



# **business\_creditcardprocessing**



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# ASCENDER - Credit Card Process

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**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.

## 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.

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

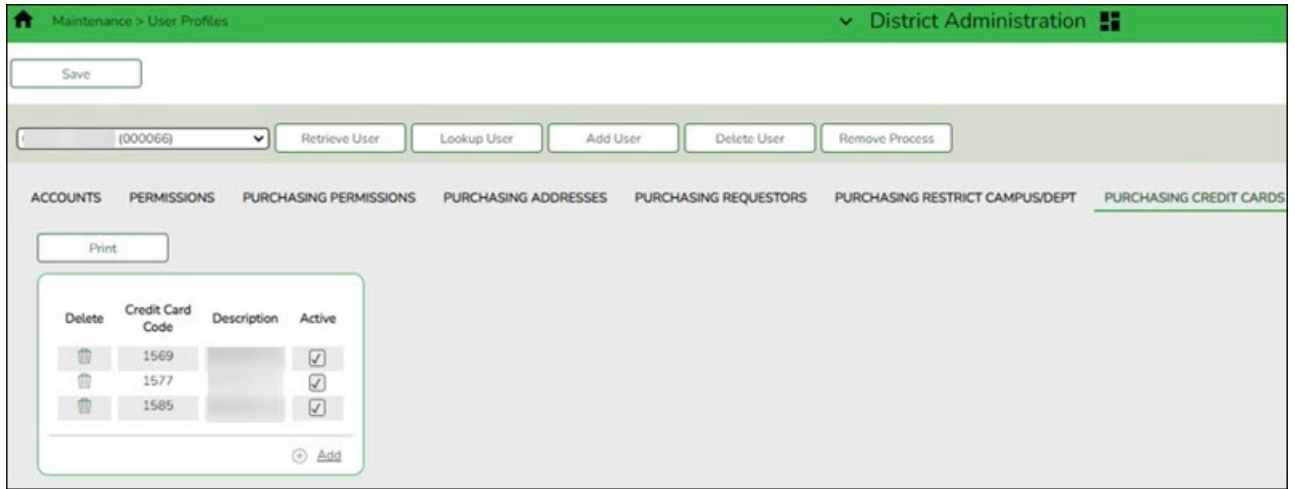
2. [\(Optional\) Assign credit card codes to users.](#)

**(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.



- 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](#)

☐ 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](#)

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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

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](#)

Save

POSTING - PA POSTING - PO RECONCILIATION

Retrieval Options

PO Number:  Vendor Number:  Retrieve Directory  View Account Detail

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	Acct Per	Account Code	Type	Credit Card Code	Reason	Net Expend Amt	Liquidated Amt	Invoice Date	Invoice Nbr	Contra Account Code
<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
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.

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.



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.

☐ 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

Credit Card 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: +	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 Finance

File ID: C    Account Period: 03

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

PA Number:    Vendor Number:           View Account Details

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

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Ac
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reverse	<input type="checkbox"/>	03	199-00-2110.02-000-200000	Computer		--	PYMT	8,773.80	--		199-00-2110.0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reverse	<input type="checkbox"/>	03	199-00-2110.02-000-800000	Computer		--	PYMT	144.77	--		199-00-2110.0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reverse	<input type="checkbox"/>	03	199-00-2110.02-000-900000	Computer		--	PYMT	356.00	--		199-00-2110.0
<b>Totals:</b>										<b>9,274.57</b>			

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
<b>Totals:</b>			<b>9,274.57</b>

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.

<input checked="" type="checkbox"/> 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 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

Finance

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

Program: FIN1950  
 Page 1 of 1  
 File ID: C

Credit Card Code	Trans Date	Vendor Nbr	Vendor Name	Acct Per PO Nbr	Recon Ind Invoice Nbr	Fnd-Fnc-Obj.S0-0rg-Pr0g		Credit Card Fnd-Fnc-Obj.S0-0rg-Pr0g	
						Expenditure Amt	Liq Amt	Reason	
1569	03-16-2022	00735	TASBO	03		162-53-6411.00-892-299000		199-00-2110.02-000-200000	
				015642		-200.00		.00	CANCEL REGISTRATION
1577	03-16-2022	00735	TASBO	03	Y	162-53-6411.00-892-299000		199-00-2110.02-000-200000	
				004444	456	400.00		-400.00	TASBO REGISTRATION
1569	03-16-2022	08324	OFFICE DEPOT	03	Y	199-41-6499.00-702-299000		199-00-2110.02-000-200000	
				015641		15.00		.00	OFFICE SUPPLIES
1569	03-16-2022	91921	CITIBANK	03	Y	199-41-6499.00-702-299000		199-00-2110.02-000-200000	
				015643		15.00		.00	CREDIT CARD INTEREST
<b>Grand Totals</b>						<b>230.00</b>	<b>-400.00</b>		

End of Report



## Back Cover