



Texas Skyward User Group Conference

Qmlativ Bank Reconciliation Basics

Samantha Kollman



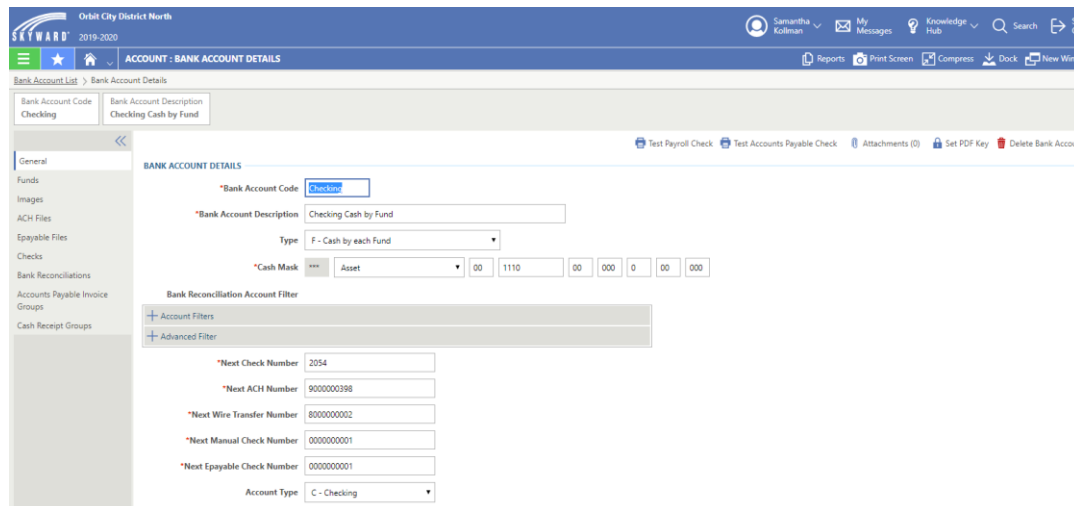
Session Title



This session will give you an overview of Bank Reconciliation Basics in Qmlativ.

- Bank Reconciliation Setup
- Bank Reconciliation Processing
 - Create a bank reconciliation
 - Modify a bank reconciliation
 - Close a bank reconciliation

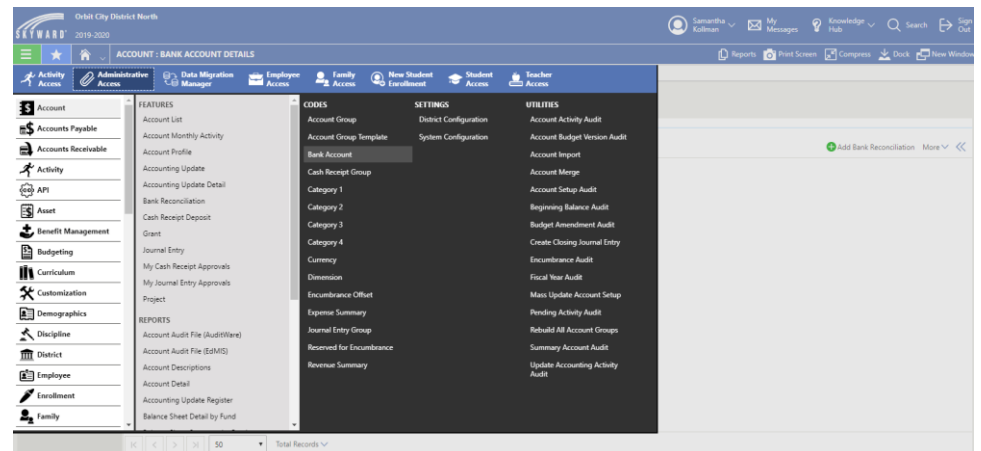
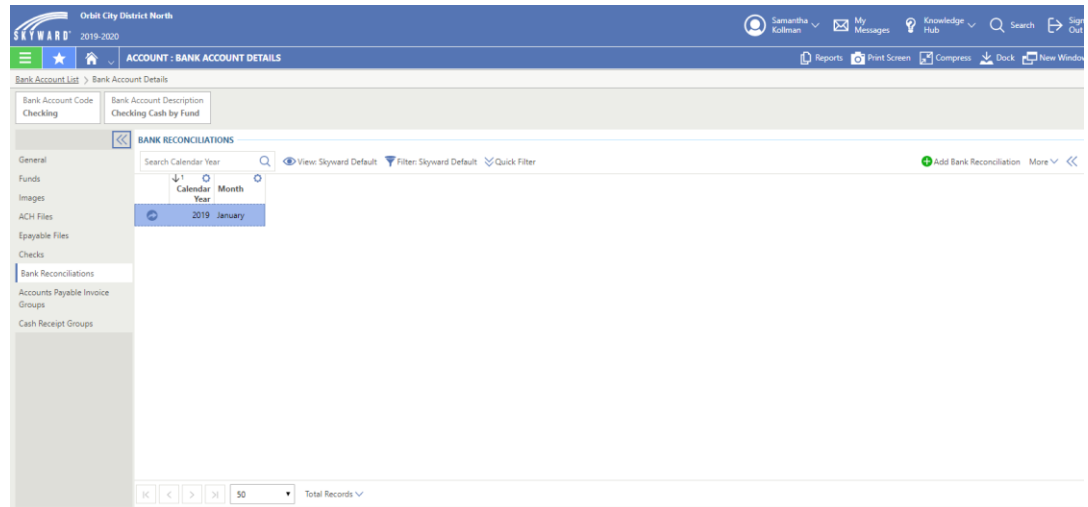
Bank Reconciliation setup options/filters are available under the Bank Account General screen



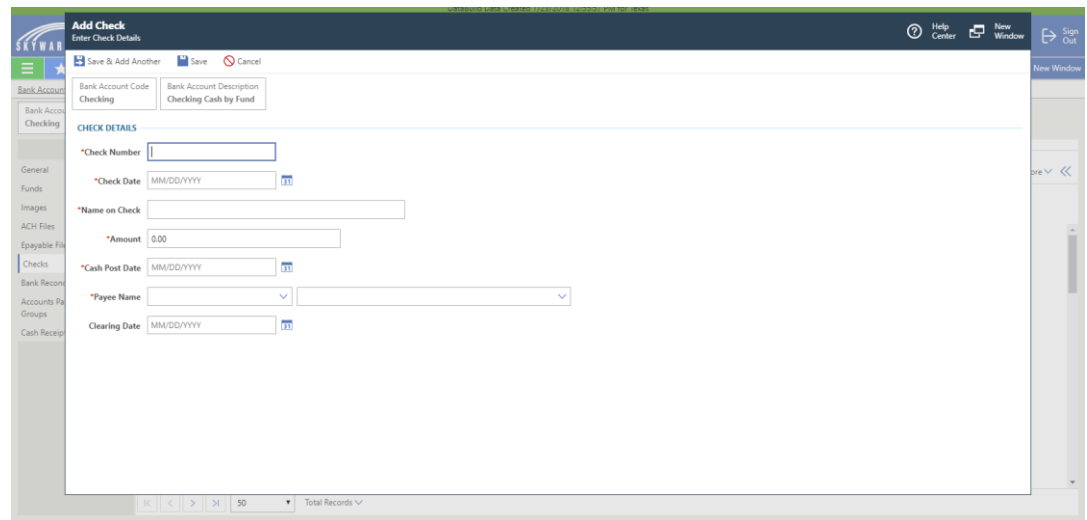
The screenshot shows the 'BANK ACCOUNT DETAILS' screen in the Skyward system. The page title is 'ACCOUNT : BANK ACCOUNT DETAILS'. The left sidebar contains a navigation menu with the following items: General, Funds, Images, ACH Files, Payable Files, Checks, Bank Reconciliations, Accounts Payable Invoice Groups, and Cash Receipt Groups. The main content area is titled 'BANK ACCOUNT DETAILS' and contains the following fields:

- *Bank Account Code:** Checking
- *Bank Account Description:** Checking Cash by Fund
- Type:** F - Cash by each Fund
- *Cash Mask:** *** Asset 00 1110 00 000 0 00 000
- Bank Reconciliation Account Filter:**
 - + Account Filters
 - + Advanced Filter
- *Next Check Number:** 2054
- *Next ACH Number:** 900000398
- *Next Wire Transfer Number:** 800000002
- *Next Manual Check Number:** 000000001
- *Next Payable Check Number:** 000000001
- Account Type:** C - Checking

Bank Reconciliation can be entered in under the Bank Account setup area on the Bank Reconciliation screen or from the main Bank Reconciliation screen under Account\Features



If manual checks need to be added to the system, this can be done from the Bank Account setup area under the Check screen



The screenshot shows the 'Add Check' form in the Skyward system. The form is titled 'Add Check: Enter Check Details' and includes the following fields:

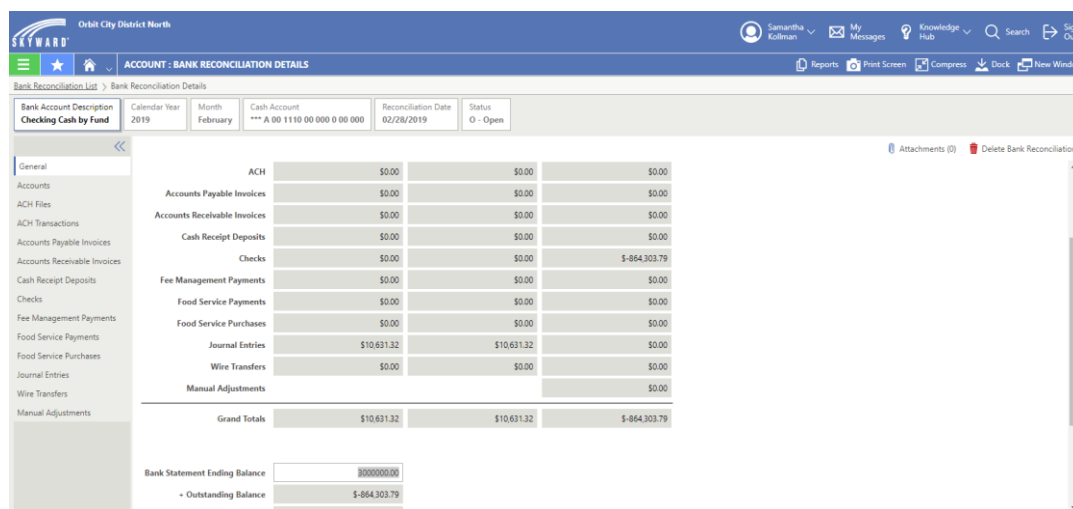
- Bank Account Code: Checking
- Bank Account Description: Checking Cash by Fund
- CHECK DETAILS:
 - *Check Number: [Text Input]
 - *Check Date: MM/DD/YYYY [Date Picker]
 - *Name on Check: [Text Input]
 - *Amount: 0.00 [Text Input]
 - *Cash Post Date: MM/DD/YYYY [Date Picker]
 - *Payee Name: [Dropdown Menu]
 - Clearing Date: MM/DD/YYYY [Date Picker]

The sidebar on the left shows the following navigation options:

- Bank Account
- Bank Acco
- Checking
- General
- Funds
- Images
- ACH Files
- Payable Fil
- Checks
- Bank Recon
- Accounts Pa
- Groups
- Cash Recep

The top right of the form has buttons for Help Center, New Window, and Sign Out. The bottom of the form shows a page number of 50 and a Total Records dropdown.

This takes into the main Bank Reconciliation Details screen – the system pulls in activity automatically based on posting date



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ACCOUNT : BANK RECONCILIATION DETAILS

Bank Reconciliation List > Bank Reconciliation Details

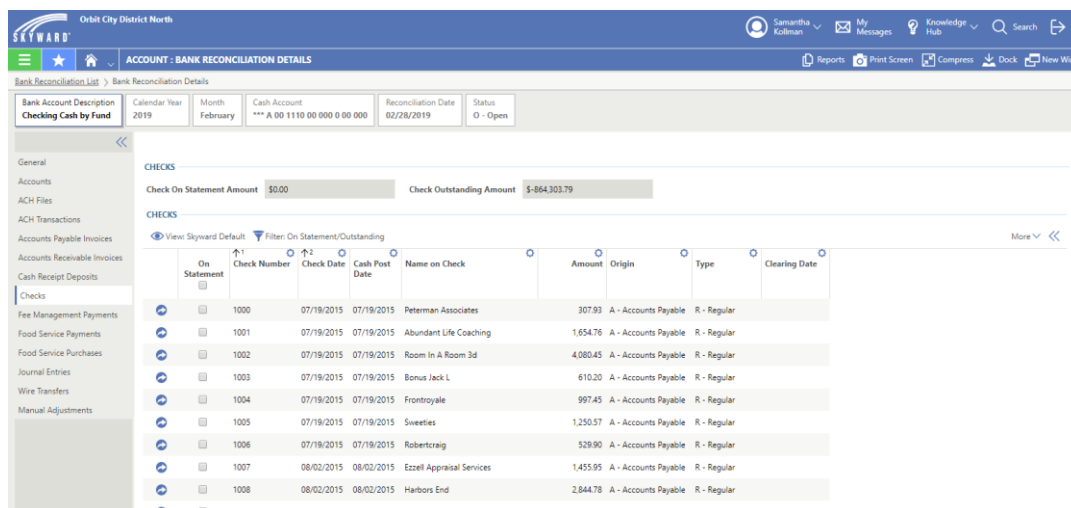
Bank Account Description	Calendar Year	Month	Cash Account	Reconciliation Date	Status
Checking Cash by Fund	2019	February	*** A 00 1110 00 000 0 00 000	02/28/2019	O - Open

ACH	\$0.00	\$0.00	\$0.00
Accounts Payable Invoices	\$0.00	\$0.00	\$0.00
Accounts Receivable Invoices	\$0.00	\$0.00	\$0.00
Cash Receipt Deposits	\$0.00	\$0.00	\$0.00
Checks	\$0.00	\$0.00	\$-864,303.79
Fee Management Payments	\$0.00	\$0.00	\$0.00
Food Service Payments	\$0.00	\$0.00	\$0.00
Food Service Purchases	\$0.00	\$0.00	\$0.00
Journal Entries	\$10,631.32	\$10,631.32	\$0.00
Wire Transfers	\$0.00	\$0.00	\$0.00
Manual Adjustments			\$0.00
Grand Totals	\$10,631.32	\$10,631.32	\$-864,303.79

Bank Statement Ending Balance: \$000000.00

+ Outstanding Balance: \$-864,303.79

Use the menu on the left-hand side to access each area – changing the filter allows outstanding activity to be selected – or you can exclude items that were automatically included



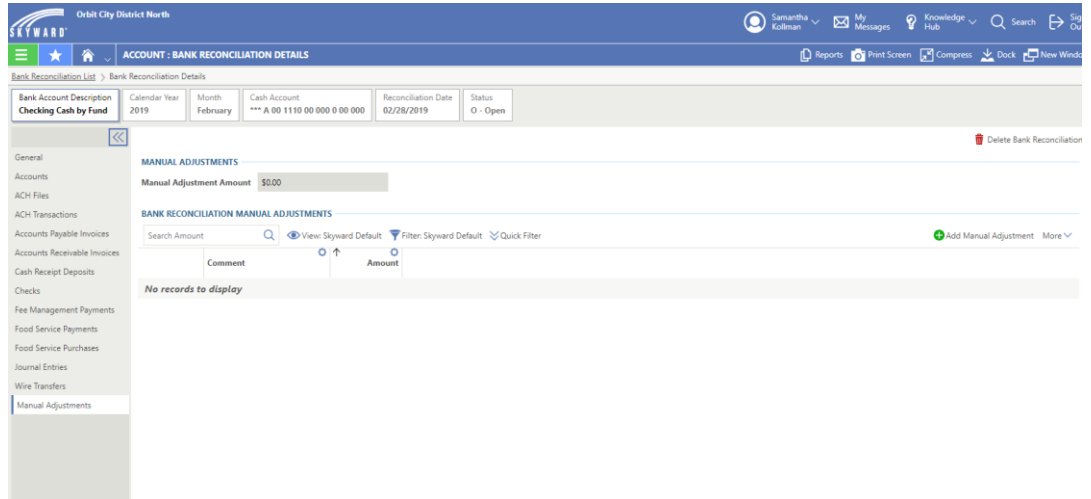
ACCOUNT: BANK RECONCILIATION DETAILS

Bank Account Description: **Checking Cash by Fund** | Calendar Year: 2019 | Month: February | Cash Account: *** A 00 1110 00 000 0 00 000 | Reconciliation Date: 02/28/2019 | Status: 0 - Open

Check On Statement Amount: \$0.00 | Check Outstanding Amount: \$-864,303.79

On Statement	Check Number	Check Date	Cash Post Date	Name on Check	Amount	Origin	Type	Clearing Date
<input type="checkbox"/>	1000	07/19/2015	07/19/2015	Peterman Associates	307.93	A - Accounts Payable	R - Regular	
<input type="checkbox"/>	1001	07/19/2015	07/19/2015	Abundant Life Coaching	1,654.76	A - Accounts Payable	R - Regular	
<input type="checkbox"/>	1002	07/19/2015	07/19/2015	Room In A Room 3d	4,080.45	A - Accounts Payable	R - Regular	
<input type="checkbox"/>	1003	07/19/2015	07/19/2015	Bonus Jack L	610.20	A - Accounts Payable	R - Regular	
<input type="checkbox"/>	1004	07/19/2015	07/19/2015	Frontroyale	997.45	A - Accounts Payable	R - Regular	
<input type="checkbox"/>	1005	07/19/2015	07/19/2015	Sweeties	1,250.57	A - Accounts Payable	R - Regular	
<input type="checkbox"/>	1006	07/19/2015	07/19/2015	Robertraeg	529.90	A - Accounts Payable	R - Regular	
<input type="checkbox"/>	1007	08/02/2015	08/02/2015	Ezzell Appraisal Services	1,455.95	A - Accounts Payable	R - Regular	
<input type="checkbox"/>	1008	08/02/2015	08/02/2015	Harbors End	2,844.78	A - Accounts Payable	R - Regular	

Manual Adjustments can be added if necessary, to reach a variance of zero



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ACCOUNT - BANK RECONCILIATION DETAILS

Bank Reconciliation List > Bank Reconciliation Details

Bank Account Description Checking Cash by Fund	Calendar Year 2019	Month February	Cash Account *** A 00 1110 00 000 0 00 000	Reconciliation Date 02/28/2019	Status O - Open
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MANUAL ADJUSTMENTS

Manual Adjustment Amount \$0.00

BANK RECONCILIATION MANUAL ADJUSTMENTS

Search Amount [] View: Skyward Default Filter: Skyward Default Quick Filter [] Add Manual Adjustment More

Comment	Amount
No records to display	

The Bank Reconciliation status can be setup to Open, Closed, or Closed for Check Reconciliation Only

Bank Reconciliation List > Bank Reconciliation Details

Bank Account Description: **Checking Cash by Fund** | Calendar Year: 2019 | Month: February | Cash Account: *** A 00 1110 00 000 0 00 000 | Reconciliation Date: 02/28/2019 | Status: Open

General | Accounts | ACH Files | ACH Transactions | Accounts Payable Invoices | Accounts Receivable Invoices | Cash Receipt Deposits | Checks | Fee Management Payments | Food Service Payments | Food Service Purchases | Journal Entries

BANK RECONCILIATION DETAILS

Status: Open
 Closed
 Closed for Check Reconciliation Only

	System Totals	On Statement	Outstanding
Monthly Beginning Balance			\$-864,303.79
ACH	\$0.00	\$0.00	\$0.00
Accounts Payable Invoices	\$0.00	\$0.00	\$0.00
Accounts Receivable Invoices	\$0.00	\$0.00	\$0.00
Cash Receipt Deposits	\$0.00	\$0.00	\$0.00

There are three bank reconciliation statuses: Open, Closed, and Closed for Check Reconciliation. Open indicates the reconciliation process has not been completed and changes can still be made to the reconciliation. Closed indicates the reconciliation process has been completed and the month has been closed to accounting updates. Closed for Check Reconciliation indicates the reconciliation process has been completed and the month has been closed, regardless of the variance amount.

Additional Resources available in the Help Center for Bank Reconciliation.



SKYWARD

HELPCENTER

System Wide ▼

SEARCH

[Home](#) > [Documentation](#) > [Administrative Access](#) > [Financial Management](#) > [Account](#) > [Bank Reconciliation](#)

Bank Reconciliation

BANK RECONCILIATION PROCESSING

- [Managing Bank Reconciliation](#)
- [Creating Bank Reconciliation](#)
- [Bank Reconciliation Methods](#)
- [Multiple Bank Accounts Using Same Cash Mask](#)
- [Creating Bank Reconciliation Adjustment Check](#)
- [Importing Check Transactions](#)
- [Reconciling Bank Account Statements](#)
- [Verifying Bank Reconciliation General Information](#)
- [Verifying Bank Reconciliation Monthly Ending Balance](#)
- [Creating Manual Bank Reconciliation Adjustments](#)
- [Processing Close Bank Reconciliation](#)
- [Video - Processing Bank Reconciliation](#)
- [Generating Bank Reconciliation Report](#)



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