

Setting up credit cards

Goal: Set up your company credit cards in Ajera.

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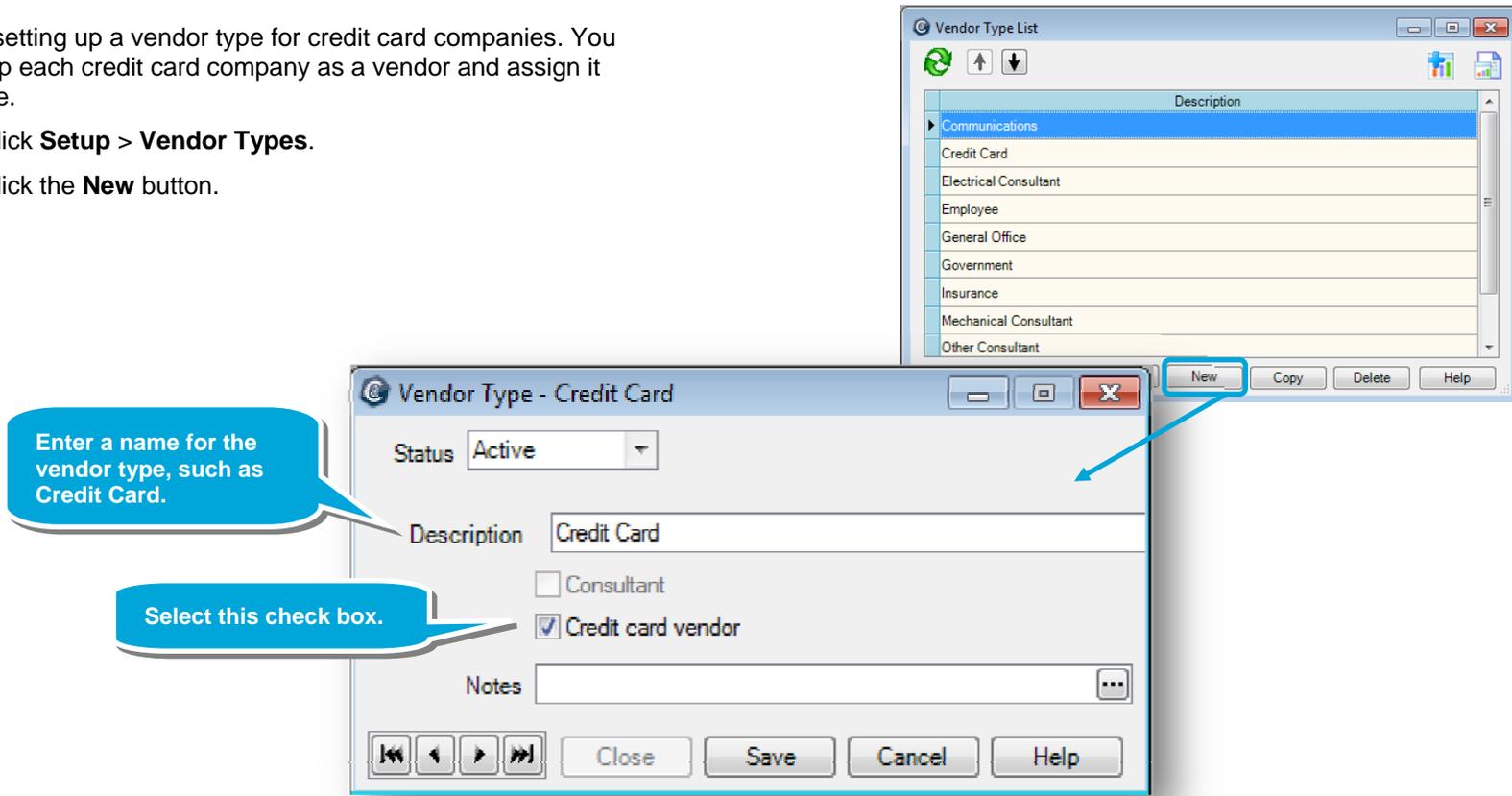
To set up credit cards in Ajera, you set up the credit card account and you also set up the credit card company as a vendor.

In this way, you link the account to a vendor so that you can pay the credit card company as you would any other vendor.

Step 1: Set up a vendor type for credit cards

Begin by setting up a vendor type for credit card companies. You then set up each credit card company as a vendor and assign it to this type.

1. Click **Setup > Vendor Types**.
2. Click the **New** button.



Step 2: Set up the credit card company as a vendor

By setting up each credit card company as a vendor, you can then pay the financial institution as you would any other vendor.

1. Click **Setup > Vendors**.
2. Click the **New** button.
3. In addition to entering the name and vendor type, complete the other fields, as needed. For more details, see the quick lesson, *Setting up a vendor*.

Name	Vendor Type
ADP	General Office
American Express	Credit Card
BVA Group	Electrical Consultant
Christopher E. Meehan	Employee
CNC Insurance Company	Insurance
Davis Properties	General Office
Elementz Engineering	Electrical Consultant
Foris, CPA	Professional Services
Global Blueprinting	General Office
James N. Singer	Employee
Jan J. Engstrom	Employee
Kris N. Kingsley	Employee
Lewis Consultants	Mechanical Consultant
Mark A. Royce	Employee
Mary T. Boyle	Employee
Northwest Power Supply	General Office
Pat D. Hill	Employee
Paul J. French	Employee
Unocal	Communications

Enter the name of the financial institution that issued you the credit card.

For the vendor type, select the Credit Card vendor type you created in Step 1 of these instructions.

New Vendor

Status: Active

General | Address | 1099 Info | Contacts | Custom Fields | Attachments | Notes

Name: Capital One

Vendor type: Credit Card

Department: |

Account: |

Date established: |

Calculate payment date by: None

Number of days from invoice date: 0

Day of the month to pay: 0

Phone Numbers:

Fax:

Email: |

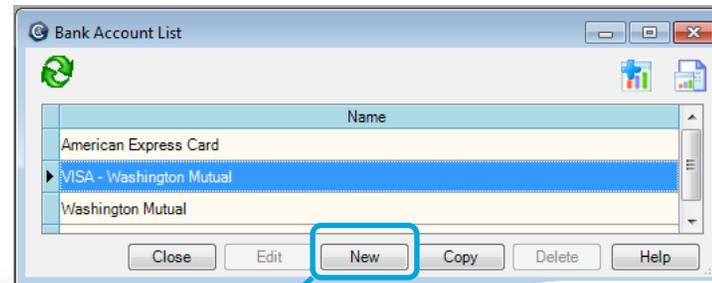
Website: |

Buttons: Close, Save, Cancel, Delete, Help

Step 3: Set up a credit card account

Set up a credit card account for each credit card so that you can reconcile the credit card statements.

1. Click **Company > Bank Accounts**.
2. Click the **New** button.
3. Enter general information for the credit card account.



Enter the name of the financial institution. It prints on bank reconciliation reports.

Enter the account number.

Enter other general information.

Select Credit Card.
(This window is also used to set up bank accounts.)

Enter the credit limit for the account.

Select the vendor that you set up for the financial institution associated with this account.
By selecting a vendor here, you are linking the account to a vendor so that you can then pay the financial institution as you would any other vendor.

Step 3: Set up a credit card account (continued)

4. Click the **Address** tab, and enter the address for the financial institution.
5. Next you identify the financial accounts. Click the **Accounts** tab.
6. Specify the financial accounts for cash entries and adjustments made to the bank register. As you work, Ajera can then automatically post the correct entries to your financial accounts.

For more details about selecting financial accounts for bank accounts and credit card accounts, from the Contents in Help, select **Bank accounts > Setting up a bank account**.

Bank Account - VISA - Washington Mutual

Status: Active

General | Address | Accounts | Contacts | Attachments | Notes

Department: Admin

Bank

Cash account

Bank charges account

Interest income account

Interest expense account

Credit card

Payable account: 2240 Washington Mutual Visa Payable

Late charges account: 8335 Late Charges

Interest charged account: 8336 Interest Charges

Close Save Cancel Help

7. Click the **Contacts** tab, and enter any contacts for the financial institution.

Summary

In this quick lesson, you learned how to set up credit cards in Ajera.