



ASCENDER - Warehouse End-of-Year Process

Table of Contents

ASCENDER - Warehouse End-of-Year Process	i
ASCENDER - Warehouse End-of-Year Process	1

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Created: 05/02/2023

Reviewed: in progress

Revised: in progress

The purpose of this document is to guide you through the process of ending the old fiscal year 2022-2023 (FY 3) and beginning the new fiscal year 2023-2024 (FY 4)

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.

Warehouse End-of-Year Process

1. [Generate the BWH1250 - Back Order Report.](#)

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.

CREDIT CARD CODES										DUE TO FUND									
Starting Credit Card Code		Save		Retrieve		Print		File ID: C											
Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Extd	Extr	Obi	Sobi	Qrs	Eiscal	Year	Ed	Scen	Project	Detail	Active			
	1569		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	1577		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	1585		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	1593		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	1601		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	1714		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	1722		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	1730		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	1748		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	1755		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	3554		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	5456		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	5961		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	0	00	<input checked="" type="checkbox"/>			
	5979		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	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. [Create a Finance backup.](#)

(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.

Delete	Credit Card Code	Description	Active
	1569		<input checked="" type="checkbox"/>
	1577		<input checked="" type="checkbox"/>
	1585		<input checked="" type="checkbox"/>

[Add](#)

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. [Cancel EOY outstanding back orders.](#)

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																																																								
Requisition Nbr: 300992		Retrieve	Directory																																																						
Add - Clear All		Add - Clear Vendor	Add - Clear Detail	Vendor Notes	Comments	Uniform Acct Distr	Print	Submit																																																	
Requisition Number:	300992	Originator:	000066	Requestor:	000066	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 CORPORATION	Shipping Addr:	4060 Fauquier Rd Ste 104A #102 - 016	Bid Category:																																																					
Vendor Nbr:	07536	Campus/Dept:	500 - ADMINISTRATIVE SERVICES	Bid Nbr:																																																					
Credit Card Code: 1569																																																									
Priority:	R Regular	Work Order:		Freight Cost:	0.00	Distr Freight Amt		Confirm Only: <input type="checkbox"/>	Attachments: <input type="checkbox"/>	Requisition Total: 22.00																																															
<table border="1"> <thead> <tr> <th>Delete</th> <th>Note</th> <th>Item</th> <th>Catalog Nbr</th> <th>Description</th> <th>Quantity</th> <th>Unit of Issue</th> <th>Unit Price</th> <th>SubTotal</th> <th colspan="2">Commodity Code</th> </tr> <tr> <th colspan="4"></th> <th>Long Description</th> <th colspan="2">Status</th> <th>Discount %</th> <th>Discount Amt</th> <th>Freight Elig</th> <th>Freight %</th> <th>Freight Amt</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>001</td> <td></td> <td>PAPER</td> <td>1.00</td> <td>EA Each</td> <td>22.0000</td> <td>22.00</td> <td></td> <td>0.00%</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Y - Approved</td> <td>0.00%</td> <td>0.00</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>0.00% 0.00</td> </tr> </tbody> </table>											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			001		PAPER	1.00	EA Each	22.0000	22.00		0.00%	0.00							Y - Approved	0.00%	0.00	<input checked="" type="checkbox"/>		0.00% 0.00
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																																														
		001		PAPER	1.00	EA Each	22.0000	22.00		0.00%	0.00																																														
						Y - Approved	0.00%	0.00	<input checked="" type="checkbox"/>		0.00% 0.00																																														
Accounts for item 001																																																									
<table border="1"> <thead> <tr> <th>Delete</th> <th>Account Code</th> <th>Description</th> <th>Balance Amt</th> <th>Pct</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>162-53-6399.00-892-299000</td> <td>SUPPL/MTRLS/POST IS</td> <td>739.44</td> <td>100.000%</td> <td>22.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>100.000%</td> <td></td> <td>22.00</td> </tr> </tbody> </table>											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																													
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																																																				
Refresh Totals Calculate Percent Calculate Amount Add																																																									

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

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

Credit Card Transactions

Delete	Detail	Reverse	Post	Act Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account Code
				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/MTLS/POST-1S	162-00-4310.00-000-200000	717.44	22.00	22.00	22.00	0.00	
Totals: 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](#)

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](#)

PA Number	Vendor	Reason	Net Expend Amt
015643	CITIBANK / CITIBANK 91921	CREDIT CARD INTEREST	15.00
Totals: 15.00			

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:

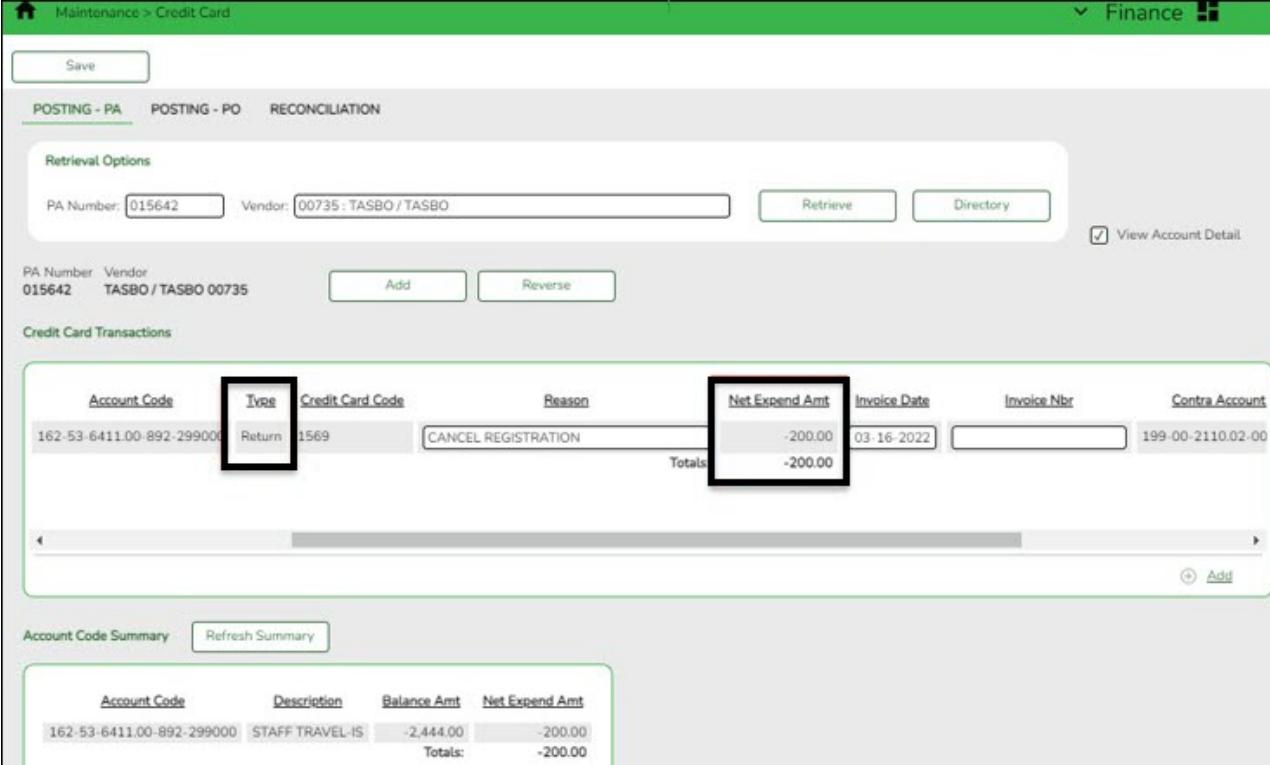
199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

4. [Mass delete requisition records by fund.](#)

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.



The screenshot shows the 'Maintenance > Credit Card' interface. The 'Posting - PA' tab is selected. In the 'Credit Card Transactions' section, a table lists a transaction for a return. The 'Type' column is highlighted with a black box, and the 'Net Expend Amt' column is also highlighted with a black box. The transaction details are: Account Code 162-53-6411.00-892-299000, Type Return, Credit Card Code 1569, Reason CANCEL REGISTRATION, Net Expend Amt -200.00, Invoice Date 03-16-2022, Invoice Nbr (empty), and Contra Account 199-00-2110.02-00. Below this, an 'Account Code Summary' table shows a single row: Account Code 162-53-6411.00-892-299000, Description STAFF TRAVEL-IS, Balance Amt -2,444.00, and Net Expend Amt -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:

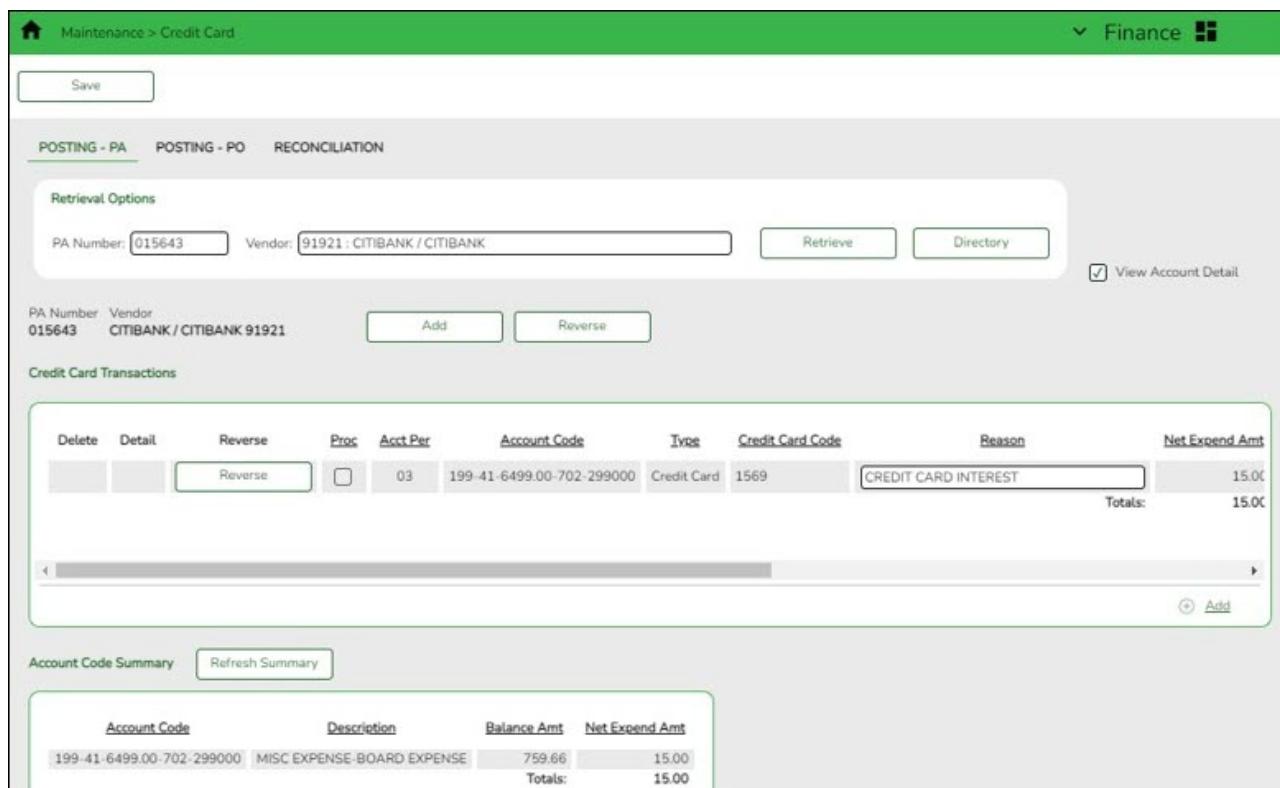
162-00-2177-99-000-200000	Debit	
162-53-6411-00-892-299000		Credit
199-00-2110-01-000-200000	Debit	
199-00-1261-00-000-200000		Credit

5. Reverse pending requisitions.

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.



The screenshot shows the 'Maintenance > Credit Card' screen. The top navigation bar includes a home icon, 'Maintenance > Credit Card', a dropdown for 'Finance', and a grid icon. A 'Save' button is in the top-left corner. Below the navigation is a menu bar with 'POSTING - PA' (highlighted in green), 'POSTING - PO', and 'RECONCILIATION'. A 'Retrieval Options' section contains fields for 'PA Number' (015643) and 'Vendor' (91921 : CITIBANK / CITIBANK), and buttons for 'Retrieve' and 'Directory'. A checked checkbox 'View Account Detail' is also present. Below this is a table showing a transaction for 'CREDIT CARD INTEREST' with a value of 15.00. The table includes columns for Delete, Detail, Reverse, Proc, Acct Per, Account Code, Type, Credit Card Code, Reason, and Net Expend Amt. The 'Reason' column shows 'CREDIT CARD INTEREST'. The 'Net Expend Amt' column shows '15.00' and 'Totals: 15.00'. Below the table is an 'Account Code Summary' section with a 'Refresh Summary' button, showing a single row for 'MISC EXPENSE-BOARD EXPENSE' with a balance of 759.66 and a net expenditure of 15.00, with a total of 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. Initialize year inventory files.

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.

Credit Card Returns/Payments

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

Credit Card Charges

Recn	CC Code	Trans Date	Vendor Name	Amount	Trs	PA/PQ Nbr	Ref
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	25.30	PA	015333	PAYFLOWIR
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	1,252.90	PA	015333	INSIGHT PLI
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	1,353.84	PA	015333	SYNCRONIS
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	5,028.00	PA	015333	SHUTTERST
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	5,415.36	PA	015333	SYNCRONIS
<input checked="" type="checkbox"/>	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
<input checked="" type="checkbox"/>	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
<input checked="" type="checkbox"/>	1730	08-23-2018	CITIBANK	144.77	PA	011011	HILTON PAL
<input checked="" type="checkbox"/>	6661	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

3rd Reconciliation, Month of March

Page: 1 of 1
File ID: C

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

Credit Card Statement	System	PA Nbr	Check Amount
Previous Balance: .00	System Balance: + -8,773.62	015711	9,274.57
Cleared Returns: .00	Outstanding Returns: + -86.03		
Cleared Charges: .00	Outstanding Charges: + .00		
Cleared Check Payments: .00	Outstanding Check Payments: + -58,647.61		
Statement Balance: .00	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

Save File ID: C Account Period: 03

JOURNAL BUDGET JOURNAL INQUIRY PURCHASE ORDER CASH RECEIPT CREDIT MEMO CHECK PROCESSING - PA CHECK PROCESSING - PO JOURNAL ACTUAL

PA Number: 015711 Vendor Number: 91921 Retrieve Directory View Account Details

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

Add PA Reset Reverse PA Delete

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Inv	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Ac
			<input type="checkbox"/>	03	199-00-2110.02-000-200000	Computer		--	PYMT	8,773.80	--		199-00-2110
			<input type="checkbox"/>	03	199-00-2110.02-000-800000	Computer		--	PYMT	144.77	--		199-00-2110
			<input type="checkbox"/>	03	199-00-2110.02-000-900000	Computer		--	PYMT	356.00	--		199-00-2110
Totals: 9,274.57													

Refresh Totals

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. Update the fiscal year for Warehouse ID(s).

Process payment to the credit card company

Finance > Maintenance > Check Processing > Print Checks

Process the payment to the credit card company.

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
<input checked="" type="checkbox"/>	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.