



Credit Card Clearing Procedures in Grants

On a monthly basis, the Finance Division will upload the Barclaycard Credit Card entries by journal to each department's control account. This will result in a debit entry to

U.XX.XXAA.AZZY.FJAA where **XX** is the department code.

It is the department's responsibility to clear the control account as quickly as possible. Currently, for the majority of departments, any balances outstanding at year end will be cleared to **AZZY.XEAB**.

Documentation required

The Credit Card expense form should be completed. The appropriate receipts need to be collected and retained, and necessary authorisation of expenditure obtained.

Grants journal within UFS

For all expenses related to research grants, the journal to clear the control account must be completed within the UFS Grants module.

This will mean **debiting** the appropriate project, and **crediting** the department control account, detailed above.

Departments using Concur Expense system

For Departments using Concur for their expense claims and Barclaycard coding, we recommend running reports on Concur monthly to identify Barclaycard spend relating to the month which haven't been coded and posted to CUFS.

Run: [Barclaycard transactions not yet claimed](#) which shows credit card transactions that have not been claimed.

Select the parameters as follows:

- **From:** Earliest date
- **To:** Last day of the month of the statement you'd expect claims to have been submitted for.

For further details, refer [Guides for running specific reports](#).