



Texas Skyward User Group Conference

Bank Reconciliation Setup

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Bank Reconciliation Setup



Skyward's Bank Reconciliation feature is a great time saver and helps with internal control of cash management. In this session, we will discuss:

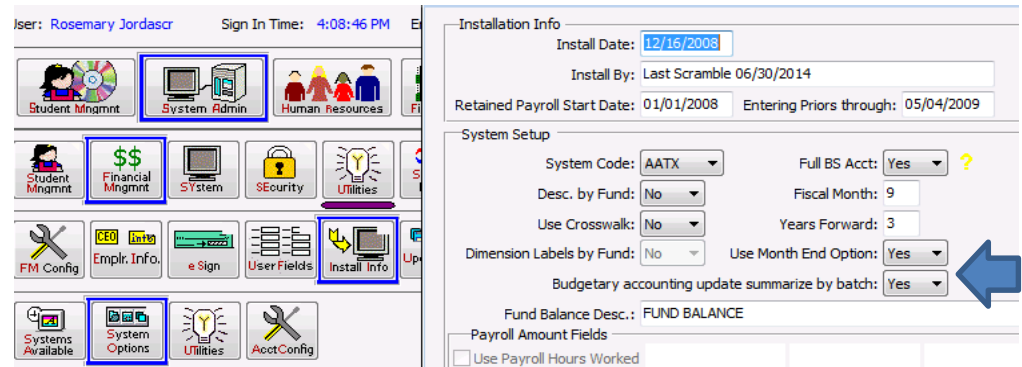
- Things to consider before starting to use the Bank Reconciliation feature
- How to get started with your first reconciliation
- Important things to know about the program
- How to move from the PaC reconciliation program to the web reconciliation program

Things to Consider Before Starting

Configuration Settings

- Budgetary Accounting Update Summarize by Batch: Set to Yes
- Use Month End Option:
Set to Yes
 - To close: PaC, FM, AM, UT, Month End

➤ PaC, SA, FM, II, SO



User: Rosemary Jordascr Sign In Time: 4:08:46 PM

Installation Info

Install Date: 12/16/2008
Install By: Last Scramble 06/30/2014
Retained Payroll Start Date: 01/01/2008 Entering Priors through: 05/04/2009

System Setup

System Code: AATX Full BS Acct: Yes ?
Desc. by Fund: No Fiscal Month: 9
Use Crosswalk: No Years Forward: 3
Dimension Labels by Fund: No Use Month End Option: Yes
Budgetary accounting update summarize by batch: Yes

Fund Balance Desc.: FUND BALANCE

Payroll Amount Fields

Use Payroll Hours Worked

Things to Consider Before Starting

Configuration Settings

- Bank Cash Accounts/ Cash Object Codes

➤ WF, AM, PS, CO, CA

Bank Cash Account Maintenance

Bank Cash Account Maintenance

Bank Code: GOF

* Bank Name: BANK0490001 SKY COMMUNITY BANK

* Account Desc: GENERAL FUND

Bank Account Nbr: 123123123

Account Type: 27-Checking

Prenote Date: 08/16/2016 Tuesday

Last Check Nbr: 800892

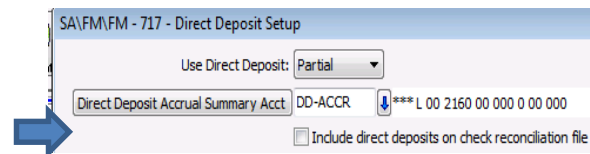
Old Bank Number: 000

Summary Information for Bank Cash Account

* Summary Code: GO-CASH Gen Op Cash

Bank Cash Account: *** A 00 1110 00 000 0 00 000

- Include PR Direct Deposit Payments (PaC, SA, FM, FM, Payroll, Direct Deposit)



SA\FM\FM - 717 - Direct Deposit Setup

Use Direct Deposit: Partial

Direct Deposit Accrual Summary Acct: DD-ACCR ***L 00 2160 00 000 0 00 000

Include direct deposits on check reconciliation file

Data Entry Choices

- How cash receipts are entered
 - Consider entering one batch per deposit
- How wire transfers, void checks, and manual checks are entered and updated
 - Post Date: Based on the invoice update, not the check processing update
 - Check Date For Wire Transfers and Manual Checks: Invoice's Due Date
 - Complete invoice update AND check processing update using same Post Month
 - Void checks: Will you post to current month or original month?

Other Considerations

- Web versus PaC
- Initial Reconciliation Month
- Bank Reconciliation versus Check Reconciliation

Check Reconciliation

Import from Bank

- Set up import of cleared checks from bank file
 - Create format (in PaC)
 - Download file from bank
 - Save as a csv file
- Import file at WF, AP, Check Recon, Auto Rec from Bank File

- PaC, FM, AP, Check Rec

- Options, Auto Reconcile From Bank File, Format

FM\AP\CR\VAR - 2685 - Auto Check Rec Import Format

Current Auto Reconciliation Bank Formats		
Bank Format Code	Bank Format Description	Last Accessed
GENERAL_OPERATING	GENERAL_OPERATING	09/14/2016
PAYROLL	PAYROLL	09/02/2015
TSUG_Bank	User Group Bank	09/02/2015

Bank Format Code: GENERAL

Primary Bank Cash Code: GOF Name: SKY COMMUNITY BANK Bank Cash Account

Use Secondary Bank

Secondary Bank Cash Code: Name: Bank Cash Account

Processing Method: 2 - Skip records with non-numeric check #s

File Type: Delimited

Delimiter: ,

Import Format Fields				
Field Num	Start Position	Field Size	Description	Field type
4	2	15	Amount	Numeric fixed decimal
14	1	20	Check number	Numeric integer

Or, Mass Clear Checks in Software

Check Reconciliation ☆

Bank Cash Account: CONUG Construction - Users Group (Big Money Bank)

Views: With or without a statement date Filters: *Skyward Default

	Check Number	Origin	Type	Payee Key	Check Amount	Check Date	Statement Date
1	1002	B	R	C.LAL & 001	75,000.00	05/31/2016	
2	1001	B	R	C.LAL & 001	45,000.00	05/31/2016	06/30/2016
3	1000	B	R	C.LAL & 001	50,000.00	05/31/2016	06/30/2016

[Mass Add Statement Date](#)

Reconciliation

Initial Reconciliation

- Add reconciliation
- Enter Bank Statement Closing Date;
 - Choose a month you have reconciled using your previous system
- Select Bank Cash Account
- Initial reconciliation warning message displays
- Click Calculate Amounts

Bank Reconciliation Parameters

Bank Reconciliation Parameters

* Bank Statement Closing Date: 06/30/2016 Thursday

* Bank Cash Account: CONUG Construction - Users Group

Bank Cash Accounts Included in the Reconciliation

Account	Bank Name	Cash Account #
CONUG	Big Money Bank	*** A 00 1104 00 000 0 00 000

Warning: The initial reconciliation may take several minutes to run.

The Bank Reconciliation process needs an initial reconciliation to establish a starting point. The system recognizes the initial reconciliation as a period that spans the data timeline through the specified statement date.

This reconciliation record is defined as the initial reconciliation period for this bank cash account. You must balance the cash account and the bank statement to a zero variance in order to allow the system to set its internal controls for non-current historical data.

Reconciliation

Bank Statement Data

- Information should be same as existing reconciliation for month
- Checks should already be cleared but may need to clear wire transfers (click Checks link)
- Cash Receipts, Journal Entries, and PYA are marked cleared automatically; uncheck any outstanding items (click appropriate link)
- Within each link area, can filter for All, Outstanding, or Reconciled Items

Bank Reconciliation

Bank Statement Closing Date: 06/30/2016
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: 1,850,000.00

Items Not Listed on This Statement

Checks: -75,000.00
Cash Receipts Sources: 300,000.00
Journal Entries Sources: 0.00

Subtotal of Skyward Sources Not on Statement: 225,000.00
Manual Adjustments: 0.00
Adjusted Bank Statement Balance: 2,075,000.00

Ending Cash Balance as of 06/30/2016

Beginning Cash Balance: 0.00

Items from Skyward Sources

Accounts Payable Sources: -170,000.00
Cash Receipts Sources: 995,000.00
Journal Entries Sources: 1,250,000.00

Subtotal of Skyward Sources: 2,075,000.00
Month End Balance: 2,075,000.00
Variance: 0.00

Checks on Statement: 2 \$95,000.00 Th
Checks Not on Statement: 1 \$75,000.00 St

Views: All Checks Filters: *Skyward Default

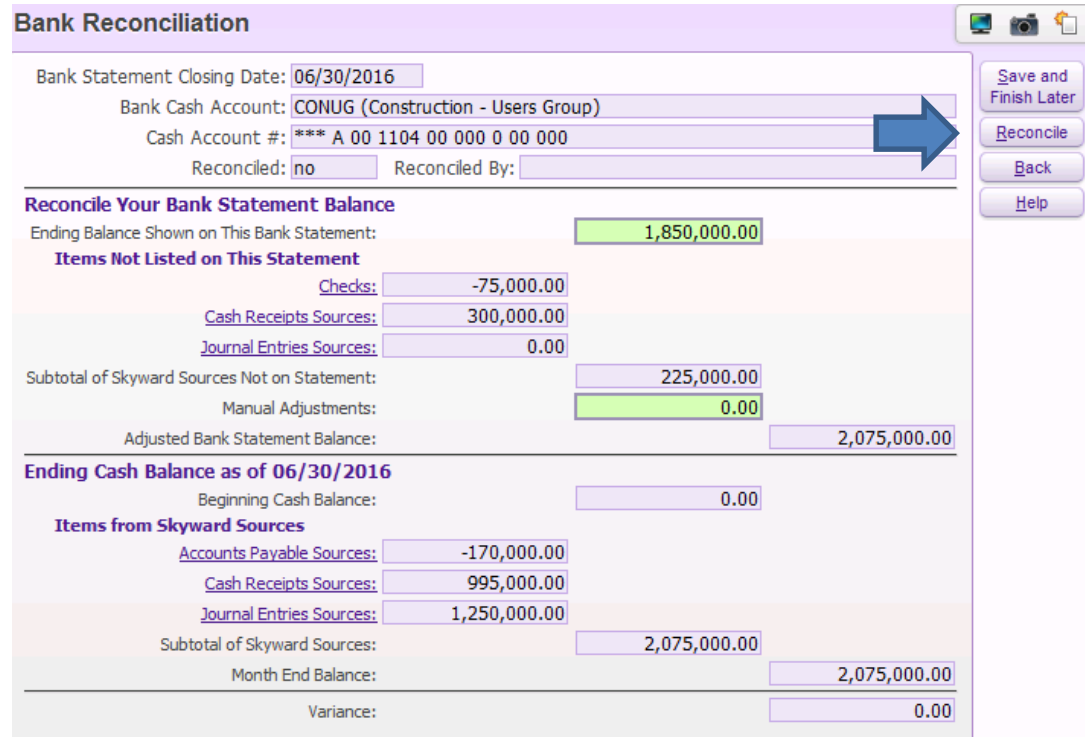
Check	Amount	Origin	Type
1	75,000.00	B	R
2	45,000.00	B	R
3	50,000.00	B	R

Reconciliation

General Ledger Data

For Initial Reconciliation

- Beginning Cash Balance is zero
- Sources include all activity since began on Skyward
- When variance is zero, click Reconcile



Reconcile Your Bank Statement Balance	
Ending Balance Shown on This Bank Statement:	1,850,000.00
Items Not Listed on This Statement	
Checks:	-75,000.00
Cash Receipts Sources:	300,000.00
Journal Entries Sources:	0.00
Subtotal of Skyward Sources Not on Statement:	225,000.00
Manual Adjustments:	0.00
Adjusted Bank Statement Balance:	2,075,000.00
Ending Cash Balance as of 06/30/2016	
Beginning Cash Balance:	0.00
Items from Skyward Sources	
Accounts Payable Sources:	-170,000.00
Cash Receipts Sources:	995,000.00
Journal Entries Sources:	1,250,000.00
Subtotal of Skyward Sources:	2,075,000.00
Month End Balance:	2,075,000.00
Variance:	0.00

Reconciliation

Monthly Reconciliations

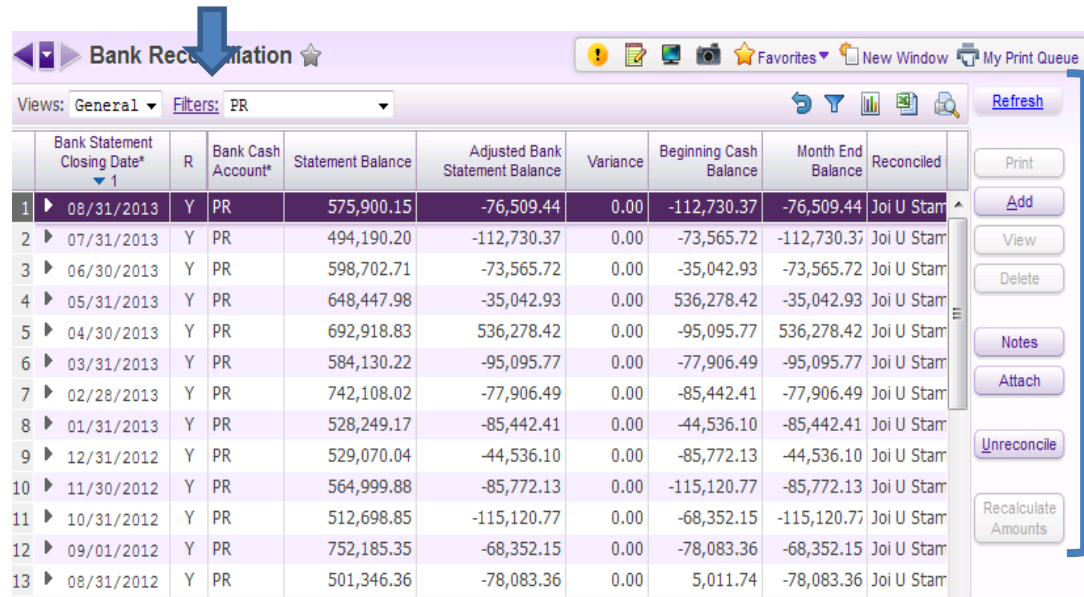
- GL Beginning Cash Balance should equal prior month's Month End Balance
- GL Activity can be traced back by Source
 - JE's and CR's should tie directly to entries on Bank Statement
 - For AP Sources, run Vendor Check History Report
 - For PR, run Payroll Check Register-group by check and then DD; plus report of add'l DD deductions

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:	2,690,000.00
Items Not Listed on This Statement	
Checks:	-200,000.00
Cash Receipts Sources:	75,000.00
Subtotal of Skyward Sources Not on Statement:	-125,000.00
Manual Adjustments:	0.00
Adjusted Bank Statement Balance:	2,565,000.00
Ending Cash Balance as of 07/31/2016	
Beginning Cash Balance:	2,075,000.00
Items from Skyward Sources	
Accounts Payable Sources:	-385,000.00
Cash Receipts Sources:	875,000.00
Subtotal of Skyward Sources:	490,000.00
Month End Balance:	2,565,000.00
Variance:	0.00

Reconciliation

Important Items

- Browse Refresh
- Recalculate Amounts
- Unreconcile
- Delete
- Notes
- Filters



Bank Reconciliation

Views: General Filters: PR Refresh

	Bank Statement Closing Date*	R	Bank Cash Account*	Statement Balance	Adjusted Bank Statement Balance	Variance	Beginning Cash Balance	Month End Balance	Reconciled
1	08/31/2013	Y	PR	575,900.15	-76,509.44	0.00	-112,730.37	-76,509.44	Joi U Star
2	07/31/2013	Y	PR	494,190.20	-112,730.37	0.00	-73,565.72	-112,730.37	Joi U Star
3	06/30/2013	Y	PR	598,702.71	-73,565.72	0.00	-35,042.93	-73,565.72	Joi U Star
4	05/31/2013	Y	PR	648,447.98	-35,042.93	0.00	536,278.42	-35,042.93	Joi U Star
5	04/30/2013	Y	PR	692,918.83	536,278.42	0.00	-95,095.77	536,278.42	Joi U Star
6	03/31/2013	Y	PR	584,130.22	-95,095.77	0.00	-77,906.49	-95,095.77	Joi U Star
7	02/28/2013	Y	PR	742,108.02	-77,906.49	0.00	-85,442.41	-77,906.49	Joi U Star
8	01/31/2013	Y	PR	528,249.17	-85,442.41	0.00	-44,536.10	-85,442.41	Joi U Star
9	12/31/2012	Y	PR	529,070.04	-44,536.10	0.00	-85,772.13	-44,536.10	Joi U Star
10	11/30/2012	Y	PR	564,999.88	-85,772.13	0.00	-115,120.77	-85,772.13	Joi U Star
11	10/31/2012	Y	PR	512,698.85	-115,120.77	0.00	-68,352.15	-115,120.77	Joi U Star
12	09/01/2012	Y	PR	752,185.35	-68,352.15	0.00	-78,083.36	-68,352.15	Joi U Star
13	08/31/2012	Y	PR	501,346.36	-78,083.36	0.00	5,011.74	-78,083.36	Joi U Star

Print Add View Delete Notes Attach Unreconcile Recalculate Amounts

Move from PaC to Web



Important Notes


- Once you start a Web reconciliation, you **CANNOT** go back to PaC reconciliations
- You must start with a transitional month – the last month you completed on PaC
- Program will create second reconciliation record for transitional month

Warning: The transitional reconciliation may take several minutes to run.

The Bank Reconciliation process needs a transitional reconciliation to establish a starting point on the web. The system recognizes the transitional reconciliation as a period that spans the data timeline up to the statement date of the last Bank Reconciliation that was done on PaC.

This reconciliation record is defined as the transitional reconciliation period for this bank cash account. Its statement date will default to the same one that was used on the last PaC Bank Reconciliation. You must balance the cash account and the bank statement to a zero variance in order to allow the system to set its internal controls for non-current historical data.

OK



Bank Statement Closing Date	R	Bank Cash Account*	Statement Balance	Adjusted Bank Statement Balance	Variance	Beginning Cash Balance	Month End Balance	Reconciliation Date	IR	TR	Source
▼ 1											
▶ 06/30/2016	Y	SAV1	0.00	0.00	0.00	0.00	0.00	09/15/2016		Y	W
▶ 06/30/2016	Y	SAV1	7,842,390.95	7,842,390.95	0.00	7,842,390.95	7,842,390.95	09/14/2016			P



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THANK YOU FOR ATTENDING!

