



MYOB Exo Tip of the Week!

Tracing transactions from your Bank Reconciliation

Did you ever want to know how to trace Bank Reconciliation transactions back to their source?

Firstly you will need to set up two search fields so you can trace the transactions. (Please refer to the past tip of the week called "Extra Search Fields" dated 9/11/09 which explains how you set these up)

They are: t.seqno=Seqno
t.source_seq=Source Seqno

Now you are ready to trace transactions that appear in your Bank Rec.

Take note of the "Seq no" of the transaction you would like to trace for example a payment from John Eden which is 3228.

The screenshot shows the 'Bank Reconciliation' window in MYOB. The 'GL bank account' is '04000-00. CURRENT BANK ACCOUNT'. The 'GL Balance as at 19.02.10' is 52,648.05. The 'Reconciliation Type' is 'Manual'. The 'Unreconciled GL Transactions as at 19.02.10' table is shown below:

Seq no	Date	Cheque no	Details	Amount	Sel
3078	04.12.2009	3213467	20. ALL PARTS AUTOMOTIVE LTD	8,893.47	<input type="checkbox"/>
3076	04.12.2009	3213466	2. ALL CAR PARTS	4,541.84	<input type="checkbox"/>
2986	02.12.2009		0. TYRUS BORG	22.33	<input type="checkbox"/>
278	01.12.2009	1	1. AUCKLAND PART MART	(251.54)	<input type="checkbox"/>
3228	01.12.2009		0. JOHN EDEN	227.53	<input checked="" type="checkbox"/>
3232	01.12.2009		0. AUSTIN MARTON	346.95	<input type="checkbox"/>

Now you need to open the General Ledger Bank Account and search in the relevant period for seqno 3228.



General Ledger Account Details

File Navigate Help

New Save Save & Exit Cancel

A/c No: 4000 Name: CURRENT BANK ACCOUNT NZD

Details Transactions Budget Notes History Notes Analysis

Date from: Age from: 3. December 2005 Sub account: (All) Company: (All)

Date to: Age to: 3. December 2005 Branch: (All) Reverse Sort

Seqno	Source Seqno	Date	Age	Batch	Br	Sub.	Chq.	Inv no.	Details	Debit	Cr
3670	247	05.12.2009	3	157	1	0	646565		11. AUTOBITS UK CAR PARTS		
3419		04.12.2009	3	114	0	0			BANK	\$100,000.00	
3080	331	04.12.2009	3	100	1	0	3213468		21. COMFORT AUTOMOTIVES	\$1,559.80	
3078	330	04.12.2009	3	100	1	0	3213467		20. ALL PARTS AUTOMOTIVE LTD	\$8,893.47	
3076	329	04.12.2009	3	100	1	0	3213466		2. ALL CAR PARTS	\$4,541.84	
2986	326	02.12.2009	3	98	1	0		10177	0. TYRUS BORG	\$22.33	
3232	356	01.12.2009	3	109	1	0		10194	0. AUSTIN MARTON	\$346.95	
3228	354	01.12.2009	3	109	1	0		10193	0. JOHN EDEN	\$227.53	
278	15	01.12.2009	3	8	1	0	1		1. AUCKLAND PART MART		
										\$115,591....	

Once you have found the 'Seqno' also take note of the 'Source Seqno' and right click on the transaction and select either "View Source Account" or "View GL Batch". This transaction was a Debtor Payment, so we will choose "View Source Account".

General Ledger Account Details

File Navigate Help

New Save Save & Exit Cancel

A/c No: 4000 Name: CURRENT BANK ACCOUNT NZD

Details Transactions Budget Notes History Notes Analysis

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3228	354	01.12.2009	3	109	1	0		10193	0. JOHN EDEN	\$227.53	
278	15	01.12.2009	3	8	1	0	1		1. AUCKLAND PART MART		
										\$115,591....	

View GL Batch

View Source Account

Edit transaction references

It will then open the account that this transaction belongs to...



Debtor Account Details

File Navigate Help

New Save Save & Exit Cancel

A/C No: 0 Name: CASH SALES

Details 1 Details 2 **Transactions** Orders Extra Fields Serials Discounts/Prices Jobs

Code: CASH01 Name: CASH SALES

Company Details
Postal Address:
Line 1:
Line 2:
Line 3:
Line 4:

Postal code: ...

Delivery Address:
Line 1:
Line 2:
Line 3:
Line 4:
Line 5:

Sales
Primary Group: RETAIL
Secondary Group: NO GROU
Sales person:
Base price: 1
Turnover: This mon
Last mon
This year
Last year

Now click on the "Transactions" tab and search for the Source Seqno that you noted down before. In this case it is 354.

You can see as below that this transaction was an Eftpos payment.

Debtor Account Details

File Navigate Help

New Save Save & Exit Cancel

A/C No: 0 Name: CASH SALES

Details 1 Details 2 Contacts **Transactions** Orders Extra Fields Serials Discounts/Prices Jobs Notes History Notes Documents Analysis

Reverse Sort Group by Period
 Show only Unallocated

Trans. #	Date	Pd stat seq	Age	Transaction	InvNo	Ref 1	Ref 3	Branch Code	Due Date	Amount
282	16.10.2009	86	5	Payment	10157	EFTPOS		AUCKLAND	16.10.2009	-\$99.00
281	16.10.2009	86	5	Invoice	10157		Invoice	AUCKLAND	16.10.2009	\$99.00
278	08.10.2009	86	5	Payment	10154	VISA		AUCKLAND	08.10.2009	-\$323.73
344	19.11.2009	90	4	Invoice	10187		Invoice	CHRISTCH	19.11.2009	\$83.15
381	01.03.2010	106	0	Invoice		CHEQUE	Invoice	WELLINGT	01.03.2010	\$56.00
379	01.03.2010	106	0	Invoice		CHEQUE	Invoice	WELLINGT	01.03.2010	\$0.00
356	20.11.2009	90	4	Payment	10194	EFTPOS		WELLINGT	01.12.2009	-\$346.95
355	20.11.2009	90	4	Invoice	10194		Invoice	WELLINGT	01.12.2009	\$346.95
354	20.11.2009	90	4	Payment	10193	EFTPOS		CHRISTCH	01.12.2009	-\$227.53
353	20.11.2009	90	4	Invoice	10193		Invoice	CHRISTCH	01.12.2009	\$227.53
347	19.11.2009	90	4	Payment	10188	EFTPOS		WELLINGT	19.11.2009	-\$83.15
346	19.11.2009	90	4	Invoice	10188		Invoice	WELLINGT	19.11.2009	\$83.15
345	19.11.2009	90	4	Payment	10187	EFTPOS		CHRISTCH	19.11.2009	-\$83.15

