



Post returns

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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.

The screenshot shows the 'Maintenance > Credit Card' interface. At the top, there are tabs for 'POSTING - PA', 'POSTING - PO', and 'RECONCILIATION'. Below these are 'Retrieval Options' with input fields for 'PA Number: 015642' and 'Vendor: 00735 : TASBO / TASBO', and buttons for 'Retrieve' and 'Directory'. A 'View Account Detail' checkbox is checked. Below this, there are 'Add' and 'Reverse' buttons. The main section is 'Credit Card Transactions' with a table:

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			

Below the table is an 'Account Code Summary' section with a 'Refresh Summary' button and a summary table:

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



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