## Setting Up Internal Credit Cards

Last Modified on 08/08/2019 12:04 pm EDT

Before you can use corporate credit cards for payments in the various modules, you must set up the credit card as a GL account and configure the team member records.

## Set Up the GL Accounts

You will need a liability account for each internal credit card. The credit card must be tied to a vendor, which is the credit card company you will pay for credit card charges (e.g. Visa, American Express, etc.).

- 1. Navigate to Menu > Accounting > GL Accounts and click New.
- 2. In the New GL Account dialog box, enter the appropriate header account info
  - Record Type Select Detail
  - Header Account Select the correct account
  - New GL Account Enter the new number and account name
  - Bank Account Make sure this flag is marked

Record Typ	New G	L Account	
Header Acc 2100	Current Liabilities		
2111 X Bank A	Denise J Amex		

## 3. Click Create New Account.

The record will appear in the GL Account list view under the header you selected.

- 4. Navigate to the record's detail view and click Edit.
- 5. At the top of the General Info section, mark the flag for both:
  - Bank account since the card is a source of cash and will be reconciled

• Credit card - so the card will appear in the appropriate drop-downs

								New 📫 🛛 Edit 🖋	Delete 🗶 P	rint 🖨	Actions ;
GL Accour	nt: 211	.1		Deni	se J Ame	x				ACT	IVE
Detail Account	t							Notice	is 🤚 🛛 Ema	ails 🞽	Docs
eneral Info		Cash 🗌	Credit Card 🗙 B	lank 🗙	Statement Hi	story					
leader Account >			Header Account T	ype	Date	Status		Book Balance		Re	c Error
100 Current Liabilit	ties	Q	Liabilities								
Cash Flow Section	Vendor >		Account E	lalance							
	American	Q		0.00							
Check Register	Monthly	Activity	1								
ate Ti	ransaction ID	Re	eference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
late Ti	ransaction ID	Re	eference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
late Ti	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	eference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	eference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	eference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	eference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	derence	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	iference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	iference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ete Ti	ransaction ID	Re	iference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	iference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	iference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ete Ti	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
now All	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status
ate Ti	ransaction ID	Re	ference	Notes		Reconciled	Deposit	Withdrawal		Value	Status

6. Fill in the other required fields, then click **Save**.

The credit card will be available in the credit card drop-down menu in the payment dialog.

## Configure the Team Member Records

For team members to flag personal expenses as paid by credit card during the Expense Envelope process, you must associate their team member record with their respective credit card account (e.g. John B – AMEX).

- 1. Navigate to Menu > Internal > Team Members.
- 2. At the desired team member's detail view, select the **Human Resources** tab, then click **Edit**.
- 3. In the Compensation section, click the **Credit Card Account** field and select the appropriate credit card account.
- 4. Click Save.