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 add a credit card 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 configured to export 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 Bill.com, select the liability account and the vendor name that the transactions should post to upon export in Bill.com.