

SchoolBooks – S3

Bank Reconciliation – Finishing Touches



CONNECTIONS 2007



Agenda

- Reconciliation Process
- Using Bank Reconciliation Screen
- Balancing with the Bank
- The Bank Statement
- Adjustments
- Correcting Deposits
- Voiding Checks
 - After the Bank Rec is done
 - Variance?!



Reconciliation Process

SchoolBooks = In Balance = Bank Statement

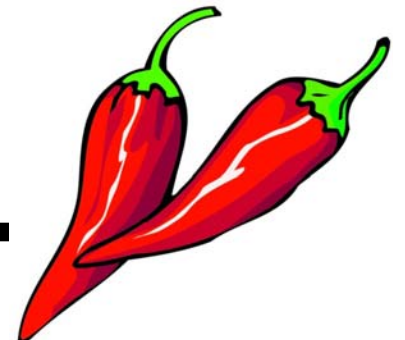
Deposits
Checks
Adjustments



Credits/Deposits
Debits/Checks
Fees, Transfers, Interest &
Other Items

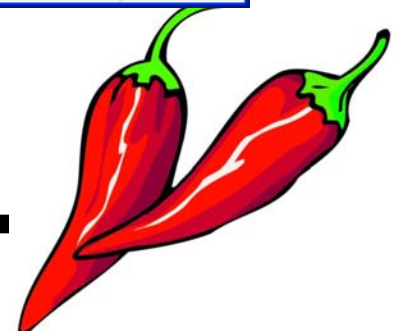


CONNECTIONS 2007



Bank Reconciliation

- Single or Multiple School.
 - Single – one school uses this account.
 - Multiple – multiple schools use this account (usually at district level).



Bank Reconciliation

- Enter the Beginning Balance directly from your bank statement.
- Enter the Ending Balance directly from your bank statement.
- Enter the Statement Ending Date.
 - Even if statement ends on the 29th of the month or another date close to the end of the month, we recommend you always balance to the LAST DAY of the month.
 - Do this unless otherwise advised by your auditor/district.



Bank Reconciliation Wizard – Cont.

- Select Bank Code for account being reconciled.

S Bank Reconciliation - Bank Selection

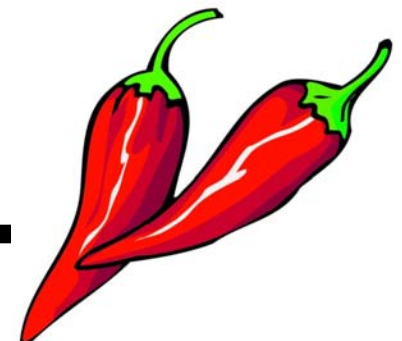
Bank Reconciliation Wizard

This Bank Reconciliation Wizard will guide you through the necessary steps to ensure that the bank reconciliation process completes in the least amount of time, with the least chance for error.

Note: You may exit and re-start this process at any time, without losing the work that you have done so far, should the need arise to do so.

To begin, please select the bank code for the current bank statement, and press 'Next'.
(For Multi-School Reconciliation, the bank code must be the same for all schools.)

| | |
|-------------------------|--------------------------|
| Bank Code | A ▼ |
| Bank G/L Account Number | 1000-00-00 |
| Account Description | Sunshine Bank - Checking |



Reconciliation Screen

- Clearing transactions – compare your bank statement to the Bank Reconciliation screen.
 - Clear all checks that cleared the bank this month.
 - Clear all deposits that cleared the bank this month.

S Bank Reconciliation - Entering Cleared Items from the Bank Statement

Please enter 'cleared' items from the bank statement, and press 'Next' to complete the process.

Bank Code: A Opening Bal: 15,000.12 Ending Bal: 29,072.23 Diff: -2,923.13

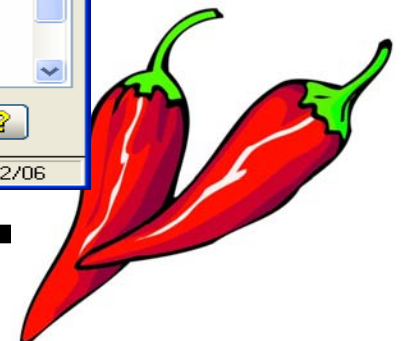
| | | | |
|-------------------------|-----------|-------------------------|-----------|
| Closing Statement Date | 07/31/05 | Deposits In Transit | 3,623.75 |
| Opening Bank Balance | 15,000.12 | Outstanding Checks | 687.62 |
| Cleared Deposits | 12,300.00 | Outstanding Adjustments | -13.00 |
| Cleared Checks/Charges | 1,163.59 | Calculated Book Balance | 29,072.23 |
| Cleared Adjustments | 12.57 | Actual Book Balance | 29,072.23 |
| Calculated Bank Balance | 26,149.10 | Variance | .00 |

| Date | Type | Ref No | Description | Amount | Clrd |
|----------|------|--------|--------------------|----------|------|
| 07/20/05 | A | 4 | NSF Check# 432 | -13.00 | |
| 07/30/05 | A | 5 | Interest Earned - | 12.57 | C |
| 07/01/05 | M | 3280 | Bob's Yearbook Pro | 500.00 | |
| 07/03/05 | M | 3281 | State Board of Equ | 251.45 | C |
| 07/05/05 | M | 3282 | Green Photography | 125.00 | |
| 07/20/05 | M | 3283 | Harper Office Prod | 62.62 | |
| 07/25/05 | M | 3284 | Mary Smith | 12.14 | C |
| 07/25/05 | M | 3286 | Shirts Forever Who | 900.00 | C |
| 07/30/05 | D | 2 | BANK DEPOSIT | 3,000.00 | |
| 07/16/05 | D | 3 | BANK DEPOSIT | 3,600.00 | C |

Sort By: Checks Grouped

Buttons: Clear/Unclear, Back, Next, Cancel, ?

Enter Sort By: CM ZPLAY 02/22/06



Balancing with the Bank

S Bank Reconciliation - Entering Cleared Items from the Bank Statement

Please enter 'cleared' items from the bank statement, and press 'Next' to complete the process.

Bank Code: A Opening Bal: 15,000.12 Ending Bal: 29,072.23 Diff: -2,923.13

| | | | |
|--------------------------------|------------------|-------------------------|-----------|
| Closing Statement Date | 07/31/05 | Deposits In Transit | 3,600.00 |
| Opening Bank Balance | 15,000.12 | Outstanding Checks | 687.00 |
| Cleared Deposits | 12,300.00 | Outstanding Adjustments | -13.00 |
| Cleared Checks/Charges | 1,163.59 | Calculated Book Balance | 29,072.23 |
| Cleared Adjustments | 12.57 | Actual Book Balance | 29,072.23 |
| Calculated Bank Balance | 26,149.10 | Variance | .00 |

| Date | Type | Ref No | Description | Amount | Clrd |
|----------|------|--------|--------------------|----------|------|
| 07/20/05 | A | 4 | NSF Check# 432 | -13.00 | |
| 07/30/05 | A | 5 | Interest Earned - | 12.57 | C |
| 07/01/05 | M | 3280 | Bob's Yearbook Pro | 500.00 | |
| 07/03/05 | M | 3281 | State Board of Equ | 251.45 | C |
| 07/05/05 | M | 3282 | Green Photography | 125.00 | |
| 07/20/05 | M | 3283 | Harper Office Prod | 62.62 | |
| 07/25/05 | M | 3284 | Mary Smith | 12.14 | C |
| 07/25/05 | M | 3286 | Shirts Forever Who | 900.00 | C |
| 07/30/05 | D | 2 | BANK DEPOSIT | 3,000.00 | |
| 07/16/05 | D | 3 | BANK DEPOSIT | 3,600.00 | C |

Sort By: **Checks Grouped**

Buttons: Clear/Unclear, Back, Next, Cancel, ?

Footer: Enter Sort By, CM, ZPLAY, 02/22/06



Clearing Voids

- Void checks appear on the Bank Reconciliation as two transactions – the original and the void.
- When you void a check, SchoolBooks marks both the original check and the void as cleared. You must clear both of them on the same Bank Reconciliation in order to balance.

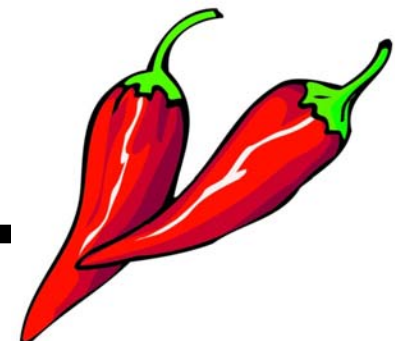
The date on the void check must fall before the bank statement ending date in order for both the original check and the void to show correctly.

- Original Voids do not show on the Bank Reconciliation.

| Date | Type | Ref No | Description | Amount | Cld |
|----------|------|--------|--------------------|---------|-----|
| 08/30/05 | A | 6 | Interest Earned - | 11.56 | |
| 08/15/05 | M | 909 | Move money | 34.00 | |
| 08/10/05 | M | 3287 | Western Athletic S | 600.00 | C |
| 08/15/05 | V | 3287 | Western Athletic S | -600.00 | C |
| 08/10/05 | M | 3288 | Bob's Yearbook Pro | 500.00 | |



CONNECTIONS 2007



In Balance

S Bank Reconciliation - Entering Cleared Items from the Bank Statement

Please enter 'cleared' items from the bank statement, and press 'Next' to complete the process.

Bank Code: A Opening Bal: 15,000.12 Ending Bal: 29,072.23 Diff: 0.00

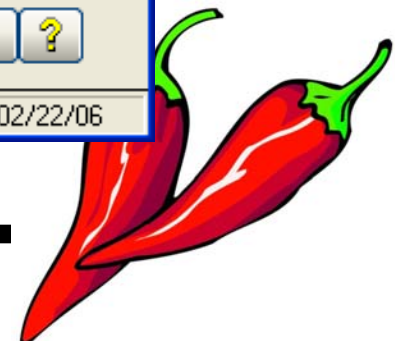
| | | | |
|-------------------------|-----------|-------------------------|-----------|
| Closing Statement Date | 07/31/05 | Deposits In Transit | .00 |
| Opening Bank Balance | 15,000.12 | Outstanding Checks | .00 |
| Cleared Deposits | 15,923.75 | Outstanding Adjustments | .00 |
| Cleared Checks/Charges | 1,851.21 | Calculated Book Balance | 29,072.23 |
| Cleared Adjustments | -.43 | Actual Book Balance | 29,072.23 |
| Calculated Bank Balance | 29,072.23 | Variance | .00 |

| Date | Type | Ref No | Description | Amount | Clrd |
|----------|------|--------|--------------------|----------|------|
| 07/03/05 | M | 3281 | State Board of Equ | 251.45 | C |
| 07/05/05 | M | 3282 | Green Photography | 125.00 | C |
| 07/20/05 | M | 3283 | Harper Office Prod | 62.62 | C |
| 07/25/05 | M | 3284 | Mary Smith | 12.14 | C |
| 07/25/05 | M | 3286 | Shirts Forever Who | 900.00 | C |
| 07/30/05 | D | 2 | BANK DEPOSIT | 3,000.00 | C |
| 07/16/05 | D | 3 | BANK DEPOSIT | 3,600.00 | C |
| 07/17/05 | D | 4 | BANK DEPOSIT | 8,700.00 | C |
| 07/29/05 | D | 33033 | BANK DEPOSIT | 521.25 | C |
| 07/21/05 | D | 33034 | BANK DEPOSIT | 102.50 | C |

Sort By: Checks Grouped

Clear/Unclear Back Next Cancel ?

CM ZPLAY 02/22/06



Print Reconciliation Report - 1

Play School High School

BANK RECONCILIATION REPORT

As of Statement Ending Date: 7/31/2006

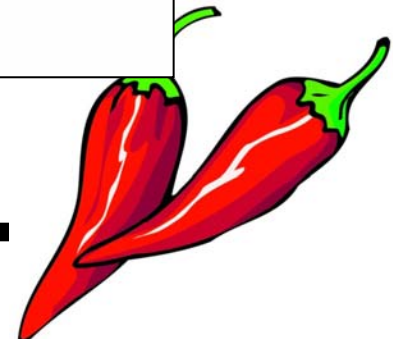
Bank Code: A - Sunshine Bank - Checking G/L Account: 1000-00-00 Sunshine Bank - Checking

| | |
|---------------------------------|------------------|
| Opening Bank Statement Balance: | 15,000.12 |
| Cleared Deposits: | 15,923.75 |
| Cleared Checks and Charges: | 1,851.21 |
| Cleared Adjustments: | (0.43) |
| Calculated Bank Balance: | <u>29,072.23</u> |
| Less: Outstanding Checks: | 0.00 |
| Plus: Deposits In Transit: | 299.00 |
| Plus: Uncleared Adjustments: | 0.00 |
| Calculated Book Balance: | <u>29,371.23</u> |
| Actual Book Balance: | <u>29,371.23</u> |
| VARIANCE: | <u>0.00</u> |

| | |
|--------------------------------|------------------|
| Ending Bank Statement Balance: | 29,072.23 |
| Calculated Bank Balance: | <u>29,072.23</u> |
| Out of Balance Amount: | <u>0.00</u> |



CONNECTIONS 2007



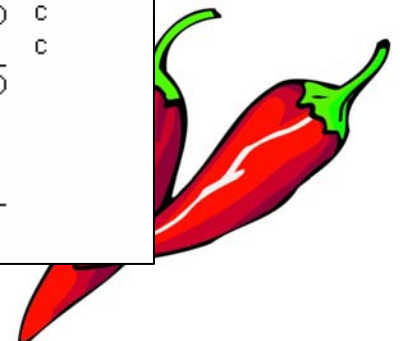
Print Reconciliation Report - 2

- Verify data is correct.
- Update report to finalize.

Play Sc

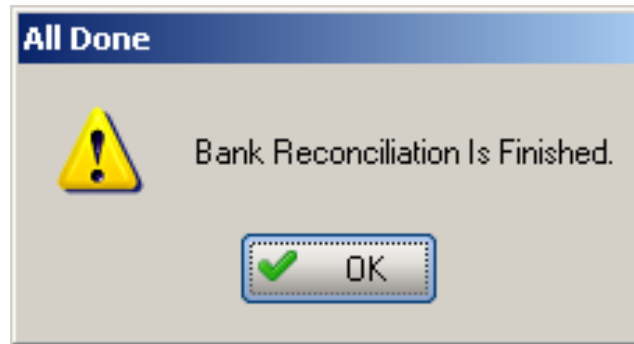
BANK RECONCILIATION REPORT
 As of Statement Ending Date: 7/31/2006
 Bank Code: A - Sunshine Bank - Checking G/L Account: 1000-00-00 Sunshine Bank - Checking

| Date | Type | Name | Ref # | Amount | Cleared |
|------------------------------|------|------------------------------|-------|-----------|---------|
| Cleared Deposits: | | | | | |
| 07/10/06 | D | BANK DEPOSIT | 101 | 3,000.00 | C |
| 07/16/06 | D | BANK DEPOSIT | 102 | 3,600.00 | C |
| 07/18/06 | D | BANK DEPOSIT | 103 | 521.25 | C |
| 07/17/06 | D | BANK DEPOSIT | 110 | 8,700.00 | C |
| 07/30/06 | D | BANK DEPOSIT | 111 | 102.50 | C |
| | | | | 15,923.75 | |
| 5 Cleared Deposits: | | | | | |
| Cleared Checks: | | | | | |
| 07/01/06 | M | Jack's Snack Shop | 3279 | 900.00 | C |
| 07/01/06 | M | Jack's Snack Shop | 3280 | 500.00 | C |
| 07/03/06 | M | State Board of Equalization | 3281 | 251.46 | C |
| 07/05/06 | M | Green Photography Company | 3282 | 125.00 | C |
| 07/20/06 | M | Harper Office Products | 3283 | 62.62 | C |
| 07/25/06 | M | Mary Smith | 3284 | 12.14 | C |
| | | | | 1,851.21 | |
| 6 Cleared Checks: | | | | | |
| Cleared Adjustments: | | | | | |
| 07/20/06 | A | NSF Check# 432 | 101 | (13.00) | C |
| 07/30/06 | A | Interest Earned - July, 2003 | 102 | 12.57 | C |
| | | | | (0.43) | |
| 2 Cleared Adjustments: | | | | | |
| Outstanding Deposits: | | | | | |
| 07/25/06 | D | BANK DEPOSIT | 104 | 299.00 | |
| | | | | 299.00 | |
| 1 Outstanding Deposits: | | | | | |

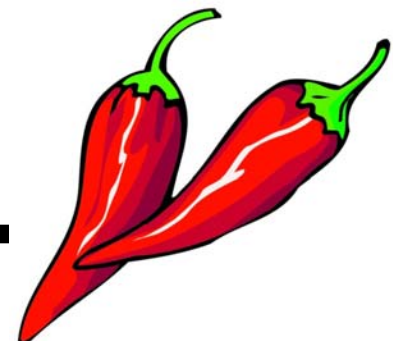


Update

- Process is not complete until you click the “Finish” button and receive this message.

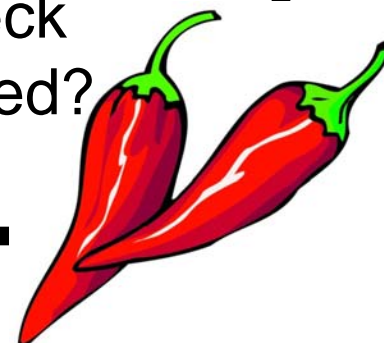


- Staple: Bank Statement, Bank Rec Report PLUS AA Detail Report for Cash Account for this month.
- Balance your bank statement promptly – within days of receiving your statement.



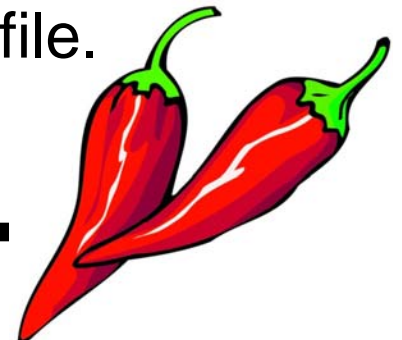
Adjusting Entries

- Positive/Negative? Does this transaction increase or decrease the balance in my cash account?
 - Make a Positive adjustment = More \$\$
 - Make a Negative adjustment = Less \$\$
- Income/Expense – What column do you want the adjustment to appear in?
 - Income: Was the original transaction a deposit or interest earned?
 - Expense: Was the original transaction a check you wrote or a bank fee you are being charged?



Variance

- What does a variance mean?
 - There is a problem with your data.
 - It could mean you have corrupted data.
- What causes a non-zero amount in the Variance Field?
 - You've entered a wrong Beginning Balance from bank statement.
 - Your cash balance in Beginning Balances/Opening Entries is wrong.
 - Data Corruption – something has damaged a file.
 - Maybe a transaction that exists in your GL history file does not exist in the bank reconciliation file.



When you have a Variance

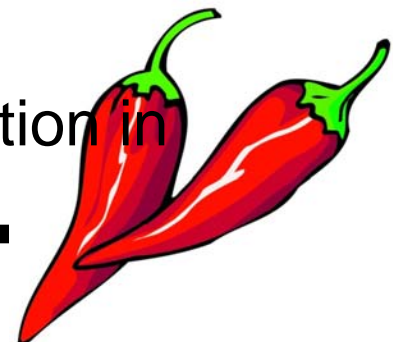
- Print the AA Detail Report for the Cash Account for this month. Compare it to the Bank Reconciliation Report. Does an item show on one and not the other?
-

- Call Blue Bear Support. There is nothing you can do to fix it. Blue Bear has to fix it. Here's what we need:

- Bank Statement from last month.
- Bank Reconciliation Report from last month.
- AA Detail Report for last month.
- Trial Balance from last month.
- A backup of your data from Month End.
- Bank Statement for this month.
- Current Backup (with your Bank Reconciliation in balance = GREEN).



CONNECTIONS 2007



How to Prevent a Variance

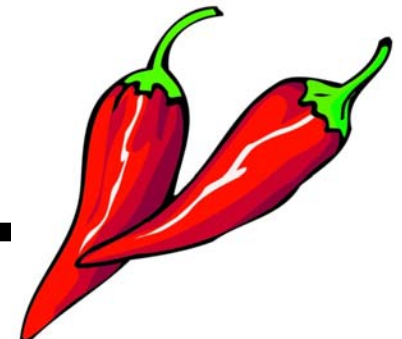
- The program will not allow you to enter a transaction PRIOR to the date of the last reconciled statement date for this account.
 - Good hardware/networking means no computer failures and helps to avoid data corruption.

S Bank Reconciliation - Entering Cleared Items from the Bank Statement

Please enter 'cleared' items from the bank statement, and press 'Next' to complete the process.

| | | | |
|---------------------|-------------------------------|------------------------------|-------------------|
| Bank Code: A | Opening Bal: 15,000.12 | Ending Bal: 29,072.23 | Diff: 0.00 |
|---------------------|-------------------------------|------------------------------|-------------------|

| | | | |
|-------------------------|-----------|-------------------------|-----------|
| Closing Statement Date | 07/31/05 | Deposits In Transit | .00 |
| Opening Bank Balance | 15,000.12 | Outstanding Checks | .00 |
| Cleared Deposits | 15,923.75 | Outstanding Adjustments | .00 |
| Cleared Checks/Charges | 1,851.21 | Calculated Book Balance | 29,072.23 |
| Cleared Adjustments | -.43 | Actual Book Balance | 29,124.23 |
| Calculated Bank Balance | 29,072.23 | Variance | 52.00 |



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

