




`select_credit_card_transactions`

Table of Contents

select_credit_card_transactions i

| | |
|-----------------------------|--|
| Vendor | Begin typing the vendor name or number for which you want to reconcile credit card transactions. As you type the data, a drop-down list of corresponding data is displayed. Select the desired vendor number or name, and click Retrieve . Only active credit card vendors that are in use by a transaction are displayed in the drop-down list. |
| Credit Card Code | Type the corresponding credit card code that you want to reconcile. As you type the data, a drop-down list of corresponding data is displayed. Select the desired credit card code. Only credit cards codes that are assigned to the selected vendor on the Tables > Credit Card Codes page are displayed in the drop-down list. |
| Acct Period | Click  to select an accounting period to reconcile. Options include the following: YTD Processed Current YTD + Current All YTD + Current + Next |
| Include Prev File ID | <p>Select to include all credit card transactions from the previous file ID.</p> <p>Notes:</p> <p>If Include Prev File ID is selected, the previous file ID is not exported. It is recommended that the users use the Export by File ID utility before the bank statement is reconciled.</p> <p>A check can be created in file ID C for a transaction in the previous file ID if Include Prev File ID is selected when reconciling the transaction. Click Retrieve. All pending credit card returns/payments and outstanding credit card charges for the selected credit vendor or vendor and card code, and accounting period are displayed.</p> <p>Credit card payments and returns that have not been reconciled are displayed under Credit Card Returns/Payments. Credit card charges that have not been reconciled are displayed under Credit Card Charges.</p> |