

MYOB EXO Tip of the Week

How to hide transactions in the Bank Reconciliation

This function is useful if you have created transactions which reverse other unreconciled transactions and you don't want them to appear on your bank reconciliation.

It is a method of 'tidying up' your Bank Reconciliation.

(N.B. The transactions won't actually be removed from the General Ledger, just 'hidden' and they will not be visible in your Bank Reconciliation Details Report)

Remove Items from General Ledger

If there are two or more GL transactions in the bank account that net to zero, they can be removed from the list of unreconciled GL transactions.

1. Select the transactions by holding down CTRL, then LEFT-CLICK on the appropriate rows. Selected transactions will be highlighted, with the select box ticked.

▲ Seq no	Date	Cheque no	Details	Amount	Sel
3419	14.12.2009		BANK	100,000.00	<input type="checkbox"/>
3701	07.12.2009		Debtor Pymnt - 1. KNIGH...	12.50	<input checked="" type="checkbox"/>
3710	08.12.2009		Debtor Pymnt - 1. KNIGH...	(12.50)	<input checked="" type="checkbox"/>

2. Select Tools > Remove from General Ledger. These transactions will be removed from the list on the left hand side. They will be flagged as 'reconciled'.

If the user attempts to remove transactions that do not net to zero, the following message will appear:



Removing Bank Statement items

(This only applies if you use the CSV Method for Bank Reconciliation)

If there are two or more items from the bank statement import file that net to zero, they can be removed from on the right-hand-side of the screen.

To remove bank statement items that net to zero:

1. Select the transactions by holding down **CTRL**, then right-click on the appropriate rows. Selected transactions will be highlighted, with the select box ticked
2. Select Tools > Remove from Bank Statement. These transactions will be removed from the list on the right-hand-side. They will be flagged as 'reconciled'.