



business_creditcardprocessing

Table of Contents

business_creditcardprocessing	i
ASCENDER - Credit Card Process	1

ASCENDER - Credit Card Process

Created: 04/28/2023

Reviewed: in progress

Revised: in progress

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

Before You Begin

Credit Card Process

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.

Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Fund	Func	Obj	Subj	Org	Fiscal Year	Pym	Ed	Seon	Project Detail	Action
	1569		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	1577		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	1585		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	1593		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	1601		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	1714		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	1722		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	1730		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	1748		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	1755		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	3554		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	5456		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	5961		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>
	5979		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00		<input checked="" type="checkbox"/>

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	<p>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.</p> <p>Note: You can use one account for all credit cards or set up a separate account for each credit card.</p> <p>The account code is divided into the following components:</p> <p>Fund Function Object Sub-Object Organization</p> <p>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.</p> <p>Program Intent Educational Span Project Detail</p>
Active	<p>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.</p>

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.



- 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](#)

☐ 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](#)



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](#)

☐ 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](#)

☐ 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

3. Create a credit card PA in Finance

[Finance > Maintenance > Credit Card > Posting - PA](#)

- 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.

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:

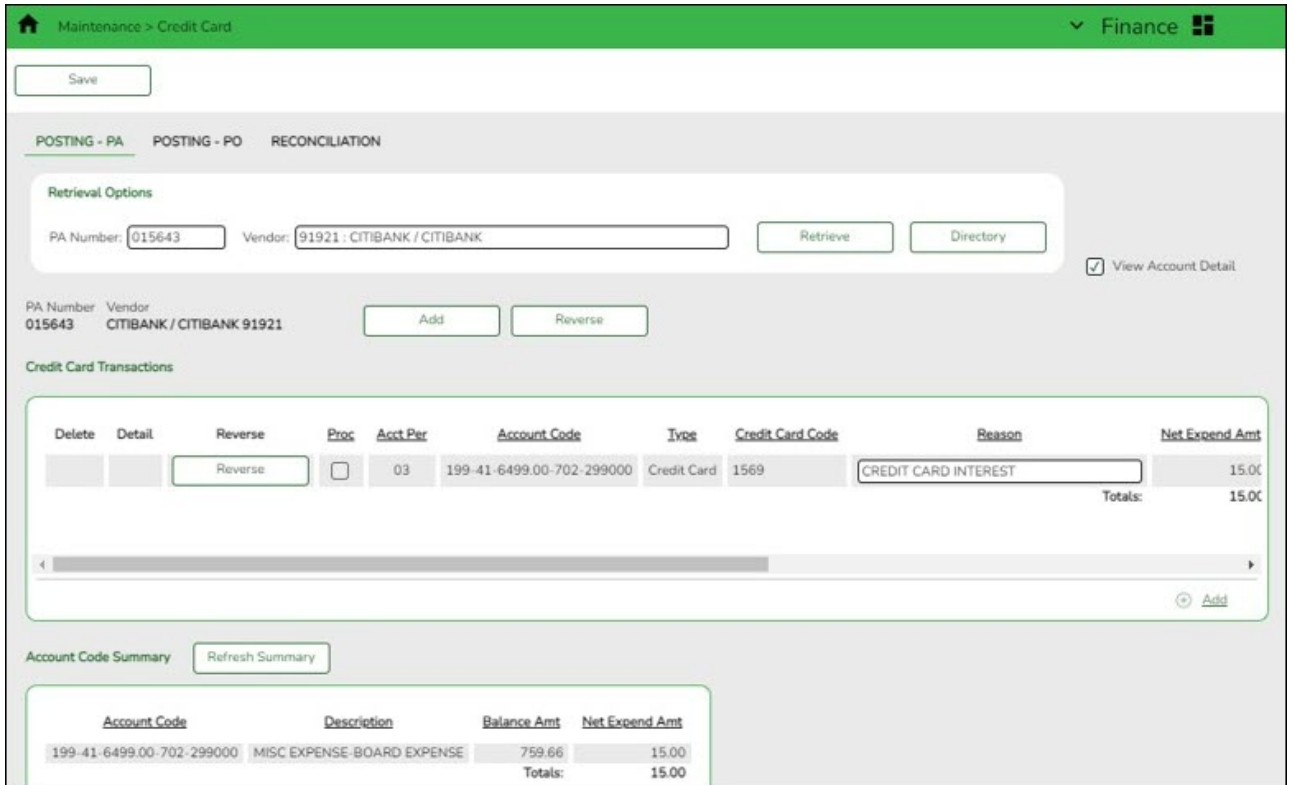
162-00-2177-99-000-200000	Debit	
162-53-6411-00-892-299000		Credit
199-00-2110-01-000-200000	Debit	
199-00-1261-00-000-200000		Credit

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.



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

Expenditure:

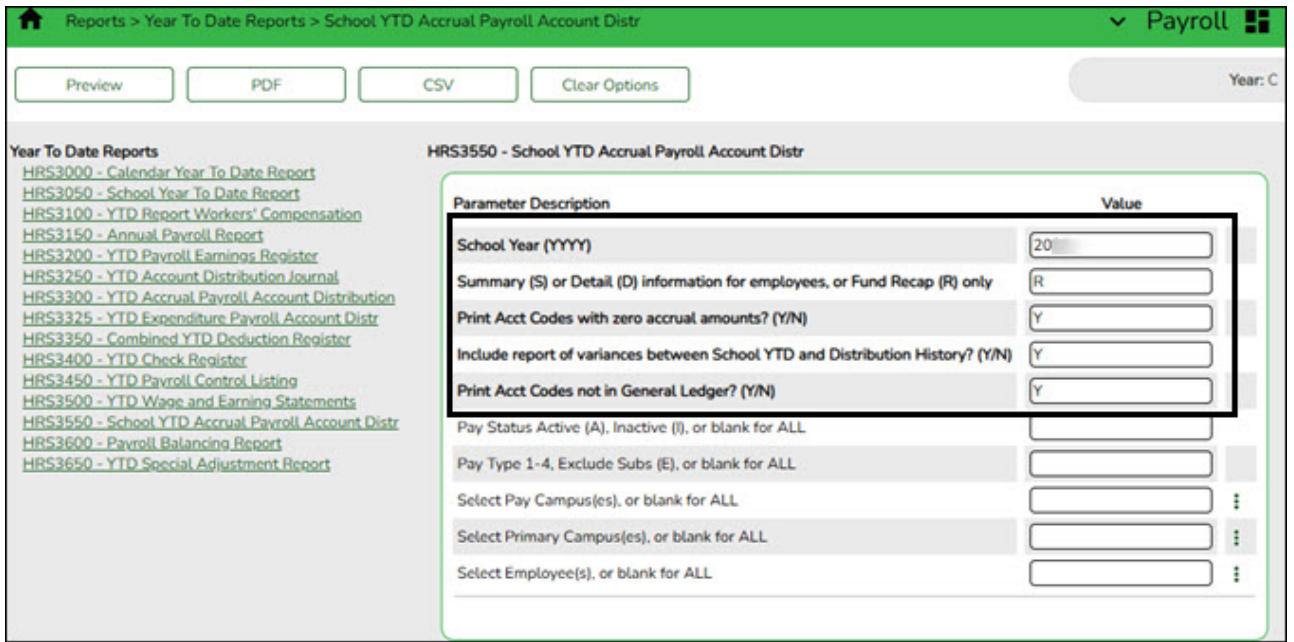
199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

6. [Reconcile the credit card statement.](#)

Generate the HRS3550 Report

[Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distr](#)

After the estimate from the Excel file (Step 3) and the HRS3050 report (Step 4) match, generate the report with the following parameters:



This report will assist you as you balance to Finance in the following step.

7. [Process payment to the credit card company.](#)

Run a general ledger inquiry

[Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#)

When considering potential journal entries to be made later in this step, use the following chart for reference.

Note: This chart derives from the **Payroll Automatic Posting Default** section on the [Finance > Tables > District Finance Options > Clearing Fund Maintenance](#) tab.

General Ledger Inquiry Report	School YTD Report	Expenditure Object Code
216X	Accrued Wages	6119 or 6129
221X.11	Accrued Federal Grant Deposit	6146
221X.12	Accrued Federal Grant Care	6146
221X.14	Accrued Employer FICA/Medicare	6141
221X.15	Accrued Employer Unemployment Tax	6145
221X.16	Accrued Health Insurance Contribution (Emplr Health Insurance Accrued + TEA Health Ins Accrued)	6142
221X.17	Accrued Employer 457 Contribution	6149
221X.18	Accrued Employer Annuity Contribution	6149
221X.19	Accrued Employer TRS Care Contribution	6146
221X.20	Accrued Employer Dependent Care	6149
221X.21	Accrued Employer Miscellaneous Deduction Contribution	6149

Run an inquiry on the 216X and 221X accounts from Finance and compare the balances to the [Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distribution Journal](#).

This inquiry can also be run in Purchasing.

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed Current Period: Next Period: Balance Accounts Only Include Fund Totals Exclude Objects 61XX

Account Code: Fund: XXX Func: XX Obj: 216X Sobj: XX Org: XXX Prog: X XX X XX

Date Run: Current Next **Inquiry information for Balance Accounts** Page: 1 of 1
Cnty Dist: XXX XX 216X XX XXX X XX X XX File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtld Revenue/ Expenditure	Balance
198 00 2161 00 000 5 00 0 00	ACCRUED WAGES PAYABLE				-28,001.64
199 00 2161 00 000 5 00 0 00	ACCRUED WAGES PAYABLE				-3,399,331.47
211 00 2161 00 000 5 00 0 00	ACCRUED WAGES PAYABLE				-3,785.69

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2025Recap Program: HRS3550
Cnty Dist: ISD Page: 1 of 1
 Frequency: 6

Fund / FY	Total	Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
198-5	Total	153,565.90	28,001.64	382.56	.00	4,309.50	.00	.00	.00	
199-5	Total	24,571,298.78	3,402,028.45	47,946.09	.00	251,696.60	.00	.00	.00	
211-5	Total	26,750.90	3,785.69	42.09	.00	583.30	312.31	47.31	.00	
224-5	Total	153,750.00	21,140.61	296.48	.00	3,988.60	1,744.08	264.27	.00	
255-5	Total	9,492.20	2,578.65	28.66	.00	207.00	212.74	32.23	.00	
281-5	Total	98,785.32	19,750.39	282.99	.00	1,049.60	1,597.85	242.10	.00	
282-5	Total	105,250.00	21,050.00	287.62	.00	2,118.60	1,736.62	263.12	.00	
283-5	Total	629,499.90	125,899.98	1,759.22	.00	8,674.10	10,386.75	1,573.73	.00	
288-5	Total	6,903.70	1,875.46	20.84	.00	150.50	154.72	23.44	.00	

If there is a difference in any of the funds, a journal entry needs to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Compare the HRS3550 report totals to the General Ledger Inquiry reports.
 Review the following example entry:

Account Code	Debit	Credit
199-00-2161-00-000-X-00-000		\$2,696.98
199-11-6119-00-001-X-11-000	\$2,696.98	

This is the difference between the two amounts. The entry has to make the general ledger match the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Inquiry > General Ledger Inquiry Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed Current Period Next Period: Balance Accounts Only Include Fund Totals Exclude Objects 61XX

Account Code: Fund: 199 Func: XX Obj: 2211 Subj: XX Org: XXX Prog: X XX X XX

Retrieve Reset

Date Run: Inquiry Information for Balance Accounts
 Cnty Dist: ISD
 Processed Current Next 199 XX 2211 XX XXX X XX X XX Page: 1 of 1
 File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtzd Revenue/ Expenditure	Balance
199 00 2211 14 000	00 0 00 ACCRUED EXPENSES				-47,822.39
199 00 2211 16 000	00 0 00 ACCRUED EXPENSES				-251,450.63
199 00 2211 19 000	00 0 00 ACCRUED EXPENSES				-25,366.28
199 00 2211 20 000	00 0 00 ACCRUED EXPENSES				0.00
199 00 2211 21 000	00 0 00 ACCRUED EXPENSES				0.00
Totals:					-324,639.30

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2025Recap
 Cnty Dist: ISD Program: HRS3550
 Page: 1 of 1
 Frequency: 6

Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
199	Total	24,571,298.78	3,402,028.45	47,946.09	.00	251,696.60	.00	.00	.00	
		.00	25,432.21	.00	.00					
211	Total	26,750.90	3,785.69	42.09	.00	583.30	312.31	47.31	.00	
		.00	28.40	.00	.00					
224	Total	153,750.00	21,140.61	296.48	.00	3,988.60	1,744.08	264.27	.00	
		.00	158.55	.00	.00					

If there is a difference in any of the funds such as in the example shown below, a journal entry will need to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Review the following example entry:

Account Code	Debit	Credit
199-00-2211-14-000-X-00-000		\$123.70
199-11-6141-00-001-X-11-000	\$123.70	
199-00-2211-16-000-X-00-000		\$246.00
199-11-6142-00-001-X-11-000	\$246.00	
199-00-2211-19-000-X-00-000		\$65.93
199-11-6146-00-001-X-11-000	\$65.93	

Note: Be sure to keep a clean final copy of both of the HRS3550 reports for the auditor. **These reports cannot be recreated after the July and August payrolls are processed.**

8. [Credit card payment listing.](#)

Run a general ledger inquiry

[Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#)

When considering potential journal entries to be made later in this step, use the following chart for reference.

Note: This chart derives from the **Payroll Automatic Posting Default** section on the [Finance > Tables > District Finance Options > Clearing Fund Maintenance](#) tab.

General Ledger Inquiry Report	School YTD Report	Expenditure Object Code
216X	Accrued Wages	6119 or 6129
221X.11	Accrued Federal Grant Deposit	6146
221X.12	Accrued Federal Grant Care	6146
221X.14	Accrued Employer FICA/Medicare	6141
221X.15	Accrued Employer Unemployment Tax	6145
221X.16	Accrued Health Insurance Contribution (Emplr Health Insurance Accrued + TEA Health Ins Accrued)	6142
221X.17	Accrued Employer 457 Contribution	6149
221X.18	Accrued Employer Annuity Contribution	6149
221X.19	Accrued Employer TRS Care Contribution	6146
221X.20	Accrued Employer Dependent Care	6149
221X.21	Accrued Employer Miscellaneous Deduction Contribution	6149

Run an inquiry on the 216X and 221X accounts from Finance and compare the balances to the [Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account](#)

Distribution Journal.

This inquiry can also be run in Purchasing.

Date Run:		School YTD Accrual Payroll Account Distribution Journal for 2025Recap										Program: HRS3550
Cnty Dist:		ISD										Page: 1 of 1
												Frequency: 6
Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457		
198-5	Total	153,565.90	28,001.64	382.56	.00	4,309.50	.00	.00	.00	.00		
		.00	152.32	.00	.00							
199-5	Total	24,571,298.78	3,402,028.45	47,946.09	.00	251,696.60	.00	.00	.00	.00		
		.00	25,432.21	.00	.00							
211-5	Total	26,750.90	3,785.69	42.09	.00	583.30	312.31	47.31	.00	.00		
		.00	28.40	.00	.00							
224-5	Total	153,750.00	21,140.61	296.48	.00	3,988.60	1,744.08	264.27	.00	.00		
		.00	158.55	.00	.00							
255-5	Total	9,492.20	2,578.65	28.66	.00	207.00	212.74	32.23	.00	.00		
		.00	19.35	.00	.00							
281-5	Total	98,785.32	19,750.39	282.99	.00	1,049.60	1,597.85	242.10	.00	.00		
		.00	147.47	.00	.00							
282-5	Total	105,250.00	21,050.00	287.62	.00	2,118.60	1,736.62	263.12	.00	.00		
		.00	157.88	.00	.00							
283-5	Total	629,499.90	125,899.98	1,759.22	.00	8,674.10	10,386.75	1,573.73	.00	.00		
		.00	944.22	.00	.00							
288-5	Total	6,903.70	1,875.46	20.84	.00	150.50	154.72	23.44	.00	.00		
		.00	14.08	.00	.00							

If there is a difference in any of the funds, a journal entry needs to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Compare the HRS3550 report totals to the General Ledger Inquiry reports. Review the following example entry:

Account Code	Debit	Credit
199-00-2161-00-000-X-00-000		\$2,696.98

Account Code	Debit	Credit
199-11-6119-00-001-X-11-000	\$2,696.98	

This is the difference between the two amounts. The entry has to make the general ledger match the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Inquiry > General Ledger Inquiry Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed
 Current Period
 Next Period:
 Balance Accounts Only
 Include Fund Totals
 Exclude Objects 61XX

Fund: 199 Func: XX Obj: 2211 Sobj: XX Org: XXX Prog: X XX X XX
 Account Code: 199 XX 2211 XX XXX X XX X XX

Retrieve Reset

Date Run: Inquiry Information for Balance Accounts
 Cnty Dist: ISD
 Processed: Current Next 199 XX 2211 XX XXX X XX X XX
 Page: 1 of 1
 File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtzd Revenue/ Expenditure	Balance
199 00 2211 14 000	00 0 00 ACCRUED EXPENSES				-47,822.39
199 00 2211 16 000	00 0 00 ACCRUED EXPENSES				-251,450.63
199 00 2211 19 000	00 0 00 ACCRUED EXPENSES				-25,366.28
199 00 2211 20 000	00 0 00 ACCRUED EXPENSES				0.00
199 00 2211 21 000	00 0 00 ACCRUED EXPENSES				0.00
Totals:					-324,639.30

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2025Recap
 Cnty Dist: ISD
 Program: HRS3550
 Page: 1 of 1
 Frequency: 6

Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
199	Total	24,571,298.78	3,402,028.45	47,946.09	.00	251,696.60	.00	.00	.00	
		.00	25,432.21	.00	.00					
211	Total	26,750.90	3,785.69	42.09	.00	583.30	312.31	47.31	.00	
		.00	28.40	.00	.00					
224	Total	153,750.00	21,140.61	296.48	.00	3,988.60	1,744.08	264.27	.00	
		.00	158.55	.00	.00					

If there is a difference in any of the funds such as in the example shown below, a journal entry will need to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Review the following example entry:

Account Code	Debit	Credit
199-00-2211-14-000-X-00-000		\$123.70
199-11-6141-00-001-X-11-000	\$123.70	
199-00-2211-16-000-X-00-000		\$246.00
199-11-6142-00-001-X-11-000	\$246.00	
199-00-2211-19-000-X-00-000		\$65.93
199-11-6146-00-001-X-11-000	\$65.93	

Note: Be sure to keep a clean final copy of both of the HRS3550 reports for the auditor. **These reports cannot be recreated after the July and August payrolls are processed.**