

# Credit Card Import

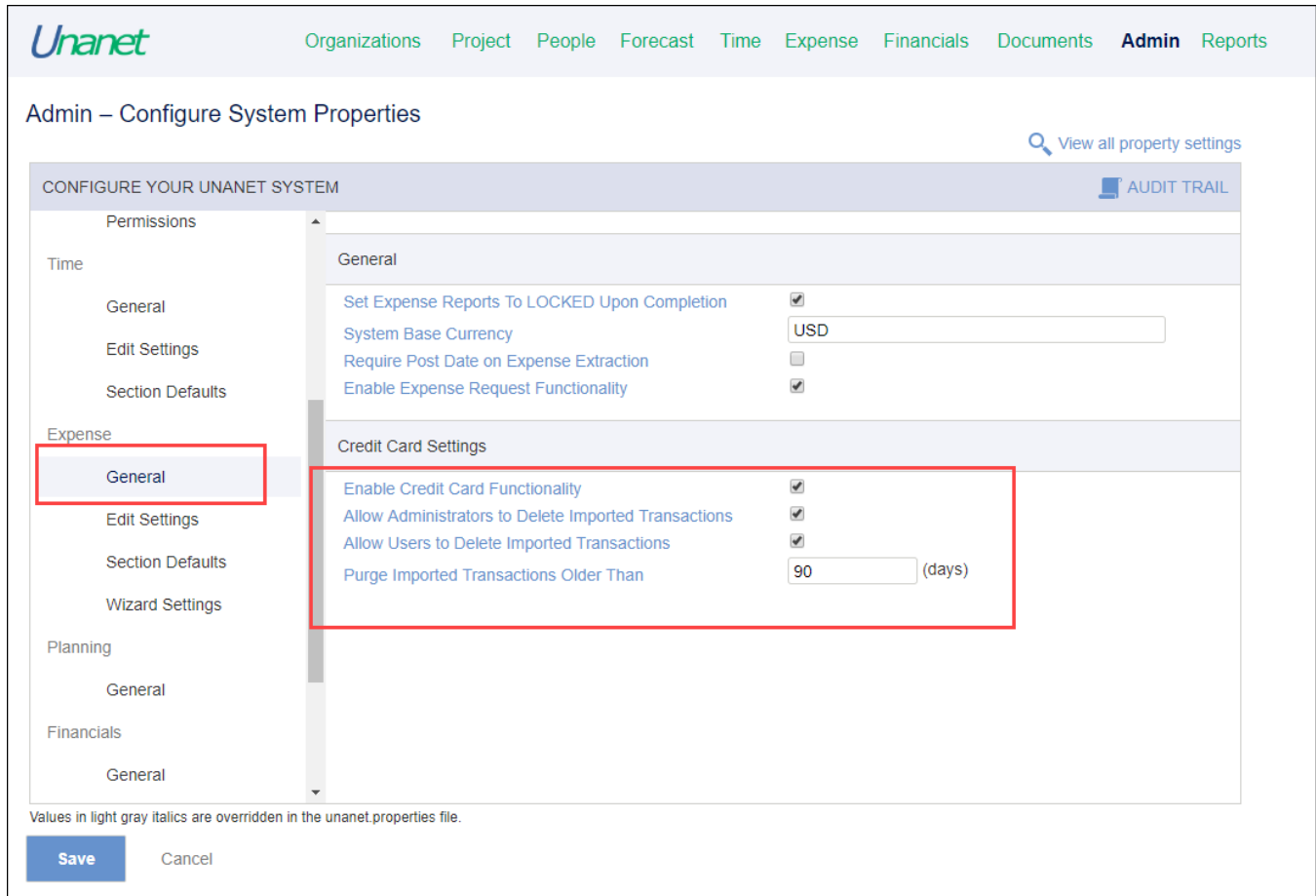
## Introduction:

Unanet offers a credit card functionality which allows you to import your company credit card expenses, and for your expense users to pull from that list the appropriate charges onto their expense reports.

## Description:

### Initial set up:

- A property must be turned on which enables credit card functionality.
- **Navigate:** Admin > Properties > Expense > General > Credit Card Settings.



The screenshot shows the Unanet Admin interface for configuring system properties. The left sidebar lists various categories: Permissions, Time, General, Edit Settings, Section Defaults, Expense (with 'General' highlighted in red), Wizard Settings, Planning, and Financials. The main content area is titled 'Admin – Configure System Properties' and includes a search bar for 'View all property settings' and an 'AUDIT TRAIL' button. The 'CONFIGURE YOUR UNANET SYSTEM' section is divided into 'General' and 'Credit Card Settings'. The 'Credit Card Settings' section is highlighted in red and contains the following items:

Property Name	Value / Status
Set Expense Reports To LOCKED Upon Completion	<input checked="" type="checkbox"/>
System Base Currency	USD
Require Post Date on Expense Extraction	<input type="checkbox"/>
Enable Expense Request Functionality	<input checked="" type="checkbox"/>
Enable Credit Card Functionality	<input checked="" type="checkbox"/>
Allow Administrators to Delete Imported Transactions	<input checked="" type="checkbox"/>
Allow Users to Delete Imported Transactions	<input checked="" type="checkbox"/>
Purge Imported Transactions Older Than	90 (days)

Values in light gray italics are overridden in the unanet.properties file.

Buttons: Save, Cancel

- Once the property above is enabled, a credit card option appears in each person profile. Each Person Profile must be populated with the appropriate credit card number:
- **Navigate:** People > List > List > Edit Pencil Icon > Credit Cards > *+Credit Card*.

Unanet Organizations Project **People** Forecast Time Expense Financials Documents Admin Reports

← Back to People List

Profile  
Accounts  
Accruals  
Alternates  
**Credit Cards**  
Default Project/task  
Dilution  
Organization Access  
Payroll Info  
Signature  
Skills

### People – Credit Cards for Fay Contracts (fcontracts)

+ Credit Card

ISSUED BY	NAME ON CARD	NUMBER	EXPIRES	TYPE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Add/Next"/>	<input type="button" value="Cancel"/>		
<i>No data found.</i>				

**Periodic Admin actions:**

- Administrators may import manually or on a scheduled based the bank credit card file
- **Navigate:** Admin > Import.

Unanet Organizations Project People Forecast Time Expense Financials Documents **Admin** Reports

### Admin – Import

IMPORT SELECTION

TYPE OF IMPORT:

FILE TO IMPORT:

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- <Choose Import Type>
- <Choose Import Type>
- Account
- Alternate
- Approval Group
- Assignment
- Credit Card - Amex
- Credit Card - Generic**
- Customer Payment
- Customer Profile
- Employee Type
- Employee Type Expense Type
- Employee Type Pay Code
- Expense
- Expense Budget
- Expense Plan
- Expense Type - Master
- Expense Type - Project
- Fixed Price
- General Ledger Journal Entry
- Item - Master

**Periodic User actions:**

- Users in their expense reports may click on the "Import" button to bring credit card expenses in:
- **Navigate:** Expense > list > Edit Pencil Icon.

Expense – Expense Report Details for Controller, Frank T.

Accounting (FN-ACCOUNTING)

Purpose: Subsequent trip to New York

Location: Yew York, NY

#	PROJECT	TASK	ALLOCATION	DEFAULT PROJECT TYPE
1.	MYCO ADMIN		100%	ADMIN
2.	CUSTOMER-1 10.10.7011.102 (CP)	1. Project Support	0%	BILLABLE
3.	CUSTOMER-2 BIG-DATA (TM)	1. Research/Analysis	0%	BILLABLE

	DATE	EXPENSE TYPE	AMOUNT (USD)	PAYMENT METHOD	CHARGE TO PROJECT
1.	4/7/2019	Airfare	199.00	*Corp. Card	Allocation
2.	4/7/2019	Taxi / Shuttle	33.00	*Employee Paid	Allocation
3.	4/18/2019	Taxi / Shuttle	29.00	*Employee Paid	Allocation
4.	4/18/2019	Taxi / Shuttle	119.00	*Employee Paid	Allocation
5.	4/18/2019	Business Meals	67.22	*Employee Paid	Allocation
6.	4/20/2019	Airfare	90.00	*Company Paid	Allocation
7.	4/22/2019	Other	31.87	*Company Paid	Allocation
8.	4/24/2019	Materials	75.32	*Company Paid	Allocation
Total Expenses:			644.41		
(-) Non Reimbursable:			396.19		
(-) Advances:			0.00		
Cash Returned:			0.00		
<b>Total Reimbursement:</b>			<b>248.22</b>		

Wizard Summary

Comments



- Save
- Submit
- Preview
- Allocate
- Purpose
- Threshold
- Import
- Attach

**Additional Information:**

[KC - Credit Card](#)

[KC - Quick Topic - Administrating Corporate Card expenses in Unanet](#)

[KC - Quick Topic - Use the IMU with Credit Card Import](#)

[Help Docs - Imported Expenses](#)