

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 6th 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 6th grade
- ☐ **12:30 ALL CLERKS MUST BE OUT OF THE SKYWARD SYSTEM**
- ☐ **ALL SCHOOLS** take the following **to Nutrition Services by 1:00p.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 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**
- ☐ **PLEASE NOTE** – The clerk will not be responsible for adjusting inactive student deficit and active 6th 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 6th 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

Skyward Nutrition Services Year End

Last Day **Secondary School** – 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:

- ☐ 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 can be made after 12:00 noon** (no exceptions). All payments and purchases must be in Skyward by noon. **Advise office to inform parents trying to make payment to please use eFunds after 12:00 noon.**
- ☐ Breakfast served only (if you are a breakfast school)
- ☐ Run **Total Inactive Account Deficit Report** and **Total Account Deficit Report for 9th or 12th grade** and take a copy of these reports to your school office so the check can be prepared.
 - ☐ After uncollectable deficit total check is issued, school clerk must apply payment to the active 9th or 12th grade deficits and inactive student deficit accounts so account balance is zero.
 - ☐ Lunch clerks run the following reports:
 - Refunds (even if report shows no activity)
 - Adjustments (even if report shows no activity)
 - Payment Total Report
 - Total Inactive Account Deficit Report
 - Total Active Account Deficit Report
 - Total Active Account Deficit Report for 9th grade (if middle school) with deficit amounts
 - Total Active Account Deficit Report for 12th grade (if high school) with deficit amounts
- ☐ **12:30 ALL CLERKS MUST BE OUT OF THE SKYWARD SYSTEM**
- ☐ Take all of the following to **Nutrition Services by 1:30 p.m.**
 - All above listed reports
 - **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 9th or 12th grade deficits depending on the level of school you are in) and **the check for all of June 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

Skyward Nutrition Services Year End

Last Day Year-Round School Elementary – July 3, 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, July 3, 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 6th 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 total combined.
- ☐ Lunch clerks run the following reports:
 - Refunds (print report even if it shows no activity)
 - Adjustments (print report even if it shows no activity)
 - Payment Total Report
 - Total Active Account Deficit Report
 - Total Inactive Account Deficit Report
 - Total Active Account Deficit Report for 6th grade
- ☐ **12:30 ALL CLERKS MUST BE OUT OF THE SKYWARD SYSTEM**
- ☐ **ALL YEAR ROUND 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 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**
- ☐ **PLEASE NOTE** – The clerk will not be responsible for adjusting inactive student deficit and active 6th 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 6th 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