



» 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'.



Log into your account

ⓘ You'll notice there's a different way to securely access your account. This is to help give you added protection when accessing your online account. If you're accessing the system for the first time, please use the username that we have provided to you.

Your details 2a

Email address/Username

[Not got your username? Click here.](#) 2b

Don't have your username?

Enter your details below

Surname

Card number

2c



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 your Barclaycard Commercial card or Authentication card in the card slot, chip-end first. Then press 'Identify'.

Log in to your account

i You'll notice there's a different way to securely access your account. This is to help give you added protection when accessing your online account.

We need to make sure it's really you before you log in.

Please log in with your PINsentry card reader following these steps.

1. Enter the last 4 digits of your card **3a**
2. Insert your card into the PINsentry card reader and press IDENTIFY **3c**
3. Type in your 4-digit card PIN and press ENTER
4. Enter the 8-digit code from your PINsentry card reader below



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'.

This is your first time here

Please ensure your details are up to date

All fields below are mandatory.

Email address
barclaycard@barclaycard.co.uk

Confirm email address **4**
barclaycard@barclaycard.co.uk

Mobile
+12312312312312

Confirm mobile
+12312312312312

Login

Welcome to your online services

Take me to my account **5**

Barclaycard Commercial Servicing

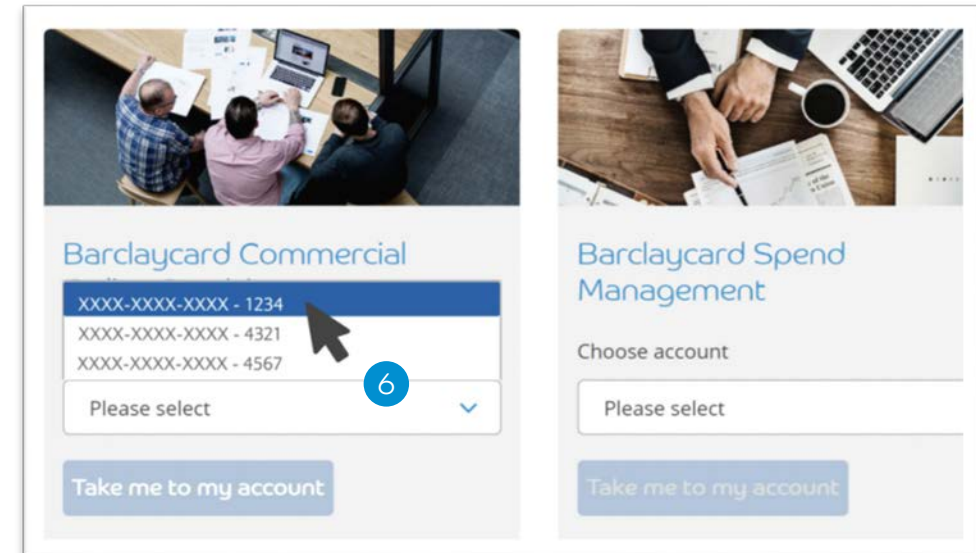
Barclaycard Spend Management

Barclaycard Precisionpay Reporting (SNAP)



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 an 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.

The screenshot shows the Barclaycard portal interface. At the top, there are navigation tabs: Home, Accounts, and Expenses. The user's name, Amanda, is visible in the top right corner. The main content area is divided into several sections:

- 1** Card Expenses: A menu item with a pin icon and a '53' badge.
- 2** Report Outbox: A menu item with a pin icon.
- 3** Pinned: A section for pinned items, with a note: "To show your favourites here, click the pin icon on a menu item."
- 4** MY EXPENSES: A summary card for a Corporate Card (**** * 0005) issued by Barclaycard - UK | VISA | Amanda Crosby. It shows:

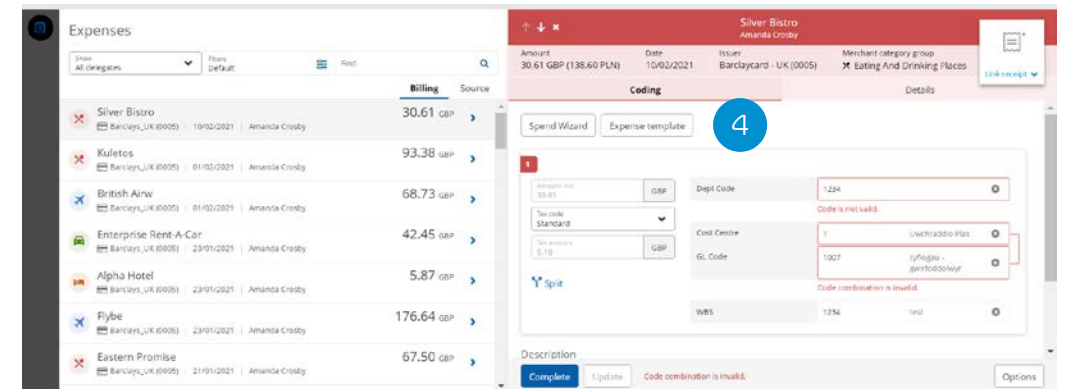
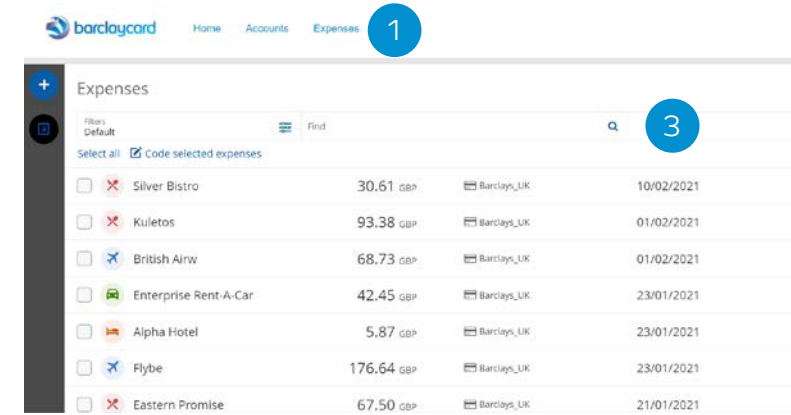
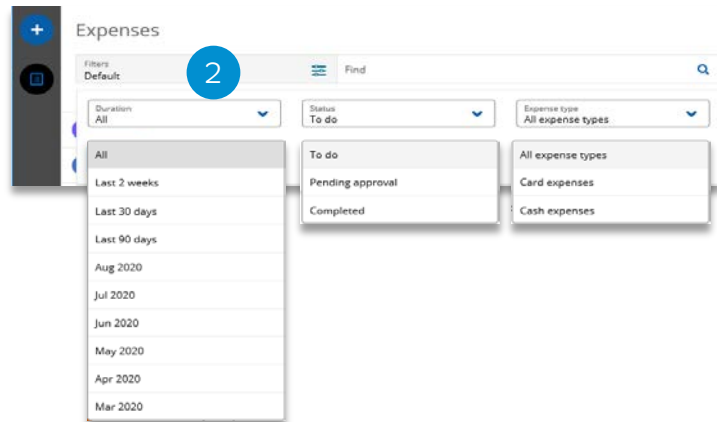
Action Required	Pending Approval	Current Balance (GBP)
53	7	1,377.22

 It also shows Available Credit (GBP) of 3,122.78 and a "Get Latest Balance" button. A dropdown menu for "Recent Periods" is visible below.
- 5** Announcements: A section for system updates and messages, including a "BSM Release 6th March 2021" notice.
- 6** Profile management menu: A user profile icon in the top right corner.



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*

The top screenshot shows the 'Expenses' list with the 'Aer Lingus' transaction selected. The 'Expense Details' window is open, showing the 'Coding' section with fields for Amount, Date, Issuer, Merchant category group, Dept Code, Cost Centre, GL Code, and WBS. The 'Expense Template' option is selected, and the 'Complete' button is highlighted.

The bottom screenshot shows the 'Expense Details' window with the 'Expense Template' option selected. The 'Expense Template' window is open, showing the 'Select an expense template' section with a search bar and a 'Create expense template' button. The 'Complete' button is highlighted.



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' -



i 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 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

The screenshot shows the 'Expense management' interface for 'Burley Group'. The main area displays a table with the following data:

Amount	Date	Issuer	Merchant c
16.20 GBP	05/08/2020	Barclaycard - UK	Type of

Below the table is a 'Coding' section with a 'Split' icon (1) and a 'Split' button (5). The 'Split' panel is open on the right, showing a table with the following data:

Amount	Percentage
8.10	50.00
8.10	50.00

The 'Split evenly' switch (4) is checked. The 'Complete' button (6) is highlighted in blue. A red error message 'A required code is missing.' is visible at the bottom.

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	X !
12/01/2021	Continental	No	764.10	X !
12/01/2021	Williams Bar	No	112.44	X !
21/01/2021	Eastern Promise	No	67.50	X !
23/01/2021	Alpha Hotel	No	5.87	X !
23/01/2021	Enterprise Rent-A-Car	No	42.45	X !
23/01/2021	Flybe	No	176.64	X !
01/02/2021	British Airw	No	68.73	X !
01/02/2021	Kuletos	No	93.38	X !
10/02/2021	Silver Bistro	No	30.61	X !
01/02/2021	Payment - Payment	No	-5,391.38	

[Manage Receipt Images](#)
[View Statement Report](#)

The screenshot shows the Barclays Expense management interface. On the left, there's a list of expenses with columns for 'Expenses', 'Billing', and 'Source'. The right side shows a detailed view of a transaction for 'Silver Bistro' with fields for 'Amount', 'Date', 'Issuer', and 'Merchant category group'. Below these are 'Coding' options like 'Spend Wizard' and 'Expense template'. A red box highlights the 'Advanced statement' option in the 'Advanced coding' dropdown menu.



Restricted - External

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.

Transaction: Details

2

Purchase: 10/02/2021

Amount: £30.61 GBP (Original Amount z1138.60 PLN)

Silver Bistro, Warszawa

Summary **Coding** Approval Advanced

	Dept Code	Cost Centre	GL Code	WBS	Amount Incl	Tax Code
Line 1	1234	1	1007	1234	30.61	Standard
Line 2						
Line 3						
Line 4						
More..					Balance	0.00

Description

Receipt

Purchase (PLN 138.60) Silver Bistro

Close Reset

Save

The screenshot shows two overlapping windows. The background window is the 'Expenses' screen, displaying a list of transactions. The foreground window is the 'Transaction: Details' screen for a 'Silver Bistro' transaction. The 'Coding' tab is active, showing fields for Dept Code (1234), Cost Centre (1), GL Code (1007), and WBS (1234). A red box highlights the 'Advanced coding' button in the bottom right corner of the coding section.

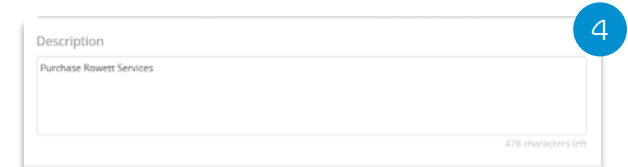
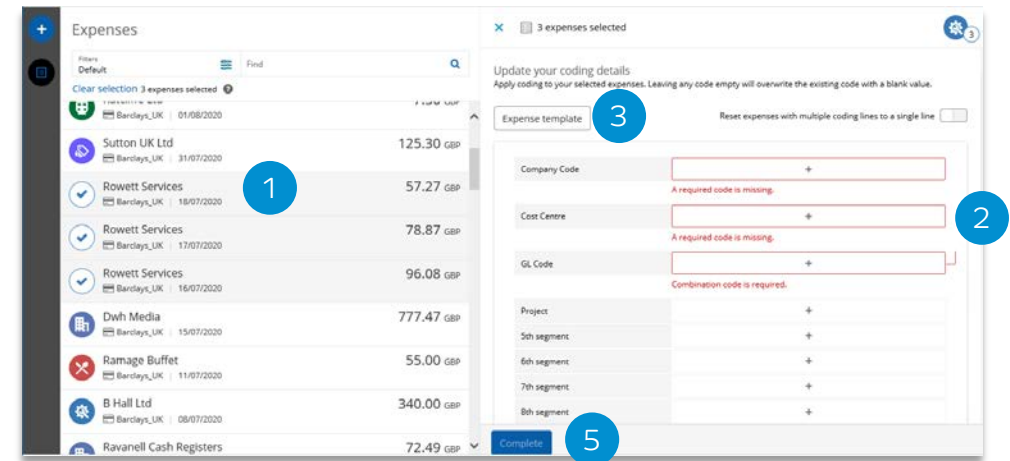


Restricted - External

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 given 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.

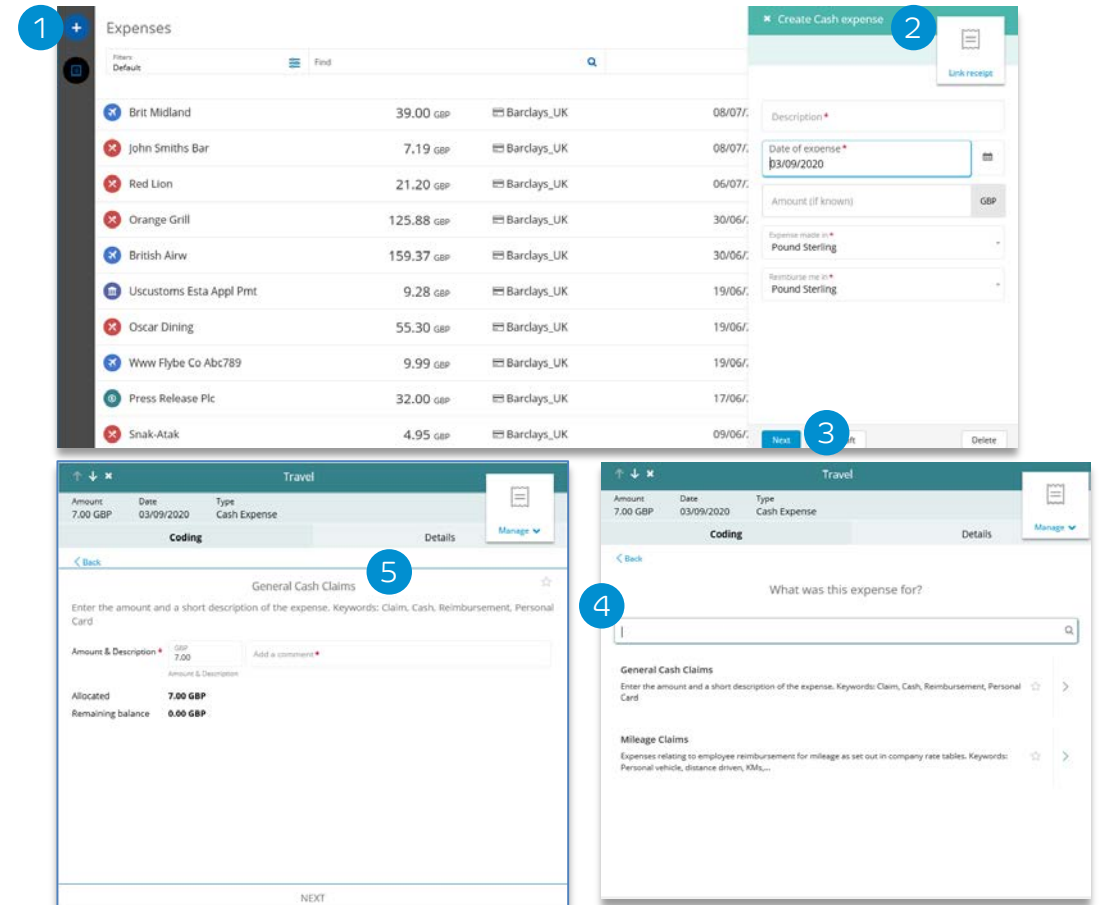


Expense claims: cash expense claims

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 Complete 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.



The screenshots illustrate the process of creating and coding a cash expense. Step 1 shows the 'Expenses' screen with a plus icon. Step 2 shows the 'Create Cash Expense' form with fields for Description, Date of expense (03/09/2020), Amount (GBP), Expense made in (Pound Sterling), and Reimburse me in (Pound Sterling). Step 3 shows the 'Coding' screen for 'General Cash Claims' with fields for Amount & Description (7.00 GBP) and Remaining balance (0.00 GBP). Step 4 shows the 'Coding' screen for 'Mileage Claims' with a search bar for 'What was this expense for?'.



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.

The screenshot illustrates the process of running a report in the Barclays system. It shows the 'Reports' menu in the top toolbar, the 'Transaction Search - Personal' window with various filters, and the resulting transaction list for 'Cardholder 2'.

Transaction Search - Personal

Statement issuer: Barclays_UK - Corporate (00)

Statement Period: 15/08/2019 to 14/09/2019

Account Type: [All Types]

Start Date: [Date Picker]

End Date: [Date Picker]

Execution Range: [Dropdown]

Transaction Type & Status

Transaction Type: [Dropdown]

Transaction Status: [Dropdown]

Approval Status: [Dropdown]

Policy Status: [Dropdown]

Receipt Status: Yes No Both

Personal Transactions: Yes No Both

Linked Transactions: Yes No Both

Disputed Transactions:

Supplier Groups: [Dropdown]

Currency & Amount: [Dropdown]

Enhanced Data & Spend Wizard: [Dropdown]

Coding Information: [Dropdown]

Additional Fields: [Dropdown]

Report Templates: [Dropdown]

Export File Name: [Text Field]

Export File Type: [Dropdown]

Exclude Payments

Search

Barclaycard - UK, 04/07/2019 to 02/10/2019

Mapped Cards

Cardholder 2 Cardholder 2

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

The screenshot shows the user interface for 'Personal Settings'. At the top, a user profile for 'Rebecca' is visible with a dropdown arrow. A menu is open, highlighting 'Personal Settings' with a red circle and the number '1'. Below this, the 'Personal Settings' page is displayed. It features a navigation sidebar on the left with options like 'Personal Details', 'Account Management', 'Management Codes', 'Default Codes', 'Expense Templates', 'Approval Delegation', 'Customise Views', 'Audit History', 'Regional Settings', 'Security', and 'Email Management'. The main content area is titled 'Personal Details' and contains a table of user information, a 'Receipt Upload via Email' section, and a 'Manager Details' section with a list of managers and their edit links.

Personal Details	
Employee ID	SVCS_H04472209
Username	SVCS_tohn1344pc
Company Unit	-
Phone Number	-
Email Address	john.tohn@barclaycard.co.uk
Date Added	04/10/2019
Date Modified	-
Date Departing	-

Receipt Upload via Email	
idot.u.mw9w2.0w1kf@receipt-upload.com	More Info ..


Manager Details	
Manager	Edit ..
Manager 2	Edit ..
Manager 3	Edit ..
Manager 4	Edit ..
Manager 5	Edit ..
Manager 6	Edit ..

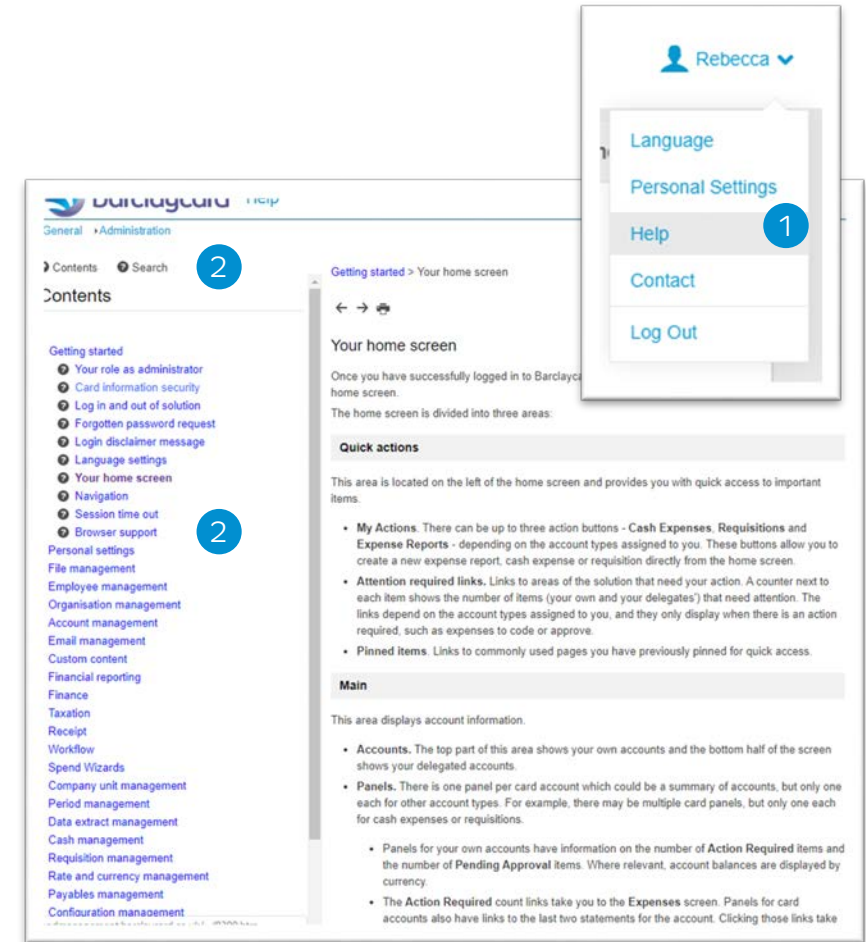


Help

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



[Welcome](#)[Getting started](#)[Expense management](#)[Expense claims](#)[Reports](#)[Settings](#)[Further help](#)

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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