

Creating an Invoice for Credit Card to Pay off Vendor Purchase Orders

You could create an invoice for American Express, then click on 'Add PO' for the vendors you want to add to it, like this:

Purchase Entry

File Edit Tools Help

Vendor Information

I.D. AMEXPRE Previous Details

Name American Express

Address P.O. Box 2855

City New York State NY Zip 10116-2855

Phone

Add P.O.

Invoice Information

Number TESTING CREDIT Assign

Date 12-21-2009 Due Date 12-21-2009

Amount 287.60

Desc. Invoice for Credit Card 12/01

Terms / Net or Due Day

Proj. Separate Check

Save Delete

General Ledger Account Distributions

Prepaid For Next Year

Account No.	Sub Ledger	Dist. Amt.	P.O. Balance	Account Description	Sub Le
→ 16-601100-3		15.00	0.00	Publicity-SKA	
→ 16-602000-1		69.95	0.00	Office Expense-GR 1-8	
→ 16-620100-2		202.65	0.00	Classroom Supplies-P-K	
DISTRIBUTION TOTAL		287.60			
BALANCE		0.00	0.00		

New Delete Balance Search A/B

Amount Not Subject To Discount 0.00 Discount Amount 0.00

Enter the Vendor I.D. for this Invoice. NUM

Then, after cutting the check to American Express, when you look in the PO maintenance screen, you will see the amount actually invoiced:

Purchase Order Maintenance - (10931 - Vendor: BENNTOY - Benny's Educational Toys)

P.O. Main Products Receiving Comments

Vendor

I.D. BENNTOY Details

Address Benny's Educational Toys
0-61 27th Street

City/State/Zip Fair lawn, NJ 07410

Phone 800-984-3616

Fax 800-984-3680

Order

P.O. No. 10931

P.O. Date 11-30-2009

P.O. Type

Requested By

Approved By

Buyer Lauren Friedman - (LAUREN)

Status

Status CLOSED

Delivery Date

Terms Upon Receipt

F.O.B.

Ship Via

Ship To Lev Chana Early Childt

Description Chanukah classroom supplies - PK

Project No. Attention

Distribution Summary Invoice History Budget

Account No.	Sub Ledger	Order Amt.	Invoiced	Balance	Account Description	Sub Ledger Desc
16-620100-2		202.65	202.65	0.00	Classroom Supplies-P-K	

Requests Encumber Next Fiscal Yr

Save Cancel Print Export Delete

NUM

And this is what would show on the Invoice History tab:

Purchase Order Maintenance - (10931 - Vendor: BENNTOY - Benny's Educational Toys)

P.O. Main | Products | Receiving | Comments |

Vendor I.D. BENNTOY

Address Benny's Educational Toys
0-61 27th Street

City/State/Zip Fair lawn, NJ 07410
Phone 800-984-3616
Fax 800-984-3680

Order P.O. No. 10931
P.O. Date 11-30-2009
P.O. Type
Requested By
Approved By
Buyer Lauren Friedman - (LAUREN)

Status Status CLOSED
Delivery Date
Terms Upon Receipt
F.O.B.
Ship Via
Ship To Lev Chana Early Childt

Description Chanukah classroom supplies - PK
Project No. Attention

Distribution Summary Invoice History

Invoice No.	Date	Batch I.D.	Paid	Check No./Draft No.	Check Date	Cleared	Invoice Amt	Disc. Amt	Vendor I.D.	Vendor Nar
TESTING CRED	12-21-09	AP009066	Y	1903	12-21-09	N	287.60	0.00	AMEXPRES	American Ex

Requests Encumber Next Fiscal Yr

NUM

The main issue with this process is that the vendor data would be under American Express, so you'd have to put a specific vendor code or info into the Description area to track what vendor it is really for, and you'd have to use that information for pulling accurate 1099's.