



ACTIVITY FUND ACCOUNTING MANUAL

Updated July 1, 2023



**Mansfield Independent School District
Office of Associate Superintendent of Business and Finance**

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July 1, 2023

School Administrators
Mansfield Independent School District
Mansfield, Texas

Mansfield Independent School District's *Activity Fund Accounting Manual* has been revised as of July 2023. You are responsible for ensuring that you and your staff follow the revised procedures.

This manual is the stated regulations of the Mansfield Independent School District administration and is to be followed for all transactions involving activity funds at your campus. Any questions or comments regarding the implementation of activity fund regulations and procedures should be directed to the activity accountant. Your comments and suggestions are always welcome.

Your cooperation in ensuring the procedures in this manual are applied throughout the year consistently across the District ensures that the resources of the District as a whole are properly accounted for and protected. As always, your ongoing commitment is greatly appreciated.

Sincerely,

Michele Trongaard, CPA, RTSBA, SFO
Associate Superintendent of Business & Financial Services

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General Policy

A. Definition and Purpose of Activity Fund

Activity funds are defined as funds consisting of resources received and held by the school as trustee to be expended or invested in accordance with conditions of the trust. Specifically, they are funds accumulated from various school-approved money-raising activities and the receipt of student dues or fees, vending commissions, investment interest and donations. These funds are to be used to promote the general welfare of the school and the educational development and morale of all students. All funds collected by District personnel from students are defined as activity funds and must be handled through the activity funds accounts.

B. Responsibility for Activity Funds

The **principal** at each campus is personally responsible for the proper collection, disbursement and control of all activity funds at the school. All MISD employees are required to follow the rules prescribed in this manual. Failure to follow the rules is cause for disciplinary action including termination. This responsibility includes:

1. Providing for the safekeeping of monies
2. Proper accounting and administration of transactions
3. Approval of expenditure of funds in compliance with Board policy (CFD local) and District guidelines as outlined in this manual
4. Adequate training and supervision of all personnel designated by the principal to administer activity funds

The **school secretary/bookkeeper** is responsible for maintaining an adequate supply of various activity fund forms. This person is responsible for issuing numbered cash receipt books as needed to teachers and other persons authorized by the school principal. This individual must keep a distribution record of all receipt books issued, which is part of the official activity fund records. The school secretary/bookkeeper is commonly responsible for the depositing of activity funds into the bank, accounting and reporting for activity fund activities and cash management. For simplification purposes, this role is referred to throughout this document as bookkeeper.

The **individual activity fund sponsors** are responsible for managing their respective activity funds. This responsibility can include developing fund raising plans, monitoring the financial position of the activity fund, reviewing the activity fund financial statements, safekeeping activity fund money until it is deposited by the District, properly filing meeting minutes with campus bookkeeper/secretary and other fiduciary responsibilities.

The principal and campus personnel are not responsible for funds collected, disbursed and controlled by parents, patrons and booster or alumni organizations. These funds should not be accounted for in a District's activity funds (i.e., PTA, Parent Teacher Organizations, athletic and band boosters clubs, etc.). Although such groups or activities are closely related to school functions or events, officers of the outside group itself should handle funds.

C. Activity Fund Types

1. **Campus Activity Funds (CAF)** – Consist of funds generated locally at the school or donated to the school controlled directly by the principal and used for the general welfare of the school and the morale of all the school's students. These funds include the "GA" accounts such as general or school operations, fundraisers,

pictures, etc. These funds are accounted for in Fund 461 and are considered District funds. Campus activity funds are considered local, public funds. The expenditure of these funds must comply with board policy (CFD local) and guidelines outlined in this manual.

All policies that apply to the administration of District funds also apply to the administration of campus activity funds; therefore, expenditures of funds must be in compliance with all applicable federal and state laws and local Board policy and administrative guidelines.

- a. Cumulative expenditures for \$50,000 or greater require Board approval and must go through District bid procedures.
 - b. Items may not be “split” on two or more orders to circumvent this policy. If there are no approved vendors for the commodity, quotations from non-approved vendors are acceptable.
 - c. Sound business practices should be used when making these purchases and are subject to internal audit. Competitive bid laws are designed to guard against favoritism, improvidence, extravagance, fraud, conflict of interest and corruption and to foster honest competition so that a political subdivision obtains the best goods and services at the lowest possible price. All purchased regardless of dollar amount should follow this rule. If there are no approved vendors for the commodity, quotations from non-approved vendors are acceptable.
 - d. The purchasing department is available as a resource at any time the campus needs assistance in making a purchase. Many times the purchasing department can save the campus money by using certain approved vendors. Please be aware of this resource and utilize it.
2. **Student Activity Funds (SAF)** – Consist of funds generated by specific student groups, not by the District or campus. These funds include the “SA” accounts such as band, senior class, student council and various clubs, etc. These funds are accounted for as agency funds in Fund 865 and are not owned by the District. Student activity funds are not subject to purchasing and bid laws; they belong to the students. However, please check with the purchasing department for approved travel vendors that must be used.

The student group controls decisions about the expenditure of these funds with the assistance and supervision of a District sponsor. Sponsors of these organizations have fiscal responsibility to ensure proper collection, proper expenditure of funds and professional stewardship and guidance in operational/financial matters. All sponsors must be familiar with policies and procedures in this manual.

The basic purpose for raising and expending activity funds that belong to a particular student group must be for the direct benefit of the students belonging to that group or for the general benefit of the school as a whole (e.g., Senior Class campus beautification project). Within this scope, funds are to be used for financing the purchase of supplies, services, equipment and activities that add to the general welfare of the group members. The following guidelines apply to student activity funds:

- a. Student activity funds are to be used to finance a program of non-curricular school activities augmenting, but not replacing, the activities provided by the District.
- b. Projects for the raising of student activity funds shall contribute to the educational experience of students.
- c. Before purchase or requisition of goods and services, the organization’s treasurer, the sponsor and the campus principal must approve the expenditure on the *requisition approval form*. Backup must include meeting minutes authorizing expenditure.

- d. The faculty sponsor must submit all monies collected by student groups on a daily basis to the campus bookkeeper.
 - e. School personnel who are associated with student activity funds could be responsible for replacement of money lost or improperly spent.
3. **Faculty Funds** - Consist of funds generated solely by and used for the specific purpose of benefiting faculty members, commonly known as Sunshine/Flower Funds. Faculty funds must be accounted for in a separate account established specifically for that purpose. Faculty funds may be spent in any manner that is approved by the principal as long as the expenditure falls within the boundaries of District policy. However, based on the political ramifications of misusing student activity funds, the best advice concerning the depositing and expending of faculty funds is to proceed with caution.

Not only must a campus be careful how faculty funds are expended (i.e., in accordance with prescribed District policy and overall philosophy), but campus personnel must make certain that only faculty funds are deposited to the faculty account. In the event faculty funds are misused, or if student funds are inappropriately diverted to the faculty account, a shadow of doubt is cast on all faculty members associated with the campus and disciplinary actions may be taken.

All expenditures for hospitality, condolences or other purpose, which is for the sole benefit of the faculty, should be paid out of faculty funds. These funds may be contributed by the school faculty/staff members voluntarily or generated from designated faculty fundraisers such as campus night at a local restaurant. Faculty fundraisers must be advertised as such and the campus must be able to show proof the public is aware the fundraiser supports faculty.

Faculty funds may be expended at the staff's own discretion with principal approval. It is best policy for the campus to form a committee that makes decisions and approvals concerning the use of faculty funds. Faculty funds are not subject to purchasing and bid laws because they are not considered District funds; they belong to the faculty. However, this fund must follow the District policy of no gift cards.

The sales tax exemption cannot be claimed for purchases from this fund.

D. Accounting for Receipts and Disbursements

Receipts must be accounted for according to how the money was raised. Disbursements must be accounted for according to how the money was expended. As an example, if the student council conducts a fundraiser, proceeds from that fundraiser must be recorded under the student council activity fund account. Likewise, if the student council subsequently votes to purchase new benches for the campus corridor, this expenditure must be recorded under the student council account. In all cases the appropriate level of supporting documentation must be retained for audit purposes for all transactions involving activity funds.

E. Purpose of Control Procedures

School personnel are placed in a position of extraordinary trust by parents and students when student funds are placed in their care. Adequate measures to control these student funds will assure parents and students that the funds are being handled properly. It is for the purpose of providing this assurance and protection that activity fund control procedures have been established.

The various control procedures are also designed to help protect the individuals who work with activity funds. Each step in the control procedures (writing and delivering cash receipts, preparation of purchase orders, maintaining accounts, reconciling accounts in a timely manner, etc.) plays a vital part in the overall system of

controls. Strict adherence to control procedures is the “safe harbor” of protection for all individuals who work with activity funds.

An adequate system of controls that is appropriately followed casts a favorable perception to the community concerning the individuals associated with activity funds, as well as the entire campus and the District as a whole.

F. Reviews of Activity Fund Records

The activity fund financial records and procedures of all schools will be subject to review at any time throughout the year with little or no advance notice to the campus. These reviews will be performed by MISD accounting staff or a professional contracted auditor and reviewed by the District's "outside" independent auditors. The independent auditors may perform additional test work on various activity funds during their annual audit of the District's financial statements. Written responses to the audit reports may be required from the auditors. The responses should describe actions that will be taken to correct any deficiencies or errors noted in the audit report.

Upon entering a new assignment, a principal should study the activity fund records and the most recent auditor's report related to the activity funds at their new school. The principal should determine the financial condition of their activity funds and become aware of any deficiencies or errors noted by the auditor. Since principals are charged with custodial responsibilities for their activity funds, they should continually monitor the financial condition of the funds through the proper review and approval of monthly reports (i.e., as evidenced by the principal's signature). The principal may also request a special review if a situation or event warrants it.

G. Retention of Records

The campus records should be maintained for five years after the conclusion of the fiscal year and remain available for review at any time.

H. Defunct Student Activity Accounts

Occasionally a student group attached to a designated student activity fund is no longer functioning therefore the group is considered defunct. Student activity groups must provide a section in their bylaws that determines how remaining funds will be used if the group becomes defunct. If the bylaws do not include instructions if the group becomes defunct, funds can be moved to similar student activity account to provide financial benefit to existing student groups with the approval of the Principal and Business Services department. A *Defunct Student Activity Account Transfer* form must be completed and sent to the activity accountant for approval.

1. Defunct Student Activity Account Transfer Form (email activity accountant for the form)
2. A typical occurrence with student activity fund accounts at the high school level is the “class of” accounts needing to be defunct. These groups must have in their bylaws what will happen to the remaining funds as of graduation date (such as campus beatification).

I. Miscellaneous Guidelines

The following are policy statements intended to lay a framework for detailed procedures related to accounting for activity fund and capital asset transactions at the various campuses. These policies will be discussed in greater detail in the following chapters of this manual. Any doubts about how a specific transaction is affected by the detailed procedures that follow should be cleared with the director of financial services prior to entering into the transaction.

1. It is the intention of the Board and administration that each of the procedures set out in this manual be strictly adhered to, to avoid disciplinary action up to and including termination of employment for all involved

parties.

2. Money collected through activity funds are public funds and should be safeguarded as such. The same concept applies to physical properties at each campus.
3. A school may maintain a number of different clubs within its general fund 461 activity fund (e.g., running club, cooking club); however, the funds will be housed in the general bank account for MISD and controlled by the principal.
4. Student activity funds are not to be used for the general convenience of any individuals. Accordingly, no loans may be extended, stamps are not to be sold, checks must not be cashed, and change may not be made. Student activity funds (fund 865) are housed in the general bank account for MISD.
5. A Requisition Request Form must support all disbursements unless specifically exempted in this manual or in writing from a District's administrator. The recommendation would be for this form to be digital where it is accessible by the backup not just the secretary/bookkeeper.
6. A Skyward student receipt must support all money received, even if received via postal mail.
7. Activity fund money shall not be expended for goods or services in conflict with official Board policy. These accounts shall not be used to bypass District procedures for expending budgeted District funds.
8. Borrowing money to purchase items at the campus level is not allowed. This includes items acquired on an installment or lease-purchase plan.
9. An original copy of this manual is to be maintained at each campus for use by the head administrator and bookkeeper/secretary. In addition, copies of relevant chapters of the manual should be made available to anyone affected by the policies or procedures mandated by this manual.
10. Do not co-mingle personal funds and District funds for any reason.
11. The principal or bookkeeper/secretary of a new campus should contact the activity accountant, in setting up the campus activity fund.
12. New bookkeepers/secretaries must review this manual. If questions arise, then contact the activity accountant, for assistance. The campus is responsible for having a backup for the bookkeeper/secretary on site during business hours.

Collecting District Funds

A. Definition of District Funds

Funds collected at campuses that have been defined by central administration as District revenue, rather than activity fund revenue.

B. Types of District Funds

TCC Dual Credit Fees, Technology Fees, Lost and Damaged Textbooks, SAT/ACT Testing Fees, Summer School Tuition, etc.

C. Process for Collecting and Remitting District Funds

1. A Skyward student receipt must be issued for each collection of District funds.
2. District fund collections must be deposited into the school's code 461 L 00 2171 00 XXX 0 00 000 on the Skyward cash receipt.

D. Refunds for District Fund Items

In the event a District fund item must be refunded to a parent (e.g., lost textbook is found after paying fine or transfer is revoked) follow the below instructions.

1. The original deposit to the campus activity account must be verified and confirmed by obtaining the Skyward student receipt/PayK12 receipt.
2. The campus must: (1) Purchasing will setup vendor. (2) Attach a copy of Skyward student receipt/PayK12 receipt, campus deposit proof if via PayK12 (redacted) to the check request under Accounts Payable tab in Skyward Finance. (2) Campus/department will submit a check request in Skyward using a random code then request the purchasing department change to the appropriate code the funds were initially deposit too for the principal to approve.

Cash Disbursements

A. General Policy Guidelines

1. The principal shall approve no expenditure unless sufficient funds are available in the appropriate activity fund account.
2. Campus activity funds must be spent to benefit students and should never be diverted for faculty use (except for professional development trainings that will in turn benefit the students).
3. Rubber stamps, forged signatures or typed names are not acceptable forms of approval and may lead to disciplinary action up to and including termination of all involved parties.
4. If a purchase must be made at a store that you will not know in advance the exact cost of the items to be purchased, then the bookkeeper/secretary can process a requisition for a rounded-up lump sum. All fund 461 and fund 865 expenditures must go through Skyward for a purchase order.
5. All payments should be made by check, ACH, or District credit card via accounts payable (Skyward).
6. Payments from the activity funds for services, extra-duty or overtime must be made through the payroll department via a timesheet.
7. Individuals who are not District employees or non-incorporated businesses paid for services for \$600 or more are reported on a *Form 1099* through Skyward. The vendor would need to get with the purchasing department as to submitting their W9, etc.
8. All requisitions shall be requested via a requisition request form (this form is requested to be digital). Club minutes approving the expense must be attached to the check backup sent to accounts payable for sufficient documentation.
9. All invoices/receipts should be submitted to accountspayable@misdmail.org in a timely manner. Late

payments to vendors reflect on the entire District and could result in late payment fees or interest charged to the account. Texas Government Code Chapter 2251 required the District to pay vendors within 45 day of the later of: the date the goods are received; the date of the performance of the service; or the date we receive the invoice.

10. School personnel making any purchase in the name of the school without getting prior approval from the principal may be personally liable for the purchase. The plan do study act (PDSA) form will be required if this instance should happen. **Purchase orders are to be approved before any expenditures happen!** **NOTE: If the campus does not adhere to the purchasing cut-off dates each fiscal year, then the campus must fill out the PDSA form to attach to the purchase order.**
11. Unallowable Expenses - Activity funds shall not be used for the expenses detailed below. The list is not complete and should only be used as a guide.
 - a. Medical or hospital expense
 - b. Loans to employees, parents or students for any reason
 - c. Individual's professional dues, personal bills or memberships into private clubs
 - d. Payment of expenses for spouses or other non-employees
 - e. Purchase of any gift for any person or organization except as allowed for awards/recognition or purchased from faculty funds
 - f. Extravagant or high-priced award/recognitions (these should be of nominal value - \$25 maximum)
 - g. Abuse of light refreshments/snacks and lunches at staff development or campus meetings. Meals are allowed for long workdays such as open house as well as two times throughout the fiscal year in which one must have a meeting agenda, sign in sheet, and professional development occurred for a minimum of 6 hours.
 - h. Donations to individuals, organizations or scholarship funds. This is considered a gift or public funds, which are prohibited under Article III, Section 52 of the Texas Constitution. These items would be allowable from student activity and faculty funds.
 - i. Alcoholic beverages, tobacco products, controlled substances, lottery tickets, firearms or other weapons
 - j. Extra compensation or bonuses to employees whether in the form of cash or gifts
 - k. Replacement of an individual's property that was lost, stolen or damaged on District premises or at a District function. The Texas Tort Claims Act prohibits use of funds in this manner.
 - l. Meals for day travel, unless sponsoring students.
 - m. Bounce house rental from non-approved vendors and vendors without proof of insurance. All vendors providing bounce houses, moon walks, inflatable slides, etc. must provide Risk Management with proof of insurance and a list of equipment rented prior to the event.
 - n. Any other expenditure prohibited by federal or state law, TEA or Board policy.

B. Overview of Use of Funds

In accordance with state law and Board policy (CFD Local), campus activity funds shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose. The expenditures, to the extent possible, shall be expended to benefit those students currently in school who are associated with the group that accumulated such money. The principal shall use reasonable discretion in expending funds in harmony with the stated basic purpose of the various funds. The collection and expending of activity funds such as student vending, pictures, etc., should have as its basic purpose the promotion of the general welfare of the school and the education, development and morale of all students of the campus.

The collecting and expending of student activity accounts such as band, student council, etc., should be in accordance with the stated purpose of the particular group. Funds from student activity accounts belong to the students. Accordingly, student funds may not be diverted to a faculty controlled account for the purpose of spending the funds on the faculty (i.e. funds from a student account may not be deposited/transferred to a faculty account).

In general, expenditure of activity funds should be able to pass the public scrutiny test. If you have to ask for permission, it is likely an inappropriate expenditure.

C. Appropriate Expenditures

Activity funds shall, to the extent possible, be expended to benefit those students currently in school who are associated with the group that accumulated such money. The principal shall use reasonable discretion in expending funds in harmony with the stated basic purpose of the various funds. The collecting and expending of activity funds such as student vending, pictures, etc., should have as its basic purpose the promotion of the general welfare of the school and the education, development and morale of all the school's students.

Funds from student accounts, whether controlled by the principal or by the student group (SA or GA accounts), must be used to benefit students. Accordingly, student funds may not be diverted to a faculty controlled account for the purpose of spending the funds on the faculty (i.e., funds from a student account may not be deposited or transferred to a faculty account).

1. Professional development including travel as long as the District's travel policies are followed (such as a student activity sponsor conference)
2. School assemblies, student body social functions and field trips (If charging admission, then campus must follow start up cash instructions in the business and financial services manual.)
 - a. Deposits for field trips are allowed; however, the campus must be aware that it could be out the funds if the vendor goes out of business.
3. Awards/recognitions/incentives such as plaques, caps, certificates, etc. for students or volunteers as well as teacher appreciation gifts of nominal value (\$25 maximum) that can be used on campus
4. Classroom and office supplies
5. Campus security
6. Light refreshments/snacks
 - a. If students are being held longer than three hours on a weekend, then the students may be fed out of

activity funds.

- b. End of year parties of pizza, etc. are also allowed, if the parties is at the end of the school day and does not interfere with instruction.
 - i. All campuses are allowed to have six food fundraisers during the school day that is not required to meet the Smart Snack nutrition guidelines. The school day is defined as midnight until thirty minutes after the end of the school day. This six days have to be submitted to the student nutrition department as well as have an Eduphoria fundraiser form completed.

7. Meals are permitted twice a year for staff development/staff retreats and/or teacher/staff appreciation. Meals should not exceed the meal allowances as allotted for overnight travel—(\$15 for lunch, \$26 for dinner).

For federal funds – no meals unless prior approved by the director of the program.

If you are planning a campus/department retreat, the proper documentation to substantiate the meal will be:

- a. An agenda detailing the time for the meeting and professional development activities—at least 6 hours in order to provide a meal. (I.e. 8:00 a.m. to 2:00 for a lunch—for the overachievers, 8:00 a.m. to 8:00 p.m. would cover both lunch and dinner). Campuses/Departments must have the retreat on one day.
- b. Sign in sheets for those employees attending.
- c. A retreat off District property may be approved with the following requirements:
 - a. Approved MISD vendor must be used
 - b. During the Day (work hours)
 - c. No alcohol
 - d. Within per diem (\$13 breakfast, \$15 lunch) + \$10 per activity
 - e. Agenda provided detailing the time for the meeting and professional development activities (at least 6 hours)
 - f. Sign-in Sheet for those employees attending
 - g. Campus/departments must have this retreat on one business day.
 - h. When submitting the expenditures, separate out the meal and activity, but the total must stay within the meal + activity total (\$25 if it's lunch and activity).
8. Spirit or faculty t-shirts if teachers/staff are required to wear the items during certain activities (i.e. Meet the Teacher, Open House, Friday Spirit Day, etc.) A limit of \$10 per staff member per year can be used from Campus Activity Funds (this \$10 is funded by the commission checks).
9. Contracted services such as band masterclasses, D.J., guest speakers, etc. – these contracted services needs to follow the business and financial services manual. There is a contract review and approval form as well as a contracted services agreement posted.
10. Cell phones – if a cell phone is stolen off campus property (taken up from a student and locked away), then the campus could be responsible for paying the replacement cost. The replacement cost should come from the account line for cell phone fines.

D. Purchase Order Approval

1. The following information must be included on each purchase order request to the campus secretary/bookkeeper:
 - a. The vendor from whom the purchase will be made
 - b. Detailed description of item(s) being purchased, where and when; when expenses are being incurred as part of a school event, the name of the event should be included in the description (e.g., awards assembly,

perfect attendance party or band banquet)

- c. Cost of total amount to be paid
- d. Name or number of the activity fund account that will be charged for the purchase
- e. Signature of the person requesting the purchase (usually club sponsor or principal) and the student treasurer signature if using student activity funds (can also be found on the requisition request form) and club minutes detailing use of funds must be provided as backup
- f. Secretary/bookkeeper will enter the purchase order into Skyward and submit to record the time.
- g. Principal will approve the purchase order via Skyward finance.
- h. Purchasing department will email out approved purchase orders.

E. Payments to Employees

If the campus is paying any employee/substitute for hours worked (substitutes, extra duty, etc.) from an activity fund, it must be paid to the individual directly through the District's payroll process.

Follow the steps below to process payments to employees:

1. A *MISD Hourly Employee Timesheet* must be completed using the proper payroll account code such as 461.E.36.6117.00.XXX.0.99.XXX or 865 E 00 6199 00 XXX 0 00 XXX.
2. *MISD Hourly Employee Timesheet* must be filled out completely and sent to Payroll.
3. Once Payroll has processed the timesheet, the employee will be paid on their normal paycheck.
4. Secretary/bookkeeper must run a summary report monthly to cover any benefits via a Skyward transfer.

F. Payments to Individuals for Providing Personal Services – 1099s and W-9s

The IRS requires entities to report payments of \$600 or more for services performed by people not treated as its employees on a *Form 1099-MISC*. Services that schools might need to report include t-shirt printing, catering, consulting, choreography, etc. The District and the campuses will share the responsibility for 1099 reporting. The campus' responsibility is to obtain a *Form W-9* from individuals and businesses to email to the purchasing department and process the vendor through Skyward in order for a requisition to be entered using the 461/865 accounts. The purpose of this form is to ensure the District receives the correct name and taxpayer identification number (typically a social security number for individuals) to report on *Form 1099*. The District is responsible for pulling the information from Skyward and filing the 1099s.

Honorariums, commissions, bonuses, and any other cash payments from vendors to District personnel for duties performed during the normal course of the workday are expressly prohibited by the Texas Penal Code.

G. Invoices/Receipts

1. The only case when an original receipt or vendor invoice is not required is when a check is issued to cover a travel advance for:

- a. Student meals - A list of students and faculty traveling with totals of how many people must be included as sufficient backup documentation.
 - b. Change Fund – See below for instructions.
2. The invoice should be matched with the Skyward purchase order after the purchase is made:
- a. Verify vendor name
 - b. Verify the description of items
 - c. Verify the price
3. Test the clerical accuracy of the invoice.
- a. Ensure that the price multiplied by the quantity equals the total amount charged.
 - b. Sales Tax
 - 1) If the purchase is for District use, sales tax should be deducted from the invoice total and the school should issue a *Texas Sales and Use Tax **Exemption** Certificate* to the vendor.
 - 2) If an item is purchased by the school and will be re-sold to a student (e.g., cheerleader uniforms, band instrument supplies) sales tax would not be paid by the school to the vendor. Instead, the school should issue a *Texas Sales and Use Tax **Resale** Certificate* to the vendor and then must collect, report and submit tax on the sales to the student.

H. Gift Cards

The purchase of gift cards is **not allowed** from any activity fund, which includes faculty funds. There are instances where a community member may bring a campus a Wal-Mart gift card as a donation. When this occurs, the campus is to keep the gift card in the safe with the intent to accept form until the gift card is spent entirely (note: the purchases will have tax assessed). The receipt (it is best to spend all at once) will be placed with the used gift card and intent to accept form to be filed by the campus secretary/bookkeeper in that month's financial paperwork.

I. Ordering Accounting Supplies

- 1. *Deposit Books* – Complete the form in Finance Folio on SharePoint. These must be ordered and can take up to 6 weeks to receive and are around \$100 that must be in 461 E 23 6399 15 XXX 0 99 XXX.
- 2. *Requisition Request Forms* – usually an Google form by the campus secretary/bookkeeper that backup can access
- 3. *Bank Bags* – Complete the form in Finance Folio on SharePoint (these are free).

J. Change Fund Guidelines

A change fund may be established at the discretion of the principal at the high school campuses for up to \$100. Change funds exist for the sole purpose of making change for parents, students or staff. The cash remains on the school premises; it is the responsibility of the principal to exercise the maximum available protection of these funds. The change fund should be secured at all times with only appropriate personnel having access to the cash

and must be vaulted daily.

K. Implementing a Change Fund

Review the Business Procedures Manual – Change Fund and Event Start-Up Cash procedures.

L. Cash Advance

1. Cash advances can be used for meals during student travel. This includes the meal costs for sponsors/coaches/teachers accompanying the students.
 1. Cash advances up to \$200 can be used for conferences where a District employee will have an opportunity to purchase discounted District approved items. (e.g., A librarian attending the Texas Library Association Conference.) Employees must provide receipts for each purchase upon return. All remaining funds must be deposited back to the District.

Cash Receipts

A. General Policy Guidelines

1. A Skyward student receipt should be generated immediately for all cash and/or checks received. Even if the check is received by mail, there must be a Skyward student receipt.
2. Skyward receipts and tabulation sheets are pre-numbered. The tabulation sheet must be prepared in ink and not be altered or contain erasure marks.
3. Postdated checks shall not be accepted by the school from any source. All checks must include a pre-printed name, address (unless it is a police officer then the address may not be on the check), and check number. The District's third party vendor for check collection, Envision Payment Solutions, also prefers the phone number and a driver's license number (which can be written on the top of the check). Out-of-country checks may not be accepted.
 - a. If an individual contacts a campus/department regarding a returned check, give them Envision's contact information (1-877-290-5460 or 770-709-3100).
 - b. DO NOT accept payment for a returned check at the campus/department as it must go through Envision as there are fees assessed.
4. Skyward student receipts must be used. Receipt books that are not MISD receipt books are prohibited (campus should have at least one at all times in case technology goes down).
5. A Skyward student receipt should be given to the person paying or turning in the money (such as a sponsor of a student activity group or club).
6. Checks should be restrictively endorsed at the time they are received using the general operating deposit stamp. Please make sure that the checks are made out properly to the campus. Also, always go by the written amount on the check.
7. Money collected by sponsors, department heads, etc., must be submitted to the bookkeeper/secretary on the day it is collected along with the properly filled out tabulation sheet (the date on the tabulation sheet is the date the funds are taken in). This practice precludes the problem of delaying or forgetting to turn in the money, and further safeguards the money from theft or loss. Employees should not keep money unsecured

in the classrooms or take money off District property. Campus administration is responsible for making sure after-school event funds are placed in the campus safe and notifying the campus secretary/bookkeeper as the fund must be deposited within one business day.

8. Deposits must match the amount collected and should be supported by bank validated receipts.
9. All funds must be deposited before an extended break such as spring break, Thanksgiving, Christmas, etc.

B. Purpose of Receipts

A Skyward student receipt should be generated for all cash collections. Such record can be accomplished by completing a *Tabulation Form* from a group of individuals turning in money for the same purpose on the same day as once the funds are turned into the campus secretary/bookkeeper a Skyward student receipt is completed for the total of the tabulation form. Every penny collected on a campus must be documented on a Skyward student receipt or *Tabulation Form* by the person who collects the funds, regardless of who is collecting the money (e.g., student, teacher, bookkeeper or principal). For example, when a teacher collects funds from a student, the teacher must document the collection on a *Tabulation Form*. Then, later that same day, the teacher must submit the money and tabulation sheet to the bookkeeper. The funds will be verified in the presence of the person turning in the funds. Run a calculator tape of all checks to verify amount. (Calculator tape will be attached to the deposit slip.) Once all cash and check totals have been verified, issue a Skyward student receipt to the teacher.

The purpose of the Skyward student receipt is to provide the payee with evidence that the money has been delivered. Delivery of the receipt to the person delivering the funds allows the depositor to verify the accuracy of the amount recorded by the bookkeeper. When a receipt is not issued and delivered immediately, control over the transaction is diminished.

C. Issuance of Individual Receipts (Secretary/Sponsor/Teacher/Student)

1. Special emphasis is placed on the requirement that all Skyward student receipts be filled out completely and issued to a specific person.
2. Cash must be counted by the person accepting the money in the presence of the person turning in the money. A Skyward student receipt must be prepared and delivered to the person presenting the cash at the time the money is received.

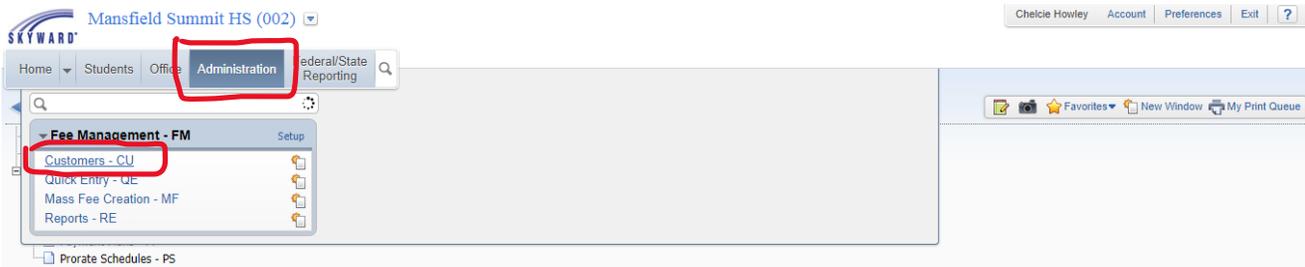
Expectation: In cases where the bookkeeper is unable to count funds at the time submitted, the funds should be placed in a sealed fraud resistant bag, signed by both parties and placed in the safe until such time that both parties are available to open the sealed bag, count the funds and issue a Skyward student receipt. In the event a bookkeeper and teacher cannot count the money together, the bookkeeper/secretary should count the money with another District employee. Money should always be given directly to the bookkeeper/secretary or their alternate designee. Funds must never be placed on the bookkeeper's/secretaries' desk. Funds must be deposited within one business day of receiving them.

3. Receipts should be filled out completely, including:
 - a. Date received
 - b. Name of the person from whom the money was received, unless a check comes in the mail from a company, then the receipt must be completed in Skyward student under the secretary/bookkeeper name taking in the funds

- c. Amount received
 - d. Amount received by type cash, check, credit card. The total of cash and checks should be shown separately. If a tabulation form is presented, then please use pay cash in Skyward student receipting.
 - e. Record the check number on the receipt (unless a tabulation sheet is used as the tabulation sheet will have the cash and check split)
 - f. Simple description for the payment (remove the bill code from the description in order to type the actual description of what is being deposited)
 - 1. There is one bill code per student activity group.
 - 2. “Balances from previous school” fines in Skyward student must be researched by clicking fee history and changing the fiscal year. When adding the receipt, the campus bookkeeper/secretary will remove balance from previous school in the description and type what the fine is for. Please note: A lower campus cannot see the history on a student from a higher campus.
 - 3. If using the general bill code, then make sure the description states what is actually being deposited.
 - 4. If a bill code needs to be built in Skyward student, then contact the activity accountant.
 - 5. The Skyward student bill code is highly important with the integration with PayK12.
 - 1. Do not use special characters in the description of the bill code such as commas, hash tag, number sign, semi-colon, etc.
 - 2. On the library bill code for lost books, please make sure to put either LB or library at the beginning of the description in order for the PayK12 report to show accounting that it is a library book and not a textbook.
 - a. If a campus librarian has access to waive and add fines, then he/she has the same access as the campus secretary in Skyward Student Fee Management. Librarians are to only handle library fines.
 - g. Indicate tabulation sheet or alternative cash receipt numbers when applicable
- 4. If you make a mistake on a Skyward student receipt, then please contact the activity accountant for assistance.
 - 5. Print the Skyward student receipt to be given to the individual from whom the money was collected. If it is a company check received in the mail, then the receipt does not need to be printed as it will be noted on the fees paid report that is required to be attached to the cash receipt in Skyward Finance.
 - 6. If technology was down and a MISD receipt book was used:
 - a. Do not alter a receipt – void and reissue.
 - i. Reattach any voided receipts to the receipt book (voided receipts must also be attached as backup to the Skyward cash receipt for audit purposes)
 - b. If an error made, then make sure to initial all copies.
 - c. Receipts are not to be pre-dated or pre-signed.
 - d. Receipt numbers must be used consecutively.
 - e. Receipt numbers must be written on the deposit slip for documentation.
 - f. Secretary/Bookkeeper must put into Skyward Student once technology comes backup for the fees paid report to be correct.

Receiving in Skyward Student

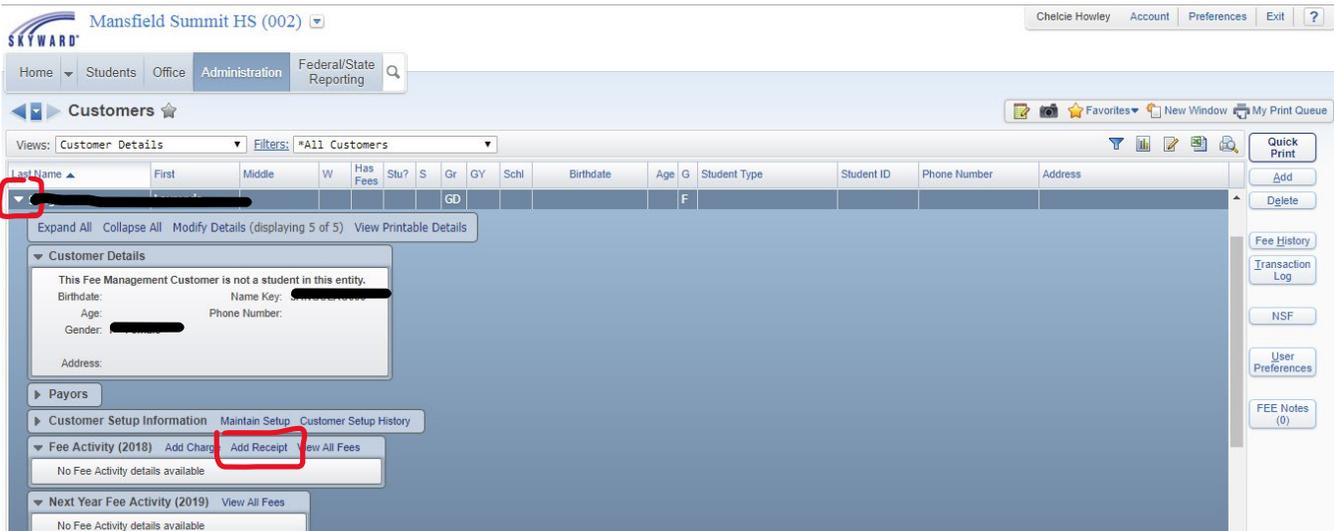
1. Click on Administration
 - a. Click on Customers



2. Type last name of student or teacher turning in tally sheet in the bottom right hand corner where it states lookup and click enter on keyboard



3. Click on arrow to the left of student or teachers name
 - a. Click Add Receipt



4. Below is the official receipt

Add Receipt

Add Receipt [School Year: 2017-18]

Payer: [REDACTED]

Deposit: cheliciehowley * Payment Date: 04/23/2018

Receipt: [REDACTED] Alt Receipt #: [REDACTED]

Check #: [REDACTED] Check Amnt: 0.00

Amount Tended: 0.00

Bill Code: PAYCHECK Check Payment

Payment Amount: 0.00

Change: 0.00

Amount Due: 0.00

Comment: [REDACTED]

Maximum characters: 110, Remaining characters: 110

Charges [Pay Plan] 0 Journal Entries

Due Date	Eff. Date	Bill Code	Description	Amount	Apply	Paid	Comm
There are no records to display; check your filter settings.							

0 records displayed

Bill Codes Bill Codes | Select Bill Code | Code | Description | List

Activity Fees Bill Code: [REDACTED] Add Fee to: [REDACTED]

Course Fees Bill codes to add to Charges browse

Code	Type	Description	Amount
[REDACTED]			

Fee Groups

Existing Fees

Asterisk (*) denotes a required field

- Enter the date – this should automatically populate “today’s date”
- Check # if paying by check
- Amount Tended (amount being paid)
- Check Amnt (only to be used when one is paying by check-if it is a tally sheet of cash/checks, then use PayCash)
- Bill code can be cash, check, but if split like a tally sheet, then use cash
- Bill Code at the bottom of the print screen below to the right of activity fees will need to be selected on the Student Activity group that the funds should go into or general bill code if going into fund 461 (may need to build bill codes to use with fund 461/fund 865 if not in drop down list) – example would be general if it is a commission check, band if the funds are for band, etc
 - Click “add to list” then “send to charges browse”
 - After it has populated to the charges section (in the middle of the screen), make sure to then add the amount taken in from teacher/student/parent to amount and apply under charges
- The description under the charges section must be used for the specific description of what is being deposited – there is a certain amount of characters that will show on the receipt so please abbreviate** (such as cheer fees, band dues, choir shirt) as well as if a student is in front of secretary/bookkeeper and it is a check, then please put the parent name that signed the check (this will help with refunds/returned checks)
 - For example, if you use the bill code general for a Lee’s Pencil Supply commission check, then you will need to delete the word general out of the description and type “Lee’s Pencil Commission”**
 - See example below of how sales tax is accomplished on a receipt**
- Click Create when finished and print the receipt for the student/teacher/parent and backup documentation (this will aid in balancing to the fees paid report)

Effective Date	Due Date	Type	Bill Code	Description	Amount	Paid	Due
07/16/2018	07/16/2018	P	PAYCASH	Cash Payment	-20.00	-20.00	0.00
07/16/2018	07/16/2018	G	SUNSHINE	SUNSHINE	20.00	20.00	0.00

The above is an example of a teacher receipt. There will be two entries that appear in Skyward student. One of the entries is the charge and the other entry is the payment. There always has to be a charge in order to take in a payment in Skyward Student.

Please note: If sales tax is owed, then it must be on the Skyward student receipt. (See example below)

Print
Back

Mansfield Timberview HS
*** Duplicate Receipt ***

Payor: Latson, Roland T

Date: 08/12/2020
Receipt #: 400006396
Payment Type: PAYCASH
Check #:
Alt Rcpt #:

Code	Description	Charge	Previous Payments	Current Payment	Tax Paid	Balance Due
SALESTAX	Drill Team Fees	32.67	0.00	32.67	0.00	0.00
DRILLTEA	Drill Team Fees	408.33	0.00	408.33	0.00	0.00

Entered By: amyowens

Amount Tendered: 441.00
Amount Paid: 441.00
Change Returned: 0.00
Balance Due: 0.00

D. Tabulation Form (Sponsor/Teacher/Student)

1. Sponsor/Teacher/Student turning in money to the bookkeeper/secretary should complete a tabulation form including an additional backup documentation (such as check stubs, fundraiser forms, etc.). Make sure the date on the tabulation sheet is the date the funds were taken in – not the date taken to the campus secretary/bookkeeper.
2. Whenever money is collected from a number of students or teachers for a common purpose (e.g., parking fees, club dues or sunshine fund contributions), a *Tabulation Form* must be used. The tabulation form requires less time to prepare than individual receipts and still documents the appropriate information.
3. Individuals who are turning in money must print their names on the top right corner of the form to acknowledge the accuracy of the amount recorded. The form also requires the check signer’s name, the check number (if appropriate), and amount being accepted. The cash chart on the tabulation form must be filled out before turning into the bookkeeper/secretary.
4. The individual who collects the money must turn the money in to the bookkeeper/secretary on the day it is collected along with the signed *Tabulation Form*.
5. The bookkeeper/secretary must count the money in the presence of the individual who turned it in to verify that the amount turned in agrees to the total amount collected, as stated in the middle of the *Tabulation Form*.
6. The bookkeeper/secretary must keep the original copy of the *Tabulation Form* (white). The duplicate copy must be given to the sponsor/teacher for their records (yellow).

E. Exception to Remitting Receipts

Sales of items with a unit sales price of \$1.00 or less do not have to be documented on either a tabulation form (e.g., fundraiser selling pickles for \$0.50 each does not have to be documented by issuing a Skyward student receipt to each individual person buying a pickle or by completion of a tab sheet). However, if a student actually sells the items and submits the funds to the sponsor, the sponsor must receipt the student because the total amount being submitted is greater than \$1.00. Regardless of how the sponsor ends up with the proceeds of such a fundraiser, the sponsor who is organizing the pickle sale must submit the money on a daily basis to the bookkeeper/secretary, which must issue a Skyward student receipt to the sponsor.

Deposit Preparation for Bank

A. General Policy Guidelines

1. A deposit must be prepared each day money is collected, and must be submitted to the District's police department on a daily basis (or must be stored in the campus' fireproof safe/vault until the next regularly scheduled police department pickup). It is the responsibility of campus personnel to ensure the fireproof safe/vault is maintained in good working order and is bolted to the floor.
 - a. Make sure any keys located in the safe are labeled as to what they go too
 - b. Cell phones – If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. An administrative fee of \$15 may be assessed in order to pick up the confiscated telecommunications device from the office. Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE.]
2. All cash deposits must be verified by a second MISD staff member.
3. Debit and credit notifications received from the bank for shortages and overages on a deposit should be researched and recorded as a separate adjustment in Skyward cash receipt. No changes should be made to the original Skyward cash receipt. Contact the activity accountant with any questions/help.
4. Deposits may be made only in accounts authorized by the administration and approved by the School Board. District employees may not open or maintain any other accounts for the purpose of holding funds collected through activity funds.
5. Student Nutrition bank bags are to be held in safekeeping in the front office safe for daily pickups and follow the change of custody form guidelines. Since Student Nutrition deposits are usually given to the campus bookkeeper/secretary midafternoon (after pickup by the police department), the deposits must be vaulted for one business day only.

B. Deposit Procedures

1. Prepare deposit slips in triplicate. White copy must be included in the deposit bag. The yellow copy must be included with the campus backup documentation such as a tally sheet/Skyward student receipts/fees paid report. The pink copy of the deposit slip must stay in the deposit book.
2. If a deposit requires multiple deposit tickets be sure to record "1 of 2" and "2 of 2" on the appropriate ticket.
3. No cashing checks! The type of funds received must be deposited in the same form.
4. Checks must be listed on the deposit slip including the check number and amount. Care must be taken to

ensure all checks are restrictively endorsed “For deposit only” with your deposit stamp at the time it is received.

- Only use District provided fraud resistant deposit bags. Based on the District’s contract with the bank, specific requirements must be met when organizing your daily deposit and when filling out the required information on the deposit bag.

Sample Fraud Resistant Deposit Bag

Remove this tear-off record BEFORE sealing bag 7386831

DATE: _____
AMOUNT: _____

IF THE WORDS "VOID TAMPERING ACTIVATED" APPEAR ON THE S.T.A.T. SECURITY TAPE ABOVE, TAMPERING MAY HAVE OCCURRED. DO NOT OPEN BAG. NOTIFY SENDER IMMEDIATELY

ECO STAT®
Shield Tamper Activated Technology

7386831

1. Indicate bag number on tear-off record and insert in window on back of bag. Remove tear-off record. Load contents into bag.

2. Place bag on a flat surface. Lift top and fold SURFACE free bag opening. Remove release bar to expose adhesive.

3. PRESS top down and SMOOTH CLOSE. BAG IS NOW SEALED.

INSTRUCTIONS

- Complete the requested information in ball point pen.
- Remove bag control tear-strip at the top of the bag and save it for your records.
- Place currency and coin in the opaque portion of the bag (Limit coins to 4 rolls). Place only one deposit in each bag.
- List the bag number on the deposit slip and provide us with an original and a duplicate. Place deposit slips, checks, change order requests, and charge order payments in the window enclosure on the back of bag.
- Double-check to ensure that the bag is properly sealed.

DENOMINATION	# OF BILLS	AMOUNT
100%		\$
50%		\$
20%		\$
10%		\$
5%		\$
2%		\$
1%		\$
	Coins	\$

CUSTOMER NAME _____
STORE # OR STREET ADDRESS _____
ACCOUNT # _____
DATE _____

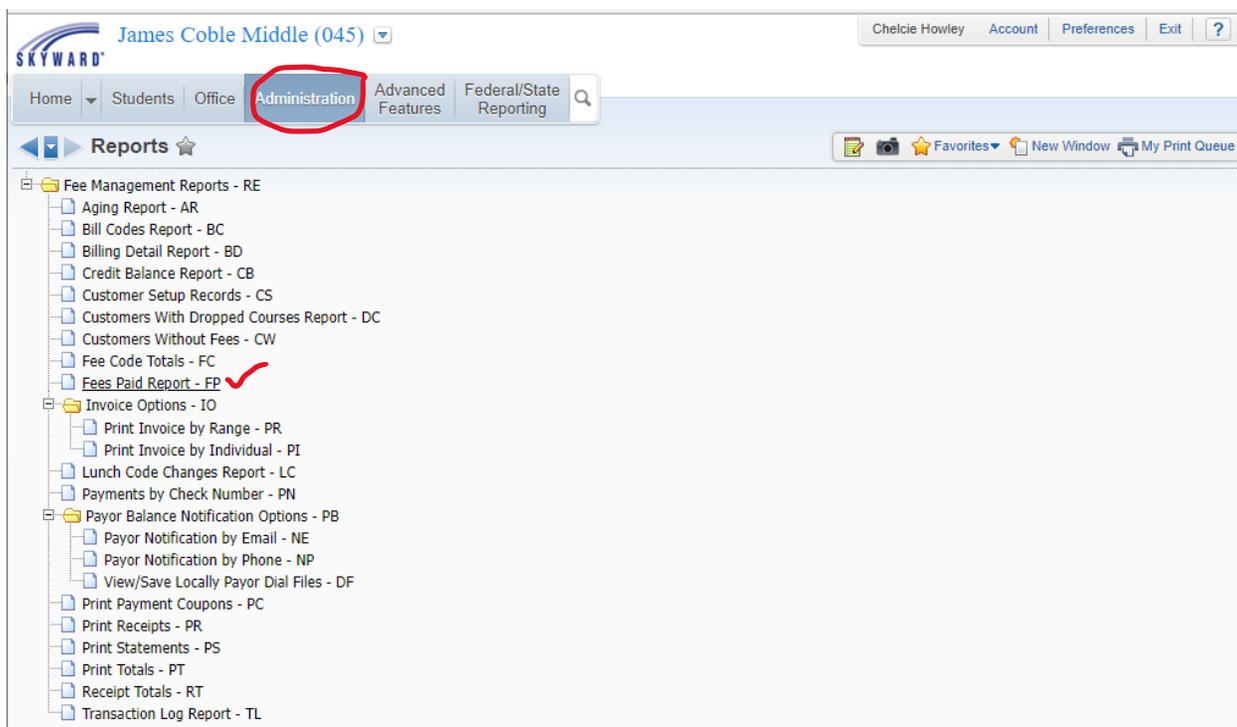
- Additional bank bags can be requested throughout the year by completing the form in Finance Folio on SharePoint (these are free).
- The supporting documentation for the deposit (yellow deposit slip, fraud bag slip, tabulation forms, check stubs, fees paid report, etc.) must be retained and filed in an organized manner for audit purposes as well as attached to the Skyward cash receipt. The fees paid report has the budget code for the funds to be deposited into out beside each bill code. (Below are instructions on how to build the fees paid report in Skyward Student)
- If money will be received on the campus and missed the daily police department pickup, the campus bookkeeper/secretary must vault the funds to be taken to the bank the next business day. If the campus takes a deposit to the bank, then a MISD Police officer must accompany the designated campus person to the bank when making a cash deposit of \$1,500 or more.
- In the event money needs to be turned in at the end of the day and the bookkeeper/secretary is no longer present, the money must be turned in to a campus administrator or backup MISD staff designee. If it is anticipated that this will be after hours, advance notice must be given to the campus administrator. Funds

for deposit may not be kept anywhere on campus except the vault and must only be vaulted for one business day.

10. If the District’s police department fails to make a daily pick up notify, the activity accountant, immediately. Please note that campus deposits are one day behind. Do not call the MISD police department unless it has been more than a business day that the deposit has been vaulted.
11. Student nutrition deposits are to be prepared and sealed in a fraud resistant bag by the cafeteria managers. All campuses are responsible for arranging for someone to accept the student nutrition sealed fraud resistant bag each day (usually the secretary/bookkeeper). If the bookkeeper/secretary is unavailable, an alternate should be trained and available to accept the bank bag. Student nutrition will have a duplicate change of custody form with bank bag details (i.e., bag number, amount). The bookkeeper/secretary will confirm the bag number and initial the form indicating physical acceptance of the bag. The bookkeeper/secretary will get the carbon copy and student nutrition will retain the original. The forms should be filed daily with the police department log. The student nutrition department will comply with the deposits being made before holidays.

Fees Paid Report in Skyward Student

Once logged into Skyward Student, click on the administration tab. Then, click on Fees Paid Report.



Click Add. The below print screen will pop up.

The title can be Fees Paid Report or campus specific such as Coble MS Fees Paid Report.

Make sure to check the box “Share with other users in entity 045” (the entity number will change depending on what campus is setting up this report).

The payment date should be the same date in low and high (this will be the date all receipts were taken in).

The deposit number will be the campus secretary/bookkeeper’s first and last name no spaces in low and in high their first and last name no spaces with “z” until a “z” cannot be typed anymore.

Uncheck select all out beside Payment Bill Codes and only select Pay Cash and Pay Check. The campus secretary/bookkeeper may have to add in pay waive every once in a while in order to balance to the amount paid in register column on the Fees Paid Report.

Click Save.

The report is then ready to edit each day and change the payment date for each deposit date.

Fees Paid Report

* Template Description: **Fees Paid Report**

Share with other users in entity 045

Print Greenbar

Fees Paid Report Ranges

School Year: Current Year (2022-23)

Entity: 045

Customer Key: Low: [] High: ZZZZZZZZZZ

Payor Key: Low: [] High: ZZZZZZZZZZ

Print Report for Today's Date

Payment Date: 01/01/1900 12/31/2999

Deposit Number: [] ZZZZZZZZZZZZZZZZZZZZ

Report Type: Detail

Sort payments and prepayments by **Deposit Number**

Print totals by account number

Print ranges on last page

Payment Bill Codes Select All

Bill Codes

PAYCASH [Cash Payment - 045]

PAYCHECK [Check Pay - 045]

Charge Bill Codes Select All ?

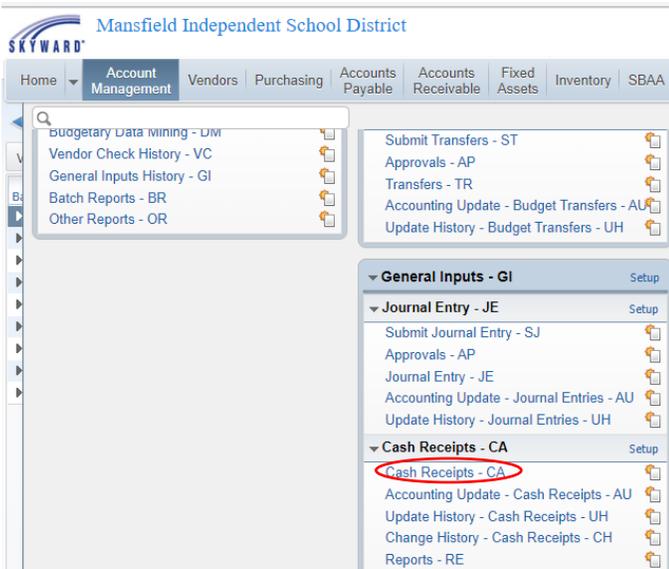
Asterisk (*) denotes a required field

Deposit Preparation for Skyward Finance

Click on Account Management



Click on Cash Receipt



Click Add



Make sure the fiscal year is correct on the below screen. The batch number populates on its own. Enter the short description that must start with the campus organization code (subject matter being deposited – brief description such as 207 Library, Band, StuCo). Click Save.

Batch Number Entry - WF\AM\GI\CA\CA\CA - 29808 - 05.23.06.00.03 - Work - Microsof...

https://skyward-mansfield.iscorp.com/scripts/wsisa.dll/WService=wsfinmansfieldtx/fa...

Batch Number Entry

Batch Number Entry

* Fiscal Year: 2023-2024: July 1, 2023 - June 30, 2024

* Batch Number: 23-00109

* Description: 002 SHS 08012023

Asterisk (*) denotes a required field

Save
Back

Click add. The below screen will display (the below also has how a line should look as to what should be filled out):

Detail Line Entry

Batch Information

Fiscal Year: 2023-2024: July 1, 2023 - June 30, 2024
 Batch Number: 23-00109
 Description: 002 SHS 08012023

General Information

* Line: 1
 * Account: 461 R 00 5749 00 002 0 00 000
 Description: SHS SCHOOL ID
 Add'l Description:
 Name:
 * Date: 08/01/2023
 Reference:
 Project/Grant:

Account Description

461	CAMPUS ACTIVITY FUND
00	OTHER
5749	OTHER REVENUES FROM LOCAL SOUR
00	GENERAL

Line Amounts

* Debit: 0.00
 * Credit: 20.00

Cash Receipts

* Bank Cash Account: GENOP GENERAL OPERATING
 Bank: FROST NATIONAL BANK
 Receipt: 1202075
 Payment Type: Cash
 Check Number:

Batch Amounts

of line items: 1 Debit: 0.00 Credit: 20.00 Net Amount: -20.00

Receipt totals for current receipt number within this batch

of line items: 1 Debit: 0.00 Credit: 20.00 Net Amount: -20.00

Asterisk (*) denotes a required field

Save
Save and Print
Back
Set Tab Order

Under general information,

- a. the line will populate on its own,
- b. the revenue or liability code must be typed in as to what is being deposited such as 865 R 00 5749 00

XXX 0 00 XXX,

- c. the long description must be typed in such as library book fines, transcripts, AP exams, PE fundraiser (Since receipting is done in Skyward student, the fees paid report is required in the backup that is attached),
- d. the date must be the date the warehouse/police staff is picking up the deposit,
- e. type in GENOP in the bank cash account (if data retention on add is set then you do not have to worry about this as it will be a default) and the FROST will populate on its own as well as the receipt number,
- f. the payment type should be cash (this is the cash receipt – the campus backup has the payment methods),
- g. However, a PayK12 deposit needs to use the EFT payment method since the funds are electronically deposited into the campus bank account. The campus receives a PayK12 report from the accounting assistant or activity accountant as backup to enter a cash receipt in Skyward.
- h. the amount of the deposit on the deposit slip must be entered as a CREDIT under line amounts (which will also be the total on your fees paid report – remember that one day of receipting will be sent to the bank the following business day),
- i. click save,
- j. do not print the cash receipt report – do not print anything in regards to the cash receipt – the cash receipt batch number can be written or typed on your backup (such as write on the deposit slip)
 - a. **do not click reverse OR reverse and re-issue – contact the activity accountant if you are unable to edit a line**
 - b. Click the attach button on the right hand side to attach deposit backup, which must include deposit slip, FROST fraud proof bag slip, tally sheet with receipts, fees paid report, and any other documentation that would normally be filed with the deposit. The cash receipt will not be batched until the documentation is attached. The asterisk on the attach button means the attachment is attached – make sure the attachment has been checked to include all paperwork and nothing is cut off/left out.

Batch	Description	Created	Fiscal Year	Rev	Source	Status	JE Offsets	WIP Error	Currency	FFAMGM ID	Created By	Actions
21-00638	SHS Deposit 09102021	09/15/2021	2021-2022	No	CR	W	No	No	USD	110722	STEWART DAWN MARIE	Add, Edit, Delete, Clone, Report, Status Change, Notes, **Attach, Generate from Recurring, Data Retention on Add
21-00635	MHS 9.15.21	09/15/2021	2021-2022	No	CR	W	No	No	USD	110712	CRANFORD STEPHANIE	
21-00633	SHS Payk 12 deposit 09102021	09/15/2021	2021-2022	No	CR	W	No	No	USD	110707	SPRONG LYNN ELISABET	
21-00629	21-00629 LHS 09/14/2021	09/15/2021	2021-2022	No	CR	W	No	No	USD	110697	BROWN LATRICIA TERRI	
21-00626	BBIA 9/13/2021 Deposit	09/15/2021	2021-2022	No	CR	W	No	No	USD	110681	ROLLINGS VALERIE J	
21-00618	BBIA 9/13/2021	09/15/2021	2021-2022	No	CR	W	No	No	USD	110654	ROLLINGS VALERIE J	
21-00615	MI0920 FSP Foundation Payment for Sept 2021	09/14/2021	2021-2022	No	CR	W	No	No	USD	110639	ONIMAGO-ISHIAKA SEFI	
21-00610	SHS Deposit 09142021	09/14/2021	2021-2022	No	CR	W	No	No	USD	110618	STEWART DAWN MARIE	
21-00598	Band Fee	09/14/2021	2021-2022	No	CR	W	No	No	USD	110585	CLINAGE GINA MARIE	
21-00548	CH0930 Oil & Gas Revenue BOK-Financial	09/10/2021	2021-2022	No	CR	W	No	No	USD	110461	ONIMAGO-ISHIAKA SEFI	
21-00547	CH1001 Texas Class BOK transfer-Oil & Gas Royalty	09/10/2021	2021-2022	No	CR	W	No	No	USD	110460	ONIMAGO-ISHIAKA SEFI	
21-00534	Choir Tee Shirt	09/10/2021	2021-2022	No	CR	W	No	No	USD	110428	WILLIAMS WILLIE JAME	
21-00387	CH0831 FSP Foundation Payment for Aug 2021	08/30/2021	2021-2022	No	CR	W	No	No	USD	109889	ONIMAGO-ISHIAKA SEFI	

The cash receipts are batched by the activity accountant at least twice a day.

Please remember that one cash receipt batch equals one deposit.

Deposits need to go to the bank daily, if possible. Otherwise, funds can be vaulted for one business day (up to \$1000). If the warehouse/police is a no-show, then please let the activity accountant know immediately (or the deposit/cash receipt will have to be dated the next date for the warehouse/police staff to pick up). The white deposit slip goes in the FROST fraud proof bag, the yellow stays with campus backup, and the pink stays in the deposit book.

Make sure to log your deposit on the below form.

Detail Line Entry - WF\AM\GI\CA\CA - 29808 - 05.19.06.00.03 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fambredit002.w?isPopup=true

Detail Line Entry

Batch Information

Fiscal Year: 2019-2020: July 1, 2019 - June 30, 2020

Batch Number: 19-00135

Description: MHS 7-25-19

General Information

* Line: 5

* Account: 461 L 00 2171 00 003 0 00 000

Description: Textbooks MHS

Add'l Description:

Name:

* Date: 07/25/2019

Reference:

Project/Grant:

Account Description

461	GOVERNMENT ACTIVITY FUND
00	OTHER
2171	GENERAL FUND
00	GENERAL
003	MANSFIELD HIGH

Line Amounts

* Debit: 0.00

* Credit: 119.00

Cash Receipts

* Bank Cash Account: GENOP GENERAL OPERATING

Receipt: 1301003

Bank: FROST NATIONAL BANK

Payment Type: Cash

Check Number:

Batch Amounts

of line items: 6 Debit: 0.00 Credit: 1,040.30 Net Amount: -1,040.30

Receipt totals for current receipt number within this batch

of line items: 1 Debit: 0.00 Credit: 119.00 Net Amount: -119.00

Asterisk (*) denotes a required field

This code is used during deposits/cash receipts 461 L 00 2172 00 XXX 0 00 000 for funds that are due to another campus, such as id fines. The activity accountant changes the budget code to the correct revenue code for the campus that it is owed to and lets the campus know to do a transfer. If the amount owed to another campus is split between fund 461 and fund 865, then there must be two separate lines on the cash receipt (such as ids go into fund 461 and band would go into fund 865). Make sure to put in the description what the fine is for by looking in fee history in Skyward Student.

Detail Line Entry - WF\AM\GI\CA\CA - 29808 - 05.19.06.00.03 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/fambredit002.w?isPopup=true

Detail Line Entry

Batch Information

Fiscal Year: 2019-2020: July 1, 2019 - June 30, 2020

Batch Number: 19-00135

Description: MHS 7-25-19

General Information

* Line: 2

* Account: 461 L 00 2172 00 003 0 00 000

Description: BB student ID

Add'l Description:

Name:

* Date: 07/25/2019

Reference:

Project/Grant:

Account Description

461	GOVERNMENT ACTIVITY FUND
00	OTHER
2172	SPECIAL REVENUE FUND
00	GENERAL

Line Amounts

* Debit: 0.00

* Credit: 5.00

Cash Receipts

* Bank Cash Account: GENOP GENERAL OPERATING

Bank: FROST NATIONAL BANK

Receipt: 1301000

Payment Type: Cash

Check Number:

Batch Amounts

of line items: 6 Debit: 0.00 Credit: 1,040.30 Net Amount: -1,040.30

Receipt totals for current receipt number within this batch

of line items: 1 Debit: 0.00 Credit: 5.00 Net Amount: -5.00

Asterisk (*) denotes a required field

This code is used during deposits/cash receipts 461 L 00 2114 00 XXX 0 00 000 for sales tax – the sales tax excel form should be filled out when doing the deposit (helps in getting the tax correct and aids the campus in knowing what is paid each month to the Texas Comptroller)

- a. If sales tax is not accounted for in cash receipt, then the cash receipt must be reversed and reentered.
- b. If sales tax was not accounted for in cash receipt and the transfer was done, then transfer will have to be reversed and the cash receipt will have to be reversed. Then, the cash receipt and transfer will have to be entered again.

Detail Line Entry Back

Batch Information

Fiscal Year: 2022-2023: July 1, 2022 - June 30, 2023
 Batch Number: 22-02321
 Description: BBFSA 1-13-2023

General Information

Line: 5
 Account: 461 L 00 2114 00 038 0 00 000
 Description: BB Sales Tax- Auto Tech
 Add'l Description:
 Name:
 Date: 01/13/2023
 Reference:
 Project/Grant:

Account Description

461	CAMPUS ACTIVITY FUND
00	OTHER
2114	SALES TAX PAYABLE
00	GENERAL
038	CAREER TECH

Line Amounts

Debit: 0.00
 Credit: 22.87

Cash Receipts

Bank Cash Account: GENOP GENERAL OPERATING Receipt: 3902692
 Bank: FROST NATIONAL BANK Payment Type: Check Check Number:

Batch Amounts

of line items: 5 Debit: 0.00 Credit: 355.00 Net Amount: -355.00

Receipt totals for current receipt number within this batch

of line items: 1 Debit: 0.00 Credit: 22.87 Net Amount: -22.87

Fund 461 Important Budget Codes

- A. 461 R 00 5749 00 XXX 0 00 000 – misc. revenue code used on cash receipts as well as refunds
 - a. Such as Fundraisers, field trips, commissions, etc.
- B. 461 R 00 5744 00 XXX 0 00 000 – DONATIONS ONLY on cash receipts (ex. PTA donation)
- C. 461 R 00 5739 03 XXX 0 00 000 – attendance school (used at high school levels)
- D. 461 R 00 5749 00 XXX 0 00 608 – band maintenance fees (must do transfer to 461 E 36 6249 18 XXX 0 99 XXX)
- E. 461 R 00 5749 00 XXX 0 00 860 – orchestra maintenance fees (must do transfer to 461 E 36 6249 21 00 XXX 0 99 XXX)
- F. 461 L 00 2171 00 XXX 0 00 000 – Due to General Operating
 - a. Such as Summer school, textbooks, PSAT/SAT, Duke exam fees, TCC, TWU, parking spots at high schools, Chromebook charges
- G. 461 L 00 2172 00 XXX 0 00 000 – Due to another campus for fines/fees collected for fund 461
 - a. Such as other campus id fines, library fines
- H. 461 L 00 2114 00 XXX 0 00 000 – Sales Tax
- I. 865 R 00 5749 00 XXX 0 00 XXX – misc. revenue code used on cash receipts as well as refunds
- J. 865 R 00 5744 00 XXX 0 00 XXX – DONATION ONLY on cash receipts
- K. 865 E 00 6199 00 XXX 0 00 XXX - payroll
- L. 865 E 00 6299 00 XXX 0 00 XXX – contracted services
 - a. Such as bounce houses, visiting authors
- M. 865 E 00 6399 00 XXX 0 00 XXX - supplies
- N. 865 E 00 6499 00 XXX 0 00 XXX – misc. operating
 - a. Such as meeting refreshments, dues
- O. 865 L 00 2172 00 XXX 0 00 000 - Due to another campus for fines/fees collected for fund 865
 - a. Such as Stuco dues
- P. 876 L 00 2191 00 XXX 0 00 000 – SUNSHINE

Fund 461 Sub Object Codes

Please remember that Skyward will default to the sub object codes on the flip chart bottom portion.

461 SUB OBJECTS ONLY		
01	1st Grade	43 Photo Journalism
02	2nd Grade	44 Physics/Mad Science Club (T Rendon ES)
03	3rd Grade	45 Hope Committee (LRHS)/Positive, Behavior, Intervention, Support (PBIS-D Shepard IS)
04	4th Grade	46 Saturday School/Attendance MakeUp
05	5th Grade	47 School Pictures/Innovation Lab (BBIA)
06	6th Grade	48 Science/Health Science
07	7th Grade	49 Social Studies
08	8th Grade	50 Spanish/Foreign Language
09	9th Grade	51 Special Ed/Special Kids Creation (MHS)/Life Skills Tuesday Tutors (LRHS)/FALS B (LHS)
10	10th Grade	52 Student Council/Student Gov't
11	11th Grade	53 Step Team
12	12th Grade	54 Student IDs
13	Pre-Kindergarten	55 Electronics/Skills USA (BBIA)
14	Kindergarten	56 Target Competition Team (BBIA)
15	Campus Operations	57 Technology/Computer Science
16	Art	58 Thespians or Theater or Drama
17	AVID	59 Welding/Skills USA (BBIA)
18	Band	60 Whizz Quiz/UII
19	Cell Phone Fines	61 Yearbook
20	Chess/FALS Potato Fundraiser	62 Auto Tech Center
21	Choir	63 Business Testing
22	Counseling	64 Construction Tech
23	Dance	65 Horticulture
24	Duke Exam Fee/AP Testing/Certifications	66 Pharmacology
25	English	67 BB Vet Tech
26	FALS/Life Skills/Tigerbucks (MHS)/Success (LHS)/Coffee Cafe (LRHS)/Skills for Living (Coble)	68 Ron Whitson Ag Center/Reed Stewart Center
27	Field Trips	69 Savvy's Bistro/Cooking (MHS)/Culinary Arts (LHS)
28	Fine Arts/Orchestra	70 Baseball
29	Fundraisers	71 Girls Basketball
30	GT	72 Boys Basketball
31	History/Scrabble Club (R Tippis ES)	73 Football
32	Human Geography	74 Boys Golf
33	Law Enforcement (BBIA)/ACADEC (LRHS)	75 Girls Golf
34	Library	76 Hall of Honor
35	Math	77 Softball
36	Mini Grants	78 Swimming
37	Music	79 Girls Track
38	Nurses Clinic/Nursing (BBIA)	80 Boys Track
39	PE	81 Girls Volleyball
40	Photography	82 Powerlifting
41	PSAT/SAT/ACT - Fit Club (D Shepard IS)	83 Boys Soccer
42	Robotics	84 Girls Soccer
		85 Cross Country
		86 Tennis
		87 Project Lead the Way (BBIA)
		88 FFA (BBIA entry fees)
		89 EMT (BBIA)
		90 Floral Design (BBIA)

Fund 865 Local Codes

LOCAL	Short Description	Long Description
600	ACADEC	ACADEC
601	ACADEMIC FEST	ACADEMIC FESTIVAL
602	AMNESTY INTER	AMNESTY INTERNATIONAL
603	ART CLUB	ART CLUB
604	ASL CLUB	ASL CLUB
605	ATHLETICS/ANIMATION CLUB (BBIA)	ATHLETICS/ANIMATION CLUB (BBIA)
606	AUTO TECH	AUTO TECH
607	AVID	AVID
608	BAND	BAND
609	BASS CLUB(MHS)/BOOK CLUB(LRHS)	BASS CLUB(MHS)/BOOK CLUB(LRHS)
610	BELL GUARD	BELL GUARD
611	BIOLOGY CLUB/Environmental Club (LHS)	BIOLOGY CLUB/Environmental Club (LHS)
612	BOWLING CLUB	BOWLING CLUB
613	BOYS 2 MEN	BOYS 2 MEN
614	BUILDER'S CLUB	BUILDER'S CLUB
615	Ridge Runners (LRHS)/Community Volunteers (MHS)	Ridge Runners (LRHS)/Community Volunteers (MHS)
616	CHEERLEADING	CHEERLEADING
617	EAGLE STORE	EAGLE STORE
618	CRIMESTOPPERS	CRIMESTOPPERS
619	DECA CLUB	DECA CLUB
620	FALS	FALS
621	FCCLA	FCCLA
622	FRENCH CLUB	FRENCH CLUB
623	FRESHMEN CHEER	FRESHMEN CHEERLEADING
624	JV CHEER	JV CHEERLEADING
625	CHESSE CLUB	CHESSE CLUB
626	CHOIR	CHOIR
627	COMPUTER SCIENC	COMPUTER SCIENCE
628	DEBATE	DEBATE
629	DRAMA	DRAMA
630	DRILL TEAM	DRILL TEAM
631	FOR CLUB	FOR CLUB
632	ELA	ELA
633	GERMAN CLUB	GERMAN CLUB
634	GO CENTER	GO CENTER
635	GO GREEN CLUB	GO GREEN CLUB
636	HOME ECONOMICS	HOME ECONOMICS
637	HOSA (Mansfield Medical @ BBIA)	HOSA (Mansfield Medical @ BBIA)
638	INTERACT CLUB	INTERACT CLUB
639	FCA	FCA
640	FFA	FFA
641	JOURNALISM	JOURNALISM
642	JPSAT	JPSAT
643	JROTC	JROTC
644	KEY CLUB	KEY CLUB
645	LANGUAGE ARTS	LANGUAGE ARTS
646	LAW ENFORCEMENT	LAW ENFORCEMENT
647	LATIN CLUB	LATIN CLUB
648	Best Buddies	Best Buddies
649	LIFE SKILLS	LIFE SKILLS
650	LULAC	LULAC
651	MAROON PLATOON	MAROON PLATOON
652	MEDIA TECH	MEDIA TECH
653	KNI OF TOMORROW/SONS OF SUMMIT	KNIGHTS OF TOMORROW/SONS OF SUMMIT
654	MENTORS&MENTEES	MENTORS & MENTEES
655	MULTI-CULTURAL	MULTI-CULTURAL CLUB

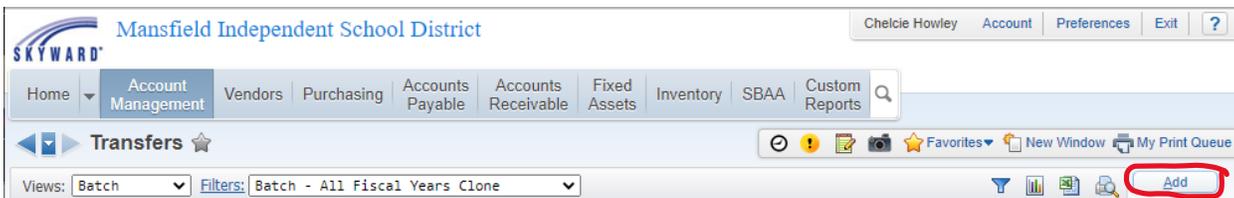
656	NERD CLUB	NERD CLUB
657	NEWSPAPER	NEWSPAPER
658	NHS	NHS
659	NJHS	NJHS
660	PACK SHACK	PACK SHACK
661	PEER MEDIATION	PEER MEDIATION
662	PHOTO JOURNALIS	PHOTO JOURNALISM
663	RADIO BROADCAST	RADIO BROADCASTING
664	RETRO	RETRO
665	ROBOTICS	ROBOTICS
666	Aerie Literary	Aerie Literary Magazine
667	InternationalCu	International Culture
668	SCIENCE	SCIENCE
669	SCREAMING EAGLE/Girl Power (ECHS)	SCREAMING EAGLE/Girl Power (ECHS)
670	SHADES/Big AI DJ Club (Coble MS)	SHADES/Big AI DJ Club (Coble MS)
671	SHOW CHOIR	SHOW CHOIR
672	SOLAR RACING	SOLAR RACING TEAM
673	SPANISH CLUB	SPANISH CLUB
674	STEP TEAM	STEP TEAM
675	STUDENT COUNCIL	STUDENT COUNCIL
676	TAFE	TAFE
677	TASA	TASA
678	TEEN LEADERSHIP	TEEN LEADERSHIP
679	MuslimStudent	Muslim Student Association
680	UIL	UIL
681	UNICEF	UNICEF
682	VICA	VICA
683	WELDING/Coble Creators	WELDING/Coble Creators
684	YEARBOOK	YEARBOOK
685	WHIZ QUIZ	WHIZ QUIZ
686	GT	GT
687	FUNFOAMFLYERS	FUN FOAM FLYERS R/C
688	TICTOC	TIC TOC EMBROIDERY
689	Game Design	Game Design
690	Culinary	Culinary Competition Club
691	Architecture	Architecture Club
692	AFRICANSTUDENT	AFRICAN STUDENT ASSOCIATION
693	Senior Class (FY USED)	Senior Class (FY USED)
694	CERAMICS	CERAMICS
695	Dance/MOB (SHS)	Dance/MOB (SHS)
696	Movement/MOVE	Movement/MOVE CAMP
697	Tigers Untamed	Tigers Untamed
698	Tiger Ambassado	Tiger Amabassador
699	Catholic Studen	Catholic Student Association
850	Women's Empower	Women's Empowerment
851	Drill Team JV	Drill Team JV
852	Homecoming	Homecoming
853	Luck/HOG Week	Luck/HOG Week
854	Project Care We	Project Care Week
855	GSA	GSA
856	Day of Service (LHS)	Day of Service (LHS)
857	Blue Fx	Blue Fx
858	Construction Tech	Construction Tech
859	Life Skills B	Life Skills B
860	Orchestra	Orchestra
861	African American History Club	African American History Club
862	Black Student Association	Black Student Association
863	JROTC Drill Team	JROTC Drill Team

Deposit Transfer in Skyward Finance

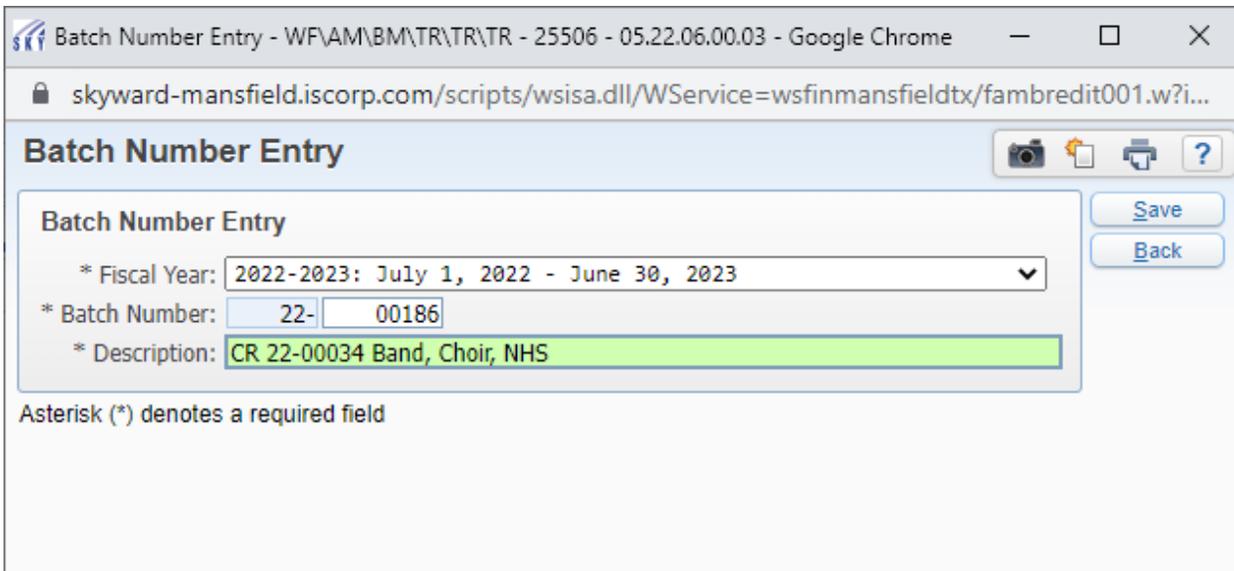
Click on Account Management/Transfer



Click Add on the below screen



Make sure the correct fiscal year is displayed. The batch number will populate on its own. In the description below, put the cash receipt batch number then a brief description of what was deposited – click save



Click Add on the below screen

Edit Details

Batch Information
 Fiscal Year:
 Batch Number:
 Description:

Detail Lines
 Views: Filters:

Line #	Account	Description	Debit Amount	Credit Amount	Referen
There are no records to display; check your filter settings.					

2000 0 records displayed Line #:

Totals by Fund

Fund	Debit	Credit	Net	BS Net	OS Net
Total	0.00	0.00	0.00	0.00	0.00

Detail Line Entry

Batch Information
 Fiscal Year:
 Batch Number:
 Description:

General Information
 * Line:
 * Account:
 Description:
 Addtl Description:
 Name:
 * Date:
 Reference:
 Project/Grant:

Account Description

461	GOVERNMENT ACTIVITY FUND
00	OTHER
5749	OTHER REVENUES FROM LOCAL SOUR
00	GENERAL

Line Amounts
 * Debit:
 * Credit:

Current Budget Amounts
 New:
 Current:
 Available Funds:
 WIP Transfers:

Batch Amounts
 # of line items: Debit: Credit: Net Amount:

Asterisk (*) denotes a required field

Enter the revenue account and the description of the cash receipt batch number and what was deposited – the revenue account will be a credit

Detail Line Entry

Batch Information
 Fiscal Year: 2022-2023: July 1, 2022 - June 30, 2023
 Batch Number: 22-04777
 Description: test

General Information
 * Line: 1
 * Account: 461 E 11 6399 16 002 0 11 310
 Description: CR 22-03752 Art
 Addtl Description:
 Name:
 * Date: 01/18/2023
 Reference:
 Project/Grant:

Account Description
 461 GOVERNMENT
 ACTIVITY FUND
 11 INSTRUCTION
 6399 GENERAL SUPPLIES
 16 FOREIGN LANGUAGE
 002 SUMMIT HIGH

Line Amounts
 * Debit: 0.00
 * Credit: 100.00

Current Budget Amounts
 New: 1,488.00
 Current: 1,588.00
 Available Funds: 313.91
 WIP Transfers: -25.00

Batch Amounts
 # of line items: 1 Debit: 0.00 Credit: 100.00 Net Amount: -100.00

Asterisk (*) denotes a required field

Enter the expense code the deposit should be placed in, the description will explain what is being deposited such as ids/art fee, and this will be a debit

Click Close – the activity accountant will approve the transfer as soon as the deposit is approved

No transfer for Sunshine or any liability code deposited into

Amendments

Fund 461 amendments are not required to go to the board for approval; therefore, fund 461 amendments are approved daily by the activity accountant. The campus must receive principal approval of crossing functions as the principal is not an approver of amendments in Skyward Finance.

Donations

Donations are made by outside entities or individuals for the benefit of students or faculty. Donations are made without any return consideration going back to the donor, and may be in the form of goods, services, or money.

Refer to the Business Procedures Manual – Monetary Donations, In-Kind Gifts, and Gift Cards regarding donations as well as the intent to accept form, IRS publication 1771, and IRS 1098-C form. The manual is located on the MISD website under Departments\Business Services\Business & Financial Services Manual and the form is located on SharePoint under finance folio. Please note: Spirit Nights are deemed as donations, not a fundraiser.

Intent to Accept form

Also known as a donation form (form is found on the finance folio on SharePoint)

Make sure that if the donation is over \$2500 that the form is scanned as part of the cash receipt backup (this will be without the Associate Superintendent of Business and Finance’s signature)

Make sure that if the donation is over \$2500 that the form is sent to the secretary to the Associate

Superintendent for Business and Finance for signature (the signed form will come back to the secretary/bookkeeper as well as the activity accountant in order for the form to be attached to the cash receipt in history)



Mansfield Independent School District Intent to Accept Form

Mansfield Independent School District is a public school district and is a political subdivision of the State of Texas. The District is not a tax-exempt entity under the Internal Revenue Service (IRS) Code Section 501(c)(3). However, the District is considered a tax-exempt organization that may receive charitable contributions according to the IRS Code Section 170(c)(1). This section states that a charitable contribution means a contribution or gift to or for the use of:

“A State, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution or gift is made for exclusively public purposes.”

The District may receive charitable contributions if they are for public purposes, such as benefiting a group and not an individual. Contributions may be made to the District, District schools, District departments, or various District groups and clubs. These charitable contributions are deductible by the contributor on their tax return. The federal identification number of the Mansfield Independent School District is #75-6002005.

Please note, contributions made to various parent or community organizations, such as PTAs and Booster Clubs, are not contributions to the District. Since these organizations are separate entities from the District, the District’s tax-exempt status does not apply to these organizations. These organizations must apply for their tax-exempt status under IRS Code Section 501(c)(3). Evidence of their tax-exempt status would be a Determination Letter from the IRS. When a PTA or Booster Club donates monetary or non-monetary items to the District, then the donation is considered a contribution to the District.

Mansfield Independent School District greatly appreciates the support of:

Name of Contributor (Company or Person) _____

Address _____

Contact Name/Phone Number _____

through the contribution of:

Description of Item(s) Contributed and/or Monetary Contribution Received

Approvals:

Signature and Title of District Employee

School/Department

Date

Approval by Associate Superintendent of Business and Finance (if over \$2,500)

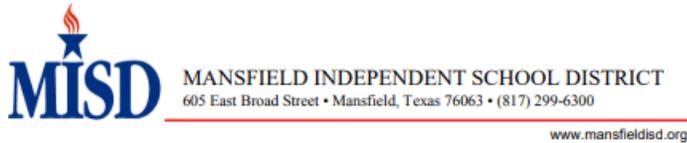
Date

Any donation that is \$2,500 or greater must be approved before accepting donation.

Revised 09/02/2015

Refunds

Fill out the payment refund request form for out of pocket cost with documentation attached to the form verifying the amount requested. The form is turned into the campus administration office with the requestor's signature. (The requester can email the form and the email would act as their signature.) Once the form is accepted and verified, the bookkeeper/secretary enters a vendor request in Skyward to add the requestor's name and address to the vendor file. A W9 is not required. Then, a check request is entered in Skyward using the 461 R 00 5749 00 XXX 0 00 000 or 865 R 00 5749 00 XXX 0 00 XXX. Finally, the campus must submit a transfer debiting (transfer to) 461 R 00 5749 00 XXX 0 11 XXX or 865 R 00 5749 00 XXX 0 00 XXX and crediting (transfer from) the 461 expense code or 865 expense code the campus wants to take it from. The refund form and proof of payment such as a Skyward Student receipt, MISD receipt, and/or tally sheet must be attached to the check request to cut the check. The activity accountant will send an email to accounts payable that the check request is ready to pay and close. Check will be mailed from the accounts payable department.



PAYMENT REFUND REQUEST

(Refund will be given to the individual who made the payments.)

REQUESTOR INFORMATION	
Name <small>(individual seeking refund)</small>	
Student Name	
Student ID#	
Street Address	
City, State Zip	
Phone Number	
Email	

Note: Requests for a refund must be accompanied by proof of out of pocket costs. Acceptable forms of proof include a cash receipt or an account transaction report from Student Account (Charms, Ticketracker, or Skyward).

PAYMENT / REFUNDS (circle accordingly)					
Program	Field Trip	Library	Textbook	Fine	Other

Refund Request Date	REASON FOR PAYMENT REFUND	TOTAL

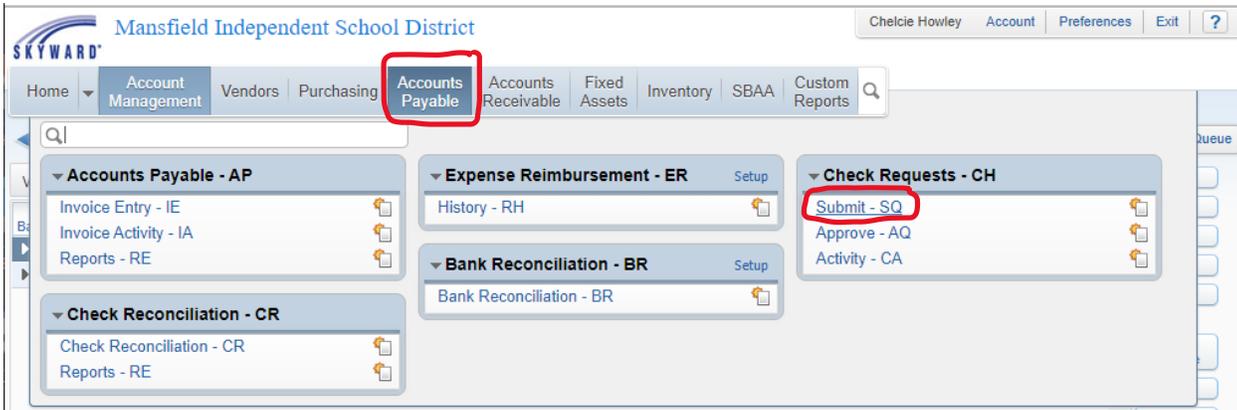
MISD Use Only	
Vendor entered	
CK Req. #	
Received	
Documentation Sent to Business Office	

	Payment Requestor
	Campus Representative (Sponsor, Principal)
	Business Office

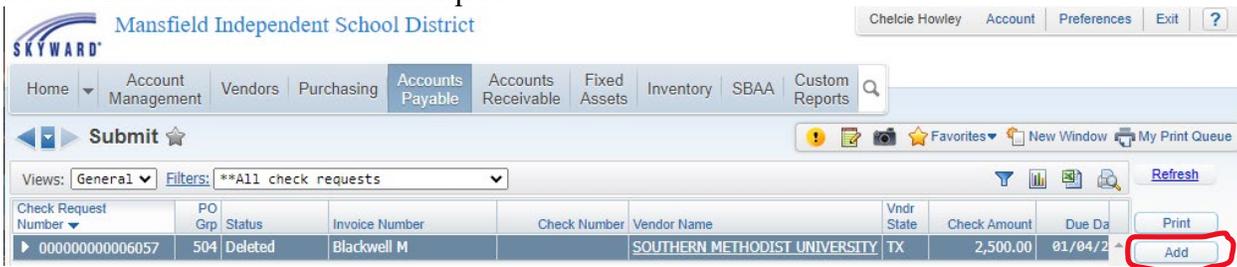
Please return completed form & documentation to Assoc. Superintendent, Business & Finance.

Skyward Finance Accounts Payable Check Request

Once logged into Skyward Finance, click on the Accounts Payable tab, then under Check Request click Submit

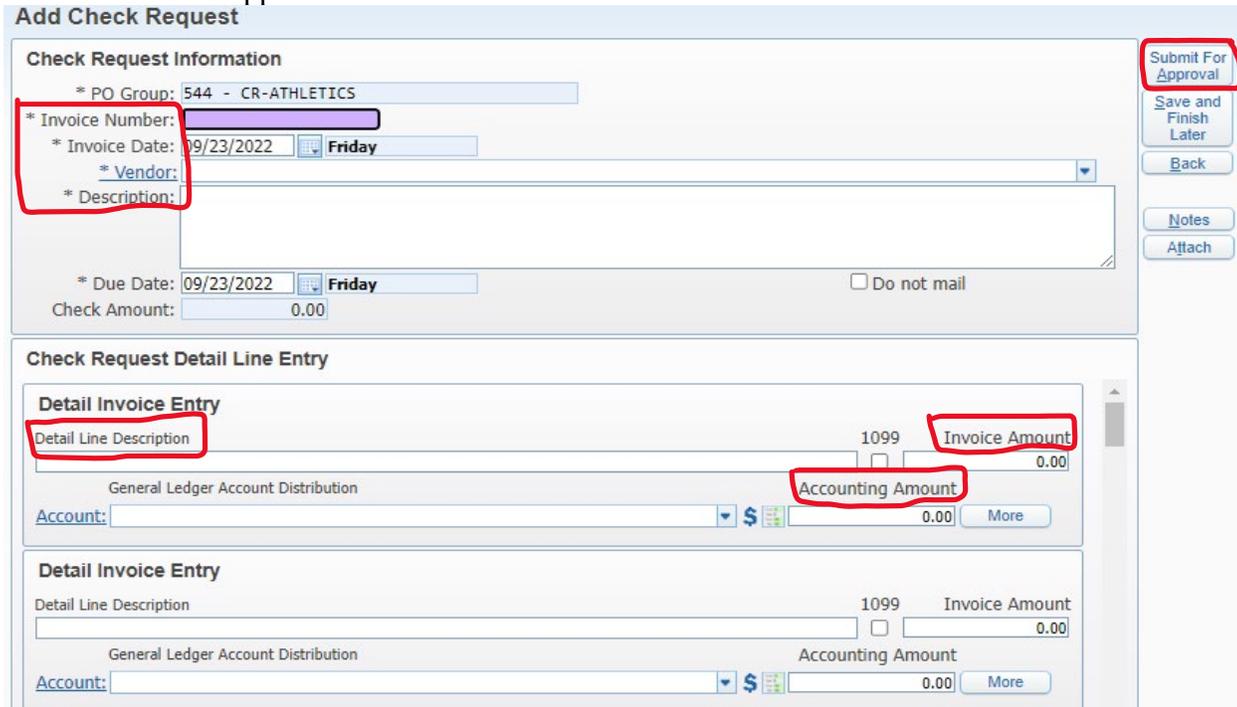


Select Add to enter a new check request

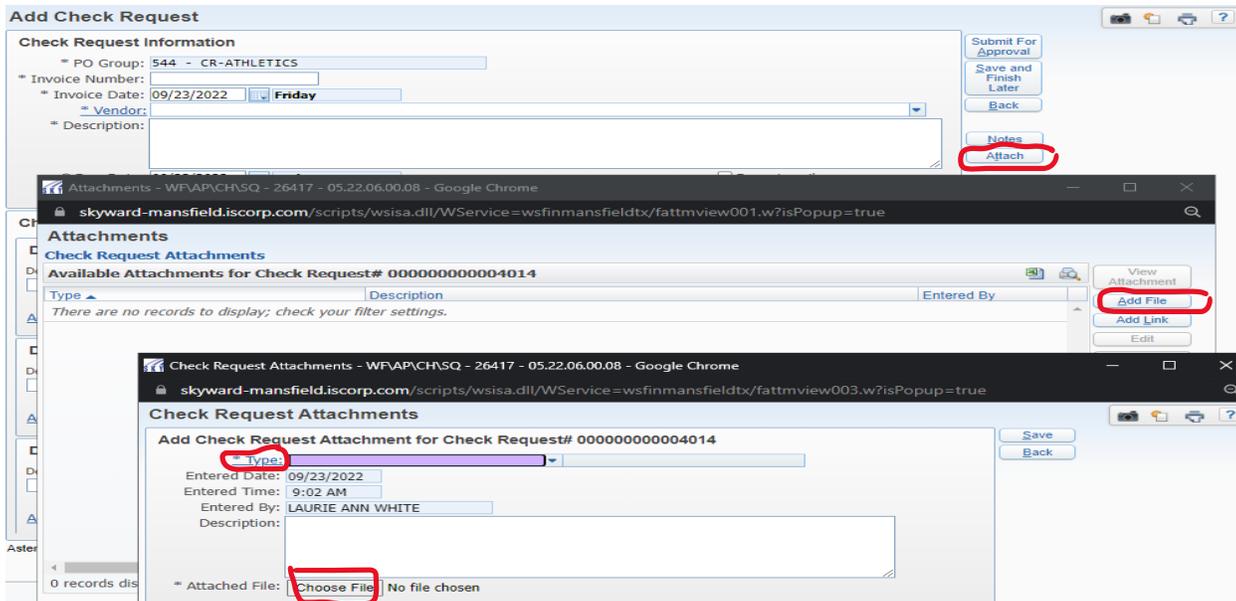


Complete the check request information – If a PDSA, then the invoice number will be the invoice number to be paid. If a refund, then the invoice number will be the date entered then the person being refunded such as 07242023 Howley, Chelcie.

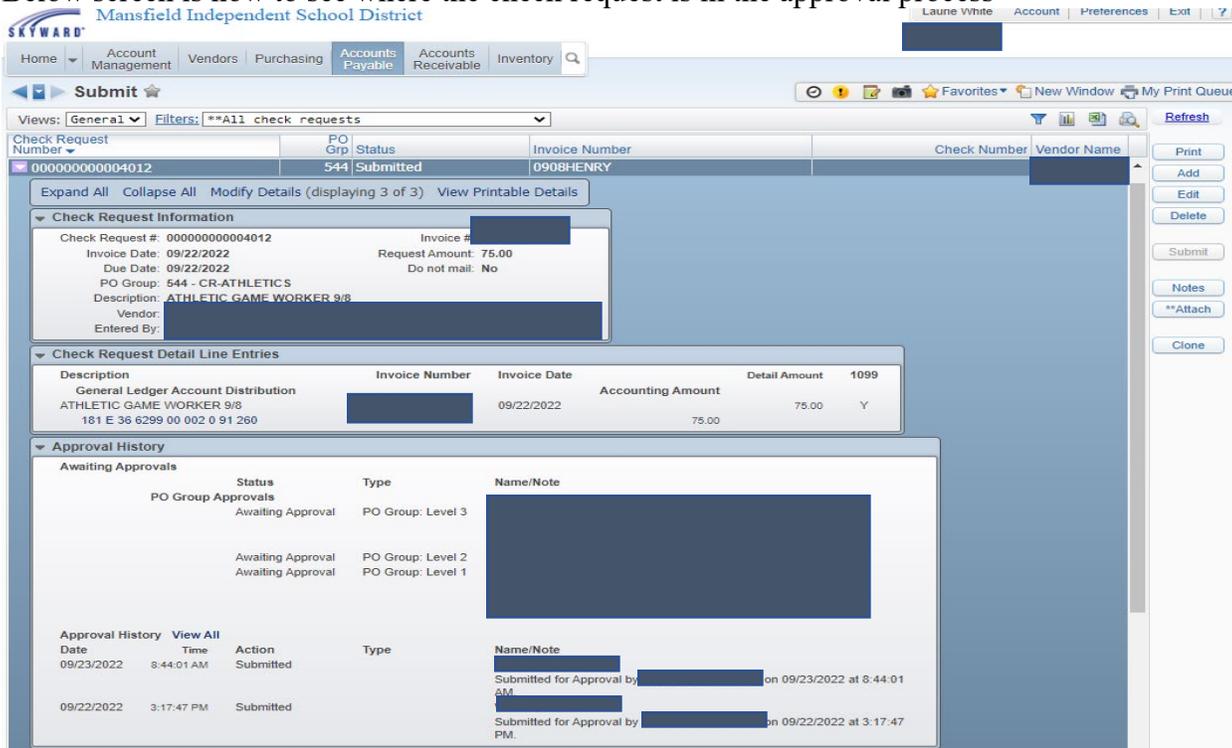
Select submit for approval



Adding the attachment such as the PDSA form, invoice, refund form, proof of payment



Below screen is how to see where the check request is in the approval process



Sales Tax

A. General Policy Guidelines

Campuses should not pay sales tax or reimburse individuals for sales tax paid because the District is generally exempt from paying sales tax. Exceptions to payment of sales tax include instances when it is not practical for the individual to take a tax exemption certificate (e.g. emergencies, unexpected circumstances and purchases made from the faculty account).

Review the Business Procedures Manual – Sales Tax for additional sales tax information.

B. School Purchases

School purchases, leasing or renting of equipment, supplies, materials, and services for educational or instructional use, or for use necessary to the function of the school (e.g., office supplies and copy paper) are exempt from state and local sales tax. The school, District or an authorized agent should provide the vendor a *Texas Sales and Use Tax Exemption Certificate*.

A *Texas Sales and Use Tax Exemption Certificate* may not be issued to secure exemption from sales tax for the purchase of items to be used for personal benefit (e.g., drill team purchasing makeup/earrings or athletics purchasing jackets to be given to a student). Further, an exemption certificate may not be issued by the campus for purchases by parents, patrons or outside organizations (e.g., PTA's and booster clubs).

In cases where the campus is purchasing items using activity funds, and the items will be resold to individuals, the campus should issue a *Texas Sales and Use Tax Resale Certificate* that then allows the campus to make a non-taxable purchase (i.e., because the intent is to resell the items to individuals). In these cases the campus must collect, report and submit sales tax when individuals buy the items that were purchased tax-exempt, unless a One-Day Tax-Free day is used.

C. School Sales/Fundraisers (such as t-shirt sales)

Prior approval is needed through Eduphoria. Fundraiser reconciliation recap must be completed within two weeks of the end date of the fundraiser. Please refer to the business and financial services manual – fund raising for campus and student activity funds. Pre-sales of t-shirts are highly encouraged – this will eliminate to extra that do not get sold.

D. One-Day Tax-Free Sales

Each school and each bona fide student chapter, may have two one-day tax-free sales each calendar year. The delivery day is a 24 hour period that is tax-free. Please note anything outside of the 24 hour delivery day period is taxable.

E. School Sponsored Trips: Meals, Lodging

Sales tax is not due on meals purchased by a school for an athletic team, band, debating club or any similar school-supervised organization on a school-approved trip. The school must pay for the meal using a District check or credit card in order to be exempt. Individual purchases of meals by students while on a trip are not tax exempt.

A school or other qualified exempt organization is exempt from the state portion of the hotel occupancy tax. These groups are not exempt from paying the hotel occupancy tax imposed by each city or county. The school, District, or District employee should provide the hotel with a *Hotel Occupancy Tax Exemption Certificate* located under Travel in the business and financial services manual. The hotel should then exclude the state hotel occupancy tax from the final bill.

F. Collection and Remittance of Sales Tax

The school shall collect sales tax on all taxable sales. Note: Arlington (.0825), Grand Prairie (.0825) and Unincorporated Tarrant County-Tarver Rendon (.0625) sales tax rate may differ from the Mansfield (.0825) sales tax rate. Be certain the campus is applying the correct percentage when calculating sales tax. When imposing sales tax, the school has the option of:

1. Adding the tax to the selling price of the item

If the selling price of an item is \$5.00 and the tax rate is 8.25%, the school would collect \$5.41 (\$5.00 x 1.0825) from the buyer for each item sold. The sales tax on this item would equal 41 cents.

2. Including the tax in the selling price of the item

a. Divide total sales by 1.0825 to determine total taxable sales.

$$\begin{array}{rclcl} \text{Total Sales} & / & \text{1+Tax Rate} & = & \text{Total Taxable Sales} \\ \$100.00 & / & 1.0825 & = & \$92.38 \end{array}$$

b. Then subtract total taxable sales from the total sales amount to arrive at the total sales tax due. For example, if the tax rate is 8.25% and total sales are \$100.00, including tax, the school will retain \$92.38 and remit \$7.62 for sales tax.

$$\begin{array}{rclcl} \text{Total Sales} & - & \text{Total Taxable Sales} & = & \text{Sales Tax Due} \\ \$100.00 & - & \$92.38 & = & \$7.62 \end{array}$$

c. Note that when items such as t-shirts are sold to students “at cost” and this method is used to compute sales tax, the activity fund is actually reselling the items at a loss.

Secretary/bookkeepers will deposit sales tax to 461 L 00 2114 00 XXX 0 00 000 on the cash receipt. The activity accountant will transmit the total sales tax collected from all the schools to the State Comptroller's Office monthly.

Taxable, Nontaxable Sales and Items Not Considered a Sale

Taxable Sale	Nontaxable Sale	Not a Sale
	Ad sales in yearbooks, programs, posters, etc.	
Animals that do not ordinarily constitute food or food products, such as hamsters, mice, cats and dogs	Fees and admission tickets--athletics, dances, dance performances, theatre productions, summer camps, clinics, workshops	Collection of money from students to pay a company for admission or service (i.e. Fort Worth Zoo, PSAT, etc.
Art - supplies and works of art	Admission - prom, homecoming	Commissions received, i.e. Dr. Pepper, Scholastic Book Fairs
	Agricultural products (plants and seeds), the products of which ordinarily constitute food for human consumption	
Auction items		Donations of money to the school
Automobile repair parts (a separately stated charge for parts is taxable; a separately stated charge for repair labor is not taxable)	Automobile repair (a lump-sum charge for parts and labor)	Fees-Musical Instrument maintenance, lab, cleaning, transcripts
Bakery products sold with plate/utensil	Bakery products for a bake sale (without plates/utensils)	Fines received-textbooks, library books, parking, etc.
Books sold at student book fairs (unless acting as an agent for the vendor and the vendor is collecting/remitting sales tax	Banquet fees	Lost payments - books, handbooks, student ID cards
Brochure Items		Marathon fundraisers--lift-a-thon; jump rope for heart; basketball hoops
Calculators	Concession-Stand food sales if all net proceeds go to the activity fund	Student Club Membership fees
Calendars		Summer School tuition and fees
Candles		
Car carpet shampooing	Car washes	
Catered Food Sales not sold to the district		
Clothing-tshirts, spirit items		
Cosmetology products such as shampoo, conditioner and nail polish sold to customers	Cosmetology services such as haircuts, shampoo, manicures, and pedicures	
Cups, glass, plastic, paper	Discount entertainment cards and books	
Decals		

Donated items that are sold		
Fees for materials when the end product becomes a possession of the student: i.e., cheerleader uniforms, drill team accessories, t-shirts, etc.		
Horticultural products such as flower arrangements, roses, carnations, holiday greenery and poinsettias	Farm animals such as pigs, cows, chickens and other livestock	
ID cards--when they are sold to the entire student body (not just the fine for a lost ID card)		
Magazines (single issue or subscription less than six months)	Magazine subscriptions for six months or longer	
Parking permits for the general public	Parking permits for public school students, faculty and staff	
Pictures - school or group if the school is the seller		
Publications such as football, basketball or volleyball programs		
Rental of tangible personal property such as locks, musical instruments, calculators and computers	Rental of real property such as a gymnasium, auditorium, library or cafeteria	
School purchased supplies sold directly to students: i.e. athletic equipment, physical education uniforms, planners, agendas, musical instrument reeds, etc.		
School rings or other jewelry		
Student publications: yearbooks, football programs, etc.		
Vending - pencils and other non-edible supplies when the school services the machine		
Yard signs		

Returned Checks

General Policy Guidelines

The District has contracted with an outside vendor, Envision Payment Solutions, to collect on all checks that are presented to the District, deposited and subsequently returned unpaid (i.e., NSF checks). This agreement covers checks deposited to District bank accounts. Envision is responsible for contacting individuals who write NSF checks, the campus/department will not be required to attempt to collect on these checks that are returned.

1. All NSF checks will be sent from the bank directly to Envision, who will then begin collection proceedings for all checks. The Business Office will charge the campus/department that accepted the check as soon as the item is returned.
2. Envision will collect a returned check fee (and applicable sales tax) from the check writer in addition to collecting the amount of the NSF check.
3. Parents must work directly with Envision to make good on returned checks. Do not accept repayment from a check writer who has received notice that their check was returned. If a parent with a returned check notifies the campus, they need to be referred to Envision.
4. Legal requirements state that we must post notice on the “front entrance to all point of sale locations at all times” indicating that a returned check fee and applicable sales tax will be assessed for NSF checks. To fully satisfy this requirement, a window decal must be posted on the front main entrance door. Contact the accounting department, if additional stickers are required.
5. Per Texas state law, checks that are collected off-campus are covered under this agreement even though the check writer did not actually see the posted notice described above (e.g., checks written for fundraisers that are collected off-campus by students, checks that are sent with a student for book fairs, checks that are received in the mail).
6. Decisions should be made at the campus level concerning whether or not it is prudent to continue to accept checks from those individuals who repeatedly write checks that are returned due to insufficient funds, account closed, etc. It is within the campus principal’s right, as manager of the campus, to refuse to accept payment by check from a habitual bad-check writer

Adjusting Entries and Transfers

Occasionally it is necessary to adjust a previous entry made to the ledger or to transfer funds from one account to another account. If the bank corrects a deposit or if a check clears for an amount different than the amount originally recorded, do not go back and change the original Skyward cash receipt. The bank correction will have a Skyward cash receipt of its own. The activity accountant will assist the campus with these instances.

Monthly Reports

Monthly activity in the activity funds is reconciled at the District level. Campus secretary/bookkeeper must schedule reports to sponsors for fund 865 accounts as well as to the principal for fund 461 to be emailed weekly in Skyward Finance (see below section on Skyward Student and Skyward Finance for instructions). Please note that if the campus has negatives in object 6144 that this is okay as the State gives MISD money in 5831 to cover TRS on behalf. The billing detail report must be scheduled in Skyward Student to sponsors of fund 865 accounts to show what fines/fees have been paid and what is still owed.

Requisitions

Please see the business and financial services manual on Skyward Training on how to enter a requisition in Skyward or get with the purchasing specialists as they have instructions. The only difference would be the budget codes would start with fund 461, fund 865, or fund 876 for sunshine.

There must be an approved purchase order in place for vendors such as Scholastic, Big Kahuna, and Yearbooks (any fundraisers) before settle up.

All fundraiser purchase orders must be out of function 36 and object 6499 for fund 461 and 865 E 00 6499 00 XXX 0 00 XXX for fund 865

All fully approved fundraiser applications must be attached to the purchase order in Skyward in order to be approved – activity accountant will not approve until this is done.

Requisitions that will be using multiple campuses fund 461 or fund 865 budget codes must be entered into Skyward by one of the campuses, then requesting the purchasing department to add the other campus code (must have an email attached from campus approving their code to be used). Please attach all backup documentation to the requisition.

- a. Make sure you include shopping lists on purchase orders to vendors such as Sam's, Hobby Lobby, and Kroger.
- b. Every fiscal year there will be requisition cut off dates for fund 461, 865, and 876 purchase orders. Please watch the calendar of deadlines posted in outlook.
- c. Any deposits that campus activity accounts pay for is at the risk of the campus such as prom venue deposits and field trip deposits.
- d. Please use open purchase orders scarcely.
- e. Plan Do Study Act Forms
 - i. PDSA forms require approval from Executive Council. The campus will forward a completed copy to the associate superintendent of business and finance secretary. Once the campus receives the signed the PDSA form from the secretary to the associate superintendent of business and finance, the campus must enter the check request in Skyward and attach the approved PDSA form in Skyward

finance.

- f. Reminders regarding food purchases:
 - ii. Campuses are allowed to pay for a meal for staff TWICE a year, typically once in the fall for retreat and another one in the spring.
 - iii. Food for staff – campuses can feed the staff on an evening where they are not leaving the campus between then end of the school day and the actual event. For example, Meet the Teacher Night or Open House, the campus could order pizza or box lunches if they are not going home. These events should be kept to a minimum.
 - iv. Retirement Receptions should be hosted for all teachers on the campus or department at the same time. For example, a campus has three teachers retiring and the campus hosts ONE reception for all three, not three individual receptions.

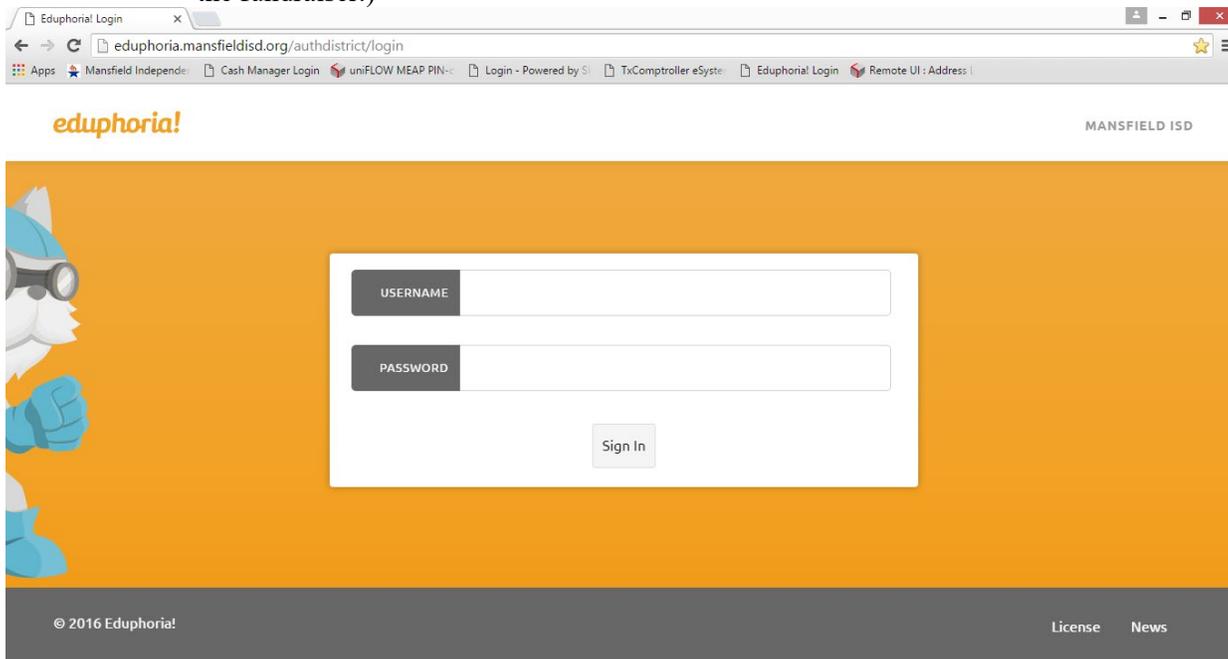
Fundraisers

A fundraiser is defined as an activity engaged in and managed by the school with the intent of raising money. Fundraisers can be structured to sell items, to sell services or simply to provide a service for students (in the latter case the fundraiser may be designed to break even). Generally, fundraisers are designed for the faculty or students to actively participate in the event with the intended result of a profit at the completion of the event. Often fundraisers involve the purchase of items for resale at a marked up price, although a profit is not always the main objective of the fundraiser. Make sure when dealing with commission fundraisers that the vendor handles all the funds of the fundraiser. Spirit Nights are not required to go through the fundraiser eduphoria process as these are deemed as donations. Please refer to the business and financial services manual: Fund Raising for Campus and Student Activity Funds.

Fundraiser Applications and Recaps in Eduphoria

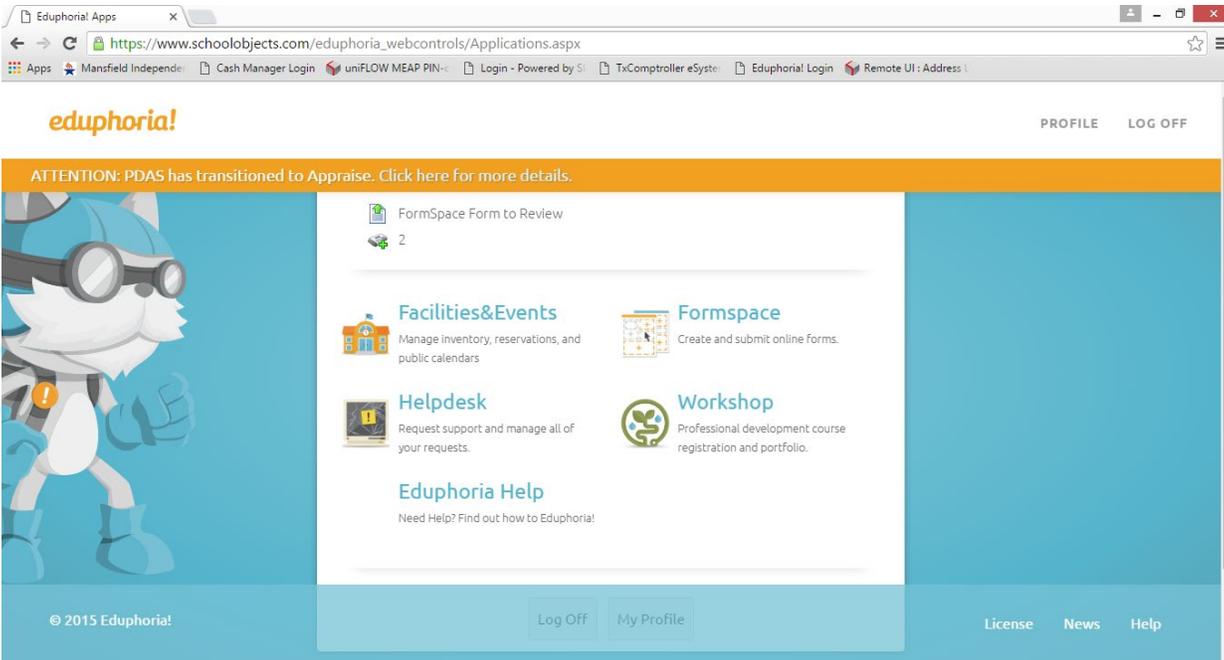
(See section 16 of the business and financial services manual for guidelines)

- a. Log into eduphoria (This step should be done by the sponsor or staff member that was in charge of the fundraiser.)

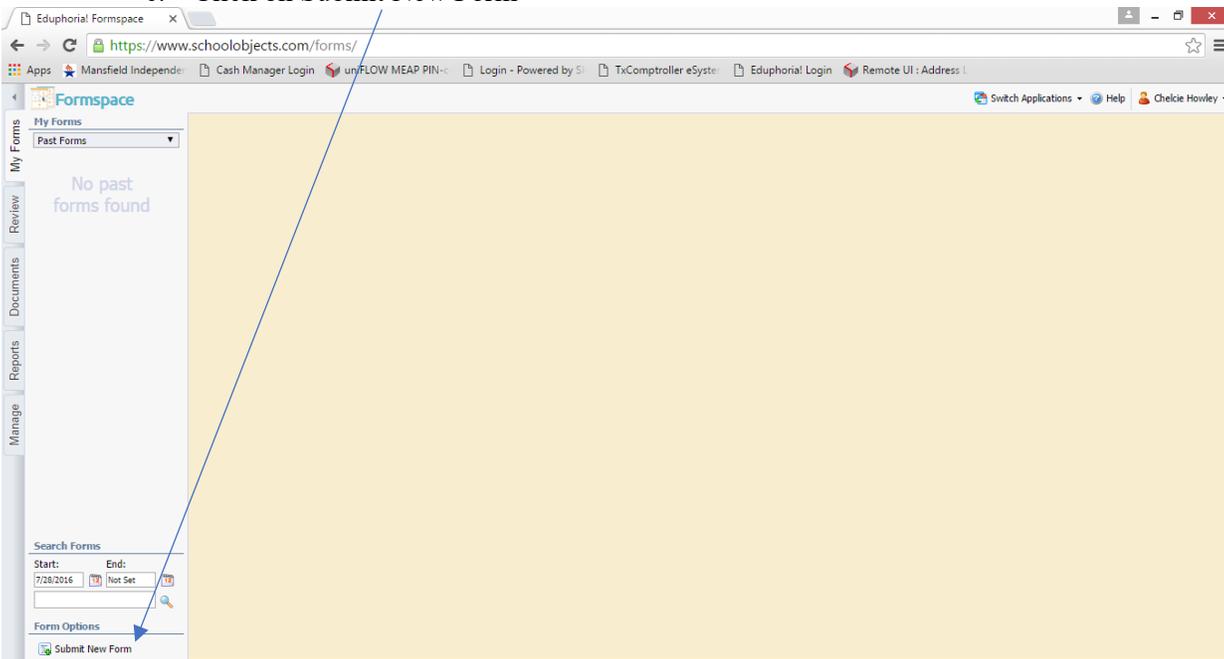


The screenshot shows a web browser window with the address bar containing 'eduphoria.mansfieldisd.org/authdistrict/login'. The page has an orange header with the 'eduphoria!' logo on the left and 'MANSFIELD ISD' on the right. Below the header is a large orange area with a white login form in the center. The form has two input fields: 'USERNAME' and 'PASSWORD', and a 'Sign In' button below them. On the left side of the orange area, there is a cartoon character wearing a blue hat and goggles. At the bottom of the page, there is a dark grey footer with the text '© 2016 Eduphoria!' on the left and 'License News' on the right.

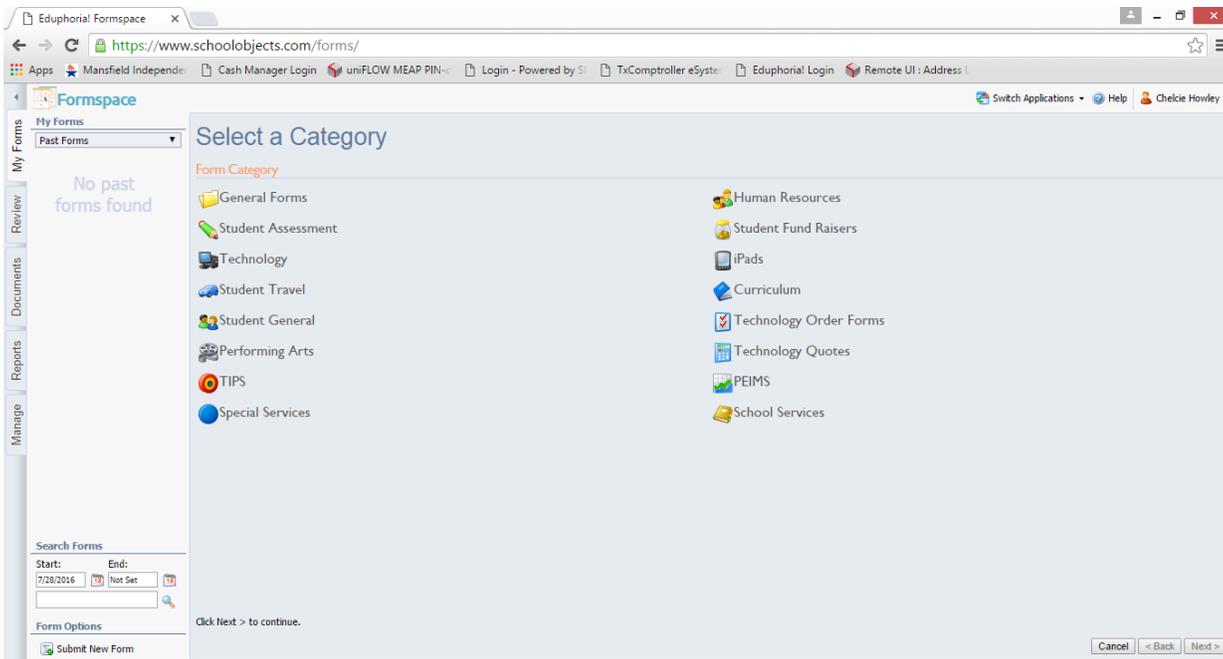
- b. Click on Formspace



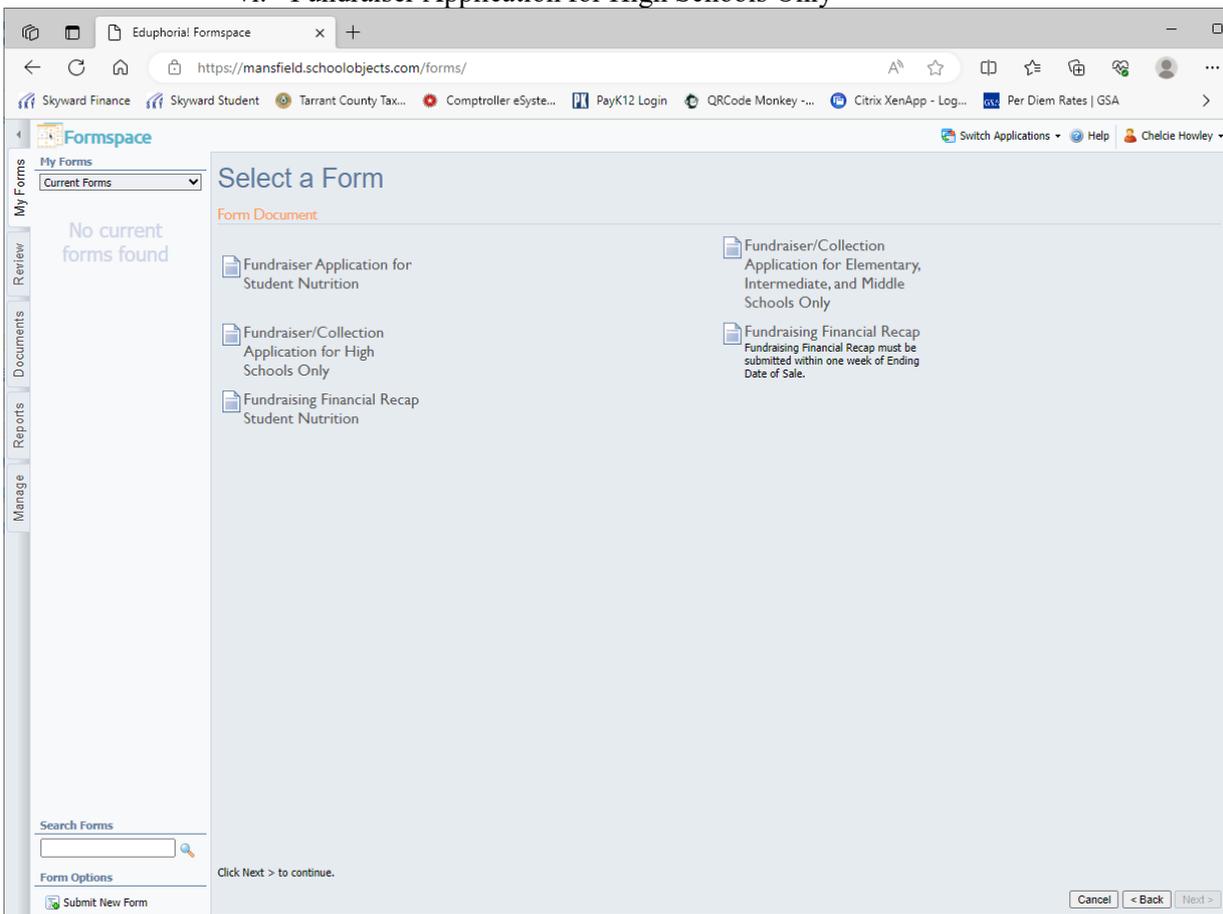
c. Click on Submit New Form



d. Click on Student Fund Raisers



- e. Click on the fundraiser application that applied to your campus
 - v. Fundraiser Application for Elementary, Intermediate, and Middle School Only
 - vi. Fundraiser Application for High Schools Only



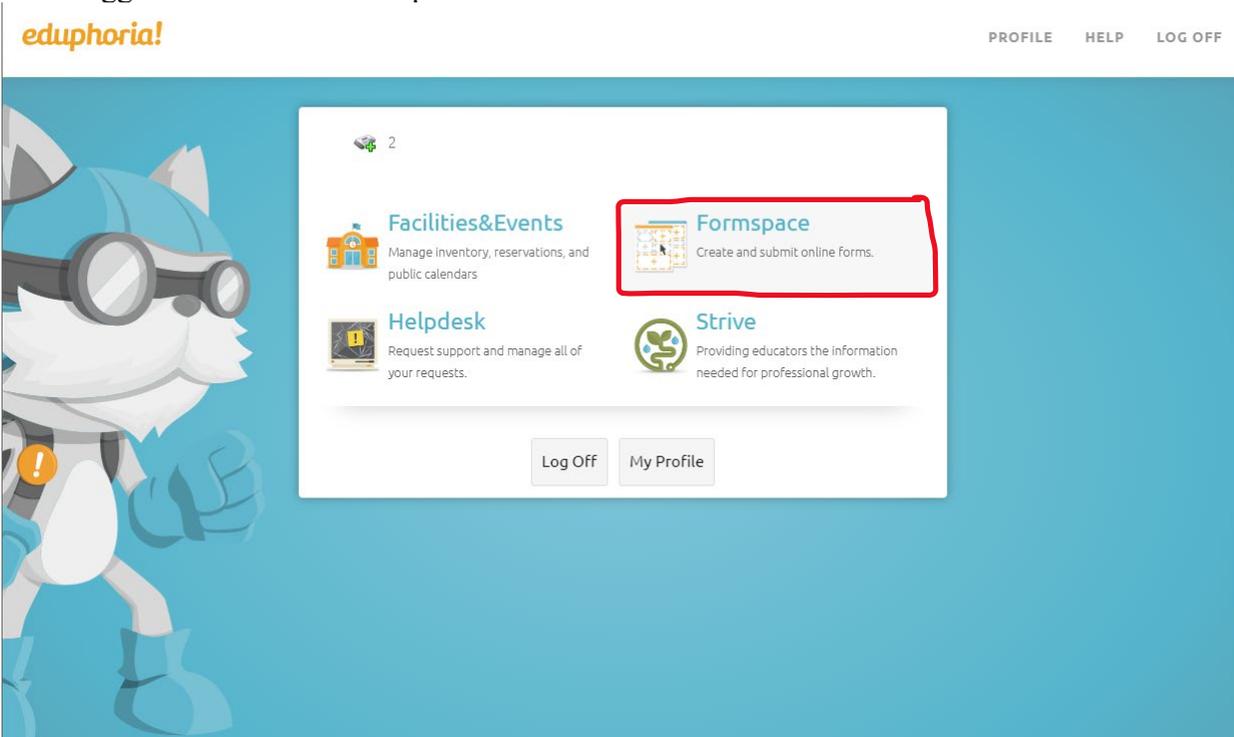
- f. Once the fundraiser is complete, the fundraising financial recap must be completed by going through the above steps, but under select form (above print screen) click on fundraising financial

recap. Answer the questions and submit. This step should be done by the sponsor or staff member that was in charge of the fundraiser no later than two weeks after the end date on the fundraiser application.

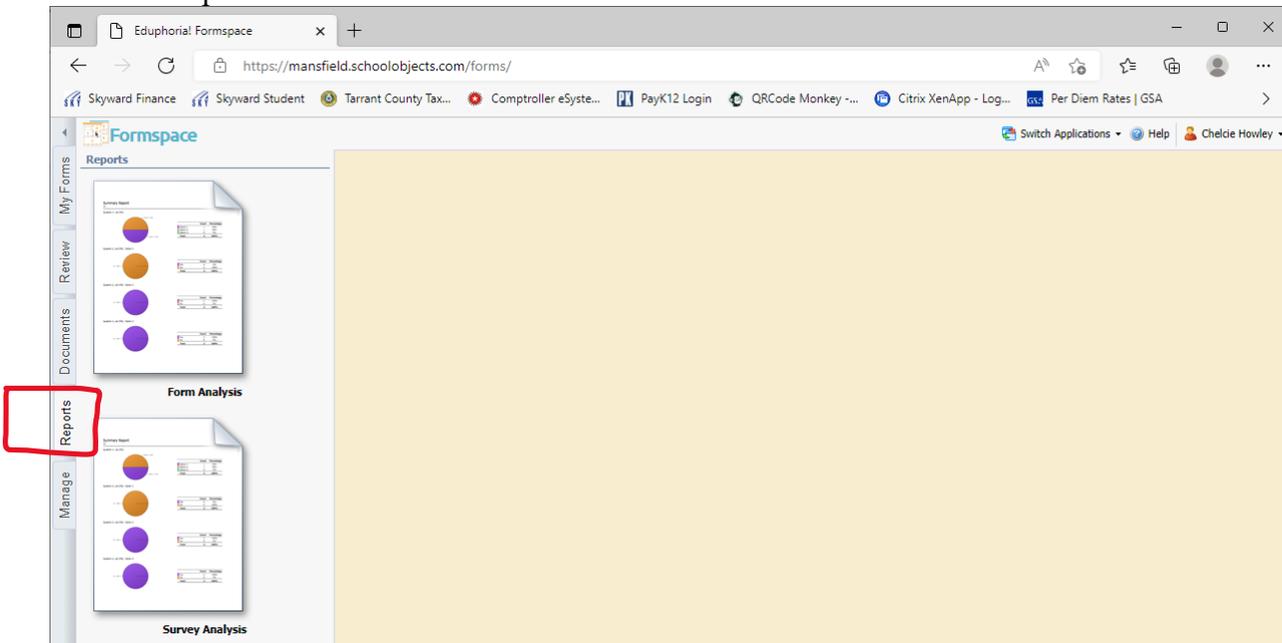
- g. The activity accountant will send out an excel spreadsheet noting what fundraisers are pending monthly.

Eduphoria Report on Fundraisers

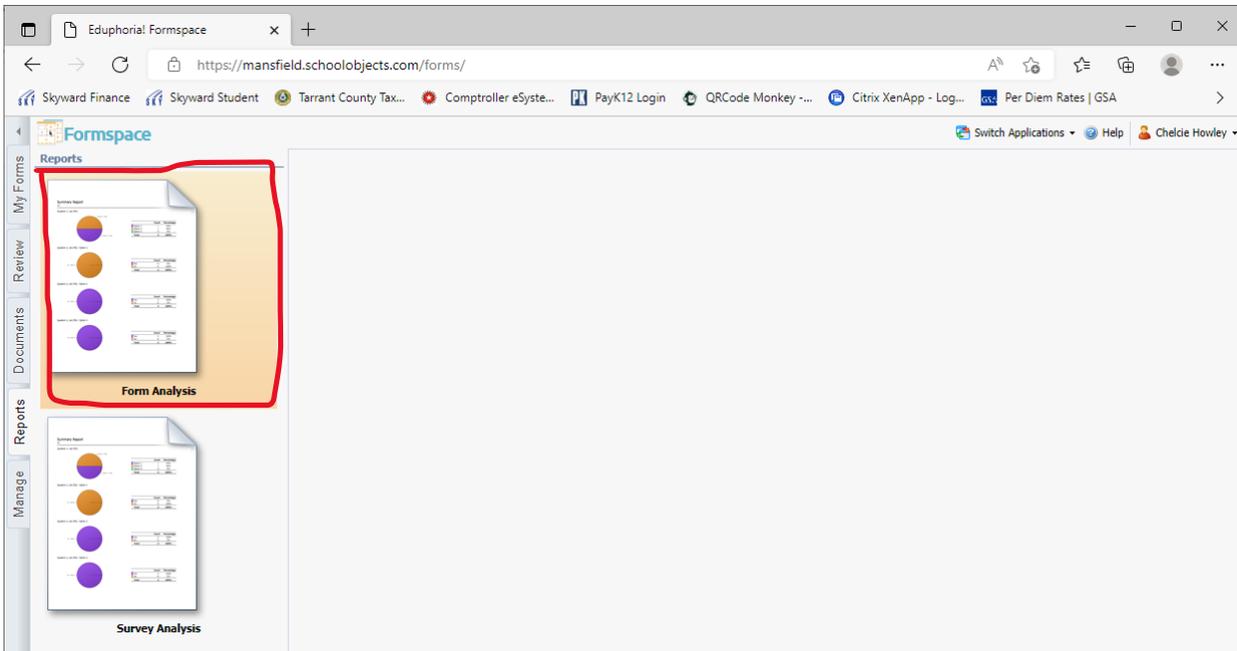
Once logged in – click on formspace



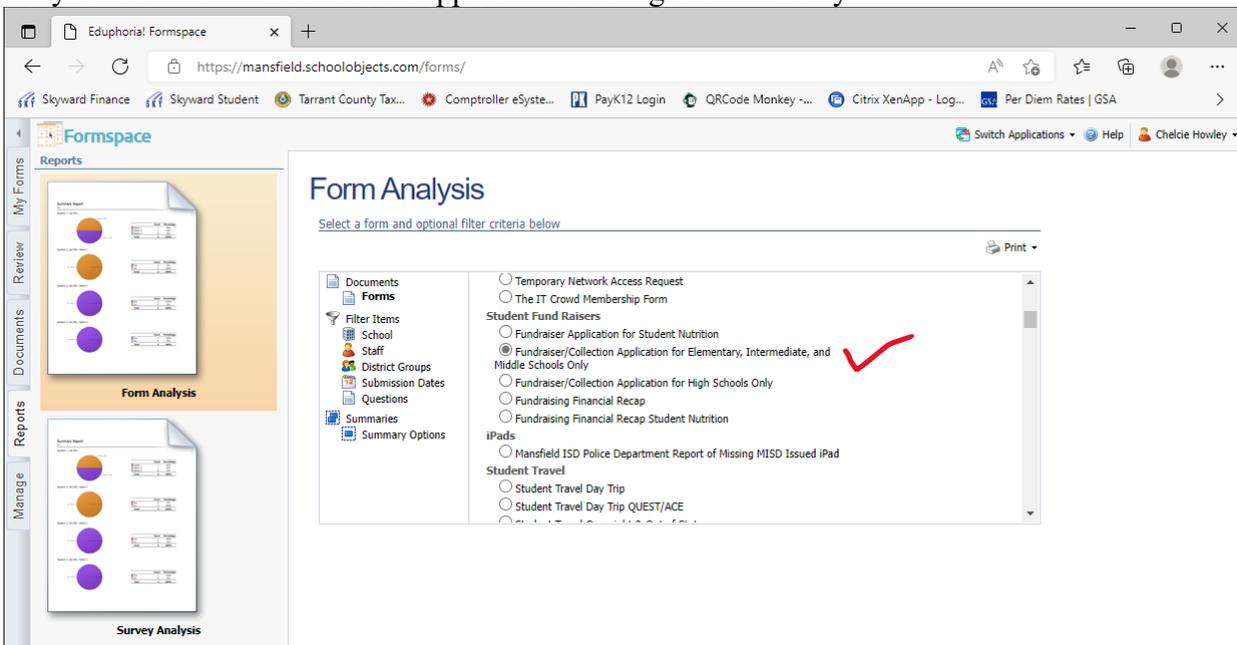
Click on Reports tab on the left hand side



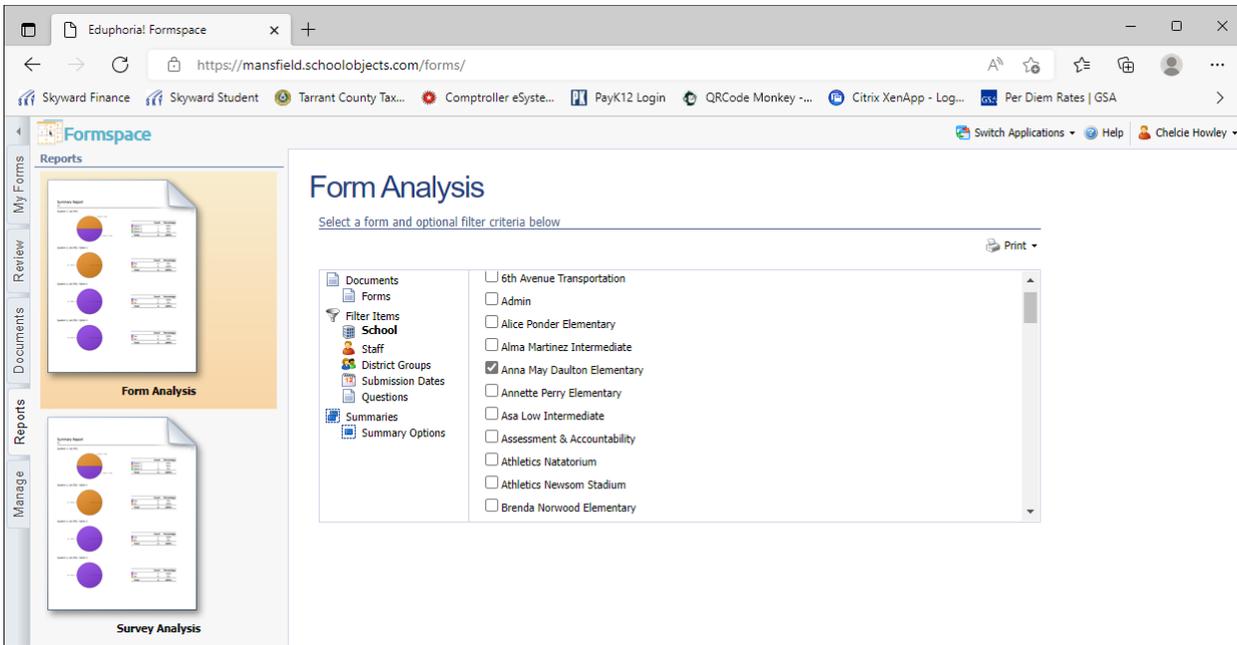
Click on Form Analysis



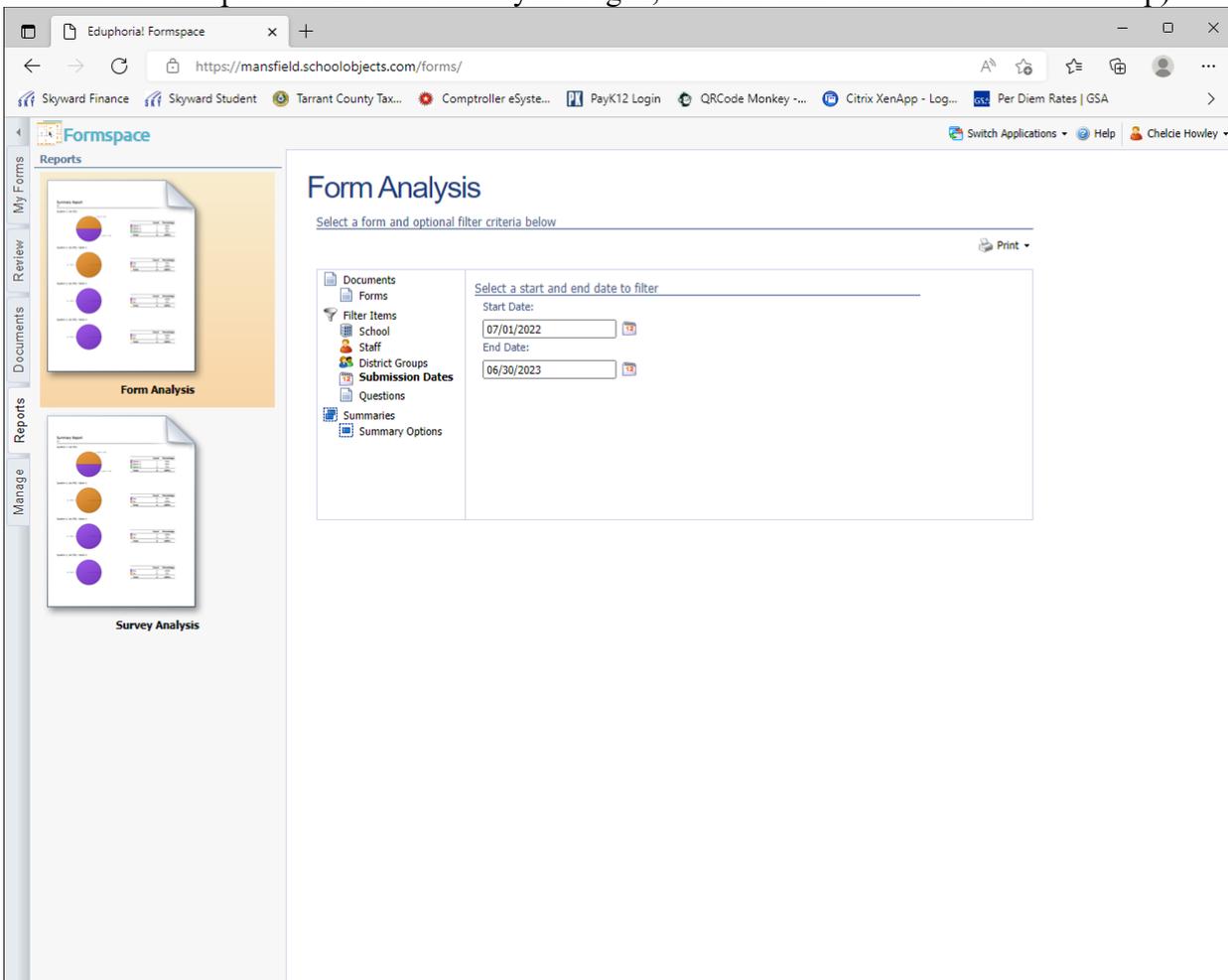
Click on EITHER Fundraiser/Collection Application for Elementary, Intermediate, and Middle Schools Only OR Fundraiser/Collection Application for High School Only



Click on School and Select Campus

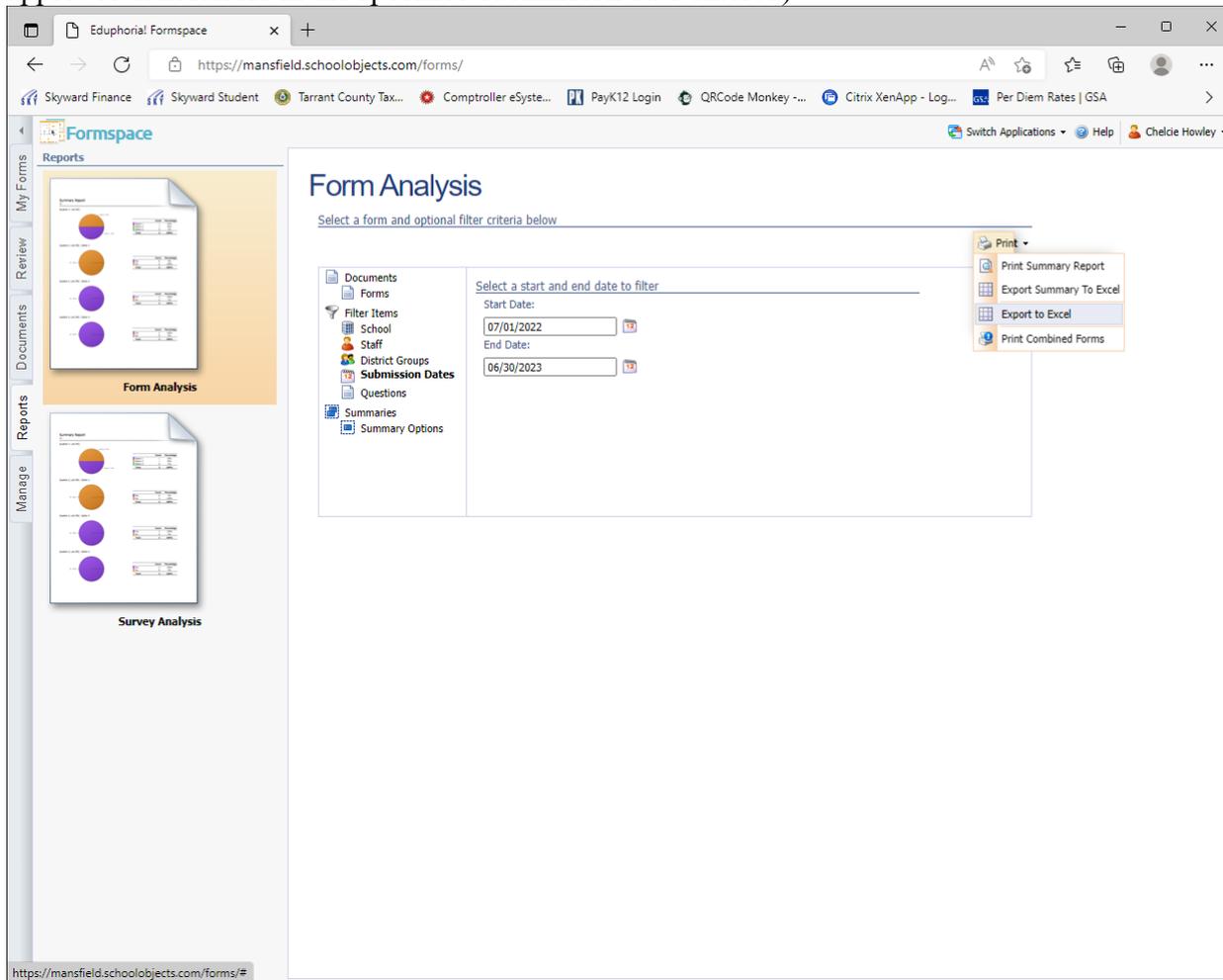


Click on Submission Dates – this may vary but to get all fundraisers in a fiscal year run by fiscal year (if fundraisers were put in before the fiscal year began, then the date will need to be backed up)



Click on Print – export to excel OR print combines forms (this option will print the entire form of all

approved fundraisers in the specified submission date entered)



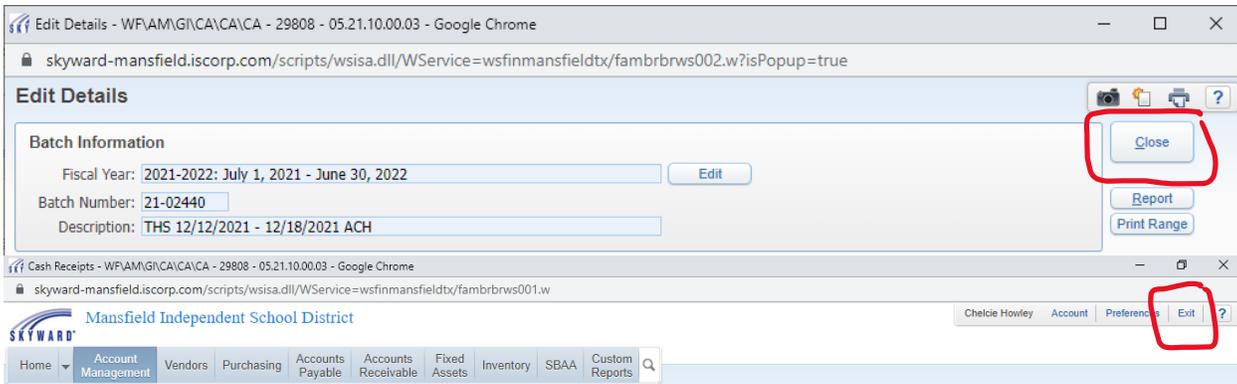
Travel

Refer to the Business Procedures Manual – travel section which explains the process for obtaining approval, advances, and reimbursements for travel, located on the MISD website under Departments\Business Services\Business & Financial Services Manual as well as the finance folio on SharePoint. The expense reimbursement instruction can be obtained from the finance folio on SharePoint or the card program manager in the purchasing department.

Skyward Student and Skyward Finance

Skyward Finance will log an employee out if left idle for more than an hour. Skyward Student has a much shorter timeframe. After five attempts at entering username and password, the employee will be locked out and a help desk ticket will have to be submitted.

Make sure to click close, back, or exit buttons in Skyward to avoid batch locks. Do not click “x.” This is a security feature built into the system.

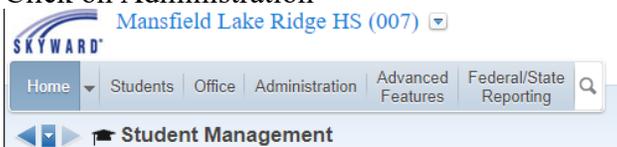


Skyward Accounts Receivable module is used for any invoices that goes to outside vendors such as Janrucko tours, BBIA auto tech, catering, CDL testing, etc. Contact the activity accountant if the campus/department needs to invoice an outside vendor.

Adding a fine/charge in Skyward Student

Please note: Required fines must be added as a fine in Skyward Student. This can be accomplished with a processing list (see instructions below).

Click on Administration



Click on Customer



Look up the student in the lookup on the bottom right with either student id number of last name
Click the arrow on the left hand side – scroll down to fee activity and click on Add Charge



Select the Bill Code such as StuCo – then click on Add to List



Click on Send to Charges Browse

Bill Codes	Bill Codes Select By: <input type="radio"/> Code <input checked="" type="radio"/> Description <input type="radio"/> List			
Activity Fees	Bill Code:	<input type="text"/>	<input type="button" value="Add to List"/>	
Course Fees	Bill codes to add to Charges browse			
Fee Groups	Code	Type	Description	Amount
	StuCo	G	Student Council	0.00

Edit the description to note exactly what the charge is for and the amount like below (make sure to not put any special characters in the description such as hash tag, colon, and semi-colon)

Charges	Remove Selected										
<table border="1"> <thead> <tr> <th>Eff. Date</th> <th>Due Date</th> <th>Bill Code</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/10/2023</td> <td>01/10/2023</td> <td>StuCo</td> <td>Student Council Dues</td> <td>100.00</td> </tr> </tbody> </table>	Eff. Date	Due Date	Bill Code	Description	Amount	01/10/2023	01/10/2023	StuCo	Student Council Dues	100.00	<input type="button" value="Remove All"/> <input type="button" value="Maint. Pay Plans"/>
Eff. Date	Due Date	Bill Code	Description	Amount							
01/10/2023	01/10/2023	StuCo	Student Council Dues	100.00							

Click Create

Skyward Student Pay Waiver

In Skyward Student, a pay waiver should be entered under add receipt (see print screen below). Select pay waiver at the top of the receipt and put the amount being waived in the amount tendered. Make sure the description under charges explains why. Then, create and the receipt will print to give as proof the fee was waived.

Creating a Processing List in Skyward Student

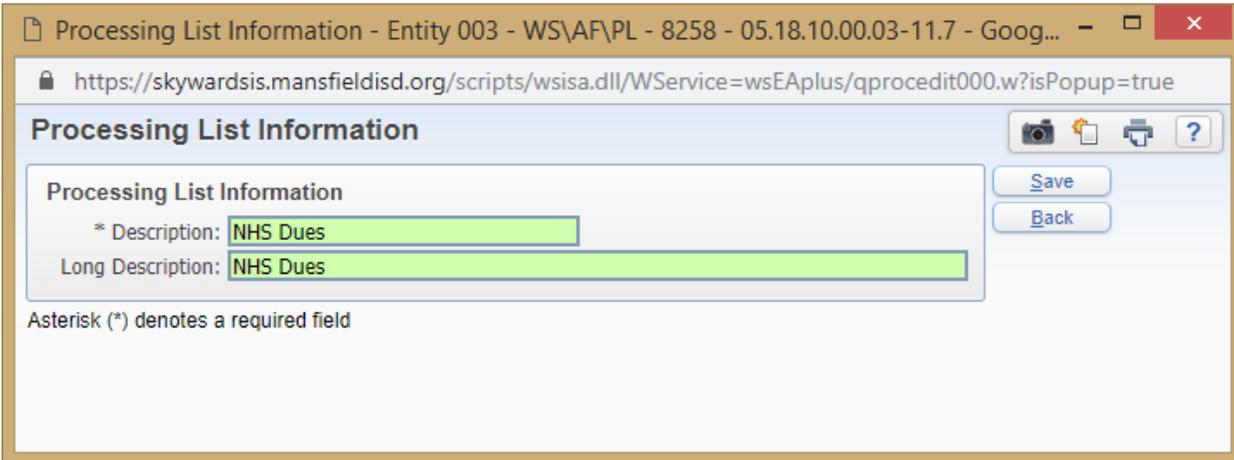
Click on Advanced Features tab/Click on Processing Lists



Click Add



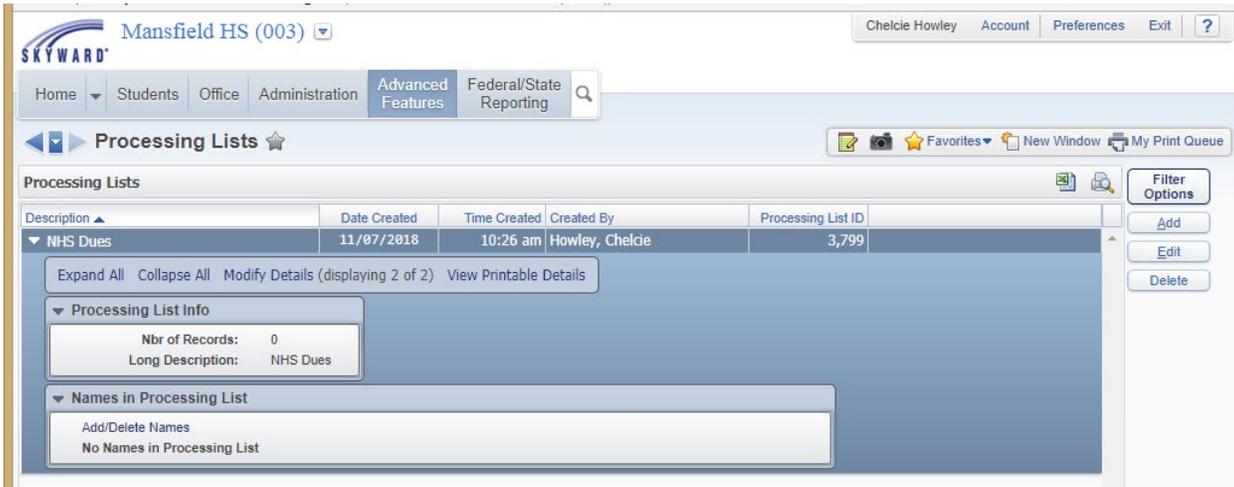
Type in what you are needing to add a fee for – such as NHS Dues



Click Save



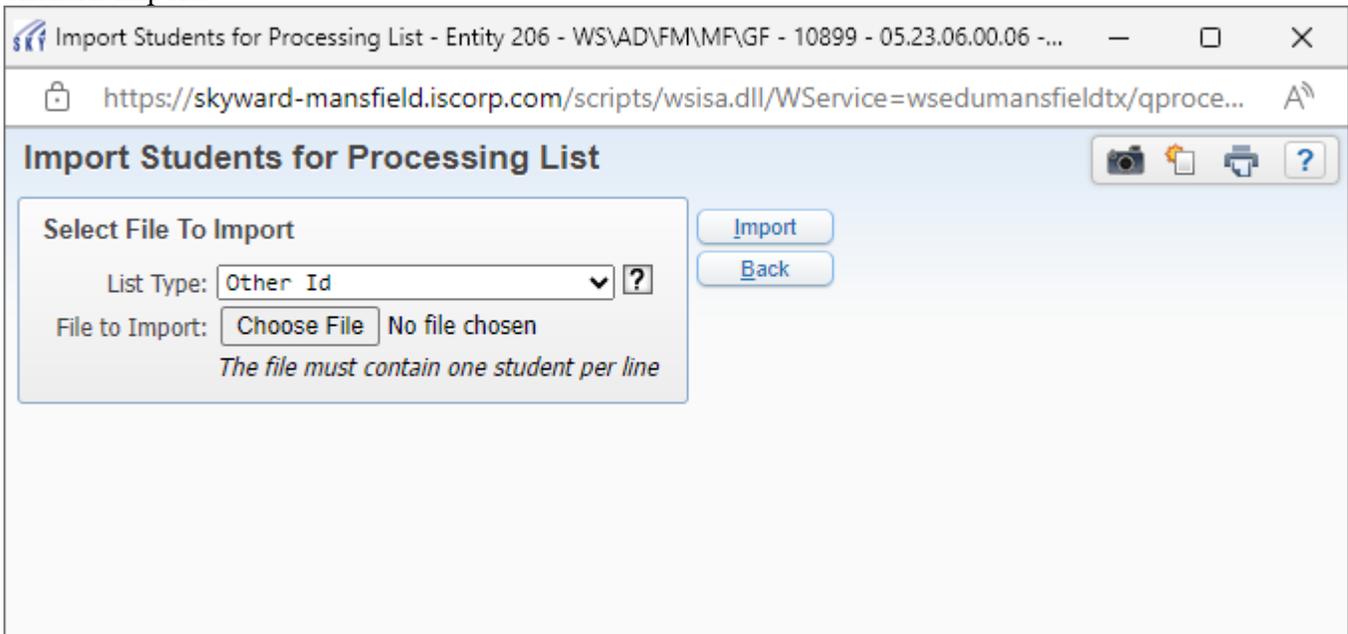
Click the arrow to the left of the name of the processing list



Click on Add/Delete Names to add manually OR click on import to import a csv excel (see print screen below)



If importing, then make sure to change Name Key to other Id on the below screen. Then, choose file and click on import.



Click Add

Names Selection - Entity 003 - WS\AF\PL - 8258 - 05.18.10.00.03-11.7 - Google Chrome

https://skywardsis.mansfieldisd.org/scripts/wsisa.dll/WService=wsEPlus/scommname001.w?vProgramId=scommname001.w&hlCodeType=NameList&...

Names Selection

Views: General Filters: *Students from Current Entity Only

	Last Name	First	Middle	Name Key	Entity*
<input checked="" type="checkbox"/>	Aaron, JR.	Richard	Alvin	AARONRIC001	003
<input type="checkbox"/>	Abad	Jeremiah		ABAD JER000	003
<input type="checkbox"/>	Abanilla	Collin	Blake	ABANICOL000	003
<input type="checkbox"/>	Abbas	Ali	Oday	ABBASALI002	003
<input type="checkbox"/>	Abbatepaolo	Kelly	Jean	ABBATKEL000	003
<input type="checkbox"/>	Abbott	Dakota	Lane	ABBOTDAK000	003
<input type="checkbox"/>	Abbott	Gage	Trenton	ABBOTGAG000	003
<input type="checkbox"/>	Abbott	Katelyn	Ann	ABBOTKAT000	003
<input type="checkbox"/>	Abbott	Kyler	Presley	ABBOTKYL000	003
<input type="checkbox"/>	Abbott	Matthew	David	ABBOTMAT000	003
<input type="checkbox"/>	Abdel Razzaq	Abdel	Majeed	ABDELABD000	003
<input type="checkbox"/>	Abdullah	Baryaley		ABDULBAR000	003
<input type="checkbox"/>	Abell	Aina	Vargas	ABELLAIN000	003
<input type="checkbox"/>	Abelson	Cameron	Lane	ABELSCAM000	003
<input type="checkbox"/>	Abernathy	Robert	T	ABERNROB000	003
<input type="checkbox"/>	Abicht	Kristopher	Eric	ABICHKRI000	003
<input type="checkbox"/>	Abney	Jarred	Waymon	ABNEYJAR000	003
<input type="checkbox"/>	Abney	Shawn	Aaron	ABNEYSHA000	003
<input type="checkbox"/>	Aboulhosn	Faith	Nicole	ABOULFAI000	003

20 records displayed

Lookup: [] ABC

Make sure filters on the above screen are set to Students from Current Entity Only
 Start keying in each student's id number or last name (id number tends to be faster.)
 Then, put a check by clicking in the box to the left of the students name.
 Once all the students have been added, click select

Processing Name List

Views: General Filters: *Skyward Default

Last Name	First	Middle	Name Key	Grade	Grad Yr	S	School	Advisor	Other ID
Abbott	Dakota	Lane	ABBOTDAK000	GD	2012	I	003		180351

Add, Delete, Import, Back

The names of the students needing to add fees are displayed – may want to check this over to make sure a student did not get missed

Click Back

Contact the Activity Accountant to batch the list you have created.

Skyward Student Fine Payment

Please make sure to remove any fines under charges that are not being paid by selecting the fine and then clicking remove selected. If this is not done, then Skyward automatically pays the oldest fine. Make sure in the description that there are no special characters such as semi-colons, colons, & hash tags.

Charges

Eff. Date	Due Date	Bill Code	Description	Amount
01/10/2023	01/10/2023	StuCo	Student Council Dues	100.00

Remove Selected, Remove All, Maint. Pay Plans

Skyward Student Reports

The below report needs to be set up to run real time PayK12 credit card payments.

Fees Paid Report

Template Settings

* Template Description:

Share with other users in entity 003

Print Greenbar

Fees Paid Report Ranges

School Year: ▾

Entity: 003

Low High

Customer Key:

Payor Key:

Print Report for Today's Date

Payment Date:

Deposit Number:

Report Type: ▾

Sort payments and prepayments by **Deposit Number**

Print totals by account number

Print ranges on last page

Payment Bill Codes Select All

[Bill Codes](#)

PAYCRED [Pay Credit - 003]

Charge Bill Codes Select All

Asterisk (*) denotes a required field

Schedule a Skyward Student Report

Click on the printer icon

Click on the report you want to schedule (must print it for it to show below)

Click Tasks

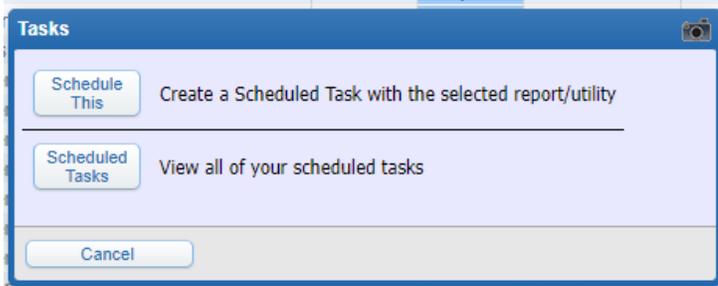
My Print Queue - Chelcie Howley

Views: **General** Filters: ***Skyward Default**

Date	Time	Report Description	Wait List #	Status	Time Processing	Format	Current Key
09/19/2022 Mon	3:00 PM	Bill Codes Report - SCHOOL ID		Completed	00:00:01	PDF	
09/19/2022 Mon	2:58 PM	Billing Detail Report - Art		Completed	00:00:27	PDF	
09/19/2022 Mon	12:58 PM	Mass Create General Fees		Completed	00:00:03	PDF	
09/19/2022 Mon	9:47 AM	Billing Detail Report - Tech Outstanding		Completed	00:00:27	PDF	
09/19/2022 Mon	9:46 AM	Billing Detail Report - Tech Outstanding		Completed	00:00:41	PDF	
09/19/2022 Mon	8:58 AM	Mass Create General Fees		Completed	00:00:05	PDF	

Buttons: View, Delete, Convert to Excel, View Status, Tasks, Back

Click on Schedule This



On the below screen – uncheck any days you do not want the report to send, change the start time to 7:00 AM, and put the email address of the person that is to receive the report
 Click Save
 Make sure to tell the person that the email will come from Skyward

Scheduled Task Maintenance

Task Information

Task Status: Active Inactive Entity:

* Task Description:

Parameters: Keep parameters synchronized with associated template

* Start Date: * Start Time: AM

* End Date:

Days of the Week

Mon Tue Wed Thur Fri Sat Sun

Weeks of the Month (1-6) ▼

First Second Third Fourth Fifth Sixth

Months of the Year

January February March April May June
 July August September October November December

Additional Export Options

Spreadsheet Format: ? ▼

Spreadsheet Format will only apply to reports that produce spreadsheets

Email Results To:

Require Users to Log in to View Results From This Task ?

Export Location: ?

Task Manager

Add to Notifications widget in SkyPort when completed.

User Selection: Add ▼

Selected Names: Remove
Remove All

FTP - Upload the Results File to the Selected FTP Connection

FTP Connection: Clear

Note: this process will upload the PDF/file that is visible from My Print Queue and the District Print Queue.
 If using SkyBuild, you should use the "FTP Files" option to upload the actual data created by the SkyBuild process.

Asterisk (*) denotes a required field

Building the Billing Detail Report in Skyward Student

Click on Administration, reports, then billing detail report.



Click add and the below screen will pop up.

The title of the report should be the bill code for the student activity group such as band.

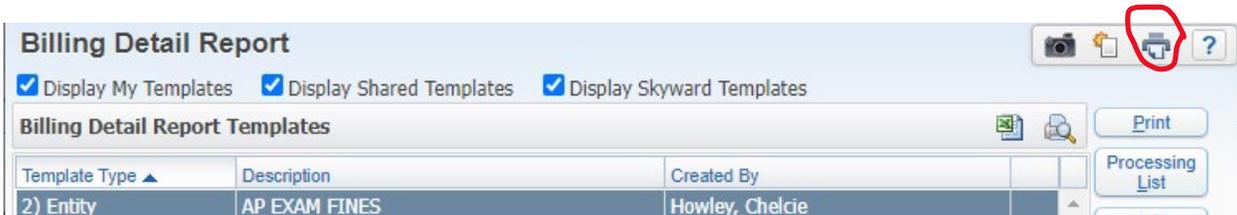
Make sure the school year is the current school year.

The effective date in low and high will be the date range of the school year.

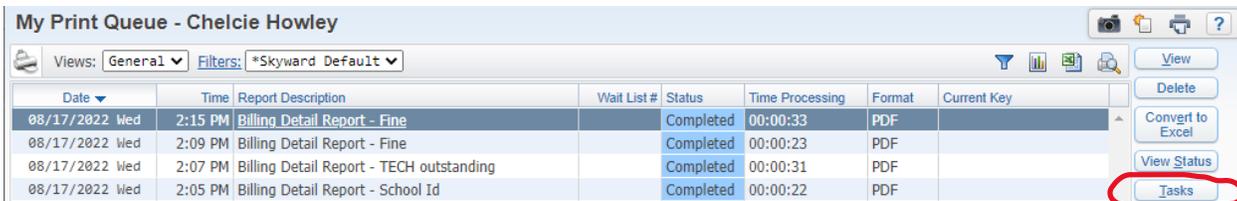
Uncheck select all and select the bill code(s) for the student activity group.

Click Save and Print.

Once the report has been printed, click the my print queue icon.



Click on Tasks.



Click Schedule This.

Tasks

[Schedule This](#) Create a Scheduled Task with the selected report/utility

[Scheduled Tasks](#) View all of your scheduled tasks

[Cancel](#)

Change the Start Time to 08:00 AM.

On the Days of the Week, select the one day of the week to send the report.

Email Results to will be the sponsor's MISD email address.

Click Save.

Scheduled Task Maintenance - Entity 003 - 05.22.06.00.05 - Google Chrome

skyward-mansfield.iscorp.com/scripts/wsisadll/WService=wsedumansfieldtx/qprntedit004.w?schedule...

Scheduled Task Maintenance

[Save](#)
[Back](#)

Task Information

Task Status: Active Inactive Entity: 003

* Task Description: Billing Detail Report - Fine

Task cannot be synchronized because there is no associated template. ?

* Start Date: 08/17/2022 Wednesday * Start Time: 08:00 AM

* End Date: 12/31/2999 Tuesday

Days of the Week

Mon Tue Wed Thur Fri Sat Sun

Weeks of the Month (1-6)

First Second Third Fourth Fifth Sixth

Months of the Year

January February March April May June
 July August September October November December

Additional Export Options

Spreadsheet Format: User Preference ?

Spreadsheet Format will only apply to reports that produce spreadsheets

Email Results To:

Require Users to Log in to View Results From This Task ?

Export Location: ?

[Test Export Location](#)

Billing Detail Report - Entity 003 - WS\AD\FM\RE\BD - 10902 - 05.22.06.00.05 - Google Chro...
 skyward-mansfield.iscorp.com/scripts/wsisa.dll/WService=wsedumansfieldtx/sfeemedit010.w?isPo...

Billing Detail Report

Template Settings

* Template Description: **AP EXAM FINES**

Share with other users in entity 003

Print Greenbar

Billing Detail Report Ranges

School Year: 2022-23

Report Sequence: Payor

[?](#) Entity: 003

	Low	High
Customer Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Payor Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Effective Date:	<input type="text" value="01/01/1900"/>	<input type="text" value="12/31/2999"/>
Due Date:	<input type="text" value="01/01/1900"/>	<input type="text" value="12/31/2999"/>
Total Balance Past Due:	<input type="text" value="-9,999,999.99"/>	<input type="text" value="9,999,999.99"/>
Total Balance Due:	<input type="text" value="-9,999,999.99"/>	<input type="text" value="9,999,999.99"/>
Billing Detail Amount:	<input type="text" value="-9,999,999.99"/>	<input type="text" value="9,999,999.99"/>
Grade/Grad Yr:	<input type="text" value="9999"/>	<input type="text" value="0000"/> ?
Student Status:	<input type="text" value="Both"/>	
	<input checked="" type="checkbox"/> Print detail	
	<input type="checkbox"/> Print comments	
	<input type="checkbox"/> Only print unpaid fees	

Bill Codes Select All

[Bill Codes](#)

- AP EXAM [AP EXAM - 003]
- AP TEST [AP TEST - 003]
- APTEST [AP TEST - 003]

Course Fee Terms

Asterisk (*) denotes a required field

Billing Detail Report on Specific Bill Codes

The below is setup to run on all art bill codes as an example – this report will show what has been paid and what is not paid for the art bill codes

Billing Detail Report

Template Settings

* Template Description:

Share with other users in entity 002

Print Greenbar

Billing Detail Report Ranges

School Year:

Report Sequence:

[?](#) Entity:

	Low	High
Customer Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Payor Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Effective Date:	<input type="text" value="01/01/1900"/>	<input type="text" value="12/31/2999"/>
Due Date:	<input type="text" value="07/01/2022"/>	<input type="text" value="06/30/2023"/>
Total Balance Past Due:	-9,999,999.99	9,999,999.99
Total Balance Due:	-9,999,999.99	9,999,999.99
Billing Detail Amount:	-9,999,999.99	9,999,999.99
Grade/Grad Yr:	<input type="text" value="9999"/>	<input type="text" value="0000"/> ?
Student Status:	<input type="text" value="Both"/>	
	<input checked="" type="checkbox"/> Print detail	
	<input type="checkbox"/> Print comments	
	<input type="checkbox"/> Only print unpaid fees	

Bill Codes Select All

[Bill Codes](#)

Art [Art - 002]

ARTFEES [ART FEES - 002]

Course Fee Terms

Asterisk (*) denotes a required field

Fees Paid Report on Specific Bill Code

The below is setup to run on the bill code AP Exams as an example

Fees Paid Report





Template Settings

* Template Description:

Share with other users in entity 002

Print Greenbar

Fees Paid Report Ranges

School Year: ▼

[Entity:](#) 002

	Low	High
Customer Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Payor Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>

Print Report for Today's Date

Payment Date:

Deposit Number:

Report Type: ▼

Sort payments and prepayments by **Deposit Number**

Print totals by account number

Print ranges on last page

Payment Bill Codes Select All

[Bill Codes](#)

PAYCASH [Cash Payment - 002]
 PAYCHECK [Check Pay - 002]
 PAYCRED [Pay Credit - 002]

Charge Bill Codes Select All

[Bill Codes](#)

AP EXAM [AP EXAM - 002]
 AP TEST [AP TEST - 002]
 APTEST [AP TEST - 002]

Asterisk (*) denotes a required field

Statements in Skyward Student

Click on Administration tab, click on Reports, click on payor notification by email – below are the settings for FY 2023-2024

Payor Notification by Email - Entity 003 - WS\AD\FM\RE\PB\NE - 25100 - 05.23.06.00.0...

https://skyward-mansfield.iscorp.com/scripts/wsisa.dll/WService=wsedumansfieldtx/s...

Payor Notification by Email

Template Settings

Template Description:

Share with other users in entity 003

Print Greenbar

[Email](#)

[Back](#)

Dial File Ranges

Print Options: Report Only Report and Email(s)

Due Date:

Low	High
Payor Key: <input type="text" value=""/>	<input type="text" value="ZZZZZZZZZZ"/>
Balance Due: <input type="text" value="0.01"/>	<input type="text" value="9,999,999.99"/>
Default Entity: <input type="text" value="003"/>	<input type="text" value="003"/>
Grade/Grad Yr: <input type="text" value="09"/> <input type="text" value="2027"/>	<input type="text" value="12"/> <input type="text" value="2024"/>
Status: <input type="text" value="Active"/>	
Send To: <input type="text" value="Primary Guardian"/>	
<input type="checkbox"/> Show list of payors without email addresses	

OR

Click on Administration tab, click Reports

Mansfield Summit HS (002)

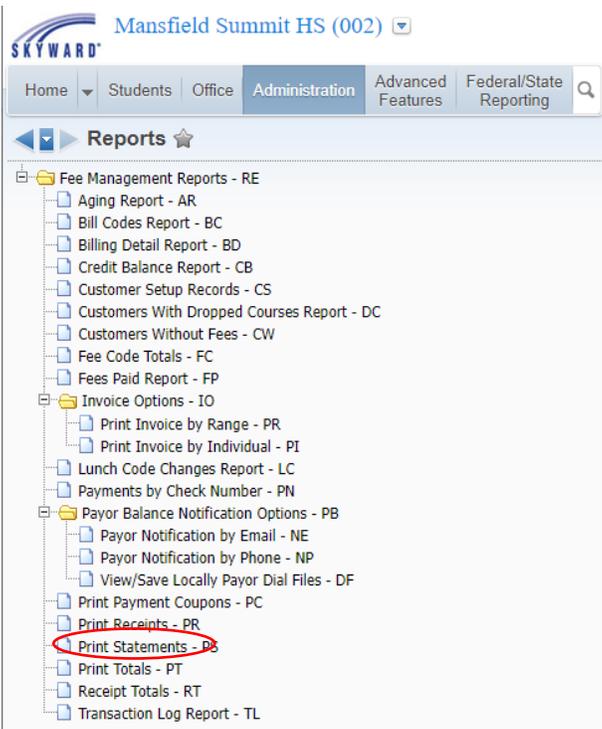
SKYWARD

Home Students Office **Administration** Advanced Features Federal/State Reporting

Fee Management - FM [Setup](#)

- Customers - CU
- Quick Entry - QE
- Mass Fee Creation - MF
- Reports - RE**

Click on Print Statements



Click Add and make sure the print screens below are followed

Print Statements



Template Settings

* Template Description:
 Share with other users in entity 002
 Print Greenbar

-
-
-
-

Payor Ranges

Payor Selection Method:
School Year:
Payor Key:

Customer Ranges

Customers to Print:
Entity: ?
Grade/Grad Yr:
Payment Plan: ?
Student Status:
 Include Free and Reduced Students

Bill Codes Select All

Affiliations Select All

Organizations Select All

Tuition Types Select All

Statement Ranges

Balance Due:

Default **Statement Date** and **Due Date** to today

Statement Date:

Due Date:

'Previous Balance' Date Entered:

- Print statement for each household
- Print statements with zero balance
- Print **Past Due** balances only
- Print **Current Due** balances only

Print Options

- Print billing detail comments
- Include bill code in description
- Print voided records
- Suppress prorate/free/reduced detail - Suppress adjustment receipts - Print list of payors whose paid amounts do not equal total payments - Print middle name

Name Order:

Student Options

Print Stu ID:

- Print Organization
- Print Graduation Year
- Print Homeroom

Payor Mailing Address Starting Location

Row:

Column:

Header Section

- Print on letter head paper
- Print header

Name:

Address 1:

Address 2:

Zip Code:

Footer Section

- Use Pre-Printed Footer

Footer 1:

Footer 2:

Footer 3:

Footer 4:

Footer 5:

Footer 6:

Footer 7:

Footer 8:



Statement Sending Options ?

- Make Statements available in **Family Access** as wall post
- Send statements via email

Subject:

Message:

Asterisk (*) denotes a required field

On the print screen above – make sure to check send statements via email and then click save and print when the campus is ready to send the statements

Summary and Detail Reports in Skyward

Budgetary Data Mining - WF\AM\RP\DM\DM - 27021 - 05.16.06.00.04 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmtabs000.w

Mansfield Independent School District

Chelcie Howley Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory SBAA

Budgetary Data Mining

Report Information

Report Name: verifying report
Report Title: verifying report
Report Type: Revenue/Expense Summary

Report Information

Report Name: verifying report
Report Title: verifying report
Report Type: Revenue/Expense Summary

Budgetary Data Mining - WF\AM\RP\DM\DM - 27021 - 05.16.06.00.04 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmtabs000.w

Mansfield Independent School District

Chelcie Howley Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory SBAA

Budgetary Data Mining

Report Information

Report Name: verifying report
Report Title: verifying report
Report Type: Revenue/Expense Summary

Parameters

Notes:

Consolidate Funds: Yes No

Budget Status: All Accounts No access
 Read only
 Modify

Print Detail: Yes No

Detail Spacing: Single

Print Totals: Yes No

Suppress Zero Amounts: Yes No

Add'l printing prompt for current user

Open Account Range Filter screen

Account exclusions

Exclude accounts that have no activity for the month selected

Budgetary Data Mining Add Delete Clone Back

- Report Information
- Parameters
- Breaks**
- Account Ranges
- Field Selection

Report Name: Print

Report Title: Excel

Report Type:

Breaks

Sequence: Edit

FND T FC OBJ SO ORG F PI LOC

Break Levels

Loc	Description	Position	Break	Heading	Separator	Dbf Underline
There are no records to display; check your filter settings.						

0 records displayed

- Parameters
- Breaks
- Account Ranges**
- Field Selection

Account Ranges

Category: Save and Back

GROUP: Back

Account Status: Active and Inactive Active Inactive

Operating Statement Accounts

Expense Revenue

Low Account:

High Account:

Dimension Low High

FUND:

TYPE:

FUNCTION:

OBJECT:

SUB-OBJECT:

ORGANIZATN:

FISCAL YR:

PROGRAM-INT:

LOCAL:

Include Filters for Operating Statement Accts

Add Edit Delete

Exclude Filters for Operating Statement Accts

When OBJECT range 6340 to 6340

When LOCAL range 399 to 399

Add Edit Delete

Budgetary Data Mining - WF\AM\RP\DM\DM - 27021 - 05.16.06.00.04 - Google Chrome

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmtabs000.w

Mansfield Independent School District

Chelcie Howley Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory SBAA

Budgetary Data Mining

Report Information: Add Delete Clone Back

Report Name: verifying report Print

Report Title: verifying report Excel

Report Type: Revenue/Expense Summary

Field Selection

Views: All Field Selections Filters: *Skyward Default

#	Field	Heading 1	Heading 2	Type	Combo field	Calculation	Len	Format	S	E	W	FY Opt
1	Account Number		FND T Fc OBJ SO ORG F PI				29		L	Yes	No	Report
2	Account Level Description	Account Level	Description				30		L	Yes	No	Report
3	Original Budget	<Y>	Original Budget	Single			12	->.>>>.>>>.>>9.99	L	Yes	No	Report
4	Revised Budget	<Y>	Revised Budget	Single			12	->.>>>.>>>.>>9.99	L	Yes	No	Report
5	Encumbered Amount	Encumbered	Amount	Single			12	->.>>>.>>>.>>9.99	L	Yes	No	Report
6	Unencumbered Balance - YT	Unencumbered	Balance	Single			12	->.>>>.>>>.>>9.99	L	Yes	No	Report

20 records displayed

Runtime Parameters - WF\AM\RP\DM\DM - 27021 - 05.16.06.00.04 - Goo...

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdme...

Runtime Parameters

Print ?

Runtime Report Parameters

Report Name: verifying report Print

Reporting Month: Entered Month Back

Select Month: August

Year: 2016

Print Title Page

Print Greenbar

Runtime Report Setup

How do you want to change runtime setup?

Use current setup - no change

Change setup for this run only - do not save

Change setup for this run and save setup

Report Name: verifying report

Parameters

Breaks

Account Ranges

Field Selection

Account Level							2016-17	2016-17	Encumbered	Unencumbered		
FND	T	FC	OBJ	SO	ORG	F	PI	Description	Original Budget	Revised Budget	Amount	Balance
461	E	11	6399	15	125	0	11	370		379.46		379.46
461	E	11	6412	15	125	0	11	370		300.00		300.00
461	E	11	6494	15	125	0	11	370		300.00		300.00
461	E	13	6399	15	125	0	99	370	GENERAL SUPPLIES	200.00		200.00
461	E	23	6399	15	125	0	99	370	GENERAL SUPPLIES	250.00		250.00
461	E	61	6497	15	125	0	99	370		100.00		100.00
Grand Expense Totals										1,529.46		1,529.46

Number of Accounts: 6

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

Scheduling a Report in Skyward Finance

Click on Account Management, then click on Budgetary Data Mining

Make sure your views are on Revenue and Expense Reports – Detail and Summary and the Filters are My Reports

Budgetary Data Mining - WFAAMRPIDM.DM - 27021 - 05.19.10.00.07 - Google Chrome

skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmbrws000.w

Mansfield Independent School District

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory SBAA Custom Reports

Budgetary Data Mining

Views: Revenue and Expense Reports - Detail and Summary Filters: **My Reports

Report Name	Report Title	Favorite	Created By	Access	Report Type	DT	FFBMRE ID
▶ .14-15 Detail Budget Report	.14-15 Detail Budget Report	★	HOWLECHE000	R	Revenue/Expense Summary		39,102
▶ .14-15 Detail Budgets Campuses	.14-15 Detail Report Campuses	★	HOWLECHE000	R	Revenue/Expense Summary		32,670
▶ 211	211	★	HOWLECHE000	R	Revenue/Expense Summary		120,738
▶ 211 Title I All-yr 9	211 Title I All-yr 9	★	HOWLECHE000	R	Revenue/Expense Summary		112,145
▶ 240	240	★	HOWLECHE000	R	Revenue/Expense Detail		97,241
▶ 461 Over Budget report	461 Over Budget report	★	HOWLECHE000	R	Revenue/Expense Detail		47,932
▶ 461 Rev & Exp Summary	461 Rev & Exp Summary	★	HOWLECHE000	R	Revenue/Expense Summary		52,360
▶ 461 Rev & Exp Summary Athletics	461 Rev & Exp Summary Athletics	★	HOWLECHE000	R	Revenue/Expense Summary		91,646
▶ 5739 03	5739 03	★	HOWLECHE000	R	Revenue/Expense Detail		105,618
▶ 5742	5742	★	HOWLECHE000	R	Revenue/Expense Detail		91,387
▶ 5742	5742	★	HOWLECHE000	R	Revenue/Expense Summary		91,391
▶ 5743 Rentals	5743 Rentals	★	HOWLECHE000	R	Revenue/Expense Summary		120,606
▶ 5749	5749	★	HOWLECHE000	R	Revenue/Expense Detail		41,098
▶ 6340	6340	★	HOWLECHE000	R	Revenue/Expense Detail		39,104
▶ 6340	6340	★	HOWLECHE000	R	Revenue/Expense Summary		95,152
▶ 826-876 Rev Exp Net to Zero	826-876 Rev Exp Net to Zero	★	HOWLECHE000	R	Revenue/Expense Summary		91,607
▶ 865 57xx	865 57xx	★	HOWLECHE000	R	Revenue/Expense Summary		112,387
▶ 865 Band THS	865 Band THS	★	HOWLECHE000	R	Revenue/Expense Detail		116,239
▶ Activity Fund Deposits	Activity Fund Deposits	★	HOWLECHE000	R	Revenue/Expense Detail		44,429
▶ Advertising Revenue	Advertising Revenue	★	HOWLECHE000	R	Revenue/Expense Detail		87,939

2000 67 records displayed Report Name: ABC

Click on the report to schedule (it will highlight in a darker color like below)

Budgetary Data Mining - WFAAMRPIDM.DM - 27021 - 05.19.10.00.07 - Google Chrome

skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/famdmbrws000.w

Mansfield Independent School District

Home Account Management Vendors Purchasing Accounts Payable Fixed Assets Inventory SBAA Custom Reports

Budgetary Data Mining

Views: Revenue and Expense Reports - Detail and Summary Filters: **My Reports

Report Name	Report Title	Favorite	Created By	Access	Report Type	DT	FFBMRE ID
▶ 5749	5749	★	HOWLECHE000	R	Revenue/Expense Detail		41,098
▶ 6340	6340	★	HOWLECHE000	R	Revenue/Expense Detail		39,104
▶ 6340	6340	★	HOWLECHE000	R	Revenue/Expense Summary		95,152
▶ 826-876 Rev Exp Net to Zero	826-876 Rev Exp Net to Zero	★	HOWLECHE000	R	Revenue/Expense Summary		91,607
▶ 865 57xx	865 57xx	★	HOWLECHE000	R	Revenue/Expense Summary		112,387
▶ 865 Band THS	865 Band THS	★	HOWLECHE000	R	Revenue/Expense Detail		116,239
▶ Activity Fund Deposits	Activity Fund Deposits	★	HOWLECHE000	R	Revenue/Expense Detail		44,429
▶ Advertising Revenue	Advertising Revenue	★	HOWLECHE000	R	Revenue/Expense Detail		87,939
▶ Assoc Supt Business & Finance	Assoc Supt Business & Finance	★	HOWLECHE000	R	Revenue/Expense Detail		238
▶ Athletics Revenue	Athletics Revenue	★	HOWLECHE000	R	Revenue/Expense Detail		58,261
▶ Back to School Bash	Back to School Bash	★	HOWLECHE000	R	Revenue/Expense Detail		87,919
▶ Board Report By Object - General	Board Report By Object	★	HOWLECHE000	R	Revenue/Expense Summary		25,811
▶ Business Office 740	Business Office 740	★	HOWLECHE000	R	Revenue/Expense Detail		19,090
▶ By Function	By Function	★	HOWLECHE000	R	Revenue/Expense Summary		70,850
▶ CAFR Interest Earnings by Fund	CAFR Interest Earnings by Fund	★	HOWLECHE000	R	Revenue/Expense Summary		91,400
▶ Campus Activity Rev/Exp Summary by C	Campus Activity Rev/Exp Summary	★	HOWLECHE000	R	Revenue/Expense Summary		108,378
▶ Campus Income Statement	Campus Income Statement	★	HOWLECHE000	R	Revenue/Expense Summary		47,903
▶ Campus Payroll Settle Up	Campus Payroll Settle Up	★	HOWLECHE000	R	Revenue/Expense Detail		20,789
▶ Campus Payroll Settle Up	Campus Payroll Settle Up	★	HOWLECHE000	R	Revenue/Expense Summary		20,788
▶ Cash Receipt	Cash Receipt	★	HOWLECHE000	R	Revenue/Expense Detail		95,660
▶		★	HOWLECHE000	R	Revenue/Expense Detail		107,200

2000 67 records displayed Report Name: ABC

On the right hand side, click schedule this report

The screenshot shows the 'Budgetary Data Mining' interface. A table lists various reports with columns for Report Name, Report Title, Favorite, Created By, Access, Report Type, DT, and FFBENSE ID. The report '865 Band THS' is highlighted. On the right side, there is a vertical toolbar with buttons for Add, Edit, Delete, Clone, Print, Excel, Import Layout, Export Layout, and Schedule This Report. A red arrow points from the text above to the 'Schedule This Report' button.

Report Name	Report Title	Favorite	Created By	Access	Report Type	DT	FFBENSE ID
5749			HOWLECHE000	K	Revenue/Expense Detail		4,1098
6340	6340	★	HOWLECHE000	R	Revenue/Expense Detail		39,104
6340	6340	★	HOWLECHE000	R	Revenue/Expense Summary		95,152
826-876 Rev Exp Net to Zero	826-876 Rev Exp Net to Zero	★	HOWLECHE000	R	Revenue/Expense Summary		91,607
865 57xx	865 57xx	★	HOWLECHE000	R	Revenue/Expense Summary		112,387
865 Band THS	865 Band THS	★	HOWLECHE000	R	Revenue/Expense Detail		116,239
Activity Fund Deposits	Activity Fund Deposits	★	HOWLECHE000	R	Revenue/Expense Detail		44,429
Advertising Revenue	Advertising Revenue	★	HOWLECHE000	R	Revenue/Expense Detail		87,939
Assoc Supt Business & Finance	Assoc Supt Business & Finance	★	HOWLECHE000	R	Revenue/Expense Detail		238
Athletics Revenue	Athletics Revenue	★	HOWLECHE000	R	Revenue/Expense Detail		58,261
Back to School Bash	Back to School Bash	★	HOWLECHE000	R	Revenue/Expense Detail		87,919
Board Report By Object - General	Board Report By Object	★	HOWLECHE000	R	Revenue/Expense Summary		25,811
Business Office 740	Business Office 740	★	HOWLECHE000	R	Revenue/Expense Detail		19,090
By Function	By Function	★	HOWLECHE000	R	Revenue/Expense Summary		70,850
CAFR Interest Earnings by Fund	CAFR Interest Earnings by Fund	★	HOWLECHE000	R	Revenue/Expense Summary		91,400
Campus Activity Rev/Exp Summary by C	Campus Activity Rev/Exp Summary	★	HOWLECHE000	R	Revenue/Expense Summary		108,378
Campus Income Statement	Campus Income Statement	★	HOWLECHE000	R	Revenue/Expense Summary		47,903
Campus Payroll Settle Up	Campus Payroll Settle Up	★	HOWLECHE000	R	Revenue/Expense Detail		20,789
Campus Payroll Settle Up	Campus Payroll Settle Up	★	HOWLECHE000	R	Revenue/Expense Summary		20,788
Cash Receipt	Cash Receipt	★	HOWLECHE000	R	Revenue/Expense Detail		95,660
CM			HOWLECHE000	R	Revenue/Expense Detail		107,300

The below box will pop up – click on schedule this report

The screenshot shows the 'Runtime Parameters' dialog box. It contains fields for 'Report Name' (865 Band THS), 'Start Date' (Day of Month: First Day of Fiscal Yr, Month: Designated by Day), and 'End Date' (Day of Month: Last Day of Fiscal Yr, Month: Designated by Day). There are checkboxes for 'Print Title Page' and 'Print Greenbar'. On the right side, there are buttons for 'Schedule This Report' and 'Back'. A red arrow points to the 'Schedule This Report' button.

The below screen will pop up: determine the date the report will show up in the person’s in box – the screen below is set up to email the report on every Monday; put the person’s email address in the “Email Results to” (should be the misdmail.org) NOTE: The time for the report to run is defaulted to 2 AM; therefore, it will be in the person’s inbox by 3 AM – please tell the person that if they have their work email set up on their personal cell phone that they could get a notification noise if not set to silent.

Click Save and the steps are complete

PayK12 District User Instructions

Below is the PayK12 item setup form for optional fees only that must be filled out in its entirety including the fully approved fundraiser/collection application number from eduphoria. The budget code for funds to be deposited into will be the campus revenue account and the transfer budget code will be the expense code. **The form must be approved off by the activity accountant before an item is setup in PayK12.**



PAYK12 New Item Setup Form

Campus: Today's Date:

Campus Organization Information:

Group/Grade: Sponsor:

Name of Item:

(note to the business office: add 4611.00 2114 00 XXX 0 00 000 if yes)

Does this item have sales tax that needs to be assessed? Yes No

Sale Start Date: Sale End Date:

Cost of item: Max to be Sold:
(Without processing fee and sales tax) (i.e. only 100 tickets available then put 100 here)

Point of Sale

Online Sale

Budget Code for funds to be deposited into:

Transfer Budget Code (fund 461/865 only):
(this is where the funds need to be to do a purchase order)

Fundraiser Application #:

Information Required for Sale Item:

(Check what you want PayK12 to include in the sale to track sale and delivery of item)

Student ID #

Student Name

Teacher Name

Grade

Parent Name

Phone #

Emergency Medical Information

T-shirt Sizes: S M L XL 2XL 3XL 4XL

Youth T-shirt Sizes: S M L XL

(circle all that apply)

On t-shirts sales, list here the prices per size range:

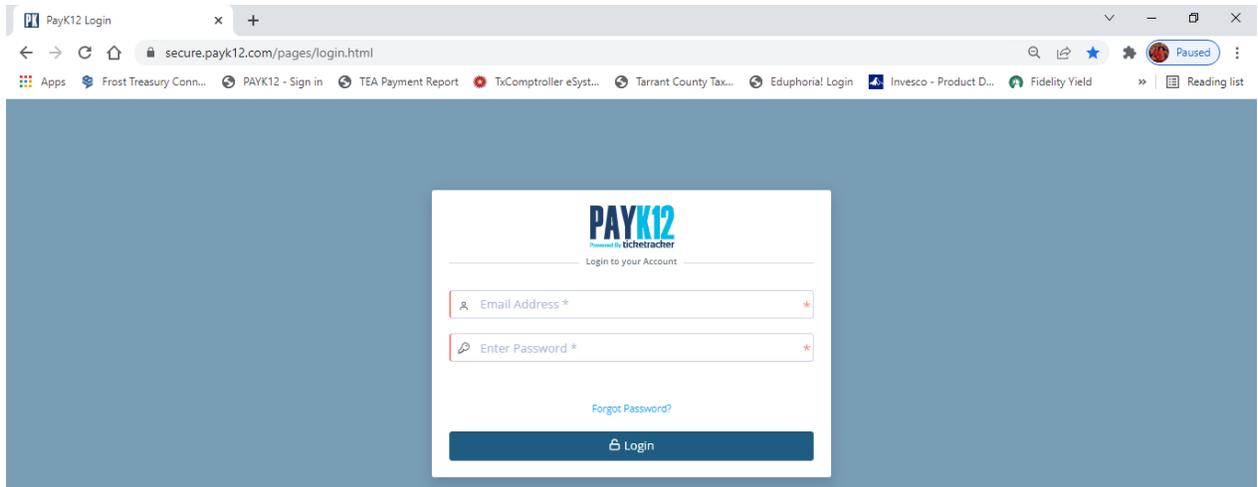
Secretary/Bookkeeper – Please make sure this form is filled out correctly. Then submit this form via email to Chelcie Howley (ChelcieHowley@misdmail.org) for approval before entering into PayK12.

Signature and Date of Activity Accountant: _____

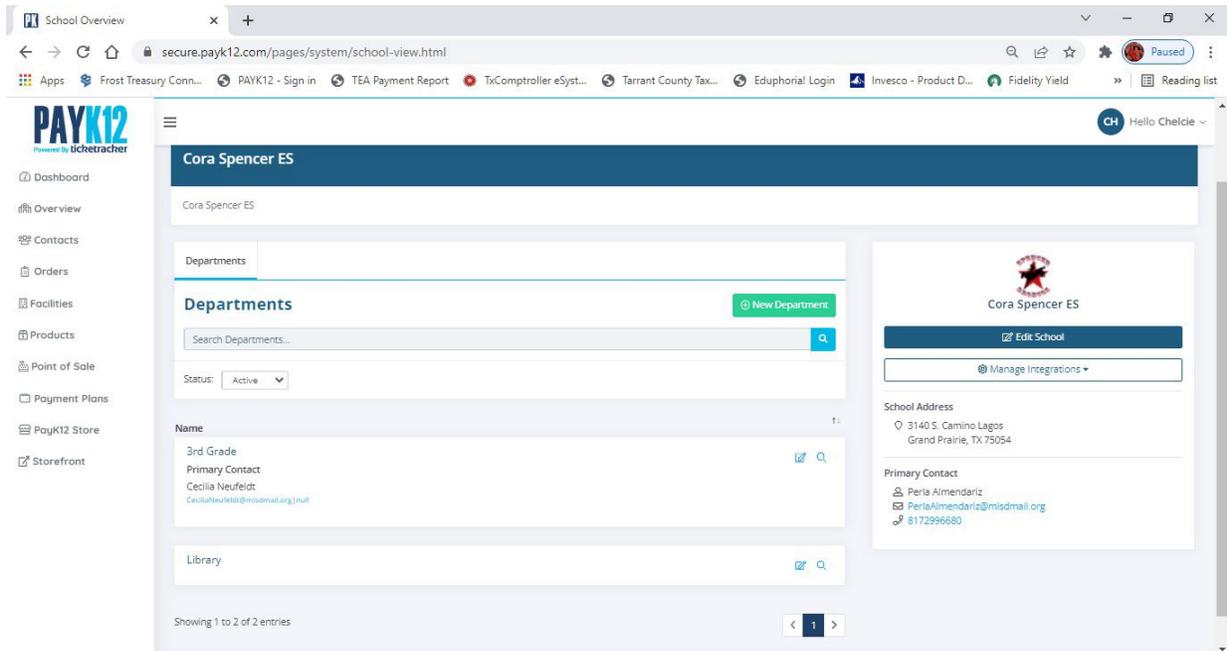
Contact the activity accountant for teacher/sponsor access – information needed: MISD email address, address of the campus this staff member is located at, and what department access is needed (such as band).

Go to this website: <https://secure.payk12.com/pages/login.html>

Type in your username (which is your misdmail.org email address) and your password – if you have forgotten your password, then click forgot password after typing in your misdmail.org email address

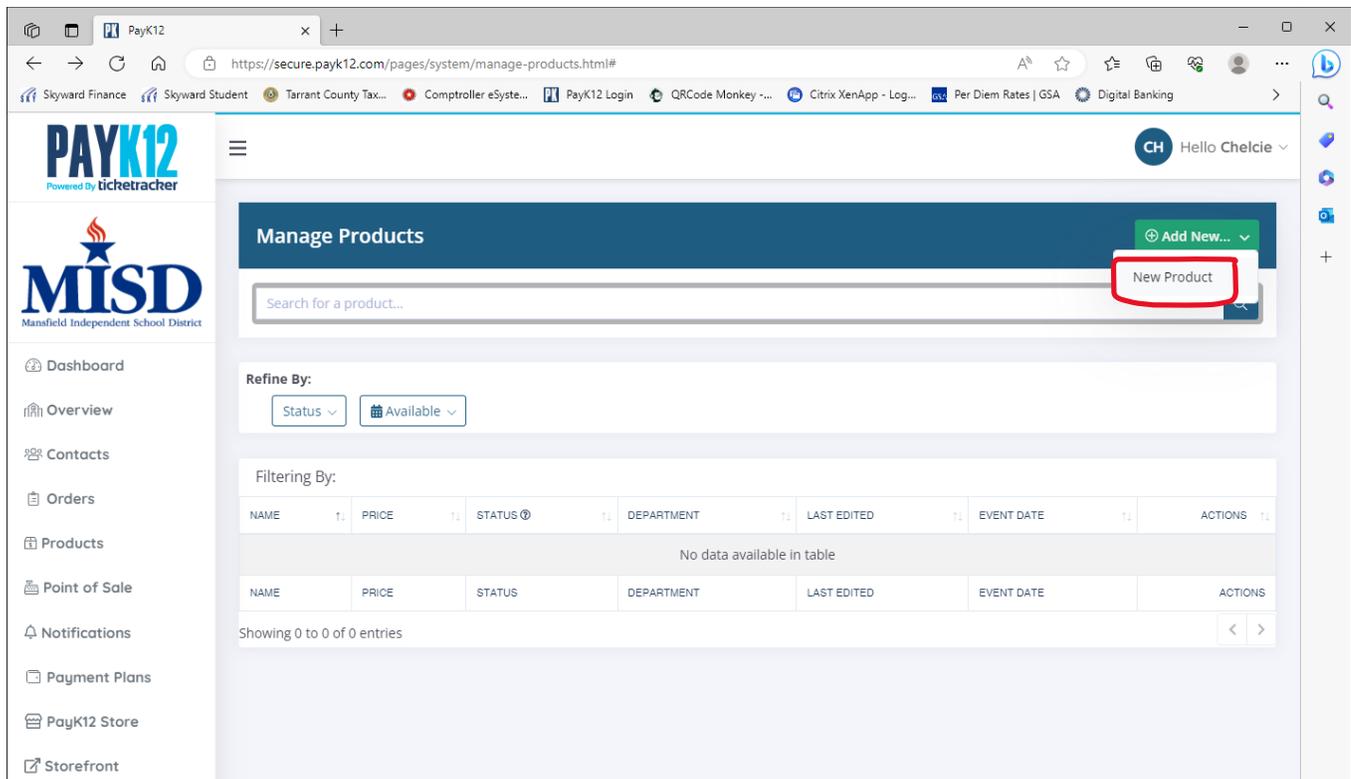
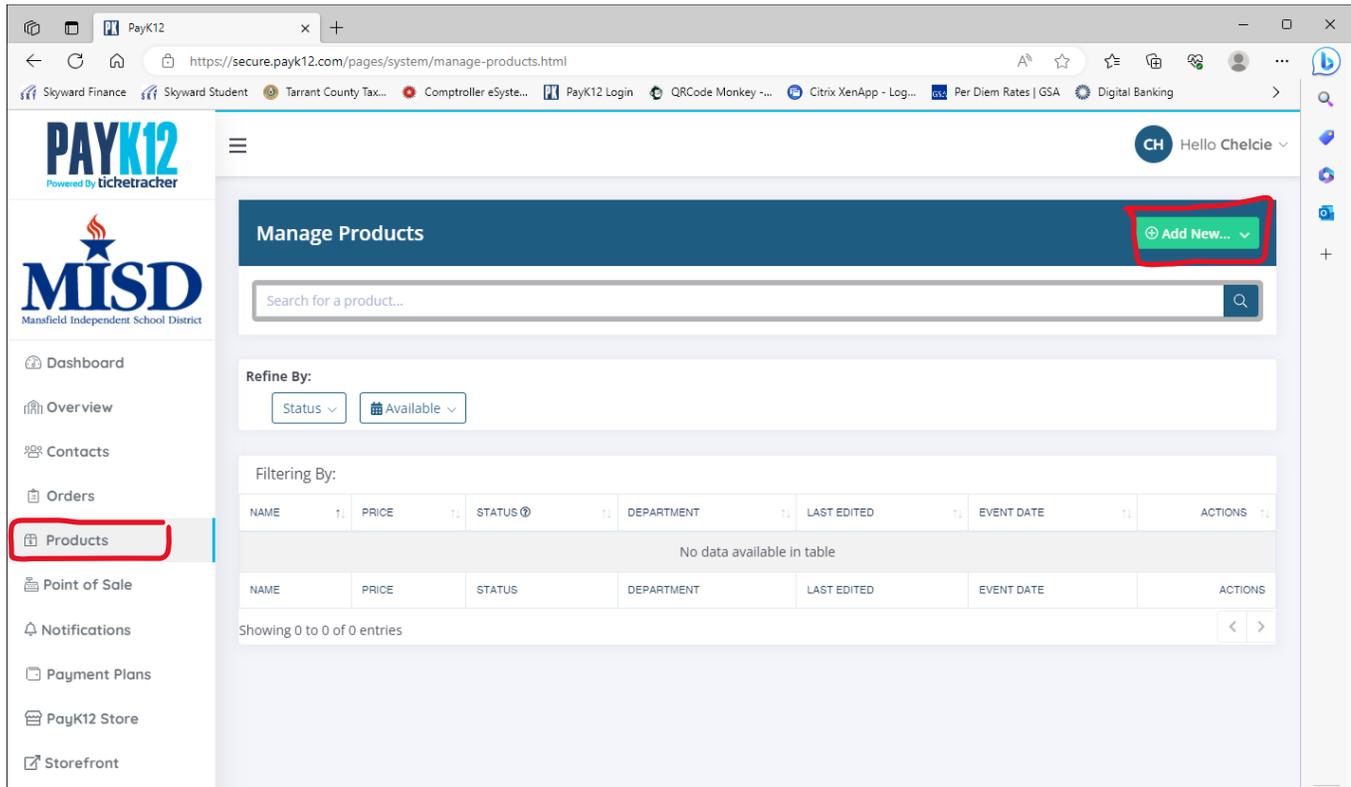


Once logged in – your screen should look like the below

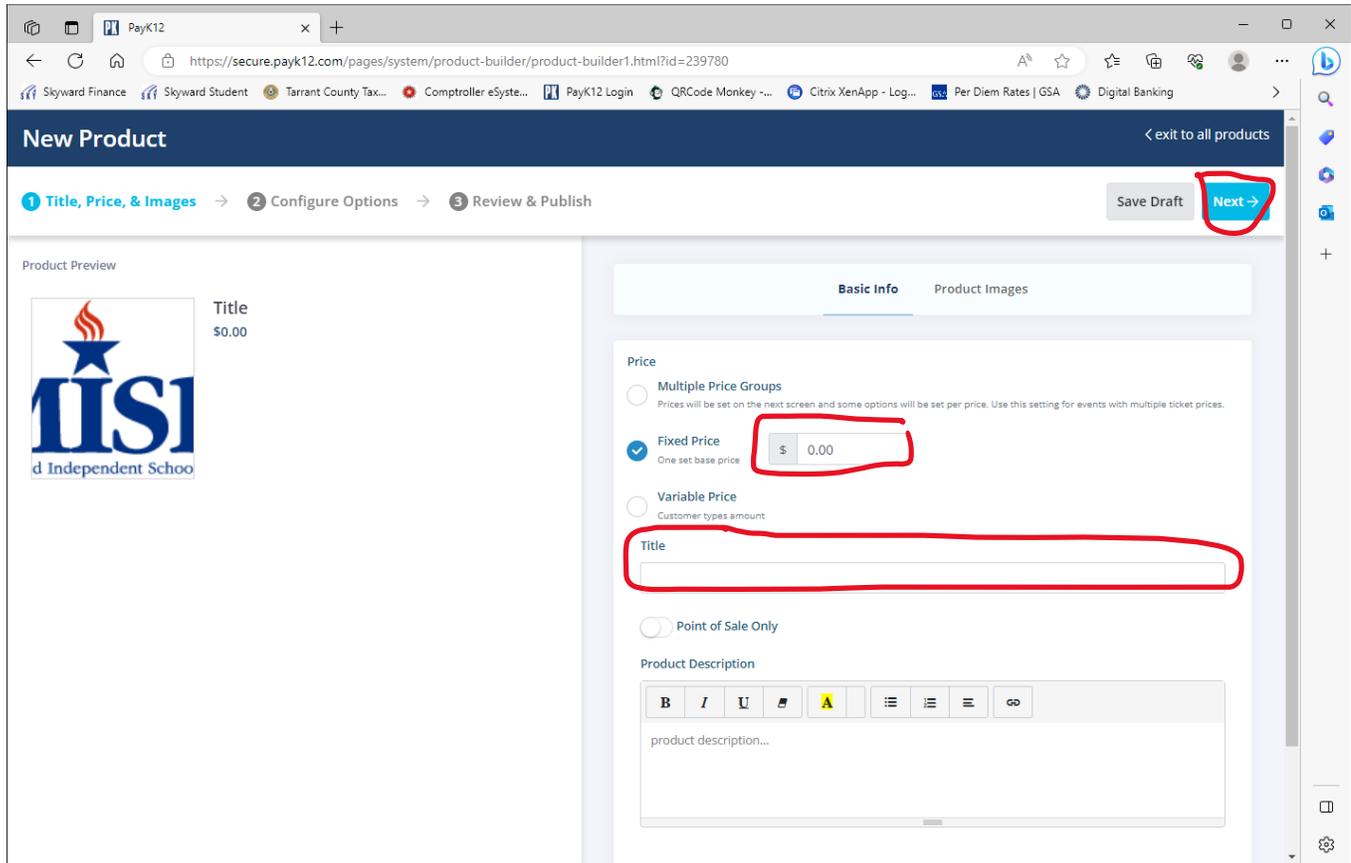


To setup an item follow the below steps:

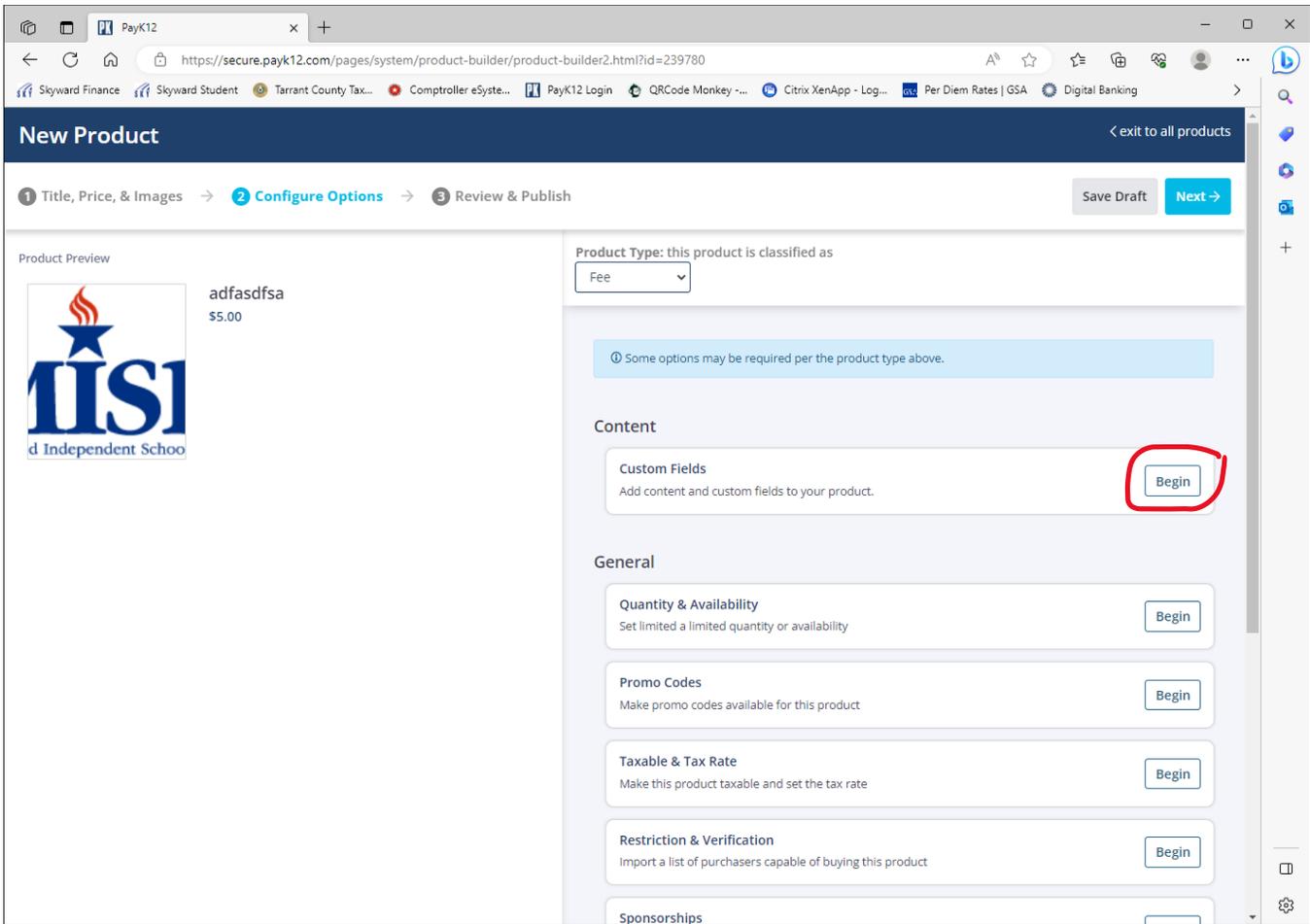
Click on Products then click on add new product then click on new product



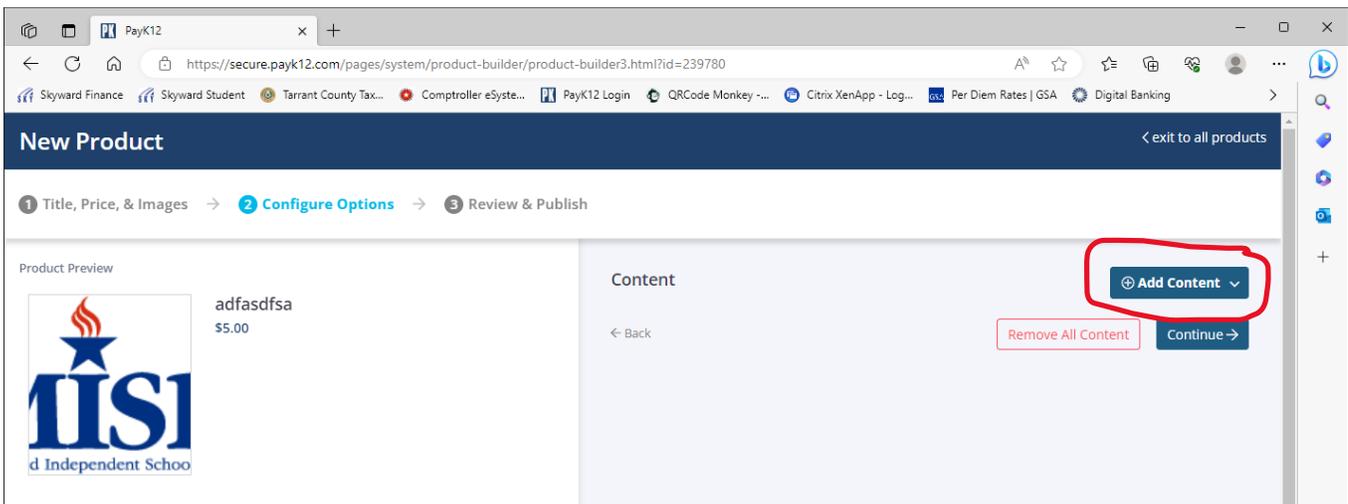
The below screen will vary by campus as the logo will be the campus logo – enter the fixed price of the fundraiser, add the title (the title cannot have any special characters such as comma, semi-colon, hash tag, dollar sign, etc.) and click next



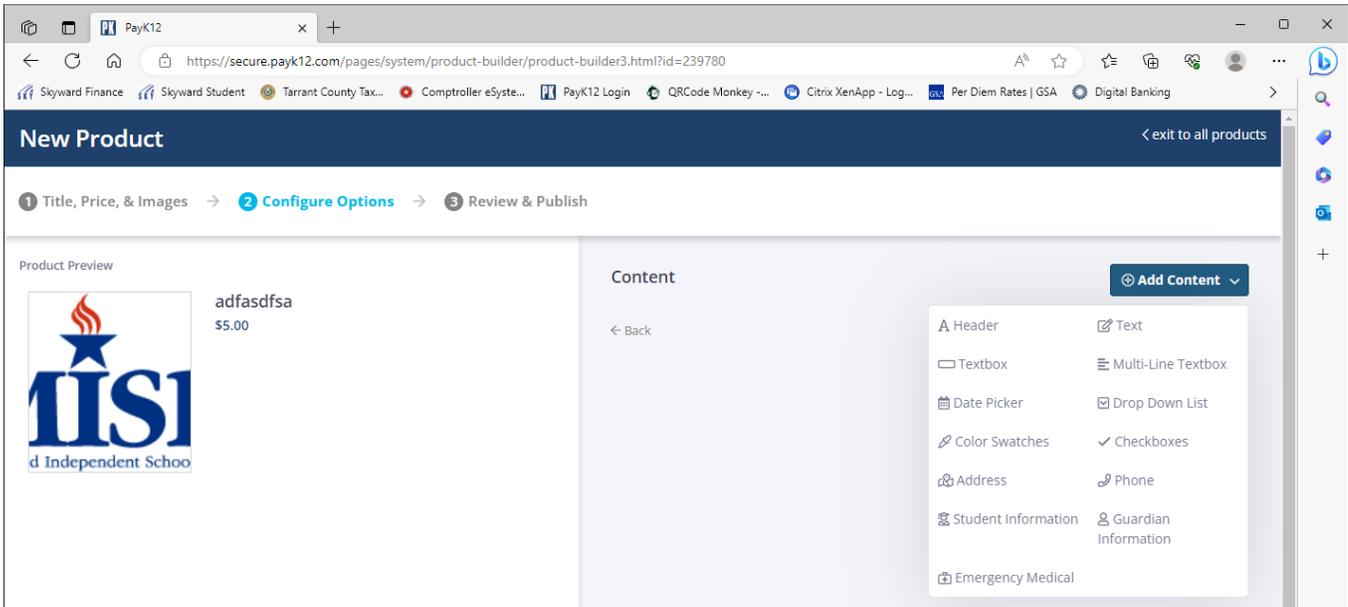
Click begin on custom fields



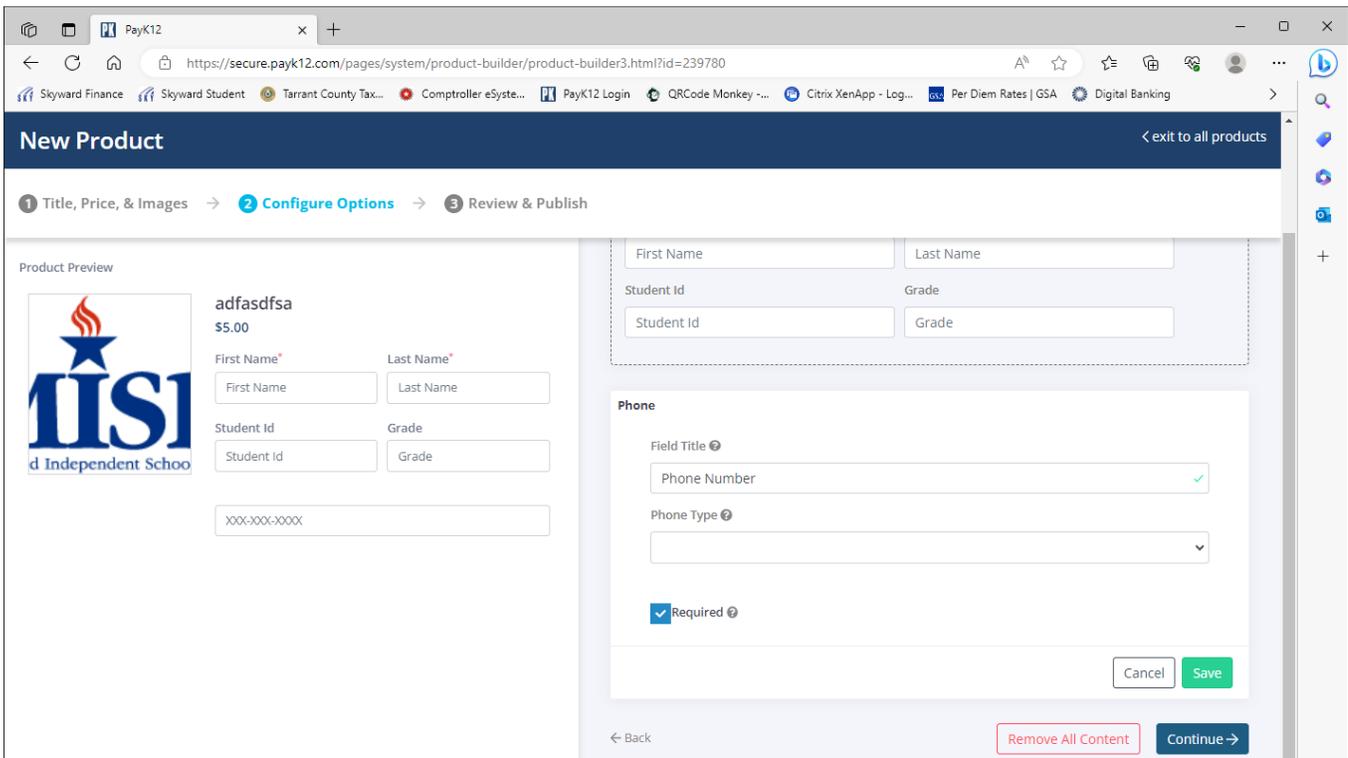
Click on Add Content



The below list will come up and textbox (use this is the option is not available such as Teacher Name), phone, emergency medical, student information (which is the first and last name, student id and grade), drop down list are used most

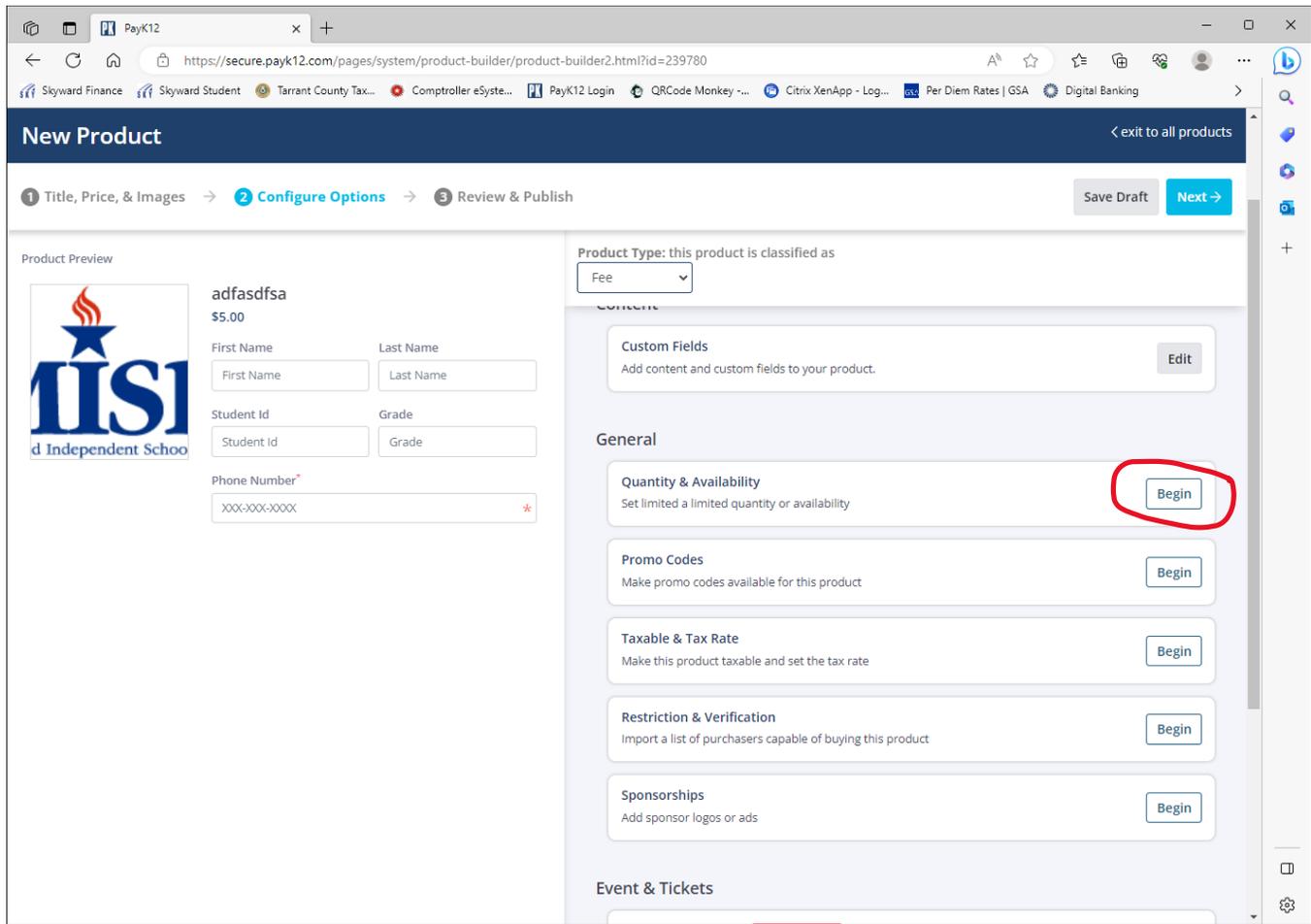


On the below screen is how to add phone number as “Phone Number” in field title click on required and then click save



Once done adding the content needed – click continue

Then, under quantity and availability click on begin

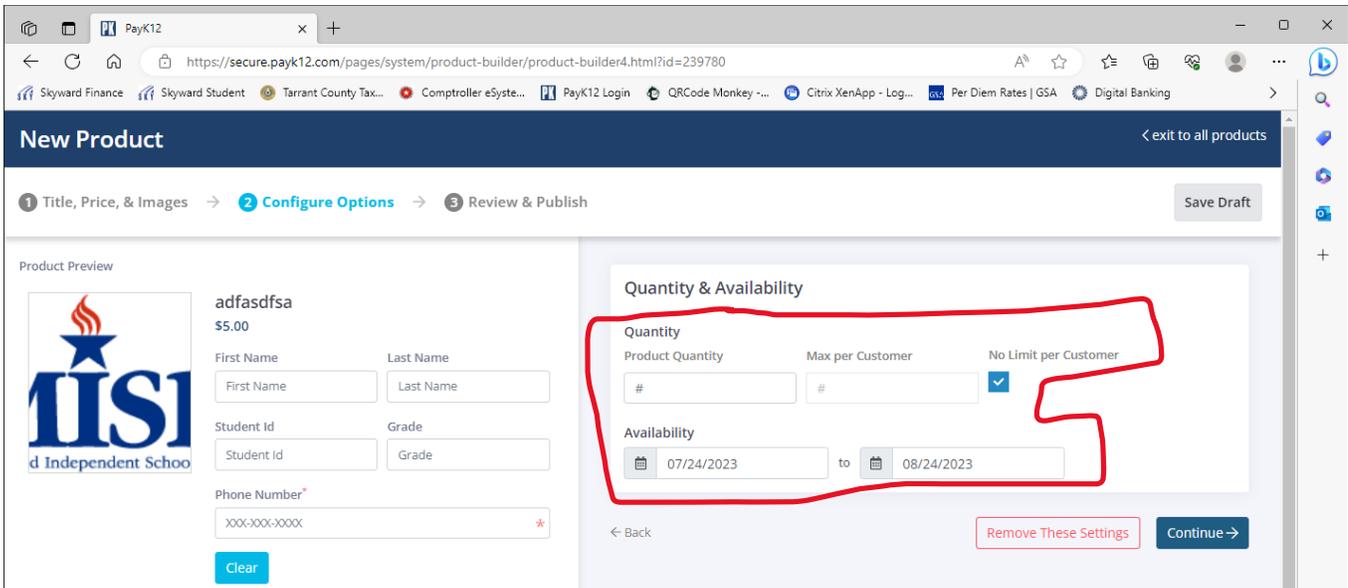


If there is a certain “Product Quantity” (say only 50 shirts can be purchased), then change the # to 50 – otherwise, the quantity is wide open.

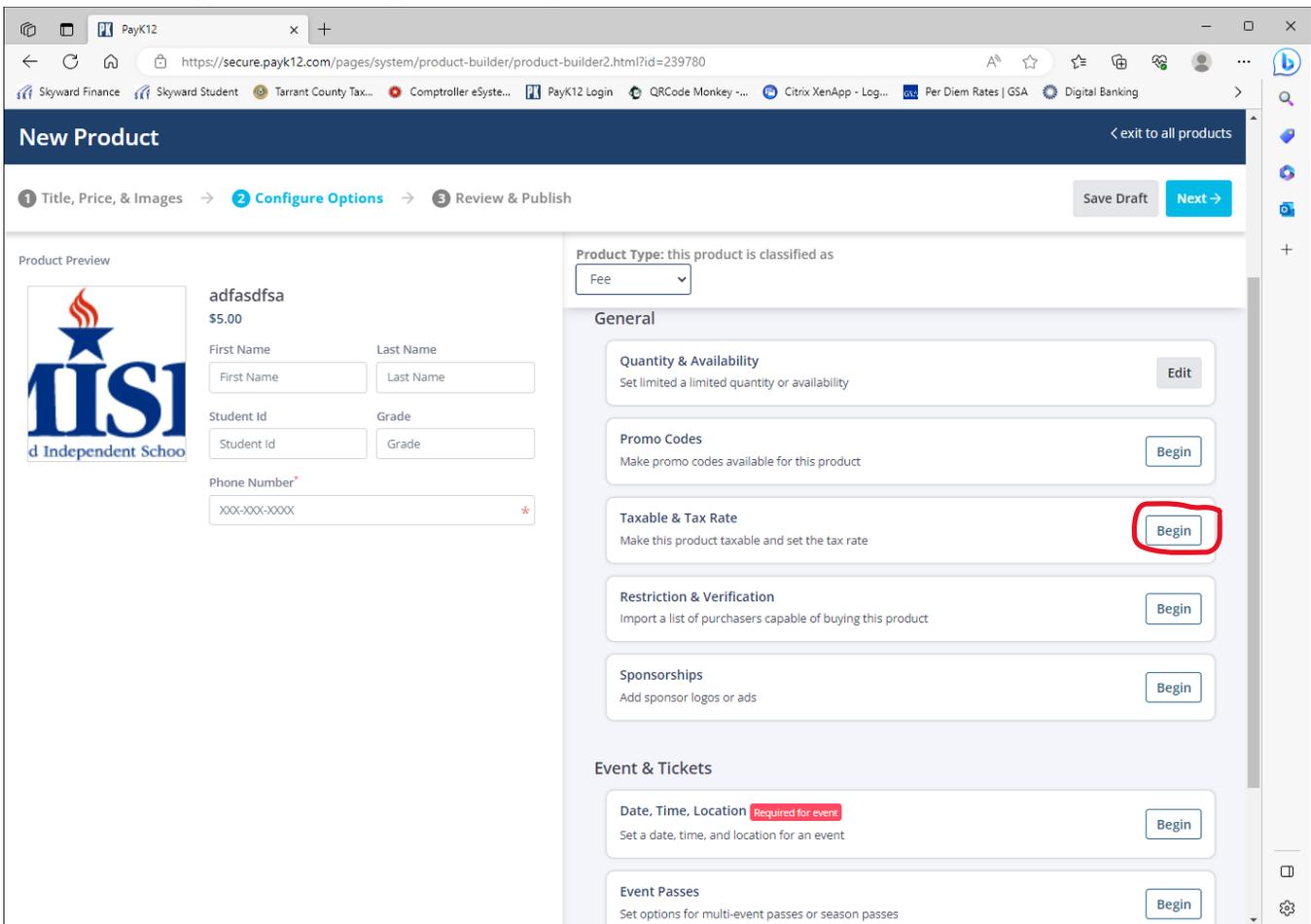
The “Max per Customer” means – if the customer can only buy 1 then change the # to 1 – otherwise, the max per customer will allow to purchase as many times as they want

The “Availability” will be the open to end date – it opens at midnight on the open date and closes at 11:59 on the end date

Click continue when done



Then, under taxable & tax rate (only if the item has taxes that must be assessed such as selling a t-shirt) – otherwise, skip to the next step - Click Begin



The screenshot shows a web browser window with the URL <https://secure.payk12.com/pages/system/product-builder/product-builder-taxable.html?id=239780>. The page title is "New Product" and it includes a navigation bar with "Title, Price, & Images", "Configure Options", and "Review & Publish" steps. A "Save Draft" button is visible in the top right.

The main content area is divided into two sections:

- Product Preview:** Displays a logo for "ISI d Independent School" and a product name "adfasdfsa" with a price of "\$5.00". Below this are input fields for "First Name", "Last Name", "Student Id", "Grade", and "Phone Number". A "Clear" button is located at the bottom of this section.
- Taxable & Tax Rate:** Contains a "Taxable" section with a checked checkbox for "Is this product taxable?". Below it is a "Tax Rate" section with the question "What percentage tax should be applied?" and a text input field containing "8.25" followed by a percentage sign. At the bottom of this section are buttons for "< Back", "Remove These Settings", and "Continue >".

Checkmark "Is this product taxable?"

Make sure the tax rate is 8.25% except T Rendon ES is 6.25%

Under Accounting & Reporting

Click Begin

PayK12

https://secure.payk12.com/pages/system/product-builder/product-builder2.html?id=239780

Skyward Finance Skyward Student Tarrant County Tax... Comptroller eSyste... PayK12 Login QRCode Monkey ... Citrix XenApp - Log... Per Diem Rates | GSA Digital Banking

New Product

< exit to all products

1 Title, Price, & Images → 2 Configure Options → 3 Review & Publish

Save Draft Next →

Product Preview

adfasdfs

\$5.00

First Name Last Name

Student Id Grade

Phone Number*

Product Type: this product is classified as

Fee

Taxable & Tax Rate
Make this product taxable and set the tax rate [Begin](#)

Restriction & Verification
Import a list of purchasers capable of buying this product [Begin](#)

Sponsorships
Add sponsor logos or ads [Begin](#)

Event & Tickets

Date, Time, Location **Required for event** [Begin](#)
Set a date, time, and location for an event

Event Passes
Set options for multi-event passes or season passes [Begin](#)

Accounting & Reporting

Data Fields
Add hidden fields for accounting or reporting [Begin](#)

← Back

PayK12

https://secure.payk12.com/pages/system/product-builder/product-builder-datafields.html?id=239780

Skyward Finance Skyward Student Tarrant County Tax... Comptroller eSyste... PayK12 Login QRCode Monkey ... Citrix XenApp - Log... Per Diem Rates | GSA Digital Banking

New Product

< exit to all products

1 Title, Price, & Images → 2 Configure Options → 3 Review & Publish

Save Draft

Product Preview

adfasdfs

\$5.00

First Name Last Name

Student Id Grade

Phone Number*

Clear

Data Fields

Use the fields below to enter data for accounting and reporting purposes.

+ Add More

← Back [Remove These Settings](#) [Continue →](#)

Click on Add more

PayK12

https://secure.payk12.com/pages/system/product-builder/product-builder-datafields.html?id=239780

Skyward Finance Skyward Student Tarrant County Tax... Comptroller eSyste... PayK12 Login QRCode Monkey -... Citrix XenApp - Log... Per Diem Rates | GSA Digital Banking

New Product

< exit to all products

1 Title, Price, & Images → 2 **Configure Options** → 3 Review & Publish

Save Draft

Product Preview



adfasdfs
\$5.00

First Name Last Name

Student Id Grade

Phone Number*

Clear

Data Fields

Use the fields below to enter data for accounting and reporting purposes.

Title	Value
Bill Code Account Number	461 R 00 5749 00 005 0 00 000
Transfer Code	461 E 36 6499 15 005 0 99 310
Sales Tax Code	461 L 00 2114 00 005 0 00 000

+ Add More

← Back Remove These Settings Continue →

Only select the ones above and make sure the account codes look like above (spaces and then to the campus location located) then click continue

Click "Next"

PayK12

https://secure.payk12.com/pages/system/product-builder/product-builder2.html?id=239780

Skyward Finance Skyward Student Tarrant County Tax... Comptroller eSyste... PayK12 Login QRCode Monkey -... Citrix XenApp - Log... Per Diem Rates | GSA Digital Banking

New Product

< exit to all products

1 Title, Price, & Images → 2 **Configure Options** → 3 Review & Publish

Save Draft **Next →**

Product Preview



adfasdfs
\$5.00

First Name Last Name

Student Id Grade

Phone Number*

Product Type: this product is classified as

Some options may be required per the product type above.

Content

Custom Fields
 Add content and custom fields to your product. Edit

General

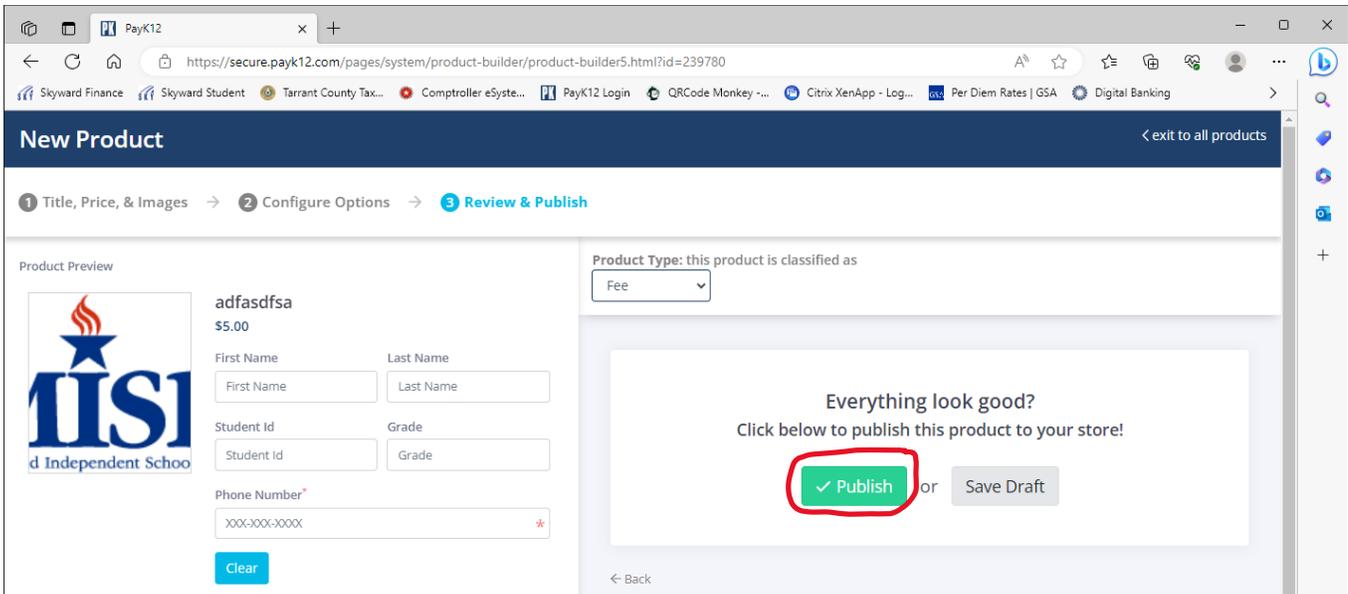
Quantity & Availability
 Set limited a limited quantity or availability. Edit

Promo Codes
 Make promo codes available for this product. Begin

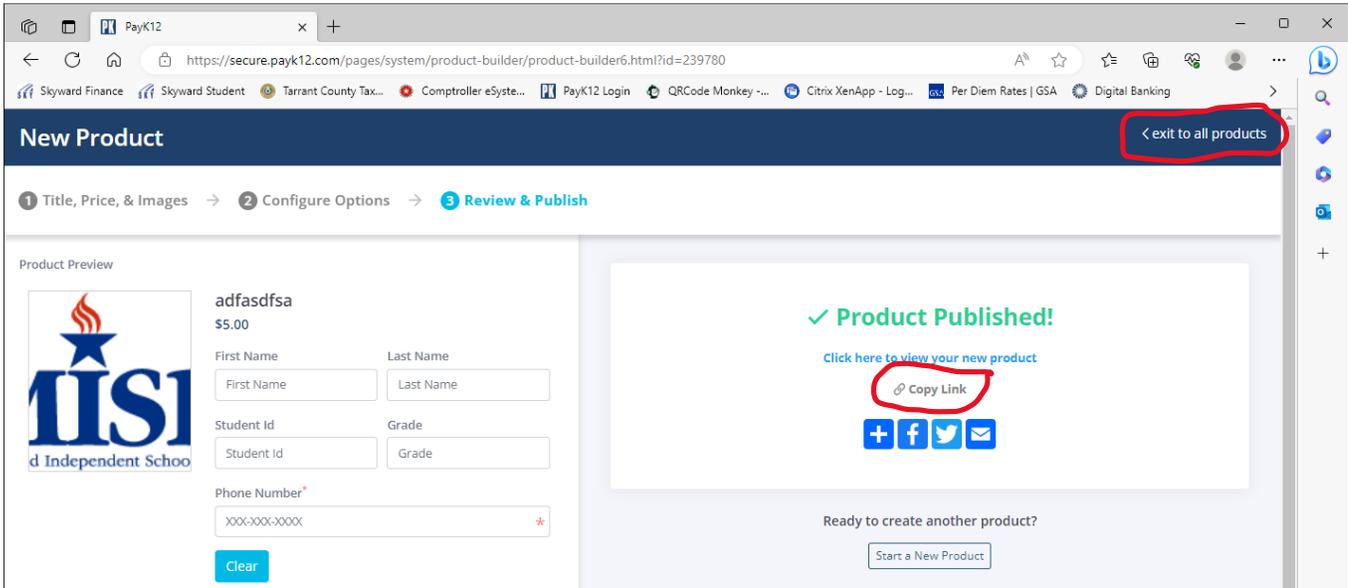
Taxable & Tax Rate
 Make this product taxable and set the tax rate. Edit

Restriction & Verification
 Import a list of purchasers capable of buying this product. Begin

Sponsorships



Either “Save Draft” if you need to go back and look at something – otherwise click “Publish”

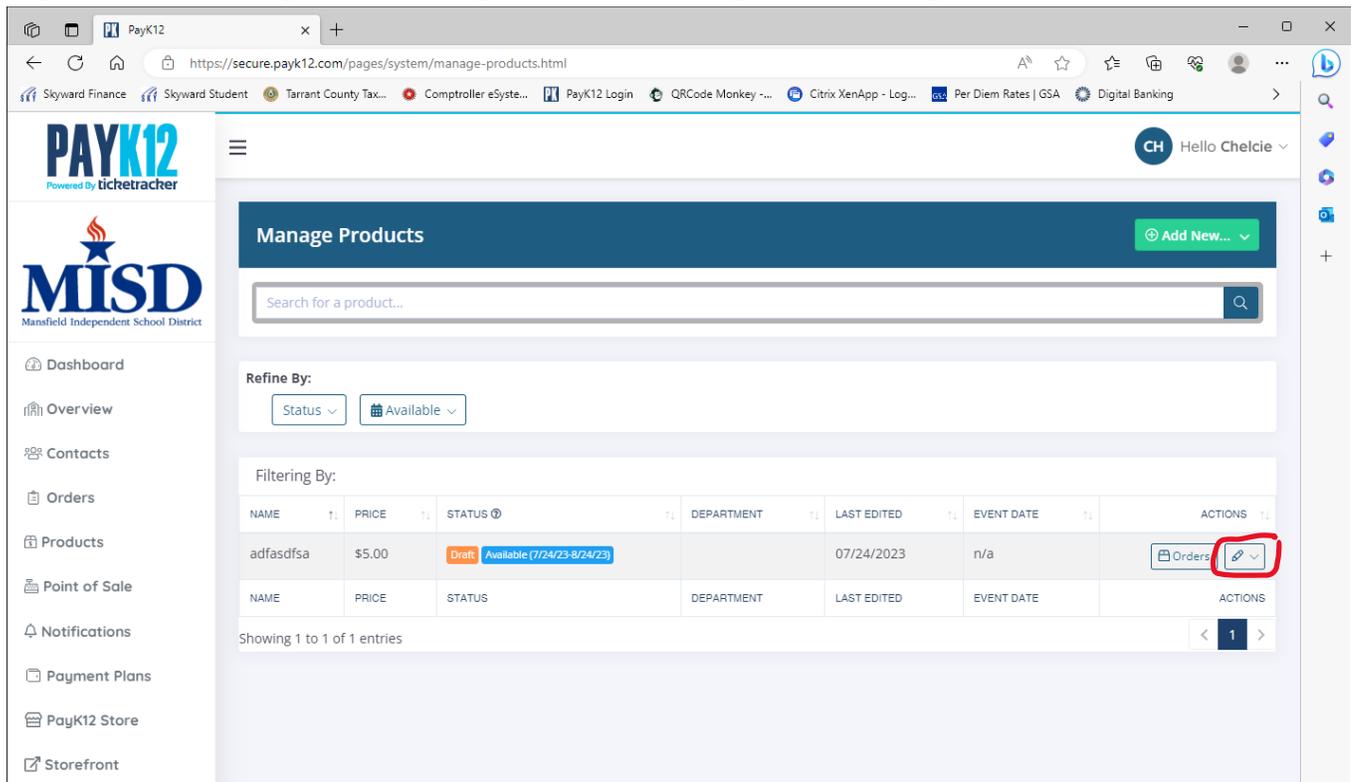


Click on “Copy Link” to copy the link. Then, paste the link in an email to the teacher/sponsor to put in a flyer or send an email out to parents.

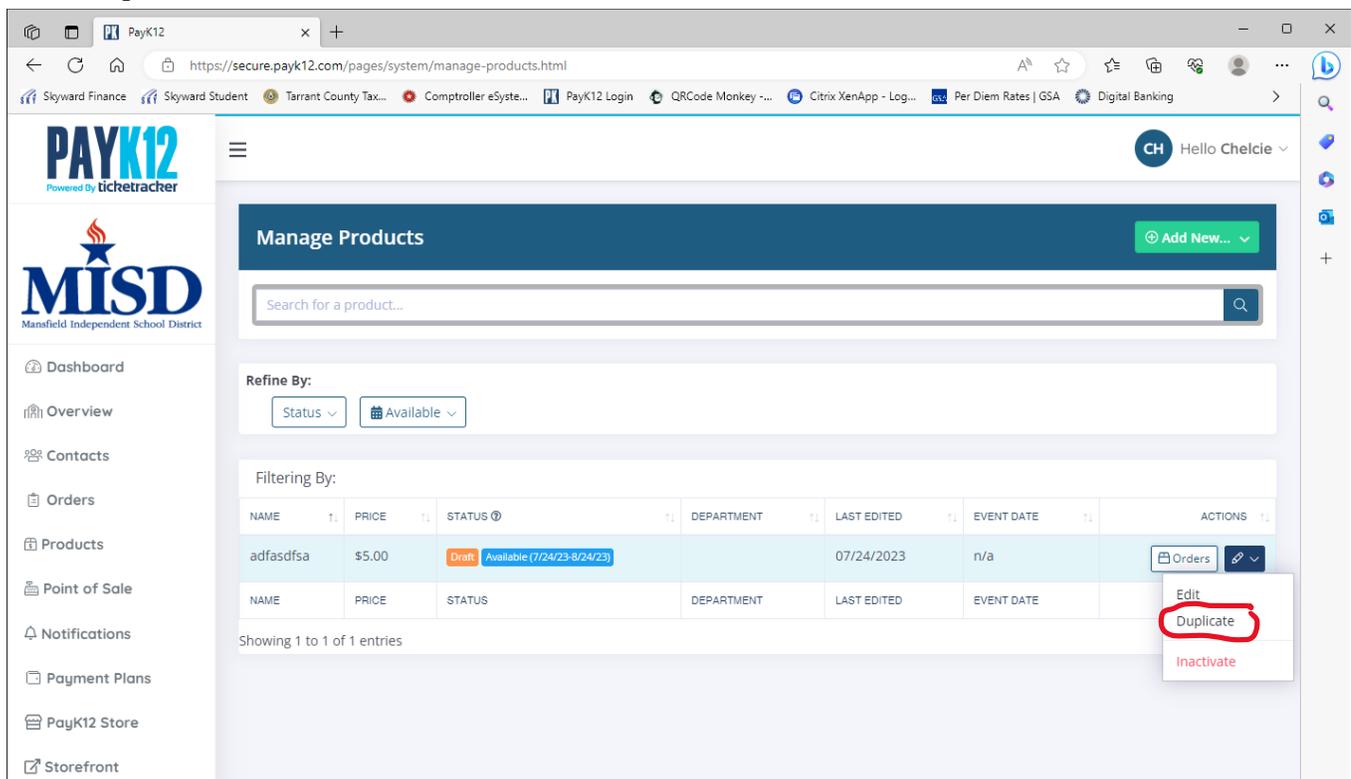
Then, click on “exit to all products”

How to clone an item (this way you do not have to start from scratch):

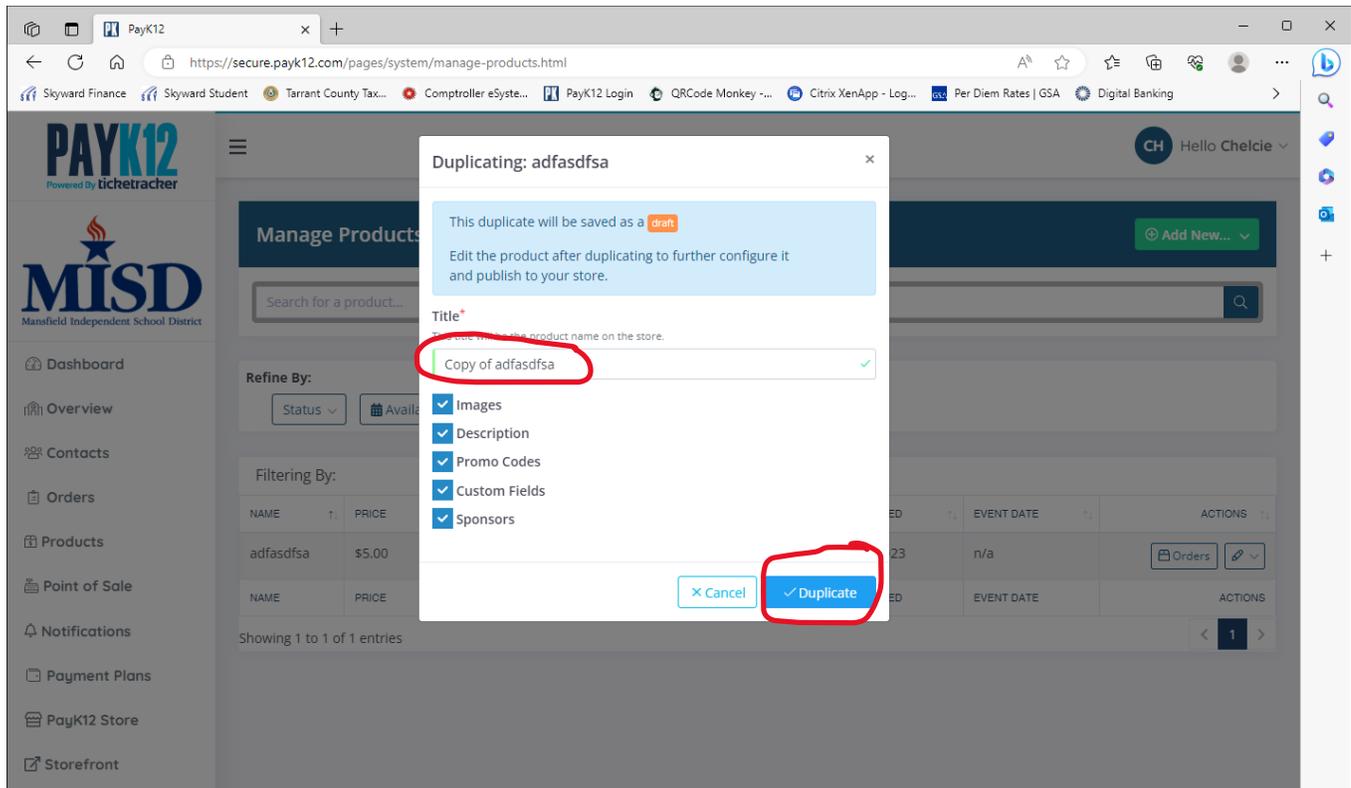
In products, click the pencil on the right hand side of the product wanting to clone



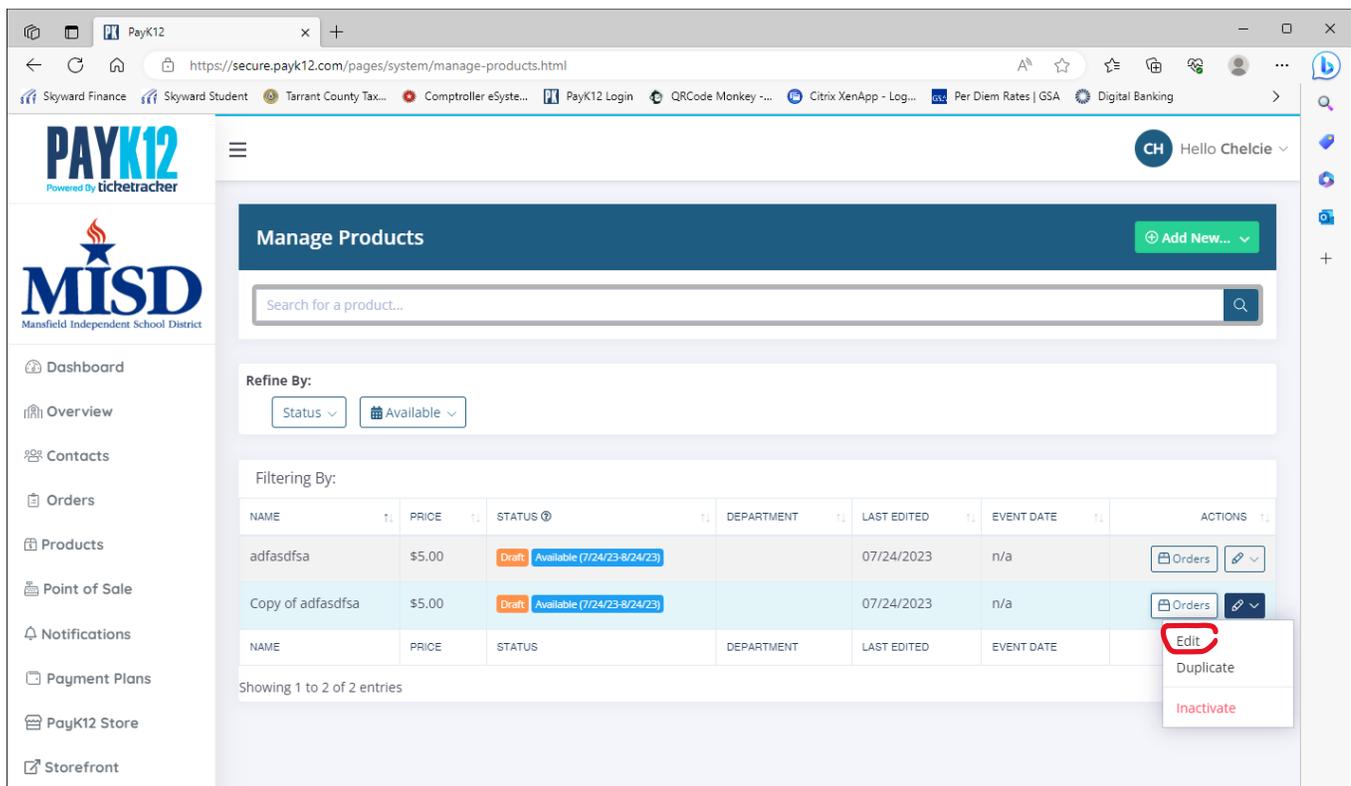
Click Duplicate



Change the title on the below screen and then click duplicate



Then click on the pencil of the duplicated item and click edit



Go through all the screens as shown above on setting up an item from scratch and make sure the screens are correct before publishing

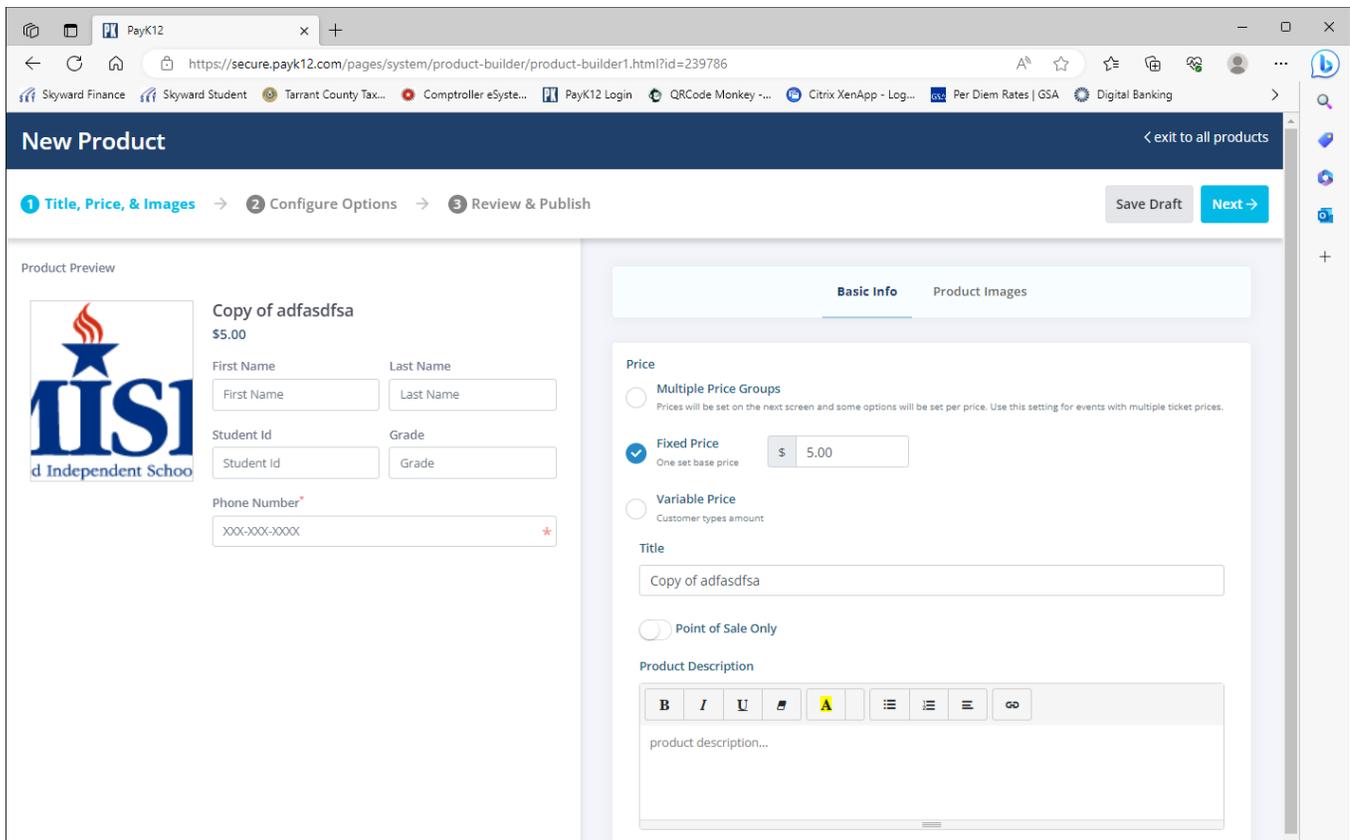
The screenshot displays the 'New Product' configuration page in the PayK12 system. The browser address bar shows the URL: <https://secure.payk12.com/pages/system/product-builder/product-builder1.html?id=239786>. The page title is 'New Product' with a link to 'exit to all products'. The navigation bar includes steps: 1 Title, Price, & Images, 2 Configure Options, and 3 Review & Publish. Action buttons for 'Save Draft' and 'Next' are visible.

Product Preview:

- Product Name: Copy of adfasdfs
- Price: \$5.00
- Fields: First Name, Last Name, Student Id, Grade, Phone Number
- Logo: ISI Independent School

Basic Info Configuration:

- Price: Fixed Price (Selected) at \$ 5.00
- Title: Copy of adfasdfs
- Point of Sale Only: Unchecked
- Product Description: product description...



To find a purchase from an order number

Click on orders

Notice the date range will default to the last 30 days (click on the date range if it needs to be edited)

In the search all type in the order number OR purchaser name

Click magnify glass

PAYK12
Powered by tickettracher

MISD
Mansfield Independent School District

Dashboard
Overview
Contacts
Orders
Products
Point of Sale
Notifications
Payment Plans
PayK12 Store
Storefront

Orders

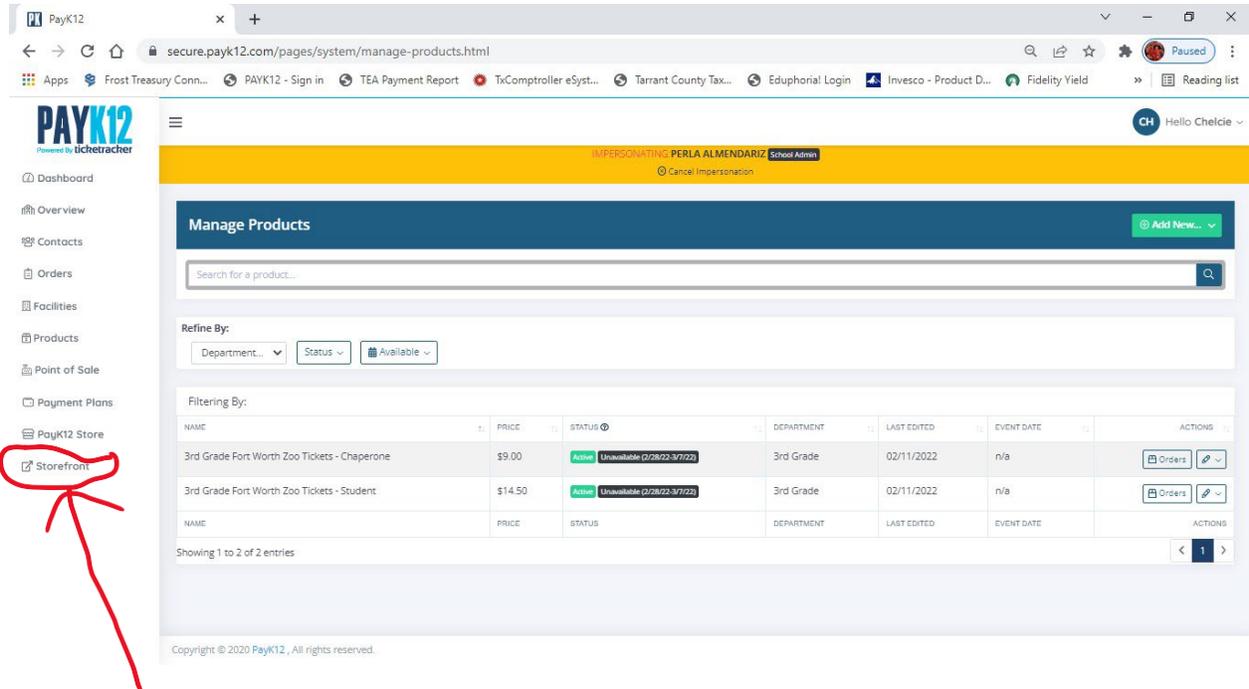
Search All Search orders...

Refine By:
June 25, 2023 - July 24, 2023

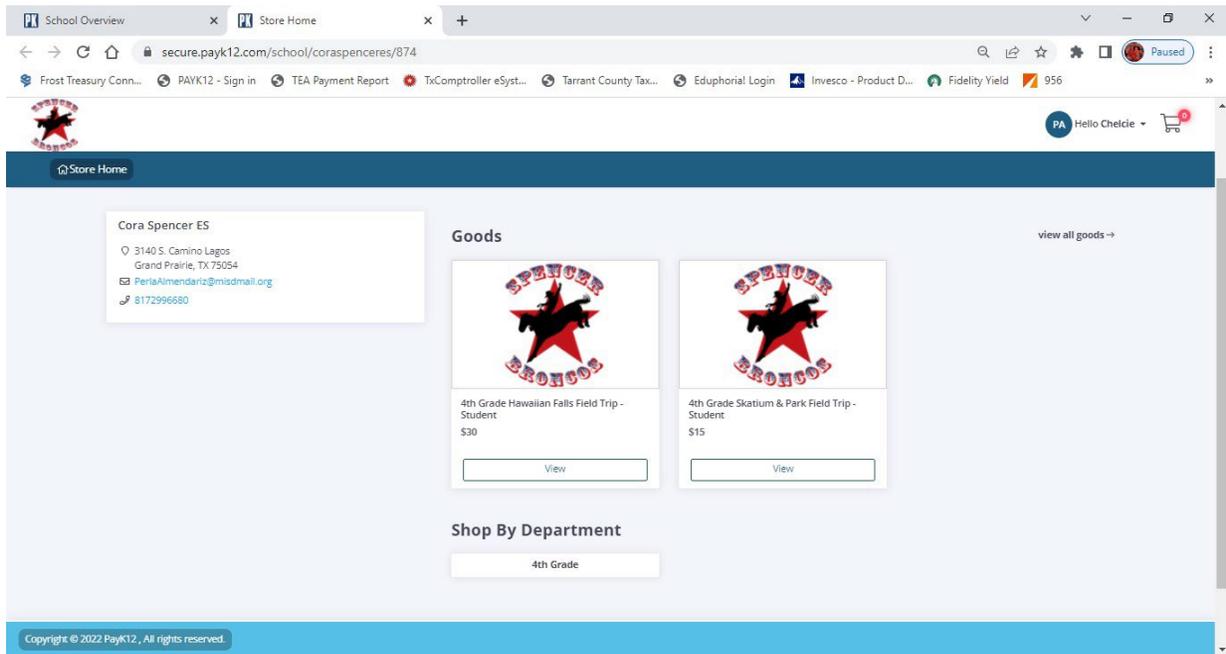
Filtering By: Filter By:

ORDER #	DATE	AMOUNT	PURCHASER	PAYMENT METHOD	DEPARTMENT	CATEGORY	SEATS	ACTIONS
3700709	07/06/23	\$104.25	Ty Coleman	MasterCard *****3113 Tyrone Coleman 06/2026				
3800340	07/19/23	\$15.85	mlehmacher74	Visa *****7867 Margaret Lehmacher 08/2025	Fine Arts			
5251820	07/21/23	\$52.25	thesamfam	Visa *****9829 Kristen M Samuel 06/2026				
5422093	07/20/23	\$10.65	cgarcia088	MasterCard *****6257 Claudia Garcia-Salazar				

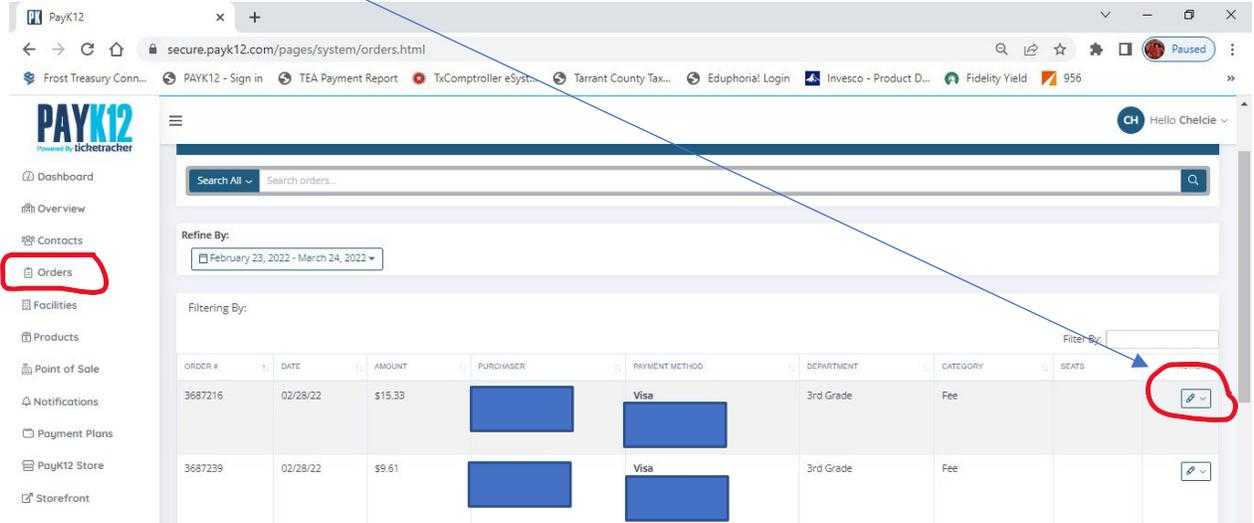
To see products setup – click the product tab on the left hand side and the below is what your screen will look like – this is all items that have been setup (the date range of the item will also display in black):



To see what is live for parents to purchase click on storefront – below is a print screen example

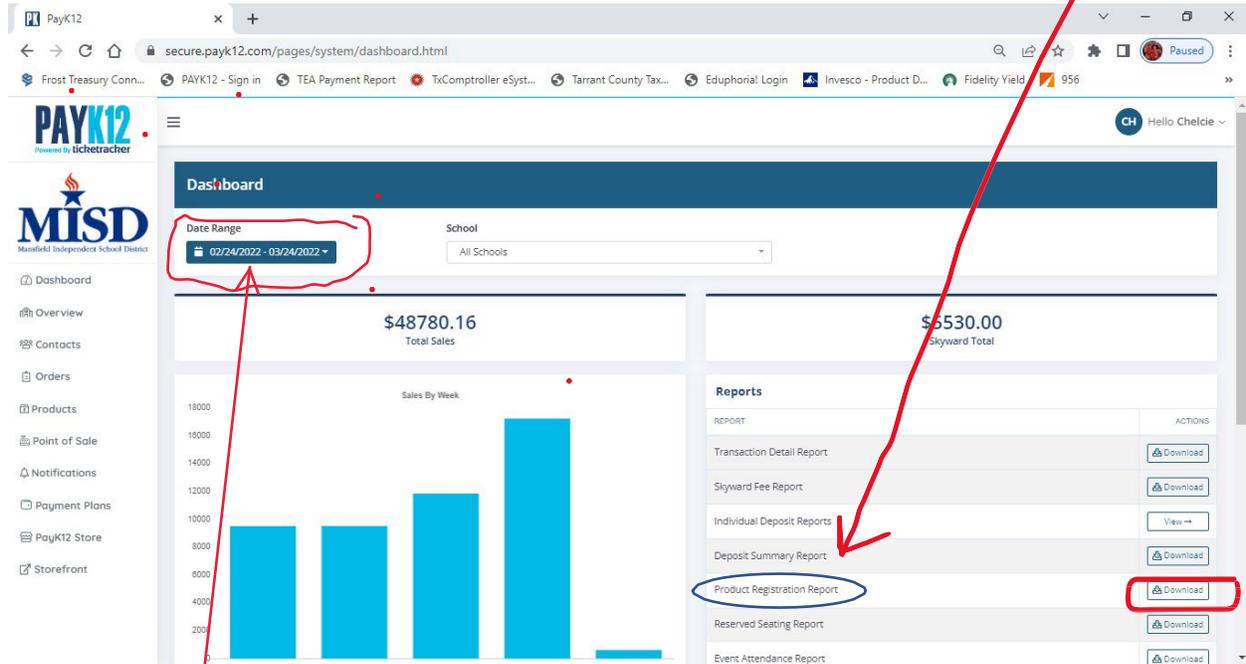


To see all orders – click on orders on the left hand side – the below is a print screen example – click on the pencil on the right hand side and click view order – the receipt will come up (DO NOT CLICK ON REFUND – CONTACT CHELCIE!):



REPORTS

Once logged in, click on dashboard on the left hand side and on the right hand side is the product registration report – click download – it will download into an excel



This date range must be the dates the product was for sale in order for the report to be correct

Order summary report (helps for deposit purposes) - click on the date range to edit to the date of deposit then click on order summary report download

The screenshot shows the PAYK12 dashboard interface. On the left is a sidebar with navigation items: Dashboard, Overview, Contacts, Orders, Facilities, Products, Point of Sale, Notifications, Payment Plans, PayK12 Store, and Storefront. The main content area has a header with a menu icon, a user profile 'CH Hello Chelcie', and filters for 'Date Range' (02/01/2023 - 02/01/2023) and 'Department' (All Departments). Below the filters are two summary cards: 'Total Sales' for \$200.00 and 'Skyward Total' for \$0.00. The 'Sales By Week' chart shows a single bar for the week of 02/01-02/07. The 'Sales By Department' chart shows a single bar. A 'Reports' table is on the right, listing various reports with 'Download' or 'View' actions. The 'Order Summary Report' row is circled in red.

REPORT	ACTIONS
Transaction Detail Report	Download
Individual Deposit Reports	View →
Deposit Summary Report	Download
Product Registration Report	Download
Reserved Seating Report	Download
Event Attendance Report	Download
Point of Sale Reports	View →
Order Summary Report	Download

How parent Logs In to Skyward Student Fee Management to pay via PayK12:

Login to Mansfield ISD Skyward Student Mgmt Data (see below print screen), if the parent is on a mobile device make sure to choose the “DESKTOP” version of the app. Once logged in if the parent is on their phone, a plus sign in the top left hand corner of your screen will need to be clicked for a menu to appear.

SKYWARD®

MANSFIELD ISD
Mansfield ISD Student Mgmt Data

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.23.06.00.03

Login Area:

Parent or Student will login here with their own credentials

Family Access

SKYWARD

Student/s name will appear here click the blue arrow drop down to choose student

My Account | Email History | Exit

District Links

Home

New Student Online Enrollment

Calendar

Gradebook

Attendance

Student Info

Schedule

Fee Management

Graduation Requirements

Endorsements

Report Cards

Skylert

Health Info

Login History

Dear Parent/Guardian:
Mansfield ISD welcomes you and your family to a new school year! Before school starts in August, all students are required to provide proof of residence (POR).

All families with returning students to Mansfield Independent School District have 2 options.

- You may take your proof of residence to your student's 2023-2024 campus office; or
- You may email your proof of residence with your **student's first & last name and student ID number** to your student's 2023-2024 campus stem@mansfield.k12.tx.us

CLICK THIS TAB

PLEASE NOTE: Each campus has their own email address, so if you have multiple students at different campuses, you will need to send a separate POR to each campus' email.

Satisfactory proof of residence includes:

- Electric, Gas, or Water Bill – **with May service dates or later**
- Disconnection notices are not allowed

Newly Established Residency in last 30 days includes:

- Lease Agreement
 - The lease agreement may be acceptable if it is new (30 days or less).
 - Is used when you do not have a utility bill and the lease states bills are paid by lessor.

Upcoming Events

Calendar

Wed Jul 19, 2023
Returning Student Online Registration opens for 2023-24
Mansfield HS

Wed Jul 19, 2023
Returning Student Online Registration opens for 2023-24
Rogene Worley Middle

Wed Jul 19, 2023
Returning Student Online Registration opens for 2023-24
Erma Nash ES

Wed Jul 19, 2023
Returning Student Online Registration opens for 2023-24
Elizabeth Smith ES

Wed Jul 19, 2023
Returning Student Online Registration opens for 2023-24
Mary Orr Int

Wed Jul 19, 2023
Returning Student Online Registration opens for 2023-24
STEM Academy

Family Access

SKYWARD

My Account | Email History | Exit

District Links

Home

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Attendance

Student Info

Schedule

Fee Management

Graduation Requirements

Endorsements

Report Cards

Skylert

Health Info

Login History

Fee Management

Unpaid Balance

(STEM Academy): 0.00

(STEM Academy) [View Totals](#) | [Make a Payment](#)

There is no Fee Management information available for this student.

Clicking here will go to PayK12 to pay via credit card (4% + .25 cent processing fee)

The below screen will come up after clicking make a payment on the above screen and the parent will click add to cart and pay. Please note that if you are in Google you may have to go into Google Incognito in order to pay and if you are in Microsoft Edge, you may have to double click on make a payment quickly.

The screenshot shows the MISD My Student Fees page. On the left, there is contact information for Mansfield ISD. The main section is titled 'My Student Fees' and includes a dropdown menu for 'Fees Due For:' set to 'Mansfield ISD'. Below this is a table titled 'All Fees' with columns for Fee, Paid, and Due. A 'PAY NOW' button is located next to the 'Total Due' of \$19.00. A red circle highlights the 'PAY NOW' button.

Fee	Paid	Due
CHOIR	\$0.00	\$10.00
CHOIR	\$0.00	\$10.00
Total Fees:	Total Paid:	Total Due:
\$10.00	\$0.00	\$19.00

Once payment is made, a receipt will be shown in the PayK12 system for your records. PayK12 payments will show in Skyward Student paid as soon as the transaction is complete (please note that the district does not receive the funds until around 48 hours later).