

Bank Reconciliation

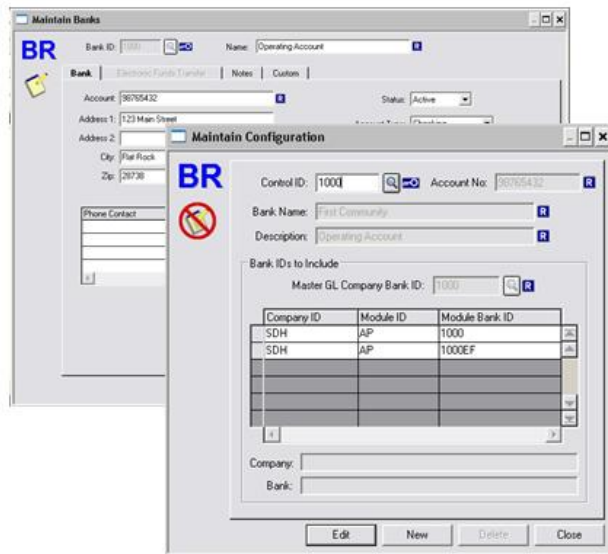
Getting Started/Overlooked Features

Getting Started

Bank Reconciliation is the easiest module to maintain. However, the initial setup can sometimes be confusing. For this reason it is not that uncommon to have a client using every module of CYMA except BR. We often will hear "I tried to start using BR but got confused and just kept reconciling manually." We encourage our clients to get past this 'speed-bump'. We have Real-View videos showing how to set up your bank reconciliation. Once you have reconciled for a couple months, you will find this module easy to use and a real time saver.

leave your bank account (deposits, cash transfers, online payments/collections). You may have multiple CYMA Bank IDs for one Control ID.

- **Set up Bank IDs** – with accounts numbers and description. Multi-View recommends using a Bank ID that is a variant of the natural GL account number tied to this Bank ID. In the illustration above we've created two Bank IDs. The 1000 Bank ID will be used for the operating checking account. The 1000EF Bank ID will be used for EFT transactions. Both Bank IDs ties to the 1000 Control ID.
- **Data Grid** – In the Control ID window, tie the Control ID to all applicable Bank IDs and CYMA modules.



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It is important to understand how information flows through Bank Reconciliation.

- **Control ID** – Think of your Control ID as the actual physical bank account at your bank. Each Control ID ties to one bank account and one GL cash account number.
- **Bank ID** – Think of your CYMA Bank IDs as being the various ways dollars enter and

First Reconciliation

The first reconciliation will require some clean up from starting a new accounting system. Refer to **Monthly Operations** for more details.

1. Perform the ENTER/RETRIEVE DATA process.
2. Select ENTER/MARK CLEARED TRANSACTIONS and select your Bank ID (the CYMA field says 'Bank ID', but in reality you are selecting a 'Control ID')
3. From your **Bank Statement** enter your Beginning Balance Date and Starting Balance to the two fields at the top of this screen.
4. Follow Monthly Operations guidance for bank reconciliation as shown on the following page.