



## **select\_credit\_card\_transactions**



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<b>Vendor</b>	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 <b>Retrieve</b> . Only active credit card vendors that are in use by a transaction are displayed in the drop-down list.
<b>Credit Card Code</b>	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 card codes that are assigned to the selected vendor on the Tables > Credit Card Codes page are displayed in the drop-down list.
<b>Acct Period</b>	Click  to select an accounting period to reconcile. Options include the following:  <a href="#">YTD Processed</a> <a href="#">Current YTD + Current</a> <a href="#">All YTD + Current + Next</a>
<b>Include Prev File ID Notes:</b>	<p>Select to include all credit card transactions from the previous file ID.</p> <p>If <b>Include Prev File ID</b> 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 <b>Include Prev File ID</b> is selected when reconciling the transaction.</p> <p>Click <b>Retrieve</b>. 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.</p> <p>Credit card charges that have not been reconciled are displayed under Credit Card Charges.</p>