Setting up credit cards

Goal: Set up your company credit cards in Ajera.

In this quick lesson

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.

Enter a name for the vendor type, such as Credit Card.

Select this check box.
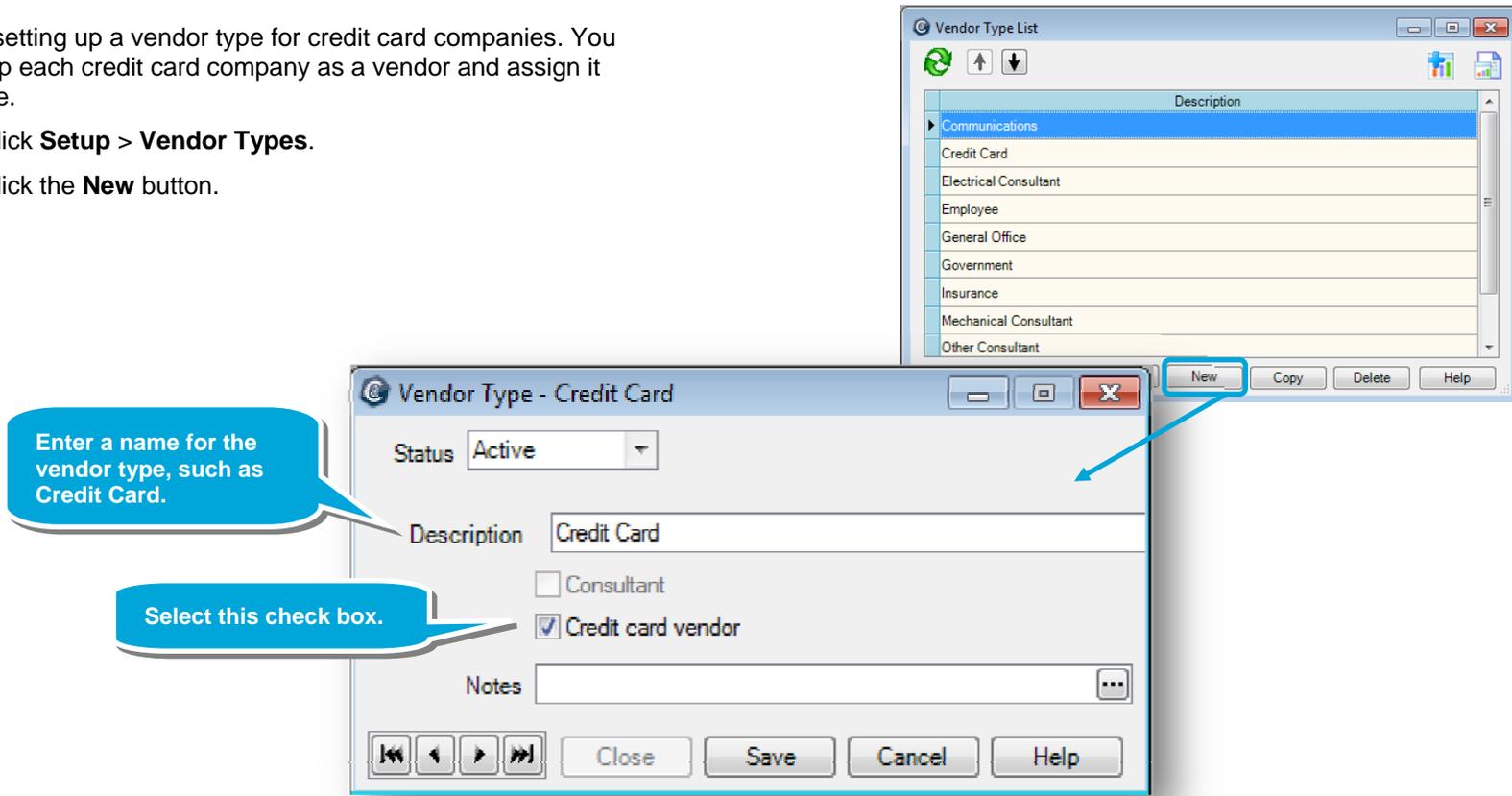
Step 2: Set up the credit card company as a vendor

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.

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.

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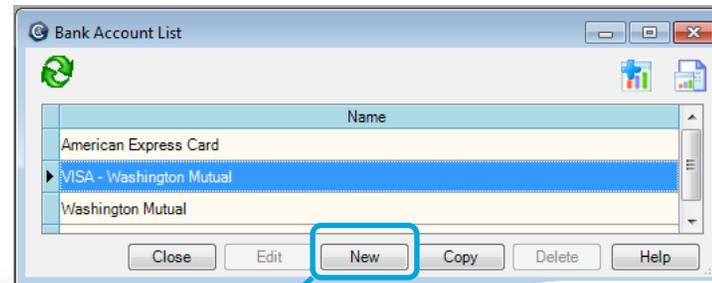
Enter the name of the financial institution. It prints on bank reconciliation reports.

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**.

> **Here, enter information for the credit card account you are setting up.**

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

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