

GL Transaction Processing (Accounting) - Convenience Fee Posting Correct GL Transaction Account (21601)

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When posting payment and including a convenience fee the revenue is now being assigned to the correct GL Transaction Account.

In the example below, the GL Transaction Account assigned to the Convenience Fee charge is correctly assigned as 40160.

The screenshot displays the 'GL TRANSACTION PROCESSING' interface. At the top, the 'AR PERIOD' is set to 'Jun 2026'. Below this, there are tabs for 'Pending', 'In Progress' (with a '2' notification), 'Posted', and 'Summary'. The 'TYPE' dropdown is set to 'Adjustment, Billing Batc', and there is a 'Setup Errors (53)' notification. A table lists transactions with columns for TYPE, REFERENCE #, AR PERIOD, DATE, COUNT, ERRORS, AMOUNT, DIVISIONS, and POSTED BY. The 'TOTALS' row shows 121 transactions, 560 counts, and 211 errors. A specific 'Billing Batch' with reference # 26943 is highlighted in yellow, and a red arrow points to it. Below this, a detailed view of the 'GL PROCESSING - PENDING - BILLING BATCH - 26943' is shown. This view includes a table with columns for GL ACCOUNT, DIVISION, PERIOD, COUNT, ERRORS, DEBIT AMOUNT, and CREDIT AMOUNT. The first row is highlighted in yellow and has a green checkmark icon to its left. The GL ACCOUNT '40160-301-1234-0000' is circled in red.

TYPE	REFERENCE #	AR PERIOD	DATE	COUNT	ERRORS	AMOUNT	DIVISIONS	POSTED BY		
TOTALS						121	560	211	\$ 15,965.91	
Billing Batch	26891	2026-06	06/30/2026	18	3 Fix Errors	\$ 188.70	QAWASTE	Paul Gonzal...		
Billing Batch	26943	2026-06	06/23/2026	2		\$ 15.40	HOUSTON	Katie Rateri...		
Credit Card LeCher	11892	2026-06	06/23/2026	1		\$ 275.16	HOUSTON			

GL ACCOUNT	DIVISION	PERIOD	COUNT	ERRORS	DEBIT AMOUNT	CREDIT AMOUNT
40160-301-1234-0000	HOUSTON	2026-06	1		0.00	10.00
69000-L301-1234-0000	HOUSTON	2026-06	1		0.00	5.40
COM00-L3010	HOUSTON	2026-06	2		15.40	0.00

Pathway: Accounting > GL Transaction Processing

Setup for the Convenience Fee and corresponding Transaction GL Account required to support the above example:

CHARGE CODE SETUP SETUP > SERVICES > CHARGE CODE

LINE OF BUSINESS: Miscellaneous EQUIP TYPE: All MATERIAL TYPE: All Hide Inactive

ID	NAME ↑	DOT DESCRIPTION
ACHFEE	ACH Fee	ACH Fee
ARADJ	AR Adjustment	
ADM_0	Admin charge-bill zero amount	Admin charge-bill zero amo...
ADJ-BDR	Bad Debt Recovery	
RSCANCEL	Cancel Fee	
ConvFee	Convenience Fee	
CCFEE	Credit Card Fee	Credit Card Fee
PAYDECLINE	Declined Payment	
LATEFEE	Late Fee	
MLRBT	Metal Rebate	
NSF	NSF Fee	
PAPERB_FEE	Paper Bill Fee---	
ACCCLAFE2	Per Invoice Fee Not Taxable	
ACCCLAFE3	Per Invoice Fee Tax Class	
ACCCLAFE1	Per Invoice Fee Taxable	
REFUND	Refund	
RTNCHKAMT	Returned Check Amount	
RTNCHKFEE	Returned Check Fee	

UPDATE CHARGE CODE

Charge Code Surcharges

CHARGE CODE: ConvFee ACTIVE

NAME: Convenience Fee TR

DOT DESCRIPTION: ENAB

LINE OF BUSINESS: Miscellaneous ENAB

EQUIPMENT TYPE: ENAB

MATERIAL TYPE: ESTIM

RATE UOM: each ENAB

TAXABLE: Yes CLASS: ENAB

GL ACCOUNT: Service Income:Service/Fee Income ENAB

TEMPORARY SERVICE GL ACCOUNT: ENAB

GL ACCOUNT SETUP SETUP > ACCOUNTING > GL ACCOUNT S

ce Income:Service/Fee Income

ID ↑	NAME	ACTIVE
40160	Service Income:Service/Fee Income	Yes

Pathways

- Setup > Services > Charge Code > [Select Convenience Fee]
- Setup > Accounting > GL Account Setup