

# Reconcile a Corporate Card Transaction

Last Modified on 18/10/2023 11:09 am BST

Method 1 - Add Transaction as a New Expense

Method 2 - Match Transaction to Existing Expense

1. Navigate from the **Home** page to **My Claims | Current Claims**. If you do not have an existing Current Claim, one will need to be created. View [Create a Claim](#) for more information.
2. Click the **name** of the claim that you want to reconcile the Corporate Card Transactions against. This will direct you to the Claim Details page where you will see the latest Corporate Card Statement. If you have multiple Corporate Card Statements, you can switch between them using the **Statement** drop down field.

Corporate Card Statements											
Statement											
Automatic HSBC (9990210216) statement imported 29/10/2020 10:18:37											
		Transaction Date ▲	Description	Card Number	Converted Amount	Original Amount	Currency	Exchange Rate	Country	Allocated Amount	Unallocated Amount
+		17/05/2014	FR 19	0004555989990210226	111.00	111.00	Pound Sterling	1.00000	United Kingdom		111.00
+		19/05/2014	CASH ADVANCE FEE	0004555989990210226	4.80	4.80	Pound Sterling	1.00000	United Kingdom		4.80

3. From the **Claim Details** screen, click the **+** icon next to the Corporate Card Transaction that you want add as a new expense. This will open the Add/Edit Expense page where you will be able to define the details.

+		17/05/2014	FR 19	0004555989990210226	111.00	111.00	Pound Sterling	1.00000	United Kingdom		111.00
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**Note:** The Other Details field will automatically be populated with information brought through from the Corporate Card Transaction.

4. Select the appropriate **Expense Item** from the available list. Note that once you have selected the Expense Item, the Payment Method field will default to **Corporate Credit Card** (non-reimbursable) and the **Total** field will be automatically populated with the information from the Corporate Card Transaction.

**Specific Details**

Expense Category:  Expense Item:

Where possible use Staples to order stationery items

Do you have a receipt:  Yes  No ?

Does it include a VAT number and VAT rate:  Yes  No ?

Total (Gross):  ?

Payment Method:  ?

Bank Account:  ?

5. Complete any further fields you may be required to and then click **Save**.

6. This will return you to the Claim Details page where you can see that the Corporate Card Transaction is now listed as an expense on the claim. Note that the **Amount Payable is set to £0.00** and that there are further options within the Corporate Cards column of the grid.

**Note:** A single Corporate Card Transaction can be assigned to one or more expense items.

Claim: LThomson280

**Claim Details**

**General Information**

Claim Name	LThomson280	Claim Total	£166.00
Claim Description			
Number of Items	2	Amount Payable	£0.00

**Expense Items**

	Number of Miles	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
		22/03/2021	Hotel std item			£55.00	£0.00	£55.00	£0.00
		17/05/2014	Stationery Items	Conference / Exhibition	FR 19	£111.00	£0.00	£111.00	£0.00
	0					£166.00	£0.00	£166.00	£0.00

Action	Description
Transaction Details	Click the  icon to display details of the original Corporate Card Transaction.
Un-match Transaction	Click the  icon to un-match the Corporate Card Transaction from the expense. This will return the Corporate Card Transaction back to the list of un-matched transactions.

7. Repeat the process to reconcile further Corporate Card Transactions.

