

It is best if you access the portal via Chrome, Firefox or Microsoft Edge internet browsers.

Access the SharePoint site up upload the Monthly Verification Packet:

Hint: Save this link in your bookmarks for future reference.

<https://jeffersonkyschools.sharepoint.com/sites/ia/verification/lists/monthly%20verification%20packets/bookkeeper.aspx>

Bookkeeper Verification Packets

+ New Share Export to Excel Power Apps Automate

Monthly Verification Packets

> School Type School Month Ending

- > School Type : Unassigned (33)
- > School Type : ELEMENTARY (2)
- > School Type : HIGH (3)

Step 1: Select + New to add your report:

Step 2: Begin typing your school name, then click your school to select:

Begin typing your school name,

ATHERTON HIGH

ATKINSON ELEM.

AUBURNDALE ELEM.

AUDUBON TRAD. ELEM.

* School

Begin typing your school name, then click your school to select.

* Month Ending

12/31/2001



* If your school has a credit card, was there any activity this month?

Choose an option.

Step 4: Answer the question, if your school does not have any credit cards, select N/A

Choose an option.

Yes

No

N/A

Step 3: Type in the month ending for the report to be submitted, for example August 2020 enter 08/31/2020,

You may also use the calendar icon to select the date

August
31
2020

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Ok Cancel

Did you open a new bank account during the month?

- Yes
- No

Did you close a bank account during the month?

- Yes
- No

Do you have more than one bank account?

- Yes
- No

Did your school receive any donations or small grants this month?

- Yes
- No


Did you close the month in EPES?

- Yes
- No

Step 5: Answer the following 5 questions.

* Attachments


There is nothing attached.


 Attach file

Step 6: upload your completed report by selecting the "Attach File icon and follow the instructions. You should see the name of your file.

The file name should include the school and month and year (i.e. "Hite August 2020"):

Attachments

 Hite EOM Report August 2020.pdf *Unsaved*

 Attach file

Step 7: Select save in the top left corner of the page.

 Save  Cancel  Copy link ...

Submit Your Monthly Verification Packet
Click the "Save" Icon on this window when you've completed this form.

You will receive the following confirmation to validate that the report was successfully submitted.



Your packet was successfully submitted. You may now close this window.