Barclaycard Process for Departments

Aim

To standardise and streamline the entry of company Barclaycard statements onto Oracle whilst enforcing Barclaycard policy. Replacement of manual entry of Barclaycard statements with electronic upload of requested departmental coding using More4Apps by the Central AP team.

Document

Cardholders will receive an email sent on behalf of Cashiers and Payments team on or around the 9th of the month which will include the Barclaycard Statement Reconciliation Template. On receipt of the monthly email, procedures should be followed to ensure that the fully coded and authorised statement plus receipts are emailed to the Payments Team (barclaycard@admin.ox.ac.uk) within the published deadline. This is a requirement as specified in the Departmental Credit Card Regulations.

Overview of Process

Process to be defined by departments\*

\*relatively flexible dependent upon individual departments and internal coding procedures and submission reviews.

Control Checks

The AP team will review all files received for compliance with the Barclaycard policy including:

* The AP team will check the template is authorised by an appropriate signatory (with a relevant authority limit) held on the Oracle Register of Authorised Signatures kept within the AP team.
* Expenditure is in line with the Expenses Guidance, and supporting documentation (receipts) have been provided. Please note no consideration will be given to value for money by the AP team although this should be reviewed by departments as a matter of course.

All cardholders are assigned a default Oracle cost centre for card purchases and failure to submit a monthly statement for compliance checking will result in all charges for the month being posted against the default code, which should then be cleared by the Department. Non-compliance for 3 consecutive months will lead to the Barclaycard being cancelled in line with Barclaycard policy:

*Cardholders who do not comply with these regulations will initially receive a reminder, followed by a warning, which, if ignored, will result in the card being cancelled and may result also in disciplinary action, depending upon the nature of the default. The decision of the Director of Finance in these instances will be final.*

Suggested Step-by-Step Guide on how to complete the Barclaycard Template

**¹ The email subject line should include the Departmental Code (e.g. KH) and the cardholder’s name**, this will ensure the AP team can easily identify your email in the inbox. Please ensure the submission to the Payments Team includes an audit trail showing the approval by attaching the approver's confirmation email and copying them into the submission.

**Step 1**

Cardholders will receive an email sent on behalf of Cashiers and Payments team on or around the 9th of the month which will include the Barclaycard Statement Reconciliation Template. The template is your statement in spreadsheet format, containing details of transactions for the month. If required, it is still possible to view your statement online through the Barclaycard Spend Management System, you will now require your PINSentry device to log in. Select the ‘Your Statements’ tab and there will be a link to all your available statements. Please note, to meet security requirements, the Barclaycard Statement Reconciliation Template email may only be sent to the cardholder.

**Step 2**

The cardholder can complete the reconciliation **or** it can be forwarded to your PA/delegate/Finance Team along with supporting receipts for completion

**Step 3**

Open the Barclaycard Template spreadsheet, ensuring the tab ‘reconciliation’ is open. Enter your two digit departmental code into the **green** box on (line 5 on the left hand side) and enter the ‘prepared by’ information into the **green** box (lines 3/4 on the right hand side). NB. Please do not enter any information into the grey cells.

**Step 4**

Add the additional information into the Barclaycard template (all green boxes marked with an \*)for each transaction. Please note the ‘Item description’ on each line of spend will be pulled through to Oracle distributions.

The items that MUST be completed are:

* Department code
* VAT/Tax amount - please include zeros where applicable
* Item description
* VAT code and recoverability type (fiscal classification)
* GL/Project coding - It is now possible to split transactions where required, to do this please copy/cut and paste the data to move it, it is not possible to insert rows as this can break the formulae.

**Step 5**

 Ensure receipts are provided for each transaction line.

**Step 6**

Once completed, save and forward the template to the approver via email (or file share) along with the relevant receipts. The approver must enter their details and the date in the **green** "Approved by" box, they can then confirm their approval by email.

**Step 7**

The approved reconciliation and all receipts should then be submitted to the Payments Team, by a **nominated individual** for the department. Please ensure the submission to the Payments Team includes an audit trail showing the approval by attaching the approver's confirmation email and copying them into the submission.

**Step 8**

The AP team will do the preliminary checks regarding authorisation and then upload the electronic copy of the excel template onto Oracle.

Points to Note

* Deadlines for submission can vary in accordance with office closures, typically deadlines are communicated via the Finance Bulletin and will also be on the email that is sent out with the reconciliation template. Deadline is 5pm on the relevant date. The Month End Timetable detailing the reconciliation deadline date can be located on the Month End Process page, on the right hand side.
* Any reconciliations not received by the submission deadline will not be processed.
* Each transaction on the statement should have a corresponding coding line on the template
* If any coding information is incomplete the Payments team will not process the reconciliation and will return it to the department. The template will then be coded to the Barclaycard default cost centre provided to the Cashiers Office, with a natural account of 61200. No alterations to coding will be accepted once the template has been uploaded.
* No self-authorisation is permitted (cardholder cannot authorise own expenditure even if an authorised signatory)
* Please do not delete information in the grey cells as the formulas in the cells will also be deleted. If/when necessary delete the information in the surrounding cells which will automatically remove the information in the grey cells.
* Please complete the tab ‘reconciliation’ and do not recreate the template in another tab as this causes problems with background processes and may lead to the upload being unsuccessful.
* As of September 2020, the only option is to follow the process outlined above. Failure to do so may result in your template being rejected and default coding being applied.

If you have any issues with the completion of the template please email your regular Central AP contact.