
OverNet Computer Services

Mechanic helpdesk query

How To Pay Suppliers By Credit Card – Method Two.

This process shows how enter purchases and then payments that are made by credit card. This method can keep all the credit card payments up-to-date and so you can check your credit card balance at any time.

SUMMARY: Create the Visa Card as a supplier. Enter the purchases as normal. Use a modified Supplier Payment transaction to enter the payments made by the credit card. Use a normal Supplier Payment to pay off the monthly credit card balance.

ALTERNATIVE SOLUTION: An alternative solution is to create a ledger instead of a supplier. Then use journal entries to enter all the purchases and use supplier payments to enter the credit card payment. Refer to the document named "Method 1".

STEP 1 – CREATE THE REQUIRED SUPPLIER

Use "Supplier Maintenance", (program 5,2,1) to create a new supplier called VISA CARD. If you have multiple credit cards, you will need to create multiple suppliers.

Select MECHANIC TRAINING EMPTY

MECHANIC

EDIT SUPPLIER

Supplier Code: VISA CARD
Name: ANZ CARDS - VISA CARD
Address: 101 Collins St
Suburb: Melbourne
State: VIC
Postcode: 3000
Telephone: Tel 131415
Fax:
ABN:
Contact Person:
Further Info: Credit card balance must be cleared at end of each month.
Mobile:
Email:
ing

1 I
2 T
3 D
4 P
5 M
6 S
7 P
8 G
9 F
0 Quit Mechanic

Or the last point before leaving Mechanic.

Copyright (c) 1990-2005 Soltec (Aust) Pty Ltd

STEP 2 – ENTER THE PURCHASES

Enter the supplier purchases as it is normally done. These two transactions are standard purchases.

MECHANIC TRAINING EMPTY

3 MECHANIC MOTORS PTY LTD			PURCHASE P				
BURSON AUTOMOTIVE PARTS			General	0.00			
101 Northcote Rd			Parts	151.69			
Rowville VIC 3178			GST	15.17			
			Total	166.86			
Supplier Invoice No. 185304521			Date 20/05/06	Posted Date: 30 May 2006			
			Start Date: 30 May 2006	Supplier: BURSON			
Qty	pkg	PART No.	Description	COST	TOTAL	T	U
2	EA	Z9	RYCO PREMIUM OIL FILTER	6.20	12.40	I	Y
2	EA	A124	AIR FILTER	13.32	26.64	I	Y
1	EA	DBA704SL	DBA LONG LIFE SLOTTED DISC ROT	127.82	127.82	I	Y

MECHANIC TRAINING EMPTY

3 MECHANIC MOTORS PTY LTD			PURCHASE P				
BURSON AUTOMOTIVE PARTS			General	450.00			
101 Northcote Rd			Parts	13.72			
Rowville VIC 3178			GST	46.37			
			Total	510.09			
Supplier Invoice No. 1880118932			Date 30/05/06	Posted Date: 30 May 2006			
			Start Date: 30 May 2006	Supplier: BURSON			
Qty	pkg	PART No.	Description	COST	TOTAL	T	U
1	EA	Z418	RYCO PREMIUM OIL FILTER	7.66	7.66	I	Y
1	EA	11A1005	DAYCO FAN BELT	7.43	7.43	I	Y

STEP 3 – USE THE CREDIT CARD TO PAY THE SUPPLIER

Use “Pay Supplier”, (program 2,4,1) to enter the credit card payment to the supplier.

Select the supplier that is to be paid, enter the payment amount and then press F6.

MECHANIC TRAINING EMPTY

BURSON
BURSON AUTOMOTIU
101 Northcote Rd
Rowville 3178

SUPPLIER LIABILITY (Accounts Payable)

Posting Details

Lin	Typ	Account	D/C	Amount
A	S	BURSON	D ↓	676.95
D	E	DISCOUNT RCD	D ↑	0.00
B	A	CASH AT BANK	C ↓	676.95
J	E	DISCOUNT RCD	D ↑	0.00
J	A	GST PUR ADJ	C ↓	0.00

Balance 0.00
 Balance 676.95

30 May 2006 Remittance No. 1
 Supplier Acct BURSON F4
 Amount 676.95 F6
 Cheque No.
 Payee BURSON AUTOMOTIVE PA
 Comment
 Comment
 Purchase No.

Copyright (c) 1990-2005 Soltec (Aust) Pty Ltd

Move the cursor to the “B” line and into the TYP column. Press F3 to list the options and select the SUPPLIER option.

MECHANIC TRAINING EMPTY

BURSON
BURSON AUTOMOTIU
101 Northcote Rd
Rowville 3178

SUPPLIER LIABILITY (Accounts Payable)

Posting Details

Lin	Typ	Account	D/C	Amount
A	S	BURSON	D ↓	676.95
D	E	DISCOUNT RCD	D ↑	0.00
B	A	CASH AT BANK	C ↓	676.95
J	E	DISCOUNT RCD	D ↑	0.00
J	A	GST PUR ADJ	C ↓	0.00

Balance 0.00
 Balance 676.95

30 May 2006 Remittance No. 1
 Supplier Acct BURSON F4
 Amount 676.95 F6
 Cheque No.
 Payee BURSON AUTOMOTIVE PA
 Comment
 Comment
 Purchase No.

Account Type
 Customer
 Supplier
 Asset
 Liability
 Income
 Expense

Copyright (c) 1990-2005 Soltec (Aust) Pty Ltd

Press [ENTER] to move to the ACCOUNT column and press F3 to list the suppliers. Select the credit card supplier you wish to pay this supplier with, (i.e. VISA CARD) and press enter.

MECHANIC TRAINING EMPTY

BURSON
BURSON AUTOMOTIV
 101 Northcote Rd
 Rowville 3178

SUPPLIER LIABILITY (Accounts Payable)

Posting Details

Lin	Typ	Account	D/C	Amount
A	S	BURSON		
D	E	DISCOUNT RCD		
B	S	VISA CARD		

Balance 0.00
 Balance 676.95

Supplier Acct BURSON
 Amount 6
 Cheque No. BURSON
 Payee BURSON
 Comment
 Comment
 Purchase No.

Copyright (c) 1990-2005 Soltec (Aust) Pty Ltd

The posting details screen will now show that the original suppliers account will be debited and the credit card account will be credited. This will clear the suppliers account and show the balance is owed against the credit card.

MECHANIC TRAINING EMPTY

BURSON
BURSON AUTOMOTIV
 101 Northcote Rd
 Rowville 3178

SUPPLIER LIABILITY (Accounts Payable)

Posting Details

Lin	Typ	Account	D/C	Amount
A	S	BURSON	D ↓	676.95
D	E	DISCOUNT RCD	D ↑	0.00
B	S	VISA CARD	C ↑	676.95
J	E	DISCOUNT RCD	D ↑	0.00
J	A	GST PUR ADJ	C ↓	0.00

Balance 0.00
 Balance 676.95

30 May 2006 Remittance No1-1
 Supplier Acct BURSON F4
 Amount 676.95 F6
 Cheque No.
 Payee BURSON AUTOMOTIVE PA
 Comment ACC BAL - APR 2006
 Comment
 Purchase No.

Copyright (c) 1990-2005 Soltec (Aust) Pty Ltd

Finish entering any details and press F10 to post this supplier payment.

STEP 4 – ENTER YOUR MONTHLY CREDIT CARD RE-PAYMENT

At the time of receiving the monthly credit card account you now need to pay the credit card's balance. This is done in the normal way you would pay a supplier.

Use "Pay Supplier", (program 2,4,1). Select the credit card supplier, enter the payment amount and then press F6.

MECHANIC TRAINING EMPTY

SUPPLIER LIABILITY <Accounts Payable>

VISA CARD
ANZ CARDS - VISA
101 Collins St
Melbourne 3000

Posting Details

Lin	Typ	Account	D/C	Amount
A	S	VISA CARD	D ↓	676.95
D	E	DISCOUNT RCD	D ↑	0.00
B	A	CASH AT BANK	C ↓	676.95
J	E	DISCOUNT RCD	D ↑	0.00
J	A	GST PUR ADJ	C ↓	0.00

Balance 0.00
Balance 676.95

30 May 2006 Remittance No T-2

Supplier Acct VISA CARD F4
Amount 676.95 F6
Cheque No. #001234
Payee ANZ CARDS - VISA CAR
Comment
Purchase No.

Copyright (c) 1990-2005 Soltec (Aust) Pty Ltd

The posting details screen shows that the payment is coming out of CASH AT BANK and into the VISA CARD account.

Finish entering any details and press F10 to post this supplier payment.

Use the 3,2,2 enquiry of the original supplier to show the purchases and the payments.

MECHANIC TRAINING EMPTY

BURSON SUPPLIER LIABILITY <Accounts Payable>

BURSON AUTOMOTIVE PARTS
101 Northcote Rd
Rowville VIC 3178
Tel (03) 8460-9784
Fax (03) 8460-9874

Opening Balance 0.00
Current Balance 0.00

Date	Docket	Ref#	Comment	+CR -DR	Amount
30 May 06	P-1	185304521	2 RYCO PREMIUM OIL FILTER		166.86
30 May 06	P-2	188011893	RYCO PREMIUM OIL FILTER		510.09
30 May 06	T-1		Visa ACC BAL - APR 2006		-676.95

Use the 3,2,2 enquiry of the credit card supplier to show the payments and also to show the credit card balance at any time.

MECHANIC TRAINING EMPTY				
VISA CARD SUPPLIER LIABILITY (Accounts Payable)				
ANZ CARDS - VISA CARD			Opening Balance	0.00
101 Collins St			Current Balance	0.00
Melbourne VIC 3000				
Tel 131415				
Date	Docket	Ref#	Comment	+CR -DR Amount
30 May 06	T-1	BURSON	Visa ACC BAL - APR 2006	676.95
30 May 06	T-2		#001234	-676.95

© Copyright Notice:

This document is copyright to OverNet Computer Services. Reproduction in any way whatsoever without the express written permission of OverNet Computer Services. is strictly prohibited. Any infringement will be pursued to the full extent of the law.



OverNet Computer Services 9 Cerutti Way, Wantirna South, Victoria, Australia, 3152.
Ph. 1300-880-193 Fax.(03) 9801-6114 Website. www.overnet.net.au