

Create a Corporate Credit Card Expense Claim For A Staff Member

Highlight: This is only to be used for monthly corporate credit card statement coding and not for “out of pocket” expenses

1. Click on *My*
2. Click on *Expenses*
3. Click on *New*
4. Select *Expense – Credit card*

The screenshot shows a 'Create document' dialog box with a table of options. The 'Expense - Credit card' option is highlighted in blue, and an orange arrow points to it.

Description	Code	Class
Expense - Personal	EXPP	Expense
Expense - Credit card	EXPCC	Expense

5. Enter the staff member's name in the *Resource* field
6. Enter the credit card account in the Bank account field (after entering the legal entity)
7. Enter the date of the credit card statement in the top header section (the due date and period will auto-update)
8. Give a description of the monthly credit card statement in the *Description* field



The screenshot shows the 'Expenses' form with the following details:

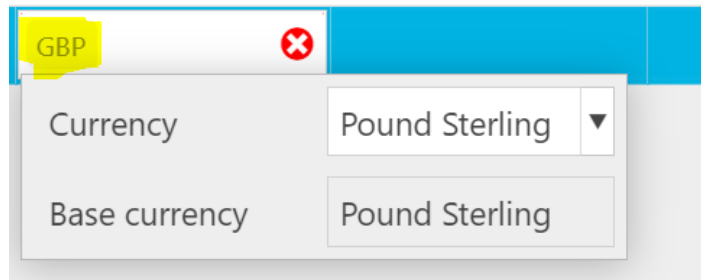
- TRANSACTION:** Doc #: [blank], Date: 20/09/2021, Due date: 20/09/2021, Period: September 2021
- DETAILS:** Legal entity: United Kingdom, Type: Expense - Credit card, Bank account: [blank], Bank ref: [blank], Resource: Cons H1, Description: [blank]
- TOTALS:** Total: GBP 0.00, Bank Amount: [blank]

The 'Lines' section shows a table with columns: Date, Product, Account, Description, Project, Tax band, Non recoverable, Tax rec. (%), Partial tax ignore, Unit.

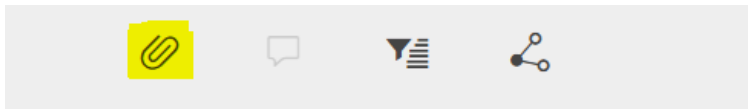
Date	Product	Account	Description	Project	Tax band	Non recoverable	Tax rec. (%)	Partial tax ignore	Unit
20/09/2021	006 Cleaning Materials Expense	200030: Cleaning Materials Ex...	006 Cleaning Materials Expense	-Access Depar	Not applicable		100.00		Each
20/09/2021	002 International Travel	200005: International Travel & ...	002 International Travel	-Access Depar	Not applicable		100.00		Each

9. Enter your detailed expenses line-by-line

- a. Additional lines can be added by utilising the Add  button. *Hint:* you can copy another line by using the drop-down arrow next to the Add  button and click copy
- b. An expense type must be selected via the Product drop-down. Then provide project *or* department coding as required
- c. Some currencies can be entered in the system by clicking on the line-item currency symbol. Different lines can have different currencies.



- d. Attachments such as scanned copies of receipts **must** be added line-by-line by clicking on the Attachment (paper-clip) button



10. Click Submit when the credit card expense claim is complete and all receipts and other documents have been attached. The credit card expense claim will then be checked by an authoriser.