

Copies of e-mails giving advice on the use of cards.

1. On the 10th of every month every cardholder receives an automated e-mail from BSM reminding them to validate and code all transactions on their account. This e-mail includes a list of all transactions on the account that the cardholder has not coded. The wording on this e-mail is as follows:

To review your transactions, please log in to Barclaycard Spend Management (BSM) by clicking on the link below.

<https://spendmanagement.barclaycard.co.uk>.

It is vital that you check and amend the accounting information. Any coding errors for transactions under the value of £1,000 can not be rectified by journal voucher once they are posted to SAP.

2. On the 18th of every month approvers receive an automated e-mail from the Barclaycard system reminding them to log on and approve all transactions for accounts that they have responsibility for. This e-mail includes a list of all transactions that they have not approved. The wording on this e-mail is as follows:

To approve your transactions, please log in to Barclaycard Spend Management (BSM) by copying the web address below into your internet browsers address bar.

<https://spendmanagement.barclaycard.co.uk>.

It is vital that you check the accounting information and approve the transactions. Any coding errors for transactions under the value of £1,000 can not be rectified by journal voucher once they are posted to SAP.

3. At the end of every month central finance issues an e-mail to the head of finance for each department. This e-mail includes a report which shows the approval status for all transactions for the statement that has been paid in that month. The wording on this e-mail is as follows:

*Please find attached the transaction details for the WPC statement dated **Day Month Year**. The expenditure was posted to SAP on **Day Month Year** (Financial Year Period).*

Stationery (Lodged)	Total Amount	Document Number
Other	Total Amount	Document Number

The transaction status report was exported from BSM today:

Transaction Status - Description

- *Approved - The transaction has been validated by the cardholder and approved by the approver.*
- *Viewed and Complete - The transaction has been validated by the cardholder and is awaiting approval.*
- *Description Required - The transaction is awaiting validation by the cardholder, once validated it will require approval.*

Action Required

Please can you:

1. *Ensure that all transactions are approved immediately. Any accounts with un-approved transactions relating to the **Month** statement will be put on hold on **Day Month Year**. Cardholders will be informed when their accounts have been put on hold.*
2. *Analyse the usage of the accounts within your area and advise of any accounts that should have expenditure limits reduced or that should be cancelled.*
3. *Perform a check of transactions relating to the **Month** statement made on cards within your area. Please indicate the transactions that have been checked and confirm that the expenditure is in compliance with WG policies and procedures. Confirmation of your check and any action taken should be sent to me by close of play on **Day Month Year***