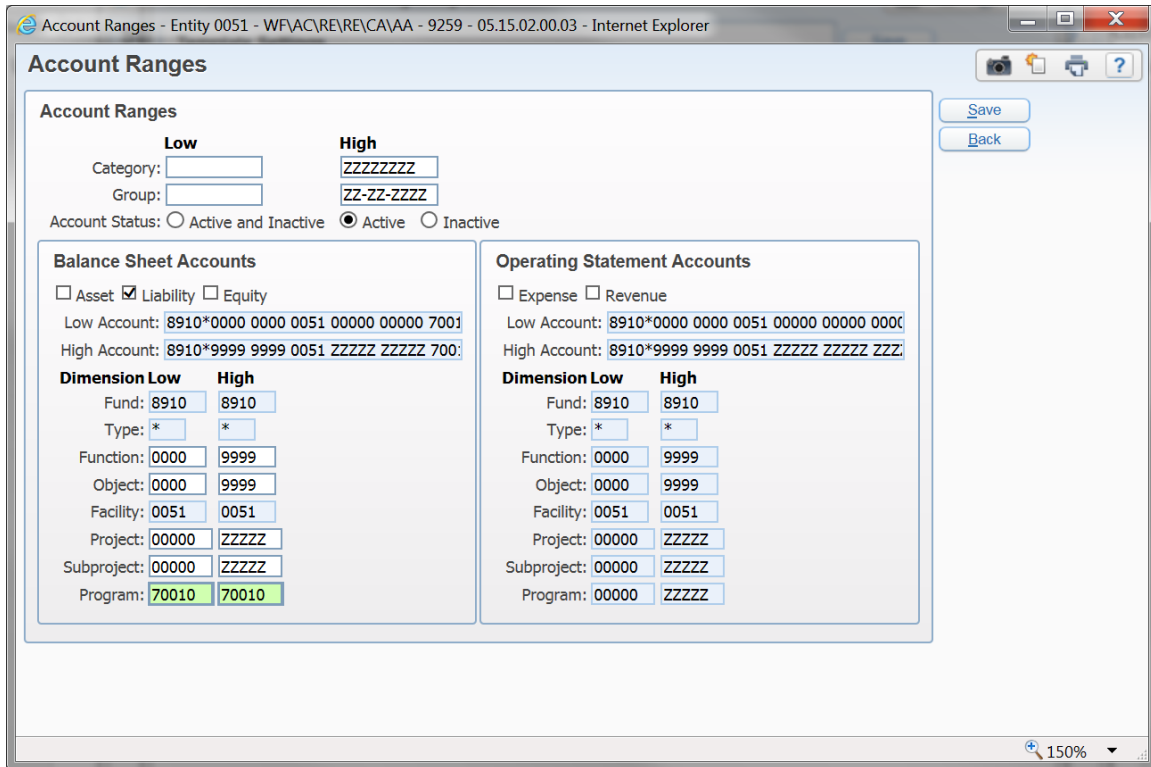
**Under Operating Statement Accounts: Uncheck the two boxes**

**Under Balance Sheet Accounts: Uncheck Asset and Equity**

**Enter your Program Number (account number) in the Low and High**

**Enter your Subproject Number in the Low and High (if you have one)**

**SAVE**



# Click: Save and Print

The screenshot shows a web browser window displaying the 'SBAA Entity 0551 Account Activity Report' page. A 'Processing Request' dialog box is centered on the screen, indicating that the report is being generated. The dialog box contains the following information:

- Account Activity Report
- 3sbrpt10.p 05.13.06.00.00-10.2-010020
- BS-ACCT-LEDGER
- Account: 1000E5100 2500 0281 70111 00000 00000
- Run Time: 00:00:07

Buttons for 'My Print Queue' and 'Back' are visible at the bottom of the dialog. In the background, a table lists report templates:

Template Type	Description	Created By
2) Entity	Account Activity	KAMHOLZ, LINDA S.
2) Entity	Account Activity Report - SHE	WHITING, JENNIFER A.
2) Entity	SINGLE ACCOUNT ACTIVITY	EUBANKS, PATRICIA L.

Navigation buttons on the right include Print, Add, Edit, Clone, Delete, Distribute Report, and Back. The status bar at the bottom indicates '3 records displayed'.

# View Report

The screenshot shows the same web application page as above, but now a 'Request Complete' dialog box is displayed. The dialog box contains the following information:

- SBAA Entity 0551 Account Activity Report - SINGLE ACCOUNT ACTIVITY has finished processing.

A 'View Report' button is visible at the bottom of the dialog. The background table and navigation buttons remain the same as in the previous screenshot.





# CHECKING YOUR NSF ACCOUNT

TO MAKE SURE YOU ARE RECEIVING ALL PAYMENTS FROM ENVISION

## SBAA

## CHART OF ACCOUNTS

Account Number	Beginning Balance	Debit Amount	Credit Amount	Ending Balance	PO Amount Remaining	Adjusted Ending Balance
8910A1111 0000 0051 00000 00000 00000	33,695.06	171,066.77	134,353.43	70,408.40	0.00	70,408.40
8910A1116 0000 0051 00000 00000 00000	0.00	146.00	92.00	54.00	0.00	54.00
8910A1164 0000 0051 00000 00000 00000	37,196.89	71.17	0.00	37,268.06	0.00	37,268.06
8910L0000 0000 0051 00000 00000 10370	0.00	3,307.02	4,360.65	-1,053.63	50.00	-1,003.63
8910L0000 0000 0051 00000 00000 10390	-197.00	516.43	440.00	-120.57	0.00	-120.57
8910L0000 0000 0051 00000 00000 20010	-1,990.13	4,741.44	6,169.00	-3,417.69	0.00	-3,417.69
8910L0000 0000 0051 00000 00000 20040	-961.75	16,966.54	20,442.08	-4,437.29	0.00	-4,437.29
8910L0000 0000 0051 00000 00000 20080	-61.35	0.00	0.00	-61.35	0.00	-61.35
8910L0000 0000 0051 00000 00000 30010	-1,714.53	1,382.00	0.00	-332.53	0.00	-332.53
8910L0000 0000 0051 00000 00000 30140	-1,064.60	3,782.46	-4,513.00	-1,795.14	0.00	-1,795.14
8910L0000 0000 0051 00000 00000 30180	-7,801.40	4,379.06	5,542.45	-8,964.79	0.00	-8,964.79
8910L0000 0000 0051 00000 00000 30240	-1.87	0.00	0.00	-1.87	0.00	-1.87
8910L0000 0000 0051 00000 00000 30290	-773.00	71.00	844.00	-1,546.00	0.00	-1,546.00
8910L0000 0000 0051 00000 00000 31080	0.00	0.00	0.00	0.00	0.00	0.00
8910L0000 0000 0051 00000 00000 40020	-5,306.62	1,312.25	1,480.00	-5,474.37	0.00	-5,474.37
8910L0000 0000 0051 00000 00000 40170	-1,658.96	1,599.06	1,334.00	-1,393.90	0.00	-1,393.90
8910L0000 0000 0051 00000 00000 40200	-1,331.96	553.17	140.00	-918.79	0.00	-918.79
8910L0000 0000 0051 00000 00000 40260	-182.57	0.00	0.00	-182.57	0.00	-182.57
8910L0000 0000 0051 00000 00000 40360	-283.84	0.00	353.23	-637.07	0.00	-637.07
8910L0000 0000 0051 00000 00000 40470	-0.51	0.00	0.00	-0.51	0.00	-0.51

## EXPAND YOUR A0140 ACCOUNT (NSF)

## LOOK FOR THE JOURNAL ENTRIES

NOW YOU SHOULD BE ABLE TO SEE YOU'RE TRANSACTIONS

YOU NEED TO LOOK TO MAKE SURE YOU SEE AN INSTALL AND A RE-DEP. FOR EACH PERSON.

IF NOT, AND IT'S BEEN A MONTH THEN YOU WILL NEED TO CALL ENVISION TO SEE WHY YOU HAVEN'T RECEIVED THE NOTIFICATION. (1-800-618-1110)

Post Date	Journal Entry ID	Description	Debit Amount	Credit Amount	Entered By
02/02/2015	002102596	INSTALL NSF CK #109 THEODORE WYNN	54.00	0.00	BLANCHFIELD, IRENE
12/19/2014	002099721	REDEPOSIT NSF CK #1583 SHANNON WYNN	0.00	36.00	BLANCHFIELD, IRENE
12/05/2014	002099177	REDEPOSIT NSF CK #395 DOROTHY HAYES	0.00	36.00	BLANCHFIELD, IRENE
10/31/2014	002096500	REDEPOSIT NSF CK #1028 ROBYN BLOOMER	0.00	20.00	BLANCHFIELD, IRENE
10/30/2014	002096516	INSTALL NSF CK #1583 SHANNON WYNN	36.00	0.00	BLANCHFIELD, IRENE
10/14/2014	002095151	INSTALL NSF CK #395 DOROTHY HAYES	36.00	0.00	BLANCHFIELD, IRENE
09/24/2014	002093775	INSTALL NSF CK #1028 ROBYN BLOOMER	20.00	0.00	BLANCHFIELD, IRENE

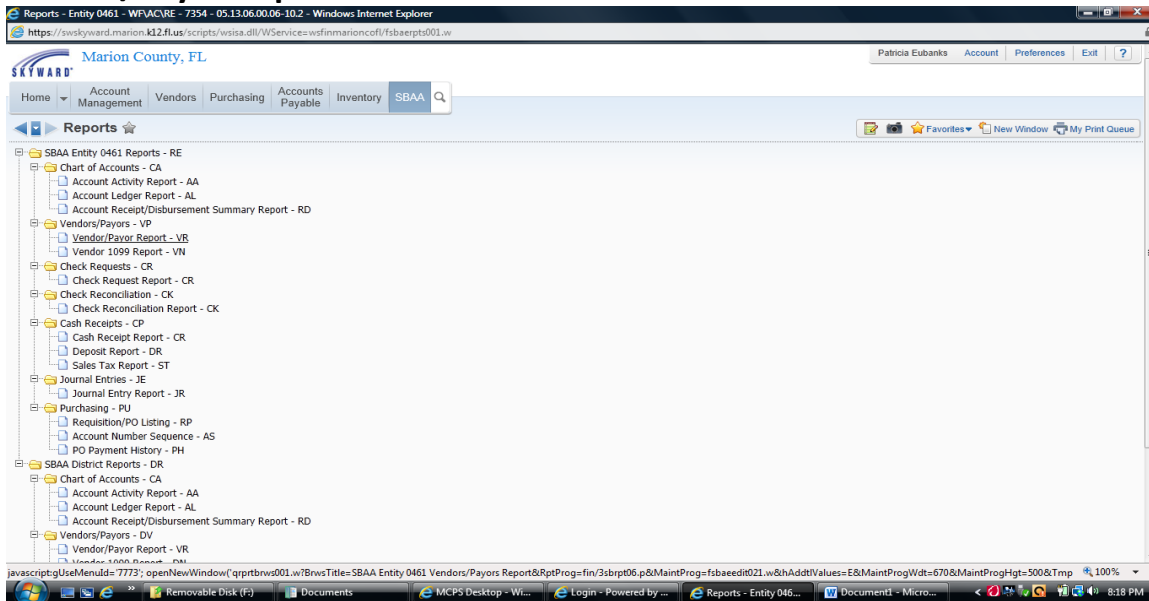
IF YOU HAVE ANY QUESTION ABOUT THIS SCREENSHOT PLEASE INTERNAL AUDITING.

# VENDOR/PAYOR REPORT

**SBAA**

**Reports**

**Vendor/Payor Report**



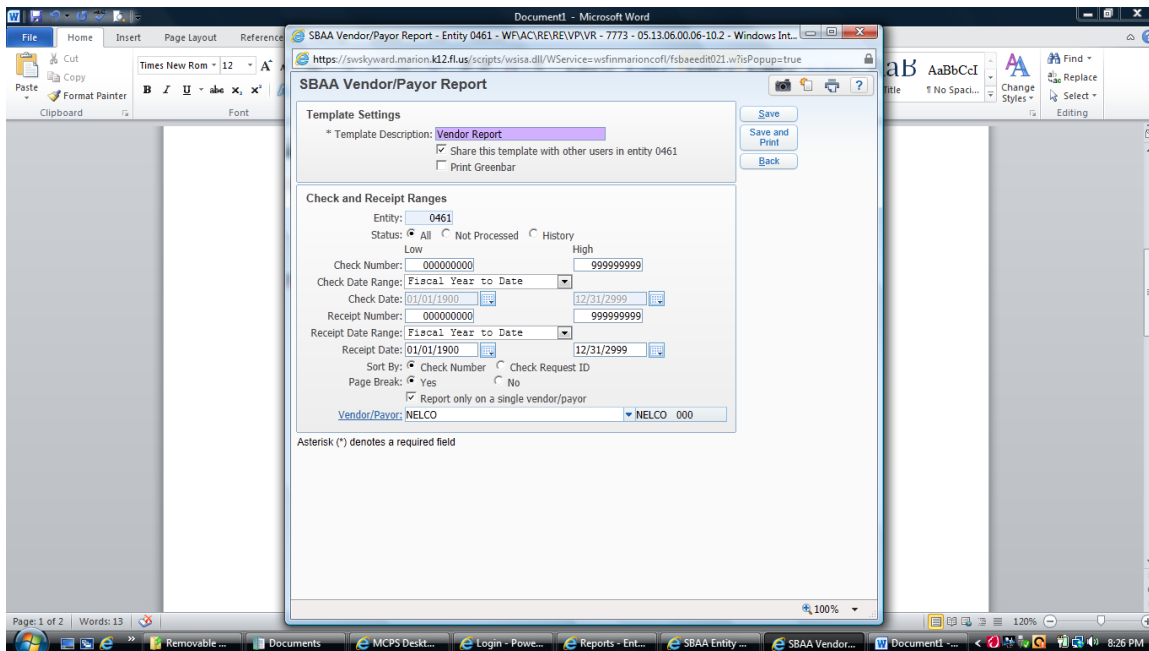
**Enter Template Description: Vendor Report**

**Select Check Date Range (from drop down box)**

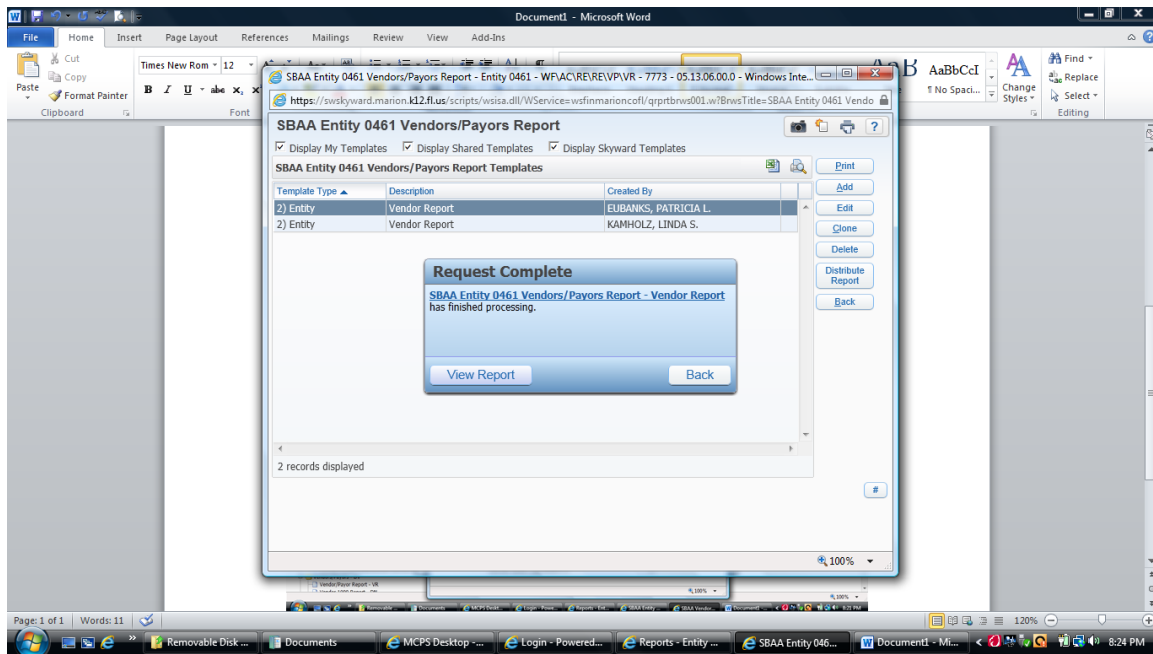
**Click on Report only on a single vendor/payee**

**Enter Vendor/Payee (start typing the vendor and select from drop down box)**

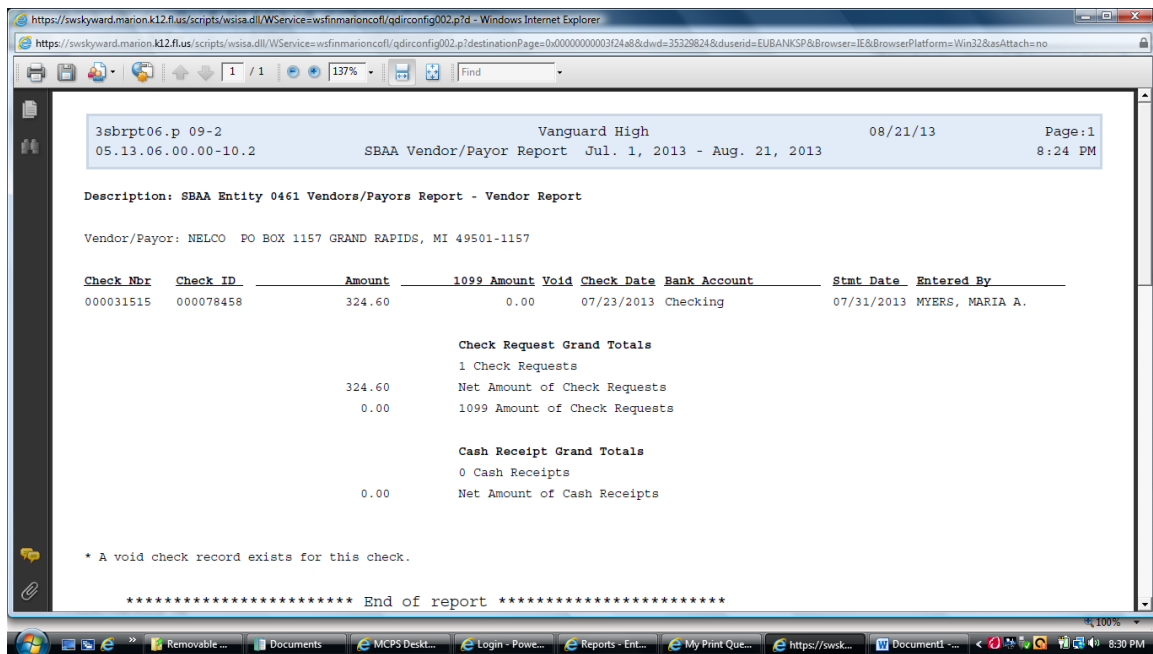
**Save and Print**



# View Report



# Print



# Account Activity Report

(Account Histories)

**SBAA**

**Reports**

**Account Activity Report**

**Date Selection: Prior Month** (or you can change the date selection by clicking on the arrow)

**Save and Print**

The screenshot shows the 'SBAA Account Activity Report' web application. The title bar indicates the user is logged in as 'Entity 9401' and the report is titled 'SBAA Account Activity Report'. The interface is divided into several sections:

- Template Settings:** Includes a dropdown for 'Account Activity (History)', a checked box for 'Share this template with other users in entity 9401', and an unchecked box for 'Print Greenbar'. Buttons for 'Save', 'Save and Print', and 'Back' are on the right.
- Account Activity Ranges:** Includes a text field for 'Entity' (9401), a dropdown for 'Date Selection' (Prior Month), 'Start Month' (Prior Month), 'End Month' (Current Month), 'Through Date' (12/31/2999), 'Print Accounts' (radio buttons for All and Only Accounts with Activity), 'Account Description' (Full Account Description), and 'Page Break on Acct.' (radio buttons for Yes and No).
- Account Ranges:** A section with a blue header 'Account Ranges' and a text area containing:  
Account Types: Liability  
B\S Low Range: 8910\*0000 0000 9401 00000 00000 00000  
B\S High Range: 8910\*9999 9999 9401 ZZZZZ ZZZZZ ZZZZZ  
Account Status: Active

An asterisk (\*) denotes a required field.

**If your report does not work....make sure the Account Ranges are setup correctly. Click on Account Ranges to make sure the Subproject and Program Number are setup like the below screenshot. Also look and make sure your Facility number is your schools number.**

**Click: Save**

## Click: Save and Print

Account Ranges - Entity 9401 - WFAC\RE\RE\CAVA - 9259 - 05.15.02.00.05 - Internet Explorer

### Account Ranges

**Account Ranges**

**Low**                      **High**  
 Category:                         
 Group:                         
 Account Status:  Active and Inactive     Active     Inactive

**Balance Sheet Accounts**

Asset     Liability     Equity  
 Low Account: 8910\*0000 0000 9401 00000 00000 0000  
 High Account: 8910\*9999 9999 9401 ZZZZZ ZZZZZ ZZZ  
**Dimension Low      High**  
 Fund: 8910      8910  
 Type: \*      \*  
 Function: 0000      9999  
 Object: 0000      9999  
 Facility: 9401      9401  
 Project: 00000      ZZZZZ  
 Subproject: 00000      ZZZZZ  
 Program: 00000      ZZZZZ

**Operating Statement Accounts**

Expense     Revenue  
 Low Account: 0000\*0000 0000 0000 00000 00000 0000  
 High Account: 9999\*9999 9999 ZZZZ ZZZZZ ZZZZZ ZZZ  
**Dimension Low      High**  
 Fund: 0000      9999  
 Type: \*      \*  
 Function: 0000      9999  
 Object: 0000      9999  
 Facility: 0000      ZZZZ  
 Project: 00000      ZZZZZ  
 Subproject: 00000      ZZZZZ  
 Program: 00000      ZZZZZ

150%

## Print your Account Histories

https://skyward.iscorp.com/scripts/wsisadll/WService=wsfinmarioncoff/qdirconfig002.p?destinati - Windows Internet Explorer

https://skyward.iscorp.com/scripts/wsisadll/WService=wsfinmarioncoff/qdirconfig002.p?destinationPage=0x0000000024ce7b0&dwd=84771&duserid=EUBANKSP&Browser=IE&BrowserPlatform=Win32&asAttach=no

3sbrpt10.p 20-2                      Hammett L. Bowen Jr Elem                      10/30/13                      Page:2  
 05.13.10.00.00                      Account Activity Report Sep. 1, 2013 - Sep. 30, 2013                      8:44 AM

Account: 8910E0000 0000 0711 00000 00000 70010                      GENERAL/GENERAL/GENERAL

Post Date	Type	Ch/DE/Rct#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,726.14CR	
09/13/2013	Check		2617 MCPFS-FINANCE	BLACK CROWD CONTROL STANCHION WITH 7 1/2 FT BLACK BELT	294.00	1,432.14CR	E 0000 0000 00000 00000 70010
09/13/2013	Check		2617 MCPFS-FINANCE	FREIGHT - BLACK CROWD CONTROL STANCHION WITH 7 1/2 FT BLACK BELT	74.82	1,357.32CR	E 0000 0000 00000 00000 70010
				Ending balance		1,357.32CR	

125%

8:45 AM 10/30/2013

# Journal Entries

## SBA

### Journal Entry

#### Add

Post any JE's from your bank statement (charges, interest, return checks etc.) Please make sure your Posting Date is the transaction date on your bank statement. You will need to do separate JE's for each item. Please note that all deposits other than interest, NSF or other charges, should be entered as a deposit and you should use the date listed on the bank statement.

The screenshot shows a web browser window with the URL <https://skyward.iscorp.com/scripts/wvisa.dll/WService=wsfinmarioncoff/qdirconfig002.p?destinationPage=0x000000000018a243&dwd=84771&duserid=EUBANKSP&Browser=IE&BrowserPlatform=Win32&asAttach=no>. The page title is "Journal Entry".

**Journal Entry Information**

\* Description:

Debit Amount:

Credit Amount:

Net Amount:

\* Posting Date:

**Journal Entry Detail Lines**

**Detail Journal Entry**

Description:

General Ledger Account	Debit Amount	Credit Amount
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

**Detail Journal Entry**

Description:

General Ledger Account	Debit Amount	Credit Amount
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

**Detail Journal Entry**

Description:

General Ledger Account	Debit Amount	Credit Amount
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

**Detail Journal Entry**

Description:

General Ledger Account	Debit Amount	Credit Amount
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Buttons: Save and Post Accounting, Save and Post Later, Back

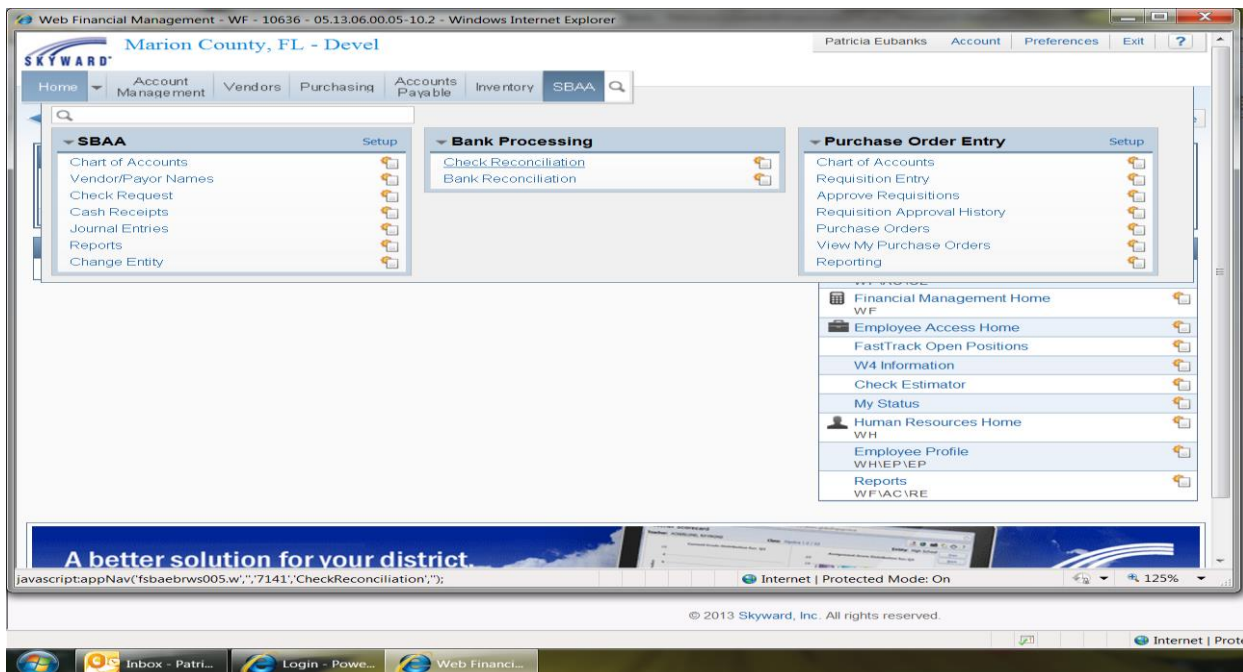
# Check Reconciliation

Have you done your Journal Entries for NSF's, Bank Charges, and Interest etc.? If yes, then proceed. If not, then do them before continuing but make sure you use the correct date (the bank date on your statement).

## SBAA

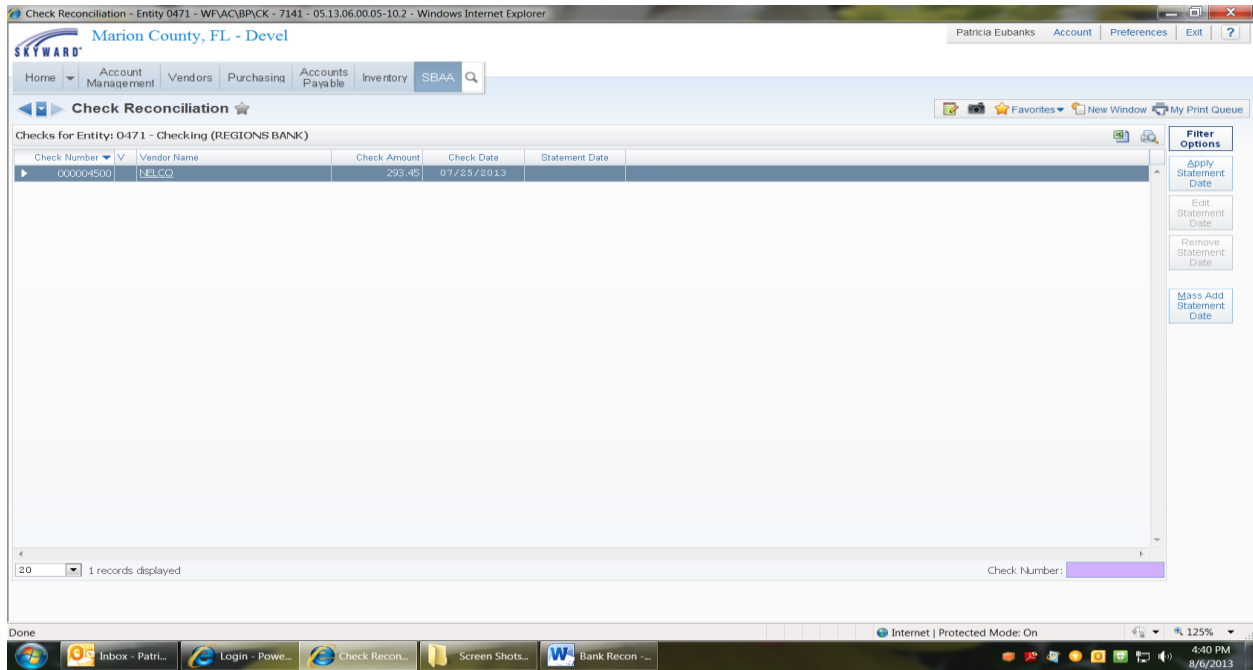
### Bank Processing

### Check Reconciliation

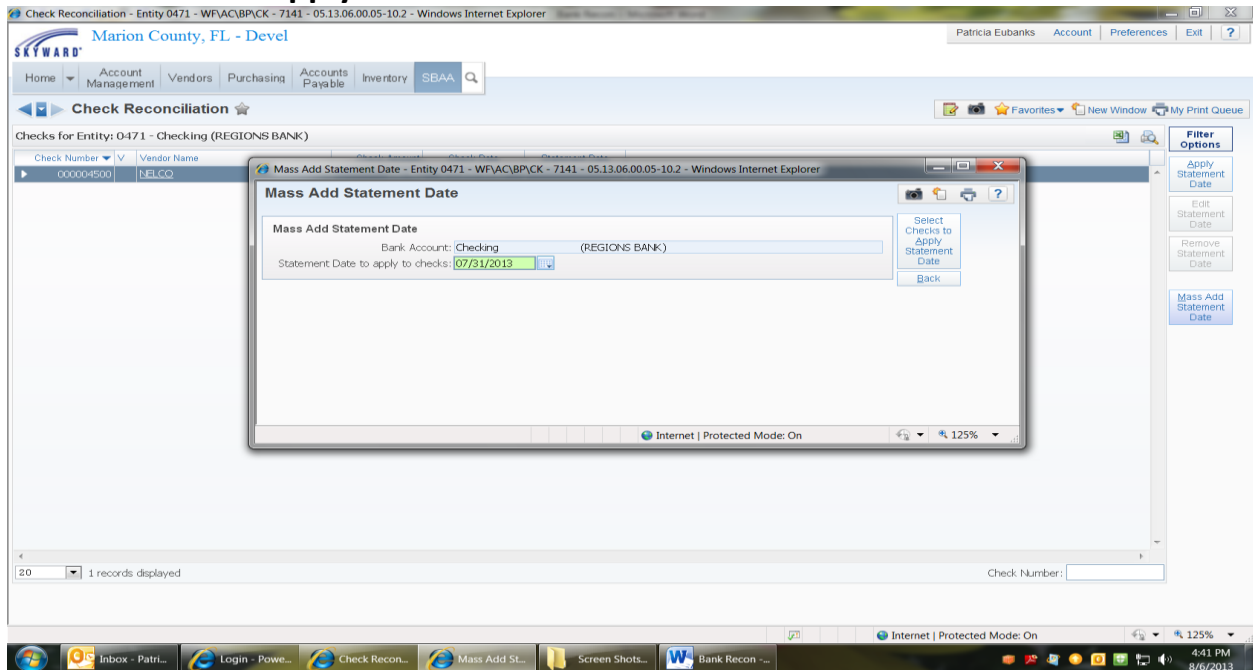




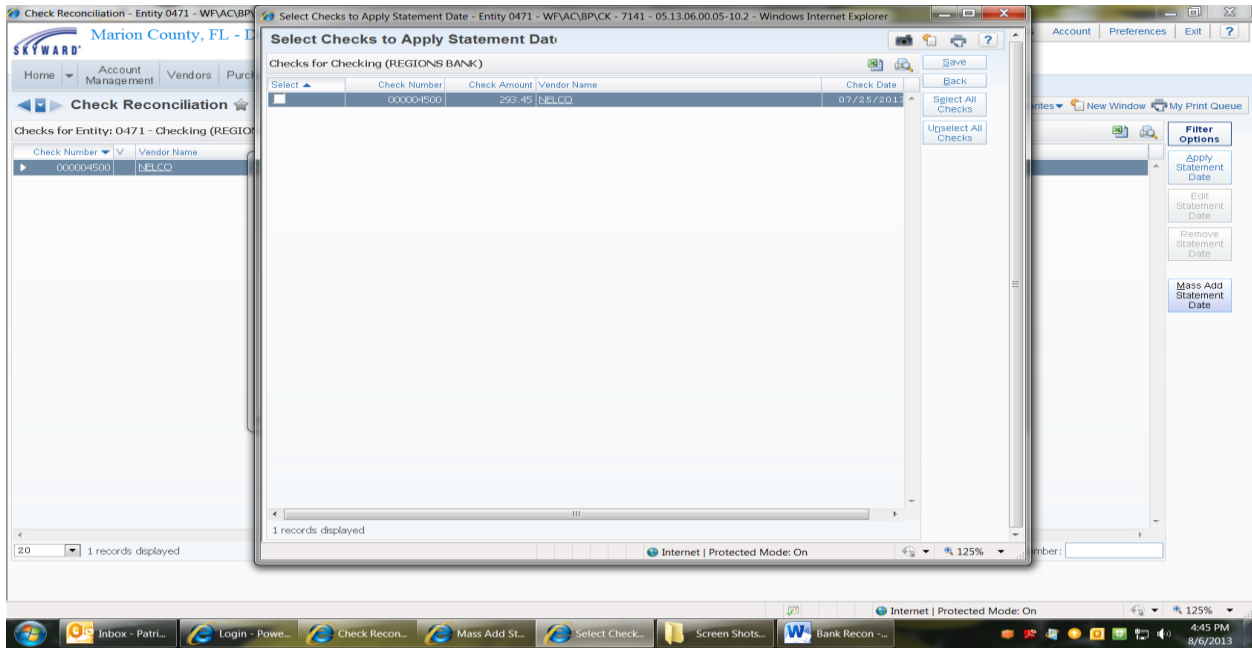
# Select Mass Add Statement



**Enter Statement Date (always the last day of the month)**  
**Select Checks to Apply Statement Date**



There are boxes on the left side, so using your bank statement put a check mark in the box of the checks that have cleared. It is helpful that you compare the amounts from the bank statement to the amounts in Skyward. Sometimes checks clear for the wrong amount. Make note if you see an error but go ahead and mark that check as cleared. You will need to do a Journal Entry to fix. See Journal Entry examples on correcting.



**Select Save (after all cleared checks are check off)**

## **Steps for Monthly Reports and Bank Reconciliation**

**Journal Entries** (look for any Fees, NSF Checks and Interest etc. on your bank statement) Post your journal entries and make sure you use the Transaction Date on the bank statement for the Posting Date.

**Check Reconciliation** (look on your bank statement for the checks that cleared)

**Bank Reconciliation** (after you have entered in your information your Variance should be zero, if not, and you don't see the problem please call Mimi or Ben)

After you have balanced and printed your Bank Reconciliation you will need to run and print the following reports in detail.

**Account Ledger Report**

**Journal Entry Report** (monthly report that shows all JE's)

**Cash Receipt Report**

**Check Request Report**

After all reports have been signed by you and your principal, upload to your Bank Reconciliation in SBAA. This should be completed by the 15th of the month following the month you are reconciling.

**Bank Reconciliation**

**Bank Statement**

**Account Ledger Report**

**Journal Entry Report**

**Cash Receipt Report**

**Check Request Report**

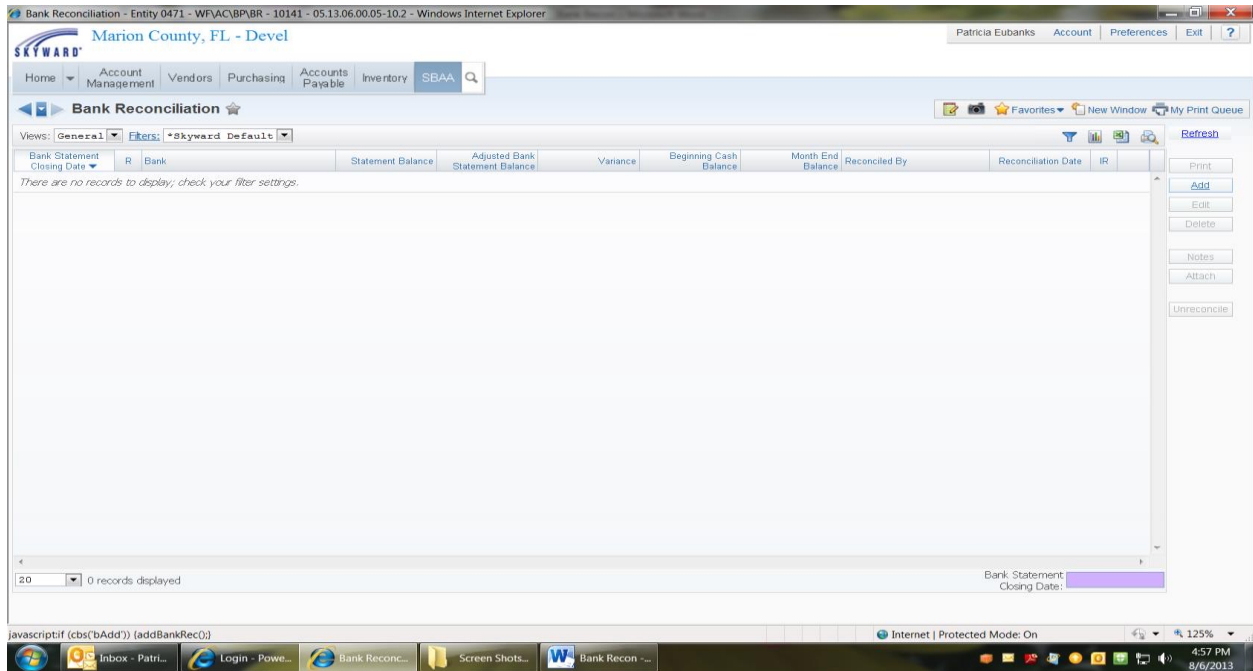
# Bank Reconciliation

**SBAA**

**Bank Processing**

**Bank Reconciliation**

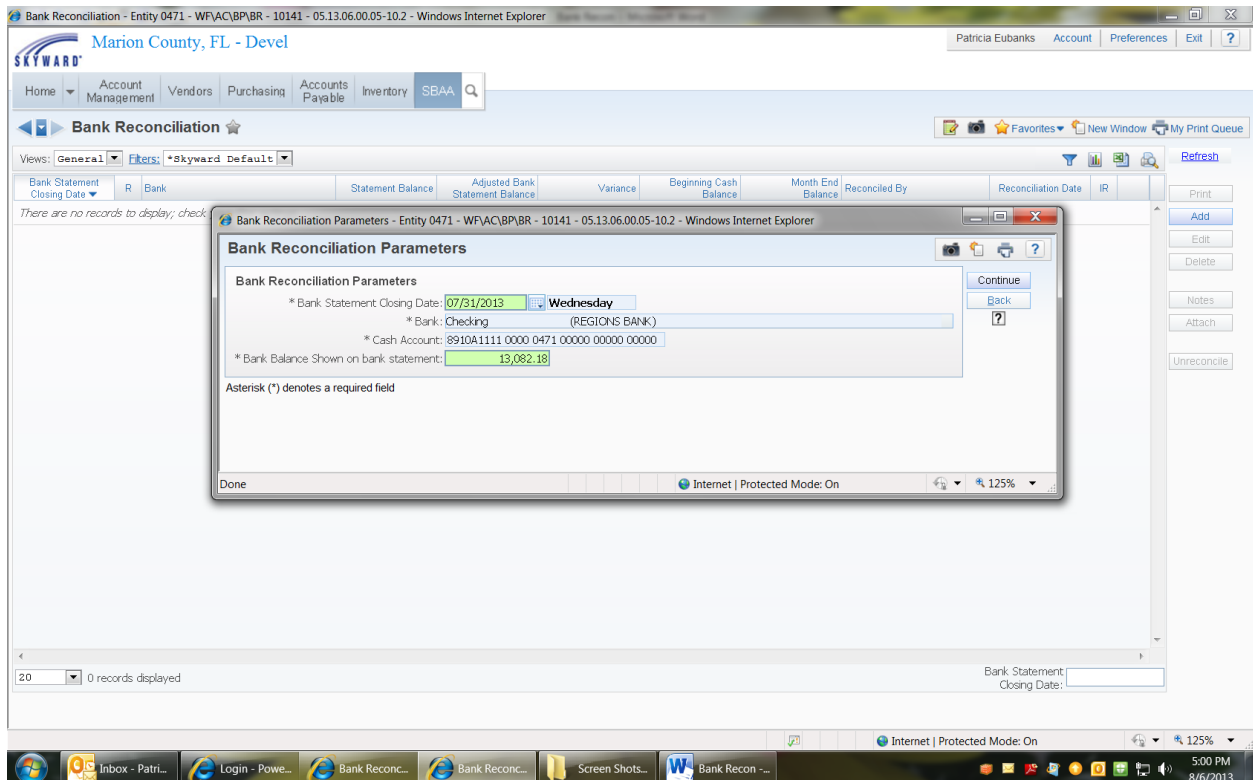
**Add**



**Enter Bank Statement Closing Date (the last day of the month)**

**Enter Balance Shown on Bank Statement (Current Balance, Ending Balance)**

**Select Continue**



## Select Calculate Amounts

The screenshot shows the 'Bank Reconciliation' window with the 'Calculate Amounts' dialog box open. The dialog box contains the following information:

- Bank Statement Closing Date: 07/31/2013
- Bank: Checking (REGIONS BANK)
- Cash Account: 8910A1111 0000 0471 00000 00000 00000
- Reconciled: no
- Reconciled By: [Empty]

The dialog box has a table with the following columns: Process, Start Time, End Time, Status. The rows are:

Process	Start Time	End Time	Status
Calculate Beginning Balance			
Calculate Checks			
Calculate Deposits			
Calculate Journal Entries			

A 'Calculate Amounts' button is located to the right of the table. The background window shows the 'Bank Reconciliation' page with a 'Bank Statement Closing Date' dropdown set to 'R Bank' and a message: 'There are no records to display; check...'

Note the amount of the **VARIANCE** at the bottom of the page. Is it **ZERO**?  
If **YES** proceed with the next step.

The screenshot shows the 'Bank Reconciliation' window with the reconciliation summary displayed. The 'Adjusted Bank Statement Balance' is 13,082.18. The 'SBAA Ending Cash Balance as of 07/31/2013' is 0.00. The 'Month End Balance' is 13,082.18. The 'Variance' is 0.00.

**Reconcile your Bank Statement Balance**

Bank Balance shown on this Bank Statement: 13,082.18

**Items Not Listed on this Statement**

Less Checks:	0.00
Plus Cash Receipt Deposits:	0.00
Plus Fee Management Deposits:	0.00
Plus Journal Entry Transactions:	0.00
Subtotal of Skyward Transactions not on Statement:	0.00
Less Manual Adjustments:	0.00
Adjusted Bank Statement Balance:	13,082.18

**SBAA Ending Cash Balance as of 07/31/2013**

Previous Month Ending Balance: 0.00

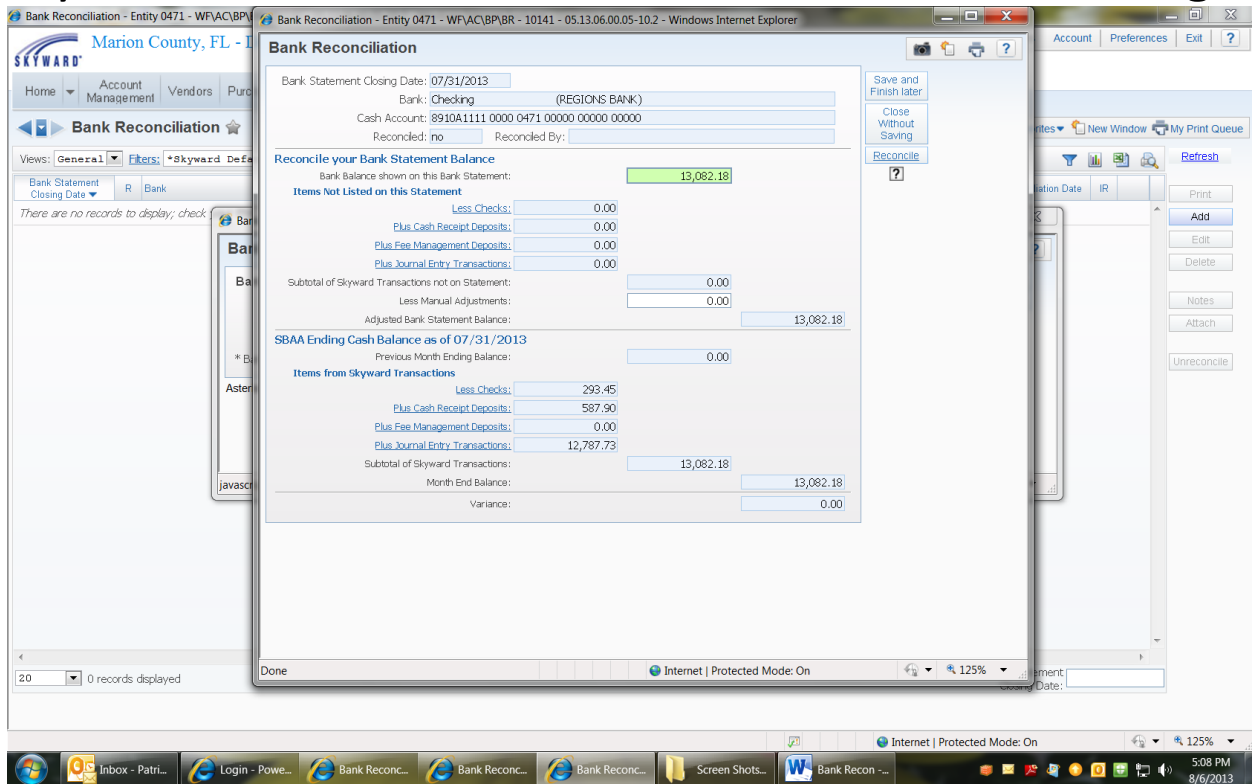
**Items from Skyward Transactions**

Less Checks:	293.45
Plus Cash Receipt Deposits:	587.90
Plus Fee Management Deposits:	0.00
Plus Journal Entry Transactions:	12,787.73
Subtotal of Skyward Transactions:	13,082.18
Month End Balance:	13,082.18
Variance:	0.00

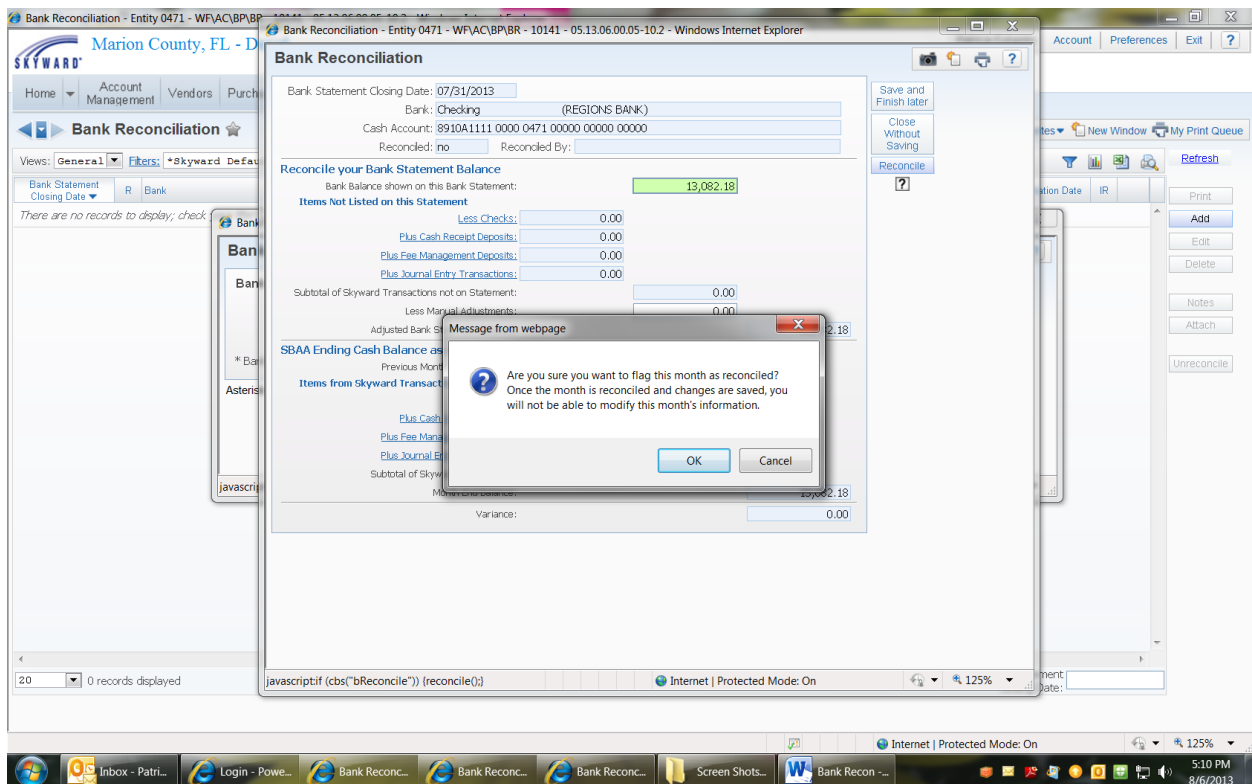
The background window shows the 'Bank Reconciliation' page with a 'Bank Statement Closing Date' dropdown set to 'R Bank' and a message: 'There are no records to display; check...'

If your **VARIANCE** is **ZERO** then Select **RECONCILE**

# If your VARIANCE is not ZERO call Internal Auditing



A pop-up box will appear asking you if you REALLY want to mark this month as reconciled. **Click OK**



You'll be brought back out to the screen with all bank reconciliations on it.  
Highlight the month you just reconciled

## PRINT

Bank Reconciliation - Entity 0471 - WFVAC\BP\BR - 10141 - 05.13.06.00.05-10.2 - Windows Internet Explorer

Patricia Eubanks Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Inventory SBAA

Bank Reconciliation

Views: General Filters: \*Skyward Default Refresh

Bank Statement Closing Date	R	Bank	Statement Balance	Adjusted Bank Statement Balance	Variance	Beginning Cash Balance	Month End Balance	Reconciled By	Reconciliation Date	IR
07/31/2013	Y	Checking (REGIONS BANK)	13,082.18	13,082.18	0.00	0.00	13,082.18	PATRICIA LYNN ELBANKS	08/06/2013	Y

20 1 records displayed

Bank Statement Closing Date:

Internet | Protected Mode: On 125%

5:12 PM 8/6/2013

# Select DETAIL and ALL TRANSACTIONS Select Print

The screenshot shows a web browser window displaying the Skyward Bank Reconciliation Report. A modal dialog box titled "Bank Reconciliation Report" is open, showing "Bank Reconciliation Print Options".

**Bank Reconciliation Print Options**

Select Summary to print the Bank Reconciliation Summary Report.

Select Detail to print the Bank Reconciliation Detail Report.

When Detail is selected you will have more options:  
Select "All Transactions" to display all transactions which are on the Bank Statement as well as all transactions which have not yet been on a Bank Statement.  
Select "Transactions on Bank Statement" to only display transactions that are on the Bank Statement.  
Select "Transactions not on Bank Statement" to only display transactions that have not yet been on a Bank Statement.

Summary    Detail

- All Transactions
- Transactions on Bank Statement
- Transactions not on Bank Statement

Buttons: Print, Back

Background window: Marion County, FL - Devel | Patricia Eubanks | Account | Preferences | Exit | ?

Navigation: Home, Account Management, Vendors, Purchasing, Accounts Payable, Inventory, SBAA

Views: General | Filters: Skyward Defaults

Bank Statement Closing Date	R	Bank
07/31/2013	Y	Checking (REGION)

Bank Statement Closing Date: [input field]

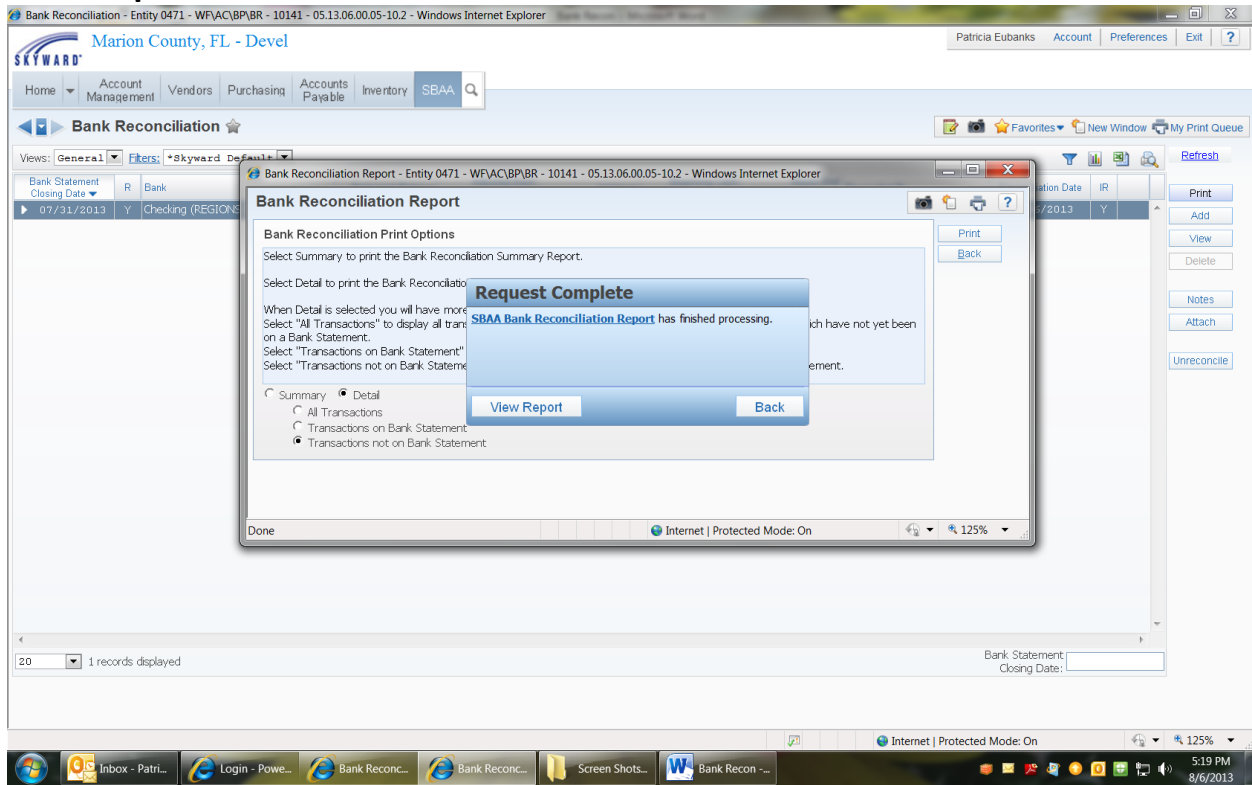
20 records displayed

Internet | Protected Mode: On

5:16 PM 8/6/2013



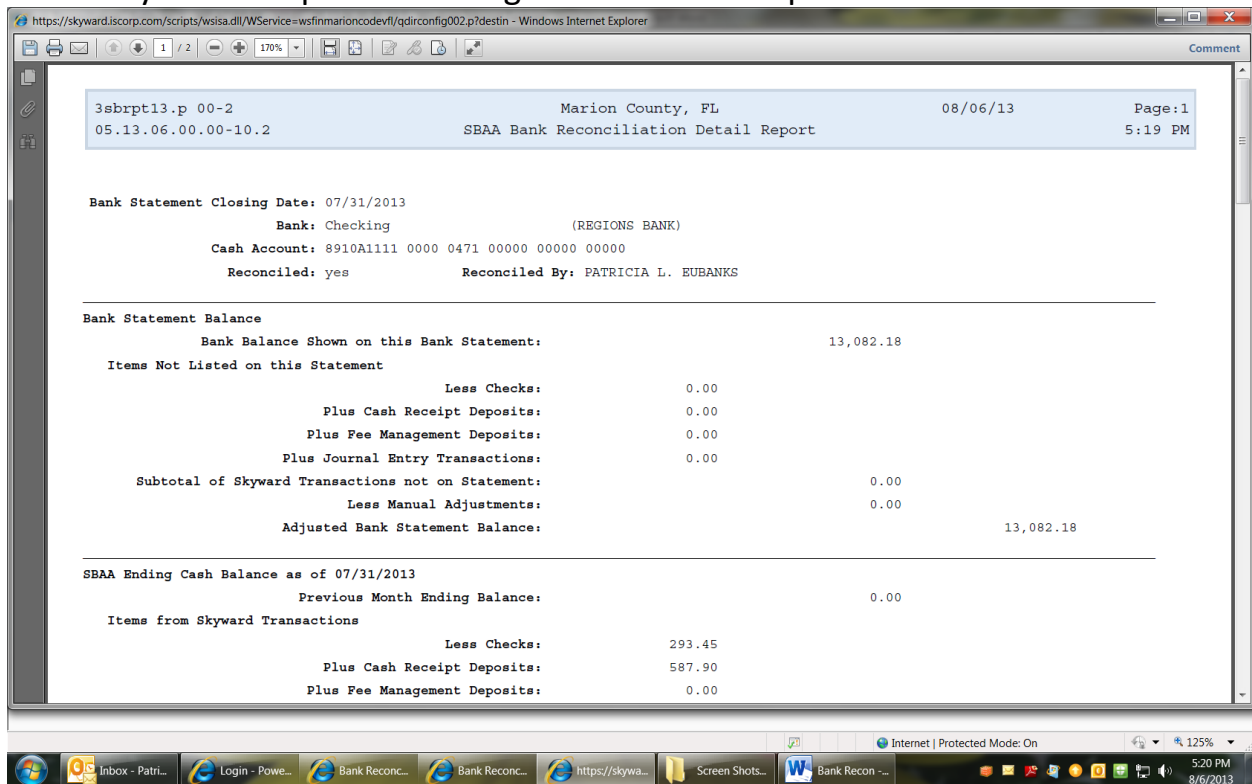
# View Report



A PDF file will open

## Print the Bank Reconciliation

You and your Principal need to sign and date this report



# Account Ledger Report

You can also use this report for your account histories for fundraisers. This report is much easier to read since all the deposits are together and all the checks are together (see screen shots).

## SBAA

### Reports

#### Account Ledger Report

#### Add

**Enter Template Description:** Account Number or Account Name etc.

**Date Selection:** Entered Month Range

**Start Month:** Select your month

**End Month:** Select your month

**Check off:** Cash Receipts, Check Requests, Journal Entries

Check Report on a Single Account

Enter the Account Number

**Account Status:** Both

**Page Break on Account:** No

#### Save and Print

The screenshot shows the 'SBAA Account Ledger Report' web application interface. The browser title bar indicates the URL: 'SBAA Account Ledger Report - Entity 0521 - WF\AC\RE\RE\CA\AL - 7772 - 05.15.06.00.03 - Internet Explorer'. The main content area is divided into three sections: 'Template Settings', 'Accounting Transaction Options', and 'Account Options'. The 'Template Settings' section includes a required field for 'Template Description' (value: 10120), a checked checkbox for 'Share with other users in entity 0521', and an unchecked checkbox for 'Print Greenbar'. The 'Accounting Transaction Options' section shows 'Entity' as 0521, 'Date Selection' as 'Entered Month Range', 'Start Month' as 'July 2014', and 'End Month' as 'June 2015'. It also includes checkboxes for 'Cash Receipts', 'Check Requests', 'Journal Entries', and 'Purchase Orders', along with an option to 'Exclude PO Remaining Amount from the Ending Balance'. The 'Account Options' section features a checked checkbox for 'Report on a Single Account', an 'Account' dropdown menu (value: L 0000 0000 00000 00000 10120 - GENERAL/GIRLS SOCCER/GIRLS SOCCER), 'Account Types' (Asset, Liability, Equity, Revenue, Expense), 'Account Status' (Active, Inactive, Both), and checkboxes for 'Print the Account Description' and 'Print the SBAA PO Remaining Amount column'. The 'Account Description' dropdown is set to 'Full Account Short Description', and 'Page Break on Account' is set to 'No'. A legend at the bottom left states: 'Asterisk (\*) denotes a required field'. On the right side of the interface, there are buttons for 'Save', 'Save and Print', and 'Back'.

# Journal Entry Report (Monthly)

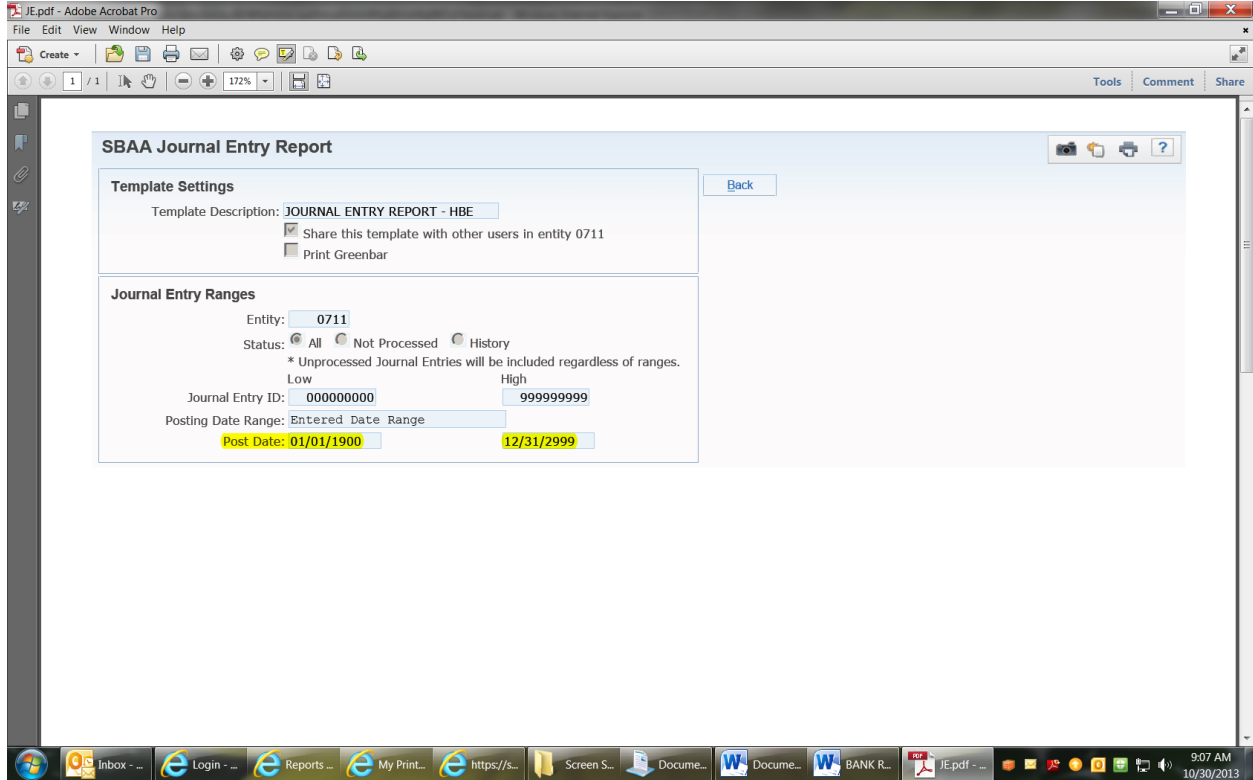
**SBAA**

**Reports**

**Journal Entry Report**

**Make sure you choose detail, no page breaks.**

**Edit** (change Post Date to the first day of the month to the last day of the



# Print

https://skyward.iscorp.com/scripts/wsisadll/WSservice=wsfinmarioncoff/qdirconfig002.p?destination=0x0000000003f2969&dwd=84771&duserid=EUBANKSP&Browser=IE&BrowserPlatform=Win32&asAttach=no

3sbrpt03.p 07-2      Hammett L. Bowen Jr Elem      10/30/13      Page:1  
 05.13.10.00.00      SBAA Journal Entry Report Sep. 1, 2013 - Sep. 30, 2013      9:12 AM





Description: SBAA Entity 0711 Journal Entry Report - JOURNAL ENTRY REPORT

Journal Entry ID	Description	Account	Posting Date	Entered By	Debit Amount	Credit Amount
002071761	BOOK FAIR		09/13/2013	KELLY, MARY A.		
	CORRECT ACCOUNT NUMBER FOR BOOK FAIR DEPOSIT - CASH RECEIPT #10	8910E0000 0000 0711 00000 00000 70020			1,205.14	0.00
	CORRECT ACCOUNT NUMBER FOR BOOK FAIR DEPOSIT - CASH RECEIPT #10	8910E0000 0000 0711 00000 00000 70390			0.00	1,205.14
	CORRECT ACCOUNT NUMBER FOR BOOK FAIR DEPOSIT - CASH RECEIPT #9	8910E0000 0000 0711 00000 00000 70020			1,622.34	0.00
	CORRECT ACCOUNT NUMBER FOR BOOK FAIR DEPOSIT - CASH RECEIPT #9	8910E0000 0000 0711 00000 00000 70390			0.00	1,622.34
	CORRECT ACCOUNT NUMBER FOR BOOK FAIR DEPOSIT - CASH RECEIPT #8	8910E0000 0000 0711 00000 00000 70020			524.61	0.00
	CORRECT ACCOUNT NUMBER FOR BOOK FAIR DEPOSIT - CASH RECEIPT #8	8910E0000 0000 0711 00000 00000 70390			0.00	524.61
Journal Entry Total:					3,352.09	3,352.09
002073635	ERROR ON RECEIPT 22		09/24/2013	KELLY, MARY		
	ERROR ON RECEIPT 22 - RECEIPT POSTED FOR \$140.00 SHOULD HAVE BEEN \$170.00	8910E0000 0000 0711 00000 00000 70030			0.00	30.00
	ERROR ON RECEIPT 22 - RECEIPT POSTED	8910A1111 0000 0711 00000 00000 00000			30.00	0.00

125% 9:10 AM 10/30/2013

# CASH RECEIPT REPORT

**SBAA**  
**Reports**  
**Cash Receipt Report**  
**Edit**  
**Enter Date Range**  
**Select Detail**  
**Save and Print**  
**Print**

**SBAA Cash Receipt Report**    

**Template Settings**

\* Template Description:

Share with other users in entity 0491

Print Greenbar

**Cash Receipt Ranges**

Entity:

Status:  All  Not Processed  History

\* Unprocessed Cash Receipts will be included regardless of ranges.

Receipt Date Range:

Low High

Receipt Date:

Receipt Number:

Report Option:  Detail  Summary

Sequence:  Bank  Entered By

Report only on the following person

Entered By:

Print/Post Date Range:

Print/Post Date:

Asterisk (\*) denotes a required field

# CHECK REQUEST REPORT

**SBAA**

**Reports**

**Check Request Report**

**Choose Detail**




**No page breaks**

**Edit** (change Start Month and End

Month) **Save and Print**

**Print**

### SBAA Check Request Report



**Template Settings**

\* Template Description:   
 Share with other users in entity 0491  
 Print Greenbar

**Check Ranges**

Entity:   
Status:  All  Not Processed  History  
\* Unprocessed Check Requests will be included regardless of ranges.  
Low High  
Check Number:    
Check Date Range:   
Check Date:    
Report Option:  Detail  Summary  
Sort By:  Check Number  Check Request ID  Vendor/Payor  
Page Break:  Yes  No   
 Report only on a single vendor/payor  
Vendor/Payor:   
Print/Post Date Range:   
Print/Post Date:

Asterisk (\*) denotes a required field

# S.B.A.A. ATTACHMENTS

## Check Request - CH

- Invoice, with total circled and initialed by Bookkeeper and signed by Principal
- Check with check stub. 2 signatures on check
- Check Request, if applicable
- Requisition Entry/Purchase Order, if applicable
- Proof of approval if > \$1000.00

## Cash Receipts - CA

- Report of Monies Collected: 2 signatures
- Other supporting document: 2 signatures
- Deposit Slip: Filled out by bookkeeper
- Bank Validation Slip
- Deposit made within 5 calendar days

## Journal Entries – JE (2 signatures on all documents)

- Transfers: Memo from requesting person explaining reason for transfer
- NSF Checks: Copy of bank statement and/or documentation from Envision Check Solutions or Bank
- Bank Interest: Copy of bank statement
- Bank Adjustments: Copy of bank statement

## Bank Reconciliation - BR

- Bank Reconciliation Report (minimum 2 pages): 2 signatures
- Bank Statement: 2 signatures (other than Bookkeeper)
- Account Ledger Report: First page of subsequent pages signed (Reviewed and Approved) by Bookkeeper and Principal.
- Journal Entry Report
- Cash Receipt Report: Written statement if no deposits
- Check Request Report
- \*\*\*Do not upload the Receipt/Disbursement Summary Report in place of separate Cash Receipt and Check Request Reports\*\*\*