



select_credit_card_transactions

Table of Contents

Vendor	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 Retrieve . Only active credit card vendors that are in use by a transaction are displayed in the drop-down list.
Credit Card Code	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 card codes that are assigned to the selected vendor on the Tables > Credit Card Codes page are displayed in the drop-down list.
Acct Period	Click  to select an accounting period to reconcile. Options include the following: YTD Processed Current YTD + Current All YTD + Current + Next

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.



Back Cover