

# Expense Management and Purchase Cards

## Managing Payables and Expenses in Blackbaud Financial Edge NXT®

To maintain compliance with funding requirements, nonprofits need to carefully track and monitor spending. Submitting, reviewing, and approving reimbursement and invoice requests can be a burdensome and time-consuming process, creating a bottleneck that can lead to late vendor payments and added costs.

With Financial Edge NXT, you can streamline your entire expense management process with automation tools and gain better visibility into spending at your organization.

### Credit Card Management

Typically, the finance department has to wait until credit card statements arrive each month to enter transactions. Or—even worse—enter invoices with placeholder distributions that must be retroactively updated with statement amounts.

But with Credit Card Management in Financial Edge NXT, you can eliminate duplicative data entry and the end-of-month wait. Track credit card charges, credits, and payments throughout the month by securely linking your organizations' credit card institutions directly to your accounting system—providing timely reporting to stakeholders and simplifying reconciliation.

### Credit Card Feeds

With Credit Card Feeds, transactions are pulled into Financial Edge NXT as soon as they're available online, so you can maintain accurate, up-to-date account balances. Create invoices instantly as you pull in transactions from your feed, instead of importing or manually entering charges.

### Benefits to Your Organization

- ✓ Maintain a complete audit trail and get a holistic view of spending at your organization
- ✓ Reinforce your spend policies and gain more control of organization-wide spending
- ✓ Give non-financial users access to record and submit their own expenses directly in the system
- ✓ Simplify reconciliation with real-time visibility into employee spending

## Default Distributions

Select from default account, project, and grant distribution sets by vendor or percentages—providing quick data entry and reducing the need for adjustments and risk of error.

## Faster Reimbursements

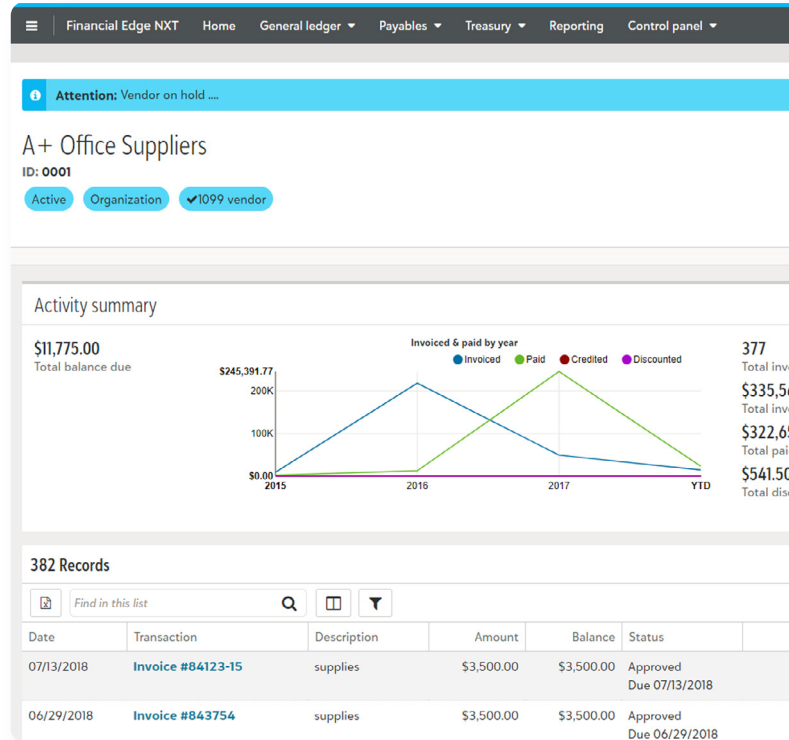
With daily transaction recording, you can submit grant-related expenses anytime. Decrease your monthly carried-over liability and get reimbursable funds back in your ledger quickly.

## Vendor Spend

Get a complete view of vendor spend—including refunds and charges—with a graphical vendor activity dashboard. With this increased visibility, you can negotiate rates and discounts based on your spend volume to achieve potential savings. You can also group merchants by category for those that don't require individual records—such as gas stations.

## Easier Reconciliations

Because credit card transactions in the bank register are tied to vendor and credit card records, bank reconciliations are quicker and easier. When reconciliation issues arise, you can quickly track transactions in the register back to the vendor record and statement for easy resolution. You can correct or replace erroneous charges while still maintaining a complete record of activity. And with the ability to attach documentation directly on invoices and credit card transactions, you have instant access to the information you need without having to spend time searching through files.



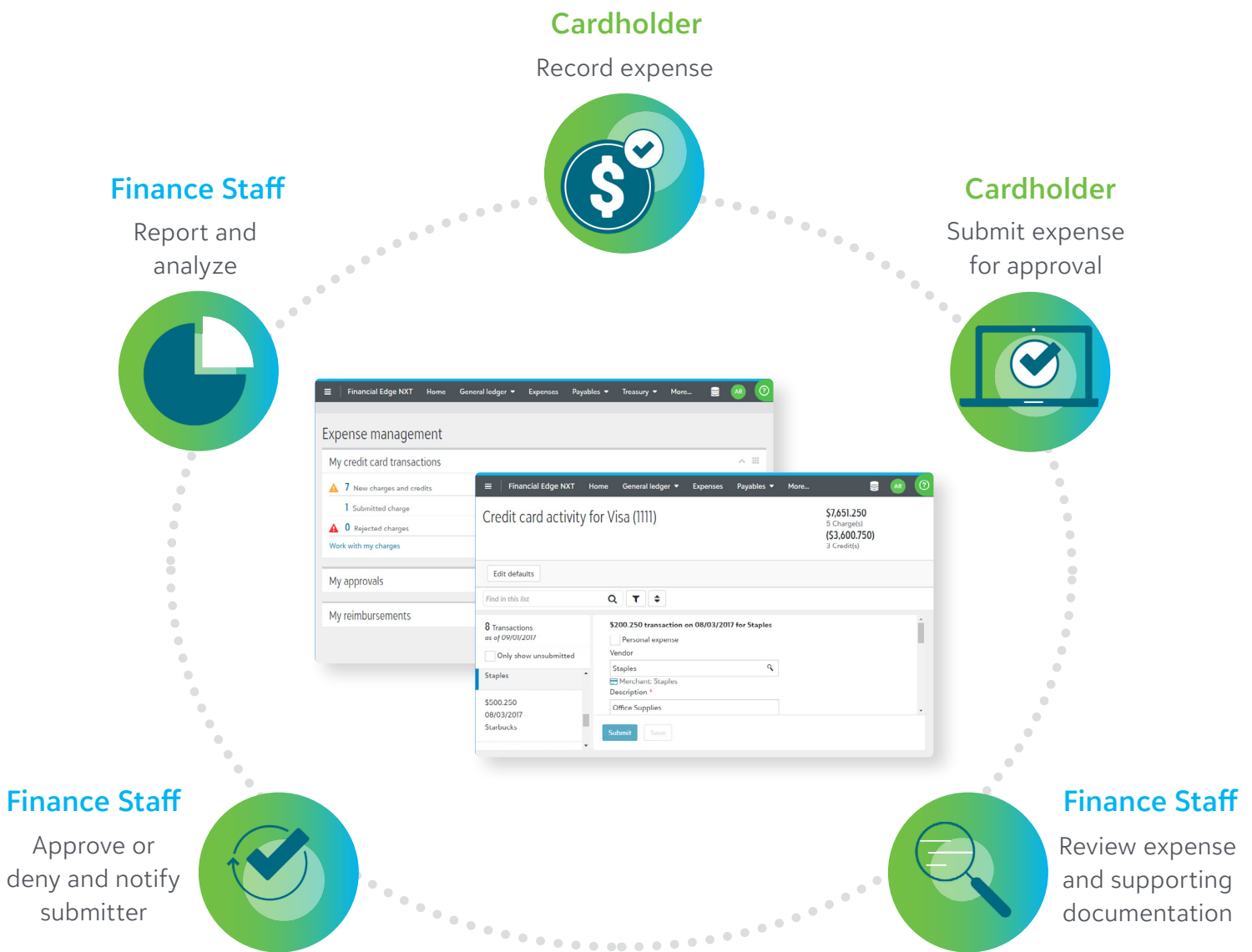
“With Credit Card Activity in Blackbaud Financial Edge NXT, I am able to feed [credit card] transactions directly into the accounting module and attach supporting documentation at the transaction level. I can also change the post date of an expense to account for a different fiscal period.”

—Barbara Klose, Budget and Disbursement Analyst, Families USA Foundation

# Expense Management

Typically, accounts payable staff are solely responsible for reviewing credit card expenses and invoice requests from employees making business purchases in the field. Finance staff must often spend an inordinate amount of time recording transactions in spreadsheets and gathering receipts—which can be difficult to track down—making the reconciliation process a lengthy and arduous.

With Expense Management in Financial Edge NXT, your non-financial staff members can track and submit their own credit card transactions and invoice requests for approval, drastically reducing the staff time—and stress—required to manage this process.



## Non-Financial User Login

With Expense Management, your organization can transfer the responsibility of transaction tracking from the accounts payable staff to the person closest to the charge—increasing efficiency and improving the accuracy of information submitted in the system.

Approved cardholders can access the Expenses tab in Financial Edge NXT to enter their credit card charges and attach documentation—such as receipts—for approval. Once submitted, accounts payable staff review and record transactions to accurately reflect them in the register for easy reconciliation.

## Expense Categories

Some organizations provide account, program, and department codes for their cardholders to use when submitting their expenses. Expense Management can accommodate this, but it also provides another option called Expense Categories.

With Expense Categories, finance staff can create a default set of accounts—combining an expense account code with the information set on a cardholders' profile or providing a specific account to anyone using this category. This allows cardholders to easily select the appropriate category for their purchase—such as travel, office supplies, and mileage—building the full general ledger distribution for their transactions without error.

## Approval Process

Enforce approval rules based on your organization's spending policy. Create an unlimited number of approval groups for separate departments or locations. Within each group, you can define multiple levels of approval based on amount and include any number of approvers for each level.

Cardholders can choose from a list of default approval rules when they're submitting transactions to ensure that the correct approval path is followed. Give cardholders the ability to self-approve for specific transaction amounts or types. You can also allow your cardholders to change their approval rule on individual transaction and reimbursement requests, when needed.

“It's amazing! It saves me six hours each month processing my credit cards!”

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—Hannah Walker, Business Manager, Kingsley Montessori School

## KEY BENEFITS OF EXPENSE MANAGEMENT

- ✓ Simplify credit card reconciliation and increase efficiency for accounts payable staff
- ✓ Improve the accuracy of expense information in the system by allowing non-financial users to log in to submit their own expenses
- ✓ Make it easier for cardholders to select the appropriate category for their purchases with the ability to create default Expense Categories
- ✓ Set up email notifications and alerts to inform cardholders, approvers, and accounts payable staff when their attention is required on a request
- ✓ Allow cardholders to submit expenses and attach receipts with secure mobile access anytime and from any device

## Reimbursement Requests

You likely have volunteers and staff members who don't have credit card activity to monitor but may need to submit reimbursement or vendor invoice requests. Not only can your cardholders log in to submit their credit card transactions for approval, but other non-financial users can submit their expense requests as well. You can provide non-financial users access to submit requests on their own behalf or on behalf of an external vendor. The transactions are applicable to the same approval rules and expense categories as credit card transactions.

## Email Notifications

Set up automatic email alerts to notify you when your approval is needed and inform cardholders when their transactions have been approved or need their attention. And convenient out-of-office processing allows approvers to forward requests to another designated staff member when they're on leave.

## Single Sign-On

Built into the system, Expense Management delivers the same great user experience as the rest of Financial Edge NXT. Authorized users can log in and see the Expenses tab on their navigation bar, along with any other capabilities they have rights to access.

Expense Management uses specific licenses for non-financial users, so they can log in and manage their expenses without the need for a full-access license to Financial Edge NXT.

## Mobile Access

With Blackbaud SKY®—our secure, modern cloud—you get convenient access to your applications on-the-go from any device. Which means that authorized employees and cardholders can log in to Financial Edge NXT anytime, anywhere to log expenses, attach photos of their receipts, and submit their transactions for approval.



## Blackbaud Purchase Card

Give your expense and purchase tracking a boost with the Blackbaud Purchase Card. Your individual cardholders can experience the convenience of making secure purchases with their chipped Visa® card, whether they're stocking up on office supplies or traveling on business.

And program administrators can effectively and efficiently manage your organization's purchase program with a robust online portal, advanced reporting, and comprehensive controls. All with no annual fees.

### Purpose-Built Integration

The integration between the Blackbaud Purchase Card and Financial Edge NXT provides a direct feed to card activity in the system. Increase efficiency and establish real-time control of spending with the most advanced payables and expense solution purpose-built for social impact organizations.

### Cash Back on Purchases

Enjoy savings with an annual rebate on all purchases—distributed automatically to your bank account via direct deposit.

### Online Access to Manage Your Card Program

Control spending and reduce costs with clear visibility into organization-wide spending. With the online portal, your program administrator can view credit card statements and cardholder activity.

Take advantage of built-in reporting features, such as audit logs and a variety of detailed reports. Easily review activation status, expiration dates, credit limits, and more for each of your cardholders.

Ensure that employees comply with your organization's policies with the ability to set spend controls and credit limits for individual cardholders.

### Control for Where, How, and When Cards Can be Used

The Blackbaud Purchase Card allows administrators to effectively manage spending based on the organization's purchasing and travel policies.

- Activation controls
- Allow domestic or international use
- Monitor travel expenses and reimbursements
- Set spend limits and restrict usage to specific types of vendors



### Online Program Management Portal

- ✓ Comprehensive authorization controls—unique to each cardholder
- ✓ Real-time visibility into organization-wide spending for better cash flow management
- ✓ Greater insight into vendor spend so you can negotiate better rates based on spend volume
- ✓ Ensure that cardholders maintain compliance with spend policies

## Peace of Mind with Visa Signature Business® Benefits

With Visa business benefits, your cardholders can enjoy special perks and coverage included with their Blackbaud Purchase Card.

### VISA LIABILITY WAIVER

As a Blackbaud Purchase Card customer, you will automatically be covered with Visa's liability waiver at no additional cost for your organization. This additional benefit provides up to \$100,000 in coverage in the event that an employee intentionally misuses their card.

### TRAVEL AND EMERGENCY ASSISTANCE SERVICES

Whether your cardholders need to check currency exchange rates or get help with a medical referral, they're covered with travel and emergency assistance—anytime and anywhere. And if their spouse or dependent children are traveling with them, they're covered too.

### LOST LUGGAGE REIMBURSEMENT

When employees purchase their airline tickets with their Blackbaud Purchase Card, their luggage and its contents are covered. If a carrier error results in lost, stolen, or misrouted luggage, they'll receive up to \$3,000 in coverage.

### TRAVEL ACCIDENT INSURANCE

When employees purchase their airline tickets with their Blackbaud Purchase Card, they're covered with accidental death and dismemberment coverage up to \$250,000.

### AUTO RENTAL COLLISION DAMAGE WAIVER

When paying for an auto rental with their Blackbaud Purchase Card, your employee can get reimbursed for damage due to accident or theft.

### ROADSIDE DISPATCH®

With Visa's pay-per-use roadside assistance program, cardholders can call 24/7 for services, including standard towing, tire changing, jump starting, lockout service, fuel delivery, and winching. There's no membership or pre-enrollment required, no annual fees, and no limit on usage.

### EMERGENCY CARD REPLACEMENT

If your employee's Visa card is ever lost, stolen, or damaged, Visa will block the card from use in additional purchases and work to expedite card replacement.

Learn how your organization can save time and streamline your expense management processes with Financial Edge NXT. Check out our [on-demand product tour](#).

[Watch Now](#)

<sup>1</sup>Blackbaud Purchase Cards are available only in the United States. Credit approval required.

<sup>2</sup>All benefits are subject to terms and conditions. Certain restrictions, limitations, and exclusions apply.

## About Blackbaud

Blackbaud unleashes the potential of the people and organizations who change the world. As the leading software provider exclusively dedicated to powering social impact, Blackbaud expands what is possible across the nonprofit and education sectors, at companies committed to social responsibility, and for individual change makers. Built specifically for fundraising, nonprofit financial management, digital giving, grantmaking, corporate social responsibility and education management, Blackbaud's essential software accelerates impact through unmatched expertise and powerful data intelligence. Millions of people across more than 100 countries connect, give, learn, and engage through Blackbaud platforms.

