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Credit Card Process

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ASCENDER - Credit Card Process

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The purpose of this document is to guide you through the necessary credit card processing steps, which include processing credit card payments to vendors, reconciling credit card statements, and then processing payments to the credit card company.

This document assumes that you are familiar with the basic features of the ASCENDER Business System and have reviewed the ASCENDER Business Overview guide.

Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA’s process.

Prerequisites

❑ Update roles/users in Security Administration to allow credit card feature permissions. You can add permissions to an existing role or create a new role.

Credit Card Process

Credit card information cannot be edited once charges are posted to a card.

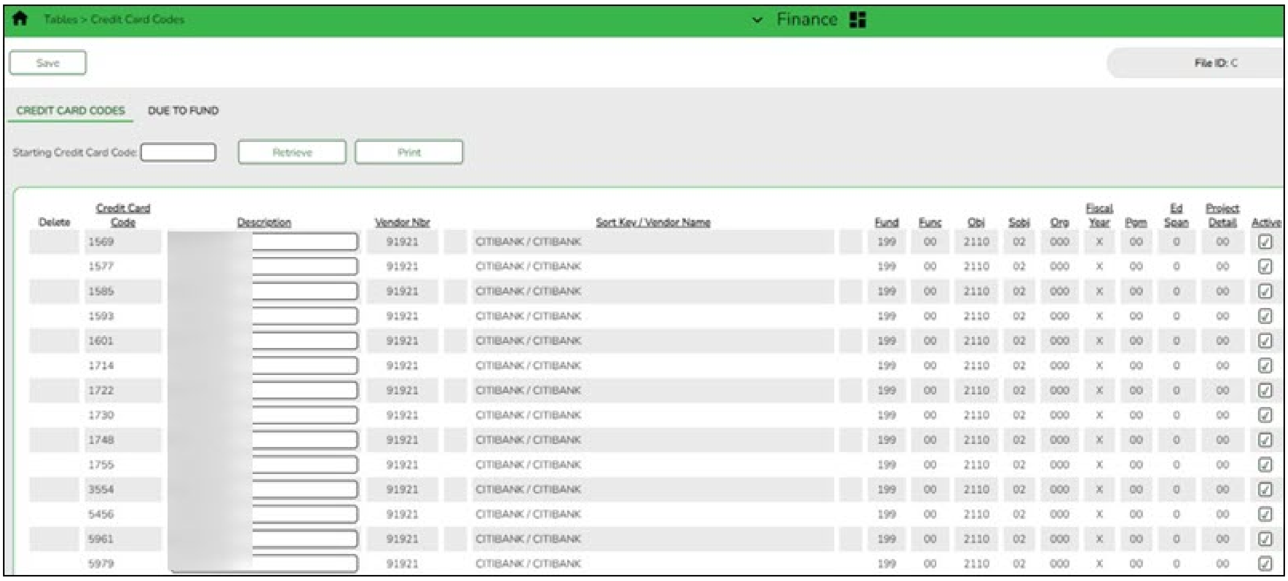
1. Set up credit card codes.

   ### Set up credit card codes

   Finance > Tables > Credit Card Codes

   Establish a list of credit card codes to be used by the local education agency (LEA). The credit card code table is necessary to complete credit card functions in Finance, Purchasing, and District Administration.

   Multiple credit cards can be set up for a credit card company. The account code must be a liability account (2XXX). A different account code can be used for each credit card to make it easier to verify transactions if the credit card statement does not reconcile to the transactions in ASCENDER. This account should be different from previously used liability accounts.



Starting Credit Card Code:

Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Fund	Func	Obj	Sobj	Org	Fiscal Year	Pgm	Ed Span	Project Detail	Active
	1569	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	1577	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	1585	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	1593	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	1601	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	1714	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	1722	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	1730	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	1748	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	1755	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	3554	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	5456	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	5961	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑
	5979	[redacted]	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	☑

Notes:

- Credit card codes can be assigned to individual users on the District Administration > Maintenance > User Profiles > Purchasing Credit Cards tab.
- All credit card account code components must exist on the **Finance > Tables > Account Codes** page.
- The contra account is the credit card account from the credit card table even though it is different from the purchasing fund. This means that due to/due from accounts will be created to complete the accounting transactions.

❑ Click **+Add** to add a row.

Credit Card Code	Type a unique user-defined credit card code. The field can be a maximum of six alphanumeric characters. It is helpful to use the last 4 digits of the credit card.
Description	Type a user-defined credit card description. The field can be a maximum of 30 alphanumeric characters. It is helpful to use the name of the credit card.
Vendor Nbr	Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The **Vendor Name** field is automatically populated with the vendor name. If the vendor number is not known, click ⋮. The Vendors directory is displayed. **Note**: The vendor number represents the credit card company (e.g., Bank of America).

Vendor Name	Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The **Vendor Number** field is automatically populated with the vendor number. If the vendor name is not known, click ⋮. The Vendors directory is displayed. **Note**: The vendor name represents the credit card company (e.g., Bank of America).
Account Code	Type the 20-digit account code of the payable account. The object code must be a class 2XXX account. All account code components must exist on the Finance > Tables > Account Code page. **Note**: You can use one account for all credit cards or set up a separate account for each credit card. The account code is divided into the following components: **Fund** **Function** **Object** **Sub-Object** **Organization** **Fiscal Year** - This field is display only and defaults to X indicating that the current fiscal year for the account code offset is used when creating credit card transactions. You can verify the fiscal year on the Tables > District Finance Options page. **Program Intent** **Educational Span** **Project Detail**
Active	Select to allow the use of the credit card code in Purchasing. The field is selected by default; however, you can clear the field to restrict the use of the credit card code in Purchasing.

☐ Click **Save**.

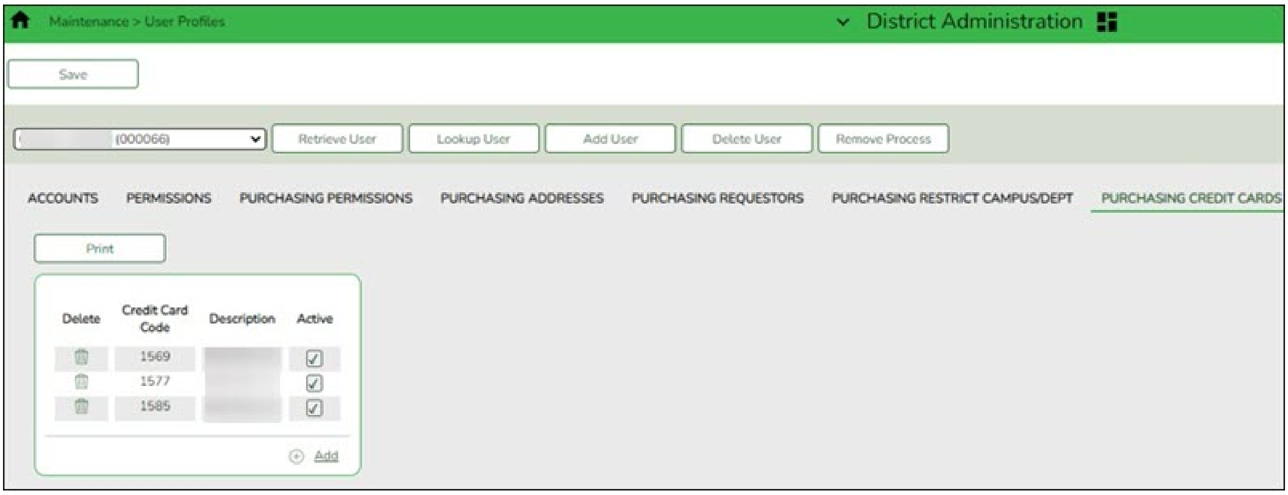
2. (Optional) Assign credit card codes to users.

(Optional) Assign credit card codes to users

District Administration > Maintenance > User Profiles > Purchasing Credit

Assign specific credit card codes to individual requisition users. If users will not be selecting a credit card code when creating and submitting a requisition, then credit card codes do not need to be assigned to users. The business office can select a credit card code on the PO at the time the payable transaction is entered in Finance.

If a specific credit card code is assigned to a user, the user can select from their assigned list of active credit card codes in the **Credit Card Code** drop-down field when entering a requisition on the Purchasing > Maintenance > Create/Modify Requisition and Create/Modify Contract Requisition pages in Purchasing.


Maintenance > User Profiles
District Administration
Save
Retrieve User
Lookup User
Add User
Delete User
Remove Process
ACCOUNTS
PERMISSIONS
PURCHASING PERMISSIONS
PURCHASING ADDRESSES
PURCHASING REQUESTORS
PURCHASING RESTRICT CAMPUS/DEPT
PURCHASING CREDIT CARDS
Print
Add

[redacted] (000066)

Delete	Credit Card Code	Description	Active
🗑	1569	[redacted]	☑
🗑	1577	[redacted]	☑
🗑	1585	[redacted]	☑

❑ Click **+Add** to add a row. The Credit Card Directory is displayed.

- Select one or more credit card codes to assign to the selected user. Only credit card codes that exist on the Finance > Tables > Credit Card Codes tab are displayed.
- Type data in the **Search** field to narrow the list of credit card codes displayed in the list.
- Click **OK** to continue and return to the Purchasing Credit Cards tab.
- Click **Cancel** to return to the Purchasing Credit Cards tab without making a selection.

Field	**Description**
Credit Card Code	The user-defined credit card code is displayed.
Description	The user-defined credit card code description is displayed.
Active	Indicates the credit card code status.

❑ Click **Save**.

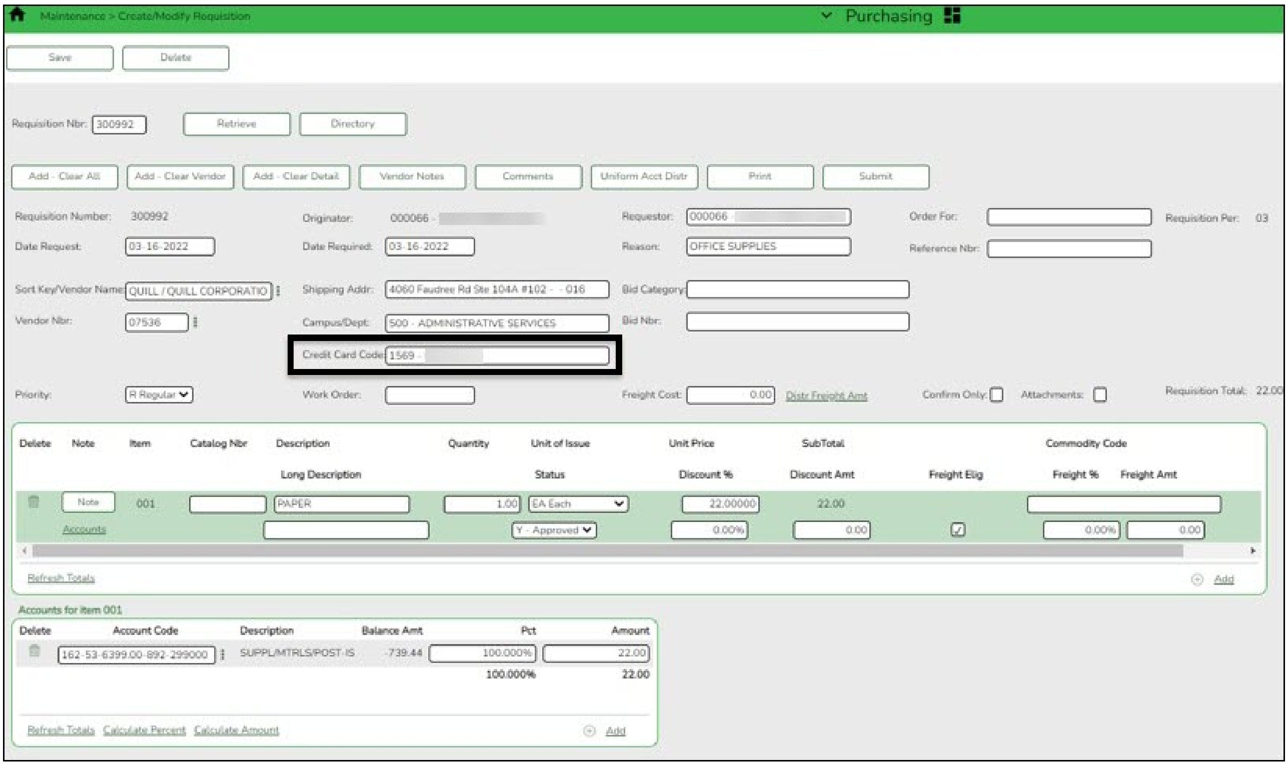
3. Create credit card transactions.

Create credit card transactions

After the above steps are completed, you can use one of the following three methods to create credit card transactions.

1. Create a requisition in Purchasing

Purchasing > Maintenance > Create/Modify Requisition


Maintenance > Create/Modify Requisition
Purchasing
Save
Delete
Retrieve
Directory
Add - Clear All
Add - Clear Vendor
Add - Clear Detail
Vendor Notes
Comments
Uniform Acct Distr
Print
Submit
Distr Freight Amt
Refresh Totals
Add
Calculate Percent
Calculate Amount

Requisition Nbr: 300992

Requisition Number: 300992
Originator: 000066 - [redacted]
Requestor: 000066 - [redacted]
Order For:
Requisition Per: 03
Date Request: 03-16-2022
Date Required: 03-16-2022
Reason: OFFICE SUPPLIES
Reference Nbr:
Sort Key/Vendor Name: QUILL / QUILL CORPORATIO
Shipping Addr: 4060 Faudree Rd Ste 104A #102 - - 016
Bid Category:
Vendor Nbr: 07536
Campus/Dept: 500 - ADMINISTRATIVE SERVICES
Bid Nbr:
Credit Card Code: 1569 - [redacted]
Priority: R Regular
Work Order:
Freight Cost: 0.00
Confirm Only: ☐
Attachments: ☐
Requisition Total: 22.00

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal		Commodity Code	
				Long Description		Status	Discount %	Discount Amt	Freight Elig	Freight %	Freight Amt
	Note	001		PAPER	1.00	EA Each	22.00000	22.00			
	Accounts					Y - Approved	0.00%	0.00	☑	0.00%	0.00

Accounts for Item 001

Delete	Account Code	Description	Balance Amt	Pct	Amount
	162-53-6399.00-892-299000	SUPPL/MTRLS/POST-IS	-739.44	100.000%	22.00
				100.000%	22.00

❑ Create a requisition.

- In the **Credit Card Code** field, press the SPACEBAR to view a list of credit card codes tied to your user profile. Select the appropriate credit card code.

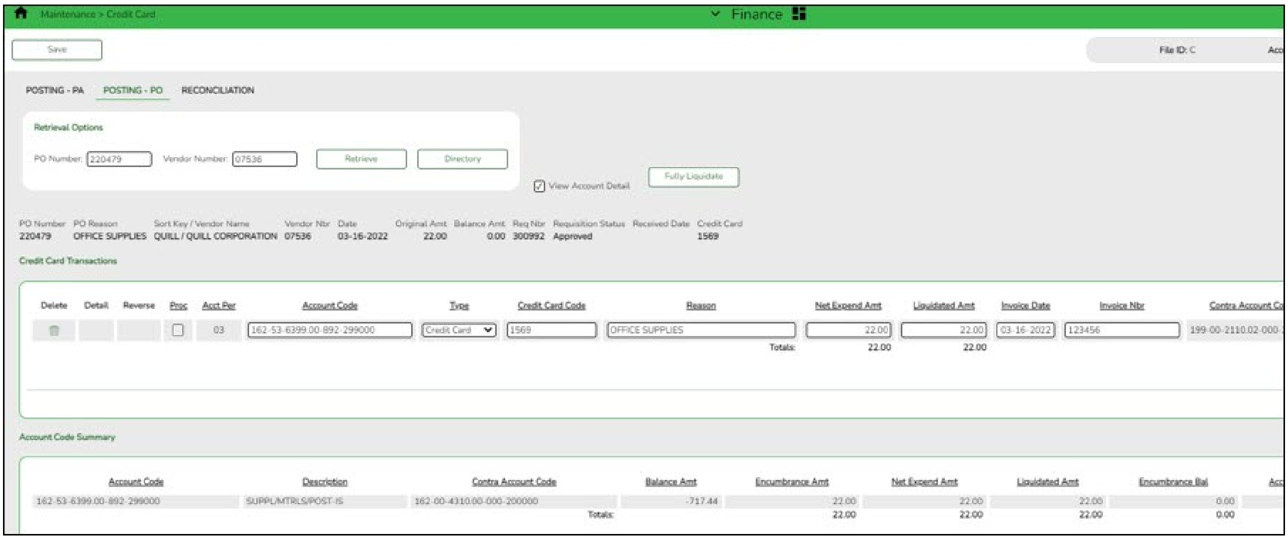
Reminder: The vendor selected on the requisition is the vendor that is being paid with the credit card, not the credit card company.

Soft encumbrance:

162-53-6399-00-892-299000	Debit	
162-00-4310-01-000-200000		Credit

Post the payable transaction:

Finance > Maintenance > Credit Card > Posting - PO Tab



PO Number: 220479 Vendor Number: 07536

☑ View Account Detail

PO Number	PO Reason	Sort Key / Vendor Name	Vendor Nbr	Date	Original Amt	Balance Amt	Req Nbr	Requisition Status	Received Date	Credit Card
220479	OFFICE SUPPLIES	QUILL / QUILL CORPORATION	07536	03-16-2022	22.00	0.00	300992	Approved		1569

Credit Card Transactions

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account Co
			☐	03	162-53-6399.00-892-299000	Credit Card	1569	OFFICE SUPPLIES	22.00	22.00	03-16-2022	123456	199-00-2110.02-000-
								Totals:	22.00	22.00			

Account Code Summary

Account Code	Description	Contra Account Code	Balance Amt	Encumbrance Amt	Net Expend Amt	Liquidated Amt	Encumbrance Bal	Acc
162-53-6399.00-892-299000	SUPPL/MTRLS/POST-IS	162-00-4310.00-000-200000	-717.44	22.00	22.00	22.00	0.00	
		Totals:		22.00	22.00	22.00	0.00	

❑ After the requisition is approved, retrieve the PO to post or create the payable transaction (credit card transaction).

- The contra account is the credit card account from the credit card table even though it is different from the purchasing fund. This means that due to/due from accounts will be created to complete the accounting transactions.

Encumbrance liquidation:

162-00-4310-00-000-200000	Debit	
162-53-6399-00-892-299000		Credit

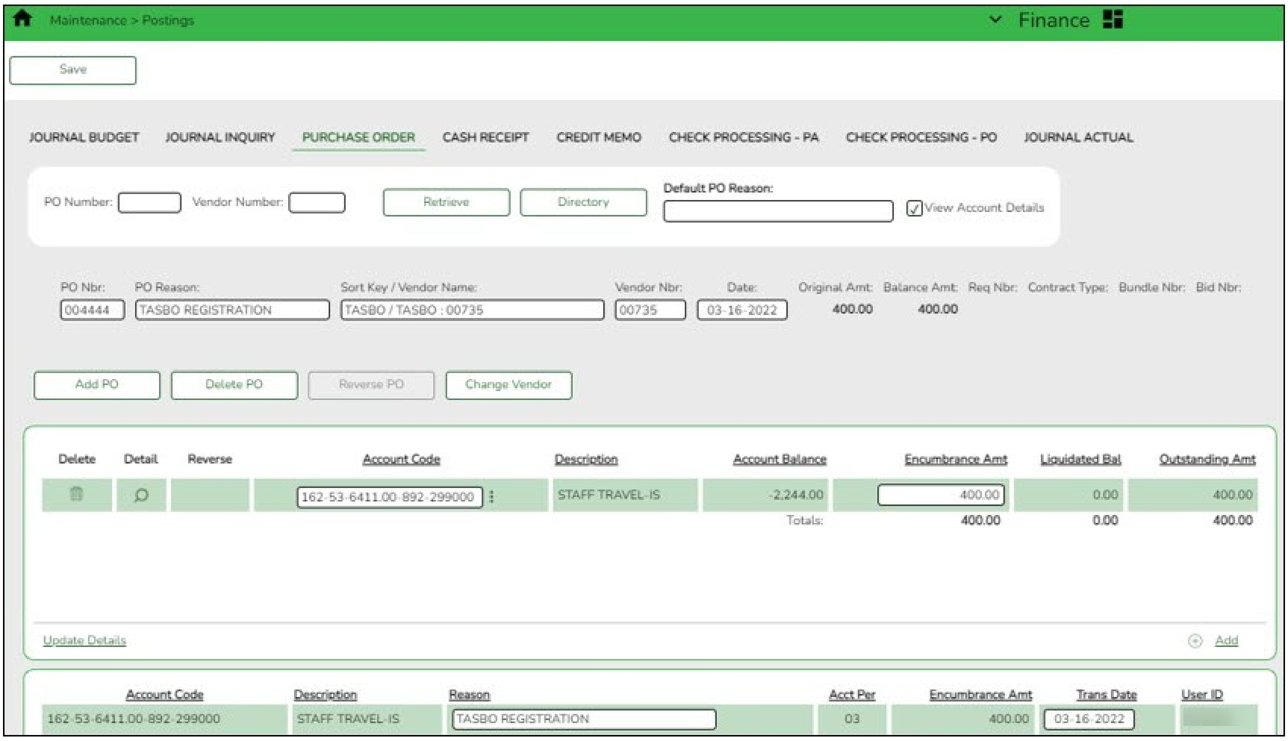
Expenditure:

162-53-6399-00-892-299000	Debit	
162-00-2177-99-000-200000		Credit
199-00-1261-00-000-200000	Debit	
199-00-2110-01-000-200000		Credit

---

2. **Create a PO in Finance**

Finance > Maintenance > Postings > Purchase Order


Maintenance > Postings
Finance
Save
JOURNAL BUDGET
JOURNAL INQUIRY
PURCHASE ORDER
CASH RECEIPT
CREDIT MEMO
CHECK PROCESSING - PA
CHECK PROCESSING - PO
JOURNAL ACTUAL
Retrieve
Directory
Add PO
Delete PO
Reverse PO
Change Vendor
Update Details
Add

PO Number: Vendor Number: Default PO Reason: ☑ View Account Details

PO Nbr:	PO Reason:	Sort Key / Vendor Name:	Vendor Nbr:	Date:	Original Amt:	Balance Amt:	Req Nbr:	Contract Type:	Bundle Nbr:	Bid Nbr:
004444	TASBO REGISTRATION	TASBO / TASBO : 00735	00735	03-16-2022	400.00	400.00				

Delete	Detail	Reverse	Account Code	Description	Account Balance	Encumbrance Amt	Liquidated Bal	Outstanding Amt
			162-53-6411.00-892-299000	STAFF TRAVEL-IS	-2,244.00	400.00	0.00	400.00
					Totals:	400.00	0.00	400.00

Account Code	Description	Reason	Acct Per	Encumbrance Amt	Trans Date	User ID
162-53-6411.00-892-299000	STAFF TRAVEL-IS	TASBO REGISTRATION	03	400.00	03-16-2022	

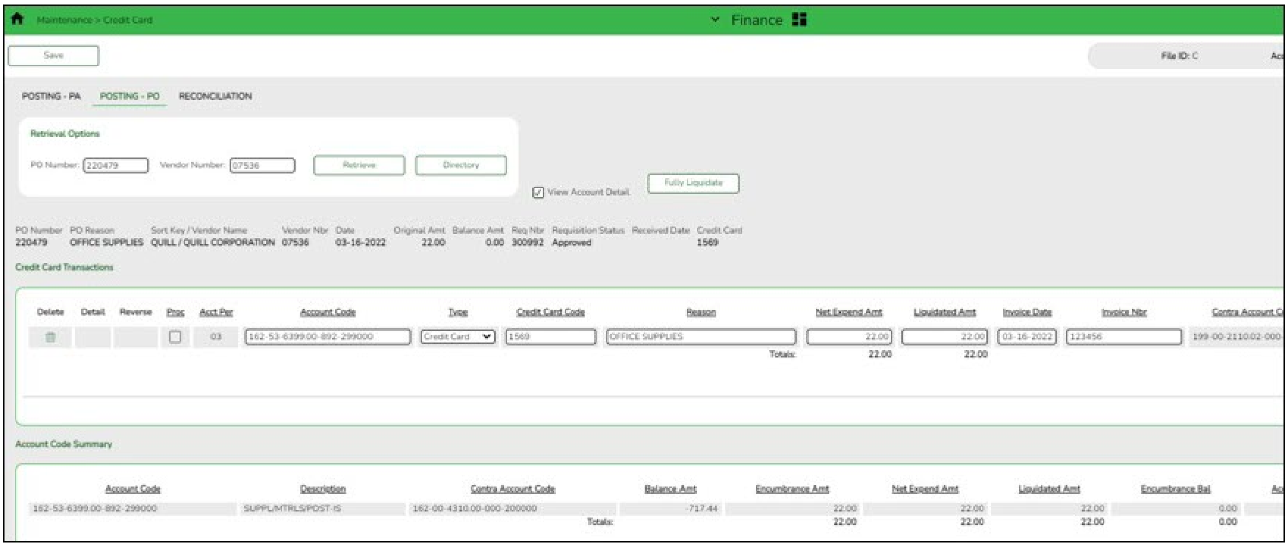
❑ Create a PO; however, in this case, the payable will be entered as a credit card transaction.

Encumbrance:

162-53-6411-00-892-299000	Debit	
162-00-4310-00-000-200000		Credit

Post the payable transaction:

Finance > Maintenance > Credit Card > Posting - PO


Maintenance > Credit Card
Finance
Save
File ID: C
POSTING - PA
POSTING - PO
RECONCILIATION
Retrieval Options
Retrieve
Directory
Fully Liquidate
Credit Card Transactions
Account Code Summary

PO Number: 220479 Vendor Number: 07536

☑ View Account Detail

PO Number	PO Reason	Sort Key / Vendor Name	Vendor Nbr	Date	Original Amt	Balance Amt	Req Nbr	Requisition Status	Received Date	Credit Card
220479	OFFICE SUPPLIES	QUILL / QUILL CORPORATION	07536	03-16-2022	22.00	0.00	300992	Approved		1569

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account C
			☐	03	162-53-6399.00-892-299000	Credit Card	1569	OFFICE SUPPLIES	22.00	22.00	03-16-2022	123456	199-00-2110.02-000-
								Totals:	22.00	22.00			

Account Code	Description	Contra Account Code	Balance Amt	Encumbrance Amt	Net Expend Amt	Liquidated Amt	Encumbrance Bal	Ac
162-53-6399.00-892-299000	SUPPL/MTRLS/POST-IS	162-00-4310.00-000-200000	-717.44	22.00	22.00	22.00	0.00	
		Totals:		22.00	22.00	22.00	0.00	

❑ Retrieve the PO to post the payable transaction (credit card transaction). Since this transaction was created without selecting a credit card code, a message is displayed as a reminder. On this tab, a credit card transaction is entered similarly to the Finance > Maintenance > Postings > Check Processing - PO tab.

- In the **Type** field, select the type of credit card transaction (*Purchase* or *Return*).

- In the **Credit Card Code** field, select the credit card code for the card used.

Encumbrance liquidation:

162-00-4310-00-000-200000	Debit	
162-53-6411-00-892-299000		Credit

Expenditure:

162-53-6411-00-892-299000	Debit	
162-00-2177-99-000-200000		Credit
199-00-1261-00-000-200000	Debit	
199-00-2110-01-000-200000		Credit

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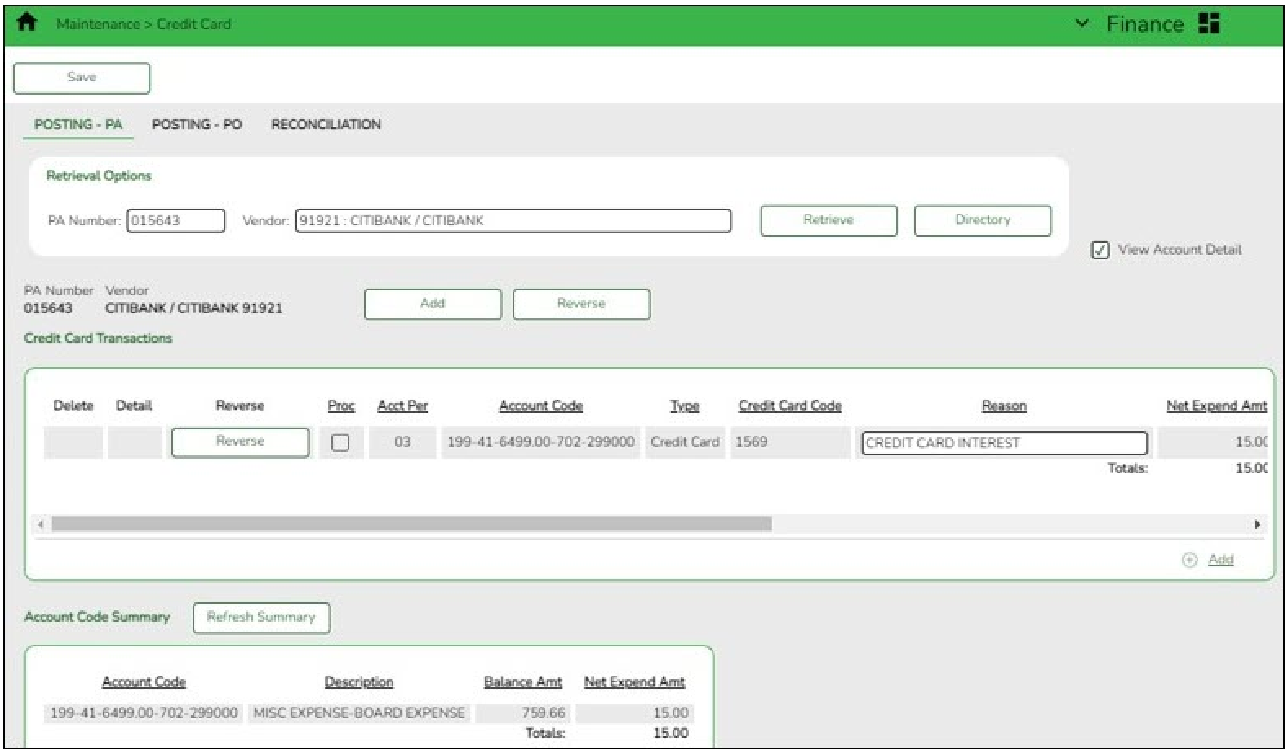
3. **Create a credit card PA in Finance**

Finance > Maintenance > Credit Card > Posting - PA


Maintenance > Credit Card
Finance
Save
POSTING - PA
POSTING - PO
RECONCILIATION
Retrieve
Directory
Add
Reverse
Refresh Summary
Add

Retrieval Options

PA Number: 015643 Vendor: 91921 : CITIBANK / CITIBANK

☑ View Account Detail

PA Number 015643

Vendor CITIBANK / CITIBANK 91921

Credit Card Transactions

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt
		Reverse	☐	03	199-41-6499.00-702-299000	Credit Card	1569	CREDIT CARD INTEREST	15.0
								Totals:	15.0

Account Code Summary

Account Code	Description	Balance Amt	Net Expend Amt
199-41-6499.00-702-299000	MISC EXPENSE-BOARD EXPENSE	759.66	15.00
		Totals:	15.00

❑ If a PO was not created, a credit card transaction can be posted as a PA.

Expenditure:

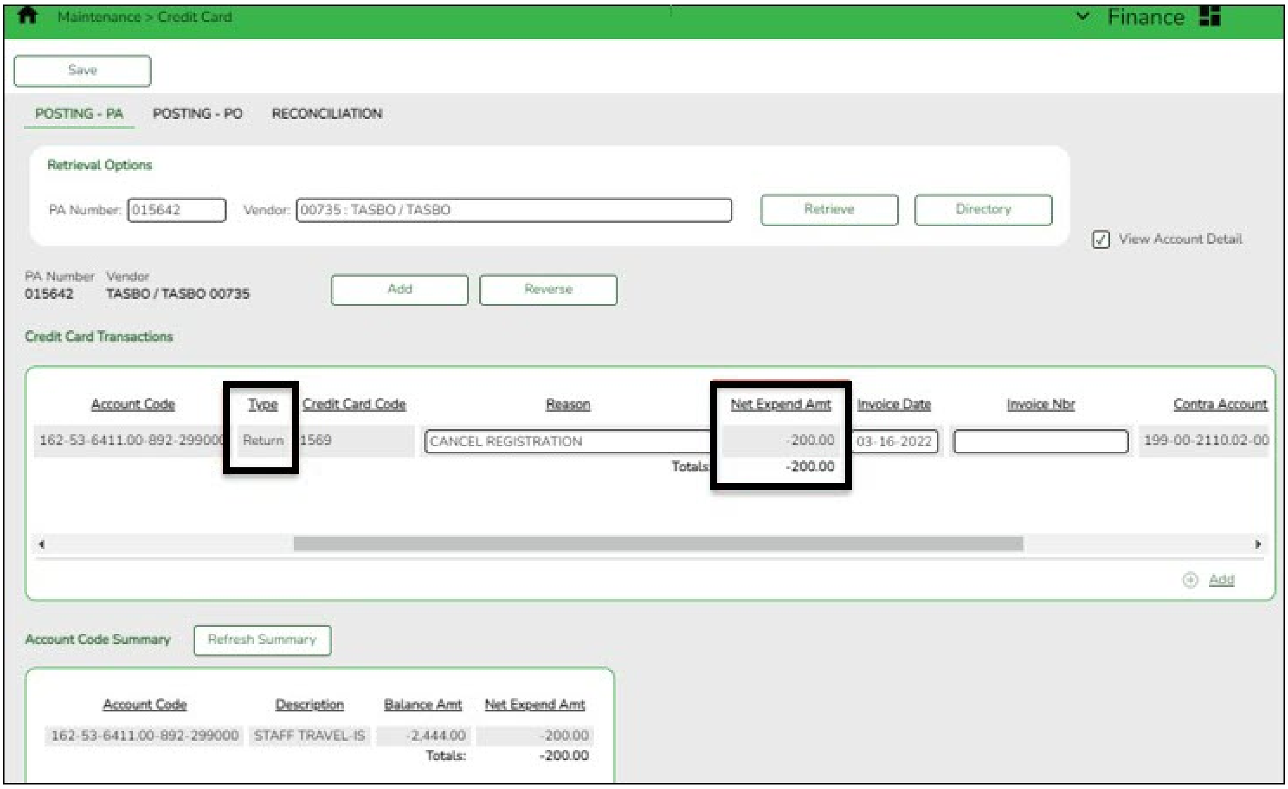
199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

4. Post returns.

Post returns

Finance > Maintenance > Credit Card > Posting - PA **or** Posting PO

To ensure that the check to the credit card company is correct, all returns must be posted before reconciling the credit card statement.



Retrieval Options

PA Number: 015642 Vendor: 00735 : TASBO / TASBO

☑ View Account Detail

PA Number 015642 Vendor TASBO / TASBO 00735

Credit Card Transactions

Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Account
162-53-6411.00-892-29900	Return	1569	CANCEL REGISTRATION	-200.00	03-16-2022		199-00-2110.02-00
			Totals	-200.00			

Account Code Summary

Account Code	Description	Balance Amt	Net Expend Amt
162-53-6411.00-892-299000	STAFF TRAVEL-IS	-2,444.00	-200.00
		Totals:	-200.00

Verify that the following fields are completed for a return:

- The **Type** field must be set to *Return*.
- The **Net Expend Amt** field must be a negative amount.
- A credit memo number must be entered in the **Credit Memo Nbr** field on this tab prior to saving the record.

In the above example, a return for $200 to cancel a TASBO registration was created on the Finance > Maintenance > Credit Card > Posting - PA tab.

Reverse expenditure:

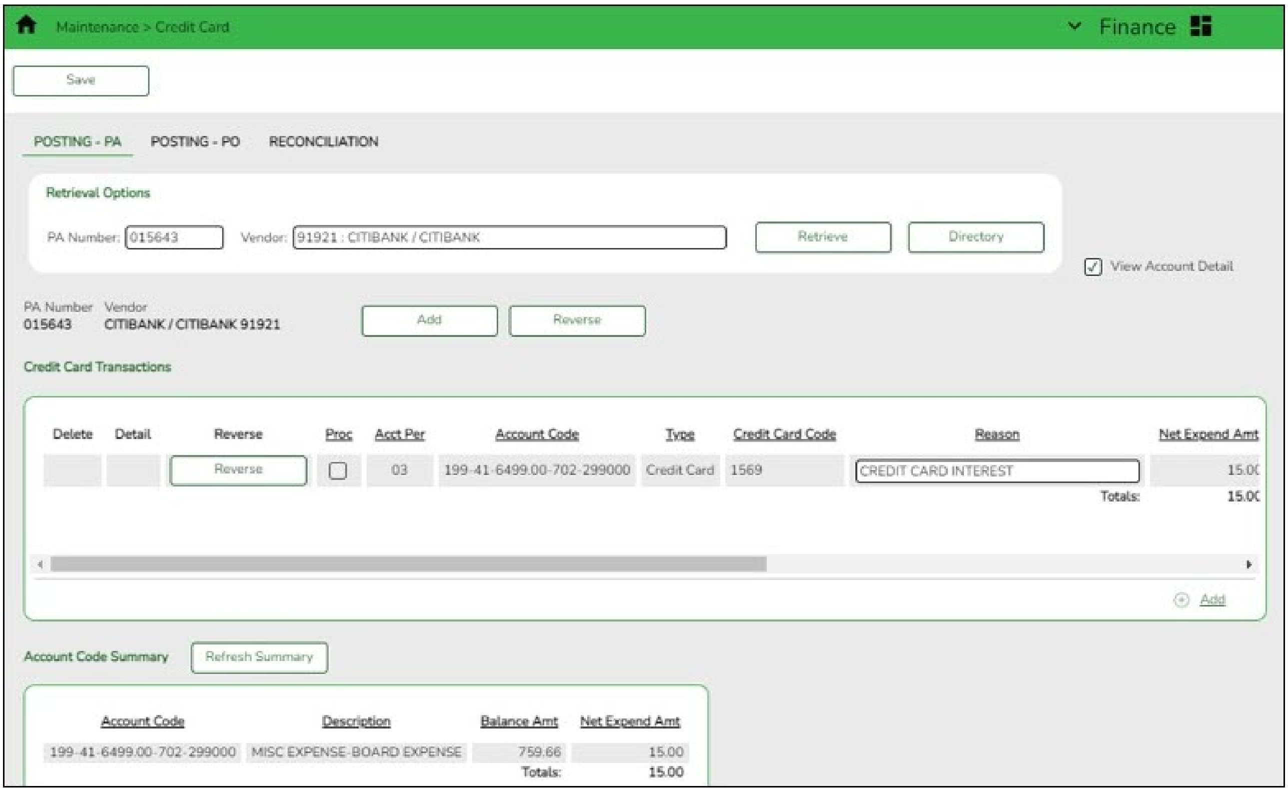
162-00-2177-99-000-200000	Debit	
162-53-6411-00-892-299000		Credit
199-00-2110-01-000-200000	Debit	
199-00-1261-00-000-200000		Credit

5. Post interest and miscellaneous charges.

Post interest and miscellaneous charges

Finance > Maintenance > Credit Card > Posting - PA

As needed, create transactions for interest and other miscellaneous charges as a credit card PA transaction.


Maintenance > Credit Card
Finance
Save
POSTING - PA
POSTING - PO
RECONCILIATION
Retrieval Options
Retrieve
Directory
Add
Reverse
Credit Card Transactions
Add
Account Code Summary
Refresh Summary

PA Number: 015643 Vendor: 91921 : CITIBANK / CITIBANK

☑ View Account Detail

PA Number 015643
Vendor CITIBANK / CITIBANK 91921

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt
		Reverse	☐	03	199-41-6499.00-702-299000	Credit Card	1569	CREDIT CARD INTEREST	15.0
								Totals:	15.0

Account Code	Description	Balance Amt	Net Expend Amt
199-41-6499.00-702-299000	MISC EXPENSE-BOARD EXPENSE	759.66	15.00
		Totals:	15.00

In the above example, a transaction of $15 for credit card interest was posted.

Expenditure:

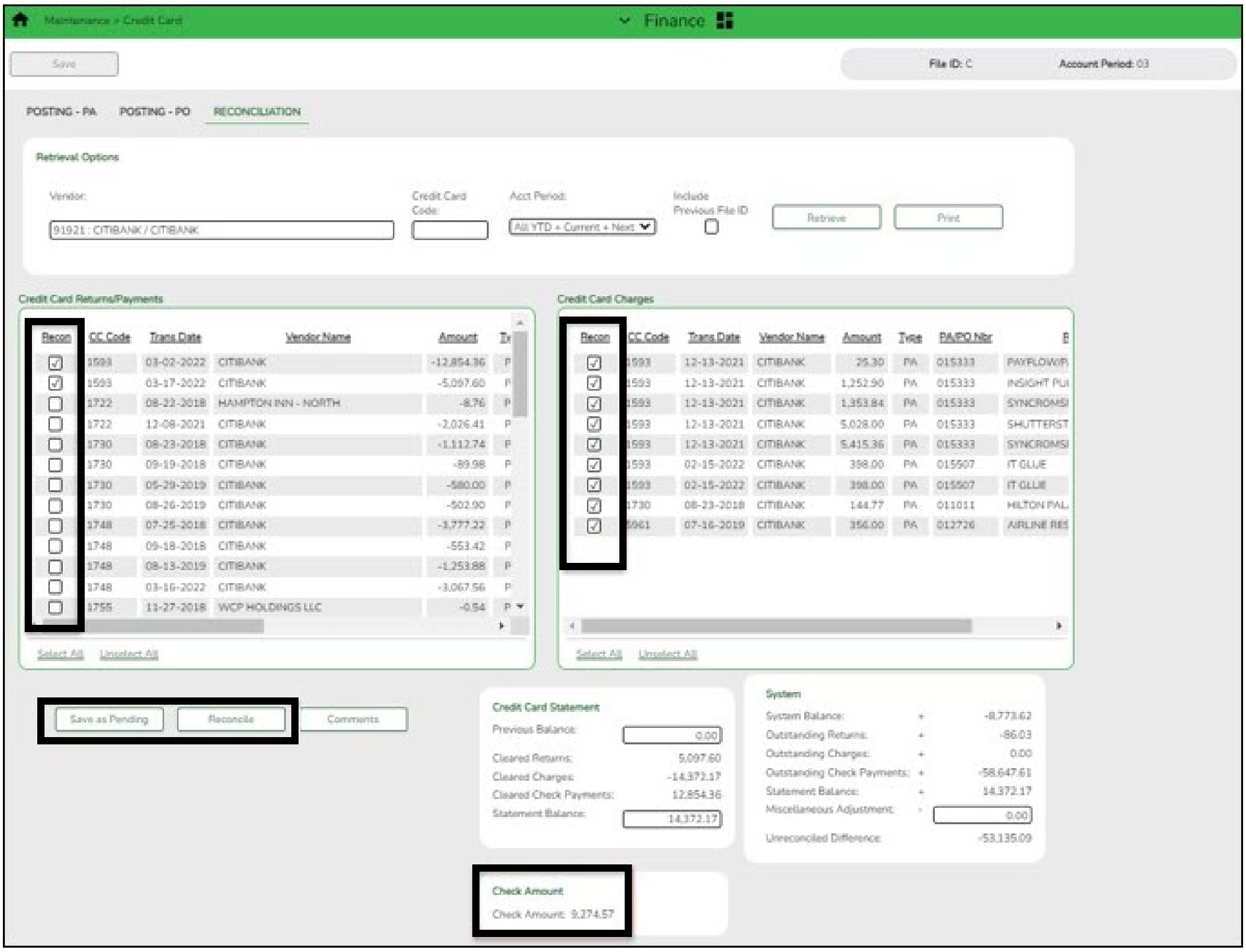
199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

6. Reconcile the credit card statement.

Reconcile the credit card statement

Finance > Maintenance > Credit Card > Reconciliation

After all credit card transactions are entered, reconcile the credit card statement to the credit card transactions.



Vendor: 91921 : CITIBANK / CITIBANK

Credit Card Code:

Acct Period: All YTD + Current + Next

Include Previous File ID ☐

Credit Card Returns/Payments

Recon	CC Code	Trans Date	Vendor Name	Amount	Ty
☑	1593	03-02-2022	CITIBANK	-12,854.36	P
☑	1593	03-17-2022	CITIBANK	-5,097.60	P
☐	1722	08-22-2018	HAMPTON INN - NORTH	-8.76	P
☐	1722	12-08-2021	CITIBANK	-2,026.41	P
☐	1730	08-23-2018	CITIBANK	-1,112.74	P
☐	1730	09-19-2018	CITIBANK	-89.98	P
☐	1730	05-29-2019	CITIBANK	-580.00	P
☐	1730	08-26-2019	CITIBANK	-502.90	P
☐	1748	07-25-2018	CITIBANK	-3,777.22	P
☐	1748	09-18-2018	CITIBANK	-553.42	P
☐	1748	08-13-2019	CITIBANK	-1,253.88	P
☐	1748	03-16-2022	CITIBANK	-3,067.56	P
☐	1755	11-27-2018	WCP HOLDINGS LLC	-0.54	P

Credit Card Charges

Recon	CC Code	Trans Date	Vendor Name	Amount	Type	PA/PO Nbr	P
☑	1593	12-13-2021	CITIBANK	25.30	PA	015333	PAYFLOW/P
☑	1593	12-13-2021	CITIBANK	1,252.90	PA	015333	INSIGHT PU
☑	1593	12-13-2021	CITIBANK	1,353.84	PA	015333	SYNCROMSI
☑	1593	12-13-2021	CITIBANK	5,028.00	PA	015333	SHUTTERST
☑	1593	12-13-2021	CITIBANK	5,415.36	PA	015333	SYNCROMSI
☑	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
☑	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
☑	1730	08-23-2018	CITIBANK	144.77	PA	011011	HILTON PAL
☑	5061	07-16-2019	CITIBANK	356.00	PA	012726	AIRLINE RES

Credit Card Statement

Previous Balance:	0.00
Cleared Returns:	5,097.60
Cleared Charges:	-14,372.17
Cleared Check Payments:	12,854.36
Statement Balance:	14,372.17

System

System Balance:	+	-8,773.62
Outstanding Returns:	+	-86.03
Outstanding Charges:	+	0.00
Outstanding Check Payments:	+	-58,647.61
Statement Balance:	+	14,372.17
Miscellaneous Adjustment:	-	0.00
Unreconciled Difference:		-53,135.09

Check Amount

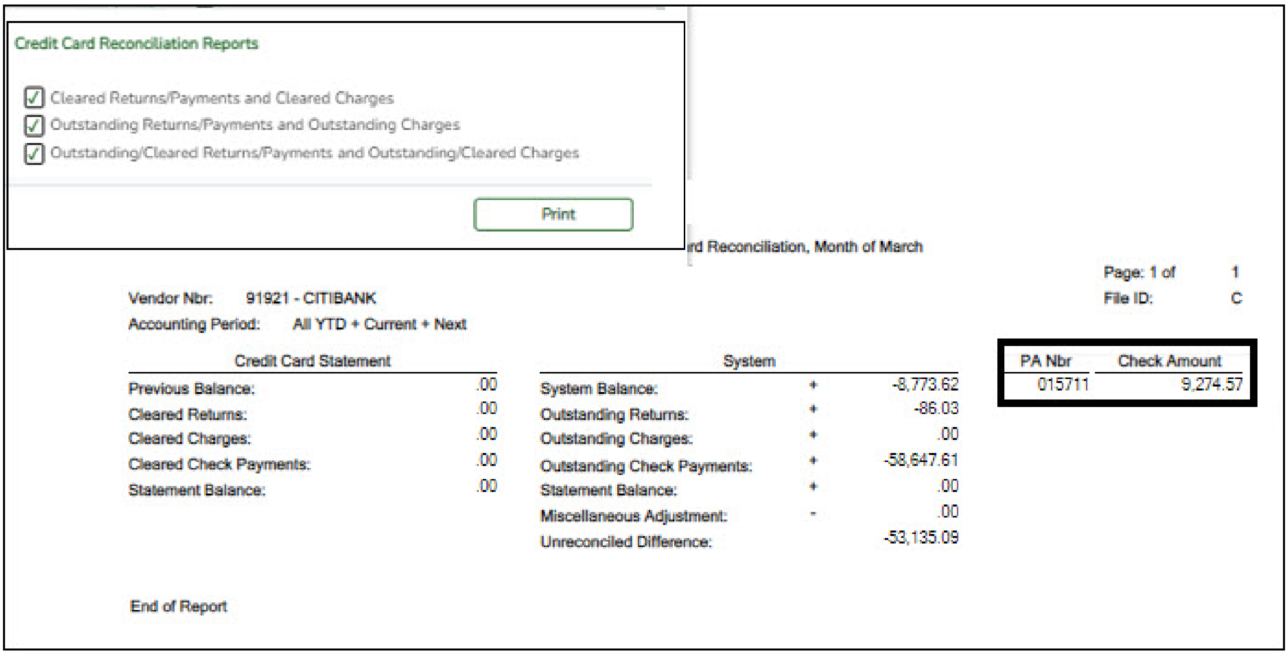
Check Amount: 9,274.57

❑ Use the following fields to begin the reconciliation process:

- In the **Vendor** field, select the credit card vendor (company).
- In the **Credit Card Code** field, select the applicable credit card code to retrieve all transactions that were entered for that credit card.
- In the **Statement Balance** field, enter the credit card balances from the credit card statement.
- Proceed to reconcile the credit card transactions. As returns/payments or charges are selected, the balance and the check amount totals are updated.

❑ Click **Save as Pending** to save and then when finished, click **Reconcile**.

During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the Finance > Maintenance > Credit Card > Reconciliation tab.



Credit Card Reconciliation Reports

☑ Cleared Returns/Payments and Cleared Charges
☑ Outstanding Returns/Payments and Outstanding Charges
☑ Outstanding/Cleared Returns/Payments and Outstanding/Cleared Charges

rd Reconciliation, Month of March

Page: 1 of 1
File ID: C

Vendor Nbr: 91921 - CITIBANK
Accounting Period: All YTD + Current + Next

PA Nbr	Check Amount
015711	9,274.57

Credit Card Statement	
Previous Balance:	.00
Cleared Returns:	.00
Cleared Charges:	.00
Cleared Check Payments:	.00
Statement Balance:	.00

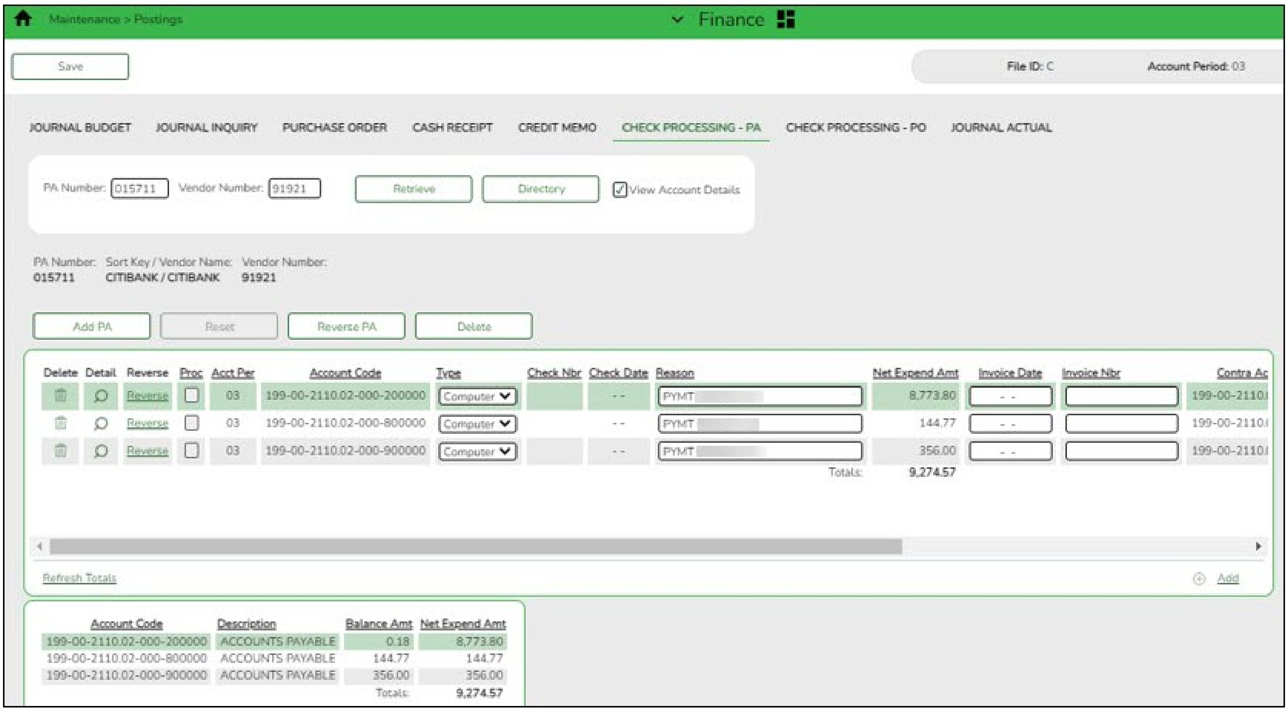
System		
System Balance:	+	-8,773.62
Outstanding Returns:	+	-86.03
Outstanding Charges:	+	.00
Outstanding Check Payments:	+	-58,647.61
Statement Balance:	+	.00
Miscellaneous Adjustment:	-	.00
Unreconciled Difference:		-53,135.09

End of Report

Expenditure:

199-00-2110-01-000-200000	Debit	
199-00-2110-00-000-200000		Credit

After you click **Reconcile** and the credit card statement is reconciled, a PA is created for the credit card company on the Finance > Maintenance > Postings > Check Processing - PA tab.



Maintenance > Postings
Finance
Save
JOURNAL BUDGET
JOURNAL INQUIRY
PURCHASE ORDER
CASH RECEIPT
CREDIT MEMO
CHECK PROCESSING - PA
CHECK PROCESSING - PO
JOURNAL ACTUAL
Retrieve
Directory
Add PA
Reset
Reverse PA
Delete
Refresh Totals
Add

File ID: C
Account Period: 03

PA Number: 015711 Vendor Number: 91921 ☑ View Account Details

PA Number: 015711
Sort Key / Vendor Name: CITIBANK / CITIBANK
Vendor Number: 91921

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Ac
		Reverse	☐	03	199-00-2110.02-000-200000	Computer		- -	PYMT [redacted]	8,773.80	- -		199-00-2110.
		Reverse	☐	03	199-00-2110.02-000-800000	Computer		- -	PYMT [redacted]	144.77	- -		199-00-2110.
		Reverse	☐	03	199-00-2110.02-000-900000	Computer		- -	PYMT [redacted]	356.00	- -		199-00-2110.
									Totals:	9,274.57			

Account Code	Description	Balance Amt	Net Expend Amt
199-00-2110.02-000-200000	ACCOUNTS PAYABLE	0.18	8,773.80
199-00-2110.02-000-800000	ACCOUNTS PAYABLE	144.77	144.77
199-00-2110.02-000-900000	ACCOUNTS PAYABLE	356.00	356.00
		Totals:	9,274.57

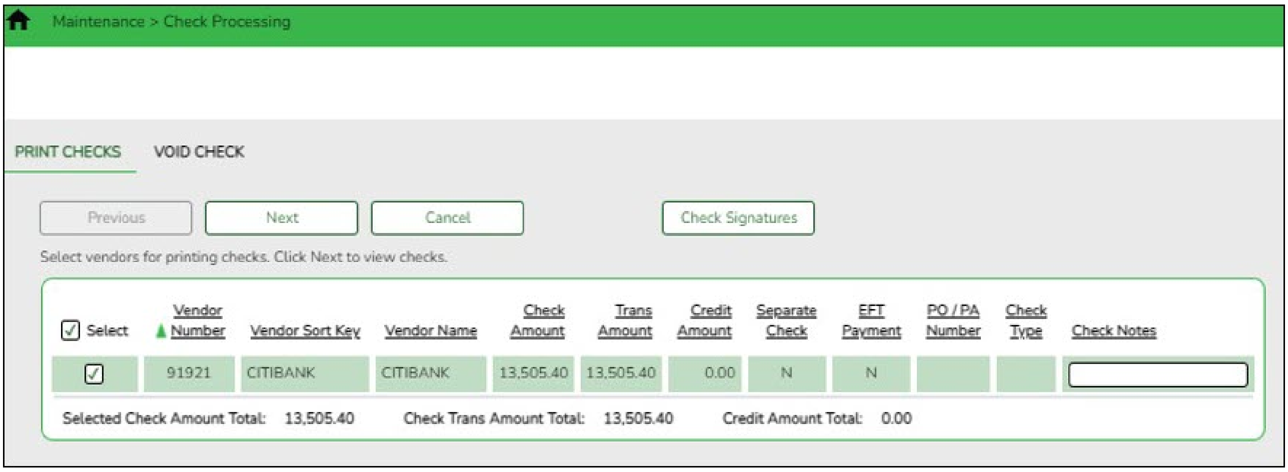
It is helpful for tracking purposes to enter the statement date in the **Invoice Date** field and the statement month as the **Invoice Number**.

7. Process payment to the credit card company.

Process payment to the credit card company

Finance > Maintenance > Check Processing > Print Checks

Process the payment to the credit card company.



Select vendors for printing checks. Click Next to view checks.

☑ Select	Vendor Number	Vendor Sort Key	Vendor Name	Check Amount	Trans Amount	Credit Amount	Separate Check	EFT Payment	PO / PA Number	Check Type	Check Notes
☑	91921	CITIBANK	CITIBANK	13,505.40	13,505.40	0.00	N	N			

Selected Check Amount Total: 13,505.40 Check Trans Amount Total: 13,505.40 Credit Amount Total: 0.00

The transaction for the check to be issued to the credit card company is displayed.

To post check:

199-00-2110-00-000-200000	Debit	
199-00-1110-00-000-200000		Credit

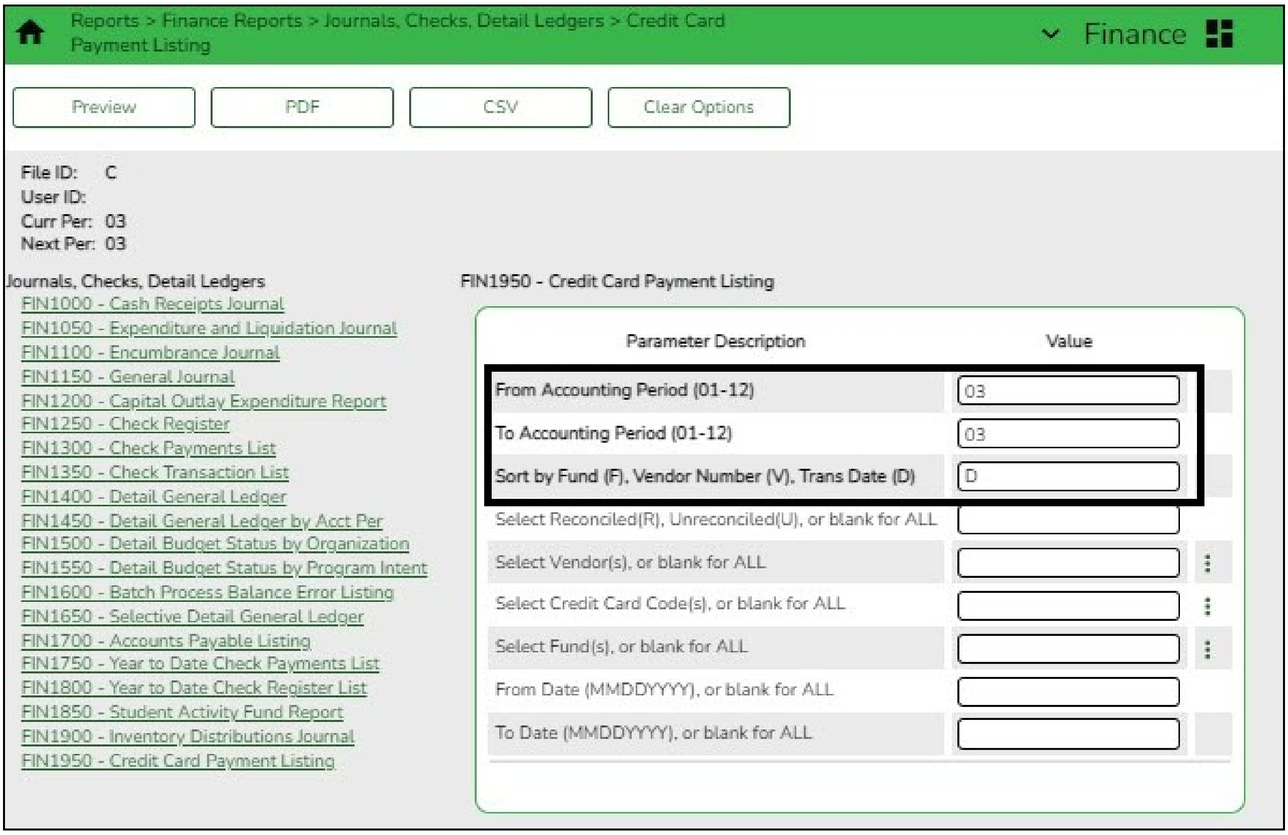
During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the Finance > Maintenance > Credit Card > Reconciliation tab.

8. Generate the FIN1950 - Credit Card Payment Listing.

Generate the FIN1950 - Credit Card Payment Listing

Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1950 - Credit Card Payment Listing

Generate the report with the following parameters:


Reports > Finance Reports > Journals, Checks, Detail Ledgers > Credit Card Payment Listing
Finance
Preview
PDF
CSV
Clear Options

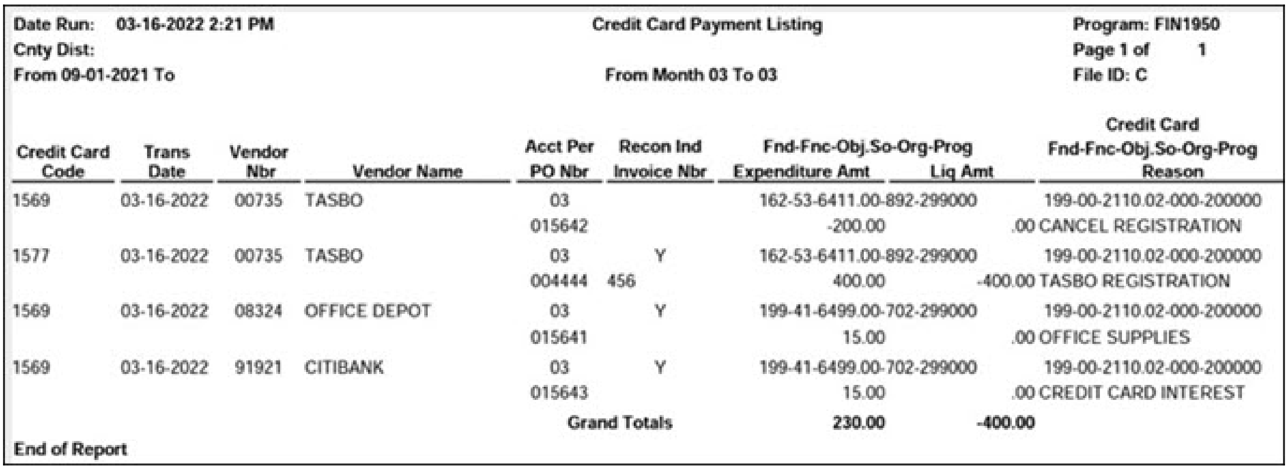
File ID: C
User ID:
Curr Per: 03
Next Per: 03

Journals, Checks, Detail Ledgers

- FIN1000 - Cash Receipts Journal
- FIN1050 - Expenditure and Liquidation Journal
- FIN1100 - Encumbrance Journal
- FIN1150 - General Journal
- FIN1200 - Capital Outlay Expenditure Report
- FIN1250 - Check Register
- FIN1300 - Check Payments List
- FIN1350 - Check Transaction List
- FIN1400 - Detail General Ledger
- FIN1450 - Detail General Ledger by Acct Per
- FIN1500 - Detail Budget Status by Organization
- FIN1550 - Detail Budget Status by Program Intent
- FIN1600 - Batch Process Balance Error Listing
- FIN1650 - Selective Detail General Ledger
- FIN1700 - Accounts Payable Listing
- FIN1750 - Year to Date Check Payments List
- FIN1800 - Year to Date Check Register List
- FIN1850 - Student Activity Fund Report
- FIN1900 - Inventory Distributions Journal
- FIN1950 - Credit Card Payment Listing

FIN1950 - Credit Card Payment Listing

Parameter Description	Value
From Accounting Period (01-12)	03
To Accounting Period (01-12)	03
Sort by Fund (F), Vendor Number (V), Trans Date (D)	D
Select Reconciled(R), Unreconciled(U), or blank for ALL	
Select Vendor(s), or blank for ALL	
Select Credit Card Code(s), or blank for ALL	
Select Fund(s), or blank for ALL	
From Date (MMDDYYYY), or blank for ALL	
To Date (MMDDYYYY), or blank for ALL	



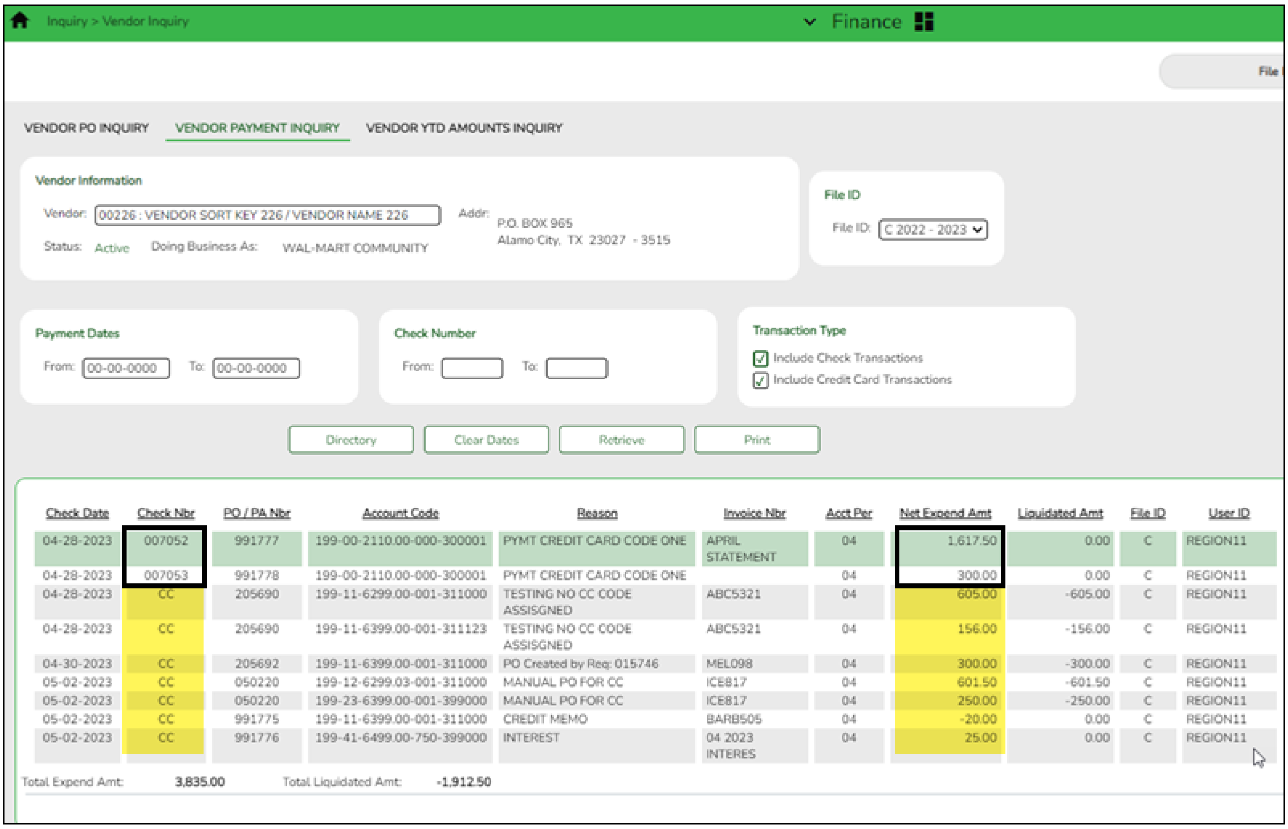
```
Date Run:   03-16-2022 2:21 PM              Credit Card Payment Listing                          Program: FIN1950
Cnty Dist:                                                                                       Page 1 of      1
From 09-01-2021 To                            From Month 03 To 03                                File ID: C

                                                                                                     Credit Card
Credit Card  Trans       Vendor                          Acct Per  Recon Ind    Fnd-Fnc-Obj.So-Org-Prog       Fnd-Fnc-Obj.So-Org-Prog
   Code      Date         Nbr      Vendor Name            PO Nbr   Invoice Nbr  Expenditure Amt     Liq Amt          Reason
1569        03-16-2022   00735   TASBO                     03                 162-53-6411.00-892-299000     199-00-2110.02-000-200000
                                                          015642                      -200.00              .00 CANCEL REGISTRATION
1577        03-16-2022   00735   TASBO                     03          Y      162-53-6411.00-892-299000     199-00-2110.02-000-200000
                                                          004444   456                 400.00       -400.00 TASBO REGISTRATION
1569        03-16-2022   08324   OFFICE DEPOT              03          Y      199-41-6499.00-702-299000     199-00-2110.02-000-200000
                                                          015641                        15.00              .00 OFFICE SUPPLIES
1569        03-16-2022   91921   CITIBANK                  03          Y      199-41-6499.00-702-299000     199-00-2110.02-000-200000
                                                          015643                        15.00              .00 CREDIT CARD INTEREST
                                                              Grand Totals            230.00       -400.00
End of Report
```

9. Review the vendor payment inquiry.

Review the vendor payment inquiry

Finance > Inquiry > Vendor Inquiry > Vendor Payment Inquiry

Run a vendor payment inquiry to review a list of vendor check transactions.



Vendor Information

Vendor: 00226 : VENDOR SORT KEY 226 / VENDOR NAME 226

Addr: P.O. BOX 965
Alamo City, TX 23027 - 3515

Status: Active Doing Business As: WAL-MART COMMUNITY

File ID

File ID: C 2022 - 2023

Payment Dates

From: 00-00-0000 To: 00-00-0000

Check Number

From: To:

Transaction Type

☑ Include Check Transactions
☑ Include Credit Card Transactions

Check Date	Check Nbr	PO / PA Nbr	Account Code	Reason	Invoice Nbr	Acct Per	Net Expend Amt	Liquidated Amt	File ID	User ID
04-28-2023	007052	991777	199-00-2110.00-000-300001	PYMT CREDIT CARD CODE ONE	APRIL STATEMENT	04	1,617.50	0.00	C	REGION11
04-28-2023	007053	991778	199-00-2110.00-000-300001	PYMT CREDIT CARD CODE ONE		04	300.00	0.00	C	REGION11
04-28-2023	CC	205690	199-11-6299.00-001-311000	TESTING NO CC CODE ASSISGNED	ABC5321	04	605.00	-605.00	C	REGION11
04-28-2023	CC	205690	199-11-6399.00-001-311123	TESTING NO CC CODE ASSISGNED	ABC5321	04	156.00	-156.00	C	REGION11
04-30-2023	CC	205692	199-11-6399.00-001-311000	PO Created by Req: 015746	MEL098	04	300.00	-300.00	C	REGION11
05-02-2023	CC	050220	199-12-6299.03-001-311000	MANUAL PO FOR CC	ICE817	04	601.50	-601.50	C	REGION11
05-02-2023	CC	050220	199-23-6399.00-001-399000	MANUAL PO FOR CC	ICE817	04	250.00	-250.00	C	REGION11
05-02-2023	CC	991775	199-11-6399.00-001-311000	CREDIT MEMO	BARB505	04	-20.00	0.00	C	REGION11
05-02-2023	CC	991776	199-41-6499.00-750-399000	INTEREST	04 2023 INTERES	04	25.00	0.00	C	REGION11

Total Expend Amt: 3,835.00 Total Liquidated Amt: -1,912.50

- If the transaction is an individual credit card transaction, *CC* is displayed in the **Check Nbr** field and the transaction amount is displayed in the **Net Expend Amt** field.
- If the transaction is a reconciled amount, the check number is displayed in the **Check Nbr** field and the total reconciled amount is displayed in the **Net Expend Amt** field.