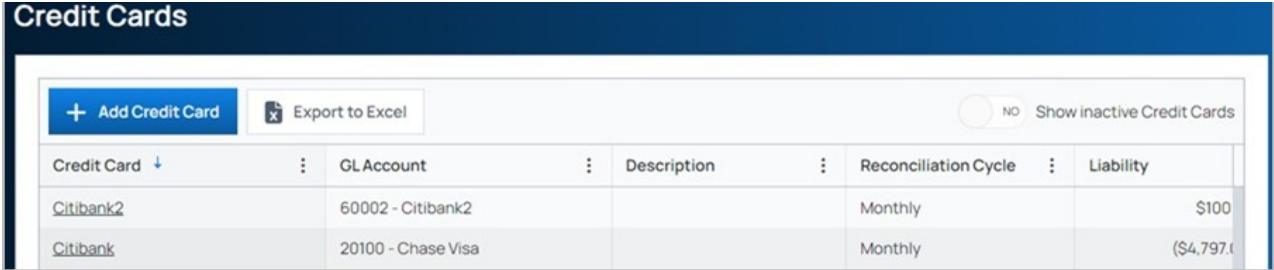


Credit Card Setup (Pro)

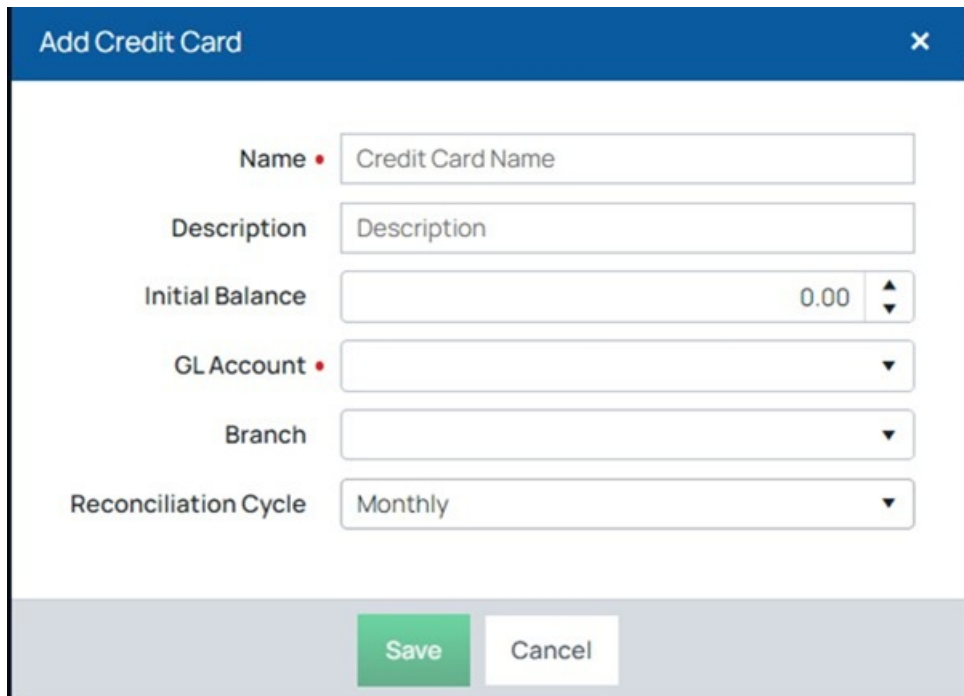
Last Modified on 08/28/2023 12:12 pm EDT

To set up credit cards, go to Setup > Accounting > Credit Cards. This page shows the credit cards that have been set up.



Credit Card	GL Account	Description	Reconciliation Cycle	Liability
Citibank2	60002 - Citibank2		Monthly	\$100
Citibank	20100 - Chase Visa		Monthly	(\$4,797.03)

To add a credit card, click Add Credit Card.



Add Credit Card

Name •

Description

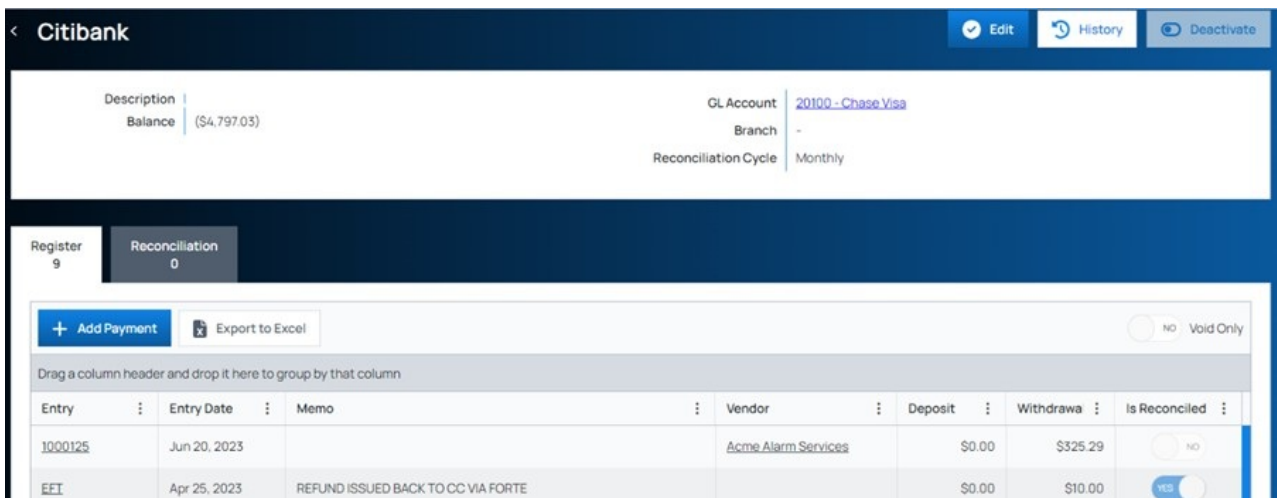
Initial Balance

GL Account •

Branch

Reconciliation Cycle

To add credit card transactions and reconcile the card, click a credit card link on the Credit Card page.



Citibank Edit History Deactivate

Description: Balance (\$4,797.03) | GL Account: 20100 - Chase Visa | Branch: - | Reconciliation Cycle: Monthly

Register 9 | Reconciliation 0

+ Add Payment Export to Excel NO Void Only

Drag a column header and drop it here to group by that column

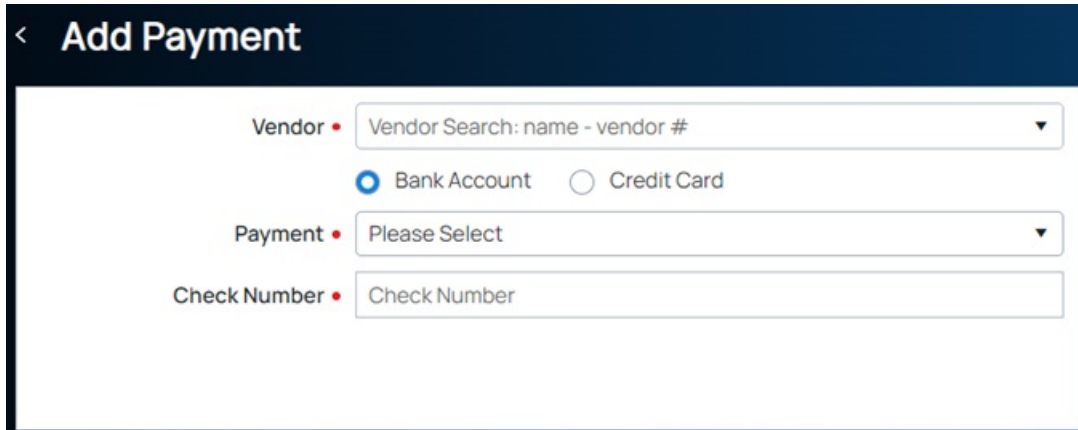
Entry	Entry Date	Memo	Vendor	Deposit	Withdrawal	Is Reconciled
1000125	Jun 20, 2023		Acme Alarm Services	\$0.00	\$325.29	<input type="radio"/>
EET	Apr 25, 2023	REFUND ISSUED BACK TO CC VIA FORTE		\$0.00	\$10.00	<input checked="" type="radio"/>

This shows the balance of the credit card as a liability; it is positive if the total credits are greater than the total debits, and it is negative if the total debits are greater than the total credits.

Add Payments includes Credit Card Option

When adding a payment for a vendor, users can choose Bank Account or Credit Card.

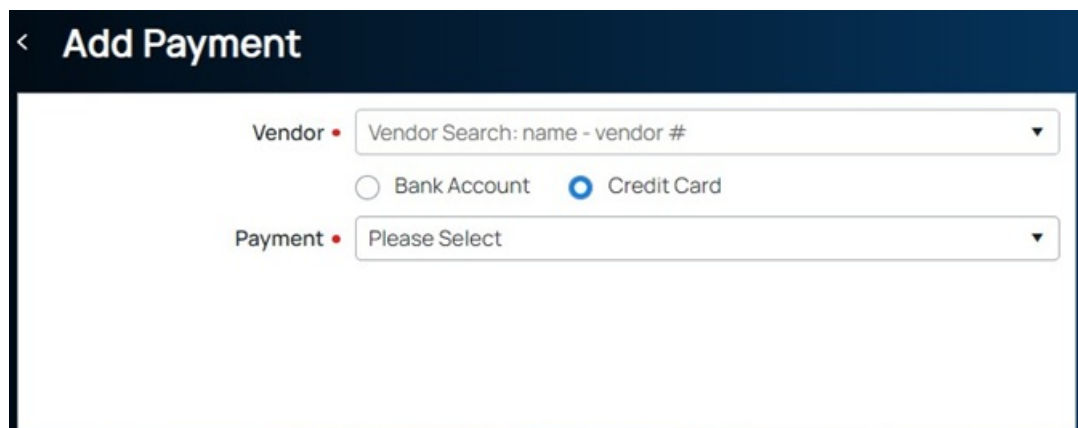
Adding a payment using a Bank Account:



The screenshot shows a mobile application interface for adding a payment. At the top, there is a dark blue header with a back arrow and the text "Add Payment". Below the header, the form contains the following fields and options:

- Vendor**: A dropdown menu with the text "Vendor Search: name - vendor #" and a downward arrow.
- Payment Method**: Two radio buttons. The "Bank Account" option is selected (indicated by a blue dot), and the "Credit Card" option is unselected (indicated by a grey dot).
- Payment**: A dropdown menu with the text "Please Select" and a downward arrow.
- Check Number**: A text input field with the placeholder text "Check Number".

Adding a payment using a Credit Card:



The screenshot shows the same mobile application interface for adding a payment. The layout is identical to the previous screenshot, but the "Credit Card" radio button is now selected (indicated by a blue dot), and the "Bank Account" radio button is unselected (indicated by a grey dot). The other fields remain the same.