




# **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 cards 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>

4. Select Include Prev File ID to include all credit card transactions from the previous file ID. Notes: ● If Include Prev File ID 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. ● A check can be created in file ID C for a transaction in the previous file ID if Include Prev File ID is selected when reconciling the transaction.



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