

## Family Access Tutorial in Spanish

Breaking News! There is now a Spanish tutorial available on [jordandistrict.org](http://jordandistrict.org) for lunch and student fee web payments. It can be found by navigating to Parents & Students, [Family Access \(Skyward\)](#), Lunch and Fee Payments.

## SKYWARD FINANCE

**21 Fund Summary Budgetary Data Mining Report:** If you run the 21 Fund Summary report during July, the balances will not be correct until after Accounting has rolled June balances over to 2023-24 later this month.

**Cash Receipts and Journal Entries:** **Make sure you are selecting 2024-25 when you add cash receipts and journal entries.** You will continue to see the option for 2023-24 until October, which is when we will close out the 2023-24 year. Please review your cash receipts and journal entries that are in batch or WIP status. If any cash receipts are in 2023-24, then please edit them and change the year to 2024-25. The fiscal year cannot be changed on journal entries, so you'll need to delete the 2023-24 journal entries that are in batch, submitted or WIP status and re-enter them.

## SKYWARD STUDENT

### Rollover and Pre-transfers

Rollover has been completed which means the new 2024-25 school year is now our "current" school year. Pre-transfers have been turned off, so marking a student inactive on the Entity tab or making changes to the School Path tab will not remove a student's entry record at your school. See the [2024-25 No Show Guidelines](#) to follow when you are notified a student will not be attending your school for the 2024-25 school year.

Please remember, when entering new students for the 2024-25 school year, use the entry date of 08/20/2024.

### Family Access Bill Codes Setup

Check your Family Access Bill Codes Setup (go to *Student Management, Administration, Fee Management, Setup, Configuration, Family Access Bill Codes Setup*). If there is a bill code in this setup, then parents will be able to add a charge and pay for it through Family Access. ***If you haven't already, do this as soon as possible! Parents can pay for items found in your Family Access Bill Codes Setup whether your Registration for Schools window is open or not.***

As you update your FA Bill Codes, please *include your school initials at the beginning of the 'Explanation', especially to your registration and memory book/yearbook bill codes*. After the pre-enroll process begins in January, parents can accidentally add fees for their student's next year entity. Every year we run into middle school parents who accidentally purchase high school yearbooks when they think they are purchasing a middle school memory book. See the following example.

The screenshot shows a web form titled "Family Access Bill Code Setup Maintenance". The form contains the following fields and options:

- Allow Add In: Current Year (2021) (dropdown menu)
- Entity: 703 COPPER HILLS HIGH (text field with a help icon)
- Bill Code: \*Yrbk CHHS Yearbook (text field)
- 2021 bill code does not require full payment in family access. (checkbox, checked)
- Allow parents to add this fee to their account multiple times (checkbox, unchecked)
- Explanation: CHHS YEARBOOK (text field)

At the bottom of the explanation field, it says "Maximum characters: 100, Remaining characters: 87". A red arrow points to the "CHHS" part of the explanation field.

## Bill Codes

Path: *Student Management, Administration, Fee Management, Setup, Codes, Bill Codes*

Your 2021-22 bill codes were copied over to your 2022-23 bill codes. Before the first day of Registration for Schools **verify your 2023-24 bill codes**. Make sure the account distribution information is correct and the bill code amounts are correct. You may inactivate any bill codes you no longer need.

A couple of reminders about Bill Codes:

Require full payment in Family Access: Checkmark this if you wish to require full payment in Family Access.

Trigger auto email: If checked, an email will automatically be sent to the guardian when a fee is added to a student's fee activity.

**Bill Code Maintenance**

Bill Code Maintenance

Bill Code: \*REGISTR

Entity: 703 - COPPER HILLS HIGH

School Year: 2021-22

Bill Code Type: G - General

\* Short Description: Registration 22

\* Long Description: CHHS Registration 2021-22

Bill Amount: 105.00

Use sales tax

This fee can be waived

Require full payment in Family Access

Use payment plan

Trigger auto emails

Status: Active

## Mass Adding Fees

Path: *Student Management, Administration, Fee Management, Mass Fee Creation, Mass Fees, General Fees*

You can mass add registration fees to all students. Most schools prefer to wait until the day before your Registration for Schools window opens, but it's a personal preference.

- Some schools found that if they added the registration fee early to the students, the parents think when they pay the fee, they have done everything that needs to be done, and then they don't complete the Registration for Schools.
- Another reason to wait is there's less deleting of fees for the students who withdraw after you mass added the fees.

**After you have mass added fees, don't forget to remove the fee if a student is withdrawn or no-showed before school begins. You'll want to have good communication with the office that manages withdraws and no-shows.**

## Mass Adding Course Fees

Do not mass add course fees until after the first couple weeks of school.

Don't hesitate to call me if you need help. You can also access documentation for Bill Codes/Mass Add Fees/Family Access Bill Codes/Fee Groups by [clicking here](#). Alternatively, you can access the tutorial on the Information Systems Gateway at [is.jordan.k12.ut.us](http://is.jordan.k12.ut.us). Select *Documentation*, then open the *Student Fees* folder.

Thanks for ALL that you do!