Reconcile the credit card statement

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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 have been entered for that credit card.
- In the **Statement Balance** field, enter the credit card statement balance.
- Proceed to reconcile the credit card transactions. As charges or returns are selected, the balances and the check amount below are updated.

❏ Click **Save as Pending** to save and then when finished, click **Reconcile**. During the reconciliation process in the next month, the payment will be displayed on the Reconciliation tab. After you click **Reconcile**, a PA is created for the credit card vendor.

Expenditure:

199-00-2110-01-000-200000	Debit	
199-00-2110-01-000-200000		Credit