



SBAA – Best Practices

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Customer Success

Welcome to Skyward Academy

SBAA: Best Practices

- What is SBAA and who uses it?
- How to add users to access SBAA?
- Processes
 - Check Requests Tips & Tricks
 - Cash Receipts Tips & Tricks
 - Bank Rec Tips and Tricks
- Conclusion

SBAA Overview

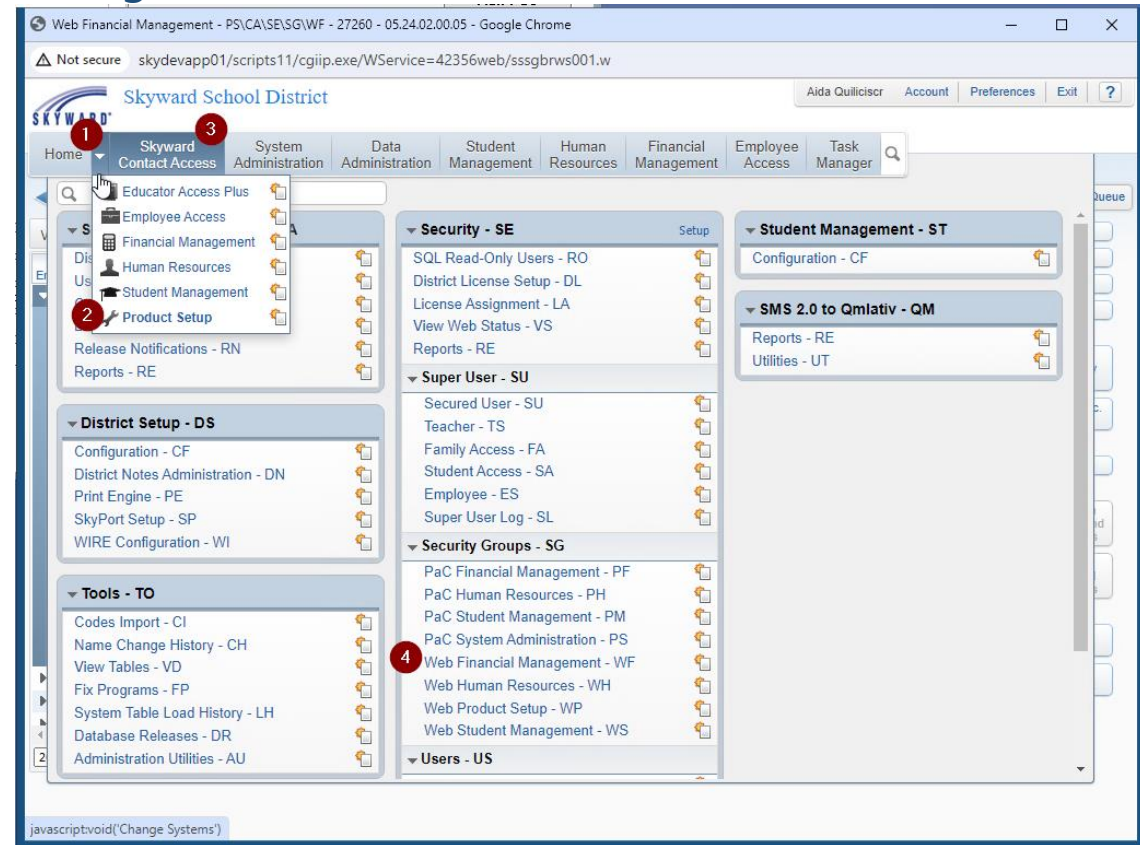
SBAA Overview

- SBAA stands for School Based Activity Accounting
- It is a web based financial system to track Student Activity accounts that are maintained for each individual entity (school) in a district
- Each Entity (school) has the ability to maintain their own accounts, vendors, requisitions, check requests, cash receipts, bank recs and reports for student activities that are independent of the day to day operations of the district.
- These are usually maintained by employees working in the individual entity (school secretaries or club sponsors)

SBAA Adding Users

Adding Users

- First they must have access to the Skyward Software, so they must be in an SBAA security group
- Go to web, Product Setup, Skyward Contact Access, Security Groups, Web Financial Management



SBAA Adding Users

Adding Users

- You should already have an SBAA access security group setup, and that security group must have access to “change entity”
- Expand arrow to the left and click on user selection

The screenshot displays the Skyward School District Web Financial Management interface. The browser address bar shows the URL: skydevapp01/scripts11/cgiip.exe/WService=42356web/sssgrbrws001.w. The page title is 'Web Financial Management (392)'. The navigation menu includes: Home, Skyward Contact Access, System Administration, Data Administration, Student Management, Human Resources, Financial Management, Employee Access, and Task Manager. The main content area shows a table of security groups with the following data:

Entity	Group ID	Description	Grant Security To	Group Status
000	SBAA Admin	SBAA Access	Internal & External	Active

Below the table, there are options to 'Expand All', 'Collapse All', 'Modify Details (displaying 3 of 3)', and 'View Printable Details'. A red circle '1' is placed over the expand arrow on the left of the 'SBAA Admin' row. Below the table, there is a section titled 'Users Assigned to Group' with a 'User Selection' link and a 'Remove All Users' button. A red circle '2' is placed over the 'User Selection' link. The table of users assigned to the group is as follows:

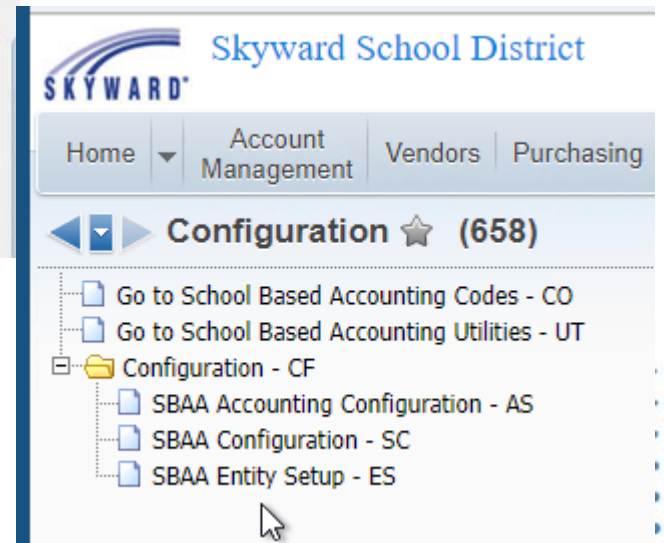
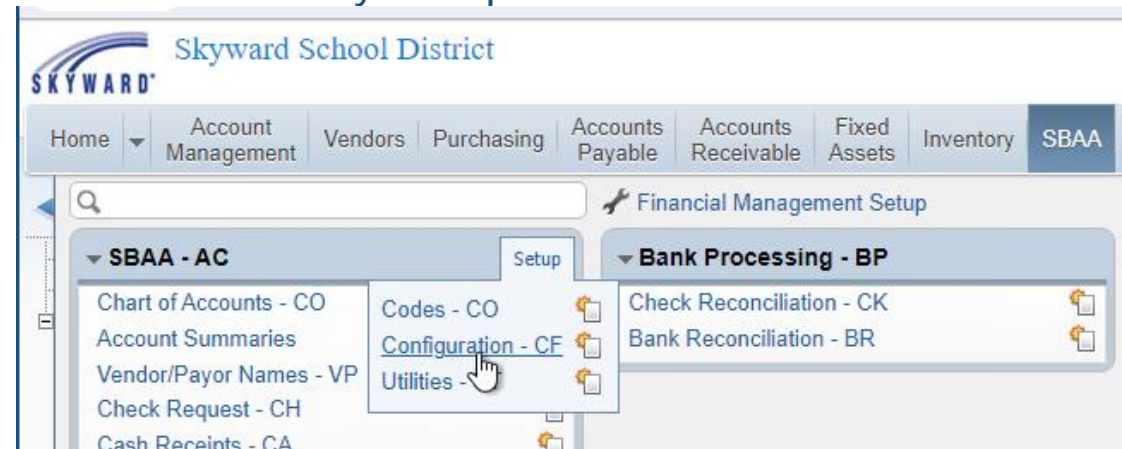
Alphakey	Name	Login	Active User
Remove AAHPEAAR000	Aahperdscr, Aaron	aaahperdscr	Yes
Remove ALMQUNEL000	Almquistscr, Nelson	nalmquistscr	Yes
Remove AMELLHIL000	Amellscr, Hilma	hamellscr	Yes
Remove ANDRAMAB000	Andradascr, Mable	mandradascr	Yes
Remove ARVIEHAR000	Arviescr, Harry	harviescr	Yes

At the bottom of the user list, it says 'Total number of Users: 5'. Below this, there are sections for 'Secure Custom Forms and Screens' and 'User Defined Security', both with 'Assign Security' buttons. The 'Secure Custom Forms and Screens' section contains the text: 'This security group is not assigned to any custom screens or forms.' The 'User Defined Security' section contains the text: 'No User Defined Security is available.'

SBAA Adding Users

Adding Users

- Now they have access to the SBAA software, but you still need to give them access to the Entity
- We will go to web, Financial Management, SBAA, Setup, Configuration, SBAA Entity Setup



SBAA Adding Users

Adding Users

- Then expand arrow next to the entity to which the new user needs access and go to People who can use this entity and click on Add users and select the new user

School Based Accounting Entity Setup - WF\AC\PS\CF\ES - 8827 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/fsbaebrws001.w?isPopup=true

School Based Accounting Entity Setup (131)

SBAA Entities

Entity	Description	Use SBAA?
100	SBAA ELEMENTARY	Y

Expand All Collapse All Modify Details (displaying 10 of 10) View Printable Details

- Entity Setup
- Bank Account Information 1 Add New Bank Edit Bank Information
- Bank Account Information 2 Add New Bank
- Bank Account Information 3 Add New Bank
- Bank History
- Cash Receipt Information Edit Cash Receipt Information
- Claim Number Information

People who can use this Entity Add Users

* Designates people with access to all entities (not just the current entity).

Delete	Name
	Aahperdsr Aaron
	*Abeitasr Laverne G
	*Akeyscr Odellia G
	*Andradasr Mable G
	*Bazalduasr Elma H
	*Bertoliniscr Ian H
	*Delsignorescr Inger J

SBAA Adding Users

Adding Users

- If you use Req/Po Groups in SBAA, you will also need to expand the arrow next to PO Groups, then expand the arrow next to the PO groups the user needs and add the user to the PO Group

School Based Accounting Entity Setup (131)

SBAA Entities

Entity	Description	Use SBAA?
▼ 100	SBAA ELEMENTARY	Y

Expand All Collapse All Modify Details (displaying 10 of 10) View Printable Details

- ▶ Entity Setup
- ▶ Bank Account Information 1 Add New Bank Edit Bank Information
- ▶ Bank Account Information 2 Add New Bank
- ▶ Bank Account Information 3 Add New Bank
- ▶ Bank History
- ▶ Cash Receipt Information Edit Cash Receipt Information
- ▶ Claim Number Information
- ▶ People who can use this Entity Add Users
- ▶ Accounts available to this Entity Refresh Accounts
- 1 ▶ PO Groups Add Edit PO Printing Setup Information Test Print Clone PO Group
 - 2 ▶ 100000 - TEST Edit Delete
 - ▶ Next PO #
 - ▶ Approvers Add
 - 3 ▶ Users Add 4
 - User
 - Delete Bazalduascr, Elma H
 - Delete Everyscr, Aimee K
 - Delete Quiliciscr, Aida X
 - ▶ Accounts Edit Account Ranges Refresh Accounts
 - ▶ Default Ship To

Check Requests Tips & Tricks

- SBAA Entity setup controls how many lines you are able to enter on one check request:

The screenshot displays the 'School Based Accounting Entity Setup (131)' interface. It features a table of 'SBAA Entities' with columns for 'Entity', 'Description', and 'Use SBAA?'. The first row shows Entity '100' with Description 'SBAA ELEMENTARY' and 'Use SBAA?' set to 'Y'. Below the table, there are buttons for 'Expand All', 'Collapse All', 'Modify Details (displaying 10 of 10)', and 'View Printable Details'. An 'Entity Setup' pop-up window is open, showing the following settings:

Entity	Description	Use SBAA?
100	SBAA ELEMENTARY	Y

Entity Setup

- Allow Mass Assign Check Number and Print: Yes
- Allow Mass Assign Receipt Number and Print: Yes
- Use Check Request Condensed Voucher Format*: Yes

*This option prints a summarized version of the detail which allows adding more detail lines to the Check Request.

- If Use Check Request Condensed Voucher Format is set to NO – you can only enter 10 lines on a check request
- If it is set to YES you can enter 25 lines on a check request

Check Requests Tips & Tricks

- Pay attention to the 1099 FLAG during check requests.
- If you pull in a vendor who is setup to receive a 1099 – the flag will be automatically checked:

Check Request Entry - Entity 100 - WF\AC\CH - 7140 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/fsbaeedit004.w?isPopup=true

Check Request Entry (111)

Check Request Information

Bank Account: Checking (Bank-001)

* Vendor: **JKM Collection Agency** 2 Scramble avenue Scramble WV 55555

Check Amount: 0.00

* Check Date: 04/01/2024 Monday

Assign Check Number and Print

Save and Print Later

Back

Check Request Detail Line Entry

Description	Invoice Number	Invoice Date	1099	Invoice Amount
General Ledger Account Distribution			<input checked="" type="checkbox"/>	0.00

Accounting Amount: 0.00

Account: [Dropdown]

Detail Invoice Entry 2

- Pay attention to the 1099 FLAG during check requests.
- If you pull in a vendor who is NOT setup to receive a 1099 – the flag will be not be checked:

Check Requests Tips & Tricks

Check Request Entry - Entity 100 - WF\AC\CH - 7140 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/fsbaedit004.w?isPopup=true

Check Request Entry (111)

Check Request Information

Bank Account: (Bank-001)

* Vendor:

Check Amount:

* Check Date:

Check Request Detail Line Entry

Detail Invoice Entry 1

Description	Invoice Number	Invoice Date	Invoice Amount
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 1099 <input type="checkbox"/>	<input type="text" value="0.00"/>

General Ledger Account Distribution

Account:

Buttons: Assign Check Number and Print, Save and Print Later, Back

- You do have the ability to CLONE a check request:

Check Requests Tips & Tricks

Check Request - Entity 100 - WFAC\CH - 7140 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/fsbaebrws004.w

Skyward School District

Aida Quiliciscr Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBAACustom Reports Federal/State Reporting Bid Management Administration

Check Request (419)

Add, Edit, Delete Check Request for Entity: 100

Status	Check Number	C E	A E	V	Vendor Name	Vendor State	Check Amount	Check Date	Print Date	Bank Account
▶ Error	0000001002		Y		LIZAS FLOWERS		50.00	10/06/2023		Checking
▶ History	0000001006				LIZAS FLOWERS		120.00	10/06/2023	10/06/2023	Checking
▶ History	0000001005				LIZAS FLOWERS		65.00	03/15/2022	03/15/2022	Checking
▶ History	0000001004				LIZAS FLOWERS		100.00	04/05/2022	04/05/2022	Checking
▶ History	0000001003				SKYFIN	WI	50.00	04/05/2022	04/05/2022	Checking
▶ History	0000001001				LIZAS FLOWERS		75.00	03/31/2021	03/31/2021	Checking
▶ History	0000001000				BERTOLINISCR BERTHA		125.89	03/31/2021	03/31/2021	Checking

Filter Options Refresh Add Generate from PO Edit Delete Clone Notes Attach Assign Check # and Print Void Void and Reissue Generate from Refunds Mass Assign Check # and Print

20 7 records displayed Check Number:

Check Requests Tips & Tricks

- The check date will pull in as today's date, and the description, invoice number, invoice date, amount and account number will pull in from the original
- You will probably have to change the invoice number, invoice date, etc. But you won't have to look up the account number

Check Request Entry - Entity 100 - WF\AC\CH - 7140 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/fsbaeedit004.w?isPopup=true

Check Request Entry (131)

Check Request Information

Bank Account: (Bank-001)

* Vendor:

Check Amount:

* Check Date:

Check Request Detail Line Entry

Detail Invoice Entry 1

Description	Invoice Number	Invoice Date	1099	Invoice Amount
Flowers for Intramural Winners	8901234	03/31/2021	<input type="checkbox"/>	75.00

General Ledger Account Distribution

Account:

Detail Invoice Entry 2

Buttons: Assign Check Number and Print, Save and Print Later, Back

- If you need to reverse a cash receipt, you can clone the transaction and then change how they are posting:

Cash receipts Tips & Tricks

Cash Receipts - Entity 100 - WFVAC\CA - 7142 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/fsbaebrws006.w

Skyward School District

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory SBA Custom Reports Federal/State Reporting Bid Management Administration

Cash Receipts (381)

Add, Edit, Delete Cash Receipts for Entity: 100

Status	Receipt Number	R	E	A	E	Payor Name	Payor State	Description	Amount	Bank Account
History	0000000006					SKERIKSCR ABIGAIL		Fees for Trip to New York	500.00	Checking
History	0000000005					SKERIKSCR ABIGAIL		Sweatshirt	20.00	Checking
History	0000000004					ABEITASCR ADA	KY	STUDENT ACTIVITIES ENDOWMENT	1,000.00	Checking
History	0000000003					ABEITASCR ADA	KY	STUDENT ACTIVITIES ENDOWMENT	1,000.00	Checking
History	0000000002					LIZAS FLOWERS		Rebate	20.00	Checking
History	0000000001					BERTOLINISCR BERTHA		Athletic Fees	150.00	Checking
History						BERTOLINISCR BERTHA		TEST	250.00	Checking

Filter Options Refresh Add Edit Delete Clone Notes Attach Assign Receipt Number and Print Mass Assign Receipt Numbers and Print

20 7 records displayed Receipt Number: ABC

- The cloned transaction comes in exactly the same as the original entry, so if we are trying to reverse it we need to move the \$1,000 credit to \$1,000 debit

Cash receipts Tips & Tricks

Cash Receipt Entry - Entity 100 - WFVAC\CA - 7142 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/fsbaeedit007.w?isPopup=true

Cash Receipt Entry (127)

Cash Receipt Information

Bank Account: Checking (Bank-001)

* Payor: ABEITASCR ADA 1204 S. Orchard LOUISVILLE KY 40223

* Description: STUDENT ACTIVITIES ENDOWMENT

Receipt Amount: 1,000.00

* Receipt Date: 04/01/2024 Monday

Assign Receipt Number and Print
Save and Print Later
Back

Cash Receipt Detail Line Entry

Detail Receipt Entry	
Description: ABEITASCR ENDOWMENT APRIL 2022	
Payment Type: Other	Check Number:
General Ledger Account	
Account: R 1210 000 000 - BACK TAXES/UNASSIGNED	
Debit Amount: 0.00	Credit Amount Taxable: 1,000.00

Detail Receipt Entry	
Description:	
Payment Type: Cash	Check Number:
General Ledger Account	
Account:	
Debit Amount: 0.00	Credit Amount Taxable: 0.00

Detail Receipt Entry	
Description:	

Asterisk (*) denotes a required field

- Reversal looks like this:

Cash Receipt Entry - Entity 100 - WF\AC\CA - 7142 - 05.24.02.00.05 - Google Chrome

Not secure skydevapp01/scripts11/cgiip.exe/WService=42356web/fsbaeedit007.w?isPopup=true

Cash Receipt Entry (127)

Cash Receipt Information

Bank Account:

* Payor:

* Description:

Receipt Amount:

* Receipt Date:

Cash Receipt Detail Line Entry

Detail Receipt Entry

Description:

Payment Type: Check Number:

General Ledger Account

Account: \$

Debit Amount Credit Amount Taxable

Detail Receipt Entry

Cash receipts Tips & Tricks

SBAA Bank Reconciliation Process

Back to Basics

Bank Rec

Pulls the monthly beginning balance to SBAA & allows reconciliation against the bank statement.

The screenshot displays the Skyward School District software interface. At the top, the Skyward logo and "Skyward School District" are visible. Below this is a navigation bar with tabs for Home, Account Management, Vendors, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, and SBAA (highlighted with a red box). A search bar is located below the navigation bar. To the right of the search bar, there is a "Financial Management Setup" link. Below the search bar, there are two main menu sections. The left section is titled "SBAA - AC" and includes a "Setup" link. It contains the following items: Chart of Accounts - CO, Vendor/Payor Names - VP, Check Request - CH, Cash Receipts - CA, Journal Entries - JE, Reports - RE, and Change Entity - CE. The right section is titled "Bank Processing - BP" and is highlighted with a red box. It contains the following items: Check Reconciliation - CK and Bank Reconciliation - BR. Each item in both sections has a gear icon next to it.

What does bank rec include?

Specific to the account being reconciled
and entity:

- Checks
- Deposits
- Journal Entry Transactions
- Fee Management Deposits

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Skyward School District

Aimee Everyscr Account Preferences Exit ?

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Inventory **SBAA** Custom Reports

Bank Reconciliation (310) Favorites New Window My Print Queue

Views: General Filters: SBAA Bank Rec View Refresh

Bank Statement Closing Date	R	Bank	Statement Balance	Adjusted Bank Statement Balance	Varian
02/28/2022	Y	Checking (Bank-001)	420.00	219.11	0.00

Print Add

Separated by Entity

Bank Reconciliation Parameters - Entity 100 - WF\AC\BP\BR - 10141 - 05.22.02.00.05 - Google Chrome

Not secure | skydevapp01/scripts11/cgiip.exe/WService=42356web/fsbaeedit033.w?isPopup=true

Bank Reconciliation Parameters (147)

Continue Back Help

Bank Reconciliation Parameters

* Bank Statement Closing Date: 02/28/2022 Monday

* Bank: Checking (Bank-001)

* Cash Account: 98 A 0000 000 1000 000

* Bank Balance Shown on bank statement: 0.00

Asterisk (*) denotes a required field

Double check entity where the bank reconciliation is being created.

Bank Reconciliation (150)

Bank Statement Closing Date: 03/31/2022

Bank: Checking (Bank-001)

Cash Account: 98 A 0000 000 1000 000

Reconciled: no Reconciled By:

The top of the reconciliation identifies the who, what, where, when of the reconciliation being completed.

3 Separate Sections

Reconcile your Bank Statement Balance

1. Bank statement information
2. SBAA Cash balance
3. The variance between the bank and Skyward.

Adjusted Bank Statement Balance: 1,089.11

SBAA Ending Cash Balance as of 03/31/2022

Previous Month Ending Balance: 219.11

Items from Skyward Transactions

Less Checks: 65.00

Plus Cash Receipt Deposits: 1,000.00

Plus Fee Management Deposits: 0.00

Plus Journal Entry Transactions: 0.00

Subtotal of Skyward Transactions: 935.00

Month End Balance: 1,154.11

Variance: 65.00

Bank Reconciliation (150)

Bank Statement Closing Date: 03/31/2022

Bank: Checking

Cash Account: 98 A 0000 000

Reconciled: no

Enter your
statement balance

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement:

1,355.00

Items Not Listed on this Statement

Less Checks: 265.89

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:

-265.89

Less Manual Adjustments:

0.00

Adjusted Bank Statement Balance:

1,089.11

Reconcile your Bank Statement

Bank Reconciliation (150)

Bank Statement Closing Date: 03/31/2022

Bank: Checking

Cash Account: 98 A 0000 000

Reconciled: no

Enter your
statement balance

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement:

1,355.00

Items Not Listed on this Statement

Less checks: 265.89

Plus Cash Receipt Deposits: 0.00

Items Not Listed on this Statement

Subtotal of Skyward Transactions not on Statement:

-265.89

Less Manual Adjustments:

0.00

Adjusted Bank Statement Balance:

1,089.11

Reconcile your Bank Statement

Bank Reconciliation (150)

Bank Statement Closing Date: 03/31/2022

Bank: Checking

Cash Account: 98 A 0000 000

Reconciled: no

Enter your statement balance

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement:

1,355.00

Items Not Listed on this Statement

Less Checks: 265.89

Pre-Cash Receipts

0.00

Business Management Receipts

0.00

Pre-Journal Entry Transactions

0.00

Checks printed through 3/31 that have NOT cleared.

Subtotal of Skyward Transactions not on Statement:

-265.89

Less Manual Adjustments:

0.00

Adjusted Bank Statement Balance:

1,089.11

Reconcile your Bank Statement

Bank Reconciliation (150)

Bank Statement Closing Date: 03/31/2022

Bank: Checking

Cash Account: 98 A 0000 000

Reconciled: no

Enter your statement balance

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement:

1,355.00

Items Not Listed on this Statement

Less Overdue: 265.89

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:

-265.89

Less Manual Adjustments:

0.00

Adjusted Bank Statement Balance:

1,089.11

Skyward assumes that the deposits and JE's will show on the bank statement based on date.

Reconcile your Bank Statement

Plus Journal Entry Transactions:	0.00
Subtotal of Skyward Transactions not on State	
Less Manual Adjustm	
Adjusted Bank Statement Bal	
SBAA Ending Cash Balance as of 03/31/2022	
Previous Month Ending Balance:	219.11
Items from Skyward Transactions	

This should be the ending balance from the previous month.



SBAA Cash Balance

Plus Journal Entry Transactions: 0.00

Subtotal of Skyward Transactions not on State: []

Less Manual Adjustm: []

Adjusted Bank Statement Bal: []

This should be the ending balance from the previous month.

SBAA Ending Cash Balance as of 03/31/2022

Previous Month Ending Balance: [219.11]

Items from Skyward Transactions: []

Bank Statement Closing Date ▼	R	Bank	Statement Balance	Adjusted Bank Statement Balance	Variance	Beginning Cash Balance	Month End Balance
▶ 03/31/2022		Checking (Bank-001)	0.00	219.11	219.11	219.11	1,154.11
▶ 02/28/2022	Y	Checking (Bank-001)	400.00	219.11	180.89	0.00	219.11

SBAA Cash Balance

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:		1,089.11
SBA Ending Cash Balance as of 03/31/2022		
Previous Month Ending Balance:		219.11
Items from Skyward Transactions		
Less Checks:	65.00	
Plus Cash Receipt Deposits:	1,000.00	
Plus Fee Management Deposits:	0.00	
Plus Journal Entry Transactions:	0.00	
Subtotal of Skyward Transactions:		935.00
Month End Balance:		1,154.11
Variance:		65.00

This should be the ending balance from the previous month.

Items that have been processed in Skyward since the last bank reconciliation.

SBAA Ending Cash Balance as of 03/31/2022

Previous Month Ending Balance:

219.11

Items from Skyward Transactions

Less Checks: 65.00

~~Plus Cash Receipts Deposits: 1,000.00~~

~~Plus Fee Management Deposits: 0.00~~

~~Plus Journal Entry Transactions: 0.00~~

Subtotal of Skyward Transactions:

Month End Balance:

1,154.11

Displays all Checks entered since the last bank rec.

SBAA Cash Balance

SBAA Ending Cash Balance as of 03/31/2022

Previous Month Ending Balance:

219.11

Items from Skyward Transactions

~~Less Checks:~~

Plus Cash Receipt Deposits:

Plus Fee Management Deposits:

~~Plus Journal Entry Transactions:~~

Subtotal of Skyward Transactions:

935.00

Month End Balance:

1,154.11

Shows all deposit activity from cash receipts and fee.

SBAA Cash Balance

SBAA Ending Cash Balance as of 03/31/2022

Previous Month Ending Balance:		219.11
Items from Skyward Transactions		
<u>Less Checks:</u>	65.00	
<u>Plus Fee Management Services:</u>	0.00	
<u>Plus Journal Entry Transactions:</u>	0.00	
<u>Plus Journal Entry Transactions:</u>	0.00	
Subtotal of Skyward Transactions:		935.00
Month End Balance:		1,154.11

Plus, the total of journal entry transactions.

SBAA Cash Balance

Bank Reconciliation (150)

Bank Statement Closing Date: 03/31/2022

Bank: Checking (Bank-001)

Cash Account: 98 A 0000 000 1000 000

Reconciled: no Reconciled By:

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement:

1,119.00

Items Not Listed on this Statement

Less Checks: 205.89

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:

-205.89

Less Manual Adjustments:

0.00

Adjusted Bank Statement Balance:

1,089.11

SBAA Ending Cash Balance as of 03/31/2022

Previous Month Ending Balance:

219.11

SBAA Ending Cash Balance as of 03/31/2022

1,154.11

Less

1,089.11

Equals

Reconcile your Bank Statement Balance

Variance:

65.00

Month End Balance:

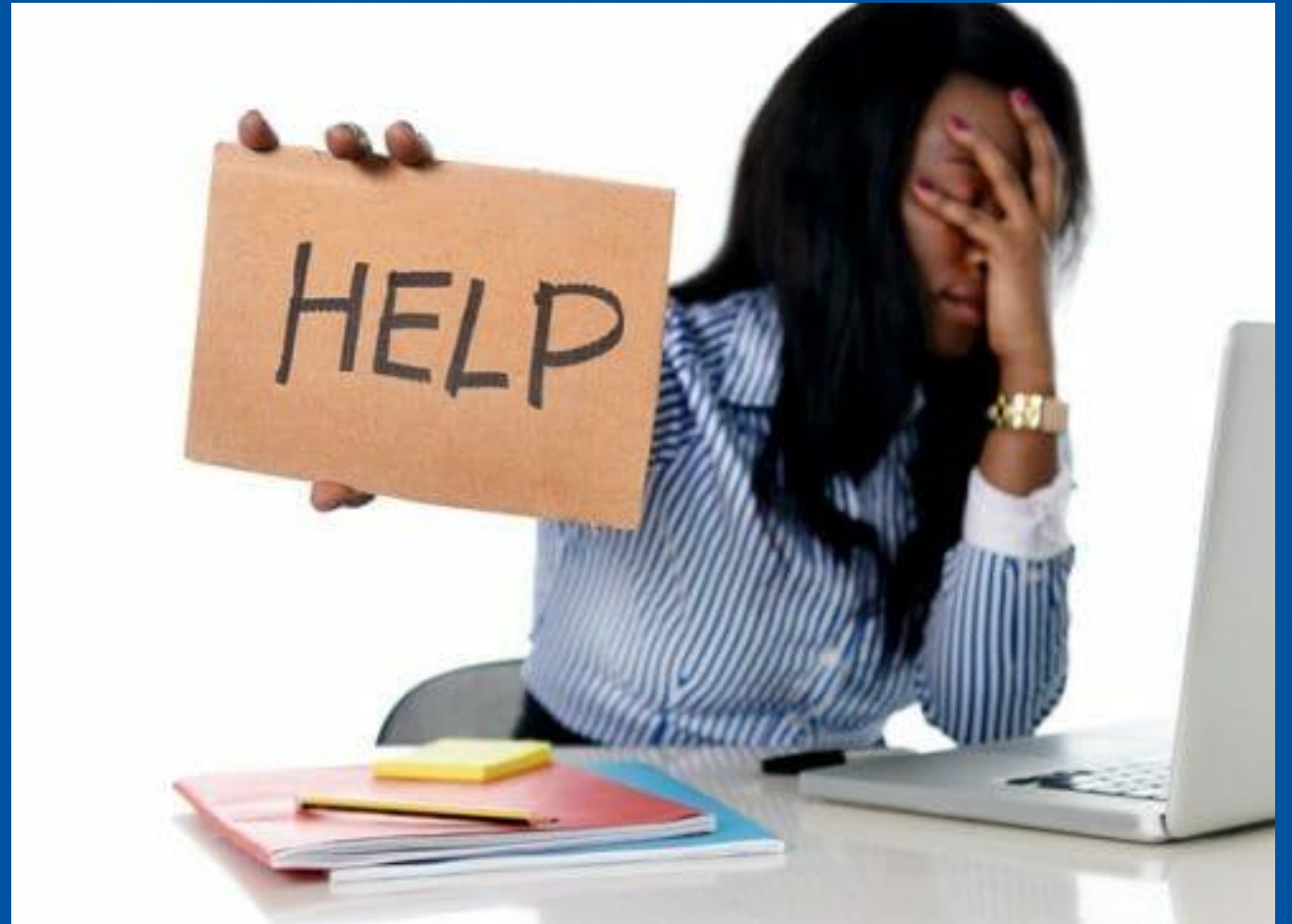
1,154.11

Variance:

65.00

~ Errors ~

How to Fix Mistakes



Why is there a variance?

1. Double check the items not listed on the bank statement (both with & without a statement date).
 - a. Click on hyperlink in bank reconciliation.

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement:

Items Not Listed on this Statement

Less Checks: 265.89

Bank Reconciliation (124)

Total Checks on Statement: 0.00 This browse allows you to select the Checks that are on this statement.

Total Checks Not on Statement: 265.89 Statement Date to apply when clearing checks without a statement date: 03/31/2022

Views: General Filters: All Checks Clone (2)

Check Number ▲	Check Date	On Stmt*	Check Amount	V	Payee	Statement Date
000001000	03/31/2021	<input checked="" type="checkbox"/>	125.89		BERTOLINISCR, BER	
000001001	03/31/2021	<input type="checkbox"/>	75.00		LIZAS FLOWERS	
000001005	03/15/2022	<input type="checkbox"/>	65.00		LIZAS FLOWERS	

Why is there a variance?

1. Double check the items not listed on the bank statement (both with & without a statement date).
 - a. Click on hyperlink in bank reconciliation.
 - b. Check Reconciliation screen.

Accounts Payable Accounts Receivable Fixed Assets Inventory **SBAA** Cu Re

Financial Management Setup

Bank Processing - BP

Check Reconciliation - CK

Check Reconciliation (277)

Checks for Entity: 100 - Checking (Bank-001)

Check Number	V	Vendor Name	Check Amount	Check Date	Statement Date
▶ 000001005		LIZAS FLOWERS	65.00	03/15/2022	
▶ 000001004		LIZAS FLOWERS	100.00	04/05/2022	
▶ 000001003		SKYFIN	50.00	04/05/2022	
▶ 000001002		SKYFIN	50.00	04/05/2022	
▶ 000001001		LIZAS FLOWERS	75.00	03/31/2021	
▶ 000001000		BERTOLINISCR BERTHA	125.89	03/31/2021	

Filter Options

Apply Statement Date

Edit Statement Date

Remove Statement Date

Why is there a variance?

1. Double check the items not listed on the bank statement (both with & without a statement date).

- Click on hyperlink in bank reconciliation.
- Check Reconciliation screen.
- Run check reconciliation report.

SBAA > SBAA > Reports > Entity Reports > Check Reconciliation Report.

Check Reconciliation Ranges

Entity: 100

* Bank Account: Checking (Bank-001)

Check Types: R = Regular V = Void

Display Checks: With or without a statement date

Low High

Statement Date Range: Entered Date Range

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

Check Number: 000000000 999999999

Vendor Key: ZZZZZZZZZZ

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 03/31/2022

Why is there a variance?

c. Run check reconciliation report.
SBAA > SBAA > Reports > Entity Reports > Check Reconciliation Report.

Check Nbr	Void	Check Amount	Check Date	Vendor Name	Statement Date	Prt/Post Dt	Check Request ID
000001000		125.89	03/31/2021	BERTOLINISCR, BERTHA		03/31/2021	000002602
000001001		75.00	03/31/2021	LIZAS FLOWERS		03/31/2021	000002603
000001005		65.00	03/15/2022	LIZAS FLOWERS		03/15/2022	000002614
		265.89	3 Regular Checks				

* A void check record exists for this check.

***** End of report *****



**What should be done if
there is still a variance?**

Run the Account Ledger Report

Skyward School District

Home Account Management Vendors Purchasing Accounts Payable Accounts Receivable Fixed Assets Invent **1** **SBAA** Custom Reports Federal/State Reporting Mar

Reports **2** (398)

- SBAA Entity 100 Reports - RE
 - Chart of Accounts - CA** **3**
 - Account Activity Report - AA
 - Account Ledger Report - AL** **4**
 - Account Receipt/Disbursement Sum
 - Vendors/Payors - VP
 - Check Requests - CR
 - Check Reconciliation - CK
 - Cash Receipts - CP

Accounting Transaction Options

Entity: 100

Date Selection: Entered Through Date

Start Month: Prior Month End Month: Current Month

Through Date: 03/31/2022

Detail Sections to Print: Cash Receipts Check Requests
 Journal Entries Purchase Orders Fee Management
 Exclude PO Remaining Amount from the Ending Balance

Account Options

Report on a Single Account

Account: [Empty] \$

Account Types: Asset Liability Equity
 Revenue Expense


Account Status: Active Inactive Both

Print the Account Description Print the SBAA PO Remaining Amount column

Account Description: Full Account Short Description

Page Break on Account: Yes No

Sign: Left CR Right



Description: SBAA Entity 100 Acct. Ledger Report - Bank Rec Acct Ledger

				Mar. 1, 2022	Posted SBAA	Posted SBAA	Posted SBAA	Posted SBAA	SBAA PO	Mar. 31, 2022
<u>Account/Description</u>				<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Check Requests</u>	<u>Journal Entry</u>	<u>Fee Management</u>	<u>Remaining Amt</u>	<u>Ending Balance</u>
<u>Post Date</u>	<u>Source</u>	<u>Sub Source</u>	<u>Description</u>							
98 A 0000 000 1000 000										
			UNASSIGNED	219.11	1,000.00	65.00CR	0.00	0.00	0.00	1,154.11
03/01/2022	CR	AU	Cash Sum SBA Cash Receipt 3		1,000.00					
03/15/2022	AP	CDCC-SBA	Cash Sum SBA Check Nbr 1005			65.00CR				
			Total Asset Accounts:	219.11	1,000.00	65.00CR	0.00	0.00	0.00	1,154.11
98 L 0901 000 1000 000										
			0901SCR/UNASSIGNED	7.14CR	0.00	0.00	0.00	0.00	0.00	7.14CR
			Total Liability Accounts:	7.14CR	0.00	0.00	0.00	0.00	0.00	7.14CR
98 Q 0000 000 1000 000										
			UNASSIGNED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Q 1000 000 1000 000										
			UNASSIGNED	125.89	0.00	0.00	0.00	0.00	0.00	125.89
98 Q 1010 000 1000 000										
			1010SCR/UNASSIGNED	75.00	0.00	65.00	0.00	0.00	0.00	140.00
03/15/2022	AP	AU	Exp Sum SBA Check Nbr 1005			65.00				
98 Q 1110 000 1000 000										
			1110SCR/UNASSIGNED	150.00CR	0.00	0.00	0.00	0.00	0.00	150.00CR
98 Q 1210 000 1000 000										
			1210SCR/UNASSIGNED	262.86CR	1,000.00CR	0.00	0.00	0.00	0.00	1,262.86CR
03/01/2022	CR	AU	Rev Sum SBA Cash Receipt 3		1,000.00CR					
			Total Equity Accounts:	211.97CR	1,000.00CR	65.00	0.00	0.00	0.00	1,146.97CR
98 R 1110 113 1000 403										
			TAX LEVIED/PART TIME/403SCR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 R 1210 000 1000 000										
			BACK TAXES/UNASSIGNED	0.00	1,000.00CR	0.00	0.00	0.00	0.00	1,000.00CR
03/01/2022	CR		SBA Cash Receipt 3, ABEITASCR ENDOWMENT		1,000.00CR					

<u>Account/Description</u>				<u>Mar. 1, 2022</u>	<u>Posted SBAA</u>	<u>Posted SBAA</u>	<u>Posted SBAA</u>	<u>Posted SBAA</u>	<u>SBAA PO</u>	<u>Mar. 31, 2022</u>
<u>Post Date</u>	<u>Source</u>	<u>Sub Source</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Check Requests</u>	<u>Journal Entry</u>	<u>Fee Management</u>	<u>Remaining Amt</u>	<u>Ending Balance</u>
98 R 1210 000 1000 000			...continued							
			MARCH 2022							
			Total Revenue Accounts:	0.00	1,000.00CR	0.00	0.00	0.00	0.00	1,000.00CR
98 E 1000 112 1000 200			INSTR/FULL TIME SUB/200SCR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 E 1010 000 1000 000			OTHER /UNASSIGNED	0.00	0.00	65.00	0.00	0.00	0.00	65.00
03/15/2022 AP			SBA Check Nbr 1005, Winter Athletic Awards Night			65.00				
			Total Expense Accounts:	0.00	0.00	65.00	0.00	0.00	0.00	65.00
			Total Asset Accounts:	219.11	1,000.00	65.00CR	0.00	0.00	0.00	1,154.11
			Total Liability Accounts:	7.14CR	0.00	0.00	0.00	0.00	0.00	7.14CR
			Total Equity Accounts:	211.97CR	1,000.00CR	65.00	0.00	0.00	0.00	1,146.97CR
			Total Revenue Accounts:	0.00	1,000.00CR	0.00	0.00	0.00	0.00	1,000.00CR
			Total Expense Accounts:	0.00	0.00	65.00	0.00	0.00	0.00	65.00
			Grand Total:	0.00	1,000.00CR	65.00	0.00	0.00	0.00	935.00CR

SBAA Ending Cash Balance as of 03/31/2022

Previous Month Ending Balance: 219.11

Items from Skyward Transactions

Less Checks: 65.00

Plus Cash Receipt Deposits: 1,000.00

Plus Fee Management Deposits: 0.00

Plus Journal Entry Transactions: 0.00

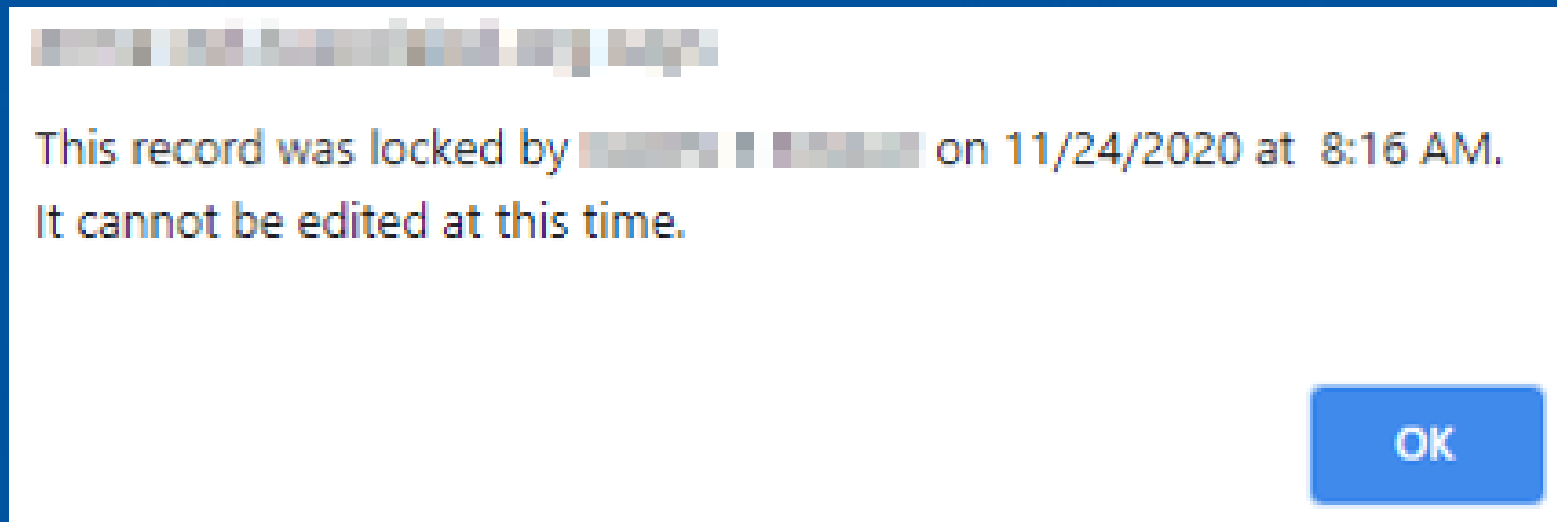
Subtotal of Skyward Transactions: 935.00

Month End Balance: 1,154.11

**Posting Date Errors may
correct themselves the
following month – can enter
manual adjustment with a
note**

Look for batch locks in SBAA

Bank reconciliation has a processing lock.





Change Entity **2** (270)

Views: General Filters: *Skyward Default

Entity	Description
3	SBAA ELEMENTARY

Expand All Collapse All Modify Details (displaying 8 of 8) View Printable Details

- ▶ Bank Account Information 1
- ▶ Bank Account Information 2
- ▶ Bank Account Information 3
- ▶ Cash Receipt Information
- ▶ Claim Number Information
- ▶ People who can use this Entity
- ▶ Accounts available to this Entity

skydevapp01:81 says
Are you sure you want to delete this lock?

OK Cancel

Current Processing Locks **4**

	Source	ID	Name	Time	Date
Delete	Bank Reconciliation	000000006	Aimee K Everyscr	2:07 PM	04/08/2022

[View All Current Processing Locks](#)

Bank rec has a processing lock.

Cash receipt flagged as on statement but isn't on the bank statement.

Correcting Cash Receipts in Bank Rec

Bank Statement Closing Date: 03/31/2022

Bank: Checking (Bank-001)

Cash Account: 98 A 0000 000 1000 000

Reconciled: no Reconciled By:

Reconcile your Bank Statement Balance

Bank Balance shown on this Bank Statement: 1,355.00

Items Not Listed on this Statement

Less Checks:

Plus Cash Receipt Deposits:

Plus Fee Management Deposits:

Plus Journal Entry Transactions: 0.00

Subtotal of Skyward Transactions not on Statement: -265.89

Less Manual Adjustments: 0.00





Adjusted Bank Statement Balance: 1,089.11

The total of cash receipt deposits in the Skyward system that have not yet appeared on a bank statement.

Correcting Cash Receipts in Bank Rec

Total Cash Receipts on Statement: This browse allows you to select the Cash Receipts that are on this Statement.

Total Cash Receipts Not on Statement:

Views: Filters:     [Refresh](#)

Receipt Date ▼	On Stmt*	Amount
03/01/2022	<input checked="" type="checkbox"/>	1,000.00

[Continue](#)

Most common cause of variance is journal entries and posting date errors.



BUSINESS MANAGEMENT MADE EASIER WITH QMLATIV

Every day in the business office, you handle financial data and scrutinize intricate budgets, all while staying on top of ever-changing state and federal compliance laws. It's even more challenging to squeeze budgets to fulfill district needs, deal with inefficient systems, and ensure the security of sensitive data, which eat into your precious time and resources.

At Skyward, we understand these growing demands. Using insights from business management professionals, we aim to alleviate these challenges with solutions in our Qmlativ® Business Management System.

BENEFITS OF THE QMLATIV SOLUTION:

Qmlativ solutions are built to help you manage your tasks with ease, with enhanced features to provide a more seamless experience:

ACTIVITY ACCOUNTING

- While separate from core business system, the solution uses core system functions for Activity Accounting.
- Provides consistent experience, simplifying onboarding and troubleshooting.
- Features in core business product are available in Activity Accounting, requiring less training and support.

STATE REPORTING

- Relies on source data, with little configuration or manipulation required.
- Simplifies data sharing with state agencies in real time without requiring data translation.

DATA ACCESSIBILITY

- Create customizable list screens/browses: insert fields into your list screens and rearrange them in a way that's meaningful to you.
- Speed up data entry with Default Templates. Create multiple templates to save defaults for various data-entry scenarios.
- Qmlativ uses both canned import features as well as Import Designer functions, which allows trained customers to create custom imports for just about anything in the system.

DISCOVER THE QMLATIV DIFFERENCE

Learn more about what sets Qmlativ apart at skyward.com/qmlativ, or schedule a live demonstration with your Skyward sales representative.

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BUSINESS MANAGEMENT MADE EASIER WITH QMLATIV

SCAN ME





QUESTIONS?