
Marlatt Consulting

Would you like to see items or services purchased by credit card to show up on the actual vendor's record in Customer Maintenance?

If so, you will want to know about the new "Credit Card Transfer" feature now available in MAS90 v. 3.70.



A Credit Card Transfer allows you to record charge/payment information on the originating vendor's record, at the same time you process the credit card vendor's statement in A/P.

Transfer of charges/payments to the actual vendor's record provides an accurate reference of current activity and history for each vendor even when paid by credit card, as well as proper calculation of independent contractor's 1099 information.

If you are not interested in tracking all credit card charges by vendor, you can still expense dollar amounts directly to general ledger accounts when preferred.

Setup and Transfers are easy!

- **Vendor Maintenance > Main:** Select the "Credit Card Vendor" checkbox on all your credit card vendors...and setup is complete!
- In **Accounts Payable > Invoice Data Entry:** Enter the **Header Tab** portion of the credit card statement as usual

- On the **Lines Tab:** Select the new "Transfer Information" button



- Select the Vendor and an open invoice to transfer payment info;

OR

| | | |
|-----------------|-----------|--|
| Vendor Number | 01-AIRWAY | Airway Property |
| Invoice Number | 110 | Inv Date 05/15/2003 Invoice Balance 436.25 |
| G/L Account | | |
| Transfer Amount | 436.25 | Discount Amount .00 |
| 1099 Form | None | Box |

- Select the Vendor and enter the G/L Account and Transfer Amount to transfer charge and payment info

| | | |
|-----------------|------------|------------------------------|
| Vendor Number | 01-SOCALGA | Southern California Gas Co. |
| Invoice Number | | Inv Date Invoice Balance .00 |
| G/L Account | 745-00-04 | Utilities |
| Transfer Amount | 133.50 | |
| 1099 Form | None | Box |

- Verify the 1099 Form information is correct for this purchase and update

Note: Both the Monthly Purchases Report and the Vendor Purchase Analysis Report can exclude credit card vendor information, to eliminate duplicated purchase information. The A/P Expense by G/L Account Report can include credit card transfer details for your convenience.

If you have any questions regarding the above information, consult your MAS90 manual or call Marlatt Consulting for assistance.