

# Skyward Nutrition Services Year End

Last Day **Traditional School Elementary** – June 1, 2018

*We recommend you make parents aware payments on the last day of school will only be accepted up to 12:00 noon. Clerks **must** come into Nutrition Services Office for Year-end, June 1, 2018. 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 can be made after 12:00 noon** (no exceptions) all payments and purchases must be in Skyward by noon. **Let your office know that parents cannot make any payments after 12:00 noon, they need to advise parent to use eFunds to make payments after that time and during the summer break.**
- Run **Total Inactive Account Deficit Report** and **Total Account Deficit Report for 6<sup>th</sup> grade Report**. Take a copy of these reports to your school office so a journal entry can be prepared for the total amount to be paid by school of both reports totals combined.
- Lunch clerks run the following reports:
  - Refunds (even if report shows no active)
  - Adjustments (even if report shows no active)
  - Payment Total Report
  - Total Active Account Deficit Report
  - Total Inactive Account Deficit Report
  - Total Active Account Deficit Report for 6<sup>th</sup> grade
- 12:30 ALL CLERKS MUST BE OUT OF THE SKYWARD SYSTEM**
- ALL SCHOOLS** take the following **to Nutrition Services by 1:00 p.m.**
  - **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 6<sup>th</sup> grade Deficits report)
  - **The journal entry must match the total of the Total Inactive Account Deficits report and Total Active 6<sup>th</sup> grade Deficit report you bring to Nutrition Services.**
  - **Please sign the Close Out Sheet at Nutrition Services office**
- PLEASE NOTE** – The clerk will not be responsible for adjusting inactive student deficit and active 6<sup>th</sup> grade deficit accounts. Clerk must bring a copy of the uncollectable deficits journal entry (from school's office) with copies of the Total Inactive Account Deficit report and Total Active 6<sup>th</sup> Grade Account Deficit report. These account deficits will be paid by the journal entry to Nutrition Services. **Nutrition Services will zero out these accounts.**

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