Barclaycard Spend Management Training Guide

December 2010
The following slides are intended to assist with cardholder and manager (approver) Barclaycard Spend Management training.

The slides provide general suggestions for the training topics that should be covered within each area of the system.
Cardholder Training
Log on and Off Barclaycard Spend Management
Home Page
Help and Support
Personal Settings
Viewing transactions
Transaction Coding
Reporting
Log on and off

Your Barclaycard Spend Management Username and initial Password will be sent via separate e-mails to you by your Company Administrator:

John Smith

Welcome to Barclaycard Spend Management

You have been successfully setup as a new user on Barclaycard Spend Management.

Please find below the username you can use to access this service.

Username: John Smith

Please click here to sign into Barclaycard Spend Management

Password: gU!Zd84X1

Please click here to sign into Barclaycard Spend Management
Log on and off

Following receipt of your Barclaycard Spend Management Username and initial Password open your internet browser and access the following web address:-

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

Enter the Username and password and click submit or press the ‘Enter’ key on your keyboard
Log on and off

If this is the first time you have accessed the system, you will be prompted to change your password.

The **Password Maintenance Update** dialogue box appears:-

Type a password that is a minimum of 5 characters in length. Note: It can be a combination of alpha and numeric characters.

Confirm your new password. Click **Save**.
Log on and off

If this is the first time you have accessed the system, you will then be prompted to select one memorable question/word reminder from eight pre-defined questions:-

- Select a memorable question from the drop-down list.
- Enter your memorable word answer. Note: The memorable word must contain a minimum of 5 characters and a maximum of 15 characters. The characters must be alphabetical (upper and lower case). Numbers and special characters are not supported.
- Confirm your memorable word.
- Tick the check box at the bottom of the page to confirm you have read and accepted the online services terms and conditions, and the rules for entering the memorable word.
- Click Save.
- To accept the terms of use to enter the site Click Save.
Log on and off

On all future log ins, you will be required to enter the following:-

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

If you fail to log in successfully, you will receive an error message. You can retry to log in up to four times. After the fourth unsuccessful attempt, you will be locked out from the system. There is an automatic 2-hour reset on both passwords and memorable word, after which you can retry to log in with your original username, password and memorable word characters. For immediate unlocking and/or password resets contact your Company Administrator.
Log on and off

If you have forget your Username, contact your Company Administrator.

If you have forgotten your password:
Click ‘Select Here’ next to Forgotten your password? on the Barclaycard Spend Management logon page. The Password Help screen will appear.

If you forget your memorable word, click View Memorable Word Reminder to view your memorable word question.
Log on and off

You will be prompted by Barclaycard Spend Management to change your password every 28 days. Alternatively, you can change the password yourself at any time via the Settings menu selection on your Home page:

If you have been working on Barclaycard Spend Management and leave the system for a period of 30 minutes or more, the session will time out. A message will appear advising you to log in again.

To **log off the system at any time**, click the Logoff button on the menu at the top of your screen.
Once you have successfully logged onto Barclaycard Spend Management, you will be taken to your home page.

In the centre of the screen, you will see a welcome message, the last time you logged onto the system, and the email address stored in the system for you.

If you have only one account, the home page displays its balance, credit limit and any available credit at the time of the last data update to Barclaycard Spend Management. It also summarises the last three transactions loaded into Barclaycard Spend Management and provides links to the last three transaction periods for that account.
On the right of the Home Page screen, you will see any Corporate Messages that your organisation has sent to you:-

- Corporate Message: Please review your expenses by the end of the month.
Help and Support

The **online help** system allows you to search for assistance around various areas of the system:-

Alternatively, contact your Company Administrator.
Personal Settings

To view the details held about you in Barclaycard Spend Management click **Settings** on your home page main menu. By default, **Your Personal Settings** screen opens and displays your details such as Employee ID, Username, Phone number and e-mail address:-

![Screenshot of Barclaycard Spend Management Personal Settings page](image-url)
Viewing transactions

From your Home page main menu click on **Account Statements**.

If you have coding work to perform, **Account Statements** will be flashing:

For card transactions, Barclaycard will be shown as a heading and under the heading will be a list of the prior six month statement period dates. Any statement periods where some action is required by you will appear in red text.
Viewing transactions

Alternatively, from your Home page main menu click on an Account Statement period from below ‘Click to View’ at the bottom of the screen:-

- Current period transaction listing
- Current period statement
- Statement ending 24/06/2010
- Statement ending 24/08/2010
- Statement ending 24/07/2010
Transaction Coding

A column of icons display to the right of transactions on your account statement. The column of icons indicates the coding status of the transaction:-

- 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:-
Click the transaction status icon (either a red cross or a green question mark) to the right of the transaction amount you want to code.

The **Coding** tab of the **Transaction Details** window displays:

On this window you will see a number of coding segment fields which are specific to the financial Chart of Accounts for your organisation. Some or all of the fields may be mandatory and some may have to be used in combination with others.
Transaction Coding

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.
It is possible to set up a list of favourite codes for each code type, in order to avoid the need to do a full search for every code you require. Instead, your most frequently used codes will appear in the drop-down selection list. You can select up to 15 favourite codes:

Search for the codes you want to add to your list of favourites.
Click to the right of the code you want to add to your favourites list. The code displays on the right of the window under the Favourites heading.

To remove a code from your list of favourites, click
Transaction Coding

Split a Transaction

You can manually split an amount across more than one line should you need to split a transaction across more than one line of coding, e.g. if one transaction needs to be split across multiple departments or cost centres. Click to the left of the coding line:-

Alternatively, type the amounts directly into the **Amount Incl** column of each line.

Code each line accordingly.

Remember the **Balance** field must show 0.00.

If you require more than four lines to split your transaction, click the **More..** link that sits immediately underneath the coding lines. Six extra lines are added.
Split a Transaction

If you have selected to Click the left of the coding line, the Split Transaction Line dialogue box appears, allowing you to either:

- Split the amount evenly across 2-10 lines (select the number of lines from the drop-down field and click Save. Each line takes an even portion of the original line and taxation amounts).

- Split the line by amount (select the number of lines you want to split the transaction across, adjust the amounts in the Line Amount text boxes and click Save).

With either method, any new lines are coded identically to the split line.
Indicate Receipt of Invoice

Barclaycard Spend Management allows you to indicate whether or not you hold a valid tax invoice for a transaction. :-

To indicate you hold a valid tax invoice for a transaction, click the Receipt check box on the Coding tab of the Transaction Details window so that a green tick appears.

To indicate you do not hold a valid tax invoice for a transaction, click the Receipt check box so that a red cross appears.

You may also be required by your organisation to add additional information about your purchase to the Narrative Details box.
Submit a Transaction for Approval

Upon your review and completion of any information and coding relating to your transaction, click **save** and the expense is automatically made available to your transaction approver (if approval is required) or for download by your Company Administrator:-

![Transaction Details](image)
Reporting

Transaction Search – Personal

This report allows you to report on your own transactions and has a wide range of search criteria allowing you to restrict the search by date (statement period, user-defined date range, or a common execution range like last week or last month), transaction type, transaction status, the supplier's merchant group or category, currency, amount, or even by how you coded them.

Wildcard Character

Barclaycard Spend Management reports allow for wildcard searching (use of the % character) within search fields.
Transaction Search – Personal

Search results will appear on screen and can be exported to Excel or PDF:
Questions?
Approver /Manager Training
Topics

Home Page
Viewing transactions
Approving transactions
Reporting
An Approver’s Barclaycard Spend Management Home Page will include a link to **Approvals**.

The link to **Approvals** will be flashing to notify you if you have transactions you need to action:
When you click **Approvals** from your home page main menu you will be taken to your **Items Requiring Attention** screen.

Any statement periods where approval action is required will appear red:-
The **Items Requiring Attention** screen displays a list of employees who have transactions awaiting your approval, as well as the account type, statement period, and number of transactions. If you click the employee name, you will be taken to the **Transaction Approval** screen, and it will display all transactions that need approval across all periods and all account types:

If you click a statement period beside an employee’s name, you will also be taken to the **Transaction Approval** screen, but it will display only the transactions for that period and that account type.
A number of transaction and approval icons can be seen on the **Transaction Approval** screen. When viewing the transactions of an employee that require your action, you will see two sets of icons to the right of the transaction detail. One relates to the status of a transaction, the other to the approval status:-
# Viewing transactions

## Transaction Status Icons

These icons are determined by the action of the employee:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>This indicates there is mandatory coding or information still required for this transaction.</td>
</tr>
<tr>
<td>✔</td>
<td>This indicates all required information has been entered.</td>
</tr>
<tr>
<td>/question-mark</td>
<td>This indicates the transaction has been automatically coded. This means that via default coding, all the information required for this transaction has been entered.</td>
</tr>
</tbody>
</table>

## Approval Status Icons

These icons are determined by the action of the approver:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>!</td>
<td>This indicates approval is required for this transaction.</td>
</tr>
<tr>
<td>✔</td>
<td>This indicates approval has been given.</td>
</tr>
<tr>
<td>?</td>
<td>This indicates the approver has requested more information.</td>
</tr>
<tr>
<td>✗</td>
<td>This indicates the approver has declined the transaction.</td>
</tr>
</tbody>
</table>
Viewing transactions

To view more information for a transaction click the transaction status icon to the right of the transaction you want to view from the Transaction Approval screen.

A details screen for the transaction type appears, automatically defaulting to the Coding tab. Click on summary to view an enhanced data that may be available:-
Approving transactions

You can approve all transactions via the **Approve All** link on the top right of the approver's **Transaction Approval** screen. Clicking this link will approve all transactions on the screen that have not yet been actioned. If you have already actioned some approvals by declining them, or requesting more information, it will not alter their status. It will only approve those that remain under the **Approval Required** heading:

If you do not want to approve all transactions in one go, but select a number to approve and then deal with exceptions, you can use the **Approve Selected Items** link, which also appears when the Approve All Availability option is activated.
Approving transactions

Alternatively you can view and approve individual transactions from the **Transaction Approval** screen, by clicking on the approval status icon to the right of the transaction you want to approve. The icon will be either be a question mark, exclamation mark or tick, depending on the transaction's current status. The **Transaction Details** screen appears, defaulting to the **Approval** tab:

You now have the options to send the transaction back to the cardholder via the Information Required selection, mark the transaction as Approval Required (if previously approved in error) or click on the **Approved** option. You can also add some comments if required in the Approver Comments box. Click **Save** and this transaction will now appear under the appropriate heading of the Transaction Approval screen.
A range of reporting is available to an Approver, including:-

**Spend – Employee:** This report details all charges made by a selected employee for a selected period.

**Suppliers – Employee:** This report allows an Approver to view the suppliers used by the employees they are responsible for.

**Analysis – Employee:** This report allows an Approver to analyse the spending pattern of the employees they manage.
All the available reports have a wide range of search criteria allowing you to restrict the search by date (statement period, user-defined date range, or a common execution range like last week or last month), and may also include other search criteria such as transaction type, transaction status, the supplier's merchant group or category, currency, amount, or even by how you coded them (depending on the report that you are running):

Wildcard Character

Barclaycard Spend Management reports allow for wildcard searching (use of the % character) within search fields.
Reporting

Search results will appear on screen and can be exported to Excel or PDF:-
Questions ?