



Guide to getting started with Expense manager

1. Create user profiles for those who are going to manage expenses
2. Set up categories and company
3. Create subcategories
4. Set up the cardholders
5. Set up integration to the accounting system



EUROCARD

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Create user profiles for those who are going to manage expenses.

1. Go to settings and choose users
2. Click on add users
3. Fill out the user information
4. Choose access rights
5. Save



We recommend you to send out information to the users so they can log in to the system and start handling expenses:

As you may already know, we have decided to start handling our expenses in the Expense manager. You have been set up as a manager and/or a controller and can log in and start managing the cardholder's expenses. Please note that you will only be able to view and process expenses that the cardholders have submitted from the Eurocard Pro app. The system will appear empty if the cardholders have not downloaded the app and started reporting their expenses.

How to get started:

1. Go to <https://expenseadmin.eurocard.com/login>
2. Enter your email address and the last four digits of your mobile number
3. Sign in with the one-time password that we send to you via SMS

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Set up the company information and categories

In order to have the correct G/L account on expenses, you must set up G/L references on categories and company – afterwards you will have to set up the G/L references on cardholders, but you will need to wait until the cardholders log in to the app the first time.

2.1 Set up company information:

1. Go to settings and choose company information
2. Enter the G/L reference* under offset accounts
3. Save

**At the next accounting export, this G/L reference will be used as the general offset account on all expenses.*

2.2 Set up categories:

1. Go to settings and choose categories
2. Pick a category and click to the right to be able to edit category information
3. Enter the G/L reference* and the accounting VAT code to this category
4. Save

**At the next accounting export, this G/L reference will be on all expenses within this category.*

3

Create subcategories

Expense manager offers the option to create custom subcategories. This is useful when expenses in one category should be posted on different accounts in the accounting system.

Example:

Food and beverage could be divided into:

- Representation costs with business connections
- Travel, food and beverage for employees only
- Food and beverage purchase for meetings in office

- 1. Go to settings and choose categories**
- 2. Click on create category**
- 3. Fill in the form to create a subcategory. You need to add category, G/L reference*, accounting VAT code and enter a name for the subcategory.**
- 4. Save**

**At the next accounting export, this G/L reference will be on all expenses within this category.*

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Set up the cardholders

Before your employees can start to report their expenses from the Eurocard Pro app you need to enter a G/L reference to every cardholder.

- 1. Go to settings and choose cardholders**
- 2. Choose a cardholder and click right to view and change accounting information on a cardholder**
- 3. Enter the G/L reference* under offset account**
- 4. Save**

**At the next accounting export, this G/L reference will be used as account on all cash withdrawals and as the offset account on all reimbursable expenses.*

We recommend you to send out information to all your employees, so they can download the Eurocard Pro app and start to report their expenses.

We have decided to start using the Eurocard Pro app as it makes reporting and managing expenses much easier. In the Eurocard Pro app, purchases made by using your Eurocard Corporate card will be displayed immediately. This means that you can take a picture of your receipt in the app and link it to the purchase. You can then submit the expense for approval.

Download the Eurocard Pro app: App Store; <https://apps.apple.com/dk/app/eurocard-pro/id1382647874>
Google Play; <https://play.google.com/store/apps/details?id=com.eurocardinternational.ecpro>

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Set up the accounting integrations

The accounting system integration can either be an API integration with E-conomic, or a file export for all other systems. However, one or the other must be selected.

- 1. Go to Settings and choose accounting export format**
- 2. Choose the accounting system you want to use**
- 3. Follow the instructions for the integrations system you chose**
- 4. Save**



