

Credit Card Receipts for Mobile App

A User with a Company Credit Card may use the iDocuments mobile app to take a photo of a credit card receipt and upload it to the system ready for processing against the corresponding credit card expense line.

From the iDocuments mobile app the user selects the ***Credit Card Expense*** page, enters the following information and uploads the record.

- Date
- Expense Description
- Expense Value
- Upload Photo

Once the Credit Card Bank file has been uploaded to iDocuments, the credit card expense lines will be available to the user for matching to the receipts previously uploaded.

Expenses > View All Expenses: select expense Type 'CC'

The User will see an Expense lines imported from their Credit Card ready to be matched with the receipts uploaded from the mobile app.

Edit Expense Claim

Expense reference number: 1090

Expense Header

Document Start Date: 10/06/2019 Document End Date: 10/06/2019 Creator: Syntaxis Demo

Description: newest cc import test Reference Number: V10000

Group: CopyTEST

Approvers:

Expense Lines

Expense Lines[18] | Notes[0] | Receipts[0] | Mileage[0] | History[1] | Entertainment[0]

	Date Incurred	Items	Code	Description	Business Purpose	Trans Amount	Receipt	Curr	Ex Rate	Tax Code	Trans. Amount	Tax Amount	Base Amount	Attachment	Rc-Charge	Project	Departments	Line of Business
1	20 Jan 2019			TAXI MATEBLOWSKI GBR RATINGEN		333.00	<input type="checkbox"/>	GBP	1.000000	12	0.000000	333.00	0.00	333.00	<input type="checkbox"/>			
2	20 Jan 2019			ESSEN HBP ESSEN		333.00	<input type="checkbox"/>	Yen	140.000000	12	0.000000	333.00	0.00	2.38	<input type="checkbox"/>			
3	20 Jan 2019			ARAL STATION 141280156 ESSEN		333.00	<input type="checkbox"/>	GBP	1.000000	12	0.000000	333.00	0.00	333.00	<input type="checkbox"/>			
4	20 Jan 2019			Amazon DE Marketplace 800-279-6620		333.00	<input type="checkbox"/>	GBP	1.000000	12	0.000000	333.00	0.00	333.00	<input type="checkbox"/>			
5	20 Jan 2019			HAMPTON INN MT PLEASANT MT PLEASANT		333.00	<input type="checkbox"/>	USD	1.222490	12	0.000000	333.00	0.00	272.39	<input type="checkbox"/>			
6	20 Jan 2019			HERTZ RENT-A-CAR CHARLOTTE		333.00	<input type="checkbox"/>	USD	1.222540	12	0.000000	333.00	0.00	272.38	<input type="checkbox"/>			
7	20 Jan 2019			SHELL OIL 10013551006 HARLEVILLE		333.00	<input type="checkbox"/>	USD	1.224020	12	0.000000	333.00	0.00	272.05	<input type="checkbox"/>			
8	20 Jan 2019			BU'S RESTAURANTS 604 COLUMBIA		333.00	<input type="checkbox"/>	USD	1.223690	12	0.000000	333.00	0.00	272.13	<input type="checkbox"/>			

Expense Footer

Expense status: DRAFT

Subtotal: GBP 4569.68

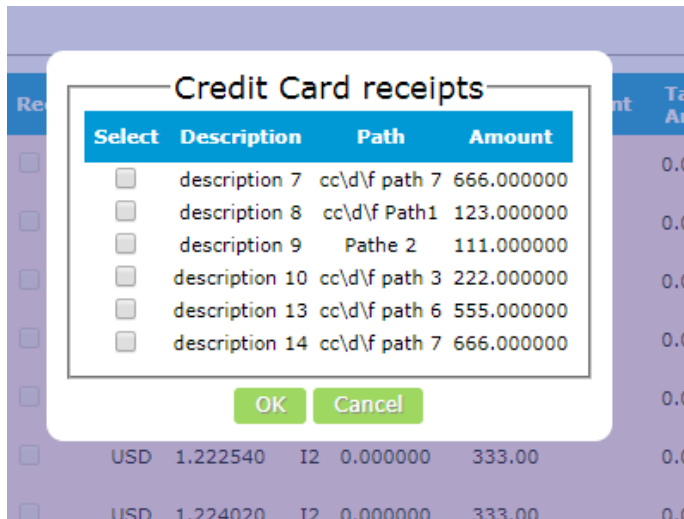
Tax: 0.00

Total: 4569.68

Save Submit Close Attachments Credit Card Attachments

Credit card lines will display a ***CC Receipt*** button. Clicking the button next to the line will display the ***Credit Card receipts*** pop-up box which lists the receipts the user has uploaded

that have not yet been matched to an order line. The user ticks the **Select** tick box next to the receipt that applies to the line and **OK**.



A link to the receipt is then listed on the expense line under **Attachments** and may be opened for review at line level.