



# Reconcile the credit card statement



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## Reconcile the credit card statement

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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 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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