# USER GUIDE

## CREDIT CARD PAYMENT

**Direc Business Technologies Inc.**

**11/20/2021**

**Revision History**

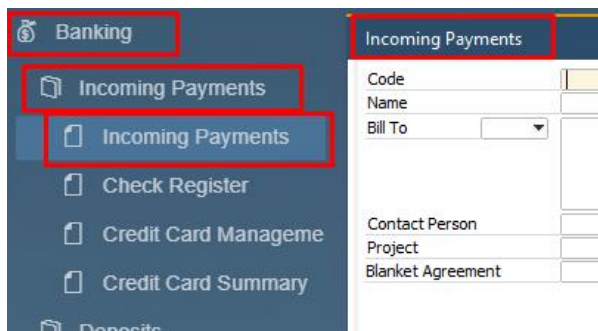| Version | Author(s) | Description of Version | Date Completed |
|---|---|---|---|
| 1.0 | Arianne Velasco | Initialization | 11/20/2021 |

**Table of Contents**

# 1.1.0 CREDIT CARD COLLECTION

### 1.1.1 Create Credit Card Incoming Payment thru SAP

**PIC:** Cashier
**Software:** SAP
**Path:** *Banking > Incoming Payments > Incoming Payments*



Incoming Payment thru SAP are for all cash receipt transactions except for Real Estate TCP and Miscellaneous fees payment collection.

To collect payment via credit card on the Incoming Payment module on SAP, click the Payment Means icon on the footer of the document, to open the Payment Means window.
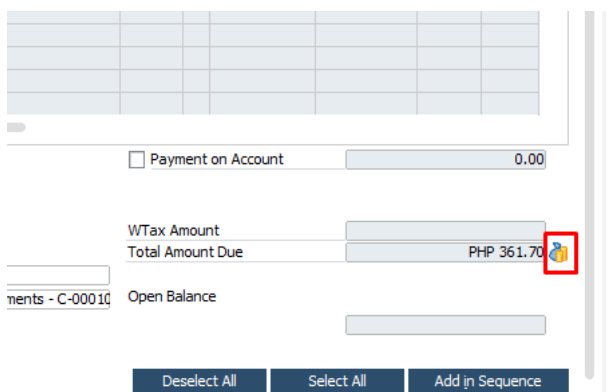


In the Payment Means window, select the 'Credit Card' tab and input the following:

1. **Credit Card Name –** select Credit Card - BDO
2. **G/L Account –** this will be automated once credit card name is select.
3. **Credit Card No. –** input credit card no.
4. **Valid Until –** input Valid Until date.
5. **Payment Method –** select 'CC'.
6. **Amount Due –** enter amount or click 'Ctrl + B' to automate total amount unapplied.
7. **No. of Payments –** input number of payments, if applicable.
8. **First Partial Payment –** this is automated once no. of payments is inputted.
9. **Voucher No. –** enter the last 4 digits of the credit card no. This will be the one to be reflected in the receipt.
10. **CC Brand –** select credit card brand. This is for the automation of bank charges.

Once all details are inputted, click 'OK' and add the incoming payment.
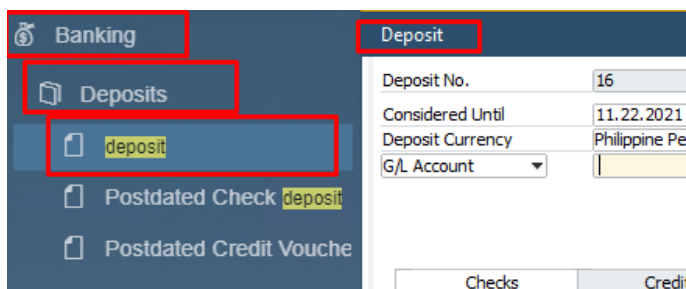
**PIC:** Cashier
**Software:** SAP
*Path: Banking > Incoming Payments > Incoming Payments*

**1.1.2    Create Deposit to remit credit card collections**
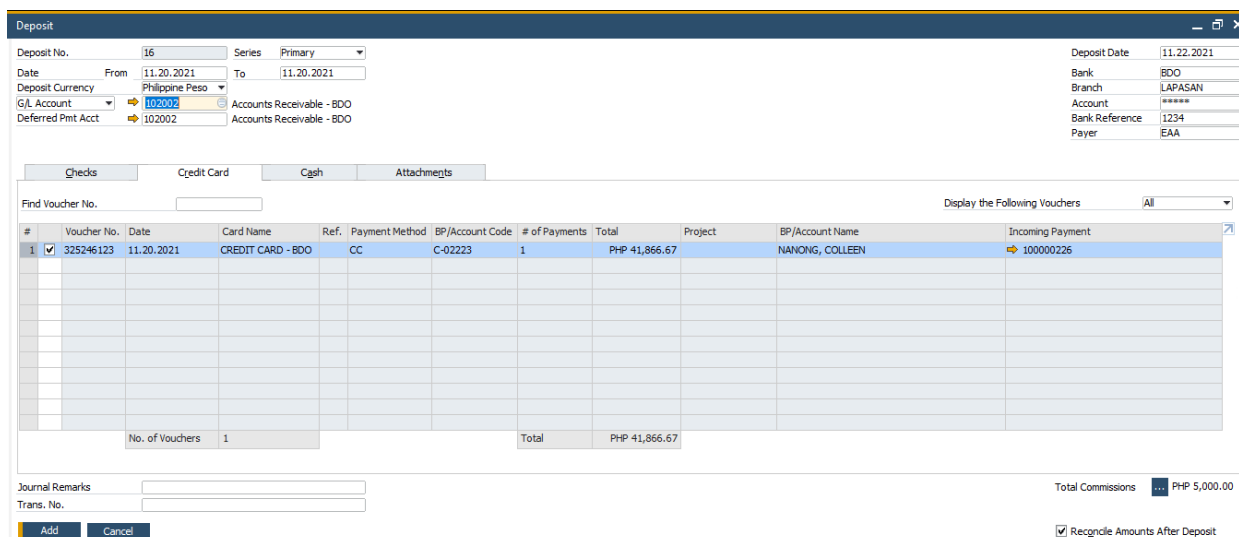
**PIC:** Assistant Manager
**Software:** SAP

**Path:** *Banking > Incoming Payments > Deposits*



Create deposit to transact the remittance of credit card collection, select 'Credit Card' on tab and input the the following:



1. **Deposit No.** – this is automated.
2. **Series –** select 'Primary.'
3. **Date From and To –** enter date range of credit card collection date to deposit.
4. **Deposit Currency –** select PHP.
5. **G/L Account –** click tab or the hamburger button and select '102002 – Accounts Receivable – BDO.'
6. **Deferred Pmt Account -** click tab or the hamburger button and select '102002 – Accounts Receivable – BDO.'
7. **Deposit Date**

8. **Bank**
9. **Branch**
10. **Account**
11. **Bank Reference**
12. **Payer**

Under the 'Credit Card' tab, tick the transactions to remit.

To enter the Bank Charges and Tax amount, click the ellipsis (…) button on the footer besides Total Commission and input the following:



1. **Bank Charges** – enter '601003 – Bank Charges.'
2. **Standard Commission Amount –** enter amount.
3. **Tax Code –** enter C158.
4. **Tax Account –** this will be automated once tax code is selected.
5. **Tax Amount –** enter tax amount.
6. **Bank Charge Due Date**
7. **Project –** enter GENERAL.
8. **Distribute Rule –** enter Department and Branch.

Click 'Update' to save changed made.

You may preview the journal entry by right-clicking on the context menu and select 'Journal Entry Preview.'



**Proforma Entry:**

## Journal Entry Preview

| Series | Number | Posting Date | Due Date | Doc. Date | Remarks |
|---|---|---|---|---|---|
| Primary | 6088 | 11.22.2021 | 11.22.2021 | 11.22.2021 | Deposit - 102002 |

| Origin | Origin No. | Trans. No. | Template Type | Template | Indicator | Project |
|---|---|---|---|---|---|---|
| DP | 16 | | | | | |

| Trans. Code | Ref. 1 | Ref. 2 | Ref. 3 |
|---|---|---|---|
| | 16 | 1234 | |

### Contents | Attachments

▶ Expand Editing Mode

| # | G/L Acct/BP Code | G/L Acct/BP Name | Control Acct | Debit | Credit | Remarks | Department | Branc |
|---|---|---|---|---|---|---|---|---|
| 1 | ⇨ 102112 | Accounts Receivable - Others | ⇨ 102112 | | PHP 41,866.67 | Deposit - 102002 | | |
| 2 | ⇨ 102002 | Accounts Receivable - BDO | ⇨ 102002 | PHP 41,866.67 | | Deposit - 102002 | | |
| 3 | ⇨ 102002 | Accounts Receivable - BDO | ⇨ 102002 | PHP 5,000.00 | | Deposit - 102002 | | |
| 4 | ⇨ 202028 | EWT-(W139 5%-Commissions/S | ⇨ 202028 | PHP 500.00 | | Deposit - 102002 | | |
| 5 | ⇨ 102002 | Accounts Receivable - BDO | ⇨ 102002 | | PHP 5,500.00 | Deposit - 102002 | | |
| | | | | PHP 47,366.67 | PHP 47,366.67 | | | |