

SedonaOffice - QR - Paying AP Bill with a Credit Card

This document provides instructions on how to pay Accounts Payable bills with a credit card.

When selecting to pay an Accounts Payable bill with a credit card, the *Pay Bills* function is used, except instead of selecting which bank account you will be writing a check from, you will select which credit card will be used to pay the bill. When selecting to pay with a credit card and the payment transaction is saved, the application will mark the bills as paid on the originating bill Vendor with a credit then transfer the liability to the Credit Card Vendor as a new bill.

Some set up is required to use this functionality, which is explained within this document.

Setup Required

To pay bills with a credit card, you must first make certain a Credit Card Vendor record exists that you will use to link to a general ledger account number for processing these payment transactions. Secondly you need to create a general ledger account number for each credit card that may be used in bill payment. A special account type, CC, is used to activate the credit card payment functionality. The general ledger account is linked to the Vendor account in the G/L account setup. You may create as many G/L accounts as needed if your company uses multiple credit cards to pay bills.

General Ledger Account Setup

Create one general ledger account for each unique credit card that you will be using to pay bills. When selecting the Account Type from the drop-down list, select CC. In the Vendor field, select the Vendor from the drop-down list that will be linked to the general ledger account number.

Chart of Accounts Edit	t 💌
	Inactive
<u>A</u> ccount Code	200209
Description	Amex 1050
Account Type	CC 🔽
Vendor	AMEX 1050
	Save Delete Close

Pay Bills with a Credit Card

Please follow the steps below to pay your bills with a credit card.

1. Navigate to the Accounts Payable module from the main application menu. Select the Pay Bills menu option with the Accounts Payable module.



2. From the Pay Bills form select the Vendor you are paying. Select the Credit Card option under the Payment Information section. From the Account drop-down list in the Payment Information section, select the G/L account to use for the payment. Proceed to the bills selection area and check the box to the left of the bills you want to pay with the selected credit card. When finished with the bills selection press the save button. A message will be displayed asking if you want to apply the selected payments, press the Yes button to accept.

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✓ Show Vendor Code To apply Open Credits, select the Vendor whose credit you would like to use.		Account		I					
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Once the bills have been paid by the credit card, you may view the Vendor record to see the credit created to pay the bills and view the Credit Card Vendor to view the new bill created by the credit card payment transaction.

ADI ✓ Vendor Information → Bills ← Credits ✓ Payments → Purchase Orders ↓ Purchase Price Variances Receipts ← Returns → Journal Detail	ADI 231 West 4 New York,			Vendor Code: Vendor Type: Branch: Category: Terms: Open Bills: Open Credits: Net Due to Vendor:	ADI Parts Supplier CA Installation Net 30 \$10,772.06 \$0.00 \$10,772.06	
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	CC Paymt	8/21/2008	Installation	540.00		CC Paymt - AMEX 4539
	CC Paymt	8/21/2008	Service	1652.00		CC Paymt - AMEX 4539
	CC Paymt	8/21/2008	Installation	150.00	0.00	CC Paymt - AMEX 4539

Credits *** Credits Applied - Accounting Data Locked *	***				
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