



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: '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 in both tables has checkboxes, some of which are checked. Below the tables 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 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

[Print](#)

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	
Previous Balance:	.00	System Balance:	+ -8,773.62
Cleared Returns:	.00	Outstanding Returns:	+ -86.03
Cleared Charges:	.00	Outstanding Charges:	+ .00
Cleared Check Payments:	.00	Outstanding Check Payments:	+ -58,647.61
Statement Balance:	.00	Statement Balance:	+ .00
		Miscellaneous Adjustment:	- .00
		Unreconciled Difference:	-53,135.09

End of Report

PA Nbr	Check Amount
015711	9,274.57

Expenditure:

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

After you click **Reconcile**, a PA is created for the credit card company.



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