## Appendix IV - Credit Card Process (Spendvision online portal)

|  |  |
| --- | --- |
| 20th of the month | **Finance** sends an email to all cardholders reminding them that all the card transactions must be coded, narrated and approved by 24th of the month. |
| 21st to 24th of month | **Cardholders** log on to Spendvision website and approve, code and narrate all transactions. The monthly cycle for credit cards finishes on 20th of the month, so must approve, code and narrate all transactions between the 21st and 25th every month.  Cardholders can log into the website and approve, code and narrate transactions during the month as transactions are loaded onto the website the day after the expense is incurred. We recommend doing this weekly on a Monday morning.  If cardholder knows they are going to be away, then approve, code and narrate before they go away. |
| 25th of the month | **Finance** sends an email to all managers reminding them that all the card transactions must be coded, narrated and approved by 27th of the month. |
| 25th to 27th of month | **Approvers/Managers** to log on to Spendvision website and approve transactions awaiting their approval for each of their staff members with credit cards.  If manager knows they are going to be away, then ask cardholder to approve, code and narrate their transactions earlier in the month, to enable manager to approve transactions earlier in the month. |
| 24th of the a month | **Cardholders** post a hard copy of the months statement from Spendvision website to finance along with:   * A tax invoice for each transaction on the analysis summary attached to the statement.. * Each tax invoice should have a number on the bottom right hand corner, that correlates to a transaction number on the statement. * Invoices should be put in the same order as the transactions appear on the analysis summary.   For example, if there are 10 transactions on your analysis summary, then you should write numbers 1 to 10 beside these transactions. Similarly, your invoices will have the corresponding number between 1 to 10 on the right hand corner of each receipt. The receipts will then be sent to finance ordered from 1 to 10, with the analysis summary attached at the back of the receipts.  Do not transfer the mess to the next person. If cardholder cannot complete the above, then the person receiving the receipts in Finance has no chance.  Please note that EFTPOS printouts are not tax invoices. |
| 28th of month | **Finance** spot checks receipts against analysis summary to ensure:   * A receipt has accompanied each expense transaction * Transactions are in line with expenditure policy |