

Reconcile the credit card statement

2025/12/06 12:27 i

ii

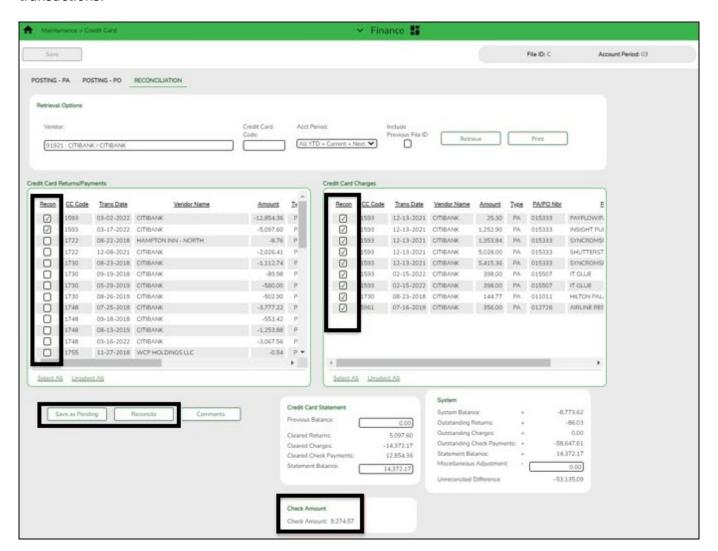
Table of Contents

Reconcile the credit card statementi

Reconcile the credit card statement

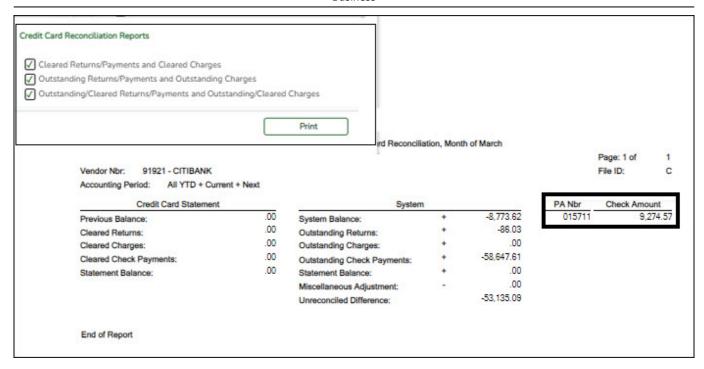
Finance > Maintenance > Credit Card > Reconciliation

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 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.



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.