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## OverNet Computer Services

### Mechanic helpdesk query

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#### How To Process A Bank Fees.

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This document shows how to process a bank fees so that the reconciliation of a bank statement is 100% complete – down to the cent.

#### STEP 1 – CREATE A LEDGER.

Press Ctrl-Alt-L and type BANK FEES to display the existing bad debt ledger or, if the ledger does not exist, it will confirm that you want to create this ledger. Verify that the BANK FEES ledger has the GROUP set to E, the GST TYPE set to F because GST does not apply and the STATUS set to N.

#### STEP 2 – ENTER THE TRANSACTION.

Ensure the date is correct. Use program 2,5,1 to enter a Direct Purchase transaction as shown here...

Cheque Payment for Direct Purchase			
01 Dec 2005	Remittance No	DP-657	
Expense Acct	BANK FEES	F4	
Amount	21.50	F6	
Cheque No.	DIRECT		
Payee	ANZ BANK		
Comment			
Comment	Direct		

Press F10 to post the journal. Verify that the BANK FEES account in the 3,3,2 enquiry has been updated.

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