

## Financials

# Purchase Cards

Improve the efficiency and reconciliation of purchase cards. Purchase Cards provides an electronic, integrated and efficient solution to the reconciliation of corporate credit cards.

The screenshot displays the 'My Purchase' section of the system. It includes a search bar, a list of purchase card systems, and a detailed view of 'Purchase Card Transactions'. The 'Outstanding Statement Items' section shows a summary table and a grid of transactions.

**Automatic item reconciliation**

Total Outstanding	Total Accepted	Total With Issues	Total Disputed
316.91	0.00	0.00	31.35

Date	Narration	Amount	Status
21/06/2011	NZ SAFETY LIMITED EAST TAMAKI	31.35	In Progress
22/01/2012	BUNNINGS LIMITE EASTTA...	120.66	In Progress
22/01/2012	MITRE 10 EASTTAMAKI ...	89.90	In Progress
22/01/2012	BP OIL (NZ) LIMITED PAKURA...	75.00	In Progress
22/01/2012	NZ SAFETY LIMITED EAST TAMAKI	31.35	In Progress

# Key features and benefits

## Reconciliation automation

A card holder-centric user interface that allows users to quickly:

- ✓ Attach receipts and other supporting documentation to transactions
- ✓ Code expenses using favourites
- ✓ Submit expenses for approval

## Audit controls

Powerful workflow capabilities provide the flexibility to route transactions for review or approval based on the rules you define and detailed transactional attributes.

## Reduce paperwork and administration costs

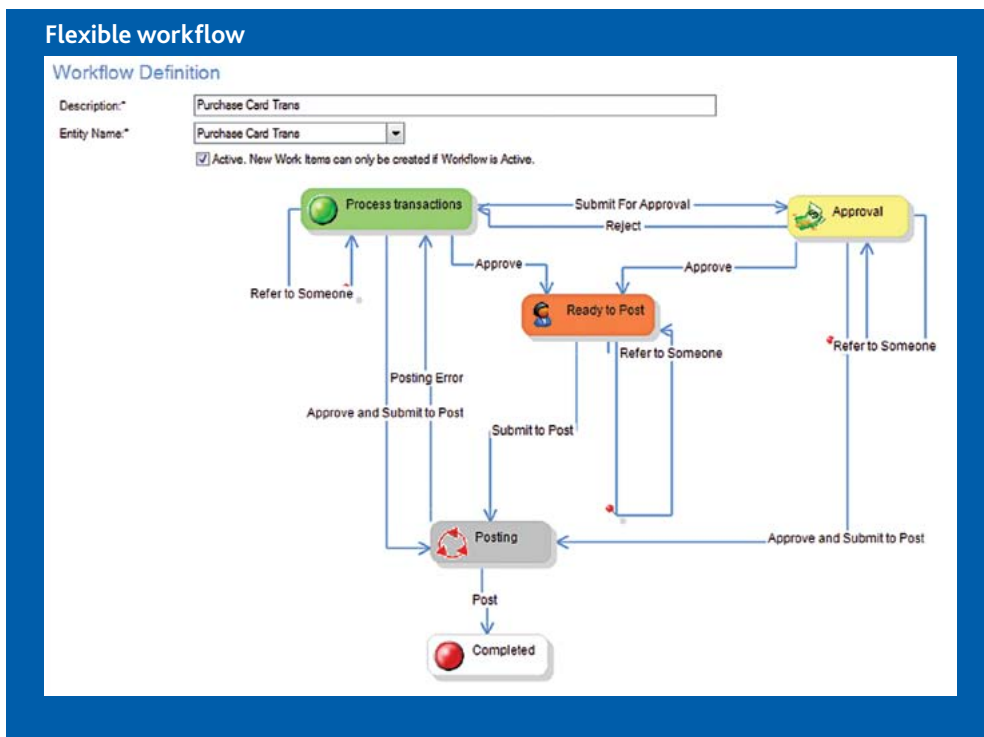
- ✓ Emails alert card holders of expenses to be reconciled
- ✓ Reduce the administrative burden with online reconciliation and approval
- ✓ Eliminate unnecessary paperwork by attaching documents and receipts to expenses
- ✓ Easily view the real-time status of each card holder's reconciliation
- ✓ Ability to nominate mandatory fields

## Full integration

- ✓ Online validation of accounts when coding expenses
- ✓ Drilldown from expense to purchase card transactions, and view detailed information including receipts
- ✓ Record transactions against suppliers for accurate spend reporting
- ✓ Full exposure of financial transactions

## Tight integration with Travel & Expense Management module

Where travel requests and expenses have been raised in the Travel & Expense Management module, and payment is made on a purchase card, reconciliations can be made simply by selecting the appropriate document.



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