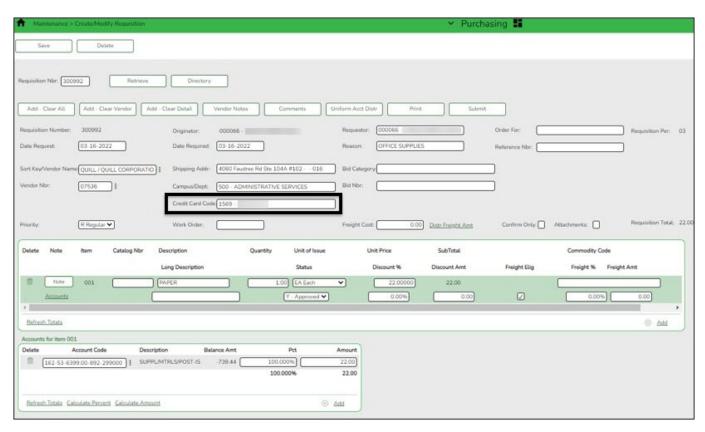# Create credit card transactions

Table of Contents

Create credit card transactions

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

1. **Requisition in Purchasing**

Purchasing > Maintenance > Create/Modify Requisition

❑ 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.

> Keep in mind that the vendor selected on the requisition is the vendor that is being paid with the credit card, not the credit card company.
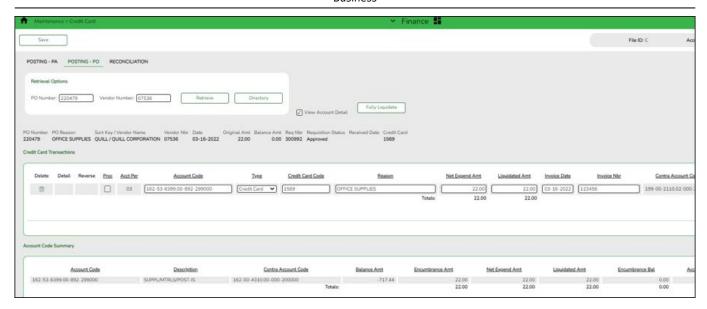
Soft encumbrance:

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.
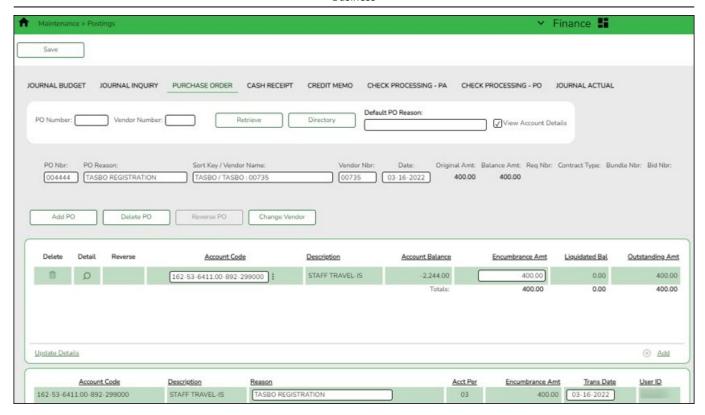
Encumbrance liquidation:

162-00-4310-00-000-200000	Debit	
162-53-6399-00-892-299000		Credit

Expenditure:

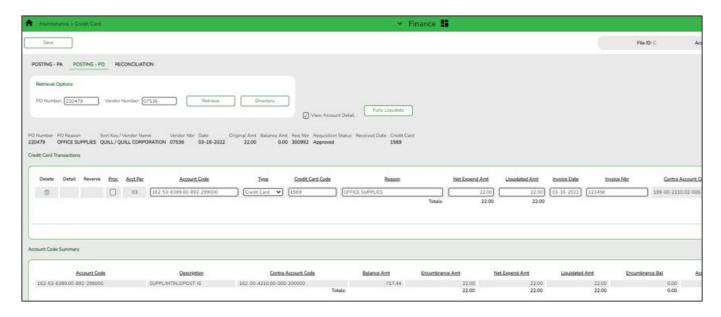| 162-53-6399-00-892-299000	Debit	
162-00-2177-99-000-200000		Credit
199-00-1261-00-000-200000	Debit	
199-00-2110-01-000-200000		Credit

2. **Purchase Order in Finance**

Finance > Maintenance > Postings > Purchase Order

☐ Create a PO as usual; 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.
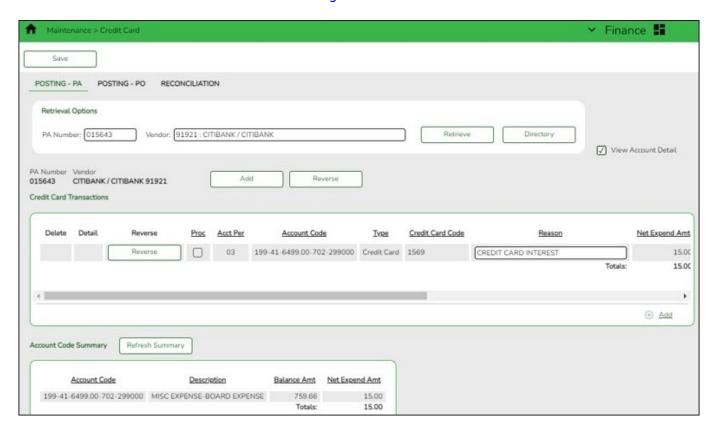
Encumbrance Liquidation:

| 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

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3. **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 |