Credit Card Recordkeeping

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Printed: September 2011 in Omaha, Nebraska.

Table of Contents

1 Credit Card Recordkeeping

If you're a business professional and use one or more credit cards to pay for your business expenses, then Credit Card Recordkeeping should be on your list of MUST have software tools.

CREDIT CARD RECORDKEEPING IS CROSS-PLATFORM
Credit Card Recordkeeping is a cross-platform application and is available for both Apple's (OSX) and Window's (Vista, Windows 7, and later) operating system. The screen shots presented in this help file are as they would appear in Apple's OSX; however, the differences between OSX and Windows are mostly superficial. Any significant differences will be described in the appropriate section.

1.1 Welcome to Credit Card Recordkeeping

Welcome to Credit Card Recordkeeping (CCR) and an easier, faster, more complete way to document and categorize your credit card business transactions.

CCR is a software application that turns your credit card statement into a posting document for your accounting software. Up till now, you've probably been making notes on your credit card statements to identify expense categories that transactions should be charged to. Or perhaps you've been using a spreadsheet to try and capture this information. Both of these are very time-consuming and can easily result in errors or lots of wasted time trying to reconcile category totals with the transaction totals on your statement.

And if you've ever had to go back and find a past charge, you know the difficulty and time that can be spent trying to locate a transaction.

CCR is the new way of maintaining a complete archive of credit card business, and non-business, transactions that takes less time, is easy to implement, and eliminates the time wasted trying to ensure accuracy.

1.2 Overview

The first thing to understand when starting to use CCR is that even though you will be entering all your transactions into CCR, thanks to such built-in features like auto-complete fields, automatically adding recurring transactions, auto assignment of company and expense category for vendors based on prior entries, and entering new accounts, expense categories, and vendors on the fly; entering credit card transactions is NOT a time consuming process. This can not be understated. You will literally be able to enter your transactions faster than you could just code them on your statement and add them up. Once entered, the huge benefit is that CCR now contains:

1. A data repository for all credit card information including: card numbers, expiration dates, cut-off dates, contact information, charge limits and more.

2. A list of all companies that you use your credit card to pay for business, and non-business, transactions.

3. A list of expense categories that credit card transactions will be assigned to.

4. A list of vendors that you purchase assets, pay liabilities, or due business with.

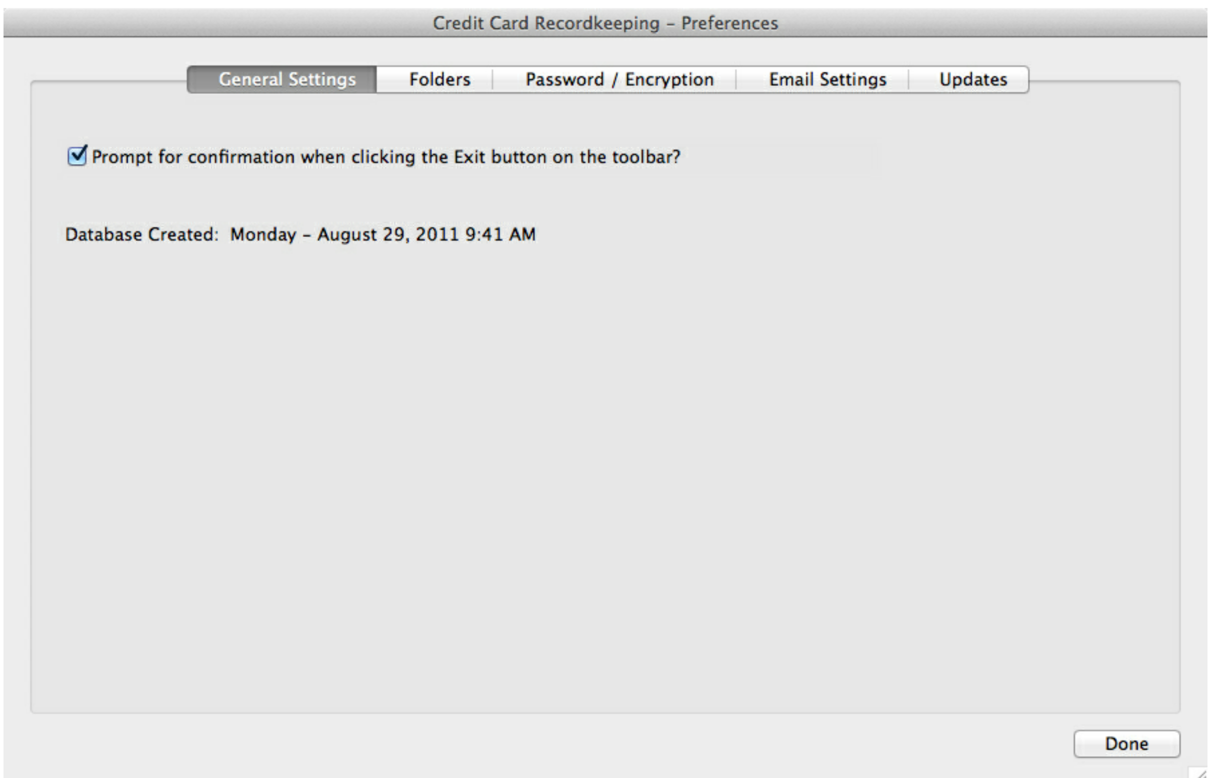
5. A complete archive of all credit card statements for current and future reference.

Additionally, you will not only be able to obtain a statement summary showing all charges by company and expense category, you'll also be able to generate management reports for a range of dates, vendors, or expense categories to determine when and who you are doing business with. No other method or software system exists that will provide you with this kind of detail information in such an easy to use interface.

Once you start using CCR, you'll stop putting your credit card statement on the back burner because you don't want to deal with the drudgery of analyzing and categorizing transactions.

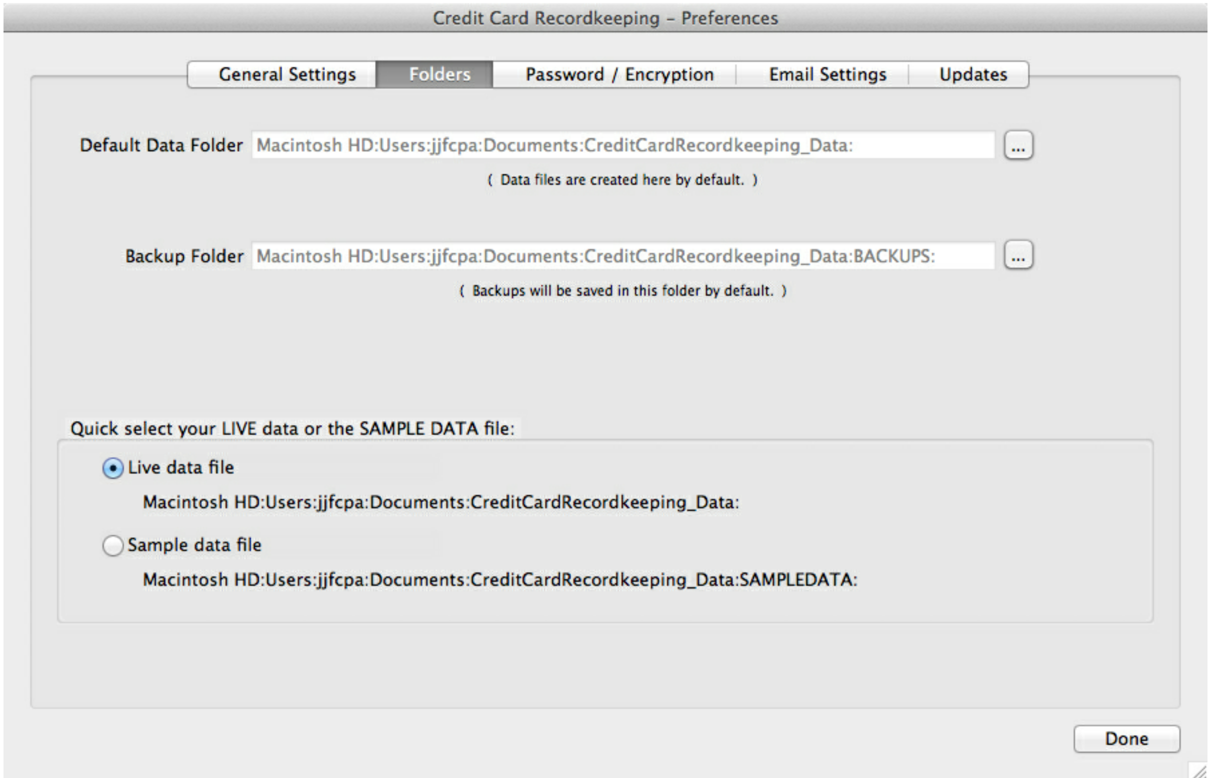
1.3 Sample Data File

For your convenience, CCR is distributed with a sample data file that you can use to test it's features. To select the sample data file, select Preferences (Options in Windows) from the Home screens toolbar. The Preferences screen will be displayed as shown below.



When the Preferences (Options in Windows) screen is displayed (see below), click the Folders tab. At the bottom of the Folders page is an option to change to select the sample data files or your live data files.

It is important to note that each time you start CCR, your live data files (the ones that will eventually contain your data) will be selected. You will have to go to the Preferences screen whenever you want to use the sample data file and select them on the Folders page.



You will be able to tell that you are using the sample data files because all the credit card descriptions include "(Sample Data File)" in their description. However, if you edit the descriptions in the credit card data entry screen and change them, this may not be the case.

You can always go to the Preferences screen, Folders page, and it will tell you which file you have selected.

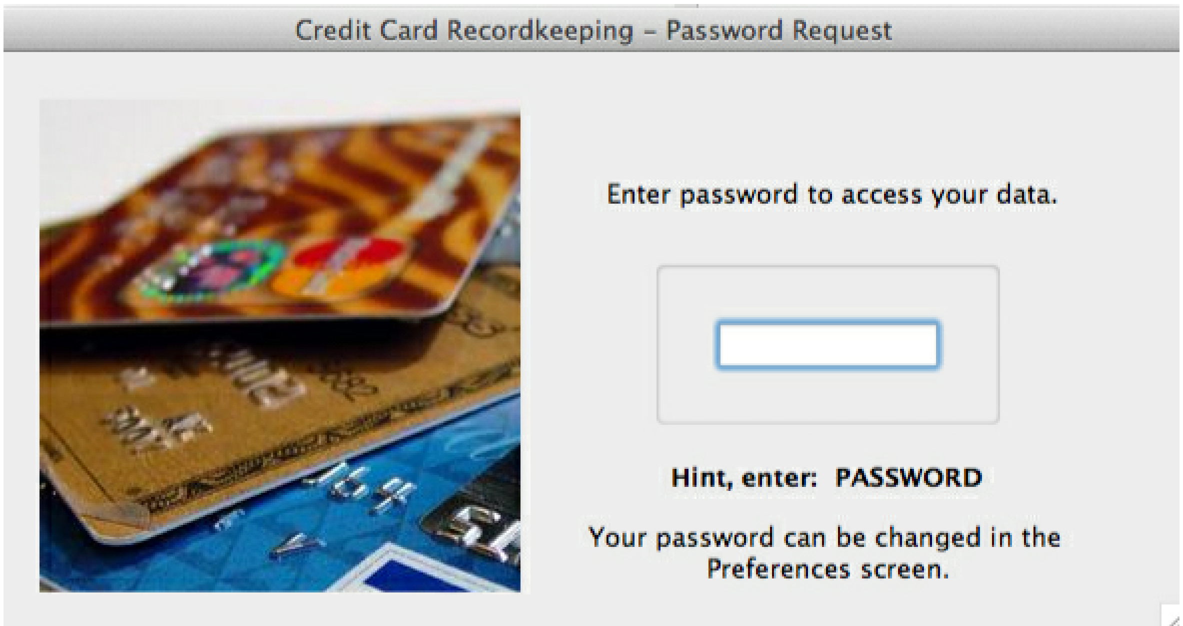
2 Starting CCR

A splash screen, or startup screen, is displayed when you start CCR. At the bottom of the splash screen is the version of CCR that you are using. The version information can also be found on the About Credit Card Recordkeeping screen, which can be displayed by using the option located in the Credit Card Recordkeeping menu (Help menu in Windows).

The next screen is where you need to enter a password to access your data.

2.1 Password Entry

Each time you start CCR, you will need to enter your password in order to access your data.



If this is the first time you started CCR, the default password is set to: PASSWORD

Note that there is a password "hint" below the area where you enter your password. After entering the default password, you'll be prompted to enter a **new** password.

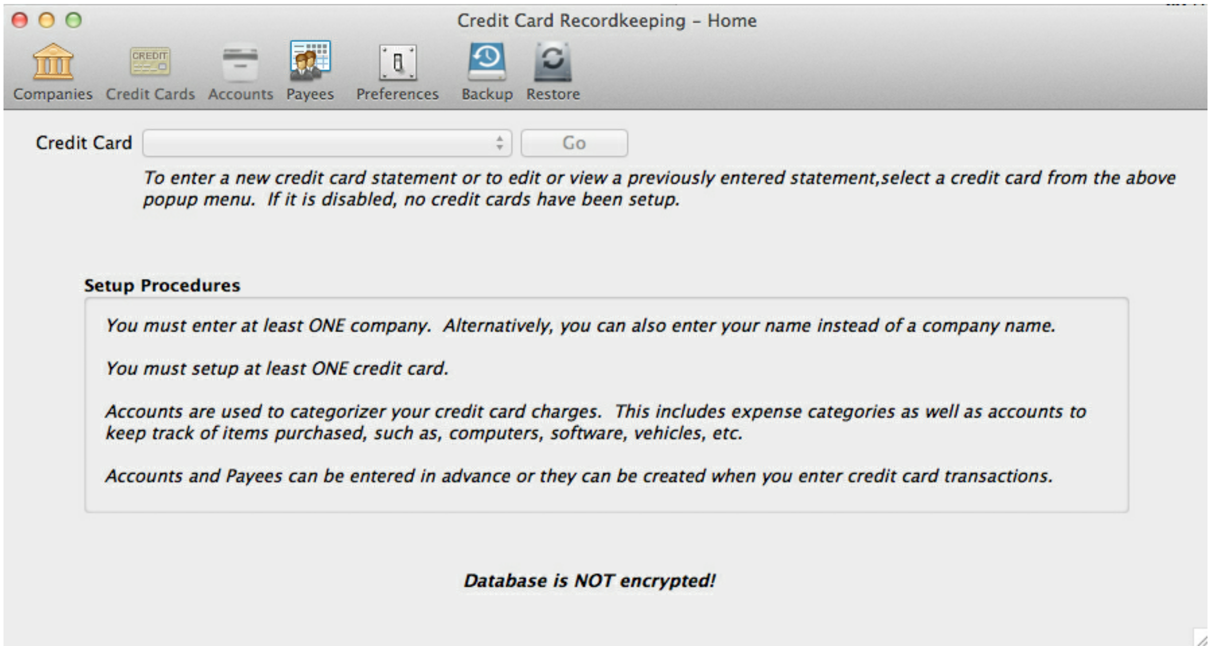
It doesn't matter whether you enter your password in uppercase or lowercase, since Safekeeping's passwords are case insensitive.

If you do not remember your password, you will not be able to access your data, so make sure you write it down and put it in a safe place. Don't believe us, just try putting in a wrong password and see what happens.

The password entry can NOT be turned off for obvious reasons, but your password can be changed in the Preferences (Options in Windows). This is explained in the Preferences section.

2.2 Home Screen

After entering a valid password, the Home screen is displayed. This is called the Home screen because there are a number of features, such as Companies, Credit Cards, Accounts, Payees, Preferences (or Options in Windows), Backup, and Restore, that can only be accessed from the Home screen.



The Home screen consists of a toolbar and a main window with a drop down list of credit cards.

If this is the first time you started CCR or have not entered any Companies, then there will be some helpful text explaining what you need to do before you can entered statements or transactions.

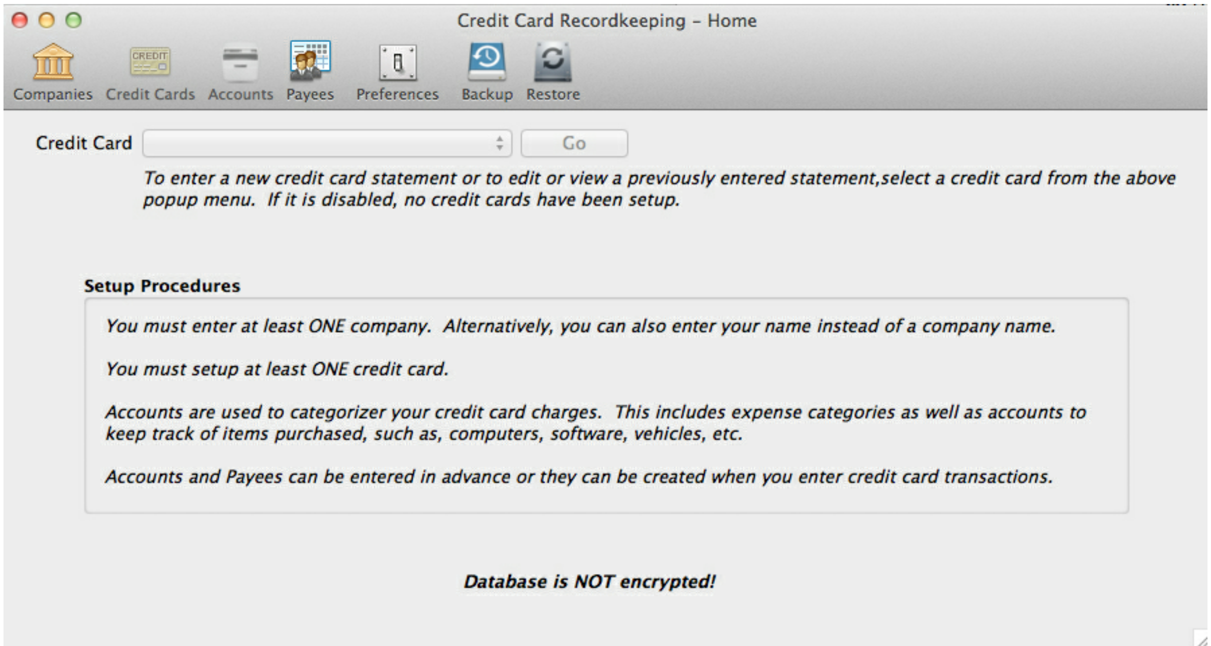
You can also select a credit card that you want to enter, update, or view data for from the drop down list.

To Quit CCR, you can either click the Close button on the Home Screen or select Quit Credit Card Recordkeeping from the Credit Card Recordkeeping Menu in OSX (Apple's operating system) or from the File Menu in Windows.

The next chapter will explain the options available from the Home Screen in more detail.

3 Home Screen details

The Home Screen, pictured below, is your landing zone where you can navigate to the various options in CCR. It's also the screen that will be displayed once you've entered your password each time you start CCR.



There are a number of options available from the TOOLBAR, the MENU, and the CREDIT CARD popup menu. On the screen shot above, the popup menu is blank, but once you add one or more credit cards, they will appear in this popup.

Note that there is some helpful text below the Setup Procedures label that explain what you must do before credit card statement data can be entered.

Each of these will be described here briefly with more details in the subsequent sections.

3.1 Toolbar Options

The Home Screen toolbar is displayed below.

Companies - This button allows you view, edit, or add companies that your credit card transactions will be assigned to.

Credit Cards - This button allows you to view, edit, or add credit cards.

Accounts - This button allows you to view, edit, or add expense accounts (or categories) that your transactions will be assigned to.

Payees - This button allows you to view, edit, or add payees that you purchase goods and services from.

Preferences (Options in Windows) - This option allows you to specify the folder where you data file can be found, where backups will be saved, change your password, encrypt your data file for greater security, and specify how your reports will be emailed.

Backup - This button allows you to make a backup of your data file.

Restore - This button allows you to restore your data from a backup file.

3.2 Menu Options

MENU OPTIONS

The options below are ONLY included in the menu system.

These items appear in different menus depending on whether you are running on an Apple or Windows computer. The menu that the option will be found in is identified in parentheses after the name of the option.

About Credit Card Recordkeeping (Apple - Credit Card Recordkeeping Menu, Windows - Help Menu) **-** This option contains information about the version of CCR that you are running as well as PRO-WARE's contact and support options.

Feedback (Apple - Credit Card Recordkeeping Menu, Windows - Help Menu) - This option provides a way for you to send a comment or question about CCR. It does require an internet connection, but does not require you to provide any of your internet settings.

Registration (Apple - Credit Card Recordkeeping, Windows - Help Menu) - This option will take you to our website where you can view or change your user information. It also provides a way for you to enter your contact information in Safekeeping so that it can be sent to us when using the Feedback option (see previous paragraph) or should you encounter an error.

The following items are only available in the Windows version of Credit Card Recordkeeping.

Activation - This option allows you to activate your software so that all features can be used for an unlimited time period. When you first install CCR, it will operate for 30 days and then require you to activate (enter an activation code) in order to continue using it.

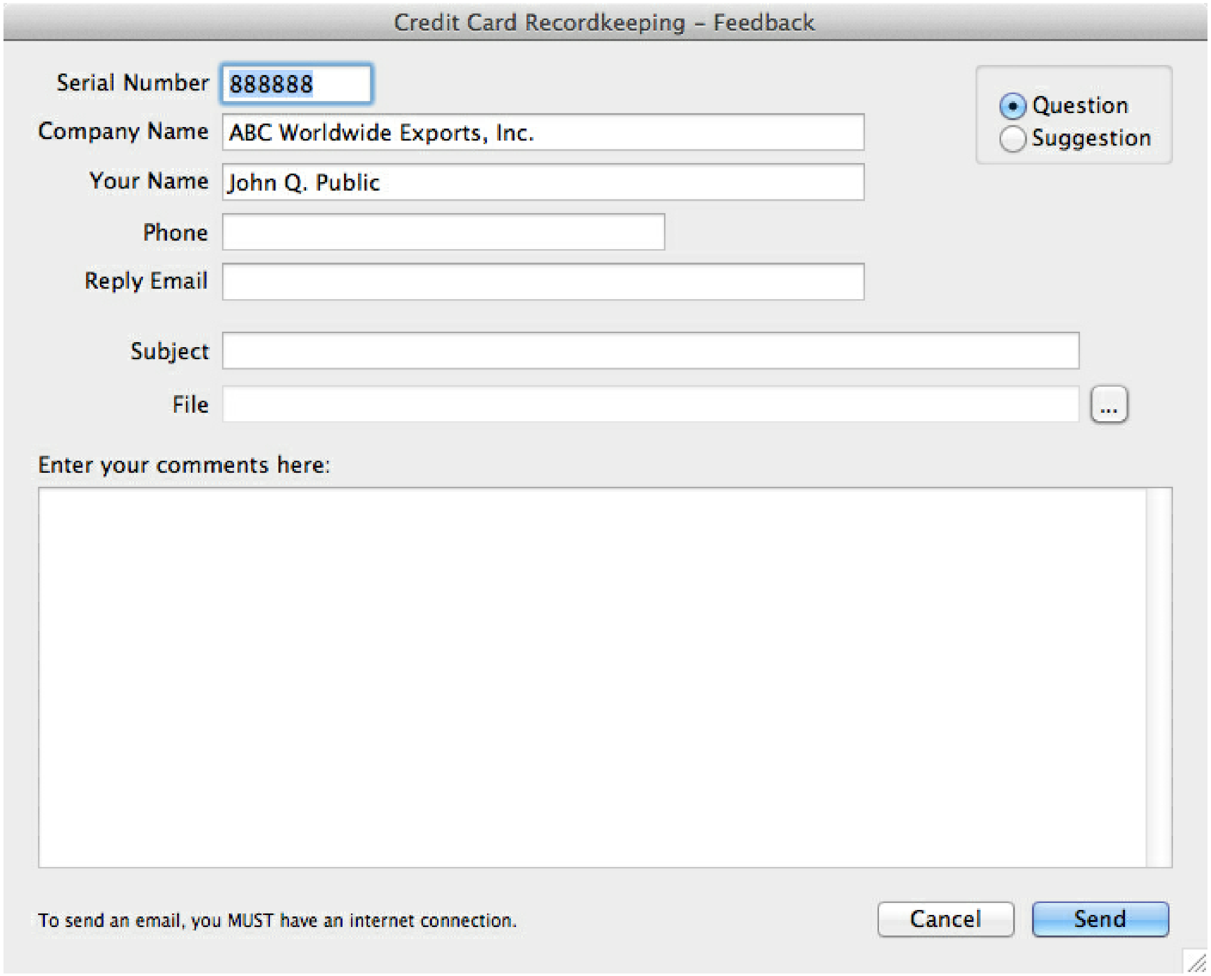
Check for Updates - This option will check for updates to our software, and where appropriate, download and permit you to install them. This option requires an internet connection but does not require you to provide any of your internet settings.

3.2.1 About Credit Card Recordkeeping

The About screen contains information about the version of CCR you have installed as well as information about where you can obtain support.

3.2.2 Feedback

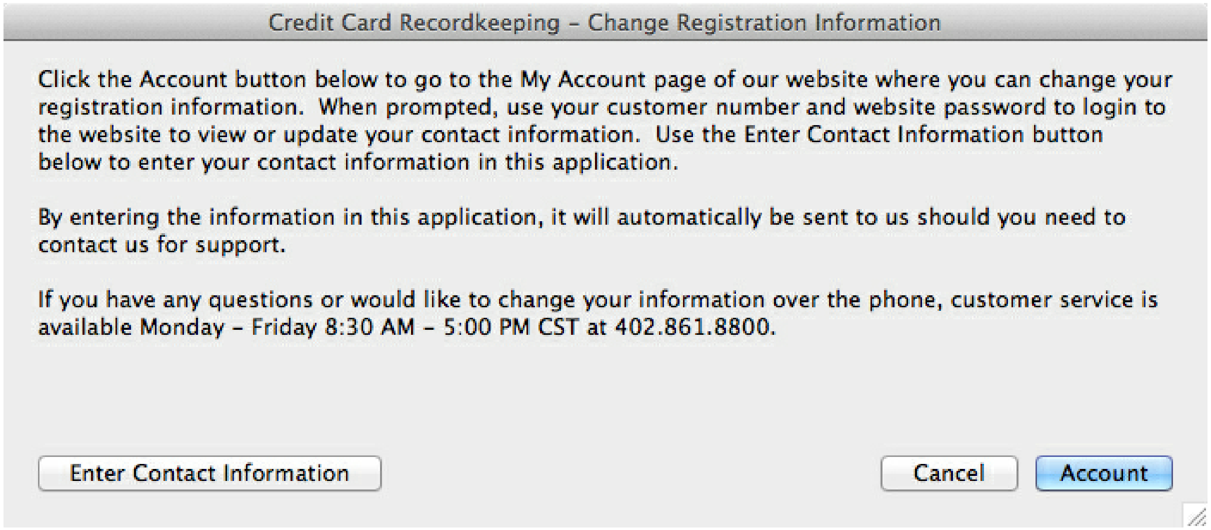
The Feedback option allows you to contact us by sending an email from within CCR. Note that while you do need an internet connection, you do not need to provide any configuration information for sending emails.



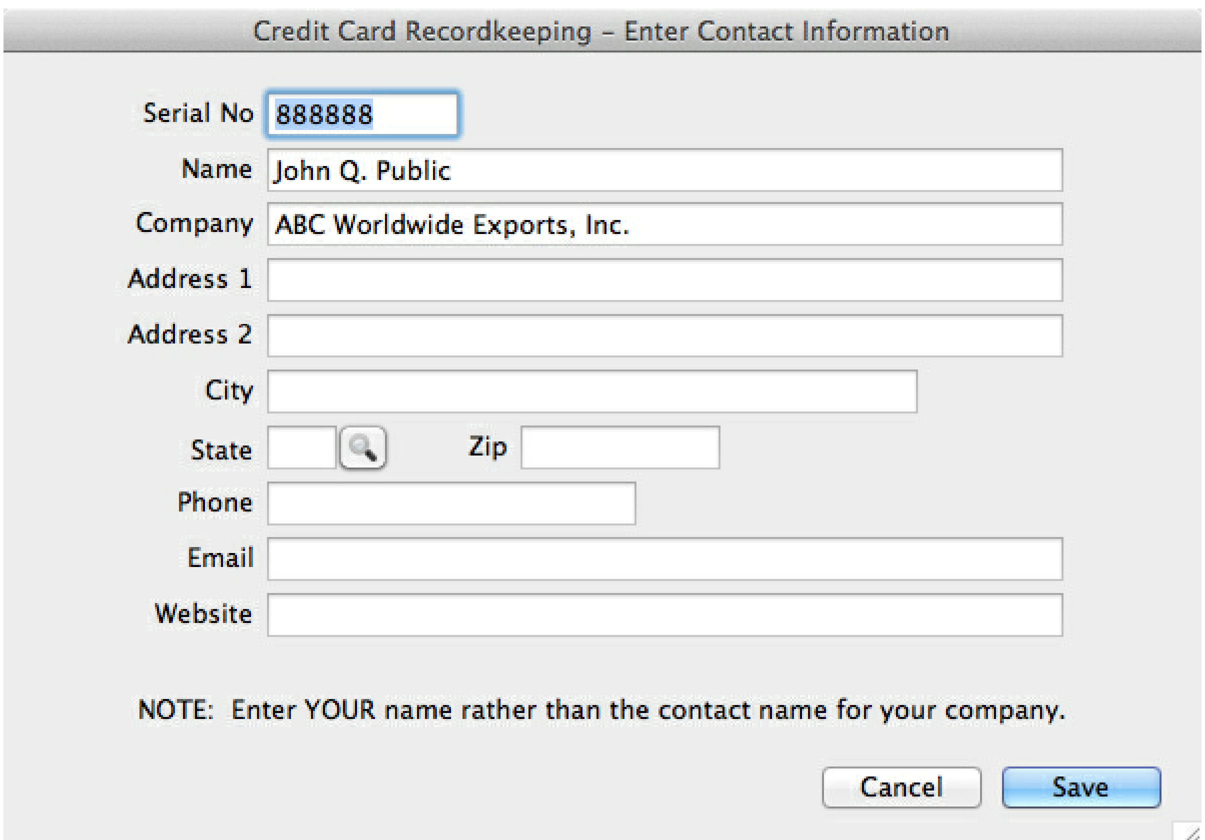
If you encounter a problem or have a question about using CCR, we encourage you to use the Feedback screen to communicate with our support staff.

3.2.3 Registration (Windows only)

This option is only available in Windows and will take you to our website at www.proware-cpa.com where you can login to your account to obtain information about the products you own or change your contact information.



You can enter your contact information in CCR by clicking the Enter Contact Information button. The advantage of entering the contact information in CCR is that any feedback or error emails that you send to use will automatically be pre-populated with your contact information so that you do not need to enter the information at that time.



3.2.4 Activation (Windows Only)

Activation is only required when running CCR in Windows. You will be prompted to enter the activation code that was provided to you with your software. This information may have been emailed to you when you placed your order.

Note that the activation code is unique for each company. If you enter a different company name than the one provided when you ordered CCR, then the activation will fail.

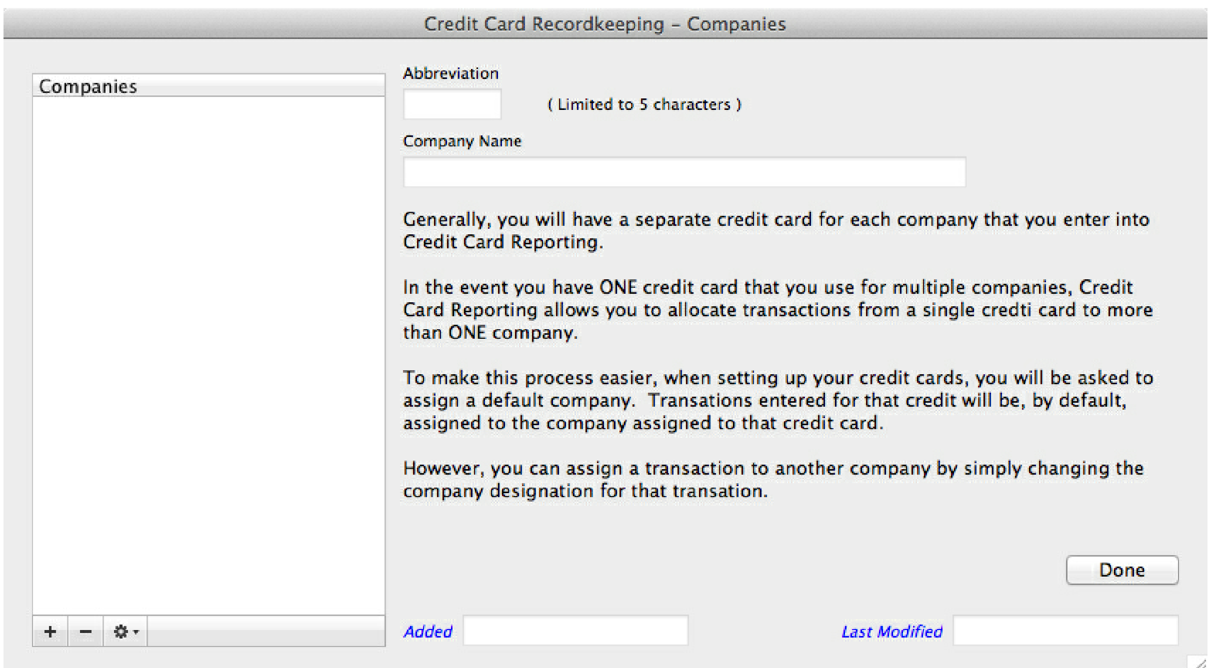
3.2.5 Check for Updates (Windows Only)

This option is only available in Windows. You can use this option to check for an updated version of CCR. If found, they will be downloaded and installed automatically for you.

3.3 Companies

At least ONE company must be entered before you can begin entering your credit card data. Obviously, you can also enter your name you wish to enter credit card data for personal transactions.

When you click the Company icon on the toolbar of the Home screen, the following screen will be displayed.



The only information that you need to enter for each company is an abbreviated name and a company name. The abbreviated name is limited to 5 characters.

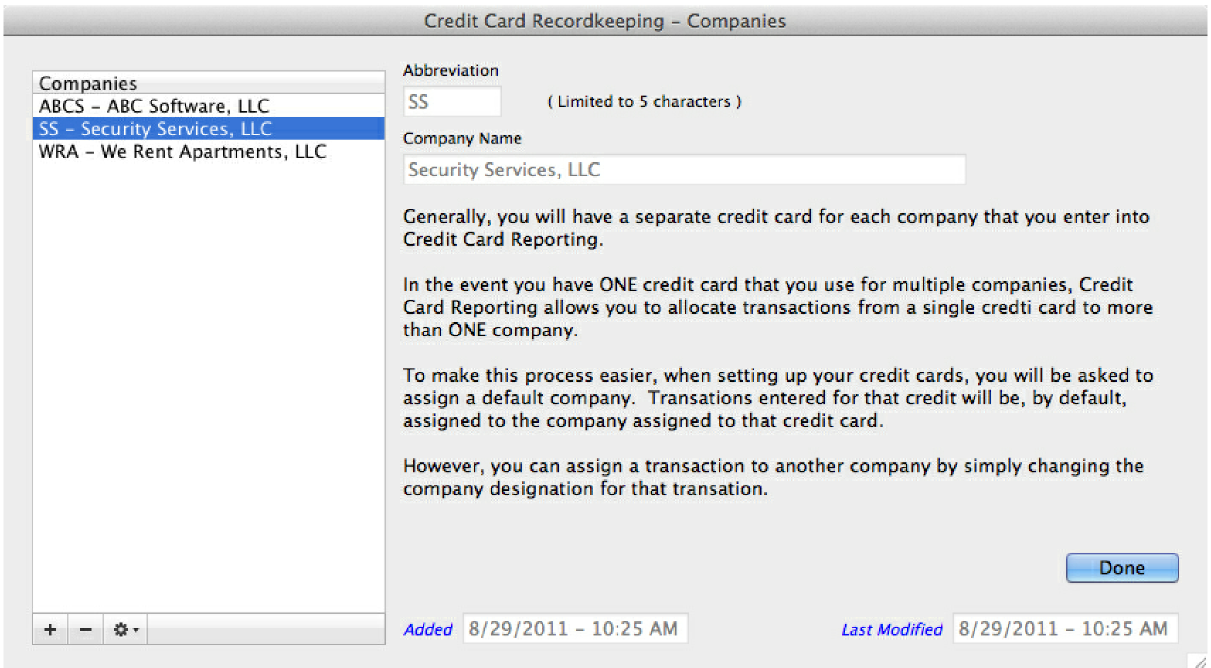
Be sure to read the help text displayed on the right side of the screen as it provides additional details on how to use CCR effectively.

To add a new company, click the button at the bottom left of the screen with the plus (+) sign on it.

To delete a company, click the button at the bottom left of the screen with a minus (-) sign on it. Note that you won't be able to delete the company if there are transactions entered and assigned to that company.

To edit a company, click the button with the cog wheel on it. It contains two options. One option to edit the company highlighted and one to print a list of all companies entered.

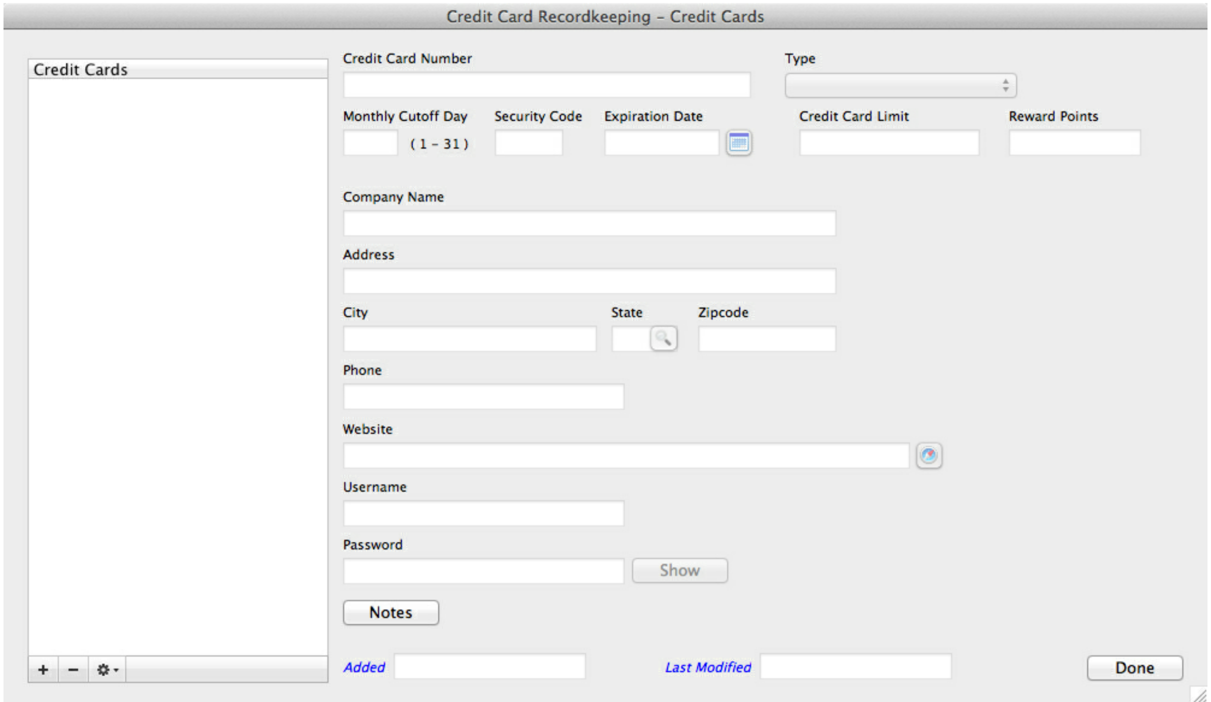
Shown below is the Company data entry screen after 3 companies have been added. If you click on a company in the list box displayed on the left side of the screen, the data for that company will be displayed in the edit fields on the right side of the screen. You can then click the delete or edit buttons to change or delete the company information.



When you are finished with the Company screen, you can click the Done button to close it.

3.4 Credit Cards

This option is used to enter credit cards that you want to enter statement information for. The screen shown below is the data entry screen for credit cards.



To add a new credit card, click the plus (+) button on the bottom left of the screen.

To delete a credit card, click the minus (-) button on the bottom left of the screen. If the credit card has statements that has been entered, you will not be able to delete it.

The button with the cog wheel contains three options:

One is to edit the credit card highlighted in the list box on the left.

One is to print a list of all credit cards entered.

And the last one is to view or remove recurring transactions that have been saved for the credit card displayed. Recurring transactions are those that repeat each month. You can add a transaction to the recurring transaction file by marking the appropriate check box when entering or editing the transaction. This will be explained in the section that deals with entering credit card transactions.

The following section provides more information about the text fields on this screen.

Credit card number - If you wish, you can enter the entire credit card number, but we recommend only entering the last 4 digits of your credit card number. Appears in the popup menu on the Home screen so you can easily select the credit card you want to work with.

Type - Use the drop down to select the type of credit card. For reference only.

Monthly Cutoff Day - This is the day of the month that transactions are included through. In other words, transactions after this date are included on the next months statement. We strongly recommend that you enter the cutoff date since it will be used to automatically determine the statement date when entering new statements.

Security Code - This is the credit card security code. For reference only.

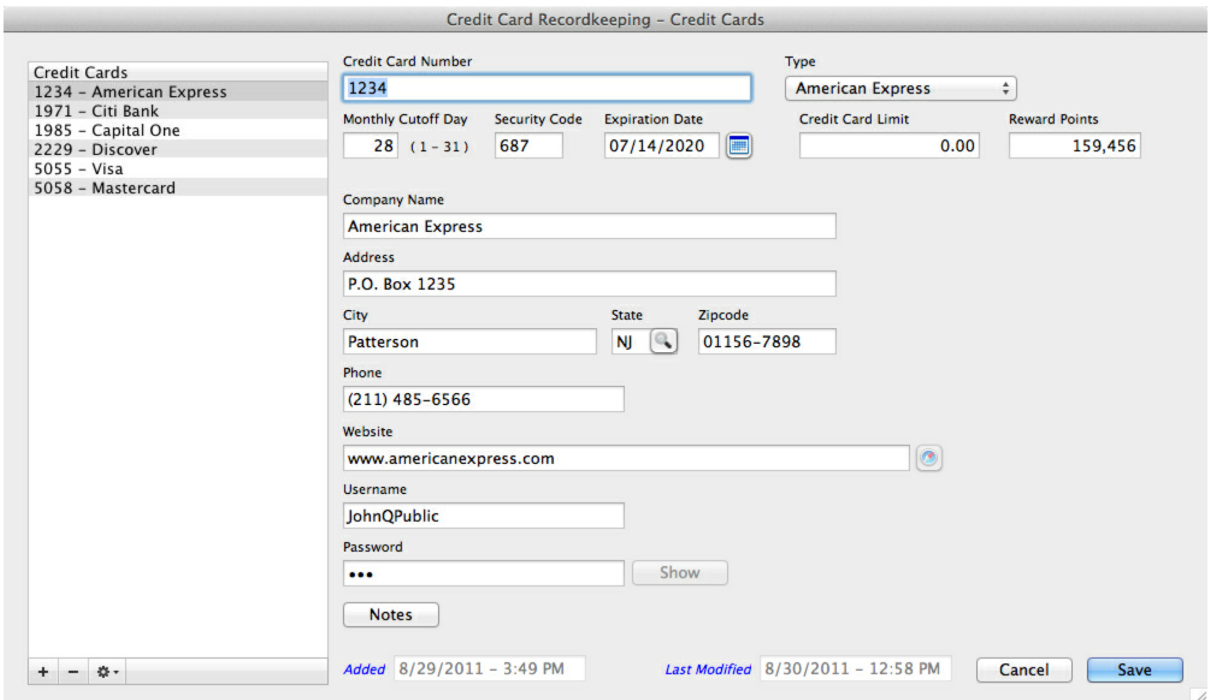
Expiration Date - Credit card expiration date. Note that the expiration date is entered in the format MM/DD/YYYY or MM/DD/YY even though most credit card expiration dates only consist of a month and a year. If you're expiration date is 01/14, we recommend entering like this: 01/31/2014 since the credit card does not really expire until the last day of the month. For reference only.

Credit Card Limit - The charge limit for the credit card. Enter 0 if there is no limit. For reference only.

Reward Points - This is the accumulated points available at any given time. For reference only/

The remaining fields are self-explanatory and for reference only. There is also a notes button that allows you to enter any notes about the credit card.

Shown below is the credit card screen after a number of credit cards have been entered.

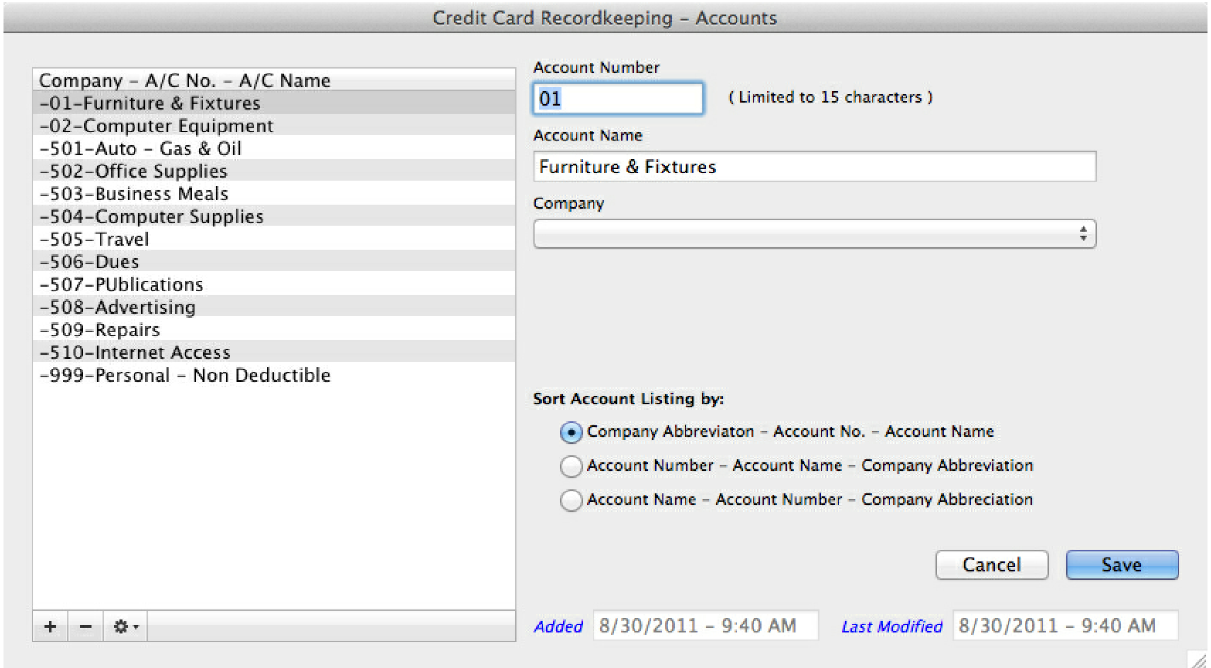


3.5 Accounts

This option is used to enter or edit accounts. Accounts are the categories that are used to describe the type of transaction that you find on your credit card statements.

Accounts do not have to be entered in advance of entering transactions. New accounts number can be entered on the transaction entry screen and, if it is not found in the accounts file, you will be prompted to enter the account name and select a company.

The following screen shot is the Accounts screen after a number of accounts have been entered.



To add a new account, click the plus (+) button on the bottom left of the screen.

To delete an account, click the minus (-) button on the bottom left of the screen. If the account is currently assigned to a transaction, you will not be able to delete it.

The button with the cog wheel contains three options:

One is to edit the account that is highlighted in the list box on the left.

One is to print a list of all credit cards entered.

The last one is to print a report called an Expense Ledger. The Expense Ledger allows you to print transactions based on criteria that you can set, for example, a range of dates, a range of accounts, or a range of payees.

The following sections provides additional information about the data entry fields for accounts.

Account Number - Enter an account number for the account. This can be an actual account number from your accounting system or it can be one that you use just in CCR. This number will appear in a drop down list when entering transactions.

Account Name - Enter a description for the account number. This account name will appear in a drop down list when entering transactions.

Company - If your credit cards are used for multiple companies AND you are going to enter different account numbers for each company, then you can assign a company to each of the account numbers you enter. Then, when entering transactions and you select an account number, the company will be automatically assigned.

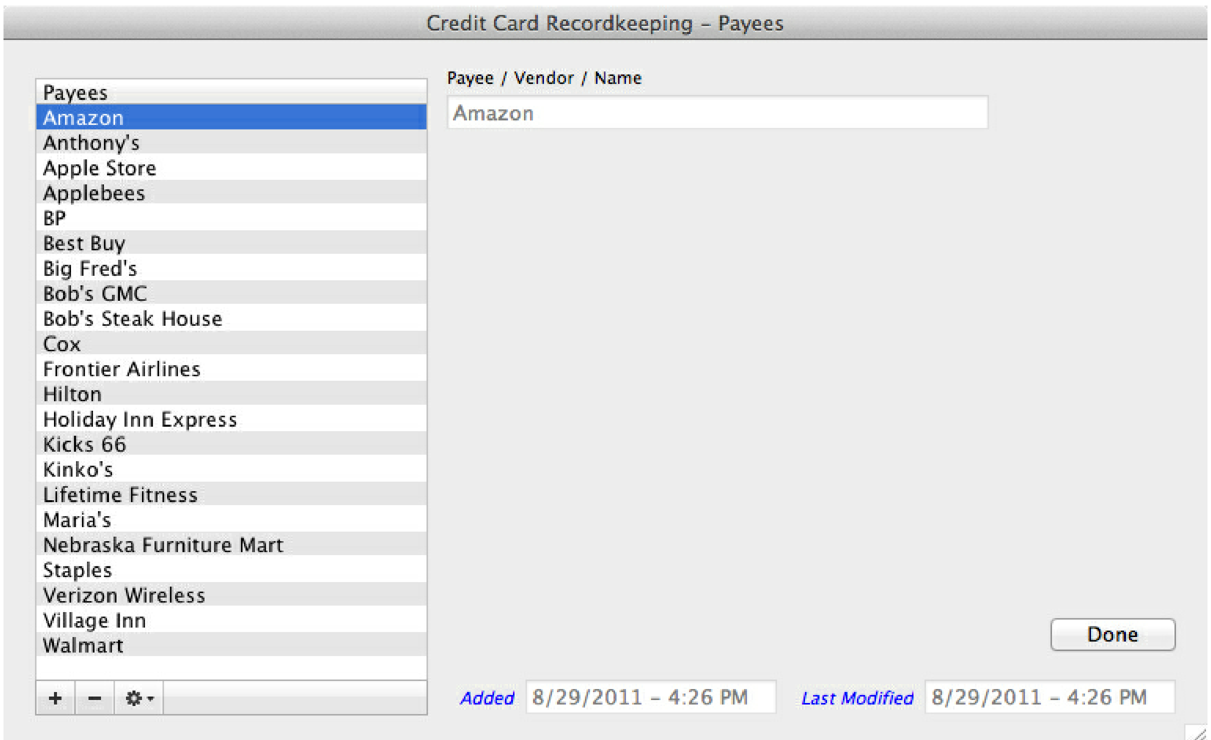
In the example screen shot above, none of the accounts were assigned to companies. The reason for this is because all companies use the same chart of accounts, therefore, a company is not assigned to them and it will be selected when transactions are entered.

There is also an option to change the sorting of the account numbers in the list box. This is only to assist you in locating an account on this screen.

3.6 Payees

This option is used to enter or edit payees. Payees do not have to be entered in advance of entering transactions. New payees can be entered on the transaction entry screen and, if it is not found in the payee file,

The following screen shot is the Payees screen after a number of payees have been entered.



To add a new payee, click the plus (+) button on the bottom left of the screen.

To delete a payee, click the minus (-) button on the bottom left of the screen. If the payee is currently assigned to a transaction, you will not be able to delete it.

The button with the cog wheel contains two options:

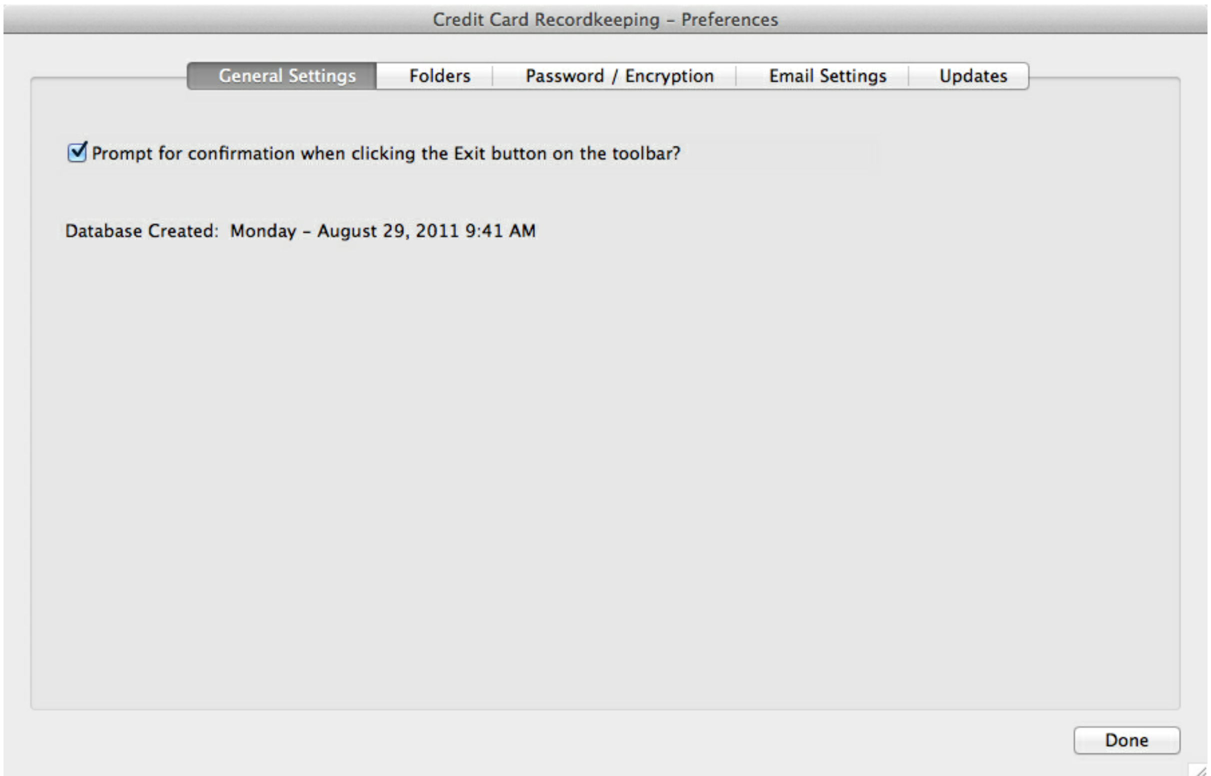
One is to edit the payee that is highlighted in the list box on the left.

One is to print a list of all payees entered.

3.7 Preferences (Options in Windows)

When clicking the Preferences button (or Option button in Windows) on the toolbar or selecting it from the menu system, the following screen will be displayed.

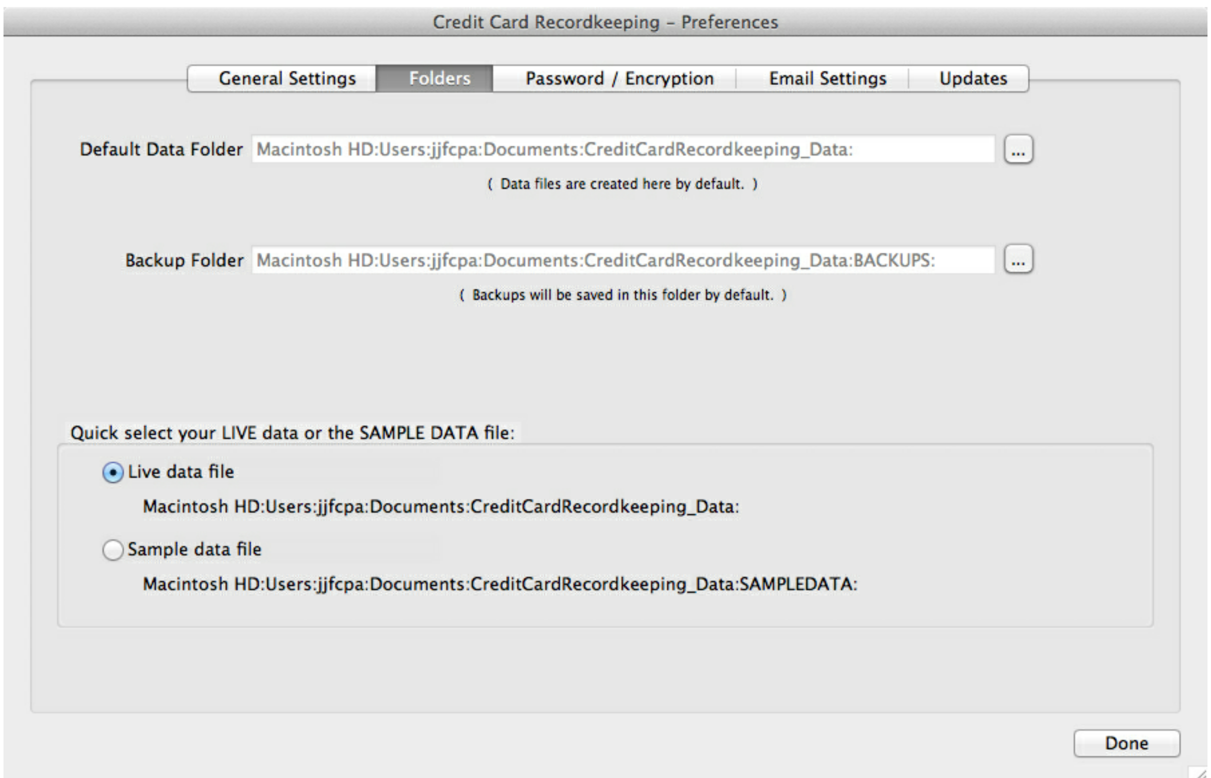
The Preferences (Options in Windows) consists of a number of sections. Each section is included on a tab panel. On the screen shot shown below, the General Settings tab panel is selected.



The Preferences screen (or Options screen in Windows) allows you to change some settings that are used in Safekeeping. There are four (five in Windows) tab panels that contain settings that you can change.

General - The only setting on the General page is whether you want to see the following prompt before CCR is closed. Note that you will only see this prompt when you select Quit from the Credit Card Recordkeeping menu (File menu in Windows).

Folders - The Folders tab allows you to specify the folder where your data file is located and the folder where you want backups to be saved. There is also an option to quickly switch between your live data file and the sample data file that is distributed with CCR.



If you wish to move your data file to another location, the proper way to do this is as follows.

The default data folder is named CreditCardRecordkeeping_Data and it contains at least three additional folders:

1. Backups - this is where any backups that you make are saved.
2. SampleData - this is where the sample data file is stored.
3. Reports - this is where any reports that you print to disk are saved.

So, if you want to move your data folder to another location you should:

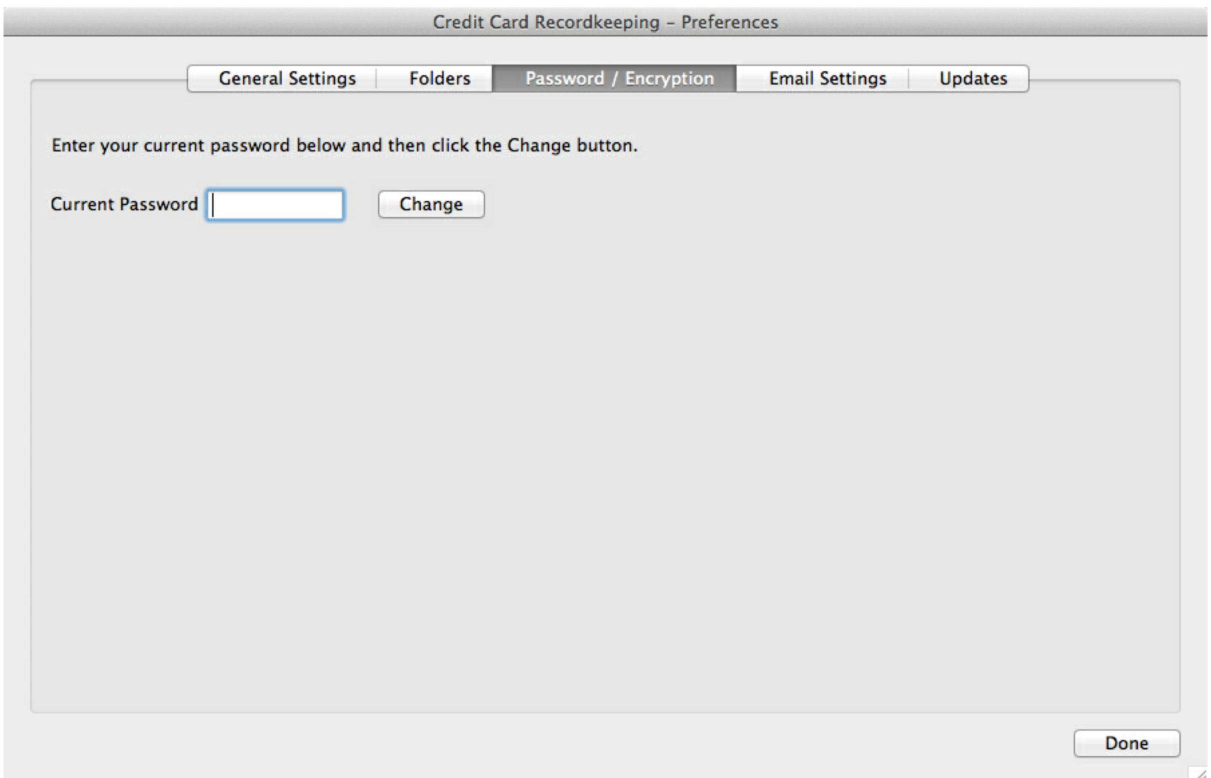
1. Copy the CreditCardRecordkeeping_Data folder (which will include all the folders and files contained in it).

2. Paste the CreditCardRecordkeeping_Data folder to a new drive or location.

3. Go to the Folders tab of the Preferences screen as shown above, and click the button on the right side of the Default Data Folder field to select the location where you pasted the CreditCardRecordkeeping_Data folder.

4. After you have done this, you can, if you wish, remove the folder copied in step #1.

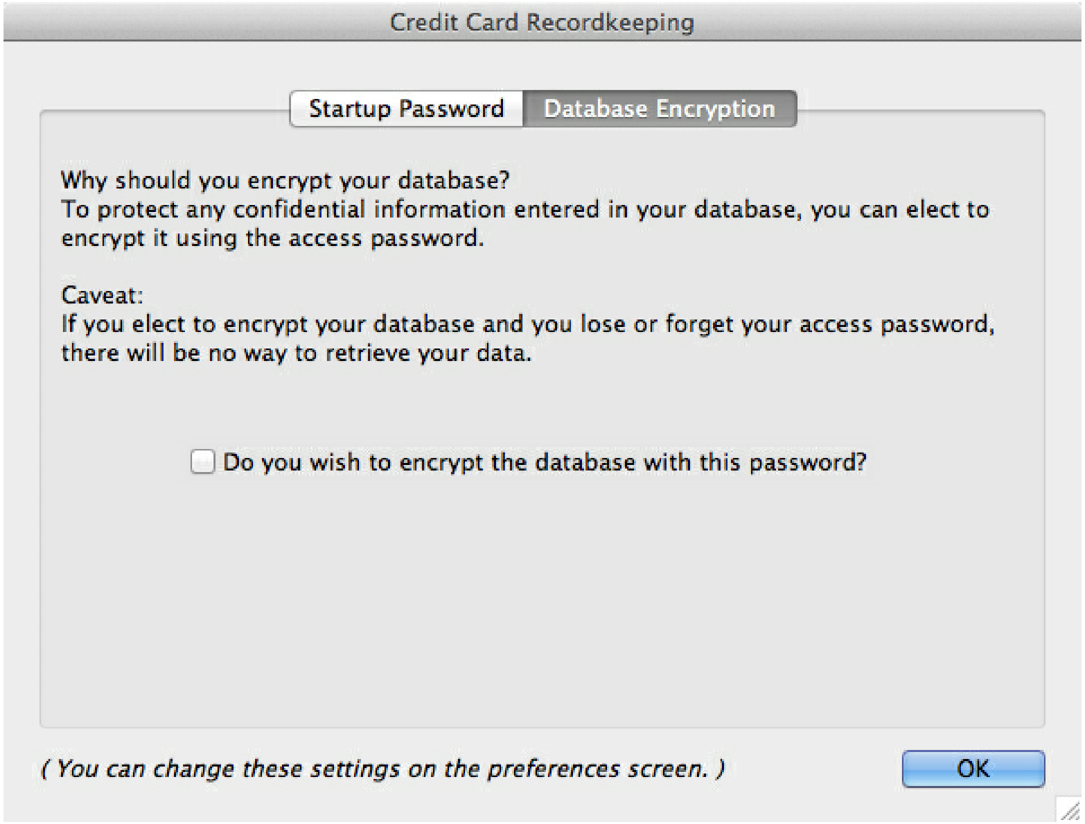
Password / Encryption - The Password / Encryption tab allows you to change the password that must be entered when you start Safekeeping. Before changing the password, you must enter the current password.



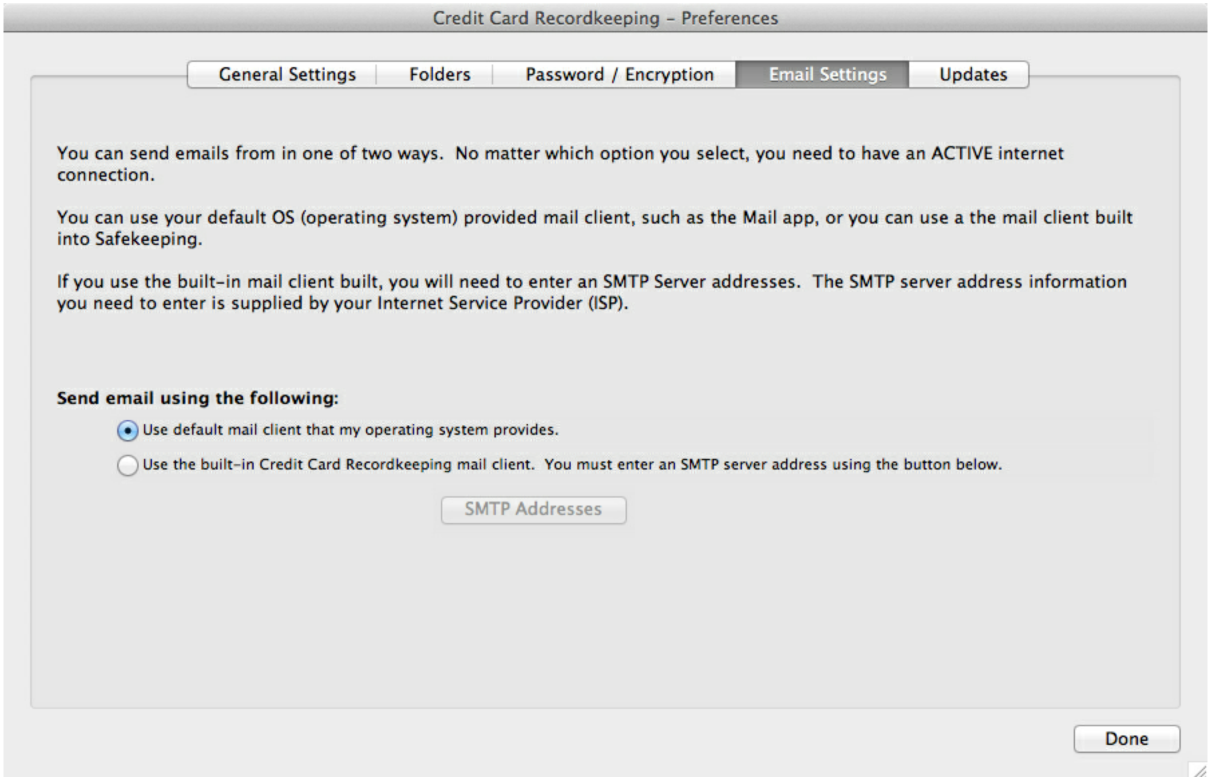
After entering your password, you can change it on the following screen. If you do not enter a new password, the current password will be retained.

For added protection, you can also encrypt your data file by selecting the option on the Database Encryption tab. If this is selected, the data file is encrypted using your password. Should you forget or lose your password and encryption has been selected, there is NO way to retrieve your data so be sure to write your password down in a secure location.

Before selecting encryption, we recommend that you make a COPY of your data file. This is to ensure that if encryption fails for some reason, you'll have a copy of your data file in an unencrypted format.

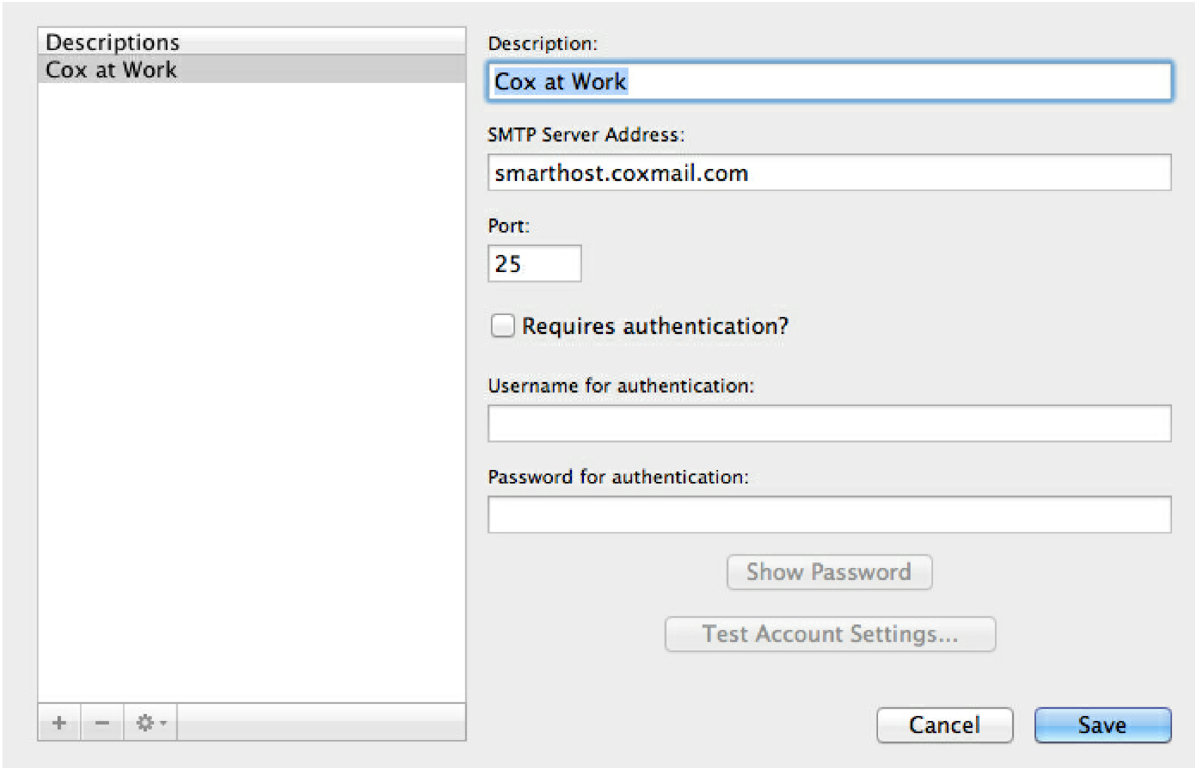


Email Settings - The last tab on the Preferences screen allows you to configure how you want to email reports from within CCR.

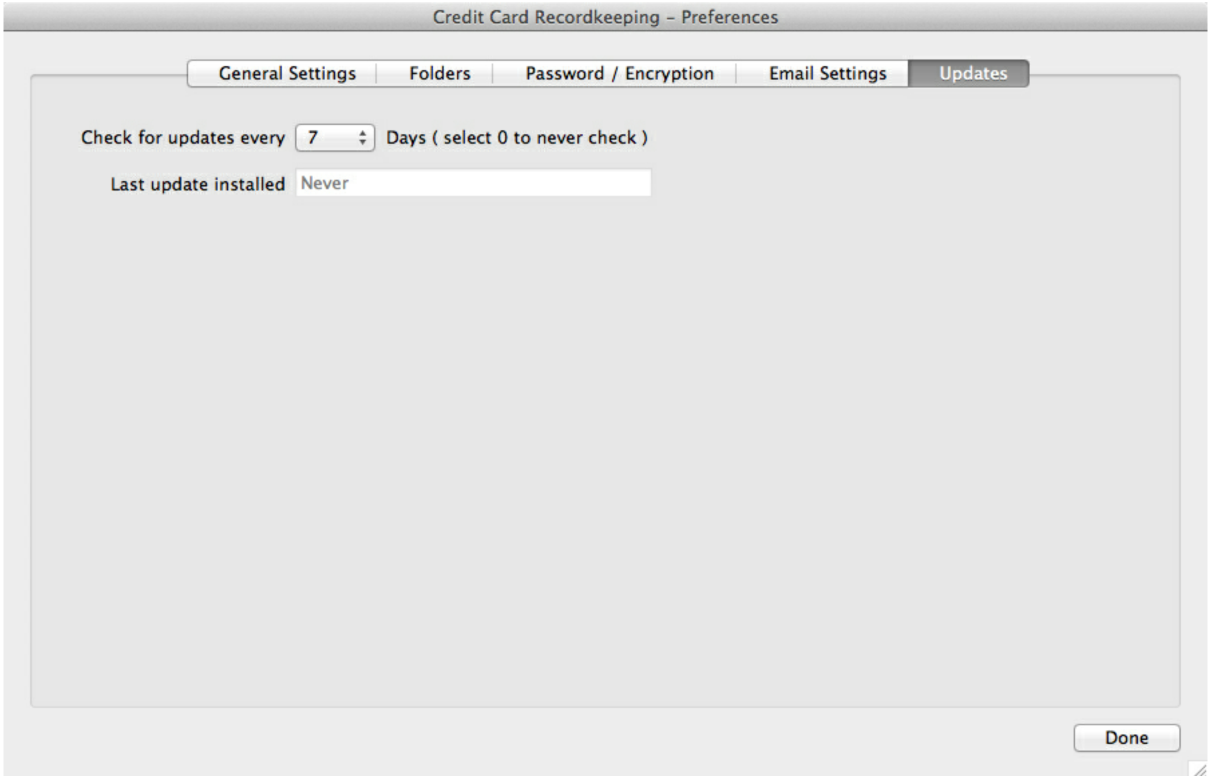


The option selected on the screen shot above will use your default mail client (such as Apple Mail on the Mac or Outlook on Microsoft Windows). When this option is selected, you will need to select the report file as an attachment in the same way you would do this if you were composing an email yourself.

If you select the second option to use the built-in mail client, the report file will automatically be attached to your email for you. However, before you can email reports, you will need to enter at least one SMTP server address. The information that must be entered is normally provided by your internet service provider or you may need to consult with your IT professional in order to obtain this information. It is also normally entered when setting up an email account in your mail client (Apple Mail or Microsoft Outlook) so you might be able to find this information there also.



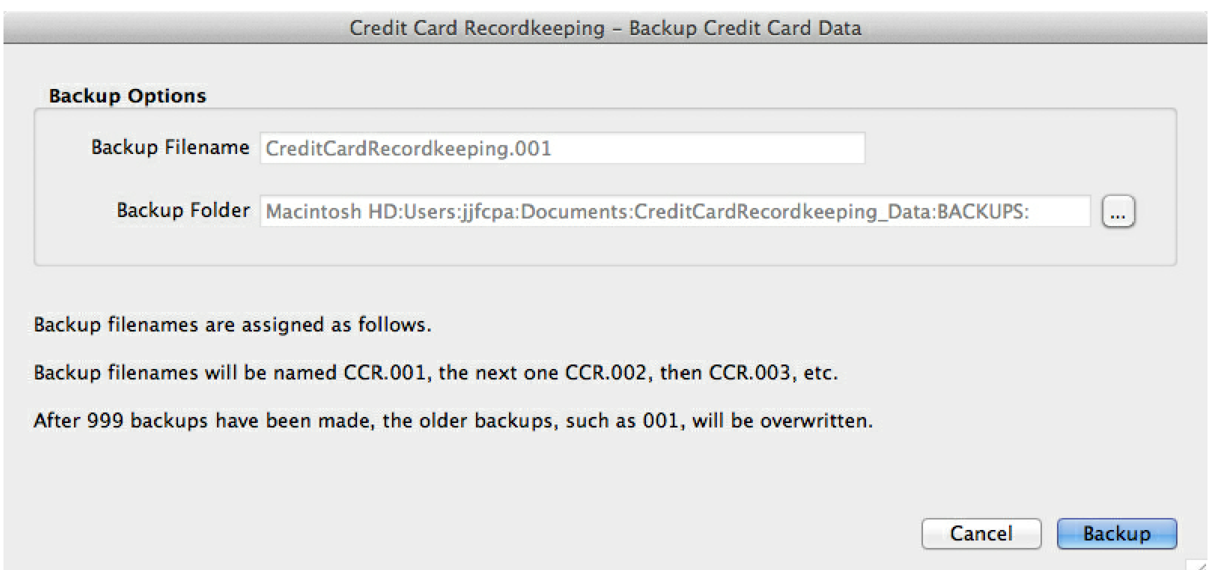
If you are running the Windows version of CCR, there will also be an Updates tab that allows you to specify how often CCR will check for updates. Shown below is the Options screen as it would appear in Windows.



The check-for-updates popup can be set to 0, in which case CCR will never automatically check for updates, 7 days or 30 days. If set to 0, you can still check for updates by using the "Check for Updates" option in the Help Menu.

3.8 Backup

The Backup option, selected from the toolbar or menu system, allows you to make a backup of your data file. When you select backup, the following screen is displayed.



Backup file names are automatically assigned. You can, if you wish, change the location where backup files will be saved. If you do, the new location selected will be used in the future.

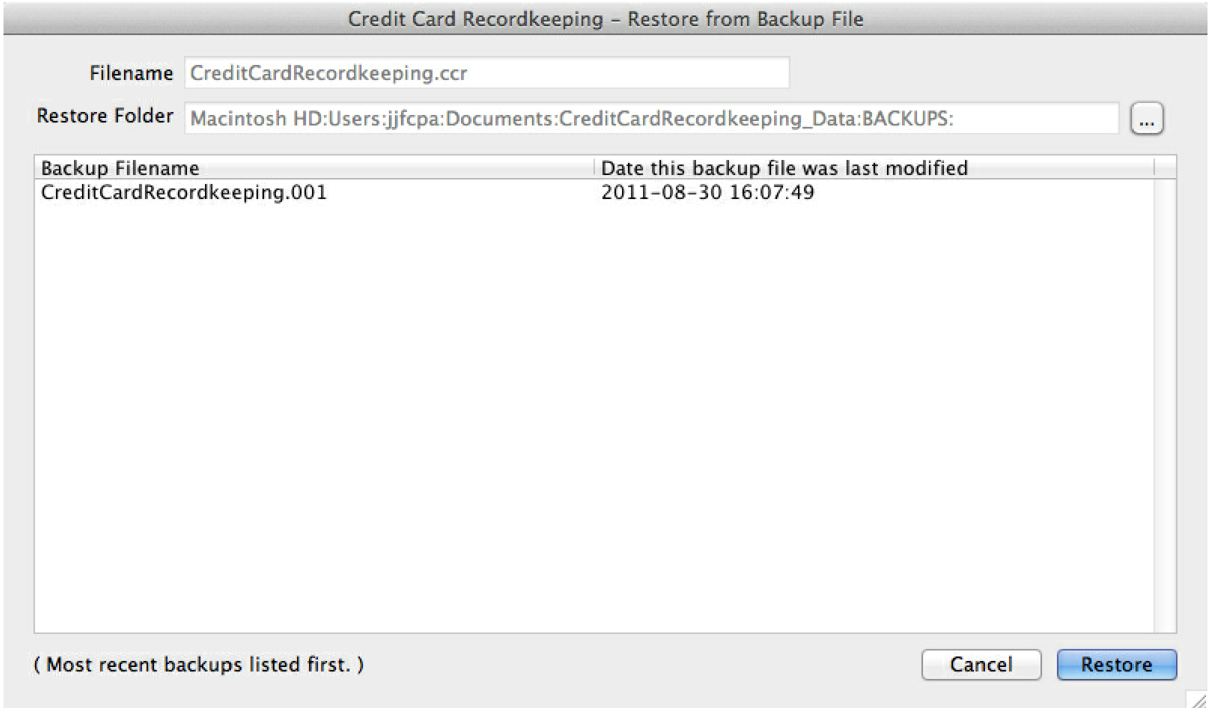
If this is the FIRST backup that you make, you will be prompted to enter a backup password. The purpose of the backup password is to encrypt your backups to ensure they are secure even if they are moved to a public location. The following screen will be displayed so you can enter your backup password.

The Backup Password only needs to be entered ONCE since it will be used for all backups in the future.

NOTE - If you move your backups to a new computer or have to re-install CCR, the backup password may be lost. If this happens, you will be prompted to enter the backup password when you attempt to restore data from one of your backup files. If you do not remember your backup password, you will NOT be able to restore data from your backups.

3.9 Restore

The Restore option selected from the toolbar or menu system allows you to restore data from a backup of your data file. When you select restore option, the following screen is displayed.



Backups that have been made will be displayed based on the restore folder selected. To restore data from a backup file, highlight one of the restore files and click the Restore button.

If the backup password used to encrypt the backup file is NOT found, the following screen will be displayed.

If a valid password is entered, your data will be restored from the backup file.

3.10 Credit Card Popup

Shown below is the Credit Card popup menu on the Home screen after one or more credit cards have been entered.

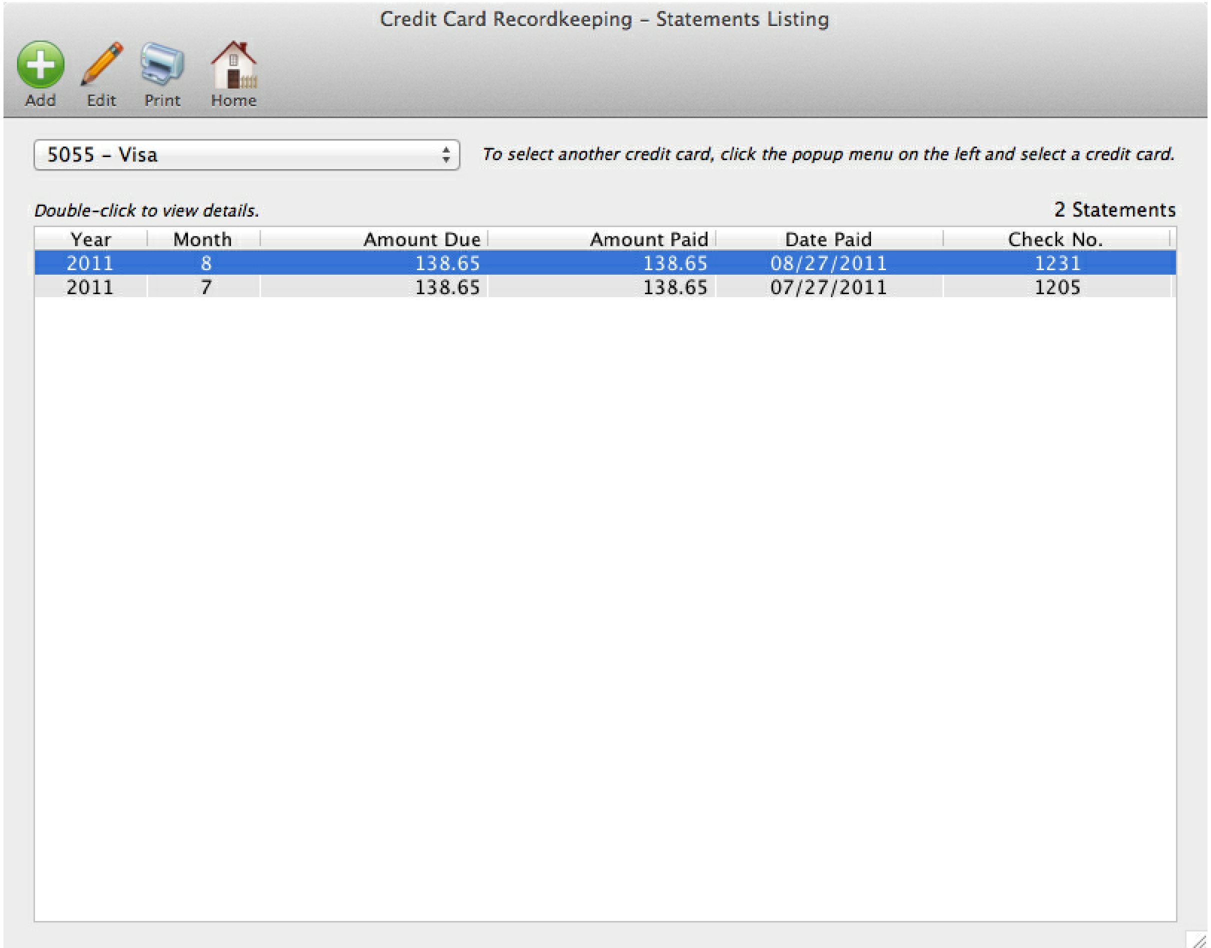
By selecting a credit card from the popup menu, you will be able to add, view, edit, or print statements for the credit card selected.

If the credit card you want to select is already display in the popup menu, then you can click the Go button next to it. Otherwise, if you select a credit card by clicking on the popup menu and selecting it, that credit card will automatically be selected without having to click the Go button.

The next screen that will be displayed is the credit card statement "listing" screen. This is discussed in the next section.

3.10.1 Credit Card Listing

After selecting a credit card from the credit card popup on the Home screen, the credit card statement "listing" screen will be displayed as shown below.



The above screen will contain a list of all the statements that have been entered for the credit card selected.

To Add a new statement, click the Add button in the toolbar.

To Edit a statement in the listing, highlight, then click the Edit button in the toolbar. This will select the statement and place you in "edit" mode. Edit mode is enabled when the fields become editable.

To Print a report showing the statement information in the listing screen, click the Print button in the toolbar.

To return to the Home screen, click the Home button in the toolbar.

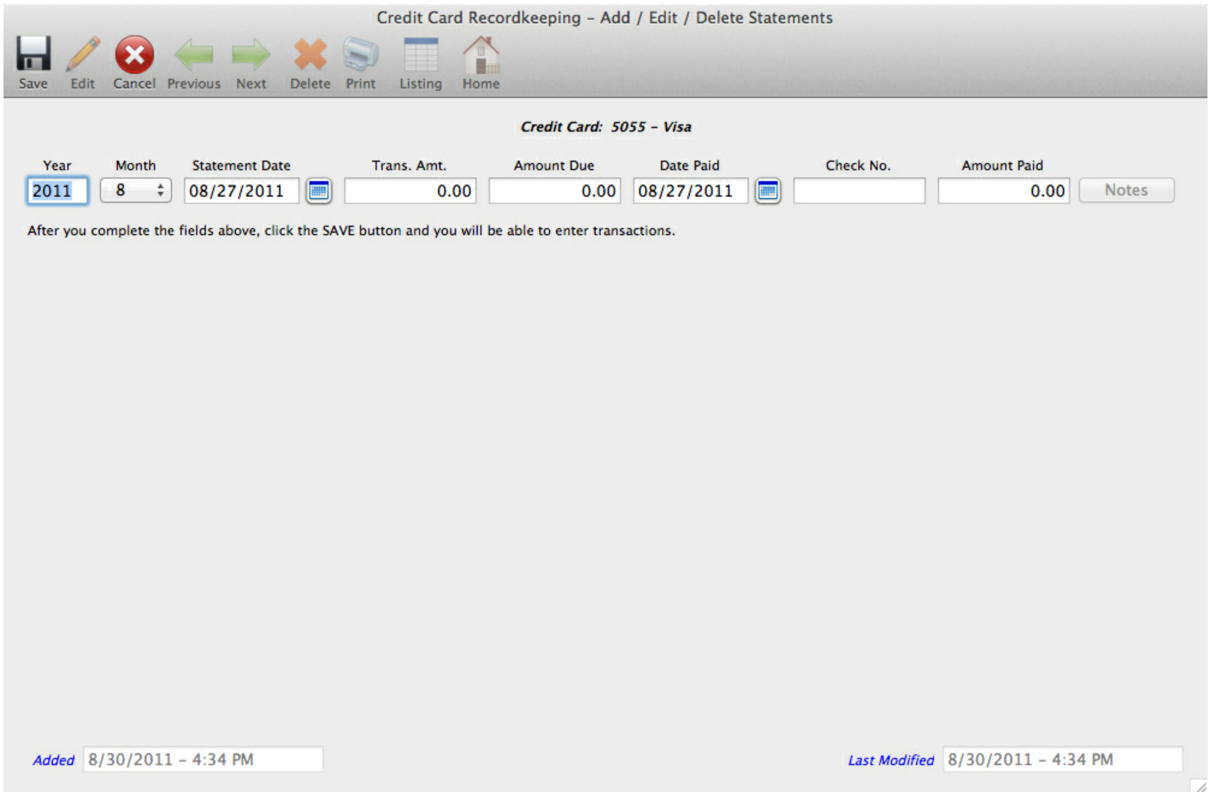
To view the statement without entering "edit" mode, double click a statement in the listing.

Finally, to select a different credit card, you can use the credit card popup menu just below the toolbar.

3.10.2 Credit Card Statement Screen

The Credit Card Statement screen is where you enter, edit, view statements and transactions. Shown below is the credit card statement screen as it would be displayed if you clicked the Add button on the listing screen.

You are placed into "add" mode so that you are immediately ready to enter a new statement when this screen is displayed.



There are two sections to the Statements screen. One is the "header" section that is displayed in the screen shot above. The header section contains general information about the statement, such as, the statement date, transaction amount, statement total, etc.

The other section is the "transaction" section, which is shown in the screen shot below. It is displayed AFTER you complete the header section and SAVE it using the toolbar option at the top of the screen.

The toolbar at the top of the Credit Card Statement screen allows you to do the following to the header section:

Add - add a new statement.

Edit - edit the current statement.

Cancel - terminate add or edit mode.

Previous - display the previous statement.

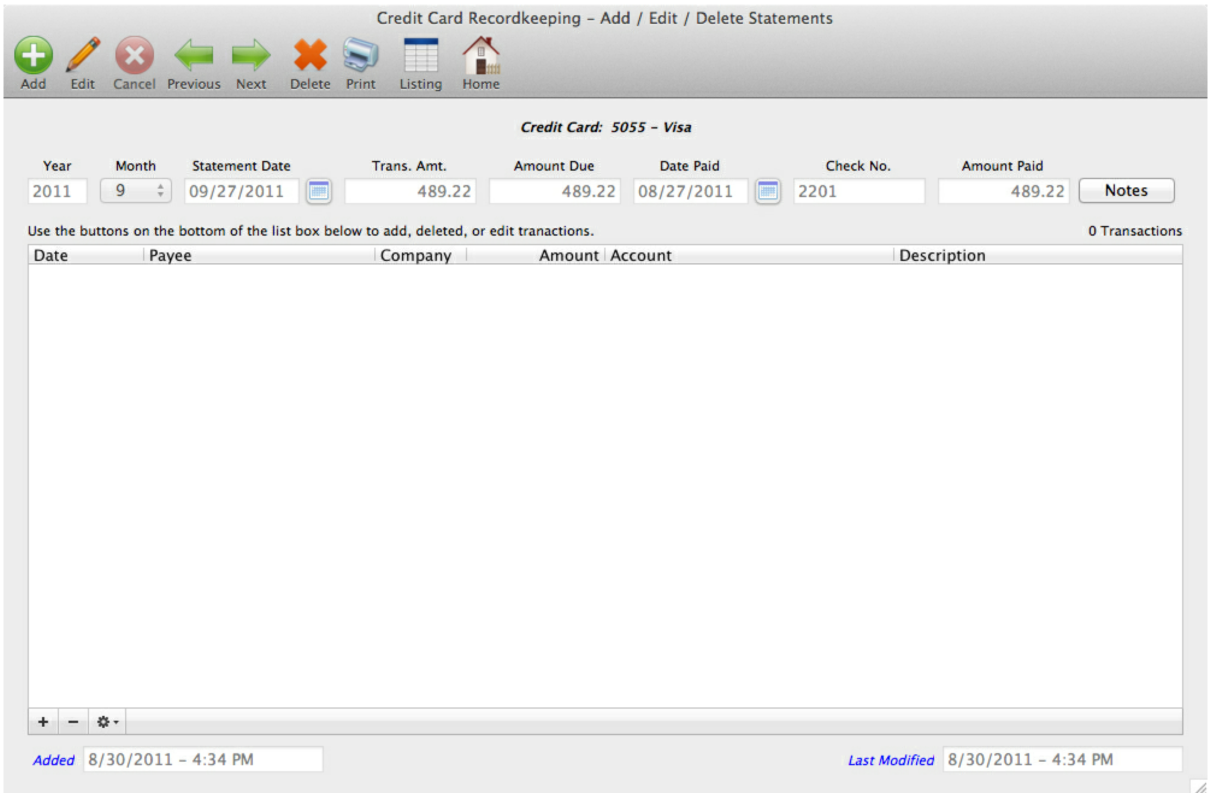
Next - display the next statement.

Delete - delete the statement and all transactions entered for that statement.

Print - print a report showing the statement header information and all transactions.

Listing - return to the statements listing screen.

Home - return to the Home screen.



To add a transaction for the statement displayed, click the plus (+) button at the bottom left of the screen.

To delete a transaction, click the minus (-) button at the bottom left of the screen.

The button with the cog wheel contains the following options:

The first option allows you to edit a highlighted transaction. You can also just double-click a transaction displayed in the list box.

The second option will print a statement report that includes both the header and transaction information.

The third option will print the Expense Ledger that allows you to print a transaction listing and specify a range of transactions to include based on transaction date, payees, or accounts.

The final option will import recurring entries that have been saved for the statement entered.

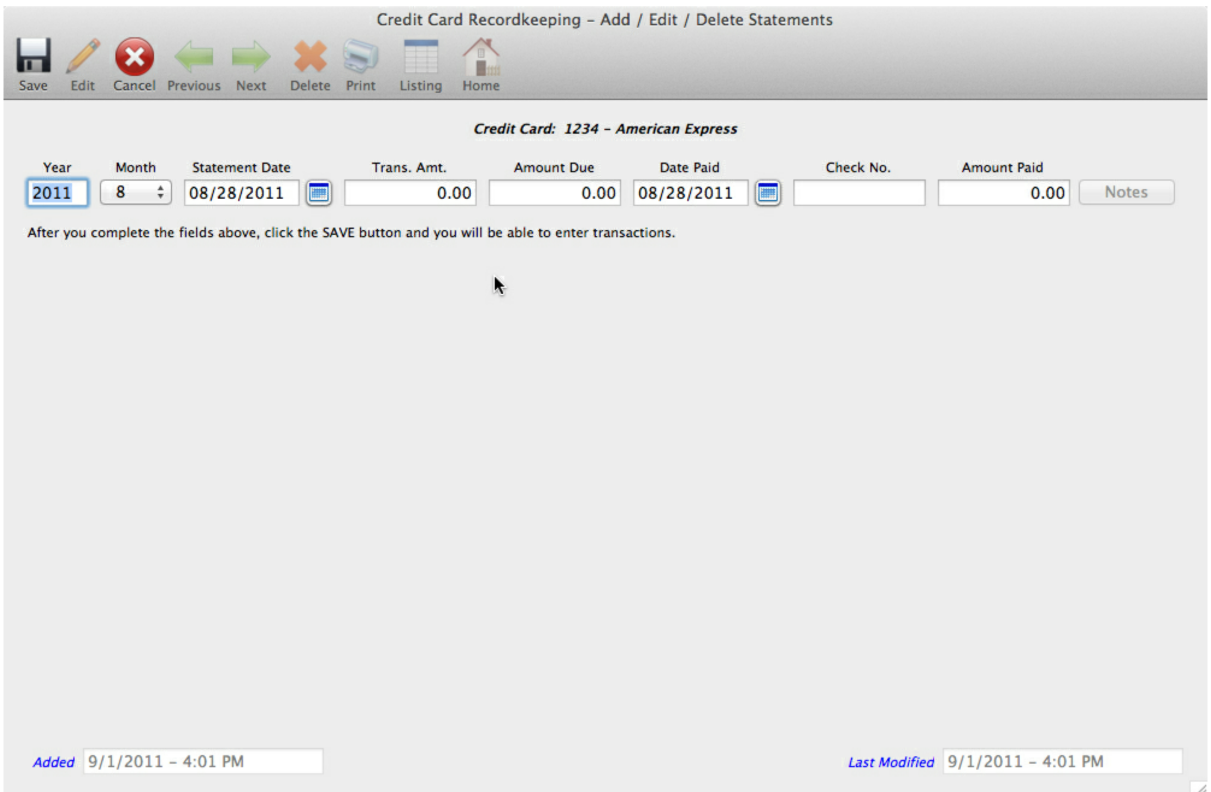
The following sections provide more information about adding statements and transactions.

3.10.3 Adding a Statement

There are two ways to add a new statement.

If you are on the Credit Card Listing screen, you can click the Add button in the toolbar.

If you are are on the Credit Card Statement screen, then you can click the Add button in the toolbar of Statement screen.



The following fields can be entered for each statement.

Year and Month - These fields are used to sort your statements on the Statement Listing screen. If you attempt to enter a duplicate (same year and month), you will be warned and asked if you really want to enter a duplicate.

Statement Date - The actual date on your statement. The button next to the statement date is a popup calendar.

Transaction Amount - The amount of the transactions on your statement.

Amount Due - The amount due on the statement. This could be more or less than the transaction amount depending on whether you pay off your credit card each month or have any credits or over payments.

Date Paid - The date you paid this statement.

Check Number - The number of the check that is applied to this statement.

Amount Paid - The amount of the check applied to this statement.

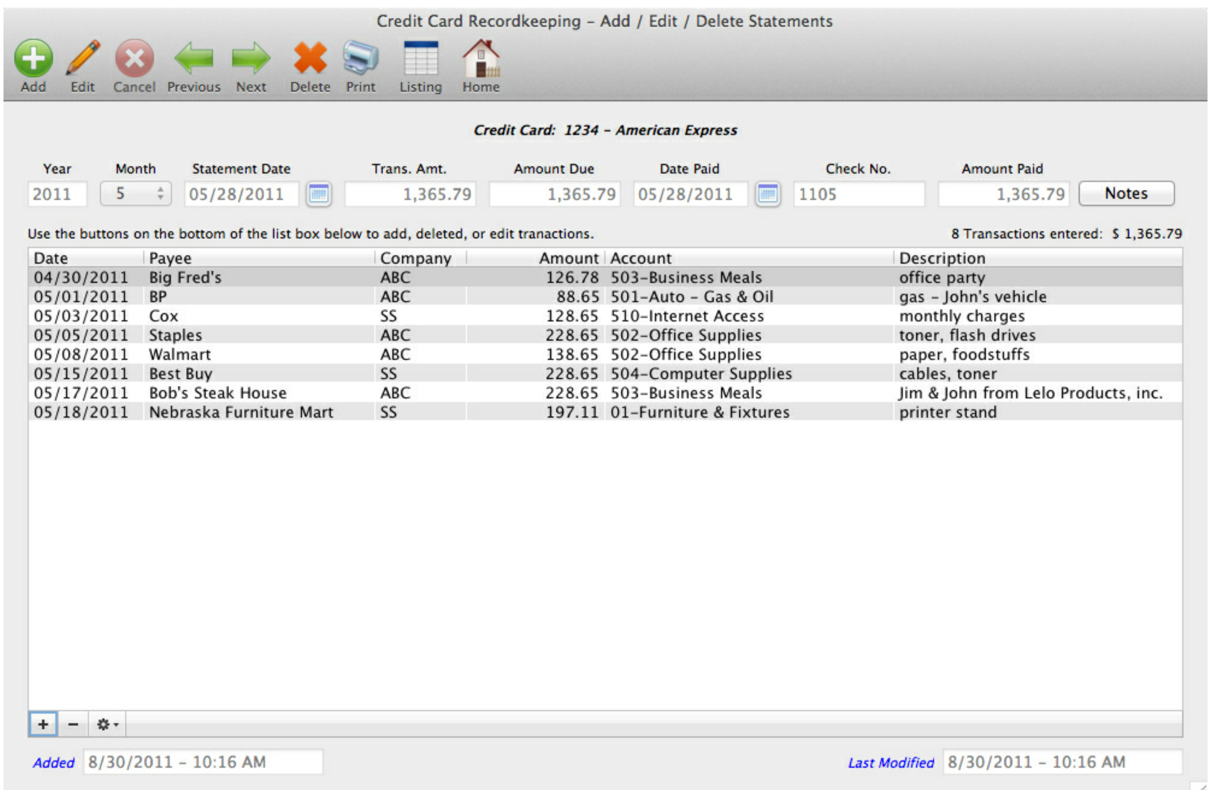
Notes - The notes button allows you to enter notes for the statement.

When you have completed these fields, then you can click the Save button.

After saving the statement, if you need to make changes to your entries, you can click the Edit button.

3.10.4 Transactions Listing

Transactions for each statement are displayed in the list box displayed below the header information on the Credit Card Statement screen as shown on the screen shot below.

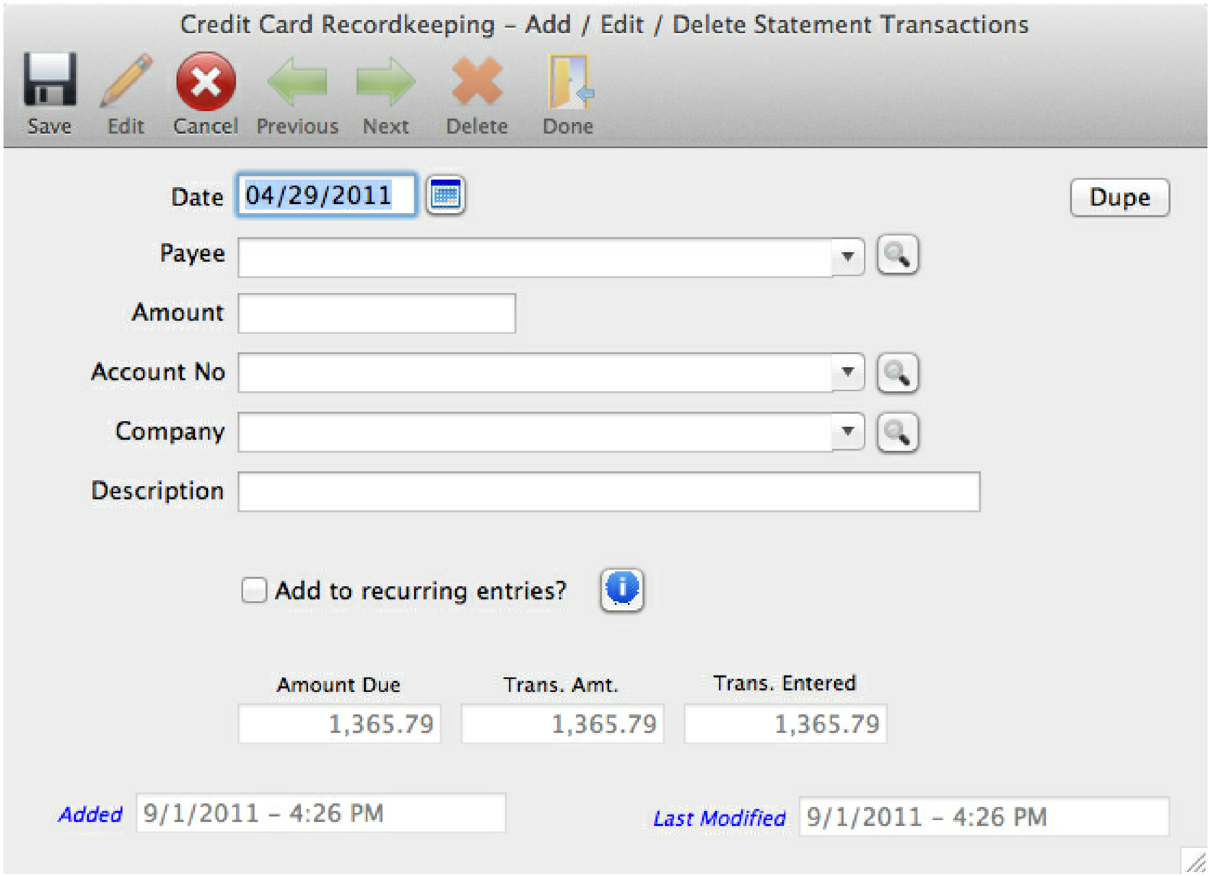


The plus (+), minus (-), and cog wheel buttons at the bottom left of the list box are used to add, delete, and edit transactions for a statement. You can also double-click a transactions to edit it.

Note that just below the Notes button, there is a summary of the transactions that have been entered. On the screen above, it states "8 transactions entered: $ 1,365.79" indicating that there have been 8 transactions entered that total $ 1,365.79.

3.10.5 Adding Transactions

When you click the plus (+) button on the transaction list box, you will be placed in "add" mode and the transaction data entry screen will be displayed as shown below.



The following information can be entered for each transaction.

Date - Enter the date of the transaction as it appears on your statement. By default, the first transaction will default to the first date of period covered by the statement based on the "cut-off" date you entered for the statement.

Payee - The vendor name as it appears on your statement or as you want to enter it.

Account Number - The account number that you want the transaction assigned to.

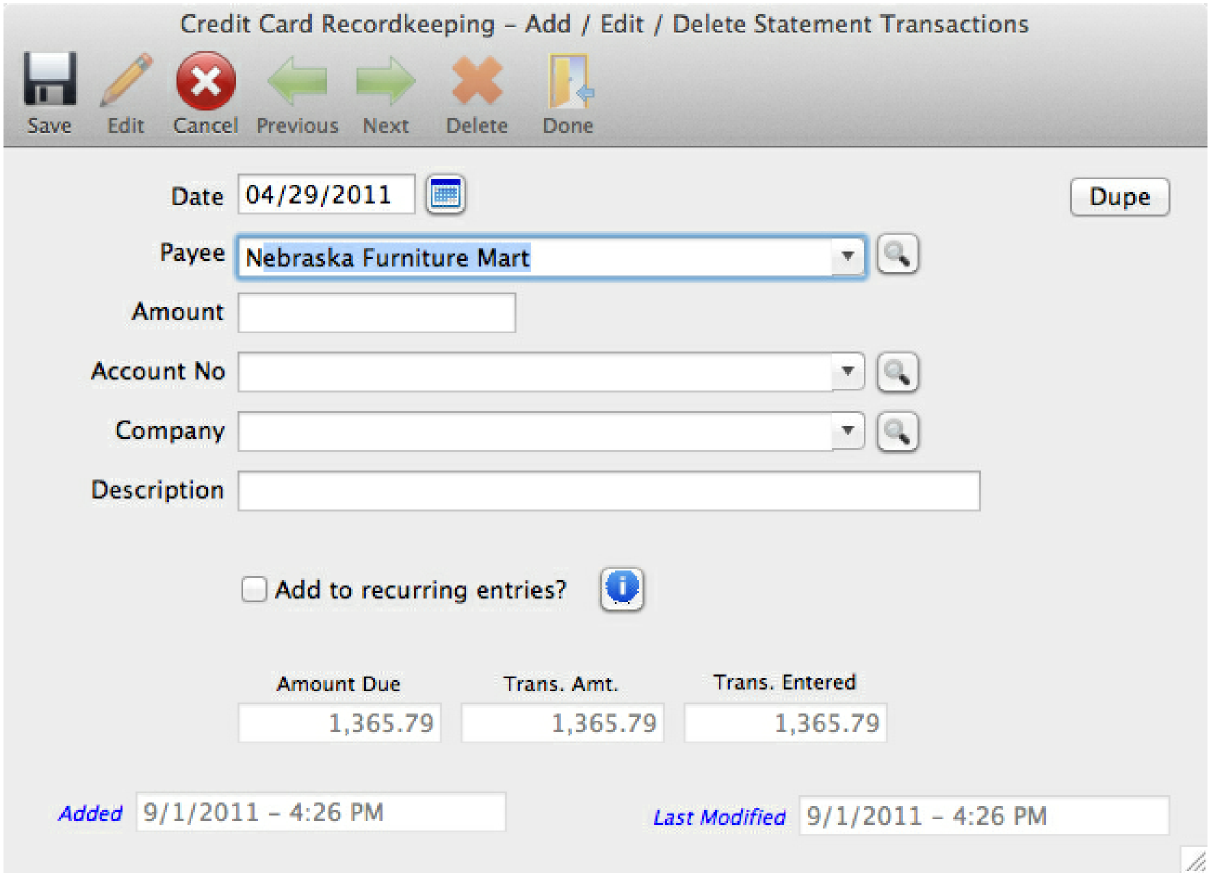
Company - The company that you want the transaction assigned to.

Description - If you want to enter additional notes to describe this transaction, they can be entered here.

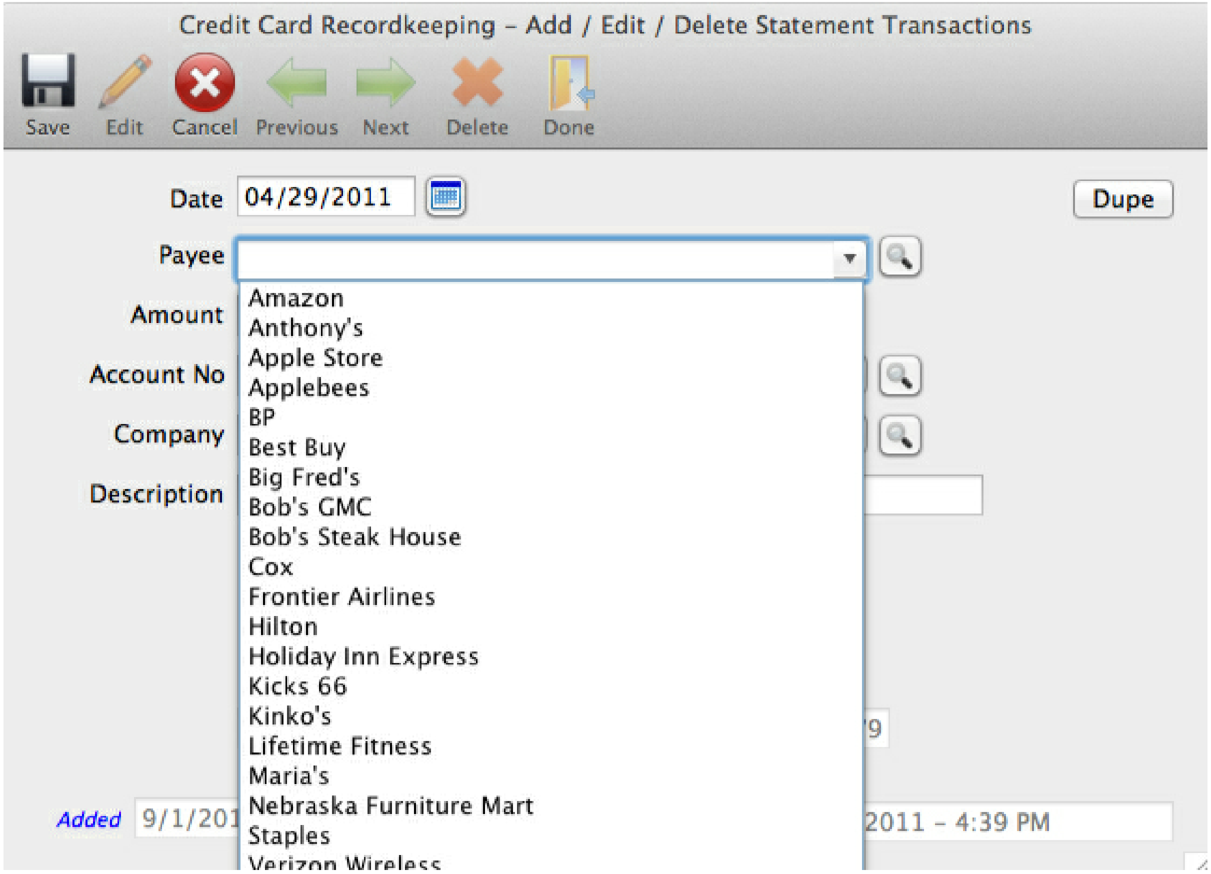
The Payee, Account Number, and Company fields are auto-enter fields so as you enter the first few characters, the entry that most closely matches the characters entered will be displayed. To accept the entry, just click the tab key to move to the next field.

In the transaction screen below, we entered the letter "N" in the Payee field and payee "Nebraska

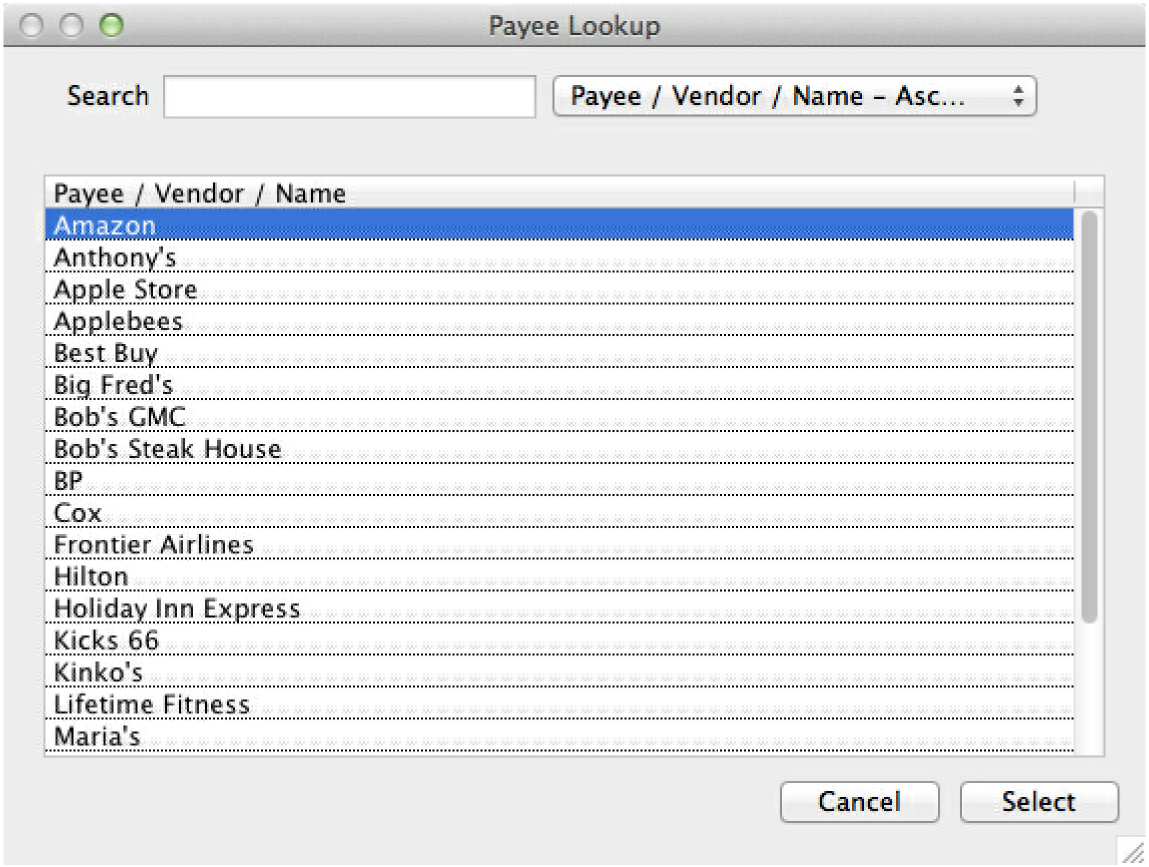
Furniture Mart" is auto-displayed since this is the payee that most closely matches the characters we entered.



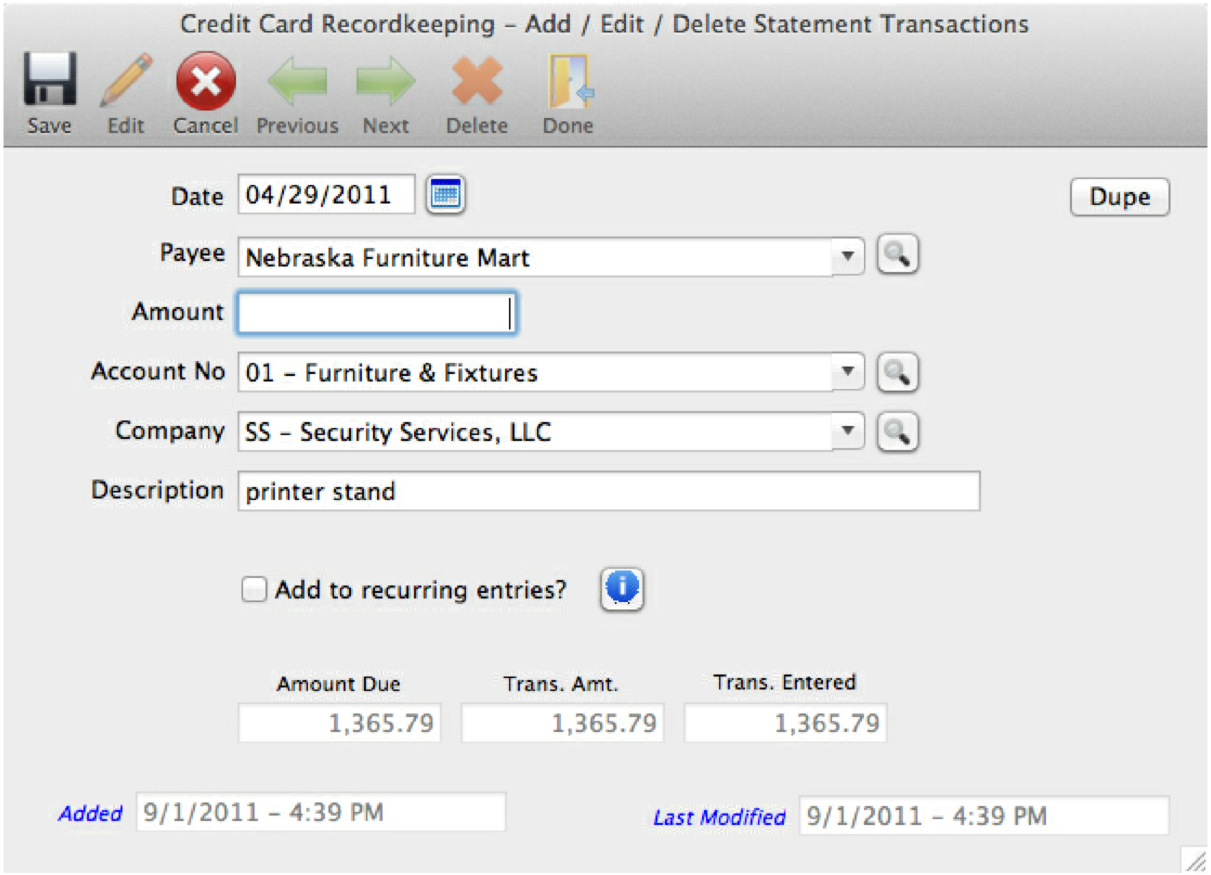
Alternatively, you can make a selection from a drop down list by clicking the down arrow on the right side of the field as shown below.



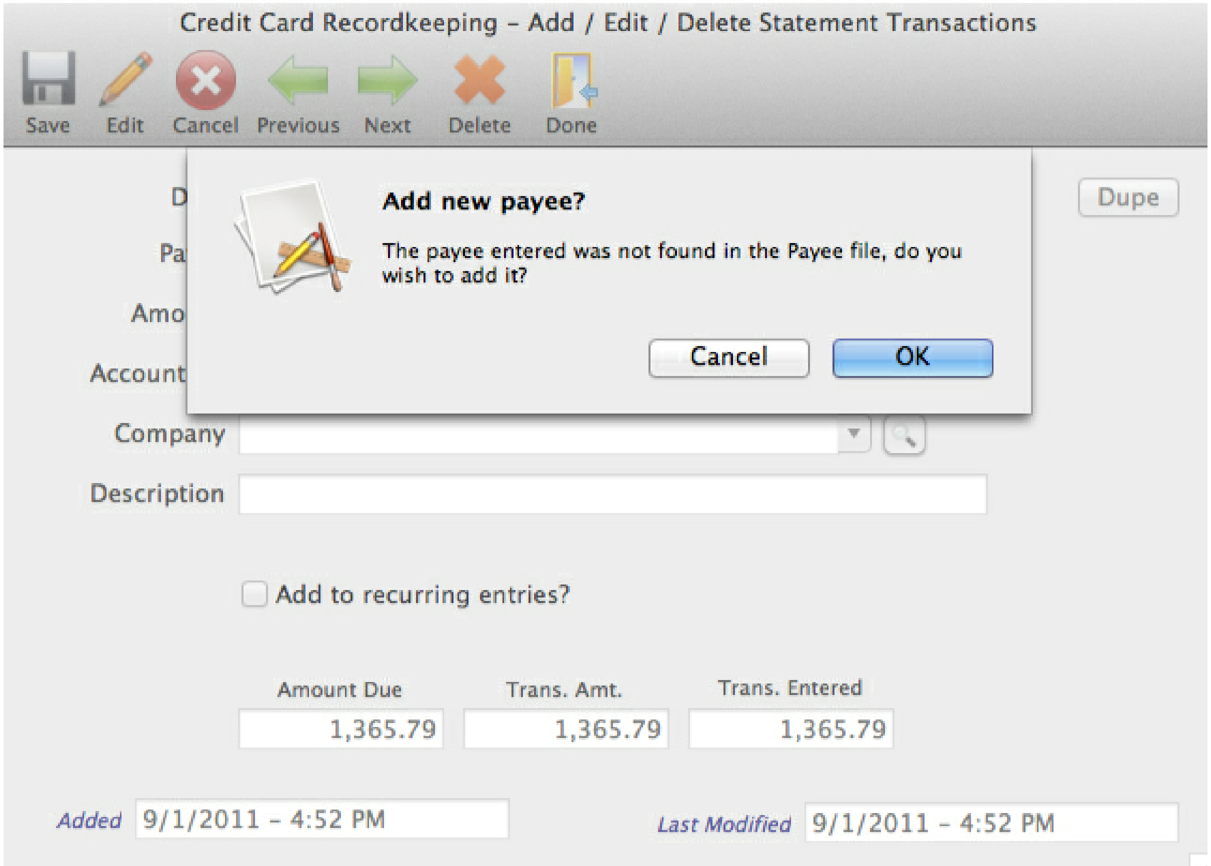
You can also use the button with the magnifying glass on it to display a popup list of payees that you can select from.



Note in the screen below that when we enter an "N" in the Payee field, the auto-complete feature fills in the payee field with the name "Nebraska Furniture Mart". If you then tab to the next field, the Account Number, Company, and description are auto-completed based on the most recent entry for the same vendor. (See screen below) In many cases, the only field you may need to complete for many of your transactions is the transaction date and the amount.



If you enter a payee, account number, or company that is not found in the respective file, then you will see the following message:

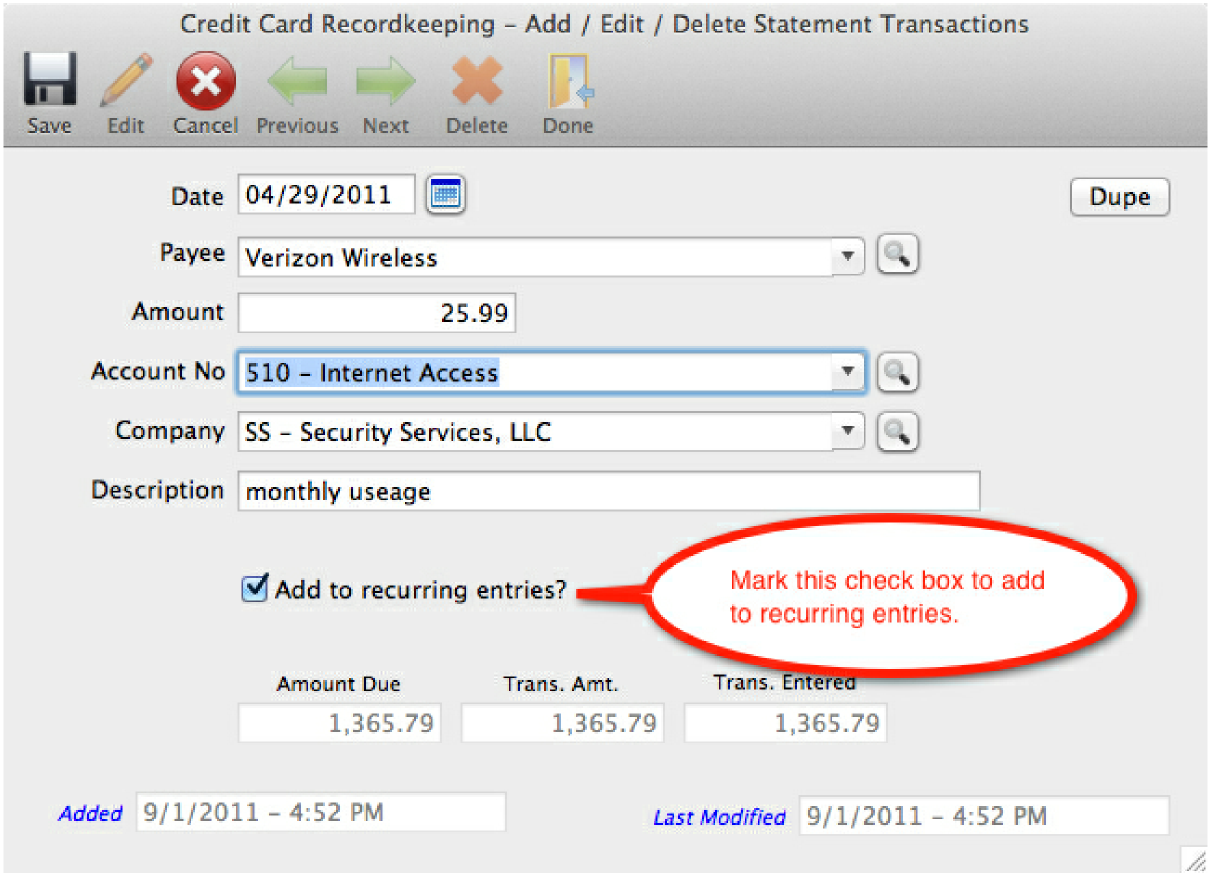


To Duplicate the most recent transaction entered, click the Dupe button at the top right of the screen immediately after clicking the Save button. The most recent transaction entered will be duplicated and you can change any details for the transaction before saving it.

3.10.6 Recurring Entries

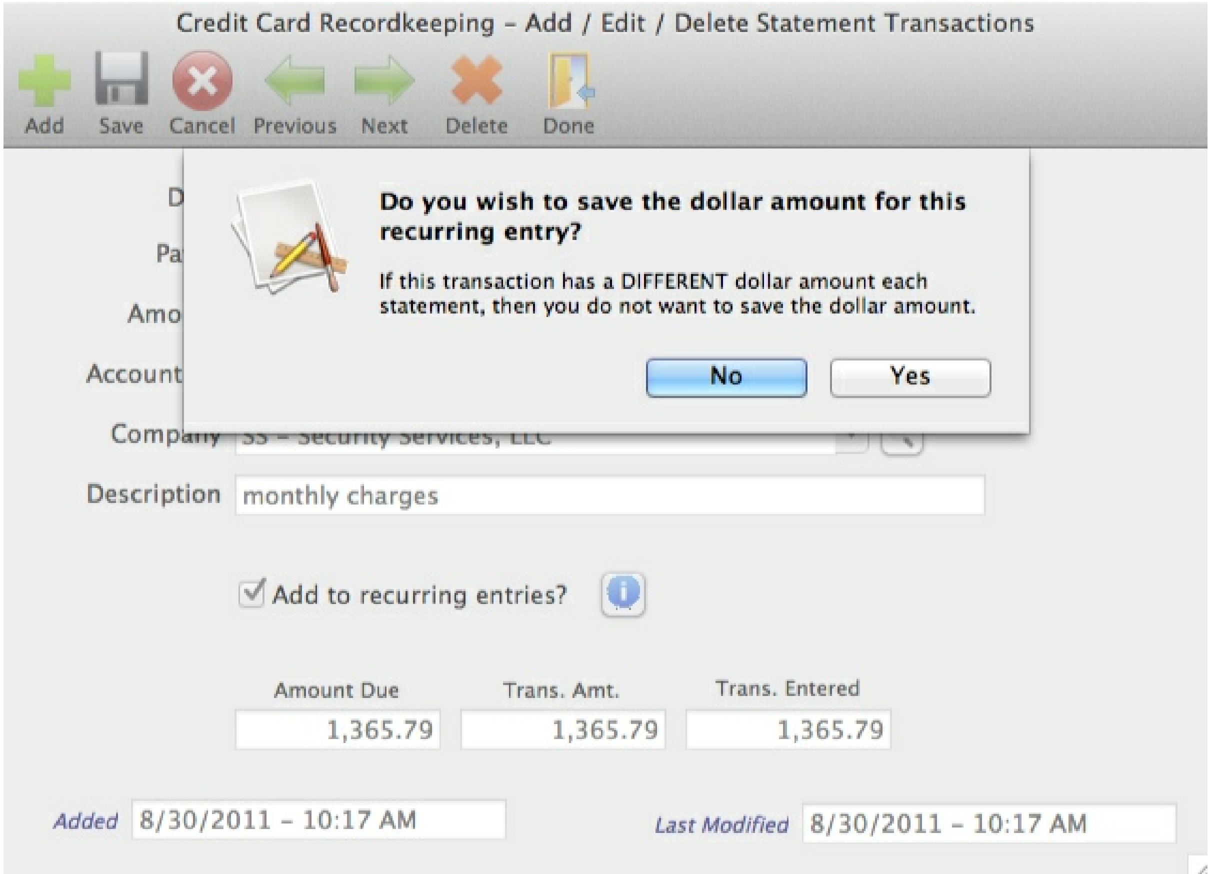
A recurring entry is a transaction that appears on your statement each month. You may have many of these and to eliminate the need to enter these each month, you can save a transaction as a recurring entry.

To do this, when entering the transaction the first (or any time), after completing the fields on the transaction screen, mark the check box labeled "Add to recurring entries?" as shown below.

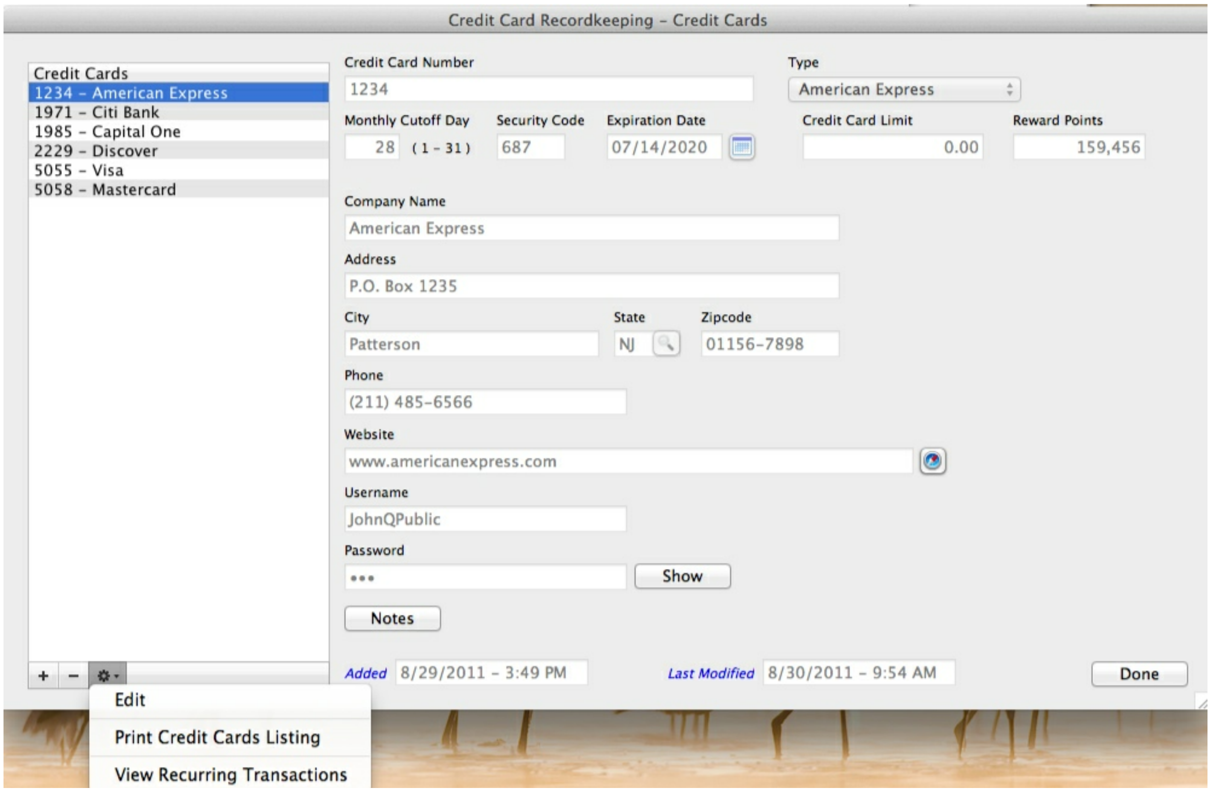


You can also edit a transaction at any time and mark the "Add to recurring entries?" check box to add a transaction to the recurring entries file.

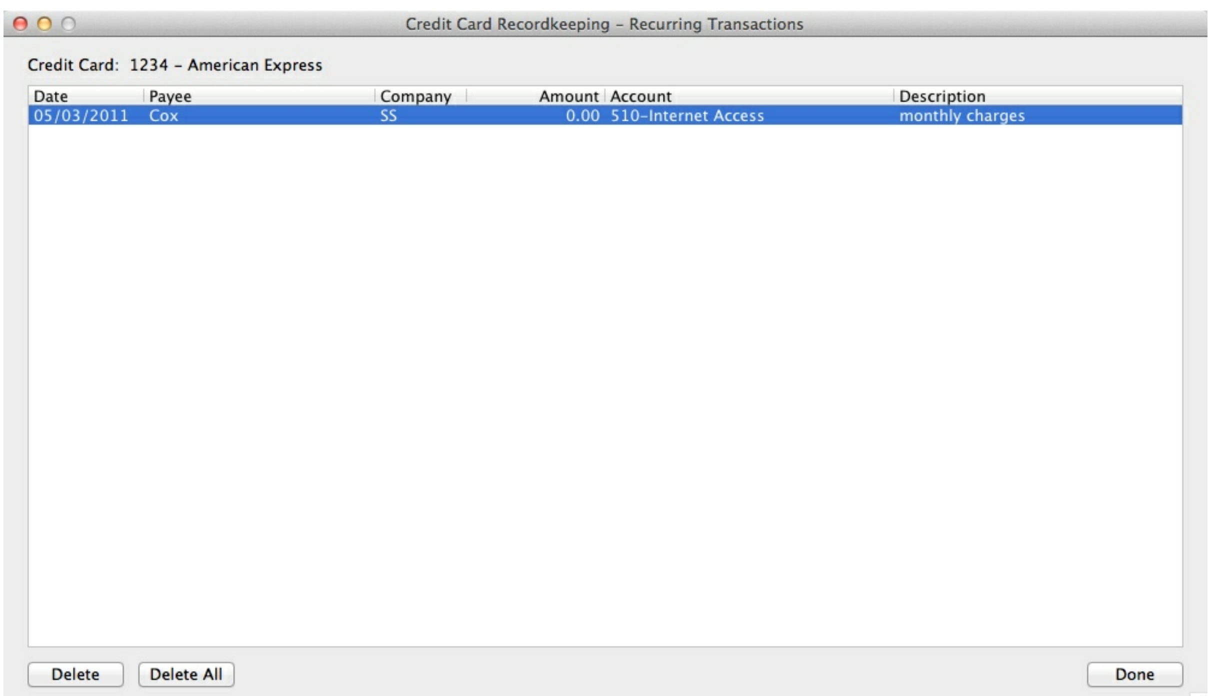
When you mark this box, you will see a message asking if you want to save the amount for the recurring transaction. Since some transactions may recur each month but the amounts may vary, such as a utilities bill, you will have to determine if you want to save the amount with the transaction or not.



You can then view any recurring entries that have been saved by going to the Credit Cards screen and selecting View Recurring Transactions from the options in the cog wheel at the bottom of the list box. See screen shot below.



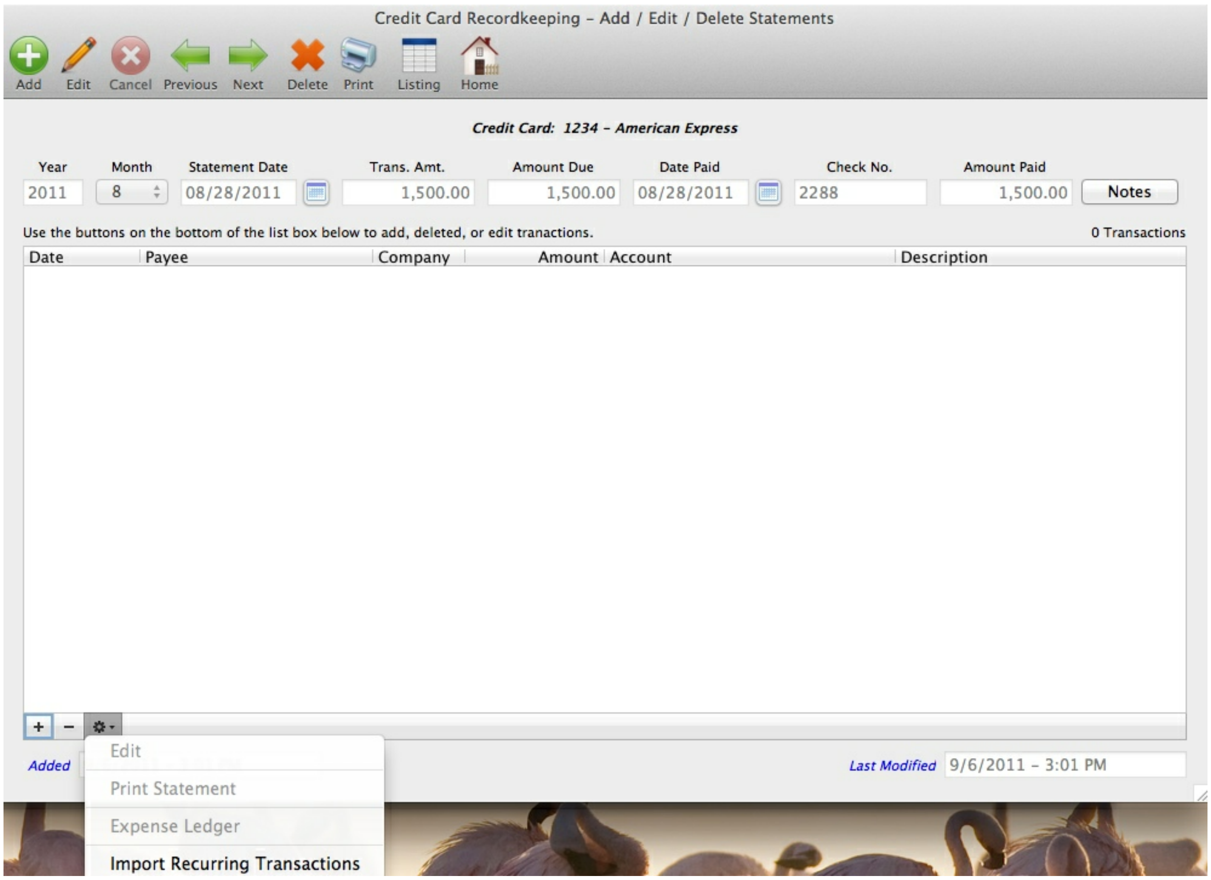
If you click the View Recurring Transactions option, you will see a screen similar to the following where you can delete any transactions that you no longer want to be a recurring transaction.



Note that the transaction has no amount since we indicated that we did not want to save the amount when we marked that transaction as a recurring entry.

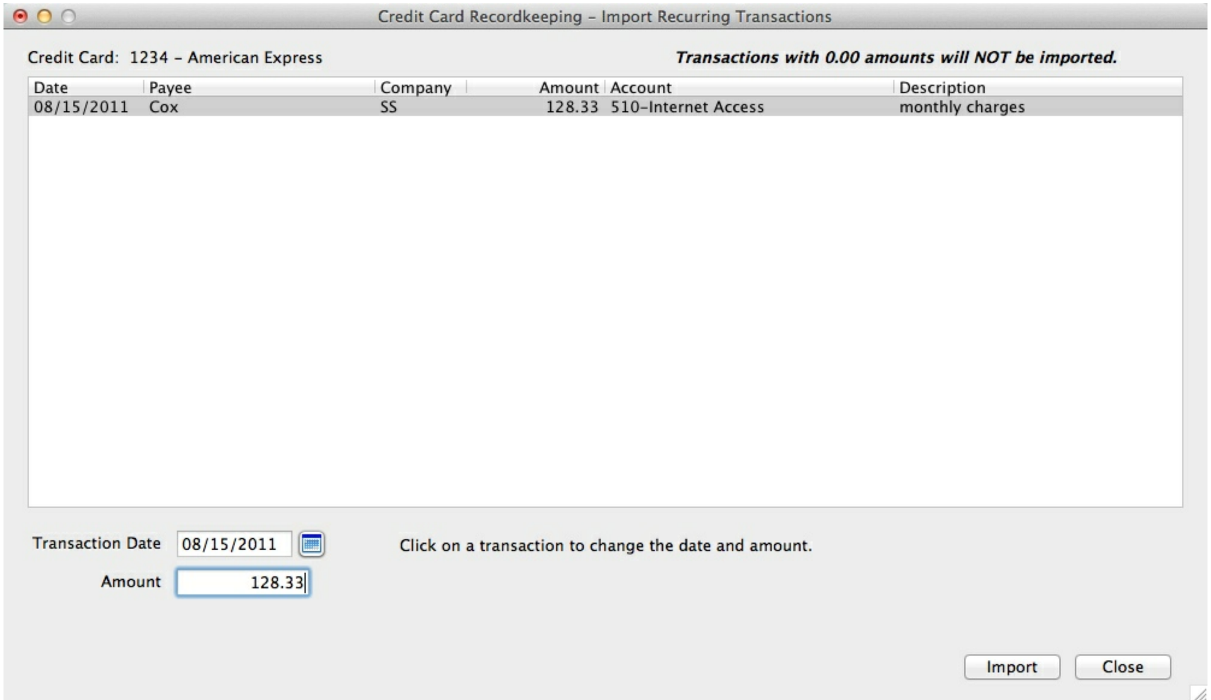
ADDING RECURRING TRANSACTIONS TO A STATEMENT

To add recurring transactions to a statement, the first thing you do is to create a new statement. Then click the "Import Recurring Transactions" on the Statements data entry screen as shown below.

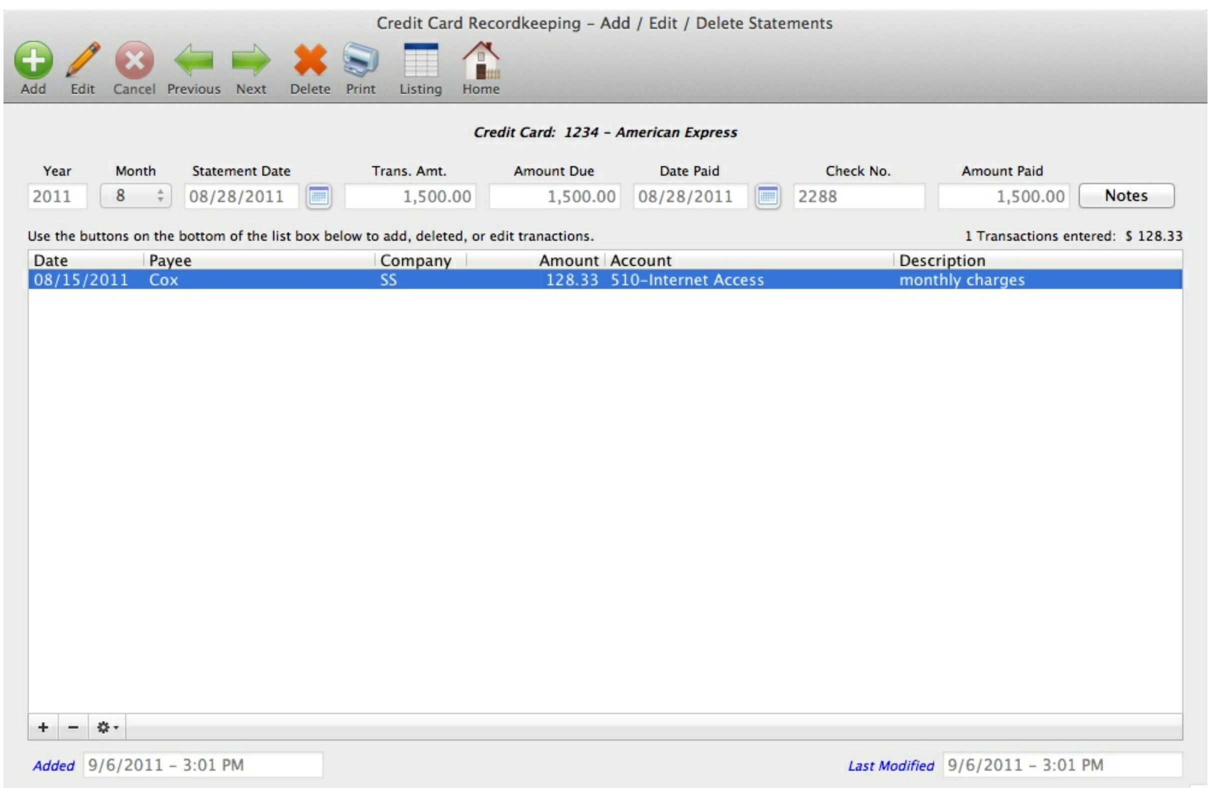


Next, a screen will be displayed that allows you to change the transaction date and amount before it is added to your statement. All you need to do is click on a transaction in the list box and change the date and amount in the fields at the bottom of the screen.

In the screen shot below, we changed the date of the transaction to 08/15/2011 and the amount to 128.33 before we import the transaction. When we are ready to import, we just click the Import button.



The screen below shows the statements screen after we click the Import button on the recurring transactions screen.



End of Credit Card Recordkeeping Help File