

How to Reconcile a Credit Card



[Sage Intacct](#)

[QUESTIONS? EMAIL FINANCE!](#)

Starting a New Credit Card Reconciliation



Wells Fargo Statement

Download the statement
from the email received
by Wells Fargo



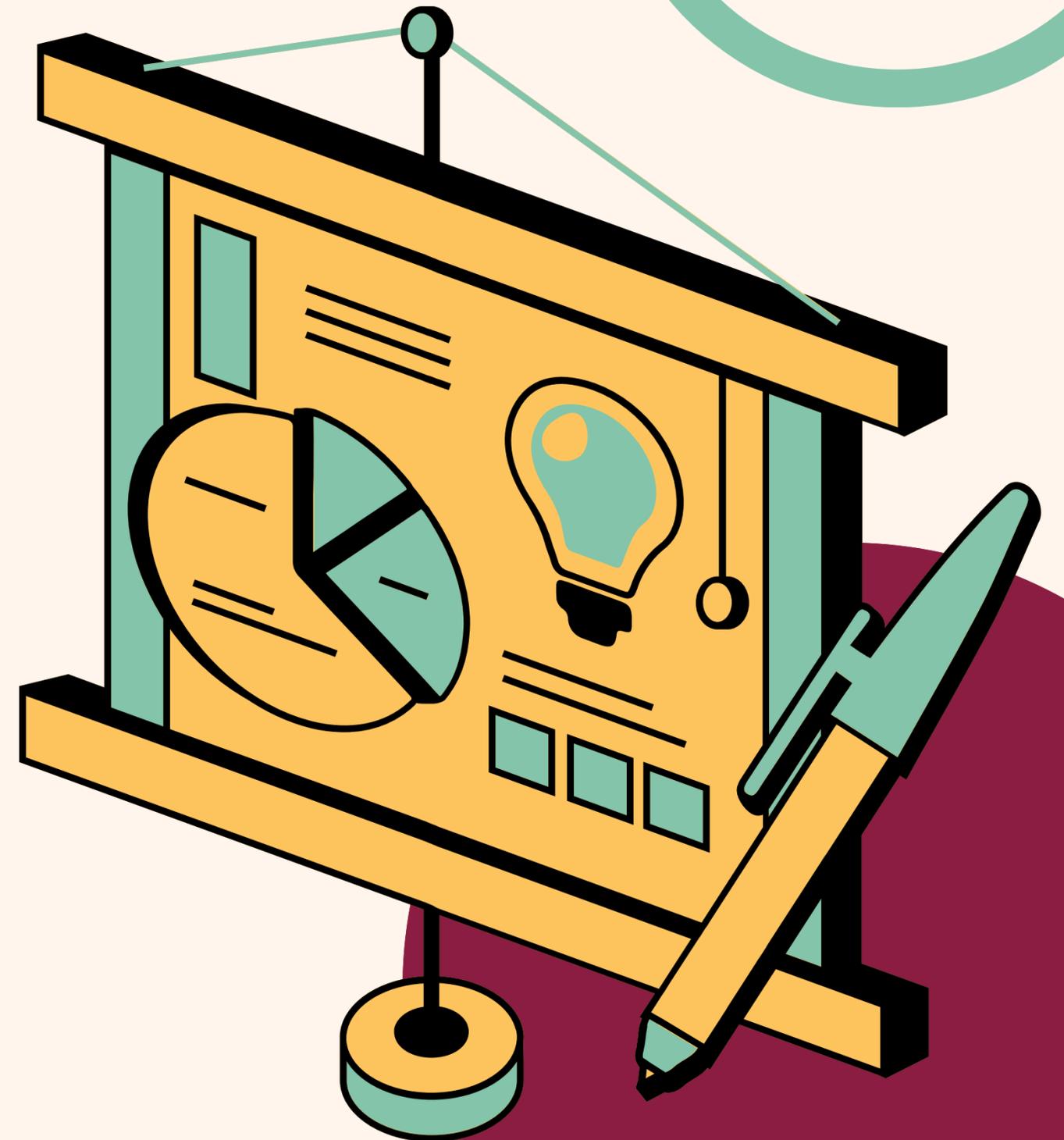
Login

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Start a New Reconciliation

Purchasing >
Applications >
Check Request
Click "Add"



Monthly Credit Card Reconciliations

A credit card reconciliation will be due every month for every employee that holds a CSS credit card.

The reconciliations and review are due no later than the 5th of the month following the statement period.



Setting up a new Credit Card Reconciliation

The setup of a credit card reconciliation refers to the first two blocks of information to be entered.

Vendor

The vendor will always be:
V-10704--Credit Card Vendor
Entry Date: End of Statement Period

Payment

Payment Terms: Due Upon Receipt
Expiration Date: The 25th of the month
for the statement period.



Reference and Attachments

Reference

The formatting of the reference field includes: the expiration date, your last name, and the total statement amount.

Example:
02/25 CC Jones \$351.76

Attachments

The statement will be the first attachment. Then include each receipt in the order of what is listed on the statement.

All receipts are required. If you are missing a receipt, include an explanation why in that spot.





Adding Entries

There is not a maximum amount of lines to a credit card reconciliation. All receipts should be assigned it's own line. Some receipts may need to be broken out between grants.

All fields must be complete for each line.

Continuing to Add Entries

Every field needs to be updated for each entry.



Item ID

Speak with your supervisor to know which codes are relevant to your position.



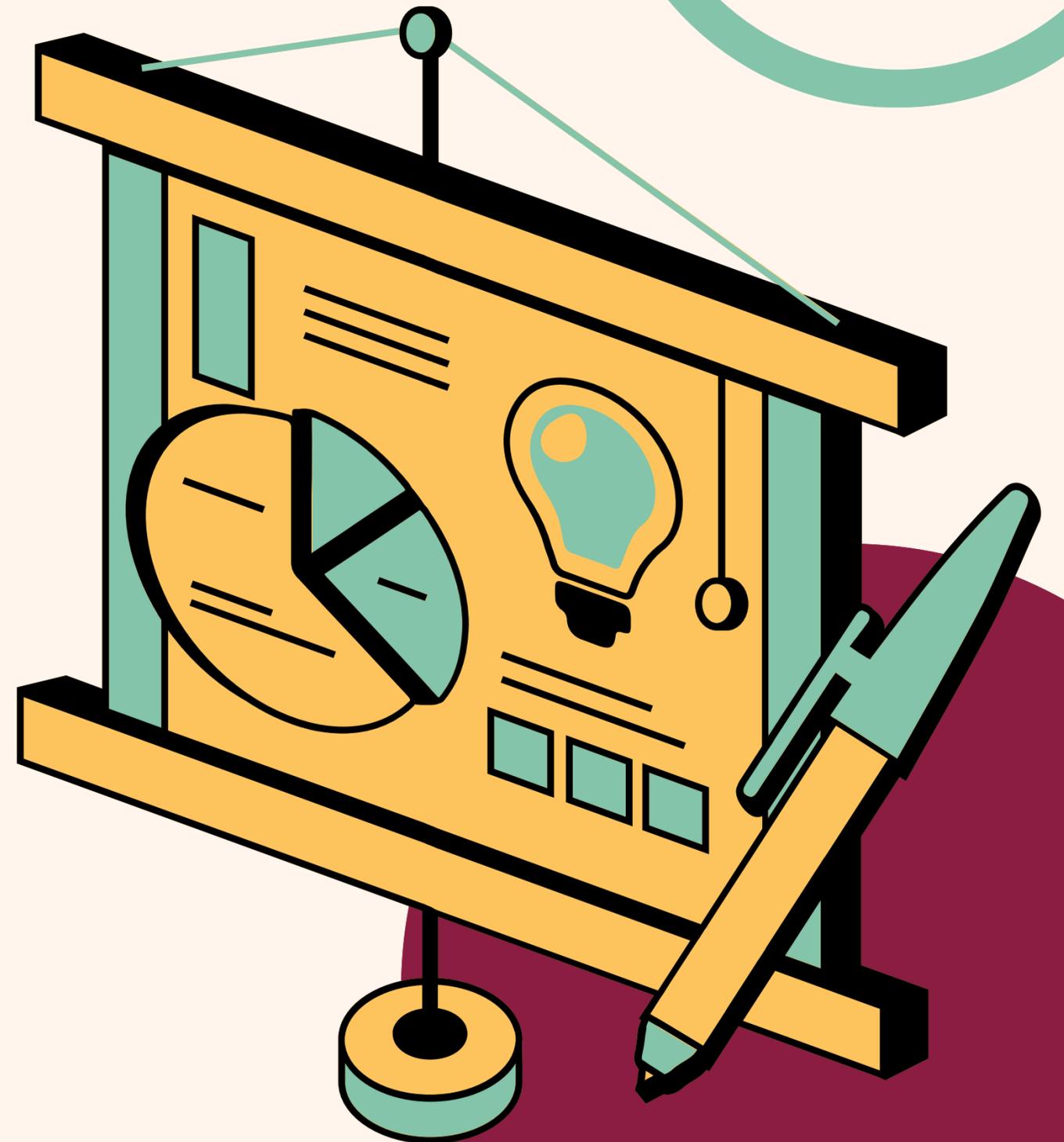
Memo

Include specific information relevant to why this needs to be its own line.



Payee

Include the vendor listed on the credit card statement.



Continuing to Add Entries

Every field needs to be updated for each entry.



Grant & Client

Speak with your supervisor to know which grants are active.



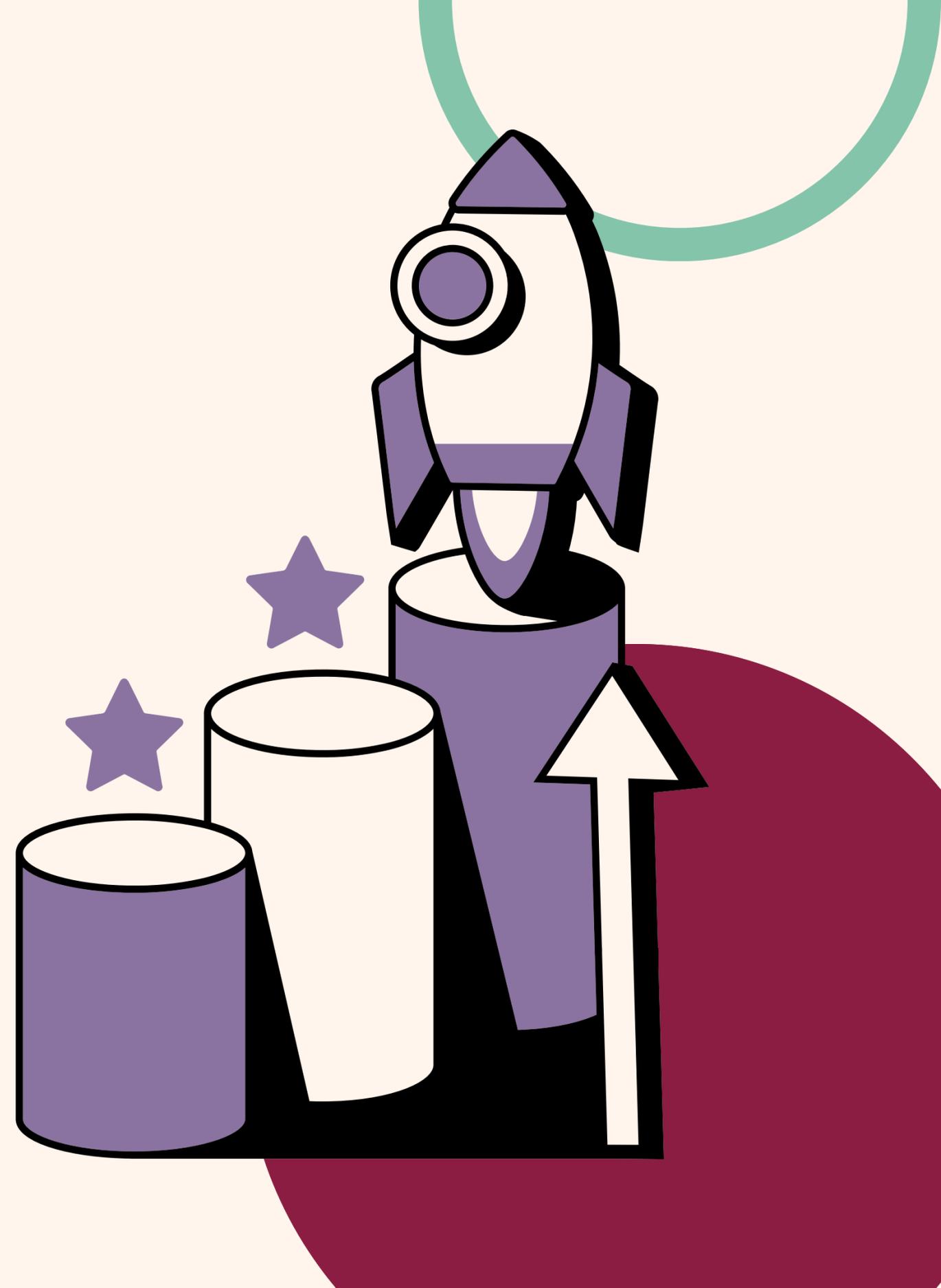
Program

For most staff, the program code will be the program that you work in
There is a list on the next slide.



Location

10-Catholic Social Services
Programs working with Refugees have multiple location codes.



Program Codes

10 - Administration
11 - Data
12 - Programs
14 - Human Resources
15 - Grants
16 - Finance
17 - Special Projects (AHRR)
18 - Facilities
23 - Debarr
27 - Welcome Center
29 - 3710 E 20th Ave
35 - Clare House
36 - Brother Francis
37 - Third Avenue Resource & Navigation
Center
39 - Complex Care

40 - Medicaid & Behavioral Health
43 - Family Disability Services
50 - Development
51 - Communications
56 - 56th Avenue
60 - Supportive Services for
Veteran Families
61 - Brown St/Iowa St
65 - St. Francis House
80 - Refugee Assistance
82 - Immigration
83 - Direct Public Assistance
85 - Alaska Office for Refugees
86 - Grow North Farms
90 - Supportive Family Services



Finishing Up Price & Total

Each line should total the amount for it's purpose.

The total of the entire credit card reconciliation must match the total on the statement.



Thank You

QUESTIONS? EMAIL [FINANCE!](#)

[CLICK HERE TO VIEW THE FINANCE PAGE.](#)

OTHER OVERVIEWS AVAILABLE:

How to Submit a Check Request

How to Review and Approve a Check Request

How to Review & Approve a Credit Card Reconciliation

How to Turn on a Delegate in Intacct

How to Complete a Timecard

GL Coding for Development and Communications

GL Coding for Programs

GL Coding for Operations

