# 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 <b>Claim Details</b> page for the claim.
Android	Tap the claim that you want to reconcile the corporate card transaction on and then tap the <b>Expense Items</b> button. This will direct you to the <b>Claim Details</b> 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 C	laims $+$ …
Expense Items (2)	
Hotel 29 Oct 2019 Reference Number 106-000013 Receipt validation not applicable configured for validation	£110.00
Lunch 29 Oct 2019 Reference Number 106-000016 Receipt validation not applicable 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 Existin	ng Expense
Transaction	Detail
Cance	el

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).

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DACK	October Claims	+	Васк	Add Expense	Sav
kpense Item	s (2)		October Cl	aims	
Hotel		6110.00	Address Name	/ Company Visited	
29 Oct 20	19	£110.00	None		
Reference N	umber 106-000013	>	Reason		
configured f	or validation	termitot	None		
Lunch		£14.00	Country		
29 Oct 20	19 umber 106 000016	>	United King	Idom	
Receipt valic	dation not applicable, expense i	tem not	Currency	·	
comgured f	or valuation		Pound Ster	lina	
orporate Ca	rd Transactions (2)		Other Det -		
28 Oct 20	)19	£203.00	VIRGIN TRA	AINS.COUK	
28 Oct 20 VIRGIN TR Converted A	019 RAINS.COUK mount £203.00 Unal	£203.00 located £203.00 Amount	VIRGIN TRA	AINS.COUK	
28 Oct 20 VIRGIN TR Converted A	V19 KAINS.COUK imount £203.00 Unal	£203.00 located £203.00 Amount	VIRGIN TR/	NINS.COUK	
28 Oct 20 VIRGIN TR Converted A 29 Oct 20	V19 KAINS.COUK umount £203.00 Unal	£203.00 located £203.00 Amount £24.99	VIRGIN TR/ Item Details Expense Item	NINS.COUK	
28 Oct 20 VIRGIN TR Converted A 29 Oct 20	AINS.COUK Mount £203.00 Unal , )19 Add as New Expens	£203.00 Iocated £203.00 Amount £24.99	VIRGIN TR/ Item Details Expense Item * Train Ticket	NINS.COUK , t (demo)	
28 Oct 20 VIRGIN TR Converted A 29 Oct 20	Add as New Expens atch to Existing Expe	£203.00 Amount £24.99 ee	VIRGIN TR/ Item Details Expense Item 1 Train Ticke Do you have a	NNS.COUK , t (demo) receipt	
28 Oct 20 VIRGIN TR Converted A 29 Oct 20	Add as New Expense atch to Existing Expe	£203.00 Iocated £203.00 £24.99 ie	VIRGIN TRA Item Details Expense Item ' Train Ticke Do you have a Total *	INS.COUK t (demo) receipt 203	
28 Oct 2C VIRGIN TR Converted A 29 Oct 2C	Add as New Expens atch to Existing Expe	£203.00 located £203.00 Amount £24.99 re	VIRGIN TR/	INS.COUK t (demo) receipt 203	0
28 Oct 2C VIRGIN TR Converted A 29 Oct 2C M	Add as New Expens atch to Existing Expe	£203.00 located £203.00 Amount £24.99 re	VIRGIN TR/ Item Details Expense Item ' Train Ticke Do you have a Total *	kdown	

- 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	+	
Expense Items (3)		
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	£	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		<b>く</b> Back	October Claims	+	
Gifts to Cus	tomers / Suppliers	£24.99	Expense Items	(4)		
29 OCt 2019 Reference Num	ber 106-000018		Hotel		£110.	.00
Receipt validati	ion not applicable, expense i	tem not	29 Oct 201	9		æ
Johngureu for s	validation		Reference Nu	mber 106-000013		)
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			Lunch		£14.	.00
			29 Oct 201	9 mber 106-000016		
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			Train Ticke	et (demo)	£203.	.00
			28 Oct 201	9		∕ ≈
			Reference Nu	mber 106-000017	tom not	
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			Gifts to Cu	stomers / Suppliers	£24.	99
			29 Oct 201 Reference Nu	9 mber 106-000018		<b>*</b>
			Receipt valida configured fo	ation not applicable, expense i r validation	item not	
			Corporate Care	d Transactions (1)		
			27 Oct 201	19	£	56.0
			TESCO GA	RAGE 3839		
			Converted An	nount £56.00	allocated	£56.0
					Amount	
			The expense a successfully m			

# **Unmatch Transaction**

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

