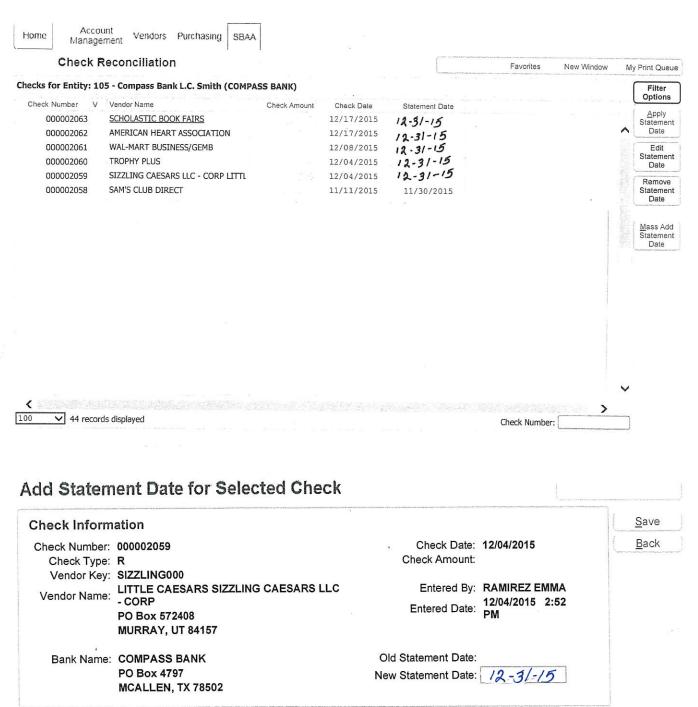
L.C. Smith Elementary Bank Reconciliation Process

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	Assign Receipt
Bank Account: Compass Bank L.C. Smith (COMPASS BANK)	Number and Print
* Payor: L.C. Smith Elem.	Save and
* Description: Theres + Receipt Amount: .07 9:00	Print Later
* Receipt Date: 12+3/-/5 Friday	Back
Cash Receipt Detail Line Entry	
Detail Receipt Entry	^
Description: December Interest	
Payment Type: Cash Check Number	
General Ledger Account	Debit Amount Credit Amount
Account: 000 -00 -000 -00 -008	0.00 -07
Detail Receipt Entry	
Description:	
Payment Type: Cash Check Number	
General Ledger Account	Debit Amount Credit Amount
Account:	\$ 0.00 0.00
Detail Receipt Entry	To the Control of Cont
Description:	
Payment Type: Cash V Check Number	THE OFFICE OF THE OWN AND ADDRESS OF THE OWN AND ADDRESS OF THE OWN AD

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.



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	and the fundamental assertion and the first of the first
Bank Reconciliation Parameters	Continue
* Bank Statement Closing Date: Wednesday	<u>B</u> ack
* Bank: Compass Bank L.C. Smith (COMPASS BANK)	Help
* Cash Account: 00 -000 = 000 00 000	A A PARTY OF THE THE ENGLISH CANNOT SET THE THE SET
* Bank Balance Shown on bank Statement:	

Bank Reconciliation

Bank Statement 12/31/2015 Closing Date:

Bank: Compass Bank L.C. Smith

(COMPASS BANK)

0.00

0.00 0.00

0.00

Cash Account:

Reconciled: no

Reconciled

By:

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement:

Items Not Listed on this Statement

Less Checks:

Plus Cash Receipt Deposits:

Plus Fee Management Deposits:

Plus Journal Entry Transactions:

Subtotal of Skyward Transactions not on

Statement:

Less Manual Adjustments:

Adjusted Bank Statement Balance:

SBAA Ending Cash Balance as of 12/31/2015

Previous Month Ending Balance: **Items from Skyward Transactions**

Less Checks:

Plus Cash Receipt Deposits:

Plus Fee Management Deposits: Plus Journal Entry Transactions:

Subtotal of Skyward Transactions:

Month End Balance:

Variance:

Finish later

Close Without Saving

Save and

Reconcile

Back

<u>H</u>elp

0.00

0.00

9954.74

8091,39

5242.00

3378-65

0.00 0.00

- 186335

809139

809139

0.00

Bank Reconciliation Report				
Bank Statement Closing Date: 12/31/2015 Bank: Compass Bank L.C. Smith Cash Account: Reconciled: yes Reconciled By:	(COMPASS BANK)			
Bank Statement Balance Bank Balance shown on this Bank Statement: Items Not Listed on this Statement Less Checks: Plus Cash Receipt Deposits:	0.00 0.00	8091. 39		
Plus Fee Management Deposits: Plus Journal Entry Transactions: Subtotal of Skyward Transactions not on Statement: Less Manual Adjustments: Adjusted Bank Statement Balance:	0.00 0.00	0.00 0.00	80913 9	
SBAA Ending Cash Balance as of 12/31/2015 Previous Month Ending Balance: Items from Skyward Transactions		9954.74		
Less Checks: Plus Cash Receipt Deposits: Plus Fee Management Deposits: Plus Journal Entry Transactions: Subtotal of Skyward Transactions: Month End Balance:	5 242.08 33 2.05-65 0.00	- 1863.35	8091.39	
Variance:			0.00	
Signature	Date			
Authorized Signature	Date	7777		

e .