

How to Reconcile Monthly Bank Statements in Munis

(New School Secretary)

Updated 3/24/2021



Bank Reconciliation Index

Bank Reconciliation is a two-step process

1. Enter the ending bank balance
2. Mark cleared checks

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Deposits and Bank Reconciliations—

- The bank reconciliation must be completed within 7 days of month-end. EVERY monthly even if you don't think there was activity in the account.
- To provide club advisors timely information, District procedures and our auditors require that school bank reconciliations be completed monthly within 7 days after month-end.
- Deposits must be made at a minimum weekly. No exception.

Short Instructions for:

1) Student Activity Funds (SAF or school checkbook)

- The SAF deposits in the school checkbook are monies for field trips, student clubs, etc.
- Record the SAF deposits on the SAF Excel saved on the U-drive.
- E-mail Jim Jbelke at jbelke@madison.k12.wi.us when the last SAF deposits are done for the month, so he can record the deposits in Munis. All the SAF deposit receipts must be retained at the school office by stapling the receipts to the deposit slips.

2) Student Fees

- The student fee deposits, which are recorded in IC, are monies for consumable material fees, textbook fees, activity fees, etc.
- Record the student fees in IC and run a report. The IC report should balance to the bank deposit.
- Record the student fee deposits on the Student Fee Excel saved on the U-drive.
- No e-mail is necessary because BPA receives a monthly bank statement listing all the schools' student fee deposits. All the student fee deposit receipts shall be retained at the school office by stapling the receipts to the deposit slips.

3) Food Service

- Please take all food service deposits to the bank at least once a week and on the last day of the month. All the food service deposit receipts must be retained at the school office.

4) Donations

- Generally should be sent to the BPA office.
- The only exception is donations for field trips or SAF accounts.



The Bank Reconciliation is a two-step process

Short Instructions

Entering the Ending Bank Balance

1. Click on Bank Reconciliation
2. Click on Search
3. Enter Bank Code
4. Click on Accept
5. Review the prior monthly bank reconciliation
6. Click on Add
7. Enter Bank Code
8. Click on Drop Down Box (...) in the Bank Account Field
9. Tab to the Last Field in the Reconciliation Date Range
10. Enter the Last Day of the Month
11. Enter the Ending Bank Statement Balance
12. Click on Accept

Marking Cleared Checks

1. Click on AP Recon
2. Click on Define
3. Enter Bank Code in the Batch Number Field
4. Enter the Last Day of the Month in the Clear Date Field (Check Clear Date)
5. Click on Accept
6. Click on Unclear
7. Click on Clear/Unclear
8. Uncheck (take Cleared Date off) the checks that are not on the Bank Statement
9. Click on Accept (once or twice)
10. Click on Output-Post
11. Click on Save
12. Click on OK
13. Click on Yes
14. Click on Back
15. Click on Recalculate
16. Click on Yes



The Monthly Bank Reconciliation Process (two-step process)

Before you start your bank reconciliation, you need to have the bank statement, which is available on the first day of every month from Wisconsin Investment Service Cooperative (WISC) and Prudent Man Analysis (PMA) Financial Network.

The Munis Bank Reconciliation program simplifies reconciliation between the PMA bank statement and your Munis checkbook account. Bank reconciliation starts with recording in Munis the ending bank statement balance. Then, it continues with letting Munis know which checks cleared on the bank statement. These are the two steps required for any bank reconciliation in Munis.

Your school deposits should be recorded in Munis before you start the monthly bank reconciliation process. Run the Account Trial Balance (ATB) report to see if your school deposits are recorded in Munis. This ATB report should be saved with your monthly bank reconciliation papers.

How to run the Account Trial Balance (ATB) report

- 1) Click on Account Trial Balance
- 2) Click on Search
- 3) Enter in the FUNCTION field your cashbook function number
- 4) Click on Report Options
- 5) Click on PDF file (or Excel)

How to run the YTD Budget Report

- 1) Click on YTD Budget Report
- 2) Click on Segment Find
- 3) Enter in the ORGANIZATION field your organization number
- 4) Click on PDF file (or Excel)



Every month you should review your last bank reconciliation statement by following these instructions:

1. Click on Bank Reconciliation from the Munis home screen

The Bank Reconciliation screen will pop up as shown below:

1. Click on Search
2. Enter your Bank Code
3. Click on Accept

Apps GASB 84 Changes J... School Financial Ser... Other bookmarks Reading list

Bank Reconciliation [MMSD - Test]

Back Search Browse Add Update Delete Output Print Display PDF Save Excel Email Schedule Attach Menu

Reconciliation

Bank code * 901 ... USBANK Notes

Bank account * 182380187225 ... Allis Student Activity

MUNIS Account Cash-Allis Student Activity

63.000.9115.711401.000.0000.000.

Reconciliation date range

From * 01/01/2021 to 01/31/2021

Bank balance 5,067.56

GL book balance 5,016.56

Reconciliation Audit

Cleared		Outstanding	
AP checks	0.00	AP checks	51.00
PR checks	0.00	PR checks	0.00
Deposits	0.00	Deposits	0.00
Adjustments	0.00	Adjustments	0.00
TOTAL	0.00	TOTAL	-51.00

Balance		Difference	
Bank balance	5,067.56	GL book balance	5,016.56
+ Total outstanding	-51.00	- Reconciliation balance	5,016.56
Reconciliation balance	5,016.56	Reconciliation difference	0.00

2 of 98 Run AP Check Reconciliation Program



1) Enter the Ending Bank Balance

Munis will create a new Bank Reconciliation Statement when you click on Add to enter the ending bank balance:

1. Click on Add
2. Enter the school Bank Code
3. Select Bank Account using the drop-down box
4. Tab twice
5. Enter the Last Day Of the Month in the last Reconciliation Date Range Field
6. Tab
7. Enter the Ending Balance
8. Tab, and let Munis create the bank reconciliation statement

Bank Reconciliation [MMSD - Test]

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Back

Search

Browse

Add

Update

Delete

Output

Print

Display

PDF

Save

Excel

Email

Schedule

Attach

Menu

Reconciliation

Bank code *

901

USBANK

Notes

Bank account *

182380187225

Allis Student Activity

MUNIS Account

Cash-Allis Student Activity

63.000.9115.711401.000.0000.000.

Reconciliation date range

From *

02/01/2021

to

02/28/2021

Bank balance

5,016.56

GL book balance

5,016.56

Reconciliation

Audit

Cleared

AP checks

0.00

PR checks

0.00

Deposits

0.00

Adjustments

0.00

TOTAL

0.00

Outstanding

AP checks

51.00

PR checks

0.00

Deposits

0.00

Adjustments

0.00

TOTAL

-51.00

Balance

Bank balance

5,016.56

+ Total outstanding

-51.00

Reconciliation balance

4,965.56

Difference

GL book balance

5,016.56

- Reconciliation balance

4,965.56

Reconciliation difference

51.00

1 of 98

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Run AP Check Reconciliation Program

Record(s) updated.



2) Mark Checks that cleared the Bank Statement

If you mark in Munis which checks cleared the bank during the month, Munis can create and calculate the monthly Bank Reconciliation Statement.

1. Click on AP Recon

Bank Reconciliation [MMSD - Test]

Bank code: 901 USBANK
Bank account: 182380187225
MUNIS Account: Cash-Allis Student Activity
Reconciliation date range: From 01/01/2021 to 01/31/2021
Bank balance: 5,067.56
GL book balance: 5,016.56

Cleared		Outstanding	
AP checks	0.00	AP checks	51.00
PR checks	0.00	PR checks	0.00
Deposits	0.00	Deposits	0.00
Adjustments	0.00	Adjustments	0.00
TOTAL	0.00	TOTAL	-51.00

Balance		Difference	
Bank balance	5,067.56	GL book balance	5,016.56
+ Total outstanding	-51.00	+ Reconciliation balance	5,016.56
Reconciliation balance	5,016.56	Reconciliation difference	0.00

Run AP Check Reconciliation Program



The Check Reconciliation screen will pop up as shown below:

1. Click on Define
2. Enter your Bank Code in the Batch Number field
3. Tab
4. Enter the Last Day of the Month in the Clear Date field
5. Click on Accept
6. Click on Unclear

Check Reconciliation [MMSD - Test]

Back

Add

Custom Templates

Define

Unclear

Output-Post

Reports

Positive Pay

Stale Checks

Reset

Clear Options

Batch number *

901

Clear date *

02/28/2021

Cash account *

63.000.9115.711401.000.0000.000.

Clear by

☒ Check range
 ☐ Bank table

Check numbers

0 to 999999999

Bank table

M:\musys\mu6500\import\import_apchkrcn.003

input format

input date format

Bank account

182380187209

Skip lines

0

☐ Override bank cleared date

☐ Cleared checks

☐ Wire transfers

Processed

Cleared

Amount

Uncleared

Amount

Checks:

Define/Add to list of checks to reconcile and clear. Reset list with the 'Reset' menu option.

4 check(s) in selected list. View with the 'Unclear' menu option.

here to search



Another Check Reconciliation screen will pop up as shown below.

1. Click on Clear/Unclear
2. Uncheck only the checks that did not clear on the bank statement
3. Click on Accept (once or twice)

Check Reconciliation

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✓

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C

S

D

Back

Accept

Cancel

Search

Clear/Unclear

Select All

Deselect All

C	Chk #	Chk amount	Chk date	Chk clr date	Vendor	Name
<input checked="" type="checkbox"/>	126001451	12.00	04/24/2020	02/28/2021	700000	Her, Pahoua
<input checked="" type="checkbox"/>	126001454	15.00	04/24/2020	02/28/2021	700000	Mendoza, Javier
<input checked="" type="checkbox"/>	126001457	12.00	04/24/2020	02/28/2021	700000	Romero, Daniel
<input checked="" type="checkbox"/>	126001463	12.00	04/24/2020	02/28/2021	700000	Zamora-Trejo, Josefi

Totals

Disbursement transactions:

4

Cleared Amount:

51.00

Uncleared Amount:



Please follow these instructions:

1. Click on Output-Post



Check Reconciliation [MMSD - Test]

← Back
+ Add
C Custom Templates
D Define
U Unclear
O Output-Post
R Reports
P Positive Pay
S Stale Checks
R Reset

Clear Options

Batch number *

Clear date *

Cash account *

Clear by ☒ Check range ☐ Bank table

Check numbers to

Bank table

Input format

Input date format

Bank account

Skip lines

☐ Override bank cleared date

☐ Cleared checks

☐ Wire transfers

Processed

	Cleared	Amount	Uncleared	Amount
Checks:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Unclear/View checks in the current list. ☐

4 check(s) in selected list. View with the 'Unclear' menu option. ☒



The Output Type screen will pop up.

1. Click Save
2. Click on OK

Output

Output type

☐ Munis printer

☒ Save

Save in: Munis spool directory

File name: apchkr.cn1502

Save as type: Plain text (.txt)

Comment: Saves to a file retrievable from the Saved Reports program.
You may accept the default or enter your own file name.

Report title

CHECK RECONCILIATION

Output style

☐ Presentation

☒ Plain Text

Output options

☐ Landscape

☐ Enable hyperlinks if present

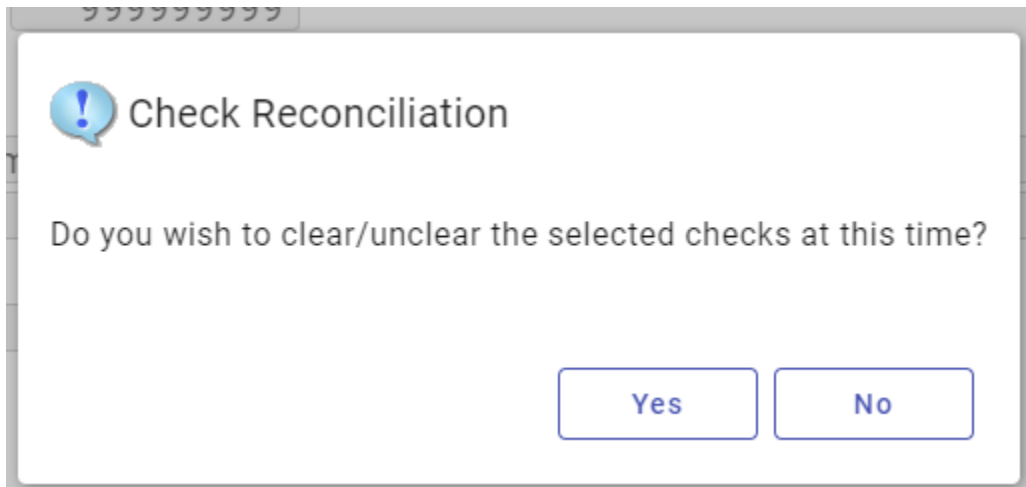
Copies: 1

OK Cancel



Another Check Reconciliation screen will pop up asking if you wish to clear the selected checks.

1. Click on Yes





The first Check Reconciliation screen will pop up again. Please note there are 4 cleared checks totaling \$51 which matches the paid checks on the bank statement.

1. Click on Back

Check Reconciliation [MMSD - Test]

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+

C

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P

S

R

Back

Add

Custom Templates

Define

Unclear

Output-Post

Reports

Positive Pay

Stale Checks

Reset

Clear Options

Batch number *

901

Clear date *

02/28/2021

Cash account *

63.000.9115.711401.000.0000.000.

Clear by

☒ Check range
 ☐ Bank table

Check numbers

0 to 999999999

Bank table

M:\musys\mu6500\import\import_apchkrcn.003

Input format

Input date format

Bank account

182380187209

Skip lines

0

☐ Override bank cleared date

☐ Cleared checks

☐ Wire transfers

Processed

	Cleared	Amount	Uncleared	Amount
Checks:	4	51.00	0	0.00

Output and clear the current list.

4 check(s) cleared. 0 check(s) uncanceled.



The first Bank Reconciliation screen will pop up again. Please note the Reconciliation Difference is the same amount as the paid checks on the bank statement. Follow these instructions to proceed with the bank reconciliation:

1. Click on Recalculate

Bank Reconciliation [MMSD - Test]

Back

Search

Browse

Add

Update

Delete

Output

Print

Display

PDF

Save

Excel

Email

Schedule

Attach

AP Recon

PR Recon

Adj/Dep Recon

Recalculate

Reconciliation

Bank code *

901

USBANK

Notes

Bank account *

182380187225

Allis Student Activity

MUNIS Account

Cash-Allis Student Activity

63.000.9115.711401.000.0000.000.

Reconciliation date range

From *

01/01/2021

to

01/31/2021

Bank balance

5,067.56

GL book balance

5,016.56

Reconciliation

Audit

Cleared

AP checks

0.00

PR checks

0.00

Deposits

0.00

Adjustments

0.00

TOTAL

0.00

Outstanding

AP checks

51.00

PR checks

0.00

Deposits

0.00

Adjustments

0.00

TOTAL

-51.00

Balance

Bank balance

5,067.56

+ Total outstanding

-51.00

Reconciliation balance

5,016.56

Difference

GL book balance

5,016.56

- Reconciliation balance

5,016.56

Reconciliation difference

0.00

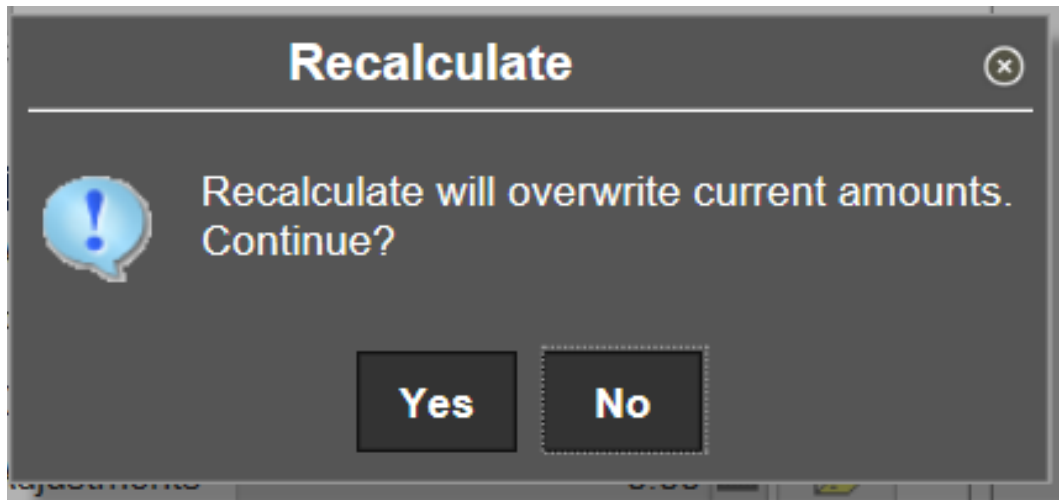
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Run AP Check Reconciliation Program



The Recalculate screen will pop up asking if you want to overwrite current amounts.

1. Click on Yes





Saving the Bank Reconciliation Statement

This completes the Bank Reconciliation process. The Bank Reconciliation Statement Details along with the monthly Bank Statement and Account Trial Balance Report (ATB) report must be saved for our auditors' review. Follow these instructions to print the Bank Reconciliation Statement Details:

1. Save the Bank Reconciliation Statement
2. Save the Bank Statement
3. Save the Account Trial Balance (ATB) Report.
4. The Bank Reconciliation Statement must be approved by your principal.

Bank Reconciliation [MMSD - Test]

Back

Search

Browse

Add

Update

Delete

Output

Print

Display

PDF

Save

Excel

Email

Schedule

Attach

AP Recon

PR Recon

Adj/Dep Recon

Reconciliation

Bank code *

901

USBANK

Notes

Bank account *

182380187225

Allis Student Activity

MUNIS Account

Cash-Allis Student Activity

63.000.9115.711401.000.0000.000.

Reconciliation date range

From *

02/01/2021

to

02/28/2021

Bank balance

5,016.56

GL book balance

5,016.56

Reconciliation

Audit

Cleared

AP checks

51.00

PR checks

0.00

Deposits

0.00

Adjustments

0.00

TOTAL

-51.00

Outstanding

AP checks

0.00

PR checks

0.00

Deposits

0.00

Adjustments

0.00

TOTAL

0.00

Balance

Bank balance

5,016.56

+ Total outstanding

0.00

Reconciliation balance

5,016.56

Difference

GL book balance

5,016.56

- Reconciliation balance

5,016.56

Reconciliation difference

0.00

1 of 98

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Recalculate Cleared and Outstanding Amounts



What Steps to take when the Reconciliation Difference DOESN'T Equal Zero:

When your bank reconciliation difference doesn't equal zero, you will need to compare the Account Trial Balance (ATB) report to the Bank Statement. Compare the deposits, checks, NSF's, etc. and see if there is anything on the bank statement that isn't in Munis yet.

Once you locate the discrepancy, prepare and send Jim the journal entry (JE) to correctly enter those items in Munis.

If you are reconciling the difference monthly, you will only have to look at the current month activity. If the discrepancy is from a previous month, then you will have to compare the ATB report and the Bank Statement for that specific month.

After the JE(s) have been posted, return to the bank reconciliation screen in Munis. Find your bank reconciliation with the difference still showing, click on Recalculate, then on Yes (to overwrite current amounts) and see if it is all correct now. The Recalculation takes about 30 seconds. If the bank reconciliation is still off, then run the ATB again and re-compare it to the bank statement.

Bank Reconciliation [MMSD - Test]

Back Search Browse Add Update Delete Output Print Display PDF Save Excel Email Schedule Attach AP Recon PR Recon R/Dep Recon Recalculate

Reconciliation

Bank code * 902 USBANK

Bank account * 182380187225 Chavez Student Activity

MUNIS Account Cash-Chavez Student Activit

63.000.9115.711402.000.0000.000.

Reconciliation date range From * 02/01/2021 to 02/28/2021

Bank balance 7,633.42

GL book balance 7,664.57

Notes

There are no Notes, and the Recon Difference is not zero.

Reconciliation

Cleared

AP checks	0.00	
PR checks	0.00	
Deposits	0.00	
Adjustments	0.00	
TOTAL	0.00	

Balance

Bank balance	7,633.42
+ Total outstanding	-32.50
Reconciliation balance	7,600.92

Audit

Outstanding

AP checks	32.50	
PR checks	0.00	
Deposits	0.00	
Adjustments	0.00	
TOTAL	-32.50	

Difference

GL book balance	7,664.57
Reconciliation balance	7,600.92
Reconciliation difference	63.65

1 of 1 |< < > >| Run AP Check Reconciliation Program Record(s) updated.



Reconciliation

Bank code 901
Bank account 182380
MUNIS Account Cash- 63.000.
Reconciliation date range From 06/01/2
Bank balance
GL book balance 1,455.02

Reconciliation Audit

Cleared	Outstanding
AP checks 1,821.50	AP checks 43.00
PR checks 0.00	PR checks 0.00
Deposits 0.00	Deposits 0.00
Adjustments 0.00	Adjustments 0.00
TOTAL -1,821.50	TOTAL -43.00

Balance	Difference
Bank balance 1,498.02	GL book balance 1,455.02
+ Total outstanding -43.00	- Reconciliation balance 1,455.02
Reconciliation balance 1,455.02	Reconciliation difference 0.00

If your Reconciliation Difference is not zero, then review your cleared checks and deposits depicted below.



Reconciliation

Bank code 901 ... USBANK

Bank account 182380187225

MUNIS Account Cash-Allis Student Activity

63.000.9115.711401.000.000.000.

Reconciliation date range

From 06/01/2016 **to** 06/30/2016

Bank balance 1,498.02

GL book balance 1,455.02

Reconciliation **Audit**

Cleared

AP checks	1,821.50		
PR checks	0.00		
Deposits	0.00		
Adjustments	0.00		

Match the cleared checks on your Munis Bank Reconciliation screen to the Bank Statement.



MADISON METROPOLITAN SCHOOL DISTRICT

WISC Activity

Transaction	Trade Date	Settle Date	Transaction Description
(50712-110) CMS FRANK ALLIS ELEMENTARY (50712-110)			
BEGINNING BALANCE			2,070.01
Deposits			1,249.01
Checks Paid			1,821.50
Other Redemptions			0.00
Ending Balance			1,498.02

Income Summary - This Month

		FYTD
CMS	0.00	0.00
IS	0.00	0.00
Total	0.00	0.00

CMS Activit



Wisconsin Investment Series Cooperative®

WISC Activity Statement

CMS & IS Only

9/1/14 to 9/30/14

MADISON METROPOLITAN SCHOOL DISTRICT

WISC Activity

Average Rate for

Transaction	Trade Date	Settle Date	Transaction Description
(50712-141) CMS SHOREWOOD HILLS ELEMENTARY			(50712-141) IS SH
BEGINNING BALANCE			1,807.20
Deposits			1,207.72
Checks Paid			160.00
Other Redemptions			0.00
Ending Balance			2,854.98
Income Summary - This Month			FYTD

Match your deposits on the Bank Statement to the Munis Account Trial Balance (ATB) report

10/24/2014 09:39
6500723606

Madison Metropolitan School District
ACCOUNT TRIAL BALANCE FOR FY15/JUL TO EOY
FUND

ACCOUNT	ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS
PER	JNL SRC EFF DATE REFERENCE			
63.000.9115.711428.000.0000.000.	Cash-Shorewood Hills Student	-468.50		
3 1364	GEN 09/30/14 Deposit		1,207.72	.00
3 1401	APR 09/30/14 029 AP CASH DISBURSEMENTS JOURNAL		.00	1,036.74
		-468.50	1,207.72	1,036.74
TOTALS FOR FUND 63				
Elementary School Student		-468.50	1,207.72	1,036.74
REPORT TOTALS		-468.50	1,207.72	1,036.74