**Log on and off**

Open your internet browser and access the following web address:

http://www.spendmanagement.barclaycard.co.uk

Enter the following:

- Your Username
- Your Password
- Three random characters from your memorable word

**Home Page**

Once you have successfully logged onto Barclaycard Spend Management, you will be taken to your home page:

*On the right of the Home Page screen, you will see any Corporate Messages that your organisation has sent to you:*-

From your home page you can access the following menu options:

- **Account Statements** - From this menu item you can view, submit and manage your card transactions,
- **Reports** - allows you to report on your own transactions and has a wide range of search criteria
- **Settings** - allows you to perform tasks that relate to your own setup on Barclaycard Spend Management.
- **Help** - The online help system allows you to search for assistance around various areas of the system
If you have coding work to perform, Account Statements on your Home Page will be flashing:

- Red cross. This indicates that mandatory coding or information is still required for the transaction.
- Green check. This indicates all required information has been entered for the transaction.
- Green question mark. This indicates the transaction has been automatically coded, via default coding. Depending on the setup of your organisation’s system, you may still be required to open the transaction and save it to ensure it has been coded correctly. This will change the icon from a green question mark to a green check.

**Transaction Coding**

Click the transaction status icon to the right of the transaction amount you want to code. The Coding tab of the Transaction Details window displays:

On the Transaction Details window you will see a number of coding segment fields which are specific to the financial Chart of Accounts for your organisation.

Enter the required codes by either:

- Typing the code straight into the field, or Clicking the drop-down arrow beside the field and selecting the code from the list.

Alternatively Select Search from the drop-down list and search for the code:

If you know the value or description of the code you are searching for, type it in the Code Value or Description fields and then Click Search. Alternatively, leave all fields blank and Click Search.

Click to the right of the code you want. The Transactions Details window re-appears with the code displaying in the coding field.