



Track, Document, Reconcile and Report Better with CCM

Do your employees use credit cards to make purchases? It sure makes it easier for many purchasing situations. Unfortunately, it can really complicate the bookkeeping. Perhaps you've found yourself in a monthly wrestling match trying to reconcile credit card statements to your vendor expenditures. **CREDIT CARD MANAGER** puts you in control. Keeping track of employees' credit card activities and multiple cards from various companies is no problem, and you can keep it all straight with the right reports to assist you.

- Designated multiple "credit card vendors"
- Record credit card receipts as received from employees
- Immediately update expenditure lines and money "spoken for"
- Automatically load lines from credit card documents when preparing claim documents for payment
- Designate Purchase Orders and/or Requisitions to be paid via credit card
- Track employee credit card usage via Requested By maintenance tables
- Automatically post to **GENERAL LEDGER** to charge expenditure lines and move dollars into a user-defined credit card payable account
- Track history and process 1099's for vendors paid with credit cards
- Set up Requested By Maintenance table to contain all employees that have access to credit cards
- Track history for Vendors Paid by Credit Card, showing on all Vendor Detail and Vendor Summary reports
- Use Claim Info button, available on credit card documents, to see which documents paid the credit card transaction
- Selected all or individual credit card transactions to load into claim lines
- Use both credit card documents and purchase orders/requisitions to designate credit cards transactions
- Use Budget Reports to show dollars committed in the period credit card documents are posted
- Void individual lines on a credit card document

Easy to set up: Just mark your credit card vendors, enter your Requested By list, and begin entering credit card documents.

Available Credit Card Reports

- Transactions Paid by:
 - Credit Card Vendor
 - Vendor Paid
 - Requested By
- Outstanding Transactions
- Outstanding Transactions by Requested By
- Year End Outstanding Documents

FOR MONTANA SCHOOLS
Credit card payables automatically
reported in the proper place on the
Montana Trustees Balance Sheet report.