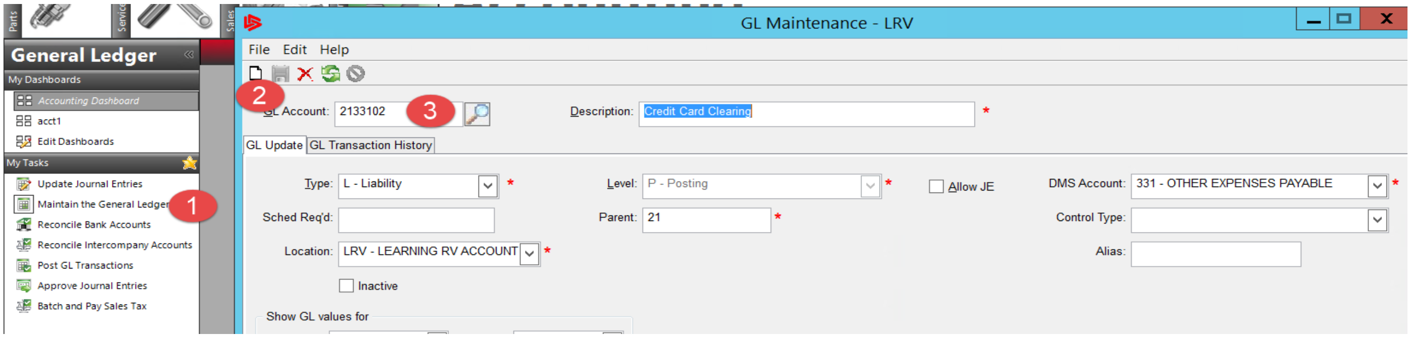
Maintain Vendor History when paying by Credit Card and Reconciling GL accounts for credit card history via Bank Reconciliation routine – G2

When using a credit card to pay for a purchase for the dealership and maintain the vendor history.

(The GL account number in the below example is for the newest version of the chart of accounts, if your current system is the other GL account structure you would want to setup the GL Account under the 5-30 section of your chart of accounts)

1. Create a GL Account #2133102 or in that range, called Credit Card Clearing.
2. It is a liability account to DMS # 331.

Accounting> General Ledger>Maintain the General Ledger


Parts
Service
Sales
General Ledger
My Dashboards
Accounting Dashboard
acct1
Edit Dashboards
My Tasks
Update Journal Entries
Maintain the General Ledger
Reconcile Bank Accounts
Reconcile Intercompany Accounts
Post GL Transactions
Approve Journal Entries
Batch and Pay Sales Tax
1
GL Maintenance - LRV
File
Edit
Help
2
3
GL Update
GL Transaction History
Show GL values for

GL Account: 2133102

Description: Credit Card Clearing *

Type: L - Liability *

Level: P - Posting *

☐ Allow JE

DMS Account: 331 - OTHER EXPENSES PAYABLE *

Sched Req'd:

Parent: 21 *

Control Type:

Location: LRV - LEARNING RV ACCOUNT *

Alias:

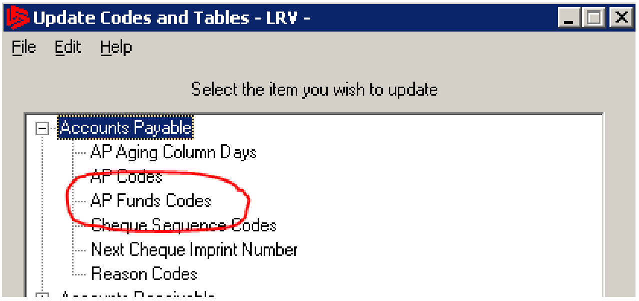
☐ Inactive

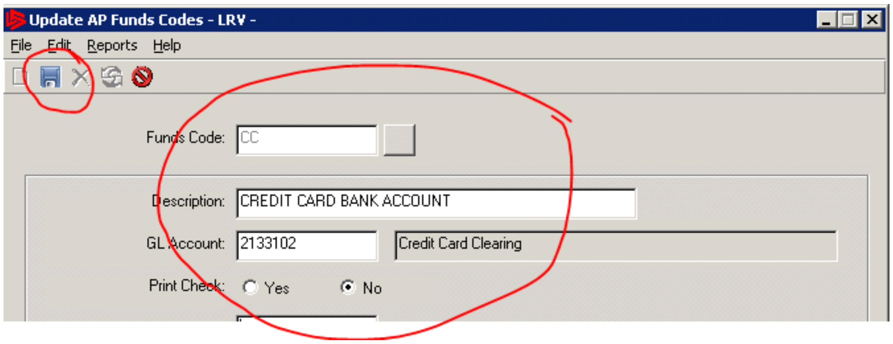
If you have more than one credit card and want to keep them separate, you can create multiple GL accounts and put the name of the credit card company, or last 4 digits of the card in the description of the general ledger.

3. Create a funds code for this GL account so that it can be used in the Bank reconciliation routine, as well as used to show the AP invoices have been paid.

Admin>Setup>Update Codes and Tables> Accounts Payable>AP Funds Code

(If using multiple GL accounts then you will need to create new funds codes for each company i.e. AMEX)


Update Codes and Tables - LRV -
File
Edit
Help
Select the item you wish to update
Accounts Payable
AP Aging Column Days
AP Codes
AP Funds Codes
Cheque Sequence Codes
Next Cheque Imprint Number
Reason Codes
Accounts Receivable


Update AP Funds Codes - LRV -
File
Edit
Reports
Help

Funds Code: CC

Description: CREDIT CARD BANK ACCOUNT

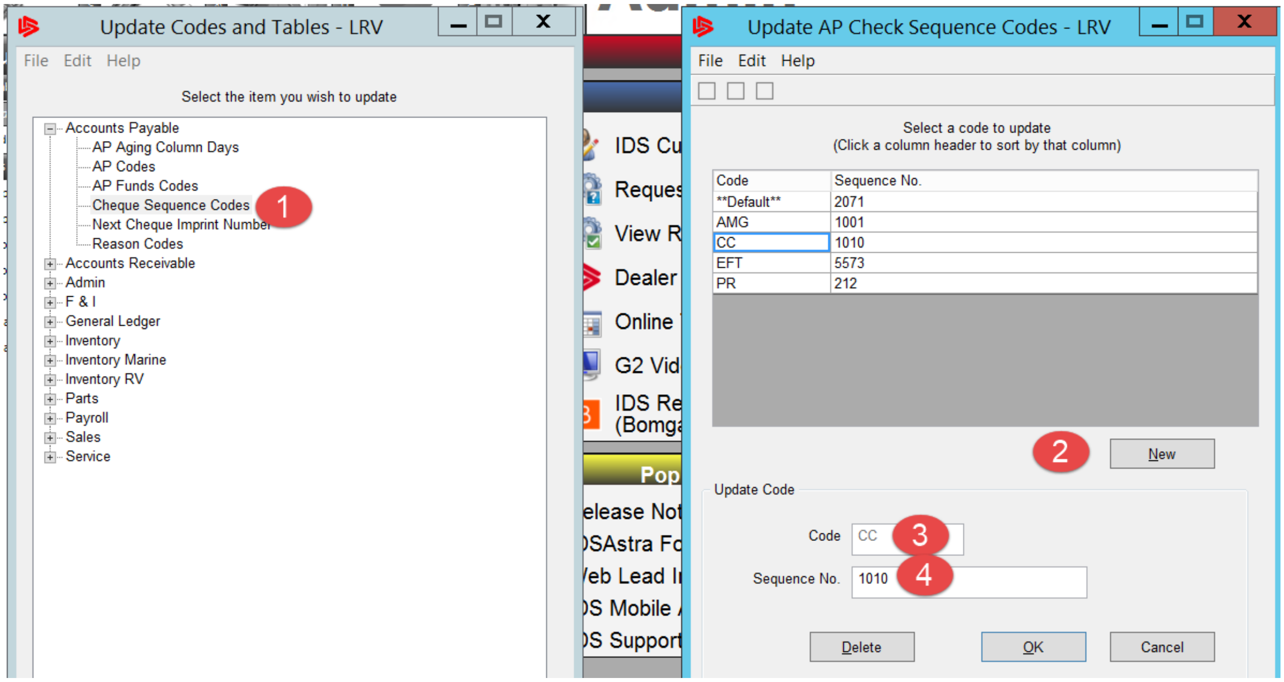
GL Account: 2133102 Credit Card Clearing

Print Check: ○ Yes ● No

If you were separating out the credit card accounts the funds codes could be AMEX, V, MC etc. Once information has been entered, use the blue floppy disk to save the changes.

4. To create the check sequence code for the new funds codes, go to

ADMIN-SETUP-CODES/TABLES -ACCOUNTS PAYABLE–CHECK SEQUENCE CODES

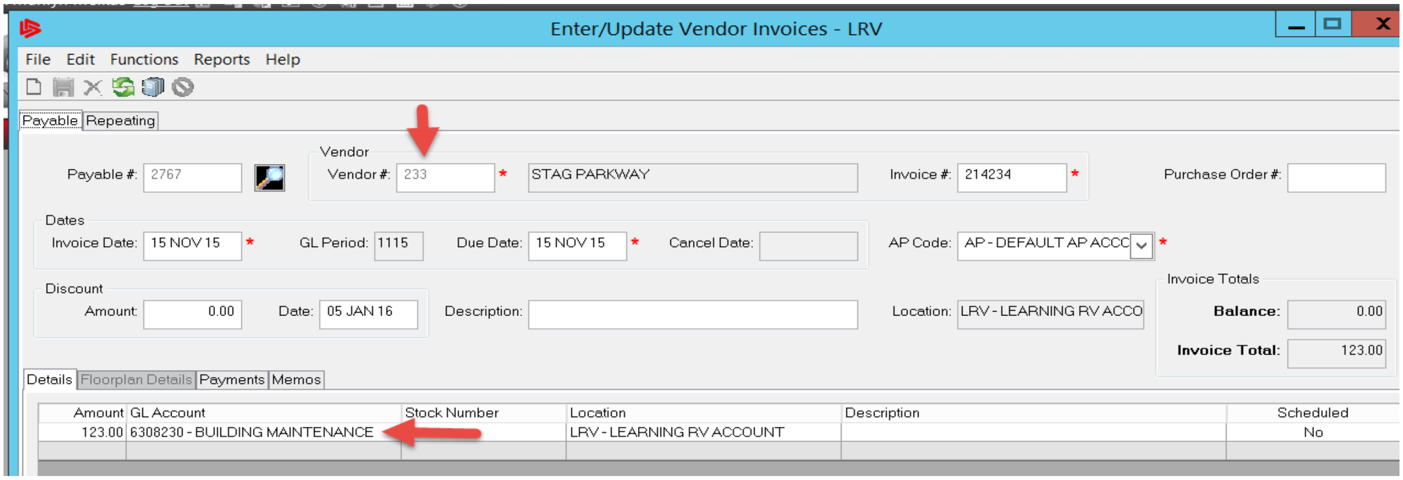

Update Codes and Tables - LRV
File
Edit
Help
Select the item you wish to update
Accounts Payable
AP Aging Column Days
AP Codes
AP Funds Codes
Cheque Sequence Codes
1
Next Cheque Imprint Number
Reason Codes
Accounts Receivable
Admin
F & I
General Ledger
Inventory
Inventory Marine
Inventory RV
Parts
Payroll
Sales
Service
IDS Cu
Reques
View R
Dealer
Online
G2 Vid
IDS Re
(Bomga
Pop
elease Not
SAstra Fo
eb Lead I
S Mobile
S Support
Update AP Check Sequence Codes - LRV
File
Edit
Help
Select a code to update
(Click a column header to sort by that column)
2
New
Update Code
3
4
Delete
OK
Cancel

Code	Sequence No.
Default	2071
AMG	1001
CC	1010
EFT	5573
PR	212

Code: CC

Sequence No.: 1010

5. Create the payable and check to the Vendor that you purchased the item from, expense it out accordingly. On the check make sure you are using the CC funds code (if credit card accounts separated use the code you have setup for the card being used). The funds code will point the general ledger transaction to the GL accounts setup on that code. I.e. 2133102.


Enter/Update Vendor Invoices - LRV
File Edit Functions Reports Help
Payable Repeating
Details Floorplan Details Payments Memos

Vendor

Payable #: 2767

Vendor #: 233 * STAG PARKWAY

Invoice #: 214234 *

Purchase Order #:

Dates

Invoice Date: 15 NOV 15 *

GL Period: 1115

Due Date: 15 NOV 15 *

Cancel Date:

AP Code: AP - DEFAULT AP ACCC *

Discount

Amount: 0.00

Date: 05 JAN 16

Description:

Location: LRV - LEARNING RV ACCO

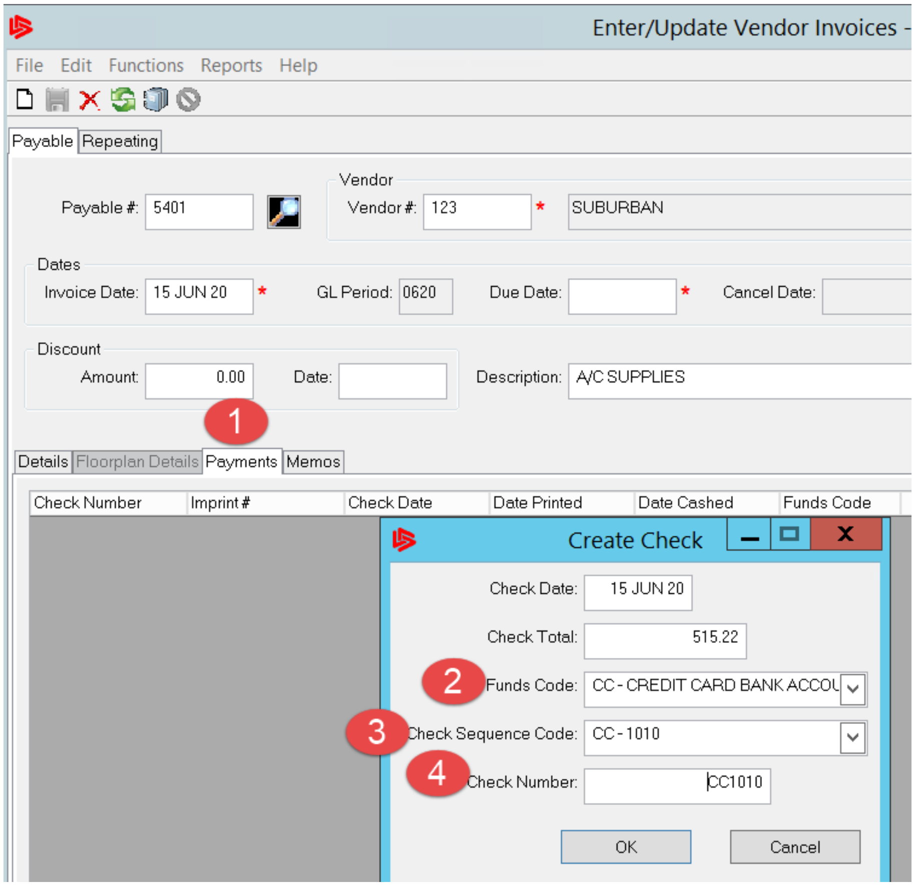
Invoice Totals

Balance: 0.00

Invoice Total: 123.00

Amount	GL Account	Stock Number	Location	Description	Scheduled
123.00	6308230 - BUILDING MAINTENANCE		LRV - LEARNING RV ACCOUNT		No

6. After saving the AP invoice, click into the PAYMENTS tab (item 1), then verify the Funds code (2), the Check Sequence Code (3) and the Check number(4). Click OK which will bring up the 2nd screen show below.


Enter/Update Vendor Invoices -
File Edit Functions Reports Help
Payable Repeating
1
Details Floorplan Details Payments Memos
Check Number
Imprint #
Check Date
Date Printed
Date Cashed
Funds Code
Create Check
2
3
4
OK
Cancel

Vendor

Payable #: 5401

Vendor #: 123 * SUBURBAN

Dates

Invoice Date: 15 JUN 20 *

GL Period: 0620

Due Date: *

Cancel Date:

Discount

Amount: 0.00

Date:

Description: A/C SUPPLIES

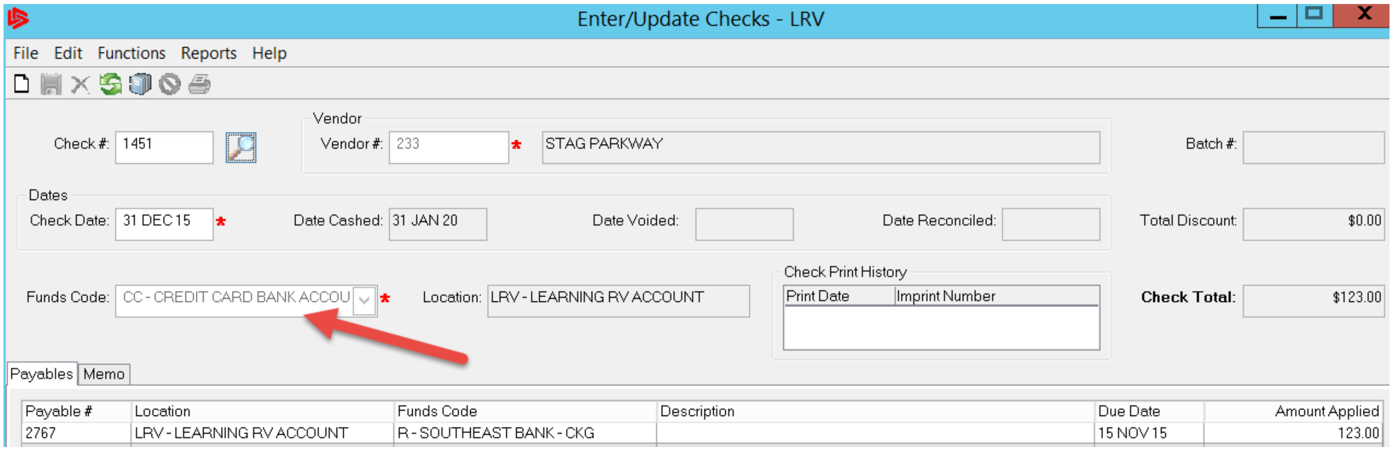
Check Date: 15 JUN 20

Check Total: 515.22

Funds Code: CC - CREDIT CARD BANK ACCOU

Check Sequence Code: CC - 1010

Check Number: CC1010


Enter/Update Checks - LRV
File Edit Functions Reports Help
Payables Memo

Vendor

Check #: 1451

Vendor #: 233 * STAG PARKWAY

Batch #:

Dates

Check Date: 31 DEC 15 *

Date Cashed: 31 JAN 20

Date Voided:

Date Reconciled:

Total Discount: $0.00

Funds Code: CC - CREDIT CARD BANK ACCOU *

Location: LRV - LEARNING RV ACCOUNT

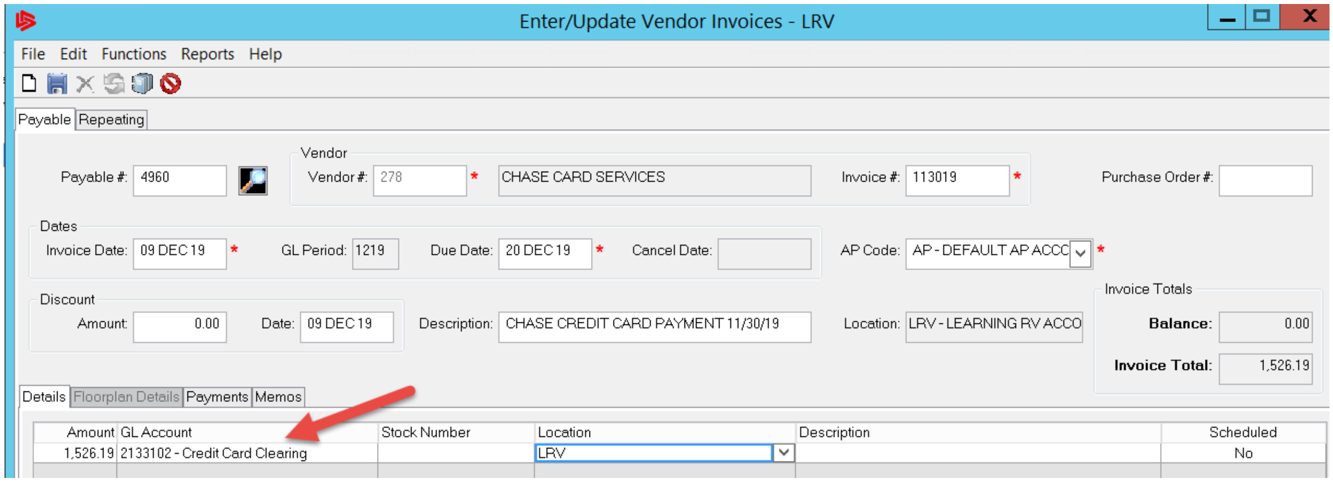
Check Print History

Print Date	Imprint Number

Check Total: $123.00

Payable #	Location	Funds Code	Description	Due Date	Amount Applied
2767	LRV - LEARNING RV ACCOUNT	R - SOUTHEAST BANK - CKG		15 NOV 15	123.00

7. When you are paying the credit card company, create a payable and post the payable to the Credit Card Clearing account 2133102 or the GL account that was setup for the credit card company.


Enter/Update Vendor Invoices - LRV
File Edit Functions Reports Help
Payable
Repeating
Details
Floorplan Details
Payments
Memos

Payable #: 4960

Vendor

Vendor #: 278 * CHASE CARD SERVICES

Invoice #: 113019 *

Purchase Order #:

Dates

Invoice Date: 09 DEC 19 *

GL Period: 1219

Due Date: 20 DEC 19 *

Cancel Date:

AP Code: AP - DEFAULT AP ACCC *

Discount

Amount: 0.00

Date: 09 DEC 19

Description: CHASE CREDIT CARD PAYMENT 11/30/19

Location: LRV - LEARNING RV ACCO

Invoice Totals

Balance: 0.00

Invoice Total: 1,526.19

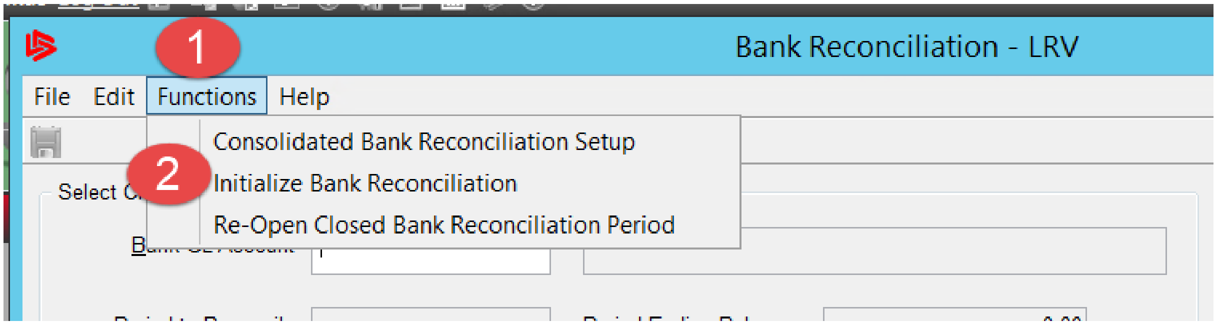
Amount	GL Account	Stock Number	Location	Description	Scheduled
1,526.19	2133102 - Credit Card Clearing		LRV		No

The payable will now show as paid, and the liability account will now list all the credit card transactions one by one as credits to the liability account, and the payment to the credit card vendor will be listed as debits to the liability account.

8. To reconcile your liability account(s), you can now use the Bank Reconciliation routine.

The Bank Reconciliation routine is found under
ACCOUNTING – GENERAL LEDGER – RECONCILE BANK ACCOUNTS

The first time you reconcile this account, you will need to Initialize the GL account first. To initialize the GL account click on Functions, then Initialize Bank Account.


Bank Reconciliation - LRV
1
File Edit Functions Help
Consolidated Bank Reconciliation Setup
2
Initialize Bank Reconciliation
Re-Open Closed Bank Reconciliation Period
Select C

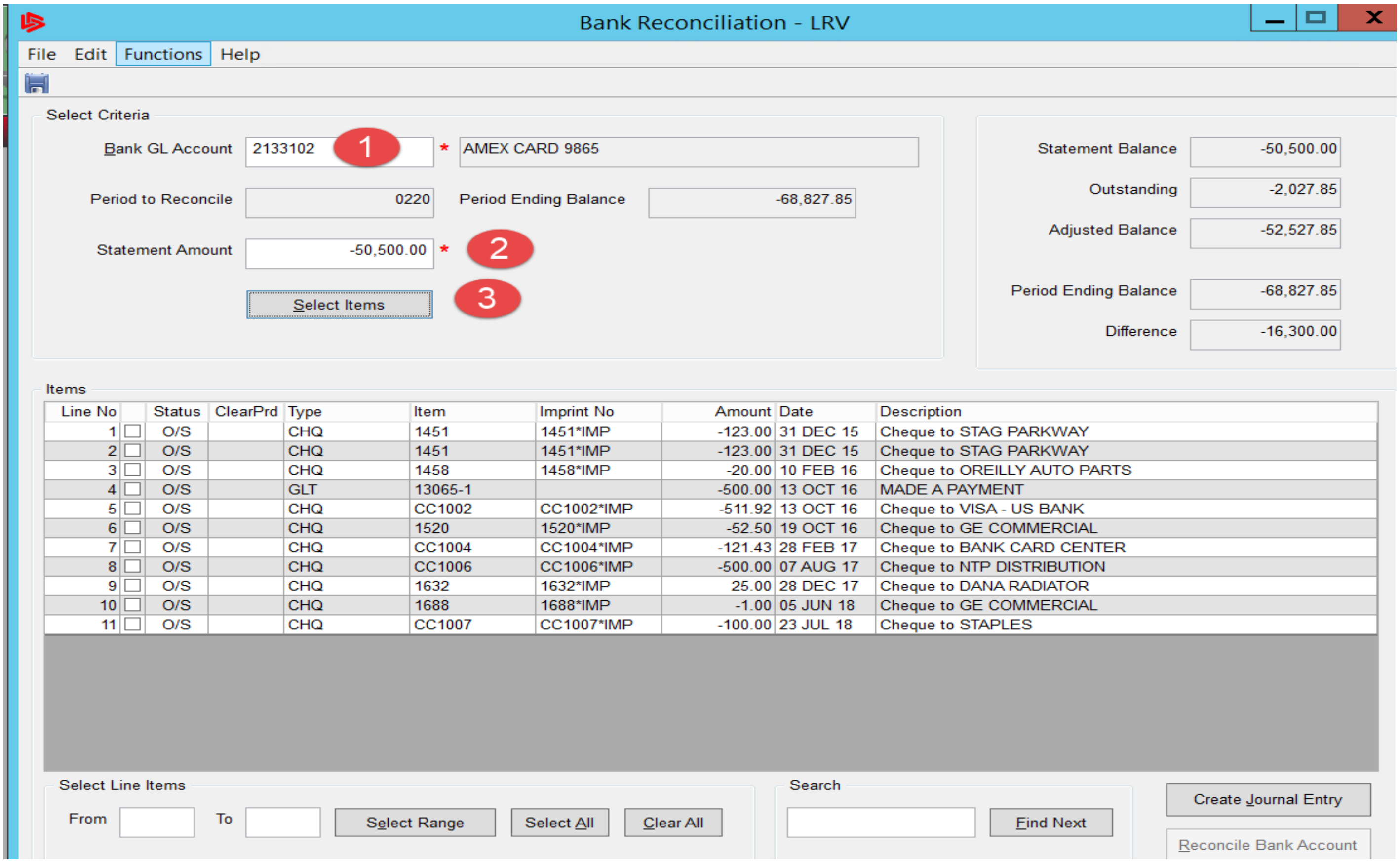
It is best to initialize in the month prior to your first use of this process. Then the initialization will be updating the Bank Balance as “0.00” and there will not be any detail line items to reconcile.

After the GL account is initialized, then each subsequent month you will be able to use the “regular” bank reconciliation routine.

To reconcile your credit card clearing GL accounts:

Accounting – General Ledger – Reconcile Bank accounts – Make sure you have Posted GL Transactions prior To opening this menu.

Input the GL account number in the Bank Reconciliation menu, then input the balance on the credit card statement. If you owe money to the credit card vendor, this balance should be input as a negative amount.


Bank Reconciliation - LRV
File
Edit
Functions
Help
Select Criteria
1
2
3
Select Items
Items
Select Line Items
From
To
Select Range
Select All
Clear All
Search
Find Next
Create Journal Entry
Reconcile Bank Account

Bank GL Account: 2133102 * AMEX CARD 9865

Period to Reconcile: 0220

Period Ending Balance: -68,827.85

Statement Amount: -50,500.00 *

Statement Balance: -50,500.00

Outstanding: -2,027.85

Adjusted Balance: -52,527.85

Period Ending Balance: -68,827.85

Difference: -16,300.00

Line No		Status	ClearPrd	Type	Item	Imprint No	Amount	Date	Description
1	☐	O/S		CHQ	1451	1451*IMP	-123.00	31 DEC 15	Cheque to STAG PARKWAY
2	☐	O/S		CHQ	1451	1451*IMP	-123.00	31 DEC 15	Cheque to STAG PARKWAY
3	☐	O/S		CHQ	1458	1458*IMP	-20.00	10 FEB 16	Cheque to OREILLY AUTO PARTS
4	☐	O/S		GLT	13065-1		-500.00	13 OCT 16	MADE A PAYMENT
5	☐	O/S		CHQ	CC1002	CC1002*IMP	-511.92	13 OCT 16	Cheque to VISA - US BANK
6	☐	O/S		CHQ	1520	1520*IMP	-52.50	19 OCT 16	Cheque to GE COMMERCIAL
7	☐	O/S		CHQ	CC1004	CC1004*IMP	-121.43	28 FEB 17	Cheque to BANK CARD CENTER
8	☐	O/S		CHQ	CC1006	CC1006*IMP	-500.00	07 AUG 17	Cheque to NTP DISTRIBUTION
9	☐	O/S		CHQ	1632	1632*IMP	25.00	28 DEC 17	Cheque to DANA RADIATOR
10	☐	O/S		CHQ	1688	1688*IMP	-1.00	05 JUN 18	Cheque to GE COMMERCIAL
11	☐	O/S		CHQ	CC1007	CC1007*IMP	-100.00	23 JUL 18	Cheque to STAPLES

All the payments made to the credit card vendor, along with all the charges to the credit card that were recorded via the AP invoice and subsequent check recorded to those payables will appear in the grid in the bottom half of the screen.

Check the line items of the items that are found on the credit card statement.

If your credit card statement does not close at or near month end, you may have a timing issue to reconcile as well. This is normally handled by changing the Statement amount to match what it was as of the end of the month.

If you are missing any credit card charges from this menu, verify that the payable and associated check were recorded in the proper period, and with the proper funds code. If you make any changes, or add any additional AP invoices and checks, post GL transactions and then those items should show up in the Bank reconciliation routine for you to clear.