

How do I pay my suppliers by credit card in Triumph?

How to set up and work with Credit Cards in Triumph

1. Create a new General Ledger Account in your chart of accounts

GL Chart of Accounts Maintenance $\{G - F - C\}$



Create the new account code for the Credit Card either with your Bank Accounts or with your Trade Creditors depending on where you wish to reflect the balance owing.

Store Trade Desktors 2 2.14 mail 9590 Dots Dots <thdots< th=""> <thdots< th=""> Dots</thdots<></thdots<>	Code >	Status	Notes	Description	Column	Level Stule	Addto-1 >	Addto-2 >	Dr/Cr	Post	Tax >	Batio >	Summarv	SBB Code		Inse
SDS Vréholding Tax 2 2 7 989 Dedit Ø 9	505			Trade Creditors	2	2 Nurmal	9590		Credit				8 Never			Del
S07 GST Calened On Sales 1 Nermal 9503 Credit V 9 Never 588 Less GST Claimable 1 Normal 9503 Credit V Never Never 589 GST Payable 2 Normal 9503 Credit V Never 512 PAYG Tax Employee Salasies 2 Normal 9583 Credit V Never 510 Bark Loar 2 Normal 9583 Credit V Never 520 Micro Clait Claim 2 Normal 9580 Credit V Never 530 Concel fi Advince 2 Normal 9580 Credit V Never 540 Gif Vockherd Istued POS 2 Normal 9590 Credit V Never 560 Urder Deposits POS 2 Normal S90 Credit V Never 560 Urder Deposits POS 2 Normal Never	506			Withholding Tax	2	2 Normal	9590		Credit				9 Never		2	
598 Less GST Claimable 1 Hading 1 9503 Dedit I Never 893 GST Payable 2 Normal 9530 Credit I Never I 803 GST Payable 2 Normal 9530 Credit IV Never 812 PAYG Tax Enrokyce slavies 2 Normal 9530 Credit IV Never 810 Werk Coard 2 2 Normal 9530 Credit IV Never 825 New Credit Card 2 2 Normal 9530 Credit IV Never 830 Income In Advance 2 2 Normal 9530 Credit IV Never 830 Credit IV Never Never Never Never 830 Credit IV Never Never Never Never 830 Total Lukelluttes 3 9530 Credit IV Never <td>507</td> <td></td> <td></td> <td>GST Collected On Sales</td> <td>1</td> <td>1 Normal</td> <td>9509</td> <td></td> <td>Credit</td> <td></td> <td></td> <td></td> <td>9 Never</td> <td></td> <td></td> <td>Ind</td>	507			GST Collected On Sales	1	1 Normal	9509		Credit				9 Never			Ind
Composition Local Control Local Control Local Control Local Control 08 GST Payable 2 2 Normal 9550 Credit 9 12 PAYIG Tax Employee Salaries 2 2 Normal 9550 Credit 9 Never 10 Bark Lean - Motor Vehicles 2 2 Normal 9550 Credit 9 Never 20 Mick Seperie AV/c 2 Namal 9550 Credit 9 Never 20 Mew Credit Card 2 Namal 9550 Credit 9 Never 20 Mew Credit Card 2 Namal 9550 Credit 9 Never 30 Income In Advance 2 Namal 9550 Credit 9 Never 60 Order Deposits POS 2 2 Normal 9559 Credit 9 Never 99 TOTAL CURRENT LLABILITIES 3 9 Heading 3 9593 Credit 9 Never 99	08			Less GST Claimable	1	1 Heading 1	9509		Credit				Never		2	
083 051 Paylola 2 2 Normal 9590 Credit 9 Never 12 PAYG Tak Enployee Salaies 2 2 Normal 9580 Credit 9 Never 20 MiSA Expense A/c 2 2 Normal 9580 Credit 9 Never 20 MiSA Expense A/c 2 2 Normal 9580 Credit 9 Never 20 MiSA Expense A/c 2 2 Normal 9580 Credit 9 Never 30 Income In Advance 2 2 Normal 9580 Credit 9 Never 30 Income In Advance 2 2 Normal 9580 Credit 9 Never 50 Lakyto Popoiste POS 2 2 Normal 9580 Credit 9 Never 300 TOTAL CURRENT LIABILITIES 2 Normal S959 Credit 9 Never 89 TOTAL CURRENT LIABILITIES 3 9 Heading 3 9899 Debit 9 9 9 9 Normal 9 9 9 9<				Ecor do r cidinabio	1	1 Normal			cicult	÷			110701			Outo
Normal Stormal Stormal <thstormal< th=""> <thstormal< th=""> <thst< td=""><td>ing</td><td></td><td></td><td>GST Pauable</td><td>21</td><td>2 Normal</td><td>9590</td><td></td><td>Credit</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></thst<></thstormal<></thstormal<>	ing			GST Pauable	21	2 Normal	9590		Credit							
10 Bark Loan - Motor Vehicles VISA Expense A/c 2 2 Normal 9580 Credit 9 9 Never 20 VISA Expense A/c 2 2 Normal 9580 Credit 9 Never 30 Income In Advance 2 2 Normal 9580 Credit 9 Never 30 Income In Advance 2 2 Normal 9580 Credit 9 Never 30 Income In Advance 2 2 Normal 9580 Credit 9 Never 50 Lakyto Deposite POS 2 2 Normal 9580 Credit 9 Never 90 TOTAL CURRENT LLABILITIES 2 3 Normal	12			PAYG Tax Employee Salaries	1	2 Normal	9590		Credit				Never			
Disk Epsmer A/c 2 2 Normal 9580 Dedit 0 Never 25 New Cedit Cad 2 2 Normal 9580 Dedit 0 Never 30 Income in Advance 2 2 Normal 9580 Dedit 0 Never 40 Gift Voc.her Issued POS 2 2 Normal 9580 Credit 0 Never 40 Gift Voc.her Issued POS 2 2 Normal 9580 Credit 0 Never 80 Dide Deposts POS 2 2 Normal 9580 Credit 0 Never 90 TOTAL CURRENT LLABILITIES 2 3 Normal	10			Bank Loan - Motor Vehicles	12	2 Normal	9590		Credit				9 Never			
Description Description P 2 2 Normal 9590 Deckt O New 30 Income In Advance 2 2 Normal 9590 Credit Ø 9 Never 30 Gift Vockners insue POS 2 2 Normal 9590 Credit Ø Never 50 Layty Deposite POS 2 2 Normal 9590 Credit Ø Never 90 TOTAL CURRENT LIABILITIES 2 Normal	20			VISA Evpense &/c	15	2 Normal	9590		Credit				Never			
30 Income in Advance 2 2 Namal 9590 Credit Ø 9 Never 40 Gitt Vouchen Issued POS 2 2 Nomal 9590 Credit Ø Never 60 Layty Deposit POS 2 2 Nomal 9590 Credit Ø Never 60 Order Deposit POS 2 2 Nomal 9590 Credit Ø Never 60 Order Deposit POS 2 2 Nomal 9590 Credit Ø Never 90 TOTAL CURRENT LLABILITIES 3 Nedmaj 9599 Credit Ø Never 99 TOTAL LABILITIES 9 Heading 9893 Debit Ø 99 NET ASSETS 9 Heading 9 Never 99 NET ASSETS 9 Heading 9 Peix 1 3 Normal 9 Peix 0 1 3 Normal 9 Peix 0 1 3 Normal 9 Peix 0 1 3 9 Normal 9 Peix 0 1 3 Normal 9	25			New Fredit Card	2	2 Normal	9590		Credit				Never			Colu
NO Gitt Vouchers Issued POS 2 Normal 9590 Credit Ø Never 80 Lakyto Deposite POS 2 2 Normal 9590 Credit Ø Never 80 Order Deposite POS 2 2 Normal 9590 Credit Ø Never 90 TOTAL CURRENT LIABILITIES 2 3 Normal	30			Income in Advance	2	2 Normal	9590		Credit				9 Never			
S0 Layby Descrip POS 2 2 Normal S590 Credit Ø Never 60 Order Deposit POS 2 2 Normal S590 Credit Ø Never 90 TOTAL CURRENT LLABILITIES 2 3 Meading 3 8593 Credit Ø Never 99 TOTAL LLABILITIES 3 9 Heading 3 9699 Debit Ø	40			Gift Vouchers Issued PDS	2	2 Normal	9590		Credit				Never			Lev
Open Column Co	50			Laubu Deposits PDS	2	2 Normal	9590		Credit				Never			
Composition Composition <thcomposition< th=""> <thcomposition< th=""></thcomposition<></thcomposition<>	60			Order Deposits POS	2	2 Normal	9590		Credit				Never			Add
30 TOTAL CURRENT LIABILITIES 2 3 Normal 9599 Credit - </td <td></td> <td></td> <td></td> <td></td> <td>2</td> <td>2 Normal</td> <td></td> <td></td> <td>croak</td> <td>H</td> <td></td> <td></td> <td>110101</td> <td></td> <td></td> <td></td>					2	2 Normal			croak	H			110101			
2 3 Normal	90			TOTAL CURRENT LIABILITIES	2	3 Heading 3	9599		Credit							Addt
39 TOTAL LIABILITIES 3 9 Heading 3 9899 Debt				TO THE CONTENT ENDETTED	2	3 Normal			cicult							
99 TOTAL LLABILITIES 3 9 Heading 3 9899 Debit					1	2 Normal										
3 9 Normal	99			TOTAL LIABILITIES	3	9 Heading 3	9899		Debit						f 17	Pa
393 NET ASSETS 3 9 Heading 3 0 beit 0 1 3 Normal 0 0 0 200 1 9 Heading 3 0 0 1 9 Heading 4 0 0 0 201 1 3 Heading 5 0 0 203 Revaluation Df Assets 2 3 Normal 22393 Credit V 203 Revaluation Df Assets 2 3 Normal 22393 Credit V 393 TOTAL EQUITY 3 9 Heading 3 0 Credit 0 394 Sutpense 1 1 Normal 0 0 0				TO THE EMPLETTED	3	9 Normal			DODK							
99 NET ASSETS 9 Newaing 3 9 Newaing 3 9 Debit 0 3 9 Normal					1	2 Normal										Summ
3 9 Normal	99			NET ASSETS	3	9 Heading 3			Debit							
I 3 Normal I I 3 Normal I <td></td> <td></td> <td></td> <td>HET HODETO</td> <td>3</td> <td>9 Normal</td> <td></td> <td></td> <td>DODK</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>				HET HODETO	3	9 Normal			DODK							
EQUITY 1 9 Normal <					1	3 Normal										
EQUITY 1 9 Heading 9 1 2 Normal 2 Normal <t< td=""><td></td><td></td><td></td><td></td><td>1</td><td>9 Normal</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>					1	9 Normal										
1 2 Normal 1 2 Normal 1 1 AUTHORISED CAPITAL 1 3 Heading 6 1 1 15 Issued Capital 2 3 Normal 9299 Credit V 12 Never 20 Revaluation Df Assets 2 3 Normal 9299 Credit V Never 30 Retained Earnings C/Fwd 2 3 Normal 8289 Credit V Never 99 TOTAL EQUITY 3 9 Heading 3 Credit Credit V 1 1 1 Normal				FOURTY	1	9 Heading 9										
AUTHORISED CAPITAL 1 31 Heading 6 Cedit V 12 Never 15 Issued Capital 2 33 Normal 3299 Credit V 12 Never 2 33 Normal 3293 Credit V Never 30 Retained Earning: C/Fwd 2 33 Normal 3293 Credit 4 Never 3 9 Normal 3 Normal 3293 Credit 4 Never 3 9 Normal 3 Normal 3 Never 3 9 Normal 3 Never				Coonn	1	2 Morreal										
Issued Capital 2 3 Normal 9239 Credit V 12 Never 20 Revaluation Df Assets 2 3 Normal 9239 Credit V Never 20 Revaluation Df Assets 2 3 Normal 9239 Credit V Never 30 Retained Earnings C/Fwd 2 3 Normal 3239 Credit V Never 30 Rotained Earnings C/Fwd 3 9 Heading 3 Credit V Never 39 Normal sersense Image: Credit Image:				AUTHORISED CARITAL	1	2 Heading 6										
20 Revaluation 01 Assets 2 3 Normal 3299 Dedit V Never 30 Retained Earnings L/Fwd 2 3 Normal 3299 Dedit V Never 30 Retained Earnings L/Fwd 2 3 Normal 3299 Dedit V Never 99 TOTAL EQUITY 3 9 Headmag 3 Cedit V V Never 1 1 Normal ************************************	15			Issued Canital	2	3 Normal	9299		Credit			1	2 Never			
DD International Charles 2 3 Normal 2203 Cledit Image: Clevit	20			Reveluation Of Assets	2	2 Normal	9299		Credit				Mover			
30 netampic Limit 2 3 Notinal 32.53 Leta 39 TOTAL EQUITY 3 9 Heading 3 Credit 39 Notmal	20			Peteined Engines C/Eud	2	3 Normal	0200		Credit				INCVCI			
299 TOTALEQUITY 39 Heading 3 Credit	.50			netaineu cainings c/rwu	2	2 Morreal	3233		creak							
1 1 Normal Debit D	00				2	9 Heading 2			Cradit							
1 1 Normal 99 Suspense 2 1 Normal Debit V 3 Never	.55			TOTAL EQUIT		9 Nemel			Credit							
99 Superse 2 1 Normal Debit 💟 3 Never					1	1 Normal										
Juspense 2 inviniai Deuli V Juspense	00			Suppose	2	1 Normal			Dabit				2 Mourer			
2 2 Normal	33			Suspense	2	2 Marmal			Depic	v			5 Nevel			
					2	3 NOTINAL									- I	



2. Create the new Bank Account

Bank Account Maintenance $\{G - B - F - A\}$

Select the General Ledger Account you have set up for your Credit Card

🕼 Bank Account Ma	intenance (Build Date: 16-Sep-2011) _ 🗖 🗙
Search By:	Bank Account General Ledger Account
Bank Account:	9525
Alternate Code:	
Account Name:	New Credit Card
Details 2 Addre	ss 3 Contacts
Type:	CREDIT CARD
BSB No.:	016-986
Bank Abbreviation:	ANZ
Bank Account No.:	1234-1234-1234
Payer Abbreviation:	DEMO
User Identification:	4321
Auto Debit Entry:	V
	<u>Figures</u>
Your EFT user identificatio	on number, as advised by the bank

Complete the card/bank account details (field assistance note at the bottom of the screen)

Save (you will receive the following instruction)

A new bank account requires you nominate how the existing GL transactions should be handled. There are two choices.

- Reconciled, or
- Unreconciled

The choice depends on how many transactions you have. E.g. if you are setting up your bank reconciliation module towards the end of year, and the current bank statement is reconciled to Triumph, you probably don't wish to reconcile the earlier transactions. Therefore you would select reconciled. The GL transactions are then imported into the bank reconciliation module as reconciled.

In addition you may nominate the starting GL period which also helps reduce the number of transactions that are imported.

Select Next



	TECHNOLOGY SUPPORT
_	
(RECRIIITMENT & HR

BUSINESS CONSULTING

PCWORKS.COM.AU



Select Reconciled check/change Financial Period

Next



If the Summary Confirmation details are correct tick "Confirm to proceed with process"



Then click on the Process button

Click Finish



PCWORKS.COM.AU

3. Review your setup

Bank Account Maintenance $\{G - B - F - A\}$

Select the Bank Account you have set up for your Credit Card

^O Bank Account Look	up (Buil	d Date: 16-Sep	o-2011)						3
Code 🔺 🖉	Status	Alt. Code		Account No.		Bank	Acco	unt Name	
315		CHQ A/C		8336-14572		ANZ	DEMO	STRATION	P1
317		SAVINGS		03996-0199		NAB	DEMO	ISTRATION	P1
318 /		TERM DEP.		9391-89344		AZ	DEMO	STRATION	P1
520		VISA CARD		0000-9999-8888-11	111	ANZ	MR JIM	I SMITH EX	Ā
525				1234-1234-1234		ANZ	New Ci	edit Card	
									[
•	/								F
	/		F	<u>S</u> earch		🖌 ок	0	Cancel	
∦ Bank Account Maintenance (B Search By: ⊚ Bank Accou	uid Date: 1	6-Sep-2011)							
Bank Account: 9525									
Alternate Code: GEN USE									
Account Name: New Credit Card	'\								
1 Details 2 Address 3 Contact	s \								
Type: CREDIT CARD		L.							
BSB No.: 016-986		<u> </u>							
Bank Abbreviation: ANZ		_\							
Bank Account No.: 1234-1234-123	<u>ا</u>								
Payer Abbreviation: DEMO									
User Identification: 4321									
Auto Debit Entry: 🔽									
P Bank Account Loo	kun (Bu	ild Date: 10-Se	en-2011	0					

		\			
Code	Status	Alt. Code 🔺	Account No.	Bank	Account Name
9315		CHQ A/C	8336-14572	ANZ	DEMONSTRATION P1
9525		GEN USE	1234-1234-1234	ANZ	New Credit Card
9317		SAVINGS	03996-0199	NAB	DEMONSTRATION P1
9318		TERM DEP.	9391-89344	AZ	DEMONSTRATION P1
9520		VISA CARD	0000-9999-8888-1111	ANZ	MR JIM SMITH EXP A



4. Set up new Credit Card Type $\{S - F - F - C\}$

Assign to the Bank Account and Expense Account you have just set up

W Credit Cird Maintenance (Build Date: 16-Sep-2011)	
Code A Description	
AX Description Frances	
BC Bank Card	
ANZ NSA Card Merchant No.:	
Floor Limit: \$0.00	
Type: Banking System 1 *	
Debtor Code:	
Receipts	
Charge Fee on Receipts	
Bevenue A/c:	
Two Forder	
Pred Entry Type: Doar	
Default Amount: \$UUU	
Default %: 0.00% 🗘	
- Parsante-	
Month and a second se	
Expense A/c: 19999	
Tax Code: G	
Bank Account: 9525 New Credit Card	

4. Entering Creditor Payments using the Credit Card

4a Creditor Manual Payment Entry {C – T – P}

Method: Credit Card Credit Card Bank Account Bank Account: - 0 🖌 Creditor Manual Payment Entry (Build Date ep-2011) Payment Details Handy News Shop 4 Newm Creditor: HANN arket Arcade Date: 31-Mar-2011 223 Wellington Street WEST PERTH WA 6005 e/Pay No.: \$100.00 Amouni Credit Limit nge Rate: 0.0000 \$136.21 \$0.00 \$0.00 ase Currency Method: Credit Card Credit Card: \$0.00 Fee 0. int 9525 Dealers Payee Detai HANDY NEWS

Create manual payment as normal and use

Save and allocate payment as normal

🕼 Creditor Manual Payment Entry (Build Date: 16-Sep-2011) – 🗖												
	Handy News					_		CR Total:	-\$100.00			
								DR Total:	\$0.00			
								Balance:	-\$100.00			
								<u> </u>				
	Creditor >	Type >	Trans. No >	Ref. No >	Date >	Due Date >	Amount >	Unapplied >	To Apply 🖌 📥			
	HANNEW	INV			31-Aug-2010	30-Sep-2010	\$136.21	\$136.21	0.00			
	HANNEW	PAY	P1011	CARD ANZ	31-Mar-2011	31-Mar-2011	-\$100.00	\$0.00	-\$100.00			



4b Creditor Automatic Payment Entry $\{C - S - A\}$

Create Payment Run as normal using Type as Credit Card

Run Code: 1 Description: Credit Card Run Date: 31-Mar-2011 Ageing Single Ageing Period Ageing Period Type Transactions Based On Cash Oneque Oneque Credit Card E Payment List (Build Date: 16-Sep-2011) mmary Confirmation Please read the summary below and confirm to continue. eate Payment List he following payment run will be created: 1, Credit Card Run 1, Credit Card Run 1, Cre	►nt Run Details er the payment run details.		/		Ų
Code: Image:					
Ageing Ageing Period Single Ageing Period Type Cash Cheque Credit Card EFT Credit Card EFT Cash Cash Cash Cash Cash Cash Cash Cash	Code: 1 Description: Credit Card Run Date: 31-Mar-2011				
Ageing Period Ag	ing				
Type Transactions Based On All Cash All Credit Card Due Date 31-Mar-2011 Credit Card Invoice Date Cash Next > Ca te Payment List (Build Date: 16-Sep-2011) ummary Confirmation Please read the summary below and confirm to continue. eate Payment List The following payment run will be created: 1, Credit Card Run Dated: 31/03/2011 Type: Credit Card using the options below: All ageing periods Transactions due by: 31/03/2011 and based on the following selection ranges: Creditor Code: HANNEW to MARKET	Single Ageing Period		Ageing Period:		
All ageing periods • All ageing periods • All ageing periods • Creditor Code: HANNEW to MARKET	Cash Cheque Credit Card EFT	Transactions Based Or All Due Date Invoice Date	ı ———	31-Mar-2011	
ummary Confirmation Please read the summary below and confirm to continue. eate Payment List he following payment run will be created: • 1, Credit Card Run • Dated: 31/03/2011 • Type: Credit Card sing the options below. • All ageing periods • Transactions due by: 31/03/2011 nd based on the following selection ranges: • Creditor Code: HANNEW to MARKET			< <u>B</u> ack	<u>N</u> ext >	Cance
eate Payment List The following payment run will be created: • 1, Credit Card Run • Dated: 31/03/2011 • Type: Credit Card using the options below: • All ageing periods • Transactions due by: 31/03/2011 and based on the following selection ranges: • Creditor Code: HANNEW to MARKET	yment List (Build Date: 16-Sep-2	2011)	< <u>B</u> ack	<u>N</u> ext >	Cance
The following payment run will be created: • 1, Credit Card Run • Dated: 31/03/2011 • Type: Credit Card using the options below: • All ageing periods • Transactions due by: 31/03/2011 and based on the following selection ranges: • Creditor Code: HANNEW to MARKET	yment List (Build Date: 16-Sep-2 lary Confirmation ase read the summary below and d	2011) confirm to continue.	< <u>B</u> ack	<u>N</u> ext >	Cance
 1, Credit Card Run Dated: 31/03/2011 Type: Credit Card sing the options below: All ageing periods Transactions due by: 31/03/2011 ind based on the following selection ranges: Creditor Code: HANNEW to MARKET 	yment List (Build Date: 16-Sep-2 hary Confirmation ase read the summary below and d	2011) confirm to continue.	< <u>B</u> ack	<u>N</u> ext >	Cance
using the options below: • All ageing periods • Transactions due by: 31/03/2011 and based on the following selection ranges: • Creditor Code: HANNEW to MARKET	yment List (Build Date: 16-Sep-2 ary Confirmation ase read the summary below and d Payment List illowing payment run will be created	2011) confirm to continue. d:	< <u>B</u> ack	<u>N</u> ext >	Cance
All ageing periods Transactions due by: 31/03/2011 Ind based on the following selection ranges: Creditor Code: HANNEW to MARKET	yment List (Build Date: 16-Sep-2 hary Confirmation ase read the summary below and o Payment List Illowing payment run will be created , Credit Card Run ated: 31/03/2011 ype: Credit Card	2011) confirm to continue. d:	< <u>B</u> ack	<u>N</u> ext >	Cance
and based on the following selection ranges: • Creditor Code: HANNEW to MARKET	yment List (Build Date: 16-Sep-2 hary Confirmation ase read the summary below and o Payment List sollowing payment run will be created , Credit Card Run ated: 31/03/2011 ype: Credit Card the options below:	2011) confirm to continue. d:	< <u>B</u> ack	<u>N</u> ext >	Cance
Creditor Code: HANNEW to MARKET	yment List (Build Date: 16-Sep-2 hary Confirmation ase read the summary below and o e Payment List Payment List Nowing payment run will be created , Credit Card Run ated: 31/03/2011 ype: Credit Card the options below: Il ageing periods ransactions due by: 31/03/2011	2011) confirm to continue. d:	< <u>B</u> ack	<u>N</u> ext >	Cance
	yment List (Build Date: 16-Sep-2 hary Confirmation ase read the summary below and o Payment List Mowing payment run will be created , Credit Card Run ated: 31/03/2011 ype: Credit Card the options below: Il ageing periods ransactions due by: 31/03/2011 ased on the following selection rang	2011) confirm to continue. d: ges:	< <u>B</u> ack	<u>N</u> ext >	Cance
Confirm to proceed with process	Interpret And States a	2011) confirm to continue. d: ges: ET	< <u>B</u> ack	<u>N</u> ext >	Cance

Issues to be aware of with Automatic Payments

If a creditor is paid by alternate method i.e. sometimes by cheque, sometimes by EFT, sometimes by Credit Card, the selection criteria for Automatic Payments selects the payment type that is nominated in the Creditors Master Record for individual creditors.

The key to paying by credit card is when "Committing the Payment" $\{C - S - A - C\}$ you need to select the Bank Account that you created for your Credit Card account.



Customer Receipts

If you 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.

	Receipt Details		Address	
Debtor:	ACTION 🔜 📑		4 Queen St	
Date:	31-Mar-2011		BENTLEY WA 6102	
Receipt No.:	432			
Amount	\$1,000.00 Correction		Balance	Credit Limit
xchange Rate:			\$6,580.51	\$10,000.0
Base Currency:	\$0.00			
Description:				
Method:	Credit Card *	/		
		 /		
Credit Card:	ANZ			
Credit Card: Fee:	ANZ \$0.00 0.00% ‡			
Credit Card Fee: Bank Account:	ANZ \$0.00 0.00% ‡ 9525			
Credit Card: Fee: Bank Account:	ANZ			
Credit Card: Fee: Bank Account:	ANZ			
Credit Card: Fee: Bank Account: Card Holder:	ANZ			
Credit Card: Fee: Bank Account: Card Holder: Card No/Auth.:	ANZ			
Credit Card: Fee: Bank Account: Card Holder: Card No/Auth.:	ANZ			
Credit Card: Fee: Bank Account: Card Holder: Card No/Auth.:	ANZ \$0.00 0.00% 2 \$525 Payment Details ACTION NEWS			

Purchases Using Credit Card

To record payments made directly by Credit Card use General Ledger Payments $\{G - T - P\}$

This will update any expense account while updating the credit card account.

÷										
ļ	🖌 Payments Entry (B	uild Date: 16-Sep-2	2011)							x
	Payment Date: 31-Mar-2	011 March					Tax	\$0.00	Total:	\$0.00
	Header 2 Lines									
		Payment Details								
	Payment No.:	9876								
	Amount:	\$1,000.00								
	Method:	Credit Card -								
	Credit Card:	ANZ								
	Bank Account:	9315		DEMONS	TRATION PTY LTD	- A/C NO 1				
		Payee Details								
	Name:									
	Address:									

NOTE

At any point you can check the amount owing on your credit card by enquiring on the associated General Ledger account code $\{G - F - A\}$



TECHNOLOGY SUPPORT	BUSINESS CONSULTING
RECRUITMENT & HR	PCWORKS.COM.AU

5. Credit Card Statement

5a Bank Charge Entry {G – B – T – C}

On receipt of your credit card statement, process any fees shown on the statement.

-							
١	🖌 Bank Charge	Entry (Build D	ate:	16-Sep	2011)	
		Charge Details					
	Code:	A/C FEE)				
	Date:	31-Mar-2011)	March			
	Reference:	MARCH FEES					
	GST Type:	None	Ŧ				
		Bank Details					
	Bank Account:	9525				New Cred	it Card
	Description:	ACCOUNT KEEPI	NG F	ΈE			
	Amount:	\$10.00					
	Tax Code:						
	Tax Amount:	\$0.00					

5b Bank (Credit Card) Reconciliation {G – B – S – B}

Y Bank Reconcitiation (Build Date: 16-Sep-2011) – 🗖							- = X		
ık Accoun	it: 9525							Balance B/Fwd:	\$0.00
Header	2 Lines								
ine No >	Date >	Trans No >	Type >	Withdrawals >	Deposits >	Reconcile >	Balance		<u> </u>
	31-Mar-2011	P1011	PAY	\$100.00	\$0.00	 Image: A set of the set of the	-\$100.00		
	31-Mar-2011	MONTHLY	PAY	\$10.00	\$0.00	✓	-\$110.00		
	nk Reco Ik Accour Header .ine No >	nk Reconciliation (Bui k Account: 9525 Header 2 Lines .ine No> Date> 31.Mar-2011 31.Mar-2011	Ik Reconciliation (Build Date: 16-Sep-2011) k Account: 9525 Header 2 Lines ine No > Date > Trans No > 31-Mar-2011 P1011 31-Mar-2011 MONTHLY	nk Reconcitiation (Build Date: 16-Sep-2011) k Account: 9525 Header 21 Lines ine No > Date > Trans No > Type > 31-Mar-2011 P1011 PAY 31-Mar-2011 MONTHLY PAY	Ik Reconciliation (Build Date: 16-Sep-2011) k Account: 19525 Header 221 Lines ine No> Date> Trans No> Type> Withdrawals> 31-Mar-2011 P1011 PAY \$100.00 31-Mar-2011 MONTHLY PAY \$10.00	Ik Reconciliation (Build Date: 16-Sep-2011) k Account: 9525 Header 2 Lines ine No> Date> Trans No> Type> Withdrawals> Deposits> 31-Mar-2011 P1011 PAY \$100.00 \$0.00 31-Mar-2011 MONTHLY PAY \$10.00 \$0.00	Ik Reconciliation (Build Date: 16-Sep-2011) k Account: 9525 Header 22 Lines ine No> Date> Trans No> Type> Withdrawals> Deposits> Reconcile> 31-Mar-2011 P1011 PAY \$100.00 \$0.00 V 31-Mar-2011 MONTHLY PAY \$10.00 \$0.00 V V	Ik Reconciliation (Build Date: 16-Sep-2011) k Account: 9525 Header 21 Lines ine No> Date> Trans No> Type> Withdrawals> Deposits> Reconcile> Balance 31-Mar-2011 P1011 PAY \$100.00 \$0.00 \$0.00 \$1.00 \$31.0	Ik Reconciliation (Build Date: 16-Sep-2011) k Account: 9525 Balance B/Fwd: Header 2 Lines ine No> Date> Trans No> Type> Withdrawals> Deposits> Reconcile> Balance 31-Mar-2011 P1011 PAY \$100.00 \$0.00 \$ 4100.00 31-Mar-2011 MONTHLY PAY \$100.00 \$0.00 \$ 4110.00 31-Mar-2011 MONTHLY PAY \$100.00 \$ 0.00 \$ 4110.00

6. Pay your Credit Card

6a Pay by Cheque $\{G - T - P\}$

🖌 Payments Entry (B	uild Date: 10	6-Sep-2011)						
Payment Date: 31-Mar-2	011 🛄	March			Tax	\$10.00	Total:	\$110.00
Header 2 Lines								
	Payment Det	ails						
Payment No.:	P1012							
Amount:		\$0.00						
Method:	Cheque	-						
Credit Card:								
Bank Account:	9315		DEMONST	TRATION PTY LTD - A/C NO 1				
	Pavee Detail	s						
Mama:		-						
Address:								
Multion.								
🖌 Payments Entry (B	uild Date: 10	6-Sep-2011)						_ = :
Payment Date: 31-Mar-2	011	March			Tax	\$10.00	Total:	\$110.00
GLA/c Da	ste	Reference	Description			Amount Tax	Ta	ax Amt 🔺
9525 31-N	4ar-2011 M	ARCH 2011	New Credit Card March	n Payment		\$110.00 G		\$10.00
						\$0.00		\$0.00
								v



BUSINESS CONSULTING

6b Pay by EFT $\{G - B - T - T\}$

🖌 Bank Transfer Entry (Build Date: 16-Sep-2011)					
	Bank Details				
From:	9315		DEMONSTRATION PTY LTD - A/C NO 1		
To:	9525		New Credit Card		
	Transfer Details				
Date:	31-Mar-2011	March			
Reference:	MARCH				
Amount	\$110.00				
Description	New Credit Card March	Pyment			

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



BUSINESS CONSULTING

DISCLAIMER

Software, Documents and Services available on this website

CA Management Services Pty Ltd and/or its respective suppliers make no representations about the suitability of the information contained in the documents and related graphics published on this server for any purpose. All such documents and related graphics are provided "as is" without warranty of any kind. CA Management Services Pty Ltd and/or its respective suppliers hereby disclaim all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for a particular purpose, title and noninfringement. In no event shall CA Management Services Pty Ltd and/or its respective suppliers be liable for any special, indirect or consequential damages whatsoever resulting from loss of use, data or profits, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use or performance of information available from this server or failure to provide services, or information available from this server.

The documents and related graphics published on this server could include technical inaccuracies or typographical errors. Changes are periodically added to the information herein. CA Management Services Pty Ltd and/or its respective suppliers may make improvements and/or changes in the product(s) and/or the program(s) described herein at any time.

Links to Third Party Sites

The links in this area will let you leave CA Management Services Pty Ltd's site. The linked sites are not under the control of CA Management Services Pty Ltd and CA Management Services Pty Ltd is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. CA Management Services Pty Ltd is not responsible for webcasting or any other form of transmission received from any linked site. CA Management Services Pty Ltd is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by CA Management Services Pty Ltd of the site.

For further information please contact our office

CA Management Services 88 Burswood Road BURSWOOD WA 6100 Telephone: 08 9470 9922 Fax: 08 9470 9955 Email: <u>support@caman.com.au</u> Web: <u>www.caman.com.au</u>