iBank Transaction Analysis by Credit Card

Used to reconcile a credit card statement with iBank's transactions

1. Log-on to iBank as usual
2. Click the "Reconciliation Analysis" tab at the top
3. Highlight "Pre-Defined Reports" at left
4. Choose "Transaction Analysis by Credit Card"
5. Enter a date range that corresponds with the credit card's billing period
6. Under "Sort Report By", use the pulldown arrow to choose a sort method that corresponds with the method used on the credit card statement (if desired)
7. Under "Credit Card Company" indicate the card brand
8. Under "Credit Card #" enter the last five digits of the credit card number
9. Next to Customer Number, either enter the 4-digit customer number or click the "Customer Number" button to choose from a list
10. Beneath the "Credit Card #" box are choices to make regarding "Breaks".
    - A "break" refers to any project number, purchase order numbers, accounting code, etc., that MacNair captures for each record.
    - When you are signed in to iBank, the breaks may be identified as "Break 1", "Break 2", "Break 3", or they may be identified by whatever they are called such as "PO#", etc.
    - Your user settings for breaks are controlled by the "Options" button at the top right of the form. Press "Options", then "User Settings". On the resulting screen, putting a check mark next to "Break 1" or "Break 2" (or "PO#" or whatever) will control whether the report does or does not sort and subtotal by the breaks.
    - Check "Break by Breaks According to User Settings" if you want the report to sort and subtotal by the "Break". This will override the "Sort Report By" mentioned above.
    - Check "Only Display Breaks According to User Settings" if you want the breaks to SHOW on the report, but not sort and subtotal by the breaks and instead maintain the sort specified in "Sort Report By"