Expenses Mobile - Reconcile a Corporate Card Transaction

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Permissions

You will require the following permissions:

• The relevant item role that allows you to claim these expense types

Corporate Card Statement

- 1. Log in to Expenses Mobile and navigate to My Claims | Current Claims Within the Current Claims page, you will see a list of your claims which have yet to be submitted.
- 2. Navigate to the Claim Details page.

Platform	Instruction
iOS	Tap the claim that you want to reconcile the corporate card transaction on. This will direct you to the Claim Details page for the claim.
Android	Tap the claim that you want to reconcile the corporate card transaction on and then tap the Expense Items button. This will direct you to the Claim Details page for the claim.

3. The **Claim Details** page will display any existing expenses on this claim as well as any corporate card statements where you have been assigned a matching corporate card.



• To view further details, tap on a transaction and then tap **Transaction Detail**.

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K Back October Cla	aims $+$ …		
Expense Items (2)			
Hotel 29 Oct 2019 Reference Number 106-000013 Receipt validation not applicable, configured for validation	£110.00 المجالي ج expense item not		
Lunch 29 Oct 2019 Reference Number 106-000016 Receipt validation not applicable, o configured for validation	£14.00 >		
Corporate Card Transactions (2)			
28 Oct 2019 VIRGIN TRAINS.COUK Converted Amount £203.00	£203.00 Unallocated £203.00 Amount		
29 Oct 2019	£24.99		
Add as New Expense			
Match to Existing Expense			
Transaction Detail			
Cance			

At this point you can either reconcile a card transaction by creating a new expense from the transaction or match the transaction to an existing expense.

Add as New Expense

- Tap on the transaction that you want to reconcile and then tapAdd as New Expense. This will open the 'Add Expense' page with the following details already populated from the information on the credit card statement:
 - Date
 - Currency
 - Exchange Rate (only if the transaction currency is different to the primary currency set on your employee record).

	October Claims	+	/ Deels		
Back	October Claims	+	K Back	Add Expense	Sav
kpense Item	s (2)		October Cl	aims	
Hotel		£110.00	Address Name	/ Company Visited	
29 Oct 20	19	£110.00	None		
	umber 106-000013 dation not applicable, expense i	>	Reason		
configured f		tenniot	None		
Lunch		£14.00	Country		
29 Oct 20	19 umber 106-000016	>	United King	Idom	:
	dation not applicable, expense i	tem not	Currency	·	
comgured f	or valuation		Pound Ster	lina	
orporate Ca	rd Transactions (2)		Other Details		
28 Oct 20		£203.00	VIRGIN TRA	AINS.COUK	
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VIRGIN TR	AINS.COUK mount £203.00 Unal	located £203.00 Amount £24.99			
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VIRGIN TR Converted A 29 Oct 20	AINS.COUK mount £203.00 Unal	located £203.00 Amount £24.99	Item Details Expense Item *	t (demo)	
VIRGIN TR Converted A 29 Oct 20	ANNS.COUK mount £203.00 Unal Add as New Expens atch to Existing Expe	located £203.00 Amount £24.99 re	Item Details Expense Item ' Train Ticke	t (demo)	
VIRGIN TR Converted A 29 Oct 20	ANNS.COUK unount £203.00 Unal // //19 Add as New Expens	located £203.00 Amount £24.99 re	Item Details Expense Item * Train Ticker Do you have a Total *	t (demo) receipt 203	0
VIRGIN TR Converted A 29 Oct 20	ANNS.COUK mount £203.00 Unal Add as New Expens atch to Existing Expe	located £203.00 Amount £24.99 re	Item Details Expense Item * Train Ticker Do you have a	t (demo) receipt 203	100 >

- 2. Once you have selected an expense item, the **Total (Gross)** will be autopopulated with the transaction total and the **Payment Method** will be set to 'Corporate Card'.
- 3. Complete any other required fields and then tap**Save**. This will return you to the list of transactions where the previously reconciled

transaction will no longer appear. The newly created expense will appear within your claim, displayed with a credit card icon.

Back October Claims Expense Items (3) Hotel	+	
Hotel		
29 Oct 2019 Reference Number 106-000013 Receipt validation not applicable, expense ite configured for validation	£110.	00 ,⊕ >
Lunch 29 Oct 2019 Reference Number 106-000016 Receipt validation not applicable, expense ite configured for validation	£14. em not	00 >
Train Ticket (demo) 28 Oct 2019 Reference Number 106-000017 Receipt validation not applicable, expense ite configured for validation	£203. em not	00 * >
Corporate Card Transactions (1)		
29 Oct 2019 Amazon Mktpice EU-UK Converted Amount £24,99	£	24.99
Unal	located Amount	E24.99

Match Transaction to an Expense

- Tap on the transaction that you want to reconcile and then tapMatch to Existing Expense. This will open the 'Match Item' page which lists any existing expenses on the claim that match the following criteria:
 - Currency
 - Payment method as 'Corporate Card'
 - $\circ~$ Total is less than or equal to the transaction total



 Tap on an expense to match it to the transaction. This will return you to the list of transactions where the previously reconciled transaction will no longer appear. The newly matched expense will appear within your claim, displayed with a credit card icon.

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Back	Match Item		く Back	October Claims	+	
Gifts to Cus 29 Oct 2019	tomers / Suppliers	£24.99	Expense Items	(4)		
	ber 106-000018		Hotel		£110.	00
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oningurea for	validation			mber 106-000013		
			Receipt valida configured fo	ation not applicable, expense i r validation	tem not	
			Lunch		£14.	00
			29 Oct 201	9 mber 106-000016		
			ation not applicable, expense i	tem not		
			Train Ticke	et (demo)	£203.	00
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					Amount	- 50.0
			The expense a successfully m			

Unmatch Transaction

iOS	Swipe left on the expense, tap More and then tap on Unmatch Transaction . Confirm by tapping Yes . Once unmatched, the transaction will reappear within the statement where it was originally located.
Android	Tap the expense and then tap Unmatch Transaction . Confirm by tapping Yes . Once unmatched, the transaction will reappear within the statement where it was originally located.

