

- The VAT Tax code should only ever be used when there is a VAT receipt* and never for foreign purchases
- Always start with the “expense category” tab. This should automatically populate the detail code for you in most cases - unless you have selected ‘other’ as the option.
- Always use the ‘equals’ sign in the allocation tab where you can, especially for foreign transactions as it allocates them properly. There should never be an unallocated balance at the bottom of the allocation tab
- You will ALWAYS need to select the Cost Centre-Analysis code manually
- Remember to use ‘Favourites’ for Cost Centres that you use frequently
- Always hit save when moving between tabs

* A VAT receipt will always have a VAT number on it. If it doesn't have one, then it's not a VAT receipt and you **must** use code N/A. See section G of the cardholder manual for details

- Remember that you can review your transactions at any time using the STATEMENT menu at the top of the screen - even if you have sent it for approval.
- Check whether any HOLDCC or 6300 have slipped through – THESE CANNOT BE APPROVED until they are re-coded
- HOS / HOU – if you can get a financial administrator to help you by reviewing codes etc before they are ready for approval then please do. This seems to be working well in some areas.
- Please see Moodle training on ‘Principles of expenses’ for general guidance on what is allowed and what is not allowed. This training also contains guidance on things like ‘what is subsistence’ ‘what is hospitality’ etc.