

# Entering Service Charge Transactions

If a service charge is listed on your bank statement, you need to post the transaction to your checking account. You can enter the service charge while you are reconciling your statement in ACS, or you can enter the service charge through General Ledger Add/Edit Transactions.

1. Under Manage Records, select the **Transactions** tab.
  2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
  3. Click **Add/Edit Transactions**, then click **Add**.
  4. Select **Service Charge** as your transaction source.
  5. Enter a **Checking Account**. Click **Lookup**  to select an account in the drop-down list.
  6. Verify that the posting month and year is correct. Click the up and down arrows to change the posting period.
  7. If this is a reconciled transaction, select **Reconciled**.
  8. Enter a reference number or click **Next** to assign the next available reference number.
  9. Enter or select the date the bank posted the service charge to your account.
  10. Enter the service charge amount.
  11. If necessary, enter a description in the **Memo** field. Select **Autofill Text?** to display text from previous transactions in the **Memo** field. When adding additional transactions and entering text in that field, entries from the previous transactions in the session display in a drop-down list.
  12. Enter the general ledger account to debit, or click **Lookup**  to select an account.
  13. Click **OK**.
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1. Follow the steps above to enter the initial check information.
  2. Click the **Ledger** tab.
  3. In the credits **Account** field, enter a general ledger account number, or click **Lookup**  to select an account.
  4. Enter the amount to credit to the account entered in step #3.
  5. In the debits **Account** field, enter a general ledger account number, or click **Lookup**  to select an account.
  6. Enter the amount to debit the account entered in step #5.
  7. Repeat these steps to balance the transaction, then click **OK**.