

The background of the slide features a blurred image of a laptop on the left and a stack of several books on the right. The text is overlaid on this background.

SHELBYSYSTEMS®

Advance Your Knowledge Webinar Series

Tracking Credit Card Activity in ShelbyFinancials

Welcome

Please take a moment to locate the Zoom Webinar controls.
Feel free to say hello or ask a question using the Q & A feature.



Why use Credit Card Tracking?


- Expenses can be found under the actual vendor.
- Better Reporting.
- Fast and easy Import feature.

Credit Card Setup

- How many Credit Card's do I setup?
 - Is there one payment per statement but multiple users?
 - Create one credit card with multiple credit card users (as shown).
 - There are multiple credit card statements and payments or unique user liability accounts?
 - Create a new credit card per user.
 - Will have to create a payment per user/card.
- Go to Accounts Payable > Modify > Credit Card Information
- Click 'Add New Credit Card'

Home > Accounts Payable > Credit Card > Update


 Fund  Church

* Account #  Credit card AMX

* Description


* Card Account #













* Expiration Date

* Credit Card Vendor 

☒ Active?

USERS **NOTE**

 Add New Credit Card User

		User Name	Active	Balance
		Burt the Builder		\$1,400.00
		Pastor John		\$100.00
		I M The Cook		\$425.00
		Pastor Bob		\$0.00

Update [Reset or Cancel](#)

Accrual Entry

- Credit Card tracking uses the Accrual method of accounting.
- This requires a Liability Account.
- When the Credit Card Transaction is entered and posted, the amount of the individual transactions are added to both the Expense and Credit Card Liability accounts.

Account	Debit	Credit
Expense	\$100.00	
Liability		\$100.00

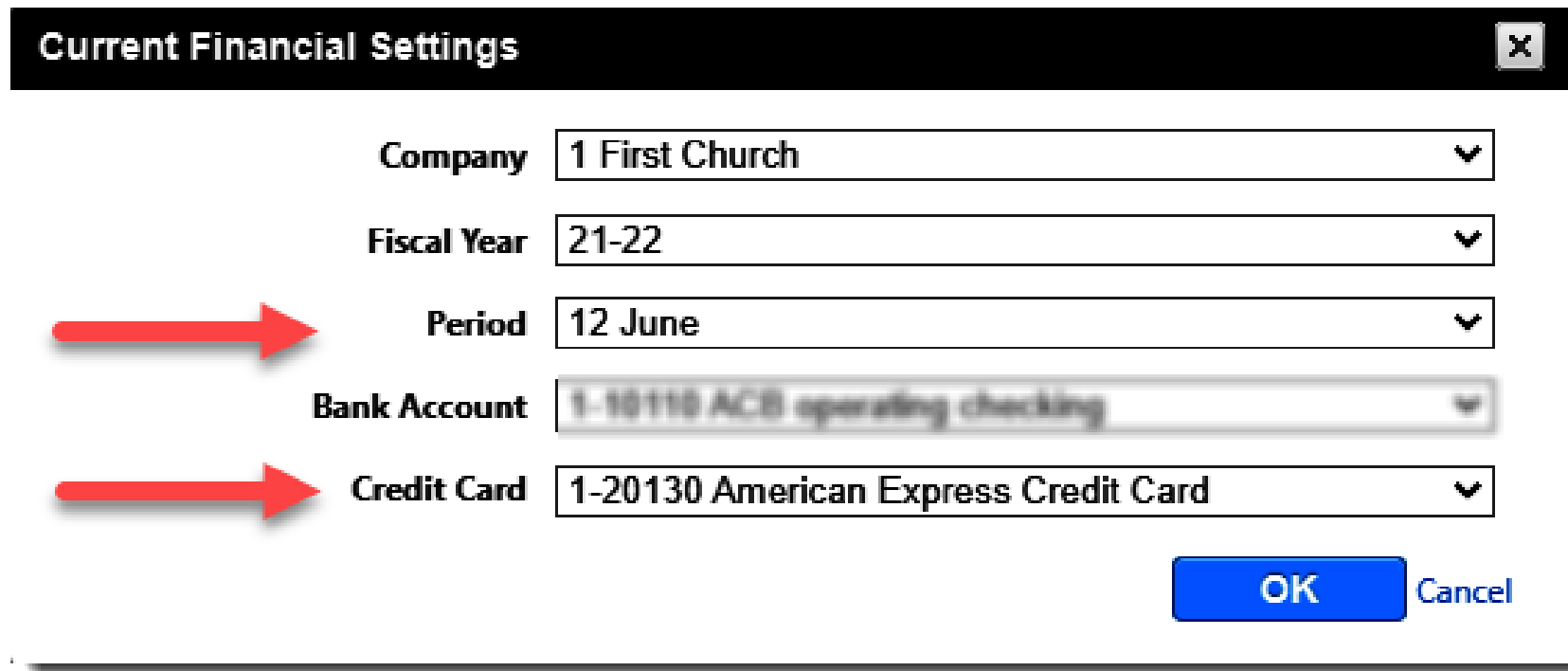
Credit Card Payment

- When the Credit Card is paid, the amount is posted to both the Credit Card Liability and Bank (Asset) accounts, clearing the Liability.

Account	Debit	Credit
Liability	\$ 500.00	
Asset		\$ 500.00

Financial Settings

- The Company, Fiscal Year, Period, and the Credit Card needs to be chosen BEFORE entering a Credit Card Transaction.
- The Bank Account is not applicable with Credit Card transactions.
- It's important that the Period matches the transaction date.



Current Financial Settings [X]


Company	1 First Church	▼
Fiscal Year	21-22	▼
Period	12 June	▼
Bank Account	1-10110 ACB operating checking	▼
Credit Card	1-20130 American Express Credit Card	▼


OK Cancel


Option 1 - Manually Enter Credit Card Transactions

- Accounts Payable > Enter > Credit Card Transaction
- Entry is very similar to regular Accounts Payable Transaction
- Search for Vendor or add on-the-fly
- Assign the CC User from drop-down menu
- Can be used with Purchase Management
- Receipts can be attached


1-20130 American Express Credit Card

User John, Pastor 


* Vendor Acme Paper Supply (#21)  3003 Airways Blvd, Memphis, TN 38131-0117














Ref # 12345  * Total \$108.80 Net \$108.80


Invoice # 2022-JUN Discount Type Dollar



* Date 6/7/2022  Discount \$0.00

[DETAILS](#) **ATTACHMENTS** [NOTE](#)

Add 10 New Lines 

Account	Description	Project	1099	Amount
 1  30  52310 	Copier Paper		None 	\$81.60
 2  200  52310 	Copier Paper		None 	\$27.20 
2 items				\$108.80

Distribution Copier  [Apply Distribution](#)

  [Link To Purchasing Management](#)

[Apply](#) [Update](#) [Reset or Cancel](#)

Post Credit Card Transactions

- Accounts Payable > Manage > Unposted Credit Card Transactions
- Select Transactions for the Period.
- Post Credit Card Transactions

1 First Church Fiscal Year: 21-22 Period: 12 June Bank Account: 1-10110 ACB operating checking [change](#)

[Home](#) > [Accounts Payable](#) > [Credit Card](#) > [Transactions](#) [Add To My Tasks](#)

Transactions for 1-20130 American Express Credit Card

Filters ☐

[Add New Transaction](#) [Import Credit Card Transactions](#)

<input checked="" type="checkbox"/>	Vendor	Credit Card User	Reference #	Invoice #	1099	Date	Note	Setup	Amount
<input checked="" type="checkbox"/>	Acme Paper Supply	John, Pastor	12345	2022-JUN		6/7/2022			\$108.80
<input checked="" type="checkbox"/>	Amazon	Bob, Pastor	24897	2022-JUN		6/7/2022			\$319.00
<input checked="" type="checkbox"/>	Amazon	Bob, Pastor		2022-JUN		6/16/2022			\$188.94
3 transactions, 3 selected									Amount: \$616.74

Page size: 50 3 items in 1 pages

[Credit Card Transaction Edit Report](#) [Post Credit Card Transactions](#)

Reconcile Credit Card Statement

- Accounts Payable > Manage > Credit Card Statements
- Add New Statement
- Enter Statement Date and Ending Balance.

Home > Accounts Payable > Credit Card > Reconciliation

1-20130 American Express Credit Card

Add New Statement

		Statement Date	Ending Balance	Note	Setup
		3/18/2022	\$250.00		
		2/15/2022	\$3,573.00		
		1/15/2022	\$975.00		

Reconcile Details

* **Statement Date**

* **Ending Balance**

OK Close

Reconcile Credit Card Statement

- Select all charges, credits, and payments.
- Difference Should be Zero.
- Calculated Ending Balance should equal the payment.
- Click Finish.

Home > Accounts Payable > Credit Card > Reconciliation > Update

1-20130 American Express Credit Card [Import Credit Card Statement](#)

RECONCILIATION
NOTES
ATTACHMENTS

Charges

<input checked="" type="checkbox"/>	Amount	Date	Vendor
<input checked="" type="checkbox"/>	\$425.00	3/5/2022	Corky's BBQ
<input checked="" type="checkbox"/>	\$250.00	3/7/2022	Walmart, INC.
<input checked="" type="checkbox"/>	\$100.00	3/11/2022	Christian Book Store

Statement Date
Statement Ending Balance
Difference

Payments/Credits

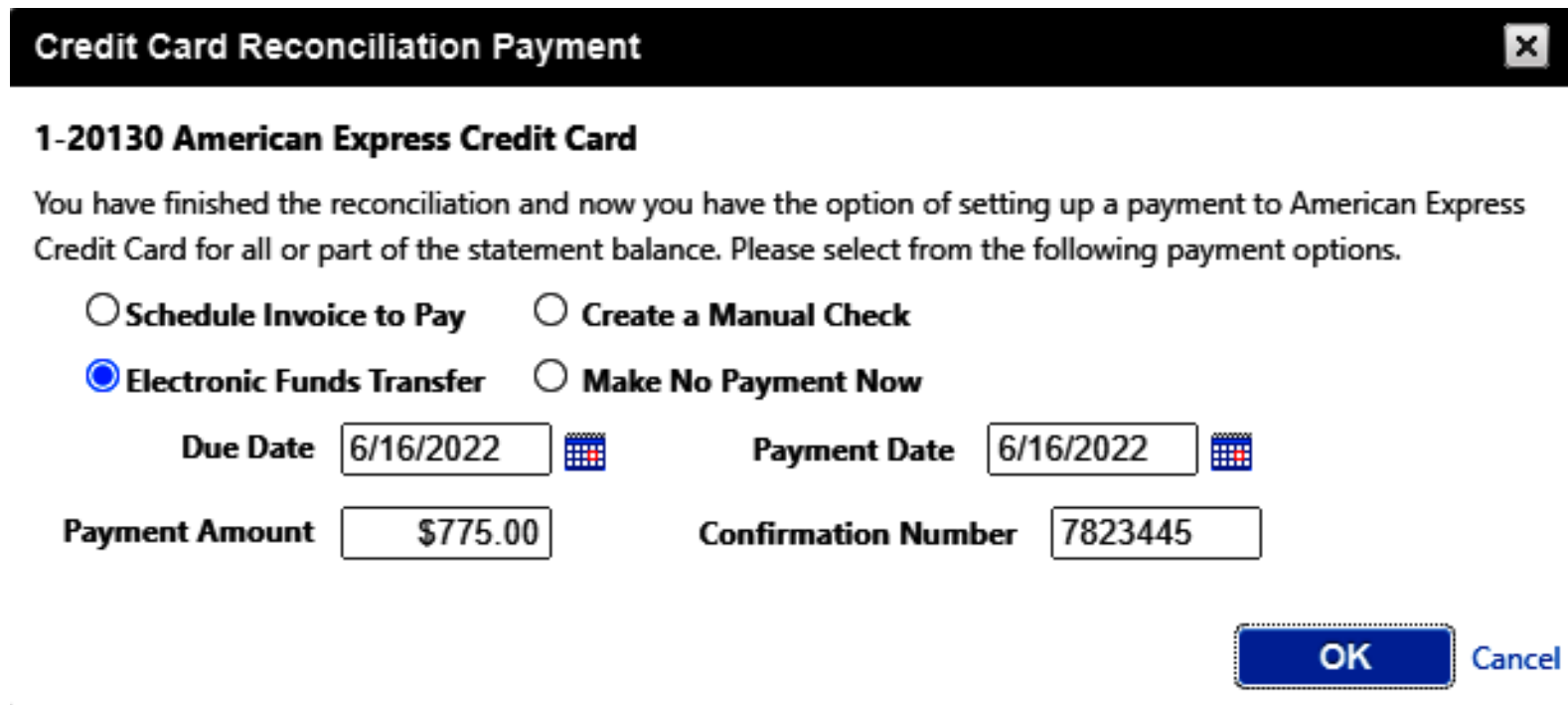
<input checked="" type="checkbox"/>	Amount	Date	Vendor
<input checked="" type="checkbox"/>	(\$3,573.00)	2/15/2022	American Express

Statement Starting Balance
Net Charged/Credits
Calculated Ending Balance

View Reconciliation Report
Apply and Finish Later
Finish
Reset or Cancel

How do you pay the Credit Card bill?

- Once you click Finish, the payment options appear.
- Options: Create a new Invoice, EFT, or Manual Check to post or No Payment now.



Credit Card Reconciliation Payment [X]

1-20130 American Express Credit Card

You have finished the reconciliation and now you have the option of setting up a payment to American Express Credit Card for all or part of the statement balance. Please select from the following payment options.

☐ Schedule Invoice to Pay ☐ Create a Manual Check

☒ Electronic Funds Transfer ☐ Make No Payment Now

Due Date [Calendar Icon] Payment Date [Calendar Icon]

Payment Amount Confirmation Number

How do you pay the Credit Card bill?

- Accounts Payable > Enter > Manage Unposted Transactions
- Vendor is the one attached to the Credit Card during setup.
- Only uses Credit Card Liability Account.

Home > Accounts Payable > Transactions > Update Add To My Tasks

Accrual Basis 1-10110 ACB operating checking

Vendor **American Express (#30)** Terms: none

Apply to credit card **American Express Credit Card**

☒ Invoice
☐ Quick Check
☐ Manual Check
☐ Adjustment
☐ Electronic Funds Transfer
☐ Send EFT to Manage Payments

☐ Print on Separate Check?
☐ Use ACH?
☐ Keep General Ledger Distribution for next vendor?

Invoice # * Invoice Total Check #
 * Invoice Date Discount Type Check Date
 Due Date Discount Confirmation #

DETAILS ATTACHMENTS NOTE

Account	Description	Project	1099	Amount
1 0 20130	June 2022 Payment			\$500.00

Fund Name Church
 Department Name Balance Sheet Accounts
 Account Credit card AMX
 Remaining Budget not budgeted
 Project

1 items \$500.00

Distribution [Apply Distribution](#) [Link To Purchasing Management](#)

[Apply](#) [Update](#) [Reset or Cancel](#)

Import Credit Card Transactions

- The Credit Card Transaction Import reads an Excel file that you specify and then imports each row of that file as credit card transactions.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date	Amount	Vendor	FundNumber	DepartmentNumber	AccountNumber	DetailDescription	Project	Note	CreditCardUser	Ref#	Invoice#	1099
2	6/7/2022	\$ 108.80	Acme Paper Supply	1	150	52250	2 Cases of Paper			Liz Baker			
3	6/8/2022	\$ 185.71	Church Supply Store	1	150	52350	HS Graduate Bibles			Edward Sanders			
4	6/9/2022	\$(185.71)	Church Supply Store	1	150	52350	Returned wrong Bibles			Edward Sanders			
5	6/14/2022	\$ 37.70	Fuel	1	150	52250	Church Van Refill			Mark Miller			
6	6/15/2022	\$ 105.54	Walton Market	1	150	52250	Youth Dinner			Liz Baker			
7	6/26/2022	\$ 54.84	Music Supply Warehouse	1	150	52250	Sheet Music			Mark Miller			

[Credit Card Import Template](#)













Import Credit Card Transactions

Home > Accounts Payable > Credit Card > Transactions > Import

Import for 1-21110 VISA

☒ View valid (6)
 ☐ View invalid (1)

Charges should show as positive amounts and refunds as negative amounts. [Click here](#) to reverse the signs for these amounts.

	Dupl	Date	Vendor from Excel	Vendor Matched to	Amount	Account#	Account Name
 		6/7	Acme Paper Supply	Acme Paper Supply (#	\$108.80	1-150-52250	Office Supplies
 		6/8	Church Supply Store	Church Supply Store (#	\$185.71	1-150-52350	Technology-Equip
 		6/9	Church Supply Store	Church Supply Store (#	(\$185.71)	1-150-52350	Technology-Equip
 		6/14	Wal-Market Fuel Center	Wal-Market Shopping	\$37.70	1-150-52250	Office Supplies
 		6/15	Wal-Market Shopping Center	Wal-Market Shopping	\$105.54	1-150-52250	Office Supplies
 		6/26	Music Supply Warehouse	Music Supply Warehou	\$54.84	1-150-52250	Office Supplies

Clear Credit Card Transactions Import


Import Credit Card Transactions



[Home](#) > [Accounts Payable](#) > [Credit Card](#) > [Transactions](#) > [Import](#)

Import for 1-21110 VISA

☐ View valid (6) ☒ View invalid (1)

Charges should show as positive amounts and refunds as negative amounts. Click [here](#) to reverse the



	Dupl	Date	Vendor from Excel	Vendor Matched to	Amount
		6/20/2016	ONLINE PAYMENT	** not matched **	(\$100.00)
1 charges					(\$100.00)

Follow-up...

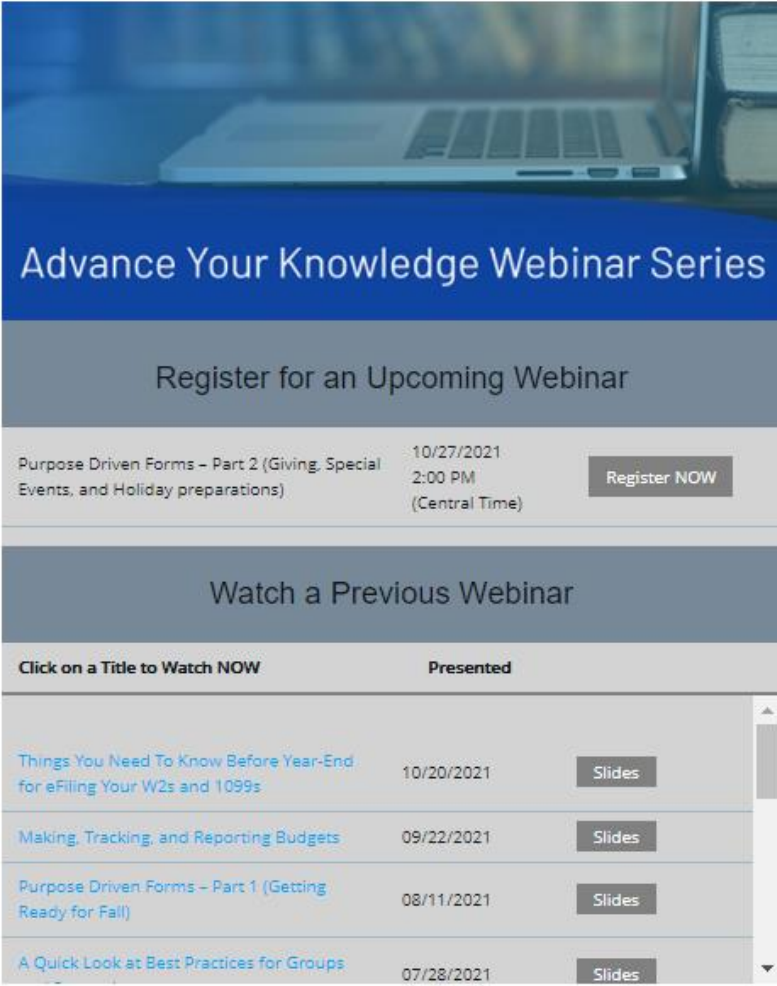
- What if we are Cash basis and don't want to use Accrual method?
 - Change the posting date to match the payment date.
 - Keep the transaction dates "as is".
 - Still will accrue, using the liability account, but it will all happen in the same month.
- How do I attach receipts if I'm importing?
 - After you import open each transactions and attach receipt.
- How can I have my department enter the account numbers and descriptions?
 - Send them their portion of the import file to code and return.
 - Create security rights (account and task roles) that all them to enter a manual transaction and attach their own receipts.
- Use a Generic Vendor for charges such as fast food, etc.

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Webinar Title	Date & Time	Action
Purpose Driven Forms – Part 2 (Giving, Special Events, and Holiday preparations)	10/27/2021 2:00 PM (Central Time)	Register NOW

Watch a Previous Webinar

Click on a Title to Watch NOW	Presented	Action
Things You Need To Know Before Year-End for eFiling Your W2s and 1099s	10/20/2021	Slides
Making, Tracking, and Reporting Budgets	09/22/2021	Slides
Purpose Driven Forms – Part 1 (Getting Ready for Fall)	08/11/2021	Slides
A Quick Look at Best Practices for Groups	07/28/2021	Slides

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Date: 7/27/22

Time: 3pm E/2pm C/12pm P

Led by: Dan Star

Client Consultant, Web/Mobile

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