

Assure Expenses | Reconciling Corporate Card Transactions

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Towards the end of October 2026, you will notice a refreshed look and feel across the Expenses pages.

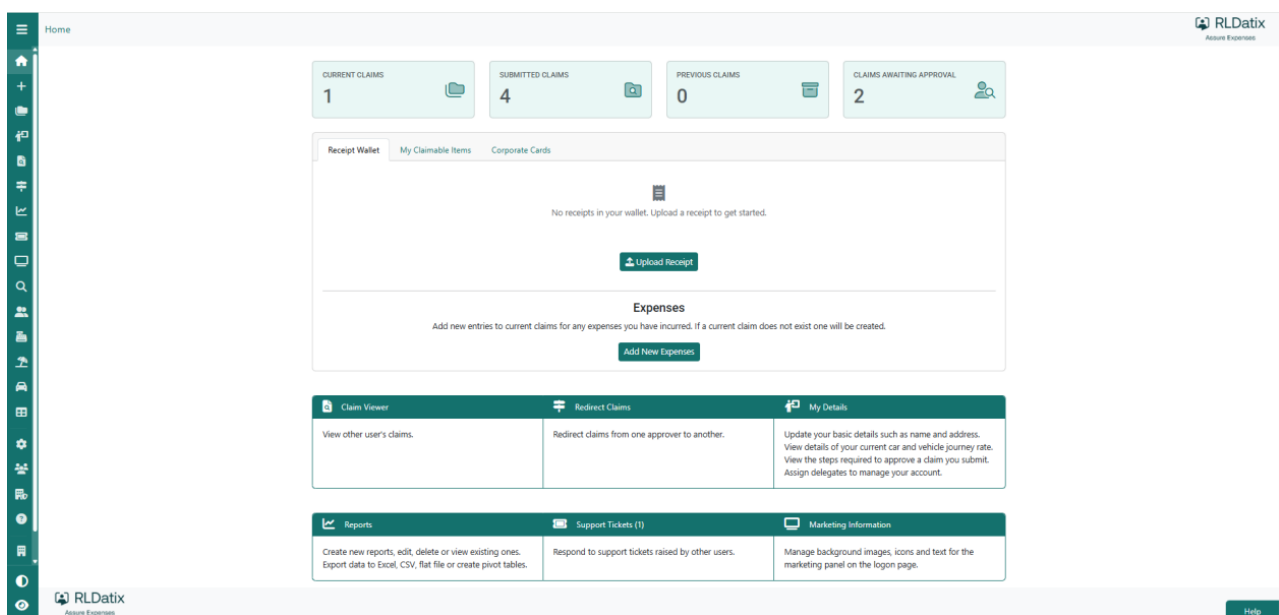
These updates are designed to make the system easier to navigate, with a cleaner, more visual, and more modern design that helps you find what you need more quickly.

There are no changes to how you complete your usual tasks, such as creating, managing or submitting an expense claim, or how you reconcile your corporate card transactions, except for how you navigate the menu options.

These design changes apply only to the desktop version of Expenses. The mobile app is not being changed.

Navigating to Corporate Card Transactions

1. From the **Home Page**:



All the options relating to claims are now located together at the top of the page.

2. Notice the new **Corporate Cards** tab option.



This option replaces the **Reconcile Transactions** Expenses Home Page menu.

3. Click on the **Corporate Cards** tab option.
4. You will be directed to the **Current Claims** screen.

Current Claims

Columns -				
 	Claim Number ▲	Claim Name	Number of Items	Claim Total
 	5	MyClaim2	10	£326.65
 	6	MyClaim1	0	

Close

5. Select the current claim you would like to add your expenses to by clicking on the **Claim Name** link.

Claim Name ▲

[MyClaim1](#)

[MyClaim2](#)

6. You will be directed to the **Claim Details** page where you will see the latest **Corporate Card Statements**.

Claim: MyClaim1
Claim Details

General Information

Username	Julie	Claim Total	£0.00
Claim Name	MyClaim1	Amount Payable	£0.00
Claim Description		Number of Items	0



- When preparing envelopes for the scan and attach service, ensure you do the following:
- Number all your receipts using the Expense Item Reference Numbers found on your expenses
 - Ensure that the Expense Item Reference Number is written on the front of the receipt
 - Write any extra instructions on the back of the receipt
 - Remove all staples from your receipts
 - Make sure all receipts are single, and not glued to a sheet of paper
 - Ensure your envelopes are not used for more than one claim

Expense Items

Columns -												
      	Number of Miles	Reference Number	Date of Expense	Other Details	NET	VAT	Total	Amount Payable	Cost Code	Department	Project Code	Registration Number
There are no expense items to display.												
	0				£0.00	£0.00	£0.00	£0.00				

Corporate Card Statements

Statement Barclaycard statement imported 10/09/2026 14:13:14

Columns -										
  	Transaction Date ▲	Description	Card Number	Converted Amount	Original Amount	Currency	Exchange Rate	Country	Allocated Amount	Unallocated Amount
  	28/01/2024		XXXXXXXXX20539858	212.52	212.52	Pound Sterling	0.00000	United Kingdom		212.52

7. If you have multiple Corporate Card Statements, you can switch between them using the **Statement** drop-down field.

Only the navigation to the **Reconcile Transactions** page has changed.

From here, your actions for reconciling the transactions to your claim will be done in exactly the same way as usual.

We have included the following screen examples so that you can see the new design.

Reconciling a Corporate Card Transaction

- 8. Select the **Statement** you require.
- 9. From the **Claim Details** screen, click the **plus** icon next to the Corporate Card Transaction that you want to reconcile to your claim.



- 10. This will open the **Add Expense** page where you will be able to enter the details.

Note: The **General Details** fields, including the date, will be automatically populated with information brought through from the Corporate Card Transaction that you selected.

- 11. If your corporate card is a Fuel Card, the **Expense Item** field may be pre-populated to reflect your purchase of fuel for the vehicle. Otherwise, select the appropriate **Expense Item** from the available list.

Note: The **Payment Method** field will default to **Corporate Credit Card**, and the **Total** field will be automatically populated with the information from the Corporate Card Transaction that you selected.

Add Expense

General Details

Date of Expense:

28/01/2024

?

Address Name / Company Visited:

?

Country:

United Kingdom

?

Currency:

Pound Sterling

?

Other Details:

?

Claim:

MyClaim1

?

Department / Cost Code / Project Code Breakdown

Department	Cost Code	Project Code	Percentage
[None]	CC1	[None]	100

Specific Details

Expense Item:

Flight

Economy class tickets only. Additional may not be claimed for e.g. fees for seat selection

Do you have a receipt:

Yes

No

Does it include a VAT number and VAT rate:

Yes

No

Total (Gross):

212.52

?

Payment Method:

Corporate Credit Card

?

Save

Cancel

12. Complete any further fields as required, and then click**Save**.
13. 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.

Claim: MyClaim1

Claim Details

General Information

Username

Julie

Claim Total

£212.52

Claim Name

MyClaim1

Amount Payable

£0.00

Claim Description

Number of Items

1

When preparing envelopes for the scan and attach service, ensure you do the following:

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- Ensure that the Expense Item Reference Number is written on the front of the receipt
- Write any extra instructions on the back of the receipt
- Remove all staples from your receipts
- Make sure all receipts are single, and not glued to a sheet of paper
- Ensure your envelopes are not used for more than one claim

Expense Items

Columns -

Number of Miles

Reference Number

Date of Expense

Other Details

NET

VAT

Total

Amount Payable

95-000026

28/01/2024

£177.10

£35.42

£212.52

£0.00

0

£177.10

£35.42

£212.52

£0.00

Note: The **Amount Payable** amount will generally default to £0.00, as you will not be reimbursed for an item when your organisation pays for this directly via the corporate card statement. You will only see the amount payable value if your organisation requires you to settle the corporate card statement yourself.

14. There are further options within the**Corporate Cards** column of the grid that are described below.

Action	Icon	Description
Transaction Details		Click this icon to display details of the original Corporate Card Transaction.
Un-match Transaction		Click this 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.

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

The steps you follow to reconcile card transactions are not being changed.

The only change is how you navigate to your current claim as noted in the steps above.

The remainder of the steps are included here only for reference, and to provide you with visibility of the updated screen designs.