



Knowledge Base Article

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Article ID: 4149
Subject: Using Credit Card as Payment on an Accounts Payable (A/P) Bill
Last Modified: August 8, 2007
Applies to: Pro Gold i2 2.0, 3.0

Issue: Item or service is procured and entered as an A/P bill under the **Enter and Pay One Bill Icon** on the **Payables Tab**. These items are typically paid by check or electronic payment via a banking account which are normally established during the initial setup of Pro Gold i2. If a credit card is to be used for actual A/P payments, it must be setup as a payment mechanism on the **Banking Tab**. Moreover, a unique general ledger (G/L) account should be established to capture/record the liability created when using the credit card payment method. The credit card payment option is only available under the **Accounts Payable Icon** on the **Payables Tab**.

Resolution: Actions required: Setup a credit card as a payment mechanism and make payments

- Step 1 Setup credit card as a payment mechanism
 - Enter/verify the credit card liability G/L account to be used in your chart of accounts
 - Go the main **Banking Tab**
 - Select the **Credit Card Setup Icon**
 - If blank, enter appropriate information and assign G/L for credit card liability
 - If not blank, select **New** button enter appropriate information and assign G/L for credit card liability
 - Credit Card is now established as a payment mechanism
- Step 2 Setup default credit card payment account
 - Go the main **Setup Tab**
 - Select the **Change Company Info Icon**
 - Go to the dropdown for **Default Credit Card Account** field
 - Assign desired credit card account
- Step 3 Make payments with credit card (Only available under the **Accounts Payable Icon** on the **Payables Tab**)
 - Select **Accounts Payable Icon** on the **Payables Tab**
 - Select vendor to be paid in the dropdown in the upper right portion of the **Visual Payables** screen
 - Select **Credit Card** under **Payment Option** fields just below the dropdown in the upper right portion of the **Visual Payables** screen
 - Select credit card account to use for payment
 - Enter/verify amount to be paid in the amount field of the blue payment screen
 - Allocate payments to invoices
 - Apply individually by selecting the **Gold Coins Icon** on each bill until payment amount is fully allocated
 - Select **Auto Allocate** button automatically allocate payment amount
 - Select **Apply Payments** button to make payment
 - Select **OK** button at **Payments Applied** screen
 - Select **Done** button to close the **Visual Payables** screen
 - Return to area/process where the error occurred and retry your event
- Step 4 Assign the credit card liability G/L to A/P bills that contain credit card payment transactions
 - You will need to assign the credit card liability G/L vice an expense G/L account to the portion (i.e., amount) of the credit card bill that was paid in Pro Gold with the credit card

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References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

<http://secured.progoldi2.com/webcast.aspx>

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: N/A

Keywords: Accounts Payable, A/P, Credit Card, Apply Payment, 4149