Barclaycard Spend Management

Your cardholder guide to online account
Barclaycard Spend Management
Your cardholder guide to manage your online Credit Card account.

Barclaycard Spend Management is a simple, intuitive online tool that helps you manage your Barclaycard account. It will help you keep track of your spending including your credit limits and available balance, code and submit for approval, and gives you access to online statements. This quick guide will take you through the basics of using the system, showing you how to keep complete control of your spending.

This guide will walk you through a few simple steps to help you get the most from the system.

Your first login
Once your company administrator has set up Barclaycard Spend Management, you will receive two automated emails generated by the system, the first with your username and the second with your temporary password.

Forgot your login details? Simply click the link on the login page for help on resetting passwords, or contact your system administrator.
Step 1
Follow the link in the email or visit Barclaycard.co.uk/spendmanagement

Step 2
Enter your username (your Napier email) and password as supplied in the emails and click Continue.

Step 3
Set a memorable word by answering a security question from the list provided and click Log in.

Step 4
You'll be asked to read and accept the terms of use to gain access to the system. Once accepted, your password can be changed to something more personal to you for the next time you log in.

For future logins you'll need your username, password and your memorable word, from which you'll be asked to enter three random characters to access the system.
Finding your way around

Each time you log in, you'll be taken to the welcome page. At first glance you'll also see a quick summary of your account and a range of tabs and buttons that click through to different areas of the system.

1 Reports
Basic reporting functionality that allows you to analyse your spending further.

2 Settings
View your personal system settings and change your login details.

3 Help
Intuitive online support that opens on the topic directly related to where you are in the system.

4 Contact
View your system administrator’s details if you need to contact them.

5 Account summary
A snapshot of your account including your current balance, credit limit, available funds and details of your last three transactions.

6 Home page message
Barclaycard and/or your company may display messages to keep you up to date with any system changes or company news.

7 Statement quick links
A direct link to view your online statements.

8 Account Statements
View your individual transactions by monthly cycle and access your online statements.
Viewing your spending

Step 1
To view a summary of your recent transactions, click on **Account Statements** in the Main Menu.

Step 2
Choose the date range you want to view using the options on the left of the screen. The most recent will always be at the top.

You’ll find a brief summary of your current balances in the top right-hand corner as well as a list of your latest transactions with their date, supplier and amount.

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Step 4
You can also view a printable copy of your statement via the View Statement Report link at the bottom or from the links on the homepage. You’ll also receive a monthly email telling you that your statement is ready.

Credit Card management
Barclaycard Spend Management allows you to manage your card account. Here you can code transactions, submit them for approval. If you have coding work to perform, the Account Statements link on your home page will be flashing amber.

By clicking on Account statements

Your list of Statements will appear – those in black have been completed – red means there is something to do.
Coding transactions

**Step 1**
Within Account Statements and your list of transactions, you'll see icons that relate to the coding and approval status.

The first icon will be displayed as one of the following:

- ![Icon](attachment:image1.png) Mandatory coding is required before it can be approved.
- ![Icon](attachment:image2.png) Automatically coded but requires review before it can be approved.
- ![Icon](attachment:image3.png) All required information has been entered and all your work is done. This can now be submitted to your manager for approval.

The second icon relates to the transaction's approval status:

- ![Icon](attachment:image4.png) Approval is required.
- ![Icon](attachment:image5.png) Transaction has been approved.
- ![Icon](attachment:image6.png) Manager has requested more information.

**Step 2**
To code your transactions, click on the first icon displaying the transaction status. This will open the Transaction Details window on the Coding tab.

All transactions will need to be coded and a description added.

Your default folder has added – if your default changes please contact system administrator.
The coding screen will appear with your defaulted folder.

To access the Account Codes—Click on the Drop down arrow.

Click on [Search]
You can search by Account or by description – the percentage sign is the wild card for BSM

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

<table>
<thead>
<tr>
<th>Code Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>302%</td>
<td></td>
</tr>
</tbody>
</table>

Valid Codes Only: Yes or All

Search

Also if you click on the you can see what further info the account code may need – as this is travel you also need to enter country code & tripnumber

To remove from favourites use

If it's a code that you don't want to add to your favourites click on to use it in your transaction
When you next go to the Account Code – you will see your favourites – no need to search.

You can set-up favourites for Country Code, Site, Aleph, Vat Code – for Vat Code please add in P1 to P4, the Trip Number is manually keyed in - but its restricted to be an 8 digit number.

You now need to enter the Tax code – this is not linked to our Vat Code

Depending on the transaction what will appear here – select the correct code for your transaction – once selected you must tick the receipt box

If you don’t tick the receipt box you will get the following error message

This transaction item has not been coded correctly, or has not passed all required business rules:

**Tax Code and Receipt Mismatch**

Select Back to return to this transaction, or Close to exit this window
You now need to enter in your description in narrative 2 – Please note this transaction will be going the approver of the Folder not your line manager so your description needs to be meaning full.

Now click on Save

Your transaction Status will have changed and an which signifies that approval is now needed.

When approved there will be two green ticks against the transaction

Split Coding – You can split a transaction over more than one code by clicking on the next to the line number. Transactions can be split evenly or by specific amounts for each code.

Firstly code Line 1

At line 1 there is a small +
By doing the split after coding line 1 there is less to change.

Transaction Details

Transaction Date: 21/03/2013
Amount: £231.23 GBP
Travel: London W12r

Summary

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Folder</th>
<th>Country Code</th>
<th>Trip Number</th>
<th>Site</th>
<th>Aleph</th>
<th>Val Code</th>
<th>Amount Incl</th>
<th>Tax Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>1420</td>
<td>E1788-00</td>
<td>301</td>
<td>466030025</td>
<td>P4</td>
<td>57.81</td>
<td>Exempt</td>
<td></td>
</tr>
<tr>
<td>Line 2</td>
<td>1420</td>
<td>E1788-00</td>
<td>301</td>
<td>466030025</td>
<td>P4</td>
<td>57.81</td>
<td>Exempt</td>
<td></td>
</tr>
<tr>
<td>Line 3</td>
<td>1420</td>
<td>E1788-00</td>
<td>301</td>
<td>466030025</td>
<td>P4</td>
<td>57.81</td>
<td>Exempt</td>
<td></td>
</tr>
<tr>
<td>Line 4</td>
<td>1420</td>
<td>E1788-00</td>
<td>301</td>
<td>466030025</td>
<td>P4</td>
<td>57.80</td>
<td>Exempt</td>
<td></td>
</tr>
</tbody>
</table>

More...

Apply Enhanced Data Coding

Narrative Details

- Purchase Key Travel
- Narrative 2

21/03/2013 Purchase Key Travel

| 1420 | E1886-07 | 301 | 466030025 | P4 | Exempt | 0.09 | 57.81 |
| 1420 | E1788-00 | 301 | 466030025 | P4 | Exempt | 0.09 | 57.81 |
| 1420 | D920-00  | 301 | 466030025 | P4 | Exempt | 0.09 | 57.81 |
| 1420 | D718-00  | 301 | 466030025 | P4 | Exempt | 0.09 | 57.80 |
Once submitted, the approver may request more information before they approve it or changes maybe required – emails will be sent so you will be notified. This will display as a question mark in the approval status icon. Click on this to open the Transaction Details window on the approval tab.

In this instance the coding needs changed – once amended and Saved you need to go to the Approval Tab and you must enter your comment in the Card holder Comment – then Save and Close – this is to trigger an email to the approver with the comment.

Once approved the question mark will become tick
We will be extracted approved transactions on a regular basis – so once extracted you will not be able to change
the transaction details. The will show but when you click into the transaction there is no ability to
change anything.

The will show but if not extracted you can go in and amended the transaction – and it will go for
approval again.
Running a report

Reports, accessed through the menu bar or the Main Menu, give you a more detailed view of your spend. You can also view your account and personal details.

**Step 1**

To run a report, click Transaction Search Personal, select the one you want to use, and enter the parameters as required in the new window.

- **Select the statement period** – or leave blank and restrict the days

On the left hand side of the screen you can add additional details to your report.
By clicking the arrow you can open up – and add details or refine your search. Once your options are selected, click Search to display your results.

Having asked for transactions that need approval, the following result - as the cardholder or delegate you are able to make adjustments to transactions shown if editable.
The Additional Fields dropdown has two pages to it

<table>
<thead>
<tr>
<th>Additional Fields</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Type &amp; Status</td>
<td></td>
</tr>
<tr>
<td>Supplier Groups</td>
<td></td>
</tr>
<tr>
<td>Currency &amp; Amount</td>
<td></td>
</tr>
<tr>
<td>Enhanced Data</td>
<td></td>
</tr>
<tr>
<td>Coding Information</td>
<td></td>
</tr>
<tr>
<td>Additional Fields</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Account Issuer</td>
<td></td>
</tr>
<tr>
<td>Amount (Incl)</td>
<td></td>
</tr>
<tr>
<td>Source Amount</td>
<td></td>
</tr>
<tr>
<td>Period End Date</td>
<td></td>
</tr>
<tr>
<td>Posting Date</td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Customer Code</td>
<td></td>
</tr>
<tr>
<td>Issuer Reference</td>
<td></td>
</tr>
<tr>
<td>Amount (Excl)</td>
<td></td>
</tr>
<tr>
<td>Tax Amount</td>
<td></td>
</tr>
<tr>
<td>Transaction Type</td>
<td></td>
</tr>
<tr>
<td>Tran Date</td>
<td></td>
</tr>
<tr>
<td>Company Unit</td>
<td></td>
</tr>
</tbody>
</table>

Just tick the boxes you want to appear – Narrative Details, Narrative 2 and line coding.

By using Report Template you can save your criteria to run again – save template brings up the Create New report Template
When you next go into the screen open up Report Templates and tick box – you will still have to specify the Statement period or start & end dates.

Your report will have the added info:

**Transaction Search - Personal**

All amounts are tax inclusive and displayed in their billing currency.

As the cardholder or delegate you are able to make adjustments to transactions shown if editable.

**Barclaycard - UK, 21/03/2013 to 22/03/2013**

**MappedCards**

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Tran Date</th>
<th>Supplier</th>
<th>Narrative Details</th>
<th>Narrative 2</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/03/2013</td>
<td>21/03/2013</td>
<td>Key Travel</td>
<td>Purchase Key Travel -</td>
<td>P4</td>
<td>152.18</td>
</tr>
<tr>
<td>22/03/2013</td>
<td>21/03/2013</td>
<td>Key Travel</td>
<td>Purchase Key Travel</td>
<td>Rail Tickets for Webster/Miller/Langtory/Forbes for Toys R us Conference</td>
<td>231.23</td>
</tr>
</tbody>
</table>

| Debit Total GBP | 362.41 |
| Credit Total GBP | 0.00 |
| Total GBP | 363.41 |

*Report to Excel, Report to PDF*