

ACCOUNTING SYSTEM

The Leon County School District utilizes the School Based Activity Accounting (SBAA) Module in the Skyward Accounting System to manage school internal accounts. Each School Financial Accountant (SFA) is required to post all internal accounts transactions to the SBAA Module and complete the required reconciliations.

A representative from Leon County School's Finance Department is available to provide training on issues related to internal accounts and the proper usage of the Skyward Accounting Software. The SFA is responsible for obtaining the necessary training to become proficient in the use of the system. The Appendix of this manual includes a Skyward User's Manual that provides guidance and tips on proper usage of the SBAA Module.