

Cash Receipts

To enter a cash receipt click on SBAA & Cash Receipts

Leon County Schools SKYWARD

Sandra Brooks Account Preferences Exit

Home Account Management Vendors Purchasing Accounts Payable **SBAA** Custom Reports Federal/State Reporting

SBAA Setup

- Chart of Accounts
- Vendor/Payor Names
- Check Request
- Cash Receipts**
- Journal Entries
- Fee Management
- Reports
- Change Entity

Bank Processing

- Check Reconciliation
- Bank Reconciliation

Purchase Order Entry

- Chart of Accounts
- Requisition Entry
- Purchase Orders
- View My Purchase Orders

Click on ADD

Leon County Schools SKYWARD

Sandra Brooks Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable SBAA Custom Reports Federal/State Reporting

Cash Receipts ☆

Filter Options Refresh

Add, Edit, Delete Cash Receipts for Entity: 0171

| Status | Receipt Number | R | E | A | E | Payor Name | Payor State | Description | Amount | Bank Account | |
|---------|----------------|---|---|---|---|-------------------|-------------|---------------------------------------|--------|--------------|---|
| History | 0000613263 | | | | | TACOT SHARON | | ALL STATE EMENTARY CHORUS FEES | 10.00 | CHECKING | Add Edit Delete Clone Notes Attach Assign Receipt Number and Print |
| History | 0000613262 | | | | | MILLARD WILLIAM | FL | CHEERS FOR PEERS | 27.00 | CHECKING | |
| History | 0000613261 | | | | | POWELL MARY | FL | WORLD'S FINEST CHOCOLATE | 48.00 | CHECKING | |
| History | 0000613260 | | | | | LEGGINS LA'EBONY | FL | HOSPITALITY DUES | 200.00 | CHECKING | |
| History | 0000613259 | | | | | TACOT SHARON | | ALL STATE CHORUS COMPETITION FEES | 20.00 | CHECKING | |
| History | 0000613258 | | | | | FEEHRER SALLY | | PTO WORLD'S FINEST CHOCOLATE FUNDRAI | 84.00 | CHECKING | |
| History | 0000613257 | | | | | WHITE CATHERINE E | FL | IMAX FIELD TRIP FOR 3RD GRADE | 8.00 | CHECKING | |
| History | 0000613256 | | | | | ALEXANDER KALA | FL | FLORIDA MUSIC EDUCATOR'S ASSOCIATION- | 2.00 | CHECKING | |
| History | 0000613255 | | | | | GEORGE DONNA | | BLUE POP FUNDRAISER | 2.00 | CHECKING | |
| History | 0000613254 | | | | | MEADOWS JENNIFER | FL | BLUE POP FUNDRAISER | 10.00 | CHECKING | |
| History | 0000613253 | | | | | JOHNSON MILDRED | | BLUE POP FUNDRAISER | 2.00 | CHECKING | |
| History | 0000613252 | | | | | WARE LEOLA | | BLUE POP FUNDRAISER | 12.00 | CHECKING | |
| History | 0000613251 | | | | | MEADOWS JENNIFER | FL | BLUE POP FUNDRAISER | 6.00 | CHECKING | |

Fill in the PAYOR (Teacher's) name

Tab to Description and fill it in

Change the date ONLY if you received the money on a different date – otherwise do not change it

Tab to Detail Receipt Entry section and type description again (copy & paste from above or it could be different)

Tab over Payment Type – we will not be using this field

Tab to Account and type a R (for Revenue). A dropdown box will appear – choose the account you are putting the money in. Please note: the first 25 accounts will show up. You can click on ACCOUNT on the left to pick a specific account or type in the line of coding.

Tab over to CREDIT column (if you use TAB it will go right there) and enter the amount. **DO NOT USE DEBIT column.**

If you are finished click on ASSIGN RECEIPT NUMBER AND PRINT or SAVE AND PRINT LATER

Cash Receipt Entry

Cash Receipt Information

Bank Account: CHECKING (CAPITAL CITY BANK)

* Payor: [dropdown]

* Description: [text box]

Receipt Amount: 0.00

* Receipt Date: 09/27/2012 Thursday

Cash Receipt Detail Line Entry

Detail Receipt Entry

Description: [text box]

Payment Type: Cash [dropdown] Check Number: [text box]

General Ledger Account [text box]

Debit Amount: 0.00 Credit Amount: 0.00

Detail Receipt Entry

Description: [text box]

Payment Type: Cash [dropdown] Check Number: [text box]

General Ledger Account [text box]

Debit Amount: 0.00 Credit Amount: 0.00

Detail Receipt Entry

Description: [text box]

If you clicked on ASSIGN RECEIPT NUMBER AND PRINT the next screen will be:

Receipt Printing

Receipt #: 000587948 Receipt ID: 000000006

Bank Account: CHECKING (SUNTRUST BANK)

Payor: BROOKS SANDRA T 104 HOFFMAN DR TALLAHASSEE FL 32312

Receipt Amount: 125.00

Receipt Date: 10/10/2011

Description: 2nd grade FT

Print Date: 10/10/2011

Entered By: BROOKS SANDRA T

| Process | Start Time | End Time | Status |
|------------------------------|------------|----------|--------|
| Updating Cash Receipt Status | | | |
| Generating Receipt | | | |
| Updating Accounting | | | |

Process Receipt and Print

Cancel Receipt Printing

Verify your information and then click on PROCESS RECEIPT AND PRINT

Cash Receipt Entry - Entity 0031 - WF\AC\CA - 7142 - 04.11.06.00.15 - Microsoft Internet Explorer provided by Leon County School

https://skyward.iscorp.com/scripts/wvisa.dll/WService=wsfinleconcotrnl/ffsbaepnt004.w

Home Page | SBAA | Cash Receipts | Cash Receipt Entry

Receipt Printing

Receipt #: 000587948 Receipt ID: 000000006

Bank Account: CHECKING (SUNTRUST BANK)

Payor: BROOKS SANDRA T 104 HOFFMAN DR TALLAHASSEE FL 32312

Receipt Amount: 125.00

Receipt Date: 10/10/2011

Description: 2nd grade FT

Print Date: 10/10/2011

Entered By: BROOKS SANDRA T

Processing Complete

Cash Receipt Processing Complete.

Display Cash Receipt

Back

Receipt Printing Complete - Press to Close

| Process | Start Time | End Time | Status |
|------------------------------|------------|----------|----------|
| Updating Cash Receipt Status | 14:17:00 | | Complete |
| Generating Receipt | 14:17:00 | | Complete |
| Updating Accounting | 14:17:00 | | Complete |

Click **DISPLAY CASH RECEIPT** to view & print the PDF & print twice – one for you and one for the teacher's receipt book

3sbrpt02.p 11-2
04.11.06.00.00

SULLIVAN ELEMENTARY SCHOOL
SBAA Cash Receipt

10/10/11
Page:1
2:17 PM

Receipt #: 000587948 Receipt ID: 000000006

Bank Account: CHECKING (SUNTRUST BANK)

Payor: BROOKS, SANDRA T. 104 HOFFMAN DR TALLAHASSEE, FL 32312

Receipt Amount: 125.00

Receipt Date: 10/10/2011

Description: 2nd grade FT

Print Date: 10/10/2011

Entered By: BROOKS, SANDRA

| Description | Payment Type | Account | Debit Amount | Credit Amount |
|--------------|--------------|---------------------------------------|--------------|---------------|
| 2nd grade FT | Cash | 8910R0000 0000 0031 37002 00004 00000 | 0.00 | 125.00 |

Close the PDF and then click on **RECEIPT PRINTING COMPLETE – PRESS TO CLOSE**

There is no VOID CASH RECEIPT in Skyward
if you need to void (reverse) a receipt you will do a Journal Entry (see Journal Entry handout)