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Reconcile the credit card statement

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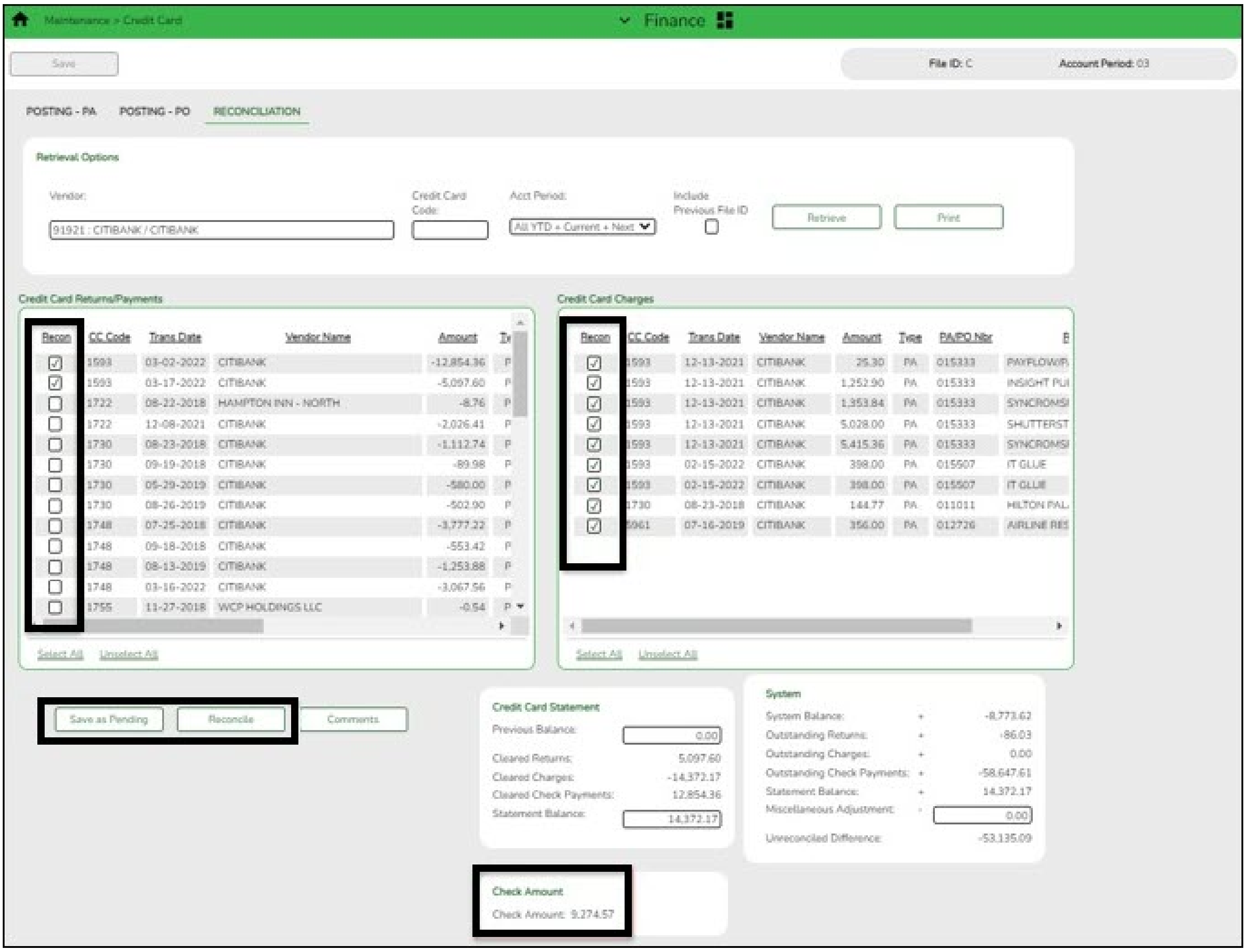
Finance > Maintenance > Credit Card > Reconciliation

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



File ID: C
Account Period: 03

Retrieval Options

Vendor: 91921 : CITIBANK / CITIBANK
Credit Card Code:
Acct Period: All YTD + Current + Next
Include Previous File ID ☐

Credit Card Returns/Payments

Recon	CC Code	Trans Date	Vendor Name	Amount	Ty
☑	1593	03-02-2022	CITIBANK	-12,854.36	P
☑	1593	03-17-2022	CITIBANK	-5,097.60	P
☐	1722	08-22-2018	HAMPTON INN - NORTH	-8.76	P
☐	1722	12-08-2021	CITIBANK	-2,026.41	P
☐	1730	08-23-2018	CITIBANK	-1,112.74	P
☐	1730	09-19-2018	CITIBANK	-89.98	P
☐	1730	05-29-2019	CITIBANK	-580.00	P
☐	1730	08-26-2019	CITIBANK	-502.90	P
☐	1748	07-25-2018	CITIBANK	-3,777.22	P
☐	1748	09-18-2018	CITIBANK	-553.42	P
☐	1748	08-13-2019	CITIBANK	-1,253.88	P
☐	1748	03-16-2022	CITIBANK	-3,067.56	P
☐	1755	11-27-2018	WCP HOLDINGS LLC	-0.54	P

Credit Card Charges

Recon	CC Code	Trans Date	Vendor Name	Amount	Type	PA/PO Nbr	P
☑	593	12-13-2021	CITIBANK	25.30	PA	015333	PAYFLOW/P
☑	593	12-13-2021	CITIBANK	1,252.90	PA	015333	INSIGHT PU
☑	593	12-13-2021	CITIBANK	1,353.84	PA	015333	SYNCROMSI
☑	593	12-13-2021	CITIBANK	5,028.00	PA	015333	SHUTTERST
☑	593	12-13-2021	CITIBANK	5,415.36	PA	015333	SYNCROMSI
☑	593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
☑	593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
☑	730	08-23-2018	CITIBANK	144.77	PA	011011	HILTON PAL
☑	961	07-16-2019	CITIBANK	356.00	PA	012726	AIRLINE RES

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

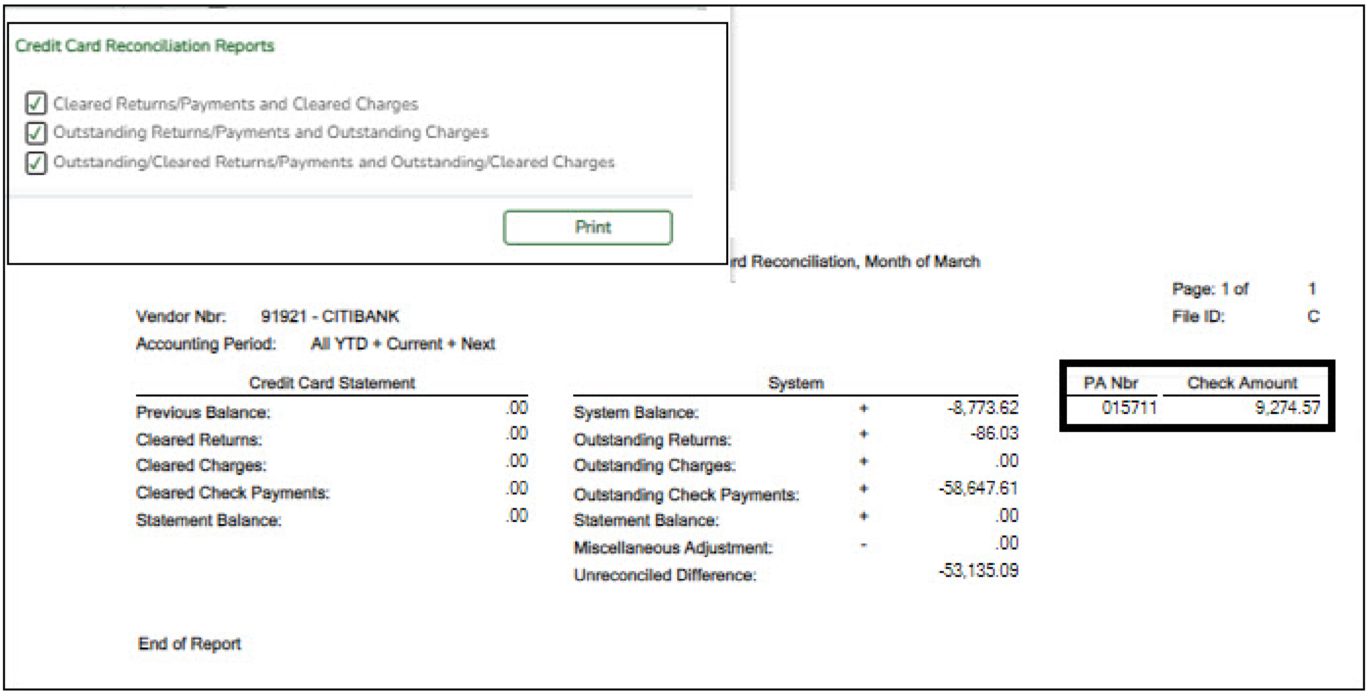
Check Amount: 9,274.57

❑ 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

rd Reconciliation, Month of March

Page: 1 of 1
File ID: C

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

Credit Card Statement	
Previous Balance:	.00
Cleared Returns:	.00
Cleared Charges:	.00
Cleared Check Payments:	.00
Statement Balance:	.00

System		
System Balance:	+	-8,773.62
Outstanding Returns:	+	-86.03
Outstanding Charges:	+	.00
Outstanding Check Payments:	+	-58,647.61
Statement Balance:	+	.00
Miscellaneous Adjustment:	-	.00
Unreconciled Difference:		-53,135.09

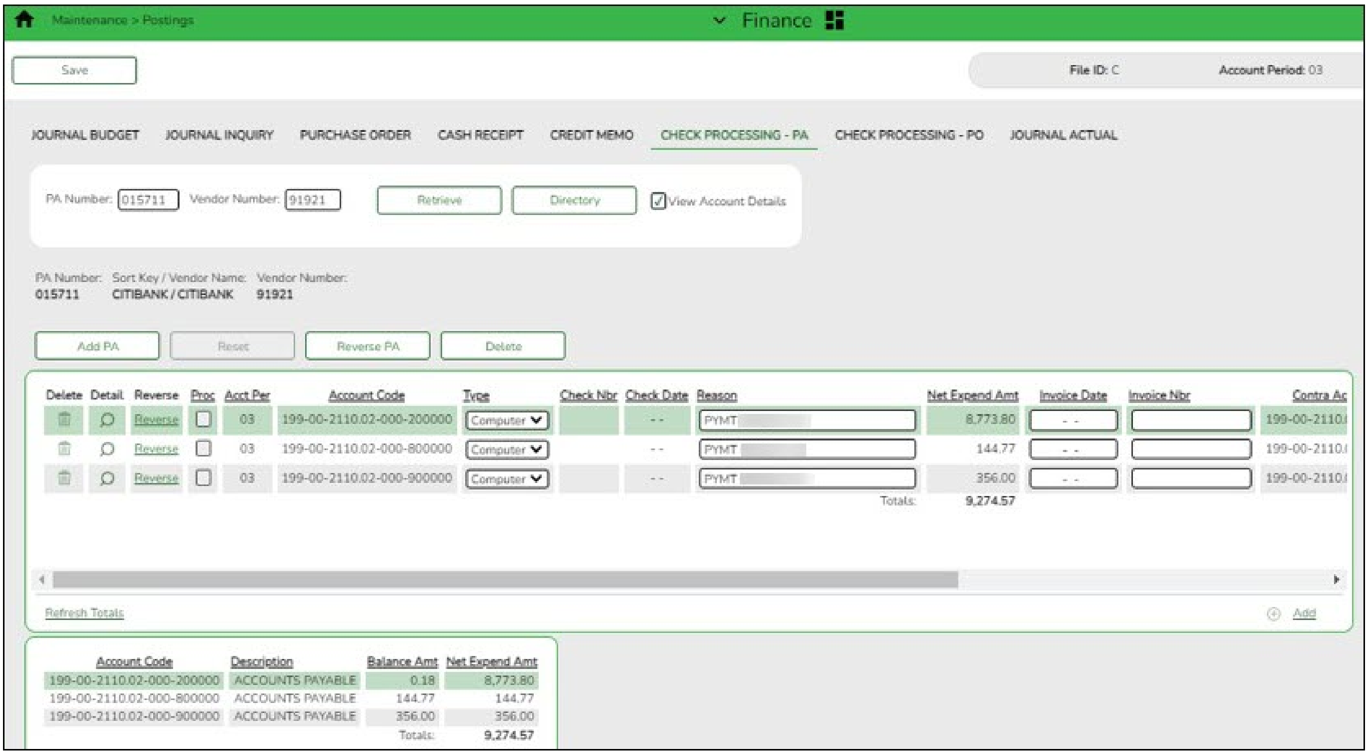
PA Nbr	Check Amount
015711	9,274.57

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
Save
JOURNAL BUDGET
JOURNAL INQUIRY
PURCHASE ORDER
CASH RECEIPT
CREDIT MEMO
CHECK PROCESSING - PA
CHECK PROCESSING - PO
JOURNAL ACTUAL
Retrieve
Directory
Add PA
Reset
Reverse PA
Delete
Refresh Totals
Add

File ID: C
Account Period: 03

PA Number: 015711 Vendor Number: 91921 ☑ View Account Details

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

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Type	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Ac
		Reverse	☐	03	199-00-2110.02-000-200000	Computer		- -	PYMT [redacted]	8,773.80	- -		199-00-2110.
		Reverse	☐	03	199-00-2110.02-000-800000	Computer		- -	PYMT [redacted]	144.77	- -		199-00-2110.
		Reverse	☐	03	199-00-2110.02-000-900000	Computer		- -	PYMT [redacted]	356.00	- -		199-00-2110.
									Totals:	9,274.57			

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**.