

Handling Credit Card Payments in RPM

Add a client called "Credit Card"

Client Information

Close | Sched Pmts | Sched Deps | Sched Xfer | View Trans | Assets | Graph

Select Client: **Card, Credit** | Filter Clients | Active | Inactive | All | Support Type: **Financial**

Basic | Personal | Housing/Income | Impairments | Events | Case Notes | Notes | Contacts | Photo | Documents | Test Scores | Custom

Basic

Name: **Credit Card** (First, MI, Last)

Address 1: | Phone: | Cell Phone: |

Address 2: | SSN: | View/Edit: | Claim #s: |

City/St/Zip: | Birth Date: | Current Age: **0**

Status

Client Type: | Support Type: **Financial** | Add Date: **01/01/2019**

Acct. Manager: | Status: **Active** | Start Date: **01/01/2019**

Mass Account(s)

Account Name	Balance	Default	Bal. Payout	Inactive
x Checking	\$0.00	<input checked="" type="checkbox"/>		
x				

Total Balance: Account(s) \$0.00, Assets \$0.00

Account(s) Balance: Minimum, Limit

Individual Account(s)

Account Name	Balance	Default	Account #	Bank	First Chk #	Bal. Payout	Inactive
x							

When making payments using the credit card, enter the payment as a transfer from the client to the Credit Card

Enter Transfer

Close | Delete

Transfer From

Client: **Abbott, Lisa A**

Account: **Checking: Mass**

Date: **10/04/2019** | Account Bal.: \$464.73

Amount: **\$50.00** | Minimum Bal.: \$0

Transfer To

Client: **Card, Credit**

Account: **Checking: Mass**

Transfer Category

Category: **Cable**

Transfer Notes

Notes: **Transfer from Lisa A Abbott to Credit Card in account Checking: Mass**

Each transfer will consist of two transactions.

One transaction will be shown for the "Transfer From" client and account. This amount and will be deducted from the client's account balance. The payment method will be "Transfer Out" if the transfer is going to a different bank account. The payment method will be "Transfer" if the transfer is to another client within the same mass account.

A second transaction will be shown for the "Transfer To" client and account. The amount for this transaction will be added to the client's account balance. The payment method will be "Transfer In" if the transfer is from a different bank account. The payment method will be "Transfer" if the transfer is from another client within the same mass account.

The Category will be "Xfer" if the transfer is between different accounts for the same client. For transfers between different clients, the Category will need to be selected from the available payment categories.

This will remove the money from the client's balance and add it to the credit card balance.

You can see the balance on the credit card under the Credit Card client:

Client Information

Close | Schd Pmts | Schd Deps | Schd Xfer | View Trans | Assets | Graph

Select Client: **Card, Credit** | Filter Clients | Active | Inactive | All | Support

Basic | Personal | Housing/Income | Impairments | Events | Case Notes | Notes | Contacts | Photo | Documents | Te

Basic

Name: **Credit** | **Card** (First, Mi, Last)

Address 1: | Phone: | Cell Phone: |

Address 2: | SSN: | View/Edit | Claim #s |

City/St/Zip: | Birth Date: | Current Age: **0**

Status

Client Type: | Support Type: **Financial** | Add Date: **01/01/2019**

Acct. Manager: | Status: **Active** | Start Date: **01/01/2019**

Mass Account(s)

	Account Name	Balance	Default	Bal.	Payout	Inactive
<input checked="" type="checkbox"/>	Checking	\$85.78	<input checked="" type="checkbox"/>			
* <input checked="" type="checkbox"/>						

Total Balance

Account(s): **\$85.78**

Assets: **\$0.00**

When you get the credit card bill to pay, you can make a payment to the credit card vendor from the credit card client:

Transaction Information | **Enter Payment**

Close | Delete

Client: **Card, Credit** | Pay To: Client | Vendor | One Time Vendor

Account: **Checking: Mass** | Category: **Credit Card**

Use the Payment Method "Print" to print a check.

Use the Payment Method "Manual Check" to record a manual or handwritten check.

Account Bal. **\$85.78**

Minimum Bal. **\$0**

Pay To: **Credit Card Vendor** | Date: **10/04/2019** | \$ **\$85.78**

** DEMO ** Eighty Five and 78/100 ** NON-NEGOTIABLE ***** Dollars

Vendor Address: **1** | Mail to Client: | Sort by Client:

Mail To: **Credit Card Vendor** | Notes:

P O Box 1050

Louisville KY 40205-

Memo: **Card, Credit - Credit Card**

Payment Method: **Print** | Batch Payment: | Check #: | Receipt Required: