



Corporate Credit Card Policy and Guidance

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1. GENERAL OVERVIEW

- 1.1 The University recognises that there are advantages to be gained by using the Corporate Credit Card as part of its procurement process. It offers:
- Reduced paper and transaction costs
 - Increased control over spending through credit limits
 - Improved management information
 - Improved relationships with suppliers in terms of prompt payments
 - Visible audit trail
- 1.2 The Corporate Credit Card is to be used for purchasing goods (low value/one off purchases) and payment of business expenses incurred while travelling on University business or entertaining within the rules of the Financial Regulations and Travel & Subsistence Policy (<https://www.bristol.ac.uk/finance/staff/policy/travel-pol/>). Not all suppliers accept payment through the Corporate Credit Card, in which case a requisition or purchase order will need to be raised through Proactis.
- 1.3 The Cardholder must ensure that the University's contracted suppliers are used, where feasible. The list of University contracted suppliers can be found at http://www.bris.ac.uk/safe/Purchasing/AZ_Supplier.html. The Procurement Unit can provide further advice and guidance regarding the use of contracted suppliers.
- 1.4 The Corporate Credit Card has an agreed single transaction and monthly credit limit.
- 1.5 When a user applies for a Corporate Credit Card they agree to adhere to these procedures and to use the Corporate Credit Card only for University business, failure to do so will result in disciplinary action.
- 1.6 The following cards are available:
- Purchasing card – suitable for low value/one off purchases of goods or services on behalf of the University by members of staff who do not travel or are infrequent travellers on University business. Subsistence is not allowed, however, hospitality and entertainment may be temporarily permitted on application where there is a suitable business case in line with the University Financial Regulations.
- Travel & Subsistence card – suitable for members of staff who travel frequently on University business.
- Combined card – Combination of both the Purchasing card and the Travel and Subsistence card. Limited to Heads of School/Divisional Units, Deans and/or members of VCAG and members of the International Recruitment team..

2. WHEN TO USE THE CORPORATE CREDIT CARD

- 2.1 On receipt of the Corporate Credit Card, only expenditure relating to University business can be purchased using the card. The University Financial Regulations and Travel & Subsistence Policy (<https://www.bristol.ac.uk/finance/staff/policy/travel-pol/>) must be adhered to. Failure to comply with the said regulations will result in the card being removed.
- 2.2 Cardholders should ensure that the value of the purchase is within the transaction limit; it is possible to check the purchases to date through Barclaycard Online (see Section 12). If the card holder requires the credit limit to be increased, their Line Manager will need to contact their respective Deputy Faculty Financial Controller (DFFC). The DFFC will authorise the request if appropriate and contact the Card Administrator to action the request. The University reserves the right to refuse any such request in accordance with the University Procurement and Financial Policies.
- 2.3 Please note the following:
- On receipt of the Corporate Credit Card please note that the following **CANNOT** be purchased:-

- **Utilities and non-automotive fuel**
- **Staff – Temporary Recruitment**
- **Telecommunication services (except members of Telephone Services and some members of IT Services)**
- **Computer equipment and services (except members of IT Services)**
- **Automotive fuel for departmental or personal vehicles (Arval Fuel Card should be used for departmental vehicles)**
- **Miscellaneous (various VISA services)**

Please see Appendix C for more details of which categories are permitted on each type of card.

2.3.1 **Restaurants and Bars:**

The Corporate Credit Card can be used for payments in restaurants and bars within the rules of the Financial Regulations. Supporting reasons will be required when completing the Proactis expense claim including names of staff and visitors if claiming expenses for entertaining.

2.3.2 **Gifts:**

The Corporate Credit Card must not be used to purchase gifts for staff as this is classed as a 'Benefit in Kind' and creates tax implications. The recipient will be liable to pay tax on the item. In order to give a gift to a member of staff, individuals must finance this personally.

2.3.3 **Staff Events and Functions:**

Cardholders should note the Financial Regulations to see if the event complies with the regulations: <https://www.bristol.ac.uk/finance/staff/policy/travel-pol/>
If in doubt please contact the Deputy Finance Director.

2.3.4 **Gift Vouchers:**

In respect of prizes and reimbursement for partaking in, for example, research experiments, it is important that the activity is appropriate to the University's charitable objectives (e.g. academic achievement) and we would expect the amount to be reasonable in relation to this. Please contact the Tax Team if you require further advice regarding this.

2.3.5 **Cash:**

Cash withdrawals are allowed on the Travel and Subsistence card and the Combined card but this must be made clear at the time of the application. Where cash is withdrawn, the ATM receipt must be submitted along with the original receipts for all items paid for using that withdrawn cash. Any remainder cash must be returned to the University.

- 2.4 Corporate Credit Card transactions will be monitored by the Faculty Finance Team. Receipts will be required to support expense claims and will need to be forwarded to the Faculty Finance Team with a copy of the expense claim form (if not attached electronically). Failure to comply with these regulations will result in the removal of the Corporate Credit Card and Cardholders will be subject to disciplinary action.
- 2.5 The purchase of any items that do not comply with the University of Bristol Financial Regulations and/or University of Bristol Travel and Subsistence Policy will be rejected and the card holder will be made to reimburse the University for this item of expenditure.
- 2.6 If the card holder uses their own funds to purchase items, then reimbursement must be via a normal expense claim using Proactis.

3. **HOW TO USE THE CORPORATE CREDIT CARD**

3.1 The Corporate Credit Card can be used for:

- Orders made by phone
- Orders made at point of sale using Chip and Pin
- Orders made using the Internet
- Orders made via booking forms

3.2 How to place an order using the Corporate Credit Card:

- 3.2.1 Establish what needs to be ordered, the relevant internal charge (nominal) codes and ensure authorisation has been sought from the Budget Holder.
- 3.2.2 Ensure that the purchase is within the Corporate Credit Card transaction limit (including VAT) and that the monthly limit has not been breached.
- 3.2.3 Determine whether the supplier accepts VISA, where applicable.
- 3.2.4 Order the goods/services from the supplier.
- 3.2.5 Ask the supplier to send the invoice marked paid by VISA or Purchasing Card
- 3.2.6 It is strictly forbidden to split purchases to avoid control limits. The Card Administrator monitors attempted purchases, which exceed agreed limits and purchases, which have been split via Barclaycard Online.

4. GUIDANCE FOR INTERNET PURCHASES

- 4.1 Cardholders must use websites from known and reputable suppliers.
- 4.2 Cardholders must only transmit card details using secure Web pages i.e. those, which use Secure Socket Layer (SSL) technology. A Web page address that begins with https:// (instead of http://) indicates the page uses SSL technology with encryption features. The browser should be configured to notify cardholders of the status of the page. For example, when accessing an encrypted page through Internet Explorer, a window headed „Security Alert“ will open up in which the following appears:
- ‘You are about to view pages over a secure connection. Any information you exchange with this site cannot be viewed by anyone else on the Web’*
- 4.3 Cardholders need to click „OK“ in order to enter the secure site. The browser will automatically check that a recognised authority has issued the suppliers security certificate. If the Cardholder has a screen message alerting of problems with the supplier’s security certificate the Cardholder must contact the Card Administrator before placing the order. With Internet Explorer and Netscape Navigator, a locked padlock icon will appear at the bottom of the screen (on the right hand side in Internet Explorer and on the left in Netscape) when viewing a secure web page. Data transmitted over a secure connection will be encrypted so unauthorised persons cannot read it.
- 4.4 The Cardholder must not transmit card details through ordinary email as this is not secure. If suspect fraudulent transactions on monthly statements are identified the Card Administrator must be contacted immediately.

5. VAT

- 5.1 VAT is not reclaimed by the University in relation to Corporate Credit Card transactions. If you require the VAT to be reclaimed, a requisition must be raised through Proactis stating the appropriate VAT type.
- 5.2 If the purchase relates to an EU Grant, the VAT element of the transaction must be attributed to the relevant EL2 code, RQ1000. The EL1 and EL3 codes will remain the same.

6. PROCESSING YOUR MONTHLY STATEMENT

- 6.1 The Cardholder will receive a statement from Company Barclaycard on the 8th of each month (see Appendix I for a sample statement). A PDF version can be downloaded via Barclaycard Online. A step by step guide to reconciling your expense claims is provided at Appendix IV. This must be completed by the 13th of each calendar month.
- 6.2 It is the Cardholder’s responsibility to ensure that the transactions are correct and to rectify any discrepancies with the supplier.
- 6.3 Where possible, supporting receipts/invoices should be scanned and electronically attached to the expense claim form through Proactis. The original paperwork should be retained by the Cardholder for a period of 1 year. If the Cardholder cannot scan the supporting documentation it should be forwarded manually to the Faculty Finance Team with a copy of the Proactis expense claim (retained for a period of 6 years).
- 6.4 Failure to clear transactions in a timely manner will result in all transactions being charged to the School/Division core budget and the card being withdrawn from the card holder.

7. SUPPLIER DISPUTES

- 7.1 If the Cardholder is wrongly billed, the supplier should be contacted in the first instance. The receipt will be the key document. Both the original transaction (debit) and the credit will need to be processed separately through the expense claim route through Proactis. Do not delay the processing of the original transaction due to an outstanding credit or dispute.

7.2 If agreement cannot be reached with the supplier, the Cardholder should contact Barclaycard Business. Please keep details of the date and name of the suppliers' customer services representative who you last spoke to etc.

7.3 Problems in Supplying Goods i.e. items not received or faulty:

7.3.1 If the Cardholder has issues with the supply of goods/services as outlined above then they should contact the supplier and request a credit is processed through Barclaycard.

7.3.2 On receipt of the monthly statement/draft expense claim please check that the credit has been processed.

7.3.3 If a credit remains outstanding, the Cardholder should contact the supplier again to clarify the date the credit was processed.

7.3.4 In the case of any difficulty in obtaining a credit then please contact the Card Administrator.

8. CARD SECURITY

8.1 On receipt of the card you will be asked to sign a Card Acceptance Certificate (see Appendix III) confirming the Cardholder will adhere to this guidance and the University's Code of Conduct. The Cardholder is also confirming that they are aware of the Freedom of Information Act <http://www.bris.ac.uk/foi/>

8.2 It is the responsibility of the Cardholder to ensure that the card is kept in a safe place at all times. The card and PIN must be kept separately.

8.3 It is important that the Cardholder remains alert to the illegal use of the card or serial number. There is always the risk of fraudulent transactions by others (including suppliers) and statements must be monitored carefully and any suspicious transactions reported immediately to the Card Administrator.

8.4 The card must only be used to purchase goods and services on behalf of the University and must only be used by the named Cardholder. In the event of this being breached the Cardholder must contact the Card Administrator immediately.

8.5 DFFC/Line Managers Responsibility:

- Nominating Cardholders and countersigning the Cardholder application form
- Approving requests for increases in transaction or monthly credit limits
- Ensuring the Cardholder uses the card in accordance with University guidance
- Monitoring all Cardholder transactions

8.6 Please note that any card misuse will be subject to the University's disciplinary procedures as set out in Ordinance 28, Conduct Procedure for Members of Staff. The Card Administrator has been given delegated authority by the Finance Director to remove cards from users in cases of misuse or persistent non-compliance. Any cardholder whose card has been withdrawn due to misuse or non-compliance will not be able to apply for a new card.

9. CARD ADMINISTRATION

9.1 The Card Administrator will maintain a register of all Cardholders and their details; they also have full access to the Barclaycard Online system and can view all Cardholder data and run management information reports.

9.2 The Card Administrator will liaise with Barclaycard on all matters regarding card administration.

9.3 If there are any changes to Cardholder details i.e. change of name or Department or the Cardholder leaves the University the Card Administrator must be informed.

9.4 If the Cardholder is leaving the University, all expenditure on the card during the notice period

must be authorised by the relevant Line Manager as expenditure occurs. It is the responsibility of the Cardholder and Line Manager to ensure that the card is returned to the Card Administrator and all transactions have been processed at least 10 days before the leaving date.

9.5 Please refer to Appendix II for details of the University's Card Administrator and other contacts.

10. LOSS OR THEFT OF CARD

- 10.1 In the event of the loss or theft of the card, the Cardholder must inform Barclaycard immediately; this number is available 24 hours a day 7 days a week:

01604 230230

- 10.2 The Cardholder must complete the Loss/Theft of Card form at Appendix I and forward it to Company Barclaycard at the following address within 7 days of reporting the loss/theft:

**Company Barclaycard
Customer Services Department
PO Box 3000
Teesdale Business Park
Stockton-on-Tees
TS17 6YG**

- 10.3 A copy of this form should then be sent to the Card Administrator who will arrange for a new card to be issued.
- 10.4 If the Cardholder does not report the card as lost or stolen and/or does not submit a Loss/Theft form a replacement card will not be issued and the Department will be liable for any losses incurred by Barclaycard.

11. ACCOUNTING FOR CORPORATE CREDIT CARD EXPENDITURE

- 11.1 On a daily basis the Barclaycard transactions will be uploaded onto Proactis which will create a draft expense claim for the Cardholder providing there are Corporate Credit Card transactions relating to that day. By the 13th of the following month, all transactions should be processed through Proactis for the previous monthly period, 9th to 8th.
- 11.2 The expenditure will be initially charged to a holding code, provided by the DFFC. The expenditure will be internally journalled automatically to the appropriate charge code once the expense claim on Proactis has been processed.
- 11.3 Credits must be processed through Proactis as a negative amount on an expense claim, using the charge codes that were originally used for the original transaction. The original expense reference claim (obtained through Proactis) must be stated on the expense claim relating to the credit.
- 11.4 The Cardholder usage will be reviewed bi-annually to ensure a card is required.
- 11.5 If the Cardholder does not process the Proactis draft expense claims within 3 months of the date of the transactions, the card will be removed and the outstanding balance charged to the School/Divisions core budget.

12. BARCLAYCARD BUSINESS ONLINE SERVICES

- 12.1 New Cardholders must register their card at www.barclaycardbusiness.co.uk.

12.1.1 Go to the right hand side of screen and click on "Register", to register.

12.1.2 The service is free and there is no risk as it purely an online viewing tool. Once registered the Cardholder can:

- View Corporate Credit Card transactions
- View and download Corporate Credit Card statements
- View Corporate Credit Card credit limits
- Dispute Corporate Credit Card transactions

- Change contact details
- View statements on-line (Note: Once you turn off the paper statement section you will not be able to turn it back on again)

12.1.3 The Cardholder will be asked to create their own login details. If there are difficulties registering or login details are forgotten please contact 0844 822 140 or alternatively email onlinesupport@barclaycard.co.uk.

12.2 By registering with Barclaycard Online it will enable Finance Services to operate the scheme more efficiently.

13. MISCELLANEOUS QUESTIONS

13.1 **Will use of the Corporate Credit Card affect my personal credit rating?**

No, using a University Corporate Credit Card will not affect your personal credit rating.

13.2 **What if a receipt is not provided with a purchase?**

For purchases where a receipt is not normally provided, please use a copy of the completed application form or other similar documentation. In the case of internet purchases, the email confirmation or supporting documentation should be converted to PDF and then attached to the expense claim on Proactis. If the form/document does not indicate that the payment was made using a Corporate Credit Card then the Cardholder should annotate the form.

13.3 **What if the receipt is lost?**

If a receipt is lost the Cardholder should attach a detailed written report of the transaction and file it along with the Barclaycard statement.

13.4 **What if the Cardholder does not receive the statement from Barclaycard?**

If the Cardholder does not receive the paper statement then a PDF version can be downloaded from Barclaycard Online Services.

13.5 **When will a new card be issued when the existing card expires?**

Company Barclaycard automatically sends the replacement cards out and the Cardholder will be informed when the new card is ready for collection.

14. FEEDBACK

14.1 We welcome constructive feedback on the scheme so please contact the Card Administrator with any comments or suggestions.



ADMINISTRATION FORMS

- a) Card Acceptance Certificate
- b) Exception Form – Catering
- c) Merchant Categories
- d) Notification Form for Loss / Theft of Card
- e) Sample Statement

a. CORPORATE CREDIT CARD ACCEPTANCE CERTIFICATE



Corporate Credit Card Acceptance Certificate

I hereby acknowledge receipt of Corporate Credit Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Single Transaction Limit - £

Monthly Transaction Limit - £

I confirm that I have received adequate training in the use of the Corporate Credit Card and I have read and understood the Corporate Credit Cardholder Guide.

I agree to comply with the Corporate Credit Card procedures and I understand that any misuse of the Card will be subject to the University's disciplinary procedures as set out in Ordinance 28, Conduct Procedure for Members of Staff.

Name:

Signature:

Job Title:

Department:

Date:

b. EXCEPTION FORM - CATERING

Category 6 – Catering & Catering Supplies (other than Hawthorns)

Name:

Card Number:.....

Department:.....

Address:.....

Telephone Number:

Category 6 – Catering & Catering Supplies

You must use the University catering service provided by the Hawthorns. If there are **extreme** circumstances whereby Hawthorns cannot be used then you must record the nature of the event, who attended and why our normal catering service was not used. On **no account** should you perform the catering as this will put the University in breach of Health & Safety legislation. Please complete this Exception Form and attach this to your Expenses Claim sent to Finance.

1. Date of Event:

1. Nature of Event:

.....

.....

.....

.....

2. Attendees:

Number of University Attendees:

Number of non-University Attendees:

3. Reason why The Hawthorns catering service was not used on this occasion:

.....

.....

.....

.....

Please note that as a Corporate Credit Card holder you are obliged to comply with the University's purchasing guidelines. Failure to do this will mean that you are in breach of procedures and appropriate action will be taken and your card may be withdrawn.

c. MERCHANT CATEGORIES (Dependant on cardholder requirement)

Building Services	Purchasing card & Combined card
Building Materials	Purchasing card & Combined card
Estate & Garden Services	Purchasing card & Combined card
Utilities & Non Auto Fuel	Not permitted
Telecommunication Services	Not permitted (except Telephone Services)
Catering & Catering Supplies	Purchasing card & Combined card
Cleaning Services & Supplies	Purchasing card & Combined card
Training and Educational	Purchasing card & Combined card
Medical Supplies & Services	Purchasing card & Combined card
Staff Temporary Recruitment	Not permitted
Business Clothing/ Footwear	Purchasing card & Combined card
Mail Order/ Direct Selling	Purchasing card & Combined card
Personal Services	Temporary*
Freight & Storage	Purchasing card & Combined card
Professional Services	Temporary*
Financial Services	Temporary*
Clubs/Assoc"s/Organisations	Purchasing card & Combined card
Statutory Bodies	All cards
Office Stationery & Supplies	Purchasing card & Combined card
Computer Equipment & Services	Not permitted (except IT Services)
Print & Advertising	Purchasing card & Combined card
Books & Periodicals	Purchasing card & Combined card
Mail & Courier Services	Purchasing card & Combined card
Miscellaneous Industrial/ Commercial Supplies	Purchasing card & Combined card
Vehicles, Servicing & Spares	Purchasing card & Combined card
Automotive Fuel (hire cars only)	Travel & Subsistence card & Combined card
Rail Travel, Air, Road	All cards
Auto Rental	All cards
Hotels & Accommodation	All cards
Restaurants & Bars	Travel & Subsistence card & Combined card
General Retail & Wholesale	All cards
Leisure Activities	Temporary*
Miscellaneous	Not permitted
Cash including Foreign	Travel & Subsistence card & Combined card ⁺

The Corporate Credit Card is set up with a restricted list of merchant categories, as specified by the DFFC and the Card Administrator to meet business requirements. If you require additional categories or want confirmation of the categories open against your card, please contact the Card Administrator.

* Temporary – these categories may be opened on a temporary basis only and must be approved by the DFFC and the Card Administrator.

⁺ Cash – withdrawal is only permitted where approved by Finance.

e. SAMPLE STATEMENT

Sample Statement



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STATEMENT FOR MR PL BROOK

Company name: 11ly R:rt:lay,r,rl P1rd tu,ino
 PO Box 3006, Tee/dale Business Park,
 Str:ttton-(ln. A. 1 S17 (Wr,

Company number 20011JL11
 Card number 471F.DOR /)O/ 1?//
 Statement date 11th January 2002
 Page number 1 of 1
 Credit limit £10,000

Tel: 0641 7001001
 Out:dc UK: 44 1642 HS670
 F.n: 111E>t?ff16: f;
 E-mail: cbc.customer@barclaycard.co.uk
 Web: WNN,t:Vtrj,tu1Y4Jult,ie:lyd,UJ.C.Q\k

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Date	Description	VA	f.mormt
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6 New purchases/cash advances . Balance transferred to company:			1468.38

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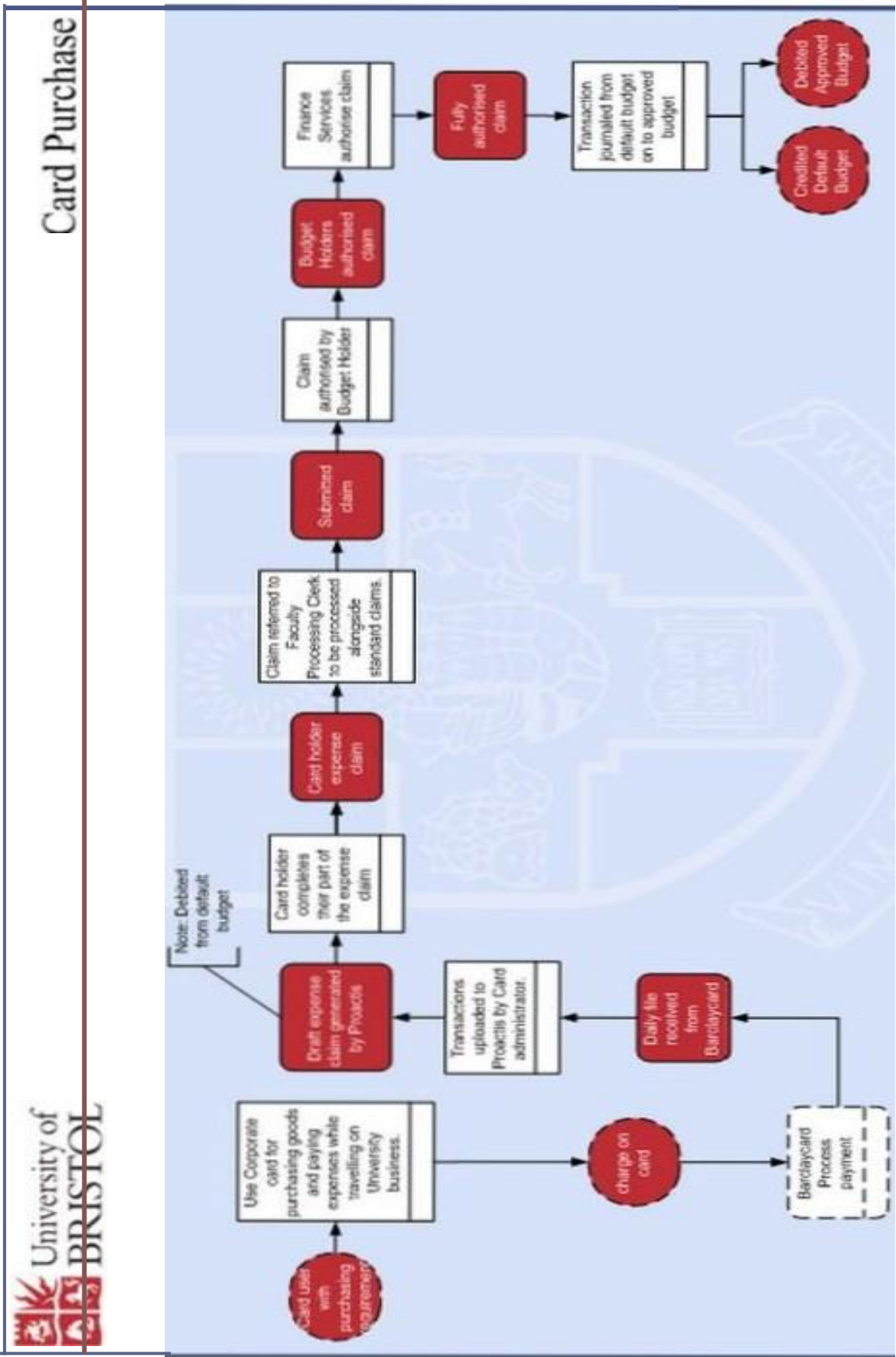
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 aiSVCJ:e qf)O/.T?d 0 . !* S17'ons_h, Pw V.

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 cutii::t<u'llb6rcr thi ropq'l'hi; s ml't.

Useful contacts and Telephone Numbers

Advice and Administration:	Card Administrator 0117 928 9083
Advice, Finance Implications:	Deputy Finance Director 0117 928 8294
Company Barclaycard:	Company Barclaycard PO Box 3000 Teesdale Business Park Stockton-on-Tees Cleveland TS17 6YG
Telephone (general):	0845 700 1001
Telephone (lost and stolen cards):	01604 230 230
Fax:	01642 663 666
Email:	cbc.customer@barclaycard.co.uk
Telephone (online services):	0844 822 140
Email:	onlinesupport@barclaycard.co.uk

Process Map



Reconciliation of Barclaycard statement on Proactis

The Barclaycard transaction records are imported into Proactis by the Card Administrator on a daily basis. This creates a draft expense claim detailing transactions relating to the Corporate Credit Card.

Home Expense Tasks Report Admin Log Out

Expenses > Expenses Home Tuesday, June 26, 2012

What would you like to do?

- Create an expense claim**
Create a new expense claim from scratch.
- Copy an expense claim**
Create a new expense claim by copying an existing one.

You have 1 draft expense claim(s).

The draft transaction will be listed like this:

Home Purchase Expense Tasks Report Admin

CHOOSE AN EXPENSE CLAIM TO EDIT

Claim No	Title	Claimed By	Amount	Date	Status	Assigned To User
PCARD5000418	Transactions for *****7035		£ 20.95	03-07-2012	Draft	

Note:

- The claim number starts with „PCARD“ followed by a 7-digit number.
- The title is (initially) „Transactions for...“ with the last four digits of the Corporate Credit Card for identification
- The title can be amended when you edit the draft expense.

Click on the expense claim you want to process.

EDIT THIS EXPENSE CLAIM?

ALERT: This expense claim was automatically generated from a purchase card bank file import.

PROACTIS Expense Claim PCARD5000418

Document Details:
 Claim Title : Transactions for *****7035
 Payment Method:

Claimant Details:
 Name :
 EmployeeCode :
 OrganisationCode :
 Status : Draft
 Date : 03-07-2012

Go to claim header

Reference	Date	Receipt	Unit Cost	Qty	VAT	Net Cost
Purchase card transaction Amazon *Mktplce EU-UK, 2012-06-01						
DEFAULT-PCARD Amazon *Mktplce EU-UK, 2012-06-01	01-06-2012	VAT (001:)	£ 20.95	1	£ 0.00	£ 20.95

Net: £ 20.95
 VAT: £ 0.00
TOTAL: £ 20.95

Go to claim lines

Cancel Edit Expense Claim >

Click on the link marked „Edit Expense Claim“ at the bottom of the screen in order to process the claim.

REVIEW THE EXPENSE CLAIM LINES

Reference	Date	Receipt	Unit Cost	Qty	VAT	Net Cost	
Purchase card transaction Amazon *Mktplce EU-UK, 2012-06-01							Split
DEFAULT-PCARD Amazon *Mktplce EU-UK, 2012-06-01	01/06/2012	VAT (001)	£ 20.95	1	£ 0.00	£ 20.95	
						Net	£ 20.95
						VAT	£ 0.00
						TOTAL	£ 20.95

◀ Back ✕ Cancel ✓ Refer Claim For Completion

△ Go To Claim Header

The claim line will include an item called „DEFAULT-PCARD“. This needs to be replaced with an appropriate item relating to your purchase. Click on the **DEFAULT-PCARD** item to reveal a list of items and select the item that best fits the transaction you are reconciling.

COMPLETE THE CLAIM LINE DETAILS

MESSAGE: Expense Claim PCARD5000418 has been saved.

Claim Item

Reference	Description	Unit Cost	Quantity	Claim Amount
09849PC	Guide to Procurement <small>Purchase card transaction: Amazon *Mktplce EU-UK, 2012-06-01</small>	£ 20.95	1.00	20.95

Receipts

Accompanying Receipt? Yes No

Is a VAT Receipt? Yes No

VAT Receipt Number

Claim Date (dd-mm-yyyy)

Receipt Number

Nominals

Nominal Codes	Ratio	Amount
CMPO . 6055 . N/S . N/A	1	£ 20.95

▶ Add a new nominal

Once the appropriate item has been selected, complete the expense claim details.

Each item must have a "nominal" (charge/budget) code that the transaction should be charged to. Proactis will usually set two parts of the budget code, EL1 (Department) and EL3 (Expense type). You must always fill in the EL2 (Activity) code, which represents the grant or budget.

Nominals

Nominal Codes	Ratio	Amount
CMPO . 6055 . N/S . N/A	1	£ 20.95

▶ Add a new nominal

Click the Nominal Code to reach the screen where you can enter the missing code(s)

Nominal Codes			
Department	Expense	Activity	Sub-Act
CMPO <small>(CMPO)</small>	6055 <small>(6055)</small>	<input type="text"/>	N/A <small>(N/A)</small>
Find	Find	Find	Find

Ratio

Amount £ 20.95

▶ Remove this nominal line

✕ Cancel ✓ Store Changes ✓ Store Changes and Resolve Item Tax Code

If you need to split the claim across 2 codes, click **„Add a new nominal’** and enter the additional coding information. This will automatically split the cost equally across the 2 codes. Change the ratio if the split should not be equal. Click **„Store Changes’**.

Attaching Supporting Electronic Documents

To add electronic invoices or supporting documentation to the expense claim go to the bottom of the screen and select **‘Edit the line attachments’**.

Attachments

There are currently no attachments.

[▶ Edit the line attachments](#)

MANAGE ATTACHMENTS

Attachments

Attached File Name
There are currently no attachments.

[▶ Add new attachment](#)

[▶ Remove selected attachments](#)

Select **„Add new attachment’**

PICK A FILE TO ATTACH

Attachment

Click on **„Browse’** and within your directory, find the appropriate file. Double click on the file name to bring the attachment back to the expense claim then click on **„Attach file’**. Click **„Store Claim Line’**.

If you need to split the transaction to different item codes (eg one transaction with Amazon could fall into two item types, Booksellers and Office Stationery Supplies), select **„Split’** and then select the appropriate item codes and enter the transaction detail as required. The item totals must equal the transaction amount (see below):

Reference	Date	Receipt	Unit Cost	Qty	VAT	Net Cost	
Purchase card transaction Amazon *Mktplce EU-UK, 2012-06-01							Split
09849PC Guide to Procurement	20/06/2012	Yes (001)	£ 10.95	1	£ 0.00	£ 10.95	
53770PC Notepad	20/06/2012	Yes (001)	£ 10.00	1	£ 0.00	£ 10.00	
						Net	£ 20.95
						VAT	£ 0.00
						TOTAL	£ 20.95

[◀ Back](#)

[△ Go To Claim Header](#)

Once all details are completed, go to the bottom of the screen and select **‘Store Claim Line’**.

Complete the above actions for each Corporate Credit Card transaction listed. Once all claim lines have been completed select **Go To Claim Header** in order to edit the header

PROACTIS Expense Claim

Document Details:
Claim Number :
Claim Title : Corporate Credit Card Transactions
Date : 20 - 06 - 2012 (dd-mm-yyyy)

Claimant Details:
Name :
EmployeeCode :
OrganisationCode :

If required the claim title and date can be amended (use date of transactions). If the claim has all supporting documentation attached electronically through Proactis, please put **(E)** at the start of the claim title – this enables the Finance Team to identify the claims to process immediately. Then press the link at the bottom of the screen marked **Refer Claim for Completion**.

◀ Back ✕ Cancel ⚠ Go To Claim Header

The following message will appear:

MESSAGE:

- The Expense Claim is valid.
- Expense Claim TS Exp5000114 has been referred for completion.

The claim will then move to a status of **Awaiting Coding**, which is a task completed by the Faculty Finance team, before going for authorisation. This is to ensure that transactions are charged to the appropriate budget.

If the expense claim form requires to be printed out, click on **Print Expense Claim**. Receipts that have not been scanned and electronically attached through Proactis should be attached to the Expense Claim form and sent to your Faculty Finance Team. Once the expense claim form and supporting documents are received they will complete the above action.

- Set Claim Default Values
- Preview Expense Claim
- Validate Expense Claim
- Claim History
-
- Save & Continue Editing
- Save & Exit

Reconciliation of Transactions on Proactis by PA/Delegate

Reconciliation of transactions within Proactis can be completed by your PA or delegate if required. If there is a change of delegate the Card Administrator must be notified of the new delegate's name, including user name. If a delegate is not set up on Proactis, transactions that have been loaded on Proactis will need to be processed by the Cardholder.

Once the delegate has been set up on the system, the delegate will see the following screen when processing the expense claim:

ALERT: This expense claim was automatically generated from a purchase card bank file import.

Expense Claim
PCARD5000663

Document Details:

Claim Title :

Transactions for *****2335

Payment Method: Sedlakova, Lucie (EXPEN) → Card Holder

Claimant Details:

Name :Matthew Semple (sysadmin) → PA / Delegate

EmployeeCode :

OrganisationCode :

Status : Draft

Date : 06-07-2012

If there is a change of delegate the departing delegate will need to ensure all draft expense claims are completed that are shown within the expense header through Proactis. Once the Card Administrator has switched the default user to the new delegate, all future transactions that are uploaded will appear for the new delegate. Responsibility will lie with the original delegate to inform the Card Administrator of changes of personnel.

If the delegate is sick or on leave the completion of the expense claim would need to be completed on their return. If the delegate is away for lengthy period i.e. long-term illness or maternity leave, a new delegate would need to be nominated.

Reconciliation of Cash Transactions on Proactis

A cash withdrawal has two associated transactions, the withdrawal itself and the associated fee.

Purchase card transaction VAT (001:), W. POLK #1, 2013-12-03						
[+] DEFAULT-PCARD 47 W. POLK #1, 2013-12-03	03-12-2013	VAT (001:)	£ 63.01	1	£ 0.00	£ 63.01
Purchase card transaction CASH FEE @ 2.95%/ 2.95MIN, 2013-12-04						
[+] DEFAULT-PCARD CASH FEE @ 2.95%/ 2.95MIN, 2013-12-04	04-12-2013	VAT (002:)	£ 2.95	1	£ 0.00	£ 2.95

The fee is not expected to have any associated paperwork. For the withdrawal, the ATM receipt should be attached along with the receipts for all items the cash has been spent on. Where a receipt has been split across more than one withdrawal, this should be indicated on the receipt and also noted in the comments section of the transaction.

Where not all cash withdrawn has been spent, it is the responsibility of the cardholder to return this to the University. Foreign currency must be exchanged first. Where a receipt has been partially used against a withdrawal but there is no further withdrawal against which to assign the remainder, the card holder may make a normal expense claim for the remainder. This must be noted on the receipt and in the comments section of the transaction and the expense claim line.

EU Grants – Distribution of Transaction across 2 Charge Codes

Where a transaction is being charged against an EU Grant, the VAT element must be charged to the activity RQ1000.

To split the transaction enter the appropriate nominal codes that relate to the EU Grant. Enter the net amount in the ratio field then click on „Store Changes’.

Nominal Codes			
Department	Expense	Activity	Sub-Act
CHEM	6620	RQ1234	N/A
(*)	(6620)	(*)	(N/A)
Find	Find	Find	Find

Ratio	175
Amount	£ 175.00

▶ Remove this nominal line

Cancel
 Store Changes
 Store Changes and Resolve Item Tax Code

Then click on „Add a New Nominal’ and insert RQ1000 in the activity field (The Department and Expense code remains the same). Enter the VAT amount in the ratio field. Then click on „Store Changes’.

Nominal Codes			
Department	Expense	Activity	Sub-Act
CHEM	6620	RQ1000	N/A
(*)	(6620)	(*)	(N/A)
Find	Find	Find	Find

Ratio	35
Amount	£ 35.00

▶ Remove this nominal line

Cancel
 Store Changes
 Store Changes and Resolve Item Tax Code

The values in the ratio fields must add up to the full transaction cost.

Claim Item				
Reference	Description	Unit Cost	Quantity	Claim Amount
21500PC	Conference Rooms & Centres <i>Purchase card transaction: WWW.SOTON.AC.UK, 2012-05-01</i>	£ 210.00	1.00	210.00

Receipts	
Accompanying Receipt?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is a Tax Receipt?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Tax Receipt Number	<input type="text"/>
Claim Date	01 - 05 - 2012 (dd-mm-yyyy)
Receipt Number	001

Nominals		
Nominal Codes	Ratio	Amount
CHEM . 6620 . RQ1234 . N/A	175	£ 175.00
CHEM . 6620 . RQ1000 . N/A	35	£ 35.00

▶ Add a new nominal