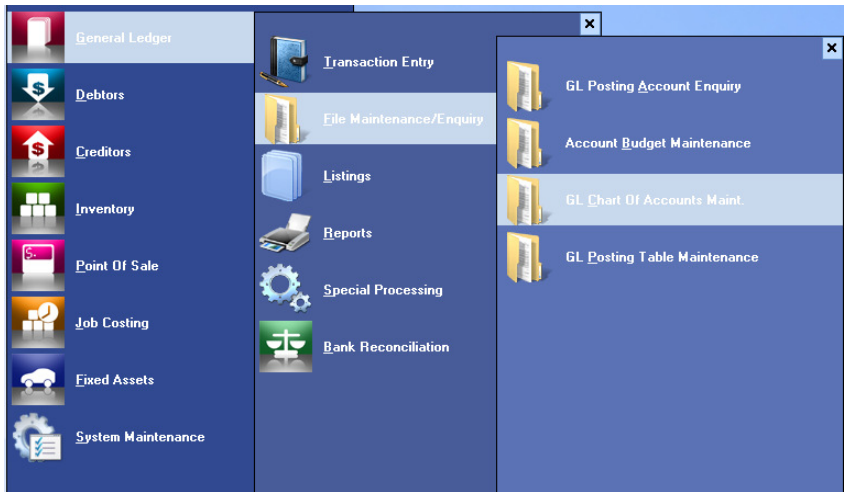


# How do I pay my suppliers by credit card in Triumph?

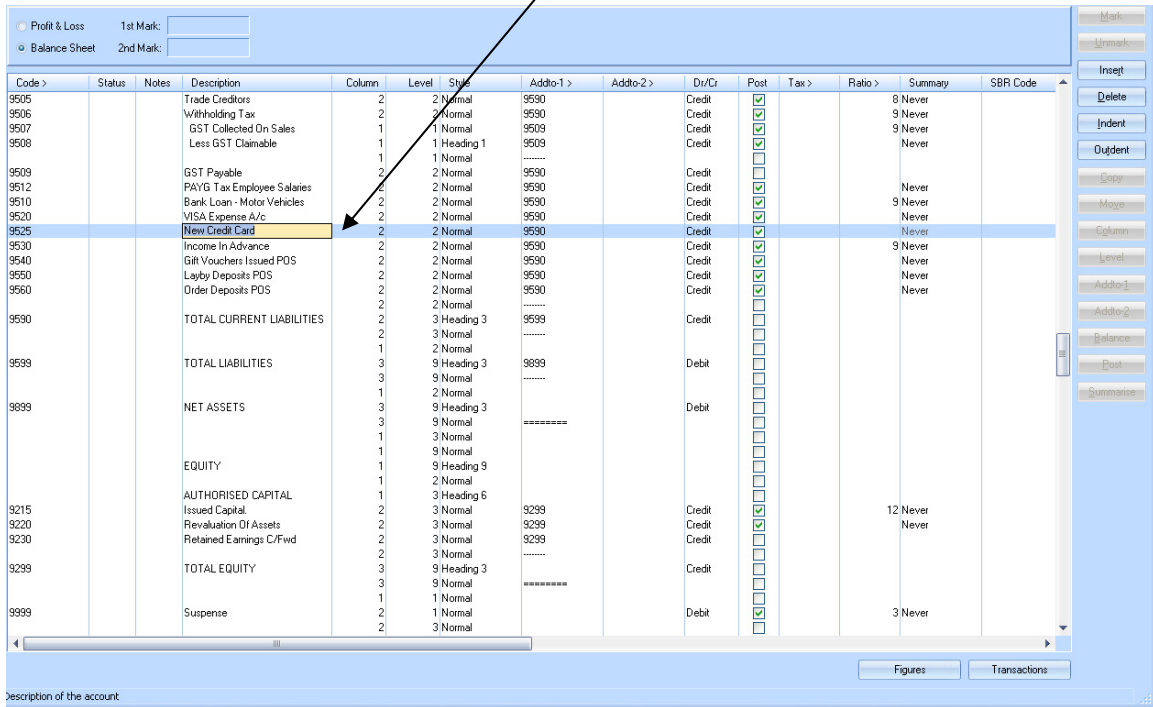
## How to set up and work with Credit Cards in Triumph

### 1. Create a new General Ledger Account in your chart of accounts

GL Chart of Accounts Maintenance {G – F – C}



Create the new account code for the Credit Card either with your Bank Accounts or with your Trade Creditors depending on where you wish to reflect the balance owing.

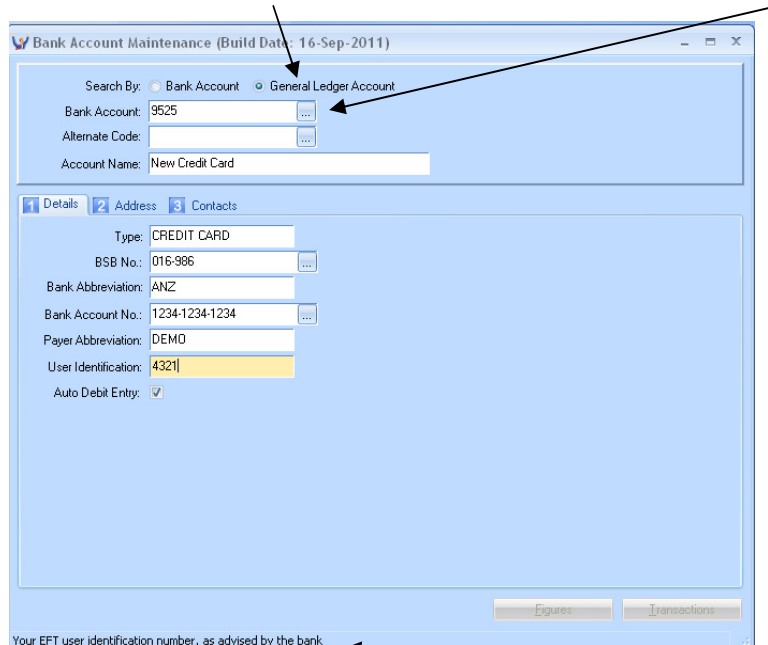


Code >	Status	Notes	Description	Column	Level	Style	Addto-1 >	Addto-2 >	Dr/Cr	Post	Tax >	Ratio >	Summary	SBR Code
9505			Trade Creditors	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			8 Never	
9506			Withholding Tax	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			9 Never	
9507			GST Collected On Sales	1	1	Normal	9509		Credit	<input checked="" type="checkbox"/>			9 Never	
9508			Less GST Claimable	1	1	Heading 1	9509		Credit	<input checked="" type="checkbox"/>			Never	
				1	1	Normal	.....							
9509			GST Payable	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			Never	
9512			PAYG Tax Employee Salaries	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			9 Never	
9510			Bank Loan - Motor Vehicles	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			9 Never	
9520			VISA Expense A/c	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			Never	
9525			<b>New Credit Card</b>	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			Never	
9530			Income In Advance	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			9 Never	
9540			Gift Vouchers Issued POS	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			Never	
9550			Layby Deposits POS	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			Never	
9560			Order Deposits POS	2	2	Normal	9590		Credit	<input checked="" type="checkbox"/>			Never	
				2	2	Normal	.....							
9590			TOTAL CURRENT LIABILITIES	2	3	Heading 3	9599		Credit	<input type="checkbox"/>				
				2	3	Normal	.....							
				1	2	Normal	.....							
9599			TOTAL LIABILITIES	3	9	Heading 3	9899		Debit	<input type="checkbox"/>				
				3	9	Normal	.....							
				1	2	Normal	.....							
9899			NET ASSETS	3	9	Heading 3			Debit	<input type="checkbox"/>				
				3	9	Normal	.....							
				1	3	Normal	.....							
				1	9	Normal	.....							
				1	9	Heading 9	.....							
				1	2	Normal	.....							
				1	3	Heading 6	.....							
9215			Issued Capital	2	3	Normal	9299		Credit	<input checked="" type="checkbox"/>			12 Never	
9220			Revaluation Of Assets	2	3	Normal	9299		Credit	<input checked="" type="checkbox"/>			Never	
9230			Retained Earnings C/Fwd	2	3	Normal	9299		Credit	<input checked="" type="checkbox"/>				
				2	3	Normal	.....							
9299			TOTAL EQUITY	3	9	Heading 3			Credit	<input type="checkbox"/>				
				3	9	Normal	.....							
				1	1	Normal	.....							
9999			Suspense	2	1	Normal			Debit	<input checked="" type="checkbox"/>			3 Never	
				2	3	Normal	.....							

## 2. Create the new Bank Account

Bank Account Maintenance {G – B – F – A}

Select the General Ledger Account you have set up for your Credit Card



Complete the card/bank account details (field assistance note at the bottom of the screen)

Save (you will receive the following instruction)

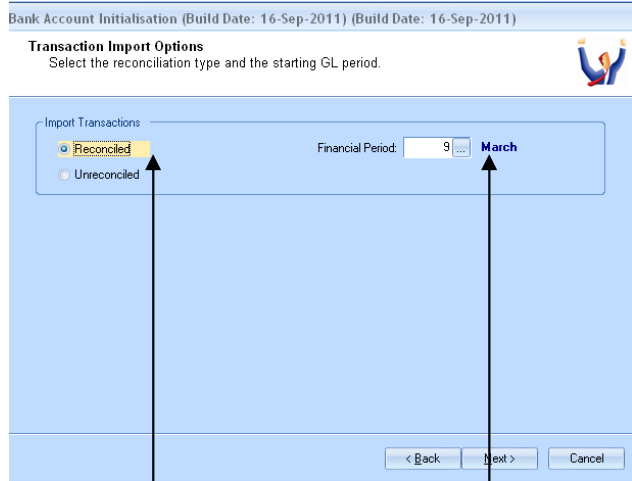
A new bank account requires you nominate how the existing GL transactions should be handled. There are two choices.

- Reconciled, or
- Unreconciled

The choice depends on how many transactions you have. E.g. if you are setting up your bank reconciliation module towards the end of year, and the current bank statement is reconciled to Triumph, you probably don't wish to reconcile the earlier transactions. Therefore you would select reconciled. The GL transactions are then imported into the bank reconciliation module as reconciled.

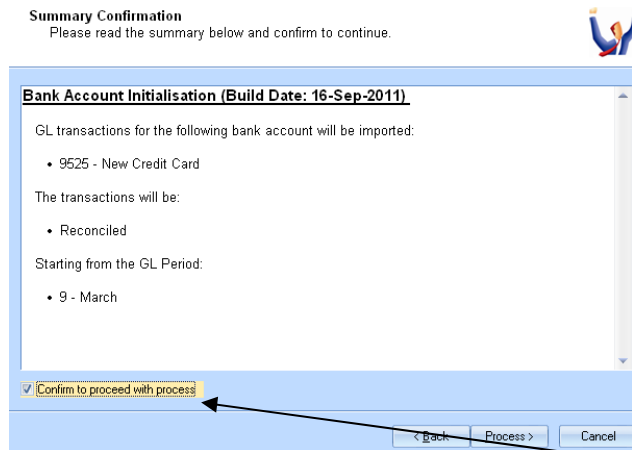
In addition you may nominate the starting GL period which also helps reduce the number of transactions that are imported.

Select Next



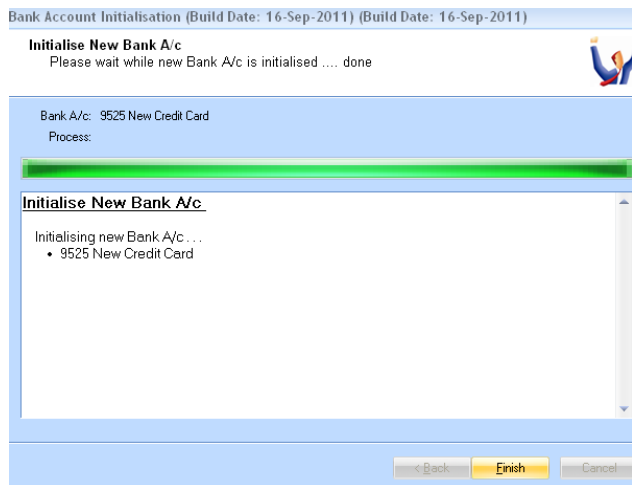
Select Reconciled check/change Financial Period

Next



If the Summary Confirmation details are correct tick “Confirm to proceed with process”

Then click on the Process button



Click Finish

**3. Review your setup**

Bank Account Maintenance {G – B – F – A}

Select the Bank Account you have set up for your Credit Card

Code	Status	Alt. Code	Account No.	Bank	Account Name
9315		CHQ A/C	8336-14572	ANZ	DEMONSTRATION P1
9317		SAVINGS	03996-0199	NAB	DEMONSTRATION P1
9318		TERM DEP.	9391-89344	AZ	DEMONSTRATION P1
9520		VISA CARD	0000-9999-8888-1111	ANZ	MR JIM SMITH EXP A
9525			1234-1234-1234	ANZ	New Credit Card

Make changes as appropriate

Search By:  Bank Account  General Ledger Account

Bank Account: 9525

Alternate Code: GEN USE

Account Name: New Credit Card

Details | Address | Contacts

Type: CREDIT CARD

BSB No.: 016-986

Bank Abbreviation: ANZ

Bank Account No.: 1234-1234-1234

Payer Abbreviation: DEMO

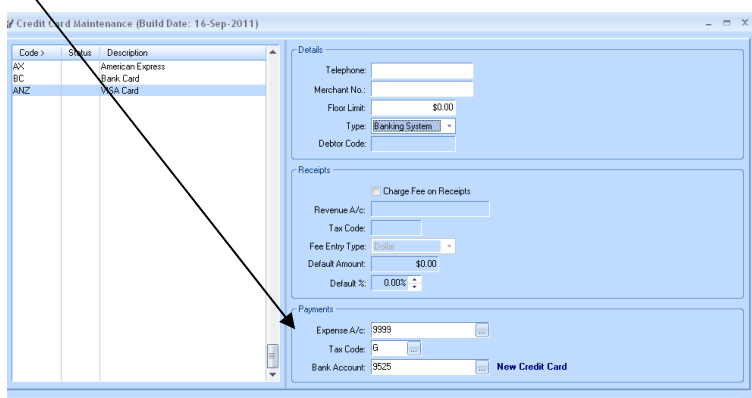
User Identification: 4321

Auto Debit Entry:

Code	Status	Alt. Code	Account No.	Bank	Account Name
9315		CHQ A/C	8336-14572	ANZ	DEMONSTRATION P1
9525		GEN USE	1234-1234-1234	ANZ	New Credit Card
9317		SAVINGS	03996-0199	NAB	DEMONSTRATION P1
9318		TERM DEP.	9391-89344	AZ	DEMONSTRATION P1
9520		VISA CARD	0000-9999-8888-1111	ANZ	MR JIM SMITH EXP A

#### 4. Set up new Credit Card Type {S – F – F – C}

Assign to the Bank Account and Expense Account you have just set up



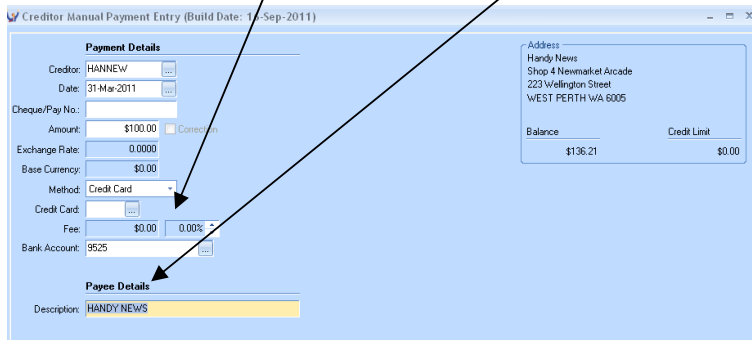
#### 4. Entering Creditor Payments using the Credit Card

##### 4a Creditor Manual Payment Entry {C – T – P}

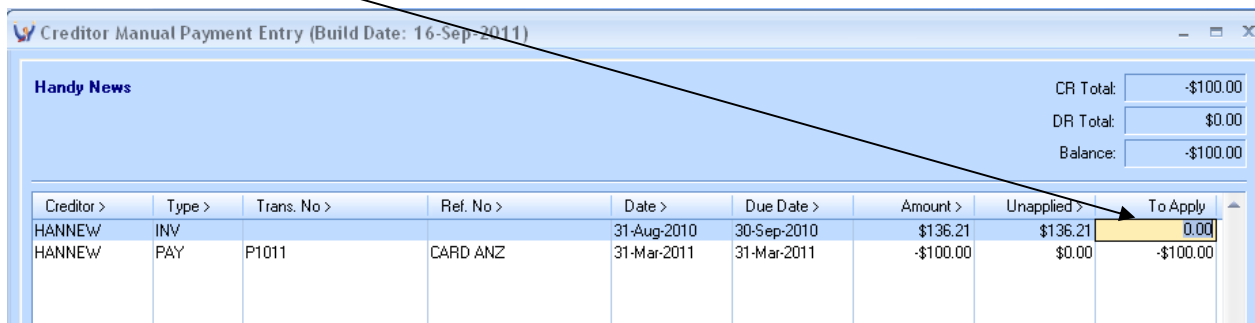
Create manual payment as normal and use

Method: Credit Card

Bank Account: Credit Card Bank Account



Save and allocate payment as normal




Creditor >	Type >	Trans. No >	Ref. No >	Date >	Due Date >	Amount >	Unapplied >	To Apply >
HANNEW	INV			31-Aug-2010	30-Sep-2010	\$136.21	\$136.21	0.00
HANNEW	PAY	P1011	CARD ANZ	31-Mar-2011	31-Mar-2011	-\$100.00	\$0.00	-\$100.00

#### 4b Creditor Automatic Payment Entry {C – S – A}

Create Payment Run as normal using Type as Credit Card

Create Payment List (Build Date: 16-Sep-2011)

**Payment Run Details**  
Enter the payment run details.



Run

Code: 1  
Description: Credit Card Run  
Date: 31-Mar-2011

Ageing

Single Ageing Period      Ageing Period:

Type

Cash  
 Cheque  
 Credit Card  
 EFT


Transactions Based On

All  
 Due Date      31-Mar-2011  
 Invoice Date

< Back    Next >    Cancel

Create Payment List (Build Date: 16-Sep-2011)

**Summary Confirmation**  
Please read the summary below and confirm to continue.



**Create Payment List**

The following payment run will be created:

- 1, Credit Card Run
- Dated: 31/03/2011
- Type: Credit Card

using the options below:

- All ageing periods
- Transactions due by: 31/03/2011

and based on the following selection ranges:

- Creditor Code: HANNEW to MARKET

Confirm to proceed with process

< Back    Process >    Cancel

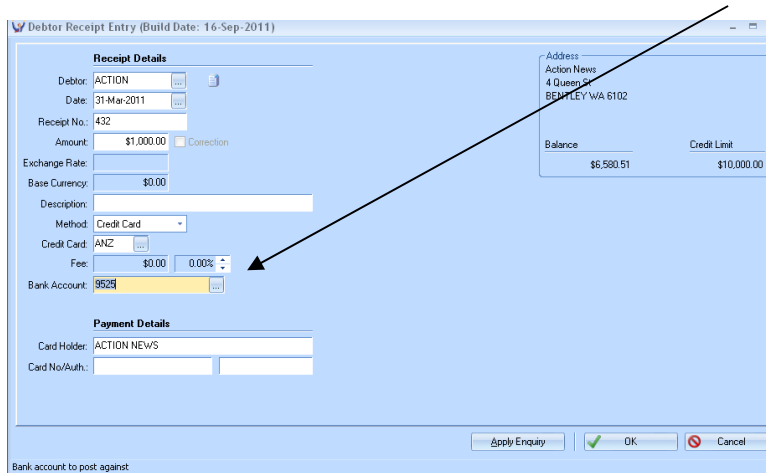
## Issues to be aware of with Automatic Payments

If a creditor is paid by alternate method i.e. sometimes by cheque, sometimes by EFT, sometimes by Credit Card, the selection criteria for Automatic Payments selects the payment type that is nominated in the Creditors Master Record for individual creditors.

The key to paying by credit card is when “Committing the Payment” {C – S – A – C} you need to select the Bank Account that you created for your Credit Card account.

## Customer Receipts

If you have cash being deposited into a credit card account this can be done like a normal cash receipt. Just ensure you deposit to the nominated credit card account.



## Purchases Using Credit Card

To record payments made directly by Credit Card use General Ledger Payments {G – T – P}

This will update any expense account while updating the credit card account.



### NOTE

At any point you can check the amount owing on your credit card by enquiring on the associated General Ledger account code {G – F – A}

## 5. Credit Card Statement

### 5a Bank Charge Entry {G – B – T – C}

On receipt of your credit card statement, process any fees shown on the statement.

**Bank Charge Entry (Build Date: 16-Sep-2011)**

**Charge Details**

Code: A/C FEE  
 Date: 31-Mar-2011 **March**  
 Reference: MARCH FEES  
 GST Type: None

**Bank Details**

Bank Account: 9525 **New Credit Card**  
 Description: ACCOUNT KEEPING FEE  
 Amount: \$10.00  
 Tax Code:  
 Tax Amount: \$0.00

### 5b Bank (Credit Card) Reconciliation {G – B – S – B}

**Bank Reconciliation (Build Date: 16-Sep-2011)**

Bank Account: 9525 Balance B/Fwd: \$0.00

Line No >	Date >	Trans No >	Type >	Withdrawals >	Deposits >	Reconcile >	Balance
1	31-Mar-2011	P1011	PAY	\$100.00	\$0.00	<input checked="" type="checkbox"/>	-\$100.00
2	31-Mar-2011	MONTHLY	PAY	\$10.00	\$0.00	<input checked="" type="checkbox"/>	-\$110.00

## 6. Pay your Credit Card

### 6a Pay by Cheque {G – T – P}

**Payments Entry (Build Date: 16-Sep-2011)**

Payment Date: 31-Mar-2011 **March** Tax: \$10.00 Total: \$110.00

**Payment Details**

Payment No: P1012  
 Amount: \$0.00  
 Method: Cheque  
 Credit Card:  
 Bank Account: 9315 **DEMONSTRATION PTY LTD - A/C NO 1**

**Payee Details**

Name:  
 Address:

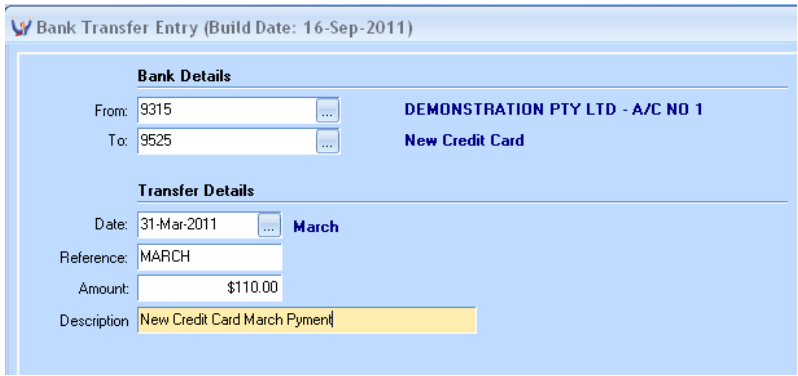
**Payments Entry (Build Date: 16-Sep-2011)**

Payment Date: 31-Mar-2011 **March** Tax: \$10.00 Total: \$110.00

GL A/c	Date	Reference	Description	Amount	Tax	Tax Amt
9525	31-Mar-2011	MARCH 2011	New Credit Card March Payment	\$110.00 G		\$10.00
					\$0.00	\$0.00



**6b Pay by EFT {G – B – T – T}**



Bank Transfer Entry (Build Date: 16-Sep-2011)

Bank Details	
From: 9315	DEMONSTRATION PTY LTD - A/C NO 1
To: 9525	New Credit Card

Transfer Details	
Date: 31-Mar-2011	March
Reference: MARCH	
Amount: \$110.00	
Description: New Credit Card March Pymen	

This has the effect of ensuring the payment is recorded in both Bank Accounts and therefore can be reconciled in both accounts

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