



Using the *Transaction Comments* field, which is located immediately following the *Select Vendor/Payee* field in the *Enter Bills* (see Transaction arrow), will allow tracking of the individual vendors on a credit card.

Example: Entering multiple charges for one Vendor on a Credit Card

Go to *Accounting>Enter Bills*

- Enter the *Date Occurred* (date of particular transaction)
- Choose the *Credit Card Vendor*
- To the right of the Vendor in *Transaction Comments* enter the Store name.
- Choose the *Expense Account*
- Enter the transaction *Amount*
- In *Line Item Comments*, you may indicate what was purchased
- Click on the '+' then enter the next *Expense>Amount>item purchased* in the *Line Item Comments*
- Click on *Done – Add to Batch*
- Repeat as necessary

This process will allow you to *Sort by Transaction Comments*. You may also *Export* the data and sort in Excel.

The screenshot shows the 'Enter Bills' window with the following data:

Expense/Income Accounts	Amount	CR Memo	*Line Item Comments
5.10.450 - Office Expense	32.00	<input type="checkbox"/>	Printer Paper
5.10.510 - Nursery	15.00	<input type="checkbox"/>	Baby Wipes
5.10.415 - Custodian Supplies	58.00	<input type="checkbox"/>	Cleaning Supplies

Summary: Total: \$73.00

Buttons: Clear Transaction, DONE - Add To Batch (Ctrl +)

Unposted Bills Batch (0)

Vendor/Payee	Date Occurred	Amount	Invoice #	Due Date	Transaction Comments

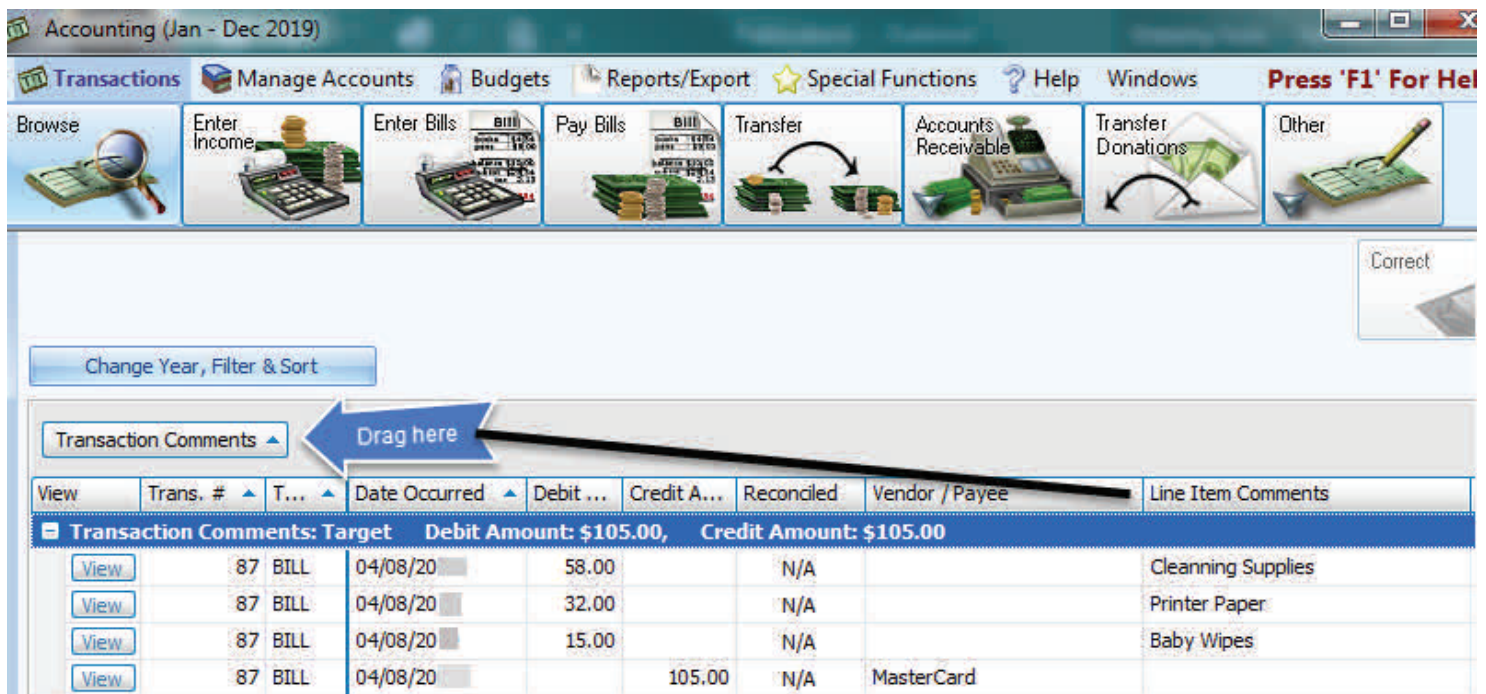
Buttons: Edit, Remove, Print, Save Batch, Post, Post & Pay These Bills

* Use the INS column in Pay Bills to insert comments onto check stubs.

This same process may be used to enter a single purchase. Simply add each single purchase by entering the Vendor in Transaction Comments and enter the single *Expense Account*>*Amount* and *Line Item Comments*, if desired. Click *DONE – Add to Batch*.

This example gives you the ability to Sort by the *Transaction Comments*

- Go to *Transactions*>*Browse*
- Go to the *Transaction Comments* column and drag it up to gray area below *Filter and Sort*
- Be sure to click on the + to the left of the *Transaction Comments*, this will allow you to view the individual transactions for your credit card by Vendor.



Accounting (Jan - Dec 2019)

Transactions Manage Accounts Budgets Reports/Export Special Functions Help Windows Press 'F1' For Help

Browse Enter Income Enter Bills Pay Bills Transfer Accounts Receivable Transfer Donations Other

Change Year, Filter & Sort

Transaction Comments **Drag here**

View	Trans. #	T...	Date Occurred	Debit ...	Credit A...	Reconciled	Vendor / Payee	Line Item Comments
Transaction Comments: Target Debit Amount: \$105.00, Credit Amount: \$105.00								
View	87	BILL	04/08/20	58.00		N/A		Cleaning Supplies
View	87	BILL	04/08/20	32.00		N/A		Printer Paper
View	87	BILL	04/08/20	15.00		N/A		Baby Wipes
View	87	BILL	04/08/20		105.00	N/A	MasterCard	