Credit Card Expenses

Introduction

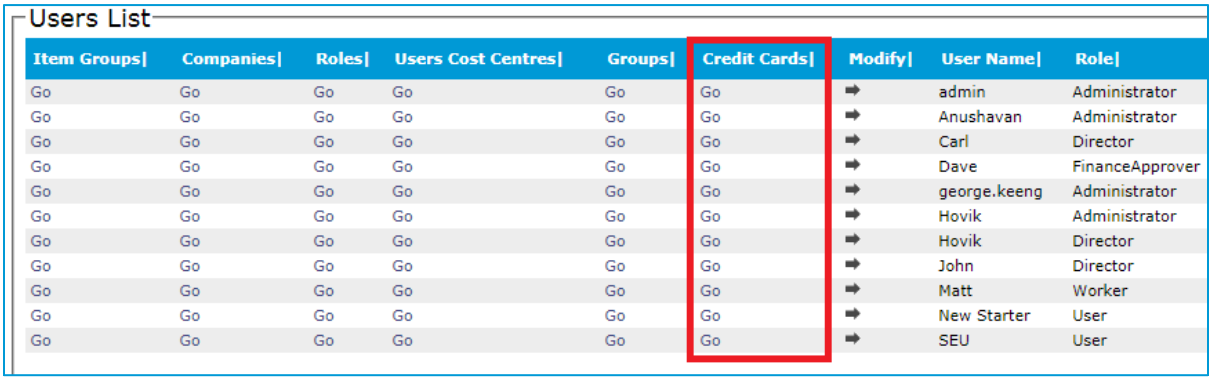
This document describes the iDocuments Credit Card Import facility. The facility allows you to import credit card files, which then automatically creates Expense forms in draft format for iDocuments users complete and submit.

You can define the format of the file to be imported. For each expense transaction the following information is required:

- Transaction date
- Expense Description
- Currency code
- Exchange Conversion Rate
- Transaction Amount
- Credit Card Holder's Name
- Credit Card/Account Number (This is used to match the imported transactions to an employee)

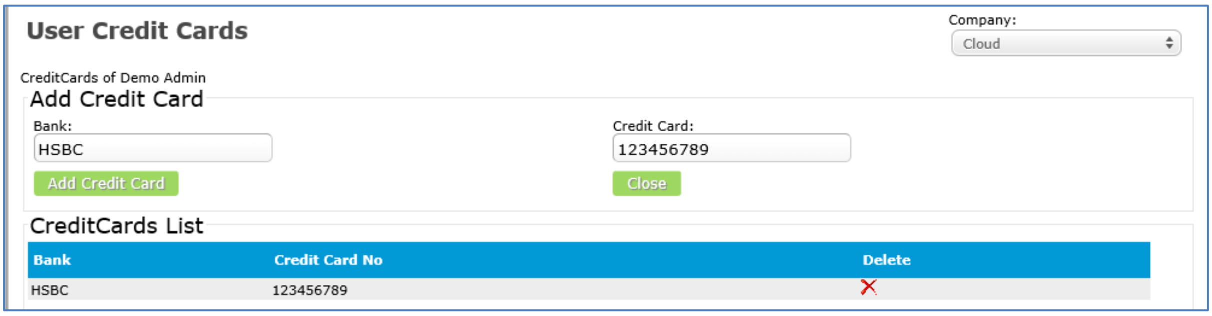
Expenses credit card import – setting up details on user records

In iDocuments, the *Credit Card Account Reference* is added to the user record so that Expenses relating to each user in the bank import file, will be automatically routed to each applicable user based on their Account Reference.


Users List

Item Groups|	Companies|	Roles|	Users Cost Centres|	Groups|	Credit Cards|	Modify|	User Name|	Role|
Go	Go	Go	Go	Go	Go	➡	admin	Administrator
Go	Go	Go	Go	Go	Go	➡	Anushavan	Administrator
Go	Go	Go	Go	Go	Go	➡	Carl	Director
Go	Go	Go	Go	Go	Go	➡	Dave	FinanceApprover
Go	Go	Go	Go	Go	Go	➡	george.keeng	Administrator
Go	Go	Go	Go	Go	Go	➡	Hovik	Administrator
Go	Go	Go	Go	Go	Go	➡	Hovik	Director
Go	Go	Go	Go	Go	Go	➡	John	Director
Go	Go	Go	Go	Go	Go	➡	Matt	Worker
Go	Go	Go	Go	Go	Go	➡	New Starter	User
Go	Go	Go	Go	Go	Go	➡	SEU	User

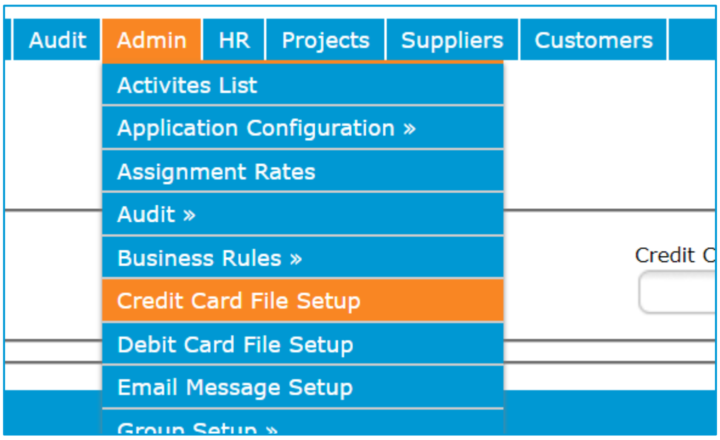
Select the Credit Card link for the user from the 'User List' and add the Bank name and credit card number to the user record.



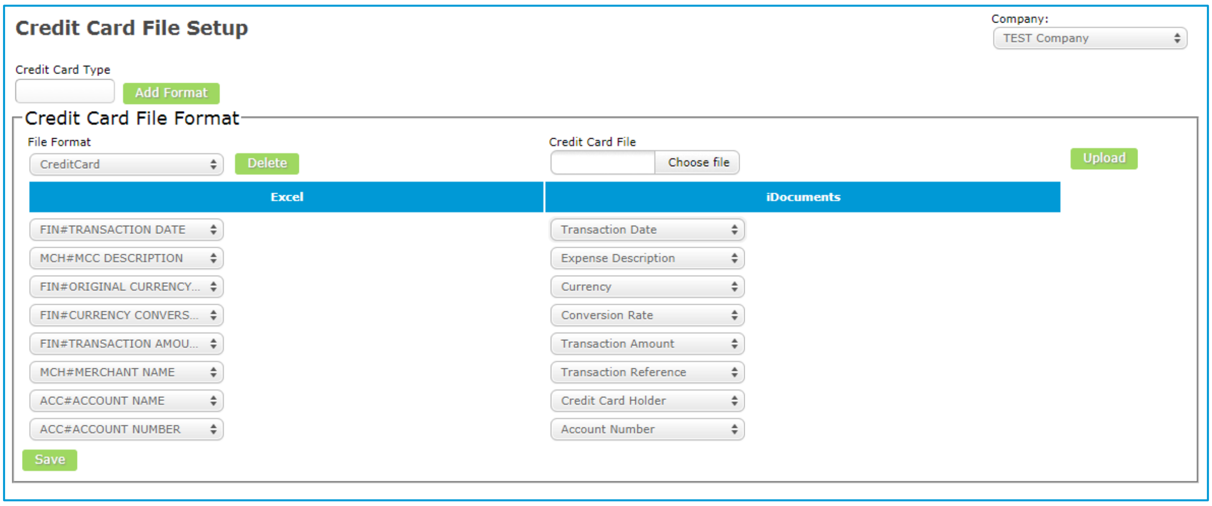
Bank	Credit Card No	Delete
HSBC	123456789	✕

Expenses credit card import – setting up the data import

Login as Administrator and under the Admin menu select *Credit Card File Setup*.



If you are setting up a new template, enter the template name in the *Credit Card Type* field and *Add Format*. The format you set up will now be available in the *File Format* drop-down. To set up or edit a template, select *File Format* from the drop-down list of available formats that have been set up in the system and *Choose File* from the to populate the *Credit Card File* field and *Upload*. The file to be imported must be in Microsoft Excel .XLS format with column headers.

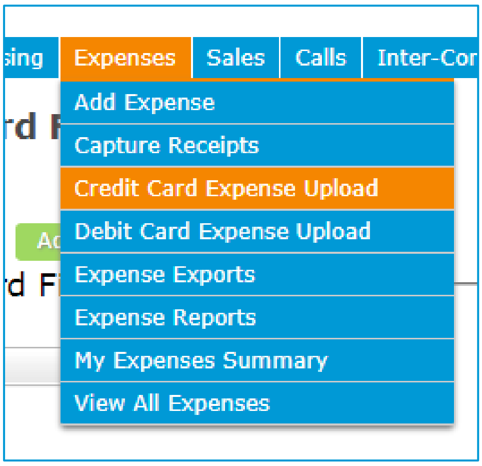


This then allows you to map the fields on the import file (displayed in left hand column – click drop down to display column names) to the required fields in iDocuments Expenses, please ensure all fields are populated.

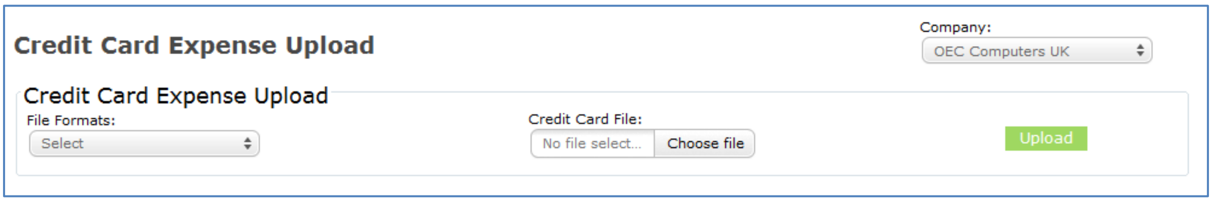
When complete click *Save*.

Expenses credit card import - importing credit cards file into expenses

Once the import file mapping and user setup have been completed, you be able to automatically import credit card files into iDocuments Expenses, present these to employees to complete details such as GL Accounts and VAT codes and submit these for approval as with normal expense claims.



From the Expenses main menu you select Credit Card Expense Upload, choose the file to upload and click the Upload button. Once the uploaded file is processed the system will confirm ‘File processed successfully’.



If the import detects errors whilst importing the transactions it will abort and list transactions it failed to import.

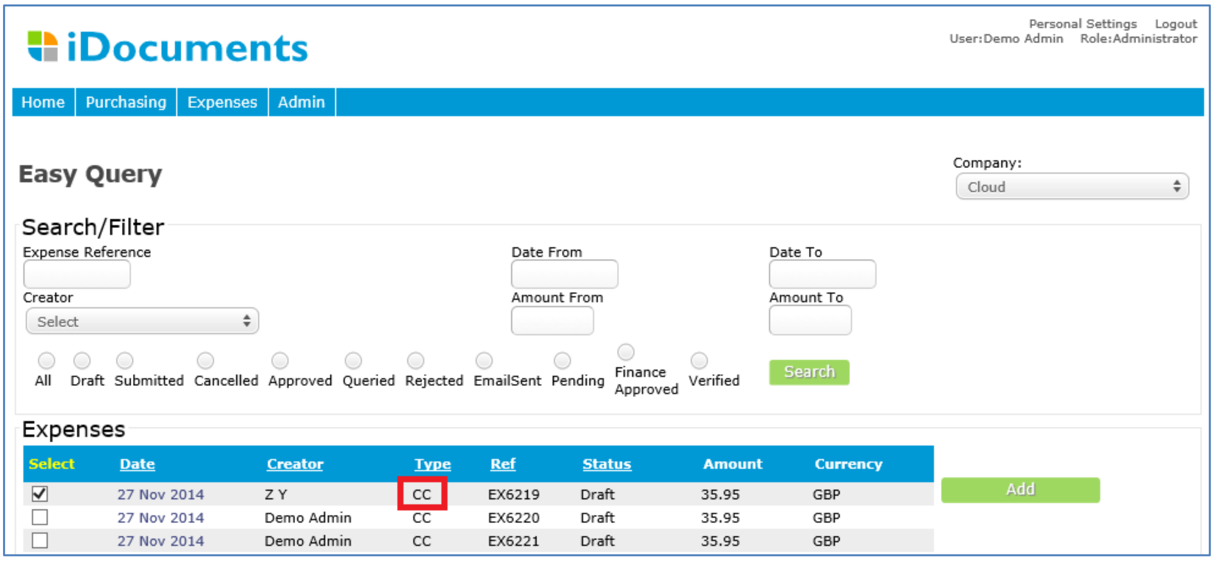
Two Company Settings should be configured using the Admin menu:

- Default GL for Credit Cards – this defines the default GL Account used when transactions are imported
- CC Control Account – this is used to post the other side of the GL cost from credit card lines on the expense posting for the journal

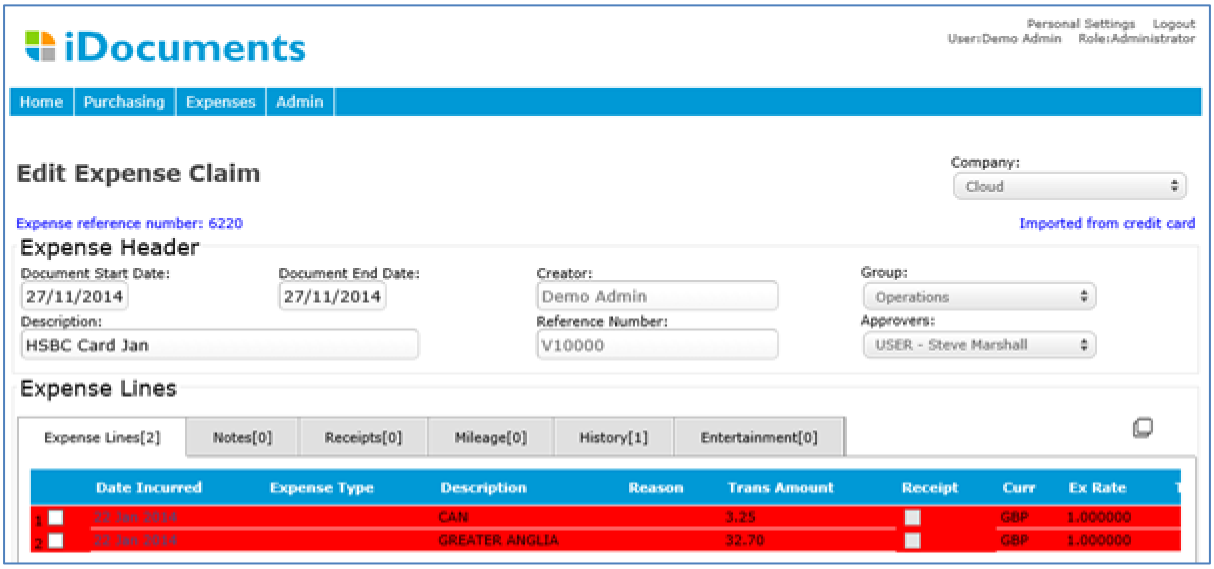
NOTE – for SAP Business One users it is important that currencies are set up for all the transaction currencies you wish to import. If these are not set up then the import will fail.

Submitting imported credit card expenses

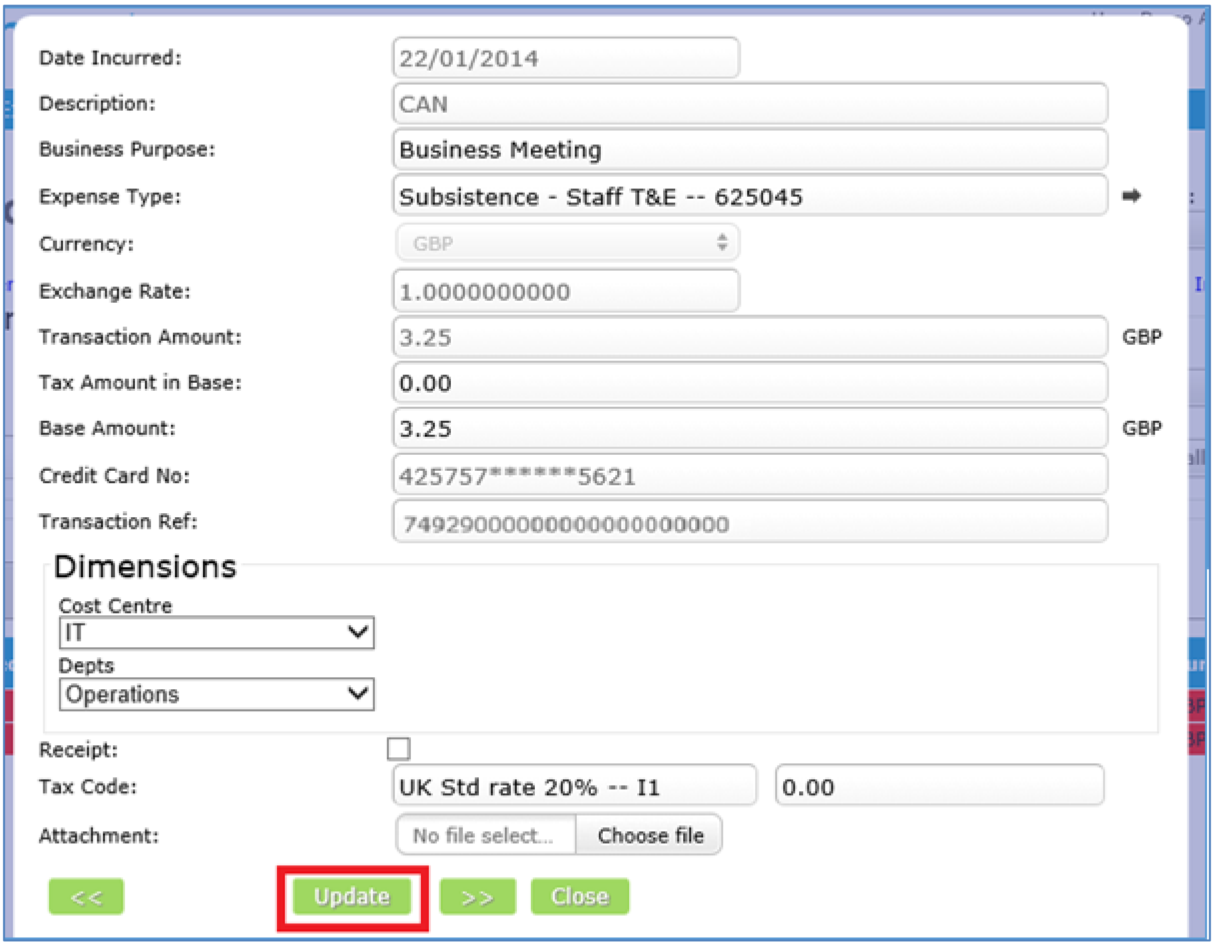
When the Bank Export File is loaded in to iDocuments, each user will see expenses against their Credit Card as a *Submit Expense'* Task on their Home screen.



The Submit Expense list will show Type 'CC' for Credit Card uploaded Expenses.



Open the expense claim, which at this stage is *Draft* status, and select each expense line in turn to update the details as required. At this stage update expense to complete details such as *GL Accounts* and *Tax codes* for each line click *Update*.



Once each expense line has been updated it can be submitted for approval as with normal expense claims. As the *Expense Type* is *CC*, it will create a Journal Posting only as Credit Card expenses for Company cards are not reimbursed to the user.