



Reconcile the credit card statement

Table of Contents

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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.

The screenshot displays the 'Reconciliation' interface. At the top, there are navigation tabs: 'POSTING - PA', 'POSTING - PO', and 'RECONCILIATION'. Below these are 'Retrieval Options' with fields for 'Vendor' (01921 - CITIBANK / CITIBANK), 'Credit Card Code', 'Acct Period' (All YTD + Current + Next), and 'Include Previous File ID'. There are 'Retrieve' and 'Print' buttons.

Two tables are shown: 'Credit Card Returns/Payments' and 'Credit Card Charges'. Both tables have columns for 'Recon', 'CC Code', 'Trans Date', 'Vendor Name', 'Amount', and 'Tr'. The 'Recon' column contains checkboxes, some of which are checked. Below each table are 'Select All' and 'Unselect All' buttons.

At the bottom, there are buttons for 'Save as Pending', 'Reconcile', and 'Comments'. To the right, a 'Credit Card Statement' summary shows: Previous Balance: 0.00, Cleared Returns: 5,097.60, Cleared Charges: -14,372.17, Cleared Check Payments: 12,854.36, and Statement Balance: 14,372.17. A 'System' summary shows: 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, and Unreconciled Difference: -53,135.09. A 'Check Amount' field shows '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

Page: 1 of 1
File ID: C

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

Credit Card Statement	System	PA Nbr	Check Amount
Previous Balance: .00	System Balance: +	015711	9,274.57
Cleared Returns: .00	Outstanding Returns: +		
Cleared Charges: .00	Outstanding Charges: +		
Cleared Check Payments: .00	Outstanding Check Payments: +		
Statement Balance: .00	Statement Balance: +		
	Miscellaneous Adjustment: -		
	Unreconciled Difference: -		
			-53,135.09

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

File ID: C Account Period: 03

JOURNAL BUDGET JOURNAL INQUIRY PURCHASE ORDER CASH RECEIPT CREDIT MEMO CHECK PROCESSING - PA CHECK PROCESSING - PO JOURNAL ACTUAL

PA Number: Vendor Number: View Account Details

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

Delete	Detail	Reverse	Proc	Acct Per	Account Code	Trvs	Check Nbr	Check Date	Reason	Net Expend Amt	Invoice Date	Invoice Nbr	Contra Ac
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03	199-00-2110.02-000-200000	Computer		--	PYMT	8,773.80	--		199-00-2110.0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03	199-00-2110.02-000-800000	Computer		--	PYMT	144.77	--		199-00-2110.0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03	199-00-2110.02-000-900000	Computer		--	PYMT	356.00	--		199-00-2110.0
Totals:										9,274.57			

Refresh Totals

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