

# EFS Software V4.0

## Schedule F

### How to Report Credit Card Payments

When reporting credit card payments, report the transaction in the following manner:

#### Credit Card Payment Example

**First Entry:** Provide the date the credit card was paid, choose **OTHER** in the purpose code column, provide the credit card name and address; the check, debit, credit card number etc. in the check/ref no. column for method of payment; enter the total amount of the credit card payment in the amount paid column and enter “Credit Card Payment” in the explanation column.

**Subsequent Entries:** Provide the date the vendor was paid by the credit card, choose the purpose code for the vendor payment, provide the vendor name and address and enter an R after the CREDIT# (CREDIT 1R) in the check/ref no. column. Leave the amount paid column blank. Enter the amount for each vendor with the word “memo” in the explanation column. The total of all memo amounts must equal the amount paid.

**Unitemized entries:** For those items under \$50.00, and not requiring itemization, use purpose code **OTHER** and enter “unitemized” under payee. In the explanation column use the word “memo” with the total unitemized amount.

Transactions for Schedule F (Expenditures/Payments)									
DATE PAID	PURPOSE CODE	PAYEE	STREET	CITY	STATE	ZIP CODE	CHECK/REF NO.	AMOUNT PAID	EXPLANATION
07/01/2014	OTHER	MASTER CARD	20 PEARL STREET	ALBANY	NY	12207	CREDIT 1	\$2,000.00	CREDIT CARD PAYMENT
05/01/2014	PRINT	THE PRINT PLACE	27 LARK STREET	ALBANY	NY	12207	CREDIT 1R		MEMO \$1,000.00 Signs & Mailers
06/01/2014	OFFICE	STAPLES	45 BROADWAY	ALBANY	NY	12207	CREDIT 1R		MEMO \$300.00 Stationary & Envelopes
06/15/2014	POSTA	US POST OFFICE	79 NEW SCOTLAND AVENUE	ALBANY	NY	12207	CREDIT 1R		MEMO \$400.00 Stamps for Mailers
07/11/2014	OTHER	UNITEMIZED					CREDIT 1R		MEMO \$300.00