



## Create credit card transactions



# Table of Contents

Create credit card transactions ..... i



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

### 1. Requisition in Purchasing

- Create a requisition and select a credit card code.
- After the requisition is approved, the PO can be retrieved on the [Finance > Maintenance > Credit Card > Posting - PO](#) tab to post the 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.

### 2. Purchase Order in Finance

- Create a PO on the [Finance > Maintenance > Postings > Purchase Order](#) tab.
- The PO can be retrieved on the [Finance > Maintenance > Credit Card > Posting - PO](#) tab to post the credit card transaction. Since this transaction was created without selecting a credit card, a message is displayed as a reminder.
  - On this page, a credit card transaction is entered similarly to the [Finance > Maintenance > Postings > Check Processing - PO](#) tab.
  - Select the type of credit card transaction (purchase or return) and the credit card code for the card used.

### 3. Credit Card PA in Finance

- If a PO was not created, a credit card transaction can be posted as a PA from the [Finance > Maintenance > Credit Card > Posting - PA](#) page.