Summary: This cheatsheet instructs the user of how to determine the Misc. Reconciling Items on the SBOA monthly form.

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

There are two searches that should always be performed in order to identify Misc. Reconciling Items for your monthly SBOA form.

Navigate to your Odyssey Bank Account in OFM to perform both searches. Click Search in your Transaction Register.

Search A:

This search will look for all the transactions after the last reconcilement end that was cleared for this reconcilement.

1. After clicking Search, fill in the following fields in the Transaction Search screen:
   - From: Day after the last reconcilement completed
   - To: Current Date
   - Transaction statuses = “Cleared”

2. Click Search.

On the SBOA form, your bank statement balance is being adjusted to match the Odyssey balance as of the end of the month. These are transactions that were recognized by the bank as of 2/28, but not yet accounted for in Odyssey.
In order to make the 2/28 bank match the 2/28 Odyssey, you must subtract any deposits and add any payments cleared.

Here is a grid to help you account for transactions AFTER the cutoff:

<table>
<thead>
<tr>
<th></th>
<th>Deposit</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive</td>
<td>Subtract</td>
<td>Add</td>
</tr>
<tr>
<td>Negative</td>
<td>Add</td>
<td>Subtract</td>
</tr>
</tbody>
</table>

For example, you have a positive deposit of $379.00 on the previous page. This is a “Subtract” in the grid, so it is a -379 Misc. Reconciling Item. If you had $379 total negative deposits, it would be an “Add” in the grid, which is a +379 Misc. Reconciling Item.

**Search B:**

This search will look for all transactions before the beginning of the reconcilement that did not get cleared (aka outstanding deposits and other transactions).

1. Fill in the following fields in the Transaction Search screen:
   - From: **Earliest Odyssey transaction** (Use 1/1/00; it will include everything and is easy to type!)
   - To: **Day of last reconcilement**
   - Transaction statuses = “Uncleared”

2. Click on the Picker beside Transaction Types.

3. In the Select Codes screen, click **Select All**. Now, uncheck #2 (Check) and #0 (OFM Check). (These two transaction types are included in your uncleared checks report, so they are already accounted for in the reconciliation portion.)

4. Click Continue.
5. Click Search.

Again, on the SBOA form, you are adjusting the bank statement balance to match the Odyssey balance as of the end of the month. These are transactions that were recognized in Odyssey by 2/28, but not recognized by the bank.

In order for the 2/28 bank statement to match the 2/28 transactions in Odyssey, you must add in any deposits and subtract any payments that have not yet cleared. This screen will include your Deposits in Transit. The 1208.00 above is a deposit in transit that should be included in the bottom section of the CR-46 Monthly Form.

“Depository Reconcilement” → Deposit in Transit field

Here is a grid to help you account for transactions BEFORE the cutoff:

<table>
<thead>
<tr>
<th>Positive</th>
<th>Deposit</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td></td>
<td>Subtract</td>
</tr>
<tr>
<td>Subtract</td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

The positive deposit of 1208.00 is an “Add” in the grid, which is +1208. Because of the dates, however, this is a Deposit in Transit. You also have a $505 positive payment. This is a “Subtract” in the grid, which means it is a -505 Misc. Reconciling Item.

At this point, your total Misc. Reconciling items are:

-379.00  
+372.00  
-505.00  
-512.00  

This process should allow you balance on your SBOA form.