

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 Accour	nts	- • •				
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 🗸				
<		>				
Include Inactive	New	Edit Close				

- 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 Platin	um			Vendor Code:	AMEX Platinum
	PO Box 9874	ł			Vendor Type:	Credit Card
	Los Angeles	, CA 90021			Branch:	MI
🗉 🧮 Bills					Category:	G&A
🖳 📰 Credits					Terms:	25th of Month
						2541 61 116141
					Open Bills:	\$250.00
Payments					Open Credits:	\$100.00
Purchase Orders					Net Due to Vendor:	4
Purchase Price Variances					Credit Limit:	\$0.00
Receipts	ļ				Credit Ennie.	40.00
	Open Bills	\$250.00				
Journal Summary	Invoice #	Date	Due	Amoun		
GL Accounts		3/6/2020	4/5/2020	250.00	0 250.00	
Parts	Open Cre	\$100.00				
Documents	Credit #	Date	Amount	Balance	e	Double-click to open
_	Refund fr	2/21/2020	100.00	100.00	D	the bill in edit mode
						the blinn edit mode.
	Open POs PO #	\$0.00 Order Date	Due Date	Tabal Car	t Royd Cost	
	P0 #	Order Date	Due Date	Total Cos	t RCVO LOST	
	Open Re	\$0.00				
	Reference	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 Cus	tomer Query Tools Window Help			
		🗖 🎯 🛛 🖾 🖉 🖪 🤇	🌚 🗍 sqi. 🗍 🖂 💿 🙋 🚱 🗐	↓ + >
SedonaOffice	A - 11			
Sedona Security	3 Bills			
🕀 💛 Client Management	Vendor Category		1001	☐ <u>H</u> old Payment
Accounts Receivable	AMEX Platinum	•	1	
General Ledger	Vendor Bill			
Bills	Vendor bill	(127)2 - 1272		
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	
Purchase Orders		Bill Date	Payment Due	
Suggested PO List		3/6/2020	4/5/2020	
Vendors		1-1-1		
Write Checks		Eligible for Discount Amt		
AP Query Builder		0.00	<u></u>	
Comdata Interface		e Expense Line		
1 Inventory	Parts 0.00 Expense 250.00 Documents	Show Branches	Show Job Cost Singl	e expense cine
Job Management Second Strength Strengt Strength Strengt Strength Strength Strength Strength Strength S				
Point Of Sale	GL Account Description	General Qty	Rate Amount	Category
E Sales Management	210318 United Rentals Inc	1	250.00 250.00	
🗄 🥜 Service			250100	
General Documents	*			
- 📴 Lock Table Maintenance				
Management Summary				-1
SedonaDashboard	-			
Report Manager				
SedonaSetup	Memo CC Pymt - United Rentals Inc		~	Total 250.00
1			~	230100
	1			Balance Due 250.00
			Copy Expenses	Save Glose

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.

AMEX Gold						
AMEX Gold	American Expre	ess		Vendor Code	:	AMEX Gold
	100 Main			Vendor Type	:	Credit Card
	Los Angeles, C	A 90025		Branch:		MI
Bills	Bill			Category:		100 Corporate and G & A
Credits				Terms:		Net 30
Credits A Edit	BIII					
	Bills			Open Bills:		\$3,430.37
Paym				Open Credits	:	\$0.00
				Net Due to V		\$3,430.37
4				Credit Limit:		\$0.00
Right-click on Bi	lls and			Credit Enniti		\$0.00
select New Bill.	Bills	\$3,430.37				
4	ice #	Date	Due	Amount	Net Due	
				Allount	neebuc	
	2018	7/5/2018	8/4/2018	2355.00	2355.00	
GL Accounts		7/5/2018 5/22/2019	8/4/2018 6/21/2019	2355.00 275.37	2355.00 275.37	
- 🙀 Parts	e 2018	7/5/2018 5/22/2019 10/18/2019	8/4/2018 6/21/2019 11/17/2019	2355.00 275.37 50.00	2355.00 275.37 50.00	
- 🙀 Parts		7/5/2018 5/22/2019	8/4/2018 6/21/2019	2355.00 275.37	2355.00 275.37	
	61556	7/5/2018 5/22/2019 10/18/2019 1/7/2020	8/4/2018 6/21/2019 11/17/2019	2355.00 275.37 50.00	2355.00 275.37 50.00	
🤹 Parts	e 2018	7/5/2018 5/22/2019 10/18/2019	8/4/2018 6/21/2019 11/17/2019	2355.00 275.37 50.00	2355.00 275.37 50.00	
	2018 61556 Open Credits	7/5/2018 5/22/2019 10/18/2019 1/7/2020 \$0.00	8/4/2018 6/21/2019 11/17/2019 2/6/2020	2355.00 275.37 50.00 500.00 Balance	2355.00 275.37 50.00 500.00	
	61556 Open Credits Credit #	7/5/2018 5/22/2019 10/18/2019 1/7/2020 \$0.00 Date	8/4/2018 6/21/2019 11/17/2019 2/6/2020	2355.00 275.37 50.00 500.00 Balance	2355.00 275.37 50.00 500.00	
	e 2018 61556 Open Credits Credit # Open POs PO # Open Recei	7/5/2018 5/22/2019 10/18/2019 1/7/2020 \$0.00 Date \$0.00 Order Date \$0.00	8/4/2018 6/21/2019 11/17/2019 2/6/2020 Amount Due Date	2355.00 275.37 50.00 500.00 Balance	2355.00 275.37 50.00 500.00	
	61556 Open Credits Credit # Open POs PO #	7/5/2018 5/22/2019 10/18/2019 1/7/2020 \$0.00 Date \$0.00 Order Date	8/4/2018 6/21/2019 11/17/2019 2/6/2020 Amount	2355.00 275.37 50.00 500.00 Balance	2355.00 275.37 50.00 500.00	

- 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.

6 B Vend		old		C <u>a</u> tegory G&A	T		<u>[2]</u>		E E E
Ve Ad	ndor Idres		5t I 4817		Reference # CCPMT United Rentals Terms Net 30 Bill Date 3/6/2020 Eligible for Discount Amt 250.00 Show Branches	Branch MI Amount 250.00 Payment Due 4/5/2020 Costing Show Job Cos	T T T Single Exper	nse Line	
ſ					Gener	al Ledger			
		GL Account		Description	Qty	Rate		Category	
		210318		AMEX Platinum	1	250.00	250.00	G&A	
	*								
	emo	Bill paid for Uniti	ed Renta	als using Amex Platinum	in error			Total	•
						~		Balance Due	250.00
							Copy 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.

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.

S Chart of Account	ts	
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 COS - Jobs-Per Diem	CGS
510008	COS - Jobs-Per Diem COS - Jobs-Travel	CGS V
510009	COS - Jobs-Travel	CGS V
<		>
☐ <u>I</u> nclude 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

AMEX Platinum	AMEX Platin	um			Vendor Code:	AMEX Platinum
Vendor Information	PO Box 9874				Vendor Type:	Credit Card
	Los Angeles				Branch:	MI
Bills	Loo / angeleo	, 0, 0, 00021			Category:	G&A
Credits					Terms:	25th of Month
					renns:	25th of Month
					Onen Biller	\$250.00
- 🎻 Payments					Open Bills:	\$250.00
Purchase Orders					Open Credits:	+
		Net Due to Vendor:				
Receipts					Credit Limit:	\$0.00
	Open Bills	\$250.00				
	Invoice #	Date	Due	Amoun	t Net Due	
GL Accounts		3/6/2020	4/5/2020	250.00	0 250.00	
Parts	Open Cre	\$100.00				
Documents	Credit #	Date	Amount	Balance	e	Double-click to open
	Refund fr	2/21/2020	100.00	100.00	D	the bill in edit mode
						the blir medit mode.
	Open POs PO #	\$0.00 Order Date	Due Date	Table	t Rcvd Cost	
	P0 #	Order Date	Due Date	Total Cos	t RCVO LOST	
	Open Re	\$0.00				
	Reference	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.

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SedonaOffice				
Sedona Security	3 Bills			
E- O Client Management	Vendor Category			F Hold Payment
🗄 🕜 Accounts Receivable	AMEX Platinum	•	S	
🕀 🧊 General Ledger	1			
Accounts Payable	Vendor Bill			
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		Bill Date	Payment Due	
Suggested PO List			4/5/2020	
Vendors		1-/-/	Costing	
Write Checks		Eligible for Discount Amt	1.7	
AP Query Builder		0.00	<u></u>	
Comdata Interface	Parts 0.00 Expense 250.00 Documents	Show Branches	e Expense Line	
E Job Management	Parts 0.00 Expense 250.00 Documents	s i onor or and too	Show Job Cost Singl	1
🕀 🂲 Payroll Interface		General	Ledger	▲
🗉 🔛 Point Of Sale	GL Account Description	Qty	Rate Amount	Category
🕀 🚰 Sales Management	210318 United Rentals Inc	1	250.00 250.00	
E Service	*			
General Documents				
Lock Table Maintenance				
Management Summary				_1
SedonaDashboard	and the second s			
Report Manager				
SedonaSetup	Memo CC Pymt - United Rentals Inc		~	Total 250.00
1			×	230100
				Balance Due 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 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	_		N		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	- 	xpense Line				
	General Le	edger						
GL Account II Description	Qty	Rate		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	;										• ×
- Selectio	on Information	-		- Payment	t Information -						
<u>B</u> ranch <u>V</u> endor	Unite	d Rentals Inc	- - -	Payme	nt <u>D</u> ate	MI 3/6/2020					
As <u>O</u> f Du To appl credit y	lor sh	ow Vendor Code	lor whose		Credit Card						
Vendor <u>B</u> i	ills Vendor <u>C</u> ro	edits All Vende	or Credits						Г	Exclude Comdata Ven	dors I
					Bills					Comdata	
Pay	Invoice Date	Due Date	Disc Date	Vendor	Reference	Bill Amt	Discount	Balance		Paid Pending Ven	ndor
<u>ସ</u>	2/25/2020	3/26/2020		United Rentals Inc	Replace 123654	250.00	0.00	250.00		250.00	
Total Pa	ayments	250	0.00					Select All		Save	⊆lose