OverNet Computer Services

Mechanic helpdesk query

How To Process AMEX Customer Payments – or any credit card.

This process shows how Mechanic can process customer payments by credit cards where fees are deducted from the invoiced amount.

This process will allow the statement from the AMEX credit card to easily be reconciled. NOTE: This document is based on the accrual GST method.

Create a customer code of AMEX. The cash receipt to pay the invoice moves the invoice amount to this AMEX customer.
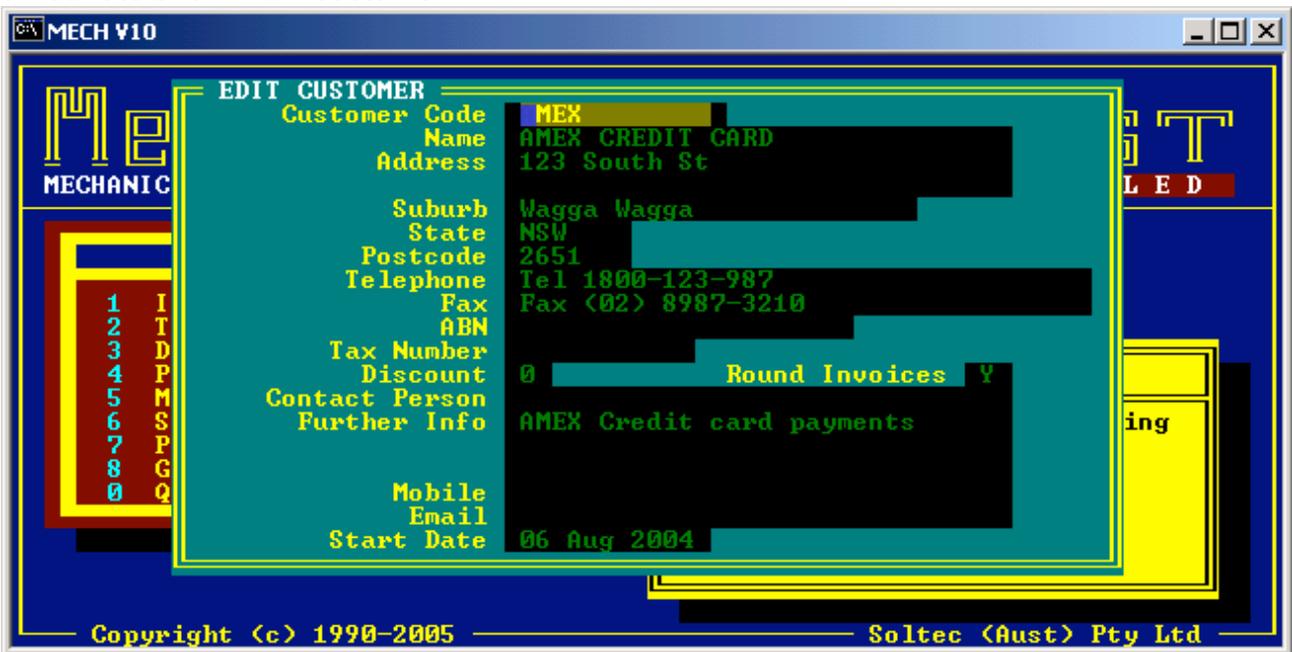
Create an expense ledger for the AMEX commission fees that are incurred.
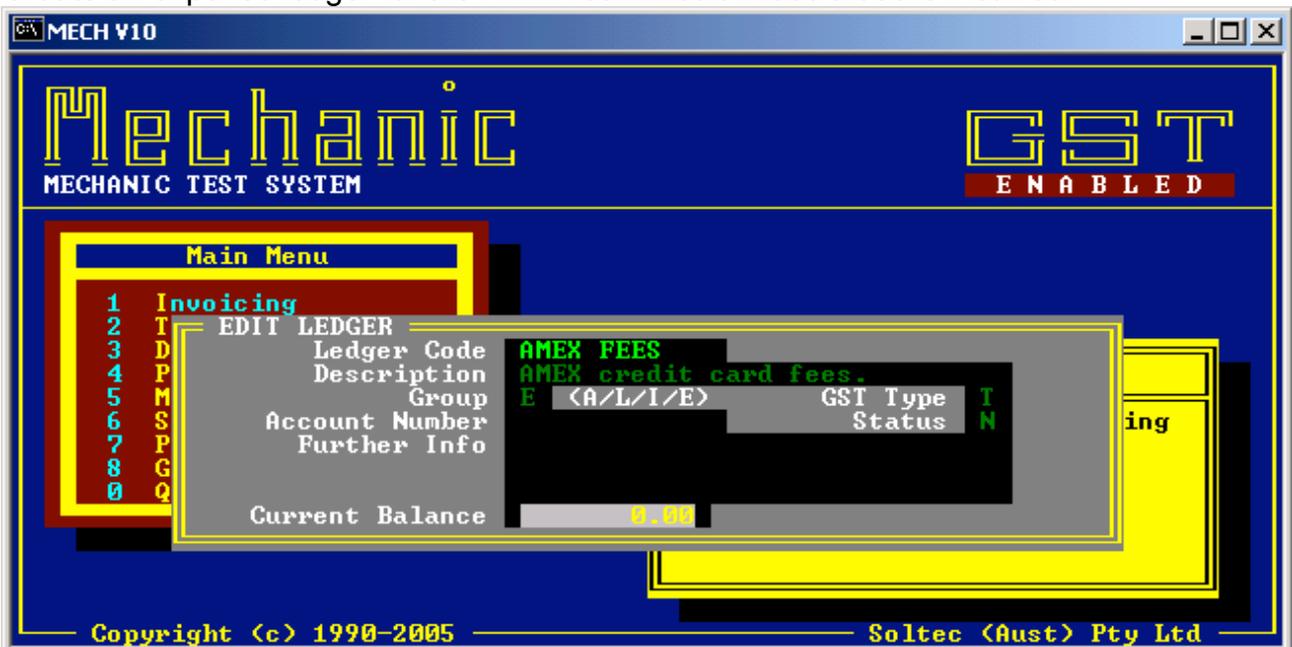
A normal invoice has been posted to the customers account and so the account is shown here as a debit as per normal.
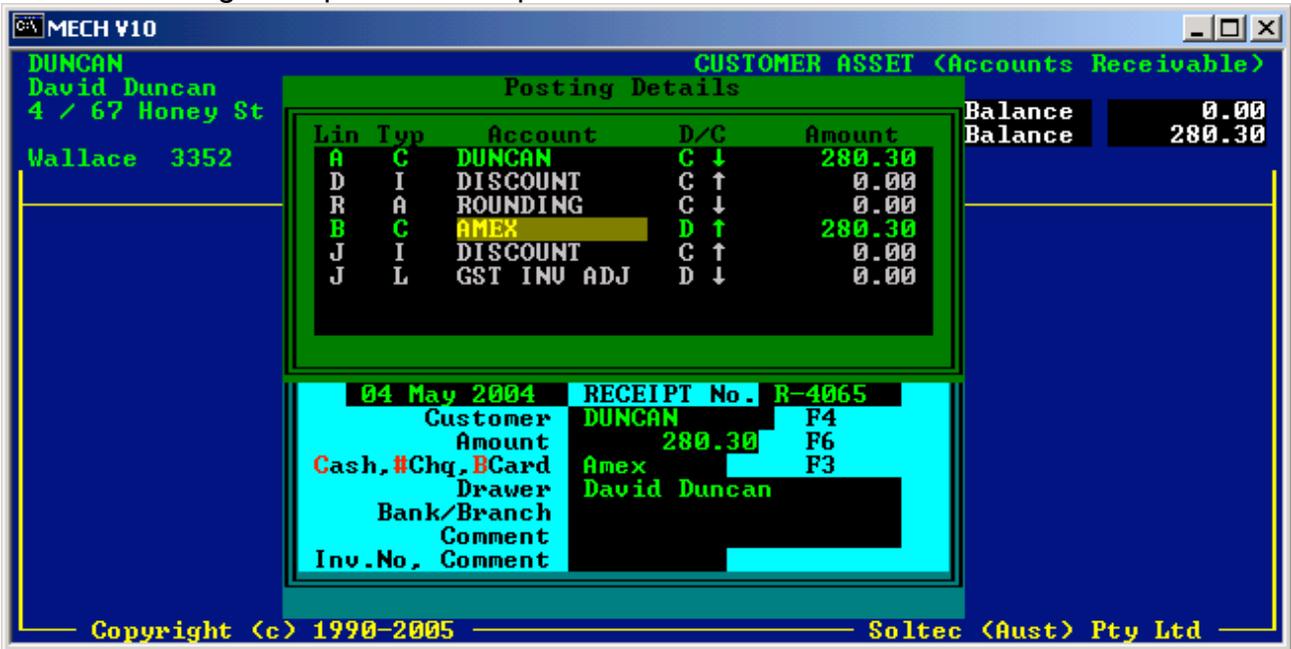

To enter the AMEX card payment…

From the main menu, select option 2, 2, 1. Select the customer code. Enter the payment amount and "A" for AMEX as the tender type. Press F6 to display the following screen.

Use the ↑, ↓, [TAB], [ENTER] keys to move around the green box.

Change the CASH AT BANK line to a type of "C" for customer and change the CASH AT BANK ledger to the AMEX customer code.

Ensure that the F6 posting data appears as follows and then press F10 to save the data and then F10 again to post the receipt.

The real customer's financial data will now show a current balance of $0.00 because the invoice has effectively been paid.

The AMEX customers financials will show that the credit card owes the invoice amount.
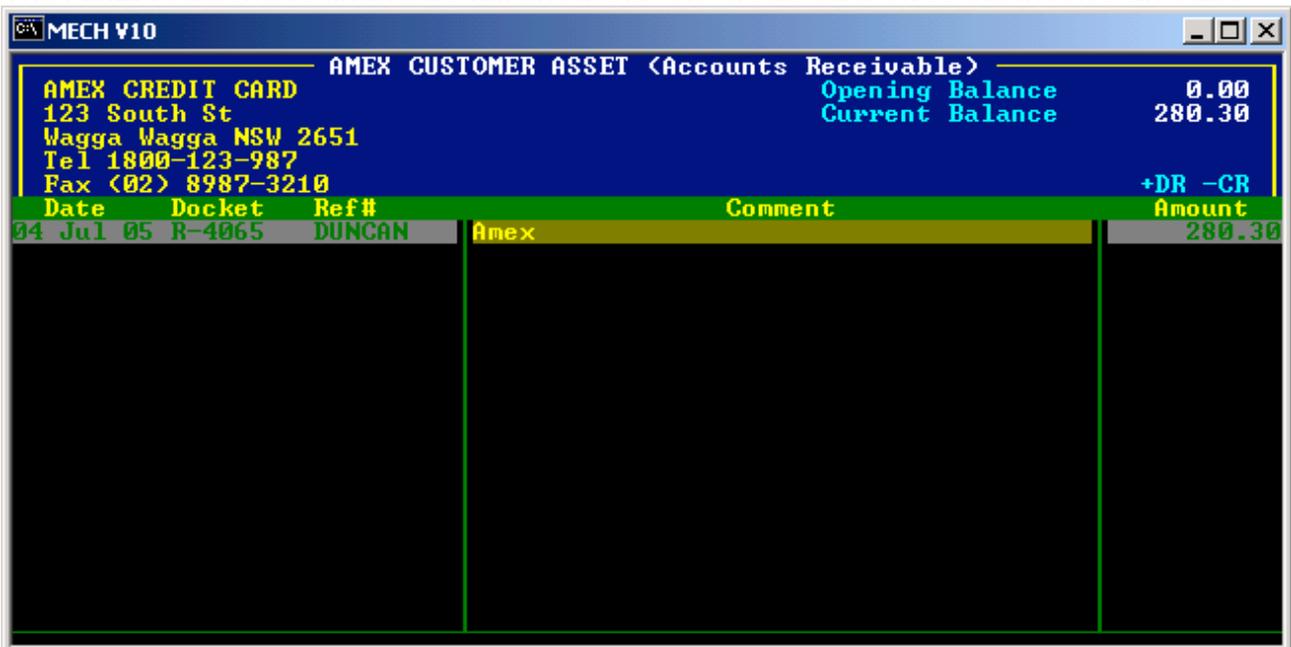
Upon receiving the AMEX statement, (which may contain several transactions), receipt the AMEX customer for the full amount.

To do this…
From the main menu, select option 2,2,1. Select the AMEX customer code. Enter the payment total amount and the cheque number if the AMEX card is being paid by cheque. Press F6 to display the posting details and use Ctrl-D to delete the lines of $0.00 amount.

Create two new lines (Either press ↓ to move down to a blank line or press Ctrl+N to create new line). One line will be for AMEX FEES, the other will be GST PUR CLM, which is the GST component of the commissions.
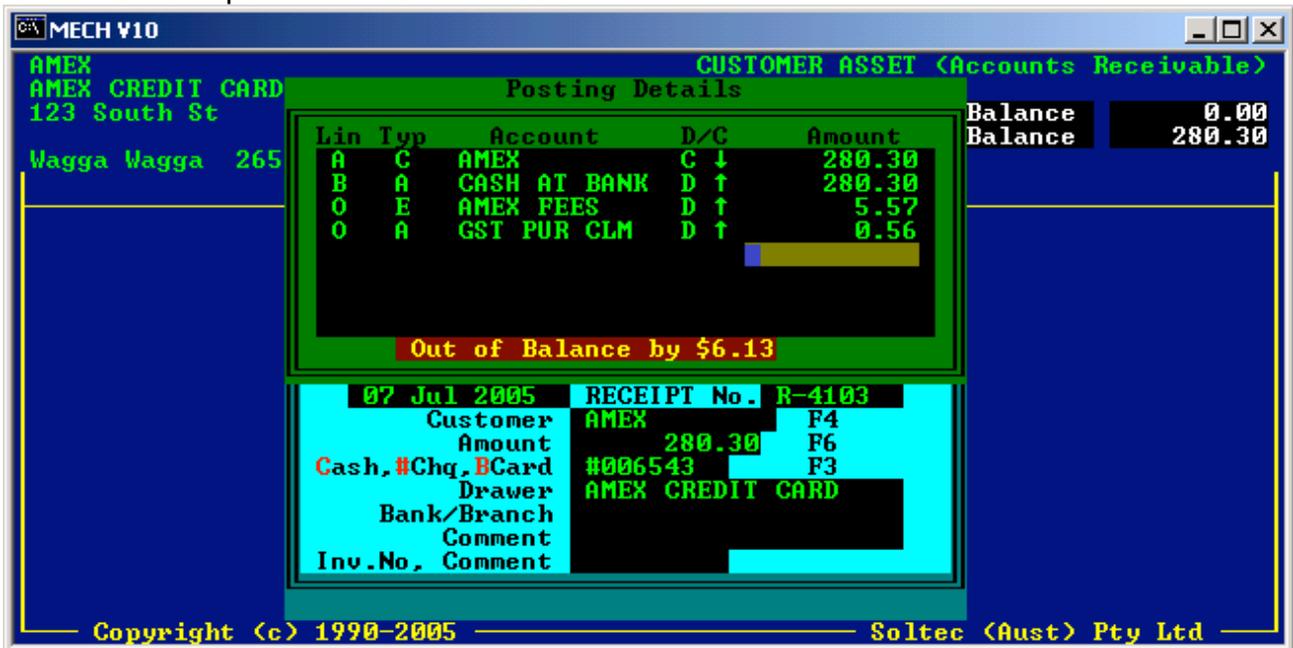
The transaction is out of balance because the CASH AT BANK amount has not yet been adjusted.

To adjust the CASH AT BANK amount add a second CASH AT BANK line with the LIN code of "O" as shown here…

Press F10 to save the receipt posting detail data and then F10 again to post the receipt.

Verify that the AMEX customers balance has been cleared.

```
MECH V10                                                              _ □ X
                    AMEX CUSTOMER ASSET (Accounts Receivable)
 AMEX CREDIT CARD                             Opening Balance        0.00
 123 South St                                 Current Balance        0.00
 Wagga Wagga NSW 2651
 Tel 1800-123-987
 Fax (02) 8987-3210                                                +DR -CR
   Date    Docket    Ref#              Comment                    Amount
 04 Jul 05 R-4065   DUNCAN      Amex                               280.30
 07 Jul 05 R-4103              #006543                            -280.30
```

Verify that the CASH AT BANK account the correct amount. This amount is not the full invoice amount because AMEX deduct their fees and GST from the amount. Verify this by checking the amount on your bank statement.

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MECH V10                                                              _ □ X
                        CASH AT BANK ASSET
                                              Opening Balance        0.00
                                              Current Balance      274.17

                                                                   +DR -CR
   Date    Docket    Ref#              Comment                    Amount
 07 Jul 05 R-4103   AMEX       #006543                            274.17

                Cash or Cheque Receipt for Banking

            07 Jul 2005    RECEIPT No. R-4103
              Customer   AMEX              F4
                Amount        280.30      F6
       Cash,#Chq,BCard   #006543           F3
                Drawer   AMEX CREDIT CARD
           Bank/Branch
               Comment
        Inv.No, Comment

                3
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