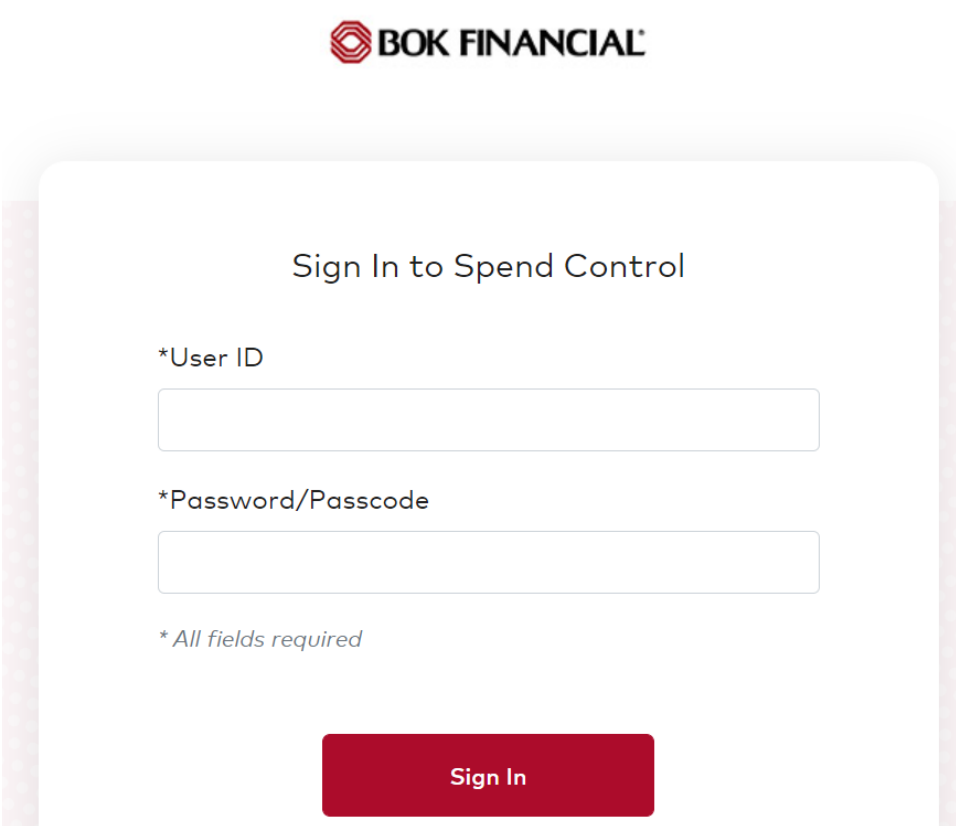
Expense Management for Cardholders
Website Overview

The BOKF cardholder website https://spendcontrol.bokf.com allows users to:

- Review Expenses
- Attach receipts
- Allocate costs
- Split and submit expenses
- Create out-of-pocket expenses

Sign In

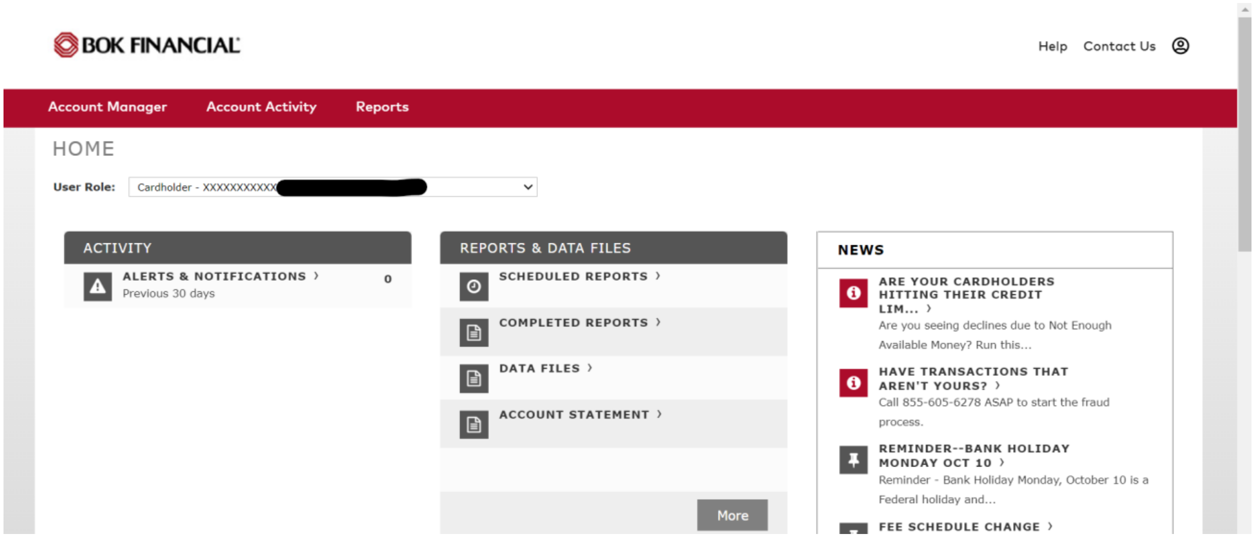
- If you are a new Spend Control user, you will receive two emails from sdg2@mastercard.com (one with your User ID, and one with your temporary Password). If you are an existing Spend Control user, use your existing user ID and password.
- Open the website https://spendcontrol.bokf.com
- Enter the case sensitive User ID, and Password, click the **Sign In** button



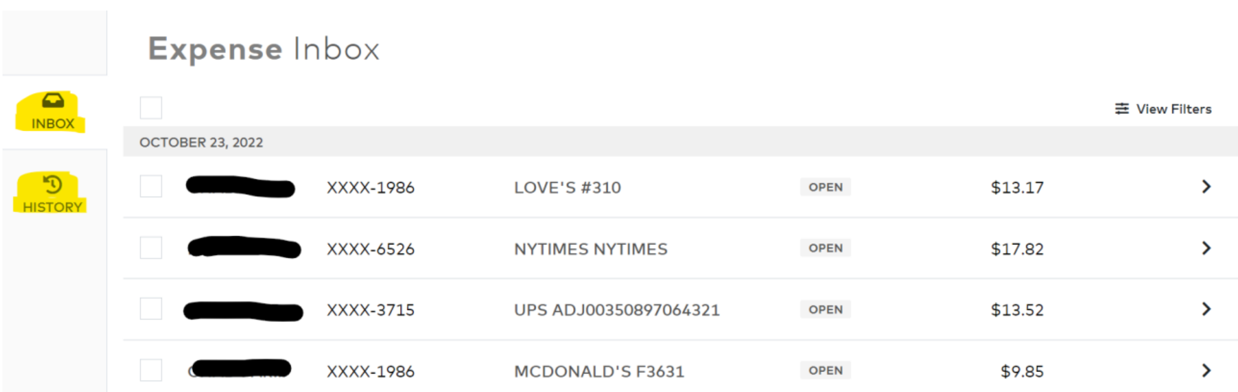
BOK FINANCIAL

Home Screen

The landing/home screen below is what cardholders see when they sign in to the website.



Cardholders can navigate **Account Activity > Expense Management** to see their transactions. The Expense Inbox has two side tabs Inbox and History. When the Inbox tab is selected the screen will display any Open or Rejected transactions that require attention. When the History tab is selected the screen will display any Submitted or Approved transactions.



Cardholders can tap on each expense to view or allocate expense details.
Expenses are sorted in descending order (most recent to oldest).

Expense Details

At the top of each expense is a **Summary** section in which cardholders can enter expense summary details, which include a business justification and a tax amount.

Follow these steps to enter Summary details:

1. Click the expense you want to edit, and the expense details will show on the right side of the screen
2. In the **Business Justification** field add a description of the expense, for example, “client dinner” (maximum 255 characters)
3. Click to **Save** button at the bottom to save your changes
4. Continue to the **Cost Allocation** portion of the workflow

Cost Allocation

Follow these steps to allocate costs.

1. Open the expense you want to edit
2. Scroll to the **Cost Allocation** section
3. Modify the cost allocation fields as needed
4. Click to **Save** button at the bottom to save your changes

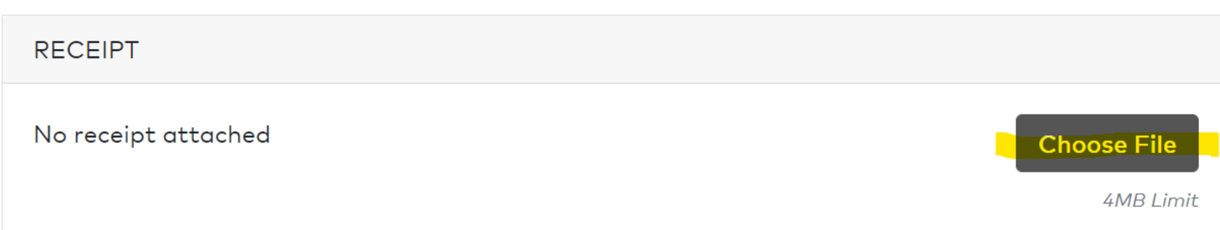
Receipts

Cardholders can attach a receipt to an expense using a file on their PC or a network location. The receipt file size limit is 4 MB, and accepted file formats include:

- JPEG (this is what iPhone and Android devices use)
- PNG
- TIFF
- PDF

Follow these steps to attach a receipt:

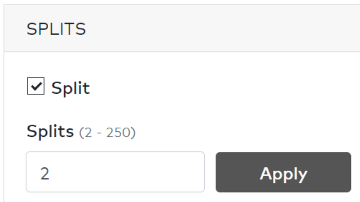
1. Click into the details of any transaction by clicking on it
2. Scroll to the bottom and click the **Choose File** button (as seen below)
3. Navigate to and select the file from your PC or network location you wish to attach to the transaction
4. You may **View** or **Delete** the receipt attached once a receipt has been attached
5. Click to **Save** button at the bottom to save your changes



Split an Expense

Follow these steps to split an expense.

1. Check the Split checkbox in the Cost Allocation section of the expense
2. Enter the number of splits you would like to create, click the Apply button



3. Expand and allocate each split per your organizations required expense details

- When splits are utilized, the website automatically creates splits with all allocation fields available
- Expenses can be split by percentage or by amount, Tax is not automatically split by a percentage and needs to be manually input

Follow these steps to remove a split.

1. Open the expense you want to edit
2. Scroll to the **Cost Allocation** section
3. Uncheck the split checkbox
4. Click **Yes** to confirm removal of all splits

Submit an Expense

Follow these steps to submit an expense transaction to an approver. <u>All required fields</u> must be completed before the **Submit** button is enabled.

1. Open the expense you want to submit
2. Enter the appropriate expense details in the **Summary, Cost Allocation** and **Receipt** sections
3. Click the **Submit** button at the bottom of the expense, a confirmation message will appear.

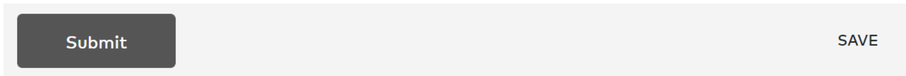
- Cardholders can resubmit expenses that have been reviewed and by an approver
- If an expense is rejected, it will appear back in the Cardholder's Inbox
- Approvers may add rejection comments to an expense that explains why the expense was rejected. The rejection note shows above the Summary section of the rejected expense, and includes the rejection date and the name of the approver who rejected the expense. After resolving the issue, cardholders can resubmit the expense to their approver.

Out-of-Pocket Expenses

Follow these steps to add an out-of-pocket expense if this feature is enabled in your setup:

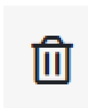
1. Navigate **Account Activity > Expense Management** to view the Expense Inbox.
2. Click the Add Expense text (as seen below), located on the bottom center of the screen

3. The **Add Expense** screen will open
4. Complete the required fields as configured by your company
5. Click **Save** and you can return to the expense later, or click the **Submit button** as desired



Follow these steps to delete an out-of-pocket expense that is in an **Open** or **Rejected** status:

1. In the Expense Inbox, locate the out-of-pocket expense line item you want to delete, and click the **trash can icon** for that row on the right hand side of the screen



2. Confirm that you want to delete the expense.

Account Statements

Cardholders may access their Account Statements by navigating **Account Activity > Account Statements**.

Authorization and Decline Information

Cardholders my access real-time Authorization and Decline data by navigating **Account Manager > Reports > Authorization Activity**.
Enter their full 16-digit account number, From & To Dates and click the Search button

Account Information, Current Balance, Credit Limit, and Available Credit Limit

Navigate **Account Manager > Account Information**

Adding or Modifying cardholder defaults for any Custom Accounting Field

Navigate **Account Activity > Cost Allocation Management > Default Maintenance**