



Barclaycard Spend Management

Reporting administrator 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.

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 easily through this document by clicking on the tabs in the header of each page



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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 Corporate 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 Corporate card or Authentication card. Then press **'Submit'**



Log into 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. If you're accessing the system for the first time, please use the username that we have provided to you.

Your details

Email address/Username

2a

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

Next

2b

Don't have your username?

Enter your details below

Surname

Sample Surname

Card number

4564564564564564

Cancel

2c

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 Corporate card or Authentication card in the card slot, chip-end first. Then press **'Identify'**

Log in to your 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
3. Type in your 4-digit card PIN and press ENTER
4. Enter the 8-digit code from your PINsentry card reader below **3b**

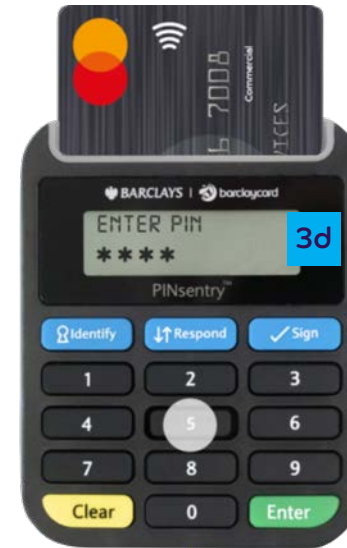
Login



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'**



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

 2. Insert your card into the PINsentry card reader and press IDENTIFY

 4. Enter the 8-digit code from your PINsentry card reader below

1984 1976

3f

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

Confirm email address
 4

Mobile

Confirm mobile

Login

barclaycard | Dashboard | Manage consent | Manage account | Log out

Amy Laville

Welcome to your online services

Here's where you can find your online service accounts. Choose an option below to be taken to your account.

Barclaycard Commercial Online Servicing
Take me to my account 5

Barclaycard Spend Management
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



Barclaycard Commercial

XXXX-XXXX-XXXX - 1234

XXXX-XXXX-XXXX - 4321

XXXX-XXXX-XXXX - 4567

Please select

Take me to my account



Barclaycard Spend Management

Choose account

Please select

Take me to my account

Getting started:

finding your way around

- 1 **Administration** – an area that gives you access to administrative tasks, such as employee management and data extracts
- 2 **Reports** – access to a suite of reporting functionality that helps you to analyse your company's spend
- 3 **Profile management menu** – a menu box where you can access a range of functions, such as; changing your password and altering the language settings
- 4 **Issuer message** – information from Barclaycard about any changes to the system
- 5 **Pinning function** – the menu lets you pin the items you use most often
- 6 **Transactions** – displays items that require coding or manager review/approval
- 7 **Account management** – displays the card accounts that are active and unmapped within the system. Also provides a link to card management screen

The screenshot shows the Barclaycard administrator dashboard. At the top, there is a navigation bar with 'Home', 'Administration', and 'Reports' menus. A user profile for 'Rebecca' is visible in the top right corner. The main content area is divided into several sections:

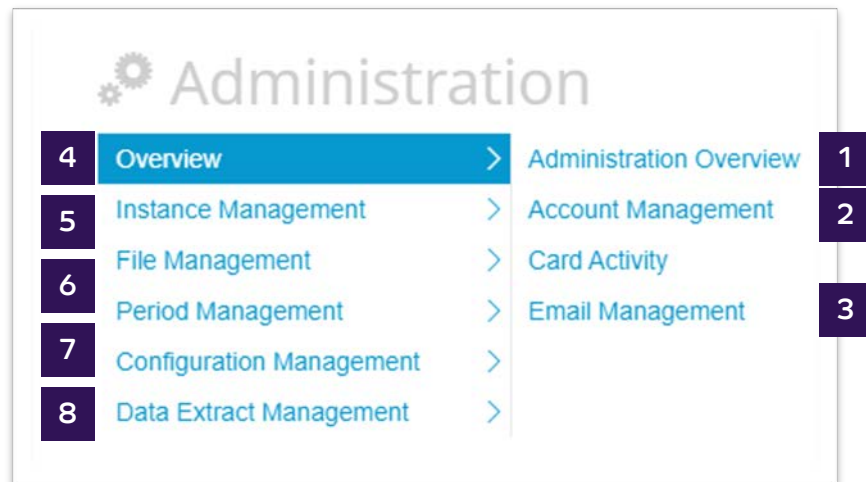
- 1**: Navigation bar (Home, Administration, Reports)
- 2**: Reports menu
- 3**: User profile (Rebecca)
- 4**: Announcements section, including an issuer message and a PSD2 notice.
- 5**: Pinned items menu (Administration, Overview, Administration Overview)
- 6**: Transactions section, showing a summary for 'Barclaycard - UK' from 15/08/2019 to 14/09/2019. It includes a 'Total' of 220, 'Coding Required' of 200, and 'Pending Approval' of 0. Below this, it shows 'Transactions' (220), 'Debit (GBP)' (62,405.72), and 'Credit (GBP)' (62,058.03). A link to 'View full transaction summary' is provided.
- 7**: Account Management table showing unmapped and active accounts.

Account Management	Unmapped	Active
Barclaycard - UK	1	19
Cash Expenses	1	4

Administration:

finding your way around as an administrator

Within the administration module, the functionality is divided into 6 key topic areas: Overview, Instance Management, File Management, Period Management, Configuration Management and Data Extract Management. The options under each heading will vary depending on your configuration.



1 'Administrative Overview' - Allows you to manage your employees and set up specific organisational configurations

6 'Period Management' - This area allows you to access and manage information based on company financial periods

2 'Account Management' - Allows you to perform a search for specific accounts and view all the information associated with them

7 'Configuration Management' - Allows you to customise company level settings for your organisation, e.g. changing the language

3 'Email Management' - A tool to send both manual and automatic email notifications to your employees

8 'Data Extract Management' - This is a way for you to export data from the system for manipulation and analysis, without using a report format

4 'Instance Management'

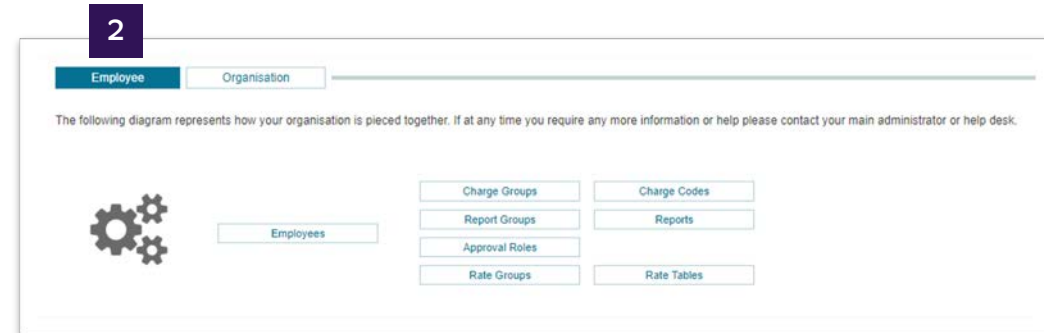
5 'File Management' - This area allows you to refresh data within the system using the interface files

Administration:

administrative overview

1 Administration > Overview > Administrative Overview

2 Here you have the choice of two view – the **'Employee'** view or the **'Organisation'** view. Click the tabs to switch between the two views. The tab highlighted is the view you are currently looking at



Administration: managing employees

Here you can access and update individual employee information.

- 1 Administration > Overview > Administrative Overview > Employees
- 2 Select the **'Employees'** link from the **'Administrative Overview'** screen. The **'Employee Search'** window will open
- 3 Complete the form with your criteria and then click the **'Search'** icon



To search for all employees leave the form blank and select all from the drop-down menu.

The screenshot illustrates the navigation process through the Administration interface. It shows the 'Administration' menu with 'Overview' selected, leading to 'Administrative Overview'. From there, the 'Employees' link is highlighted. The 'Employee Search' window is shown with various search criteria fields and a 'Search' button.

1 Administration > Overview > Administrative Overview > Employees

2 Select the **'Employees'** link from the **'Administrative Overview'** screen. The **'Employee Search'** window will open

3 Complete the form with your criteria and then click the **'Search'** icon

Administration:

managing employees
























4 The list of employees that meet your search criteria will display information, such as their name, access level within Barclaycard Spend Management, the date of their last login, and a range of icons that help you to manage these accounts. (Information on what the icons mean can be found on the next page)







5 You can export this list in your chosen format, or as an HR Interface file if required. These options can be found at the bottom left-hand corner of the screen

Employee Administration Search
Back

View your organisation's employee details

Employees matching search criteria **4**






<input type="checkbox"/> Employee Name	Access Level	Last Login	
<input type="checkbox"/> Cardholder	General	06/08/2019 12:00:54	    
<input type="checkbox"/> Test	No Access	-	  
<input type="checkbox"/> Account Manager	No Access	-	  
<input type="checkbox"/> Adam Amons	Administrator	-	  
<input type="checkbox"/> Adia Nord	No Access	-	  
<input type="checkbox"/> Amanda Hadden	No Access	-	  
<input type="checkbox"/> Andrew Howden	No Access	-	  

<input type="checkbox"/> Emma Alderson	Administrator	14/11/2017 12:57:08	    
<input type="checkbox"/> Maria Hurd	General	10/05/2016 12:52:44	    

Add new employee **5** Export to: [Excel](#) [PDF](#) [HR Format](#)

Administration:

managing employees

Icon	Description
	<p>View employee details Displays general employee details for the selected account, including the reports they have access to or charge codes applied</p>
	<p>View card account details Displays a summary of an employee's card account details</p>
	<p>Change username Allows you to change an employee's username</p>
	<p>Account lock status - Ability to lock an employee's online account. Indicates an open account. Indicates a locked account. To change an account status simply click on the icon.</p>
	<p>Performs group action Adds or removes employees from groups within the system, such as report groups. To perform these changes, tick the icon on the left for those you wish to update, then select the Manage Selected Employees link at the bottom. Here you can select the action you wish to perform and for which group. Click Save to complete the action.</p>

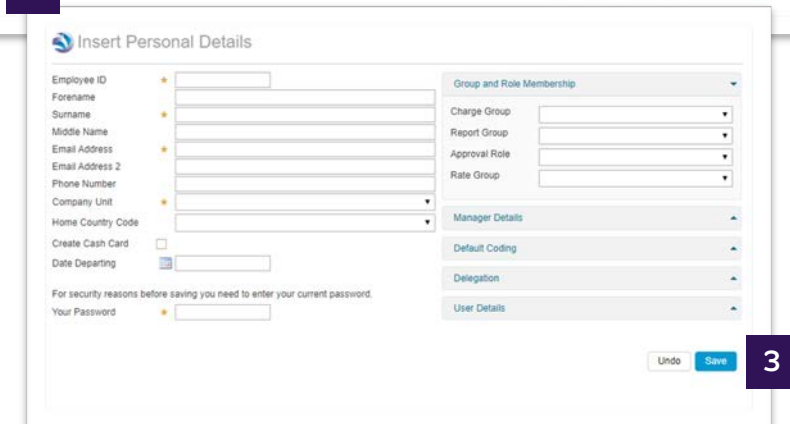
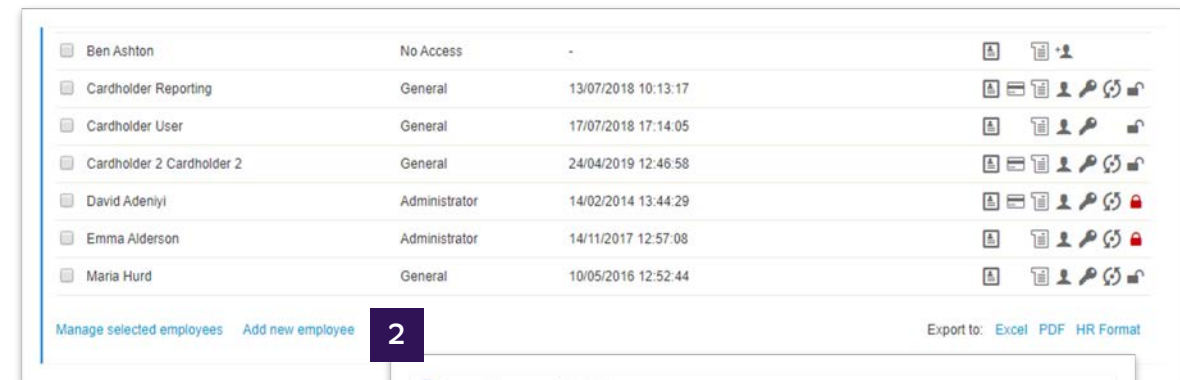
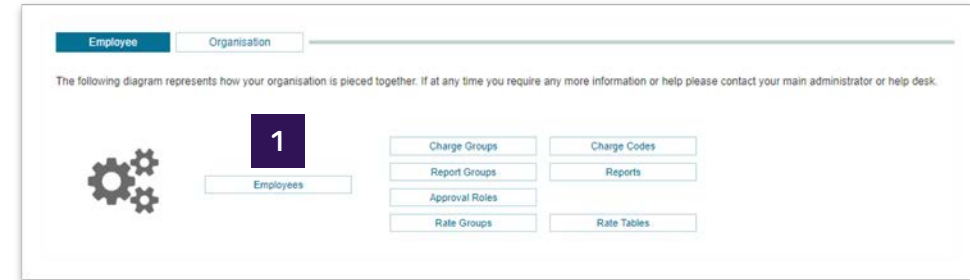
Administration:

adding a new employee

- 1 Select Employees within the **'Administration Overview'** screen
- 2 Click **'Add New Employee'**
- 3 Enter all the details required within the dialogue box that appears and click **'Save'**



Note: You'll also need to map the new employee to their card account if they have one, see page 20.



Administration:

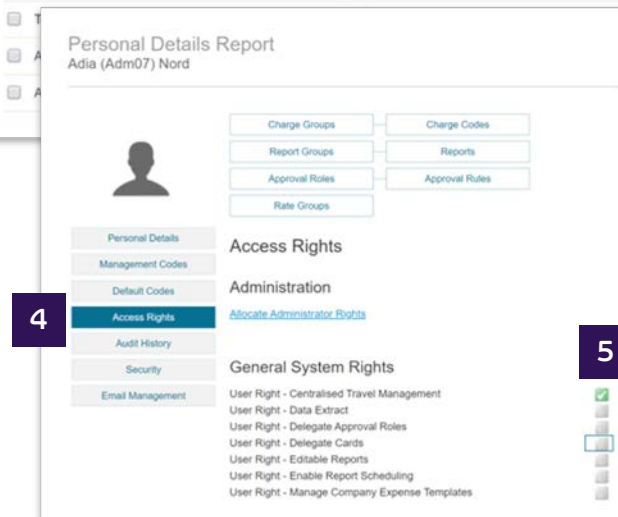
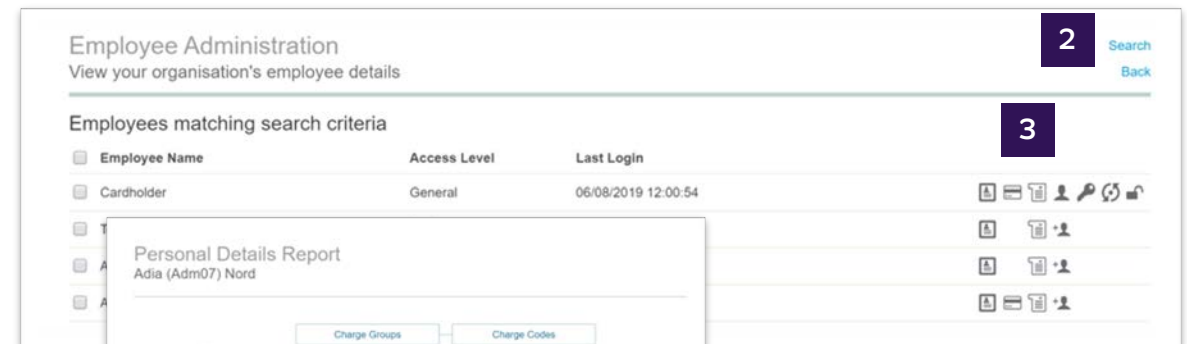
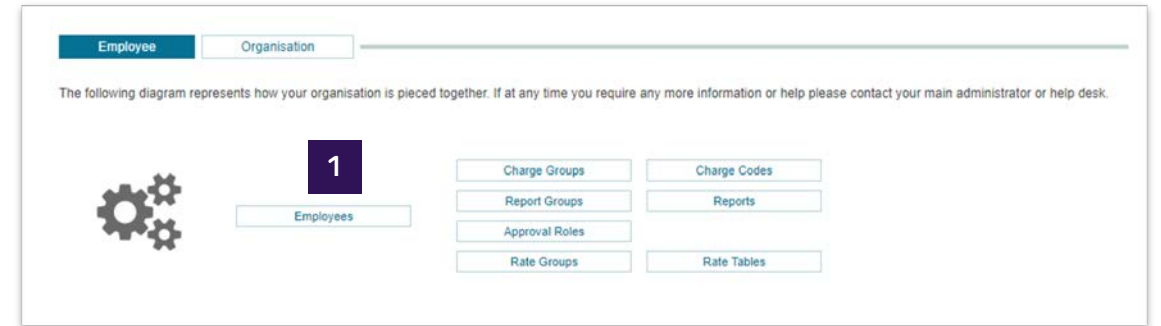
creating new administrators

We'll set up your initial administrators, but you can add more to help manage your organisation's programme by adding permission to existing employees.

- 1 Select Employees within the **'Administration Overview'** screen
- 2 Search for the employee you want to make an administrator, through the usual search
- 3 Click on the '👤' icon next to their name to open the Personal Details Report
- 4 Click on **'Access Rights'** to display the options enabled for that user
- 5 Select the rights you want to enable by ticking the appropriate boxes and click **'OK'** to save. Once completed, close down the window



Note: You'll also need to map the new Roles employee to their card account if they have one, see page 20.

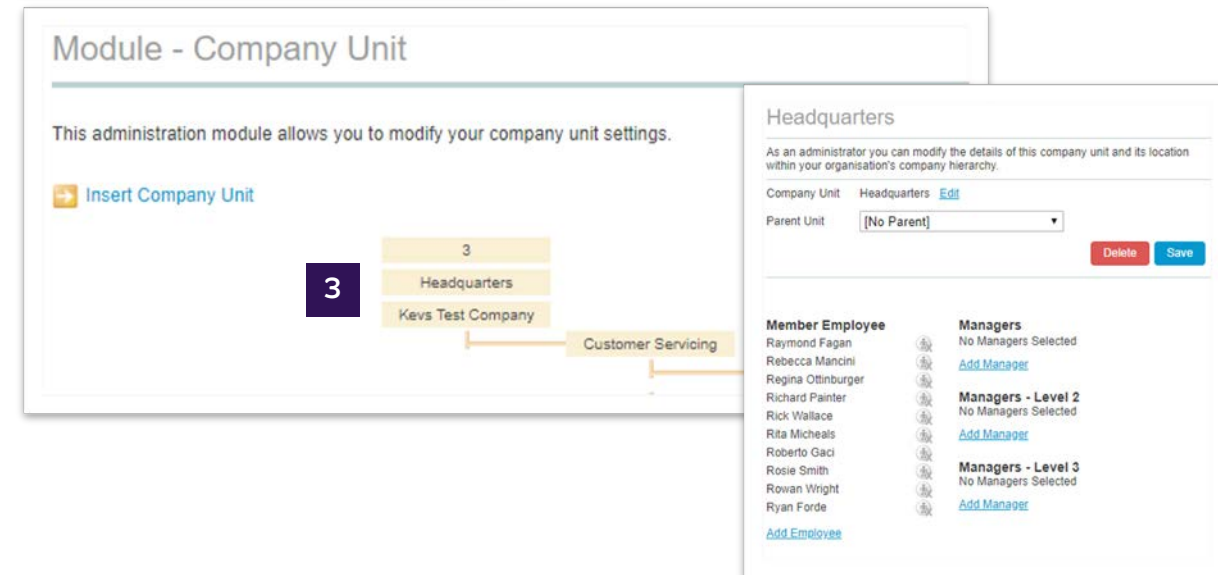
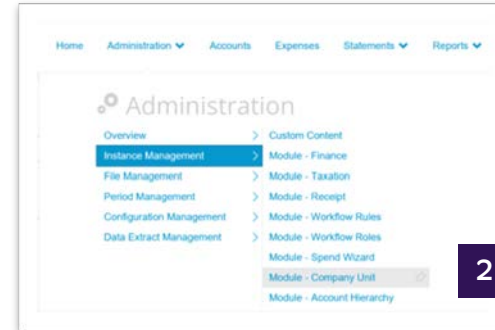


Administration:

managing your organisational hierarchy

You can create and manage your hierarchy to ensure that it always reflects your organisation. This allows you to view spend and manage accounts by a particular department or group.

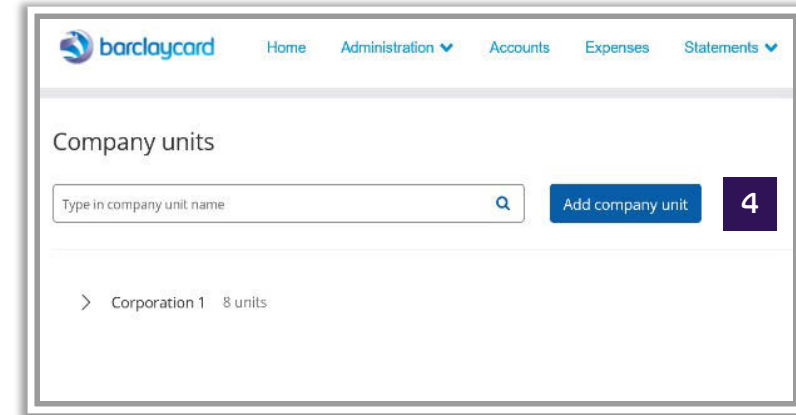
- 1 Confirm your organisational diagram showing a full list of departments and employees within your organisation
- 2 Administration > Instance Management > Module – Company Unit
- 3 Click on unit names to manage your existing hierarchy. Repeat this step for each layer of your organisation to complete the hierarchy; just make sure the parent unit represents the unit above each layer



Administration:

managing your organisational hierarchy

- 4 Confirm Select **'Add company unit'** to add an additional company unit to your organisational hierarchy
- 5 Complete the required fields and select **'Add'**



Administration:

managing your organisational hierarchy

Once you have set up your hierarchy, you need to link your employees to it.

- 6 Click on the layer of the hierarchy that you want to add employees to, e.g. Sales
- 7 Click '**Employee Add**' and search for the employee you wish to add
- 8 Click on '**Add**' against the employee you wish to add to the hierarchy node



You'll need to repeat this for each employee that needs adding to your hierarchy. Once completed, you'll be able to run reports for all users or just on a specific group. You can maintain and update your hierarchy by using these same steps.

Company units

Type in company unit name

- Corporation 1 8 units
 - CLN 2 units
 - EUR (CLN) 5 units
 - 6** France (CLN) 3 units
 - Germany (CLN) 3 units
 - Italy (CLN) 1 units
 - Netherlands (CLN) 1 units
 - Spain (CLN) 1 units
 - GBP (CLN) 1 units

France (CLN)

Details

Parent company unit: EUR (CLN) Company unit name: France (CLN)

Manage employee

Manager level 1 (0)

Manager level 2 (0)

Manager level 3 (0)

Employees (0)

Company units

Type in company unit name

- Corporation 1 8 units
 - CLN 2 units
 - EUR (CLN) 5 units
 - France (CLN) 3 units
 - Germany (CLN) 3 units
 - Italy (CLN) 1 units
 - Netherlands (CLN) 1 units
 - Spain (CLN) 1 units
 - GBP (CLN) 1 units

France (CLN)

Add employee

Search by name or employee ID

Name	Employee ID	Company unit	
AA Adam Amors	ADM-01	Unallocated	+ Add
AN Adia Nord	ADM-07	YC	+ Add
AM Amanda Hadden	ADM-08	Unallocated	+ Add
AM Andrew Howden	ADM-04	Unallocated	+ Add
AA Anita Airson	ADM-02	Unallocated	+ Add
AM Anne Bailey	ADM-03	Unallocated	+ Add
AM Anthony Rodricks	ADM-06	JHF	+ Add
AN Antoinette Naude	ADM-09	Unallocated	+ Add

7

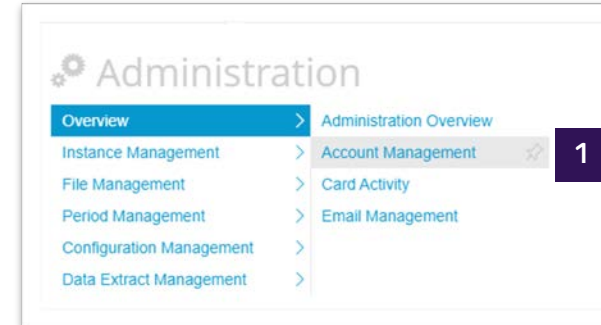
Account management:

finding accounts

The Account Management section allows you to control certain aspects of your programme and manage basic information. This includes maintaining links between card accounts and employees, and updating cardholder information.

1 Administration > Overview > Account Management

2 Type in your specific search criteria and click 'Search'






 A screenshot of the 'Account Search' form. The form is titled 'Account Search' with a magnifying glass icon. It has a 'Report mode' section at the top right with 'Employee' selected and 'Account' checked. The form contains several input fields and dropdown menus: 'Account Number (Last 4 Digits)', 'Account Issuer' (set to 'Barclaycard - UK'), 'Account Type' (set to '[All Types]'), 'Account Status', 'Hierarchy Node' (set to '[All]'), 'Forename', 'Surname', 'Export File Name', and 'Export File Type'. There are also checkboxes for 'Result View' (Summary - Issuer checked, Summary - Hierarchy Node, Account Listing, Employee Setup Assistant) and 'Grouping Restriction' (Unmapped Details, Selected Node Only). On the right side, there are expandable sections for 'Account Details', 'Account Mapping' (All accounts checked, Mapped accounts only, Unmapped accounts only), 'Account Activity' (All accounts checked, Used accounts only, Unused accounts only), 'Account Date Ranges', 'Account Limits', 'Additional Fields', and 'Report Templates'. At the bottom right, there is a blue 'Search' button and a dark square with the number '2'.

Account management:

finding accounts

3 A summary of your results will be listed on the screen

4 For more detailed information, click on the blue text to give you a list of accounts and further information

Icon	Description
	View employee details – Displays general employee details for the selected account, including the reports they have access to or change codes applied
	View card account details – Displays a summary of an employee's card account details
	Change username – Allows you to change an employee's username

Account Search **3**

All accounts matching your search criteria are listed below

Account Issuer	Unmapped	Open	Closed	Expired	Other	Blocked
Barclaycard - UK	1	19	-	-	-	-
Total	4	19	-	-	-	-

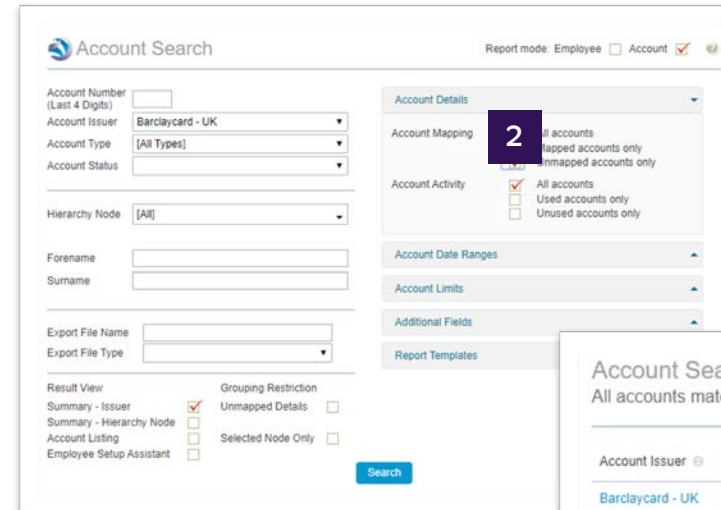
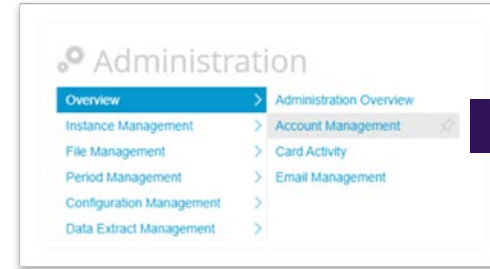
[Export to Excel](#) [Export to PDF](#)

Account management:

mapping employees to their accounts

Once you've added a new employee to Barclaycard Spend Management, you will need to link them to their card account so they can access their transactions and information.

- 1 Administration > Overview > Account Management
- 2 Select the **'Unmapped accounts only'** option to display those accounts that yet to be mapped to an employee
- 3 Click the number below unmapped accounts to display the full list of these on screen





The screenshot shows the 'Account Search' results table. The table has columns for 'Account Issuer', 'Unmapped', 'Open', 'Closed', 'Expired', 'Other', and 'Blocked'. The 'Unmapped' column has a red box with the number '3' over the value '1' for the 'Barclaycard - UK' row.

Account Issuer	Unmapped	Open	Closed	Expired	Other	Blocked
Barclaycard - UK	1	-	-	-	-	-
Total	1	-	-	-	-	-


[Export to Excel](#) [Export to PDF](#)

Account management:

mapping employees to their accounts


- 4 Find the account you wish to map to the employee and select the '  ' icon
- 5 Search for the employee to map to the account
- 6 Once found, click on the '  ' next to the name to connect the employee and the account together



















If you have mapped an account incorrectly, click the '  ' next to the account name which will remove the mapping associated.

Account Search

All accounts matching your search criteria are listed below

Filter 

Account Issuer 	Account Node 	Status 	Employee Name 	Account Name 	Account 	Credit Limit 	Spend Limit 	
Barclaycard - UK	EXECUTIVE	Open	rsby	Sarah Henderson	0002	1,200.00	1,200.00	 
Barclaycard - UK	EXECUTIVE	Open	er	Penny Malone	0003	7,600.00	7,600.00	 
Barclaycard - UK	EXECUTIVE	Open	Kevin Collier	Robin Bird	0001	1,200.00	1,200.00	 
Barclaycard - UK	HUMAN RESOURCES	Open	Cardholder Reporting	Ann Mullins	0004	700.00	700.00	 

Employee Search





Please search for the desired employee. Please note only the first 50 records will be returned from your search.

Employee ID

Forename

Surname

Search result:

Employee	Name	
9999999	Cardholder	
emp-002	Test	
man999	Account Manager	
.....	

Account management: card management

As an Administrator, you can perform a range of tasks in real time to an individual account, such as: changing permanent credit limits, changing temporary credit limits, changing addresses and their usage, and closing a card account.

- 1 Administration > Overview > Account Management
- 2 Type in your specific search criteria and click 'Search'
- 3 Click on the 'i' icon to open the 'View & Maintain Account Details' window

Account Issuer	Account Node	Status	Employee Name	Account Name	Account	Credit Limit	Spend Limit	
Barclaycard - UK	EXECUTIVE	Open	Claude Sorsby	Sarah Henderson	0002	1,200.00	1,200.00	i
Barclaycard - UK	EXECUTIVE	Open	Kevin Collier	Penny Malone	0003	7,600.00	7,600.00	i
Barclaycard - UK	EXECUTIVE	Open	Kevin Collier	Robin Bird	0001	1,200.00	1,200.00	i
Barclaycard - UK	HUMAN RESOURCES	Open	Cardholder Reporting	Ann Mullins	0004	700.00	700.00	i
Barclaycard - UK	HUMAN RESOURCES	Open	Carla Acerno	Amanda Crosby	0005	3,500.00	3,500.00	i

Account management:

card management

6 Select the task you want to perform and enter any changes required then click **'Save'**

5a **Closing a card** – This will close a card account with Barclaycard. You may need to do this when an employee leaves your organisation

5b **Request replacement card** – If a cardholder has damaged their card, you can request a card to be re-issued

5c **Change a permanent credit limit** – You can increase or decrease an employee's credit limits, as long as it is within your overall company limit

5d **Change a temporary credit limit** – You can set a temporary credit limit which can start or expire on specific dates. E.g. this can be used if a cardholder is going on a business trip. This also needs to be within the company limit

5e **Change a cardholder address and telephone numbers** – You can update cardholder details on their behalf

5f **Change the usage of an address** – You can also choose where you want correspondence to go for a cardholder's card/PIN, statements and other correspondence

4 View & Maintain Account Details

Account Detail | Delegation

Account Number: ****-****-****-1503

Card Issuer: Barclaycard - UK

Mapped Employee: Smith

Bill Type: Individual Billed

Permanent Credit Limit: 4,000

Temporary Credit Limit: [Blank]

Temporary Credit Limit Period: [Blank]

Single Transaction Limit: [Blank]

Spend Control Group: All (Including Cash)

Activation Date: 09/2017

Expiration Date: 09/2022

Cardholder Name: SMITH

Date of Birth: 24/10/1967

Company Address: [Blank]

Address Usage: Card and PIN

Contact Details: [Blank]

Address Usage: Statement Correspondence

Alternative Contact Details: [Blank]

Address Usage: -

Transaction Monitoring Limit: [Blank]

View Authorisations & Declines

Close

5a Close Card Account
Reissue Card
Reissue PIN

5b [Blank]

5c Change Permanent Credit Limit
Change Temporary Credit Limit

5d Change Single Transaction Limit

5e Change Address Usage

5f Change Contact Details

Account management:

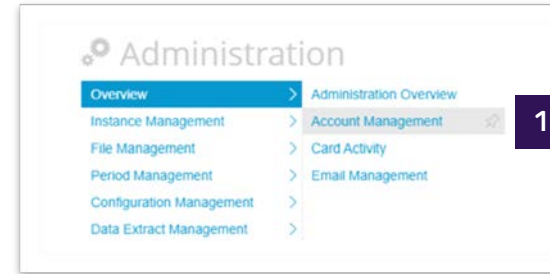
creating profiles

Profiles can be created which groups accounts of a similar type together, so you can make bulk changes in one go. You can choose how to group your accounts, but we suggest using a logical common relationship, e.g. Sales.

- 1 Administration > Overview > Account Management
- 2 Type in your specific search criteria and click **'Search'**
- 3 Click on the **'Profiles'** tab to display the **'Card Management'** screen
- 4 Click **'Create New Profile'** and a new dialogue box will open
- 5 Complete the fields and click **'Save'**. Your new profile will now appear in the list



To edit a profile, click on its name within the list. This will open the 'Edit Existing Card Profile' window where you can change its details.

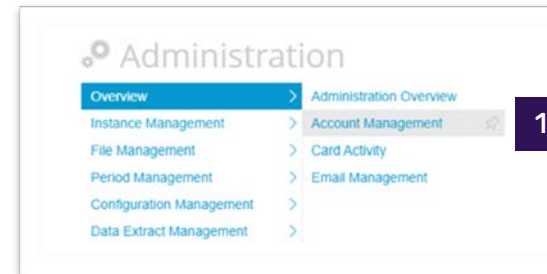


The screenshot shows the 'Account Search' form. It includes fields for Account Number (Last 4 Digits), Account Issuer (Barclaycard - UK), Account Type ([All Types]), Account Status, Hierarchy Node ([All]), Forename, Surname, Export File Name, and Export File Type. There are also checkboxes for Result View (Summary - Issuer, Summary - Hierarchy Node, Account Listing, Employee Setup Assistant) and Grouping Restriction (Unmapped Details, Selected Node Only). A 'Search' button is at the bottom right. A '2' is placed over the 'Account Date Ranges' section.

Account management: assigning profiles

Now the profile is created you can assign one or more cards to sit within it.

- 1 Administration > Overview > Account Management
- 2 Type in your specific search criteria and click **'Search'**
- 3 Select those you wish to add to the profile by ticking the end icons. Then select the bottom grey tick icon
- 4 A new window will open. Select **'Add to Profile'**, followed by the specific Profile from the drop down menu. You can also choose to apply this immediately, or to be active between specific dates
- 5 Click **'Save'** and the selected employees will now sit within that specified profile



Account management:

creating and managing emails

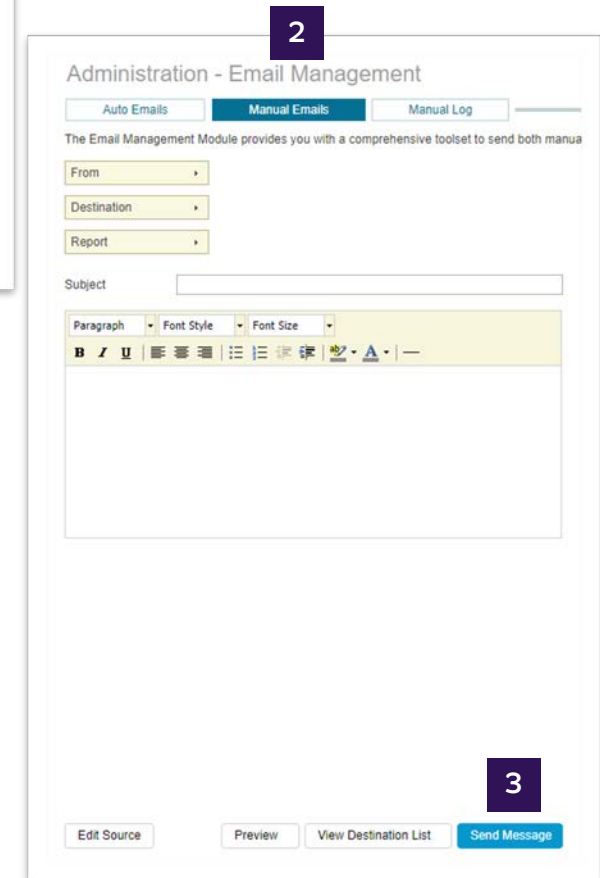
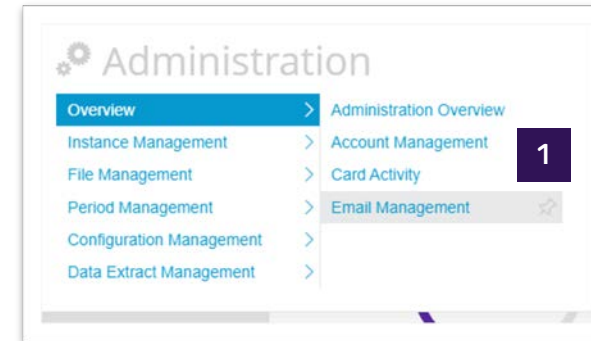
You can send emails to your users within Barclaycard Spend Management, providing them with notifications. These can be sent manually to an individual or a group, or you can set up trigger-based automatic emails.

To send a manual email:

- 1 Administration > Overview > Email Management
- 2 Click on the **'Manual Emails'** tab and input the information and content you wish to send
- 3 Once completed, click **'Send Message'**



To see a record of the manual emails that have been sent, click on the 'Manual Log' tab, where you will see a list of the emails sent within Barclaycard Spend Management.



Account management: creating and managing emails

To send an automatic email:

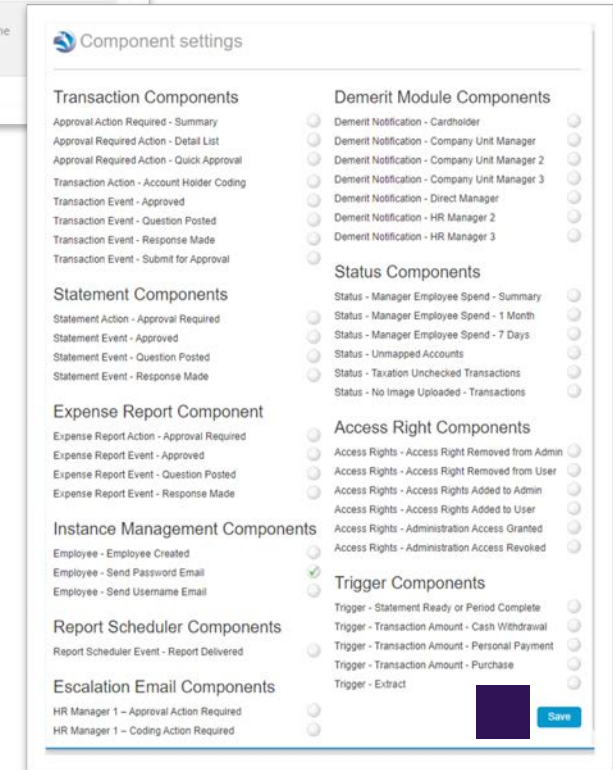
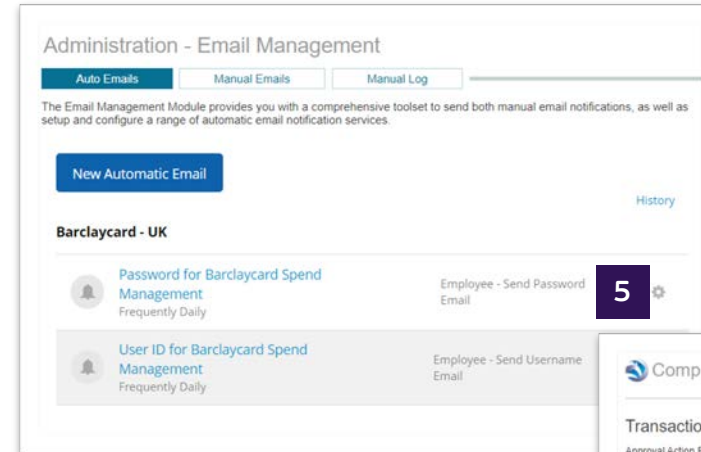
- 1 Administration > Overview > Email Management
- 2 Click on the **'Auto Emails'** tab. This will show any automatic emails already set up
- 3 Click **'New Automatic Email'** to open the **'Inset New Email'** window
- 4 Input the details of the new automated email and click **'Save'**

The screenshot illustrates the process of creating a new automatic email in the Account Management system. It is divided into four numbered steps:

- Step 1:** The 'Administration' menu is open, and 'Email Management' is selected under the 'Overview' section.
- Step 2:** The 'Administration - Email Management' page is shown with the 'Auto Emails' tab selected. A 'New Automatic Email' button is highlighted.
- Step 3:** The 'Automatic Email - Create New' form is displayed. The 'General' section has 'Activated' checked. The 'Email' section has 'Enable Opt-Out' and 'Only Completed Periods' unchecked. The 'Send To' dropdown is set to 'Email 1'. The 'Sender Address' is 'donotreply@spendmanagement.barclaycard.co.uk' and the 'Sender Name' is 'Barclaycard Spend Management'. The 'Reply Address' is 'donotreply@spendmanagement.barclaycard.co.uk'. The 'Frequency Type' is set to 'Choose frequency'. The 'Send Message Body' checkbox is checked.
- Step 4:** The 'Save' button is highlighted at the bottom right of the form.

Account management: creating and managing emails

- 5 To edit the email trigger click the '⚙️' icon
- 6 This will open a new window listing email components which are the triggers. Select the appropriate triggers for your message and click 'Save'
- 7 The email will be updated on the list, showing the chosen trigger. This will be sent automatically as per your requirements



File management:

the vault

The Vault is a secure area within Barclaycard Spend Management where you can securely upload and download files.

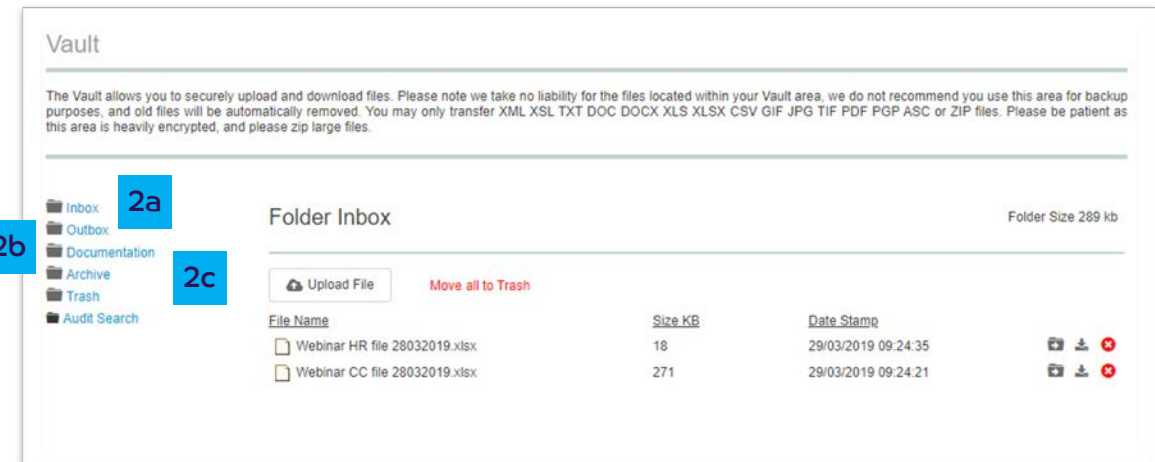
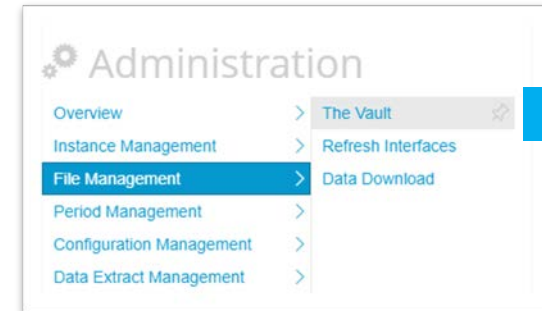
1 Administration > File Management > The Vault

Within 'The Vault' you'll be able to access a number of areas such as:

2a **Inbox** – This is where any files that you load into the system will appear

2b **Outbox** – This is where any extracts or data downloads will be available for you to download

2c **Documentation** – This is where you will find electronic copies of all the support material available to you, including all user guides for Barclaycard Spend Management, as well as the latest release notes for the platform itself



Interface files

You can use Interface files to load information to Barclaycard Spend Management. Initially, these would have been used to configure the system. However, you can also use them to maintain information on an ongoing basis.

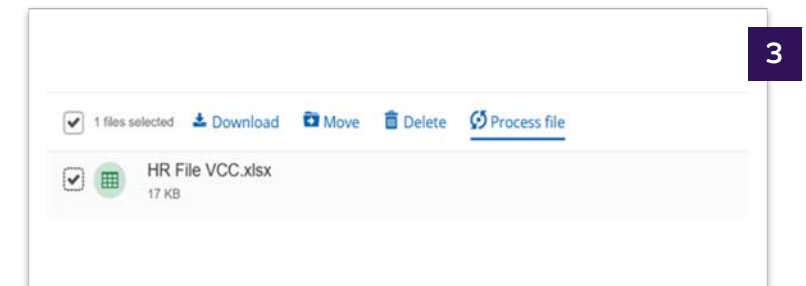
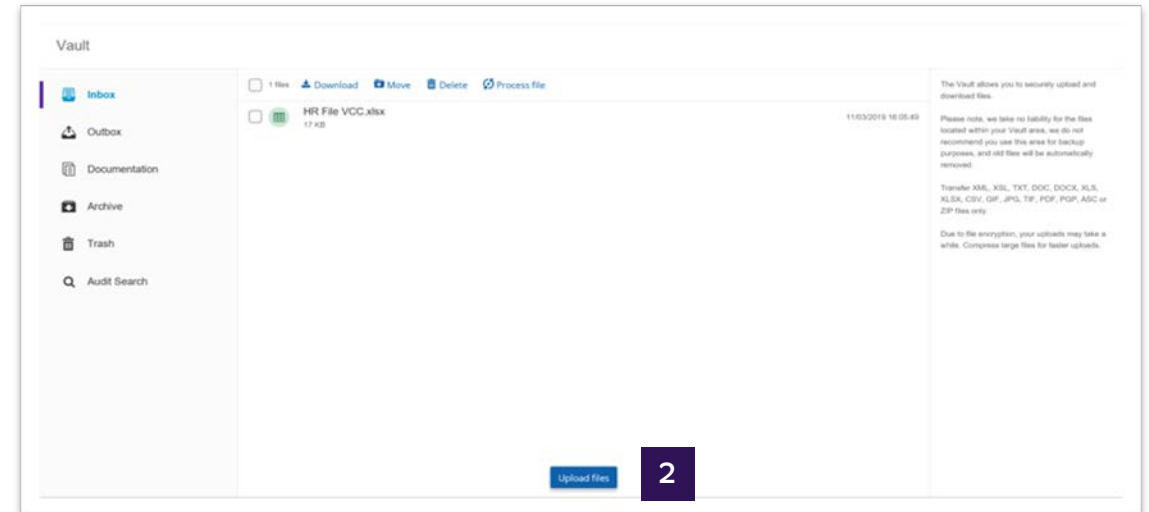
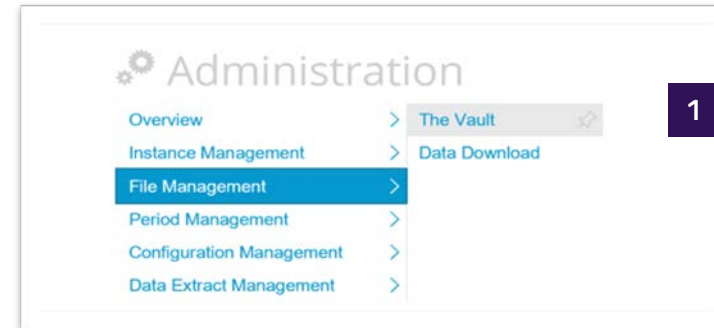
Interface file type	Description
HR File	This is used to upload employee data to the system, including employee name, ID, email address and report group name (level of access). If you need to update lots of information on users, we recommend you use the file to do so, rather than updating each employee record individual
CM File	The Card Mapping (CM) file links employees to their card accounts. This is typically only used at set-up, and we'll help you to create these files. If you need to map new employees to new accounts, we suggest you do this online using the card mapping functionality
UI File	This is used to assign user names and passwords to each employee, providing them with their unique login details, where you need to do this in bulk. Again, this is typically only used at set-up, but you may want to use this if you have a large batch of new users to add

Interface files:

refreshing interfaces

To upload new Interface files, or to update them with new information:

- 1 Administration > File Management > The Vault
- 2 Click **'Upload File'** and choose the file you want to upload. This will appear in the **'Inbox'**
- 3 Once the file appears, tick the check box against the file and click on **'Process File'**. There is a bar to let you know the progress of each file.



Reports:

summary of key reports

Barclaycard Spend Management offers a host of different reports to help to analyse and manage your organisation's spend more effectively. You can access these through reports.

Company administration reports – These reports allow you to take a closer look at your organisation and its users to manage your programme more effectively. Some key examples include:

Report	Description
Account search	This behaves the same as the Account Management function within the administration menu and allows you to view and search for specific accounts
Card & Employee departures	This gives you the ability to see which cards have expired, are due to expire and where employees have left or are leaving the organisation
Taxation analysis	This gives you and your auditors an overall view of your organisation's total spend and tax details for a given period

Company administration reports – These reports allow you to take a closer look at your organisation and its users to manage your programme more effectively. Some key examples include:

Report	Description
Suppliers – Top spend	This allows you to view the most common suppliers where your employees are spending, helping you to identify where potential cost savings could be made
Analysis – Company	This allows you to analyse spending patterns across the organisation, and help to manage your collective spending
Transaction search – Company	This allows you to review individual transactions either at an employee level or across the company, helping to identify any potential misuse
City pairs	This allows you to view information about the busiest city-to-city journeys that your employees make to manage your travel more effectively
Environmental impact	This allows you to understand how much paper you are saving your organisation by using Barclaycard Spend Management

Reports:

summary of key reports

Usage and monitoring reports – These reports help you to understand how your employees are using their cards and Barclaycard Spend Management itself. Key reports include:

Report	Description
Spending pattern exceptions	This alerts managers to employees who have made a transaction significantly greater than their average purchase, potentially identifying any fraudulent use
Transaction limit monitoring	This allows you to see any infringements made on the daily transaction limit for a specific supplier
Audit tracking	This allows you to keep a record of the number of actions carried out within the system, including updates to cardholder information, change of access rights etc.



For further information on any of the other reports, use the 'Online Help', which provides a brief summary of each report.

Reports:

running and exporting reports

- 1 Click on **'Reports'** on the main tool bar
- 2 Select the report you want from the options listed down the left-hand side
- 3 A new window will open where you can add specific criteria that you have for your report. Leaving this blank will run the default report. Click **'Search'**

The screenshot shows the 'ard' application interface. At the top, there is a navigation bar with 'Home', 'Administration', and 'Reports'. The 'Reports' menu is open, showing a list of report categories on the left and specific report options on the right. The 'Expenditure Analysis' category is selected, and the 'Suppliers - Top Spend' report is highlighted. A configuration window for 'Suppliers - Top Spend' is open, showing various filters and options. The 'Search' button is visible at the bottom right of the configuration window.

1 Click on **'Reports'** on the main tool bar

2 Select the report you want from the options listed down the left-hand side

3 A new window will open where you can add specific criteria that you have for your report. Leaving this blank will run the default report. Click **'Search'**

Reports:

running and exporting reports

4 The results of your report will be displayed on screen. Where there is text in light blue, you have the ability to click through for more detail

5 You have the options to '**Export to Excel**' or '**PDF**'



You can also schedule reports to run on a regular basis. These include the 'Data Download', 'Transaction Search - Company', 'Account Search' and 'Supplier-Company'. You'll then be able to access these reports under the 'Scheduled Reports' section.

Suppliers - Top Spend

Ranked list of top 10 suppliers, sorted by Total spend

Click on a supplier to view a breakdown of the spend

Rank and Supplier	Total Billing	Trans	Cards	Total Source		
1 British Airw , Hounslow 4	28,595.08	GBP	21	18	28,595.08	GBP
2 Parentheses , New York	2,983.06	GBP	2	2	4,505.45	USD
3 Luxair , Hounslow	2,165.84	GBP	4	4	2,165.84	GBP
4 Bay Seafood , New York	1,776.53	GBP	1	1	2,700.22	USD
5 Flybe , Travelagentuk	1,568.57	GBP	9	9	1,568.57	GBP
6 Lxr The London Nyc , New York	1,399.16	GBP	2	2	2,127.17	USD
7 Bay Tree Bar , London	1,373.56	GBP	1	1	1,373.56	GBP
8 Xtreme Paintball , Larbert	1,327.50	GBP	1	1	1,327.50	GBP
9 George First , New York	1,274.49	GBP	1	1	1,950.00	USD
10 Renaissance Chancery , London	1,129.75	GBP	5	5	1,129.75	GBP

[Export to Excel](#) [Export to PDF](#) **5**

Reports:

saving a report template

If you have a report with specific search parameters that you want to use on a regular basis, you can save the template within the system to use again in the future more quickly.

- 1 Click on the type of report you want to run and enter the criteria you'd like to save as part of this template
- 2 Expand the Report Template by clicking the arrow icon
- 3 Select Save Template. This will then open the Create New Report template
- 4 Give your template a user-friendly name. You can also share it across your company by ticking the relevant box
- 5 Click Save to retain this report template within Barclaycard Spend Management. This will appear on your home screen

The screenshot displays the 'Transaction Search - Personal' interface. The interface is divided into several sections:

- Search Criteria (Step 1):** Includes dropdown menus for Statement Issuer, Statement Period, Account Type, Start Date (09/10/2019), End Date (05/11/2019), and Execution Range (Last 28 Days). There are also radio buttons for Posting Date and Transaction Date, and fields for Export File Name and Export File Type.
- Report Templates (Step 2):** A sidebar on the right contains a list of report categories: Transaction Type & Status, Supplier Groups, Currency & Amount, Enhanced Data & Spend Wizard, Coding Information, Additional Fields, and Report Templates. The 'Report Templates' section is expanded, showing a 'Save Template' button (Step 3).
- Create New Report Template (Step 4):** A modal window titled 'Create New Report Template' is open. It has a 'Template Name' input field (Step 4) and a checkbox for 'Set this template to be Company Shared'. 'Save' and 'Cancel' buttons are at the bottom (Step 5).

Reports:

data download

This allows you to download processed transaction card data captured within Barclaycard Spend Management. From here you can manipulate and analyse the raw data as an offline file.

- 1 Administration > File Management > Data Download
- 2 Select **'Run Data Download'** and a new window will appear
- 3 Specify your desired criteria within this window and click **'Search'**

Administration

- Overview > The Vault
- Instance Management > Refresh Interfaces
- File Management > Data Download** 1
- Period Management >
- Configuration Management >
- Data Extract M >

Data Download

This is a fully managed asynchronous task. When you select the option below, the task starts automatically. You can monitor its progress by simply refreshing this window. The output file will be placed in the Outbox of the Vault.

Run Data Download 2

Current History	Time Started	Time Completed	Status
Kevin Collier (CS)	04/09/2013 12:57:29	04/09/2013 12:57:39	Completed ●●●

[Refresh](#)

Data Download Report mode: Employee Account

Account Holder Forename:

Account Holder Surname:

Hierarchy Node: [All] ▼

Account Issuer: Barclaycard - UK ▼

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

Account Type: [All Types] ▼

Start Date:

End Date:

Execution Range: ▼

Posting Date Transaction Date

Export File Name:

Export File Type: Delimited File ▼

Selected Node Only:

Transaction Type & Status

Supplier Groups

Currency & Amount

Enhanced Data & Spend Wizard

Coding Information

Extract History Options

Additional Fields

Account Fields	Supplier Fields
Name <input checked="" type="checkbox"/>	Supplier Name <input checked="" type="checkbox"/>
Hierarchy Node <input type="checkbox"/>	Supplier City <input type="checkbox"/>
	Supplier State <input type="checkbox"/>
	Supplier Country <input type="checkbox"/>
	Supplier Postal <input type="checkbox"/>
	Supplier Vendor ID <input type="checkbox"/>
	Supplier Address <input type="checkbox"/>
	Supplier Phone <input type="checkbox"/>
Period Fields	Supplier Extended
Account Issuer <input checked="" type="checkbox"/>	Tax Reference <input type="checkbox"/>
Period Start <input checked="" type="checkbox"/>	Merchant Group <input type="checkbox"/>
Period End <input checked="" type="checkbox"/>	Merchant Category <input type="checkbox"/>

Page 1 Page 2 Page 3 Page 4

Report Templates

Search 3

Reports:

data download

4 The progress of your report will be displayed on the screen

5 To access the download, go to the **'Outbox'** of **'The Vault'** where you can open or save the file

Data Download

This is a fully managed asynchronous task. When you select the option below, the task starts automatically. You can monitor its progress by simply refreshing this window. The output file will be placed in the Outbox of the Vault.

Run Data Download

4

Current History	Time Started	Time Completed	Status
Rebecca Imrie (CS)	25/09/2019 16:23:57	25/09/2019 16:24:00	Completed
Kevin Collier (CS)	04/09/2013 12:57:29	04/09/2013 12:57:39	Completed

[Refresh](#)

Administration

Overview	>	The Vault
Instance Management	>	Refresh Interfaces
File Management	>	Data Download
Period Management	>	
Configuration Management	>	
Data Extract Management	>	

5

Vault

The Vault allows you to securely upload and download files. Please note we take no liability for the files located within your Vault area, we do not recommend you use this area for backup purposes, and old files will be automatically removed. You may only transfer XML XSL TXT DOC DOCX XLS XLSX CSV GIF JPG TIF PDF PGP ASC or ZIP files. Please be patient as this area is heavily encrypted, and please zip large files.

Inbox
Outbox
Documentation
Archive
Trash
Audit Search

5

Folder Outbox

Folder Size 7 kb

[Move all to Trash](#)

File Name	Size KB	Date Stamp
DataDownload_20190925.zip	7	25/09/2019 16:24:00

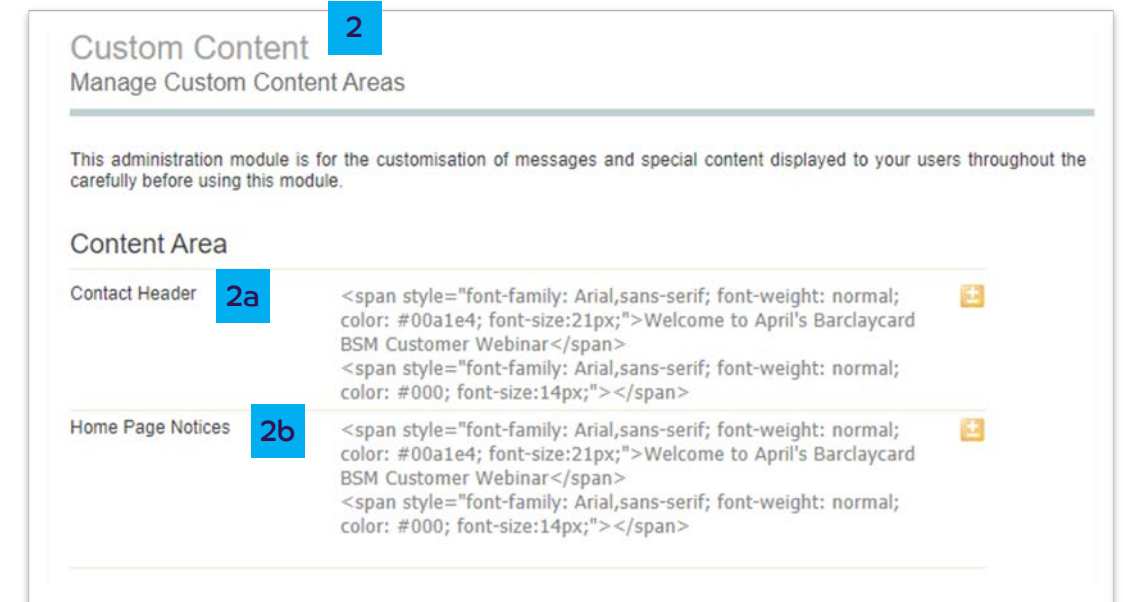
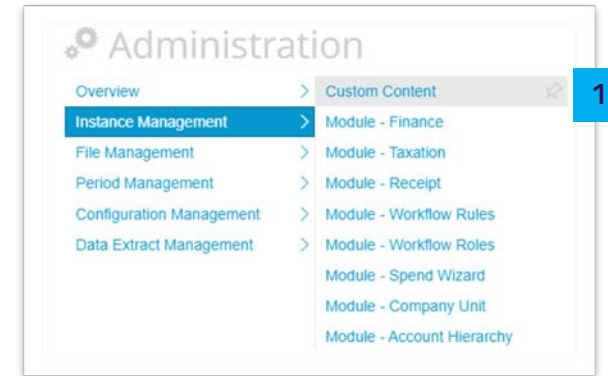
Customising settings: custom content

1 Administration > Instance Management > Custom Content

2 This opens the **'Custom Content'** page. From here you can either:

2a Personalise the information under the **'Contact Header'** option in the main tool bar

2b Customise your home page message under the **'Home Page Notices'** message



Customising settings: personal settings

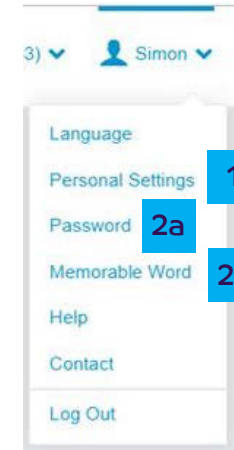
You can configure and manage your own Personal Settings within Barclaycard Spend Management. This includes resetting your password or memorable word.

1 Drop down > Personal Settings

Then update the relevant settings:

2a Set Password

2b Set Memorable Word



2a Password Maintenance - Update

It is recommended that you do not set your new password to be your internal password used within your organisation. You may not set your password to easy words or your user id.

Your password must meet the following criteria:

- Minimum number of characters: 8
- Maximum number of characters: 16
- At least one lower case character
- At least one upper case character
- At least one numeric character

Current Password

New Password

Confirm Password

Save

Memorable Word Maintenance

Current Memorable Word

Memorable Word Reminder

New Memorable Word Minimum of 5 and maximum of 15 alpha characters. Upper or lower case. No spaces or numbers.

Confirm Memorable Word

2b Save

Customising settings: personal settings

You can configure and manage your own Personal Settings within Barclaycard Spend Management. This includes resetting your password or memorable word.

2c

Customise Views – this allows you to add additional fields and sort the order of information displayed in the system

2d

Regional settings – this allows you to update your date format, language, numeric and name format for your personal view of Barclaycard Spend Management

The screenshot shows the 'Regional Settings' page. On the left is a navigation menu with options: Personal Details, Account Management, Management Codes, Default Codes, Expense Templates, Approval Delegation, Customise Views, Audit History, Regional Settings (highlighted), Security, and Email Management. The main content area is titled 'Regional Settings' and contains several dropdown menus: 'Date Format' set to 'dd/mm/yyyy', 'Language' set to 'English (UK)', 'Numeric Format' set to '1,000,000.00', and 'Name Format' set to '<Forename> <Surname>'. A note explains that using the date format, the 18th March 2008 would be entered and displayed as 18/03/2008. At the bottom, there is a 'Time Zone' dropdown set to '(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London' and a 'Save' button.

The screenshot shows the 'Customise Views' page. On the left is a navigation menu with options: Personal Details, Account Management, Management Codes, Default Codes, Expense Templates, Approval Delegation, Customise Views (highlighted), Audit History, Regional Settings, Security, and Email Management. The main content area is titled 'Customise Views' and is divided into three sections: 'Statement - Fields & Sort Order', 'Approver View - Fields', and 'Statement Period - Sort Order'. The 'Statement - Fields & Sort Order' section has a list of fields with checkboxes and arrows for sorting: Transaction Date (checked, up arrow), Posting Date, Transaction Type, Order Number (checked, highlighted with '2c'), Disputed, Personal, Source Amount, Tax Amount, Issuer Tax Amount, Amount (Tax Exclusive), Amount (Tax Inclusive) (checked), Receipt, Receipt Image, Enhanced Data, Transaction Coding, Allocation (checked), and QuickCoding. The 'Approver View - Fields' section has a list of fields with checkboxes: Transaction Coding, Allocation (checked), Disputed, Personal, Receipt, Receipt Image, and Source Currency. The 'Statement Period - Sort Order' section has 'Sort Ascending' (checked) and 'Sort Descending'. Below these is the 'Default Spend Wizard View' section with 'Billing Currency' (checked) and 'Source Currency'. At the bottom, there is a 'Transaction View' section with a link 'Customise First Page Opened' and a 'Save' button.

Customising settings: company settings

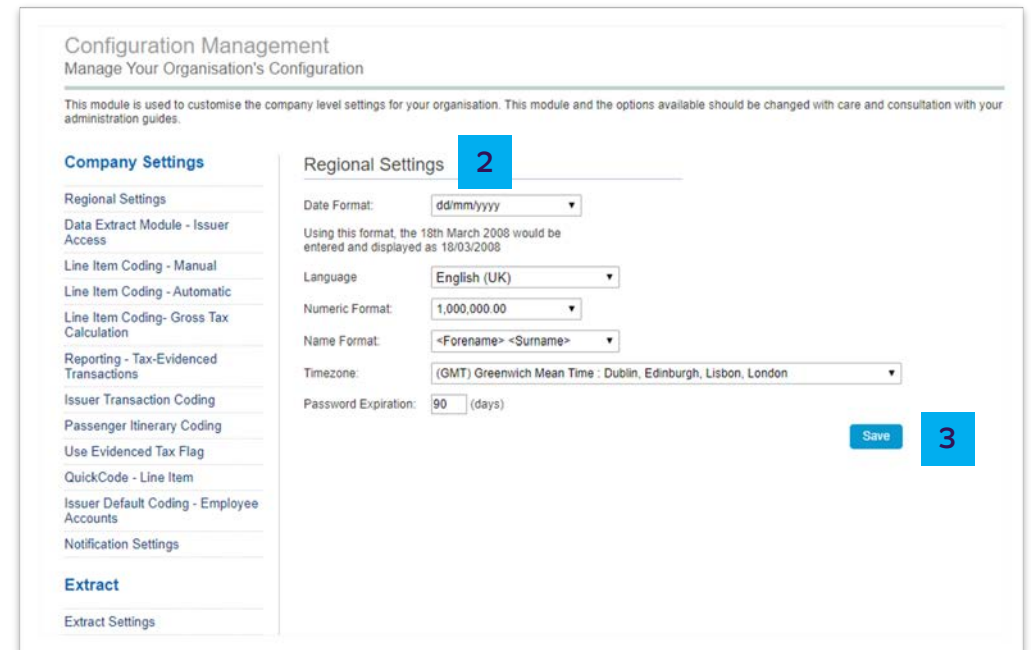
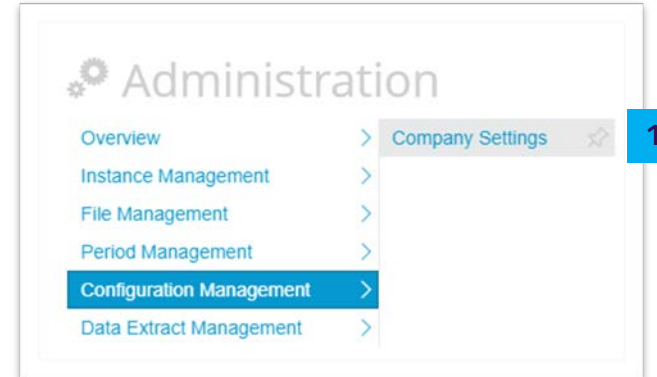
Allows you to customise your company level settings, such as date and language for your whole organisation.

You should be careful what you change in here as it will affect your whole Barclaycard Spend Management configuration.

1 Administration > Configuration Management > Company Settings

2 Change your settings as required

3 Click **'Save'** once all required changes have been made



Help

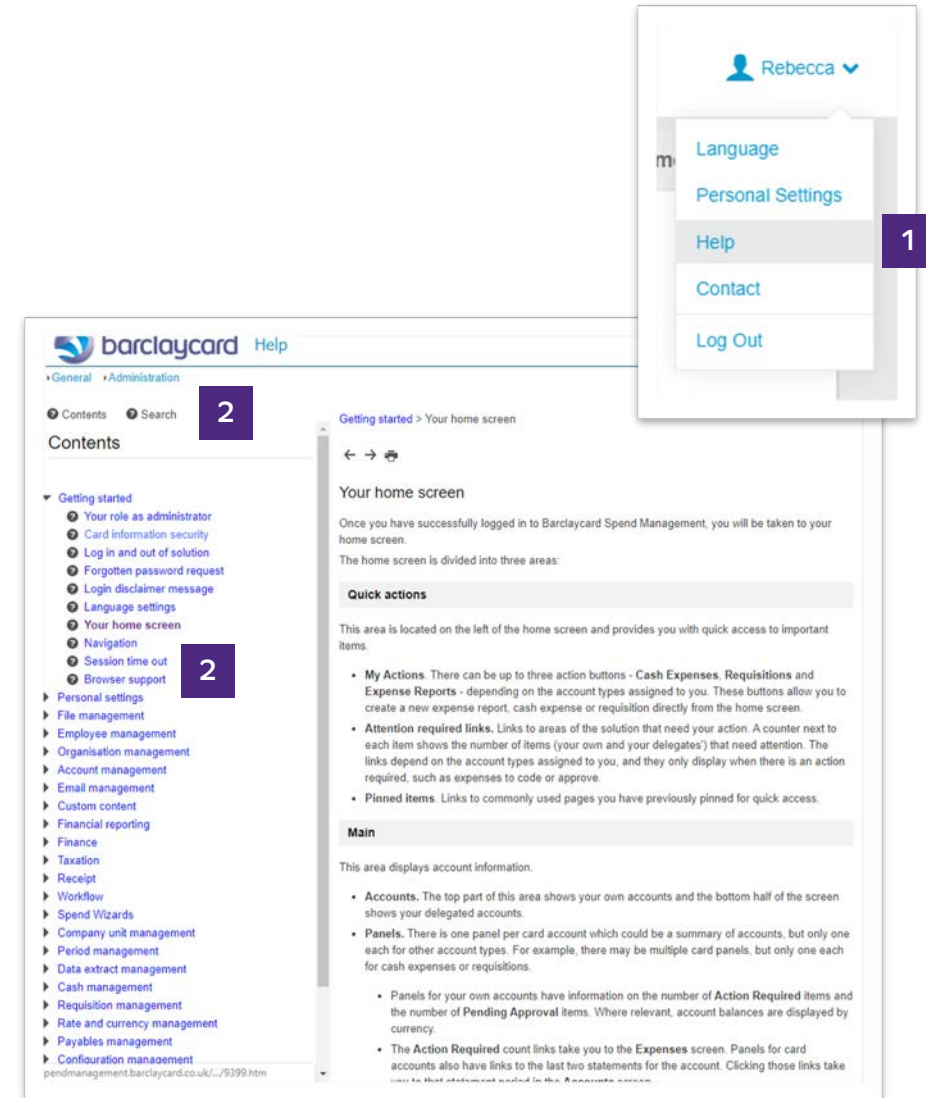
This guide provides details on how to perform the key functions in the application. If you need further detail, the 'Help' function contains more information in a range of formats.

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





Thank you

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

Calls to 0800 and 0844 numbers are free from UK landlines and personal mobiles, otherwise call charges may apply. Please check with your service provider. To maintain a quality service we may monitor or record phone calls.

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