SBAA – Best Practices

Presented By:

Jami Mayfield

Customer Success

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Welcome to Skyward Academy

SBAA: Best Practices

- What is SBAA and who uses it?
- How to add users to access SBAA?
- Processes
  - Check Requests Tips & Tricks
  - Cash Receipts Tips & Tricks
  - Bank Rec Tips and Tricks
- Conclusion

SBAA Overview

SBAA Overview

- SBAA stands for School Based Activity Accounting
- It is a web based financial system to track Student Activity accounts that are maintained for each individual entity (school) in a district
- Each Entity (school) has the ability to maintain their own accounts, vendors, requisitions, check requests, cash receipts, bank recs and reports for student activities that are independent of the day to day operations of the district.
- These are usually maintained by employees working in the individual entity (school secretaries or club sponsors)

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Adding Users

- First they must have access to the Skyward Software, so they must be in an SBAA security group

- Go to web, Product Setup, Skyward Contact Access, Security Groups, Web Financial Management
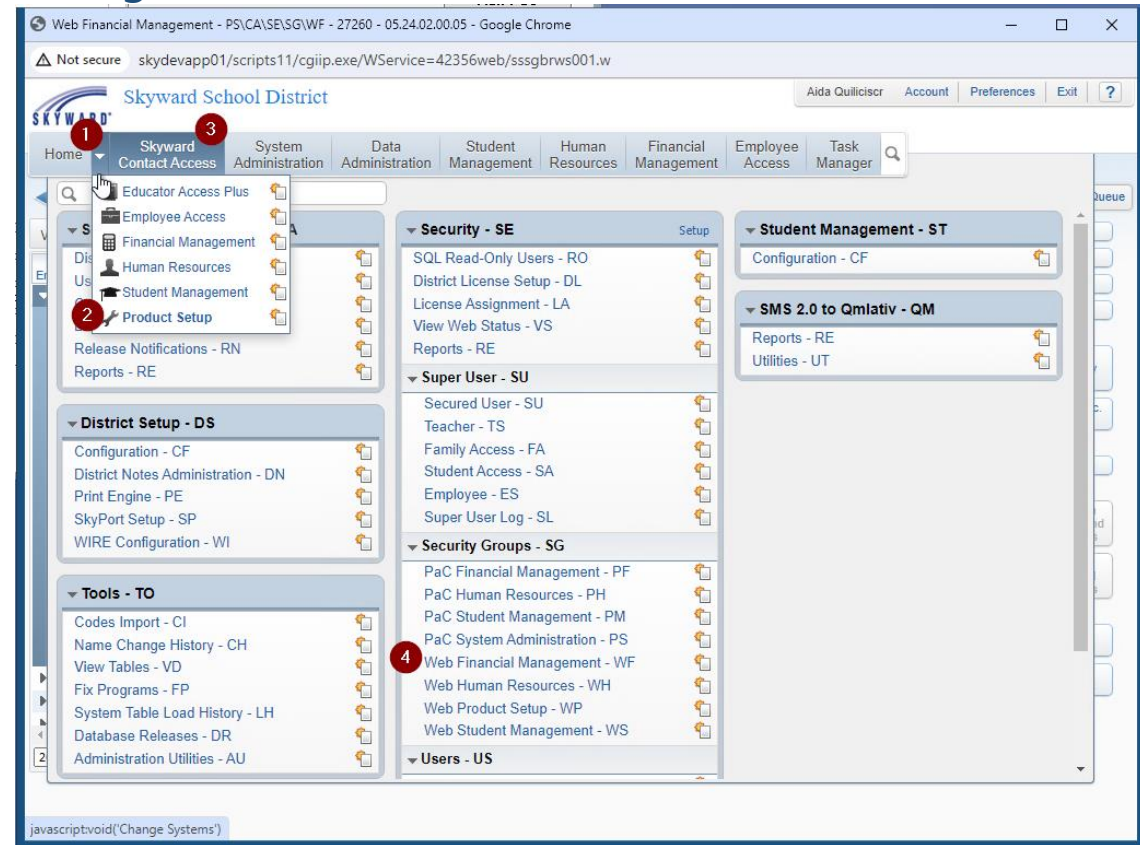
SBAA Adding Users

Adding Users

- You should already have an SBAA access security group setup, and that security group must have access to "change entity"

- Expand arrow to the left and click on user selection

SBAA Adding Users

Adding Users

- Now they have access to the SBAA software, but you still need to give them access to the Entity

- We will go to web, Financial Management, SBAA, Setup, Configuration, SBAA Entity Setup
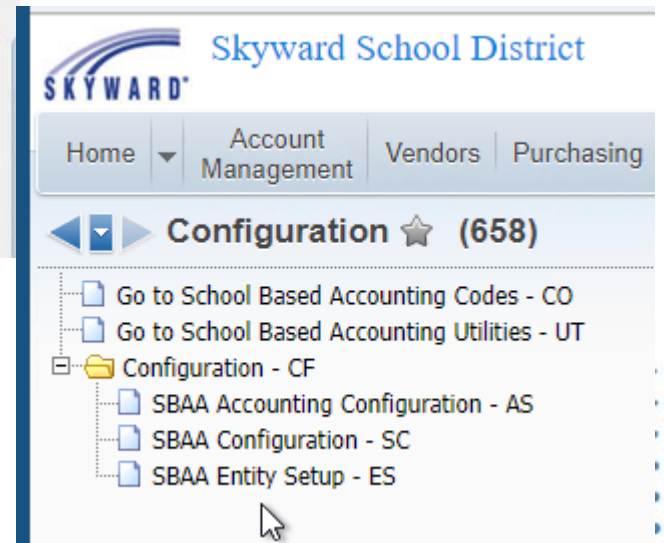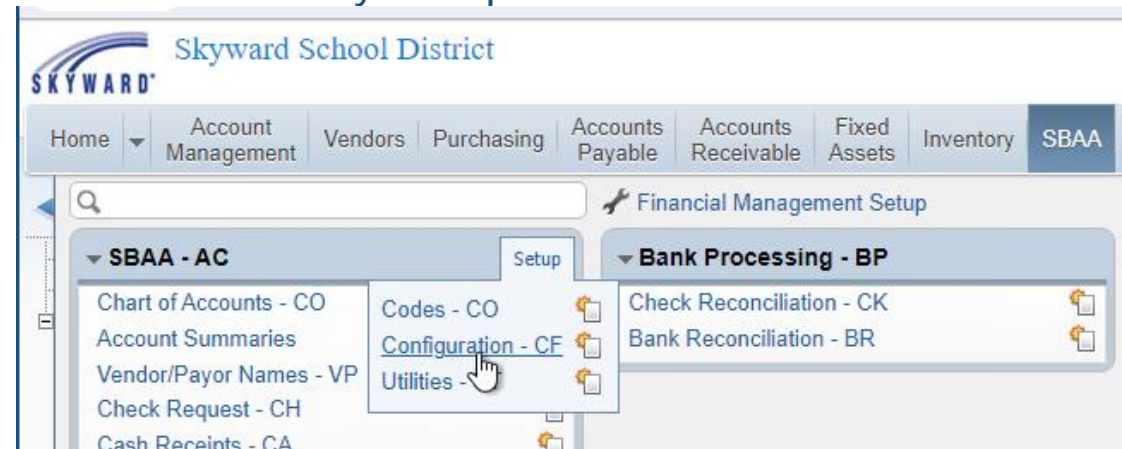
SBAA Adding Users

Adding Users

- Then expand arrow next to the entity to which the new user needs access and go to People who can use this entity and click on Add users and select the new user

SBAA Adding Users

Adding Users

- If you use Req/Po Groups in SBAA, you will also need to expand the arrow next to PO Groups, then expand the arrow next to the PO groups the user needs and add the user to the PO Group

SBAA Adding Users

Check RequestsTips & Tricks

- SBAA Entity setup controls how many lines you are able to enter on one check request:

- If Use Check Request Condensed Voucher Format is set to NO – you can only enter 10 lines on a check request

- If it is set to YES you can enter 25 lines on a check request

Check RequestsTips & Tricks

- Pay attention to the 1099 FLAG during check requests.
- If you pull in a vendor who is setup to receive a 1099 – the flag will be automatically checked:

- Pay attention to the 1099 FLAG during check requests.
- If you pull in a vendor who is NOT setup to receive a 1099 – the flag will be not be checked:

Check RequestsTips & Tricks

Check RequestsTips & Tricks

- You do have the ability to CLONE a check request:

Check RequestsT ips & Tricks

- The check date will pull in as todays date, and the description, invoice number, invoice date, amount and account number will pull in from the original

- You will probably have to change the invoice number, invoice date, etc.   But you won't have to look up the account number

Cash receipts Tips & Tricks

- If you need to reverse a cash receipt, you can clone the transaction and then change how they are posting:

- The cloned transaction comes in exactly the same as the original entry, so if we are trying to reverse it we need to move the $1,000 credit to $1,000 debit

Cash receipts Tips & Tricks

Cash receipts Tips & Tricks

- Reversal looks like this:

Cash Receipt Entry - Entity 100 - WF\AC\CA - 7142 - 05.24.02.00.05 - Google Chrome

⚠ Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/fsbaeedit007.w?isPopup=true

Cash Receipt Entry (127)

[Assign Receipt Number and Print]
[Save and Print Later]
[Back]

Cash Receipt Information

Bank Account:	Checking (Bank-001)
* Payor:	ABEITASCR ADA 1204 S. Orchard LOUISVILLE KY 40223
* Description:	STUDENT ACTIVITIES ENDOWMENT
Receipt Amount:	-1,000.00
* Receipt Date:	04/01/2024 Monday

Cash Receipt Detail Line Entry

Detail Receipt Entry

Description: ABEITASCR ENDOWMENT APRIL 2022

Payment Type: Other   Check Number:

General Ledger Account		Debit Amount	Credit Amount	Taxable
Account:	R 1210 000 000 - BACK TAXES/UNASSIGNED $	1,000.00	0.00	☐

Detail Receipt Entry

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SBAA
Bank Reconciliation Process

Back to Basics

Bank Rec

Pulls the monthly beginning balance to SBAA & allows reconciliation against the bank statement.

What does bank rec include?

Specific to the account being reconciled and entity:

- Checks
- Deposits
- Journal Entry Transactions
- Fee Management Deposits

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Separated by Entity

Double check entity where the bank reconciliation is being created.

Bank Reconciliation (150)

Bank Statement Closing Date: 03/31/2022
Bank: Checking (Bank-001)
Cash Account: 98 A 0000 000 1000 000
Reconciled: no   Reconciled By:

The top of the reconciliation identifies the who, what, where, when of the reconciliation being completed.

3 Separate Sections

Reconcile your Bank Statement Balance

1. **Bank statement information**

2. **SBAA Cash balance**

3. **The variance between the bank and Skyward.**

Adjusted Bank Statement Balance: 1,089.11

SBAA Ending Cash Balance as of 03/31/2022

Previous Month Ending Balance:		219.11
Items from Skyward Transactions		
Less Checks:	65.00	
Plus Cash Receipt Deposits:	1,000.00	
Plus Fee Management Deposits:	0.00	
Plus Journal Entry Transactions:	0.00	
Subtotal of Skyward Transactions:		935.00
Month End Balance:		1,154.11
Variance:		65.00

Reconcile your Bank Statement

Bank Reconciliation (150)

Bank Statement Closing Date: 03/31/2022
Bank: Checking
Cash Account: 98 A 0000 000
Reconciled: no

Enter your statement balance

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement: 1,355.00

Items Not Listed on this Statement

Less Checks: 265.89

Checks printed through 3/31 that have NOT cleared.

Subtotal of Skyward Transactions not on Statement: -265.89
Less Manual Adjustments: 0.00
Adjusted Bank Statement Balance: 1,089.11

Reconcile your Bank Statement

Reconcile your Bank Statement

SBAA Cash Balance

Plus Journal Entry Transactions: 0.00

Subtotal of Skyward Transactions not on Statement

Less Manual Adjustment

Adjusted Bank Statement Balance

This should be the ending balance from the previous month.

SBAA Ending Cash Balance as of 03/31/2022

Previous Month Ending Balance: 219.11

Items from Skyward Transactions

Bank Statement Closing Date ▼	R	Bank	Statement Balance	Adjusted Bank Statement Balance	Variance	Beginning Cash Balance	Month End Balance
▶ 03/31/2022		Checking (Bank-001)				219.11	1,154.11
▶ 02/28/2022	Y	Checking (Bank-001)				0.00	219.11

SBAA Cash Balance

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SBAA Cash Balance

SBAA Cash Balance

SBAA Cash Balance

Bank Reconciliation (150)

Bank Statement Closing Date: 03/31/2022
Bank: Checking (Bank-001)
Cash Account: 98 A 0000 000 1000 000
Reconciled: no   Reconciled By:

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement:	
Items Not Listed on this Statement	
Less Checks:	
Plus Cash Receipt Deposits:	0.00
Plus Fee Management Deposits:	0.00
Plus Journal Entry Transactions:	0.00
Subtotal of Skyward Transactions not on Statement:	
Less Manual Adjustments:	
Adjusted Bank Statement Balance:	1,089.11

SBAA Ending Cash Balance as of 03/31/2022

Previous Month Ending Balance:	

SBAA Ending Cash Balance as of 03/31/2022   1,154.11

Less

Reconcile your Bank Statement Balance   1,089.11

Equals

Variance: 65.00

Month End Balance: 1,154.11

Variance: 65.00

~ Errors ~

How to Fix Mistakes
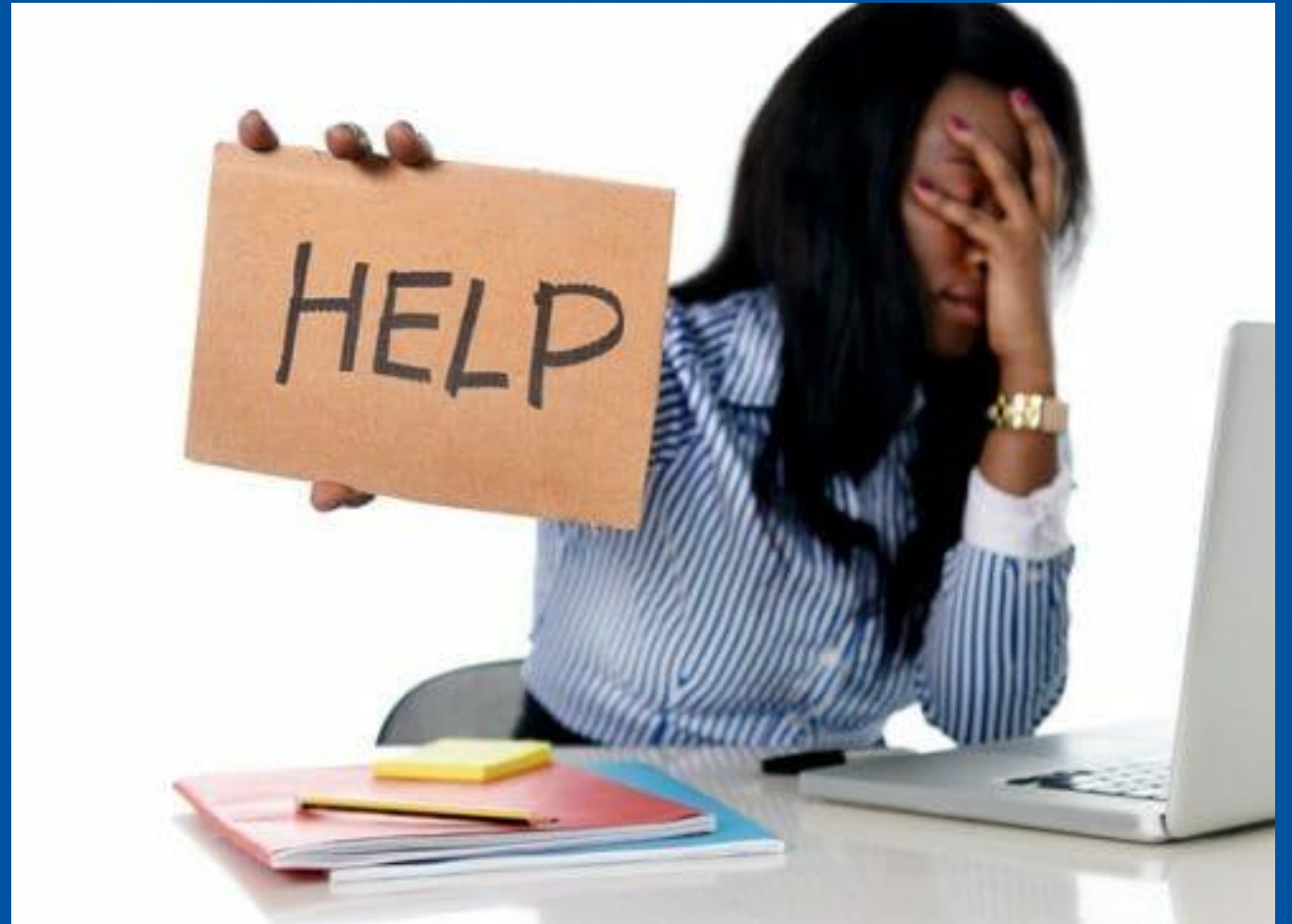
Why is there a variance?

1. Double check the items not listed on the bank statement (both with & without a statement date).
   a. Click on hyperlink in bank reconciliation.

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement:

Items Not Listed on this Statement

Less Checks: 265.89

Bank Reconciliation (124)

Total Checks on Statement: 0.00   This browse allows you to select the Checks that are on this statement.

Total Checks Not on Statement: 265.89   Statement Date to apply when clearing checks without a statement date: 03/31/2022

Views: General ∨   Filters: All Checks Clone (2)   ∨

Check Number ▲	Check Date	On Stmt*	Check Amount	V	Payee	Statement Date
000001000	03/31/2021	☐	125.89		BERTOLINISCR, BER	
000001001	03/31/2021	☐	75.00		LIZAS FLOWERS	
000001005	03/15/2022	☐	65.00		LIZAS FLOWERS	

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Why is there a variance?

1. Double check the items not listed on the bank statement (both with & without a statement date).
   a. Click on hyperlink in bank reconciliation.
   b. Check Reconciliation screen.

Why is there a variance?

Check Reconciliation Ranges

Entity: 100
* Bank Account: Checking (Bank-001)
Check Types: ☑ R = Regular ☑ V = Void
Display Checks: With or without a statement date ▾

	Low	High
Statement Date Range:	Entered Date Range ▾	
Statement Date:	01/01/1900	12/31/2999
Check Number:	000000000	999999999
Vendor Key:		ZZZZZZZZZZZ
Check Date Range:	Entered Date Range ▾	
Check Date:	01/01/1900	12/31/2999
Check Amount:	0.00	999,999,999.99
Print/Post Date Range:	Entered Date Range ▾	
Print/Posted Date:	01/01/1900	03/31/2022

1. Double check the items not listed on the bank statement (both with & without a statement date).

   a. Click on hyperlink in bank reconciliation.
   b. Check Reconciliation screen.
   c. Run check reconciliation report.

   SBAA > SBAA > Reports > Entity Reports > Check Reconciliation Report.

Why is there a variance?

c. Run check reconciliation report.

SBAA > SBAA > Reports > Entity Reports > Check Reconciliation Report.


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3sbrpt07.p 06-4                              SBAA ELEMENTARY                        04/08/22        Pag
05.22.02.00.00                         SBAA Check Reconciliation Report                              8:53


Description: SBAA Entity 100 Check Reconciliation Report - Bank Rec Report


  Bank Account: Checking                         (Bank-001)


Check Nbr  Void       Check Amount  Check Date  Vendor Name                          Statement Date  Prt/Post Dt  Check Request ID
000001000                 125.89  03/31/2021  BERTOLINISCR, BERTHA                     03/31/2021              000002602
000001001                  75.00  03/31/2021  LIZAS FLOWERS                            03/31/2021              000002603
000001005                  65.00  03/15/2022  LIZAS FLOWERS                            03/15/2022              000002614




            265.89     3 Regular Checks




* A void check record exists for this check.


  ************************ End of report ************************
```

What should be done if there is still a variance?

Run the Account Ledger Report

Description: SBAA Entity 100 Acct. Ledger Report - Bank Rec Acct Ledger

Account/Description				Mar. 1, 2022 Beginning Balance	Posted SBAA Cash Receipts	Posted SBAA Check Requests	Posted SBAA Journal Entry	Posted SBAA Fee Management	SBAA PO Remaining Amt	Mar. 31, 2022 Ending Balance
Post Date	Source	Sub Source	Description							
98 A 0000 000 1000 000										
UNASSIGNED				219.11	1,000.00	65.00CR	0.00	0.00	0.00	1,154.11
03/01/2022	CR	AU	Cash Sum SBA Cash Receipt 3		1,000.00					
03/15/2022	AP	CDCC-SBA	Cash Sum SBA Check Nbr 1005			65.00CR				
			Total Asset Accounts:	219.11	1,000.00	65.00CR	0.00	0.00	0.00	1,154.11
98 L 0901 000 1000 000										
0901SCR/UNASSIGNED				7.14CR	0.00	0.00	0.00	0.00	0.00	7.14CR
			Total Liability Accounts:	7.14CR	0.00	0.00	0.00	0.00	0.00	7.14CR
98 Q 0000 000 1000 000										
UNASSIGNED				0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Q 1000 000 1000 000										
UNASSIGNED				125.89	0.00	0.00	0.00	0.00	0.00	125.89
98 Q 1010 000 1000 000										
1010SCR/UNASSIGNED				75.00	0.00	65.00	0.00	0.00	0.00	140.00
03/15/2022	AP	AU	Exp Sum SBA Check Nbr 1005			65.00				
98 Q 1110 000 1000 000										
1110SCR/UNASSIGNED				150.00CR	0.00	0.00	0.00	0.00	0.00	150.00CR
98 Q 1210 000 1000 000										
1210SCR/UNASSIGNED				262.86CR	1,000.00CR	0.00	0.00	0.00	0.00	1,262.86CR
03/01/2022	CR	AU	Rev Sum SBA Cash Receipt 3		1,000.00CR					
			Total Equity Accounts:	211.97CR	1,000.00CR	65.00	0.00	0.00	0.00	1,146.97CR
98 R 1110 113 1000 403										
TAX LEVIED/PART TIME/403SCR				0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 R 1210 000 1000 000										
BACK TAXES/UNASSIGNED				0.00	1,000.00CR	0.00	0.00	0.00	0.00	1,000.00CR
03/01/2022	CR		SBA Cash Receipt 3, ABEITASCR ENDOWMENT		1,000.00CR					

Account/Description	Mar. 1, 2022 Beginning Balance	Posted SBAA Cash Receipts	Posted SBAA Check Requests	Posted SBAA Journal Entry	Posted SBAA Fee Management	SBAA PO Remaining Amt	Mar. 31, 2022 Ending Balance
Post Date Source Sub Source Description							
98 R 1210 000 1000 000	...continued						
MARCH 2022							
Total Revenue Accounts:	0.00	1,000.00CR	0.00	0.00	0.00	0.00	1,000.00CR
98 E 1000 112 1000 200							
INSTR/FULL TIME SUB/200SCR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 E 1010 000 1000 000							
OTHER /UNASSIGNED	0.00	0.00	65.00	0.00	0.00	0.00	65.00
03/15/2022 AP SBA Check Nbr 1005, Winter Athletic Awards Night			65.00				
Total Expense Accounts:	0.00	0.00	65.00	0.00	0.00	0.00	65.00
Total Asset Accounts:	219.11	1,000.00	65.00CR	0.00	0.00	0.00	1,154.11
Total Liability Accounts:	7.14CR	0.00	0.00	0.00	0.00	0.00	7.14CR
Total Equity Accounts:	211.97CR	1,000.00CR	65.00	0.00	0.00	0.00	1,146.97CR
Total Revenue Accounts:	0.00	1,000.00CR	0.00	0.00	0.00	0.00	1,000.00CR
Total Expense Accounts:	0.00	0.00	65.00	0.00	0.00	0.00	65.00
Grand Total:	0.00	1,000.00CR	65.00	0.00	0.00	0.00	935.00CR

* * * * * * * * * *

SBAA Ending Cash Balance as of 03/31/2022

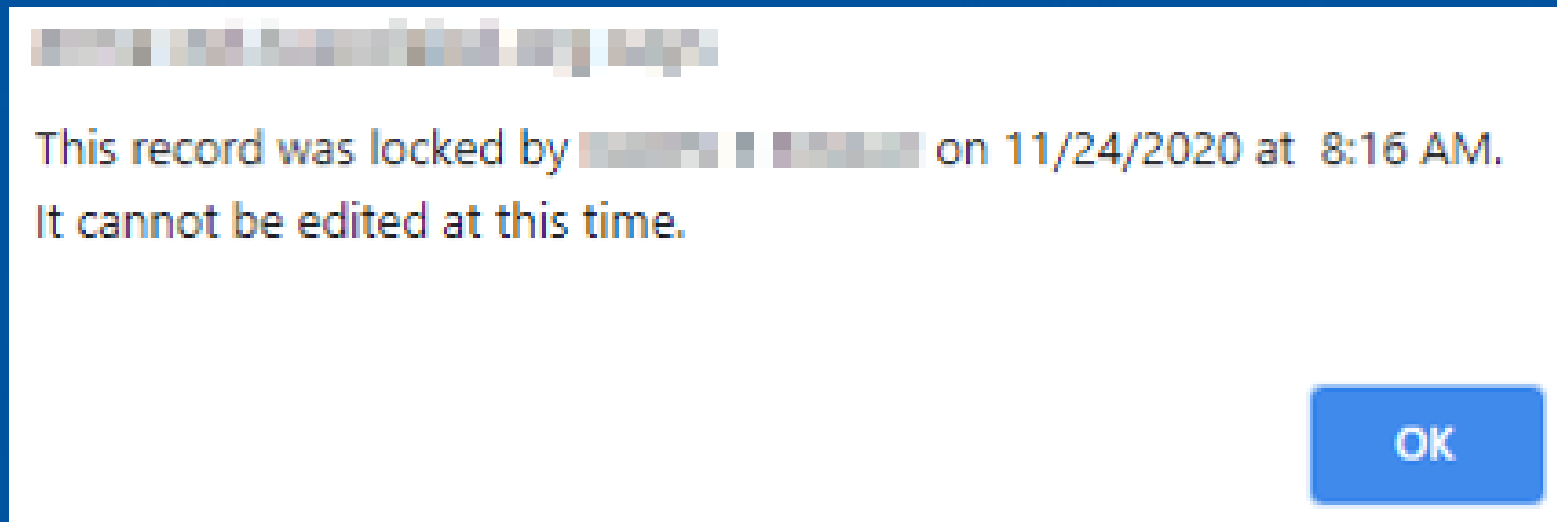|	
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Subtotal of Skyward Transactions:	935.00
Month End Balance:	1,154.11

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Posting Date Errors may correct themselves the following month – can enter manual adjustment with a note

Look for batch locks in SBAA

Bank reconciliation has a processing lock.

This record was locked by [REDACTED] [REDACTED] on 11/24/2020 at 8:16 AM.
It cannot be edited at this time.

OK

Bank rec has a processing lock.

Cash receipt flagged as on statement but isn't on the bank statement.

Correcting Cash Receipts in Bank Rec

Correcting Cash Receipts in Bank Rec

QUESTIONS?