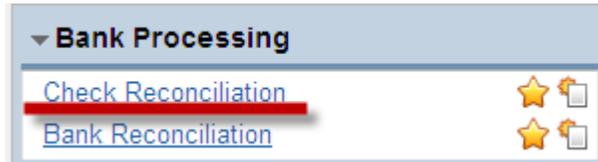


# SBAA Bank Reconciliation

Since you have been entering your receipts directly into Skyward all month long AND since you have been printing your checks via Skyward then once you have received your bank statement it should take you very little time to reconcile. NO ONE should go beyond another month without reconciling. This will no longer be tolerated.

1. Have you done your Journal Entries for NSF's, bank charges, interest? If yes then proceed. If not, then do them before continuing but make sure you use the correct date (the month you are reconciling).
2. Clear your checks:
  - a. Bank Processing
  - b. Check Reconciliation



- c. Mass Add Statement (it's easier to use than Apply Statement Date)

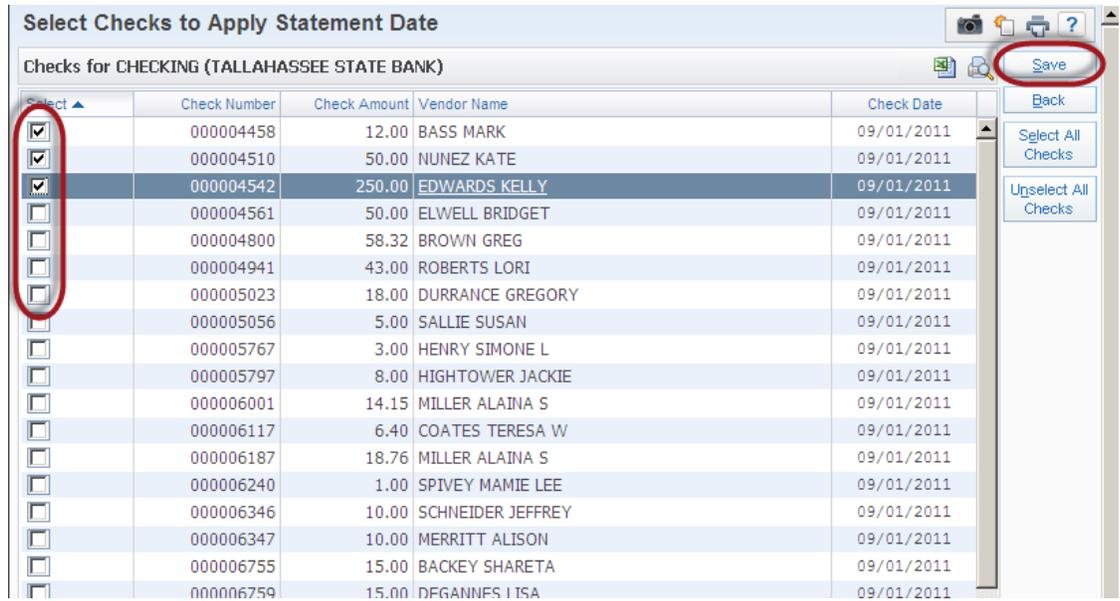


- d. Enter date from your bank statement



- e. Select Checks to Apply Statement Date
      - f. A window opens up. There are boxes on the left side. Using your bank statement put a check mark in the box of the checks that have cleared. It is helpful that you compare the amount from the bank statement to the amount in Skyward. Sometimes the bank makes errors. Make note if you see an error but mark that check cleared. See Journal Entry examples on correcting.

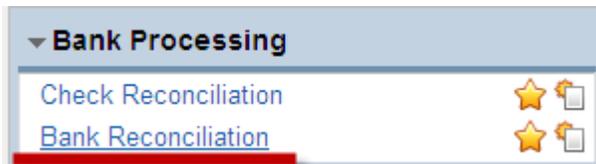
g. Save



h. Back (to home screen)

3. Reconcile your bank statement:

- a. Bank Processing
- b. Bank Reconciliation

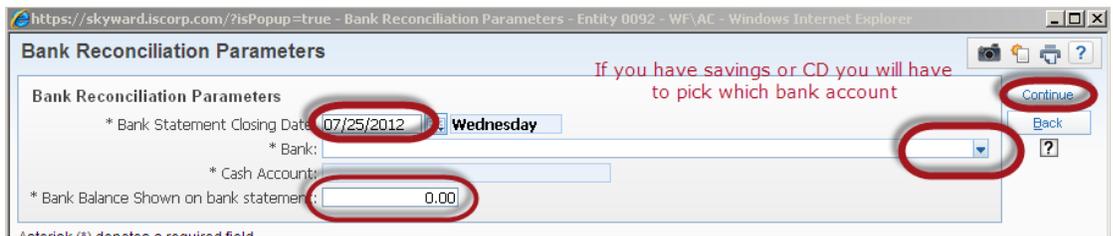


c. Add

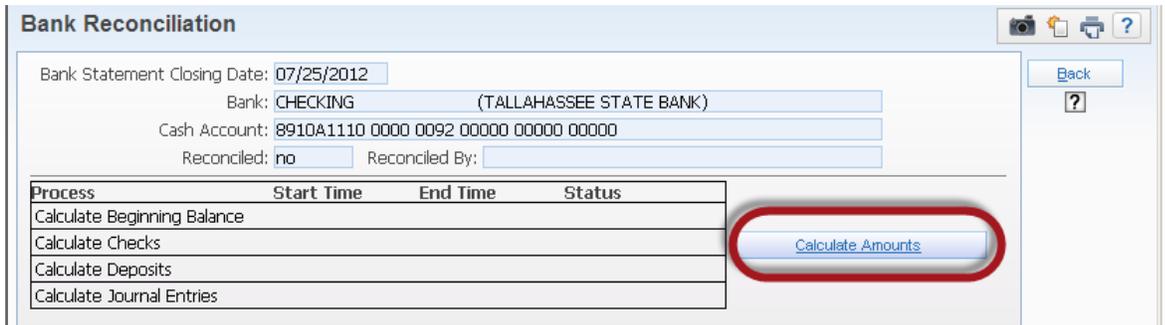


- d. Enter the bank statement date from the bank statement
- e. Tab
- f. Enter the ENDING balance from your bank statement

g. Continue

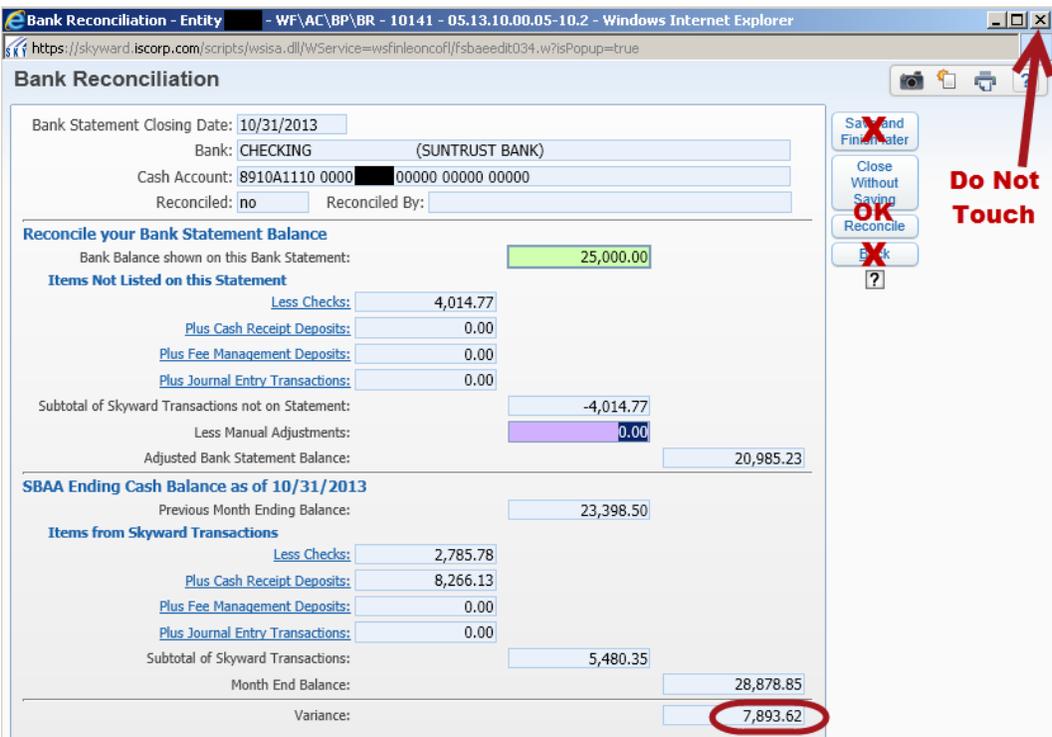


h. Calculate Amounts



i. Take your hand off the mouse – DO NOT use the X button (standard Microsoft Windows X) in the upper right corner; and DO NOT use the button called SAVE AND FINISH LATER.

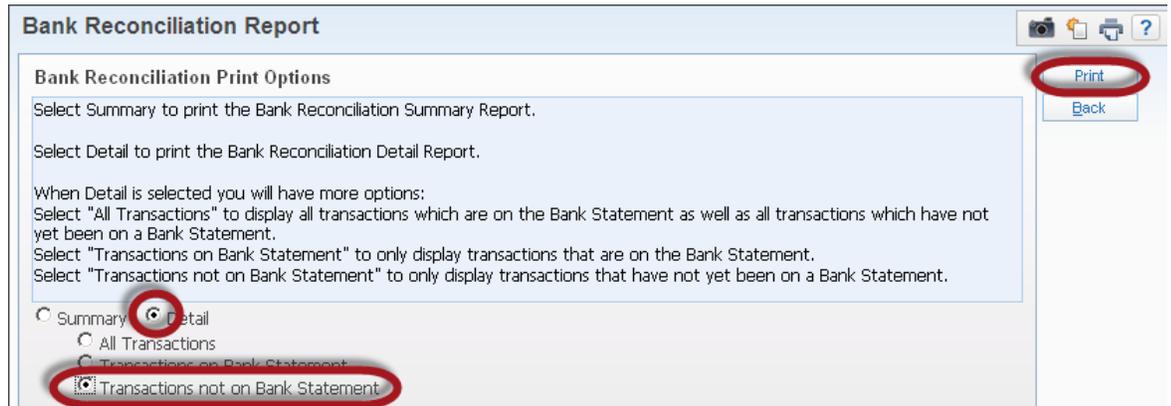
j. Note the amount of the VARIANCE at the bottom of the page. Is it ZERO? If YES proceed with next step. If NO jump to step 4.



k. If your VARIANCE is ZERO (\$0.00) then mark it by clicking RECONCILE

l. A pop-up box will appear asking you if you REALLY want to mark this month as reconciled. Click OK.

- m. You'll be brought back out to the screen with all bank reconciliations on it. Highlight the month you just reconciled.
- n. Print
- o. Change SUMMARY to DETAIL and mark TRANSACTIONS NOT ON BANK STATEMENT
- p. Print



- q. Select View Report.
  - r. A pdf file will open. Print the bank reconciliation. You and your principal have to sign & date this report.
  - s. Back (to home screen) and jump to step 8
4. If your VARIANCE is not ZERO then **CLOSE WITHOUT SAVING** and back out to the homepage. Staci & I can help you pull some reports to compare cleared checks, receipts and journal entries to the bank statement. You might have to make a JE correction to correct a check that didn't clear correctly or a receipt that was posted incorrectly. Or it could be a DEPOSIT IN TRANSIT
  5. DEPOSIT IN TRANSIT: **IF** you can account for receipts that total the amount of the VARIANCE such as a DEPOSIT IN TRANSIT (end of the month receipts posted with the bank in the next month) then start your reconciliation again (step 3 above). When you get to the page that shows the variance click on **PLUS CASH RECEIPT DEPOSITS**.

https://skyward.iscorp.com/?isPopup=true - Bank Reconciliation - Entity 0092 - WF\AC\BP\BR - 10 - Windows Internet Explorer

### Bank Reconciliation

Bank Statement Closing Date: 07/25/2012  
 Bank: CHECKING (TALLAHASSEE STATE BANK)  
 Cash Account: 8910A1110 0000 0092 00000 00000 00000  
 Reconciled: no Reconciled By:

**Reconcile your Bank Statement Balance**

Bank Balance shown on this Bank Statement: 0.00

**Items Not Listed on this Statement**

Less Checks: 8,451.34  
 Plus Cash Receipt Deposits: 0.00  
 Plus Fee Management Deposits: 0.00  
 Plus Journal Entry Transactions: 0.00

Subtotal of Skyward Transactions not on Statement: -8,451.34  
 Less Manual Adjustments: 0.00  
 Adjusted Bank Statement Balance: -8,451.34

**SBAA Ending Cash Balance as of 07/25/2012**

Previous Month Ending Balance: 59,845.29

**Items from Skyward Transactions**

Less Checks: 6,881.47  
 Plus Cash Receipt Deposits: 1,861.00  
 Plus Fee Management Deposits: 0.00  
 Plus Journal Entry Transactions: 0.00

Subtotal of Skyward Transactions: -5,020.47  
 Month End Balance: 54,824.82  
 Variance: 63,276.16

Buttons: Save and Finish Water, Close Without Saving, Reconcile, ?

Annotations: Red 'X' over 'Save and Finish Water', Red 'DO NOT TOUCH' with arrow pointing to window close button, Red 'OK' over 'Reconcile'.

A new window will open up showing all your cash receipts for the month you are reconciling. Because Skyward assumes all receipts made it to the bank, the column called ON STMT\* will have check-marks next to all receipts. Uncheck the receipts that make up your DEPOSIT IN TRANSIT.

Bank Reconciliation

Total Cash Receipts on Statement: 1,861.00 This browse allows you to select the Cash Receipts that are on this Statement.  
 Total Cash Receipts Not on Statement: 0.00

Views: General Filters: \*All Cash Receipts Refresh

Receipt Date	on Stmt*	Amount	Receipt Number	Vendor/Payor	Description
07/10/2012	<input checked="" type="checkbox"/>	958.00	000008352	MILES, KELBE	CHEER FEES
07/10/2012	<input checked="" type="checkbox"/>	600.00	000008351	BLAKELY, CANDACE	DONATION FROM CALLAWAY
07/10/2012	<input checked="" type="checkbox"/>	303.00	000008353	MILES, KELBE	CHEER FEES

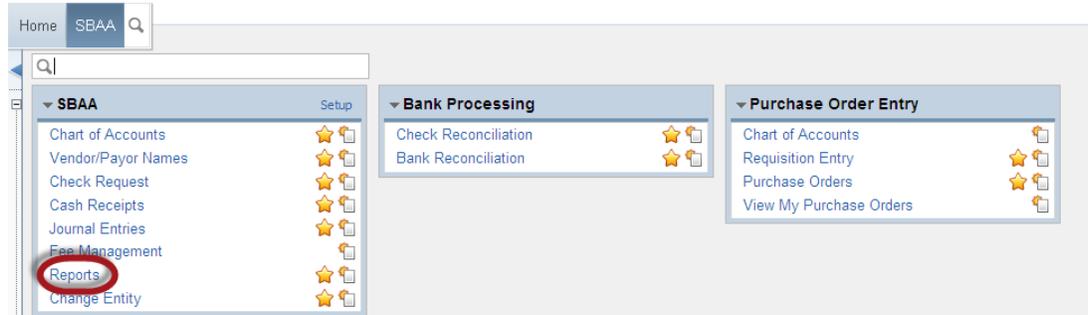
Buttons: Continue

Continue

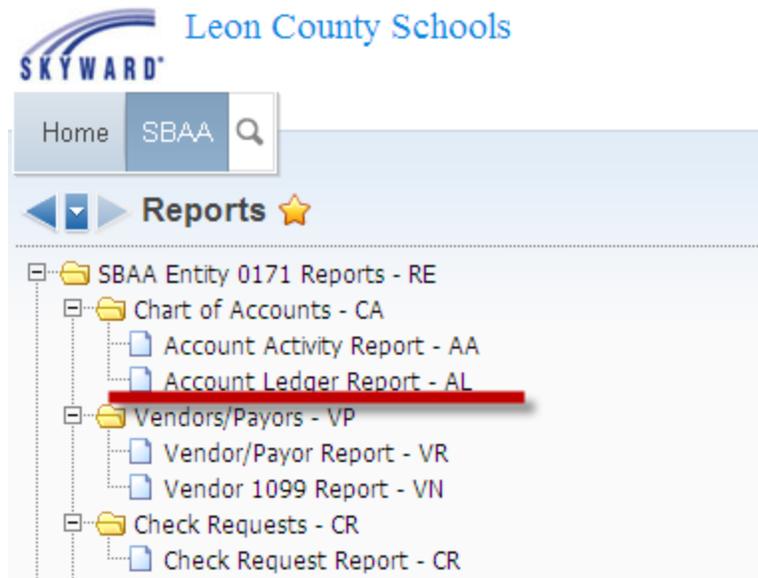
Your variance should now read ZERO.

6. Finish with steps 3 k thru q
7. **If you have CDs, Money Markets or Savings you need have to reconcile them every month as well.**
8. You need to print your Principal's Monthly Report

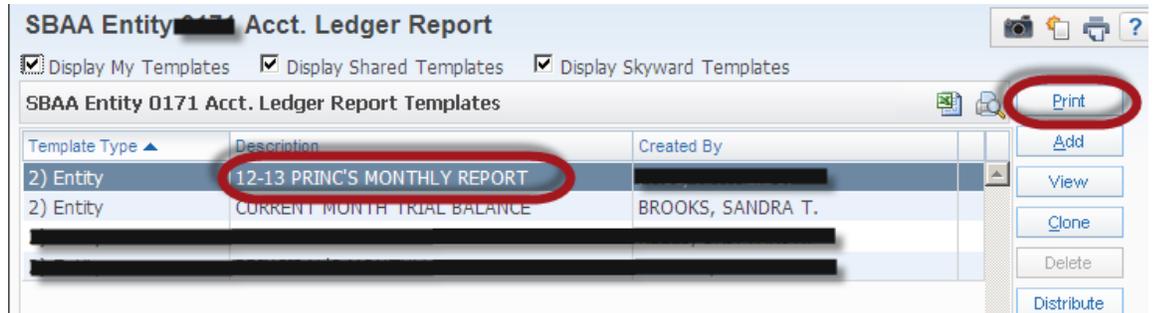
a. REPORTS



b. ACCOUNT LEDGER REPORT



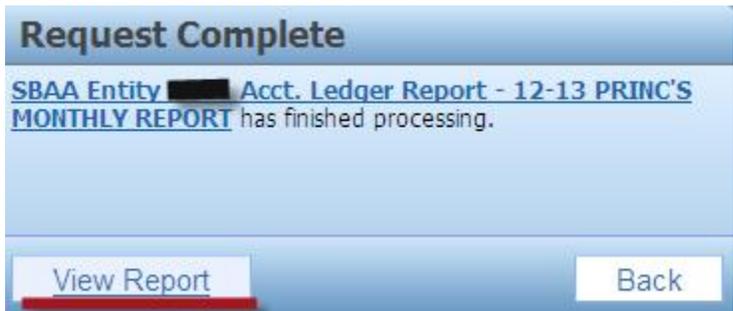
c. Highlight 12-13 PRINC'S MONTHLY REPORT and click on PRINT.



- d. A little blue box (print queue) will open.



- e. Once the wheel stops twirling the box will change to look like this



- f. click VIEW REPORT  
g. A PDF report will open. Print it.  
h. BOTH YOU & YOUR PRINCIPAL NEED TO SIGN & DATE IT! (Very important)