

User Guide

Credit Card Reconciliation

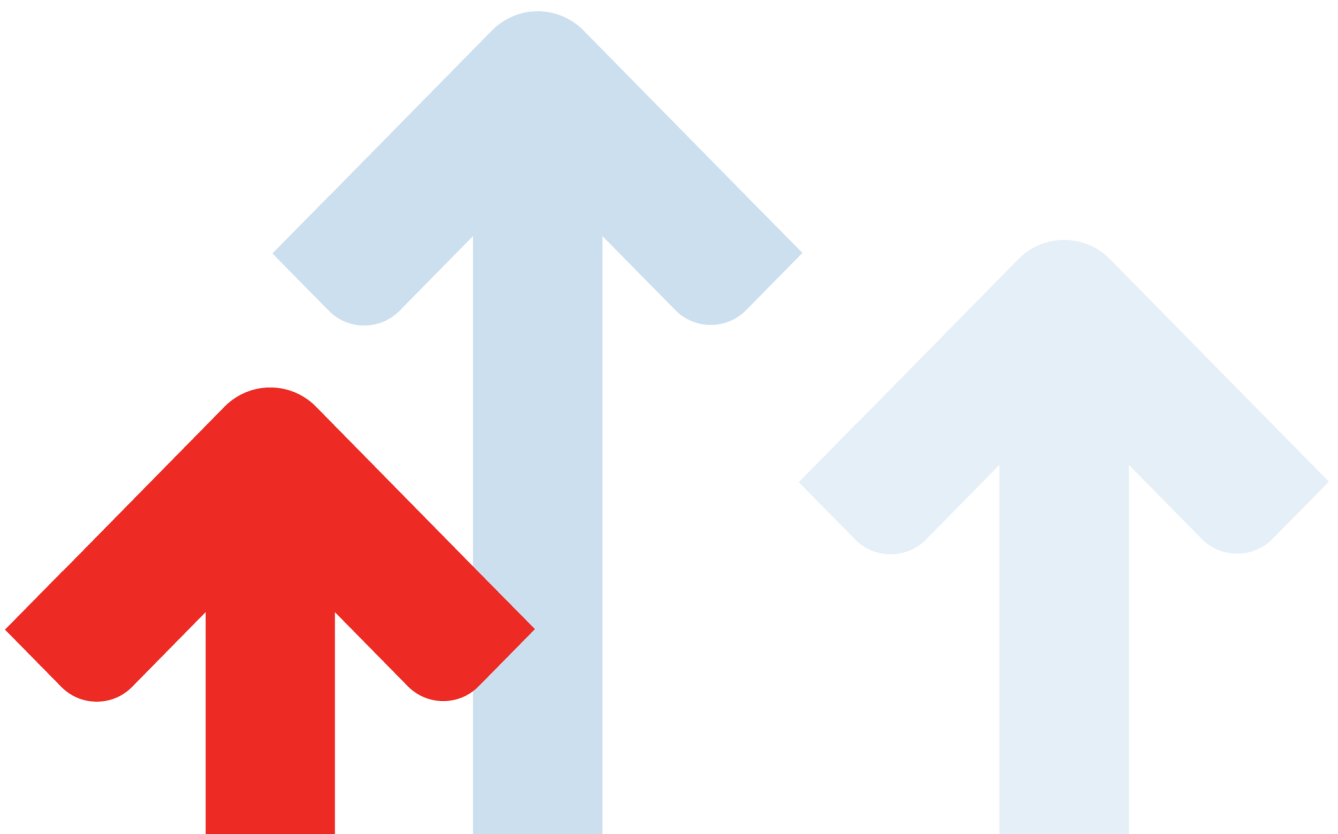


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Introduction

The Webexpenses **Credit Card Reconciliation** tab has been introduced for **Accounts Approvers**. This screen separates **credit card transactions** from **personal spend claims** and will enable accounts approvers to easily reconcile corporate credit card spend against the credit card bank statement.

All credit card transactions are shown for a particular **billing period** regardless of **status**, and for those that have **not** been actioned by the card holder, the **Accounts Approver** is able to send a reminder nudge, prompting them to process the transactions.

Last 4 dig...	Claimant Name	Status	Date	Amount	Category	Description	TAX Rate	Approver Name	Claim Number
	Edward Grover	Approved	02-10-2021	£ 25.45	Meals	THE P & P GLASGOW	No TAX (NO TAX)	George Billingham	18
	Edward Grover	Approved	02-10-2021	£ 25.45	Stationery	THE P & P GLASGOW	No TAX (NO TAX)	George Billingham	19
	Edward Grover	Approved	01-10-2021	£ 12000.00	Hotel	CADOGAN LONDON	No TAX (NO TAX)	George Billingham	19
	Edward Grover	Approved	02-10-2021	£ 13000.00	Meals	YELLOW RIVER CAFE REA...	No TAX (NO TAX)	George Billingham	19
	Edward Grover	Approved	03-10-2021	£ 800.00	Stationery	THE P & P GLASGOW	No TAX (NO TAX)	George Billingham	19
	Edward Grover	Pending	27-10-2021	3000.00	Hotel	CADOGAN LONDON	No TAX (NO TAX)		
	Edward Grover	Pending	10-10-2021	91.25	Entertainment - Client	YELLOW RIVER CAFE READIN	No TAX (NO TAX)		
	Edward Grover	Pending	07-10-2021	696.00	Meals	RESTAURANT VOYAGER LUCH	No TAX (NO TAX)		
	Edward Grover	Pending	08-10-2021	800.00	Hotel	CADOGAN LONDON	No TAX (NO TAX)		
	Edward Grover	Pending	10-10-2021	700.00	Entertainment - Staff	YELLOW RIVER CAFE READIN	No TAX (NO TAX)		
	Edward Grover	Pending	10-10-2021	10000.00	OTHER	THE P & P GLASGOW	No TAX (NO TAX)		
	Edward Grover	Pending	29-10-2021	11000.00	Entertainment - Client	RESTAURANT VOYAGER LUCH	No TAX (NO TAX)		
	Edward Grover	Pending	04-10-2021	700.00	Meals	YELLOW RIVER CAFE READIN	No TAX (NO TAX)		

The **Credit Card Reconciliation** screen can be found under **Claims to Process**. Before this screen can be utilised there are a few short steps to follow to activate the screen.

Note: Please contact your **Account Manager** if you would like this feature enabled.

All **outstanding Credit Card Claims** must be processed as paid prior to the feature being enabled.



If enabled for **division**, only **Accounts** people under that division or their parent will appear in the **Default Accounts Person** dropdown.

When the default **account** user is at **parent** level, **all divisions** must have the **Credit Card Reconciliation** feature enabled.

How to activate the Credit Card Reconciliation Screen

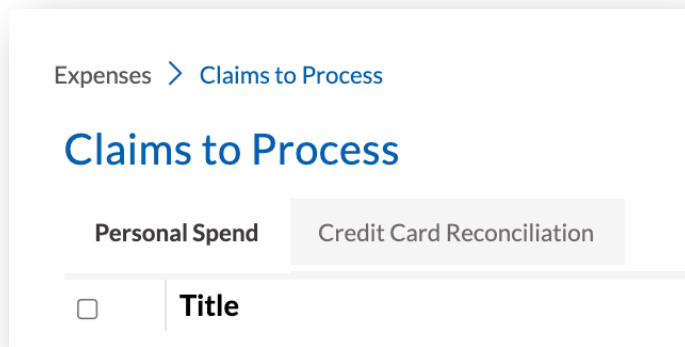
1. Log in to **Webexpenses** as an **Administrator**
2. Navigate to the **Administration** **1** menu and click **Company Profile** **2**
3. Select the **Credit Card tab** **3**
4. Locate **Account Reconciliation** and click **No** to switch to **Yes** **4**
5. Note that **Restrict claim to cash or credit card source items only** is set to **Yes** **5** and can't be amended. (It is **essential** that **credit card transactions** are not mixed with **personal spend items**).
6. Enter which **day** of the **month** your **billing period** starts **6**
7. Select either the **Post Date** or **Transaction Date**, this will return transactions in the **Billing period** based on this date **7**
8. Select the **Default Accounts Approver** that will manage the **credit card reconciliation** screen (The Default Accounts Approver must only have **the Accounts Approver** role. This can be an accounts approver set up specifically for this feature or a nominated account approver) **8**
9. Click **Save** to keep your changes

The screenshot shows the 'webexpenses Training 4 U' interface. The left sidebar contains a navigation menu with 'Administration' selected and 'Company Profile' expanded. The main content area is titled 'Edit Company Profile' and has the 'Credit Card' tab selected. The 'Account Reconciliation' toggle is set to 'YES'. The 'Restrict claim to cash or credit card source items only' toggle is also set to 'YES'. The 'Billing Period Start (Day of the Month)' is set to '1'. The 'Date for Billing Period' is set to 'Transaction Date'. The 'Default Accounts Person' is set to 'Mandy Mitchell'. A 'Save' button is visible at the bottom right.

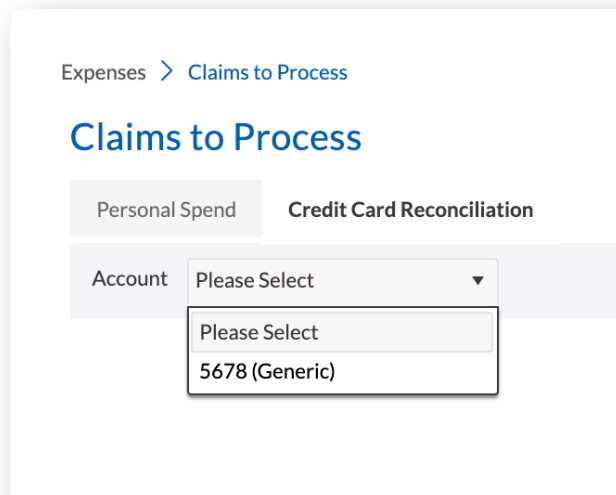
Viewing Credit Card transactions

Getting Started

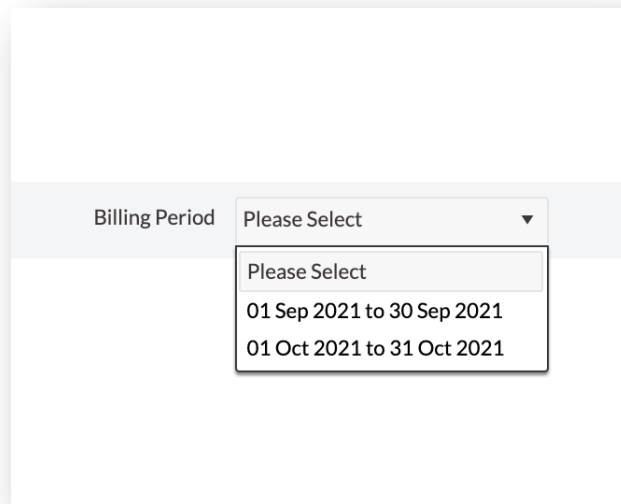
1. Using the dedicated **Accounts Approver** profile, navigate to **Expenses** in the menu and select **Claims to Process**
2. Now select the **Accounts Reconciliation** tab



3. Now select the credit card **Account** that you wish to reconcile (you will only see the last 4 digits of the Account number)



- Once you have selected the **Account**, another drop-down menu will appear, labelled **Billing Period**, select the billing period that you would like to reconcile



You will now see all the credit card transactions that have been uploaded to Webexpenses for the selected billing period.

webexpenses Training 4 U You are logged in as a Proxy User for Mandy Mitchell. 3 Div Admin Company 2

Expenses > Claims to Process

Personal Spend **Credit Card Reconciliation** Reject Check Reconcile

Account: 5678 (Generic) Billing Period: 01 Oct 2021 to 31 Oct 2021 Exclude Checked Items NO


	Last 4 dig...	Claimant Name	Status	Date	Amount	Category	Description	TAX Rate	Approver Name	Claim Number	
<input type="checkbox"/>		Edward Grover	Approved	02-10-2021	£ 25.45	Meals	THE P & P GLASGOW	No TAX (NO TAX)	George Billingham	18	
<input type="checkbox"/>		Edward Grover	Approved	02-10-2021	£ 25.45	Stationery	THE P & P GLASGOW	No TAX (NO TAX)	George Billingham	19	
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Showing 1-19 of 19 Items



Using the Credit Card Reconciliation Grid






Many of the columns that you can see will be populated with information about the credit card transactions either by the **credit card file** or by the **claimant**.

- Certain columns can be sorted by clicking on the column header:
- Last 4 digits of the credit card number
- Claimant Name
- Status
- Date
- Amount
- Description
- Employee Description (if used)
- Approver Name
- Claim Number

Where you see the  icon, the column can be filtered to specific information.

Features of the Credit Card Reconciliation Grid

Icon	Description
	<p>Nudge notifications – Click on this icon to nudge claimants and approvers with a reminder notification.</p> <p>Nudge a claimant that has a Pending status, on their credit card items. This will prompt them to add the credit card items into a claim and submit them for approval.</p> <p>Nudge an approver when a credit card claim status is Submitted, this means that the claim is awaiting approval and the nudge will prompt for the claim to be approved.</p> <p>Note: Notifications will be grouped by user to avoid multiple emails being sent to individuals.</p>
	<p>Receipt attachment – when the icon shows a paperclip, this indicates that there is a receipt attached to the claim item.</p>

	<p>Click the icon to view the receipt.</p>
	<p>Grey check mark – This indicates that the credit card claim items are approved and ready for reconciliation. When the claim status is Approved</p> <p>Click the grey check mark next to the credit card claim item once the item has been reviewed this will indicate that they are ready for reconciliation with the card statement.</p> <p>To select multiple items, click the tick box next to the items that have been reviewed and then click on the  button at the top of the grid.</p> <p>Should items need to be rejected, select the items as above and then click  to return the items to the claimant. If multiple claimants are selected, they will all receive the same note that has been added.</p> <p>Note: Any items that are rejected, must be annotated with the reason and instruction for the Claimant.</p>
	<p>Blue check mark – This indicates that claim items are ready for reconciliation.</p> <p>Select all relevant claims that have the blue tick and then click  to reconcile and complete those items.</p> <p>Note: The complete billing period must be marked as checked before the reconcile button is enabled and available for use.</p>
<p>Exclude Checked Items <input type="checkbox"/> NO</p>	<p>Exclude Checked Items – switch this to Yes to filter out any reviewed/checked credit card items and leave only those that need action.</p>



Attendee Details – Where you see the green spot against the Attendee details icon, this indicates that there is information present, that you may wish to view.

Support

Claims

If you experience difficulties in processing your claim or need to enquire about a submitted claim, please contact your finance team.

Technical

If you experience a technical difficulty with the Webexpenses system, please email your administrator or visit www.webexpenses.com/support

support@webexpenses.com

UK +44 (0)800 711 7138

Australia +61 1800 316 911

USA +1 888 927 2658

Live Chat is available Monday to Friday between 09:00 - 5:30pm

If you call outside of office hours, please leave a message with:

- Your name and email address
- Your company name
- A contact telephone number
- A brief explanation of your query.

