



FINANCE

CREDIT CARD MANAGEMENT

EASE THE BURDEN OF DATA ENTRY ON YOUR BUSINESS OFFICE STAFF BY CREATING AN ELECTRONIC WORKFLOW FOR YOUR DISTRICT'S CREDIT CARD PURCHASES.

- Check out credit cards to your users
- Import credit card transactions from your bank
- Attach receipts and code with the general ledger account number
- Route transactions through Approvals
- Directly integrate with Accounts Payable to pay your credit card bill

The screenshot displays the 'CREDIT CARD TRANSACTION LIST' interface. It includes a table with columns for Transaction Time, Credit Card Group, Credit Card, Vendor, Vendor Description, Status, Full Name (FI), Description, Entry Amount, Fiscal Year, and Attachments. Below the list, there are sections for 'CREDIT CARD TRANSACTION DETAILS' and 'CREDIT CARD TRANSACTION DETAIL ACCOUNTINGS'.

Transaction Time	Credit Card Group	Credit Card	Vendor	Vendor Description	Status	Full Name (FI)	Description	Entry Amount	Fiscal Year	Attachments
10/28/2024 12:00:00	Elem - Elementary	Elementary	Abundant Life Coaching	1 - Imported	Alan Kruz	Credit Card Transaction F...	175.50	2024-2025	(0)	
9/12/2024 12:00:00	Elem - Elementary	Elementary	Archology Store	1 - Imported	Alan Kruz	Grocery	190.00	2024-2025	(0)	
7/18/2024 12:00:00	Elem - Elementary	Elementary	Office Depot	WPS - Waiting for Post-A...	Alan Kruz	Technology	210.00	2024-2025	(1)	
7/13/2024 12:00:00	Elem - Elementary	Elementary	Abington House Of Pizza	1 - Imported	Alan Kruz	Pizza	180.50	2024-2025	(0)	

YOUR CREDIT CARD PROCESS

Assign out credit cards to your employees or check them out when an employee needs to make a purchase. With Qmlativ's Credit Card Management system you can track who had the card and for what purchases. Route this information through Approvals for users to attach receipts and get transactions approved.

PAPERLESS PROCESS

Move your credit card process online by importing transactions, where users can code with a general ledger account number and add receipts. These transactions will go through an electronic approval process before creating the Accounts Payable invoices that will make up the credit card payment.

INTEGRATION FROM PURCHASING TO ACCOUNTS PAYABLE

Once your users have attached their receipts and the transactions have been approved, you can quickly create your invoice to pay the credit card bill. If the card was used to pay a purchase order, that can be reconciled to avoid double payment.