

How to Approve a Credit Card Reconciliation



[Sage Intacct](#)

[QUESTIONS? EMAIL FINANCE!](#)

Reviewing a Credit Card Reconciliation



Login

Login to
[Sage Intacct](#)



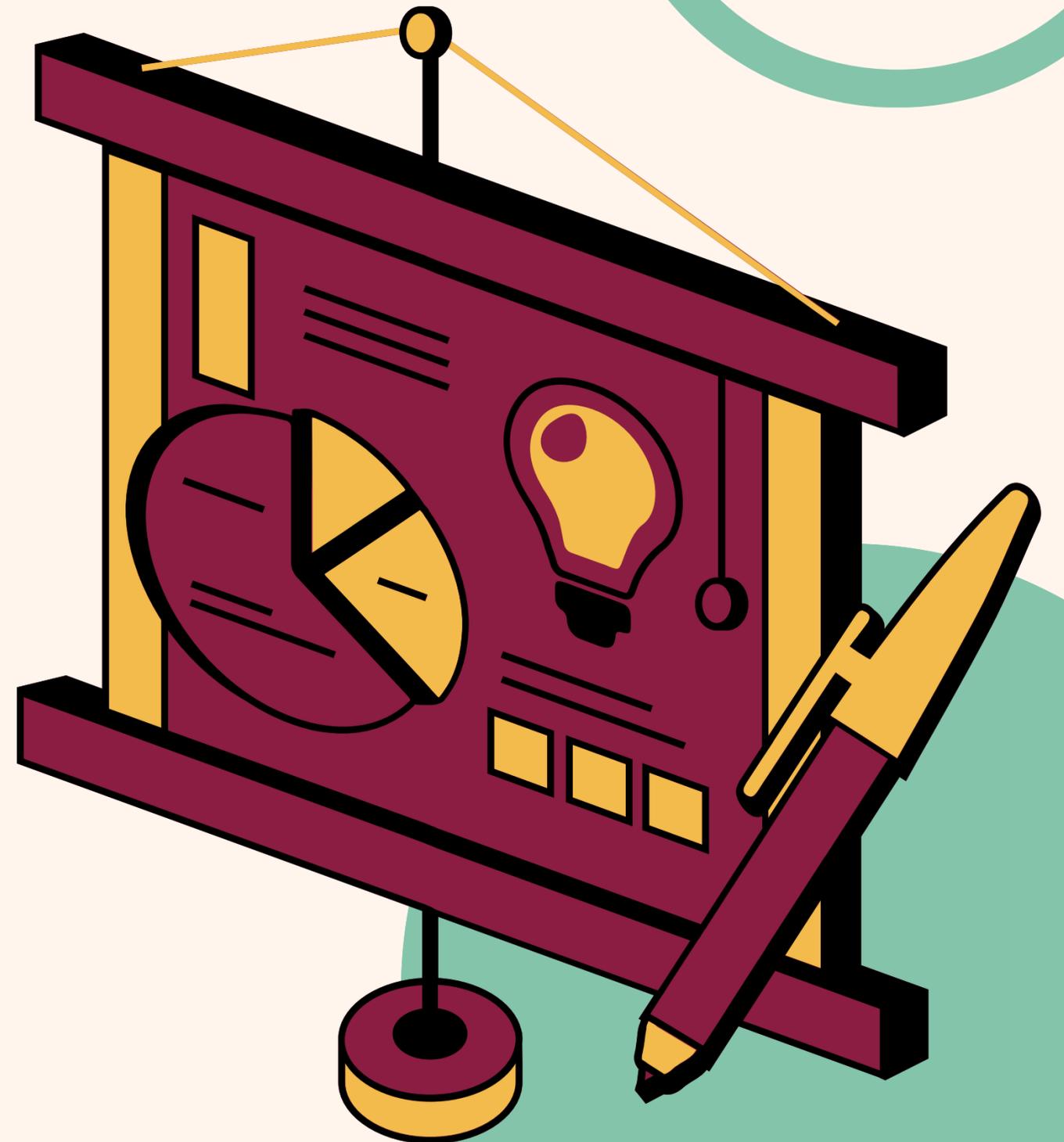
Open

Purchasing >
Applications >
Approve Transactions



Click

View



Review

Open the attachments. You will compare the information on the attachments to the following areas. If anything does not match, it should be declined.

1. View the Vendor and make sure it is: V-10704--Credit Card Vendor
2. The Reference Field should include:
 - the expiration date
 - your last name
 - the total statement amount.
- Example: 02/25 CC Jones \$351.76
3. If there are no attachments, decline the transaction. The attachments will include the Wells Fargo Statement, followed by all receipts listed in the statement and in order. Make sure that all receipts are included.



Review Each Line Item ID, Memo, and Payee



Item ID

The Item ID should be specific to the line item.

[View the full List of GL Codes here.](#)



Memo

Includes specific information relevant to why this needs to be it's own line.



Payee

Includes the vendor listed on the credit card statement.



Review Each Line Grant, Client, Program, and Location



Grant & Client

The Grants team will be responsible for informing you which grants and clients are active.



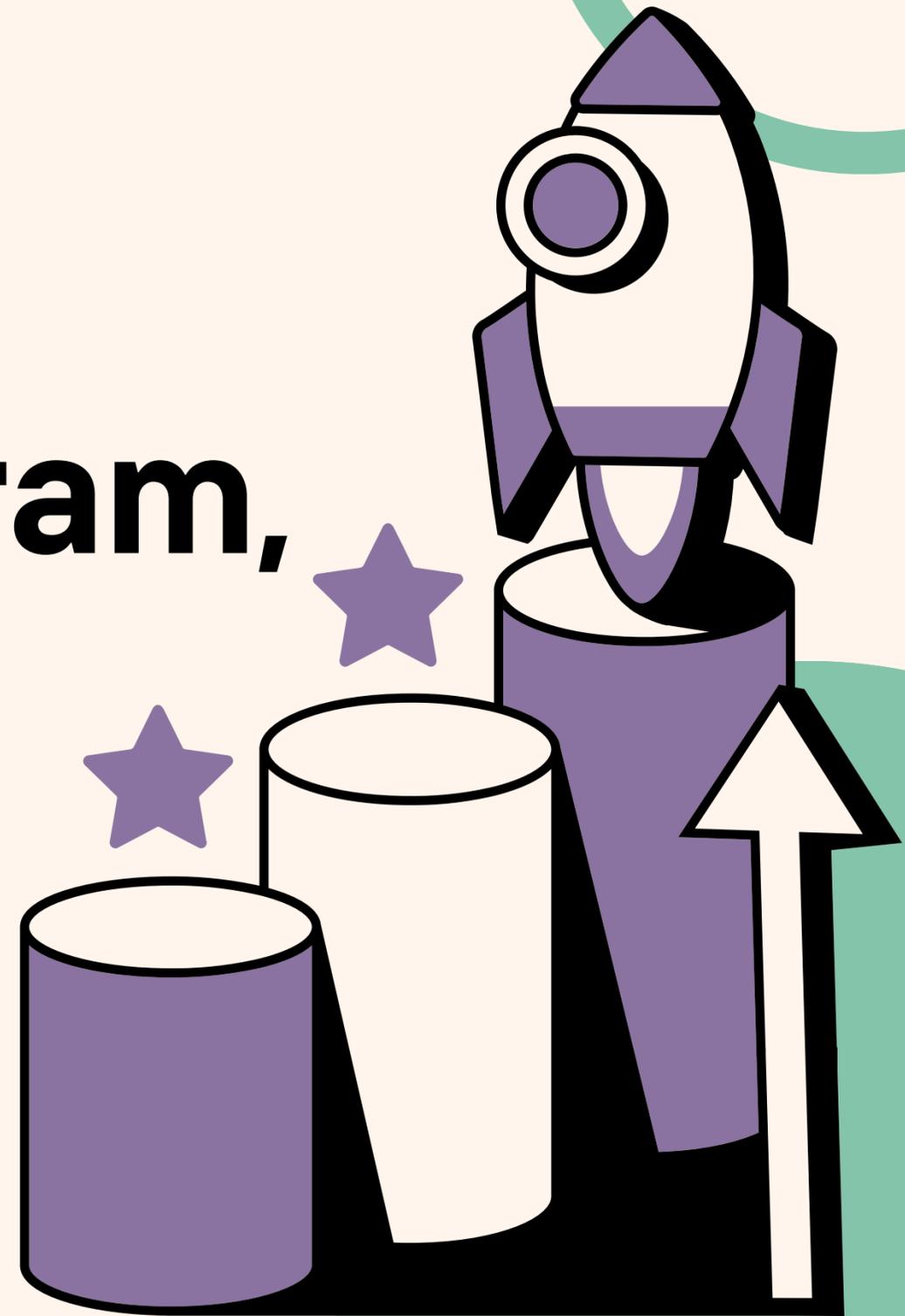
Program

The program code will usually be the 2-digit code that is assigned for your program or department.



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

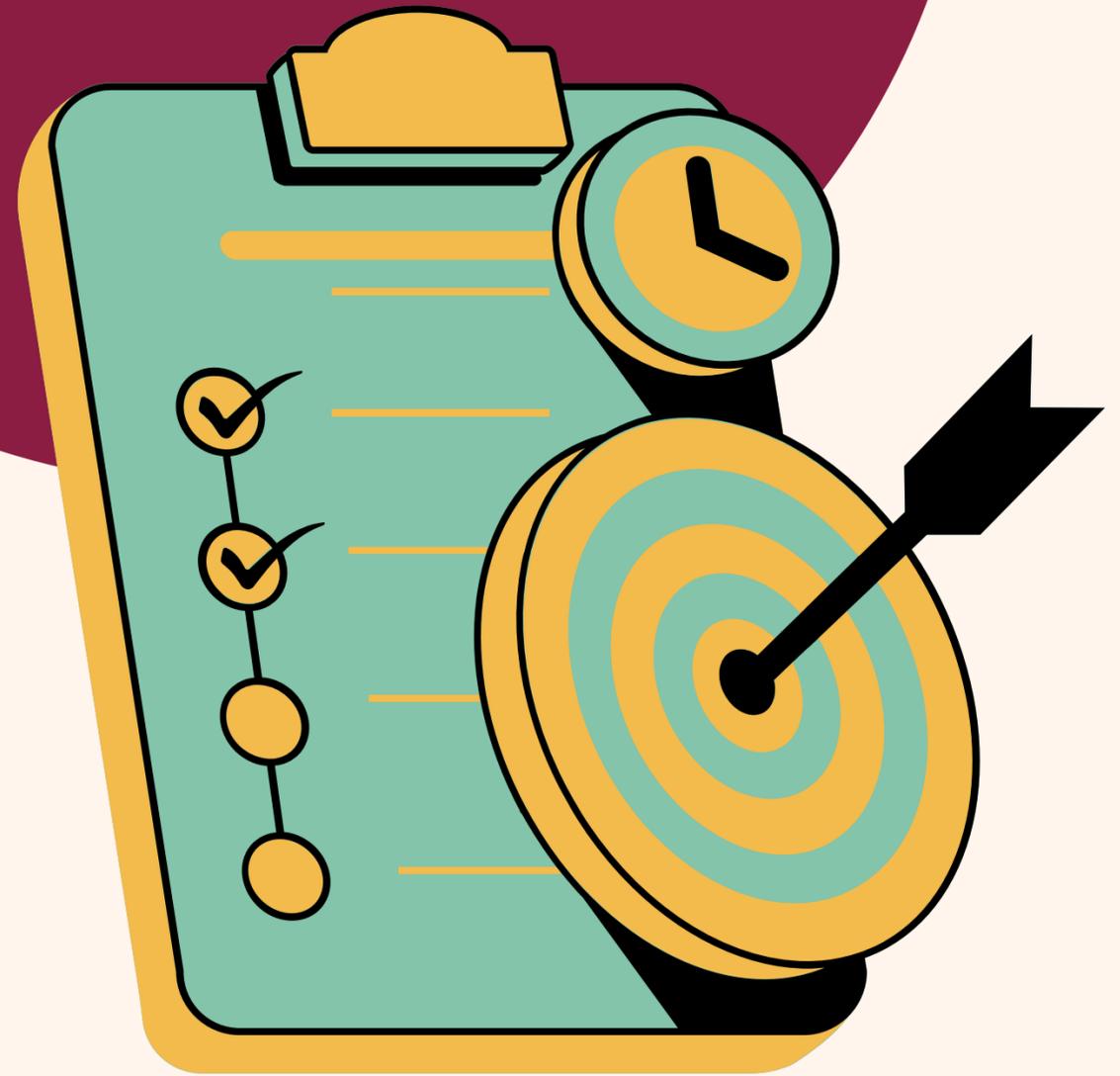
40 - Medicaid & Behavioral Health
43 - Family Disability Services
50 - Development
51 - Communications
56 - 56th Avenue
60 - Supportive Services for
Veteran Families
61 - Brown St/Iowa St
65 - St. Francis House
80 - Refugee Assistance
82 - Immigration
83 - Direct Public Assistance
85 - Alaska Office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



Finishing Up Approve or Decline

If a credit card reconciliation needs to be deleted, add "DELETE" to the reference field and draft it.

Click "Approve" and "Okay" if the Check Request is ready to be sent to Finance.

Click "Decline" and add a note for why you are declining it, then click "Okay".



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 Reconcile a Credit Card
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

