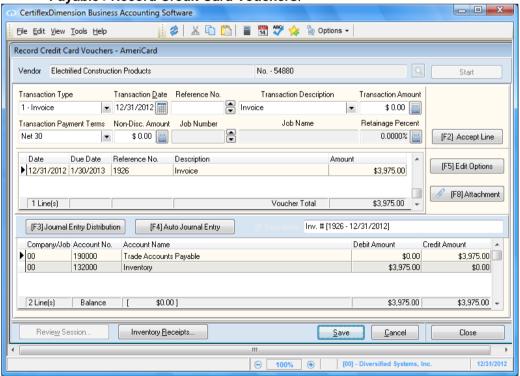
Record Credit Card Vouchers

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.

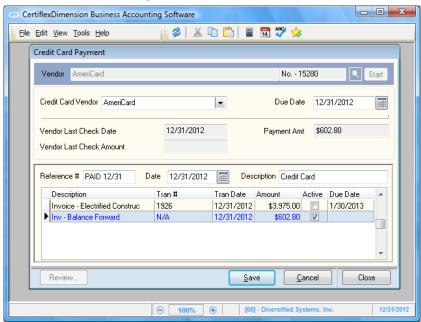


The prompts on the Record a Credit Card Voucher screen are the same as the prompts on the Record Voucher screen. For detailed information on each prompt, refer to **Recording a Voucher**. The only additional option is the selection of the credit card vendor. The By default the first credit card vendor 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.



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.