

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.

The screenshot shows the 'ABC Company' interface with the 'Vendor Purchase Items' tab selected. The 'Create Item' button is highlighted with a red arrow. The table below shows existing items and the new item being created.

Item Code	Name	GL Account	Default Rate	
CitiGroup charges	CitiGroup charges	10600 - CitiGroup card	\$0.00	 
Erick's CC Expenses	Erick's CC Expenses	10900 - Erick's Visa GL Lia...	\$0.00	☒ 
Misc Expense Vendor	Misc Expense Vendor	400005 - Misc Expense Vendors	\$0.00	 

131 characters remaining

11 - 13 of 13 items

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

The screenshot shows the 'Edit Erick's Visa' screen. The 'GL Account' field is highlighted with a red arrow. The form contains the following fields:

Field	Value
Bank Name	Erick's Visa
Description	Erick's Visa
Next Check #	na
Check Format	DLT103
GL Account	10900 - Erick's Visa GL Liability
Account #	
Routing #	

4. Create a new vendor for the credit card.

The screenshot shows the 'Edit Vendor - Erick's Visa Vendor' form in the ABC Company system. The form is divided into several sections: a top header with navigation tabs (Vendors, Bills, Payments, Print Checks, Purchase Orders, GL, Reports, Setup, Accounting), a search bar, and a main form area. The main form area includes fields for Vendor Number (10015), Customer Number, Name (Erick's Visa Vendor), Web Page, Payable To (Erick's Visa Vendor), Term (Please Select), Memo, Taxpayer ID Number, GL Account (10900 - Erick's Vis...), and 1099 Eligible? (unchecked). Below these are sections for Mailing Address and Remittance Address, each with fields for Address 1, Address 2, City, State (Select State), Zip Code (Plus 4), and Country. There are also fields for Phone Number, Other Phone, Fax Number, Email, Sales Phone, Sales Email, Support Phone, and Support Email. A red arrow points to the 'Save' button in the top right corner. Another red arrow points to the 'GL Account' dropdown menu. A third red arrow points to the 'Customer Number' field. A fourth red arrow points to the '1099 Eligible?' checkbox. A fifth red arrow points to the 'Mailing Address' section. A sixth red arrow points to the 'Remittance Address' section. A seventh red arrow points to the 'Phone Number' field. An eighth red arrow points to the 'Other Phone' field. A ninth red arrow points to the 'Fax Number' field. A tenth red arrow points to the 'Email' field. A eleventh red arrow points to the 'Sales Phone' field. A twelfth red arrow points to the 'Sales Email' field. A thirteenth red arrow points to the 'Support Phone' field. A fourteenth red arrow points to the 'Support Email' field. A fifteenth red arrow points to the 'Comments' section. A sixteenth red arrow points to the '250 characters remaining' text at the bottom right.

ABC Company

Vendors | Bills | Payments | Print Checks | Purchase Orders | GL | Reports | Setup | Accounting

Vendor Search: vendor name - vendor #

Edit Vendor - Erick's Visa Vendor [Cancel] [Save]

Vendor Number: 10015 Customer Number: [?]
Name: Erick's Visa Vendor Web Page: [?]
Payable To: Erick's Visa Vendor Term: Please Select
Memo: Taxpayer ID Number: [?]
GL Account: 10900 - Erick's Vis... 1099 Eligible?: ☐

Mailing Address
Address 1
Address 2
City: [Select State] Zip Code: Plus 4
Country

Remittance Address ☐ Use mailing address
Address 1
Address 2
City: [Select State] Zip Code: Plus 4
Country

Phone Number: [Ext.] Sales Phone: [Ext.]
Other Phone: [Ext.] Sales Email: [?]
Fax Number: Support Phone: [Ext.]
Email: Support Email: [?]

Comments
250 characters remaining

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.

ABC Company

Home | 0 | Erick | Support | Logout

Vendors | Vendor Search: vendor name - vendor #

Vendors | Bills | Payments | Print Checks | Purchase Orders | GL | Reports | Setup | Accounting

Add Bill Cancel Save

Vendor: Erick's Visa Vendor

Purchase Order: Purchase Order

Ref. Number:

Work Order:

Direct Expense: ☐

Warehouse: Select Warehouse

Term: Please Select

Bill Date: 2/9/2021

Due Date: 2/9/2021

Total Amount: \$1,350.00

Items Total: \$1,350.00 | Parts Total: \$0.00 | Total: \$1,350.00 | Remaining: \$0.00

Items | Parts | Part Kits | Memo

+ Add Items

Included	Item Code	Description	Quantity	Rate	Amount
☒	Erick's CC Expenses	Erick's CC Expenses	1	\$1,350.00	\$1,350.00

1 - 10 items per page | 1 - 1 of 1 items

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

ABC Company

Home | 0 | Erick | Support | Logout

Vendors | Vendor Search: vendor name - vendor #

Vendors | Bills | Payments | Print Checks | Purchase Orders | GL | Reports | Setup | Accounting

Payment #58 Vendor Check

Vendor: Erick's Visa Vendor

Bank Account: KeyBank

Memo:

Total Amount: \$1,350.00

Check Number: 3133

Payee: Erick's Visa Vendor

Payment Applied | General Ledger

Drag a column header and drop it here to group by that column

Bill	Applied Date	Apply Amount	Amount Due
00154	2/9/2021	\$1,350.00	\$0.00
Count: 1		Total: \$1,350.00	Total: \$0.00

1 - 10 items per page | 1 - 1 of 1 items

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.