

Quick Guide – Bank Charges & Handling NSF Checks

NSF Checks are handled by entering in the deduction from your bank account through the Bank Reconciliation Module. This is also where you will enter any Bank Charges that are incurred from the NSF Check. 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 deduction and charges 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 handle your NSF Check and Bank Charges 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. July 2008 Deposits)
- 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
- Enter Bank 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
- Enter Bank Activity
- You are now in the Batch

The following are the steps handling NSF Checks into Bank Reconciliation:

Bank Reconciliation – NSF Checks

- Bank Account is the Bank Account in which you are deducting the funds related to the NSF Check
- Activity Type is Deduction
- Date is the Date the NSF Check was deducted from your account
- Deduction # is used as an identifier for this deduction transaction
 - You can use the date of the deduction, or any other identifier that you will recognize. The deduction number must be unique and cannot be used again in the future
- Description is the information that will appear in the Bank Register
 - Again you can use the date of the deduction or any other identifier that you will recognize and want to show up on you bank register
 - The description information does not have to be unique and can be used again in the future
- The Inv/Doc Number column can be the check number of the NSF check or a date or other identifier and does not have to be unique
- The Memo column is used to make comments on the NSF Check
- The GL Revenue Account is used to identify which account to deduct the funds and will be a revenue account
 - Deductions caused by NSF Checks need to be deducted from the revenue account that you receipted the original check to from your deposit
- Amount is for the amount of the deduction
- Save the Transaction
- The Net Amount of the transaction is shown in the lower right hand corner of the screen
 - This amount should equal the total amount of the NSF Check and does not include any bank charges
- 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 deductions
- Posting the Batch
 - Carefully review the Print Edit Report for Errors
 - Review the Dates to ensure that the deductions are posted to the correct month

- Review the GL Accounts to ensure that the deductions are posted to the correct revenue account
- Review the Amount to ensure that the correct amount is deducted from the Bank Register
- Make any corrections after your review
 - Return to the Batch
 - 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

Bank Reconciliation – Bank Charges

If you have a Bank Charge Related to your NSF Check the steps below will walk you through entering an additional transaction to the previous batch.

- Bank Account is the Bank Account in which you are deducting the funds related to the Bank Charges
- Activity Type is Bank Charge
- Date is the Date of the Bank Charge to your account
- Bank Charge # is used as an identifier for this transaction
 - You can use the date of the Bank Charge, or any other identifier that you will recognize. The bank charge number must be unique and cannot be used again in the future
- Description is the information that will appear in the Bank Register
 - Again you can use the date of the Bank Charge or any other identifier that you will recognize and want to show up on you bank register
 - The description information does not have to be unique and can be used again in the future
- The Inv/Doc Number column can be the check number of the NSF check to show that the Bank Charge was related to the NSF Check or a date or other identifier and does not have to be unique
- The Memo column is used to make comments on the Bank Charge
- The GL Revenue Account is used to identify which account to deduct the funds and will be a expense account
 - This is normally going to be the 80000-0-000-000-OCU account for Other Expenses
- Amount is for the amount of the Bank Charge
- Save the Transaction

- Continue with the previous steps above to Review the Print Edit Report and Post.

Deduction Example:

The following screen shows an example of a NSF check that was returned by the bank.

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: Category: Balance: Save Cancel

Date: Deduction #: Description:

| Inv/Doc Number | Memo | GL Account |
|----------------|--------------------------|---------------------|
| NSF1111 | NSF - Any Other Comments | 47102-0-000-000-OFU |
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Clear Grid Tran #/Line # Tran 1 /Line 1 Net Amount

Enter Activity Activity Notes Bank Notes

The following screen shows an example of a Bank Charge for an NSF Check.

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: Balance: Save Cancel

Recurring

Date: Bank Charge #: Description:

| Inv/Doc Number | Memo | GL Expense |
|----------------|---------------------------------|---------------------|
| BC NSF 1111 | Bank Charge for NSF Check #1111 | 80000-0-000-000-OCU |
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Clear Grid Tran #/Line # Tran 2 /Line 2 Net Amount

Enter Activity Activity Notes Bank Notes