LEON COUNTY SCHOOL DISTRICT

SKYWARD USERS MANUAL

LEON COUNTY SCHOOL DISTRICT

Chart of Accounts

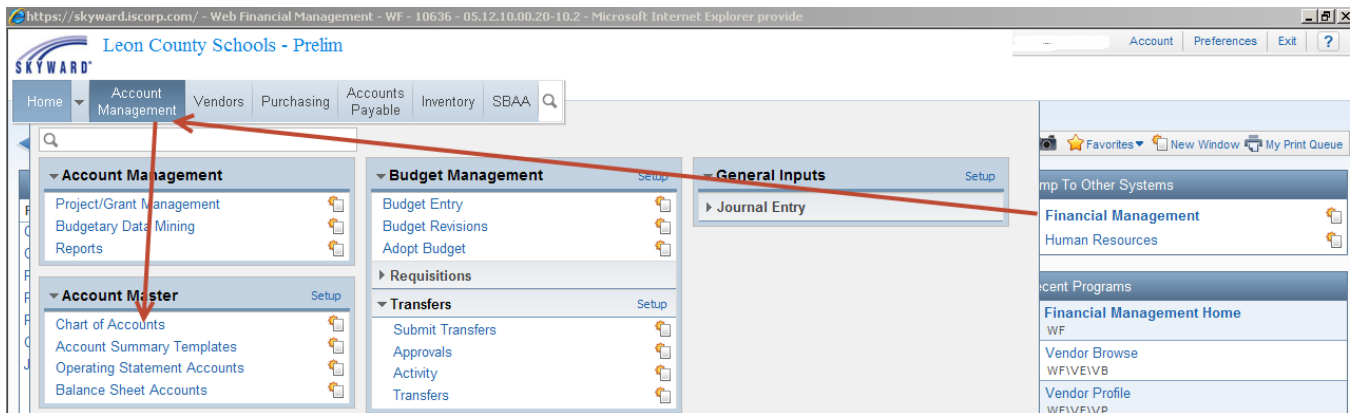# TABLE OF CONTENTS

Chapter 1:   Chart of Accounts

What is Chart of Accounts?

The Chart of Accounts displays a list of accounts that are used in the District's financial records. Only accounts to which an individual has access will be shown.

Use this area to view transaction details, postings, and balance information for specific accounts.

Step 1: Navigate to the Chart of Accounts

1) Log in to the **WEB** version of Skyward.
2) Click on Financial Management (WF), Account Management (AM), Account Master, Chart of Accounts.

The **Chart of Account** screen opens.

Step 2: Using the Chart of Account Screen

When the Chart of Accounts screen appears, you can select the Fiscal Year that you wish to see data for. A drop down box will appear with possible selections. Select the Fiscal Year you want by clicking once on the year.

You can select the Account Sequence that you wish to see data for. A drop down box will appear with possible selections. Select the account sequence you want by clicking once on the sequence.

You can select the View that you wish to see data in. A drop down box will appear with possible selections. Select the view you want by clicking once on the view.

Accounts will be displayed according to the selections made.

The detail screen should appear for the account selected.

Step 3: Viewing the Detail of an Account Strip