



## Create credit card transactions



# Table of Contents

Create credit card transactions ..... i



## Create credit card transactions

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.

**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 CORPORATIO Shipping Addr: 4060 Faudree 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: Attachments: Requisition Total: 22.00

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code
	Note	001		PAPER	1.00	EA Each	22.00000	22.00	
	Accounts					Y - Approved	0.00%	0.00	

Refresh Totals Add

Accounts for item 001

Delete	Account Code	Description	Balance Amt	Pct	Amount
	162 53 6399 00 892 299000	SUPPLMTRLS/POST-IS	-739.44	100.000%	22.00
				100.000%	22.00

Refresh Totals Calculate Percent Calculate Amount Add

### 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.