



Reconcile the credit card statement

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[Finance > Maintenance > Credit Card > Reconciliation](#)

After all credit card transactions are entered, reconcile the credit card statement to the credit card transactions.

Retrieval Options

Vendor: Credit Card Code: Acct Period: Include Previous File ID: ☐ Retrieve

Credit Card Returns/Payments

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

Credit Card Charges

Recon	CC Code	Trans Date	Vendor Name	Amount	Type	PA/PQ/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 PUI
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	1,353.84	PA	015333	SYNCRONSI
<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	SYNCRONSI
<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

Summary

Previous Balance: Cleared Returns: 5,097.60 Cleared Charges: -14,372.17 Cleared Check Payments: 12,854.36 Statement Balance:

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: 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

Page: 1 of 1
File ID: C

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

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	Trvs	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Ac
<input type="checkbox"/>	<input type="checkbox"/>	Reverse	<input type="checkbox"/>	03	199-00-2110.02-000-200000	Computer		--	PYMT	8,773.80	--		199-00-2110.02-000-200000
<input type="checkbox"/>	<input type="checkbox"/>	Reverse	<input type="checkbox"/>	03	199-00-2110.02-000-800000	Computer		--	PYMT	144.77	--		199-00-2110.02-000-800000
<input type="checkbox"/>	<input type="checkbox"/>	Reverse	<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**.