



Overview & Objective – The purpose of this I M & U is to demonstrate the entry and payment of **credit card** balances. **Debit card** transactions are handled similarly, but post directly to the General Ledger.

Procedural Note – Two sets of procedures are available for the *payment of credit card balances*. The first allows the creation of a vendor invoice, with payment execution from the Accounts Payable Module. The second allows payment execution from the Cash Management Module (see below “Framework” for options). Both procedures have the same affect on the general and subsidiary ledgers.

Framework – A general framework for determining *credit card payment* through AP or Cash Management:

Payment Through Accounts Payable Module	Payment Through Cash Management Module
<ul style="list-style-type: none"> • Need Payment Approval Workflow? Yes • Issue Paper Checks? Yes • Need Segregation of Duties for AP? Yes <p>⇒ Use Procedure 1 (Below): Entry and Pay of Credit Card Balances – Pay Through AP</p>	<ul style="list-style-type: none"> • Need Payment Approval Workflow? No • Issue Paper Checks? No • Need Segregation of Duties for AP? No <p>⇒ Use Procedure 2 (Below): Entry and Pay of Credit Card Balances – Pay Through CM</p>

Procedure 1: Entry and Pay of Credit Card Balances – Pay Through AP

Initial Navigation – To navigate to the Charge-Card Transaction or Charge Payoffs screens (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the Cash Management Module
2. Under Transactions, click on the Charge-Card Transaction (link) or Charge Payoffs (link).

Recording of Credit Card Charges – The title “Charge-Card Transactions” should appear in the upper left hand corner. Click the [Add] (button) in the upper right hand corner. The title “Charge Card Transaction Information” should now appear in the upper left hand corner, entry as follows:

- ***Charge Card** – Select the credit card for which charges were made against.
- ***Date** – Input the credit card *statement ending date* (this should appear on the face of the statement).
- **Reference Number** – Record any specific reference number listed on the statement.
- **Payee** – Enter the name of the credit card vendor (E.G. American Express, etc.)
- **Description** – Enter a short description. The following provides an example where all [bracketed] information is specific: “[Period] Amex Charges for [Name] per Statement Date [Billing Date].”
- **Attachments** – If you are required to submit electronic backup of the charge the attachments can be made here. After clicking the Attachments dropdown and the Add (link) a dialog-box is presented.
- ***Account** – Enter a corresponding G/L account for each line item listed on the statement.
- ***Amount** – Enter an amount for each line item listed on the statement. Note: A negative amount **can be** entered with such amounts representing returned merchandise, service fees, etc.
- **Dimensions** – Add Dimensions by selecting from the Department and Location dropdowns or by clicking on the <Show Details> (curtain) for additional Dimensions.
- **Note:** Use of the Employee dimension will allow classification of charges to named card holders.
- **Memo** – Enter a brief description of the line item charge.

⇒ When all entries have been made click the [Save] (button) (upper right hand corner)

Procedure 1: Entry and Pay of Credit Card Balances – Pay Through AP (Continued)

Bill Creation – The title “Charge Payoffs” should appear in the upper left hand corner. Click the [Add] (button) in the upper right hand corner. The title “Charge Payoffs Information” should now appear in the upper left hand corner, proceed as follows:

- ***Charge Card** – Select the specific credit card account to pay-off through the listed drop-down.

[Continue] (button) – Click for the search of charges to apply payoff

- ***Date** – Enter the *statement ending date* (the same date that was entered in **Recording of Credit Card Charges**). If necessary, this can be changed in the AP Module (see below “**Additional Navigation**”).
- **Attachments** – If you are required to submit electronic backup of the payoff the attachments can be made here. After clicking the Attachments dropdown and the Add (link) a dialog-box is presented.
- **Pay Full** – For each payment selection mark the corresponding Pay Full checkbox.
- **Amount to Pay** – For each Pay Full checkbox marked Amount to Pay field will auto populate. The Amount to Pay value represents the amount of the AP Bill being created and ready for payment in the AP Module. It is recommended that the values in Total Due and Amount To Pay fields are equal, but the Amount to Pay value can be overwritten.
- **Note:** At the end of each reporting period ensure there are no Charge Payoffs remaining for any card.

⇒ When all payment selections have been made click the [Save] (button) (upper right hand corner)

Additional Navigation – After **Recording of Credit Card Charges** and **Bill Creation** (see above), additional **Payment Selection** and **Check Printing** in the AP Module is required. If charges were made to a **debit card** these procedures **do not** apply. To navigate to the Select Bills to Pay / Print Checks Screen:

1. Go to the Applications dropdown
2. Select the Accounts Payable Module
2. Under Activities, click on the Select Bills to Pay (link) or Print > Checks (link)

⇒ From this point consult “Intacct Management & Use: Select to Pay and Check Printing”

Procedure 2: Entry and Pay of Credit Card Balances – Pay Through CM

Initial Navigation – To navigate to the Charge-Card Transaction, Funds Transfer, or Charge Payoffs screens (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the Cash Management Module
2. Under Transactions, click on the [Charge-Card Transaction](#) (link), [Funds Transfer](#) (link), or [Charge Payoffs](#) (link)

Recording of Credit Card Charges – The title “Charge-Card Transactions” should appear in the upper left hand corner. Click the [Add] (button) in the upper right hand corner. The title “Charge Card Transaction Information” should now appear in the upper left hand corner, entry as follows:

- ***Charge Card** – Select the credit card for which charges were made against.
- ***Date** – Input the credit card *statement ending date* (this should appear on the face of the statement).
- **Reference Number** – Record any specific reference number listed on the statement.
- **Payee** – Enter the name of the credit card vendor (E.G. American Express, etc.)
- **Description** – Enter a short description. The following provides an example where all [bracketed] information is specific: “[Period] Amex Charges for [Name] per Statement Date [Billing Date].”
- **Attachments** – If you are required to submit electronic backup of the charge the attachments can be made here. After clicking the Attachments dropdown and the [Add](#) (link) a dialog-box is presented.
- ***Account** – Enter a corresponding G/L account for each line item listed on the statement.
- ***Amount** – Enter an amount for each line item listed on the statement. Note: A negative amount **can be** entered with such amounts representing returned merchandise, service fees, etc.
- **Dimensions** – Add Dimensions by selecting from the Department and Location dropdowns or by clicking on the <Show Details> (curtain) for additional Dimensions.
- **Note:** Use of the Employee dimension will allow classification of charges to named card holders.
- **Memo** – Enter a brief description of the line item charge.

⇒ When all entries have been made click the [Save] (button) (upper right hand corner)

Funds Transfer Selection – The title “Funds Transfer” should appear in the upper left hand corner. Click the [Add] (button) in the upper right hand corner. The title “Funds Transfer” should now appear in the upper left hand corner, proceed as follows:

- ***From Account** – Choose the applicable bank account the transfer will be drawn from.
- ***To Account** – Select the credit card for which the transfer will be made against.
- ***Date** – Input the date that the cash was withdrawn from the bank account to pay the credit card bill.
- ***Amount** – Enter the amount of the payment
- **Reference Number** – Enter a payment confirmation number as supplied by the bank
- **Description** – Enter a short description. The following provides an example where all [bracketed] information is specific: “Payment of [Credit Card Name] Charges – [Payment Date]”.
- **Attachments** – If you are required to submit electronic backup of the charge the attachments can be made here. After clicking the Attachments dropdown and the [Add](#) (link) a dialog-box is presented.
- **Dimensions** – Add Dimensions by selecting from the Department and Location dropdowns or by clicking on the <Show Details> (curtain) for additional Dimensions.

⇒ When all payment selections have been made click the [Save] (button) (upper right hand corner)

Procedure 2: Entry and Pay of Credit Card Balances – Pay Through CM (Continued)

Applying Funds Transfer – The title “Charge Payoffs” should appear in the upper left hand corner. Click the [Add] (button) in the upper right hand corner. The title “Charge Payoffs Information” should now appear in the upper left hand corner, proceed as follows:

- ***Charge Card** – Select the specific credit card account to pay-off through the listed drop-down.

[Continue] (button) – Click for the search of charges to apply payoff

- ***Date** – Enter the date the fund transfer will be applied to the corresponding credit card charge. It is recommended that this date match the date of the funds transfer transaction (see below for “negative value”).
- **Attachments** – If you are required to submit electronic backup of the payoff the attachments can be made here. After clicking the Attachments dropdown and the Add (link) a dialog-box is presented.
- **Pay Full** – For each funds transfer (negative value), and corresponding credit card charges (positive value), mark the corresponding Pay Full checkboxes.
- **Amount to Pay** – For each Pay Full checkbox marked the Amount to Pay field will auto populate. The Amount to Pay fields can be overwritten, but the selection of all funds transfer transactions (negative value(s)), and corresponding credit card charges (positive values), must net to zero.
- **Note:** At the end of each reporting period ensure there are no *negative* Charge Payoffs remaining for any card.

⇒ When all payment selections have been made click the [Save] (button) (upper right hand corner)

Further Instruction & Use – For further information regarding Entry and Pay of Credit Card Balances contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.