

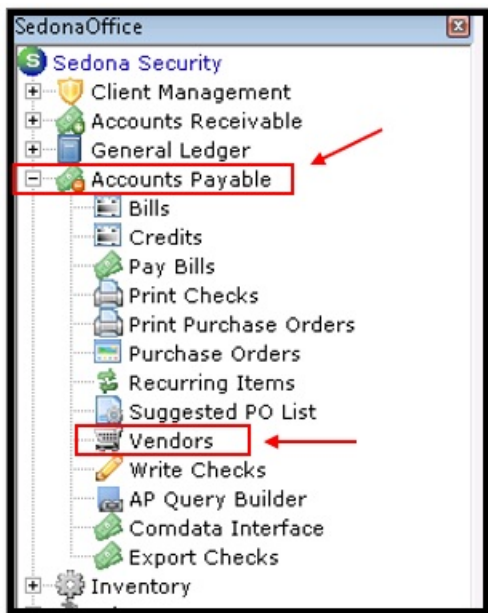
Credit Card Vendors in SedonaOffice

12/28/2023 2:40 pm EST

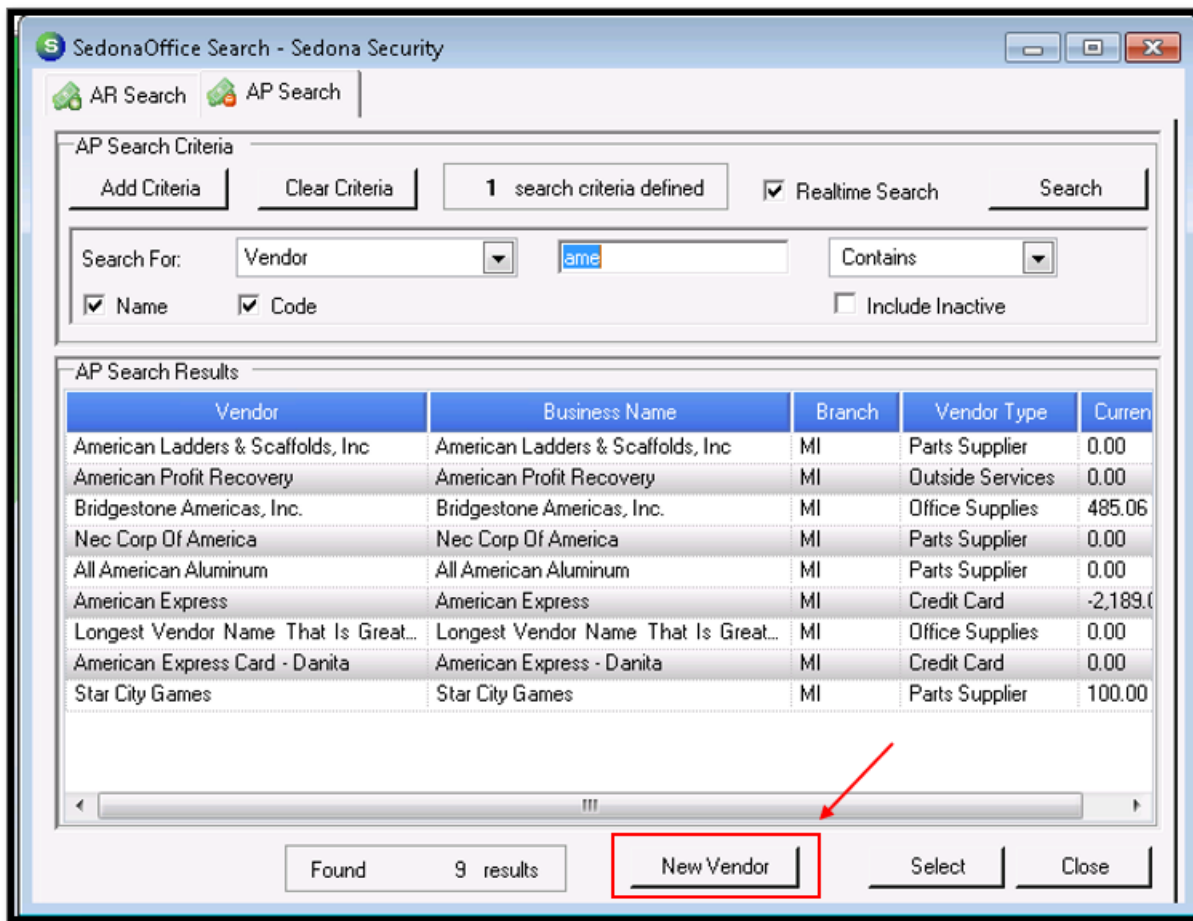
To pay Vendor Bills using a Credit Card you will need to create a new Vendor and then a GL Account for that Vendor.

Accounts Payable

Under Accounts Payable select Vendors.



Select New Vendor.



The New Vendor Screen will open.

New Vendor

Vendor Code:

Vendor Type:

Branch:

Category:

Open Bills

Open Credit

Net Due to Vendor

Vendor | Bills | Credits | Payments | PO's | Receipts | Returns | GL Journal | GL Accounts | Taxes | Custom Fields | Notes | Comdata

Vendor Information

Name:

Address:

Contact 1:

Phone:

Fax:

Contact 2:

Phone:

Payments

Checks Payable To:

Address:

Check Memo:

Identification

Federal Id:

Social Sec #:

Issue 1099

Payables

Exp Account:

Default Cost:

Terms:

Credit Limit:

GST Exempt:

PO Memo:

Notes

Critical Message

Expires On:

Inactive Secure Vendor

Save Close

Vendor Code: Enter the Code for that Vendor - this will be used when searching for the Vendor.

Vendor Type: Credit Card

New Vendor

Vendor Code:

Vendor Type:

Branch:

Type	Description
Credit Card	Credit Card
Employee	Employee
Government Agency	Government Agency
Insurance	Insurance
Office Supplies	Office Supplies
Outside Services	Outside Services
Parts Supplier	Parts Supplier*
Professional	Professional Services

Vendor | Bills | Credits | Payments | PO's | Receipts | Returns | GL Journal | GL Accounts | Taxes | Custom Fields | Notes | Comdata

Vendor Information

Name:

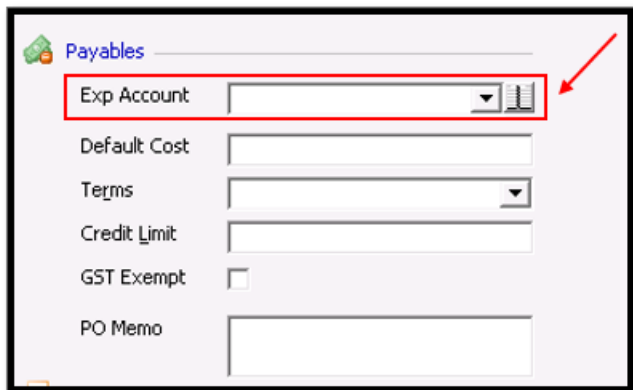
Address:

Branch: This defaults to default Branch but can be changed.

Category: Select the appropriate Category

Vendor Information: Fill in these fields as you would for all vendors.

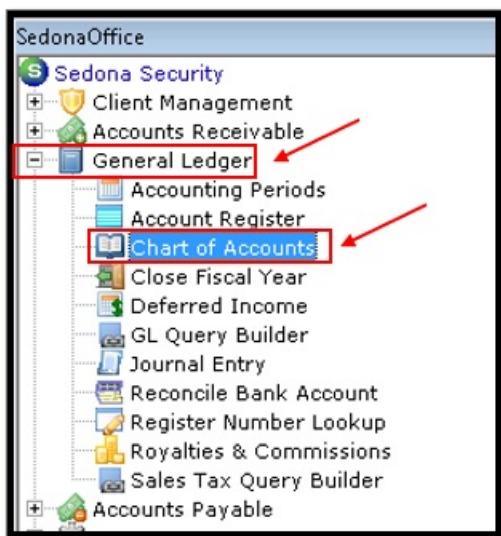
Expense Type: This can be linked after the GL Account is created.



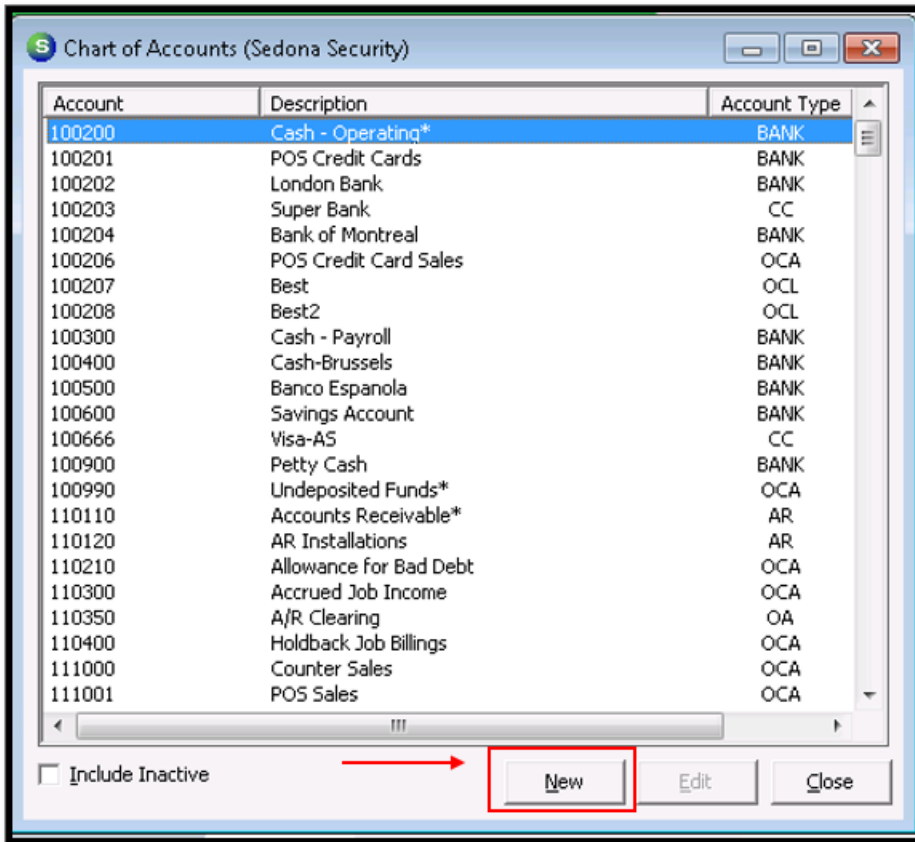
Then Save

General Ledger

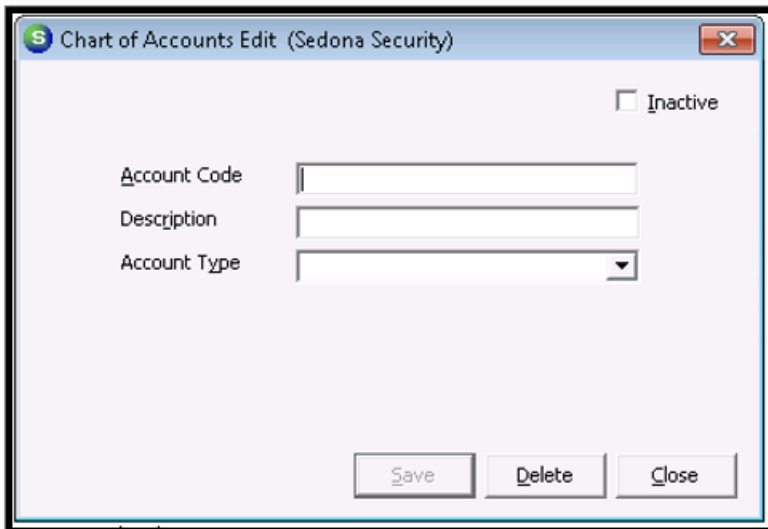
Under General Ledger select Chart of Accounts.



Select New.



The Chart of Accounts Edit Screen will open.

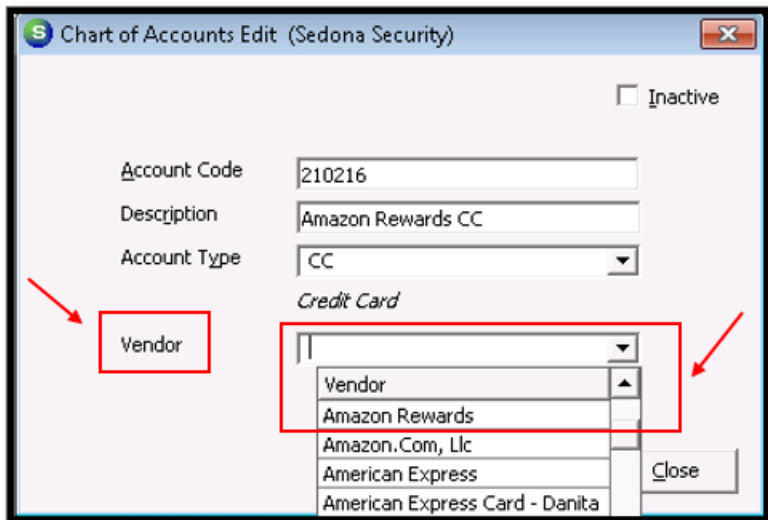


Account Code - Enter a New GL Account Number

Description - Enter the Name of the Credit Card

Account Type - Select "CC" for Credit Card from the drop-down menu.

Then a new field will appear for Vendor.



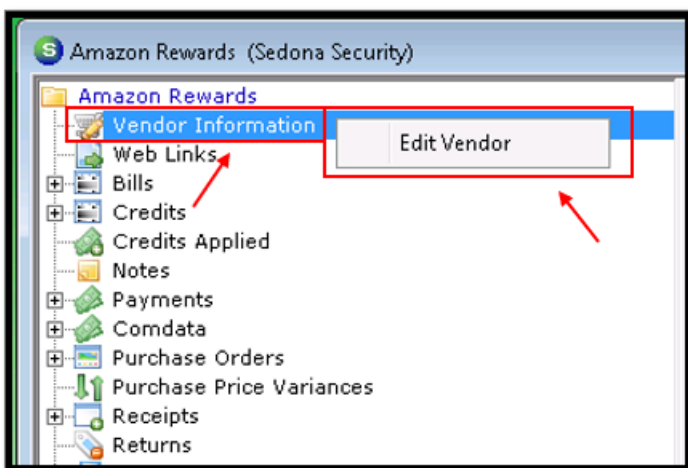
Select the Vendor you created from the drop-down menu.
Save.

Accounts Payable

Open the Credit Card Vendor you created.

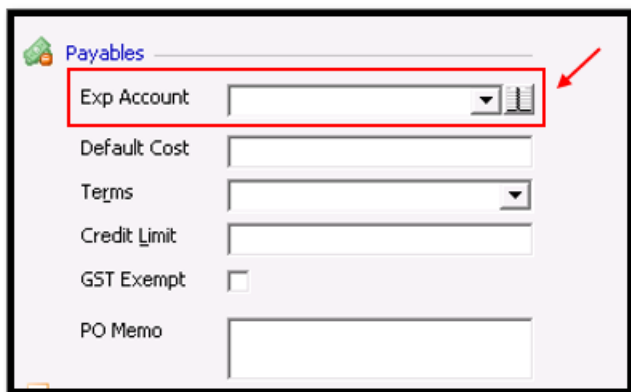
Right-click on Vendor Information

Select Edit Vendor



Under the Payables Section

Exp Account - enter the GL Account that was created for this Vendor.

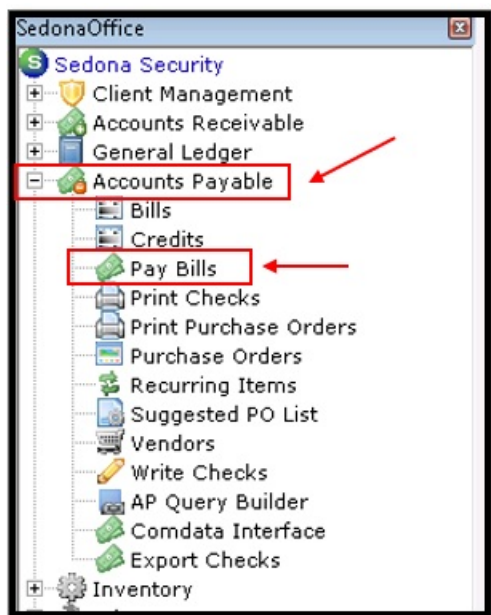


The screenshot shows a software window titled "Payables". It contains several input fields: "Exp Account" (highlighted with a red box and a red arrow), "Default Cost", "Terms" (with a dropdown arrow), "Credit Limit", "GST Exempt" (checkbox), and "PO Memo".

Save.

Selecting Vendor for Payments

Under Accounts Payable select Pay Bills.



In the Pay Bills screen under Payment Information click the Credit Card option.

Pay Bills (Sedona Security)

- Selection Information -

Branch:

Vendor:

As Of Due Date:

Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

- Payment Information -

Branch:

Payment Date:

Bank Account

Credit Card

Vendor Bills | Vendor Credits | All Vendor Credits | Exclude Comdata Vendors

Click the Arrow for the drop-down menu and the New Credit Card Vendor will be included in the list of Payment Options.

Pay Bills (Sedona Security)

- Selection Information -

Branch:

Vendor:

As Of Due Date:

Show Vendor Code

To apply Open Credits, select the Vendor whose credit you would like to use.

- Payment Information -

Branch:

Payment Date:

Bank Account

Credit Card

Account	Description
100203	Super Bank
100666	Visa-AS
210210	Credit Card*
210215	American Express
210216	Amazon Rewards CC
210220	American Express Card - Danita
210315	Mastercard

Vendor Bills | Vendor Credits | All Vendor Credits | Exclude Comdata Vendors