



## **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](#).

### 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.

Tables > Credit Card Codes Finance

Save File ID: C

CREDIT CARD CODES DUE TO FUND

Starting Credit Card Code:  Retrieve Print

Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Fund	Func	Obj	Subj	Org	Fiscal Year	Perm	Ed	Seas	Project Detail	Active
<input type="checkbox"/>	1569	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1577	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1585	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1593	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1601	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1714	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1722	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1730	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1748	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1755	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	3554	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5456	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5961	<input type="text"/>	91921	CITIBANK / CITIBANK	199	00	2110	02	000	X	00	0	00	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5979	<input type="text"/>	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.

<b>Credit Card Code</b>	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.
<b>Description</b>	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.
<b>Vendor Nbr</b>	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 <b>Vendor Name</b> field is automatically populated with the vendor name.  If the vendor number is not known, click . The <a href="#">Vendors directory</a> is displayed. <b>Note:</b> The vendor number represents the credit card company (e.g., Bank of America).
<b>Vendor Name</b>	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 <b>Vendor Number</b> field is automatically populated with the vendor number.  If the vendor name is not known, click . The <a href="#">Vendors directory</a> is displayed. <b>Note:</b> The vendor name represents the credit card company (e.g., Bank of America).

<b>Account Code</b>	<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 &gt; Tables &gt; Account Code page.</p> <p><b>Note:</b> 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><b>Fund</b>  <b>Function</b>  <b>Object</b>  <b>Sub-Object</b>  <b>Organization</b></p> <p><b>Fiscal Year</b> - 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 &gt; District Finance Options page.</p> <p><b>Program Intent</b>  <b>Educational Span</b>  <b>Project Detail</b></p>
<b>Active</b>	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
<b>Credit Card Code</b>	The user-defined credit card code is displayed.
<b>Description</b>	The user-defined credit card code description is displayed.
<b>Active</b>	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 CORPORATIO Shipping Addr: 4060 Faudree 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: Attachments: Requisition Total: 22.00

Delete	Note	Item	Catalog Nbr	Description	Quantity	Unit of Issue	Unit Price	SubTotal	Commodity Code
	Note	001		PAPER	1.00	EA Each	22.00000	22.00	
	Accounts				Y - Approved		0.00%	0.00	

Refresh Totals Add

Accounts for Item 001

Delete	Account Code	Description	Balance Amt	Pct	Amount
	162-53-6399-00-892-299000	SUPPLMTRLS/POST-IS	-739.44	100.000%	22.00
				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

Maintenance > Credit Card Finance

Save File ID: C

POSTING - PA POSTING - PO RECONCILIATION

Retrieval Options

PO Number: 220479 Vendor Number: 07536 Retrieve Directory

☒ View Account Detail Fully Liquidate

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: Credit Card: 1569

Credit Card Transactions

Delete	Detail	Reverse	Post	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account Co
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03	162 53-6399-00-892-299000	Credit Card	1569	OFFICE SUPPLIES	22.00	22.00	03-16-2022	123456	199-00-2110-02-000
Totals:									22.00	22.00			

Account Code Summary

Account Code	Description	Contra Account Code	Balance Amt	Encumbrance Amt	Net Expend Amt	Liquidated Amt	Encumbrance Bal	Acc
162 53-6399-00-892-299000	SUPPLMTRLS/POST-IS	162-00-4310-00-000-200000	-717.44	22.00	22.00	22.00	0.00	
Totals:				22.00	22.00	22.00	0.00	

☐ 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

Maintenance > Postings Finance

Save

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

PO Number:  Vendor Number:  Retrieve  Directory  Default PO Reason:  ☒ View Account Details

PO Nbr:  PO Reason:  Sort Key / Vendor Name:  Vendor Nbr:  Date:  Original Amt:  Balance Amt:  Req Nbr:  Contract Type:  Bundle Nbr:  Bid Nbr:

004444 TASBO REGISTRATION TASBO / TASBO : 00735 00735 03-16-2022 400.00 400.00

Add PO Delete PO Reverse PO Change Vendor

Delete	Detail	Reverse	Account Code	Description	Account Balance	Encumbrance Amt	Liquidated Bal	Outstanding Amt
<input type="button"/>	<input type="button"/>	<input type="button"/>	162-53-6411.00-892-299000	STAFF TRAVEL-IS	-2,244.00	400.00	0.00	400.00
					Totals:	400.00	0.00	400.00

Update Details  Add

Account Code	Description	Reason	Acct Per	Encumbrance Amt	Trans Date	User ID
162-53-6411.00-892-299000	STAFF TRAVEL-IS	TASBO REGISTRATION	03	400.00	03-16-2022	

☐ 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

Maintenance > Credit Card Finance

Save

POSTING - PA POSTING - PO RECONCILIATION

Retrieval Options

PO Number:  Vendor Number:  Retrieve  Directory  ☒ View Account Detail  Fully Liquidate

PO Number:  PO Reason:  Sort Key / Vendor Name:  Vendor Nbr:  Date:  Original Amt:  Balance Amt:  Req Nbr:  Requisition Status:  Received Date:  Credit Card:

220479 OFFICE SUPPLIES QUILL/QUILL CORPORATION 07536 03-16-2022 22.00 0.00 300992 Approved 1569

Credit Card Transactions

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Centre Account Code
<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="checkbox"/>	03	162-53-6399.00-892-299000	Credit Card	1569	OFFICE SUPPLIES	22.00	22.00	03-16-2022	123456	199-00-2110-02-000
									Totals:	22.00	22.00		

Account Code Summary

Account Code	Description	Centre Account Code	Balance Amt	Encumbrance Amt	Net Expend Amt	Liquidated Amt	Encumbrance Bal	As
162-53-6399.00-892-299000	SUPPLNTRLSPOST-IS	162-00-4310-00-000-200000	-717.44	22.00	22.00	22.00	0.00	
			Totals:	22.00	22.00	22.00	0.00	

☐ 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](#)

- ☐ 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.

Save

POSTING - PA POSTING - PO RECONCILIATION

Retrieval Options

PA Number: 015642 Vendor: 00735 : TASBO / TASBO Retrieve Directory View Account Detail

PA Number: 015642 Vendor: TASBO / TASBO 00735 Add Reverse

Credit Card Transactions

Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Account
162-53-6411-00-892-299000	Return	1569	CANCEL REGISTRATION	-200.00	03-16-2022		199-00-2110-02-00
Totals				-200.00			

Account Code Summary Refresh Summary

Account Code	Description	Balance Amt	Net Expend Amt
162-53-6411-00-892-299000	STAFF TRAVEL-IS	-2,444.00	-200.00
Totals:			-200.00

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' interface. At the top, there's a 'Save' button. Below it, tabs for 'POSTING - PA', 'POSTING - PO', and 'RECONCILIATION' are visible. The 'POSTING - PA' tab is active. Under 'Retrieval Options', there are input fields for 'PA Number' (015643) and 'Vendor' (91921 : CITIBANK / CITIBANK), with 'Retrieve' and 'Directory' buttons. A 'View Account Detail' checkbox is checked. Below this, the 'PA Number' (015643) and 'Vendor' (CITIBANK / CITIBANK 91921) are displayed, with 'Add' and 'Reverse' buttons. The 'Credit Card Transactions' section shows a table with columns: Delete, Detail, Reverse, Proc, Acct Per, Account Code, Type, Credit Card Code, Reason, and Net Expend Amt. A transaction is entered with 'Proc' 03, 'Account Code' 199-41-6499.00-702-299000, 'Type' Credit Card, 'Credit Card Code' 1569, and 'Reason' CREDIT CARD INTEREST. The 'Net Expend Amt' is 15.00. A 'Totals' row shows 15.00. Below the table is an 'Account Code Summary' section with a 'Refresh Summary' button. The summary table has columns: Account Code, Description, Balance Amt, and Net Expend Amt. It shows a balance of 759.66 and a net expenditure of 15.00 for the account 199-41-6499.00-702-299000, with a total net expenditure of 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.

Maintenance > Credit Card Finance

Save File ID: C Account Period: 03

POSTING - PA POSTING - PO RECONCILIATION

Retrieval Options

Vendor: 91921: CITIBANK / CITIBANK Credit Card Code: Act Period: All YTD + Current + Next Include Previous File ID: Retrieve Print

Credit Card Returns/Payments

Recon	CC Code	Trans Date	Vendor Name	Amount	Tr
<input checked="" type="checkbox"/>	1593	01-02-2022	CITIBANK	-12,854.36	P
<input checked="" type="checkbox"/>	1593	03-17-2022	CITIBANK	-5,097.60	P
<input checked="" 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

Select All Unselect All

Credit Card Charges

Recon	CC Code	Trans Date	Vendor Name	Amount	Type	PA/PO Nbr	E
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	25.30	PA	015333	PAYFLOWER
<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	SYNCHRONI
<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	SYNCHRONI
<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"/>	1961	07-16-2019	CITIBANK	356.00	PA	012726	AIRLINE RES

Select All Unselect All

Save as Pending Reconcile Comments

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

[Print](#)

Card Reconciliation, Month of March

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

Page: 1 of 1  
File ID: C

Credit Card Statement		System	
Previous Balance:	.00	System Balance:	+ -8,773.62
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

PA Nbr	Check Amount
015711	9,274.57

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** Finance

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

[Add PA](#) [Reset](#) [Reverse PA](#) [Delete](#)

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

[Refresh Totals](#) [Add](#)

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.](#)

### 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.



**Inquiry > General Ledger Inquiry** Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

☒ Processed 
 ☒ Current Period 
 ☒ Next Period: 
 ☐ Balance Accounts Only 
 ☐ Include Fund Totals 
 ☐ Exclude Objects 61XX

Fund: 199 Func: XX Obj: 2211 Subj: XX Org: XXX Prog: X XX X XX  
 Account Code: 199 XX 2211 XX XXX X XX X XX

Retrieve Reset

---

Date Run: \_\_\_\_\_  
 Crty Dist: \_\_\_\_\_  
 Processed ☒ Current ☒ Next ☒

Inquiry Information for Balance Accounts  
ISD

Page: 1 of 1  
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtld Revenue/ Expenditure	Balance
199 00 2211 14 000	00 0 00 ACCRUED EXPENSES				-47,822.39
199 00 2211 16 000	00 0 00 ACCRUED EXPENSES				-251,450.63
199 00 2211 19 000	00 0 00 ACCRUED EXPENSES				-25,366.28
199 00 2211 20 000	00 0 00 ACCRUED EXPENSES				0.00
199 00 2211 21 000	00 0 00 ACCRUED EXPENSES				0.00
Totals:					-324,639.30

Date Run: _____ Crty Dist: _____		School YTD Accrual Payroll Account Distribution Journal for 2025Recap ISD								Program: HRS3550 Page: 1 of 1 Frequency: 6
Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
199	Total	24,571,298.78	3,402,028.45	47,946.09	.00	251,696.60	.00	.00	.00	
/ / /		.00	25,432.21	.00	.00					
211	Total	26,750.90	3,785.69	42.09	.00	583.30	312.31	47.31	.00	
/ / /		.00	28.40	.00	.00					
224	Total	153,750.00	21,140.61	296.48	.00	3,988.60	1,744.08	264.27	.00	
/ / /		.00	158.55	.00	.00					

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		\$123.70
199-11-6141-00-001-X-11-000	\$123.70	
199-00-2211-16-000-X-00-000		\$246.00
199-11-6142-00-001-X-11-000	\$246.00	
199-00-2211-19-000-X-00-000		\$65.93
199-11-6146-00-001-X-11-000	\$65.93	

**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.



**Inquiry > General Ledger Inquiry** v Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

☒ Processed ☒ Current Period ☒ Next Period: ☐ Balance Accounts Only ☐ Include Fund Totals ☐ Exclude Objects 61XX

Account Code: Fund: 199 Func: XX Obj: 2211 Subj: XX Org: XXX Prog: X XX X XX

---

**Inquiry Information for Balance Accounts**

Date Run: ☒ Current ☒ Next ☒ Processed  
 Crty Dist: 199 XX 2211 XX XXX X XX X XX  
 Page: 1 of 1  
 File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtld Revenue/ Expenditure	Balance
199 00 2211 14 000	ACCRUED EXPENSES				-47,822.39
199 00 2211 16 000	ACCRUED EXPENSES				-251,450.63
199 00 2211 19 000	ACCRUED EXPENSES				-25,366.28
199 00 2211 20 000	ACCRUED EXPENSES				0.00
199 00 2211 21 000	ACCRUED EXPENSES				0.00
<b>Totals:</b>					-324,639.30

Date Run:   
 Crty Dist:

**School YTD Accrual Payroll Account Distribution Journal for 2025Recap**

ISD

Program: HRS3550  
Page: 1 of 1  
Frequency: 6

Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
199	Total	24,571,298.78	3,402,028.45	47,946.09	.00	251,696.60	.00	.00	.00	
/ / /		.00	25,432.21	.00	.00					
211	Total	26,750.90	3,785.69	42.09	.00	583.30	312.31	47.31	.00	
/ / /		.00	28.40	.00	.00					
224	Total	153,750.00	21,140.61	296.48	.00	3,988.60	1,744.08	264.27	.00	
/ / /		.00	158.55	.00	.00					

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		\$123.70
199-11-6141-00-001-X-11-000	\$123.70	
199-00-2211-16-000-X-00-000		\$246.00
199-11-6142-00-001-X-11-000	\$246.00	
199-00-2211-19-000-X-00-000		\$65.93
199-11-6146-00-001-X-11-000	\$65.93	

**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.**





## Back Cover