

Entering credit card transactions

Goal: Learn how to pay nonproject-related expenses and vendor invoices with your firm's credit cards.

In this quick lesson

Step 1: Pay nonproject-related expenses	2
Step 2: Pay vendor invoices	4

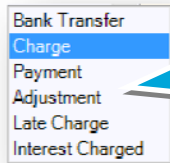
In this quick lesson, you will see how easy it is to use credit cards to pay nonproject-related expenses and vendor invoices in Ajera.

For project-related expenses, use expense reports so you can bill them to the client. For details, see the *Entering expense reports* video lesson.

Step 1: Pay nonproject-related expenses

For nonproject-related expenses, use the bank register. In this lesson, enter a credit card charge.

1. Click **Manage > Bank Register**.
2. Select the credit card from the Bank Account field.
3. In the table on the Register tab, you can select different types of credit card transactions from the Type field:



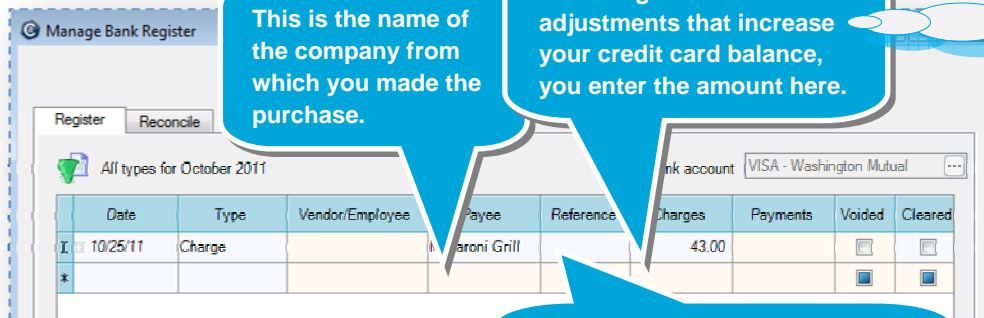
The Type field contains these options:
Bank transfer: A transfer from or to a bank account or credit card. For example, you purchased supplies using the credit card.
Charge: A charge made on the credit card.

Payment: A payment made to the financial institution issuing the credit card. For example, you paid the credit card bill.
Adjustment: A credit or debit posted to the account. For example, you may have returned supplies that you ordered.

Late charge: A charge imposed by the financial institution on the credit card account because you did not pay the bill on time.

4. In the table on the Register tab, complete one row for each credit card transaction.

For this transaction, you enter the transaction date, the type of charge, the payee, and the amount:



This is the name of the company from which you made the purchase.

For charges and adjustments that increase your credit card balance, you enter the amount here.

You could use the Reference field to enter the receipt number from the credit card slip.

For payments and adjustments that **decrease** your credit card balance, you would enter the amount in the Payments field.

Step 1: Pay nonproject-related expenses (continued)

- When you press the Tab key to move to the next row, Ajera automatically provides you with a table to distribute the amounts to the appropriate accounts.

The screenshot shows the 'Register' window with the 'Reconcile' tab selected. The Date is 10/25/11, Type is Charge, Payee is Macaroni Grill, and Reference is empty. A table is displayed with the following data:

Account	Department	Debit Amount	Credit Amount
2240 Washington Mutual Visa Payable			43.00
		0.00	43.00

Below the table, it says 'Remaining debits 43.00'.

The first row displays the credit card transaction you just entered.

In the second row, select the account where you want to make an entry to offset the credit card transaction.

Select a department for the entry.

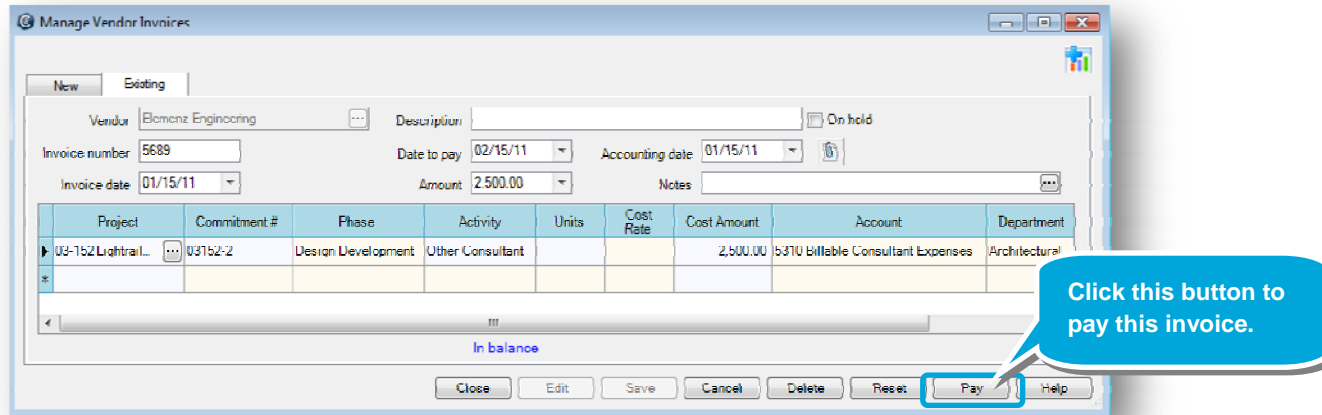
Enter the offsetting amount in the Debit Amount field.

- Continue entering account distributions for the credit card transaction as needed.
- When finished, click the **Save** button at the bottom of the window.
- Save the credit card transaction.

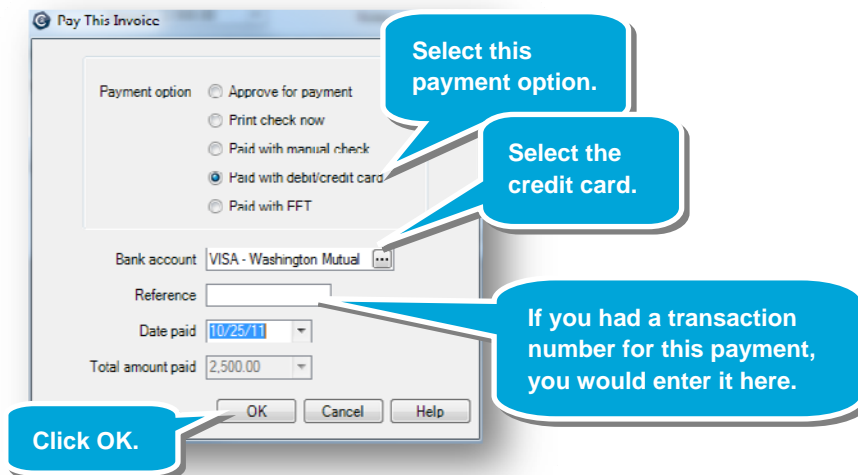
Step 2: Pay vendor invoices

Paying vendor invoices with a credit card is easy.

1. Click **Manage > Vendor Invoices**.
2. On the **Existing** tab, double-click the invoice you want.
3. Pay the invoice.



4. The Pay This Invoice window appears. Enter the following:



5. On the Existing tab, click **Save**.

Summary
 You now know how to use your credit cards to pay vendor invoices and non-project expenses. See the *Reconciling and paying credit cards* quick lesson to learn how to reconcile and pay them.