

# Import a Corporate Card Statement

Last Modified on 25/02/2021 2:43 pm GMT

## Permissions

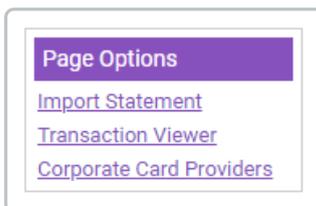
You will require an Access Role with the following permissions:

- Corporate Card Imports

1. Navigate from the Home page to **Administrative Settings | Imports/Exports | Corporate Card Imports**. This will display a list of previously imported corporate card statements.

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

2. Click **Import Statement** from the Page Options menu. This will direct you to the Import Statement page.



3. Select the appropriate **Card Provider** from the drop-down list.

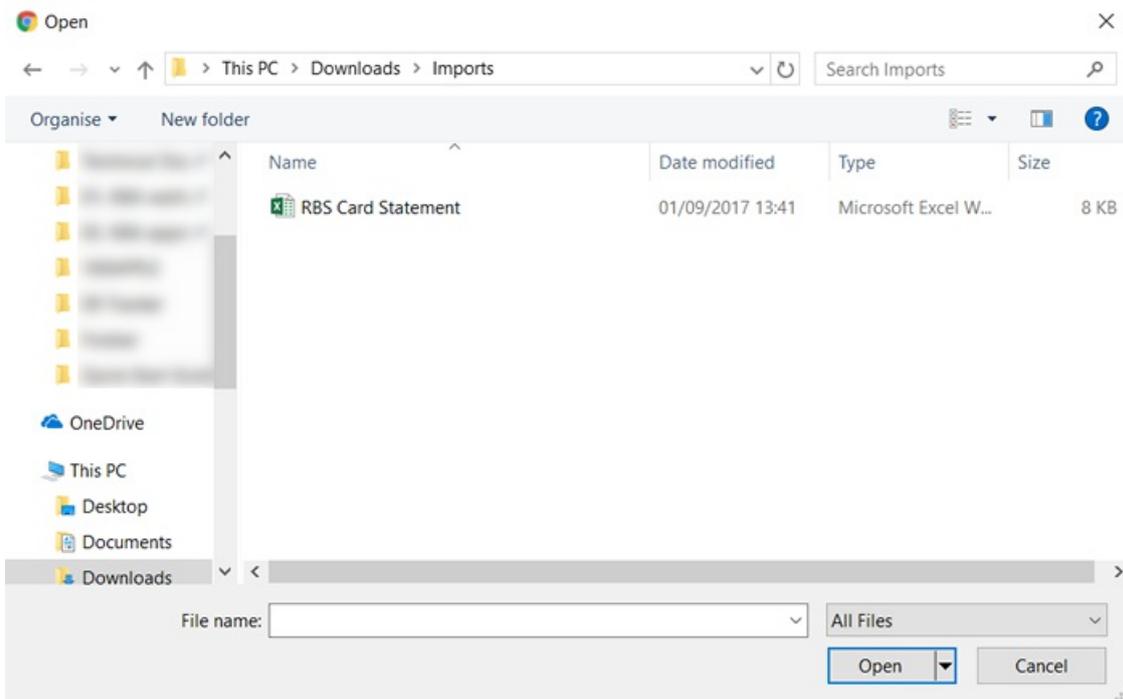
### Import Statement

Card Provider:

Statement File:  No file chosen

4. Locate the saved statement file from your local network/computer by clicking **Choose File**.

5. Select the file and click **Open**.



6. Click **Next**.

### Import Statement

Card Provider

Statement File  RBS Card Statement.xlsx

7. Enter the date of the statement in **DD.MM.YY** format and then click **Next**.

### Import Statement

Statement Name

Statement Date

8. You will then be required to map the unmatched card numbers to the relevant employees. Click the **Match Number** link adjacent to the card that you want to match to an employee.

### Import Statement

Card Number	Match Number
100000*****1406	<a href="#">Match Number</a>
100000*****1413	<a href="#">Match Number</a>
100000*****2225	<a href="#">Match Number</a>
100000*****8376	<a href="#">Match Number</a>

- Use the **Search** box to search for the relevant employee.
- Select the check box next to the employee you wish to match the card to and then click **Save**.

Select	Username	Name	Group	Department	Cost Code
<input checked="" type="checkbox"/>	Alex	Earle, Mrs Alex	Manager	Department1	CC3

- Once you have matched the cards, click **Finish**. This will return you to the 'Corporate Card Statements' screen with the new statement included in the list. You can click on the link in the **Unallocated Cards** column to match any remaining cards to appropriate employees.

**Note:** Once a statement has been imported, the employees who have transactions which require reconciliation will receive an email informing them of this. This notification does not occur during the matching process.