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# OverNet Computer Services

## Mechanic helpdesk query

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### How To Pay Suppliers By Credit Card – The Simple Method.

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This process shows how Mechanic can be used to track the payments from / to a credit card. This is used to keep all the credit card payments up-to-date and so you can check your credit card balance at any time.

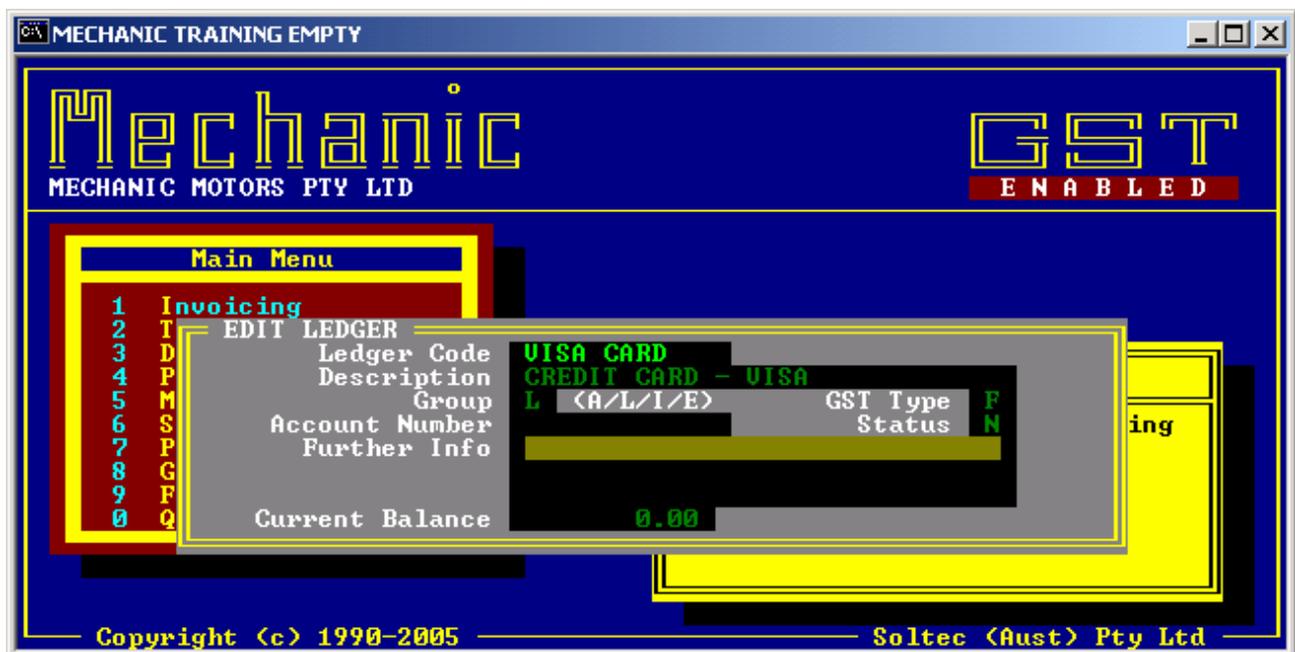
This process will also make the credit card transactions easier to be reconciled.

SUMMARY: Create a ledger for the Visa Card and use journal entries to enter all the purchases and use direct purchases to enter the payments.

ALTERNATIVE SOLUTION: An alternative solution could be to create a supplier instead of a ledger. Then use different journal entries to enter all the purchases and use supplier payments to enter the payment. Refer to the document named "Method 2".

#### STEP 1 – CREATE THE REQUIRED LEDGER

Use "Ledger Maintenance", (program 5,3,1) to create a new ledger called VISA CARD. It needs to be a "L"iability account that is GST "F"ree.



## STEP 2 – ENTER YOUR CREDIT CARD PURCHASES

Use “Journal Entry”, (program 2,8,1) to enter the purchases.

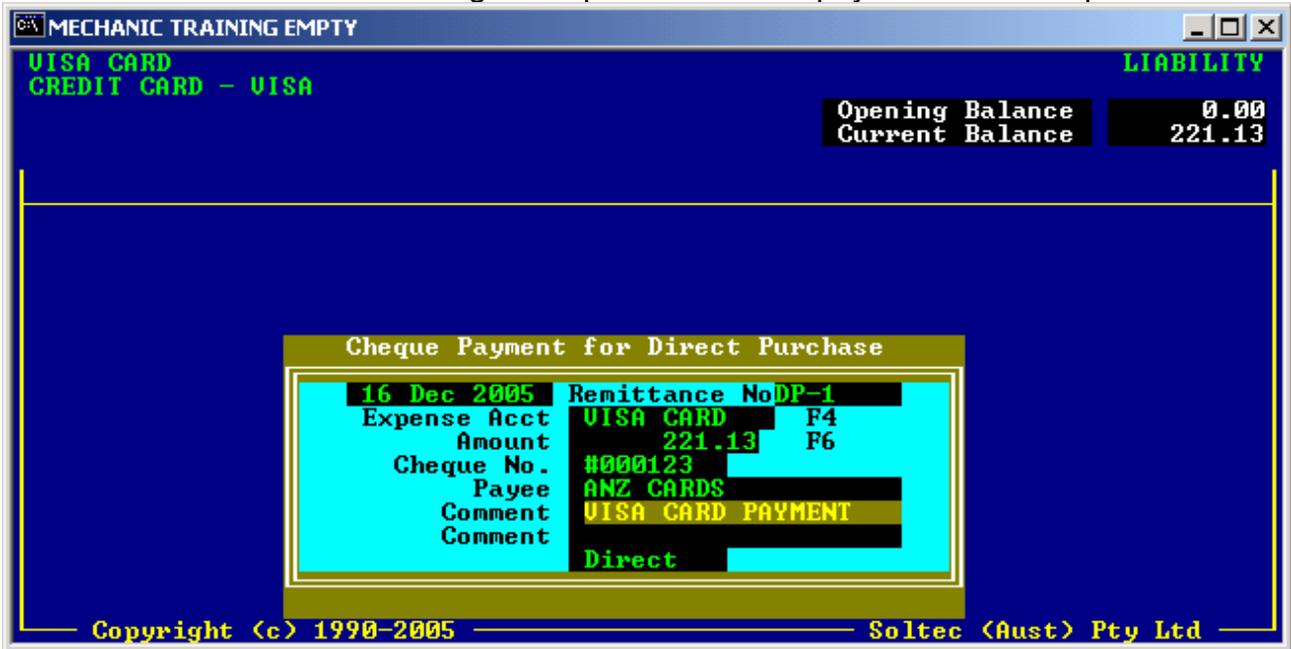
This transaction shows the entry of 2 separate purchases – including the GST. Over the month, several of these transactions can be posted to show all the purchases made.

Account		JOURNAL ENTRY		16 Dec 2005		JE-1		U	
Type	Code	Comment		Debit		Credit			
L	UISA CARD	UISA CARD PURCHASES FOR DEC 2006				221.13			
E	W/S TOOLS UN	TOOL CHEST FOR WORKSHOP	↑	150.00					
A	GST PUR CLM	TOOL CHEST FOR WORKSHOP - GST	↑	15.00					
E	FUEL	PETROL FOR SFW401	↑	51.03					
A	GST PUR CLM	PETROL FOR SFW401 - GST	↑	5.10					
				221.13		221.13			
Full Details									

STEP 3 – ENTER YOUR MONTHLY PAYMENT

Use “Direct Purchases”, (program 2,5,1) to enter the credit card payment. Select the VISA CARD ledger and enter the payment amount.

This transaction shows that a single cheque was used to pay for all the visa purchases.



Use the 3,3,2 enquiry of the VISA CARD ledger to show the purchases and the payments and show the VISA CARD balance at any time.



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