

#### AU Økonomi og Bygninger

Økonomisekretariatet Mf/16-08-2018

## How to divide credit card transactions between costtypes and accounts

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### 1 About this guideline

In this guide, you can find information about how to divide credit card transactions between one or more cost types and/or accounts.



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#### 2 Divide credit card transactions

| Handling   | Beskrivelse   |  |
|--|---|--|
| Please note  | It is only possible to divide an unsettled credit card transaction at the time when you create the line for the specific credit card transaction in the settlement form. This means that if a credit card transaction has already been divided between different cost types/accounts, it is not possible to make changes to the credit card transaction. Instead, you must delete the lines in the settlement which contain the various parts of the credit card transaction and then create the lines again. |  |
| In connection with<br>verification, please<br>note | If the person responsible for verification wants to make changes to a credit card transaction that has been divided, this person must also be registered as secretary for the employee who submitted the settlement.  |  |
| How to divide a credit card transaction            | Create an expense settlement by clicking 'Create/edit settlement'. Select the relevant Settlement type, Purpose and add information about 'sag' (project) and 'sagsopgave' (activity).  | + New  Normal Cost  From CCT   |
|  | Create a line for the specific expense either by clicking "+ New" → or the round icon with a plus sign and click Create from CCT →  | Create from a CCT  Create normal cost  |
|  |   | There are no items on this list But you can add them at any time by using the 'Add' button |



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| Handling                           | Beskrivelse  |   |  |  |
|------------------------------------|--|---|--|--|
|                                    | If the option Create from CCT is not displayed, there are no unsettled credit card transactions in the system.     |   |  |  |
| Select the credit                  | On the list, select the credit card  |   |  |  |
| card transaction,                  | transaction you want to  |   |  |  |
| you want to divide                 | divide→  |   |  |  |
|                                    | confirm your choice by clicking the check mark Allocate →.   |   |  |  |
| Divide the credit card transaction | First, select the Cost type →  | Gavekort, gaver mv. / Gifts Cards, gifts etc Gaver - med moms / Gifts VAT Hotel Hotel - kvittering u. moms / Hotel receipt ex. VAT Husleje - ophold udland / Rent - stay abroad IT Software IT Udstyr / IT equipment IT udst. m. erhvervelsesmoms / IT equipment VAT Leje - leasing bil, øvrige / Rental - leasing car, Leje bil, gul plade / Hire car, yellow plate Lukkes Brændstof - tienestebiler, gule plader Lukke Lukke Lukke Lukke Lukke Lukke Private uugrrer/ rivate expenses (company creunt Rejseudgifter / Travel Expenses IJ, bil - Brøndstof m. moms / Off. Car Fuel VAT Ti, bil - Brændstof u. moms / Off. Car Fuel ex. VAT |  |  |
|                                    | and add the relevant attachments.  | Attachments  Depending on governmental rules and company policies i receipt for documenting the cost. Here you can attach mi accounting notes for documentation. You can upload a n attachment list to select existing documents already atta   |  |  |
|                                    | In order to divide the credit card transaction, write the relevant amount in the 'Amount to allocate' field at the | Add attachments *  Upload attachment Select   |  |  |
|                                    | bottom→ Please note that the remaining amount is also displayed→   | Amount to allocate * Currency  8.70 EUR  Remaining: 0.00 EUR  |  |  |



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| Handling  | Beskrivelse  |       |                   |
|---|--|-------|-------------------|
|   | Finish the first part of the credit card transaction by clicking Save→   | ✓ Gem | X Fortryd FORTRYD |
|   | The RejsUd system will then automatically suggest that you allocate the remaining part of the credit card transaction.  Repeat the steps above for the remaining part of the credit card |       |                   |
|   | transaction →  Finish the last part of the credit card transaction by clicking <i>Save</i> .   |       |                   |
| How to divide the remaining part of the transaction | It is possible to divide the remaining part of the transaction, if required, which means that the credit card transaction will then be divided into three parts →                        |       |                   |