



Create credit card transactions

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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](#)

The screenshot shows the 'Create/Modify Requisition' interface. At the top, there are 'Save' and 'Delete' buttons. Below that, the 'Requisition Nbr' is 300992. A row of buttons includes 'Add - Clear All', 'Add - Clear Vendor', 'Add - Clear Detail', 'Vendor Notes', 'Comments', 'Uniform Acct Distr', 'Print', and 'Submit'. The form contains various input fields: '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 CORPORATIO', 'Shipping Addr: 4060 Faudree Rd Ste 104A #102 - 016', 'Bid Category:', 'Vendor Nbr: 07536', 'Campus/Dept: 500 - ADMINISTRATIVE SERVICES', 'Bid Nbr:', and 'Credit Card Code: 1569' (highlighted with a red box). Other fields include 'Priority: R Regular', 'Work Order:', 'Freight Cost: 0.00', 'Distr Freight Amt', 'Confirm Only', 'Attachments', and 'Requisition Total: 22.00'. Below the form is a table with columns: Delete, Note, Item, Catalog Nbr, Description, Quantity, Unit of Issue, Unit Price, SubTotal, Commodity Code, Long Description, Status, Discount %, Discount Amt, Freight Elig, Freight %, and Freight Amt. The table contains one row for 'PAPER' with a quantity of 1.00 and a unit price of 22.00000. Below the table is an 'Accounts for item 001' section with a table: Delete, Account Code, Description, Balance Amt, Pct, Amount. It shows two rows: one for '162 53 6399 00 892 299000' with a balance of -739.44 and a percentage of 100.000%, and another for '162 00 4310 01 000 200000' with a balance of 22.00 and a percentage of 100.000%.

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.



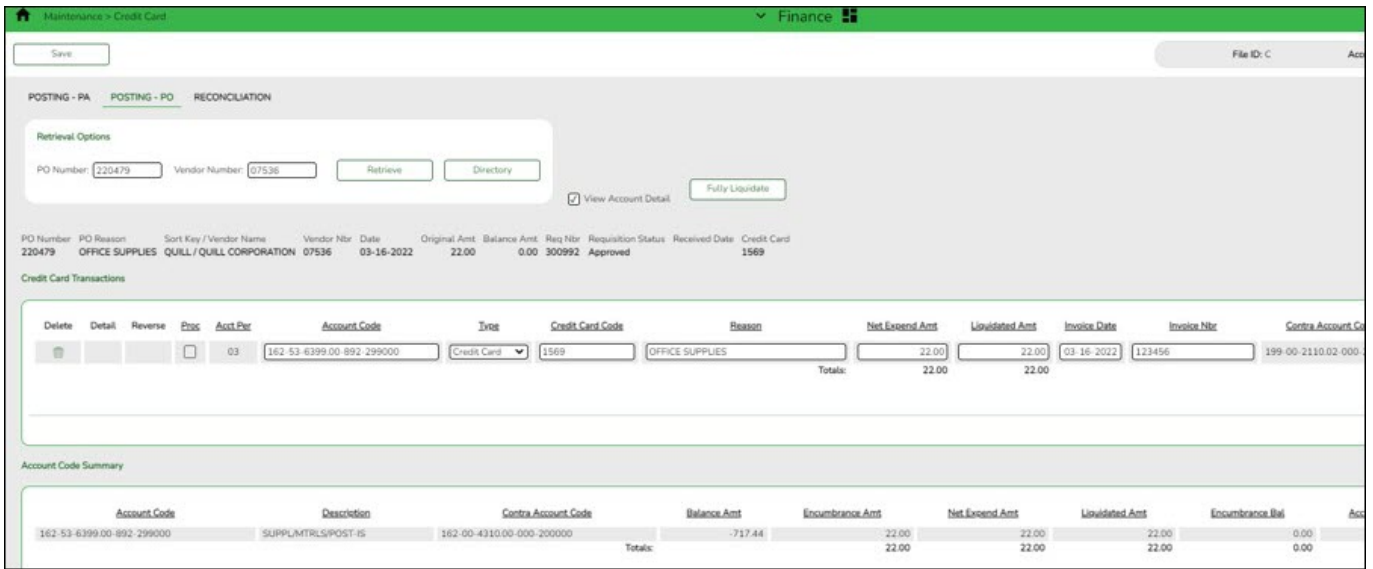
Reminder: The vendor selected on the requisition is the vendor that is being paid with the credit card, not the credit card company.

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](#)

Maintenance > Postings Finance

Save

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

PO Number: Vendor Number: Retrieve Directory 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

Add PO Delete PO Reverse PO Change Vendor

Delete	Detail	Reverse	Account Code	Description	Account Balance	Encumbrance Amt	Liquidated Bal	Outstanding Amt
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

Update Details Add

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

PO Number: Vendor Number: Retrieve Directory View Account Detail Fully Liquidate

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

Credit Card Transactions

Delete	Detail	Reverse	Enc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	Ac
162-53-6399.00-892-299000	SUPPLMTRLSPOST 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

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