



Credit Cards and Employee Expenses.

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Introduction.

Today, we'll be looking at a simple technique for processing company credit cards.

It can be applied to a number of different scenarios:

- Company credit cards
- Employee expenses
- Loans



Introduction.

Create a bank record?

- Rename an existing bank record or create a new one
 - Ensure this is included in your chart of accounts

Questions

- Why not use a supplier record?
 - You can't use a supplier to pay another supplier
- What if I've already set up a supplier?
 - Set up the new bank record and post a supplier payment

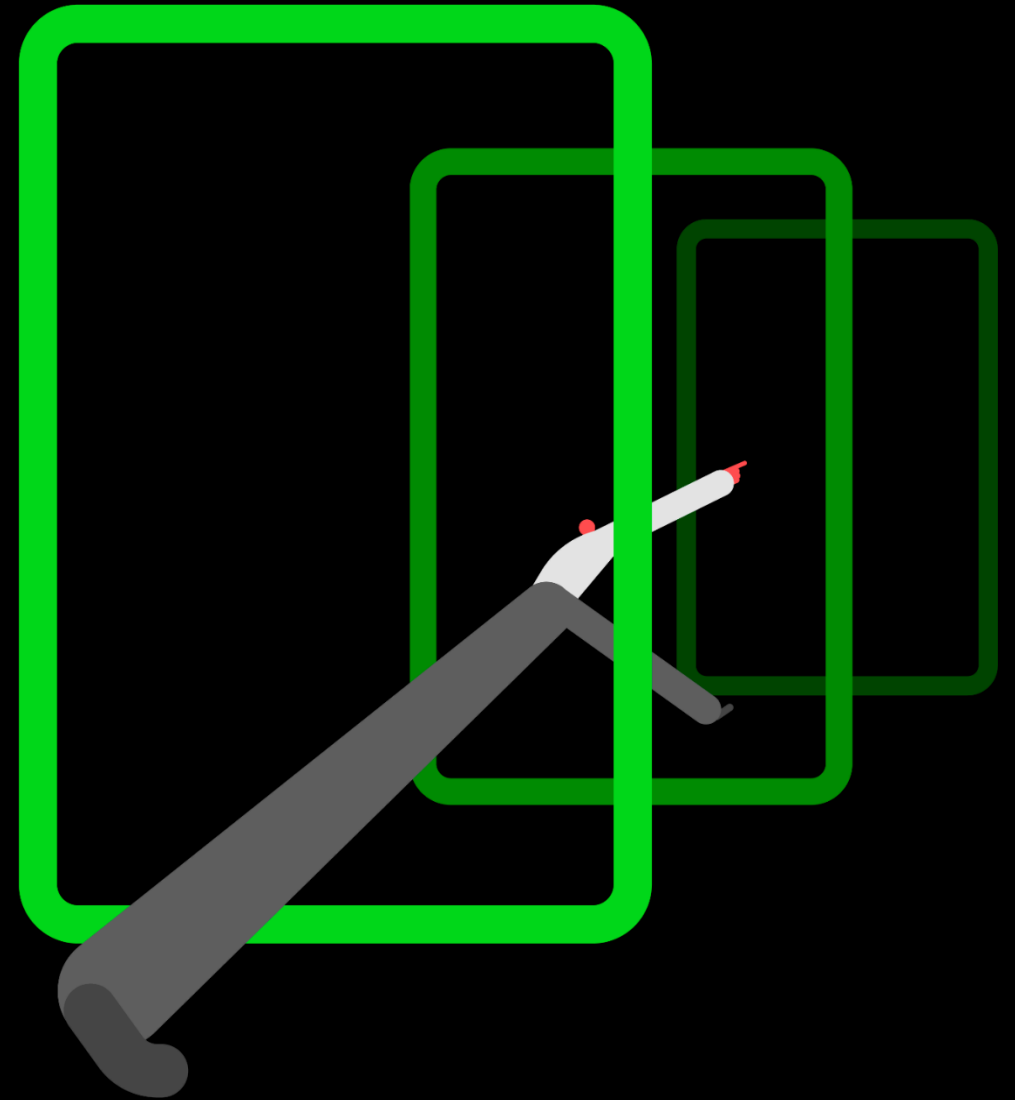
The screenshot shows the 'Bank Record-Company Credit Card' form in Sage software. The form is divided into two main sections: 'Account' and 'Type'. The 'Account' section includes fields for 'A/C Ref*' (set to 1240), 'Nominal Name' (set to Company Credit Card), and an 'Inactive' checkbox (unchecked). The 'Type' section includes fields for 'A/C Type' (set to Credit Card Account) and 'Currency' (set to 1 Pound Sterling). A sidebar on the left contains navigation options: 'Clear form', 'Delete', 'Account Details' (selected), 'Bank Details', 'Reconciliations', 'Settings', 'Memo', and 'Activity'. A green question mark icon is visible next to the 'Inactive' checkbox and the 'Currency' dropdown.

Demonstrations.

Create a bank record

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