


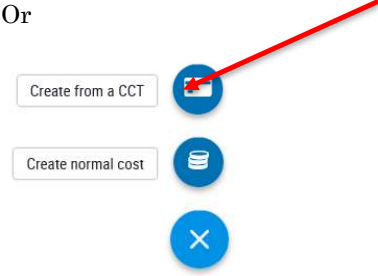
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1 About this guideline

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

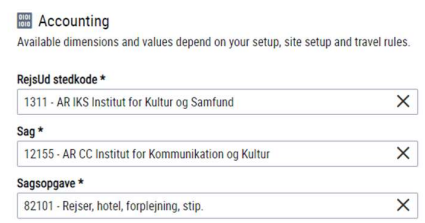
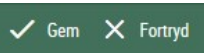
2 Divide credit card transactions

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 verification, please 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	<p>Create an expense settlement by clicking 'Create/edit settlement'. Select the relevant <i>Settlement type</i>, <i>Purpose</i> and add information about 'sag' (project) and 'sagsopgave' (activity).</p> <p>Create a line for the specific expense either by clicking. "+ New" →</p> <p>or the round icon with a plus sign and click Create from CCT →</p>	 <p>Or</p>  <p>There are no items on this list But you can add them at any time by using the 'Add' button</p>

How to divide credit card transactions between costtypes and accounts

Handling	Beskrivelse	
	If the option Create from CCT is not displayed, there are no unsettled credit card transactions in the system.	
Select the credit card transaction, you want to divide.	On the list, select the credit card transaction you want to divide → ...confirm your choice by clicking the check mark Allocate →.	
Divide the credit card transaction.	First, select the Cost type →	<p>Cost type *</p> <div style="border: 1px solid #ccc; background-color: #0070c0; height: 20px; width: 100%;"></div> <p style="color: #c00000; font-size: small;">This field is required</p> <ul style="list-style-type: none"> 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. erhvervsmoms / IT equipment VAT Leje - leasing bil, øvrige / Rental - leasing car, Leje bil, gul plade / Hire car, yellow plate Lukkes - Brændstof - tjenestebiler, gule plader Lukke Flybilletter købt ved CWT, færge- og togbilletter, broafgift, Lukke parkering og taxakørsel ved rejser. Bøder afholdes af den rejsende Lukke selv/Flights purchased at CWT, ferry and train tickets, bridge tax, parking and taxi travel when traveling. Fines are borne by Private udgifter / Private expenses (company credit) Rejseudgifter / Travel Expenses Tj.bil - Bro og P. afg. / Off.car Bridge + P. Tax Tj.bil - Brændstof m. moms / Off.Car Fuel VAT Ti.bil - Brændstof u. moms / Off.car Fuel ex. VAT <p>Attachments</p> <p>Depending on governmental rules and company policies i receipt for documenting the cost. Here you can attach m receipt for documenting the cost. Here you can attach m accounting notes for documentation. You can upload a n attachment list to select existing documents already atta</p> <p>Add attachments *</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">Upload attachment</div> <div style="border: 1px solid #ccc; background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">Select</div> </div> <div style="margin-top: 10px;"> <p>Amount to allocate * Currency</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; width: 150px; height: 20px; padding: 2px;">8.70</div> <div style="text-align: right;">EUR</div> </div> <p style="font-size: x-small; color: #0070c0;">Remaining: 0.00 EUR</p> </div>
Divide amount	In order to divide the credit card transaction, write the relevant amount in the 'Amount to allocate' field at the bottom → Please note that the remaining amount is also displayed →	

How to divide credit card transactions between costtypes and accounts

Handling	Beskrivelse	
Divide location code (Stedkode), sag (Project number) or sagsopgave (Activity number)	<p>After you have divided the amount it's possible to divide the expense on another location code, sag or sagsopgave.</p> <p>Delete the line you want to change by pressing the cross and write the change in the field.</p>	 <p>Accounting Available dimensions and values depend on your setup, site setup and travel rules.</p> <p>RejsUd stedkode * 1311 - AR IKS Institut for Kultur og Samfund</p> <p>Sag * 12155 - AR CC Institut for Kommunikation og Kultur</p> <p>Sagsopgave * 82101 - Rejser, hotel, forplejning, stip.</p>
Save	<p>Finish the first part of the credit card transaction by clicking <i>Save</i> →</p> <p>The RejsUd system will then automatically suggest that you allocate the remaining part of the credit card transaction.</p> <p>Repeat the steps above for the remaining part of the credit card transaction →</p> <p>Finish the last part of the credit card transaction by clicking <i>Save</i>.</p>	 <p>OR</p> <p>GEM FORTRYD</p>