



# Intacct Webinar

Methods of tracking Company Credit Cards in Sage  
Intacct

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**Learning**  
at CLA

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# Learning Objectives

- Explain how to setup credit cards, enter credit card transactions and create charge payoffs
- Compare how credit card transactions entered into the Cash Management module are posted to the General Ledger and AP subledger.
- Explore typical scenarios for handling corporate charge cards





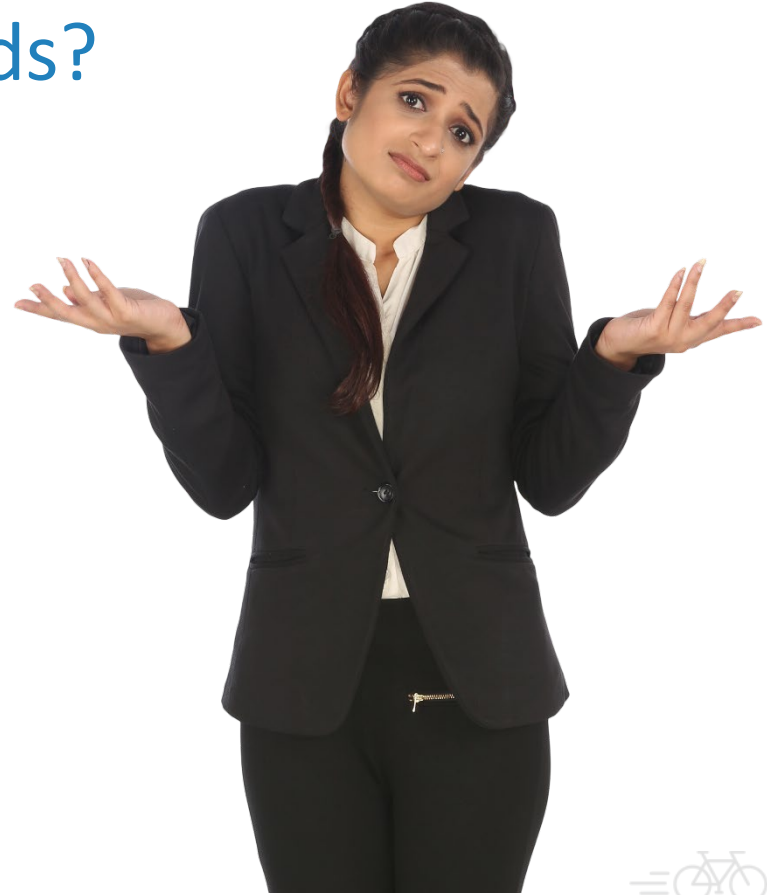
# Basic Concepts of Credit Cards

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# How do you use Credit Cards?

- “The normal way” ...
- No normal way for tracking credit card expenses



# The Good News is...

- Intacct has multiple paths to support charge card usage
- By asking the right questions, we can help find the right path
- Do not need to burden each of you with ALL the options, but help determine which method is best
- If Intacct's native solutions don't serve your needs, there are other integration partners that might.
  - Nexonia
  - Tallie
  - American Express Card Payment Services



# Credit Card Foundational Concepts

## ✓ Accounting information

Credit card offset  
account \*

2600--MC Liability Account

Default GL journal

GDJ--Cash Disbursements Journal

Finance charges account

5400--Banking Fees

Other fees account

4310--Bank Interest Earned

Default department

☐ Disable inter-entity

Default location \*

100--APA

Vendor ID

V127--Home Depot Mastercard

- Charge Cards are setup in Cash Management
- Must include a “Credit-card offset account” (*accumulates transactions as they are entered in the system creating a liability awaiting receipt of statement*)
- Each charge card must be related to a unique “Vendor ID”





# When a Charge-Card Transaction is Entered

- Debit: Expense account
- Credit: “Credit-card offset” (Liability account)

Posted Dt.	Doc Dt.	Doc	Debit	Credit
2000 - Accounts Payable (Balance Forward As of				
Totals for 2000 - Accounts Payable			0.00	0.00
2008 - Visa OH Credit Card Liability (Balance Forward				
10/09/2018	10/09/2018			596.45
Totals for 2008 - Visa OH Credit Card Liability			0.00	596.45
6380 - Travel & Entertainment (Balance Forward A				
10/09/2018	10/09/2018		596.45	
Totals for 6380 - Travel & Entertainment			596.45	0.00





# What May not be Intuitive is...

- Intacct also enters the transaction to the Credit Card's vendor account thus, impacting the Vendor Aging Report and AP Ledger

## Vendor Aging Report

Based on: GL posting date As of date: 02/15/2021										
Vendor ID	Vendor name	Bill	GL posting date	Days aged	-0	1-30	31-60	61-90	90-	Total
V127	Home Depot Mastercard		05/28/2020	263	0.00	0.00	0.00	0.00	32.00	32.00
			10/09/2020	129	0.00	0.00	0.00	0.00	0.00	0.00
			10/29/2020	109	0.00	0.00	0.00	0.00	0.00	0.00
			10/29/2020	109	0.00	0.00	0.00	0.00	0.00	0.00
			12/17/2020	60	0.00	0.00	0.00	0.00	32.00	32.00
			01/11/2021	35	0.00	0.00	182.34	0.00	0.00	182.34
Total for V127					0.00	0.00	214.34	0.00	0.00	214.34

## AP Ledger

Based on: GL posting date As of date: 01/11/2021					
Vendor	Date	Memo	Charges	Payments	Balance
V127 - Home Depot Mastercard	01/11/2021	Balance forward			213.00
	01/11/2021	One night stay for conference	182.34		395.34
Total For Home Depot Mastercard			182.34		395.34
		Totals	182.34	0.00	395.34



# At this point...

- To reconcile Accounts Payable Subledger to GL

AP GL + Credit Card Liability Account = Accounts Payable Ledger


Location	Posted Dt.	Doc Dt.	Doc	Memo / Description	Debit	Credit	Balance
2100 - Accounts Payable (Balance Forward As of 01/01/2021)							(513,487.13)
APA							(315,585.88)
	01/04/2021	01/04/2021	CW01042021	Bill - China Transport		12,600.00	(328,185.88)
	01/04/2021	01/04/2021	LC TEST 1.4.2021	Bill - China Transport		672.00	(328,857.88)
	01/04/2021	01/04/2021	LC TEST 1.4.2021	Bill - China Transport		10.50	(328,868.38)
	01/04/2021	01/04/2021	LC TEST 1.4.2021	Bill - China Transport		2,063.25	(330,931.63)
	01/05/2021	01/05/2021	API-00350	Bill - Hoat Insurance: property insurance		3,250.00	(334,181.63)
	01/05/2021	01/05/2021	API-00350	Bill - Hoat Insurance: property insurance		1,200.00	(335,381.63)
	01/05/2021	01/05/2021	API-00350	Bill - Hoat Insurance: property insurance		1,470.00	(336,851.63)
	01/05/2021	01/05/2021	API-00350	Bill - Hoat Insurance: property insurance		500.00	(337,351.63)
Totals for APA					0.00	21,765.75	(337,351.63)
Totals for 2100 - Accounts Payable					0.00	21,765.75	(535,252.88)
2600 - MC Liability Account (Balance Forward As of 01/01/2021)							(213.00)
APA							(213.00)
	01/11/2021	01/11/2021		Charge Card Transaction - Home Depot Mastercard: One night stay for conference		182.34	(395.34)
Totals for APA					0.00	182.34	(395.34)
Totals for 2600 - MC Liability Account					0.00	182.34	(395.34)
Grand Total					0.00	21,948.09	(535,648.22)



# A step during payment of credit card includes Charge Payoff...

**Payoff details**

Date \*  
10/09/2018

Attachments ?  
 

	Pay full (2)	Date	Vendor ID	Vendor Name	Payee	Transaction type	Description	Transaction amount
	<input checked="" type="checkbox"/>							
1	<input checked="" type="checkbox"/>	08/17/2018	--	--	--	Charge Card Transaction	afsdas	1,500.00
2	<input checked="" type="checkbox"/>	10/09/2018	--	--	Marriott Newton	Charge Card Transaction	Boston Trip	596.45
Total								2,096.45



# Charge Card Payoff moves the Liability to AP

Location	Posted Dt.	Doc Dt.	Doc	Memo / Description		Debit	Credit
2100 - Accounts Payable (Balance Forward As of 01/10/2021)							
APA							
	01/15/2021	01/15/2021	456	AP Pymt - Hoat Insurance: property insurance		1,200.00	
	01/15/2021	01/15/2021	456	AP Pymt - Hoat Insurance: property insurance		1,470.00	
	01/15/2021	01/15/2021	456	AP Pymt - Hoat Insurance: property insurance		500.00	
	01/15/2021	01/15/2021	456	AP Pymt - Hoat Insurance: property insurance		3,250.00	
	01/15/2021	01/15/2021	Charge Payoffs - 1195	Bill - Home Depot Mastercard: Credit Card Payoff			182.34
Totals for APA						6,420.00	182.34
Totals for 2100 - Accounts Payable						6,420.00	182.34
2600 - MC Liability Account (Balance Forward As of 01/10/2021)							
APA							
	01/11/2021	01/11/2021		Charge Card Transaction - Home Depot Mastercard: One night stay for conference			182.34
	01/15/2021	01/15/2021	Charge Payoffs - 1195	Bill - Home Depot Mastercard: Credit Card Payoff		182.34	
Totals for APA						182.34	182.34

# Sets bill up for AP Payment

## AP Ledger

Customize

Based on: GL posting date

As of date: 01/11/2021

Vendor

Date

V127 - Home Depot Mastercard

01/10/2021

01/11/2021

01/15/2021

01/15/2021

Total For Home Depot Mastercard

Memo

Charges

Payments

Balance forward

One night stay for conference

Credit Card Payoff

Credit Card Payoff

182.34

182.34

364.68

182.34

182.34

## Pay Bills

Items selected		Clear create				
	<input type="checkbox"/>	Vendor	Bill #	Due date	Amount due	Payment date
1	<input type="checkbox"/>	V127--Home Depot Mastercard	Charge Payoffs - 1195	01/15/2021	182.34	02/15/2021
Total						182.34

# Automated Credit Card Feeds



- **Connect** your corporate card to the banking cloud
- **Automate** downloading credit card data
- **Easily create** un-entered charge card transactions
- **Automate** matching for daily credit card reconciliation insight



# Card used around town and pay AP Bills

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# Outside the Norm

- Let's say your current mode of credit card usage is:
  - Others are from Accounts Payable Bills being paid by charge card
  - Some transactions on charge card are from transactions not related to payment of AP bills



# Bills paid via Credit Card in Accounts Payable

- Navigate to Pay Bills
- Choose Payment Method of Credit Card
  - **NOTE:** Set up Vendors to have a Preferred Payment method of Charge Card. Then within Pay Bills user can filter for just those vendors.

## Pay Bills

Filter by:

To see just the bills you want, create and apply a filter

Due date range

Payment method

Credit Card

-----Select-----

Check

Credit Card

Record Transfer

Cash

ACH / Bank File

Items selected: 0

Apply credits

Cl

# Bills paid via Credit Card in Accounts Payable

The payment for the bill will now show as a Debit to Accounts Payable and as a Credit to the Credit Card's "Credit-Card Offset account" (Liability Account)

Location	Posted Dt.	Doc Dt.	Doc	Memo / Description	Debit	Credit
2100 - Accounts Payable (Balance Forward As of 01/19/2021)						
APA						
	01/19/2021	01/19/2021		AP Pymt - R Reynolds: 3796-484369-61006	1,275.00	
Totals for APA					1,275.00	0.00
Totals for 2100 - Accounts Payable					1,275.00	0.00
2600 - MC Liability Account (Balance Forward As of 01/19/2021)						
APA						
	01/19/2021	01/19/2021		AP Pymt - R Reynolds: 3796-484369-61006		1,275.00
Totals for APA					0.00	1,275.00



# Bills paid via Credit Card in Accounts Payable

In addition, the payment also appears as a Transaction under Cash Management Charge-Card Transactions

## ☰ Credit Card Transaction Information

Credit card  
MC 9999

Date  
01/19/2021

Reference number  
--

Payee  
--

Description  
3796-484369-61006

Attachment  
--

Total paid  
0.00

Date fully paid  
--

### Entries

	Account	Amount	Department	Location
1	2100--Accounts Payable	1,275.00	200--Accounting	100--General
	Total	1,275.00		



# Bills paid via Credit Card in Accounts Payable

And... as is true of all charge card transactions, already appears on AP Ledger and Vendor Aging

Vendor ID	Vendor name	Bill	GL posting date	Days aged	-0	1-30	31-60	61-90	90-	Total
V127	Home Depot Mastercard		05/28/2020	236	0.00	0.00	0.00	0.00	32.00	32.00
			10/09/2020	102	0.00	0.00	0.00	0.00	32.00	32.00
			10/29/2020	82	0.00	0.00	0.00	62.00	0.00	62.00
			10/29/2020	82	0.00	0.00	0.00	55.00	0.00	55.00
			12/17/2020	33	0.00	0.00	32.00	0.00	0.00	32.00
		Charge Payoffs - 1195	01/15/2021	4	0.00	182.34	0.00	0.00	0.00	182.34
			01/19/2021	0	1,275.00					

## AP Ledger

[Customize](#)

Based on: GL posting date		As of date: 01/19/2021				
Vendor	Date	Document	Reference	Memo	Charges	Payments
V120 - R Reynolds	01/19/2021			Balance forward		
	01/19/2021			3796-484369-61006		1,275.00
Total For R Reynolds						1,275.00
Totals					0.00	1,275.00



# When Credit Card Statement is Received:

Use Cash Management > Charge-Card Transactions to manually add or import any missing transactions

## ☰ Credit Card Transaction Information

Credit card \*

MC 9999

Date \*

02/15/2021

Reference number

Payee

Holiday

Description

Fuel Re-fill

Entries [Show defaults](#)

Attachment ⓘ

		Account *	Amount *	Department	Location	Employee
☰	1	5603--Travel - Transp	32.78	230--Facilities	100--General	EMP-0002--Klum, Hei



# Select charges to convert to AP Bill and Pay

Navigate to Cash Management > Charge Card > Charge Payoffs and choose to add a Payoff

Payoff details

Date \*

10/09/2018

Attachments ?

	Pay full (2)	Date	Vendor ID	Vendor Name	Payee	Transaction type	Description	Transaction amount
	<input checked="" type="checkbox"/>							
1	<input checked="" type="checkbox"/>	08/17/2018	--	--	--	Charge Card Transaction	afsdas	1,500.00
2	<input checked="" type="checkbox"/>	10/09/2018	--	--	Marriott Newton	Charge Card Transaction	Boston Trip	596.45
Total								2,096.45



# *Demo*





# Too Many Cards to Count and don't pay Bills with Credit Cards

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# Over your Head



Overtime your company grows and most likely so does the credit card policy:

- Company now has numerous credit cards tied to one account number
- Bank provides employee input system to code expenses to GL accounts and dimensions or other means



# Through Credit Card Interface at Bank

- Employees enter details as to GL Posting accounts and dimensions (or other methods)
- Create a download file from the bank
- Assure download meets formatting of upload template

## Company Setup Checklist

Set Up General Ledger Transactions			
<input checked="" type="checkbox"/>	Journal	Create	Default
<input checked="" type="checkbox"/>	Statistical Journal	Create	
	Account Beginning Balances	Create	Import      Template
Specify Journal: <input type="text" value="-----Select-----"/>			
Balance as of: <input type="text" value=""/>			
	General Ledger Journal Entries	Create	Import      Template



# Create Bill of GL Import

- For uploaded JE, use an Accrued Expense Other account as offset to expenses
- Within AP, create bill, single line that will Debit Accrued Liability account and be paid by check or record transfer in AP

## Bill

**Date \***  
01/18/2021

**Vendor \***  
V127--Home Depot Mastercard

Populate from last bill

**Bill number \***  
HDM 02152021

**Term**  
Net 10

**Due date \***  
1/28/2021

☐ Place this bill on hold

Entries [Show defaults](#)

		Account *	Amount *	Allocation	Location	Department
≡	1	2215--Accrued Expen ▾	1,000.00	Allocation ▾	100--General ▾	200--Accounting ▾





# Too Many Cards to Count and Do pay Bills with Credit Cards

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# Hybrid method of the last two scenarios

- Your company still has numerous credit cards tied to one account number
- Bank continues to provide an employee input system to code expenses to GL Accounts and dimensions or another means to tag transactions with GL expense code(s)
- But now, the company has decided to also pay vendors through AP module via Credit Cards






# Through Credit Card Interface at Bank

- Employees enter details as to GL Posting accounts and dimensions (or other methods)
- Create a download file from the bank, **excluding** activity representing payments made to vendors.
- Assure download meets formatting of upload template

## Company Setup Checklist

Set Up General Ledger Transactions			
<input checked="" type="checkbox"/>	Journal	Create	Default
<input checked="" type="checkbox"/>	Statistical Journal	Create	
	Account Beginning Balances	Create	Import    Template
Specify Journal:	-----Select----- ▼		
Balance as of:	<input type="text"/> 		
	General Ledger Journal Entries	Create	Import <b>Template</b>



# Meanwhile in Accounts Payable

## Pay Bills

Filter by:

To see just the bills you want, create and apply a filter

Due date range

### Payment method

Credit Card

-----Select-----

Check

Credit Card

Record Transfer

Cash

ACH / Bank File

Items selected: 0

Apply credits

- Charge cards were used to pay vendor bills via the Pay Bills method
- Resulting in charge card transactions that need to be accumulated in a Payoff in Cash management

### Charge Payoffs Information

Post & ne

#### Overview

Credit card \*

MC 9999

Reference number

Attachment ?

Charge payoff date \*

01/31/2021

Description

Items selected: 0

	<input type="checkbox"/>	Date	Vendor ID	Vendor Name	Payee	Transaction type	Description	Total entered	Total due
1	<input type="checkbox"/>	10/09/2020	--	--	Dunkin Donuts	Charge Card Transaction	Coffee and donuts for finance team	32.00	32.00
2	<input type="checkbox"/>	10/29/2020	--	--	Panera	Charge Card Transaction	Lunch with Caring for CO	62.00	62.00
3	<input type="checkbox"/>	12/17/2020	--	--	Panera Bread	Charge Card Transaction	Team Lunch	32.00	32.00
4	<input type="checkbox"/>	10/29/2020	V100	ABC Office Supplies	--	Charge Card Transaction	999888	55.00	55.00
5	<input type="checkbox"/>	01/19/2021	V120	R Reynolds	--	Charge Card Transaction	3796-484369-61006	1,275.00	1,275.00
Total								1,456.00	1,456.00



# Meanwhile in Accounts Payable

- Once selected these charges will create an AP Bill
- This bill plus AP Bill created to offset GL Credit Card Transaction upload, should equal total amount due for period

## Charge Payoffs Information

[Post & ne](#)

### Overview

Credit card \*

MC 9999

Reference number

Attachment ?

Charge payoff date \*

01/31/2021

Description

It is selected 0

	<input type="checkbox"/>	Date	Vendor ID	Vendor Name	Payee	Transaction type	Description	Total entered	Total due
1	<input type="checkbox"/>	10/09/2020	--	--	Dunkin Donuts	Charge Card Transaction	Coffee and donuts for finance team	32.00	32.00
2	<input type="checkbox"/>	10/29/2020	--	--	Panera	Charge Card Transaction	Lunch with Caring for CO	62.00	62.00
3	<input type="checkbox"/>	12/17/2020	--	--	Panera Bread	Charge Card Transaction	Team Lunch	32.00	32.00
4	<input type="checkbox"/>	10/29/2020	V100	ABC Office Supplies	--	Charge Card Transaction	999888	55.00	55.00
5	<input type="checkbox"/>	01/19/2021	V120	R Reynolds	--	Charge Card Transaction	3796-484369-61006	1,275.00	1,275.00
Total								1,456.00	1,456.00



# Meanwhile in Accounts Payable

- Select Bill representing imported GL transactions
- Select Bill representing AP Bills paid via Charge Card accumulated now through the Charge Payoff step
- Create check or record transfer for payment for both bills

## Pay Bills

Add to outbox
Pay now
Outbox payments: 0
Pay by entity
More actions ▾

Payment method

Payment request method ⓘ

Bank \*

Set payment date to

Bank balance USD 8,331,859.20  
 Selected bills total USD 0.00  
 Adjusted bank balance USD 8,331,859.20  
 # of bills selected 0

Send payment notifications from ⓘ

Karla Grace  
 ashley.klapperick@claconnect.com

Items selected: 0
 Apply credits
Clear credits
Clear payment amount

	<input type="checkbox"/> ▾	Vendor	Bill #	Due date	Amount due	Payment date	Credits available	Credits to apply	Discounts	Amount to pay	
1	<input type="checkbox"/>	V127--Home Depot Mastercard	<a href="#">Charge Payoffs - 1195</a>	01/15/2021	182.34	02/15/2021	0.00	0.00	0.00	0.00	<a href="#">Line details</a>
2	<input type="checkbox"/>	V127--Home Depot Mastercard	<a href="#">HDM AP Bill 012021</a>	02/10/2021	1,000.00	02/15/2021	0.00	0.00	0.00	0.00	<a href="#">Line details</a>
Total					1,182.34			0.00		0.00	



DEMO





# Intacct Resources

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# Get the Training you need...

- Intacct Learning Center Training Offerings around Sage Intacct 1099's
- View and Subscribe to our CLA Intacct Blog
- Continue to join our monthly Intacct Webinars

<https://blogs.claconnect.com/intacct/>



## Enabling Bank and Credit Card Feeds for Reconciliation

*September 29, 2020 | by Ashley Klapperick*

One year ago, in R3 of 2019, Sage Intacct released the ability to download bank transactions directly from your bank to Sage Intacct's bank reconciliation. The goal being to allow for soft reconciliations throughout the month thus saving time on reconciling huge amounts of transactions at month end. Throughout the last year this feature has seen many enhancements each quarter. Just a year later with R3 of 2020 Intacct has announced the addition of credit card feeds. In this post we'll walk through first how to set up the bank feed and second, in case you've already enabled the bank feed, how to set up the credit card feed in the US version of Sage Intacct.



# Thank you!



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