

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

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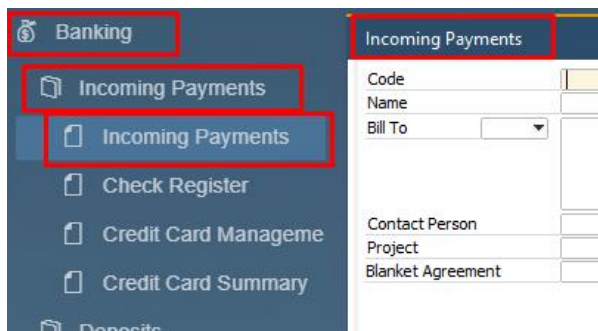
1.1.0 CREDIT CARD COLLECTION

1.1.1 Create Credit Card Incoming Payment thru SAP

PIC: Cashier

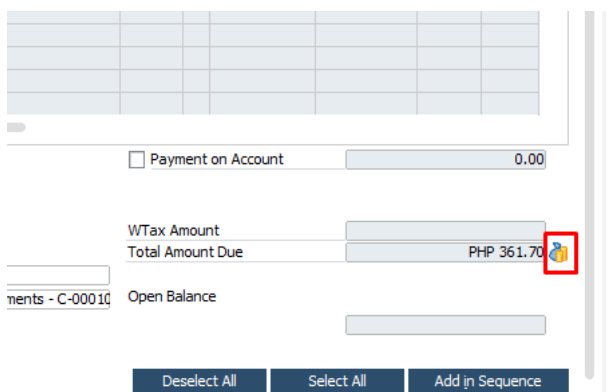
Software: SAP

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:

Payment Means

Currency: PHP

Check Bank Transfer Credit Card Cash

Credit Card Name: CREDIT CARD - BDO
 G/L Account: 102002
 Credit Card No.: 1234
 Valid Until: 09.23
 Payment Method: CC
 Amount Due: PHP 624.60
 No. of Payments: 1
 First Partial Payment: PHP 624.60
 Each Add. Payment: PHP 0.00
 Voucher No.: 1234
 Approval Code No.: -
 CC Brand: Visa

Vouchers

1	CREDIT CARD - BDO
2	Define New

Tel. for Approval:
Company ID

Total: PHP 624.60

Overall Amount: PHP 624.60
 Balance Due:
 Bank Charge:

OK Cancel

Paid: PHP 624.60

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

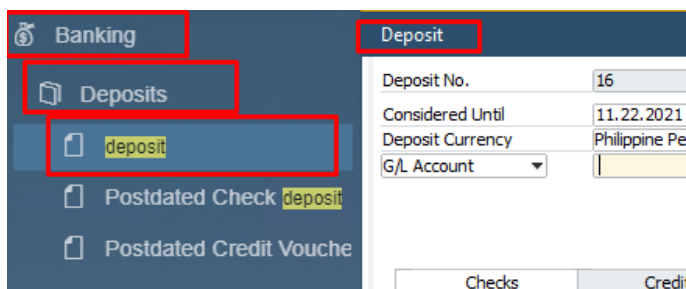
Path: Banking > Incoming Payments > Incoming Payments

1.1.2 Create Deposit to remit credit card collections

PIC: Assistant Manager

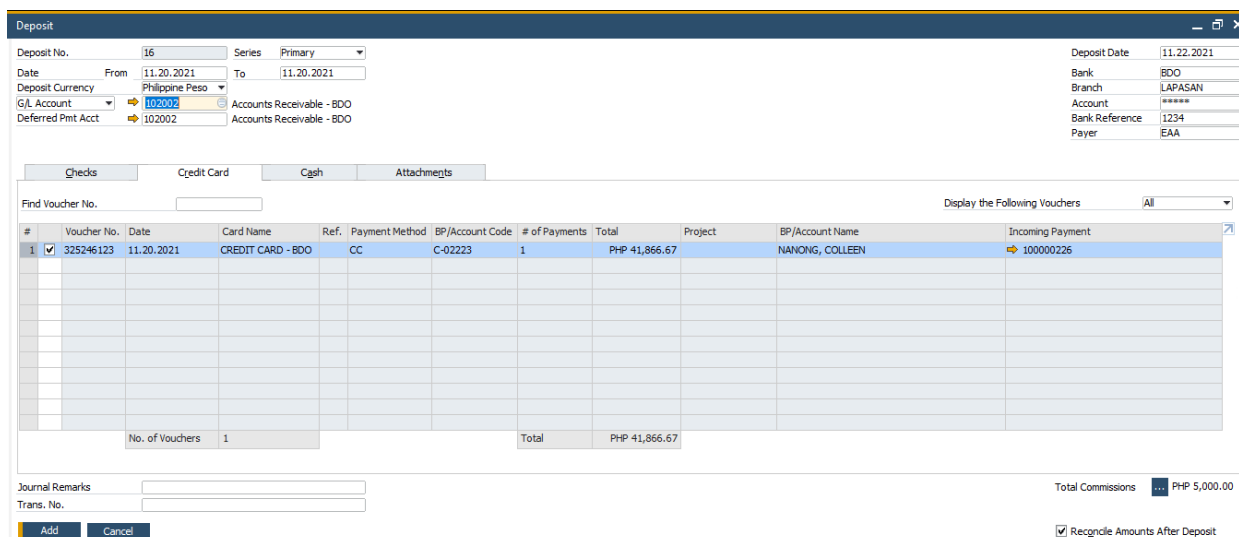
Software: SAP

Path: Banking > Incoming Payments > Deposits



The screenshot shows the SAP Banking menu. The 'Banking' menu is open, and the 'Deposits' option is selected. The 'deposit' option is highlighted. The 'Postdated Check' and 'Postdated Credit Voucher' options are also visible.

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



The screenshot shows the SAP Deposit form. The 'Credit Card' tab is selected. The form displays the following fields and values:

- Deposit No.: 16
- Series: Primary
- Date From: 11.20.2021
- Date To: 11.20.2021
- Deposit Currency: Philippine Peso
- G/L Account: 102002
- Deferred Pmt Acct: 102002
- Accounts Receivable - BDO
- Accounts Receivable - BDO
- Deposit Date: 11.22.2021
- Bank: BDO
- Branch: LAPASAN
- Account: *****
- Bank Reference: 1234
- Payer: EAA

The 'Credit Card' tab is selected. The form displays a table of vouchers with the following data:

#	Voucher No.	Date	Card Name	Ref.	Payment Method	BP/Account Code	# of Payments	Total	Project	BP/Account Name	Incoming Payment
1	325246123	11.20.2021	CREDIT CARD - BDO		CC	C-02223	1	PHP 41,866.67		NANONG, COLLEEN	100000226

The 'Total' row shows: Total PHP 41,866.67

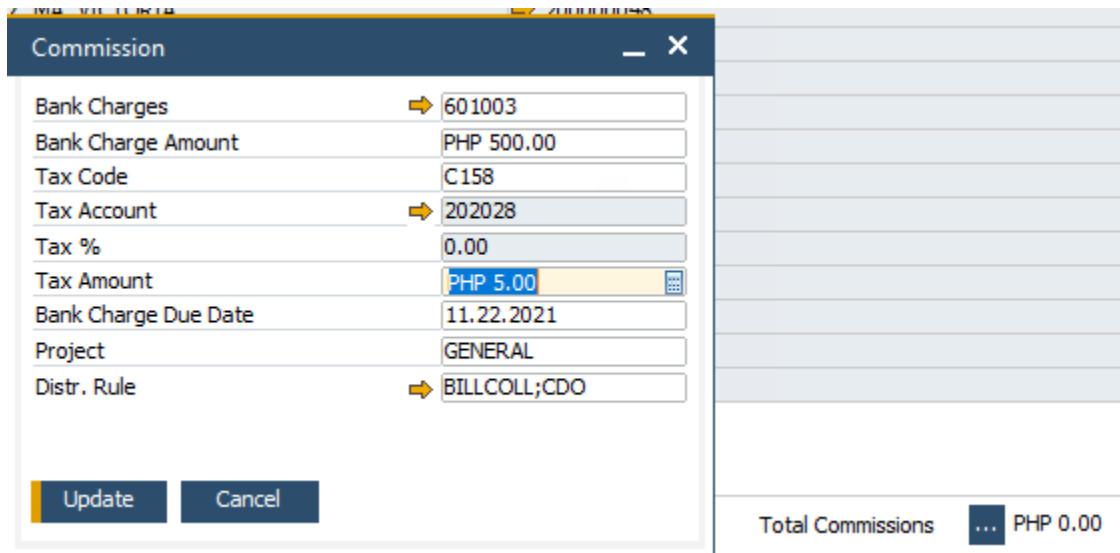
The 'Journal Remarks' field is empty. The 'Trans. No.' field is empty. The 'Add' and 'Cancel' buttons are visible.

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:



Commission	
Bank Charges	601003
Bank Charge Amount	PHP 500.00
Tax Code	C158
Tax Account	202028
Tax %	0.00
Tax Amount	PHP 5.00
Bank Charge Due Date	11.22.2021
Project	GENERAL
Distr. Rule	BILLCOLL;CDO

Update Cancel

Total Commissions ... PHP 0.00

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.

Select Distr. Rule

#	Dimensions	Distr. Rule Code	Distr. Rule Name
	Department	⇒ BILLCOLL	Billing and Collection
	Branch	⇒ CDO	Cagayan De Oro

Update Cancel

Click 'Update' to save changes made.

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

Deposit

Deposit No. 16 Series Primary

Date From 11.20.2021 To 11.20.2021

Deposit Currency Philippine Peso

G/L Account 102002 Accounts Receivable - BDO

Deferred Pmt Acct 102002 Accounts Receivable - BDO

Filter Table
Journal Entry Preview
New Activity

Checks Credit Card Cash Attachments

Find Voucher No.

#	Voucher No.	Date	Card Name	Ref.	Payment Method	BP/Account Code	# of Payments	Total	Project	BP/Account No.
1	325246123	11.20.2021	CREDIT CARD - BDO		CC	C-02223	1	PHP 41,866.67		NANONG, COL

Proforma Entry:

