



## Create credit card transactions



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After the above steps are completed, you can use one of the following three methods to create credit card transactions in ASCENDER.

### 1. Requisition in Purchasing

- Create a requisition and select a credit card code.
- After the requisition is approved, the PO can be retrieved on the [Finance > Maintenance > Credit Card > Posting - PO](#) tab to post the 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.

### 2. Purchase Order in Finance

- Create a PO on the [Finance > Maintenance > Postings > Purchase Order](#) tab.
- The PO can be retrieved on the [Finance > Maintenance > Credit Card > Posting - PO](#) tab to post the credit card transaction. Since this transaction was created without selecting a credit card, a message is displayed as a reminder. On this page, a credit card transaction is entered similarly to the [Finance > Maintenance > Postings > Check Processing - PO](#) tab. Select the type of credit card transaction (purchase or return) and the credit card code for the card used.

### 3. Credit Card PA in Finance

- If a PO was not created, a credit card transaction can be posted as a PA from the [Finance > Maintenance > Credit Card > Posting - PA](#) page.



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