

## Bank Reconciliation Monthly Operations

**Retrieve Data**

Banks to Retrieve:  All Banks  Specific Bank

Bank Control ID:  Account:

Name:

Description:

Type of Transactions to Retrieve:

GL Journal Entries

AR Deposits:  All Companies

Payroll Checks:  All Companies

AP Vendor Checks:  All Companies

First Time Options

Starting Date:

Retrieve Clear Close

**Clear Transactions**

Summary

Date	No. Trns	Totals
Beginning Balance	1	\$0.00
Deposits and Credits Cleared	0	\$0.00
Checks and Charges Cleared	1	\$0.00
Adjustments Entered	0	\$0.00
Ending Balance		\$0.00
Difference		\$0.00

General Clear by Range Deposits and Credits Checks and Charges

Bank ID: 1000 Date: 1/7/2004 Description: Federal 01/05/04 Balance: \$1,380.00 Amount: \$1,380.00

Bank ID: 1000 Date: 1/7/2004 Description: Federal Fees Balance: \$4,036.77 Amount: \$4,036.77

Bank ID: 1000 Date: 1/15/2004 Description: Federal Fees Balance: \$50,837.88 Amount: \$50,837.88

Bank ID: 1000 Date: 1/15/2004 Description: Federal Fees Balance: \$17,894.45 Amount: \$17,894.45

Bank ID: 1000 Date: 1/25/2004 Description: Transfer to Hospice Fund Balance: \$2,000.00 Amount: \$2,000.00

Bank ID: 1000 Date: 1/23/2004 Description: Federal 1/23/04 Balance: \$12,479.15 Amount: \$12,479.15

Bank ID: 1000 Date: 1/23/2004 Description: Federal Fees Balance: \$3,588.85 Amount: \$3,588.85

Bank ID: 1000 Date: 1/30/2004 Description: Federal 1/30/04 Balance: \$11,179.42 Amount: \$11,179.42

Bank ID: 1000 Date: 1/30/2004 Description: Federal Fees Balance: \$18,462.35 Amount: \$18,462.35

Bank ID: 1000 Date: 1/30/2004 Description: Bank Service Charge Balance: \$390.36 Amount: \$390.36

Bank ID: 1000 Date: 1/31/2004 Description: Bal Fund entered in Open Fund Balance: \$10,250.00 Amount: \$10,250.00

Delete All Select All Save Clear Close

### ENTER/RETRIEVE DATA

[www.multiviewinc.com/cyma-br-bank-recon-basics](http://www.multiviewinc.com/cyma-br-bank-recon-basics)

In order for BR to see new items processed from any module since the last retrieval, you must Retrieve Data. BR maintains its own 'copy' of the data each time it retrieves in order to avoid pulling items twice. It is usually recommended to select All Banks and each module when retrieving. You will want to have all batches posted in the GL module.

- Mark off all Deposits and Credits/Checks and Charges. (Use the 'Show only transactions <=' box and Transaction Sort Order sections to help expedite this process.)
- Notice the 'Difference' Box amount (middle of screen). This amount should match all items you did not mark off on your Bank Statement. These items were never recorded in CYMA. They will need to be recorded in you GL, retrieved, and marked off.
- The Beginning Balance Total is the same as last reconciliation's Ending Balance. This amount minus your checks, plus your deposits should match your ending balance. If not you may need to make an Adjustment.
- SAVE and CLOSE this window.

**Clear Transactions**

Summary

Date	No. Trns	Totals
Beginning Balance	1	\$237,987.99
Deposits and Credits Cleared	0	\$0.00
Checks and Charges Cleared	1	\$2,000.00
Adjustments Entered	0	\$0.00
Ending Balance		\$235,987.99
Difference		\$0.00

General Clear by Range Deposits and Credits Checks and Charges

Bank to Reconcile

Bank ID: 1000 Name: First Community

Account Description: Operating Account

Statement Ending Date: 10/31/2014

Statement Ending Balance: \$235,987.99

Reconciliation As Of: 10/31/2014

Show only transactions <= the Ending Date

Transaction Sort Order

Reference  Company ID

Transaction Date  Bank ID

Save Clear Close

### ENTER/MARK CLEARED TRANSACTIONS

- Select your Bank ID (actually this is your Control ID)
- Enter your Statement Ending Date and Balance

**Enter Adjustments**

Bank Control Account

ID: 1000 Name: First Community

Bank GL Account: 0-00-1000-00

Reference

test

Exclude from GL

Bank Register Only

Posting Information

Date: 2/25/2014 Description:

Reference	Description	GL Account ID	Amount
test		0-00-1000-00	\$0.00

GL Account Desc: Adjustment Amount: \$0.00

Save New Delete Close