



CentreSuite

Online Card Management Administration Guide

Purpose and Audience

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.

NOTE: Not all sections of this guide are applicable to Regions clients using the CentreSuite online card management platform.

Online Card Management Administration Guide

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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 can be customized. 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 *User security profiles* on page 3-49. 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.

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

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 is displayed, as well as the Table of Contents, an Index, and a Search function to help you find information in the Help topics.

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 is displayed. 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, and the latest versions of Firefox and Google Chrome.

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.

Configure the Internet Explorer browser

Step	Action
1	From the Internet Explorer Tools menu, choose Internet Options . The Internet Options tab sheet is displayed.

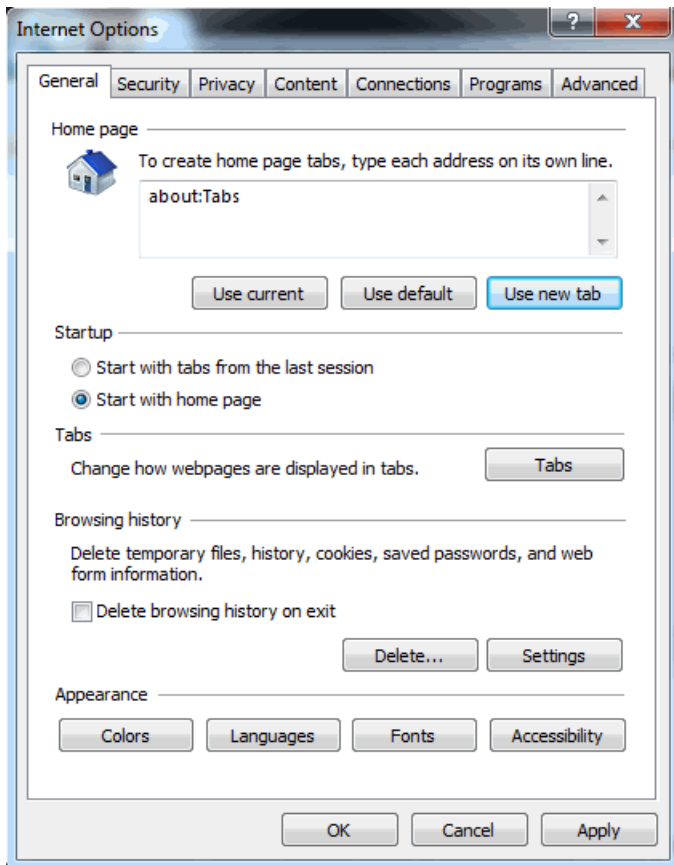


Figure 1-1. Internet options

- 2 Click the **Security** tab.
- 3 In the **Select a Web content zones** section, click the **Internet** icon.
- 4 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

Step	Action (continued)
------	--------------------

- | | |
|---|--|
| 5 | <ul style="list-style-type: none">The Script ActiveX Controls Marked Safe for Scripting option is set to Enable. In the Security Level for this Zone section, click Custom Level...
The Security Settings dialog is displayed. |
|---|--|

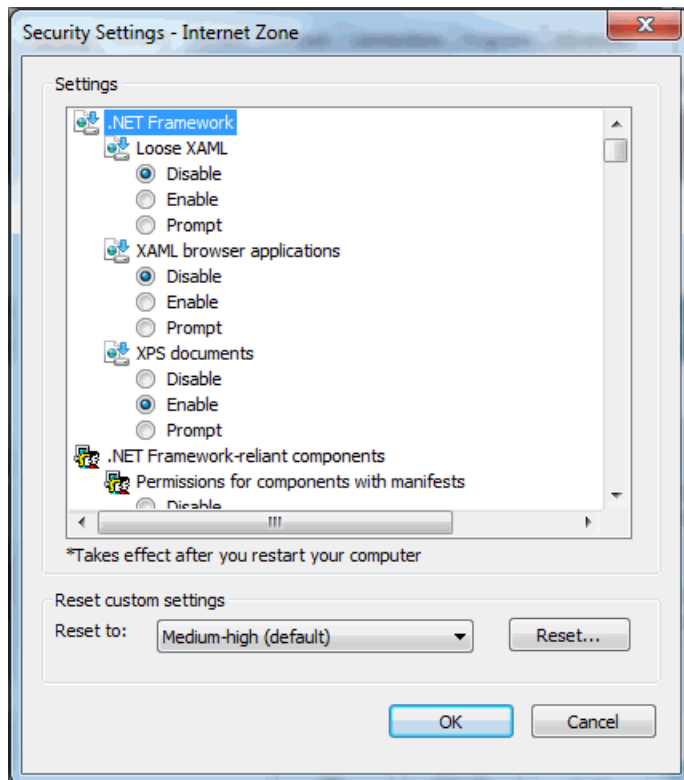


Figure 1-2. Security Settings dialog

- | | |
|---|---|
| 6 | Scroll down and locate the Scripting settings in the list, and verify that: <ul style="list-style-type: none">The Active Scripting option is set to Enable.The Allow Programmatic clipboard access option is set to Enable. |
|---|---|

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> 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 is displayed at the bottom of your browser page.

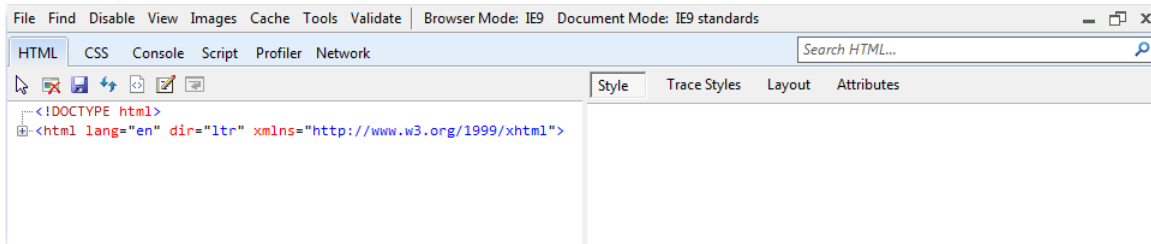


Figure 1-3. F12 tools

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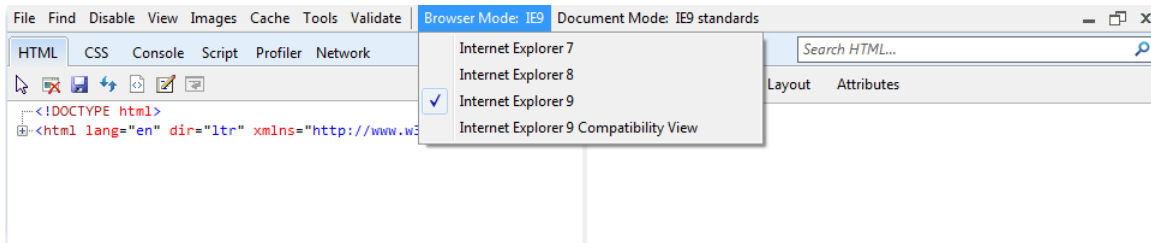


Figure 1-4. F12 tools

11	Press F12 to exit F12 tools.
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Getting product support

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

The Home page is displayed 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 is displayed. 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:

- *Log on to Online Card Management* on page 2- 1
- *Register to use Online Card Management* on page 2- 3
- *Change your password* on page 2-10
- *Edit your personal information* on page 2-12
- *Unlock your account or reset your password* on page 2-13
- *View or change your PIN* on page 2-18

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.

Step	Action
1	<p>Open your browser, enter the logon URL for your organization in the Address field and press Enter.</p> <p>The Logon page is displayed in the browser page.</p> <p>Note: Create a favorite or bookmark shortcut in your browser so that you can access the logon page without entering the URL.</p>

Step	Action (continued)
------	--------------------

Figure 2-1. Logon page

- 2 Enter your user ID and password in the appropriate fields.
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.
- 3 Click Log on. One of the following occurs:
 - The Home page is displayed.
The Home page is displayed 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 is displayed.
The Additional Security Information page is displayed 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 is displayed.
The Verification page is displayed if you have specified your additional security questions and the security software has determined that your logon attempt constitutes a risk.

Log On and Self-Register

Register to use Online Card Management

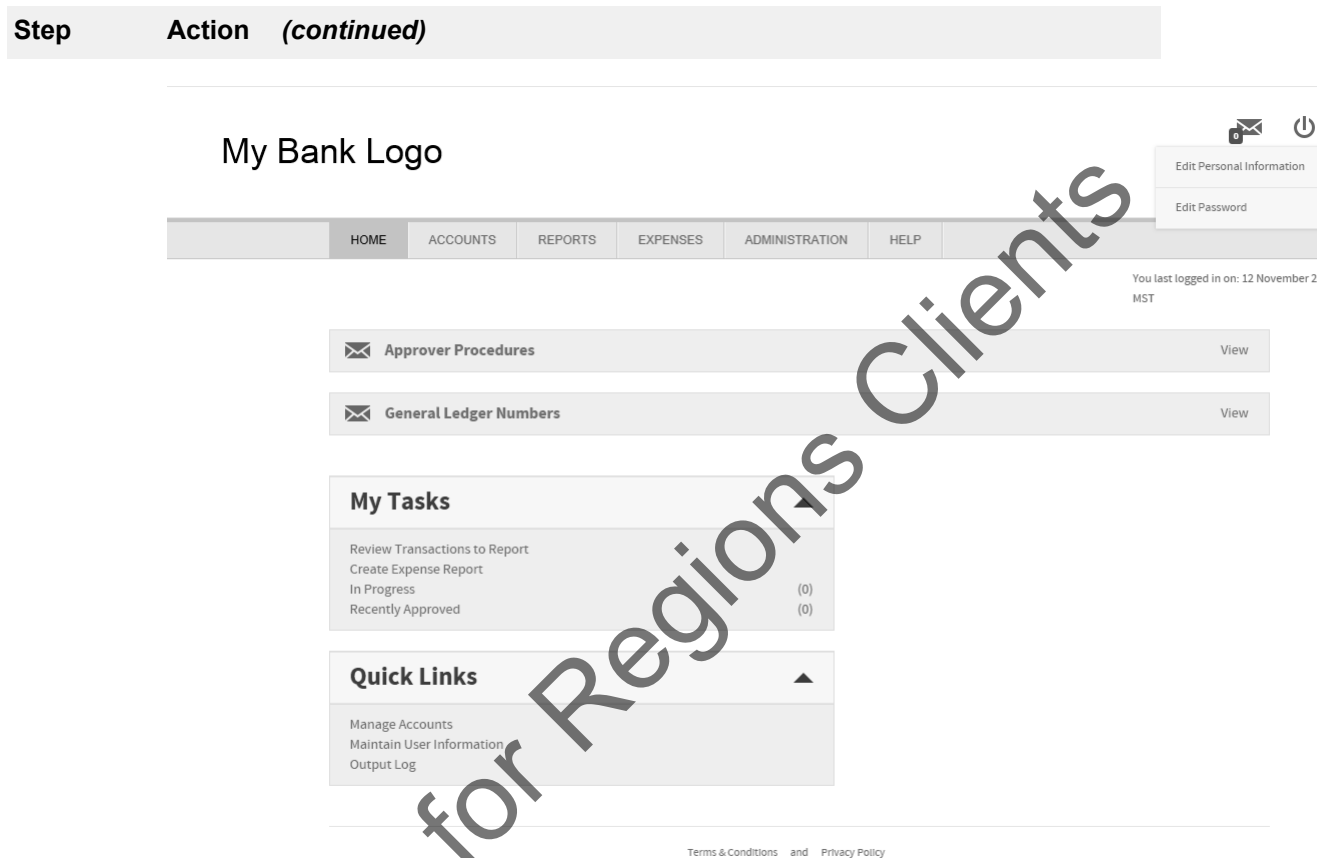


Figure 2-2. Home page

Register 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.

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.

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

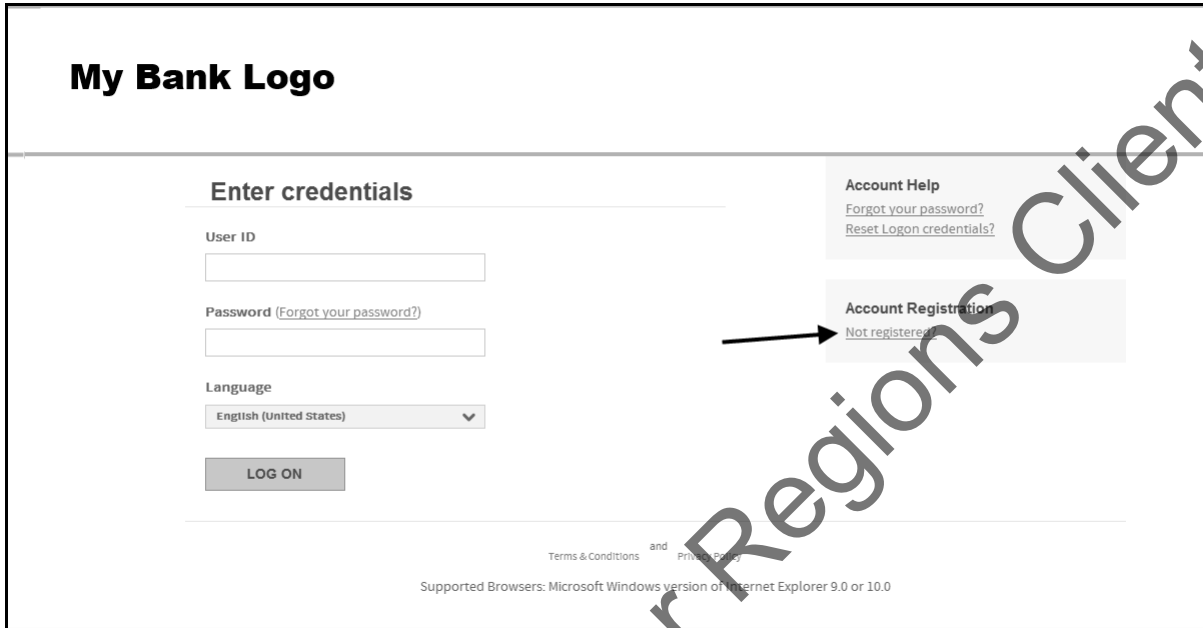


Figure 2-3. Logon page

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

Not Applicable for Regions Clients

Step	Action (continued)
------	--------------------

My Bank Logo

Provide Account Number

Account Number

NEXT Cancel

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

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

Figure 2-4. Provide Account Number page

- 3 Type the 16-character account number embossed on your card and click **Next**. The **Create a user ID and password** page is displayed.

If the account number is a corporate account, you will be self-registered as an organization administrator.

Step	Action (continued)
------	--------------------

Figure 2-5. Account Holder self-registration page

4 Complete the following fields in the Registration page:

- Create a user ID and password

Your email address

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 is displayed and you have to re-enter the addresses.

Log On and Self-Register

Register to use Online Card Management

2-7

Step	Action (continued)
	<ul style="list-style-type: none">• First name Enter your first name without punctuation.• Last name Enter your last name without punctuation.• Create a user ID Create a user ID for yourself according to the user ID requirements for your organization. Hold your cursor over the Information 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. Hold your cursor over the Information 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 and the Re-enter a Password fields (including capitalization), an error message is displayed 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.
5	<p>Click Next. The Register Account page is displayed.</p> <p>Register an existing account</p> <ul style="list-style-type: none">• 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 is displayed 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.
6	<p>Click Next. A confirmation page is displayed.</p>

Step	Action (continued)
------	--------------------

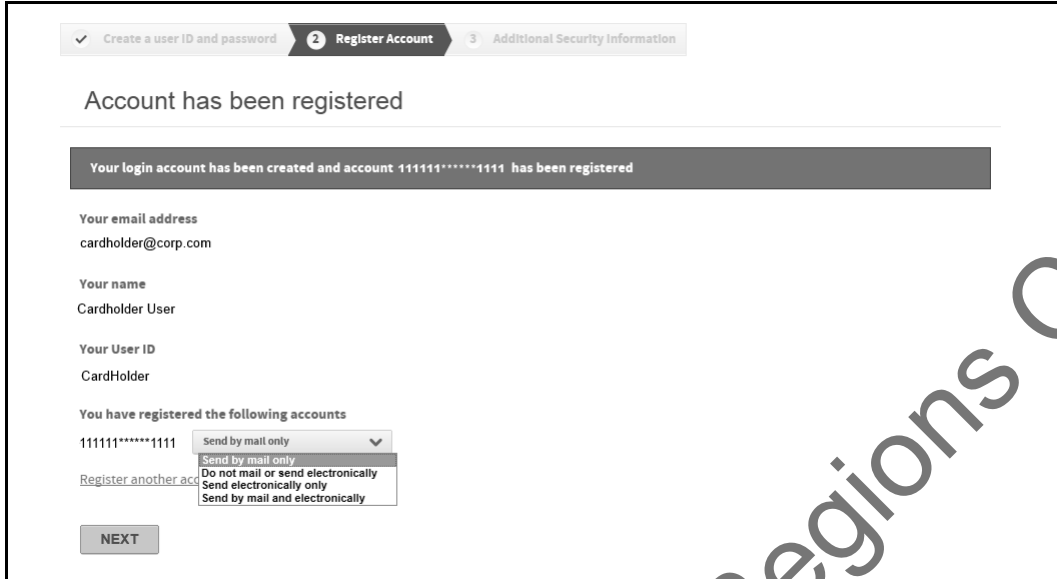


Figure 2-6. Account registration confirmation page

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

Not Applicable for Regions Clients

Step	Action (continued)
------	--------------------

My Bank Logo

1 Create a user ID and password 2 Register Account 3 Additional Security Information

Setup Security Information

To help protect your logon account from fraudulent use, you need to set up personal security questions. You may be prompted in the future to answer two or more of these questions as part of the Self Unlock/Reset Password process to help verify your identity.

Select and answer one question from each of the five sets. Use only Uppercase or lower case letters (a-z, A-Z), numbers (0-9), and single spaces in your answers. Do not use punctuation or symbols.

[Help me with this task](#)

Security Question #1
Select a Question [v]
Security Answer #1 [text]
Confirm Security Answer #1 [text]

Security Question #2
Select a Question [v]
Security Answer #2 [text]
Confirm Security Answer #2 [text]

Security Question #3
Select a Question [v]
Security Answer #3 [text]
Confirm Security Answer #3 [text]

Security Question #4
Select a Question [v]
Security Answer #4 [text]
Confirm Security Answer #4 [text]

Security Question #5
Select a Question [v]
Security Answer #5 [text]
Confirm Security Answer #5 [text]

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

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

ABOUT TRUST ONLINE

Step	Action <i>(continued)</i>
9	<p>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.</p> <p>When you have completed all question/answer sets, click Submit. The End User License Agreement (EULA) page is displayed.</p>
10	<p>After reading the EULA, scroll to the bottom of the license agreement, and click Agree, Disagree, or Print.</p> <p>When you click Agree, your organization's Home page is displayed, and you can perform your online account management tasks. The End User License agreement page does not display again after you click Agree.</p>

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.

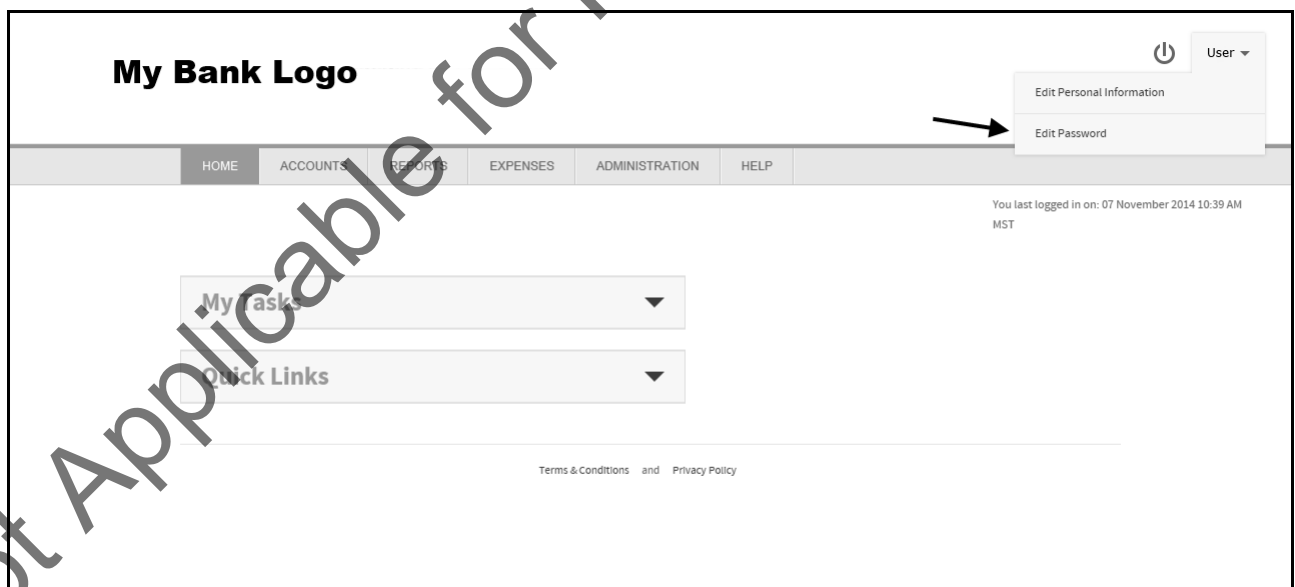


Figure 2-8. Home page

Step	Action
1	From the Home page, click Edit Password . The Edit Password page is displayed.

Log On and Self-Register

Change your password

2-11

Step Action (continued)

The screenshot shows a web form titled "Edit Password". The form includes the following elements:

- User ID:** A label followed by a text input field containing the text "User".
- Old password:** A label followed by an empty text input field.
- New password: [?]**: A label followed by an empty text input field.
- Confirm new password:**: A label followed by an empty text input field.
- Password hint: [?]**: A label followed by an empty text input field.
- Buttons:** A "SAVE" button and a "Cancel" link.

Figure 2-9. 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.

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.

Step	Action <i>(continued)</i>
5	<p>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.</p> <p>Important: The system will not allow you to embed your password in the Password Hint field.</p>
6	<p>Click Save. Online Card Management activates your new password. Use your new password the next time you log on to the application.</p>

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.

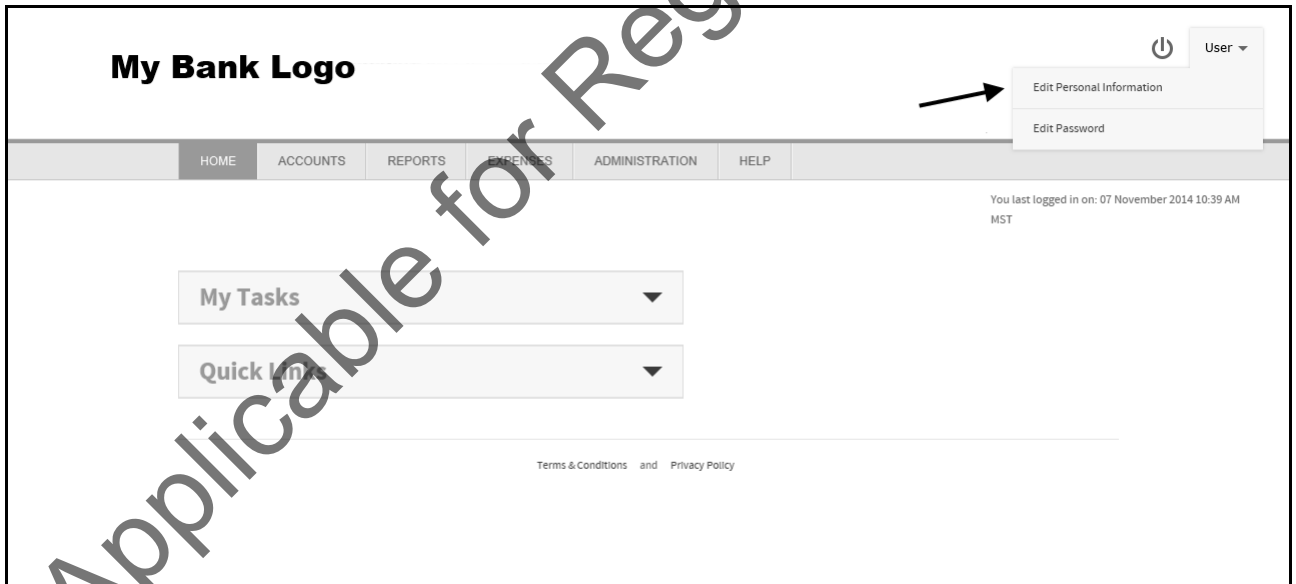


Figure 2-10. Home page with Edit Personal Information link

Step	Action
1	<p>From the Home page, click the Edit Personal Information link. The Edit Personal Information page is displayed, showing your existing personal information.</p>

Log On and Self-Register

Unlock your account or reset your password

Step	Action (continued)
------	--------------------

Edit Personal Information

User ID:
User

First name: [?] *

Last name: [?] *

Email address: [?] *

CC Email address: [?]

Email Language [?]
English US

SAVE [Cancel](#)

Figure 2-11. Edit Personal Information page

- 2 Enter your information in the **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 is displayed informing you of the change.

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 account and also reset your password using the following procedures.

Step	Action
1	Access the logon page.

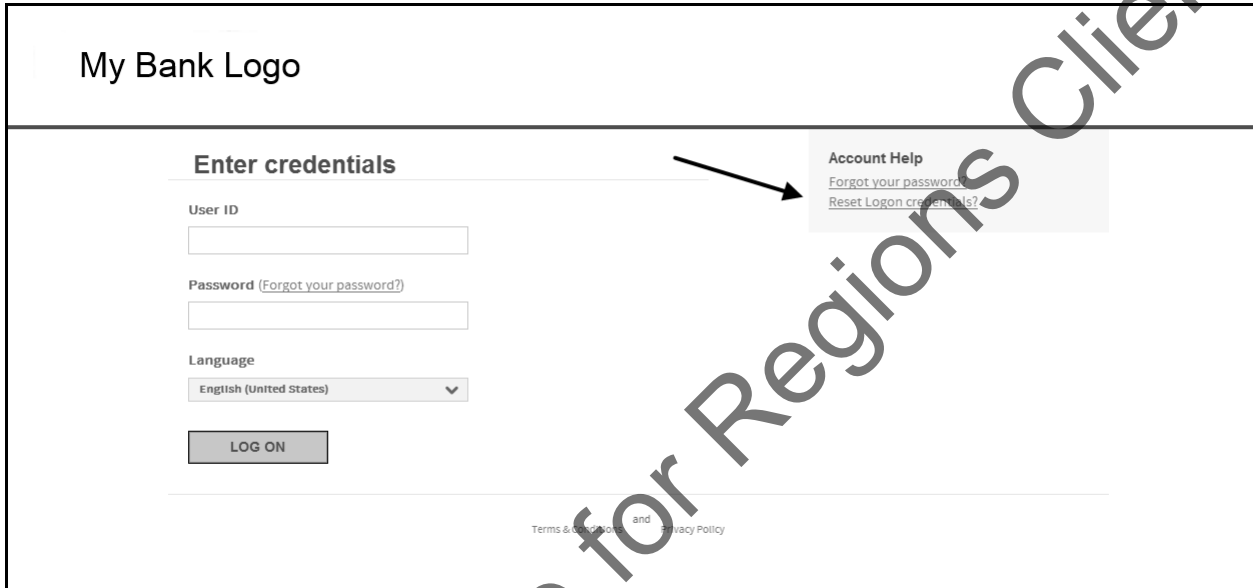


Figure 2-12. Logon page

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

Step	Action (continued)
------	--------------------

Need to reset your logon credentials?

Confirm and enter your user ID and email address information so that we may email the instructions to reset your password, PIN or unlock your account.

User ID [?]

Email Address [?]

[Cancel](#)

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

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

Figure 2-13. 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**.

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?](#)

[Cancel](#)

Figure 2-14. Security Questions

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

Step	Action (continued)
------	--------------------

Please enter a new password

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

New password: [?]
.....

Confirm new password:
.....

Password hint: [?]
Standard @ 1 x

[Cancel](#)

Figure 2-15. Password and Password Hint

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

Password Confirmation

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

Your password has been changed.

Figure 2-16. Password Confirmation

Reset your password

Step	Action
------	--------

- 1 Access the logon page

Log On and Self-Register

Unlock your account or reset your password

2-17

Step	Action (continued)
------	--------------------

My Bank Logo

Enter credentials

User ID

Password (Forgot your password?) [Forgot your password?](#)

Language
English (United States) ▼

LOG ON

Account Help
[Forgot your password?](#)
[Reset Logon credentials?](#)

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

Figure 2-17. Logon page

- 2 Click either of the **Forgot your password?** link. The Confirm your account information page is displayed.

Step	Action (continued)
------	--------------------

Figure 2-18. 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**.
- 5 Create a new password and password hint. Click **Save**.
- 6 A confirmation message will be displayed verifying your password has been changed. Click **OK** to be taken to the home page.

View or change your PIN

If the View Personal Identification Number (PIN) functionality is activated for your site, you will see a **Manage PIN** link in the **View Account Details** section. 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.

Log On and Self-Register

View or change your PIN

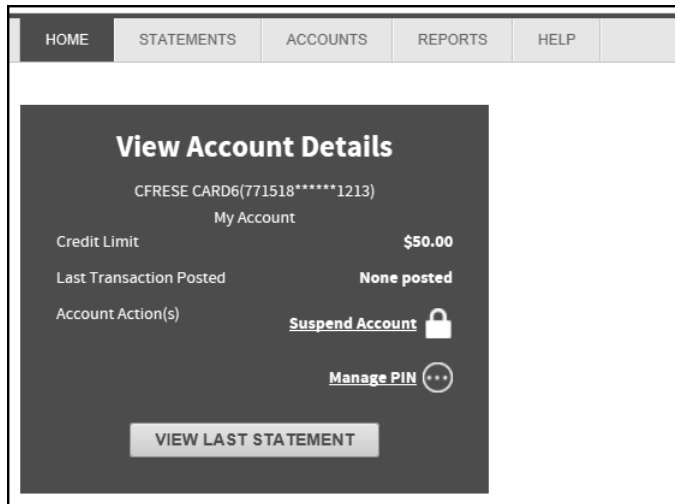


Figure 2-19. View Account Details

Step	Action
------	--------

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

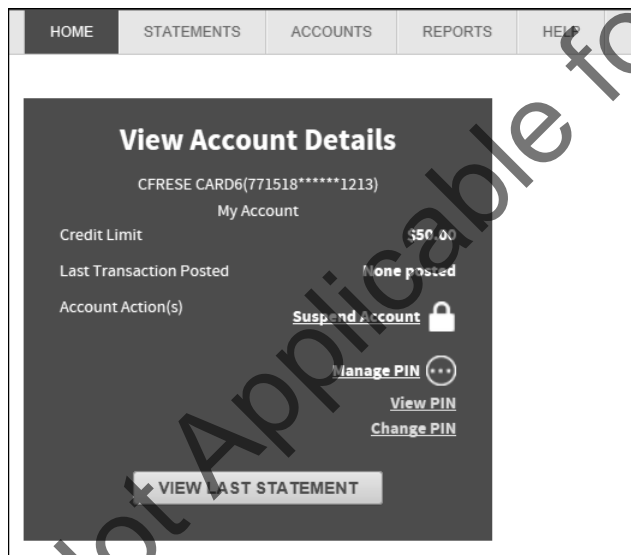


Figure 2-20. View Account Details

1. Click **Change PIN** to customize the PIN for the account.

Step	Action (continued)
------	--------------------

- 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 2-21. 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 drop-down lists.
- Click **Continue**.

Figure 2-22. Maintain Pin Authorization

Log On and Self-Register

View or change your PIN

2-21

Step	Action (continued)
------	--------------------

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

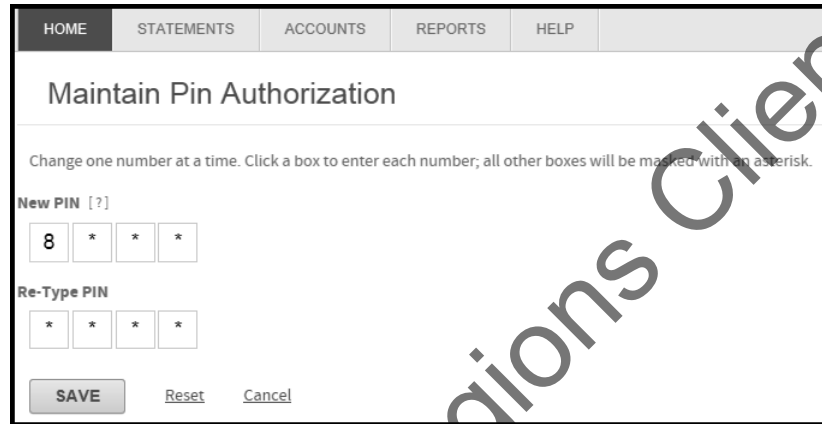


Figure 2-23. Maintain PIN Authorization, page 2

Click **Save** to return to your home page.



Figure 2-24. Confirmation message on the Home Page

- 2. Click the **View PIN** link. An additional security information page is displayed. You must enter the correct information. The system will automatically log you off after three failed attempts.
 - a. Two of your security questions display. Type the answers to these questions and click **Continue**. The **View PIN Authorization** page is displayed.
 - b. Enter your full 16-digit account number in the **Account Number** field.
 - c. Enter your account name in the **Name on Account** field.
 - d. Select the account expiration month and year from the drop-down lists. The page displays four masked fields.

Step	Action	(continued)
------	--------	-------------

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

Not Applicable for Regions Clients

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 a site at or below their hierarchy assignment. The hierarchy is described in *Hierarchy terminology* on page 14-3.

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:

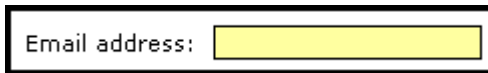
- *Real-time functionality* on page 3-1
- *Search for a site* on page 3-2
- *Maintain a site* on page 3-3
- *Site templates* on page 3-33
- *Manage cycles for a site* on page 3-45
- *User security profiles* on page 3-49
- *Approval profiles* on page 3-55
- *Home page messages for a site* on page 3-61
- *Customize and brand the site interface* on page 3-65
- *Email templates* on page 3-69

Real-time functionality

The online card management application behaves differently depending on whether you choose to activate real-time processing. 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.



Email address:

Figure 3-1. Real-time field example

Search for a site

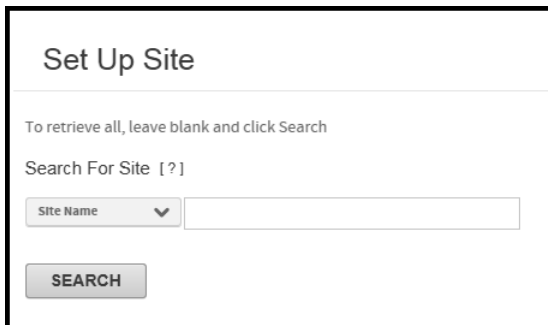
Administrators with access to more than one site, must select the site they want to work with before they can change a site's settings. The Online Card Management security only allows administrators to search for sites attached to their user IDs.

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

Search for a site

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.

Step	Action
1	In the Administration tab, click Set Up Sites . The Search for Site page is displayed.



Set Up Site

To retrieve all, leave blank and click Search

Search For Site [?]

Site Name

SEARCH

Figure 3-2. 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)

Set Up and Maintain Sites

- | Step | Action (continued) |
|------|--|
| 3 | <ul style="list-style-type: none">Bank Number
Search by the bank number of the bank that this site is associated with 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: <ul style="list-style-type: none">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. |
| 4 | Click Search . The Search Results list containing a list of sites matching the search criteria is displayed.

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. |

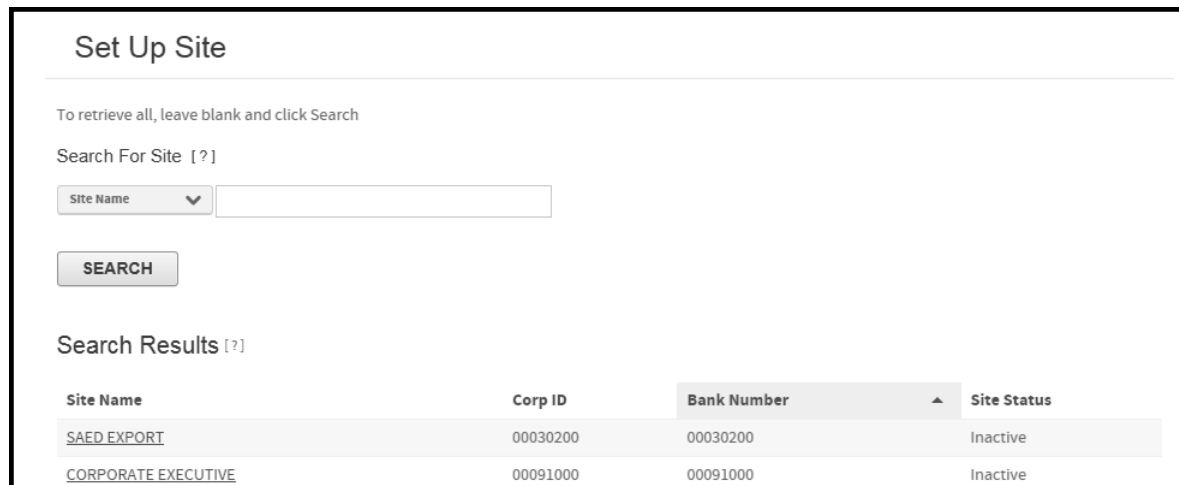


Figure 3-3. Search for Site- Results

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

Maintain a site

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

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 *Maintain site messages* on page 3-62 and *Customize and brand the site interface* on page 3-65.

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

- General Info
 - *Status*
 - *General site information*
 - *Self-Registration options for your site*
 - *Specify notification options* on page 3- 7
- *Logon Info* on page 3-14
 - *Logon PIN rules* on page 3-17
 - *IP Validation* on page 3-18
- *Modules* on page 3-18
 - *Accounts module* on page 3-18
 - *Reports module* on page 3-21
 - *Statements module* on page 3-23
 - *Expenses module* on page 3-26
- *Account Reference Tables modules*
 - *Countries* on page 3-29
 - *ACE option sets* on page 3-30
 - *MCC groups* on page 3-32
 - *Account authorization option sets* on page 3-31

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

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.

Access the Site Setup page

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

Set Up and Maintain Sites

Access the Site Setup page

3-5

Step	Action
1	Search for a site on page 3- 2 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 is displayed. The General Info tab opens automatically.

Status

You can activate or deactivate a site and site logons from the **Status** section.

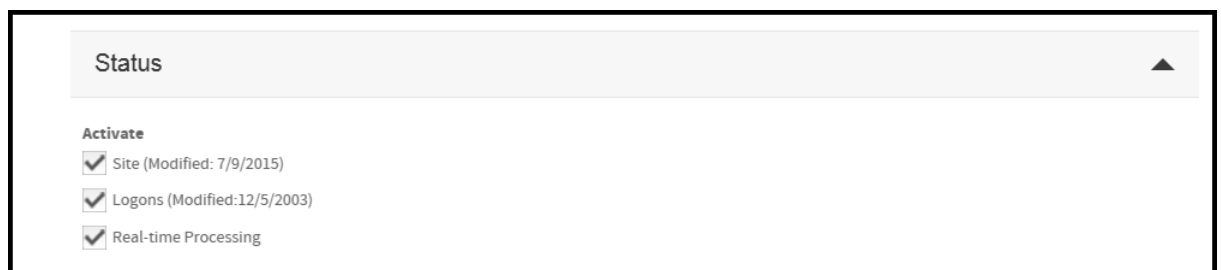


Figure 3-4. Site Setup- Status options

Select any of the following options to 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 *Real-time functionality* on page 3- 1 .

General site information

In the General Information section, set up the general site options.

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

The screenshot shows the 'General Information' settings page. It includes the following fields and options:

- Support email:** An empty text input field.
- Support phone:** A text input field containing '1-888-237-6820'.
- URL extension:** An empty text input field.
- Notification Email:** An empty text input field.
- Data source: *** A dropdown menu with 'TS1' selected.
- Prime bank number:** A text input field containing '1038'.
- Officer Code:** A text input field containing '0500'.
- File date format:** A dropdown menu with 'English (United States)' selected.
- Multifactor Authentication:** A dropdown menu with 'None' selected.
- Settlement currency: *** A dropdown menu with 'BYR' selected.
- Active Alerts:** Radio buttons for 'Standard' (selected) and 'Commercial'.
- Activate alerts:** A checked checkbox.
- Account past due [?]:** Checked checkboxes for '1 day', '30 days', '60 days', and '90 days'.
- Payment due [?]:** A checked checkbox.
- Current balance approaching credit limit [?]:** A checked checkbox.
- Calculate by:** Radio buttons for 'Amount within' (selected) and 'Percent within'. Both have input fields with '0' and a help icon [?].
- Exceeds credit limit [?]:** A checked checkbox.
- Transaction equal to or above amount [?]:** A checked checkbox with an input field containing '0' and a help icon [?].
- New account [?]:** A checked checkbox.
- Manage Account Status Codes:** A link at the bottom of the form.

Figure 3-5. 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).

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. See *Specify notification options* on page 3- 7 .
- **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. *Manage alerts for a site* .
- **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. See *Manage account status codes for a site* on page 3- 9 .

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 *Modify a user* on page 5-20 for more information.

Figure 3-6. Site Setup- Notifications options

Select the appropriate checkboxes 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
- **User has been locked out**
When a user has been locked out
- **User contact information updated**
When a user email address has been changed
- **Replacement card requested**
When a user requests a replacement plastic
- **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
- **Account Address Updated**
When a user's address, phone number, or email address is changed
- **PCR Pending Approval**
when a user requests changes on an account and the request is being routed for approval

Set Up and Maintain Sites

Access the Site Setup page

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

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.

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.

Step	Action
1	From the General Information section of the Site Setup page, click the Manage Account Status Codes link. The Manage Account Status Codes page is displayed.

Enable	Code	Description	Inactive	Prevent Logon	Prevent Self-registration	Prevent View PIN Online
<input checked="" type="checkbox"/>		OPEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	97		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	AA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	AB		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	AD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	AP		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	AV		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	B3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	B5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	B6	Caution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	B7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	B9		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3-7. Manage Account Status Codes page

Step	Action <i>(continued)</i>
2	Click the Yes/No button in the Enable column for the account status codes you want to use. Yes is displayed when the status code is enabled and No is displayed if the status code is not enabled.
3	In the Description field, enter a brief explanation of the status code and its purpose.
4	Click the Yes/No button in the Inactive column to mark the code as inactive. Yes is displayed if the status code is inactive and No is displayed if the status code is not inactive. This is useful for limiting the number of codes returned from searches.
5	Click the Yes/No button in the Prevent Logon column to specify whether to prevent accounts with this status code from logging on to the system.
6	Click the Yes/No button in the Prevent Self-registration columns to specify whether to prevent accounts with this status code from self-registering.
7	Click Save . Online Card Management saves the account status code settings.
8	When you have configured the account status codes for this site, click Back to Site Setup to continue the site setup process.

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.

Specify self-registration options for account holders

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

The screenshot shows a 'Self-Registration' configuration window. It contains several sections: 'Cardholder Registration' with checkboxes for 'Activate self-registration lockout', 'Name on account', 'Account number', 'Expiration date', and 'Employee ID'. Below this is an 'Employee ID custom label (optional)' text input field. There are also checkboxes for 'Social Security Number', 'Date of Birth', 'Credit limit', and 'Postal/Zip Code'. At the bottom, there is a 'Security profile' dropdown menu currently set to 'Call Center User'.

Figure 3-8. Site setup- Self-registration options

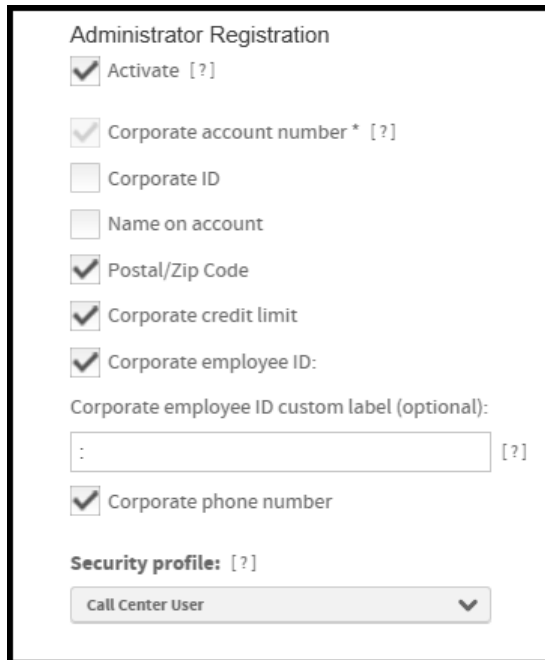
In the Required Fields option, select the options you require people to enter as they self-register to use the site:

- **Activate self-registration lockout**
Prevent users from self-registering if they enter incorrect information on three attempts to self-register.
- **Name on account**
The user's name, as it is on the card
- **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.
- **Employee ID**
The user's employee ID.
- **Employee ID custom label (optional)**
The label that is displayed on the self-registration page for the Employee ID field.
If this field is empty and you select the Employee ID check box, the field is displayed 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.
- **Custom label (optional)**
Custom field label (for example, "ID Number") that is displayed in the system wherever the Social Security Number field is displayed.
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 birth date to self-register.
- **Credit Limit**
Require the account holder to enter the credit limit for the account to self-register.
- **Postal/Zip Code**
Require account holder to enter postal/zip code for the 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.

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.



The screenshot shows a form titled "Administrator Registration" with the following options and fields:

- 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 3-9. Administrator Registration options

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

- **Activate**
Allows organization administrators to register for the site.
- **Corporate account number**
The user's actual account number 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 is displayed on the self-registration page for the Employee ID field.

- **Corporate employee ID custom label (optional)**
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.

Logon Info

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 3-10. 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.

- **Enable Forgot User Password**

Select **Yes** to allow users to retrieve their password through the **Forgot Password** link on the home page.

Specify the following password options:

- **Expiration (days)**

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

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 - 25 from this list.

- **Maximum length**

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

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

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.

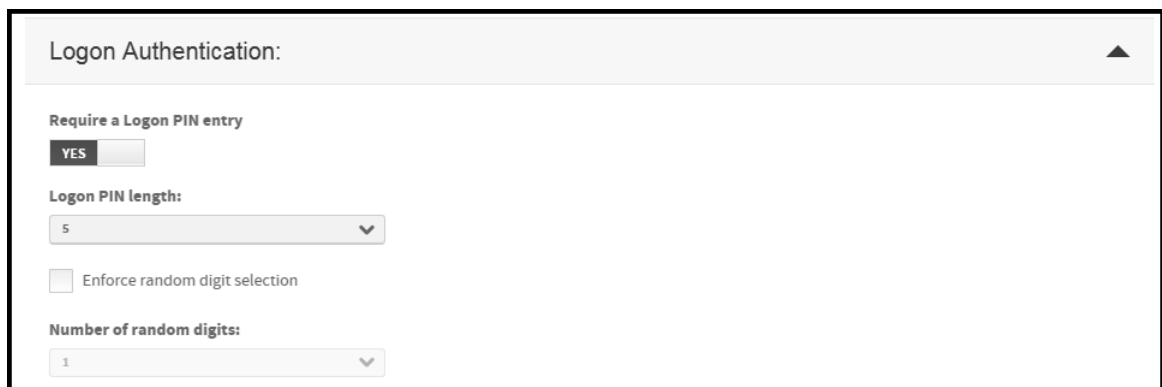


Figure 3-11. Site Setup- Logon PIN options

In the Logon PIN rules section, 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.
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

Note: 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.



The screenshot shows a web interface for IP validation. At the top, there is a header 'IP Validation' with a small upward-pointing triangle on the right. Below the header, there is a section titled 'IP Validation Enabled'. Under this section, there is a button labeled 'YES'. Below the button is a large, empty text input field with a vertical scrollbar on the right side.

Figure 3-12. Site Setup- IP validations

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 3-13. Site setup- Account module options

Select the Accounts module options that apply to the site:

Note: The options that are displayed 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.

When Yes is selected **Change account status during TCL** is displayed.

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

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.

When the this option is enabled, **Rush fee to be assessed on the account** is displayed. The default is **No**. Select **Yes** to assess fees to an account when a rush card is requested.

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

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

Select the Reports options that apply to this site.

Figure 3-14. Site Setup- Report module options

Note: Note: The options that are displayed 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 are displayed 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. Click **Back to Site Setup** to return to and complete the setup process.

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 '6', a '[?]' icon, and a 'SET ALL' button. Below this is a table with three columns: 'Report Name', 'Report Number', and 'Retention Times (months) [?]'. The table lists five reports with their respective retention times in months.

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 3-15. Setup Report Archive Settings page

Statements module

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.

Statements: ▲

Activate

Enable Real-Time Transactions *
 YES
(Modified: 12/12/2003)

Enable Available to Spend with Pad
 NO
(Modified: 6/6/2017)

Make Payments *

Enable
 YES
(Modified: 12/12/2003)

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 checked="" type="radio"/>
Minimum balance:	<input checked="" type="checkbox"/> YES	<input type="radio"/>
Current balance:	<input checked="" type="checkbox"/> YES	<input type="radio"/>
Other amount:	<input checked="" type="checkbox"/> YES	<input type="radio"/>

Enable Recurring Payments
 NO
(Modified: 11/18/2016)

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 3-16.

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. **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.

- **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 *Self-Registration options for your site* 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.

Figure 3-17. 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.
- **Enable Transaction Receipts:** Select this option to allow receipts to be attached at the transaction level.
- **Email Receipts:** Select this option to allow users to email receipts to their CentreSuite account.

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

Enable Expense Routing Required

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.

 - **Allow receipts on Expense Report:** Allow receipts to be added to the expense report.
 - **Allow receipt on Transaction:** Allow receipt to be attached to the transaction.
 - **Require receipts:**
 - Select **Require receipt on Expense Report** to require receipts for an expense report.
 - Select **Require receipt on Transaction** to require receipts with each transaction.
 - **Allow OOP Mileage reports to bypass receipts requirement:** select this option to allow a user to submit an expense report without a receipt for out-of-pocket mileage report.
 - **Transaction minimum amount(\$):** The minimum monetary amount that requires a receipt when a user submits an expense report.
- **Maintain mileage reimbursements rates** ([link](#))

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

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

Countries

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.

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

Figure 3-18. Site Setup- Country code options

To enable a country for this site, select **Yes** 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.

To navigate more quickly, enter a code in the **Go to code** field and click the **Go** to find a country in the Country Codes list.

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 is displayed 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.

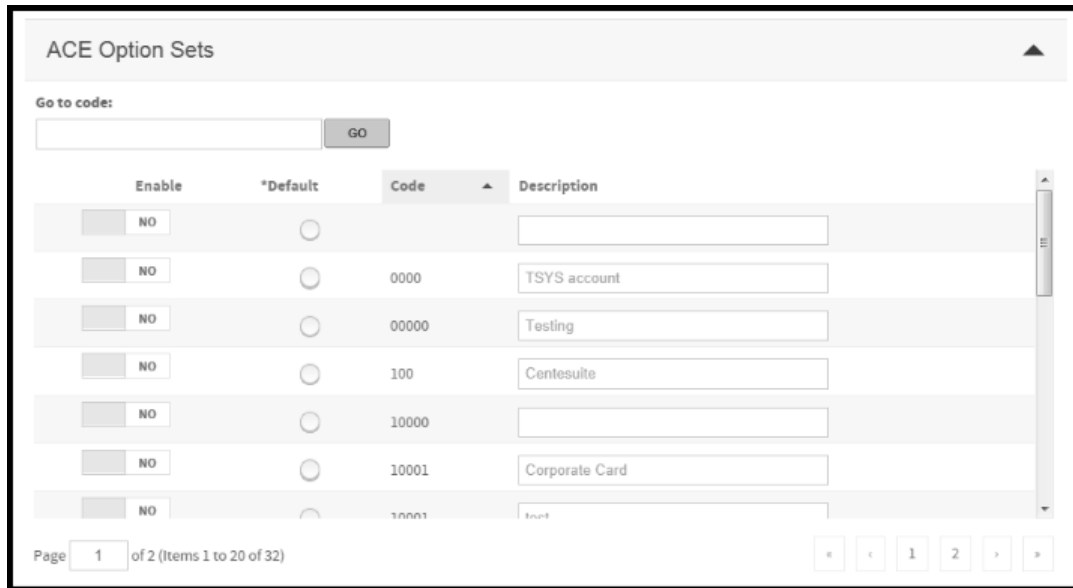


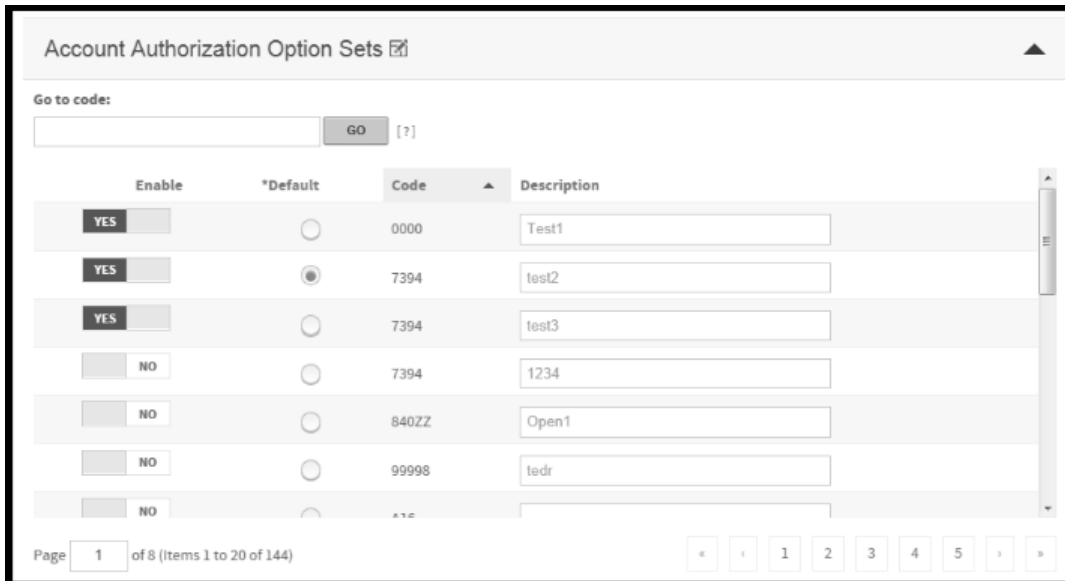
Figure 3-19. Site Setup- Ace Option Sets

To enable an ACE Option Set code for this site, select the **Yes** 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.

To navigate more quickly, enter a code in the **Go to code** field and click the **Go** to find a country in the Ace Option Sets list.

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.



Enable	*Default	Code	Description
<input checked="" type="checkbox"/>	<input type="radio"/>	0000	Test1
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	7394	test2
<input checked="" type="checkbox"/>	<input type="radio"/>	7394	test3
<input type="checkbox"/>	<input type="radio"/>	7394	1234
<input type="checkbox"/>	<input type="radio"/>	840ZZ	Open1
<input type="checkbox"/>	<input type="radio"/>	99998	tedr

Figure 3-20. Account authorization option sets

To enable an option set for this site, select **Yes** 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.

To navigate more quickly, enter a code in the **Go to code** field and click the **Go** to search for an option set in the Account Authorization Option Set Codes list.

MCC groups

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

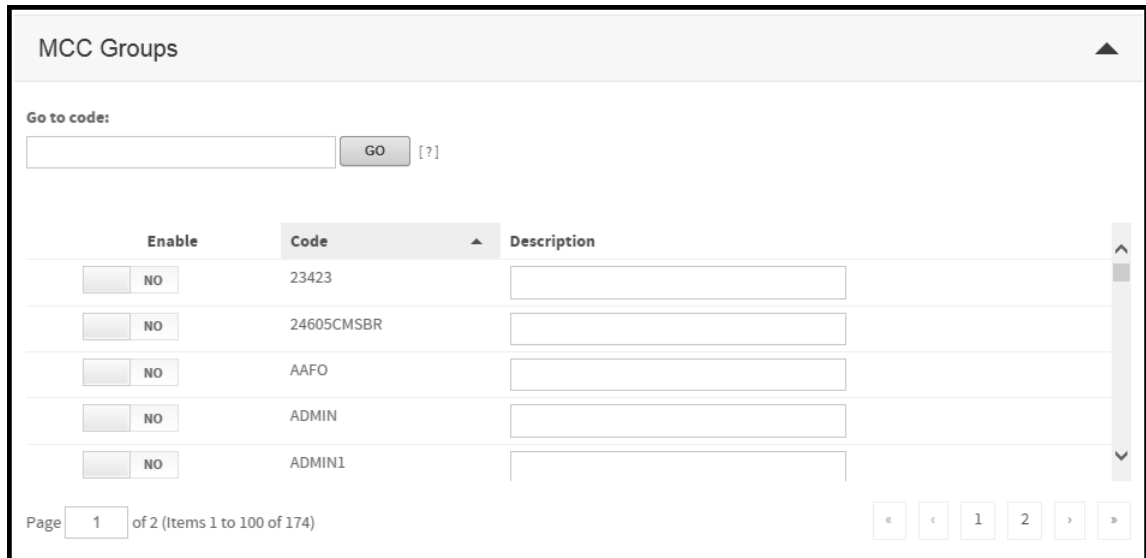


Figure 3-21. Site Setup- MCC Group codes

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

To navigate more quickly, enter a code in the **Go to code** field and click the **Go** to find a country in the MCC Groups list.

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.

Create a new site template

Use the **Manage Site Templates** page to create new site templates. The template details are divided into five 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 activated. Complete the following procedure to create a new site template.

- | Step | Action |
|------|---|
| 1 | Select Manage Templates from the Set Up Sites section of the Administration menu. |
| 2 | If you have access to: <ul style="list-style-type: none"> • More than one site, the Search for Site page is displayed. Use this page to select the site for which you are creating site templates. Click the Edit link to view the Manage Site Templates page • Only one site, the Manage Site Template page is displayed. |

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 3-22. Manage Site Templates page

- 3 Click **Create Site Template**. The template details section is displayed, and the **General Info** tab is automatically open.

Step	Action (continued)
<div><p>General Info Logon Info Modules Archive Reports Account Reference Tables</p><hr/><p>General Information ▲</p><p>Support email: [?] <input type="text"/></p><p>Support phone: [?] <input type="text" value="1-888-237-6820"/></p><p>File date format: [?] <input type="text" value="English (United States)"/></p><p>Settlement currency: * [?] <input type="text" value="BYR"/></p><p>Manage Account Status Codes</p><hr/><p>Notifications ▲</p><p>Send email for: [?] <input checked="" type="checkbox"/> Password hint <input checked="" type="checkbox"/> New user information <input checked="" type="checkbox"/> Passwords that have been reset</p><p><input type="button" value="SAVE"/> Cancel</p></div>	

Figure 3-23. Site Template- General Info tab

- 4 Enter the basic site information for this template. See *General site information* for detailed information on these fields.
- 5 Click the **Logon Info** tab.
Enter the user ID and password rules for this template on the Logon Info tab. See *Logon Info* on page 3-14 for detailed information on these fields.

Step	Action <i>(continued)</i>
6	<p>Click the Modules tab. Only modules available at the bank-level</p> <p>Four card management modules (or applications) are available. Use these options to activate the individual modules for this site.</p> <p>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.</p> <p>See <i>Modules</i> on page 3-18 for detailed information on these modules.</p>

Step	Action (continued)
------	--------------------

The screenshot shows the 'Logon Info' tab of a configuration interface. At the top, there are navigation tabs: 'General Info', 'Logon Info', 'Modules', 'Archive Reports', and 'Account Reference Tables'. Below these is a 'Logon Rules' section with a scroll bar. The 'User ID rules' section includes: 'Minimum length: [?]' with a dropdown set to '6'; 'Maximum length: [?]' with a dropdown set to '25'; 'Must contain: [?]' with checkboxes for 'Lowercase letter' (checked), 'Uppercase letter', 'Numeral', and 'Special character'; and 'Enable Forgot User ID: [?]' with a 'YES' button. The 'Password rules' section includes: 'Expiration (days) * [?]' with a text input '90'; 'Notification (days) : [?]' with a text input '10'; 'Minimum length: [?]' with a dropdown set to '8'; 'Maximum length: [?]' with a dropdown set to '25'; and 'Must contain:* [?]' with checkboxes for 'Lowercase letter' (checked), 'Uppercase letter' (checked), 'Numeral' (checked), and 'Special character' (unchecked). At the bottom are 'SAVE' and 'Cancel' buttons.

Figure 3-24. Site Template- Logon Info tab

- 7 Expand the **Accounts** module section.
Enter the Accounts module options for this template on the Accounts tab. See *Accounts module* on page 3-18 for detailed information on these fields.

Step Action (continued)

The screenshot shows the 'Accounts' module configuration page. At the top, there are tabs for 'General Info', 'Logon Info', 'Modules', and 'Account Reference Tables'. The 'Accounts' section is expanded, showing a list of accounts with a dropdown arrow. Below the list, there are several configuration 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 3-25. Site Template- Modules tab, Accounts module

- 8 Expand the **Reports** module section.
Enter the Reports module options for the template on the Reports tab. See *Reports module* on page 3-21 for detailed information on these fields.

Step	Action (continued)
------	--------------------

Reports: ▲

Activate

Enable Bank Reports

(Modified: 12/5/2003)

Data Retention (mos.) *

[Manage individual bank report retention settings](#)

Enable Bank Mapper Manager

(Modified: 12/5/2003)

Archival for standard reports and mappers:

Archive storage (MB):

Figure 3-26. Site Template- Modules tab, Report Module

- 9 Expand the **Statements** module section.
Enter the Statements module options for this template on the Statements tab. See *Statements module* on page 3-23 for detailed information on these fields.

Step Action (continued)

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 3-27. Site template- Statements module

10 Click the **Expenses** module section.

Enter the Expenses module options for the template on the Expenses tab. See *Expenses module* on page 3-26 for detailed information on these fields.

Step	Action (continued)
------	--------------------

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 3-28. Site template- Expenses module

- 11 Click the **Archive Reports** tab.
Set data archive retention times for reports and mappers on this page.

Step Action (continued)

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 3-29. Site template- Archive Reports

12 Click the **Account Reference Tables** tab.

- In the Country Codes section of the Account Reference Tables tab, specify the country information for the site template. See *Countries* on page 3-29 for detailed information on country codes.
- In the Account Status Codes section of the Account Reference Tables tab, specify the Account Status Code options for the site template. See *Manage*

Set Up and Maintain Sites

Step	Action <i>(continued)</i>
------	---------------------------

account status codes for a site on page 3- 9 for detailed information on account status codes.

- In the MCC Groups section of the Account Reference Tables tab, specify the MCC Group information for the site template. See *MCC groups* on page 3-32 for detailed information on account status codes.

Step Action (continued)

General Info
Logon Info
Modules
Account Reference Tables

Countries ▲

Go to code:

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

MCC Groups ▲

Go to code: [?]

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

Page of 2 (Items 1 to 100 of 174)

Figure 3-30. Site template- Account Reference Tables

- 13** Click **Save** to save the new site template. The **Save Site Template** dialog is displayed.

Step	Action (continued)
------	--------------------

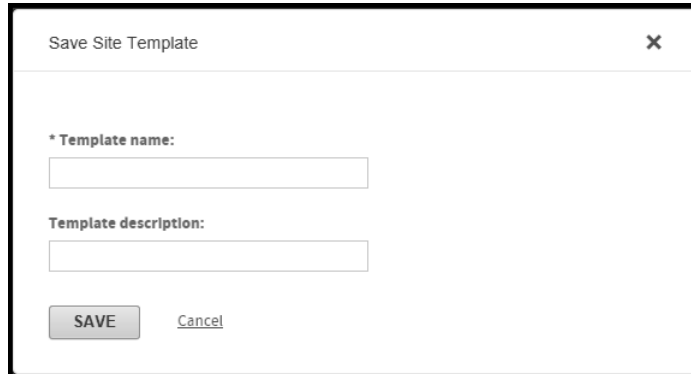


Figure 3-31. Save Site Template dialog

- In the Template name field, enter a unique name for the new template. This is a required field.
- In the Template description field, enter a brief explanation of the site template's purpose.

14 Click **Save**. The new site template is displayed in the **Manage Site Templates** page.

Create 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 *Create a new site template* on page 3-33. 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.

Step	Action
------	--------

- 1** Find the site you want to use as a template. See *Search for a site* on page 3- 2
- 2** Click **Save Site Template** to save the new site template. The **Save Site Template** dialog is displayed.
 - In the Template name field, enter a unique name for the new template. This is a required field.
 - In the Template description field, enter a brief explanation of the site template's purpose.
- 3** Click **Save**. The new site template is displayed in the **Manage Site Templates** page.

Manage cycles for a site

You can create, edit, or delete cycles for the sites that you administer. You can use cycles 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

Create a new cycle

Step	Action
1	Click Manage Cycles from the Set Up Sites section for the Administration menu.
2	Search for the site for which you want to create a cycle and click the edit link for that site to display the Manage Cycles page. See <i>Search for a site</i> on page 3- 2 .

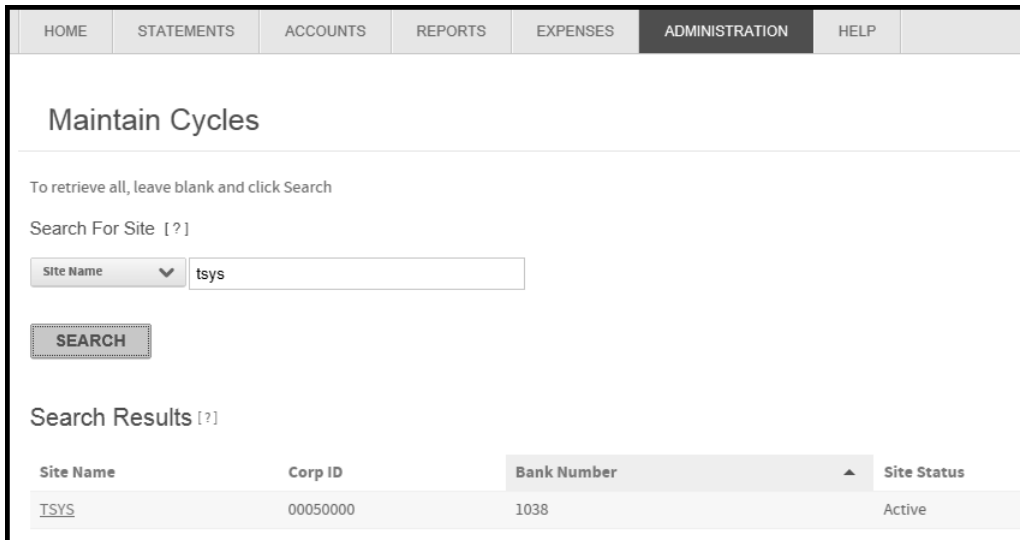


Figure 3-32. Manage Cycles page

- 3 Click **Create New Cycle**. The **Setup Cycle** dialog is displayed.

Set Up and Maintain Sites

Manage cycles for a site

3-47

Step	Action (continued)
------	--------------------

The screenshot shows a 'Create New Cycle' dialog box with the following fields and options:

- Cycle name:** A required text input field with a help icon [?].
- Description:** A text input field with a help icon [?].
- Frequency:** Radio button options for Monthly (selected), Bi-monthly, and Weekly, with a help icon [?].
- Cycle Date:** A dropdown menu with 'Select' and a help icon [?].
- Start date:** A date input field showing '02/01/2016' with a calendar icon and a help icon [?].
- When cycle date falls on a weekend:** Radio button options for 'Use the Friday before', 'Use the Monday after', and 'Use actual day' (selected), with a help icon [?].
- When cycle date falls on a holiday:** Radio button options for 'Use the day before', 'Use the day after', and 'Use actual day' (selected), with a help icon [?].
- Buttons:** 'CREATE' and 'Cancel'.

Figure 3-33. Setup Cycle page

4

Complete the following:

- In the **Cycle name** field, enter a unique name for this cycle. This is a required field.
- In the **Description** field, enter a brief explanation of the cycle's purpose.
- Choose one of the following a **Frequency** options:
 - Monthly
 - Bi-monthly
 - Weekly

This is a required field.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> From the Cycle date list, select the day you want each cycle to end and begin a new cycle. The options that display in this list depend on the selected Frequency option. In the Start Date field, enter the date that the first cycle begins. By default, this field displays the current date. You can click the Calendar icon to select the date from a calendar. Choose one of the following When cycle date falls on a weekend options: <ul style="list-style-type: none"> Use the Friday before Use the Monday after Use actual day Choose one of the following When cycle date falls on a holiday options: <ul style="list-style-type: none"> Use the day before Use the day after Use actual day
5	Click Create . Online Card Management saves the new cycle.

Edit a cycle

Step	Action
1	Click Manage Cycles from the Set Up Sites section for the Administration menu.
2	Search for the site for which you want to create a cycle and click the edit link for that site to display the Manage Cycles page. See <i>Search for a site</i> on page 3- 2 .

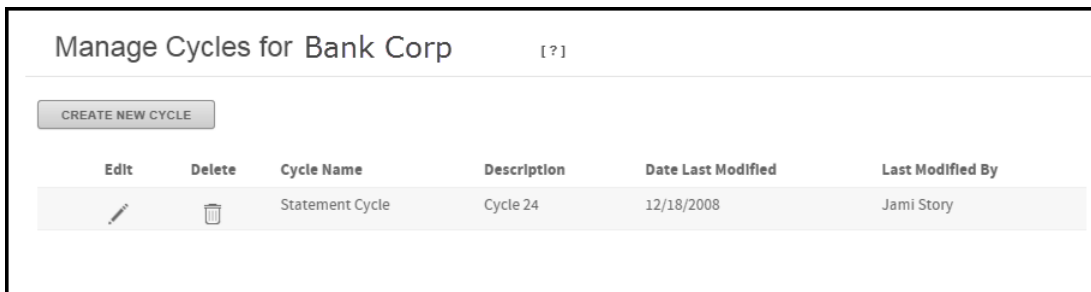


Figure 3-34. Manage Cycles page

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

Step	Action (continued)
------	--------------------

Figure 3-35. Edit Cycle

- 4 Make any desired changes. See *Create a new cycle* on page 3-46 for more details about the fields displayed.
Click **Update**. Online Card Management saves the changes to the cycle.

User security profiles

The following standard security profiles are included in Online Card Management. For the default privileges for each security profile, see *Default privileges* on page A- 1 .

Standard security profile	Description
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.

Define a custom security profile

Note: This procedure explains how you create a new profile. For information on editing an existing profile, see *Modify an existing security profile* on page 3-53.

Step	Action
1	Click Maintain Security Profiles from the Manage Users section for the Administration menu.
2	Search for the site for which you want to create a cycle and click the edit link for that site to display the Security Profile page. See <i>Search for a site</i> on page 3- 2 .

Set Up and Maintain Sites

Step Action (continued)

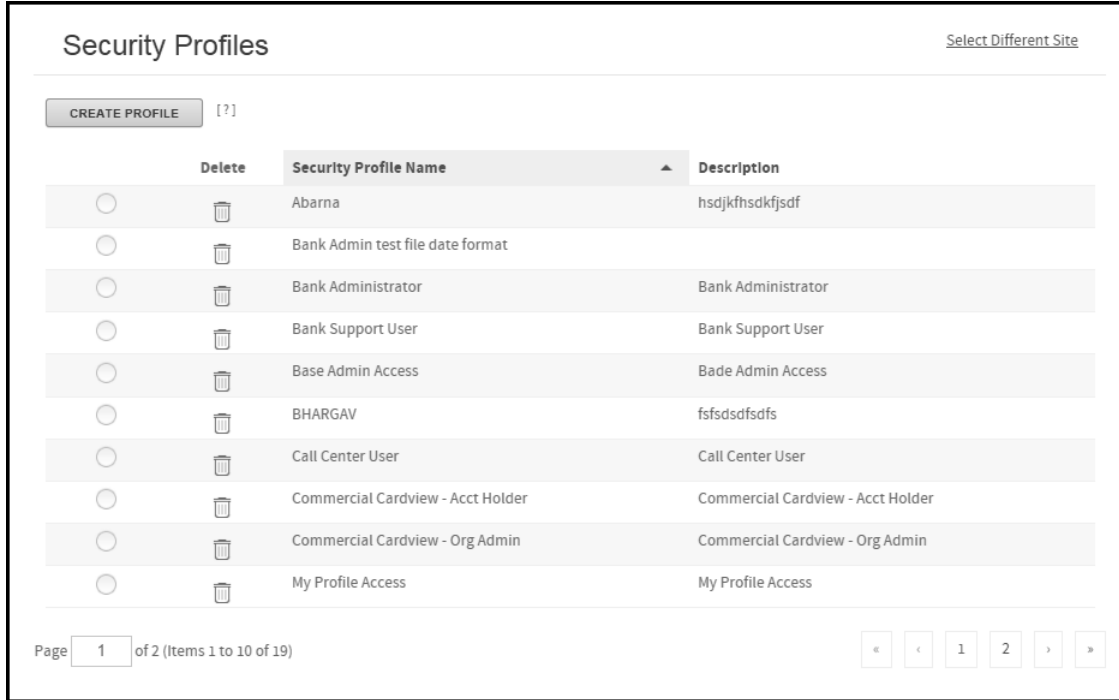


Figure 3-36. Security Profile page

- 3 Click the **Create Profile** button. The **Create New Security Profile** section is displayed below the list of existing security profiles.

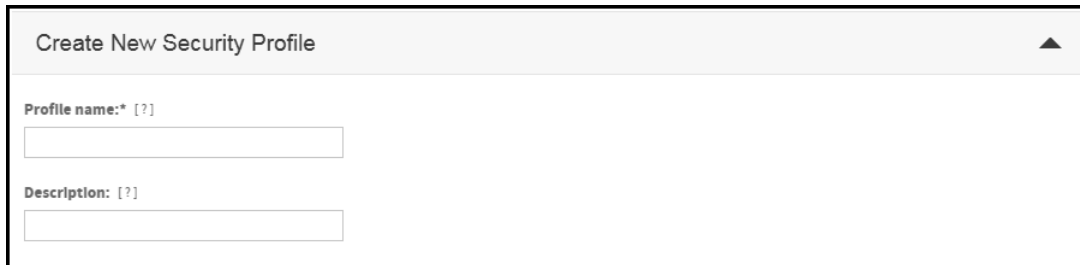


Figure 3-37. Security Profile page- profile selected

Step	Action <i>(continued)</i>
	<ol style="list-style-type: none"> In the Profile name field, enter a name for this profile. In the Description field, enter a brief explanation of the profile's purpose.
4	Go to the Security Permissions for New Profile section.

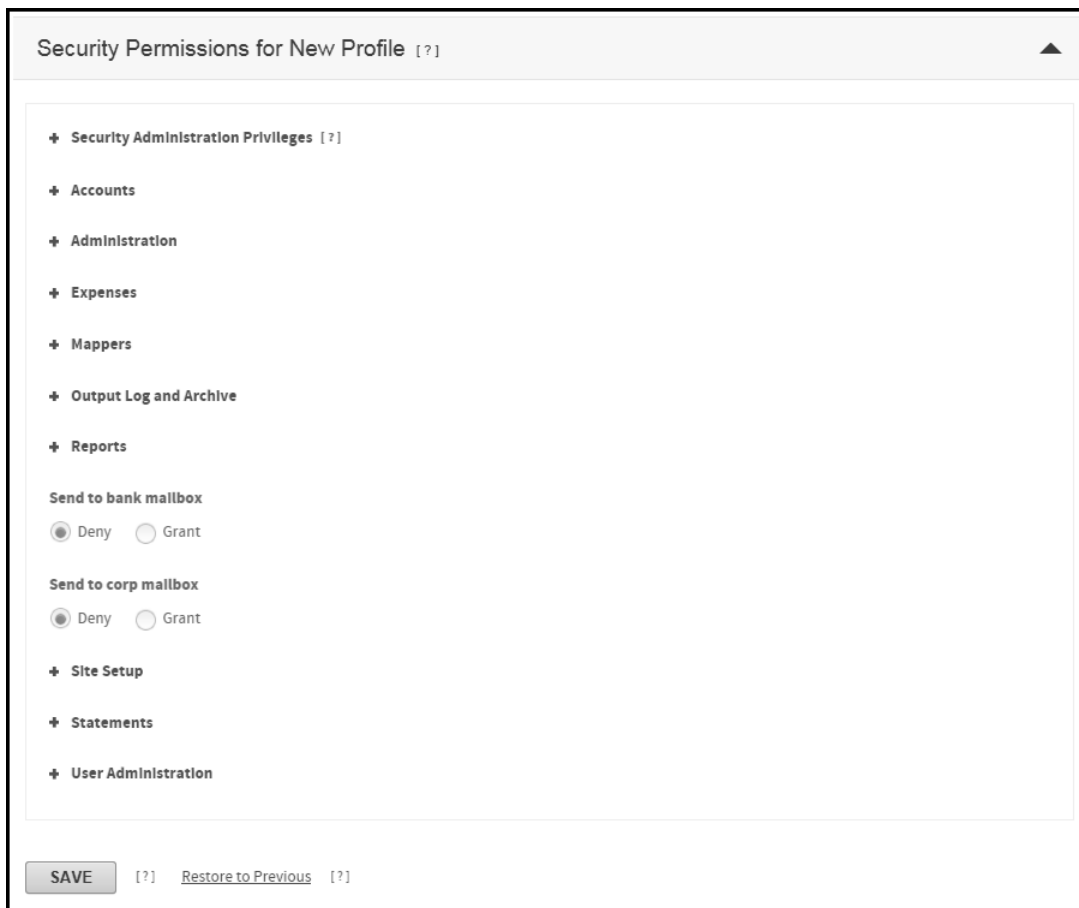


Figure 3-38. Security Profile page- Security Permissions

- Expand each category to display the list of individual permissions.
- 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.
By default, all permissions are either Deny or Hide, whichever is appropriate to the permission.

Step	Action (continued)
Select...	To...
Deny	Disallow permission to complete a task listed in the profile.
Grant	Allow permission to complete a task listed in the profile.
Hide	Hide a system object in the profile.
Display	Show a system object as display only in the profile.
Edit	Allow users in the profile to edit information for the system object.

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

- 5 Click **Save** when you have changed all permissions necessary to create your new security profile. The new profile is displayed in the security profile list at the top of the **Security Profiles** page.

You can now assign the new profile to site users.

Modify an existing security profile

Step	Action
1	Click Maintain Security Profiles from the Manage Users section for the Administration menu.
2	Search for the site for which you want to create a cycle and click the edit link for that site to display the Security Profile page. See <i>Search for a site</i> on page 3- 2 .
	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 link.
3	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.

Step Action (continued)

Security Profiles for CARD SERVICES (1038) ^[?] [Select Different Site](#)

[CREATE PROFILE](#) ^[?]

Delete	Security Profile Name	Description
<input type="radio"/>	Abarna	hsdjfnsakfjsaf
<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	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

Page of 2 (Items 1 to 10 of 19) ◀ ◁ 1 2 ▶ ▷

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 3-39. Figure 72: Security Profile page- profile selected

Step	Action (continued)
------	--------------------

1. Expand each category to display the list of individual permissions.
2. 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.
By default, all permissions are either Deny or Hide, whichever is appropriate to the permission.

Select...	To...
Deny	Disallow permission to complete a task listed in the profile.
Grant	Allow permission to complete a task listed in the profile.
Hide	Hide a system object in the profile.
Display	Show a system object as display only in the profile.
Edit	Allow users in the profile to edit information for the system object.

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

- 4 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.

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 *Create a user* on page 5- 1 for information on assigning approvers to users. Read the following topics for information on creating and editing approval profiles.

Create an approval profile

Step	Action
1	Click Maintain Approval Profiles from the Manage Users section for the Administration menu.
2	Search for the site for which you want to create a cycle and click the edit link for that site to display the Approval Profile page. See <i>Search for a site</i> on page 3- 2 .

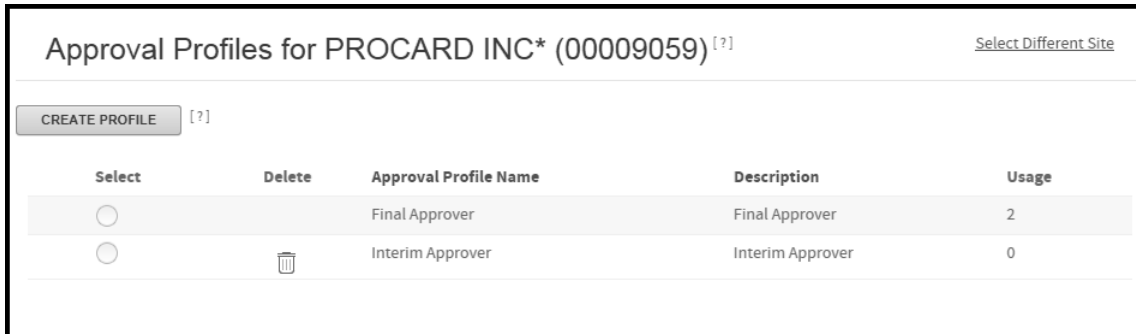


Figure 3-40. Approval Profiles page

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** link.

- 3 Click **Create Profile**. The **New Approval Profile for Site** dialog is displayed.

Step	Action (continued)
------	--------------------

New Approval Profile for ProCard Centre Suite (1) [X]

New Approval Profile Permissions

Profile name
[Text Input Field]

Description
[Text Input Field]

Copy an existing profile
 NO

Existing profiles:
[Dropdown Menu: Select which profile]

Type of approver
 Interim Final [?]

Approval Permission Details

Attach transactions to expense reports
 NO

Edit expense report transactions
 NO

Reject individual transactions
 NO

Receive email of status changes
 NO

Hierarchy
[Dropdown Menu: Any] [?]

CREATE [Cancel](#)

Figure 3-41. New Approval Profile page

- Enter a name for the approval profile in the **Profile name** field.
- Enter an explanation of the general purpose for this approval profile in the **Description** field.
- 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.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> – If you select No, complete all of the steps in this procedure. • Select a Type of approver option. <ul style="list-style-type: none"> – 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. • Select an Attach transactions to expense reports option. If you select Yes, the approver can add transactions to an expense report after submitting it. • 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. • Select a Reject Individual transactions option. If you select Yes, the approver can to select the transactions that he or she does not want to approve and still approve the expense report. • 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 <i>Expense report status</i> on page 13- 2 for information on expense report status. • Select a Threshold option. <ul style="list-style-type: none"> – Any (default): Always an approver, regardless of the threshold amount. – ER Over Threshold: This approver is only considered if the expense report is over the threshold amount. – ER Under Threshold: This approver is only considered if the expense report is under the threshold amount. • Select a Hierarchy option. <ul style="list-style-type: none"> – Any (default): Approver is valid for both submitting and approving and forwarding. – Submit Only: Approver is only valid when the expense report is being submitted by the current user.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">– Approve and Forward Only: Approver is only valid if the current user is approving another user's expense report and forwarding.
4	Click Create . The Approval Profile for Site page is displayed. The new profile is included in the list of approval profiles.

Edit an approval profile

Step	Action
1	Click Maintain Approval Profiles from the Manage Users section for the Administration menu.
2	Search for the site for which you want to create a cycle and click the edit link for that site to display the Approval Profile page. See <i>Search for a site</i> on page 3- 2 .
3	Select the approval profile you want to modify from the list. The profile approval options display in the Profile Settings section.

Step	Action (continued)
------	--------------------

Figure 3-42. Edit Approval Profile page

- 4 Modify the profile as necessary.

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

Click **Save**. Changes are saved to the approval profile.

Delete an approval profile

Step	Action
1	Click Maintain Approval Profiles from the Manage Users section for the Administration menu.
2	Search for the site for which you want to create a cycle and click the edit link for that site to display the Approval Profile page. See <i>Search for a site</i> on page 3- 2 .
3	Click the Delete icon next to the profile you want to delete. The Delete icon only is displayed for approval profiles that have no assigned users. You cannot delete a profile if there is a user assigned to the profile. A message is displayed asking you to confirm that you want to delete the profile.

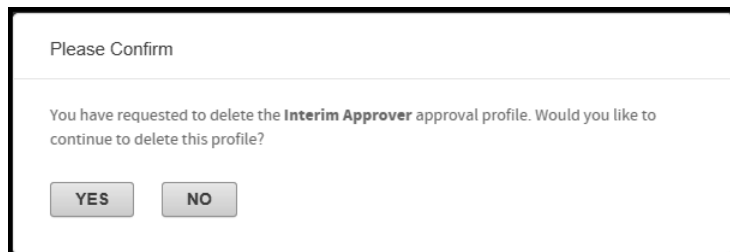


Figure 3-43. Delete approval profile confirmation message

- 4 Click **Yes**. The Approval Profiles for Site page is displayed. Online Card Management removes the deleted approval profile from the list of available profiles.

Approval Path

The Approval path is a flow diagram of the approval path to the **User Expense Approvers** tab on the **Edit Personal Information** page that displays the entire path for approval of the user's expense reports.

Home page messages for a site

Administrators can create messages that are displayed 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 is displayed on the Home page. Administrators can delete the message, or edit it and use it for another time period.

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.

Maintain site messages

Administrators with appropriate security access can add and update messages for organizations. The branding setting for a user determines the messages that user sees on the Home page. For information about the branding setting, see task *Modify a user* on page 5-20.

Step	Action
1	<p>Click Maintain Messages from the Customize Sites in the Administration menu.</p> <ul style="list-style-type: none">• If you have access to more than one site, the Search for Site page is displayed. Find the site for which you are entering site messages and click the Edit icon. The Maintain Messages page is displayed.• If you only have access to one site, the Maintain Messages page is displayed.

Set Up and Maintain Sites

Step Action (continued)

Maintain Messages for PROCARD INC* (00009059) [Select Different Site](#)

Priority	Edit	Delete	Post Date	End Date	Message heading	Message text	Hyperlink
<input type="button" value="v"/>			4/30/2004	5/1/2004	ProCard Level Centre Suite User Message	This message is to demonstrate the org level message	ProCard
<input type="button" value="v"/>			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 He
<input type="button" value="v"/>			9/17/2004	9/17/2004	ProCard Level Centre Suite User Message	This message is to demonstrate the org level message	ProCard
<input type="button" value="v"/>			9/21/2004	9/21/2004	Prod Ops Training	Patti Test	
<input type="button" value="v"/>			7/26/2006	10/8/2006	Fifth Third Support Desk	Access to support thru your bank https://webmail.procard.com Collins!1	53.com
<input type="button" value="v"/>			7/26/2006	7/27/2006	WCI Communities Home Page	access our site	WCI Con
<input type="button" value="v"/>			1/26/2007	1/26/2007	Release 2007.1 Implemented 1/27/2006	release completed	
<input type="button" value="v"/>			3/13/2008	3/15/2008	BMO Message	Text goes here	

Figure 3-44. Maintain Messages 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** link.

- 2 To add a new message, click **Add New Message**. Message fields are displayed.

Step Action (continued)

The screenshot shows a dialog box titled "Add New Message" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Message heading:** A single-line text input field.
- Message text:** A multi-line text area with vertical scroll bars.
- Hyperlink text:** A single-line text input field.
- Hyperlink ref:** A single-line text input field.
- Post Date:** A date input field showing "02/02/2016" with a calendar icon.
- End Date:** A date input field showing "02/02/2016" with a calendar icon.
- Buttons:** An "ADD" button and a "Cancel" button at the bottom left.

Figure 3-45. New message fields

- 3** Complete the following:
- **Message heading field**
Enter the message heading you want, up to 75 characters
 - **Message text field**
Enter the message text, up to 2500 characters.
 - **Hyperlink text field**
If you want a link to another Web site (such as your organization Home page), enter text for that link.

Step	Action (continued)
	<ul style="list-style-type: none">• Hyperlink ref field Enter the link itself in the (located at www.mylink.com)
4	<p>Enter a posting date and an end date in the Posts and Ends fields. Use the date format selected in your browser.</p> <p>Note: Most users in the United States should use the mm/dd/yyyy format.</p> <p>UK users should use dd/mm/yyyy.</p> <p>The message posts at midnight of the posting date, and ends at 11:59 p.m. of the ending date.</p>
5	<p>If you enter the current date as the posting date, the message is displayed immediately after you refresh the page.</p> <p>Click the Add to save the message. The new message is displayed in the message list.</p> <p>To cancel your changes, click the Cancel link.</p>

To work with existing messages

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

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

Customize and brand 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 *Modify a user* on page 5-20.

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.

Customize the Online Card Management Interface

Step	Action
1	<p>Click Customize Interface from the Customize Sites in the Administration menu.</p> <ul style="list-style-type: none">• If you have access to more than one site, the Search for Site page is displayed. Find the site for which you are entering site messages and click the Edit icon. The Customize Interface page is displayed.• If you only have access to one site, the Maintain Messages page is displayed.

Step	Action (continued)
------	--------------------

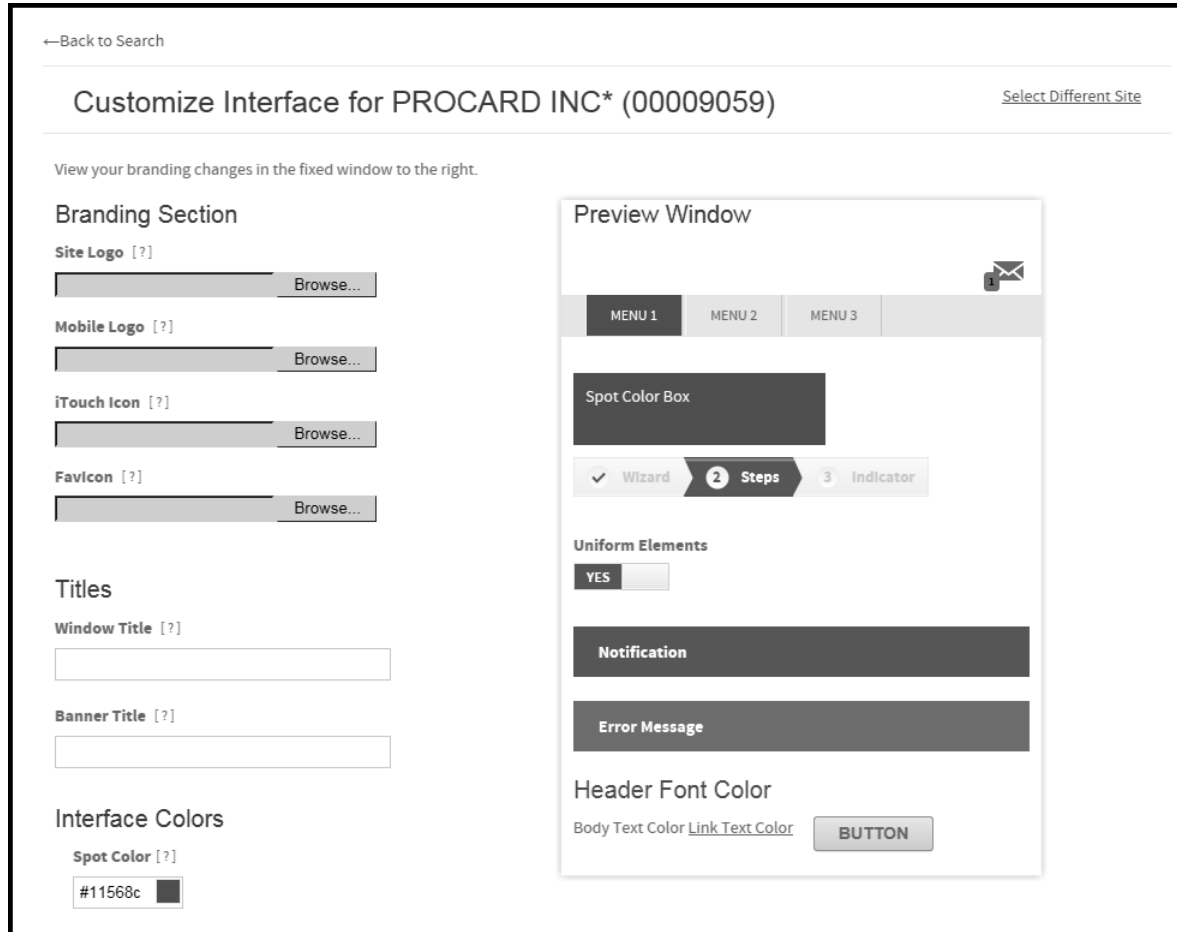


Figure 3-46. Branding Section

- 2 Click **Browse** in the **Branding** section. The **Choose File to Upload** dialog is displayed.
- 3 For desktop, navigate to your local folder where the 650X80 image is located and click **Open**. The path to the image is displayed in the Image file path (site logo) field. Click **Save**. The image is saved and is displayed on the Home page.
- 4 For mobile, navigate to your local folder where the 380X47 image is located and click **Open**. The path to the image is displayed in the Image file path (mobile logo) field. Click **Save**. The image is saved and is displayed on the mobile device Home page.

Step	Action <i>(continued)</i>
5	<p>For iTouch, navigate to your local folder where the 58X58 image is located and click Open. The path to the image is displayed in the Image file path (iTouch logo) field.</p> <p>Click Save. The image is saved and is displayed on the Apple device Home page.</p>
6	<p>For Favicon, navigate to your local folder where the 16X16 with a .ico image is located and click Open. The path to the image is displayed in the Image file path (Favicon logo) field.</p> <p>Click Save. The image is saved and is displayed as an icon for a website.</p>
7	<p>In the Titles section, enter the titles for the window and banner in the corresponding fields.</p>
8	<p>In the Interface Colors section, you can change the colors of the elements of the interface.</p>
9	<p>In the Link and Text Colors section, you can change the colors of the link and text colors used by the interface.</p> <p>A preview window will display to choose a color.</p>

Step	Action (continued)
------	--------------------

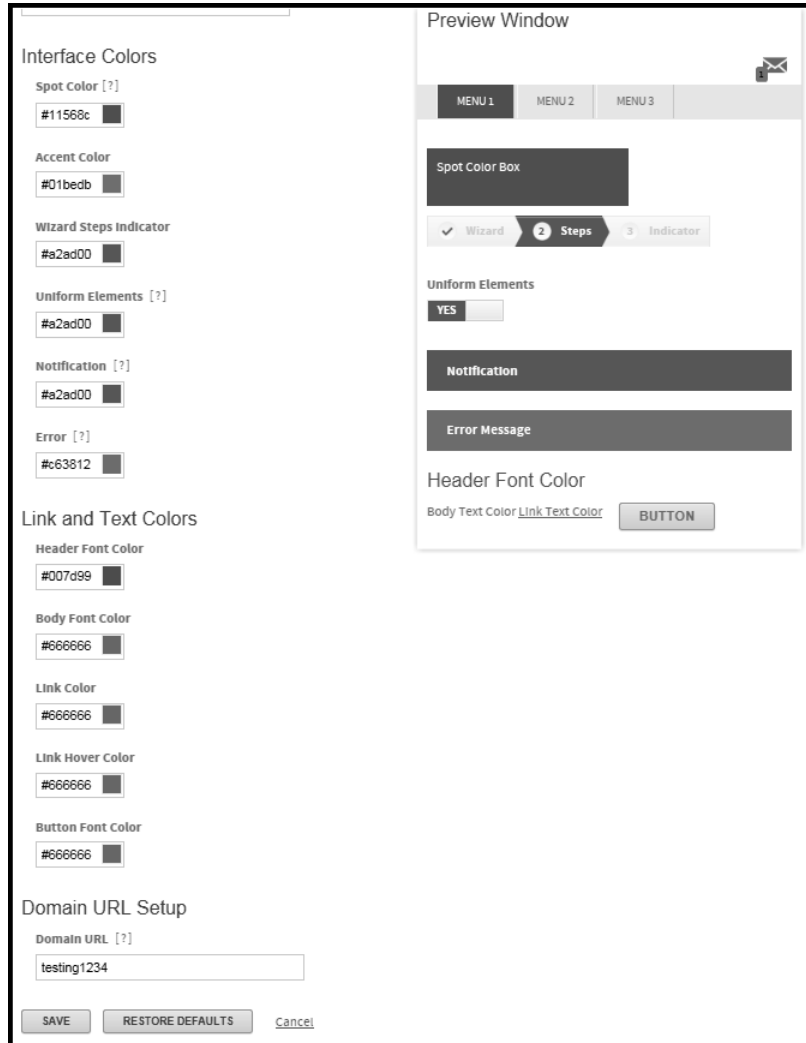


Figure 3-47. Interface Colors

- 10** Enter the site url in the **Domain URL** field.
- 11** Click **Save** to complete the changes.
You can click **Restore Defaults** to return to default settings.

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 explains how you can edit templates to control the content of the emails sent to your users.

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.

Edit an email template

Step	Action
1	From the Administration menu, select Manage Email Templates . The Email Template Maintenance page is displayed listing the templates available.

Step Action (continued)

--- 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 3-48. Email Template Maintenance page

- 2 Find the template you want to edit and click the **Details** icon. The **Email Template Detail** page is displayed.

Step	Action (continued)
------	--------------------

← Back to Email Templates

Email Template Detail for "Alert - Account Past Due"

Email Type
Alert - Account Past Due

Email Language
cultureDescription_de-ch

Email Subject Line
Insert Data Tag
Payment is past due

The current saved email template was created with the standard format

Create standard email template Upload HTML formatted email template

Insert Data Tag

Password Unlock/Reset

SOS | Data Privacy | To CompanyOnlineSOS | Data Privacy
| To CompanyOnlineSOS | Data Privacy | To CompanyOnline

Preview Email Template

SAVE [Cancel](#)

Figure 3-49. Email Template Detail page

3 Customize the subject section of the template by completing the following:

- Select the notification language from the **Email Language** list.
- Review the existing notification subject line in the **Email Subject Line** field. This field is read-only.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">Select the email format options, Create standard email template or Upload HTML formatted email template.
4	<p>If you select Create standard email template and want to modify the text insert text or data tags anywhere in the sequence, select the next line in the sequence.</p> <p>Type your new text or insert a data tag by selecting one from the Insert Data Tag list.</p>
5	<p>If you select Upload HTML formatted email template, the Upload Template dialog is displayed.</p> <p>Click Browse and navigate to the local folder that contains your template.</p> <p>Click Upload. The application verifies the template code and a message is displayed at the top of the page if the template was successfully saved. The new email template is displayed on the Email Template Maintenance page.</p> <p>If you want to modify the text, follow Step 5.</p>
6	<p>Continue editing the email template until it is acceptable. If you need to modify the notification body text, proceed to the next instruction set.</p> <p>Click Preview Email Template to review the edited notification subject text format.</p>
7	<p>Click Save to save the modified notification. The edited notification is listed on the Email Template Maintenance page.</p> <p>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.</p>

Manage 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.

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

Figure 3-50. Manage Broadcast Email Notifications page

Create a new broadcast email notification

Step	Action
1	Click Create New Broadcast Email Notification . The Search for Site page opens.

Figure 3-51. Create Broadcast Email Notification page

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

Set Up and Maintain Sites

Step Action (continued)



Figure 3-52. Search Results

- 3** 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.

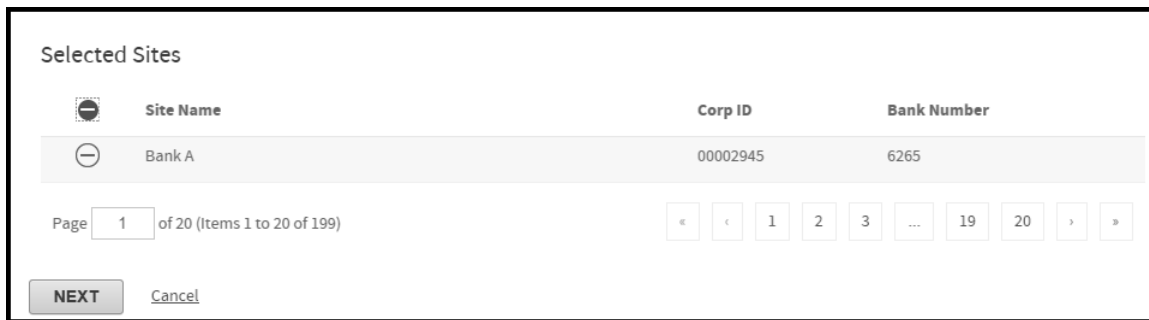


Figure 3-53. Selected Sites

- 4** Click **Next**. The **Create Broadcast Email Notification** page opens. To return to the **Manage Broadcast Email Notifications** page, click **Cancel**.
- 5** 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**.

Step Action (continued)

1 Search for Site
2 Select Profile and Compose

[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 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 3-54. Create Broadcast Email Notification page: Select Profiles

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

Set Up and Maintain Sites

Step	Action (continued)
------	--------------------

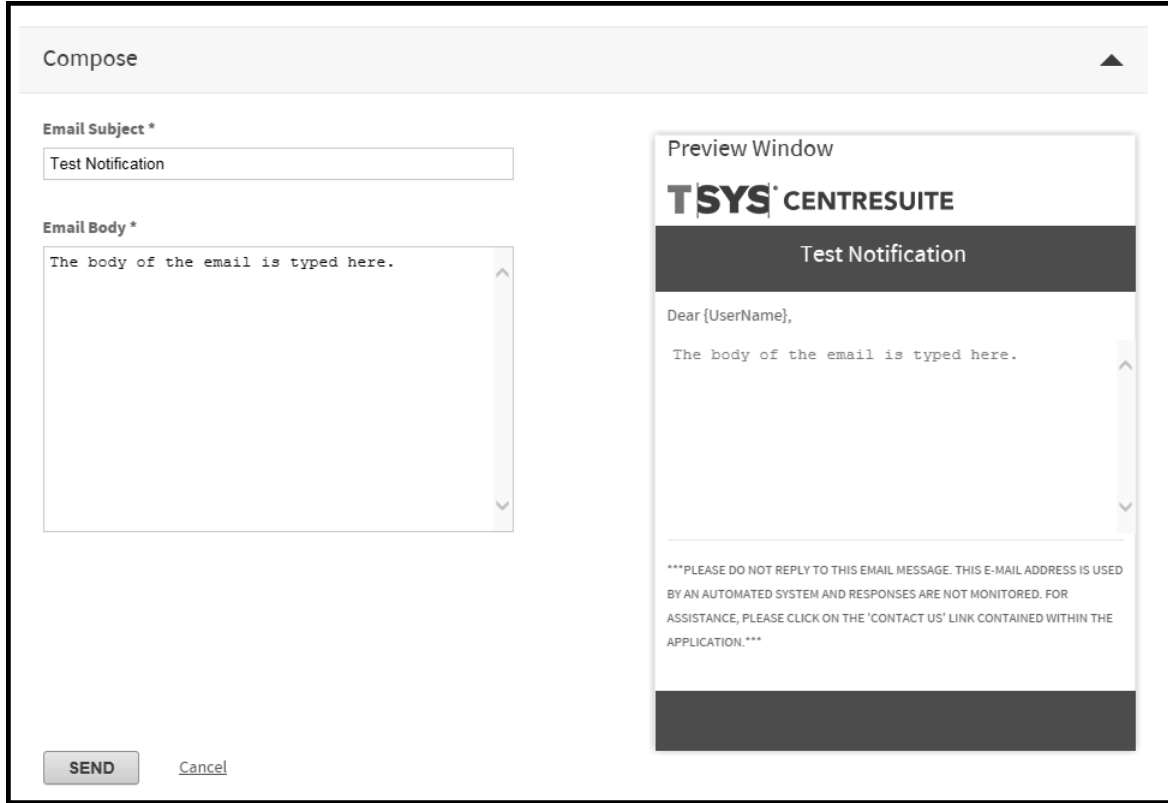


Figure 3-55. Create Broadcast Email Notification page: Compose

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:

- *System allocation*
- *Set up site allocation rules*
- *Define fields and setting properties on page 4- 4*
- *Create and assign valid codes on page 4-15*
- *Set default allocations on page 4-32*

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, and
- 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:

Allocation types	Allocation rules
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.

Allocation types	Allocation rules
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.

Set 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:

- *Define fields and setting properties* on page 4- 4
- *Create and assign valid codes* on page 4-15
- *Set default allocations* on page 4-32

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 **Position Fields and Create Labels** 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), and
- The format of each allocation field, whether the fields contain letters, numbers, special characters, or combinations of all three (if applicable).

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

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:

Step	Action
1	Select Set Up Allocation in the Administration section from the Administration menu. The Set Up Allocation page is displayed.
2	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 is displayed.
3	Click Create New Allocation Scheme . The Create New Allocation Scheme dialog is displayed.

Figure 4-1. Create New Allocation Scheme dialog

1. Enter a name for your allocation scheme in the **Scheme name** field.
The scheme name bundles the specific allocation rules for an organization.
2. Enter a brief explanation of the allocation scheme's purpose in the **Description** field.
4. Click **Save**. The **Set Up Allocation** page is displayed and the new scheme name is listed with the **In Progress** status indicator for your scheme.
5. Complete the following procedures finish set up for you allocation scheme:
 1. Define fields and setting properties
 2. Create and assign valid codes
 3. Set default allocations

Define 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.

Setting Up Allocation

Define fields and setting properties

4-5

Set Up Allocations for TSYS (00050000) [?] [Select Another Site](#)

Click the link shown for each step to complete it. You can stop after any step and finish at a later time.

Before you begin: You need information about your organization's account system, including:

- Field names and lengths
- Whether each field is editable, read-only, or hidden
- Whether each field requires validation
- Format of each field

Scheme name: test
Description: test
Status: In Progress

Define Fields and Set Properties [?]

Step 1. [Position Fields and Create Labels](#)

Step 2. [Select Fields for Display](#)

Step 3. [Assign Properties](#)

Create and Assign Valid Codes [?]

[Configure Validation](#)

[Create Valid Codes](#)

Set Default Allocations [?]

Step 1. [Select Default Types](#)

Step 2. [Match Types with Fields](#)

Step 3. [Assign Default Field Values](#)

Figure 4-2. Set Up Allocations page

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

- *Position fields and create labels*
- *Select fields for display*
- *Assign properties*

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.

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.

Step	Action
1	<p>Click the Position Fields and Create Labels link under the Define Fields and Set Properties section. If you are resuming this step from a previous session, click Modify.</p> <p>The Position Fields and Create Labels page is displayed.</p>

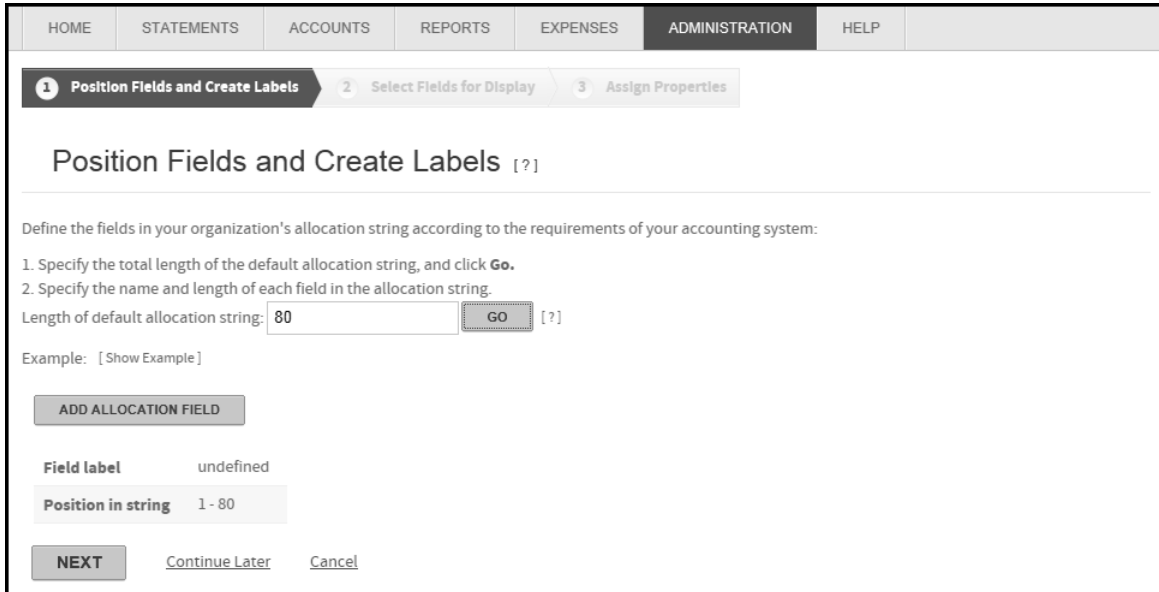


Figure 4-3. Position Fields and Create Labels page

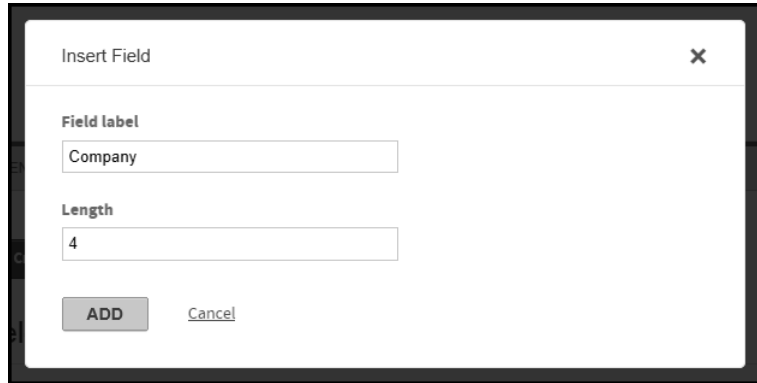
- 2 Enter the total length (number of characters) of the complete organization default allocation string in the field provided.
Field positions and lengths control how the allocation string is displayed to users.
- 3 Click **Add Allocation Field**. The **Insert Field window** is displayed.

Setting Up Allocation

Define fields and setting properties

4-7

Step **Action** *(continued)*



The screenshot shows a dialog box titled "Insert Field" with a close button (X) in the top right corner. Inside the dialog, there are two input fields. The first is labeled "Field label" and contains the text "Company". The second is labeled "Length" and contains the text "4". At the bottom of the dialog, there are two buttons: "ADD" and "Cancel".

Figure 4-4. Position Fields & Create Labels- Define Fields section

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 is displayed.

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

Step Action (continued)

1 Position Fields and Create Labels
✓ Select Fields for Display
✓ Assign Properties

Position Fields and Create Labels [?]

Define the fields in your organization's allocation string according to the requirements of your accounting system:

1. Specify the total length of the default allocation string, and click **Go**.
2. Specify the name and length of each field in the allocation string.

Length of default allocation string: [?]

Example: [\[Show Example \]](#)

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

Edit	Insert	Remove	Field label	Length
			Company	4
			Dept	6
			Cost Center	8
			GL Account	10

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

Figure 4-5. Define new field

- 4** Repeat steps 2 and 3 until you assign the total length of the allocation string to the allocation field segment.

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.
- 5** When you have accounted for the entire string, a new row does not display after you click **OK**, and the Undefined column is no longer displayed in the Define Fields grid.

For example:

Setting Up Allocation

Define fields and setting properties

Step	Action	(continued)
------	--------	-------------

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

Figure 4-6. Define Fields (example)

- 6 Click **Next**. The **Select Fields for Display** page is displayed.

Modify the label or length for an existing field

Step	Action
------	--------

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

Insert a new blank row:

Step	Action
------	--------

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

Remove an allocation field from the list:

Step	Action
------	--------

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

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:

This task assumes that you have already completed positioning fields and created labels.

Note: If you clicked the Next button from the **Position Fields and Create Labels** page, start this procedure with step 3.

Step	Action
1	Click the Select Fields for Display link under the Define Fields and Set Properties section. If you are resuming this step from a previous session, click Modify . The Select Fields for Display page is displayed.

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Define fields and setting properties

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Step Action (continued)

✓ Position Fields and Create Labels **2 Select Fields for Display** 3 Assign Properties

Select Fields for Display [?]

Specify which allocation fields are displayed to users on the **Expense > Edit Transactions** page.

The Available box below shows all fields in the default allocation string. Select the check box by a field name and click **Add to Selected** to add the field to the Selected box. Click a field name in the Selected box and click **Move Up** or **Move Down** to modify the order in which the fields will be displayed to users.

Define Field Display and Order [?]

Preview: Notes Splits Status ... Company Dept Cost Center GL Account

Available (Select All | Clear All)

- Company
- Dept
- Cost Center
- GL Account

Selected (Select All | Clear All)

- Company
- Dept
- Cost Center
- GL Account

▶ ◀

▲ ▼

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

Figure 4-7. Select Fields for Display

- 2** Select all fields in the **Available** box that you want to display to end users, and click the right arrow button.
 - If you want to add all of the available fields, click **Select All** before clicking the right arrow button.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> If you want to add most of the available fields, you can click Select All and clear check boxes for the ones you do not want to include before clicking the right arrow button.
3	<p>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.</p> <p>When you finish defining which fields to display and the order to display them, click Next. The Setup Allocations page is displayed.</p>

Assign properties

Continue the allocation setup process by assigning field 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.

This task assumes that you have selected fields for display.

Step	Action
1	Click the Assign Properties link. The Assign Properties page is displayed.

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Define fields and setting properties

Step	Action (continued)
3	Assign Properties

Assign Allocation Properties [?]

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"/>	Not specified	View/Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/> NO	<input type="checkbox"/> NO
Dept	<input checked="" type="checkbox"/>	Not specified	View/Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Cost Center	<input checked="" type="checkbox"/>	Not specified	View/Edit	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> YES
GL Account	<input checked="" type="checkbox"/>	Not specified	View/Edit	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES

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

Figure 4-8. Assign Allocation Properties page

- 2 To make a field editable, select the corresponding **Edit** option.
If you select the Read-Only option, you do not need to complete steps 3 through 7.
- 3 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.
- 4 Click the **View/Edit** link under the **Restrictions** column. The Restrictions dialog is displayed.
Codes for the available restrictions are listed, depending on what format you choose (if any).
- 5 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).

Step	Action (continued)
------	--------------------

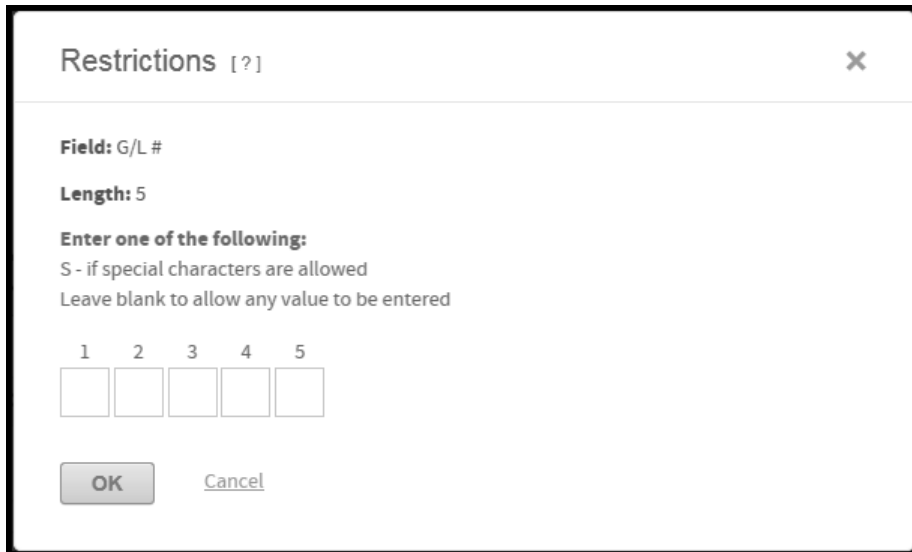


Figure 4-9. Restrictions dialog

Complete the following to apply non-amount restrictions:

- To allow users to enter any value for a character position, leave the corresponding box empty.
- To set the restriction for any character position, enter a new code in the corresponding box.
- Click **OK** to close the dialog. The restrictions you specified display in the Restrictions column in the **Assign Field Properties** section.

If you selected the **Amount** format, the Restrictions dialog for amounts opens displaying the field label and length.

Setting Up Allocation

Create and assign valid codes

4-15

Step	Action (continued)
------	--------------------



The screenshot shows a dialog box titled "Restrictions [?]" with a close button (X) in the top right corner. Inside the dialog, there are the following fields and controls:

- Field: G/L #
- Length: 5
- [Display decimal?] with radio buttons for Yes and No. The No button is selected.
- Number of decimals: 2 (with a dropdown arrow)
- Buttons: OK and Cancel

Figure 4-10. Restrictions for Amounts dialog

Complete the following to set Amount format:

- Select whether or not to display a decimal.
 - If you opted to display the decimal, enter the number of places to the right of the decimal point.
 - 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 is displayed 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 is displayed.

Create and assign 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 codes*
- *Configure allocation validation*
- *Import valid codes from an external file*

You can also use Online Card Management to export the valid codes from the application to an external file.

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.

Step	Action
1	<p>Open the Create and Edit Codes page by completing one of the following:</p> <ul style="list-style-type: none">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. <p>The Create and Edit Codes page is displayed.</p>

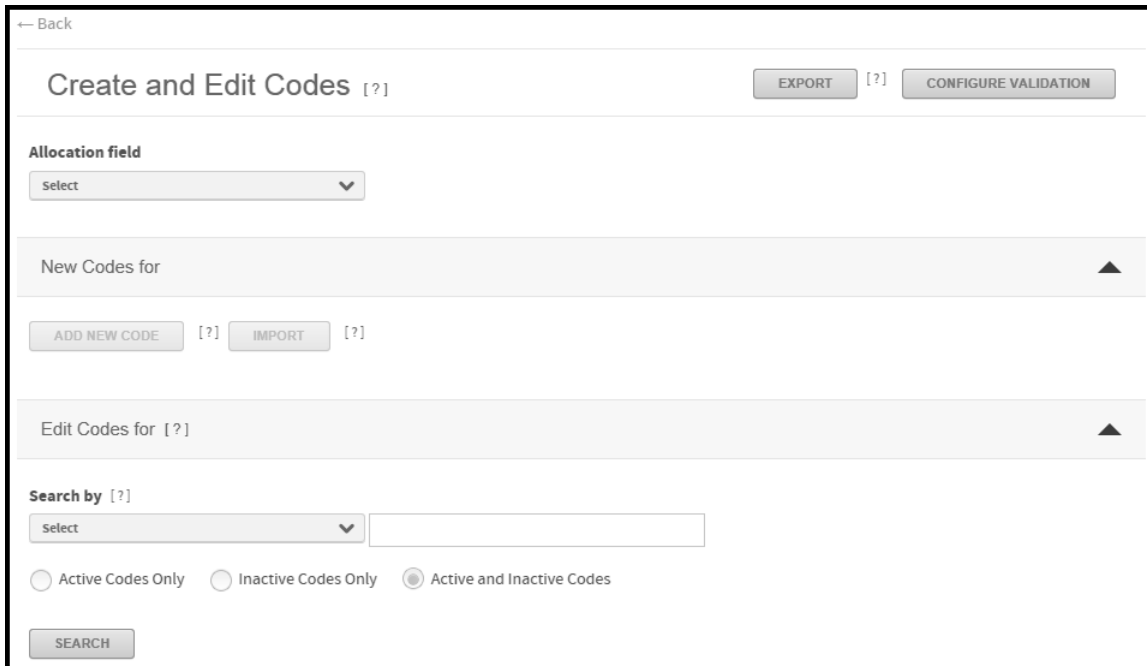


Figure 4-11. Create and Edit Codes page

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

Enter 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 *Import valid codes from an external file*.

Setting Up Allocation

Create and assign valid codes

Step	Action
------	--------

- 1 Click **Add New Code**. The Add New Code dialog is displayed.

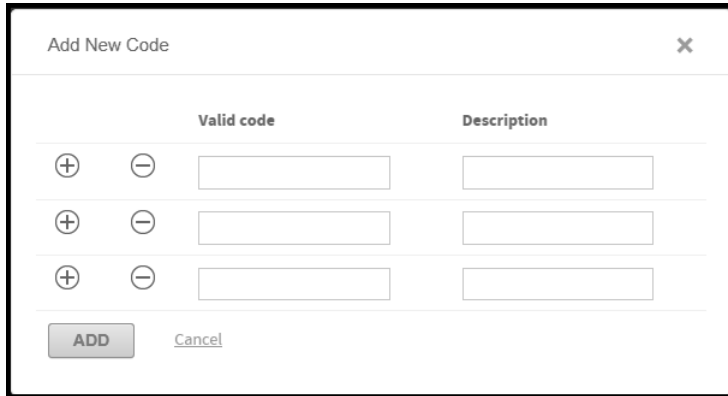


Figure 4-12. Create and Edit Codes- new code fields

- 2 Click the **Add** sign next to add more codes.
- 3 Enter the code descriptions. Continue adding valid codes for each field.
When you finish entering valid codes, click **Add**.

Edit existing codes for the selected allocation field

Note: You can also export existing codes to an external file. See Export codes to an external file.

Step	Action
1	Expand the Edit Existing Codes For section bar to expand the section.

Figure 4-13. Create and Edit Codes page- Edit codes

- From the **Search by** list, select the field you want to use as search.
Select which codes to display: active, inactive, or both.
In the **Search for** field, enter a value to use as the search criteria. You can use a wildcard (*) for beginning or ending characters, or both.
Click **Search**. Online Card Management is displayed a list of existing codes.

Setting Up Allocation

Create and assign valid codes

Step Action (continued)

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

Figure 4-14. Create and Edit Codes- search results

3 You can modify the description for any code, activate or deactivate a code, or remove a code entirely.

When you finish editing codes, click **Update**.

Configure 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.

Configure validation for a single account or unit

Note: If you are configuring validation for more than one account or unit, see *Configure validation for multiple accounts or units* on page 4-22.

Step	Action
1	Click Configure validation . The Configure Validation page is displayed.

Figure 4-15. Configuration Validation page

- 2 If you need to create new, or edit existing codes, click **Create and Edit Codes**. See *Create and edit valid codes*.
When you complete that task, you can return to the **Configure Validation** page.
- 3 Find the desired account or unit. The **Allocation Field** section of the page is displayed, displaying the validation fields for the specified account or unit.

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Create and assign valid codes

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Step Action (continued)

Allocation Field: [?]

Allocation Field:
Company

Search by: [?]
Valid code

SEARCH

Assign Valid Codes

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		

Page 1 of 5 (Items 1 to 20 of 88)

SAVE CHANGES Cancel

Figure 4-16. Allocation Field- configure validation

- 4 Select the allocation field you want to configure from the **Allocation Field** list.
- 5 Select the field to use for the search from the **Search by** list.
Enter a value to search for and click **Search**. The list of available valid codes to choose from is displayed.
- 6 Select the **Assigned** check box in the column for all valid codes.
- 7 If you want to apply the validation to the selected units, select the **Yes** option for **Apply to Subunits**.
The Apply to Subunits option is not applicable when working with accounts. This option is only available when you select a unit.
When finished selecting codes, click **Save Changes**.
- 8 Repeat steps 3 through 7 as necessary.

Configure validation for multiple accounts or units

Note: If you are configuring validation for one account or unit, see *Configure validation for a single account or unit* on page 4-20.

Step	Action
1	Click the Configure validation link in the Create and Assign Valid Codes section. The Configure Validation page is displayed.

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Create and assign valid codes

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Step	Action (continued)
------	--------------------

Figure 4-17. Configuration Validation page

- 2 If you need to create new, or edit existing codes, click **Create and Edit Codes**. See *Create and edit valid codes*. When you complete that task, you can return to the **Configure Validation** page.
- 3 Select the **Assign valid codes to multiple accounts/units** option.
- 4 Find the desired accounts or units. The **Allocation Field** section of the page is displayed, displaying the validation fields for the specified accounts or units.
- 5 Select the field to use for the search from the **Search by** list.
Enter a value to search for and click **Search**. The list of available valid codes to choose from is displayed.
- 6 Select the valid codes from the **Available** box, and click **Add to Selected**.
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.
- 7 Click **Save Changes** when you are finished selecting codes.

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.

Important: Make sure your file is formatted correctly before you import the codes into Online Card Management. See *Import default code import files* on page 4-28 for further instruction on file formats.

Step	Action
1	Click Create Valid Codes the Create and Edit Codes page is displayed.
2	Select an option from the Allocation field dropdown list.
3	Click Import . The Import Allocation Codes section is displayed.
4	If you have previously saved import settings, you can select from one the Use saved settings (optional) list.
5	Click Browse . The Choose file dialog is displayed. Locate the import file and select it.
6	Define the format of the source file. If the file is delimited fields, do the following: <ul style="list-style-type: none"> • 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. If the file format is fixed length fields, do the following: <ul style="list-style-type: none"> • 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 is displayed.

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Create and assign valid codes

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Step	Action <i>(continued)</i>
7	<ul style="list-style-type: none">Type the column name and length for each column in the same sequence as they display in the import file (left to right). <p>Map each column in the import file to the corresponding destination.</p> <p>Select the allocation field from the Destination Columns list that corresponds to each columns in the import file.</p> <p>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 4.</p>
8	<p>Select one of the following options:</p> <ul style="list-style-type: none">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.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.Add/Update/Delete to add new codes, update descriptions o existing codes, and delete any codes that are not in the import file.Delete and replace to delete all existing codes and replace them with the imported codes. <p>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.</p>
9	<p>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</p> <p>It may take a while for the import process to complete. The import must be complete before you can assign the imported codes. The import complete before you can assign the imported codes. To view the details of the import, see <i>View import details</i> on page 4-25.</p>

View import details

Step	Action
1	From the Administration menu, select View Import Log . The Import Log page is displayed.

Step	Action (continued)
------	--------------------

Import Details	Run Date	Name	Description	Status	Output Level	Type
<input type="checkbox"/>		10/13/2015 7:52 AM	alloc.txt	Valid codes - Fixed length field	Failed	Import
<input type="checkbox"/>		10/13/2015 7:49 AM	alloc.txt	Valid codes - Fixed length field	Failed	Import
<input type="checkbox"/>		10/13/2015 7:21 AM	alloc.txt	Valid codes - Fixed length field	Failed	Import
<input type="checkbox"/>		10/13/2015 4:43 AM	alloc.txt	Valid codes - Fixed length field	Ready	Import
<input type="checkbox"/>		10/13/2015 4:28 AM	alloc.9.txt	Valid codes - Fixed length field	Failed	Import
<input type="checkbox"/>		10/13/2015 4:14 AM	alloc.9.txt	Valid codes - Fixed length field	Failed	Import
<input type="checkbox"/>		10/13/2015 4:07 AM	alloc.txt	Valid codes - Fixed length field	Ready	Import
<input type="checkbox"/>		10/13/2015 3:19 AM	alloc.txt	Valid codes - Fixed length field	Failed	Import
<input type="checkbox"/>		10/13/2015 2:58 AM	alloc.txt	Valid codes - Fixed length field	Failed	Import
<input type="checkbox"/>		10/13/2015 1:44 AM	alloc1.txt	Valid codes - Fixed length field	Failed	Import
<input type="checkbox"/>		10/6/2015 4:42 AM	sample_codes3 - IQA.txt	Valid codes - Delimited	Failed	Import
<input type="checkbox"/>		10/6/2015 4:29 AM	sample_codes3 - IQA.txt	Default codes (Account number) - Delimited	Failed	Import
<input type="checkbox"/>		10/6/2015 4:04 AM	alloc3.txt	Valid codes - Fixed length field	Ready	Import
<input type="checkbox"/>		10/1/2015 6:28 AM	sample_codes3 - IQA.txt	Default codes (Account number) - Delimited	Ready	Import
<input type="checkbox"/>		9/29/2015 6:51 AM	sample_codes3 - IQA.txt	Valid codes - Delimited	Failed	Import
<input type="checkbox"/>		9/22/2015 9:45 AM	Account File.txt	Default codes (Account number) - Fixed length field	Ready	Import
<input type="checkbox"/>		9/22/2015 6:39 AM	TabDelimited.txt	Valid codes - Delimited	Ready	Import
<input type="checkbox"/>		9/22/2015 6:35 AM	TabDelimited.txt	Valid codes - Delimited	Ready	Import
<input type="checkbox"/>		9/22/2015 6:23 AM	TabDelimited.txt	Valid codes - Delimited	Ready	Import
<input type="checkbox"/>		9/22/2015 6:15 AM	sample_codes3.txt	Valid codes - Fixed length field	Failed	Import

Figure 4-18. Import log page

- Find the import item from the list.
If the import does not display or the status is "Pending," click Refresh Status.
- Click the **Import Details** icon for the import you want to view details. The File Download dialog is displayed.
- Download the file and view the import results. The ImportResults.txt file contains summary-level details of the import.
Even when the import is successful, duplicate codes or had other errors may exist.

Export codes to an external file

Step	Action
------	--------

- View the list of valid codes as described in *Create and edit valid codes*.
- Click **Export**. The **Export Valid Codes** dialog is displayed.

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Create and assign valid codes

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Step	Action (continued)
------	--------------------

Export [?]

Export

Active Codes Only Inactive Codes Only Active and Inactive Codes

Name:

ValidCodes

Include Columns:

Allocation Field

Valid Code

Description

Status (e.g. active or inactive)

Assigned

Date Created

Created by User

Date Modified

Modified by User

Delimiter:

Tab

Text Qualifier:

RUN EXPORT Cancel

Figure 4-19. Export Valid Codes dialog

- 3 Select which codes to export: active, inactive, or both by selecting the appropriate option.
 - 4 Enter a name for the export file in the **Name** field.
 - 5 Select the columns you want to include in the export file.
 - 6 if you want to use a delimiter in the export file, select the character you want to use as a delimiter from the **Delimiter** list.
 - 7 Click **Run Export**.
- You can retrieve the export from the Output Log. See *Output Log* on page 12-41, for the procedure.

Import 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, and
- Point of Sale.

Format 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 *Position fields and create labels* for more information on defining field 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 is displayed, 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
```

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- 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 *Position fields and create labels* 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 is displayed, 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:

```
999999999999999913385236521456
666666666666666613325632549634
222222222222222213256245411542
77777777777777771365633338888
```

Formatting import files for MCC default allocation codes

You can import default MCC 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 four digit MCC code 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 MCC 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 MCC codes that are in both the database and the import file.

- The allocation code lengths in the file cannot exceed the limits you defined. See *Position fields and create labels* for more information on defining field 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 is displayed, 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:

```
3000,133,8523652,1456
5947,133,2563254,9634
5811,132,5624541,1542
5814,136,5633333,8888
```
- The following is a sample of a comma delimited file with a column header:

```
MCC Code,Company,Account,Cost Center
3000,133,8523652,1456
5947,133,2563254,9634
5811,132,5624541,1542
5814,136,5633333,8888
```

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

- File must contain the default codes and four digit MCC 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.
- 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 *Position fields and create labels* or 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 is displayed, 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 *Position fields and create labels* for more information on defining field 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 is displayed, 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 *Position fields and create labels* 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 is displayed, 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:
A666513385236521456PO55613325632549634B777
13256245411542A23
13656333338888

Set 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*
- *Match types with fields*
- *Assign default field values*

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.

This task assumes that you have already Defined Fields and Settings and Created and Assigned Valid Codes.

If you are the administrator for more than one site, you must first select the site for which you are establishing default allocation types.

Step	Action
1	From the Set Up Allocation page, click the Select Default Types link in the Set Default Allocations section. The Select Default Types page is displayed.

Setting Up Allocation

Set default allocations

4-33

Step Action (continued)

Figure 4-20. 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 buttons.
Repeat until the allocation types in the Selected box are in the order you want them applied.
Applying an allocation rule overwrites the previously assigned codes, so that the last allocation code for any segment applies.
- 4 Click **Next** to open the **Match Types with Fields** 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 *Resume the allocation setup process*.

Match types with fields

This task assumes that you have already established default types . If you are the administrator for more than one site, you must first select the site for which you are establish default allocation types.

You can 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.

Allocation Type	AppR	FinR	People Present (Name/Company)	09 Intercompany Cost Center	Test Reaadonly field	Company	Cos
MCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 4-21. Match Types with Fields page

Step	Action
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

Setting Up Allocation

Step	Action <i>(continued)</i>
	check boxes for the allocation fields to which the default values associated with those types are applied.
	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 . The Assign Default Field values page is displayed.

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.

This task assumes that you have already matched types with fields and that you have the **Assign Default Field Values** page is displayed.

Step	Action
1	Select an option from the Allocation Type field.

Step	Action (continued)
------	--------------------

Figure 4-22. Assign Default Field Values page

- If you select **Unit**, you must also choose whether to display units by list or hierarchy.
- 2 From the **Search by** list, select a field to use as your search criteria.
 In the **Search For** field, enter a search value. 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.
 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.
 - 3 If you selected **Expense Types** in step 1, click the **See Codes** icon for any item to view a list of the MCC codes that are included in that expense type.

Setting Up Allocation

Set default allocations

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Step	Action (continued)						
	<div style="border: 1px solid black; padding: 10px;"><div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;">✓ Select Default Types✓ Match Types with Fields3 Assign Default Field Values</div><div style="text-align: center; margin-top: 10px;"><h3>Assign Default Field Values ^[?]</h3><p>In this step, you specify the default allocation field values for each Allocation Type:</p><ul style="list-style-type: none">• Select an Allocation Type.• Search for the Allocation Type values for which you want to display defaults.• Enter the default values associated with each.<p>Allocation Type: ^[?]</p><p><input type="radio"/> Account <input checked="" type="radio"/> Expense types <input type="radio"/> MCC <input type="radio"/> Unit</p><p>Expense Type ▼</p><div style="border: 1px solid gray; padding: 2px; width: 150px; margin: 5px auto;">*</div><p style="text-align: center;"><input type="button" value="SEARCH"/> ^[?]</p></div><div style="margin-top: 10px;"><p>Expense Type Search Results ^[?]</p><div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; margin-bottom: 5px;"><input type="button" value="SAVE"/><input type="button" value="BATCH UPDATE"/><input type="button" value="EXPORT ALL"/><input type="button" value="UNDO"/></div><table border="0" style="width: 100%;"><tr><td><input type="checkbox"/></td><td>Description</td></tr><tr><td><input type="checkbox"/></td><td>Accounting, Auditing, and Bookkeeping</td></tr><tr><td><input type="checkbox"/></td><td>Advertising Svcs.</td></tr></table></div></div>	<input type="checkbox"/>	Description	<input type="checkbox"/>	Accounting, Auditing, and Bookkeeping	<input type="checkbox"/>	Advertising Svcs.
<input type="checkbox"/>	Description						
<input type="checkbox"/>	Accounting, Auditing, and Bookkeeping						
<input type="checkbox"/>	Advertising Svcs.						

Figure 4-23. Assign Default Field Values- Expense Type Search Results

- 4** 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**.
Click **Save**. The default field value is applied to your selection.
- 5** If you selected **Unit** in step 1, and the unit has subunits and you want to apply these values to the subunits, select **Yes** from the **Include Subunits** option.
- 6** If you selected **Point of sale** in step 1, you can add new point of sale codes, as follows:
 1. Select the number of new codes to add and click **Go**. The entry section is displayed.

Step	Action (continued)
------	--------------------

Code	Description	Company	Cost Center	Project ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<

UPDATE & RETURN [?] Cancel

Figure 4-24. Point of Sale fields

- Enter the new code, description, and default allocation values. See the task *Allocate a transaction* for instructions for entering values into the allocation fields (Cost Center and GL in the example above).

Click **Update & Return**.

7 Assign default allocation values for individual items.

- Enter the default allocation values for individual items in the search results list. See the **Allocate a transaction** for instructions.

- Click **Save**.

To reset all default allocation values in the search list click **Undo**.

- Repeat the steps above for each allocation type for which you want to create allocation rules.

To reset default allocation values to the last saved for a single item, click the corresponding **Reset** icon.

8 After you assign all default allocation values click **Done**.

Assign default allocation values for multiple items

If you select Account, Expense type, MCC, Merchant or Unit (list), you can assign default allocation values for multiple items.

Setting Up Allocation

Set default allocations

4-39

Step	Action
------	--------

- 1 Select the items and click **Batch Update**.

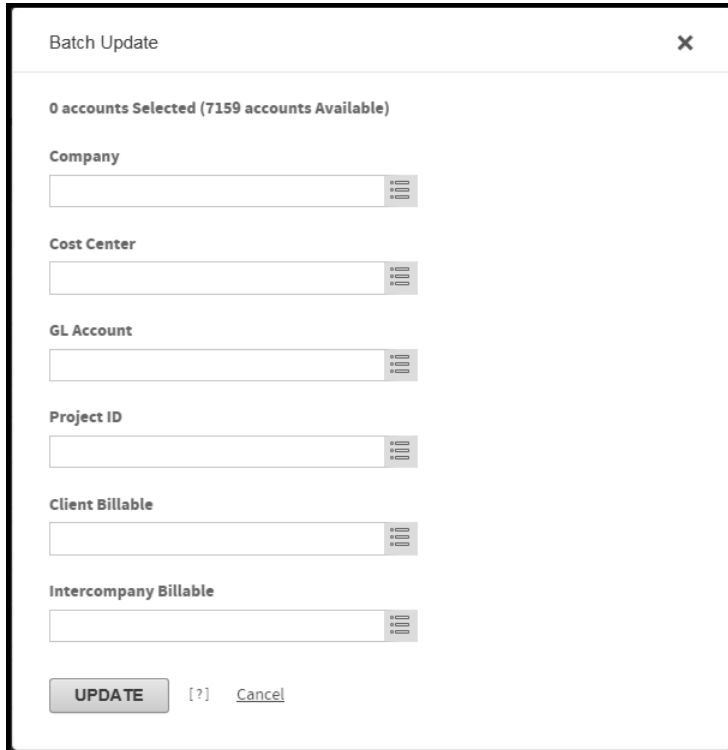


Figure 4-25. Enter Default Values for (field)

- 2 Enter the default allocation values. See *Allocate a transaction* for instructions. Click **Update**.
To reset all default allocation values for the items in the search results list to the last saved, click **Undo**.
- 3 After you assign all default allocation values click **Done**.

Resume the allocation setup process

You can resume the setup process at a later time, or to make changes to the completed site allocation setup.

Step	Action
1	Click Set Up Allocation in the Administration menu. The Set Up Allocation page is displayed. 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.

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:

- *Create a user* on page 5- 1
- *User access permissions* on page 5- 8
- *Search for existing users* on page 5-16
- *Modify a user* on page 5-20
- *Import multiple users* on page 5-24

Create 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:

- Enter basic user information,
- Select a hierarchy location and site branding for the user,
- Create a unique user ID and password,
- Assign permissions to the user, and
- 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.

Enter basic information

Step	Action
1	Select Maintain User Information in the Manage Users section of the Administration menu. The Maintain User Information page is displayed.

Step	Action (continued)
------	--------------------

Figure 5-1. Maintain User Information page

- 2 Click **Add New User**. The **Edit Personal Information for New User** page is displayed.

Figure 5-2. Location and Branding

- 3 Specify Location and Branding information.
 1. Click **Select Location**. Your hierarchy is displayed in a popup window. Select the unit or subunit (node) from the hierarchy to which this user belongs. 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 *Hierarchy terminology* on page 14- 3 .

Step	Action (continued)
------	--------------------

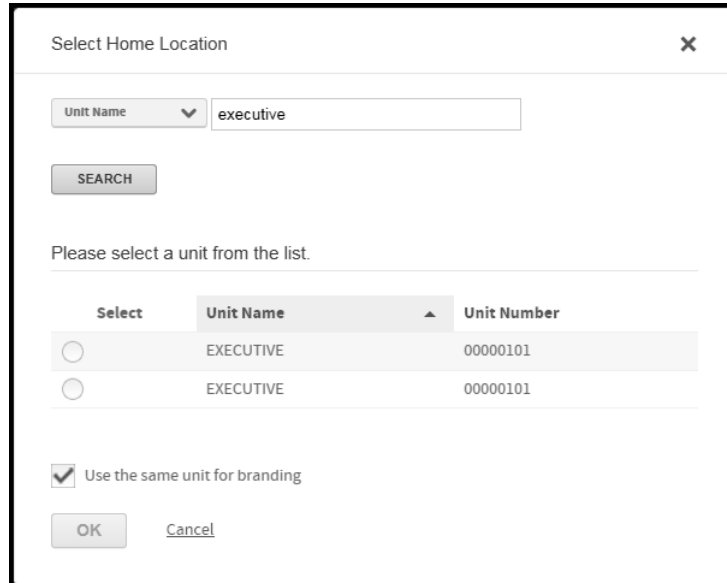


Figure 5-3. Select Unit from Hierarchy

2. Click **Select Branding**. The hierarchy is displayed in a popup window. Select the site from the hierarchy that has the appropriate product branding for the user.
The site you select for branding purposes also controls the rules that control the user's User ID and password.

4 Complete the following:

- 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.
- 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.
- Select a Product Notification option.
- 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.
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

Step	Action <i>(continued)</i>
------	---------------------------

- 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.
- 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.

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.

Figure 5-4. Edit Personal Information

5 Create a valid user ID and password.

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.

Create and Modify Users

Step	Action (continued)
------	--------------------

1. 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.

The screenshot shows a web form titled "User Information". It contains the following fields and controls:

- User ID: [?] ***: A text input field.
- Password: [?] ***: A text input field.
- Confirm password: [?] ***: A text input field.
- Logon status:**
 - Active [?]**: A radio button with the label "YES" selected.
 - Locked [?]**: A radio button with the label "NO" selected.
- Buttons: "SAVE" and "Cancel".

Figure 5-5. Edit Personal Information

2. 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.
 3. In the **Confirm Password** field, re-enter the password.
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 is displayed when you save. The Confirm Password field is case-sensitive and required.
- 6** 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.

- | Step | Action <i>(continued)</i> |
|------|--|
| | <ul style="list-style-type: none"> Select No to temporarily disable this user's logon. |
| 7 | <p>Continue the Create a User process by completing one of the following:</p> <ul style="list-style-type: none"> If the Approvers for User's Expense Report section is displayed on the page, complete assign expense report approvers to the user. If the Approvers for User's Expense Report section does not display on the page, click Save and a message is displayed asking if you want to add access to the new user. Click Yes. <p>See specify user permissions</p> |
| 8 | <p>Assign expense report approvers to the user.</p> <ol style="list-style-type: none"> Click Add Approvers. The Select Approvers page is displayed. Search for the approvers you want to add to this user's profile. |

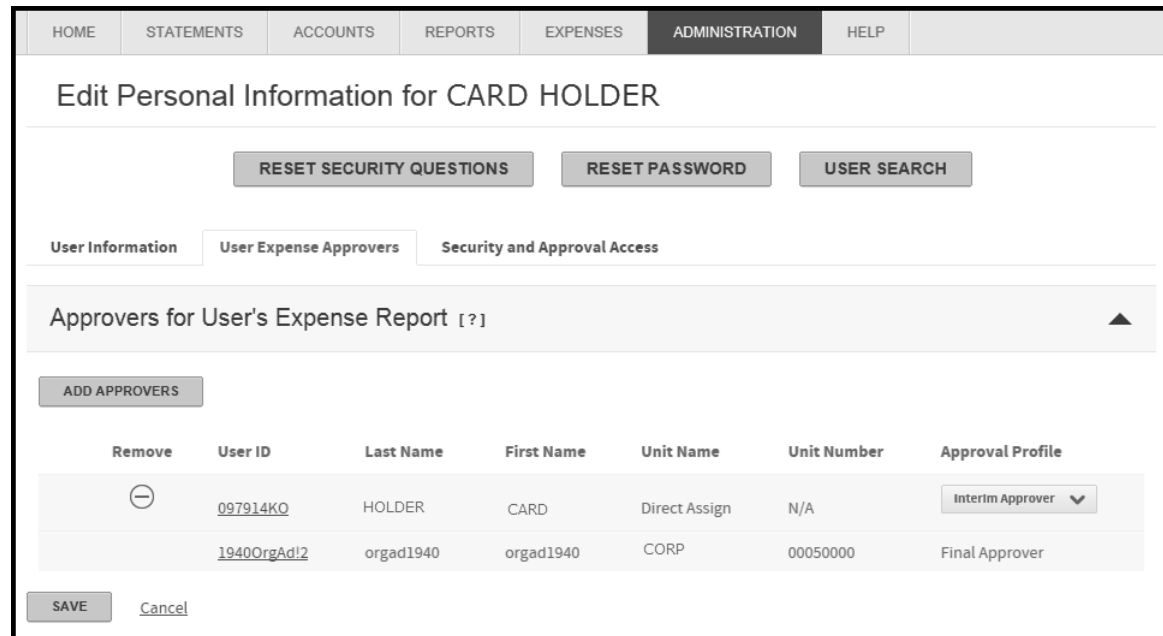


Figure 5-6. Select Approvers page

- Select the users you want to add as approvers.
- Click **Add Selected**. The **Approval Profile** list dialog opens if the user selected does not have an approval profile assigned to them.

Create and Modify Users

Step	Action (continued)
------	--------------------

- Click **OK** to close the Approval profile list dialog. The new approver is listed. The approval profile columns is displayed a message reminding you to assign an approval profile to the new approver.
- 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.
The approval profile assigned to the approver only applies to the user you are creating. Approvers can have different profiles for different users.
- Click **Save** to save the changes to the user's personal information.

9 Specify user access permissions

- Click **Add Access**. The **Add Access** page for this user is displayed.

Add Access For CARD HOLDER

Select by:
 Unit Account User

Name on Account: CARD HOLDER

SEARCH

Select Accounts

<input type="checkbox"/>	Account Number	Account Name	Unit Name	Unit Number	Account Holder	Status	Inac
<input checked="" type="checkbox"/>	0000*****0049	CARD HOLDER	PRODUCT			M9	Yes
<input type="checkbox"/>	0000*****0158	CARD HOLDER	PRODUCT				No
<input type="checkbox"/>	0000*****0484	CARD HOLDER	PRODUCT			F1	Yes
<input type="checkbox"/>	0000*****4475	CARD HOLDER	PRODUCT			CS	No
<input type="checkbox"/>	0000*****5715	CARD HOLDER	PRODUCT				No

Selected Items

Remove [?] Make Owner Include Subunits [?] Security profile [?]

(0000*****0049) Account Holder

ADD [?] Cancel [?]

Figure 5-7. Access for [user] page

- 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

Step	Action <i>(continued)</i>
	<p>created for accounts within the unit. See <i>Approval profiles</i> on page 3-55 for information on approval profiles.</p> <ul style="list-style-type: none"> • 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 <i>Approval profiles</i> on page 3-55 for information on approval profiles.
	3. Select the desired unit, account, or user from the hierarchy. The selection is displayed in the Selected Items list at the bottom of the page.
	4. Select a profile from the Security Profile list.
	5. Select the unit or account options: <ul style="list-style-type: none"> • 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 <i>User security profiles</i> on page 3-49 for more information.
	6. Select a profile from the Approval Profile list. See <i>Approval profiles</i> on page 3-55 for information on approval profiles.
	7. Click Add . The Access page is displayed, with the new permissions shown.
10	<p>When you have specified the fields and completed the steps above, click Save. The new user profile is saved.</p> <p>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.</p>

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

Create and Modify Users

Account Holder. See *User security profiles* on page 3-49 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 *Define a custom security profile* on page 3-50, 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.

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

Tailor individual permissions

Step	Action
1	Select Maintain User Information in the Manage Users section from the Administration menu. The Maintain User Information page is displayed.
2	Enter user search criteria in the appropriate fields and click Search . A list of users that match your search criteria is displayed.
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 is displayed.
4	Go to the Security and Approval Access tab, select the account for which you want to edit access. The Access for [User] page is displayed, showing existing permissions.

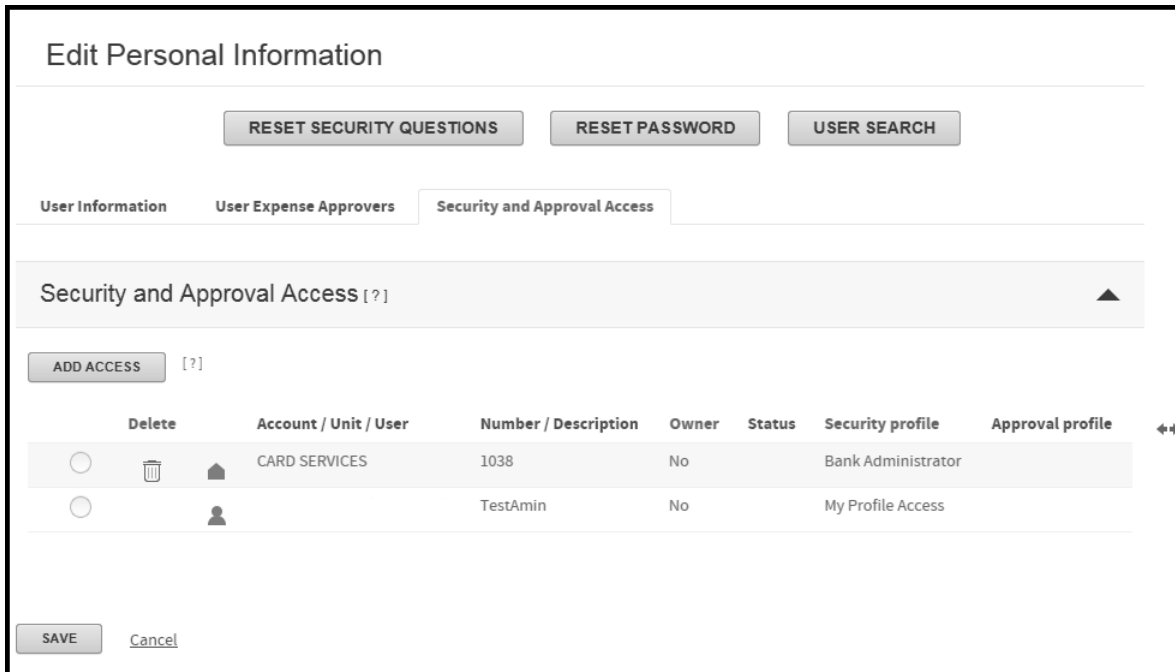


Figure 5-8. Access for [user] page

The Access page is displayed 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.

Create and Modify Users

Step	Action <i>(continued)</i>
5	<ul style="list-style-type: none"><li data-bbox="472 365 1453 432">• The approval profile assigned to the user. This determines the user's role in approving expense reports. <p data-bbox="472 449 1453 558">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 is displayed displaying the permissions for the selected row.</p>

Step	Action <i>(continued)</i>
------	---------------------------

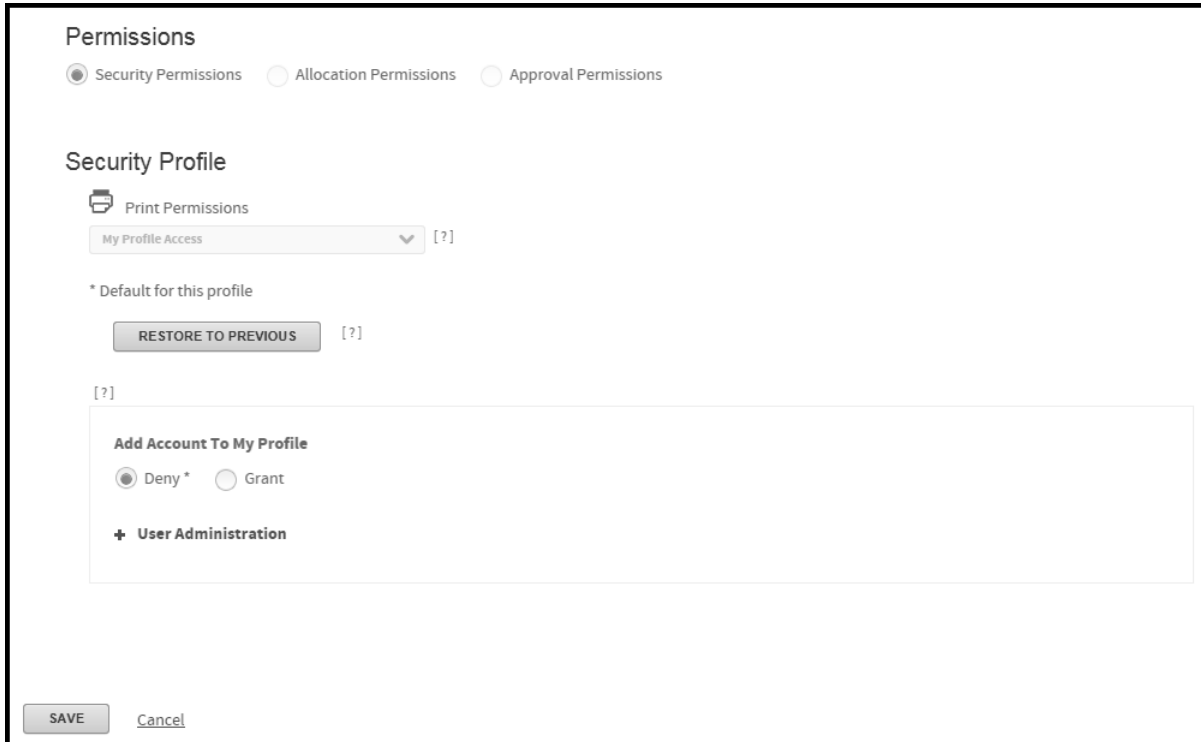


Figure 5-9. Access for [User] page- Security Profile section

The security profile that defines the permissions is displayed 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.

- 6 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.

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

- 7 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.

Step	Action (continued)
------	--------------------

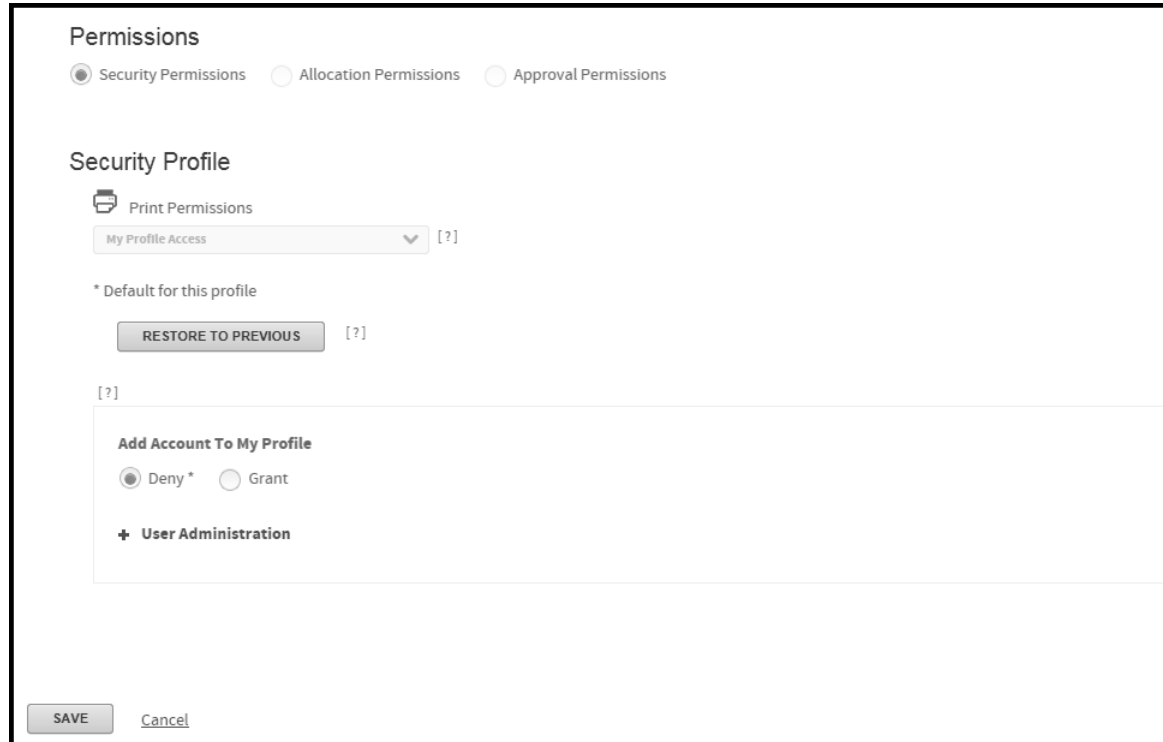


Figure 5-10. Security Profile list

Only profiles applicable to this site display in the list.

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

Add or modify access permissions

You can 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.

Step	Action
1	Select Maintain User Information in the Manage Users section from the Administration menu. The Maintain User Information page is displayed.
2	Enter user search criteria in the appropriate fields and click Search. A list of users that match your search criteria is displayed.
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 is displayed.
4	Go to the Security and Approval Access tab, select the account for which you want to edit access. The Access for [User] page is displayed, showing existing permissions.

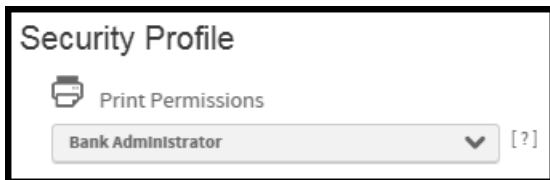


Figure 5-11. Access for [user] page

- 5 Click **Add Access**. The Add Access page for this user is displayed.
- 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 *Approval profiles* on page 3-55 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 *Approval profiles* on page 3-55 for information on approval profiles.

Create and Modify Users

Step Action (continued)

Add Access For Elaine Plakorus

Select by:
 Unit Account User

Unit Name [?]

SEARCH

Select Units

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

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

Figure 5-12. Add Access for User search results

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

Selected Items

Remove [?]	Make Owner	Include Subunits [?]	Security profile [?]	Approval profile
<input type="checkbox"/>		<input checked="" type="checkbox"/>	< Choose access profile >	< Choose approval profile >

Figure 5-13. Add Access for User hierarchy selection

- 8 Select a profile from the **Security Profile** list.
- 9 Select the unit or account options:

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">• 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 <i>User security profiles</i> on page 3-49 for more information.
10	Select a profile from the Approval Profile list. See <i>Approval profiles</i> on page 3-55 for information on approval profiles.
11	Click Add . The Access page is displayed, with the new permissions shown. Click the corresponding Remove icon to delete any account, unit, or user from the list.

Search 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.

Search for a user

Step	Action
1	Select Maintain User Information in the Manage Users section from the Administration menu. The Maintain User Information page is displayed.

Figure 5-14. 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.
- 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 at 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 at 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 at 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.

Step	Action <i>(continued)</i>
------	---------------------------

- **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 **Search**. All users matching the value you specified display in the Search Results list.

Use the Search Results list

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

The Search Results list is displayed in last name order.

The screenshot shows a web interface titled "Maintain User Information" with a search form and a results table. The search form includes fields for Bank number, Corp number, Corp name, User ID, First name (containing "elaine"), Last name (containing "plakorus"), Email address, Status (set to "Either"), and Product Notifications (set to "Either"). A "SEARCH" button is located below the form. Below the search form, a table displays the search results. The table has columns for Emulate, Details, Delete, User ID, First Name, Last Name, Status, Date Created, and Date Last Logon. Three users are listed in the results table, sorted by last name.

Emulate	Details	Delete	User ID	First Name	Last Name	Status	Date Created	Date Last Logon
	...		061598EP	ELAINE	PLAKORUS	Active	9/23/2009	9/9/2015
	...		ArcotTest	Elaine	Plakorus	Active	9/6/2014	9/6/2014
	...		CHtest@1	Elaine	Plakorus	Active	8/14/2013	8/14/2013

Figure 5-15. Search for Users- results

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 is displayed. 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 **Details** icon, to modify user or permissions information. The **Edit Personal Information** page is displayed.
- **Emulate a user:**
Click the **Emulate** icon next to the user listing. The user emulation page is displayed.

Emulate a user

When 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.

Step	Action
1	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 is displayed at the top-right of the user screen with emulated user listed in the "You are emulating:" section of the notice.

Step	Action (continued)
------	--------------------

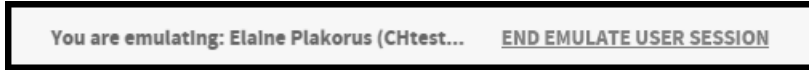


Figure 5-16. User Emulation in Progress indicator

- 2 After a period of inactivity, a session time-out occurs.
Select **Yes** to renew the emulation session with the user. Click **No** to end it.

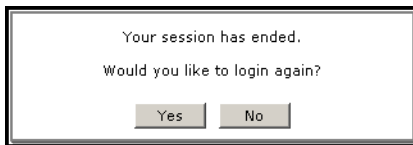


Figure 5-17. Session time out pop-up

- 3 To terminate the emulation session, click the **End link in the Emulation Session** dialog. The **Maintain User Information** page is displayed with a notification that the user emulation session has ended.

Modify 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 *User access permissions* on page 5- 8 .

Modify user information

Step	Action
------	--------

- 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 is displayed.

Step Action (continued)

Figure 5-18. Edit Personal Information

- 2 In the Edit Profile page, modify user information in the following fields:
- **Contact Information**
 - **First name:** Enter the user's first name. This is displayed on Online Card Management's Home page.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">– Last name: Enter the user's last name. This is displayed 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. You can enter more than one address in any of the email fields by separating addresses with semicolons, for example: <code>jdoe@bigcompany.com;john_doe@myhome.org</code> <ul style="list-style-type: none">• Location and Branding<ul style="list-style-type: none">– 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<ul style="list-style-type: none">– 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. 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.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">– 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.

Reset the user password and security questions

Reset user password

To reset the password from the **Edit 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 is displayed and must be communicated to the user. The user must change the password after logging on to Online Card Management.

Reset security questions

To reset the user security questions from the **Edit 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.

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.

Step	Action
1	Use the Maintain User Information page to find the set of users for whom you want to export information. The Search Results section is displayed.
2	Click the Export All link. A file download dialog is displayed.
3	Click Save . A Save As dialog is displayed.
4	Enter a file name and location, and click Save . The user information file saves to the specified location.

Import 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.

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.

Step	Action
1	Select Import Users from the Manage Users section of the Administration menu. Step 1: Select File of the user import process is displayed.

Create and Modify Users

Import multiple users

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Step	Action (continued)
------	--------------------

1 Select File 2 Set Source File Format 3 Assign Columns 4 Validate And Import

Import Users for FIRST COMMERCIAL BANK (00000108) [?]

Type of User to Import * [?]

Cardholder Organization Manager Expense Report Approver

Select a delimited text or Microsoft Excel file from which you want to import users. The file must have the extension .TXT, .CSV, or .XLS.

File name: * [?]

No file selected

Select from settings you may have created and saved during a previous import.

Saved settings: [?]

Select

Figure 5-19. Import Users page- step 1

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

- 2 Select a **Type of User to Import** option.
- 3 Click **Browse**. The Choose file dialog is displayed.
Navigate to your file using the dialog navigation control.
- 4 Select import settings from the **Saved settings** list.
- 5 Click **Next** to continue. Step 2: Source File Format is displayed.

Note: If you select Expense Report Approver or Organization Manager as the type of user to import, your application will not display the same fields as display the figures in this document.

Step Action (continued)

Set Source File Format [?]

Delimiter: *
Tab

Text qualifier: *
No qualifier

First row has column names

Sample of source file:

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	Eadmin@1	eplakorus@tsys.com			tsys	TSYS (00050000)	4/15/2004	10/22/2015 11:43:00 AM
Plakorus	Elaine	ElaineAdmin@4	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			CARD SERVICES (1038)	10/8/2010	8/3/2012 4:01:00 PM	
Plakorus	Elaine	EPAdmin@1	eplakorus@tsys.com			tsys	TOTAL SYSTEMS SERVICES INC (00000005)	1/22/2015	1/23/2015
Plakorus	Elaine	EPAdmin@2	eplakorus@tsys.com			tsys	TOTAL SYSTEMS SERVICES INC (00000005)	1/23/2015	
Plakorus	Elaine	EPCHtest@4	eplakorus@tsys.com			tsys	TSYS (00050000)	1/26/2015	1/26/2015 7:48:00 AM

NEXT Previous Cancel

Figure 5-20. Import Users page- step 2

- 6 Verify the file information and specify the qualifiers if applicable.
 - If the selected file is a TXT or CSV file, select the appropriate values from the Delimiter and Text qualifier lists.
 - If the selected file is an XLS file, these fields do not display. Verify the information in the sample window.
- 7 Select the First row has column names check box if the first row of the file is a header row and does not include actual users you want to import.

Verify that the information that is displayed in the sample field matches the file you want to import.
- 8 Click **Next**. Step 3: Assign Columns of the import users process is displayed.

Step Action (continued)

Select File Set Source File Format **3 Assign Columns** 4 Validate And Import

Assign Source Columns to Destination Columns [1]

Select a destination column name for each of the source file columns you wish to import. Select the destination column name from the dropdown above the source file column. Leave a dropdown as None Selected if you do not wish to import that column.

All required columns must be selected regardless of whether you are creating new users or are adding access to existing users.

Use Default User Access Profile [1]

Save Import Settings [1]

Name of Setting:

test for field

Use Default Card Ownership Setting [1]

* Required columns for new users: Last Name, First Name, User ID, Password, Email, User Access Profile, Account Number and Owner.

	Last Name	First Name	User ID	Password	Email	CC Email	BCC Email	User Access Profile	Account Number	Owner
Source file columns:	User Last Name	User First Name	User ID	Email	Email cc	Email bcc	Branding	Location	Date Created	False
	PLAKORUS	ELAINE	061598EP	eplakorus@tsys.com			tsys	3102 PRODUCT MGMT-CREDIT CARE (00003102)	9/23/2009	False
	Plakorus	Elaine	Eadmin@1	eplakorus@tsys.com			tsys	TSYS (00050000)	4/15/2004	False
	Plakorus	Elaine	ElaineAdmin@4	eplakorus@tsys.com			tsys	TSYS (00050000)	11/2/2015	False
	Plakorus	Elaine	EmailTest1	eplakorus@tsys.com			tsys	TSYS (00050000)	9/2/2014	False
	Plakorus	Elaine	EP_directaccess	eplakorus@tsys.com			tsys	TSYS (00050000)	5/13/2015	False
	Plakorus	Elaine	EPAdmin	eplakorus@tsys.com				CARD SERVICES (1038)	10/8/2010	False
	Plakorus	Elaine	EPAdmin@1	eplakorus@tsys.com			tsys	TOTAL SYSTEMS SERVICES INC (00000005)	1/22/2015	False
	Plakorus	Elaine	EPAdmin@2	eplakorus@tsys.com			tsys	TOTAL SYSTEMS SERVICES INC (00000005)	1/23/2015	False
	Plakorus	Elaine	EPChtest@4	eplakorus@tsys.com			tsys	TSYS (00050000)	1/26/2015	False
	Plakorus	Elaine	EPDemo@1	eplakorus@tsys.com			tsys	TSYS (00050000)	1/14/2015	False
	Plakorus	Elaine	eplakolba	rjung@procard.com				ProCard Centre Suite (1)	3/2/2007	False
	Plakorus	Elaine	Eplakorus1	rjung@procard.com		procard		PROCARD INC* (00019457)	3/30/2006	False
	Plakorus	Elaine	Eplakorus2	tcttest@tsys.com		Procard1		PROCARD INC* (00009059)	3/28/2003	False
	Plakorus	Elaine	EPTest_5Accts	eplakorus@tsys.com				HIGHWAY MAZDA (00000769)	5/13/2015	False
	Plakorus	Elaine	EPTest1	eplakorus@tsys.com			Swiss	SWISSCARD (7753)	9/13/2014	False
	Plakorus	Elaine	EPTestAdmin@1	eplakorus@tsys.com			procard	PROCARD INC* (00019457)	1/15/2015	False
	Plakorus	Elaine	EPTestBranding	eplakorus@tsys.com				3102 PRODUCT MGMT-CREDIT CARE (00003102)	10/22/2015	False
	Plakorus	Elaine	epstestch	eplakorus@tsys.com			tsys	TSYS (00050000)	1/15/2015	False
	Plakorus	Elaine	Recording1	eplakorus@tsys.com				TS2 TEST SITE (00000050)	4/22/2015	False
	Plakorus	Elaine	stmtruvtest	rjung@procard.com				ProCard Centre Suite (1)	5/25/2010	False
	Plakorus	Elaine	TCLVideo	eplakorus@tsys.cm				TS2 TEST SITE (00000050)	6/25/2015	False
	Plakorus	Elaine	TestAdmin@3	eplakorus@tsys.com			tsys	TSYS (00050000)	10/28/2015	False
	Plakorus	Elaine	TestPCBBrano@1	eplakorus@tsys.com				TESTING ACE CORP (00000015)	5/5/2015	False
	Plakorus	Elaine	TestOOP	eplakorus@tsys.com			tsys	TSYS (00050000)	9/24/2014	False
	Plakorus	Elaine	TestRouting	eplakorus@tsys.com			tsys	3102 PRODUCT MGMT-CREDIT CARE (00003102)	6/5/2015	False
	Plakorus	Elaine	TS2TestBank	rjung@procard.com		swisscard		TS2 TEST BANK (6020)	6/27/2012	False
	Plakorus	Elaine	TsysAdmin	eplakorus@tsys.com			tsys	TSYS (00050000)	10/14/2015	False

NEXT Previous Cancel

Step	Action (continued)
	Figure 5-21. Import Users page- step 3
9	Choose the appropriate setting options: <ul style="list-style-type: none">• If the import file contains Default User Access Profile column that you want to use, select the Use Default User Access Profile check box and select the appropriate value from the User Access Profile list.• If you want to save the settings you use in this import for future use, select the Save Imports Settings check box and enter a name for the settings you are saving in the Name of Setting field.• If you want to override the card ownership settings with the card ownership information in the file, select the Use Default Card Ownership Setting check box and select either Yes or No to indicate if you want to make each user the owner of their own card.
10	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.
11	Click Next . Step 4: Validate and Import of the import user process is displayed.

Step Action (continued)

Select File Set Source File Format Assign Columns **Validate And Import**

0 row(s) have passed validation
28 row(s) have errors

The 28 row(s) containing errors appear below with invalid values highlighted. An explanation of the error may be viewed by placing the mouse pointer over the error icon to the right of the cell. To fix the errors, correct them below and click the REVALIDATE button. Otherwise, click IMPORT to import the 0 rows that have passed validation.

Validate Import File Data ^[1]

REVALIDATE

Last Name	First Name	User ID	Password	Email	CC Email	BCC Email	User Access Profile	Account Number
User Last Name	User First Name	User ID [?]	Email [?]	Email cc [?]	Email bcc [?]	Branding [?]	Location [?]	Date Created [?]
PLAKORUS	ELAINE	001568EP [?]	eplakorus@tsys.com			tsys	3102 PRODUCT MGMT [?]	9/23/2009 [?]
Plakorus	Elaine	Eadmin@1 [?]	eplakorus@tsys.com			tsys	TSYS (00050000) [?]	4/15/2004 [?]
Plakorus	Elaine	ElaIneAdmin@4	eplakorus@tsys.com [?]			tsys [?]	TSYS (00050000) [?]	11/2/2015 [?]
Plakorus	Elaine	EmailTest1	eplakorus@tsys.com [?]			tsys [?]	TSYS (00050000) [?]	9/2/2014 [?]
Plakorus	Elaine	EP_directaccess [?]	eplakorus@tsys.com			tsys	TSYS (00050000) [?]	5/13/2015 [?]
Plakorus	Elaine	EPAdmin	eplakorus@tsys.com [?]				CARD SERVICES (1038) [?]	10/8/2010 [?]
Plakorus	Elaine	EPAdmin@1	eplakorus@tsys.com [?]			tsys [?]	TOTAL SYSTEMS SER [?]	1/22/2015 [?]
Plakorus	Elaine	EPAdmin@2	eplakorus@tsys.com [?]			tsys [?]	TOTAL SYSTEMS SER [?]	1/23/2015 [?]
Plakorus	Elaine	EPCHtest@4	eplakorus@tsys.com [?]			tsys [?]	TSYS (00050000) [?]	1/26/2015 [?]
Plakorus	Elaine	EPDemo@1	eplakorus@tsys.com [?]			tsys [?]	TSYS (00050000) [?]	1/14/2015 [?]
Plakorus	Elaine	eplakolba	rjung@procard.com [?]				ProCard Centre Suite (1) [?]	3/2/2007 [?]
Plakorus	Elaine	Eplakorus1	rjung@procard.com [?]			procard [?]	PROCARD INC* (00019) [?]	3/30/2006 [?]
Plakorus	Elaine	Eplakorus2	lcoltest@tsys.com [?]			Procard1 [?]	PROCARD INC* (00006) [?]	3/28/2003 [?]
Plakorus	Elaine	EPTest_5Accts	eplakorus@tsys.com [?]				HIGHWAY MAZDA (000) [?]	5/13/2015 [?]
Plakorus	Elaine	EPTest1	eplakorus@tsys.com [?]			Swiss [?]	SWISSCARD (7753) [?]	9/13/2014 [?]
Plakorus	Elaine	EPTestAdmin@1	eplakorus@tsys.com [?]			procard [?]	PROCARD INC* (00019) [?]	1/15/2015 [?]
Plakorus	Elaine	EPTestBranding	eplakorus@tsys.com [?]				3102 PRODUCT MGMT [?]	10/22/2015 [?]
Plakorus	Elaine	eptestch	eplakorus@tsys.com [?]			tsys [?]	TSYS (00050000) [?]	1/15/2015 [?]
Plakorus	Elaine	Recording1	eplakorus@tsys.com [?]				TS2 TEST SITE (000000) [?]	4/22/2015 [?]
Plakorus	Elaine	stmtrvtest	rjung@procard.com [?]				ProCard Centre Suite (1) [?]	5/25/2010 [?]
Plakorus	Elaine	TCLVideo	eplakorus@tsys.com [?]				TS2 TEST SITE (000000) [?]	8/25/2015 [?]
Plakorus	Elaine	TestAdmin@3	eplakorus@tsys.com [?]			tsys [?]	TSYS (00050000) [?]	10/28/2015 [?]
Plakorus	Elaine	TestCPCBrand@1	eplakorus@tsys.com [?]				TESTING ACE CORP (0) [?]	5/5/2015 [?]
Plakorus	Elaine	TestOOP	eplakorus@tsys.com [?]			tsys [?]	TSYS (00050000) [?]	9/24/2014 [?]
Plakorus	Elaine	TestRouting	eplakorus@tsys.com [?]			tsys [?]	3102 PRODUCT MGMT [?]	8/5/2015 [?]
Plakorus	Elaine	TS2TestBank	rjung@procard.com [?]			swisscard [?]	TS2 TEST BANK (6020) [?]	8/27/2012 [?]
Plakorus	Elaine	TsysAdmin	eplakorus@tsys.com [?]			tsys [?]	TSYS (00050000) [?]	10/14/2015 [?]

IMPORT Previous Cancel

Step	Action <i>(continued)</i>
	Figure 5-22. Import Users page- step 4
12	Verify the data that is displayed on the page. If you have any errors, hover over the corresponding for an explanation of the error and click Revalidate after you have corrected the error.
13	Click Import . The users import into online card management.

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).

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).

Create and Modify Users

Import multiple users

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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	N	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	N	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.

Create and Modify Users

Import multiple users

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Field	Required	Max Length	Restrictions/Description
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.

Create and Modify Users

Import multiple users

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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	N	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	N	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.

Create and Modify Users

Import multiple users

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Field	Required	Max Length	Restrictions/Description
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.

Create and Modify Users

Import multiple users

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Field	Required	Max Length	Restrictions/Description
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	N	8	Blank if not applicable. 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. 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	N	8	See Level 2 above.
Level 4 Number	N	8	See Level 2 above.
Level 5 Number	N	8	See Level 2 above.
Level 6 Number	N	8	See Level 2 above.
Level 7 Number	N	8	See Level 2 above.

Field	Required	Max Length	Restrictions/Description
Level 8 Number	N	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.

Create and Modify Users

Import multiple users

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Field	Required	Max Length	Restrictions/Description
CC Email Address	N	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	N	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.

Create and Modify Users

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Import multiple users

Field	Required	Max Length	Restrictions/Description
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	N	8	Blank if not applicable. 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

Create and Modify Users

Import multiple users

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Field	Required	Max Length	Restrictions/Description
			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	N	8	See Level 2 above.
Level 4 Number	N	8	See Level 2 above.
Level 5 Number	N	8	See Level 2 above.
Level 6 Number	N	8	See Level 2 above.
Level 7 Number	N	8	See Level 2 above.
Level 8 Number	N	8	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 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

Create and Modify Users

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Import multiple users

Field	Required	Max Length	Restrictions/Description
			the "Owner of Account" destination column.

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

This chapter contains the following sections:

- *View an account summary* on page 6- 1
- *View a transaction list* on page 6- 3
- *View account statements* on page 6- 7
- *View authorizations and declines* on page 6-13

Manage 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

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

View an account summary

This section contains information about viewing account summary for the administrator and account.

View an account summary as an administrator

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

Step	Action
1	Select Account Activity from the Statements menu. The Account Activity page is displayed displaying a combination of the following tabs: <ul style="list-style-type: none">• Accounts I Manage

- | Step | Action (continued) |
|------|--|
| | <ul style="list-style-type: none">• Search for Statements |
| 2 | Select the Accounts I Manage tab. |
| 3 | From the Search Account list select one of the following: <ul style="list-style-type: none">• Account Number• Name on Account• Unit Number, or• 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. |
| 4 | Click Search . The list of accounts that match your search criteria is displayed below. |

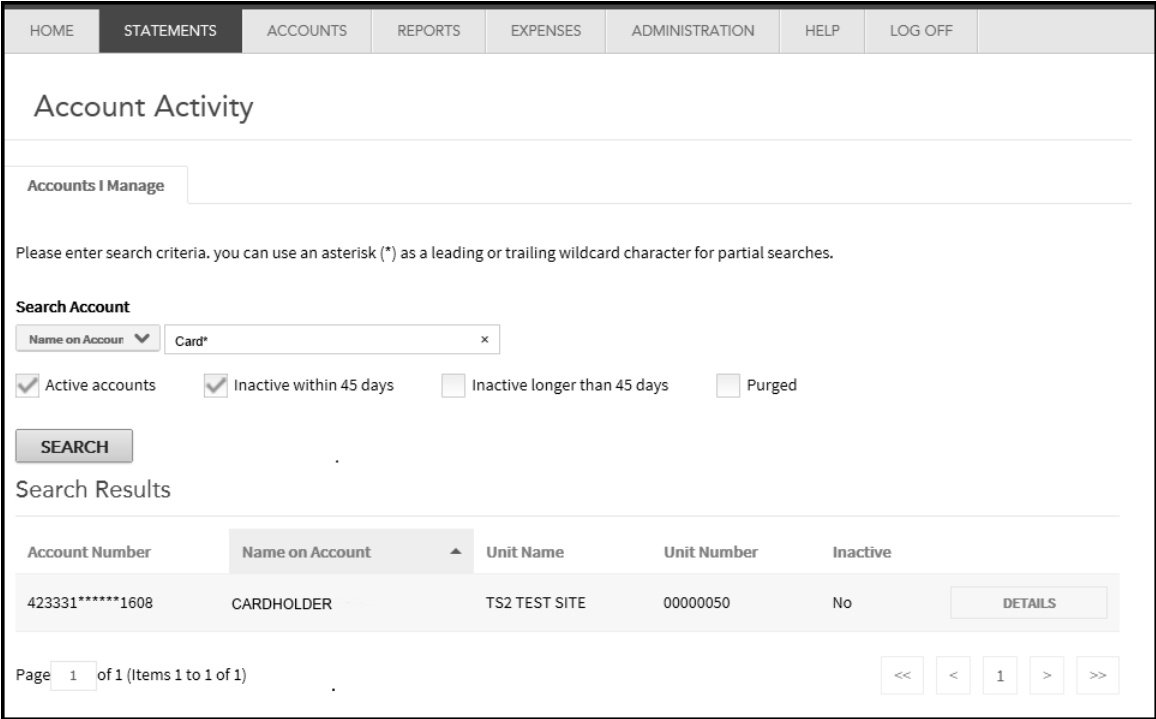


Figure 6-1. Account Activity- Accounts I Manage tab

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

Online Statements

View a transaction list

6-3

Step	Action (continued)

Figure 6-2. Account Activity Details

View the account summary for your account

Step	Action
1	Select Account Activity from the Statements menu. The Account Activity page is displayed with a combination of the following tabs: <ul style="list-style-type: none">• Summary (selected by default)• Transactions• Authorization Requests, and• Statements.
2	You can view additional information by clicking Expand Details (+) below each section.

View 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.

View the transaction list as an administrator

Step	Action
1	<p>Select Account Activity from the Statements menu.</p> <p>The Account Activity page is displayed displaying a combination of the following tabs:</p> <ul style="list-style-type: none">• Accounts I Manage• Search for Statements
2	<p>Select the Accounts I Manage tab.</p>
3	<p>From the Search Account list select one of the following:</p> <ul style="list-style-type: none">• Account Number• Name on Account• Unit Number, or• Unit Name. <p>Specify additional information in the Search Account field. You can use an asterisk (*) as a leading or trailing wildcard character in partial searches.</p>
4	<p>Click Search. The list of matching accounts that you manage is displayed.</p>
5	<p>From the account list, find the account for which you want to view transactions and click Details.</p>
6	<p>Click the Transactions tab. The transactions for the current cycle are displayed by default.</p>

Step
Action (continued)

HOME | STATEMENTS | ACCOUNTS | REPORTS | EXPENSES | ADMINISTRATION | HELP

← Back to results

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

Summary
Transactions
Authorization Requests
Statements

Statement cycle: 11/25/2013 ▼

Download format:

Select
 OFX for MS Money
 QBO for QuickBooks
 IIF for QuickBooks
 QuickBooks WebConnect
 Comma delimited text
 Tab delimited text
 Excel

DOWNLOAD | PRINT THIS PAGE

OPTIMIST ATLANTA GA	\$152.79
Posted: 12/18/2013 Transaction Date: 12/16/2013 Location: Atlanta GA 30318	Original Amount: 152.79 Currency Desc: US Dollar (840) Conversion Rate: 1.0 Billed Amount: 152.79
Originating Account Name: JOHN TABLES Originating Account Number: 440000****4321 MCC: MCC Description: Memo:	
HANKOOK	\$3.00
Posted: 12/16/2013 Transaction Date: 12/13/2013 Location: Atlanta GA 30318	Original Amount: 3.00 Currency Desc: US Dollar (840) Conversion Rate: 1.0 Billed Amount: 3.00
Originating Account Name: JOHN TABLES Originating Account Number: 440000****4321 MCC: MCC Description: Memo:	
SWEETWATER BREWING COMPANY	\$5.00
Posted: 12/14/2013 Transaction Date: 12/01/2013 Location: Atlanta GA 30318	Original Amount: 5.00 Currency Desc: US Dollar (840) Conversion Rate: 1.0 Billed Amount: 5.00
Originating Account Name: JOHN TABLES Originating Account Number: 440000****4321 MCC: MCC Description: Memo:	

Figure 6-3. Account Details - Transactions tab

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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 is displayed 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

Step	Action
------	--------

(continued)

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.

View the transaction list as an account holder

Step	Action
------	--------

- 1 Select **Account Activity** from the **Statements** menu.
The Account Activity page is displayed with a combination of the following tabs:
 - Summary (selected by default)
 - Transactions
 - Authorization Requests, and

Online Statements

View account statements

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- | Step | Action (continued) |
|------|---|
| 2 | <ul style="list-style-type: none">Statements. <p>Click the Transactions tab. The Account Details page for your account is displayed. You can view additional information by clicking Expand Details (+) below each section.</p> |

Figure 6-4. Account Details expanded

View 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.

Select an account to view statements

Step	Action
1	Select Account Activity from the Statements menu.

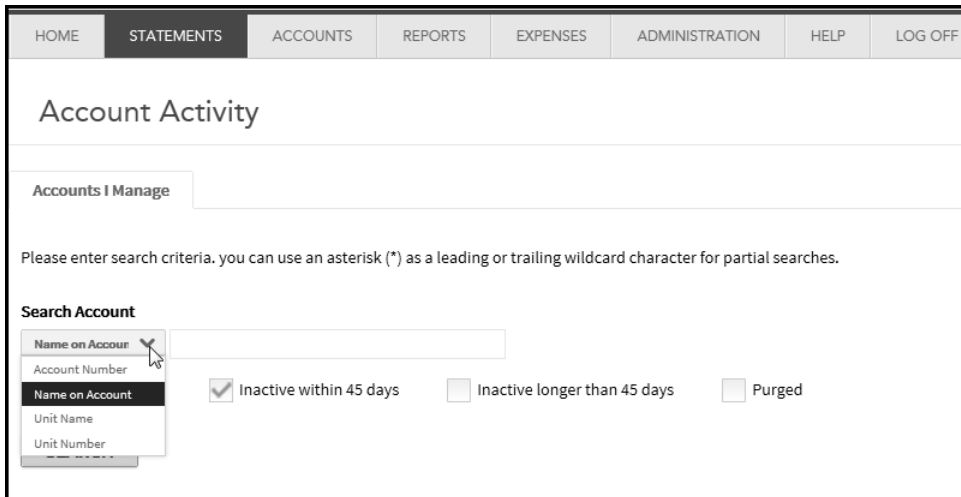


Figure 6-5. Account Activity page

- Specify account search criteria in the **Search Account** field. You can select the following from the Search Account list:
 - Name on Account
 - Unit Name, and
 - Unit Number.

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

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View account statements

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Step	Action (continued)
	<ul style="list-style-type: none">• Purged.
4	Click Search . The search results display below.
5	Locate the account and click Details . The Account Details page is displayed. The Account Details page has four tabs. You click on these tabs for additional information. <ul style="list-style-type: none">• Summary (displayed by default)• Transactions• Authorization Requests, and• Statements.
6	Select the Statements tab. All statements associated with the account display.

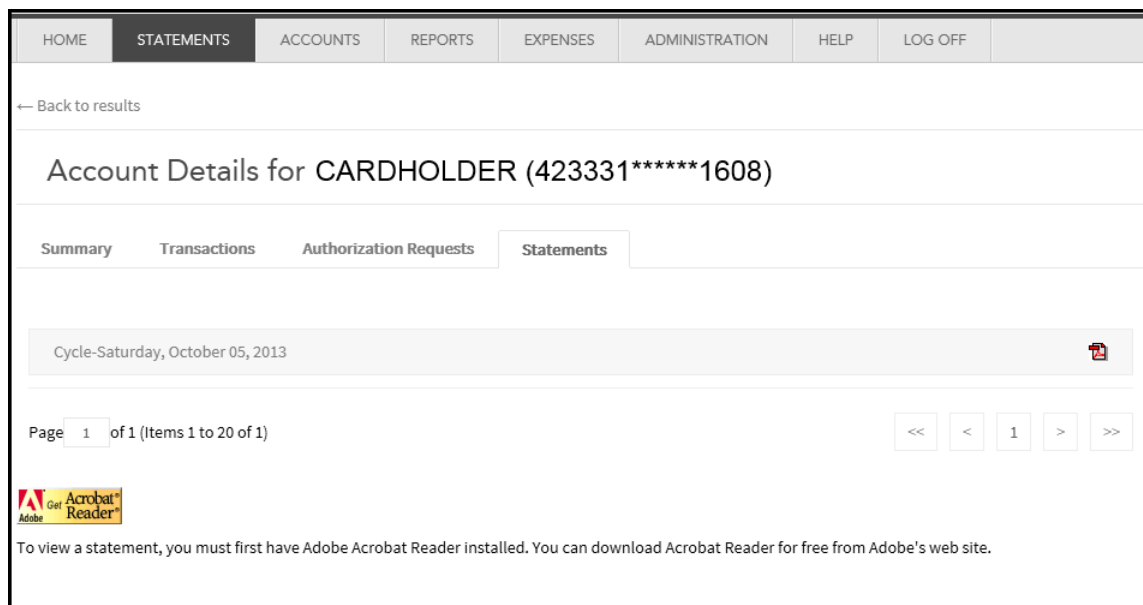


Figure 6-6. Account Details Statements

See the task *View, print, and download the statement*.

Search for statements

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

Step	Action
------	--------

1 Select **Account Activity** from the **Statements** menu.

The Account Activity page is displayed displaying a combination of the following tabs:

- Accounts I Manage
- Search for Statements

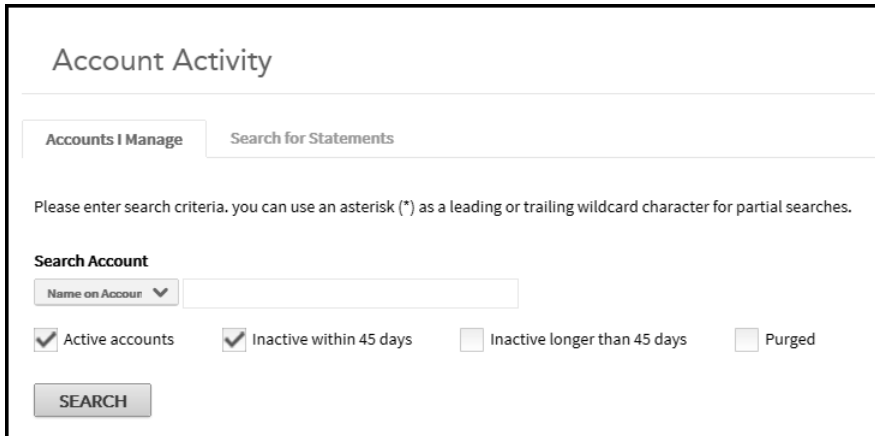


Figure 6-7. Account Activity page

2 Select the **Search for Statements** tab.

Step	Action (continued)
------	--------------------

The screenshot shows a web form titled "Account Activity". At the top, there are two tabs: "Accounts I Manage" and "Search for Statements". Below the tabs, a note 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". Below these are "Start Date *" and "End Date *" fields with calendar icons. A note at the bottom of the form reads: "Limited to a one-month range unless an account name or number is given." A "SEARCH" button is located at the bottom left of the form area.

Figure 6-8. Account Search

- 3** In the **Bank Number** field, enter a bank number for your search. This field is required. You can choose to enter additional search criteria in any of the following optional search fields.
- Unit Number
 - Unit Name
 - Name on account, or

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> Account number.
4	<p>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.</p> <p>The date range is limited to a month unless you specify an account.</p>
5	Click Search . The list of statements that match your search criteria is displayed below.
6	Download the statement you want to view (see <i>View, print, and download the statement</i>).

View, print, and download the statement

Step	Action
1	Click the PDF icon next to the statement you want to view. The file download dialog opens.
2	<p>View the statement:</p> <ol style="list-style-type: none"> Select Open to open this file from its current location. The statement opens in the Adobe Acrobat Reader. To print the file, choose File > Print from the Acrobat Reader menu. When you finish viewing the statement, close the Adobe Acrobat Reader. <p>Download the statement file:</p> <ol style="list-style-type: none"> Click Save from the file download dialog. 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. Click Close to close the Download Complete dialog. <p>Download all statements:</p>

Step	Action <i>(continued)</i>
	<ol style="list-style-type: none">1. Click Download Statements. The Download All Files message is displayed.2. Select a Format option.<ul style="list-style-type: none">• 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 is displayed 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 is displayed in the Current Downloads section. When the file is complete, the file status changes to Ready.5. Click the PDF icon. The Windows File Download dialog is displayed.6. Save the file to your local hard drive.

View authorizations and declines

This section contains information for searching authorizations and declines.

Search for authorizations and declines

Step	Action
1	Select Account Activity from the Statements menu.
2	Specify account search criteria in the Search Account field. You can select the following from the Search Account list: <ul style="list-style-type: none">• Name on Account• Unit Name, or• 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: <ul style="list-style-type: none">• Active accounts• Inactive within 45 days• Inactive longer than 45 days, or

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> Purged.
4	Click Search . The search results display below.
5	<p>Locate the account and click Details. The Account Details page is displayed. The Account Details page has four tabs. You click on these tabs for additional information.</p> <ul style="list-style-type: none"> Summary (displayed by default) Transactions Authorization Requests, and Statements.
6	<p>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.</p> <ul style="list-style-type: none"> All (displayed by default) Approved Declined Referred Fraud, or Pickup. <p>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 are displayed below.</p>

Online Statements

View authorizations and declines

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Step	Action (continued)
------	--------------------

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES ADMINISTRATION HELP LOG OFF

← Back to results

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 6-9. Account Details- Authorizations Requests Tab

- 7 Click **Details** to view additional information about the authorization request.

Step Action (continued)

The screenshot displays a web application interface for card management. At the top, a navigation menu includes links for HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES, ADMINISTRATION, HELP, and LOG OFF. Below the menu, there is a breadcrumb trail: ← Back to results. The main heading is "Account Details for CARDHOLDER (423331*****1608)". Underneath, there are four tabs: Summary, Transactions, Authorization Requests (which is selected), and Statements. Another breadcrumb trail is present: ← Back to results. To the right of this trail are two buttons: "PREVIOUS AUTHORIZATION" and "NEXT AUTHORIZATION". The main content area is titled "Authorization Details" and contains a table of information:

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 6-10. Account Details- Authorizations Details

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:

- *Search for accounts* on page 7- 1
- *Create a new account or modify account information* on page 7- 7
- *Temporary Credit Limit controls* on page 7-22
- *Manage program change requests* on page 7-38
- *Maintain Card Models* on page 7-46
- *Account alerts* on page 7-50

Search 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.

Search 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 not 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 wild card 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"	M Scott Jones Michael S Thomson Mark Smith Sandra J Mitchell
Name on Account	"SM" "J"	Connie J Smith Joan D Smith Bernard P Smith Jr. Mary Ann Smith-Jones Small Jobs Limited
Name on Account	"SM" "J" "S"	Stephan J Smith Stephen Smith Jr. A. J. Smith & Son Const

Manage Accounts

Search for accounts

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Search type	Search string entered	Example search results returned
Name on Account	"SA" "J" "SMITH" or "SMITH" "SA" "J" or "J" "SMITH" "SA"	Sam P Smith Jr. Sandra J Smith
Name on Account (Leading and imbedded wildcard characters are ignored)	"*SON"	Sonya Smith James Song Smith and Sons
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

Search for accounts

Step	Action
1	Select Manage Accounts from the Accounts menu. The Search page is displayed. Note: The following graphic displays all fields available. Depending on your level in your hierarchy, a subset of the following fields is displayed.

Step	Action (continued)
------	--------------------

Figure 7-1. 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.

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.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">• 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. 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.

Step Action (continued)

Manage Accounts

ADD NEW ACCOUNT

Unit or account search criteria must be entered. A minimum of 3 characters are required. You can use an asterisk (*) as a leading or trailing wildcard character for partial searches.

*** Bank number**

Unit Name

Account Name

Unit Number

Account Number

Account status code

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

To improve search performance, enter values for as many search criteria as known.

SEARCH

Search Results (Save View | Export All)

SHOW/HIDE COLUMNS

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 7-2. Account search results

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.

- 5 To view detailed information for any account, click the **Details** icon to display the **Account Management** page for that card account..

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.

Manage Accounts

Create a new account or modify account information

7-7

Step	Action
1	Click Export All . A File Download dialog is displayed.
2	Click Save . A dialog is displayed asking you to whether you want to open the file or save it to your computer. <ul style="list-style-type: none">• 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.

Create a new account or modify 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.

Create a new account

Step	Action
1	To create a new account, on the Search for Account page click Add New Account .



Figure 7-3. Add New Account button

- 2 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.

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.

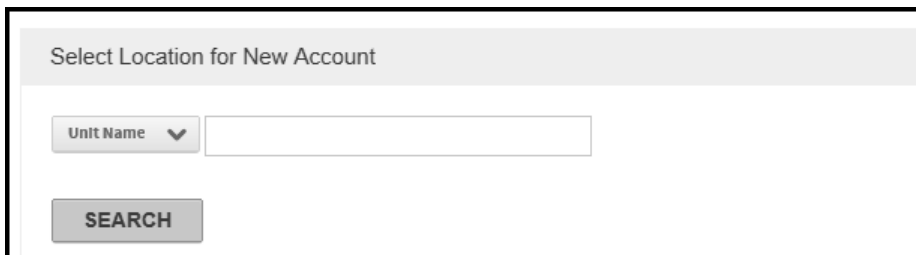


Figure 7-4. Select Location for New Account

- If your company does not have units defined, skip to step 5.
- 3 Click **Search**. The search results are displayed below. You can click the **Hierarchy** icon to display the unit location with your hierarchy
 - 4 Select the unit and click **Next**. The **Account Management for New Account** page is displayed.

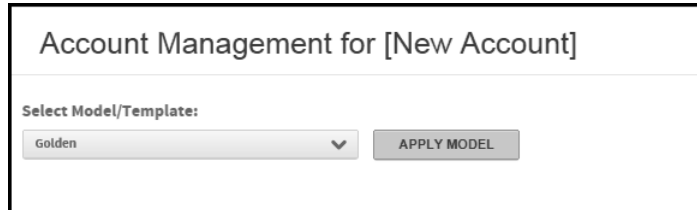
If you have created card models to streamline your new card creation process, select the card model from the **Select Model/Template** list and click **Apply Model**. The fields defined in the card model are applied.

Manage Accounts

Create a new account or modify account information

7-9

Step	Action (continued)
------	--------------------



Account Management for [New Account]

Select Model/Template:

Golden

Figure 7-5. Select Model

- 5 Complete any additional or required account management fields. See *Account Data Fields* on page 7- 9 below for more information.
- 6 When all fields are complete, click **Submit** 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.



[?] [Cancel](#)

Figure 7-6. Submit

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 contains detailed information about fields that can be displayed for the card. Card account fields that can be updated are highlighted in yellow on the system.

Account Data Fields

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.

- Card Information
- Address Information
- General information
- Account Holder Information
- Account Status
- Authorization, and
- Merchant Category Code Group (MCCG) Authorizations.

Step	Action
1	<p>Select an existing account to modify, as described in <i>Search for accounts</i> on page 7- 1 , or create a new account, as described above. .</p> <p>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.</p> <p>The Account Management page is displayed.</p>

Manage Accounts

Create a new account or modify account information

Step	Action (continued)
<p style="text-align: right;">🔌 system ▾</p> <hr/> <p>HOME STATEMENTS ACCOUNTS REPORTS EXPENSES ADMINISTRATION HELP</p> <hr/> <p>← Back to results</p> <hr/> <p>Account Management for [New Account]</p> <hr/> <p>*Required field</p> <p><input type="checkbox"/> Indicates field is updated via real-time</p> <p>Card Information ▾</p> <p>Address Information ▾</p> <p>General Information ▾</p> <p>Account Holder Information ▾</p> <p>Account Status ▾</p> <p>Authorization ▾</p> <p>MCC Group Authorizations ▲</p> <p>The account has no MCC groups</p> <p><input type="button" value="SUBMIT"/> <input type="button" value="SUBMIT WITH NOTE"/> Cancel</p> <hr/> <p style="text-align: center;"><small>Terms & Conditions and Privacy Policy</small></p>	

Figure 7-7. Account Management page

For information about using the program change request functions, see *Manage program change requests* on page 7-38.

Step	Action (continued)
------	--------------------

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** is displayed. Click the **Expand** icon to expand another section, or the **Collapse** icon to collapse an open section.

The screenshot shows a form titled "Card Information" with the following fields:

- Account Number:** (Label only, no input field)
- Card line 1: [?]*** (Input field)
- Card line 2: [?]** (Input field)
- Master Accounting Code [?]** (Input field)

Figure 7-8. Account Management page- Card Information section

1. **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 an 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.

Manage Accounts

Create a new account or modify account information

7-13

Step	Action (continued)
------	--------------------

- **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.

2. Address Information

The screenshot shows a form titled "Address Information" with 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 7-9. 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 is displayed 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. Example: Address Line 2Address Line 3 Address Line 4

Step	Action <i>(continued)</i>
------	---------------------------

- **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.

3. General Information

General Information

Location [?]
00000000

Corporate ID:
00000000

Company ID: [?]

Account type: [?] *

Number of Cards to Request [?]

User Code 1 [?]

Figure 7-10. Account Management- General Information section

Manage Accounts

Create a new account or modify account information

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Step	Action <i>(continued)</i>
------	---------------------------

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.

4. Account Holder Information

Step	Action (continued)
------	--------------------

Account Holder Information

Employee ID: [?]

Date of birth: [?]

Social Security Number: [?]*

Routing #: [?]

Account #: [?]

Figure 7-11. 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.

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.

5. Account Status

Step	Action (continued)
------	--------------------

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 7-12. 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 *Order replacement cards for an account* on page 7-22 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.

6. Authorization

Step	Action (continued)
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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

Step	Action (continued)
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7. MCC Group Authorizations

The screenshot shows the 'MCC Group Authorizations' form. At the top, there is a title bar and an 'ADD MCC GROUP' button. Below this, the form is titled 'MCC Group 1' with a 'Remove' link. The form contains several fields: 'Group' (a dropdown menu), 'Action' (a dropdown menu with 'Default' selected), 'Diversion Account' (a dropdown menu with '420000*****5013' selected), and 'Single purchase' (a text input field with '0'). There is a 'Cycle Limits' section with a table of input fields for 'Amount' and '# of Transactions' for 'Cycle', 'Daily', 'Monthly', and 'Custom' categories. Below this is a 'Number of days' text input field and a 'Start date' date picker set to '01/01/1900'. At the bottom, there are three checkboxes under the heading 'Additional Restrictions using Parent Account Limits': 'Check single purchase limit for parent account', 'Check cycle limit for parent account', and 'Check MCCG table for parent account'.

Figure 7-13. Account management- MCC status section

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.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> 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. • Cycle limits <p>For each of the following fields, leave blank or enter 0 (zero) to indicate that the field is not used.</p> <ul style="list-style-type: none"> – 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.

Manage Accounts

Create a new account or modify account information

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Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">- 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. <ul style="list-style-type: none">• Additional Restrictions using Parent Account Limits<p>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.</p><ul style="list-style-type: none">- 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.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> – Check MCCG table for parent account: Select to override this account's parent account MCCG limits for this MCC group.
3	Click Submit . The Submit Requests dialog opens.
4	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.
5	Click OK . Online Card Management submits the request. You can use the Program Change Request detail page 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.

Order replacement cards for an account

Step	Action
1	In the Account Status section, click Order replacement cards . A dialog box opens. 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 . 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.

Temporary Credit Limit controls

Temporary Credit Limit (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 use Online Card Management to work with TCL controls.

Temporary Credit Limit status

This page consists of three tabs:

- **Manage TCL Controls**
On this tab you search for TCL controls, view TCL details, and edit accounts listed in the TCL log.
- **Resolve TCL Resets, and**
Displays controls with Failed or Retrying statuses from the last 45 days. You cannot search on this tab.
- **Cancel TCL Controls.**
You can cancel a TCL prior to the established TCL expiration.

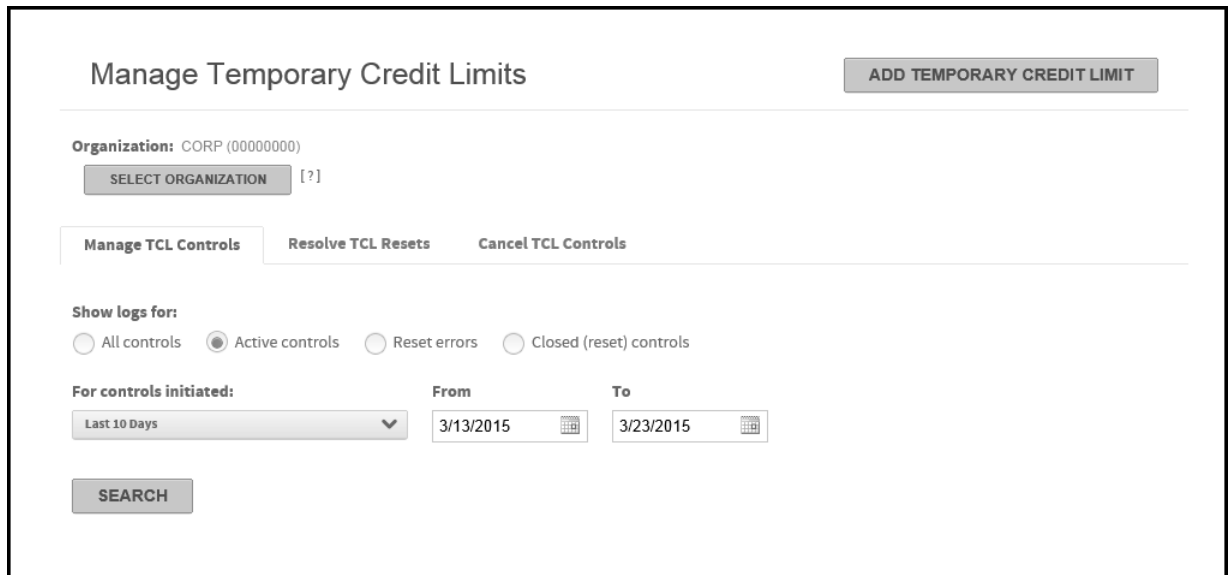


Figure 7-14. Manage Temporary Credit Limits page

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.

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.

Create 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.

Each account can only have one active TCL control at a time.

Complete the following to select an account for a new TCL control:

- | Step | Action |
|------|---|
| 1 | Select Manage Temporary Credit Limits from the Accounts menu.

If you have access to multiple units, the Select Organization page is displayed. Search for the unit for which you would like to add the TCL control. You can review the unit hierarchy by clicking the hierarchy icon. Click Next . The Manage Temporary Credit Limit controls page is displayed. |

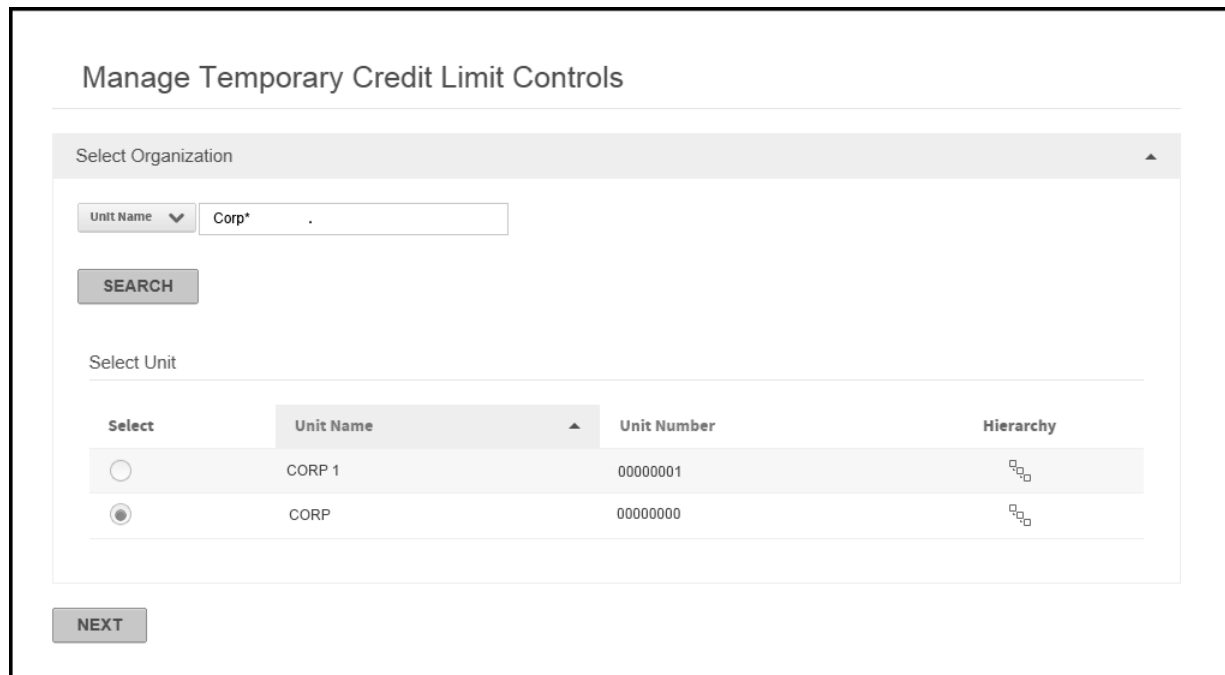


Figure 7-21. Manage Temporary Credit Limits page

If you have access to one organization (unit), Managing Temporary Credit Limit controls page is displayed.

- 2 Click **Add Temporary Credit Limit Control**. The Add Temporary Credit Limit Control page is displayed.
- 3 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.
- 4 Click **Search**. The search results are displayed below.

Step Action (continued)

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 7-22. Add Temporary Credit Limit search results

- 5 Select the account. The **Next** button is displayed.

Step	Action (continued)
------	--------------------

Add Temporary Credit Limit Control

Organization: CORP (00000000)

Search Account

Name on Account

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	

[Cancel](#)

Figure 7-23. Add Temporary Credit Limit account selected

- 6 Click **Next**. The **Add Temporary Credit Limit Control** page is displayed.

Step Action (continued)

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: +/- %

 [Cancel](#)

Figure 7-24. Add Temporary Credit Limit

7 Specify the following information:

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">– On specific date: Type a date using the MM/DD/YYYY format or use the calendar control (**small icon graphic goes here **) 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 deselect 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:<ul style="list-style-type: none">– 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.
8	Click Submit . The TCL is submitted on this account.

Manage Temporary Credit Limit controls

When your search is complete, locate the TCL control you want to review. 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.

Active TCL controls initiated in the last 10 days display in the Temporary Credit Limit Status Log.

Step	Action
1	<p>Select Manage Temporary Credit Limits from the Accounts menu.</p> <p>If you have access to multiple units, the Select Organization page is displayed. Search for the unit for which you would like to add the TCL control. You can review the unit hierarchy by clicking the hierarchy icon. Click Next. The Manage Temporary Credit Limit controls page is displayed.</p> <p>The Manage TCL Controls tab is displayed.</p>
2	<p>Select a log type from the Show logs for option. You have a choice of one of four control options.</p> <ul style="list-style-type: none"> • 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	<p>Specify one of the following to select a date range for the controls.</p> <ul style="list-style-type: none"> • 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. The date range cannot exceed 45 days.
4	<p>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.</p>

Manage Accounts

Step	Action (continued)
------	--------------------

Manage Temporary Credit Limit Controls

Organization: CORP (00000000)

SELECT ORGANIZATION [?]

Manage TCL Controls | Resolve TCL Resets | Cancel TCL Controls

There are 1 failed temporary credit limit resets that require attention.

Failed reset within last 45 days (2/14/2015 - 3/31/2015) (Export All)

Status	Details	Account Number	Name on Account	Control Status	Temporary Credit Limit
●	...	111111*****1111	CARDHOLDER 1	Failed	110.00

Figure 7-25. Resolve Temporary Credit Limits

- 5 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.

Step Action (continued)

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)

Figure 7-26. Resolve Temporary Credit Limits details

- 6 Click the Account Number link to open the Account Management page. You modify account information on this screen.

Manage 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 **Transfer Accounts** page. The account moves are performed in real time so they occur when the confirmation dialog is displayed. 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.

Step	Action
1	Select Transfer Accounts from the Accounts menu. The Transfer Accounts page is displayed.

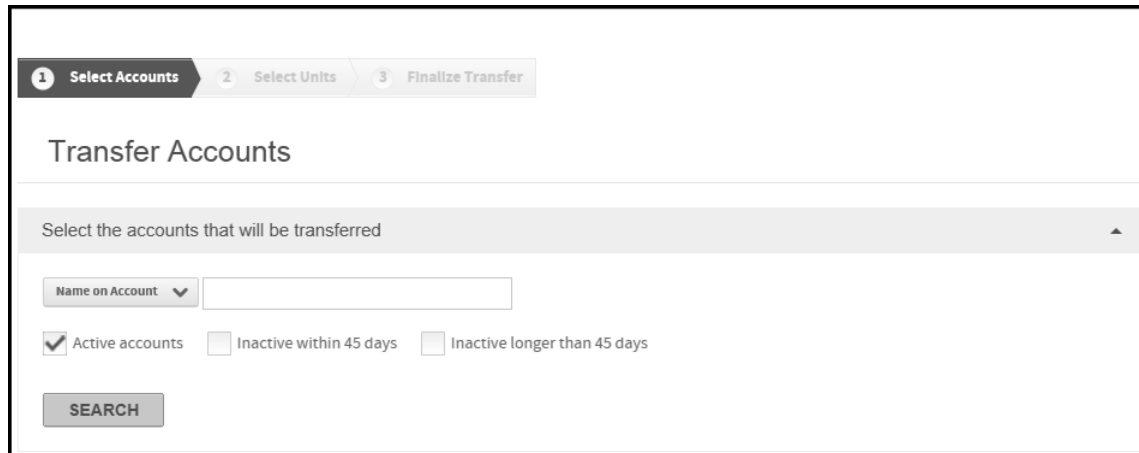


Figure 7-27. Manage Account Transfer page

- 2 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.
- 3 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.
- 4 Click **Search**. Accounts matching your search criteria display below.

Step Action (continued)

1 **Select Accounts**
2 Select Units
3 Finalize Transfer

Transfer Accounts

Select the accounts that will be transferred ▲

Name on Account ▼

Active accounts Inactive within 45 days Inactive longer than 45 days

SEARCH

Select Accounts ⓘ

	Account Number	Account Name ▲	Unit Name	Unit Number	Account Holder
<input checked="" type="checkbox"/>	111111*****1111	CARDHOLDER	CORP INC	00000000	

Selected Accounts

Remove	Account
⊖	CARDHOLDER (111111*****1111)

NEXT

Figure 7-28. Manage Account Transfer search results

- 5** Select the account(s). The selection is displayed in the **Selected Accounts** section.
- 6** Click **Next**. The **Transfer Accounts/Select Units** page is displayed.

Step	Action (continued)
------	--------------------

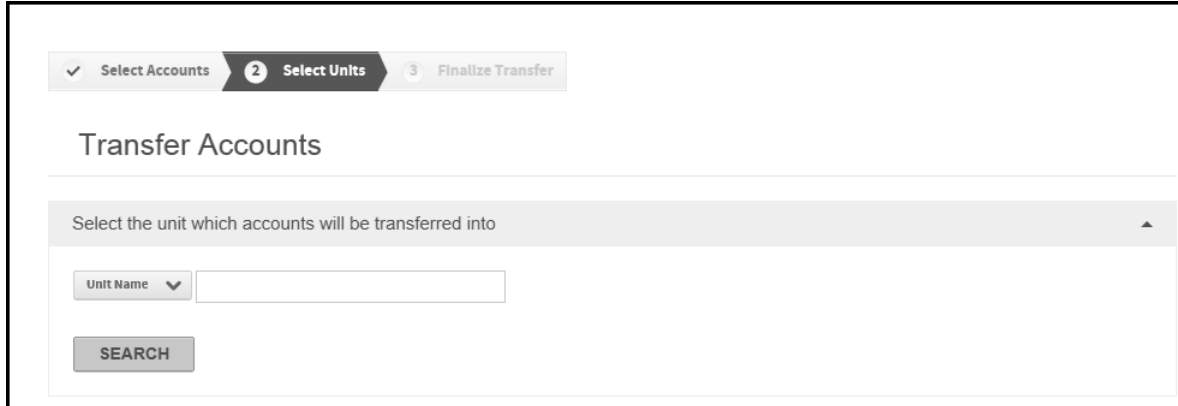


Figure 7-29. Transfer Accounts/Select Units page

- 7 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.
- 8 Click **Search**. The units matching your criteria display in the **Select Unit** section.

Step	Action (continued)
------	--------------------

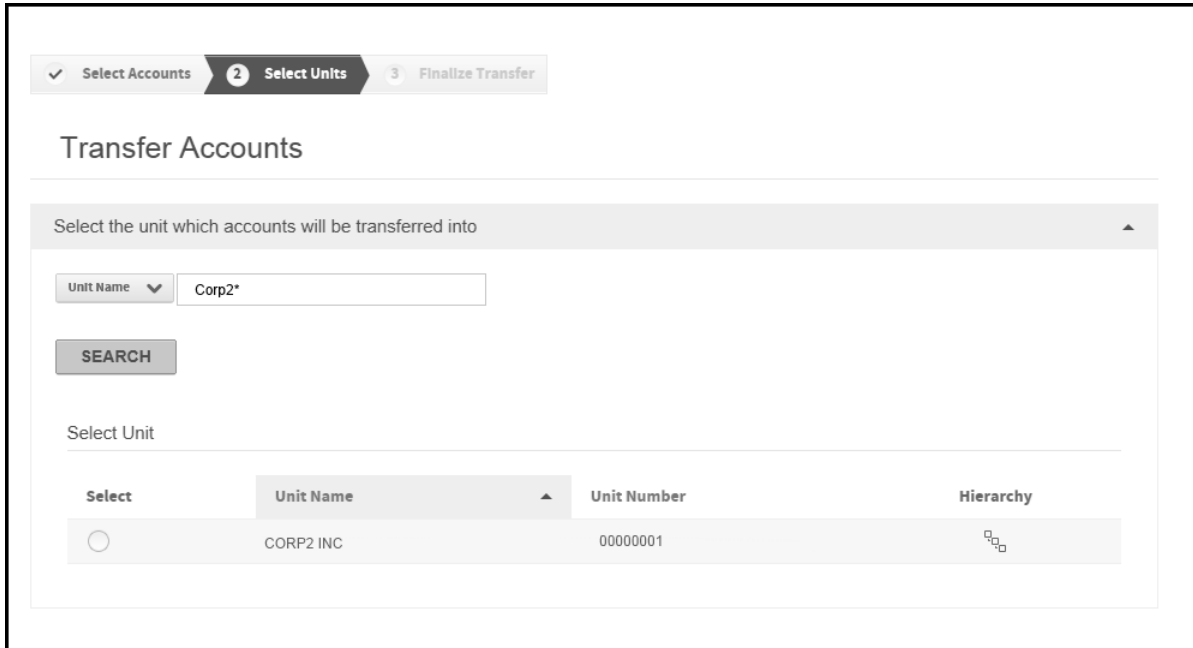


Figure 7-30. Transfer Accounts/Select Units search results

- 9 Select the unit and click **Next**. The **Transfer Accounts/Finalize Transfer** page is displayed with the account or accounts listed.

Step **Action** *(continued)*

Transfer Accounts

The following accounts will be transferred to **CORP2 INC**

Remove	Account Name	Account Number	Unit Name
<input type="radio"/>	CARDHOLDER	111111*****1111	CORP2 INC

Move associated transactions [?]*

Figure 7-31. Finalize Transfer

- 10** 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

Step	Action <i>(continued)</i>
------	---------------------------

calendar control to select a date. The transactions for the accounts you transfer will move to the new unit on that date.

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.

11 Click **Submit**. The accounts are transferred to the new unit.

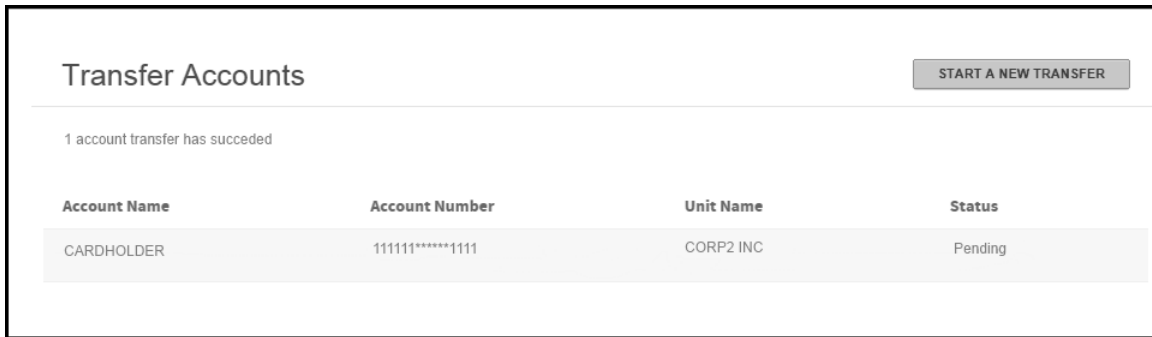


Figure 7-32. Accounts transferred

If the account has a **Failed** status, hover your cursor over the associated information icon for more information.

12 Click **Start a New Transfer** to return to the **Transfer Accounts** page.

Manage 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 *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.

Search 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:

Step	Action
1	From the Accounts menu, select View Program Change Requests . The Program Change Request search page is displayed.

Figure 7-33. 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

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> • Account number • Organization • Flag <p>The Search By list does not display for Status or Flag searches. When you select Status, check boxes are displayed 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."</p>
4	<p>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.</p>
5	<p>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.</p> <p>The Date list is not displayed if you select Request ID in the Search By field (Step 3).</p>
6	<p>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.</p>

Step Action (continued)

The screenshot shows a web interface for searching Program Change Requests. It includes search filters for 'Search For' (All requests selected, Real-time requests only unselected), 'Search By' (Account Name dropdown, search box containing 'card'), and 'Date Range' (Today dropdown, From: 02/20/2014, To: 03/20/2015). A 'SEARCH' button is present. Below the filters is a 'Search Results' section with action icons and 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 7-34. PCR search results

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.

Work 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:

Note: Not all tasks are available to all users.

- 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, or
- Print information about the request.

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 is displayed with the requests for the account listed.

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 *Search for requests*.

Step	Action
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.
2	Click the action icon in the Actions control.



Figure 7-35. Actions control

- Submit
- Delete
- Change status
- Flag for follow-up

Step	Action (continued)
------	--------------------

- Print

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 **Change Status** icon, which normally activates for the Rejected status, will not activate.

3 One of the following confirmation dialogs is displayed:

- Submit

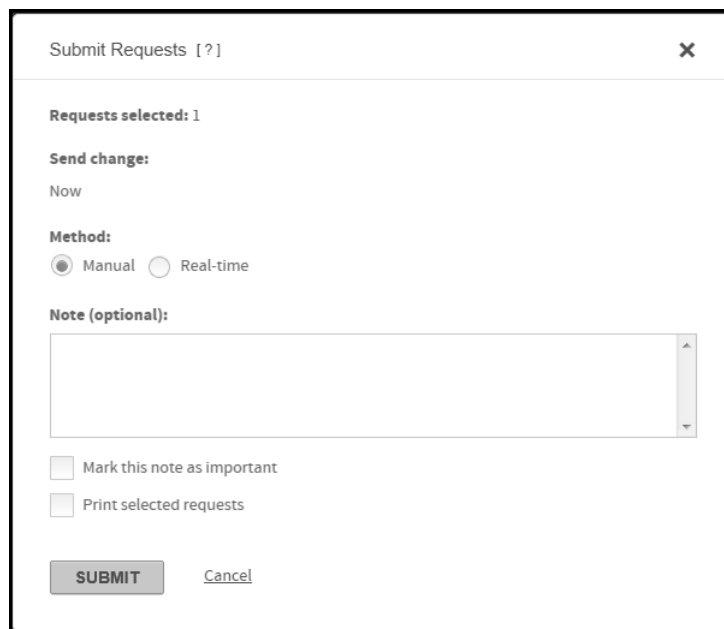


Figure 7-36. Submit Requests

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

Step Action (continued)

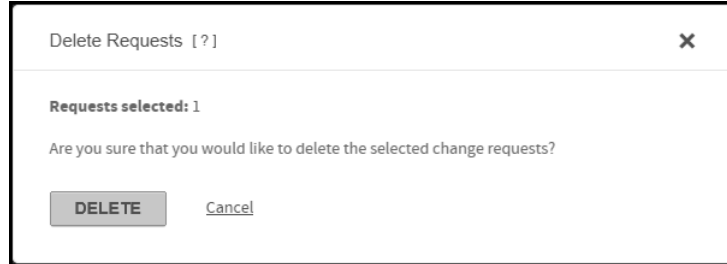


Figure 7-37. Delete Requests

Click **Delete** to delete all selected requests.

- Change Status

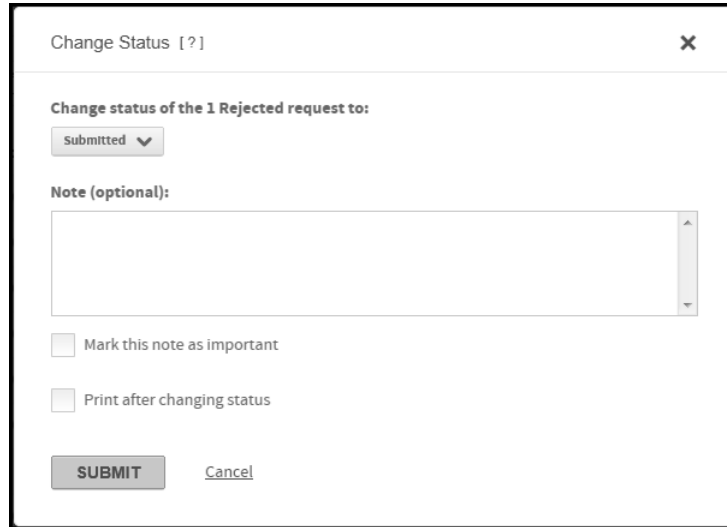


Figure 7-38. Change Status

Select the new status from the **Change status of** list. You can enter a note about this change for others to read (optional).

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 is displayed if you selected the **Print after changing status** check box.

- Flag for follow-up

Step	Action (continued)
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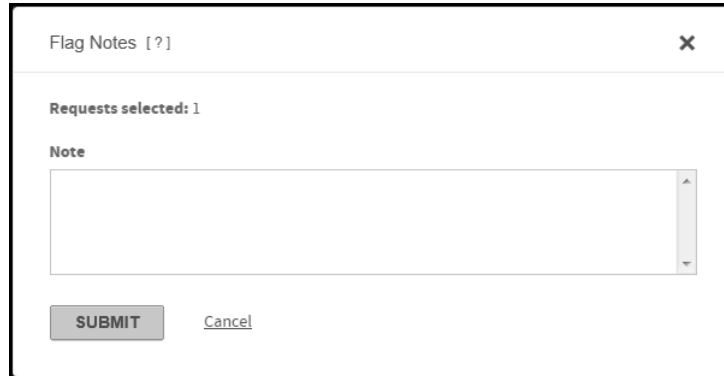


Figure 7-39. Flag Notes

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

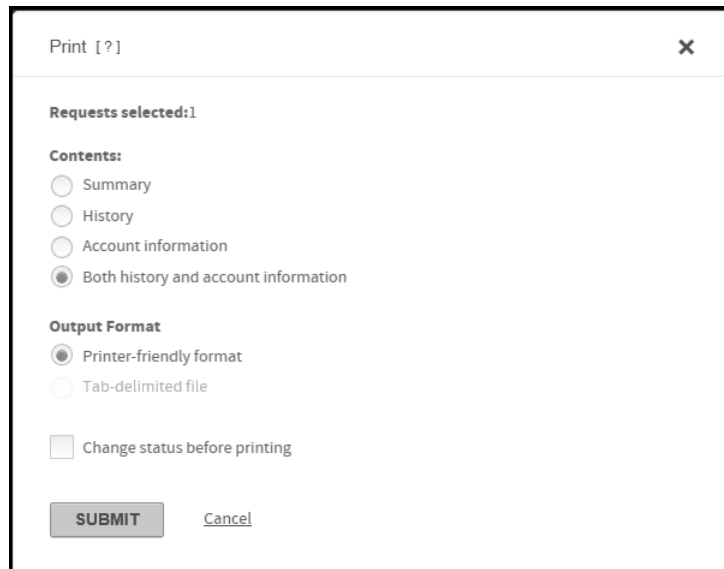


Figure 7-40. Print Request

Select one of the following **Contents** options:

- **Summary:** Information in the Search Results page.
- **History:** Information in the top of the request detail page.

Step	Action (continued)
	<ul style="list-style-type: none"> – Account information: Information in the bottom of the request detail page.. – Both history and account information: All information in the request detail page. <p>Select one of the following Output Format options:</p> <ul style="list-style-type: none"> – 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

View notes and flag notes

You can add information about individual program change requests with notes and flag notes:

Note

When you click the Note icon, the Notes dialog is displayed, 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.

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.

Flag note

When you click the Flag Note icon, the flag note dialog is displayed with your note. Only your most recent flag note is displayed. Previous flag notes about this request are not saved.

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.

Maintain 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.

Create a new card model

Step	Action
1	Select Manage Card Models from the Accounts menu. The Card Model Maintenance: Select Organization page is displayed.
2	Select a unit. If you have access to multiple units, you can only select one. 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.
3	Click Search . The search results are displayed below.
4	Select a unit and click Next . The Card Model Detail page is displayed.
5	Click Add New Model . The Card Model Detail for [New Card Model] page is displayed.

Step	Action (continued)
------	--------------------

Card Model Detail for [New Card Model]

Card model name: [?]*

Card model description:

Card Information ▼

General Information: ▲

Account Holder Information ▲

Authorization: ▲

MCC Group Authorizations ▲

[Cancel](#)

Figure 7-41. Card Model Detail page

- 6 Enter a unique name in the **Card model name** field. Example: Travel Cards. This field is required.
- 7 Enter a description in the **Card model description** field. This field is optional.
- 8 Enter or select all additional information you want in your card model.
- 9 When the card model is complete, click **Save**. The card model is saved.
- 10 Click **Back to results** to return to the Unit Search page.

Edit an existing card model

Step	Action
------	--------

- 1 Select **Manage Card Models** from the **Accounts** menu. The **Card Model Maintenance: Select Organization** page is displayed.

Step	Action (continued)
2	Select a unit. If you have access to multiple units, you can only select one. 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.
3	Click Search . The search results are displayed below.
4	Select a unit and click Next . The Card Model Detail page is displayed.

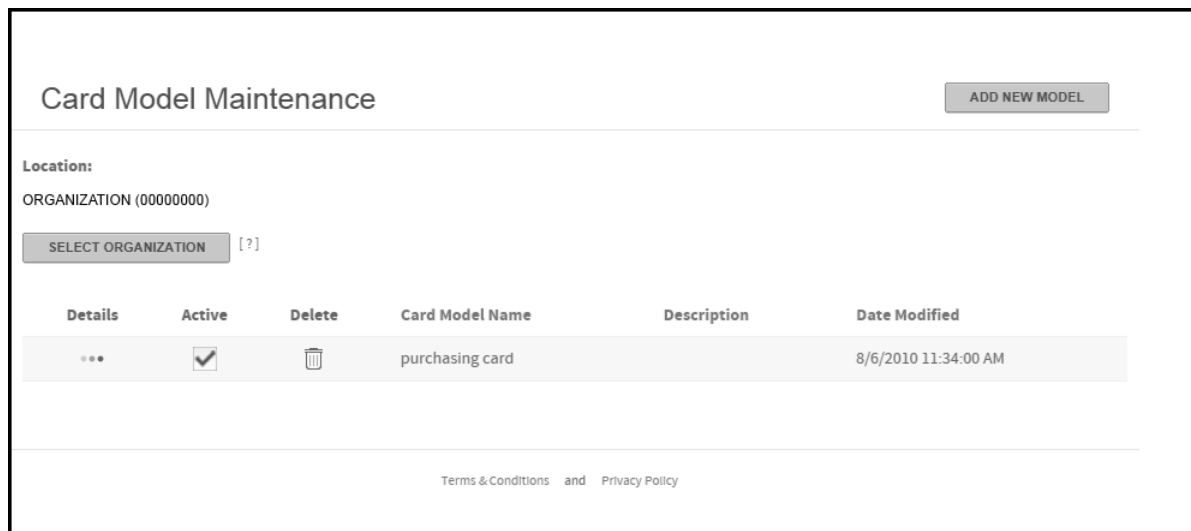


Figure 7-42. Card Model Maintenance page

- 5 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**.

Delete a card model

Use the **Card Model Detail** page to delete card models. Complete the following to delete a card model.

If you do not want to use a card model, make the model inactive rather than deleting it. See *Change a card model's active status*.

Step	Action
1	Select Manage Card Models from the Accounts menu. The Card Model Maintenance: Select Organization page is displayed. 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 is displayed.
2	Find the model you want to delete from the list and click the Delete icon. A confirmation dialog is displayed.
3	Click Yes . Online Card Management deletes the card model.

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.

Step	Action
1	Select Manage Card Models from the Accounts menu. The Card Model Maintenance: Select Organization page is displayed. 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 is displayed.
2	Find the Card Model you want to activate or inactivate.
3	In the Active column, select or clear the check box.

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. 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.

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.

Step	Action
1	From the <i>General site information</i> section of the Site Setup page , click the Manage Alerts link. The Manage Alerts page is displayed.

Figure 7-43. 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.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> 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.

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.

Step	Action
1	<p>From the Home page, click Manage Alerts. The Manage Alert Subscriptions page is displayed displaying the Accounts I Manage tab.</p> <p>If you manage multiple units, select the unit for which you want to change alert activation status.</p> <p>If you want to choose accounts within the selected unit, select the desired accounts. If you do not specify any accounts, the alert settings will apply to all accounts in the select unit.</p>
2	<p>Select the check boxes for the alerts you want to activate, or clear the check boxes for the alerts you want to disable.</p> <p>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.</p> <ul style="list-style-type: none">• 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
3	<p>Click Apply settings to selected accounts.</p>

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.

Step	Action
------	--------

- 1 Click **Select Organization**. The Select Organization dialog is displayed.



Figure 7-44. Select Organization dialog

- 2 From the **Search by** list, select the unit search criteria.
Further refine your search by specifying additional criteria in the **Search for** field. You can use the asterisk (*) as a leading or trailing wildcard character for partial searches.
Click **Search** to display the unit search results. The search results display in a hierarchy.
- 3 Select the unit from the search results. The hierarchy information is displayed in the dialog.
- 4 Select the Include **Subunits** checkbox if you want the alert settings to apply to the subunits of the selected unit.

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.

Step	Action
------	--------

- 1 From the **Accounts I Manage** tab, click the **Account**. The **Select Accounts** search fields are displayed.

Manage Accounts

Step Action (continued)

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 of 16 (Items 1 to 20 of 301)

Figure 7-45. Select Accounts search fields

Step	Action <i>(continued)</i>
2	<p>From the Search by list, select the search criteria you want to use to find the desired accounts.</p> <p>In the Search for field, enter the search criteria for the accounts you are trying to find. 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.</p> <p>Click Search. The accounts that match your search criteria display.</p>
3	<p>Select the check boxes next to the desired account or accounts.</p>

Online Card Management has reporting functionality that helps you analyze data.

This chapter contains the following sections:

- *Processor reports* on page 8- 1
- *Standard reports* on page 8- 7
- *Save and download reports* on page 8-10

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.

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

Search 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.

Step	Action
------	--------

- 1 Select **Bank Reports** from the **Reports** menu. The **Bank Reports** page is displayed.

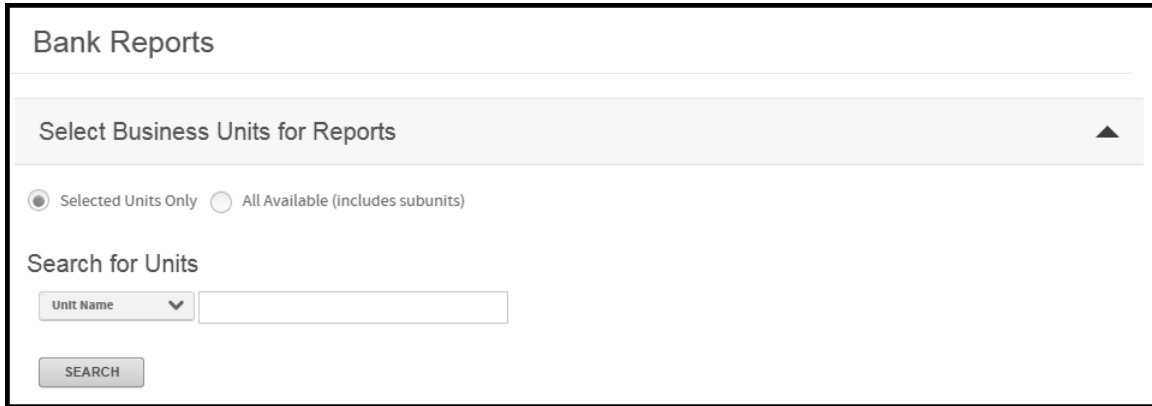


Figure 8-1. Bank Reports page

- 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.

If you chose Selected units only, click **Select Units** to choose the units to include. The Change Business Unit Selection for Report Search page is displayed.

Step Action (continued)

Search for Units

Unit Name *

Available Units

Note: The select all option will be disabled if the selected and available units exceed 1000.

<input type="checkbox"/>	Unit Name	Unit Number
<input type="checkbox"/>	**NOT VALID**	00034856
<input type="checkbox"/>	**SETUP IN ERROR**	00003701
<input type="checkbox"/>	-	00001706
<input type="checkbox"/>	0005 CALHOUN CNTY SCHLS	00034475
<input type="checkbox"/>	0010 BROWNWOOD ELEM	00034493

Page of 2218 (Items 1 to 5 of 11090)

Selected Units

<input type="checkbox"/>	Unit Name	Unit Number	Include Subunits
<input type="checkbox"/>	0010 BROWNWOOD ELEM	00034493	<input type="checkbox"/>

Figure 8-2. Business Unit Selection for Report page

- 3 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**.

Step Action (continued)

Include These Reports ▲

Available Reports

+ Report Name ▲	Report Id
+ Account Listing	TBR00210D
+ Account Spending Exceptions - Account Cash Advance	TBR00310_02
+ Account Spending Exceptions - High Usage	TBR00310_01
+ Account Statement Exceptions - Disputes Report	TBR00300_06
+ Account Statement Exceptions - Inactivity Report	TBR00300_03

Page of 3 (Items 1 to 5 of 11) ◀ ◁ 1 2 3 ▷ ▶

Selected Reports

- Report Name ▲	Report Id
- Account Listing	TBR00210D

Figure 8-3. Available and Selected Reports

When you have selected all units whose reports you would like to view, click **Show Reports**.

- 4 In the **Available Reports** section click the **Include** icon to include the reports you would like to include in the search.
- 5 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

Step	Action <i>(continued)</i>
------	---------------------------

(*) to search for report pages that contain your search value. Online Card Management is displayed 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 is displayed in the report.

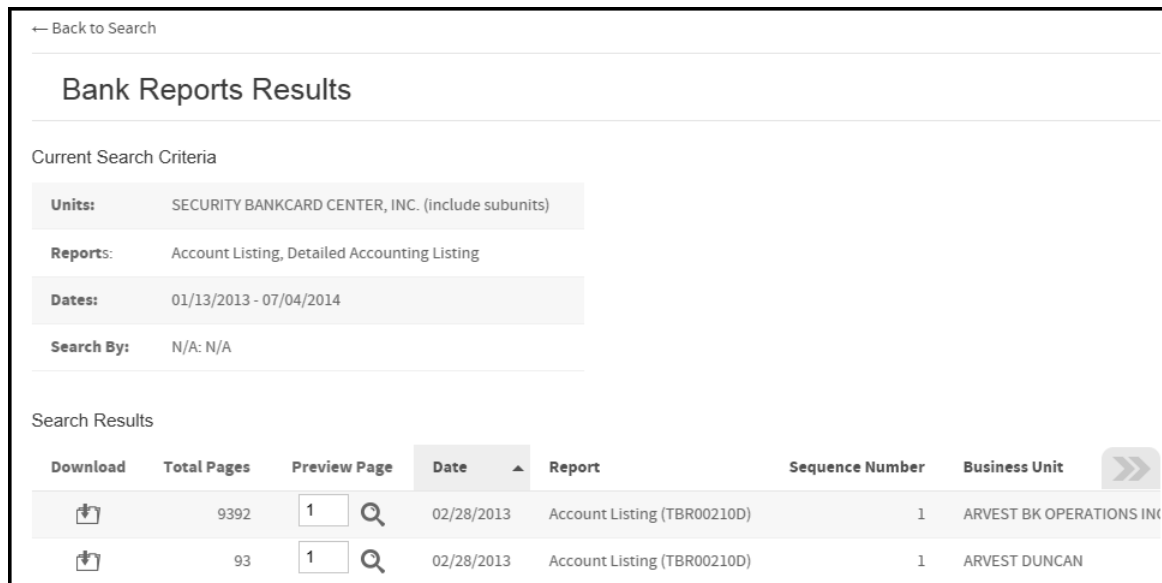


Figure 8-4. Report Search results

- Your current report search criteria is displayed at the bottom of the page. Click **Revise Search** to return to the **Search Reports** page to revise your search, if necessary.

View or download the full report

This procedure assumes that you have completed a report search as described in *Search for processor reports*.

Step	Action
------	--------

- From the Report Search Results list, click the **Download** icon in the Download Full column. The File Download dialog opens.
- To view the full report:

Step	Action (continued)
	<ol style="list-style-type: none"> 1. Click the Preview Page icon. The file (in .TXT format) is displayed 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.
3	<p>To download the full report:</p> <ol style="list-style-type: none"> 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.

View or print a specific page in the report

Step	Action
1	In the Reports list, type the page number in the Preview Page columns for that report and click the Preview icon. The page you selected is displayed.
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.

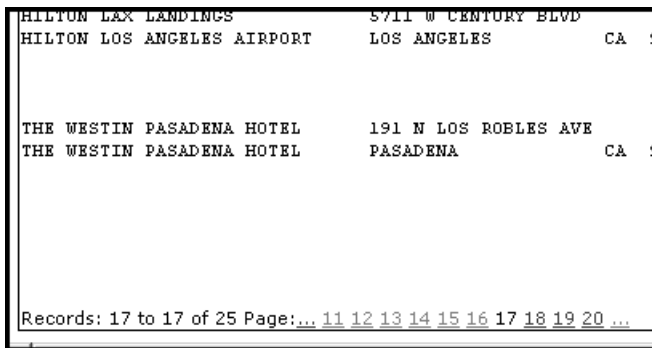


Figure 8-5. Report page links

- 3 Click a page number link to go to that page.
- 4 To print the page you are viewing:
 1. Click **View Print Friendly Page**. The Print-friendly version of the page opens in another window.

Step	Action (continued)
2.	Select File > Print from the menu on the report page. The Print dialog is displayed.
3.	Click Print . Online Card Management sends the report to your printer. Close the Print-friendly page.
4.	To return to the Reports list, click Back to Search .

Manage 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.

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.

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 **Standard Reports** from the **Reports** menu. If you want to see a summary of the report parameters and an example of the report output click the **Sample** 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.

Select a report

Step	Action
1	Select Standard Reports from the Reports menu. The Standard Reports page is displayed.

Step Action (continued)

Standard Reports							
Click the report link to run or schedule the report.							
Run	Schedule	Sample	Delete	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
				Cardholder Profile Report	5080	Account	An unformatted file of accounts with their authorization and allocation values
				Program Change Request Audit Report	7010	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	5150	User	Listing of modifications for selected users.
				User Profile Report	5100	User	Listing of pertinent data for selected users, including approver and security profiles.
				Cardholder Dispute Form	1220	Transaction	Form for disputing a card transaction
				Transaction Report	1710	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	C6100-001	Expense	Detail or
				Multiple Transaction Exception Report	1600	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

Step	Action <i>(continued)</i>
------	---------------------------

Figure 8-6. Standard Reports page

- | | |
|---|--|
| 2 | From the Report Name list, select the report you want to run. The report page is displayed.

You can click the icon in the Sample column to view a sample of the report output. |
|---|--|

Save and download 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.

Save a custom report

Step	Action
------	--------

- | | |
|---|---|
| 1 | Complete the required criteria for the specific report. You can include any optional criteria, as needed. |
| 2 | Click Save . The Save Report page is displayed. Online Card Management appends a sequence number to each instance of the report to create a custom Report number. |

Step	Action (continued)
------	--------------------

Save Report

Save report criteria as a custom report. The report will display within the list of reports on the Standard Reports page.

Report number:
C1500-001 [?]

*** Report name:**
Allocation Analysis Report [?]

Report category:
Account [?]

Report description:
Detail or summary of transactions by their ass [?]

Include selected units/accounts/users [?]

SAVE Cancel

Figure 8-7. Save Report page

- 3 On the **Save Report** page complete the following:
 1. Enter a name in the **Report name** field. This field is required.
 2. Select a report category from the **Report category** list. These categories are useful for grouping reports by their functionality.
 3. Enter a description in the **Report Description** field.
 4. 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.
- 4 Click **Save**. Online Card Management saves the report and is displayed it in the **Standard Report** list.

Reports Dashboard

You can use the Reports Dashboard to view charts of trending analysis of program spending and the Online Card Management usage.

Enable the Reports Dashboard

Once enabled, administrators and users with Audit Reporting permission will have access to the Report Dashboard.

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.

Note: 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.

Step	Action
1	Select Set Up Site in the Administration menu.
2	Click the Modules tab.
3	In the Report section the Enable Reports Dashboard option will be displayed. The default value is No . Select Yes to have access to the Reports Dashboard.

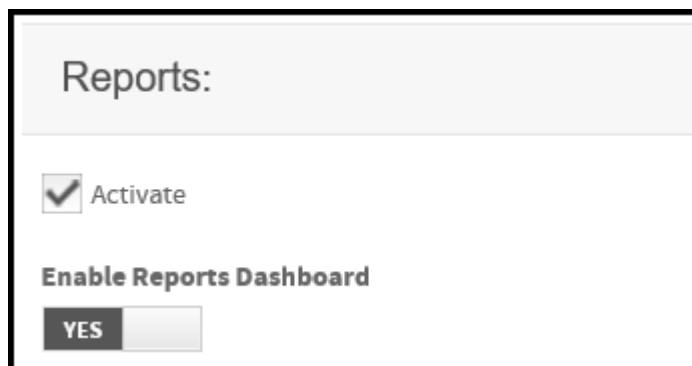


Figure 8-8. Enable Reports Dashboard option

Use the Reports Dashboard

You can access the dashboard, by clicking the link under **Quick Links** on the home page or clicking **Reports Dashboard** under the Reports tab.

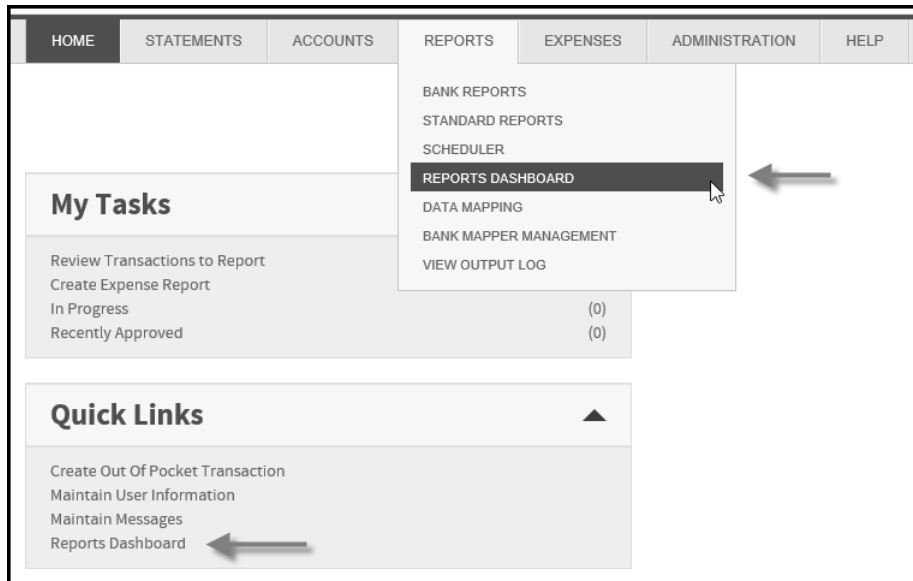


Figure 8-9. CentreSuite Home Page

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.

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, and
- Total Logins.

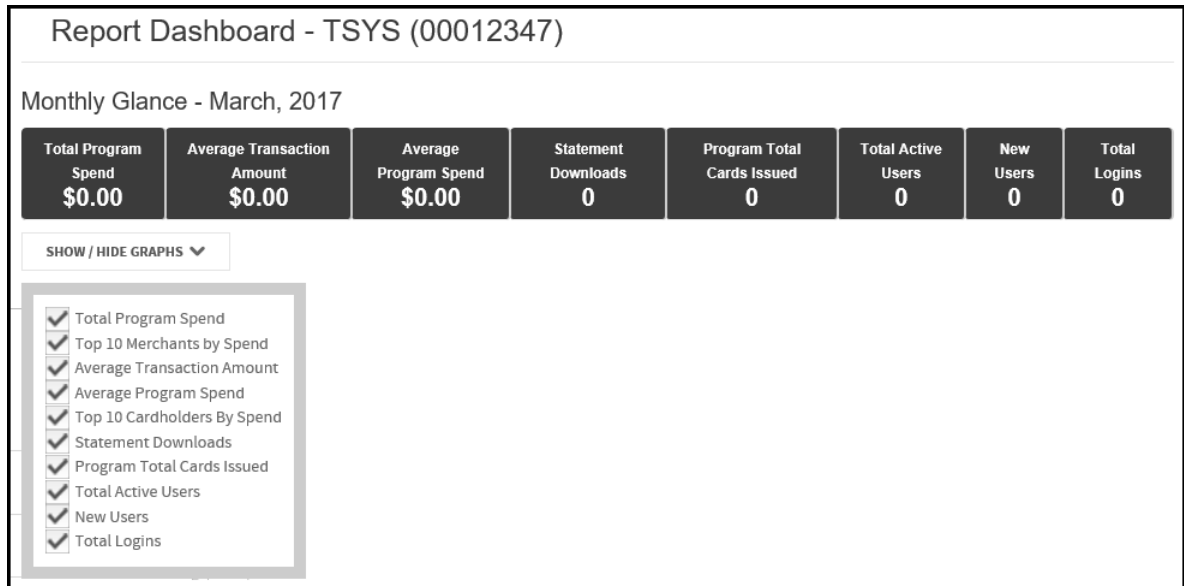


Figure 8-10. Reports Dashboard - Monthly Glance for Organization Administrators

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, and
- Newly Activated Organizations.

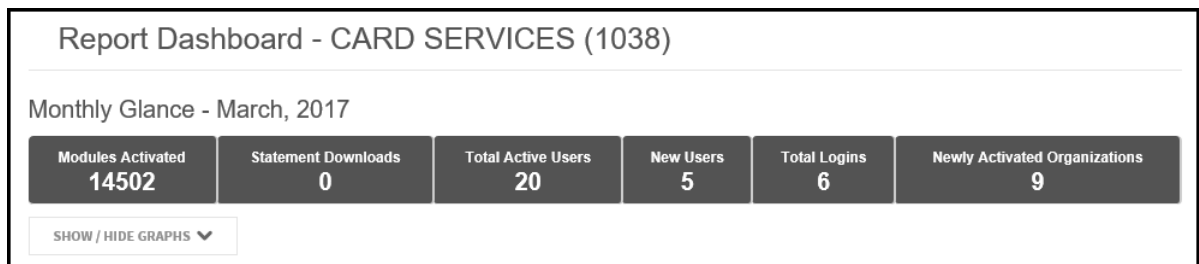


Figure 8-11. Monthly Glance for Bank Administrators

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, and
- Zoom icon.

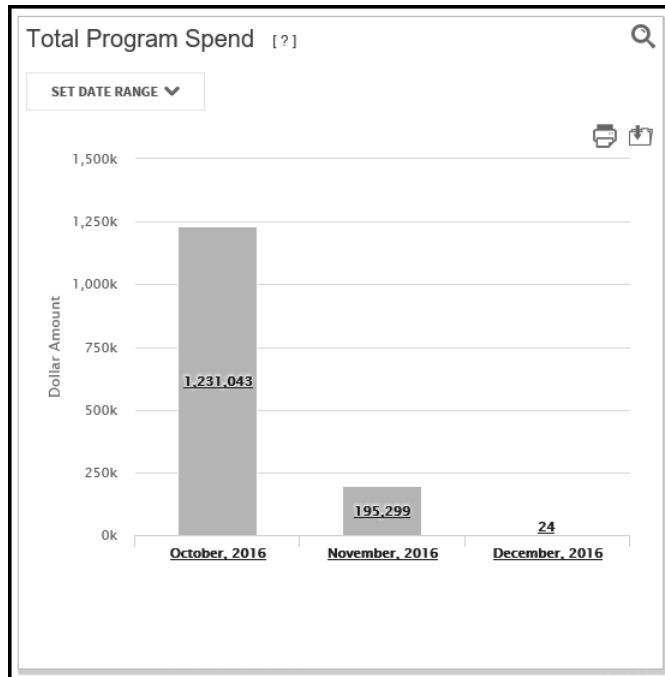


Figure 8-12. Total Program Spend Pop-up Window

Define and use reports on the 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.

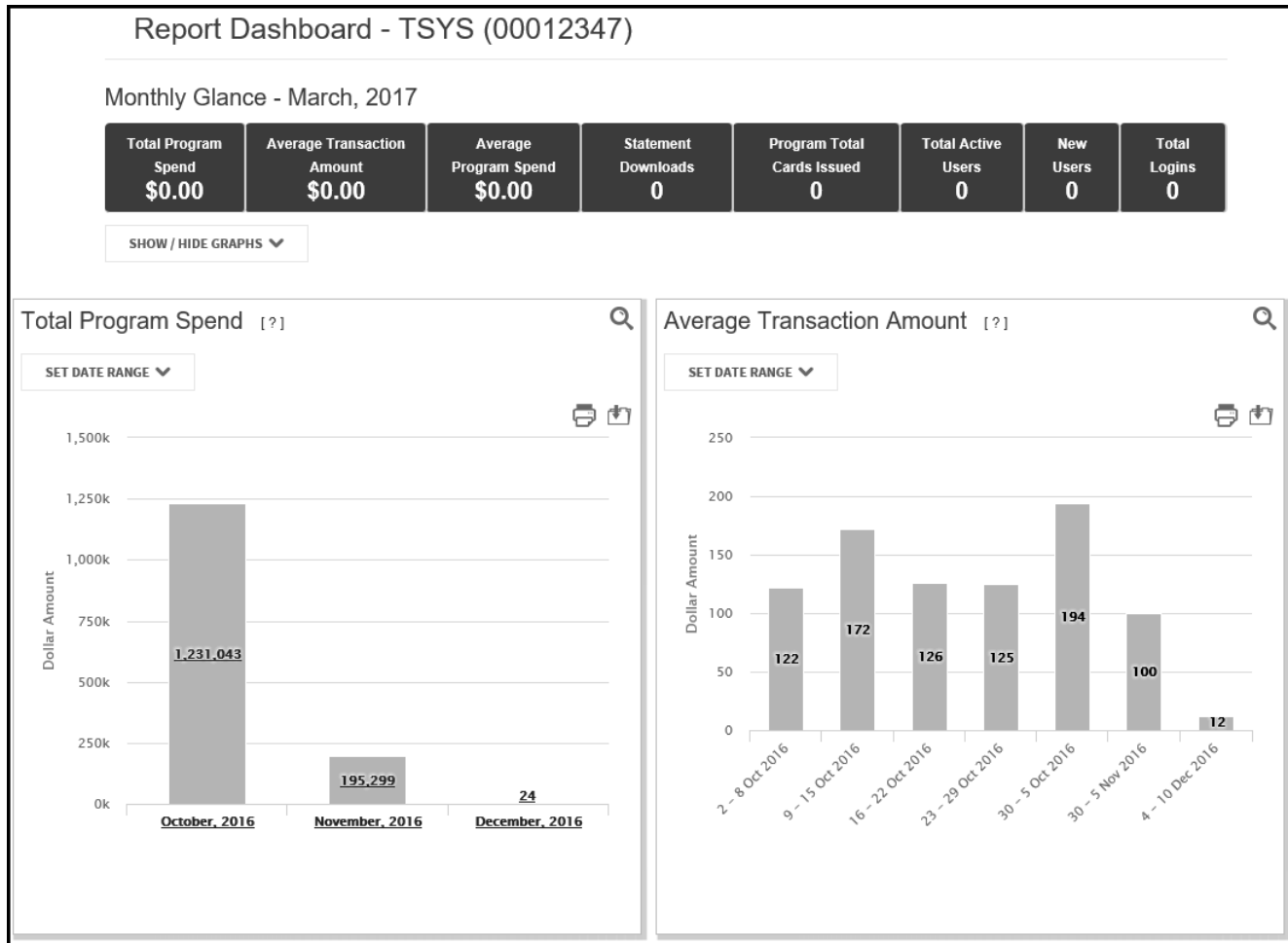


Figure 8-13. Reports Dashboard

The **Information** icon is displayed next to the chart name providing information related to the data within the chart.

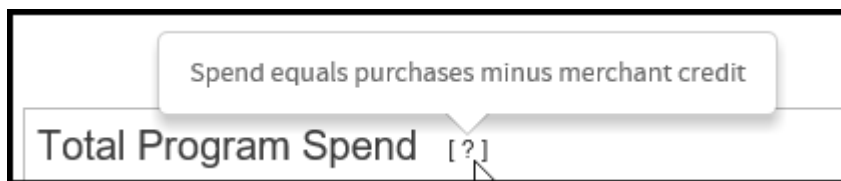


Figure 8-14. Information Icon

Step	Action
1	Use the Set Date Range dropdown menu to define the date range and how to breakdown the data for each chart.
2	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.

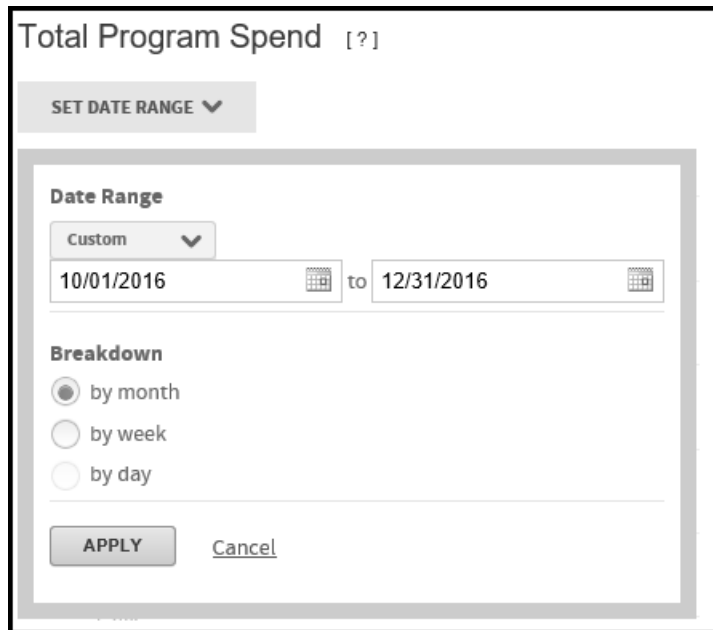


Figure 8-15. Set Date Range Menu

- 3 Print and download icons are displayed to the right above the chart. A standard print dialog is displayed after clicking the **Print** icon.
A PNG file will be created after clicking the **Download** icon.

Step	Action <i>(continued)</i>
------	---------------------------

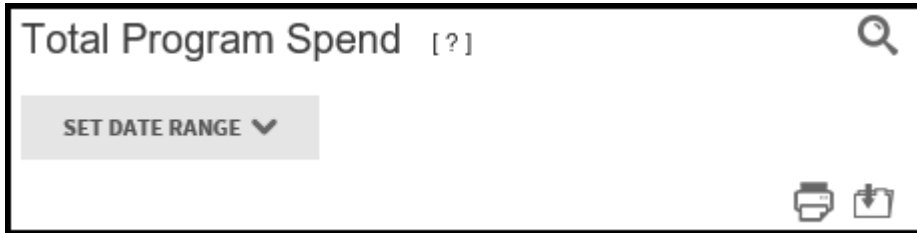


Figure 8-16. Closeup of Icons

- 4 To isolate and enlarge the chart, click the **Zoom** icon in the upper right corner. A pop-up window is displayed.
- 5 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.

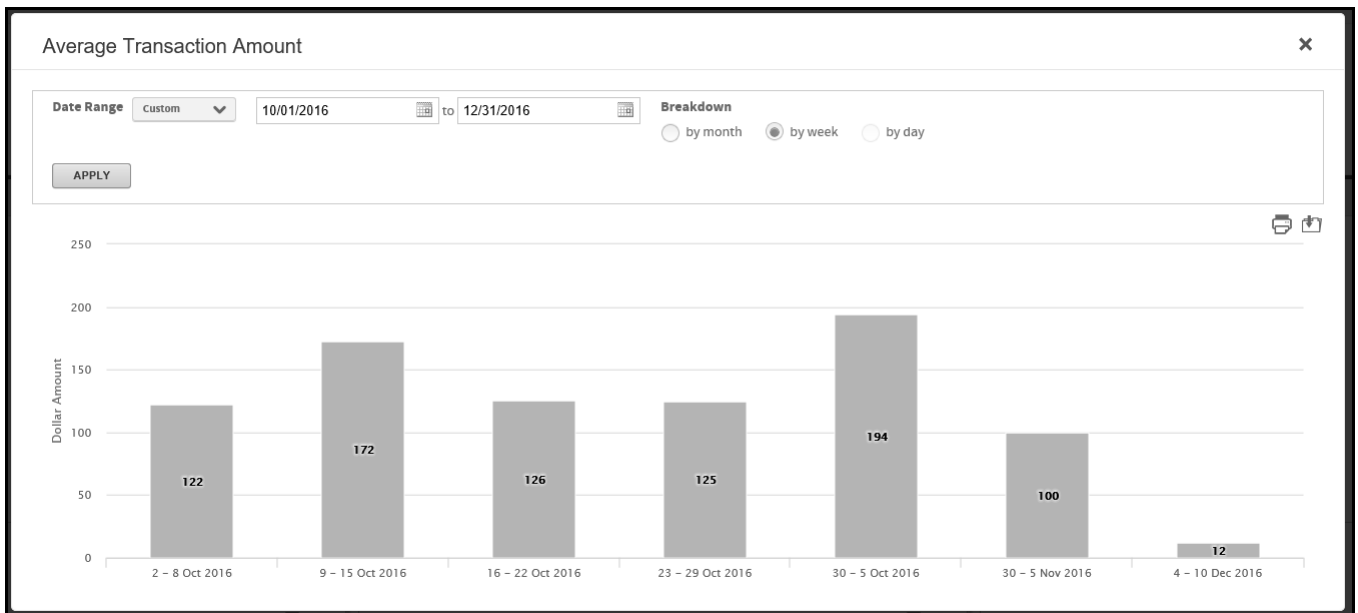


Figure 8-17. Average Transaction Amount Pop-up Window

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 *Output Log* on page 12-41 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 to set the date ranges for mapper scheduling.

This chapter includes the following sections:

- *Create Mappers* on page 9- 1
- *Use Mappers in Online Card Management* on page 9-16
- *Manage mappers as a bank administrator* on page 9-23

Create 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 **View Output Log** from the **Expenses** 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.

Create 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.

Step	Action
1	Select Data Mapping from the Reports menu. The Manage Mappers page is displayed.

Step Action (continued)

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	00004375	GRAHAM PACKAGING LC, LP	5/16/2011	CCC JoAnn 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	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
				19300		Standard	00019300	SOUTHERN NH UNIVERSITY	1/15/2014	Gail Duckless
				1_2280 CAD Transaction Data	Transaction report to be used for Visa PerformSource Data Analytics	Standard Bank	2280	THE BANK OF NOVA SCOTIA	11/19/2013	Admin Account
				1_2473 US Transaction Data	Transaction report to be used for Visa PerformSource Data Analytics	Standard Bank	2473	THE BANK OF NOVA SCOTIA	11/19/2013	Admin Account
				1_Test Accrual Mapper		Standard	00001018	FCT INSURANCE LTD	9/25/2013	Nichole Small-Ofori
				2. FWT with Cardholder	CS Approved Txns	Standard	00002012	NA CONSTRUCTION GROUP	12/23/2013	Geoffrey Fey
				2. Servco AFS Accrual File		Standard	00090000	SERVCO PACIFIC INC	11/5/2010	Lloyd Kurashige
				2013.1 Release Test		Standard	00004259	PCARDS	9/29/2014	Lisa Romanini
				2013.4 Release Test		Standard	00000006	DEMO COMPANY	12/6/2013	POB David Sobczynski
				2135		Standard	00002135	NEW YORK DIVISION	4/7/2008	Burrows Paper
				2162_Transaction Detail Report	Custom Mapper	Custom	00002162	COMPUTERSHARE	4/20/2007	System Record

Step	Action <i>(continued)</i>
------	---------------------------

Figure 9-1. Manage Mappers Page

- | | |
|---|--|
| 2 | Click Create New Mapper . The Define General Information page of the Data Mapping Tool is displayed. |
|---|--|

Work with Mappers

Step Action (continued)

The screenshot shows a web-based form titled "Define General Information [?]" with a progress indicator at the top showing three steps: "1 Define General Information" (active), "2 Define Format", and "3 Select Record Layout and Finish". The form contains the following fields and options:

- Copy from Existing Mapper [?]**: A dropdown menu labeled "Select mapper:" and a "GO" button.
- Mapper Name [?]***: A text input field.
- Description [?]**: A text input field.
- Output FileName [?]***: A text input field.
- File Format [?]**: Radio buttons for "Fixed Length" (selected) and "Delimited".
- File Extension [?]**: A text input field containing "TXT".
- Create for bank [?]**: An unchecked checkbox.
- Organization [?]**: A dropdown menu showing "None selected" and a link "Select Organization".
- Account Type [?]**: Radio buttons for "Individual", "Corporate", and "Both" (selected).
- Record Level [?]**: A dropdown menu showing "Transaction".
- Include Transaction Types [?]**: A list of checkboxes: "Regular card transactions" (checked), "Payments", "Fees", "Adjustments", "Out-of-pocket transactions", "Personal transactions", and "Cash advances".
- Include Transaction Splits [?]**: Radio buttons for "Yes" (selected) and "No".
- Include only transactions assigned to expense reports**: Radio buttons for "Yes" and "No" (selected).
- Expense Report Status [?]**: A dropdown menu showing "Select".

At the bottom of the form are "NEXT" and "Cancel" buttons.

Figure 9-2. Create Mapper page- step 1

Step	Action <i>(continued)</i>
3	<p>If you want to copy options from an existing mapper, select a mapper from the Copy from Existing Mapper list. Click Go.</p> <p>All settings are populated from the original mapper except:</p> <ul style="list-style-type: none">• Mapper name• Description• Output file name
4	<p>Enter the general information for the mapper.</p> <ol style="list-style-type: none">1. In the Mapper name field, enter a unique name for the mapper. This is a required field.2. In the Description field, enter a brief explanation of the mapper .3. Enter a unique output file name in the Output FileName field. This field is required. This name is displayed in the Save as field in the download dialog when the recipient of the output file downloads it from Online Card Management. <p>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.</p>
5	<p>From the File format option, select one of the following data column formats.</p> <ul style="list-style-type: none">• 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.
6	<p>From the File extension list, select one of the following file extensions:</p> <ul style="list-style-type: none">• 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.

Step	Action (continued)
------	--------------------

Create for bank [?]

Bank

CARD SERVICES (1038) ▼

Allow Copying [?]

Figure 9-3. Print mapper fields

Your selection defines the mapper format page in later steps of the Data Mapping Tool.

- 7 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.

If you select the Create for bank check box, complete the following for the bank mapper fields:

Step	Action <i>(continued)</i>
------	---------------------------

- From the **Bank** list, select the bank for which you are creating this mapper. If you have access to multiple organizations, click **Select Organization**. The **Select Units** dialog is displayed.

Figure 9-4. Select Units dialog

Complete the following.

- Find and select the organization's unit from the unit search results.
 - Select the unit from the hierarchy.
 - Click OK. The selected unit is displayed in the Create Mapper page.
- 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.

8 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.

9 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.

Step	Action (continued)
	<ul style="list-style-type: none">• Select Personal transactions to include transactions that have been flagged as personal expenses.
10	Select an Include transaction splits option. <ul style="list-style-type: none">• 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.
11	Select an Include only transactions assigned to expense reports option. <p>If you select Yes, the Expense report status list activates. Select an expense report status from the list.</p>
12	Click Next . The Define Mapper Format page of the Data Mapping Tool is displayed. The format options that display in the Define Mapper Format section of the Data Mapping Tool depend on your File format selection.
13	Define the mapper format using one of the following procedures depending on the format you select. <ul style="list-style-type: none">• For delimited mappers, see <i>Define a delimited mapper format</i> on page 9-10.• For fixed-length mappers, see <i>Define a fixed length mapper format</i>.
14	Click Next . The Select Mapper Record Layout page is displayed. <p>This page has three tabs:</p> <ul style="list-style-type: none">• Header Record• Detail Record, and• Footer Record.
15	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.
16	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. <ul style="list-style-type: none">• 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.

Step	Action <i>(continued)</i>
------	---------------------------

- | | |
|----|---|
| | <ul style="list-style-type: none"> Select Unit to include one summary detail record for each unit. |
| 17 | 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. |
| 18 | Click Finish . |

Define a delimited mapper format

Figure 9-5. Create Mapper page- delimited step 2

Step	Action
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: <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• Select Before 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.
7	Select the mapper record type.
8	Define the data fields in the output file as described.

Define a fixed-length mapper format

Figure 9-6. Create Mapper page- fixed mapper step 2

Step	Action
1	<p>From the Decimal option, select one of the following options:</p> <ul style="list-style-type: none"> 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.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">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.
2	Select the Number of decimal places option to set the decimal places reported in numeric data. Online Card Management rounds data 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	From the Debit sign and Credit sign lists, select the sign you want to use to designate credit and debit transactions.
6	Select a Sign position option. <ul style="list-style-type: none">Select Before to place the debit and credit signs before numeric data.Select After to place the signs after numeric data.
7	In the Text Format section: <ol style="list-style-type: none">Select a Justification option. Select Right to right-justify numeric data within the defined column or Left to left-justify data.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.
8	Select the date format from the Date format list. Online Card Management uses this format for all dates in the output file.

Define columns for mapper output file records

This procedure assumes that you have entered general information, defined the mapper format and selected the mapper record type.

Step	Action
1	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.

Step	Action (continued)
------	--------------------

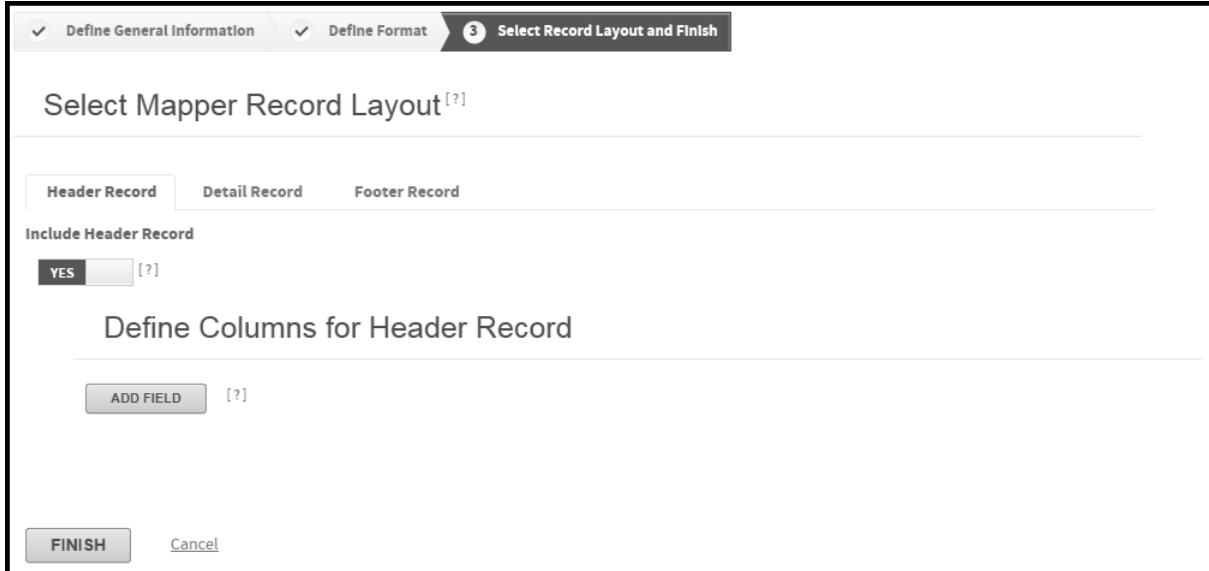


Figure 9-7. Create Mapper page-step 3

- 2 Click **Add Field**. The Add Field dialog is displayed. All fields in this dialog are required.

Step	Action (continued)
------	--------------------

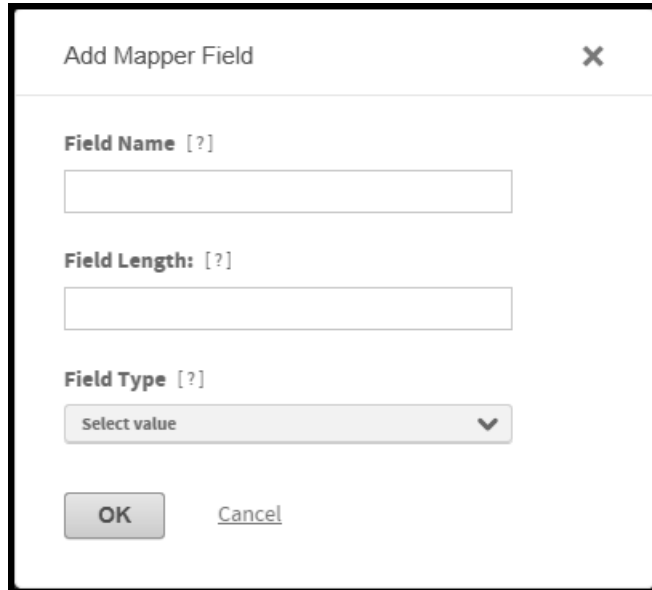


Figure 9-8. Add Field dialog

- 3 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.
The field name is not displayed in the output file.
- 4 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.
- 5 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.
- 6 Select the field value from the **Field Value** list. This list is dependent on your selection in the Field Type list.
- 7 Click **OK**. The field is displayed 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.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none"> For Fixed Length files, the Field Length and Position fields show the length and cumulative position of each field in the output file.
8	Repeat steps 1 - 6 for each field required for the header, detail, or footer record.
9	Click Finish to complete the mapper.

Use 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 *Schedule a mapper* on page 10-11 for instructions on scheduling mappers.

Run a mapper

Step	Action
1	Select Data Mapping from the Reports menu. The Manage Mappers page is displayed.
2	From the list of mappers, find the mapper you want to run and click the Run icon. The Run Mapper page is displayed.

Work with Mappers

Step Action (continued)

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: To: [?]
Statement (Last) 12/26/2015 1/25/2016

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 SEARCH

Order by:
 Description Code

File Destination Options

Output log [?]
 Personal
 Corporate
 Bank

Mailbox [?]
 External corp
 External bank

RUN Cancel

Figure 9-9. Run mapper page

Step	Action <i>(continued)</i>
3	<p>Choose one of the following Flag transactions as mapped options:</p> <ul style="list-style-type: none"> 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. 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. <p>If you choose No and retain the unmapped status, you can include these transactions in future output files.</p>
4	<p>If you selected the No in step 3, choose one of the following Include mapped transactions options:</p> <ul style="list-style-type: none"> Select Yes to include mapped transactions from previous mappers in the output file. Select No to exclude previously mapped transactions. <p>If you selected Yes in step 3, choose one of the following Lock Description Field options:</p> <ul style="list-style-type: none"> 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.
5	<p>From the Date type list, select either the posted date or the transaction date (occurred).</p>
6	<p>From the Date Range list, select the range you want.</p> <p>If you select Custom, the From and To fields activate. Enter the dates in the fields, or click the Calendar icon to select the dates from a calendar.</p>
7	<p>Select the account and units for which you are running the mapper. You can run the mapper against combined accounts and units.</p> <p>You must select at least one account or unit.</p> <ul style="list-style-type: none"> 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

Step	Action (continued)
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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.

- 8 Click **Run**. An informational dialog is displayed when the mapper runs. A message is displayed informing you that the mapper is running.



Figure 9-10. Run Mapper confirmation

- 9 Click **OK** to exit the dialog.
- 10 Use the Output Log to verify the status of the mapper.

Edit a mapper

You edit mappers using the same Data Mapping Tool you use to create them.

Step	Action
1	Select Data Mapping from the Reports menu. The Manage Mappers page is displayed.
2	Locate the mapper and click the Edit icon. The Edit Mapper page is displayed. This is the first page in the Data Mapping Tool. The mapper fields are editable.
3	Locate the fields you want to change. Click Next to navigate through the Data Mapping Tool to find the fields you want to edit. See <i>Create Mappers</i> on page 9- 1 for detailed instructions on mapper fields and settings.
4	Click Next . The final page of the Data Mapping Tool is displayed.
5	Edit the fields as necessary. Click Finish to save the changes.

Delete a mapper

Step	Action
1	Select Data Mapping from the Reports menu. The Manage Mappers page is displayed.
2	Locate the mapper and click the Delete icon. A confirmation dialog is displayed. 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.

Insert a field into a mapper

Step	Action
1	Select Data Mapping from the Reports menu. The Manage Mappers page is displayed.
2	Locate the mapper and click the Edit icon. The Edit Mapper page is displayed. 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 Insert icon. The Insert Field dialog is displayed.

Step	Action (continued)
------	--------------------

The dialog box is titled "Insert Mapper Field" and contains the following elements:

- Field Location** [?]: Two radio buttons. "Above Allocation" is selected.
- Field Name** [?]: A text input field.
- Field Length**: [?]: A text input field.
- Field Type** [?]: A dropdown menu with "Select value" and a downward arrow.
- Buttons: "OK" and "Cancel".

Figure 9-11. 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.
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.
This field does not apply to delimited mappers, it only is displayed if you are inserting a field into a fixed-length mapper.

Step	Action <i>(continued)</i>
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 is displayed 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.

Edit a field in a record

Step	Action
1	Select Data Mapping from the Reports menu. The Manage Mappers page is displayed.
2	Locate the mapper and click the Edit icon. The Edit Mapper page is displayed. 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 Edit icon. The Insert Field dialog is displayed.

Step	Action (continued)
------	--------------------

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 9-12. Edit Field dialog

- 5 Edit the necessary fields.
Click **OK** to save the changes.
- 6 Click **Finish** to save the changes to the mapper.

Manage 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.

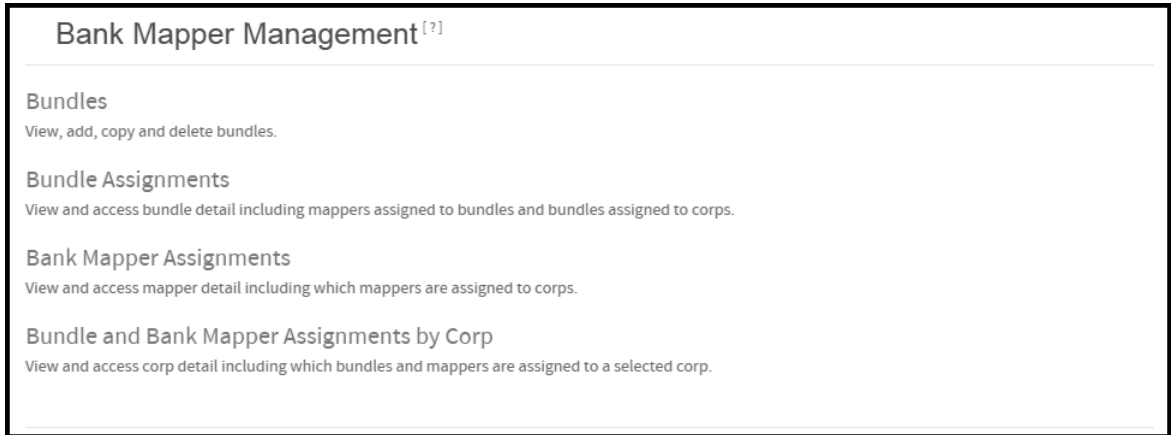


Figure 9-13. Bank Mapper Management

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.

Step	Action
1	Select Bank Mapper Management from the Reports menu. The Bank Mapper Management page is displayed.
2	Click the Bundles link. The Bundles page is displayed.

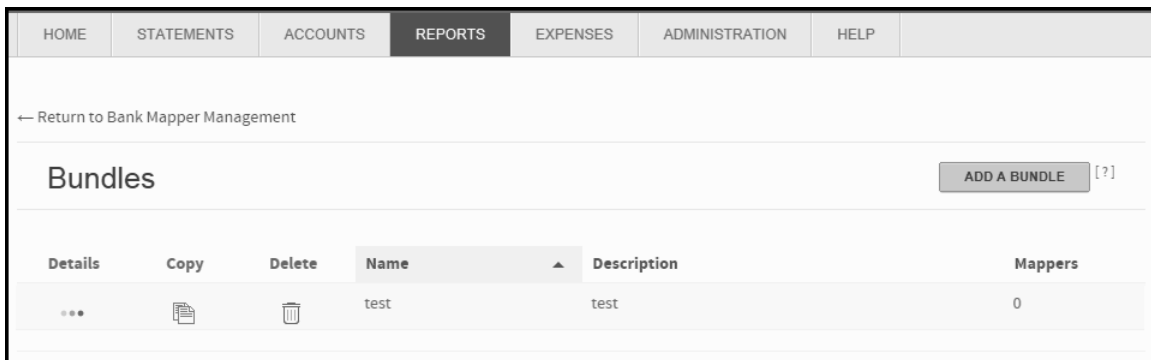


Figure 9-14. Bundles page

3	Click Add A Bundle . The Add Bundle page is displayed.
---	---

Step	Action (continued)
------	--------------------

Add Bundle

Name: [?]*

Description: [?]

Automatically assign this bundle to new corps

ADD Cancel

Figure 9-15. Add a Bundle page

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.

- 4 From the **Bank** list, select the bank you want to associate with this bundle.
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.

Step	Action <i>(continued)</i>
8	<p>Click Add. Online Card Management creates the new bundle. The Bundle Details page is displayed listing the newly created bundle.</p> <p>You are ready to assign bank-level mappers to this bundle, as described in <i>Assign mappers to a bundle</i> to bundles.</p>

Assign mappers to a bundle

Use this procedure to associate existing mappers with a bundle.

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 created a mapper bundle.

Step	Action
1	Select Bank Mapper Management from the Reports menu. The Bank Mapper Management page is displayed.
2	Click the Bundles link. The Bundles page is displayed.
3	<p>From the Bank list, select the bank you want to associate with this bundle.</p> <p>If you only have access to one bank, the bundle is assigned to your bank automatically.</p>
4	From the list of available bundles, click the Details icon of bundle to which you want to add mappers. The Bundle Details page is displayed.

Work with Mappers

Step	Action (continued)
------	--------------------

← 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 9-16. Bundle Details page

- 5 Click **Add Mappers To Bundle**. The **Add Bank Mappers to [Bundle name]** page is displayed listing the mappers that are available for assignment.

Step	Action (continued)
------	--------------------

Add Bank Mappers to tester

Search

[?]

[?]	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 9-17. 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 is displayed listing the mappers associated with the bundle.

Assign 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.

Assign bundles to selected organizations

Completing this procedure assigns a bundle to selected organizations. See *Assign bundles to all organizations* on page 9-30 if you want to assign the bundle to all of the organizations under your bank.

Step	Action
------	--------

- Select **Bank Mapper Management** from the **Reports** menu. The **Bank Mapper Management** page is displayed.
- Click the **Bundle Assignments** link. The Bundle Assignments page is displayed.

Work with Mappers

Manage mappers as a bank administrator

9-29

Step Action (continued)

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 9-18. Bundle Assignments page

- From the **Bank** list, select the bank you want to associate with this bundle.
If you only have access to one bank, the bundle is assigned to your bank automatically.
- Click the bundle for which you want to make bundle assignments. The **Bundle Assignments for [Bundle name]** page is displayed.

← Return to Bundle Assignments

Bundle Assignments for tester

ASSIGN TO INDIVIDUAL CORPS ASSIGN TO ALL CORPS UNASSIGN FROM ALL CORPS

This bundle is not assigned to any corps.

Figure 9-19. Bundle Assignments for <bundle name> page

- Click **Assign To Individual Corps**. The **Assign to Corps [Bundle name]** page is displayed.

Step	Action (continued)
------	--------------------

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 9-20. 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 is displayed listing the organizations assigned to the selected bundle.
Click the **Unassign From All Corps** to remove the bundle assignment from all the organizations that belong to your bank.

Assign bundles to all organizations

Completing this procedure assigns a bundle to all the organizations under your bank. See *Assign bundles to selected organizations* on page 9-28 if you want to choose the organizations to which the bundle is assigned.

Work with Mappers

Step	Action
1	Select Bank Mapper Management from the Reports menu. The Bank Mapper Management page is displayed.
2	Click the Bundle Assignments link. The Bundle Assignments page is displayed.
3	From the Bank list, select the bank you want to associate with this bundle. If you only have access to one bank, the bundle is assigned to your bank automatically.
4	Click the Details icon for the bundle for which you want to make bundle assignments. The Bundle Assignments for [Bundle name] page is displayed.
5	Click Assign To All Corps . The Assign [Bundle name] to All Corps page is displayed.

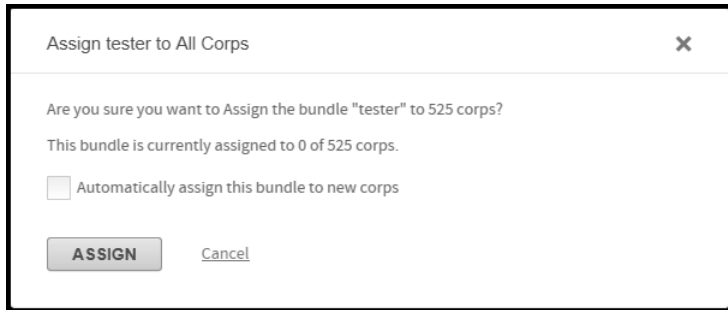


Figure 9-21. Assign <bundle name> to All Corps page

- 6 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 is displayed listing the organizations assigned to the selected bundle.

Click Unassign From All Corps to remove the bundle assignment from all the organizations that belong to your bank.

Assign individual mappers to organizations

Use this procedure to assign mappers to organizations without using a bundle.

Step	Action
1	Select Bank Mapper Management from the Reports menu. The Bank Mapper Management page is displayed.
2	Click the Bundle Assignments link. The Bundle Assignments page is displayed.

Step Action (continued)

←Return to Bank Mapper Management

Bank Mapper Assignments

Bank: [?]
 CARD SERVICES (1038) ▼

Search Mappers
 SEARCH [?]

Details	Name [?]	Description	Corps	Bank Number	Bank Name
...	CBT CentreSuite Statistics Mapper	Custom Mapper	0	1038	CARD SERVICES
...	Oversights Insights On Demand - EDT - No Emp ID	Custom Mapper	0	1038	CARD SERVICES

Work with Mappers

Step	Action (continued)
------	--------------------

Figure 9-22. Bank Mapper Assignments page

- 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 is displayed.



Figure 9-23. Bank Mapper Assignments for <mapper name> page

- Click **Assign To More Corps**. The **Assign [Mapper name] to Corps** page is displayed.

Step	Action (continued)
------	--------------------

Assign CBT CentreSuite Statistics Mapper 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"/>	00000007	OAK VIEW HOME INC
<input type="checkbox"/>	00000009	CABINET SUPPLY CO
<input type="checkbox"/>	00000014	ARMY AVIATION MUSEUM FND
<input type="checkbox"/>	00000020	TAMARY'S INC
<input type="checkbox"/>	00000022	COMMUNITY BANK & TRUST

Figure 9-24. Assign <mapper name> to corps page

- From the list of available organizations, select the check boxes that correspond to the organizations to which you are assigning the mapper.
Click **Assign**. The **Bank Mapper Assignments** page is displayed.

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.

Step	Action
1	Select Bank Mapper Management from the Reports menu. The Bank Mapper Management page is displayed.
2	Click Bundle and Bank Mapper Assignments by Corp . The Bundle and Bank Mapper Assignments by Corp page is displayed.

Step	Action <i>(continued)</i>
------	---------------------------

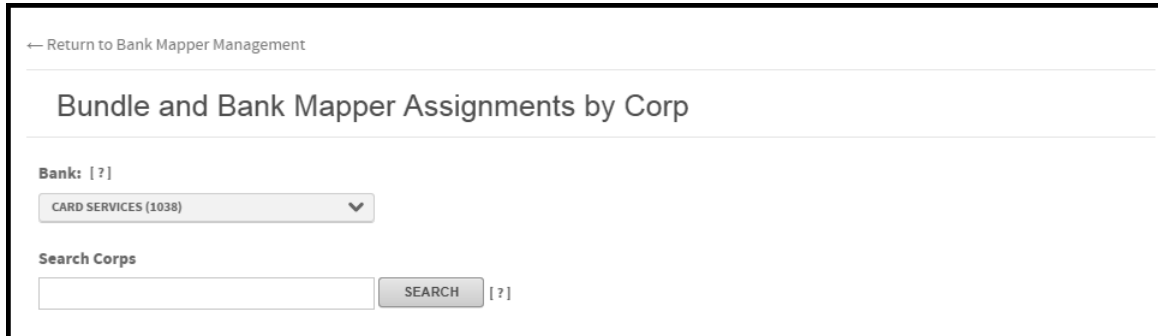


Figure 9-25. Bundle and Bank Mapper Assignments by Corp page

- 3** In the field provided, enter the name of the corporations whose bundle and mapper assignment information you want to see.
Click **Search**. The organizations that match your search criteria display.
- 4** From the search results, click the Details icon of the organization you want to view. The **Bundles and Mappers Assigned to [Organization]** page is displayed.

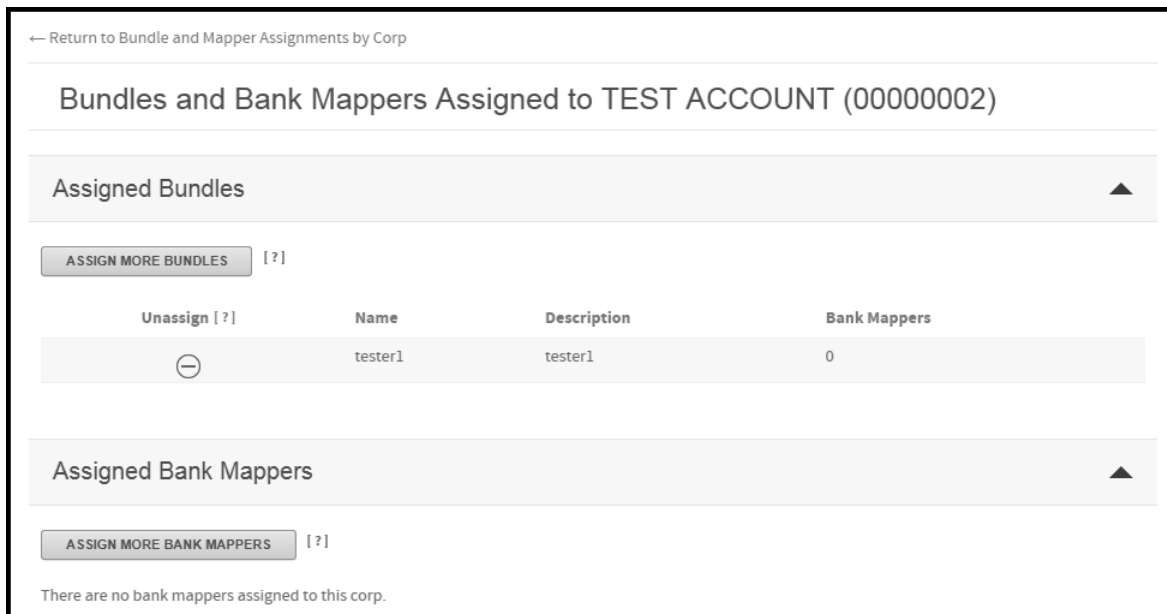


Figure 9-26. Bundles and Mappers Assigned to <organization> page

From this page you can:

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">• Unassign a bundle or mapper by clicking the Remove icon.• Assign more bundles, and• Assign more bank mappers.

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:

- *Schedule a report* on page 10- 1
- *Schedule a mapper* on page 10-11 , and
- *View the scheduled task calendar* .

Schedule 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 9/10/18, the report displays the transactions that match the reporting criteria from 8/1/18 to 8/31/18.

Scheduled reports are generated after 5:00 PM Eastern 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 *Output Log* on page 12-41 .

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 8- 7 for more information entering report criteria. Read the following topics to understand how to use the Scheduler and work with saved reports.

Create 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, see *Schedule a saved or standard report* on page 10- 9 for more information.

Schedule a report in the Scheduler

Step	Action
1	Select Scheduler from the Reports menu. The Scheduler page is displayed.



Figure 10-1. Scheduler page

2	Click Schedule New Event . The Schedule New Task page is displayed.
---	---

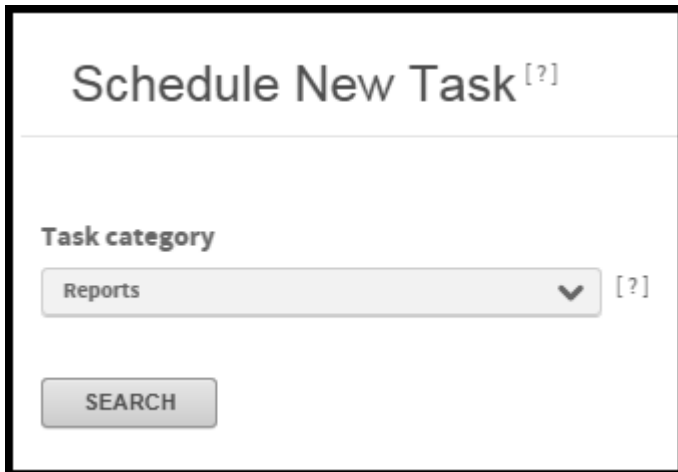


Figure 10-2. Schedule New Task

3	From the Task category list, select Reports and click Search . A list of the saved and standard reports opens.
---	---

Schedule Tasks

Schedule a report

Step Action (continued)

Schedule New Task ^[?]

Task category
Reports [?]

SEARCH

Available Reports

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	5080	Account	An unformatted file of accounts with their authorization and allocation values
		Expense Report Summary	3130	Expense	Expense report summary.

Step	Action (continued)
------	--------------------

Figure 10-3. 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 *User security profiles* on page 3-49 for more information on security privileges.

You cannot schedule the Cardholder Dispute or Expense reports because they are specific to a transaction. They do not display in this list.

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* on page 8-7 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.

Schedule Tasks

Schedule a report

Step Action (continued)

1 Set General Information 2 Name and schedule task 3 Review And Submit

Schedule Allocation Analysis Report [?]

Accounts and Units * ▲

Search for:
 Unit Account [?]

Unit Name ▼

Output Format ▲

Output format: [?]
PDF ▼

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

Mailbox [?]
 External corp
 External bank

Figure 10-4. Schedule New Task-Step 1

Step	Action (continued)
------	--------------------

5 Click **Next**. The **Name and schedule task criteria** section is displayed.

The screenshot shows a web form titled "Schedule Allocation Analysis Report [?]". At the top, there are three tabs: "Set General Information" (checked), "Name and schedule task" (active), and "Review And Submit". Below the tabs, there are "NEXT" and "Cancel" buttons. The main section is titled "Name and schedule task" and contains several fields: "Task name*" (a text input field), "Frequency" (radio buttons for Daily, Weekly, Monthly, and Cycle), "Select day of month" (a dropdown menu with "1" selected), "Cycle name" (a dropdown menu), "Delay" (a text input field), "Select output format" (a dropdown menu), "Output format" (a dropdown menu with "Excel" selected), "Select notification option" (a dropdown menu), and "Email me when the report is ready" (radio buttons for Yes and No, with "Yes" selected). At the bottom, there are "NEXT" and "Cancel" buttons.

Figure 10-5. Schedule New Task-Step 2

- 6** In the **Task name** field, enter a name for the report schedule.
- 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

Step	Action <i>(continued)</i>
	<p>the previous day, weekly reports display data for the previous week, and monthly reports display data for the previous month.</p> <ul style="list-style-type: none">• 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 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.• 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.
8	From the Output format list, select the file 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. Online Card Management sends the email message to the email address in the user profile for the user who creates the report schedule. See <i>Create a user</i> on page 5- 1 for more information on user profiles.
10	Click Next . The Review task settings page is displayed.

Step Action (continued)

Figure 10-6. Schedule New Task-Step 3

- 11** Evaluate the scheduled task settings. If you want to change a setting, click the corresponding **Edit Settings** button.
- 12** Click **Finish**. A message is displayed confirming that the task schedule.

Step	Action (continued)
------	--------------------

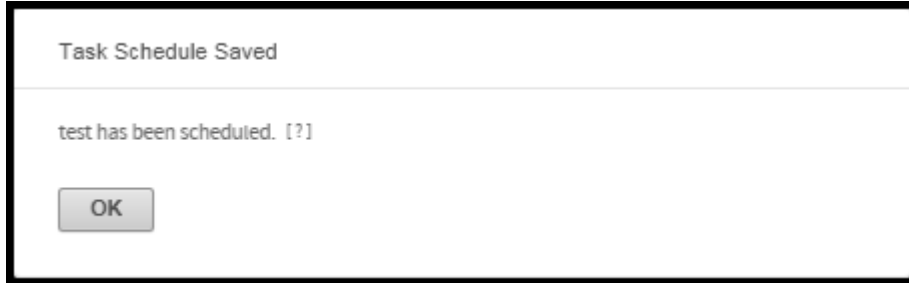


Figure 10-7. Scheduled Task saved message

- 13 Click OK. The report generates after 5:00 PM Eastern Time on the next scheduled date.

Schedule 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 is displayed 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.

Step	Action
------	--------

- 1 Select **Scheduler** from the **Reports** menu. The Scheduler page is displayed.
- 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.
You cannot create a schedule for the Cardholder Dispute or Expense reports.
- 3 Click **Next**. The criteria page for the selected report is displayed.
 - 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.

Step	Action (continued)
	<ul style="list-style-type: none">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	<p>Complete the report criteria for the selected report. See <i>Standard reports</i> on page 8-7 for more information on completing the report criteria.</p> <p>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.</p>
5	<p>Click Schedule. The Schedule New Task page is displayed.</p>
6	<p>In the Task name field, enter a name for the scheduled report.</p>
7	<p>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.</p> <ul style="list-style-type: none">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 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.

Schedule Tasks

Step	Action (continued)
	<ul style="list-style-type: none">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.
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. Online Card Management sends the email message to the email address in the user profile for the user who creates the report schedule. See <i>Create a user</i> on page 5- 1 for more information on user profiles.
10	Click Next . The Review task settings page is displayed.
11	Evaluate the scheduled task settings. If you want to change a setting click the corresponding Edit Settings button. When you are satisfied the settings are to your liking, click Finish . A message is displayed confirming that the report is in the Scheduler.
12	Click OK . The report generates after 5:00 PM Eastern Time on the next scheduled date.

Schedule a mapper

You schedule a mapper using the Scheduler. When you schedule a mapper, you specify the transaction date range using the Scheduler.

If you want to run the mapper directly, see *Run a mapper* .

Step	Action
1	Select Data Mapping from the Reports menu. The Manage Mappers page is displayed.

Step Action (continued)

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	00004375	GRAHAM PACKAGING LC, LP	5/16/2011	CCC JoAnn 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	00026523	JLT HOLDINGS INC	1/14/2011	Sherry McCredie

Schedule Tasks

Step	Action <i>(continued)</i>
	<p>Figure 10-8. Manage Mappers page</p>
2	Select the mapper you want to schedule and click the Schedule icon. The Schedule Mapper page is displayed.

Step	Action (continued)
------	--------------------

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: [?]*
Data 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

Figure 10-9. Schedule Mapper- step 1

Step	Action <i>(continued)</i>
3	<p>Select one of the Flag transactions as mapped options detailed below:</p> <ul style="list-style-type: none">• 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:<ul style="list-style-type: none">– 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. If you choose No (retain the unmapped status) these transactions could be included in future output files.
4	<p>Select Yes for the Ignore mapped transactions option to include mapped transactions in the output file.</p>
5	<p>Select No for the Lock description fields option to make transaction description fields editable.</p>
6	<p>Select the date type from the Date type list.</p>
7	<p>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.</p> <p>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.</p> <ul style="list-style-type: none">• 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. <p>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.</p> <ul style="list-style-type: none">• You can search by Unit name or Unit number, all units that meet your search criteria display in the Available list.

Step Action (continued)

- Click the units to display them in the **Selected** list. If you want to include subunits, select **Yes** for the **Include subunits** option.
- 8** When all the accounts and/or units display in the **Selected** list, click **Next**. The **Name and Schedule Task** page is displayed.

Figure 10-10. Schedule Mapper- step 2

- 9** Enter a descriptive name for the task in the **Task name** field. This field is required. If you are creating a schedule for an existing mapper, the description of the mapper is automatically displayed in this field.
- 10** Select the Frequency option.

Schedule Tasks

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">• 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.
11	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.
12	Click Next . The Review task settings page is displayed.

Step	Action (continued)
------	--------------------

✓ Set General Information ✓ Name and schedule task **3 Review And Submit**

Step 3: Review task settings

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

FINISH Cancel

Figure 10-11. Schedule Mapper- step 3

- 13** Review the task settings in each of the task setting sections.

Schedule Tasks

Step	Action <i>(continued)</i>
14	<p>If you see a setting you want to change, navigate to the tab containing that section. Modify the setting and click the Review and Submit tab. The Review task settings page is displayed.</p> <p>When you have verified all task settings, click Finish. A confirmation dialog is displayed and the task is scheduled. You can view the scheduled task in the Scheduled Events list.</p>

View 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.

View the scheduled task calendar

Step	Action
1	Select Scheduler from the Reports menu. The Scheduler page is displayed.
2	Select a value to search by from the Search by list. <ul style="list-style-type: none"> 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. If you select Event name, type the event name in the Search for field. You can use wildcard (*) searches. If you select Event type, select the event type from the Event type list. 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. <ul style="list-style-type: none"> 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. 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. 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. <p>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.</p>

Edit 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.

Modify a task schedule

Step	Action
1	Find the task (report or mapper) you want to change in the scheduled task list. See <i>View the scheduled task calendar</i> for instructions on using the scheduled task list.
2	Click the corresponding Edit icon in the Modify Schedule column of the scheduled task list. The Schedule Task Name page is displayed.
3	Change the schedule as necessary. Click Update . The Review Task Settings page is displayed.
4	A message is displayed confirming that the task was scheduled. Click OK .

Delete a scheduled report

Step	Action
1	Find the task you want to delete from the scheduled task list. See <i>View the scheduled task calendar</i> for instructions on using the scheduled task list.
2	Click the corresponding Delete icon in the Delete column of the scheduled task list. A message is displayed asking you to confirm that you want to delete all future instances of the scheduled task.

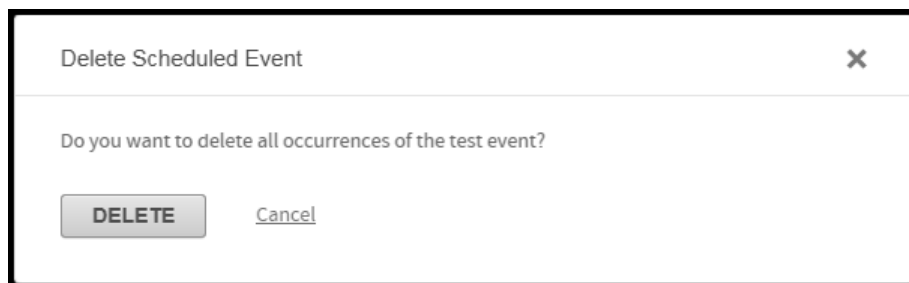


Figure 10-12. Delete Scheduled Event confirmation message

- 3 Click **Delete**. Online Card Management removes the scheduled task from the scheduled task list and cancels all future instances of the task.

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:

- *Maintain paying accounts* on page 11- 1
- *Make a payment towards your account balance* on page 11- 5
- *Review payment history* on page 11-14

Maintain 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.

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.

Create paying accounts

Step	Action
1	Select My Bank Accounts from the Statements menu. The My Bank Accounts page is displayed.

Step	Action (continued)
------	--------------------

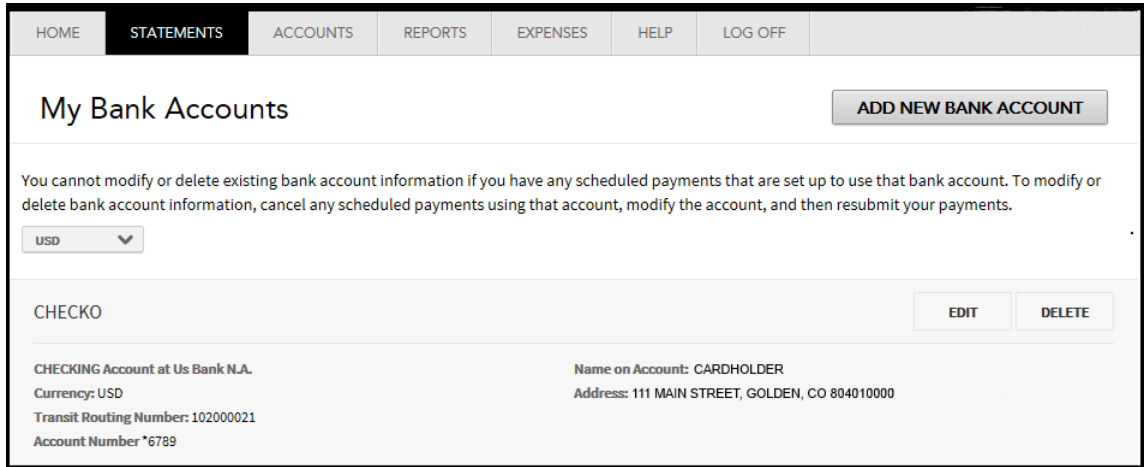


Figure 11-1. My Bank Accounts

2 Click **Add New Bank Account**. The Add New Bank Account page is displayed.

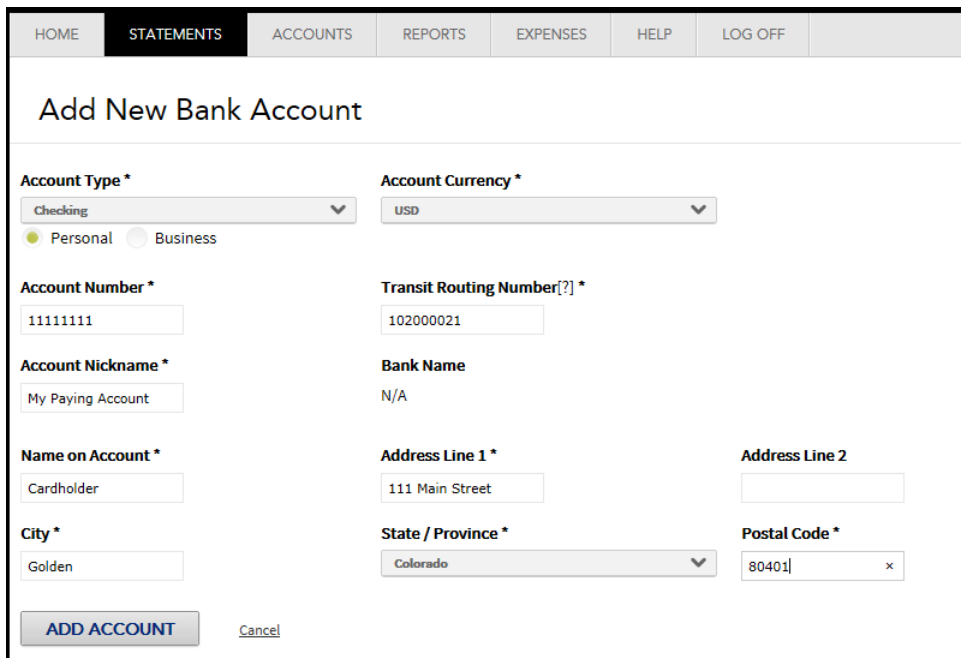


Figure 11-2. Add New Bank Account

3 Provide the following information in the fields provided. Those fields marked with an asterisk (*) are required.

Make payments online

Step	Action <i>(continued)</i>
	<ol style="list-style-type: none">1. Select the Account Type from the list and choose whether the account is a Personal or Business account.2. Select the currency type from the Account Currency list.3. 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. 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.4. Specify the 9 digit Transit Routing Number in the Transit Routing Number field.5. Specify the Account Nickname. This is useful to distinguish between multiple paying accounts.6. 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.7. Specify the account city in the City field.8. Select the account state or province from the State / Province list.9. Specify the account postal code in the Postal Code field.
4	Verify the information you provided and click Add Account . The My Bank Account page is displayed with your new paying account listed.

Step Action (continued)

The screenshot shows a web interface for managing bank accounts. At the top, there is a navigation bar with tabs: HOME, STATEMENTS (selected), ACCOUNTS, REPORTS, EXPENSES, HELP, and LOG OFF. Below the navigation bar, the page title is "My Bank Accounts" with an "ADD NEW BANK ACCOUNT" button on the right. A message states: "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." Below this message is a dropdown menu currently set to "USD". The main content area lists two accounts:

MY PAYING ACCOUNT	EDIT	DELETE
<p>CHECKING Account at Us Bank N.A. Currency: USD Transit Routing Number: 102000021 Account Number *1111</p> <p>Name on Account: CARDHOLDER Address: 111 MAIN STREET, GOLDEN, CO 804010000</p>		
<p>CHECKO</p> <p>CHECKING Account at Us Bank N.A. Currency: USD Transit Routing Number: 102000021 Account Number *6789</p> <p>Name on Account: ALVIN LINGENFELTER Address: 1819 DENVER WEST, BLDG 26, STE 300, DENVER, CO 804010000</p>	EDIT	DELETE

Figure 11-3. My Bank Accounts - new paying account

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.

Make payments online

Make a payment towards your account balance

Step	Action
1	Select My Bank Accounts from the Statements menu. The My Bank Accounts page is displayed.
2	Click Edit for the paying account you want to change. The Edit Bank Account page is displayed.

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES HELP LOG OFF

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

[Cancel](#)

Figure 11-4. 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 is displayed with your edits displayed.

Make a payment towards your account balance

After you have set up your paying accounts, 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
- Review payment status and history, and

- Create and maintain paying accounts.

Note: Contact your system administrator to find out how many days in advance you can schedule a payment.

The payment process involves setting up the payment, making the payment, and reviewing a receipt of your payment.

Make a payment on your account

Step	Action
1	Select Payments from the Statements menu. If you have a single account, the Define Payment Details page is displayed.

Figure 11-5. Define Payment Details - Single Account

- 2 Review the information for your account then select a Payment Amount option:
 - Pay statement balance
 - Pay minimum amount due
 - Pay current balance

Make payments online

Make a payment towards your account balance

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Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">• Pay other amount
3	Select Payment Method: Standard or Recurring (see Recurring Payment option below).
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 is displayed.

Step Action (continued)

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 11-6. 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 is displayed.

Make payments online

Make a payment towards your account balance

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Step	Action (continued)
<p>Payment Request Receipt</p> <p>Payment has been submitted successfully.</p> <p>Confirmation Number</p> <p>Payment Amount 1.00</p> <p>Fee Amount 0.00</p> <p><i>The fee amount is charged to the credit card and is not included in the amount being deducted from the paying account.</i></p> <p>Withdraw from Account yru123451 (*4564)</p> <p>Transit Routing Number 051000017 (Bank of America, N.A.)</p> <p>Requested Payment Date 4/4/2014 12:00:00 AM</p> <p>Name on Account CARDHOLDER 1</p> <p>Applied to Account 479804*****5825</p> <p>Print this page for your records.</p> <p><input type="button" value="PRINT"/> Make Another Payment</p>	

Figure 11-7. Payment Receipt page

You must click **Submit Payment** to make the payment. The payment will not be processed until you click Submit Payment.

- 8 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:

Step	Action
1	Follow steps 1-5 above.

Step Action (continued)

HOME | STATEMENTS | ACCOUNTS | REPORTS | EXPENSES | HELP

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 11-8. 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 is displayed.

Make payments online

Make a payment towards your account balance

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Step	Action (continued)	
<h3>Authenticate and Confirm Payment</h3>		
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		
<input type="password"/>		
Terms & Conditions		
<p>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.</p> <p>Your payment will not be processed until you click Submit.</p>		
<input checked="" type="checkbox"/> I Agree to the Terms & Conditions		
SUBMIT PAYMENT SCHEDULE Modify Cancel		

Figure 11-9. Authenticate and Confirm Payment

- 5 Review the information and enter your password. Click **Submit Payment Schedule**.

Make a payment on multiple accounts

Step	Action
1	Select Payments from the Statements menu.

Step	Action <i>(continued)</i>
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.
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.

Make payments online

Make a payment towards your account balance

Step Action (continued)

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
	Denise Peterson	448611*****4746	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	Nc
	Debra Gonzales	448611*****4761	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	Nc
	Fred Martin	448611*****4796	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	Nc
	Janice Banks	448611*****4878	TS2 TEST SITE - QREGION	04247789	USD	TA;CV;IN;VP;PP	Nc
	Debra Mason	448611*****4910	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	Nc
	Sara Hamilton	448611*****7449	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	Nc
	GOLDEN CORP ACCOUNT	448611*****2167	TS2 TEST SITE - QREGION	04247789	USD	OA;TA;MA;YA;WA;PD;DC	Nc

Payment Queue

Selected Accounts 2

Actions	Name on Account	Account Number	Unit Name	Unit Number	Settlement Currency	Status	Ina
	Andrea Sullivan	448611*****0670	TS2 TEST SITE - QREGION	04247789	USD	OA;LA;AT;YA;MA;AV;CV;DT;FU;TA;VP	No
	Victor Vasquez	448611*****4795	TS2 TEST SITE - QREGION	04247789	USD	CV;TA;IN;VP;PP	No

CONTINUE

Figure 11-10. Search Results

6 Click **Continue**. The Define Payment Details page is displayed.

1. Select Payment Method: **Standard** or **Recurring** (see Recurring Payment option below).
2. Select the paying account from the **Pay From:** list.
3. Specify the **Payment Date**. You can use the calendar control to select a date or type the date using the MM/DD/YYYY format.
4. Select the account to make a payment on.

Step	Action <i>(continued)</i>
	5. Select the payment amount from the Amount field. If you select Other Amount , specify the amount using the 000.00 format. Do not type currency symbols in this field.
7	Click Make Payment . The Confirm Payment page is displayed.
8	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. You must click Submit Payment to make the payment. The payment will not be processed until you click Submit Payment. The Payment Request Receipt page is displayed. You have the option to print this page to a local printer or to make another payment.

Recurring Payment Option

Step	Action
1	Follow steps 1-5 above.
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 is displayed.
5	Review the information and enter your password. Click Submit Payment Schedule .

Review 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.

Make payments online

Review payment history

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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.

View the payment log

Step	Action
1	Select Payments from the Statements menu. The Make Payment page is displayed.

Step Action (continued)

Statement Balance	0.00	Last posted payment	55.76
Past due amount	0.00	Date posted	6/12/2013
Minimum payment due	0.00	Current Balance	0.00
Payment Due Date		Credit Limit	10,000.00

Payment Amount *

Pay statement balance (0.00)

Pay minimum amount due (0.00)

Pay current balance (0.00)

Pay other amount

Pay From : *

Check (*6789) [?]

Payment Date : *

4/10/2014

Payments made after 5:00 pm ET will be processed the next business day.

[Cancel](#)

Figure 11-11. Make Payment page

- 2 Click **Payment Log**. The Payment Log page is displayed listing the payments made for that account.

Make payments online

Review payment history

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Step Action (continued)

Payment Date	Entry Date	Payment Amount	Confirmation Number	Source	Status	
4/4/2014	4/4/2014	1.00	26-88-14	CentreSuite Internet	CANCELLED	DETAILS
4/4/2014	4/4/2014	1.00	26-89-14	CentreSuite Internet	CANCELLED	DETAILS

Figure 11-12. Payment Log page

- 3 Click **Details** to view more information about the payment.

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 11-13. Payment Log Details

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:

- *Search for transactions* on page 12- 1
- *Transaction display formats* on page 12-14
- *Edit transactions* on page 12-21
- *Automated allocation tasks* on page 12-23
- *Manual allocation tasks* on page 12-24
- *Splitting a Transaction* on page 12-31
- *Export transactions* on page 12-39
- *Output Log* on page 12-41

Search 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

Select 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.

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.

Step	Action
1	Select View Transactions from the Expenses menu. The Search for Transactions page is displayed.

Manage Transactions

Search for transactions

12-3

Step	Action (continued)
------	--------------------

HOME	STATEMENTS	ACCOUNTS	REPORTS	EXPENSES	ADMINISTRATION	HELP
------	------------	----------	---------	-----------------	----------------	------

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: * [?]
No accounts or units selected

Select a saved search: [?]

Display format:

Date range: *

From:

To:

Number of results per page:

Include transactions:
 Not assigned to an expense report Assigned to an expense report Both

Transaction type:
 Out-of-pocket transactions only Card transactions only Both

Advanced Search [-]

Advanced Search (Reset Criteria)

MCC/Expense Type	+
Merchant Information	+
Amount	+
Addendum Information	+
Allocation Information	+
Mapped Status	+

RUN SEARCH [Save Search](#) [Delete Search](#)

Figure 12-1. Search for Transactions page

- 2 Expand the **Click here to select accounts or units for your search** section.

Step	Action (continued)
------	--------------------

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 [?]
⊖	CORPORATION (00000000)	<input type="checkbox"/>

Figure 12-2. Select accounts or units

Select the search type from **Search for: Account** or **Unit**.

3 Account search:

If you select **Name on Account** or **Account Number** and specify additional search criteria in the adjacent field.

- 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.

- 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.
- Select the accounts to be included in the search.

Step	Action (continued)
------	--------------------

- 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:

- Select **Unit Name** or **Unit Number** and specify additional search criteria in the adjacent field.
- Click **Search**. All units you have access to in that unit display in the Select Units section.
- 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.

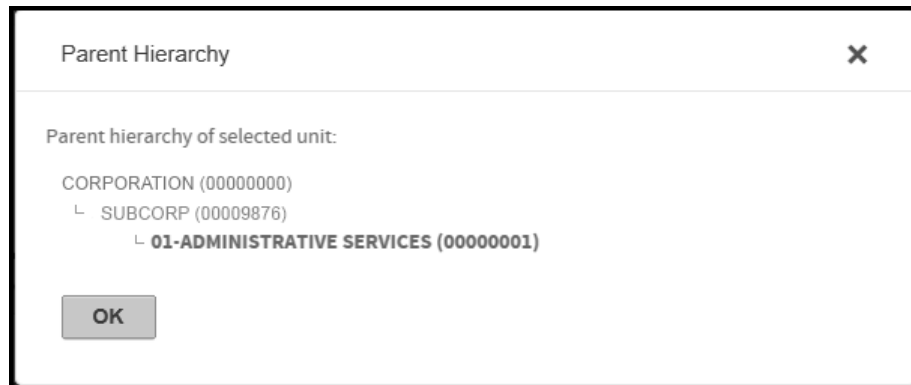


Figure 12-3. Hierarchy pop-up

- 4 Specify additional search criteria.
 - Select a saved search and Display format from the appropriate lists, if applicable.
 - 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.
 - Select the number of transactions to display from the **Number of results per page:** list.

Step Action (continued)

- Select transaction types from the Include transactions and Transaction type controls. If you want to specify additional transaction criteria, expand the **Advanced Search** control.
- 5** Click **Run Search**. All transactions returned by your search display on the **Search Results** page.

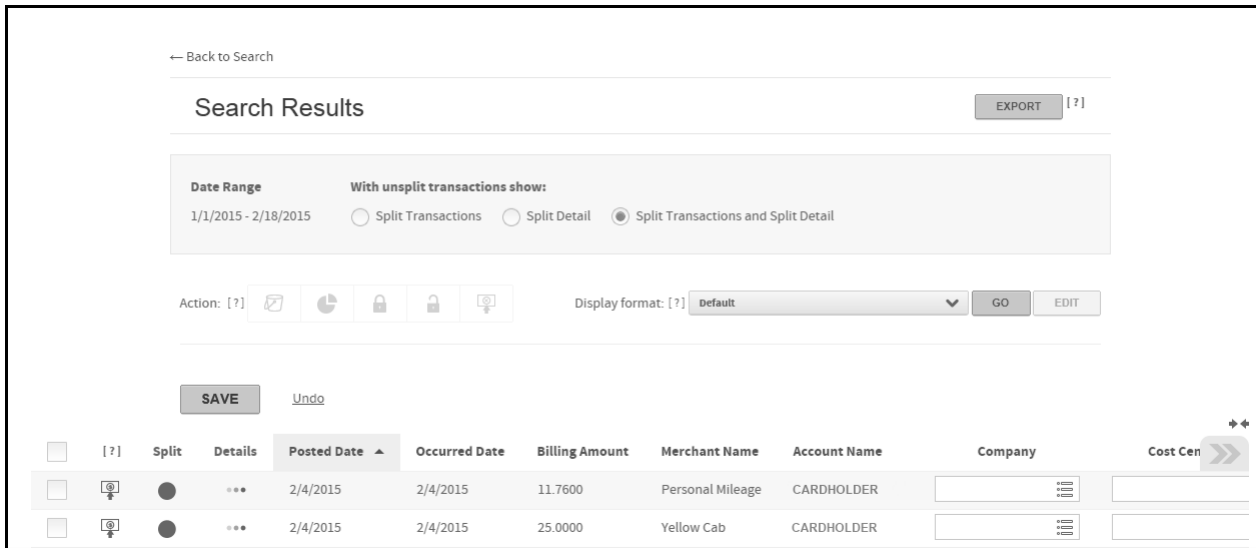


Figure 12-4. Search results

Save 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.

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.

Step	Action
1	Specify search criteria as described above.
2	Click the Save Search link at the bottom of the page. The Save Search dialog is displayed.

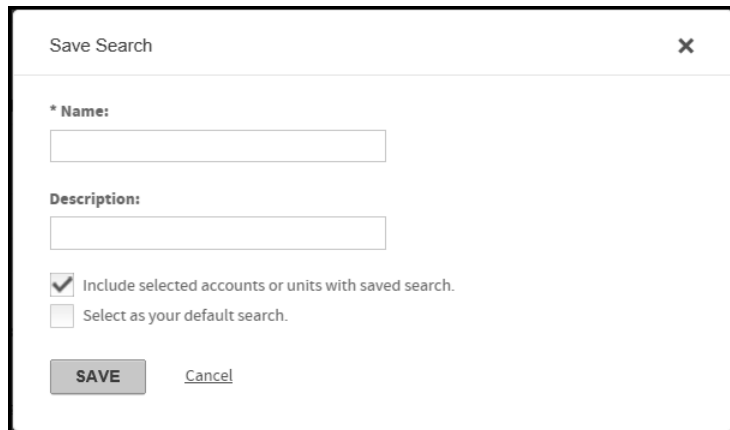


Figure 12-5. Save Search

- 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.
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 is displayed in the Select a saved search list.

Complete 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.

The screenshot shows the 'Search for Transactions' page. At the top is a navigation bar with tabs: HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES (selected), ADMINISTRATION, and HELP. Below the navigation bar is the main heading 'Search for Transactions'. A grey box contains the instruction 'Click here to select accounts or units for your search'. The search form includes a 'Search for:' section with radio buttons for 'Account' (selected) and 'unit'. There is a 'Name on Account' dropdown and an input field. Below are checkboxes for 'Active accounts', 'Inactive within 45 days', 'Inactive longer than 45 days', and 'Purged'. A 'SEARCH' button is present. A table shows 'Selected Accounts/Units' with columns for 'Remove', 'Selected Items', and 'Include Subunits [?]'. One entry is 'MY BANK (11111111)' with a minus sign in the 'Remove' column and a checked box in the 'Include Subunits' column. Below the table, it says 'Selected Accounts/Units: * [?] 1 unit'. There are sections for 'Select a saved search' (dropdown), 'Display format' (dropdown), 'Date range: *' (dropdown), 'From:' and 'To:' (date pickers), and 'Number of results per page' (dropdown). The 'Include transactions:' section has radio buttons for 'Not assigned to an expense report', 'Assigned to an expense report', and 'Both' (selected). The 'Transaction type:' section has radio buttons for 'Out-of-pocket transactions only', 'Card transactions only', and 'Both' (selected). An 'Advanced Search [-]' link is followed by an arrow pointing to the 'Advanced Search section'. The 'Advanced Search' section has a '(Reset Criteria)' link and a list of expandable criteria: 'MCC/Expense Type', 'Merchant Information', 'Amount', 'Addendum Information', 'Allocation Information', and 'Mapped Status'. Each criterion has a plus sign icon. An arrow points to the plus sign for 'MCC/Expense Type' with the label 'Advanced Search expand icon'. At the bottom are buttons for 'RUN SEARCH', 'Save Search', and 'Delete Search'.

Figure 12-6. 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

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 12-7. MCC Search

Step	Action
1	Expand the MCC/Expense Type section.
2	Select a value from the Search by list <ul style="list-style-type: none"> • 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

Merchant Information

Search for merchants to add to the search criteria. Specify a search value. You can use the wildcard (*) to replace starting or ending values.

Search for:

Name City State/Province

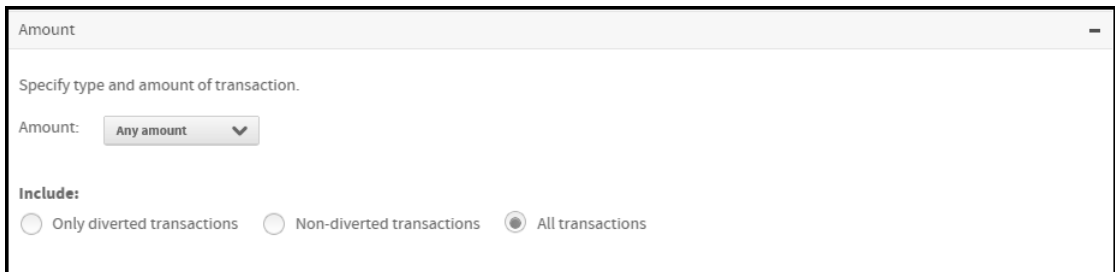
Name:

Figure 12-8. Merchant Information

Manage Transactions

Step	Action
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. 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.
3	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 web form titled "Amount" with a close button in the top right corner. Below the title is the instruction "Specify type and amount of transaction." There is a label "Amount:" followed by a dropdown menu currently set to "Any amount". Below this is the "Include:" section with three radio button options: "Only diverted transactions", "Non-diverted transactions", and "All transactions". The "All transactions" option is selected.

Figure 12-9. Amount Information

Step	Action
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

Addendum Information

Include only transactions where detail exists for selected addendum types. Note that not all transactions contain addendum information.

Find only transactions where detail exists for:

- Travel
- Calling card
- No addendum detail exists
- Car rental
- Fleet
- Lodging
- Medical services
- Purchase
- Shipping/Courier
- Temporary agencies
- Enhanced addendum data

Figure 12-10. Addendum Information

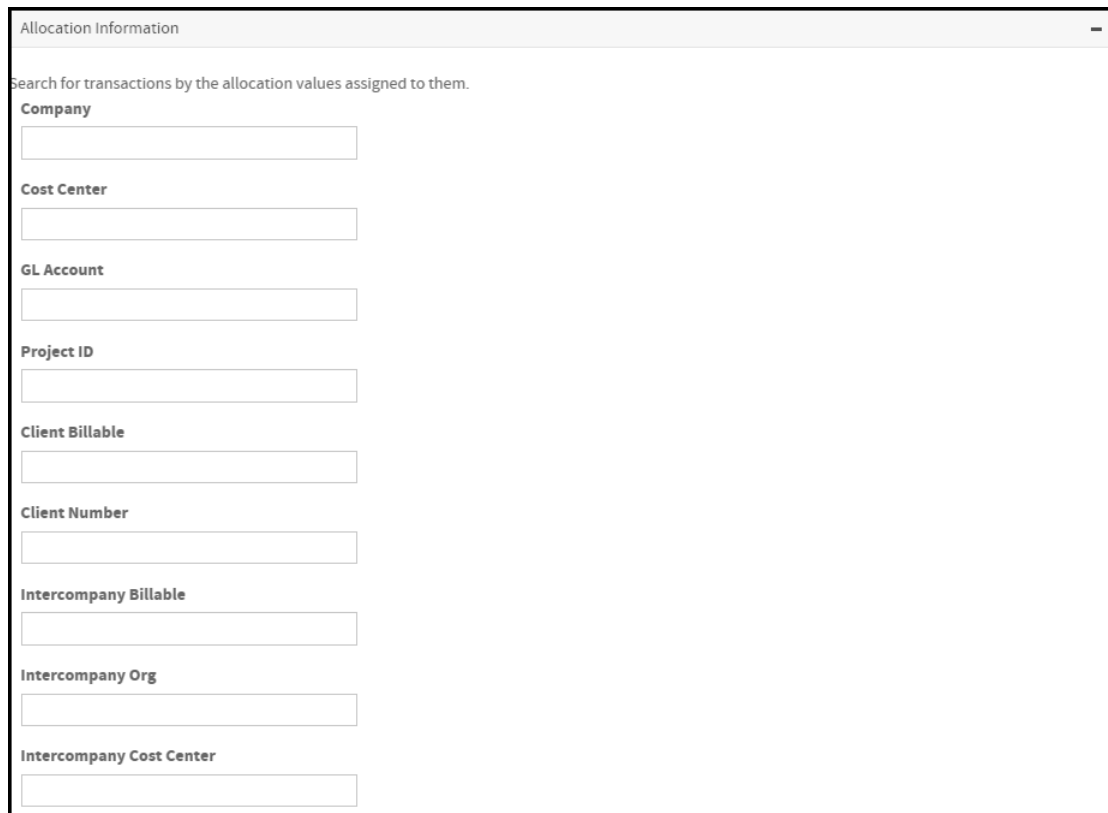
Manage Transactions

Search for transactions

12-13

Step	Action
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 web form titled "Allocation Information" with a search instruction: "Search for transactions by the allocation values assigned to them." Below this instruction are ten input fields, each with a label to its left: "Company", "Cost Center", "GL Account", "Project ID", "Client Billable", "Client Number", "Intercompany Billable", "Intercompany Org", and "Intercompany Cost Center". Each label is followed by a rectangular text input box.

Figure 12-11. Allocation Information

Step	Action
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. 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. 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.

Figure 12-12. Mapped Status

Step	Action
1	Expand the Mapped Status section.
2	Select 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.

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.

If you want to display transaction descriptions in the transaction grid, you must select this field in your format.

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.

You must have search results displayed to edit or create a display format.

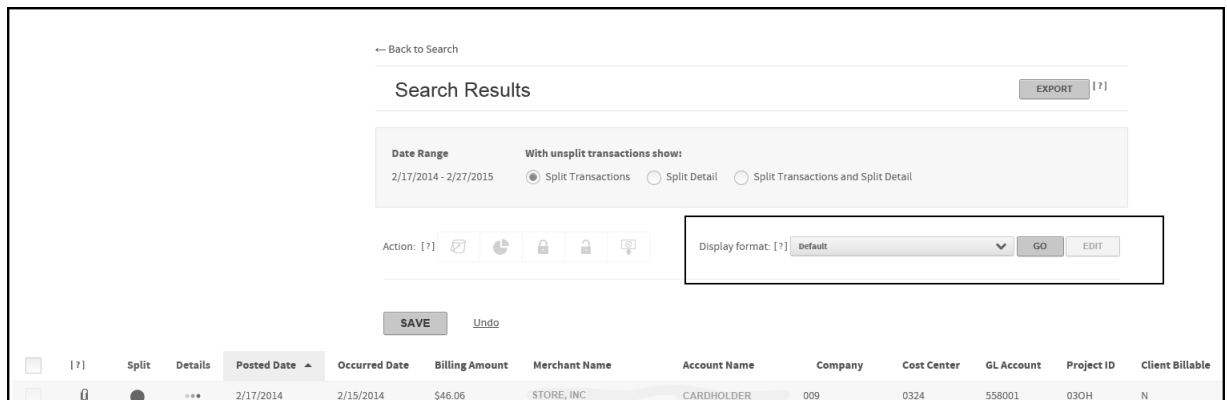


Figure 12-13. Transaction Search Results

Step	Action
------	--------

- 1 Run your transaction search. See *Search for transactions* on page 12- 1 .
- 2 Select **New format** from the **Display format** control. The **Edit** button activates.



Figure 12-14. Display format

- 3 Click **Edit**. The **Format Display** page is displayed.

Step Action (continued)

Figure 12-15. 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.

Step Action (continued)

Figure 12-17. Format Display

8 At this point you have two options, **Save** and **Finished**.

Click Finish to apply the new format to the current data set. The current data set is displayed with the new fields added.

Click Save. The current data set is displayed with the new fields added and the new format is added to the Display Format list.

Change 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.

Manage Transactions

- | Step | Action |
|------|--|
| 1 | Run your transaction search. See <i>Search for transactions</i> on page 12- 1 . |
| 2 | Select the transaction or transactions you want to change the status of by selecting the associated check box. |

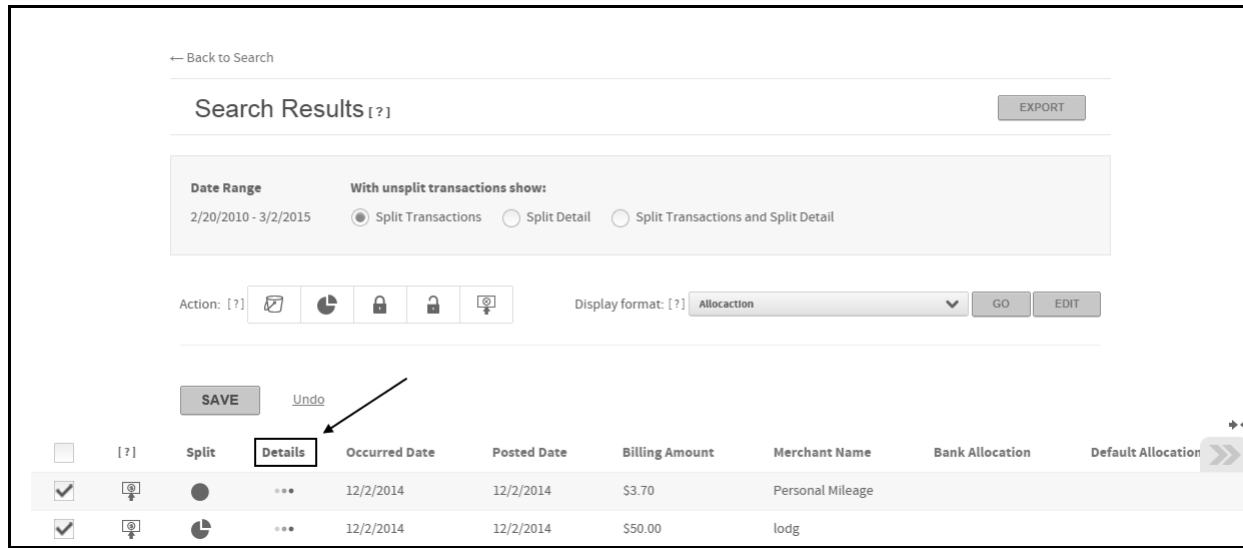


Figure 12-18. Search Results

- 3 Click the **Detail** icon for the transaction or a transaction in your multiple selection. The **Transaction Detail** page is displayed. If you selected multiple transactions, the transaction whose detail icon you clicked is displayed on the Transaction Detail page.

Step Action (continued)

Out-Of-Pocket Detail [?]

PREVIOUS NEXT

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 12-19. Out-Of-Pocket Detail

- 4 Expand the **Transaction Status** section.
You can hover your cursor over a field's **Information** icon to display additional information about the field

Step	Action (continued)
------	--------------------

Transaction Status [?]

Personal: Yes No

Disputed: Yes No

Locked: Yes No [?]

Mapped: No [?]

Transaction status: [?] (Dropdown menu: Reviewed, Approved, Rejected)

Diverted: No

Disputed Tracking #:

Reference #:

[Cancel](#)

Figure 12-20. Transaction Status

- 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.

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 *Lock or unlock a transaction*.
- 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 transaction search results. The status of your selected transactions is updated.
- 8 Click **Save** to save the updated statuses.

Edit 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.

View transaction detail

- | Step | Action |
|------|---|
| 1 | <p>Complete one of the following to view transaction detail from the Transaction list (<i>Search for transactions</i> on page 12- 1 page):</p> <ul style="list-style-type: none">• 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. <p>Addendum icons display only if the transaction contains additional information such as travel, car rental, lodging, fleet, or purchase detail.</p> |

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 2ZM4TA6XY2	Tammy Wells				

Figure 12-21. Transactions Search Results

- 2 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.

Manage Transactions

Step	Action (continued)
------	--------------------

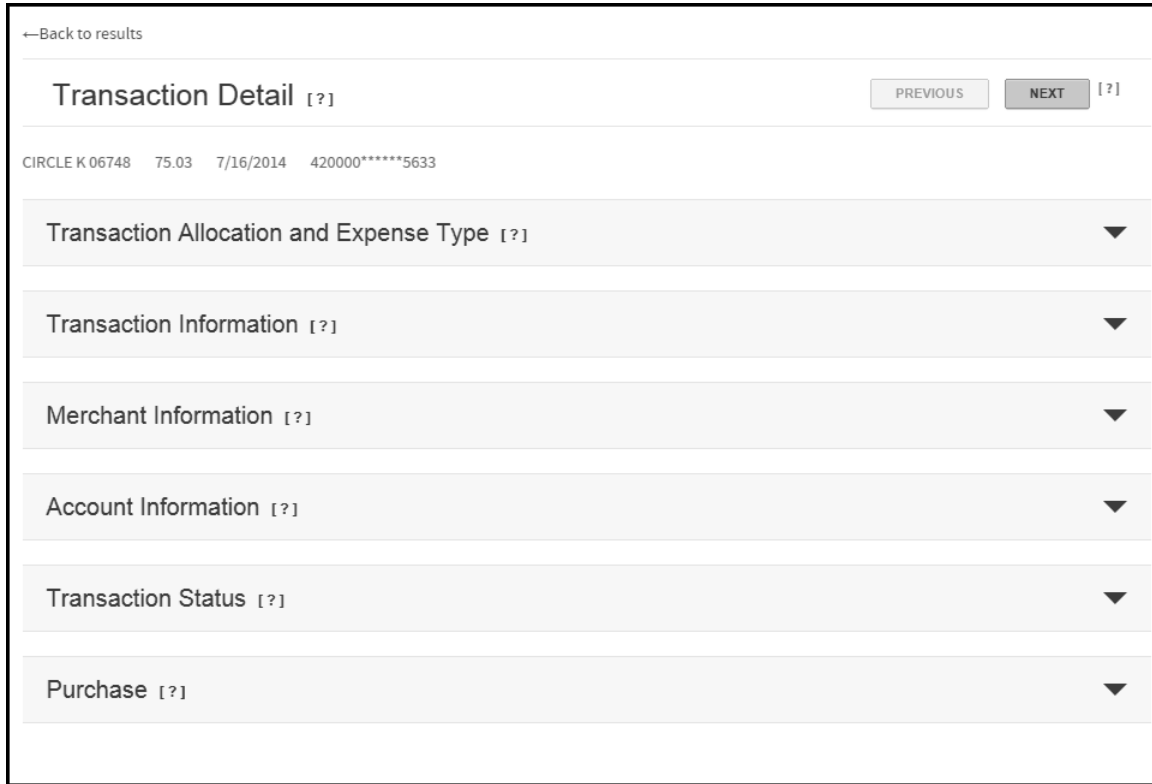


Figure 12-22. Transaction Detail page

- 3 Expand the **Transaction Allocation and Expense Type** section to view or add notes for a transaction.
- 4 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.

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.

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.

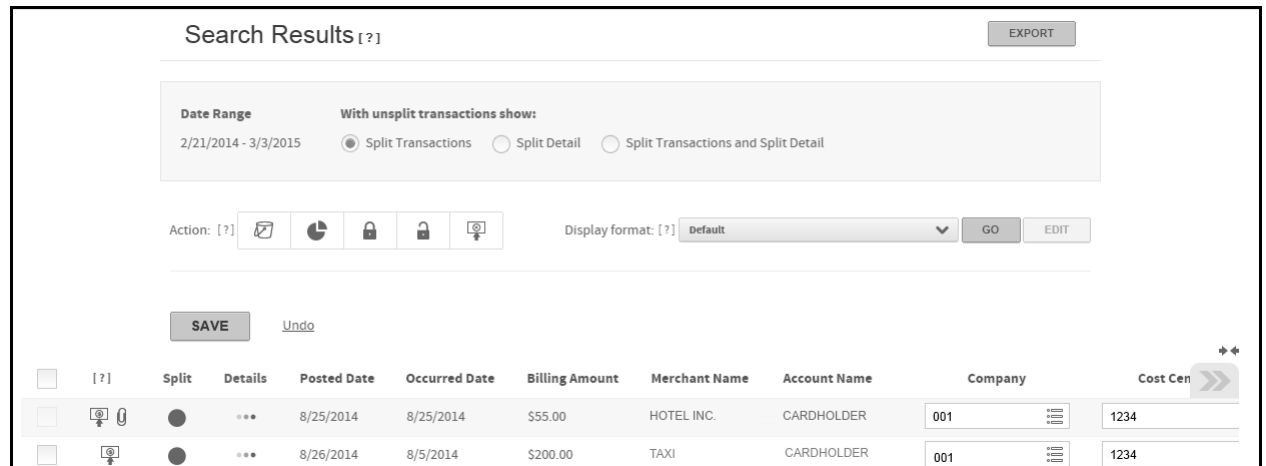


Figure 12-23. Transactions Search Results

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 **Selector** icon is displayed 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 is displayed 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 is displayed 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 *Edit or create a display format*, 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 *View a transaction list* on page 6- 3 .

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 *Search for transactions* on page 12- 1 for instructions on completing a transaction search.

Step	Action
1	Run your transaction search.
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 Selector icon in each allocation segment field to display a dialog box listing valid codes for that field.

Step **Action** *(continued)*

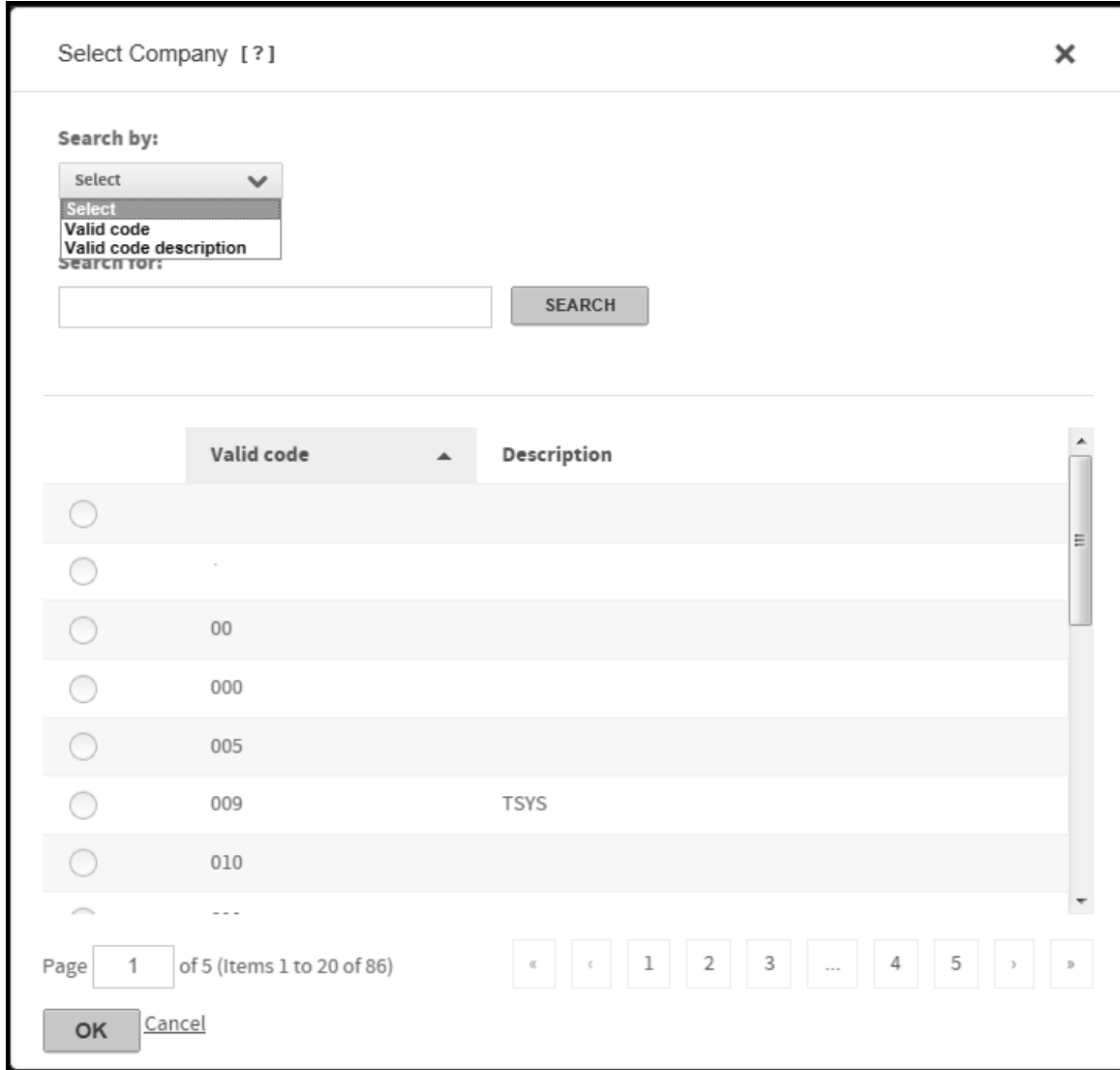


Figure 12-24. Select allocation code dialog

- 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

Step	Action <i>(continued)</i>
	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.

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.

Step	Action
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.

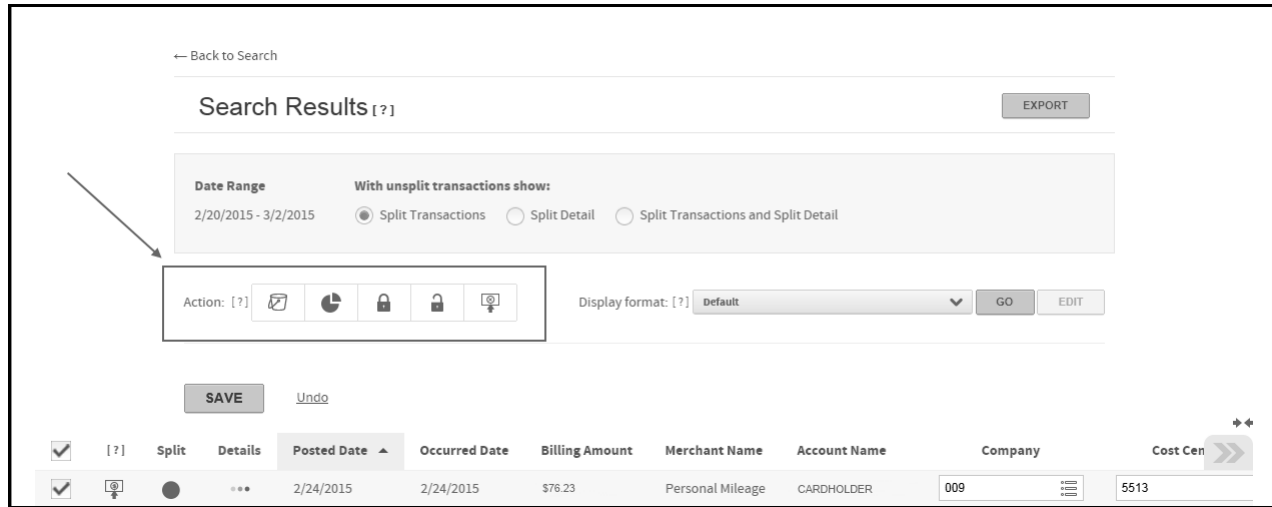


Figure 12-25. Action bar Lock or Unlock Transaction

- 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 is displayed with the selected transaction in its new status.

Flag a transaction as disputed

You can flag unlocked transactions to initiate a dispute.

Step	Action
1	If the Dispute column is not included in the display format on the Search for Transactions page, edit the display format using the task Edit a display format.
2	For an unsplit transaction, click the Dispute icon column. The icon changes when it is selected, indicating that the transaction is marked as disputed. For a split transaction:

Step	Action <i>(continued)</i>
------	---------------------------

1. Click the **Dispute** icon. The **Split Detail** page is displayed.

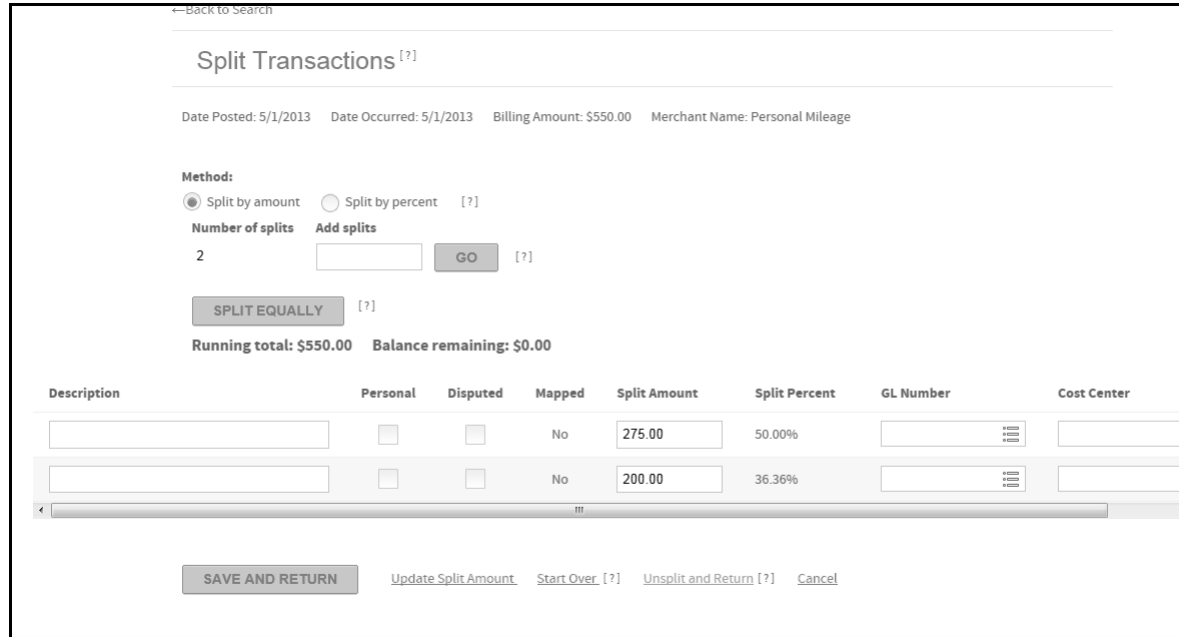


Figure 12-26. Split Detail page

2. Select the check box in the **Disputed** column for the transaction split you want to dispute.
3. Click **Save and Return**. The **Search for Transactions** page is displayed. 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.

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 *Lock or unlock a transaction* . Complete the following steps to change a transaction status.

Step	Action
1	Run your transaction search.
2	Select the transaction or transactions you want to change the status of by selecting the associated check box.
3	Click the Detail icon for the transaction or a transaction in your multiple selection. The Transaction Detail page is displayed. If you selected multiple transactions, the transaction whose detail icon you clicked is displayed on the Transaction Detail page.
4	Expand the Transaction Information section. 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.
5	Click Save to save the status update. If you selected multiple transactions, click Previous or Next to display the next transaction in your selection.
6	When you have completed the status updates, click Back to results (top of page) to return to the transaction search results. The status of your selected transactions is updated.
7	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.

Note: After a transaction has been locked, it cannot be edited. You cannot split that transaction

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.

Step	Action
1	Click the transaction's Split icon. The Split Transactions page is displayed

Step	Action (continued)
------	--------------------

← 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 ^[?]

^[?]

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"/>

 [Update Split Amount](#) [Start Over](#) ^[?] [Unsplit and Return](#) ^[?] [Cancel](#)

Figure 12-27. 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.

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 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.

Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">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 <i>Allocate a transaction</i> .
6	Type a description in the Description field. You can use up to 250 characters. <ul style="list-style-type: none">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.

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%

Step	Action
1	Click the transaction's Split icon. The Split Transactions page is displayed.
2	Select the Split by percent option. The Split Percent column changes to editable fields.
3	<p>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.</p> <p>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</p>
4	<p>Assign percentages to each split using one of the following procedures. Remember that the split percentages must add up to 100.00%</p> <ul style="list-style-type: none">• 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 <i>Allocate a transaction</i> .
6	<p>Type a description in the Description field. You can use up to 250 characters.</p> <ul style="list-style-type: none">• 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.

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.

Step	Action
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 is displayed.



Figure 12-28. Action bar

- 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.

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 of each split. See *Allocate a transaction*.
- 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 Select **Save and Return**. The split parameters you specified are applied to each transaction. Click **Start Over** to clear all fields.

Split a single transaction by line item detail

If addendum information is provided for the transaction, an Add Splits for Line Items button is displayed and the default two splits are set to zero. These transactions can be split by line item detail.

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.

Step	Action
1	Click the transaction's Split icon. The Split Transactions page is displayed. If addendum information is provided, the Number of splits field is set to zero and the Add Splits for Line Items button is visible.

←Back to Search

Split Transactions [?]

Date Posted: 5/1/2013 Date Occurred: 5/1/2013 Billing Amount: \$550.00 Merchant Name: Personal Mileage

Transactions selected: 1

Method: Batch Method

Split by amount Split by percent [?]

Number of splits: 0 Add splits: [input] GO [?]

Description	Personal	Disputed	Mapped	Split Amount	Split Percent	GL Number	Cost Center
[input]	<input type="checkbox"/>	<input type="checkbox"/>	No	275.00	50.00%	[input]	[input]
[input]	<input type="checkbox"/>	<input type="checkbox"/>	No	200.00	36.36%	[input]	[input]

Figure 12-29. Split by line item

- 2 Click **Add Splits for Line Items**. The addendum information provided by the merchants is displayed 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

Step	Action <i>(continued)</i>
	<p>Add splits field and click Go. Your additional splits are added to the Split Detail section.</p> <p>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.</p>
4	Assign amounts or percentages to each split. 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. <ul style="list-style-type: none"> 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.

Edit split information

Step	Action
1	Click the icon in the Split column to split the transaction or edit the split information. The Split Transaction page is displayed. <p>Note: You cannot edit Splits for mapped transactions.</p>
2	See the task <i>Splitting a Transaction</i> on page 12-31 for the steps to split a transaction. 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 <i>Allocate a transaction</i> for instructions.
4	Type a description in the Description field. You can use up to 250 characters. <ul style="list-style-type: none"> Select Dispute if you want to dispute a split.

Step	Action (continued)
------	--------------------

- Select **Personal** if you want to flag the split as a personal expense.
- 5** Click **Save and Return**.

Export 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.

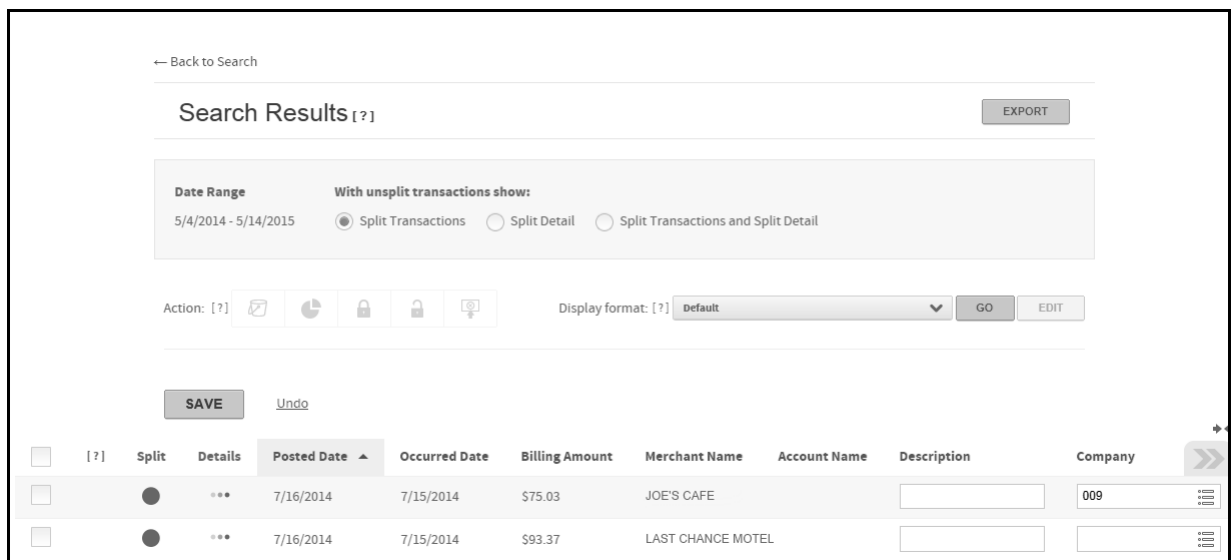


Figure 12-30. Search results

Before exporting transactions, you must have the **Transactions** list displayed in the **Search for Transactions** page.

Step	Action
------	--------

- 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

Step	Action (continued)
------	--------------------

it to the Transactions list. For more information on transaction display options see *Transaction display formats* on page 12-14.

- Click **Export**. The Export dialog is displayed, indicating the selected date range and number of transactions.

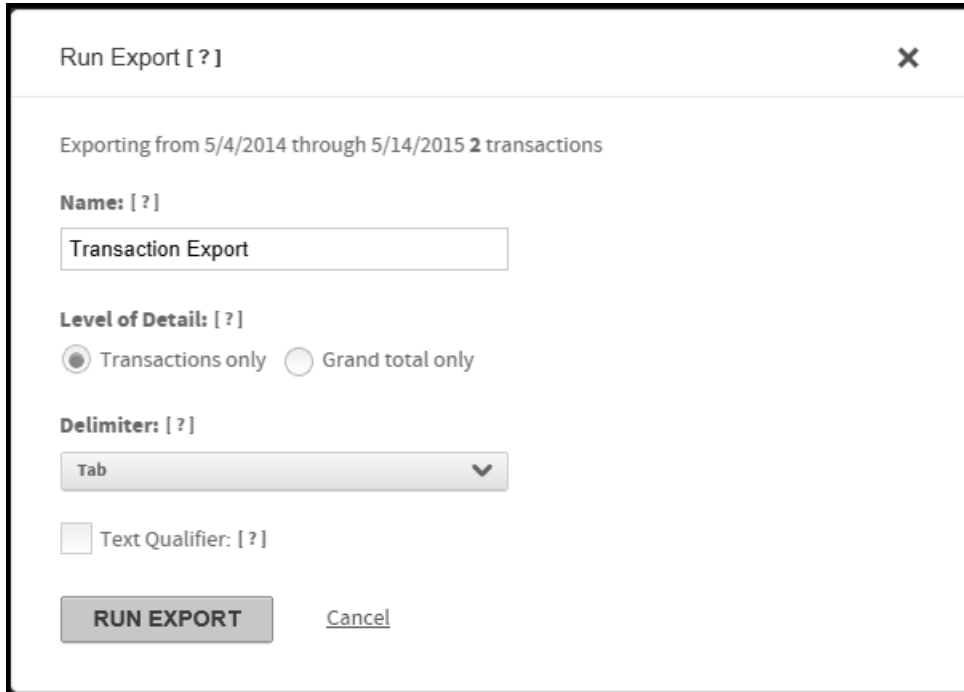


Figure 12-31. Run Export dialog

- 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.
- 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.

Step	Action (continued)
------	--------------------

- **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 is displayed 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.

The following message is displayed above the **Search Results** list column headings: "Export is being processed and can be downloaded from the Output Log when completed."

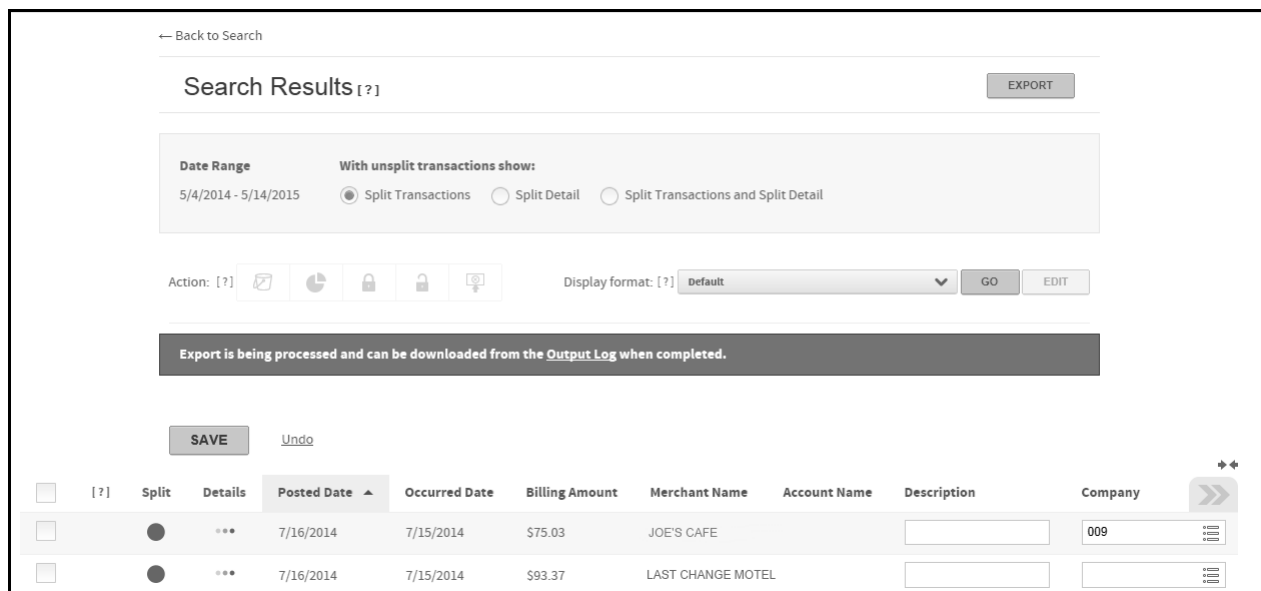


Figure 12-32. Export processing

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.

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.

Work with the Output Log

Step	Action
1	<p>Access the Output Log using one of the following methods:</p> <ul style="list-style-type: none"> From the Expenses menu, select View Output Log. From the Reports menu, select View Output Log. <p>The Output Log is displayed.</p>

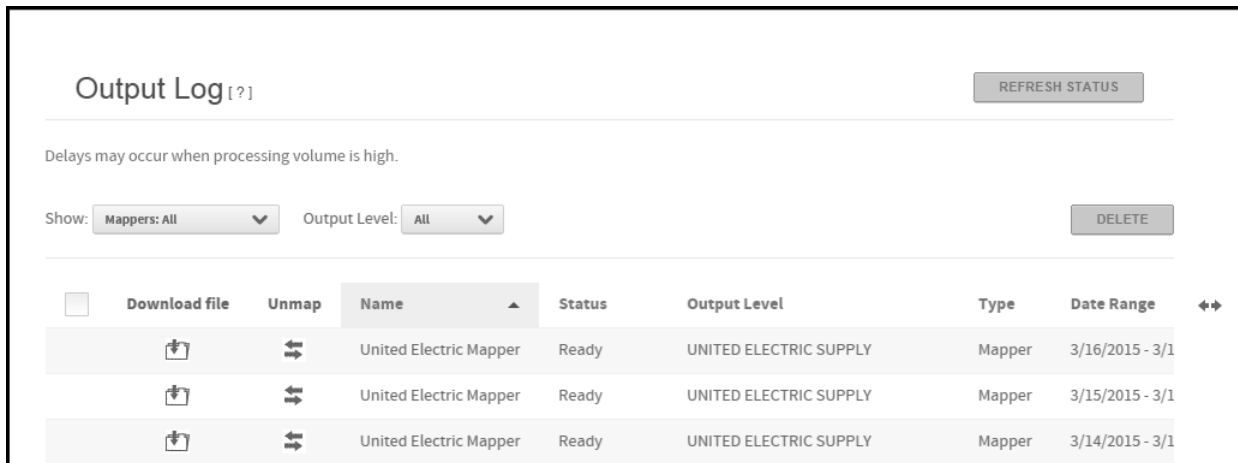


Figure 12-33. Output Log page

2	<p>You can download, delete, or unmap.</p> <ul style="list-style-type: none"> To download a file, click the Download icon. The File Download dialog is displayed.
---	---

Step	Action <i>(continued)</i>
------	---------------------------

1. Select the option to save the file and click **OK**. The Save As dialog is displayed.
 2. Select the location for the file to be downloaded to.
 3. Click **Save** to begin the download. The Save As dialog closes.
 4. When the download is complete, the **Download Complete** dialog opens. Click **Close** to close the dialog.
 5. 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.
- To delete any files from the Output Log:
 1. Select the file. The check box at the top of the column selects all files, a confirm dialog is displayed.

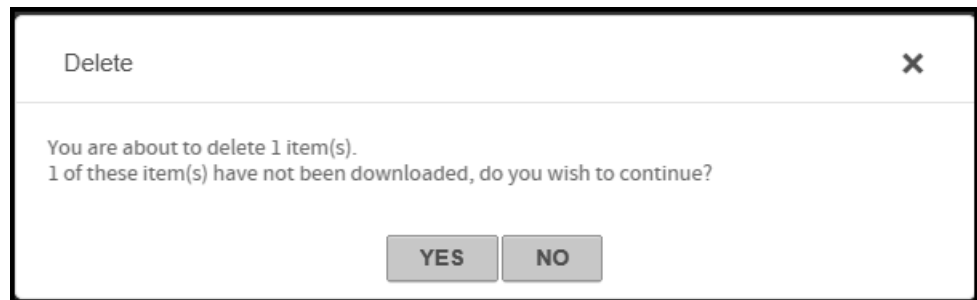


Figure 12-34. Delete file from output log confirmation

2. Click **Yes** to close the dialog and delete the item from the list.

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.

Step	Action
1	Open the Output Log.
2	To unmap the transactions associated with a mapper output file, click the Unmap icon. A confirmation dialog is displayed.

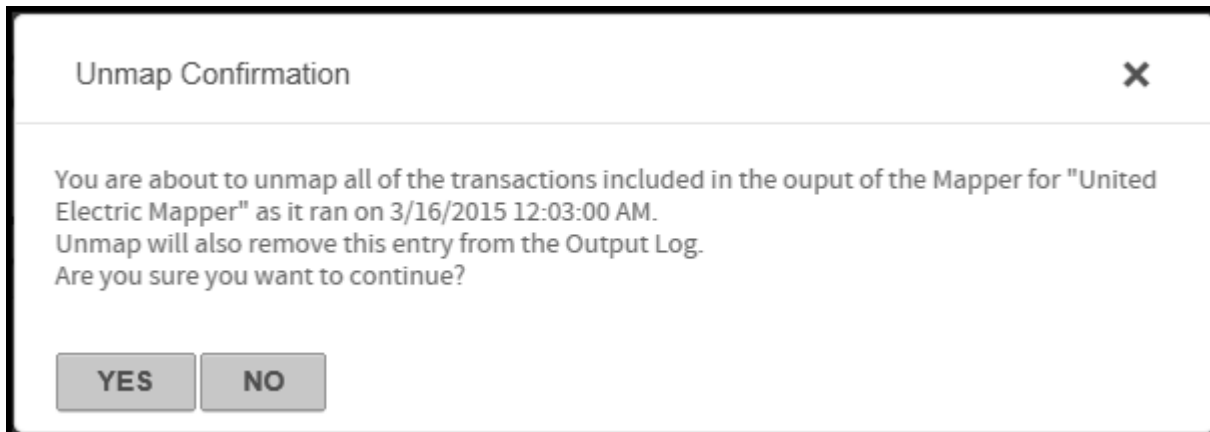


Figure 12-35. Unmap Confirmation dialog

- 3 Click **Yes**. The transactions are unmapped and the mapper is removed from the Output Log.

Manage 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:

- *Work with expense reports* on page 13- 1
- *Work with Out-of-Pocket transactions* on page 13-23

Work 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.

Use the Home page to manage your expense reports

Online Card Management provides users with links to expense report tasks. The links that are displayed 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.

Manage Expense Reports and Out-of-Pocket Transactions

- **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 *Create a user* on page 5- 1 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:

Status	Expense reports are assigned this status when...
Unsubmitted	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	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.

Manage Expense Reports and Out-of-Pocket Transactions

Status	Expense reports are assigned this status when...
Pending Approval	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	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	Any approver rejects the expense report. The creator of an expense report can edit and resubmit rejected expense reports.
Reopened	It has been rejected or closed, and then re-opened for modification so they can be re-submitted.

Create 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.

Note: Click **Save** at anytime to keep the expense report information before you finalize the report.

Step	Action
1	Enter general information about the new expense report (see <i>Step 1: Information</i>). To quickly create an expense report, choose to automatically assign transactions to the envelope when specifying general information 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.
2	Attach transactions to the expense report (see <i>Step 2: Transactions</i>).
3	Create and attach Out-of-Pocket expenses (see <i>Step 3: Out-of-Pocket</i>). 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 <i>Step 4: Receipts</i>).
5	Finalize the expense report and prepare it for submission (see <i>Step 5: Finalize report</i>).

Manage Expense Reports and Out-of-Pocket Transactions

13-4

Create an expense report

Step 1: Information

Note: You can save your work without submitting the report by clicking **Save**.

Step	Action
1	Select Manage Expense Reports from the Expenses menu. The Manage Expense Reports page is displayed.
2	Click Create Expense Report . The Create Expense Report page is displayed.

Manage Expense Reports and Out-of-Pocket Transactions

Create an expense report

13-5

Step	Action (continued)
<div><p>1 Information 2 Transactions 3 Out of Pocket 4 Receipts 5 Finish</p><h2>Information</h2><div><p>Select Account</p><p>Name on Account <input type="text"/></p><p><input checked="" type="checkbox"/> Active accounts <input checked="" type="checkbox"/> Inactive within 45 days <input type="checkbox"/> Inactive longer than 45 days <input type="checkbox"/> Purged</p><p>SEARCH</p></div><p>Account</p><p>CARDHOLDER (000000*****0000) <input type="text"/></p><p>Select a different account</p><p>Expense Report Name * <input type="text"/></p><p>Description <input type="text"/></p><p>Destination <input type="text"/></p><p>Date Range: *</p><p>Statement Cycle (Last) <input type="text"/> From: 1/27/2015 <input type="text"/> To: 2/24/2015 <input type="text"/></p><p><input checked="" type="checkbox"/> Auto-attach transactions</p><p>NEXT SKIP TO LAST STEP Save Cancel</p></div>	

Figure 13-1. Create Expense Report- step 1

You can also access this page by clicking **Create Expense Report** link from the Home page.

- 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

Manage Expense Reports and Out-of-Pocket Transactions

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Create an expense report

Step	Action <i>(continued)</i>
	<p>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.</p> <ol style="list-style-type: none">1. Expand the Select Account section or click the Select a different account link.2. 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.3. 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.4. Click Search. The search results display below.5. 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	<p>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.</p> <p>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.</p>
8	<p>You can now perform one of the following actions:</p> <ul style="list-style-type: none">• 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: Transactions

Note: You can save your work without submitting the report by clicking **Save**.

After completing the general expense information, step 2 of the Create Expense Report process is displayed.

Manage Expense Reports and Out-of-Pocket Transactions

Create an expense report

13-7

Information **2 Transactions** 3 Out of Pocket 4 Receipts 5 Finish

Transactions

Available (Unassigned) Transactions

Attach the selected Transactions to the Expense Report.

Date Range: **From:** **To:**

Filter Search Results By:

Transactions Only Splits Only Both

<input type="checkbox"/>	Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3/3/2013	3/3/2013	\$12.00	Lunch
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/26/2014	8/26/2014	\$100.00	Hotel
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/26/2014	8/26/2014	\$112.00	Personal Mileage

Attached Transactions

No unassigned transactions found.

[Save](#) [Cancel](#)

Figure 13-2. Create Expense Report- step 2

Step	Action
------	--------

- 1 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

Manage Expense Reports and Out-of-Pocket Transactions

13-8

Create an expense report

Step	Action <i>(continued)</i>
	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.
2	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.
3	Click Search . The available transactions search results updates.
4	You can now perform one of the following actions: <ul style="list-style-type: none">• 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: Out-of-Pocket

Any additional out-of-pocket transactions you attach are created in this section.

Manage Expense Reports and Out-of-Pocket Transactions

Create an expense report

13-9

Step	Action
1	Select one of the three out-of-pocket expense types from the Type list. Specify the number of expense types required in the Number of Transactions field. Click Add . The number of fields specified are added.
2	Add out-of-pocket information for each expense type you created. 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

Information Transactions **3 Out of Pocket** 4 Receipts 5 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: Personal Mileage Number of Transactions: 1

ADD [?]

Personal Mileage

Remove	Transaction Date	Description	Distance	Rate
⊖	03/12/2015		0	Mileage as of 1/1/2014 (0.5600 per Mile)

NEXT SKIP TO LAST STEP Save Cancel

Figure 13-3. Figure 322: Create Expense Report Step 3 - Personal Mileage

Manage Expense Reports and Out-of-Pocket Transactions

13-10

Create an expense report

Step	Action
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 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 **3 Out of Pocket** 4 Receipts 5 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: Number of Transactions:

[?]

Remove	Transaction Date	Description [?]	Meal Type	Business Meal	Attendees	Purpose	Amount	Merchant Name	Merchant City	State/Province	Country [?]
<input type="button" value="⊖"/>	<input type="text" value="03/12/2015"/>	<input type="text"/>	<input type="text" value="Select value"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Cancel](#)

Manage Expense Reports and Out-of-Pocket Transactions

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Create an expense report

Figure 13-4. Create Expense Report Step 3 - Meals

Step	Action
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

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: Lodging, Transportation and Other
Number of Transactions: 1

ADD [?]

Remove	Transaction Date	Description	Expense Type	Amount	Merchant Name	Merchant City	State/Province	Country [?]
[-]	03/12/2015		Select Type	0				

NEXT SKIP TO LAST STEP Save Cancel

Figure 13-5. Create Expense Report Step 3 - Lodging, Transportation, Other

Manage Expense Reports and Out-of-Pocket Transactions

Create an expense report

13-13

Step	Action
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: Receipts

The 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.

Manage Expense Reports and Out-of-Pocket Transactions

13-14

Create an expense report

The screenshot shows a multi-step process for creating an expense report. The steps are: Information, Transactions, Out of Pocket, Receipts (current step), and Finish. The 'Receipts' step is titled 'Receipts' and includes the following elements:

- Supported file types: .pdf, .jpeg, .tiff, .gif, and .png. Each file must be less than 5 megabytes.
- A file upload area with a 'Browse...' button.
- A 'Description' text input field.
- 'UPLOAD RECEIPTS' and 'DELETE RECEIPT' buttons.
- 'NEXT', 'Save', and 'Cancel' buttons at the bottom.

Figure 13-6. Attach Receipts

Manage Expense Reports and Out-of-Pocket Transactions

Create an expense report

13-15

Step	Action
1	Click Browse . The Choose File to Upload dialog is displayed.
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. 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.
3	Type a description, if desired, and click Upload Receipt . The file is uploaded to the system and is displayed in the File Name column.
4	Continue adding receipt files to the expense report and then click Next to attach the files, close the Receipts step and proceed to the final step.

Step 5: Finalize 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 13-7. Create Expense Report- step 5

Perform one of the following tasks:

- Click **Submit**. A dialog is displayed which allows you to select approvers. You can also type a note, if desired.

Manage Expense Reports and Out-of-Pocket Transactions

13-16

Manage expense reports

User Name	Business Unit	Approver Type	Profile Name
<input type="checkbox"/> Name 2	CDN EQUIPMENT OUTFITTERS	Final	Final Approver

Figure 13-8. 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.

If you try to submit an expense report that is missing a piece of required data, Online Card Management a message is displayed 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.

Manage 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 Manage Expense Reports from the **Expenses** menu.

Manage Expense Reports and Out-of-Pocket Transactions

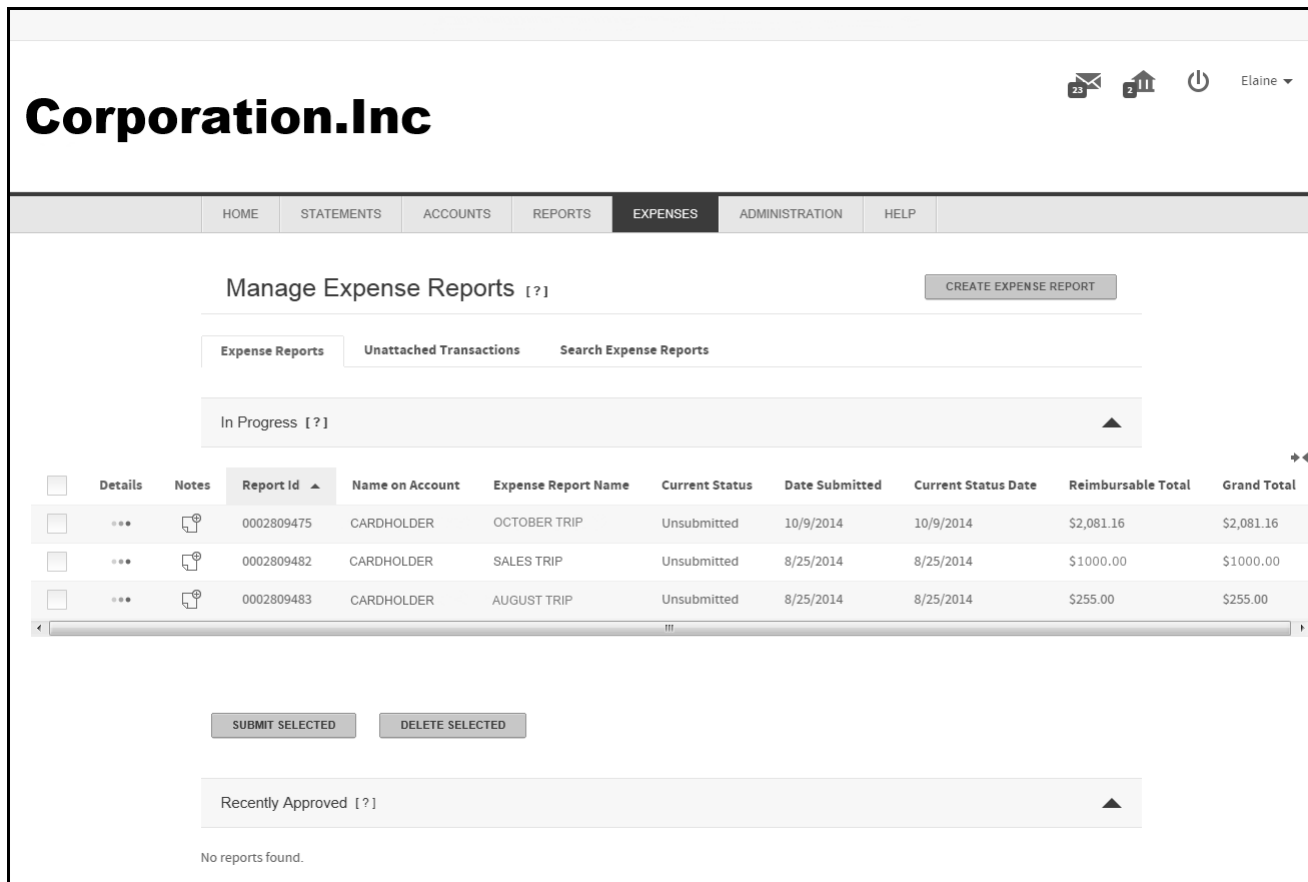


Figure 13-9. Manage Expense Reports

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** section 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.

Manage Expense Reports and Out-of-Pocket Transactions

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Manage expense reports

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**.

- When the approver has only interim permissions, the **Approve & Forward** button is displayed.
- When the approver has only final permissions, the **Approve & Close** button is displayed.
- 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.Click OK to close the dialog box.

The screenshot shows the 'Manage Expense Reports' interface. At the top right is a 'CREATE EXPENSE REPORT' button. Below it are tabs for 'Expense Reports', 'Unattached Transactions', and 'Search Expense Reports'. The main section is titled 'For Your Approval' and contains a table with the following data:

<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

At the bottom of the table are three buttons: 'APPROVE & CLOSE', 'APPROVE & FORWARD', and 'REJECT SELECTED'.

Figure 13-10. Manage Expense Reportsâ€™For Your Approval section

Manage Expense Reports and Out-of-Pocket Transactions

Expense Reports Tab: Unassigned section

Automatically generated 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 is displayed 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.

Manage Expense Reports and Out-of-Pocket Transactions

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Manage expense reports

Step	Action
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 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: <ul style="list-style-type: none">• 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. If you need 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. 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. Click Submit. The expense reports are routed to the selected approvers.• 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.

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

Manage Expense Reports and Out-of-Pocket Transactions

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.

Step	Action
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, no notes have been attached.
3	Select the check box associated with each expense report and apply one of the following actions: <ul style="list-style-type: none">• 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.

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.

Manage Expense Reports and Out-of-Pocket Transactions

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Manage expense reports

Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports Unattached Transactions Search Expense Reports

Select Account [?]

Name on Account Cardholder

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

SEARCH

Search Results

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 13-11. Manage Expense Reports

Step	Action
1	<p>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, <i>Searching without the wildcard character</i>, for examples of these searches.</p> <ul style="list-style-type: none">• If you select Account Number or Name on Account from the search list, all accounts that match your criteria are returned.

Manage Expense Reports and Out-of-Pocket Transactions

Work with Out-of-Pocket transactions

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Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">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.

Work 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.

Enter 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.

Manage Expense Reports and Out-of-Pocket Transactions

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Work with Out-of-Pocket transactions

- **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.

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.

Step	Action
1	<p>Select Create Out-of-Pocket from the Expenses menu to access the Create Out-of-Pocket page.</p> <p>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.</p> <p>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 5.</p>

Manage Expense Reports and Out-of-Pocket Transactions

Step	Action (continued)
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The screenshot shows a web interface for selecting an account. At the top, there are two steps: '1' (highlighted) and '2 Create Out-of-Pocket Transactions'. Below this is the heading 'Select Account'. There is a dropdown menu labeled 'Name on Account' with a downward arrow. To its right is a text input field. Below these are four checkboxes: 'Active accounts' (checked), 'Inactive within 45 days' (checked), 'Inactive longer than 45 days' (unchecked), and 'Purged' (unchecked). At the bottom left is a 'SEARCH' button.

Figure 13-12. Select Account - Create Out-of-Pocket

- 2 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.
 - 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.
 - 3 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.
 - 4 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.
 - 5 Click Save and Return. The **Create Out-of-Pocket** page is re-displayed and the selected account is displayed in the **Account** field.
- Any additional out-of-pocket transactions you attach are created on this page.

Manage Expense Reports and Out-of-Pocket Transactions

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Work with Out-of-Pocket transactions

Step Action (continued)

✓ Select Account 2 Create Out-of-Pocket Transactions

Create Out-of-Pocket Transactions [?]

Selected Account:
CARDHOLDER (000000*****0000)

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 **Number of Transactions**

Lodging, Transportation and Other 1

ADD [?]

CREATE [Cancel](#)

Figure 13-13. Create Out-of-Pocket Transaction

- 6 Select one of the three out-of-pocket expense types from the **Type** list.
 - Lodging, Transportation and Other
 - Meals

Manage Expense Reports and Out-of-Pocket Transactions

Work with Out-of-Pocket transactions

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Step	Action <i>(continued)</i>
	<ul style="list-style-type: none">• Personal Mileage
7	Specify the number of each expense type required in the Number of Transactions field.
8	Click Add . The number of fields specified are added.
9	Add out-of-pocket information for each expense type you created.
	Note: 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.

Create a Lodging, Transportation, and Other Out-of-Pocket transaction

Step	Action
1	Go to the Lodging, Transportation, and Other section of the Out-of-Pocket Transactions page.

Manage Expense Reports and Out-of-Pocket Transactions

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Work with Out-of-Pocket transactions

Step	Action <i>(continued)</i>
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Figure 13-14. Lodging, Transportation, and Other

- 2 Specify a date in the **Transaction Date** field. You can use the calendar control to select a date.
- 3 Specify a description in the **Description** field, if required.
- 4 Select an expense type from the **Expense Type** list.
- 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 **Create** and all out-of-pocket transactions are added to the account. Out-of-Pocket transactions are denoted by the **Out-of-pocket** icon.

Create a Meal Out-of-Pocket transaction

Step	Action
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- 1 Go to the **Meals** section of the **Out-of-Pocket Transactions** page.

Step Action (continued)

✓ Select Account 2 Create Out-of-Pocket Transactions

Create Out-of-Pocket Transactions [?]

Selected Account:
CARDHOLDER (000000*****0000)

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: Number of Transactions:

[?]

Remove	Transaction Date	Description [?]	Meal Type	Business Meal	Attendees:	Purpose	Amount	Merchant Name	Merchant City	State/Province	Country [?]
<input type="button" value="−"/>	<input type="text" value="03/13/2015"/>	<input type="text"/>	<input type="text" value="Select value"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Manage Expense Reports and Out-of-Pocket Transactions

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Work with Out-of-Pocket transactions

Step	Action <i>(continued)</i>
	Figure 13-15. Meals
2	Specify a date in the Transaction Date field. You can use the calendar control to select a date.
3	Specify a description in the Description field, if required.
4	Select a meal type from the Meal Type list.
5	Specify the Attendees and Purpose in the appropriate fields.

Create a Personal Mileage Out-of-Pocket transaction

Step	Action
1	Go to the Personal Mileage section of the Out-of-Pocket Transactions page.

Manage Expense Reports and Out-of-Pocket Transactions

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Work with Out-of-Pocket transactions

Step	Action <i>(continued)</i>
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Figure 13-16. Personal Mileage

- 2 Specify a date in the **Transaction Date** field. You can use the calendar control to select a date.
- 3 Specify a description in the **Description** field, if required.
- 4 Specify the distance traveled in the **Distance** field. This is a number only field.
- 5 Select a distance rate from the **Rate** list. This rate is applied to the distance traveled.
- 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 (***small icon graphic goes here ***).

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.

Bank level	ABC Bank of Colorado (01234) Bank administrator: Robert LeRoi
Organization level	Rocky Mountain Technology, Inc. (00101) Administrator: Sally Admin
Level 1	Customer Support (1122334) Manager: Sue Cardinal Associated cards: Travel Acct #1234-5678. Acct holder: Sara Secretary Office Expense Acct #4321-2222. Acct holder: Sara Secretary
Level 2	Software Products Support (2233445) Manager: Nick Carraway Associated cards: Joe Support Acct #1234-5678 Tina Twaddle Acct #9876-5432

Level 2	Hardware Products Support (2445566) Associated cards: 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)

Use 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, 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 *Create and Modify Users* on page 5- 1 . For information about self-registering see *Log on to Online Card Management* on page 2- 1 .

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.

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:

Term	Description
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.

Term	Description
Child	<p>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.</p> <p>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.</p>
Parallel	<p>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.</p>
Cascade	<p>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.</p>
ProcKey	<p>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.</p>

APPENDIX A. Default privileges

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:

Default privilege	Includes
<p>Act as administrator for bank site and the organization users</p> <p>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.</p>	<ul style="list-style-type: none"> • Allocation setup • Assign reports to bank • Customize interface • Manage cycles • Manage expenses • Manage mappers • Manage Program Change Requests (PCRs) • Manage reports and report profiles
Manage Site Setup options	<ul style="list-style-type: none"> • Email notification • Password requirements • Reports • Statements • Transactions • Setup user ID • Site setup settings
Edit Account Holder information	<ul style="list-style-type: none"> • Checking/Savings account • Date of birth • Email • Employee ID • Fax number • Home phone • Password • Social security number • Work phone
Work with Account Status information	<ul style="list-style-type: none"> • Change account status • View expiration date • View account status history

Default privilege	Includes
Work with Authorization and Decline information	<ul style="list-style-type: none"> • 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

Default privilege	Includes
Work with Authorization and Decline information (Continued)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

Default privilege	Includes
Customize site settings	<ul style="list-style-type: none"> • Colors • Product name • Upload first and second logos
Work with site setup user email notifications	<ul style="list-style-type: none"> • Edit new user information email • Edit password hint notification email • Edit password reset notification email
Work with site setup expense settings	<ul style="list-style-type: none"> • Hierarchy management • Manage expenses • Edit transaction data retention settings
Work with general site settings	<ul style="list-style-type: none"> • Activate corporate sites • Activate logons • View site Multifactor Authentication settings • Work with support email
Set site password rules	<ul style="list-style-type: none"> • Edit password expiration days • Edit password expiration notification days • Edit password maximum and minimum length • Edit password rules
Work with site report settings	<ul style="list-style-type: none"> • Edit report data retention • Edit TBR reports
Work with site self-registration settings	<ul style="list-style-type: none"> • Edit self-registration default profile • Edit self-registration required fields
Work with site setup statements	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Edit user ID minimum and maximum length • Edit user ID rules

Default privilege	Includes
Work with statements	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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:

Default privilege	Includes
Edit Account Holder Information	<ul style="list-style-type: none"> • Checking/Savings account • Date of birth • Email • Employee ID • Fax number • Home phone • Password • Social security number • Work phone
Work with Account status information	<ul style="list-style-type: none"> • Edit account status • View account expiration date • View account status history

Default privilege	Includes
Work with Authorization limit information	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Edit address line 1 and address • Edit card line 1 and card line 2 • Edit master accounting code
Work with MCC group authorization settings	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Import allocation • View allocation setup • Approve transactions • Edit transactions • Search for transactions • Split transactions • Unlock transactions • Run Bank Reports

Default privilege	Includes
	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

Default privilege	Includes
	<ul style="list-style-type: none"> • View transactions
Work with user administration	<ul style="list-style-type: none"> • 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:

Default privilege	Includes
Act as administrator for the organization users	<ul style="list-style-type: none"> • Administer cycles • Administer expenses • Administer mappers • Administer Program Change Requests (PCRs)
Edit Account Holder Information	<ul style="list-style-type: none"> • Checking/Savings • Date of birth • Email • Employee ID • Fax Number • Home Phone • Password • Social Security Number • Work Phone
Work with Account Status information	<ul style="list-style-type: none"> • Edit account status • View account expiration date • View account status history • Add accounts to profile

Default privilege	Includes
Work with authorization information	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

Default privilege	Includes
	<ul style="list-style-type: none"> • 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
Work with general card information (continued)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • View account audit history • View account summary • View authorizations and declines • View statements • View transactions
Work with user administration information	<ul style="list-style-type: none"> • 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:

Default privilege	Includes
View Account Holder information	<ul style="list-style-type: none"> • Checking/Savings account • Date of birth • Email • Employee ID • Fax number • Home phone • Password • Social security number • Work phone
View Account Status information	<ul style="list-style-type: none"> • Account status • Expiration date • Status history
View authorization information	<ul style="list-style-type: none"> • Card limit • Card option set • Cash advance limit • Custom limits • Daily limits • Monthly limits • Single purchase limit
View card information	<ul style="list-style-type: none"> • Address line 1 • Address • Card line 1 and Card line 2 • Master accounting code
View general information	<ul style="list-style-type: none"> • ACE option set • Bill type • Client product code
View MCC group authorization information	<ul style="list-style-type: none"> • Custom limits • MCC group action • MCC group cycle limits • MCC group daily limits • MCC group diversion account • MCC group monthly limits • MCC group name

Default privilege	Includes
	<ul style="list-style-type: none"> • 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:

Default privilege	Includes
View Account Holder information	<ul style="list-style-type: none"> • Checking/Savings account • Date of birth • Email • Employee ID • Fax number • Home phone • Password • Social security number • Work phone
View Account Status information	<ul style="list-style-type: none"> • Account status • Expiration date • Status history • Add account to their own profiles

Default privilege	Includes
View Authorization information	<ul style="list-style-type: none"> • Card limit • Card option set • Cash advance limit • Custom limits • Daily limits • Monthly limits • Single purchase limit
View card information	<ul style="list-style-type: none"> • Address line 1 • Address • Card line 1 and Card line 2 • Master accounting code
View general information	<ul style="list-style-type: none"> • ACE option set • Bill type • Client product code
View MCC group authorization information	<ul style="list-style-type: none"> • 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