

## Record Credit Card Vouchers

You may wish to record vendor invoices prepaid with a credit card using **Credit Card Vouchers**. This feature will use a normal voucher system that allows you select a credit card vendor. Upon validation, record history information for the selected vendor will be recorded as normal, but an open item on the vendor account will not be created. The open item will be created on the credit card vendor.

This method of credit card vouchering has two distinct advantages. The first advantage is that the original or selected vendor will have the purchase in their history account. The second advantage is realized when you receive your credit card statement. All purchased items should already be recorded on the credit card vendor. This gives you an additional accounting control to ensure that there are no unauthorized credit card purchases.

**NOTE:** You can use **Record Credit Card Payments** to automatically move an open invoice to the credit card vendor account if you have previously recorded an invoice on a vendor that is subsequently paid with a credit card.

To record credit card voucher transactions, click **>Transactions >Accounts Payable >Record Credit Card Vouchers**.

Record Credit Card Vouchers - AmeriCard

Vendor: Electrified Construction Products No. - 54880 Start

Transaction Type	Transaction Date	Reference No.	Transaction Description	Transaction Amount
1 - Invoice	12/31/2012		Invoice	\$ 0.00

Transaction Payment Terms	Non-Disc. Amount	Job Number	Job Name	Retainage Percent
Net 30	\$ 0.00			0.0000%

[F2] Accept Line

Date	Due Date	Reference No.	Description	Amount
12/31/2012	1/30/2013	1926	Invoice	\$3,975.00

[F5] Edit Options

[F8] Attachment

1 Line(s) Voucher Total \$3,975.00

[F3] Journal Entry Distribution [F4] Auto Journal Entry

Inv. # [1926 - 12/31/2012]

Company/Job	Account No.	Account Name	Debit Amount	Credit Amount
00	190000	Trade Accounts Payable	\$0.00	\$3,975.00
00	132000	Inventory	\$3,975.00	\$0.00

2 Line(s) Balance [ \$0.00 ] \$3,975.00 \$3,975.00

Review Session... Inventory Receipts... Save Cancel Close

100% [00] - Diversified Systems, Inc. 12/31/2012

The prompts on the Record a Credit Card Voucher screen are the same as the prompts on the Record Voucher screen. For detailed information on each prompt, refer to **Recording a Voucher**. The only additional option is the selection of the credit card vendor. By default the first credit card vendor on file will be selected. To select another credit card vendor, click **>Options** and then click **>Select Credit Card Vendor**.

## Record Credit Card Payments

You can use **Record Credit Card Payments** to move an open invoice that you decide to pay by credit card from the vendor to which it was originally recorded to a credit card vendor.

To record a credit card payment, click **>Transactions >Accounts Payable >Record Credit Card Payment**.

**Credit Card Payment**

Vendor: AmeriCard No. - 15280 Start

Credit Card Vendor: AmeriCard Due Date: 12/31/2012

Vendor Last Check Date: 12/31/2012 Payment Amt: \$602.80

Vendor Last Check Amount:

Reference #	PAID 12/31	Date	12/31/2012	Description	Credit Card
Description	Tran #	Tran Date	Amount	Active	Due Date
Invoice - Electrified Construc	1926	12/31/2012	\$3,975.00		1/30/2013
▶ Inv - Balance Forward	N/A	12/31/2012	\$602.80	<input checked="" type="checkbox"/>	

Review... Save Cancel Close

100% [00] - Diversified Systems, Inc. 12/31/2012

From the **Credit Card Payment** window, select the vendor you made the payment to then click **Start**.

- **Credit Card Vendor:** Select the credit card from the list that you used to make the payment to the vendor.
- **Due Date:** Select the date the payment was due.
- **Vendor Last Check Date:** This field shows the last date the vendor was paid.
- **Vendor Last Check Amount:** This field shows the amount of the last payment to the vendor.
- **Payment Amount:** Once open items are selected, this field shows the total amount paid.

From the list of vendor open items, select the items to be paid by clicking on the **Active** check box. This will add the selected items amounts to the Payment Amount field.

Once you have selected all the open items you wish to pay for this vendor using this credit card, click **Save**. An open item on the credit card vendor for the total payment amount will be created and the open items will be removed from the vendor paid.

---