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.

<sup>839</sup> Vendor Maintenance (TST) 10/3/2014	
Vendor No. 02:AMEX 🛄 🕅 🖉 🕨 🕅 Name American Express Company	Copy From
<u>1</u> . Main <u>2</u> . Additional <u>3</u> . Statistics <u>4</u> . Summary	5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os
Address P.O. Box 666654	Terms Code     03     Q     NET END OF MONTH       Reference     9999-999999-113       Credit Card Vendor     Image: Control of the second se
ZIP Code 75363	Hold Payment
City Dallas State TX	Electronic Payment
Country	Standard Entry Class
Primary Contact	
Telephone (800) 555-6675 Ext 6675	Exemption No. on File
Fax	Tax Schedule NONTAX Q Nontaxable T
E-mail Address	
URL Address	
	Paperjess
	Accept Cancel Delete 🖨 🕢

#### **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.

A/P Invoice Data Entry (TST) 10/3/2014	
Vendor No.     02:AMEX     1     1     I       Name     American Express Company       Invoice No.     0CT 2014	Vendor
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 Q       NET END OF MONTH         Invoice Due Date       10/30/2014       Image: Compare Check         Discount Amount       .00 Image: Compare Check       Image: Compare Check         Hold Payment       Separate Check       Image: Compare Check         1099 Payment       Image: Compare Check       Image: Compare Check
	Form None Box
	Accept Cancel Delete 🖶 🕢

### Click on the Transfer Information icon.

🔤 A/P Invoid	e Data Entry (TST) 10	)/3/2014				
<u>Vendor No.</u> Name	02-AMEX	i i i i i i i i i i i i i i i i i i i	<b>DI</b> ]			Vendor
Invoice No.	OCT 2014	1-y				
<u>1</u> . Header	<u>2</u> . Lines					
	<u>ا</u> ر	Quick Row	1		12	(3/31 ×
	G/L Account	Amount		Comment		
1	٩,	.00				
Descripti	on		-			
Transfe Transfer Ve	endor		-			
·		Distributio	n Balance [	1,500.00	Total	0.00
<b>(</b>				Accept	<u>C</u> ancel D	elete 🔒 🕢

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.

sa	Purchase Vendor	Transfer	? X
	Vendor Number	01-STEV Select	
	Name	Stevens Supply	
	Invoice Number	Q	
	Invoice Date		
	Invoice Balance	.00	
	G/L Account	535-00-03 Q Warehouse supplies	
	Transfer Amount	500.00	
	Discount Amount	00.	
	1099 Form	None	
	1099 Box		
ļ			
		<u>OK</u> <u>C</u> ancel	

Sege A/P Invoice Data Entry (TST) 10         Vendor No.       02-AMEX         Name       American Express Comp         Invoice No.       0CT 2014         1. Header       2. Lines	/3/2014			L C X
	uick Row 2	28		=44₽.
G/L Account	Amount	Comment		
1 535-00-03	500.00			
	.00			
Description Transfer				
Transfer Vendor	Distribution B	alance 1,000.00	Total	500.00
		Acce	pt <u>C</u> ancel	Delete

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

5399 / Ve N In 1	A/P Inv endor No ame voice N . Heado	voice Data Entry (TST) 10 2. 02-AMEX 22 American Express Comp Io. 0CT 2014 er <u>2</u> . Lines	/3/2014 े⊙ I	<b>DI</b> ]			_□× ⊻endor
			luick Row	3 🌮		123	144₽•
		G/L Account	Amount		Comment		
	1	535-00-03	500.00				
	2	755-00-04	1,000.00				
	3	٩.	.00				
	Desc Tra Transfe	sription Insfer er Vendor		<b>^</b>			
			Distributio	n Balance [	0.00	Total	1,500.00
	1				Accept	Cancel	

# Print the Accounts Payable Invoice Register.

<sup>sage</sup> Accounts Payable Invoice Register (TST) 10/3/2014	? ×
Current General Ledger Period     05     Ending     5/31/2010       Accounts Payable Posting Date     10/3/2014     Image: Comments	
Notice: This Accounts Payable posting date falls into a future General Ledger period.	
HP LaserJet P2055d UPD PCL 6	0

Accounts Payable Invoice Register Journal Posting Date: 10/3/2014 Register Number:AP-000018

ABC Distribution and Service Corp. (TST)

Vendor Number	Invoice	Dates	Discount	Invoice Amount		Disc	count	Distribution
		-						
OCT 2014	American Expre	ess Company			Separate Check:	No		
	10/3/2014	10/30/2014		1,500.00			0.00	
	G/L Account:	535-00-03 Transfer T	o: 01-STEV	Varehouse supplies Stevens Supply				500.00
	G/L Account:	755-00-04	т	ravel and entertainment				1,000.00
			Division 02 Total	1,500.00			0.00	1,500.00
					F	Prepaid Amount:	0.0	0
			Report Total	1,500.00			0.00	1,500.00
					F	Prepaid Amount:	0.0	0

## Update the Invoice Register.

<sup>sage</sup> Sage	e 100 ERP	×
?	Do you want to update the Invoice Register?	

## Print the Daily Transaction Register and Update.

<sup>sage</sup> Daily Transaction Register (TST) 10/3/2014	<u>? ×</u>
ACCOUNTS PAYABLE DAILY TRANSACTION REGISTER	
HP LaserJet P2055d UPD PCL 6	ew <u>S</u> etup

#### Daily Transaction Register

#### ABC Distribution and Service Corp. (TST)

Postings For: 10	0/3/2014			
Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
AP-000018	200-02-00	Accounts payable - other A/P INVOICE ENTRY /DIV: 02		1,500.00
	535-00-03	Warehouse supplies American Express Company /IN: OCT 2014	500.00	
	755-00-04	Travel and entertainment American Express Company /IN: OCT 2014	1,000.00	
		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.

🔓 Vendor Maintenance	(TST) 10/3/2014						<u>_ [] ×</u>
VendorNo. 01-STEV Name StevensSt	upply				C <u>o</u> py I	From <u>R</u> enum	iber More 💌
<u>1</u> . Main <u>2</u> . Add	ditional <u>3</u> . Statis	stics <u>4</u> . Sum	nmary <u>5</u> . Histo	ory 6. Invoice	es <u>7</u> .Transactio	ns <u>8</u> .Check	s <u>9</u> . P/Os
Inverce No. AMEX 000 2971	Inv Date ⊽ 10/3/2014 5/11/2010 s Type Trans	Inv Due Date 10/3/2014 6/10/2010	Disc Date	Amount 500.00 154,530	Discount 0.00 0.00 15	Balance Comme 0.00 54,530	ent ()
Balance	Current	30 Days	45 Days	60 Days	90 Day:	s	
154,530.00	0.00	0.00	0.00	0.00	154,530.00	Cancel	Delete A
					Accept	<u>L</u> ancel	

### Click the Invoice drill down button.

<sup>sage</sup> Vendor Ma	intenance (TST	) 10/3/2014	4					
Vendor No. Name	01-STEV Stevens Supply	<b>-</b>				Copy From.	] <u>R</u> enumber	More •
<u>1</u> . Main	<u>2</u> . Additiona	I <u>3</u> . Stal	istics <u>4</u> . Sum	nmary <u>5</u> . Hist	ory <u>6</u> . Invoices	7. Transactions	<u>8</u> .Checks	<u>9</u> . P/Os
Invoice No AMEX 000 2971	). D	Inv Date 7 10/3/2014 5/11/2010	Inv Due Date 10/3/2014 6/10/2010	Disc Date	Amount Di 500,00 154,530	scount Balar 0.00 0 0.00 154,53	ice Comment 00 Invoice/Payment	History, Alt-Z
•								▶ I
Trans Date	e 🛆 Trans Type	Tran	s Amount	Discount Checl	k Date Check No.	Cleared Cle	ared Date	
10/3/2014 10/3/2014	Invoice Payment		500.00 500.00-	0.00 0.00 10/3/	2014 C00005	No No		
E	Balance	Current	30 Days	45 Days	60 Days	90 Days		
154,9	530.00	0.00	0.00	0.00	0.00	154,530.00		
							<u>Cancel</u>	elete

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

<sup>899</sup> A/P Invoice History Inquiry (TST) 10/3/2014	
Invoice No.         AMEX 000         Image: American structure         Type           1. Main         2. Lines         3. Payments         Source	INV Date 10/3/2014 A/P
Vendor No. 01-STEV Stevens Supply Source Journal AP-000018	Invoice Due Date 10/3/2014 Discount Due Date Discount Amount .00
Terms Code 02 2% 10 DAYS, NET 30 DAYS Prepaid Invoice Prepaid Date	Invoice Amount 500.00
Prepaid Check Separate Check Hold Payment	Subject to Discount .00
Comment	
1099 Form Box	Balance .00

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

A/P Invoice History Inquiry (TS	T) 10/3/2014			
Invoice No. AMEX 000 <u>1</u> . Main <u>2</u> . Lines <u>3</u> .	Payments	Type INV Source A/P	Date 10/3/2014	
Line No. G/L Account 1 TRANSFER	Description	Transfer Yes	Amount Comment 500.00 Transfer Information,	

The Credit Card Invoice Transfer Details screen will appear.

🤓 Credit Card Invo	bice Transfer Details	? ×
Vendor Number	02-AMEX	
Name	American Express Company	
Invoice Number	OCT 2014	
Invoice Date	10/3/2014	
Transfer Amount	500.00	
Discount Amount	.00	
1099 Form	None	
1099 Box		
L		

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

<sup>sage</sup> Vendor Ma	intenance (TS	ī <b>) 10/3/201</b> 4								
Vendor No. Name	02-AMEX American Expres	s Company	000				C <u>o</u> py F	rom	nber]	More 💌
<u>1</u> . Main	<u>2</u> . Addition	al   <u>3</u> . Statis	stics <u>4</u> . Sum	imary <u>5</u> . Hist	ory <u>6</u> . h	nvoices	<u>7</u> . Transaction	ns <u>8</u> .Checl	(5	<u>9</u> . P/Os
Invoice No OCT 2014 SEPT2014 MAYSTMT		Inv Date ▼ 10/3/2014 9/30/2014 5/31/2010 5/1/2010	Inv Due Date 10/30/2014 9/30/2014 6/30/2010 5/30/2010	Disc Date	Amount 1.500.00 100.00 3,000.00 3,000.00	Discor 0 0, 0, 0, 0,	unt B 00 1, 00 00 00 3,	Cleared Date	ent	<ul> <li>₩</li> <li>★</li> </ul>
10/3/2014	Invoice	5 <u>  110118</u>	1,500.00	0.00		ICCN NO.	No	Cleared Date	_	
Е 4,;	alance 700.00	Current 1,600.00	30 D ays 0.00	45 Days 0.00	60	Days 0.00	90 Diays 3,100.00			
							Accept	Cancel	<u>D</u> elete	₽0,

## **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	3/2014	
Receipt Number         001008         2         1         K           1. Header         2. Address         3. L	1 4 0 01 ines <u>4</u> . Totals	Defaults Vendor
Purchase Order Number 0010023	Invoice Number 4587	
Vendor No. 01-CONT	Container Corporation Of Usa	
Order Type Standard Order Order Status Back Order Required Date 10/3/2014	Purchase Address     Q       Ship-To Address     0000     ABC Distributing Company       Terms Code     03     NET END OF MONTH       Ship-Via     Q     FOB	
1099 Form None  1099 Box		
Sales Tax Schedule NONTAX Q Nontaxable Tax Schedule Use Tax	E-mail Telephone (312) 555-7721 E-xt Comment	

Accept, Print and Update the Daily Purchases Journal.

Receipt of Invoice Entry	y (TST) 10/3/2014			
Receipt Number         001008           1. Header         2. Addres	3. Lines	▶ <u>4</u> . Totals		Defaults Vendor
Purchase Order Number 00	010023	Hold Payment	Tax Detail	
Taxable Purchases Nontaxable Purchases Freight Amount Sales Tax Amount	.00 800.13 .00 .00	COD Number Less COD Amount COD Check Number Bank Code	.00	
Invoice Total Prepayment Available Prepayment Applied Prepaid Check Number	.00 .00	Invoice Balance Invoice Due Date Discount Date Discount Amount Prepaid Freight	800.13 10/30/2014 .00 .00	
<b>(*</b> )			Accept Canc	el Delete 🖨 🕢 ;

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.

Vendor Mainten	ance (TST) 10	/3/2014								_
/endor No. 01-C0	ONT						Copy	From	<u>R</u> enumber	More
<u>1</u> . Main .	2. Additional	<u>3</u> . Statistic	cs <u>4</u> . Sum	imary <u>5</u> . Hist	ory !	<u>6</u> . Invoices	7.Transactio	ons	8.Checks	<u>9</u> . P/0:
Invoice No.	Inv	ZDate ∇	Inv Due Date	Disc Date	Amour	t Dis	count	Balance	Comment	
5486 5486 846 84657 0001053190 444-CM 44-4567	9/2 9/2 9/2 5/3 5/3 5/3	22/2014 9 22/2014 9 22/2014 9 22/2014 9 31/2010 6 31/2010 5 1/2010 5	0/30/2014 9/30/2014 9/30/2014 9/30/2014 6/30/2010 6/31/2010 6/30/2010		2,031.2 113.0 1,200.0 50,553 100.0 92,332	5 5 2- 0 0-	0.00 2 0.00 2 0.00 - 0.00 5 0.00 5 0.00 8	2,031.25 113.02- 1,200.00 0,553 100.00- 0,332	Monthly Purcha	ases
•	<b>T T</b>			<b>D:</b> (0)		01 I N				F
10/3/2014	Invoice	Irans A {	mount 300.13	0.00	K Date	LNECK NO.	No	Lieared	I Date	
Balance	e Cu	urrent	30 Days	45 Days		60 Days	90 D ay:	s		
134,704.85	5 3,91	8.36	0.00	0.00		0.00	130,786.49	I		
<b>7</b>								: <u>C</u> a	ncel <u>D</u> ele	te 🔒

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.

😂 A/P Invoice Data Entry (TST) 10/3/2014	
Vendor No.       02-AMEX       02-AMEX       02-AMEX         Name       American Express Company         Invoice No.       4587       02-AMEX         1. Header       2. Lines	⊻endor
Invoice Date 10/3/2014 Invoice Amount 800.13 Subject to Discount 800.13 Prepaid Invoice 4	Terms Code     03 Q     NET END OF MONTH       Invoice Due Date     10/30/2014     Image: Color of the second
	Hold Payment Separate Check Comment
	Accept Cancel Delete 🖨 📀

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

See A/P Invoi	e Data Entry (151) 10/3/2014	
Vendor No.	02-AMEX	Vendor
Name	American Express Company	
Invoice No.	4587 <sup>(1)</sup>	
<u>1</u> . Header	<u>2</u> . Lines	
	<u>Q</u> uick Row 1	
	G/L Account Amount Comment	
1	.00	
Descript	on 🔼	
Transfe		
Transfer V	ndor	
	Distribution Ralance 900.12	Total 0.00
		0.00
		ancel Delete 😝 🕢

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

<sup>sage</sup> Purchase Vendo	r Transfer	<u>? X</u>
Vendor Number	01-CONT	Select
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		
L		
		<u>OK</u> <u>C</u> ancel

### Click Accept.

Vendor No.     02-AMEX       Name     American       Invoice No.     4587       1. Header     2. Line	ntry (TST) 10/3/2014			(	_ □ × Vendor
	<u>Q</u> uick Row	2 🎦		ET(=	(== 😓 🔹
G/L A	Account Amou	unt	Comment		
1		800.13			
2	<u> </u>	.00			
Description Transfer Transfer Vendor		▲ 			
	D	istribution Balance	0.00	Total	800.13
			Accept	<u>Cancel</u> <u>D</u> elete	80

# Print the Invoice Register.

899 Accounts Payable Invoice Register (TST) 10/3/2014	<u>?</u> ×
Current General Ledger Period     05     Ending     5/31/2010       Accounts Payable Posting Date     10/3/2014     10       Print Full Comments     Image: Comments     Image: Comments	
Notice: This Accounts Payable posting date falls into a future General Ledger period.	
HP LaserJet P2055d UPD PCL 6	0

Accounts Payable Invoice Register Journal Posting Date: 10/3/2014 Register Number:AP-000018

ABC Distribution and Service Corp. (TST)

Division Number:	02 OTHER ACCO	DUNTS PAYABL	E					
Vendor Number\ Invoice Number	Invoice	Dates Due	Discount	Invoice Amount			Discount	Distribution Amount
AMEX 4587	American Expres	ss Company			Separate Che	sk: No		
	10/3/2014 Invoice	10/30/2014 Transfer Fro Number: 4587	m: 01-CONT	800.13 Container Corporation Of Usa Discount:	0.00		0.00 TRANSFER	800.13
			Division 02 Total:	800.13		Prepaid Amount:	0.00	800.13
			Report Total:	800.13		Prepaid Amount:	0.00	800.13

# Update the Invoice Register.

<sup>sage</sup> Sage	e 100 ERP	×
2	Do you want to update the Invoice Register?	
	Yes No	

# Print and Update the Daily Transaction Register.

<sup>sage</sup> Sage	e 100 ERP	×
?	Do you want to print 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.

sage (	/endor Maint	enar	nce (TST)	10/3/201	4												
Ve Na	endor No. 🛛 🕅 ame 🛛 🖸	1-COM ontair	NT her Corporal	tion Of Usa	<b>a d</b> (	>						Сору	From	<u>R</u> enum	ber	More	
	<u>1</u> . Main	<u>2</u> .	Additional	<u>3</u> . Sta	tistics	<u>4</u> . Su	immary	<u>5</u> . Histi	ory	<u>6</u> . Invoice:	s   <u>7</u>	, Transacti	ons	<u>8</u> .Check	.s ]	<u>9</u> . P/	/0s ]
	Invoice No. 4587			Inv Date 5 10/3/2014	7 Inv Di 10/30.	ue Diate /2014	Disc Da	te	Amou 800.	unt 13	Discou 0.0	nt	Balance 0.00	Comme	ent		<b>H</b>
	5486 846 84657 0001053190			9/22/2014 9/22/2014 9/22/2014 5/31/2010	9/30/2 9/30/2 9/30/2 6/30/2	2014 2014 2014 2014			2,031. 113. 1,200. 50.553	.25 . <mark>02</mark> - .00	0.0 0.0 0.0	)0 )0 )0 )0 F	2,031.25 113.02 1,200.00 50.553	Monthli	Purchase		
	444-CM 44-4567			5/31/2010 5/1/2010	5/31/2 5/30/2	2010			100. 92,332	00-	0.0 0.0	)0 )0 )0 8	100.00 30,332	-	r archase	~	
	•															▶	
	Trans Date 7	T /	rans Type	Trar	ns Amoun	t	Discour	nt Chec	k Date	Check No	o.	Cleared	Cleare	d Date			
	10/3/2014 10/3/2014	In <sup>.</sup> Pa	voice syment		800.10 800.10	} }-	0.0 0.0	i0 10/3/;	2014	C00004	)	No No					
Ιſ	Bala	ance		Current	:	30 Days		45 Diays		60 Days		90 D ay	/s				
	133,904	.72	3	,118.23		0.00		0.00		0.00		130,786.4	9				
(	<u>&gt;</u>												it <u>C</u> a	ancel	<u>D</u> elete	]Ę	

## Click the Invoice/Payment History icon.

🔓 Vendor Ma	intenance (TS	r) 10/3/2014	4						_	
Vendor No. Name	01-CONT	ation Of Usa					Сору	From	ber More	•
<u>1</u> . Main	<u>2</u> . Addition	al <u>3</u> . Stal	istics <u>4</u> . Su	mmary <u>5</u> . H	listory 📔 🗄	. Invoices	<u>7</u> .Transactio	ons <u>8</u> .Check	s <u>  9</u> . P/C	)s ]
Invoice No 4587 5486 846 84657 000105319 444-CM 44-4567	0	Inv Date 10/3/2014 9/22/2014 9/22/2014 9/22/2014 5/31/2010 5/31/2010 5/1/2010	Inv Due Date 10/30/2014 9/30/2014 9/30/2014 9/30/2014 6/30/2010 5/31/2010 5/30/2010	Disc Date	Amoun 800.1: 2,031.2: 113.0: 1,200.0: 50,553 100.0: 92,332	t Disc. 3 2- 1	ount 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	Balance Commo 0,00 2,021 25 1 Invoice/Paym 1,200,00 100,553 Monthly 100,00- 80,332	ent History, Alt-Z	H S N
Trans Date		a Tran	s Amount	Discount Ch	eck Date	Check No.	Cleared	Cleared Date	<u> </u>	
10/3/2014 10/3/2014	Invoice Payment	<u> </u>	800.13 800.13-	0.00 0.00 10/	3/2014	000004	No No			
E 133,	3alance 904.72	Current 3,118.23	30 D ays 0.00	45 Day 0.0	ys O	60 D ays 0.00	90 D ay 130,786.49	18 3		
								t <u>C</u> ancel		

The Balance will show Zero.

A/P Invoice History Inquiry (TST) 10/3/2014		
Invoice No. 4587 J. No. 4587 J	NV Date 10/3/20 9/0 P0 No. 0010023	114 Ta <u>x</u> Detail 3
Vendor No.     01-CONT     Container Corporation Of Usa       Source Journal     P0-000009 %       Ship To     0000       ABC Distributing Company       Purch Address	Invoice Due Date 10/ Discount Due Date Discount Amount	30/2014
Terms Code     03     NET END OF MONTH       Warehouse     000     CENTRAL WAREHOUSE       Comment	Taxable Nontaxable Freight Sales Tax Invoice Total Prepayment Less COD Net Invoice	.00 800.13 .00 .00 800.13 .00 .00 .00 .00
Tax Schedule NONTAX Nontaxable Tax Schedule	Balance	.00 <

#### Click the Payments tab.

🔓 A/P Invoice History Inqui	iry (TST) 10/3/2014			
Invoice No. 4587 <u>1</u> . Main <u>2</u> . Lines		Type Source	INV Date P/0 P0 No.	10/3/2014         Tax Detail           0010023
Bank Check No. Ch D C00004 10/	eck Date Check Type 3/2014 Credit Card	Vendor Name Container Corporati	Source AP	Amount Comment
<b>3</b>				

Click the Transfer Information icon.

A/P Invoice History Inquiry (T Invoice No. 4587 <u>1</u> . Main <u>2</u> . Lines	<b>5T) 10/3/2014</b> → I¶ ¶ ▷ ▷I <u>3</u> . Payments	Type INV Date Source P/O PON	_□× 10/3/2014 Tax Detail No. 0010023
Bank Check No. Check D D C00004 10/3/201	ate Check Type Vendor 4 Credit Card Contains	Name Source ar Corporati AP	Amount Comment 800.13
7.0			

The Credit Card Payment Transfer Details window will appear.

🔓 Credit Card Pay	ment Transfer Details	? ×
Vendor Number Name	02-AMEX American Express Company	
Invoice Date Transfer Amount	10/3/2014 800.13	
Discount Amount 1099 Form	.00 None	
1099 Box		

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

Vendor Main								
	itenance (TST)	) 10/3/2014	•					
/endorNo. 0 Name A	D2-AMEX American Express	S Company				Сору	From	ber More
<u>1</u> . Main	2. Additional	I <u>3</u> . Statis	stics <u>4</u> . Sur	mmary <u>5</u> . Histo	ory <u>6</u> . Invoice	es <u>Z</u> .Transacti	ions <u>8</u> .Check	is <u>9</u> . P/Os
Invoice No.		Inv Date - ▽	Inv Due Date	Disc Date	Amount 900 13	Discount	Balance Commo	ent 🚺
1 MAYSTMT		5/31/2010 5/1/2010	6/30/2010 5/30/2010		100.00 3,000.00	0.00 0.00 0.00	100.00 3,000.00	×
•								Þ
I Trans Date		Trans	Amount	Discount Check	< Date Check N	No. Cleared	Cleared Date	ŀ
▲     Trans Date     10/3/2014	A Trans Type Invoice	Trans	: Amount 800.13	Discount Check 0.00	< Date Check N	No. Cleared No	Cleared Date	<u> </u>
Trans Date 10/3/2014	A Trans Type Invoice	Current	Amount 800.13	Discount Check 0.00 45 Days	< Date Check M	No No 90 Day	Cleared Date	<u>}</u>
Trans Date           10/3/2014           Bal           3,90	A Trans Type Invoice lance 00.13	Current 800.13	Amount 800.13	Discount Check 0.00 45 Days 0.00	< Date Check M 60 Days 0.00	No. Cleared No 90 Day 3,100.0	Cleared Date	<u> </u>

9 Vendor Maint	enance (TST)	10/3/2014							
Vendor No. 02	:AMEX		0 🕨 🕅 👘				Copy From	<u>R</u> enumber	More 🔻
Name An	nerican Express	Company							
<u>1</u> . Main	<u>2</u> . Additional	<u>3</u> . Statis	stics <u>4</u> . Sun	nmary <u>5</u> . Histo	ory <u>6</u> . Inv	roices <u>7</u> .Tra	ansactions	8.Checks	<u>9</u> . P/Os
Invoice No.		Inv Date  ∇	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment	<u> </u>
4587		5/31/2014	6/30/2014 6/30/2010		800.13 100.00	0.00	800.13 100.00	3	
•									Þ
Trans Date	Trans Type	Trans	Amount	Discount Check	Date Che	ck No. 🛛 🗌 Clé	eared Cleare	ed Date	
Bala	nce	Current	30 Diays	45 Days	60 D	ays	90 Days		
3,900	.13	800.13	0.00	0.00	0.	00 3	,100.00		
							<u>A</u> ccept <u>C</u>	ancel <u>D</u> elet	• 👌 🕜

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

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

🔓 A/P Invoid	e Data Entry (TST) 10/3/2014	
<u>Vendor No.</u> Name Invoice No.	O2-AMEX     Image: Company       American Express Company       SEPT 2014	<u>⊻</u> endor
<u>1</u> . Header	<u>2</u> . Lines	
Invoice Date Invoice Amo Subject to D Prepaid Invo	e 10/3/2014 📑 ount 3,900.13 🚍 viscount 3,900.13 🚍 oice 🔍	Terms Code     03      NET END OF MONTH       Invoice Due Date     10/30/2014     Image: Code of the code of th
ļ		Hold Payment Separate Check
		Form None Box
		Accept Cancel Delete 😝 📀

Click on Transfer Information icon.

🔓 A/P Invoi	ce Data Entry (TST) 10/3/2014		
Vendor No.	02-AMEX		⊻endor
Name	American Express Company		
Invoice No.	SEPT 2014		
<u>1</u> . Header	2. Lines		
	]   <u>Q</u> uick Row   1 [_		
	G/L Account Amount	Comment	
1	00.		
Descript	on A		
Transfe			
Transfer V	endor		
	Distribution Balance	3,900.13	Total 0.00
		<u>A</u> ccept <u>C</u> a	ancel Delete 🔒 🕢 :

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

<sup>sage</sup> Purchase Vendor	' Transfer	<u>? X</u>
Vendor Number Name Invoice Number	02-AMEX	Select
Invoice Date Invoice Balance G/L Account Transfer Amount	.00	
Discount Amount 1099 Form 1099 Box	None	
		<u>O</u> K <u>C</u> ancel

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

sage	Select Vend	or Transfer Invoice	s					_	. 🗆 🗙
ſ									
	Vendor No.	Vendor Name	Invoice No.	Invoice Date	Due Date	Disc. Date	Past Disc.	Invoic	- 😺 📘
	02-AMEX	American Express	1	5/31/2010	6/30/2010				
	02-AMEX	American Express	4587	10/3/2014	10/30/2014				
	02-AMEX	American Express	MAYSTMT	5/1/2010	5/30/2010				
					Total Select	ad .	3 900 13		
					rotal Select		3,300.13		
								<b></b>	
								<u>u</u> k	9.

### Click OK on the Purchase Vendor Transfer screen.

sa	Purchase Vendor	Transfer	<u>?</u> X
	Vendor Number	02-AMEX	Select
	Name	American Express Company	
	Invoice Number	MULTIPLE	-
	Invoice Date		
	Invoice Balance	.00	
	G/L Account		
	Transfer Amount	3,900.13	
	Discount Amount	00.	
	1099 Form	None	
	1099 Box	<b>_</b>	
			<u>O</u> K <u>C</u> ancel

Click Accept, print the Invoice Register and Update.

SOP A/P Invoid	e Data Entry (TST) 1	0/3/2014				
Vendor No.	02-AMEX -	S 🖬 🌒 🕨	<b>F</b> I			⊻endor
Name	American Express Com	pany				
Invoice No.	SEPT 2014	그,				
<u>1</u> . Header	<u>2</u> . Lines					
	)	Quick Row	3 🛃		2	<b>≅</b> @(: <b>₽</b> •)
	G/L Account	Amount		Comment		
1		100.00				
2		800.13				
3		3,000.00				
4		.00				
Descriptio Transfe Transfer Ve	on r endor 02-AMEX	⊻.	•			
		Distributio	on Balance	0.00	Total	3,900.13
					<u>C</u> ancel	

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.

🤓 Vendor Mai	ntenance (TST) 1	10/3/2014								_ 🗆 🗙
Vendor No. Name	02-AMEX American Express (	Company	•••				Cop	y From	<u>R</u> enumber	More
<u>1</u> . Main	2. Additional	<u>3</u> . Statistic	cs <u>4</u> . Sum	mary <u>5</u> . H	listory <u>6</u>	Invoices	<u>7</u> .Transac	tions <u>8</u> .	Checks ]	<u>9</u> . P/Os
Invoice No. 4587 SEPT 2014 1 MAYSTMT	             	Inv Date ⊽ 0/3/2014 1 0/3/2014 1 5/31/2010 6 5/1/2010 5	Inv Due Date 0/30/2014 0/30/2014 3/30/2010 5/30/2010	Disc Date	Amount 800.13 3,900.13 100.00 3,000.00	Dist	count   0.00 0.00 0.00 0.00	Balance 0.00 3,900.13 0.00 0.00	Comment	) (H) (S)
Trans Date 10/3/2014	A Trans Type Invoice	Trans A 3,9	mount 300.13 30 Daus	Discount Ch 0.00	eck Date (	Check No.	Cleared No 90 D	Cleared D	Date	
3,9	00.13 3,	900.13	0.00	0.0		0.00	0.1	00		
							Acce	ept <u>C</u> ano	cel <u>D</u> elete	