

business_creditcardprocessing

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ASCENDER - Credit Card Process 1

ASCENDER - Credit Card Process

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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

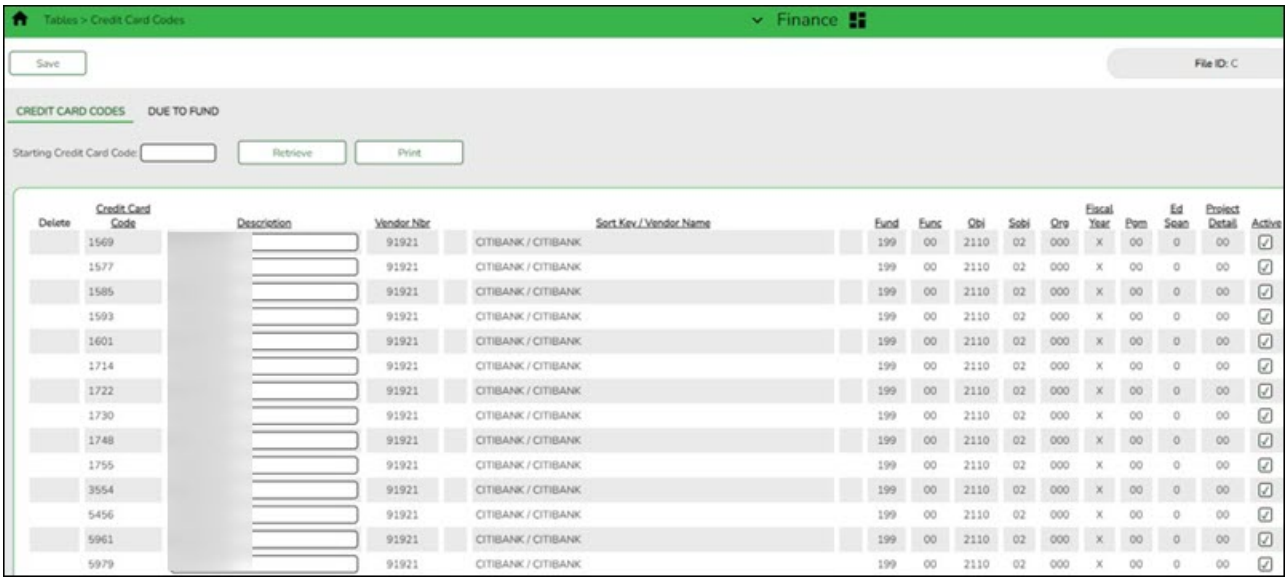
1. Set up credit card codes.

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. 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	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. If the vendor name is not known, click ⋮. The Vendors directory is displayed. **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. **Note**: You can use one account for all credit cards or set up a separate account for each credit card. The account code is divided into the following components: **Fund** **Function** **Object** **Sub-Object** **Organization** **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. **Program Intent** **Educational Span** **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**.

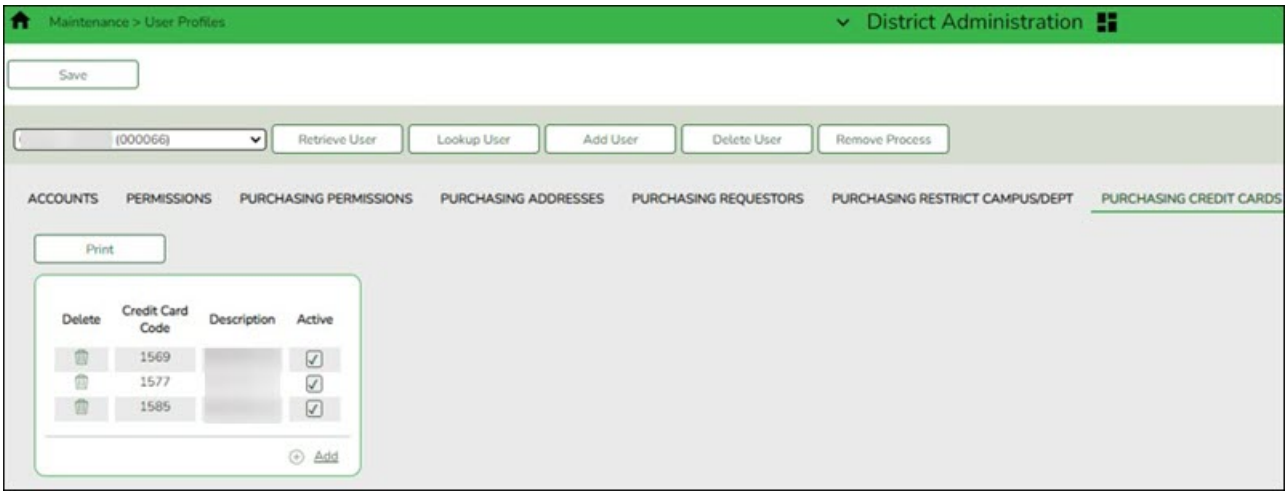
2. (Optional) Assign credit card codes to users.

(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.



☐ 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**.

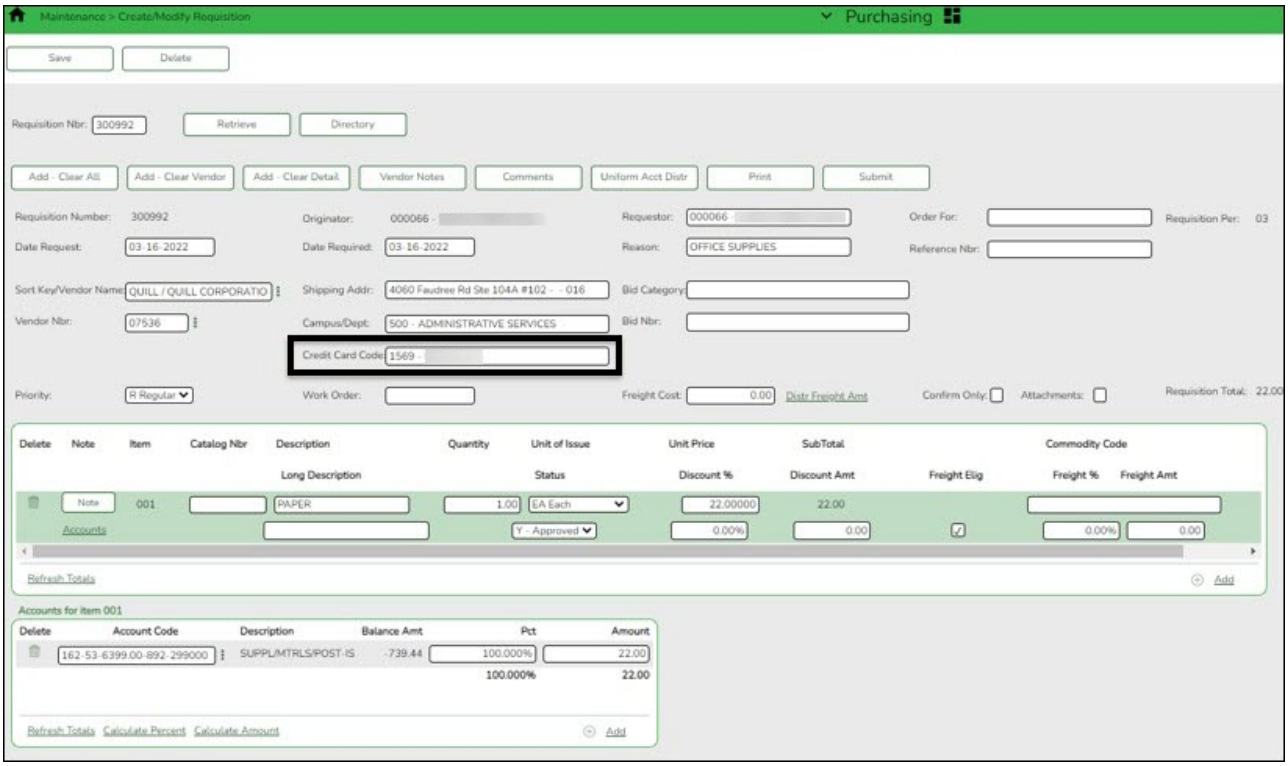
3. Create credit card transactions.

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



❑ 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.

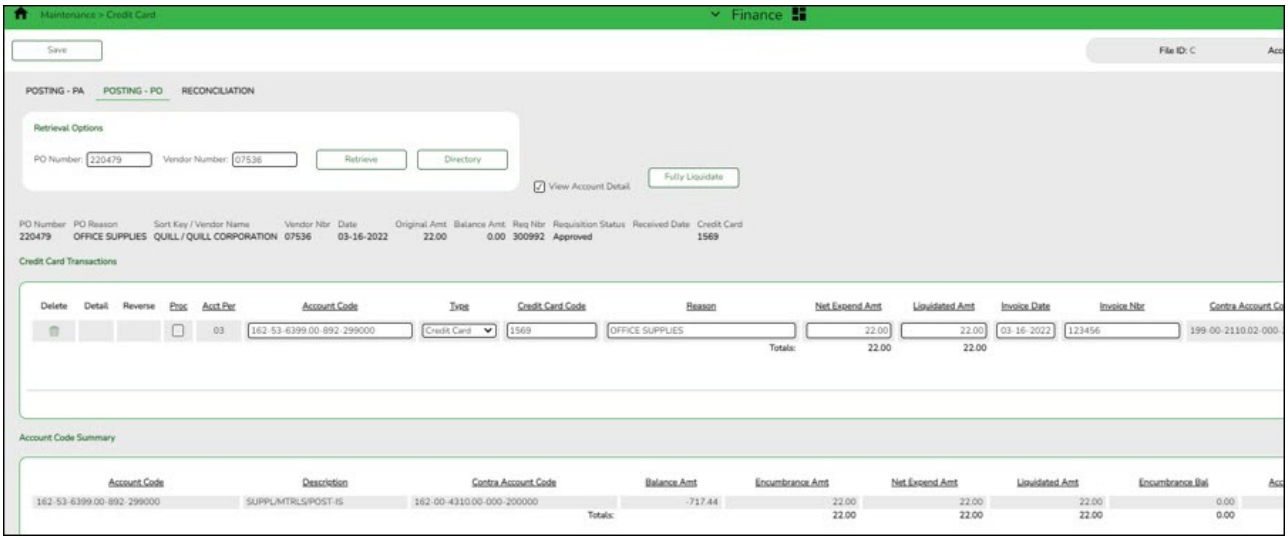
Reminder: The vendor selected on the requisition is the vendor that is being paid with the credit card, not the credit card company.

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

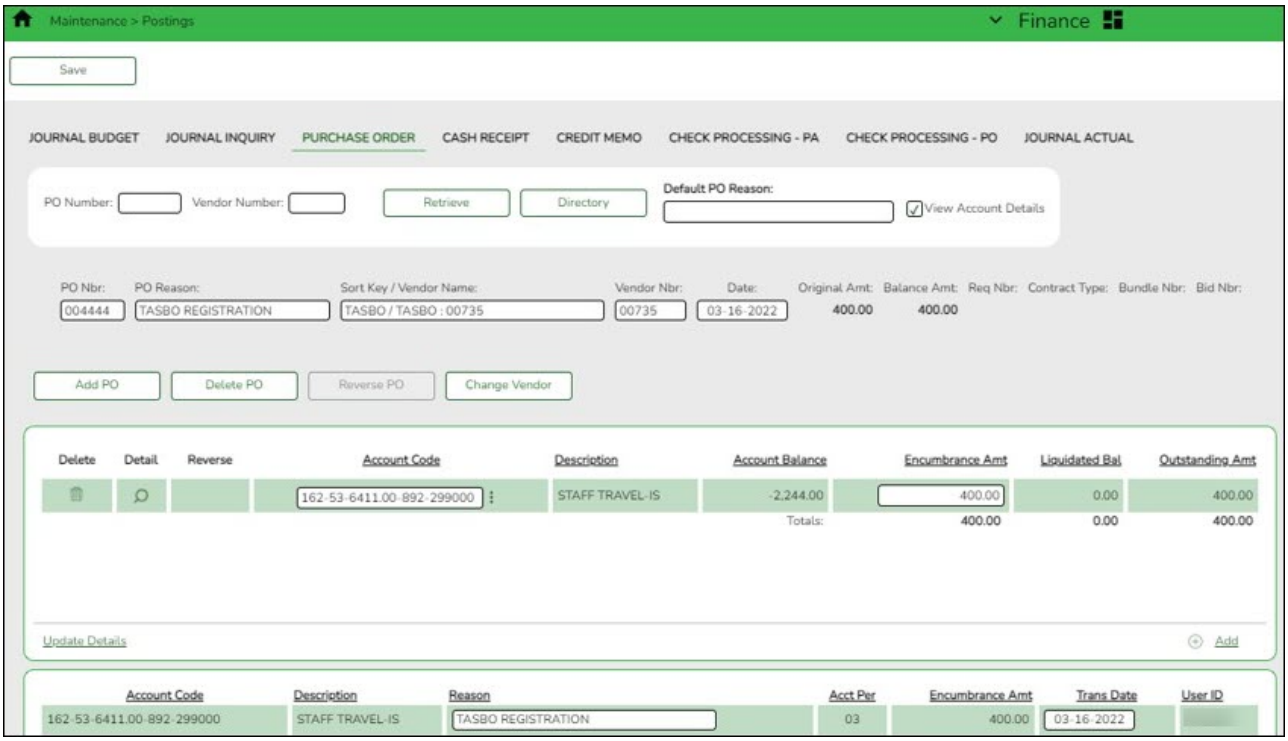
Expenditure:

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

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2. **Create a PO in Finance**

Finance > Maintenance > Postings > Purchase Order



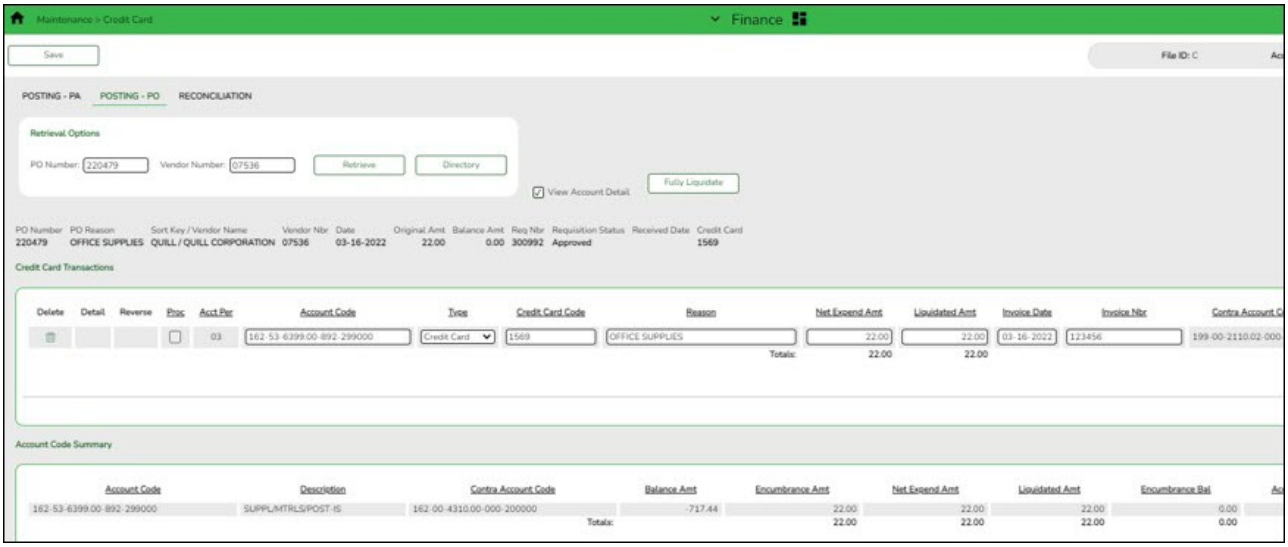
❑ Create a PO; however, in this case, the payable will be entered as a credit card transaction.

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



❑ 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

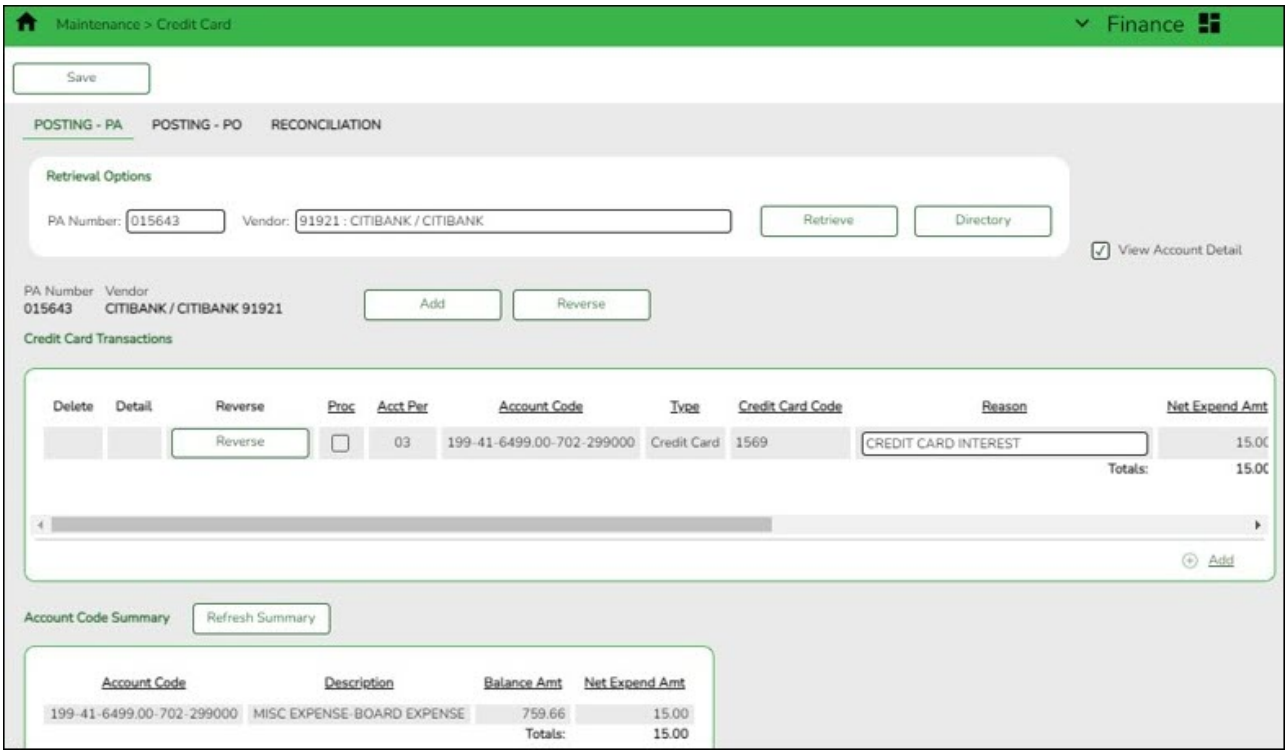
Expenditure:

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. **Create a 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:

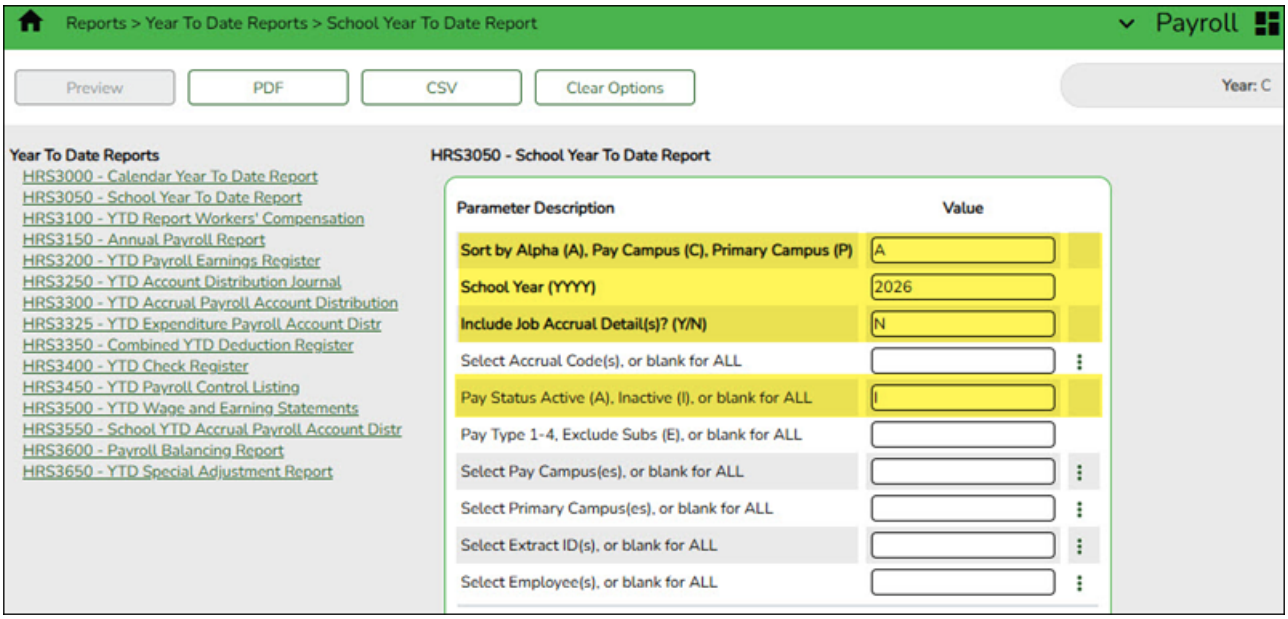
199-41-6499-00-702-299000	Debit	
199-00-2110-01-000-200000		Credit

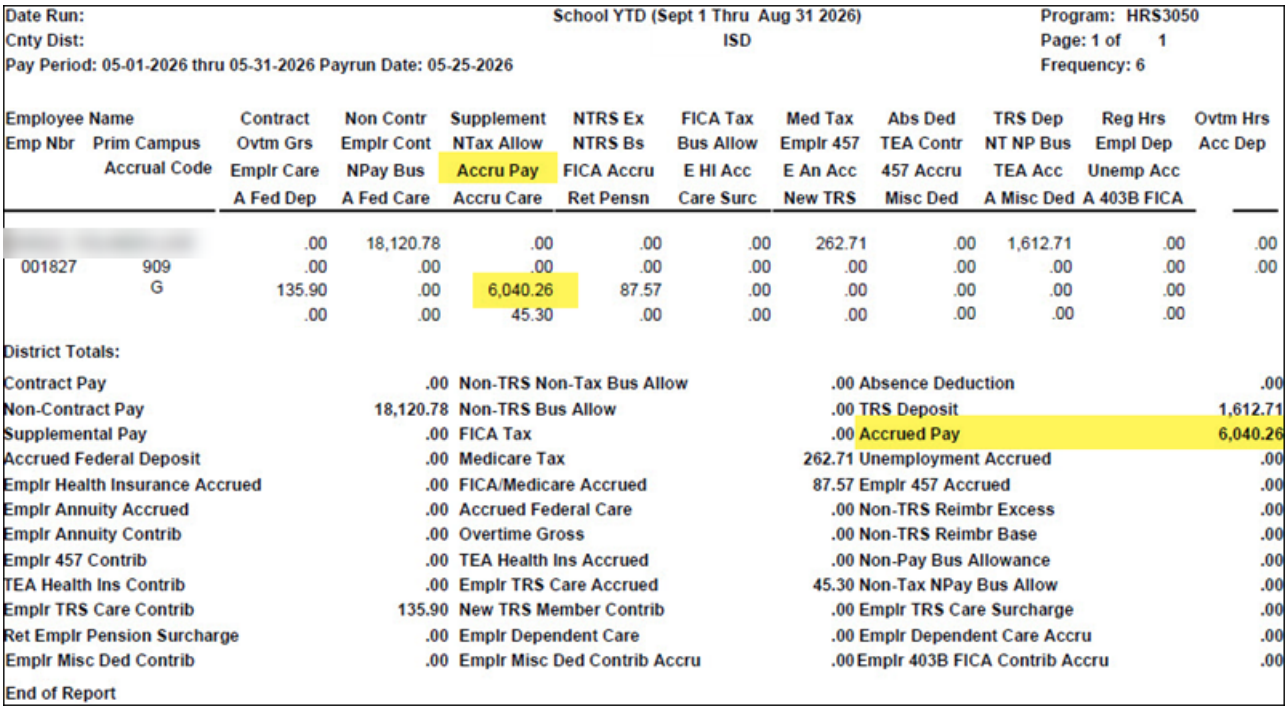
4. Post returns.

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

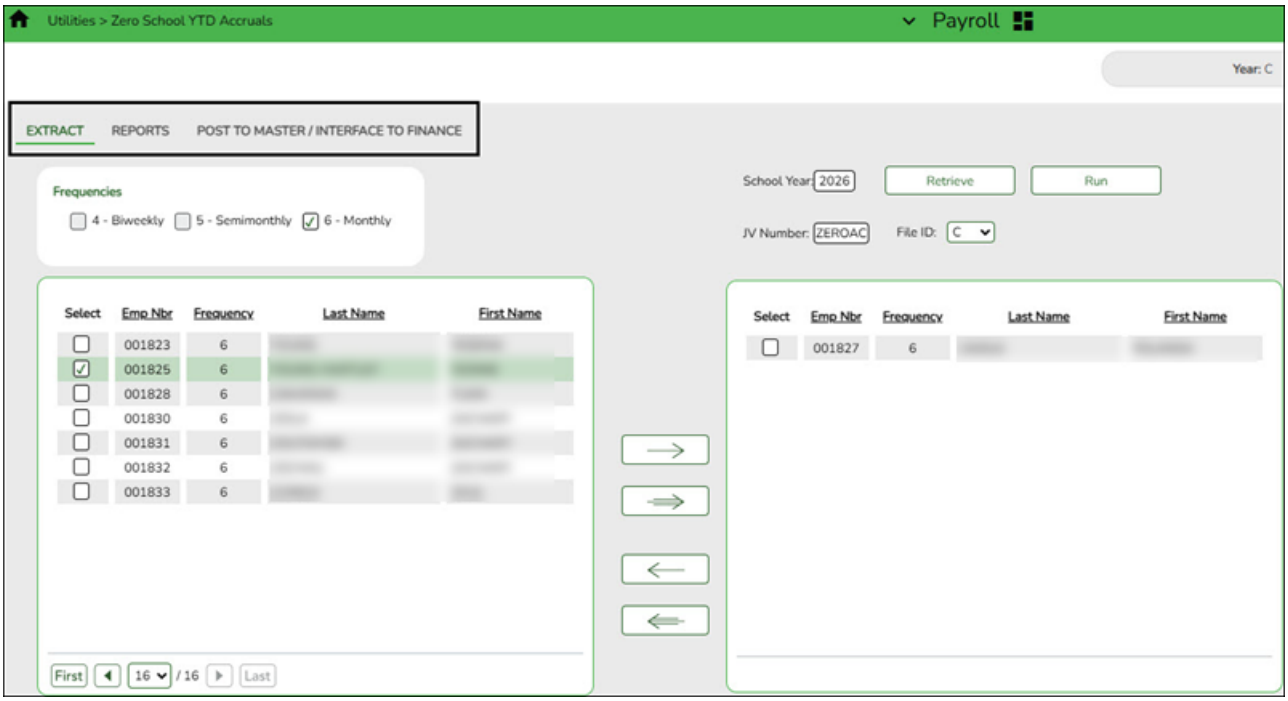
Employee Name / Emp Nbr	Prim Campus / Accrual Code	Contract / Ovtm Grs / Emplr Care / A Fed Dep	Non Contr / Emplr Cont / NPay Bus / A Fed Care	Supplement / NTax Allow / Accru Pay / Accru Care	NTRS Ex / NTRS Bs / FICA Accru / Ret Pensn	FICA Tax / Bus Allow / E HI Acc / Care Surc	Med Tax / Emplr 457 / 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:

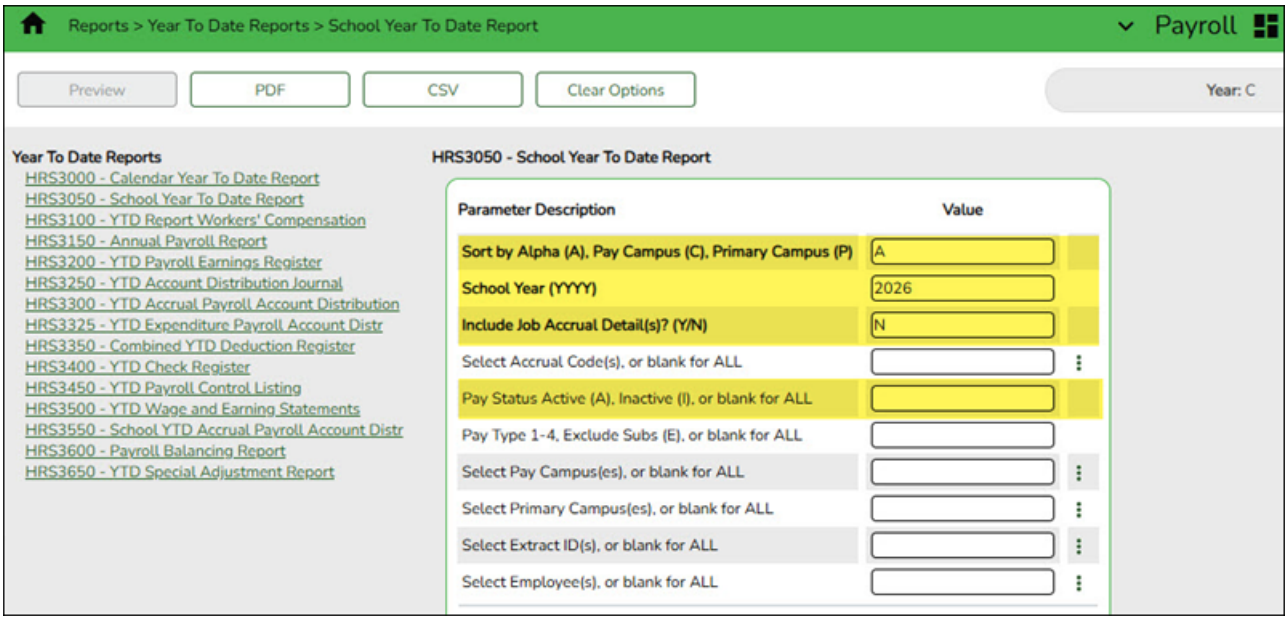
Contract Pay	.00	Non-TRS Non-Tax Bus Allow	.00	Absence Deduction	.00
Non-Contract Pay	18,120.78	Non-TRS Bus Allow	.00	TRS Deposit	1,612.71
Supplemental Pay	.00	FICA Tax	.00	Accrued Pay	6,040.26
Accrued Federal Deposit	.00	Medicare Tax	262.71	Unemployment Accrued	.00
Emplr Health Insurance Accrued	.00	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

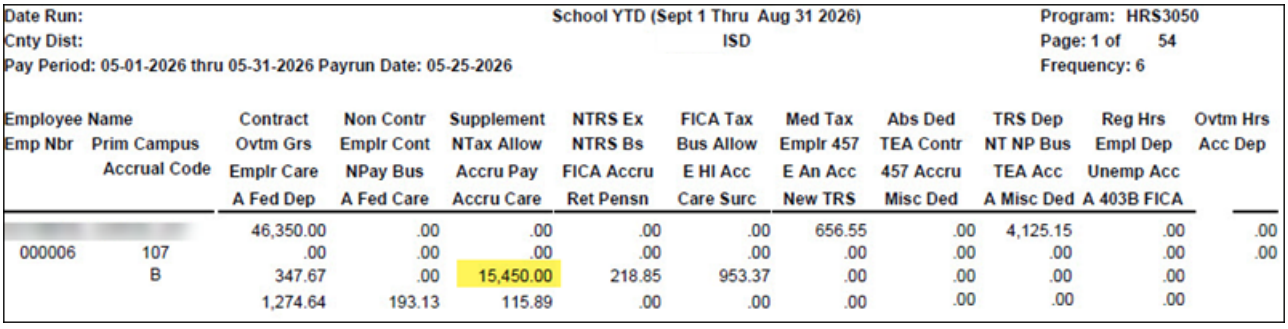
If there are any individuals with an accrual balance displayed on this report who are no longer with the LEA, perform the **Payroll > Utilities > Zero School YTD Accruals** to zero out their accruals.



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.



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.

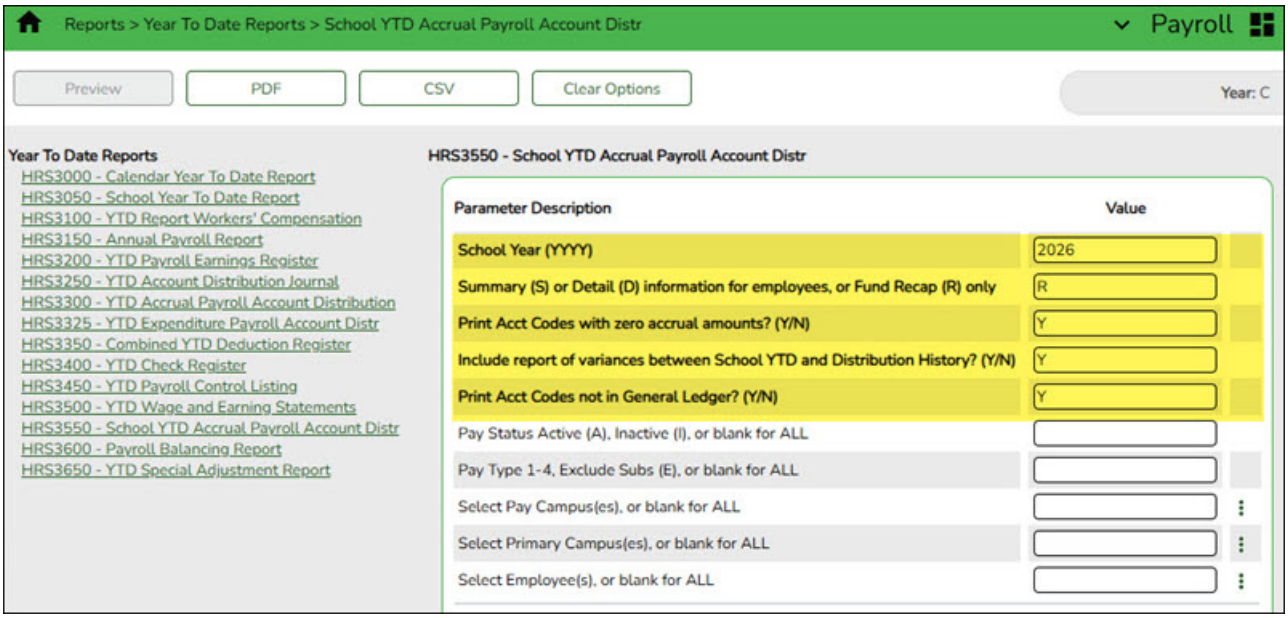
Generate the Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report again from Step 4 and verify that it matches the estimate from Step 3.

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

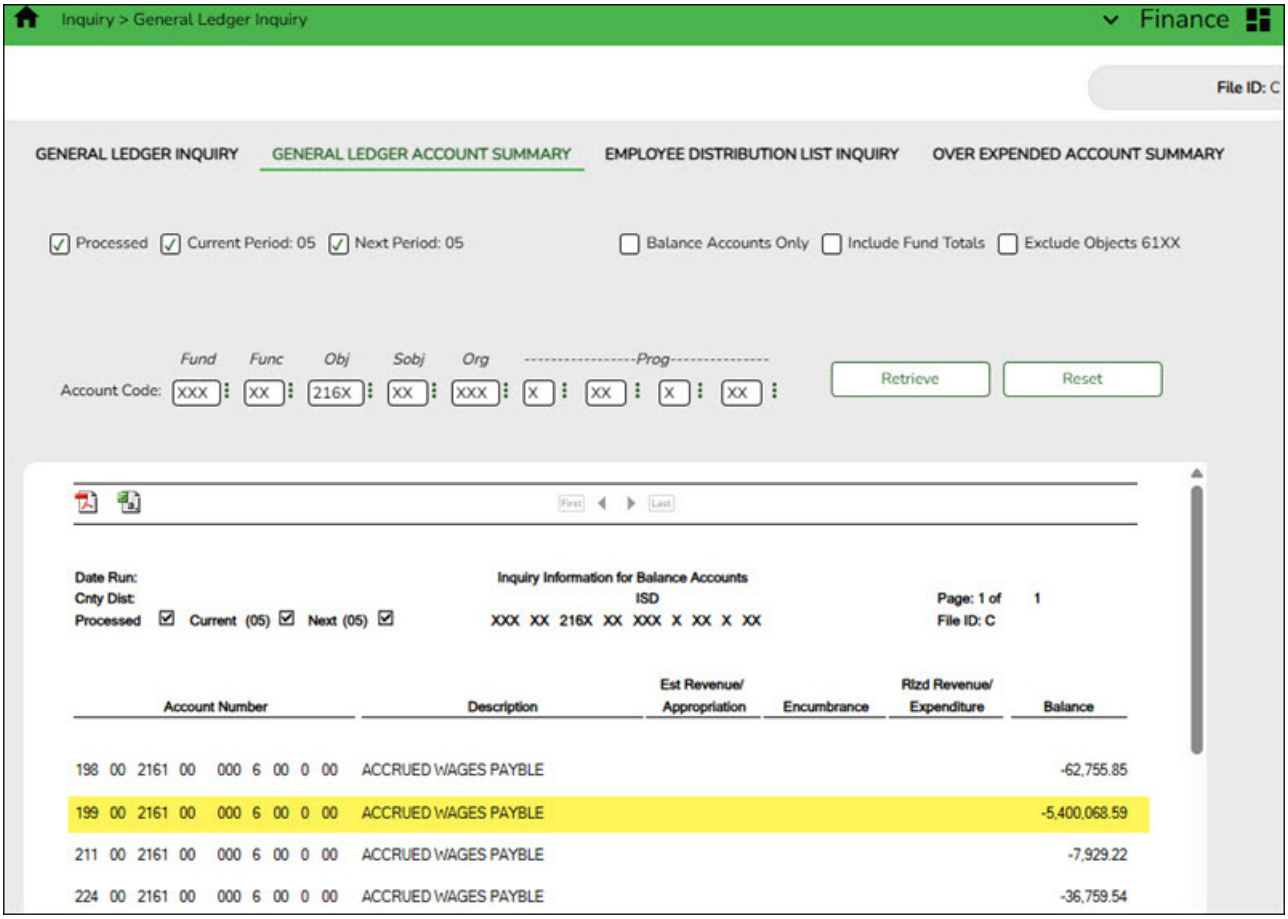
When considering potential journal entries to be made later in this step, use the following chart for reference.

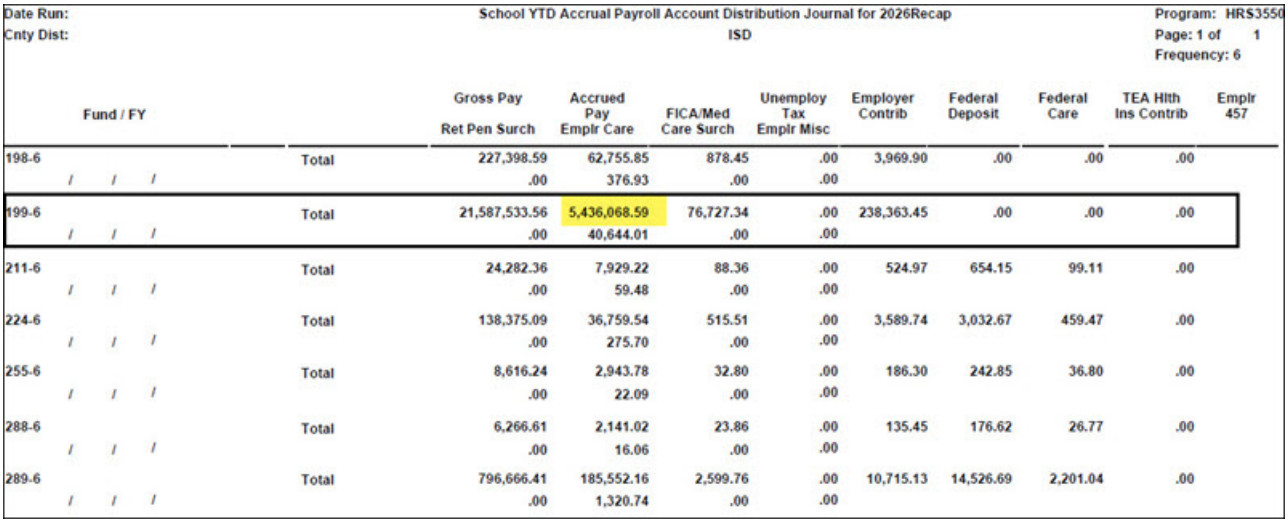
Note: This chart derives from the **Payroll Automatic Posting Default** section on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab.

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.



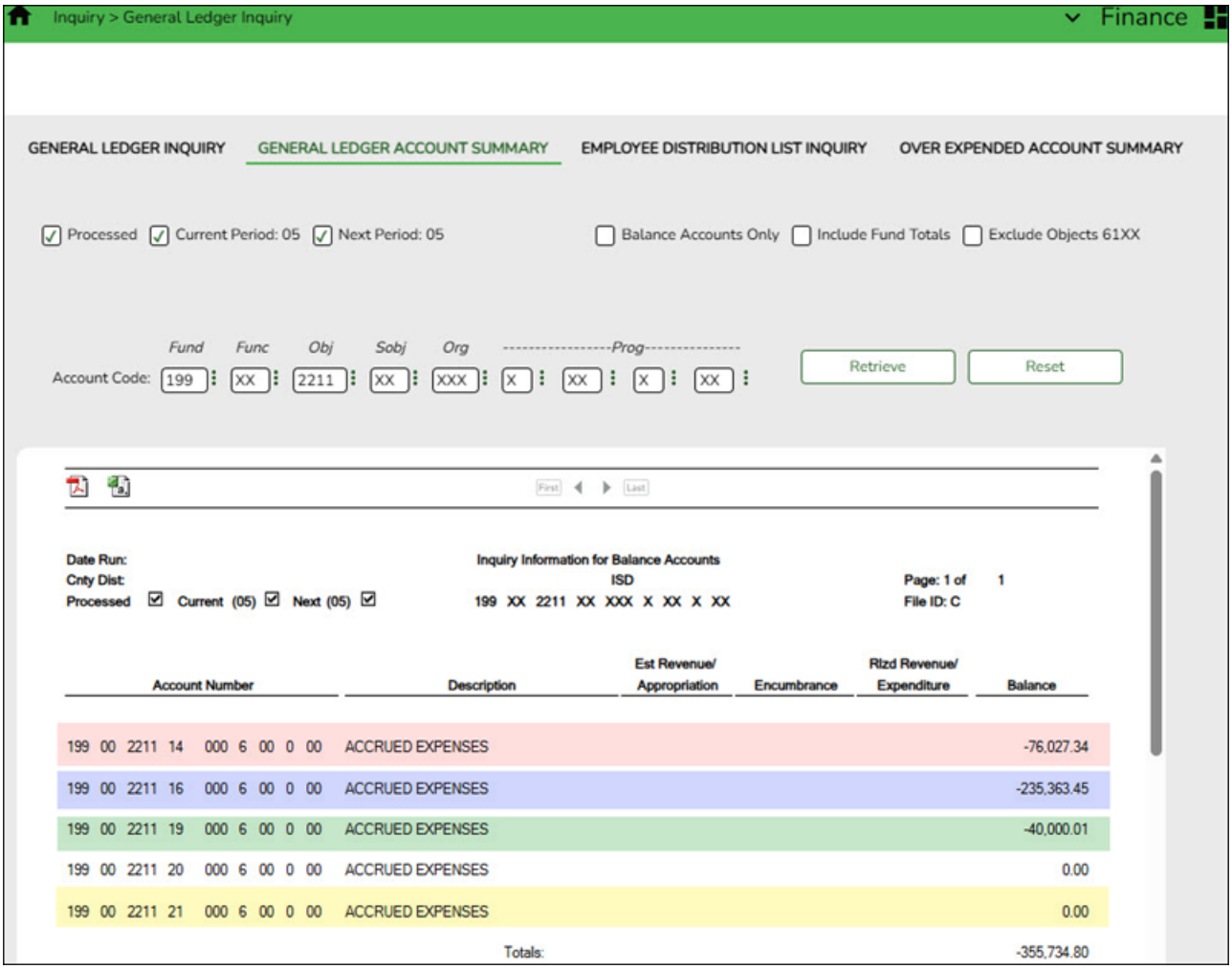


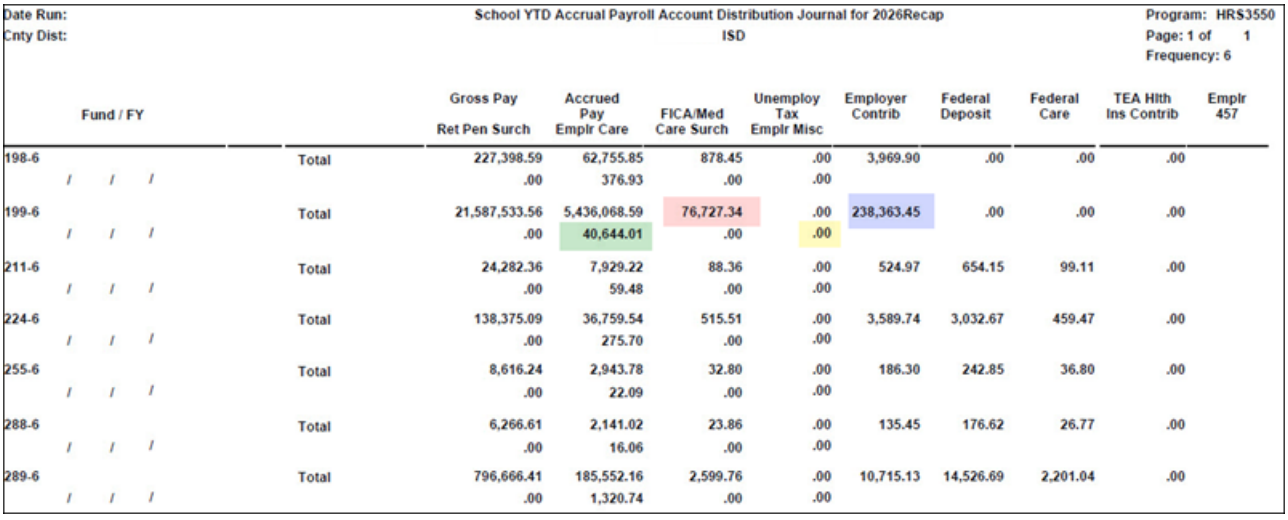
If there is a difference in any of the funds, a journal entry needs to be made to balance the general ledger to the HRS3550 - School YTD Accrual Payroll Account Distribution Journal.

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
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.

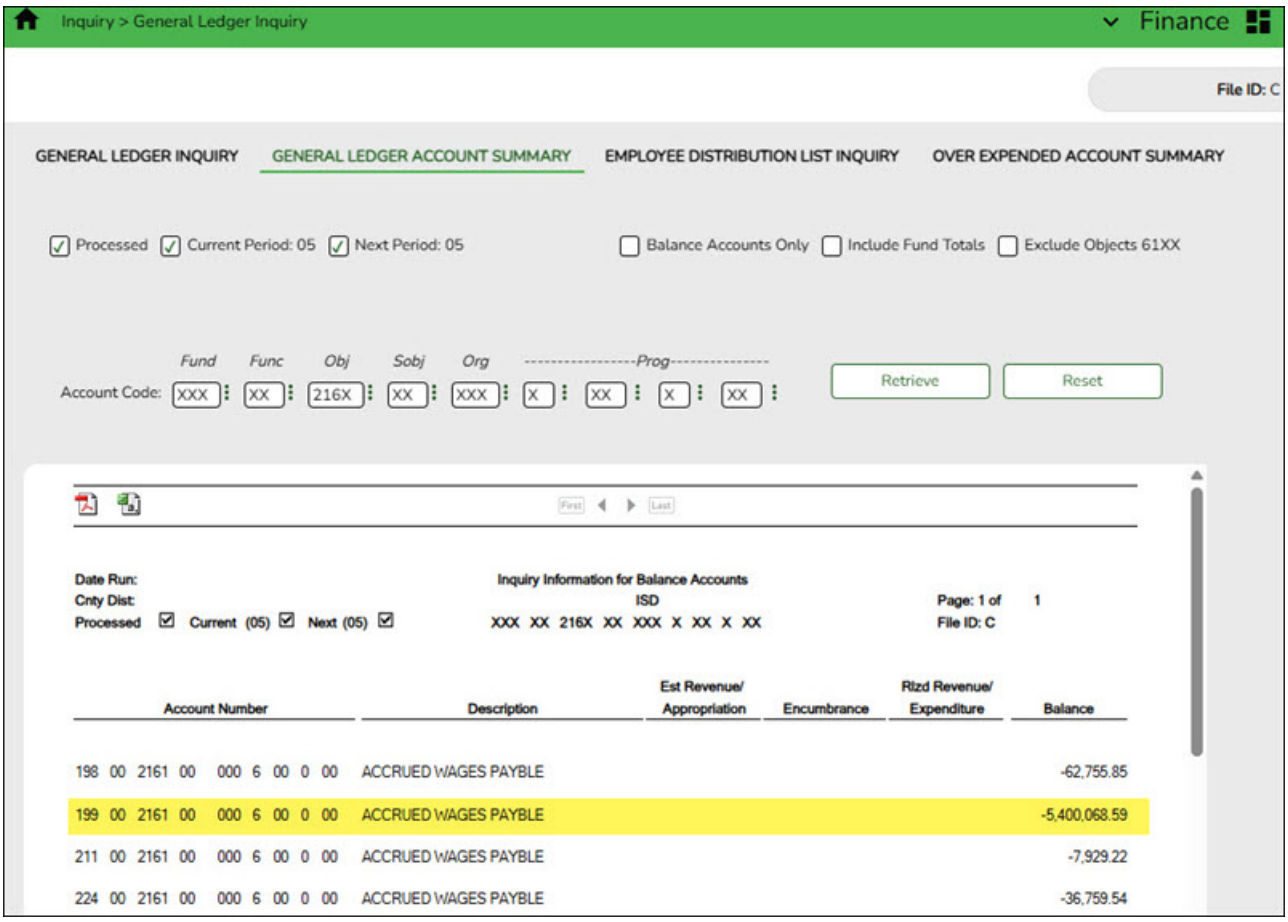
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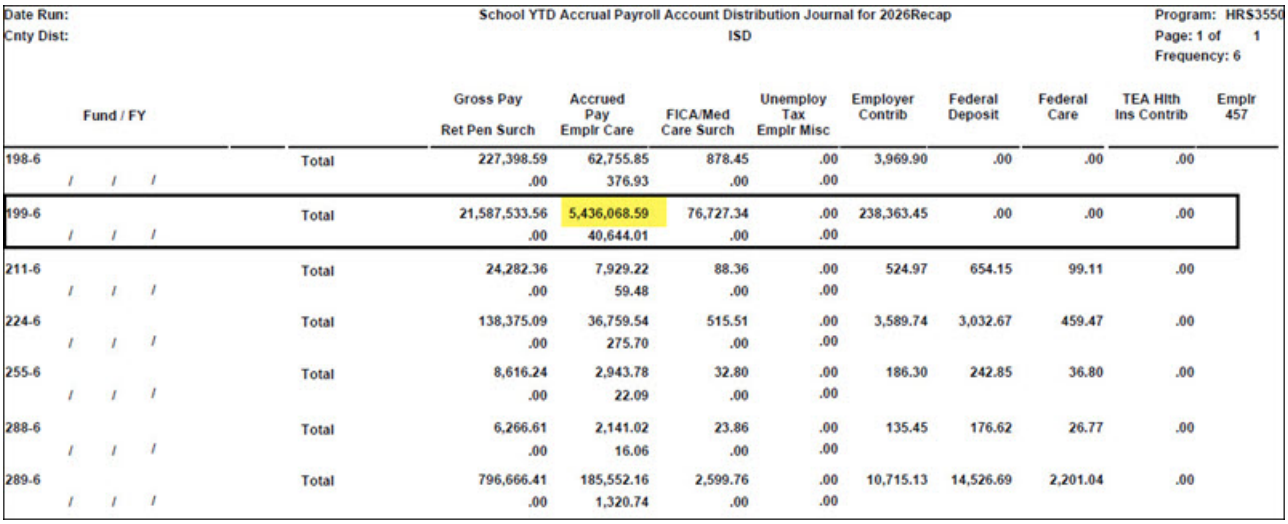
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221X.21	Accrued Employer Miscellaneous Deduction Contribution	6149

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.





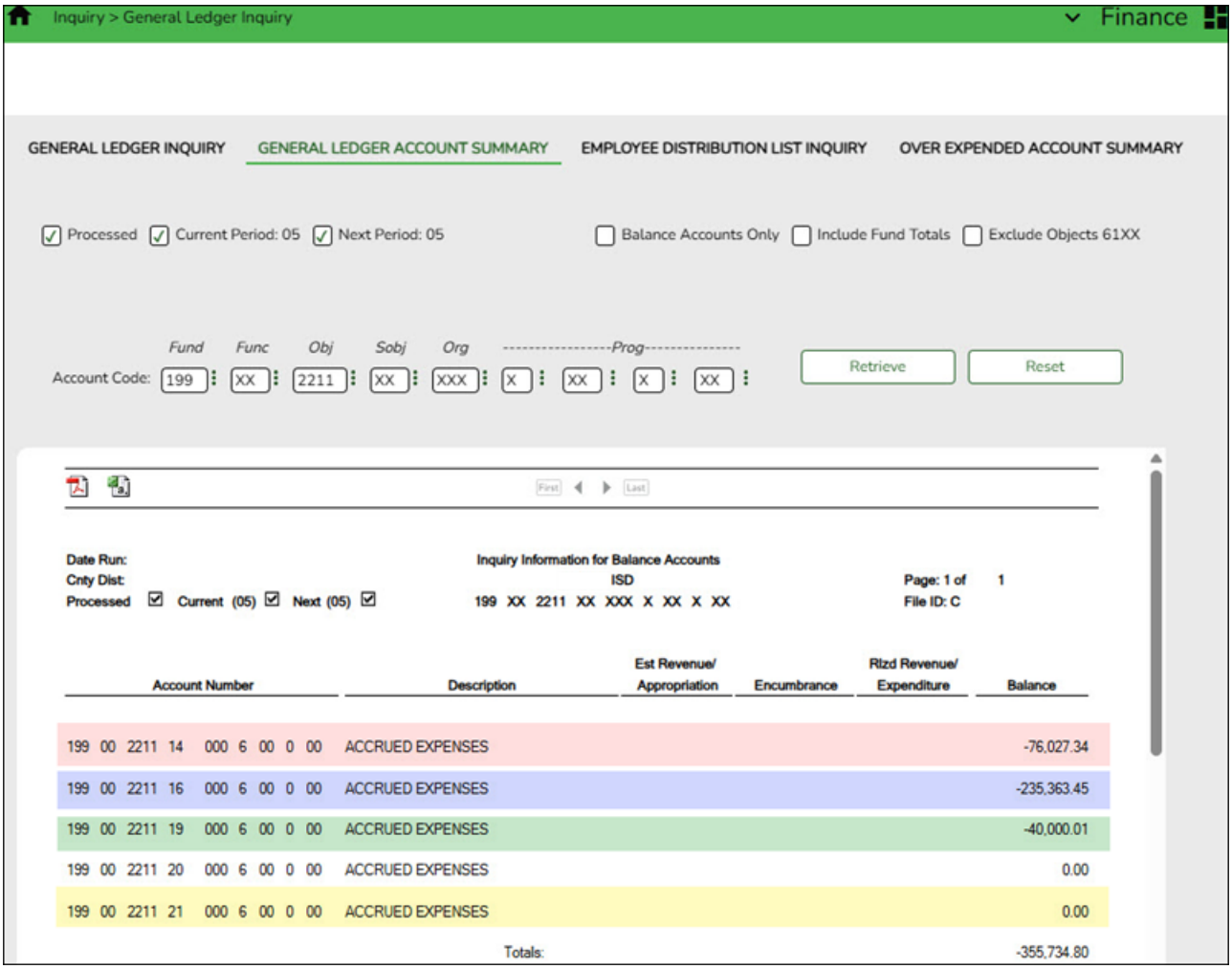
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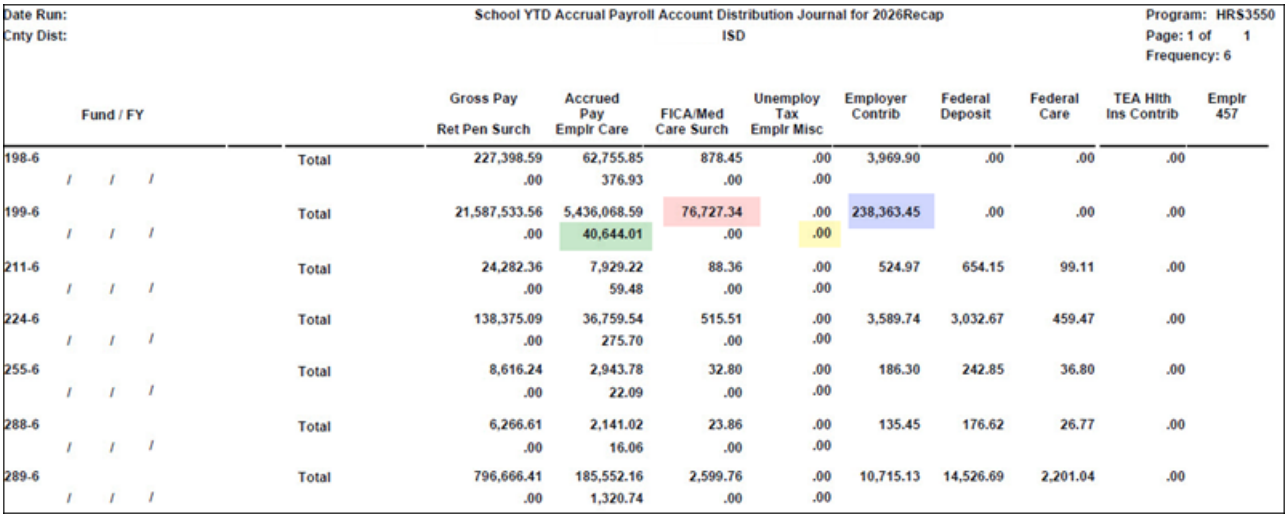
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199-00-2211-16-000-X-00-000		$3,000.00
199-11-6142-00-001-X-11-000	$3,000.00	
199-00-2211-19-000-X-00-000		$644.00
199-11-6146-00-001-X-11-000	$644.00	

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