

Add a Corporate Card Provider

Last Modified on 25/01/2023 1:42 pm GMT

Add Automatic Corporate Card Provider

Add Manual Corporate Card Provider

Manage Corporate Cards

Permissions

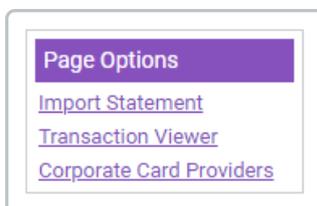
You will require an Access Role with the following permissions:

- Corporate Card Imports

1. Navigate from the **Home** page to **Administrative Settings | Imports/Exports | Corporate Card Imports**.

Corporate Card Statements								
		Statement Name ▲	Card Provider	Statement Date	Creation Date	Imported Date	Item Count	Unallocated Cards
		Automatic HSBC (9990210216) statement imported 03/11/2020 15:36:22	Automatic HSBC	03/11/2020	03/11/2020	03/11/2020	3	0
		Automatic HSBC (9990210216) statement imported 29/10/2020 10:15:54	Automatic HSBC	29/10/2020	29/10/2020	29/10/2020	3	0
		Automatic HSBC (9990210216) statement imported 29/10/2020 10:17:48	Automatic HSBC	28/10/2020	29/10/2020	29/10/2020	3	0
		Automatic HSBC (9990210216) statement imported 29/10/2020 10:18:37	Automatic HSBC	27/10/2020	29/10/2020	29/10/2020	3	0
		Automatic HSBC (9990210216) statement imported 30/10/2020 11:01:06	Automatic HSBC	30/10/2020	30/10/2020	30/10/2020	3	0
		Barclaycard 619 statement imported 28/11/2019 10:17:10	Barclaycard 619		28/11/2019	28/11/2019	1	0
		Barclaycard 619 statement imported 28/11/2019 10:18:23	Barclaycard 619		28/11/2019	28/11/2019	1	0

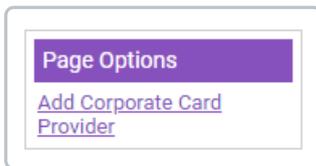
2. Click **Corporate Card Providers** from the Page Options menu. This will direct you to the Corporate Card Providers page which displays all of the existing corporate card providers.



- For automatic card providers you can view the import history by clicking . This will display a list of each of the imports and their status. You can then view the full log for an import by clicking  or by clicking the number of errors.

Corporate Card Providers			
  	Provider ▲	Claimants Settle Bill	Card Provider Customer Identifier
  	Automatic HSBC	<input type="checkbox"/>	9990210216
  	Barclaycard	<input checked="" type="checkbox"/>	
  	Barclaycard 348	<input checked="" type="checkbox"/>	
  	Barclaycard 619	<input checked="" type="checkbox"/>	
  	Barclaycard Purchase Card	<input checked="" type="checkbox"/>	
  	HSBC 552	<input checked="" type="checkbox"/>	
  	RBS Credit Card	<input checked="" type="checkbox"/>	

3. Click **Add Corporate Card Provider** from the Page Options menu.



4. Select the appropriate Automatic Card Provider from the drop-down list. You can currently select from the following automatic card providers:

- Automatic HSBC
- Automatic Mastercard CDF3

Note: We will continue to add further automatic card providers as required. Contact your RLDatix Account Manager for more information.

Note: More than one account can be configured for each automatic card provider. You will require a unique 'Card Provider Customer Identifier' for each account so that Assure Expenses can prevent duplicates and retrieve the correct account statements.

5. Define the following details:

Add/Edit Corporate Card Provider

Card Provider

Card Provider Customer Identifier*

Claimant settles own bill

Transactions should automatically be assigned to the following item:

Do not allow items from different statements to be reconciled on the same claim

Do not allow claims to be submitted if there are outstanding corporate card items to be reconciled

Option	Description
Card Provider	From the drop-down list, select a Card Provider.
Card Provider Customer Identifier	<p>Enter the Customer Identifier provided by your bank.</p> <p>As a prerequisite of configuring automatic card statements within Assure Expenses, you will need to request a Customer Identifier from your bank. This will provide a unique value to identify and collate your organisation's statements. This must be entered correctly otherwise the import will fail.</p> <p>Note: This field will only appear when an Automatic Card Provider is selected.</p>
Claimant settles own bill	This option allows you to specify whether the claimant is required to settle their own bill.
Transactions should automatically be assigned to the following item	Use this dropdown to specify that transactions are automatically assigned to a particular expense item.
Do not allow items from different statements to be reconciled on the same claim	<p>Select this option if you want to restrict claimants from reconciling transactions from different statements on the same claim.</p> <p>Note: If you have enabled the 'Combine into monthly statements' option within General Options, this option will be unchecked and disabled.</p>

Option	Description
Do not allow claims to be submitted if there are outstanding corporate card items to be reconciled	Select this option if you want to restrict claimants from submitting their claim if they have not reconciled all corporate card items. Note: If you have enabled the 'Combine into monthly statements' option within General Options, this option will be unchecked and disabled.

6. Once you have specified the options, click **Save**.

Note: Upon saving an automatic card provider, the automatic import process will become active. Assure Expenses automatically checks every 5 minutes for any new corporate card files which can be processed from your card provider.

If you want the statements to be grouped monthly, you can enable the 'Monthly statements' option within General Options. View [General Options - General Details](#) for more information.
