

Skyward Nutrition Services Year End

Last Day Traditional School Elementary – May 31, 2019

Please 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:

- Check with your school office to be sure someone will be available to complete journal entries the last day of school.
- Breakfast served only (if you are a breakfast school)
- No lunch account payments accepted 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 accounts during the summer break, per Accounting.**
- Run **Total Inactive Account Deficit Report** and **Total Account Deficit Report for 6th grade Report**. Take a copy of both reports to your school secretary for a journal entry to be issued for the total amount of both reports. **Nutrition Services Revenue Code: 51 R 074 8001 1610 999 (For Journal Entry)** Principal is responsible for payment of the balance of both reports.
- PLEASE NOTE** – The clerk is not responsible for adjusting inactive student deficit and active 6th grade deficit accounts. Clerk must bring a copy of the Journal Entry (from school's office) with copies of the Total Inactive Account Deficit report and Total Active 6th Grade Account Deficit report. The account deficits are paid with the journal entry issued to Nutrition Services. **Nutrition Services will zero out these accounts.**
- Lunch clerks runs and prints the following reports:
 - Monthly Refunds (print even if report shows no active, is blank)
 - Monthly Adjustments (print even if report shows no active, is blank)
 - Monthly Payment Total Report
 - Year End Total Active Account Deficit Report
 - Year End Total Inactive Account Deficit Report
 - Year End Total Active Account Deficit Report for 6th grade
- 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**
 - Copy of journal entry** written to Nutrition Services for the uncollectable deficit totals payment (Uncollectable Deficits Amount = Total Inactive Account Deficits report + Total Active 6th grade Deficits report)
 - The journal entry must match the total of the Total Inactive Account Deficits report and Total Active 6th grade Deficit report you bring to Nutrition Services.**
- 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