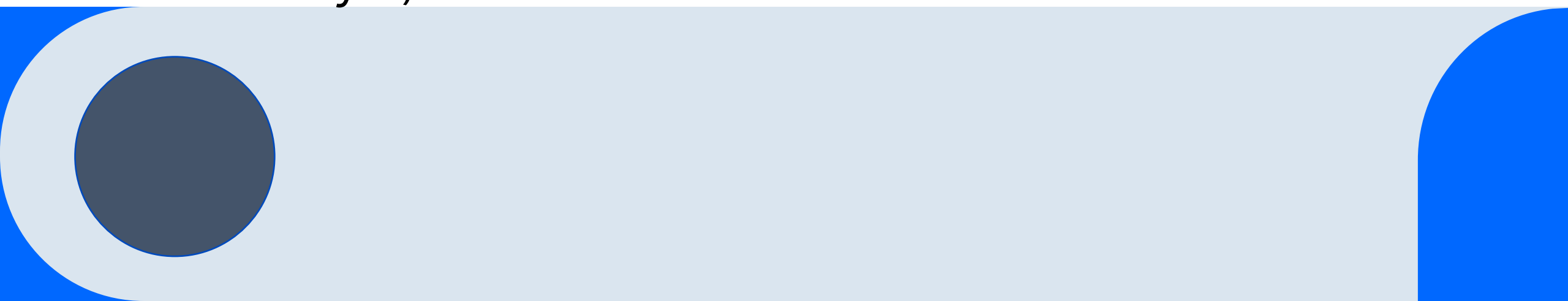




Bank Reconciliations

Bookkeeper Training

February 2, 2024



What is a Bank Reconciliation Statement?

- A Bank Reconciliation statement is a statement prepared monthly to ensure all Skyward records coincide with Seacoast Bank records.
- The reconciliation process allows you to preview and or process any discrepancies between Skyward and Seacoast Bank.



Things to look for on your Bank Statement

- **Charge-backs/Debits to bank account:**

- NSF Charges for Returned checks

- Stop payment fees

- Check/deposit slip orders

- Preauthorized Withdrawals – School Pay fees

- Check Adjustments

- **Credit to bank account:**

- Preauthorized Credits (School Pay)

- ACH payments for Pepsi Vending

- Deposit Adjustments

- Bank fee refunds

Examples

- Credits:

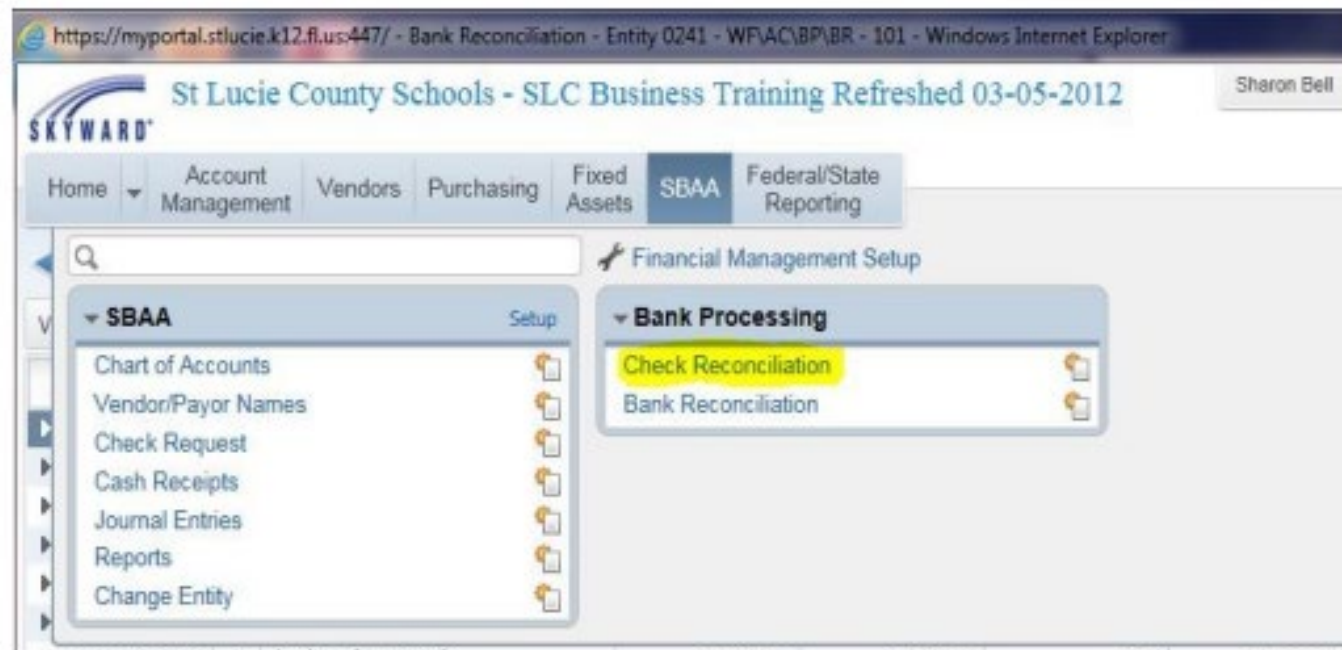
04-05	#Preauthorized Credit	.84
	Citizens COMB. ALT.	
	Citizens COMB. ALT. 4445 028658732 MYP*F	
04-05	#Preauthorized Credit	20.00
	Citizens COMB. DEP.	
	Citizens COMB. DEP. 4445 028658732 MYP*F	
02-27	#Preauthorized Credit	422.42
	St. Lucie School AP INV 230227	
	FOPICE 0-AP	

- Debits:

02-27	#Service Charge	-35.00
	STOP PAYMENT FEE	
03-31	#Preauthorized Wd	-5.00
	Citizens CHARGBACKS	
	4445 028658732 MYP*F	
02-13	#Preauthorized Wd	-380.65
	I3 VERTICALS LLC MPN 230213	
	6622	

Bank Reconciliation Steps

1. Obtain the bank statement from the Bank.
2. On Skyward, select **SBAA, Check Reconciliation**.



Bank Reconciliation Steps

3. Select **Mass Add Statement Date**.



St Lucie County Schools - SLC Business Training Refreshed 03-05-2012

Home Account Management Vendors Purchasing Fixed Assets **SBAA** Federal/State Reporting

Check Reconciliation

Checks for Entity: 0241 - checking (TD BANK)

Check Number	Vendor Name	Check Amount	Check Date	Statement Date
000006966	CROCCO-CUFF STACY	72.10	02/29/2012	
000006965	SAM'S CLUB	20.98	02/29/2012	
000006964	TREES 'N MORE	395.00	02/29/2012	
000006963	SAM'S CLUB	80.00	02/28/2012	
000006962	LOWE'S	100.00	02/24/2012	
000006961 Y	SAM'S CLUB	100.00	02/29/2012	02/29/2012
000006961	SAM'S CLUB	100.00	02/29/2012	02/29/2012
000006960 Y	DOLLAR TREE	75.00	02/29/2012	02/29/2012
000006960	DOLLAR TREE	75.00	02/09/2012	02/29/2012
000006959	UNITED WAY OF ST LUCIE COUNTY	729.15	02/02/2012	
000006958	RHYTHM BAND INSTRUMENTS	69.90	02/02/2012	

Filter Options

Apply Statement Date

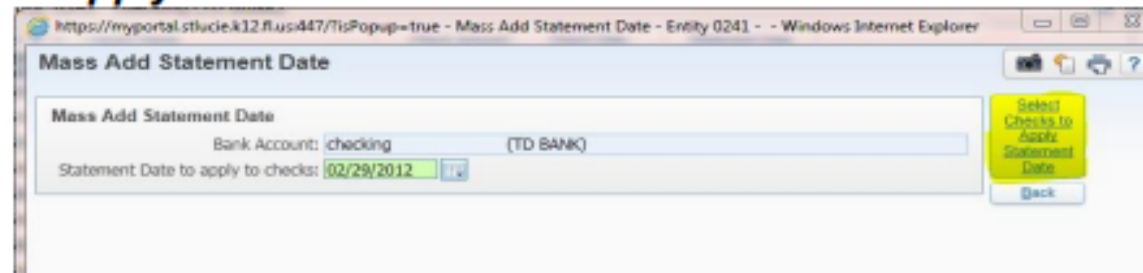
Edit Statement Date

Remove Statement Date

Mass Add Statement Date

Bank Reconciliation Steps

4. Change the date to the last date of the month being reconciled. Then select **Select Checks to Apply Statement Date**.



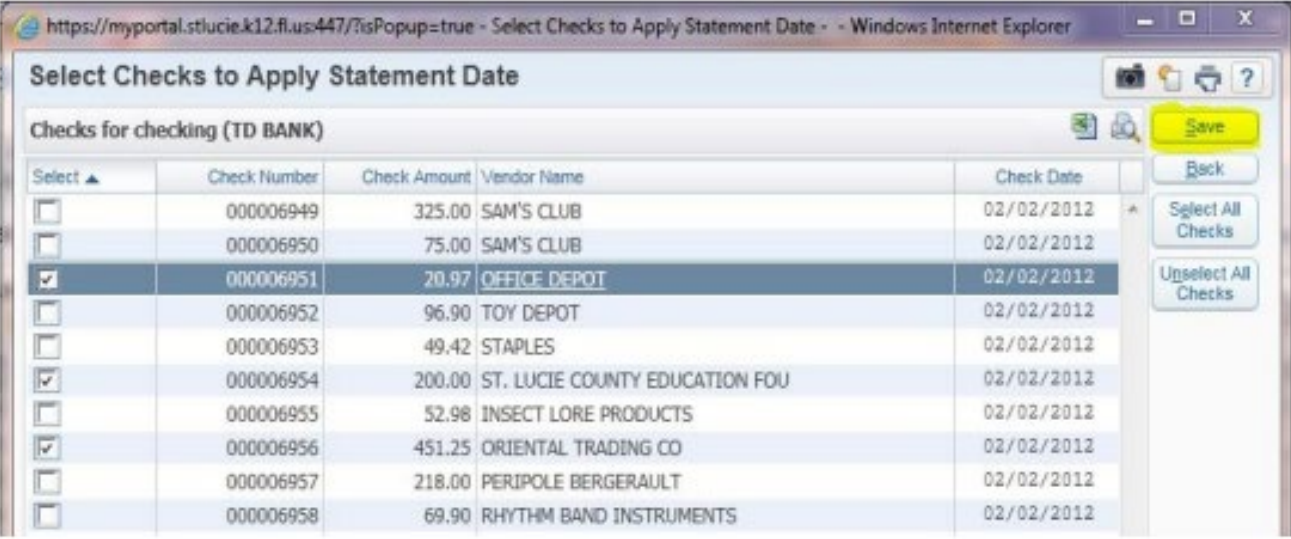
The screenshot shows a web browser window with the address bar displaying a URL. The page title is "Mass Add Statement Date - Entity 0241". The main content area has a header "Mass Add Statement Date" and a form with the following fields:

- Bank Account: checking (TD BANK)
- Statement Date to apply to checks: 02/29/2012

On the right side of the form, there is a yellow button labeled "Select Checks to Apply Statement Date" and a "Back" button below it.

Bank Reconciliation Steps

5. Place a check mark beside each check that has cleared the bank in the month being reconciled. Then select **Save**.



https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Select Checks to Apply Statement Date - Windows Internet Explorer

Select Checks to Apply Statement Date

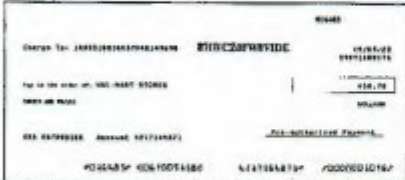
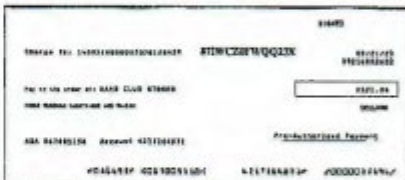
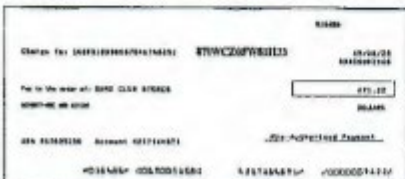
Checks for checking (TD BANK)

Select	Check Number	Check Amount	Vendor Name	Check Date
☐	000006949	325.00	SAM'S CLUB	02/02/2012
☐	000006950	75.00	SAM'S CLUB	02/02/2012
☒	000006951	20.97	OFFICE DEPOT	02/02/2012
☐	000006952	96.90	TOY DEPOT	02/02/2012
☐	000006953	49.42	STAPLES	02/02/2012
☒	000006954	200.00	ST. LUCIE COUNTY EDUCATION FOU	02/02/2012
☐	000006955	52.98	INSECT LORE PRODUCTS	02/02/2012
☒	000006956	451.25	ORIENTAL TRADING CO	02/02/2012
☐	000006957	218.00	PERIPOLE BERGERAULT	02/02/2012
☐	000006958	69.90	RHYTHM BAND INSTRUMENTS	02/02/2012

Buttons: Save, Back, Select All Checks, Unselect All Checks

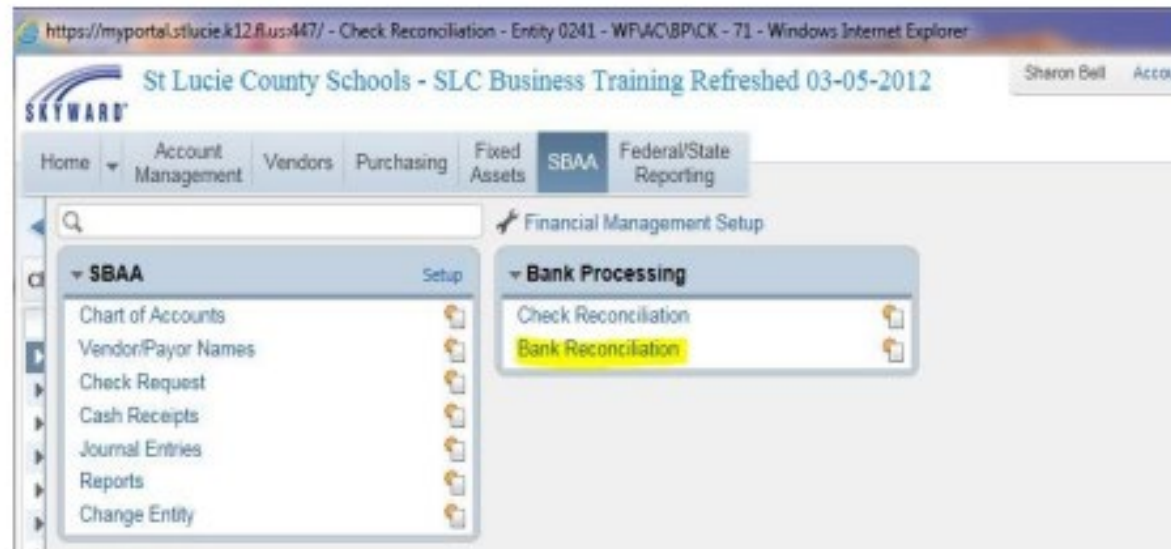
Bank Reconciliation Steps

The dollar amount shown under each check on your bank statement is the amount the check cleared the bank for. Check here to make sure these amounts match as you check them off in Skyward.

 09/12/2023 16482 \$3,020.14	 09/29/2023 16492 \$4,239.88
 09/11/2023 16485 \$30.78	 09/22/2023 16493 \$321.94
 09/11/2023 16486 \$71.22	 09/25/2023 16494 \$71.80

Bank Reconciliation Steps

6. Select **SBAA, Bank Reconciliation**.



Bank Reconciliation Steps

7. Select **Add**.

https://myportal.stlucie.k12.fl.us:447/ - Bank Reconciliation - Entity 0241 - WFLAC\BP\BR - 101 - Windows Internet Explorer

St Lucie County Schools - SLC Business Training Refreshed 03-05-2012

Sharon Bell Account Preferences Exit ?

Home Account Management Vendors Purchasing Fixed Assets **SBA** Federal/State Reporting

Bank Reconciliation

Views: General Filters: *Skyward Default Refresh

Bank Statement Closing Date	R	Bank	Statement Balance	Adjusted Bank Statement Balance	Variance	Beginning Cash Balance	Month End Balance	
▶ 01/31/2012	Y	checking (TD BANK)	51,682.38	51,632.38	0.00	48,113.03	51,632.38	Add
▶ 12/31/2011	Y	checking (TD BANK)	49,423.05	48,113.03	0.00	45,283.19	48,113.03	View
▶ 11/30/2011	Y	checking (TD BANK)	43,574.02	45,283.19	0.00	34,558.80	45,283.19	Delete
▶ 10/31/2011	Y	checking (TD BANK)	32,460.03	34,558.80	0.00	33,282.08	34,558.80	Notes
▶ 09/30/2011	Y	checking (TD BANK)	33,599.48	33,282.08	0.00	28,877.08	33,282.08	Attach
▶ 08/31/2011	Y	checking (TD BANK)	30,475.28	28,877.08	0.00	28,440.92	28,877.08	
▶ 07/31/2011	Y	checking (TD BANK)	28,856.23	28,440.92	0.00	27,330.78	28,440.92	

Bank Reconciliation Steps

8. Enter the Statement Date (Which usually is the last date of the month being reconciled) and the ending balance as shown on the bank statement. Then select **Continue**.
9. Next select **Calculate Amounts**.

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Bank Reconciliation Parameters - Entity - Windows Internet Explorer

Bank Reconciliation Parameters

Bank Reconciliation Parameters

* Bank Statement Closing Date: 02/29/2012 Wednesday

* Bank: checking (TD BANK)

* Cash Account: 8910A1119 0000 0241 00000 00000 00000

* Bank Balance Shown on bank statement: 45,123.45

Continue

Back

Asterisk (*) denotes a required field

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Bank Reconciliation - Entity 0241 - WFVA - Windows Internet Explorer

Bank Reconciliation

Bank Statement Closing Date: 02/29/2012

Bank: checking (TD BANK)

Cash Account: 8910A1119 0000 0241 00000 00000 00000

Reconciled: no Reconciled By:

Process	Start Time	End Time	Status
Calculate Beginning Balance			
Calculate Checks			
Calculate Deposits			
Calculate Journal Entries			

Calculate Amounts

Back

Bank Reconciliation Steps

10. When the variance is zero, select **Reconcile**. Then select **OK**.

The screenshot shows a web browser window with the URL `https://myportal.stlucie.k12.fl.us:447/IsPopup=true`. The page title is "Bank Reconciliation - Entity 0241 - WP/A - Windows Internet Explorer".

Bank Reconciliation

Bank Statement Closing Date: 02/29/2012
Bank: checking (TD BANK)
Cash Account: 8910A1119 0000 0241 00000 00000 00000
Reconciled: no Reconciled By:

Buttons: Save and Finish later, Close Without Saving, **Reconcile** (highlighted), ?

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement: -45,123.45

Items Not Listed on this Statement

Less Checks:	2,284.43
Plus Cash Receipt Deposits:	0.00
Plus Fee Management Deposits:	0.00
Plus Journal Entry Transactions:	0.00

Subtotal of Skyward Transactions not on Statement:

Less Manual Adjustments:

Adjusted Bank Statement Balance:

SBAA Ending Cash Balance as of 02/29/2012

Previous Month Ending Balance:

Items from Skyward Transactions

Less Checks:	
Plus Cash Receipt Deposits:	
Plus Fee Management Deposits:	
Plus Journal Entry Transactions:	1.14

Subtotal of Skyward Transactions: -1,152.96

Month End Balance: 50,479.42

Variance: 0.00

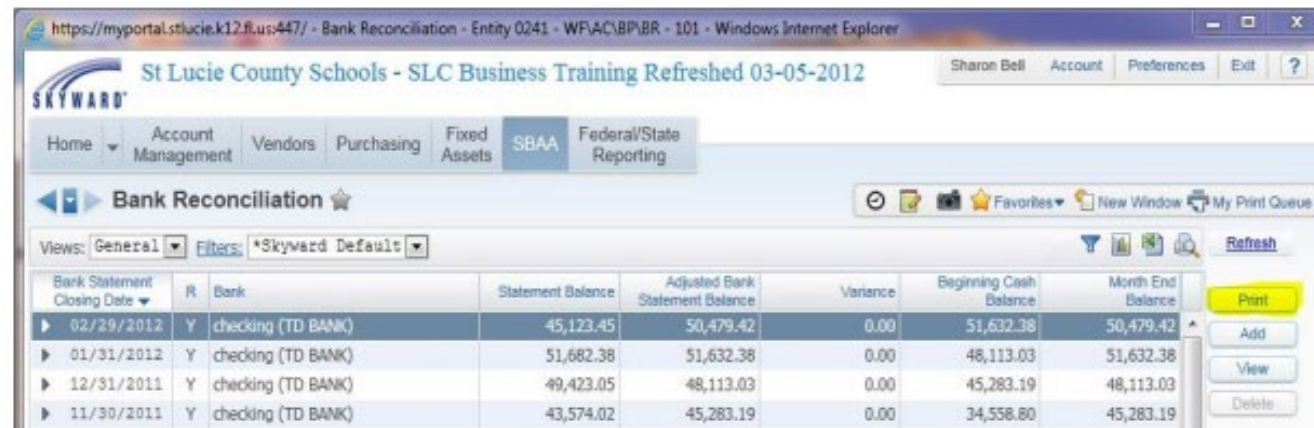
Message from webpage

Are you sure you want to flag this month as reconciled?
Once the month is reconciled and changes are saved, you will not be able to modify this month's information.

Buttons: OK, Cancel

Bank Reconciliation Steps

11. Select the file for the month being reconciled and select **Print**.



The screenshot shows the Skyward Business Training interface for Bank Reconciliation. The browser address bar indicates the URL: <https://myportal.stlucie.k12.fl.us:447/>. The page title is "St Lucie County Schools - SLC Business Training Refreshed 03-05-2012". The user is Sharon Bell, and the account is WPAC\BP\BR - 101. The navigation menu includes Home, Account Management, Vendors, Purchasing, Fixed Assets, SBA, and Federal/State Reporting. The "Bank Reconciliation" section is active, showing a table of bank statements. The table has columns for Bank Statement Closing Date, R, Bank, Statement Balance, Adjusted Bank Statement Balance, Variance, Beginning Cash Balance, and Month End Balance. The table lists four entries for TD BANK, all with a balance of 0.00. A "Print" button is visible on the right side of the table.

Bank Statement Closing Date	R	Bank	Statement Balance	Adjusted Bank Statement Balance	Variance	Beginning Cash Balance	Month End Balance
02/29/2012	Y	checking (TD BANK)	45,123.45	50,479.42	0.00	51,632.38	50,479.42
01/31/2012	Y	checking (TD BANK)	51,682.38	51,632.38	0.00	48,113.03	51,632.38
12/31/2011	Y	checking (TD BANK)	49,423.05	48,113.03	0.00	45,283.19	48,113.03
11/30/2011	Y	checking (TD BANK)	43,574.02	45,283.19	0.00	34,558.80	45,283.19

12. Select **Detail, Transactions not on Bank Statement** and **Print**.



The screenshot shows the "Bank Reconciliation Report" dialog box. It contains instructions for selecting the report type. The "Detail" option is selected, and the "Transactions not on Bank Statement" sub-option is also selected. The "Print" button is visible on the right side of the dialog box.

Bank Reconciliation Report

Bank Reconciliation Prior Options

Select Summary to print the Bank Reconciliation Summary Report.

Select Detail to print the Bank Reconciliation Detail Report.

When Detail is selected you will have more options:

Select "All Transactions" to display all transactions which are on the Bank Statement as well as all transactions which have not yet been on a Bank Statement.

Select "Transactions on Bank Statement" to only display transactions that are on the Bank Statement.

Select "Transactions not on Bank Statement" to only display transactions that have not yet been on a Bank Statement.

Summary ☐ Detail ☒

☐ All Transactions

☐ Transactions on Bank Statement

☒ Transactions not on Bank Statement

Print

Bank Reconciliation Tips

If your bank reconciliation is out of balance:

- Look on the bank statement for charge backs/debits (returned checks, bank fees, etc)
- Credits such as deposit adjustments, bank fee refunds
Investigate and record adjustments (journal entries) as necessary

IMPORTANT: The date on these journal entry adjustments should be within the statement month being reconciled. Be sure to be detailed in the journal entry description

Bank Reconciliation Tips

Finding a variance in the Bank Reconciliation:

Go to **SBAA, Bank Reconciliation**. Edit the bank reconciliation report. Click on the words **Less Checks** (in blue).

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Bank Reconciliation - Entity 0241 - WFVA - Windows Internet Explorer

Bank Reconciliation

Bank Statement Closing Date: 02/29/2012
Bank: checking (TD BANK)
Cash Account: 8910A1119 0000 0241 00000 00000 00000
Reconciled: no Reconciled By:

 ?

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement: 45,123.45

Items Not Listed on this Statement

Less Checks: 2,284.43
Plus Cash Receipt Deposits: 0.00
Plus Fee Management Deposits: 0.00
Plus Journal Entry Transactions: 0.00

Subtotal of Skyward Transactions not on Statement: -2,284.43
Less Manual Adjustments: -7,640.40
Adjusted Bank Statement Balance: 50,479.42

SBAA Ending Cash Balance as of 02/29/2012

Previous Month Ending Balance: 51,632.38

Items from Skyward Transactions

Less Checks: 2,906.65
Plus Cash Receipt Deposits: 1,752.55
Plus Fee Management Deposits: 0.00
Plus Journal Entry Transactions: 1.14

Subtotal of Skyward Transactions: -1,152.96
Month End Balance: 50,479.42
Variance: 0.00

Bank Reconciliation Tips

Match the amount of total deposits on the bank statement to the **Total Cash Receipts on Statement** amount on Skyward.

- Run a report of the monthly deposits by going to **SBAA, Reports, Cash Receipts**.
- Compare the amounts on this report to the amounts on the bank statement. If there are deposits posted to Skyward that do not appear on this month's bank statement (deposits in transit), uncheck these deposits in the **on Stmt** column.
 - Record adjustments (journal entries) for any differences. Date these journal entries in the month being reconciled.

Bank Reconciliation

Total Cash Receipts on Statement: 1,752.55
Total Cash Receipts Not on Statement: 0.00

Views: General Filters: *All Cash Receipts

Receipt Date	on Stmt	Amount	Receipt Number	Vendor/Payor	Description
02/10/2012	☒	110.00	000001565	MCCARTNEY, MARY MARGARET	Recorder Sales
02/10/2012	☒	64.00	000001564	INGRUM, RAINA MARIE	Field Trip
02/10/2012	☒	12.00	000001561	O'HANLON, LISA RHEA	Field Trip
02/10/2012	☒	8.00	000001562	THOMAS, AMY	Field Trip
02/10/2012	☒	4.00	000001563	STERN, LEANN P	Field Trip
02/06/2012	☒	72.00	000001559	MARTINEZ-WILLS, GERALDINE A	Field Trip
02/06/2012	☒	10.00	000001560	PRICE, SHARON ANN	School Shirt
02/06/2012	☒	4.00	000001558	O'HANLON, LISA RHEA	Field Trip

SBAA Cash Receipt Report

Template Settings
* Template Description: Feb 2012 deposits
☒ Share this template with other users in entity 0241
☐ Print Greenbar

Cash Receipt Ranges
Entity: 0241
Status: ☒ All ☐ Not Processed ☐ History
* Unprocessed Cash Receipts will be included regardless of ranges.
Receipt Date Range: Entered Date Range
Low: 01/01/1900 High: 12/31/2999
Receipt Number: 000000000 999999999
Report Option: ☒ Detail ☐ Summary
Sequence: ☒ Bank ☐ Entered By
☐ Report only on the following person
Entered By:
Print/Post Date Range: Entered Date Range
Print/Post Date: 02/01/2012 02/29/2012
Asterisk (*) denotes a required field

***School Pay transactions posted as a journal entry will not be reflected in this amount.**

Bank Reconciliation Tips

Match the amount of checks paid on the bank statement to the total amount of **Total Checks on Statement** at the top of the Skyward screen.

- a. Investigate any difference by running a report of the cleared checks. Go to **SBAA, Reports, Check Reconciliation Report**.
 - i. Record adjustments (journal entries) for any differences. Date these journal entries in the month being reconciled.



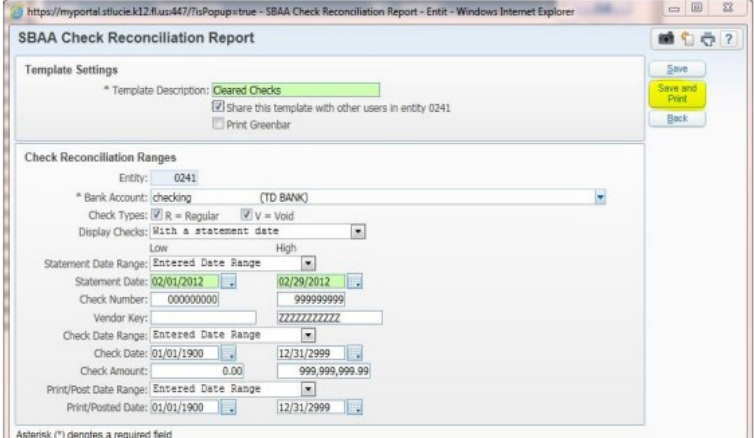
Bank Reconciliation

Total Checks on Statement: 672.22
Total Checks Not on Statement: 2,284.43

Statement Date to apply when clearing checks without a statement date: 02/29/2012

Views: General Filters: *All Checks

Check Number	Check Date	on Stmt	Check Amount	Payee	Statement Date
000006939	12/20/2011	☒	50.00	STAPLES	02/10/2012
000006939	02/10/2012	☒	50.00	STAPLES	02/10/2012
000006949	02/02/2012	☐	325.00	SAM'S CLUB	
000006950	02/02/2012	☐	75.00	SAM'S CLUB	
000006951	02/02/2012	☒	20.97	OFFICE DEPOT	02/29/2012
000006952	02/02/2012	☐	96.90	TOY DEPOT	
000006953	02/02/2012	☐	49.42	STAPLES	
000006954	02/02/2012	☒	200.00	ST. LUCIE COUNTY EDUCATION FOU	02/29/2012
000006955	02/02/2012	☐	52.98	INSECT LORE PRODUCTS	



SBAA Check Reconciliation Report

Template Settings

* Template Description: Cleared Checks

☒ Share this template with other users in entity 0241

☐ Print Greenbar

Check Reconciliation Ranges

Entity: 0241

* Bank Account: checking (TD BANK)

Check Types: ☒ R = Regular ☒ V = Void

Display Checks: With a statement date

Low High

Statement Date Range: Entered Date Range

Statement Date: 02/01/2012 02/29/2012

Check Number: 000000000 999999999

Vendor Key: 222222222

Check Date Range: Entered Date Range

Check Date: 01/01/1900 12/31/2999

Check Amount: 0.00 999,999,999.99

Print/Post Date Range: Entered Date Range

Print/Posted Date: 01/01/1900 12/31/2999

Asterisk (*) denotes a required field

Bank Reconciliation Tips

Go to **SBAA, Bank Reconciliation**. Edit the bank reconciliation report. Click on the words **Plus Cash Receipt Deposits** (in blue)

https://myportal.stlucie.k12.fl.us:447/?isPopup=true - Bank Reconciliation - Entity 0241 - WFLA - Windows Internet Explorer

Bank Reconciliation

Bank Statement Closing Date: 02/29/2012
Bank: checking (TD BANK)
Cash Account: 8910A1119 0000 0241 00000 00000 00000
Reconciled: no Reconciled By:

[Save and Finish later](#)
[Reconcile](#) ?

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement: 45,123.45

Items Not Listed on this Statement

Less Checks:	2,284.43
Plus Cash Receipt Deposits :	0.00
Plus Fee Management Deposits :	0.00
Plus Journal Entry Transactions :	0.00

Subtotal of Skyward Transactions not on Statement: -2,284.43
Less Manual Adjustments: -7,640.40
Adjusted Bank Statement Balance: 50,479.42

SBAA Ending Cash Balance as of 02/29/2012

Previous Month Ending Balance: 51,632.38

Items from Skyward Transactions

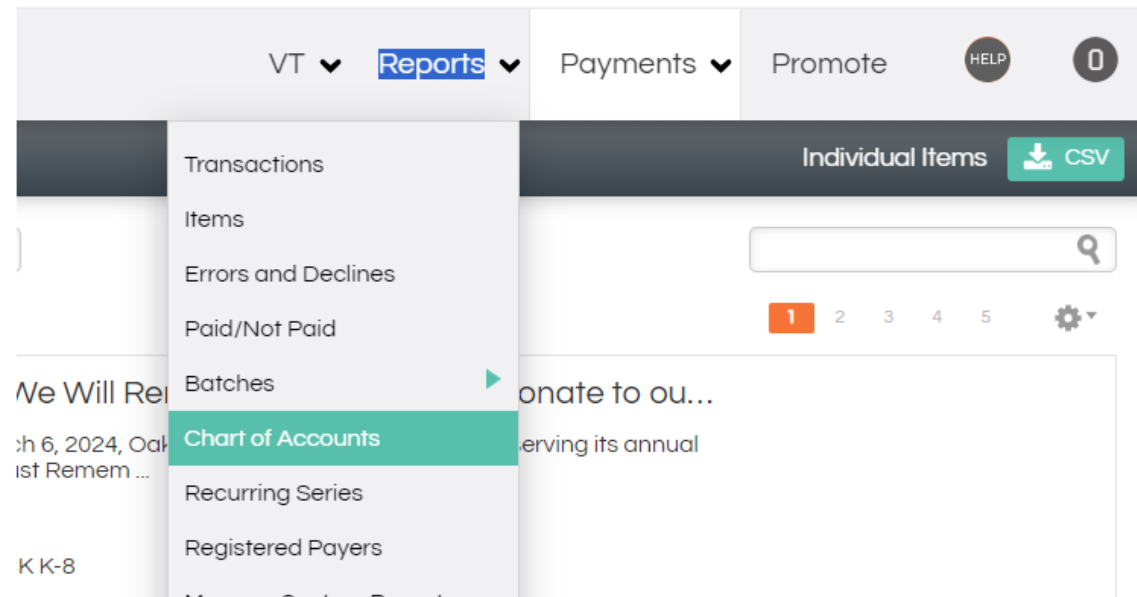
Less Checks:	2,906.65
Plus Cash Receipt Deposits :	1,752.55
Plus Fee Management Deposits :	0.00
Plus Journal Entry Transactions :	1.14

Subtotal of Skyward Transactions: -1,152.96
Month End Balance: 50,479.42
Variance: 0.00

Bank Reconciliation Tips



- There is a two-day (sometimes more) delay between the time a parent pays in School Pay and when the transaction will post to Seacoast
- When you run your cash receipt deposit report from Skyward you will match it against the **Chart of Accounts** report in School Pay.



Bank Reconciliation Tips



- You can process School Pay transactions in Skyward two ways:
 - a. Cash Receipt – if you are working in the current month
 - a. Journal Entry – if you are working on a prior month

Journal Entries

When do I DEBIT and CREDIT?

- If a check clears for **less** than what was written?
 - ❖ Credit Liability
 - ❖ Debit Bank Account
- If a check clears for **more** than what was written?
 - ❖ Debit Liability
 - ❖ Credit Bank Account
- If a deposit receipt comes in **over** by the amount entered in Skyward?
 - ❖ Credit Liability
 - ❖ Debit Bank Account
- If a deposit receipt comes in **less** than the amount entered in Skyward?
 - ❖ Debit Liability
 - ❖ Credit Bank Account

*****Remember to check the date on your journal entry before you post**

Questions and Discussion

