

Additions, Deductions, Bank Charges

To make an addition, deduction, or bank charge to a bank account in BR:

- Select **Enter Activity**.
- If you have “multi batch mode” set up in your module preferences, select **Batch Control** and create or select a batch.
- Select **Enter Activity** again.
- Select **Enter Bank Activity**.

BR Enter Bank Activity

Use this form to record activity that affects your bank accounts. Activity types available are Checks, Deposits, Deductions, Additions, Bank Charges and Transfers.

Bank Account: Activity Type:

Recurring Balance:

Date:

Addition #:

Description:

Inv/Doc Number	Memo	GL Account

Clear Grid Tran #/Line # Tran 2 / Line 1 Net Amount

Enter Activity Activity Notes Bank Notes

- Place cursor on “bank account” box. When magnifying glass appears, double-click and select the bank account to use.
- Using the drop-down menu, select “activity type”: Addition, Deduction, Bank Charge.
- Enter the date of the transaction.
- Assign a number for this transaction, you can use the date or whatever makes sense to you.
- Type description of the transaction.
- If there is a relevant number associated with this transaction, enter it in the Inv/Doc Number column or use the date.
- In the memo column, type who the amount is to/from and what it is for.
- Enter the GL Account that will be affected by this transaction.
- Enter the amount.
- If there are additional transactions of the same type, enter those on the next lines.
- Select **Save**.

- To view the edit report you can click on the “print edit” button on the right-hand side or you can cancel this screen and select **Enter Activity, Print Edit Report**. Check this report very carefully for errors.

If corrections are necessary,

- Select **Enter Activity, Enter Bank Activity**.
- Select the bank account.
- Click the “find” button on the right-hand side of the screen and select the transaction that needs to be corrected.
- Make the correction and save.
- Print and review the edit report again.
- Select **Enter Activity, Post**.