



SchoolBooks – S3

Bank Reconciliation Finishing Touches





Agenda

- Adjustments
- Reconciliation Process
- Balancing with the Bank
- Variance?!
- Voiding Stale Dated Checks (optional)
- Month End Reports



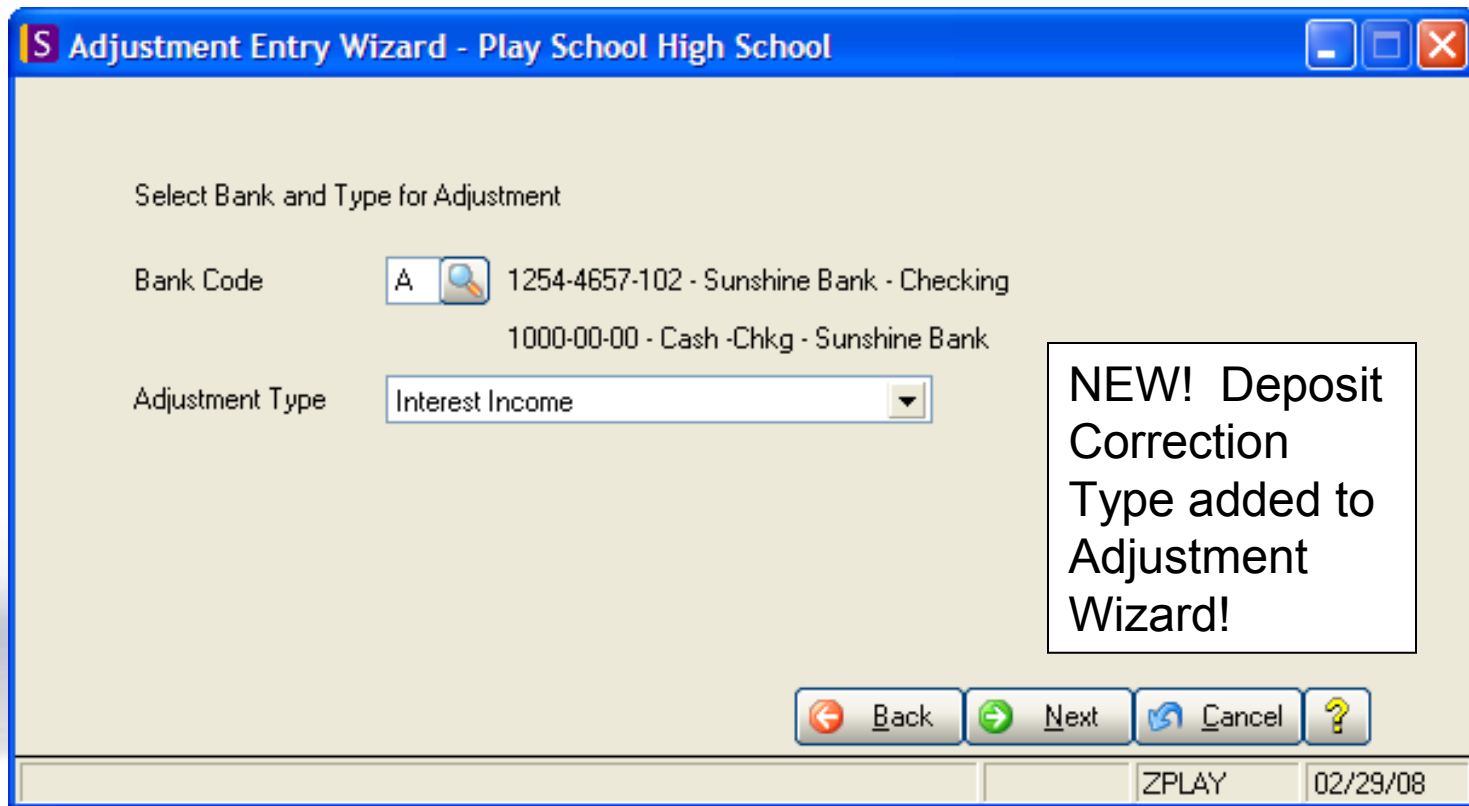


Adjustments

- Where? Entry / Adjustment Entry
- Interest Earned
- Returned Checks
- Returned Check Fees
- Misc. Bank Charges (Debit)
- Misc. Bank Credits
- For more information, see S2 Adjustments and Transfers.



Adjustment Wizard



S Adjustment Entry Wizard - Play School High School

Select Bank and Type for Adjustment

Bank Code

Adjustment Type

NEW! Deposit Correction Type added to Adjustment Wizard!

ZPLAY 02/29/08





Overview

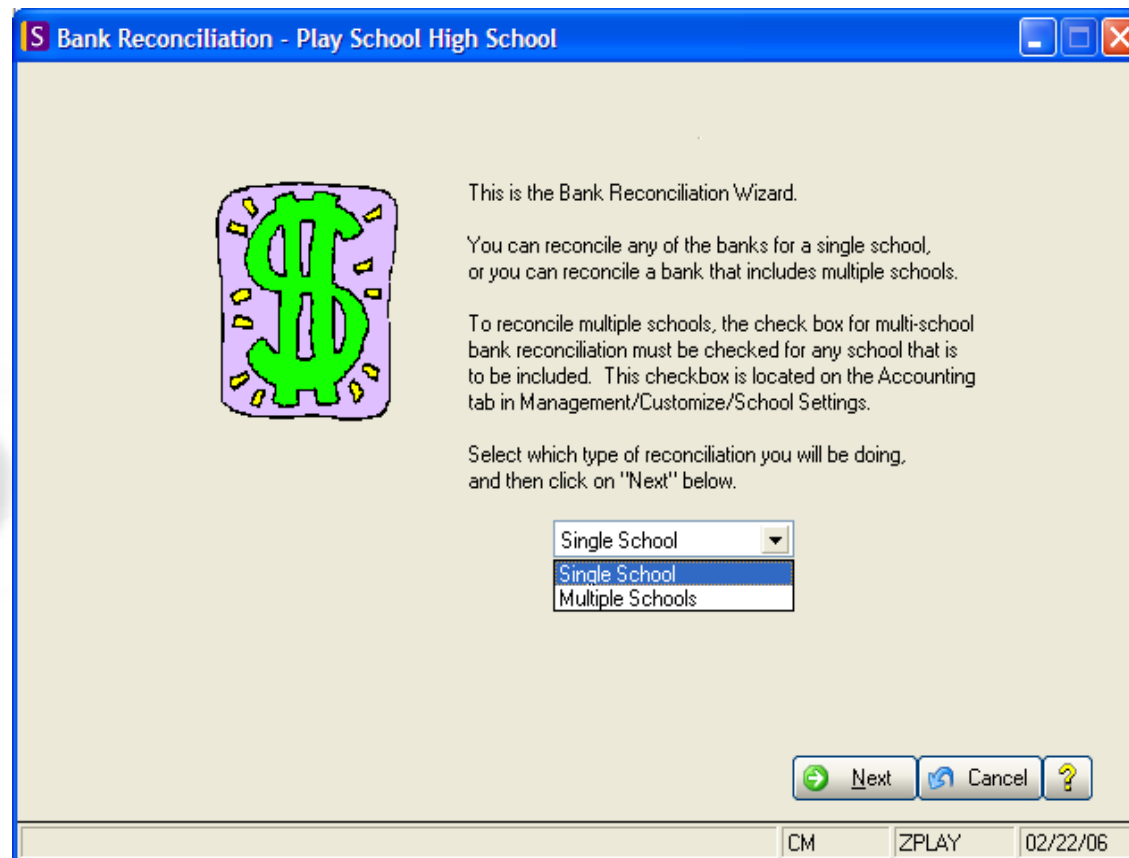
- The Goal? SchoolBooks to be in balance with the Bank Statement by clearing items.
- Complete every month.
- After 45 days is billable as a support issue.



Bank Reconciliation

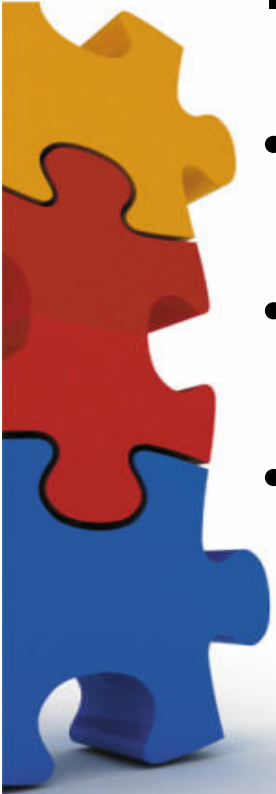
Period End / Bank Reconciliation

- Single vs. Multiple School.

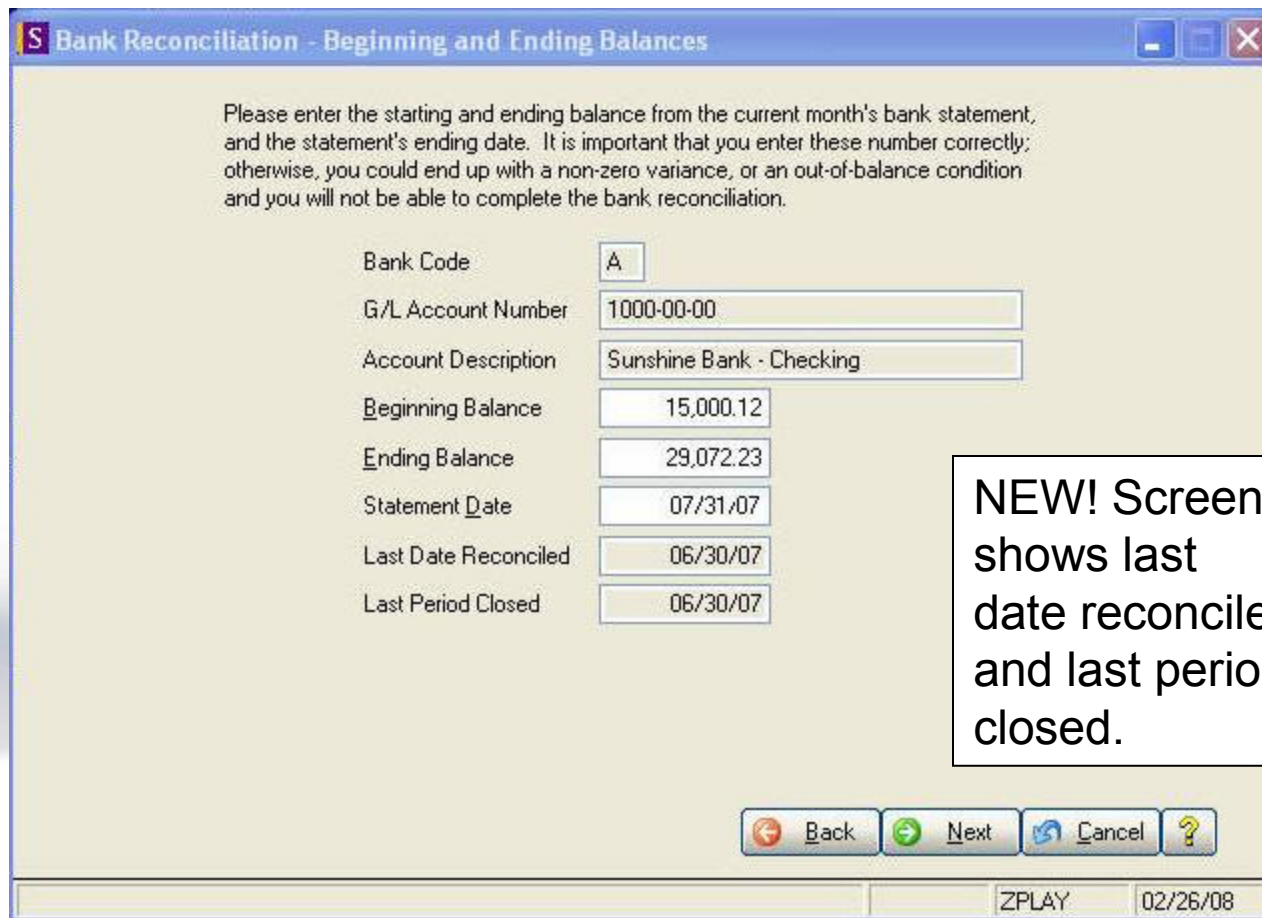


Bank Reconciliation

- 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.



Beginning and Ending Balances



S Bank Reconciliation - Beginning and Ending Balances

Please enter the starting and ending balance from the current month's bank statement, and the statement's ending date. It is important that you enter these number correctly; otherwise, you could end up with a non-zero variance, or an out-of-balance condition and you will not be able to complete the bank reconciliation.

Bank Code	A
G/L Account Number	1000-00-00
Account Description	Sunshine Bank - Checking
Beginning Balance	15,000.12
Ending Balance	29,072.23
Statement Date	07/31/07
Last Date Reconciled	06/30/07
Last Period Closed	06/30/07

NEW! Screen shows last date reconciled and last period closed.

Back Next Cancel ?

ZPLAY 02/26/08





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.
 - Clear all adjustments.



Balancing with the Bank

NEW! The transaction section is much bigger and has more room for the full description!

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: -14,072.11

Closing Statement Date	07/31/07	Deposits In Transit	16,222.75
Opening Bank Balance	15,000.12	Outstanding Checks	1,851.21
Cleared Deposits	.00	Outstanding Adjustments	-.43
Cleared Checks/Charges	.00	Calculated Book Balance	29,371.23
Cleared Adjustments	.00	Actual Book Balance	29,371.23
Calculated Bank Balance	15,000.12	Variance	.00

Date	Type	Ref No	Description	Amount	Cleared
07/20/07	A	101	NSF Check# 432	-13.00	
07/30/07	A	102	Interest Earned - July	12.57	
07/01/07	M	3279	Jack's Snack Shop	900.00	
07/01/07	M	3280	Jack's Snack Shop	500.00	
07/03/07	M	3281	State Board of Equalization	251.45	
07/05/07	M	3282	Green Photography Company	125.00	
07/20/07	M	3283	Harper Office Products	62.62	
07/25/07	M	3284	Mary Smith	12.14	
07/10/07	D	101	BANK DEPOSIT	3,000.00	
07/16/07	D	102	BANK DEPOSIT	3,600.00	
07/18/07	D	103	BANK DEPOSIT	521.25	
07/25/07	D	104	BANK DEPOSIT	299.00	
07/17/07	D	110	BANK DEPOSIT	8,700.00	
07/30/07	D	111	BANK DEPOSIT	102.50	

Sort By: Checks Grouped Clear/Unclear Back Next Cancel ?

ZPLAY 02/29/08



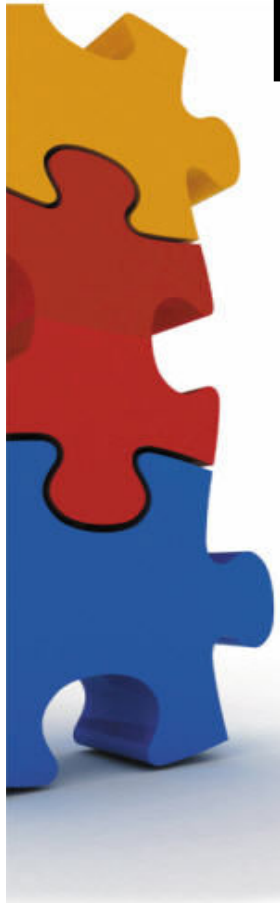
Clearing Voids

- Void checks show as two transactions.
- 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	Clrd
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	



Print Reconciliation Report



Play School High School

BANK RECONCILIATION REPORT

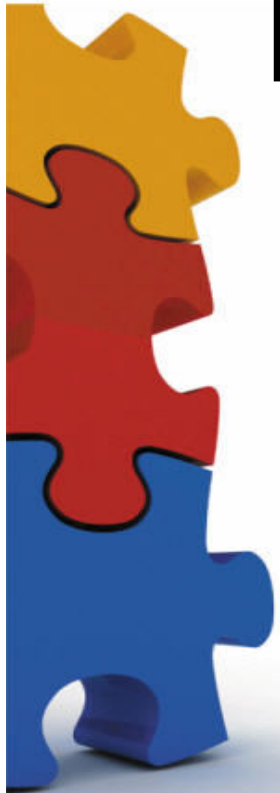
As of Statement Ending Date: 7/31/2008

Bank Code: A - Sunshine Bank - Checking

GL 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)
	<hr/>
Calculated Bank Balance:	29,072.23
Less: Outstanding Checks:	0.00
Plus: Deposits In Transit:	299.00
Plus: Uncleared Adjustments:	0.00
	<hr/>
Calculated Book Balance:	29,371.23
Actual Book Balance:	29,371.23
	<hr/>
VARIANCE:	0.00
	<hr/>
Ending Bank Statement Balance:	29,072.23
Calculated Bank Balance:	<u>29,072.23</u>
Out of Balance Amount:	<u>0.00</u>

Print Reconciliation Report



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

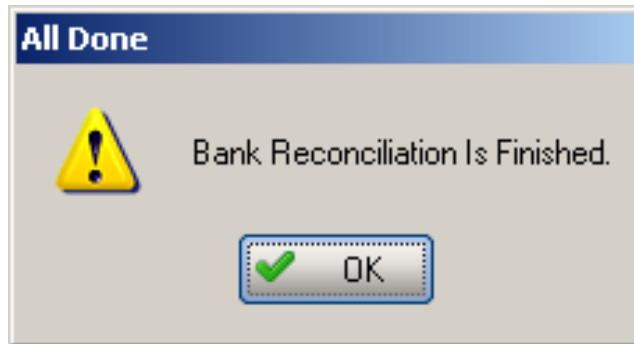
Date	Type	Name	Ref #	Amount	Cleared
Cleared Deposits:					
07/10/06	D	BANK DEPOSIT	101	3,000.00	C
07/16/06	D	BANK DEPOSIT	102	3,600.00	C
07/18/06	D	BANK DEPOSIT	103	521.25	C
07/17/06	D	BANK DEPOSIT	110	8,700.00	C
07/30/06	D	BANK DEPOSIT	111	102.50	C
				15,923.75	
5 Cleared Deposits:					
Cleared Checks:					
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	251.45	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:					



part of
active NETWORK

Update

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



- Staple: Bank Statement, Bank Rec Report, and Account Analysis Detail Report for Cash Account for this month.
- Balance your bank statement promptly.



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).



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.

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



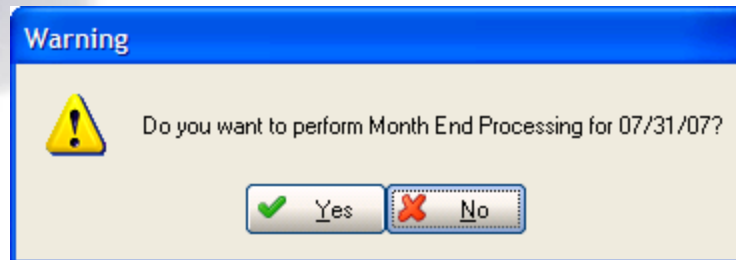
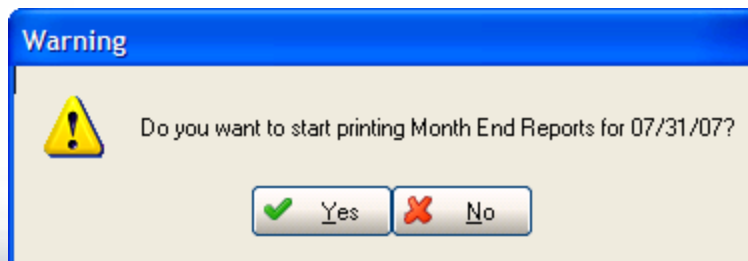
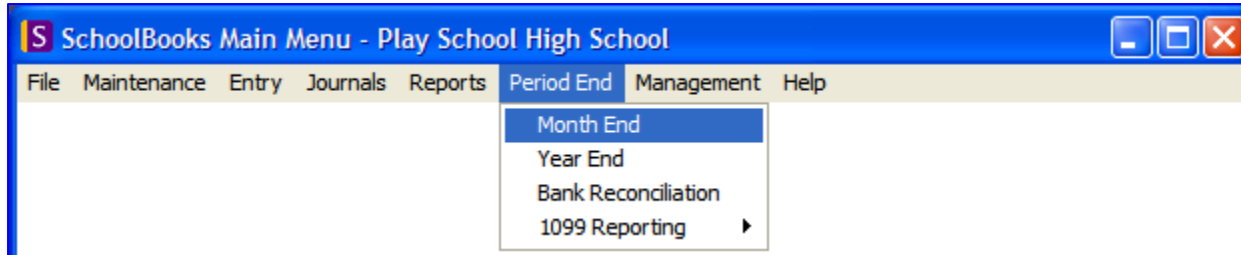


Voiding Stale Dated Checks (optional)

- Check with your District regarding policy.
- Use Manual/Void Check Entry.
 - **NEW!** Even void checks entered as outstanding in Manual/Void Check Entry.



Month End Process

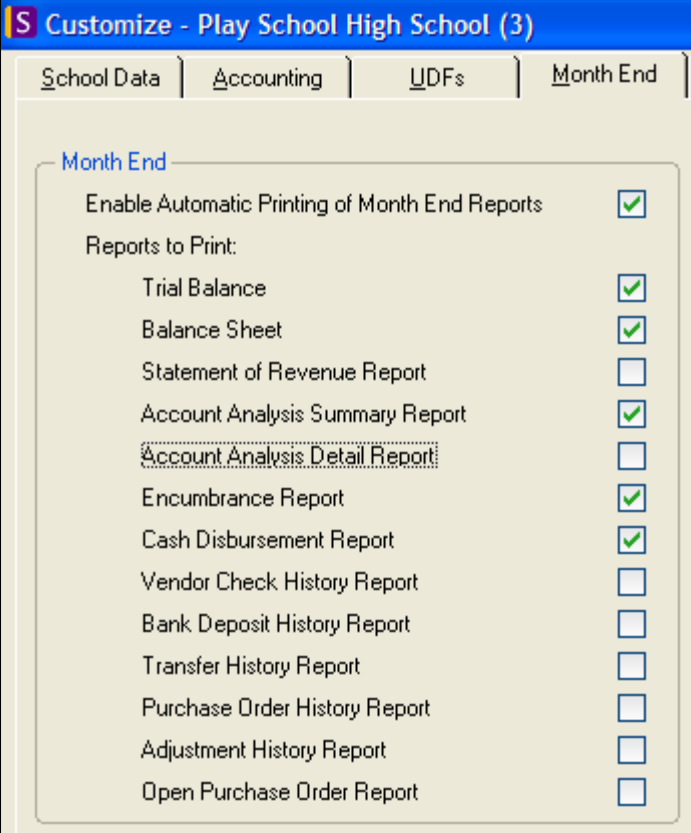


SchoolBooks will bring up each report selection screen and allow you to edit options and print each report sequentially. Then the program will complete the month end processing.



Automatic Report Printing

- Reports are chained together so you don't have to select them.
- Makes it easy to get the same reports each month.



The screenshot shows a software window titled "Customize - Play School High School (3)". It has a menu bar with "School Data", "Accounting", "UDFs", and "Month End". The "Month End" menu is open, showing a list of reports with checkboxes for automatic printing. The "Account Analysis Detail Report" is highlighted with a dotted border.

Report Name	Checked
Enable Automatic Printing of Month End Reports	<input checked="" type="checkbox"/>
Reports to Print:	
Trial Balance	<input checked="" type="checkbox"/>
Balance Sheet	<input checked="" type="checkbox"/>
Statement of Revenue Report	<input type="checkbox"/>
Account Analysis Summary Report	<input checked="" type="checkbox"/>
Account Analysis Detail Report	<input type="checkbox"/>
Encumbrance Report	<input checked="" type="checkbox"/>
Cash Disbursement Report	<input checked="" type="checkbox"/>
Vendor Check History Report	<input type="checkbox"/>
Bank Deposit History Report	<input type="checkbox"/>
Transfer History Report	<input type="checkbox"/>
Purchase Order History Report	<input type="checkbox"/>
Adjustment History Report	<input type="checkbox"/>
Open Purchase Order Report	<input type="checkbox"/>

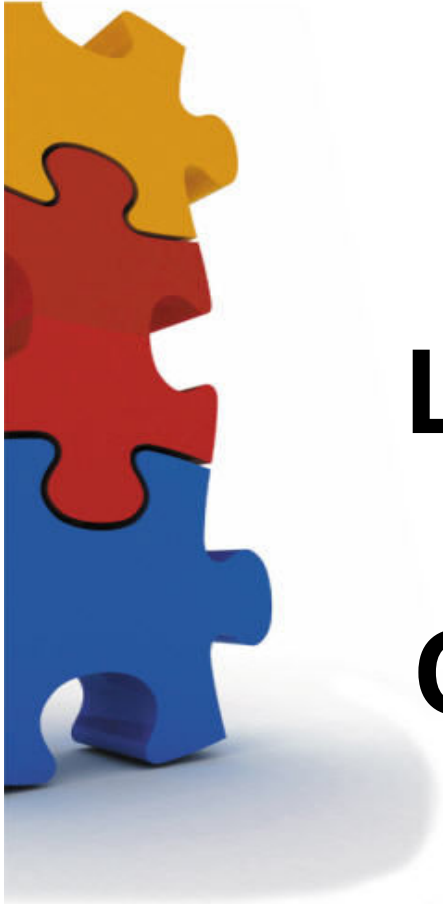




Report Recommendations

- Account Analysis Detail Report for the cash account (to keep with your Bank Reconciliation & statement).
- Account Analysis Summary Report.
- Cash Disbursements Report – list of checks written in check number order.
- Encumbrance Report – shows you all detail plus invoices and purchase orders for each account. You should give this report to each advisor or teacher.





Let's Walk Through It! Or Questions & Answers

