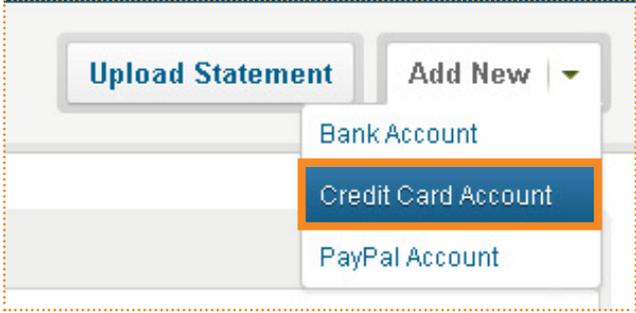


Openbooks - Company credit card

1. On the top of your screen, click on 'Banking'



2. In the top right hand corner, click on "Add new" then "Credit Card Account"



3. Fill in the details for the credit card account and click on "Create new account"

New Credit Card Account

Account Details

Name *

Account Number *
For security, only the last four digits are required

Personal Card
(Check this box if this is a personal credit card)

Opening Balance (at start of 01 Sep 12)

Balance * £
The account balance at the start of the IRIS OpenBooks Start Date. (For accounts opened after this date, enter zero)

Tip:
The starting balance will be £0.00. Just like a bank account, you will upload bank transactions and explain them. Have a look at our uploading bank statements and explaining transactions guides.