

Quick Guide - How to Enter Transfers in Bank Reconciliation

Transfers from one asset account to another are entered in the Bank Reconciliation Module. This option is available only if you have two or more bank accounts set up. The first step is to create a batch. After you have entered the information you will need to review the "Print Edit Report" to check for accuracy of your transfer prior to posting the information. The Quick Guide below will walk you through the steps to create a new batch or locate an existing batch and guide you through the information needed to show your transfer in Cougar Mountain.

The following are the steps for creating a new batch in Bank Reconciliation:

- Enter Activity
- Batch Control
- Setup Batch
- Type in a Batch Name for the Batch Identity, (ex. 2011 02 15 Transfer)
- Save the Batch
- Next Cancel to Exit the Setup Batch Control Screen
- Enter Activity
- Batch Control
- Select Batch
- Use the Drop Down Arrow to Find Batch
- Select Batch and Click OK
- Enter Activity
- You are now in the Batch you Created

The following are the steps for accessing an existing batch in Bank Reconciliation:

- Enter Activity
- Batch Control
- Select Batch
- Use the Drop Down Arrow to Find Batch
- Select Batch and Click OK
- Enter Activity
- You are now in the Batch

The following are the steps for entering Transfers into Bank Reconciliation:

- Enter Activity
- Enter Bank Activity
- Activity Type is Transfer
- Transfer From is the account the funds will be withdrawn from
- Transfer To is the account the funds will be deposited
- Transfer # is used as an identifier for the transfer transaction, this can be the date and must be unique (ex. 2011 02 15)
- Description is the information that will appear in the Bank Register
- Memo is for further description and optional
- Amount is the amount of the transfer
- GL Account is the account number to which you want the transfer posted
- Save the Transaction
- Once you have your batch entered, you will need to review the “Print Edit Report”
 - This report can be accessed with two methods
 - If you are currently in the batch, save your last transaction and then click on ‘Print Edit’ and this will provide you with the Print Edit Report
 - If you are not currently in a batch, Select Enter Activity and then Select Print Edit Report
 - The total on the Print Edit report must match the total of the transfers
 - If any corrections are necessary after your review
 - Return to the Batch
 - Enter Activity
 - Find and Select the Transaction to correct
 - Make corrections
 - Save
 - Review the Print Edit Report for Errors a second time for accuracy
 - Print the Edit Report
 - Post the Batch
 - Save the audit reports to File

