




# **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:<br><a href="#">YTD Processed</a><br><a href="#">Current YTD + Current</a><br><a href="#">All YTD + Current + Next</a>                                                               |
| <b>Include Prev File ID</b> |                                                                                                                                                                                                                                                                                                                                                         |



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