

# School Cash Accounting - Reconciliation

Sequence Buttons  
Option Tabs

Outstanding Transactions

Click to access Tip Sheet  
Log Out  
(not necessary to return to Main Menu to Log Out)

Bank Balance Information  
Cleared Items Indicator

Difference Of: field & Cleared Items Total: field

Difference between cleared items and the balance

## To Reconcile Monthly Statements:

- From **Main Menu**, **General Activities group**
- Click **Reconciliation**

The **Beginning Balance** and **Date** reflect the information from the previous month's reconciliation.

- Manually enter the current bank statement's Ending Balance and Effective Date

**NOTE:** This information must be taken directly from the Bank Statement

- Enter any Investments in Investment

Investment:  field

- Click **Continue**

## To Clear a Transaction:

In most cases the reconciliation process is more efficient if the ledger transactions are filtered by Type.

- Click **Type** column header  
Transactions will be sorted based on Transaction Type (Checks will display at the top of the list.)

- Using the bank statement as reference, locate the transaction to be cleared and click inside the **Clear Box**

**Note:** All transactions with the same Transaction Type and Transaction Number will be cleared.

To remove this option and clear the transactions containing these transactions individually remove the green checkmark from the 'Multiple Reconciling' box

## To Unclear a Transaction:

- Click inside a cleared check box to remove the check mark (unclear the transaction)

Continue clearing all corresponding items on the bank statement.

**NOTE:** When all transactions have been cleared:

The **Difference Of:** field (top right) and the **Cleared Items Total:** field (bottom right) must be equal.

The **Remaining** field will be **\$0.00**

## Other Features/Options:

**Add A New Record:** (i.e. interest or service charges)

- Click **Add Record** tab  
The Add Record Data Entry window will open.


- Enter details of the new record

- Press **ENTER** or click **Save** icon  
The new transaction will be added to the list of outstanding transactions and it will be cleared automatically.

**Stale Check Warning**

If stale dated checks are present on the ledger a warning message may appear when the user attempts to Finish Reconcile.





- Click **OK** to void each individual check OR

2. Click **Cancel**  to continue with the reconciliation

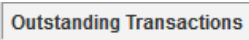
**TIP:** Managing Stale Dated checks on an ongoing basis will help eliminate the need to void large numbers of stale dated checks as part of the Year-End Rollover housekeeping.

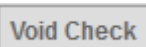
### **Void Check:**

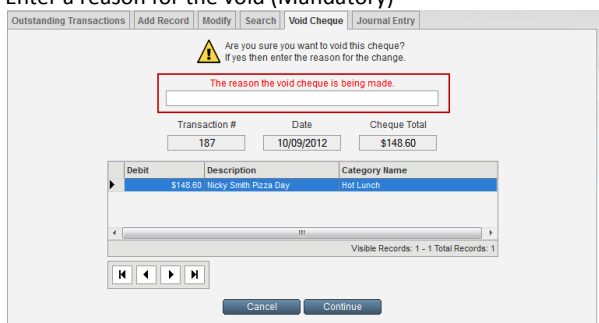
School Cash Accounting handles voids in the following manner:


-  The Standard User is required to use the Reconcile – Monthly Statement to void a check
-  When the check is voided in the reconcile module, the voided side of the check is stamped with the last date of the current reconcile. This keeps everything balanced within that month and does not affect the previously reported balances.
-  A warning will notify the user if there are stale dated checks within a reconcile month. The user will then have the option to view the checks and void them or cancel and continue to sign off the reconcile.
-  Monitoring stale dated checks on an ongoing basis will keep the ledger up-to-date and cut down on the housekeeping tasks at year end rollover

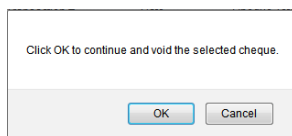
*The reconciliation is the perfect opportunity to void any stale dated checks.*

1. Click **Outstanding Transactions** 
2. Select required check

3. Click **Void Check** 
4. Enter a reason for the void (Mandatory)

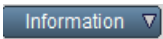


5. Click **Continue** 
6. Click **OK** in the dialog box




**NOTE:** To use the Reconcile – Monthly Statement to void a check, it is not necessary to enter an amount in the Ending Balance field.

### **Show How to Reconcile:**

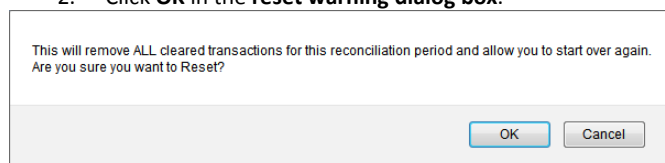
1. Click **Information**  to display the steps required to complete a monthly reconciliation

### **Reset Reconciliation:**

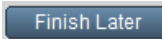
1. Click **Reset**  to reset the current reconciliation

**NOTE:** Reset can only be used **BEFORE** the reconciliation is signed off.

2. Click **OK** in the **reset warning dialog box**.



### **Finish Later:**

1. Click **Finish Later**  to return to the **Main Menu** and finish the reconciliation at a later date






*All Cleared Items will remain “cleared”.*

### **Finish Reconciliation:**

1. Verify that the **Difference of:** and the **Cleared Items Total:** fields are equal

2. Click **Finish Reconcile** 

### **Report 11K – Monthly Bank Reconciliation will be generated.**

1. Click **printer**  icon to generate the report to Adobe
2. Click **print**  icon to print the report
3. Click **Continue**  to generate **Report 11L – Overview Summary of All Categories**
4. Click **printer**  icon to generate the report
5. Click **Sign Off** 
6. **NOTE: Sign Off is mandatory.**
7. Click **OK** in the print warning dialogue box ,if all of the reports have been printed
8. Click **OK** in the successful reconciliation dialog box

### **Recommended Reports:**

-  **11D – Monthly Bank Statement Report** located in the Reports Menu
-  **11K – Reprint Monthly Bank Reconciliation**
-  **11L – Reprint Monthly Bank Reconciliation – Overview of Categories**
-  **11M – Reprint Monthly Bank Reconciliation – Reconciliation Details**

For further information on School Cash Accounting – Reconciliation, please refer to the User Guide.