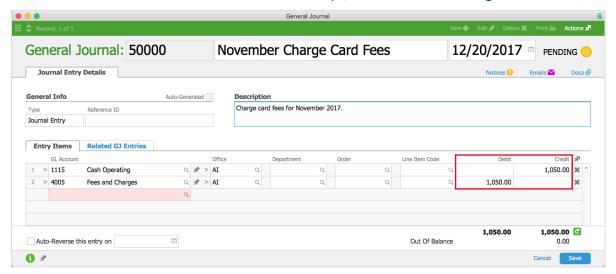
## Adjusting for Credit Card Fees on Merchant Accounts

Last Modified on 02/15/2019 2:15 pm EST

Credit and debit card processing fees are charged to your bank account daily for American Express and monthly for Visa and Mastercard. You must manually adjust your bank account with a General Journal to account for these fees.

- 1. Navigate to **Accounting** > **General Journal**.
- 2. At the top of the screen, click **New** > **Journal Entry**.
- 3. In the Title field, enter a name for the GJ entry (ex: November Charge Card Fees).



- 4. In the **Entry Items** section, credit the bank account for the total amount of fees and debit the proper expense account for the same amount.
- 5. Click Save.
- 6. At the confirmation dialog, click Post.

