



ASCENDER - Credit Card Process

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ASCENDER - Credit Card Process

Created: 04/28/2023

Reviewed: in progress

Revised: in progress

The purpose of this document is to guide you through the necessary credit card processing steps, which include processing credit card payments to vendors, reconciling credit card statements, and then processing payments to the credit card company.

This document assumes that you are familiar with the basic features of the ASCENDER Business System and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Prerequisites

- Update roles/users in Security Administration to allow credit card feature permissions. You can add permissions to an existing role or create a new role.

Credit Card Process



Credit card information cannot be edited once charges are posted to a card.

1. [Set up credit card codes](#).

Set up credit card codes

[Finance > Tables > Credit Card Codes](#)

Establish a list of credit card codes to be used by the local education agency (LEA). The credit card code table is necessary to complete credit card functions in Finance, Purchasing, and District Administration.

Multiple credit cards can be set up for a credit card company. The account code must be a liability account (2XXX). A different account code can be used for each credit card to make it

easier to verify transactions if the credit card statement does not reconcile to the transactions in ASCENDER. This account should be different from previously used liability accounts.

Delete	Credit Card Code	Description	Vendor Nbr	Sort Key/Vendor Name	Exod	Exod	Obi	Obi	Qra	Qra	Eiscal	Year	Ed	Proj	Project	Actus
	1569		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	1577		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	1585		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	1593		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	1601		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	1714		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	1722		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	1730		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	1748		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	1755		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	3554		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	5456		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	5961		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		
	5979		91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>		

Notes:

- Credit card codes can be assigned to individual users on the [District Administration > Maintenance > User Profiles > Purchasing Credit Cards](#) tab.
- All credit card account code components must exist on the [Finance > Tables > Account Codes](#) page.
- 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.

Click **+Add** to add a row.

Credit Card Code	Type a unique user-defined credit card code. The field can be a maximum of six alphanumeric characters. It is helpful to use the last 4 digits of the credit card.
Description	Type a user-defined credit card description. The field can be a maximum of 30 alphanumeric characters. It is helpful to use the name of the credit card.
Vendor Nbr	Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The Vendor Name field is automatically populated with the vendor name. If the vendor number is not known, click . The Vendors directory is displayed. Note: The vendor number represents the credit card company (e.g., Bank of America).

Vendor Name	<p>Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The Vendor Number field is automatically populated with the vendor number.</p> <p>If the vendor name is not known, click . The Vendors directory is displayed.</p> <p>Note: The vendor name represents the credit card company (e.g., Bank of America).</p>
Account Code	<p>Type the 20-digit account code of the payable account. The object code must be a class 2XXX account. All account code components must exist on the Finance > Tables > Account Code page.</p> <p>Note: You can use one account for all credit cards or set up a separate account for each credit card.</p> <p>The account code is divided into the following components:</p> <p>Fund Function Object Sub-Object Organization</p> <p>Fiscal Year - This field is display only and defaults to X indicating that the current fiscal year for the account code offset is used when creating credit card transactions. You can verify the fiscal year on the Tables > District Finance Options page.</p> <p>Program Intent Educational Span Project Detail</p>
Active	<p>Select to allow the use of the credit card code in Purchasing. The field is selected by default; however, you can clear the field to restrict the use of the credit card code in Purchasing.</p>

Click **Save**.

2. (Optional) Assign credit card codes to users.

(Optional) Assign credit card codes to users

[District Administration > Maintenance > User Profiles > Purchasing Credit](#)

Assign specific credit card codes to individual requisition users. If users will not be selecting a credit card code when creating and submitting a requisition, then credit card codes do not need to be assigned to users. The business office can select a credit card code on the PO at the time the payable transaction is entered in Finance.

If a specific credit card code is assigned to a user, the user can select from their assigned list of active credit card codes in the **Credit Card Code** drop-down field when entering a requisition on the [Purchasing > Maintenance > Create/Modify Requisition](#) and [Create/Modify Contract Requisition](#) pages in Purchasing.

The screenshot shows the 'User Profiles' maintenance screen in a software application. The 'Purchasing Credit Cards' tab is active. A table lists credit card codes assigned to a user, with columns for Delete, Credit Card Code, Description, and Active status. Three rows are listed: 1569, 1577, and 1585, all marked as Active. A 'Print' button is visible above the list, and a 'Save' button is at the top left.

Click **+Add** to add a row. The Credit Card Directory is displayed.

- Select one or more credit card codes to assign to the selected user. Only credit card codes that exist on the [Finance > Tables > Credit Card Codes](#) tab are displayed.
- Type data in the **Search** field to narrow the list of credit card codes displayed in the list.
- Click **OK** to continue and return to the Purchasing Credit Cards tab.
- Click **Cancel** to return to the Purchasing Credit Cards tab without making a selection.

Field	Description
Credit Card Code	The user-defined credit card code is displayed.
Description	The user-defined credit card code description is displayed.
Active	Indicates the credit card code status.

Click **Save**.

3. [Create credit card transactions](#).

Create credit card transactions

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](#)

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 CORPORATION	Shipping Addr:	4060 Fauquier 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: <input type="checkbox"/>	Attachments: <input type="checkbox"/>	Requisition Total: 22.00																																															
<table border="1"> <thead> <tr> <th>Delete</th> <th>Note</th> <th>Item</th> <th>Catalog Nbr</th> <th>Description</th> <th>Quantity</th> <th>Unit of Issue</th> <th>Unit Price</th> <th>SubTotal</th> <th colspan="2">Commodity Code</th> </tr> <tr> <th colspan="4"></th> <th>Long Description</th> <th colspan="2">Status</th> <th>Discount %</th> <th>Discount Amt</th> <th>Freight Elig</th> <th>Freight %</th> <th>Freight Amt</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>001</td> <td></td> <td>PAPER</td> <td>1.00</td> <td>EA Each</td> <td>22.0000</td> <td>22.00</td> <td></td> <td>0.00%</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Y - Approved</td> <td>0.00%</td> <td>0.00</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>0.00% 0.00</td> </tr> </tbody> </table>											Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code						Long Description	Status		Discount %	Discount Amt	Freight Elig	Freight %	Freight Amt			001		PAPER	1.00	EA Each	22.0000	22.00		0.00%	0.00							Y - Approved	0.00%	0.00	<input checked="" type="checkbox"/>		0.00% 0.00
Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code																																																
				Long Description	Status		Discount %	Discount Amt	Freight Elig	Freight %	Freight Amt																																														
		001		PAPER	1.00	EA Each	22.0000	22.00		0.00%	0.00																																														
						Y - Approved	0.00%	0.00	<input checked="" type="checkbox"/>		0.00% 0.00																																														
Accounts for item 001																																																									
<table border="1"> <thead> <tr> <th>Delete</th> <th>Account Code</th> <th>Description</th> <th>Balance Amt</th> <th>Pct</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>162-53-6399.00-892-299000</td> <td>SUPPL/MTRLS/POST IS</td> <td>739.44</td> <td>100.000%</td> <td>22.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>100.000%</td> <td></td> <td>22.00</td> </tr> </tbody> </table>											Delete	Account Code	Description	Balance Amt	Pct	Amount		162-53-6399.00-892-299000	SUPPL/MTRLS/POST IS	739.44	100.000%	22.00				100.000%		22.00																													
Delete	Account Code	Description	Balance Amt	Pct	Amount																																																				
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			100.000%		22.00																																																				
Refresh Totals Calculate Percent Calculate Amount Add																																																									

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](#)

The screenshot shows the 'Maintenance > Postings' screen. At the top, there are tabs for JOURNAL BUDGET, JOURNAL INQUIRY, PURCHASE ORDER, CASH RECEIPT, CREDIT MEMO, CHECK PROCESSING - PA, CHECK PROCESSING - PO, and JOURNAL ACTUAL. Below the tabs, there are input fields for PO Number (004444), Vendor Number (TASBO REGISTRATION), and a Default PO Reason dropdown. Buttons for Save, Retrieve, and Directory are available. A checkbox for 'View Account Details' is checked. Below this, a table displays PO details: PO Nbr: 004444, PO Reason: TASBO REGISTRATION, Sort Key / Vendor Name: TASBO / TASBO : 00735, Vendor Nbr: 00735, Date: 03-16-2022, Original Amt: 400.00, Balance Amt: 400.00. Buttons for Add PO, Delete PO, Reverse PO, and Change Vendor are present. The main table shows a single row for STAFF TRAVEL-IS with an account code of 162-53-6411.00-892-299000, a balance of -2,244.00, and an encumbrance of 400.00. Totals for the row are 400.00. Below the table is an 'Update Details' button and a summary row with columns for Account Code, Description, Reason, Acct Per, Encumbrance Amt, Trans Date, and User ID.

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

The screenshot shows the 'Maintenance > Credit Card > Posting - PO' screen. At the top, there are tabs for POSTING - PA, POSTING - PO, and RECONCILIATION. The POSTING - PO tab is selected. Below the tabs, there are input fields for PO Number (220479), Vendor Number (07536), and a 'Fully Liquidate' checkbox. A 'View Account Detail' button is also present. A table displays PO details: PO Number: 220479, PO Reason: OFFICE SUPPLIES, Sort Key / Vendor Name: QUILL / QUILL CORPORATION, Vendor Nbr: 07536, Date: 03-16-2022, Original Amt: 22.00, Balance Amt: 0.00, Req Nbr: 300992, Requisition Status: Approved, Received Date: 1569. Below this, a table for Credit Card Transactions shows a single row for OFFICE SUPPLIES with an account code of 162-53-6399.00-892-299000, a type of Credit Card, and a credit card code of 1569. The net expenditure amount is 22.00, and the invoice date is 03-16-2022. At the bottom, an 'Account Code Summary' table shows a single row for SUPPL/TRL/POST-IS with an account code of 162-53-6399.00-892-299000, a balance amount of -717.44, and an encumbrance amount of 22.00.

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](#)

PA Number	Vendor	Reason	Net Expend Amt
015643	CITIBANK / CITIBANK 91921	CREDIT CARD INTEREST	15.00
Totals: 15.00			

Account Code	Description	Balance Amt	Net Expend Amt
199-41-6499.00-702-299000	MISC EXPENSE-BOARD EXPENSE	759.66	15.00
		Totals:	15.00

- ◻ If a PO was not created, a credit card transaction can be posted as a PA.

Expenditure:

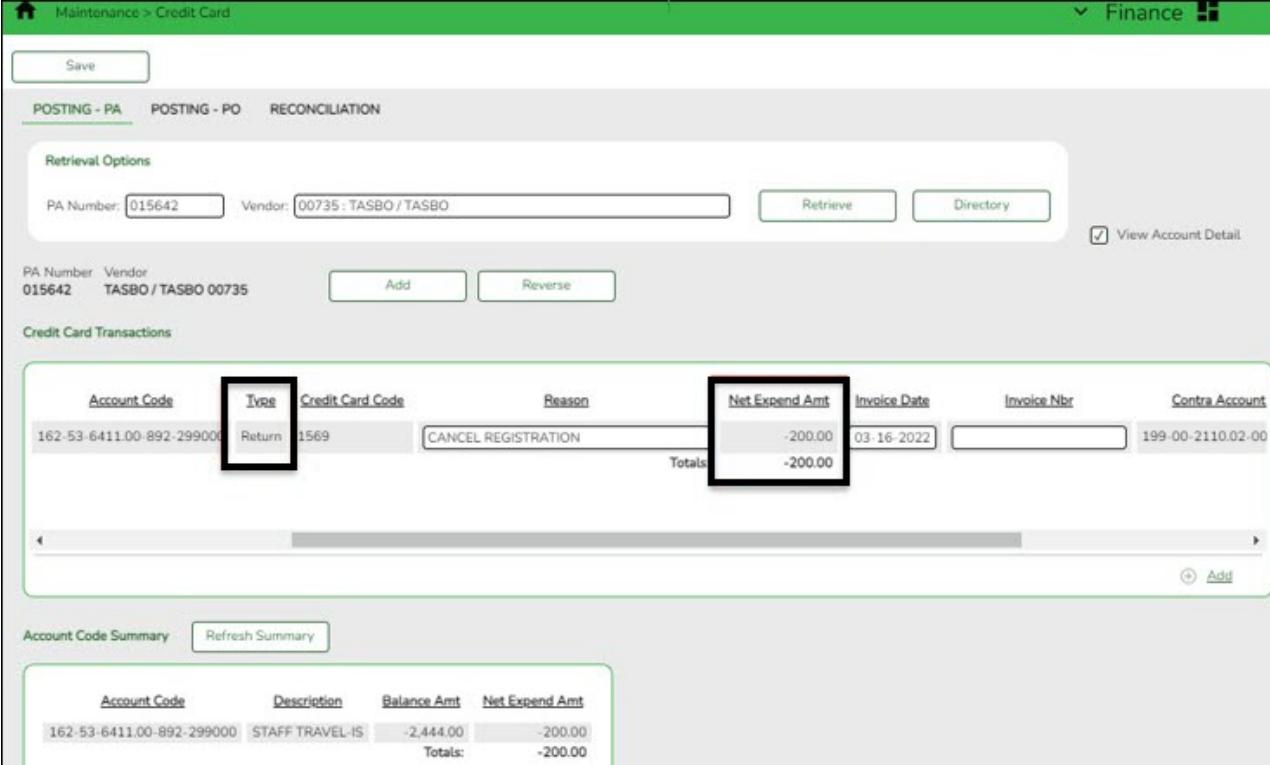
199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

4. Post returns.

Post returns

[Finance > Maintenance > Credit Card > Posting - PA or Posting PO](#)

To ensure that the check to the credit card company is correct, all returns must be posted before reconciling the credit card statement.



The screenshot shows the 'Maintenance > Credit Card' interface. The 'Posting - PA' tab is selected. In the 'Credit Card Transactions' section, a table lists a return transaction. The 'Type' column for this transaction is highlighted with a black box. The 'Net Expend Amt' column also has a black box around its value, '-200.00'. Other columns in the table include 'Account Code', 'Credit Card Code', 'Reason', 'Invoice Date', 'Invoice Nbr', and 'Contra Account'.

Verify that the following fields are completed for a return:

- The **Type** field must be set to *Return*.
- The **Net Expend Amt** field must be a negative amount.
- A credit memo number must be entered in the **Credit Memo Nbr** field on this tab prior to saving the record.

In the above example, a return for \$200 to cancel a TASBO registration was created on the [Finance > Maintenance > Credit Card > Posting - PA](#) tab.

Reverse expenditure:

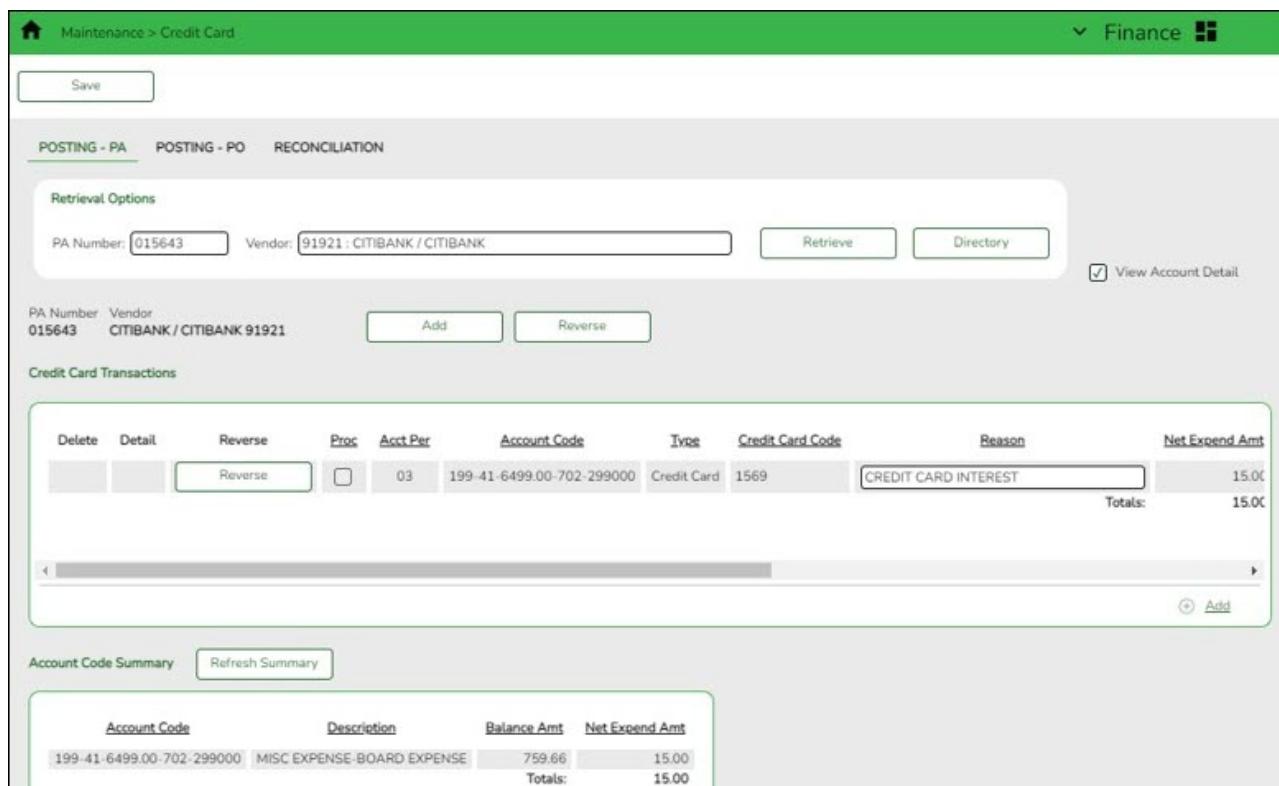
162-00-2177-99-000-200000	Debit	
162-53-6411-00-892-299000		Credit
199-00-2110-01-000-200000	Debit	
199-00-1261-00-000-200000		Credit

5. Post interest and miscellaneous charges.

Post interest and miscellaneous charges

[Finance > Maintenance > Credit Card > Posting - PA](#)

As needed, create transactions for interest and other miscellaneous charges as a credit card PA transaction.



The screenshot shows the 'Maintenance > Credit Card' screen. The top navigation bar includes 'Save', 'Posting - PA', 'Posting - PO', 'Reconciliation', and 'Finance'. The 'Posting - PA' tab is selected. The 'Retrieval Options' section shows 'PA Number: 015643' and 'Vendor: 91921 : CITIBANK / CITIBANK'. Buttons for 'Retrieve' and 'Directory' are present, with 'View Account Detail' checked. Below this, a table lists a transaction: 'PA Number: 015643', 'Vendor: CITIBANK / CITIBANK 91921', 'Type: Credit Card', 'Credit Card Code: 1569', 'Reason: CREDIT CARD INTEREST', and 'Net Expend Amt: 15.00'. Buttons for 'Delete', 'Detail', 'Reverse', 'Proc', 'Acct Per', and 'Add' are available. The 'Credit Card Transactions' section also includes a 'Refresh Summary' button. A summary table at the bottom shows 'Account Code: 199-41-6499-00-702-299000', 'Description: MISC EXPENSE-BOARD EXPENSE', 'Balance Amt: 759.66', and 'Net Expend Amt: 15.00'.

In the above example, a transaction of \$15 for credit card interest was posted.

Expenditure:

199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

6. Reconcile the credit card statement.

Reconcile the credit card statement

[Finance > Maintenance > Credit Card > Reconciliation](#)

After all credit card transactions are entered, reconcile the credit card statement to the credit card transactions.

Credit Card Returns/Payments

Recn	CC Code	Trans Date	Vendor Name	Amount	Tr
<input checked="" type="checkbox"/>	1593	03-02-2022	CITIBANK	-12,854.36	P
<input checked="" type="checkbox"/>	1593	03-17-2022	CITIBANK	-5,097.60	P
<input type="checkbox"/>	1722	08-22-2018	HAMPTON INN - NORTH	-8.76	P
<input type="checkbox"/>	1722	12-08-2021	CITIBANK	-2,026.41	P
<input type="checkbox"/>	1730	08-23-2018	CITIBANK	-1,112.74	P
<input type="checkbox"/>	1730	09-19-2018	CITIBANK	-89.98	P
<input type="checkbox"/>	1730	05-29-2019	CITIBANK	-580.00	P
<input type="checkbox"/>	1730	08-26-2019	CITIBANK	-502.90	P
<input type="checkbox"/>	1748	07-25-2018	CITIBANK	-3,777.22	P
<input type="checkbox"/>	1748	09-18-2018	CITIBANK	-553.42	P
<input type="checkbox"/>	1748	08-13-2019	CITIBANK	-1,253.88	P
<input type="checkbox"/>	1748	03-16-2022	CITIBANK	-3,067.56	P
<input type="checkbox"/>	1755	11-27-2018	WCP HOLDINGS LLC	-0.54	P

Credit Card Charges

Recn	CC Code	Trans Date	Vendor Name	Amount	Trs	PA/PQ Nbr	Ref
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	25.30	PA	015333	PAYFLOWIR
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	1,252.90	PA	015333	INSIGHT PLI
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	1,353.84	PA	015333	SYNCRONISI
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	5,028.00	PA	015333	SHUTTERST
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	5,415.36	PA	015333	SYNCRONISI
<input checked="" type="checkbox"/>	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
<input checked="" type="checkbox"/>	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
<input checked="" type="checkbox"/>	1730	08-23-2018	CITIBANK	144.77	PA	011011	HILTON PAL
<input checked="" type="checkbox"/>	6661	07-16-2019	CITIBANK	356.00	PA	012726	AIRLINE RES

Credit Card Statement

Previous Balance:	0.00
Cleared Returns:	5,097.60
Cleared Charges:	-14,372.17
Cleared Check Payments:	12,854.36
Statement Balance:	14,372.17

System

System Balance:	+ -8,773.62
Outstanding Returns:	+ -86.03
Outstanding Charges:	+ 0.00
Outstanding Check Payments:	+ -58,647.61
Statement Balance:	+ 14,372.17
Miscellaneous Adjustment:	+ 0.00
Unreconciled Difference:	-53,135.09

Check Amount

Check Amount: 9,274.57

Use the following fields to begin the reconciliation process:

- In the **Vendor** field, select the credit card vendor (company).
- In the **Credit Card Code** field, select the applicable credit card code to retrieve all transactions that were entered for that credit card.
- In the **Statement Balance** field, enter the credit card balances from the credit card statement.
- Proceed to reconcile the credit card transactions. As returns/payments or charges are selected, the balance and the check amount totals are updated.

Click **Save as Pending** to save and then when finished, click **Reconcile**.

During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the [Finance > Maintenance > Credit Card > Reconciliation](#) tab.

Credit Card Reconciliation Reports

Cleared Returns/Payments and Cleared Charges
 Outstanding Returns/Payments and Outstanding Charges
 Outstanding/Cleared Returns/Payments and Outstanding/Cleared Charges

3rd Reconciliation, Month of March

Page: 1 of 1
File ID: C

Vendor Nbr: 91921 - CITIBANK
Accounting Period: All YTD + Current + Next

Credit Card Statement	System	PA Nbr	Check Amount
Previous Balance: .00	System Balance: + -8,773.62	015711	9,274.57
Cleared Returns: .00	Outstanding Returns: + -86.03		
Cleared Charges: .00	Outstanding Charges: + .00		
Cleared Check Payments: .00	Outstanding Check Payments: + -58,647.61		
Statement Balance: .00	Statement Balance: + .00		
	Miscellaneous Adjustment: - .00		
	Unreconciled Difference: -53,135.09		

End of Report

Expenditure:

199-00-2110-01-000-200000	Debit	
199-00-2110-00-000-200000		Credit

After you click **Reconcile** and the credit card statement is reconciled, a PA is created for the credit card company on the **Finance > Maintenance > Postings > Check Processing - PA** tab.

Maintenance > Postings

Save File ID: C Account Period: 03

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

PA Number: 015711 Vendor Number: 91921 Retrieve Directory View Account Details

PA Number: Sort Key / Vendor Name: Vendor Number:
015711 CITIBANK / CITIBANK 91921

Add PA Reset Reverse PA Delete

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Inv	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Ac
			<input type="checkbox"/>	03	199-00-2110.02-000-200000	Computer		--	PYMT	8,773.80	--		199-00-2110
			<input type="checkbox"/>	03	199-00-2110.02-000-800000	Computer		--	PYMT	144.77	--		199-00-2110
			<input type="checkbox"/>	03	199-00-2110.02-000-900000	Computer		--	PYMT	356.00	--		199-00-2110
Totals: 9,274.57													

Refresh Totals

Account Code	Description	Balance Amt	Net Expend Amt
199-00-2110.02-000-200000	ACCOUNTS PAYABLE	0.18	8,773.80
199-00-2110.02-000-800000	ACCOUNTS PAYABLE	144.77	144.77
199-00-2110.02-000-900000	ACCOUNTS PAYABLE	356.00	356.00
Totals:		9,274.57	



It is helpful for tracking purposes to enter the statement date in the **Invoice Date** field and the statement month as the **Invoice Number**.

7. Process payment to the credit card company.

Process payment to the credit card company

Finance > Maintenance > Check Processing > Print Checks

Process the payment to the credit card company.

Select	Vendor Number	Vendor Sort Key	Vendor Name	Check Amount	Trans Amount	Credit Amount	Separate Check	EFT Payment	PO / PA Number	Check Type	Check Notes
<input checked="" type="checkbox"/>	91921	CITIBANK	CITIBANK	13,505.40	13,505.40	0.00	N	N			

Selected Check Amount Total: 13,505.40 Check Trans Amount Total: 13,505.40 Credit Amount Total: 0.00

The transaction for the check to be issued to the credit card company is displayed.

To post check:

199-00-2110-00-000-200000	Debit	
199-00-1110-00-000-200000		Credit

During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the [Finance > Maintenance > Credit Card > Reconciliation](#) tab.

8. Generate the FIN1950 - Credit Card Payment Listing.

Generate the FIN1950 - Credit Card Payment Listing

[Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1950 - Credit Card Payment Listing](#)

Generate the report with the following parameters:

Reports > Finance Reports > Journals, Checks, Detail Ledgers > Credit Card Payment Listing

Preview PDF CSV Clear Options

File ID: C
User ID:
Curr Per: 03
Next Per: 03

Journals, Checks, Detail Ledgers

[FIN1000 - Cash Receipts Journal](#)
[FIN1050 - Expenditure and Liquidation Journal](#)
[FIN1100 - Encumbrance Journal](#)
[FIN1150 - General Journal](#)
[FIN1200 - Capital Outlay Expenditure Report](#)
[FIN1250 - Check Register](#)
[FIN1300 - Check Payments List](#)
[FIN1350 - Check Transaction List](#)
[FIN1400 - Detail General Ledger](#)
[FIN1450 - Detail General Ledger by Acct Per](#)
[FIN1500 - Detail Budget Status by Organization](#)
[FIN1550 - Detail Budget Status by Program Intent](#)
[FIN1600 - Batch Process Balance Error Listing](#)
[FIN1650 - Selective Detail General Ledger](#)
[FIN1700 - Accounts Payable Listing](#)
[FIN1750 - Year to Date Check Payments List](#)
[FIN1800 - Year to Date Check Register List](#)
[FIN1850 - Student Activity Fund Report](#)
[FIN1900 - Inventory Distributions Journal](#)
[FIN1950 - Credit Card Payment Listing](#)

FIN1950 - Credit Card Payment Listing

Parameter Description	Value
From Accounting Period (01-12)	03
To Accounting Period (01-12)	03
Sort by Fund (F), Vendor Number (V), Trans Date (D)	D
Select Reconciled(R), Unreconciled(U), or blank for ALL	
Select Vendor(s), or blank for ALL	
Select Credit Card Code(s), or blank for ALL	
Select Fund(s), or blank for ALL	
From Date (MMDDYYYY), or blank for ALL	
To Date (MMDDYYYY), or blank for ALL	

Date Run: 03-16-2022 2:21 PM
Cnty Dist:
From 09-01-2021 To

Credit Card Payment Listing
From Month 03 To 03

Credit Card Code	Trans Date	Vendor Nbr	Vendor Name	Acct Per PO Nbr	Recon Ind	Fnd-Fnc-Obj.So-Org-Prog		Credit Card Fnd-Fnc-Obj.So-Org-Prog Reason
						Expenditure Amt	Liq Amt	
1569	03-16-2022	00735	TASBO	03 015642		162-53-6411.00-892-299000 -200.00		199-00-2110.02-000-200000 .00 CANCEL REGISTRATION
1577	03-16-2022	00735	TASBO	03 004444	Y 456	162-53-6411.00-892-299000 400.00		199-00-2110.02-000-200000 -400.00 TASBO REGISTRATION
1569	03-16-2022	08324	OFFICE DEPOT	03 015641	Y	199-41-6499.00-702-299000 15.00		199-00-2110.02-000-200000 .00 OFFICE SUPPLIES
1569	03-16-2022	91921	CITIBANK	03 015643	Y	199-41-6499.00-702-299000 15.00		199-00-2110.02-000-200000 .00 CREDIT CARD INTEREST
						Grand Totals	230.00	-400.00

End of Report

9. Generate a vendor inquiry.

Review the vendor payment inquiry

[Finance > Inquiry > Vendor Inquiry > Vendor Payment Inquiry](#)

Run a vendor payment inquiry to review a list of vendor check transactions.

Vendor Information

Vendor: 00226 : VENDOR SORT KEY 226 / VENDOR NAME 226 Addr: P.O. BOX 965
Status: Active Doing Business As: WAL-MART COMMUNITY Alamo City, TX 78027 - 3515

File ID: C 2022 - 2023

Payment Dates: From: 00-00-0000 To: 00-00-0000

Check Number: From: To:

Transaction Type: Include Check Transactions Include Credit Card Transactions

Buttons: Directory, Clear Dates, Retrieve, Print

Check Date	Check Nbr	PO / PA Nbr	Account Code	Reason	Invoice Nbr	Acct Per	Net Expend Amt	Liquidated Amt	File ID	User ID
04-28-2023	007052	991777	199-00-2110.00-000-30001	PYMT CREDIT CARD CODE ONE	APRIL STATEMENT	04	1,617.50	0.00	C	REGION11
04-28-2023	007053	991778	199-00-2110.00-000-30001	PYMT CREDIT CARD CODE ONE		04	300.00	0.00	C	REGION11
04-28-2023	CC	205690	199-11-6299.00-001-311000	TESTING NO CC CODE ASSIGNED	ABC5321	04	605.00	-605.00	C	REGION11
04-28-2023	CC	205690	199-11-6399.00-001-311123	TESTING NO CC CODE ASSIGNED	ABC5321	04	156.00	-156.00	C	REGION11
04-30-2023	CC	205692	199-11-6399.00-001-311100	PO Created by Rec: 015746	MEL098	04	300.00	-300.00	C	REGION11
05-02-2023	CC	050220	199-12-6299.03-001-311000	MANUAL PO FOR CC	ICE817	04	601.50	-601.50	C	REGION11
05-02-2023	CC	050220	199-23-6399.00-001-399000	MANUAL PO FOR CC	ICE817	04	250.00	-250.00	C	REGION11
05-02-2023	CC	991775	199-11-6399.00-001-311000	CREDIT MEMO	BARB505	04	-20.00	0.00	C	REGION11
05-02-2023	CC	991776	199-41-6499.00-750-399000	INTEREST	04 2023	04	25.00	0.00	C	REGION11

Total Expend Amt: 3,835.00 Total Liquidated Amt: -1,912.50

- If the transaction is an individual credit card transaction, CC is displayed in the **Check Nbr** field and the transaction amount is displayed in the **Net Expend Amt** field.
- If the transaction is a reconciled amount, the check number is displayed in the **Check Nbr** field and the total reconciled amount is displayed in the **Net Expend Amt** field.



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