



Texas Skyward User Group Conference

Bank Reconciliation Troubleshooting

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Bank Reconciliation Troubleshooting



Skyward's Bank Reconciliation feature is a great time saver and helps with internal control of cash management. When the reconciliation does not reconcile, what do you do? In this session, we will discuss steps to help you complete your reconciliation. We will discuss:

- Configuration settings that affect how you reconcile
- How the way you enter and/or update data affects how you reconcile
- Reports that can help identify variances
- How to verify bank direct deposit totals when you allow "Additional Direct Deposits"

Understanding Reconciliation Main Screen



Bank Statement Area

- Ending Bank Statement Balance
- Cleared and Outstanding Items

General Ledger Area

- Beginning and Ending Balances
- Posted Activity by Source

Bank Reconciliation	
Bank Statement Closing Date:	07/31/2016
Bank Cash Account:	CONUG (Construction - Users Group)
Cash Account #:	*** A 00 1104 00 000 0 00 000
Reconciled:	no
Reconciled By:	
Reconcile Your Bank Statement Balance	
Ending Balance Shown on This Bank Statement:	2,515,100.00
Items Not Listed on This Statement	
Checks:	-204,124.42
Cash Receipts Sources:	0.00
Journal Entries Sources:	0.00
Prior Year Adjustments Sources:	0.00
Subtotal of Skyward Sources Not on Statement:	-204,124.42
Manual Adjustments:	0.00
Adjusted Bank Statement Balance:	2,310,975.58
Ending Cash Balance as of 07/31/2016	
Beginning Cash Balance:	1,975,000.00
Items from Skyward Sources	
Accounts Payable Sources:	-385,000.00
Cash Receipts Sources:	875,000.00
Journal Entries Sources:	-49,900.00
Payroll Sources:	-4,124.42
Prior Year Adjustments Sources:	-100,000.00
Subtotal of Skyward Sources:	335,975.58
Month End Balance:	2,310,975.58
Variance:	0.00

Step 1 – Verify Beginning Cash Balance

Beginning Cash Balance

- Does it equal last month's Month End Balance?
- If not, items were posted to prior month(s) after reconciliation
- Run Balance Sheet Summary, filtered for cash

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Variance:	0.00

Step 2 – Verify Cleared Items



Basic Premise:

Last Month's O/S Items

Plus: Current Month's Activity

Equals: What is Possible to Clear Bank

Less: Current Month's O/S Items

Equals: Bank Statement Cleared Items

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Step 2 – Verify Cleared Items

- How is your bank statement organized?

SKYWARD BANK

Beginning Balance	\$865,100.00
Total Deposits	\$1,175,000.00
Total Other Credits	0
Checks	\$260,000.00
Total Other Withdrawals	\$50,000.00
Interest Earned	\$100.00
Ending Balance	\$2,515,100.00

Bank Statement	General Ledger Sources
Deposits, Other Credits, Interest Earned	CR, JE (debits)
Checks, Wire Transfers, Other Withdrawals, Fees	AP, PR, JE (credits)

Reconcile Your Bank Statement Balance

Ending Balance Shown on This Bank Statement:

2,515,100.00

Items Not Listed on This Statement

Checks: -204,124.42

Cash Receipts Sources: 0.00

Journal Entries Sources: 0.00

Prior Year Adjustments Sources: 0.00

Subtotal of Skyward Sources Not on Statement:

-204,124.42

Views: Cash Receipts on Statement

Filters: Skyward Default Clone

	Post Date	On Stmt	Sub Source	Fund	Description 1	Debit Amount	Credit Amount	Batch
1	07/31/2016	<input checked="" type="checkbox"/>	AU	698	CASH TOTAL	800,000.00	0.00	15-00009
2	07/31/2016	<input checked="" type="checkbox"/>	AU	698	CASH TOTAL	75,000.00	0.00	15-00010
3	06/30/2016	<input checked="" type="checkbox"/>	AU	698	CASH TOTAL	300,000.00	0.00	15-00008

Step 2 – Verify Cleared Items



Cash Receipts

- If enter deposits by batch number, should be easy to identify cleared items

Journal Entries

- If many entries, drop to Excel and sort into three groups:
 - Offsetting JE's
 - Debits to cash (Other Credits on Bank)
 - Credits to cash (Other Withdrawals on Bank)

Post Date	Source	Fund	Debit Amount	Credit Amount	Batch
7/11/2016	JE	199	\$ 14,913.61	\$ -	15-20212
7/11/2016	JE	199	\$ 30.37	\$ -	15-20212
7/4/2016	JE	199	\$ -	\$ 14,913.61	15-20164
7/11/2016	JE	599	\$ -	\$ 30.37	15-20213
7/28/2016	JE	199	\$ 11,750.89	\$ -	15-20227
7/11/2016	JE	599	\$ 5,736.04	\$ -	15-20212
7/4/2016	JE	211	\$ 822.00	\$ -	15-20163
7/27/2016	JE	224	\$ -	\$ 14,309.85	15-20193
7/13/2016	JE	263	\$ -	\$ 8,037.51	15-20215
7/27/2016	JE	263	\$ -	\$ 6,753.13	15-20193
7/13/2016	JE	263	\$ -	\$ 6,085.25	15-20174
7/13/2016	JE	255	\$ -	\$ 5,700.92	15-20215
			\$ 18,308.93	\$ 40,886.66	

Step 2 – Verify Cleared Items

Disbursements

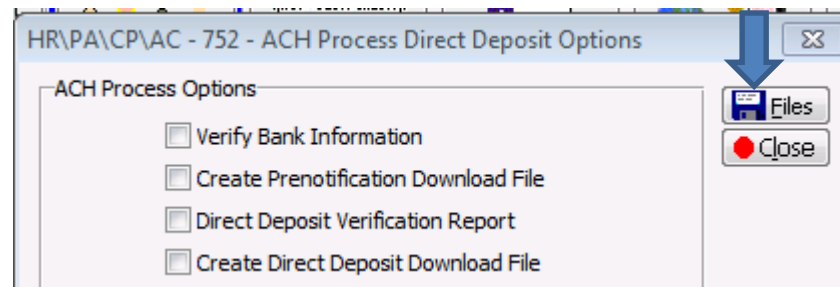
- Bank AP source shows totaled cleared checks
- Adjust for wires that might be part of JE source or in AP check list
- PR checks are included in check list, if PR cash account
- To verify PR Direct Deposit Amounts: PaC, HR, PR, CP, ACH; Click Files

Bank Reconciliation

Checks on Statement: 3 \$260,000.00 This browse allows you to select the checks that are on t
 Checks Not on Statement: 2 \$204,124.42 Statement Date to apply when clearing checks without

Views: All Checks Filters: Current Month Check Date

Check Number	On Stmt	Bank	Amount	Origin	Type	Payee Key	Payee Name	Check Date*	Statement Date
1 1006	<input type="checkbox"/>	CONUG	4,124.42	P	R	JORDSFRA00C	Jordscr, Frank	07/15/2016	
2 1005	<input type="checkbox"/>	CONUG	200,000.00	B	R	C.LAL & 001	C.lal & sonsscr	07/20/2016	
3 1004	<input checked="" type="checkbox"/>	CONUG	60,000.00	B	R	C M AUTO001	C m auto glass incscr	07/20/2016	07/31/2016
4 1003	<input checked="" type="checkbox"/>	CONUG	125,000.00	B	R	C & W PL001	C & w plumbing incsc	07/20/2016	07/31/2016



Type of file	Created By	Description	Date added
ACH	Akeyscr, Lola	ACH direct deposit file	12/02/2015

Miscellaneous Information

Total Banks/Employees	863
Total Deposit Amount	980,382.76

Step 3 – Compare Sources (Bank & GL)



Dates are Important

- Top of form (Bank) based on Transaction Dates
- Bottom of form (GL) based on Post Dates

Compare

- CR and JE sources should match by individual items, if using individual batches
- If not using individual batches, run General Inputs Listings

Step 3 – Compare Sources (Bank & GL)

Compare

- Filter Bank AP source (Bank) for current month
- Run Vendor Check History to support GL AP source
- Common issues:
 - Void Checks (Check Date vs. Void Post Date)
 - Wire Transfers (Check Date is Due Date; Post Date is date invoice updated)
 - Void Wire Transfers (Displays in month Void posted to check history-defect; Post Date is date void is updated)

Views: All Checks Filters: Current Month Check Date

Check Number	On Stmt	Bank	Amount	Origin	Type	Payee Key	Payee Name	Check Date*	Statement Date
1	<input type="checkbox"/>	CONUG	4,124.42	P	R	JORDSFRA000	Jordscr, Frank	07/15/2016	
2	<input type="checkbox"/>	CONUG	200,000.00	B	R	C.LAL & 001	C.lal & sonsscr	07/20/2016	
3	<input checked="" type="checkbox"/>	CONUG	60,000.00	B	R	C M AUTO001	C m auto glass incscr	07/20/2016	07/31/2016
4	<input checked="" type="checkbox"/>	CONUG	125,000.00	B	R	C & W PL001	C & w plumbing incsc	07/20/2016	07/31/2016

3frdt101.p 82-4
05.16.06.00.00

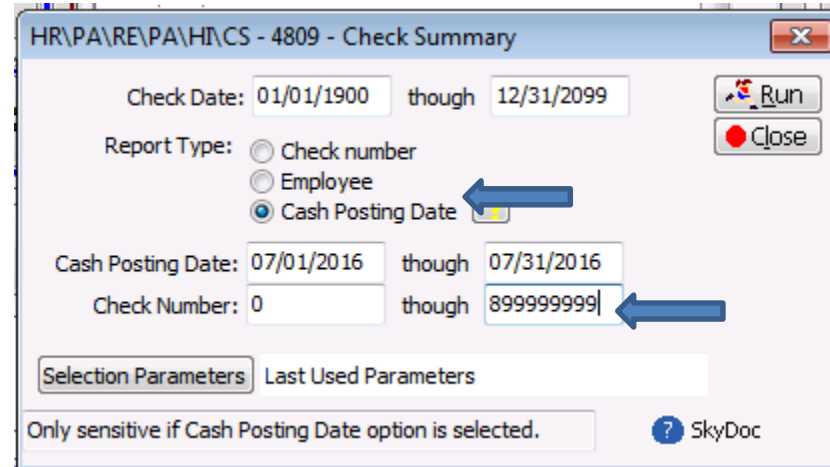
Vendor Check History

POST DATE	CHECK DATE	CHE TYP	CHECK NUMBER	AMOUNT
07/20/2016	07/20/2016	S	1003	125,000.00
07/20/2016	07/20/2016	S	1004	60,000.00
07/20/2016	07/20/2016	S	1005	200,000.00
				385,000.00

Step 3 – Compare Sources (Bank & GL)

Compare

- Run PR Check Summary to support GL PR source
- Choose Report Type = Cash Posting Date to be able to filter by Check Number
- Set Check Posting Date Range to current month
- Set Check Number Range to 0 – 899999999 (to exclude direct deposit “checks”)
- Bank Sources do not include Direct Deposit – assumed that all direct deposits cleared



Check Summary Report

<u>EMPLOYEE NAME</u>	<u>EMP</u>	<u>CHECK</u>		<u>NET</u>
	<u>TYPE</u>	<u>NUMBER</u>	<u>T</u>	<u>=</u> <u>PAY</u>
Jordscr, Frank	TCH10	000001006	R	4,124.42

Configuration Considerations



Configuration Settings

- Post By Batch flag
- Month End Close option
 - To close: PaC, FM, AM, UT, Month End
- Bank Cash Accounts/ Cash Object Codes
- Include PR Direct Deposit Payments (PaC, SA, FM, FM, Payroll, Direct Deposit)

➤ PaC, SA, FM, II, SO

➤ WF, AM, PS, CO, CA



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THANK YOU FOR ATTENDING!

