FEATURE 2843- CREDIT CARD IMPORT

You can save time by importing credit card vendor data into accounts payable instead of manually entering it. This feature also generates invoice and payment records for the vendor paid using the credit card so you have activity detail recorded to the actual vendor.

- First setup a credit card import template that fits your credit card vendor's export format.

- Download the credit card vendor data to your server, remove data not needed and import it. As you import the data, past transactions are looked up and if they match, the corresponding vendor, pay to information is automatically filled out for you. In addition, duplicate transactions are prevented by checking to see if the reference number has already been used.

- After the credit card vendor data is imported, you must update the data for missing information that is required before posting. This information is the expense vendor and expense vendor pay-tos as well as the expense account details . When you update the credit card vendor data you may also select which lines to post. You can prevent lines from posting to match your credit card statement ending date. For example, if you import your credit card data 1 week after the closing date, you can flag line items not to post that are not included in the monthly statement. This way you can match invoices posted to the credit card statement total.

- You may also enter notes for each transaction. Notes might be a list of people attending a dinner meeting or the purpose of an unusual expense.

- When the credit card data is posted an invoice is generated for the expense vendor so you have activity detail recorded to the actual vendor paid with the credit card. This invoice is automatically offset by an attached debit memo. A summary invoice is generated for the credit card vendor for all the line items posted. This summary AP invoice is paid when the credit card vendor is paid.
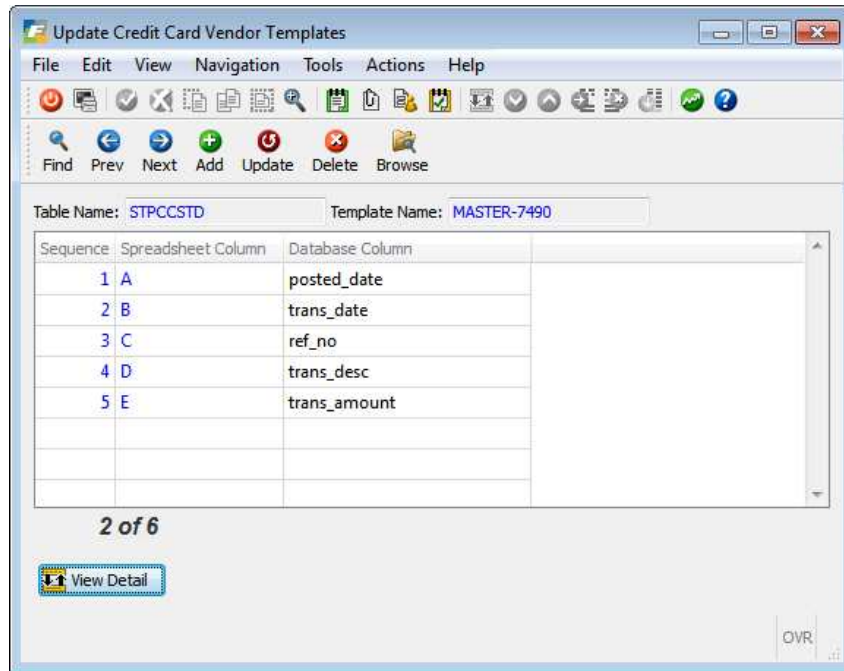
Setup Required

Update Credit Card Vendor Templates

Request a sample csv file from your credit card company. Use the Update Credit Card Vendor Templates program to map the columns in your vendor's credit card csv file to the database columns in Fitrix. The program is option (a) on this submenu:

When you import credit card data you create an .csv (comma separated values) file. The Credit Card Vendor Template determines where the data gets added in the Fitrix database .

Table Name – enter STPCCSTD for credit card statement detail.

Template Name – enter a value unique to this template (above example is for MasterCard ending in 7490).

Sequence – This is a no entry field and will be assigned by the program when the record is saved.

Spreadsheet – Enter the column from the spreadsheet or text file received from your credit card vendor.

Database Column – Enter the column from table stpccstd that is to receive the data. Zoom is available.

NOTE 1: All columns in the spreadsheet or test file must be defined on this screen. If any columns containing data are not included, it is possible that incorrect data will be loaded into the database columns.

NOTE 2: It is not necessary that the spreadsheet/text columns be defined in the order by column. The program will rearrange the columns after maintenance is completed, by assigning a unique sequence number to each column (i.e. – if you entered C before A the program will put them in order when the record is saved).

Update Vendor Information

Access Update Vendor Information, option 3 on submenu:

For your credit card vendors, enter the Credit card Template code into the Credit Card Template field located at the bottom left corner of the screen.
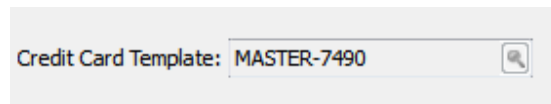
You may use the zoom feature as any code you enter in the Credit Card Template field must have been previously set up using Update Credit Card Vendor Templates.

Update Vendor Pay-To's

Access Update Vendor Pay-To's by clicking on the [Payto] button on the toolbar in the UpdateVendor Information program.

There are two new fields for credit card imports.

Credit Card AP Account: This field is optional. If you want to use a different AP account than the account defined in Update Vendor Information, enter that account here.   You can use the Zoom feature.

Department Field after Credit Card AP Account: This field is optional. If you want to use a different AP account department than that defined in Update Vendor Information, enter that department here. You can use the Zoom feature.

Processing Credit Card Vendor Data

The first step is to download the data from your credit card vendor into a spreadsheet program. Below is an example of a credit card data download.

| A	B	C	D	E
Description		Summary Amount		
Total Debits			2003.22	
Totla Credits			0.00	
9/28/2020	9/27/2020	Ref:34585990	OFFICE MAX	12.67
9/22/2020	9/23/2020	Ref:23234244	THE HOME DEPOT	345.21
9/18/2020	9/19/2020	Ref:64920271	PUBLIX	45.88
9/15/2020	9/16/2020	Ref:10927172	THE HOME DEPOT	234.11
8/15/2020	9/16/2020	Ref:56412313	KOHLS	343.22
9/12/2020	9/13/2020	Ref:67676776	KROGER	345.22
9/12/2020	9/13/2020	Ref:12456767	CITGO	28.47
9/8/2020	9/9/2020	Ref:67565734	TRIM DEPOT	106.22
9/1/2020	9/2/2020	Ref:56767452	WHOLE FOODS	542.22

You must remove any heading data and any unused columns like the balance column. The modified example from above is below.   The columns in the Update Import Templates window must match your .csv columns.   The columns in the Update Import Templates window above now match the spreadsheet below.

| A	B	C	D	E
9/28/2020	9/27/2020	Ref:34585990	OFFICE MAX	12.67
9/22/2020	9/23/2020	Ref:23234244	THE HOME DEPOT	345.21
9/18/2020	9/19/2020	Ref:64920271	PUBLIX	45.88
9/15/2020	9/16/2020	Ref:10927172	THE HOME DEPOT	234.11
8/15/2020	9/16/2020	Ref:56412313	KOHLS	343.22
9/12/2020	9/13/2020	Ref:67676776	KROGER	345.22
9/12/2020	9/13/2020	Ref:12456767	CITGO	28.47
9/8/2020	9/9/2020	Ref:67565734	TRIM DEPOT	106.22
9/1/2020	9/2/2020	Ref:56767452	WHOLE FOODS	542.22

The file containing the spreadsheet or text data must be placed in a specific directory on the server's system. Work with your system administrator to place the file in the correct directory ($fg/data/load).

The next steps are:

- Import Credit Card Vendor Data (menu option b).
- Update Credit Card Vendor Data (menu option c).
- Print Credit Card Transaction Listing (menu option d).
- Post Credit Card Transactions (menu option e).
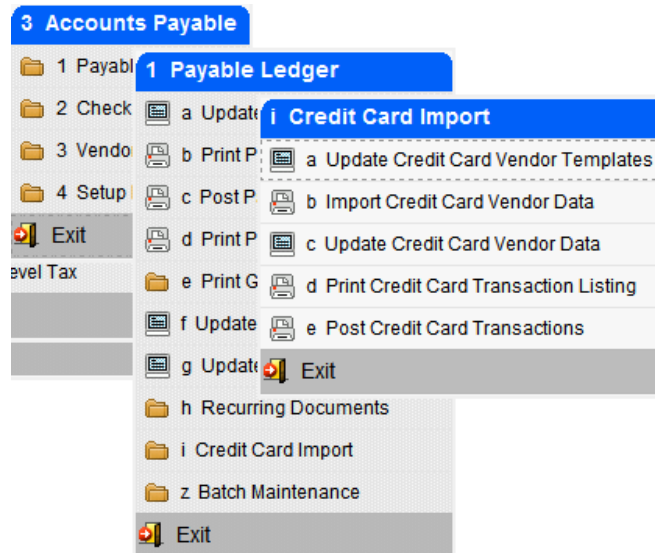
Import Credit Card Vendor Data
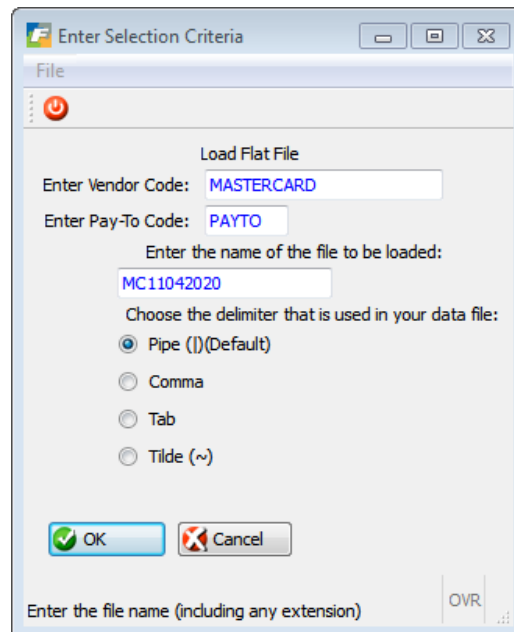
Vendor Code – enter the vendor code of the credit card company

Pay-To code - you must define a separate Pay-To code for each individual credit card issued by the credit card vendor and import the credit card data separately for each card. If there are no pay-tos for the vendor because only one card has been issued this value will default to PAYTO.

Enter the name of the file to be loaded - The file containing the data must be placed in a specific directory on the server's system. Work with your system administrator to place the file in the correct directory ($fg/data/load). Once you verified the proper location, enter the name of the file, including the extension assigned to the file if one was assigned.

Choose the delimiter that is used in your data file - Select one of the choices, based on the character you used to separate the columns in your spreadsheet or text file. For Microsoft Excel spreadsheets, the most common separators are comma (saved as a 'Comma-separated' file) or tab (saved as a 'Tab-delimited' file).

Important Note: If you use the pipe as your delimiter do not use a closing pipe after the last column. If you do the program looks for another column in the template, will get a null column name and that triggers an error and the import will not process.

Click OK to process the file.

Update Credit Card Vendor Data

Before you can post the items on a credit card, you update the intermediate tables to:

- Assign to each charge the vendor and vendor pay-to codes that were paid via this credit card. You must assign vendor codes and pay-to codes to each credit card data line before it can be posted. Posting means that invoices are created for the vendors and the credit card vendor.
- Add notes to lines that are posted to the respective invoices. This is useful to record those attending meals for meals and entertainment expenses.
- If the line item is expensed to more than the default expense account for the vendor/pay-to, then you can split the expense out to one or more GL accounts.
- Determine which line items to post. In cases where the period ending date does not coincide with the date the last statement items were imported, you can flag items to not post that are past the statement ending date by unchecking the Post (P) box. This way the outstanding open items for the credit card correspond exactly to the statement ending balance. When the record is posted any lines unchecked will be deleted.

Header Information:

Credit Card Vendor - Vendor Code you entered when you imported the data . The field following Credit Card Vendor displays the vendor's business name.

Credit Card Vendor Pay-To - Vendor Pay-To code you entered when you imported the data. The field following Credit Card Pay-to displays the Pay-To name. Display only field.

Import Doc No - The import Doc No is automatically assigned when you import the credit card data. Display only field.

Import Date - The Import Date is automatically assigned when you import the credit card data. Display only field.

Import User ID - The user id of the user who imported the credit card data. Display only field.

Detail Information:

Posted Date - Date the transaction was posted by the credit card company. Display only field.

Transaction Date - Date of the transaction. Display only field.

Ref No - Reference number of the transaction. Display only field. Note: when you import the data the entries are checked for duplication using the reference number. Duplicate entries are not re-imported.

Description - Description from the credit card company. Display only field.

**Amount -** Amount of the transactions. Display only field.

Post -If the Post field is checked, the transaction will be selected for printing and posting.   Transactions are imported with the post field checked. If you wish to hold a transaction for posting later, uncheck the Post field. You might want to not post a transaction if you are importing transactions after the statement date and you want the credit card vendor invoice to exactly match the credit card statement.

Post Date - Post date is the date the transaction is posted to Accounts Payable. Display only field.

Transaction Vendor -   Enter the transaction vendor code and zoom is available. This is the actual vendor that was paid via credit card. Note: when you import the credit card statement data, past vendors are looked up based on the description in the imported file. By doing this as many vendor and vendor Pay-To codes as possible are auto populated from prior imported data.

Transaction Pay-To - Enter the transaction vendor's pay-to code and zoom is available.

 Account No – This will default to the account number set up at the Vendor level but it can be changed as needed. If there is more than one account number for the line item click on the Expense Detail button on the toolbar to launch this screen.
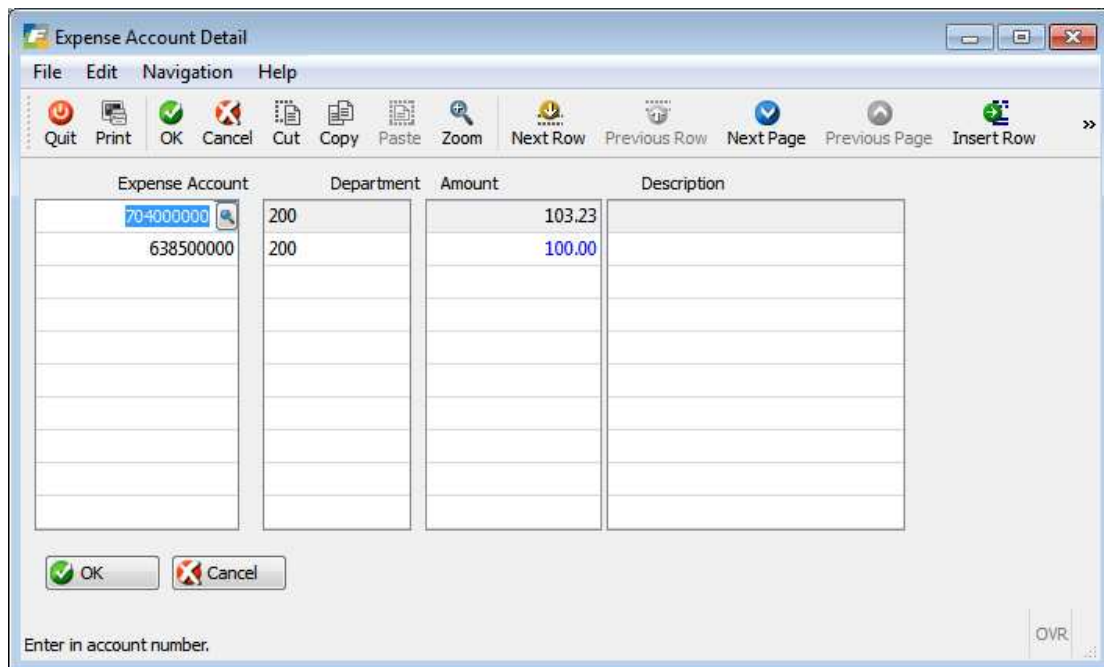
The fields on the Expense Account Detail window are as follows.

> **Expense Acount:** Enter the expense account for the Amount.   The zoom feature is available.

Department: Enter the expense department for the Amount. The zoom feature is available.

Amount: Enter the amount to post to the Expense Account and Department.

Description: Description is a free form description for notes about the line item. You can also enter additional notes for the transaction using the Line Notes button on the toolbar.

Dept – This will default to the department set at the Vendor level but can be changed as needed.

Once all the details are filled in the transactin is ready for posting.
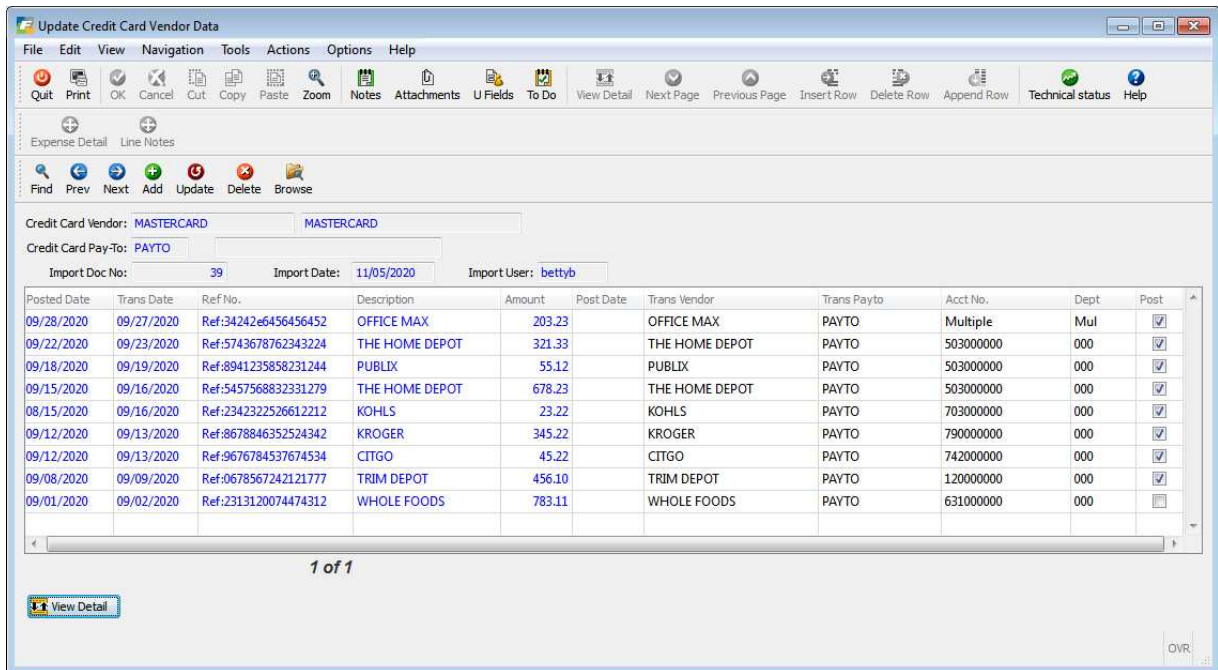
Print Credit Card Transaction Listing

Use Print Credit Card Transaction Listing to print all the credit card transactions marked ready for posting and to see any errors that need to be corrected before they can be posted.   Possible errors that would need to be corrected are:

- No Transaction Vendor Code.
- No Transaction Vendor Pay-To Code.
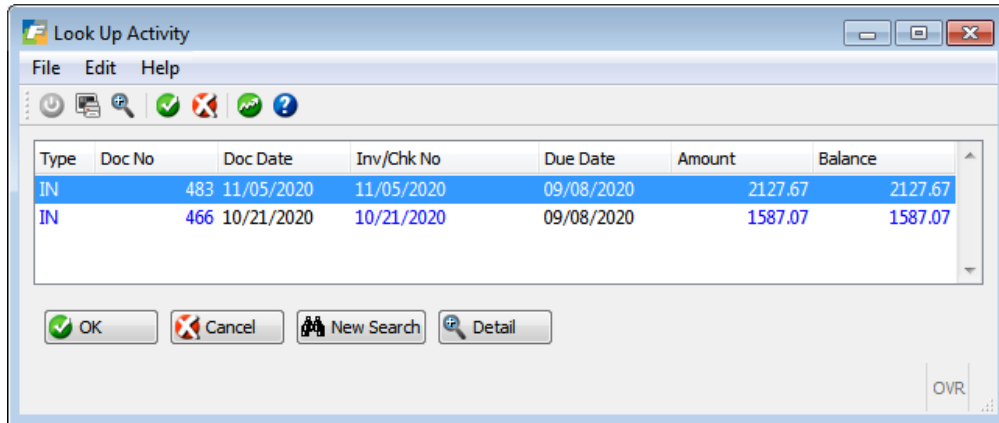- GL Amounts Do Not Equal Transaction Amount.
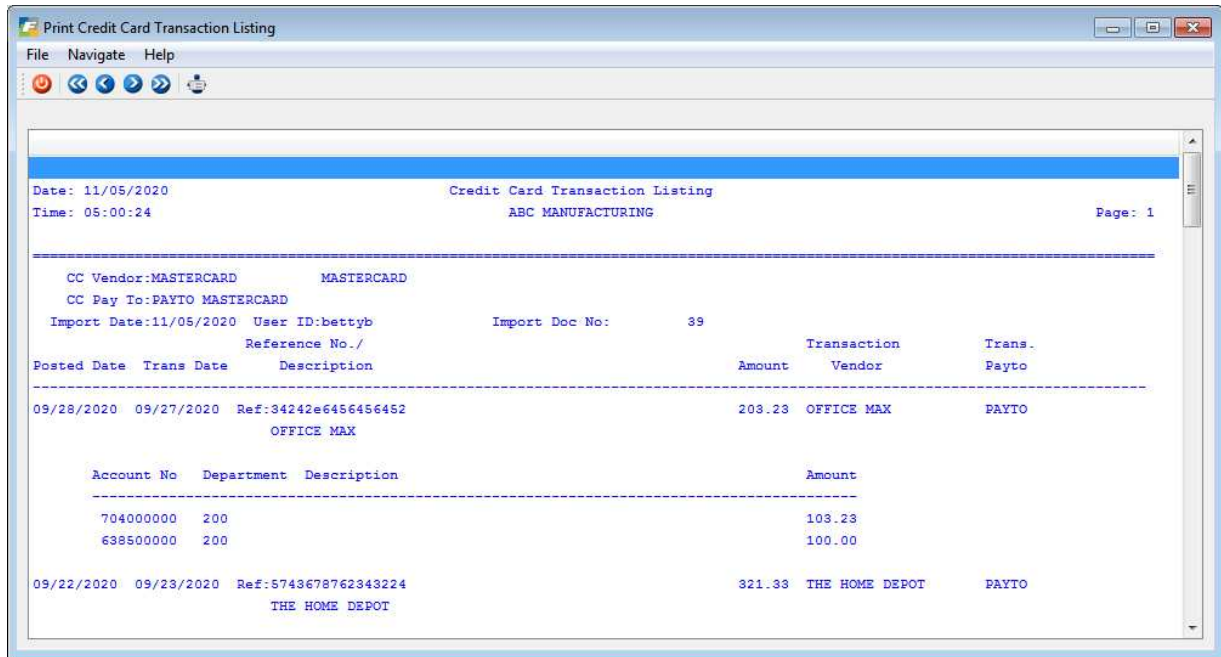
Post Credit Card Transactions

When credit card transactions are posted, the following occurs.

- For each credit card transaction an invoice is posted to transaction vendor/pay-to for the credit card statement line item. The expense account and department previously entered are used for this invoice.

- An attached debit memo is posted to the invoice posted mentioned above. This attached debit memo completely offsets the invoice posted. The reason for posting the invoice in step 1 and the attached debit memo is so that you can track the invoices and payments to the actual vendors paid using the credit card.
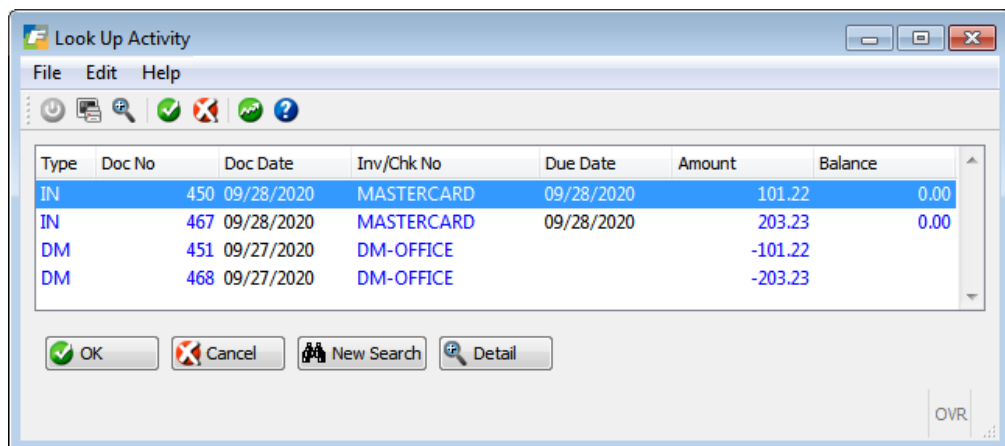
- An invoice is posted to the credit card vendor for all transactions contained in the imported file.

Type	Doc No	Doc Date	Inv/Chk No	Due Date	Amount	Balance
IN	483	11/05/2020	11/05/2020	09/08/2020	2127.67	2127.67
IN	466	10/21/2020	10/21/2020	09/08/2020	1587.07	1587.07