

Last Modified on 08/06/2025 3:25 pm EDT

GL Entry - 89

HistoryAccountsPayment

Entry Date

Jun 16, 2025

Reference Number

20250

Type

Vendor Journal Entry

Branch

San Diego

Discover Card

02/500/000

Entries

Export to Excel

Debit Total

\$2,500.00

Credit Total

\$2,500.00

Account	Description	Internal	Branch	Work Order	Category	Expense Type	Debit Amount	Credit Amount
20250	Accounts Payable						\$2,500.00	\$0.00
20250	Discover Card		San Diego				\$0.00	\$2,500.00

Payment needs to be moved from Discover Card to American Express Card

Here is the payment sitting on the wrong Credit Card

Discover Card

Debit Card - Discover Card

Balance: (\$2,500.00)

GL Account: 20100 - Discover Card

Branch: San Diego

Reconciliation Cycle: Monthly

Register 3

Reconciliation 3

+ Add Payment

Export to Excel

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

Entry	Entry Date	Memo	Vendor	Payment	Charge	Is Reconciled
00003	Jul 26, 2025		Network Engineering Inc.	\$0.00	\$0.00	Yes
00004	Jul 26, 2025	Chase - Bill Express		\$0.00	\$0.00	Yes
00005	Jul 26, 2025		Delta Airlines	\$0.00	\$2,500.00	Yes

Here is what needs to happen to move an incorrect payment made with the wrong card:

This entry will create an offset to the payment made using the wrong Credit Card. Date of journal entry should be the date of the payment.

Journal Entry 1:

21000 - Discover	\$2,500.00
61500 - Travel	\$2,500.00

General Journal Entry

Entry Date7/16/2025

Reference NumberDelta - Discover

BranchSan Diego

MemoDelta - Discover Offset

Debit Total

\$2,500.00

Credit Total

\$2,500.00

Balance

\$0.00

Add Entry

Account

Debit Amount

Credit Amount

MemoDelta - Discover Offset

Work Order

BranchSan Diego

CategoryPlease Select

Expense TypePlease Select

Add to Entries

Entries

Report Header

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

Account	Debit Amount	Credit Amount	Memo	Work Order	Branch	Category	Expense Type	Actions
20100 - Discover Card	\$2,500.00	\$0.00	Delta - Discover Offset		San Diego			<div><div></div><div></div><div></div></div>
61500 - Travel	\$0.00	\$2,500.00	Delta - Discover Offset			GSA		<div><div></div><div></div><div></div></div>

Journal Entry 2:

61500 - Travel	\$2,500.00
21050 - American Express	\$2,500.00

General Journal Entry

Entry Date + 7/16/2025

Reference Number Delta - American Express

Branch + Default

Memo Delta - American Express Offset

Debit Total \$2,500.00

Credit Total \$2,500.00

Balance \$0.00

Add Entry

Account +

Debit Amount

Credit Amount

Memo Delta - American Express Offset

Work Order

Branch + Default

Category Please Select

Expense Type Please Select

Add to Entries

Entries

Import Default

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

Account	Debit Amount	Credit Amount	Memo	Work Order	Branch	Category	Expense Type	Actions
61010 Travel	\$2,500.00	\$0.00	Delta - American Express Offset			GSA		<div><div></div><div></div><div></div></div>
20070 American Express	\$0.00	\$2,500.00	Delta - American Express Offset					<div><div></div><div></div><div></div></div>

Here is what the GL for the incorrect Credit Card used would look like. The Journal Entry and the Charge to the Card will need to be offset when doing the reconciliation. It should have zero effect when cleared. Make sure the total incorrect charge is used in the Journal Entry. These will be offset to Zero.

Discover Card

Discover Card

Balance | \$0.00

GL Account | 2020 - Discover Card

Branch | San Diego

Reconciliation Cycle | Monthly

Register

Reconciliation

+

Add Payment

📄

Export to Excel

🔍

Find Only

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

Entry	Entry Date	Entry	Vendor	Payment	Charge	Is Reconciled
00003	JUL 28, 2025		Network Engineering, Inc.	\$0.00	\$10,000.00	✓
Bk Expense - C	JUL 28, 2025	Chase - Bk Expense		\$10,000.00	\$0.00	✓
00004	JUL 16, 2025		Delta Airlines	\$0.00	\$2,500.00	✓
Delta - Discover	JUL 16, 2025	Delta - Discover Offset		\$2,500.00	\$0.00	✓

Here is what will be displayed on the correct Credit Card – American Express

American Express

1.000

History

Reconcile

Settings

Debit **American Express**

Balance | 202.439.80

GL Account | **2020 - American Express**

Branch | San Diego

Reconciliation Cycle | Monthly

Register

Reconciliation

+

Add Payment

📄

Export to Excel

🔍

Find Only

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

Entry	Entry Date	Memo	Vendor	Payment	Charge	Is Reconciled
Delta - American	JUL 16, 2025	Delta - American Express Offset		\$0.00	\$2,500.00	✓
Option to Pay CC	Jun 30, 2025	Option to Pay CC		\$10,000.00	\$0.00	✓

Here is what the Travel GL Account number 62010 would look like: The original invoice from the vendor is displayed along with the two Journal entries that will offset each other.

GL Account - 62010

Debit/Credit

Account Type

Expense

Amount

\$2,500.00

+

Add General Journal Entry

Debit/Credit

Account Type

Expense

Amount

\$2,500.00

Entries

📄

Export to Excel

🔍

Please Select

GL Entry	Entry Date	Entry	Branch	Work Order	Customer	Transaction	Category	Debit Amount	Credit Amount	Balance
01	JUL 16, 2025	Delta - American Express Offset	Default				GLA	\$2,500.00	\$0.00	\$2,500.00
02	JUL 16, 2025	Delta - American Express	San Diego				GLA	\$0.00	\$2,500.00	\$0.00
03	JUL 30, 2025	Vendor Bill Delta 5	San Diego				GLA	\$2,500.00	\$0.00	\$2,500.00