

### Enter Credit Card Charges

- 1) From the HOME page choose 'Enter Credit Card Charges'
- 2) Choose the Credit Card
- 3) If the credit card is new, select <add new> at the top of the drop down list, fill in the basic information and click OK
- 4) For the 'Purchased From' field choose the Vendor
- 5) If the Vendor is new, select <add new> at the top of the drop down list, fill in the basic information and click OK
- 6) Enter the date of the charge in the 'Date' field
- 7) Enter the reference number in the 'Ref No' field

If the bill is for an expense use the Expenses tab -

- Select the appropriate general ledger Account for the expense (e.g. a Verizon bill would go under Telephone Expense);
- Enter the Amount;
- Include a brief description in the memo field e.g. 'quarterly cleaning charges 3/1 through 5/31';
- If the expense can be attributable to a specific customer, select the appropriate Customer:Job; if the expense can be attributable in definite portions to multiple customers, input a line (Account, Amount, Memo, Customer:Job) for each customer,

If the bill is for inventory that was purchased use the Items tab (do not use if Purchase Orders have been entered—see Receive Inventory) -

- Select the appropriate inventory Item;
- Enter the Quantity;
- If required, edit the Description, Cost & Amount columns;
- If the item can be attributable to a specific customer, select the appropriate Customer:Job

- 8) Click Save & New
- 9) Enter the next credit card charge
- 10) When the last charge has been entered, Click Save & Close