

BODA (BO Daily Account) Mismatch Reconciliation process by BPM

BODA Mismatch occurs when some transactions done by **BPM in IMA** doesn't reflect in **Cash Balance** or **BODA** or in **both**.

At first BPM should prepare the **Manual Account correctly**, based on which the BODA will be corrected in IMA.

In BO IMA, three types of balances are shown. **1) Wallet Balance 2) Cash Balance(TCB) 3) BODA Balance**

Cash Balance can be checked as : **Reports -> Cash & Stamps Reports -> Cash Balance**

BODA Balance can be checked as : **Reports -> Cash & Stamps Reports -> Daily Account**

The **Cash Balance & BODA Balance** should be **same & must tally** with **Manual Account Balance**.

Following three cases may be seen in case of BO account discrepancy :

- 1) **Cash Balance - OK** **BODA Balance - WRONG**
- 2) **Cash Balance - WRONG** **BODA Balance - OK**
- 3) **Cash Balance - WRONG** **BODA Balance - WRONG**

We have to make **Cash Balance & BODA Balance same & correct** as per **Manual Account**.

Cash Balance to be corrected Before Day End

BODA Balance to be corrected After Day End

		<u>Correction Required</u>	
<u>Cash Balance</u>	<u>BODA Balance</u>	<u>Before Day End</u>	<u>After Day End</u>
OK	Wrong	No	Yes
Wrong	OK	Yes	No
Wrong	Wrong	Yes	Yes

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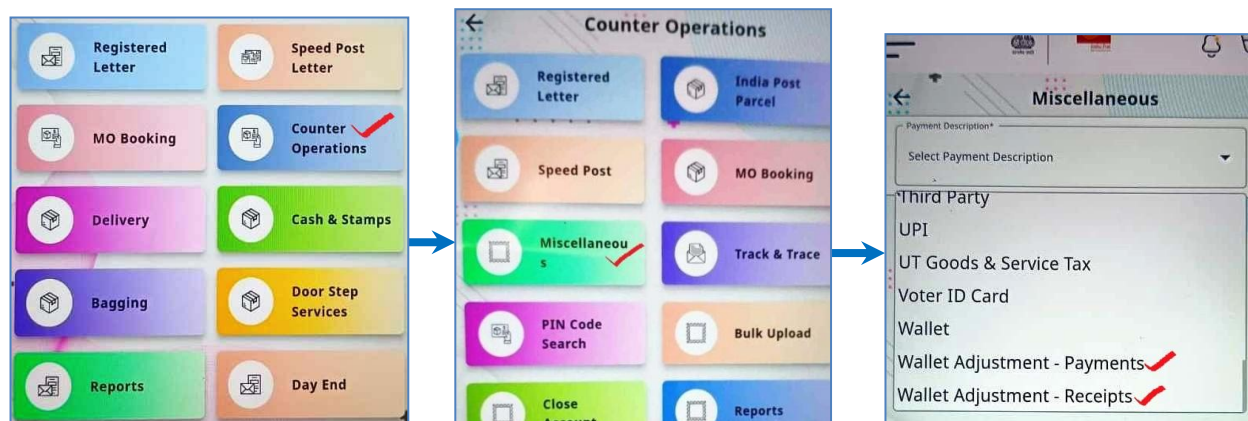
❖ Cash Balance Correction Process (Before Day End)

If Cash Balance is showing **Less** than the actual, then BPM has to **Increase** it in IMA as follows :

Counter Operations -> Miscellaneous -> Wallet Adjustment - Receipts -> Enter the amount -> Submit

If Cash Balance is showing **More** than the actual, then BPM has to **Decrease** it in IMA as follows :

Counter Operations -> Miscellaneous -> Wallet Adjustment - Payments -> Enter the amount -> Submit



❖ BODA Balance Correction Process (After Day End)

If BODA Balance is showing **Wrong** than the actual, BPM has to correct it in IMA as follows,

After performing **Day End**, BPM has to click on “**Mismatch Data Entry**” option. Message will automatically appear in **Red font** like below,

Check the entries of DTR and then make the mismatch entries.

Mismatch Amount : xxx

xxx -> The Mismatched Amount shows the **difference** between **Cash Balance & BODA Balance**.

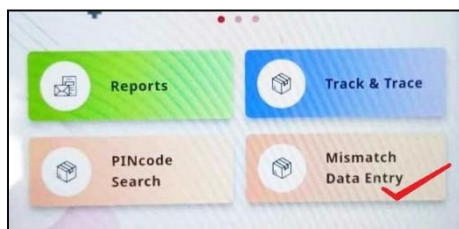
i.e. (**Mismatch Amount = Cash Balance – BODA Balance**)

- (i) **If the Mismatch amount shows Positive**, then BODA balance has to be **increase** by selecting appropriate receipt head & click Add, then click Submit.
- (ii) **If the Mismatch amount shows Negative**, then BODA balance has to be **decrease** by selecting appropriate payment head & click Add, then click Submit.
- (iii) **If the Mismatch Amount is having multiple Receipts and Payments Figures**, then BPM should first select the correct receipt Heads and Add, then select the correct payment Heads and Add (**the Net amount of Receipts and Payments should tally with the Mismatch Amount**), then click Submit.

(Note:- If both receipt and payment amounts need to be accounted, then DON'T directly enter the Net Amount as Mismatch Amount)

After correcting the **Cash Balance & BODA Balance**, the **Wallet Balance will automatically change to the correct value** .

Available Mismatch Data Entry options are →



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Mismatch Data Entry Example :-

If the Mismatch amount shows as **-2359.00** & following are the mismatch transactions which are to be entered :

<u>Receipt Side</u>		<u>Payment Side</u>	
<u>Description</u>	<u>Amount</u>	<u>Description</u>	<u>Amount</u>
Speed Post booking ->	41	SB Withdrawal ->	5000
SB Deposit ->	2000		
RD Deposit ->	600		
Total =>	2641	Total =>	5000
Mismatch Amount =>	-2359		

Then, BPM has to enter & Add following Mismatch amounts (*after Day End*) one by one :

Other Data_Receipts_Mismatch =	41
CBS Data_Receipts_Mismatch =	2600
CBS Data_Payments_Mismatch =	5000