



 **AcctTwo**

Faith-Based Finance Collaborative

AcctTwo is focused on delivering the future of finance and accounting to our customers.

Our dedicated team of over 100 people has helped more than 800 organizations optimize finance and accounting through software implementations, accounting outsourcing, and consulting.

AcctTwo has been recognized by Sage Intacct as its Partner of the Year from 2014 – 2019 and by our customers as a leader in overall satisfaction and popularity through their reviews on G2.

Learn more at www.accttwo.com



CLOUD-BASED ACCOUNTING SOFTWARE
Grow your organization with the Cloud ERP that's #1 in customer satisfaction.



MANAGED ACCOUNTING SERVICES
By outsourcing your accounting, you gain the freedom to focus on your mission.



SOFTWARE DEVELOPMENT
Go the last mile of your financial journey with Sage Intacct+ to create a customized application to fit your organization.

CPE CREDIT FOR THIS COURSE

There are three things needed in order for you to receive CPE credit for the course you are attending:

1. Sign the sign-in sheet for each course.
2. At the end of each course, you will receive a reminder to complete your course survey, and it will have a link to all surveys. Please only fill out the one for the course you just attended. You can also do this after the event if you don't have time in between sessions. And PLEASE don't forget to include your name, so we will know who to give credit to.
3. There will also be printable certificates available for you to download at the end of the conference. Please be sure to attend our last session to find out more!

Without these items we are not properly able to credit you for this course.

SESSION OBJECTIVES

At the end of this session you will be able to:

- Describe three ways to bring Charge Card Transactions into Sage-Intacct
- Explain how to enter credit card transactions, reconcile, and pay credit card bills in Sage-Intacct
- Compare the pros and cons of each credit card entry method



NICOLE MILLER

**Controller, NFP
AcctTwo**

Nicole Miller is a Certified Public Accountant with a BBA in Accounting from Texas A&M University. She has over 20 years of accounting experience working in both for profit and non-profit organizations. Her not-for-profit experience includes church organizations, mission sending organizations, and Christian camps. Nicole currently serves as a Controller for AcctTwo Shared Services.



HOLLY HAMILTON

Accounting Specialist
AcctTwo

Holly Hamilton received her degree from the University of North Texas, and currently works with AcctTwo as an Accounting Specialist in our Dallas office. Her background is in accounting, payroll, and finance support, most especially in the church and non-profit sectors. She also has experience implementing and configuring Sage-Intacct.

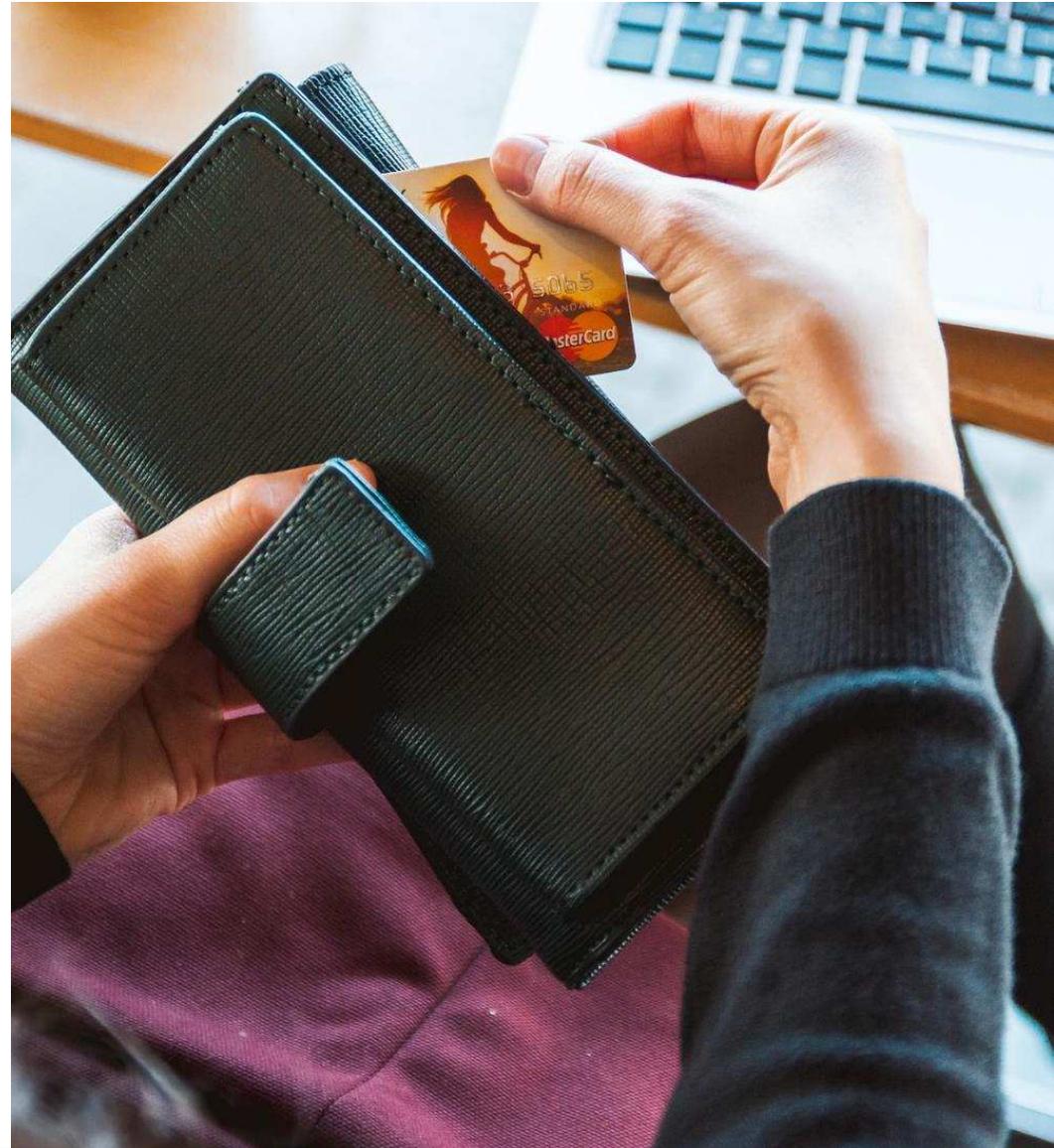


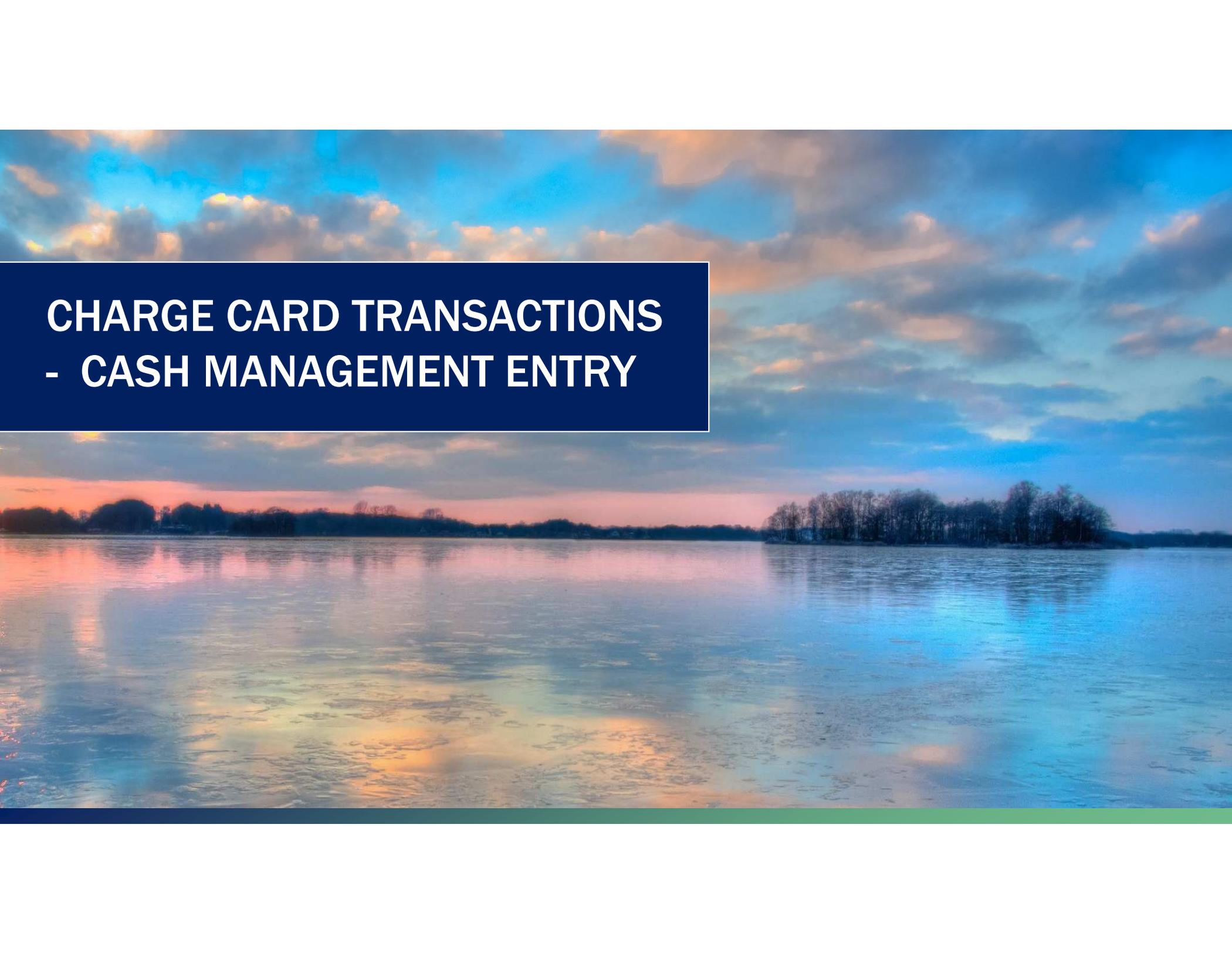
CREDIT CARD MANAGEMENT

CREDIT CARD ENTRY METHODS

There are 3 primary methods used to record charge card transactions in Sage Intacct:

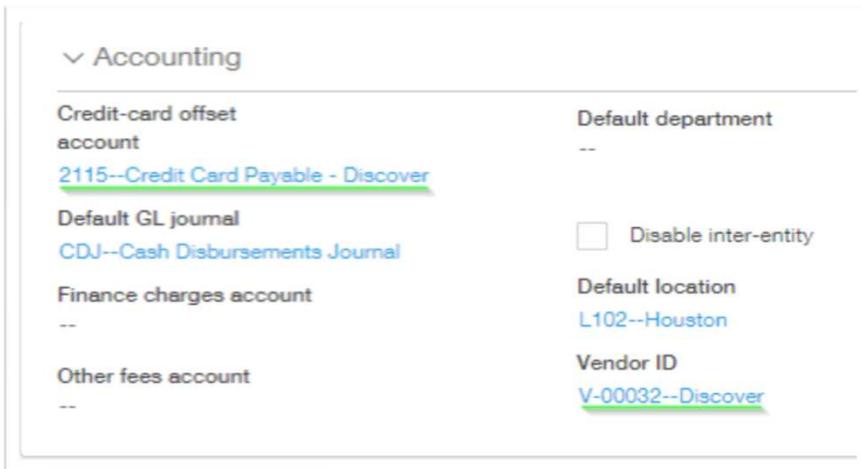
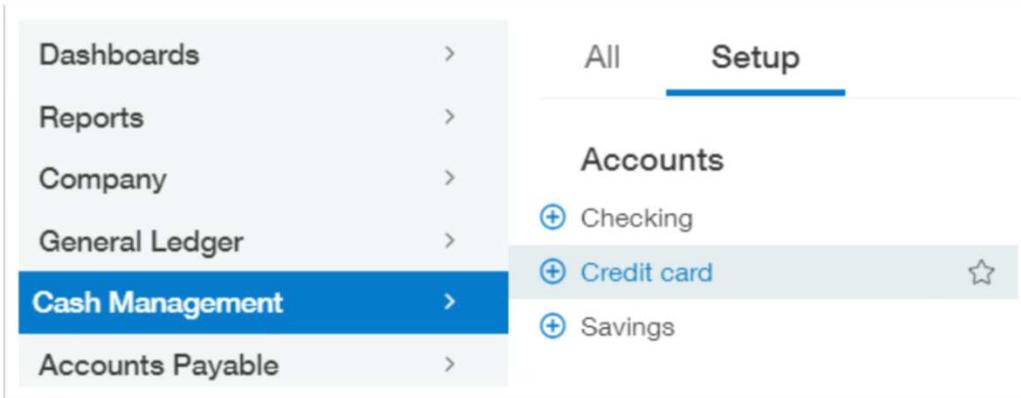
- Cash Management - Charge Card Transactions
- Accounts Payable – Bill
- General Ledger – Journal Entry



A scenic landscape of a frozen lake at sunset or sunrise. The sky is filled with dramatic, colorful clouds in shades of blue, orange, and pink. The water is frozen and reflects the colors of the sky. In the distance, there is a line of trees and a small island with more trees. A dark blue text box is overlaid on the left side of the image.

CHARGE CARD TRANSACTIONS - CASH MANAGEMENT ENTRY

CHARGE CARD SET UP

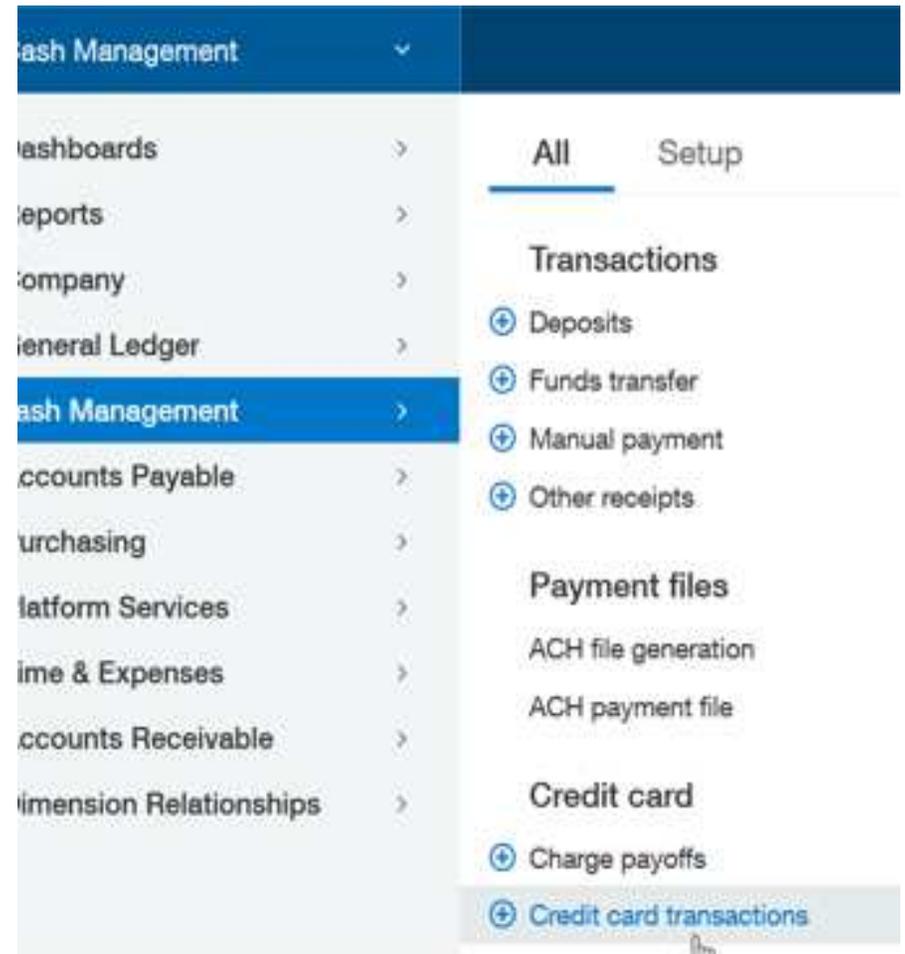


- When setting up your charge card in Intacct you will indicate the credit card payable offset account and the vendor to be associated with the charge card transactions
- Multiple charge cards that are part of one account and one statement only require one charge card account
- Each charge card account must have a unique credit card offset account

CASH MANAGEMENT - CHARGE CARD TRANSACTION ENTRY

There are three main options for entering charge card transactions into Cash Management:

- Manually – individual transactions
- Import – multiple transactions entered at the same time
- Integration with an Expense Management System
 - Daily, weekly, monthly integrations
 - Post actual transaction dates
 - Receipts and approvals attached
 - Ex: Nexonia, Concur, Expensify



CHARGE CARD TRANSACTION ENTRY

Charge Card Transaction Information

Save
Duplicate
Cancel
More actions ▾

Charge card *

Date *

Reference number

Payee

Description

Attachments ?

Entries [Show defaults](#)

	Account *	Amount *	Department	Location	Project	Class
☰ 1	6060--Program Expense	100.00	10011--Building Youth	L101--Dallas	UNR--Unrestricted	
☰ 2	6050--Conferences	200.00	10011--Building Youth	L101--Dallas	UNR--Unrestricted	
☰ 3						
Total		300.00				

CHARGE CARD TRANSACTION ENTRY

GL Impact

- Debit – Expense
- Credit – Credit Card Liability Account

Posted Dt.	Doc Dt.	Doc	Debit	Credit
2000 - Accounts Payable (Balance Forward As of				
Totals for 2000 - Accounts Payable			0.00	0.00
2008 - Visa OH Credit Card Liability (Balance Forward				
10/09/2018	10/09/2018			596.45
Totals for 2008 - Visa OH Credit Card Liability			0.00	596.45
6380 - Travel & Entertainment (Balance Forward As of				
10/09/2018	10/09/2018		596.45	
Totals for 6380 - Travel & Entertainment			596.45	0.00

CHARGE CARD TRANSACTION ENTRY

- Charge Card Transaction Impact on Vendor Aging report and AP Ledger (prior to charge payoff)
- Accounts Payable Balance + Credit Card Liability Account Balance = Accounts Payable Subledger Balance

Vendor Aging Report [Customize](#)

Based on: Bill date *As of date: 10/09/2018*

Vendor ID	Vendor name	Bill	GL posting date	Bill date	Due date	Txn Currency	Txn amount	Days aged	
									-0
V00000018	VISA for OH Usage		12/15/2017	12/15/2017	12/15/2017	USD	1,133.43	298	0.00
			08/17/2018	08/17/2018	08/17/2018	USD	1,500.00	53	0.00
			10/09/2018	10/09/2018	10/09/2018	USD	596.45	0	596.45
Total for V00000018									596.45

AP Ledger [Email](#) [At](#)

Based on: GL posting date *As of date: 10/09/2018*

Vendor	Date	Charges (USD)
V00000018 - VISA for OH Usage	10/01/2018	
	10/09/2018	596.45
Total For VISA for OH Usage		596.45

CHARGE CARD RECONCILIATION

The screenshot displays a software interface with a left-hand navigation menu and a main content area. The navigation menu includes: Dashboards, Reports, Company, General Ledger, **Cash Management** (highlighted), Accounts Payable, Purchasing, Platform Services, Time & Expenses, and Accounts Receivable. The main content area has two tabs: 'All' (selected) and 'Setup'. Under the 'All' tab, there are three sections: 'Transactions' (with sub-items: Deposits, Funds transfer, Manual payment, Other receipts), 'Payment files' (with sub-items: ACH file generation, ACH payment file), and 'Charges and fees' (with sub-items: Bank interest and charges, Credit card charges & fees). Below these is a 'Reconciliation' section with sub-items: Bank, Bank - New!, **Credit card** (highlighted with a star icon), and View reconciliation histories.

CHARGE CARD RECONCILIATION

- Options to bring in additional information into the reconciliation screen and re-order the columns
- Similar to bank reconciliation process, however there is no option for auto-match

Credit Card Reconciliation New look coming soon

Credit card Amex- [REDACTED]

***Statement ending date** 08/02/2019 18

Last reconciled date 07/02/2019

Sort by Document Date

Group by --Select All--

Document Date
Payee
Amount
Status

* required

***Ending credit card balance** 0.00

Statement beginning balance 72,383.25

Book transaction columns

Attachments

Document Date
Amount
Posted Date
Payee
--Select All--
--Select All--
Document Date
Payee
Description

CHARGE CARD RECONCILIATION

- Charge Card Transactions flow through as charges
- Charge Payoffs flow through as payments
- The more information you can bring in on the Payee and Description field, the easier it will be to reconcile
- Select all charges, verify the amount to reconcile is zero. Click reconcile.
- Credit Card Reconciliations are not required, but are recommended

Reconcile Credit Card New look coming soon Save Reconcile Cancel

Reconcile

Account To Reconcile: **Discover**

Ending Credit Card Balance: **7,200.00**

Ending Book Balance: **6,450.00**

Difference: **750.00**

Uncleared Balance:

Amount to Reconcile: (should be zero)

Add Charges & Other Fees

Reconciliation Summary

Items Cleared: Charges: | Payments:

Charges

Book Transactions

Clear	Document Date	Base Amount	Posting Date	Payee	Description
<input type="checkbox"/>	02/01/2018	100.00	02/01/2018		
<input checked="" type="checkbox"/>	02/01/2018	200.00	02/01/2018		
<input checked="" type="checkbox"/>	02/03/2018	300.00	02/03/2018		
<input checked="" type="checkbox"/>	02/04/2018	400.00	02/04/2018		
<input checked="" type="checkbox"/>	02/04/2018	500.00	02/04/2018		
<input checked="" type="checkbox"/>	02/06/2018	500.00	02/06/2018		
<input checked="" type="checkbox"/>	02/07/2018	200.00	02/07/2018		
<input checked="" type="checkbox"/>	02/07/2018	500.00	02/07/2018		
<input checked="" type="checkbox"/>	02/08/2018	500.00	02/08/2018		
<input checked="" type="checkbox"/>	02/09/2018	500.00	02/09/2018		
<input checked="" type="checkbox"/>	02/10/2018	500.00	02/10/2018		
<input checked="" type="checkbox"/>	02/11/2018	68.00	02/11/2018		
<input checked="" type="checkbox"/>	02/12/2018	600.00	02/12/2018		
<input checked="" type="checkbox"/>	02/14/2018	100.00	02/14/2018		
<input checked="" type="checkbox"/>	02/15/2018	600.00	02/15/2018		
<input checked="" type="checkbox"/>	02/15/2018	82.00	02/15/2018		
<input checked="" type="checkbox"/>	02/16/2018	100.00	02/16/2018		
<input checked="" type="checkbox"/>	02/17/2018	100.00	02/17/2018		

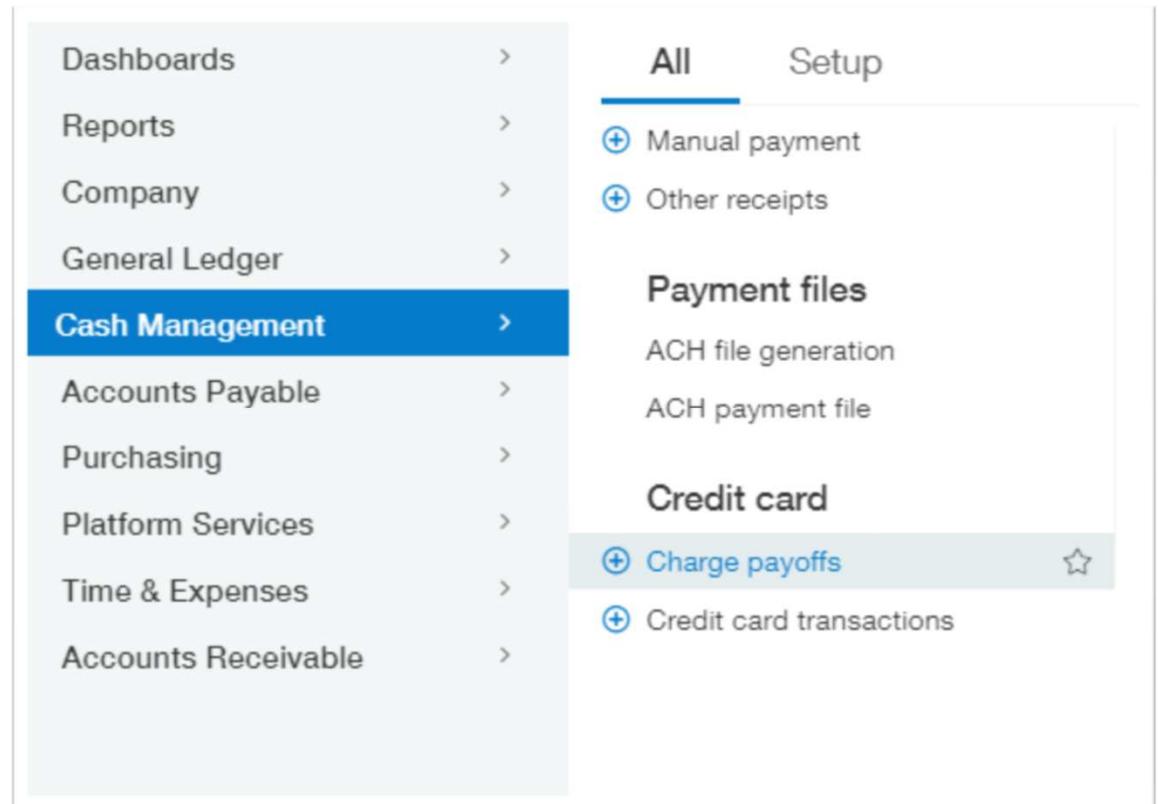
Payments

Book Transactions

Clear	Document Date	Base Amount	Posting Date	Payee	Description
-------	---------------	-------------	--------------	-------	-------------

CREDIT CARD PAYMENT

- Create a Charge Payoff by checking all of the boxes for all the charges you would like to payoff
- Funds Transfers are no longer supported in charge payoffs
- An Accounts Payable bill will be automatically created from the Charge Payoff



CREDIT CARD PAYMENT

Charge Payoff GL Impact

- Debit – Charge Card Payable Account
- Credit – Accounts Payable

Posted Dt.	Doc Dt.	Doc	Debit	Credit
2000 - Accounts Payable (Balance Forward As of 10/01/2018)				
10/09/2018	10/09/2018	Charge Payoffs - 2706	596.45	
10/09/2018	10/09/2018	Charge Payoffs - 2706		1,500.00
Totals for 2000 - Accounts Payable			0.00	2,096.45
2008 - Visa OH Credit Card Liability (Balance Forward As of 10/01/2018)				
10/09/2018	10/09/2018			596.45
10/09/2018	10/09/2018	Charge Payoffs - 2706	596.45	
10/09/2018	10/09/2018	Charge Payoffs - 2706	1,500.00	
Totals for 2008 - Visa OH Credit Card Liability			2,096.45	596.45

CHARGE PAYOFF

- Date – Payment Date
- Attach – Credit Card Statement
- Pay Full – Select all transactions, then unselect expenses that are out of the statement period
- Amount to pay – should equal the total credit card charges on the statement
- Once Charge Payoff is complete – Reclass is unavailable. You would need to do a Journal Entry

Charge Payoffs Information

CreditCard_All
Continue

Payoff details

Date * 07/25/2019
Attachments

	Pay full (10)	Date	Vendor ID	Vendor Name	Payee	Transaction type	Description	Total entered	Total due	Amount to pay
1	<input checked="" type="checkbox"/>	06/13/2019	--	--	--	Charge Card Transaction	Stop & Shop	45.65	45.65	45.65
2	<input checked="" type="checkbox"/>	06/06/2019	--	--	--	Charge Card Transaction	Walgreens	439.60	439.60	439.60
3	<input checked="" type="checkbox"/>	05/22/2019	--	--	--	Charge Card Transaction	Amity Meat Center	23.13	23.13	23.13
4	<input checked="" type="checkbox"/>	03/01/2019	--	--	--	Charge Card Transaction	Katzs Deli	29.71	29.71	29.71
5	<input checked="" type="checkbox"/>	06/07/2019	--	--	Best Printing USA LLC	Charge Card Transaction	BoFA CC - Madison/ Returned damaged books	-275.00	-275.00	-275.00
6	<input checked="" type="checkbox"/>	05/22/2019	--	--	Customink LLC	Charge Card Transaction	credit card reimbursed in error to Tim Stark - TBR	75.20	75.20	75.20
7	<input checked="" type="checkbox"/>	05/30/2019	--	--	Fussy Coffee	Charge Card Transaction	BoFA CC Madison/Fussy Coffee	10.26	10.26	10.26
8	<input checked="" type="checkbox"/>	06/14/2019	--	--	GotPrint	Charge Card Transaction	BoFA CC Madison/GotPrint	48.86	48.86	48.86
9	<input checked="" type="checkbox"/>	06/13/2019	--	--	GotPrint	Charge Card Transaction	BoFA CC Madison/GotPrint	54.77	54.77	54.77
10	<input checked="" type="checkbox"/>	05/30/2019	--	--	Tyco	Charge Card Transaction	credit card reimbursed to Tim Stark in error/ TBR	445.00	445.00	445.00
Total								897.18	897.18	897.1

COMPLETE CHARGE PAYOFF PAYMENT

- Accounts Payable > Pay Bills
- Pay with record transfer, or check
- DO NOT use charge card as the payment method. This would send the bill back to cash management as a charge card transaction.
- Payment date should match the charge payoff
- Apply Credits if the payment was entered as an advance

Pay Bills

Filter by:

To see just the bills you want, create and apply a filter. [Tips and tricks on filtering](#)

Due date range: Vendor range:

Payment method: Payment request method: Bank: Set payment date to:

Send payment notifications from:

	Vendor name	Bill #	Due date	Amount due	Payment date	Credits available	Credits to apply	Discounts	Amount to pay	
1	American Express	Charge Payoffs - 44618	12/30/2017	0.04	07/26/2019	0.00	0.00	0.00	0.00	Line details

Bank balance USD 0.
Selected bills total USD 0.
Adjusted bank balance USD 0.
of bills selected Bills selected

CHARGE CARD RECONCILIATION TIPS

- In Sage Intacct, if you are bringing in Employee ID into Charge Card Transactions you can create a custom report in Intacct to view total credit card charges for the employee
- This could be used to identify discrepancies in the credit card reconciliation

Card Holder Expense

Customize | Graph | View | Print | Process & store

▼ Subtotal name	Account	Ministry ID	Ministry name	Location ID	Location name	Employee ID	Contact name	Base amount
Sum for E-00001				L300		E-00001	Michael Stone (Employee ID)	374.89
Sum for E-00003						E-00003	Benjamin	6,009.42
Sum for E-00006				L300		E-00006	Gregory (Employee ID)	229.55
Sum for E-00007						E-00007	Anthony	4,031.32
Sum for E-00010						E-00010	Matthew (Employee ID)	886.33
Sum for E-00012						E-00012	John (Employee ID)	1,560.81
Sum for E-00013						E-00013	Joe (Employee ID)	228.54
Sum for E-00014	11000	2205	St. Joseph	L300		E-00014	Benjamin (Employee ID)	9.99
Sum for E-00015	50795	4005	St. Joseph	L100	St. Joseph	E-00015	Benjamin (Employee ID)	43.18
Sum for E-00019				L300		E-00019	Matthew (Employee ID)	7,735.10
Sum for E-00024						E-00024	Benjamin (Employee ID)	7,896.14
Sum for E-00025				L300		E-00025	Benjamin (Employee ID)	155.12
Sum for E-00026				L300		E-00026	John (Employee ID)	794.36
Sum for E-00027						E-00027	Benjamin	1,323.91
Sum for E-00028				L300		E-00028	John (Employee ID)	548.77
Sum for E-00029						E-00029	Benjamin (Employee ID)	3,697.81
Sum for E-00030				L300		E-00030	Joe (Employee ID)	221.89
Sum for No Employee ID								18,456.96
Sum Total								54,203.89

Platform Services > Custom Report > Step One: Choose Charge Card Transaction Entry for Primary Source. Step Two: Choose Columns

Platform Services

Charge Card Transaction Entry

Account	<input checked="" type="checkbox"/>	Exchange rate	<input type="checkbox"/>	Memo	<input type="checkbox"/>	Transaction amount	<input type="checkbox"/>
Account label	<input type="checkbox"/>	Exchange rate date	<input type="checkbox"/>	Ministry ID	<input checked="" type="checkbox"/>	Transaction currency	<input type="checkbox"/>
Account title	<input type="checkbox"/>	Exchange rate type	<input type="checkbox"/>	Ministry name	<input checked="" type="checkbox"/>	Vendor ID	<input type="checkbox"/>
Base amount	<input checked="" type="checkbox"/>	Fund ID	<input type="checkbox"/>	Receipt URL	<input type="checkbox"/>	When create	<input type="checkbox"/>
Base currency	<input type="checkbox"/>	Item ID	<input type="checkbox"/>	Record URL	<input type="checkbox"/>	When modify	<input type="checkbox"/>
Customer ID	<input type="checkbox"/>	Location ID	<input checked="" type="checkbox"/>	Total paid	<input type="checkbox"/>		
Employee ID	<input type="checkbox"/>	Location name	<input checked="" type="checkbox"/>	Total transaction paid	<input type="checkbox"/>		

Employee ID

Created At Entity Information

Company name	<input type="checkbox"/>	Last name	<input type="checkbox"/>	Primary email address	<input type="checkbox"/>	Tax ID	<input type="checkbox"/>
Contact name	<input checked="" type="checkbox"/>	Middle name	<input type="checkbox"/>	Primary phone	<input type="checkbox"/>	Tax group record number	<input type="checkbox"/>
Contact tax number	<input type="checkbox"/>	Mobile	<input type="checkbox"/>	Print as	<input type="checkbox"/>	Available	<input type="checkbox"/>

Custom Report Wizard - Card Holder Expense

Step 1: Select a primary data source

Charge Card Transaction Entry

Select a record or transaction as the starting point for your report.

Record Transaction

Step 8: Enable Grouping, Step 9: Group Data, Step 13: Add date prompt

Custom Report Wizard - Card Holder Expense

Step 8: Optionally group data

Choose the level of detail you want to see in the final format of your custom report

No grouping
Displays data in a flat list, without groupings.

Grouping
Groups data and displays totals for groups.

Group by customer

Totals for Each grouping

Custom Report Wizard - Card Holder Expense

Step 9: Group data by a column (max. 3 groupings)

Charge Card Transaction Entry

Columns

Employee ID

--None--

--None--

Add Column Delete Last Column

AP Account Label

Custom Report Wizard - Card Holder Expense

Step 13: Include additional prompts when the report is run

Charge Card Transaction Entry

Account	Exchange rate	Memo
Account label	Exchange rate date	Ministry ID
Account title	Exchange rate type	Ministry name
Base amount	Fund ID	Receipt URL
Base currency	Item ID	Total paid
Customer ID	Location ID	Total transaction paid
Employee ID	Location name	

AP Account Label

Charge Card Transaction

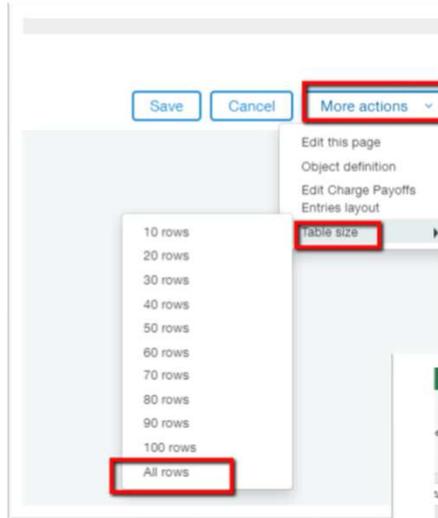
Base currency	Date	Reference number
Charge card	Date fully paid	State
Cleared	Description	Total base amount
Created at - Entity ID	Expensify Report ID	Total paid
Created at - Entity key	Payee	Total transaction amount
Created at - Entity name		Total transaction paid

Created At Entity Information

- Ministry
- GL Account
- Location

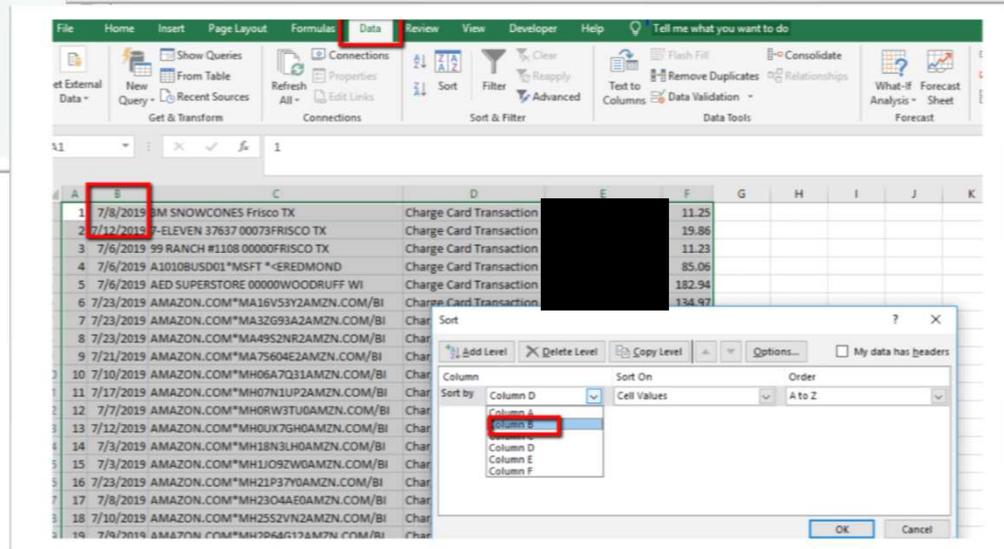
CHARGE PAYOFF TIPS

- To have all of the charges on one page – In your charge payoff screen be sure to show all rows
- There is currently no option to draft a charge payoff. Be sure that you can do the entire charge payoff in one sitting without the system logging you out
- To identify charges out of the statement period, copy and paste transactions into excel. Sort by date. Note the line number column and unclick in charge payoff



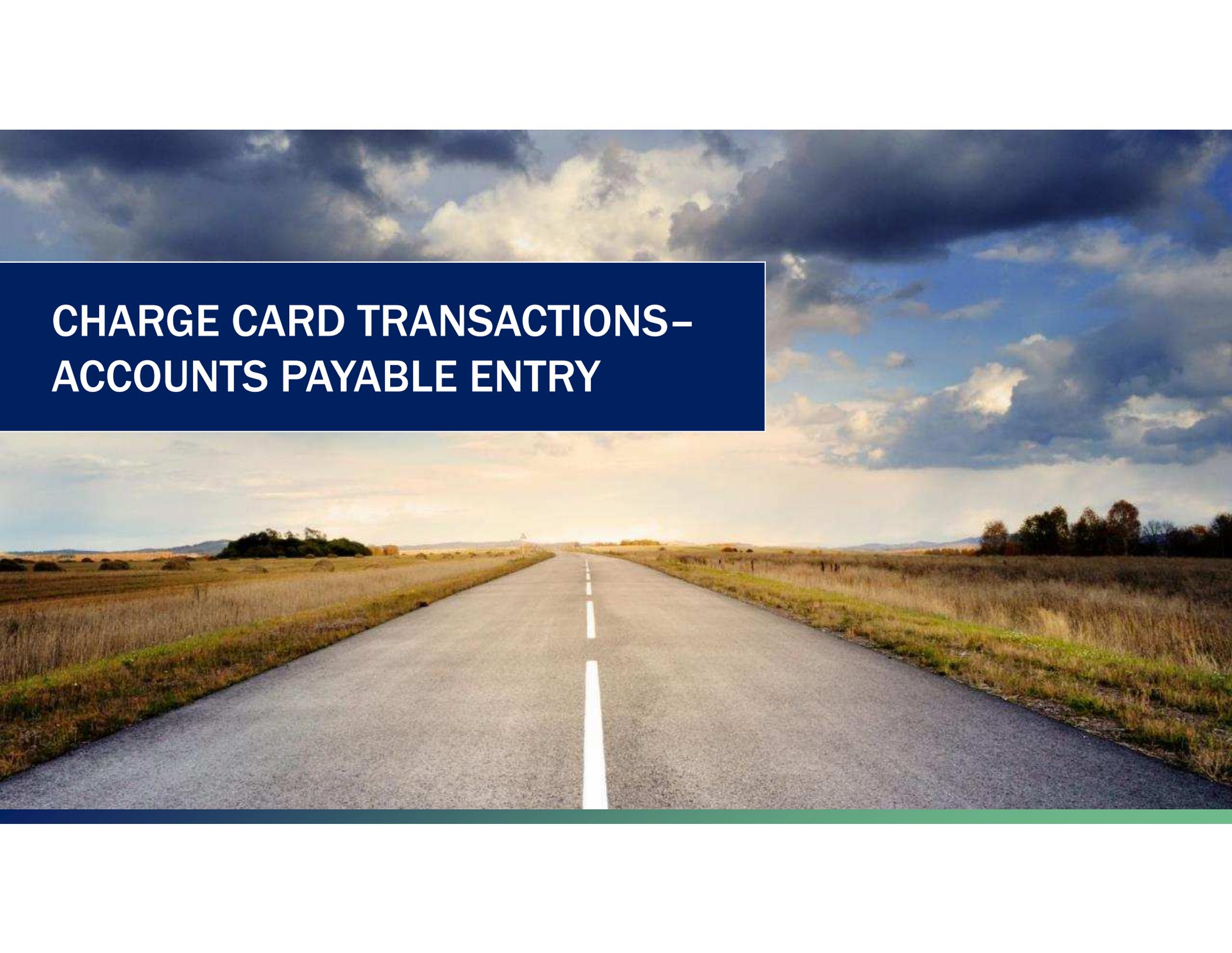
Charge Payoffs Information

Pay full	Date	Vendor ID	Vendor Name	Payee	Transaction type	Description	Total entered	Total due	Amount to pay
<input type="checkbox"/>	07/05/2019	--	--	SM SNOWCONES Frisco TX	Charge Card Transaction		11.25	11.25	Amount to pay
<input type="checkbox"/>	07/12/2019	--	--	7-ELEVEN 37637 00073FRISCO TX	Charge Card Transaction		19.86	19.86	Amount to pay
<input type="checkbox"/>	07/06/2019	--	--	99 RANCH #1108 00000FRISCO TX	Charge Card Transaction		11.25	11.25	Amount to pay
<input type="checkbox"/>	07/06/2019	--	--	A10108USD01*MSFT *CREDMOND	Charge Card Transaction		85.06	85.06	Amount to pay
<input type="checkbox"/>	07/06/2019	--	--	AED SUPERSTORE 00000WOODRUFF WI	Charge Card Transaction		182.94	182.94	Amount to pay
<input type="checkbox"/>	07/23/2019	--	--	AMAZON.COM*MA16V53Y2AMZN.COM/BI	Charge Card Transaction		134.97	134.97	Amount to pay
<input type="checkbox"/>	07/23/2019	--	--	AMAZON.COM*MA3ZG93A2AMZN.COM/BI	Charge Card Transaction		167.76	167.76	Amount to pay
<input type="checkbox"/>	07/23/2019	--	--	AMAZON.COM*MA49S2NR2AMZN.COM/BI	Charge Card Transaction		26.14	26.14	Amount to pay
<input type="checkbox"/>	07/21/2019	--	--	AMAZON.COM*MA75604E2AMZN.COM/BI	Charge Card Transaction		15.51	15.51	Amount to pay
<input type="checkbox"/>	07/10/2019	--	--	AMAZON.COM*MH06A7Q31AMZN.COM/BI	Charge Card Transaction		103.84	103.84	Amount to pay
<input type="checkbox"/>	07/17/2019	--	--	AMAZON.COM*MH07N1UP2AMZN.COM/BI	Charge Card Transaction		17.06	17.06	Amount to pay
<input type="checkbox"/>	07/07/2019	--	--	AMAZON.COM*MH0RW3TU0AMZN.COM/BI	Charge Card Transaction		18.99	18.99	Amount to pay
<input type="checkbox"/>	07/13/2019	--	--	AMAZON.COM*MH0UX7GH0AMZN.COM/BI	Charge Card Transaction		105.00	105.00	Amount to pay
<input type="checkbox"/>	07/03/2019	--	--	AMAZON.COM*MH18N3LH0AMZN.COM/BI	Charge Card Transaction		25.98	25.98	Amount to pay
<input type="checkbox"/>	07/03/2019	--	--	AMAZON.COM*MH109ZWD0AMZN.COM/BI	Charge Card Transaction		26.69	26.69	Amount to pay
<input type="checkbox"/>	07/23/2019	--	--	AMAZON.COM*MH21P37Y0AMZN.COM/BI	Charge Card Transaction		7.99	7.99	Amount to pay
<input type="checkbox"/>	07/06/2019	--	--	AMAZON.COM*MH23O4E0AMZN.COM/BI	Charge Card Transaction		18.99	18.99	Amount to pay
<input type="checkbox"/>	07/10/2019	--	--	AMAZON.COM*MH25S2VN2AMZN.COM/BI	Charge Card Transaction		16.25	16.25	Amount to pay



USING CASH MANAGEMENT FOR CHARGE CARD ENTRY

- Great if you want charge card transactions brought in daily
- Great for tracking credit card liability account balances through a subledger. You can also continuously update your credit card reconciliation as needed.
- If you want to track Payees (like Amazon, Walmart, etc) – you will need to populate the payee field. Payee will not impact the AP subledger. Only the vendor on the credit card account (Visa, Mastercard, etc).
- The Vendor field could be populated in the entry line of each transaction. You can then run a GL report filtered by the CC liability account and include a vendor column
- If you want to track each card on the statement you can use the employee dimension. We do not recommend setting up a separate credit card liability account (and vendor) for all of the cards on one statement



CHARGE CARD TRANSACTIONS- ACCOUNTS PAYABLE ENTRY

ACCOUNTS PAYABLE BILL CREDIT CARD ENTRY

There are two key options if you choose to input credit card transactions into AP:

- Option 1: Input via AP and Payoff in AP
 - Create AP Bills and payoff within the AP module with a payment method such as record transfer or check. This workflow can also start in purchasing to include an approval process.
- Option 2: Input via AP, send to cash management, create charge payoff to bring back to AP
 - Create AP Bills, select the charge card as the bill payment method. After bills are selected for payment, charge card transactions are automatically created. These transactions can then be reconciled and paid off. This workflow can also start in purchasing to include an approval process

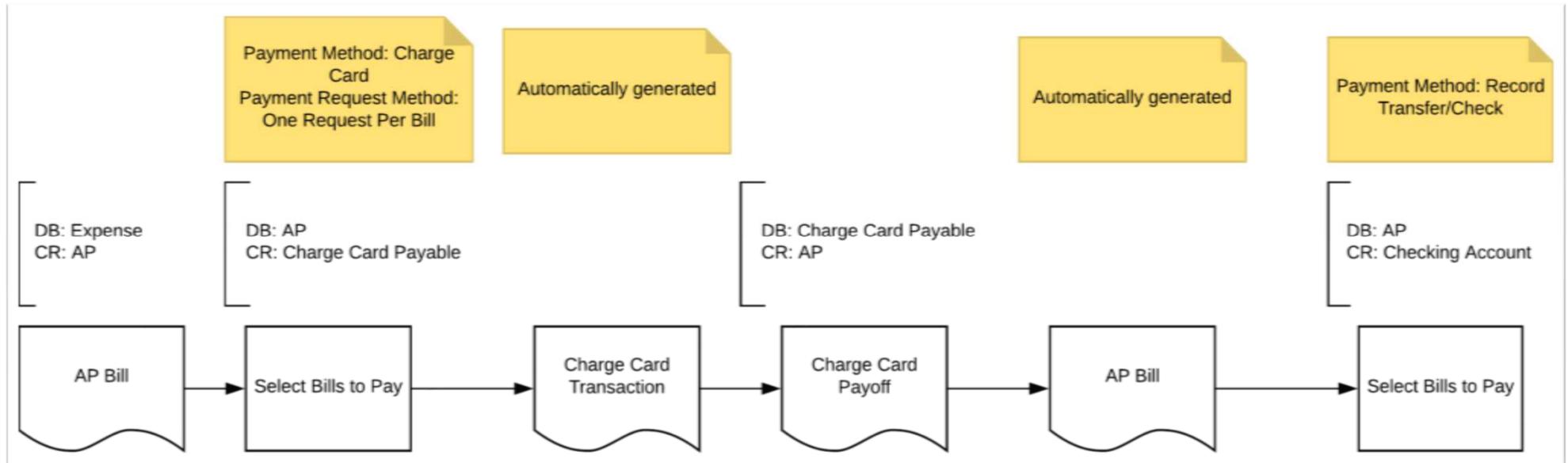
OPTION 1: AP ENTRY AND PAYMENT

- **Input methods**
 - Individual bill per person
 - Individual bill per transaction
 - Individual bill per overall credit card
- **Payment**
 - Record Transfer or Check
- **Pros**
 - Streamlined process for entry and payment
 - Easy to void, edit, and reclassify transactions
- **Cons**
 - No CC reconciliation process
 - Could be difficult differentiate between CC and non-CC transactions

OPTION 2 AP-TO-CM: WORKFLOW

- **Each Charge Card Transaction is entered as a bill**
 - Can also enter the transaction in purchasing if you need to include an approval process on entry
- **Pros**
 - Can include an approvals set up in AP module
 - If this process starts in purchasing, can also include an approval on entry
- **Cons**
 - This process requires more steps, especially if you start in purchasing
 - Select bills to pay process is more complex, requires correct payment request method, a means to delineate between charge card and non-charge card transactions, etc.
 - Reversals and voids are more difficult and need to be completed in a specific order depending on your intention

OPTION 2 AP-TO-CM: WORKFLOW



PAYING AN AP BILL WITH A CHARGE CARD

- If you are uploading charge card transactions from the credit card company into cash management, it is generally not a good process to also select bills to pay by credit card in AP
- You are prone to duplicate the charge card transaction since you are also importing
- It can work if you have a dedicated credit card used to pay AP bills. Then you can specifically exclude that credit card in your cash management import.

OPTION 1 & 2 : PAY BILLS TIPS

Filters are available on Pay Bills Screen

- Repurpose header level field to note that the bill is a CC bill
- Filter by that field, e.g. description field

Drill down filters

		Object	Attribute	Operator	Value	
☰	1	Bill	Description	equals	VISA	+ 🗑️
☰	2					+

USING AP FOR CREDIT CARD MANAGEMENT

- Useful workflow if you need to use Sage Intacct approvals in Purchasing or Accounts Payable modules for bills that will be paid by credit card
- Adequate if you only need charge card transactions accounted for monthly (import one bill with all transactions, or by cardholder)
- Eliminates the need for Charge Payoff, as long as you are not paying the bills by charge card
- Reconciliation takes place outside of the system

CHARGE CARD TRANSACTIONS – GENERAL LEDGER ENTRY



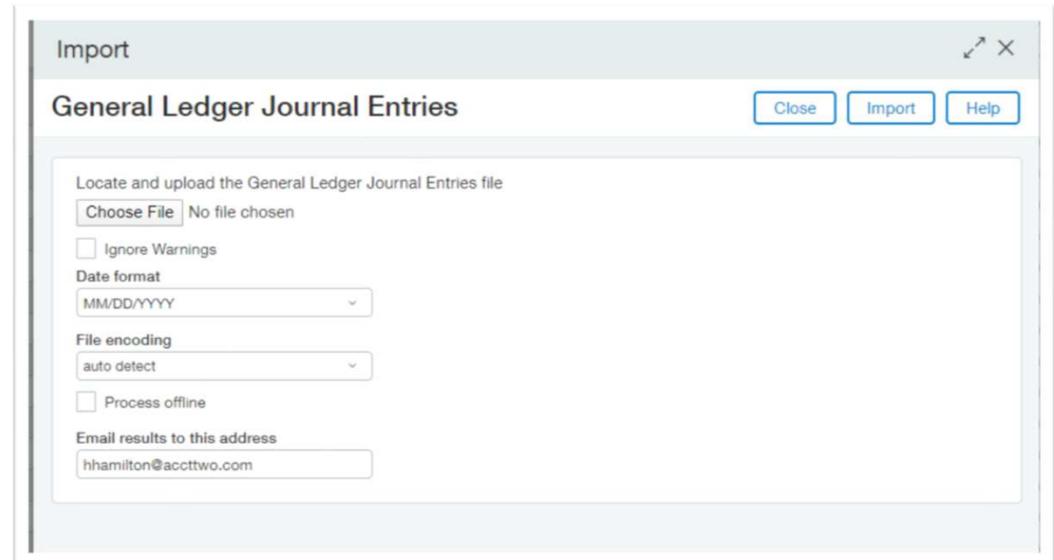
GENERAL LEDGER ENTRY

Input Methods

- Manual – individual transaction posted by journal entry
- Import – post multiple transactions at one time with an import entry
- Integration with Expense Management System

Tips:

- Entries can be posted daily, weekly, or monthly depending on need (may be a lot of work to bring in daily)
- Can add a custom field with the URL for the receipt link
- Do not need to set up Charge Card account in Cash Management – General Ledger entry is helpful if there are many credit card statements



The screenshot shows a software window titled "Import" with a close button in the top right corner. The main heading is "General Ledger Journal Entries", followed by "Close", "Import", and "Help" buttons. The window contains the following fields and options:

- Text: "Locate and upload the General Ledger Journal Entries file"
- File selection: "Choose File" button, "No file chosen" text
- Checkbox: "Ignore Warnings" (unchecked)
- Date format: Dropdown menu showing "MM/DD/YYYY"
- File encoding: Dropdown menu showing "auto detect"
- Checkbox: "Process offline" (unchecked)
- Email results to this address: Text input field containing "hhamilton@accttwo.com"

GENERAL LEDGER ENTRY

- GL Impact
 - Debit – Expense
 - Credit – Credit Card Liability
- Remember – Do not code to Accounts Payable on the charge card entry. Never post to a control account because when you pull your trial balance, AP will include more transactions in the GL than in the subledger and not balance. At the end of the month you want to ensure you can reconcile your AP Aging with the AP balance in your GL

GENERAL LEDGER ENTRY

Option to use credit card transaction specific journal to organize entries

Journal Entries Add Done Import transactions Export

	Title	Symbol	Book	
View Transactions	Accounts Payable Journal (Accrual)	APJA	Accrual	Memorized Transactions
View Transactions	Accounts Payable Journal (Cash)	APJC	Cash	Memorized Transactions
View Transactions	Accounts Receivable Journal (Accrual)	ARJA	Accrual	Memorized Transactions
View Transactions	Accounts Receivable Journal (Cash)	ARJC	Cash	Memorized Transactions
View Transactions	Cash Disbursements Journal	CDJ	Cash and Accrual	Memorized Transactions
View Transactions	Cash Receipts Journal	CRJ	Cash and Accrual	Memorized Transactions
View Transactions	Credit Card Journal (Nexonia)	CCJ	Cash and Accrual	Memorized Transactions
View Transactions	Employee Expenses Disbursements Journal	EEDJ	Cash and Accrual	Memorized Transactions
View Transactions	Employee Expenses Journal (Accrual)	EEJA	Accrual	Memorized Transactions
View Transactions	Employee Expenses Journal (Cash)	EEJC	Cash	Memorized Transactions
View Transactions	General Journal	GJ	Cash and Accrual	Memorized Transactions
View Transactions	Historical Upload	HIST	Cash and Accrual	Memorized Transactions

GENERAL LEDGER - CC RECONCILIATION AND PAYMENT

Reconciliation:

Reconciliation of transactions brought into the GL takes place outside of the system. Often times the reconciliation is performed in Excel or by downloading reports from an Expense Management system.

It is easier to reconcile the GL activity if the Employee dimension is populated in Sage-Intacct.

Payment:

An A/P bill is not automatically created in Sage-Intacct. The payment can be posted by journal entry but we recommend adding an A/P bill instead. The advantages of entering an A/P bill:

- Ability to track CC vendor payment history
- Payments go through the Sage-Intacct payment approval workflow
- Record the payment method by check, record transfer, or apply an advance

GENERAL LEDGER SUMMARY

- GL is very easy to edit/reclass/delete as long as you have the permissions and the books are open
- Can be very easy to import especially if you do not need transactions synced daily
- However, you do not have the ability to reconcile your credit card statement in Intacct, and you do not have the transactions flowing through a subledger to track the payable



SUMMARY

- Charge Card Transactions can be entered into Sage-Intacct through Cash Management, Accounts Payable, or Accounts Payable
- Use integrations and import templates to reduce manual entries and minimize keying errors
- Cash Management is Sage-Intacct's recommended method, and includes the functionality of a credit card reconciliation
- It is always preferred to use subledger functionality when possible, but depending on your situation or use-case another set up may be recommended

QUESTIONS?

