Credit Cards - Functional

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Recording Credit Card Charges to Vendors

Overview
When recording a credit card payment to a vendor, you must first create the accounts payable invoice. If the invoice came as the result of a purchase order, you should have a purchase order invoice. If the invoice came as the result of a service or a non-inventory purchase, you should have a vendor invoice. For more information on purchase order invoices and vendor invoices, see the STEPS topics, Creating a Purchase Order Invoice and Creating a Vendor Invoice.

Getting to the Transaction
1. From the Accounting menu, select Accounts Payable > Record Vendor Payment to open the New Vendor Payment window.

Basic Information
1. Complete the following fields as appropriate.
   - **Vendor**: Vendor being paid. The vendor phone number automatically populates.
   - **Bank account**: Select the credit card used to pay this vendor invoice.
   - **Number**: The number of the payment is automatically assigned, but you may change it.
   - **Date**: Date the payment is being made.
   - **Method**: Select Credit Card.
   - **Amount**: Amount of the payment.
2. Click [Add] to open the Add Vendor Payment Details window.
3. In the Apply to credit memo/invoice field, use the Lookup icon to select the invoice you paid with your credit card. e-automate enters the payment amount in the Amount to apply field.
   - **Note**: If you did not enter the payment amount in the Amount field on the previous window, you must enter the payment amount in the Amount to apply field. When you close the Add Vendor Payment Details window, enter the amount in the Amount field.
4. If needed, enter a discount in the Terms discount amount field.
5. Verify the Terms discount account and the Accounts payable account fields are populated.
6. Click [OK] to save the vendor payment details.
7. If you are paying multiple accounts payable invoices, repeat steps 3 through 6 until the charge amount is exhausted.

Completing the Transaction
1. Click [OK] to record the credit card payment.

Additional Info

Trouble Shooting
System Tips
- Calculator Feature
- Cancel Button
- Date Feature
- Inactive Fields/Buttons
- Lookup Button/Feature
- [Next]
- OK/Apply Button
- Payment Method
- Required Fields (*)
- Tab Key

Question(s)
1. You may record a credit card payment of a purchase order invoice but not of a vendor invoice.
   a. True
   b. False

Key Words
- Credit card, charge, vendor invoice, accounts payable invoice, purchase order invoice, PO, vendor payment, pay vendor.

Related Topics

Screen/ Window Names
- New Vendor Payment
- Add Vendor Payment Details
Recording Credit Card Charges to Non-Vendors

Overview
When recording charges for your credit cards to non-vendors, you use the Cashbook module Transaction. You collect your receipts and record each receipt using the Cashbook Payment transaction. Alternatively, you can collect your receipts by account and record one cashbook payment in e-automate for all receipts for a specific account. For example, you could collect all of your gasoline receipts and record one e-automate cashbook payment for the gas receipts total amount.

Getting to the Transaction
1. From the e-automate toolbar, click on the drop-down arrow next to [Cashbook] and select Payment to open the Cashbook – New Payment window.

Basic Information
1. Complete the following fields as appropriate.
   - **Number:** The number of the payment is automatically entered. You may change it.
   - **Date:** Date the credit card payment is being made.
   - **Payee:** The non-vendor being paid.
   - **Description:** Brief description of the payment.
   - **Amount:** Total amount of the payment.
   - **From:** Credit card cashbook account to which the payment will be posted.
   - **Method:** Select Credit Card.
     - **Note:** If the selected payment method is Check, e-automate automatically enters the next check number in the series. You should select Credit Card as the method.
2. Specify an account to which all or part of the charge will be applied by doing the following:
   a. In the **Account** field, use the Lookup icon to select the account to which the payment is applied.
   b. In the **Department** field, use the Lookup icon to select the department to which the charge is applied.
   c. In the **Division** field, use the Lookup icon to select the division associated with this account.
   d. In the **Branch** field, use the Lookup icon to select the branch to which the charge is applied.
     - **Note:** This field displays only if you are using branching.
   e. In the **Description** field, type a brief description of the payment detail or accept the already entered description.
   f. In the **Amount** field, enter the amount of the payment to be applied to this account.
   g. Click [QuickAdd] to add the account to the Accounts Disbursements region.
3. Repeat step 2 until the entire charge amount has been disbursed.

Completing the Transaction
1. Click [OK] to save the payment information.
Additional Info

Trouble Shooting

System Tips
  Calculator Feature
  Cancel Button
  Ctrl + N
  Date Feature
  Inactive Fields/Buttons
  Lookup Button/Feature
  [Next]
  OK/Apply Button
  Payment Method
  QuickAdd/Add Button
  Required Fields (*)
  Tab Key

Question(s)
  1. **True** or False: When recording a non-vendor payment credit card charge, you can record a single cashbook payment total for all receipts for a specific credit card account.
  2. **True** or False: When recording non-vendor payment credit card charges, you can record individual receipts for the credit card account using the Cashbook Payment transaction.

Key Words
  Cashbook, payment, receipt, credit card

Related Topics
  Creating a General Ledger Account
  Creating a Department
  Creating a Branch
  Creating a Credit Card Charge to a Vendor

Screen/ Window Names
  Cashbook Transactions
  Cashbook – New Payment
Recording Credit Card Interest Charges

Overview
If you do not pay your entire credit card bill each cycle, the credit card company assesses interest on the credit card. You record interest charges in e-automate by recording a new bank or service charge in the Cashbook module.

You should always use the bank charge transaction when recording interest for a credit card in e-automate. Using the correct transaction ensures that the general ledger is accurately updated by posting a credit to the credit card liability account, and the debit to an interest expense account.

Getting to the Transaction
1. From the Accounting menu, select Cashbooks > Transactions to open the Cashbook Transactions window.
2. Click [Charge] to open the Cashbook – New Bank or Service Charge window.

Basic Information
1. Complete the following fields as appropriate.
   Number: The number of the transaction. This number is automatically generated, but you may change it.
   Date: Date the bank or service charge is being recorded.
   Description: Brief description of the interest charge.
   Amount: Total amount of the interest charge
   From: Credit card account to which interest is being charged.
   Reference: Refers to the type of transaction used.
   Note: This field cannot be edited.
2. Specify an account to which all or part of the charge will be applied by doing the following:
   a. In the Account field, use the Lookup icon to select the account to which the interest will be posted. Typically an interest expense account.
   b. In the Department field, use the Lookup icon to select the account to which you will disburse all or part of the interest.
   c. In the Division field, use the Lookup icon to select the division associated with this account.
   d. In the Branch field, use the Lookup icon to select the branch to which you will disburse all or part of the interest.
      Note: This field is displays only if you are using branching.
   e. In the Description field, type a brief description of the interest charge or accept the already entered description.
   f. In the Amount field, enter the amount of the interest to be applied to this account.
   g. Click [QuickAdd] to add the account to the Account distribution region.
3. Repeat step 2 until the entire interest charge has been disbursed.

Completing the Transaction
1. Click [OK] to record the interest charges.
Additional Info

Trouble Shooting

System Tips
Calculator Feature
Cancel Button
Date Feature
Inactive Fields/Buttons
Lookup Button/Feature
[Next]
OK/Apply Button
Payment Method
QuickAdd/Add Button
Required Fields (*)
Tab Key

Question(s)
1. If you incur interest charges on your credit card, you record them in e-automate by recording a cashbook bank or service charge.
   a. True
   b. False

Key Words
Cashbook, interest, credit card

Related Topics
Creating a Cashbook Account
Creating a General Ledger Account
Creating a Department
Creating a Branch

Screen/Window Names
Cashbook Transactions
Cashbook – New Bank or Service Charge
Tracking Returned Items When Paid by Credit Card

Overview
If you must return items purchased with a credit card, you can record the return in e-automate using the Cashbook Payment feature. If you are returning the entire purchase, you can simply select the transaction from the Cashbook Transactions window and click [Void]. If you are recording a partial return, you will use the Cashbook Payment feature and record a negative payment.

Getting to the Transaction
1. From the e-automate toolbar, click on the drop-down arrow next to [Cashbook] and select Payment to open the Cashbook – New Payment window.

Basic Information
1. Complete the following fields as appropriate.
   - **Number**: The number of the transaction. This number is automatically generated, but you may change it.
   - **Date**: Date of the return.
   - **Payee**: Organization to which you returned the items.
   - **Description**: Brief description of the return.
   - **Amount**: Amount to be returned as a negative number.
     **Note**: When you tab out of this field, e-automate formats the field with parentheses which represents a negative amount.
   - **From**: The credit card account to which the return was posted.
   - **Method**: Payment method should be Credit Card.

2. Specify an account to which all or part of the return will be applied by doing the following:
   a. In the **Account** field, use the Lookup icon to select the account to which the return is applied.
   b. In the **Department** field, use the Lookup icon to select the department to which the return is applied.
   c. In the **Division** field, use the Lookup icon to select the division associated with this account.
   d. In the **Branch** field, use the Lookup icon to select the branch to which the return is applied.
      **Note**: The **Branch** field is only displayed if you are using branching.
   e. In the **Description** field, type a brief description of the return detail or accept the description entered.
   f. In the **Amount** field, enter the amount of the return to be applied to this account.
   g. Click [QuickAdd] to add the account to the Accounts disbursements region.

3. Repeat step 2 until the entire return amount has been dispersed.

Completing the Transaction
1. Click [OK] to record the return.
Additional Info

Trouble Shooting

System Tips
Calculator Feature
Cancel Button
Date Feature
Inactive Fields/Buttons
Lookup Button/Feature
[Next]
OK/Apply Button
Payment Method
QuickAdd/Add Button
Required Fields (*)
Tab Key

Question(s)
1. If you return an entire purchase that was paid by credit card, you must:
   a. Create a general ledger entry.
   b. Record a negative payment.
   c. **Void the transaction.**
   d. None of the above.
2. The __________ feature of e-automate allows you to record returns of items purchased with a credit card.
   a. General ledger account
   b. **Cashbook Payment**
   c. Vendor Invoice
   d. Credit card reconciliation

Key Words
Cashbook, returned item, return, credit card, non-vendor.

Related Topics
Creating a Cashbook Account
Creating a General Ledger Account
Creating a Department
Creating a Branch

Screen/ Window Names
Cashbook Transactions
Cashbook – New Payment
Reconciling Credit Card Accounts

Overview
You reconcile a credit card account using the Reconcile Cashbook Account window. Because you are using a current liabilities account, e-automate changes the Deposits region to a Charges region.

The following transactions are displayed in the Charges region of the Reconcile Cashbook Account window:
- Charges recorded in e-automate as cashbook payments
- Payments made to vendors using the accounts payable Record Vendor Payment transaction
- Interest charges recorded using the Bank Or Service Charge transaction

The following transactions are displayed in the Payments region of the Reconcile Cashbook Account window:
- Returns on the credit card
- Payments recorded to pay the credit card
- Instant checks recorded to pay the credit card

Getting to the Transaction
1. From the Accounting menu, select Cashbook > Reconcile Account to open the Reconcile Cashbook Account window.

Basic Information
1. Complete the following fields as appropriate.
   - **Account:** Credit card account being reconciled.
   - **Type:** Type of transactions to display in the Charges and Payments regions. Unless you are looking for a specific reconciled transaction, use the dropdown menu to select Unreconciled.
   - **Beginning date:** Beginning date for which to view transactions in the Charges and Payments regions.
     - **Note:** When the box in the Date field is unchecked, the date does not determine which transactions are displayed in the list. If neither box is checked, all transactions on that account are shown in the lists.
   - **Ending date:** Ending date for which to view transactions in the Charges and Payments regions. Enter the ending statement date in this field.
   - **Beginning balance:** Beginning balance from the statement. This should be your last reconciled ending balance. If you paid the credit card in full, this amount should be zero.
   - **Ending balance:** Ending balance from the statement to which you are comparing the cashbook account.
2. In the Deposits and Payments region, check the box(es) to the left of the transactions to be cleared until the difference is zero. The difference is displayed adjacent to the Ending balance field.
3. To add one or more missing transactions to fully reconcile the account, do the following:
   a. In the Add Transaction region, use the dropdown menu to select the type of cashbook transaction. e-automate opens the appropriate Cashbook – New XXXX window to allow
you to record the transaction.  
**Note:** Be sure to use the appropriate transactions for recording credit card transactions.

b. To first record the payment of an accounts payable invoice, click [Save] and go to **Accounting > Accounts Payable > Record Vendor Payment** to record the payment of a vendor invoice. Once recorded, return to the reconciliation window.

**Completing the Transaction**
1. Do ONE of the following:
   - To save this list without marking any of the transactions as reconciled or unreconciled, click [Save]. e-automate saves the information. The next time you call up the same account in the reconciliation window, you can continue reconciling the account and retain your work.
   - To save the reconciliation to the database and record the marked transactions as reconciled, click [Finalize].

**Additional Info**

**Trouble Shooting**

**System Tips**
   - Calculator Feature
   - Cancel Button
   - Date Feature
   - Inactive Fields/Buttons
   - Lookup Button/Feature

**Question(s)**
1. When reconciling a credit card account, you record all the information in the **Deposits** region.
   a. True
   b. False

**Key Words**
   Reconcile, credit card

**Related Topics**
   - Creating a Cashbook Account
   - Creating a General Ledger Account
   - Creating a Department
   - Creating a Branch

**Screen/Window Names**
   Reconcile Cashbook Account
Paying Credit Card Statements

Overview
If you electronically pay for your credit card via the credit card company’s website and the account from which the credit card payment is drawn is set up in e-automate as a cash account, you can record your payment as an e-automate payment. To record your payment electronically, follow the steps in the section below labeled, Paying Electronically.

If you choose to print a check out of e-automate to pay your credit card, use the Cashbook Instant Check transaction and follow the steps in the section below labeled, Paying with a Check.

Both of the above methods provide an accurate tracking mechanism for your credit card payments.

Getting to the Transaction
1. From the e-automate toolbar, click on the drop-down arrow next to [Cashbook] and select Transaction to open the Cashbook Transaction window.

Paying Electronically
1. Click [Payment] to open the Cashbook – New Payment window.
2. Complete the following fields as appropriate.
   - **Number**: e-automate assigns a transaction number for this payment. The number is automatically created, but you may change it.
   - **Date**: Date of the electronic payment.
   - **Description**: Brief description of the payment.
   - **Amount**: Total amount of the payment.
   - **From**: Cashbook account from which the payment is drawn.
   - **Method**: Use the dropdown menu to select Wire.
3. In the **Account** field, use the Lookup icon to select the credit card account that you are paying.
   - **Note**: You may need to remove the account filter on the Lookup icon so you can select the credit card account. To remove the filter, click the dropdown menu in the **Account** field, and select No Filter.
4. Leave the **Department** field blank.
5. The **Branch** field is populated by e-automate. Leave the field populated with the branch identified by e-automate.
6. In the **Description** field, enter a brief description of the payment or accept the already entered description.
7. In the **Amount** field, enter the amount of the payment.
8. Click [QuickAdd] to add the account to the **Accounts disbursements** region.
9. Click [OK] to record the electronic payment.

Paying with a Check
1. Click [Check] to open the Instant Check window.
2. In the Name field, enter the name of the credit card company that you are paying.
   Note: To add an address to be printed on the check, click on the pencil icon and add the credit card company’s address, city, state, zip, or country.

3. Complete the following fields as appropriate.
   - Bank account: Account from which the instant check is to be drawn.
   - Description: Brief description of the instant check.
   - Check amount: Total amount of the instant check payment.
   - Check number: The current check number e-automate has on record for the cash account on which the check is drawn. You can change this number.
   - Check date: Date printed on the check.

4. In the Account field, use the Lookup icon to select the credit card account that you are paying.
   Note: You may need to remove the account filter on the Lookup icon so you can select the credit card account. To remove the filter, click the dropdown menu in the Account field, and select No Filter.

5. Leave the Department field blank.
6. The Branch field is populated by e-automate. Leave the field populated with the branch identified by e-automate.
7. In the Description field, enter a brief description of the payment or accept the already entered description.
8. In the Amount field, enter the amount of the payment.
9. Click [QuickAdd] to add the account to the Accounts disbursements region.
10. Click [OK] to record the electronic payment.

**Additional Info**

**Trouble Shooting**

**System Tips**
- Calculator Feature
- Cancel Button
- Date Feature
- Inactive Fields/Buttons
- Lookup Button/Feature
- [Next]
- OK/Apply Button
- Payment Method
- QuickAdd/Add Button
- Required Fields (*)
- Tab Key

**Question(s)**
1. The audit trail is more complicated if you pay a credit card using an electronic account transfer than if you paid by check.
   a. True
b. False

**Key Words**
Cashbook, transfer, electronic, EFT, credit card, instant check, pay credit card.

**Related Topics**
Creating a Cashbook Account
Creating a General Ledger Account
Creating a Department
Creating a Branch

**Screen/ Window Names**
Cashbook Transactions
Cashbook – New Transfer
Using Credit Cards for Non-Vendors Only

Overview
If you do not pay any vendors with a credit card you can use these STEPS topic instructions to record your credit card purchases. This method posts your credit card charges as an accounts payable invoice instead of as a current liability, and balances are carried as accounts payable balances instead of current liabilities. If you do use your credit card to pay vendors for inventory purchases or for other goods and services, you should use the following STEPS topics to record and handle your credit card purchases:

- Creating a Cashbook Account for a Credit Card
- Creating a General Ledger Account for a Credit Card
- Moving a Credit Card Balance Forward When Setting Up e-automate
- Moving a Credit Card Balance Forward When e-automate Has Been in Use
- Recording a Credit Card Charge to a Vendor
- Recording a Credit Card Charge to a Non-Vendor
- Recording a Credit Card Interest Charge
- Tracking a Returned Item When Paid by Credit Card
- Reconciling a Credit Card Account
- Paying Your Credit Card Statement

To use the methods described in this topic to record your credit card purchases, you are required to set up a vendor for your credit card company on your vendor list. Instructions for setting up a vendor are included in the help steps below.

When using credit cards for non-vendor purchases you have two basic choices for recording credit card transactions. You can either create a separate vendor invoice for each credit card receipt, or you can create one vendor invoice for multiple credit card receipts, detailing each receipt by line item on the vendor invoice.

When you create vendor invoices for your credit card purchases, you use the standard accounts payable check run to pay vendors. For more information on paying vendors, see the STEPS topics, Paying a Vendor with an Accounts Payable Check or Recording a Vendor Payment with a Hand-Written Check, Cash, or Credit Card.

Creating a Vendor
1. On the e-automate toolbar, click [Vendors] to open the Vendors window.
2. Click [New] to open the New Vendor window.
3. Complete the following fields as appropriate.
   - **Name:** Name of the vendor.
   - **Number:** Alphanumeric code by which the vendor is identified.
   - **Note:** Vendors are automatically numbered in e-automate. The system takes the first letter of the first word and the first letter of the second word, and adds 00. For example, if the vendor is named John Doe, e-automate generates a number of JD00. If your vendor list already contained a JD00 it would use JD01 or whatever number was available next, incrementally. If your vendor name only has one word, e-automate selects the first letter of...
the name and adds 00. You do not have to use the automatically assigned vendor number. You can override the vendor number and use any unique vendor number you like.

4. Complete the following fields as appropriate.
   **Contact**: Billing contact associated with the vendor.
   **Name**: Name of the billing contact person.
   **Phone**: Billing contact's phone number.
   **Fax**: Billing contact's fax number.
   **E-mail**: Billing contact’s email address.
   **Contact**: Person to be contacted when purchasing from the vendor.
   **Name**: Name of the contact person.
   **Phone**: Purchasing contact’s phone number.
   **Fax**: Purchasing contact’s fax number.
   **Email**: Purchasing contact’s email address.
   **Street**: Vendor's street address.
   **Note**: This is the address to which you remit payment. You can add lines in this field by pressing `CTRL + ENTER` on the keyboard.
   **City**: City where the vendor is located.
   **State**: State or province where the vendor is located.
   **Zip**: Postal or zip code of the vendor.
   **Country**: Country where the vendor is located.
   **Website**: Web address of the vendor.

5. Click the **Order From** tab to bring it forward.
   **Note**: You use the **Order From** tab for vendors that have one remit-to address and multiple locations from which you can order merchandise. You select the appropriate order from vendor when creating a purchase order. If you do not have vendors that fit this description, do not complete the information on this tab.

6. Click [**New**] to open the New Order From Address window.

7. Complete the following fields as appropriate.
   **Order from**: Number or identifier of the order from.
   **Description**: Description of the order from.
   **Attention**: Name of the person to be responsible for the handling of your purchase associated with the order from.
   **Street**: Street address of the order from.
   **City**: City where the order from is located.
   **State**: State where the order from is located.
   **Zip**: Postal or zip code of the order from.
   **Country**: Country where the order from is located.
   **Preferred order from**: When checked and you use this vendor on a purchase order, e-automate automatically sets the Order from field to be this order from on the Order/Shipping tab.

8. Click [**OK**] to save the information entered in the New Order From Address window to the vendor profile.
   **Note**: You use [**Delete**] to delete an order from and [**Edit**] to modify an order from.

9. Click the **Miscellaneous** tab to bring it forward.

10. Complete the following fields as appropriate.
    **Account number**: Account number assigned to your company by the vendor.
    **Credit limit**: Maximum amount of credit extended to you by the vendor.
    **Note**: e-automate monitors your purchases and identifies when you go over the credit limit.
    **Unlimited**: When checked, this box grants you unlimited vendor credit.
Terms: Typical terms extended to you by the vendor. e-automate populates these terms automatically when this vendor is selected. They can be changed on the transaction if necessary.

On Hold Code: When populated, this vendor is on hold with your company for the specified reason.

Ship method: Typical method by which you receive shipments from this vendor.

Fed. Employer ID: Federal Employer Identification number of the vendor.

1099 Required: When checked, specifies that a 1099 form is to be filed for this vendor.

Note: e-automate does not print the 1099 but offers a report in preparation of the 1099.

Order method: Typical method by which you receive orders from this vendor.

PO export module: A tool that allows you to export this vendor’s PO in a format that can be sent to the vendor and then imported. Currently, the only PO export module available is with Canon.

GL account: When populated, e-automate pre-populates the account on a vendor invoice with this account.

Department: When populated, e-automate pre-populates the department on a vendor invoice with this department.

Branch: When populated, pre-determines the assigned branch on vendor invoices associated with this vendor. This field is displayed only when branching is enabled.

11. Click the EFT tab to bring it forward.
12. To pay this vendor by EFT or ACH transaction, check Pay by EFT.

Note: When checked, e-automate activates the fields on the EFT tab.

13. To send a pre-note prior to paying this vendor by EFT, select Pending pre-note.

Note: A pre-note acts as a zero-dollar charge to your account that allows the bank to verify that the EFT file is set up correctly prior to processing payments. Vendors that have pre-notes pending cannot be paid electronically.

14. Once e-automate has created the pre-note file, e-automate selects the Active as of date option and populates the date with the pre-note creation date plus the wait number of days identified in accounts payable, EFT Options. For more information on using EFT in e-automate see the STEPS topic, Paying Vendors with EFT.

15. Complete the following fields as appropriate.

Account type: The type of account used by the vendor for EFT transactions.

Account number: Account number of the account to which EFT payments are to be deposited.

Routing number: The routing number of the financial institution used by this vendor for EFT transactions.

Note: This field has a nine-digit validation to verify the authenticity of the routing number.

Name: Name of the contact person at the vendor to be notified when EFT payments are processed for this vendor. This notification includes an email containing the invoices paid by the EFT file.

Phone: Phone number of contact person associated with this vendor’s EFT transactions.

Email: Email address to which notification is sent when payments are electronically processed in e-automate for this vendor.

BCC: Email address to which a blind carbon copy of payment notification is to be sent.

16. Click [OK] to save the vendor information.

Recording Credit Card Receipts as a Vendor Invoice

1. From the Accounting menu, select Accounts Payable > Accounts Payable Invoices to open the Accounts Payable Invoices window.
2. Click [New] to open the New window.
3. In the **Type** field, use the dropdown menu to select **Vendor Invoice**. e-automate opens the New Vendor Invoice window.
4. Complete the following fields as appropriate.
   - **Vendor**: Name of the vendor. This should be your credit card vendor.
   - **Description**: Brief description of this invoice.
   - **Purchaser**: Name of the employee responsible for entering this invoice.
   - **Number**: Automatically assigned vendor invoice number. You may change it.
   - **Vendor invoice**: Vendor’s invoice number. Because you will not have a specific invoice number, use the date in an all number format, for example, 12312007.
   - **Invoice date**: Date the invoice was created.
   - **Due by**: Date the credit card payment is due.
   - **Amount**: Amount due on the invoice.
   - **Note**: The charges total and the invoice total must match.
5. To add vendor charges (credit card receipts), do the following:
   a. Click [Add] to open the Add Charge window.
   b. Complete the following fields as appropriate.
      - **Description**: Brief description of the credit card charge.
      - **Account**: Account to be debited with this charge.
      - **Note**: The total charges you allocate to general ledger accounts must equal the amount of the invoice.
   c. Choose ONE of the following to apply to the invoice.
      - **Apply to GL Account**
        a. Use the Lookup icon to select the Account to be debited with this charge.
        - **Note**: The total charges you allocate to general ledger accounts must equal the amount of the invoice.
        b. Use the Lookup icon to select the department you want to associate with this invoice or click the dropdown to create a new department.
      - **Apply to GL Distribution Code**
        a. Use the Lookup icon to select the distribution code you want to associate with this invoice or click the dropdown to create a new distribution code.
      - **Apply to fixed asset**
        a. Use the Lookup icon to select the fixed asset with which you want to associate this charge.
        - **Note**: If you have not already created the fixed asset in e-automate you can create the fixed asset by clicking the dropdown menu and selecting, **New** to open the New Fixed Asset window. For more information on fixed assets, see the STEPS topic, *Creating a Fixed Asset*.
        b. In the **Customer** field, use the Lookup icon to select the customer to which you want to associate costs.
        c. In the **Contract** field, use the Lookup icon to select the service contract to which you want to associate costs. e-automate displays the contract dates.
        d. To specify the period over which these costs are allocated, check the **Coverage Period** checkbox and specify the **From** and **To** dates.
        e. To distribute costs equally across all the equipment on the contract during the specified coverage period, check the **Distribute to multiple equipment on contract** checkbox. Leaving this checkbox unchecked allows you to associate the cost with specific equipment on the contract. In the **Equipment** field, use the Lookup icon to identify the equipment. In the **Customer Invoice** field, use the Lookup icon to select the invoice.
f. **Exclude from terms discount:** When checked, this item is excluded from the total when e-automate calculates a terms discount.
g. Click [OK] to complete the charge. If you checked **Distribute to multiple equipment on contract** e-automate displays the Contract Equipment Distribution window. Do the following to distribute to multiple equipment:
   - In the **Amount** field, verify the amount you want to allocate or change as necessary.
   - e-automate assumes you want to distribute to all equipment on the contract. If you want to change to which equipment you associate vendor invoice charges, click [Select Equipment] to open the **Select equipment on contract** window. Place a checkmark beside the equipment to which you want to distribute costs. Click [OK] to save your identified equipment.
   - To distribute the amount evenly across all identified equipment, select **Distribute amount evenly across all selected equipment on the contract.**
   - To distribute based on base rates, select **Distribute amount to selected equipment based on the contract equipment base rates.**
   - Click [OK] to save your settings.
   
   **Note:** e-automate creates a detail line for each equipment to which you are distributing charges. Each line has the calculated allocation amount to the correct equipment.

6. To include remarks, click the **Remarks** tab and enter them.
7. When the **Summary** box and the **Charges** tab show the same total, click [OK]. e-automate saves the vendor invoice and posts the invoice to accounts payable and the specified accounts.

### Paying Accounts Payable Invoices

1. From the **Accounting** menu, select **Accounts Payable > Pay Vendors** to open the Pay Vendors window.
   **Note:** The Checks list is blank unless someone has already created a payment list and not yet printed the checks.
2. Click [Auto Create] to open the Auto Create Vendor Payment List window.
3. Complete the following fields as appropriate.
   - **Next check run date:** Date used for the check run and invoices due collection.
   - **Pay before terms discount date:** When checked, e-automate takes advantage of any discount offers available for early payment.
     **Note:** e-automate determines invoices eligible for discount based on terms assigned to each invoice.
   - **Pay before due date:** When checked, e-automate pays bills before they come due.
   - **Pay vendors that are on hold:** When checked, e-automate pays vendors when they are on hold.
   - **Pay Invoices by branch:** When checked, e-automate pays only those vendors associated with the identified branch.
     **Note:** This field only displays if you are using branches.
4. Click [OK]. e-automate searches the database and creates a list of vendors and accompanying invoices to pay based on the invoice due dates and the options selected in the Auto Create Vendor Payment List window.
5. To print the Pay Vendors list, do the following:
   - a. Click [Print List] to open the Vendor Payment List window.
b. Click the printer icon to open the Select Printer window.
c. Click [OK] to print the Pay Vendors list on the default printer.
d. Close the **Vendor Payment List** window to display the Pay Vendors window.

6. To indicate all invoices for a vendor should not be paid, do the following:
   a. Select the vendor name.
   b. Click [Remove] to display a window asking if you are sure you want to remove the vendor.
   c. Click [Yes].

7. To indicate individual invoices for a vendor should not be paid, do the following:
   a. Select the vendor name.
   b. Click [Edit] to open the Edit Accounts Payable Check window.
   c. Select the invoice that should not be paid.
   d. Click [Remove] to open a window asking if you are sure you want to remove the invoice.
   e. Click [Yes].
   f. Repeat steps c through e for each invoice that should not be paid.
   g. Click [OK] to display the Pay Vendors window.

8. To manually add a check to the pay vendors list, do the following:
   **Note:** Occasionally you may want to manually add a vendor with or without an invoice to the check run. You may do so to pay an invoice early or to prepay for an anticipated invoice or shipment. Adding a payment to the Pay Vendors list without an invoice creates an unapplied payment which you will have to apply to an invoice later.
   a. Click [New] to open the New Accounts Payable Check window.
   b. In the **Vendor** field, use the Lookup icon to select the vendor to whom the check is being written.
   c. In the **Additional payment** field, enter the amount to be paid to this vendor.
      **Note:** This is the amount that will become an unapplied AP payment.
   d. In the **Invoices** field, use the Lookup icon to select an invoice to pay.
   e. Click [Add] to add the invoice to the check.
   f. Repeat steps d and e to add more invoices to pay.
   g. To indicate how much should be paid for each invoice, do the following:
      1) Select the invoice.
      2) To pay the invoice in full, click [Pay in Full]. e-automate updates the **Pay** field to reflect the amount to pay the selected invoice in full.
      3) To partially pay an invoice, enter the amount to be paid on the invoice in the **Amount to pay** field and click [Update]. e-automate updates the **Pay** and **Balance** fields for the selected invoice.
      4) To record a discount for an invoice, enter the amount of the discount in the **Discount** field. In the **Amount to pay** field, enter the remaining amount due on the invoice so there is no balance remaining on the invoice.
   h. After the details of the check are complete, click [OK] to add the check to the Pay Vendors list.

9. After verifying the appropriate invoices are included, load the checks in the default printer and verify the starting check number.

10. Click [Print Checks] to open the Print Vendor Checks window.
11. Complete the following fields as appropriate.
    **Transaction date:** Date on which the checks are to be posted.
    **Cashbook account:** Account from which you want the checks to draw.
12. To view a test print of the checks, click [Test Print]. e-automate prints a sample of the check so you can verify the fields align appropriately.
13. Click [OK] to print the checks. e-automate displays the Vendor Checks Printed window.

14. Do ONE of the following:
   - If the checks printed correctly, click [Done]. e-automate posts the checks to the general ledger and updates the Accounts Payable module.
   - If one or more checks did not print correctly, do the following:
     a. Check the box next to the check(s) that did not print correctly.
     b. Click [Done] to open the Next Check Number window.
     c. To roll back to the last starting check number, select the Roll back to last starting check number radio button.
     d. To utilize the next check number, select the Roll forward check number radio button.
     e. To utilize a check number other than the last starting check number or the next check number, select the Enter next check number radio button and type the check number in the Next Check Number field.
     f. Click [OK]. e-automate posts the checks that printed correctly to the general ledger and updates the Accounts Payable module. Checks that did not print correctly are left on the Pay Vendors list and no general ledger postings or accounts payable entries are made. You can then re-print the check(s).

Additional Info

Addl. Info – Manually Recording Payments
You can manually record accounts payable payments by using the Record Vendor Payment transaction. Doing so allows you to record payments to vendor payments, or in this case payments to your credit card vendor using a hand-written check, or wire transfer.

Trouble Shooting

System Tips
- Calculator Feature
- Cancel Button
- Date Feature
- Inactive Fields/Buttons
- Lookup Button/Feature
- [Next]
- OK/Apply Button
- Payment Method
- Pencil Button
- QuickAdd/Add Button
- Required Fields (*)
- Tab Key

Question(s)
1. True or False: You should not use this STEPS topic to record receipts as a vendor invoice if you pay any vendors with a credit card.
Key Words
Non-vendor, credit card, vendor

Related Topics
Creating a Vendor
Paying a Vendor with an Accounts Payable Check or Recording a Vendor Payment with a Hand-Written Check, Cash, or Credit Card. Moving a Credit

Screen/ Window Names
Vendors
New Vendor
Order From
Pay Vendors
Auto Create Vendor Payment List
Vendor Payment List
Select Printer
Edit Accounts Payable Check
Vendor Checks Printed
Print Vendor Checks
New Accounts Payable Check