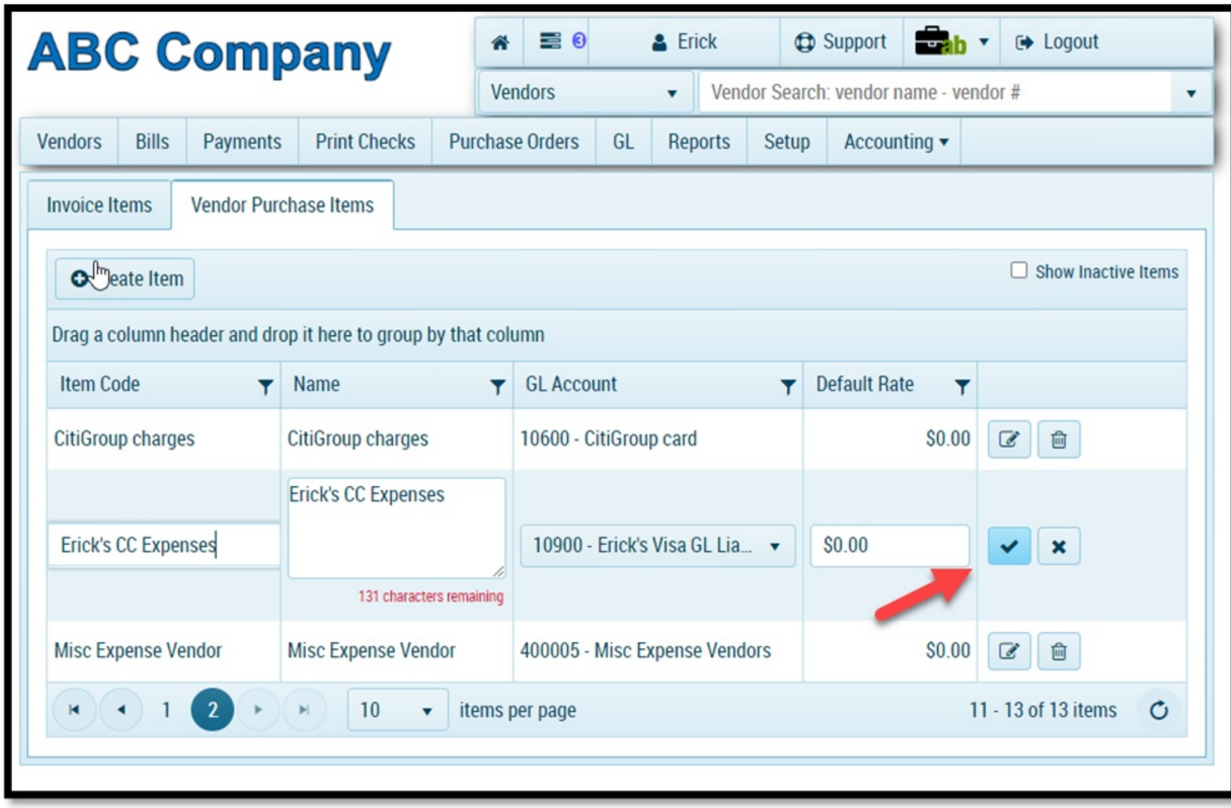
Paying a Bill by Credit Card in AlarmBiller

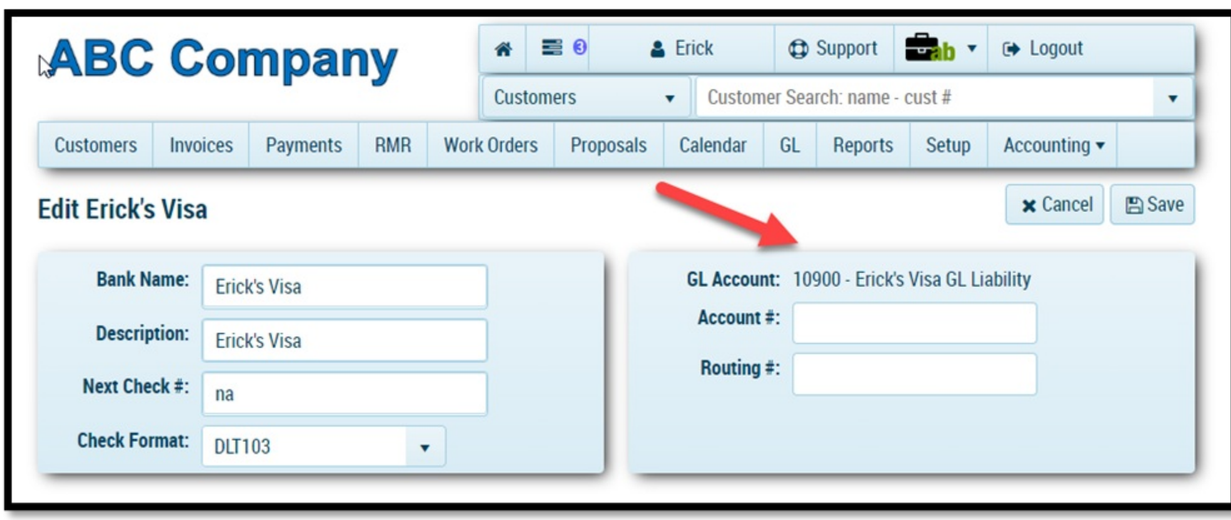
04/21/2026 3:34 pm EDT

Setup

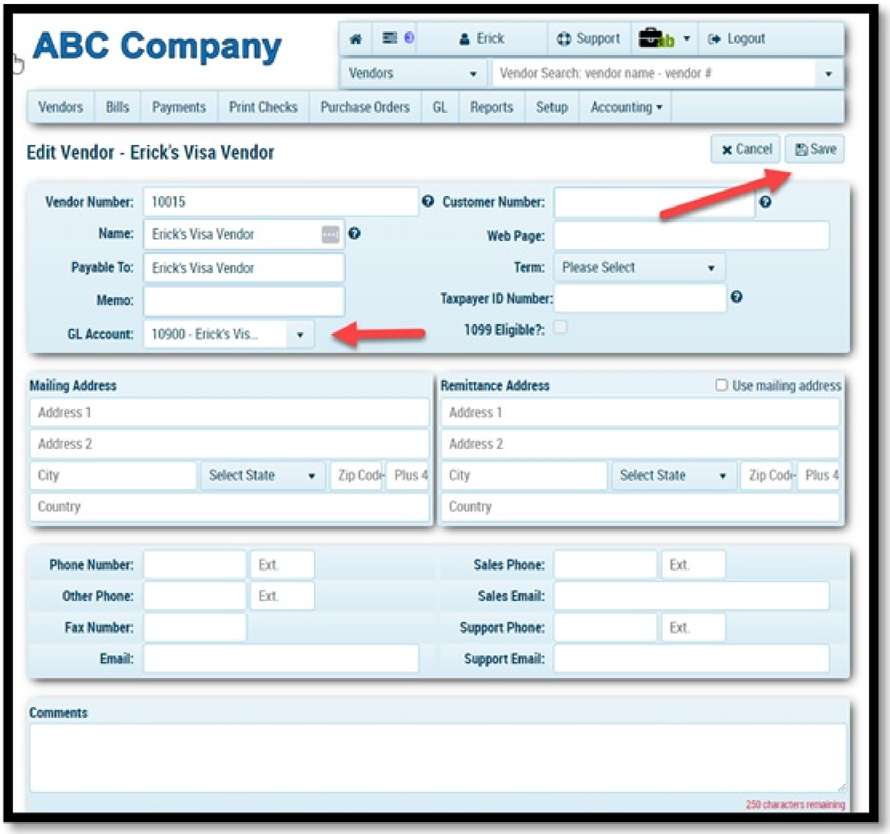
1. Create a liability GL account for your credit card.
2. Create a new Vendor Purchase Item named after your credit card and tie to the new liability gl account.



3. Create a new bank named after your credit card and tie it to the liability gl account.

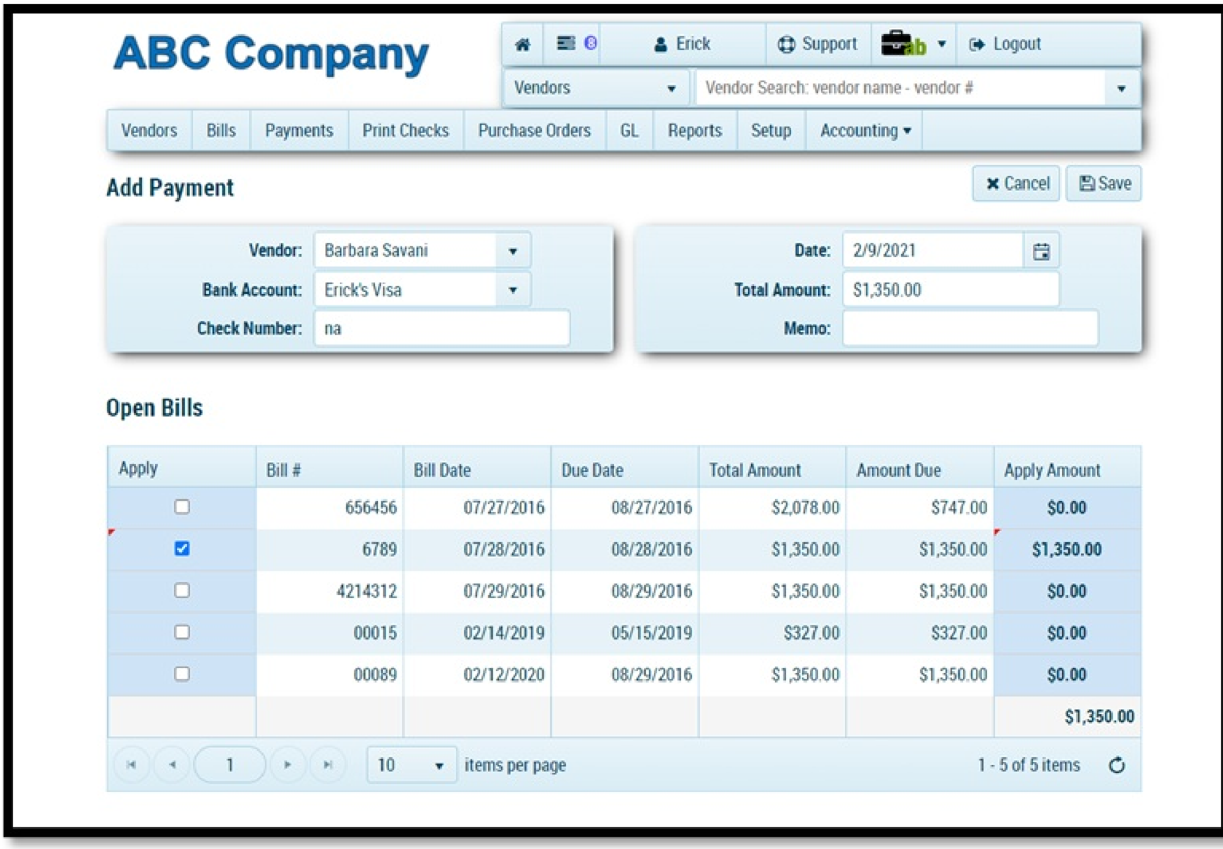


4. Create a new vendor for the credit card.

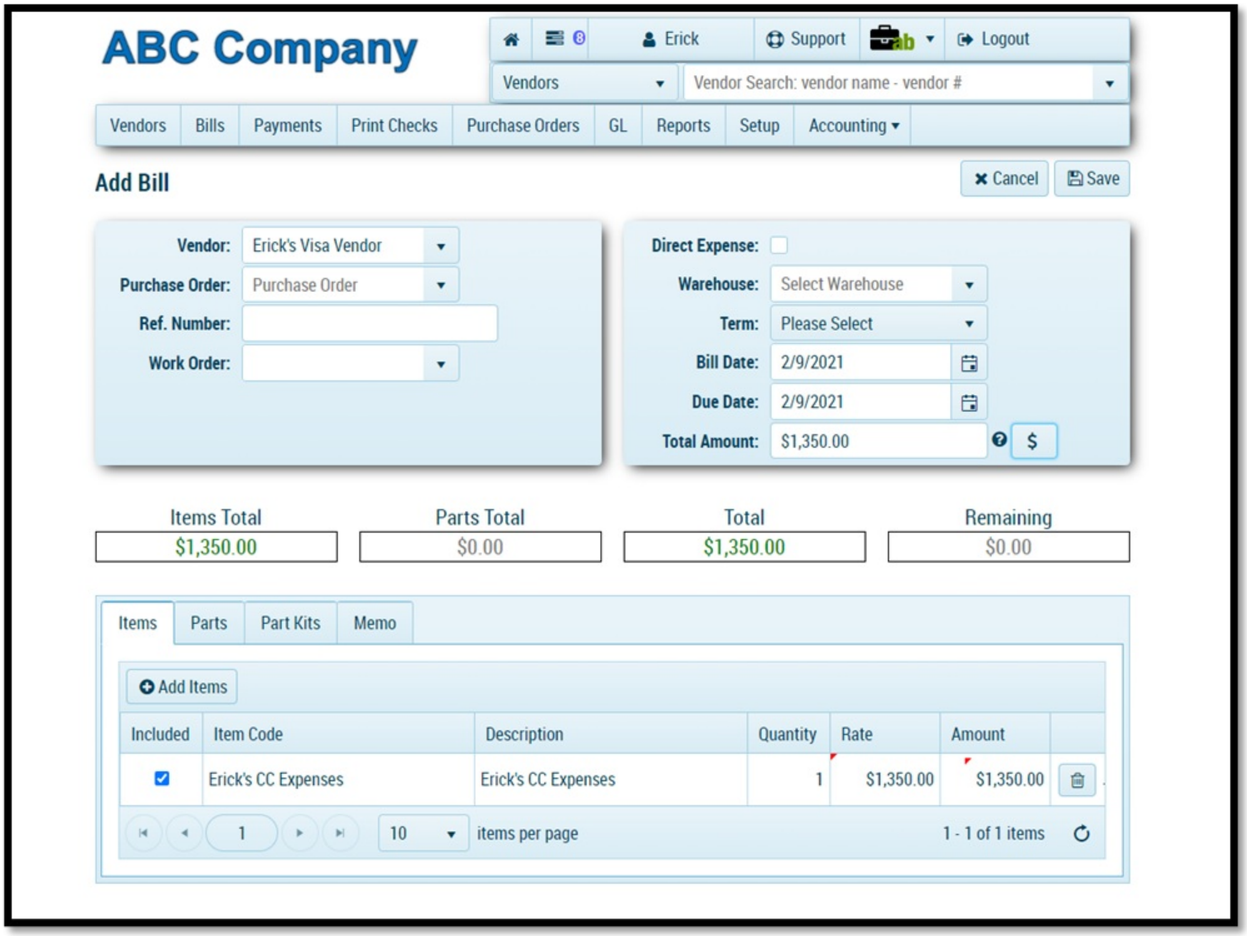


Paying a bill by credit card

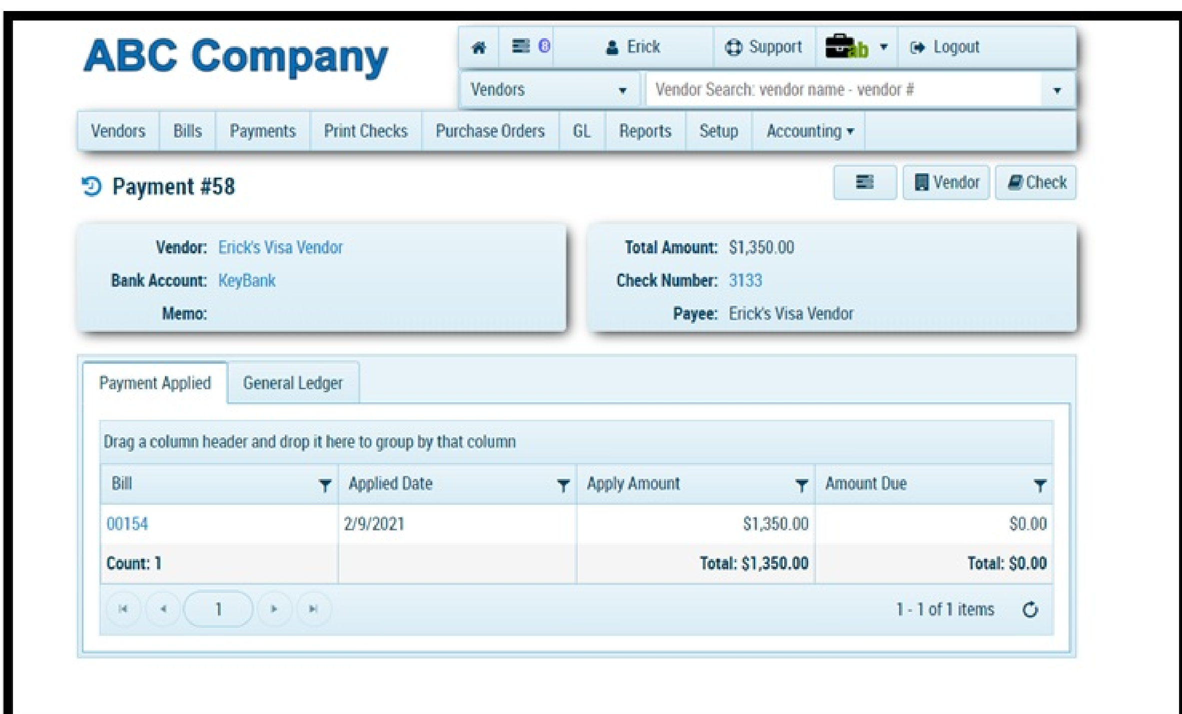
1. Find or create a bill as normal and pay it using the credit card. The credit card will show in the list of banks since it was setup as a bank tied to a liability gl account.



2. Create a new bill on your credit card vendor for the amount of the bill you just paid. In the body of the bill select the credit card item. This process shows that you have paid the original vendor, and now the same amount of money is owed to the credit card vendor.



3. Pay the credit card vendor bill(s) with a normal bank account.



Note – using this method means the total amount you owe your credit card vendor will display at the top of the screen when viewing the credit card vendor in AlarmBiller. That amount will also be included as part of the Accounts Payable liability total on your reports. The credit card liability GL account functions as a pass-through account, so it should always be 0.00.

We recommend following the steps above, but if you prefer the amount due on your credit card to show in the credit card gl account instead of being part of accounts payable you can follow the steps below, which are similar. Note that this method will cause your credit card vendor to always show as having 0.00 due.

1. Pay the vendor bill using the credit card.
2. Wait until you are ready to make a payment on your credit card.
3. Create a new bill on your credit card vendor for the amount of the credit card payment you intend to make. In the body of the bill select the credit card item.
4. Pay the credit card vendor bill with a bank account.