Setting Up Internal Credit Cards

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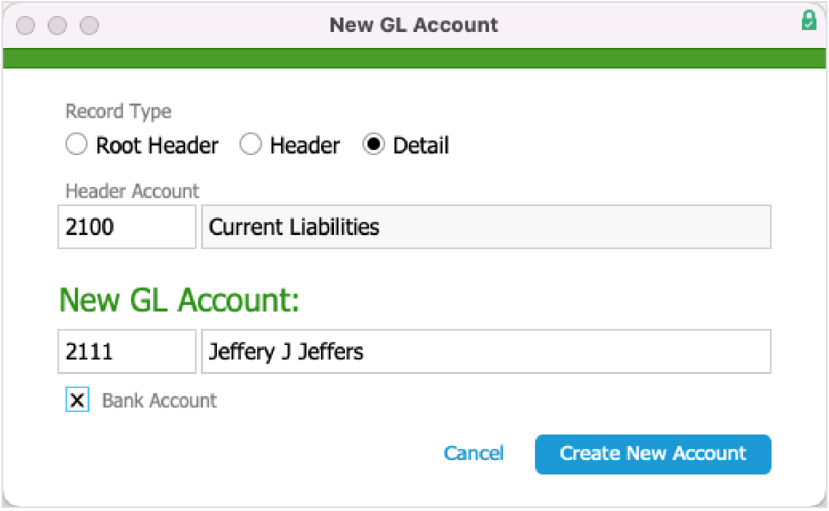
This guide explains how to set up internal credit cards. It is intended for advanced users.

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.

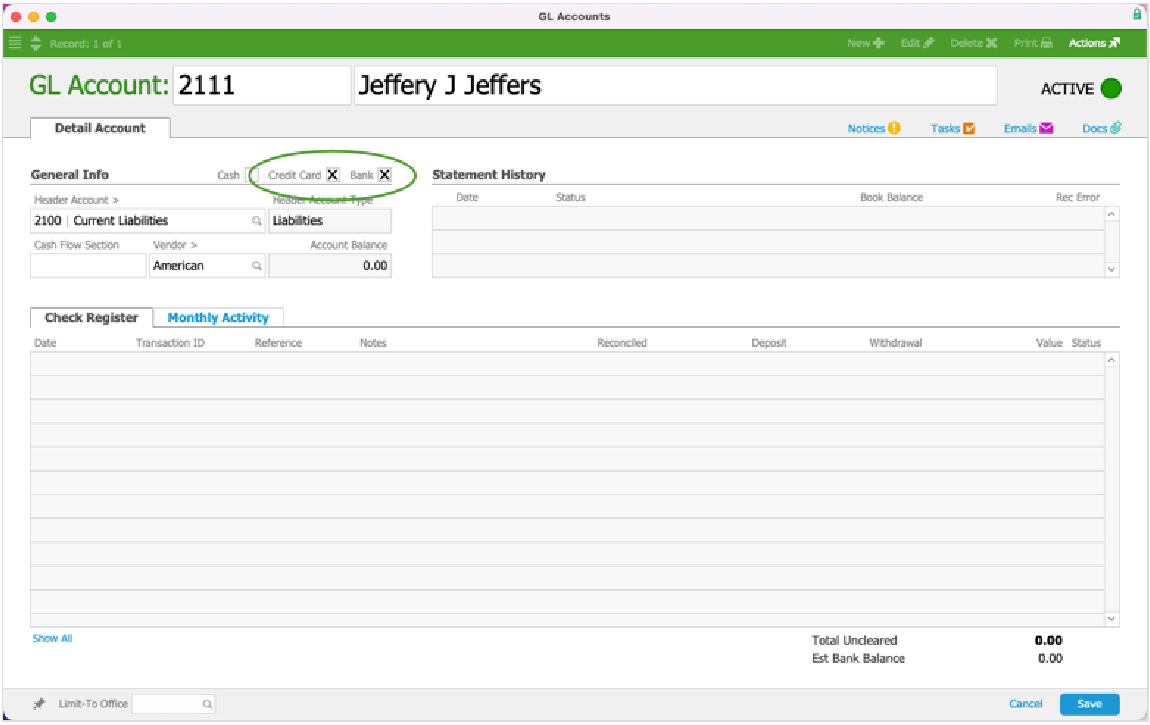
Set Up the GL Accounts

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 from **Main 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 account number and name
   - Bank Account - Make sure this flag is marked



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:
   - Credit Card — The card will appear in the appropriate drop-downs.
   - Bank — The card is a source of cash and will be reconciled.



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 from **Main Menu** > **Internal** > **Team Members**.
2. At the desired team member's detail view, click 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**.