

L.C. Smith Elementary
Bank Reconciliation Process

When receiving your bank statement for the month, you will need to get into skyward/SBAA. Once on SBAA you will need to make sure you post the interest paid for the month you are reconciling. It is very important that you click on the little calendar by the receipt date and scroll on the month that is being reconciled. Make sure you pick the account that you want the interest to go to.

Cash Receipt Entry

Cash Receipt Information

Bank Account:

* Pavor:

* Description:

Receipt Amount: ~~0.00~~

* Receipt Date: **Friday**

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Cash Receipt Detail Line Entry

Detail Receipt Entry

Description:

Payment Type: Check Number:

General Ledger Account

Account: \$ Debit Amount Credit Amount

Detail Receipt Entry

Description:

Payment Type: Check Number:

General Ledger Account

Account: \$ Debit Amount Credit Amount

Detail Receipt Entry

Description:

Payment Type: Check Number:

Asterisk (*) denotes a required field

When reconciling checks, you will need to go to check reconciliation. All checks that you have printed will show up. If you do not see your most current checks you will need to go to (apply statement date) click on the new statement date calendar and click on the month/last day being reconciled. That date will be used for all checks cleared for the month.

If you forget to click on the calendar you will have problems reconciling.

Home Account Management Vendors Purchasing **SBAA**

Check Reconciliation

Favorites New Window My Print Queue

Checks for Entity: 105 - Compass Bank L.C. Smith (COMPASS BANK)

Check Number	V	Vendor Name	Check Amount	Check Date	Statement Date
000002063		SCHOLASTIC BOOK FAIRS		12/17/2015	12-31-15
000002062		AMERICAN HEART ASSOCIATION		12/17/2015	12-31-15
000002061		WAL-MART BUSINESS/GEMB		12/08/2015	12-31-15
000002060		TROPHY PLUS		12/04/2015	12-31-15
000002059		SIZZLING CAESARS LLC - CORP LITTL		12/04/2015	12-31-15
000002058		SAM'S CLUB DIRECT		11/11/2015	11/30/2015

Filter Options

Apply Statement Date

Edit Statement Date

Remove Statement Date

Mass Add Statement Date

100 44 records displayed

Check Number:

Add Statement Date for Selected Check

Check Information

Check Number: 000002059
 Check Type: R
 Vendor Key: SIZZLING000
 Vendor Name: LITTLE CAESARS SIZZLING CAESARS LLC - CORP
 PO Box 572408
 MURRAY, UT 84157
 Bank Name: COMPASS BANK
 PO Box 4797
 MCALLEN, TX 78502

Check Date: 12/04/2015
 Check Amount:
 Entered By: RAMIREZ EMMA
 Entered Date: 12/04/2015 2:52 PM

Old Statement Date:
 New Statement Date: 12-31-15

Save

Back

The last step towards reconciling your statement is to go to your bank reconciliation parameters and click on the calendar to make sure you have chosen the month being reconciled for the bank statement closing date. It should show you your main account and under the account you will need to include the bank balance that is shown on your bank statement. Click on continue. That will take you to the Bank Reconciliation page, once there input your bank balance shown on your statement and ending balance shown for the previous month. Once that is done it should show your withdrawals and deposits. If everything is correct you will get your month end balance. If you show 0.00 on your variance you have reconciled for the month. YAAAAAAAY!!!!!! You can now reconcile. If it shows an amount on the variance you have a problem.

Bank Reconciliation Parameters

Bank Reconciliation Parameters	
* Bank Statement Closing Date:	<input type="text" value="12-31-15"/> Wednesday
* Bank:	<input type="text" value="Compass Bank L.C. Smith (COMPASS BANK)"/>
* Cash Account:	<input type="text" value="00-000-000-00-000"/>
* Bank Balance Shown on bank statement:	<input type="text" value="809639"/>

Asterisk (*) denotes a required field

Bank Reconciliation

Bank Statement Closing Date: 12/31/2015
 Bank: Compass Bank L.C. Smith (COMPASS BANK)
 Cash Account:
 Reconciled: no Reconciled By:

- Save and Finish later
- Close Without Saving
- Reconcile
- Back
- Help

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement:	8091.39
Items Not Listed on this Statement	
Less Checks:	0.00
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:	0.00
Less Manual Adjustments:	0.00
Adjusted Bank Statement Balance:	8091.39

SBAA Ending Cash Balance as of 12/31/2015

Previous Month Ending Balance:	9954.74
Items from Skyward Transactions	
Less Checks:	5242.00
Plus Cash Receipt Deposits:	3378.65
Plus Fee Management Deposits:	0.00
Plus Journal Entry Transactions:	0.00
Subtotal of Skyward Transactions:	- 1863.35
Month End Balance:	8091.39
Variance:	0.00

Bank Reconciliation Report

Bank Statement Closing Date: 12/31/2015
Bank: Compass Bank L.C. Smith (COMPASS BANK)
Cash Account:
Reconciled: yes Reconciled By:

Bank Statement Balance

Bank Balance shown on this Bank Statement:		8091.39	
Items Not Listed on this Statement			
Less Checks:	0.00		
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:		0.00	
Less Manual Adjustments:		0.00	
Adjusted Bank Statement Balance:			8091.39

SBA Ending Cash Balance as of 12/31/2015

Previous Month Ending Balance:		9954.94	
Items from Skyward Transactions			
Less Checks:	5242.00		
Plus Cash Receipt Deposits:	3378.65		
Plus Fee Management Deposits:	0.00		
Plus Journal Entry Transactions:	0.00		
Subtotal of Skyward Transactions:		-1863.35	
Month End Balance:			8091.39

Variance: 0.00

Signature

Date

Authorized Signature

Date