Paying Bills by Credit Card

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Document Overview

This document is being provided to explain 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.
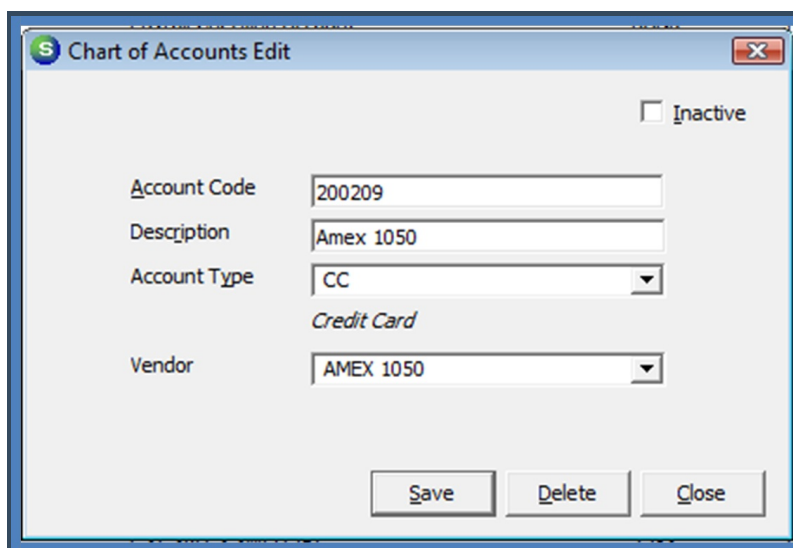
Some set up is required to use this functionality, which is explained within this document.

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.
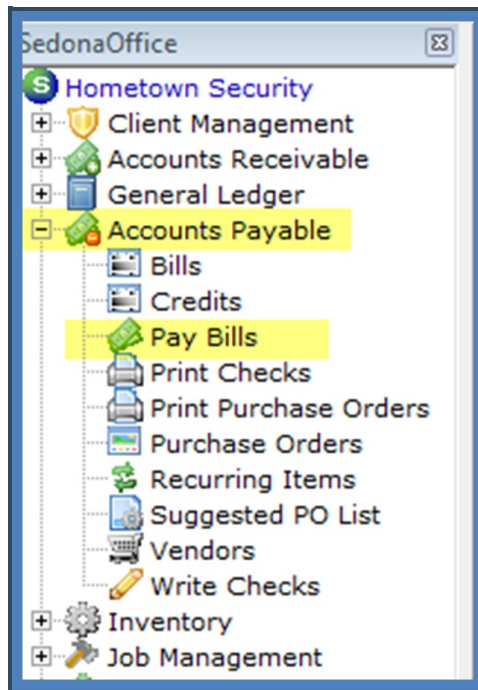

Pay Bills with a Credit Card

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.

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

ADI
- Vendor Information
- Bills
- **Credits**
- Payments
- Purchase Orders
- Purchase Price Variances
- Receipts
- Returns
- Journal Detail
- Journal Summary
- GL Accounts
- Parts
- Documents

ADI
231 West 42nd St
New York, NY 10024

Vendor Code:	ADI
Vendor Type:	Parts Supplier
Branch:	CA
Category:	Installation
Terms:	Net 30
Open Bills:	$10,772.06
Open Credits:	$0.00
Net Due to Vendor:	$10,772.06
Credit Limit:	$0.00

Credit #	Date	Category	Amount	Balance	Memo
CM999	4/30/2008	Service	150.00	0.00	testing
CM 321321	8/1/2008	Installation	20.00	0.00	
CC Paymt	8/21/2008	Installation	1027.00	0.00	CC Paymt - Amex 1050
CC Paymt	8/21/2008	Installation	540.00	0.00	CC Paymt - AMEX 4539
CC Paymt	8/21/2008	Service	1652.00	0.00	CC Paymt - AMEX 4539
CC Paymt	8/21/2008	Installation	150.00	0.00	CC Paymt - AMEX 4539

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

Vendor
ADI

Category
Service

Vendor Credit

ADI
231 West 42nd St
New York, NY 10024

Branch	CA
Reference #	CC Paymt
Credit Date	8/21/2008
Amount	$1,652.00

Costing

Parts $0.00 | Expense $1,652.00

☑ Show Branches

	General Ledger					Job Cost		
GL Account		Description	Amount	Branch	Category	Job	Type	
▶ 200207		AMEX 4539	1652.00					

Memo
CC Paymt - AMEX 4539

Total	$1,652.00
Balance Due	$0.00

View Applied Credits   Save   Close

AMEX Corporate

AMEX Corporate
- Vendor Information
- Bills
- Credits
- Payments
- Purchase Orders
- Purchase Price Variances
- Receipts
- Returns
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American Express
PO Box 10020
Los Angeles, CA 90065

Vendor Code:	AMEX Corporate
Vendor Type:	Credit Card
Branch:	CA
Category:	Installation
Terms:	Due On Receipt
Open Bills:	$3,369.00
Open Credits:	$0.00
Net Due to Vendor:	$3,369.00
Credit Limit:	$0.00

Open Bills	$3,369.00			
Invoice #	Date	Due	Amount	Net Due
	8/21/2008	9/20/2008	1027.00	1027.00
	8/21/2008	9/20/2008	2342.00	2342.00

Open Credits	$0.00		
Credit #	Date	Amount	Balance

Open POs	$0.00			
PO #	Order Date	Due Date	Total Cost	Rcvd Cost

Open Receipts	$0.00	
Reference	Date	Cost

Bills

Vendor
AMEX Corporate

Category
Installation

☐ Hold Payment

Vendor Bill

American Express
PO Box 10020
Los Angeles, CA 90065

Branch	CA	Terms	Due On Receipt	
Reference #		Payment Due	9/20/2008	
Bill Date	8/21/2008	Costing		
Amount	$2,342.00			
Eligible for Discount Amt	0.00			

Parts $0.00   Expense $2,342.00

☑ Show Branches

	GL Account		Description	Amount	Branch	Category	Job	Type
▶	200207		ADI	540.00	CA			O
	200207		ADI	1652.00	CA			O
	200207		ADI	150.00	CA			O
✳								

Memo
CC Pymt - ADI

Total	$2,342.00
Balance Due	$2,342.00