



WebReq Card Allocations

This module handles coding, approval, payment/reimbursement for purchases made using corporate cards (credit, debit, cabcharge, fuel etc).

WebReq's CardAllocation system :

- handles any number of card providers
- handles any number of cards per card provider
- lets the Card Holder immediately allocate transaction details supplied electronically by the Card Provider;
- enforces your organisation's approval processes
- lets your organisation take advantage of any incentives offered by the Card Provider;
- allows your staff some autonomy within a framework that allows you to manage and control spending

CardAllocation Work Flow

Merchant	Ref #	Statement Date	Charge Date	Split Charge	Purpose	Activity	Gross	Edit GST	GST	Net	Comments	Complete	Approved	Disputed	Status	Card
Qantas	RES 30245 Syd-Melb	15/04/2010	02/04/2010		MELHQ	DomTr	440.00		40.00	400.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed	Visa
Silver Taxic	32344-04	15/04/2010	02/04/2010		Melbourne HQ	Domestic Travel	38.06		3.46	34.60		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allocated	Visa
Metro hotel	309344	15/04/2010	04/04/2010		Brisbane Admin	Domestic Travel	215.00		19.55	195.45		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allocated	Visa
JetStar	TKI 44541	15/05/2010	11/05/2010		MELHQ	CON	110.00		10.00	100.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allocated	Visa
					Melbourne HQ	Consumables	110.00		10.00	100.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unallocated	Visa

Transaction lines are automatically allocated to the Card Holder from the Card Provider's electronic file.

The Card Holder logs on and allocates each transaction line in total or, if required, splits the transaction line as many times as necessary.

As soon as an allocated line is ticked as "Complete" it is available for Approval by the Card Holder's designated Approver.

Approved transactions are posted through to the Host system.

Key Benefits of WebReq's Card Allocation system:

- The Card Processing system keeps your organization fully informed about total commitments (both allocated and unallocated) at any given time rather than only on receipt of the month end statement.
- Allows a user to split a card line among multiple purposes
- Avoids unnecessary payables processing
- Maximises opportunity to use Card Rewards
- Management Information Reporting :
 - provides a clear picture of your business and cardholder spending
 - lets you develop accurate forecasts
 - offers opportunities to leverage spend volumes with suppliers
 - quickly identifies non-compliant spending patterns
- Full GST Reporting and Claiming
- Clear visibility of spending patterns
- Highly flexible data analysis capability
- Streamlined reconciliation and reimbursement
- Minimal paperwork in terms of receipts
- Enhanced compliance with travel and expense policies
- Centrally captured transactions that can be reported on separately for each cardholder
- Reconciliation tool for tracking:
 - Details of Expenses paid but not yet allocated by the card holder
 - Details of Expenses allocated but not yet paid to the card provider
- On line approvals
- Automatic import of card company file
- Automatic update to your financials
- Creation of Payment and Allocation entries
- Tracking of Rejected / Disputed Card Transactions
- Numerous detailed and summary reports via industry standard Microsoft Reporting Services.

For contact details, visit www.webreq.com.au or email us at sales@webreq.com.au

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