

Checklist – Bank Reconciliation

In WebSmart:

- Go to Finance > Banking & Receipts > Reconciliation
- Select Create Bank Statement
- Enter/Verify the following information:
 - **Banking Account** – when selecting the banking account, the Statement Date, Period, and Starting Balance will automatically populate according to the last reconciled bank statement
 - **Statement Date** – Verify accuracy or enter statement date
 - **Period** – Verify accuracy or change as needed
 - **Period To** – allows transactions up to this date to be pulled into the bank reconciliation to help minimize errors. Transactions after this date will not be included in the bank reconciliation.
 - **Ending Balance** – Enter the ending balance from the bank statement

Balances			
Starting Balance	\$	643,182.67	51
Ending Balance	\$	432,260.11	07
Net Change	\$	-210,922.56	56
Difference	\$	0.00	

- Select Clear Withdrawals

□

- Clear **individual checks**, electronic payments, and bank transfers by checking the box in the CLR column to the right of the Amount

Cleared Withdrawals and Debits					+ Clear Range
Page Size: 10					
Reference ▲	Date	Memo	Amount	CLR	
10262	11/15/2012	Insect Lore	\$57.96	<input checked="" type="checkbox"/>	

~OR~

- Clear a **range of (consecutive) checks**
 - Click + Clear Range

Cleared Withdrawals and Debits					+ Clear Range
Page Size: 10					
Reference ▲	Date	Memo	Amount	CLR	
10262	11/15/2012	Insect Lore	\$57.96	<input checked="" type="checkbox"/>	

select to clear a range of consecutive checks

- Enter Range Begin – the beginning check number to clear
- Enter Range End – the ending check number to clear

Cleared Withdrawals and Debits					Update	Cancel
		* Range Begin:	<input type="text" value="10263"/>	enter check numbers and select update		
		* Range End:	<input type="text" value="10269"/>			

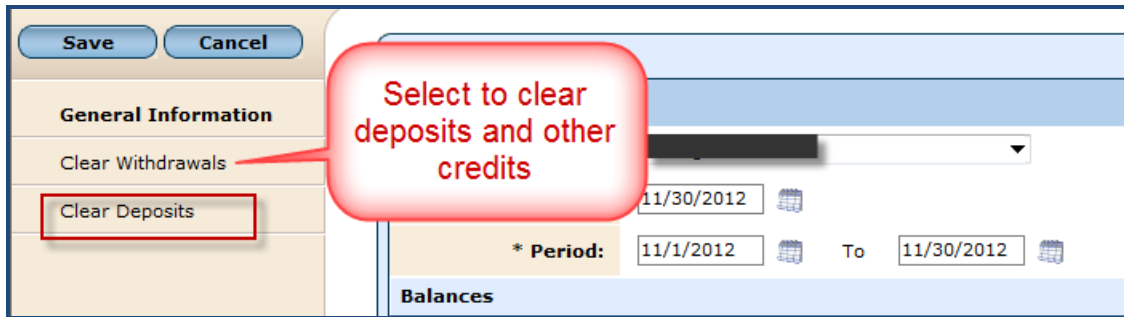
Clear Withdrawals screen shot

Summary					
Starting Balance	\$	643,182.67	Credits	\$	403,023.51
Ending Balance	\$	432,260.11	Debits	\$	613,946.07
Net Change	\$	-210,922.56	Cleared Amount	\$	-210,922.56
Difference	\$	0.00			

Cleared Withdrawals and Debits					+ Clear Range
Page Size: 10					
Reference ▲	Date	Memo	Amount	CLR	
10262	11/15/2012	Insect Lore	\$57.96	<input checked="" type="checkbox"/>	

As transactions are cleared, WebSmart updates the reconciled Debits

- Select Clear Deposits



- Clear all deposits, within the specified date range, by checking the box in the CLR column to the right of the Amount

Reference	Date	Memo	Amount	CLR
DEP001291	11/23/2012	FSP-Foundation Formula	\$402,802.00	<input checked="" type="checkbox"/>
DEP001435	11/7/2012	Credit for Sales Tax Ch	\$221.51	<input checked="" type="checkbox"/>

select to clear deposits and other credits

Clear Deposits Screen Shot

Reference	Date	Memo	Amount	CLR
DEP001291	11/23/2012	FSP-Foundation Formula	\$402,802.00	<input checked="" type="checkbox"/>
DEP001435	11/7/2012	Credit for Sales Tax Charged in Error	\$221.51	<input checked="" type="checkbox"/>

As transactions are cleared, WebSmart updates the reconciled Credits

- Verify the difference equals zero

Starting Balance	Ending Balance	Net Change	Difference
\$ 643,182.67	\$ 432,260.11	\$ -210,922.56	\$ 0.00

a reconciled bank statement will show a zero difference

- Select **Save**

***Notes:**

If the cleared deposit items do not balance, for example, due to bank interest, you will need to go to Finance > Banking & Receipts > Bank Receipts and add a receipt to clear on the Reconciliation. **(WATCH YOUR DATES!)**

If the cleared withdrawals items do not balance, for example, due to a bank charge, you will need to go to Finance > Banking & Receipts > Bank Charges and add a bank charge to clear on the Reconciliation. **(WATCH YOUR DATES!)**

Review Banking Sections

After reconciling the bank statement, go to the following sections to verify all the month's transactions have been cleared.

- Go to Finance > Banking & Receipts
 - Go to Receipts
 - Verify all receipts have been cleared for the month to ensure there are not any duplicate entries. If there are, delete duplicates.



- Go to Banking Transfers
 - Verify all banking transfers have been cleared for the month to ensure there are not any duplicate entries. If there are, delete duplicates.



- Go to Bank Charges
 - Verify all banking transfers have been cleared for the month to ensure there are not any duplicate entries. If there are, delete duplicates.



Compare Register to Ledger

AFTER reconciling your bank statements in Websmart at Finance > Banking & Receipts > Reconciliation, run the Banking Account Reconciliation report to review your records for accuracy and print for your records.

- Go to Finance > Reports > Banking
- Select the Banking Account Reconciliation report
- Enter the parameters as indicated below in order to generate the appropriate banking account reconciliation by selecting the following criteria:
 - **Banking Account** – select the appropriate banking account
 - **Effective Date** – The effective date is a very important parameter, which is defined as the last date of the completely RECONCILED bank statement. For this example, we are looking at the March reconciliation; therefore, 3/31/2011 is entered as the effective date.
 - **Report Type** – select Detail
 - Select **Run Report**

The screenshot shows the 'Finance Reports' window. Under 'Report*', 'Banking Account Reconciliation' is selected. Under 'Parameters', 'Banking Account' is 'OPERATING ACCOUNT', 'Effective Date' is '3/31/2011' (highlighted with a red box and a red arrow), 'Report Type' is 'Detail', and 'Export Data To Excel' is unchecked. A 'Run Report' button is at the bottom.

NOTE: The effective date is defined as the last day of the month for the reconciled statement.

NOTE: Again, the effective date is very important when defining parameters to extract your reports. Be sure to watch the dates carefully in the bank reconciliation, especially if you have a quarterly statement to reconcile. You'll need to ensure the dates are correct for the quarter in the bank reconciliation, and when generating this report, be sure to enter the last date of the quarterly statement. For example, if you are reconciling a bank statement for the 1st quarter, the bank statement reconciliation dates will be 1/1/2011 to 3/31/2011; however, when generating the Banking Account Reconciliation Report, you'll enter the effective date as 3/31/2011.

When selecting the Banking Account Reconciliation report, you will find the following reports combined into one printout.

- Banking Account Reconciliation
- Cleared Register Items
- Uncleared Transactions Detail
- Outstanding Ledger Detail
- Balances By Code

For further information on each report, see the detailed information below. You will be able to look at each of the following reports to locate the totals on the summary sheet.

- **Banking Account Reconciliation** – The first page of the Banking Account Reconciliation report includes a summary of the reconciled transactions. Looking at the example on the next page, the first three headers indicate the following: Bank Reconciliation + Outstanding = Expected Ledger. These columns indicate the total transactions included in the register. The ending balance of the Expected Ledger is what is expected to balance to the Ending balance of the Actual Ledger. The Actual Ledger includes ledger transactions within the specified date range. If there is a difference, which needs to be addressed, this will be found in the last column. The ending balance of the Difference should be 0.00.

Starting Balance – the previous bank statement balance from the register

Deposit/Debits – all cleared deposits/debits on the bank reconciliation. The detail for the transactions is included directly following the summary page.

Withdrawals/Credits – all cleared withdrawals/credits on the bank reconciliation. The detail for the transactions is included directly following the summary page.

Ending Balance – the sum of the Starting Balance, Deposits/Debits, and Withdrawals/Credits

Diff in Register & Ledger

Banking Account Reconciliation
OPERATING ACCOUNT - Effective 03/31/2011

District #999999 10 Total Page(s)
4/19/2011
0:06:24 AM

	Bank Reconciliation	+	Outstanding	=	Expected Ledger	-	Actual Ledger	=	Difference
Starting Balance	\$1,674,937.17	+	\$0.00	=	\$1,674,937.17	-	\$1,663,421.78	=	\$11,515.39
Deposits/Debits	\$465,856.77	+	\$18,486.89	=	\$484,343.66	-	\$468,900.69	=	\$15,442.97
Withdrawals/Credits	(\$327,632.19)	+	(\$50,027.58)	=	(\$377,659.77)	-	(\$350,701.41)	=	(\$26,958.36)
Ending Balance:	\$1,813,161.75		(\$31,540.69)		\$1,781,621.06		\$1,781,621.06		\$0.00

- Cleared Register Items** – This report shows all cleared transactions in the register from the bank reconciliation for the specified date, and indicates the total credits and debits, which appear on the summary page.

District #999999 **Banking Account Reconciliation** 10 Total Page(s)
OPERATING ACCOUNT - Effective 03/31/2011 4/19/2011
 10:06:24 AM

	Bank Reconciliation	+	Outstanding	=	Expected Ledger	-	Actual Ledger	=	Difference
Starting Balance	\$1,674,937.17	+	\$0.00	=	\$1,674,937.17	-	\$1,663,421.78	=	\$11,515.39
Deposits/Debits	1 \$465,856.77	+	\$18,486.89	=	\$484,343.66	-	\$468,900.69	=	\$15,442.97
Withdrawals/Credits	2 (\$327,632.19)	+	(\$50,027.58)	=	(\$377,659.77)	-	(\$350,701.41)	=	(\$26,958.36)
Ending Balance:	\$1,813,161.75		(\$31,540.69)		\$1,781,621.06		\$1,781,621.06		\$0.00

DEMO CHARTER District #999999 **Banking Account Reconciliation** 4/19/2011
OPERATING ACCOUNT - Effective 03/31/2011 10:06:24 AM

Cleared Register Items

Date	Transaction Reference	Transaction Type	Memo	Credit Amount	Debit Amount
3/10/2011	7110	APCHECK	WORLDWIDE PEST CONTROL, INC	\$0.00	\$110.00
3/10/2011	7095	APCHECK	IKON OFFICE SOLUTIONS	\$0.00	\$371.82
3/25/2011	XFR000 34	XFRIN	ZBA TRANSFER PAYROLL TO OPERATING	\$1,585.70	\$0.00
3/28/2011	DEP034 67	RECEIPT	CORRECT AFTERSCHOOL EXPENSE	\$1,216.49	\$0.00
3/29/2011	XFR000 32	XFROUT	ZBA TRANSFER OPERATING TO PAYROLL	\$0.00	\$536.00
3/31/2011	XFR000 33	XFROUT	ZBA TRANSFER FROM OPERATING TO PAYROLL	\$0.00	\$117,052.70
Credit Total				\$465,856.77	
Debit Total					\$327,632.19

1

2

- Uncleared Transaction Detail** – This report shows all outstanding transactions in the register from the specified bank reconciliation, and indicates the total credits and debits, which appear on the summary page.

District #999999

Banking Account Reconciliation
OPERATING ACCOUNT - Effective 03/31/2011

10 Total Page(s)
 4/19/2011
 10:06:24 AM

	Bank Reconciliation	+	Outstanding	=	Expected Ledger	-	Actual Ledger	=	Difference
Starting Balance	\$1,674,937.17	+	\$0.00	=	\$1,674,937.17	-	\$1,663,421.78	=	\$11,515.39
Deposits/Debits	\$465,856.77	+	3 \$18,486.89	=	\$484,343.66	-	\$468,900.69	=	\$15,442.97
Withdrawals/Credits	(\$327,632.19)	+	4 (\$50,027.58)	=	(\$377,659.77)	-	(\$350,701.41)	=	(\$26,958.36)
Ending Balance:	\$1,813,161.75		(\$31,540.69)		\$1,781,621.06		\$1,781,621.06		\$0.00

DEMO CHARTER
 District #999999

Banking Account Reconciliation
OPERATING ACCOUNT - Effective 03/31/2011

4/19/2011
 10:06:24 AM

Uncleared Transaction Detail

Date	Transaction Reference	Transaction Type	Memo	Credit Amount	Debit Amount
6/26/2009	4256	APPMT	SYLVIA ROMO, BEXAR COUNTY TAX ASSESS.	\$0.00	\$164.82
7/23/2009	4297	APPMT	TEXAS ASSOC OF SCHOOL ADMIN.	\$0.00	\$95.00
3/25/2011	7132	APCHECK	LINDA L. SULLIVAN	\$0.00	\$1,605.00
3/25/2011	7138	APCHECK	NEWS-2-YOU	\$0.00	\$3,696.00
3/25/2011	7134	APCHECK	MCGRAW-HILL COMPANIES	\$0.00	\$13,451.43
3/25/2011	7137	APCHECK	NETOP TECH, NC	\$0.00	\$851.00
Credit Total				\$18,486.89	
Debit Total					\$50,027.58

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- Outstanding Ledger Detail** – This report shows all outstanding ledger transactions within the specified date range and indicates the total credits and debits, which appear on the summary page. These transactions include check runs, voided payments, journal entries, receipts, etc, which are included in the ledger balance.

District #999999 **Banking Account Reconciliation** 10 Total Page(s)
OPERATING ACCOUNT - Effective 03/31/2011 4/19/2011
 10:06:24 AM

	Bank Reconciliation	+	Outstanding	=	Expected Ledger	-	Actual Ledger	=	Difference
Starting Balance	\$1,674,937.17	+	\$0.00	=	\$1,674,937.17	-	\$1,663,421.78	=	\$11,515.39
Deposits/Debits	\$465,856.77	+	\$18,486.89	=	\$484,343.66	-	5 \$468,900.69	=	\$15,442.97
Withdrawals/Credits	(\$327,632.19)	+	(\$50,027.58)	=	(\$377,659.77)	-	6 (\$350,701.41)	=	(\$26,958.36)
Ending Balance:	\$1,813,161.75		(\$31,540.69)		\$1,781,621.06		\$1,781,621.06		\$0.00

DEMO CHARTER **Banking Account Reconciliation** 4/19/2011
 District #999999 **OPERATING ACCOUNT - Effective 03/31/2011** 10:06:24 AM

Outstanding Ledger Detail

Ledger Date	Code	Transaction Description	Credit Amount	Debit Amount
3/25/2011	163-00-1110.00-000-1-00-0-00	Check Run #96: Recording payment	\$281.80	\$0.00
3/3/2011	211-00-1110.00-000-1-00-0-00	Check Run #87: Recording payment	\$82.75	\$0.00
3/3/2011	211-00-1110.00-000-1-00-0-00	Check Run #87: Recording payment	\$100.00	\$0.00
3/28/2011	420-00-1110.00-000-1-00-0-00	Cash Xfr #117: Voiding transfer	\$165.32	\$0.00
3/28/2011	420-00-1110.00-000-1-00-0-00	Cash Xfr #118: Voiding transfer	\$1,216.49	\$0.00
3/29/2011	420-00-1110.00-000-1-00-0-00	Cash Xfr #132: Recording transfer	\$536.00	\$0.00
3/31/2011	420-00-1110.00-000-1-00-0-00	Cash Xfr #133: Recording transfer	\$117,052.70	\$0.00
Credit Total			\$350,701.41	
Debit Total				\$468,900.69

- **Balances By Code** – This report indicates a summary of the ledger’s starting and ending trial balance, which are appear on the summary sheet.

District #999999 **Banking Account Reconciliation** 10 Total Page(s)
OPERATING ACCOUNT - Effective 03/31/2011 4/19/2011
 10:06:24 AM

	Bank Reconciliation	+	Outstanding	=	Expected Ledger	-	Actual Ledger	=	Difference
Starting Balance	\$1,674,937.17	+	\$0.00	=	\$1,674,937.17	-	7 \$1,663,421.78	=	\$11,515.39
Deposits/Debits	\$465,856.77	+	\$18,486.89	=	\$484,343.66	-	\$468,900.69	=	\$15,442.97
Withdrawals/Credits	(\$327,632.19)	+	(\$50,027.58)	=	(\$377,659.77)	-	(\$350,701.41)	=	(\$26,958.36)
Ending Balance:	\$1,813,161.75		(\$31,540.69)		\$1,781,621.06		\$1,781,621.06		8 \$0.00

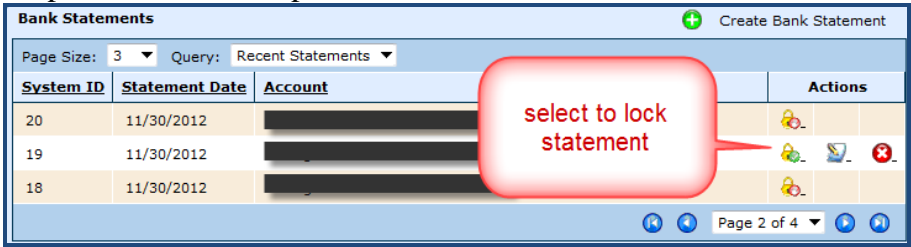
DEMO CHARTER
 District #999999 **Banking Account Reconciliation** 4/19/2011
OPERATING ACCOUNT - Effective 03/31/2011 10:06:24 AM

Balances By Code

Code	Description	Starting Amount	Ending Amount
163-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	(\$9,060.96)	(\$9,342.76)
198-00-1110.00-000-1-00-0-00	: - Cash - General Operating	(\$5,256.74)	(\$5,256.74)
211-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$45,327.30	\$39,278.99
224-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	(\$1,990.60)	(\$16,820.79)
240-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$5,539.37	\$5,366.74
255-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$7,275.53	\$5,434.14
266-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	(\$1,826.31)	(\$12,830.75)
279-00-1110.00-000-1-00-0-00	: - Cash - General Operating	\$0.00	(\$851.00)
283-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$2,668.92	(\$2,865.98)
284-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$634.07	\$634.07
285-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$34,015.96	\$34,015.96
404-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	(\$24,732.85)	(\$38,027.34)
411-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$7,699.59	\$5,344.74
420-00-1110.00-000-1-00-0-00	GENERAL OPERATING	\$1,603,128.50	\$1,777,541.78
	Starting Balance	7 \$1,663,421.78	
	Ending Balance		8 \$1,781,621.06

Lock Statement

- Go to Finance > Banking & Receipts > Reconciliation
- **Lock Statement** – Select the green (unlocked) lock icon to “lock” the bank statement. A red (locked) lock icon will appear, which indicates, the bank statement has been processed and completed.





Banking Account Reconciliation Reports

AFTER reconciling your bank statements in Websmart at Finance > Banking & Receipts > Reconciliation, there is a new Banking Account Reconciliation report available to review your records for accuracy and print for your records.

Finance > Reports > Banking

Enter the parameters as indicated below in order to generate the appropriate banking account reconciliation by selecting the following criteria:

- **Banking Account** – select the appropriate banking account
- **Effective Date** – The effective date is a very important parameter, which is defined as the last date of the completely RECONCILED bank statement. For this example, we are looking at the March reconciliation; therefore, 3/31/2011 is entered as the effective date.
- **Report Type** – select Detail
- Select **Run Report**

Finance Reports

Report* Banking Account Reconciliation

Parameters

Banking Account OPERATING ACCOUNT

Effective Date 3/31/2011

Report Type Detail

Export Data To Excel

Run Report

NOTE: The effective date is defined as the last day of the month for the reconciled statement.

NOTE: Again, the effective date is very important when defining parameters to extract your reports. Be sure to watch the dates carefully in the bank reconciliation, especially if you have a quarterly statement to reconcile. You'll need to ensure the dates are correct for the quarter in the bank reconciliation, and when generating this report, be sure to enter the last date of the quarterly statement. For example, if you are reconciling a bank statement for the 1st quarter, the bank statement reconciliation dates will be 1/1/2011 to 3/31/2011; however, when generating the Banking Account Reconciliation Report, you'll enter the effective date as 3/31/2011.

When selecting the Banking Account Reconciliation report, you will find the following reports combined into one printout.

- Banking Account Reconciliation
- Cleared Register Items
- Uncleared Transactions Detail
- Outstanding Ledger Detail
- Balances By Code

For further information on each report, see the detailed information below. You will be able to look at each of the following reports to locate the totals on the summary sheet.

- **Banking Account Reconciliation** – The first page of the Banking Account Reconciliation report includes a summary of the reconciled transactions. Looking at the example on the next page, the first three headers indicate the following: Bank Reconciliation + Outstanding = Expected Ledger. These columns indicate the total transactions included in the register. The ending balance of the Expected Ledger is what is expected to balance to the Ending balance of the Actual Ledger. The Actual Ledger includes ledger transactions within the specified date range. If there is a difference, which needs to be addressed, this will be found in the last column. The ending balance of the Difference should be 0.00.

Starting Balance – the previous bank statement balance from the register

Deposit/Debits – all cleared deposits/debits on the bank reconciliation. The detail for the transactions is included directly following the summary page.

Withdrawals/Credits – all cleared withdrawals/credits on the bank reconciliation. The detail for the transactions is included directly following the summary page.

Ending Balance – the sum of the Starting Balance, Deposits/Debits, and Withdrawals/Credits

Diff in Register & Ledger

District #999999

Banking Account Reconciliation
OPERATING ACCOUNT - Effective 03/31/2011

10 Total Page(s)
4/19/2011
0:06:24 AM

	Bank Reconciliation	+	Outstanding	=	Expected Ledger	-	Actual Ledger	=	Difference
Starting Balance	\$1,674,937.17	+	\$0.00	=	\$1,674,937.17	-	\$1,663,421.78	=	\$11,515.39
Deposits/Debits	\$465,856.77	+	\$18,486.89	=	\$484,343.66	-	\$468,900.69	=	\$15,442.97
Withdrawals/Credits	(\$327,632.19)	+	(\$50,027.58)	=	(\$377,659.77)	-	(\$350,701.41)	=	(\$26,958.36)
Ending Balance:	\$1,813,161.75		(\$31,540.69)		\$1,781,621.06		\$1,781,621.06		\$0.00

- Cleared Register Items** – This report shows all cleared transactions in the register from the bank reconciliation for the specified date, and indicates the total credits and debits, which appear on the summary page.

District #999999 **Banking Account Reconciliation** 10 Total Page(s)
OPERATING ACCOUNT - Effective 03/31/2011 4/19/2011
 10:06:24 AM

	Bank Reconciliation	+	Outstanding	=	Expected Ledger	-	Actual Ledger	=	Difference
Starting Balance	\$1,674,937.17	+	\$0.00	=	\$1,674,937.17	-	\$1,663,421.78	=	\$11,515.39
Deposits/Debits	1 \$465,856.77	+	\$18,486.89	=	\$484,343.66	-	\$468,900.69	=	\$15,442.97
Withdrawals/Credits	2 (\$327,632.19)	+	(\$50,027.58)	=	(\$377,659.77)	-	(\$350,701.41)	=	(\$26,958.36)
Ending Balance:	\$1,813,161.75		(\$31,540.69)		\$1,781,621.06		\$1,781,621.06		\$0.00

DEMO CHARTER
 District #999999

Banking Account Reconciliation
OPERATING ACCOUNT - Effective 03/31/2011

4/19/2011
 10:06:24 AM

Cleared Register Items

Date	Transaction Reference	Transaction Type	Memo	Credit Amount	Debit Amount
3/10/2011	7110	APCHECK	WORLDWIDE PEST CONTROL, INC	\$0.00	\$110.00
3/10/2011	7095	APCHECK	IKON OFFICE SOLUTIONS	\$0.00	\$371.82
3/25/2011	XFR000 34	XFRIN	ZBA TRANSFER PAYROLL TO OPERATING	\$1,585.70	\$0.00
3/28/2011	DEP034 67	RECEIPT	CORRECT AFTERSCHOOL EXPENSE	\$1,216.49	\$0.00
3/29/2011	XFR000 32	XFROUT	ZBA TRANSFER OPERATING TO PAYROLL	\$0.00	\$536.00
3/31/2011	XFR000 33	XFROUT	ZBA TRANSFER FROM OPERATING TO PAYROLL	\$0.00	\$117,052.70
Credit Total				\$465,856.77	
Debit Total					\$327,632.19

1

2

- Uncleared Transaction Detail** – This report shows all outstanding transactions in the register from the specified bank reconciliation, and indicates the total credits and debits, which appear on the summary page.

District #999999

Banking Account Reconciliation
OPERATING ACCOUNT - Effective 03/31/2011

10 Total Page(s)
 4/19/2011
 10:06:24 AM

	Bank Reconciliation	+	Outstanding	=	Expected Ledger	-	Actual Ledger	=	Difference
Starting Balance	\$1,674,937.17	+	\$0.00	=	\$1,674,937.17	-	\$1,663,421.78	=	\$11,515.39
Deposits/Debits	\$465,856.77	+	3 \$18,486.89	=	\$484,343.66	-	\$468,900.69	=	\$15,442.97
Withdrawals/Credits	(\$327,632.19)	+	4 (\$50,027.58)	=	(\$377,659.77)	-	(\$350,701.41)	=	(\$26,958.36)
Ending Balance:	\$1,813,161.75		(\$31,540.69)		\$1,781,621.06		\$1,781,621.06		\$0.00

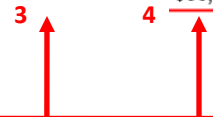
DEMO CHARTER
 District #999999

Banking Account Reconciliation
OPERATING ACCOUNT - Effective 03/31/2011

4/19/2011
 10:06:24 AM

Uncleared Transaction Detail

Date	Transaction Reference	Transaction Type	Memo	Credit Amount	Debit Amount
6/26/2009	4256	APPMT	SYLVIA ROMO, BEXAR COUNTY TAX ASSESS.	\$0.00	\$164.82
7/23/2009	4297	APPMT	TEXAS ASSOC OF SCHOOL ADMIN.	\$0.00	\$95.00
3/25/2011	7132	APCHECK	LINDA L. SULLIVAN	\$0.00	\$1,605.00
3/25/2011	7138	APCHECK	NEWS-2-YOU	\$0.00	\$3,696.00
3/25/2011	7134	APCHECK	MCGRAW-HILL COMPANIES	\$0.00	\$13,451.43
3/25/2011	7137	APCHECK	NETOP TECH, NC	\$0.00	\$851.00
Credit Total				\$18,486.89	
Debit Total					\$50,027.58



- Outstanding Ledger Detail** – This report shows all outstanding ledger transactions within the specified date range and indicates the total credits and debits, which appear on the summary page. These transactions include check runs, voided payments, journal entries, receipts, etc, which are included in the ledger balance.

District #999999

Banking Account Reconciliation
OPERATING ACCOUNT - Effective 03/31/2011

10 Total Page(s)
4/19/2011
10:06:24 AM

	Bank Reconciliation	+	Outstanding	=	Expected Ledger	-	Actual Ledger	=	Difference
Starting Balance	\$1,674,937.17	+	\$0.00	=	\$1,674,937.17	-	\$1,663,421.78	=	\$11,515.39
Deposits/Debits	\$465,856.77	+	\$18,486.89	=	\$484,343.66	-	\$468,900.69	=	\$15,442.97
Withdrawals/Credits	(\$327,632.19)	+	(\$50,027.58)	=	(\$377,659.77)	-	(\$350,701.41)	=	(\$26,958.36)
Ending Balance:	\$1,813,161.75		(\$31,540.69)		\$1,781,621.06		\$1,781,621.06		\$0.00

DEMO CHARTER
District #999999

Banking Account Reconciliation
OPERATING ACCOUNT - Effective 03/31/2011

4/19/2011
10:06:24 AM

Outstanding Ledger Detail

Ledger Date	Code	Transaction Description	Credit Amount	Debit Amount
3/25/2011	163-00-1110.00-000-1-00-0-00	Check Run #96: Recording payment	\$281.80	\$0.00
3/3/2011	211-00-1110.00-000-1-00-0-00	Check Run #87: Recording payment	\$82.75	\$0.00
3/3/2011	211-00-1110.00-000-1-00-0-00	Check Run #87: Recording payment	\$100.00	\$0.00
3/28/2011	420-00-1110.00-000-1-00-0-00	Cash Xfr #117: Voiding transfer	\$165.32	\$0.00
3/28/2011	420-00-1110.00-000-1-00-0-00	Cash Xfr #118: Voiding transfer	\$1,216.49	\$0.00
3/29/2011	420-00-1110.00-000-1-00-0-00	Cash Xfr #132: Recording transfer	\$536.00	\$0.00
3/31/2011	420-00-1110.00-000-1-00-0-00	Cash Xfr #133: Recording transfer	\$117,052.70	\$0.00
Credit Total			\$350,701.41	
Debit Total				\$468,900.69

- **Balances By Code** – This report indicates a summary of the ledger’s starting and ending trial balance, which are appear on the summary sheet.

District #999999 **Banking Account Reconciliation** 10 Total Page(s)
OPERATING ACCOUNT - Effective 03/31/2011 4/19/2011
10:06:24 AM

	Bank Reconciliation	+	Outstanding	=	Expected Ledger	-	Actual Ledger	=	Difference
Starting Balance	\$1,674,937.17	+	\$0.00	=	\$1,674,937.17	-	7 \$1,663,421.78	=	\$11,515.39
Deposits/Debits	\$465,856.77	+	\$18,486.89	=	\$484,343.66	-	\$468,900.69	=	\$15,442.97
Withdrawals/Credits	(\$327,632.19)	+	(\$50,027.58)	=	(\$377,659.77)	-	(\$350,701.41)	=	(\$26,958.36)
Ending Balance:	\$1,813,161.75		(\$31,540.69)		\$1,781,621.06		\$1,781,621.06		8 \$0.00

DEMO CHARTER **Banking Account Reconciliation** 4/19/2011
District #999999 **OPERATING ACCOUNT - Effective 03/31/2011** 10:06:24 AM

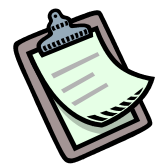
Balances By Code

Code	Description	Starting Amount	Ending Amount
163-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	(\$9,060.96)	(\$9,342.76)
198-00-1110.00-000-1-00-0-00	: - Cash - General Operating	(\$5,256.74)	(\$5,256.74)
211-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$45,327.30	\$39,278.99
224-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	(\$1,990.60)	(\$16,820.79)
240-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$5,539.37	\$5,366.74
255-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$7,275.53	\$5,434.14
266-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	(\$1,826.31)	(\$12,830.75)
279-00-1110.00-000-1-00-0-00	: - Cash - General Operating	\$0.00	(\$851.00)
283-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$2,668.92	(\$2,865.98)
284-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$634.07	\$634.07
285-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$34,015.96	\$34,015.96
404-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	(\$24,732.85)	(\$38,027.34)
411-00-1110.00-000-1-00-0-00	CASH AND TEMPORARY INVESTMENTS	\$7,699.59	\$5,344.74
420-00-1110.00-000-1-00-0-00	GENERAL OPERATING	\$1,603,128.50	\$1,777,541.78
	Starting Balance	7 \$1,663,421.78	
	Ending Balance		8 \$1,781,621.06



Checklist for Payroll – Monthly

Pay Period _____



Check Employees Eligibility for TRS and how name is listed with TRS on TRAQS Website.	https://oapi.trs.state.tx.us/TRAQS/do/loginPage
Enter NEW employees into WebSmart using TRS naming convention if applicable	https://oapi.trs.state.tx.us/TRAQS/do/loginPage
Enter Name Changes into WebSmart – Create MD25 Record and Submit MD to TRAQS	https://oapi.trs.state.tx.us/TRAQS/do/loginPage
Enter Benefit/Deduction changes	
Enter Leave Forms	
Print Unprocessed Leave Report verify data entry and expected dock amounts	
Calculate any payoffs or additional pay	
Gather time sheets	
Create Payroll Batch	
Enter data – hrly, payoffs, additional pay	
Run Payroll Journal – Employee Details	Verify against previous month and verify payoffs and additional pay
Run Payroll Plan Participation report by Vendor and reconcile with Vendor invoice	
Create Payroll Checks	
Print NACHA file and save to desktop	
Print payroll checks and direct deposit stubs	
Complete Direct Deposit Process with your bank	
Post IRS/EFTPS Payment in WebSmart	
Pay IRS Payment online	https://www.eftps.gov/eftps/login/loginInitial Must be paid immediately
Post and distribute deduction checks	Some may be paper and some may be online.
TERMINATE employees from WebSmart	
Notify Benefit providers of terminated employees or terminate them online	
END OF MONTH	
Compile TRAQS files and save	
Verify New Employees and Terminated employees appear in TRAQS Member Data	
Run TRS Reports	
Submit TRAQS files & complete signatures using TRS Reports	https://oapi.trs.state.tx.us/TRAQS/do/loginPage
Submit TEXNET payments	https://texnet.cpa.state.tx.us/TXN_idlocpwd.asp? Must be paid by 6th of following month.
Staff Salary	https://seguin.tea.state.tx.us/apps/logon.asp





TRAQS: Creating an MD25 ~ Demographic Adjustment

When an employee's demographic information was originally sent through the TRAQS system incorrectly, you need to create an MD25 – Demographic Adjustment in WebSmart and submit it through the TRAQS online system to make the correction. We recommend submitting these changes throughout the month so that the Regular Payroll report won't reject when you submit the correct information. Follow these instructions to create an MD25 in WebSmart.

Compliance > State > Texas > TRAQS > Member Data

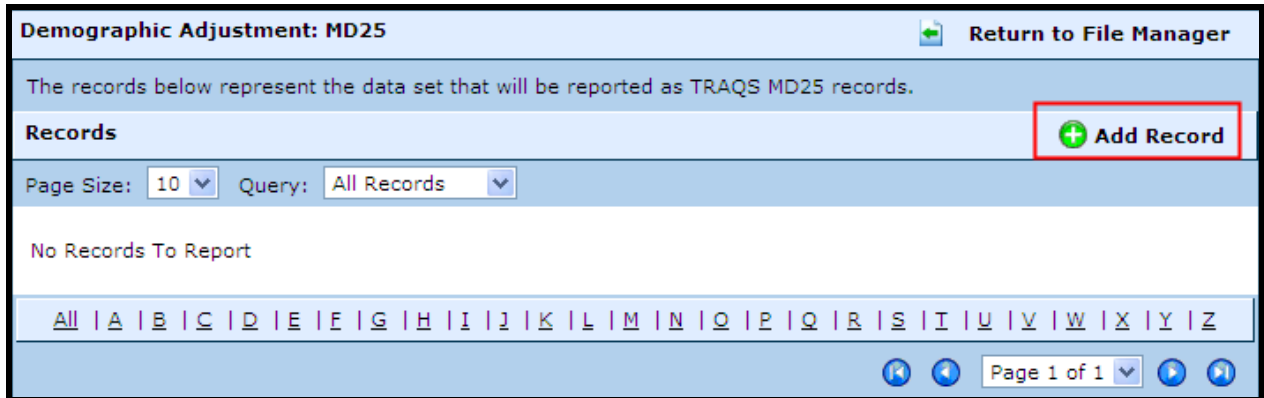
- Go to Compliance > State > Texas > TRAQS > Member Data
- Select the Month in which you are reporting the change
- Select the Year in which you are reporting the change
- Select Create TRAQS File

TRAQS Member Data	
Submission Details Create TRAQS File	
Month:	May
Year:	2011

- Select the (manage icon) on the MD25 file

TRAQS Member Data			
Submission Details			
Month:	May		
Year:	2011		
Reference ID:	169		
Record Type	<input checked="" type="checkbox"/>	Manage	Record
MD00 - Lead Record	<input checked="" type="checkbox"/>		MD00
MD20 - Demographic Record	<input checked="" type="checkbox"/>		MD20
MD25 - Demographic Adjustment	<input checked="" type="checkbox"/>		MD25

- Select  Add Record



Enter the Employee's Original Information (as it was originally reported to TRAQS)

This information is to help the TRAQS system identify their records in the system. This information is bordered in the red box as indicated on the example screen shot on the following page.

- Enter the employee's Original Member Identification Number (the employee's social security number without the dashes)
- Enter the employee's Original Date of Birth
- Enter the employee's Original Last Name
- Enter the employee's Original First Name
- Enter the employee's Original Generation Code, if applicable
- Enter the employee's Original Middle Initial, if applicable

Enter the Employee's Corrected Information

This information indicates to the TRAQS system which areas need to be corrected. For example, if the employee's date of birth was incorrect, you will only enter the corrected date of birth in the New Date of Birth field. This information is bordered in the green box on the example screen shot on the following page.

Again, only update what needs to be corrected.

Demographic Adjustment: MD25 Return to File Manager

The records below represent the data set that will be reported as TRAQS MD25 records.

Records Update Cancel

1985MD25 S01010001 S

Field Name	Value	Description
Retirement Plan Number:	1985	
Record Type:	MD25	
Original Member Identification Number:	<input type="text" value="999999999"/>	Do not use "-"
Original Member Identification Code:	S	
Original Date of Birth:	<input type="text" value="05/28/1941"/>	
Original Gender Code:	F - Female <input type="button" value="v"/>	
Original Last Name:	<input type="text" value="Doe"/>	
Original First Name:	<input type="text" value="Jane"/>	
Original Generation Code:	None <input type="button" value="v"/>	
Original Middle Initial:	<input type="text"/>	
New Last Name:	<input type="text"/> <input type="checkbox"/> Delete?	
New First Name:	<input type="text"/> <input type="checkbox"/> Delete?	
New Generation Code:	None <input type="button" value="v"/> <input type="checkbox"/> Delete?	
New Middle Initial:	<input type="text"/> <input type="checkbox"/> Delete?	
New US Citizen Code:	No change... <input type="button" value="v"/>	
New Member Identification Number:	<input type="text"/>	
New Member Identification Code:	S	
New Date of Birth:	<input type="text" value="05/21/1941"/>	
New Gender Code:	None provided... <input type="button" value="v"/>	

- Once you are satisfied with the correction, select Update
- Select Return to File Manager to return to the main TRAQS Member Data screen

Demographic Adjustment: MD25 Return to File Manager

The records below represent the data set that will be reported as TRAQS MD25 records.

Records Add Record

Page Size: Query:

ID	Name	Actions
31	Doe, Jane	

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Page 1 of 1

- Select the check box in the heading field. Once you click the check box, the box will be unchecked, and will uncheck all boxes below it.

TRAQS Member Data			
Submission Details			
Month:	May		
Year:	2011		
Reference ID:	36		
Record Type	<input checked="" type="checkbox"/>	Manage	Record

- After unchecking the heading box, select the following. To report demographic changes, other than at the usual time, you only want to send the Lead Record and the MD25.
- Check the box for MD00 – Lead Record
- Check the box for MD25 – Demographic Adjustment
- Select Create File

TRAQS Member Data			
Submission Details			
Month:	May		
Year:	2011		
Reference ID:	169		
Record Type	<input type="checkbox"/>	Manage	Record
MD00 - Lead Record	<input checked="" type="checkbox"/>		MD00
MD20 - Demographic Record	<input type="checkbox"/>		MD20
MD25 - Demographic Adjustment	<input checked="" type="checkbox"/>		MD25
MD30 - Address	<input type="checkbox"/>		MD30
MD40 - Contract and Position	<input type="checkbox"/>		MD40
MD45 - Contract and Position Adjustment	<input type="checkbox"/>		MD45
MD90 - Termination	<input type="checkbox"/>		MD90
		<input type="button" value="CREATE FILE"/>	

- The file will open up in Notepad – save it to your desktop
- Send the file through TRAQS

When an employee's address changes, you need to remember to report an MD30 – Member Data Address Record through TRAQS. Follow these instructions to create an MD30 in WebSmart.

Finance > HR > Staff Manager

- Go to the employee's record by selecting the (edit icon)
- Change the employee's address on the Core Demographics tab
- Select the employee's Service Record
- Change the employee's Payroll Begin Date to reflect the TRAQS reporting month in which you wish to report the MD30
- Select Update
- Repeat these steps for each employee with an address change

Service Records			
			Update Cancel
* Instructional Period:	2010-2011 School Year		
* Institution:	NYOS Charter School - Test		
<input checked="" type="checkbox"/> Authorized to Teach?			
Contract			
* Begin:	7/1/2010	* End:	6/30/2011
* Primary Position:	Teacher/Full-Time Librarian	* Percent of Day:	100.00
Contract Type:	190 Day	* Pay Step:	7
* Length (Days):	190	# of Stub Days:	0
Payroll Begin:	5/1/2011	Number of Checks:	12

Compliance > State > Texas > TRAQS > Member Data

- Select the Month in which you are reporting the change
- Select the Year in which you are reporting the change
- Select Create TRAQS File

TRAQS Member Data	
Create TRAQS File	
Submission Details	
Month:	May
Year:	2011

- Select the (manage icon) to verify employees will be generated in the MD30 file

TRAQS Member Data			
Submission Details			
Month:	May		
Year:	2011		
Reference ID:	36		
Record Type	<input checked="" type="checkbox"/>	Manage	Record
MD00 - Lead Record	<input checked="" type="checkbox"/>		MD00
MD20 - Demographic Record	<input checked="" type="checkbox"/>		MD20
MD25 - Demographic Adjustment	<input checked="" type="checkbox"/>		MD25
MD30 - Address	<input checked="" type="checkbox"/>		MD30

- Verify employees' MD30 record by selecting the (edit icon)
- Select Return to File Manager to return to the main TRAQS Member Data screen

Address Record: MD30		Return to File Manager
The records below represent the data set that will be reported as TRAQS MD30 records.		
Records		
Page Size:	10	Query: All Records
Name	Actions	
Arguello, Claudia E		
Lee, Andrea		
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		
		Page 1 of 1

- Select the check box in the heading field. Once you click the check box, the box will be unchecked, and will uncheck all boxes below it.

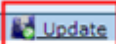

TRAQS Member Data			
Submission Details			
Month:	May		
Year:	2011		
Reference ID:	36		
Record Type	<input checked="" type="checkbox"/>	Manage	Record

- After unchecking the heading box, select the following. To report address changes, other than at the usual time, you only want to send the Lead Record and the MD30.
- Check the box for MD00 – Lead Record
- Check the box for MD30 – Address
- Select Create File

TRAQS Member Data			
Submission Details			
Month:	May		
Year:	2011		
Reference ID:	36		
Record Type	<input type="checkbox"/>	Manage	Record
MD00 - Lead Record	<input checked="" type="checkbox"/>		MD00
MD20 - Demographic Record	<input type="checkbox"/>		MD20
MD25 - Demographic Adjustment	<input type="checkbox"/>		MD25
MD30 - Address	<input checked="" type="checkbox"/>		MD30
MD40 - Contract and Position	<input type="checkbox"/>		MD40
MD45 - Contract and Position Adjustment	<input type="checkbox"/>		MD45
MD90 - Termination	<input type="checkbox"/>		MD90
<input type="button" value="CREATE FILE"/>			

- The file will open up in Notepad – save it to your desktop
- Send the file through TRAQS

Once you have created the TRAQS file and sent it through TRAQS, go back to the employee's Service Record in HR and change the Payroll Begin Date BACK to the original date. In this case it was 9/1/10. This is a very important step. If you don't change the Payroll Begin Date back to the original date, it will cause problems when running the payroll process.

Service Records	
Use the editor below to update each year's service record.	
Service Records	
 	
* Instructional Period:	2010-2011 School Year
* Institution:	Charter School - Test
<input checked="" type="checkbox"/> Authorized to Teach?	
Contract	
* Begin:	<input type="text" value="7/1/2010"/>
* End:	<input type="text" value="6/30/2011"/>
* Primary Position:	<input type="text" value="Teacher/Full-Time Librarian"/>
* Percent of Day:	<input type="text" value="100.00"/>
Contract Type:	<input type="text" value="190 Day"/>
* Pay Step:	<input type="text" value="7"/>
* Length (Days):	<input type="text" value="190"/>
# of Stub Days:	<input type="text" value="0"/>
Payroll Begin:	<input type="text" value="9/1/2010"/>
Number of Checks:	<input type="text" value="12"/>







TRS/TRAQS Checklist


For Pay Period: _____




Terminate Employees

Finance > HR > Staff Manager

- **Terminate Employees** – After the final Payroll for the month has been done, terminate/release all employees for the month prior to processing the TRAQS files below for submission to TRS. This process creates the MD90 necessary to report through TRAQS.
 - Go to **Finance > HR > Staff Manager**
 - Select  to edit the desired employee(s)
 - Click on **Employment Detail**
 - Select the  under **Actions**

Employment Details			
Select	Employment Type	Term	Actions
	Employee	8/12/2009 - Present	

- Enter the termination information according to the employees credentials (similar to the example below)
 - **Termination Reason** – select the appropriate termination reason
 - **Contract Termination Date** – enter the last date that the employee worked for the district
 - **Payroll Termination Date** – enter the last date of the month that the employee will receive a pay check. For example – if an employee’s Contract Termination Date is 10/20/2011, and the employee is receiving their last check in October, you’ll enter 10/31/2011 as the Payroll termination date; however, if the employee is receiving a check in November, you’ll enter 11/30/2011.
 - Select  **Terminate**

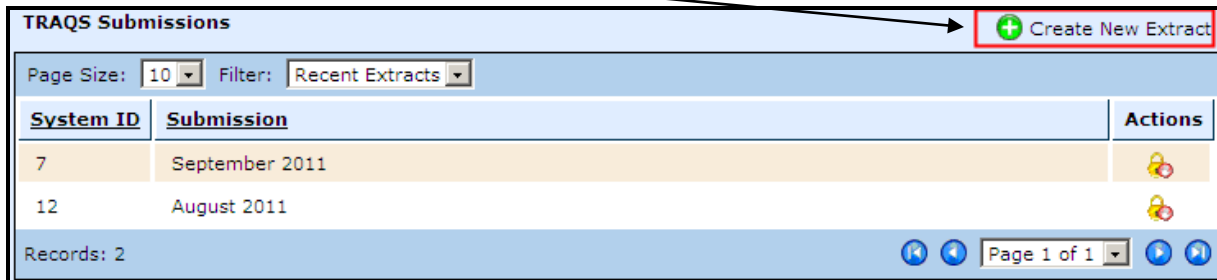
Return to Employment Details  Terminate	
* Termination Reason:	<input type="text" value="O - Other"/>
* Contract Termination Date:	<input type="text" value="10/20/2011"/> 
* Payroll Termination Date:	<input type="text" value="10/31/2011"/> 
* Contract Work Days:	<input type="text" value="45"/>

- Select to Save the employee’s record

Create TRAQS Extracts

The next step is to create the extracts. This process will produce the data necessary to create the submission files for TRAQS.

- Go to **Compliance > State > Texas > TRAQS**
- Select **+ Create New Extract**



- Select the report **Year**
- Select the report **Month** (this is the CALENDAR month). For example, 10 = October, 11 = November, 12 = December
- Select **Create**

New TRAQS Extract

[to be provided]

Identifier


Year* 2011

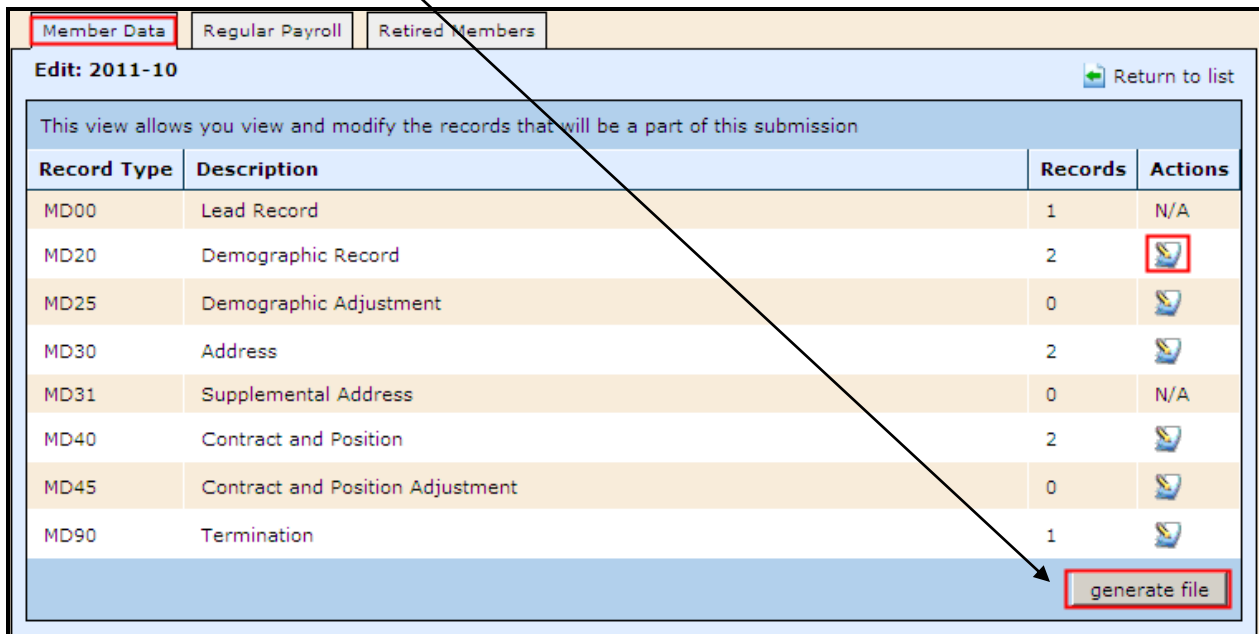
Month* 10

- This process will generate the TRAQS data for Member Data, Regular Payroll and Retired Members. (see below example)







Member Data	Regular Payroll	Retired Members	
Edit: 2011-10		Return to list	
This view allows you view and modify the records that will be a part of this submission			
Record Type	Description	Records	Actions
MD00	Lead Record	1	N/A

To Generate the Member Data Files for Submission:

- Select the **Member Data** tab
- Review all the Member Data is correct by selecting the  (edit icon) for the MD files
- Select **Generate File**

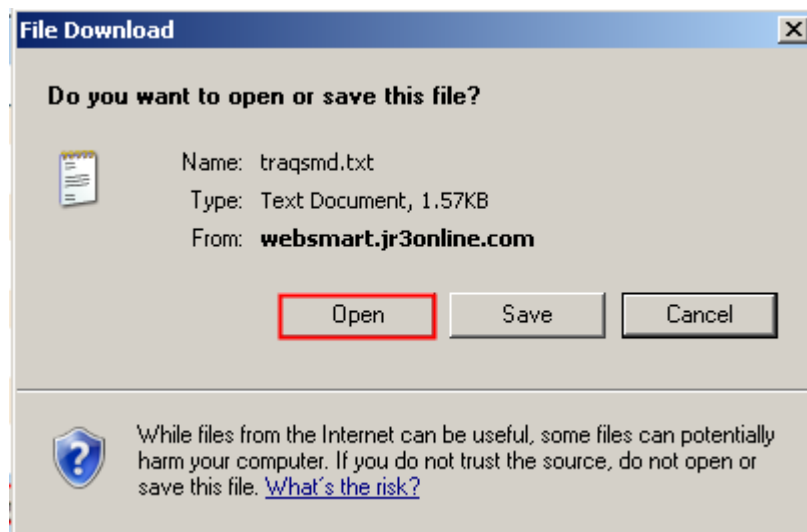


The screenshot shows a web application interface for managing member data. At the top, there are three tabs: "Member Data" (highlighted with a red box), "Regular Payroll", and "Retired Members". Below the tabs, the text "Edit: 2011-10" is displayed, along with a "Return to list" link. A message states: "This view allows you view and modify the records that will be a part of this submission". Below this is a table with the following columns: "Record Type", "Description", "Records", and "Actions".

Record Type	Description	Records	Actions
MD00	Lead Record	1	N/A
MD20	Demographic Record	2	
MD25	Demographic Adjustment	0	
MD30	Address	2	
MD31	Supplemental Address	0	N/A
MD40	Contract and Position	2	
MD45	Contract and Position Adjustment	0	
MD90	Termination	1	

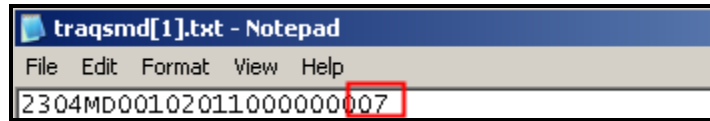
At the bottom right of the interface, there is a "generate file" button, which is highlighted with a red box. A black arrow points from the "generate file" button in the screenshot above to the "generate file" button in this screenshot.

- The following prompt will appear.
- Select **Open**



- The file will open in Notepad

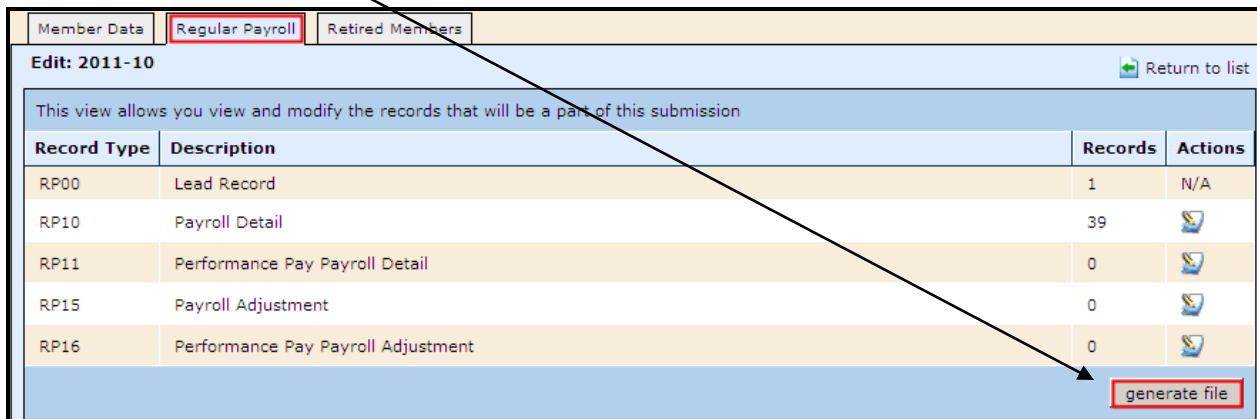
- The following example shows the first line of the file in Notepad. The last couple of digits on the first line of the file is the number of Member Data signatures you'll need when entering the Signatures on the TRAQS page.



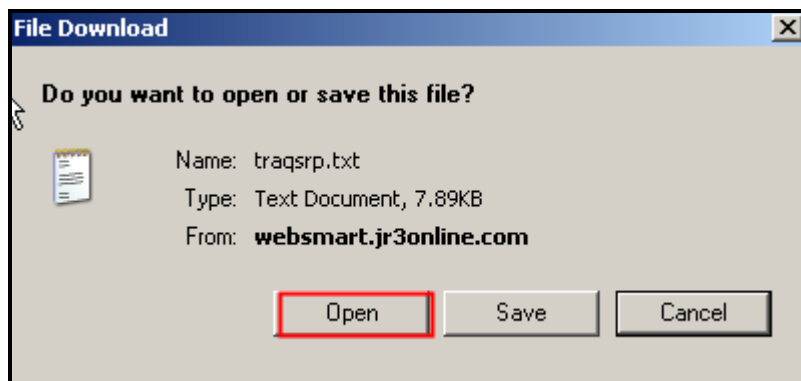
- Select File > Save As
- Rename the File (per your discretion to help you identify the file when browsing to submit through TRAQS). For example, you may want to save the October file as MD102011.txt
- Save the Member Data file to your desktop. You'll submit this file through TRAQS later in the procedures.

To Generate the Regular Payroll Files for Submission:

- Select the **Regular Payroll** tab
- Select **Generate File**



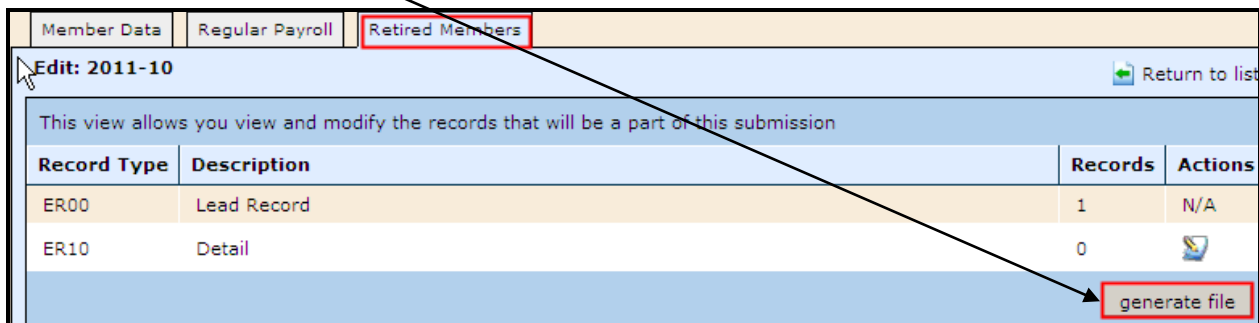
- The following prompt will appear.
- Select Open



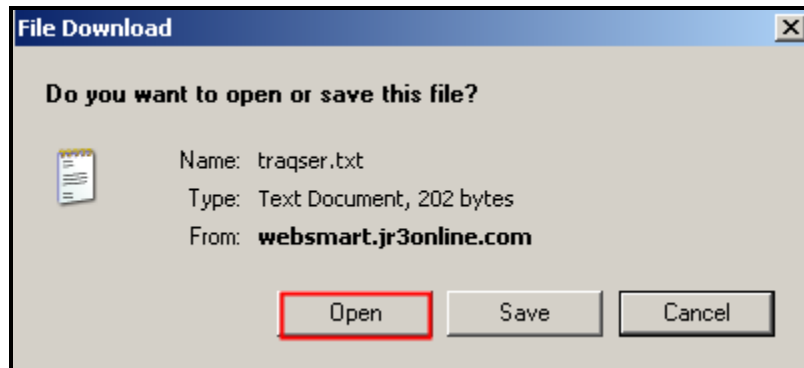
- The file will open in Notepad
- Select File > Save As
- Rename the File (per your discretion to help you identify the file when browsing to submit through TRAQS). For example, you may want to save the October file as RP102011.txt
- Save the Regular Payroll file to your desktop. You'll submit this file through TRAQS later in the procedures.

To Generate the Retired Members Files for Submission (if any):

- Select the **Retired Members** tab
- If the ER10 Records are 0, you don't have any retired members to report. Remember, you are only reporting detail on employees that retired after 1/1/2011.
- Select **Generate File**



- The following prompt will appear.
- Select Open



- The file will open in Notepad
- Select File > Save As
- Rename the File (per your discretion to help you identify the file when browsing to submit through TRAQS). For example, you may want to save the October file as ER102011.txt
- Save the Retired Members file to your desktop. You'll submit this file through TRAQS later in the procedures.

Verify TexNet Payment and Compare to TRS Reports

Before submitting the TRAQS files and TexNet payment, generate a PRELIMINARY payment for TRS. You'll use this report to compare to TRS reports before submission, but first, you'll want to make sure you are selecting the appropriate payroll batches for the TRS payments.


- Go to **Finance > Payroll > Payroll Batches**
- Verify the Payroll Batches for the month you are processing. In the screenshot below, Payroll Batches 638 and 639 are the only ones for the month of October.

Payroll Batches			
Page Size:	10	Query:	All Active Records
System ID	Payment Date	Status	Description
649	11/15/2011	Processed	Standard Batch: BI-MONTHLY - SST Corpus 10/24/2011-11/05/2011
639	10/31/2011	Processed	Standard Batch: BI-MONTHLY - SST Corpus 10/10/2011-10/22/2011
638	10/31/2011	Processed	Standard Batch: MONTHLY - SST Corpus 10/01/2011-10/31/2011
635	8/31/2011	Processed	Supplemental Batch: 6 ~ 08/01/2011-08/31/2011

- Go to **Finance > Purchasing & AP > Payments > Make Payments**
- Select the appropriate **Bank Account**
- Select the appropriate vendor for **TRS**
- Select the to the left of the TRS vendor to open the detail of the payments that are due to TRS.

Unpaid Liabilities			
Update the bank general information below:			
* Banking Account:	Operating Account		
Total Amount:	610.22	Create Check Run	
Liabilities			
Query:	ALL - All Liabilities		
	Vendor	Amount	Pay <input type="checkbox"/>
<input type="checkbox"/>	DELL FINANCIAL SERVICES	(\$25.00)	<input type="checkbox"/>
<input type="checkbox"/>	INTERNAL REVENUE SERVICE	\$303.87	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TRS	\$610.22	<input checked="" type="checkbox"/>

- Uncheck any payroll batches that are NOT due to TRS with the current TRS payment. (You may have other payroll batches awaiting payment if the prior payment was not posted or if the payroll clerk ran a payroll during the first of the following month. These payments would NOT be included in the current month's payment.)
- Select **Create Check Run**

-
- Click on the  (view icon) to preview the TRS Electronic Payment
 - Select to open the report
 - Print report
 - At this time, select **CANCEL**

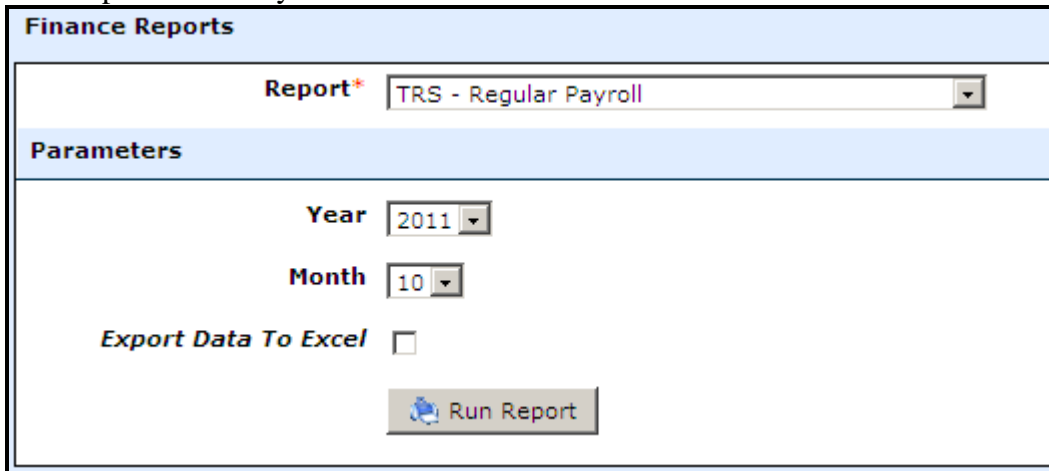
NOTE:

Do not click Save until this information is completely correct.

Print the following reports to verify the detail amounts are correct and match the amounts on the TRS Electronic Payment report. **These reports will also be used to enter the signature information on the TRAQS Website.**

Print TRS – Regular Payroll report

- Go to **Finance > Reports > TRS Reports**
- Select **TRS – Regular Payroll**
- Select the reporting **Year**
- Select the calendar reporting **Month**
- Select Run Report
- Print report and verify the amounts



The screenshot shows a web-based interface for generating reports. At the top, there is a header "Finance Reports". Below this, there is a section for "Report*" with a dropdown menu currently set to "TRS - Regular Payroll". Underneath, there is a "Parameters" section. It includes two dropdown menus: "Year" set to "2011" and "Month" set to "10". There is also a checkbox labeled "Export Data To Excel" which is currently unchecked. At the bottom of the parameters section, there is a button labeled "Run Report" with a small icon to its left.

Checkpoint: Verify the following:


- Deposit amount = Retirement Contribution Amount-TRS1 or 4. Verify Deposit amount = 6.4% x Salary amount.
- Insurance amount = Insurance Contribution Amount TRS 374. Verify Insurance amount = .65% x Salary amount
- TRS REC amount = Reporting Entity TRS-Care Contribution Amount – TRS 374. Verify TRS REC amount = .55% x Salary amount.

Print TRS – Retired Members report (if any)

- Go to **Finance > Reports > TRS Reports**
- Select **TRS – Retired Members**
- Select the reporting **Year**
- Select the calendar reporting **Month**
- Select Run Report
- Print report

The screenshot shows a web interface titled "Finance Reports". At the top, there is a "Report*" dropdown menu with "TRS - Retired Members" selected. Below this is a "Parameters" section containing a "Year" dropdown set to "2011", a "Month" dropdown set to "10", and an "Export Data To Excel" checkbox which is unchecked. At the bottom of the parameters section is a "Run Report" button with a printer icon.

For the remainder of the TRS reports:

- Select  Return to List to return to the main Finance > Reports screen
- Select Legacy Reports

Print Above Statutory Minimum Report (Does NOT apply to Charter Schools):

- Select **Sub-Report – Above Statutory Minimum**
- Select the **General Ledger** year
- Select the **Date Range** for the reporting month you are processing
- Select **Submit Report**

The screenshot shows a "Configure Report: TRS Reports" window. It has a title bar and a subtitle "Collection of Teacher Retirement System Reports". The "Sub-Report:" dropdown is set to "Above Statutory Minimum". Under "Report Parameters", the "General Ledger" is set to "2011-2012 Fiscal Year", "Date Range" is "Custom", "Range Begin" is "10/1/2011", "Range End" is "10/31/2011", and "Mask SSN" is checked. Under "Output Options", the "Format:" dropdown is set to "PDF". At the bottom are "Submit Report" and "Return To List" buttons.

-
- Print report
Checkpoint: Verify the Above Minimum amount x 6% = Contribution amount

Print Federal Fund Contribution Amount – TRS 003:

- Select **Sub-Report – Adjustment Details**
- Select the **General Ledger** year
- Select the **Date Range** for the reporting month you are processing
- Select the **Adjustment Category: Federal Fund Contribution Amount – TRS 003/TRS 2 or 2b** as indicated below
- Select **Submit report**
- **Print** report

Configure Report: TRS Reports	
Collection of Teacher Retirement System Reports	
Sub-Report:	Adjustment Details
Report Parameters	
General Ledger	2011-2012 Fiscal Year
Date Range	Custom
Range Begin	10/1/2011
Range End	10/31/2011
Adjustment Category	Federal Fund Contribution Amount - TRS 003 / TRS 2 or 2b
Output Options	
Format:	PDF
Submit Report Return To List	

Checkpoint: Verify the Deduction/Contribution amount = 6% x Federal Wages

Print Federal Fund Contribution Amount – TRS 489:

- Select **Sub-Report – Adjustment Details**
- Select the **General Ledger** year
- Select the **Date Range** for the reporting month you are processing
- Select the **Adjustment Category: Federal Insurance Amount Due – TRS 489 / TRS 488** as indicated below
- Select **Submit report**
- **Print** report

Configure Report: TRS Reports	
Collection of Teacher Retirement System Reports	
Sub-Report:	Adjustment Details
Report Parameters	
General Ledger	2011-2012 Fiscal Year
Date Range	Custom
Range Begin	10/1/2011
Range End	10/31/2011
Adjustment Category	Federal Insurance Amount Due - TRS 489 / TRS 488
Output Options	
Format:	PDF
Submit Report Return To List	

Checkpoint: Verify the Deduction/Contribution amount = 1% x Federal Wages

Print Federal Fund Contribution Amount – TRS 489:

- Select **Sub-Report – Adjustment Details**
- Select the **General Ledger** year
- Select the **Date Range** for the reporting month you are processing
- Select the **Adjustment Category: Reporting Entity Payments for New Members** as indicated below
- Select **Submit report**
- **Print** report

Configure Report: TRS Reports	
Collection of Teacher Retirement System Reports	
Sub-Report:	Adjustment Details
Report Parameters	
General Ledger	2011-2012 Fiscal Year
Date Range	Custom
Range Begin	10/1/2011
Range End	10/31/2011
Adjustment Category	Reporting Entity Payments for New Members
Output Options	
Format:	PDF
<input type="button" value="Submit Report"/>	<input type="button" value="Return To List"/>

Checkpoint: Verify the Contribution amount = 6% x Salary Amount

Print Federal Fund Contribution Amount – TRS 489:

- Select **Sub-Report – Adjustment Details**
- Select the **General Ledger** year
- Select the **Date Range** for the reporting month you are processing
- Select the **Adjustment Category: TRS Active Care Billed Amount Due** as indicated below
- Select **Submit report**
- **Print** report

Configure Report: TRS Reports	
Collection of Teacher Retirement System Reports	
Sub-Report:	Adjustment Details
Report Parameters	
General Ledger	2011-2012 Fiscal Year
Date Range	Custom
Range Begin	10/1/2011
Range End	10/31/2011
Adjustment Category	TRS Active Care Billed Amount Due
Output Options	
Format:	PDF
<input type="button" value="Submit Report"/>	<input type="button" value="Return To List"/>

Checkpoint: Reconcile the TRS ActiveCare Billed Amount Due to the TRS ActiveCare billing for the month. If the bill does not reconcile to the report, make any necessary adjustments by creating a bill or credit memo in Purchasing & AP.

Post TRS Payment in WebSmart

- Go to **Finance > Purchasing & AP > Payments > Make Payments**
- Select the appropriate **Bank Account**
- Select the appropriate vendor for **TRS**
- Select the to the left of the TRS vendor to open the detail of the payments that are due to TRS.

Unpaid Liabilities

Update the bank general information below:

* Banking Account: Operating Account

Total Amount: 610.22 Create Check Run

Liabilities

Query: ALL - All Liabilities

	Vendor	Amount	Pay <input type="checkbox"/>
<input type="checkbox"/>	DELL FINANCIAL SERVICES	(\$25.00)	<input type="checkbox"/>
<input type="checkbox"/>	INTERNAL REVENUE SERVICE	\$303.87	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TRS	\$610.22	<input checked="" type="checkbox"/>

- Uncheck any payroll batches that are NOT due to TRS with the current TRS payment. (You may have other payroll batches awaiting payment if the prior payment was not posted or if the payroll clerk ran a payroll during the first of the following month. These payments would NOT be included in the current month's payment.)
- Select **Create Check Run**
- Click on the (view icon) to preview the TRS Electronic Payment
- Select to open the report
- Print report
- At this time, select **SAVE**.

NOTE:

-This is the total to report for TexNet and TRAQS

Submit Texnet Payment for TRS

- Use this Texnet Payment Report to enter amounts on the TexNet Screen.
- Use the printed TRS Reports to enter signature amounts on the TRAQS website.

Examples

Example of TRS Payment Details:

Report from WebSmart

TRS Electronic Payment 26CD68D9-EAC7-4F61-9430-4311637BFEA3 (#0)

FILE TOTAL: \$19,044.15

Vendor: TRS (003086)

Standard Distributions

Retirement Contribution Amount - TRS1 or 4	\$5,476.52
Insurance Contribution Amount - TRS 374	\$556.22
Federal Fund Contribution Amount - TRS 003	\$326.54
Statutory Minimum Contribution Amount - TRS 372	\$0.00
Non-Education Contribution Amount - TRS 370	\$0.00
Interest Amount Due - TRS 376	\$0.00
Federal Insurance Amount Due - TRS 489	\$51.02
Education/General-Local Funds Amount Due - TRS 553	\$0.00
SSBB Deduction - TRS 565	\$0.00
TRS Active Care Billed Amount Due	\$11,611.00
Reporting Entity TRS-Care Contribution Amount - TRS 374	\$470.57
Reporting Entity Payments for New Members	\$552.28
Reporting Entity Pension Surcharge for Retirees	\$0.00
Reporting Entity TRS-Care Surcharge for Retirees	\$0.00
Sub-Total	\$19,044.15
Calculated:	\$19,044.15
Payment:	\$19,044.15

TOTAL PAYMENT: \$19,044.15

This report is laid out like the TexNet website for easy data entry.

TexNet Screen, data entered from TRS Payment Details from previous page.



Susan Combs
Texas Comptroller of Public Accounts

Teacher Retirement System

Identification #: 67300 Location #:

Total Amount	<input type="text" value="19303.39"/>
Settlement Date	<input type="text" value="11/25/2009"/>
Report Month	<input type="text" value="11"/>
Retirement Contribution Amount - TRS1 or 4	<input type="text" value="5476.52"/>
Insurance Contribution Amount - TRS 374	<input type="text" value="556.22"/>
Federal Fund Contribution Amount - TRS 2 or 2B	<input type="text" value="326.54"/>
Statutory Minimum Contribution Amount - TRS 372	<input type="text" value="\$0.00"/>
Non-Education Contribution Amount - TRS 370	<input type="text" value="\$0.00"/>
Interest Amount Due - TRS 376	<input type="text" value="\$0.00"/>
Federal Insurance Amount Due - TRS 488	<input type="text" value="51.02"/>
Education/General-Local Funds Amount Due - TRS 553	<input type="text" value="\$0.00"/>
SSBB Deduction - TRS 565	<input type="text" value="\$0.00"/>
TRS Active Care Billed Amount Due	<input type="text" value="11889.00"/>
Reporting Entity TRS-Care Contribution Amount - TRS 374	<input type="text" value="470.57"/>
Reporting Entity Payments for New Members	<input type="text" value="533.52"/>
Reporting Entity Pension Surcharge for Retirees	<input type="text" value="\$0.00"/>
Reporting Entity TRS-Care Surcharge for Retirees	<input type="text" value="\$0.00"/>

[Help](#)

List of Signature Totals – all Signatures must be submitted, even if amount is 0.



Submit Signature Totals

Employer Name

Employer
Number

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

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[Reporting Entity Data](#)

[View Employee Eligibility](#)

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Please Select a Signature to Submit:

[Summary of Member Data Report](#)

[Summary of Regular Payroll Report](#)

[Summary of Employment of Retired Member](#)

[Summary of ER Corrections](#)

[Summary of Federal Fund and/or Private Grant Salaries and Contributions](#)

[Summary of Federal Grant TRS-CARE Contributions](#)

[Summary of District Contributions on Salaries Paid Above the Statutory Minimum](#)

[Summary of Salaries and Contributions paid from Noneducational/General Funds](#)

[Summary of Salaries and Contributions Paid from Educational/General-Local Funds](#)

[Summary of Reporting Entity Payment for New Members](#)

[Summary of Reporting Entity Pension Surcharge for Reported Retirees](#)

[Summary of Reporting Entity TRS-Care Surcharge for Reported Retirees](#)

By submitting this data, you certify it to be complete and accurate and in accordance with reporting requirements of the Teacher Retirement System of Texas.

On the next pages you will see a few examples of these screens and where you find the information from the Reports you printed earlier.



Enter Signature Data

Employer Name

Employer Number

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- [Submit Signatures](#)
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Summary of Regular Payroll Report

Report Month: Report Year:

Check here if you are *not* sending a Payroll report this month:

Member Retirement Contribution

	Salaries	Contributions	Number of Records
Totals from Current Month	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
Prior Month Adjustments	<input type="text"/>	<input type="text"/>	<input type="text"/>

Member Insurance Contribution

	Contributions
Totals from Current Month	<input type="text" value="4"/>
Prior Month Adjustments	<input type="text"/>

Reporting Entity TRS-Care Contribution

	Contributions
Totals from Current Month	<input type="text" value="5"/>
Prior Month Adjustments	<input type="text"/>

Member Payments for Purchase of Special Service

	Deductions
Totals from Current Month	<input type="text" value="6"/>
Prior Month Adjustments	<input type="text"/>

[Back to Submit Signature Totals Menu](#)

Use the last line of the Report to fill in this screen.

District #		Regular Payroll						11/25/2009	
0030:7306		11-2009						8:51:28 AM	
Tax Number	Last Name	First Name	Middle Initial	Salary	Deposit	Insurance	Buyback	TRS REC	
Participating Employee(s): 37		GRAND TOTALS		\$85,570.00	\$5,476.52	\$556.22	\$0.00	\$470.57	
3				1	2	4	6	5	



Employer Name

Employer Number

Enter Signature Data

- [Submit Reports](#)
- [Submit Signatures](#)
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- [Reporting Entity Data](#)
- [View Employee Eligibility](#)
- [Member Data Correction](#)
- [ER Correction](#)
- [August Stop Payment Listing](#)

Summary of Member Data Report

Report Month: Report Year:

Check here if you are *not* sending a Member Data report this month:

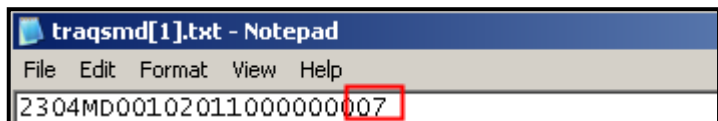
Total Records Submitted

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You will enter the number of records listed on the TRAQS – Member Data File or check the box for not sending a Member Data file.



**Total Member
Records
Submitted**



Enter Signature Data

Employer Name

Employer Number

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Summary of Employment of Retired Member

Report Month: Report Year:

Area 1 (Retired AFTER Jan. 1, 2001)

Total Detail Records

Check here if you are *not* sending an Area 1 report this month:

Area 2 (Retired PRIOR to Jan. 1, 2001)

Administrative/Professional

Teachers/Librarians

Support Staff

Bus Drivers

Counselors/Nurses

Check here if you are *not* sending an Area 2 report this month:

[Back to Submit Signature Totals Menu](#)

You will enter the number of records listed on the TRAQS – Retired Member report or check the box for not sending a Retired Member report.

ISD District # 0232:7530 **Retired Members For Period 11/2009** 1 Total Page(s) 11/25/2009 11:20:50 AM

Retired Subsequent To 1/1/2001

Name	Retirement Date
Blanks, Staff	8/8/2005
Snelling, Staff	5/1/2001
Somers, Staff	6/30/2009
Somers, Staff	5/25/2007

4 Staff Retired After 1/1/2001

Retired Prior to 1/1/2001

Name	Retirement Date
Newton, Staff	8/1/2000
Jone, Staff	8/1/2000

2 Staff Retired Prior to 1/1/2001

6 Total Retired Staff

Federal Fund and/or Private Grant Salaries and Contributions



Enter Signature Data

Employer Name

Employer
Number

- [Submit Reports](#)
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Summary of Federal Fund and/or Private Grant Salaries and Contributions

Report Month: Report Year:

	Salaries	Contributions
Current Month Totals	5102.34 1	326.54 2
Adjustments for Prior Month	<input type="text"/>	<input type="text"/>

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District #
0028:7391

Adjustment Details
Federal Fund Contribution Amount - TRS 003 - 11/01/2009 thru 11/30/2009

11/25/2009
9:04:53 AM

Employee/Position	Adjustment	Account Code	Fed Wages	Wages	Contribution	Deduction
			Grand Total:	\$5,102.34	\$5,102.34	\$0.00
			Contribution + Deduction:		\$326.54	\$326.54
7 Employees Total				1	2	