

USF Controller's Office  
Credit Card Reconciliation

Philosophy :

In accordance with effective internal control procedures, established accounting processes, for reconciling credit card accounts, it is the responsibility of each department accepting credit cards to reconcile their deposits posted in the general ledger thru the Cashier's Office against their merchant statements on a monthly basis. Also keep a record of these reconciliations in the department for auditing purposes.

Procedure:

1. Go to Data Mart - Finance Mart and download your month credit card activity. The general ledger account for credit cards is 10061.
2. Go to: <https://www.myclientline.net/>, download and print your monthly credit card merchant statement.

your credit card account.

5.