

# Skyward Nutrition Services Year End

Last Day **Secondary School** – May 31, 2019

We recommend you make parents aware  
payments on the last day of school will be accepted until 10:00 a.m.

Clerks **must** come into Nutrition Services Office for Year-end, May 31, 2019 by 12:00 noon.

Please plan sufficient time to complete the following steps:

- Please check with your school office to be sure someone will be available to sign checks the last day of school.
- No lunch account payments made after 10:00 a.m.** (no exceptions). All payments and purchases must be in Skyward by 11:00 a.m. **Advise your school's office to inform parents, they must make payment via eFunds after 10:00 a.m. and during summer break. The office is not to accept any student's cash or check payment for lunch account during the summer break, per Accounting.**
- Breakfast served only (if you are a breakfast school)
- Run **Total Inactive Account Deficit Report** and **Total Account Deficit Report for 9<sup>th</sup> or 12<sup>th</sup> grade** and take a copy of these reports to your school office so the check can be printed and given to clerk. **Clerk will apply the payment to the accounts to zero them out.** The check **must be given** to your secretary to be deposited along with all other payments received/processed for the day.
  - After uncollectable deficit total check is issued, school clerk must apply payment to the active 9<sup>th</sup> or 12<sup>th</sup> grade deficits and inactive student deficit accounts so account balance is zero.
  - Lunch clerks runs and prints the following reports:
    - Monthly Refunds (**print, even if report shows no activity, is blank**)
    - Monthly Adjustments (**print, even if report shows no activity, is blank**)
    - Monthly Payment Total Report (**All Pages of Payment Total Report**)
    - Year End Total Inactive Account Deficit Report
    - Year End Total Active Account Deficit Report
    - Year End Total Active Account Deficit Report for 9th grade (if middle school) with deficit amounts
    - Year End Total Active Account Deficit Report for 12th grade (if high school) with deficit amounts
- 11:00 a.m. ALL CLERKS MUST BE OUT OF THE SKYWARD SYSTEM**
- Bring all of the following to **Nutrition Services by 12:00 noon.**
  - All above listed reports, even if the reports shows no activity)
  - Bring to Nutrition Services:** Copy of check written to Nutrition Services for the uncollectable deficit totals at your school. (Uncollectable Deficits = Total Inactive Account Deficits + Total Active 9<sup>th</sup> or 12<sup>th</sup> grade deficits depending on the level of school you are in) and **the check for all of May lunch payments received at your school**
  - Please sign the Close Out Sheet at Nutrition Services office**

If you have any questions, please call Lori Nichols at Nutrition Services 801-567-8767