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Procedure for Entering Credit Card Charges

For businesses that use charge cards for some or all of their purchases, QuickBooks® has a feature to enter charges and reconcile with the credit card statement.

To use this feature you must first have a credit card type account in your chart of accounts for each credit card.

After setting up the credit card type account you can enter charges by:

- 1) Selecting the Banking menu and selecting Enter Credit Card Charges (Atl B H) – OR –
- 2) Selecting the icon for Enter Credit Card Charges from the Banking area on the Home page

Once open you will see a screen similar to the one below:

Entering a credit card charge is very similar to entering a bill. After entering the charge either click on Save & Close or Save & New.

After all credit card charges have been entered for the month and you have received your credit card statement you can reconcile the statement. To start the reconcile process see the documentation named “Reconcile Credit Cards”.

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