



alba spectrum
Making systems business-ready

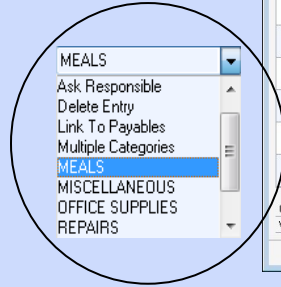
Credit Card Expense Manager

A flexible tool designed to manage credit card and debit card expenses in Dynamics GP.

- **Statement Import**
- **Category Management**
- **User Expense Categorization**
- **Reconciliation**
- **Voucher Generation**
- **GL Distribution**

Card Transaction Import and Categorization

The administrator imports monthly credit card transactions in text or CSV format, and then allocates each purchase to a cost category. During import, users may associate statement dates with credit card transactions. Through CCEM, the user then creates payments and voucher entries. The user can also associate credit card expenses with existing vouchers.



Mark to Process	Transaction #	Responsible	Status	Bank Date	Tx Date	Paid To	Vendor ID	Vendor Name	Amount	Cost Category / Action	Segment1	Linked Payables Transaction
	8			10/1/2017					(\$60.00)	Not Selected		
	9			10/1/2017					\$60.00	Not Selected		
	10			10/1/2017					\$70.00	Gas		
	11			10/1/2017					(\$2,000.00)	Entertainment		
	12			10/1/2000					(\$130.00)	Meals		

Cost Category Setup

The administrator creates a cost category and associates it with a GL expense account. This enables CCEM to provide a default category for each expense item. Alba CCEM allows administrators to create unlimited cost categories.

Cost Category Name	Account Number	Account Description
MEALS	300 - 6530 - 00	Meals/Entertainment - Sales
MISCELLANEOUS	000 - 6780 - 00	Miscellaneous Expense
OFFICE SUPPLIES	300 - 6150 - 00	Supplies-Allocated - Sales
REPAIRS	200 - 6170 - 00	Repairs & Maintenance - Accounting
TELEPHONE	300 - 6510 - 00	Telephone - Sales
TRAVEL	300 - 6520 - 00	Travel - Sales

Cost Center Management

Alba CCEM assigns expenses to Cost Centers, automatically replacing the appropriate GL segment in the GL account in the distribution line for vouchers that are automatically created to reflect credit card transactions. Cost Center Management mass-creates cost categories for a new cost center, and it also controls which cost categories can be selected when categorizing credit card expenses.

Mark to Process	Transaction #		Bank Date	Paid To		Amount	Cost Category / Action	Segment1
	Responsible	Status	Tx Date	Vendor ID	Vendor Name		Linked Payables Transaction	
<input checked="" type="checkbox"/>	DELA0001	N/A	1 5/31/2006	T-MOBILE 800-937-8997 W		\$328.56	TELEPHONE	100
<input checked="" type="checkbox"/>	DELA0001	N/A	2 5/30/2006	ADVANCED0001	Advanced Office Systems	\$68.79	TRAVEL	300
<input checked="" type="checkbox"/>	DELA0001	N/A	3 5/26/2006	CHEVRON 00202434	CARLSBAD C	\$45.38	TRAVEL	400
	DELA0001	N/A	5/24/2006					

Employee Credit Card Setup

Card Number	Employee ID	Employee Name
491987XXXX1820	ACE0001	Pilar Ackerman
491987XXXX4311	BARB0001	Angela Barbariol

The administrator associates each card's number with the employee who uses that card. CCEM then identifies the employee responsible for each charge. These card holder mappings also send an automatic notification that prompts the employee to provide an explanation and a category for the charge.

Employee Expense Portal

Actions	Trx #	Bank Date	Trx Date	Amount	Paid To	Credit Card #	Status	Cost Category
Edit	10	10/1/2017	10/2/2017	\$70.00		491987XXXX1820	0	Gas
Edit	11	10/1/2017	10/2/2017	(\$2,000.00)		491987XXXX1820	0	Entertainment
Edit	12	10/1/2000	10/2/2000	(\$130.00)		491987XXXX1820	0	Meals

An optional web portal enables an employee to review their credit card's monthly transactions. Through this portal the employee can confirm or update the cost category for each purchase. Employees can also upload expense receipts associated with credit card transactions. Transaction lines can then be split into multiple cost categories for more precise distribution. In this way the portal dramatically reduces the administrative overhead needed to obtain user input.

Expense Review and Approval

Actions	Trx #	Bank Date	Trx Date	Amount	Paid To	Credit Card #	Status	Cost Category	Approval
Approve Reject	10	10/1/2017	10/2/2017	\$70.00		491987XXXX1820	0	Gas	NA
Approve Reject	11	10/1/2017	10/2/2017	(\$2,000.00)		491987XXXX1820	0	Entertainment	NA
Approve Reject	12	10/1/2000	10/2/2000	(\$130.00)		491987XXXX1820	0	Meals	NA

CCEM Web Portal allows accounting staff to review and approve assigned cost categories and uploaded expense receipts per credit card transaction.

File Format Definitions

Credit Card Expense Manager includes a file import mapping tool that defines file formats and import rules. After associating a file import definition to a credit card master in Dynamics GP, the user can directly import and process files from any financial institution. A range of pre-configured file import formats for certain financial institutions allow Alba CCEM to be used as soon as it is installed.

Field Name	Field Type	Required	Source	... Data	Translation
TABLE OPERATION	String	3			
Bank Import Entry	Long Integer		Constant	0	
Reconciled	Boolean				
Card Name	String	15			
Marked To Process	Boolean				
Checkbook ID	String	15			
Date	Date		Field 1		
			Field 1		
			Field 3		
			Field 4		
			Field 5		

Statement Reconciliation Process

Alba CCEM channels credit card expenses through different workflows, depending on how the Accounting Department wants to view these expenses:

- If expenses related to a Merchant are to be tracked through a Vendor account in Payables Management, Alba CCEM automatically creates the appropriate Payables Transaction (Voucher and Credit Card Payment) for that Vendor. Additionally, Alba CCEM can match a credit card expense against a voucher previously entered in Payables Management.
- If a credit card expense related to a Merchant only needs to be accounted for in GL (not tracked through a Vendor's account), CCEM creates a debit to the GL expense account within the voucher automatically created for the Credit Card vendor.

