

# 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.

 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.

S Chart of Accounts	;	
Account	Description	Account Type 🔺
100300	Cash - Payroll	BANK
100400	Cash-Brussels	BANK
100500	Banco Espanola	BANK
100700	American Express ****4567	BANK
100800	Dealer 001 Cash Receipts	BANK
100900	Petty Cash	BANK
101000	Barter - Kennedy Electric	BANK
101300	Chase Visa CC **7888	BANK
100203	Super Bank	CC
210210	Credit Card*	CC
210215	American Express	CC
210220	American Express Card - Danita	CC
210230	CC Testing	CC
210315	Mastercard	CC
210316	Chase-Southwest	CC
210317	AMEX Test 1	CC
210318	AMEX Platinum	CC
210320	CC Bank Testing	CC
510001	COS - Jobs-Parts	CGS
510002	COS - Jobs-Labor	CGS
510003	COS - Jobs-Commissions	CGS
510004	COS - Jobs-Subcontractors	CGS
510005	COS - Jobs-Permits	CGS
510006	COS - Jobs-Equipment Rental	CGS
510007	COS - Jobs-Engineering	CGS
510008	COS - Jobs-Per Diem	CGS
510009	COS - Jobs-Travel	CGS 🗸
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🔲 Include Inactive	New	<u>E</u> dit <u>C</u> lose

- 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

S AMEX Platinum						- • •
AMEX Platinum Vendor Information Web Links Bills Credits Credits Applied Notes Payments Purchase Orders Purchase Price Variances Receipts	AMEX Platin PO Box 9874 Los Angeles	um + , CA 90021			Vendor Code: Vendor Type: Branch: Category: Terms: Open Bills: Open Credits: Net Due to Vendor Credit Limit:	AMEX Platinum Credit Card MI G&A 25th of Month \$250.00 \$100.00 r: \$150.00 \$0.00
Returns     Journal Detail     Journal Summary     GL Accounts	Open Bills Invoice #	\$250.00 Date 3/6/2020	Due 4/5/2020	Amoun 250.00	t Net Due 0 250.00	
Parts Documents	Open Cre Credit # Refund fr	<b>\$100.00</b> Date 2/21/2020	<b>Amount</b> 100.00	Balance 100.00	2	Double-click to open the bill in edit mode.
	Open POs PO #	\$0.00 Order Date	Due Date	Total Cos	t Rcvd Cost	
	Open Re Reference	\$0.00 Date	Cost			
	<					>

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

SedonaOffice							
File Edit View SedonaOffice Customer Query Tools Window Help							
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SedonaOffice	O DU						
Sedona Security	Under Colores						
Elent Management	Vendor Category		100	Hold Payment			
Accounts Receivable	AMEX Platinum	<u> </u>	<u>1</u>				
Accounts Payable	Vondor Bill						
Bills	Vendor Din		12 T.				
Credits	Vendor AMEX Platinum	Reference #	Branch				
Pay Bills	Address: PO Box 9874		MI				
Print Checks	Los Angeles, CA 90021	Terms	Amount				
Print Purchase Orders		25th of Month 💌	250.00				
Recurring Items		Bill Date	Payment Due				
Suggested PO List		3/6/2020	4/5/2020				
Vendors		Flinible for Discount Aret	Costing				
Write Checks		Eligible for Discourt Amu	Costing				
AP Query Builder		0.00	<u></u>				
Comdata Interface	and a second sec	Show Branches	Show Job Cost	le Evpense Line			
1 Inventory	Parts 0.00 Expense 250.00 Documents	s Show branches		je expense une			
E Sob Management		General	Ledger				
Point Of Sale	GLAccount Description	Oty	Rate Amour	nt Category			
E Sales Management	210318 United Rentals Inc	1	250.00 250.0	10			
🕀 🌽 Service							
General Documents	*						
SQL Query Window							
Lock Table Maintenance							
Management Summary				-			
SedonaDashboard							
Sedena Setun							
Sedonasetop	Memo CC Pymt - United Rentals Inc		~	Total			
			~	Ralance Due			
	1			250.00			
			Copy Expenses	Save Close			

6. 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.

S AMEX Gold						
AMEX Gold Vendor Information Web Links Bills Credits Credits A Rotes Paym Barry Bary	Vendor Code: Vendor Type: Branch: Category: Terms: Open Bills: Open Credits: Net Due to Vendor: Credit Limit:		AMEX Gold Credit Card MI 100 Corporate and G & A Net 30 \$3,430.37 \$0.00 \$3,430.37 \$0.00			
GL Accounts Parts Documents	Bills ice # 2018 61556	\$3,430.37 Date 7/5/2018 5/22/2019 10/18/2019 1/7/2020	Due 8/4/2018 6/21/2019 11/17/2019 2/6/2020	Amount 2355.00 275.37 50.00 500.00	Net Due 2355.00 275.37 50.00 500.00	
	Open Credits Credit # Open POs PO # Open Recei Pefarence	\$0.00 Date \$0.00 Order Date \$0.00	Amount Due Date	Balance Total Cost	Rcvd Cost	
< >	< c	Date	Cost			>

- 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.

S B Venc	ills Ior EX Go	old		C <u>a</u> tegory G&A	T		<u>客</u> ]		Hold Payment
Ve Ad	end ndor dress	or Bill American Ex 231 N. Main Plymouth, M	e 250.0	0 00 Documents	Reference # CCPMT United Rentals Terms Net 30 • Bill Date 3/6/2020 • Eligible for Discount Amt 250.00 Show Branches	Branch MI 250.00 Payment Due 4/5/2020 Costing	T Single Exper	nse Line	
Г	Т				Gene	ral Ledger			
	0	GL Account	l 🗄	Description	Qty	Rate	Amount	Category	
	▶ <mark>2</mark>	210318		AMEX Platinum	1	250.00	250.00	G&A	
	*								
	mo	Bill paid for Unit	ed Renta	als using Amex Platinum	in error	^		Total	250.00
						~		Balance Due	250.00
							<u>C</u> opy Expenses		<u>S</u> ave <u>C</u> lose

### 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.

 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.

Account       Description       Account Type       ▲         100300       Cash - Payroll       BANK         100400       Cash-Brussels       BANK         100500       Banco Espanola       BANK         100700       American Express ****4567       BANK         100800       Dealer 001 Cash Receipts       BANK         100900       Petty Cash       BANK         101000       Barter - Kennedy Electric       BANK         101300       Chase Visa CC **7888       BANK         100203       Super Bank       CC         210210       Credit Card*       CC         210215       American Express       CC         210220       American Express Card - Danita       CC         210230       CC Testing       CC         210315       Mastercard       CC         210316       Chase-Southwest       CC         210317       AMEX Test 1       CC         210318       AMEX Platinum       CC         210318       AMEX Platinum       CC         210318       AMEX Platinum       CC         210318       AMEX Platinum       CC         210319       CDS - Jobs-Parts       CGS	6	Chart of Accounts		
100300       Cash - Payroll       BANK         100400       Cash-Brussels       BANK         100500       Banco Espanola       BANK         100700       American Express****4567       BANK         100800       Dealer 001 Cash Receipts       BANK         100900       Petty Cash       BANK         101000       Barter - Kennedy Electric       BANK         101300       Chase Visa CC **7888       BANK         100203       Super Bank       CC         210210       Credit Card*       CC         210215       American Express       CC         210210       Credit Card*       CC         210210       American Express Card - Danita       CC         210210       American Express Card - Danita       CC         210210       American Express Card - Danita       CC         210215       American Express Card - Canita       CC         210216       Chase-Southwest       CC         210217       AMEX Test 1       CC         210315       Mastercard       CC         210316       CC Bank Testing       CG         210318       AMEX Platinum       CC         210318       AMEX Platinum		Account	Description	Account Type 🔺
100400       Cash-Brussels       BANK         100500       Banco Espanola       BANK         100700       American Express ****4567       BANK         100800       Dealer 001 Cash Receipts       BANK         100900       Petty Cash       BANK         101000       Barter - Kennedy Electric       BANK         101300       Chase Visa CC **7888       BANK         100203       Super Bank       CC         210210       Credit Card*       CC         210215       American Express       CC         210220       American Express Card - Danita       CC         210230       CC Testing       CC         210315       Mastercard       CC         210316       Chase-Southwest       CC         210316       Chase-Southwest       CC         210318       AMEX Platinum       CC         210310       COS - Jobs-Parts       CGS         510001       COS - Jobs-Commissions       CGS		100300	Cash - Payroll	BANK
100500     Banco Espanola     BANK       100700     American Express ****4567     BANK       100800     Dealer 001 Cash Receipts     BANK       100900     Petty Cash     BANK       101000     Barter - Kennedy Electric     BANK       101300     Chase Visa CC **7888     BANK       100203     Super Bank     CC       210210     Credit Card*     CC       210215     American Express     CC       210220     American Express Card - Danita     CC       210230     CC Testing     CC       210315     Mastercard     CC       210316     Chase-Southwest     CC       210316     CAse-Southwest     CC       210318     AMEX Platinum     CC       210318     AMEX Platinum     CC       210318     AMEX Platinum     CC       210319     CD Bank Testing     CG       510001     COS - Jobs-Parts     CGS       510002     COS - Jobs-Subcontractors     CGS       510004     COS - Jobs-Subcontractors     CGS       510005     COS - Jobs-Permits     CGS       510006     COS - Jobs-Permiter     CGS       510007     COS - Jobs-Per Diem     CGS       510008     COS - Jobs-Per Diem		100400	Cash-Brussels	BANK
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210220     American Express Card - Danita     CC       210230     CC Testing     CC       210315     Mastercard     CC       210315     Mastercard     CC       210316     Chase-Southwest     CC       210317     AMEX Test 1     CC       210318     AMEX Platinum     CC       210320     CC Bank Testing     CC       210320     CC Bank Testing     CC       510001     COS - Jobs-Parts     CGS       510002     COS - Jobs-Labor     CGS       510003     COS - Jobs-Commissions     CGS       510004     COS - Jobs-Permits     CGS       510005     COS - Jobs-Equipment Rental     CGS       510006     COS - Jobs-Engineering     CGS       510007     COS - Jobs-Per Diem     CGS       510008     COS - Jobs-Travel     CGS        Include Inactive     New     Edit     Close		210215	American Express	CC
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510005     COS - Jobs-Permits     CGS       510006     COS - Jobs-Equipment Rental     CGS       510007     COS - Jobs-Engineering     CGS       510008     COS - Jobs-Per Diem     CGS       510009     COS - Jobs-Travel     CGS         >		510004	COS - Jobs-Subcontractors	CGS
510006     COS - Jobs-Equipment Rental     CGS       510007     COS - Jobs-Engineering     CGS       510008     COS - Jobs-Per Diem     CGS       510009     COS - Jobs-Travel     CGS         >		510005	COS - Jobs-Permits	CGS
510007     COS - Jobs-Engineering     CGS       510008     COS - Jobs-Per Diem     CGS       510009     COS - Jobs-Travel     CGS         >       Include Inactive     New     Edit		510006	COS - Jobs-Equipment Rental	CGS
510008     COS - Jobs-Per Diem     CGS       510009     COS - Jobs-Travel     CGS         >       Include Inactive     New     Edit     Close		510007	COS - Jobs-Engineering	CGS
\$10009     COS - Jobs-Travel     CGS        >       Include Inactive     New     Edit		510008	COS - Jobs-Per Diem	CGS
< <p>Indude Inactive       New     Edit     Close</p>		510009	COS - Jobs-Travel	CGS 🗸
Include Inactive		<		>
	I	Include Inactive	<u>N</u> ew <u>E</u> di	t <u>C</u> lose

- 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

S AMEX Platinum						
🚈 AMEX Platinum	AMEX Platin	um			Vendor Code:	AMEX Platinum
Vendor Information	PO Box 9874	ł			Vendor Type:	Credit Card
Web Links	Los Angeles	, CA 90021			Branch:	MI
🗄 🔛 Bills					Category:	G&A
🕀 🧮 Credits					Terms:	25th of Month
Credits Applied						2541 61 116141
					Open Biller	¢250.00
🗄 🧀 Payments					Open Gradita	\$250.00
庄 🔚 Purchase Orders					Open Credits:	\$100.00
Purchase Price Variances					Net Due to Vendo	br: \$150.00
🖶 🗖 Receipts					Credit Limit:	\$0.00
Returns	Open Bills	\$250.00				
Journal Detail	Invoice #	Date	Due	Amoun	t Net Due	
Journal Summary	"	3/6/2020	4/5/2020	250.0	0 250.00	
GL Accounts						
Parts	Open Cre	\$100.00				$\langle \rangle$
	Credit #	Date	Amount	Balanc	e	Double-click to open
	Refund fr	2/21/2020	100.00	100.0	0	the bill in edit mode.
	Open POs	\$0.00				
	PO #	Order Date	Due Date	Total Cos	t Rcvd Cost	
	Open Re	\$0.00				
	Reference	Date	Cost			
	<					>
μ	p					

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

SedonaOffice				
File Edit View SedonaOffice Cus	tomer Query Tools Window Help			
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SedonaOffice				
Sedona Security	S Bills			
E- O Client Management	Vendor Category			F Hold Payment
🗉 🎡 Accounts Receivable	AMEX Platinum	<b>•</b>	<b>[34</b> ]	
🕀 🔲 General Ledger				
Accounts Payable	Vendor Bill			
E Bills	Vendor AMEX Platinum	Reference #	Branch	
Pay Bills	Address: PO Box 9874		MI	
Print Checks	Los Angeles, CA 90021	Terms	Amount	
Print Purchase Orders		25th of Month ▼	250.00	
Purchase Orders		,	Payment Due	
Suggested PO List			a da da da	
Vendors		3/6/2020	4/5/2020	
		Eligible for Discount Amt	Costing	
AP Query Builder		0.00	<u></u>	
Comdata Interface		Show Branches	Show Job Cost	Evpense Line
+ S Inventory	Parts 0.00 Expense 250.00 Documents	s   I Show brancies		I I
+ Sob Management		General	Ledger	
🖭 🧱 Point Of Sale	GL Account Description	Qty	Rate Amount	Category
🕀 🚰 Sales Management	▶ 210318 United Rentals Inc	1	250.00 250.00	
🗄 🖉 Service				
General Documents				
SQL Query Window				
Management Summary				
SedonaDashboard				
Report Manager				
SedonaSetup	Memo CC Pymt - United Rentals Inc		~	
	10			Total 250.00
				Balance Due 250.00
			Copy Expenses	Save Gose

6. 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.

Bills       Vendor     Category       United Rentals Inc     G&A	_		<b>N</b>		Hold Payment			
Vendor Bill Vendor United Rentals Inc Address: PO BOX 100711 Atlanta, GA 30384	Reference # Replace 123654 Terms Net 30 Bill Date 2/25/2020 Eligible for Discount Amt 250.00 Show Branches	Branch MI	] ] ] [] Single Ez	xpense Line				
	General Le	edger						
GL Account II Description	Qty	Rate	Amount	Category				
AMEX Platinum	1	250.00	250.00	G&A				
Memo Replace invoice 123654 that was paid with the wrong credit card.								
Purchase Orders Stock Receipts		Copy Expense	s <u>A</u>	pply	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 dropdown 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									
<ul> <li>Pay Bills</li> <li>Selectic Branch Vendor</li> <li>As Of Du</li> <li>To appl credit y</li> </ul>	Information Unite ie Date 5/1/2 I⊽ §h y Open Credits, rou would like to	ed Rentals Inc 020 ow Vendor Code select the Venc o use.	lor whose	- Payment Branch Payme C Bank	t Information - Int Date Account It Card Balance	MI 3/6/2020 210210 AMEX Gold se: [\$1,171.6	0)	•	
Vendor <u>B</u> i	ills Vendor <u>C</u> r	edits All Vend	or Credits						Exclude Comdata Vendors
					Bills				Comdata 🔺
Pay	2/25/2020	3/26/2020	********	United Rentals Inc	Replace 123654	250.00	0.00	250.00	250.00 C
Total Pa	ayments	250	0.00					Select All	Save Close