

SOP: Statement Download: Credit Cards

09/16/2024 8:15 am CDT



Who is this for: Accounting Personnel



Objective: To make credit card statements available to the CFO

For each company credit card account, each month after the period closes and statement is available, download and save into Dropbox file for CFO:

Log into the credit card online account:

Go to 'View Statements'

Select the correct month-end statement summary

Select the 'download' button on the top of the statement page; download into the corresponding credit card account file in Dropbox:

(file path) Charlie Bean: Employee Relations: Accounting: Accounting for Taxes: Accountant Info: Month End: Credit Card Statement for CPA: Cap One Matt 5090 (example for Matt's Capital One card ending in 5090): 2024 (the correct file year)

copy and paste the format from the last months' statement, updating the date to the correct month; save the document in the file; Log out
