



Sub-account Setup for Credit Card Statement Upload

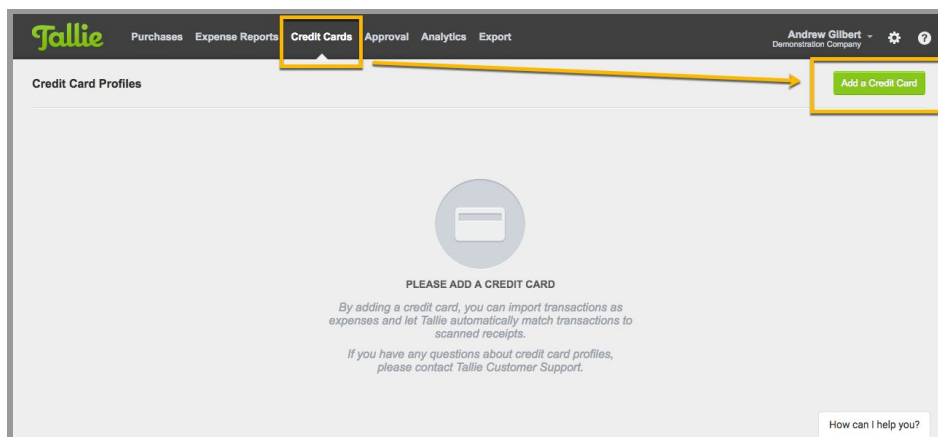
If credit card transactions are being uploaded into Tallie, they can be split out into sub-accounts. *This is currently only supported for CSV file types.*

Using this guide, you will learn how to:

- [Upload a Credit Card Bank File Containing Subaccounts](#)
- [Appendix](#)

Upload a Credit Card Bank File Containing Sub-accounts

1. Navigate to the **Credit Cards** page and click on **Add a Credit Card** in the upper right corner.



2. Configure a manual upload profile.

Tallie

Add a Credit Card ✕

To create a card profile manually, please provide the following information:

Capital One Visa

Account Name (optional)

This card is paid by me: My company pays this card

USD × 7214

[Cancel](#) [Save Credit Card Profile](#)

3. Upload a bank file that contains sub-accounts.
4. On the next screen, you'll be asked to select whether you paid or received the amount for the transactions. When the file has been uploaded, you'll see a confirmation similar to this:

Import Credit Card Transactions ✕

Capital One Visa 7214

Successful Upload

95 new transaction(s) found from 95 uploaded. 1 new card(s) found. New transactions applied to 2 card(s).

[View All Transactions](#) [Import New Transactions](#)

5. Finally, configure for transactions to be auto-imported and assign sub-accounts to different cardholders

CORP XXXX-XXXX-XXXX-7214 ✕

Non-Reimbursable (company pays this card) **Statement Start Day Of Month** +

Auto-Import to Purchases 1

Assigned Cardholder: Andrew Gilbert [Change](#)

CORP XXXX-XXXX-XXXX-4763 ✕

Non-Reimbursable (company pays this card) **Statement Start Day Of Month** +

Auto-Import to Purchases 1

Assigned Cardholder: Walter Bohonis [Change](#)



Appendix

- When a newly uploaded file contains accounts(s) that didn't previously exist, Tallie will import them and add additional subaccounts to the existing card profiles without having to refresh the page.
- If the last 4 digits entered when creating a card profile doesn't exist in the file, it will be created as a sub-account with no transactions.
- If you do not enter a 4 digit number for the card when creating the source, the top level account will contain no transactions and all cards are added as sub-accounts. The empty top level card can be deleted without affecting the sub-accounts.
- If the last 4 digits are the same on 2 or more cards, use as many digits are required to ensure uniqueness between the cards.