teaching and learning

early learning department
come grow with us!

OESD 114

Serving the
Kitsap & Olympic Peninsulas

Credit Card Statement Reconciliation

Procedures Guidelines:

1. The business office does periodic downloads from the Bank into Skyward. You will receive email notification when this is done.
2. You will log in to Skyward to approve these transactions.
3. Once you've logged in, make sure you click Financial Management box. Click the Accounts Payable text. This will provide a drop down. Click on Review/Submit Transactions. The list of transactions will show on the screen.
4. Hi-lite a transaction then double click on EDIT. In the description box, type the vendor and what was purchased and for whom.
5. Move to the Account Distribution and type in the account code that will pay for the purchase. Multiple account codes can be entered. A 4-way grant split would be: 3468–HS–26%, 3467-EHS–30%, 3469-ECEAP–36%, 3487–EHS CCP–8% and a 3 way grant split would be 3468-HS- 28%, 3467-EHS- 33%, 3469-ECEAP- 39%. Once you've completed the account distribution, click Save Account Distribution. If a budget is overspent, it will tell you that it is overspent. You can say ok. Then hit the SAVE button and then the Submit for Approval button. Once all your transactions have been approved, you can log out of Skyward.
6. The 5th of the month will be the final download. You will do what you have been doing by approving the transactions. When all these have been approved, you will need to print off the monthly report from Skyward. This report should match your Credit Card Statement. Once you've run the report, you will need to attach the documentation for the transactions to the report with all the receipts you've collected for the month. Once the report is complete you will submit it to the director for signature. You will also email a copy of the report to the HS Accountant. Once the director has signed it, scan the report and documentation for your records and take the report to the Business Office.