



## 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

The screenshot shows the 'Credit Card Profiles' section in the Tallie application. It features a list of credit cards. The first card is 'CORPORATE Costco TrueEarnings Card xxxx1000' with a balance of '\$1,873.00'. Below the card name, there is a checkbox labeled 'Non-Reimbursable (company pays this card)' which is checked. Other options include 'Auto-Import' (unchecked) and 'Statement Start Day Of Month' (set to 1). The assigned cardholder is 'Jessie Schiff'.

- 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

The screenshot shows the 'Assign Credit Cards to Accounts' page in the Tallie application. It features a form for assigning a credit card to a liability account. The cardholder is 'Jessie Schiff (American Express Cards - Costco TrueEarnings Card - 1000)'. The liability account dropdown is set to 'American Express - 1002'. A 'Save' button is visible at the bottom.



Tallie Home Company Preferences Integration & Sync Manage Lists

People Groups **Projects** Expense Categories Classes Items Accounts **Company Cards**

### Assign Credit Cards to Accounts

Jessie Schiff (American Express Cards - Costco TrueEarnings Card - 1000)

Liability Account  
American Express - 1002 ▼

Credit Card Vendor  
American Express ▼

Save

- If your account is configured to export non-reimbursable expenses directly to [Bill.com](https://www.bill.com), select the liability account and the vendor name that the transactions should post to upon export in Bill.com