

JOURNAL ENTRIES

Journal entries are necessary to post corrections or make adjustments to transactions in the SBAA module of the Skyward Accounting Software. All journal entries should include a description indicating the reason for the entry. At month end close out, the SFA should obtain the principal's signature on the journal entry report to evidence his/her review and understanding of all adjustments posted during the month.

Typical reasons for posting journal entries include, but are not limited to, posting interest earned, correcting posting errors with cash receipt and cash disbursements, recording bank fees and posting the receipt and collection of NSF checks.

The signed Journal Entry Report should be maintained as a part of the school's internal accounts records.