

Slide notes: We will now perform some automatic Charges Journals, and we do it from the Bank Page.

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Slide notes: First we look at the help document.

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		Wisn (he Charges are ready for posting, the 'post' function should be selected.	By typing is phrase, then choose "search".
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Slide notes: Automatic Charge Journals are intended for regular charges that appear on the Bank Pages but that are not posted in the Cash Book before we receive the Bank Statement. In other words, we only know about these charges once we see them on the Bank Pages, and typical examples include Bank Charges, Stop Orders and Debit Orders. Charges that we know of beforehand, like Cheques, will already be posted in the Cash Book, and we do not want to post those twice.

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The "load" function for Bank Page Charges will compile a list of Charges found on the Bank Page, as follows: -	
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Slide notes: We also have entry options to Direct Journals at the top, provided we have access to such Journals, but that is not what we wish to do now.

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Slide notes: When we choose 'Load Charges', then we are offered a list of Charges on this Bank Page that are not yet matched. This may include Cheques and Charges that are already posted in the Cash Book, so we only want to select Charges that we know and recognize as not yet posted in the Cash Book.

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Slide notes: In this example, we have only regular Charges listed, i.e. ones that are not yet in the Cash Book, and in this example they are Charges that we have not yet flagged as regular Charges before. This is because it is a new Recon where we are only on the 1st Bank Page. Next month, any regular Charges that are already recognized will load automatically and we will not have to select them.

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Slide notes: So we are now accepting all the Items on this list as regular Charges. When we post these Charges, they are also flagged as regular Charges so if they come up again in future with the same Amount and Description, then they will be recognized and load automatically, even with the Tax Types and Allocations that we are now going to select.

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Slide notes: Because this is the first time we flag these Charges as regular, the system does not know yet which Allocations in the Ledger to use, nor the Tax Types. In future, if the Amounts and Descriptions are the same, then we do not have to choose the Allocations and Tax Types again, unless for some reason they need to change, in which case we can perform such changes before choosing the 'post' function.

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Slide notes: The Tax Types all default to 'No Tax', but if any entries qualify for claiming Input Tax then we can flag them accordingly.

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Slide notes: The system will not only post the Charges, but it will also match the new Cash Book Transactions to the Bank Page entries as well.

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Deposits to Post: -					Load Deposi	1a 🍸	Post Deposit
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Slide notes: As such, the Recon Journal wizard is able to automatically process and match regular Charges on the Bank Statement for us automatically.