intacct ERP On Demand	Intacct Management & Use: Entry and Pay of Credit Card Balances The NDH Group, Ltd. July, 2006

Overview & Objective – The purpose of this IM & U is to demonstrate the entry and payment of credit card balances from the Cash Management Module. These procedures are completed by the Staff Accountant.

<u>Initial Navigation</u> – To navigate to the Record Credit Card Transaction / Pay off Charges Screen (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)

2. Select the Cash Management Module

3. Once in the Cash Management Module go to the Activities dropdown (upper left hand corner)

4. Select the Activity “Record Credit Card Transaction” or “Pay Off Charges”

<u>Recording of Credit Card Charges</u> – The title “Record Charge Card Transaction” should 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 date of the credit card statement (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 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]."
- ***Account** – Enter a corresponding general ledger account for each line item listed on the statement.
- ***Amount** – Enter an amount for each line item listed on the statement.
- **Department** – Enter a Department (provided the Department feature is enforced).
- **Location** – Enter a Location (provided the Location feature is enforced).
- **Memo** – Enter a brief description of the line item charge.

⇨ When all entries have been made click “Save” (upper right hand corner)

<u>Payment Selection</u> – The title “Pay Off Charges” should appear in the upper left hand corner, entry as follows:

- **Credit Card** – Select the specific credit card account to pay-off through the listed drop-down.
- ***Date –** Enter the date the payment will be made. If necessary, this can be changed in the A/P Module.
- **Amount to Pay** – Enter the amount of the payment. This amount can also be entered in the lower field.
- **Pay Full –** For each payment selection mark the corresponding check-box.

⇨ When all payment selections have been made click “Save” (upper right hand corner)

<u>Additional Navigation</u> – After **<u>Recording of Credit Card Charges</u>** and **<u>Payment Selection</u>** (see above), additional **<u>Payment Selection</u>** and **<u>Check Printing</u>** in the Accounts Payable Module is required. To navigate to the Select to Pay / Print Checks Screen:

1. Go to the Applications dropdown (upper right hand corner)

2. Select the Accounts Payable Module

3. Once in the Accounts Payable Module go to the Activities dropdown (upper left hand corner)

4. Select the Activity “Select to Pay” or “Print Checks”

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

Further Instruction & Use – For further information regarding entry and payment of credit card balances contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.