

## How to Setup and work with Credit Cards

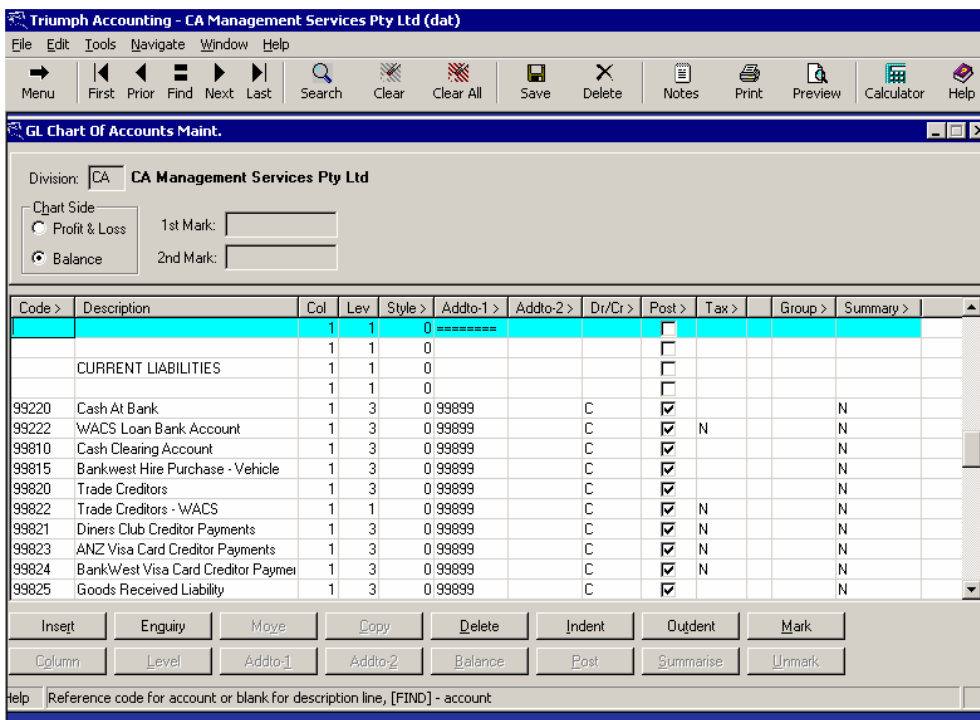
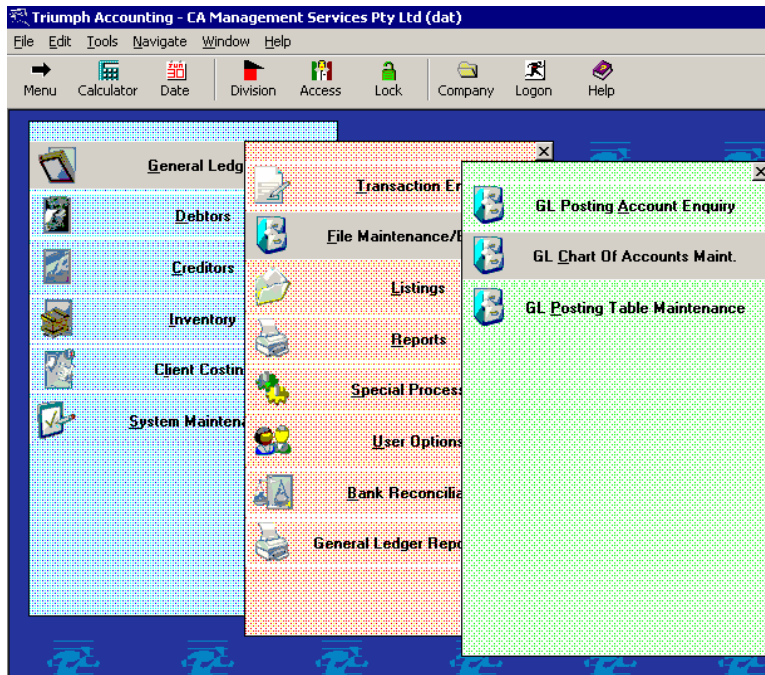
A significant number of businesses use Credit Cards to pay their accounts. This is normally so they can claim Fly Buy points and can also extend their credit terms by an additional 30 days.

Credit Cards are now becoming debit cards so can be either debit or credit balances.

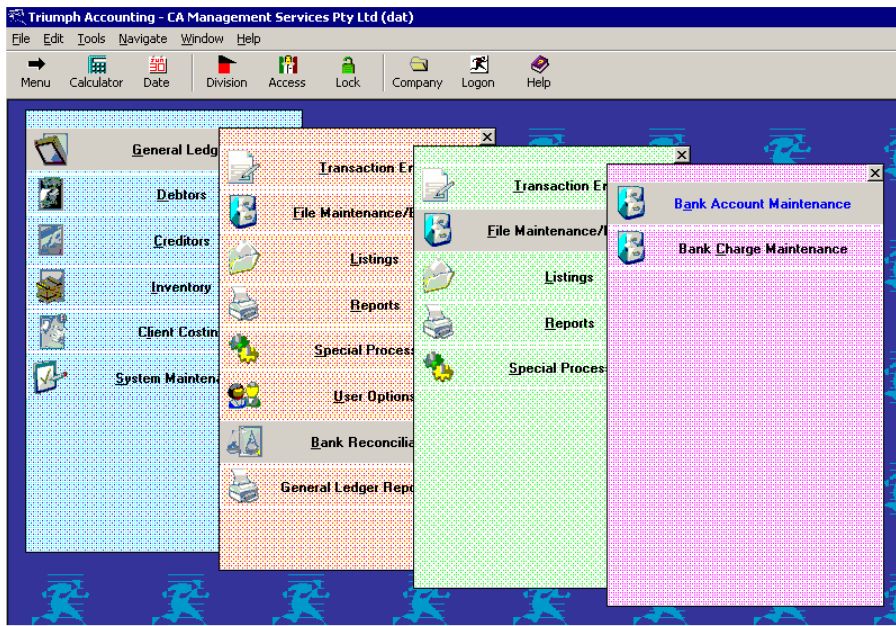
### Maintenance

#### ***G-F-C - Create a new General Ledger Account in your Balance Sheet.***

This should be either created with your other Bank Accounts or with your Trade Creditors depending on where you wish to reflect the balance owing.



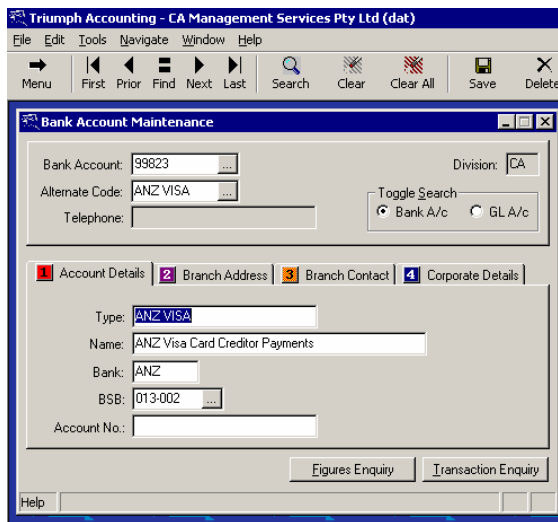
**G-B-F-A – Bank Account Maintenance**



For Bank Account define the bank you have each credit card with.

To work around requirement for a valid BSB number – Select any BSB.

When the system requests you to reconcile items mark everything as reconciled.



**Transactions**

**C-T-I - Standard Creditors Invoices**

These are entered in absolutely the same way as every other invoice.

Optionally, you can group your Creditors accounts using Creditor groups so that creditors who are paid by credit card can be reported selectively. If the Supplier is always to be paid by credit card then set the payment type as credit card.

## Payments of creditor invoices by Credit Card

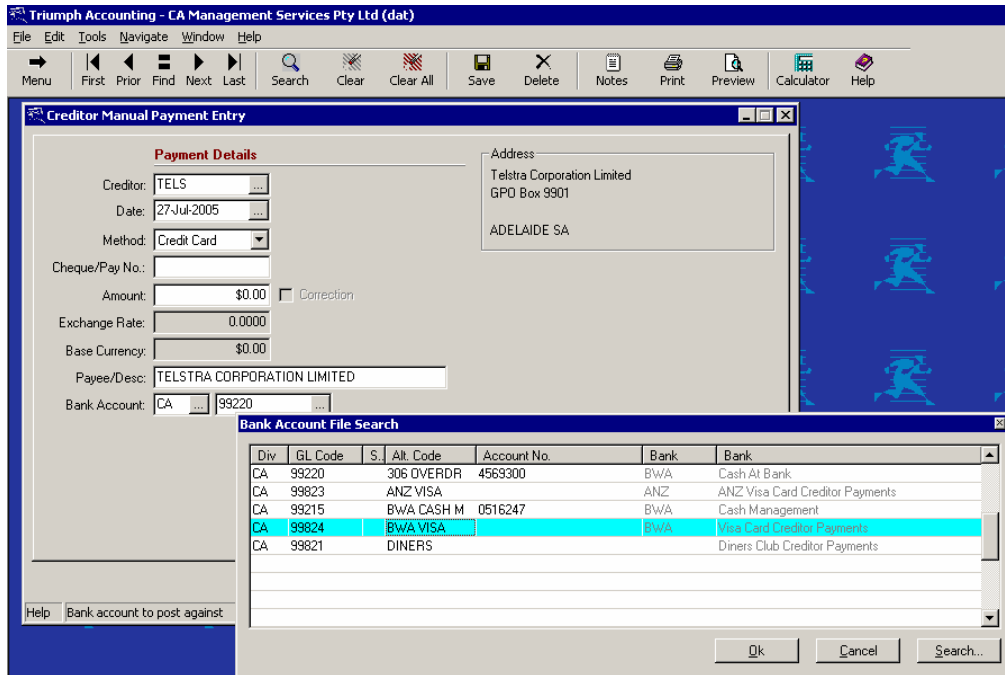
### C-T-P - Manual Payment

Treat this exactly the same as drawing a Cheque except change the following:

Method: Change to Credit Card

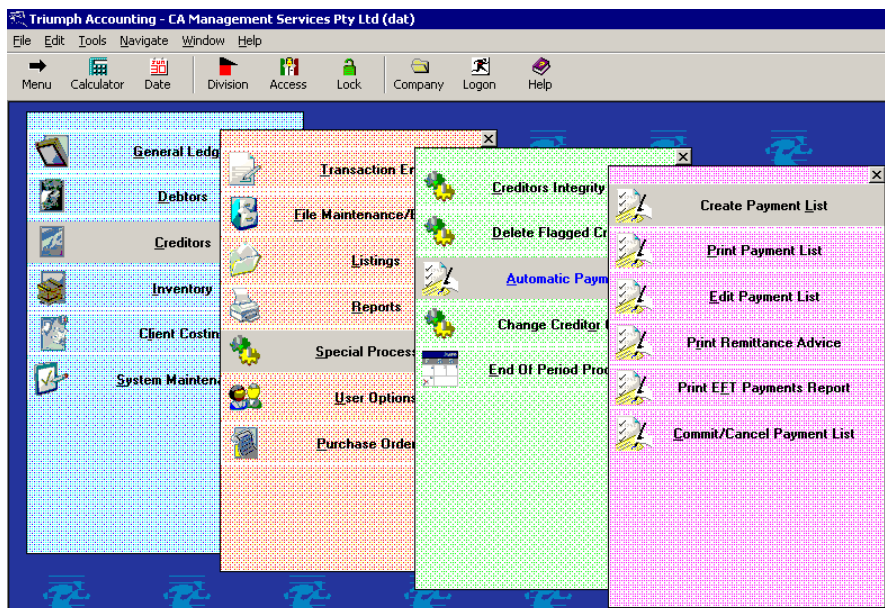
Bank Account: Choose the Credit Card Bank Account

If required print a remittance advice for Supplier.



### C-S-A – Automatic Payments

See our standard Automatic Payment Procedures for how to process a Payment Run.



Issues to be aware of - if a creditor is paid by alternate methods i.e. sometimes by cheque, sometimes by EFT, sometimes by Credit Card, the selection criteria only selects the payment type that is nominated on the creditors master account.

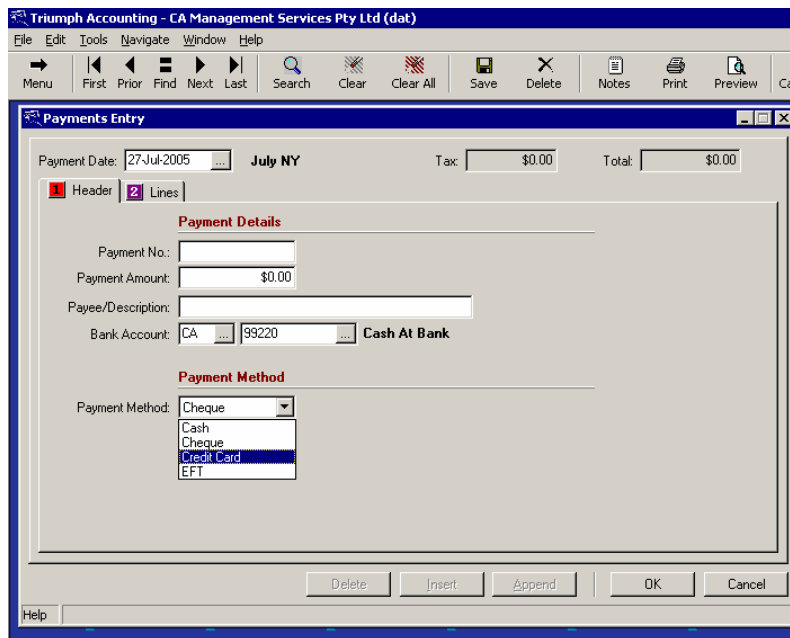
The key to paying by credit card is when you are committing a payment run you need to select the Bank account that you have created as your credit card account.

### Customer Receipts

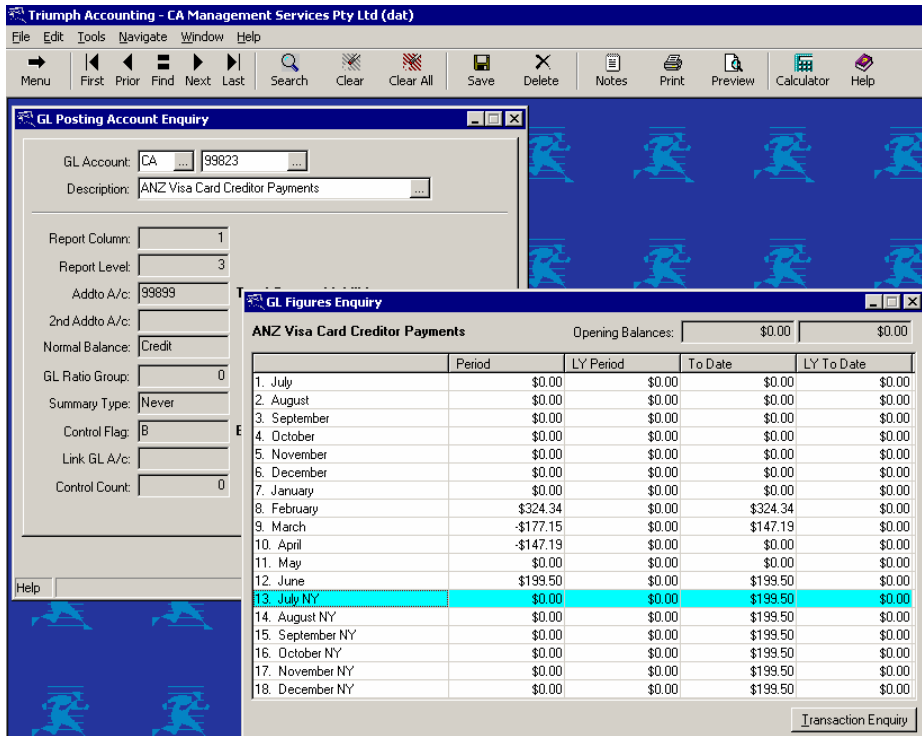
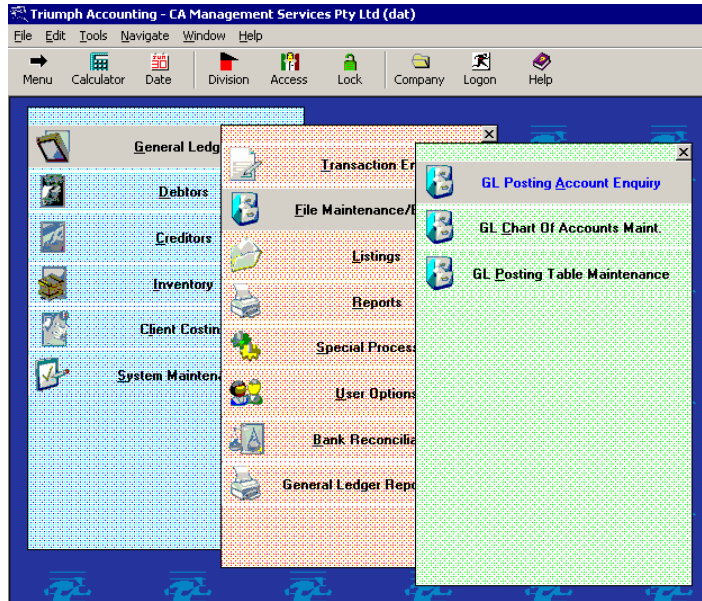
If you do have cash being deposited into a credit card account this can be done like a normal cash receipt. Just ensure you deposit to the nominated credit card account.

### Purchases Using Credit Card

To record payments made directly with credit card. These are entered via G-T-P – General Ledger Payments. This will update any expense account and immediately update the credit card account.

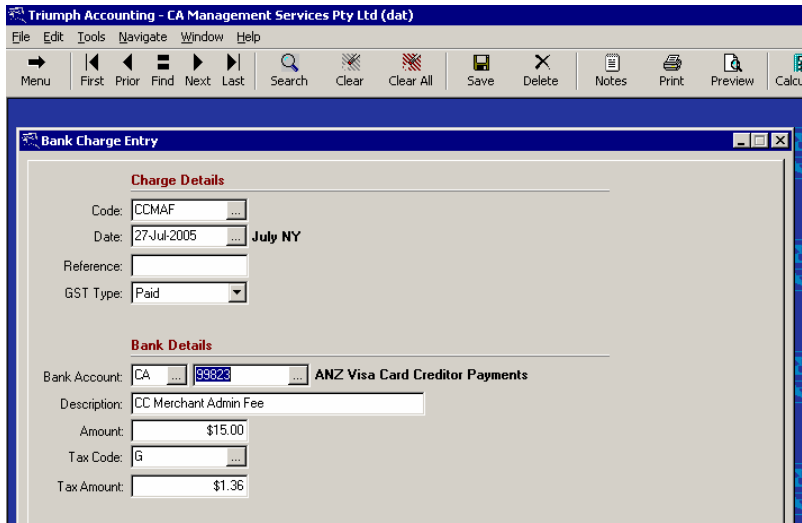
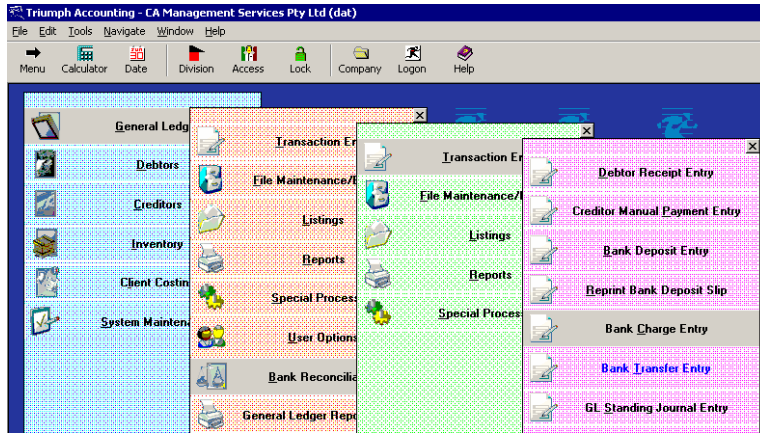


At any point of time you can check the amount owing on your credit card by enquiring on the General Ledger Account (G-F-A).



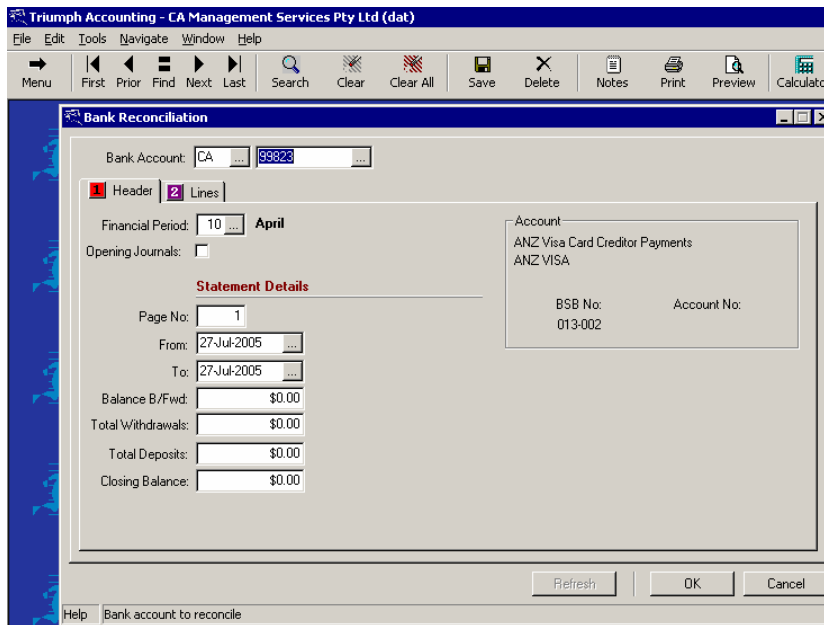
## Credit Card Statement

On receipt of your credit card statement, process any Interest charges and/or other Fees on the statement and record these using G-B-T-C Bank Charges.



Once all the charges are recorded then reconcile the Credit card Statement via the normal Bank Reconciliation area – G-B-S-B.

Ensure that all payments and charges have been recorded and reconciled.



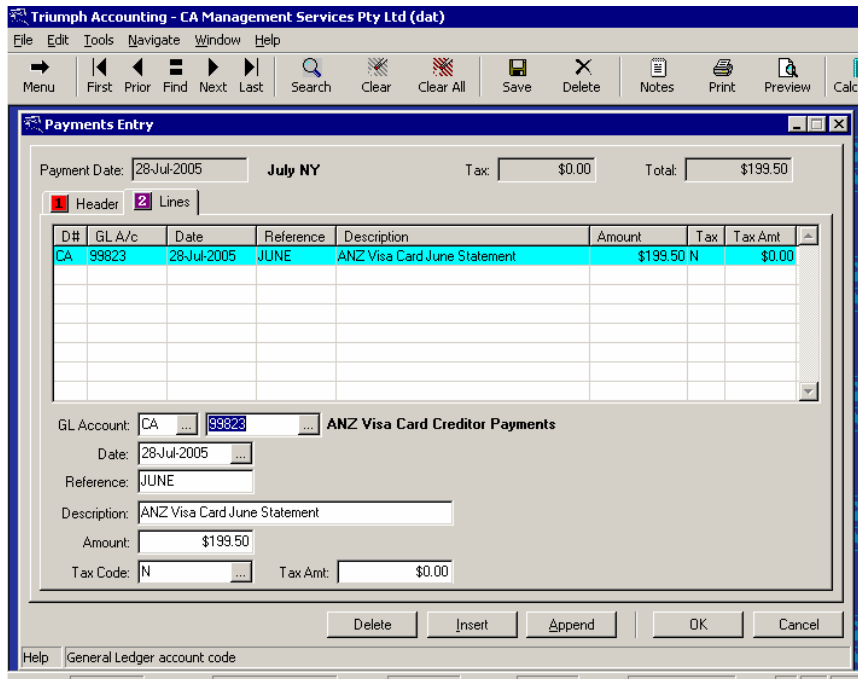


## How to Pay Your Credit Card

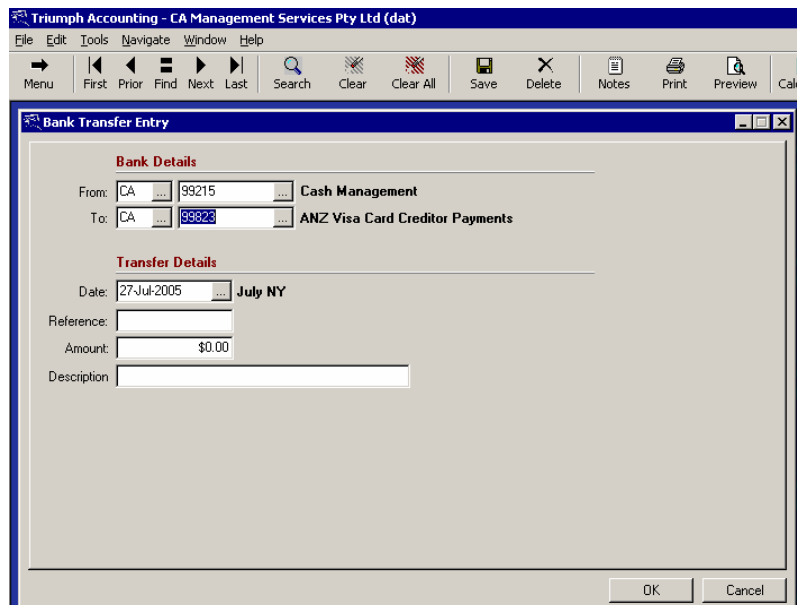
The amount to be paid is normally selected based on the Credit Card statement.

The credit card is normally paid by one of two methods:

1. Paid via cheque in the normal manner in G-T-P, selecting the Credit Card account in your lines dissection with No GST (as this was picked up when individual transactions were entered).



2. By direct payment via an EFT transfer. These payments are recorded using the Bank Transfer feature – G-B-T-T.



This has the effect of ensuring the payment is recorded in both Bank Accounts and can be reconciled for both accounts.