

Trams Back Office

How to Use Agency Credit Card



Using the agency credit card to pay for either agency expenses, or vendors for a client's travel reservation is a common practice in some agencies. This is a reference guide covering some of the most common agency credit card issues. This guide outlines the following topics:

- **Section 1: Using the Agency Credit Card to Pay Vendors for Client Reservations** ○
When paying the vendor the gross amount of the trip and billing the client. ○ When paying the vendor, the net amount of the trip and billing the client.
 - When the client payment is closed with the agency credit card.
- **Section 2: [Using the Agency Credit Card to Pay for Agency Expenses](#)** ○ When accounting for the expense on a cash basis.
 - When accounting for the expense on an accrual basis.
- **Section 3: [Using the Agency Credit Card to Pay for Group Expenses](#)**
- **Section 4: [Paying the Agency Credit Card Bill When There is a Credit Balance](#)**

WHO IS THIS GUIDE WRITTEN FOR?

This guide assumes you are familiar with invoicing in TBO. You should know how to create invoices and apply payments to those invoices.

SYMBOLS USED:



Notes: This is a special note on the transaction; it may answer a common question or point out a potential mistake to watch out for.



Quick Steps: These are the quick steps to complete the task being discussed. These steps serve as a quick reference guide on how to accomplish the task if you don't need to see the screen snaps.



Choice: This symbol means there is a choice that the user can make. There are two ways to accomplish the goal, and the user must make a choice on how to best handle the issue within the agency.



Pros and Cons: This symbol means that there will be pros and cons to the different scenarios. A list of pros and cons will help you choose the scenario that fits your agency's needs.

Using the Agency Credit Card to Pay Vendors for Client Reservations

Scenario One:

Client pays the agency with cash or check; agency pays the gross amount to the vendor with the agency credit card.



Note: Handling this scenario depends on what amount the agency is paying the vendor. If the agency is paying the vendor the gross amount and expecting a commission, follow the steps below. If the agency is paying the vendor the net amount of the trip, then follow the steps in scenario two.



Quick Steps:

1. Create a Sales invoice: booking one the *Submit To* is *Supplier* with no commission.
2. Create a second booking for the commission amount using *Supplier* or *Comm Track*.
3. Close the client side of the invoice with the client's payment of cash or check.
4. Enter a *Payment Made* to the Vendor for the Gross amount of the Sale, *Pay Method*: Other
5. Create a Journal Entry to **credit** a Liability Account named "Vendor Payments on Agency CC". This account will act as a "Wash" account.
6. When you pay the credit card bill, create a Journal Entry to **debit** the same Liability account used in step five.

Visual Steps:

Step One: Create a Sales Invoice: booking one the *Submit To* is *Supplier* with no commission.

Step Two: Create a second booking for the commission amount only, using *Supplier* or *Comm Track*.

Submit To	Travel Type	Traveler	Airline/Vendor	Total Fare	Commission	Ticket/Confirm No	Ticket No
Supplier	Tour-Finl	Able/Ken	Apple Vacations	1,267.00	0.00	E9765	
Supplier	Tour-Finl	Able/Ken	Apple Vacations	0.00	152.00	E9876	

Total Fare	Tax	Commission	Comm Trk. Comm	Total Open
1,267.00	0.00	152.00	0.00	1,267.00



Choice:

You can use either *Supplier* or *Comm Track* for the second booking. A *Supplier* booking will account for the Sale and commission in the same month and the commission due will be on the Vendor Balance Report. A *Comm Track* booking will not account for the commission until it is received and applied to the Comm Track booking.

Submit To	Travel Type	Traveler	Airline/Vendor	Total Fare	Commission	Ticket/Confirm No	Ticket No
Supplier	Tour-Fini	Able/Ken	Apple Vacations	1,267.00	0.00	E9765	
CommTr...	Tour-Fini	Able/Ken	Apple Vacations	0.00	152.00	E9765	

Total Fare	Tax	Commission	Comm Trk Comm	Total Open
1,267.00	0.00	0.00	152.00	1,267.00

NOTE: When the invoice is issued in the GDS and interfaced into *Trams Back Office*, there will be one booking with the total sale and commission amount. The TBO user can copy the first booking, choose the preferred *Submit To* and delete the total sale amount leaving only the commission amount in the second booking. The commission amount will then be deleted from the first booking.

The second booking can also be created from the Payment screen when entering the *Payment Made* to the Vendor as in Step Four. Click on *Edit Invoice* and create the second booking: *Submit To: Supplier* or *Comm Track*. Delete the commission amount in the first booking.

While it is possible for agents to issue an invoice with two bookings in ClientBase, it is usually better to have them issue the final payment invoice with the commission amount in one booking. This gives the TBO user the option to create the second booking if the vendor has been or is going to be paid with the agency credit card.

Step Three: Close the client side of the invoice with the client's payment of cash or check, entering a *Payment Received*.

Step Four: Enter a *Payment Made* to the Vendor for the Gross amount of the Sale, *Pay Method:* Other

Create New Payment Made

General Attachments

Amount: 1,267.00

Payment Type: Made

Bank Acct: 1 Wells Fargo - checking

Payment Method: Other

Profile Type: Vendor

Remarks: Pd Agency CC/Able/Inv 55555557

Vendor Settings

Submit To: All

Status	Issue Date	Invoice #	Type	Client Name	Vendor Name	Traveler Name	Total Fare	Commission	Net Due	Submit To	App
Closed		55555557	Sale	Able/Ken	Apple Vaca...	Able/Ken	1,267.00	0.00	-1,267...	Supplier	-1,267...
Open		55555557	Sale	Able/Ken	Apple Vaca...	Able/Ken	0.00	152.00	152.00	CommTr...	0.00

Unapplied Total: 0.00

Total Open: 152.00

Balance Due: 152.00

2 Records

OK Cancel

☒ Continue entering Payments
☐ Create Agent Adjustment
☐ Display Pymt # After Saving
☐ Print Check After Saving



Note: It is helpful to put the Invoice Number and Passenger Name in the Remarks field to match with the payment on the credit card statement.

Step Five: Create a Journal Entry to **credit** a Liability account named “Vendor Payments on Agency CC”. This will act as a “Wash” Account. It is helpful to put the Vendor, Client and Invoice number in the Journal Entry Remarks field for easier reconciliation with your credit card statement.

Journal Entry Number 1037

Activity Date Code Group

Remarks Pd Agency CC/Able/Inv 55555557 Apple Vacations

Account Name & Number Debit Credit

2125 Agency CC-Vendor Payments 1,267.00

Remarks Apple/Able/Inv555555 Detail Group

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
2000	Vendor Balances		1,267.00			
2125	Agency CC-Vendor Payments			1,267.00	Apple/Able/Inv555555	

Step Six: When you pay the credit card bill, create a Journal Entry to **debit** the same Liability Account used in Step Five.

Journal Entry Number 263

Activity Date Code Group

Remarks American Express

Account Name & Number Debit Credit

Remarks Detail Group

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
1000	Cash in Bank - Checking			1,510.00		
6105	Office Supplies	0	153.00		Staples	
6430	Client Gifts	0	100.00		Jones/RCCL	
2015	Vendor Payments on Agency...		1,257.00		Apple Vac/Able	



Note:

To reconcile a “Wash” account: Go to General Ledger – G/L Account Reconciliation.

GL Account Reconciliation

G/L Acct Vendor Payments on Agency CC G/L Account Group

G/L Branch G/L Branch Group

Posted Status All Cleared Status Not Cleared To

Items To Be Cleared

GL No	GL Name	Debit Amount	Credit Amount	Amount	Remarks	JE Remarks	PaymentRemarks	Status
2015	Vendor...	1,257.00		1,257.00	Apple Vac/Ab...	American Express		
2015	Vendor...		1,267.00	1,267.00		Apple Vacations		



Pros and Cons: Scenario One

- Pros:**
1. The invoice is “open” and appears on the Client Balance report.
 2. The amount due to the vendor is “open” and appears on the Vendor Balance report.
 3. The Back office has control of the Client Receivables and Vendor Payables.

Cons: Without the proper accounting procedures in place (see pages 9/10) the TBO user could make a payment to a Vendor on the Vendor Balance report, not knowing that it was already paid on the agency credit card which would result in a duplicate payment.

Scenario Two:

Client pays the agency cash or check, and the agency pays the Vendor the net amount with the agency credit card. The steps to handle this scenario are very close to scenario one. The difference is you don't have to create two bookings.



Quick Steps:

1. Create the invoice: *Submit To: Supplier*. Enter one booking for the total sale with the commission amount.
2. Close the client side of the payment using the cash/check received from the client.
3. Close the vendor side of the invoice, by entering a *Payment Made, Pay Method of Other*
4. When prompted for a journal entry, **credit** the Liability account
5. When you pay the credit card bill, **debit** the same Liability account.

Visual Steps:

Starting with **Step Three**, after you have created the invoice and closed the client side of the invoice with the client cash/check payment, it's time to close the vendor side.

Step Three: You are paying the vendor a net amount by deducting the commission. Enter a *Payment Made* to the vendor using *Pay Method of Other*.

For this step be sure to make the amount of the payment the amount charged to the agency credit card.

Payment Method is set to *Other*, and the vendor name is the actual vendor used on the invoice. Toggle the invoice closed, and when prompted for a journal entry, **credit** the Liability account.

Submit To	Status	Issue Date	Invoice #	Type	Total Fare	Net Due	Vendor Name	Commis...	Passenger
Supplier	Clos...	11/10/2...	1000181	Sale	2,500.00	-2,250...	Royal Carri...	250.00	Jones/Ce

Create New Journal Entry #265

Journal Entry Number 265

Activity Date Code Group

Remarks RCCL/Jones/Agency CC :Royal Caribbean

Account Name & Number Debit Credit

Remarks Detail Group

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
2000	Vendor Balances		2,250.00			
2015	Vendor Payments on Agency...			2,250.00	Jones/RCCL/Agen...	

Buttons: Add, Update, Delete, Invert, Move Up

Step Four: When you pay the credit card bill, **debit** the Liability Account.

Create New Journal Entry #266

Journal Entry Number 266

Activity Date Code Group

Remarks American Express

Account Name & Number Debit Credit

Remarks Detail Group

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
1000	Cash in Bank - Checking			3,000.00		
2015	Vendor Payments on Agency...		2,250.00		Jones/RCCL	
6410	Meals & Entertainment	0	500.00		Mgr meeting	
1200	Office Equipment		250.00		Printer/HP	

Buttons: Add, Update, Delete, Invert, Move Up



Pros and Cons: Scenario Two (same as Scenario One except #4)

- Pros:**
1. The invoice is “open” and appears on the Client Balance Report
 2. The amount due to the vendor is “open” and appears on the Vendor Balance report.
 3. The Back office has control of the Client Receivables and Vendor Payables.
 4. Since the Net amount is paid to the vendor, you do not need two bookings

Cons: Without the proper accounting procedures in place (see pages 9/10) the TBO user could make a payment to a Vendor on the Vendor Balance report, not knowing that it was already paid on the agency credit card which would result in a duplicate payment.

Airlines Reporting Corporation
Agent Reporting Agreement

Section 80

Section VII: Agent’s Authority, General Rights and Obligations

K. In the absence of specific permission of the carrier, the Agent shall not use any credit card which is issued in the name of the Agent, or in the name of any of the Agent’s personnel, or in the name of any third party, for the purchase of air transportation for sale or resale to other persons, nor report to the carrier or include in its sale report the sale of any air transportation as a credit card transaction where at any time agent bills, invoices, or receives payment in cash from customer for such air transportation.



Note

It is recommended that strict accounting procedures be in place for use of the agency credit card for payments to vendors on behalf of your clients. The agency is accepting a liability for the client.

A payment should not be charged to the agency credit card unless the client payment has been received by the agency.

On the next page there is an example of a typical form created for agents to fill out when they use the agency credit card. Using a form helps the Trams Back Office user reconcile the credit card statement each month.

Agent

Branch

Week Ending

Log for Customer Sales *paid with Cash/Check with Vendor payment Charged to Company Credit Card*

[illegible]

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Scenario Three:

Client pays the agency with cash or check; the invoice is issued as closed with the agency credit card.

Option One: The payment from the client creates the Vendor Liability used to reconcile the agency credit card.



Quick Steps:

- 1) Create sales invoice, the *Submit To* is Supplier.
- 2) Close the client side of the invoice with *Payment Method* of *Credit Card* (Agency credit card).
- 3) Enter the money received from the client using *Profile Type* of *Other*.
- 4) When prompted for a journal entry, **credit** the Liability account “Vendor Payments on Agency CC” 5) When you pay the credit card bill, **debit** the same account used in step four.

Visual Steps:

Starting with **Step Three**.

Once you have created the invoice and closed the client side of the invoice with the agency credit card:

Step Three: Enter the payment received from the client using *Profile Type* of *Other*.

180 Create New Payment Received

Amount: 3,000.00

Payment Type: Received

Payment Date:

Bank Acct: 2 Bank Account 2

Branch:

Invoice Reference:

Payment Method: Check

Profile Type: Other

CK/CC/Ach No:

Payment Group:

Name: American Express

Name On Check:

Pay Code:

Remarks: Malone/Furjet/AgencyCC



Choice:

When you are entering the payment using *Profile Type* of *Other*, you can create an “other” profile for the client.

Or you can create one profile that you use every time the agency credit card is used. In the example above “Agency Credit Card” is listed as the name, this is the generic profile we use every time instead of creating a new other profile. Regardless, be sure to put the client name and invoice number in the remarks field.

Step Four: When prompted for a journal entry, **credit** the Liability account “Vendor Payments on Agency CC”

180 Create New Journal Entry #267

Journal Entry Number: 267

Activity Date:

Code:

Group:

Remarks: Malone/Furjet/Agency CC :American Express

Account Name & Number:

Debit:

Credit:

Remarks:

Detail Group:

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
2015	Vendor Payments on Agency...			3,000.00	pmt.Malone/Furjet	
1000	Cash in Bank - Checking		3,000.00			

Buttons: Add, Update, Delete, Invert, Move Up

Step Five: When you pay the credit card bill, **debit** the same account used in Step Four.



Create New Payment Made

Amount: 3,500.00
 Payment Type: Made
 Bank Acct: 1 Bank Acct No. 1
 Branch:
 Payment Method: Check
 CK/CC/Ach No: 9225
 Profile Type: Other
 Name: American Express
 Name On Check:
 Pay Code:
 Remarks: pmeAX 1234

Journal Entry Number: 268
 Activity Date:
 Code:
 Group:
 Remarks: AX 1234: American Express

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
1000	Cash in Bank - Checking			3,500.00		
6105	Office Supplies	0	100.00		Best Buy	
6100	Dues and Subscriptions	0	100.00		Trams	
6410	Meals & Entertainment	0	300.00		Agency meeting	
2015	Vendor Payments on Agency...		3,000.00		Malone/Funjet	

Buttons: Add, Update, Delete, Invert, Move Up, Move Down

Time Saving Tip: Use Pay Codes to help save time. When entering the payment received from the client, assign a pay code. For example: ACC for Agency Card. The next time you use the agency credit card, instead of entering all the information from scratch, go to *Payments Query*, in the payment code field enter ACC, and click on query. This displays a previous credit card entry, click *Copy*, change the amount, and the remarks field. When you click *OK*, the journal entry is filled in for you. Click *OK* to save.

Step One: Assign a payment code when you enter the payment received from the client. Save the payment following the steps outlined in scenario three. You only need to assign the pay code once. Once the pay code is assigned you can simply query on that pay code in the future.

Create New Payment Received

Amount: 3,500.00
 Payment Type: Received
 Bank Acct: 2 Bank Account 2
 Branch:
 Payment Method: Check
 CK/CC/Ach No:
 Profile Type: Other
 Name: American Express
 Name On Check:
 Pay Code: ACC
 Remarks: Malone/Funjet

Step Two: Next time you use the agency credit card, query for payment code ACC

Trams Back Office -- Sabre Travel Network

File Invoices Payments Adjustment Profiles General-Ledger Interface Reports Utilities Window Help

General Advanced

Amount From To
Date Cleared To
Check No. From To
Payment Group
Remarks Starting With
Payment Status All

Only Unapplied No
Cleared Status All
CC/Check/ACH #
Payment Code ACC
Invoice Record Number

Query
Reset
Count
Sort By
Columns
Default
<default>
New
View
Void

Pymt No.	Date	Name	Pay Type	Method	Amount	Ck/CC/ACH No	Bank No.	Remarks	Group	Code	Full Remarks
1553	11/1...	American Express	Receiv...	Check	3,500.00		2	Malone/Funjet		ACC	Malone/Funjet

The payment code is on the Advanced Tab of the payment query screen. After entering the payment code, click *Query*. This displays a previous payment with ACC in the Payment Code field.

You can then click *Copy*, to make a copy of the payment. Once the payment is copied, just change the amount and save the payment. Clicking on *Copy* creates a new payment, with the same information as the previous payment. Change the total amount, and the remarks, and save the new payment.

Trams Back Office -- Sabre Travel Network

File Invoices Payments Adjustment Profiles General-Ledger Interface Reports Utilities Window Help

General Advanced

Amount From To
Date Cleared To
Check No. From To
Payment Group
Remarks Starting With
Payment Status All

Only Unapplied No
Cleared Status All
CC/Check/ACH #
Payment Code ACC
Invoice Record Number

Query
Reset
Count
Sort By
Columns
Default
<default>
New
View
Void
Copy
Print Check
Print Payment
Print Query

Pymt No.	Date	Name	Pay Type	Method	Amount	Ck/CC/ACH No	Bank No.	Remarks	Group	Code	Full Remarks
1553	11/1...	American Express	Receiv...	Check	3,500.00		2	Malone/Funjet		ACC	Malone/Funjet

Create New Payment Received

Amount 500.00
Payment Type Received
Bank Acct 2 Bank Account 2
Branch
Payment Method Check
Profile Type Other
Payment Date
Remarks Susan/Apple Vac/Agency AX
Invoice Reference
CK/CC/Ach No
Payment Group
Name American Express
Name On Check
Pay Code

Create New Journal Entry #270

Journal Entry Number 270
Activity Date
Code
Group
Remarks Susan/Apple Vac/Agency AX : American Express
Account Name & Number
Debit
Credit
Remarks
Detail Group
Acct No Acct Name Branch Debit Amount Credit Amount Remarks Group
2015 Vendor Payments on Agency... 500.00 Jones/Apple Vac/
1000 Cash in Bank - Checking 500.00
Add
Update
Delete
Invert

Option Two: A Negative Client Voucher is created to record the payment due from the client and the Vendor payment on the agency credit card.

This option could be used to record the payment to the vendor on the agency credit card if the client payment has not been received or is received after the invoice is issued.

Go to **Utilities/Setup/Global Defaults/Prompt**

Check the box in front of “Allow Negative Client Vouchers”

The screenshot shows the 'Global Defaults' dialog box with the 'Prompt' tab selected. The 'Allow Negative Client Vouchers' checkbox is checked and circled. Other settings include 'Allow Branch Entries' set to 'None', 'Comm Track payments in EOP' set to 'Sales/Cost of Sales', 'Supplier C/C transactions in EOP' set to 'Handle In Same Period', and various default bank accounts set to '2 Bank Account 2'. The 'Journal Entry Prompting' is set to 'Recommended/Always'. The 'Default G/L Branch' is '0' and the 'Default Branch' is '0 Travel With The Stars'. The 'OK', 'Cancel', and 'Help' buttons are at the bottom.



Quick Steps:

- 1) Create sales invoice, the *Submit To* is Supplier.
- 2) Close the client side of the invoice with *Payment Method* of *Credit Card* (Agency credit card).
- 3) Enter a **Payment Made** for the amount the Client owes the agency. *Pay Method* is *Other Client Name*: enter the name of the client on the invoice. Click on *Query*.
- 4) Click on OK to create a voucher. The voucher will create a balance due on the Client Balance Report.
- 5) When prompted for a journal entry, **credit** the Liability account “Vendor Payments on Agency CC”
- 6) When you pay the credit card bill, **debit** the same account used in step four.
- 7) When you enter the client payment close the voucher on the client’s account.

Visual Steps:

Starting with **Step Three**: Enter a **Payment Made** for the amount the Client owes the agency. *Pay Method* is *Other*

Client Name: the name of the client on the invoice. Click on Query.

The screenshot shows the 'Create New Payment Made' window. The main form has the following fields: Amount (350.00), Payment Type (Made), Payment Date (11/10/2012), Bank Acct (2 Bank Account 2), Branch, Invoice Reference, Payment Method (Other), Profile Type (Client), Name (Able/Ken & Sue), Name On Check, Pay Code, and Remarks. Below these are tabs for Client Settings and Global Settings, with fields for Invoice #, To, Branch (All), Passenger, Issue Date, Invoice Rec No, UDID Selection, Status, and Issue Date. On the right are buttons: Query, Reset, Sort By, Refresh, and Columns. Two modal dialogs are open: 'Unapplied Payment Option' with the message 'Profile Has No Open Invoices Prior To Payment Date. Total Unapplied Is -350.00.' and a 'Create Voucher' button; and 'Create Client Voucher' with fields for Voucher Invoice, Voucher No (4), Branch No (0 Travel With The S...), Group, Amount (-350.00), Remarks (Pynt #1555), and Client (Able/Ken & Sue), with OK and Cancel buttons.

Step Four: Click on OK to create a voucher. The voucher will create a balance due on the Client Balance Report.

Step Five: When prompted for a journal entry, **credit** Liability account “Vendor Payments on Agency CC”

The screenshot shows the 'Create New Journal Entry #271' window. It has fields for Journal Entry Number (271), Activity Date, Code, Group, and Remarks (Able/Ken & Sue). Below are tabs for Account Name & Number, Debit, Credit, and Detail Group. At the bottom is a table with columns: Acct No, Acct Name, Branch, Debit Amount, Credit Amount, Remarks, and Group. The table contains two rows: one for Client Balances with a debit of 350.00, and one for Vendor Payments on Agency... with a credit of 350.00 and remarks Able/Agency CC. On the right are buttons: Add, Update, Delete, Invert, and Move Up.

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
1100	Client Balances		350.00			
2015	Vendor Payments on Agency...			350.00	Able/Agency CC	

Step Six: When you pay the credit card bill, **debit** the same account used in step four.

Step Seven: When you enter the client payment close the voucher on the client's account.

Create New Payment Received

Amount: 350.00

Payment Type: Received

Payment Date:

Remarks:

Bank Acct: 2 Bank Account 2

Branch:

Invoice Reference:

Payment Method: Check

CK/CC/Ach No:

Payment Group:

Profile Type: Client

Name: Able/Ken & Sue

Name On Check:

Pay Code:

Client Settings: Global Settings

Show Invoices/Bookings For...

☐ A Different Client

☐ A Group Of Clients

☐ All Clients

Status	Issue Date	Invoice #	Type	Net Due	Applied	Confirmation No	Total Fare	Comm
Closed	11/10/2012	4	Voucher	350.00	350.00			

Query

Reset

Sort By

Refresh

Columns

Toggle Closed

Close All

Invert

Partial Payment

Edit Invoice



Pros and Cons: Scenario Three

Option One:

Pros: Because the Invoice is closed with the agency credit card the TBO user would not make a duplicate payment to the Vendor.

Cons: 1) Because the Invoice is closed with the agency credit card a Client **Balance** is not created and the TBO user does not know that the client owes the agency for the invoice unless procedures are in place (see pages 9/10) to track client payments on the agency credit card.

2) Because the Invoice is closed with the agency credit card the Vendor Balance Report shows the commission amount as due from the Vendor and unless procedures are in place (pages 9/10) the TBO User would not know that the vendor was paid with the agency credit card.

Option Two:

Pros: This option does create a Client Balance. A duplicate payment to the Vendor would not be made.

Cons: As in Option One, unless strict accounting procedures are in place, the TBO User does not know that the Client and Vendor Balances are open.



Run a weekly **Report Generator Report** to find the Invoices charged to the agency credit card. Go to **Reports/Report Generator/Print Report**

Click on **Report** and choose: **CC_RECON.RPT**
 Invoice Payment Status: Client: Closed
 Pay method: C/C

Travel With The Stars 5777 W. Century Blvd. Suite 1200 Los Angeles, CA 90045 310/641-8726							
Credit Card Reconciliation							
						Invoice No: Date Issued: Agent:	
CC # or Check #	Invoice	Passenger	Payment Method Travel Type	Depart Dt	Itinerary	Total Fare	Payment Dt
	9910077	Neuman/Kristin Ka	Rail C/C	3/23/2015	NUE/AMS/LH	133.00	3/23/2015
37	3124359	Gmerek/Jay D	Dom. Air C/C	1/27/2015	BUF/MCO	427.10	1/19/2015
37	3142975	Walsh/James Mau	Dom. Air	3/25/2015	DFW/MSY/D	420.20	3/12/2015

Using an Agency Credit Card to Pay for Agency Expenses

Ck/CC No: agency credit card number

Vendor: (All) (If you use multiple Agency Credit cards, they can be tied together with a UDID for reporting) When using the agency credit card to pay expenses, there are two main ways to account for this in TBO. The first way is to account for the items when the agency pays the credit card bill (Cash Basis). The second way is to account for the expense when the charge is made and carry the payable until the credit card bill is paid (Accrual Basis).

Scenario One:

Accounting for the expense when the credit card bill is paid. During the course of the month, the agency has paid various expenses, using the agency credit card. When the credit card statement is received, the agency wants to itemize the separate expenses.



Quick Steps:

1. Enter a payment made, using *Profile Type* of *Other*.
2. When prompted, create a journal entry accounting for each expense.

American Express Statement

Office Supply Store	\$325.00
ABC Printing 75.00	ACME Parking 250.00
Light Company 45.00	Total Charges:
\$695.00	

To pay the above American Express statement in full, follow the visual steps below.

Visual Steps:

Step One: Enter the *Payment Made* to the credit card company with *Profile Type* of *Other*, for the full amount of the statement.

The screenshot shows the 'Create New Payment Made' window in the TBO system. The window has a title bar with 'TBO Create New Payment Made' and standard window controls. The main area contains several input fields and dropdown menus. The 'Amount' field is set to '695.00'. The 'Payment Type' dropdown is set to 'Made'. The 'Payment Date' field is empty. The 'Remarks' field is a large text area. The 'Bank Acct' dropdown is set to '2 Bank Account 2'. The 'Branch' dropdown is empty. The 'Invoice Reference' field is empty. The 'Payment Method' dropdown is set to 'Check'. The 'CK/CC/Ach No' dropdown is set to '1234'. The 'Payment Group' dropdown is empty. The 'Profile Type' dropdown is set to 'Other'. The 'Name' field is set to 'American Express'. The 'Name On Check' field is empty. The 'Pay Code' field is empty.

Step Two: The system automatically enters a **credit** to the Checking account. Enter each charge to **debit** an expense account.

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
1000	Cash in Bank - Checking			695.00		
6105	Office Supplies	0	325.00		Office Max	
6415	Parking	0	250.00		Acme Parking	
6115	Printing Expense	0	75.00		ABC Printing	
6305	Utilities	0	45.00		Gas Company	

Debit Total: 695.00
Credit Total: 695.00

Scenario Two:

Accounting for expenses as charges are made, not when the statement is paid. To account for expenses when the charges are made, use the *Operating Payable* feature in *Trams Back Office*.

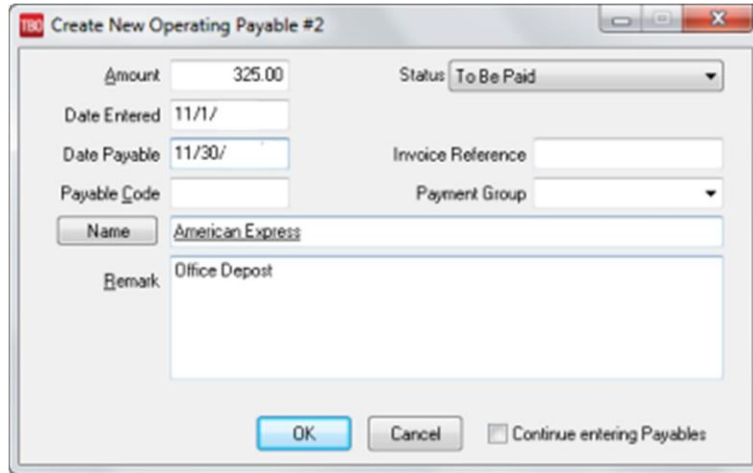


Quick Steps:

1. When the charge is made, enter a payable (go to **Payments/Create Payable**).
2. When prompted for a journal entry, **debit** the correct expense account.
3. When you pay the credit card bill, query the payable: **Payments/Query/Operating Payable**.
4. Once the payables are displayed, hold the **ctrl** key; click on each payable being paid and *Issue Check*.

Visual Steps:

Step One: When the charge is made, enter a payable (go to **Payments/Create Payable**), entering the amount of the charge in the amount field, with the date entered being the date you are creating the payable. In the date payable field enter the anticipated date that you will be paying the credit card bill.



180 Create New Operating Payable #2

Amount: 325.00 Status: To Be Paid

Date Entered: 11/1/ Date Payable: 11/30/

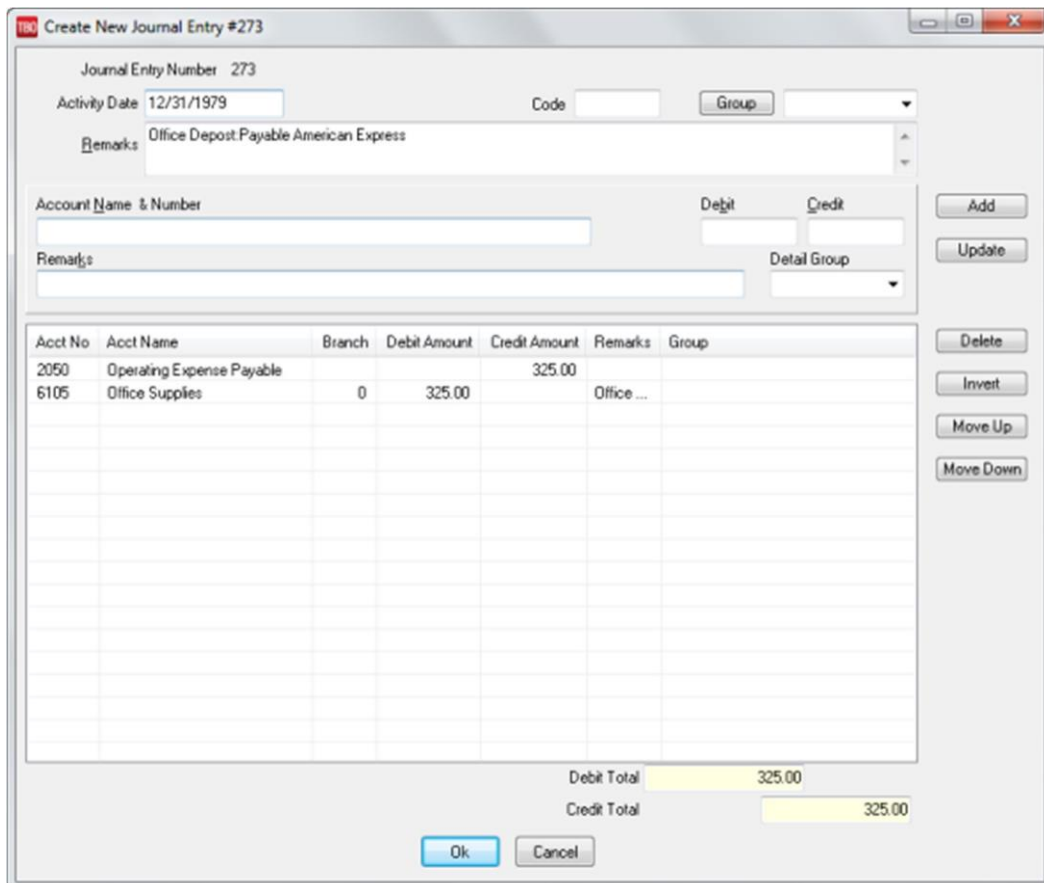
Invoice Reference: Payable Code: Payment Group:

Name: American Express

Remark: Office Deposit

OK Cancel ☐ Continue entering Payables

Step Two: When prompted for a journal entry, the Operating Expense Payable account is automatically credited. Create a journal entry to **debit** the appropriate expense account.



180 Create New Journal Entry #273

Journal Entry Number: 273 Activity Date: 12/31/1979 Code: Group:

Remarks: Office Deposit Payable American Express

Account Name & Number: Debit: Credit:

Remarks: Detail Group:

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
2050	Operating Expense Payable			325.00		
6105	Office Supplies	0	325.00		Office ...	

Debit Total: 325.00 Credit Total: 325.00

OK Cancel

Step Three: When it is time to pay the credit card bill, query the payables.

Step Four: Once the payables are displayed, hold the **ctrl** key; click on each payable to be paid and *Issue Check*.

Trams Back Office -- Sabre Travel Network

File Invoices Payments Adjustment Profiles General-Ledger Interface Reports Utilities Window Help

Payable Number Amount From To

Date Entered To Payable Status [To Be Paid]

Date Payable 11/30/ To 11/30/ Payable Code

Profile American Express

Remarks Starting With

Payment Number Payment Group

Include Vendor Payables None Invoice Reference

Type	Payable No	Status	Name	Amount	Code	Remarks	Group	Payment No	Invoice Reference
Other	2	To Be Paid	American Express	325.00		Office Deposit			
Other	3	To Be Paid	American Express	250.00		ACME Parking			
Other	4	To Be Paid	American Express	75.00		Printing ABC			
Other	5	To Be Paid	American Express	45.00		Gas Company			

Query
Reset
Count
Sort By
Columns
Default
<default>
New
View
Void
Copy
Issue Check
Generate

The charges are totaled and a *Payment Made* is created for the total amount.

Create New Payment Made

Amount 695.00

Payment Type Made Payment Date

Bank Acct 2 Bank Account 2

Branch Invoice Reference

Payment Method Check CK/CC/Ach No 1235 Payment Group

Profile Type Other Name American Express Name On Check Pay Code

Remarks

Click *OK* to save the payment. The journal entry is created for you to **credit** the checking account and **debit** the Operating Expense Payable Account.

Create New Journal Entry #277

Journal Entry Number 277

Activity Date Code Group

Remarks American Express

Account Name & Number Debit Credit

Remarks Detail Group

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
1105	Credit Card Merchant			695.00		
2050	Operating Expense Payable		695.00			

Add
Update
Delete
Invert
Move Up
Move Down

Using an Agency Credit Card to Pay for Group Expenses

When using the agency credit card to pay for group expenses, two things need to be accomplished. One, you need to track that the credit card has been used; and two, you need to track the payment as an expense to the group.



Quick Steps:

1. Enter payment made with *Payment Method* of *Other*. Set the *Profile Type* to *Vendor*, and for the name use either the actual vendor the payment went to, or use the group vendor.
2. When prompted, create a voucher and attach it to the group.
3. When prompted, create a journal entry to **credit** the credit card Liability account.
4. When you pay the credit card bill, **debit** the credit card Liability account.



Note: If the agency has a large number of groups to track, it may be helpful to create a separate Group Liability account named "Group Payments on Agency CC"

Visual Steps:



Choice: You can use either one vendor profile for the group, or you can use the actual vendor the payment is going to. For more information, see the TBO Groups Accounting Guide

Step One: Enter a *Payment Made* with *Payment Method* of *Other*. Set the *Profile Type* to *Vendor*, and for the name use either the actual vendor the payment went to, or use the group vendor. Don't forget to use the *Payment Group* field to enter the Group Name.

The screenshot displays the TBO software interface. The main window is titled "Create New Payment Made". It contains several input fields: Amount (5,000.00), Payment Type (Made), Payment Date, Remarks (Deposit Gold Tour / Agency CC), Bank Acct (2 Bank Account 2), Branch, Invoice Reference, Payment Method (Other), Payment Group (GOLF TOUR), Profile Type (Vendor), Name (Golf Tour), Name On Check, and Pay Code. Below these fields are tabs for "Vendor Settings" and "Global Settings". The "Vendor Settings" tab is active, showing fields for Invoice #, To, Branch, Passenger, Ticket No, Confirm No, Issue Date, To, Depart Date, Invoice Rec No, Invoice Group, Branch Group, and UDID Selection. A "Locate Invoice" button is at the bottom right of this section. Overlaid on the main window are two smaller dialog boxes. The first is titled "Unapplied Payment Option" and shows "Total Unapplied Is -5,000.00". It has buttons for "Create Voucher", "Leave Unapplied", and "Cancel". The second dialog box is titled "Create Vendor Voucher" and shows "Voucher No 5", "Group GOLF TOUR", "Branch No 0 Travel With The S", "Amount -5,000.00", "Remarks Pymt #11560 Deposit Gold Tour / Agency CC", "Client Golf Tour", and "Confirmation No". It has "OK" and "Cancel" buttons.

Step Two: When prompted create a voucher and attach it to the group.

Step Three: Create a journal entry to **credit** the “Group Payments on Agency CC” Liability account.

Create New Journal Entry #278

Journal Entry Number 278

Activity Date: Code: Group:

Remarks: Deposit Golf Tour / Agency CC Golf Tour

Account Name & Number: Debit: Credit:

Remarks: Detail Group:

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
2000	Vendor Balances		5,000.00			
2016	Group Payments on Agency ...			5,000.00	deposit	

Debit Total 5,000.00

Credit Total 5,000.00

Ok Cancel

Step Four: When you pay the credit card bill, **debit** the “Group Payments on Agency CC” Liability account.

Edit Payment Made #1561 American Express

Amount: 9,876.00

Payment Type: Made

Bank Acct: 1 Bank Acct No. 1

Branch:

Payment Method: Check

OK/CC/Ach No: 9225

Payment Group:

Profile Type: Other

Name: American Express

Name On Check: Pay Code:

Payment Date:

Date Cleared:

Remarks:

Create New Journal Entry #279

Journal Entry Number 279

Activity Date: Code: Group:

Remarks: American Express

Account Name & Number: Debit: Credit:

Remarks: Detail Group:

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
1000	Cash in Bank - Checking			9,876.00		
6105	Office Supplies	0	326.00		Office Max	
6110	Furniture & Fixtures	0	853.00		Chairs/Staples	
2015	Vendor Payments on Agency...		2,000.00		Jones/Apple Vac...	
2016	Group Payments on Agency ...		5,000.00		Golf Group	
6120	Computer Expense	0	1,697.00		Best Buy/Laptop	

Paying the Credit Card Bill when there is a Credit Balance

Section 2 outlines how to pay the agency credit card, when itemizing each of the expenses. In this section we take a look at what happens when you have a credit card statement that has a combination of new charges and a credit for a previous charge.



Quick Steps:

- 1. Go to **General Ledger|Journal Entry**.
- 2. Enter a **debit** for the amount of each charge to the correct expense account.
- 3. Enter a **credit** equal to the debits into the account that the credit applies to.

Visual Steps:

In month one, the agency receives the following Visa Statement.

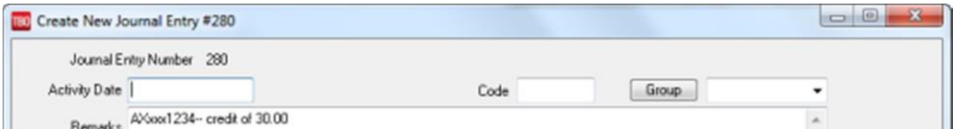
American Express Statement	
Office Supply Store	\$325.00
ABC Printing 75.00 ACME Parking 250.00	
Light Company	45.00
Total Charges:	\$695.00

The journal entry below would be created when the statement is paid:

Account	Debit	Credit
Checking		695.00
Office supplies	325.00	
Printing expense	75.00	
Parking	250.00	
Utilities	45.00	

In the next month if the agency received the following statement, since there is no check to be issued, create a journal entry, entering a **debit** for each new charge.

American Express Statement	
Office Supply Store	-\$325.00
ACME Parking	250.00
Light Company	45.00
Total Charges:	\$-30.00



In order for the Debits and Credits to equal, enter a **credit** that is equal to the debits. In the previous month, Office Supplies was **debited** when the charge was made. The **credit** this month would be to Office Supplies. We do not **credit** the full \$325.00, just enough to balance the Debits and the Credits. \$30.00 is carried over to the next month, so we only need to create a **credit** that is equal to the current charges.

This allows the journal entry to be saved, current charges to be accounted for, and the \$30.00 credit will carry over to the next month.

In the next month, if the following Visa Statement is received.

<i>American Express Statement</i>	
ACME Parking	\$250.00
Light Company	\$45.00
Total Charges	\$295.00
Previous Balance	-30.00
Total Due	\$265.00

To pay the \$265.00, but account for \$295.00 in charges, enter a Payment Made for \$265.00. When prompted for the journal entry, **debit** the new charges and enter a **credit** for \$30.00 to Office Supplies.

The image shows two overlapping software windows. The top window, titled 'Create New Payment Made', has fields for Amount (265.00), Payment Type (Made), Bank Acct (2 Bank Account 2), Branch, Invoice Reference, Payment Method (Check), CK/CC/Ach No (1236), Payment Group, Profile Type (Other), Name (American Express), Name On Check, and Pay Code. The bottom window, titled 'Create New Journal Entry #281', shows a Journal Entry Number of 281, Activity Date, Code, Group, and Remarks (American Express). It features a table with columns: Acct No, Acct Name, Branch, Debit Amount, Credit Amount, Remarks, and Group. The table contains four rows of data. At the bottom, it shows Debit Total (295.00) and Credit Total (295.00). Buttons for Add, Update, Delete, Invert, Move Up, Move Down, Ok, and Cancel are visible.

Acct No	Acct Name	Branch	Debit Amount	Credit Amount	Remarks	Group
1000	Cash in Bank - Checking			265.00		
6415	Parking	0	250.00			
6305	Utilities	0	45.00			
6105	Office Supplies	0		30.00	Credit balance from last month sta...	

Debit Total: 295.00
Credit Total: 295.00

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