

Auto Categorization of Credit Card Charges Quickstart Guide

Introduction

This quickstart guide will help you setup and get started using Auto Categorization of Credit Card Charges. This feature allows for the expense category to be pre-populated when credit card charges are matched to an expense report by the expense report submitter allowing for quicker entry of expense line items. There is data sent with each credit card charge in the feed called Merchant Category Codes (MCC) and Standard Industry Classification (SIC) codes. Mappings of these codes to expense categories can be created which is typically a task that is performed by the ExpenseWatch administrator. Once these mappings are created the expense report submitters credit card charges will be auto categorized when matched to an expense report.



This feature can only be utilized by clients receiving automated corporate feeds (e.g. AMEX KR1025/KR1022, MasterCard CDF, Visa VCF, Diner's Club) of credit card charges. **Note: This feature is NOT supported for Personal Credit Card Accounts or for Credit Card Accounts that use the Automatic Download or Manual Upload options to retrieve charges.**

This guide covers all parts of the auto categorization of credit card charges features and should be reviewed by ExpenseWatch.com Users and Administrators.

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Section 1: Mapping Expense Categories to Credit Card Codes (Administrators)

This section only applies to ExpenseWatch.com Administrators or users who have the ability to configure expense categories.

The permission that gives users the ability to configure expense categories is “Configure Expense Reports”

Step 1

Log in to ExpenseWatch.com and click on the **Expense Reports Tab**.

Step 2

Click on **Configure T&E Categories**.

Mappings of credit card codes to expense categories can be performed at the time of adding a new expense category or editing an existing expense category. The process is the same using both scenarios.

Step 3

After entering a new expense category or editing an existing expense category click on the **Credit Card Codes** tab.

Expense Report Categories (Airfare)

Expense Category Setup **Credit Card Codes**

Category Name: Airfare

Category Type: Standard Mileage

Step 4

By default the **All Credit Card Code Groups** option is selected in the Credit Card Code Group Tree on the left side of the page. On the right side of the page all of the possible credit card codes are shown. To create a mapping, select one or more credit card codes and then click the **Update Expense Category** button or **Add Expense Category** button depending on what action you are performing.

To remove a mapping click the All Credit Card Code Groups option, choose the Deselect All option in the credit card codes table and click Update Expense Category.

Credit Card Code Configuration

All Credit Card Code Groups

Check the box next to each code that should be associated to the Category. To apply this configuration to additional expense categories click 'Show All Expense Categories' button.

Search Show All Expense Categories

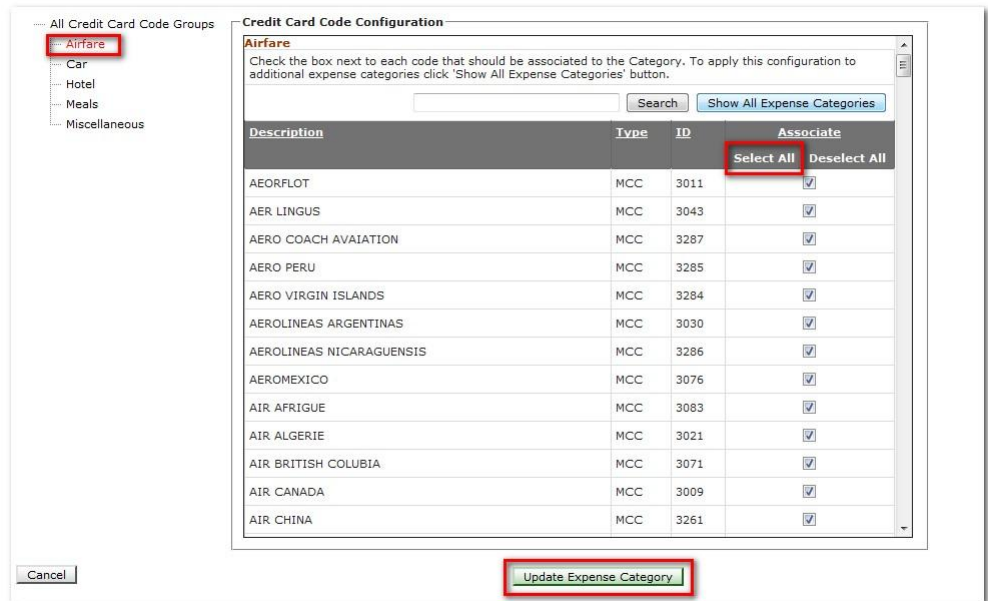
Description	Type	ID	Associate
			Select All Deselect All
* MASTERS ECONOMY INNS	MCC	3835	<input type="checkbox"/>
A-1 RENT-A-CAR	MCC	3412	<input checked="" type="checkbox"/>
ABRASIVE PRODUCTS	SIC	3291	<input type="checkbox"/>
ACCIDENT AND HEALTH INSURANCE	SIC	6321	<input type="checkbox"/>
ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES	SIC	8721	<input type="checkbox"/>
ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES	MCC	8931	<input type="checkbox"/>
ACETATE FILAMENT YARN: THROWING, TWISTING, WINDIN	SIC	2283	<input type="checkbox"/>
ACTION AUTO RENTAL	MCC	3354	<input type="checkbox"/>
ADAMS MARK HOTELS	MCC	3681	<input type="checkbox"/>
ADHESIVES AND SEALANTS	SIC	2891	<input type="checkbox"/>
ADJUSTMENT AND COLLECTION SERVICES	SIC	7322	<input type="checkbox"/>
ADMINISTRATION OF EDUCATIONAL PROGRAMS	SIC	9411	<input type="checkbox"/>
ADMINISTRATION OF GENERAL ECONOMIC PROGRAMS	SIC	9611	<input type="checkbox"/>

Cancel Update Expense Category

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Using Predefined Credit Card Code Groups to configure mappings

An alternative method in selecting the appropriate credit card codes is to choose one of the predefined credit card code groups from the tree on the left side of the page. Predefined groups have been setup by ExpenseWatch to assist users in mapping commonly used sets of codes such as Airfare, Car, Hotel and Meals. Once the predefined group is selected the codes defined in this group are displayed, click **Select All** and then click the **Update Expense Category** button or **Add Expense Category** button depending on what action you are performing.




Credit Card Code Configuration

Check the box next to each code that should be associated to the Category. To apply this configuration to additional expense categories click 'Show All Expense Categories' button.

Search Show All Expense Categories

Description	Type	ID	Associate	
			Select All	Deselect All
AEROFLOT	MCC	3011	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AER LINGUS	MCC	3043	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AERO COACH AVAIATION	MCC	3287	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AERO PERU	MCC	3285	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AERO VIRGIN ISLANDS	MCC	3284	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AEROLINEAS ARGENTINAS	MCC	3030	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AEROLINEAS NICARAGUENSIS	MCC	3286	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AEROMEXICO	MCC	3076	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AIR AFRIGUE	MCC	3083	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AIR ALGERIE	MCC	3021	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AIR BRITISH COLUMBIA	MCC	3071	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AIR CANADA	MCC	3009	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AIR CHINA	MCC	3261	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cancel

 If there is a need to create additional credit card code groups in addition to the groups that have been defined by ExpenseWatch, please submit a support request and an ExpenseWatch customer satisfaction engineer will assist you with this request.

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Associating existing mappings to other expense categories in bulk

After editing an existing expense category, then selecting the Credit Card Codes tab, select the **Show All Expense Category** button.

Credit Card Code Configuration

All Credit Card Code Groups

Check the box next to each code that should be associated to the Category. To apply this configuration to additional expense categories click 'Show All Expense Categories' button.

Search **Show All Expense Categories**

Description	Type	ID	Associate
			Select All Deselect All
A-1 RENT-A-CAR	MCC	3412	<input checked="" type="checkbox"/>
AEORFLOT	MCC	3011	<input checked="" type="checkbox"/>
AER LINGUS	MCC	3043	<input checked="" type="checkbox"/>
AFRO COACH AVAIIATION	MCC	3287	<input checked="" type="checkbox"/>

Select the expense categories in **Additional Category Configuration** list on the right side of the page that should have the same mappings as the existing expense category that you have selected and then click the **Update Expense Category** button.

Credit Card Code Configuration

All Credit Card Code Groups

Check the box next to each code that should be associated to the Category.

Search Hide All Expense Categories

Description	Type	ID	Associate
			Select All Deselect All
* MASTERS ECONOMY INNS	MCC	3835	<input type="checkbox"/>
A-1 RENT-A-CAR	MCC	3412	<input type="checkbox"/>
ABRASIVE PRODUCTS	SIC	3291	<input type="checkbox"/>
ACCIDENT AND HEALTH INSURANCE	SIC	6321	<input type="checkbox"/>
ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES	MCC	8931	<input type="checkbox"/>
ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES	SIC	8721	<input type="checkbox"/>
ACETATE FILAMENT YARN: THROWING, TWISTING, WINDIN	SIC	2283	<input type="checkbox"/>
ACTION AUTO RENTAL	MCC	3354	<input type="checkbox"/>
ADAMS MARK HOTELS	MCC	3681	<input type="checkbox"/>
ADHESIVES AND SEALANTS	SIC	2891	<input type="checkbox"/>
ADJUSTMENT AND COLLECTION SERVICES	SIC	7322	<input type="checkbox"/>
ADMINISTRATION OF EDUCATIONAL PROGRAMS	SIC	9411	<input type="checkbox"/>
ADMINISTRATION OF GENERAL ECONOMIC PROGRAMS	SIC	9611	<input type="checkbox"/>
ADMINISTRATION OF HOUSING PROGRAMS	SIC	9531	<input type="checkbox"/>

Additional Category Configuration

Check the box next to each Category to apply the same credit card code configuration.

Search

Category Name	Associate
Select All Deselect All	
Airfare - Domestic	<input checked="" type="checkbox"/>
Airfare - International	<input checked="" type="checkbox"/>
Breakfast	<input type="checkbox"/>
Business Meal - Dinner	<input type="checkbox"/>
Car Rental	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>
Client Entertainment	<input type="checkbox"/>
Client Expenses	<input type="checkbox"/>
Client Meals	<input type="checkbox"/>
Dinner	<input type="checkbox"/>
Entertainment - Employee	<input type="checkbox"/>
Entertainment - Non Employee	<input type="checkbox"/>

Cancel **Update Expense Category**



You may be presented with a warning message similar to this one if you have associated the same credit card code to multiple expense categories. This message is just a warning as there are valid reasons why a single credit card code would be mapped to multiple expense categories.

The impact this may have on the expense report submitter is as follows:

- If an expense report submitter has access to a business unit where multiple expense categories share the same credit card code for a credit card charge they are matching to an expense report, they will be presented with a similar warning message and the expense line item will not be auto categorized as the system would not know which expense category to use. The submitter would then need to select the appropriate category after adding the credit card charge to the report.

Validation Summary

Please note the following Expense Report Categories have one or more of the same Credit Card Codes mapped as Expense Report Category **Airfare**. The system may not automatically categorize credit card charges if a user has access to more than one of the below categories:

- Airfare - Domestic
- Airfare - International

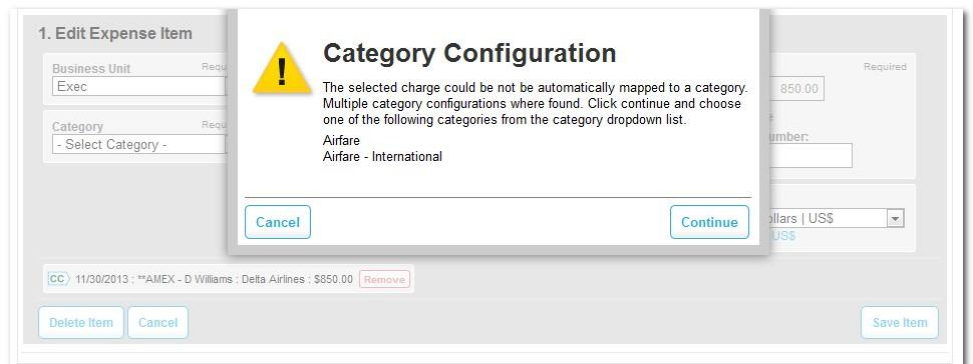
Your category has been saved


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Section 2: Matching Charges to Expense Reports (Expense Report Submitter)

The process of matching charges to an expense report for the expense report submitter has not changed. A user will still either use the drag and drop method or select multiple credit card charges at one time and add them to the expense report in bulk.

- The expense category will auto populate if the credit card code that is associated to the credit card charge has a mapping to an expense category configured. Even though the charge has been auto categorized the submitter can edit the expense category.
- If the credit card code associated to the credit card charge is not mapped to an expense category then the charge will not auto categorize and the submitter will need to select the appropriate expense category when editing the line item as they always have.
- If there is a charge that has a credit card code that is mapped to more than one expense category the submitter will be presented with the following message and will need to select the appropriate expense category.



-  Auto Categorization of charges is also supported if you use the option to add multiple charges to a report in bulk. If you use this option and one or more of the charges are mapped to more than one expense category a message is **not** displayed. Instead the "E" for each line that has a conflict is highlighted in red.