barclaycard
Start today

Barclaycard Spend Management

Premium Cardholder User Guide

Welcome to Barclaycard Spend Management

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

Introduction

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, available balance, 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. Start using your card today and enjoy all the benefits of your online account.

You can navigate this user guide by clicking on the tabs in the header of each page, or go forwards and backwards using the arrow buttons in the footer of each page. You can return to this page via the home button.

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Getting started: first time login

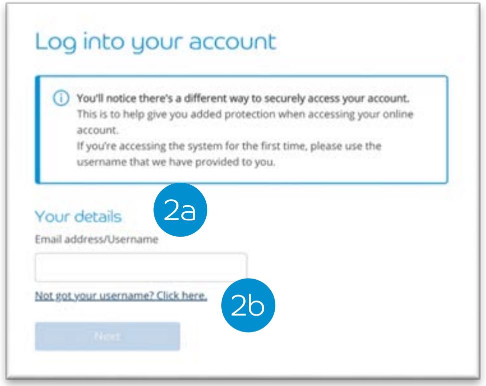
To log in to your Corporate online servicing accounts, you'll need your PINsentry card reader and your Barclaycard Commercial card or Authentication card.

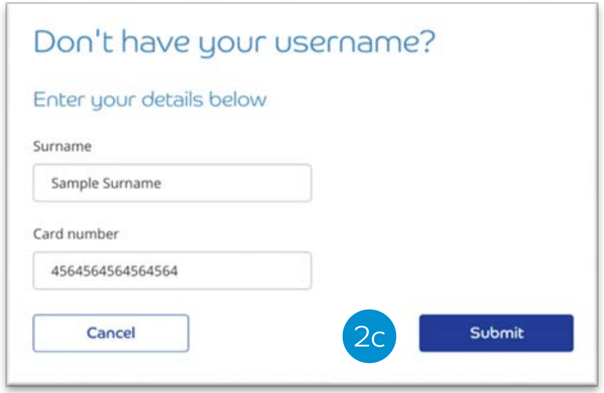
1 Navigate to barclaycard.co.uk/business and log in with the button in the top-right corner.

2a You'll then see a 'Log into your account' screen. Enter your username or email address and press 'Next' to move on to the verification screen.

2b If you don't have a username or haven't used online servicing before press 'Not got your username?'

2c On the next screen, enter your surname and the card number from your Barclaycard Commercial card or Authentication card. Then press 'Submit'.



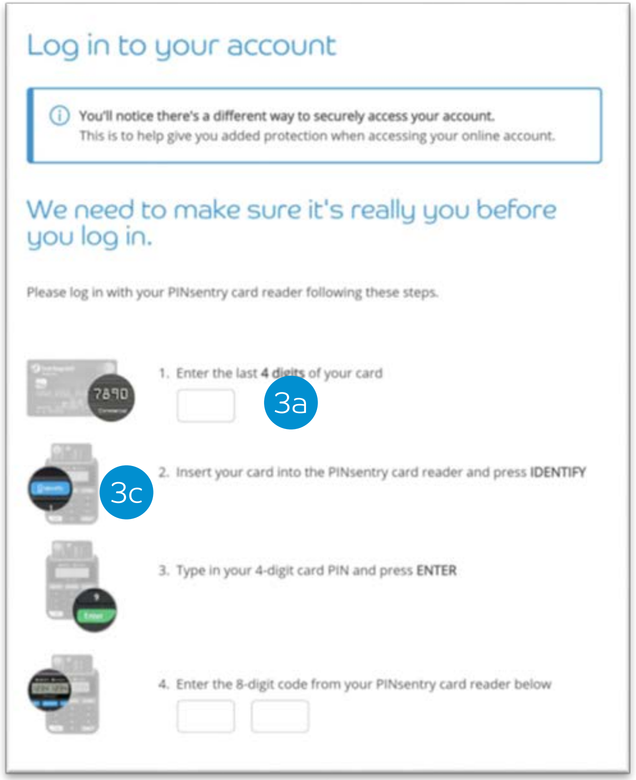


Getting started: first time login

3a The next screen will appear with instructions to confirm it's you using your PINsentry card reader.

3b Start by entering the last four digits of your card into the box on the login screen.

3c Insert you Barclaycard Commercial card or Authentication card in the card slot, chip-end first. Then press 'Identify'.



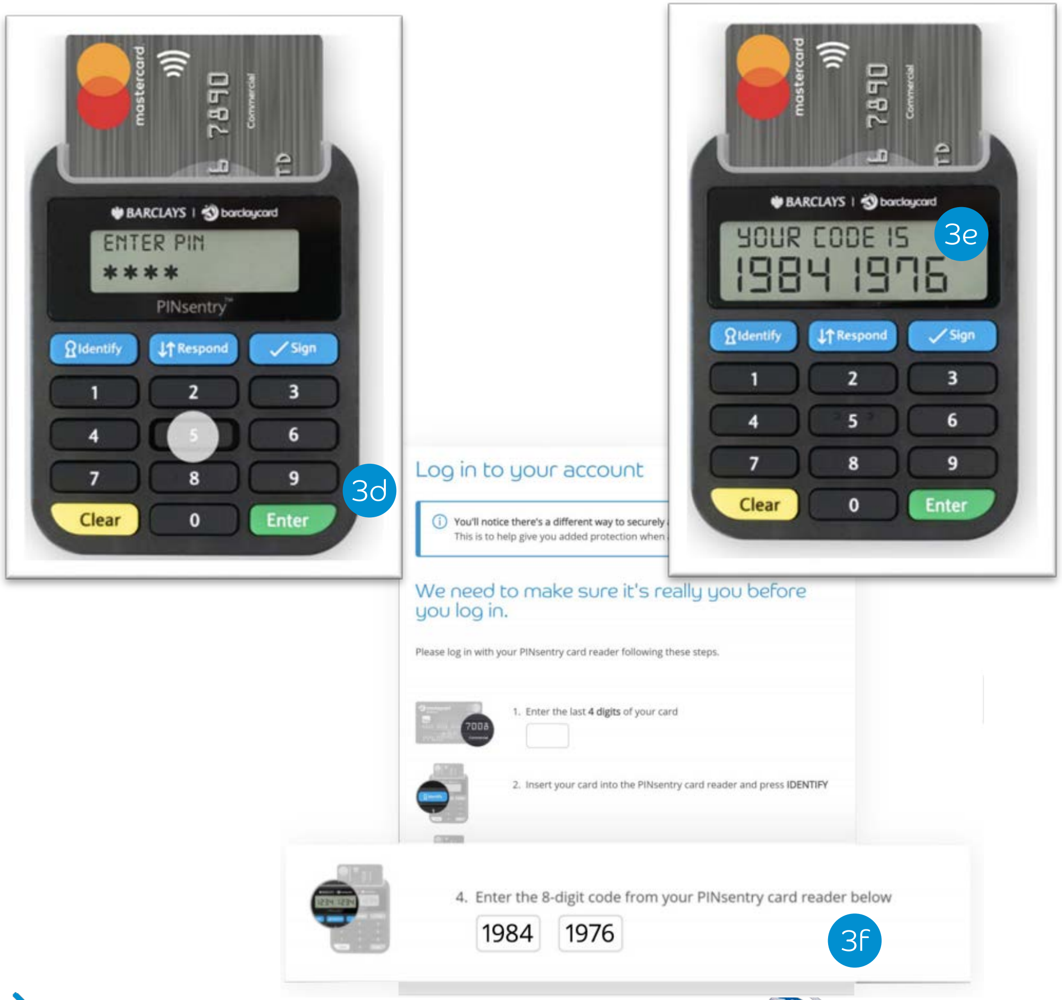
barclaycard

Getting started: first time login

3d Tap in your card's four-digit PIN and press 'Enter'.

3e Your card reader will now show you an eight-digit code, which will only be valid for a few minutes, so enter it straight away.

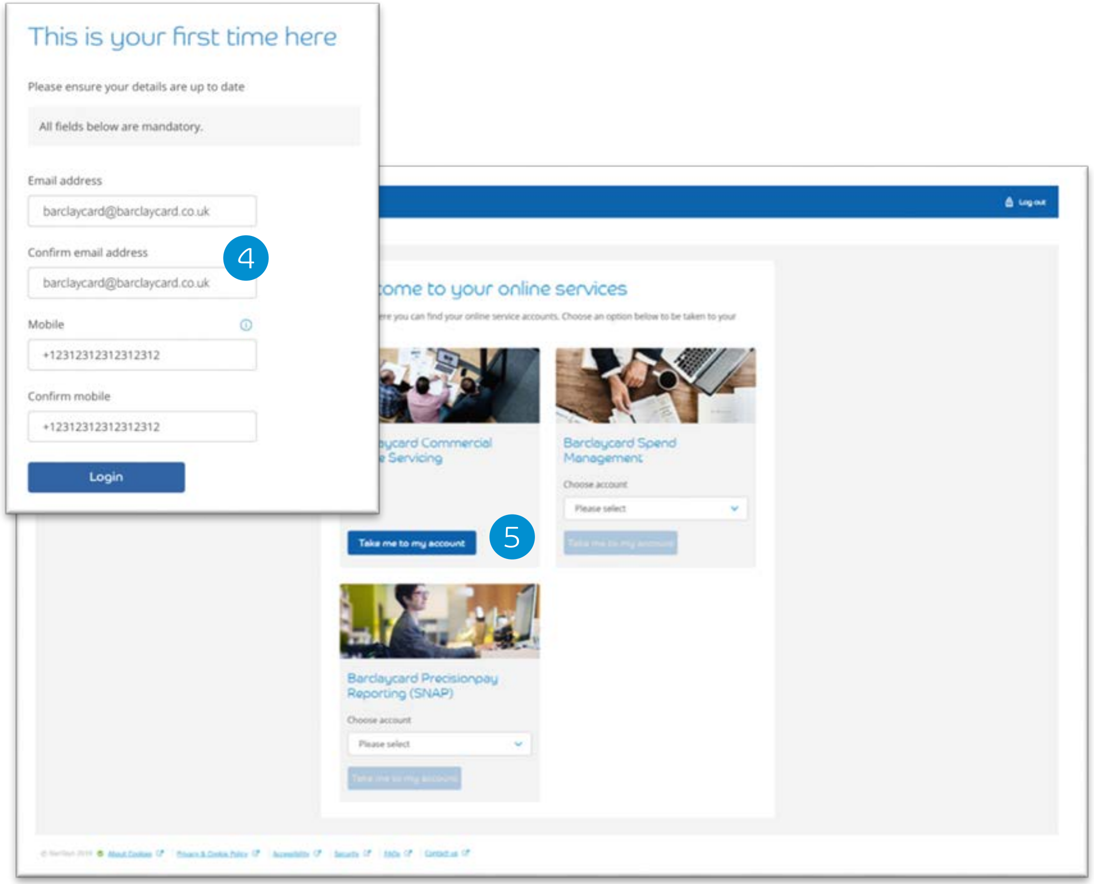
3f Enter the eight-digit code in the box on the verification screen and press 'Submit'.



Getting started: first time login

4 If this is the first time you've logged in, you'll also be asked to enter your email address and mobile. This will also allow you to use your email address to log in in the future.

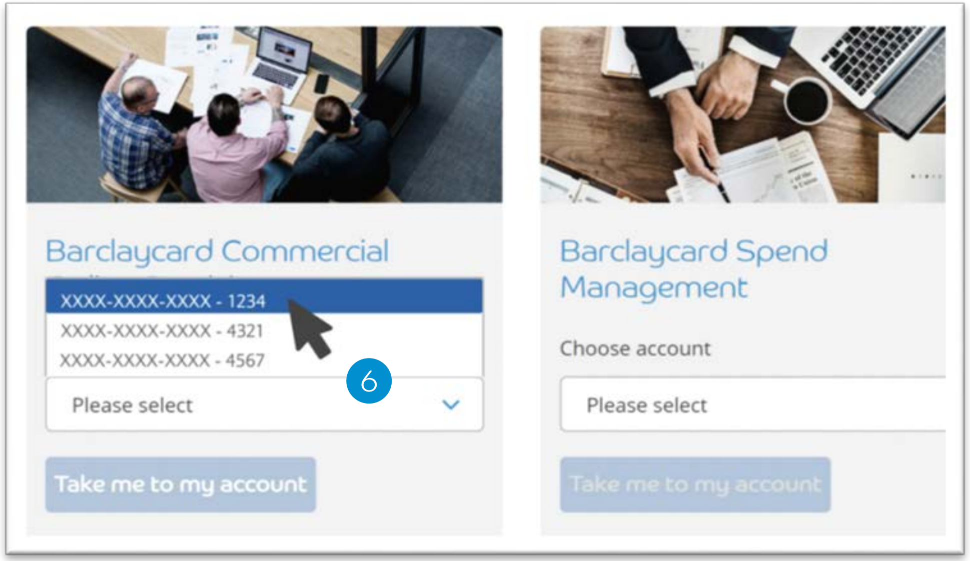
5 You're now logged in and you can choose the platform you'd like to visit by hitting 'Take me to my account'.



Getting started: first time login

6 If you have more than one account on any of the platforms you have access to, you can choose the one you want using the dropdown menu. Select your chosen account and then press 'Take me to my account' to access it.

7 You'll now have access to service your account online. If you're having trouble logging into your account, please contact us on 0800 008 008 or +44 (0) 1604 269 452 from abroad.



Getting started: finding your way around

1 **Quick links –** These links quickly navigate you to the full lists of items requiring your attention.

2 **Pinning function –** This option provides an overview of all of your pinned items for quicker access. You can pin items to your home page via the pin icon against each menu option.

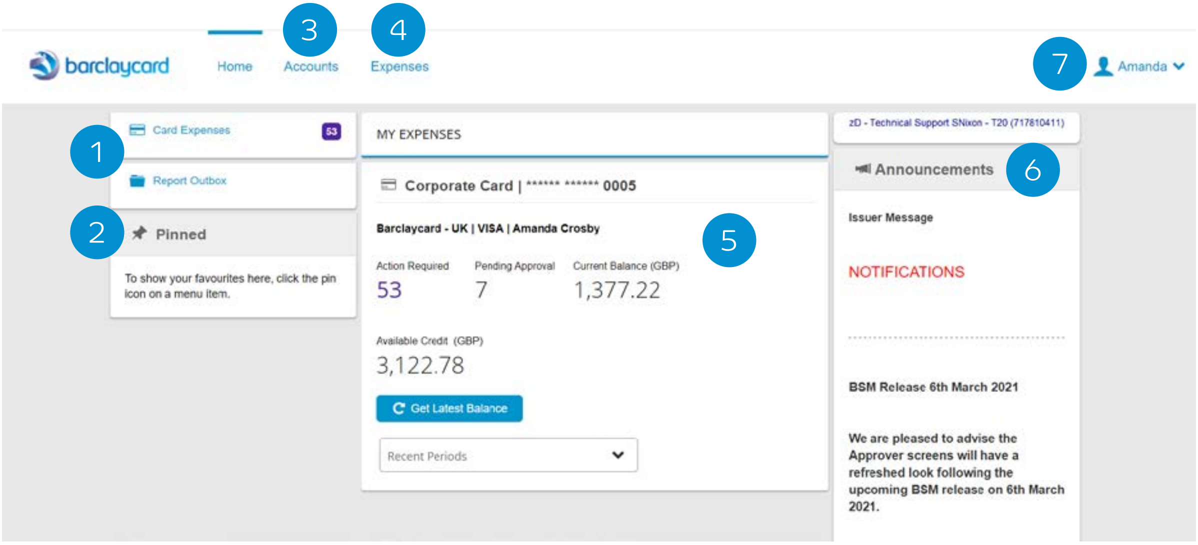
3 **Accounts** – The 'Accounts' tab (*Accounts Listing Screen*) provides and overview of credit limit, available credit, balance and card details. From this screen cardholders can view a summary of their transactions against statement period and also retrieve their PDF statements.

4 **Expenses –** The 'Expenses' tab (Expense Listing Screen) provides a breakdown and additional information for all transactions that belong to the cardholder. The first view is a default of all transactions that require attention. The cardholder can code their transactions in this screen. To change the default view the cardholder can use the filter option.

5 **Summary –** Displays a summary of balance, total transactions and a quick link into any transactions that require attention against the current statement. Cardholders can change the period by using the drop down option.

6 **Announcements –** Information from Barclaycard about any changes to the system. Your company administrator can also share messages in this section of the system.

7 **Profile management menu –** A menu box where you can access a range of functions associated with your personal profile, such as; changing your password and altering the language settings.



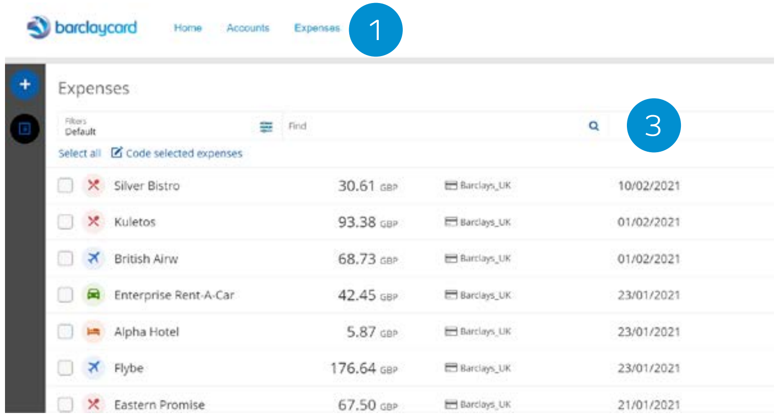
Expense management: coding transactions

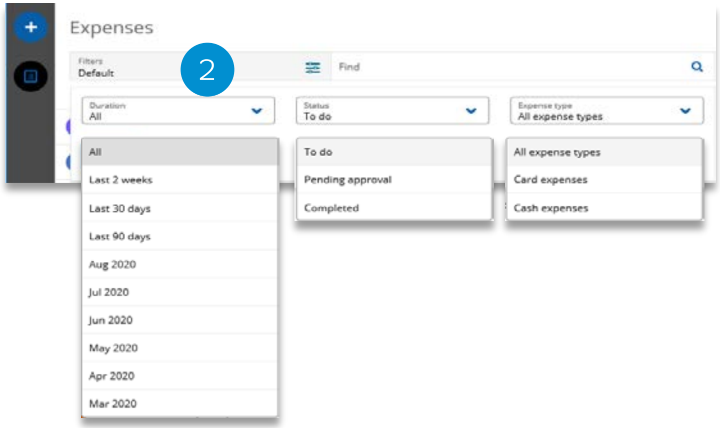
1. To access the coding screen select the ‘Expenses’ tab. The ‘*Expense Listing Screen*’ will then appear and will default to a display of all transactions that require attention.

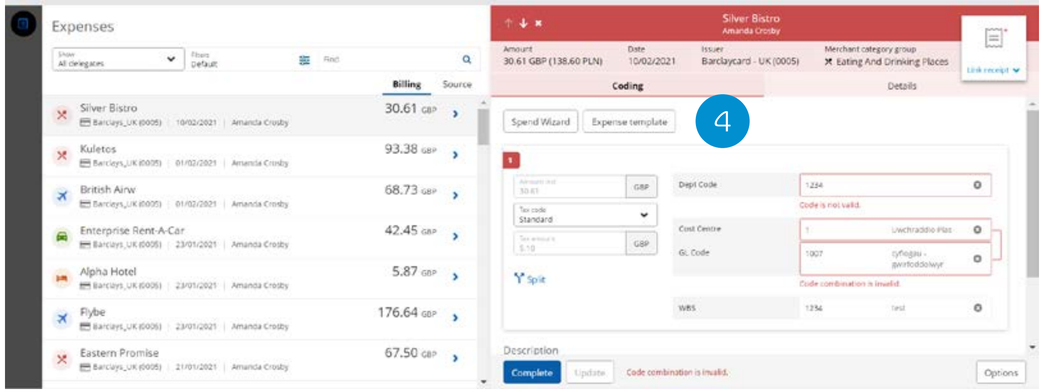
2. To change the view of transactions you can use the ‘Filters’ option to switch the view to ‘To do’, ‘Pending approval’ and ‘Completed’. You can also filter against date/period, and Expense Type.

3. There is also a search function that enables you to find a specific transaction. For example, you can search for supplier, amount and date etc.

4. To code a transaction, select the transaction from the list. The coding screen will then appear on the right hand side.







Expense management: coding transactions

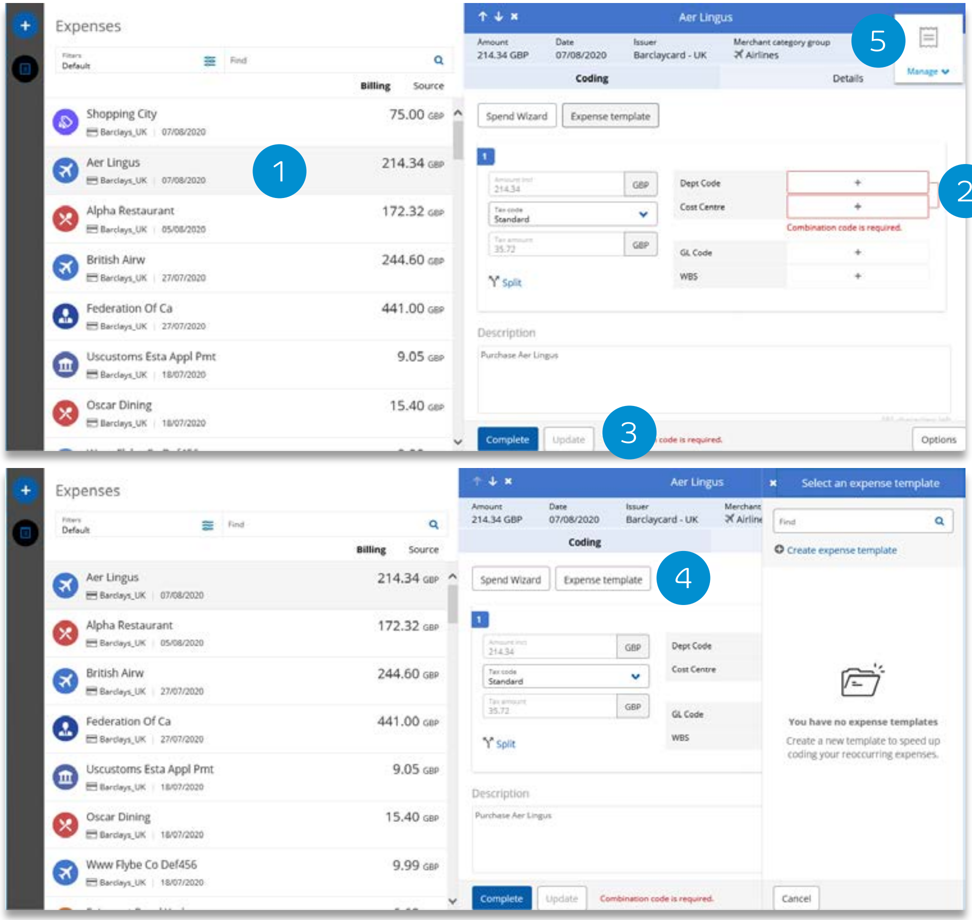
1. To code a transaction, click on the individual transaction from the list provided in the 'Expenses' screen.

2. This will open the '*Expense Details*' window. You can then complete all necessary coding fields by using the '+' symbol against each field. Anything that is mandatory will be highlighted in red.

3. Once fully coded, receipt attached and description complete (if required) you can then select the 'Complete' option to successfully complete the coding for that particular transaction. The transaction will then move from the default view of 'To do' and will move to 'Pending Approval' or 'Completed'. Click 'Update' if you are not quite ready to submit the coded transaction for approval. For example, if you need to upload a receipt before completion.

4. There is an option to create a coding expense template that you can allocate to any transactions that meets the coding criteria set up within the template. To create a coding expense template you can select the 'Expense Template' option.

5. Click 'Manage' to attach a receipt image to the transaction. This will be marked with a red asterisk if required by your company.



Tips:

Click [+] to add a cash expense or receipt to the image library.

Click [ ] to return to the full *Expense Listing Screen*

Expense management: coding transactions

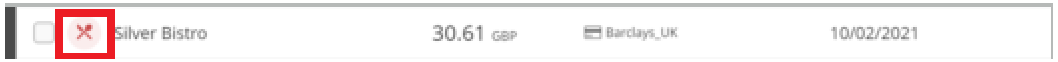
Barclaycard Spend Management allows you to manage and submit your expenses in the same place as you manage your card account. Here you can code transactions, submit them for approval and claim back any out-of-pocket expenses.

Within 'Expenses' a circular *Transaction Type* icon will appear next to each transaction on the *Expense Listing Screen (ELS).*

An image within each icon represents the *Merchant Category Group* of the Supplier (e.g. *Entertainment =*).

The table to the right illustrates all of the possible *Transaction Type* icons:

The below example shows that the transaction is linked to 'Eating And Drinking Places' -



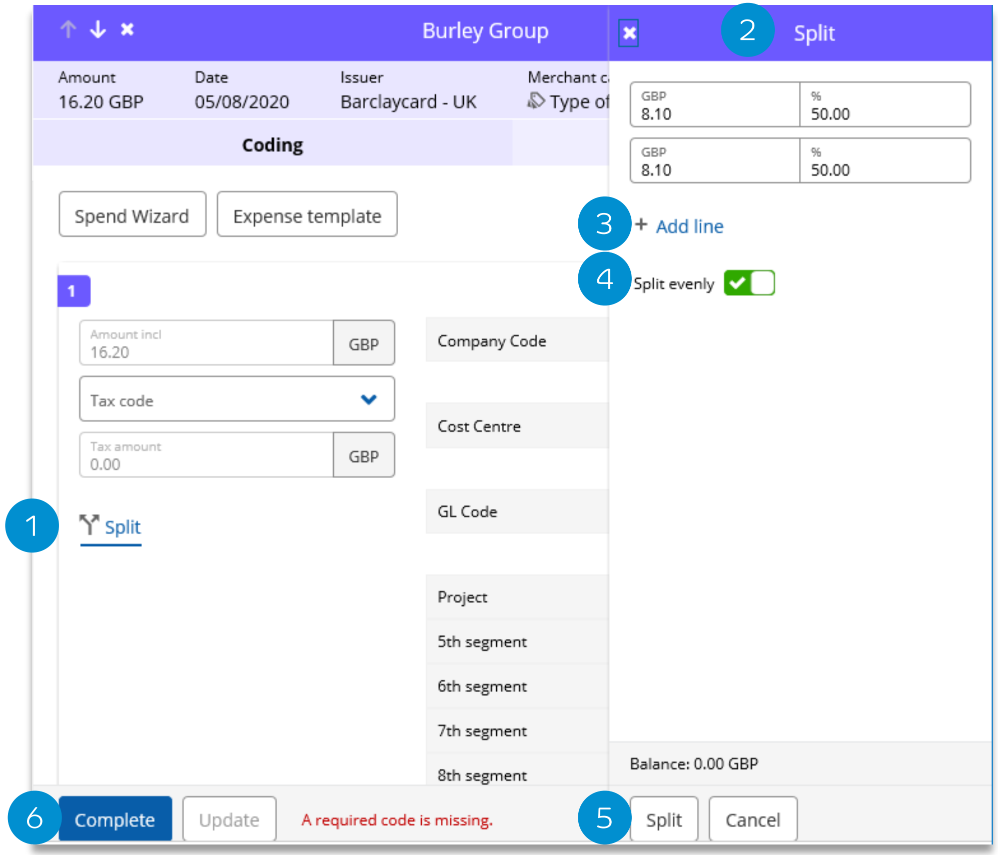
Coding is part of the expense management process that allows you to attribute spending to a specific location such as cost centres, as set up by your organisation.

Merchant Category Group	Icon	Merchant Category Group	Icon
Airlines		Medical	
Auto Rental		Miscellaneous	
Business Expenses/Services		Other Supplies	
Cash Advances		Professional Services	
Clothing/Shoes/Uniforms		Retail	
Eating And Drinking Places		Transportation	
Education Services		Utilities	
Entertainment		Wholesale	
Equipment And Furniture		Financial service	
Facilities Maintenance		Fuel	
Freight/Courier/Warehouse Services		Mail order	
Government		Office supplies	
Health Services And Supplies		Construction	
Hotels And Motels		Telecommunications	

Expense management: coding split transactions

You may find that you to need to split an expense. For example, to distribute the expense across multiple departments.

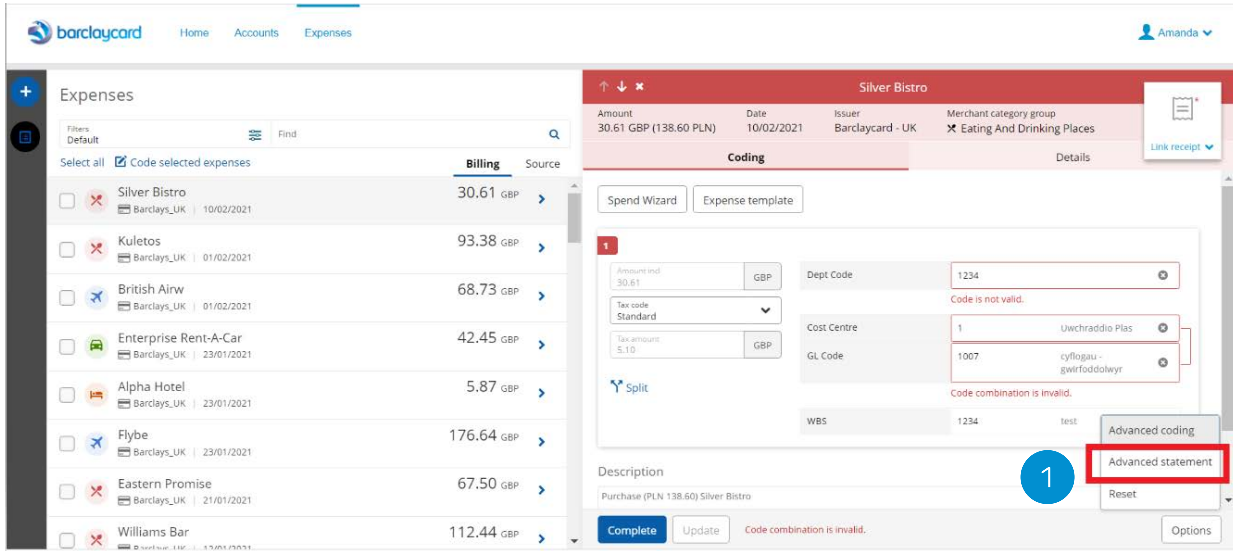
1. To do this click the 'Split' icon on the coding tab.
2. The split panel will slide in from the right hand side.
3. The split is defaulted to a two line split. However, click '+ Add line' if you would like to adjust this.
4. Toggle the 'Split evenly' switch if the expense is not split evenly. This will allow for you to alter the percentage split.
5. Click 'Split' when you are finished splitting the expense
6. Click 'Complete' when each split line is coded



Expense management: Advanced Statement

Cardholders can access the legacy 'Statements' tab/screen by following the below steps:

1. In the Expenses Screen navigate to 'Options > Advanced statement'.
2. A pop up will then load the 'Account Statement' legacy screen which provides a breakdown of all transactions against that statement period.



Account Statement
15/01/2021 to 14/02/2021
Amanda Crosby - Barclays_UK - Corporate (0005)

2

Tran Date	Supplier	Image(s)	Amount Incl
12/01/2021	Beta Parking	No	15.50
12/01/2021	Continental	No	764.10
12/01/2021	Williams Bar	No	112.44
21/01/2021	Eastern Promise	No	67.50
23/01/2021	Alpha Hotel	No	5.87
23/01/2021	Enterprise Rent-A-Car	No	42.45
23/01/2021	Flybe	No	176.64
01/02/2021	British Airw	No	68.73
01/02/2021	Kuletos	No	93.38
10/02/2021	Silver Bistro	No	30.61
01/02/2021	Payment - Payment	No	-5,391.38

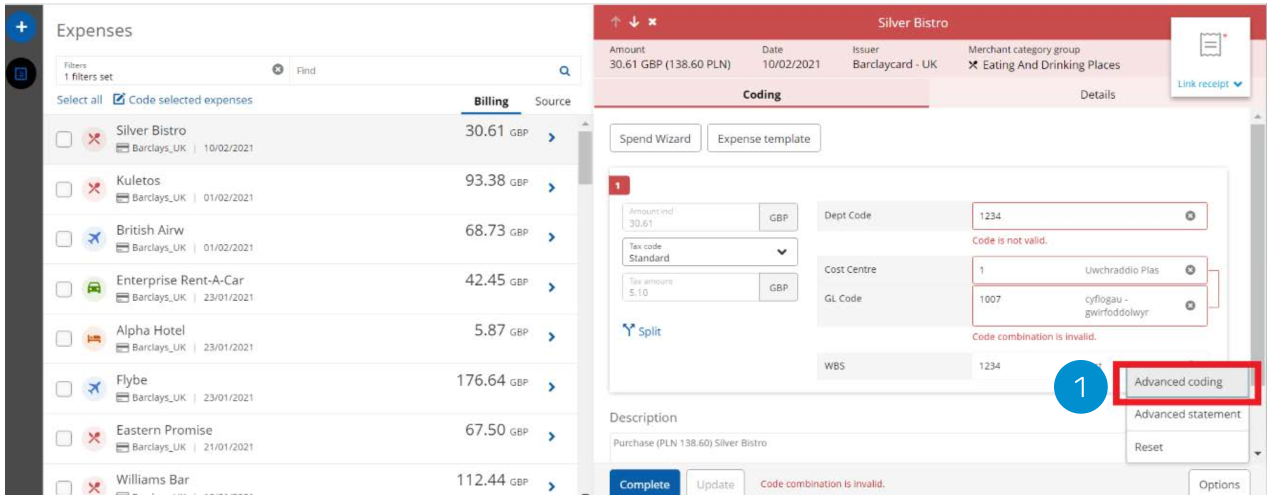
Manage Receipt Images
View Statement Report

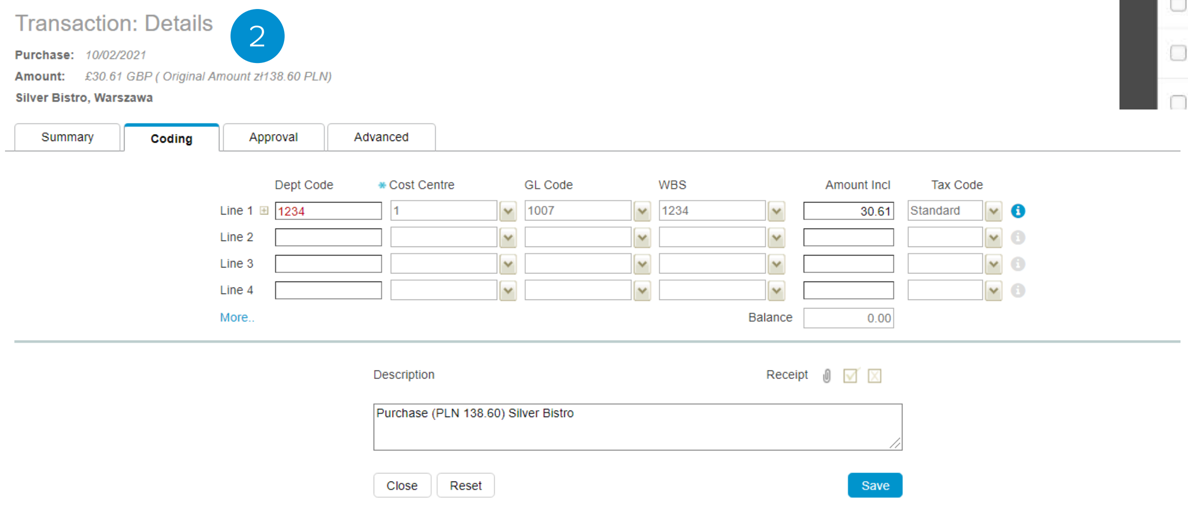
Expense management: Advanced Coding

Cardholders can access the legacy coding screen by following the below steps:

1. In the Expenses Screen navigate to ‘Options > Advanced coding’.

2. A pop up will then load the ‘Transaction: Details’ legacy screen which will then enable the cardholder to code using the previous legacy coding screen.

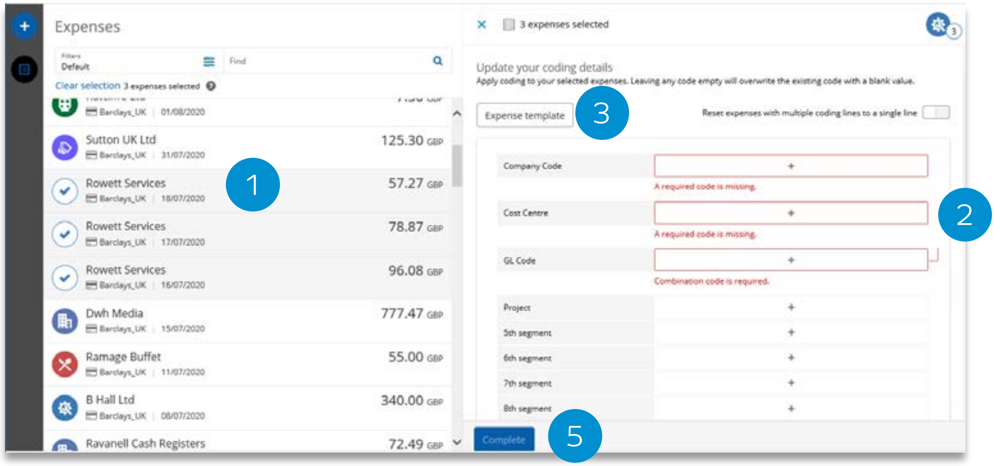


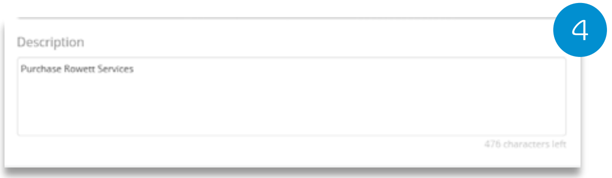


Expense management: quick coding

Quick coding allows for multiple expenses to be coded at once. To complete quick coding simply follow the below steps:

1. Click the Transaction type icon next to each transaction that you want to apply quick coding to.
2. This will open the '*Expense Details*' window. You can then complete all necessary coding fields by using the '+' symbol against each field. Anything that is mandatory will be highlighted in red.
3. There is an option to create a coding expense template that you can allocate to any transactions that meets the coding criteria set up within the template. To create a coding expense template you can select the 'Expense Template' option.
4. Add a note in the *Description Field*. This will overwrite any descriptions on individual expenses, and each selected expense will be give the same description. Note: leaving this field blank will allow each expense to retain its existing description.
5. Once coding is complete you can then select the 'Complete' option to successfully complete the coding for that particular transaction. The transaction will then move from the default view of 'To do' and will move to 'Pending Approval' or 'Completed'.





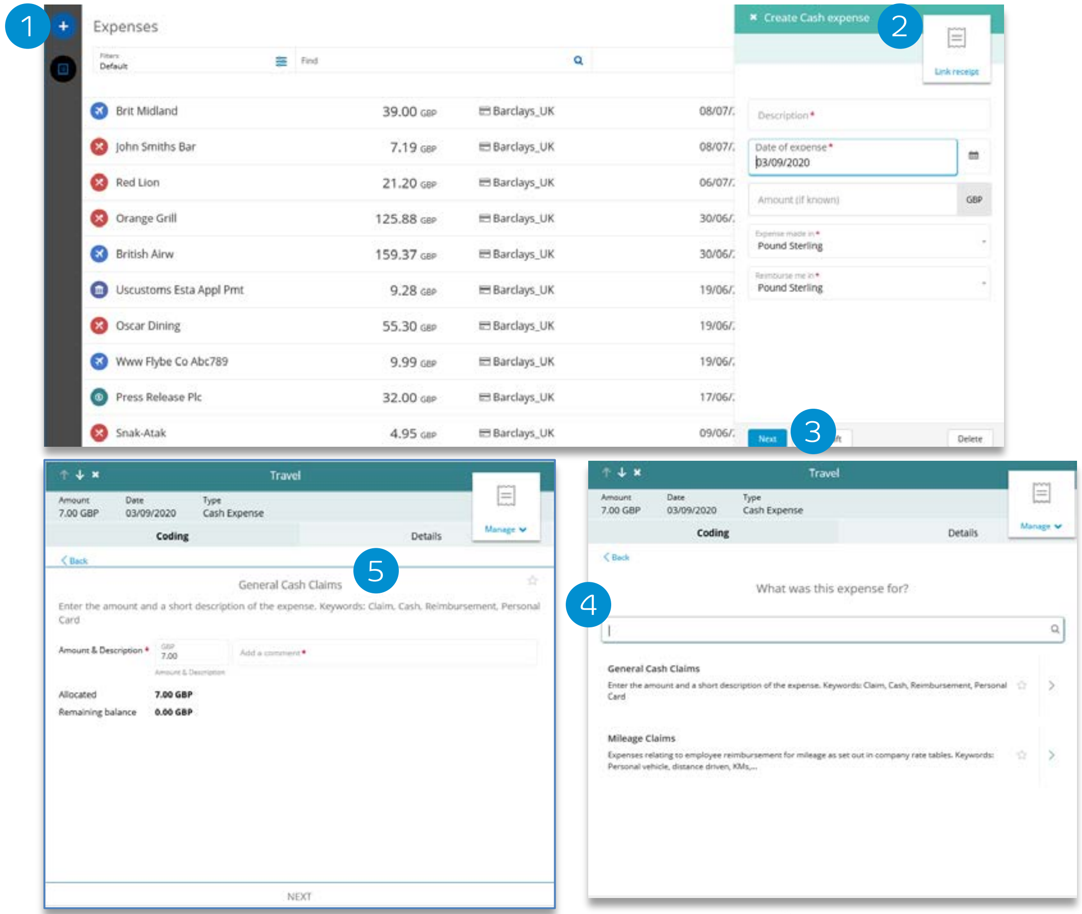
Note:
The quick coding functionality is a feature that must be enabled by your company.

Expense claims: cash expense claims

Quickly and easily claim back any cash or out-of-pocket expenses (including mileage) you've made using Barclaycard Spend Management.

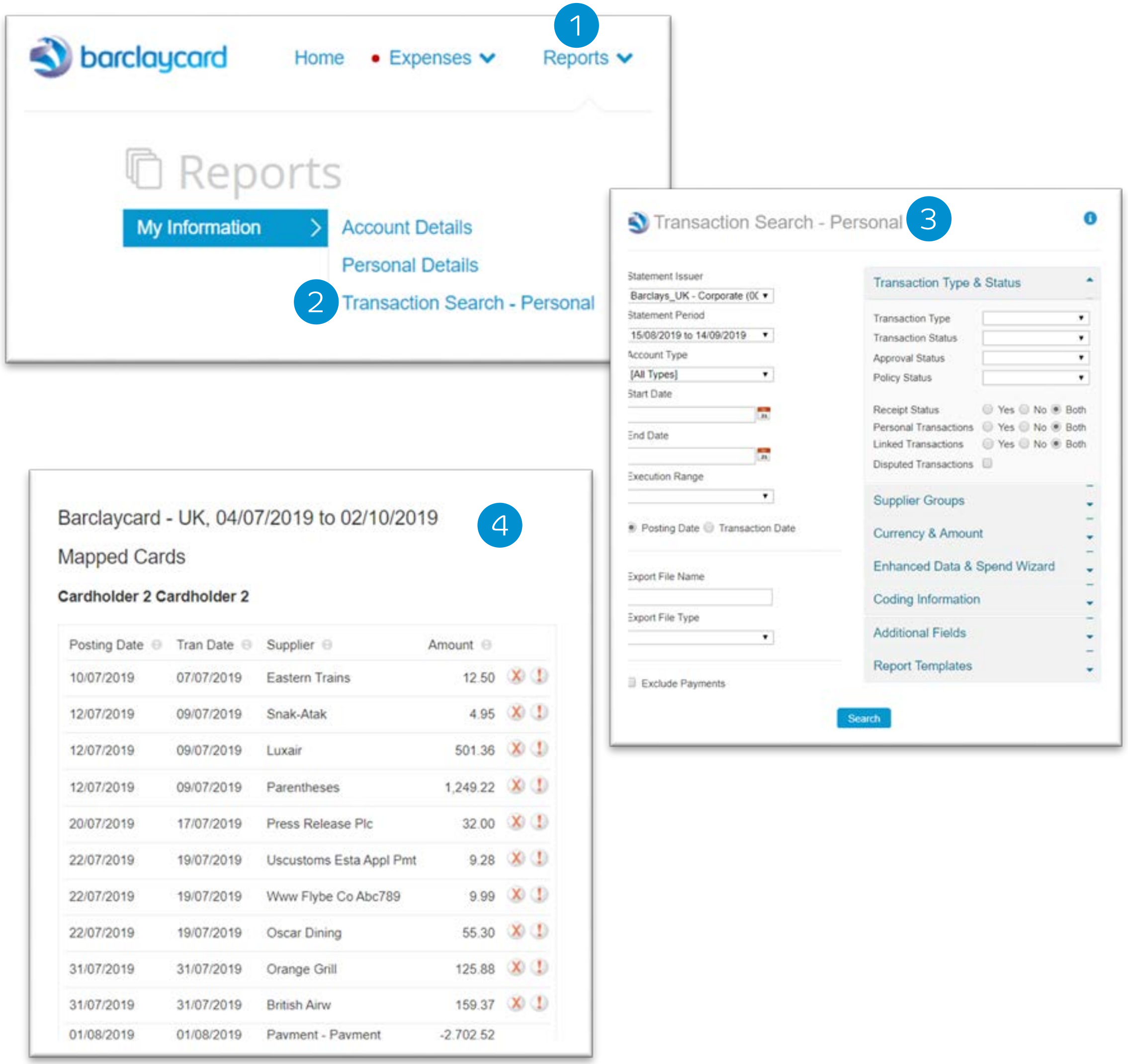
If your company have cash expenses enabled follow the below steps to create and code a cash expense:

1. In the 'Expenses' screen click on the + icon and select 'Create Cash Expense'.
2. The 'Create Cash Expense' window will then open on the right hand side of the screen
3. Compete the Description, Date, Amount and Currency fields and then select 'Next'.
4. Indicate what the expense was for (e.g. general cash claim, mileage claim).
5. Complete the required fields and then click 'Next'.
6. This will take you to the coding screen where you can enter the expense details and attach the necessary receipts. Click 'Complete' once the expense is coded which will then submit for approval or will move to your 'Completed' items.



Reports: running reports

1. Click on 'Reports' from the top toolbar to see a list of the reports.
2. Select the 'Transaction Search – Personal'
3. Enter the parameters as required in the new window.
4. Once your options are selected, click 'Search' to display your results.

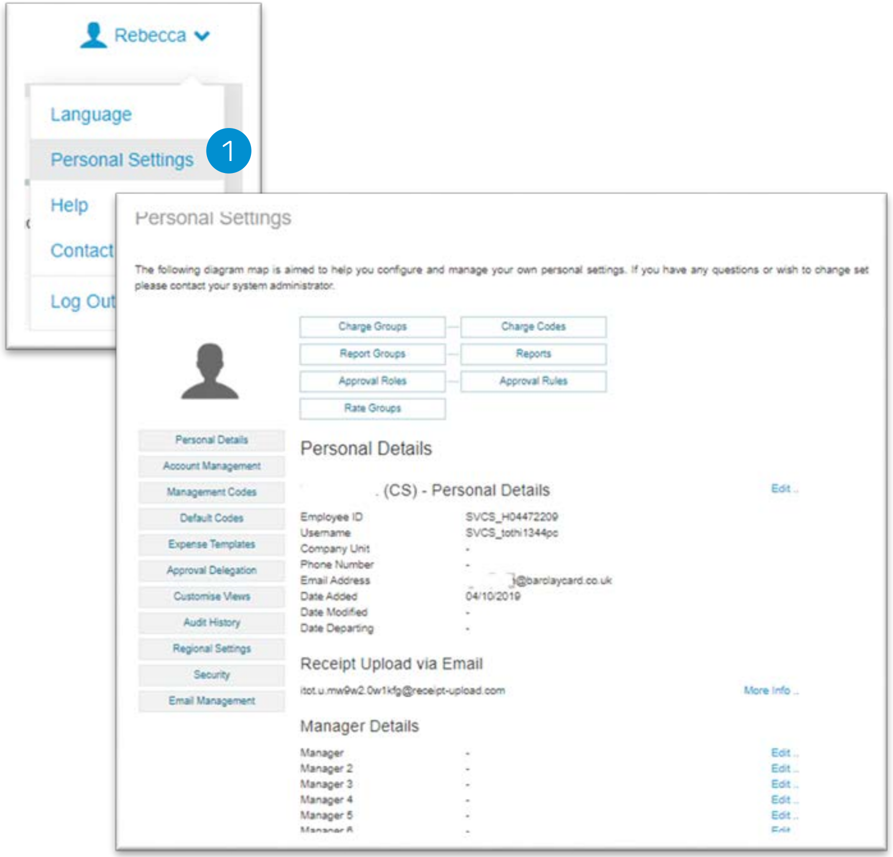


Posting Date	Tran Date	Supplier	Amount
10/07/2019	07/07/2019	Eastern Trains	12.50
12/07/2019	09/07/2019	Snak-Atak	4.95
12/07/2019	09/07/2019	Luxair	501.36
12/07/2019	09/07/2019	Parentheses	1,249.22
20/07/2019	17/07/2019	Press Release Plc	32.00
22/07/2019	19/07/2019	Uscustoms Esta Appl Pmt	9.28
22/07/2019	19/07/2019	Www Flybe Co Abc789	9.99
22/07/2019	19/07/2019	Oscar Dining	55.30
31/07/2019	31/07/2019	Orange Grill	125.88
31/07/2019	31/07/2019	British Airw	159.37
01/08/2019	01/08/2019	Pavment - Pavment	-2.702.52

Customise your settings: personal settings

The ‘Personal Settings’ section allows you to customize certain aspects of Barclaycard Spend Management, such as the depth of information on your statements, language and time zone.

1. Click on the drop down arrow on the right-hand side and click ‘Personal Settings’.

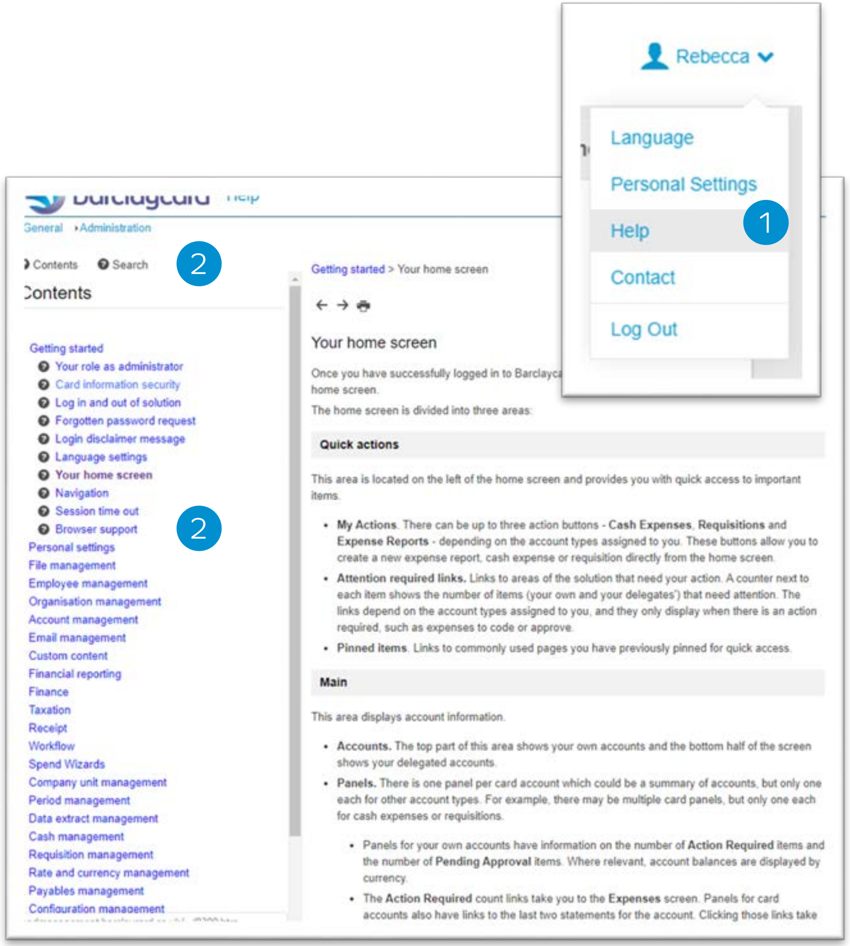


Help

This guide provides details on how to perform the key functions in the application. If you need further detail, the 'Help' function contains more information in a range of formats.

1. Choose 'Help' from the main menu.

2. You can search for topics or navigate using the key menu topics.



If you still need further support, please contact our Technical Helpdesk who'll be happy to assist.
You can call us on 0844 824 0231 from 9am-5pm Monday to Friday, or you can get in touch by email to BCTechnicalHelpDesk@Barclaycard.co.uk

This information is available in large print, Braille or audio format by calling 0844 822 2140.*

*Calls will cost no more than 7p per minute plus your phone company's access charge. (International calls will be charged at a higher rate – please check with your telecoms provider.) To maintain a quality service we may monitor or record phone calls.

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