


# business_creditcardprocessing

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# ASCENDER - Credit Card Process

**Created:** 04/28/2023
**Reviewed:** in progress
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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

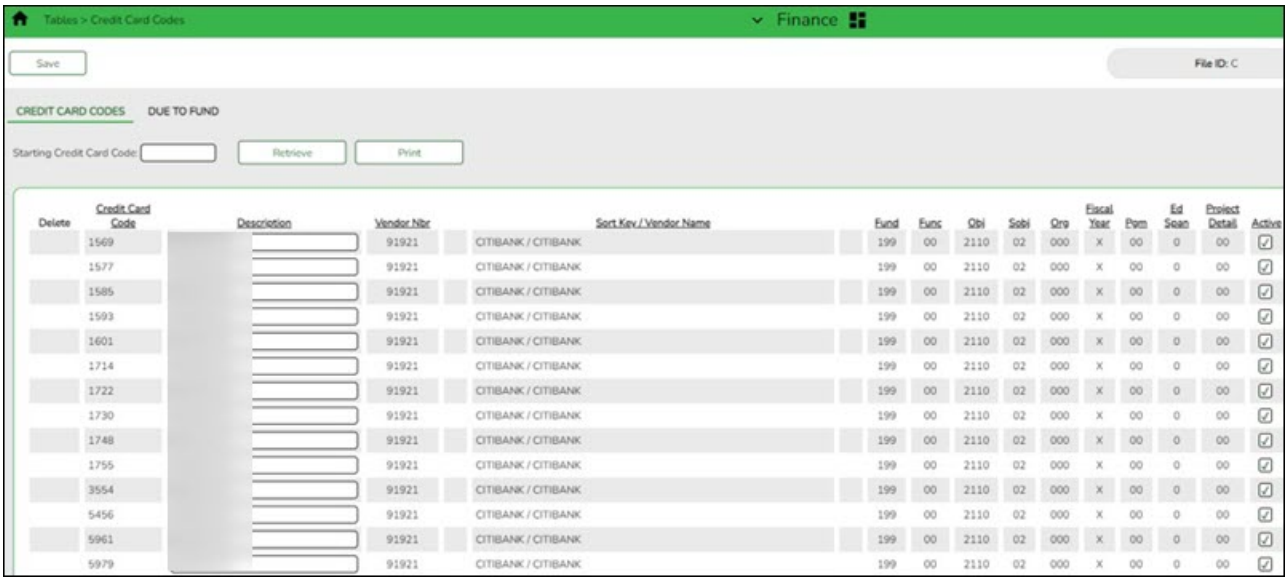
1. Set up credit card codes.

### 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.




**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.<br>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.<br>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.<br><br>If the vendor number is not known, click ⋮. The Vendors directory is displayed.<br>**Note**: The vendor number represents the credit card company (e.g., Bank of America). |
| **Vendor Name** | 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.<br>If the vendor name is not known, click ⋮. The Vendors directory is displayed.<br>**Note**: The vendor name represents the credit card company (e.g., Bank of America). |

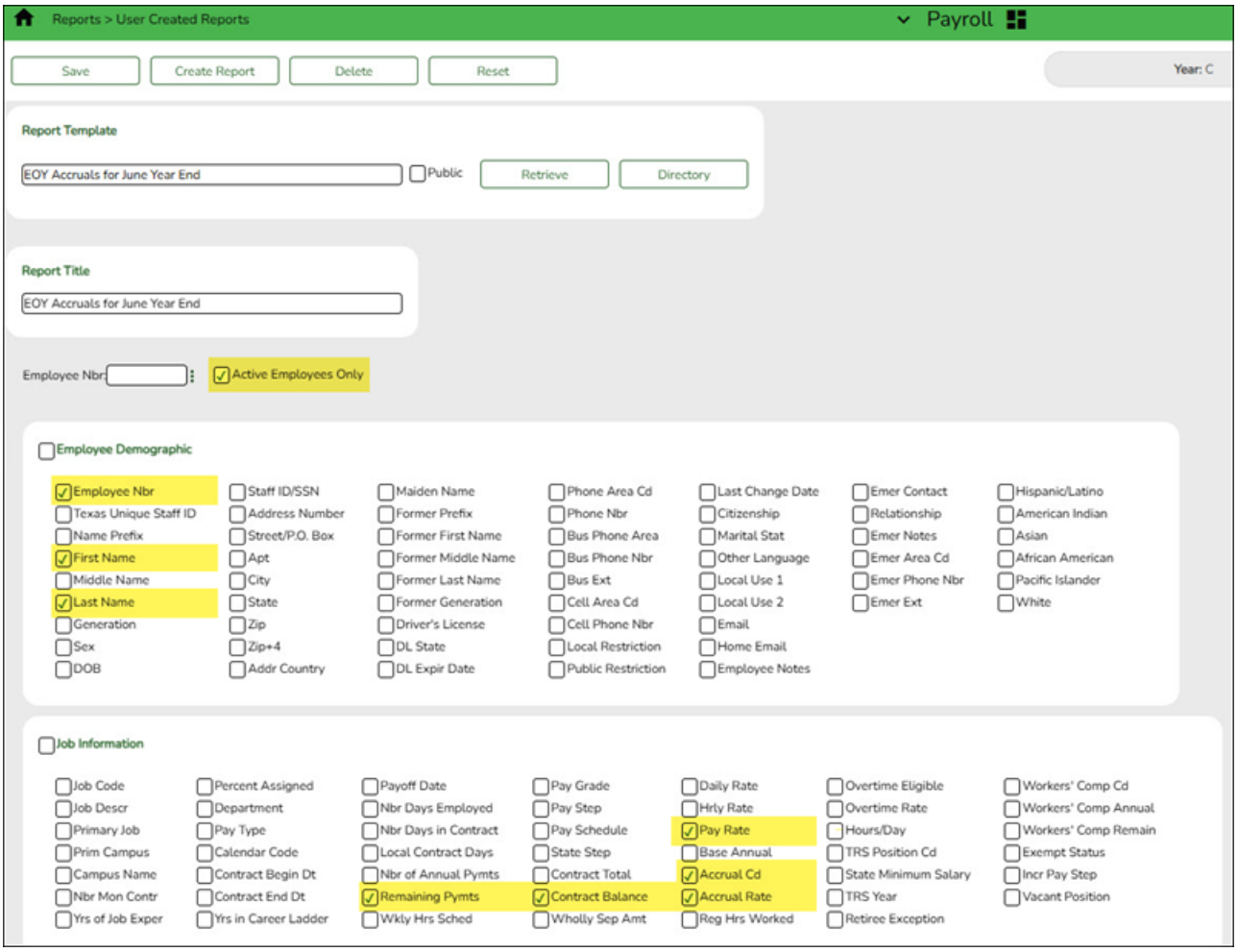
| | |
|---|---|
| **Account Code** | Type the 20-digit account code of the payable account. The object code must be a class 2XXX account. All account code components must exist on the Finance > Tables > Account Code page.<br>**Note**: You can use one account for all credit cards or set up a separate account for each credit card.<br>The account code is divided into the following components:<br>**Fund**<br>**Function**<br>**Object**<br>**Sub-Object**<br>**Organization**<br>**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.<br>**Program Intent**<br>**Educational Span**<br>**Project Detail** |
| **Active** | 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. |

❑ Click **Save**.

2. (Optional) 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 | | | | | | | | | | |

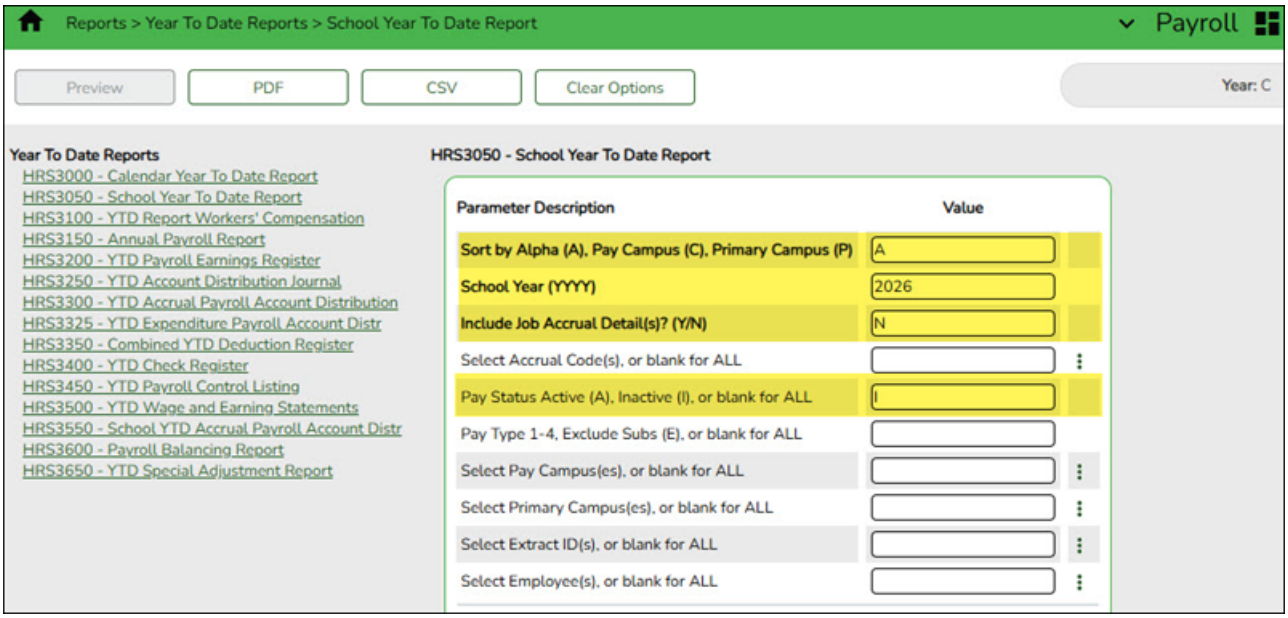
The contract remaining amount is the estimated accrual.

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

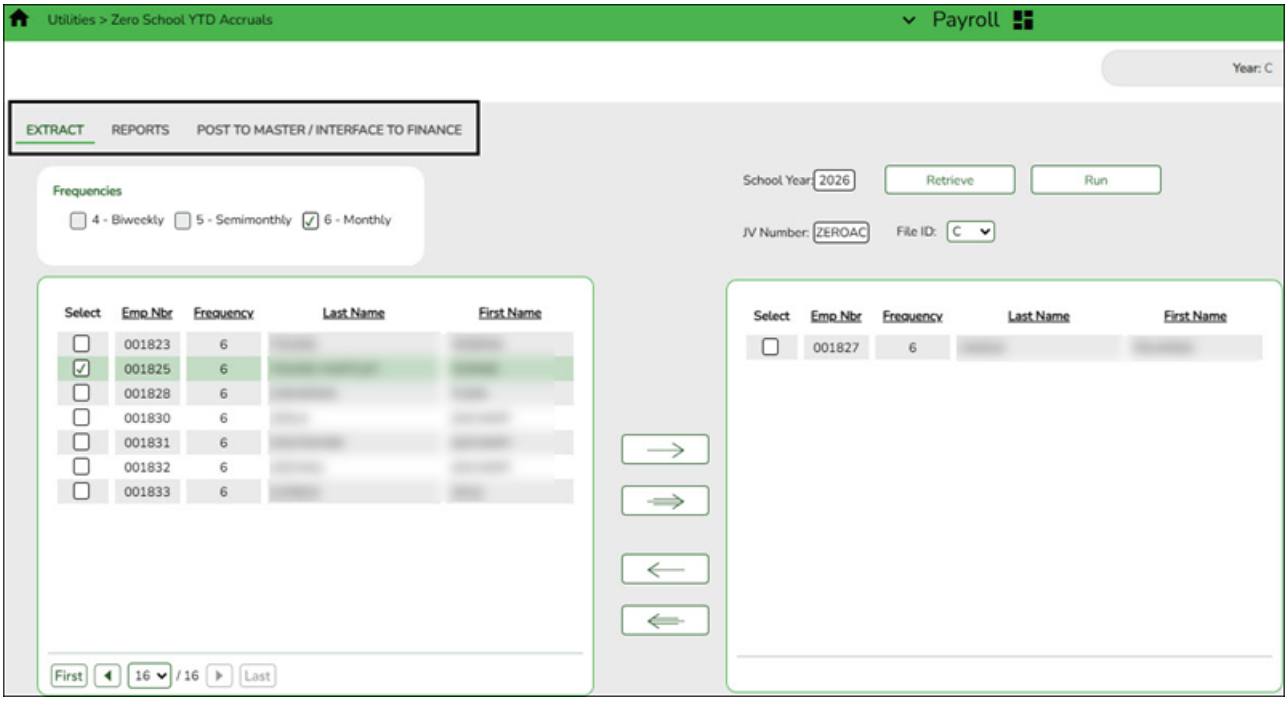
| Employee Name / Emp Nbr / Prim Campus / Accrual Code | Contract / Ovtm Grs / Emplr Care / A Fed Dep | Non Contr / Emplr Cont / NPay Bus / A Fed Care | Supplement / NTax Allow / Accru Pay / Accru Care | NTRS Ex / NTRS Bs / FICA Accru / Ret Pensn | FICA Tax / Bus Allow / E HI Acc / Care Surc | Med Tax / 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 G | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| | 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:

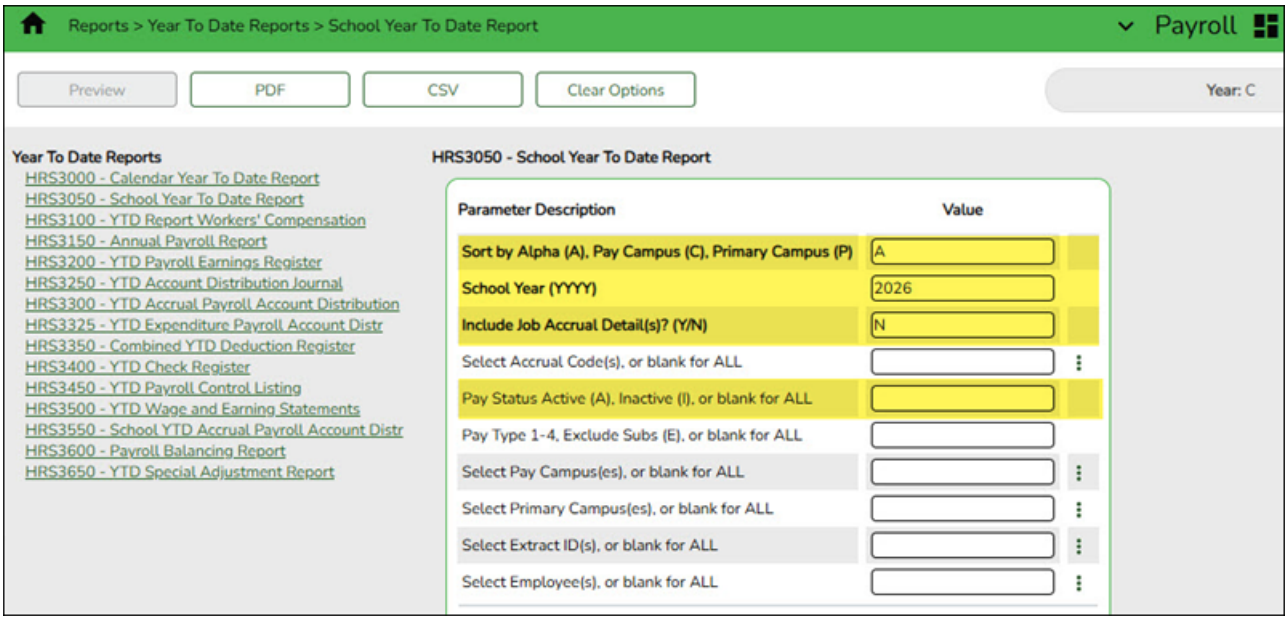
| | | | | | |
|---|---|---|---|---|---|
| Contract Pay | .00 | Non-TRS Non-Tax Bus Allow | .00 | Absence Deduction | .00 |
| Non-Contract Pay | 18,120.78 | Non-TRS Bus Allow | .00 | TRS Deposit | 1,612.71 |
| Supplemental Pay | .00 | FICA Tax | .00 | Accrued Pay | 6,040.26 |
| Accrued Federal Deposit | .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

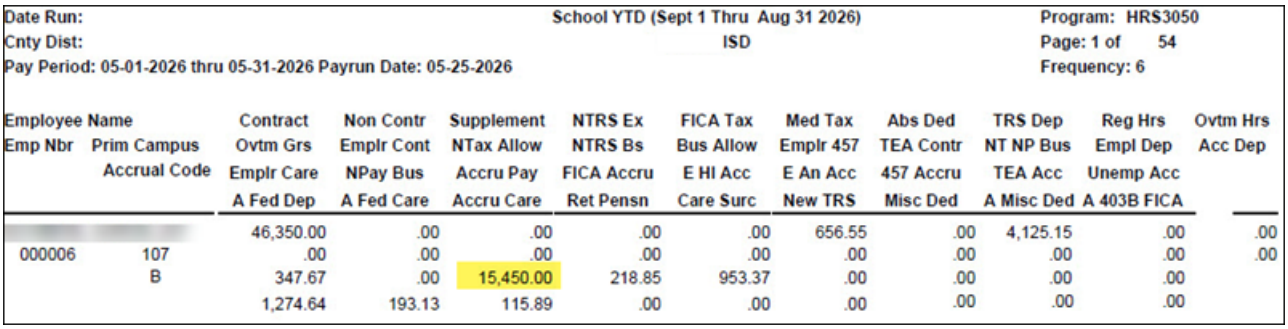
If there are any individuals with an accrual balance displayed on this report who are no longer with the LEA, perform the **Payroll > Utilities > Zero School YTD Accruals** to zero out their accruals.




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.

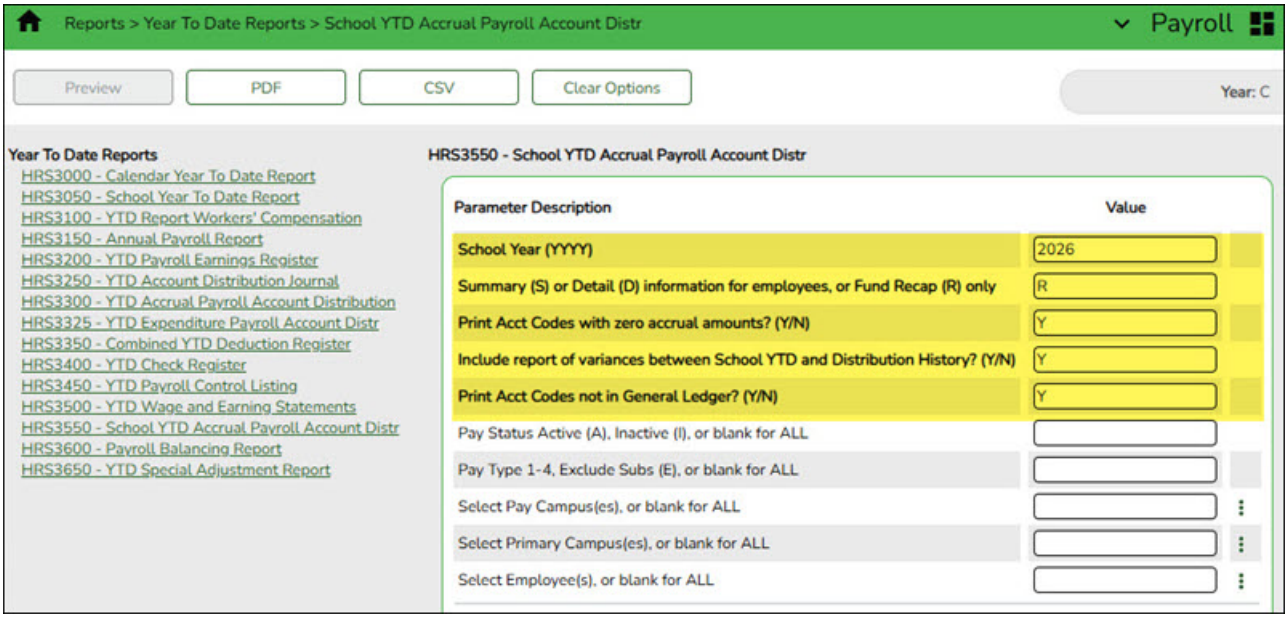
Generate the Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report again from Step 4 and verify that it matches the estimate from Step 3.

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

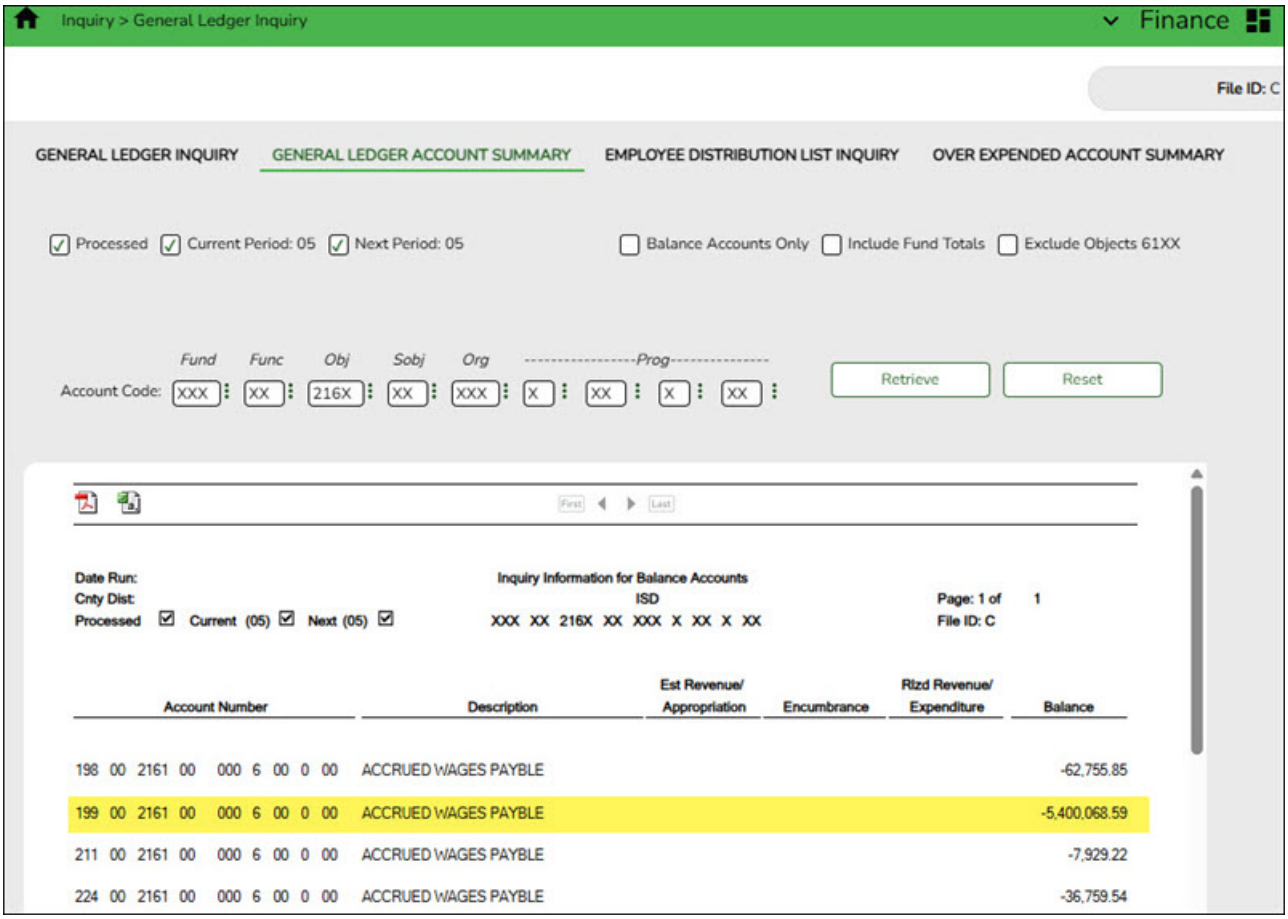
When considering potential journal entries to be made later in this step, use the following chart for reference.

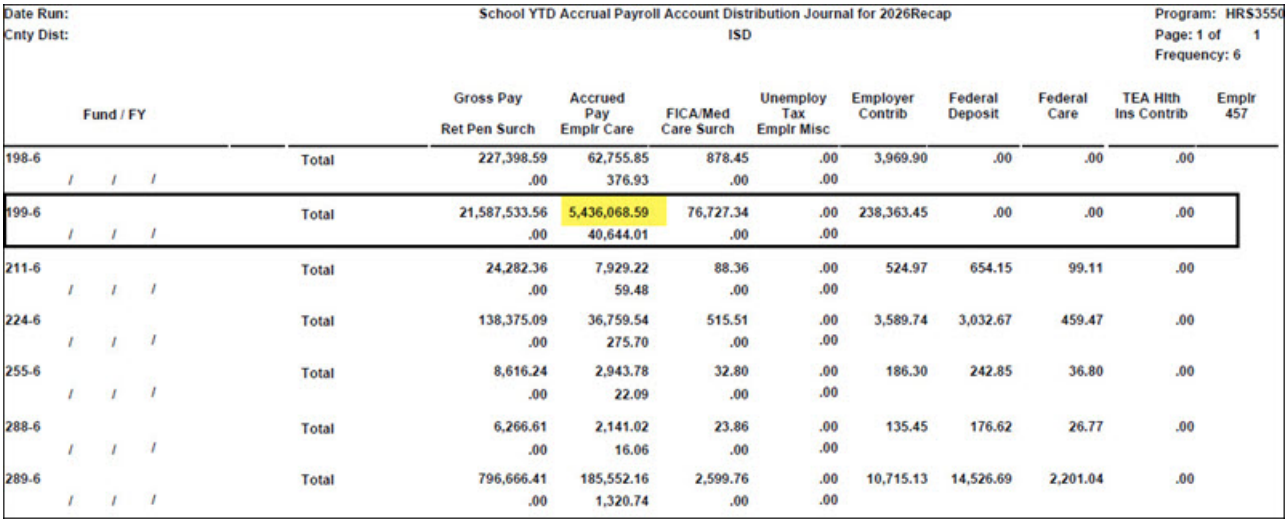
**Note**: This chart derives from the **Payroll Automatic Posting Default** section on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab.

| 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.



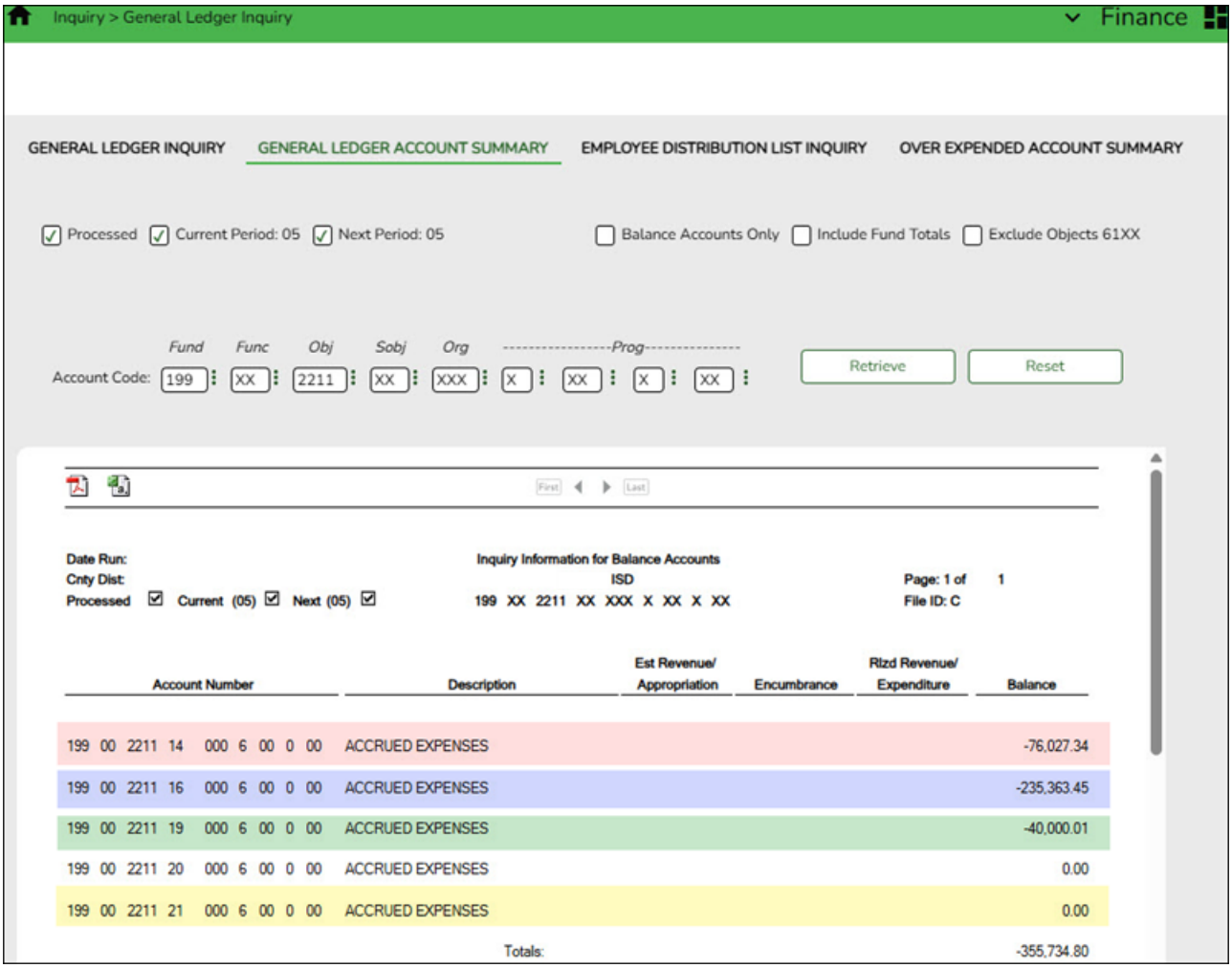



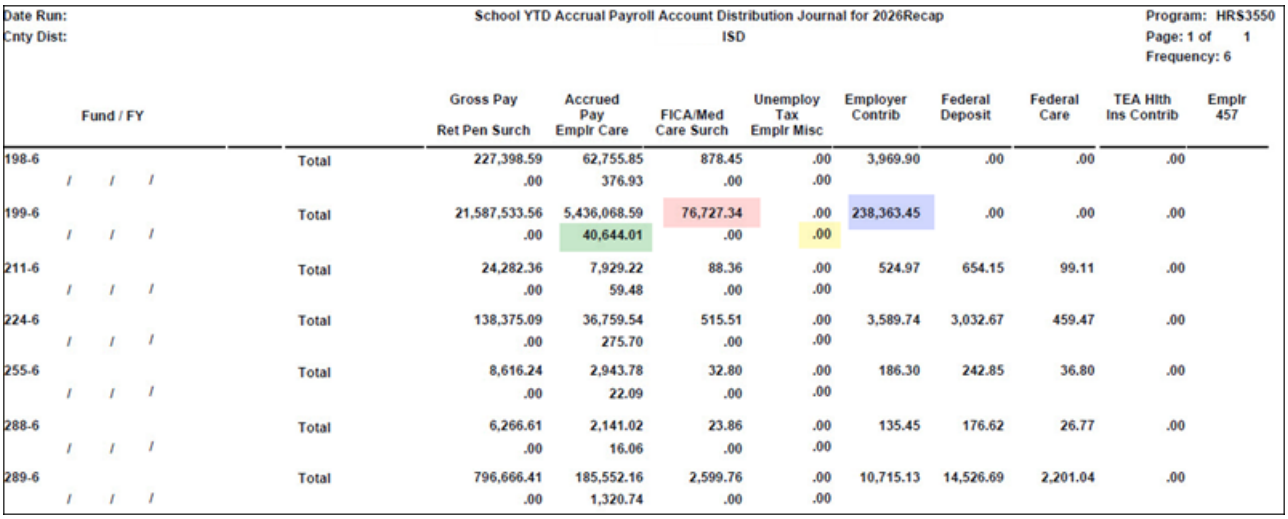

If there is a difference in any of the funds, a journal entry needs to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

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

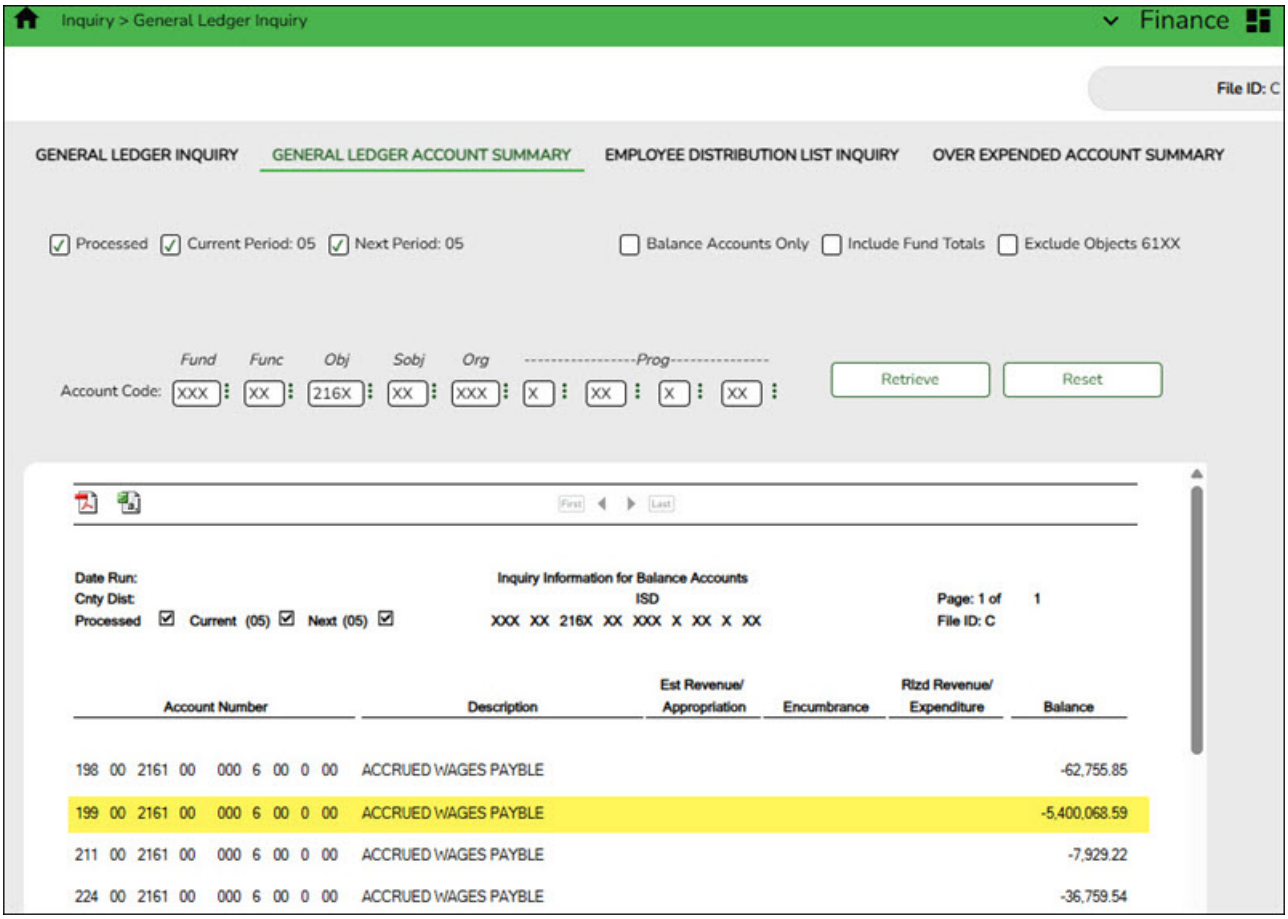
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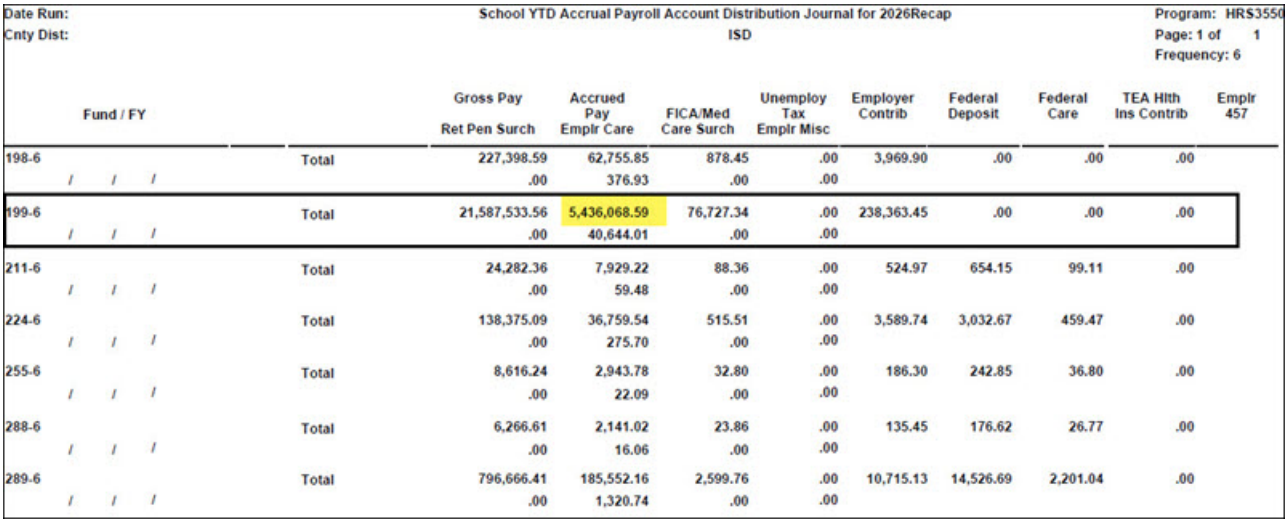
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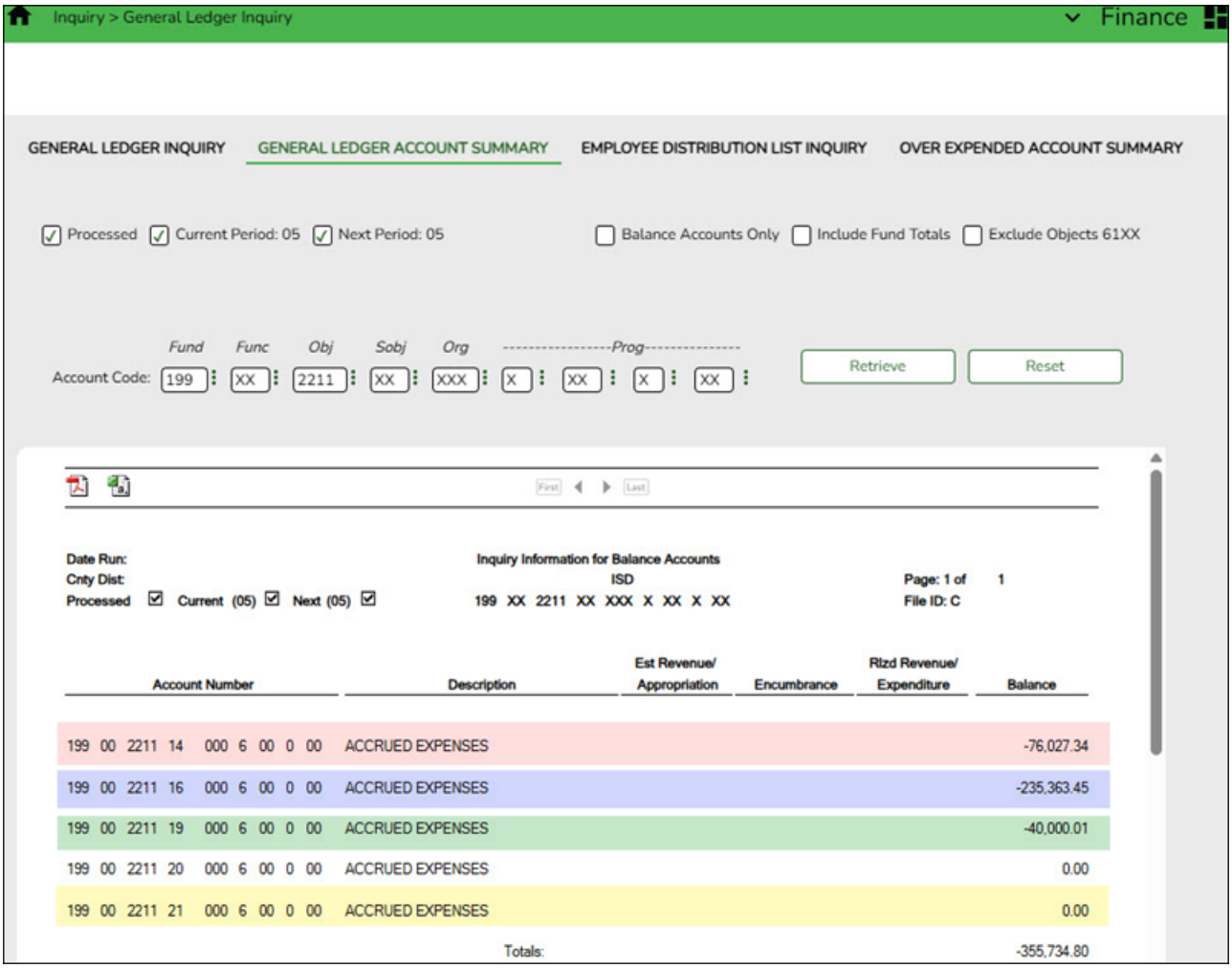



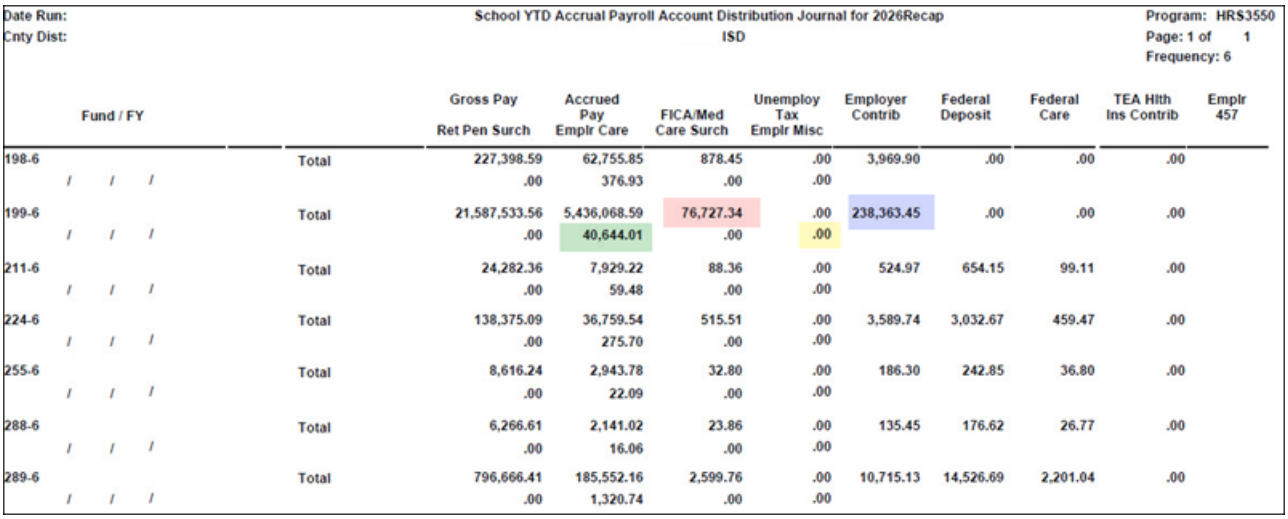

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| 199-00-2211-19-000-X-00-000 | | $644.00 |
| 199-11-6146-00-001-X-11-000 | $644.00 | |

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# Back Cover