



## **Process payment to the credit card company**



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## Process payment to the credit card company

[Finance > Maintenance > Postings > Check Processing - PA](#)

After the credit card statement is reconciled, a PA is generated on this tab.

Account Code	Description	Balance Amt	Net Expend Amt
199-00-2110.02-000-200000	ACCOUNTS PAYABLE	0.18	8,773.80
199-00-2110.02-000-800000	ACCOUNTS PAYABLE	144.77	144.77
199-00-2110.02-000-900000	ACCOUNTS PAYABLE	356.00	356.00
Totals:			9,274.57

Proceed to the [Finance > Maintenance > Check Processing > Print Checks](#) tab to process the payment to the credit card company.

Select	Vendor Number	Vendor Sort Key	Vendor Name	Check Amount	Trans Amount	Credit Amount	Separate Check	EFT Payment	PO/PA Number	Check Type	Check Notes
<input checked="" type="checkbox"/>	91921	CITIBANK	CITIBANK	13,505.40	13,505.40	0.00	N	N			
Selected Check Amount Total:				13,505.40	Check Trans Amount Total:	13,505.40	Credit Amount Total:	0.00			

A check is displayed to be printed to the credit card company.

To post check:

199-00-2110-00-000-200000	Debit	
199-00-1110-00-000-200000		Credit

During the reconciliation process in the next month, the payment transaction(s) to the credit card

company will be displayed on the [Finance > Maintenance > Credit Card > Reconciliation](#) tab.



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