

business_creditcardprocessing

Table of Contents

ASCENDER - Credit Card Process 1

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 recording credit card payments to vendors, reconciling credit card statements, and then paying 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.

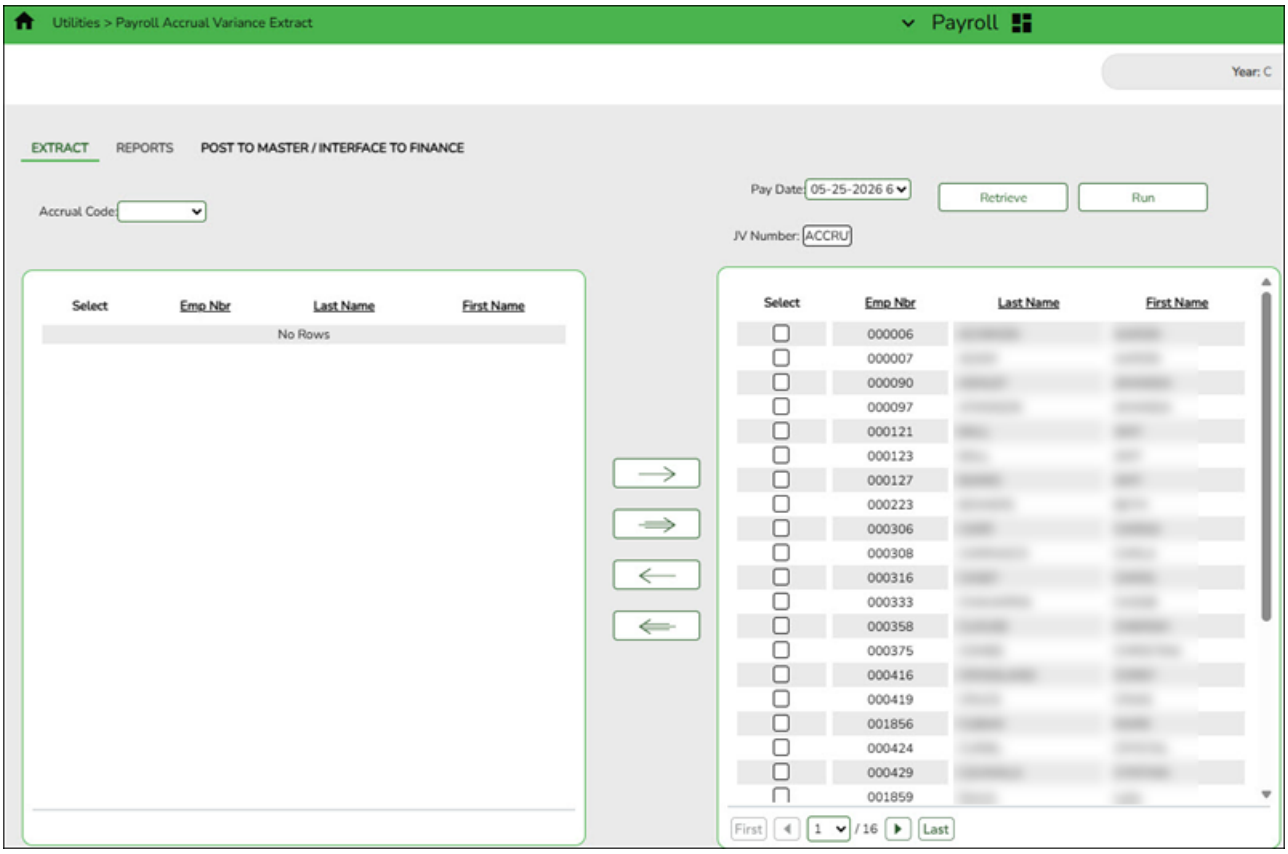
Before You Begin

Credit Card Process

1. Set up credit card codes.

Run the payroll accrual variance extract

Payroll > Utilities > Payroll Accrual Variance Extract > Extract



Review the Accrual Overview document for more information about the Payroll Accrual Variance Extract process steps.

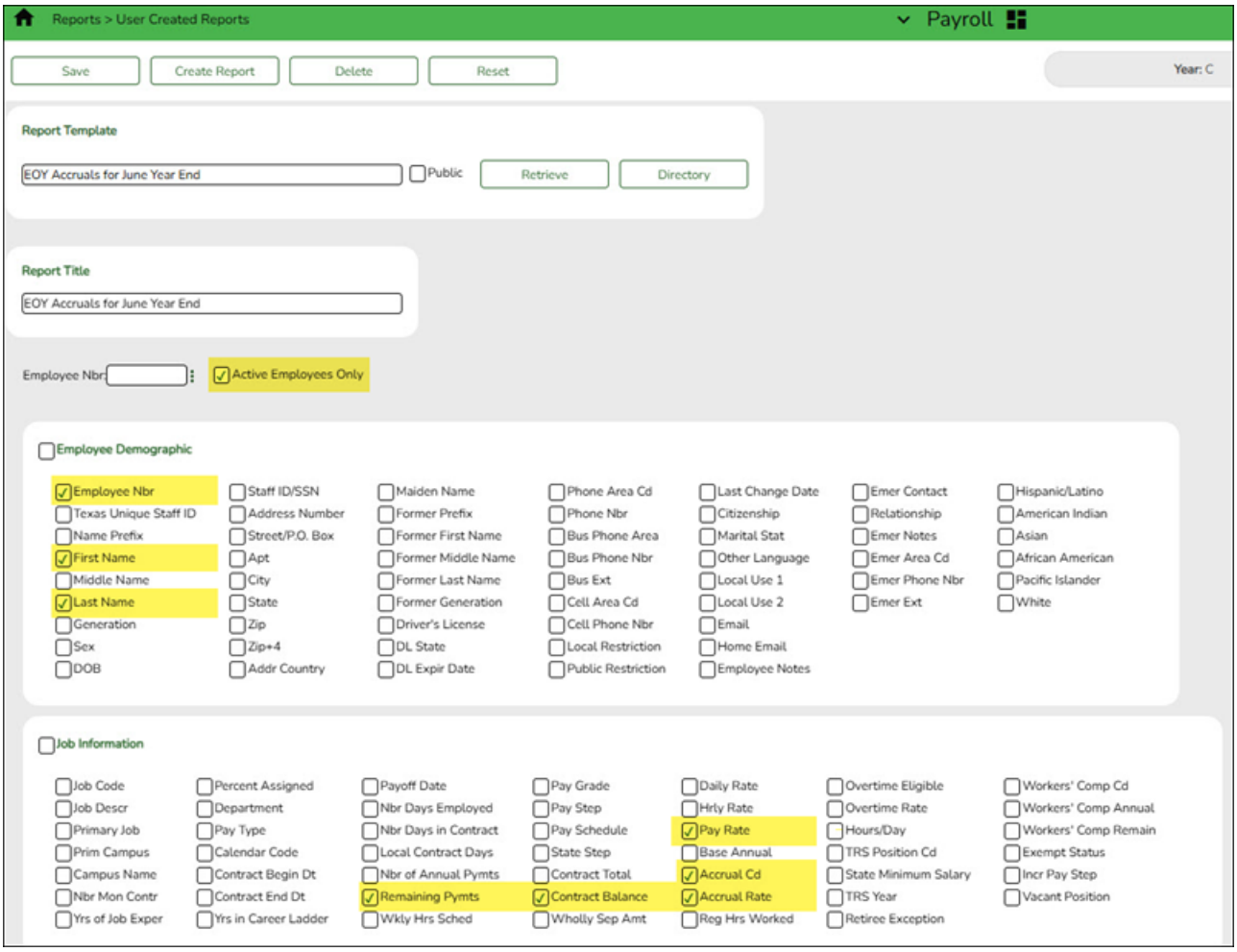
Note: **It is recommended** to balance accruals monthly to help identify and correct any errors. Use the Payroll > Utilities > Payroll Accrual Variance Extract > Extract to assist you in this process.

- Use the Extract tab to run the extract and extract payroll accrual variances.
- Use the Reports tab to review and verify any extracted payroll variances.
- Use the Post To Master/Interface To Finance tab to post valid variances and interface to Finance if needed.

2. Assign credit card codes to users.

Generate a user-created report

Payroll > Reports > User Created Reports



Use the following parameters to generate a user-created report:

- **Active Employees Only**
- **Employee Nbr**
- **First Name**
- **Last Name**
- **Remaining Payments**
- **Contract Balance**
- **Pay Rate**
- **Accrual Code**
- **Accrual Rate**

Save the report as an Excel file. You will use this file to perform maintenance in the following step.

3. Create credit card transactions.

Perform Excel file maintenance

Modify the Excel file.

- Sort the file by **Accrual Cd**, and then by **Last Name**.
- Arrange the order of columns as follows: **Employee Nbr**, **First Name**, **Last Name**, **Accrual Code**, **Accrual Rate**, **Remaining Payments**, **Pay Rate**, and **Contract**

Balance

- Insert a new column (**Total Pay Remaining**) between the **Pay Rate** and the **Contract Balance** columns. And, then in this column (Column H), insert the following formula: **Job Remaining Payments** (column F) x **Pay Rate** (column G)
- In Column J, insert the calculation for the **Difference** with the following formula: **Total Pay Remaining** (column H) - **Contract Balance** (column I)

	A	B	C	D	E	F	G	H	I	J
1	Emp Nbr	First Name	Last Name	Accrual Cd	Accrual Rate	Job Remaining Pymts	Pay Rate	Total Pay Remaining (Col F * Col G)	Contract Balance	Difference (Col H - Col I)
2	000006	AARON	ACHIMON	B	330.481	3	5,150.00	15,450.00	15,450.00	-
3	000007	AARON	ADAM	B	319.786	3	4,983.33	14,949.99	14,950.03	(0.04)
4	000090	AMANDA	ASHLEY	B	357.219	3	5,566.67	16,700.01	16,699.97	0.04
5	000121	AMY	BALL	B	330.481	3	5,150.00	15,450.00	15,450.00	-
6	000223	BETH	BOWERS	B	128.342	3	2,000.00	6,000.00	6,000.00	-
7										
8										
9										
10										
11										

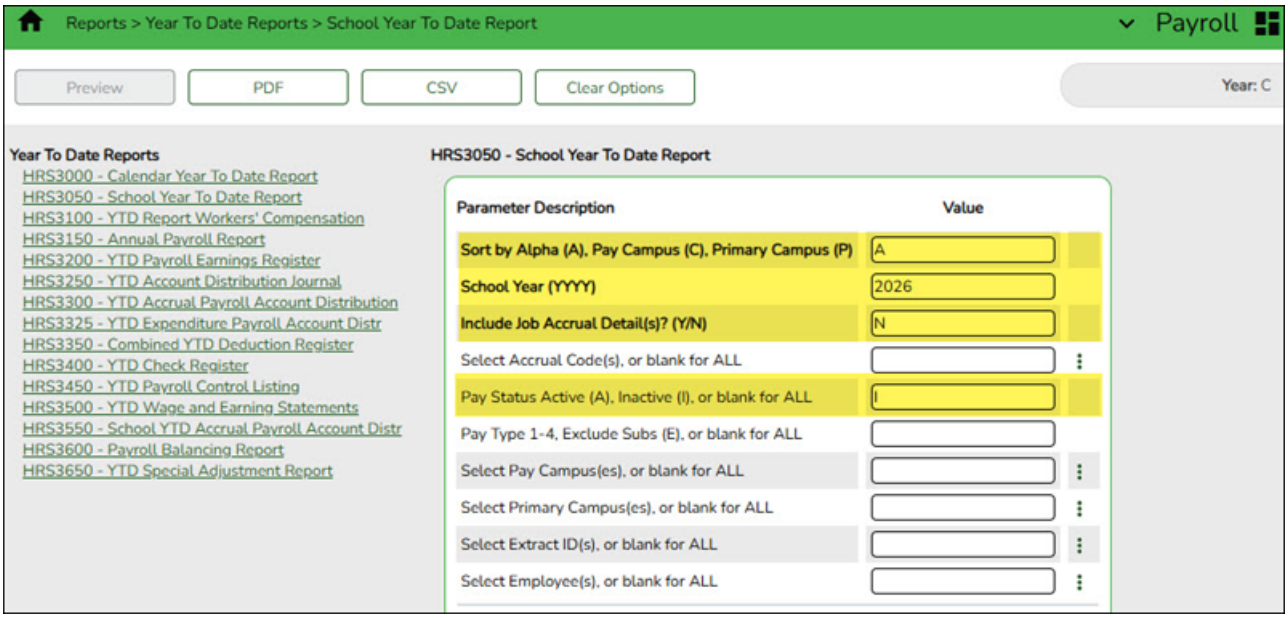
The contract remaining amount is the estimated accrual.

4. Post returns.

Generate the HRS3050 report for inactive employees

Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report

Generate the report with the following parameters. Print and/or save this report and review it for accuracy.



Date Run: School YTD (Sept 1 Thru Aug 31 2026) Program: HRS3050
Cnty Dist: ISD Page: 1 of 1
Pay Period: 05-01-2026 thru 05-31-2026 Payrun Date: 05-25-2026 Frequency: 6

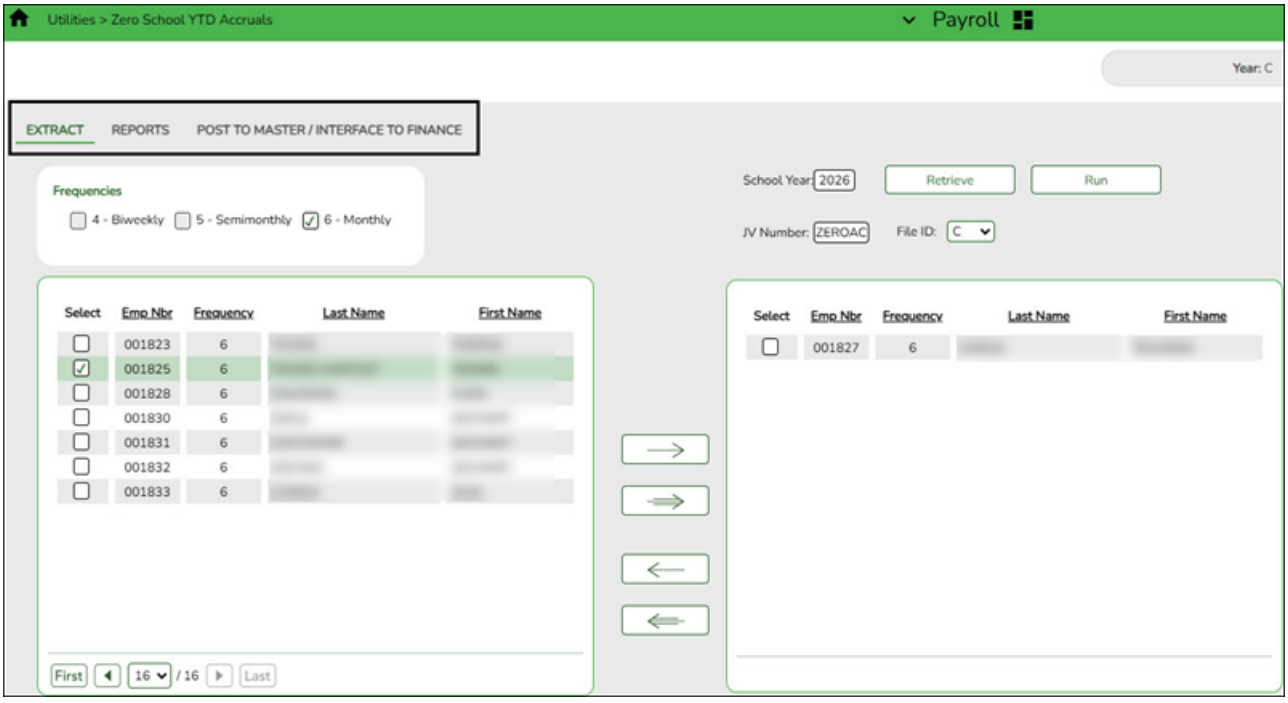
Employee Name / Emp Nbr / Prim Campus / Accrual Code	Contract / Ovtm Grs / Emplr Care / A Fed Dep	Non Contr / Emplr Cont / NPay Bus / A Fed Care	Supplement / NTax Allow / Accru Pay / Accru Care	NTRS Ex / NTRS Bs / FICA Accru / Ret Pensn	FICA Tax / Bus Allow / E HI Acc / Care Surc	Med Tax / Emplr 457 / E An Acc / New TRS	Abs Ded / TEA Contr / 457 Accru / Misc Ded	TRS Dep / NT NP Bus / TEA Acc / A Misc Ded	Reg Hrs / Empl Dep / Unemp Acc / A 403B FICA	Ovtm Hrs / Acc Dep
[redacted]	.00	18,120.78	.00	.00	.00	262.71	.00	1,612.71	.00	.00
001827 909	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
G	135.90	.00	6,040.26	87.57	.00	.00	.00	.00	.00	
	.00	.00	45.30	.00	.00	.00	.00	.00	.00	

District Totals:

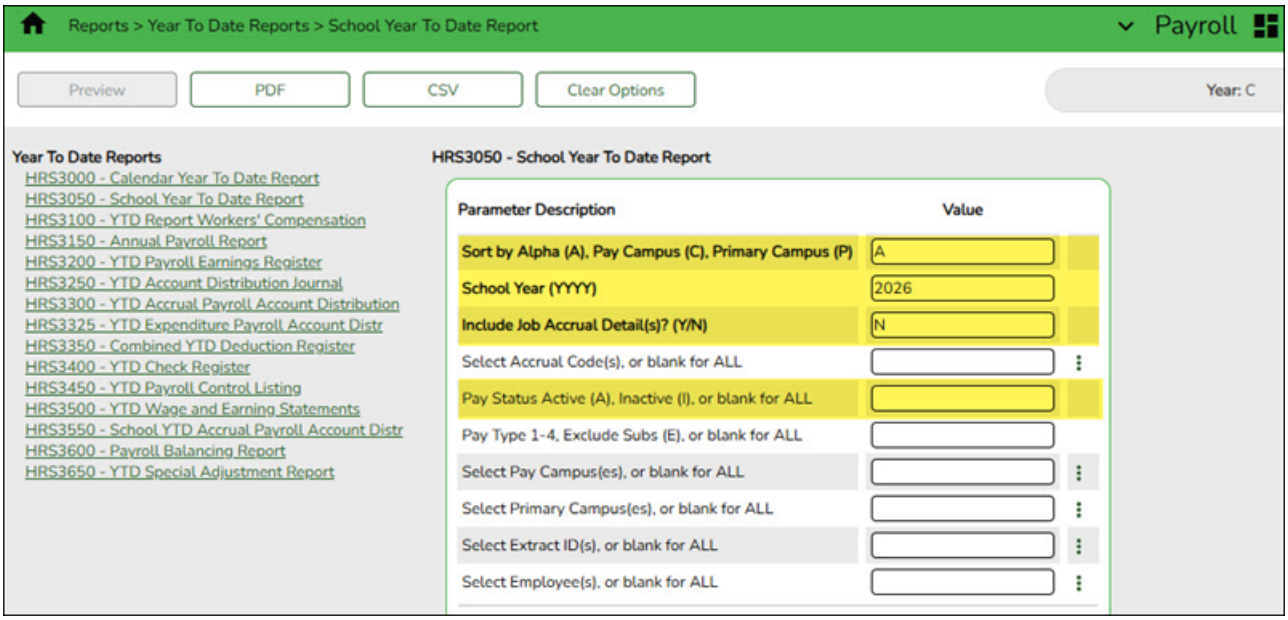
Contract Pay	.00	Non-TRS Non-Tax Bus Allow	.00	Absence Deduction	.00
Non-Contract Pay	18,120.78	Non-TRS Bus Allow	.00	TRS Deposit	1,612.71
Supplemental Pay	.00	FICA Tax	.00	Accrued Pay	6,040.26
Accrued Federal Deposit	.00	Medicare Tax	262.71	Unemployment Accrued	.00
Emplr Health Insurance Accrued	.00	FICA/Medicare Accrued	87.57	Emplr 457 Accrued	.00
Emplr Annuity Accrued	.00	Accrued Federal Care	.00	Non-TRS Reimbr Excess	.00
Emplr Annuity Contrib	.00	Overtime Gross	.00	Non-TRS Reimbr Base	.00
Emplr 457 Contrib	.00	TEA Health Ins Accrued	.00	Non-Pay Bus Allowance	.00
TEA Health Ins Contrib	.00	Emplr TRS Care Accrued	45.30	Non-Tax NPay Bus Allow	.00
Emplr TRS Care Contrib	135.90	New TRS Member Contrib	.00	Emplr TRS Care Surcharge	.00
Ret Emplr Pension Surcharge	.00	Emplr Dependent Care	.00	Emplr Dependent Care Accru	.00
Emplr Misc Ded Contrib	.00	Emplr Misc Ded Contrib Accru	.00	Emplr 403B FICA Contrib Accru	.00

End of Report

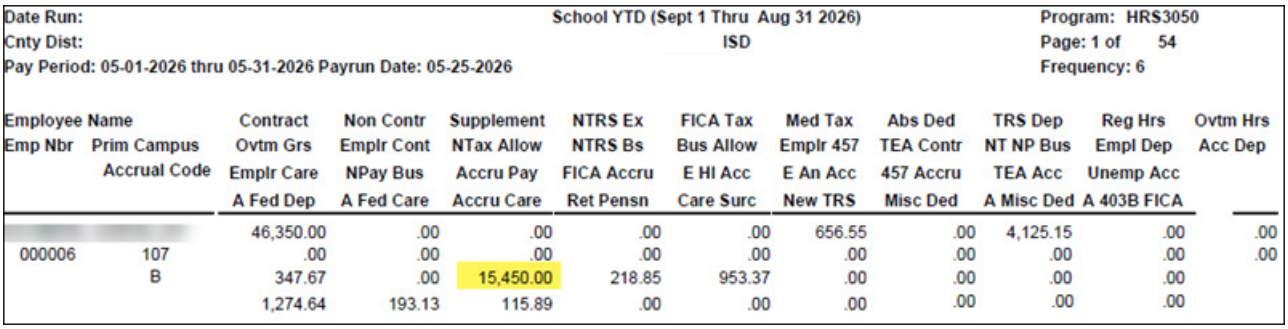
If there are any individuals with an accrual balance displayed on this report who are no longer with the LEA, perform the **Payroll > Utilities > Zero School YTD Accruals** to zero out their accruals.



Generate the report again with the following parameters. Print and/or save this report and review it for accuracy.



Compare the **Accrued Pay** totals to the **Total Pay Remaining** column from Step 3.



Date Run:
School YTD (Sept 1 Thru Aug 31 2026)
Program: HRS3050
Cnty Dist: ISD
Page: 1 of 54
Pay Period: 05-01-2026 thru 05-31-2026 Payrun Date: 05-25-2026
Frequency: 6

Employee Name / Emp Nbr	Prim Campus / Accrual Code	Contract Ovtm Grs / Emplr Care / A Fed Dep	Non Contr / Emplr Cont / NPay Bus / A Fed Care	Supplement / NTax Allow / Accru Pay / Accru Care	NTRS Ex / NTRS Bs / FICA Accru / Ret Pensn	FICA Tax / Bus Allow / E HI Acc / Care Surc	Med Tax / Emplr 457 / E An Acc / New TRS	Abs Ded / TEA Contr / 457 Accru / Misc Ded	TRS Dep / NT NP Bus / TEA Acc / A Misc Ded	Reg Hrs / Empl Dep / Unemp Acc / A 403B FICA	Ovtm Hrs / Acc Dep
[redacted]		46,350.00	.00	.00	.00	.00	656.55	.00	4,125.15	.00	.00
000006	107	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	B	347.67	.00	15,450.00	218.85	953.37	.00	.00	.00	.00	
		1,274.64	193.13	115.89	.00	.00	.00	.00	.00	.00	

Note: The **Accrued Pay** should match the **Total Pay Remaining** (column H) in the Excel file.

5. Post interest and miscellaneous charges.

Verify and correct issues

Verify the differences and correct any problems with the staff accrual payroll information so that the amounts are the same. You may have to:

Use the Payroll > Tables > Accrual Calendars > Accrual Calendar page to:

- Build an accrual calendar for individuals who did not have one built at the beginning of the year.
- Correct the number of days worked in the accrual calendar.

Use the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab to:

- Enter an accrual code for individuals who do not have one.
- Enter an accrual rate for individuals who do not have one.

- Correct the accrual rate (should be the same as the daily rate) for individuals.

Then, use the Payroll > Utilities > Payroll Accrual Variance Extract to perform the following steps:

- Use the Extract tab to run the accrual variance again.
- Use the Reports tab to review and verify any differences between the spreadsheet and the variance report.
- Correct any issues as needed.
- Use the Post To Master/Interface To Finance tab to post valid variances and interface to Finance if needed.

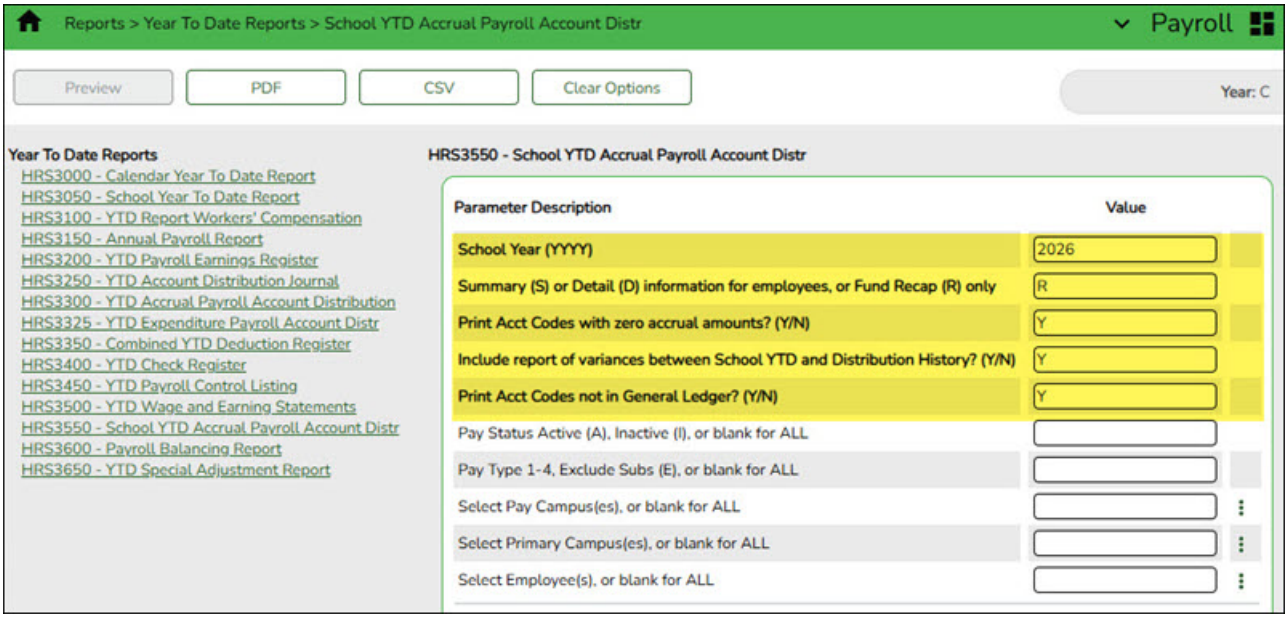
Generate the Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report again from Step 4 and verify that it matches the estimate from Step 3.

6. Reconcile the credit card statement.

Generate the HRS3550 Report

Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distr

After the estimate from the Excel file (Step 3) and the HRS3050 report (Step 4) match, generate the report with the following parameters:



This report will assist you as you balance to Finance in the following step.

7. Process payment to the credit card company.

Run a general ledger inquiry

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

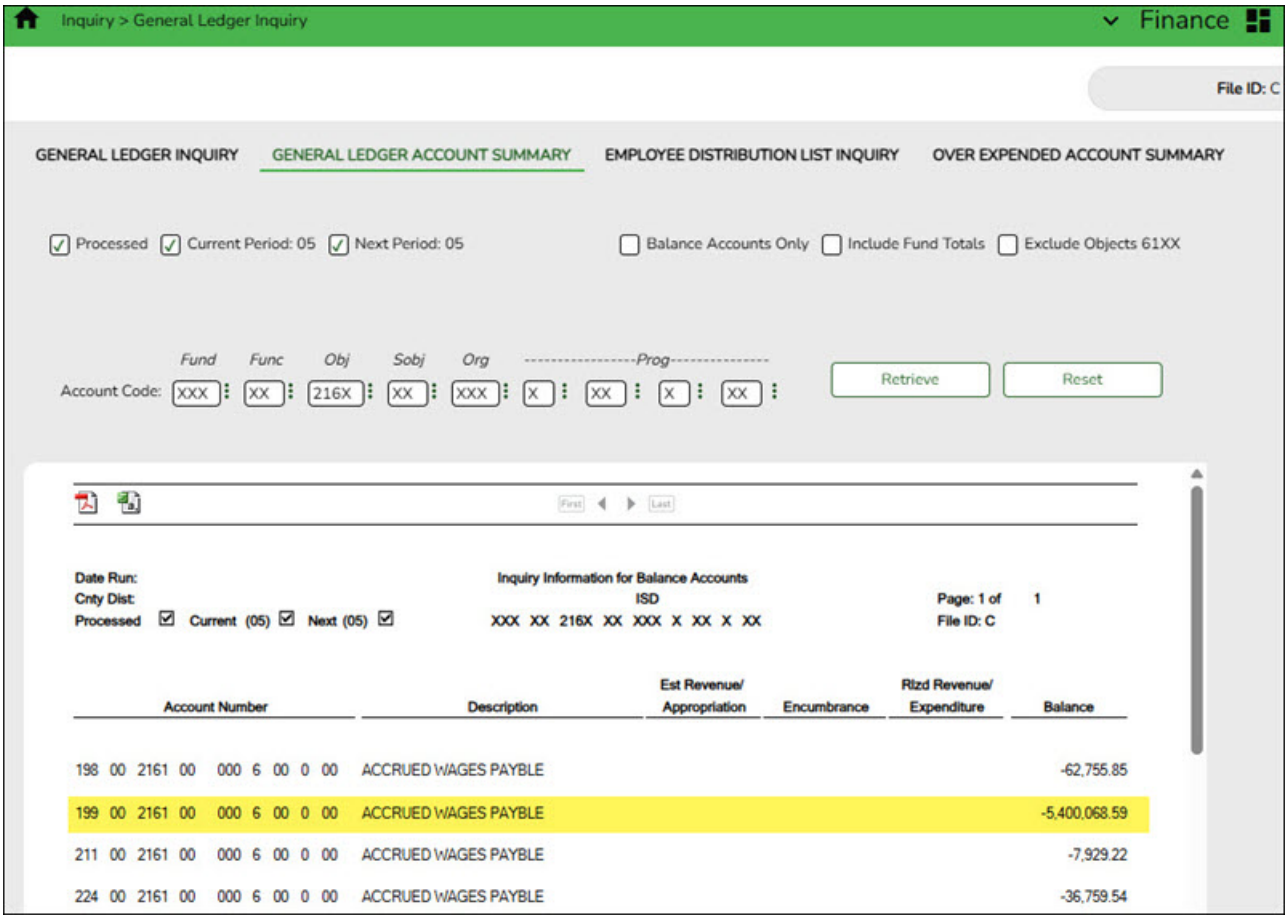
When considering potential journal entries to be made later in this step, use the following chart for reference.

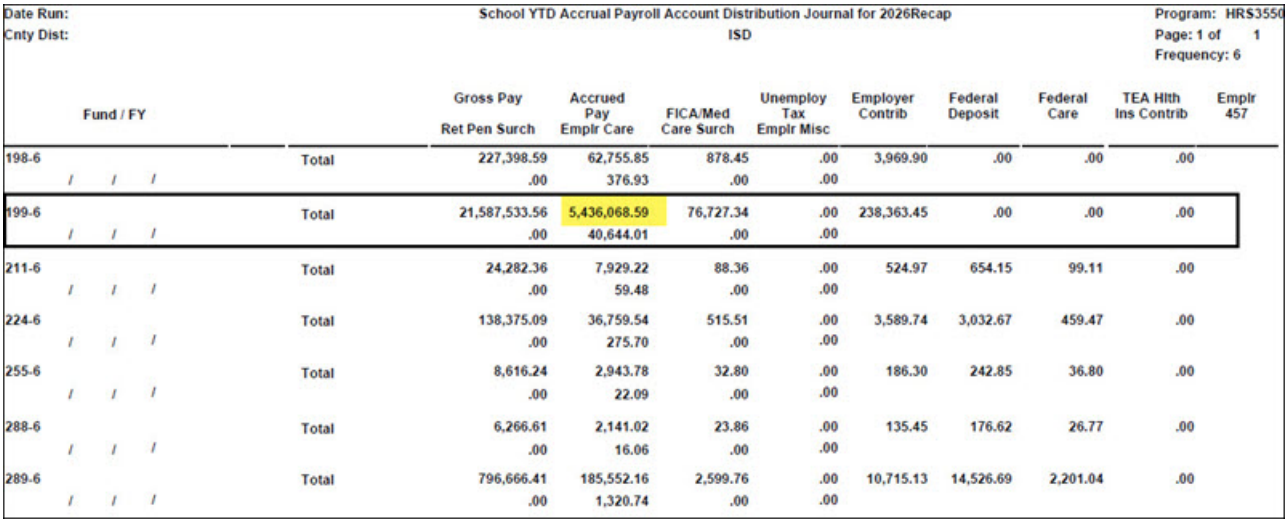
Note: This chart derives from the **Payroll Automatic Posting Default** section on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab.

General Ledger Inquiry Report	School YTD Report	Expenditure Object Code
216X	Accrued Wages	6119 or 6129
221X.11	Accrued Federal Grant Deposit	6146
221X.12	Accrued Federal Grant Care	6146
221X.14	Accrued Employer FICA/Medicare	6141
221X.15	Accrued Employer Unemployment Tax	6145
221X.16	Accrued Health Insurance Contribution (Emplr Health Insurance Accrued + TEA Health Ins Accrued)	6142
221X.17	Accrued Employer 457 Contribution	6149
221X.18	Accrued Employer Annuity Contribution	6149
221X.19	Accrued Employer TRS Care Contribution	6146
221X.20	Accrued Employer Dependent Care	6149
221X.21	Accrued Employer Miscellaneous Deduction Contribution	6149

Run an inquiry on the 216X and 221X accounts from Finance and compare the balances to the Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

This inquiry can also be run in Purchasing.



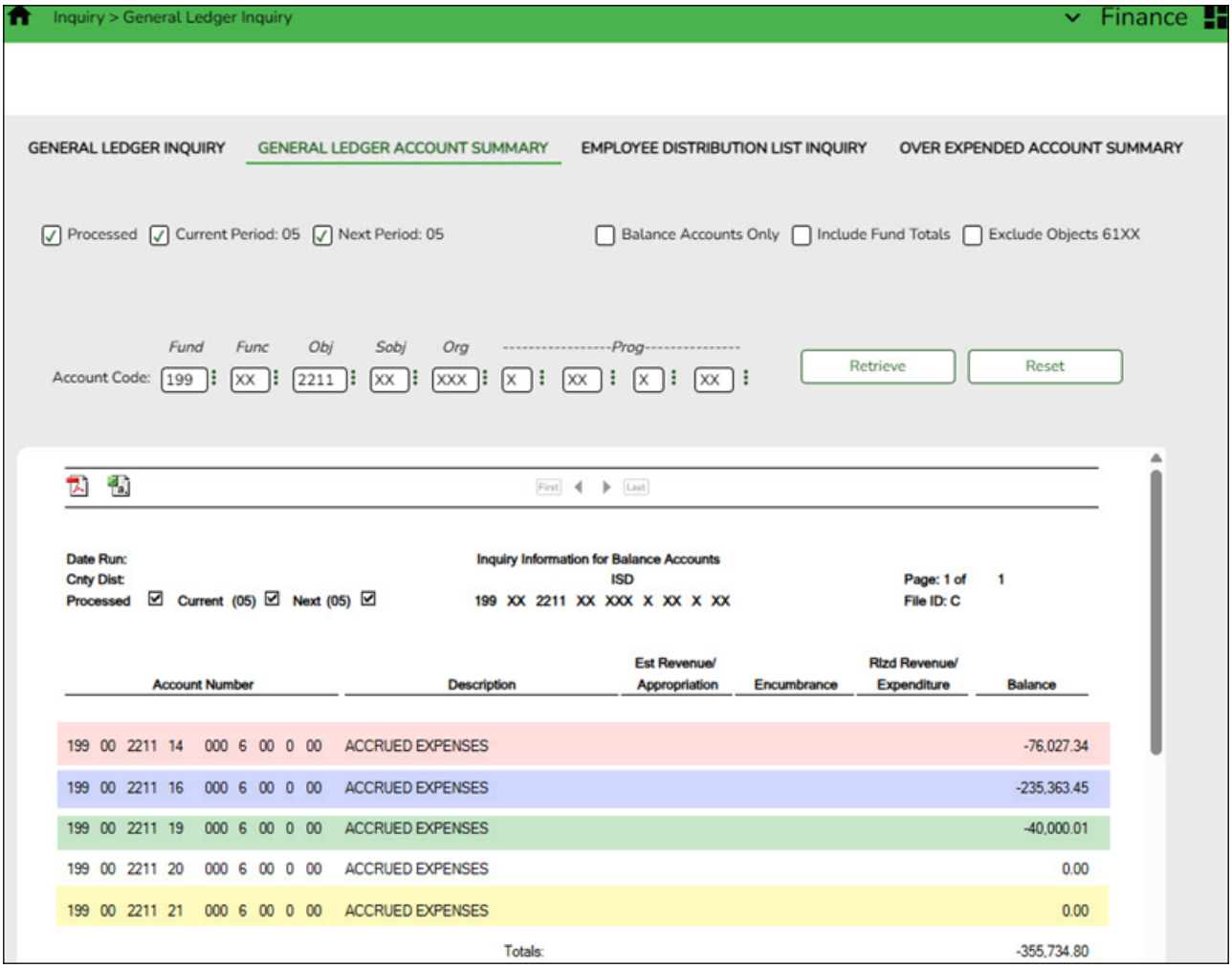


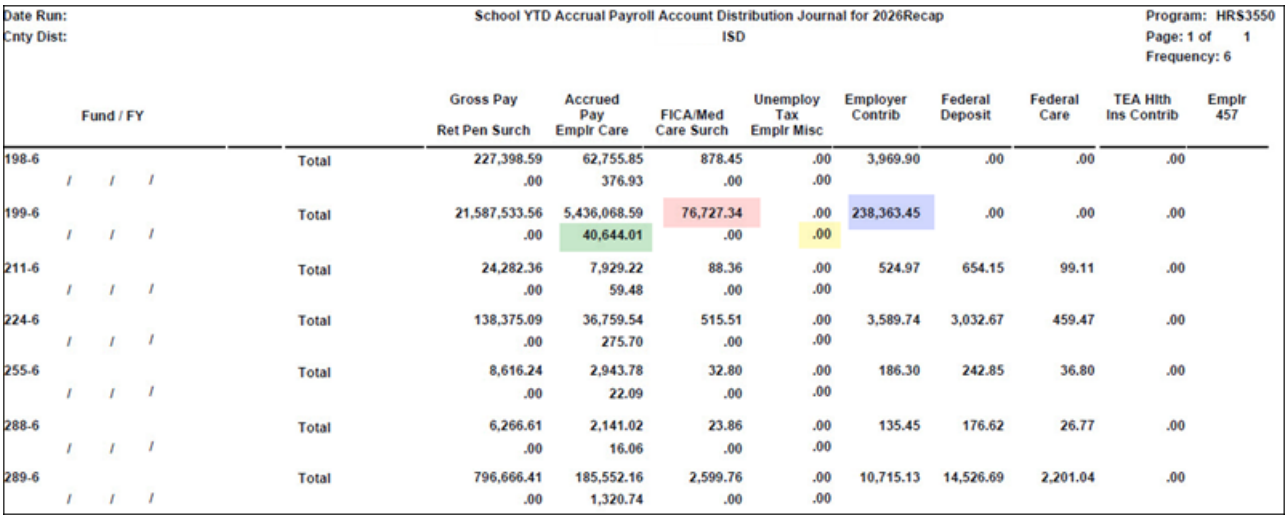
If there is a difference in any of the funds, a journal entry needs to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Compare the HRS3550 report totals to the General Ledger Inquiry reports.
Review the following example entry:

Account Code	Debit	Credit
199-00-2161-00-000-X-00-000		$36,000.00
199-11-6119-00-001-X-11-000	$36,000.00	

This is the difference between the two amounts. The entry has to make the general ledger match the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.





If there is a difference in any of the funds such as in the example shown below, a journal entry will need to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Review the following example entry:

Account Code	Debit	Credit
199-00-2211-14-000-X-00-000		$700.00
199-11-6141-00-001-X-11-000	$700.00	
199-00-2211-16-000-X-00-000		$3,000.00

Account Code	Debit	Credit
199-11-6142-00-001-X-11-000	$3,000.00	
199-00-2211-19-000-X-00-000		$644.00
199-11-6146-00-001-X-11-000	$644.00	

Note: Be sure to keep a clean final copy of both of the HRS3550 reports for the auditor. **These reports cannot be recreated after the July and August payrolls are processed.**

8. Credit card payment listing.

Run a general ledger inquiry

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

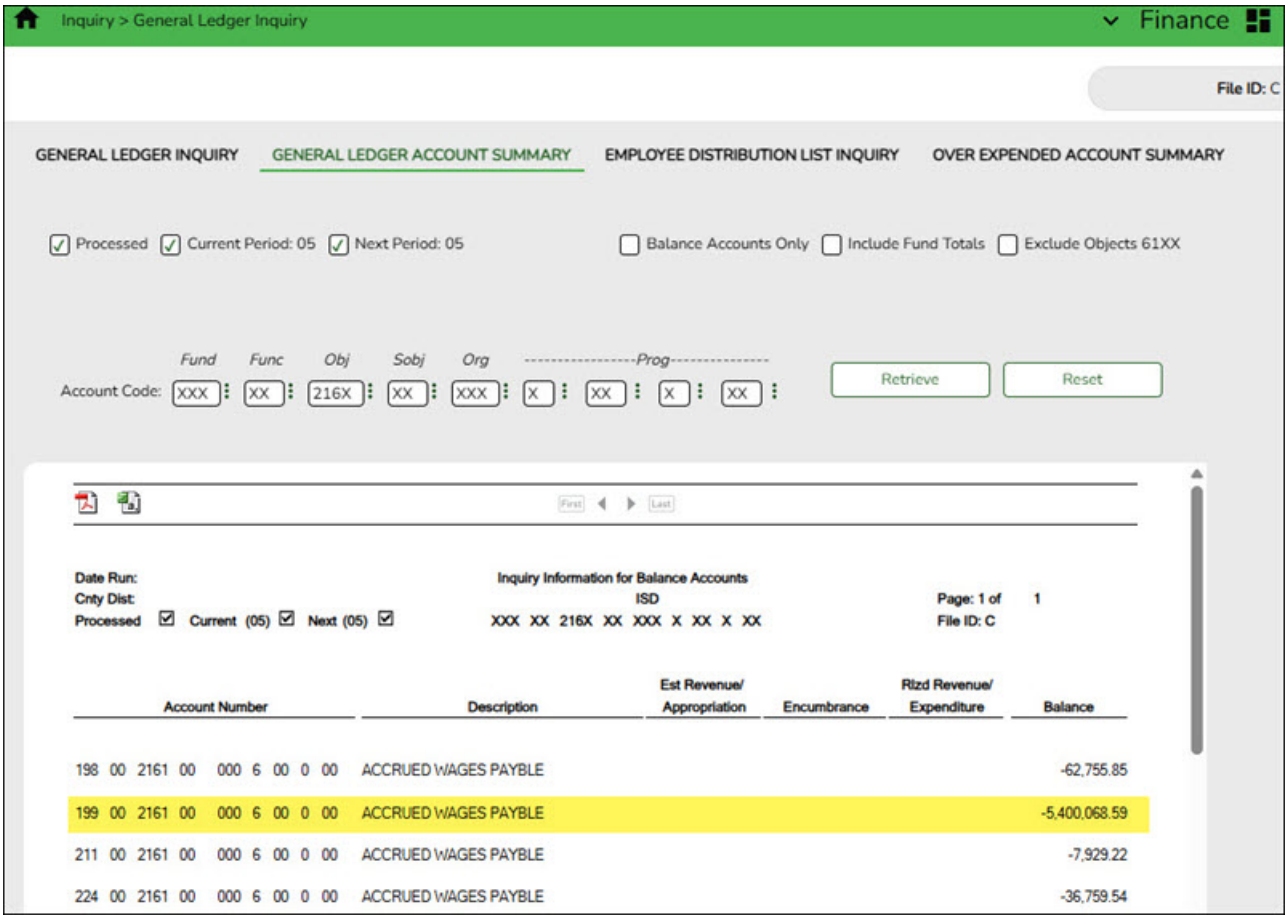
When considering potential journal entries to be made later in this step, use the following chart for reference.

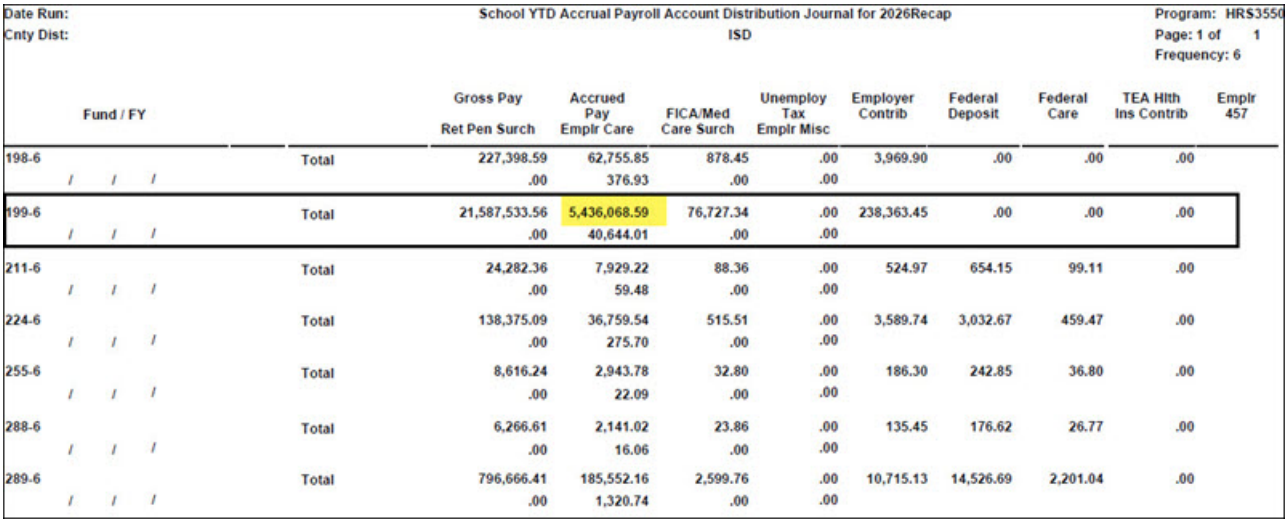
Note: This chart derives from the **Payroll Automatic Posting Default** section on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab.

General Ledger Inquiry Report	School YTD Report	Expenditure Object Code
216X	Accrued Wages	6119 or 6129
221X.11	Accrued Federal Grant Deposit	6146
221X.12	Accrued Federal Grant Care	6146
221X.14	Accrued Employer FICA/Medicare	6141
221X.15	Accrued Employer Unemployment Tax	6145
221X.16	Accrued Health Insurance Contribution (Emplr Health Insurance Accrued + TEA Health Ins Accrued)	6142
221X.17	Accrued Employer 457 Contribution	6149
221X.18	Accrued Employer Annuity Contribution	6149
221X.19	Accrued Employer TRS Care Contribution	6146
221X.20	Accrued Employer Dependent Care	6149
221X.21	Accrued Employer Miscellaneous Deduction Contribution	6149

Run an inquiry on the 216X and 221X accounts from Finance and compare the balances to the Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

This inquiry can also be run in Purchasing.



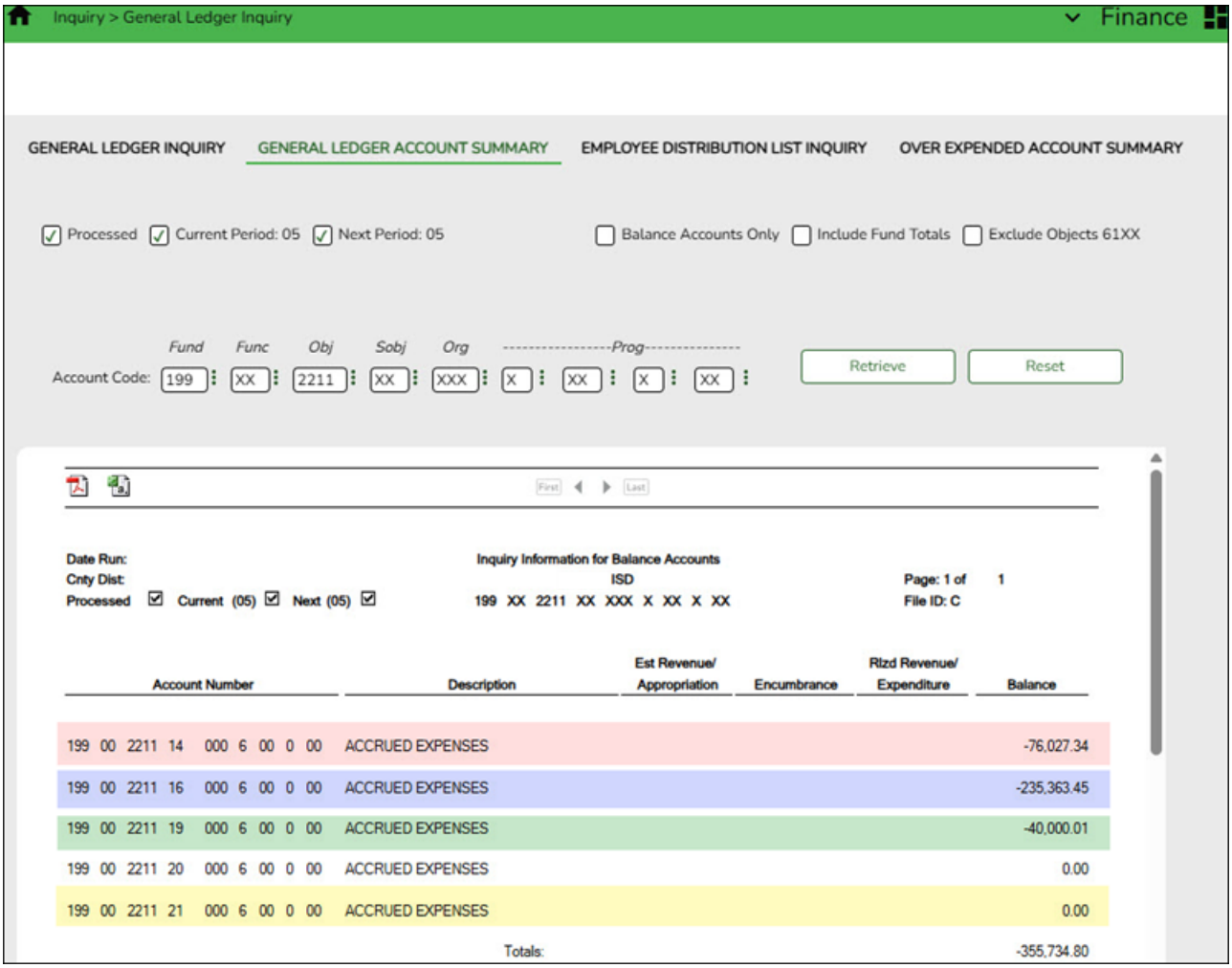


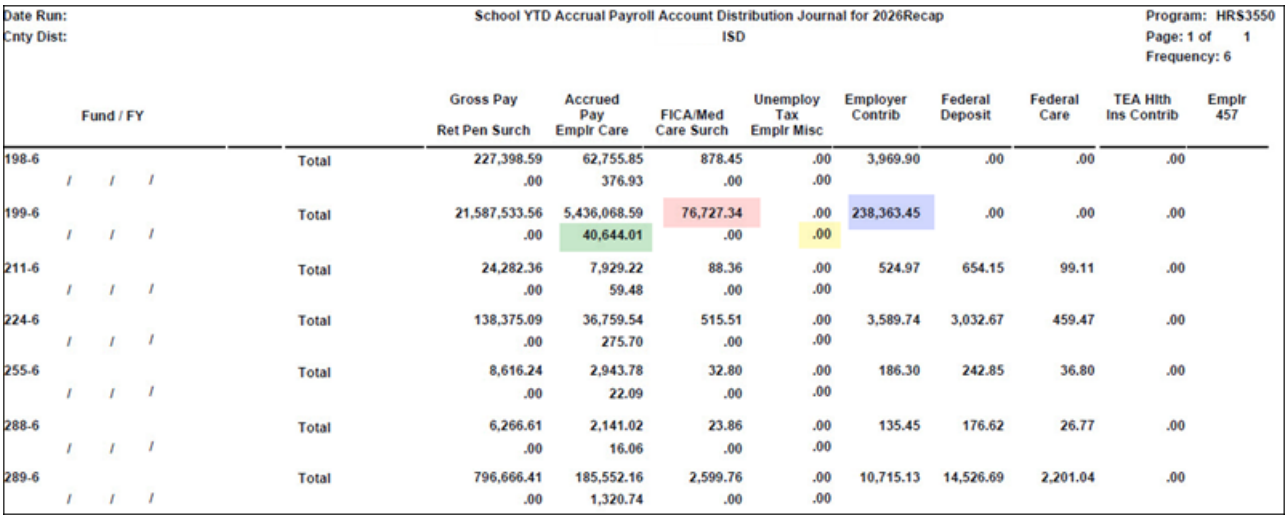
If there is a difference in any of the funds, a journal entry needs to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Compare the HRS3550 report totals to the General Ledger Inquiry reports.
Review the following example entry:

Account Code	Debit	Credit
199-00-2161-00-000-X-00-000		$36,000.00
199-11-6119-00-001-X-11-000	$36,000.00	

This is the difference between the two amounts. The entry has to make the general ledger match the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.





If there is a difference in any of the funds such as in the example shown below, a journal entry will need to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

Review the following example entry:

Account Code	Debit	Credit
199-00-2211-14-000-X-00-000		$700.00
199-11-6141-00-001-X-11-000	$700.00	
199-00-2211-16-000-X-00-000		$3,000.00

Account Code	Debit	Credit
199-11-6142-00-001-X-11-000	$3,000.00	
199-00-2211-19-000-X-00-000		$644.00
199-11-6146-00-001-X-11-000	$644.00	

Note: Be sure to keep a clean final copy of both of the HRS3550 reports for the auditor. **These reports cannot be recreated after the July and August payrolls are processed.**


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover