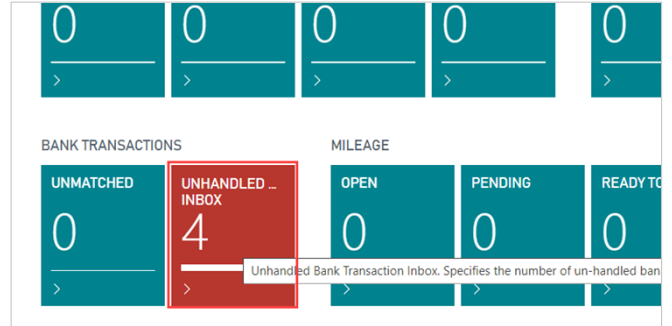
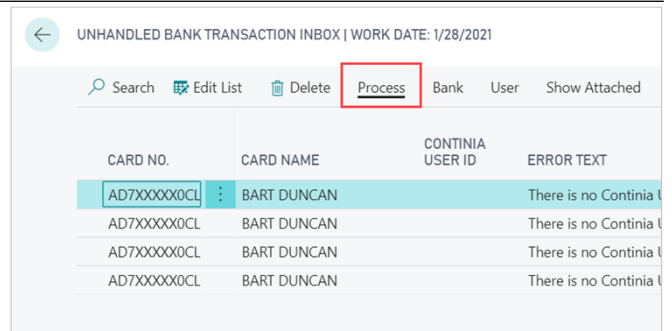


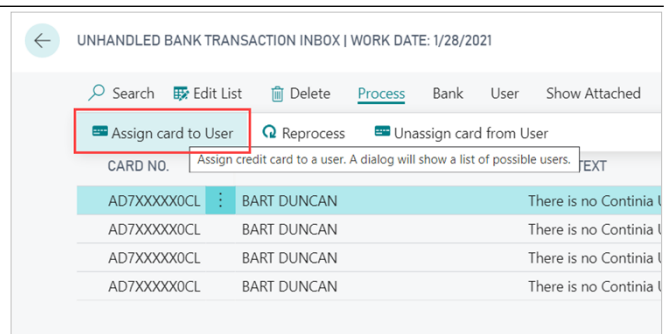
First-time transactions are imported into Expense Management and will be found under the "Unhandled Bank Transaction Inbox".



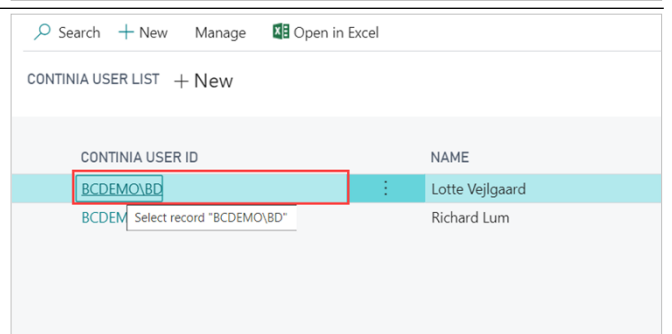
Transactions here needs handling. When first-time transactions are imported, you must identify who the credit card belongs to. You link the credit card to the expense user by going to "Process".



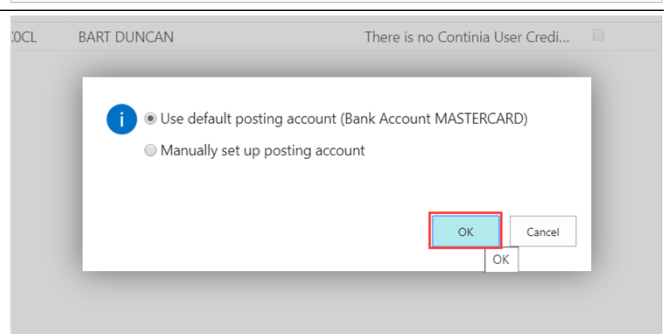
Here you choose "Assign card to User" in the navigation menu.



Now a list of expense users will show. Choose the one to assign the card to. This is only a first time setup. Future import of transactions for this credit card will automatically be linked to the user.

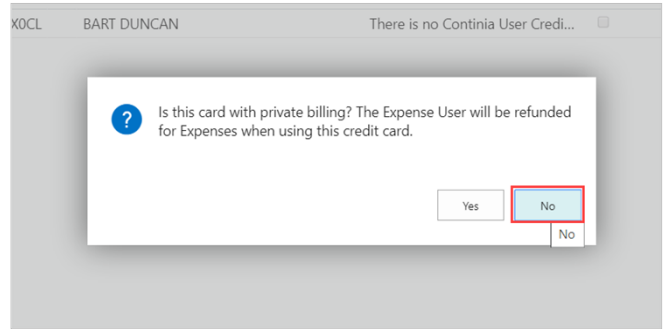


Once you have chosen the user to the credit card, you must define where incoming transactions should be posted. This setup is taken from the Expense Management Setup under fast tab Bank Transaction.

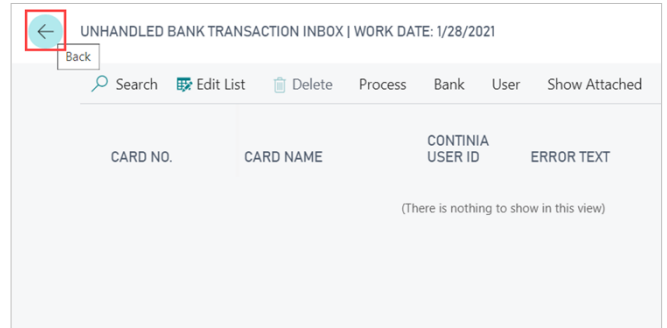


When you have chosen which posting, you are asked whether transactions are credit cards with employee liability.

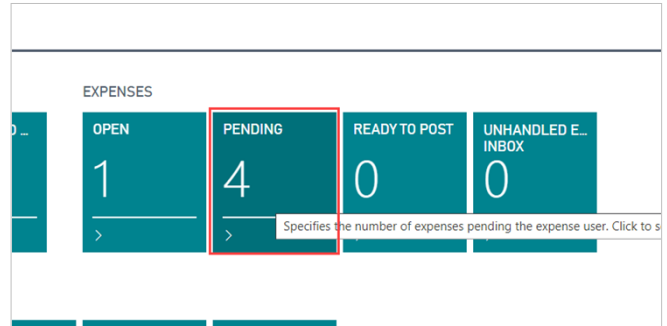
The reason why you get this question is that credit card with employee liability is posted on the employee's vendor card to reimburse the employee instead of the company paying the outstanding balance on the credit card.



Expenses have now been created from the transaction information. Date, currency, amount, and description are automatically filled in on the expense as these details are informed from the transaction.



The 4 credit card transactions have generated 4 expenses, which are visible under pending.



When you open the page, you see that these expenses have the status "Pending Expense Users". Now these expenses will be visible for the expense user in the Expense App in "Open", and ready for the user to fill in final information. Attach a picture of the receipt, and submit to send for approval.

EXPENSE TYPE	DESCRIPTION	STATUS	APPROVAL BY	CURF CODE
SOFTWARE	LinkedIn	Pending Ex...	_	
FOOD	Lagkagehuset	Pend	Pending Expense User	DKK
ACCOMMOD...	Westin Phoenix Downtown	Pending Ex...	_	USD
HARDWARE	Apple Green Hills	Pending Ex...	_	USD

Expenses created from credit card transactions will be marked as Matched to banktransaction.

CURRENCY CODE	AMOUNT	AMOUNT (LCY)	CA... CA...	MA... TO BA... TR...	DEPARTME... CODE	PROJECT CODE
	86.00	86.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
DKK	79.00	9.35	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
USD	1,598.93	1,285.88	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
USD	1,079.39	868.06	<input type="checkbox"/>	<input checked="" type="checkbox"/>		