

Online Card Management Administration Guide

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About This Guide

This guide is intended for Bank Administrators. This guide describes card management features and provides procedures for setting up and managing accounts, users, sites, and system settings.

What is Online Card Management?

Online Card Management provides you and your account holders with a high level of self-service, flexibility, and convenience for managing commercial card data. Your system centralizes commercial card administration in a single easy-to-use browser-based application. This allows your users and card account holders to use their Web browsers to check statements, view account statements, submit expense reports, update personal information, and make payments toward their card balance.

As the Online Card Management administrator, you are the person responsible for many of Online Card Management's core functions. Administrators can manage individual user accounts, individual credit card accounts, and site administration and options. Online Card Management also includes a variety sophisticated financial management tools, such as diversion accounts, custom mapper creation tools, and a variety of standard reports.

Using this guide with your Online Card Management application

Online Card Management is modular and customizable. This means that the options available to you may vary depending on which functional modules are have activated, the way your site receives data, and the customizations made to your site. As a result, the figures and data provided in this guide will not match exactly the pages you see when you work in Online Card Management and may include instructions for functionality that is not available to your users.

Who should read this guide?

This guide is intended for system users that perform administrative tasks. Administrators perform many different tasks ranging from system-specific duties such as maintaining user information to setting up accounting practices such as allocation or setting up account cycles. This guide is written for system users that are familiar with the use of Internet browser-based applications, as well as procedures for their individual organizations.

The card management system lets users assign specific responsibilities to administration personnel for custom management. Online Card Management contains default administrator types, each with a list of specific tasks and permissions. Administrator types are described in detail in "Working with user security profiles (see topic on page 72). All tasks for the different types of administrators are discussed in this guide. The default administrator security profiles can also be customized to include or exclude specific tasks and permissions according to the needs of the organization.

Often administrators are also Online Card Management cardholders. When administrators perform cardholder tasks, they should refer to the *Online Help* rather than this document. The *Online Help* contains specific step-by-step instructions for all system tasks for administrators and cardholders.

How this guide is organized

This guide includes the following sections:

- Logging On and Self-Registering (see topic on page 17)
- Setting Up and Maintaining Sites (see topic on page 27)
- Setting Up Allocation (see topic on page 106)
- Creating and Modifying Users (see topic on page 135)
- Using Online Statements (see topic on page 161)
- Managing Accounts (see topic on page 175)
- Using Reports (see topic on page 217)
- Working with Mappers (see topic on page 235)
- Scheduling Tasks (see topic on page 261)
- Making Payments Online (see topic on page 275)
- Managing Transactions (see topic on page 290)
- Managing Expense Reports and Out of Pocket Transactions (see topic on page 323)
- Understanding the Hierarchy (see topic on page 343)

The guide also includes an index.

Conventions used in this guide

The following typographical conventions are used in this guide. Learning these conventions will help increase your understanding of the information provided.

Convention	Purpose	Examples
Bold type	Indicates the name of a button or a field.	<ul style="list-style-type: none">• Click the Go button.• Enter your first and last name in the Full Name field.
<i>Italic type</i>	Indicates the name of a menu or menu item.	From the <i>Reports</i> menu, select <i>Output Log</i> .
Right angle bracket (>)	Indicates a menu and sub-menu selection sequence.	From the menu, select <i>Accounts > Manage Temporary Credit Limits</i> .
<i>Bold & Italic type</i>	Indicates custom text on the application that is specific to a site, organization, or user. This customization means the document does not reflect the exact text of the application. The placeholder text is inside	<ul style="list-style-type: none">• The Maintain Messages for [Site Name] page displays.• A message displays saying 'The report will be saved for [N] days' (Where N is the number of days you specified in the Report Options

Convention	Purpose	Examples
	<p>square brackets [] to further indicate that it is representative of a different actual value.</p> <p>When the value of the placeholder text is not clear, an explanation will follow the example.</p>	settings)
ALL CAPITAL LETTERS	Indicates text that you should enter exactly as displayed	Enter 'WWW.TSYSISOLUTIONS.COM' in the Address field.

What is an administrator?

Online Card Management requires you to maintain two categories of administrator duties, both of which play critical roles in the success of Online Card Management deployment and use. The same person can fill both administrative roles, or you can split the administrative duties between different Online Card Management users.

System Administrator

The first function of an administrator is as a system administrator. Online Card Management is easy enough to use that the system administrator does not need any technical skills beyond the ability to use Internet Explorer and basic computer use skills. This includes the following tasks:

- Setting up and maintaining your site or sites
- Creating, editing, and importing basic user information and user logon IDs
- Managing the user import process
- Maintaining security profiles and individual permissions
- Customizing the look and feel of the Online Card Management interface
- Managing the organizational hierarchy
- Maintaining messages posted to the users on the Online Card Management Home page

Tip: You can delegate these duties across more than one administrator.

Account Administrator

The second category of administrator is more concerned with financial accounting than the day to day operation of Online Card Management. This administrator may or may not be the same person as the system administrator. This administrator should be familiar with an organization's accounting system, allocation procedures, card accounts, expense report approval procedures, and the organization hierarchy. The duties of this administrator include but are not limited to the following:

- Setting up allocation rules
- Creating custom reports
- Scheduling reports

- Creating mappers to export data to your accounting system
- Managing the organization hierarchy
- Setting up approval process for expense reports


Using online help to find information

Online Card Management contains a complete help system. The online help is the best place to quickly locate and find information about the application. The help is available to all users who have logged on to Online Card Management. There is also help for users attempting to log on to the application.

To access online help, select *Help On This Page* from the *Help* menu. Information relevant to the page you are currently using displays, as well as the Table of Contents, an Index, and a Search function to help you find information in the Help topics.

Note: The online help documents all of the possible functionality, which may include functionality that is unavailable to you and your users.

In addition the step-by-step instructions provided in the online help, there are *Information icons* throughout Online Card Management. For brief information about the field or button next to the icon, hover your cursor over the icon for a moment, and the information displays. You do not have to click the icon to view the text. Information icons display on the page, next to fields, buttons or page banners.

Information icons are indicated by the  icon.

Web browser requirements

Online Card Management is designed for use with Microsoft® Internet Explorer version 11, Firefox 410, and Google Chrome 45.

To function properly, Online Card Management requires specific browser Security and Advanced/Java settings. Security settings are required for ActiveX controls and scripting. Advanced/Java settings are required for the Java virtual machine.

The following topic describes how to configure your Internet Explorer browser.

To configure the Internet Explorer browser

1. From the Internet Explorer *Tools* menu, choose *Internet Options*. The Internet Options tab sheet displays.

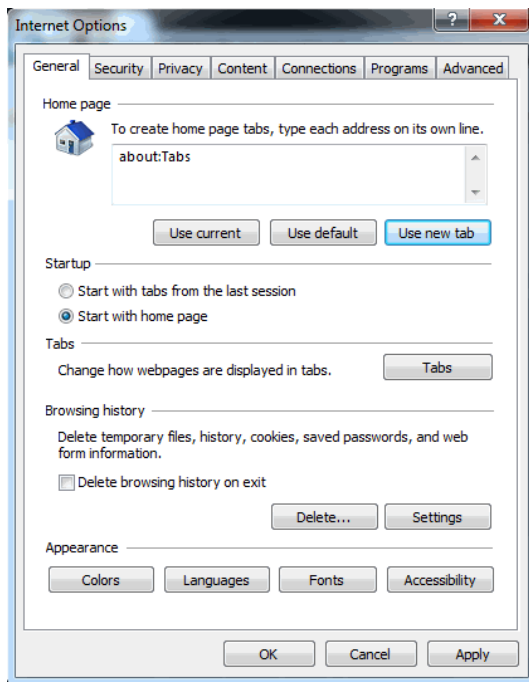



Figure 1: Internet Options tab sheet

2. Click the Security tab.
3. In the Select a Web content zones section, click the  icon.
4. In the Security Level for this Zone section, click **Custom Level...** The Security Settings dialog displays.

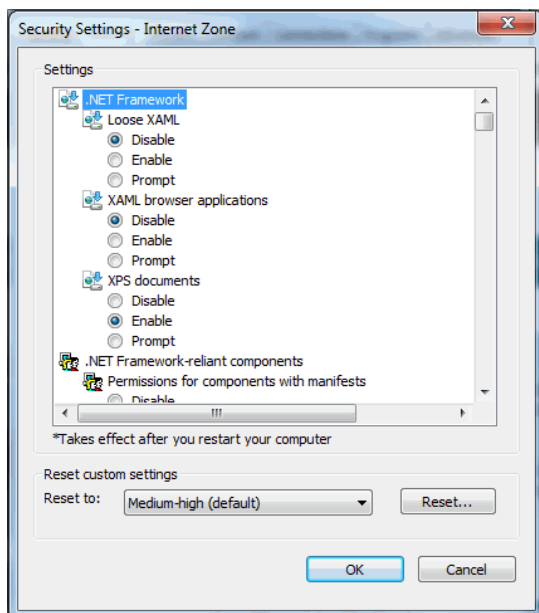
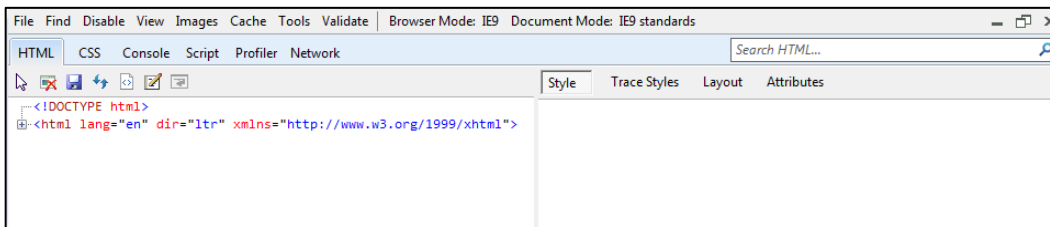
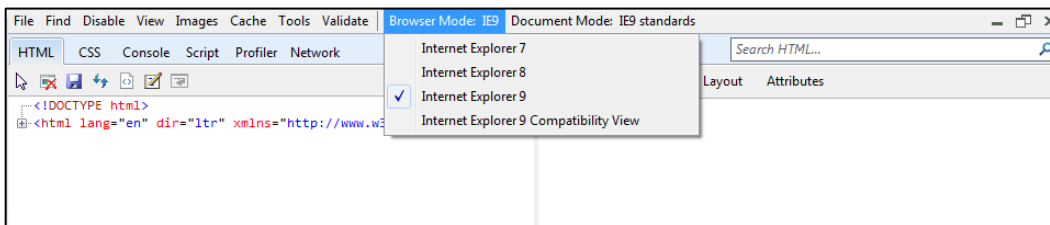


Figure 2: Internet Explorer Security Settings dialog

5. For ActiveX controls and plug-ins settings, verify that:
 - The Download Signed ActiveX Controls option is set to **Prompt**.
 - The Run ActiveX Controls and Plug-ins option is set to **Enable**.
 - The Script ActiveX Controls Marked Safe for Scripting option is set to **Enable**.
6. Scroll down and locate the Scripting settings in the list, and verify that:
 - The Active Scripting option is set to **Enable**.
 - The Allows Paste Operations Via Scripting option is set to **Enable**.
 - The Scripting of Java Applets option is set to **Enable**.
7. Click **OK** to return to the Internet Options dialog.
8. Click **OK** to return to the browser page.
9. When you have returned to your browser page, press F12 (function key 12) on your keyboard. The F12 tools section displays at the bottom of your browser page.



10. Click the Browser Mode selection on the toolbar and verify that Internet Explorer is **not** in Compatibility View.



11. Press F12 to exit F12 tools.

Getting product support

If you need support to complete your card management tasks, you can contact your administrator by email. From the *Help* menu, select *Product Support*. The Product Support page displays providing contact information for product support.

Logging On and Self-Registering

The Home page displays when you first logon to Online Card Management. Unless otherwise noted, all tasks described in this guide begin from the Home page. Access the Logon page using your organization URL address, enter your user ID and password, and the Home page displays. See your administrator for the URL address you use for the Logon page, as well as for information about your user ID and password.

Because this is an Internet browser-based application, you must have Internet Explorer installed on your computer. You use the browser to access the Home page and all card management functions.

This chapter describes the following tasks:

- Logging on to Online Card Management (see topic on page 17)
- Self-registering to use Online Card Management as an account holder (see topic on page 21)
- Self-registering to use Online Card Management as an organization administrator (see topic on page 25)
- Adding an account after logging on (see topic on page 25)
- Retrieving a forgotten password (see topic on page 25)
- Changing your password (see topic on page 18)
- Editing your user profile (see topic on page 19)
- Unlocking or resetting your password (see topic on page 25)

To log on to Online Card Management

From your organization Logon page, you can log on to Online Card Management, self-register to use the application (if allowed for your organization), or have your password hint emailed to you.

1. Open your browser
2. Enter the logon URL for your organization in the **Address** field and press Enter. The Logon page displays in the browser page.

The screenshot shows a web page titled "My Bank Logo". The main content area is titled "Enter credentials" and contains three input fields: "User ID", "Password (Forgot your password?)", and "Language" (with a dropdown menu currently showing "English (United States)"). Below these fields is a "LOG ON" button. To the right of the "Enter credentials" section is a "Account Help" box containing two links: "Forgot your password?" and "Reset Logon credentials?". At the bottom center of the page, there are links for "Terms & Conditions" and "Privacy Policy".

Figure 3: Logon page

Tip: Create a favorite or bookmark shortcut in your browser so that you can access the logon page without entering the URL.

3. Enter your user ID and password in the appropriate fields.

Note: If you forgot your User ID, click the *Forgot your User ID* link, specify your email address and answer the security question in subsequent pages, and a link to your User ID will be emailed to you.

4. Click **Log on**. One of the following occurs:

- **The Home page displays—**
The Home page displays after entering your user ID and password and the security software has not flagged your logon attempt as a risk.
- **The Additional Security Information page displays—**
The Additional Security Information page displays if you have not specified your additional security information. This occurs when you are logging on to Online Card Management for the first time.
- **The Verification page displays—**
The Verification page displays if you have specified your additional security questions and the security software has determined that your logon attempt constitutes a risk.

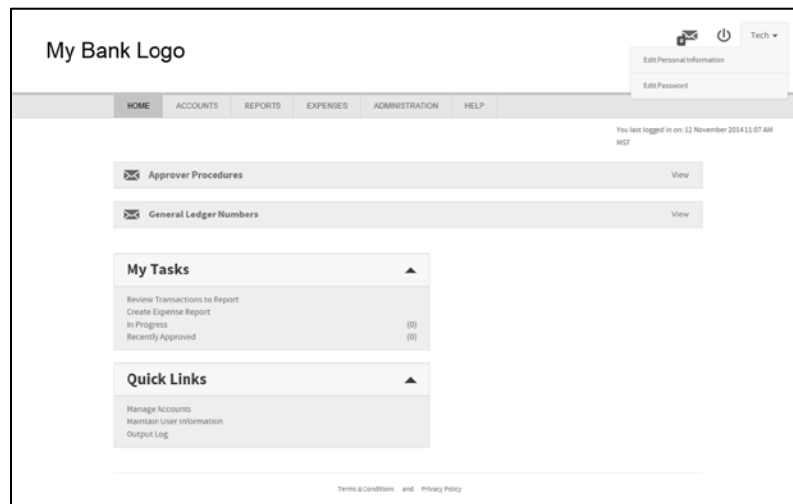


Figure 4: Home page

To change your password

You can change your user password from the Home page. Click the arrow icon (▼) next to your username in the upper right corner of the Home page to display a drop-down list.

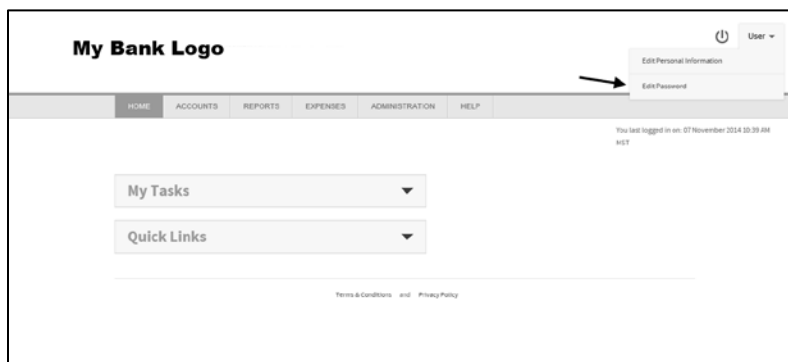
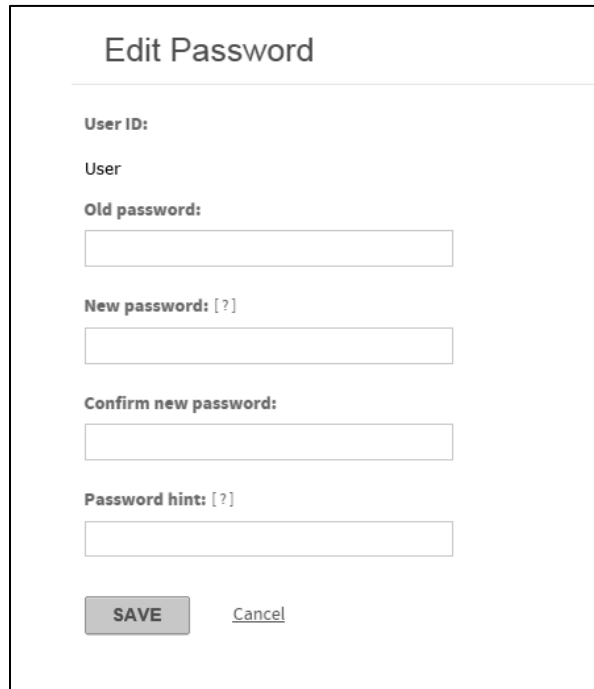


Figure 5: Home page with Edit Password link

1. From the Home page, click the Edit Password. The Edit Password page displays.



The screenshot shows a web form titled "Edit Password". The form is enclosed in a thin black border. At the top, the title "Edit Password" is centered. Below the title, there are five input fields, each with a label above it: "User ID:" (containing the text "User"), "Old password:", "New password: [?]", "Confirm new password:", and "Password hint: [?]". Each label is in a bold, sans-serif font. The input fields are simple rectangular boxes. At the bottom of the form, there are two buttons: a grey button labeled "SAVE" and a text link labeled "Cancel".

Figure 6: Edit Password page

2. In the **Old Password** field, enter your existing password.
3. In the **New Password** field, enter the new password you want to use according to the password requirements for your organization. Passwords are case-sensitive.

Important: Your password is subject to certain restrictions which are set by your organization. Hover your cursor over the information icon ([?]) to see these restrictions.

4. In the **Confirm New Password** field, enter the password exactly as in the **New Password** field.

Note: If there is any difference between the New Password and Confirm New Password fields, including capitalization differences, you must re-enter the new password information.

5. In the **Password Hint** field, enter a hint that will help you remember your password. You can request to receive this hint in an email if you forget your password.

Important: The system will not allow you to embed your password in the Password Hint field.

6. Click **Save**. Online Card Management activates your new password. Use your new password the next time you log on to the application.

To edit your personal information

You can change your personal information from the Home page. Click the arrow icon (▼) next to your username in the upper right corner of the Home page to display a drop-down list.

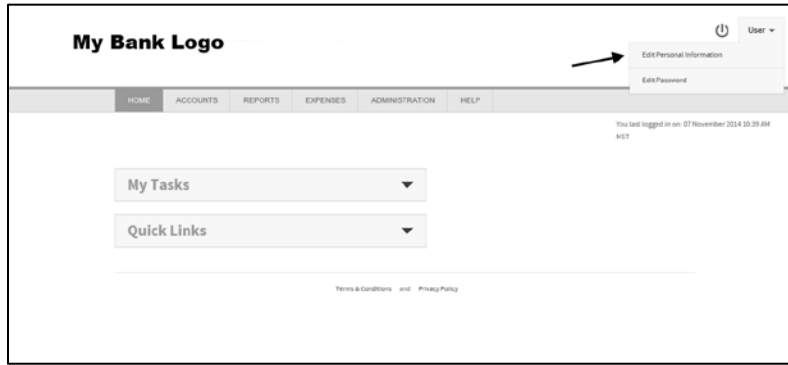


Figure 7: Home page with Edit Personal Information link

1. From the Home page, click the *Edit Personal Information* link. The Edit Personal Information page displays, showing your existing personal information.

Figure 8: Edit Personal Information page

2. Type your first and last name in the corresponding **First name** and **Last name** fields.
3. Enter the email address or addresses to which you want notifications sent. You can enter multiple email addresses if you separate each addresses with a semicolon (;).
For example:
jdoe@bigcompany.com;john_doe@myhome.org
4. Enter the CC email address if desired. Notifications will also be sent to this email address. This field is not required.
5. Click **Save** to save your new profile information. A confirmation page displays informing you of the change.

Registering to use Online Card Management

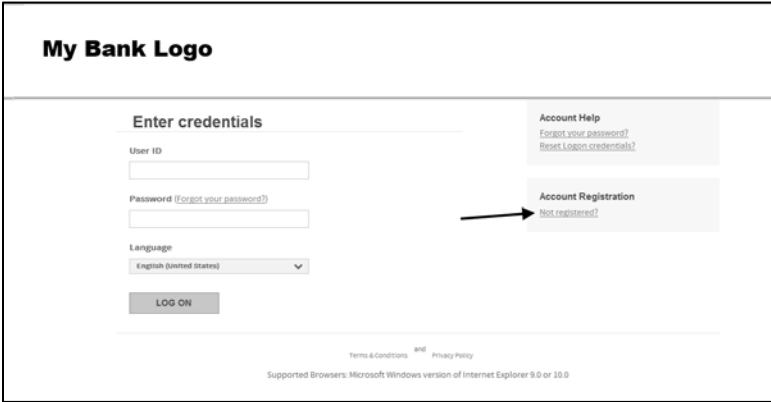
To use Online Card Management, you must have a user profile set up or you can self-register if you are the account holder. You can click the *Not Registered* link on the Logon page to self-register. If you are a new user, see your administrator about setting up a user profile.

There are two different self-registration procedures. Account holders should use the account self-registration process. Organization administrators who are in charge of managing accounts should use the organization administrator self-registration process.

To self-register your account

You may already have a card account, but not yet be registered to manage your account through Online Card Management. In this case, you can self-register by supplying personal and card information and creating a user ID and password.

1. Open your browser and access your organization's Logon page.



The screenshot shows a web page titled "My Bank Logo". On the left, there is a "Enter credentials" section with fields for "User ID", "Password (Forget your password?)", and "Language" (set to "English (United States)"). A "LOG ON" button is at the bottom of this section. On the right, there are two links: "Account Help" (with sub-links "Forgot your password?" and "Reset Logon credentials?") and "Account Registration" (with a sub-link "Not registered?"). An arrow points to the "Not registered?" link. At the bottom of the page, there are links for "Terms & Conditions" and "Privacy Policy", and a note about supported browsers: "Supported Browsers: Microsoft Windows version of Internet Explorer 9.0 or 10.0".

Figure 9: Click the Not Registered? link

2. Click the *Not registered?* link on the log on page. The Provide Account Number page displays.

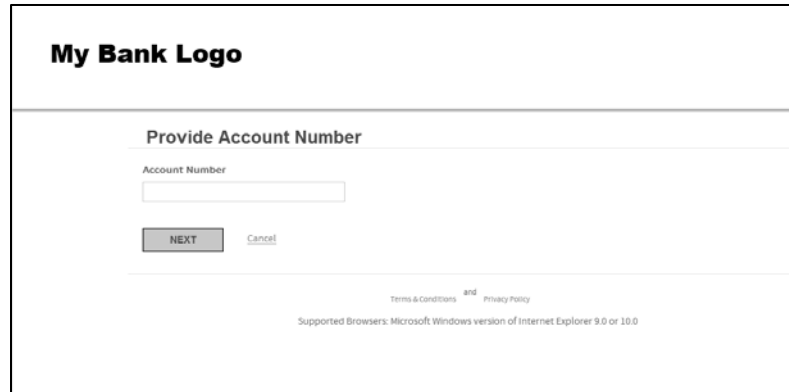


Figure 10: Provide Account Number

3. Type the 16 digit account number embossed on your card and click **Next**. The Create a user ID and password page displays.

Note: If the account number you enter in step 3 is a corporate account, you will be self-registered as an organization administrator.

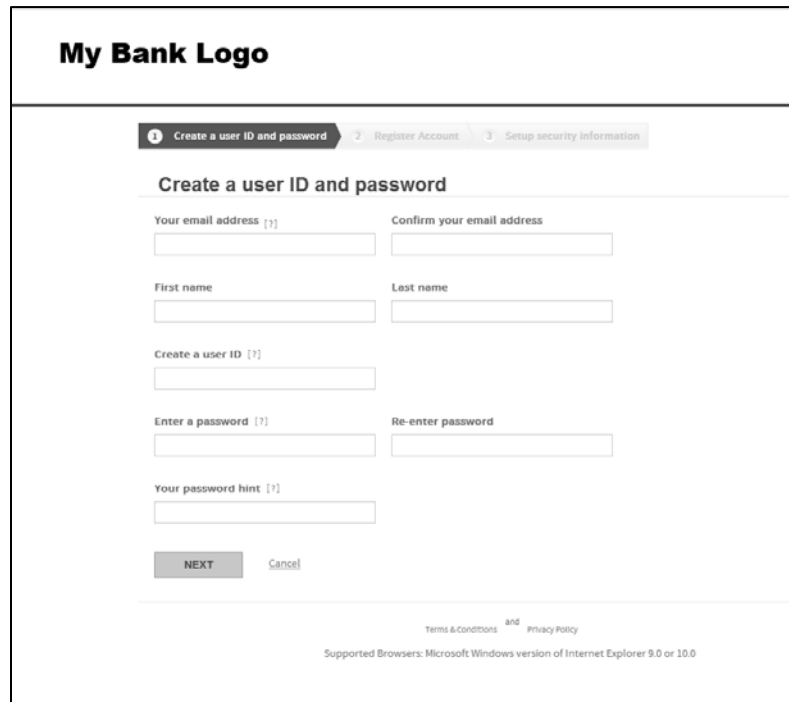


Figure 11: Account Holder self-registration

3. Complete the following fields in the Registration page:
Create a user ID and password

- **Your email address**
Enter your email address in the **Your email address** field. Email notification messages are sent to this address. You can specify more than one address. Separate multiple addresses with semicolons, for example: *jdoe@bigcompany.com;john_doe@myhome.org*
 - **Confirm your email address**
Enter your email address a second time exactly as you entered it in the **Your email address** field. If there is a difference between the **Your email address** and the **Confirm your email address** fields (including capitalization), an error message displays and you have to re-enter the addresses.
 - **First name**
Enter your first name, without punctuation, in the **First Name** field.
 - **Last name**
Enter your last name, without punctuation, in the **Last Name** field.
 - **Create a user ID**
Create a user ID for yourself according to the user ID requirements for your organization.
Tip: Hold your cursor over the **[?]** icon to see the user ID rules for your site.
 - **Enter a password**
Create a password for yourself according to the password requirements for your organization.
Tip: Hold your cursor over the **[?]** icon to see the password rules for your site.
 - **Re-enter password**
Enter the password a second time exactly as you entered it in the previous password field. If there is a difference between the **Enter a password** field and the **Re-enter a Password** field (including capitalization), an error message displays and you have to re-enter the password.
 - **Your password hint**
Enter a hint that helps you remember your password. If your organization is set up for email notification, this hint can be sent to you in an email message when you forget your password.
4. Click **Next**. The Register Account page displays.
- Register an existing account
- **Account number**
Enter the 16-digit number of your existing account. This number is embossed on your card.
 - **Name on account**
Enter the name on your account, as it displays on the card.
 - *Other fields*
Your organization may require you to supply other card account information, such as card expiration date, birth date, employee ID, or Social Security or other identifying number.

- Click **Next**. A confirmation page displays..

Figure 12: Account registration confirmation

- Select your statement delivery preference from the list. Depending on your organization set up, this control may not display.
- Click **Next**. The Setup Security Information page displays.

Figure 13: Personal security questions

8. Select a question from the first list, then enter and re-enter your answer. The answers should be known only to you. During subsequent logon verifications, one or more of these questions could be asked. You verify your identity by providing the personal answer. When you have completed all question/answer sets, click **Submit**. The End User License Agreement (EULA) page displays.
9. After reading the EULA, scroll to the bottom of the license agreement, and click **Agree**, **Disagree**, or **Print**. When you click **Agree**, your organization's Home page displays, and you can perform your online account management tasks. The End User License agreement page does not display again after you click **Agree**.

To unlock your account or reset your password

If three consecutive, unsuccessful attempts are made to log on to the card management system, your account is locked. You can unlock your user record and also reset your password using the following procedures.

Unlocking your account

1. Access the logon page.

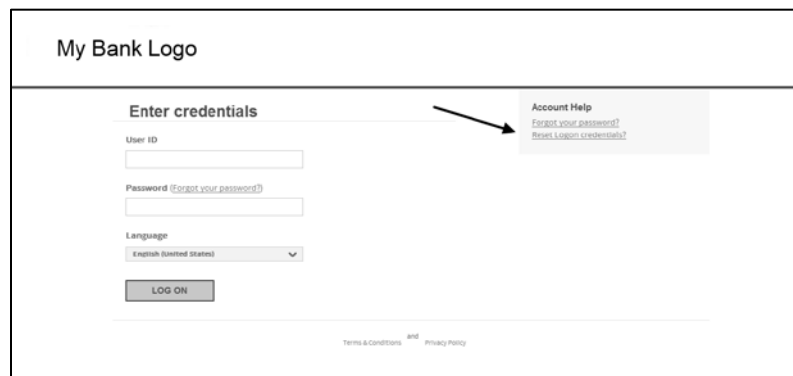


Figure 14: Logon page

2. Click the *Reset Logon credentials?* link. The Confirm your account information page displays.

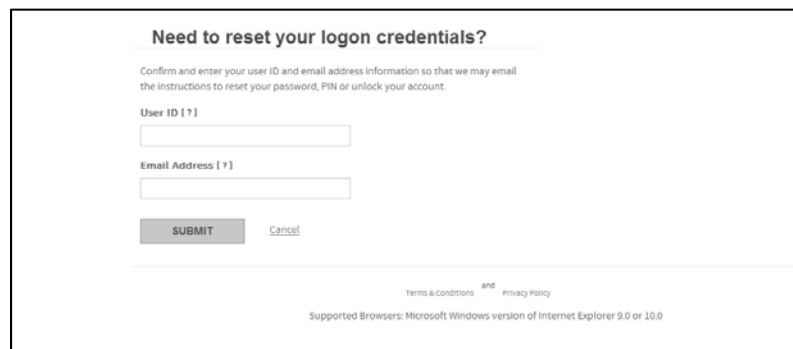


Figure 15: Confirm your account information

3. Type your user name and email address in the appropriate fields. Once your account information is confirmed, you will receive an instructional email at the email address on file for your user ID. Follow the link to complete the rest process.
4. Answer the pre-set security questions. Click **Continue**.

Figure 16: Security Questions

5. Create a new password and password hint. Click **Save**.

Figure 17: Password and Password Hint

6. A confirmation message will display verifying your password has been changed. Click **OK** to be taken to the CentreSuite home page.

Figure 18: Password Confirmation

Forgot your password?

1. Access the logon page

Figure 19: Logon page

2. Click either of the *Forgot your password?* links. The Confirm your account information page displays.

Forgot your password?

Confirm and enter your user id and email address information so that we may email you your hint.

User ID [?]

Email Address [?]

SUBMIT [Cancel](#)

[Terms & Conditions](#) and [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 9.0 or 10.0

Figure 20: Forgot your password page

3. Type your user name and email address in the appropriate fields. Once your account information is confirmed, you will receive an instructional email at the email address on file for your user ID. Follow the link to complete the rest process.
4. Answer the pre-set security questions. Click **Continue**.

Enter an answer to your security question.

What was the NAME of the street where you lived as a child? *

What was the FIRST NAME of your childhood best friend? *

[Why am I being asked this?](#)

CONTINUE [Cancel](#)

Figure 21: Security Questions

5. Create a new password and password hint. Click **Save**.

Please enter a new password

Already have an account? [Log On](#)

New password: [?]

Confirm new password:

Password hint: [?]

 [x](#)

SAVE [Cancel](#)

Figure 22: Password and Password Hint

6. A confirmation message will display verifying your password has been changed. Click **OK** to be taken to the CentreSuite home page.



Figure 23: Password Confirmation

To view or change your PIN

If the View Personal Identification Number (PIN) functionality is activated for your site you see a **Manage PIN** link in the View Account Details section. You click this link and supply additional security information to view or change your PIN online. Use the following procedure to view or change your PIN.

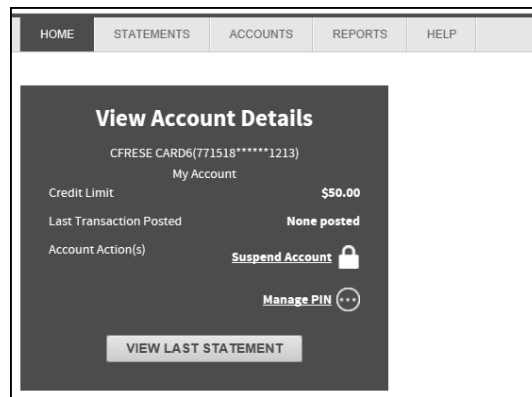


Figure 24: View Account Details

1. Click on **Manage PIN** to expand options. Depending on the options enabled by their organization, you may see **View PIN**, **Change PIN**, or both, based on the options enabled by the organization.

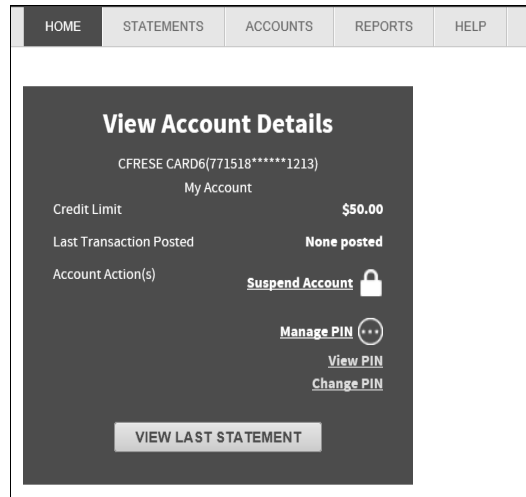


Figure 25: View Account Details

- a. Click **Change PIN** to customize the PIN for the account.
 - You will be prompted to answer security questions. You will have the opportunity to enter the correct answer three times before being locked out of the site. Click **Continue**.

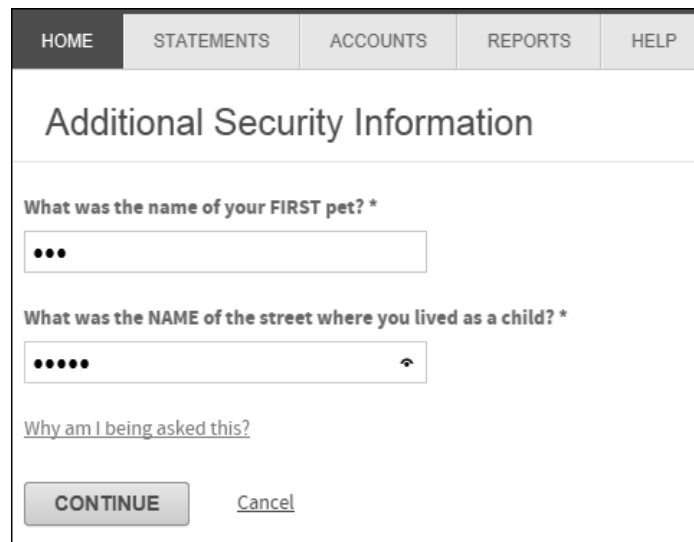


Figure 26: Additional Security Information

- Enter your full 16 digit account number in the **Account Number** field.
- Enter your account name in the **Name on Account** field.
- Select the account expiration month and year from the **Expiration Date** drop-down lists. The page displays four masked fields.
- Click **Continue**.

Figure 27: Maintain Pin Authorization

- Enter 4-digit PIN in the **New PIN** field, then re-enter the same 4-digit PIN in the **Re-Type PIN** field.

Figure 28: Maintain pin Authorization, page 2

- Click **Save** to return to your Home page.

Figure 29: Confirmation message on the Home Page

- Click the **View PIN** link. An additional security information page displays.
 - Two of your security questions display. Type the answers to these questions and click **Continue**. The View PIN Authorization page displays.
 - Enter your full 16 digit account number in the **Account Number** field.
 - Enter your account name in the **Name on Account** field.

- Select the account expiration month and year from the **Expiration Date** drop-down lists.
The page displays four masked fields.

Important: You must enter the correct information. The system will automatically log you off after three failed attempts.

- Click each field. That PIN digit displays for a brief time. You can view only one PIN digit at a time.
- When you have viewed all four PIN digits click **Done** to return to your Home page.

Setting Up and Maintaining Sites

A *site* is a bank or an organization under the bank in the hierarchy. Each site is assigned to the hierarchy. The site's position on the hierarchy determines who has administrative control of a site. Site administrators can work with site data for site at or below their hierarchy assignment. The hierarchy is described in "Understanding the hierarchy (See "Understanding hierarchy terminology" on page 345). Bank administrators set up organization sites under the bank so that the organization administrator or other users can use online functions.

You can maintain the news and information messages that are displayed on the Home page for the site. You can also customize the Home page and the site interface.

This section includes the following topics:

- Understanding real-time functionality (see topic on page 32)
- Searching for a site (see topic on page 33)
- Maintaining a site (see topic on page 34)
- Working with site templates (see topic on page 59)
- Managing cycles for a site (see topic on page 69)
- Working with user security profiles (see topic on page 72)
- Working with approval profiles (see topic on page 92)
- Uploading accounts to a site (see topic on page 92)
- Maintaining site Home page messages (see topic on page 95)
- Customizing and branding the site interface (see topic on page 98)
- Working with email templates (see topic on page 101)

Understanding real-time functionality

The online card management application behaves differently depending on whether or not you choose to activate real-time processing. As the name suggests, if you activate real-time processing Online Card Management shows transactions, account modifications and other activities as they occur. This feature enhances your reporting capability and gives you immediate control over account information.

Real-time data processing is activated at the site level. You can turn real-time processing on or off for different modules in Online Card Management. For example, you can use real-time processing for accounts but not for transactions. If a site uses real-time processing, the site's users can view changes to account information they occur. If you choose not to activate real-time functionality, transactions, account modifications, and other types of information are updated during the nightly data imports.

Online Card Management indicates when a field is updateable in real-time by shading the field in yellow.

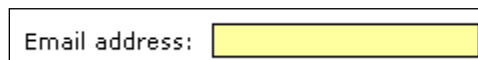


Figure 30: Real-time field example

Searching for a site

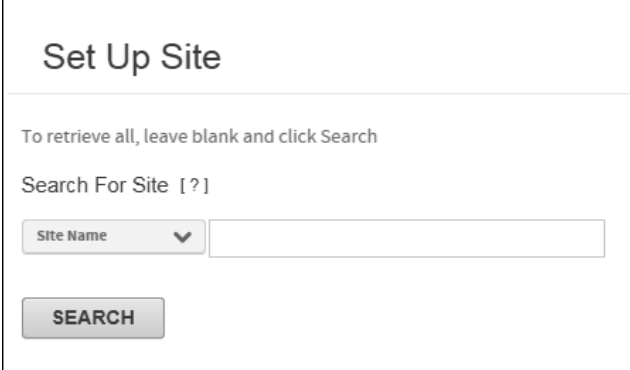
Administrators with access to more than one site, must select the site they want to work with before they can change a site's settings. The Online Card Management security only allows administrators to search for sites attached to their user IDs.

If you only have access to a single site, you do not need to select a site to perform any administration procedure.proca

To search for a site

Note: If your user ID is only associated with a single site, you do not have to select a site to change the site information and the Search for Site page does not display.

1. Select *Administration >Set Up Sites* from the menu. The Search for Site page displays.



The screenshot shows a web form titled "Set Up Site". Below the title, there is a instruction: "To retrieve all, leave blank and click Search". The form contains a label "Search For Site [?]" above a search input field. To the left of the input field is a dropdown menu with "Site Name" and a downward arrow. Below the input field is a "SEARCH" button.

Figure 31: Search for Site page

2. Select a search option from the **Search using** list:
 - **Site Name:** Search by the name of the site.
 - **Site Number:** Search by the site number (bank number or corporate ID number).
 - **Bank Number:** Search by the bank number of the bank that this site is associated with.
3. In the **Search for** field, enter the search value to match the search option you selected, or leave the field blank to list all sites:
 - **Name:** Enter all or part of the site name for which you are searching. You can use an asterisk (*) as a leading or trailing wild card character in partial searches.
 - **Site Number or Bank Number:** Enter all or part of the bank number, or all or part of the corporate ID number. Asterisks as leading or trailing wildcard characters are allowed.

Tip: To view a list of all sites available to your user ID, leave the **Search for** field blank.

- Click **Search**. A Search Results list containing a list of sites matching the search criteria displays and sorts the results by bank number.

Site Name	Corp ID	Bank Number	Site Status
SAED EXPORT	00030200	00030200	Inactive
CORPORATE EXECUTIVE	00091000	00091000	Inactive

Figure 32: Search for Site- results

By default, the search results sort by bank number. You can choose to sort the search results by any column in the table by clicking the column heading.

Note: The sample search shown above includes only two sites in the Search Results list. Searches may return many sites.

- Click the link in the Site Name column for the site you want to edit.

Maintaining a site

As an administrator for a site or multiple sites, you can enable or disable the site and set options for the site. Only users who have security permissions to set up banks or organizations can perform these tasks. To access the site maintenance utilities, open the *Administration* menu, select *Set Up Sites > Set Up Site*.

Organization site settings depend on the options selected for the bank with which the organization is associated. Each organization site inherits its bank's settings. You can maintain site news and information, and customize the site interface. For information about these tasks, see "Maintaining site Home page messages (See "To maintain site messages" on page 96), and "Customizing and branding the site interface (See "To customize the Online Card Management interface" on page 98).

The following options are available for you to maintain your site:

- Status (see topic on page 35)
- General site information (see topic on page 35)
- Modules (see topic on page 43)
 - Accounts (see topic on page 43)
 - Reports (see topic on page 46)
 - Statements (see topic on page 48)
 - Expenses (see topic on page 50)
- Countries (see topic on page 52)
- ACE Option Sets (see topic on page 53)
- Account authorization option sets (see topic on page 53)

- MCC groups (see topic on page 55)
- Logon rules (see topic on page 56)
- Logon PIN rules (see topic on page 58)
- Notification options (see topic on page 59)
- Self-registration options (see topic on page 41)

Note: Your site may not include all of these modules, depending on Online Card Management's site configurations you inherit from your hierarchy.

Important: Click **Save** before leaving the Site Setup page if you want to keep the changes you made. If you click **Select Different Site** before saving changes, the changes will be lost.

To access the Site Setup page

The Site Setup page contains settings for the sites you maintain. To access the Site Setup page:

1. Search for the site (see topic on page 33) you want to maintain.
2. Click the link with the site name in the Search Results list. The Site Setup page for the selected site displays.

To set site status

You can activate or deactivate a site and site logons from the Status section of the Site Setup page.

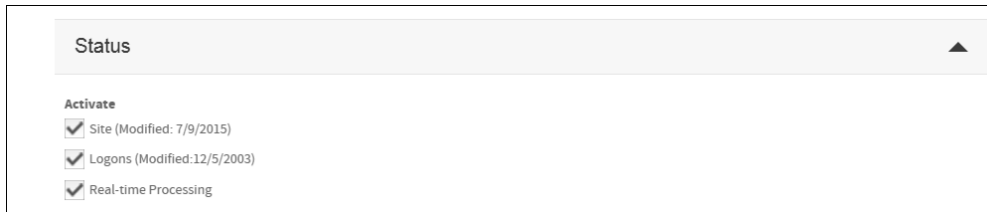


Figure 33: Site Setup- Status options

Select any of the following options:

Activate

- **Site**
Select to enable this site. Clear the box to stop data processing and prevent user access to this site. The **Modified** value is updated to show the date this option was last changed.
- **Logons**
Select to let users log on to this site. Clear the box to prevent all users from accessing Online Card Management.
- **Real-time Processing**
Select to enable real-time processing for the site. See "Understanding real-time functionality on page 32.

To specify general site information

In the General Information section of the Site Setup page, set up the general site options.

Note: Depending on how your organization is set up, not all fields may display on your page.

General Information ▲

Support email:

Support phone:

URL extension:

Notification Email:

Data source: *

Prime bank number:

Officer Code:

File date format:

Multifactor Authentication:

Settlement currency: *

Active Alerts
 Standard Commercial

Activate alerts

Account past due [?]
 1 day 30 days 60 days 90 days

Payment due [?]

Current balance approaching credit limit [?]

Calculate by:
 Amount within [?] Percent within [?]

Exceeds credit limit [?]

Transaction equal to or above amount [?]

New account [?]

[Manage Account Status Codes](#)

Figure 34: Site Setup- General Information settings

- Support contacts

- **Support Email**
Enter the email address to which this site's users can send support questions. This is the email address shown when the user chooses *Email Support* from the *Help* menu. Online Card Management validates the address to make sure it is in a correct email format (for example, someone@somewhere.com).

Note: This field allows only one email address.
- **Support phone**
Enter the phone number for this site's support help desk.
- **URL extension**
Enter the URL extension that creates a custom URL for this site. The extension is appended to the following address: *https://www.centresuite.com/centre?[extension]*
Just enter the extension in this field, do not the entire address. Talk to your administrator for information about the extension.
- **Notification Email**
Enter the email address which will function as the "From" email when an email notification is sent from the Online Card Management system.
- **File Date Format**
Select the format you want to use throughout Online Card Management. For example, if you select English (United States) all dates will follow the *mm/dd/yyyy* format.
- **Multifactor Authentication**
Select the level of multifactor authentication for the site (UK only). US sites are Level 1 by default.
- **Settlement Currency**
From the drop down list, choose which currency by which statements will be settled.
- **Manage Alerts**
Select the Active Alerts to select alerts available for the site and specify trigger parameters for certain alerts

To manage Alerts for a site

Alerts notify site users by email when specified events occur. You can enable or disable specific alerts for a site from the Site Settings page. When you choose to enable an alert, this allows users to choose to receive the alert. Enabling the alert does not activate the alert, the account holder must choose to subscribe to the alert. Use the following procedure to work with alerts.

1. From the General Information section of the Site Setup page (see topic on page 35), click the *Manage Alerts* link. The Manage Alerts page displays.

The screenshot shows the 'Active Alerts' configuration page. At the top, there are two radio buttons: 'Standard' (selected) and 'Commercial'. Below this is a checked checkbox for 'Activate alerts'. Underneath, there are several alert categories, each with a checked checkbox and a help icon: 'Account past due' (with sub-options for 1 day, 30 days, 60 days, and 90 days, all checked), 'Payment due', 'Current balance approaching credit limit', 'Exceeds credit limit', 'Transaction equal to or above amount' (with a text input field containing '0'), and 'New account'. The 'Calculate by' section has two radio buttons: 'Amount within' (selected) and 'Percent within'. The 'Amount within' option has a text input field containing '0'. The 'Percent within' option has a text input field containing '0'.

Figure 35: Manage Alerts page

2. Select the **Activate Alerts** check box to enable alerts for this site.
3. Select one or more options from the **Account past due** check box. The user will receive an email alert when the account is past due for any of the selected times.
4. Select the **Payment due** check box to send an email when a payment on the account is due in ten days
5. Select the **Current balance approaching credit limit** check box if you want Online Card Management to alert account holders when their account balances near their account credit limits. The **Calculate by** fields activate.

Set the criteria you want to use to trigger the credit limit alert by selecting one of the following **Calculate by** options:

- If you want to use a specific amount to trigger this alert, select the **Amount within** option and enter the amount in the field provided.
For example, if you want the alert to trigger when an account holder has \$500 remaining under his or her line of credit select this option and enter '500' in the field provided.
- If you want to use a percentage of the credit limit to trigger this alert, select the **Percentage within** option and enter the desired percentage in the field provided.
For example, if you want the alert to trigger when an account holder is within 5% of his or her line of credit select this option and enter '5' in the field provided.

6. Select the **Exceeds credit limit** check box if you want Online Card Management to alert account holders when they have exceeded their account limits.
7. Select the **Transaction equal to or above amount** check box to send an email when a transaction is posted that equals or exceeds the single transaction amount specified for the account.
8. Selections will be saved when you click **Save** on the General Information tab of the Site Setup page.

Manage Client Product Codes (link)

Click this link to open the Manage Client Product Codes page. You enable and set the default client product codes for the site here. (TS2 only)

Manage Account Status Codes (link)

Click this link to open the Manage Account Status Codes page. You specify which account codes prevent logons and self-registrations here.

To manage account status codes for a site

As part of the site setup, you can choose which account status codes you want to use for this site. You can also specify certain account status codes you want to prevent from logging on or registering to use the site.

Complete the following to configure the account status codes for your site.

1. From the General Information section of the Site Setup page (see topic on page 35), click the *Manage Account Status Codes* link. The Manage Account Status Codes page displays.

Manage Account Status Codes

NOTE: Changes to Inactive settings require overnight processing before taking effect.

Enable	Code	Description	Inactive	Prevent Logon	Prevent Self-registration	Prevent View PIN Online	↔
<input checked="" type="checkbox"/>		OPEN	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	00		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	97		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	A		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	A5		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	AA		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	AB		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	AD		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	AP		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	AV		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	B3		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	B5		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	B6	Caution	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	B7		<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	
<input type="checkbox"/> NO	B9		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	

Figure 36: Manage Account Status Codes page

2. Select **Enable** for the account status codes you want to use. **Yes** will display if the status code is enabled and **No** will display if the status code is not enabled.
3. In the **Description** field, enter a brief explanation of the status code and its purpose.
4. Select **Inactive** to mark the code as inactive. This is useful for limiting the number of codes returned from searches. The status change will take effect after the next nightly processing. **Yes** will display if the status code is inactive and **No** will display if the status code is not inactive.
5. Select **Prevent Logon** to prevent accounts with this status code from logging on to the system.
6. Select **Prevent Self-registration** to prevent accounts with this status code from self-registering.
7. Click **Save**. Online Card Management saves the alert settings.

Note: For TS1 clients only, when enabling an inactive account, the account status change will require overnight processing. Otherwise, account status code changes occur in real-time.

8. When you have configured the account status codes for this site, click **Back to Site Setup** to continue the site setup process.

To specify notification options

Informational email messages can be sent to users in response to a password hint request, new user creation, or password change. Use the email notification options to choose the events that cause Online Card Management to send email notifications to users. A user's email address is specified in the user profile. See "Modifying a user (on page 149) for more information.

The screenshot shows a web interface for configuring notifications. At the top, there is a header area with the text "Notifications" and a small upward-pointing triangle icon on the right. Below this header, the section is titled "Send email for:". Underneath this title, there are four list items, each with an unchecked checkbox to its left: "Password hint", "New user information", "Passwords that have been reset", and "Logon PIN's that have been reset".

Figure 37: Site Setup- Notifications options

Select the appropriate check boxes to choose an event that will send an informational email to the user from the following options:

- **Password hint-** When a user requests a password hint
- **New User Information-** When a user is added to Online Card Management with the user import functionality
- **Passwords that have been reset-** When a user's password is reset
- **Logon PIN's that have been reset-** When a user's PIN is reset

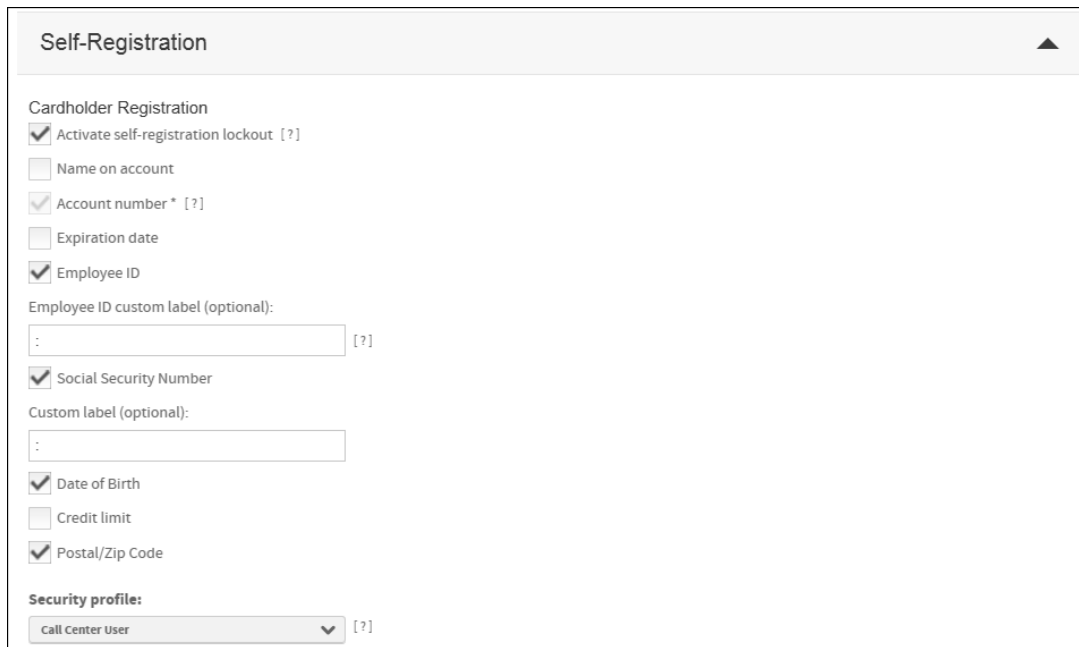
If you do not select any check boxes, no email notifications are sent to users for this site.

Setting Self-Registration options for your site

If you have a custom URL set up, individual account holders and organization administrators for a site can to self-register. That is, users can create their own user records and gain access to Online Card Management. You can require users who self-register to supply up to three information items (in addition to account number), or none of the items. From the Site Setup page, you can specify the information that you want to require of both account holders and organization administrators when they create their own Online Card Management users.

To specify self-registration options for account holders

The Cardholder Registration options for self-registration let you specify the information that you require for a successful account holder self-registration.



The screenshot shows a configuration window titled "Self-Registration". Under the "Cardholder Registration" section, there are several options: "Activate self-registration lockout" (checked), "Name on account" (unchecked), "Account number" (checked), "Expiration date" (unchecked), and "Employee ID" (checked). Below these are two optional text input fields: "Employee ID custom label" and "Custom label". Further down, there are checkboxes for "Social Security Number" (checked), "Date of Birth" (checked), "Credit limit" (unchecked), and "Postal/Zip Code" (checked). At the bottom, there is a "Security profile" dropdown menu set to "Call Center User".

Figure 38: Site setup- Self-registration options

Select the **Activate self-registration lockout** to prevent users from self-registering if they enter incorrect information on three attempts to self-register.

In the Required Fields option, select the options you require people to enter as they self-register to use the site:

- **Account number:** The user's actual account number that he or she wants to track with Online Card Management
Note: This is a required field. All self-registering users must enter a valid account number.
- **Expiration date:** The user's account expiration date
- **Name on account:** The user's name, as it displays on the card
- **Employee ID:** The user's employee ID
- **Employee ID custom label:** The label that displays on the self-registration page for the Employee ID field
Note: This field is optional. If this field is empty and you select the **Employee ID** check box, the field displays as "Employee ID" on the self-registration page.

- **Social Security Number:** The user's Social Security Number or other ID number used when registering or adding an account

The following self-registration options are also available:

- **Custom label (optional):** Custom field label (for example, "ID Number") that displays in the system wherever the **Social Security Number** field displays
Note: This field is available only if you also select the **Social Security Number** check box.
- **Date of Birth:** Require the account holder to enter his birth date to self-register
- **Credit Limit:** Require the account holder to enter the credit limit for his account to self-register
- **Security profile:** Default security profile to assign to users when they self-register and when a new user is created for the site

To specify self-registration options for organization administrators

The Administrator Registration options for self-registration let you specify the information that you require for a successful organization administrator self-registration. You can specify as many as eight different criteria. It is recommended that you specify at least three.

Administrator Registration

Activate [?]

Corporate account number * [?]

Corporate ID

Name on account

Postal/Zip Code

Corporate credit limit

Corporate employee ID:

Corporate employee ID custom label (optional):

: [?]

Corporate phone number

Security profile: [?]

Call Center User

Figure 39: Administrator Registration options

Select the **Activate** checkbox to allow organization administrators to register for the site.

In the Required Fields option, select the options you require people to enter as they self-register to use the site:

- **Corporate account number**
 The user's actual account number that he or she wants to track with Online Card Management.
Note: This is a required field. All self-registering organization administrators must enter a valid corporate account number.

- **Corporate ID:** The corporate ID number provided to the administrator by his or her customer service representative.
- **Name on Account:** The name listed on the organization administrator's account.
- **Postal\Zip Code:** The organization administrator's mailing zip or postal code as listed his or her account.
- **Corporate employee ID:** The label that displays on the self-registration page for the Employee ID field.
- **Corporate employee ID custom label:** This field lets you customize the label for the Corporate employee ID field on the self-registration. This field is optional but using it could eliminate confusion during the self-registration process if the organization refers to the Employee ID by a different name, such as "Member Number".
- **Corporate phone number:** The organization administrator's phone number.
- **Security profile:** Default security profile to assign to organization administrators when they self-register and when a new user is created for the site.

Selecting application modules

Module options display in the Modules tab of the Site Setup page. Use these options to activate the individual modules for a site. Bank-level administrators can set these options only for sites under their bank. They cannot change option for their own banks. To activate bank-level modules, contact an administrator with the rights to activate these site options.

Accounts module

From the Accounts module section of the Set Up Site page, select the **Activate** check box to allow the site's users to access the account creation and maintenance features.

Accounts:

Activate

Data Retention (mos.)
6

Real-time access:
 View Update None
(Modified: 12/5/2003)

Enable Real-time new cards:

(Modified: 12/5/2003)

Enable Real-Time Temporary Credit Limit Controls [?]

(Modified: 6/30/2007)

View authorization requests:

Enable Transfer accounts:

Allow account status search:

Enable Temporary Suspend Status

(Modified: 11/15/2016)

[Manage Account Status Codes](#)

Enable Rush Card [?]

PIN Management

Allow accountholder to view PIN online:

Allow accountholder to maintain PIN online:

Figure 40: Site setup- Account module options

9. Select the Accounts module options that apply to the site:

Note: The options that display in the Accounts module activation settings depend on the data source used by your site. The Accounts module options may look different from the one in the example provided in this document.

Some or all of the following options display in Account module activation settings:

Data retention (mos.)

Specify a whole number greater than zero to show the number of months that program change request (PCR) data continues to be available. Retention period is typically six months.

Real-time access

- **View:** View most recent account information.

- **Update:** View and update most recent account information.
- **None:** Prevent real-time access to account information. Account information displayed may be up to 24 hours old.

Real-time new cards

Select **Yes** to allow the organization to create new cards in real time

Enable Real-Time Temporary credit limit controls

Select **Yes** to allow the organization change credit limits for specified time periods in real time.

- **Change account status during TCL:** The default is **Yes**. When the option is **No**, the system will not change the account status when a TCL is requested.

View authorizations requests

Select **Yes** to view authorization and decline information.

Enable Transfer Accounts

Select **Yes** to allow transfers between accounts.

Allow account status search

Select **Yes** to allow users to search for accounts using account status as search criteria.

Enable Temporary Suspend Status

Select **Yes** to allow administrators to temporarily suspend an account.

Manage Account Status Codes

Click this link to open the **Manage Account Status Codes** page. You specify which account codes prevent logons and self-registrations here.

Enable Rush Card

Select **Yes** to allow users to request a card to be sent rush delivery.

PIN Management

Allow accountholder to view PIN online

Select **Yes** to allow users retrieve their PIN online.

Allow accountholder to maintain PIN online

Select **Yes** to allow users retrieve their PIN online.

Using real-time functionality for accounts

Activating real-time functionality for accounts lets you use Online Card Management to view account information, card information, and temporary credit limits in real-time. You can enable or disable site access to these real-time functions individually.

Reports module

1. From the Reports module section, select the Activate check box to give this site's users access to processor reports.

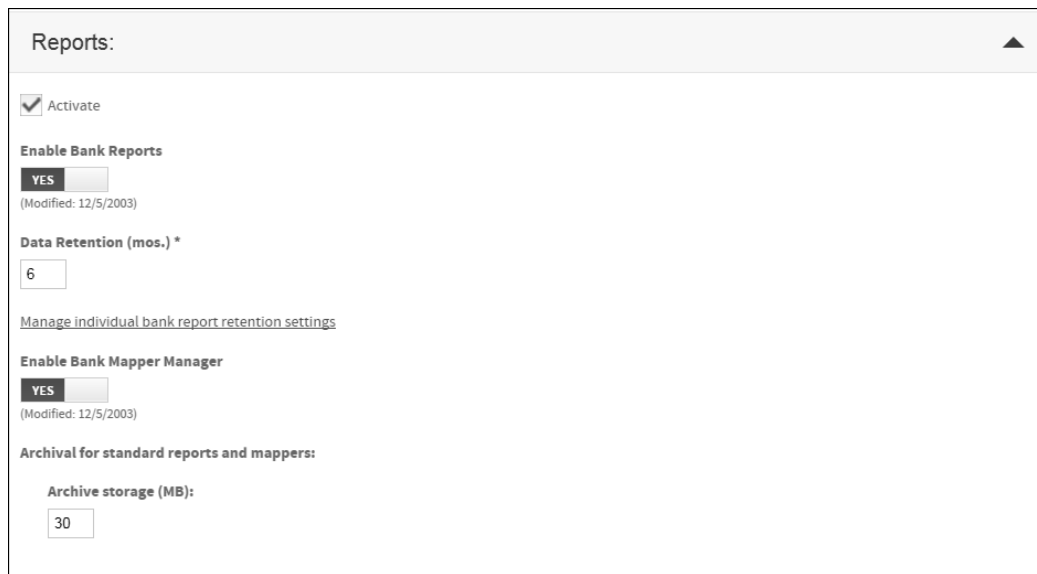


Figure 41: Site Setup- Report module options

2. Select the Reports options that apply to this site.

Note: The options that display in the Reports module activation settings depend on the data source used by your site. The Reports module options may look different from the one in the example provided in this document.

Some or all of the following options display in Reports module activation settings:

Enable Bank reports

Select **Yes** to access processor reports for the site.

Data retention (mos.)

Enter a whole number greater than zero to show the number of months that processor report data continues to be available. This is a required field. Retention period is typically six months.

Report retention and archive settings

Click the *Manage individual bank report retention settings* link to set the bank report retention times.

Archival for bank reports

Enter a whole number. This represents the number of megabytes of archive storage available under the terms of the license agreement.

To manage individual bank retention settings

You set data archive retention times for reports and mappers on this page. If you access this page at the bank level, you set the retention times for bank (TBR) reports. If you access this page at the site level, you set the retention times for that site's standard reports and mappers.

If you want to change the default settings for bank reports, type a whole number between 1 and 84 in the Retention Times field and click Save. This is the number of months you want that report be retained in the archive. If you want to set the retention time for all reports, type a number in the Data retention field located in the page header and click Set All and then Save. The retention time is set for all reports.

If you want to change the retention time settings for a site's standard reports and mappers, type a whole number between 1 and 84 in the Retention Times field and click Save. If you want to set the retention time for all reports and mappers, type a number in the Data retention field located in the page header and click Set All and then Save. The retention time is set for all reports and mappers.

The screenshot shows the 'Setup Report Archive' page. At the top right, there are two buttons: 'SAVE' and 'BACK TO SITE SETUP'. Below the title, there is a section for 'Data retention (months):' with a text input field containing the number '6', a help icon '[?]', and a 'SET ALL' button. To the right of this section is a double-headed arrow icon. Below this is a table with three columns: 'Report Name', 'Report Number', and 'Retention Times (months) [?]'. The table contains five rows of report data.

Report Name	Report Number	Retention Times (months) [?]
1099 Report	TBR00640S	10 Months
Account Aging Analysis - Detail	TBR00340D	6 Months
Account Cash Advance - Transaction	TBR00320T	6 Months
Account Cycle Report - Detail	TBR00400D	6 Months
Account Cycle Report - Transaction	TBR00400T	6 Months

Figure 42: Setup Report Archive Settings page

Statements module

1. From the Statements module section, select the **Activate** check box to provide the site's users access to processor-generated statements and real-time transactions.



Figure 43: Site Setup- Statements module option

2. Select the following Statements options:
Note: The options that display in the Statements module activation settings depend on the data source used by your site. The Statements module options may look different from the one in the example provided in this document.

Some or all of the following options display in Statements module activation settings:

Enable Real-Time Transactions

Select **Yes** to allow users to view real time transactions for this site.

Enable Available to Spend with Pad

Select **Yes** to allow users to spend with pad.

Make payments

Unavailable if **Bank Payment** in the Status section is not selected.
Select **Yes** to allow users to submit payments online.

Payment options

Select to pay through checking/savings account or debit card. You can require 3D Secure registration by selecting **Yes** under the option.

Online payment options displayed. You must select at least one payment type. These options are all unavailable if you choose to disable the Make Payments statement option. Select one type as the **Default**.

- **Statement balance:** Users can choose to pay the full statement balance.
- **Minimum balance:** Users can choose pay the statement minimum payment.
- **Current balance:** Users can choose to pay the current statement balance.
- **Other amount:** Users can choose to pay an amount of their choice, as long as it is more than the minimum balance.

Email notification

Events that cause an email notification to be sent to user email address in the user profile. Select **Yes** to enable statement availability and send an email when a new statement is available online.

Data retention (mos.)

Enter a whole number greater than zero to show the number of months that statement data continues to be available. Retention period is typically six months. This is a required field.

View authorization requests

Select **Yes** to include authorization and decline information in statements.

Statement Options

You can choose the statement delivery options for your site users. Seet one of the following options:

- **Set account to receive electronic statements** - all electronic statements are sent to the account.
- **Allow user to select statement options** - the user can set which statements to receive. If you select **Allow user to select statement options**, the new users can choose their statement delivery method when they self-register. See "Registering to use Online Card Management (on page 21) for more information on self-registering.

- No change (from bank level settings)

Expenses module

From the Expenses module select the **Activate** check box, to provide the site's users access to transaction module options.

Expenses: ▲

Activate

Allocation Values:

Always use processor default allocation
 Start with processor default allocation
 Ignore processor default allocation

Enable Edit Transactions:

YES

Enable Validation **YES**

Require Transaction Description **NO**

Enable Transaction Receipts **NO**

Enable Expense Routing

YES

Require Out-of-Pocket Notes

Out-of-pocket post date:

Set post date to system date when transaction created
 Set post date equal to date occurred

Enable Receipts [?]

Required fields for meal expenses:

Attendees
 Purpose

Enable Email notification:

NO

[Maintain mileage reimbursement rates](#)

Report Bar Code:

NO

Data Retention (mos.) *

Figure 44: Site Setup- Expense module options

Note: The options that display in the Expenses module activation settings depend on the data source used by your site. The Expenses module options may look different from the one in the example provided in this document. Some or all of the following options display in Expenses module activation settings:

Allocation Values

Select one of the options for handling allocation when transactions are imported:

- **Always use processor default allocation:** When transactions are imported, the default allocations assigned by the processor are retained.
- **Start with processor default allocation:** When transactions are imported, site allocations are applied after default allocations assigned by the processor.
- **Ignore processor default allocation:** When transactions are imported, the processor-assigned allocations are ignored and site allocations are applied.

Enable Edit Transactions

Select **Yes** to allow users to split transactions and edit allocation codes. The following option will activate after enabling:

- **Enable Validation** – Select this option to allow users to route expense reports for approval.
- **Require Transaction Description** - Select this option to require users to enter a brief explanation for all transactions.

If you select **No**, the site allows users to search and view transactions.

Enable Expense Routing

Select **Yes** to activate Expense Routing for this site. The following activates:

Require Out-of-Pocket Notes

Select this check box to require users to enter a description and other information regarding out-of-pocket expenses.

Choose **Out-of-pocket post date** option.

- Set post date to system date when transaction created
- Set post date equal to date occurred

Required fields for meal expenses

- **Attendees:** Select this check box to require users to list the attendees for meal out-of-pocket expenses.
- **Purpose:** Select this to require users to enter an explanation of meal out-of-pocket expenses' purpose.

Enable Receipts: Select to enable receipts to be added to expense reports.

Maintain mileage reimbursements rates (link)

Email Notification

Select **Yes** to allow email notification to approvers that expense reports that require their attention have been submitted. Expense report originators will receive email notification of closed and rejected expense reports.

Maintain mileage reimbursement rates

Click this link to work with the site's mileage reimbursement rates in the Maintain Mileage Rates page.

Report Bar Code

Select **Yes** to print a bar code on the site's expense report PDF files. This option lets you scan the bar code on the printed expense report.

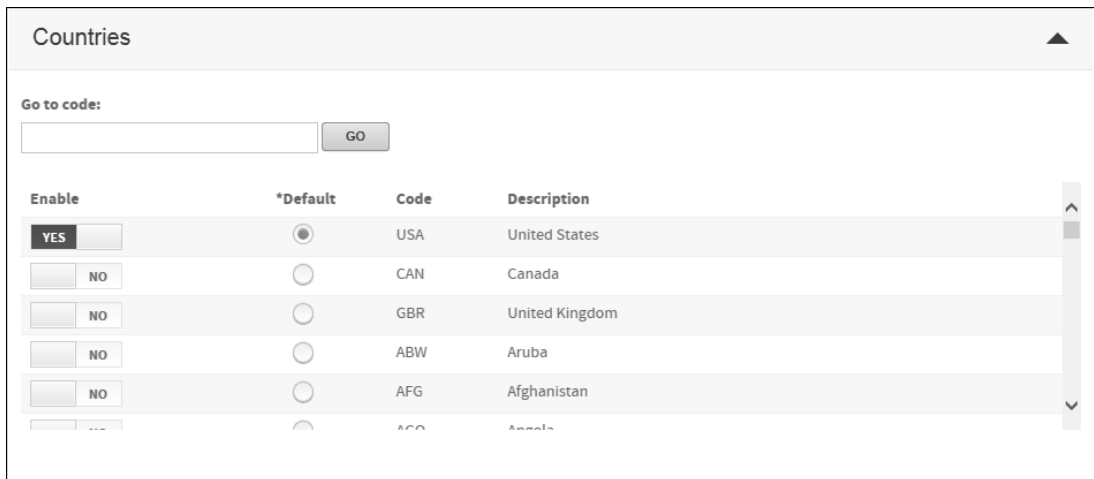
Data retention (mos.)

Enter a whole number greater than zero to show the number of months that travel and entertainment data continues to be available. Retention period is typically six months. This field is unavailable if you did not enable Travel and Entertainment expenses.

Account Reference Tables modules

To specify country information

Bank administrators use this section to enable country values for each site. This controls which countries users can work with as they manage accounts in the card management application.



The screenshot shows a web interface titled "Countries". At the top, there is a "Go to code:" search field with a "GO" button. Below this is a table with the following columns: "Enable", "*Default", "Code", and "Description". The table lists several countries with their corresponding codes and descriptions. The "USA" row is selected as the default country, indicated by a filled radio button in the "*Default" column. The "Enable" column for the USA row has a "YES" button, while other rows have "NO" buttons. The countries listed are USA (United States), CAN (Canada), GBR (United Kingdom), ABW (Aruba), and AFG (Afghanistan). A vertical scrollbar is visible on the right side of the table.

Enable	*Default	Code	Description
<input type="button" value="YES"/>	<input checked="" type="radio"/>	USA	United States
<input type="button" value="NO"/>	<input type="radio"/>	CAN	Canada
<input type="button" value="NO"/>	<input type="radio"/>	GBR	United Kingdom
<input type="button" value="NO"/>	<input type="radio"/>	ABW	Aruba
<input type="button" value="NO"/>	<input type="radio"/>	AFG	Afghanistan
<input type="button" value="NO"/>	<input type="radio"/>

Figure 45: Site Setup- Country code options

To enable a country for this site, select the box in the **Enable** column. You must designate one of the countries as the default country for this site in the **Default** column. The codes for the United States, Canada and the United Kingdom display at the top of the list. The rest of the country codes are listed alphabetically.

Tip: Enter a code in the **Go to code** field and click the **Go** button to find a country in the Country Codes list.

To enable ACE option sets

The Bank Administrator uses this section to enable Account Credit Evaluation (ACE) Option Set codes for each site. ACE Option Sets set credit parameters for cards. They act as a model for a card's credit limit rules. You assign ACE Option set codes to new cards, and the cards take on the credit limits associated with that option set. From the Site Setup page, you can enable Ace Option Set codes and select one as ACE Option Set as the default for new cards.

Note: This section only displays on the Site Setup page if your site's data source is TS2. If your site uses TS1 data source, card specify each credit parameter individually.

Enable	*Default	Code	Description
<input type="checkbox"/> NO	<input type="radio"/>		
<input type="checkbox"/> NO	<input type="radio"/>	0000	TSYS account
<input type="checkbox"/> NO	<input type="radio"/>	00000	Testing
<input type="checkbox"/> NO	<input type="radio"/>	100	Centesulte
<input type="checkbox"/> NO	<input type="radio"/>	10000	
<input type="checkbox"/> NO	<input type="radio"/>	10001	Corporate Card
<input type="checkbox"/> NO	<input type="radio"/>	10001	Cent

Figure 46: Site Setup- Ace Option Sets

To enable an ACE Option Set code for this site, select the check box in the **Enable** column, and supply a short description of the code in the **Description** column. You can select an ACE Option Set as the default for the site by selecting the **Default** option.

Tip: Enter the a code in the **Go to code** field and click the **Go** button to find a country in the Ace Option Sets list.

To enable account authorization option sets

The Bank Administrator uses this section to enable account authorization option sets for each site, and supply a description of each option set. This section is only displayed when the site's data source is TS2 and the Accounts module is enabled.

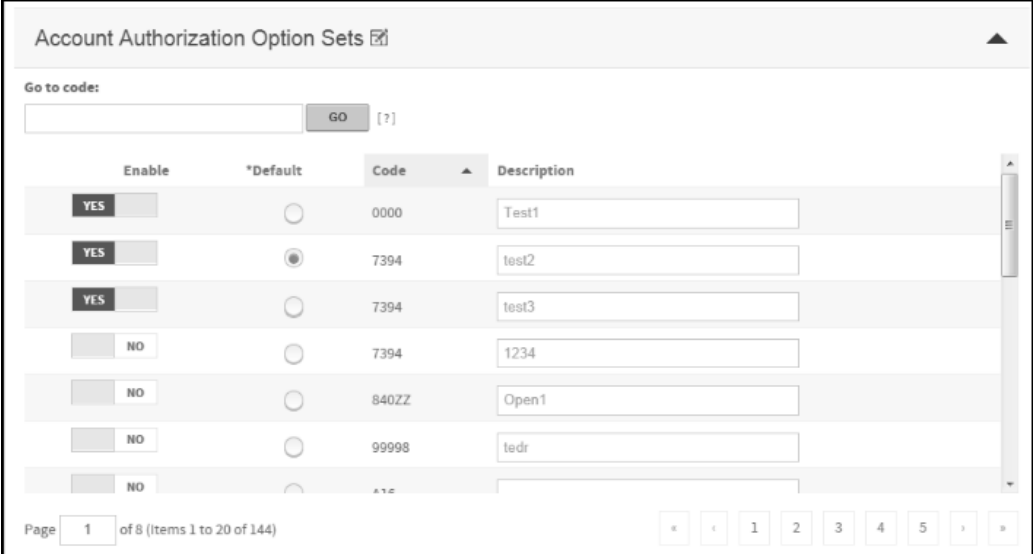


Figure 47: Account authorization option sets

To enable an option set for this site, select the check box in the Enable column, and supply a short description of the option set in the Description column. You can specify one of the option sets to be the default, in the Default column. Use the **Go to code** field and **Go** button to search for an option set in the Account Authorization Option Set Codes list.

To enable MCC groups

The bank administrator uses this section to enable MCC groups for each site, and to supply a description of each MCC group.

Enable	Code	Description
<input type="checkbox"/> NO	23423	
<input type="checkbox"/> NO	24605CMSBR	
<input type="checkbox"/> NO	AAFO	
<input type="checkbox"/> NO	ADMIN	
<input type="checkbox"/> NO	ADMIN1	

Page 1 of 2 (Items 1 to 100 of 174)

Figure 48: Site Setup- MCC Group codes

To enable an MCC group for this site, select the check box in the Enable column, and supply a short description of the MCC group in the Description column.

Tip: Enter the a code in the **Go to code** field and click the **Go** button to find a country in the MCC Groups list.

To specify Logon rules

If you have a custom URL set up, you can set rules for all user IDs and user passwords. You can designate the minimum and maximum user ID length. To increase security, you can require users IDs and passwords to have at least one lowercase letter, uppercase letter, numeral, or special character.

Logon Rules:

User ID rules

Minimum length: 6

Maximum length: 25

Must contain:

- Lowercase letter
- Uppercase letter
- Numeral
- Special character

Enable Forgot User ID:

YES

Password rules

Expiration (days) *: 90

Notification (days) : 10

Minimum length: 8

Maximum length: 25

Must contain: *

- Lowercase letter
- Uppercase letter
- Numeral
- Special character

Culture Rules:

Emulate User Culture: NO

Default Culture: Select Culture

Figure 49: Site Setup- Logon rules

Specify the following user ID options:

- **Minimum length**
Minimum number of characters allowed in a user ID. Select a value from 6-25.
- **Maximum length**
Maximum number of characters allowed in a user ID. Select a value from 6-25. The maximum length must be equal to or greater than the minimum length.
- **Must contain**
Select the check boxes to require that the user ID to contain at least one of the following characters:

- Lowercase letter
- Uppercase letter
- Numeral (0-9)
- Special character (non-alphanumeric)

Note: User IDs cannot contain single quotes ', double quotes ", slashes \, back slashes /, pound signs #, percent signs %, asterisks *, brackets [], or spaces.

In the Password section of the Site Setup page, specify the following options:

- **Expiration (days)**

Enter the number of days a password is valid before the user must enter a new password to reset it.

Note: This value can be up to 365, if the site uses Logon PINs.

- **Notification (days)**

Enter the number of days before the password expires to begin notifying the user that his or her password is expiring. Enter 0 (zero) if you do not want to notify the user.

- **Minimum length**

Minimum number of characters allowed in a password. Select a value between 7 and 25 from this list.

- **Maximum length**

Maximum number of characters allowed in a password. Select a value between 7 and 25 from this list.

Note: The value selected in the **Maximum Length** list must be equal to or greater than the value you selected in the **Minimum Length** list.

- **Must contain**

Select at least three of the following check boxes to require that passwords contain at least one of the following:

Lowercase letter

Uppercase letter

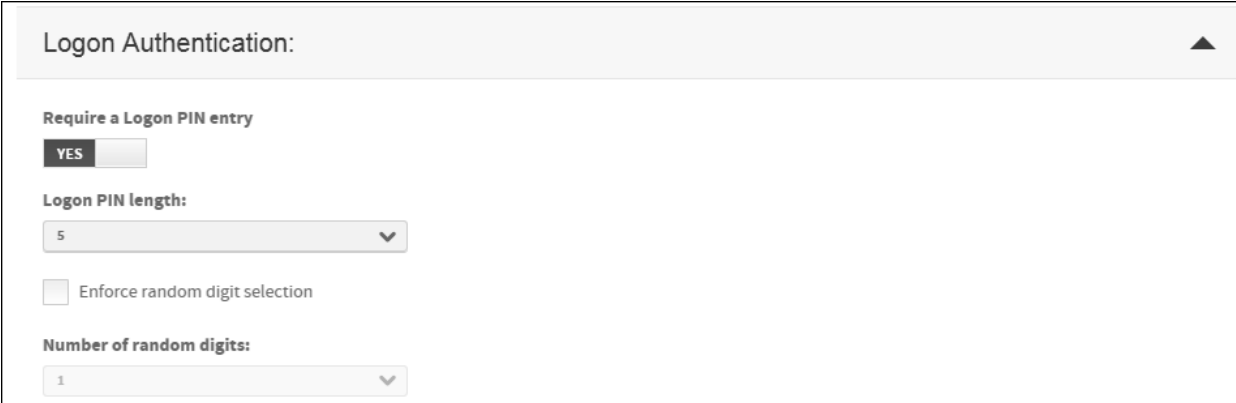
Numeral (0-9)

Special character (non-alphanumeric)

Note: Passwords cannot contain single quotes ', double quotes ", slashes \, back slashes /, pound signs #, percent signs %, asterisks *, brackets [], or spaces.

To specify Logon PIN rules

If you have a custom URL, you can require users to specify a PIN when they logon to Online Card Management. You also have the ability to choose characteristics of the PIN.



The screenshot shows a configuration panel for Logon Authentication. It includes a title bar 'Logon Authentication:' with an expand/collapse arrow. The main content area has the following elements:

- Require a Logon PIN entry:** A radio button labeled 'YES' is selected.
- Logon PIN length:** A dropdown menu is set to '5'.
- Enforce random digit selection:** An unchecked checkbox.
- Number of random digits:** A dropdown menu is set to '1'.

Figure 50: Site Setup- Logon PIN options

In the Logon PIN rules section of the Site Setup page, specify the following options:

- **Require a Logon PIN entry**
Select this check box if you want the site to use Logon PINs in addition to User ID and Password to enhance logon security.
Note: If you select this check box, you can extend the user password expiration period can to 365 days.
- **Logon PIN length**
From this list, select the number of digits that.
- **Enforce random digit selection**
Select this check box if you want the site to require users to enter random digits to log on to Online Card Management.
- **Number of random digits**
From this list, select the number of digits from their PIN that you want the users to enter.

IP Validation

Bank level only - Select IP Validation and then specify an IP range in the text field below (for example: 10.20.30.100-10.20.30.150). All bank level and corporate level administrators with IP addresses within this range will be allowed to log on to the system.



Figure 51: Site Setup- IP validations

Working with site templates

Site templates let you quickly create new sites with pre-specified site settings. The settings saved in the site templates are applied to the sites you create using the template. Once you have created the site, you can change the site settings without making changes to the template. You can create multiple templates if you need to create several different styles of sites.

The following procedures explain how you can create a site template and how to create new sites from a template.

Creating a new site template

Use the Manage Site Templates page to create new site templates. The Template Details are divided into seven different tabs which break the site settings into logical groups. If your organization does not use all of the Online Card Management modules, you will only see the tabs that apply to the modules you have activated. Complete the following procedure to create a new site template.

1. Select *Administration > Set Up Sites > Manage Templates* from the menu.
 - If you have access to more than one site, the Search for Site page displays. Use this page to select the site (See "To search for a site" on page 33) for which you are creating site templates. Click the *Edit* link to view the Manage Site Templates page.
 - If you have access to only one site, the Manage Site Template page displays.

CREATE SITE TEMPLATE				
Select	Delete	Name	Description	Date Modified
<input type="radio"/>		Commercial Cardview	Standard Site Setup - No Expense & Reports Module	7/20/2015
<input type="radio"/>		Commercial Cardview - Expense	Standard Site Setup with Expense Module	1/23/2015
<input type="radio"/>		manage template test	manage template test	7/22/2015
<input type="radio"/>		manage template test 123	manage template test	7/22/2015
<input type="radio"/>		test template	test template	7/22/2015
<input type="radio"/>		test template manage	test template	7/22/2015
<input type="radio"/>		test template test	test template test	9/3/2015
<input type="radio"/>		testerr template		7/7/2015

Figure 52: Manage Site Templates page

2. Click **Create Site Template**. The Template Details section displays the General Info tab.

The screenshot shows a web interface for editing a site template. At the top, there are five tabs: **General Info**, **Logon Info**, **Modules**, **Archive Reports**, and **Account Reference Tables**. The **General Info** tab is active. Below the tabs is a section header **General Information** with an upward-pointing arrow. The form contains the following fields:

- Support email:** [?] with an empty text input field.
- Support phone:** [?] with a text input field containing "1-888-237-6820".
- File date format:** [?] with a dropdown menu showing "English (United States)".
- Settlement currency:** * [?] with a dropdown menu showing "BYR".

Below these fields is a link: [Manage Account Status Codes](#).

Below the link is another section header **Notifications** with an upward-pointing arrow. The form contains the following fields:

- Send email for:** [?]
 - Password hint
 - New user information
 - Passwords that have been reset

At the bottom of the form are two buttons: **SAVE** and [Cancel](#).

Figure 53: Site Template- General Info tab

3. Enter the basic site information for this template on the General Info tab. See "To specify general site information (See "To specify general site information (bank)" on page 35) for detailed information on these fields.
4. Click the Logon Info tab.

The screenshot shows a web interface with a top navigation bar containing tabs: "General Info", "Logon Info", "Modules", "Archive Reports", and "Account Reference Tables". The "Logon Info" tab is active. Below the navigation bar is a header "Logon Rules:" with an upward-pointing arrow. The main content area is divided into two sections: "User ID rules" and "Password rules".

User ID rules

- Minimum length: [?]
- Maximum length: [?]
- Must contain: [?]
 - Lowercase letter
 - Uppercase letter
 - Numeral
 - Special character
- Enable Forgot User ID: [?]

Password rules

- Expiration (days) * [?]
- Notification (days): [?]
- Minimum length: [?]
- Maximum length: [?]
- Must contain:* [?]
 - Lowercase letter
 - Uppercase letter
 - Numeral
 - Special character

At the bottom of the form are two buttons: "SAVE" and "Cancel".

Figure 54: Site Template- Logon Info tab

5. Enter the user ID and password rules for this template on the Logon Info tab. See "To specify user ID rules (See "To specify Logon rules" on page 56) and "To specify password rules" for detailed information on these fields.
6. Click the Modules tab. Four card management modules (or applications) are available: Module options are displayed on the Modules tab of the Site Setup page. Use these options to activate the individual modules for this site. Bank-level administrators can set these options only for their organizations, and not for their own banks. Contact an administrator to activate bank-level modules.
7. Expand the Accounts module section.

Note: This tab is only available if your bank has activated the Accounts module.

The screenshot shows the 'Accounts' section of the 'Modules' tab in the Site Setup page. The page has four tabs: 'General Info', 'Logon Info', 'Modules', and 'Account Reference Tables'. The 'Accounts' section is expanded, showing the following options:

- Activate:**
- Data Retention (mos.) *:**
- Real-time access:** View Update None (Modified: 3/8/2008)
- Enable Real-time new cards:** YES (Modified: 11/8/2007)
- Enable Real-Time Temporary Credit Limit Controls [?]:** YES (Modified: 8/13/2015)
- View authorization requests:** YES
- Enable Transfer accounts:** NO
- Allow account status search:** YES
- Allow accountholder to view PIN online:** NO

Figure 55: Site Template- Modules tab, Accounts module

8. Enter the Accounts module options for this template on the Accounts tab. See "Accounts Module (on page 42) for detailed information on these fields.
9. Expand the Reports module section.

Note: This tab is only available if your bank has activated the Reports module.

Reports: ▲

Activate

Enable Bank Reports
 YES
(Modified: 12/5/2003)

Data Retention (mos.) *

[Manage individual bank report retention settings](#)

Enable Bank Mapper Manager
 YES
(Modified: 12/5/2003)

Archival for standard reports and mappers:

Archive storage (MB):

Figure 56: Site Template- Modules tab, Report Module

10. Enter the Reports module options for the template on the Reports tab. See "Reports Module (on page 46) for detailed information on these fields.
11. Expand the Statements module section.

Note: This tab is only available if your bank has activated the Statements module.

Statements: ▲

Activate

Enable Real-Time Transactions *
 YES
(Modified: 8/29/2003)

Make Payments *

Enable
 YES
(Modified: 12/5/2003)

Payment options *
 Checking/savings account Debit card

3D Secure registration required
 NO

Payment types accepted *

Type	Enabled	Default
Statement balance:	<input checked="" type="checkbox"/> YES	<input type="radio"/>
Minimum balance:	<input checked="" type="checkbox"/> YES	<input checked="" type="radio"/>
Current balance:	<input type="checkbox"/> NO	<input type="radio"/>
Other amount:	<input checked="" type="checkbox"/> YES	<input type="radio"/>

Email notification:
 Enable Statement Availability
 YES

Data Retention (mos.) *

View authorization requests:
 YES

Statement Options:
 Set account to receive electronic statements
 Allow user to select statement options
 No change

Figure 57: Site template- Modules tab, Statements module

12. Enter the Statements module options for this template on the Statements tab. See "Statements Module (on page 48) for detailed information on these fields.
13. Click the Expenses tab.

Note: This tab is only available if your bank has activated the Expenses module.

Expenses: ▲

Activate

Allocation Values:

Always use processor default allocation Start with processor default allocation Ignore processor default allocation

Enable Edit Transactions:

YES

Enable Validation
 YES

Require Transaction Description
 YES

Enable Expense Routing

NO

Require Out-of-Pocket Notes

Out-of-pocket post date:
 Set post date to system date when transaction created Set post date equal to date occurred

Enable Receipts [?]

Required fields for meal expenses:

Attendees Purpose

Enable Email notification:

YES

[Maintain mileage reimbursement rates](#)

Report Bar Code:

YES

Data Retention (mos.) *

Figure 58: Site template- Modules tab, Expense module

14. Enter the Expenses module options for the template on the Expenses tab. See "Expenses module (on page 50) for detailed information on these fields.
15. Click the Archive Reports tab.

General Info		Logon Info		Modules		Archive Reports		Account Reference Tables	
Data retention (months):									
<input type="text"/>		[?]		<input type="button" value="SET ALL"/>					
Enable Archive	Report Name	Report Number	Retention Times (months) [?]	Date Modified					
<input checked="" type="checkbox"/>	Allocation Analysis Report	1500	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Archive Storage Report	9030	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Cardholder Profile Report	5080	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Expense Report Summary	3130	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Expense Unassigned Transactions	3140	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Merchant Report	6100	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Multiple Transaction Exception Report	1600	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Program Change Request Audit Report	7010	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Site Settings Audit Report	7100	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Statement of Account Report with Fuel Purchase Detail	1240	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Statement of Account Report	1200	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	Transaction Report	1710	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	User Audit Report	5150	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					
<input checked="" type="checkbox"/>	User Profile Report	5100	<input type="text" value="0"/> Months	1/1/1900 12:00:00 AM					

Figure 59: Site template- Archive Reports

- 16. Set data archive retention times for reports and mappers on this page.
- 17. Click the Account Reference Tables tab.

General Info Logon Info Modules **Account Reference Tables**

Countries ▲

Go to code:

Enable	*Default	Code	Description
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	USA	United States
<input type="checkbox"/>	<input type="radio"/>	CAN	Canada
<input type="checkbox"/>	<input type="radio"/>	GBR	United Kingdom
<input type="checkbox"/>	<input type="radio"/>	ABW	Aruba
<input type="checkbox"/>	<input type="radio"/>	AFG	Afghanistan
<input type="checkbox"/>	<input type="radio"/>	AGO	Angola

MCC Groups ▲

Go to code: [?]

Enable	Code	Description
<input type="checkbox"/>	23423	<input type="text"/>
<input type="checkbox"/>	24605CMSBR	<input type="text"/>
<input type="checkbox"/>	AAFO	<input type="text"/>
<input type="checkbox"/>	ADMIN	<input type="text"/>
<input type="checkbox"/>	ADMIN1	<input type="text"/>

Page of 2 (Items 1 to 100 of 174)

Figure 60: Site template- Account Reference Tables

18. In the Country Codes section of the Account Reference Tables tab, specify the country information for the site template. See "To specify country information (on page 52) for detailed information on country codes.
19. In the Account Status Codes section of the Account Reference Tables tab, specify the Account Status Code options for the site template. See "To manage account status codes for a site" on page 39 for detailed information on account status codes.
20. In the MCC Groups section of the Account Reference Tables tab, specify the MCC Group information for the site template. See "To enable MCC groups (on page 55) for detailed information on account status codes.
21. Click **Save** to save the new site template.

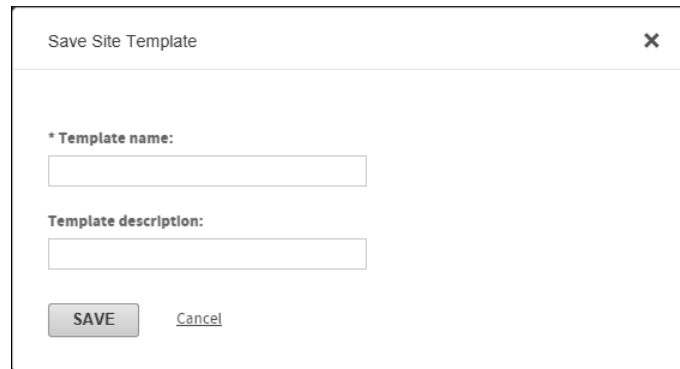
A screenshot of a "Save Site Template" dialog box. The dialog has a title bar with the text "Save Site Template" and a close button (X) in the top right corner. Below the title bar, there are two text input fields. The first field is labeled "* Template name:" and is required. The second field is labeled "Template description:". At the bottom of the dialog, there are two buttons: "SAVE" and "Cancel".

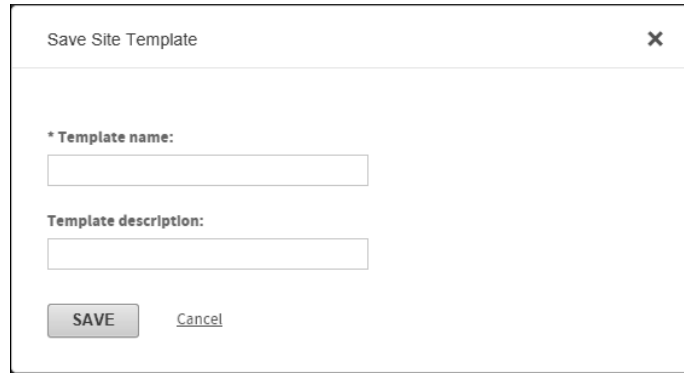
Figure 61: Save Site Template dialog

22. In the **Template name** field, enter a unique name for the new template. This is a required field.
23. In the **Template description** field, enter a brief explanation of the site template's purpose.
24. Click **Save**. The new site template displays in the Manage Site Templates page.

Creating a template from an existing site

If you have already created a site that you want to use as a model for other sites, you do not need to create a new template as described in "Creating a new site template (on page 59)". Instead, you can take the settings from an existing site and save those settings as a template. Complete the following to turn an existing site into a new site template.

1. Find the site (See "To search for a site" on page 33) you want to use as a template.
2. Click **Save Site Template**. The Save Site Template dialog displays.



The image shows a dialog box titled "Save Site Template" with a close button (X) in the top right corner. Inside the dialog, there are two text input fields. The first is labeled "* Template name:" and the second is labeled "Template description:". Below the input fields are two buttons: "SAVE" and "Cancel".

Figure 62: Save Site Template dialog

3. In the **Template name** field, enter a unique name for the new template. This is a required field.
4. In the **Template description** field, enter a brief explanation of the site template's purpose.
5. Click **Save**. The new site template displays in the Manage Site Templates page.

Using a site template to create a site

Site templates help you create new sites by applying the settings in the template to the sites. Use the following procedure to use a site template to create a new site.

Note: You have to add the site to the hierarchy before you can

1. Find the site (See "To search for a site" on page 33) to which you are applying the site template. The Site Setup page displays.
2. From the **Select a template to apply to this site** list, select the desired site template.



The image shows a form section with a red asterisk and the text "* Required field". Below this, there is a label "Select a template to apply to this site:" followed by a dropdown menu showing "Site Template" with a downward arrow. To the right of the dropdown is an "Apply" button. Further right is a blue link "Manage Site Templates". Below these elements, there is a note: "Fields marked with [icon] are part of site templates.", where the icon is a small blue square with a white document icon.

Figure 63: Apply Site Template fields

3. Click **Apply**. The template settings are applied to the site. The [icon] icon indicates site settings that were determined by the template settings.

Managing cycles for a site

You can create, edit, or delete cycles for the sites that you administer. You can use cycles to to set credit limits, create report parameters, and are used by a number of other functions on Online Card Management. Use the Manage Cycles page to organize a site's cycles. The following procedures explain how you manage cycles for the sites you

To create a new cycle

1. Select *Administration > Set Up Sites > Maintain Cycles* from the menu.
2. Search for the site (see topic on page 33) for which you want to create a cycle and click the edit link for that site to display the Manage Cycles page.

Site Name	Corp ID	Bank Number	Site Status
TSYS	00050000	1038	Active

Figure 64: Manage Cycles page

3. Click **Create New Cycle**. The Setup Cycle dialog displays.

Cycle name: *

Description:

Frequency:

Cycle Date: *


Start date: *

When cycle date falls on a weekend:

When cycle date falls on a holiday:

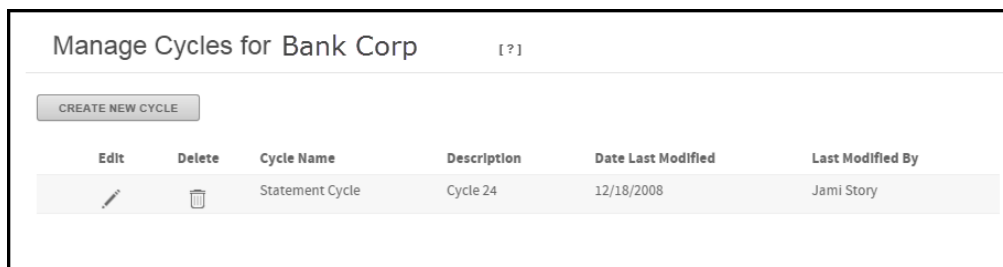
CREATE Cancel

Figure 65: Setup Cycle page

4. In the **Cycle name** field, enter a unique name for this cycle. This is a required field.
5. In the **Description** field, enter a brief explanation of the cycle's purpose.
6. Choose one of the following **Frequency** options:
 - Monthly
 - Bi-monthly
 - Weekly
 This is a required field.
7. From the **Cycle date** list, select the day you want each cycle to end and begin a new cycle.
Note: The options that display in this list depend on the selected **Frequency** option.
8. In the **Start Date** field, enter the date that the first cycle will begin. By default, the current date displays in this field.
Tip: You can click the  icon to select the date from a calendar.
9. Choose one of the following **When cycle date falls on a weekend** options:
 - Use the Friday before
 - Use the Monday after
 - Use actual day
10. Choose one of the following **When cycle date falls on a holiday** options:
 - Use the day before
 - Use the day after
 - Use actual day
11. Click **Create**. Online Card Management saves the new cycle.

To edit a cycle

1. Select *Administration > Set Up Sites > Maintain Cycles* from the menu.
2. Search for the site (see topic on page 33) for which you want to create a cycle and click the edit link for that site to display the Manage Cycles page.






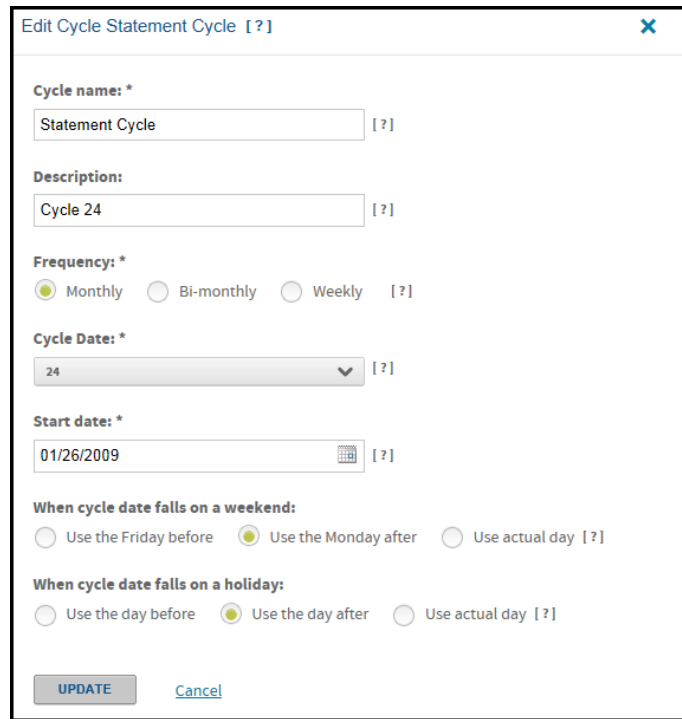
		Cycle Name	Description	Date Last Modified	Last Modified By
		Statement Cycle	Cycle 24	12/18/2008	Jami Story

Figure 66: Manage Cycles page

- From the list of cycles, find the cycle you want to edit and click the corresponding  icon. The Edit Cycle page displays.



Edit Cycle Statement Cycle [?]

Cycle name: *
Statement Cycle [?]

Description:
Cycle 24 [?]

Frequency: *
 Monthly Bi-monthly Weekly [?]

Cycle Date: *
24 [?]

Start date: *
01/26/2009 [?]

When cycle date falls on a weekend:
 Use the Friday before Use the Monday after Use actual day [?]

When cycle date falls on a holiday:
 Use the day before Use the day after Use actual day [?]

UPDATE [Cancel](#)

Figure 67: Edit Cycle

- Click **Update**. Online Card Management saves the changes to the cycle.

Working with user security profiles

The following standard security profiles are included in Online Card Management, described in detail below:

Bank Administrator

Bank administrators are responsible for overall management and administration of online statements and reports products used by the bank's organizations.

Bank Support User

Bank support users provide bank-level and organization-level support for online statements and reports. These users have access to online statements and reports, but not to the administrative portions of the application.

Organization Administrator

Organization administrators provide organization-level support for online statements and reports products used by the organization. They also administer branding messages and users for the organization.

Organization Manager

Organization managers access all available online statements, including their own, for assigned accounts or subunits. They also access all available online reports for assigned subunits.

Account Holder

Account holders have access to online statements, where they access individual statements and make payments on all of their accounts.

My Profile Access user

My Profile Access users have access to basic user profile information.

Bank Administrator default privileges

Bank administrators are responsible for overall management and administration of online statements and reports products used by the bank's organizations. Bank administrators with the standard security profile are able to use Online Card Management to perform the following tasks:

- Act as administrator for bank site and the organization users, including the following:
- Allocation setup
- Assign reports to bank
- Customize interface
- Manage cycles
- Manage expenses
- Manage mappers
- Manage Program Change Requests (PCRs)
- Manage reports and report profiles

Note: These privileges allow administrators to change the security settings for other users. They do not grant the administrator rights to the tasks themselves, only to the security settings related to these tasks.

- Manage Site Setup options, including the following:
- Email notification
- Password requirements
- Reports
- Statements
- Transactions
- Setup user ID
- Site setup settings
- Edit Account Holder information, including the following:
- Checking/Savings account
- Date of birth
- Email
- Employee ID

- Fax number
- Home phone
- Password
- Social security number
- Work phone
- Work with Account Status information, including the following:
 - Change account status
 - View expiration date
 - View account status history
- Work with Authorization and Decline information, including the following:
 - Edit account-level parent flags (Cycle Limits, MCCG Table, and Single Purchase flags)
 - Edit card limits
 - Edit card option sets
 - Edit cash advance limits
 - Edit cycle limits
 - Edit daily amount limits
 - Edit monthly amount limits
 - Edit single purchase limits
- Work with Card Information
 - Edit address information
 - Edit card line information
 - Edit master accounting code information
 - Edit Ace option set information
 - Edit bill type preferences
 - Edit Client Product Code information
- Manage Card Models
- Work with MCC group authorizations and information
 - Add/Delete MCC groups
 - Edit custom MCC group limits
 - Edit MCC group cycle limits
 - Edit MCC group daily limits
 - Edit MCC group diversion accounts
 - Edit MCC group monthly limits
 - Edit MCC group names
 - Edit MCC group option sets
 - Edit MCC group single purchase limits

- Edit MCC group-level parent flags (Cycle Limits, MCCG Table, and Single Purchase Limit)
- Work with Program Change Requests (PCRs)
- Print PCRs
- Receive PCRs
- Reject PCRs
- Search for PCRs that have been received, rejected, or submitted
- View PCRs
- Work with Temporary Credit Limit controls
- View Authorizations and Declines
- Perform site administration functions
- Add new sites
- Assign reports to a bank
- Maintain approval profiles
- Edit cycles
- Maintain messages
- Maintain mileage rates
- Maintain report profiles
- Maintain security profiles
- Upload new accounts
- Upload new users
- Import allocation
- View allocation setup
- Approve transactions
- Edit transactions
- Manage expenses
- Create expense reports
- Create out-of-pocket transactions
- Manage expense reports
- Reopen expense reports
- Search transactions
- Split transactions
- Unlock transactions
- Create, Edit, and Delete mappers
- Manage mappers
- View bank reports
- Schedule reports, modify report schedules

- View all standard reports
- Work with site setup accounts, including the following:
 - Edit account authorization option sets
 - Edit account reference tables
 - Edit ACE option sets
 - Edit client product codes
 - Edit account data retention settings
 - Enable/disable real time new cards
 - Enable real time account updates
 - Edit account MCC group authorization option sets
 - Work with site account temporary credit limit controls
 - View authorizations and declines
 - Customize site settings, including the following:
 - Colors
 - Product name
 - Upload first and second logos
 - Work with site setup user email notifications, including the following:
 - Edit new user information email
 - Edit password hint notification email
 - Edit password reset notification email
 - Work with site setup expense settings, including the following:
 - Hierarchy management
 - Manage expenses
 - Edit transaction data retention settings
 - Work with general site settings, including the following:
 - Activate corporate sites
 - Activate logons
 - View site Multifactor Authentication settings
 - Work with support email
 - Set site password rules, including the following
 - Edit password expiration days
 - Edit password expiration notification days
 - Edit password maximum and minimum length
 - Edit password rules
 - Work with site report settings, including the following:
 - Edit report data retention

- Edit TBR reports
- Work with site self-registration settings including the following:
 - Edit self-registration default profile
 - Edit self-registration required fields
- Work with site setup statements, including the following:
 - Edit allowable payment types
 - Edit available email notification
 - Enable real-time transactions
 - Edit statement data retention
 - Edit site authorizations and decline view settings
- Work with site setup user ID rules, including the following:
 - Edit user ID minimum and maximum length
 - Edit user ID rules
- Work with statements, including the following
 - View account audit history
 - Search for statements
 - View account summary
 - View authorizations and declines
 - View Payment Request Audit
 - View statements
 - View transactions
- Work with user administration information, including the following:
 - Create users
 - Emulate users
 - Enable or disable users
 - Maintain user access
 - Reset password and security questions for users
 - Unlock users
 - Edit user contact information

Bank Support User default privileges

Bank support users provide bank-level and organization-level support for online statements and reports. These users have access to online statements and reports, but not to the administrative portions of the application. Bank support users may perform the following tasks:

- Edit Account Holder Information, including the following:
 - Checking/Savings account
 - Date of birth

- Email
- Employee ID
- Fax number
- Home phone
- Password
- Social security number
- Work phone
- Work with Account status information, including the following:
 - Edit account status
 - View account expiration date
 - View account status history
- Work with Authorization limit information, including the following:
 - Edit card limits
 - Edit card option sets
 - Edit cash advance limits
 - Edit custom limits
 - Edit cycle limits
 - Edit daily limits
 - Edit monthly limits
 - Edit single purchase limits
- Work with general card information, including the following
 - Edit address line 1 and address
 - Edit card line 1 and card line 2
 - Edit master accounting code
- Work with MCC group authorization settings, including the following:
 - Add or delete MCC groups
 - Edit custom limits
 - Edit MCC group action
 - Edit MCC group cycle limits
 - Edit MCC group daily limits
 - Edit MCC group diversion accounts
 - Edit MCC group monthly limits
 - Edit MCC group names
 - Edit MCC group option sets
 - Edit MCC group single purchase limits
- Work with Program Change Requests, including the following:

- Print Program Change Requests
- Receive Program Change Requests
- Reject Program Change Requests
- Search for received requests
- Search for rejected requests
- Search for submitted requests
- View Program Change Requests
- Work with Temporary Credit Limits
- Work with expense allocation, including the following:
 - Import allocation
 - View allocation setup
 - Approve transactions
 - Edit transactions
 - Search for transactions
 - Split transactions
 - Unlock transactions
 - Run Bank Reports
 - Schedule reports and mappers
 - Run the following standard reports:
 - Allocation Analysis Report
 - Cardholder Dispute Report
 - Cardholder Profile Report
 - Expense Report
 - Merchant Report
 - Statement of Account Report
 - Transaction Report
 - User Profile Report
 - Work with site setup accounts, including the following:
 - Edit account authorization option sets
 - View account reference tables
 - View data retention setting
 - View real time new card settings
 - View real time updates
 - Edit MCC group authorization option sets
 - View site temporary credit limit controls
 - View site authorization and declines

- Edit site setup support email settings
- View site setup password rules, including the following:
 - Expiration days
 - Expiration notification days
 - Minimum and maximum length
 - Password rules
- View site setup report data retention settings
- View TBR reports
- View self-registration default profile settings
- View self-registration required fields
- View site setup statement settings, including the following:
 - Allowable payment types
 - Available email notification
 - Enable real-time transactions
 - Statement data retention
- View Authorization and Declines
- Work with statements, including the following
 - View account audit history
 - Search for statements
 - View account summary
 - View payment request audit
 - View statements
 - View transactions
- Work with user administration, including the following:
 - Emulate users
 - Enable or disable users
 - Maintain user access
 - Reset passwords and security settings
 - Unlock users
 - View user contact information

Organization Administrator default privileges

Organization administrators provide organization-level support for online statements and reports products used by the organization. They also administer branding messages and users for the organization. Organization administrators may perform the following tasks:

- Act as administrator for the organization users, including the following:
 - Administer cycles

- Administer expenses
- Administer mappers
- Administer Program Change Requests (PCRs)
- Edit Account Holder Information, including the following:
 - Checking/Savings
 - Date of birth
 - Email
 - Employee ID
 - Fax Number
 - Home Phone
 - Password
 - Social Security Number
 - Work Phone
- Work with Account Status information, including the following:
 - Edit account status
 - View account expiration date
 - View account status history
 - Add accounts to profile
- Work with authorization information, including the following:
 - Edit account-level parent flags (Cycle limit, MCCG table, Single purchase)
 - Edit card limits
 - Edit card option sets
 - Edit cash advance limits
 - Edit custom limits
 - Edit cycle limits
 - Edit daily limits
 - Edit monthly limits
 - Edit single purchase limits
- Work with general card information, including the following
 - Edit address line 1 and address
 - Edit card line 1 and card line 2
 - Edit master accounting code
 - Create new cards
 - Edit Ace option set information
 - Edit bill type preferences
 - Edit Client Product Code information

- Manage Card Models
- Work with MCC group authorizations and information
- Add/Delete MCC groups
- Edit custom MCC group limits
- Edit MCC group cycle limits
- Edit MCC group daily limits
- Edit MCC group diversion accounts
- Edit MCC group monthly limits
- Edit MCC group names
- Edit MCC group option sets
- Edit MCC group single purchase limits
- Edit MCC group-level parent flags (Cycle Limits, MCCG Table, and Single Purchase Limit)
- Work with Program Change Requests (PCRs)
- Delete PCRs
- Modify PCRs
- Print PCRs
- Reject PCRs
- Search for PCRs that have been received, rejected, or submitted
- Search for unsubmitted PCRs
- Submit PCRs
- View PCRs
- Perform site administration functions
- Maintain approval profiles
- Maintain cycles
- Maintain messages
- Maintain mileage rates
- Maintain security profiles
- Upload new accounts
- Upload new users
- Import allocation
- View allocation setup
- Approve transactions
- Edit transactions
- Manage expenses
- Create expense reports
- Create out-of-pocket transactions

- Manage expense reports
- Reopen expense reports
- Search transactions
- Split transactions
- Unlock transactions
- Create, Edit, and Delete mappers
- Manage mappers
- View bank reports
- Schedule reports, modify report schedules
- View all standard reports
- Edit self-registration default profile
- Work with statements, including the following
- View account audit history
- View account summary
- View authorizations and declines
- View statements
- View transactions
- Work with user administration information, including the following:
 - Create users
 - Enable or disable users
 - Maintain user access
 - Reset password and security questions for users
 - Unlock users
 - Edit user contact information
 - Edit site setup support email

Organization Manager default privileges

Organization managers access all available online statements, including their own, for assigned accounts or subunits. They also access all available online reports for assigned subunits. They do not have access to any administrative functionality. Organization managers may perform the following tasks:

- View Account Holder information, including the following:
 - Checking/Savings account
 - Date of birth
 - Email
 - Employee ID
 - Fax number

- Home phone
- Password
- Social security number
- Work phone
- View Account Status information, including the following:
 - Account status
 - Expiration date
 - Status history
- View authorization information, including the following:
 - Card limit
 - Card option set
 - Cash advance limit
 - Custom limits
 - Daily limits
 - Monthly limits
 - Single purchase limit
- View card information, including the following:
 - Address line 1
 - Address
 - Card line 1 and Card line 2
 - Master accounting code
- View general information, including the following
 - ACE option set
 - Bill type
 - Client product code
- View MCC group authorization information, including the following:
 - Custom limits
 - MCC group action
 - MCC group cycle limits
 - MCC group daily limits
 - MCC group diversion account
 - MCC group monthly limits
 - MCC group name
 - MCC group option set
 - MCC group single purchase limit
- Approve transactions

- Edit transactions
- Create out-of-pocket expenses
- Manage expense reports
- Split transactions
- Unlock transactions
- Schedule reports
- Run the Cardholder Dispute Report
- Run the Merchant Report
- Run the Transaction Report
- Enable or disable users
- View Account Audit history
- View statements
- View transactions
- Reset passwords and security questions
- Unlock users
- View user contact information

Account Holder default privileges

Account holders have access to online statements, where they access individual statements and make payments on all of their accounts. Account holders may perform the following tasks:

- View Account Holder information, including the following:
 - Checking/Savings account
 - Date of birth
 - Email
 - Employee ID
 - Fax number
 - Home phone
 - Password
 - Social security number
 - Work phone
- View Account Status information, including the following:
 - Account status
 - Expiration date
 - Status history
- Add account to their own profiles
- View Authorization information, including the following:
 - Card limit

- Card option set
- Cash advance limit
- Custom limits
- Daily limits
- Monthly limits
- Single purchase limit
- View card information, including the following:
 - Address line 1
 - Address
 - Card line 1 and Card line 2
 - Master accounting code
- View general information, including the following
 - ACE option set
 - Bill type
 - Client product code
- View MCC group authorization information, including the following:
 - Custom limits
 - MCC group action
 - MCC group cycle limits
 - MCC group daily limits
 - MCC group diversion account
 - MCC group monthly limits
 - MCC group name
 - MCC group option set
 - MCC group single purchase limit
- Edit transactions
- Create out-of-pocket transactions
- Manage expense reports
- Search transactions
- Split transactions
- Schedule reports
- Run the Cardholder Dispute Report
- Run the Expense Report
- Run the Merchant Report
- Run the Statement of Account Report
- Run the Transaction Report

- View account audit history
- Make payments
- View account summary
- View statements
- View transactions
- View user contact information

My Profile Access user default privileges

My Profile Access users have access to basic user profile information. My Profile Access users have access to the following:

- Add Account to My Profile
- Edit User Contact Information

Defining custom security profiles

To define a custom security profile, select a site and define the task permissions in the new custom security profile. When you save the new security profile, it becomes available for assignment to site users.

You can also modify an existing security profile. Users who already have that profile assigned have their permissions updated to reflect the new profile settings.

Note: Individual permissions settings override any default settings given to the user by the security profile. You can modify the permissions for a specific user on a case-by-case basis (see topic on page 143).

To define a custom security profile

Note: This procedure explains how you create a new profile. For information on editing an existing profile, see "To modify an existing security profile (on page 90).

1. Select *Administration > Manage Users > Maintain Security Profiles* from the menu.
 - If you have access to more than one site, the Search for Site page displays. Use this page to select the site for which you are creating a security profile.
Important: Do not use your browser's **Back** button to return to the list of sites. To return to the Search for Site page, click the **Select Different Site** button.
 - If you have access to only one site, the Security Profile page displays.

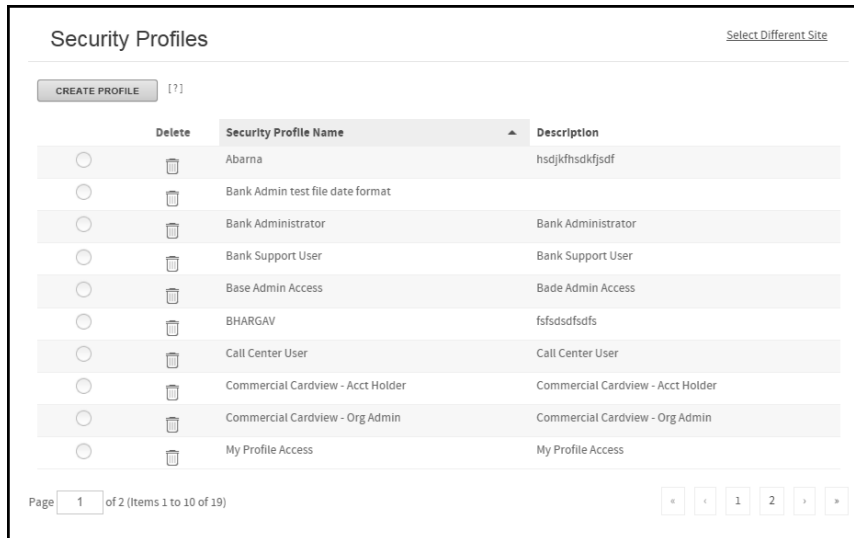


Figure 68: Security Profile page

2. Click the **Create Profile** button. The Security Permissions for New Profile section displays below the list of existing security profiles.

The screenshot shows the 'Create New Security Profile' form. It has a title bar with the text 'Create New Security Profile' and a close button. Below the title bar, there are two input fields: 'Profile name:* [?]' and 'Description: [?]', each with a corresponding text input box.

Figure 69: Security Profile page- profile selected

3. In the **Profile name** field, enter a name for this profile.
4. In the **Description** field, enter a brief explanation of the profile's purpose.

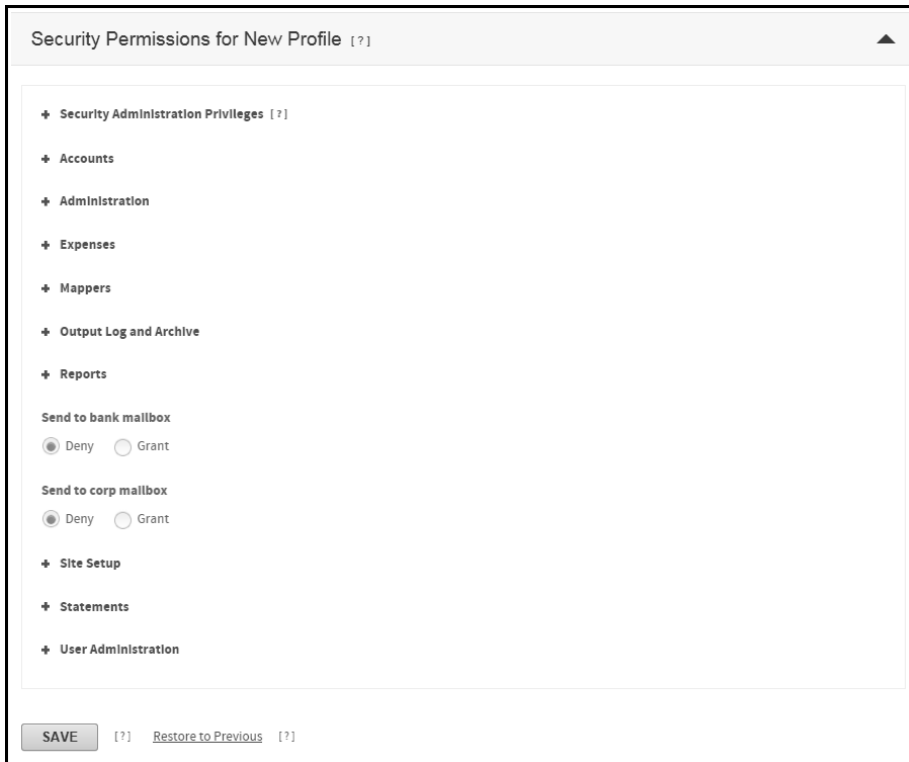


Figure 70: Security Profile page- Security Permissions

5. Click the plus sign (+) for a category to expand the list of individual permissions.
6. Choose the security permissions you want this profile to use. Security permissions are as follows depending on the specific permission with which you are working.

- Select **Deny** or **Grant** to disallow or allow permission to complete a task listed in the profile.
- Select **Hide**, **Display**, or **Edit** to hide a system object, show a system object as display only, or allow users in the profile to edit information for the system object.

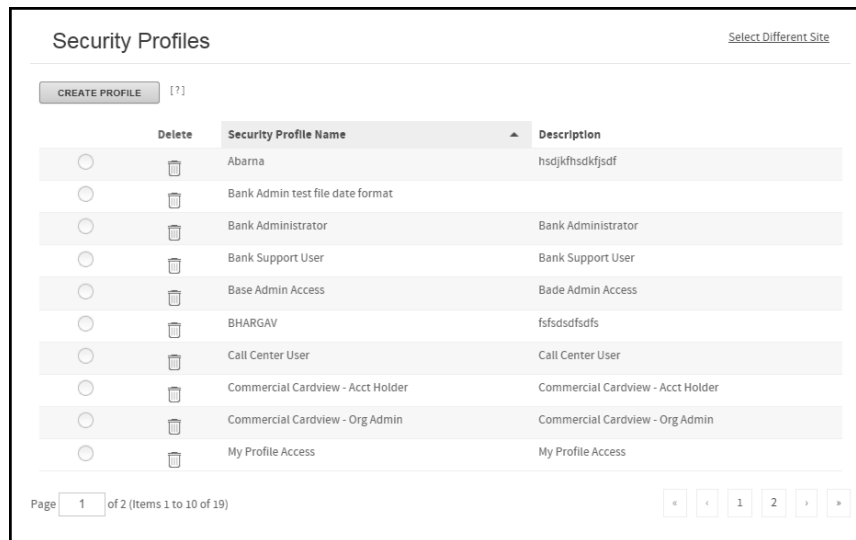
By default, all permissions are either Deny or Hide, whichever is appropriate to the permission.

Tip: You can click **Restore to Previous** to restore permissions to their most recently saved settings.

7. Click **Save** to save the profile when you have changed all permissions necessary to create your new security profile. The new profile displays in the security profile list at the top of the Security Profiles page. You can now assign the new profile to site users.

To modify an existing security profile

1. Select *Administration > Manage Users > Maintain Security Profiles* from the menu.
 - If you have access to more than one site, the Search for Site page displays. Use this page to select the site for which you are modifying security profiles.
Important: Do not use your browser's **Back** button to return to the list of sites. To return to the Search for Site page, click the **Select Different Site** button.
 - If you have access to only one site, the Security Profile page displays.



The screenshot shows the 'Security Profiles' page. At the top right is a link 'Select Different Site'. Below it is a 'CREATE PROFILE' button with a '[?]' icon. The main content is a table with columns: 'Delete', 'Security Profile Name', and 'Description'. The table lists 12 profiles, each with a radio button and a trash icon in the 'Delete' column. At the bottom, there is a pagination control showing 'Page 1 of 2 (Items 1 to 10 of 19)' and navigation buttons.

Delete	Security Profile Name	Description
<input type="radio"/>	Abarna	hsdjkhdskfjsdf
<input type="radio"/>	Bank Admin test file date format	
<input type="radio"/>	Bank Administrator	Bank Administrator
<input type="radio"/>	Bank Support User	Bank Support User
<input type="radio"/>	Base Admin Access	Bade Admin Access
<input type="radio"/>	BHARGAV	fsfsdsfsdfs
<input type="radio"/>	Call Center User	Call Center User
<input type="radio"/>	Commercial Cardview - Acct Holder	Commercial Cardview - Acct Holder
<input type="radio"/>	Commercial Cardview - Org Admin	Commercial Cardview - Org Admin
<input type="radio"/>	My Profile Access	My Profile Access

Figure 71: Security Profile page

Important: Do not use your browser's **Back** button to return to the list of sites. To return to the Search for Site page, click the **Select Different Site** button.

- In the Security Profiles page, select an existing security profile in the Security Profile Name column. Online Card Management highlights the profile name, and the existing permissions for that profile display in the Security Permissions list.

[Select Different Site](#)

Security Profiles for CARD SERVICES (1038) [?]

[CREATE PROFILE](#) [?]

Delete	Security Profile Name	Description
<input type="radio"/>	Abarna	hsdjkfnsolkfjsdf
<input type="radio"/>	Bank Admin test file date format	
<input checked="" type="radio"/>	Bank Administrator	Bank Administrator
<input type="radio"/>	Bank Support User	Bank Support User
<input type="radio"/>	Base Admin Access	Base Admin Access
<input type="radio"/>	BHARGAV	fsfdsafsdfs
<input type="radio"/>	Call Center User	Call Center User
<input type="radio"/>	Commercial Caraview - Acct Holder	Commercial Caraview - Acct Holder
<input type="radio"/>	Commercial Caraview - Org Admin	Commercial Caraview - Org Admin
<input type="radio"/>	My Profile Access	My Profile Access

Page of 2 (Items 1 to 10 of 19)

Security Permissions for Bank Administrator [?]

- ✦ Security Administration Privileges [?]
- ✦ Accounts
- ✦ Administration
- ✦ Expenses
- ✦ Mappers
- ✦ Output Log and Archive
- ✦ Reports
- Send to bank mailbox
 - Deny Grant
- Send to corp mailbox
 - Deny Grant
- ✦ Site Setup
- ✦ Statements
- ✦ User Administration

[SAVE](#) [?] [Print Permissions](#) [Restore to Previous](#) [?]

Figure 72: Security Profile page- profile selected

3. Click the plus sign (+) for a category to expand the list of individual permissions.
4. Modify individual permissions as necessary.
5. Click **Save**. The new permission settings save and become available to site users. Permissions for users already have the profile update to reflect the new profile settings.

Note: Custom permissions settings that are established for a user override any permission settings applied by the security profile. For information about individually tailored permission settings, see "To tailor individual permissions (on page 143).

Working with approval profiles

Approval profiles are applied to the users that need to approve and reject expense reports. The profile determines whether a user can approve, approve and close, reject, or edit submitted expense reports. Approval Profiles also determine when and if a user receives notification of an expense report status change.

Users are assigned to specific approvers through their personal information. Approval profiles are assigned to approvers when you add them to a user's personal information. The same approver can use a different approval profile for different users. See "Creating a user (on page 135) for information on assigning approvers to users. Read the following topics for information on creating and editing approval profiles.

To create an approval profile

1. Select *Administration > Manage Users > Maintain Approval Profiles* from the menu.
 - If you have access to more than one site, the Search for Site page displays. Use this page to select the site for which you are adding security profiles.
 - If you have access to only one site, the Approval Profiles for *Site* page displays.

Select	Delete	Approval Profile Name	Description	Usage
<input type="radio"/>		Final Approver	Final Approver	2
<input type="radio"/>		Interim Approver	Interim Approver	0

Figure 73: Approval Profiles page

Important: Do not use your browser's **Back** button to return to the list of sites. To return to the Search for Site page, click the **Select Different Site** button.

2. Click **Create Profile**. The New Approval Profile for *Site* dialog displays.

New Approval Profile for PROCARD INC* (00009059) [X]

New Approval Profile Permissions

Profile name

Description

Copy an existing profile

Existing profiles:
 [v]

Type of approver
 Interim Final [?]

Approval Permission Details

Attach transactions to expense reports

Edit expense report transactions

Reject individual transactions

Receive email of status changes

[Cancel](#)

Figure 74: New Approval Profile page

3. Enter a name for the approval profile in the **Profile name** field.
4. Enter an explanation of the general purpose for this approval profile in the **Description** field.
5. Select a **Copy an Existing profile** option.
 - If you select *Yes*, the **Existing profiles** list becomes available. Select the profile you want to copy from the list. The permissions from the existing profile are copied to your new profile. Modify the copied permissions by completing only the necessary steps in this procedure.
 - If you select *No*, complete all of the steps in this procedure.
6. Select a **Type of approver** option.
 - Select *Interim* if the approver reviews expense reports and forwards them to another approver.
 - Select *Final* if the approver reviews expense reports and closes it. When an expense report is closed, all the transactions within it are locked.

7. Select an **Attach transactions to expense reports** option. If you select *Yes*, the approver can add transactions to an expense report after submitting it.
8. Select an **Edit expense report transactions** option. If you select *Yes*, the approver can edit the transactions in an expense report receiving it for approval. The cardholder who created the report cannot edit the expense report after submitting it.
9. Select a **Reject Individual transactions** option. If you select *Yes*, the approver will be able to select the transactions that he or she does not want to approve and still approve the expense report.
10. Select a **Receive email of status change** option. If you select *Yes*, the approver receives a notification every time the expense report changes status via email. See "Expense report status (on page 324) for information on expense report status.
11. Click **Create**. The Approval Profile for *Site* page re-displays. The new profile is included in the list of approval profiles.

To edit an approval profile

1. Select *Administration > Manage Users > Maintain Approval Profiles* from the menu.
 - If you have access to more than one site, the Search for Site page displays. Use this page to select the site for which you are adding security profiles. After you select your site the Approval Profiles for *Site* page displays.
 - If you have access to only one site, the Approval Profiles for *Site* page displays.
2. Select the approval profile you want to modify from the list. The profile approval options display in the Profile Settings section.


Figure 75: Edit Approval Profile page

3. Modify the profile as necessary.

Note: Online Card Management disables the **Copy an existing profile** options and list when you edit an existing profile.

4. Click **Save**.

To delete an approval profile

1. Select *Administration > Manage Users > Maintain Approval Profiles* from the menu.
 - If you have access to more than one site, the Search for Site page displays. Use this page to select the site for which you are adding security profiles. After you select your site the Approval Profiles for *Site* page displays.
 - If you have access to only one site, the Approval Profiles for *Site* page displays.
2. Click the  icon next to the profile you want to delete. A message displays asking you to confirm that you want to delete the profile.

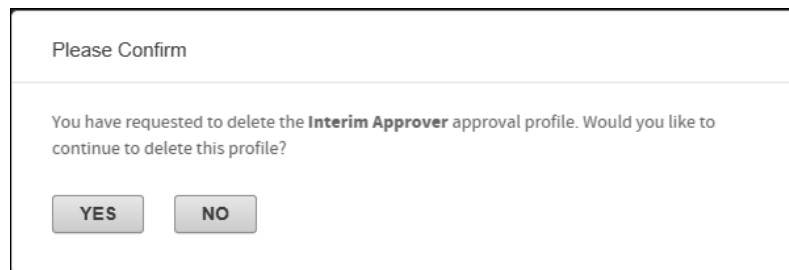



Figure 76: Delete approval profile confirmation message

Note: The  icon only displays for approval profiles that have no assigned users. You cannot delete a profile if there is a user assigned to the profile.

3. Click **Yes**. The Approval Profiles for *Site* page displays. Online Card Management removes the deleted approval profile from the list of available profiles.

Maintaining Home page message for a site

Administrators can create messages that display on the Home page of the sites you manage. Use Home page messages to communicate important announcements with users, such as informing account holders about new services or letting them know about organization events.

Messages are displayed based on the site to which they are added, and are inherited from the higher units to the lower units of the hierarchy. For example, if a bank-level user logs on, only system-level and bank-level messages display on that user's Home page. Organization-level users can view system-level, bank-level, and organization-level messages.

Administrators can add, edit, and delete messages for their assigned bank and the organizations associated with the bank, or for their own organization. Messages can have a specified time period during which they display. When a message's time frame expires, it no longer displays on the Home page. Administrators can delete the message, or

edit it and display it for another time period.

Note: To manage messages, Administrators must have the security access for maintaining site messages. Administrators can only create messages for your the units in the hierarchy to which they have rights.

To maintain site messages

Administrators can add and update messages for organizations if allowed to do so by an access setting. (An organization administrator who does not have permissions for branding can contact a bank administrator.) The Branding setting for a user determines the messages that user sees on the Home page. For information about the Branding setting, see the task "To modify user information (on page 150).

1. Select *Administration > Customize Sites > Maintain Messages* from the menu.
 - If you have access to more than one site, the Search for Site page displays. Find the site for which you are entering site messages and click the *Edit* link in the Profile column. The Maintain Messages page displays.
 - If you only have access to one site, the Maintain Messages page displays.

Important: Do not use your browser's **Back** button to return to the list of sites. To return to the Search for Site page, click the **Select Different Site** button.

Maintain Messages for PROCARD INC* (00009059)										Select Different Site
ADD NEW MESSAGE										
Priority	Edit	Delete	Post Date	End Date	Message heading	Message text	Hyperlink text	Hyperlink ref		
1	/	☐	4/30/2004	5/1/2004	ProCard Level Centre Suite User Message	This message is to demonstrate the org level message	ProCard, Inc.	http://www.procard.com		
1	/	☐	5/17/2004	5/19/2004	Preview Statements online with Wright Express e-Statements	Managing employee business expenses is time-consuming, costly and largely unproductive. Wright Express Financial Services' Web-based solution is a response to our clients' requests to have more time available to reconcile their statements. While you will still receive paper statements in the mail, you can now review your corporate statement online within two business days after cycle-processing. And the beauty is, it actually saves time. Lots of it. So the need for more time to reconcile statements is drastically reduced.	Click Here for more information.	http://www.wrightexpress.com		
1	/	☐	9/17/2004	9/17/2004	ProCard Level Centre Suite User Message	This message is to demonstrate the org level message	ProCard, Inc.	http://www.procard.com		
1	/	☐	9/21/2004	9/21/2004	Prod Ops Training	Patts Test				
1	/	☐	7/26/2006	10/8/2006	Fifth Third Support Desk	Access to support thru your bank https://webmail.procard.com	Collins1	53.com		
1	/	☐	7/26/2006	7/27/2006	WCI Communities Home Page	access our site		WCI Communities	http://wecommunities.com	
1	/	☐	1/26/2007	1/26/2007	Release 2007.1 implemented 1/27/2006	release completed				
1	/	☐	3/15/2008	3/15/2008	BMO Message	Text goes here				

Figure 77: Maintain Messages page

2. To add a new message, click **Add New Message**. Message fields display.

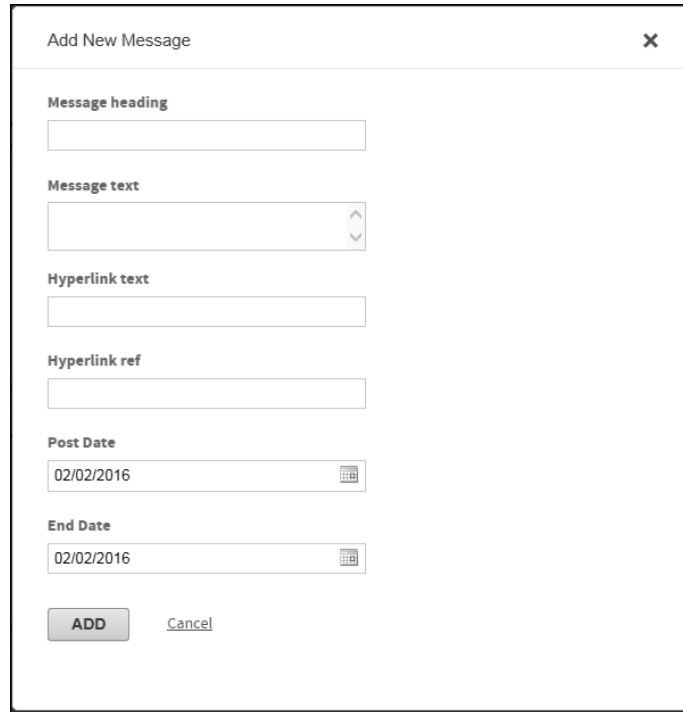


Figure 78: New Message fields

3. In the **Message heading** field, enter the message heading you want, up to 75 characters. In the **Message text** field, enter the message text, up to 2500 characters. If you want a link to another Web site (such as your organization Home page), enter text for that link in the **Hyperlink text** field, and enter the link itself in the **Hyperlink ref** field (in the form www.mylink.com).
4. Enter a posting date and an end date in the **Posts** and **Ends** fields. Use the date format selected in your browser. If you enter the current date as the posting date, the message displays immediately after you refresh the page.



Note: Most users in the United States should use the *mm/dd/yyyy* format. UK users should use *dd/mm/yyyy*. The message posts at midnight of the posting date, and ends at 11:59 p.m. of the ending date.

5. Click the **Add** to save the message. The new message displays in the message list.

Tip: To cancel your changes, click the Cancel link.

To work with existing messages

Complete steps 1 through 3 and complete one of the following:

- If it is an existing message, click the  icon next to the message. The same fields display, and you can update existing message text.
- To delete an existing message, click the  icon. A message box displays asking if you want to delete the message. Click **OK**. The message is deleted.

Customizing and branding the site interface

The site interface for your bank or organization can be customized to include your logo and business colors, and to allow you to use a name of your choice for the product. All wording and color changes are visible throughout the product to your users.

Administrators can add and update branding for organizations if allowed to do so by an access setting. The Branding setting for a user determines the branding that user sees on the Home Page. For information about how to set the branding for a user, see [Modifying User Information](#).

- You must create brand images with the following specifications:
- The desktop brand image must be 650X80 pixels with no padding (whitespace).
- A mobile brand image must be 380X47 pixels with no padding (whitespace).
- A iTouch brand image must be 58X58 pixels with no padding (whitespace).
- A Favicon brand image must be 16X16 pixels with no padding (whitespace). This image will be a .ico format.
- The image file format must be a Portable Network Graphics (.png), Joint Photographic Experts Group (.jpeg), or Graphics Interchange Format (.gif) file. The .png format is preferred.
- The graphic must extend the full dimensions. Padding is automatically added.

To customize the Online Card Management interface

To customize the interface (desktop):

1. Click **Browse** in the Branding section. The Choose File to Upload dialog displays.
2. Navigate to your local folder where the 650X80 image is located and click **Open**. The path to the image displays in the **Image file path (site logo)** field.
3. Click **Save**. The image is saved and displays on the Home page.

To customize the interface (mobile):

1. Click **Browse** in the Branding section. The Choose File to Upload dialog displays.
2. Navigate to your local folder where the 380X47 image is located and click **Open**. The path to the image displays in the **Image file path (mobile logo)** field.
3. Click **Save**. The image is saved and displays on the mobile device Home page.

To customize the interface (iTouch):

1. Click **Browse** in the Branding section. The Choose File to Upload dialog displays.
2. Navigate to your local folder where the 58X58 image is located and click **Open**. The path to the image displays in the **Image file path (iTouch logo)** field.
3. Click **Save**. The image is saved and displays on the Apple device Home page.

To customize the interface (Favicon):

1. Click **Browse** in the Branding section. The Choose File to Upload dialog displays.

2. Navigate to your local folder where the 16X16 with a .ico image is located and click **Open**. The path to the image displays in the **Image file path (Favicon logo)** field.
3. Click **Save**. The image is saved and displays as an icon for a website.

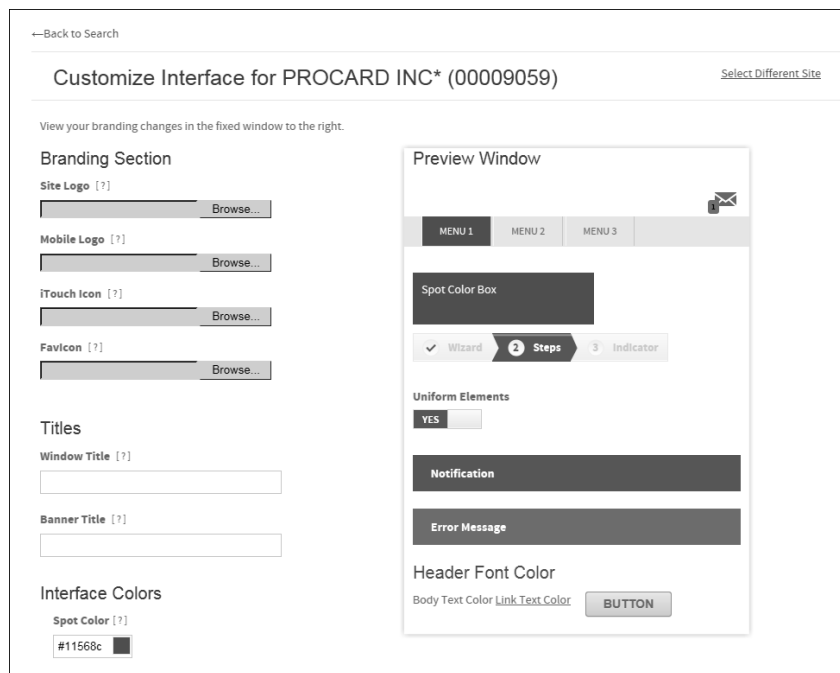


Figure 79: Branding Section

To customize the interface color:

To change the colors of the interface, link, and text colors, select the color under elements. A preview window will display to choose a color. Click **Save** to complete the changes.

You can click **Restore Defaults** to return to default settings.



Figure 80: Interface Colors

The following examples show a new image on the home page (desktop and mobile) with message icons, the logout button, and links to user preferences.

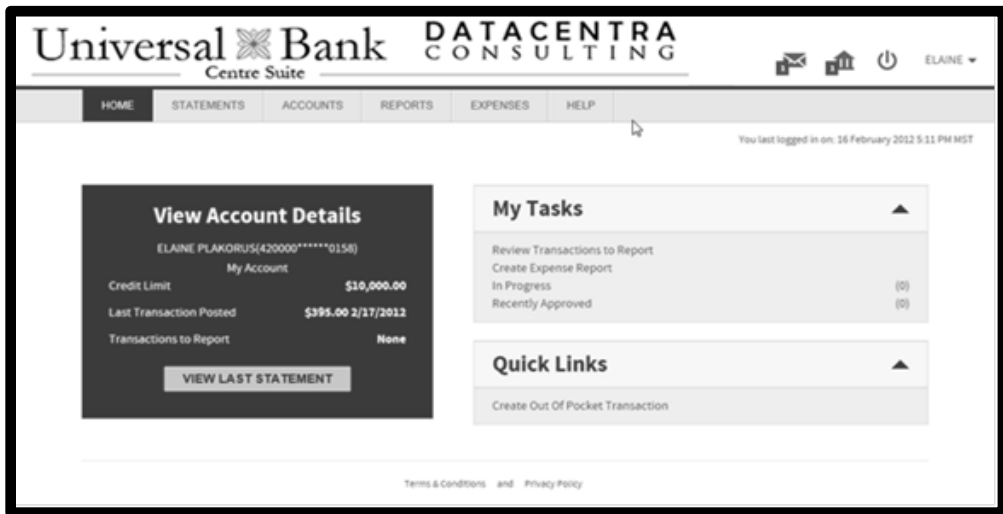


Figure 81: Home Page

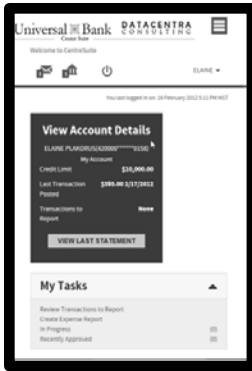


Figure 82: Mobile example

Working with email templates

Online Card Management sends email messages to account holders and other users when certain events occur. These messages are generated from a template. For example, when a payment is past due Online Card Management sends an email to the account holder.

As a bank administrator, you can modify the content of the emails by editing the email templates. Using the templates, you can determine the standard text of the emails as well as the dynamic data fields that display in the email messages. Use the Email Template Maintenance to work with the email templates in Online Card Management. The following procedures explain how you can edit templates to control the content of the emails sent to your users.

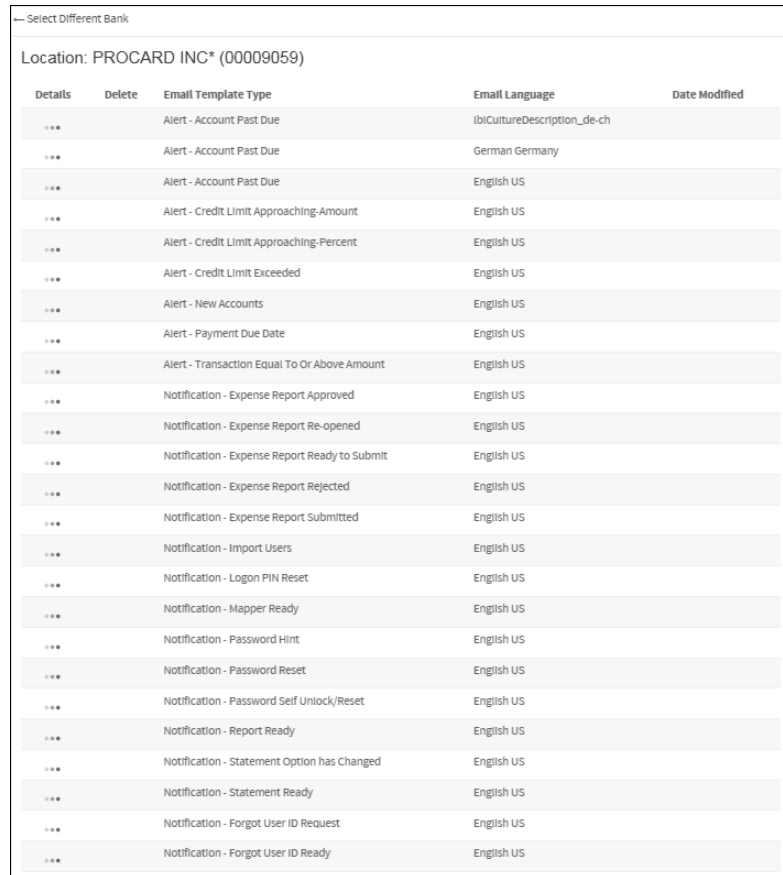
Understanding data tags

Data tags are used to insert dynamic data into the messages generated from the template. In the template, data tags display as place holders inside brackets with a descriptive name. For example, the {Account Number} data tag in the template will insert the actual account number in the text of the messages generated from the template. Each template has a unique set of available data tags which you can embed in the subject and body of the template.

Data tags can only be inserted at the end of a sequence line. You can continue the text on the next line by not inserting a Carriage Return after a data field. For example, if you want to insert "Dear {Account Number}," into a message. The Dear and the "," would be on separate lines with the Data Field at the end of the first line.

To edit an email template

1. From the *Administration* menu, select *Manage Email Templates*. The Email Template Maintenance page displays listing the templates available.




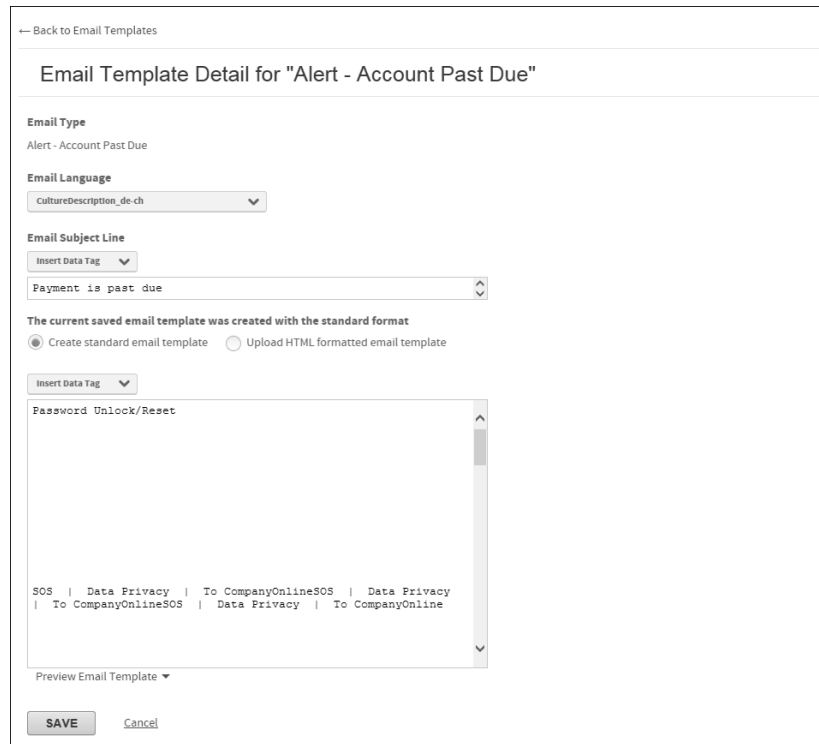
Select Different Bank

Location: PROCARD INC* (00009059)

Details	Delete	Email Template Type	Email Language	Date Modified
...		Alert - Account Past Due	ibiCultureDescription_de-ch	
...		Alert - Account Past Due	German Germany	
...		Alert - Account Past Due	English US	
...		Alert - Credit Limit Approaching-Amount	English US	
...		Alert - Credit Limit Approaching-Percent	English US	
...		Alert - Credit Limit Exceeded	English US	
...		Alert - New Accounts	English US	
...		Alert - Payment Due Date	English US	
...		Alert - Transaction Equal To Or Above Amount	English US	
...		Notification - Expense Report Approved	English US	
...		Notification - Expense Report Re-opened	English US	
...		Notification - Expense Report Ready to Submit	English US	
...		Notification - Expense Report Rejected	English US	
...		Notification - Expense Report Submitted	English US	
...		Notification - Import Users	English US	
...		Notification - Logon PIN Reset	English US	
...		Notification - Mapper Ready	English US	
...		Notification - Password Hint	English US	
...		Notification - Password Reset	English US	
...		Notification - Password Self Unlock/Reset	English US	
...		Notification - Report Ready	English US	
...		Notification - Statement Option has Changed	English US	
...		Notification - Statement Ready	English US	
...		Notification - Forgot User ID Request	English US	
...		Notification - Forgot User ID Ready	English US	

Figure 83: Email Template Maintenance page

2. Find the template you want to edit and click the  icon. The Email Template Detail page displays.



The screenshot shows the 'Email Template Detail for "Alert - Account Past Due"' page. At the top left, there is a back arrow and the text 'Back to Email Templates'. The main title is 'Email Template Detail for "Alert - Account Past Due"'. Below this, the 'Email Type' is 'Alert - Account Past Due'. The 'Email Language' is set to 'CultureDescription_de-ch'. The 'Email Subject Line' is 'Payment is past due'. There are two radio buttons for 'The current saved email template was created with the standard format': 'Create standard email template' (selected) and 'Upload HTML formatted email template'. Below this is a text area for the email body with the text 'Password Unlock/Reset' and a scroll bar. At the bottom, there is a 'Preview Email Template' dropdown and 'SAVE' and 'Cancel' buttons.

Figure 84: Email Template Detail page

3. Customize the subject section of the template by completing the following:
 - a. Select the notification language from the **Email Language** list.
 - b. Review the existing notification subject line in the **Email Subject Preview** field. This field is read-only.
 - c. Select the **Email Format Options**, **Create standard email template** or **Upload HTML formatted email template**.
 - d. If you select **Create standard email template**:
 - a. If you want to modify the text, you can insert text or data tags anywhere in the sequence:
 - b. To insert text, select the next line in the sequence. Type your new text or insert a data tag by selecting one from the Data Tag list.
 - e. If you select **Upload HTML formatted email template**
 - a. Click Upload your file here.
 - b. Type the local path to your template or click **Browse** and navigate to the local folder that contains your template.
 - c. When the path is correct, click **Save**. The application verifies the template code and a message displays at the top of the page if the template was successfully saved. The new email template displays in the Email Template Maintenance page.
 - f. If you want to modify the text, you can insert text or data tags anywhere in the sequence:

- a. To insert text, select the next line in the sequence. Type your new text or insert a data tag by selecting one from the Data Tag list.
- g. Continue editing the subject line until it is acceptable. If you need to modify the notification body text, proceed to the next instruction set.

Note: You cannot insert a carriage return between subject sequence lines.

4. Customize the body section of the template by completing the following:
 - a. Review the existing notification subject line in the Email Body Preview field. This field is read-only.
 - b. If you want to modify the text, you can insert text or data tags anywhere in the sequence:
 - a. To insert text, select the next line in the sequence. Type your new text or insert a data tag by selecting one from the Data Tag list.
 - c. Click **Preview Email Template** to review the edited notification subject text format.
 - d. Click Save to save the modified notification. The edited notification is listed on the Email Template Maintenance page.

Note: Modified email templates have the Delete icon (🗑️) and a Date Modified associated with them. The modified templates are the only templates you are allowed to delete from the system.

Managing broadcast email notifications

You use the Manage Broadcast Email Notifications menu option to create email notifications to a subset of users within a bank or unit (Ex. Program Administrator or Account Holder). The notification can only be sent to active users, which is defined as users who have logged in within the last 90 days.

Creating a new broadcast email notification

1. Click **Create New Broadcast Email Notification**. The **Create Broadcast Email Notification: Search for Site** page opens.

Note: Click the detail icon (⋮) to the left of an existing email to view a previously sent email.

Date/Time	Email Subject	Total Sent	Success	Failed	Pending	⋮
⋮ 02/04/2016	Summer 2016 Reminder for Bank A Administrators	200	150	50	0	⋮
⋮ 02/02/2016	Spring 2016 New Bank B Cardholder Features	21,500	9,500	12,000	10,000	⋮
⋮ 02/02/2016	Spring 2016 New Bank B Cardholder Features	20,000	9,500	500	10,000	⋮

Page 1 of 20 (Items 1 to 100 of 1999)

Figure 85: Manage Broadcast Email Notifications page

2. Select **Site Name**, **Site Number**, or **Bank Number** from the **Search By** list.

Figure 86: Create Broadcast Email Notification page

3. Type in the search criteria. Click **Search**. To display all sites leave search criteria blank and click **Search**. The bank(s) or unit(s) will display under **Search Results**.

Site Name	Corp ID	Bank Number
Bank A	00002945	6265
Bank B	00001094	6265

Figure 87: Search Results

4. Select a bank or unit by clicking the include icon (+). The bank or unit will display under **Selected Sites**. You can remove the bank or unit by clicking the remove icon (-).

Site Name	Corp ID	Bank Number
Bank A	00002945	6265

Figure 88: Selected Sites

5. Click **Next**. The **Create Broadcast Email Notification: Select Profile and Compose** page opens. To return to the **Manage Broadcast Email Notifications** page, click **Cancel**.
6. In the **Select Profiles** section, from the **Profile** list choose the subset for which you would like to create the broadcast email notification. The number of recipients will display to the right of the profile in the **Recipients** column. If you do not select a profile, the email will be broadcast to all active users within the bank or unit, and its subunits. To return to the previous step click **Select Different Site**.

1 Search for Site **2 Select Profile and Compose**

Create Broadcast Email Notification [Select Different Site](#)

Select Profiles ▲

Actions	Site Name	Corp ID	Bank Number	Profile	Recipients
⊖	Site A	00002945	6265	All	10,000
⊖	Site B	00001094	9999	Account Holder	245,000

Page 1 of 20 (Items 1 to 20 of 199) ⏪ ⏩ 1 2 3 ... 19 20 ⏪ ⏩

Total Selected

Total Sites Selected	2
Total Email Recipients	255,000

Figure 89: Create Broadcast Email Notification page: Select Profiles

- In the **Compose** section begin your correspondence. Both the **Email Subject** and **Email Body** field are required and must be populated to send the email. A preview window will display on the right. When the email is complete, click **Send**. To return to the previous step, click **Cancel**.

Compose ▲

Email Subject *

Email Body *

Preview Window

TSYS CENTRESUITE

Test Notification

Dear {UserName},

The body of the email is typed here.

PLEASE DO NOT REPLY TO THIS EMAIL MESSAGE. THIS E-MAIL ADDRESS IS USED BY AN AUTOMATED SYSTEM AND RESPONSES ARE NOT MONITORED. FOR ASSISTANCE, PLEASE CLICK ON THE 'CONTACT US' LINK CONTAINED WITHIN THE APPLICATION.

SEND Cancel

Figure 90: Create Broadcast Email Notification page: Compose

Setting Up Allocation

Allocation is the process of assigning transactions to the proper general ledger accounts in your organization's accounting system. The accounting codes, or fields, associated with an organization's allocation requirements are combined into an *Allocation String*. The process of defining these fields and assigning them to an allocation string consists of both automated and manual allocation assignment.

This section includes the following topics:

- Understanding system allocation (see topic on page 107)
- Setting up site allocation rules (see topic on page 108)
- Defining fields and setting properties (see topic on page 109)
- Creating and assigning valid codes (see topic on page 115)
- Setting default allocations (see topic on page 128)

Understanding system allocation

Online Card Management manages allocation at the site level. Your site setup determines:

- How to handle the default allocation string from the processor when importing transaction data to Online Card Management
- Whether the organization can edit the allocation codes that were automatically assigned by applying the allocation rules set up in Online Card Management
- Whether the organization can configure valid codes to ensure that allocation rules are set up using only approved codes

You can set up a series of allocation rules in Online Card Management. These rules assign allocation strings to transactions based on any or all of the allocation types:

- **MCC:** Assign allocation strings based on a class of merchants, such as airlines or office supply stores, by associating them to specific merchant category codes (MCC). All transactions made at these merchants are assigned the allocation string you have associated with that MCC code.
- **Expense type:** Associate allocation strings to an expense type, which are groupings of merchant category codes (MCC). All transactions made at merchants included in an expense type are assigned the associated allocation string.
- **Point of Sale:** Associate allocation strings with the merchant's Point of Sale (POS) code. All transactions referencing that POS code are assigned the corresponding allocation string.
- **Unit:** Associate allocation strings to a unit. All transactions made with accounts that roll up to a unit are assigned the unit's allocation string.
- **Account:** Associate allocation codes to individual accounts. All transactions made with the selected account are assigned the corresponding allocation code.

Allocation order refers to the priority given to which allocation rules as they are applied to transactions. This order is important because it determines which allocation string takes precedence when the transaction is imported into Online Card Management. Each allocation rule overwrites the allocation string applied by a previous rule.

Setting up site allocation rules

The process of setting up your site allocation rules in Online Card Management involves three major tasks, each consisting of multiple steps:

1. Defining fields and setting properties (on page 109)
2. Creating and assigning valid codes (on page 115)
3. Setting default allocations (on page 128)

Complete these steps from the Setup Allocations page. The Setup Allocations page does not activate links to steps until their prerequisites are complete. For example, when you first access the Set Up Allocation page, the only active link is **step 1** under Define Fields and Set Properties. When you complete that step, other links are activated. You can save your selections so that you can return to complete this process without having to start over.

Before you begin setting up allocation, you need the following information about your organization's accounting system:

- Allocation field names and lengths in your default allocation string
- Whether each allocation field is editable, read-only, or hidden
- Whether each allocation field requires validation (if validation is enabled)
- The format of each allocation field, whether the fields contain letters, numbers, special characters, or combinations of all three (if applicable)

Note: If you are the administrator for more than one site, select a site to begin the setup process.

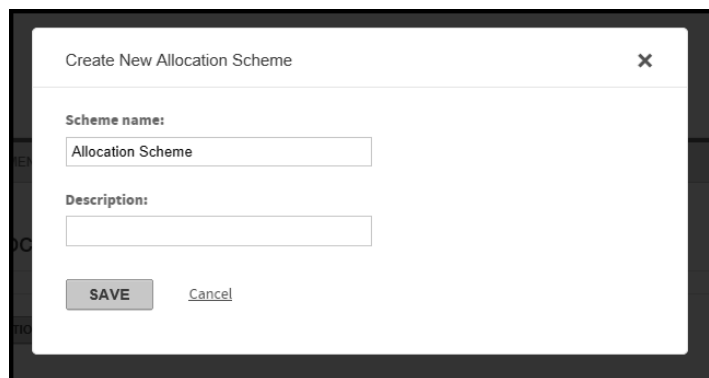
To create a new allocation scheme

The first time you access the Set Up Allocation page, the links to the allocation tasks are disabled. You must create an allocation scheme by completing the following steps:

1. Select *Administration > Set Up Allocation* from the menu. The Set Up Allocation page displays.

Note: If you are the administrator for more than one site and you have not specified a site, you must choose the site for which you are setting up allocation rules before the Set Up Allocation page displays.

2. Click **Create New Allocation Scheme**. The Create New Allocation Scheme dialog opens.



The image shows a dialog box titled "Create New Allocation Scheme" with a close button (X) in the top right corner. The dialog contains two text input fields. The first field is labeled "Scheme name:" and contains the text "Allocation Scheme". The second field is labeled "Description:" and is currently empty. At the bottom of the dialog, there are two buttons: "SAVE" and "Cancel".

Figure 91: Create New Allocation Scheme dialog

The *scheme* name bundles the specific allocation rules for an organization.

3. Enter a name for your allocation scheme in the **Scheme name** field.
4. Enter a brief explanation of the allocation scheme's purpose in the **Description** field.
5. Click **Save**. The Set Up Allocation page displays the new scheme name and displays the *In Progress* status indicator for your scheme.

You are now ready to complete the set up allocation procedures.

Defining fields and setting properties

Site administrators only need to perform this task once to create the fields in the default allocation string for the organization. Specify which fields to display in the Expenses module, and define what types of values can be entered for each field.

Complete the following steps to define allocation fields and field properties:

1. Position fields and create labels (See "To position fields and create labels" on page 109)
2. Select fields for display (See "To select fields for display" on page 112)
3. Assign properties (See "To assign properties" on page 113)

To position fields and create labels

In this step of the allocation setup process, you define the fields in your organization's allocation string according to your accounting system's requirements.

Important: If your site uses the processor master accounting code to populate your account defaults, you must enter the fields in the sequence they display in your processor allocation string before adding any additional fields required.

4. From the *Administration* menu, select *Set Up Allocation*. The Set Up Allocations page displays.

Note: If you are the administrator for more than one site and you have not specified a site, you must choose the site for which you are setting up allocation rules before the Set Up Allocation page displays.

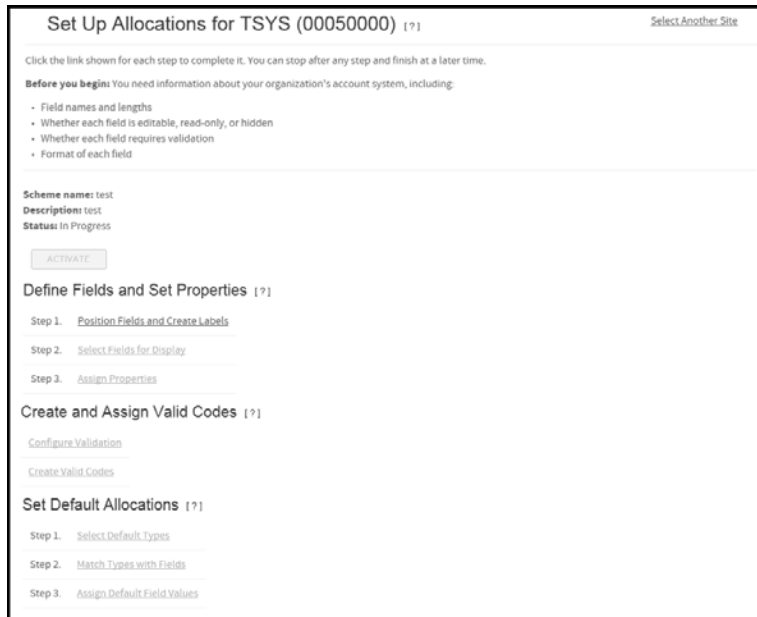


Figure 92: Set Up Allocations page

5. Click the Position Fields and Create Labels link under the Define Fields and Set Properties section. The Position Fields and Create Labels page displays.

Note: If you are resuming this step from a previous session, click **Modify**.

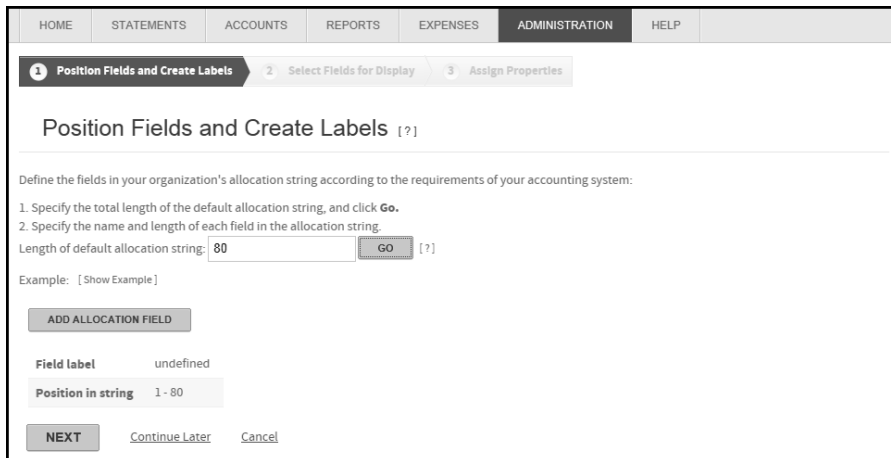


Figure 93: Position Fields and Create Labels page

6. Field positions and lengths control how the allocation string displays to users. Enter the total length (number of characters) of the complete organization default allocation string in the field provided.
7. Click **Add Allocation Field**. A window to enter the allocation field label and length for the first allocation field will display. Click Add. The field label and length are displayed in the Define Fields grid, the field label and length entry fields change to read-only, and a new entry row displays.

Figure 94: Position Fields & Create Labels- Define Fields section

8. In the **Field Label** field, enter the allocation field label for the first allocation field.
9. In the **Length** field, enter the length for the first allocation field.
10. Click **Add**. The field label and length display in the Define Fields grid, the field label and length entry fields change to read-only, and a new entry displays.

Figure 95: Define new field

Note: After you finish defining a field by clicking **Add**, the Insert icon becomes available. You can insert a new blank row using the Insert icon.

- Repeat steps 5 through 7 until you assign the total length of the allocation string to the allocation field segment. When you have accounted for the entire string, a new row does not display after you click **OK**, and the Undefined column no longer displays in the Define Fields grid.

For example:

Field label	Company	Dept	Cost Center	GL Account
Position in string	1 - 4	5 - 10	11 - 18	19 - 28

Figure 96: Define Fields (example)


- Click **Next**. The Select Fields for Display page displays.

Note: The sum of the individual field lengths must equal the length of the allocation string you entered above before you can move to the next step (see topic on page 112).

To modify the label or length for an existing field:

- Click the Edit icon next to the field.
- Re-enter the field label or length and click **Update**.

To insert a new blank row:

- Click the the  icon next to one of the rows.
- Specify whether to insert a row *above* or *below* it, and click **Add** to insert the new blank row.
- Enter the information for that row and click **Add**.

To remove an allocation field from the list:

- Click the Remove icon that corresponds to the field you wish to delete. A message displays asking to confirm that you want to remove the field.
- Click **Yes**. Online Card Management removes the field from the allocation string.

To select fields for display

Complete the following task to select the fields from the default allocation string to display in the Expenses module, and define the order in which they are displayed:

Note: This task assumes that you have already completed the "To position fields and create labels (on page 109). If you click the **Next** button from the Position Fields and Create Labels page, start this procedure with step 3.

- From the *Administration* menu, select *Set Up Allocation*. The Set Up Allocation page displays.

Note: If you the administrator for more than one site, you must first select a site. For more information, see the task "To search for a site (on page 33).

2. Click the Select Fields for Display link. The Select Fields for Display page displays.

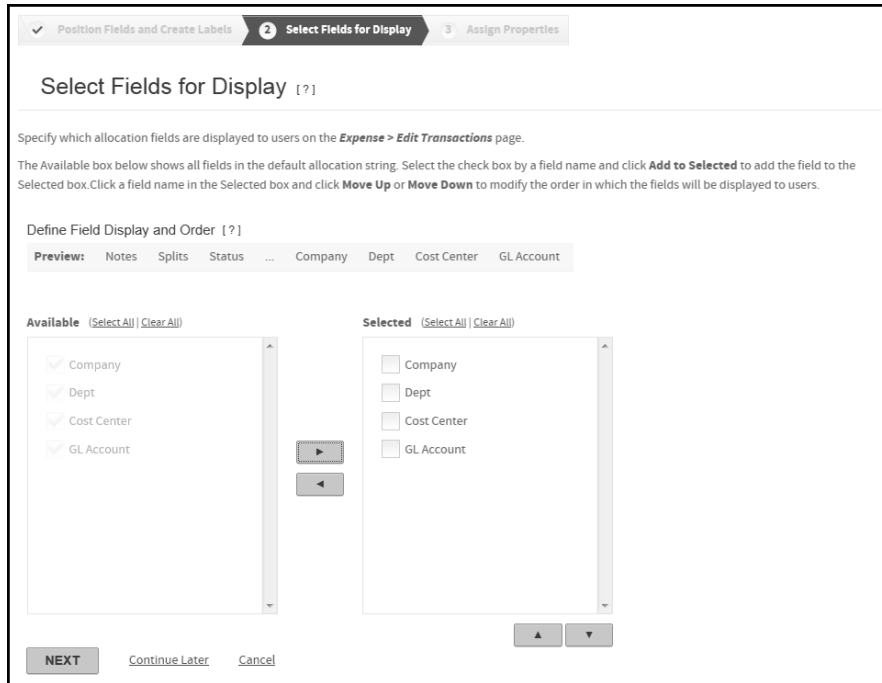


Figure 97: Select Fields for Display

3. Select all fields in the Available box that you want to display to end users, and click the right arrow button.
Tip: If you want to add most of the available fields, click **Select All** and clear check boxes for the ones you do not want to include before clicking the right arrow button.
4. You can change the way users view the allocation field sequence by moving the fields in the Selected box: click a field name to select it, and click the **Move Up** or **Move Down** buttons to reposition it in the list.
5. When you finish defining which fields to display and the order to display them, click **Next**. The Setup Allocations page displays.

Continue the allocation setup process by assigning field properties.

To assign properties

For each allocation field displayed in the allocation string (as you defined in the previous task), you can allow users to edit the value in the field (by default the field is read-only). If you make a field editable, you can further determine the format the user must enter. Complete the following steps to change properties for allocation.

Note: This task assumes that you have completed the "To select fields for display (on page 112). If you are completing this task immediately after selecting fields for display, start the procedure with step 2.

1. From the *Administration* menu, select *Set Up Allocation*. The Set Up Allocation page displays.

Note: If you administer more than one site, you must first select a site. For more information, see the task "To search for a site (on page 33).

2. Click the Assign Properties link. The Assign Properties page displays.

Specify the format of each field in the default allocation string:

- Edit**: Whether the user can modify the field.
- Format**: What character types can be used in the field:
 - Alphanumeric: Any letters or numerals
 - Alpha only: Letters only
 - Numeric only: Numerals only
 - Not specified: Any characters
- Restrictions**: Define valid character types for each individual place value in the field.

Field	Edit	Format	Restrictions	Validate	Required	Ellipsis
Company	<input checked="" type="checkbox"/> YES	Not specified	View/Edit	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NO
Dept	<input checked="" type="checkbox"/> YES	Not specified	View/Edit	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Cost Center	<input checked="" type="checkbox"/> YES	Not specified	View/Edit	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> YES
GL Account	<input checked="" type="checkbox"/> YES	Not specified	View/Edit	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES

FINISH [Continue Later](#) [Cancel](#)

Figure 98: Assign Properties page

3. To make a field editable, select the corresponding **Edit** option.

Note: If you select the **Read-Only** option, you do not need to complete steps 4 through 7.

4. From the **Format** list, select the format for the field. The format applies to all characters in the field. For example, if you assign the format "Alpha only" to a 5-character field, the user can only enter letters for all five characters of the field. You can set additional restrictions for individual character positions for any field.
5. Click the the [View/Edit](#) link under the Restrictions column. The Restrictions dialog displays.
 - If you select any field format except "Amount" the Restrictions dialog displays. Codes for the available restrictions are listed, depending on what format you choose (if any).

Restrictions [?]

Field: G/L #

Length: 5

Enter one of the following:
 S - if special characters are allowed
 Leave blank to allow any value to be entered

1 2 3 4 5

OK [Cancel](#)

Figure 99: Restrictions dialog

Complete the following to apply non-amount restrictions:

- a. To allow users to enter any value for a character position, leave the corresponding box empty.
- b. To set the restriction for any character position, enter a new code in the corresponding box.

- c. Click **OK** to close the dialog. The restrictions you specified display in the Restrictions column in the Assign Field Properties section.
- If you select the "Amount" format, the Restrictions for Amounts dialog displays displaying the field label and length.

Figure 100: Restrictions for Amounts dialog

Complete the following to set Amount format:

- a. Select whether or not to display a decimal.
 - b. If you opted to display the decimal, enter the number of places to the right of the decimal point.
 - c. Click **OK** to close the dialog. The amount restrictions you specified display in the Restrictions column in the Assign Field Properties section.
6. Select a Required option for the field. If you select **Yes**, the allocation is not valid unless this field's requirements are not satisfied.
7. Select an Ellipsis option for the site. If you select **Yes**, an ellipsis button displays next to the field when users are allocating their expenses. Clicking the button allows users to choose from a list of valid codes.
8. Complete steps 3 through 7 for every allocation field.
9. Click **Finish**. The Set Up Allocation page displays.

Creating and assigning valid codes

Assuming that validation is enabled in the site setup, and the appropriate permissions are assigned, administrators can complete the following tasks:

- Create and edit valid allocation codes (See "To create and edit valid codes" on page 116)
- Configure allocation validation field codes (See "Configuring allocation validation" on page 118)
- Import valid allocation codes (See "To import valid codes from an external file" on page 121)

You can also use Online Card Management to export the valid codes from the application to an external file (see topic on page 124).

To create and edit valid codes

If validation is enabled for your site, you can create new codes by typing them into entry fields or by importing them from an external file, or you can search for existing codes and edit them.

Accessing the Create and Edit Codes page

1. Open the Create and Edit Codes page by completing one of the following:
 - From the Set Up Allocation page, click the *Create Valid Codes* link in the Create and Assign Valid Codes section.
 - From the Configure Validation page, click **Create and Edit Codes**. The Create and Edit Codes page displays.

The screenshot shows the 'Create and Edit Codes' interface. At the top left is a 'Back' link. The main heading is 'Create and Edit Codes' with a help icon. To the right are 'EXPORT' and 'CONFIGURE VALIDATION' buttons. Below this is an 'Allocation field' dropdown menu. A section titled 'New Codes for' contains 'ADD NEW CODE' and 'IMPORT' buttons. Below that is an 'Edit Codes for' section. A 'Search by' dropdown menu is followed by a search input field. At the bottom are radio buttons for 'Active Codes Only', 'Inactive Codes Only', and 'Active and Inactive Codes', along with a 'SEARCH' button.

Figure 101: Create and Edit Codes page

2. From the **Allocation Field** list, select the field for which you want to create or edit existing codes.

Entering new codes for the selected allocation field:

Note: If you want to import valid codes from an external file, do not complete this step. Click **Import** and refer to the task "To import valid codes from an external file (on page 121)".

3. Click **Add New Code**. A Add New Code dialog will display.

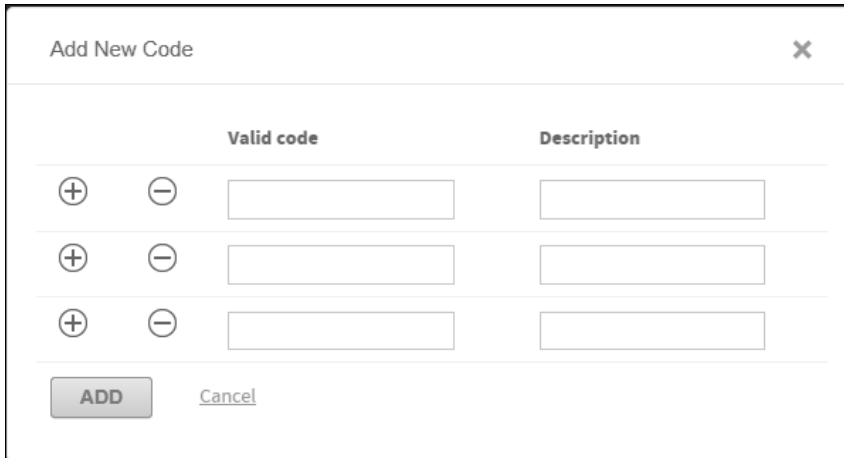


Figure 102: Create and Edit Codes- new code fields

4. Click the plus sign (+) next to add more codes.
5. Enter the code descriptions. Continue adding valid codes for each field.
6. Click **Add**.
7. When you finish entering valid codes, click **Update**.

Editing existing codes for the selected allocation field:

Note: You can also export existing codes to an external file. See "To export codes to an external file (on page 124).

8. Expand the Edit Existing Codes For section bar to expand the section.

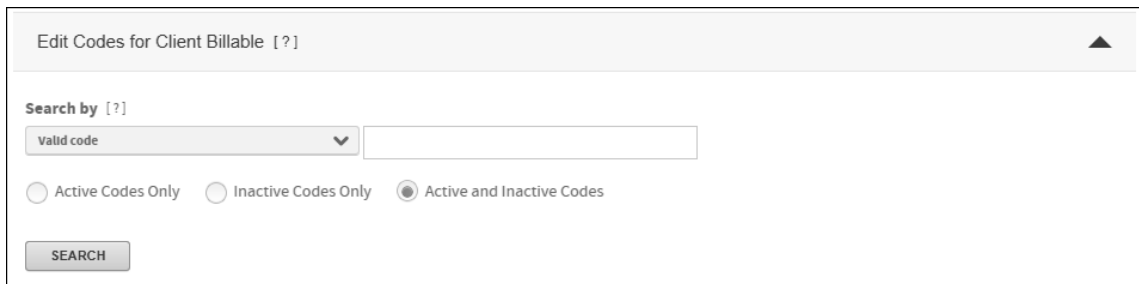


Figure 103: Create and Edit Codes page- Edit codes

9. From the **Search by** list, select the field you want to use as search.
10. Select which codes to display: active, inactive, or both.
11. In the **Search for** field, enter a value to use as the search criteria.

Tip: Remember that you can use a wildcard (*) for beginning or ending characters, or both.

12. Click **Search**. Online Card Management displays a list of existing codes.

The screenshot shows a web interface titled "Edit Codes for Client Billable [?]". At the top, there is a "Search by [?]" section with a dropdown menu set to "Valid code" and an empty search input field. Below this are three radio buttons: "Active Codes Only", "Inactive Codes Only", and "Active and Inactive Codes" (which is selected). A "SEARCH" button is located below the radio buttons. The main area is titled "Search Results" and contains a table with the following columns: "Active", "Assigned", "Remove", "Valid Code", "Description", "Date Created", and "Date Last Updated".

Active	Assigned	Remove	Valid Code	Description	Date Created	Date Last Updated
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>			1/30/2009	7/16/2009
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	0		10/9/2009	10/9/2009
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	7		9/27/2014	9/27/2014
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	c		1/8/2010	1/8/2010
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	e		5/14/2010	5/14/2010
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	F		8/13/2009	8/13/2009
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	H		3/12/2010	3/12/2010
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	M		4/4/2012	4/4/2012
<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="button" value="⊖"/>	n		1/30/2009	1/29/2015
<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="button" value="⊖"/>	N	No	11/19/2008	11/19/2008
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	U		6/12/2012	6/12/2012
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	v		3/9/2010	3/9/2010
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	v		4/26/2013	4/26/2013
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	x		11/27/2009	11/27/2009
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="button" value="⊖"/>	x		2/16/2010	2/16/2010
<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="button" value="⊖"/>	Y	Yes	11/19/2008	11/19/2008

At the bottom of the table, there are "UPDATE" and "Cancel" buttons.

Figure 104: Create and Edit Codes- search results

13. You can modify the description for any code, activate or deactivate a code, or remove a code entirely.
14. When you finish editing codes, click **Update**.

Configuring allocation validation

Configuring validation consists of creating a list of valid allocation codes for the user to select from, and assigning that list to an allocation field. Valid codes can be assigned to a single account or unit, or to multiple accounts or units. Complete the following task to configure allocation validation.

To configure validation for a single account or unit

Note: If you are configuring validation for more than one account or unit, see "To configure validation for multiple accounts or units (on page 120).

To configure single account or unit validation:

- From the *Administration* menu, select *Set Up Allocation*. The Set Up Allocation page displays.
Note: If you administer more than one site, you must first select a site as described in "To search for a site (on page 33)."
- Click *Configure validation*. The Configure Validation page displays.

Figure 105: Configuration Validation page

- If you need to create new, or edit existing codes, click **Create and Edit Codes**. See "To create and edit valid codes (on page 116). When you complete that task, you can return to this page.
- Find the desired account or unit. The Allocation Field section of the page displays, displaying the validation fields for the specified account or unit.

Assigned	Valid Code	Description	Assigned From Unit
<input checked="" type="checkbox"/>			
<input type="checkbox"/>	30		
<input type="checkbox"/>	.		
<input type="checkbox"/>	00		
<input type="checkbox"/>	000		
<input type="checkbox"/>	005		

Figure 106: Allocation Field- configure validation

5. Complete the following steps to find valid codes for the selected unit or account.
 - a. From the **Allocation Field** list, select the allocation field you want to configure.
 - b. From the **Search by** list, select the field to use for the search.
 - c. In the **Search for** field, enter a value to search for (remember that you can use a wildcard (*) for beginning or ending characters, or both) and click **Search**. The list of available valid codes to choose from displays.
 - d. Select the **Assigned** check box in the column for all valid codes.
 - e. If you want to apply the validation to the selected units, select the **Yes** option for Apply to Subunits.
 - f. **Note:** The Apply to Subunits option is not applicable when working with accounts. This option is only available when you select a unit.
6. When finished selecting codes, click **Save Changes**.
7. Repeat steps 3 through 7 as necessary.

To configure validation for multiple accounts or units

Note: If you are configuring validation for one account or unit, see "To configure validation for a single account or unit (on page 118).

To configure multiple account or unit validation:

1. From the *Administration* menu, select *Set Up Allocation*. The Set Up Allocation page displays.
2. If you administer more than one site, you must first select a site as described in "To search for a site (on page 33).
3. Click the *Configure validation* link in the Create and Assign Valid Codes section. The Configure Validation page displays.

Figure 107: Configuration Validation page

4. If you need to create new, or edit existing codes, click **Create and Edit Codes**. See "To create and edit valid codes (on page 116). When you complete that task, you can return to this page.
5. Select the **Assign valid codes to multiple accounts/units** option.
6. Find the desired accounts or units. The Allocation Field section of the page displays, displaying the validation fields for the specified accounts or units.
7. Complete the following steps to select valid codes
 - a. In the **Search by** list, select the field you want to use for your search.
 - b. In the **Search for** field, enter a search value.
 - c. Click **Search**. The list of available valid codes to choose from displays.
 - d. Select the valid codes from the Available box, and click **Add to Selected**.
 - e. To modify codes in the Selected box, you can click the Remove icon for any code to remove it, or click **Remove All** to remove all codes.
8. Click **Save Changes** when you are finished selecting codes.

To import valid codes from an external file

If validation is enabled for *Administration > Set Up Allocation* your site, you can import valid codes from either a text (.TXT) or comma separated (.CSV) format external file. The file can be in either delimited (with or without a header) or fixed field format without a header. Any other file types will not be recognized.

Note: Make sure your file is formatted correctly before you import the codes into Online Card Management. See "Working with default code upload files" for further instruction on file formats.

1. From the Administration menu, select Set Up Allocation from the menu. The Set Up Allocations page opens.
2. Click *Create Valid Codes* the Create and Edit Codes page displays.
3. Click **Import**. The Import Allocation Codes page displays.
4. From the **Step 1: Select File** section, click **Browse**. The Choose file dialog displays.
5. Locate the import file and select it. In the Step 2 section, if you have previously saved import settings, you can select them from the Saved settings list
6. Click Next. A sample of the source file and the **Step 3** section displays.
7. To define the format of the source file:
 - a. If the file is delimited fields, do the following:
 - Select the Delimited from the **File format** option.
 - If a text qualifier is used in the import file, select it from the list.
 - If the first row of the import file contains column names, select the **First row has column names** check box at the bottom of the dialog.
 - Click Next. The Step 4 and 5 sections display. Proceed to step 9 of this topic.
 - b. If the file format is fixed length fields, do the following:
 - When you select "Fixed length field" from the **File format** option, all delimiter fields are disabled. Click **Next** to open step 4.

- Select the number of columns to add to the grid (this should equal the total number of columns in the import file) and click **Go**. The column order grid displays.
 - Type the column name and length for each column in the same sequence as they display in the import file (left to right).
 - When you finish, click **Next**. Step 5 displays.
8. To map each column in the import file to the corresponding destination:
 - a. Select the Allocation Field from the **Destination Columns** list that corresponds to each column in the import file.
 - b. To save all import settings (with the exception of the file name and path) select the **Save Import Settings** check box and type a name for the settings. The next time you import allocation codes, you can select these parameters from the **Saved settings** list in Step 2.
 9. In Step 5, select one of the following options:
 - a. Select "Append" to keep all existing allocation codes and their assignments and add the imported codes to the existing list. You will have to assign all newly imported codes using in configure validation. If code already exists in the database, the code in the import file will not be used.
 - b. Select "Update" to replace the description for all codes. If a description for the code exists in the database it will be replaced with the description in the import file.
 - c. Select "Add/Update/Delete" to add new codes, update descriptions of existing codes, and delete any codes that are not in the import file.
 - d. Select "Delete and replace" to delete all existing codes and replace them with the imported codes.
- Important:** If you select the "Delete and replace" option, all existing codes and their assignments will be deleted and replaced with the imported codes. You will have to assign all imported codes using Configure validation.
10. Click **Finish**. The process Import dialog opens. If there are inconsistencies or mismatched fields, you will be alerted before the import process continues. You can view the import in the Import Log


Note: It may take a while for the import process to complete. The import must be complete before you can assign the imported codes. To view the details of the import, see "To view import details (on page 123).

To view import details

1. From the *Administration* menu, select *View Import Log*. The Import Log page displays.

Import Details	Run Date	Name	Description	Status	Output Level	Type
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import
...	18/12/2020 15:02:00	Import Log	Load codes - Fixed length file	Failed	Output Level	Import

Figure 108: Import log page

2. Find the import item from the list.
Tip: If the import does not display or the status is "Pending," click **Refresh Status**.
3. Click the  icon for the import you want to view details. The File Download dialog displays.
4. Download the file and view the import results. The ImportResults.txt file contains summary-level details of the import.

Note: Even when the import is successful, duplicate codes or had other errors may exist.

To export codes to an external file

1. View the list of valid codes as described in "To create and edit valid codes (on page 116).
2. Click **Export**. The Export Valid Codes dialog displays.

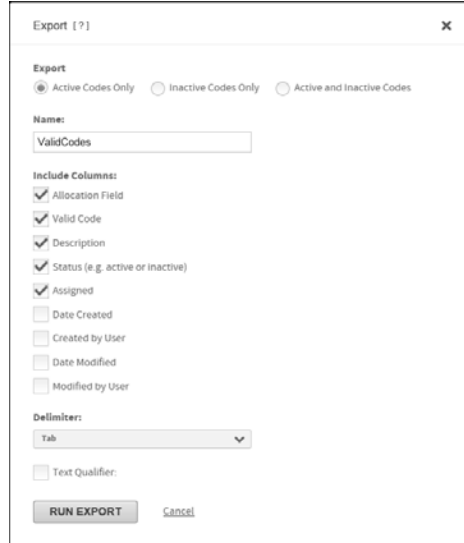


Figure 109: Export Valid Codes dialog

3. Select which codes to export: active, inactive, or both by selecting the appropriate option.
4. In the **Name** field, enter a name for the export file.
5. Select the columns you want to include in the export file.
6. From the **Delimiter** list, select the character you want to use as a delimiter, if you want to use a delimiter in the export file.
7. Click **Run Export**.

You can retrieve the export from the Output Log. See the task "Using the Output Log (on page 320), for the procedure.

Working with default code import files

You can import a list of default codes and descriptions into Online Card Management allocation from an external file. The import process can upload data from an external fixed-length or delimited file. You can use either delimited files or fixed-length files to import codes and code descriptions. If you choose to import codes through a delimited file, you can include a column header.

This section discusses how to format can upload the following default codes types:

- Accounts
- MCC
- Point of Sale

Formatting import files for account default allocation codes

You can import default account allocation codes through either fixed length files or delimited files. Use the following file format audit rules when creating your import file.

Using a delimited file for importing account default allocation codes:

- File must contain the default codes and account number for each row in the file.
- You can use commas, tabs, or pipes as delimiters between columns.
- Create one import file for all of the default account codes you want to import.
- You can choose to include a header row to label the columns in the file.
- Online Card Management only creates account default codes for accounts that are in both the database and the import file.
- The allocation code lengths in the file cannot exceed the limits you defined. See "To position fields and create labels (on page 109) for more information on defining filed lengths.
- The required fields can be arranged in any column order and the first row may not contain a column header.
- Random audits are performed during the import process. When a data error is identified, a warning message displays, allowing the user to choose whether they want the import process to proceed or cancel the so they can fix the import file.
- The following is a sample of a comma delimited file without a column header:
9999999999999999,133,8523652,1456
6666666666666666,133,2563254,9634
2222222222222222,132,5624541,1542
7777777777777777,136,5633333,8888
- The following is a sample of a comma delimited file with a column header:
Card Number,Company,Account,Cost Center
9999999999999999,133,8523652,1456
6666666666666666,133,2563254,9634
2222222222222222,132,5624541,1542
7777777777777777,136,5633333,8888

Using a fixed length file for importing account default allocation codes:

- File must contain the default codes and account number for each row in the file.
- The fixed-length file format does not support column headers.
- Create one import file for all of the default account codes you want to import.
- Online Card Management only creates account default codes for accounts that are in both the database and the import file.
- The field lengths in the file cannot exceed the limits you defined. See "To position fields and create labels (on page 109) for more information on defining filed lengths.
- The required fields can be arranged in any order.
- If an error is identified in the required fields, the entire file fails and is not imported.

- Online Card Management only creates MCC default codes for accounts that are in both the database and the import file.
- The field lengths in the file cannot exceed the limits you defined. See "To position fields and create labels (on page 109) for more information on defining filed lengths.
- The required fields can be arranged in any order.
- If an error is identified in the required fields, the entire file fails and is not imported.
- Random audits are performed during the import process. When a data error is identified, a warning message displays, allowing the user to choose whether they want the import process to proceed or cancel the so they can fix the import file.
- The following is a sample of a fixed length file:
300013385236521456
594713325632549634
581113256245411542
581413656333338888

Formatting import files for Point of Sales default allocation codes

You can import default Point of Sale (POS) allocation codes through either fixed length files or delimited files. Use the following file format audit rules when creating your import file.

Using a delimited file for importing account default allocation codes:

- The file must contain the default code and the four digit POS code (the code passed by the merchant) for each row in the file.
- You can use commas, tabs, or pipes as delimiters between columns.
- Create one import file for all of the default POS codes you want to import.
- You can choose to include a header row to label the columns in the file.
- The allocation code lengths in the file cannot exceed the limits you defined. See "To position fields and create labels (on page 109) for more information on defining filed lengths.
- The required fields can be arranged in any column order and the first row may not contain a column header.
- Random audits are performed during the import process. When a data error is identified, a warning message displays, allowing the user to choose whether they want the import process to proceed or cancel the so they can fix the import file.
- The following is a sample of a comma delimited file without a column header:
A6665,133,8523652,1456
PO556,133,2563254,9634
B777,132,5624541,1542
A23,136,5633333,8888
- The following is a sample of a comma delimited file with a column header:
Point of Sale,Company,Account,Cost Center
A6665,133,8523652,1456
PO556,133,2563254,9634
B777,132,5624541,1542
A23,136,5633333,8888

Using a fixed length file for importing account default allocation codes:

- The file must contain the default code and the four digit POS code for each row in the file.
- The fixed-length file format does not support column headers.
- Create one import file for all of the default MCC codes you want to import.
- The field lengths in the file cannot exceed the limits you defined. See "To position fields and create labels (on page 109) for more information on defining field lengths.
- The required fields can be arranged in any order.
- If an error is identified in the required fields, the entire file fails and is not imported.
- Random audits are performed during the import process. When a data error is identified, a warning message displays, allowing the user to choose whether they want the import process to proceed or cancel so they can fix the import file.
- The following is a sample of a fixed length file:
A666513385236521456
PO55613325632549634
B777 13256245411542
A23 13656333338888

Setting default allocations

The steps in this task create the allocation rules and set the order in which they are applied to transactions. The following tasks are required to create the allocation rules and order:

- Establish default types (See "To establish default types" on page 128)
- Match types with fields (See "To match types with fields" on page 129)
- Assign default field values (See "To assign default field values" on page 130)

To establish default types

Select the default allocation types (account, expense type, MCCs, merchants, point of sale code, or unit) for which you want to create allocation rules.

Note: This task assumes that you have already Defined Fields and Settings (see topic on page 109) and Created and Assigned Valid Codes (see topic on page 115). If you are the administrator for more than one site, you must first select the site for which you are establishing default allocation types.

1. From the Set Up Allocation page, click the *Select Default Types* link in the Set Default Allocations section. The Select Default Types page displays.

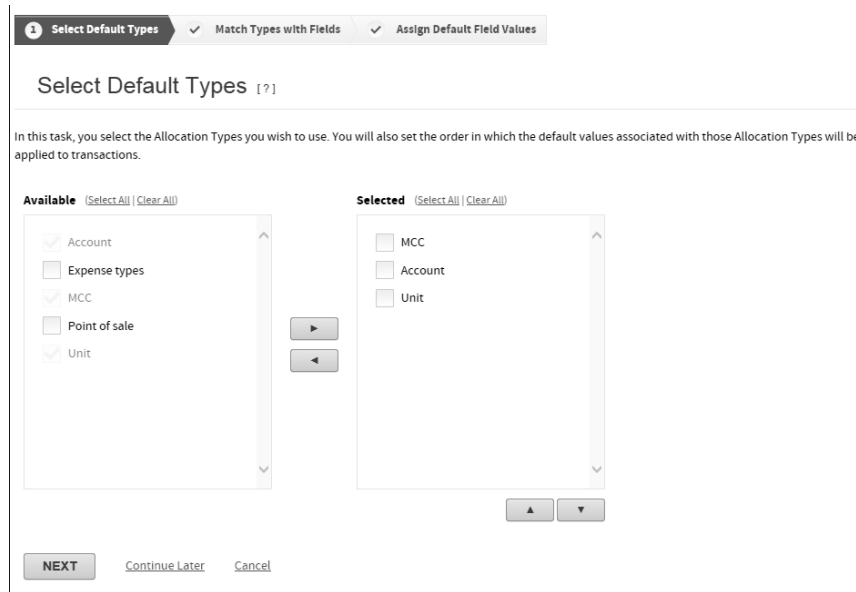


Figure 110: Select Default Types page

2. Select the allocation types you want to use from the Available box (or click **Select All** to select all allocation types) and click the right arrow button.
3. Specify the order of the allocation types by highlighting a type in the Selected box and clicking **Move Up** or **Move Down**.
4. Repeat step 3 until the allocation types in the Selected box are in the order you want them applied.
Note: Remember applying an allocation rule overwrites the previously assigned codes, so that the last allocation code for any segment applies.
5. Click **Next** to open the Match Types with Fields page. See "To match types with fields (on page 129) for the steps required to complete this page.

Alternatively, you can click **Continue Later** to save your current selections and exit the setup process. To resume the setup process at a later time, see the task "Resuming the allocation setup process (on page 133).

To match types with fields

Associate the allocation types selected in the previous task with the allocation fields from your default allocation string from the Match Types with Fields page:

Note: This task assumes that you have already established default types (see topic on page 128). If you are the administrator for more than one site, you must first select the site for which you are establish default allocation types.

Figure 111: Match Types with Fields page

1. For each allocation type (left column), you can assign default values for any number of the allocation fields (such as company, department, and cost center). Select the check boxes for the allocation fields to which the default values associated with those types are applied.

For example, you might create an allocation rule that applies default values for Company and Department (and ignores Cost Center, GL, and Project) for a specified unit and create another allocation rule that applies default values for Cost Center (and ignores the other allocation fields) for a specified list of accounts.

2. After you have finished making all selections, click **Next**.



To assign default field values

Use the Assign Default Field Values page to assign the default field values you want to assign for each allocation type: account, expense type, merchant category code (MCC), point of sale, or unit.

Note: This task assumes that you have already matched types with fields (see topic on page 129) and that you have the Assign Default Field Values page open.

1. Select an Allocation Type.

Figure 112: Assign Default Field Values page

2. If you select **Unit**, you must also choose whether to display units by list or hierarchy.
3. From the **Search by** list, select a field to use as your search criteria.
4. In the **Search For** field, enter a search value.
Tip: You can use a wildcard (*) for beginning or ending characters. For example, if you enter "Smith" the results might include Smith, Smithe, Smithsonian, and Nesmithe. Leave the field blank to display all.
5. Click **Search**. The items (accounts, expense types, MCCs, merchants, point of sale codes, or units) matching your search criteria are displayed.
 You can re-sort the search results by clicking a column heading.
6. Select an item and enter the default allocation value. You can select from a list of allocation values by clicking on the selection icon (). Click OK to save selection and return to Account Search Results.
7. Click **Save**. The default field value is applied to your selection.
8. If you select **Unit**, and specify to display units in a hierarchy:
 - a. Expand the hierarchy and click on a unit to select it.
 - b. Enter the default allocation values. You can select from a list of allocation values by clicking on the selection icon (). Click **OK** to save selected and return to Account Search Results.
 - c. If the unit has subunits and you want to apply these values to the subunits, select **Yes** from the Include Subunits option.
 - d. Click **Save**. The default field values are applied to the selected units.
9. If you select **Expense Types**, you can click the See Codes icon for any item to view a list of the MCC codes that are included in that expense type.

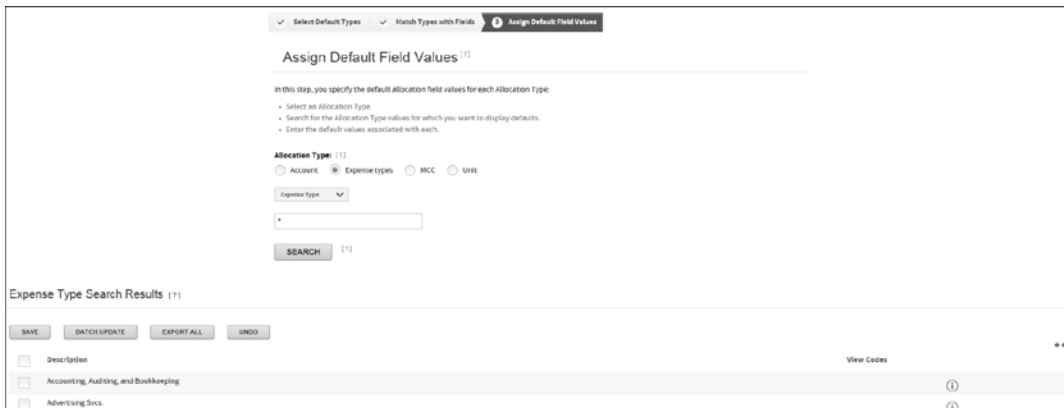


Figure 113: Assign Default Field Values- Expense Type Search Results

10. If you select **Account**, **Expense type**, **MCC**, **Merchant** or **Unit** (list), you can assign default allocation values for multiple items, as follows:
 - a. Select the items and click **Batch Update**.

Figure 114: Enter Default Values for (field)

- b. Enter the default allocation values. See the task "To allocate a transaction (on page 308), for instructions.
 - c. Click **Update**.
 - d. To reset all default allocation values for the items in the search results list to the last saved, click **Undo**.
11. If you select **Point of sale**, you can add new point of sale codes, as follows:
 - a. Select the number of new codes to add and click **Go**. The entry section displays.

Figure 115: Point of Sale fields

- b. Enter the new code, description, and default allocation values. See the task "To allocate a transaction (on page 308) for instructions for entering values into the allocation fields (Cost Center and GL in the example above).
 - c. Click **Update & Return**.
12. To assign default allocation values for individual items:
 - a. Enter the default allocation values for individual items in the search results list. See the task "To allocate a transaction (on page 308) for instructions.

- b. Click **Save**.
 - c. To reset default allocation values to the last saved for a single item, click the corresponding Reset icon.
13. To reset all default allocation values in the search list click **Undo**.
14. Repeat the steps above for each allocation type for which you want to create allocation rules.
15. After you assign all default allocation values click **Done**.

Resuming the allocation setup process

To resume the setup process at a later time, or to make changes to the completed site allocation setup:

1. Otherwise, choose *Administration > Set Up Allocation*. The Set Up Allocation page displays.
Note: If you are the administrator for more than one site, you must first select a site.
2. Click the link for the step you want to resume from a previous session, or to modify completed steps.

Creating and Modifying Users

Only active user IDs can log on to Online Card Management. The system security prevents unknown and potentially malicious users from accessing the application and viewing private information. As an administrator, you are responsible for maintaining the users that can access your site and what functions they can use the site to complete.

User information includes name and email address, user ID, and branding and location ID (to associate the user with a site). A user also has permissions assigned to his or her User ID. These permissions are set for that user by assigning a default security profile or through specially-defined individual permissions and control what tasks the user can complete in Online Card Management. No one can access your site without a valid user ID and an assigned set of permissions.

This chapter contains the following sections:

- Creating a user (see topic on page 135)
- Working with user access permissions (see topic on page 142)
- Searching for existing users (see topic on page 147)
- Modifying a user (see topic on page 149)
- Importing multiple users (see topic on page 152)

Creating a user

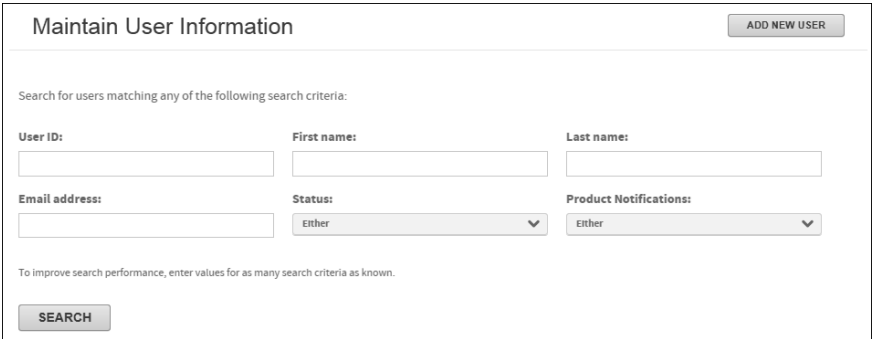
There are several procedures you need to perform to manually create a user in Online Card Management. If you do not complete all the procedures, the user will not be able to access Online Card Management. The following steps are required to create a new user:

1. Enter basic user information.
2. Select a hierarchy location and site branding for the user.
3. Create a unique user ID and password.
4. Assign permissions to the user.
5. Give the user an approval profile for his or her expense reports.

To successfully create a new user, you must complete all the steps listed above. Each step is explained in detail in subsequent procedures in this chapter.

Step 1: Enter basic information

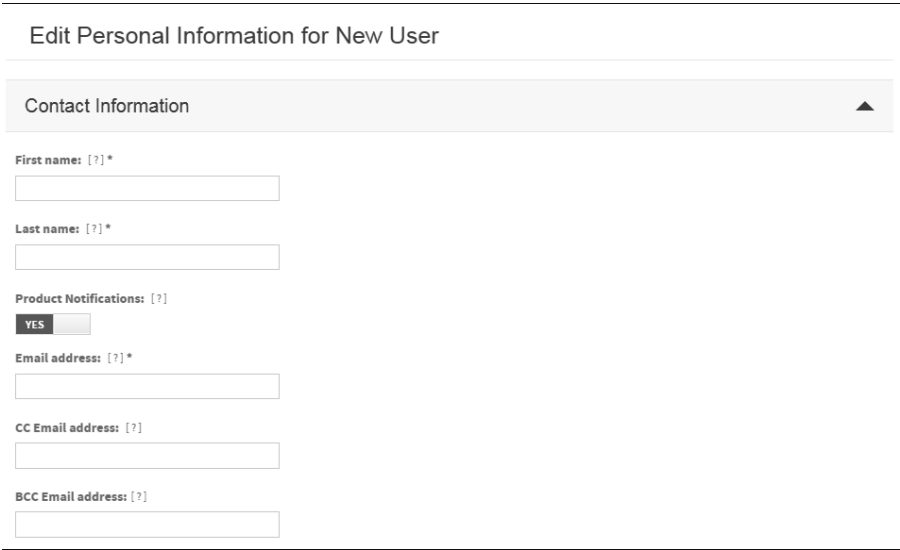
1. Select *Administration > Manage Users > Maintain User Information* from the menu. The Search for Users page displays.



The screenshot shows a web interface titled "Maintain User Information" with an "ADD NEW USER" button in the top right corner. Below the title, there is a search instruction: "Search for users matching any of the following search criteria:". The search criteria are organized into three columns: "User ID:", "First name:", and "Last name:", each with an empty text input field. The second row contains "Email address:" with an empty text input field, "Status:" with a dropdown menu showing "Either", and "Product Notifications:" with a dropdown menu also showing "Either". Below these fields, a note states: "To improve search performance, enter values for as many search criteria as known." At the bottom left, there is a "SEARCH" button.

Figure 116: Search for Users page

2. Click **Add New User**. The Edit Personal Information for New User page displays.



The screenshot shows a web interface titled "Edit Personal Information for New User". A section header "Contact Information" is visible with an upward-pointing arrow. Below this header, there are several form fields: "First name: [?] *" with an empty text input field; "Last name: [?] *" with an empty text input field; "Product Notifications: [?]" with a "YES" radio button selected; "Email address: [?] *" with an empty text input field; "CC Email address: [?]" with an empty text input field; and "BCC Email address: [?]" with an empty text input field.

Figure 117: Edit Personal Information- new user example

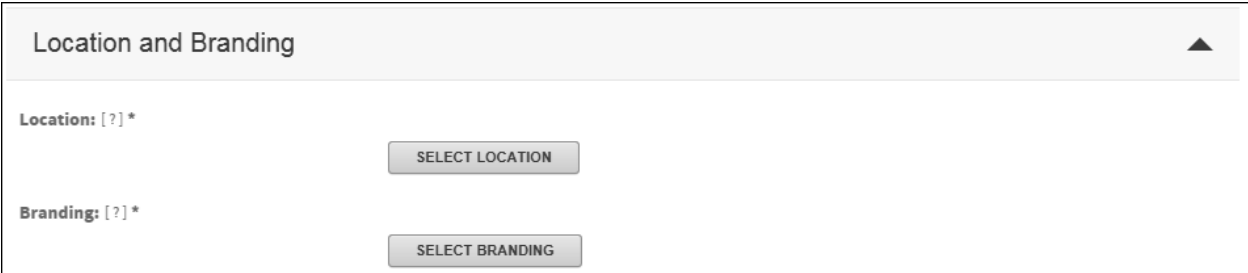
3. In the **First name** field, enter the user's first name as you want it to display on the Home page when the user logs on to Online Card Management. This is a required field.
4. In the **Last name** field, enter the user's last name as you want it to display on the Home page when the user logs on to Online Card Management. This is a required field.
5. Select a **Product Notification** option.
6. In the **Email address** field, enter the email address or addresses for this user. Online Card Management sends email notification messages to this address, if you selected the appropriate option to do so. This is a required field.
7. In the **CC Email address** field, enter an email address or addresses to which the Online Card Management sends copies of the statement availability email.
8. In the **BCC Email address** field, enter an email address or addresses to which the Online Card Management sends blind copies of the statement availability email.
Tip: You can enter multiple email addresses in any of the email fields by separating them with semicolons, for example: jdoe@bigcompany.com;john_doe@myhome.org
9. Continue the create new user process by selecting a hierarchy location and specifying site branding information, as described in "Step 2: Specify Location and Branding Information (on page 137).

Important: You cannot save the new user information at this point. If you quit the create user process now, Online Card Management does not save the data you have entered to this point.

Step 2: Specify Location and Branding information

Note: You must complete "Step 1: Enter basic information (on page 136) before you can begin this procedure.

1. Verify that the basic user information is accurate.



The screenshot shows a web form titled "Location and Branding". The form is divided into two main sections. The first section is labeled "Location: [?] *" and contains a button labeled "SELECT LOCATION". The second section is labeled "Branding: [?] *" and contains a button labeled "SELECT BRANDING". The form is enclosed in a light gray border with a title bar at the top.

Figure 118: Location and Branding

2. Click **Select Location**. Your hierarchy displays in a popup window.

Select	Unit Name	Unit Number
<input checked="" type="radio"/>	EXECUTIVE	00000101
<input type="radio"/>	EXECUTIVE	00000101

Figure 119: Select Unit from Hierarchy

3. Select the unit or subunit (node) from the hierarchy to which this user belongs.
Note: When you assign a user to a location on the hierarchy, you are granting the user access to view data for the nodes below it on the hierarchy. For a complete understanding of the hierarchy, see "Understanding the Hierarchy (See "Understanding hierarchy terminology" on page 345).
4. Click **Select Branding**. The hierarchy displays in a popup window.
5. Select the site from the hierarchy that has the appropriate product branding for the user.
Note: The site you select for branding purposes also controls the rules that control the user's User ID and password.
6. Continue the Create a User process by creating a User ID and password for the user (See "Step 3: Create a valid user ID and password" on page 138).

Step 3: Create a valid user ID and password

Note: You must complete "Step 2: Specify Location and Branding information (on page 137) before you can begin this procedure.

Complete the following in the User Information section of the Edit Personal Information page:

1. Verify that the selected location and branding information are accurate.
2. In the **User ID** field, enter a user ID for this user according to the ID requirements for the organization to which the user belongs. This is a required field.

Note: The site you selected to use for the user's branding settings determines the required properties for the User ID and Password.

Figure 120: Edit Personal Information- user information

3. In the **Password** field, enter a password for this user according to the password requirements for the selected site. The **Password** field is case-sensitive and required.

Tip: For information on the User ID and password requirements, refer to the Info Icons next to the corresponding fields. The Info Icons do not contain any instructions unless the **Branding** field contains a value.

4. In the **Confirm Password** field, re-enter the password.

Note: If there is any difference between the values you enter in this field and the value in the **Password** field (including capitalization), an error message displays when you save. The **Confirm Password** field is case-sensitive and required.

5. Choose the appropriate **Logon Status** options:

- Select **Yes** to enable the logon so that Online Card Management will recognize the user's User ID and Password as valid. This is the default.
- Select **No** to temporarily disable this user's logon.

6. Continue the Create a User process by completing one of the following:

- If the Approvers for User's Expense Report section displays on the page, complete "Step 4: Assign expense report approvers to the user (on page 139).
- If the Approvers for User's Expense Report section does not display on the page, click **Save**. Skip Step 4 and complete Step 5: Specify User Permissions.

Step 4: Assign expense report approvers to the user

Note: You must complete "Step 3: Create a valid user ID and password (on page 138) before you can begin this procedure.

Important: Depending on your site's settings, the Approvers for User's Expense Report section may not display. If this is the case, skip to Step 5.

1. Verify that the user ID and password options are valid.
2. From the Approvers for User's Expense Report section, click **Add Approvers** the Select Approvers page displays.
3. Search for the approvers you want to add to this user's profile.

The screenshot shows the 'Edit Personal Information for CARD HOLDER' page. At the top, there are navigation tabs: HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES, ADMINISTRATION (selected), and HELP. Below the tabs, there are three buttons: 'RESET SECURITY QUESTIONS', 'RESET PASSWORD', and 'USER SEARCH'. The page is divided into three sections: 'User Information', 'User Expense Approvers' (selected), and 'Security and Approval Access'. The 'User Expense Approvers' section is titled 'Approvers for User's Expense Report [?]' and contains an 'ADD APPROVERS' button. Below this is a table with the following columns: Remove, User ID, Last Name, First Name, Unit Name, Unit Number, and Approval Profile. The table contains two rows of data:

Remove	User ID	Last Name	First Name	Unit Name	Unit Number	Approval Profile
<input type="checkbox"/>	097914KQ	HOLDER	CARD	Direct Assign	N/A	Interim Approver
<input type="checkbox"/>	1940OrgAd12	orgad1940	orgad1940	CORP	00050000	Final Approver

At the bottom of the table, there are 'SAVE' and 'Cancel' buttons.

Figure 121: Select Approvers page

4. Select the check box next to users you want to add as approvers.
5. Click **Add Selected**. The Approval Profile list dialog opens if the user selected does not have an approval profile assigned to them.
6. The Approval Profile list dialog opens if the user selected does not have an approval profile assigned to them.
7. Click **OK** to close the Approval profile list dialog. The new approver is listed. The approval profile column displays a message reminding you to assign an approval profile to the new approver.
8. From the **Approval Profile**, select the profile you want the approver to apply for this user. The Approval Profile determines the user's role in approving expense reports for this user.

Note: The approval profile assigned to the approver only applies to the user you are creating. Approvers can have different profiles for different users.

9. Click **Save** to save the changes to the user's personal information.

Step 5: Specify user access permissions

Note: You must complete either "Step 4: Assign expense report approvers to the user (on page 139) (if applicable to your site settings) or "Step 3: Create a valid user ID and password (on page 138) before you can begin this procedure.

Complete the following procedure to assign permissions to a new user. For information on changing permissions for an existing user and more information on how permissions work, see "Modifying Users (See "Modifying a user" on page 149).

1. Begin the add access for a new user process by completing one of the following:
 - Click **Save** from the Edit Personal Information page (as described in Step 3 or Step 4). A message displays asking if you want to add access to the new user. Click **Yes**.
 - Click the **Add Access** link at the bottom of the Edit Personal Information page.

The Access for [User] page displays.

Figure 122: Access for [user] page

2. Click **Add Access**. The Add Access page for this user displays.
3. Choose a Select By option to indicate whether you want to select a **Unit**, **Account**, or **User** to control the user's access.
 - **Unit**- Select this option to assign Security access to all accounts within the unit. You can also assign the user as an approver for expense reports created for accounts within the unit. See "Working with approval profiles (on page 92) for information on approval profiles.
 - **Account**- Select this option to assign access to the specific account without referencing a hierarchy location.
 - **User**- Select this option to assign the user as an approver for all of the user's accounts. You can also assign security access for a user to administer other users' profile. See "Working with approval profiles (on page 92) for information on approval profiles.
4. Select the desired unit, account, or user from the hierarchy. The selection displays in the Selected Items list at the bottom of the page.

Tip: You may need to scroll to view this information.
5. Select a profile from the **Security Profile** list.
6. Select the unit or account options:
 - If this is a unit, you can select the **Include Subunits** check box to indicate that the same permissions apply to the user's profile to the subunits of the selected unit.

- If this is an account that has not been registered by another user, you can select the **Make Owner** check box to register this user to the account. See "Working with user security profiles (on page 72) for more information.
7. Select a profile from the **Approval Profile** list. See "Working with approval profiles (on page 92) for information on approval profiles.
 8. Click **Add**. The Access page displays, with the new permissions shown.
 9. When you have specified the fields and completed the steps above, click **Save**. The new user profile is saved.

The new user is created and the user can log into Online Card Management using the User ID and password you assigned to him or her.

Working with user access permissions

Each user must be assigned permissions that define the tasks that users can perform. Permissions (sometimes called *privileges*) might allow the user to perform administration tasks, manage card accounts, or view reports and other information. Access permissions let the user perform tasks specific to an account, unit, or user. User access permissions are assigned to a user by assigning user security profile and customizing permissions if necessary.

Online Card Management lets administrators assign permissions to users through the following methods:

- Assign one of the default security profiles to the user. Default security profiles include Bank Administrator, Bank-level User, Organization Administrator, Organization Manager, and Account Holder. See "Working with user security profiles (on page 72) for complete descriptions of the profiles available to you. Each default profile includes commonly used permissions. You can modify the individual permissions in a default profile to suit the needs of the organization.
- Create and name a custom user security profile, as described in "Defining custom security profiles", and assign that profile to the user.
- Tailor a set of permissions for an individual user. Individual permissions override the permissions defined in a profile.

Default and custom security profiles are described in detail in "Working with user security profiles (on page 72). That section includes a description of each default security profile, as well as the procedure for creating or modifying a custom security profile.

The following section describes three user tasks:

- Adding or modifying permissions
- Tailoring permissions for an individual user
- Adding another set of permissions for a different account, unit, or user

To tailor individual permissions

1. Select *Administration > Manage Users > Maintain User Information* from the menu. The Search for Users page displays.
2. Enter user search criteria in the appropriate fields and click **Search**. A list of users that match your search criteria displays.
3. From the search results, click the Details icon in the Details column for the user you want to update. The Edit Personal Information page displays.
4. Go to the Security and Approval Access tab, select the account for which you want to edit access. The Access for [User] page displays, showing existing permissions.

The screenshot shows the 'Edit Personal Information' page with the 'Security and Approval Access' tab selected. At the top, there are buttons for 'RESET SECURITY QUESTIONS', 'RESET PASSWORD', and 'USER SEARCH'. Below the tabs, there is a section for 'Security and Approval Access' with an 'ADD ACCESS' button. A table lists the following access entries:

Delete	Account / Unit / User	Number / Description	Owner	Status	Security profile	Approval profile
<input type="radio"/>	CARD SERVICES	1038	No		Bank Administrator	
<input type="radio"/>		TestAmin	No		My Profile Access	

At the bottom of the page, there are 'SAVE' and 'Cancel' buttons.

Figure 123: Access for [user] page

The Access page displays the following information:

- Accounts, units, and users to which this user has permissions.
- The security profile that defines the permissions that the user has for each account, unit, or user.
- The approval profile assigned to the user. This determines the user's role in approving expense reports.

- To modify the existing permissions the user has for an account, unit, or user, select the appropriate row from the Access for [User] page. The Security Profile section displays displaying the permissions for the selected row.

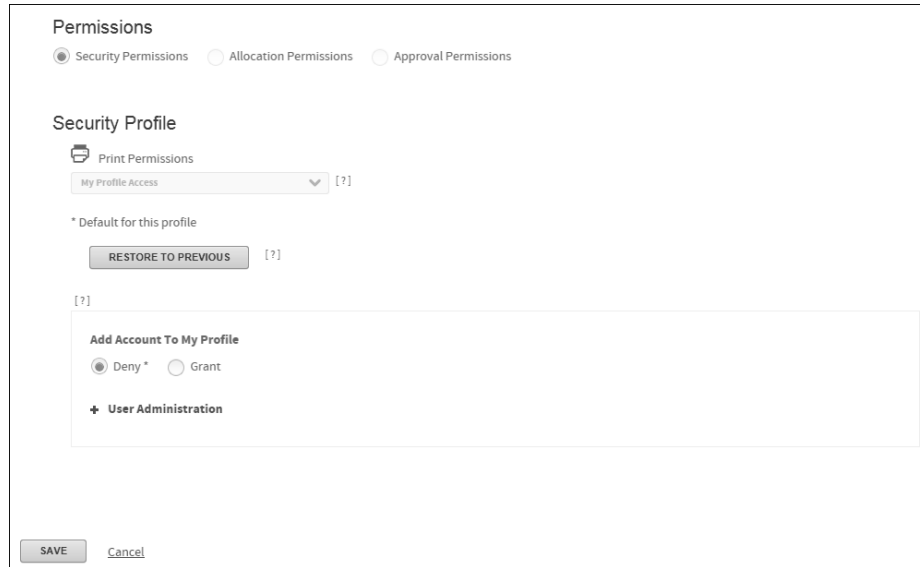


Figure 124: Access for [User] page- Security Profile section

The security profile that defines the permissions displays in the **Security Profile** list. All the permissions that exist for the profile either as defined by default or as modified apply to the selected account, unit, or user.

- Click the plus sign (+) next to a set of permissions to expand the list, and select either **Grant** or **Deny** next to an individual permission to grant or deny that permission. An asterisk (*) designates the profile's default permission level.

Note: Depending on the permission, the options may also include **Hide**, **Display**, and **Edit** rather than **Grant** or **Deny**.

- Modify the permissions for the selected user as necessary. You can do so using one of the following methods:

- Modify the individual permission for this user's profile.
- Assign a different security profile to the user. Select a profile from the **Access Profile** list. The list of individual permissions changes to reflect permissions in the profile you chose.

Note: Only profiles applicable to this site display in the list.

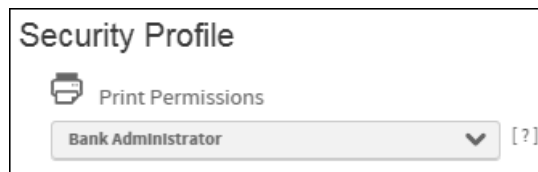


Figure 125: Security Profile list

- Click **Save** when you finish defining permissions for this user and this account, unit, or user. The Access page for this user re-displays, and you can define other permissions as required.

To add or modify access permissions

Use the list of existing permissions to view the current permissions assigned to a selected user ID. From this list you can modify existing permissions, or add permissions for another account, unit, or user.

1. Select *Administration > Manage Users > Maintain User Information* from the menu.
2. Enter user search criteria in the appropriate fields and click **Search**. A list of users that match your search criteria displays.
3. From the search results, click the Details icon in the Details column for the user you want to update. The Edit Personal Information page displays.
4. Go to the Security and Approval Access tab, select the account for which you want to edit access. The Access for [User] page displays, showing existing permissions.

The screenshot shows the 'Edit Personal Information' page with the 'Security and Approval Access' tab selected. At the top, there are buttons for 'RESET SECURITY QUESTIONS', 'RESET PASSWORD', and 'USER SEARCH'. Below these are tabs for 'User Information', 'User Expense Approvers', and 'Security and Approval Access'. The 'Security and Approval Access' section has an 'ADD ACCESS' button and a table of existing permissions. The table has the following data:

Delete	Account / Unit / User	Number / Description	Owner	Status	Security profile	Approval profile
<input type="radio"/>	CARD SERVICES	1038	No		Bank Administrator	
<input type="radio"/>		TestAmin	No		My Profile Access	

At the bottom of the page, there are 'SAVE' and 'Cancel' buttons.

Figure 126: Access for [user] page

5. Click **Add Access**. The Add Access page for this user displays.
6. Choose a Select By option to choose whether you want to select a **Unit**, **Account**, or **User**.
 - **Unit**- Select this option to assign Security access to all accounts within the unit. You can also assign the user as an approver for expense reports created for accounts within the unit. See "Working with approval profiles (on page 92) for information on approval profiles.
 - **Account**- Select this option to assign access to the specific account without referencing a hierarchy location.
 - **User**- Select this option to assign the user as an approver for all of the user's accounts. You can also assign security access for a user to administer other users' profile. See "Working with approval profiles (on page 92) for information on approval profiles.

Add Access For Elaine Plakorus

Select by:
 Unit Account User

UNIT Name [?]

SEARCH

Select Units

Unit Number	Unit Name	Hierarchy
<input checked="" type="checkbox"/> 00021978	A MATERIALS GROUP INC	
<input type="checkbox"/> 00021407	AAPM	
<input type="checkbox"/> 00021072	AAR OF NC INC	
<input type="checkbox"/> 00021018	ABT INC	
<input type="checkbox"/> 00020826	ACADEMY SRVCS LEISURE	
<input type="checkbox"/> 00050300	ACCOUNT DEVELOPMENT	
<input type="checkbox"/> 00050200	ACCOUNT EXECUTIVES	
<input type="checkbox"/> 00020285	ACTAVIS INC	
<input type="checkbox"/> 00020751	ADAMS CONSTRUCTION CO	

Page 1 of 50 (Items 1 to 10 of 491)

Figure 127: Add Access for User search results

7. Select the desired unit (or account or user), from the hierarchy. The selected account, unit, or user displays in the Selected Items list at the bottom of the page.

Note: You may need to scroll down to view this information.

Selected Items

Remove [?]	Make Owner	Include Subunits [?]	Security profile [?]	Approval profile
<input checked="" type="checkbox"/> A MATERIALS GROUP INC (00021978)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< Choose access profile >	< Choose approval profile >

Figure 128: Add Access for User hierarchy selection

8. Select a profile from the **Security Profile** list.
9. Select the unit or account options:
 - If this is a unit, you can select the **Include Subunits** check box to indicate that the same permissions apply to the user's profile to the subunits of the selected unit.
 - If this is an account that has not been registered by another user, you can select the **Make Owner** check box to register this user to the account. See "Working with user security profiles (on page 72) for more information.
10. Select a profile from the **Approval Profile** list. See "Working with approval profiles (on page 92) for information on approval profiles.
11. Click **Add**. The Access page displays, with the new permissions shown.

Note: Click the corresponding icon to delete any account, unit, or user from the list.

Searching for existing users

To view or edit an existing user's information, you must first find them in Online Card Management. When you work with a user's information, you must use the Search For Users page to find the user information. Once you select the desired user from the Search For Users page, you can select the individual user to modify his or her information. You can also export the information shown in the Search Results list to a location that you can specify.

To search for a user

1. Select *Administration > Manage Users > Maintain User Information* from the menu. The Search for Users page displays.

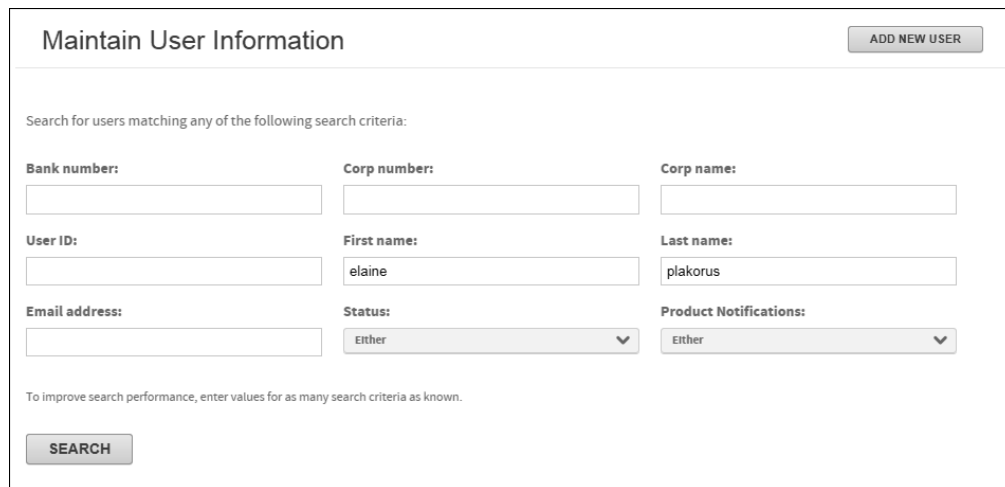


Figure 129: Search for Users page

2. Specify some or all of the following search criteria. The search performance increases by providing as much information as possible.

Important: Use leading or trailing wildcard characters (*) in partial *text* searches only. Do not embed a wildcard character within a text search string.

- **Bank Number** - Enter the bank number in this field. You can only enter numbers in this field. Up to 4 digits can be used. No wildcard characters are permitted. The field is only visible are bank level or above.
- **Corp number** - Enter the corporation number assigned to a user's organization in this field. You can only enter numbers in this field. Up to 8 digits can be used. No wildcard characters are permitted. The field is only visible are bank level or above.
- **Corp name** - Enter the corporation name of the user's organization in this field. Alphanumeric wildcard searches are permitted. The field is only visible are bank level or above.
- **User ID** - Enter the user's logon ID he or she uses to log on to Online Card Management in this field. Alphanumeric wildcard searches are permitted.

- **First name** - Enter the user's first name in this field. Alphanumeric wildcard searches are permitted.
 - **Last name** - Enter the user's last name in this field. Alphanumeric wildcard searches are permitted.
 - **Status** - Select the user's status option.
 - **Email address** - Enter the user's email address in this field. Alphanumeric wildcard searches are permitted.
 - **Notification recipient** - Select the user's product notification setting.
3. Click **Go**. All users matching the value you specified display in the Search Results list.

To use the Search Results list

If your search is successful, one or more users are displayed in the Search Results list:

The screenshot shows the 'Maintain User Information' page with search filters and a table of results. The search filters include fields for Rank number, Corp number, Corp name, User ID, First name, Last name, Email address, Status, and Product Notifications. A 'SEARCH' button is located below the filters. The search results table has columns for Emulate, Details, Delete, User ID, First Name, Last Name, Status, Date Created, and Date Last Login. The results are sorted by Last Name.

Emulate	Details	Delete	User ID	First Name	Last Name	Status	Date Created	Date Last Login
	...		961586EP	ELAINE	PLAKORUS	Active	9/29/2006	9/8/2015
	...		AracTest	Elaine	Plakorus	Active	9/9/2014	9/8/2014
	...		Crtest04	Elaine	Plakorus	Active	8/24/2012	8/24/2013

Figure 130: Search for Users- results

The Search Results list is displayed in last name order.

You can perform the following tasks on this page:

- **Reorder the results display:** Click the column heading by which you want to reorder the display. The list is reordered in ascending order, based on that column. Click the column heading again to reorder in descending order.
- **Page through a multi-page list of results:** The results initially shown on a page may not represent the entire set of results. Click a page link at the bottom of the list to further search results.
- **Delete a user:** Click the Delete icon next to the user listing. A warning message displays. Click **OK** to continue with the delete or **Cancel** to discontinue the delete.

CAUTION: Deleting a user is a permanent action. There is no way to recover a deleted user.

- **Modify the user's information or permissions:** Click the *Edit* link, to modify user or permissions information. The Edit Personal Information page displays.
- **Emulate a user:** Click the Emulate icon next to the user listing. The user emulation page displays.

To emulate a user


To emulate a user, you click the user's emulate icon (). Online Card Management logs you on with the permissions and access assigned to that user. The Emulation Session notice displays at the top-right of the user screen with emulated user listed in the "You are emulating:" section of the notice.



Figure 131: User Emulation in Progress indicator

If you are emulating a user, you can make any changes to their account that their access and permissions allow. Depending on the site settings, you can, for example, reallocate or split transactions or create expense reports. All changes are saved as though the user made them.

During an emulation session, both you and user can log on to the user's account simultaneously. In this case, any changes made by you or the user will not display on the other's computer screen unless they are manually refreshed by pressing F5 (Internet Explorer). It is recommended that if you and the user are logged on at the same time, real-time communications, either telephone or instant messaging, be established so each of you is aware of what the other is doing.

After a period of inactivity, a session time-out occurs.

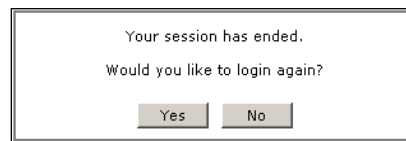


Figure 132: Session time out pop-up

Select **Yes** to renew the emulation session with the user. Click **No** to end it.

Important: To terminate the emulation session, click the *End* link in the Emulation Session dialog. The Search for Users page displays with a notification that the user emulation session has ended.

Modifying a user

You can modify information for an existing user, including resetting the user's password.

You can also customize permissions for this user. For information about customizing permissions, see "Working with user permissions (see topic on page 142).

To modify user information

1. From the Search Results list, click the Detail icon for the user whose profile you want to modify. The Edit Personal Information for [User] page displays.

Edit Personal Information for

RESET SECURITY QUESTIONS RESET PASSWORD USER SEARCH

User Information User Expense Approvers Security and Approval Access

Contact Information

First name: [?]*
Sue

Last name: [?]*
Adams

Product Notifications: [?]
NO

Email address: [?]*
rjung@procard.com

CC Email address: [?]

BCC Email address: [?]

Location and Branding

Location: [?]*
PROCARD INC* (00019457) SELECT LOCATION

Branding: [?]*
PROCARD INC* (00019457) SELECT BRANDING

User Information

User ID: [?]*
CHtest@1

Logon status:
Active [?]
YES

Locked [?]
NO

SAVE Cancel

Figure 133: Edit Personal Information- existing user example

2. In the Edit Profile page, modify user information in the following fields:

Contact Information

First name

Enter the user's first name. This displays on Online Card Management's Home page.

Last name

Enter the user's last name. This displays on Online Card Management's Home page.

Notification Recipient

You can use this setting as a search criterion when searching for users.

Email address

Enter the email address for this user. Online Card Management sends email notification messages for this user to this address.

CC email address

Enter an email address to which Online Card Management sends copies of statement availability notifications. Separate multiple addresses with semicolons.

BCC email address

Enter an email address to which Online Card Management sends blind copies of statement availability notifications. Separate multiple addresses with semicolons.

Note: You can enter more than one address in any of the email fields by separating addresses with semicolons, for example:

jdoe@bigcompany.com;john_doe@myhome.org

Location and Branding

Location

Enter the default location with which this user is associated. Click **Select Location** and select a unit or subunit from the hierarchy.

Tying the user to a particular site enables management options.

Branding

Enter the site that shows the appropriate product branding for this user. Click **Select Branding**, and select a site from the hierarchy.

The **Branding** value also controls the user ID and password rules that apply to this user, as well as the user's default security profile.

Logon ID and Password

Logon ID

Enter a user ID for this user according to the ID requirements for this organization. Hold the cursor over the Information icon next to the **Logon ID** field to see a list of user ID rules in effect for your organization.

Note: The user ID rules (and the password rules) are those of the site in the **Branding** field, above. This information is not available unless the **Branding** field contains a value.

Logon Status *option*

Select **Inactive** to disable this user's logon temporarily. (Alternative setting is **Active**.)

Select **Unlocked** to unlock a user's logon after the user has accidentally locked the logon by repeated unsuccessful logon attempts. ("**Locked**" is the alternative setting.)

3. Click **Save**. Online card management saves the modified user information.

To reset the user password and security questions

To reset the password from the Personal Information page, click **Reset Password**. If password email notification is active for the user's branding site, an email is sent to the user containing a new, randomly generated password. Otherwise, the new password displays and must be communicated to the user. The user must change the password after logging on to Online Card Management.

To reset the user security questions from the Personal Information page, click **Reset Security Questions**. Online Card Management resets the user's security questions. The next time the user attempts to logon on to Online Card Management, the user must re-enter his or her additional security questions and answers.

To export user information from the Search Results list

You can export the list of users shown in the entire Search Results list (all pages) to a tab-delimited text file (.TXT) for viewing or printing.

1. Use the Search for Users page to find the set of users for whom you want to export information.
2. With the Search Results list displayed, click **Export All**. A file download dialog displays.
3. Click **Save**. A Save As dialog displays.
4. Enter a file name and location, and click **Save**. The user information file saves to the specified location.

Importing multiple users

If you need to create multiple users, you can import the user information using an import file instead of entering each user into Online Card Management individually. The Import Users tool lets you import cardholders, expense report approvers, and organization managers. The process for importing each type of user differs slightly but the User Import process walks you through the necessary steps for each, making the process of creating multiple users of any type easy to complete.

To import users into online card management

The following procedure describes the user import process. The individual steps of the import process vary depending on the type of user you are importing. Use the on-screen instruction and the Info Icons to guide you through the process specific to your user import type.

1. Select *Administration > Manage Users > Import Users* from the menu. Step 1 of the user import process displays.

Note: If you are the administrator for more than one site, you must first select a site into which you are importing users.

Figure 134: Import Users page- step 1

2. Select a **Type of User to Import** option.
3. Click **Browse**. The Choose file dialog displays.
4. Navigate to your file using the dialog navigation control.
5. Select import settings from the **Saved settings** list.
6. Click Next to continue. The next step of the wizard, "Step 2: Source File Format," displays.

User Last Name	User First Name	User ID	Email	Email cc	Email bcc	Branding	Location	Date Created	Date Last Logon
PLAKORUS	ELAINE	061598EP	eplakorus@tsys.com			tsys	3102 PRODUCT MGMT-CREDIT CARE (00003102)		9/23/2009
Plakorus	Elaine	Eadmin01	eplakorus@tsys.com			tsys	TSYS (00050000) 4/15/2004	10/22/2015 11:43:00 AM	
Plakorus	Elaine	ElaineAdmin04	eplakorus@tsys.com			tsys	TSYS (00050000) 11/2/2015		
Plakorus	Elaine	EmailTest1	eplakorus@tsys.com			tsys	TSYS (00050000) 9/2/2014	9/2/2014 8:36:00 AM	
Plakorus	Elaine	EP_directaccess	eplakorus@tsys.com			tsys	TSYS (00050000) 5/13/2015	5/13/2015 10:53:00 AM	
Plakorus	Elaine	EPAdmin	eplakorus@tsys.com			tsys	CARD SERVICES (1038) 10/8/2010	8/3/2012 4:01:00 PM	
Plakorus	Elaine	EPAdmin01	eplakorus@tsys.com			tsys	TOTAL SYSTEMS SERVICES INC (00000005)	1/22/2015	1/23/
Plakorus	Elaine	EPAdmin02	eplakorus@tsys.com			tsys	TOTAL SYSTEMS SERVICES INC (00000005)	1/23/2015	
Plakorus	Elaine	EPCHtest04	eplakorus@tsys.com			tsys	TSYS (00050000) 1/26/2015	1/26/2015 7:48:00 AM	

Figure 135: Import Users page- steps 2 & 3

Note: If you select Expense Report Approver or Organization Manager in step 2, your application will not display the same fields as display the figures in this document.

- For each **Destination column** list, select the type of information included in the corresponding source column. For example, select User ID from the Destination column list for the LOGIN_ID import column.
- Click **Next**. Step 4 of the import user process displays.

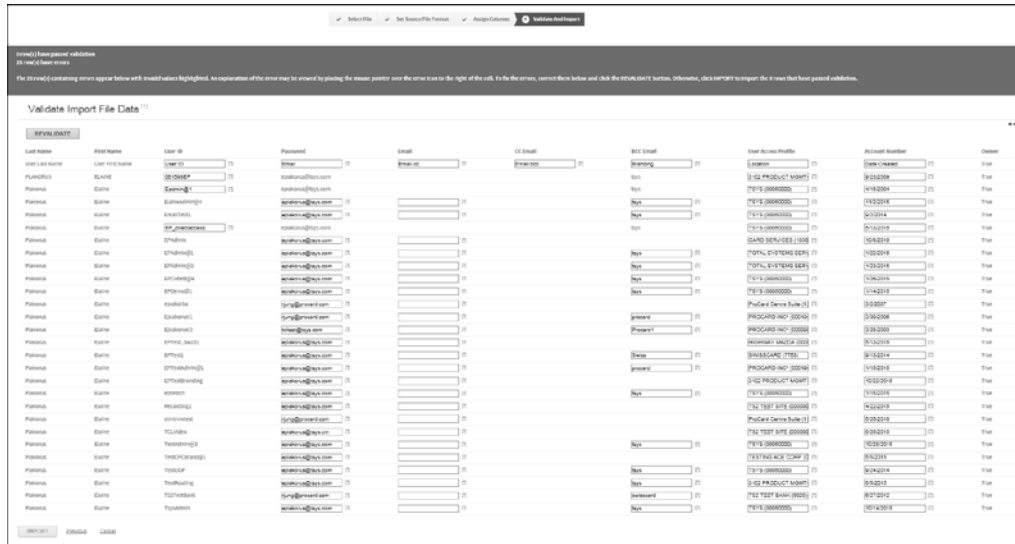


Figure 137: Import Users page- step 4

- Verify the data that displays on the page.

Tip: If you have any errors, hover over the corresponding for an explanation of the error and click **Revalidate** after you have corrected the error.
- Click **Import**. The users import into online card management.

Understanding user import files

The Import Users tool works as a wizard that guides you through each step of the process. This wizard is an easy-to-use tool that saves you time and get your users up and running quickly. You can import from a delimited text file (.txt), a comma-separated values file (.csv), or a Microsoft Excel® file (.xls).

Tip: You can also import additional information about the user into Online Card Management using an import file. For example, a BCC email address can be imported via an import file.

The file you are importing must include the following information for each user:

- Last Name
- First Name
- User ID
- Password
- Email
- User Access Profile
- Account number

- Owner of card flag (whether or not the user is the owner of his or her card)

The required information for importing cardholders, expense report approvers, and organizational managers varies slightly. Each file must have its own format and specific information. The following topics explain how the import process works in Online Card Management.

Required fields for Cardholder import file

To import new cardholders into online card management, the following data must exist in a delimited text file (.txt), a comma-separated values file (.csv), or a Microsoft Excel® file (.xls).

Field	Required	Max Length	Restrictions/Description
Last Name	Y	50	Cardholder last name. Map to "Last Name" destination column.
First Name	Y	50	Cardholder first name. Map to "First Name" destination column.
Logon ID	Y	25	Cardholder logon ID. Map to "User ID" destination column.
Password	Y	25	Cardholder password. Map to "Password" destination column.
Email Address	Y	60	Cardholder email address. Map to "Email" destination column.
CC Email Address		50	Blank if not applicable. The column is required in the import file and must be mapped to the "CC Email" destination column even if the value is blank.
BCC Email Address		50	Blank if not applicable. The column is required in the import file and must be mapped to the "BCC Email" destination column even if the value is blank.
User Access Profile	*	255	* If the "Use Default User Access Profile" option is selected in Step 5 of the import wizard, this column is not required in the import file. If the column exists in the import file, the default values determine the default settings. If the "Use Default User Access Profile" option is not selected, this column is required in the import file and must be mapped to the "User Access profile" destination column.
Account Number	Y	16	Numeric values only. Map to "Account Number" destination column.
Owner	*	1 (Y or N)	*If the "Use Default Card Ownership Setting" option is selected in Step 5 of the import wizard, this column is not required in the import file. If the column exists in the import file, Online Card Management overwrites the values with the default settings. If the "Use Default Card Ownership Setting" option is not selected, this column is required in the import file and must be mapped to the "Owner of Account" destination column.

Required fields for Expense Approver import file

To import new expense report approvers into the online card management application, the following data must exist in a delimited text file (.txt), a comma-separated values file (.csv), or a Microsoft Excel® file (.xls).

Field	Required	Max Length	Restrictions/Description
Last Name	Y	50	Cardholder last name. Map to "Last Name" destination column.
First Name	Y	50	Cardholder first name. Map to "First Name" destination column.
Logon ID	Y	25	Cardholder logon ID. Map to "User ID" destination column.
Password	Y	25	Cardholder password. Map to "Password" destination column.
Email Address	Y	60	Cardholder email address. Map to "Email" destination column.
CC Email Address		50	Blank if not applicable. The column is required in the import file and must be mapped to the "CC Email" destination column even if the value is blank.
BCC Email Address		50	Blank if not applicable. The column is required in the import file and must be mapped to the "BCC Email" destination column even if the value is blank.
User Access Profile	*	255	* If the "Use Default User Access Profile" option is selected in Step 5 of the import wizard, this column is not required in the import file. If the column exists in the import file, the values will be overridden by the default settings. If the "Use Default User Access Profile" option is not selected, this column is required in the import file and must be mapped to the "User Access profile" destination column.
Approver Profile	*		*If the "Use Default User Approval Profile" option is selected in Step 5 of the import wizard, this column is not required in the import file. If the column exists in the import file, the values will be overridden by the default settings. If the "Use Default User Approval Profile" option is not selected, this column is required in the import file and must be mapped to the "Approver Access Profile" destination column.
Bank Number	Y	4	The four-digit bank number.
Level 1 Number	Y	8	The corporation number. If numbers are less than eight characters, they must be right-justified and padded with leading zeros to make eight-character numbers.

Field	Required	Max Length	Restrictions/Description
Level 2 Number		8	Blank if not applicable. Use, <i>as required</i> , to describe the corporation's processor hierarchy. If numbers are less than eight characters, they must be right-justified and padded with leading zeros to make eight-character numbers. Important: The "Level 2 Number" through "Level 8 Number" columns must exist, with delimiters, in the import file and be mapped to the corresponding destination columns even if the values are blank.
Level 3 Number		8	See Level 2 above.
Level 4 Number		8	See Level 2 above.
Level 5 Number		8	See Level 2 above.
Level 6 Number		8	See Level 2 above.
Level 7 Number		8	See Level 2 above.
Level 8 Number		8	See Level 2 above.
Submitter Logon	Y	25	Each person in the hierarchy who can submit expense reports to this approver must have a single file line. The Expense Approver information will repeat, except for the unique Submitter Logon, for each submitter in the hierarchy. Map to "Submitter User ID" destination column.

Required fields for Organization Manager Import file

To import new organization managers into Online Card Management, the following data must exist in a delimited text file (.txt), a comma-separated values file (.csv), or a Microsoft Excel® file (.xls).

Field	Required	Max Length	Restrictions/Description
Last Name	Y	50	Cardholder last name. Map to "Last Name" destination column.
First Name	Y	50	Cardholder first name. Map to "First Name" destination column.
Logon ID	Y	25	Cardholder logon ID. Map to "User ID" destination column.
Password	Y	25	Cardholder password. Map to "Password" destination column.
Email Address	Y	60	Cardholder email address. Map to "Email" destination column.
CC Email Address		50	Blank if not applicable. The column is required in the import file and must be mapped to the "CC Email" destination column even if the value is blank.

Field	Required	Max Length	Restrictions/Description
BCC Email Address		50	Blank if not applicable. The column is required in the import file and must be mapped to the "BCC Email" destination column even if the value is blank.
User Access Profile	*	255	* If the "Use Default User Access Profile" option is selected in Step 5 of the import wizard, this column is not required in the import file. If the column exists in the import file, Online Card Management overwrites the values with the default settings. If the "Use Default User Access Profile" option is not selected, this column is required in the import file and must be mapped to the "User Access profile" destination column.
Approver Profile	*		*If the "Use Default User Approval Profile" option is selected in Step 5 of the import wizard, this column is not required in the import file. If the column exists in the import file, the values will be overridden by the default settings. If the "Use Default User Approval Profile" option is not selected, this column is required in the import file and must be mapped to the "Approver Access Profile" destination column.
Bank Number	Y	4	The four-digit bank number.
Level 1 Number	Y	8	The corporation number. If numbers are less than eight characters, they must be right-justified and padded with leading zeros to make eight-character numbers.
Level 2 Number		8	Optional. Use as required to describe the corporation's processor hierarchy. If numbers are less than eight characters, they must be right-justified and padded with leading zeros to make eight-character numbers. The "Level 2 Number" through "Level 8 Number" columns must exist in the import file and be mapped to the corresponding destination columns even if the values are blank.
Level 3 Number		8	Optional. See Level 2 above.
Level 4 Number		8	Optional. See Level 2 above.
Level 5 Number		8	Optional. See Level 2 above.
Level 6 Number		8	Optional. See Level 2 above.
Level 7 Number		8	Optional. See Level 2 above.
Level 8 Number		8	Optional. See Level 2 above.
Account Number	Y	16	Numeric values only. Map to "Account Number" destination column.
Owner	*	1 (Y or N)	*If the "Use Default Card Ownership Setting" option is selected in Step 5 of the import wizard, this column is

Field	Required	Max Length	Restrictions/Description
			not required in the import file. If the column exists in the import file, Online Card Management overwrites the values with the default settings. If the "Use Default Card Ownership Setting" option is not selected, this column is required in the import file and must be mapped to the "Owner of Account" destination column.

Using Online Statements

This section describes how to view, download, and print online statements.

This chapter contains the following sections:

- Viewing an account summary (see topic on page 161)
- Viewing a transaction list (see topic on page 163)
- Viewing account statements (see topic on page 165)
- Viewing authorizations and declines (see topic on page 171)

Managing your account

Typically, account holders perform statement and payment tasks for their own accounts. Depending on their permissions, administrators may be able to view statements for other accounts in their departments or elsewhere, as well as for their own accounts. This section includes information for both administrators and account holders.

As an account holder, depending upon your permissions, you can perform the following tasks.

- View account summary
- View transaction list
- View account statements
- View authorizations and declines

Note: Depending upon your organization's system settings or your permissions, one or more tasks may be disabled.

Viewing an account summary

Use the Account Activity page to view the account summary information for your accounts or the accounts that you manage in Online Card Management.

To view an account summary as an administrator

1. Select *Statements > Account Activity* from the menu. The Account Activity page displays displaying a combination of the following tabs:
 - Accounts I Manage
 - Search for Statements
2. Select the *Accounts I Manage* tab.
3. From the **Search Account** list select one of the following:
 - Account Number
 - Name on Account
 - Unit Number
 - Unit Name

- Specify additional information in the Search Account field. You can use an asterisk (*) as a leading or trailing wildcard character in partial searches.
- Click **Search**. The list of accounts that match your search criteria displays below.

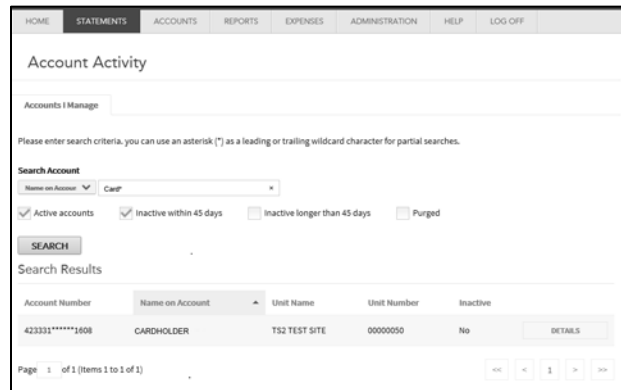


Figure 138: Account Activity- Accounts I Manage tab

From the account list, find the account for which you want to view transactions and click **Details**. The account summary information displays. You can view additional information by clicking **Expand Details (+)** below each section.

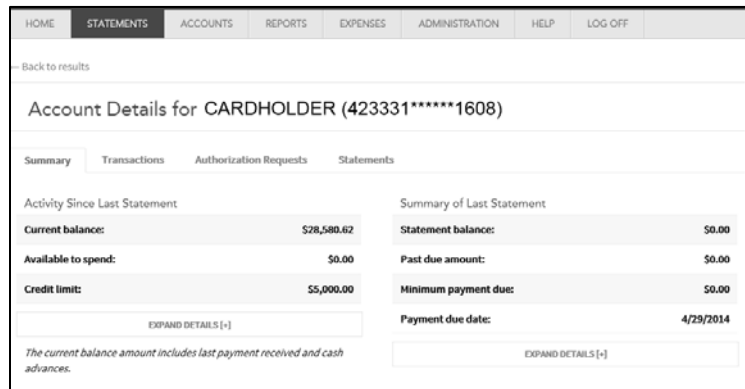


Figure 139: Account Activity Details

To view the account summary for your account

- Select *Statements > Account Activity* from the menu. The Account Activity page displays displaying a combination of the following tabs:
 - Summary (selected by default)
 - Transactions
 - Authorization Requests
 - Statements
- The Account Details page for your account displays. You can view additional information by clicking **Expand Details (+)** below each section.

Viewing a transaction list

You can view a list of individual transactions for this account for the current month or previous months. Use the Account Details page to view transaction data for you and the accounts that you manage.

To view the transaction list as an administrator

1. Select *Statements > Account Activity* from the menu. The Account Activity page displays displaying a combination of the following tabs:
 - Accounts I Manage
 - Search for Statements
2. Select the *Accounts I Manage* tab.
3. From the **Search by** list, select your search criteria. You can use any of the following criteria to find an account:
 - Account Number
 - Name on Account
 - Unit Name
 - Unit Number
4. In the **Search for** field, enter a search value.
5. Click **Search**. The list of matching accounts that you manage displays.

The screenshot shows the 'Account Activity' page with the 'Accounts I Manage' tab selected. The search criteria are set to 'Name on Account' with the value 'CARD*'. The search results table is as follows:

Account Number	Name on Account	Unit Name	Unit Number	Inactive	
423331*****1608	CARDHOLDER	TS2 TEST SITE	00000050	No	DETAILS

Page 1 of 1 (Items 1 to 1 of 1)

Figure 140: Account Activity- Accounts I Manage tab

- From the account list, find the account for which you want to view transactions and click **Details**.
- Click the Transactions tab. The transactions for the current cycle are displayed by default.

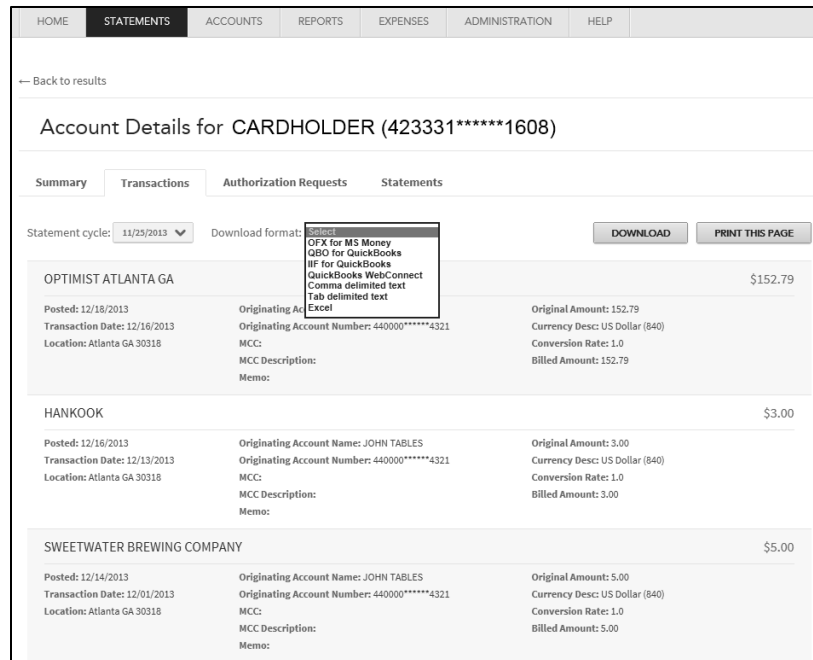


Figure 141: Account Details—Transactions tab

- You can select a different statement cycle from the **Statement cycle** list. The transaction list will populate automatically. You can print the listed transactions by clicking **Print This Page**.
- You can also download the transactions in a variety of formats by selecting the format from the **Download format** list and clicking **Download**. A file download dialog displays which will allow you to specify the download location on your local drive.

Important: When downloading transaction data, commercial financial software, such as QuickBooks® or Microsoft® Money, require a specific data format which may not be intuitive when the delimited files are downloaded and opened in a spreadsheet. With these files, all transactions will have a negative sign representing the amount taken away from the credit limit. Credits or payments are positive or the amount added to the credit limit. This format is opposite of the representation on the screen where transactions are positive and payments or credits are negative.

To view the transaction list as an account holder

- Select *Statements > Account Activity* from the menu. The Account Activity page displays displaying a combination of the following tabs:
 - Summary (selected by default)
 - Transactions
 - Authorization Requests
 - Statements

2. Click the Transactions tab. The Account Details page for your account displays. You can view additional information by clicking **Expand Details (+)** below each section.

HOME	STATEMENTS	ACCOUNTS	REPORTS	EXPENSES	ADMINISTRATION	HELP	LOG OFF
Back to results							
Account Details for CARDHOLDER (423331*****1608)							
Summary Transactions Authorization Requests Statements							
Activity Since Last Statement				Summary of Last Statement			
Current balance: \$28,580.62				Statement balance: \$0.00			
Available to spend: \$0.00				Past due amount: \$0.00			
Credit limit: \$5,000.00				Minimum payment due: \$0.00			
HIDE DETAILS [-]				Payment due date: 4/29/2014			
Previous balance: \$28,580.62				HIDE DETAILS [-]			
Payment received: \$0.00				Previous balance: \$0.00			
Purchases: \$0.00				Payment received: \$0.00			
Cash advances: \$0.00				Purchases: \$0.00			
Adjustments: \$0.00				Cash advances: \$0.00			
Cash advance fees: \$0.00				Finance charges: \$0.00			
Other fees: \$0.00				Adjustments: \$0.00			
<i>The current balance amount includes last payment received and cash advances.</i>				Cash advance fees: \$0.00			
				Late payment fee: \$0.00			
				Other fees: \$0.00			

Figure 142: Account Details expanded

Viewing account statements

The previous tasks let you view summary information and individual transaction information for an account. You can also view and download the complete account statement, in Adobe® Acrobat® Portable Document Format (PDF) format.

Note: The Adobe Acrobat Reader software must be installed on your computer to view a statement. Visit <http://www.adobe.com> to download this free software.

To select an account to view statements

1. Select *Statements > Account Activity* from the menu. The Account Activity page displays

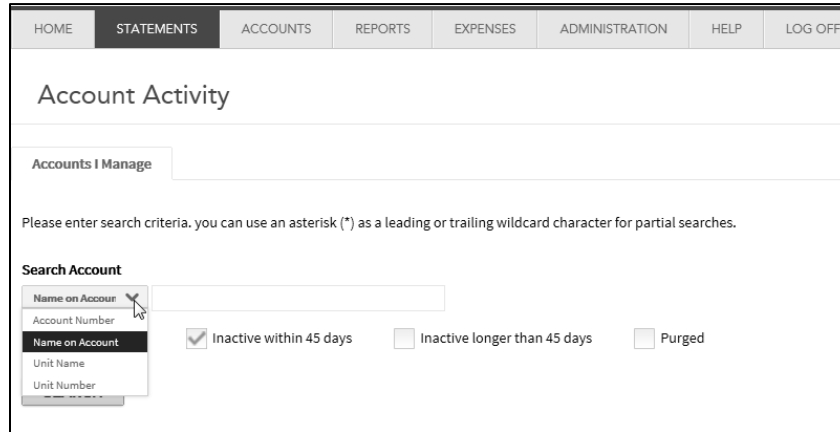


Figure 143: Account Activity page

2. Specify account search criteria in the **Search Account** field. You can select the following from the **Search Account** list:

- Name on Account
- Unit Name
- Unit Number

You can use an asterisk (*) as a leading or trailing wildcard character for partial searches.

3. Select additional account search criteria by selecting one or more of the following search filters:

- Active accounts
- Inactive within 45 days
- Inactive longer than 45 days
- Purged

4. Click **Search**. The search results display below.

Account Activity

Accounts I Manage

Please enter search criteria. you can use an asterisk (*) as a leading or trailing wildcard character for partial searches.

Search Account

Name on Account Card#

Active accounts Inactive within 45 days Inactive longer than 45 days Purged

SEARCH

Search Results

Account Number	Name on Account	Unit Name	Unit Number	Inactive
423331*****1608	CARDHOLDER	TS2 TEST SITE	00000050	No

Page 1 of 1 (Items 1 to 1 of 1)

Figure 144: Account Search results

5. Locate the account and click **Details**. The Account Details page displays.

Back to results

Account Details for CARDHOLDER (423331***1608)**

Summary Transactions Authorization Requests Statements

Activity Since Last Statement		Summary of Last Statement	
Current balance:	\$28,580.62	Statement balance:	\$0.00
Available to spend:	\$0.00	Past due amount:	\$0.00
Credit limit:	\$5,000.00	Minimum payment due:	\$0.00
		Payment due date:	4/29/2014

EXPAND DETAILS [+]

The current balance amount includes last payment received and cash advances.

EXPAND DETAILS [+]

Figure 145: Account Details page

The Account Details page has four tabs. You click on these tabs for additional information.

- Summary (displayed by default)
- Transactions
- Authorization Requests
- Statements

6. Select the Statements tab. All statements associated with the account display.

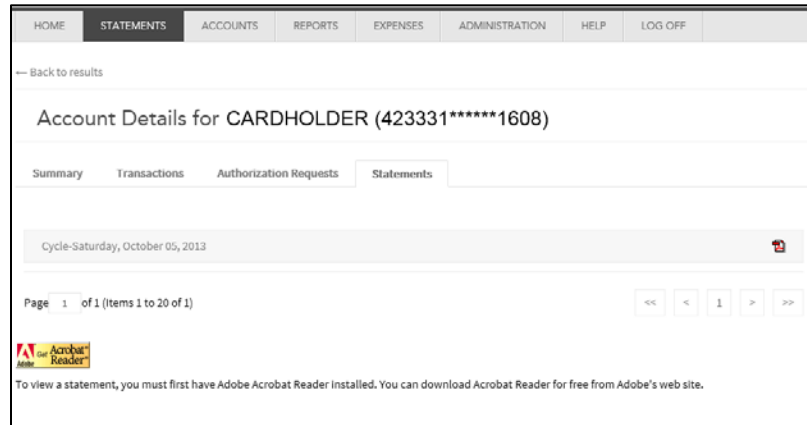


Figure 146: Account Details Statements

7. See the task "To view, print, and download the statement" (on page 170).

To search for statements

You can use the Account Activity page to search for available statements.

1. Select *Statements* > *Account Activity* from the menu. The Account Activity page displays.

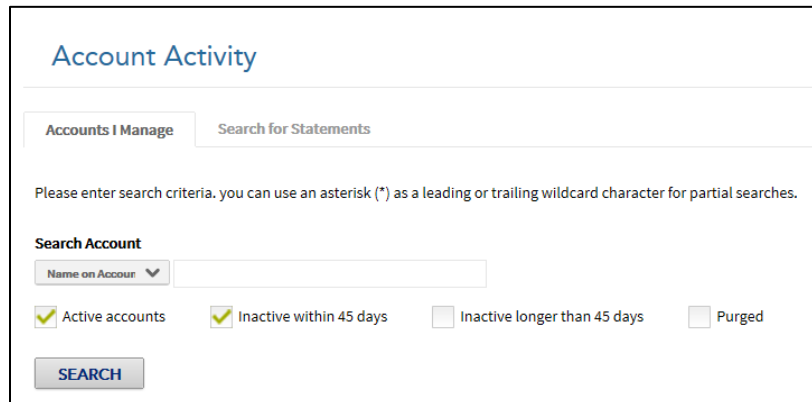


Figure 147: Account Activity page

2. Select the *Search for Statements* tab.


The screenshot shows a web interface titled "Account Activity". At the top, there are two tabs: "Accounts I Manage" and "Search for Statements". Below the tabs, a message states: "Unit or account search criteria should be entered to limit the search. You can use an asterisk (*) as a leading or trailing wildcard character for partial searches." The form contains several input fields: "Bank Number *" (required), "Unit Number", "Unit Name", "Name on account:", and "Account number:". There are also four checkboxes: "View active accounts only" (checked), "Inactive within 45 days" (checked), "Inactive longer than 45 days", and "Purged". At the bottom, there are "Start Date *" and "End Date *" fields with calendar icons, and a "SEARCH" button. A note at the bottom of the form reads: "Limited to a one-month range unless an account name or number is given."

Figure 148: Account Search

3. In the **Bank Number** field, enter a bank number for your search. This field is required.
4. You can choose to enter additional search criteria in any of the following optional search fields.
 - Unit Number
 - Unit Name
 - Name on account
 - Account number
5. In the **Date Range** fields, enter a start and end date for your search. You can use the calendar control (📅) to select a **Start and End Date**.

Note: The date range is limited to a month unless you specify an account.
6. Click **Search**. The list of statements that match your search criteria displays below.
7. Download the statement you want to view (see To view, print, and download the statement on page 170).

To view, print, and download the statement

Click the  icon next to the statement you want to view. The File Download dialog opens.


To view the statement:

1. Select **Open** to open this file from its current location. The statement opens in the Adobe Acrobat Reader.
2. To print the file, choose *File > Print* from the Acrobat Reader menu.
3. When you finish viewing the statement, close the Adobe Acrobat Reader.

To download the statement file:

1. Click **Save** from the file download dialog.
2. Enter the location where you want to save the file and click **Save**. You can open the PDF file from the location where you saved it.
3. Click **Close** to close the Download Complete dialog.

To download all statements:

1. Click **Download Statements**. The Download All Files message displays.
2. Select a **Format** option.
 - If you select **Single File**, all the statements in the Statement search will display in one PDF file.
 - If you select **Multiple File**, each statement displays in its own PDF file. All of these files are compressed into a single ZIP file.
3. In the **File Name** field, enter the name you want to use for the statement file or files.
4. Click **OK**. The download displays in the Current Downloads section. When the file is complete, the file status changes to Ready.
5. Click the  icon. The Windows File Download dialog displays.
6. Save the file to your local hard drive.

Viewing authorizations and declines

Searching for authorizations and declines

1. Select *Statements > Account Activity* from the menu. The Account Activity page displays

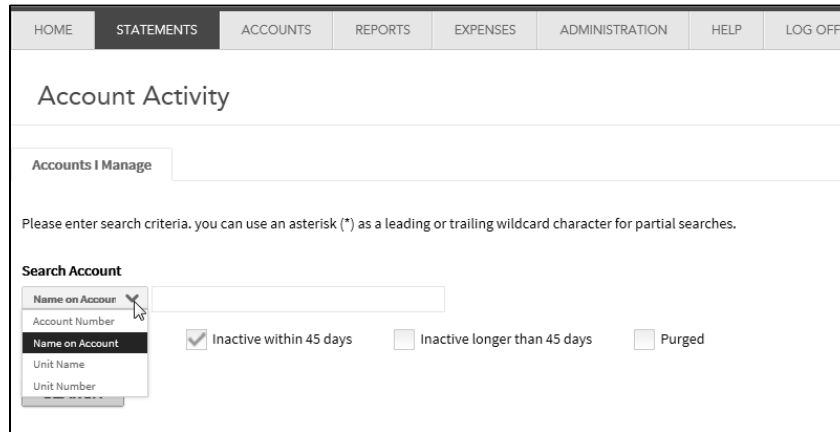


Figure 149: Account Activity page

2. Specify account search criteria in the **Search Account** field. You can select the following from the **Search Account** list:

- Name on Account
- Unit Name
- Unit Number

You can use an asterisk (*) as a leading or trailing wildcard character for partial searches.

3. Select additional account search criteria by selecting one or more of the following search filters:

- Active accounts
- Inactive within 45 days
- Inactive longer than 45 days
- Purged

4. Click **Search**. The search results display below.

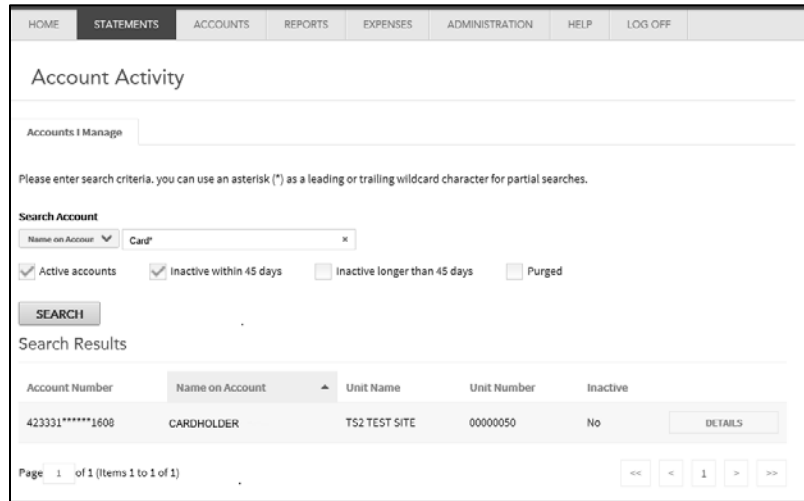


Figure 150: Account Search results

5. Locate the account and click **Details**. The Account Details page displays.

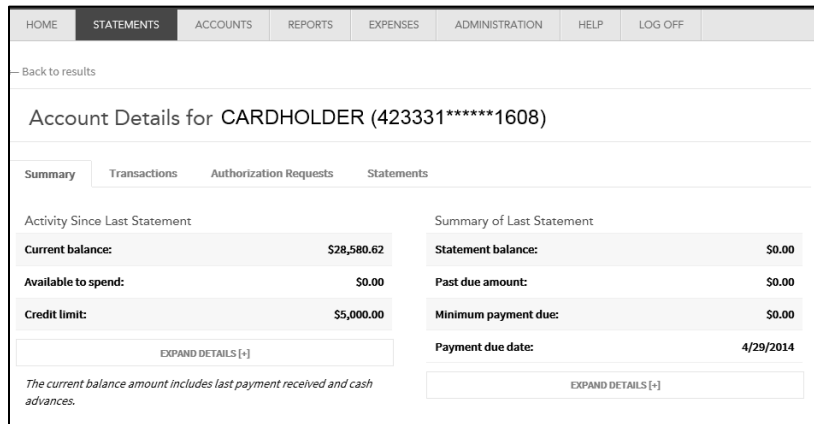

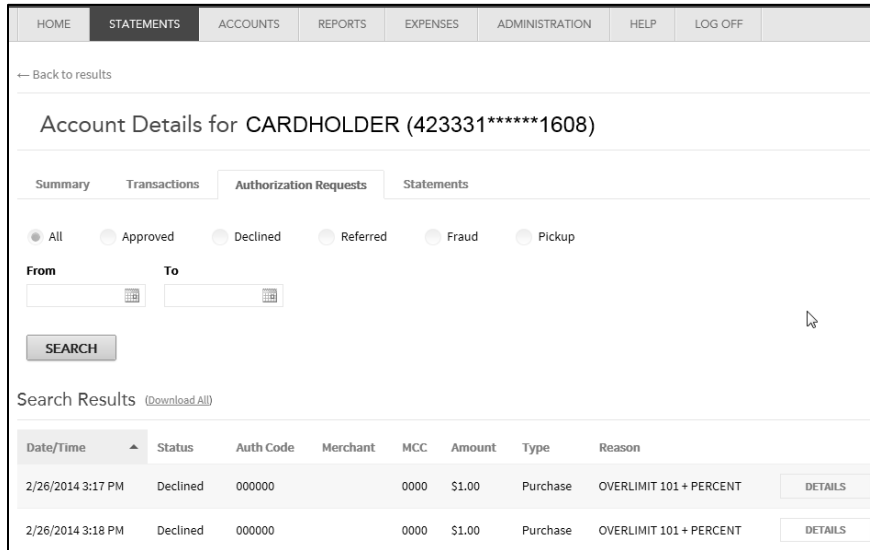


Figure 151: Account Details page

The Account Details page has four tabs. You click on these tabs for additional information.

- Summary (displayed by default)
 - Transactions
 - Authorization Requests
 - Statements
6. Click the **Authorization Requests** tab. The **Authorization Request** tab lists all authorization requests for this account. You can filter the authorization results by selecting one of the following classifications and clicking **Search**.
- All (displayed by default)
 - Approved
 - Declined

- Referred
 - Fraud
 - Pickup
7. You can further narrow your search by specifying a date range. Type the date using the MM/DD/YYYY format in the **From** and **To** fields or use the calendar controls () to specify a date range. The search results display below.



Account Details for CARDHOLDER (423331*****1608)

Summary Transactions **Authorization Requests** Statements

All
 Approved
 Declined
 Referred
 Fraud
 Pickup

From To

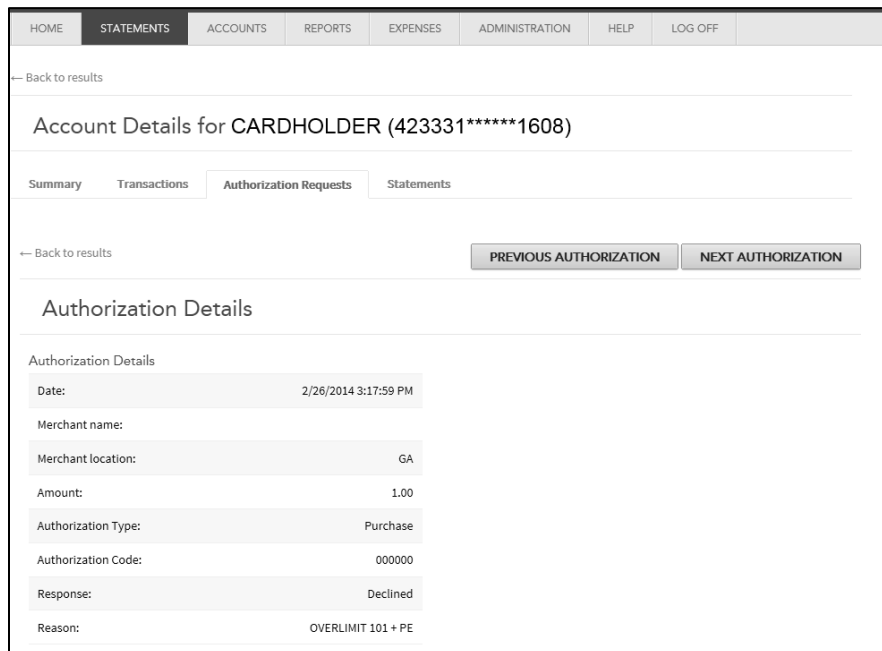
SEARCH

Search Results [\(Download All\)](#)

Date/Time	Status	Auth Code	Merchant	MCC	Amount	Type	Reason	
2/26/2014 3:17 PM	Declined	000000		0000	\$1.00	Purchase	OVERLIMIT 101 + PERCENT	DETAILS
2/26/2014 3:18 PM	Declined	000000		0000	\$1.00	Purchase	OVERLIMIT 101 + PERCENT	DETAILS

Figure 152: Account Details- Authorizations RequestsTab

8. Click **Details** to view additional information about the authorization request.



Account Details for CARDHOLDER (423331*****1608)

Summary Transactions **Authorization Requests** Statements

[PREVIOUS AUTHORIZATION](#)
[NEXT AUTHORIZATION](#)

Authorization Details

Authorization Details

Date: 2/26/2014 3:17:59 PM

Merchant name:

Merchant location: GA

Amount: 1.00

Authorization Type: Purchase

Authorization Code: 000000

Response: Declined

Reason: OVERLIMIT 101 + PE

Figure 153: Account Details- Authorizations Details

Managing Accounts

An organization's administrators can search for accounts, create new accounts, and modify existing account information. Additionally, administrators can view and manage requests to change account information called *program change requests*.

Organization administrators generally perform account management tasks. However, a bank-level administrator can also perform these tasks for accounts in any organization assigned to that administrator.

This chapter contains the following sections:

- Searching for accounts (on page 175)
- Creating a new account or modifying account information (on page 180)
- Working with Temporary Credit Limit controls (see topic on page 193)
- Managing program change requests (on page 204)
- Maintaining Card Models (see topic on page 211)
- Working with account alerts (see topic on page 214)

Note: You can upload accounts into a site (see topic on page 92) that you have manually created.

Searching for accounts

You can search for accounts by account number or by the name on the account. You can search for a single account or multiple accounts. Search results are displayed in a Search Results list. Only accounts to which you have security access are displayed.

After you have located one or more accounts, you can view or modify an account, delete an account, or export the Search Results list of accounts to a tab-delimited text file.

Depending on your access privileges, some search fields described below may not display. If the field does not display, proceed to the next field description.

Searching without the wildcard character

These search features were instituted to increase the performance and reliability of account searches. These search features no longer require a wildcard character for partial searches. The only exception to this rule is summarized in number 8 below.

The following points apply:

1. Wildcard characters (*) are no longer necessary for partial searches.
2. A text search string must contain the first character or characters of elements in the search string and all individual elements in the search string must be separated by spaces. The more complete the search string components, the more accurate the search.
3. Partial account number searches work with the last digits of the account number.
4. The application pads partial unit number searches with leading zeros to make eight digits. For example, "18" and "180" will return different results (00000018 vs. 00000180).
5. Text searches preceded by wildcard characters will no longer return expected results. For example, the wildcard search, "*son", which, in the past, would return, "Anderson" or "Johnson" will not return those results. The wildcard character is ignored so the results returned would contain "Sonya Smith", "JB Smith and Sons", or "Eric Sonnet". (See # 2 above).
6. Wildcard searches using the last characters or middle characters return nothing. For example, looking for "Johnson" - *son returns nothing but J, Jo, Joh, will return Johnson.
7. The individual elements of the search string can be entered in any order. For example, " John Dean Smith" is equivalent to "Smith John Dean" or "Dean Smith John".
8. **Special case:** When a search string is followed by a wildcard, the string is executed in that order. For example: "James Smith And*" will return "James Smith Anderson" not "James Anderson Smith"

Examples:

Note: The Unit Name search behaves like the Name on Account searches illustrated below.

Search type	Search string entered	Example search results returned
Name on Account	"S" "M"	<u>M</u> <u>S</u> cott Jones <u>M</u> ichael <u>S</u> Thomson <u>M</u> ark <u>S</u> mith <u>S</u> andra J <u>M</u> itchell
Name on Account	"SM" "J"	Connie <u>J</u> <u>S</u> mith <u>J</u> oan D <u>S</u> mith Bernard P <u>S</u> mith <u>J</u> r. Mary Ann <u>S</u> mith- <u>J</u> ones <u>S</u> mall <u>J</u> obs Limited
Name on Account	"SM" "J" "S"	<u>S</u> tephan <u>J</u> <u>S</u> mith <u>S</u> tephen <u>S</u> mith <u>J</u> r. A. <u>J</u> . <u>S</u> mith & <u>S</u> on Const
Name on Account	"SA" "J" "SMITH" or "SMITH" "SA" "J" or "J" "SMITH" "SA"	<u>S</u> am P <u>S</u> mith <u>J</u> r. <u>S</u> andra <u>J</u> <u>S</u> mith
Name on Account (Leading and imbedded wildcard characters are	"*SON"	<u>S</u> onya Smith James <u>S</u> ong Smith and <u>S</u> ons

Search type	Search string entered	Example search results returned
ignored)		
Account Number	"4521"	All accounts ending with 4521 111111*****4521
Account Number	"64521"	All accounts ending with 64521 – The "6" is masked - This greatly reduces the number of search results. 111111*****4521

Account Number	"264521"	All accounts ending with 264521 – The "2" and "6" are masked - This greatly reduces the number of search results. 111111*****4521
Unit Number	"18"	Unit number 00000018
Unit Number	"018"	Unit number 00000018
Unit Number	"180"	Unit number 00000180
Unit Number	"15180"	Unit number 00015180

To search for accounts

1. Select *Accounts > Manage Accounts* from the menu. The Search page displays.

Note: The illustration below displays all fields available. Depending on your level in your hierarchy, a subset of the following fields displays.

Figure 154: Search for Account page

2. Type the information into the following fields. **Bank Number** is the only required field, however, search performance is enhanced by entering data in as many fields as possible. Bank administrators with access to one bank will not see the **Bank Number** field.

Note: Users with access to ten or fewer accounts will have all accounts displayed.

- **Bank Number** (User with access to multiple banks) - This field is required. Type the four digit bank number.
- **Unit Name** (User with access to multiple units) -Type the unit name. You must use a minimum of three characters in this field and you can use an additional asterisk (*) as a leading or trailing wildcard character.
- **Unit Number** (User with access to multiple units) - Type the 8 digit unit number. You must use a minimum of three numbers in this field and you can use an additional asterisk (*) as a leading or trailing wildcard character.
- **Subunit name** (User with access to an organization with a hierarchical unit structure) - Type the subunit name. You can use an asterisk (*) as a leading or trailing wildcard character.
- **Subunit number** (User with access to an organization with a hierarchical unit structure) - Type the subunit number. You can use an asterisk (*) as a leading or trailing wildcard character.
- **Account name** - Type the account name. You can use an asterisk (*) as a leading or trailing wildcard character.
- **Account number** - Type numbers in either the prefix or the suffix fields, or both. Type a minimum of five digits in the prefix and four digits in the suffix fields. Wildcard characters are not allowed in either of these fields.
- **Account status code** -Type the two characters of account status code. Wildcard characters are not allowed.

3. Select whether to view active, inactive within 45 days, inactive longer than 45 days, or purged accounts.
4. Click **Search**. Online Card Management displays the search results in the Search Results list. If more accounts are located than fit on the page, you can page through the remaining results by clicking the links at the bottom of the page.

Details	Account Number	Name	Status	Type	Inactive	Date Created	Expiration Date
...	000000*****0000	CARDHOLDER1		Individual	No	10/5/2007	10/5/2016
...	111111*****1111	CARDHOLDER2		Individual	No	10/5/2007	10/5/2016

Figure 155: Account search results

Important: The **Available Balance** field reflects the available account balance as of the previous night's processing. Charges made against the account on the current day are not reflected in this amount.

Tip: The search results sort by the name on the account. You can click any column heading in the list of accounts to sort the list in that column's ascending order. Click the heading again to sort in descending order.

5. To view detailed information for any account, click the Details icon (●●●) link to display the Account Management page for that card account..

To export search results to a file

You can export the list of located accounts in the Search Results list to a comma separated values file (.CSV), and store that file on your computer. All located accounts and displayed fields are included in the export file. You can open the file in Microsoft Excel or another program.

1. With the Search Results list displayed, click **Export All**. A File Download dialog displays.
2. Click **Save**. A dialog displays asking you to whether you want to open the file or save it to your computer.
 - If you click **Open**, the *Accounts.csv* file opens in the program you have designated as the registered program to read CSV files such as Microsoft Excel. Once the file is open, you can view or edit information and save it to your PC.

- If you click **Save**, a dialog opens where you can specify the location to which you want to save the export file and a name for the file. Online Card Management creates the file and saves to the specified location.

Creating a new account or modifying account information

As an administrator you may be responsible for creating new accounts, or modifying existing account information as necessary. You must have the appropriate access permission to create a new account or modify an existing account. If your site uses real-time functionality, some or all of the changes you make to accounts and the accounts you create are effective immediately upon saving the information.

For some organizations, real-time account creation and update is not available for certain account information fields or it may not be available at all. See your financial institution or organization administrator to learn whether real-time creation and update is available for your organization. If real-time is available, new accounts and updates to existing accounts can be created in real time or manually. Real time fields are indicated by shading.

To create a new account

3. To create a new account, on the Search for Account page click **Add New Account**.



Figure 156: Add New Account button

4. If your company has multiple hierarchy units defined for groups of cards, such as geographic region or departments, the Select Location for New Account page is displayed. If your company does not have units defined, skip to step 5. You can search for a unit by selecting either **Unit Name** or **Unit Number** from the drop-down list and specifying unit information for the location you wish the new card to be assigned to in the associated field. You can use an asterisk (*) as a leading or trailing wildcard character in partial searches.

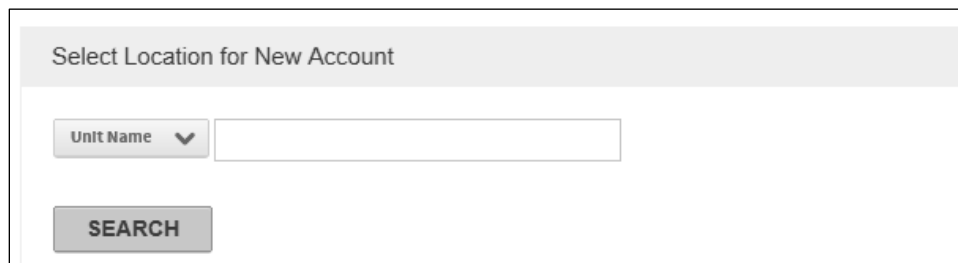



Figure 157: Select Location for New Account

5. Click **Search**. The search results are displayed below. You can click the Hierarchy icon () to display the unit location with your hierarchy
6. Select the unit and click **Next**. The Account Management for New Account page is displayed.

If you have created card models to streamline your new card creation process, select the card model from the **Select Model/Template** list and click **Apply Model**. The fields defined in the card model are applied.

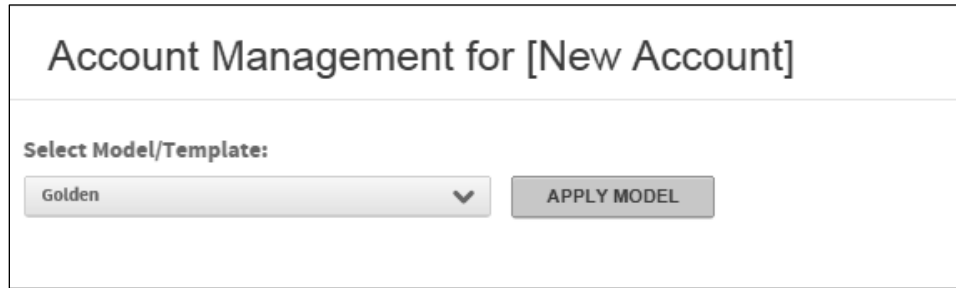


Figure 158: Select Model

7. Complete any additional or required account management fields. See *Account Data Fields* below for more information.
8. When all fields are complete, click **Submit** (located at the bottom of the page) to submit the request real-time. Click **Submit with Note** to open a dialog. This is where you choose the request delivery method (manual or real-time), attach a note of up to 250 characters, and select whether the note is marked important.



Figure 159: Submit

To modify existing account information, or specify new account information

With account management, you can review, and with appropriate permissions, change information (such as addresses, card limits, etc.) for the card accounts associated with your user ID.

If you have access to only one active account, the account is displayed when you access the Account Management page. The following guide contains detailed information about fields that can be displayed for the card. Card account fields that can be updated are highlighted in yellow.

Account Data Fields

Important: The data fields associated with accounts are dependent on specifications set by your financial institution. If the fields displayed in your application do not match those described in this help topic, contact your financial institution for assistance. Required fields are marked with an asterisk (*).

Depending on your financial institution's specifications, the Account Management page could contain the following sections. Check the online help topic, *Creating or modifying accounts*, for information about additional sections and fields.

- Card Information
- Address Information
- General information
- Account Holder Information

- Account Status
 - Authorization
 - Merchant Category Code Group (MCCG) Authorizations
1. Select an existing account to modify, as described in "To search for accounts (on page 177)", or create a new account, as described above. If you are modifying an existing account, in the Search Results list, on the line showing the account you want to modify, click the Details icon (●●●) link. The Account Management page displays.

Figure 160: Account Management page

For information about using the program change request functions, see "Managing program change requests (on page 204).

2. Enter new account information or modify existing information in the following fields.
The sections on this page are expandable. When you first open the page, the expanded Card Information section displays. Click the expand icon (▼) to expand another section, or the collapse icon (▲) to collapse an open section.

Card Information

Account Number:

Card line 1: [?] *

Card line 2: [?]

Master Accounting Code [?]

Figure 161: Account Management page- Card Information section

Card Information

- **Account Number** (*shown for both new account creation and existing account modification*): Account number for the card. The account number cannot be modified.
- **Card line 1:** Name on the card account, as it appears on the card. Do not use punctuation. Use an asterisk (*) after the first name or middle initial but before the last name to ensure proper alphabetization of names. If the name on the card does not include a person's name, place and asterisk at the end of the line. For example:
 - John Q*Adams
 - Alex*Hamilton
 - Jefferson Resources*
- **Card line 2:** Additional account information that is displayed under Card line 1. Typically used to display the organization name. Do not use punctuation.
- **Master Accounting Code:** Default account allocation code to be assigned to transactions made with the card. Contact your bank representative about how you can use information in this field.

Address Information

The screenshot shows a form titled "Address Information" with a close button (triangle) in the top right corner. The form contains the following fields:

- Address Line 1:** [?] * (text input)
- Address Line 2:** [?] (text input)
- City:** [?] * (text input)
- State/Province:** [?] * (text input)
- Postal code:** [?] * (text input)
- Country:** [?] (dropdown menu, currently showing "USA - United States")
- Email Address:** [?] (text input)
- Home Phone:** [?] (text input)
- Work Phone:** [?] (text input)

Figure 162: Account Management - Address section

If multiple addresses are defined for the card, a **Show Address Status** option is displayed. Selecting one of the following options will change the display of addresses for the account.

- **Active** - This option displays the active addresses with the Card, Correspondence, and Statement statuses.
- **Card** - This is typically the address that the plastic card is sent to.
- **Correspondence** - The address for any general correspondence.
- **Statement** - The address for the monthly statement.
- **Inactive** - Any inactive addresses.
- **All** - All addresses for the account are displayed.

Up to nine card addresses are set at the processor. You cannot add additional addresses, but you can modify existing address parameters. To modify a parameter, enter the information in the appropriate editable field and click **Submit**. If the field is highlighted yellow, the modification is sent real-time. White fields send the modification using a manual program change request (PCR).

The following fields are displayed for address support.

- **Address Line 1:** Billing or identifying addresses for the account. Do not use punctuation.
Address Line 2
Address Line 3
Address Line 4
- **City:** City for the account address. Do not use punctuation.
- **State/Province:** Two-character state or province code for the account address.
- **Postal code:** Postal code or ZIP Code for the account address. Do not use hyphens or spaces. For a ZIP Code, enter either the 5-digit or 9-digit code. For information about non-U.S. addresses, contact your financial institution.
- **Country:** Country for the account address. Select the country name from the drop-down list.
- **Email Address:** Account holder's email address.
- **Home Phone:** Account holder's home telephone number.
- **Work Phone:** Account holder's work telephone number.
- **Additional Phone:** - Additional phone number for the account holder, if required.

- **Fax Number:**-Account holder's fax number.

Note: For the account holder's home, work, and fax numbers, specify the full telephone number. Do not use hyphens, spaces, parentheses, or other punctuation. Example 3035551234

General Information

The screenshot shows a form titled "General Information" with the following fields:

- Location [?]**: Text input field containing "00000000".
- Corporate ID:**: Text input field containing "00000000".
- Company ID: [?]**: Dropdown menu.
- Account type: [?]***: Dropdown menu with "Individual" selected.
- Number of Cards to Request [?]**: Dropdown menu with "1" selected.
- User Code 1 [?]**: Empty text input field.

Figure 163: Account Management- General Information section

Some or all of the following fields display in this section (fields are listed here in alphabetical order):

- **Location:** Department or division associated with the account. This field is used primarily for reporting.
- **Company ID:** Processor's billing system ID number for the site the account is assigned to. Contact your financial institution for more information.
- **ACE option set:** ACE option set for the account. Contact your financial institution for more information.
- **Client Product Code:** Bank Client Product Code for the account. Contact your financial institution for more information.
- **Account type:** Type of account. The new account is created as **Individual**.
- **Bill type:** Determines whether the account balance is paid by the organization or the individual assigned to the account. Your corporate account determines the bill type for the new card account. Possible values are **Central** and **Individual**.
- **Number of Cards to Request:** Number of plastic cards to be created for the account.
- **Card Mailer Delivery Type:** Method used for plastic card delivery. Hover your cursor over the Info icon for the code descriptions.
- **Language Code:** Indicates the primary language of the account.

- **Print Statement Option:** Indicates the statement delivery option for the account.
- **Card Option Set:** 4-digit code for the card processing option set applied to the account. Contact your financial institution for more information.
- **Mailer Option Set:** 4-digit code for the card mailer option set applied to the account. Contact your financial institution for more information.
- **Card Hold Code:** Client-defined code that indicates the hold code for plastic card delivery. Contact your financial institution for more information.
- **Graphic ID:** Indicates whether the Graphic ID option on the plastic card will be set using corporate default values.
- **Graphic ID Option:** Indicates which graphics are printed on the plastic card during the embossing and encoding routines.

Account Holder Information

Account Holder Information

Employee ID: [?]

Date of birth: [?]

Jan ▼

1 ▼

1900 ▼

Social Security Number: [?]*

Routing #: [?]

Account #: [?]

Figure 164: Account Management page- Account Holder Information section

The following fields are displayed for account holder support.

- **Employee ID:** Account holder's company issued number. You can use numerals, letters, punctuation, and spaces.
- **Activation Password:** Security password used for activation or verification.
- **Date of birth:** Birth date of the account holder. Select the date from the drop-down lists.
- **Unique Identifier:** Account holder identifier that is used for verification. Depending on site settings, examples can include Social Security Number (SSN), Social Insurance Number (SIN), or other

identifiers. Use numerals only, without hyphens, spaces, or other punctuation. This field can have a maximum of 10 characters.

Note: The label of the Unique Identifier field can be different, depending on the setting specified in the Custom Label field during site setup.

- **Routing # (checking or savings):** Bank routing number of the checking or savings account specified in the **Account #** field. For a new non-individual bill account, leave this field blank.
- **Account # (checking or savings):** Checking or savings account number (also known as a Demand Deposit Account number). For a new non-individual bill account, leave this field blank.

Account Status

The screenshot shows a web interface for 'Account Status'. At the top, the title 'Account Status' is displayed in blue. Below the title, there are several sections:

- Expiration date: [?]**: The value '201611' is shown, with a mouse cursor hovering over it.
- # of cards outstanding: [?]**: The value '0' is shown, followed by a button labeled 'Order replacement card'.
- Current status:**: This section is currently empty.
- Account status: [?]**: This section contains a dropdown menu with the text 'Select action' and a downward arrow.

Figure 165: Account Management page- Account Status section

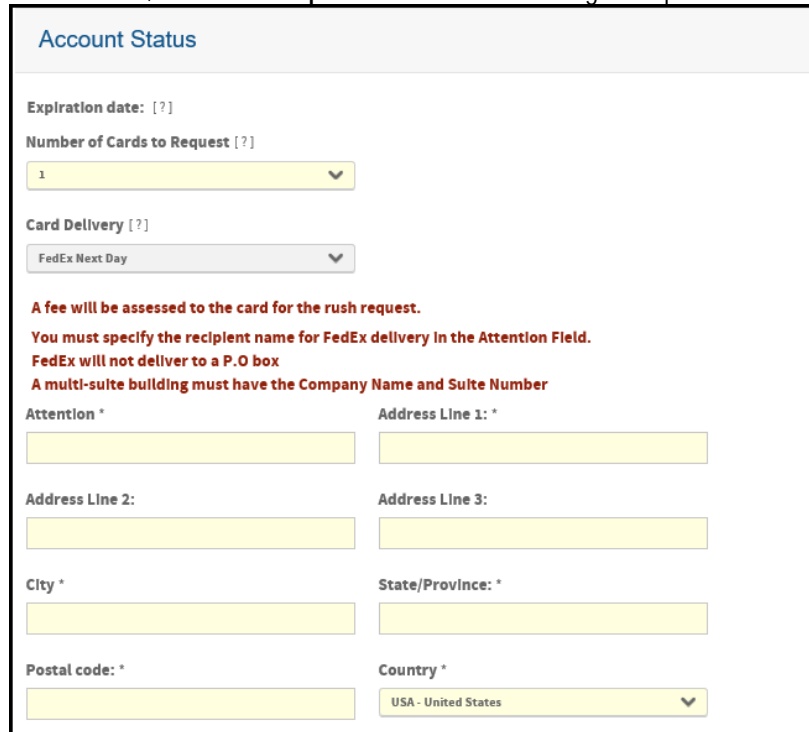
The following fields are displayed for account status support.

- **Expiration date:** Date the account expires (YYYYMM).
- **# of Cards Outstanding:** - Number of plastic cards that have been issued for the account. Accounts with 0 (zero) cards outstanding cannot order replacement cards.
- **Order replacement card:** Click this button to order new cards (plastic) for the account. See below for information on how to order replacement cards*.
- **Request new cards:** Indicates whether to request new cards (plastic) for the account.
- **Account status:** Status of the account. Multiple statuses are listed in reverse chronological order.

- **Request PIN Number:** Option that indicates whether to have the system generate a personal identification number (PIN) and mail it to the cardholder's primary address. A confirmation box will display the address to which the mailer will be sent.
- **Current status:** Current status of the account.

*To order replacement cards for an account:

1. In the Account Status section, click **Order replacement cards**. A dialog box opens.



Account Status

Expiration date: [?]

Number of Cards to Request [?]
1

Card Delivery [?]
FedEx Next Day

A fee will be assessed to the card for the rush request.
You must specify the recipient name for FedEx delivery in the Attention Field.
FedEx will not deliver to a P.O box
A multi-suite building must have the Company Name and Suite Number

Attention * Address Line 1: *

Address Line 2: Address Line 3:

City * State/Province: *

Postal code: * Country *
USA - United States

Figure 166: Order Replacement Card dialog box

2. Specify the number of cards to be issued in the # of cards requested field.
3. Select the request for new plastic method, **Manual** or **Real-time**.
4. Select the card delivery method: **Standard**, **Express**, or **Fast**.

Note: Real-time must be enabled for your site to send the request real-time. If real-time is not enabled, the request is sent manually.

5. Type a note in the Note field, if required. This note is sent to the card issuer along with the request. You can flag the note as important by selecting the **Mark this note as important** checkbox.
6. Click OK. The request for replacement plastic is sent to the card issuer. You can view the status of a manual request by selecting Accounts>View Program Change Requests from the menu and searching for the request.

Authorization

Figure 167: Account Management page- Authorization section

The following fields are displayed for authorization support.

Card Limits

- **Account option set:** Authorization option set to be assigned to the account. Select from a drop-down list.
Note: This field is only available if Account Authorization Option Sets, on Site Setup, is set to **Display**.
- **Card:** Total charge amount allowed for this card, in whole numbers only, and no punctuation. For example, type **5000** for five thousand dollars.
- **Single purchase:** Maximum monetary amount allowed for a single purchase, in whole numbers only and no punctuation. For example, type **5000** for five thousand dollars.
- **Cash advance %:** Percentage or monetary amount of the total card limit allowed for cash advances. Do not include decimals or punctuation.

Cycle Limits

For each of the cycle limit fields, leave the field blank or enter **0** (zero) to indicate that the field is not used.

- **Cycle Amount:** Total spending amount allowed per cycle.
- **Cycle # of Transactions:** Total number of purchases allowed per cycle.
- **Daily Amount:** Total spending amount allowed per day.
- **Daily # of Transactions:** Total number of purchases allowed per day.
- **Monthly Amount:** Total spending amount allowed per month.
- **Monthly # of Transactions:** Total number of purchases allowed per month.

- **Custom Amount:** Total spending amount allowed per custom time period.
- **Custom # of Transactions:** Total number of purchases allowed per custom time period.
- **Number of days** (*required if values are entered in Custom fields above*): Number of days before card limit is reset.
- **Start date** (*required if values are entered in Custom fields above*): Start date of the period. Click the Calendar icon to select a date from the calendar.

Additional Restrictions using Parent Account Limits

- **Check single purchase limit for parent account:** Select to apply parent account purchase limits to the account.
- **Check cycle limits for parent account:** Select to apply parent account cycle limits to the account.
- **Check MCCG table for parent account:** Select to apply parent account Merchant Category Code Group (MCCG) limits to the account

MCC Group Authorizations

ADD MCC GROUP

MCC Group 1 [Remove](#)

Group: [?]

Action: [?]

Diversion Account: [?]

Single purchase: [?]

Cycle Limits:

	Amount:	# of Transactions:
Cycle: [?]	<input style="width: 90%; height: 20px;" type="text" value="0"/>	<input style="width: 90%; height: 20px;" type="text" value="0"/>
Daily: [?]	<input style="width: 90%; height: 20px;" type="text" value="0"/>	<input style="width: 90%; height: 20px;" type="text" value="0"/>
Monthly: [?]	<input style="width: 90%; height: 20px;" type="text" value="0"/>	<input style="width: 90%; height: 20px;" type="text" value="0"/>
Custom: [?]	<input style="width: 90%; height: 20px;" type="text" value="0"/>	<input style="width: 90%; height: 20px;" type="text" value="0"/>

Number of days: [?]

Start date: [?]

Additional Restrictions using Parent Account Limits: [?]

- Check single purchase limit for parent account
- Check cycle limit for parent account:
- Check MCCG table for parent account:

Figure 168: Account management- MCC status section

MCC Group Authorizations (continued)

Note: Depending on your permissions and site configuration, some of the buttons or fields described below may not be displayed. Contact your financial institution for more information.

The Merchant Category Code (MCC) Group Authorization fields define card limits for MCC groups. Up to eleven MCC groups can be assigned to one account.

- **Option set:** Bank-defined group of MCC groups to be assigned to the account. This field is only displayed if MCC Group Authorization Option Sets, on Site Setup, is set to **Display**.
- **Group:** Select an MCC group from the Group list. The MCC group controls the type of merchants the account holder is allowed to make purchases with.
- **Action:** Select one of the following actions for this MCC group from the Action list.
 - **Include** - Allows the account holder to make purchases with merchants with MCC codes within the selected group.
 - **Exclude** - Prevents the account holder from making purchases with merchants with MCC codes within the selected group.
 - **Refer** - Refers all authorizations to customer service.
 - **Divert** - Activates the Diversion Account field and allows you to select a different diversion account from the list. This action will divert the authorization to the specified diversion account. When this action is selected, you must also select the appropriate diversion account using the Diversion Account field.
 - **Bypass** - Ignores the card's available credit limit and uses the corporate account's authorization limits set for the MCC group.
 - **Default** - Applies single purchase limit and velocity checks to authorizations.
 - **Single purchase:** - Maximum monetary amount allowed for a single purchase for this MCC group, in whole numbers only, no punctuation. For example, enter **5000** for five thousand dollars.

MCC group cycle limits

For each of the following fields, leave blank or enter **0** (zero) to indicate that the field is not used.

- **Cycle Amount:** Total spending amount allowed per cycle for this MCC group.
- **Cycle # of Transactions:** Total number of purchases allowed per cycle for this MCC group.
- **Daily Amount:** Total spending amount allowed per day for this MCC group.
- **Daily # of Transactions:** Total number of purchases allowed per day for this MCC group.
- **Monthly Amount:** Total spending amount allowed per month for this MCC group.
- **Monthly # of Transactions:** Total number of purchases allowed per month for this MCC group.
- **Custom Amount:** Total spending amount allowed per custom time period for this MCC group.
- **Custom # of Transactions:** Total number of purchases allowed per custom time period for this MCC group.
- **Number of days** (*required if values are entered in Custom fields above*): Number of days before card limit is reset.
- **Start date** (*required if values are entered in Custom fields above*): Start date of period. Click the Calendar icon by each field to select a date from a calendar.

Additional Restrictions using Parent Account Limits

The MCCG restrictions override parent account limits only if parent account limits are set for this account and they apply only to the MCC group for which they are set.

- **Check single purchase limit for parent account:** Select to override this account's parent account purchase limits for this MCC group.

- **Check cycle limits for parent account:** Select to override this account's parent account cycle limits for this MCC group.
 - **Check MCCG table for parent account:** Select to override this account's parent account MCCG limits for this MCC group.
1. Click **Submit**. The Submit Requests dialog opens.
 2. Select **Manual** or **Real-time** to indicate how you want to submit request, and enter a note about the request if you want. The note appends to the request for others to view. You can mark the note as important, and print request information.
 3. Click **Ok**. Online Card Management submits the request. You can use the Program Change Request detail page (as described in the next section) to see information about your request and manage the request.

If the request cannot be completed because of business rules or a system error, dialogs appropriate to the situation will display. Complete the dialog fields and re-submit the request.

Working with Temporary Credit Limit controls

Temporary Credit Limit controls (also known as TCL controls) let you grant account holders a bigger line of credit for a period of time. This is useful when an account holder needs to extend his or her credit limit for an usual circumstance. For example, if a cardholder needs to book an air travel reservation, you can expand her credit limit long enough for her to purchase the tickets. When the TCL expires, her credit limit reverts to its regular limit. Read the following section to understand how you can to use Online Card Management to work with TCL controls.







Understanding Temporary Credit Limit status

This page consists of three tabs, the Manage TCL Controls, Resolve TCL Resets, and Cancel TCL Controls tabs The Manage TCL Controls tab displays by default. On this tab you search for TCL controls, view TCL details, and edit accounts listed in the TCL log. The Resolve TCL Resets tab displays controls with Failed or Retrying statuses from the last 45 days. You cannot search on this tab. The Cancel TCL Controls tab allows you to cancel a TCL prior to the established TCL expiration.

Figure 169: Manage Temporary Credit Limits page

The six control statuses are denoted by a symbol in the left column of the status log and a description in the Control Status column. The statuses and their descriptions are listed below.

Note: You can hover your cursor over an icon to display a description.

Symbol	Status	Description
	Cancelled	The TCL control is cancelled.
	Initialize	The TCL control will have this status between the time it is submitted until the system receives a response from the processor.
	Active	The TCL control has been applied to the account.
	Retrying	An issue with the TCL control has been encountered. The system checks the status of the TCL control daily. After the third failure (three days), the TCL control status is changed to Failed.
	Failed	The TCL control failed. Some possible reasons are a changed account status or downtime at the processor. Contact your system administrator.
	Successful	The TCL control has completed and the account reverted to the original credit limit.

Creating Temporary Credit Limit controls

Creating Temporary Credit Limit (TCL) controls is a two step process that you complete from the Manage Temporary Credit Limits page in Online Card Management. The process is straight-forward, you find the account for which you are creating the TCL control and enter the TCL control parameters as explained in the following procedures.

Note: Each account can only have one active TCL control at a time.

To select an account for a new Temporary Credit Limit

Complete the following to select an account for a new Temporary Credit Limit (TCL) control:

You manage and resolve temporary credit limit (TCL) controls from this page. Select *Accounts>Manage Temporary Credit Limits* from the menu. If you have access to one organization (unit), proceed to Managing Temporary Credit Limit controls. If you have access to multiple units, search for a single unit using the procedure below.

Searching for a unit if you have access to multiple units

3. Select *Accounts > Manage Temporary Credit Limits* from the menu. The Select Organization page displays.
4. Select a search type from the list. You can select a **Unit Name** or **Unit Number** search.
5. Specify a value in the associated field. You can use an asterisk (*) as a leading or trailing wildcard character in partial searches.

Note: If you leave these fields blank, the first 300 units will be returned by your search. If you cannot find the unit you want, narrow your search criteria.

6. Click **Search**. The search results display below. If one unit is returned from the search, the unit hierarchy displays. Click **OK** to select the unit (step 7). If multiple units are returned, proceed to step 5.

Select	Unit Name	Unit Number	Hierarchy
<input type="radio"/>	CORP 1	00000001	
<input checked="" type="radio"/>	CORP	00000000	

Figure 170: Manage Temporary Credit Limits page

7. Locate the unit that contain the accounts for which you want to create or review temporary credit limit controls.

Note: You can sort the results set by clicking the **Unit Name** or **Unit Number** column title. When the sort arrow displays, click the column title again to toggle the sort order between ascending and descending.

8. Select the unit. You can review the unit hierarchy by clicking the hierarchy icon ().
9. Click **Next**. The Manage Temporary Credit Limit controls page displays.

To set Temporary Credit Limit controls for the selected account

You can add a new TCL from the Manage Temporary Credit Limits controls or from the Authorization section of the Account Management screen for an account See the quick reference guide "Creating or Modifying Accounts".

To create a new TCL control from the Manage Temporary Credit Limit Controls page, click **Add Temporary Credit Limit Control**. The Add Temporary Credit Limit Control page displays.

Add Temporary Credit Limit Control

Organization: CORP (00000000)

Search Account

Account status ▼ Select ▼

SEARCH

Figure 171: Add Temporary Credit Limit

1. Select an account status from the Search Account list. You can search by **Account Number**, **Account Status**, or **Name on Account**. If you select **Account Status**, the Account status list populates with all available account statuses. For the other fields, specify additional search criteria in the associated field. You can use an asterisk (*) as a leading or trailing wildcard character in partial searches.
2. Click **Search**. The search results display below.

Add Temporary Credit Limit Control

Organization: CORP (00000000)

Search Account

Name on Account ▼ cardholder 1

SEARCH

Search Results

Select	Account Number	Account Name	Status	Email	Type	Credit Limit	Last Posted Transaction
<input type="radio"/>	111111*****1111	CARDHOLDER 1	CV	CARDHOLDER1@CORP.COM	Individual	\$5.00	

Figure 172: Add Temporary Credit Limit search results

3. Select the account. The **Next** button displays.

Add Temporary Credit Limit Control

Organization: CORP (00000000)

Search Account

Name on Account

SEARCH

Search Results

Select	Account Number	Account Name	Status	Email	Type	Credit Limit	Last Posted Transaction
<input checked="" type="radio"/>	111111*****1111	CARDHOLDER 1	CV	CARDHOLDER1@CORP.COM	Individual	\$5.00	

NEXT [Cancel](#)

Figure 173: Add Temporary Credit Limit account selected

- Click **Next**. The Add Temporary Credit Limit Control page displays.

Add Temporary Credit Limit Control

Organization:
TS2 TEST SITE (00000050)

Set Temporary Credit Limit for (423331*****7689)

Current Account Information:

Credit limit:	\$0.00
Current balance:	\$0.00
Account status:	Open

Temporary credit limit: [?] *

Temporary account status change:
None (account is already open)

Master accounting code: [?]

Invoice number: [?]

Note:

* Reset credit limit and card status when any of the following rules are met: [?]

* Date rule:

On specific date:

After specified number of days: days

Current balance rule:


When current balance is within specified amount of credit limit: +/-

When current balance is within specified percentage of credit limit: +/- %

SUBMIT [Cancel](#)

Figure 174: Add Temporary Credit Limit

- Specify the following information:

- **Temporary credit limit** - Enter the new temporary credit limit for the account. Do not include decimals, punctuation, or currency symbols.
 - **Master accounting code** - Use this field if you want an invoice number or other transaction related value for the TCL recorded for the account at TSYS. The value will be reset then the TCL control is removed.
 - **Invoice number** - Use this field if you want to associate an internal invoice number for the TCL. This value is not recorded on the account by TSYS.
 - **Note** - Attach a note to the TCL. You can use up to 250 characters.
 - **Date rule** - Select one of the following two options. This sets the date when the TCL expires and the card credit limit and card status are reset to their original values:
 - **On specific date**: Type a date using the MM/DD/YYYY format or use the calendar control  to select a date.
 - **After specified number of days**: Type the number of days after which the TCL expires.
 - **Current balance rule** – Select this option to reset the TCL when the amount reaches the allowed card balance. When you select this option, the **When current balance is within specified amount of credit limit**: and **When current balance is within specified percentage of credit limit**: options are disabled. Otherwise, select one of the following options:
 - **When current balance is within specified amount of credit limit** – select this option to specify an *amount* that will close the TCL when it reaches the credit limit amount value. For example, if you specify 10 in this field and the credit limit is 100, then the TCL is closed then the balance is 90.
 - **When current balance is within specified percentage of credit limit** - select this option to specify a percentage that will close the TCL when it reaches the credit limit amount value. For example, if you specify 90 in this field and the credit limit is 200, then the TCL is closed then the balance is 180.
6. Click **Submit**. The TCL is submitted on this account.

Managing Temporary Credit Limit controls

When your search is complete, locate the TCL control you want to review. Remember, the Resolve TCL Resets tab displays controls with Failed or Retrying statuses from the last 45 days regardless of your search criteria. You can perform the following management tasks on both tabs.

3. Click the TCL control details icon (•••) to open the Status Detail dialog. This dialog lists the information about the original TCL control. Click **OK** to close this dialog.
4. Click the Account Number link to open the Account Management screen. You modify account information on this screen. See the quick reference guide "Creating or Modifying Accounts".

To search for a Temporary Credit Limit control

Active TCL controls initiated in the last 10 days display in the Temporary Credit Limit Status Log. You can search for additional TCLs by using the following procedure.

1. From the menu, select *Accounts > Manage Temporary Credit Limits*. The Manage
2. Select a log type from the **Show logs for** option. You have a choice of one of four control options.
 - All controls - This option returns all control statuses: Initialize, Active, Retrying, Failed, and Successful.
 - Active controls - Active controls are listed.
 - Reset errors - Failed controls are listed.
 - Closed controls - Successful controls are listed.
3. Specify one of the following to select a date range for the controls.
 - Select a date range from the **For controls initiated** list.
 - Click the **icons** next to the **From** and **To** fields to select a date from a calendar.

Note: The date range cannot exceed 45 days.
4. Click **Search**. The search results display in the Temporary Credit Limit Status log. Controls with Failed or Retrying statuses display on the Resolve TCL Resets tab.

To resolve Temporary Credit Limit control problems

Select the Resolve TCL Resets tab to display all controls with Failed or Retrying statuses from the last 45 days.

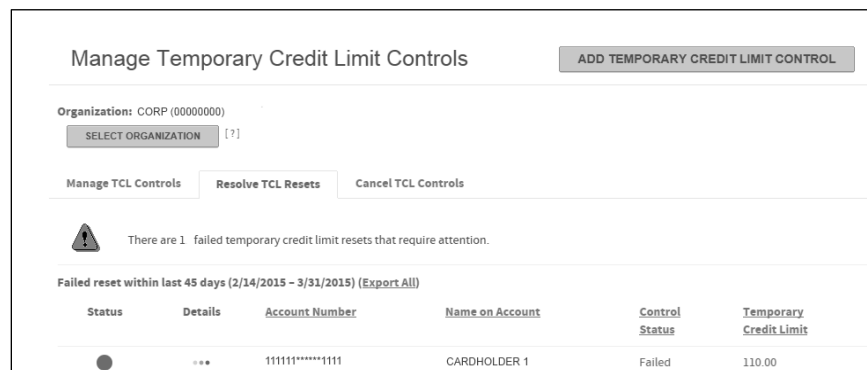


Figure 175: Resolve Temporary Credit Limits

You can select the details icon (●●●) to display a dialog with additional information.

Status Detail	
Account number:	111111*****1111
Requested credit limit:	1000.00
Date and time initiated:	3/13/2015 10:27 AM
Request originator:	Administrator 1
Invoice number:	
Master accounting code:	
Request state:	Failed
Error:	Real Time error update account message failure. The message failed. CMCL - Error = P CASH CANNOT EXCEED P CREDIT LMT. TimeStamp = 3/13/2015 10:26:34 AM
Rules:	Date, 3/17/2015
Notes:	test
Rules checked:	0 times
Original credit limit:	5,000.00
Original balance:	0.00 [?]
Current credit limit:	5,000.00
Current balance:	0.00
Status reset value:	None (card will remain open)

OK

Figure 176: Resolve Temporary Credit Limits details

Managing account transfers

If the account transfer functionality is enabled for your site you transfer accounts from one unit to another within a single hierarchy on the Manage Transfer Accounts page. The account moves are performed in real time so they occur when the confirmation dialog displays. All transactions associated with the transferred accounts will post to the new unit after nightly processing while all transactions that posted to the original unit prior to the transfer will remain with that unit.

You have the option to specify the date that transactions associated with transferred accounts post to their new unit. That procedure is detailed in step 4 below

Select *Accounts > Transfer Accounts* from the menu to display the Manage Transfer Accounts page.

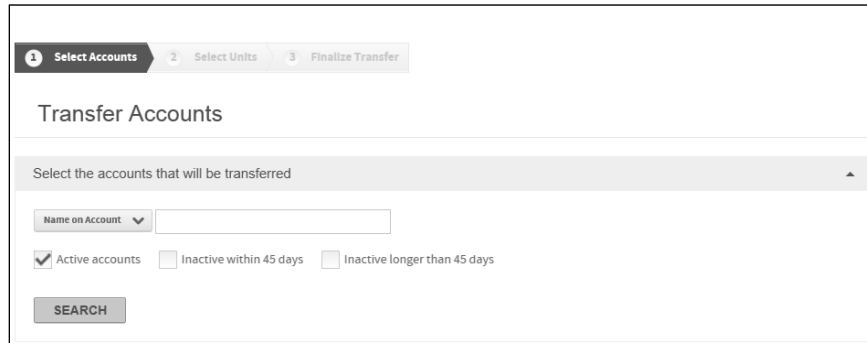


Figure 177: Manage Account Transfer page

To transfer accounts between units

3. Select *Accounts > Transfer Accounts* from the menu. The Transfer Accounts page displays.

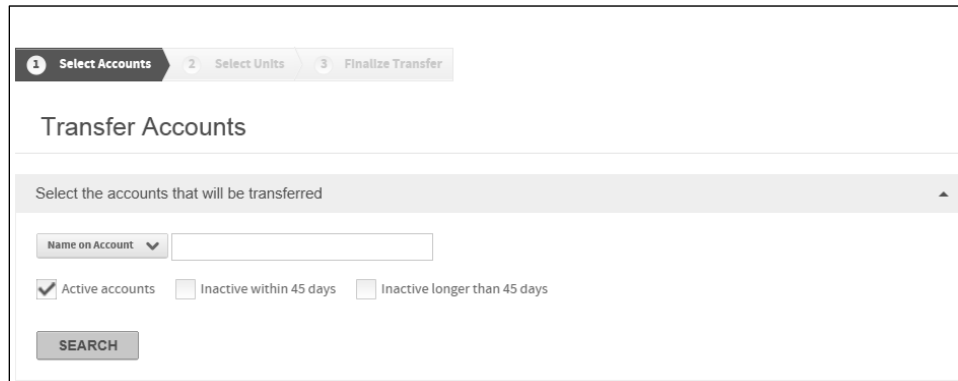


Figure 178: Manage Account Transfer page

4. Select unit or account search criteria from the search control in the Select the accounts that will be transferred section and specify additional criteria in the associated field. If you specify unit search criteria, all accounts in that unit are returned. You can use an asterisk (*) as a leading or trailing wildcard character in partial searches.
5. Select one or more account types. If you select **Inactive within 45 days** and **Inactive longer than 45 days**, the search results will include all inactive accounts.
 6. Click **Search**. Accounts matching your search criteria display below.

1 Select Accounts 2 Select Units 3 Finalize Transfer

Transfer Accounts

Select the accounts that will be transferred

Name on Account **Card**

Active accounts Inactive within 45 days Inactive longer than 45 days

SEARCH

Select Accounts ⓘ

<input type="checkbox"/>	Account Number	Account Name	Unit Name	Unit Number	Account Holder
<input type="checkbox"/>	111111*****1111	CARDHOLDER	CORP INC	00000000	

Figure 179: Manage Account Transfer search results

7. Select the account(s) . The selection displays in the Selected Accounts section.

1 Select Accounts 2 Select Units 3 Finalize Transfer

Transfer Accounts

Select the accounts that will be transferred

Name on Account **Card**

Active accounts Inactive within 45 days Inactive longer than 45 days

SEARCH

Select Accounts ⓘ

<input type="checkbox"/>	Account Number	Account Name	Unit Name	Unit Number	Account Holder
<input checked="" type="checkbox"/>	111111*****1111	CARDHOLDER	CORP INC	00000000	

Selected Accounts

Remove	Account
<input type="button" value="−"/>	CARDHOLDER (111111*****1111)

NEXT

Figure 180: Account selected

8. Click **Next**. The Transfer Accounts/Select Units page displays.

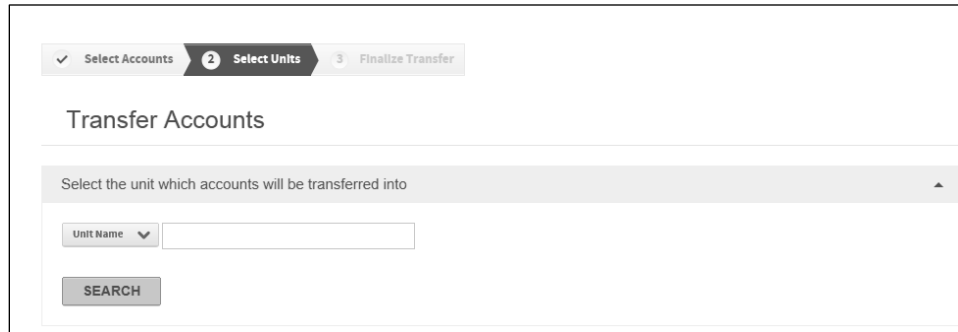


Figure 181: Transfer Accounts/Select Units page

9. Select unit search criteria from the search control in the Select the unit which accounts will be transferred into section and specify additional criteria in the associated field.. You can use an asterisk (*) as a leading or trailing wildcard character in partial searches.
10. Click **Search**. The units matching your criteria display in the Select Unit section.

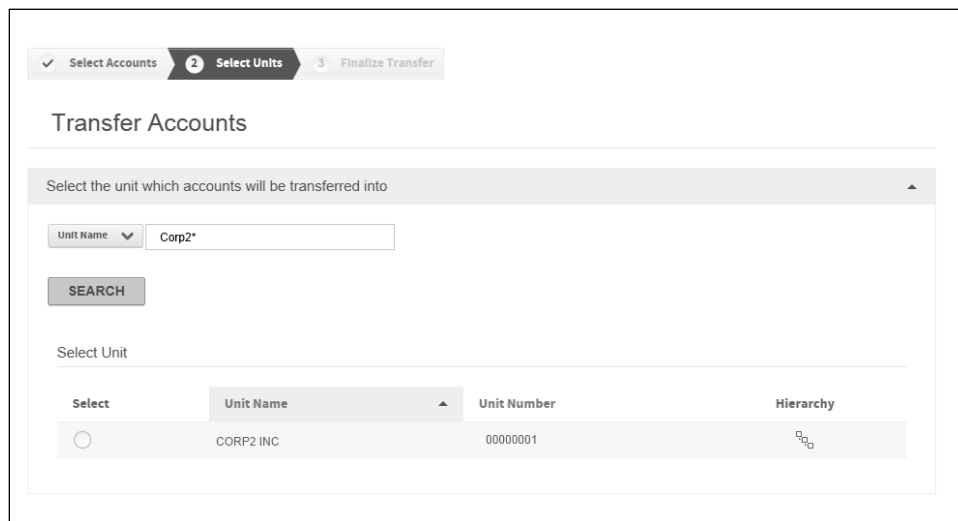


Figure 182: Transfer Accounts/Select Units search results

11. Select the unit and click **Next**. The Transfer Accounts / Finalize Transfer page displays with the account or accounts listed.

Figure 183: Finalize Transfer

12. *Optional* - If you want to transfer transactions posted to your selected accounts on a different day than you transfer accounts, select **Move associated transactions** to activate the calendar control (📅). Specify a date using the DD/MM/YYYY format or use the calendar control to select a date. The transactions for the accounts you transfer will move to the new unit on that date.

Important: If you select a date *prior* to the date that you move accounts to a new unit, all outstanding transactions from that date forward will post to the account in the new unit.

13. Click **Submit**. The accounts are transferred to the new unit.

Figure 184: Accounts transferred

Note: If the account has a status of **Failed**, hover your cursor over the associated information icon (ⓘ) for more information.

14. Click **Start a New Transfer** to return to the Manage Transfer Accounts page.

Managing program change requests

A program change request results when an administrator submits a change to an account to the financial institute which issued the account. Submitting these account changes is described in "To modify existing account information, or specify new account information". For example, you might want to change a card limit for a certain account from the Account Management page. This results in a request that is received by the financial institution (real-time or non-real-

time) and is accepted or rejected. These requests can be processed in real-time or there can be a delay before the request is processed.

Online Card Management provides a way to easily manage program change requests, including viewing all requests and seeing information about each such as current status.

Program change requests and real-time update

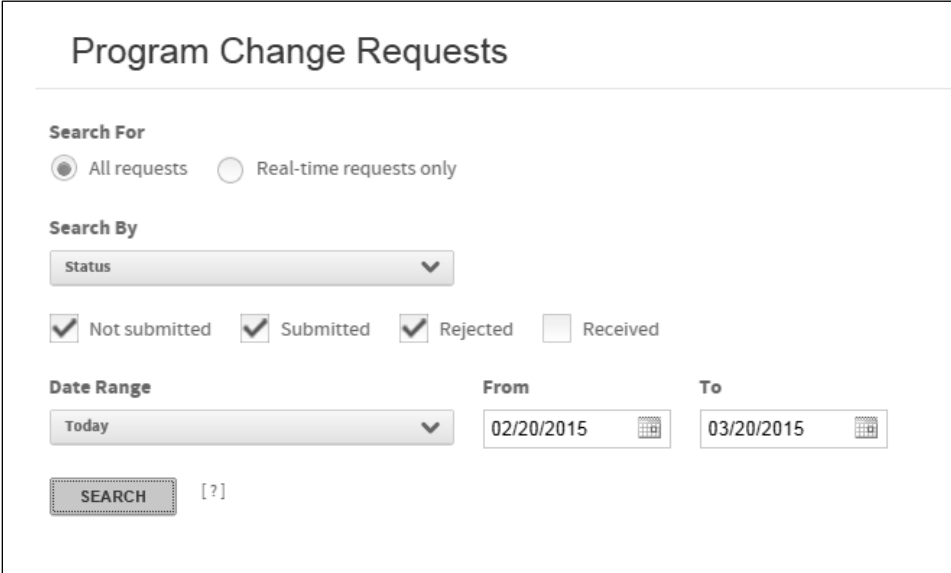
Some account changes cannot be made in real time, and must be made manually (non-real-time). See your administrator for information about real-time changes at your site.

Searching for requests

You can search for one or more requests, and work with those requests. You must have a permission right granted to search for requests. Use the following procedure to search for requests:

To search for requests

1. From the *Accounts* menu, select *View Program Change Requests*. The Program Change Request search page displays.



The screenshot shows a search interface titled "Program Change Requests". It includes several sections: "Search For" with radio buttons for "All requests" (selected) and "Real-time requests only"; "Search By" with a dropdown menu currently set to "Status"; a row of checkboxes for "Not submitted" (checked), "Submitted" (checked), "Rejected" (checked), and "Received" (unchecked); "Date Range" with a dropdown set to "Today"; "From" and "To" date fields with calendar icons, showing "02/20/2015" and "03/20/2015" respectively; and a "SEARCH" button with a help icon "[?]" next to it.

Figure 185: Program Change Requests

2. If real-time requests are available for your site, choose whether you want to search for all requests or for real-time requests only.
3. In the **Search By** list, select the criteria you want to search by. Depending on your selection, different fields or check box selections are displayed. If you select **Account Name**, **Account Number** or **Organization Name**, a search field is displayed. Enter additional information in this field to narrow your search. You can use an asterisk (*) as a leading or trailing wildcard character in partial searches.
 - Status
 - Request ID

- Account name
- Account number
- Organization
- Flag

Note: The **Search By** list does not display for Status or Flag searches. When you select **Status**, check boxes display to let you select **Not submitted**, **Submitted**, **Rejected**, or **Received**, or any combination of those. When you specify **Flag**, no other search information is needed. You can use the flag to mark a change for future follow up. You can use a flag note to record notes for yourself. For example, "Don't forget to call Harvey on Wednesday to make sure he knows about this change."

4. If the **Hide requests...** check box is displayed, select it to exclude requests with received and real-time completed status from the search results. The Hide Requests check box is displayed when you search using any option other than **Status**.
5. Select a date range from the **Date Range** control. To specify a custom date range, click each calendar control (📅) to select a custom **From** and **To** date or type the date in the **From** and **To** fields using the MM/DD/YYYY format.

Note: The Date list does not display if you select Request ID in the **Search By** field (Step 3).

6. Click **Search**. Requests that match the criteria and date range display in the Search Results list. If more requests match the criteria than can fit on a single page, you use the links at the bottom of the page to view the other requests.

The screenshot shows the 'Program Change Requests' search interface. It includes a search bar, radio buttons for 'All requests' (selected) and 'Real-time requests only', a 'Search By' dropdown set to 'Account Name', a search input field containing 'CARD', a checked checkbox for 'Hide requests with status of received and real time completed', a 'Date Range' dropdown set to 'Today', and date pickers for 'From' (02/20/2014) and 'To' (03/20/2015). A 'SEARCH' button is present. Below the search criteria is the 'Search Results' section with a table of results.

	Details	Flag	Notes	Request ID	Status	Real-time	Created	Status Date	Name	Account	Organization Name
<input type="checkbox"/>	...			000000002065567	NotSubmitted	No	5/22/2014	5/22/2014	CARDHOLDER1	000000*****0000	CORP1
<input type="checkbox"/>	...			000000002010847	NotSubmitted	No	4/11/2014	4/11/2014	CARDHOLDER2	111111*****1111	CORP1

Figure 186: PCR search results

Note: New card requests will display multiple PCRs for the creation of a single new card. These multiple requests are a result of the processing procedure for creating new cards on the main processing system.

Working with requests

The Search Results list shows all the program change requests that match your search criteria. The list shows the name, account number, and organization for the account for which this request was made, as well as request ID number, date, and status information. You can also see detailed information about individual requests, and perform management actions on one or more requests, including changing status, flagging, printing, and others.

From the Search Results list, you can work with individual or multiple requests to complete any of the following actions:

- Submit a request
- Delete a request
- Change the status of a request
- Undo a change status command
- Flag the request for follow-up, including a note
- Print information about the request

Note: Not all tasks are available to all users.

You can click the link in the Name or Account column to display the Account Management page for this account.

You also can access this page from the Account Management page for this account: click the Change Requests link immediately above the General Information section in the Account Management page for this account. The Program Change Request page displays with the requests for the account listed.

To work with requests

The list of requests you can work with is displayed in the Search Results list, in the bottom portion of the Program Change Requests page. For information about searching for requests, see "To search for requests (on page 205).

1. Select the check box by each request on which you want to perform the task. You can select the check box in the column header to select all requests. Select it again to de-select all requests.

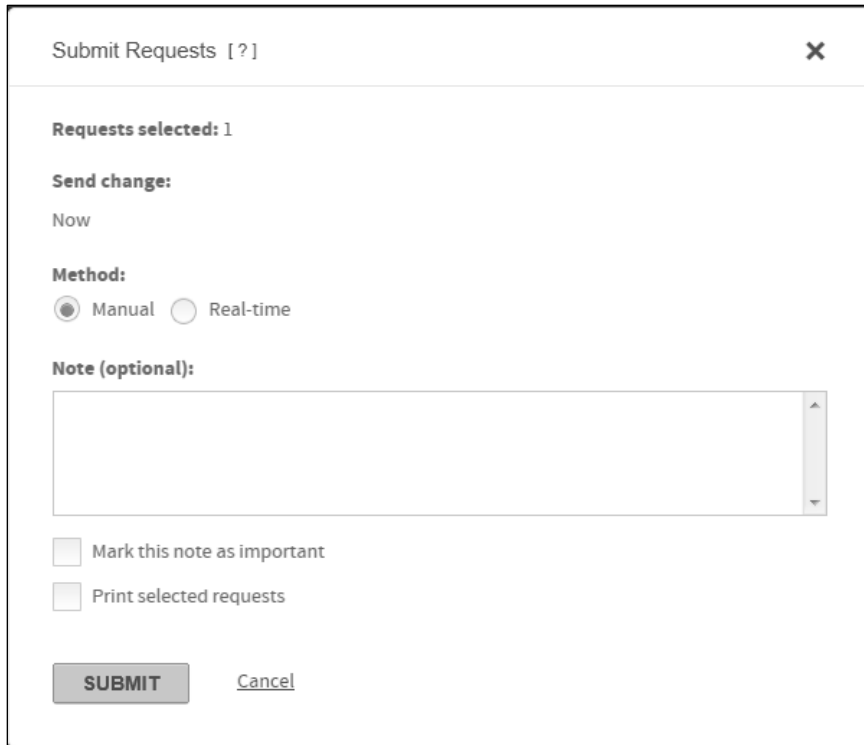


- Submit (✓)
- Delete (🗑)
- Change status (💬)
- Flag for follow-up (🚩)
- Print (🖨)

Important: Not all tasks are valid for all requests. For example, you cannot submit or delete a request with a status of **Received**. The action icons are activated only for requests on which the selected action can be performed. If you select actions with different statuses, for example, Rejected and Not Submitted, the icon for Change Status (💬), which normally activates for the Rejected status, will not activate.

2. Click the action icon in the Actions control. One of the following confirmation dialogs display:

- **Submit**



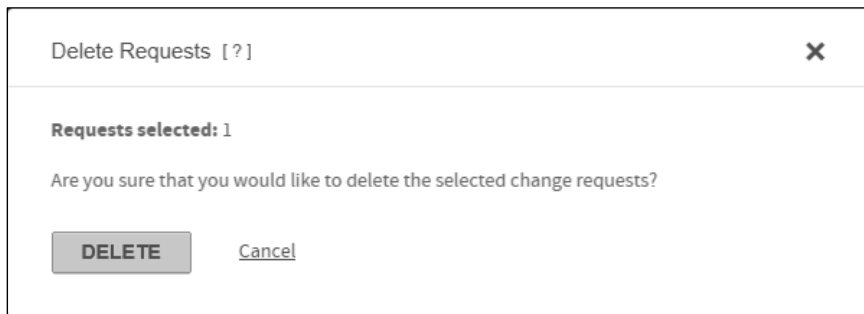
The screenshot shows a dialog box titled "Submit Requests [?]" with a close button (X) in the top right corner. The dialog contains the following elements:

- Requests selected:** 1
- Send change:** Now
- Method:** Manual Real-time
- Note (optional):** A text input field with a vertical scrollbar.
- Mark this note as important
- Print selected requests
- SUBMIT** button and Cancel link.

Figure 187: Submit Requests

Select **Manual** or **Real-time**. You can enter a note about the requests, if needed. The note is appended to the selected requests for others to view. You can mark the note as important and print the requests. Click **Submit** to submit the requests.

- **Delete**



The screenshot shows a dialog box titled "Delete Requests [?]" with a close button (X) in the top right corner. The dialog contains the following elements:

- Requests selected:** 1
- Are you sure that you would like to delete the selected change requests?
- DELETE** button and Cancel link.

Figure 188: Delete Requests

Click **Delete** to delete all selected requests.

- **Change Status**

Change Status [?]

Change status of the 1 Rejected request to:

Submitted ▼

Note (optional):

Mark this note as important

Print after changing status

SUBMIT Cancel

Figure 189: Change Status

Select the new status from the **Change status of...** list. You can enter a note about this change for others to read (optional). Finally, you can specify that you want to print information about the requests after the status is changed.

Click **Submit**. The status of each selected request is changed and the Print dialog displays if you selected the **Print after changing status** check box.

- **Flag for follow-up**


Flag Notes [?]

Requests selected: 1

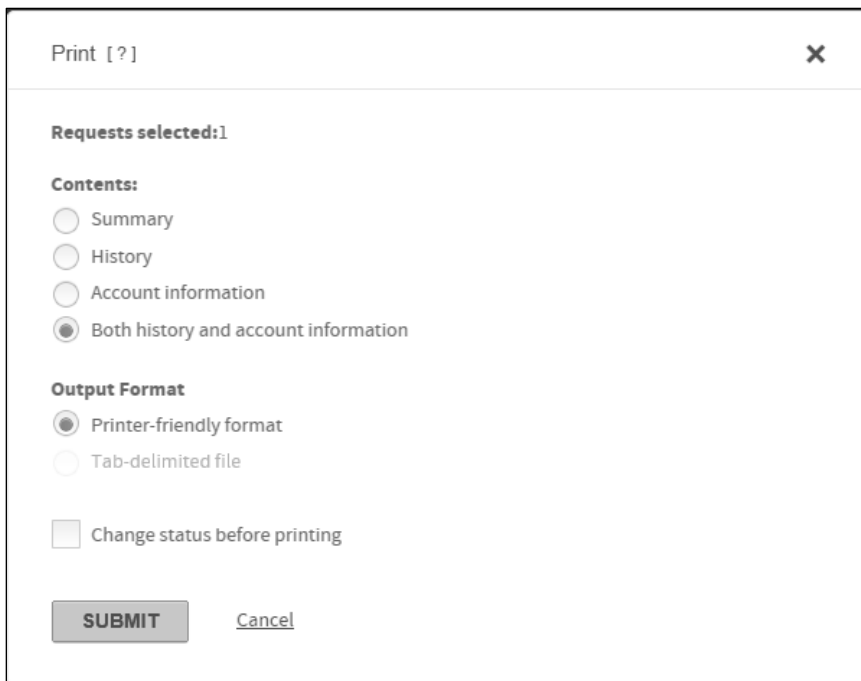
Note

SUBMIT Cancel

Figure 190: Flag Notes

Enter a flag note and click **Submit**. The flag note is added to each selected request, and a Flag icon () is displayed next to the request in the search results list.

- **Print**



Print [?]

Requests selected: 1

Contents:

Summary

History

Account information

Both history and account information

Output Format

Printer-friendly format

Tab-delimited file

Change status before printing

SUBMIT [Cancel](#)

Figure 191: Print Request

Select one of the following **Contents** options:

Summary: Information in the Search Results page.

History: Information in the top of the request detail page.

Account information: Information in the bottom of the request detail page.

Both history and account information: All information in the request detail page.



Select one of the following **Output Format** options:

Printer-friendly format: The requests are sent to your local printer

Tab-delimited file: This option activates only when the Summary contents is selected. The information is output to a tab delimited file.

To view notes and flag notes

You can add information about individual program change requests with *notes* and *flag notes*:

- A *note* () can be viewed by anyone who works with this request. Use a note to record information that others may need to know. For example, "Account holder requests increased card limit for special equipment purchases." You can add a note whenever you submit a request or change its status.
- A *flag note* () can be viewed only by the person who adds the flag note to this request. Use a flag note to record notes to yourself. For example, "Don't forget to call Harvey on Wednesday to make sure he knows about this change." You can add a flag note to a request anytime from the Search Results list.

To view notes and flag notes:

From the Program Change Requests Search List, click the appropriate icon next to the request, as follows:

- When you click the Flag Note icon, the flag note dialog displays with your note. Only your most recent flag note is displayed. Previous flag notes about this request are not saved.
- When you click the Note icon, the Notes dialog displays, containing all notes for this request in order of their entry. You cannot edit or delete previous notes. Click **Print** to print the complete list of notes.

Maintaining Card Models

Card models save you data entry time by creating templates for types of cards that you create over and over again. These templates save the settings and data entry that never changes for the cards you create based on the model. For example, you can create a model for Fleet Cards and use the model to create issue a Fleet Card to a new cardholder.

Creating a card model is similar to creating an actual card. With the exception of the **Card Model Name**, the entered data entered in the Card Model Detail is automatically populated for new cards created using this model. For example, if you enter address information for a card model all cards based off this model will have the same address information. If the information changes from card to card, leave the field blank.

The Card Model Maintenance page lets you manage the card models. You can use this page add new models, modify existing models, change a models active/inactive status, or delete models.

To create a new card model

1. Select a unit. If you have access to multiple units, you can only select one.
2. Select *Accounts>Manage Card Models* from the menu. The Card Model Maintenance – Select Organization page is displayed.
3. Select either **Unit Number** or **Unit Name** from the list and specify additional information in the associated field. You can use the asterisk (*) as a leading or trailing wildcard character in partial searches.
4. Click **Search**. The search results are displayed below.
5. Select a unit and click **Next**. The Card Model Detail... page is displayed.
6. Click **Add New Model**. The Card Model Detail for [New Card Model] page is displayed.

Card Model Detail for [New Card Model]

Card model name: [?] *

Card model description:

Card Information ▼

General Information: ▲

Account Holder Information ▲

Authorization: ▲

MCC Group Authorizations ▲

SAVE Cancel

Figure 192: Card Model Detail page

7. Enter a unique name in the **Card model name** field. Example: Travel Cards. This field is required.
8. Enter a description in the **Card model description** field. This field is optional.
9. Enter or select all additional information you want in your card model. For a description of these fields, refer to the following quick reference guides:

Creating a New Account for TS2

Modifying Accounts for TS2

Creating a New Account for TS1

Modifying Accounts for TS1

10. You can also refer to the online help topic *Creating or modifying accounts* by selecting *Help>Help on This Page* from the menu while on the Account Management page.
11. When the card model is complete, click **Save**. The card model is saved.
12. Click **Back to results** to return to the Unit Search page.

To edit an existing card model:

1. Select a unit. If you have access to multiple units, you can only select one.
2. Select *Accounts>Manage Card Models* from the menu. The Card Model Maintenance – Select Organization page is displayed.
3. Select either **Unit Number** or **Unit Name** from the list and specify additional information in the associated field. You can use the asterisk (*) as a leading or trailing wildcard character in partial searches.
4. Click **Search**. The search results are displayed below.
5. Select a unit and click **Next**. The Card Model Detail ...page is displayed.

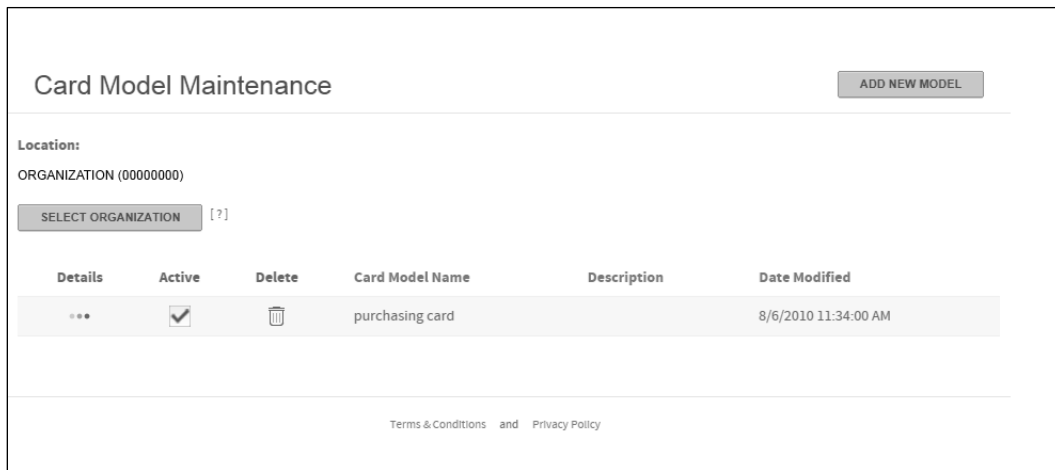


Figure 193: Card Model Maintenance page


6. You can edit the existing card model fields by clicking the detail icon (●●●) to open the Card Model Detail...page, editing the fields as required, and clicking **Save**. For a description of these fields, refer to the following quick reference guides:

- Creating a New Account for TS2*
- Modifying Accounts for TS2*
- Creating a New Account for TS1*
- Modifying Accounts for TS1*

To delete a card model

Use the Card Model Detail page to delete card models. Complete the following to delete a card model.

Tip: If you do not want to use a card model, make the model inactive rather than deleting it. See "To change a card model's active status (on page 214).

1. From the *Accounts* menu, select *Manage Card Models*. The Card Model Maintenance page displays.
Note: If you have access to more than one site and you have not specified a location in the hierarchy, you must select an organization unit from the hierarchy before the Card Model Maintenance page displays.
2. Find the model you want to delete from the list and click the Delete icon (). A confirmation dialog displays.
3. Click **Yes**. Online Card Management deletes the card model.

To change a card model's active status

Use the Card Model Maintenance page to change a card model's active status. Complete the following to change a card model's active status.

1. From the *Accounts* menu, select *Manage Card Models*. The Card Model Maintenance page displays.
Note: If you have access to more than one site and you have not selected a location in the hierarchy, you must select an organization unit from the hierarchy before the Card Model Maintenance page displays.
2. Find the Card Model you want to activate or inactivate.
3. In the **Active** column, select or clear the check box.

Working with account alerts

Use the Manage Alert Subscriptions page to activate or de-activate alerts for your account and the accounts that you manage. Select the account or accounts and then specify which alerts you want to receive for them. The site settings determine which alerts are available for your account holders. See "To manage alerts for a site" on page 37. All of the alerts enabled for your site are selected by default. You can use the Manage Alerts page to deactivate or re-activate the available alerts.

To activate alerts for accounts

After you have selected the units and accounts (if applicable), you can choose which of the available alerts you want to activate or deactivate. By default, all of the enabled alerts are activated. Complete the following to change the activation status of account alerts.

1. From the Home page, click *Manage Alerts*. The Manage Alert Subscriptions page displays displaying the Accounts I Manage tab.
2. If you manage multiple units, select the unit (see topic on page 215) for which you want to change alert activation status.
3. If you want to choose accounts within the selected unit, select the desired (see topic on page 216) accounts.
Note: If you do not specify any accounts, the alert settings will apply to all accounts in the select unit.

4. Select the check boxes for the alerts you want to activate, or clear the check boxes for the alerts you want to disable.

If you select the **Current balance approaching credit limit** check box the activation fields display. You select one of these options and specify the trigger point.

- Calculate by: Amount within. Specify the amount within the credit limit. When the account balance exceeds the credit limit minus the amount you specify, the alert will trigger. Specify whole, positive numbers. Do not use currency symbols, commas, or decimals.
- Calculate by: Percent within. Specify the percent within the credit limit. The alert will trigger when account balance, expressed as a percent of the credit limit, exceeds 100 minus the number you specify. For example, if you want the alert to trigger when the balance is 95% of the credit limit, enter '5' in the Percent within field. Specify whole, positive numbers. Do not use the percent sign, commas, or decimals

5. Click **Apply** settings to selected accounts.

To select units for alerts

If you have access to multiple units, you can choose to activate alerts for specific units. To activate alerts, you first need to search for the unit you want to receive the alerts. You then have the option to receive alerts for all accounts within the unit or specific accounts within that unit. When you access the Manage Alerts Subscriptions page, you first search for a unit.

To search for a unit:

1. From the Home page, click *Manage Alerts*. The Manage Alert Subscriptions page displays displaying the Accounts I Manage tab.
2. Click **Select Organization**. The Select Organization dialog displays.



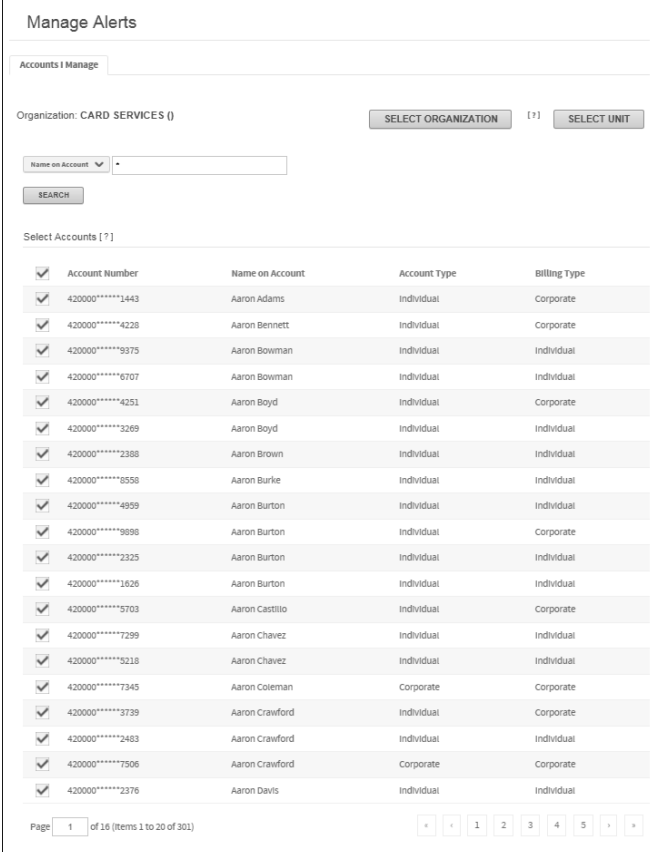
Figure 194: Select Organization dialog

3. From the **Search by** list, select the unit search criteria.
4. Further refine your search by specifying additional criteria in the Search for field.
Tip: You can use the asterisk (*) as a leading or trailing wildcard character for partial searches.
5. Click **Search** to display the unit search results. The search results display in a hierarchy.
6. Select the unit from the search results. The hierarchy information displays in the dialog.
7. Select the Include Subunits checkbox if you want the alert settings to apply to the subunits of the selected unit.

To select accounts for alerts

After selecting a unit you can choose to specify individual accounts to activate. If you do not specify accounts, the alerts are sent to everyone in the unit.

1. From the Accounts I Manage tab, click the **Account**. The Select Accounts search fields display.



Manage Alerts

Accounts I Manage

Organization: CARD SERVICES ()

[?]

Name on Account

Select Accounts [?]

<input checked="" type="checkbox"/>	Account Number	Name on Account	Account Type	Billing Type
<input checked="" type="checkbox"/>	420000*****1443	Aaron Adams	Individual	Corporate
<input checked="" type="checkbox"/>	420000*****4228	Aaron Bennett	Individual	Corporate
<input checked="" type="checkbox"/>	420000*****9375	Aaron Bowman	Individual	Individual
<input checked="" type="checkbox"/>	420000*****6707	Aaron Bowman	Individual	Individual
<input checked="" type="checkbox"/>	420000*****4251	Aaron Boyd	Individual	Corporate
<input checked="" type="checkbox"/>	420000*****3269	Aaron Boyd	Individual	Individual
<input checked="" type="checkbox"/>	420000*****2388	Aaron Brown	Individual	Individual
<input checked="" type="checkbox"/>	420000*****8558	Aaron Burke	Individual	Individual
<input checked="" type="checkbox"/>	420000*****4959	Aaron Burton	Individual	Individual
<input checked="" type="checkbox"/>	420000*****9898	Aaron Burton	Individual	Corporate
<input checked="" type="checkbox"/>	420000*****2325	Aaron Burton	Individual	Individual
<input checked="" type="checkbox"/>	420000*****1626	Aaron Burton	Individual	Individual
<input checked="" type="checkbox"/>	420000*****5703	Aaron Castillo	Individual	Corporate
<input checked="" type="checkbox"/>	420000*****7299	Aaron Chavez	Individual	Individual
<input checked="" type="checkbox"/>	420000*****5218	Aaron Chavez	Individual	Individual
<input checked="" type="checkbox"/>	420000*****7345	Aaron Coleman	Corporate	Corporate
<input checked="" type="checkbox"/>	420000*****3739	Aaron Crawford	Individual	Corporate
<input checked="" type="checkbox"/>	420000*****2483	Aaron Crawford	Individual	Individual
<input checked="" type="checkbox"/>	420000*****7506	Aaron Crawford	Corporate	Corporate
<input checked="" type="checkbox"/>	420000*****2376	Aaron Davis	Individual	Individual

Page 1 of 16 (Items 1 to 20 of 301)

Figure 195: Select Accounts search fields

2. From the **Search using** list, select the search criteria you want to use to find the desired accounts.
3. In the **Search for** field, enter the search criteria for the accounts you are trying to find.

Tip: You can use the asterisk (*) as a leading or trailing wildcard character for partial searches. To return all accounts in the unit, leave the Search for field blank.

4. Click **Search**. The accounts that match your search criteria display.
5. Select the check boxes next to the desired account or accounts.

Using Reports

Online Card Management has reporting functionality that helps you analyze data.

This chapter contains the following sections:

- Processor reports (see topic on page 217)
- Standard reports (see topic on page 226)
- Saving and downloading reports (see topic on page 227)

Processor reports

You can search for, view, download, and print processor reports. To view these reports, you complete the following tasks:

- Select a unit or units within which to search for reports (if you have access to more than one)
- Search information in the reports for the selected unit or units
- From the list of reports, select a page number of a report to view and print the selected page
- Download and print a report

Understanding processor reports

Processor reports are generated by the bank processor. These reports are in a standard format which you cannot change. This means you cannot change the font or data elements using Online Card Management. You can run Processor reports at an organization level or a specific point in the hierarchy. You have online access to your reports for a length of time determined by your bank. Processor reports are available for online viewing, downloading, or printing. Refer to the documentation from your program administrator for specific information about the reports that you receive.

Searching for processor reports

You can search for previously generated reports. After you select a unit or units for which to search for reports, the reports available for the selected units display in the Available Reports box. From the list in the Available Reports box, you can select the reports within which you want to search for specific information.

To search for reports

1. Select *Reports > Bank Reports* from the menu. The Bank Reports page displays.

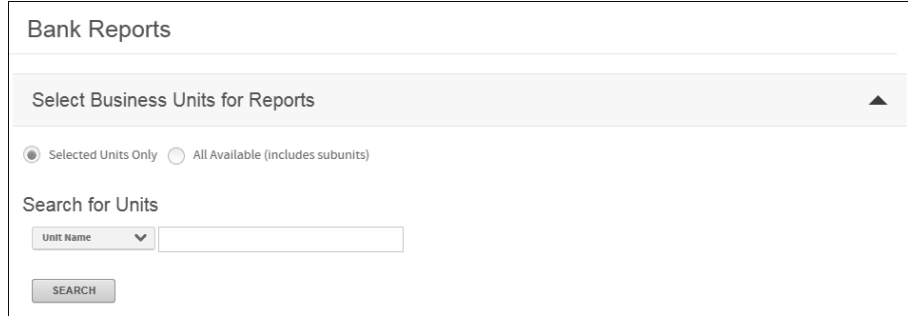
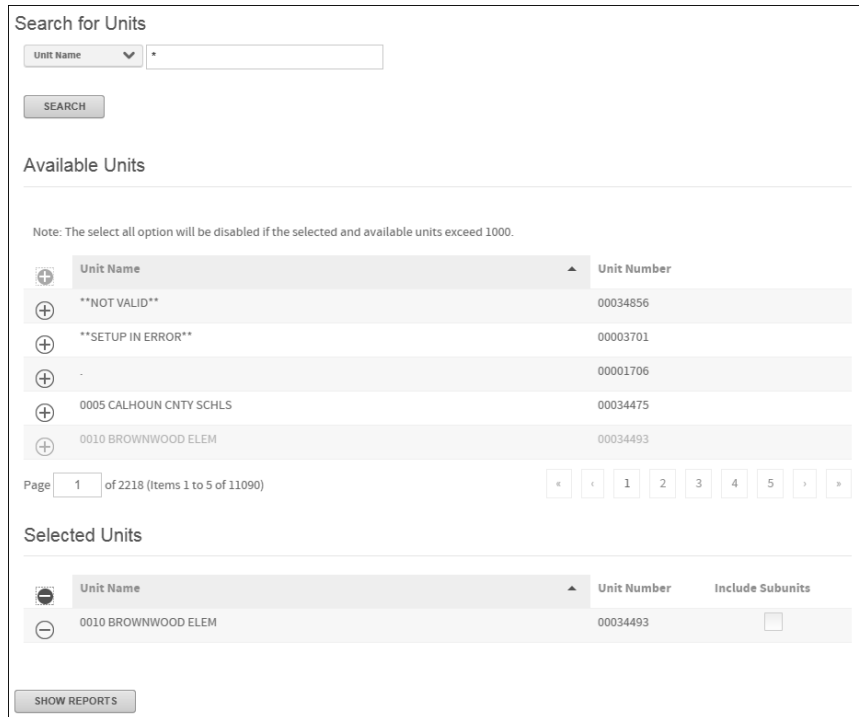


Figure 196: Bank Reports page

2. Select the units whose reports you want to view: select **All available (includes subunits)** to see reports from all units that are available to you, or **Selected units only** to specify which units for which you want to see reports. (If you select all available units, and you have access to many units and subunits, it may take a long time to search for reports.)
3. If you chose **Selected units only**, click **Select Units** to choose the units to include. The Change Business Unit Selection for Report Search page displays.



Unit Name	Unit Number
NOT VALID	00034856
SETUP IN ERROR	00003701
.	00001706
0005 CALHOUN CNTY SCHLS	00034475
0010 BROWNWOOD ELEM	00034493

Unit Name	Unit Number	Include Subunits
0010 BROWNWOOD ELEM	00034493	<input type="checkbox"/>

Figure 197: Business Unit Selection for Report page

- Select the units for which you want to view reports by clicking the Include icon (+). Select **Include Subunits**, if applicable. The unit(s) will display in **Selected Units**.
- When you have selected all units whose reports **Show Reports**.

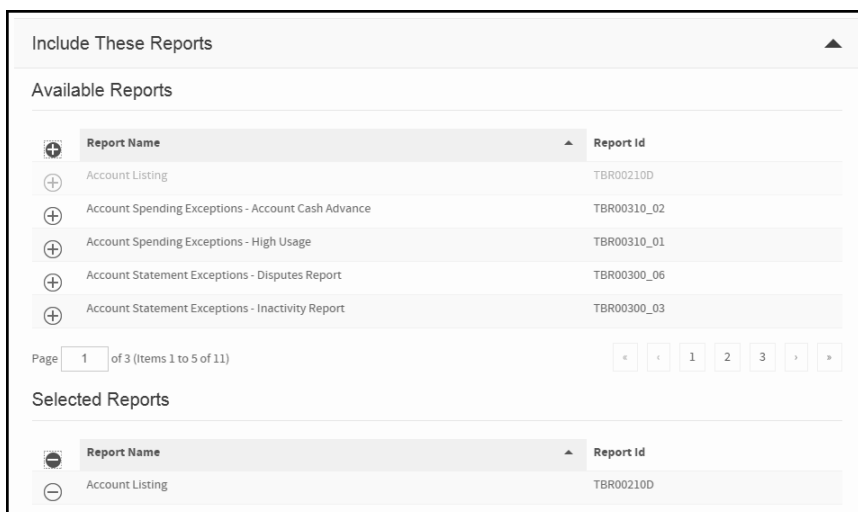


Figure 198: Available and Selected Reports

- In the **Available Reports** section click the Include icon (+) to include the reports you would like to include in the search.
- You can specify further selection criteria to narrow the list of reports to view:
 - In the Include Reports for this Date Range fields, enter a date range for the reports you want to view, in the format specified in your browser (usually this is the standard *mm/dd/yyyy* format).
 - Select a field from the **Search reports by** list (the list includes all fields in all selected reports), and in the **For** field enter a value. You can use the wildcard (***) to search for report pages that contain your search value. Online Card Management displays all reports with the value in the selected field.
- Click **Search**. A list displays the reports that match the search criteria. If you entered a value in the **Search reports by** field, the display includes a list of page numbers on which that value displays in the report.

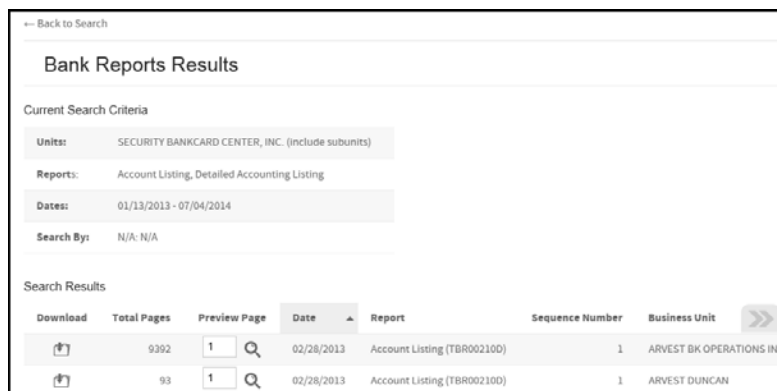


Figure 199: Report Search results


9. Your current report search criteria display at the bottom of the page. Click **Revise Search** to return to the Search Reports page to revise your search, if necessary.

To view or download the full report

Note: This procedure assumes that you have completed a report search as described in "To search for reports (on page 218).

From the the Report Search Results list, click the  icon in the Download Full column. The File Download dialog opens.


To view the full report:

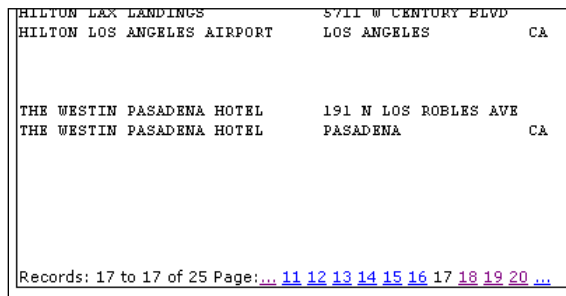
1. Click the Preview Page icon (). The file (in .TXT format) displays in a report page.
2. Click the maximize button in the upper right corner of the report page to expand it.
3. When finished viewing the report, click the close button in the upper right corner of the report page to close it.

To download the full report:

1. Select **Save this file** and click **OK**. Note that the file is in text format with a .TXT extension.
2. Enter the location where you want to save the file and click **Save**.
3. Click **Close** to close the Download Complete dialog.

To view or print a specific page in the report

1. In the Reports list, type the page number in the Preview Page columns for that report and click the  icon. The page you selected displays.
2. To view other pages in the same report, scroll to the bottom of the display. Page numbers are listed. Click a page number link to go to that page.



HILTON LAX LANDINGS	5711 W CENTURY BLVD	
HILTON LOS ANGELES AIRPORT	LOS ANGELES	CA 90045
THE WESTIN PASADENA HOTEL	191 N LOS ROBLES AVE	
THE WESTIN PASADENA HOTEL	PASADENA	CA 91101

Records: 17 to 17 of 25 Page: ... [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) 17 [18](#) [19](#) [20](#) ...

Figure 200: Report page links

3. Click a page number link to go to that page.
4. To print the page you are viewing:
 - a. Click **View Print Friendly Page**. The Print-friendly version of the page opens in another window.
 - b. Select *File > Print* from the menu on the report page. The Print dialog displays.

- c. Click **Print**. Online Card Management sends the report to your printer.
 - d. Close the Print-friendly page.
5. To return to the Reports list, click **Back to Search**.

Maintaining report profiles for bank users

With the appropriate access permission, you can set up report profiles and assign bank-level users to profiles. This is a bank-level administration task. The report profile determines which reports the user assigned to the profile can view. In this way the bank administrator can limit the access of a bank-level user to a specific set of reports.

All users at banks that do not use report profiles have access to all reports for that bank.

Maintaining report profiles includes the following tasks:

- Creating a report profile (see topic on page 221)
- Assigning reports to a report profile (see topic on page 222)
- Assigning users to a report profile (see topic on page 223)
- Assigning report profiles to a user (see topic on page 224)

To create or modify a report profile

1. Select *Administration > Manage Reports > Maintain Report Profiles* from the menu.
Note: If you have access to more than one site, you must select the site (see topic on page 33) before continuing.
2. To create a new report profile, click **New**. The New Report Profile page displays.

Figure 201: New Report Profile page

3. Enter a name and description for the new profile in the appropriate fields.
4. Click **Save**. The Maintain Report Profiles page re-displays, with the new report name shown in the list.
5. To modify the new profile, or any of the existing profiles, do one of the following:
 - Click the profile name link to edit the reports or users assigned to this profile, or to edit the profile name and description. The Maintain Report Profile page displays. See step 6 of this procedure for more information.

- Click the icon in the Copy column to clone the existing profile. The Edit the Report Profile Name and Description page displays, and you can give the copied profile a new name and description, and modify it. See step 6 for more information.
 - Click the icon in the Edit Reports column to edit the reports specified in this report profile. The Assign Reports to Report Profile page displays. See the task "To assign reports to a report profile (on page 222).
 - Click the icon in the Edit Users column to edit the list of users assigned to this profile. The Assign Users to Report Profile page displays. See the task "To assign users to a report profile (on page 223).
 - Click **Delete** to delete the profile.
6. If you clicked the profile name or the Copy icon, the Maintain Report Profile page displays, showing the reports and users assigned to this profile.

Figure 202: Maintain Report Profile page

7. You can modify the name or description of the report profile. Click **Save** when you have finished modifying the name or description.

Important: Modify the name and description for copied (or *cloned*) profiles; if you do not, two profiles with the same name and description display for this bank.

To assign reports to a report profile

1. You can add or remove reports in the profile. Do one of the following:
 - From the Maintain Report Profiles page, click the Edit Reports icon by the report profile for which you want to modify reports.
 - From the Maintain Report Profile page ("Edit report profile name and description"), click the *Edit* link over the Reports box.

The Assign Reports to Report Profile page displays, showing reports already assigned to this report profile.

Administration > Maintain Report Access > Maintain Report Profiles

Site: CARD SERVICES (1038)
Report Profile: A new report profile

Assign Reports to Report Profile

Check to allow report profile to include all organization-level reports:

Include organization-level reports

Select individual bank-level reports to the report profile:

All Available Selected Reports Only

Search criteria:
Report Name:

Search value:

To retrieve all, leave blank and click Go

Available Reports:		Selected Reports:	
Name	Number	Name	Number
1099 Report	TBR00640S	1099 Report	TBR00640S
Account Cash Advance - Transaction	TBR00320T		
Account Cycle Report - Transaction	TBR00400T		
Account Listing	TBR00210D		
Account Spending Analysis - Airfare	TBR00410_01		
Account Spending Analysis - Car Rental	TBR00410_02		
Account Spending Analysis - Lodging	TBR00410_03		
Account Spending Analysis - Travel	TBR00410_10		

Page: 1
Items 1-15 of 47

Figure 203: Assign Reports to Report Profile

2. Select the **Include organization-level reports** check box to include organization-level reports in this profile, as well as bank-level reports.
3. Select the reports to include in the profile:
 - Select **All Available** to include all available reports in this report profile.
 - Use the **Search Criteria** and **Search Value** fields to enter the name or number of the report name for which you are searching. Click **Search**. The report or reports that match the search criteria are listed in the Available Reports box.
 - From the list of reports shown in the Available Reports box, click the right-facing arrow next to the report number to list a specific report in the Select Reports box. Click the double arrow (>>) to list the reports that display on the page in the Selected Reports box. Click the *> arrow to list all available reports in the Selected Reports box.
4. Click **Save** to save the list of selected reports in the report profile. The Maintain Report Profile page re-displays, showing the new list of reports for this profile.

To assign users to a report profile

1. You can add or remove users from the report profile. Do one of the following:
 - From the Maintain Report Profiles page, click the Edit Users icon by the report profile for which you want to modify users.
 - From the Maintain Report Profile page, click the *Edit* link over the Users box.

The Assign Users to Report Profile page displays, showing users already assigned to this report profile.

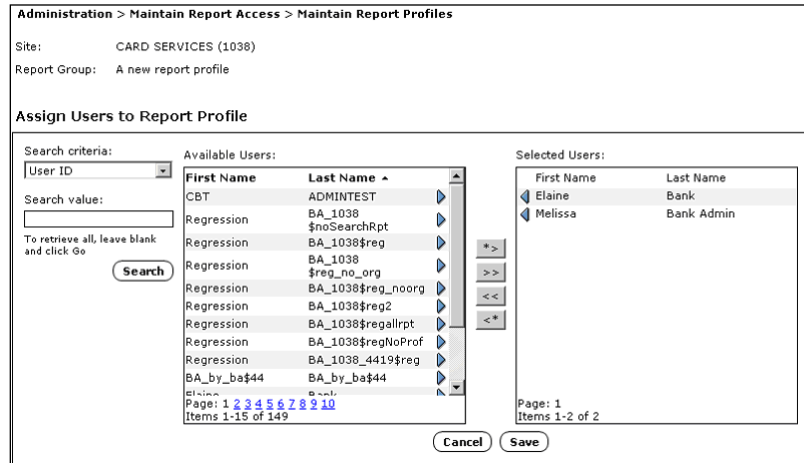


Figure 204: Assign Users to Report Profile page

2. Select the users to include in the profile:
 - Use the **Search Criteria** and **Search Value** fields to enter the user ID, first name, last name, or report profile name for which you are searching. Click **Search**. The user or users that match the search criteria display in the Available Users box. If you choose to search on a report profile name, all users included in the report profile you entered in the **Search Value** field display in the Available Users box.
 - From the list of users shown in the Available Users box, click the right-facing arrow next to the user to list a specific user in the Selected Users box. Click the double arrow (>>) to list the users that display on the page in the Selected Users box. Click the *> arrow to list all available users in the Selected Users box.
3. Click **Save** to save the list of selected users in the report profile. The Maintain Report Profile page re-displays, showing the new list of users for this profile.

To assign report profiles to a user

In the previous tasks you selected a report profile and assigned users to use that profile. This task is the reverse: you select a user, and assign one or more report profiles to that user.

1. Select *Administration > Manage Reports > Assign Report Profiles to User* from the menu. The Assign Report Profiles to User page displays.

Note: If you have access to more than one site, you must select the site (see topic on page 33) before continuing.

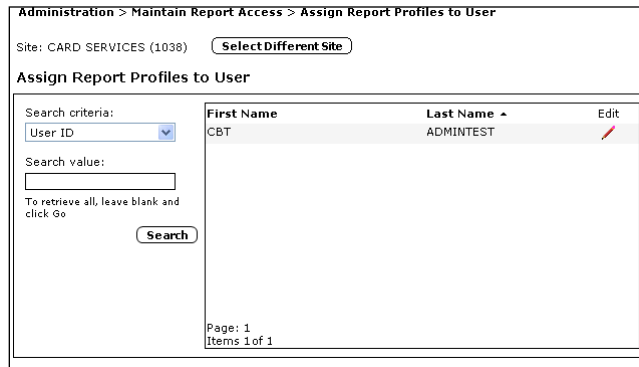



Figure 205: Assign Report Profiles to User

2. To select a user:
 - a. Use the **Search Criteria** and **Search Value** fields to specify a user ID, first name, last name, or report profile name for which you are searching.
 - b. Click **Search**. The user or users that match the search criteria are listed in the Available Users box. If you choose to search on report profile name, all users included in the report profile you chose in the **Search Value** field display in the Available Users box.
3. Click the  icon on the line of the user to which you want to assign report profiles. The Assign Report Profiles page displays, showing available report profiles.

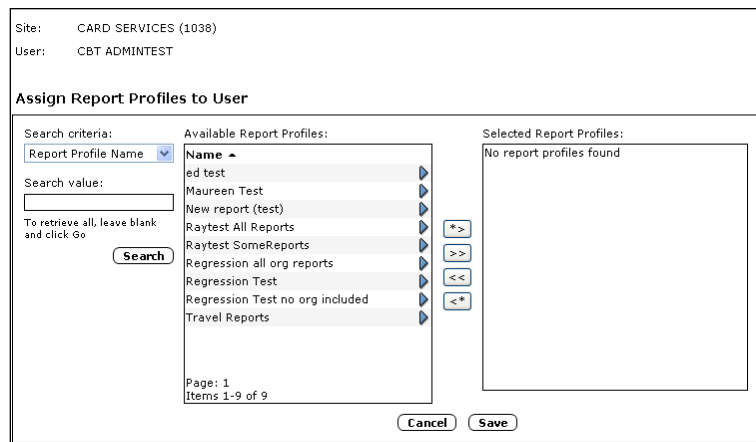


Figure 206: Assign Report Profiles to User- Available Reports

4. To move report profiles from the Available Report Profiles box to the Selected Report Profiles box, do any of the following:
 - From the list of report profiles shown in the Available Report Profiles box: click the right-facing arrow next to the report profile name to list a specific profile in the Selected Report Profiles box.
 - Click the double arrow (>>) to list the profiles that display on the page in the Selected Report Profiles box.
 - Click the *> arrow to list all available profiles in the Selected Report Profiles box.

5. Click **Save**. Online Card Management assigns selected report profiles to the user. The Assign Report Profiles to User page displays.

Managing reports as an administrator

As a bank-level administrator, you can also set up report profiles, and assign other bank-level users to those profiles. A report profile determines which bank-level reports the assigned user can access. A user can be assigned to one or more report profiles.

If a bank does not use report profiles, a bank-level administrator can access all bank-level and organization-level electronic reports generated for this bank.


A bank can require that every bank-level user be assigned to one or more report profiles. That requirement is made with the Report Profile site setting, on the Site Setup window for this bank. The procedure is described in the reports module of the task "Selecting application modules (on page 43).

Standard reports

To run a standard report, you select it from the list of available reports and set the search criteria for the report. Most of the standard reports let you search for accounts using either an account or a unit report criteria.

Understanding Standard Reports

You select the report and specify parameters that control the data retrieved and the report output format. You can run the report as an ad hoc occurrence or save those parameters as a custom report for use later.

To see the list of standard reports, choose *Reports > Standard Reports* from the menu. If you want to see a summary of the report parameters and an example of the report output click the  icon for the report. Detailed procedures for setting up and running each report can be found in the online help.

Depending on the report output format you select, certain report formats (HTML) are available directly while others (.txt or .csv) can only be accessed in the Output log. You will receive an email notification when your report is available in the Output log (typically 5-10 minutes.)

If you need additional information on running a standard report, creating a custom report, scheduling a report, or locating your report in the Output log, please review the appropriate topics in the online help.

To select a report

1. Select *Reports > Standard Reports* from the menu. The Standard Reports page displays.

Standard Reports								
Click the report link to run or schedule the report.								
Run	Schedule	Sample	Delete	Report Name	Number	Category	Description	**
				Allocation Analysis Report	1300	Account	Detail or summary of transactions by their assigned allocation code over a specified date range.	
				Cashholder Profile Report	5080	Account	An unformatted file of accounts with their authorization and allocation values.	
				Program Change Request Audit Report	7020	Account	Detail of changes made in Manage Accounts.	
				Statement of Account Report	1200	Account	List of transactions sorted and grouped by account holder for use while reconciling expenses.	
				Statement of Account Report with Fuel Purchase Detail	1240	Account	List of transactions grouped and subtotaled by fuel transactions and non-fuel transactions.	
				Archive Storage Report	9030	User	Monthly disk space usage by site and rolled up to bank.	
				Site Settings Audit Report	7100	User	Listing of modifications for selected sites.	
				User Audit Report	5130	User	Listing of modifications for selected users.	
				User Profile Report	5100	User	Listing of pertinent data for selected users, including approver and security profiles.	
				Cashholder Dispute Form	1220	Transaction	Form for disputing a card transaction.	
				Transaction Report	1720	Transaction	Detail or summary of all transactions made by account holders.	
				Expense Report	3120	Expense	Expense report.	
				Expense Report Summary	3130	Expense	Expense report summary.	
				Expense Unassigned Transactions	3140	Expense	Report for Expense Unassigned Transactions.	
				Merchant Report	6100 (00)	Expense	Detail or	
				Multiple Transaction Exception Report	1800	Expense	Purchases that may have been split between multiple receipts that exceed the single purchase limit.	
				Merchant Report	6100	Merchant	Detail or summary of all transactions sorted by selected merchants.	

Figure 207: Standard Reports page

2. From the **Report Name** list, select the report you want to run. The report page displays.

Tip: You can click the icon in the Sample column to view a sample of the report output.

Saving and downloading reports

After you complete specifying standard report criteria, you can save the report. This saved report will display in the standard report list as a custom report. The custom report can be scheduled using the Scheduler.

To save a custom report

1. Complete the required criteria for the specific report. You can include any optional criteria, as needed.
2. Click **Save**. The Save Report page displays. Online Card Management appends a sequence number to each instance of the report to create a custom **Report number**.

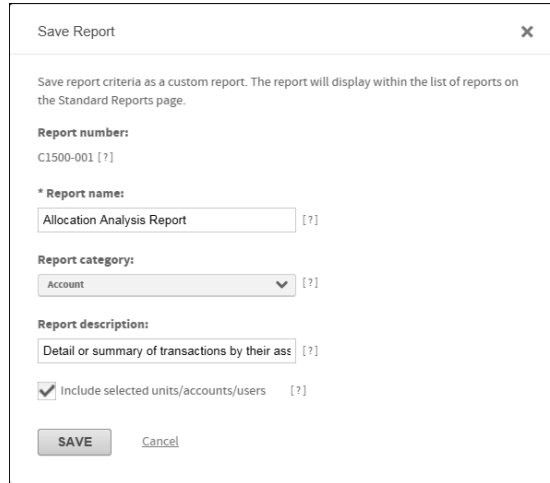


Figure 208: Save Report page

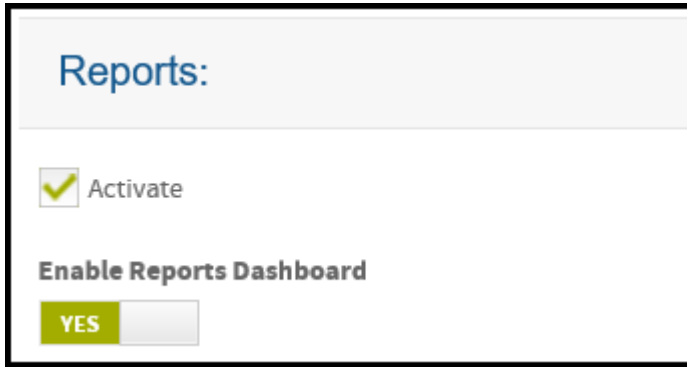
3. Enter a name in the **Report name** field. This field is required.
4. Select a report category from the **Report category** list. These categories are useful for grouping reports by their functionality.
5. Enter a description in the **Report Description** field.
6. Select **Include selected units and accounts** if you want the units or accounts you selected for this report to be included each time the report runs. If you clear this checkbox, these parameters users must specify them every time they run the report.
7. Click **Save**. Online Card Management saves the report and displays it in the Standard Report list.

Reports Dashboard

You can use the **Reports Dashboard** to view charts of trending analysis of program spending and CentreSuite usage.

Enable the Report Dashboard

To enable this feature, navigate to **Set Up Site** in the **Administration** module. Click the **Modules** tab. In the Report section the **Enable Reports Dashboard** option will display. The default value is **No**. Select **Yes** to have access to the Reports Dashboard.



To allow all companies to use the feature, enable the option at the bank level.

To allow specific companies to use the feature, enable at the company level.

Once enabled, administrators and users with Audit Reporting permission will have access to the Report Dashboard.

When the site is enabled, the system will run a process that night to ensure all the bank's data is included in new tables to create the dashboard charts related to spending.

Using the Reports Dashboard

You can access the dashboard, by clicking the link under **Quick Links** on the CentreSuite home page or clicking Reports Dashboard under the **Reports** tab.

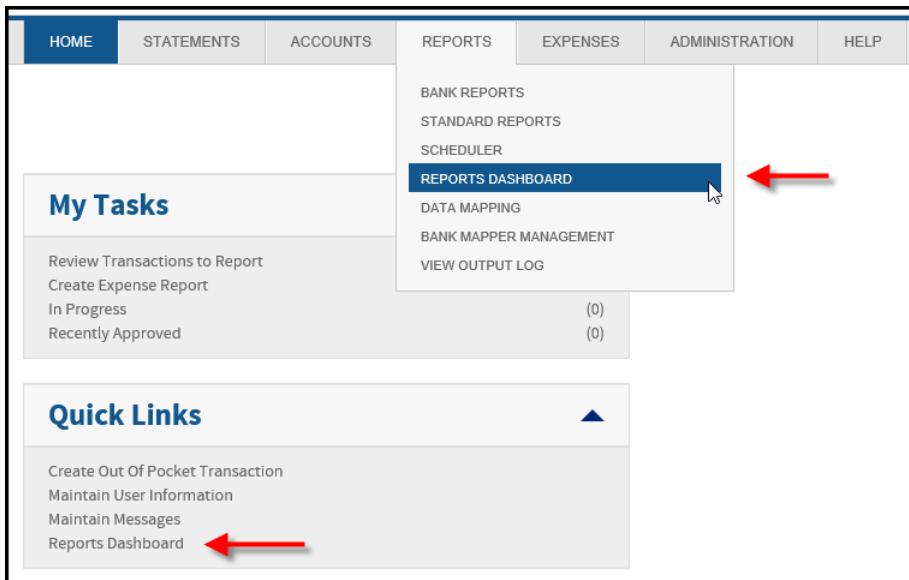


Figure 2. CentreSuite Home Page

Organization administrators can access 10 different dashboards:

- Total Program Spend
- Average Transaction Amount
- Average Program Spend
- Top 10 Merchants by Spend
- Top 10 Cardholders by Spend
- Statement Downloads
- Program Total Card Issued
- Total Active Users
- New Users
- Total Logins

The Monthly Glance

At the top of the page, the **Monthly Glance** provides a summary of the current monthly activity. The totals of each report will refresh to zero at the beginning of each month, increasing as the month progresses when new transactions are imported or new users are added.

The Monthly Glance will only display 8 out of the 10 reports at a time to which organization administrators have access. You can choose which tabs and charts to display by clicking **Show/Hide Graphs**. Select or de-select which reports you want to display.

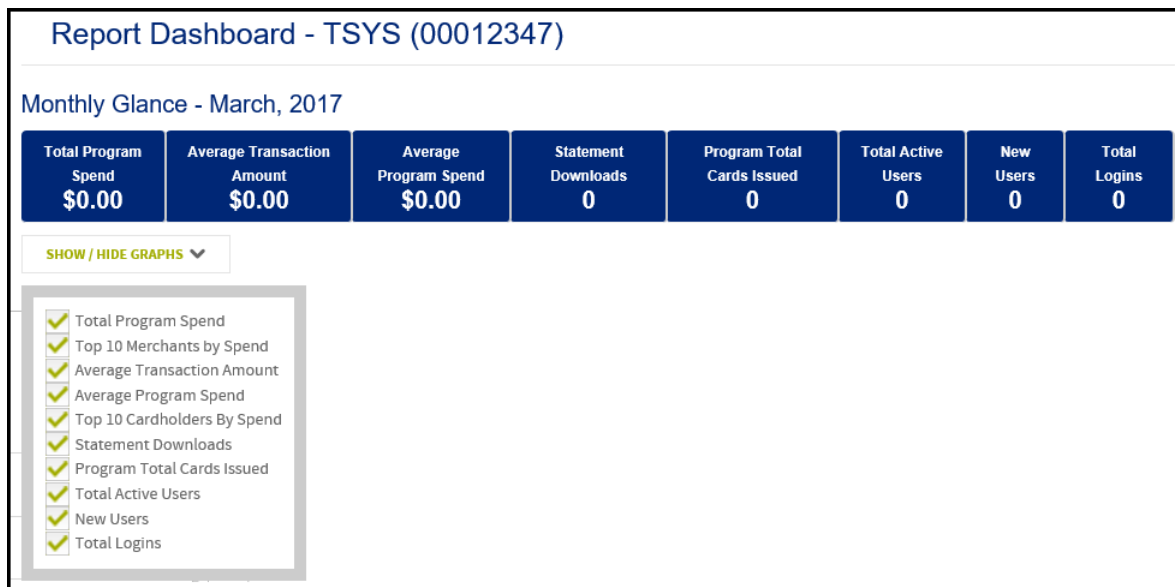


Figure 3. Reports Dashboard - Monthly Glance for Organization Administrators

Bank administrators also can access the dashboard, but different charts will display. They can access the following reports:

- Modules Activated
- Statement Downloads
- Total Active Users
- New Users
- Total Logins

- Newly Activated Organizations

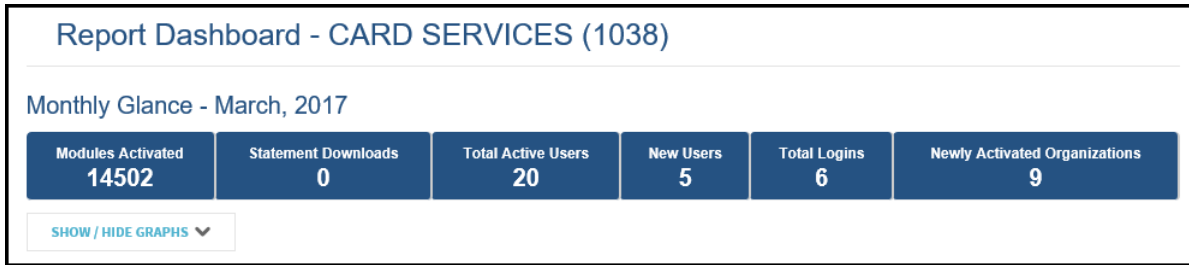


Figure 4. Monthly Glance for Bank Administrators

From the Monthly Glance you can click on the name of the report and a pop-up window will display the chart associated with that report.

Within each chart a common set of controls display:

- Information icon
- Set Date Range dropdown menu
- Print icon
- Download icon
- Zoom icon

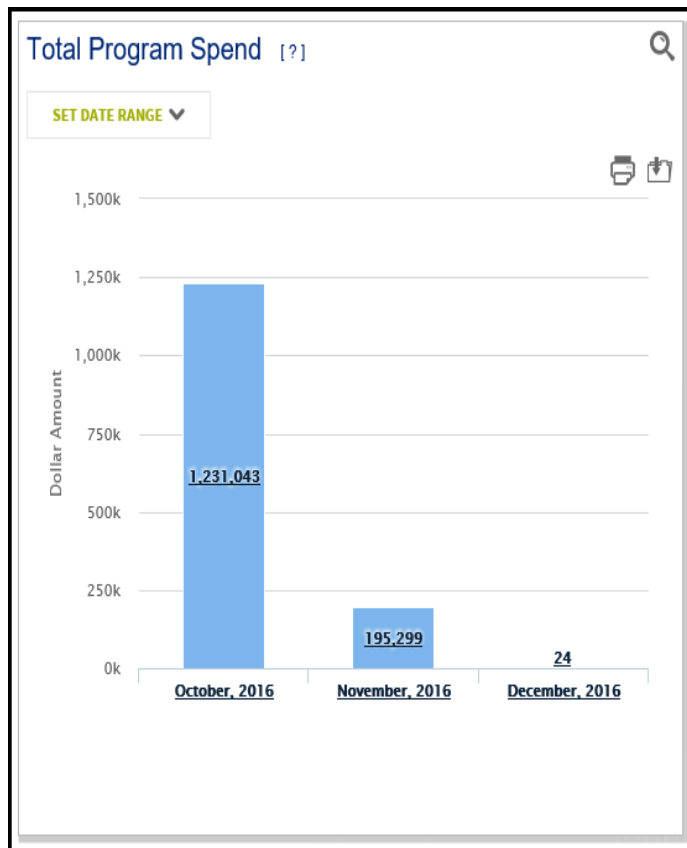


Figure 5. Total Program Spend Pop-up Window

Dashboard

The charts that you selected to include on this dashboard will display in a two by four tiled format. You can control the order of the charts by dragging each one to where you want it to display.



Figure 6. Reports Dashboard

The information icon displays next to the chart name providing information related to the data within the chart.



Figure 7. Information Icon

Use the Set Date Range dropdown menu to define the date range and how to breakdown the data for each chart. Click the radio button next to the break down option you want the chart to display. Depending on the date range defined, some breakdown options will not be available for use. Click **Apply** to regenerate the chart.

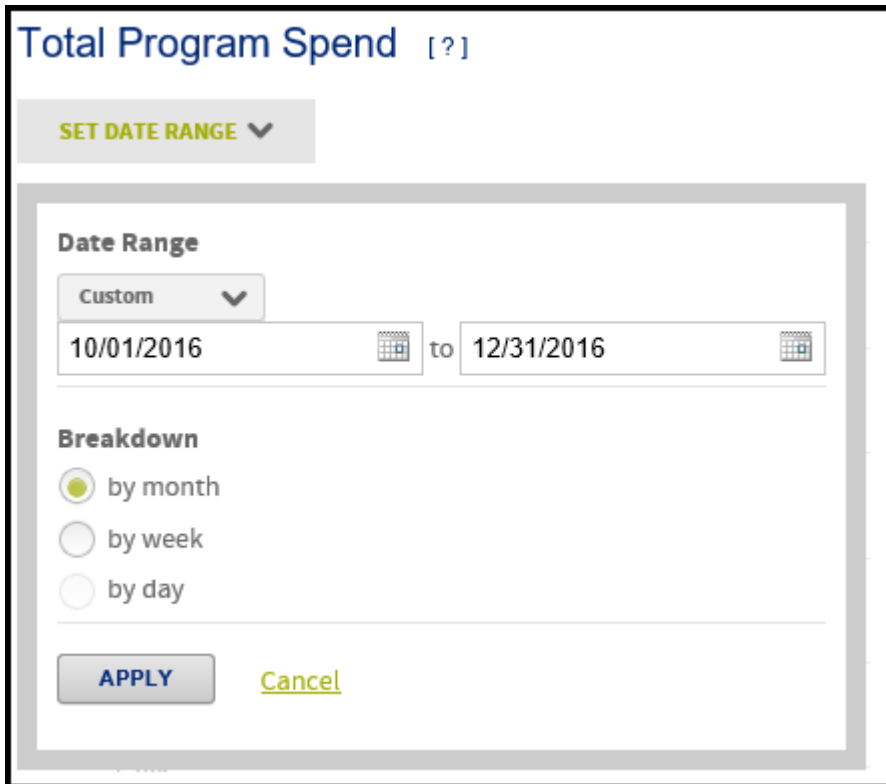


Figure 8. Set Date Range Menu

Print and download icons display to the right above the chart. A standard print dialog displays after clicking the print icon.

A PNG file will be created after clicking the download icon.

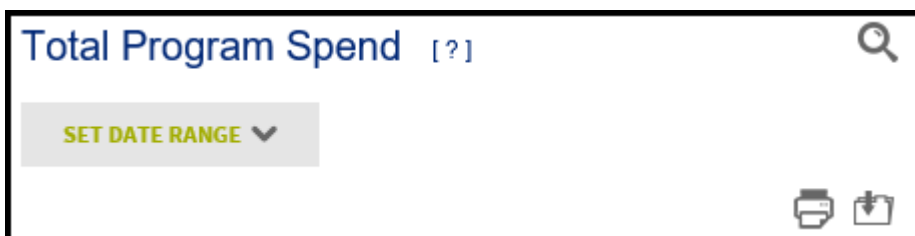


Figure 9. Closeup of Icons

To isolate and enlarge the chart, click the zoom icon in the upper right corner. A pop-up window will display. Select the **Date Range** from the dropdown list and select a date by clicking on the calendar icon in the date fields. Click Apply to regenerate the chart. You also can print and download the chart using appropriate the icons.



Figure 10. Average Transaction Amount Pop-up Window

Working with Mappers

A mapper is a set of instructions that query a transaction database and export data in a specified format, called the mapper output file. When the mapper output file is complete, users download it from the Output Log. The file is then read by your organization's accounting software or other internal programs in order to update data.

When the output file is created, the associated database transactions statuses are changed to "mapped" and locked from further editing. When database transactions have a mapped status, they are not returned in subsequent runs of the mapper. If you need to modify mapped data, you can create mappers that specifically do not set the **Mapped** flag on returned data or you can use the Unmap option in the Output Log. If you unmap transactions, all transactions associated with a mapper output file are unmapped. You cannot unmap a single transaction associated with a mapper output file. See "To work with the Output Log (on page 320) for instruction for unmapping transactions that are already in a mapper output file.

You can experience a slight delay in the processing of your mapper because factors like Internet traffic levels, the number of users accessing the database servers, routine database integrity procedures, and the complexity of your mapper parameters all have an impact on processing time.

You can run a mapper after you create it or you can schedule the mapper to run automatically using the Scheduler. Specify the transaction date range when you run a mapper. Use the Scheduler (see topic on page 267) to set the date ranges for mapper scheduling.

This chapter includes the following sections:

- Creating Mappers (see topic on page 235)
- Using Mappers in Online Card Management (see topic on page 244)
- Managing Mappers as a bank administrator (see topic on page 251)

Creating Mappers

Use the Data Mapping tool to create new mappers. Before you create a mapper, determine your internal software upload file format requirements and create mappers that satisfy the requirements. Read the following topics to understand how mappers work and how you can use the Data Mapping tool.

When a mapper is run, the output is found in the Output log. Select *Expenses>Output Log* from the menu to view the Output log. There might be a slight delay between when you run the mapper and when the mapper data is available in the Output log because the database performs periodic data integrity checks and, while these are running, locks the mapper data. Once the integrity checks are complete, the mapper is run.

Creating mappers using the Data Mapping Tool

The Data Mapping Tool guides you through the process of creating a new mapper. Complete each page off the Data Mapping Tool to create a new mapper. This procedure explains the steps necessary to complete the Data Mapping Tool to create a new mapper. Subsequent procedures explain each step in detail.

1. Select *Reports > Data Mapping* from the menu. The Manage Mappers page displays.

Run	Schedule	Edit	Delete	Mapper Name	Description	Type	Unit Number	Unit	Date Last Modified	Last Modified By
				#4375 Monthly AP	#4375 Monthly AP	Standard	00004375	GRUHAM PACKAGING L.C. LP	5/18/2013	CCC John Smith
				HW Test		Standard	00001096	WORLD TRAVEL HOLDINGS	3/6/2015	John Maltry
				00051405		Standard	00051405	CAPE ENERGY MGMT INC	3/12/2014	Bessie Boyd
				00001720	Transaction	Standard	00001720	COLUMBIA COLLEGE	11/6/2014	Caroline Tanner
				1. Fixed Month Transactions	Approved Transactions	Standard	00002012	NA CONSTRUCTION GROUP	3/13/2013	DUSTIN HEWER
				1. Service AP's GL Posting File		Standard	00000000	SEAWO PACIFIC INC	3/6/2014	Ulyssz Kuznetskiy
				1099	1099 File	Standard	00020523	JLT HOLDINGS INC	1/14/2013	Sherry McCredie
				12 Data 13317	Year Report File	Standard	00013317	13 OAKS MANAGEMENT	5/27/2013	Liz Munn
				10100		Standard	00010100	SOUTHERN NH UNIVERSITY	1/15/2014	Gail Duckless
				1_2000CAD Transaction Data	Transaction report to be used for Visa Performance Data Analytics	Standard Bank	7380	THE BANK OF NOVA SCOTIA	11/19/2013	Admin Account
				1_2473 US Transaction Data	Transaction report to be used for Visa Performance Data Analytics	Standard Bank	2473	THE BANK OF NOVA SCOTIA	11/19/2013	Admin Account
				1_TestAccrualMapper		Standard	00001010	FCT INSURANCE LTD	9/25/2013	Wichole Small-Offen
				2. FMT with Cardholder	CS Approved Tens	Standard	00002012	NA CONSTRUCTION GROUP	12/23/2013	Geoffrey Fey
				2. Service AP's Accrual File		Standard	00000000	SEAWO PACIFIC INC	11/9/2010	Ulyssz Kuznetskiy
				2013.1 Release Test		Standard	00004259	PCARDS	5/29/2014	Lisa Romanick
				2013.4 Release Test		Standard	00000000	DEMO COMPANY	12/6/2013	POB David Sobczyk
				2310		Standard	00001135	NEW YORK DIMENSION	4/7/2008	Burrows Paper
				2362_Transaction Detail Report	Custom Mapper	Custom	00002362	COMPUTERSHARE	4/20/2007	System Record

Figure 209: Manage Mappers Page

2. Click **Create New Mapper**. The General Information page of the Data Mapping Tool displays.
3. Enter the general information for the mapper as described in "To enter general information for a new mapper (on page 237).
4. Click **Next**. The Define Mapper Format page of the Data Mapping Tool displays.
5. Define the mapper format using one of the following procedures depending on the format you select:
 - For fixed-length mappers, complete "To define a fixed length mapper format (See "To define a fixed-length mapper format" on page 241).
 - For delimited mappers, complete "To define a delimited mapper format (on page 240).
6. Select the mapper record type as described in "To select mapper record type (on page 242).
7. Define the data fields in the output file as described in "To define columns for mapper output file records (on page 242).

Note: To save time, you can copy an existing mapper and modify only the properties that are different. See "To copy settings from an existing mapper (on page 236) for more information.

To copy settings from an existing mapper

1. From the **Copy from existing mapper** options, select Yes. The **Select mapper** list activates.
2. From the **Select mapper** list, select the mapper that you want to copy settings from and click **Go**. All settings are populated from the original mapper except:
 - **Mapper name.** Enter a unique name for the new mapper. This field is required.
 - **Description.** Enter a description for the new mapper.
 - **Output file name.** Enter a unique name for the output file name. This field is required.

3. Click **Next** to review or edit the mapper format and record type settings.
4. Click **Next** to review or edit columns for the header, detail, and footer records.
5. When the columns definitions are complete, click **Finish** to complete the new mapper.

To enter general information for a new mapper

1. From the *Reports* menu, choose *Data Mapping Tool*. The Manage Mappers page displays.
2. Click **Create New Mapper**. The General Information page displays.

Figure 210: Create Mapper page- step 1

3. From the **Copy from existing mapper** options, select No.
4. In the **Mapper name** field, enter a unique name for the mapper. This is a required field.
5. In the **Description** field, enter a brief explanation of the mapper .
6. Enter a unique output file name in the **Output file** name field. This field is required. This name displays in the **Save as** field in the download dialog when the recipient of the output file downloads it from Online Card Management.

Note: Online Card Management generates a unique internal file name for the output file when running the mapper. This file name prevents overwriting previous versions of the mapper output file.

7. From the **File format** option, select one of the following data column formats.
 - Select **Fixed length** to create an output file with data contained in columns with fixed lengths. You will specify each column length in later steps.
 - Select **Delimited** to create an output file with column length equal to the data contained in them. Each column is separated by a delimiter character. You will specify the column delimiter character in later steps.
8. From the **File extension** list, select one of the following file extensions:
 - Select "TXT " to append a .txt extension to the file name (FILE_NAME.txt). This extension is typically used for flat text file formats.
 - Select "CSV" to append a .csv extension to the file name (FILE_NAME.csv). Files with this extension can be viewed using Microsoft[®] Excel.

Your selection defines the mapper format page in later steps of the Data Mapping Tool.

9. Select the **Create for bank** check box if you want to create this mapper for a bank and use it for multiple organizations. The bank mapper fields display.

The screenshot shows a form section titled 'Create for bank [?]'. It contains three main elements: a checked checkbox, a dropdown menu, and another unchecked checkbox. The checked checkbox is labeled 'Create for bank [?]' and is currently selected. Below it is a dropdown menu labeled 'Bank' with the text 'CARD SERVICES (1038)' and a downward arrow. At the bottom is an unchecked checkbox labeled 'Allow Copying [?]'.

Figure 211: Print mapper fields

If you select the **Create for bank** check box, complete the following for the bank mapper fields:

- a. From the **Bank** list, select the bank for which you are creating this mapper.
- b. Select the **Allow copying** check box if you want to create future mappers by copying this one. Leave this check box clear if you do not want new mappers to copy this mapper's setting.

10. If you selected the **Create for bank** check box, select the bank for which you are creating the mapper from the **Bank** list.
11. If you have access to multiple organizations, click **Select Organization** and complete the following.
 - a. The Select Units dialog displays.

Figure 212: Select Units dialog

- a. Find and select the organization's unit from the unit search results.
 - b. Select the unit from the hierarchy.
 - c. Click **OK**. The selected unit displays in the Create Mapper page.
12. Select one of the following account type options:
 - Select **Individual** to include only individual-type accounts in programs where transactions typically post.
 - Select **Corporate** to include only corporate-type accounts.
 - Select **Both** to include both individual and corporate account types.

Only accounts for the selected billing type will be included in the mapper output file.
13. Select the transaction types you want included in the output file.
 - Select **Regular Card Transactions** to include standard card transactions.
 - Select **Payments, Fees, and Adjustments** to include these transaction types in the output file. You can specify debit and credit signs in later steps.
 - Select **Out of pocket transactions** to include transactions created by the user for submission in an expense report.
 - Select **Personal transactions** to include transactions that have been flagged as personal expenses.
14. Select an **Include transaction splits** option.
 - Select **Yes** to include split transaction detail in the output file. The parent transactions of splits are not mapped to the output file.
 - Select **No**, to only map the parent transaction to the output file. Splits and personal transactions are not mapped to the output file.
15. Select an **Include only transactions assigned to expense reports** option.

If you select Yes, the **Expense report status** list activates. Select an expense report status from the list.

16. Click **Next** to access the mapper format and record type page of the Data Mapping Tool.
17. Continue to define your mapper by completing either "To define a fixed length mapper format (See "To define a fixed-length mapper format" on page 241) or "To define a delimited mapper format (on page 240) according to the file format you select.

Note: The format options that display in the Define Mapper Format section of the Data Mapping Tool depend on your **File format** selection.

To define a delimited mapper format

Important: This procedure assumes that you have completed the procedure "To enter general information for a new mapper (on page 237) for a new delimited mapper. If you are creating a fixed-length mapper, complete "To define a fixed-length mapper format (on page 241) instead.

Define Mapper Format [?]

Numeric Format

Delimiter [?] Tab

Text Qualifier [?] None

Decimal [?]

Fixed Implied

Number of Decimal Places [?]

2 4

Debit Sign [?] None

Credit Sign [?] Minus

Sign Position [?]

Before After

Date Format

Format [?] MMDDYYYY

NEXT Cancel

Figure 213: Create Mapper page- delimited steps 2 & 3

1. From the **Delimiter** list, select the delimiter character you want to use to separate data fields in the output file.
2. From the **Decimal** option, select one of the following options:
 - Select **Implied** to exclude the decimal point from numeric data in the mapper output file. This format is used by accounting applications that define the decimal position by the number of digits in numeric data.
 - Select **Fixed** to include the decimal point in numeric data in the mapper output file. Numeric data is rounded to the number of decimal places set in the next step.

3. Select the **Number of decimal places** option to set the decimal places reported in numeric data. Online Card Management rounds data to the selection.
4. From the **Debit sign** and **Credit sign** lists, select the sign you want to use to designate credit and debit transactions.
5. Select a **Sign position** option.
 - Select **Before** from the to place the debit and credit signs before numeric data.
 - Select **After** to place the signs after numeric data.
6. Select the date format from the **Date format** list. Online Card Management uses this format for all dates in the output file.

To define a fixed-length mapper format

Important: This procedure assumes that you have completed the procedure "To enter general information for a new mapper (on page 237) for a new fixed-length mapper. If you are creating a delimited mapper, complete "To define a delimited mapper format (on page 240) instead.

Figure 214: Create Mapper page- fixed mapper step 2

1. From the **Decimal** option, select one of the following format options:
 - Select **Implied** to exclude the decimal point from numeric data in the output file. This format is used by accounting applications that define the decimal position by the number of digits in numeric data.
 - Select **Fixed** to include the decimal point in numeric data in the output file. Numeric data is rounded to the number of decimal places set in the next step.

2. Select the **Number of decimal places** option to set the decimal places reported in numeric data. Online Card Management rounds data according to the selection.
3. Select a **Justification** option. Select **Right** to right-justify numeric data within the defined column or **Left** to left-justify data.
4. Select **Zeros** for the **Padding** option to pad unused spaces in the column with the zero (0) character or **Spaces** to pad unused spaces with spaces.
5. Select the debit and credit signs from the **Debit sign** and **Credit sign** lists.
6. Select **Before** from the **Sign position** option to place the debit and credit signs before numeric data. Select **After** to place the signs after numeric data.
7. Select **Right** for the **Justification** option to right-justify text data within the defined column. Click **Left** to left-justify data.
8. Select **Zeros** for the **Padding** option to pad unused spaces in the column with the zero (0) character. Select **Spaces** to pad with spaces.
9. Select the date format from the **Date format** list. Online Card Management uses this format for all dates in the output file.

To select mapper record type

Important: This procedure assumes that you have entered general information and defined the mapper format.

1. Select **Yes** for the **Include header record** option to include a header record in the output file. You specify the header fields and their formats in subsequent steps of the Data Mapping Tool.
2. Select **Yes** for the **Include detail record** option to include detail records in the output file. The **Detail record level** list activates and you can select a record detail level from it. Specify the detail fields and their formats in subsequent steps of the Data Mapping Tool.
 - Select **Allocation** to include one summary detail record for each unique allocation field combination.
 - Select **Cardholder** to include one summary detail record for each cardholder.
 - Select **Transaction** to include one detail record for each transaction.
 - Select **Unit** to include one summary detail record for each unit.
3. Select **Yes** for the **Include footer record** option to include a footer record in the output file. You specify the footer fields and their formats in subsequent steps of the Data Mapping Tool.
4. Click **Finish**.

To define columns for mapper output file records

Important: This procedure assumes that you have entered general information, defined the mapper format and selected the mapper record type.

Specify the name, type, and value of each data field in the output file. If you select a fixed-length output file format in the general section of the Data Mapping Tool, you must also specify each field length. Depending on your selection in the record type section of the Data Mapping Tool, you see the column definition page for your first selection; header, detail, or footer record. You complete the field definitions for each record type and save the mapper. Once the first field is completed, you can insert fields before or after, edit, or delete fields.

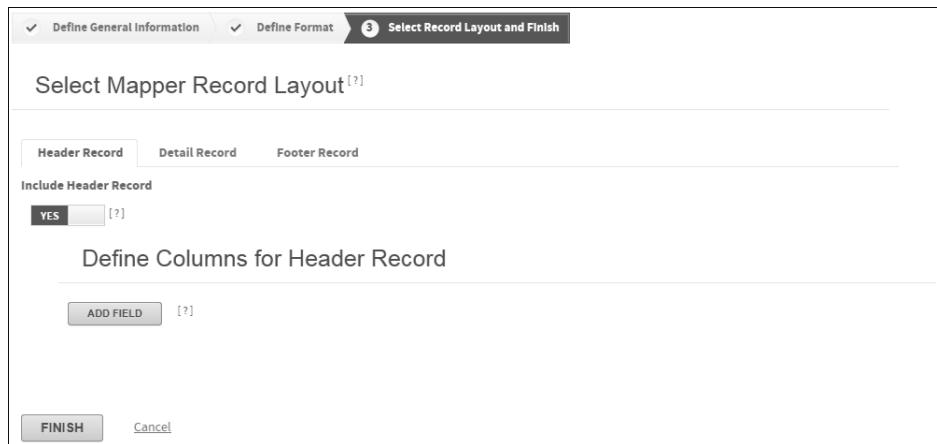


Figure 215: Create Mapper page-step 3

1. Click **Add Field**. The Add Field dialog displays. All fields in this dialog are required.

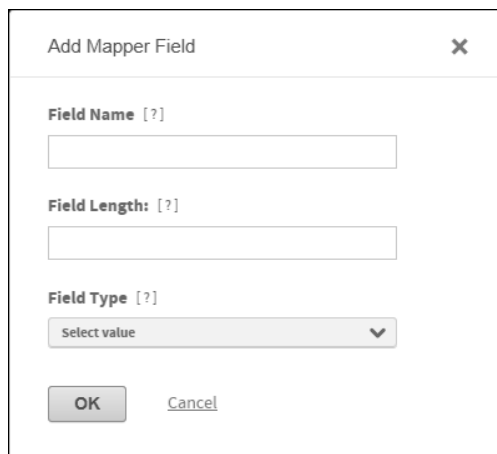


Figure 216: Add Field dialog

2. In the **Field Name** field, enter the name of the field you want to display in Online Card Management. You can use up to 50 characters.

Note: The field name does not display in the output file.

3. In the **Field Length** field, enter the number of characters in the field. This is a numeric field. This field does not display if you chose a delimited output file format in the general section of the Data Mapping Tool.
4. From the **Field Type** list, select the type of field you are adding (for fixed-length fields). This selection populates the **Field Value** list where you further refine the data to be output in this field.
5. Select the field value from the **Field Value** list. This list is dependent on your selection in the **Field Type** list.
6. Click **OK**. The field displays in the Define Columns For ... Record section.
 - The **Order** field automatically updates and shows the sequential, left to right, order the field will display in the output file. You can insert fields before or after any field, if required.
 - For Fixed Length files, the **Field Length** and **Position** fields show the length and cumulative position of each field in the output file.
7. Repeat steps 1 - 6 for each field required for the header, detail, or footer record.
8. Click **Finish** to complete the mapper.

Using Mappers in Online Card Management

You create, run, schedule, and manage mappers in the Manage Mappers page. Use the Data Mapping Tool to create and edit mappers. Once created, the mappers are listed here. You can run a mapper or schedule it to run using the Scheduler. See "To schedule a mapper (on page 267) for complete step-by-step instructions on scheduling mappers.

Select *Reports > Data Mapping* from the menu to access the Manage Mappers page.

Run	Schedule	Edit	Delete	Mapper Name	Description	Type	Unit Number	Unit	Date Last Modified	Last Modified By
				#4375 Monthly AP	#4375 Monthly AP	Standard	00004375	GRAHAM PACKAGING L.C., L.P	5/16/2011	CCC JoAnn Smith
				RHN Test		Standard	00061956	WORLD TRAVEL HOLDINGS	3/9/2015	John Mallory
				00851486		Standard	00851486	CAPE ENVIRO MGMT INC	3/12/2014	Bessie Boyd
				08001720	transaction	Standard	08001720	COLUMBIA COLLEGE	11/6/2014	Caroline Tanner
				1. Fixed Width Transactions	Approved Transactions	Standard	00002012	NA CONSTRUCTION GROUP	3/13/2013	DUSTIN MEYER
				1. Servco AFS GL Posting File		Standard	00990000	SERVCO PACIFIC INC	3/6/2014	Lloyd Kurashige
				1099	1099 File	Standard	00026523	JLT HOLDINGS INC	1/14/2011	Sherry McCredie
				12 Oaks 13317	Yardi Import File	Standard	00013317	12 OAKS MANAGEMENT	5/2/2013	Liz Morris


Figure 217: Manage Mappers page

To run a mapper

1. Select *Reports > Data Mapping Tool* from the menu. The Manage Mappers page displays.

Run	Schedule	Edit	Delete	Mapper Name	Description	Type	Unit Number	Unit	Date Last Modified	Last Modified By
				#4375 Monthly AP	#4375 Monthly AP	Standard	00004375	GRAHAM PACKAGING L.C., L.P	5/16/2011	CCC JoAnn Smith
				RHN Test		Standard	00061956	WORLD TRAVEL HOLDINGS	3/9/2015	John Mallory
				00851486		Standard	00851486	CAPE ENVIRO MGMT INC	3/12/2014	Bessie Boyd
				08001720	transaction	Standard	08001720	COLUMBIA COLLEGE	11/6/2014	Caroline Tanner
				1. Fixed Width Transactions	Approved Transactions	Standard	00002012	NA CONSTRUCTION GROUP	3/13/2013	DUSTIN MEYER
				1. Servco AFS GL Posting File		Standard	00990000	SERVCO PACIFIC INC	3/6/2014	Lloyd Kurashige
				1099	1099 File	Standard	00026523	JLT HOLDINGS INC	1/14/2011	Sherry McCredie
				12 Oaks 13317	Yardi Import File	Standard	00013317	12 OAKS MANAGEMENT	5/2/2013	Liz Morris

Figure 218: Manage Mappers page

2. From the list of mappers, find the mapper you want to run and click the  icon. The Run Mapper page displays.

Run Mapper #HN Test

Step 1: Complete required mapper criteria [?]

Flag transaction as mapped: [?]
 Yes No

Include mapped transactions: [?]
 Yes No

Lock description field: [?]
 Yes No

Date

Date type: [?]*
Date Posted

Date range:*
From: 12/26/2015 To: 1/25/2016 [?]
Statement (Last)

Accounts and Units *

Search for:
 Unit Account [?]

Name on Account

Active accounts Inactive within 45 days Inactive longer than 45 days Purged

SEARCH

Optional filter on MCC codes or expense types

Search for MCC or expense type to add to the search criteria. Specify a search value. You can use the wildcard (*) to replace starting or ending values.

Search by:
MCC description

Order by:
 Description Code

File Destination Options

Output log [?]
 Personal
 Corporate
 Bank

Mailbox [?]
 External corp
 External bank


RUN Cancel

Figure 219: Run mapper page

3. Choose one of the following **Flag transactions as mapped** options:
 - Select the Yes option to flag transactions as mapped when the mapper runs. If transaction has in the mapped status, account holders can no longer allocate the transaction, split the transaction, or attach the transactions to expense reports. The **Lock Description Field** options enable when you select Yes.
 - **Note:** Transactions with mapped status are excluded from future output files.
 - Select No for the **Flag transactions as mapped** option to prevent the transactions from being assigned a mapped status. Selecting No also activates the **Include mapped transactions** options.

Note: If you choose No and retain the unmapped status, you can include these transactions in future output files.

4. If you selected the No in step 3, choose one of the following **Include mapped transactions** options:
 - Select Yes to include mapped transactions from previous mappers in the output file.
 - Select No to exclude previously mapped transactions.
5. If you selected Yes in step 3, choose one of the following **Lock Description Field** options:
 - Select Yes if you do not want account holders to edit transaction descriptions after running the mapper.
 - Select No if you want to allow account holders to edit transactions after running the mapper.
6. From the **Date type** list, select either the posted date or the transaction date (occurred).
7. From the **Date Range** list, select the range you want.

If you select "Custom", the **From** and **To** fields activate. Enter the dates in the fields, or click the  icon to select the dates from a calendar.

8. Select the account and units for which you are running the mapper. You can run the mapper against combined accounts and units.
 - Select Account from the **Search by** list, specify further search criteria in the **Search for** field, and click **Search**.
If you select "Account name" or "Account number", all accounts that meet your search criteria display in the Select List page. Select the accounts and click **Add to Search**. The accounts display in the Selected list. If you select "Unit name" or "Unit number", all accounts within the units that meet your search criteria display in the Select List page. Select the accounts and click **Add to Search**. The accounts display in the Selected list.
 - Select Unit from the **Search by** list, specify further search criteria in the **Search for** field, and click **Search**.
You can search by "Unit name" or "Unit number", all units that meet your search criteria display in the Available list. Click on the units to display them in the Selected list. If you want to include subunits, select Yes as the **Include subunits** option.

Note: You must select at least one account or unit.

- Click **Run**. An informational dialog displays when the mapper runs. A message displays informing you that the mapper is running.



Figure 220: Run Mapper confirmation

- Click **OK** to exit the dialog.
- Use the Output Log to verify the status of the mapper.

To edit a mapper

You edit mappers using the same Data Mapping Tool you use to create them.

- Select *Reports > Data Mapping Tool* from the menu. The Manage Mappers page displays.

Manage Mappers ^[?]										CREATE NEW MAPPER ^[?]
Run	Schedule	Edit	Delete	Mapper Name	Description	Type	Unit Number	Unit	Date Last Modified	Last Modified By
				#4375 Monthly AP	#4375 Monthly AP	Standard	0004375	GRAHAM PACKAGING L.C. L.P	5/16/2011	CCC Johnn Smith
				#HN Test		Standard	00061956	WORLD TRAVEL HOLDINGS	3/9/2015	John Mallory
				00851486		Standard	00851486	CAPE ENVIRO MGMT INC	3/12/2014	Bessie Boyd
				08001720	transaction	Standard	08001720	COLUMBIA COLLEGE	11/6/2014	Caroline Tanner
				1. Fixed Width Transactions	Approved Transactions	Standard	00002012	NA CONSTRUCTION GROUP	3/13/2013	DUSTIN MEYER
				1. Servco AFS GL Posting File		Standard	00090000	SERVCO PACIFIC INC	3/6/2014	Lloyd Kurashige
				1099	1099 File	Standard	00028523	JLT HOLDINGS INC	1/14/2011	Sherry McCredie
				12 Oaks 13317	Yardi Import File	Standard	00013317	12 OAKS MANAGEMENT	5/2/2013	Liz Morris

Figure 221: Manage Mappers page

- Locate the mapper and click the icon. The Edit Mapper page displays. This is the first page in the Data Mapping Tool. The mapper fields are editable.
- Locate the fields you want to change. Click **Next** to navigate through the Data Mapping Tool to find the fields you want to edit.

Tip: See "To create a mapper using the Data Mapping Tool (See "Creating mappers using the Data Mapping Tool" on page 235) for detailed instructions on mapper fields and settings.

- Click **Next**. The final page of the Data Mapping Tool displays.
- Edit the fields as necessary.
- Click **Finish** to save the changes.

To delete a mapper

- Select *Reports > Data Mapping* from the menu. The Manage Mappers page displays.
- Locate the mapper and click the icon. A confirmation dialog displays.

Note: If the mapper is a scheduled event, you cannot delete it until you have removed it from the schedule.

3. Click **OK**. Online Card Management deletes the mapper.

To insert a field into a mapper

1. Select *Reports > Data Mapping* from the menu. The Manage Mappers page displays.

Run	Schedule	Edit	Delete	Mapper Name	Description	Type	Unit Number	Unit	Date Last Modified	Last Modified By
				#4375 Monthly AP	#4375 Monthly AP	Standard	00004375	GRAHAM PACKAGING L.C. L.P	5/16/2011	CCC Johnn Smith
				#HN Test		Standard	00061956	WORLD TRAVEL HOLDINGS	3/9/2015	John Mallory
				00051486		Standard	00051486	CAPE ENVIRO MGMT INC	3/12/2014	Bessie Boyd
				08001720	transaction	Standard	08001720	COLUMBIA COLLEGE	11/6/2014	Caroline Tanner
				1. Fixed Width Transactions	Approved Transactions	Standard	00002012	NA CONSTRUCTION GROUP	3/13/2013	DUSTIN MEYER
				1. Servco AFS GL Posting File		Standard	00090000	SERVCO PACIFIC INC	3/6/2014	Lloyd Kurashige
				1099	1099 File	Standard	00026523	JLT HOLDINGS INC	1/14/2011	Sherry McCredie
				12 Oaks 13317	Yardi Import File	Standard	00013317	12 OAKS MANAGEMENT	5/2/2013	Liz Morris

Figure 222: Manage Mappers page

2. Locate the mapper and click the icon. The Edit Mapper page displays. This is the first page in the Data Mapping Tool. The mapper fields are editable.
3. Click **Next** until you reach Step 3: Define columns for detail record.
4. Locate the field next to which you want to insert the new field and click the corresponding icon. The Insert Field dialog displays.

✕

Field Location [?]

Above Allocation
 Below Allocation

Field Name [?]

Field Length: [?]

Field Type [?]

Select value ▼

Figure 223: Insert Field dialog

5. Select **Above Allocation** for the Insert Field option to insert a new field before the field. Click **Below Allocation** to insert the new field after the field. This is a required field.
6. In the **Field Name** enter the name of the field as it should apply in Online Card Management. You can use up to 50 characters. This is a required field.

Note: The field name does not display in the output file.



7. In the **Field Length** field enter the number of characters in the field. This is a numeric field and is required.
Note: This field does not apply to delimited mappers, it only displays if you are inserting a field into a fixed-length mapper.
8. Select the type of field from the **Field Type** list. This selection populates the **Field Value** list where you further refine the data to be output in this field. This is a required field.
9. If applicable, select the field value from the **Field Value** list. This list is dependent on your selection in the **Field Type** list.
10. Click **OK**. The field displays in the Define Columns For ... Record section. The **Order** field automatically updates to show the insertion order. For fixed-length mappers, the **Field Length** and **Position** fields update to show the inserted field.
11. Click **Finish** to save the changes to the mapper.

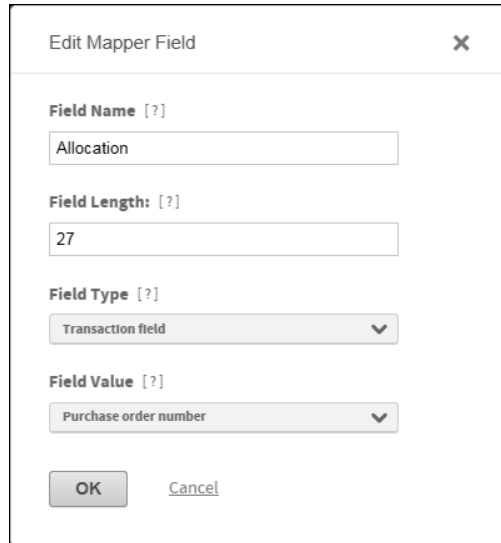
To edit a field in a record

1. Select *Reports > Data Mapping* from the menu. The Manage Mappers page displays.

Manage Mappers ^[1]										CREATE NEW MAPPER ^[1]	
Run	Schedule	Edit	Delete	Mapper Name	Description	Type	Unit Number	Unit	Date Last Modified	Last Modified By	
				#4375 Monthly AP	#4375 Monthly AP	Standard	00004375	GRAHAM PACKAGING LC, L.P	5/16/2011	CCC JoAnn Smith	
				RHN Test		Standard	00061956	WORLD TRAVEL HOLDINGS	3/9/2015	John Mallory	
				00851486		Standard	00851486	CAPE ENVIRO MGMT INC	3/12/2014	Bessie Boyd	
				08001720	transaction	Standard	08001720	COLUMBIA COLLEGE	11/6/2014	Caroline Tanner	
				1. Fixed Width Transactions	Approved Transactions	Standard	00002012	NA CONSTRUCTION GROUP	3/13/2013	DUSTIN MEYER	
				1. Servco AFS GL Posting File		Standard	00090000	SERVCO PACIFIC INC	3/6/2014	Lloyd Kurashige	
				1099	1099 File	Standard	00026523	JLT HOLDINGS INC	1/14/2011	Sherry McCredie	
				12 Oaks 13317	Yardi Import File	Standard	00013317	12 OAKS MANAGEMENT	5/2/2013	Liz Morris	

Figure 224: Manage Mappers page

2. Locate the mapper and click the  icon. The Edit Mapper page displays. This is the first page in the Data Mapping Tool. The mapper fields are editable.
3. Click **Next** until you reach Step 3: Define columns for detail record.
4. Locate the field you want to edit and click the corresponding  icon. The Insert Field dialog displays.



The screenshot shows a dialog box titled "Edit Mapper Field" with a close button (X) in the top right corner. The dialog contains the following fields:

- Field Name [?]**: A text input field containing the text "Allocation".
- Field Length: [?]**: A text input field containing the number "27".
- Field Type [?]**: A dropdown menu with "Transaction field" selected and a downward arrow.
- Field Value [?]**: A dropdown menu with "Purchase order number" selected and a downward arrow.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Figure 225: Insert Field dialog

5. Edit the necessary fields.
6. Click **OK** to save the changes.
7. Click **Finish** to save the changes to the mapper.

Managing mappers as a bank administrator

The Bank Mapper Manager lets you work with bank-level mappers. Bank Administrators can use the Bank Mapper Management create bundles of mappers, assign bundles and mappers to organizations. Bundles let you group mappers together so you that you can quickly assign mappers to the sites that you administer.

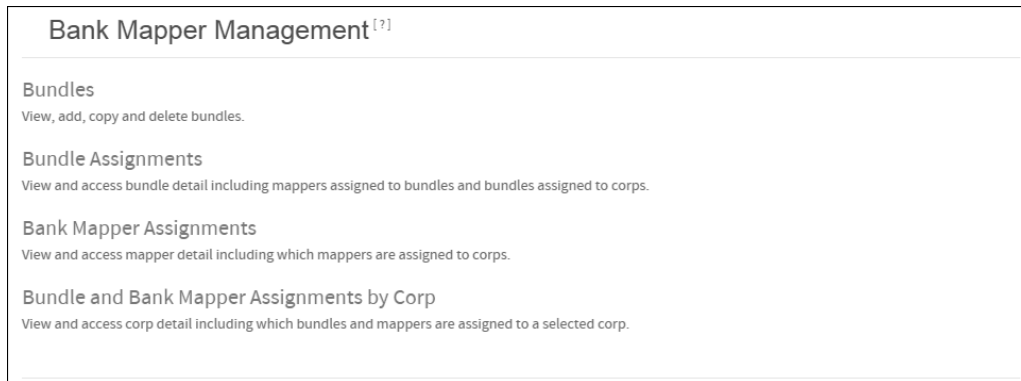


Figure 226: Bank Mapper Management

The following procedure explain how you can use the Bank Mapper Manager to work with mappers in Online Card Management.

To create a mapper bundle

Bundles let you group a series of mappers that logically belong together. For example, if your bank assigns five standard mappers to all of your organization sites, you can create a bundle of standard mappers and then associate the bundle with the organizations rather than creating the mapper for each site. Complete the following to create a mapper bundle.

1. Select *Reports > Bank Mapper Management* from the menu. The Bank Mapper Management page displays.

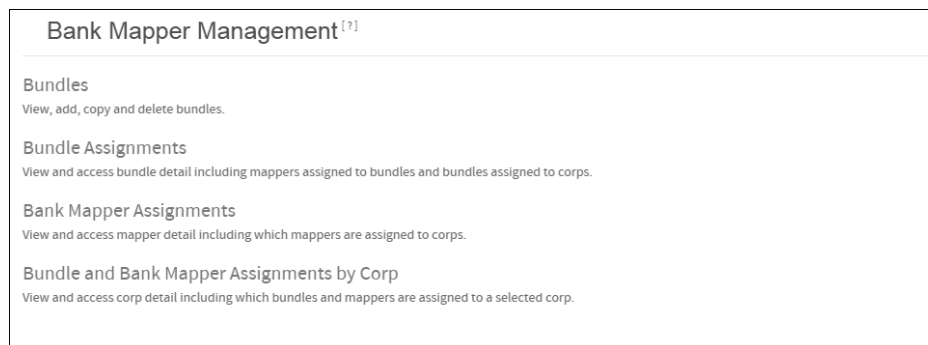


Figure 227: Bank Mapper Management

2. Click the *Bundles* link. The Bundles page displays.

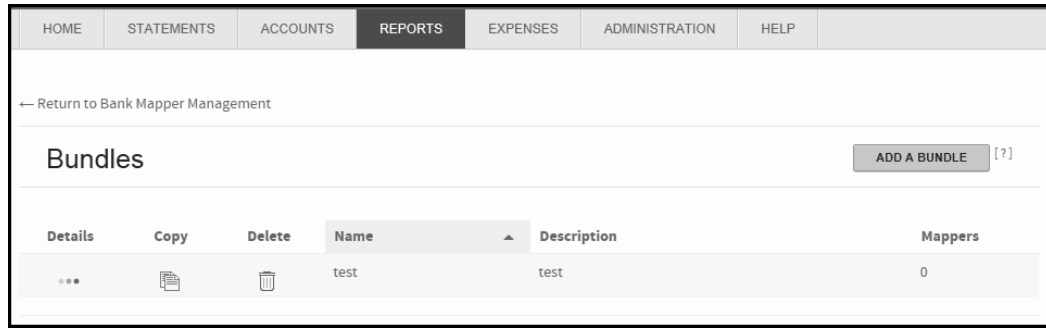


Figure 228: Bundles page

3. Click **Add A Bundle**. The Add Bundle page displays.

Tip: If you want to create a bundle that is very similar to an existing bundle, click the Copy icon for the bundle you want to copy and then change the bundle.

Figure 229: Add a Bundle page

4. From the **Bank** list, select the bank you want to associate with this bundle.

Note: If you only have access to one bank, the bundle is assigned to your bank automatically.

5. In the **Name** field, enter a unique name for the bundle. The name can contain up to 250 characters.
6. In the **Description** field, enter a brief explanation of the bundle's purpose. The description can contain up to 500 characters.
7. Select the **Automatically assign this bundle to new corps** check box if you want all new sites you set up to have access to this set of mappers.
8. Click **Add**. Online Card Management creates the new bundle. The Bundle Details page displays listing the newly created bundle.

You are ready to assign bank-level mappers to this bundle, as described in "To assign mappers to bundles (See "To assign mappers to a bundle" on page 253).

To assign mappers to a bundle

Use this procedure to associate existing mappers with a bundle.

Important: If you are assigning mappers to a bundle at the same time as you create the bundle, begin this procedure at step 5. This procedure assumes that you have already complete the "To create a mapper bundle procedure on page 251.

1. Select *Reports > Bank Mapper Management* from the menu. The Bank Mapper Management page displays.
2. Click the *Bundles* link. The Bundles page displays.
3. From the **Bank** list, select the bank to which the bundle belongs.

Note: If you only have access to one bank, this selection is made for you.

4. From the list of available bundles, click the Details icon of bundle to which you want to add mappers. The Bundle Details page displays.

Return to Bundles

Bundle Details

Bundle Information

Name: [?] *
tester

Description: [?]

Automatically assign to new corps.

UPDATE Cancel

Mappers

ADD MAPPERS TO BUNDLE

Remove [?]	Name:	Description:
⊖	PlainsMidstream	BasicData-CSV

Figure 230: Bundle Details page

- From the Bundle Details page, click **Add Mappers To Bundle**. The Add Bank Mappers to <bundle name> page displays listing the mappers that are available for assignment.

Add Bank Mappers to tester	
Search	
<input type="text"/>	<input type="button" value="SEARCH"/> [1]
[1] Name:	Description:
<input type="checkbox"/> 1_2280 CAD Transaction Data	Transaction report to be used for Visa PerformSource Data Analytics
<input type="checkbox"/> 2280 CAD Cardholder Data Report	Basic cardholder data report with full account number
<input type="checkbox"/> Bragg Sample	
<input type="checkbox"/> CAD Transaction Mapper	
<input type="checkbox"/> Card Expiration Date Listing	
<input type="checkbox"/> Cash Advance Report	
<input type="checkbox"/> Central Travel Mapper - 2280	Custom Mapper

Figure 231: Add Bank Mappers to <bundle name> page

- Select the check boxes that correspond to the mappers you want to assign to the bundle.
- Click **Add**. The Bundle Details page redisplay listing the mappers associated with the bundle.

Assigning bundles to organizations

You can select the organizations that you want to a mapper bundle to, or you can assign the bundle to all of the organizations under your bank. The following procedures explain how you can do this in Online Card Management.

To assign bundles to selected organizations

Completing this procedure assigns a bundle to selected organizations. See "To assign bundles to all organizations" on page 256 if you want to assign the bundle to all of the organizations under your bank.

- Select *Reports > Bank Mapper Management* from the menu. The Bank Mapper Management page displays.

Bank Mapper Management [?]

Bundles
View, add, copy and delete bundles.

Bundle Assignments
View and access bundle detail including mappers assigned to bundles and bundles assigned to corps.

Bank Mapper Assignments
View and access mapper detail including which mappers are assigned to corps.

Bundle and Bank Mapper Assignments by Corp
View and access corp detail including which bundles and mappers are assigned to a selected corp.

Figure 232: Bank Mapper Management

2. Click the *Bundle Assignments* link. The Bundle Assignments page displays.

Bundle Details	Unit Name	Description	Corps	Bank Number	Bank Name
...	Cirque 2280		0	2473	THE BANK OF NOVA SCO
...	Credit Available Mapper		1	5534	COMPASS BANK
...	Expense Status Summary Mapper	Expense Status Summary Mapper	2	7208	SECURITY BANKCARD CE
...	FCB	Transaction and Account Holder Mappers	203	7199	SCREPORTS
...	Fleet Mappers	Custom Fleet mappers	1	5150	FIRST HAWAIIAN BANK
...	Multiple Pcard		0	5534	COMPASS BANK
...	tester		0	2280	THE BANK OF NOVA SCO
...	tester1	tester1	2	2280	THE BANK OF NOVA SCO

Figure 233: Bundle Assignments page

3. From the **Bank** list, select the bank to which the bundle belongs.
Note: If you only have access to one bank, this selection is made for you.
4. Click the bundle for which you want to make bundle assignments. The Bundle Assignments for <bundle name> page displays.

← Return to Bundle Assignments

Bundle Assignments for tester

This bundle is not assigned to any corps.

Figure 234: Bundle Assignments for <bundle name> page

5. Click **Assign To Individual Corps**. The Assign <bundle name> to Corps page displays.

Assign tester to Corps

Search Corps

[?]

A subset of corps are listed. You can refine the list by searching for corps.

[?]	Unit Number	Unit Name
<input type="checkbox"/>	00002012	NA CONSTRUCTION GROUP
<input type="checkbox"/>	00002045	SCOTIABANK P CARD
<input type="checkbox"/>	00002111	SUPERIOR PLUS CORP
<input type="checkbox"/>	00002118	ENTREC CORPORATION

Figure 235: Assign <bundle name> to Corps page

- From the list of available organizations, select the check boxes for the organizations to which you want to assign the bundle.
- Click **Assign**. The Bundle Assignments page displays listing the organizations assigned to the selected bundle.

Tip: Click the **Unassign From All Corps** to remove the bundle assignment from all the organizations that belong to your bank.

To assign bundles to all organizations

Completing this procedure assigns a bundle to all the organizations under your bank. See "To assign bundles to selected organizations on page 254 if you want to choose the organizations to which the bundle is assigned.

- Select *Reports>Bank Mapper Management* from the menu. The Bank Mapper Management page displays.

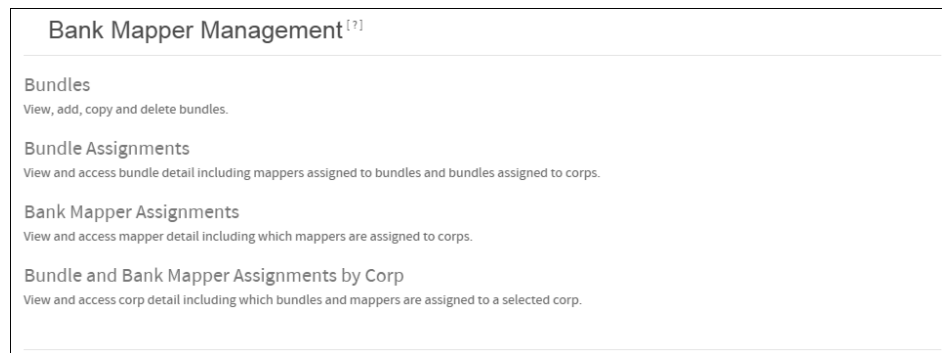


Figure 236: Bank Mapper Management

- Click the *Bundle Assignments* link. The Bundle Assignments page displays.

Bundle Details [?]	Unit Name	Description	Corps	Bank Number	Bank Name
...	Cirque 2280		0	2473	THE BANK OF NOVA SCO
...	Credit Available Mapper		1	5534	COMPASS BANK
...	Expense Status Summary Mapper	Expense Status Summary Mapper	2	7208	SECURITY BANKCARD CE
...	FCB	Transaction and Account Holder Mappers	203	7199	SCREPORTS
...	Fleet Mappers	Custom Fleet mappers	1	5150	FIRST HAWAIIAN BANK
...	Multiple Pcard		0	5534	COMPASS BANK
...	tester		0	2280	THE BANK OF NOVA SCO
...	tester1	tester1	2	2280	THE BANK OF NOVA SCO

Figure 237: Bundle Assignments page

- From the **Bank** list, select the bank to which the bundle belongs.

Note: If you only have access to one bank, this selection is made for you.

- Click the Details icon for the bundle for which you want to make bundle assignments. The Bundle Assignments for <bundle name> page displays.

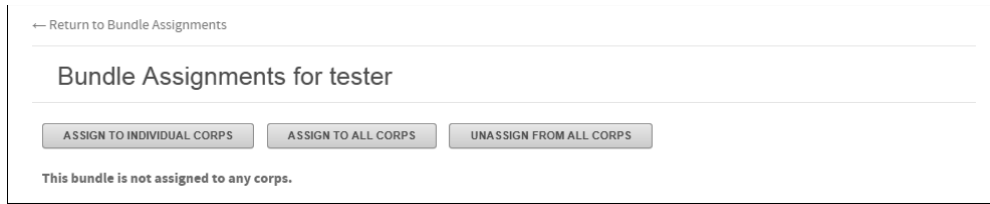


Figure 238: Bundle Assignments for <bundle name> page

- Click **Assign To All Corps**. The Assign <bundle name> to All Corps page displays.

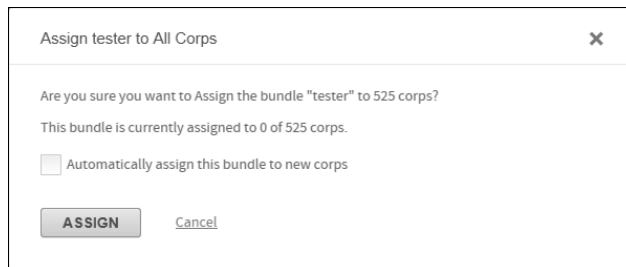


Figure 239: Assign <bundle name> to All Corps page

- Select the **Automatically assign this bundle to new corps** check box if you want any new organization sites that you set up in the future to have this bundle assignment without having to complete the assignment procedure.
- Click **Assign**. The Bundle Assignments page displays listing the organizations assigned to the selected bundle.

Tip: Click **Unassign From All Corps** to remove the bundle assignment from all the organizations that belong to your bank.

To assign individual mappers to organizations

Use this procedure to assign mappers to organizations without using a bundle.

- From the *Reports* menu, select *Bank Mapper Management*. The Bank Mapper Management page displays.

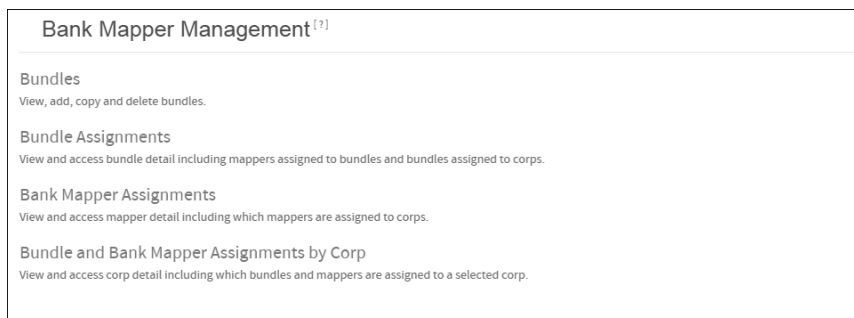


Figure 240: Bank Mapper Management

2. Click the *Bank Mapper Assignments* link. The Bank Mapper Assignments page displays.

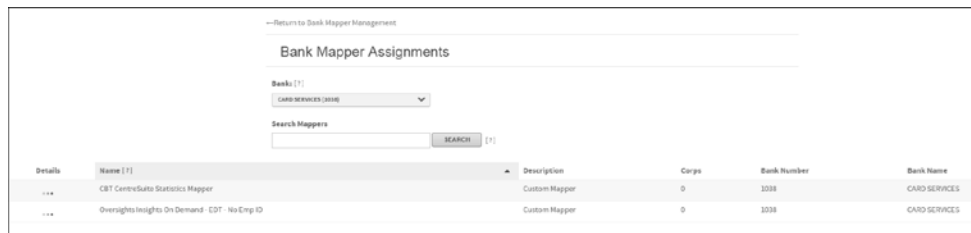


Figure 241: Bank Mapper Assignments page

3. From the list of available bank mappers, click the Details icon of the mapper you want to assign. The Bank Mapper Assignments for <mapper name> page displays.

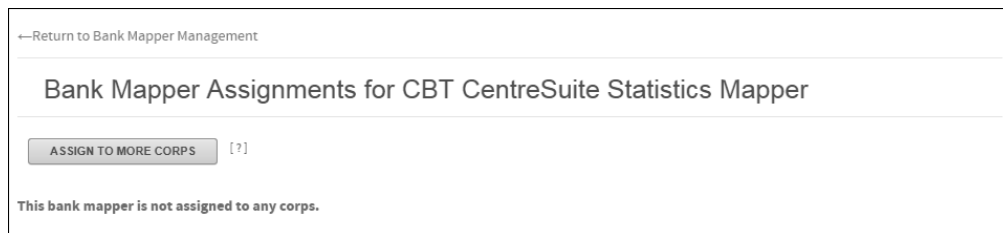


Figure 242: Bank Mapper Assignments for <mapper name> page

4. Click **Assign To More Corps**. The Assign <mapper name> to Corps page displays.

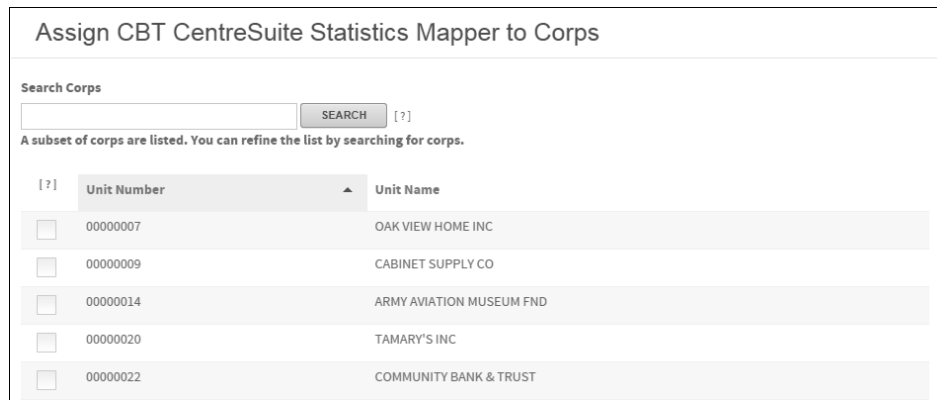


Figure 243: Assign <mapper name> to corps page

5. From the list of available organizations, select the check boxes that correspond to the organizations to which you are assigning the mapper.
6. Click **Assign**. The Bank Mapper Assignments page redisplay.

To view bundle and bank mapper assignment information

You can use the Online Card Management's Bank Mapper Management tool to view the bundle and bank mapper assignments by corporation.

1. Select *Reports > Bank Mapper Management* from the menu. The Bank Mapper Management page displays.

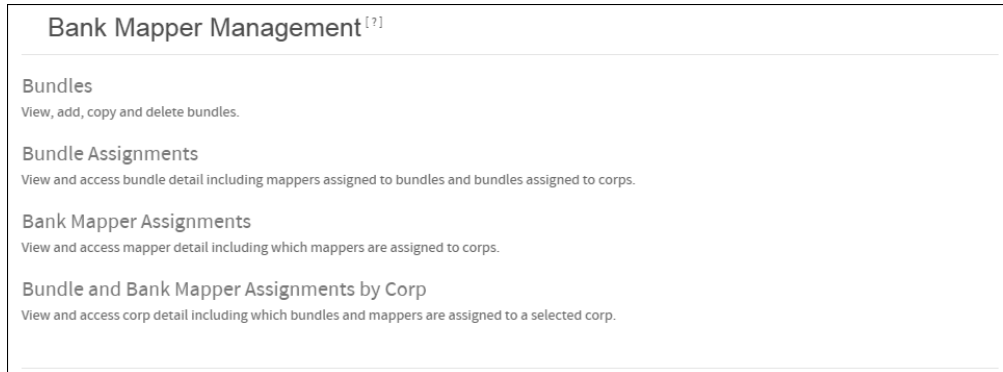


Figure 244: Bank Mapper Management

2. Click the *Bundle and Bank Mapper Assignments by Corp* link. The Bundle and Bank Mapper Assignments by Corp page displays.

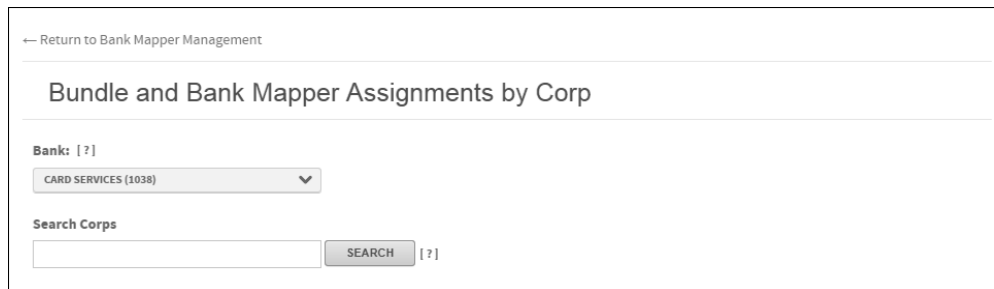


Figure 245: Bundle and Bank Mapper Assignments by Corp page (search)

3. In the field provided, enter the name of the corporations whose bundle and mapper assignment information you want to see.
4. Click **Search**. The organizations that match your search criteria display.
5. From the search results, click the Details icon of the organization you want to view. The Bundles and Mappers Assigned to *<organization>* page displays.

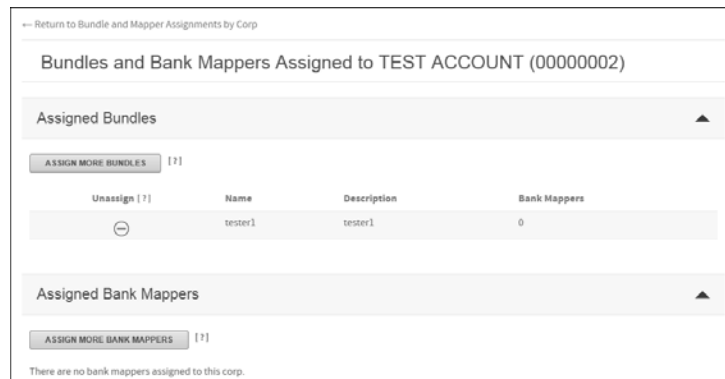



Figure 246: Bundles and Mappers Assigned to *<organization>* page

6. From this page you can:

- Unassign a bundle or mapper by clicking the  icon.
- Assign more bundles
- Assign more bank mappers

Scheduling Tasks

Using the Scheduler, reports and mappers can automatically run at regular intervals and larger tasks, which take longer to process, can be scheduled for weekend days when more system resources are available. For example, you could run the Statement of Account report for a large group of account holders every Sunday. When you arrive at work on Monday, the report is ready for you to download from the Output log.

This chapter includes the following sections:

- Scheduling a report (see topic on page 261)
- Scheduling a mapper (see topic on page 267)
- Viewing scheduled task information (see topic on page 272)

Scheduling a report

Use the Scheduler to generate a report on a regular interval without requiring user interaction. Scheduled reports deliver information to you and your users without taking away time from your regular duties. The Scheduler can create tasks for both saved and standard reports.

Scheduled reports do not use the date range functions defined in the report criteria. When you create a scheduled report, the report includes transaction data from the previous interval according to the scheduled report interval. Daily reports display data for the previous day, weekly reports display data for the previous week, and monthly reports display data for the previous month. For example, if you schedule a monthly Transaction report for 9/10/08, the report displays the transactions that match the reporting criteria from 8/1/08 to 8/31/08.

Scheduled reports are generated after 3:00 PM Mountain Time and are posted to the Output log. After you download the report, you can choose to delete the report from the Output log. For more information on the Output log, see "To view the Output Log".

There are two methods for creating a report schedule: you can schedule the report directly in the Scheduler, or you can schedule the report as you enter reporting criteria. See "Standard reports (on page 226) for more information entering report criteria. Read the following topics to understand how to use the Scheduler and work with saved reports.

Creating a scheduled report in the Scheduler

The Scheduler manages all scheduled tasks in Online Card Management. You can select any standard or saved report and create a timetable for the report to generate automatically. You can choose to have a scheduled report run daily, weekly, or monthly. If you are interested in scheduling a standard or saved report from the report criteria page, read "Scheduling a saved or standard report (on page 265) for more information.

To schedule a report in the Scheduler

1. Select *Reports > Scheduler* from the menu. The Scheduler page displays.

Figure 247: Scheduler page

2. Click **Schedule New Event**. The Schedule New Task page displays.

Figure 248: Schedule New Task

3. From the **Task category** list, select Reports and click **Search**. A list of the saved and standard reports opens.

Schedule	Sample	Report Name	Number	Category	Description
		Allocation Analysis Report	1500	Account	Detail or summary of transactions by their assigned allocation code over a specified date range
		Archive Storage Report	9030	User	Monthly disk space usage by site and rolled up to bank
		Cardholder Profile Report	5000	Account	An information file of accounts with their authorization and allocation values
		Expense Report Summary	3130	Expense	Expense report summary

Figure 249: Schedule New Task

4. From the Reports list, select the report for which you are creating a schedule by clicking the Schedule icon. To schedule a report, you must have the security permissions necessary to run the report. See "Working with user security profiles (on page 72) for more information on security privileges.

Note: You cannot schedule the Cardholder Dispute or Expense reports because they are specific to a transaction. They do not display in this list.

5. Click **Next**. The criteria for the selected report display.
 - If you are creating a schedule for a standard report, complete the required and optional criteria for the selected report, as necessary. See the procedure for entering criteria specific to your report in the Standard reports section on page 226 or review the procedure for your report using the online help.

- If you are creating a schedule for a saved report, the report criteria are already entered for you. Review the information on this page to confirm that the saved criteria will produce the desired report.

1 Set General Information 2 Name and schedule task 3 Review And Submit

Schedule Allocation Analysis Report^[?]

NEXT *Cancel*

Accounts and Units *

Search for:
 Unit Account ^[?]

Unit Name

SEARCH

Output Format

Output format: ^[?]

Format options

Detail level: ^[?]
 Transaction Summary

Display allocation field labels: ^[?]
 Yes No

Display report grand total: ^[?]
 Yes No

Print report criteria on the last page: ^[?]
 Yes No

Include a header note: ^[?]
 Yes No

Additional criteria

Include additional transaction types: ^[?]

Finance charges:
 Late fees:
 Out-of-pocket transactions:
 Payments:
 Returned check fees

File Destination Options

Output log: ^[?]
 Personal
 Corporate
 Bank

Mallbox: ^[?]
 External corp
 External bank

NEXT *Cancel*

Figure 250: Schedule New Task—Step 1

6. Click **Next**. The Name and schedule task criteria section displays.

The screenshot shows a web interface for scheduling a task. At the top, there are three tabs: 'Set General Information', 'Name and schedule task' (which is active), and 'Review and Submit'. Below the tabs is the title 'Schedule Allocation Analysis Report [1]'. There are two 'NEXT' buttons and one 'Cancel' button. The main section is titled 'Name and schedule task'. It contains a 'Task name*' text input field. Under 'Frequency', there are radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Cycle'. The 'Weekly' option is selected. Below 'Weekly' are radio buttons for days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Below 'Monthly' is a 'Select day of month' dropdown menu with '1' selected. Below 'Cycle' is a 'Cycle name' dropdown menu. There is a 'Delay' slider control. Below these is a 'Select output format' dropdown menu with 'Excel' selected. At the bottom, there is a 'Select notification option' dropdown menu and a section for 'Email me when the report is ready' with radio buttons for 'Yes' (selected) and 'No', and a '?' icon. There are two 'NEXT' buttons and one 'Cancel' button at the bottom of the form.

Figure 251: Schedule New Task—Step 2

7. In the **Task name** field, enter a name for the report schedule.
8. Select a frequency option. The frequency determines the date range used to generate scheduled reports. Scheduled reports always display data for the previous interval according to the frequency option. That means daily reports display data for the previous day, weekly reports display data for the previous week, and monthly reports display data for the previous month.
 - If you select **Weekly**, select the option for the day of the week on which you want to run the report.
 - If you select **Monthly**, select the date on which you want to run the report.
 - If you select **Cycle**, choose the cycle you want to use from the list and enter the number of days to wait after the cycle ends.

Note: If you schedule a monthly report to run on a date that does not exist in every month, the report runs on the last day of the month. For example, if you schedule a report to run on the 31st day of the month, the report will run on the last day of the month in February, April, June, September, and November.

9. From the **Output format** list, select the file format in which you want your report to display.
10. Select the **Yes** for the Email me when the report is ready option if you want to receive an email every time the report runs.

Note: Online Card Management sends the email message to the email address in the user profile for the user who creates the report schedule. See "Creating a user (on page 135) for more information on user profiles.

11. Click **Next**. The Review task settings page displays.

Figure 252: Schedule New Task—Step 3

12. Evaluate the scheduled task settings. If you want to change a setting, click the corresponding **Edit Settings** button.
13. Click **Finish**. A message displays confirming that the task schedule.

Figure 253: Scheduled Task saved message

14. Click **OK**. The report generates after 3:00 PM Mountain Time on the next scheduled date.

Scheduling a saved or standard report

You can create a schedule for a standard report or a saved report as you enter the criteria for the report. When you create a report schedule in a standard report, the Schedule criteria page displays after you enter the report criteria.

The selected Date Range option is ignored in the scheduled reports; scheduled reports display data that occurred since the last time the report was generated.

To schedule a report as you enter the report criteria

1. Select *Reports > Standard Reports* from the menu. The Standard Reports page displays.
2. From the Standard Reports list, select the report you want to schedule. To schedule a report, you must have the security permissions necessary to run the report.

Note: You cannot create a schedule for the Cardholder Dispute or Expense reports.

3. Click **Next**. The criteria page for the selected report displays. If you select
 - If you are creating a schedule for a standard report, complete the required and optional criteria for the selected report, as necessary. Review the online help for information on entering report criteria for a specific report.
 - If you are creating a schedule for a saved report, the report criteria are already entered for you. Review the information on this page to confirm that the saved criteria will produce the desired report.
4. Complete the report criteria for the selected report. See "Standard reports (on page 226)" for more information on completing the report criteria.

Note: Report schedules do not use the criteria you enter in the Date Range fields; scheduled reports always include data for the previous scheduled interval. However, a valid date range is required to complete the report criteria page.

5. When you have completed the criteria for the report, click **Schedule**. The Schedule New Task page displays.
6. In the **Task name** field, enter a name for the scheduled report.
7. Select a frequency option. The frequency determines the date range used to generate scheduled reports. Scheduled reports always display data for the previous interval according to the frequency option. That means daily reports display data for the previous day, weekly reports display data for the previous week, monthly reports display data for the previous month, and cycle reports display data for the previous cycle.
 - If you select **Weekly**, select the option for the day of the week on which you want to run the report.
 - If you select **Monthly**, select the date on which you want to run the report.
 - If you select **Cycle**, select the cycle option from the list and enter the number of days to wait after the cycle ends before the report runs.

Note: If you schedule a monthly report to run on a date that does not exist in every month, the report runs on the last day of the month. For example, if you schedule a report to run on the 31st day of the month, the report will run on the last day of the month in February, April, June, September, and November.

8. From the **Output format** list, select the format in which you want your report to display.
9. Select the **Yes** for the Email me when the report is ready option if you want to receive an email every time the report runs.

Note: Online Card Management sends the email message to the email address in the user profile for the user who creates the scheduled report. See "Creating a user (on page 135)" for more information on user profiles.

10. Click **Next**. The Review task settings page displays.
11. Evaluate the scheduled task settings. If you want to change a setting click the corresponding **Edit Settings** button.
12. When you are satisfied the settings are to your liking, click **Finish**. A message displays confirming that the report is in the Scheduler.
13. Click **OK**. The report generates after 3:00 PM Mountain Time on the next scheduled date.

Scheduling a mapper

You schedule a mapper using the Scheduler. When you schedule a mapper, you specify the transaction date range using the Scheduler.

To schedule a mapper

You schedule your mappers from the Manage Mappers page. If you want to run the mapper directly, see "To run a mapper (on page 244).

1. Select *Reports > Data Mapping* from the menu. The Manage Mappers page displays.

Run	Schedule	Edit	Delete	Mapper Name	Description	Type	Unit Number	Unit	Date Last Modified	Last Modified By
				#4375 Monthly AP	#4375 Monthly AP	Standard	00004375	GRAHAM PACKAGING L.C., L.P	5/16/2011	CCC JoAnn Smith
				#HN Test		Standard	00061956	WORLD TRAVEL HOLDINGS	3/9/2015	John Mallory
				00051486		Standard	00851486	CAPE ENVIRO MGMT INC	3/12/2014	Bessie Boyd
				08001720	transaction	Standard	08001720	COLUMBIA COLLEGE	11/6/2014	Caroline Tanner
				1. Fixed Width Transactions	Approved Transactions	Standard	00002012	NA CONSTRUCTION GROUP	3/13/2013	DUSTIN MEYER
				1. Servco AFS-GL Posting File		Standard	00090000	SERVCO PACIFIC INC	3/6/2014	Lloyd Kurashige
				1099	1099 File	Standard	00026523	JLT HOLDINGS INC	1/14/2011	Sherry McCredie

Figure 254: Manage Mappers page

2. Select the mapper you want to schedule and click the Schedule icon. The Schedule Mapper... page displays.

1 Set General Information 2 Name and schedule task 3 Review And Submit

Schedule #4375 Monthly AP [?]

Step 1: Complete required mapper criteria [?] ▲

Flag transaction as mapped: [?]
 Yes No

Include mapped transactions: [?]
 Yes No

Lock description field: [?]
 Yes No

Date ▲

Date type: [?]*
Date Posted ▼

Accounts and Units * ▲

Search for:
 Unit Account [?]

Name on Account ▼

Active accounts Inactive within 45 days Inactive longer than 45 days Purged

Optional filter on MCC codes or expense types ▲

Search for MCC or expense type to add to the search criteria. Specify a search value. You can use the wildcard (*) to replace starting or ending values.

Search by:
MCC description ▼

Order by:
 Description Code

File Destination Options ▲

Output log [?]
 Personal
 Corporate
 Bank

Mailbox [?]
 External corp
 External bank

 [Cancel](#)

Figure 255: Schedule Mapper- step 1

3. Select one of the **Flag transactions as mapped** options detailed below:
 - Select **Yes** for the **Flag transactions as mapped** option to flag transactions as mapped. The following events occur when a transaction has a mapped status:
 - Transaction data copies to an output file.
 - Online Card Management flags the mapped transactions with a mapped status. Transactions with this status are excluded from future output files.
 - Proceed to step 4 and complete the Date Information section.
 - Select **No** for the **Flag transactions as mapped** option to prevent transactions from being flagged as mapped and to activate the **Ignore mapped transactions** option. Transactions will retain an unmapped status if you select this option.

Note: If you choose **No** (retain the unmapped status) these transactions could be included in future output files.

- Select **Yes** for the **Ignore mapped transactions** option to include mapped transactions in the output file.
4. Select the date type from the **Date type** list.
 5. Select the account and units for which you want to run the mapper. You can run the mapper for a combination of accounts and units.
 - To select accounts, choose the **Account Search** option, select an option from the **Search by** list, enter further search criteria in the **Search for** field, and click **Search**.
 - If you select "Account name" or "Account number", all accounts that meet your search criteria display in the Select List page. Select the accounts and click **Add to Search**. The accounts display in the Selected list.
 - If you select "Unit name" or "Unit number", all accounts within the units that meet your search criteria display in the Select List page.

Select the accounts you wish to include in the mapper and click **Add to Search**. The accounts display in the Selected list.

- To select **Units**, choose the **Unit Search** option, select an option from the **Search by** list, enter further search criteria in the **Search for** field, and click **Search**.
 - You can search by "Unit name" or "Unit number", all units that meet your search criteria display in the Available list.
 - Click the units to display them in the Selected list. If you want to include subunits, select **Yes** for the **Include subunits** option.

6. When all the accounts and/or units display in the Selected list, Click **Next**. The Name and Schedule Task page displays.

Schedule #4375 Monthly AP ^[?]

Name and schedule task ▲

Task name*

Frequency

Daily

Weekly

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Monthly

Select day of month
1 ▼

Cycle

Cycle name
▼

Delay

Select notification option ▲

Email me when the report is ready

Yes No [?]

NEXT Cancel

Figure 256: Schedule Mapper- step 2

7. Enter a descriptive name for the task in the **Task name** field. This field is required.

Note: If you are creating a schedule for an existing mapper, the description of the mapper automatically displays in this field.

8. Select the **Frequency** option.

- If you select **Daily**, the task will run every day.
- If you select **Weekly**, the day of the week option set is activated. Select which day of the week you want the task to run. The task will run once per week on the day you select.
- If you select **Monthly**, the **Select day of month list** is activated. Select which date in the month you want the task to run. The task will run once per month on the date you select.
- If you select **Cycle**, the **Cycle name** list is activated. Select the cycle you want the task to run. Have the option of delaying the mapper by entering the number of days after a cycle the mapper should begin to run in the **Delay** field. For example, if your cycle is set up to run every Friday, typing "1" in the **Delay** field will set the task to run on Saturday.

9. Select Yes from the **Email me when the report is ready** option to receive an email notification when the scheduled mapper has run and is available for review. Online Card Management sends the notification message to the email address in your personal information.
10. Click **Next**. The Review task settings page displays.

The screenshot shows the 'Step 3: Review task settings' page. At the top, there are three tabs: 'Set General Information', 'Name and schedule task', and 'Review And Submit' (which is active). Below the tabs, the page is organized into sections:

- Required Criteria**:
 - Date type: Date Posted
 - Selected accounts: None
 - Selected units: !TEST! KEVIN 8282010(00087682) Include Subunits: Yes
 - Flag Transactions as Mapped: Yes
 - Include Mapped Transactions: No
- Schedule frequency settings**:
 - Recurring frequency: Monthly
 - Day: 1
- Notification option**:
 - Email me: Yes
- File Destination Options**:
 - Output Log Level: Corporate: No, Bank: No
 - Automated Downloads: Send to Corporate: No, Send to Bank: No

At the bottom of the page, there are two buttons: 'FINISH' and 'Cancel'.





Figure 257: Schedule Mapper- step 3

11. Review the task settings in each of the task setting sections.
12. If you see a setting you want to change, navigate to the tab containing that section.
13. Modify the setting and click the **Review and Submit** tab. The Review task settings page displays.
14. When you have verified all task settings, click **Finish**. A confirmation dialog displays and the task is scheduled. You can view the scheduled task in the Scheduled Events list.

Viewing scheduled task information

The Scheduler displays an inventory of scheduled tasks in two views: a calendar view and list of scheduled tasks. Both of these views display list of upcoming tasks scheduled in Online Card Management. The list of scheduled tasks displays the next occurrence of each scheduled task. The calendar view displays every scheduled instance of the report in a graphical calendar view for a period of time. Complete one of the following to view upcoming scheduled tasks. The List option lets you modify the schedule, reporting criteria, or delete an instance of a scheduled report.

To view the scheduled task calendar


1. Select *Reports > Scheduler* from the menu. The Scheduler page displays.
2. Select a value to search by from the **Search by** list.
 - a. If you select "Date created", "Last run date", or "Next run date", type a date range in the **From date** and **To date** fields. You can type a date in these fields or click the calendar icon () next to each field to select a date from the calendar.
 - b. If you select "Event name", type the event name in the **Search for** field. You can use wildcard (*) searches.
 - c. If you select "Event type", select the event type from the **Event type** list.
 - d. If you select "Status", select the event status from the list.
3. Click **Search**. The search results display in the Scheduled Events section. You can review the event's history and status, modify the event schedule, modify an event's criteria, or delete a scheduled event.
4. If you selected "Date created", "Last run date", or "Next run date" from the View option, select a value from the **Display by** list.
 - a. If you select "Day" from the **Display by** list, type the date in the field. You can click the calendar icon () to select a day from the calendar. Click **Update Display**. All scheduled events for that day display in the Scheduled Events section.
 - b. If you select "Week" from the **Display by** list, click the calendar icon () to select a day from the calendar then click **Update Display**. All scheduled events for that week display in the Scheduled Events section.
 - c. If you select "Month" from the **Display by** list, click the calendar icon () to select a month from the calendar then click **Update Display**. All scheduled events for that month display in the Scheduled Events section.

Note: The events listed in Calendar view are for review only. You can use calendar view to locate a scheduled event but you must use list view to delete it or modify the schedule or event criteria.


Editing a scheduled report

Use the Scheduled task list to modify a report schedule, change the reporting criteria for a scheduled report, or delete a report schedule. The changes you make to scheduled reports apply to all future instances of the scheduled report. The following procedures explain how to edit a scheduled report.

To modify a task schedule

1. Find the task (report or mapper) you want to change in the scheduled task list. See "To view the scheduled task list (on page 272) for instructions on using the scheduled task list.
2. Click the corresponding  icon in the **Modify Schedule** column of the scheduled task list. The *Schedule Task Name* page displays.
3. Change the schedule as necessary.
4. Click **Update**. The Review Task Settings page displays.
5. A message displays confirming that the task was scheduled. Click **OK**.

To delete a scheduled report

1. Find the task you want to delete from the scheduled task list. See "To view the scheduled task list" on page 272 for instructions on using the scheduled task list.
2. Click the corresponding  icon in the **Delete** column of the scheduled task list. A message displays asking you to confirm that you want to delete all future instances of the scheduled task.

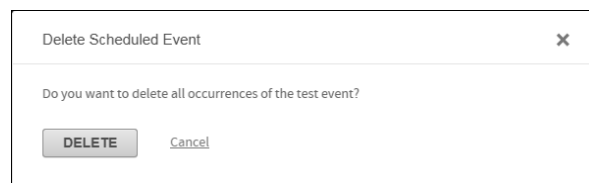



Figure 258: Delete Scheduled Event confirmation message

3. Click **Delete**. Online Card Management removes the scheduled task from the scheduled task list and cancels all future instances of the task.

To change task criteria for a scheduled task

1. Find the task you want to delete from the scheduled task list. See "To view the scheduled task list (on page 272) for instructions on using the scheduled task list.
2. Click the corresponding  icon in the **Modify Criteria** column of the scheduled task list. The Report Criteria or the Mapper Criteria page for the selected task displays.
3. Change the criteria as necessary.
4. When you are satisfied the settings are to your liking, click **Update**. A message displays confirming that the task was scheduled.
5. Click **OK**.

Making payments online

You can use Online Card Management to make payments towards your account balance. This easy-to-use tool quickly processes a payment towards your account in Online Card Management. The process is secure and eliminates any paper check writing and the need for mail. Before you can send a payment in Online Card Management, you must specify the Paying Account as described in To create new paying accounts. Once the paying account or accounts are established, you can make a payment towards your account online.

This chapter contains the following topics to explain everything you need to do to setup paying accounts and make payments in Online Card Management:

- Maintaining paying accounts (see topic on page 275)
- Making a payment toward your account balance (see topic on page 278)
- Reviewing payment history (see topic on page 288)

Maintaining paying accounts

To make online payments, you must enter paying accounts in Online Card Management. Paying accounts are the accounts from which the funds for a payment originate. Creating a paying account in Online Card Management is easy to complete using the information that is displayed on a check or a deposit slip for the paying account. You can create as many paying accounts as needed.

Note: When you access Payment Management, Online Card Management displays the last account from which you paid in the **Pay from** list. Your existing payment accounts are displayed on this page and you can change the account when you make the payment.

To create paying accounts

1. Select *Statements > My Bank Accounts* from the menu. The My Bank Accounts page displays.

HOME	STATEMENTS	ACCOUNTS	REPORTS	EXPENSES	HELP	LOG OFF
------	------------	----------	---------	----------	------	---------

My Bank Accounts

[ADD NEW BANK ACCOUNT](#)

You cannot modify or delete existing bank account information if you have any scheduled payments that are set up to use that bank account. To modify or delete bank account information, cancel any scheduled payments using that account, modify the account, and then resubmit your payments.

USD

CHECKING	EDIT	DELETE
----------	----------------------	------------------------

CHECKING Account at Us Bank N.A. Name on Account: CARDHOLDER
Currency: USD Address: 111 MAIN STREET, GOLDEN, CO 804010000
Transit Routing Number: 102000021
Account Number *6789

Figure 259: My Bank Accounts

2. Click **Add New Bank Account**. The Add New Bank Account page displays.

The screenshot shows a web form titled "Add New Bank Account". At the top, there is a navigation bar with links: HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES, HELP, and LOG OFF. The "STATEMENTS" link is highlighted. Below the navigation bar, the form has the following fields and options:

- Account Type ***: A dropdown menu with "Checking" selected. Below it are radio buttons for "Personal" (selected) and "Business".
- Account Currency ***: A dropdown menu with "USD" selected.
- Account Number ***: A text input field containing "11111111".
- Transit Routing Number[?] ***: A text input field containing "102000021".
- Account Nickname ***: A text input field containing "My Paying Account".
- Bank Name**: A text input field containing "N/A".
- Name on Account ***: A text input field containing "Cardholder".
- Address Line 1 ***: A text input field containing "111 Main Street".
- Address Line 2**: An empty text input field.
- City ***: A text input field containing "Golden".
- State / Province ***: A dropdown menu with "Colorado" selected.
- Postal Code ***: A text input field containing "80401" with a small "x" icon to its right.

At the bottom of the form, there are two buttons: "ADD ACCOUNT" (highlighted in blue) and "Cancel".

Figure 260: Add New Bank Account

Provide the following information in the fields provided. Those fields marked with an asterisk (*) are required.

- Required - Select the **Account Type** from the list and choose whether the account is a **Personal** or **Business** account.
- Required - Select the currency type from the **Account Currency** list.
- Required - Specify the account number in the **Account Number** field. The number must be 5 to 17 digits in length and must not have dashes or spaces.
- Required – Specify the 9 digit Transit Routing Number in the **Transit Routing Number** field.

The following graphic illustrates where the Account Number and Transit Routing Number are located on most checks.

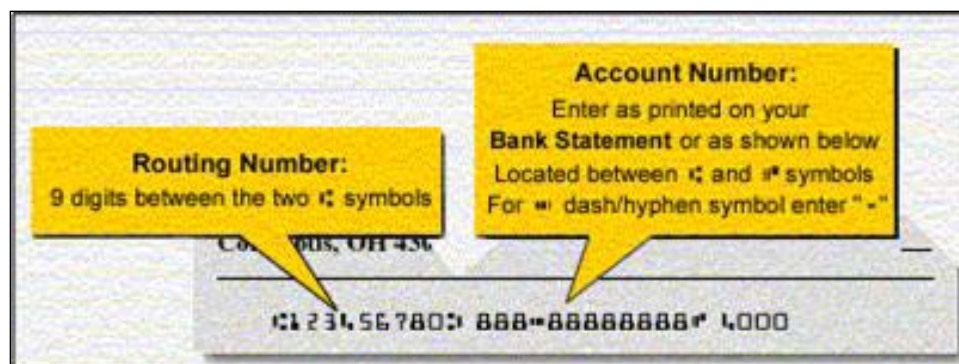


Figure 261: Routing and Account number examples

- e. Required - Specify the **Account Nickname**. This is useful to distinguish between multiple paying accounts.
 - f. Required - Specify the account address in the **Address Line 1** field. If an additional address is required, enter that in the **Address Line 2** field. The **Address Line 2** field is not required.
 - g. Required - Specify the account city in the **City** field.
 - h. Required - Select the account state or province from the **State / Province** list.
 - i. Required – Specify the account postal code in the **Postal Code** field.
3. Verify the information you provided and click **Add Account**. The My Bank Account page re-displays with your new paying account listed.

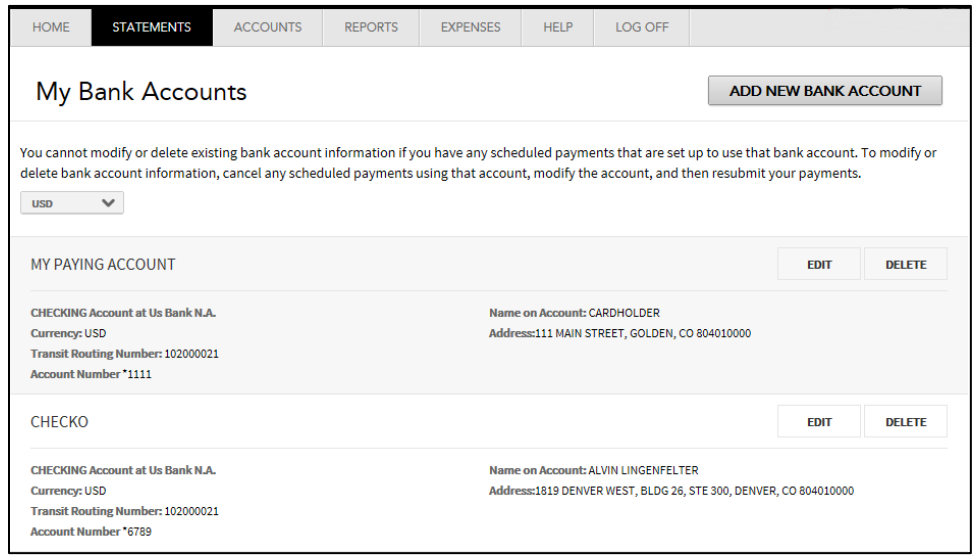


Figure 262: My Bank Accounts - new paying account

Important: Make sure the account number you enter is valid. When you save the new paying account, only the transit routing number is verified. The account number is verified the first time a payment is submitted using the paying account.

To edit an existing paying account

Scheduled payments are not updated with edited paying account information. Before you edit a paying account, check the payment log to verify that there are no scheduled payments using it. If there are payments scheduled, delete and reschedule them using the updated paying account.

1. Select *Statements > My Bank Accounts* from the menu. The My Bank Accounts page displays.
2. Click **Edit** for the paying account you want to change. The Edit Bank Account page displays.

Edit Bank Account: CARDHOLDER		
Account Type CHECKING	Account Currency USD	
Account Number * *6789	Transit Routing Number(?) * 102000021	
Account Nickname * Checko	Bank Name Us Bank N.A.	
Name on Account * ALVIN LINGENFELTER	Address Line 1 * 1819 DENVER WEST	Address Line 2 BLDG 26, STE 300
City * DENVER	State / Province * Colorado	Postal Code * 804010000
SAVE ACCOUNT Cancel		

Figure 263: Edit Bank Account

All fields are editable except the **Account Type** and **Account Currency** fields. If these fields need to be changed, you must cancel any payments outstanding on this account, delete the account, and create a new paying account.

3. Make any changes required and click **Save Account**. The My Bank Accounts page redisplay with your edits displayed.

Making a payment towards your account balance

After you have set up your paying accounts (see topic on page 275), you can make payments on your account online using the card management system. With the payment functionality of Online Card Management, you can:

- Set up same day payments
- Schedule future payments

Note: Contact your system administrator to find out how many days in advance you can schedule a payment.

- Review payment status and history
- Create and maintain paying accounts

The payment process involves setting up the payment, making the payment, and reviewing a receipt of your payment.

Tip: For additional help while making a payment, choose *Help > Help On This Page* from the menu.

To make a payment on your account

1. Select *Statements > Payments* from the menu.
2. If you have a single account, the Define Payment Details page displays.

Define Payment Details

Select Payment Method *

Standard Recurring

Pay From : *

checking - (5*****1239) [?]

Payment Date : * 08/16/2016


Payments made after 5:00 pm ET will be processed the next business day.

Actions	Name on Account	Account Number	Statement Balance	Minimum Payment	Payment Due Date	Current Balance	Credit Limit	Payment Method	Amount
	DIVERSION ACCT	448611*****4761	373.59	20.00	07/22/2016	373.59	30000.00	Minimum Amount	20.00

MAKE PAYMENT Cancel

Figure 264: Define Payment Details - Single Account

3. Review the information for your account then select a **Payment Amount** option:
 - Pay statement balance
 - Pay minimum amount due
 - Pay current balance
 - Pay other amount

4. Select a paying account from the **Pay From:** list
5. Specify a **Payment Date:**. You can type the date in the field using the MM/DD/YYYY format or use the calendar control () to select a payment date.
6. Click **Confirm Payment** . The Confirm Payment page displays.

Confirm Payment for CARDHOLDER (111111***1111)**

You have requested the following payment:

Payment Amount
0

Fee Amount
0.00

The fee amount is charged to the credit card and is not included in the amount being deducted from the paying account.

Withdraw from Account
yru123451 (*4564)

Transit Routing Number
05100017 (Bank of America, N.A.)

Requested Payment Date
4/3/2014

Name on Account
A JEFFRY BLAKE

Applied to Account
479804*****5825

Password Confirmation

Username
CogAH:2

Password

Payments submitted using this application are governed by the End User License Agreement. By clicking the Submit button, I authorize the payment institution that holds my specified bank account to initiate the payment(s) from my specified bank account to be applied to each credit card account displayed above in the amount(s) indicated. Prior to the payment being processed, I may revoke my authorization for any payment submitted using this application by deleting the payment in the payment log.

Your payment will not be processed until you click Submit.

[Modify](#)
[Cancel](#)

Figure 265: Confirm Payment page

7. Review the information on the Confirm Payment page. If you need to change information, click on the *Modify* link at the bottom to return to the Make Payment page. If the information is correct, type your log on password in the **Password** field and click **Submit Payment** to make the payment. The Payment Receipt page displays.

Important: You must click **Submit Payment** to make the payment. The payment will not be processed until you click **Submit Payment**.

Payment Request Receipt

Payment has been submitted successfully.

Confirmation Number

Payment Amount

1.00

Fee Amount

0.00

The fee amount is charged to the credit card and is not included in the amount being deducted from the paying account.

Withdraw from Account

yru123451 (*4564)

Transit Routing Number

051000017 (Bank of America, N.A.)

Requested Payment Date

4/4/2014 12:00:00 AM

Name on Account

CARDHOLDER 1

Applied to Account

479804*****5825

Print this page for your records.

PRINT

[Make Another Payment](#)

Figure 266: Payment Receipt page

- On the payment receipt page you have the option to print the receipt to a local printer by clicking **Print** at the bottom of the receipt.

Recurring Payment Option:

- Follow steps 1-5 above.

Define Payment Details

Select Payment Method *

Standard Recurring

Pay From : *

checking - (5*****1239) [?]

Make Payments On *

Payment Due Date
 Day of the Month

1

Send Payments Until *

I stop or change my plan
 Month and Year

1 2016

Actions	Name on Account	Account Number	Statement Balance	Minimum Payment	Payment Due Date	Current Balance	Credit Limit	Payment Method	Amount
	DIVERSION ACCT	448611*****4761	373.59	20.00	07/22/2016	373.59	30000.00	Minimum Amount	20.00

SCHEDULE PAYMENT [Cancel](#)

Figure 267: Define Payment Details

2. Select whether to make the payment on **Payment Due Date** or **Day of the Month**. If you select Day of the Month, you will choose the day of the month from the drop down list.
3. Select how long continue recurring payments: **I stop or change my plan** or **Month and Year**. If you select **Month and Year**, you will choose the number of the month and the year from the drop down list.
4. Review the information on the Confirm Payment page. If you need to change information, click on the *Modify* link at the bottom to return to the Make Payment page. If the information is correct, type your log on password in the **Password** field and click **Schedule Payment**. The Authenticate and Confirm Payment dialog box displays.

Authenticate and Confirm Payment

Account Name	Account Number	Payment Method
TEST CORP ACCOUNT	448611*****0670	Other Amount (1.00)

Recurring Payment
YES

Pay From :
checking (*6789)

Make Payments On
Payment Due Date

Send Payments Until
I stop or change my plan

For authorization purposes, you must re-enter your login credentials

Username
Oadmin!4247789

Password

Terms & Conditions

Payments submitted using this application are governed by the End User License Agreement. By clicking the Submit button, I authorize the payment institution that holds my specified bank account to initiate the payment(s) from my specified bank account to be applied to each credit card account displayed above in the amount(s) indicated. Prior to the payment being processed, I may revoke my authorization for any payment submitted using this application by deleting the payment in the payment log.

Your payment will not be processed until you click Submit.

I Agree to the Terms & Conditions

[Modify](#)
[Cancel](#)

Figure 268: Authenticate and Confirm Payment

5. Review the information and enter your password. Click **Submit Payment Schedule**.

To make a payment on multiple accounts

1. Select *Statements > Payments* from the menu
2. Search for accounts by specifying search criteria from the **Search Account** list. You can select Name on Account or Account Number. You can also use an asterisk (*) as a leading or trailing wildcard character for partial searches.

Select Accounts to Make a Payment

Search for Other Accounts

Please enter search criteria. you can use an asterisk (*) as a leading or trailing wildcard character for partial searches.

Search Account

Name on Account

Active accounts Inactive within 45 days Inactive longer than 45 days

SEARCH

Search Results

Up to 60 accounts can be selected at one time. Selected accounts:

Selected Accounts: 0

Actions	Name on Account	Account Number	Unit Name	Unit Number	Settlement Currency	Status
<input type="checkbox"/> <input type="checkbox"/>	Andrea Sullivan	448611*****0670	TS2 TEST SITE - QREGION	04247789	USD	OA;LA;AT;YA;MA;AV;CV;DT;FU;
<input type="checkbox"/> <input type="checkbox"/>	Denise Peterson	448611*****4746	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP
<input type="checkbox"/> <input type="checkbox"/>	Debra Gonzales	448611*****4761	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP

Figure 269: Payments page - multiple accounts

3. Select additional search filters: Active accounts, Inactive within 45 days, Inactive longer than 45 days
4. Click **Search**. The search results display below.
5. Select the account or accounts you want to make a payment on. You can also select the check box next to the Search Results header to select all accounts. The first 60 accounts displayed can be selected for payment in this way. The selected accounts are displayed in the Selected Accounts list.

Search Results

Up to 60 accounts can be selected at one time. Selected accounts:

Selected Accounts: 2

Actions	Name on Account	Account Number	Unit Name	Unit Number	Settlement Currency	Status	Ina
<input checked="" type="checkbox"/> <input type="checkbox"/>	Denise Peterson	448611*****4746	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	No
<input checked="" type="checkbox"/> <input type="checkbox"/>	Debra Gonzales	448611*****4761	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	No
<input type="checkbox"/> <input type="checkbox"/>	Fred Martin	448611*****4796	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	No
<input type="checkbox"/> <input type="checkbox"/>	Janice Banks	448611*****4878	TS2 TEST SITE - QREGION	04247789	USD	TA;CV;IN;VP;PP	No
<input type="checkbox"/> <input type="checkbox"/>	Debra Mason	448611*****4910	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	No
<input type="checkbox"/> <input type="checkbox"/>	Sara Hamilton	448611*****7449	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	No
<input type="checkbox"/> <input type="checkbox"/>	GOLDEN CORP ACCOUNT	448611*****2167	TS2 TEST SITE - QREGION	04247789	USD	OA;TA;MA;YA;WA;PD;DC	No

Payment Queue

Selected Accounts 2

Actions	Name on Account	Account Number	Unit Name	Unit Number	Settlement Currency	Status	Ina
<input type="checkbox"/> <input type="checkbox"/>	Andrea Sullivan	448611*****0670	TS2 TEST SITE - QREGION	04247789	USD	OA;LA;AT;YA;MA;AV;CV;DT;FU;TA;VP	No
<input type="checkbox"/> <input type="checkbox"/>	Victor Vasquez	448611*****4795	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	No

CONTINUE

Figure 270: Search Results

Confirm Payment for CARDHOLDER (111111***1111)**

You have requested the following payment:

Payment Amount
0

Fee Amount
0.00

The fee amount is charged to the credit card and is not included in the amount being deducted from the paying account.

Withdraw from Account
yru123451 (*4564)

Transit Routing Number
051000017 (Bank of America, N.A.)

Requested Payment Date
4/3/2014

Name on Account
A JEFFRY BLAKE

Applied to Account
479804*****5825

Password Confirmation

Username
CogAH12

Password

Payments submitted using this application are governed by the End User License Agreement. By clicking the Submit button, I authorize the payment institution that holds my specified bank account to initiate the payment(s) from my specified bank account to be applied to each credit card account displayed above in the amount(s) indicated. Prior to the payment being processed, I may revoke my authorization for any payment submitted using this application by deleting the payment in the payment log.

Your payment will not be processed until you click Submit.

SUBMIT PAYMENT [Modify](#) [Cancel](#)

Figure 271: Confirm Payment page

6. Click **Continue**. The Define Payment Details page displays.

HOME **STATEMENTS** ACCOUNTS REPORTS EXPENSES HELP

Define Payment Details

Select Payment Method *

Standard Recurring

Pay From : *

checking - (S*****1239) [?]

Payment Date : * 08/16/2016 [calendar icon]

Payments made after 5:00 pm ET will be processed the next business day.

Actions	Name on Account	Account Number	Statement Balance	Minimum Payment	Payment Due Date	Current Balance	Credit Limit	Payment Method	Amount
[calendar icon]	DIVERSION ACCT	448611*****4761	373.59	20.00	07/22/2016	373.59	30000.00	Minimum Amount	20.00

MAKE PAYMENT [Cancel](#)

Figure 272: Define Payment Details

7. Select Payment Method: **Standard** or **Recurring** (see Recurring Payment option below).
8. Select the paying account from the **Pay From :** list.
9. Specify the **Payment Date**. You can use the calendar control (calendar icon) to select a date or type the date using the MM/DD/YYYY format.

10. Select the account to make a payment on.
11. Select the payment amount from the **Amount** field. If you select Other Amount, a field displays that allows you to specify the amount using the 000.00 format. Do not type currency symbols in this field.
12. Click **Make Payment**. The Authenticate and Confirm Payment page displays.
13. Review the payment information and type your logon password in the Password field.
14. Click **Submit Payment**. The Payment Request Receipt page displays. You have the option to print this page to a local printer or to make another payment.

Confirm Payment for CARDHOLDER (111111***1111)**

You have requested the following payment:

Payment Amount
0

Fee Amount
0.00

The fee amount is charged to the credit card and is not included in the amount being deducted from the paying account.

Withdraw from Account
yru123451 (*4564)

Transit Routing Number
051000017 (Bank of America, N.A.)

Requested Payment Date
4/3/2014

Name on Account
A JEFFRY BLAKE

Applied to Account
479804*****5825

Password Confirmation

Username
CogAH:2

Password

Payments submitted using this application are governed by the End User License Agreement. By clicking the Submit button, I authorize the payment institution that holds my specified bank account to initiate the payment(s) from my specified bank account to be applied to each credit card account displayed above in the amount(s) indicated. Prior to the payment being processed, I may revoke my authorization for any payment submitted using this application by deleting the payment in the payment log.

Your payment will not be processed until you click Submit.

 [Modify](#)

 [Cancel](#)

Figure 273: Confirm Payment

15. Review the information on the Confirm Payment page. If you need to change information, click on the *Modify* link at the bottom to return to the Make Payment page. If the information is correct, type your log on password in the **Password** field and click **Submit Payment** to make the payment. The Payment Receipt page displays

Important: You must click **Submit Payment** to make the payment. The payment will not be processed until you click **Submit Payment**.

16. On the payment receipt page you have the option to print the receipt to a local printer by clicking **Print** at the bottom of the receipt..

Payment Request Receipt

Payment has been submitted successfully.

Confirmation Number

Payment Amount
1.00

Fee Amount
0.00

The fee amount is charged to the credit card and is not included in the amount being deducted from the paying account.

Withdraw from Account
yru123451 (*4564)

Transit Routing Number
051000017 (Bank of America, N.A.)

Requested Payment Date
4/4/2014 12:00:00 AM

Name on Account
CARDHOLDER 1

Applied to Account
479804*****5825

Print this page for your records.

[Make Another Payment](#)

Figure 274: Payment Request receipt

Recurring Payment Option:

1. Follow steps 1-8 above.

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES HELP

Define Payment Details

Select Payment Method *

Standard Recurring

Pay From *

checking - (5*****1233) [?]

Make Payments On *

Payment Due Date
 Day of the Month

1

Send Payments Until *

I stop or change my plan
 Month and Year

1 2016

Actions	Name on Account	Account Number	Statement Balance	Minimum Payment	Payment Due Date	Current Balance	Credit Limit	Payment Method	Amount
	DIVERSION ACCT	448611*****4761	373.59	20.00	07/22/2016	373.59	30000.00	Minimum Amount	20.00

Figure 275: Define Payment Details

2. Select whether to make the payment on **Payment Due Date** or **Day of the Month**. If you select Day of the Month, you will choose the day of the month from the drop down list.
3. Select how long continue recurring payments: **I stop or change my plan** or **Month and Year**. If you select **Month and Year**, you will choose the number of the month and the year from the drop down list.
4. Review the information on the Confirm Payment page. If you need to change information, click on the *Modify* link at the bottom to return to the Make Payment page. If the information is correct, type your log on password in the **Password** field and click **Schedule Payment**. The Authenticate and Confirm Payment dialog box displays.

Authenticate and Confirm Payment

Account Name	Account Number	Payment Method
TEST CORP ACCOUNT	448611*****0670	Other Amount (1.00)

Recurring Payment
YES

Pay From :
checking (*6789)

Make Payments On
Payment Due Date

Send Payments Until
I stop or change my plan

For authorization purposes, you must re-enter your login credentials

Username
Oadmin!4247789

Password

Terms & Conditions

Payments submitted using this application are governed by the End User License Agreement. By clicking the Submit button, I authorize the payment institution that holds my specified bank account to initiate the payment(s) from my specified bank account to be applied to each credit card account displayed above in the amount(s) indicated. Prior to the payment being processed, I may revoke my authorization for any payment submitted using this application by deleting the payment in the payment log.

Your payment will not be processed until you click Submit.

I Agree to the Terms & Conditions

Figure 276: Authenticate and Confirm Payment

5. Review the information and enter your password. Click **Submit Payment Schedule**.

Reviewing payment history

You can review the status of payments made for up to 12 previous months, cancel unprocessed payments, or review the detail of a single payment on this page. Only online, telephone, and voice response unit (VRU) payments are listed. To view all previous payments for the account, return to your online banking site.

Payment status

The payment status indicates the payment processing status.

- **Future** - The payment has not been processed. You can edit or cancel this payment.
- **Pending** - The payment will be processed that day. You can edit or cancel this payment before the payment cutoff time (5:00 P.M. Eastern time)
- **Processed** - The payment was processed and cannot be edited.
- **Cancelled** - The payment was cancelled by the user.

To view the payment log

1. Select *Statements > Payments* from the menu. The Make Payment page displays.

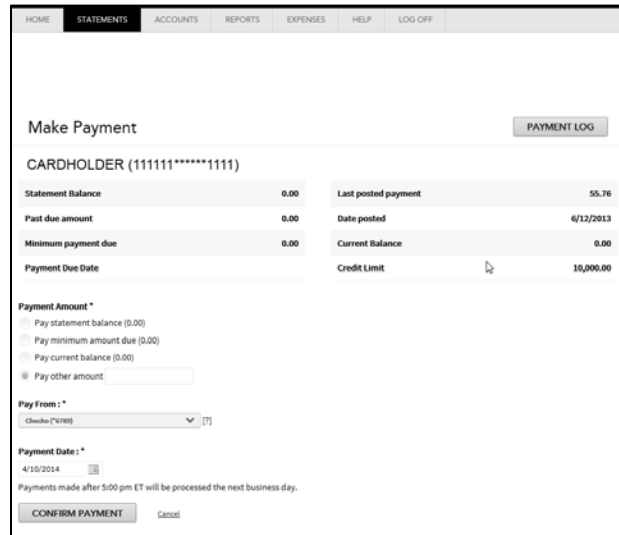


Figure 277: Make Payment page

2. Click **Payment Log**. The Payment Log page displays listing the payments made for that account.

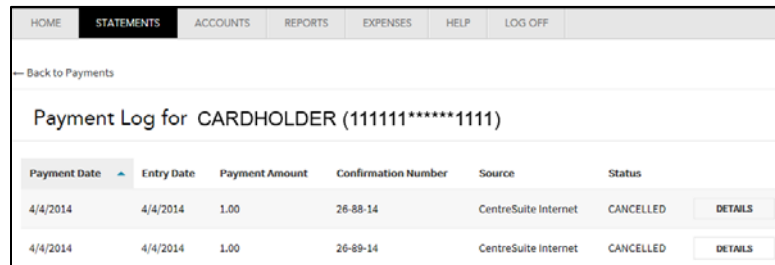


Figure 278: Payment Log page

3. Click **Details** to view more information about the payment.

The screenshot shows a web application interface with a navigation menu at the top containing 'HOME', 'STATEMENTS', 'ACCOUNTS', 'REPORTS', 'EXPENSES', 'HELP', and 'LOG OFF'. Below the menu is a link that says '← Back to results'. The main content area is titled 'Payment Log Details' and contains a table of payment information.

Status:	CANCELLED	Account Number:	479804*****0977
Confirmation Number:	26-88-14	Account Name:	CARDHOLDER
Return Date:		User Logon:	PAYT@2737
Return Description:		Bank Account Type:	SAVINGS
Payment Amount:	1.00	Bank Account Number:	1234567*****4567
Fee Amount:	0.00	Transit Routing Number:	102000076
Payment Date:	4/4/2014	Bank Name:	Wells Fargo Bank N.A.
Entry Date:	4/4/2014		

Figure 279: Payment Log details

Managing Transactions

If you have permissions to work with expense transactions, you can search for transactions based on a variety of criteria, and export transaction information to a file for other uses within the organization, including import into an internal accounting system.

If Edit Transactions has been enabled for your site, and you have permissions set up to view transactions, you can modify the allocation codes for transactions. If you also have permissions set up to split transactions, you can split transactions and modify the allocation codes for the splits (such as to share the cost of an expense between two departments).

This chapter includes the following sections:

- Searching for transactions (see topic on page 291)
- Working with display formats (see topic on page 301)
- Editing transactions (see topic on page 305)
- Exporting transactions (see topic on page 319)
- Using the Output Log (see topic on page 320)

Searching for transactions

The Search for Transactions page lets you search for Transactions based on any combination of search criteria. You can also use this page to save a search criteria for future use and customize the format in which transactions are displayed and save it for future use. If you have access to multiple accounts, you must first select one or more accounts or units.

The Search for Transactions page is divided into two tabs. The Search for Transactions tab lets you complete a basic transaction search using a date range, transaction type, and whether or not the transaction is included in an expense report. The Advanced tab lets you refine the search criteria further. You can enter advanced search criteria using any of the following criteria:

- MCC or Expense Type
- Merchant information
- Amount (including diverted amounts)
- Transaction addendum information (travel transactions, fleet transaction information, etc.)
- Allocation information
- Expense report assignment status
- Card transaction or Out of Pocket transaction
- Mapped status

Selecting accounts or units

If you have access to multiple accounts, you can search for those accounts and include some or all of them in your transaction search. If you have access to both accounts and units, you can combine specific accounts and all accounts within a unit in your transaction search. The unit search is for users who have both account and unit access. If you have access to only accounts, the unit search will return nothing.

Important: If allocation is activated for your site, you cannot include accounts and/or units with different allocation schemes in your search. Only single allocation scheme searches are allowed.

1. Select *Expenses > View Transactions* from the menu. The Search for Transactions page displays.

The screenshot shows the 'Search for Transactions' page. At the top, there is a navigation bar with tabs for HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES (selected), ADMINISTRATION, and HELP. Below the navigation bar, the page title is 'Search for Transactions'. A grey bar with a downward arrow contains the text 'Click here to select accounts or units for your search'. The main search area includes a 'Search for:' section with radio buttons for 'Account' (selected) and 'unit'. Below this is a 'Name on Account' dropdown menu and a text input field. There are four checkboxes: 'Active accounts' (checked), 'Inactive within 45 days' (checked), 'Inactive longer than 45 days' (unchecked), and 'Purged' (unchecked). A 'SEARCH' button is located below these options. The page also features several other controls: 'Selected Accounts/Units: * [?]' with 'No accounts or units selected'; 'Select a saved search: [?]' with a dropdown menu; 'Display format: Allocation' with a dropdown menu; 'Date range: *' with a dropdown menu set to 'Last 10 days'; 'From: 2/7/2015' and 'To: 2/17/2015' with date pickers; 'Number of results per page: 20' with a dropdown menu; 'Include transactions:' with radio buttons for 'Not assigned to an expense report', 'Assigned to an expense report', and 'Both' (selected); 'Transaction type:' with radio buttons for 'Out-of-pocket transactions only', 'Card transactions only', and 'Both' (selected); and an 'Advanced Search [-]' section with a '(Reset Criteria)' link and several expandable search criteria: 'MCC/Expense Type', 'Merchant Information', 'Amount', 'Addendum Information', 'Allocation Information', and 'Mapped Status'. At the bottom, there are three buttons: 'RUN SEARCH', 'Save Search', and 'Delete Search'.

Figure 280: Search for Transactions page

- Expand the Click here to select accounts or units for your search section.

Search for Transactions

Click here to select accounts or units for your search

Search for:

Account unit

Name on Account

Active accounts Inactive within 45 days Inactive longer than 45 days Purged

SEARCH

Selected Accounts/Units:

Remove	Selected Items	Include Subunits [?]
<input type="radio"/>	CORPORATION (00000000)	<input type="checkbox"/>

Figure 281: Select accounts or units

- Select the search type from **Search for:** control: **Account** or **Unit**:


Account Search:

To search by account, select **Account** from the **Search for:** field. The Account list is populated with account search criteria.

- If you select **Name on Account** or **Account Number** and specify additional search criteria in the adjacent field. See "Searching without the wildcard character" for examples of these searches.
 - Select one or more account types. If you select Inactive within 45 days and Inactive longer than 45 days, the search results will include all inactive accounts.
 - Click **Search**. The results of your account search display in the Selected Accounts/Units section.
 - Select the accounts to be included in the search.
- If you select **Unit Name** or **Unit Number** and specify additional search criteria in the adjacent field. See "Searching without the wildcard character" for examples of these searches.
 - Select one or more account types. If you select Inactive within 45 days and Inactive longer than 45 days, the search results will include all inactive accounts.
 - Click **Search**. All accounts you have access to in that unit display in the Selected Accounts. Units section.
 - Select the accounts to be included in the search.
 - If you want to include all accounts within a unit, and you have unit access, use the procedure in the Unit Search section below to add all accounts within selected units to your search. Otherwise, proceed to the Specify additional search criteria section below.

Unit Search:

To search by unit, select **Unit** from the **Search for:** field, the Unit list is populated with unit search criteria.

- a. Select **Unit Name** or **Unit Number** and specify additional search criteria in the adjacent field. See "Searching without the wildcard character" for examples of these searches.
- b. Click **Search**. All units you have access to in that unit display in the Select Units section.
- c. Select the units to be included in the search. All accounts within the selected units are included in the search results. For additional information about the unit, click the Hierarchy icon () to display a pop-up window with hierarchy information.

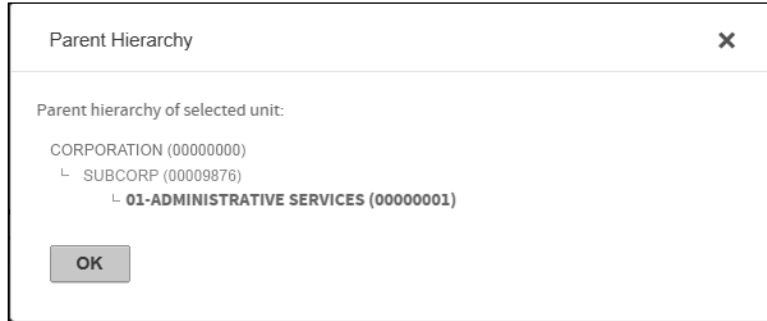



Figure 282: Hierarchy pop-up

Specify additional search criteria:

- 4. (Optional) Select a saved search and **Display format** from the appropriate lists, if applicable.
- 5. Select a transaction date range from the **Date range** list. To specify a custom date range, select Custom from the **Date Range** list and click each calendar control () to specify a custom **From** and **To** date or type the date in the **From** and **To** fields using the MM/DD/YYYY format.
- 6. Select the number of transactions to display from the **Number of results per page:** list.
- 7. Select transaction types from the **Include transactions** and **Transaction type** controls. If you want to specify additional transaction criteria, expand the Advanced Search control. See the quick reference guide "Searching for Transactions using the Advanced Search" .
- 8. Click **Run Search**. All transactions returned by your search display on the Search Results page.

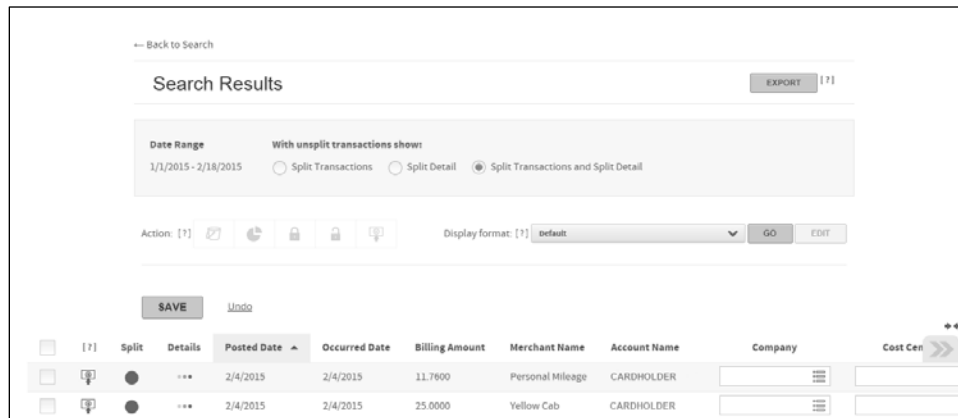


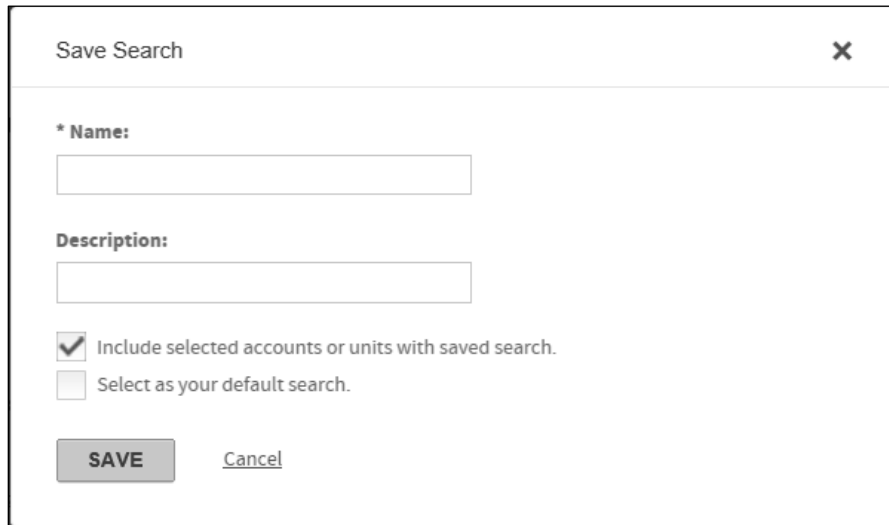
Figure 283: Search results

Saving a search

You can save transaction searches. All criteria specified will be used in subsequent searches. You specify a search name and description and this search will display in the **Select a saved search** list.

Important: If you specify a custom date range using the calendar controls or the **From:** and **To:** fields, you must select **Custom** from the Date range list before saving the search. If you do not, the saved search will use the selection in the Date range list and discard your custom date range.

1. Specify search criteria as described above.
2. Click the *Save Search* link next to the **Run Search** button at the bottom of the page. The Save Search dialog displays.



The image shows a 'Save Search' dialog box with a title bar containing the text 'Save Search' and a close button (X). The dialog contains two text input fields: '* Name:' and 'Description:'. Below the fields are two checkboxes: 'Include selected accounts or units with saved search.' (checked) and 'Select as your default search.' (unchecked). At the bottom are 'SAVE' and 'Cancel' buttons.

Figure 284: Save Search

3. Specify a unique search name in the **Name** field. This is the name that will display in the **Select a saved search** list. This field is required.
4. Specify a search description in the **Description** field. This field is optional.
5. If you have units and/or accounts selected and you want to include these in the saved search, select the **Include selected accounts or units with saved search** option.
6. If this search is to be the default search, select **Select as your default search**. If you have a previously selected default search, this new search will override that setting.

Note: To edit an existing search, select the search from the **Select a saved search** list, make your changes and re-save it.

7. Click **Save**. The search is saved and displays in the **Select a saved search** list.

Completing an advanced transaction search

Advanced transaction searches let you narrow your search by using one or more optional search filters. You can apply specific criteria to your transaction search using the Advanced Search section on the Search for Transactions page.

You perform the account, unit, date, transaction type selections and then apply any or all of these criteria to your search. Expand the Advanced Search section by clicking on the plus sign (+) and then click on the expand icon to open any of the Advanced Search fields.

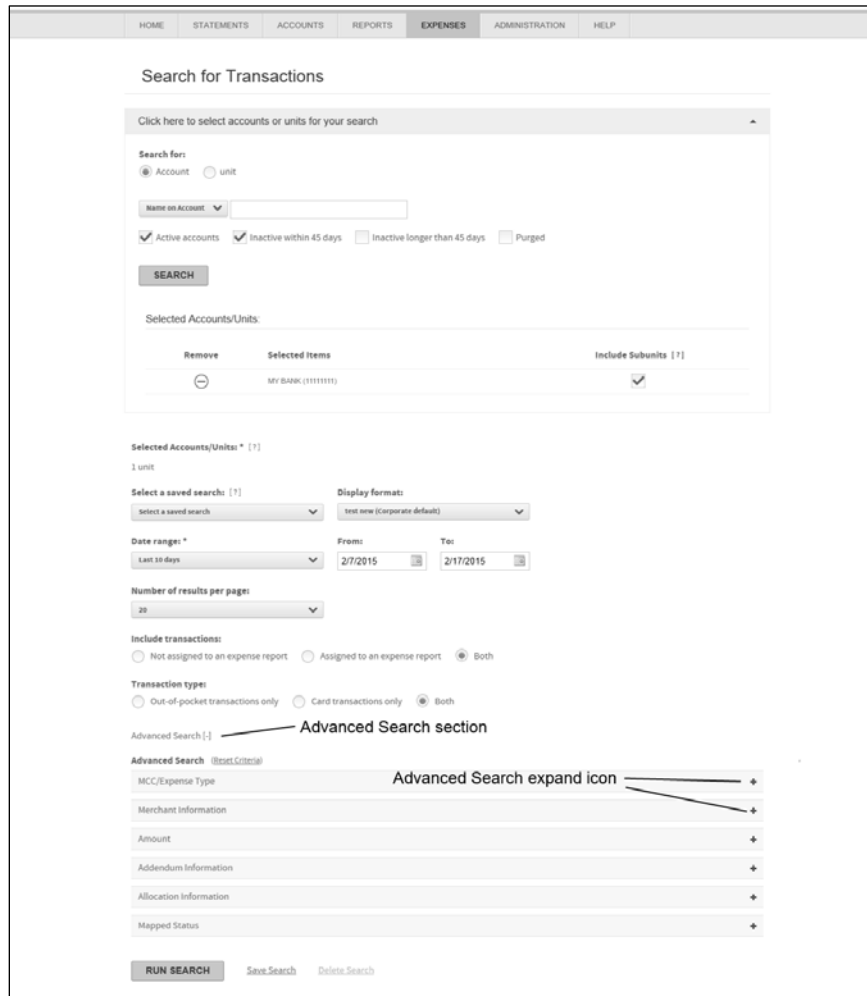


Figure 285: Advanced Transaction Search

You can specify the following advanced search features for transaction searches:

- MCC/Expense Type
- Merchant Information
- Amount
- Addendum Information
- Allocation Information
- Mapped Status

MCC/Expense Type

MCC/Expense Type

Search for MCC or expense type to add to the search criteria. Specify a search value. You can use the wildcard (*) to replace starting or ending values.

Search by:
MCC code SEARCH



Order by:
 Description Code

Expense type:
Filter By
Accounting, Auditing, and Bookkeeping

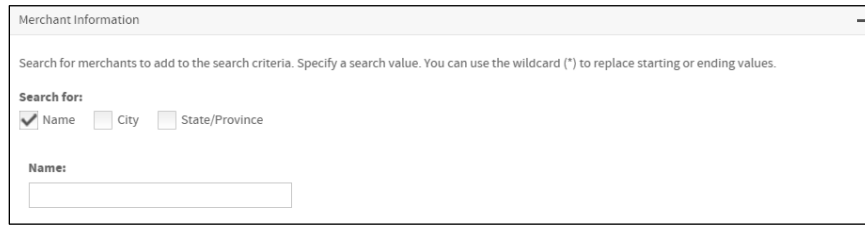
Available (Select All | Clear All)
 Accounting, Auditing, and Bookkeeping Services (8931)

Selected (Select All | Clear All)
 Accounting, Auditing, and Bookkeeping Services (8931)

Figure 286: MCC Search

1. Expand the MCC/Expense Type section.
2. Select a value from the Search by list
 - MCC Code
 - MCC Description
 - Expense Type
3. Enter additional search criteria in the adjacent field. You can use leading and trailing wildcard characters (*) in your searches. If you leave the field blank, all items will display in the Available list.
4. Select Description or Code to specify the sort order.
5. Click Search. The Expense type section is displayed with the Filter By list populated with MCCs based on your selection in step 2.
6. Make a selection from the Filter By list. All MCC/Expense Types in this category are displayed in the Available list.
7. Select the check boxes next to the MCC/Expense Types that you want to include in your search and click the right-arrow button (). The selections are displayed in the Selected list. To remove selections, select the check boxes next to the any MCC/Expense Types you want removed and click the left-arrow button (.
8. Repeat steps 2 through 7 to add additional MCC/Expense Types to the Selected list.
9. When your MCC/Expense type search criteria list is complete, run your search or add additional search criteria, as required. Click the Reset Criteria link at the top of the Advanced Search section to clear the section search criteria and start over.

Merchant Information

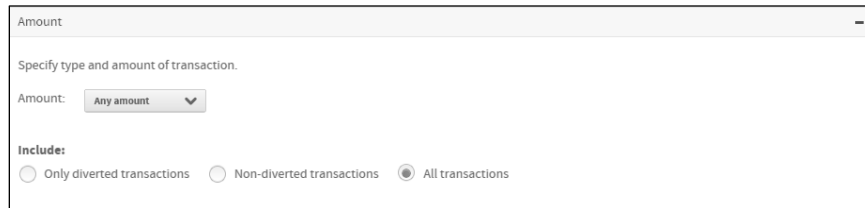


The screenshot shows a window titled "Merchant Information" with a search instruction: "Search for merchants to add to the search criteria. Specify a search value. You can use the wildcard (*) to replace starting or ending values." Below this, there is a "Search for:" section with three radio buttons: "Name" (checked), "City", and "State/Province". Underneath, there is a text input field labeled "Name:".

Figure 287: Merchant Information

1. Expand the Merchant Information section.
2. In the **Search for** option, the **Name** check box is selected by default, and the field for you to specify the name is displayed. To search for **City** or **State/Province**, select the appropriate check box to display the corresponding fields.
3. Enter the value or values to search for in the **Name** field. You can use leading and trailing wildcard characters (*) in your searches or leave the field blank to select all.
4. When your Merchant Information search criteria list is complete, run your search or add additional search criteria, as required. Click the *Reset Criteria* link at the top of the Advanced Search section to clear the section search criteria and start over.

Amount

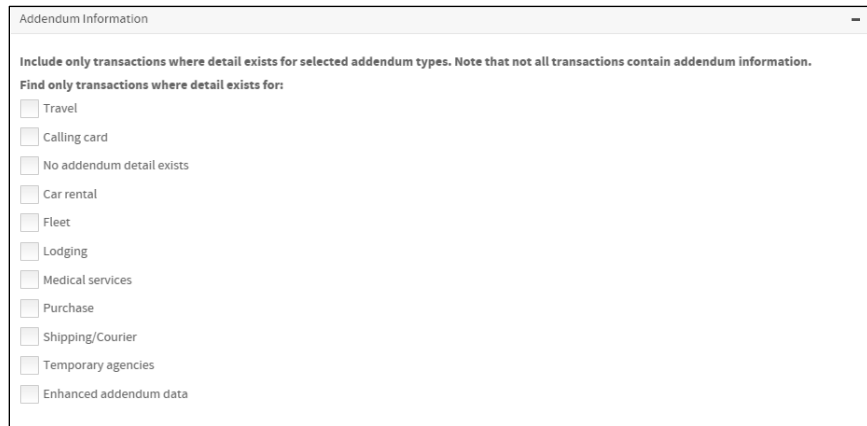


The screenshot shows a window titled "Amount" with the instruction: "Specify type and amount of transaction." Below this, there is an "Amount:" label followed by a dropdown menu currently set to "Any amount". Underneath, there is an "Include:" section with three radio buttons: "Only diverted transactions", "Non-diverted transactions", and "All transactions" (which is selected).

Figure 288: Amount Informaton

1. Expand the Amount section.
2. Select the amount filter from the **Amount** list. **Any amount** is selected by default. If you select **Equal to**, **Less than**, or **More than**, a single field is displayed. Enter the monetary amount in the field. If you select **Between**, specify the upper and lower monetary amount limits in the two fields that display. Select **Credits** to limit the search to credits.
3. Select the type of transaction from the **Include** option. **All transactions** is selected by default. The diverting transactions option can be used only if it has been set up for your company by your financial institution. The typical application of this option is using a company level account to authorize and pay for high monetary amount transactions, such as airfare. By diverting certain transaction types, the card limit and available balance of the individual making an airfare purchase are not impacted. The charges are, instead, authorized and accumulated by the company account.
4. When your Amount search criteria are set, run your search or add additional search criteria, as required. Click the *Reset Criteria* link at the top of the Advanced Search section to clear the section search criteria and start over.

Addendum Information



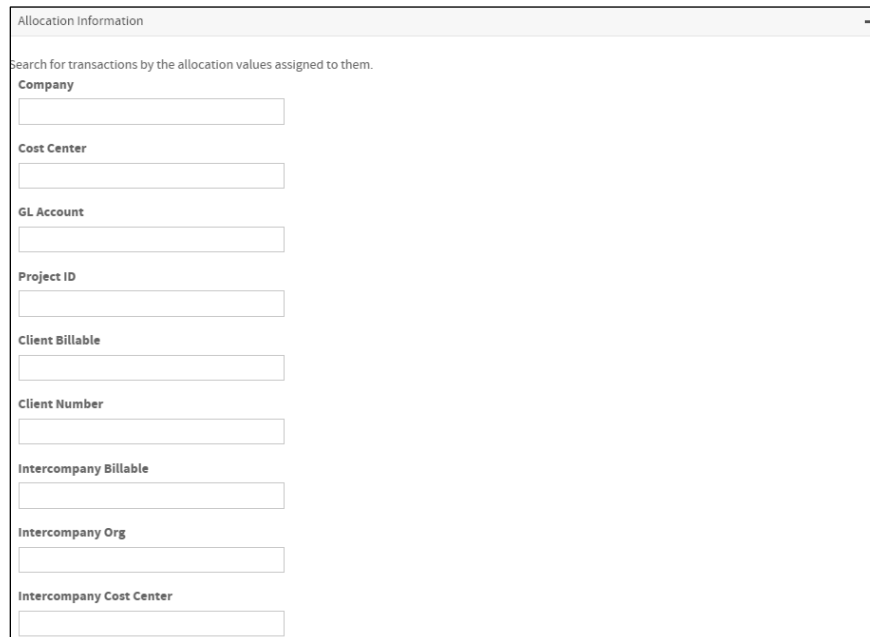
The screenshot shows a window titled "Addendum Information" with a close button in the top right corner. Below the title bar, there is a note: "Include only transactions where detail exists for selected addendum types. Note that not all transactions contain addendum information." This is followed by the instruction "Find only transactions where detail exists for:" and a list of eleven addendum types, each with an unchecked checkbox:

- Travel
- Calling card
- No addendum detail exists
- Car rental
- Fleet
- Lodging
- Medical services
- Purchase
- Shipping/Courier
- Temporary agencies
- Enhanced addendum data

Figure 289: Addendum Information

1. Expand the Addendum Information section.
2. Select the addendum types to include in the search.
3. When your Addendum Information search criteria are set, run your search or add additional search criteria, as required. Click the *Reset Criteria* link at the top of the Advanced Search section to clear the section search criteria and start over.

Allocation Information



The screenshot shows a window titled "Allocation Information" with a close button in the top right corner. Below the title bar, there is a note: "Search for transactions by the allocation values assigned to them." This is followed by a list of ten allocation criteria, each with a text input field:

- Company**
- Cost Center**
- GL Account**
- Project ID**
- Client Billable**
- Client Number**
- Intercompany Billable**
- Intercompany Org**
- Intercompany Cost Center**

Figure 290: Allocation Information

1. Expand the Allocation Information section. If allocation is activated for your site, a list of allocation code segments display.
2. Type the transaction allocation code segment or segments you want to include in your search.

Note: You cannot perform a search of multiple codes for the same segment. You must perform a separate search for each instance of an allocation code segment.

Important: Remember that allocation codes are case sensitive. For example, m1234 is not the same as M1234. If the valid code for the segment is M1234, a search using m1234 will not return transactions.

3. When your Allocation Information search criteria are set, run your search or add additional search criteria, as required. Click the *Reset Criteria* link at the top of the Advanced Search section to clear the section search criteria and start over.

Mapped Status

When a data mapper is run, there is an option to lock transactions so that further updates to the transactions included in the mapper's output file are blocked. If that lock option has been used, then the transactions are flagged as having been mapped.



The screenshot shows a window titled "Mapped Status" with a search bar and three radio button options. The search bar contains the text "Search for transactions by mapped status." Below the search bar, the word "Include:" is followed by three radio buttons: "Mapped transactions", "Unmapped transactions", and "Both". The "Both" radio button is selected.

Figure 291: Mapped Status

1. Expand the Mapped Status section.
2. Select **Mapped...** or **Unmapped...** to display either mapped or unmapped transactions. Both types are selected by default.
3. When your Mapped Status search criteria are set, run your search or add additional search criteria, as required. Click **Reset Criteria** to reset all Mapped Status search criteria and start over.

Working with transaction display formats

Display formats let you control which transaction fields display and in what order. The initial default display includes a subset of the available fields. You can define one or more display formats, save them, and set one as your default. The default display format is applied when you open the Search for Transactions window again.

Note: If you want to display transaction descriptions in the transaction grid, you must select this field in your format.

To edit or create a display format

Display formats let you control which transaction fields display and in what order. The initial default display includes a subset of the available fields. You can define one or more display formats, save them, and set one as your default. The default will be applied when you open the Search for Transactions page again.

Important: You must have search results displayed to edit or create a display format.

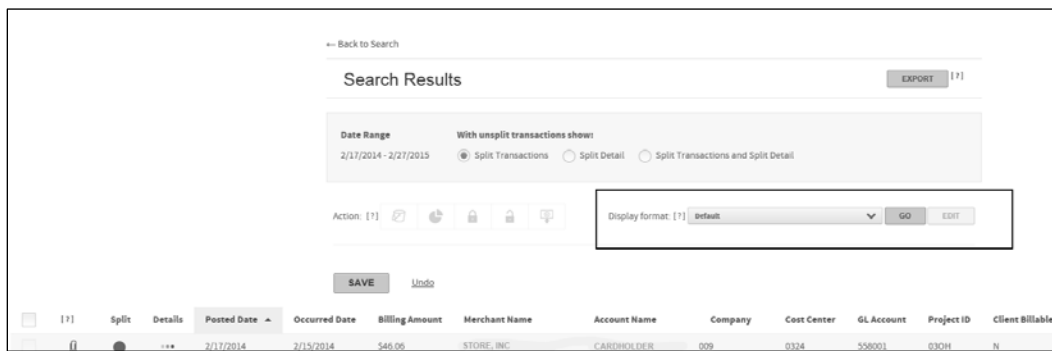


Figure 292: Transaction Search Results

1. Run your transaction search. See the quick reference guide “Searching for Transactions”.
2. Select **New format** from the **Display format** control. The **Edit** button activates.



Figure 293: Display format

3. Click **Edit**. The Format Display page displays.



Figure 294: Format Display

4. Specify a name for the new format in the **Name** field (required) and a description in the **Description** field (optional).
5. Select the fields you want added to the transaction display from the **Available** field. You can scroll down to view additional fields.

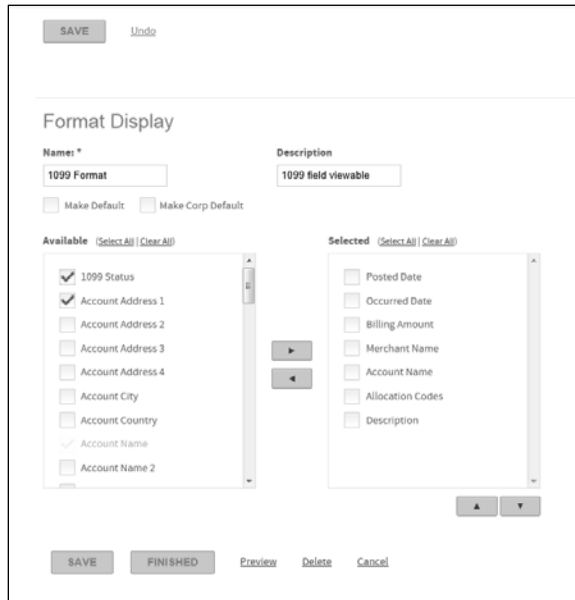


Figure 295: Format Display



6. Click the right arrow button () to move these fields to the **Selected** field. You can remove fields by selecting the field and clicking the left arrow button ().
7. Select the fields you want to include in the new format. To include all fields, click the **Select All** link.

Figure 296: Format Display

8. At this point you have two options, **Save** and **Finished**.
 - a. Click Finish to apply the new format to the current data set. The current data set redisplay with the new fields added.
 - b. Click Save. The current data set redisplay with the new fields added and the new format is added to the Display Format list.

Changing transaction status

Administrators or anyone with approval permissions can change the status of a transaction to indicate that a transaction has been reviewed, approved, or rejected.

1. Run your transaction search. See the quick reference guide “Searching for Transactions”.
2. Select the transaction or transactions you want to change the status of by selecting the associated check box

Split	Details	Occurred Date	Posted Date	Billing Amount	Merchant Name	Bank Allocation	Default Allocation
<input checked="" type="checkbox"/>		12/2/2014	12/2/2014	53.70	Personal Mileage		
<input checked="" type="checkbox"/>		12/2/2014	12/2/2014	50.00	Intl		

Figure 297: Search Results

- Click the **Detail** icon (●●●) for the transaction or a transaction in your multiple selection. The Transaction Detail page displays. If you selected multiple transactions, the transaction whose detail icon you clicked displays on the Transaction Detail page.

Merchant:	Personal Mileage	Diverted:	False
Amount:	3.70	Original Amount:	3.70
Sales Tax:	0.00	Original Currency:	840
Posted:	12/2/2014	Conversion Rate:	0
Transaction Date:	12/2/2014	Transaction ID:	205651199
Merchant Reference #:			
MCC:	0		
Purchase ID:			

Figure 298: Out-Of-Pocket Detail

- Expand the Transaction Section.

Note: Remember that you can hover your cursor over a field's information icon ([?]) to display additional information about the field

Transaction Status [?]

Personal: Yes No

Disputed: Yes No

Locked: Yes No [?]

Mapped: No [?]

Transaction status: Reviewed [?]
Approved
Rejected

Diverted: No

Disputed Tracking #:

Reference #:

SAVE Cancel

Figure 299: Transaction Status

- Change the status of the transaction. You can mark a transaction as Personal or Disputed or change the Transaction Status to one of the following statuses, **Reviewed**, **Approved**, or **Rejected**. You can also remove the **Personal** or **Disputed** transaction status.

Note: Administrators can lock or unlock transactions from the Transaction Status section of the Transaction Detail page by changing the **Locked** status. Administrators can also lock or unlock transactions from the transaction search results page. See “Locking or unlocking transactions” below.

- Click **Save** to save the status update. If you selected multiple transactions, click **Previous** or **Next** to display the next transaction in your selection.
- When you have completed the status updates, click **Back to results** (top of page) to return to the the transaction search results. The status of your selected transactions is updated.
- Click **Save** to save the updated statuses.

Editing transactions

The Edit Transactions permission lets you change the allocation of transactions. *Allocation* is the process of assigning transactions to the proper accounting values in your organization's accounting system. Allocation consists of both automated and manual activities.

To view transaction detail

- Complete one of the following to view transaction detail from the Transaction list (Search for Transactions page):
 - Click the detail icon (⋮) to view transaction detail information.
 - Click the addendum icon (such as travel or car rental) to view addendum information.
 - Click the attach receipt icon (📄) to add a receipt at the transaction level.

Note: Addendum icons display only if the transaction contains additional information such as travel (✈️), car rental (🚗), lodging (🏠), fleet (🚚), or purchase detail (💳).





















		SAVE	Undo							
Actions	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name	Company	Cost Center	GL Account	Project Number	
 ⋮	10/17/2016	10/16/2016	\$30.02	FACEBK K9M9LAJXY2	Tammy Wells					
 ⋮	10/17/2016	10/11/2016	\$9,075.15	BISSETT FASTENERS LIMITED	Tammy Wells					
 ⋮	10/27/2016	10/26/2016	\$55.32	FACEBK ZYM4TA6XY2	Tammy Wells					
 ⋮	10/27/2016	10/26/2016	\$4.71	FACEBK ZZM4TA6XY2	Tammy Wells					

Figure 300: Transactions Search Results

- From any section of the Transaction Detail page, click the expand icon (▼) in the header to expand a section, or the collapse icon (▲) to collapse it.

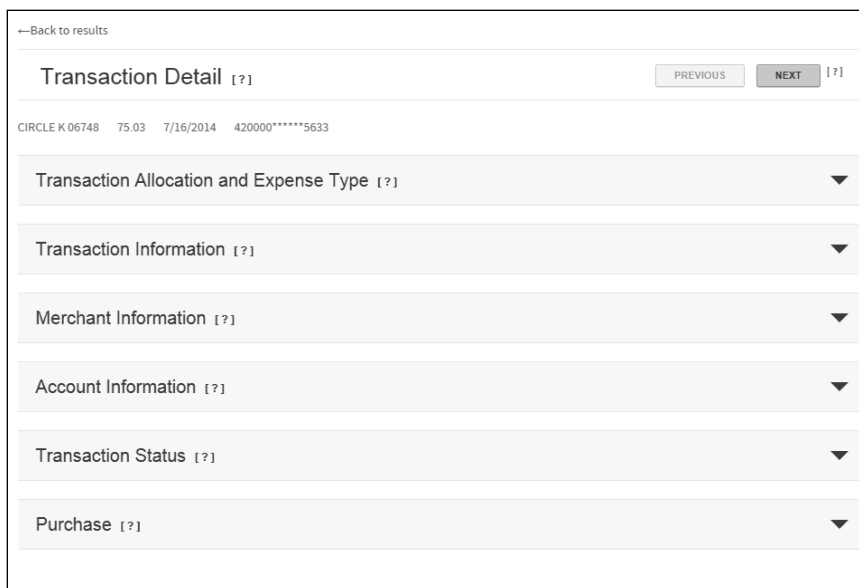


Figure 301: Transaction Detail page

- Expand the Transaction Allocation and Expense Type section to view or add notes for a transaction.
- When you finish reviewing the detail, click **Back to Results** to close the Transaction Detail page, and return to the Transactions list.

Important: Do not use your browser's **Back** button to return to the list of transactions.

Working with automated allocation tasks

Automated allocation can take place on two levels: using the default allocation from your financial institution (processor) and setting up allocation rules in Online Card Management.

Processor allocation

Processor allocation takes place at the credit card processor. When transaction data is imported into Online Card Management, it associates each account's allocation code with all transactions made on that card. To change this code, you must submit a request to your financial institution.

Online card management system allocation

Online Card Management manages allocation at the site level. Your site setup determines:

- How to handle the default allocation string from the processor when importing transaction data to Online Card Management
- Whether the organization can edit the allocation codes that were automatically assigned either by the processor or by applying the allocation rules set up in Online Card Management

- Whether the organization can configure validations to ensure that allocation rules are set up using only approved codes

Organization administrators can set up a series of *allocation rules* within Online Card Management. These rules assign allocation codes to transactions based on any or all of the following allocation types: account, expense type, Merchant category codes (MCC), point of sale (POS) codes, and unit.

Allocation order refers to the order in which allocation rules are applied to transactions. This order is important because it determines which allocation string takes precedence over another when the transactions are imported into the card management system. Each allocation rule overwrites the allocation string applied by a previous rule.

Working with manual allocation tasks

If Edit Transactions is enabled at your site and you have permissions set up to edit transactions, you can modify the allocation codes that were applied in the automated processes described in the previous section.

From the Search for Transactions page, with transactions displayed, you can perform the following tasks:

- Split a transaction
- Allocate a transaction
- Attach a note to a transaction
- Flag a transaction as disputed
- Mark a transaction as personal
- Change the status of a transaction

Program administrators can lock or unlock a transaction.

The following example shows the Search for Transactions page where the display format has been modified to include the columns referred to by these tasks. In most cases, there is an alternate method for accomplishing the task in the Transaction Detail page.

The screenshot shows a 'Search Results' interface with the following elements:

- Search Results [?]** header with an **EXPORT** button.
- Date Range:** 2/21/2014 - 3/3/2015
- With unsplit transactions show:**
 - Split Transactions
 - Split Detail
 - Split Transactions and Split Detail
- Action:** [?] [?] [?] [?] [?]
- Display format:** [?] Default [v] **GO** **EDIT**
- SAVE** **Undo**
- Table:**

[?]	[?]	Split	Details	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name	Company	Cost Cen
[?]	[?]	[?]	[?]	8/25/2014	8/25/2014	\$55.00	HOTEL INC.	CARDHOLDER	001	1234
[?]	[?]	[?]	[?]	8/26/2014	8/5/2014	\$200.00	TAXI	CARDHOLDER	001	1234

Figure 302: Transactions Search Results

To allocate a transaction

You can only modify the allocation codes for a transaction if the allocation fields are editable.

- If valid codes have been assigned to any allocation field, the allocation selector icon (☰) icon displays to the right of the entry field in the search results list. If the Selector icon is displayed, you can click the icon to select a code from the list.
- If you enter a code in an editable field that displays the Selector icon, the code you entered is checked against the list of valid codes when you save the allocation. If the code you entered is invalid, a message displays informing you that the code is not valid and the changes are not saved.

Note: Allocation codes may be case sensitive depending on your site's allocation setup. If you enter a code with one or more letters in a case that does not match the code format, the code will be treated as invalid and the changes are not saved.

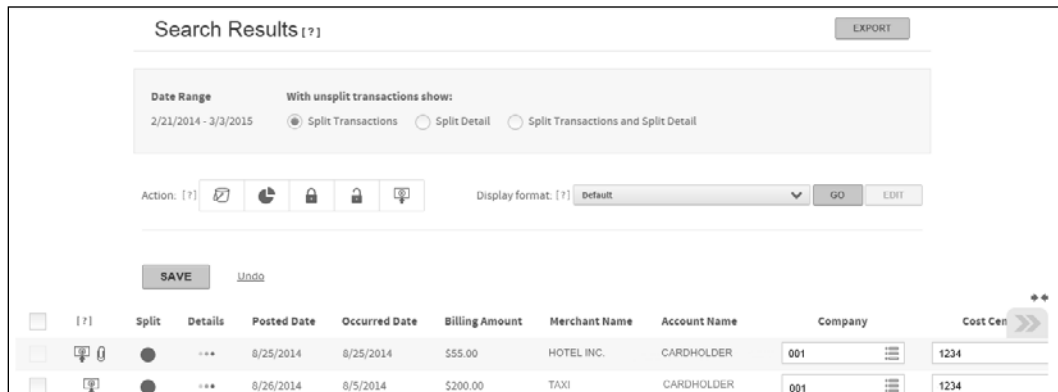
When you split a transaction, all the default allocation codes from the original (unsplit) transaction are applied to all transaction splits. Follow the procedure below to modify the allocation fields.

If the allocation fields are *not* included in the display format in the Search for Transactions page, you can edit the display format using the task "To edit or create a display format (on page 301), and follow the steps below; or you can modify the allocation fields from the Transaction Status and Allocation section of the Transaction Detail page. See the task "To view transaction detail (on page 305).

To change allocation codes from the Search for Transactions page

This task assumes that you have searched for and found a valid list of transactions to which you want to assign allocation codes. Read "Searching for transactions (on page 291) for instructions on completing a transaction search.

1. Run your transaction search.



The screenshot shows the 'Search Results' page with the following details:

- Date Range:** 2/21/2014 - 3/3/2015
- With unsplit transactions show:** Split Transactions, Split Detail, Split Transactions and Split Detail
- Action:** [?] [?] [?] [?] [?]
- Display format:** [?] Default [GO] [EDIT]
- Buttons:** [SAVE] [Undo]

	Split	Details	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name	Company	Cost Cen
<input type="checkbox"/>	<input checked="" type="checkbox"/>	...	8/25/2014	8/25/2014	\$55.00	HOTEL INC.	CARDHOLDER	001	1234
<input type="checkbox"/>	<input checked="" type="checkbox"/>	...	8/26/2014	8/5/2014	\$200.00	TAXI	CARDHOLDER	001	1234

Figure 303: Split transaction page



2. Locate the transaction you want to allocate. The allocation code fields are displayed. If the code segments are not currently displayed on your screen view, you can use the navigation arrow () to display all the code segments.
3. Enter the allocation code in each field. To look up a valid allocation code, click the allocation selector icon () in each allocation segment field to display a dialog box listing valid codes for that field.

Figure 304: Select allocation code dialog

4. You can search for codes by both **Valid code** and **Valid code description** by selecting the code search parameter from the **Search by** list and specifying additional search information in the **Search for** field. You can use an asterisk (*) as a wildcard character in partial searches.
5. Click **Search**. The codes that match your search parameters are displayed.
6. Select the code for that allocation segment and click **OK**. The Search Results page is displayed again with the selected code in the allocation segment field.
7. When you have completed the allocation code fields, click **Save** to save the allocation for that transaction.

To lock or unlock a transaction

You can also lock or unlock transactions from the transaction search results page. Locked transactions cannot be edited so if a transaction is in a locked status, you must unlock it to edit the transaction.

1. Run your transaction search
2. Select the transaction or transactions you want lock or unlock of by selecting the associated check box. The Action bar activates. If the transaction is in an unlocked status, fields can be edited. If it is in a locked status, no fields are editable.

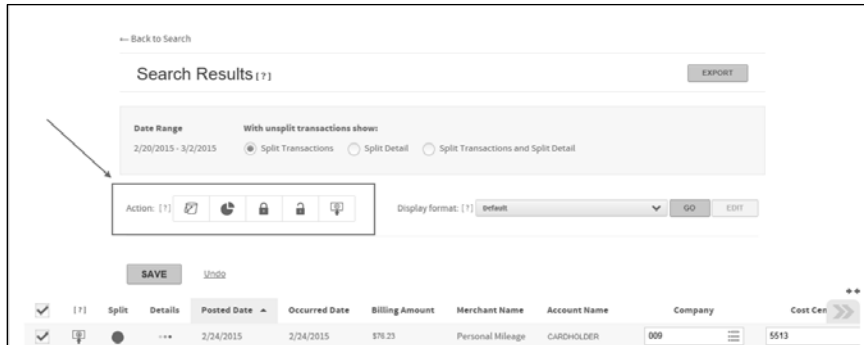






Figure 305: Action bar Lock or Unlock Transaction

3. For an unlocked transaction, click the lock icon () to lock the transaction and prevent any further editing.
For a locked transaction, click the unlock icon () to unlock the transaction so it can be edited.
4. Click **Save**. The transaction search results page redisplay with the selected transaction in it's new status.

To flag a transaction as disputed

You can flag unlocked transactions to initiate a dispute.

1. If the Dispute column is not included in the display format in the Search for Transactions page, edit the display format using the task "To edit a display format (See "To edit or create a display format" on page 301).
2. For an unsplit transaction, click the Dispute icon (). The icon changes when it is selected, indicating that the transaction is marked as disputed ().
3. For a split transaction:
 - a. Click the Dispute icon. The Split Detail page displays.

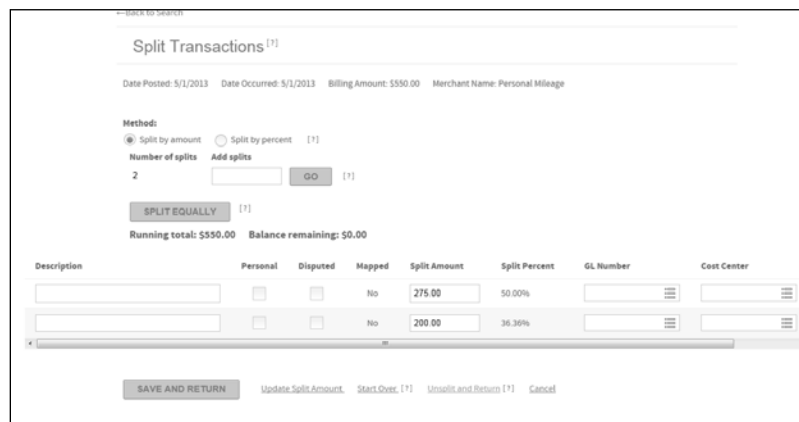


Figure 306: Split Detail page

- b. Select the check box in the Disputed column for the transaction split you want to dispute.
- c. Click **Save and Return**. The Search for Transactions page re-displays. Note that the icon in the Dispute column changes, indicating that either *some* of the transaction splits are marked disputed, or all transaction splits-the entire transaction-is marked as disputed.

For unsplit transactions, you can mark a transaction as disputed by clicking the Detail icon and selecting the Disputed option from the Transaction Status section of the Details page.

To change the status of a transaction

Administrators and anyone with approval permissions set up can change the status of a transaction to indicate whether it has been reviewed and approved (or rejected). You can only change the status for an editable transaction. If the transaction you want to change the status for is locked, an administrator can unlock it. For more information on unlocking transactions see "To lock or unlock a transaction (on page 309). Complete the following steps to change a transaction status.

From the Search for Transactions page:

1. Run your transaction search.
2. Select the transaction or transactions you want to change the status of by selecting the associated check box.

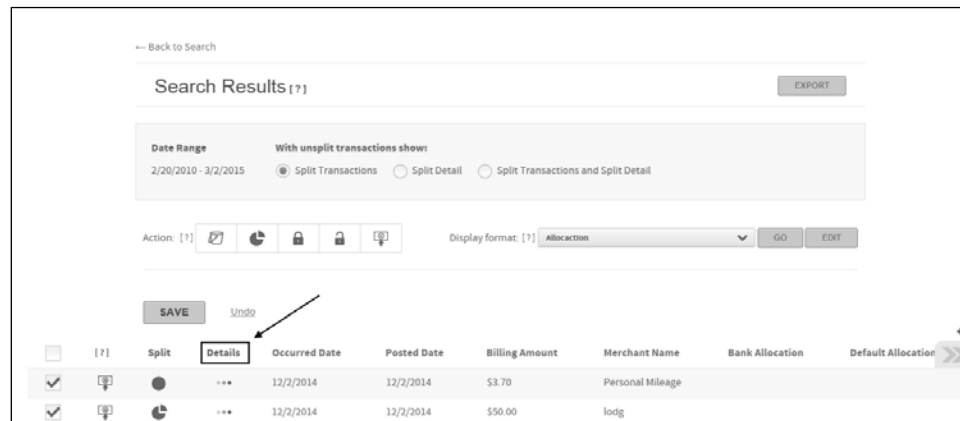


Figure 307: Transaction Search Results - Details

- Click the **Detail** icon for the transaction or a transaction in your multiple selection. The Transaction Detail page displays. If you selected multiple transactions, the transaction whose detail icon you clicked displays on the Transaction Detail page.

Out-Of-Pocket Detail [?]

Personal Mileage 3.70 12/2/2014 LORI MILLS *E+15

Transaction Allocation and Expense Type [?] ▼

Transaction Information [?] ▲

Merchant:	Personal Mileage	Diverted:	False
Amount:	3.70	Original Amount:	3.70
Sales Tax:	0.00	Original Currency:	840
Posted:	12/2/2014	Conversion Rate:	0
Transaction Date:	12/2/2014	Transaction ID:	205651199
Merchant Reference #:			
MCC:	0		
Purchase ID:			

Merchant Information [?] ▼

Account Information [?] ▼

Transaction Status [?] ▼

Figure 308: Out-Of-Pocket Detail

- Expand the Transaction Section.

Note: Remember that you can hover your cursor over a field's information icon ([?]) to display additional information about the field

Transaction Status [?] ▲

Personal: Yes No

Disputed: Yes No

Locked: Yes No [?]

Mapped: No [?]

Transaction status: Reviewed [?] ▼

Diverted: No

Disputed Tracking #:

Reference #:

SAVE Cancel

Figure 309: Transaction Status expanded

5. Change the status of the transaction. You can mark a transaction as Personal or Disputed or change the Transaction Status to one of the following statuses, **Reviewed**, **Approved**, or **Rejected**. You can also remove the **Personal** or **Disputed** transaction status.

Note: Administrators can lock or unlock transactions from the Transaction Status section of the Transaction Detail page by changing the **Locked** status. Administrators can also lock or unlock transactions from the transaction search results page. See "To lock or unlock a transaction (on page 309)"

6. Click **Save** to save the status update. If you selected multiple transactions, click **Previous** or **Next** to display the next transaction in your selection.
7. When you have completed the status updates, click **Back to results** (top of page) to return to the the transaction search results. The status of your selected transactions is updated.
8. Click **Save** to save the updated statuses.

Splitting a Transaction




The primary reason for splitting a transaction is to allocate portions (splits) of the transaction to different accounts. You can split transactions as follows:

- Single transaction by amount
- Single transaction by percent
- Single transaction by line item detail (LID) *(If addendum information is provided by the merchant)*
- Multiple transactions (batch split) by percent

You can also:

- Split a transaction and then dispute a transaction split.
- Split a transaction and designate a transaction split a personal expense.
- Attach a description to a transaction split.
- Apply split parameters to multiple transactions (batch split)

A transaction's split status is indicated by the Split column icon as shown below. You click the icon to display The Split Transactions page.

-  Unsplit transaction
-  Split transaction
-  Split transaction detail

Important: After a transaction has been locked, it cannot be edited. You cannot split that transaction

To split a transaction by amount

When you split a transaction by amount, you assign currency amounts to each split. These split amounts must add up to the billing amount.

1. Click the transaction's Split icon (●). The Split Transactions page displays

Split Transactions [?]

Date Posted: 5/1/2013 Date Occurred: 5/1/2013 Billing Amount: \$550.00 Merchant Name: Personal Mileage

Method:
 Split by amount Split by percent [?]

Number of splits: 2 Add splits: [] GO [?]

SPLIT EQUALLY [?]

Running total: \$550.00 Balance remaining: \$0.00

Description	Personal	Disputed	Mapped	Split Amount	Split Percent	GL Number	Cost Center
[]	<input type="checkbox"/>	<input type="checkbox"/>	No	275.00	50.00%	[]	[]
[]	<input type="checkbox"/>	<input type="checkbox"/>	No	200.00	36.36%	[]	[]

SAVE AND RETURN Update Split Amount Start Over [?] Unsplit and Return [?] Cancel

Figure 310: Split by amount

2. Select the **Split by amount** option. The Split Amount column changes to editable fields.
3. The transaction is split into two equal splits by default. If you want additional splits, type the number in the **Add splits** field and click **Go**. Your additional splits are *added* to the Split Detail section.

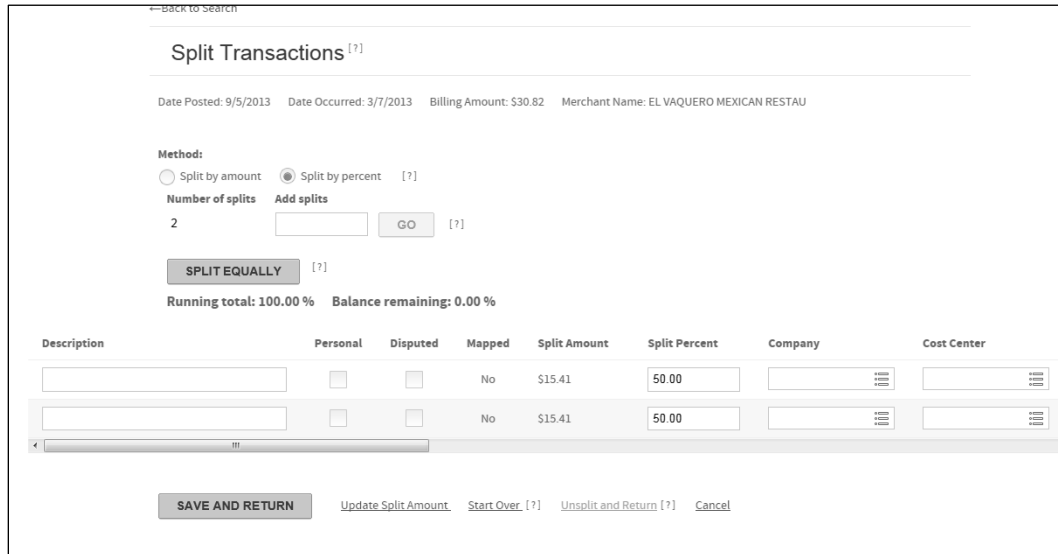
Important: When you type a number in the **Add splits** field, it is added to the default two splits. For example, if you want three transaction splits, type 1 in the **Add splits** field. This value is added to the default two to give three splits.

4. You now assign dollar amounts to each split using one of the following procedures. Remember that the amounts entered must add up to the billing amount.
 - If you want the transaction amount to be distributed equally among the splits, click **Split Equally**. The billing amount is divided by the number of splits and this amount is assigned to each split.
 - If you want to assign different amounts to each split, type the amount in the appropriate field and select **Update Split Amount**. The Split Percent column is updated.
5. If your site allows editing of allocation codes, you can change the allocation of each split. See "To allocate a transaction" on page 308
6. Type a description in the Description field. You can use up to 250 characters.
 - Select **Disputed** if you want to dispute a split.
 - Select **Personal** if you want to flag the split as a personal expense.
 - Click the Remove icon (⊖) to remove the split.
7. Click **Save and Return** to save the splits or click **Start Over** to clear all fields.

To split a transaction by percent

When you split a transaction by percent, you assign a percentage of the billing amount to each split. The split percentages must add up to 100.00%

1. Click the transaction's Split icon (●). The Split Transactions page displays.



← Back to search

Split Transactions ^[?]

Date Posted: 9/5/2013 Date Occurred: 3/7/2013 Billing Amount: \$30.82 Merchant Name: EL VAQUERO MEXICAN RESTAU

Method:
 Split by amount Split by percent ^[?]

Number of splits Add splits
2 GO ^[?]

SPLIT EQUALLY ^[?]

Running total: 100.00 % Balance remaining: 0.00 %

Description	Personal	Disputed	Mapped	Split Amount	Split Percent	Company	Cost Center
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	\$15.41	50.00	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	\$15.41	50.00	<input type="text"/>	<input type="text"/>

SAVE AND RETURN [Update Split Amount](#) [Start Over](#) ^[?] [Unsplit and Return](#) ^[?] [Cancel](#)

Figure 311: Split by percent

2. Select the **Split by percent** option. The Split Percent column changes to editable fields.
3. The transaction is split into two equal splits by default. If you want additional splits, type the number in the **Add splits** field and click **Go**. Your additional splits are *added* to the Split Detail section.


Important: When you type a number in the **Add splits** field, it is added to the default two splits. For example, if you want three transaction splits, type 1 in the **Add splits** field. This value is added to the default two to give three splits.

4. You now assign percentages to each split using one of the following procedures. Remember that the split percentages must add up to 100.00%
 - If you want the transaction amount to be distributed equally among the splits, click **Split Equally**. The billing amount is divided by the number of splits and this percentage is assigned to each split.
 - If you want to assign different percentages for each split, type the percentage in the appropriate field and select **Update Split Amount**. The Split Amount column is updated.
5. If your site allows editing of allocation codes, you can change the allocation of each split. See "To allocate a transaction" on page 308
6. Type a description in the **Description** field. You can use up to 250 characters.
 - Select **Disputed** if you want to dispute a split.
 - Select **Personal** if you want to flag the split as a personal expense
 - Click the Remove icon (⊖) to remove the split.

7. Click **Save and Return** to save the splits or click **Start Over** to clear all fields.

To split multiple transactions (completing a batch split)


You can apply the same split parameters to multiple transactions. When you do a batch split, you can only split the transactions by percent.

1. Select each transaction you want to split. You can select transactions that are already split as well as unsplit transactions.
2. Select Split () from the **Action** field. The Split Transactions page displays.



3. Transactions are split into two equal splits by default. If you want additional splits, type the number in the **Add splits** field and click **Go**. Your additional splits are *added* to the Split detail section.

Important: When you type a number in the Add splits field, it is added to the default two splits. For example, if you want three transaction splits, type 1 in the Add splits field. This value is added to the default two to give three splits.

4. Assign percentages for each split. The percentages entered must add up to 100.00%. If you add additional splits, select **Update Split Amount** to update the Split Amount column.
5. If your site allows editing of allocation codes, you can change the allocation for the splits. See "To allocate a transaction" on page 308
6. Type a description in the **Description** field. You can use up to 250 characters.
 - Select **Dispute** if you want to dispute a split.
 - Select **Personal** if you want to flag a split as a personal expense.
 - Click the Remove icon () to remove the split.
7. Select **Save and Return**. The split parameters you specified are applied to each transaction. Click **Start Over** to clear all fields.

To split a single transaction by line item detail

If addendum information is provided for the transaction, an **Add Splits for Line Items** button displays and the default two splits are set to zero. These transactions can be split by line item detail.

Important: The system reports only the addendum information provided by the merchant. This information is not standardized and, in many cases, the item amounts or percentages will not equal the transaction total amount or percent. You must modify the item amounts or percentages and verify that they total to the transaction total or 100.00% or the system will not allow the split transaction to be saved.

1. Click the transaction's Split icon. The Split Transactions page displays. If addendum information is provided, the **Number of splits** field is set to zero and the **Add Splits for Line Items** button is visible.

The screenshot shows the 'Split Transactions' interface. At the top, there is a search bar and a title 'Split Transactions [?]'. Below this, transaction details are listed: 'Date Posted: 5/1/2013', 'Date Occurred: 5/1/2013', 'Billing Amount: \$550.00', and 'Merchant Name: Personal Mileage'. A section indicates 'Transactions selected: 1'. Under 'Method: Batch Method', the 'Split by amount' radio button is selected. The 'Number of splits' field is set to 0, and the 'Add splits' field is empty. There are buttons for 'SPLIT EQUALLY [?]' and 'ADD SPLITS FOR LINE ITEMS [?]'. Below these is a table with columns: Description, Personal, Disputed, Mapped, Split Amount, Split Percent, GL Number, and Cost Center. Two line items are visible in the table. At the bottom, there are buttons for 'SAVE AND RETURN', 'Update Split Amount', 'Start Over [?]', 'Unsplit and Return [?]', and 'Cancel'.

Description	Personal	Disputed	Mapped	Split Amount	Split Percent	GL Number	Cost Center
	<input type="checkbox"/>	<input type="checkbox"/>	No	275.00	50.00%		
	<input type="checkbox"/>	<input type="checkbox"/>	No	200.00	36.36%		

Figure 312: Split by line item

2. Click **Add Splits for Line Items**. The addendum information provided by the merchants displays as editable boxes. The **Split by Amount** field option is selected by default. If you want to split the line items by percent, select the **Split by percent** option.
3. The transaction is split into the number of line items provided by the merchant plus one additional total tax line item. If you want additional splits, type the number in the **Add splits** field and click **Go**. Your additional splits are *added* to the Split Detail section.

Important: When you type a number in the **Add splits** field, it is added to the default splits. For example, if you have four line items plus the additional tax line item and you want seven total splits, type 2 in the **Add splits** field. This value is added to the line item detail five to give seven total splits.

4. You now assign amounts or percentages to each split. Remember that the split amounts must add up to the transaction total or the split percentages must add up to 100.00%
5. Click **Update Split Amount**. The Split Amount or Split amount columns are updated.
6. If your site allows editing of allocation codes, you can change the allocation of each split.
7. Type a description in the **Description** field. You can use up to 250 characters.
 - Select **Dispute** if you want to dispute a split.

- Select **Personal** if you want to flag the split as a personal expense.
 - Click the Remove icon (⊖) to remove the split.
8. Click **Save and Return** to save the splits or click **Start Over** to clear all fields.

To edit split information

1. Click the icon in the Split column to split the transaction or edit the split information. The Split Transaction page displays.

Note: You cannot edit Splits for mapped transactions.

←back to search

Split Transactions ^[?]

Date Posted: 5/1/2013 Date Occurred: 5/1/2013 Billing Amount: 5550.00 Merchant Name: Personal Mileage

Method:
 Split by amount Split by percent ^[?]

Number of splits Add splits
 2 ^[?]

^[?]

Running total: \$550.00 Balance remaining: \$0.00

Description	Personal	Disputed	Mapped	Split Amount	Split Percent	GL Number	Cost Center
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	275.00	50.00%	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	200.00	36.36%	<input type="text"/>	<input type="text"/>

 [Update Split Amount](#) [Start Over](#) ^[?] [Unsplit and Return](#) ^[?] [Cancel](#)

Figure 313: Split transaction page

2. See the task "Splitting a transaction (on page 313) for the steps to split a transaction. Note that when you split a transaction, all the allocation codes from the original (unsplit) transaction apply to all transaction splits.
3. You can modify the codes for all allocation fields that are editable. See the task "To allocate a transaction (on page 308) for instructions.
4. Select the **Personal** check box to mark the transaction split as personal, if applicable.
5. Select **Disputed** check box to mark the transaction split as dispute, if applicable.
6. Click **Save and Return**.

Exporting transactions

After you have selected accounts, found transactions that match your criteria, and selected the export fields from the Customize Grid, you can export the transaction information to a file and download the file from the Output Log.

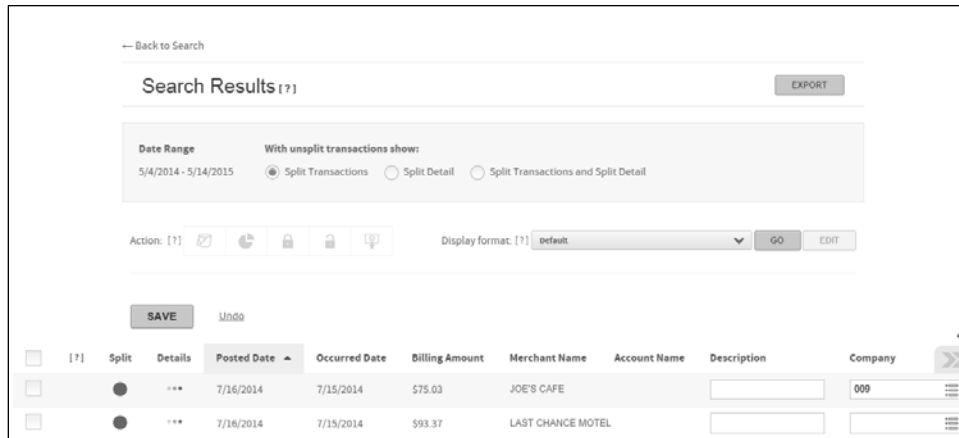


Figure 314: Search results

To export transactions

Before exporting transactions, you must have the Transactions list displayed in the Search for Transactions page.

1. Transactions download as they display in the Transactions list. You can select a display format from the **Format for results** list, or define a new format and apply it to the Transactions list. For more information on transaction display options see "Working with transaction display formats (on page 301).
2. Click **Export**. The Export dialog displays, indicating the selected date range and number of transactions.

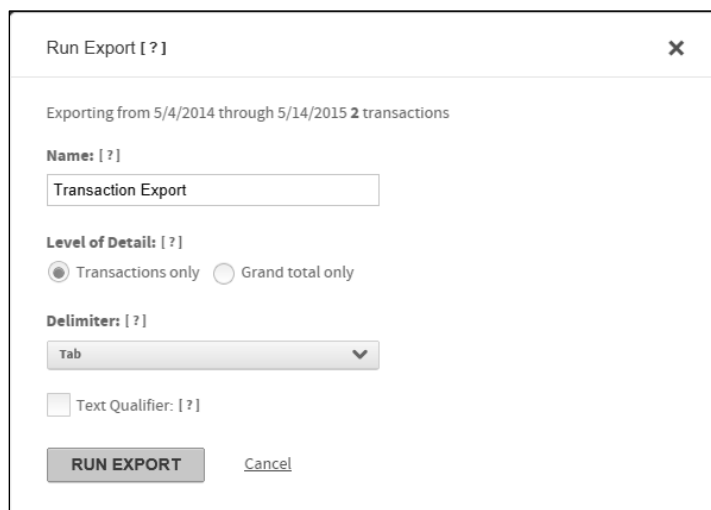


Figure 315: Run Export dialog

3. The default file name is "Transaction Export." To change the file name, click the text in the field to select it, and enter a name for the file.
4. Select a Level of Detail option:
 - **Transactions only:** Includes only those transaction fields included in the current Transactions list. If the Transactions list has been re-sorted, that sort order is applied to the export file. Only the fields you selected to display within the View Transaction list are included in the export file.
 - **Grand total only:** Includes only a summary record showing Start Date, End Date, Total # of Transactions, and Total Amount.
5. From the **Delimiter** list, select one of the following: Comma, Period, Pipe, Semicolon, or Tab. Online Card Management adds the file extension when the export process begins. All file types have a .TXT extension.
6. Click **Run Export**. If the list of transactions you are exporting contains more than 200,000 transactions, a message displays above the **Name** field telling you that your request may take longer to process.
 - If you want to redefine your search to reduce the number of transactions, click **Yes**.
 - If you did not click **Yes** to the "large number of transactions" message, the export is queued up to run.
7. The following message displays above the Search Results list column headings: "Export is being processed and can be downloaded from the Output Log when completed."

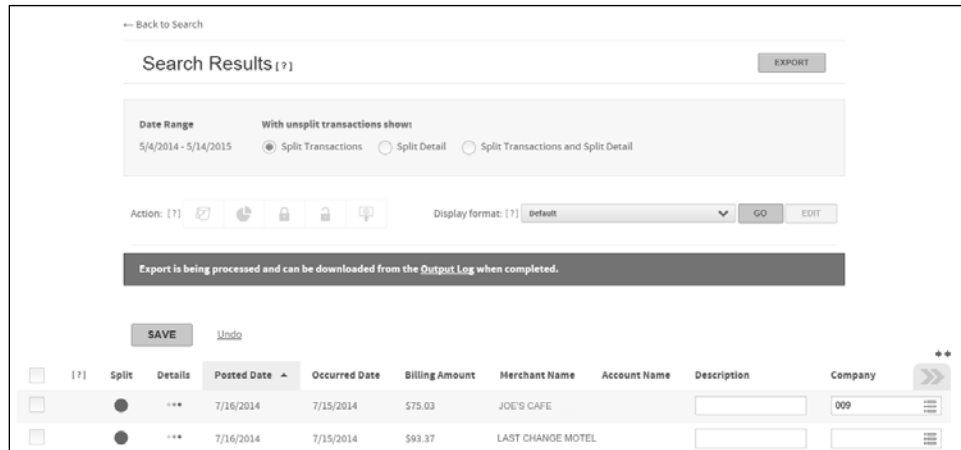


Figure 316: Export processing

Using the Output Log

You download transactions, reports, or mapper output files from the Output Log and you reset the mapped status of mapper output file transactions using the "unmap" feature.

To work with the Output Log

Important: Online Card Management performs periodic data integrity checks and does not make data available for reports or mappers until these procedures are complete. If you run a report or mapper and do not see your latest transaction changes, wait for thirty minutes and run the report again.

1. Access the Output Log using one of the following methods:
 - From the *Expenses* menu, select *View Output Log*.
 - From the Reports menu, select *View Output Log*.

The Output Log displays.

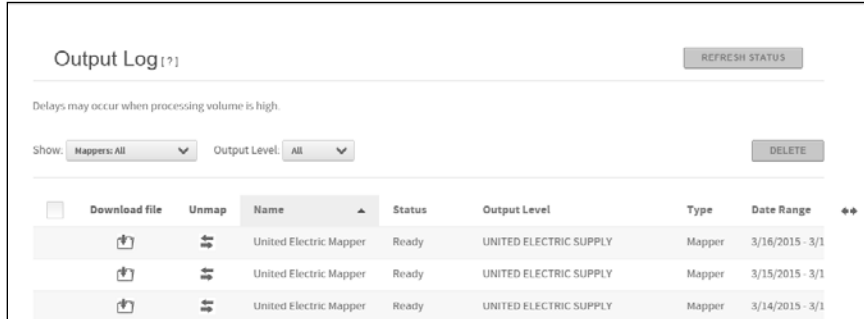


Figure 317: Output Log page

2. To download a file, click the **Download** icon (). The File Download dialog displays.
3. Select the option to save the file and click **OK**. The Save As dialog displays.
4. Select the location for the file to be downloaded to.
5. Click **Save** to begin the download. The Save As dialog closes.
6. When the download is complete, the Download Complete dialog opens. Click **Close** to close the dialog.
7. After completing the download, click **Refresh Status**. The status of the Output Log entry is changed to **Downloaded**, if it does not already have this status.
8. To delete any files from the Output Log:
 - a. Select the file. The check box at the top of the column selects all files, a confirm dialog displays.

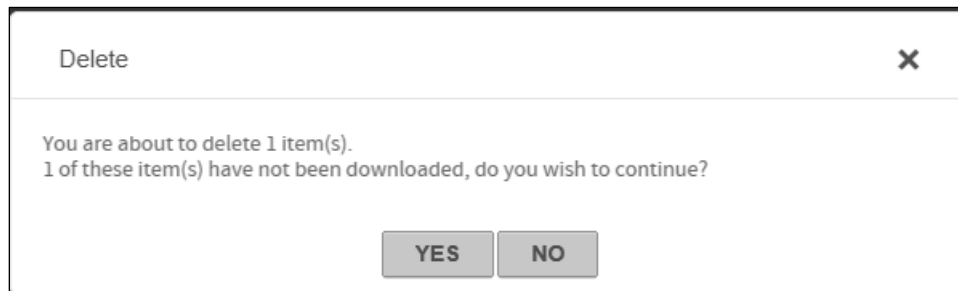



Figure 318: Delete file from output log confirmation

- b. Click **Yes** to close the dialog and delete the item from the list.

To unmap transactions

After you run a mapper, users can no longer work with the transactions included in the mapper. You can use the Output log to reverse a mapper or "unmap" the transactions. Unmapping transactions lets users work with allocation information and attach them to expense reports. Complete the following to unmap transactions.

1. Open the Output Log.
2. To unmap the transactions associated with a mapper output file, click the **Unmap** icon (). A confirmation dialog displays.

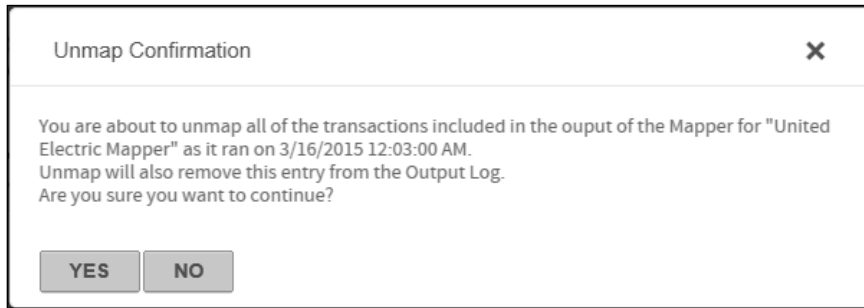


Figure 319: Unmap Confirmation dialog

3. Click **Yes**. The transactions are unmapped and the mapper is removed from the Output Log.

Managing Expense Reports and Out-of-Pocket Transactions

Expense reports group transactions that have a common purpose. For example, you can create an expense report that contains all the transactions for a business trip. Out-of-Pocket transactions document expenditures that account holders made without using the card associated with their accounts. Out-of-Pocket transactions are inserted into expense reports for submission along with transactions incurred on their card. When an expense report is completed it is submitted and

routed to an approver who can review and approve or reject the expense report. Read the following to understand how you can work with expense reports and Out-of-Pocket transactions in Online Card Management:

- Working with expense reports (see topic on page 323)
- Working with Out-of-Pocket transactions (see topic on page 338)

Working with expense reports

You can create and submit an expense report for yourself, or as an Approver, you can approve or reject someone else's expense report. Users with the appropriate security permissions can also create and submit an expense report on the behalf of an account holder. Expense reports are not tied to a particular cycle or month, they can span multiple cycles or months, if applicable to the situation. Once the expense report is created, they are submitted for approval using the Approver information and approval profile established for the submitting user (see topic on page 92).

Using the Home page to manage your expense reports

Online Card Management provides users with links to expense report tasks. The links that display on the Home page are specific to the user's approval hierarchy assignment and the accounts the user manages. From the Home page, the user can jump to the tasks for creating new expense reports, approving or rejecting expense reports.

The following links can display on the Home page:

- *In Progress-*
Users can click this link to quickly access the Manage Expense Reports page and view their expense reports that have an Incomplete, Unsubmitted, Rejected, Pending Approval, or Reopened status.
- *Recently Approved-*
Users can click this link to quickly access the Manage Expense Reports page and view their expense reports that have been approved within the last 10 days.
- *Review Transactions to Report-*
Users can click this link to quickly access the Manage Expense Reports page Unattached Transactions tab and view their transactions that do not belong to an expense report.
- *Create Expense Report-*
Users can click this link to quickly access the Create Expense Report page to create and submit a new expense report.

- *For Your Approval-*
Approver users can click this link to quickly access the expense reports that are waiting for their approval.

Understanding the expense report approval process

The Approvers listed in your Personal Information determine who approves or rejects your expense reports, and whose expense reports you can approve. See "Creating a user (on page 135) for more information on assigning expense report approvers to a user. The expense reports that you need to approve or reject display in the Expense Reports for Approval section of the Manage Expense Reports page.

Depending on your user approval settings, approvers can approve, edit, or reject expense report that you are expected to review. When an expense report is approved, it continues to the next approver until the final approver approves and closes the expense report. If an approver rejects an expense report, the expense report is sent back to the account holder that submitted it. The submitting user can then edit and re-submit the rejected expense report. Approvers can edit the expense report and approve it. Once the expense report receives final approval, all the transactions and out-of-pocket transactions in the report are locked and cannot be edited.

Expense report status

Online Card Management uses Expense Report Status to track where the expense report is in the approval process. The following statuses are applied to expense reports:

- **Unsubmitted—**
Expense reports are assigned this status when a user saves a complete report but does not submit it for approval. The expense report owner can edit their own expense reports when they are in this status.
- **Incomplete—**
Expense reports are assigned this status when required data is missing from the report and the user has saved the report to return to later. Incomplete reports cannot be submitted. The expense report owner can edit their own expense reports when they are in this status.
- **Pending Approval—**
Expense reports are assigned this status when it is submitted for approval but their expenses have not received final approval. Approvers with appropriate access can edit expense reports in this status. Submitters cannot edit their expense reports when they are in this status.
- **Closed—**
Expense reports are assigned this status after the final approver has approved the expense report. Depending on your organization site settings, approvers can re-open closed expense reports and edit them or send them back to the originator for further action.
- **Rejected—**
Expense reports are assigned this status when any approver rejects the expense report. The creator of an expense report can edit and resubmit rejected expense reports.
- **Reopened—**
Expense reports are assigned this status after they have been rejected or closed, and then re-opened for modification so they can be re-submitted.

Creating an expense report

Creating a new expense report is a simple four step process. Online Card Management arranges these steps into a wizard that makes it easy for account holders to complete. The following procedure is an overview of how expense reports are created in Online Card Management, subsequent procedures explain each step in detail.

Tip: To quickly create an expense report, choose to automatically assign transactions to the envelope when specifying general information (step 1) and click **Finish**. This lets you skip steps 2 and 3. If you want to select transactions manually or add out-of-pocket transactions, complete the entire process.

1. Enter general information about the new expense report (see "Step 1: Enter general expense report information (on page 325)).
2. Attach transactions to the expense report (see "Step 2: Attach transactions to an expense report (on page 327)).
3. Create and attach Out-of-Pocket expenses (see "Step 3: Create Out-of-Pocket transactions for the expense report (on page 328)).
Note: This step does not display if your site does not track out-of-pocket transactions.
4. Attach receipts to the expense reports (if required by your organization) (see Step 4: Attach Receipts (on page 330)).
5. Finalize the expense report and prepare it for submission (see "Step 5: Finalize the expense report (on page 332)).

Note: Click **Save** at anytime to keep the expense report information before you finalize the report.

Step 1: Enter general expense report information


Note: You can save your work without submitting the report by clicking **Save**.

1. Select *Expenses >Manage Expense Reports* from the menu. The Manage Expense Reports page displays.
2. Click **Create Expense Report**. The Create Expense Report page displays.

Tip: You can also access this page by clicking *Create Expense Report* link from the Home page.

The screenshot shows a multi-step wizard titled 'Information'. At the top, there are navigation tabs: 1 Information (active), 2 Transactions, 3 Out of Pocket, 4 Receipts, and 5 Finish. Below the tabs, the 'Information' section contains a 'Select Account' dropdown menu. Underneath, there is a 'Name on Account' search field and four checkboxes: 'Active accounts' (checked), 'Inactive within 45 days' (checked), 'Inactive longer than 45 days' (unchecked), and 'Purged' (unchecked). A 'SEARCH' button is located below these checkboxes. The 'Account' section features a dropdown menu currently showing 'CARDHOLDER (000000*****0000)' and a link 'Select a different account'. Below this are three text input fields: 'Expense Report Name *', 'Description', and 'Destination'. The 'Date Range: *' section includes a dropdown menu set to 'statement cycle (last)', and 'From' and 'To' date fields with calendar icons, showing '1/27/2015' and '2/24/2015' respectively. An 'Auto-attach transactions' checkbox is checked. At the bottom, there are three buttons: 'NEXT', 'SKIP TO LAST STEP', and 'Save Cancel'.

Figure 320: Create Expense Report- step 1

3. Type a name in the **Expense Report Name** field..
4. If you have access to multiple accounts, select an account from the **Account** list, otherwise, your account is listed here. If you want to create the expense report with an unlisted account, you can search for an account and attach it to the expense report using the following procedure, otherwise proceed to step 5.
 - a. Expand the Select Account section or click the Select a different account link.
 - b. Select search criteria from the Select Account list and specify additional criteria in the associated field. You can use an asterisk (*) as a leading or trailing wildcard character in partial searches.
 - c. Select one or more account types. If you select Inactive within 45 days and Inactive longer than 45 days, the search results will include all inactive accounts.
 - d. Click Search. The search results display below.
 - e. Select the account. The selected account is used by this expense report and is listed in the Account field.
5. Type a description in the **Description** field.
6. Type a destination in the **Destination** field..
7. Specify a date range by selecting one from the **Date Range** list. You can create a custom range by either typing a date (mm/dd/yyyy) in the **From** and **To** fields or clicking the calendar icon () to display the calendar controls that let you select a starting and ending date.

Note: Select **Auto-attach transactions** to automatically attach all transactions within the specified date range to the expense report. When you proceed to step 2 of the wizard, all transactions within the date range you specified will be attached. You can then specify different date ranges to locate additional transactions.

You can now perform one of the following actions:

- Click **Next** to proceed to **Step 2: Transactions**, the next step of the wizard.
- Click **Skip to Last Step** to open the Finalize Report section which summarizes the report in progress. You can then click **Save** to save the report.
- Click **Save** to save the report. The report is listed in the In Progress section of the Expense Reports tab.

Step 2: Attach transactions to an expense report


This procedure assumes that you have already entered the general information for the expense report. See "Step 1: Enter general expense report information (on page 325)

Note: You can save your work without submitting the report by clicking **Save**.

1. After completing the general expense information, step 2 of the Create Expense Report process displays.

Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name
<input type="checkbox"/>	3/3/2013	3/3/2013	\$12.00	Lunch
<input type="checkbox"/>	8/26/2014	8/26/2014	\$100.00	Hotel
<input type="checkbox"/>	8/26/2014	8/26/2014	\$112.00	Personal Mileage

Figure 321: Create Expense Report- step 2

2. Select the transactions you want to include in the expense report by selecting the associated check box. The check box at the top of the column selects all transactions. You sort listed transactions by clicking on the column header to sort ascending by that column. Click the column heading again to sort descending.
3. If you want to search for additional transaction outside the initially specified date range, specify a date range by selecting one from the **Date Range** list. You can create a custom range by either typing a date (mm/dd/yyyy) in the **From** and **To** fields or clicking the calendar icon () to display the calendar controls that let you select a starting and ending date.
4. Click **Search**. The available transactions search results updates.

You can now perform one of the following actions:

- Click **Next** to proceed to **Step 3: Out-of-Pocket**, the next step of the wizard. Depending on your site settings, the Out-of-Pocket step may not be available.

- Click **Skip to Last Step** to open the Finalize Report section which summarizes the report in progress. You can then click **Save** to save the report.
- Click **Save** to save the report. The report is listed in the In Progress section of the Expense Reports tab.

Step 3: Create Out-of-Pocket transactions for the expense report

This procedure assumes that you have already attached transactions to the expense report. See "Step 2: Attach transactions to an expense report (on page 327)

Any additional out-of-pocket transactions you attach are created in this section.



1. Select one of the three out-of-pocket expense types from the **Type** list.
2. Specify the number of expense types required in the **Number of Transactions** field.
3. Click **Add**. The number of fields specified are added..

You now add out-of-pocket information for each expense type you created:

Important: If you expand an out-of-pocket section but do not specify any data, click the Remove link to remove the section line. Any blank out-of-pocket section lines will generate an error if you try to attach them to the expense report.

Personal Mileage section

Figure 322: Create Expense Report Step 3 - Personal Mileage

4. Specify a date in the **Transaction Date** field. You can use the calendar control () to select a date.
5. Specify a description in the **Description** field, if required.
6. Specify the distance traveled in the **Distance** field. This is a number only field.
7. Select a distance rate from the **Rate** list. This rate is applied to the distance traveled.
8. Click **Add** to add another out-of-pocket type or click **Next** and all out-of-pocket transactions are added to the expense report and you proceed to the next step in the wizard. Out-of-Pocket transactions are denoted by the out-of-pocket icon ().

Meals section

Information > Transactions > Out of Pocket > Receipts > Finish

Out of Pocket

To add an out-of-pocket transaction to your expense report, click the Add button for the appropriate out-of-pocket transaction type. You can add as many out-of-pocket transactions as you need.

Type: meal Number of Transactions: 1

ADD (1)

Remove	Transaction Date	Description (1)	Meal Type	Business Meal	Attendees	Purpose	Amount	Merchant Name	Merchant City	State/Province	Country (1)
	03/12/2015		select value	No			0				

NEXT SKIP TO LAST STEP Save Cancel



Figure 323: Create Expense Report Step 3 - Meals

1. Specify a date in the Transaction Date field. You can use the calendar control (📅) to select a date.
2. Specify a description in the Description field, if required.
3. Select a meal type from the Meal Type list.
4. Specify the Attendees and Purpose in the appropriate fields.
5. Specify the transaction amount in the Amount field. This is a number only field. Do not type a currency symbol.
6. Specify the Merchant Name, City, State/Province, and Country in the appropriate fields.
7. Click Add to add another out-of-pocket type or click Next and all out-of-pocket transactions are added to the expense report and you proceed to the next step in the wizard. Out-of-Pocket transactions are denoted by the out-of-pocket icon (👛).



Lodging, Transportation, and Other section

The screenshot shows a web interface for adding an out-of-pocket transaction. At the top, there are navigation tabs: 'Information', 'Transactions', 'Out of Pocket' (active), 'Receipts', and 'Finish'. Below the tabs, the title 'Out of Pocket' is displayed. A brief instruction reads: 'To add an out-of-pocket transaction to your expense report, click the Add button for the appropriate out-of-pocket transaction type. You can add as many out-of-pocket transactions as you need.' Below this, there are two input fields: 'Type' (a dropdown menu with 'Lodging, Transportation and Other' selected) and 'Number of Transactions' (a text input field with '1' entered). An 'ADD' button is positioned below these fields. Underneath, a table header is shown: 'Lodging, Transportation and Other'. The table has columns: 'Remove', 'Transaction Date', 'Description', 'Expense Type', 'Amount', 'Merchant Name', 'Merchant City', 'State/Province', and 'Country'. The first row in the table has a minus sign in the 'Remove' column, '03/12/2015' in the 'Transaction Date' column, an empty 'Description' field, a 'Select Type' dropdown in the 'Expense Type' column, '0' in the 'Amount' column, and empty fields for 'Merchant Name', 'Merchant City', 'State/Province', and 'Country'. At the bottom of the form, there are four buttons: 'NEXT', 'SKIP TO LAST STEP', 'Save', and 'Cancel'.

Figure 324: Create Expense Report Step 3 - Lodging, Transportation, Other

1. Specify a date in the **Transaction Date** field. You can use the calendar control () to select a date.
2. Specify a description in the **Description** field, if required.
3. Select an expense type from the **Expense Type** list.
4. Specify the transaction amount in the **Amount** field. This is a number only field. Do not type a currency symbol.
5. Specify the **Merchant Name**, **City**, **State/Province**, and **Country** in the appropriate fields.
6. Click **Add** to add another out-of-pocket type or click **Next** and all out-of-pocket transactions are added to the expense report and you proceed to the next step in the wizard. Out-of-Pocket transactions are denoted by the out-of-pocket icon ().

Step 4: Attach Receipts

The **Manage Receipts** step is available if your organization requires copies of transaction receipts to be attached to the expense report. When you create an expense report the receipt required icon () will display next to an unsubmitted expense report. Expense reports that have receipts attached display the receipts attached icon (). Two tabs will display: **Available Receipts** and **Upload Receipts**. The step opens to **Available Receipts** where you can attach previously uploaded receipts. If you need to upload additional receipts, proceed the following steps.

You create copies of your receipts, save them in one of the five supported file types (.pdf, .jpeg, .tiff, .gif, .png), and store them on your computer.

Note: Many printer/copiers support saving copies in various file formats. Contact your operations or IT department for assistance in creating these and storing them on your computer. Each file must be less than 5 megabytes.

Information Transactions Out of Pocket 4 Receipts 5 Finish

Receipts

Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.
Each file must be less than 5 megabytes.

Browse...

Description

UPLOAD RECEIPTS

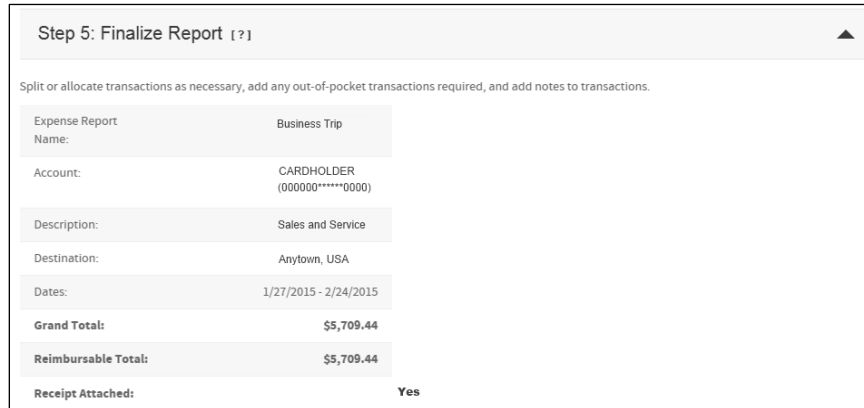
DELETE RECEIPT

NEXT Save Cancel

Figure 325: Attach Receipts

1. Click **Browse**. The Choose File to Upload dialog displays.
2. Navigate to the folder on your computer that has the receipt files and locate the file you want to attach to the expense report.
3. Click on the file to select it and then click **Open**. The Choose File to Upload dialog closes and the path and filename display in the **Browse** field of the Receipts page.
4. Type a description, if desired, and click **Upload Receipt**. The file is uploaded to the system and displays in the File Name column.
5. Continue adding receipt files to the expense report and then click **Next** to attach the files, close the Manage Receipts step and proceed to the final step.

Step 5: Finalize the expense report



Step 5: Finalize Report [?]

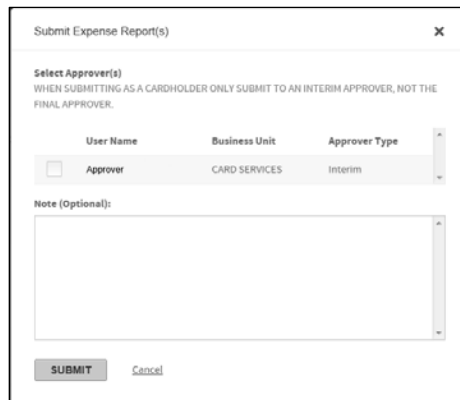
Split or allocate transactions as necessary, add any out-of-pocket transactions required, and add notes to transactions.

Expense Report Name:	Business Trip
Account:	CARDHOLDER (000000*****0000)
Description:	Sales and Service
Destination:	Anytown, USA
Dates:	1/27/2015 - 2/24/2015
Grand Total:	\$5,709.44
Reimbursable Total:	\$5,709.44
Receipt Attached:	Yes

Figure 326: Create Expense Report- step 5

You now perform one of the following tasks:

- Click **Submit**. A dialog displays which allows you to select approvers. You can also type a note, if desired.



Submit Expense Report(s) [X]

Select Approver(s)
WHEN SUBMITTING AS A CARDHOLDER ONLY SUBMIT TO AN INTERIM APPROVER, NOT THE FINAL APPROVER.

User Name	Business Unit	Approver Type	
<input type="checkbox"/>	Approver	CARD SERVICES	Interim

Note (Optional):

[Text Area]

SUBMIT Cancel

Figure 327: Submit Expense Report - select approvers

- Click **Save** to save the report. The report is listed in the In Progress section of the Expense Reports tab.
- Click **Cancel** to discard any changes and return to the In Progress section of the Expense Reports tab.
- Click **Print Expense Report** to generate **Report 3120 - Expense Report** in PDF format. You can view the report or save it to your local system.

Note: You can try to submit an expense report that is missing a piece of required data, Online Card Management a message displays asking if you want to continue or if you want to correct the expense report. If you choose to continue and ignore the data, the expense report is saved and the Incomplete status is assigned to the expense report.

Managing expense reports

The Manage Expense Reports page is divided into three tabs. Each tab lets users perform different expense report-related tasks. You can access the Manage Expense Reports page by clicking *Manage Expense Reports* from the My Tasks section of the Home page or by selecting *Expenses > Manage Expense Reports*.

<input type="checkbox"/>	Details	Notes	Report Id	Name on Account	Expense Report Name	Current Status	Date Submitted	Current Status Date	Reimbursable Total	Grand Total
<input type="checkbox"/>	...		0002809475	CARDHOLDER	OCTOBER TRIP	Unsubmitted	10/9/2014	10/9/2014	\$2,081.16	\$2,081.16
<input type="checkbox"/>	...		0002809482	CARDHOLDER	SALES TRIP	Unsubmitted	8/25/2014	8/25/2014	\$1000.00	\$1000.00
<input type="checkbox"/>	...		0002809483	CARDHOLDER	AUGUST TRIP	Unsubmitted	8/25/2014	8/25/2014	\$255.00	\$255.00

Figure 328: Manage Expense Reports

Expense Reports tab

The Expense Reports tab groups your expense reports into sections based on the expense report status.

If you are a cardholder with one or more accounts directly assigned to you, two sections on the Expense Reports tab are displayed. The In Progress tab lists all of your unsubmitted expense reports and the Recently Approved section lists all of your expense reports that have been approved in the last 10 days. You can select expense reports and submit or delete them from the In Progress section. You can also view expense report details and review any notes attached to an expense report.

If you are an approver, the For Your Approval section is also displayed. Approvers can select expense reports and approve or reject them. Approvers can also view expense report details and review any notes attached to an expense report.

Expense Reports Tab – For your approval section

When expense reports are in the pending approval queue, and the user is an interim approver for certain reports and a final approver for others, two buttons will display: **Approve & Forward** and **Approve & Close**.

Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports Unattached Transactions Search Expense Reports

For Your Approval [?]

<input type="checkbox"/>	Details	Notes	Report Id	Name on Account	Expense Report Name	Current Status	Date Submitted	Reimbursable Total	Grand Total
<input type="checkbox"/>	...		0004137537	Aaron Bennett	The Chrissy Report	PendingApproval	9/18/2016	\$250.23	\$250.23
<input type="checkbox"/>	...		0004137541	Aaron Bennett	testing 114750	PendingApproval	9/12/2016	\$50.00	\$50.00
<input type="checkbox"/>	...		0004137543	Aaron Bennett	testing 114750	PendingApproval	9/14/2016	\$50.00	\$50.00

APPROVE & CLOSE APPROVE & FORWARD REJECT SELECTED

Figure 329: Manage Expense Reports—For Your Approval section

- When the approver has only interim permissions, the **Approve & Forward** button will display.
- When the approver has only final permissions, the **Approve & Close** button will display.
- When the user is the interim approver for some, and final approver for others, expense reports will be processed based on which button the user clicked. For example, if the user clicks Approve & Close, reports that can be closed will be closed, and the reports for which the user is an interim approver will be skipped and remain in the queue.
 1. Select the reports you would to approve.
 2. Click the button according to your approver permissions.
 3. Type a note, if desired. This note will be attached to all expense reports.
 4. The confirmation message will display which reports were processed successfully and which were skipped.
 5. Click OK to close the dialog box.

Expense Reports Tab – Unassigned section

Automatically generated (autogenerated) and unassigned expense reports are listed in this section. You can review expense report details or click the **Take Ownership** button to assign expense reports to yourself.

- Click the expense report detail icon (•••) to open the Finalize Report section of the Edit Expense Report page. You can manage existing expense reports from the Edit Expense Report page.
- Select expense reports you want to assign to yourself by selecting the associated check box and clicking **Take Ownership**. A dialog box is displayed asking you to confirm this selection. Click **Take Ownership** on the dialog box to confirm your choice. The expense report is assigned to you and displays in the In Progress section with **Yes** as the **System Created** status.

Expense Reports Tab – In Progress section

In the In Progress section, you can review unsubmitted expense report details and notes. You also can select expense reports you want to submit or delete.

1. Click the expense report detail icon (•••) to open the Finalize Report section of the Edit Expense Report page. You can manage existing expense reports from the Edit Expense Report page.
2. Click the Note icon (📝) to open the Add Expense Report Note pop-up window. Enter a note and click **Save Note** to save the note and attach it to the expense report. The Note icon changes to (📝) to indicate that text has been added. Click this icon to reopen the Add Expense Report Note pop-up window and then click the Add Note link to add additional notes to the expense report.
3. If receipts are required for your organization, click the receipt icon (📄) to open the Manage Receipts dialog. You can review, add, or delete receipts in this dialog box. If no receipts are attached, you can attach them by clicking the blank receipts icon (☐).
4. You can now perform the following actions on the expense report:
 - If the expense report is complete, select the report and click **Submit Selected** to route the expense report to your approver. The Submit Expense Report(s) dialog box opens and you can select the approvers to whom you want to route this expense report. You also have the option to attach a note to this expense report.
 - Click **Save** to save the expense report for further edits. The expense report is still displayed in the In Progress section of the Expense Reports tab.
 - Click **Cancel** to return to the Expense Reports tab. Any changes made are discarded.
 - Click **Print Expense Report** to generate **Report 3120 - Expense Report** in PDF format. You can view the report or save it to your local system.

To submit or delete multiple expense reports:

Select each expense report check box. The check box at the top of the column selects all expense reports.

1. Click **Submit Selected**. The Submit Expense Report(s) dialog box opens.
2. Select the approvers from the list to whom you want to route the expense reports.
3. Enter an optional note. This note is attached to all expense reports.
4. Click **Submit**. The expense reports are routed to the selected approvers.

Note: Click **Delete Selected** to delete the selected expense reports. Any attached transactions are available for new expense reports and are displayed on the Unattached Transactions tab.

Expense Report tab - Recently Approved section

The Recently Approved section lists all your submitted expense reports approved in the last 10 days. You can review expense report detail by clicking the Detail icon (•••) or review attached notes by clicking the Notes icon (📝). All

fields are visible but are read-only. If changes to an approved expense report are required, an approver with the appropriate permissions must re-open it before any changes can be made.

Expense Report tab - For Your Approval section (Approvers only)

All expense reports that have been routed to you for approval are listed here.

1. Click the expense report detail icon (•••) to open the Finalize Report section of the Edit Expense Report page. You can review existing expense reports from the Edit Expense Report page.
2. Click the note icon (📄) to review notes attached to the expense report . If you see the blank note icon (📄) icon, no notes have been attached.
3. Select the check box associated with each expense report and apply one of the following actions:
 - Click **Approve Selected**. The Note dialog box opens and you can attach a note. The expense report(s) are routed to the next approver in the hierarchy. If you are the final approver, the expense report is closed.
 - Click **Reject Selected** to reject the expense reports. You can attach a note to the expense report before it is routed back to the originator

Unattached Transactions Tab

All transactions that are not assigned to an expense report are listed here. The default date is the last 45 days. If you want to search for transactions outside this range, use the following procedure. You can create new expense reports using the results of your transaction search. To assign transactions to an existing expense report, you must perform that action on the Expense Report tab - In Progress section.

To search for unattached transactions:

If you are responsible for multiple accounts, either those directly assigned to you or accounts you are responsible for, you must specify which account you want to search for transactions. If you are only responsible for your account, proceed to step 4.

1. Select the account search criteria from the list in the Select Account section and further refine your search by specifying criteria in the associated field. See the quick reference guide, *Searching without the wildcard character*, for examples of these searches.

The screenshot shows the 'Manage Expense Reports' interface. At the top, there is a title 'Manage Expense Reports [?]' and a 'CREATE EXPENSE REPORT' button. Below the title are three tabs: 'Expense Reports', 'Unattached Transactions', and 'Search Expense Reports'. The 'Search Expense Reports' tab is active. Inside this tab, there is a 'Select Account [?]' section with a dropdown menu set to 'Name on Account' and a text input field containing 'Cardholder'. Below this are four checkboxes: 'Active accounts' (checked), 'Inactive within 45 days' (checked), 'Inactive longer than 45 days' (unchecked), and 'Purged' (unchecked). A 'SEARCH' button is located below the search criteria. Underneath, the 'Search Results' section displays a table with the following data:

Account Number	Name on Account	Unit Name	Unit Number	Account Holder	Inactive
<input checked="" type="radio"/> 000000*****0000	CARDHOLDER	1111-SALES	00001111	CARDHOLDER	No

Figure 330: Manage Expense Reports

- If you select **Account Number** or **Name on Account** from the search list, all accounts that match your criteria are returned.
 - If you select **Unit Name** or **Unit Number** from the search list, all your accounts within the specified unit are returned. You must have access to the unit before the unit search works.
2. Select one or more account types. If you select **Inactive within 45 days** and **Inactive longer than 45 days**, the search results include all inactive accounts.
 3. Click **Search**. All accounts that meet your criteria are listed in the Search Results section.
 4. Select the account you want to search. You can select one account. If you want to change that account, deselect it and select another from the Search Results section.
 5. Specify a date range by selecting one from the **Date Range** list. You can create a custom range by either typing a date (mm/dd/yyyy) in the **From** and **To** fields or clicking the calendar icon (📅) to display the calendar controls that let you select a starting and ending date.
 6. Select a transaction filter from the **Filter Search Results By** option.
 7. Click **Search**. Transactions that meet your criteria are listed below.

Working with Out-of-Pocket transactions

Occasionally, an account holder incurs a valid business expense that he or she must pay for without using the card account. For example, if an account holder takes a client to a restaurant that does not accept credit cards and he or she pays with a cash or a personal check. Such expenses are tracked in the card management system as *Out-of-Pocket* transactions. Out-of-Pocket transactions are added to an expense report and submitted for expense report approval for reimbursement. Use the Expense menu to work with Out-of-Pocket transactions.

Entering an Out-of-Pocket transaction

Use the Create an Out-of-Pocket page to enter an out-of-pocket transaction. Out-of-Pocket transactions must be associated with a specific account. Out-of-Pocket transactions cannot be split between multiple accounts. Out-of-Pocket transactions are divided into expense types. When you are entering an out-of-pocket transaction, it is important that you choose the correct expense type to accurately report your expense. Read the following descriptions of the available expense types:

- **Lodging-**
Use this expense type to report reimbursable lodging expenses such as a hotel stay on a business trip. Use this expense type for lodging if no meals were charged to the same transaction.
- **Lodging with meals-**
Use this expense type to report reimbursable business expenses such as a hotel stay on a business trip with room service charged to the room. This type provides one form to use to enter both room charges and meal expenses. When the Out-of-Pocket is saved, individual Out-of-Pocket transactions are generated for the room charge and each of the meals.
- **Meals-**
Use this expense type to report reimbursable business-related meal expenses, such as a lunch taken during a business trip or meal expenses incurred for business clients. This expense type is for meals that are separate transactions from lodging.
- **Personal Mileage-**
Use this expense type to report reimbursable business-related use of a personal vehicle. For example, if an account holder has to drive across town to meet with a client.
- **Transportation-**
Use this expense type to report reimbursable business-related use of transportation such as an airport shuttle, taxi rides, or bus fare.
- **Other -**
Use this expense type to report reimbursable business-related expenses that do not belong to any of the expense types described above such as office supply purchases.

To select an account for an Out-of-Pocket transaction

An account holder sometimes incurs a valid business expense that he or she must pay for without using the card account. Such expenses are tracked in the card management system as Out-of-Pocket transactions. Once the out-of-

pocket transaction is created, it will show in transaction searches and can be added to an expense report and submitted for approval for reimbursement.

Select *Expenses>Create Out-of-Pocket* from the menu to access the Create Out-of-Pocket page. Your account is displayed. If you have access to multiple accounts, you first search for an account and then create an out-of-pocket expense for that account.

If you are responsible for multiple accounts you must specify for which account you want to create an out-of-pocket expense. If you are responsible for your account, proceed to step 4.

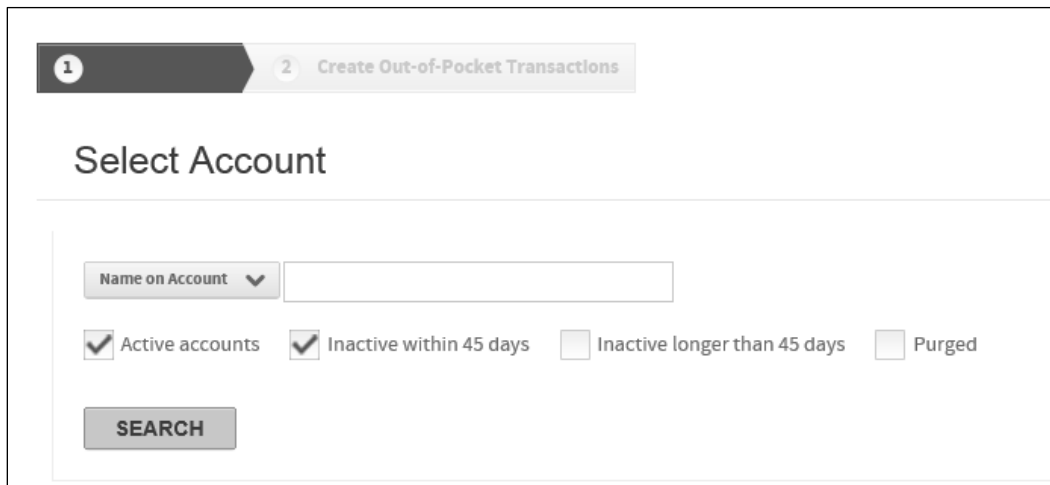
The screenshot shows a web interface for creating out-of-pocket transactions. At the top, there are two steps: '1' (highlighted) and '2 Create Out-of-Pocket Transactions'. Below this is a section titled 'Select Account'. It contains a dropdown menu labeled 'Name on Account' with a downward arrow, followed by a text input field. Below the input field are four checkboxes: 'Active accounts' (checked), 'Inactive within 45 days' (checked), 'Inactive longer than 45 days' (unchecked), and 'Purged' (unchecked). At the bottom of the form is a 'SEARCH' button.

Figure 331: Select Account - Create Out-of-Pocket

1. Select the account search criteria from the list in the Select Account section and further refine your search by specifying criteria in the associated field. See the quick reference guide, "Searching without the wildcard character" for examples of these searches.
 - If you select **Account Number** or **Name on Account** from the search list, all accounts that match your criteria will be returned.
 - If you select **Unit Name** or **Unit Number** from the search list, all your accounts within the specified unit will be returned. You must have access to the unit before the unit search works.

2. Select one or more account types. If you select **Inactive within 45 days** and **Inactive longer than 45 days**, the search results will include all inactive accounts.
3. Click **Search**. All accounts that meet your criteria are listed in the Search Results section. Select an account and click **Next** to display the Create Out-of-Pocket Transactions page.
4. Your account is listed. Click **Next** to display the Create Out-of-Pocket Transactions page.
5. Click **Save and Return**. The Create Out-of-Pocket page re-displays and the selected account displays in the Account field.

Figure 332: Create Out-of-Pocket Transaction

Any additional out-of-pocket transactions you attach are created on this page.

1. Select one of the three out-of-pocket expense types from the **Type** list.
 - Lodging, Transportation and Other
 - Meals
 - Personal Mileage
2. Specify the number of each expense type required in the **Number of Transactions** field.
3. Click **Add**. The number of fields specified are added..

You now add out-of-pocket information for each expense type you created:

Important: If you expand an out-of-pocket section but do not specify any data, click the Remove icon (⊖) to remove the section line. Any blank out-of-pocket section lines will generate an error if you try to attach them to the expense report.

To create a Lodging, Transportation, and Other Out-of-Pocket transaction

Lodging, Transportation, and Other section

The screenshot shows a web interface for creating out-of-pocket transactions. At the top, there are tabs for 'Select Account' and 'Create Out-of-Pocket Transactions'. Below this is the title 'Create Out-of-Pocket Transactions (7)'. The 'Selected Account' is 'CARDHOLDER (000000****0000)'. A note states: 'To add an out-of-pocket transaction to your expense report, click the Add button for the appropriate out-of-pocket transaction type. You can add as many out-of-pocket transactions as you need.' There are two input fields: 'Type' with a dropdown menu set to 'Lodging, Transportation and other' and 'Number of Transactions' with a value of '1'. Below these is an 'ADD (7)' button. A table below has columns: 'Remove', 'Transaction Date', 'Description', 'Expense Type', 'Amount', 'Merchant Name', 'Merchant City', 'State/Province', and 'Country (7)'. The first row shows a date of '03/13/2015', an empty description, a dropdown for 'Expense Type', and an empty amount field. At the bottom are 'CREATE' and 'Cancel' buttons.

Figure 333: Lodging, Transportation, and Other

1. Specify a date in the **Transaction Date** field. You can use the calendar control (📅) to select a date.
2. Specify a description in the **Description** field, if required.
3. Select an expense type from the **Expense Type** list.
4. Specify the transaction amount in the **Amount** field. This is a number only field. Do not type a currency symbol.
5. Specify the **Merchant Name**, **City**, **State/Province**, and **Country** in the appropriate fields.
6. Click **Add** to add another out-of-pocket type or click **Create** and all out-of-pocket transactions are added to the account. Out-of-Pocket transactions are denoted by the out-of-pocket icon (👛).

To create a Meal Out-of-Pocket transaction

The screenshot shows a web interface for creating out-of-pocket transactions. At the top, there are tabs for 'Select Account' and 'Create Out-of-Pocket Transactions'. Below this is the title 'Create Out-of-Pocket Transactions (7)'. The 'Selected Account' is 'CARDHOLDER (000000****0000)'. A note states: 'To add an out-of-pocket transaction to your expense report, click the Add button for the appropriate out-of-pocket transaction type. You can add as many out-of-pocket transactions as you need.' There are two input fields: 'Type' with a dropdown menu set to 'Meals' and 'Number of Transactions' with a value of '1'. Below these is an 'ADD (7)' button. A table below has columns: 'Remove', 'Transaction Date', 'Description (7)', 'Meal Type', 'Business Meal', 'Attendance', 'Purpose', 'Amount', 'Merchant Name', 'Merchant City', 'State/Province', and 'Country (7)'. The first row shows a date of '03/13/2015', an empty description, a dropdown for 'Meal Type', a dropdown for 'Business Meal', an empty 'Attendance' field, an empty 'Purpose' field, and an empty amount field. At the bottom are 'CREATE' and 'Cancel' buttons.

Figure 334: Meals

1. Specify a date in the **Transaction Date** field. You can use the calendar control (📅) to select a date.
2. Specify a description in the **Description** field, if required.
3. Select a meal type from the **Meal Type** list.
4. Specify the **Attendees** and **Purpose** in the appropriate fields.

To create a Personal Mileage Out-of-Pocket transaction

Complete the following to enter a transportation expense type out-of-pocket transaction:

Personal Mileage

The screenshot shows a web interface for creating out-of-pocket transactions. At the top, there are tabs for 'Select Account' and 'Create Out-of-Pocket Transactions'. Below this is the title 'Create Out-of-Pocket Transactions [?]'. The 'Selected Account' is 'CARDHOLDER (000000****0000)'. A note states: 'To add an out-of-pocket transaction to your expense report, click the Add button for the appropriate out-of-pocket transaction type. You can add as many out-of-pocket transactions as you need.' There are two input fields: 'Type' (set to 'Personal Mileage') and 'Number of Transactions' (set to '1'). An 'ADD' button is below these fields. Below the 'ADD' button is a table for 'Personal Mileage' with columns: 'Remove', 'Transaction Date', 'Description', 'Distance', and 'Rate'. The first row contains a minus icon, the date '03/13/2015' with a calendar icon, an empty description field, the number '0' in the distance field, and a dropdown menu for 'Rate' set to 'Mileage as of 1/1/2014 (0.5500 per Mile)'. At the bottom of the table are 'CREATE' and 'Cancel' buttons.

Figure 335: Personal Mileage

1. Specify a date in the **Transaction Date** field. You can use the calendar control (📅) to select a date.
2. Specify a description in the **Description** field, if required.
3. Specify the distance traveled in the **Distance** field. This is a number only field.
4. Select a distance rate from the **Rate** list. This rate is applied to the distance traveled.
5. Click **Add** to add another out-of-pocket type or click **Create** and all out-of-pocket transactions are added to the account. Out-of-Pocket transactions are denoted by the out-of-pocket icon (👛).





Understanding the Hierarchy

Organizational units are arranged in a hierarchy, or tree structure, that includes the bank, organizations associated with the bank, and departments and sub-departments within each organization. Each organizational unit is a single node on the hierarchy, and may have parent and child nodes above and below it. The bank administrator and the organization administrator work with the card processor to define and create the hierarchy.

Card accounts, account holders, and administrators are not included in the hierarchy. However, each individual card account is associated with a unit on the hierarchy. An *account holder*, in turn, is associated with one or more individual accounts, and can view statements for the account and make payments on the account. An *administrator* is associated with a unit on the hierarchy, and has administrative access to that unit and lower units. The administrator may or may not also be an account holder.

Sample hierarchy

The following is a small cross section of a sample hierarchy, showing one organization with its units, along with associated cards and administrators. Refer this sample hierarchy as you read more about what the hierarchy does in Online Card Management.

<i>Bank level</i>	ABC Bank of Colorado (01234) <i>Bank administrator: Robert LeRoi</i>
<i>Organization level</i>	Rocky Mountain Technology, Inc. (00101) <i>Administrator: Sally Admin</i>
<i>Level 1</i>	Customer Support (1122334) <i>Manager: Sue Cardinal</i> <i>Associated cards:</i>  Travel Acct #1234-5678. Acct holder: Sara Secretary  Office Expense Acct #4321-2222. Acct holder: Sara Secretary
<i>Level 2</i>	Software Products Support (2233445) <i>Manager: Nick Carraway</i> <i>Associated cards:</i>  Joe Support Acct #1234-5678  Tina Twaddle Acct #9876-5432
<i>Level 2</i>	Hardware Products Support (2445566) <i>Associated cards:</i>



Wilmot Proviso Acct #0098-9987



Heilige Dankgesang Acct #2222-3333

Level 1

Development (1234321)

Level 2

Systems Engineering (2345654)

Level 2

Technical Communication (2987654)

Level 1

Human Resources (1357924)

Using the Online Card Management hierarchy

The hierarchy is a tree-structure representation of the bank, the organizations serviced by the bank, and each organization's arrangement of regional and departmental units and subunits. The bank is the top-level node on the hierarchy. A bank can have one or more organizations attached to it. In turn, each organization can have zero or more regional or departmental units attached to it, and subunits below those.

In the example (see topic on page 343), ABC Bank of Colorado supplies commercial card services to Rocky Mountain Technology, among others. That company, in turn, is divided for card administration and reporting purposes into three departments (*Level 1* nodes), two of which include child nodes (*Level 2* node). A hierarchy can include any number of organizations, and up to eight node levels below an organization. Conversely, an organization is not required to include any lower-level nodes if they are not needed.

Each node in the example hierarchy also shows the Processor Key (known as a "ProcKey") associated with the node. The bank and organization ProcKeys are five-digit numbers. Node levels 1–8 ProcKeys are seven-digit numbers, beginning with 1–8 to identify the level.

The processor or bank can assign ProcKey numbers, or the organization administrator can assign them in accordance with organization standards.

Administrators and Managers: The hierarchy example also shows administrators and managers associated with units. The organization administrator Sally Admin has access to administrative tasks and reports for the Rocky Mountain Technology organization and all lower-level units, including Customer Support, Development, HR, and subunits. Her authority "cascades" down the hierarchy to lower nodes. Any unit in the hierarchy may have an administrator, whose authority cascades from that level down the hierarchy. Administrators and managers are created and assigned permissions by higher-level administrators.

Card Accounts: Each card account for the organization is associated with a unit on the hierarchy. This allows accurate departmental and organizational transaction reporting. In turn, an account holder is assigned to one or more accounts, and can view statements and make payments on each assigned account. For example, in the sample hierarchy shown above, for the Rocky Mountain Technology company, Sara Secretary is assigned to two accounts in the Customer Support department: the Travel account and the Office Expense account. Similarly, Joe Support is assigned to one account, named the Joe Support account.

Account Holders: Account holders are either created by administrators, and are assigned access to one or more card accounts or they are created by the users themselves as they self-register as an account holder. For information about creating account holders, see "Creating a user (on page 135). For information about self-registering see "Logging On and Self-Registering (see topic on page 17).

Setting up the hierarchy: A hierarchy is designed to serve the administrative and reporting needs of the organization. Typically, the organization administrator (such as Sally Admin in the sample hierarchy) works with the bank administrator to define the hierarchy for the organization. In turn, the bank administrator works with the card processor to implement the organization's hierarchy design.

Understanding hierarchy terminology

As you work with the hierarchy, it is important that you understand some basic concepts that are important to the way the hierarchy works in Online Card Management. Familiarize yourself with the following terms:

Unit

A single point on the hierarchy. A unit can be a bank, an organization, department, or account holders. In the sample hierarchy, all the levels and the associated cards represent a unit on the hierarchy. Hierarchy units are also referred to as 'nodes' because the units are graphically represented as nodes on the hierarchy tree.

Parent

A unit with sub-units assigned to positions below it on the hierarchy. A parent unit has permission to view the "child" units below it. In the sample hierarchy, the *Level 1* units are the parents of the *Level 2* units, which are the parents of the cardholders below it.

Child

Any node on the hierarchy that is assigned below a higher node. For security reasons, child nodes do not have permission to view information for their parent nodes or the parallel nodes. Almost all nodes are a child of another node in the hierarchy. In the sample hierarchy, the *Level 1* and *Level 2* nodes are Child nodes of the *Organization level* node.

Note: Most units are both a Child and a Parent. The units at the lowest level of the hierarchy are Child-only units and the unit at the top of the hierarchy (the bank) is a Parent-only unit.

Parallel

A term that describes units or nodes that are on the same level of the hierarchy. For security reasons, parallel units do not have permission to view data for each other. For example, the *Level 2* nodes are parallel to each other in the sample hierarchy.

Cascade

The property that grants Parent nodes the authority to view data and work with cards assigned to the Child nodes below it. This authority continues so that Parent nodes can view the Child nodes at any level below the Parent's level in the hierarchy. For example, in the sample hierarchy the Organization level has the authority to see Level 1 and Level 2 and the cards assigned to the nodes below Level 2. The authority does not cascade up the hierarchy. In the sample hierarchy, the Organization level node can not view data for the Bank level node.

ProcKey

A term that is short for and interchangeable with Processor Key. The ProcKey is a number assigned to hierarchy nodes. Bank and organization level nodes have five-digit ProcKey numbers. Node levels 1–8 ProcKeys are seven-

digit numbers, beginning with 1–8 to identify the level. The processor or bank can assign ProcKey numbers, or the organization administrator can assign them according to organization standards.

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