



Process payment to the credit card company

Table of Contents

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

Maintenance > Check Processing

PRINT CHECKS VOID CHECK

Previous Next Cancel Check Signatures

Select vendors for printing checks. Click Next to view checks.

<input checked="" type="checkbox"/> Select	<u>Vendor</u> ▲ Number	<u>Vendor Sort Key</u>	<u>Vendor Name</u>	<u>Check</u> <u>Amount</u>	<u>Trans</u> <u>Amount</u>	<u>Credit</u> <u>Amount</u>	<u>Separate</u> <u>Check</u>	<u>EFT</u> <u>Payment</u>	<u>PO / PA</u> <u>Number</u>	<u>Check</u> <u>Type</u>	<u>Check Notes</u>
<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

The transaction for the check to be issued to the credit card company is displayed.

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.



Back Cover