



Reconcile the credit card statement

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

Retrieval Options

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

Credit Card Returns/Payments

Recon	CC Code	Trans Date	Vendor Name	Amount	Type
☒	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

Select All Unselect All

Credit Card Charges

Recon	CC Code	Trans Date	Vendor Name	Amount	Type	PA/PQ/Nbr	E
☒	1593	12-13-2021	CITIBANK	25.30	PA	015333	PAYFLOWER
☒	1593	12-13-2021	CITIBANK	1,252.90	PA	015333	INSIGHT PUI
☒	1593	12-13-2021	CITIBANK	1,353.84	PA	015333	SYNCRONSI
☒	1593	12-13-2021	CITIBANK	5,028.00	PA	015333	SHUTTERST
☒	1593	12-13-2021	CITIBANK	5,415.36	PA	015333	SYNCRONSI
☒	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
☒	1593	02-15-2022	CITIBANK	398.00	PA	015507	IT GLUE
☒	1730	08-23-2018	CITIBANK	144.77	PA	011011	HILTON PAL
☒	1961	07-16-2019	CITIBANK	356.00	PA	012726	AIRLINE RES

Select All Unselect All

Save as Pending Reconcile Comments

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 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	
199-00-2110-00-000-200000		Credit