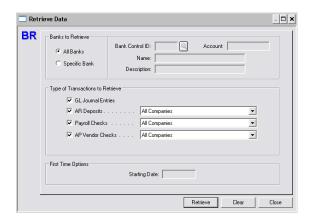
## The Multi-View CYMA/F9 User Guide



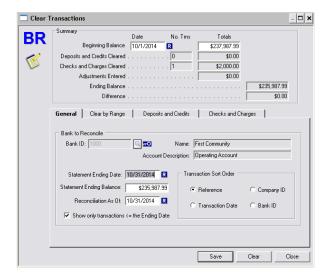
### **Bank Reconciliation**

## **Monthly Operations**



#### ENTER/RETRIEVE DATA www.multiviewinc.com/cyma-br-bankrecon-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.



# ENTER/MARK CLEARED TRANSACTIONS

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



- 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.

