Corporate Cards - Feature Overview

Overview

Assure Expenses allows for purchase/corporate & fuel cards to be reconciled using the Assure Expenses website as well as on Assure Expenses Mobile. Assure Expenses provides the ability to upload an electronic card statement and the system will allocate transactions spend from the statement to the relevant claimants. The claimant can apportion the corporate card items and match to an item that already exists in the claim or create an entirely new expense.

When in the process of submitting a claim, Assure Expenses can be set to force a claimant to only submit cash items, purchase and/or corporate card items or both cash and purchase/corporate card items together. Assure Expenses also allows you to restrict cash items from being submitted until corporate card statements have been reconciled.

Alongside this, one of the newer features allows your organisation to configure automatic corporate card providers, removing the need to manually import corporate card statements. Statement files will automatically be sent from your provider to Assure Expenses and will then be processed and validated, ready for your claimants to reconcile their transactions. Currently this is available for the following card providers:

- Automatic HSBC
- Automatic Mastercard CDF3

Existing corporate cards can be linked directly to an employee, which will then display the relevant statements on their 'Claim Details' screen. When it is time to reconcile the corporate card transactions, the claimant can follow two methods:

- Enter their expenses, as and when they occur, along with any out of pocket and mileage items. When the statement arrives, they can match the respective transactions, which appear on the statement, to the expense items on their claim, until the statement is cleared.

- Wait for the statement to arrive and then select each transaction to add as a new expense item until the statement is cleared.

Administrators can effectively manage the reconciliation process within the 'Transaction Viewer' page. This allows them to audit and search for transactions over all of the configured corporate card statements, filtering by reconciled/un-reconciled transactions and employees.

Benefits

- **Remove Administration Burden** - If you configure an automatic card provider your administrators will no longer be burdened with manually importing corporate card statements.

- **Claim Accountability** - Reconciliation of expenses with card statements provides a greater level of reliability and accuracy, assisting the approval process.

- **Greater Claim Control** - Configuration of claim restrictions allows administrators to manage and simplify the claim process.

- **Auditable Information** - Historical record of corporate card statements, displaying both reconciled and unreconciled transactions.

Features

Feature	Description
Add Corporate Cards	Add multiple corporate cards
Import Statements	Import electronic statements into Assure Expenses
Automated Statement Imports	Automate the import process with the ability to add various automated card providers
Monthly Statements	Automatic card provider statements can be grouped into monthly statements
Claim/Statement Reconciliation	Link statements to employee records to allow transaction matching
Configure Claim Restrictions	Set claimant expense restrictions based on statement information
Audit Log	Full searchable audit trail of employee transactions

Implementation

Administrators

1. Configure the Access Role for the administrators who will be managing employee corporate cards:

   - Navigate from the Assure Expenses Homepage to **Administrative Settings** | **User Management** | **Access Roles**.

   - Click 📝 next to the Access Role that you want to create the permissions for.

   - Scroll down to Imports/Exports and select the check boxes for Corporate Card Imports.

2. Configure your corporate card providers. For more information, view Add a Corporate Card

Provider.

3. Import your first corporate card statement.

   ○ For automatic card providers, this will be done automatically when there is a new file available from your provider. You will then only need to allocate unmatched card numbers to the appropriate employees. For information on this, view Match a Corporate Card to an Employee

   ○ For any other corporate card providers, you will need to import the statement manually and allocate unmatched card numbers to the appropriate employees. For information on how to do this, view Import a Corporate Card Statement.

4. Once this has been done, claimants will be able to reconcile their corporate card transactions from the imported statement. Information for this can be found in the 'Links' section below.

Links

Admin	Add a Corporate Card Provider Import a Corporate Card Statement Match a Corporate Card to an Employee View Corporate Card Transactions Automatic Corporate Card Import - Process Diagram Automatic Corporate Card Import Logs General Options - General Details
Claimants	Reconcile a Corporate Card Transaction Reconcile a Corporate Card Transaction (Expenses Mobile)