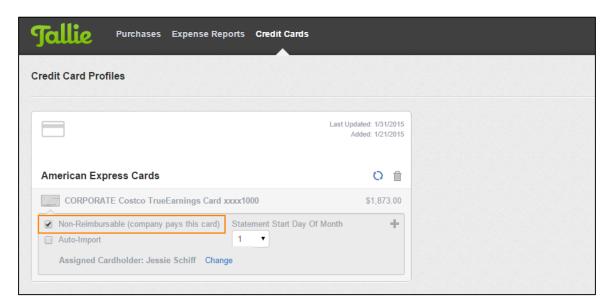


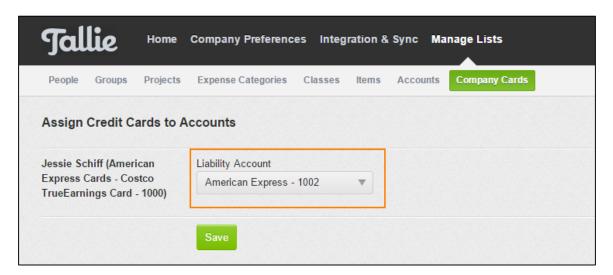
Managing Lists - Mapping Company Cards

If any of your employees are using corporate credit cards, the **Company Cards** page will allow you to map the transactions to a specific credit card liability account listed in the **Chart of Accounts**

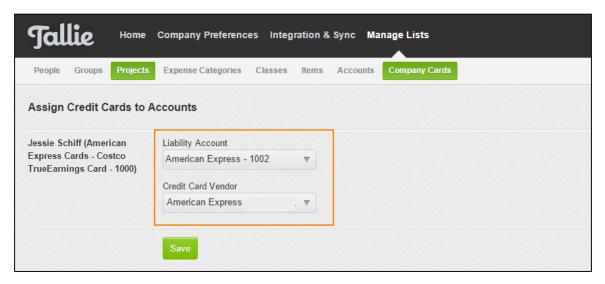
Note: For the cards to be visible for mapping, the users must first <u>add a credit card</u> to the system and check the box **Non-Reimbursable (Company Pays this Card)** on the credit card tile



- To map the corporate cards to the appropriate liability account, navigate to **Settings, Manage Lists,** and select **Company Cards**
- If your account is <u>configured to export</u> non-reimbursable expenses to **QuickBooks**, select the credit card register the transactions should post to upon export







• If your account is configured to export non-reimbursable expenses directly to <u>Bill.com</u>, select the liability account and the vendor name that the transactions should post to upon export in Bill.com