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## CREDIT CARD MANAGER ADD-ON MODULE FOR ACCOUNTING

- Designated multiple “credit card vendors”
- Record credit card receipts as received from employees
- Immediately update expenditure lines and money “spoken for”
- Automatically load lines from credit card documents when preparing claim documents for payment
- Designate *Purchase Orders* and/or *Requisitions* to be paid via credit card
- Track employee credit card usage via *Requested By* maintenance tables
- Automatically post to general ledger to charge expenditure lines and move dollars into a user-defined credit card payable account
- Track history and process 1099's for vendors paid with credit cards
- Set up *Requested By Maintenance* table to contain all employees that have access to credit cards
- Track history for *Vendors Paid by Credit Card*, showing on all *Vendor Detail* and *Vendor Summary* reports
- Use *Claim Info* button, available on credit card documents, to see which documents paid the credit card transaction
- Selected all or individual credit card transactions to load into claim lines
- Use both credit card documents and purchase orders/requisitions to designate credit cards transactions
- Use *Budget Reports* to show dollars committed in the period credit card documents are posted
- Void individual lines on a credit card document

**Easy to set up:** Just mark your credit card vendors, enter your *Requested By* list, and begin entering credit card documents.

### Available Credit Card Reports

- Transactions Paid by:
  - *Credit Card Vendor*
  - *Vendor Paid*
  - *Requested By*
- Outstanding Transactions
- Outstanding Transactions by *Requested By*
- Year End Outstanding Documents

### FOR MONTANA SCHOOLS

Credit card payables automatically reported in the proper place on the *Montana Trustees Balance Sheet* report.



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