



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. At the top, there are navigation tabs for 'POSTING - PA', 'POSTING - PO', and 'RECONCILIATION'. Below these are 'Retrieval Options' including 'Vendor' (set to 91921 - CITIBANK / CITIBANK), 'Credit Card Code', 'Acct Period' (set to 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 a 'Recon' checkbox column. In the 'Returns/Payments' table, the first two rows are checked. In the 'Charges' table, the first seven rows are checked.

At the bottom, there are buttons for 'Save as Pending', 'Reconcile', and 'Comments'. A 'Credit Card Statement' summary box 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 'Check Amount' box shows 'Check Amount: 9,274.57'. A 'System' summary box 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.

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	015711	9,274.57
Cleared Returns:	.00		
Cleared Charges:	.00		
Cleared Check Payments:	.00		
Statement Balance:	.00		
System Balance:	+ -8,773.62		
Outstanding Returns:	+ -86.03		
Outstanding Charges:	+ .00		
Outstanding Check Payments:	+ -58,647.61		
Statement Balance:	+ .00		
Miscellaneous Adjustment:	- .00		
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

View Account Details

PA Number: 015711 Vendor Number: 91921

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

It is helpful for tracking purposes to enter the statement date in the **Invoice Date** field and the statement month as the **Invoice Number**.



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