

How to deal with credit card payments and statements

1. First you need to set up your Credit Card as an account, see here for this:

<https://sortmybooks.zendesk.com/entries/20937266-how-to-set-up-bank-accounts-loan-accounts-drawings-director-loan-bank-account-types>

2. Next record your credit card purchases.

- a. If you are reclaiming VAT on a credit card purchase, enter it in as a purchase invoice (click Purchases, Invoices) and select your credit card account as the account you paid it out of.

<https://sortmybooks.zendesk.com/entries/20405717-purchase-invoices>

- b. For non-vat incidentals, you can record these under Accounts, Misc Payments. Make sure to select your Credit Card Accounts as the account you paid it out of.

<https://sortmybooks.zendesk.com/entries/20738468-how-to-add-a-miscellaneous-payment>

3. Finally, when you want to record your monthly payment transfer to your credit card, you can use the account transfer process:

<https://sortmybooks.zendesk.com/entries/514769-account-transfers>