

LEON COUNTY SCHOOL DISTRICT



SKYWARD USERS MANUAL

LEON COUNTY SCHOOL DISTRICT

Chart of Accounts



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Chapter 1: Chart of Accounts

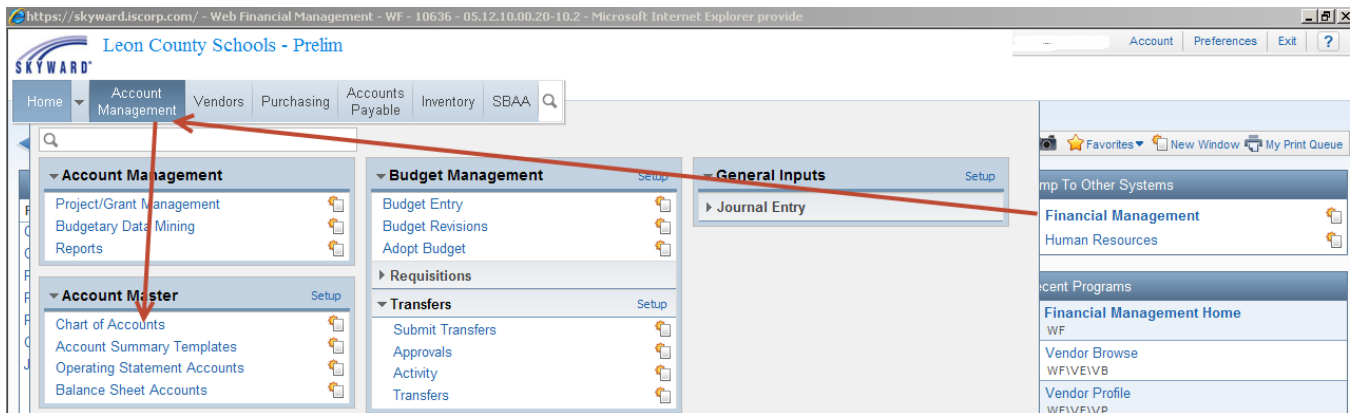
What is Chart of Accounts?

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 screenshot shows the Skyward 'Chart of Accounts' interface. At the top, there are navigation tabs: Home, Account Management, Vendors, Purchasing, Accounts Payable, Inventory, and SBAA. The 'Chart of Accounts' section includes a 'Fiscal Year' dropdown set to '2012-2013 (Current Fiscal Year)', an 'Account Sequence' dropdown set to 'Regular account sequence', and a 'Views' dropdown set to 'Balance Sheet Accounts (Asset, Liability, Equity) - BS'. A 'Views' button is also present. The main area is a table with columns: Account Number, Fund T, Func, Obj, Fac, Proj, Subpr, Prog (A,L,Q), Beginning Balance, Debit Amount, Credit Amount, Ending Balance, S, Group Code, and Category Code. The table lists various accounts with their respective balances. Callouts with yellow arrows point to the Fiscal Year, Account Sequence, Views, and the expand/collapse arrow in the Account Number column.

Use to change Fiscal Year

Use to change Account Sequence

Use to change Views

Accounts will display according to the selections made.

Use the > to expand an account to view the details.

Account Number	Fund T	Func	Obj	Fac	Proj	Subpr	Prog (A,L,Q)	Beginning Balance	Debit Amount	Credit Amount	Ending Balance	S	Group Code	Category Code
1100A1142	0000	0531	00000	00000	00000			0.00	0.00	0.00	0.00			
8910A1110	0000	0531	00000	00000	00000			178,969.40	315,852.53	221,531.70	273,290.23			
8910A1130	0000	0531	00000	00000	00000			0.00	1,520.00	1,520.00	0.00			
8910Q0000	0000	0531	17000	00036	00000			0.00	0.00	0.00	-1,743.35			
8910Q0000	0000	0531	17000	00224	00000			0.00	0.00	1,831.00	-11,732.06			
8910Q0000	0000	0531	17002	00001	00000			0.00	0.00	1,020.00	-1,113.01			
8910Q0000	0000	0531	17003	00001	00000			-137.27	1,288.85	1,584.00	-432.42			
8910Q0000	0000	0531	17004	00001	00000			-169.08	1,885.85	2,061.00	-344.23			
8910Q0000	0000	0531	17005	00001	00000			-19.96	0.00	1,755.00	-1,774.96			
8910Q0000	0000	0531	17008	00001	00000			0.00	0.00	0.00	0.00			
8910Q0000	0000	0531	17008	00002	00000			-589.13	2,701.72	2,450.00	-337.41			
8910Q0000	0000	0531	17010	00001	00000			0.00	1,038.17	1,304.00	-279.84			
8910Q0000	0000	0531	17012	00001	00000			0.00	302.50	340.00	-37.50			
8910Q0000	0000	0531	17017	00001	00000			0.00	0.00	0.00	0.00			
8910Q0000	0000	0531	17019	00001	00000			-10.43	0.00	0.00	-10.43			
8910Q0000	0000	0531	27001	00001	00000			-23.92	4,641.84	4,423.00	194.92			
8910Q0000	0000	0531	27001	00002	00000			-1,604.80	983.00	1,968.10	-2,589.90			
8910Q0000	0000	0531	27001	00035	00000			-5,410.16	11,012.55	6,429.96	-827.57			
8910Q0000	0000	0531	27002	00001	00000			0.00	1,846.84	5,735.25	-3,888.41			
8910Q0000	0000	0531	27002	00002	00000			-1,140.20	1,351.73	2,148.05	-1,936.52			
8910Q0000	0000	0531	27003	00001	00000			0.00	256.19	1,046.75	-790.56			
8910Q0000	0000	0531	27003	00002	00000			-0.90	333.01	532.01	-199.90			
8910Q0000	0000	0531	37006	00001	00000			-1,590.45	492.84	0.00	-1,097.61			
8910Q0000	0000	0531	37007	00001	00000			-1,800.24	19,735.31	22,050.93	-4,115.86			
8910Q0000	0000	0531	37008	00001	00000			-17,082.89	87,426.36	160,775.00	-90,431.53			
8910Q0000	0000	0531	42006	00001	00000			-11,872.96	11,450.65	1,142.55	-1,564.86			
8910Q0000	0000	0531	42006	00002	00000			-1,048.85	2,756.31	2,791.45	-1,083.99			
8910Q0000	0000	0531	42009	00001	00000			-3,106.03	3,106.03	0.00	0.00			
8910Q0000	0000	0531	42009	00002	00000			-1,454.40	2,621.14	2,213.00	-1,046.76			

The detail screen should appear for the account selected.

Step 3: Viewing the Detail of an Account Strip

The screenshot shows the Skyward software interface for Leon County Schools. The main content area displays the 'Chart of Accounts' for the fiscal year 2012-2013. The account selected is 8910Q0000. The interface includes a navigation menu with options like Home, Account Management, Vendors, Purchasing, Accounts Payable, Inventory, and SBA. A search bar is also present. The main table shows account details with columns for Account Number, Beginning Balance, Debit Amount, Credit Amount, and Ending Balance. Below the table, there are expandable sections for Monthly Account Activity, Monthly Budget Activity, Detail Account Activity, Account Encumbrance Activity, Account PO Activity, Account AP Activity, Credit Card Transactions Using This Account, Account Descriptions, and Account Information. Callouts provide instructions on how to use the 'View Printable Details' link, the 'Expand All' link, and the expand/collapse icons.

Account Number	Beginning Balance	Debit Amount	Credit Amount	Ending Balance	S	Group Code	Category Code
8910Q0000 0000 0531 27001 00001 00000	-23.92	4,641.84	4,423.00	194.92			
8910Q0000 0000 0531 27001 00002 00000	-1,604.80	983.00	1,968.10	-2,589.90			
8910Q0000 0000 0531 27001 00035 00000	-5,410.16	11,012.55	6,429.96	-827.57			
8910Q0000 0000 0531 27002 00001 00000	0.00	1,846.84	5,735.25	-3,888.41			
8910Q0000 0000 0531 27002 00002 00000	-1,140.20	1,351.73	2,148.05	-1,936.52			
8910Q0000 0000 0531 27003 00001 00000	0.00	256.19	1,046.75	-790.56			
8910Q0000 0000 0531 27003 00002 00000	-0.90	333.01	532.01	-199.90			