

## Credit Card Invoices and Purchase Transfers

There are two different types of transfers, Purchase Transfer and Invoice Transfer. However, the credit card vendor must first be identified as a "Credit Card Vendor" by selecting the Credit Card Vendor check box in the Accounts Payable -> Main -> Vendor Maintenance screen.

The screenshot shows the SAP Vendor Maintenance (TST) 10/3/2014 window. The Vendor No. is 02-AMEX and the Name is American Express Company. The window is divided into several tabs: 1. Main, 2. Additional, 3. Statistics, 4. Summary, 5. History, 6. Invoices, 7. Transactions, 8. Checks, and 9. P/Ds. The 'Main' tab is active. The 'Address' field contains 'P.O. Box 666654'. The 'ZIP Code' is 75363, 'City' is Dallas, and 'State' is TX. The 'Telephone' is (800) 555-6675 and 'Ext' is 6675. The 'Terms Code' is 03 (NET END OF MONTH) and the 'Reference' is 9999-999999-113. The 'Credit Card Vendor' checkbox is checked, indicated by a red arrow. Other checkboxes include 'Hold Payment', 'Electronic Payment', and 'Standard Entry Class'. The 'Tax Schedule' is NONTAX (Nontaxable T). The 'Paperless...' button is visible at the bottom right. The bottom of the window has 'Accept', 'Cancel', and 'Delete' buttons.

## Recording a Purchase Transfer:

A purchase transfer is primarily used to record expenses which will be reflected in the history of the vendor the items were purchased from, but paid by the credit card vendor. An invoice has not been entered into payables for these items. They are often entered from the Monthly statement that has been received from the Credit Card vendor.

Click on Invoice Data Entry. Select the Credit Card vendor and enter an Invoice Number. Enter the amount as shown on the statement. Click on the Lines Tab.

Sage A/P Invoice Data Entry (TST) 10/3/2014

Vendor No. 02-AMEX  
Name American Express Company  
Invoice No. OCT 2014

1. Header 2. Lines

Invoice Date 10/3/2014  
Invoice Amount 1,500.00  
Subject to Discount 1,500.00  
Prepaid Invoice

Terms Code 03 NET END OF MONTH  
Invoice Due Date 10/30/2014  
Discount Due Date  
Discount Amount .00

Hold Payment  Separate Check   
Comment  
1099 Payment  
Form None Box

Accept Cancel Delete Print Help

Click on the Transfer Information icon.

Sage A/P Invoice Data Entry (TST) 10/3/2014

Vendor No. 02-AMEX  
Name American Express Company  
Invoice No. OCT 2014

1. Header 2. Lines

Quick Row 1

	G/L Account	Amount	Comment
1		.00	

Description  
Transfer   
Transfer Vendor

Distribution Balance 1,500.00 Total 0.00

Accept Cancel Delete Print Help

Select the vendor you paid using the credit card. Enter the General Ledger Account that the expense should be posted to. Enter the amount of the expense. Click OK.

**Purchase Vendor Transfer**

Vendor Number: 01-STEVE Select...

Name: Stevens Supply

Invoice Number: Search

Invoice Date: Calendar

Invoice Balance: .00

G/L Account: 535-00-03 Warehouse supplies Search

Transfer Amount: 500.00 Calculator

Discount Amount: .00

1099 Form: None

1099 Box: Dropdown

**OK** **Cancel** Help

**A/P Invoice Data Entry (TST) 10/3/2014**

Vendor No.: 02-AMEX Vendor...

Name: American Express Company

Invoice No.: OCT 2014

1. Header | 2. Lines

Quick Row: 2

	G/L Account	Amount	Comment
1	535-00-03	500.00	
2	<span>Search</span>	.00	

Description: Dropdown

Transfer:

Transfer Vendor: Dropdown

Distribution Balance: 1,000.00      Total: 500.00

**Accept** **Cancel** **Delete** Print Help

Enter any additional Vendors or expenses. Click Accept when done.

**sage A/P Invoice Data Entry (TST) 10/3/2014**

Vendor No. 02-AMEX  
Name American Express Company  
Invoice No. OCT 2014

1. Header 2. Lines

Quick Row 3

	G/L Account	Amount	Comment
1	535-00-03	500.00	
2	755-00-04	1,000.00	
3		.00	

Description  
Transfer   
Transfer Vendor

Distribution Balance 0.00 Total 1,500.00

Accept Cancel Delete

Print the Accounts Payable Invoice Register.

**sage Accounts Payable Invoice Register (TST) 10/3/2014**

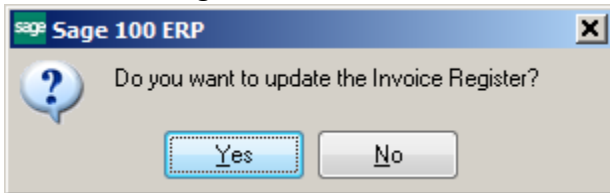
Current General Ledger Period 05 Ending 5/31/2010  
Accounts Payable Posting Date 10/3/2014  
Print Full Comments

Notice: This Accounts Payable posting date falls into a future General Ledger period.

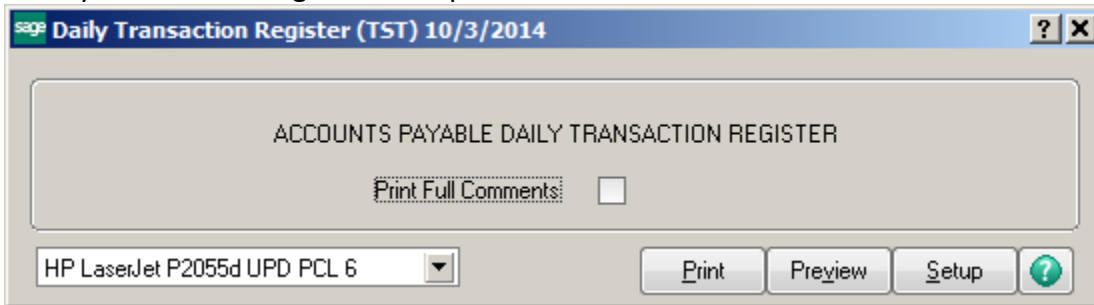
HP LaserJet P2055d UPD PCL 6 Print Preview Setup

Division Number: 02 OTHER ACCOUNTS PAYABLE							
Vendor Number/ Invoice Number	Dates		Discount	Invoice Amount	Discount	Distribution Amount	
	Invoice	Due					
AMEX OCT 2014	American Express Company				Separate Check: No		
	10/3/2014	10/30/2014		1,500.00	0.00		500.00
	G/L Account: 535-00-03			Warehouse supplies			1,000.00
		Transfer To: 01-STEV		Stevens Supply			
	G/L Account: 755-00-04			Travel and entertainment			
			Division 02 Total:	1,500.00			1,500.00
			Report Total:	1,500.00		Prepaid Amount:	0.00
							1,500.00
						Prepaid Amount:	0.00
							1,500.00

Update the Invoice Register.



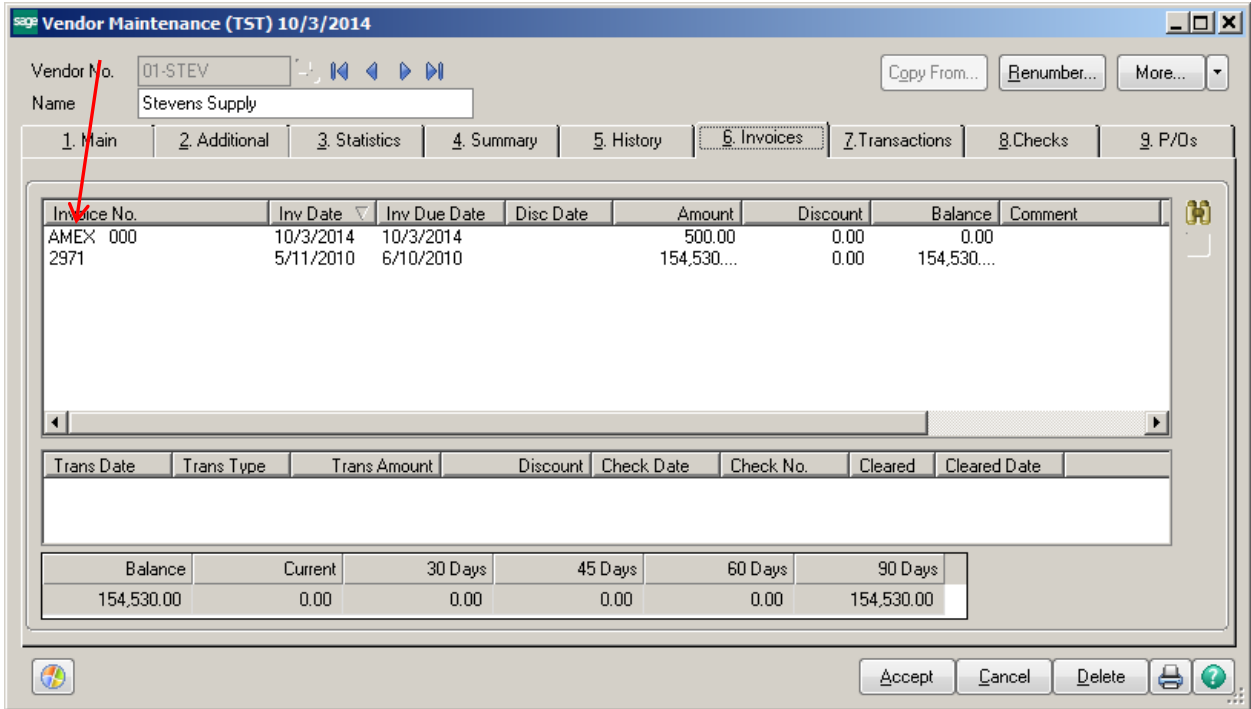
Print the Daily Transaction Register and Update.



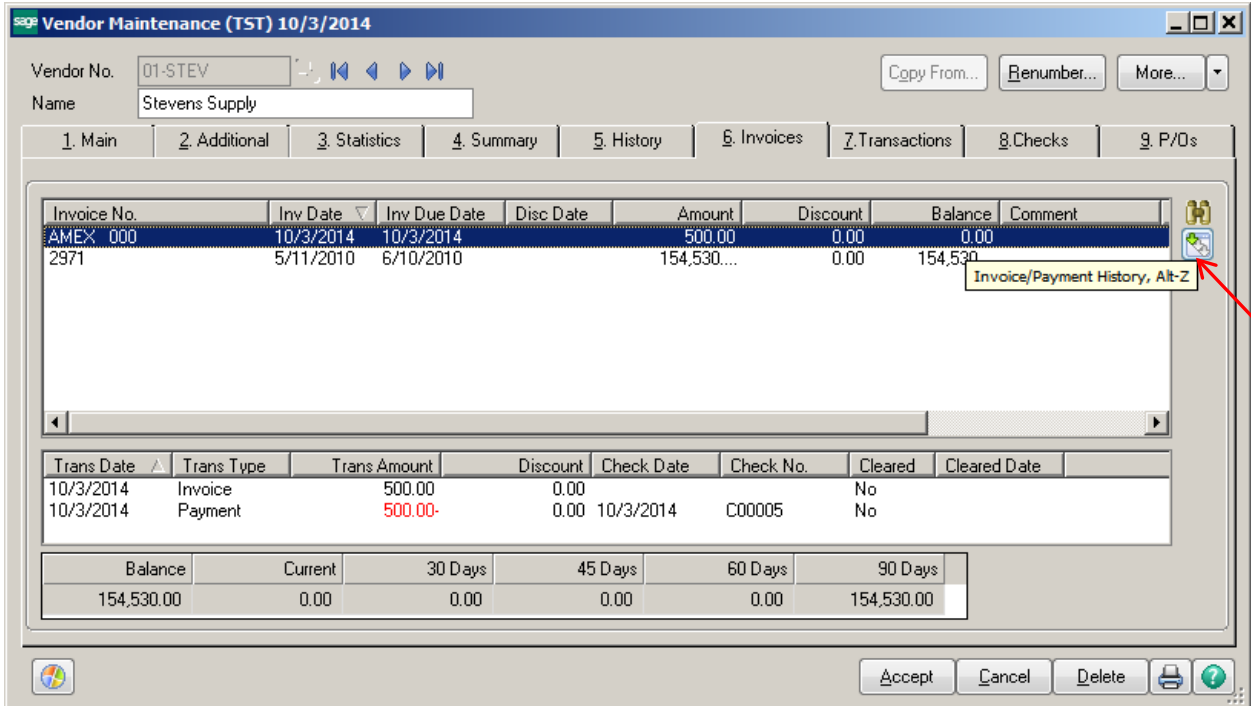
Daily Transaction Register

Postings For: 10/3/2014				
Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
AP-000018	200-02-00	Accounts payable - other		1,500.00
		A/P INVOICE ENTRY /DIV: 02		
	535-00-03	Warehouse supplies	500.00	
		American Express Company //IN: OCT 2014		
	755-00-04	Travel and entertainment	1,000.00	
		American Express Company //IN: OCT 2014		
		Journal 000018 Totals:	1,500.00	1,500.00
		Source AP Totals:	1,500.00	1,500.00
		10/3/2014 Totals:	1,500.00	1,500.00
		Report Totals:	1,500.00	1,500.00

Review your Vendors. Note that the paid invoice appears on the vendor that you originally purchased from. The invoice number shows with the Credit Card vendor's name.



Click the Invoice drill down button.



The Invoice History Inquiry window will appear. Click the Lines tab.

The screenshot shows the SAP A/P Invoice History Inquiry window for invoice AMEX 000 dated 10/3/2014. The 'Main' tab is selected. The window contains several data entry fields:

- Invoice No.: AMEX 000
- Type: INV
- Date: 10/3/2014
- Source: A/P
- Vendor No.: 01-STEV (Stevens Supply)
- Source Journal: AP-000018
- Invoice Due Date: 10/3/2014
- Discount Due Date: (empty)
- Discount Amount: .00
- Terms Code: 02 (2% 10 DAYS, NET 30 DAYS)
- Invoice Amount: 500.00
- Subject to Discount: .00
- Balance: .00

At the bottom right, there are buttons for OK, Print, and Help.

The G/L Account will show as TRANSFER. Click the Transfer Information button to see what vendor the amount was transferred from.

The screenshot shows the same SAP A/P Invoice History Inquiry window, but with the 'Lines' tab selected. A table displays the invoice line details:

Line No.	G/L Account	Description	Transfer	Amount	Comment
1	TRANSFER		Yes	500.00	

A red arrow points to a button in the bottom right corner of the table area, labeled 'Transfer Information, Alt-T'.

The Credit Card Invoice Transfer Details screen will appear.

Select the Credit Card vendor. This vendor will show the full amount of the invoice that needs to be paid.

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment
OCT 2014	10/3/2014	10/30/2014		1,500.00	0.00	1,500.00	
SEPT2014	9/30/2014	9/30/2014		100.00	0.00	100.00	
1	5/31/2010	6/30/2010		100.00	0.00	100.00	
MAYSTMT	5/1/2010	5/30/2010		3,000.00	0.00	3,000.00	

Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.	Cleared	Cleared Date
10/3/2014	Invoice	1,500.00	0.00			No	

Balance	Current	30 Days	45 Days	60 Days	90 Days
4,700.00	1,600.00	0.00	0.00	0.00	3,100.00



## Recording an Invoice Transfer:

\*Note – this example is for a Purchase Order that was paid using a credit card. The PO Receipt of Goods has already been done.

Enter the Receipt of Invoice for the Purchase Order.

Receipt of Invoice Entry (TST) 10/3/2014

Receipt Number: 001008

1. Header | 2. Address | 3. Lines | 4. Totals

Purchase Order Number: 0010023 | Invoice Number: 4587 | Invoice Date: 10/3/2014

Vendor No.: 01-CONT | Container Corporation Of Usa

Order Type: Standard Order | Order Status: Back Order | Required Date: 10/3/2014

1099 Form: None | 1099 Box: [ ]

Sales Tax Schedule: NONTAX | Use Tax: [ ]

Purchase Address: [ ] | Ship-To Address: 0000 | ABC Distributing Company | Terms Code: 03 | NET END OF MONTH | Ship Via: [ ] | FOB: [ ] | Warehouse: 000 | CENTRAL WAREHOUSE

Confirm To: [ ] | E-mail: [ ] | Telephone: (312) 555-7721 | Ext: [ ] | Comment: [ ]

Buttons: Accept, Cancel, Delete, Print, Help

Accept, Print and Update the Daily Purchases Journal.

Receipt of Invoice Entry (TST) 10/3/2014

Receipt Number: 001008

1. Header | 2. Address | 3. Lines | 4. Totals

Purchase Order Number: 0010023 | Hold Payment: [ ] | Tax Detail...

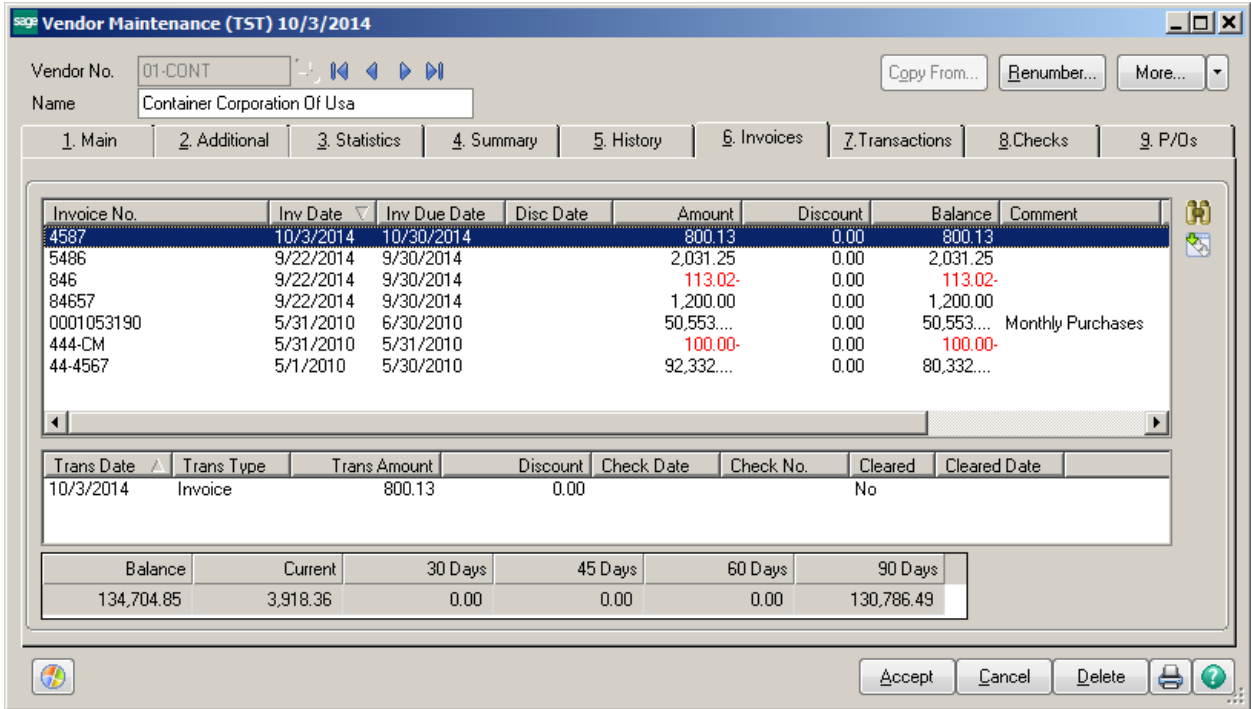
Vendor No.: 01-CONT | Container Corporation Of Usa | Invoice Number: 4587

Taxable Purchases	.00	COD Number	[ ]
Nontaxable Purchases	800.13	Less COD Amount	.00
Freight Amount	.00	COD Check Number	[ ]
Sales Tax Amount	.00	Bank Code	A   Security Pacific Checking
Invoice Total	800.13	Invoice Balance	800.13

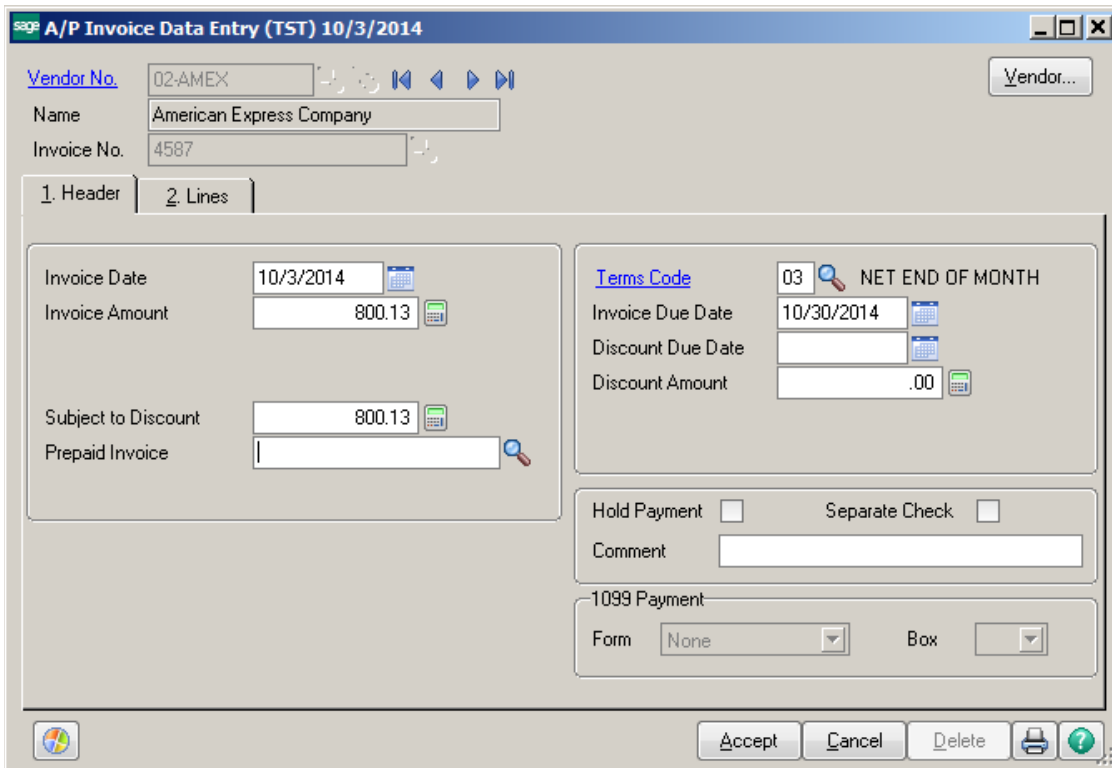
Prepayment Available	.00	Invoice Due Date	10/30/2014
Prepayment Applied	.00	Discount Date	[ ]
Prepaid Check Number	[ ]	Discount Amount	.00
		Prepaid Freight	.00

Buttons: Accept, Cancel, Delete, Print, Help

The invoice will appear as an open invoice for that vendor. Since the invoice was paid using the credit card, it will need to be transferred to the credit card vendor.



Click on Invoice Data Entry. Select the Credit Card vendor and enter an Invoice Number. Enter the amount as shown on the statement. Click on the Lines Tab.



Click on the Lines tab, then click the Transfer Information icon.

Vendor No. 02-AMEX  
Name American Express Company  
Invoice No. 4587

1. Header 2. Lines

Quick Row 1

	G/L Account	Amount	Comment
1		.00	

Description  
Transfer  
Transfer Vendor

Distribution Balance 800.13 Total 0.00

Accept Cancel Delete

Select the Vendor you are transferring from. Then select the invoice that was paid using the credit card. Click OK.

Vendor Number 01-CONT  
Name Container Corporation Of Usa  
Invoice Number 4587  
Invoice Date 10/3/2014  
Invoice Balance 800.13  
G/L Account  
Transfer Amount 800.13  
Discount Amount .00  
1099 Form None  
1099 Box

Select...

OK Cancel

Click Accept.

**Sage A/P Invoice Data Entry (TST) 10/3/2014**

Vendor No. 02-AMEX  
Name American Express Company  
Invoice No. 4587

1. Header 2. Lines

Quick Row 2

	G/L Account	Amount	Comment
1		800.13	
2		.00	

Description  
Transfer   
Transfer Vendor

Distribution Balance 0.00 Total 800.13

Accept Cancel Delete

Print the Invoice Register.

**Sage Accounts Payable Invoice Register (TST) 10/3/2014**

Current General Ledger Period 05 Ending 5/31/2010  
Accounts Payable Posting Date 10/3/2014  
Print Full Comments

Notice: This Accounts Payable posting date falls into a future General Ledger period.

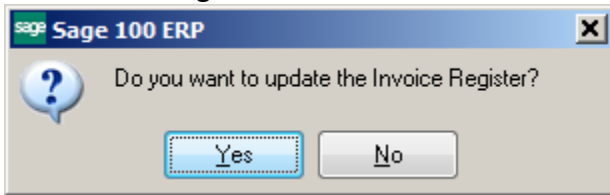
HP LaserJet P2055d UPD PCL 6

Print Preview Setup

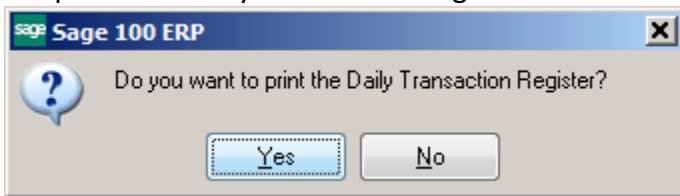
Division Number: 02 OTHER ACCOUNTS PAYABLE

Vendor Number	Dates							
Invoice Number	Invoice	Due	Discount	Invoice Amount		Discount		Distribution Amount
AMEX 4587	American Express Company				Separate Check: No			
	10/3/2014	10/30/2014		800.13		0.00		
		Transfer From:	01-CONT	Container Corporation Of Usa		TRANSFER		800.13
		Invoice Number:	4587	Discount:	0.00			
			Division 02 Total:	800.13				800.13
			Report Total:	800.13				800.13
						Prepaid Amount:	0.00	800.13
						Prepaid Amount:	0.00	800.13

Update the Invoice Register.



Print and Update the Daily Transaction Register.



Select the Vendor you transferred from. The Invoice will show paid with a check number that starts with a C. That indicates that it was paid by Credit Card.

Vendor No. 01-CONT  
Name Container Corporation Of Usa

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment
4587	10/3/2014	10/30/2014		800.13	0.00	0.00	
5486	9/22/2014	9/30/2014		2,031.25	0.00	2,031.25	
846	9/22/2014	9/30/2014		113.02-	0.00	113.02-	
84657	9/22/2014	9/30/2014		1,200.00	0.00	1,200.00	
0001053190	5/31/2010	6/30/2010		50,553...	0.00	50,553...	Monthly Purchases
444-CM	5/31/2010	5/31/2010		100.00-	0.00	100.00-	
44-4567	5/1/2010	5/30/2010		92,332...	0.00	80,332...	

Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.	Cleared	Cleared Date
10/3/2014	Invoice	800.13	0.00			No	
10/3/2014	Payment	800.13-	0.00	10/3/2014	C00004	No	

Balance	Current	30 Days	45 Days	60 Days	90 Days
133,904.72	3,118.23	0.00	0.00	0.00	130,786.49

Accept Cancel Delete

Click the Invoice/Payment History icon.

Vendor No. 01-CONT  
Name Container Corporation Of Usa

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment
4587	10/3/2014	10/30/2014		800.13	0.00	0.00	
5486	9/22/2014	9/30/2014		2,031.25	0.00	2,031.25	
846	9/22/2014	9/30/2014		113.02-	0.00	113.02-	
84657	9/22/2014	9/30/2014		1,200.00	0.00	1,200.00	
0001053190	5/31/2010	6/30/2010		50,553...	0.00	50,553...	Monthly Purchases
444-CM	5/31/2010	5/31/2010		100.00-	0.00	100.00-	
44-4567	5/1/2010	5/30/2010		92,332...	0.00	80,332...	

Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.	Cleared	Cleared Date
10/3/2014	Invoice	800.13	0.00			No	
10/3/2014	Payment	800.13-	0.00	10/3/2014	C00004	No	

Balance	Current	30 Days	45 Days	60 Days	90 Days
133,904.72	3,118.23	0.00	0.00	0.00	130,786.49

Accept Cancel Delete

The Balance will show Zero.

Invoice No. 4587    Type INV    Date 10/3/2014    Tax Detail...  
Source P/O    PO No. 0010023

1. Main    2. Lines    3. Payments

Vendor No. 01-CONT    Container Corporation Of Usa  
Source Journal PD-000009  
Ship To 0000    ABC Distributing Company  
Purch Address    Addresses...

Invoice Due Date 10/30/2014  
Discount Due Date  
Discount Amount .00

Terms Code 03    NET END OF MONTH  
Warehouse 000    CENTRAL WAREHOUSE  
Comment  
Confirm To  
Ship Via    FOB  
1099 Form    Box  
COD Number    COD Check  
Prepaid Check    Bank Code A    Security Pacific Ch  
Use Tax    Hold Payment  
Tax Schedule NONTAX    Nontaxable Tax Schedule

Taxable .00  
Nontaxable 800.13  
Freight .00  
Sales Tax .00  
Invoice Total 800.13  
Prepayment .00  
Less COD .00  
Net Invoice 800.13

Balance .00

OK    Print    Help

Click the Payments tab.

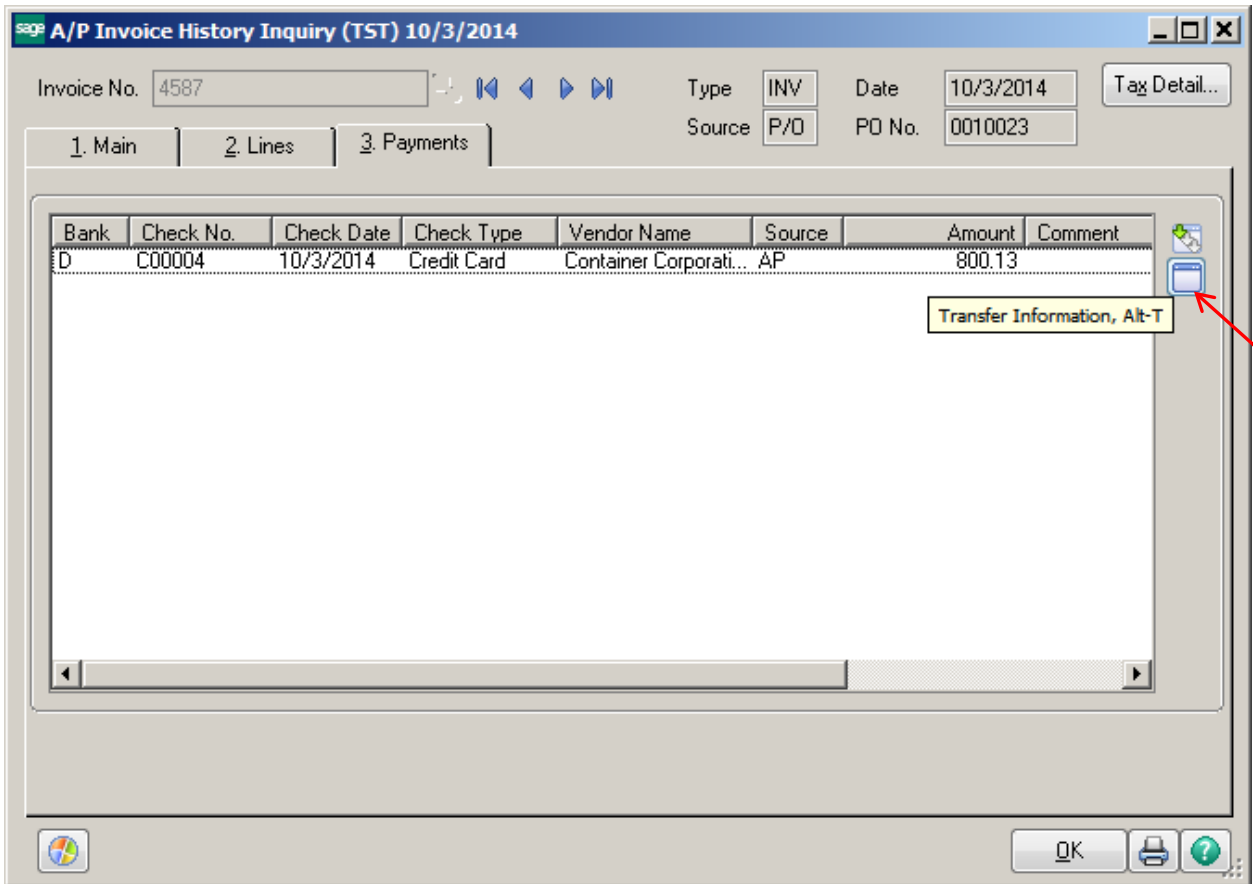
Invoice No. 4587    Type INV    Date 10/3/2014    Tax Detail...  
Source P/O    PO No. 0010023

1. Main    2. Lines    3. Payments

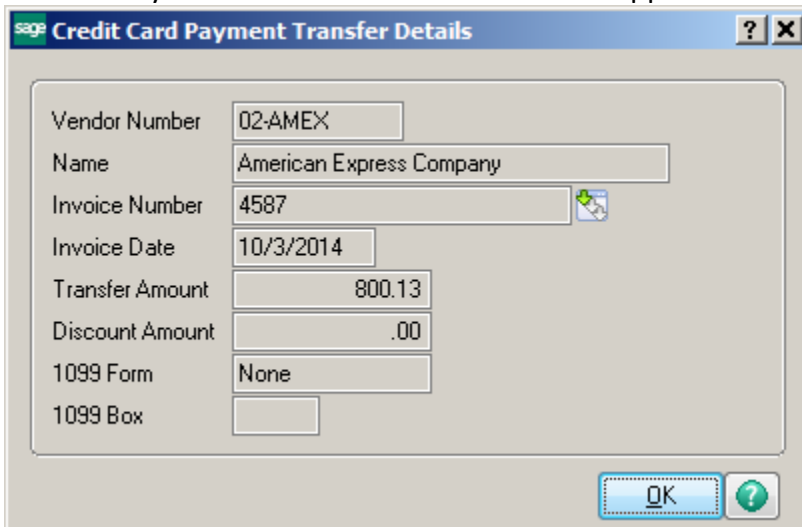
Bank	Check No.	Check Date	Check Type	Vendor Name	Source	Amount	Comment
D	C00004	10/3/2014	Credit Card	Container Corporati...	AP	800.13	

OK    Print    Help

Click the Transfer Information icon.



The Credit Card Payment Transfer Details window will appear.





The Credit Card vendor will show the invoice from the originating vendor.

**Sage Vendor Maintenance (TST) 10/3/2014**

Vendor No. 02-AMEX    Copy From...    Renumber...    More...

Name American Express Company

1. Main    2. Additional    3. Statistics    4. Summary    5. History    6. Invoices    7. Transactions    8. Checks    9. P/Os

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment
4587	10/3/2014	10/30/2014		800.13	0.00	800.13	
1	5/31/2010	6/30/2010		100.00	0.00	100.00	
MAYSTMT	5/1/2010	5/30/2010		3,000.00	0.00	3,000.00	

Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.	Cleared	Cleared Date
10/3/2014	Invoice	800.13	0.00			No	

Balance	Current	30 Days	45 Days	60 Days	90 Days
3,900.13	800.13	0.00	0.00	0.00	3,100.00

Accept    Cancel    Delete    Print    Help

## Bonus Round - Combining Invoices on the Credit Card Vendor

Sage Vendor Maintenance (TST) 10/3/2014

Vendor No. 02-AMEX  
Name American Express Company

Copy From... Renumber... More...

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment
4587	10/3/2014	10/30/2014		800.13	0.00	800.13	
1	5/31/2010	6/30/2010		100.00	0.00	100.00	
MAYSTMT	5/1/2010	5/30/2010		3,000.00	0.00	3,000.00	

Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.	Cleared	Cleared Date

Balance	Current	30 Days	45 Days	60 Days	90 Days
3,900.13	800.13	0.00	0.00	0.00	3,100.00

Accept Cancel Delete

Click on Invoice Data Entry. Enter the Credit Card vendor, Invoice Number and total amount you want to combine. Click on Lines Tab.

Sage A/P Invoice Data Entry (TST) 10/3/2014

Vendor No. 02-AMEX  
Name American Express Company  
Invoice No. SEPT 2014

Vendor...

1. Header 2. Lines

Invoice Date 10/3/2014  
Invoice Amount 3,900.13  
Subject to Discount 3,900.13  
Prepaid Invoice

Terms Code 03 NET END OF MONTH  
Invoice Due Date 10/30/2014  
Discount Due Date  
Discount Amount .00

Hold Payment  Separate Check   
Comment

1099 Payment  
Form None Box

Accept Cancel Delete

Click on Transfer Information icon.

Vendor No. 02-AMEX  
Name American Express Company  
Invoice No. SEPT 2014

1. Header 2. Lines

	G/L Account	Amount	Comment
1		.00	

Description  
Transfer   
Transfer Vendor

Distribution Balance 3,900.13 Total 0.00

Accept Cancel Delete

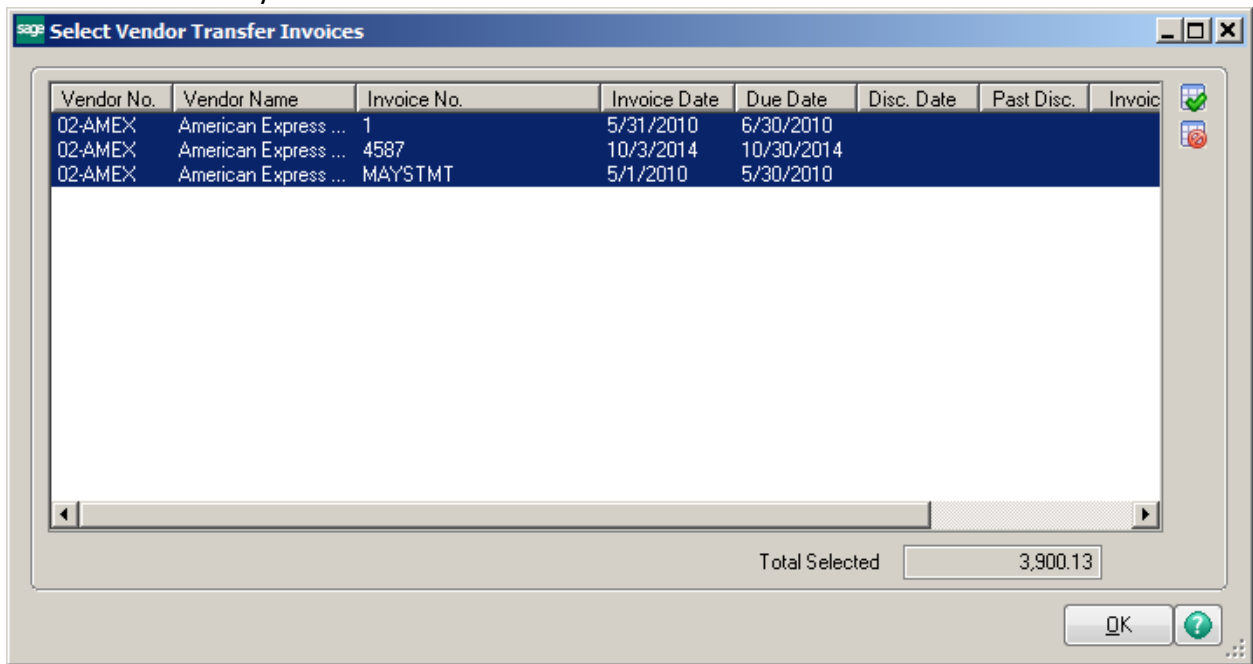
Enter the Credit Card vendor number, then click the Select button.

Vendor Number 02-AMEX  
Name American Express Company  
Invoice Number  
Invoice Date  
Invoice Balance .00  
G/L Account  
Transfer Amount .00  
Discount Amount .00  
1099 Form None  
1099 Box

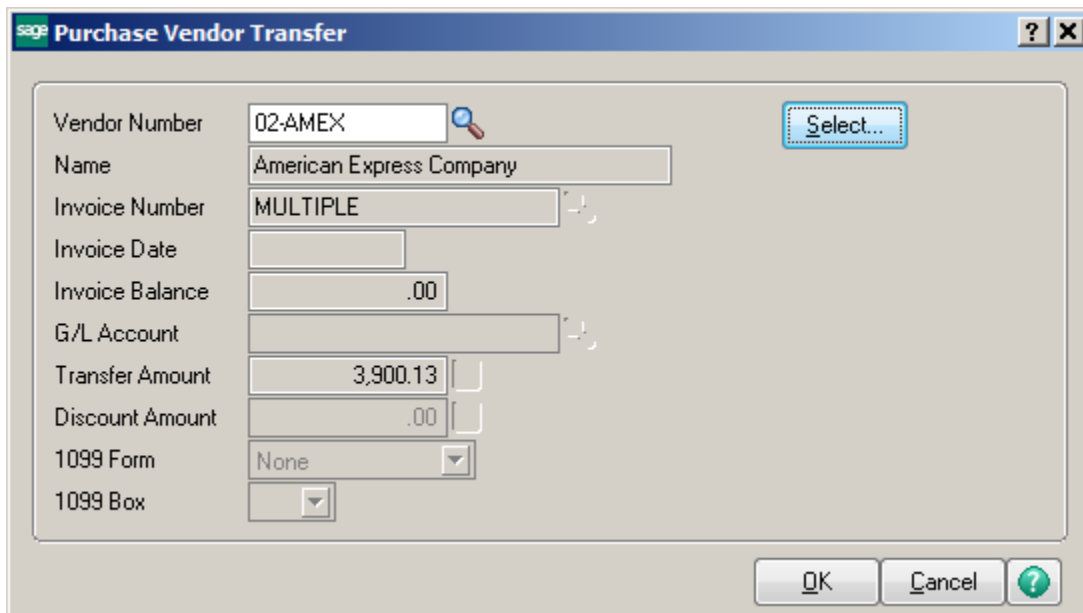
Select...

OK Cancel

Select all the Invoices that you want to combine. Click OK.



Click OK on the Purchase Vendor Transfer screen.



Click Accept, print the Invoice Register and Update.

**SAP A/P Invoice Data Entry (TST) 10/3/2014**

Vendor No. 02-AMEX  
 Name American Express Company  
 Invoice No. SEPT 2014

1. Header 2. Lines

Quick Row 3

	G/L Account	Amount	Comment
1		100.00	
2		800.13	
3		3,000.00	
4		.00	

Description  
 Transfer   
 Transfer Vendor 02-AMEX

Distribution Balance 0.00 Total 3,900.13

Accept Cancel Delete

Select your Credit Card vendor. You will see all the invoices are showing paid, with the exception of the one invoice you combined them into.

**SAP Vendor Maintenance (TST) 10/3/2014**

Vendor No. 02-AMEX  
 Name American Express Company

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment
4587	10/3/2014	10/30/2014		800.13	0.00	0.00	
SEPT 2014	10/3/2014	10/30/2014		3,900.13	0.00	3,900.13	
1	5/31/2010	6/30/2010		100.00	0.00	0.00	
MAYSTMT	5/1/2010	5/30/2010		3,000.00	0.00	0.00	

Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.	Cleared	Cleared Date
10/3/2014	Invoice	3,900.13	0.00			No	

Balance	Current	30 Days	45 Days	60 Days	90 Days
3,900.13	3,900.13	0.00	0.00	0.00	0.00

Accept Cancel Delete