Create credit card transactions

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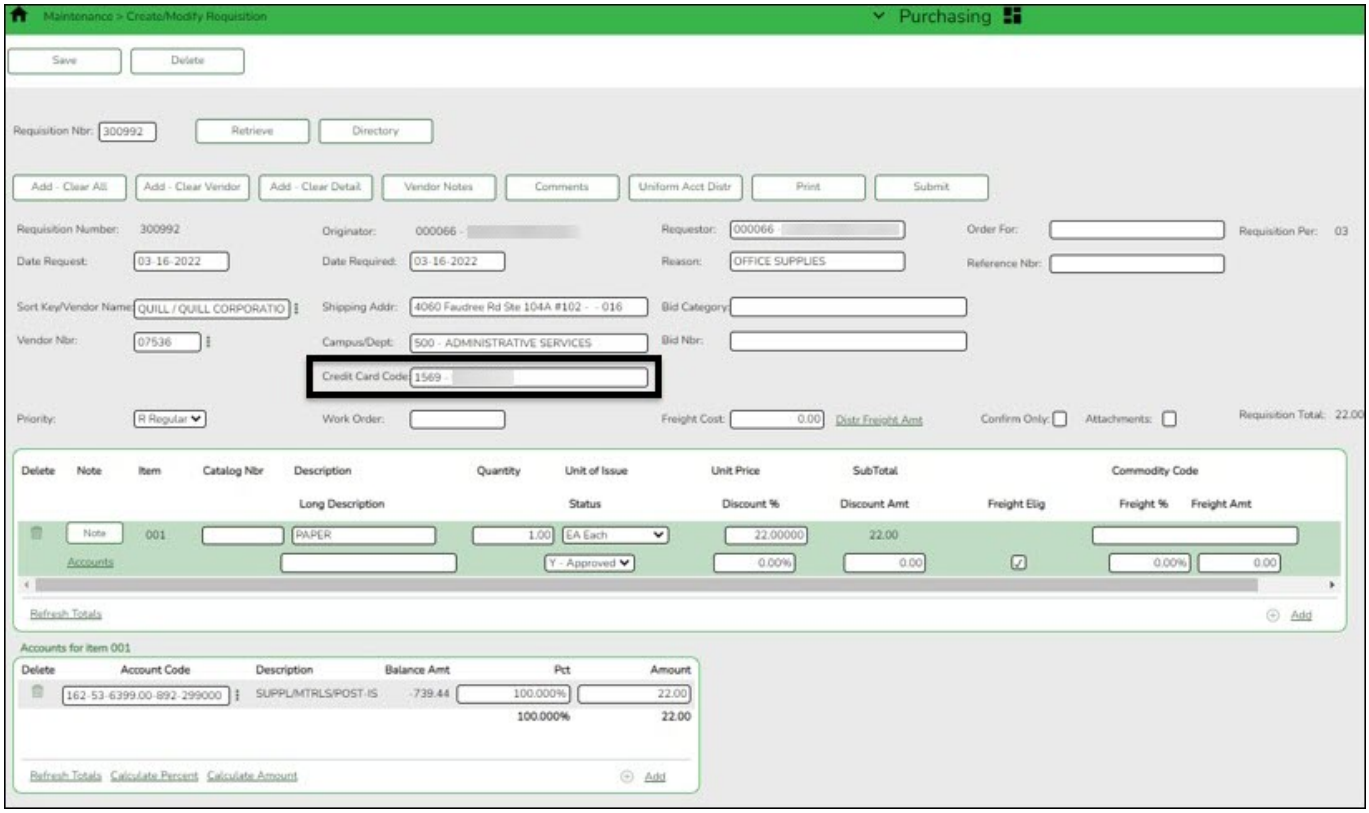
After the above steps are completed, use one of the following three methods to create credit card transactions in ASCENDER.

1. **Requisition in Purchasing**

- Create a requisition on the Purchasing > Maintenance > Create/Modify Requisition page 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.



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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.