



# 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.

The screenshot displays the 'Reconciliation' interface with the following components:

- Retrieval Options:** Vendor: 91921 - CITIBANK / CITIBANK; Credit Card Code: ; Acct Period: All YTD + Current + Next; Include Previous File ID: ; Buttons: Retrieve, Print.
- Credit Card Returns/Payments Table:**

Recon	CC Code	Trans Date	Vendor Name	Amount	Tr
<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 Table:**

Recon	CC Code	Trans Date	Vendor Name	Amount	Type	PAPQ/Nbr	E
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	25.30	PA	015333	PAYFLOW/PS
<input checked="" type="checkbox"/>	1593	12-13-2021	CITIBANK	1,252.90	PA	015333	INSIGHT PJI
<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"/>	0961	07-16-2019	CITIBANK	356.00	PA	012726	AIRLINE RES
- Summary Section:**
  - Buttons: 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 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

Card Reconciliation, Month of March

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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**, a PA is created for the credit card company.