



SedonaOffice
Vendor Paid with the
Wrong Credit Card

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This document provides a process on how to handle the situation where you have paid Vendor Bills with a credit card and later discover the incorrect credit card was selected for the payment.

The Process

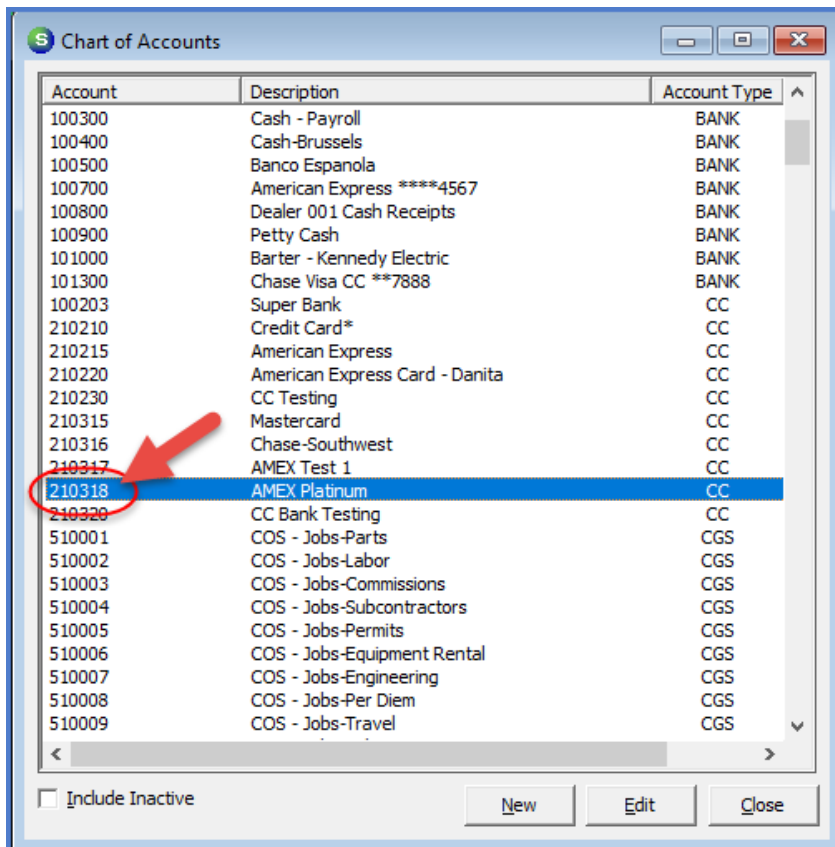
There are two methods to correcting the problem of paying a bill with the incorrect credit card. Both methods have the same end result. Using Method 1 is faster; however, using Method 2 takes a bit more time but creates a better audit trail.

Method #1

In the example process shown below, we assume the following:

Vendor, United Rentals had a bill in the amount of \$250.00. The Bill was paid with credit card AMEX Platinum. Later, it was discovered the bill should have been paid with the Amex Gold credit card.

1. Each credit card vendor is linked to a G/L Account. Open the chart of accounts from the General Ledger module and locate the G/L Account number associated with the credit card vendor that was used in error. The account type for the G/L account will be CC. Write down this account number; you will need it later in this process.



2. Open the Vendor record of the credit card Vendor that was used in error to pay the bill.
3. Locate the bill that was created by paying the vendor with the credit card

AMEX Platinum

AMEX Platinum
PO Box 9874
Los Angeles, CA 90021

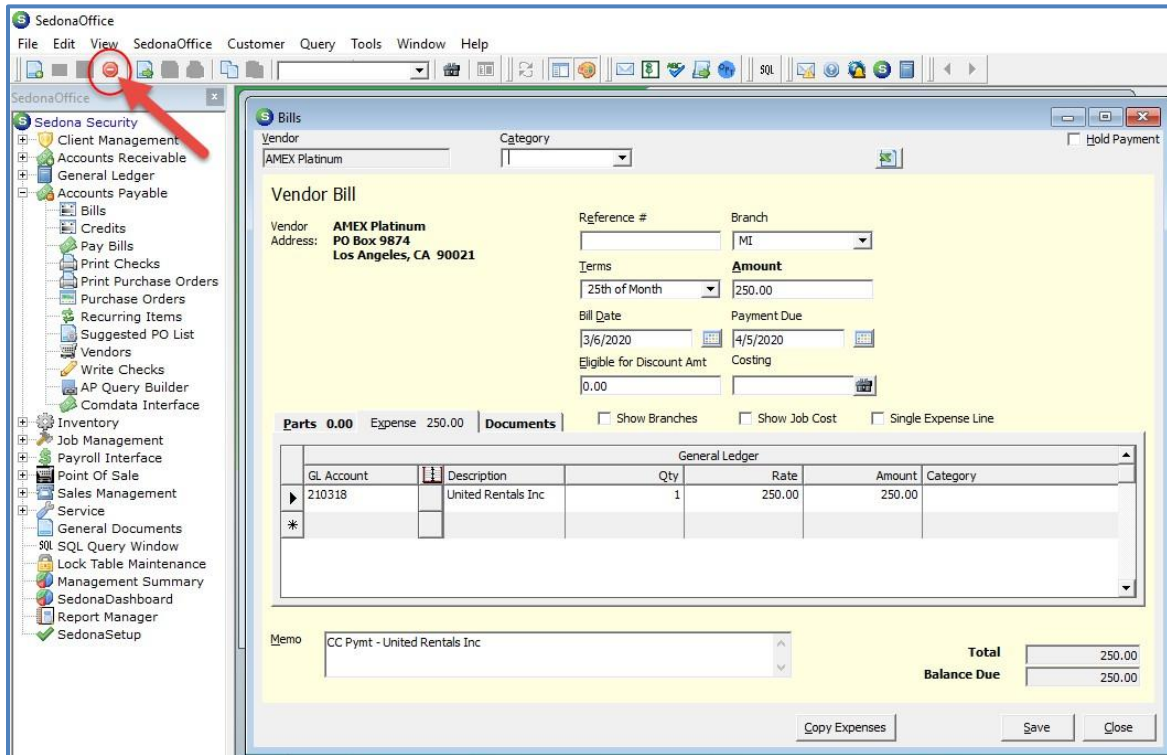
Vendor Code: AMEX Platinum
Vendor Type: Credit Card
Branch: MI
Category: G&A
Terms: 25th of Month

Open Bills: \$250.00
Open Credits: \$100.00
Net Due to Vendor: \$150.00
Credit Limit: \$0.00

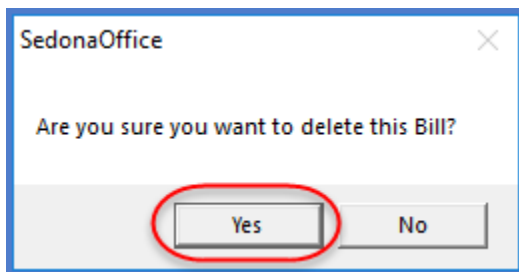
Open Bills	\$250.00			
Invoice #	Date	Due	Amount	Net Due
	3/6/2020	4/5/2020	250.00	250.00
Open Cre...	\$100.00			
Credit #	Date	Amount	Balance	
Refund fr...	2/21/2020	100.00	100.00	
Open POs	\$0.00			
PO #	Order Date	Due Date	Total Cost	Rcvd Cost
Open Re...	\$0.00			
Reference	Date	Cost		

Double-click to open the bill in edit mode.

- Open the bill in edit mode. Write down the total amount of the bill along with the date of the bill.
- On the main application toolbar, click on the red delete button to delete this bill.



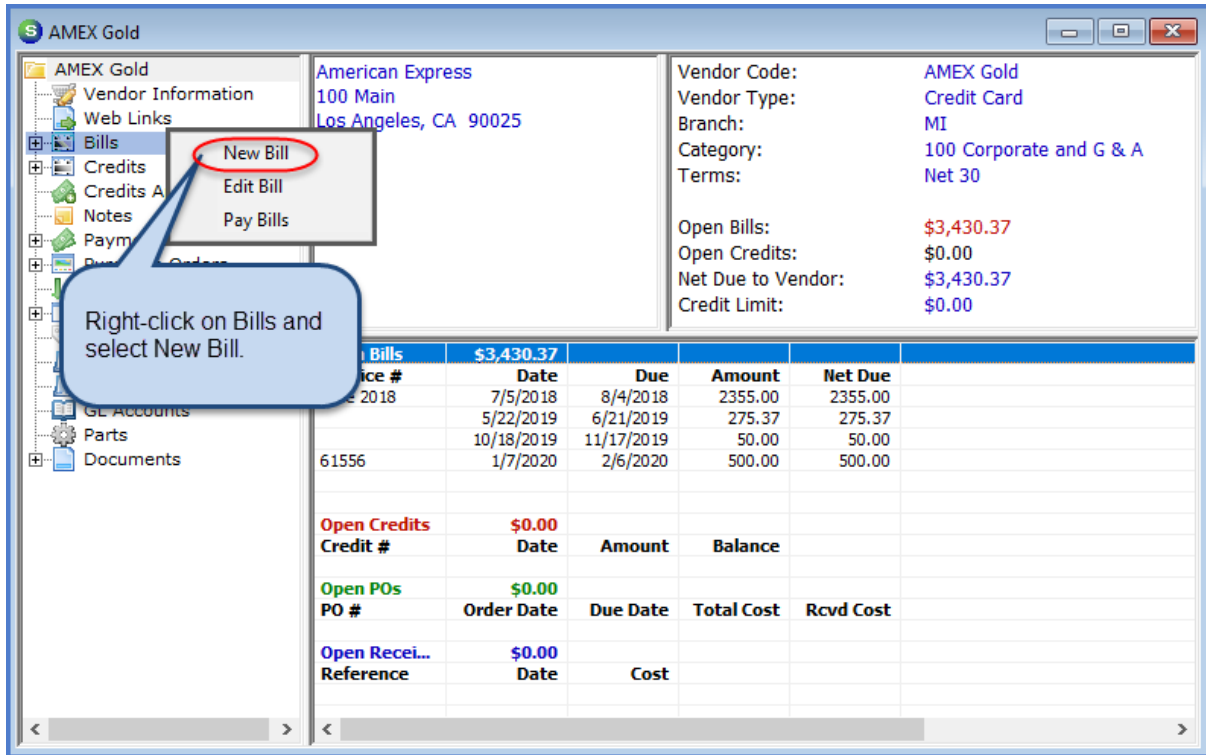
- You will receive a confirmation message. Click the Yes button to confirmation the deletion of this bill.



Once this bill has been deleted, the G/L Account for this Vendor will be out of balance. The next step of creating a bill will put this G/L Account back in balance.

We will now manually create a bill on the credit card Vendor that should have been selected in the original credit card payment transaction.

7. Open the Vendor record of the credit card Vendor that should have been used to pay the bill.
8. On the Vendor tree, highlight Bills, right-click and select the New Bill option.



9. In the header of the Bill, in the Reference field you may enter something like CCPMT “Original Vendor Name”, as shown below.
10. Enter the total amount of the bill that was deleted in step 5 above, and enter the bill date of the original bill.
11. On the Expense tab, use the GL Account associated with the credit card Vendor that was used in error. This is the G/L Account you wrote down in step 1 above. In the Rate field, enter the total amount of the bill.
12. In the memo field, you may enter a comment (as shown below) to indicate the purpose of this bill.
13. Click save when finished.

Vendor Bill

Vendor: **American Express**
 Address: **231 N. Main St
 Plymouth, MI 48170**

Reference #: **CCPMT United Rentals** Branch: **MI**

Terms: **Net 30** Amount: **250.00**

Bill Date: **3/6/2020** Payment Due: **4/5/2020**

Eligible for Discount Amt: **250.00** Costing:

Parts 0.00 Expense 250.00 Documents Show Branches Show Job Cost Single Expense Line

General Ledger						
GL Account	Description	Qty	Rate	Amount	Category	
210318	AMEX Platinum	1	250.00	250.00	G&A	

Memo: **Bill paid for United Rentals using Amex Platinum in error**

Total 250.00
Balance Due 250.00

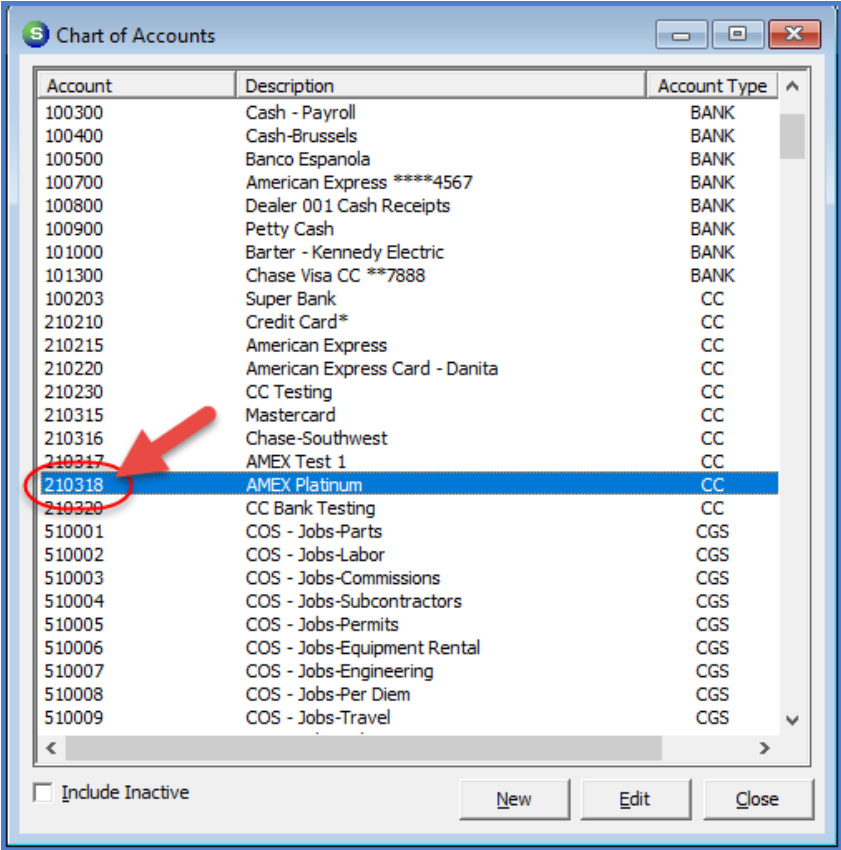
Copy Expenses Save Close

Method #2

In the example process shown below, we assume the following:

Vendor, United Rentals had a bill in the amount of \$250.00. The Bill was paid with credit card AMEX Platinum. Later, it was discovered the bill should have been paid with the Amex Gold credit card.

- 1. Each credit card vendor is linked to a G/L Account. Open the chart of accounts from the General Ledger module and locate the G/L Account number associated with the credit card vendor that was used in error. The account type for the G/L account will be CC. Write down this account number; you will need it later in this process.



2. Open the Vendor record of the credit card Vendor that was used in error to pay the bill.
3. Locate the bill that was created by paying the vendor with the credit card

Vendor Code: AMEX Platinum
 Vendor Type: Credit Card
 Branch: MI
 Category: G&A
 Terms: 25th of Month

Open Bills: \$250.00
 Open Credits: \$100.00
 Net Due to Vendor: \$150.00
 Credit Limit: \$0.00

Open Bills	\$250.00			
Invoice #	Date	Due	Amount	Net Due
	3/6/2020	4/5/2020	250.00	250.00

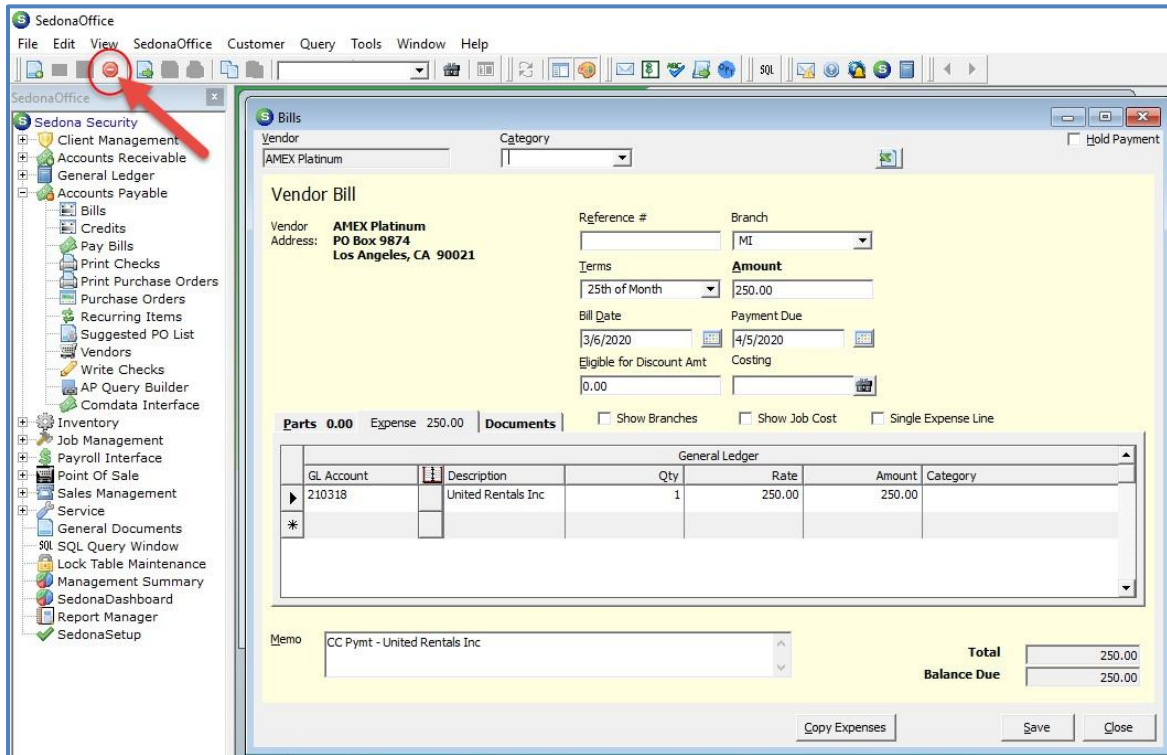
Open Cre... \$100.00
 Credit # Date Amount Balance
 Refund fr... 2/21/2020 100.00 100.00

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

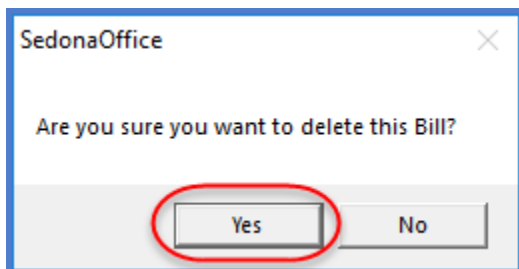
Open Re... \$0.00
 Reference Date Cost

Double-click to open the bill in edit mode.

- Open the bill in edit mode. Write down the total amount of the bill along with the date of the bill.
- On the main application toolbar, click on the red delete button to delete this bill.



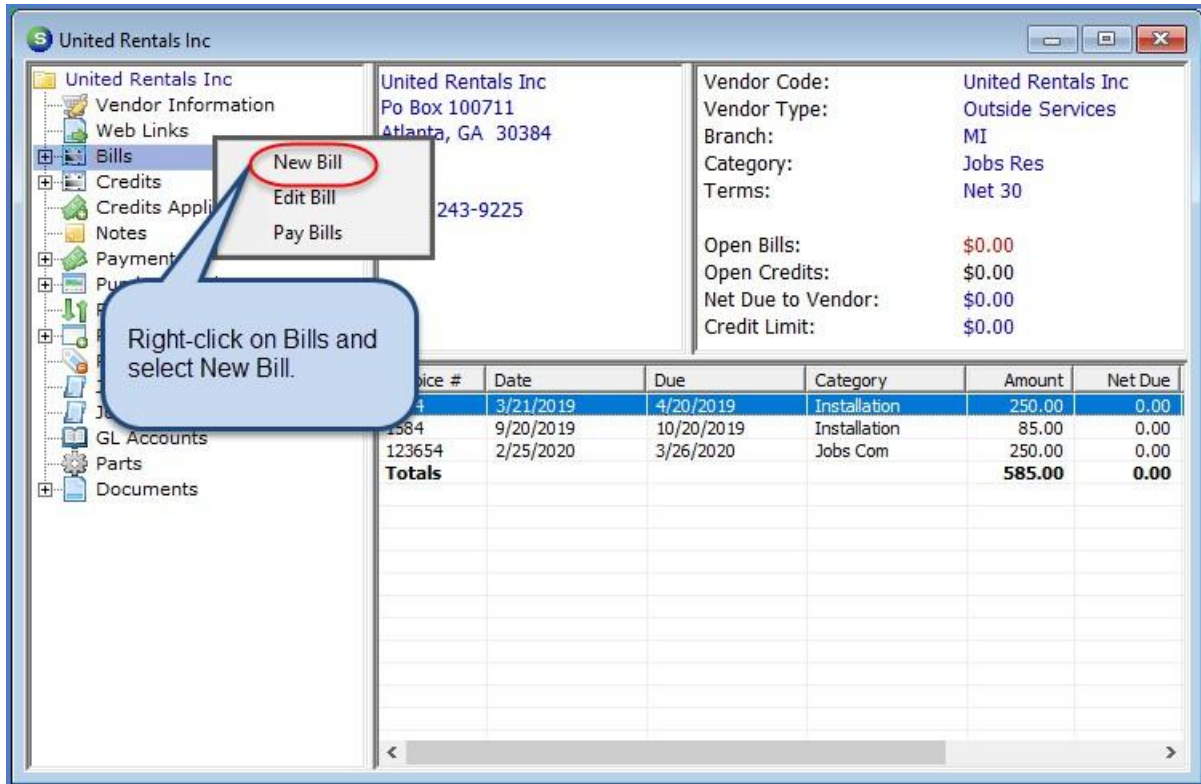
- You will receive a confirmation message. Click the Yes button to confirmation the deletion of this bill.



Once this bill has been deleted, the G/L Account for this Vendor will be out of balance. The next step of creating a bill will put this G/L Account back in balance.

We will now manually create a bill on the Vendor of the original credit card payment transaction. In our example, this Vendor is United Rentals.

7. Open the Vendor record of the Vendor Bill that was paid with the incorrect credit card.
8. On the Vendor tree, highlight Bills, right-click and select the New Bill option.



9. In the header of the Bill, in the Reference field you may enter something like Replace “Original Invoice Number”, as shown below.
10. Enter the total amount of the bill that was deleted in step 5 above, and enter the bill date of the original bill.
11. On the Expense tab, use the GL Account associated with the credit card Vendor that was used in error. This is the G/L Account you wrote down in step 1 above. In the Rate field, enter the total amount of the bill.
12. In the memo field, you may enter a comment (as shown below) to indicate the purpose of this bill.
13. Click save when finished.

Vendor Bill

Vendor: **United Rentals Inc**
 Address: **PO BOX 100711
 Atlanta, GA 30384**

Reference #: **Replace 123654** Branch: **MI**

Terms: **Net 30** Amount: **250.00**

Bill Date: **2/25/2020** Payment Due: **3/26/2020**

Eligible for Discount Amt: **250.00** Costing:

Parts 0.00 Expense 250.00 Documents Show Branches Show Job Cost Single Expense Line

General Ledger						
GL Account	Description	Qty	Rate	Amount	Category	
210318	AMEX Platinum	1	250.00	250.00	G&A	
*						

Memo: **Replace invoice 123654 that was paid with the wrong credit card.**

Total 250.00
Balance Due 250.00

Purchase Orders Stock Receipts Copy Expenses Apply Save Close

The last steps are used to pay the bill created in the previous step, with the correct credit card.

14. Navigate to Pay Bills in the Accounts Payable module.
15. On the Pay Bills form, select the Vendor name at the top left of the form
16. In the Payment Information area, select the Credit Card radio button, then from the drop-down list, select the correct credit card to use for the payment.
17. In the list of Vendor Bills, check the box to the left of the bills to be paid with this credit card.
18. Click the Save button when finished.

Pay Bills

- Selection Information -

Branch: [Dropdown]
Vendor: United Rentals Inc
As of Due Date: 5/1/2020
 Show Vendor Code
To apply Open Credits, select the Vendor whose credit you would like to use.

- Payment Information -

Branch: MI
Payment Date: 3/6/2020
 Bank Account
 Credit Card
210210
AMEX Gold
Balance: (\$1,171.60)

Vendor Bills | Vendor Credits | All Vendor Credits | Exclude Comdata Vendors

Bills										Comdata	
Pay	Invoice Date	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance	Paid	Pending	Vendor
<input checked="" type="checkbox"/>	2/25/2020	3/26/2020	*****	United Rentals Inc	Replace 123654	250.00	0.00	250.00	250.00	<input type="checkbox"/>	<input type="checkbox"/>

Total Payments 250.00

Select All Save Close