



Reconcile the credit card statement

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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.

Save as Pending Reconcile Comments

Credit Card Statement

Previous Balance: 0.00

Cleared Returns: 5,097.60

Cleared Charges: -14,372.17

Cleared Check Payments: 12,854.36

Statement Balance: 14,372.17

System

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

Unreconciled Difference: -53,135.09

Check Amount

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 have been entered for that credit card.
- In the **Statement Balance** field, enter the credit card statement balance.
- Proceed to reconcile the credit card transactions. As charges or returns are selected, the balances and the check amount below are updated.

Click **Save as Pending** to save and then when finished, click **Reconcile**. During the reconciliation process in the next month, the payment will be displayed on the Reconciliation tab. After you click **Reconcile**, a PA is created for the credit card vendor.

Expenditure:

199-00-2110-01-000-200000 Debit

| | | |
|---------------------------|--|--------|
| 199-00-2110-00-000-200000 | | Credit |
|---------------------------|--|--------|



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