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

We'll be showing you how to clear down your card statements so that all of your transactions are reconciled.

Corporate Card Statement

1. Tap the Navigation Menu 🤷 and then tap Current Claims.



2. Tap the Cards tab. Your latest card statement will be shown with a list of transactions.

| AE | E Current Claims | | : |
|--------|------------------------|----------------|---|
| EX | PENSE ITEMS | CARDS | |
| | Automatic 29/10/2 | HSBC (1020 | |
| Transa | ctions (1) | | |
| | 17/10/2020 | | |
| | FR 19 | | : |
| | | | |
| | | | |

Note: You can change which statement is shown by tapping the statement name at the top of the page.

3. To view further details, tap the menu inext to a transaction and then tap Transaction Details.

| ← Transaction Details | | |
|--------------------------------|--|--|
| Amount Allocated £0.00 | | |
| Transaction Date 17/10/2020 | | |
| Description FR 19 | | |
| Currency Pound Sterling | | |
| Transaction Amount £111.00 | | |
| Original Amount £111.00 | | |
| Exchange Rate 1.0000 | | |
| | | |
| | | |

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

1. Within the 'Cards' tab, tap on the transaction that you want to reconcile and then select the

expense item that you want to reconcile the transaction against.



The following details will already be populated from the information on the credit card statement:

- Total
- Expense Date
- Currency
- Exchange Rate (only if the transaction currency is different to the primary currency set on your employee record).

Note: The 'Payment Method' will be set to 'Corporate Card' automatically.

2. Complete any other required fields and then tapsAVE. This will return you to the list of transactions where your reconciled transaction will no longer appear. The newly created expense will appear within your claim, displayed with a credit card icon.



| AE | Current Claims | | ÷ |
|--------|---|------------|-------------|
| EX | PENSE ITEMS | | |
| | AEarley2 | 1 - | |
| | £361.00 |) | |
| | | | |
| | SUBM | | |
| | Reimbursable | Claim End | |
| | £250.00 | 02/12/2020 | |
| Expens | e Items (1) 02/12/2020 Christmas Party £250.00 | | 0 8 0 |
| | 17/10/2020 Gifts to Customers / S £111.00 | uppliers | : |
| | | | + |

For more information about adding expenses, visit Mobile - Add an Expense.

Match Transaction to an Expense

- 1. Within the 'Cards' tab, tap on the menu inext to the transaction that you want to reconcile and then tap **Match 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'
 - Total is less than or equal to the transaction total
- 2. Tap on an expense to match it to the transaction. This will return you to the list of transactions, where the reconciled transaction will no longer appear. The newly matched expense will appear within your claim, displayed with a credit card icon.



| ÷ | Match Item |
|----------|---|
| Matchir | ng Expense Items (1) |
| (| 17/05/2014 Gifts to Customers / Suppliers £111.00 |
| | |
| | |
| | |
| | |
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| | |

Unmatch Transaction

1. Within your current claims, tap on the menu inext to the expense that you want to unmatch and then tap **Unmatch**. This will move your transaction back into the 'Cards' tab under the correct card statement.

| Æ | Current Claims | : | |
|-------------|--|-------------|--|
| EXI | PENSE ITEMS | | |
| | AEarley21 £361.00 | • | |
| F | teimbursable | Claim End | |
| Expens | e Items (2) | 02/12/2020 | |
| (11) | 02/12/2020 Christmas Party £250.00 | * * * | |
| | 17/05/2014 Gifts to Customers / Su £111.00 | ppliers | |
| | | | |
| | | + | |