



# Company Guide

6.3.3



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<b>What's New</b>	<b>1</b>
Enhancements for the Financial Screens . . . . .	1
New User Interface . . . . .	1
Expanded Filter Options for Financial Search . . . . .	1
Improved Workflow for Cost Allocation . . . . .	2
New Sort Order for Adjustments . . . . .	2
Cost Allocating from the Transaction Detail screen . . . . .	2
Saving Transactions with Invalid Account Codes . . . . .	2
Purchase Log . . . . .	2
Currency Code Options for Non-Card Transactions . . . . .	2
Mass Update Option for Setting Supervisor-Reviewed Status . . . . .	2
Zero Line Items Allowed for VAT Eligibility . . . . .	3
Report Enhancements . . . . .	3
Supervisor Summary Report . . . . .	3
Adjustments Restricted on Cost Allocation Reports . . . . .	3
New Company Preferences . . . . .	3
New and Updated Authorities . . . . .	3
New Language Option for Castilian Spanish . . . . .	4
Updates . . . . .	4
<b>Introduction</b>	<b>5</b>
<b>Getting Started</b>	<b>6</b>
Browser Requirements . . . . .	6
Acrobat Reader . . . . .	7
Saving Files to Your Local Directory . . . . .	7
Disabling Web Browser Integration in Internet Explorer . . . . .	7
Security . . . . .	8
Cookies . . . . .	9
Login . . . . .	9
Creating a New Password . . . . .	10
Forgot your Password? What to do . . . . .	11
Home Page . . . . .	12
Inbox . . . . .	13
Navigation . . . . .	14
Tabs . . . . .	15
Search . . . . .	17

## Company Implementation **18**

Review Company Preferences	18
Determine the Company Hierarchy Structure	18
Create User Templates (optional)	18
Set up Users	18
Create Customized Fields (optional)	18
Assign Default Account Codes (optional)	18
Map GL codes to MCCs (optional)	18
Define Suppliers (optional)	19
Define Custom Billing Cycles (optional)	19
Set up Exception Reporting (optional)	19

## Company Preferences **20**

Company Preferences - Options	20
Data Retention Period	20
Password Expiration/Duration	20
Use Supplier?	21
Maximum Number of Transaction Splits	21
Allow Splits to Balance to Net Amount?	21
Use Account Number Masking for Exports?	21
Number of Account Digits to Display	21
Use Email Notification?	21
Display Expense Description?	21
Expense Description Maximum Length	22
View Cardholder Review Status?	22
View Supervisor Review Status?	22
Use Custom Billing Cycle?	22
Allow Cost Allocation of Adjustments?	22
Allow Purchase Log?	22
Source of Currency for Non-Card Transactions	22
Tax Preferences	23
General Ledger Options	23
Final GL Code Mapping Sequence	23
Default Date Settings / Default Currency Settings	23
Auto User Setup	23
Report Assignment	23
Custom Flags	23
Custom Fields	23
Cost Allocation Fields	23
Account Extended Info Fields	23
Exception Reporting - All Cardholders	23
Lodged Card Settings	24

## Hierarchy **25**

Structure of the Hierarchy	25
Hierarchy Records	26
Company Maintenance	26
Intermediate Details	26
Account Maintenance	26
Supervisor List	27
Account Status	28

<b>User Defined Hierarchy</b>	<b>29</b>
User Defined Hierarchy Implementation . . . . .	29
Company Preferences . . . . .	29
Authorities . . . . .	29
Adding Intermediates to the Hierarchy . . . . .	30
Moving Accounts in the Hierarchy . . . . .	33
Assigning an Account to a Hierarchy Entity . . . . .	35
Assigning an Intermediate to another Entity . . . . .	35
Deleting an Intermediate . . . . .	36
<b>Authorities</b>	<b>37</b>
Types of Templates . . . . .	37
Managing Custom Templates . . . . .	37
Template Setup . . . . .	38
Creating a New Template . . . . .	38
Assigning Authorities to a Template . . . . .	39
Modifying a Template . . . . .	40
Deleting a Template . . . . .	40
System Default Template Authorities . . . . .	41
<b>Users</b>	<b>46</b>
User Types . . . . .	46
Company Administrator User . . . . .	47
Intermediate User . . . . .	47
Supervisor User . . . . .	47
Account User . . . . .	48
User Setup . . . . .	49
Supervisor Assignment . . . . .	51
Changing Supervisor Assignments . . . . .	53
Auto User Setup . . . . .	54
How Auto User Setup Works . . . . .	55
User Maintenance . . . . .	56
Reassigning a Template . . . . .	56
Resetting a Password . . . . .	57
Deleting a User . . . . .	57
Changing a User's Status . . . . .	58
Changing a User's Type . . . . .	58
Unlocking a User Account . . . . .	59

<b>Customized Fields</b>	<b>60</b>
Organizing Customized Fields	61
Customized Fields Implementation	62
Company Preferences	62
User Authorities	62
Field Properties	63
Custom Flags	64
Adding or Modifying a Custom Flag	64
Custom Fields	65
Adding or Modifying a Custom Field	65
Uploading Validation Values	66
Cost Allocation Fields	68
Adding or Modifying a Cost Allocation Field	68
Adding Drop-down Values to a Cost Allocation Field	69
Uploading Drop-down Values to a Cost Allocation Field	70
Account Extended Information Fields	71
Adding or Modifying an Account Extended Information Field	71
Deleting a Customized Field	72
Saving Transactions with Invalid Account Codes	73
Creating Required Fields	74
Creating Date Type Fields	76
Tips for Using Date Fields	76
Enabling or Disabling Fields for Cardholder Editing	78
Locking Fields that Contain Default Account Codes	79
Locking a Field in a Dependency Chain	80
Locking a Field that is Required	81
Cross-Validation for Cost Allocation Fields	82
How Cross-Validation Works	82
Setting Up Cost Allocation Fields For Cross-validation	82
<b>Default Account Codes</b>	<b>86</b>
Setting Default Account Codes on Account Maintenance	88
Setup Default Account Codes	88
Setting up Default Account Codes Off Line	89
Scheduling the Default Account Codes File	89
Editing the Default Account Codes File	90
Uploading the Default Account Codes File	92
Using the Default Account Codes Confirmation File	93
Confirmation file	93
<b>General Ledger Options</b>	<b>95</b>
Setting General Ledger Code Display Options	96
Using the Final GL Code	97
Mapping the Final GL Code	98
Assigning the Final GL Code to a Secondary Field	99
MCC GL Maintenance	100
Mapping GL Codes to MCCs	101
Downloading MCC GL Codes	101
Uploading MCC GL Codes	102
MCC GL Code File Requirements	102

<b>Allocating Account Codes</b>	<b>103</b>
How to Allocate Account Codes . . . . .	103
Disabling Cost Allocation of Adjustments . . . . .	104
Cost Allocation Processing . . . . .	104
<b>Financial</b>	<b>106</b>
Transaction Summary . . . . .	106
Viewing Transaction Details . . . . .	109
Transaction Account Codes . . . . .	110
Reviewing Transactions . . . . .	114
Account Approval Summary . . . . .	115
Mark Transactions by Account . . . . .	116
Mark Transactions By Page . . . . .	116
Schedule Transaction Approval . . . . .	117
<b>Purchase Log</b>	<b>118</b>
Purchase Log Setup . . . . .	118
Purchase Log Account Summary . . . . .	118
Purchase Log Summary . . . . .	119
Adding a Purchase Log . . . . .	120
Deleting a Purchase Log . . . . .	120
Modifying a Purchase Log . . . . .	120
Running a Purchase Log Detail Report . . . . .	121
Purchase Log Detail . . . . .	122
<b>Email</b>	<b>123</b>
Email Messages . . . . .	123
Creating an Email Message . . . . .	123
Modifying an Email Message . . . . .	124
Deleting an Email Message . . . . .	124
Schedule Email . . . . .	125
<b>Exports</b>	<b>127</b>
Export Templates . . . . .	127
Custom Export Setup . . . . .	128
Adding a New Template . . . . .	128
Setting Export Options . . . . .	129
Assigning Fields to the Template . . . . .	131
Setting Field Options . . . . .	132
Modifying a Template . . . . .	133
Deleting a Template . . . . .	133
Real-time Export . . . . .	134
Downloading or opening a real-time export . . . . .	135
Schedule Export . . . . .	136
Financial Export Flag . . . . .	137
Flag Transactions During Export . . . . .	137
Flag Transactions on the Transaction Detail screen . . . . .	137
Reset Financial Export Flag . . . . .	138

<b>Reports</b>	<b>139</b>
Report Formats	139
Screen Version (HTML)	139
Print Version (PDF)	140
Run Reports	140
Schedule Report	142
Schedule Summary	143
Changing a Schedule	144
Deleting a Schedule	144
Using the Report and Export Scheduler	145
One Time	145
Weekly Range	145
Monthly Range	146
Billing Cycle	146
Scheduling Reports or Exports for Past Billing Cycles	147
Email Notification for Scheduled Exports and Reports	147
Scheduling Reports for Cardholders	148
Scheduling Reports for ALL Cardholders in the Company	148
Scheduling Reports for Selected Cardholders	149
Report Preferences	150
<b>Supplier</b>	<b>151</b>
Supplier Implementation	152
Supplier Setup	153
Creating a New Supplier from the Merchant Detail screen	155
Supplier Maintenance	156
Modifying Supplier Address Information	156
Modifying the Supplier GL Code	156
Unassociating Merchants	157
Changing the Selection Criteria	157
Deleting a Supplier	158
Schedule Supplier Association	159
<b>Vendor Number</b>	<b>160</b>
Merchant Vendor Number	160
Supplier Vendor Number	161
<b>Custom Billing Cycles</b>	<b>162</b>
Billing Cycle Implementation	163
Custom Billing Cycle Maintenance	164
Adding Billing Cycles	164
Modifying Billing Cycles	165
Deleting a Billing Cycle	165

<b>Exception Reporting</b>	<b>166</b>
Exception Reporting Implementation . . . . .	166
Account Exception Reporting . . . . .	167
Exception Reporting for all Accounts . . . . .	167
Exception Reporting for Individual Accounts . . . . .	167
Excluding Accounts from Exception Reporting . . . . .	168
Account Activity Exception Report . . . . .	169
Merchant Category Exception Reporting . . . . .	170
Merchant Category Exception Report . . . . .	171
Merchant Exception Reporting . . . . .	171
Merchant Exception Report . . . . .	172



# What's New

## Enhancements for the Financial Screens

### New User Interface

A new user interface for the financial screens has been created to improve navigation and workflow of the most common tasks, such as cost allocation, transaction split, and general transaction management. The change in the user interface does not affect actual data in any way; historical transaction data is the same. The only change is the way the transactions are displayed on the screen.

New icons for **Email Notification** and **Add Non-Card Transaction**.

The sort options can be used to re-sort the entire search results.

More tax options for purchases with multiple tax amounts.

The **Detail** icons navigate to other financial screens.

Non-Card Transaction

Split Transaction

Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Trans A	Sales Tax	Alternate Tax	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	01/12/2001	01/10/2001	OFFICE SUPPLY, NEWARK, NJ		8.94		
<input type="checkbox"/>	<input type="checkbox"/>	01/15/2001	01/14/2001	BORDERLINE, DETROIT, MI		11.13		
<input type="checkbox"/>	<input type="checkbox"/>	01/15/2001	01/15/2001	Yellow Cab	25.00	0.0000		
<input type="checkbox"/>	<input type="checkbox"/>	01/22/2001	01/20/2001	PC CITY, BOSTON, MA	2,196.24	142.76		
<input type="checkbox"/>	<input type="checkbox"/>	02/01/2001	01/31/2001	OFFICE SUPPLY, NEWARK, NJ	56.99	3.70		
<input type="checkbox"/>	<input type="checkbox"/>	02/22/2001	02/20/2001	OFFICE SUPPLY, ATLANTA, GA	96.24	8.94		
<input type="checkbox"/>	<input type="checkbox"/>	03/06/2001	03/05/2001	MAIN STREET OFFICE SUPPLY, ATLANTA, GA	1,854.22	124.23		
				Split 1: Monitor	467.10	0.0000	0.0000	
				Split 2: Software	467.10	0.0000	0.0000	
				Split 3: PC	795.79	0.0000	0.0000	
<input type="checkbox"/>	<input type="checkbox"/>	03/12/2001	03/10/2001	OFFICE SUPPLY, ATLANTA, GA	185.22	12.04		
				Split 1: Presentation Materials - Midwest Division	59.26	0.0000	0.0000	
				Split 2: Presentation Materials - Eastern Division	125.96	0.0000	0.0000	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	03/15/2001	03/13/2001	OFFICE SUPPLY, NEWARK, NJ	46.32	3.01		

Page Total: 4,807.96

To help users transition to the new screens, three online demonstrations are available to demonstrate how to cost allocate a transaction, split a transaction, and create a non-card transaction. A link to the demonstrations is available in the Links section of the home page.

### Expanded Filter Options for Financial Search

Expanded search options enable users of all levels to search for transactions based on seven additional search criteria.


### Improved Workflow for Cost Allocation

A new option in the Account Codes section of the Transaction Summary screen enhances navigation when cost allocating a transaction by enabling you to automatically save changes and move to the next transaction's account codes with just one click.

### New Sort Order for Adjustments

The Transaction Summary screen, Expense Report, and Account Statement Report have been enhanced to sort adjustments by posting date and then by acquirer reference number. Adjustments, such as cross-border conversion fees or credits, now display next to the related transaction; allowing you to review transactions and their related adjustments side by side instead of having transactions and fees separated.

### Cost Allocating from the Transaction Detail screen

The Transaction Detail screen has been enhanced to improve the speed at which the Web page loads. The Account Codes section is initially hidden when you enter the Transaction Detail screen, which enables the page to display more quickly. To view or add account codes, click the Allocate icon  to display the Account Codes section.

### Saving Transactions with Invalid Account Codes

When account codes change and an old code that is no longer valid is currently assigned to a transaction, that value is retained until a new code is selected from the drop-down list. To ensure that the most up-to-date account codes are used, the system displays a warning when an account code is no longer valid.

### Purchase Log

The new Purchase Log option is an online alternative to the paper-based purchase logs widely used by cardholders to track and reconcile purchases. Like the traditional paper or spreadsheet log, the application's electronic purchase log enables cardholders to log the relevant details of the purchase before the transaction is available in the application. A Purchase Log Report provides a printer-friendly version of the purchases.

### Currency Code Options for Non-Card Transactions

The non-card transaction process has been enhanced to use either the currency code assigned at the company level or at the cardholder account level as the posting currency when creating a new non-card transaction. Non-card transactions previously defaulted to the currency of the company. Now, the company administrator has the option to specify the account's currency as the posting currency of non-card transactions that are created for the account. The new option, **Source of Currency for Non-Card Transactions**, in Company Preferences sets the currency.

### Mass Update Option for Setting Supervisor-Reviewed Status

A new mass update option, Schedule Transaction Approval (Financial tab), allows managers and administrators to mass apply the supervisor-reviewed status to a range of transactions. The mass update runs as a scheduled process, which runs multiple times throughout the day.

### Zero Line Items Allowed for VAT Eligibility

The VAT Eligibility logic has been re-configured to no longer require Line Items to have a non-zero Extended Item Amount when the Transaction Amount is not equal to zero. The UK VAT LID Report has also been updated to reflect the change.

## Report Enhancements

### Supervisor Summary Report

The new Supervisor Summary Report provides a listing of all supervisor users in the company as well as a high-level summary of the review status for each supervisor's assigned transactions. This report is available to company administrators and higher-level users.

### Adjustments Restricted on Cost Allocation Reports

The existing **Allow Cost Allocation of Adjustments** option in Company Preferences now controls whether adjustments are included in the Cost Allocation Detail Report and Cost Allocation Summary Report, ensuring that the cost allocation reports are consistent with how adjustments are cost allocated (or not cost allocated) in the online view.

## New Company Preferences

Company Preference	Description
Allow Purchase Log Default is set to "No"; editable by company administrator	Enables the Purchase Log option from the Financial tab, which allows users to maintain a log of purchases in the application.
Source of Currency for Non-Card Transactions Default is set to "Company"; editable by company administrator	Sets the posting currency for non-card transactions to the company currency or the account currency.
Lodged Card Settings This option will display if at least one lodged card template has been created for the company.	Enables a company administrator to select a default lodged card template that will be assigned to all new accounts added to the application through the daily file transmission.

## New and Updated Authorities

Authority	Description	Available to...	Added to Default Templates?
(Enhanced) Allow Mass Updates	Enables the user to Schedule Transaction Approvals, which is available from the Financial tab.  Currently, the "Allow Mass Updates" authority enables a mass update option on the Account Approval Summary screen.	<ul style="list-style-type: none"> <li>Supervisor</li> <li>Intermediate User</li> <li>Company Administrator</li> </ul>	Yes
(New) Print Supervisor Summary Report	Enables the user to print the Supervisor Summary Report.	<ul style="list-style-type: none"> <li>Company Administrator</li> </ul>	Yes

## New Language Option for Castilian Spanish

In response to broadening markets, the application will now be available in Castilian Spanish. The application will still be available in Latin American Spanish for users in the Latin American region. The original language option for Latin American Spanish, Español, has been changed to Español (América Latina). The new language for Castilian Spanish is Español (España).

## Updates

- **Password Reset Message** - When a user is prompted to reset his or her password, a new message provides the minimum requirements for creating a password.
- **Vertical Scrolling on Transaction Summary Screen** - The Account Codes section of the Transaction Summary screen prevents automatically scrolling to the top of the summary page when account codes are applied. The screen stays focused on the Account Codes section until the user manually scrolls the page.
- **Exporting the Adjustment Description** - The **MCH.Merchant Name** export field contains the transaction description, which can be the merchant name or adjustment description. The export process has been updated to ensure that when the adjustment description is exported, it is limited to the maximum field length of the MCH.Merchant Name field: 25 alphanumeric characters.
- **Corrected Processing for Splits** - The split process is corrected to accurately total the split amounts when the total transaction amount is over 1,000 and contains a group separator.
- **Corrected Calculation for Split Lines and Applied VAT Tax Rates** - The VAT Tax Rate calculation prevents truncating the tax rate according to the user's decimal digits setting (Default Currency Settings - User Maintenance). If a tax rate is set up as .126, the system will calculate the tax using the three-digit tax rate regardless of the user's currency settings.
- **Debit Credit Indicator Corrected for Exported Line Item Addendum** - The export process for line item information can export credit and debit indicators from the Line Item Addendum, not from the parent transaction. The screen display of line item information still inherits the credit and debit indicators from the parent transaction.

# Introduction

This application is an online reporting tool that allows you to access Purchasing, Fleet, and Business card transactions securely over the internet. This application can help you expedite expense reporting by allowing you to review expenses, cost allocate and split transactions, create non-card transaction expenses, export data and run reports — all online and at your convenience. All you need is a user ID, a password and access to the Internet.

## **Accessing Data and Processes**

This application is authority-based, which means that your access to data and functions is determined by user authorities or “permissions”. Your issuer administrator determines the various functions and data that are available to you. As the company administrator, you have the ability to enable or disable the user authorities provided to the users within your company.

## **Role of the Company Administrator**

An issuer initially enrolls a company to use the application. Once a company is enrolled, a company administrator takes over and implements the application at the company level. As a company administrator, you will receive a user ID, password, and login instructions.

# Getting Started

If you are already familiar with Web-based applications, learning this application will be easy! The application uses many standard navigation elements and with the intuitive design you will be able to get started in no time. If you are not as experienced with navigating the Web, be sure to read the *Getting Started* section in its entirety to learn important information about browser requirements, login information, and navigation elements used in the application.

## Browser Requirements

To ensure the protection of your data, you are required to use a browser with 128-bit encryption in order to login to the application. This is the highest level of encryption available commercially.

If your browser does not support 128-bit encryption, you will have to upgrade your browser to enable the proper encryption level in order to login. The application attempts to check the type of browser currently installed on your PC and displays the appropriate upgrade. If the application cannot verify your browser, the page displays upgrade links to the most widely-used browsers. If your browser is not listed, go the Web site that supports your browser and download the version that uses 128-bit encryption.

### Supported Browsers

- Internet Explorer 5.5 or higher
- America Online (provided the AOL build utilizes Internet Explorer 5.5 or higher)
- Netscape 6.2 or higher
- Mozilla 1.5 or higher

### Supported Operating Systems

- Windows 2000
- Windows NT 4.0
- Windows XP Home Edition or Professional

For additional information about each browser, please refer to the browser's user documentation.

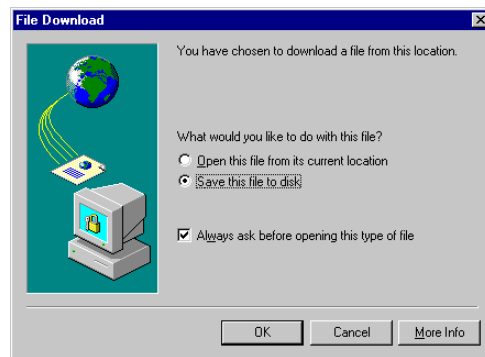
## Acrobat Reader

Adobe Acrobat Reader 5.0 or above is required if you view reports in PDF (Portable Document Format). Download a free copy of Acrobat Reader from [www.adobe.com](http://www.adobe.com) or click the Acrobat Reader link on the Run Reports screen.

The Web Browser Integration option in Adobe® Acrobat® allows you to display PDF documents either inside or outside the browser window. Because the application's navigational elements are built into the application, PDF reports must be displayed outside the browser window in order to maintain the application's navigation. To display PDF reports outside of the browser, disable the integration option in Adobe Acrobat. With Web Browser Integration disabled, you still have the option of displaying the document immediately on your screen or you can save the file directly to your PC.

### Saving Files to Your Local Directory

When you run a PDF report or convert an online report to PDF, you will be prompted with this dialog box.



From here you have two options:

- Select **Open this file from its current location** to display the report on your screen. The report is automatically opened in Adobe Acrobat Reader, which is launched from your PC. You can use the Acrobat menu options to print or save the report to your PC.
- Select **Save this file to Disk** to save the PDF file to your local directory. Then, you can open the PDF file from your PC.

### Disabling Web Browser Integration in Internet Explorer

**Note:** In Netscape, PDF documents are integrated into the browser regardless of the setting in Acrobat.

- In Adobe Acrobat Reader version 5.0, go to Edit/Preferences and select **Options**. Under Web Browser Options, clear the check mark in “Display PDF in Browser”. Click OK.
- In Adobe Acrobat Reader version 6.0, go to Edit/Preferences and select Internet in the left pane. Clear the check mark in “Display PDF in Browser”. Click OK.

## Security

The security of your financial data and user information is our top priority. All information transmitted between your PC and the application Web server is protected by encryption using SSL (Secure Sockets Layer) and 128-bit encryption, the highest level of encryption commercially available. That means your information is scrambled before it is sent over the Internet, so that third parties cannot read the information.

Each time you log in, the system checks your browser to ensure that you are using an approved browser and the proper encryption level. Any information that you submit to us over the Internet is stored and maintained behind multiple firewalls, protecting your information from direct access via the Internet.

Sensitive data, such as account numbers and passwords, are masked for added security. All but the last four to eight digits of account numbers are masked so that full account numbers are never revealed to any application user on the screen or in a report.

### **How can I tell if the application is secure?**

When you are logged into the application, you will see a closed padlock at the bottom of the browser window. The closed padlock tells you that the contents of the browser window and your connection are encrypted. Data that you read or submit online is scrambled so that no one can read the information as it travels between the application servers and your computer.

## Cookies

We use “cookies” to remember your language preference for viewing the application. The cookie file is created (or updated) when you log in and stores your latest language selection. The next time you login, the login screen automatically displays in your preferred language. Cookies are created for convenience—your user information or any other sensitive data are not written to a cookie file.

## Login

You can log in to the application using your choice of compatible browsers. Your program administrator will provide the Internet address for accessing the application as well as your initial login information.

- 1 Launch your browser.
- 2 Enter the Internet address in the address line of your browser screen. The Login screen displays.



The screenshot shows a login interface with two input fields on the left: 'User ID' and 'Password', with a 'Login' button below them. On the right, under the heading 'Select Language', there is a list of language options: American English, International English, Español (América Latina), Español (España), Français Canadien, Français, Deutsch, Português, Italiano, Nederlands, 繁體中文, 简体中文, 日本語, and 한글.

- 3 Select the language in which you want to view the application. Wait for the screen to refresh.
- 4 Enter your **User ID** and **Password**.
- 5 Click **Login**. If this is your first time logging in, you will be prompted to change your initial password. See "*Creating a New Password*" for details.

## Creating a New Password

The first time you log in you will be prompted to change your password to something that only you know. Your user ID and password are the key to accessing your transaction information securely online, so you need to keep this information safe. A good password should be easy for you to remember but difficult for others to guess.

When you create a new password, you may also be prompted to supply additional required information, which will be added to your user profile (User Maintenance).

Your email address is required to log in.

### Password

#### Requirements:

- 8-20 characters; two of which must be numeric characters.
- Passwords are case sensitive.
- Passwords cannot contain spaces.
- Old passwords cannot be reused.
- The password cannot be the same as the user ID.

 **Initial Password has expired. Please enter a new password.**

Apply

#### New Password

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

#### Password Reset

Resetting your password is now made easy. Simply follow these steps

1. Specify your E-Mail Address, if not already specified in your user maintenance screen.
2. Select the security question and answer it.

In case you forget your password, you will be asked this security question and upon verification, a new password will be sent to this E-Mail Address.

Electronic Mail Address	<input type="text"/>
Password Reset Question	<input type="text"/>
Password Reset Answer	<input type="text"/>

Apply

## Forgot your Password? What to do

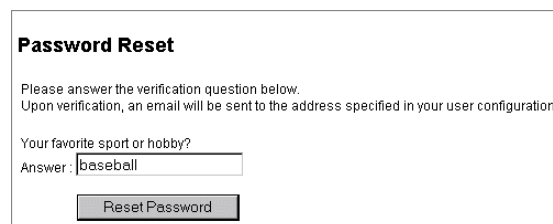
We can't send you your original password, but we can send you temporary login information so that you can login and reset your password.

In order to reset your own password, you should have already set up your security question and answer in your user profile. This enables the system to verify that it's you requesting help to login. If you have not set up a security question and answer, contact your support team for help.

When you use the **Forgot Password** option, you are prompted to answer your security question using your security answer. If you answer the question correctly, you will receive a temporary password that you can use to login. The login information is sent to the email designated in your user profile.

### To receive a temporary password

- 1 On the Login page, click **Forgot Password**. The Password Reset screen displays.



**Password Reset**

Please answer the verification question below.  
Upon verification, an email will be sent to the address specified in your user configuration.


Your favorite sport or hobby?  
Answer:


- 2 Enter the **(Password Reset) Answer** that you set up in your user profile (User Maintenance).
- 3 Click **Reset Password**. You will receive a temporary password via email. This a one-time password, which allows you to login and enter a new password.


## Home Page


The home page is your starting place once you have successfully logged into the application. You can read important news information, link to other resources, or download scheduled reports and exports from your Inbox.

**Ronald Brown**  
Last Login: 11/26/2002 21:17:54 GMT

 **Company Information**  
INTERNATIONAL COMMUNICATIONS  
GLOBAL HEADQUARTERS  
55 SIXTH AVENUE  
SUITE 130, 50TH FLOOR  
NEW YORK, NY 10010 USA

 **News**  
11/06/2002 : A new Merchant Category Code 5627 has been setup on the application.  
11/20/2002 : For application support, please call 1-800-555-5555 or click the "Email Us!" link below.

 **Inbox**  
Number of Exports: 4  
Number of Reports: 2  
[Click Here for Inbox](#)

 **Links**

- [MasterCard Home Page](#)
- [First World Bank Home Page](#)
- [Tax Calculator](#)
- [Exchange Rates](#)
- [User Documentation \(English Only\)](#)
- Questions/Comments?? [Email Us!](#)

### News

Refer to the News section for site updates and messages from the issuer or system administrator.

### Inbox

Contains your scheduled reports and export files. See "*Inbox*" for details.


### Links






Provides access to additional resources, information, and tools enabled by the issuer.

## Inbox

The Inbox contains processed reports and export files that you scheduled in the application.




**IMPORTANT!** The system retains Inbox items for 14 days before they are automatically deleted.

Inbox 

Date	Name	File Format
<b>Export</b>		
 08/12/2002	<a href="#">General Ledger Export</a>	Excel Format 
<b>Reports</b>		
08/12/2002	<a href="#">Account Status Report</a>	Adobe Acrobat Reader 
08/19/2002	<a href="#">Account Statement Report</a>	Adobe Acrobat Reader 
08/26/2002	<a href="#">Account Status Report</a>	Adobe Acrobat Reader 

Number of Exports : 1  
Number of Reports : 3

### Inbox Icons

	Indicates that the report or export has already been downloaded.
	The export file contains previously exported transactions.
	Click the trash can to delete an Inbox item.

### To download a file

- 1 Click the report or export you want to view.
- 2 In the File Download dialog box, select **Open this file from it's current location**. Depending on the security options set for your browser, you may not be able to open the file directly from the browser.
- 3 Click **OK**.

### Opening XML Files from the Inbox

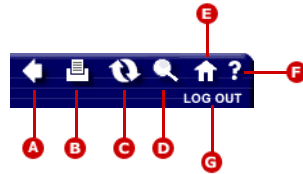
If you open an XML file in a Netscape browser, the XML tags will be removed. To preserve the tags, download the file (unopened) to your local directory.

- 1 In the Inbox, right-click on the XML file link.
- 2 Select **Save Link Target As**.
- 3 The system will prompt you to save the file to your PC.

## Navigation

### Page Navigation

Navigation tools display on every page to help you navigate through the application.



- A Back** - Takes you back to the screen you were on previously.
- B Print** - Prints the page you are on currently.
- C Reload** - Reloads (refreshes) the page. Note that if you have entered information on the page, but have not clicked Apply to save your changes, clicking the reload icon will reset the fields.
- D Search** - Enables you to search by user or company information based on your assigned reporting entity. This option is not available to account users. See "Search" for details.
- E Go to Main Menu (Home)** - Returns you to the home page.
- F Help** - Displays online help. The information in this guide is also covered in the help.
- G Logout** - Ends your online session.

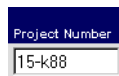
### Saving Data (Apply / Discard)

- **Apply** - Saves text or settings that you have entered on the screen. The system will typically warn you if you navigate away from the current screen without first saving your data or selections.
- **Discard** - Resets text entries and settings back to the last saved data. Discard does not remove any data already saved in the system.



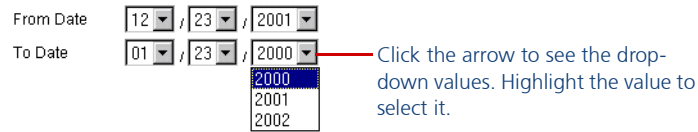
### Text Boxes

Use text boxes to enter codes or additional information. Be sure to click **Apply** to save the information. You can reset text box fields and start again by clicking **Discard**.



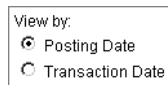
## Drop-Down Selection Boxes

Use drop-down selection boxes to select from a pre-defined list of values. For example, drop-down boxes are used throughout the application to set a date range.



## Radio Buttons

Radio buttons allow you to select from two or more options. For example, when you view transactions, you can choose to view by Posting Date or Transaction Date.



## Links

Click on blue, underlined text to link to another screen or task.

[RONALD BROWN](#) — Links to the Account Maintenance screen.  
 UNIVERSAL COMMUNICATIONS  
 555 SIXTH AVE  
 NEW YORK, NY10012-6236USA  
 XXXX-XXXX-XXXX-1514

[Create Non-Card Transaction](#) — Links to a screen where you can create a non-card transaction.

## Tabs

Information and processes in the application are grouped into five areas: Hierarchy, Financial, Reports, Company, and User. As a company administrator, you have access to all transaction, user, hierarchy, and account data within the company.



### Hierarchy

- View the reporting structure for your company as well as access company, intermediate, and account hierarchy records.
- Apply default account codes and general ledger (GL) codes to cardholder accounts.
- Schedule Cost Allocation Processing to reprocess cardholder transactions.

**Financial**

- Access cardholder transactions for review or cost allocation.
- Create and maintain supplier records to group similar merchants under one parent record.
- Review and approve cardholder transactions.

**Reports**

- Export transaction data.
- Create custom templates for exporting transaction data.
- Create reports.
- Schedule reports for cardholder users.
- Send email messages to users.

**Company**

- Set company preferences to tailor the application to meet the specific needs of your company.
- Map merchant category codes (MCCs) to your general ledger codes.
- Set general ledger options.
- Create custom billing cycles.

**User**

- Create templates to assign authorities to users.
- Set up application users.
- Reset user passwords, update user information, and set default date and currency formats for yourself and other users in the company.

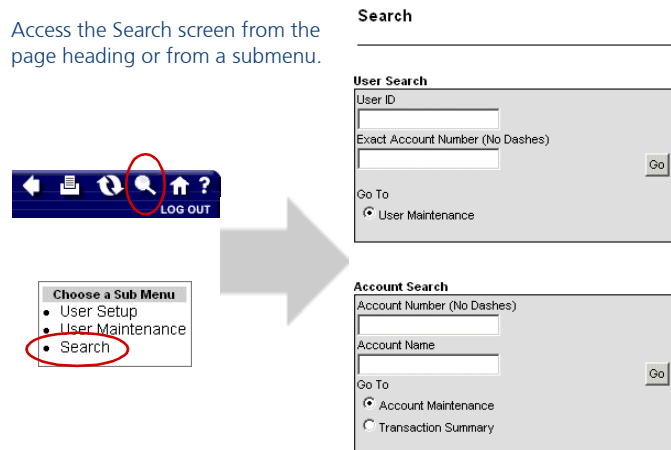
## Search

Use search to go directly to the most widely-used screens without drilling down through the hierarchy or a list of accounts. You can search only within your assigned hierarchy entity. The search criteria available to you also depends on your user type and your authority.

You can enter either an exact or partial search string; wildcards are not allowed. The system will display a list that matches your search criteria. For example, entering SAN will search for all names that contain SAN: Sandy, Sandra, Sanders, etc.

**TIP:** If an account user (cardholder) has forgotten his or her user ID, you can look it up by using the user's account number. In the User Search section, enter the account number and click GO. You will go to the user's profile (User Maintenance).

Access the Search screen from the page heading or from a submenu.



### Troubleshooting

If you do not get the expected results, try the following:

- Delete any blank spaces before or after the string.
- Check the spelling or numeric entry.

# Company Implementation

Once your issuer enrolls your company to use the application, the designated company administrator takes over and implements the application at the company level. As a company administrator, you will receive a user ID, password, and login instructions.

Typical responsibilities of the company administrator include the following:

## Review Company Preferences

Company Preferences control many of the processes and options that are available to your company. Your issuer typically sets the default preferences; however, you can change some of the preferences as your authority allows. See "*Company Preferences*" for details.

## Determine the Company Hierarchy Structure

Work with your issuer administrator to determine the reporting structure of your company (i.e. how cardholder accounts are organized into reporting groups or departments). See "*Hierarchy*" for details.

If your issuer administrator has given you the option of using a user defined hierarchy, you can create, update, and delete intermediates, and assign accounts to hierarchy entities. See "*User Defined Hierarchy*" for details.

## Create User Templates (optional)

The application is built on a foundation of authorities (permissions), which allows corporations as well as card issuers to tailor the application to meet specific needs. You can add and remove authorities to control the editing and display of certain data and processes. See "*Authorities*" for details.

## Set up Users

Determine who in your organization will use the application. Cardholders? Supervisors? Managers? See "*Users*" for details.

## Create Customized Fields (optional)

You can create up to 50 customized fields to apply account codes, such as project codes or cost centers, to cardholder transactions. See "*Customized Fields*" for details.

## Assign Default Account Codes (optional)

Use default account codes to apply standard cost allocation or general ledger codes to cardholder transactions automatically. See "*Default Account Codes*" for details.

## Map GL codes to MCCs (optional)

Map your company's general ledger codes to merchant category codes. See "*General Ledger Options*" for details.

**Define Suppliers (optional)**

Use suppliers to associate similar merchants under one parent record. See "*Supplier*" for details.

**Define Custom Billing Cycles (optional)**

Create billing cycles that reflect the specific reporting periods of your organization. See "*Custom Billing Cycles*" for details.

**Set up Exception Reporting (optional)**

Exception reporting allows you to easily track and analyze expenditures in order to monitor spending trends or manage preferred vendors. See "*Exception Reporting*" for details.

# Company Preferences

When your company is enrolled to use the application, your issuer administrator sets preferences and selects reports that are available to your company. Depending on your authority, you may or may not be able to change these preferences.

To review preferences for your company, click the **Company** tab, then select **Company Preferences**.

Company Preferences	
Company Name	INTERNATIONAL COMMUNICATIONS
Data Retention Period	16 Months
Password Expiration	Active
Password Duration	90 ( range 21 - 90 days )
Use Supplier?	Yes
Use User Defined Hierarchy?	Yes
Maximum Number of Transaction Splits	10
Allow Splits to Balance to Net Amount?	Yes
Use Account Number Masking for Exports?	Yes
Number of Account Digits to Display	4
Use Email Notification?	Yes
Display Expense Description?	Yes
Expense Description Maximum Length	50 *(10 to 255)
View Cardholder Review Status?	Yes
View Supervisor Review Status?	Yes
Use Custom Billing Cycle?	Yes
Date Type	Posting Date
Allow Cost Allocation of Adjustments?	Yes
Allow Purchase Log?	Yes
Source of Currency Code for Non-Card Transactions	Company

Some preferences are set by your issuer and are read-only.

## Company Preferences - Options

### Data Retention Period

A running period of time that users can view historical data.

### Password Expiration/Duration

Sets the time and duration that user passwords will expire.

**Note:** New users are required to change the password upon first login regardless of the password expiration setting in Company Preferences.

- **Active** - User passwords will automatically expire after the period of time set in Password Duration. A user is denied access to the application until the password has been changed successfully.
- **Inactive** - User passwords will not expire.

### Use Supplier?

Enables the company to use supplier records to associate merchants under one parent record in order to group transactions.

- **Yes** - Enables supplier functionality for the company.
- **No** - Disables supplier processing. Users with supplier authorities can still view and edit existing supplier data; however, the supplier data will not be applied to transactions.

### Maximum Number of Transaction Splits

Indicates the maximum number of splits allowed per transaction. Maximum 100 splits.

### Allow Splits to Balance to Net Amount?

Indicates whether “Split and Balance to Net Transaction Amount” is available as an option on the Split Transaction screen.

If a transaction has been split and balanced to the net transaction amount, the calculation will be retained even if the Allow Splits to Balance to Net Amount is disabled after the transaction has been split.

### Use Account Number Masking for Exports?

An issuer-enabled option that specifies whether account numbers associated with the company are to be masked when exported.

Use the **Number of Account Digits to Display** option to specify the number of digits in the account number that will display (unmasked) in the export file. You can choose to display the last four to eight digits of the account number.

### Number of Account Digits to Display

When **Use Account Number Masking for Exports** is set to “Yes”, enter the number of digits (last 4-8 digits) in the account number that will display (unmasked) in export files.

### Use Email Notification?

Allows users to send an email message to managers or supervisors indicating that transactions have been validated. When this option is enabled, the **Send Email Notification** button displays on the Transaction Summary screen. A user can click this button to open an email form and send a message. The message is sent through the application and received through the user’s email system. (e.g. Microsoft Outlook, Lotus Notes, etc.)

Users must also have the “Update Financial Transaction” user authority in order to use the email notification option.

### Display Expense Description?

Enables users to view the Expense Description field on the financial screens. This option does not apply to the Expense Description field on the Split Transaction screen.

### Expense Description Maximum Length

The maximum number of characters (including spaces) that can be entered in the Expense Description.

If you change the Expense Description Maximum Length, it will not affect existing descriptions. For example, if you change the maximum length from 30 to 15, any existing expense descriptions over 15 characters will be unaffected, unless the user changes the description.

### View Cardholder Review Status?

Enables users to view the Cardholder-Reviewed status of transactions.

### View Supervisor Review Status?

Enables users to view the Supervisor-Reviewed status of transactions and to access the Account Approval Summary screen and Schedule Transaction Approval screen.

### Use Custom Billing Cycle?

Enables users in the company to run reports, export data, and view transactions based on a pre-defined custom billing cycle. Select the **Date Type** by which transactions are selected for inclusion in the billing cycle. This selection applies to all billing cycles created for the company.

### Allow Cost Allocation of Adjustments?

Enables users to apply account codes to adjustments, such as payments.

- **Yes** - Allows adjustments to be cost allocated and includes adjustments in the Cost Allocation Detail Report and Cost Allocation Summary Report.
- **No** - Prevents adjustments being cost allocated and excludes adjustments from the Cost Allocation Detail Report and Cost Allocation Summary Report.

### Allow Purchase Log?

Enables users to maintain a log of purchases, which may be used to track and reconcile purchases.

See "*Purchase Log*" for details.

### Source of Currency for Non-Card Transactions

Sets the posting currency for non-card transactions to the company currency or the account currency. This option enables users within a company of multi-currency accounts to create non-card transactions in the posting currency of the company or account. For most companies, the currency code is the same throughout the company; therefore, most companies can use the default setting, which is "Company". To use the currency of the account, select "Account".

If non-card transactions are configured to use the currency of the account and the account record does not define the currency, then the currency of the company will be used. If the company currency is not available, then the issuer currency will be used.

### Tax Preferences

Controls the display and update of the **Sales Tax** and **Alternate Tax** fields on the financial screens.

### General Ledger Options

Indicates which general ledger codes will display on the financial screens.

### Final GL Code Mapping Sequence

Sets the mapping order of the Final GL Code.

### Default Date Settings / Default Currency Settings

**Note:** These date and currency settings do not apply to exports. Date and currency formats in exported data are specified in the export template.

Sets the format in which dates and currency are displayed in the application. These settings are applied to the user profile when a new user is created.

### Auto User Setup

**IMPORTANT!** Users will not be processed for the company unless both the Default Template and Current Default Password options are populated.

Enables the company administrator to automatically create account users in a nightly batch process.

### Report Assignment

Contains a list of reports that have been made available to the company.

### Custom Flags

User-defined check boxes created to display on the financial screens.

### Custom Fields

User-defined text boxes created to display on the financial screens.

### Cost Allocation Fields

User-defined drop-down fields created to display on the financial screens.

### Account Extended Info Fields

User-defined text box fields created to display on the Account Maintenance screen to capture additional information about the account.

### Exception Reporting - All Cardholders

Exception reporting allows company administrators to easily track and analyze expenditures in order to monitor spending trends or manage preferred vendors. Transactions can be flagged by merchant, MCC, dollar amount, or spending frequency and then compiled in one of three exception reports.

**Lodged Card Settings**

Enables company administrators to specify a default lodged card template to be assigned when new accounts are added to the application. This option will display if at least one lodged card template has been created for the company.

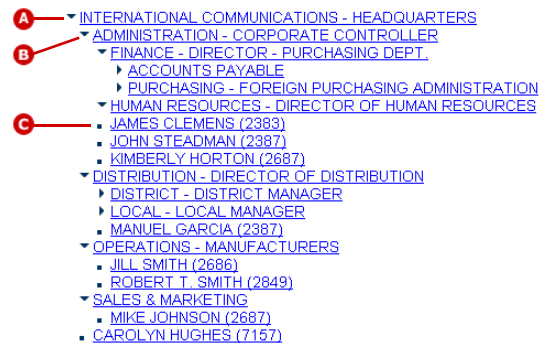
See the *Lodged Card Maintenance - Company Guide Supplement* for details.

# Hierarchy

The hierarchy is the corporate card reporting structure that organizes accounts into reporting groups. The hierarchy allows companies to group accounts by departments, or divisions for the purpose of running reports, exporting transaction data, and reviewing transactions.

## Structure of the Hierarchy

The structure of the hierarchy is similar to the structure of a company's organizational chart in that it depicts the grouping of people and resources as departments or divisions. In the application, the company hierarchy may look similar to an organizational structure or look completely different, depending on how cardholder accounts will be grouped for reporting.



The hierarchy comprises a company, intermediates, and accounts. Each company has a unique structure.

- A** The company is at the highest level of the hierarchy.
- B** Next, there are organizational points, called intermediates, that represent certain groups in the company. For example, Finance can be an intermediate and can represent the Finance department of the company. You can create up to six intermediate levels.
- C** Cardholder accounts are assigned to the intermediate entities.

## Hierarchy Types

There are two types of hierarchies:

- **Issuer Hierarchy** - The issuer hierarchy is set up and maintained by the issuer in the issuer's card system. The issuer sets up the hierarchy records and then transmits these, along with any card transactions, to the application on a daily basis. Because the issuer maintains this type of hierarchy, any changes to the hierarchy must be requested through the issuer.
- **User Defined Hierarchy** - The user defined hierarchy is created in the application by the company administrator. Intermediates are created and then accounts are assigned to the intermediates. Account records are set up at the issuer's processor and cannot be created in the user defined hierarchy; however, accounts can be assigned to intermediates within the application.

## Hierarchy Records

Hierarchy records contain the information from the issuer/processor card system. From the **Hierarchy** tab, select **Hierarchy Tree**. Click an entity to view the details.

### Company Maintenance

The Company Maintenance screen provides the name, address, and contact information of the company hierarchy entity.

### Intermediate Details

The Intermediate Details screen provides the name, address, and contact information of the intermediate hierarchy entity. If the company is using a user defined hierarchy, the intermediate information can be updated directly in the application.

### Account Maintenance

The Account Maintenance screen provides the details of a cardholder's account. The card issuer maintains account information; therefore, any required changes must be coordinated through the issuer. The online status of the account can be changed in the application. See "*Account Status*" for details.

## Supervisor List

The Supervisor List screen provides a complete listing of all supervisor users in the company as well as links to a supervisor's account list and links to each supervisor's user profile.

**Note:** The Supervisor List is available only to company administrators and higher-level users. You must have the "View Supervisor" authority in order to view the list.

### To access the supervisor list

From the **Hierarchy** tab, select **Supervisor List**. The Supervisor List screen displays.

**Supervisor List**

INTERNATIONAL COMMUNICATIONS  
GLOBAL HEADQUARTERS  
55 SIXTH AVENUE  
SUITE 130, 50TH FLOOR  
EXT 55632  
NEW YORK, NY 10010 USA

Name	User ID	Status	Account List
<a href="#">Sales Representatives</a>	S4000	Active	☰
<a href="#">Sarah Matthews</a>	S3000	Active	☰
<a href="#">Travel Manager</a>	S2000	Active	☰

**Account List**

[Back to Supervisor List screen](#)  
Supervisor: Travel Manager

Name	Account Number	Status
JILL SMITH	<a href="#">XXXXXXXXXX-2686</a>	INACTIVE
JOHN STEADMAN	<a href="#">XXXXXXXXXX-2387</a>	ACTIVE
KIMBERLY HORTON	<a href="#">XXXXXXXXXX-2687</a>	ACTIVE
MANUEL GARCIA	<a href="#">XXXXXXXXXX-2387</a>	ACTIVE
ROBERT T. SMITH	<a href="#">XXXXXXXXXX-2849</a>	ACTIVE
RONALD BROWN	<a href="#">XXXXXXXXXX-1514</a>	ACTIVE
THOMAS MEADOWS	<a href="#">XXXXXXXXXX-2694</a>	ACTIVE

- A** Click the underlined columns to sort the list of supervisors by name or user ID.
- B** Click the supervisor name to view the supervisor user's profile (User Maintenance).
- C** Click the Account List icon (☰) to access the Account List screen, where you can see a list of accounts that have been assigned to the supervisor.

### Supervisor Assignments

The Supervisor Assignment section of the Account Maintenance screen displays the supervisors to which the account is assigned. This section displays to all users except account users.

Supervisor Assignment

Name	User ID
Travel Manager	S2000

## Account Status

The **Status Code** on the Account Maintenance screen indicates the status of the cardholder account. A manager or administrator might use this code to flag accounts for reporting purposes. For example, if an employee leaves the organization, use the Status Code to mark the account “Inactive” or “Account Closed” without affecting the transaction load process for the account. Any account status other than “Active” will prevent the account from being assigned to a user.

- The Status Code is referenced in the Card Program Analysis Report and the Account Status Report.
- If you are using Auto User Setup, any accounts that have an “Active” status will be included in the batch process. See "*Auto User Setup*" for details.
- Modifying the Status Code in the application does not change the card status in the issuer’s card system.

**IMPORTANT!** Setting the Status Code to “Inactive” does not prevent a user from logging into the application. If a user leaves your organization, you can prevent that individual from logging in by setting the Status Code on the User Maintenance screen to “Inactive”. See "*Changing a User’s Status*" for details.

### To change the status code of an account

- 1 From the **Hierarchy** tab, select **Hierarchy Tree**.
- 2 In the hierarchy tree, click the account that you want to edit. The Account Maintenance screen displays.

#### Account Maintenance

ROBERT T. SMITH  
INTERNATIONAL COMMUNICATIONS  
2400 YORKMONT ROAD  
EXT 1234  
NEW YORK, NY10012-6236USA  
XXXX-XXXX-XXXX-2849

Apply Discard

[Back to Hierarchy](#)

Reports To: 21234 - DIVISION 1 - CORPORATE CONTROLLER

#### Additional Information

Employee ID	RB100235
Phone Numbers	(555) 555-2341
Fax Number	(555) 555-2135
Electronic Mail Address	rsmith@ic.com
Currency Code	U.S. DOLLAR
Status Code	ACTIVE
Tax Exempt	N

- 3 In **Status Code**, select a new status.
- 4 Click **Apply** to save the change.

### Account Status Codes

Status	Description
Account Closed	The cardholder account is closed.
Active	The cardholder account is open.
Inactive	The cardholder account is open, but not in use.
Issuer Initiated	The cardholder account has been closed by the issuer where a specific reason was not provided (for example, suspected fraud).
Lost/Stolen	The card number has been lost or stolen.
Retired/Deceased	The cardholder is retired or deceased.

# User Defined Hierarchy

Your issuer may give you the option of creating and maintaining your own hierarchy instead of using the issuer hierarchy. Like the issuer hierarchy, the user defined hierarchy establishes the reporting structure in the company. The difference is that the company administrator creates and updates the hierarchy intermediates within the application—without requesting changes from the issuer. You can add or delete intermediates, assign accounts, or move accounts between intermediates.

The hierarchy is determined by setting an option in Company Preferences. Once set, the selected hierarchy displays anytime a hierarchy entity must be identified, such as for running reports or accessing transaction information.

- The company administrator must have the proper user authorities to create and modify the user defined hierarchy.
- The loading of transaction data is not affected by using either hierarchy.
- The same user authority restrictions apply to both types of hierarchies.

**You cannot create new account records.** Account records are created by your issuer, regardless of whether you are using the user defined or issuer hierarchy.

## User Defined Hierarchy Implementation

### Company Preferences

Set **Use User Defined Hierarchy** to Yes. This preference is set by the issuer.

### Authorities

#### User Authorities for User Defined Hierarchy

Authority	Company Administrator	Description
Modify User Defined Intermediates	✔	Enables the user to: <ul style="list-style-type: none"> <li>• Move accounts from one hierarchy entity to another.</li> <li>• Modify the Reports to field on the Account Maintenance screen.</li> <li>• Edit the Intermediate Details screen.</li> </ul>
Create User Defined Intermediates	✔	Enables the user to create a user defined intermediate.
Delete User Defined Intermediates	✔	Enables the user to delete a user defined intermediate.

## Adding Intermediates to the Hierarchy

When the user defined hierarchy is first enabled, the hierarchy tree will contain just a list of accounts. First, you will create intermediate entities that you want to use. Then, you will assign the accounts to the intermediate entities.

### Hierarchy

---

Company: COMMONWEALTH PUBLISHING CO., LTD.

- [CHRISTINE HALL \(2687\)](#)
- [JAMES GLICK \(2383\)](#)
- [JOE SAMPSON \(2387\)](#)
- [MANUEL GARCIA \(2387\)](#)
- [MARY JOHNSON \(2686\)](#)
- [MICHAEL JONES \(7157\)](#)
- [MIKE MARTIN \(2687\)](#)
- [ROBERT H. SMITH \(2849\)](#)
- [RONALD BROWN \(1514\)](#)
- [THOMAS LAKE \(2694\)](#)

The initial hierarchy contains only a list of accounts.

You will add the first intermediate entity from the Company Maintenance screen. Once the first intermediate is added, the company entity will display in the hierarchy tree.

**To add the first intermediate**

- 1 From the **Company** tab, select **Company Maintenance**.

**Company Maintenance**

---

Issuer: WORLD BANK - HEADQUARTERS

Apply Discard

**Add Hierarchy Intermediate** Move Accounts

Address Information

Corp. ID	9341
Name	COMMONWEALTH PUBLISHING CO., LTD.
Name 2	

- 2 Click the **Add Hierarchy Intermediate** button. The Intermediate Setup screen displays.

**Intermediate Setup**

---

Apply Discard

[Back to Hierarchy](#)

Additional Information

Org Point Number	123456 *
Name	SALES DIVISION *
Name 2	
Address	NO. 13, NANJIN E. RD. *
Address 2	SUITE 130, 50TH FLOOR

- 3 Enter the required fields.

**Intermediate Setup Fields**

Field	Definition
Org Point	A user-defined number that the system uses to identify the intermediate in the user defined hierarchy. Maximum 19 characters.
Name/Name 2	The name of the intermediate. This information will display in the hierarchy tree as "Name - Name 2". (For example, Sales Division - Midwest)
Address Information (Address, Address 2, State/Province, Postal Code, Country Code)	The address information from the Company Maintenance screen is automatically populated in the intermediate record. You can change the information as required. The intermediate name and address information will display in reports that are run at the intermediate level.
Currency Code	The posting currency of the intermediate.
Contact Name	Optional contact information for this intermediate entity. This information does not display anywhere else in the application.
Budgetary Limit	Optional budget information associated with the intermediate. This information does not display anywhere else in the application.
Status Code	The status is only for information.
Additional Information	Additional notes regarding the intermediate. This information does not display anywhere else in the application.

- 4 Click **Apply** to save. Wait for the screen to refresh.

- 5 Click the **Back to Hierarchy** link to return to the hierarchy tree. You will see that the company entity and the intermediate entity have been added to the hierarchy tree. All of the accounts are assigned to the company.

### Hierarchy

---

Company: COMMONWEALTH PUBLISHING CO., LTD.

- ▼ [COMMONWEALTH PUBLISHING CO., LTD.](#)
- ▶ [SALES DIVISION](#)
- [CHRISTINE HALL \(2687\)](#)
- [JAMES GLICK \(2383\)](#)
- [JOE SAMPSON \(2387\)](#)
- [MANUEL GARCIA \(2387\)](#)
- [MARY JOHNSON \(2686\)](#)
- [MICHAEL JONES \(7157\)](#)
- [MIKE MARTIN \(2687\)](#)
- [ROBERT H. SMITH \(2849\)](#)
- [RONALD BROWN \(1514\)](#)
- [THOMAS LAKE \(2694\)](#)

### To add additional intermediates

- 1 From the hierarchy tree, click the entity that you want the new intermediate to report to. For example, if you want to add an intermediate that reports to the company, click the company link. The Intermediate Setup screen displays.
- 2 Enter the required fields. See "*Intermediate Setup Fields*" for details.
- 3 Click **Apply** to save.
- 4 Click the **Back to Hierarchy** link to return to the hierarchy tree.
- 5 Once you have added all of the intermediates, assign the accounts to the hierarchy entities.

You can assign accounts in two ways:

- Move accounts from an existing hierarchy entity to a new entity. See "*Moving Accounts in the Hierarchy*" for details.
- Assign an account to a hierarchy entity. See "*Assigning an Account to a Hierarchy Entity*" for details.

## Moving Accounts in the Hierarchy

You can move accounts that are currently assigned to an intermediate or the company to another hierarchy entity. You might use this function to move accounts from an intermediate that you want to delete, or if you want to divide accounts that report to one intermediate between other intermediates.

If you have just started organizing the user defined hierarchy, all of the accounts are initially assigned to the company.

### To move accounts

- 1 Access the hierarchy tree.

#### Hierarchy

---

Company: COMMONWEALTH PUBLISHING CO., LTD.

- ◀ COMMONWEALTH PUBLISHING CO., LTD.
- ▶ ADMINISTRATION
- ▶ PURCHASING
- ▶ SALES DIVISION
- CHRISTINE HALL (2687)
- JAMES GLICK (2383)
- JOE SAMPSON (2387)
- MANUEL GARCIA (2387)
- MARY JOHNSON (2686)
- MICHAEL JONES (7157)
- MIKE MARTIN (2687)
- ROBERT H. SMITH (2849)
- RONALD BROWN (1514)
- THOMAS LAKE (2694)

- 2 Click the intermediate or company that contains the accounts you want to move. The Intermediate Details or Company Maintenance screen displays.

- 3 Click the **Move Accounts** button. The Move Accounts screen displays.

### Move Accounts

---

Apply Discard

[Back to Hierarchy](#)

Select One or More Accounts:

CHRISTINE HALL- (2687)
JAMES GLICK- (2383)
JOE SAMPSON- (2387)
MANUEL GARCIA- (2387)
MARY JOHNSON- (2686)
MICHAEL JONES- (7157)
MIKE MARTIN- (2687)
ROBERT H. SMITH- (2849)
RONALD BROWN- (1514)
THOMAS LAKE- (2694)

In this example, three accounts will be assigned to the selected hierarchy level.

Select a Hierarchy Level:

323456 - ADMINISTRATION
223456 - PURCHASING
123456 - SALES DIVISION

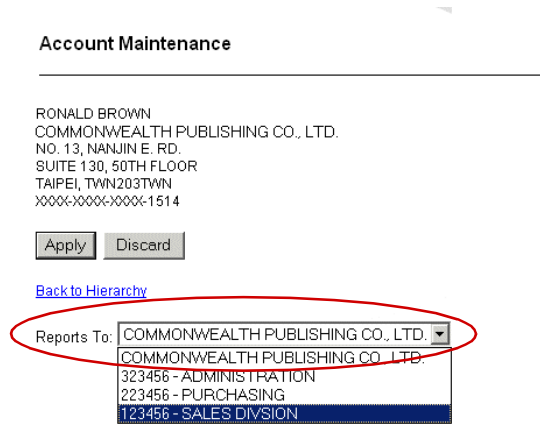
- 4 Select the accounts you want to move and the hierarchy level to which the accounts will be moved. You should have one or more accounts highlighted in the top box and one hierarchy level highlighted in the bottom box.
- 5 Click **Apply** to save.

## Assigning an Account to a Hierarchy Entity

Use this procedure to assign an account to a company or intermediate hierarchy entity.

### To assign an account

- 1 Access the hierarchy tree.
- 2 Click the account you want to reassign. The Account Maintenance screen displays.



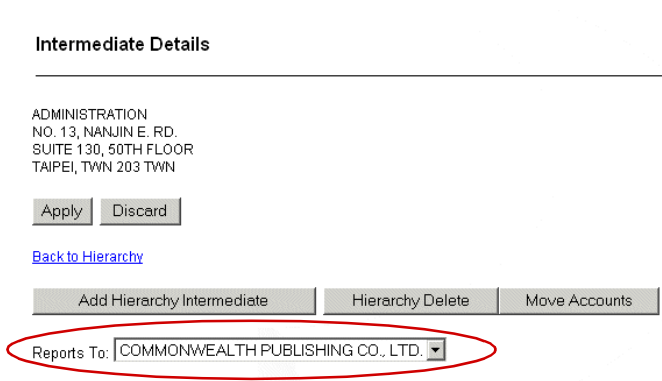
- 3 In **Reports to**, select the hierarchy entity to which the account will report.
- 4 Click **Apply** to save.

## Assigning an Intermediate to another Entity

Use this procedure to change the reporting structure of the hierarchy intermediate entities. For example, you can assign an intermediate that currently reports to the company entity to another intermediate entity. All of the accounts that belong to the intermediate that you are reassigning will also move with that intermediate.

### To assign an intermediate to another entity

- 1 Access the hierarchy tree.
- 2 Click the intermediate that you want to reassign. The Intermediate Details screen displays.



- 3 In **Reports to**, select a hierarchy entity.
- 4 Click **Apply** to save.

## Deleting an Intermediate

You can delete any intermediates that you no longer require in the user defined hierarchy. First, move any accounts currently assigned to the intermediate to another intermediate or to the company. Once there are no accounts assigned to the intermediate, you can delete it.

### To delete an intermediate entity

- 1 Access the hierarchy tree.
- 2 Click the intermediate that you want to delete. The Intermediate Details screen displays.

#### Intermediate Details

---

ADMINISTRATION  
NO. 13, NANJIN E. RD.  
SUITE 130, 50TH FLOOR  
TAIPEI, TWN 203 TWN

Apply Discard

[Back to Hierarchy](#)

Add Hierarchy Intermediate

Hierarchy Delete

Move Accounts

Reports To: COMMONWEALTH PUBLISHING CO., LTD. ▼

- 3 Click the **Hierarchy Delete** button. A dialog box displays to confirm that you want to delete the entity.
- 4 Click **OK** to delete.

# Authorities

Data and processes in the application are authority-based, which allows you to tailor the application to your organization's needs. The authorities you assign to your users depend on the role you want them to have in the application. You might have a situation where you want a user to be able to view but not edit transaction information. You can do this with authorities.

## Types of Templates

User authorities are stored in a template, which defines the user's access to the information in the application. With templates, you can customize the user experience based on program type, administrative tasks, user level, or any combination you choose.

There are two types of templates:

- **System Default Templates** - System default templates contain the standard set of authorities available to each user type. The system templates contain (SYSTEM DEFAULT) in the template name. These templates cannot be modified.
- **Custom Templates** - When system templates are not appropriate, you can create custom templates that reflect your specific requirements. You can create one template and assign it to multiple users. Or, you can create several templates that have various levels of authority.

## Managing Custom Templates

- User authorities are categorized by user type. When you create a template, it applies to only one type of user, ensuring that you won't give inappropriate authorities to a user.
- You can modify only those templates that have been created by you or by a user at a level below you. For example, if you are a company administrator, you cannot edit a template created by your issuer.
- You can assign only the authorities to which you have access. For example, if you do not have access to the "View Financial Transaction" authority, then you cannot enable it in another user's template.
- You cannot delete a template that is currently assigned to one or more users.

## Template Setup

If the system default templates are not appropriate for your organization, you can create custom templates based on market need, company size, etc.

From the **User** tab, select **Template Setup**. The Template Setup screen displays.

### Creating a New Template

New templates are created by saving an existing template under a new name. You can start with any of the system templates available to you.

**Template Setup**

---

Apply Discard

Template Assignment

1  Modify Template INTERMEDIATE (SYSTEM DEFAULT)

2  Add Template DIVISION MANAGER Template Description

3  Delete Template

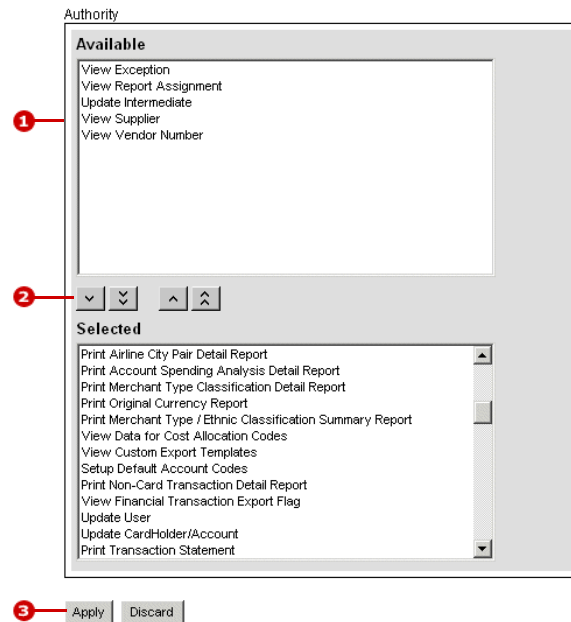
User Type Intermediates





- 1 Select a template from the **Modify Template** drop-down box. All templates are associated with a specific user type, which cannot be changed. Be sure to select a template with the appropriate user type. Wait for the screen to refresh.
- 2 Click the **Add Template** radio button and enter a name for the new template in **Template Description**.
- 3 The **User Type** indicates the type of user (account, supervisor, etc.) for which the template is intended. This field is automatically populated based on the template you selected.

Now, assign the authorities to your new template. See "[Assigning Authorities to a Template](#)" for details.

## Assigning Authorities to a Template

All authorities available to a user type display under **Authority** in either the **Available** or **Selected** box. To assign an authority to the template, move it from Available to Selected. See "*System Default Template Authorities*" for a list of authorities.



- 1 Highlight an authority in either the **Available** or **Selected** box.
- 2 Use the up/down arrows to move the authorities to the desired box. The single arrows   move only the highlighted authorities. The double arrows   move all authorities from one box to the other.

To select a range of authorities: Hold down the Shift key on your keyboard and highlight the items that you want to move. Click the single up or down arrow to move the items.

To select individual authorities: Hold down the Control key on your keyboard and highlight the items you want to move. Click the single up or down arrow to move the items.

- 3 Click **Apply** to save.

## Modifying a Template

You can modify a template at any time to reassign authorities. The changes will take effect for each user the next time the user logs into the application. You do not have to reassign the template.

**Note:** You cannot change the name of an existing template.

**Template Setup**

---

2

Template Assignment

1  **Modify Template** DIVISION MANAGER

Add Template  Template Description

Delete Template

User Type Intermediates

- 1 Click the **Modify Template** radio button and then select a template from the drop-down box. Wait for the screen to refresh.  
Reassign the authorities as needed. See "Assigning Authorities to a Template" for details.
- 2 Click **Apply** to save.

## Deleting a Template

You cannot delete a template that is currently assigned to one or more users. First, determine which users are assigned to the template that you want to delete. You can use the User Authorities Report for listing of users and assigned templates. Then, go to the user profile (User Maintenance screen) for each user and assign another template to the user. Once the template is no longer assigned to any user, you can delete the template.

**Template Setup**

---

3

Template Assignment

Modify Template DIVISION MANAGER

Add Template  Template Description

2  **Delete Template**

User Type Intermediates

- 1 Select the template you want to delete from the **Modify Template** drop-down box.
- 2 Click the **Delete Template** radio button.
- 3 Click **Apply** to delete the template.

## System Default Template Authorities

The authorities listed in the following table are part of the SYSTEM DEFAULT templates, unless indicated.

### User Type Abbreviations

- CGA - Full Access: Company Group Administrator
- CA: Company Administrator
- INT: Intermediate
- SUP: Supervisor
- ACC: Account

### Authorities

Authority	CGA - Full Access	CA	INT	SUP	ACC
Allow Company Group Level Currency Conversion	■				
Allow Mass Updates	■	■	■	■	
Change User Type	■	■			
Clear Supervisor Reviewed Status	■	■	■	■	
Create CardHolder/Account	■	■	■	■	
Create Company Administrator	■	■			
Create Company Group Administrator	■				
Create Custom Export Templates	■	■			
Create Data for Cost Allocation Codes	■	■	■	■	■
Create Data for Custom Fields on Financial Transactions	■	■	■	■	■
Create Data for Custom Flags on Financial Transactions	■	■	■	■	■
Create Data for Extended Account Fields	■	■	■	■	■
Create Email Messages	■	■			
Create Email Schedule	■	■	■	■	
Create Export Schedule	■	■	■	■	■
Create Intermediate	■	■			
Create Labels for Cost Allocation Codes	■	■			
Create Labels for Custom Fields on Financial Transactions	■	■			
Create Labels for Custom Flags on Financial Transactions	■	■			
Create Labels for Extended Account Fields	■	■			
Create MCC GL List	■	■			
Create Non-Card Transactions	■	■	■	■	■
Create Report Schedule	■	■	■	■	■
Create Split Transactions	■	■	■	■	■
Create Supervisor	■	■			
Create Supervisor Assignment	■	■			
Create Supplier	■	■			
Create Template	■	■			
Create User	■	■	■	■	
Create User Defined Intermediates	■	■			
Delete Company Group Administrator	■				
Delete Custom Export Templates	■	■			

## Authorities

Authority	CGA - Full Access	CA	INT	SUP	ACC
Delete Data for Cost Allocation Codes	■	■	■	■	■
Delete Data for Custom Fields on Financial Transactions	■	■	■	■	■
Delete Data for Custom Flags on Financial Transactions	■	■	■	■	■
Delete Data for Extended Account Fields	■	■	■	■	■
Delete Email Messages	■	■			
Delete Email Schedule	■	■	■	■	
Delete Export Schedule	■	■	■	■	■
Delete Labels for Cost Allocation Codes	■	■			
Delete Labels for Custom Fields on Financial Transactions	■	■			
Delete Labels for Custom Flags on Financial Transactions	■	■			
Delete Labels for Extended Account Fields	■	■			
Delete MCC GL List	■	■			
Delete Non-Card Transactions	■	■	■	■	■
Delete Report Schedule	■	■	■	■	■
Delete Split Transactions	■	■	■	■	■
Delete Supplier	■	■			
Delete Template	■	■			
Delete User	■	■	■	■	
Delete User Defined Intermediates	■	■			
Lock Financial Transaction	■	■	■	■	■
Maintain Currency Format	■	■	■	■	■
Maintain Date Format	■	■	■	■	■
Modify Cardholder Maintenance Request	■	■	■	■	
Modify Custom Billing Cycle	■	■			
Modify Custom Export Templates	■	■			
Modify Exception	■	■			
Modify Financial Export Flag	■	■			
Modify Financial Transaction Export Flag	■	■			
Modify Hierarchy Change Request Switch	■				
Modify User Defined Intermediates	■	■			
Print Account Activity Exception Report	■	■	■*	■*	
Print Account Spending Analysis Detail Report	■	■	■	■	
Print Account Spending Analysis Report	■	■	■	■	
Print Account Status Report	■	■	■	■	
Print Airline City Pair Detail Report	■	■	■	■	■
Print Airline Summary Report	■	■	■	■	■
Print Canadian Tax Report	■	■	■	■	■
Print Card Program Analysis Report	■	■	■	■	
Print Cardholder Maintenance Request	■*				
Print Cash Advance Report	■	■	■	■	■
Print Cost Allocation Detail Report	■	■	■	■	■
Print Cost Allocation Summary Report	■	■			
Print Daily Transaction Summary Report	■	■	■	■	■
Print Expense Report	■	■	■	■	■

## Authorities

Authority	CGA - Full Access	CA	INT	SUP	ACC
Print Fleet Costs Report	■	■	■	■	■
Print Fuel Brand Summary Report	■	■	■	■	■
Print Fuel Exception / Detail Report	■	■	■	■	■
Print Government Sales Tax Report	■	■	■	■	■
Print Line Item Detail Report	■	■	■	■	■
Print Lodging Chain and Property Report	■	■	■	■	
Print Login Attempts Report	■	■			
Print MCC Exception Report	■	■	■*	■*	
Print Merchant Category Monthly Summary Report	■	■	■	■	
Print Merchant Detail Report	■	■	■	■	■
Print Merchant Exception Report	■	■	■*	■*	
Print Merchant Monthly Summary Report	■	■	■	■	
Print Merchant Type Classification Detail Report	■	■	■	■	
Print Merchant Type Ethnic Classification Summary Report	■	■	■	■	■
Print Non-Card Transaction Detail Report	■	■	■	■	■
Print Original Currency Report	■	■	■	■	■
Print Program Summary Report	■	■	■		
Print Supervisor Summary Report	■	■			
Print Top Hotel Chains Report	■	■			
Print Top Ten Cardholder Report	■	■	■	■	
Print Top Ten Merchant Spend Volume Detail Report	■	■	■	■	■
Print Top Ten Merchant Spend Volume Summary Report	■	■	■	■	■
Print Transaction Statement (Account Statement Report)	■	■	■	■	■
Print Unassociated Merchant-Vendor Report	■	■			
Print Unmatched Airline Addenda Report	■	■	■	■	■
Print User Authorities Report	■	■	■	■	
Reset Financial Transaction Export Flag	■	■			
Set Supervisor Reviewed Status	■	■	■	■	
Setup Default Account Codes	■	■	■	■	
Unlock Financial Transaction	■	■	■	■	
Unsplit Split Transactions	■	■	■	■	■
Update CardHolder/Account	■	■	■	■	■
Update Company	■	■			
Update Company Administrator	■	■			
Update Company Group Administrator	■				
Update Company Preferences	■	■			
Update Data for Cost Allocation Codes	■	■	■	■	■
Update Data for Custom Fields on Financial Transactions	■	■	■	■	■
Update Data for Custom Flags on Financial Transactions	■	■	■	■	■
Update Data for Extended Account Fields	■	■	■	■	■
Update Email Messages	■	■			
Update Email Schedule	■	■	■	■	
Update Export Schedule	■	■	■	■	■
Update Financial Transaction	■	■	■	■	■

## Authorities

Authority	CGA - Full Access	CA	INT	SUP	ACC
Update Intermediate	■	■	■		
Update Labels for Cost Allocation Codes	■	■			
Update Labels for Custom Fields on Financial Transactions	■	■			
Update Labels for Custom Flags on Financial Transactions	■	■			
Update Labels for Extended Account Fields	■	■			
Update MCC GL List	■	■			
Update Non-Card Transactions	■	■	■	■	■
Update Report Schedule	■	■	■	■	■
Update Split Transactions	■	■	■	■	■
Update Supervisor	■	■			
Update Supervisor Assignment	■	■			
Update Supplier	■	■			
Update Template	■	■			
Update User	■	■	■	■	■
Update Vendor Number	■	■			
View CardHolder/Account	■	■	■	■	■
View Company	■	■			
View Company Administrator	■	■			
View Company Group Administrator	■	■			
View Company Preferences	■	■			
View Custom Export Templates	■	■	■	■	■
View Custom Files	■	■			
View Data for Cost Allocation Codes	■	■	■	■	■
View Data for Custom Fields on Financial Transactions	■	■	■	■	■
View Data for Custom Flags on Financial Transactions	■	■	■	■	■
View Data for Extended Account Fields	■	■	■	■	■
View Email Messages	■	■	■	■	
View Email Schedule	■	■	■	■	
View Exception	■	■	■*	■*	
View Export Schedule	■	■	■	■	■
View Financial Transaction	■	■	■	■	■
View Financial Transaction Export Flag	■	■	■	■	■
View Intermediate	■	■	■		
View Labels for Cost Allocation Codes	■	■	■	■	■
View Labels for Custom Fields on Financial Transactions	■	■	■	■	■
View Labels for Custom Flags on Financial Transactions	■	■	■	■	■
View Labels for Extended Account Fields	■	■	■	■	■
View MCC GL List	■	■	■	■	■
View Non-Card Transactions	■	■	■	■	■
View Password Expiration	■	■			
View Report	■	■			
View Report Assignment	■	■	■	■	■
View Report Schedule	■	■	■	■	■
View Split Transactions	■	■	■	■	■

## Authorities

Authority	CGA - Full Access	CA	INT	SUP	ACC
View Supervisor	■	■			
View Supplier - Also provides authority to run Supplier Transaction Detail and Merchant Supplier Summary reports.	■	■	■	■	■
View Template	■	■			
View User	■	■	■	■	■
View Vendor Number	■	■	■	■	■

\* Indicates that the authority is not part of the SYSTEM DEFAULT template for the user type but can be added to a custom template.

# Users

After you have determined the reporting structure, you can assign users to the various entities so that they can access data and processes in the application. For example, if an individual is to access his or her own account data, that individual would be set up as an account user and assigned to his or her account. Similarly, a user can be associated with an intermediate entity in the hierarchy in order to access to all data for a specific intermediate hierarchy entity.

Keep in mind that users do not have to be assigned to every entity in the reporting structure. The number and the type of users set up in a company depends on how the company will use the application.

When you set up users, you will need to consider two things:

- **What is the role of the user?** The user type defines the role of the user; for example, account (cardholder), supervisor, or intermediate. Account users have access to only their own information. Supervisor and intermediate users typically have a managerial role and have access to the data of assigned accounts. Company administrators have access to setup options and preferences for the company in addition to all financial information or accounts in the company.
- **What information or processes will be available to the user?** Once a user type is determined, you can assign authorities to enable or disable certain processes or information. For example, will the user be able to cost allocate transactions? run reports? export data? Many of these processes are controlled by user authorities, which are defined in a template. See "*Authorities*" for details.

## User Types

Each user type has pre-defined access to data in the application.

### User Type Quick Reference

User Type	Assigned Data
Company Administrator	Company level of the hierarchy
Intermediate	Intermediate level of the hierarchy
Supervisor	Account List
Account (cardholder)	Account information

## Company Administrator User

Company administrators are assigned to the company entity in the hierarchy and can access data for the entire company, including intermediate entities and accounts.

- ▼ [INTERNATIONAL COMMUNICATIONS - HEADQUARTERS](#) ————— Company
- ▼ [ADMINISTRATION - CORPORATE CONTROLLER](#)
  - ▼ [FINANCE - DIRECTOR - PURCHASING DEPT.](#)
    - ▶ [ACCOUNTS PAYABLE](#)
    - ▶ [PURCHASING - FOREIGN PURCHASING ADMINISTRATION](#)
  - ▼ [HUMAN RESOURCES - DIRECTOR OF HUMAN RESOURCES](#)
    - [JAMES CLEMENS \(2383\)](#)
    - [JOHN STEADMAN \(2387\)](#)
    - [KIMBERLY HORTON \(2687\)](#)
  - ▼ [DISTRIBUTION - DIRECTOR OF DISTRIBUTION](#)
    - ▶ [DISTRICT - DISTRICT MANAGER](#)
    - ▶ [LOCAL - LOCAL MANAGER](#)
    - [MANUEL GARCIA \(2387\)](#)
  - ▼ [OPERATIONS - MANUFACTURERS](#)
    - [JILL SMITH \(2686\)](#)
    - [ROBERT T. SMITH \(2849\)](#)
  - ▼ [SALES & MARKETING](#)
    - [MIKE JOHNSON \(2687\)](#)
    - [CAROLYN HUGHES \(7157\)](#)

## Intermediate User

Intermediate users are assigned to the intermediate entities in the company hierarchy and can view the data of any assigned intermediates or accounts. If the hierarchy is organized by division or department, a manager might be set up as an intermediate user and assigned to the appropriate intermediate entity that corresponds to his or her department or division.

- ▼ [ADMINISTRATION - CORPORATE CONTROLLER](#) ————— Intermediate
- ▼ [FINANCE - DIRECTOR - PURCHASING DEPT.](#)
  - ▶ [ACCOUNTS PAYABLE](#)
  - ▶ [PURCHASING - FOREIGN PURCHASING ADMINISTRATION](#)
- ▼ [HUMAN RESOURCES - DIRECTOR OF HUMAN RESOURCES](#)
  - [JAMES CLEMENS \(2383\)](#)
  - [JOHN STEADMAN \(2387\)](#)
  - [KIMBERLY HORTON \(2687\)](#)

## Supervisor User

Supervisor users are similar to intermediate users in that they are assigned a group of accounts; however, the accounts assigned to a supervisor don't necessarily correspond to the hierarchy.

Accounts would be assigned to a supervisor user when an account belongs to two reporting groups. For example, accounts might be grouped under company divisions for one type of reporting and then assigned to a supervisor user, such as a travel manager, for another type of reporting.

- ▼ [INTERNATIONAL COMMUNICATIONS - HEADQUARTERS](#)
- ▼ [ADMINISTRATION - CORPORATE CONTROLLER](#)
- ▼ [FINANCE - DIRECTOR - PURCHASING DEPT.](#)
  - ▶ [ACCOUNTS PAYABLE](#)
  - ▶ [PURCHASING - FOREIGN PURCHASING ADMINISTRATION](#)
- ▼ [HUMAN RESOURCES - DIRECTOR OF HUMAN RESOURCES](#)
  - [JAMES CLEMENS \(2383\)](#)
  - [JOHN STEADMAN \(2387\)](#)
  - [KIMBERLY HORTON \(2687\)](#)
- ▼ [DISTRIBUTION - DIRECTOR OF DISTRIBUTION](#)
  - ▶ [DISTRICT - DISTRICT MANAGER](#)
  - ▶ [LOCAL - LOCAL MANAGER](#)
  - [MANUEL GARCIA \(2387\)](#)
- ▼ [OPERATIONS - MANUFACTURERS](#)
  - [JILL SMITH \(2686\)](#)
  - [ROBERT T. SMITH \(2849\)](#)
- ▼ [SALES & MARKETING](#)
  - [MIKE JOHNSON \(2687\)](#)
  - [CAROLYN HUGHES \(7157\)](#)

### Account List

Supervisor: Travel Manager

Name	Number
CAROLYN HUGHES	XXXX-XXXX-XXXX-7157
JAMES CLEMENS	XXXX-XXXX-XXXX-2383
JILL SMITH	XXXX-XXXX-XXXX-2686
KIMBERLY HORTON	XXXX-XXXX-XXXX-2687
MANUEL GARCIA	XXXX-XXXX-XXXX-2387

In this example, cardholders who use their cards for travel are also assigned to the Travel Manager supervisor user.

## Account User

Account users are assigned to their own account. When logged into the application, account users will not see the hierarchy; they will see only their own account and transaction data.

### Account Maintenance

RONALD BROWN  
INTERNATIONAL COMMUNICATIONS  
555 SIXTH AVE  
EXT 12345  
NEW YORK, NY10012-6236USA  
XXXX-XXXX-XXXX-1514

Reports To: INTERNATIONAL COMMUNICATIONS - GLOBAL HEADQUARTERS

#### Additional Information

Employee ID	RB100235
Phone Numbers	(555) 555-2342
Fax Number	(555) 555-2135
Electronic Mail Address	ronald_brown@ic.com
Currency Code	U.S. DOLLAR
Status Code	ACTIVE
Tax Exempt	N
Account Effective Date	01/01/2000
Internal Audit Code	334456
Reports To	
Product Code	PURCHASING CARD
Reporting Structure	
Additional Information	

## Can an intermediate user also be an account user?

Yes. For example, Robert Jones can be an intermediate and an account user. As an intermediate user, Robert logs into the application to review transactions, cost allocate transactions, or run reports on accounts that are assigned to him. However, as an account user, Robert logs into the application to review only his own transactions. Another intermediate or supervisor user in the company may be responsible for reviewing Robert's transactions.

In this situation, you would give Robert Jones two user IDs; one user ID/password for logging in as an intermediate user and another user ID/password for logging in as an account user.

## User Setup

In order for a user to access the application, you must create a user account and assign the user to a specific level in the hierarchy. Before you create a user you will need to know the type of user you want to create, the hierarchy entity to which the user will be assigned (for example, an account entity) and the user template.

### To create a new user

- 1 From the **User** tab, select **User Setup**.
- 2 On the User Type Select screen, select the type of user that you want to set up. The User Setup screen displays.

#### User Setup : Accounts

Apply
Discard

User Information

User ID	
User Name	<input style="width: 90%;" type="text"/>
User Type	Accounts
Company Name	INTERNATIONAL COMMUNICATIONS
Entity ID	CAROLYN HUGHES-INTERNATIONAL COMMUNICATIONS(7157) *
Email Address	<input style="width: 90%;" type="text"/>
Phone Numbers	<input style="width: 90%;" type="text"/>
Template	CARD HOLDER (SYSTEM DEFAULT) *
Status Code	<input style="width: 90%;" type="text"/>

- In **User ID**, enter a unique ID that the user will use, along with a password, to log into the application. The user ID cannot be changed once it is applied. If you are creating an account user, the User ID field is disabled. An account user's ID is the account number and is automatically assigned when you select the account from the Entity ID field. Account users will be prompted to change the account number user ID upon first login.
- In **User Name**, enter the user's name. The user name displays in user lists in the application. This field can be changed by the user.
- In **Entity ID**, select the entity with which the user will be associated. The appropriate entities display according to the type of user you are creating. For example, only active account entities will display if you are creating an account user. Entity IDs are not assigned to supervisor users.
- If you know the user's **Email Address** and **Phone Number** you can enter it now. The user will be prompted to enter a valid email address upon first login. The

#### User ID Requirements

- Maximum 20 alphanumeric characters
- One underscore allowed
- No spaces
- No special characters (e.g. #,\$@)

phone number is for information only; it will not display anywhere else in the application.

- In **Template**, select the appropriate template to assign authorities to the user.
- **Status Code** enables or disables the user from logging into the application. Set the status to “Active”.

Password

Current Password	
New Password	<input type="text"/> *
Confirm Password	<input type="text"/> *

- 3 Under Password, enter and confirm an initial password for the new user. Upon first login, the user will be prompted to change the initial password.

If the company has been set up for password reset, the **Password Reset Question** and **Password Reset Answer** fields will be available to all users within the company. The password reset option allows users to reset their own passwords through the application by answering the selected question. The user will be prompted to set up a question and answer upon first login.

### Password

#### Requirements:

- 8-20 characters; two of which must be numeric characters.
- Passwords are case sensitive.
- Passwords cannot contain spaces.
- Old passwords cannot be reused.
- The password cannot be the same as the user ID.

Default Date Settings

Date Style	MM/DD/YYYY
Date Separator	(/) Slash

Default Currency Settings

Decimal Digits	2
Decimal Symbol	. (Period)
Group Symbol	. (Comma)

- 4 Default Date Settings and Default Currency Settings specify how dates and currencies are formatted when the user is logged into the application. The formatting options are already populated based on the company’s settings. The user can change these settings at any time on the User Maintenance screen.
- 5 Click **Apply** to save.

## Supervisor Assignment

After you create a supervisor user, you will be prompted to assign the accounts that you want the supervisor to access. You can assign any account in the company to a supervisor user.

You can also assign one account to several supervisors. For example, a sales manager and a travel manager might review the expenses of one cardholder. There is no limit to the number of supervisors that you can assign to an account.

Supervisors will not see the hierarchy; instead, they will see a list of assigned accounts on the Account List screen (Hierarchy > Hierarchy Tree). See "*Supervisor User*" for details on the supervisor user's view.

### To assign accounts to a supervisor user

Hierarchy : User Maintenance : Supervisor Assignment

---

Company: [INTERNATIONAL COMMUNICATIONS - GLOBAL HEADQUARTERS](#)

Apply Discard

- ADMINISTRATION - CORPORATE CONTROLLER
  - CAROLYN HUGHES(7157)
  - JILL SMITH(2686)
  - MIKE JOHNSON(2687)
  - ROBERT T. SMITH(2849)
  - RONALD BROWN(1514)
- DISTRIBUTION - CORPORATE CONTROLLER
  - JOHN STEADMAN(2387)
  - KIMBERLY HORTON(2687)
- OPERATIONS - CANTEEN DIVISION PRESIDENT
- SALES & MARKETING - TINO MATINEZ

Apply Discard

- 1 Assign single accounts by checking the check box next to each account.
- 2 To assign all accounts under an intermediate, check the box next to the intermediate. All of the entities under the intermediate will be automatically checked.
- 3 Click **Apply** to save.

Once you assign accounts to a supervisor user, you can view the supervisor assignments in two ways:

- **Supervisor List.** From the **Hierarchy** tab, select **Supervisor List**. From the Supervisor List screen, click the Account List icon (☰) to access the Account List screen, where you can see a list of accounts that have been assigned to the supervisor user. This view is available to company administrator users and higher-level users but not to intermediate or supervisor users.

### Supervisor List

INTERNATIONAL COMMUNICATIONS  
GLOBAL HEADQUARTERS  
55 SIXTH AVENUE  
SUITE 130, 50TH FLOOR  
EXT 55632  
NEW YORK, NY 10010 USA

Name	User ID	Status	Account List
<a href="#">Sales Representatives</a>	S4000	Active	☰
<a href="#">Sarah Matthews</a>	S3000	Active	☰
<a href="#">Travel Manager</a>	S2000	Active	☰

### Account List

[Back to Supervisor List screen](#)

Supervisor: Travel Manager

Name	Account Number	Status
JILL SMITH	<a href="#">XXXXXXXXXXXX2686</a>	INACTIVE
JOHN STEADMAN	<a href="#">XXXXXXXXXXXX2387</a>	ACTIVE
KIMBERLY HORTON	<a href="#">XXXXXXXXXXXX2687</a>	ACTIVE
MANUEL GARCIA	<a href="#">XXXXXXXXXXXX2387</a>	ACTIVE
ROBERT T. SMITH	<a href="#">XXXXXXXXXXXX2849</a>	ACTIVE
RONALD BROWN	<a href="#">XXXXXXXXXXXX1514</a>	ACTIVE
THOMAS MEADOWS	<a href="#">XXXXXXXXXXXX2694</a>	ACTIVE

- **Account Maintenance.** The Supervisor Assignment section at the bottom of the screen provides a listing of all supervisors that oversee the account. This listing is available to all users except account users.

### Supervisor Assignment

Name	User ID
Travel Manager	S2000

## Changing Supervisor Assignments

You can change the supervisor assignment at any time to add or remove an account from a supervisor's account list. The change will take effect immediately; no additional processing is required.

### To change the supervisor assignment

- 1 From the **User** tab, select **User Maintenance**.
- 2 Select a supervisor from the User List screen. The User Maintenance screen displays.

#### User Maintenance : Supervisors

Apply	Discard	Supervisor Assignment	Delete
-------	---------	-----------------------	--------

User Information

User ID	S2000
User Name	Kelly Stevens *
User Type	Supervisors
Company Name	INTERNATIONAL COMMUNICATIONS

- 3 Click the **Supervisor Assignment** button. The Supervisor Assignment screen displays.

#### Hierarchy : User Maintenance : Supervisor Assignment

Company: [INTERNATIONAL COMMUNICATIONS - GLOBAL HEADQUARTERS](#)

Apply	Discard
-------	---------

- ADMINISTRATION - CORPORATE CONTROLLER
  - CAROLYN HUGHES(7157)
  - JILL SMITH(2686)
  - MIKE JOHNSON(2687)
  - ROBERT T. SMITH(2849)
  - RONALD BROWN(1514)
- DISTRIBUTION - CORPORATE CONTROLLER
  - JOHN STEADMAN(2387)
  - KIMBERLY HORTON(2687)
- OPERATIONS - CANTEEN DIVISION PRESIDENT
- SALES & MARKETING - TINO MATINEZ

- 4 Place a check mark next to the accounts that you want to add. Clear the check box next to the accounts that you want to remove from the supervisor's account list.
- 5 Click **Apply** to save.

## Auto User Setup

Your issuer may give you the option of setting up new account users as an automatic process. This option is ideal for companies with a large number of cardholder (account) users.

When the Auto User Setup option is enabled, the system runs a nightly batch process to identify active accounts and create user IDs for those accounts. The user ID is the cardholder's account number. The template and password are assigned based on the default information set up in Company Preferences. Other user information is generated from data entered in the issuer's card system. The new user will be required to change the card number user ID to a unique ID upon first login.

**IMPORTANT!** If you delete an account user, but the Status Code on the Account Maintenance screen is still Active, that user account will be added back to the application during the Auto User Setup batch process. See "Account Status" for details.

### To enable Auto User Setup

- 1 From the **Company** tab, select **Company Preferences**.

Auto User Setup

Automatically Setup Cardholder Users	Yes ▾
Default Template	CARD HOLDER (SYSTEM DEFAULT) ▾
Current Default Password	*****
New Default Password	<input type="text"/>
Confirm Password	<input type="text"/>

- 2 Under **Auto User Setup**, complete the setup options:
  - Set **Automatically Setup Cardholder Users** to "Yes".
  - In **Default Template**, select the template that will be assigned to all new account users.
  - Use the **New Default Password** and **Confirm Password** fields to set or change the Current Default Password. The default password is used only for initial login. All new users will be prompted to change the default password and the user ID the first time they login to the application.
- 3 Click **Apply** to save.

#### Password Requirements:

- 8-20 characters; two of which must be numeric characters.
- Passwords are case sensitive.
- Passwords cannot contain spaces.
- Old passwords cannot be reused.
- The password cannot be the same as the user ID.

## How Auto User Setup Works

The system runs a nightly (US Central Standard Time) batch process to identify active accounts and create user IDs for those accounts.

The diagram illustrates the data flow between two system screens. On the left is the 'Auto User Setup' form, and on the right is the 'User Maintenance : Accounts' form. Red arrows indicate the following connections:

- Arrow A:** Points from the 'Default Template' and 'Current Default Password' fields in the 'Auto User Setup' form to the 'Template' and 'Current Password' fields in the 'User Maintenance : Accounts' form.
- Arrow B:** Points from the 'User ID' field in the 'Auto User Setup' form to the 'User ID' field in the 'User Information' section of the 'User Maintenance : Accounts' form.
- Arrow C:** Points from the 'Default Date Settings' and 'Default Currency Settings' sections in the 'Auto User Setup' form to the corresponding sections in the 'User Maintenance : Accounts' form.

**Auto User Setup Form Fields:**

- Automatically Setup Cardholder Users: Yes
- Default Template: CARD HOLDER (SYSTEM DEFAULT)
- Current Default Password: \*\*\*\*\*
- New Default Password: [ ]
- Confirm Password: [ ]

**User Maintenance : Accounts Form Fields:**

Buttons: Apply, Discard, Delete

**User Information:**

- User ID: rbrown1514
- User Name: Ronald Brown
- User Type: Accounts
- Company Name: INTERNATIONAL COMMUNICATIONS
- Entity ID: 181135
- Email Address: rbrown@ic.com
- Phone Numbers: 222-555-2131
- Template: CARD HOLDER (SYSTEM DEFAULT)
- Status Code: ACTIVE

**Password:**

- Current Password: \*\*\*\*\*
- New Password: [ ]
- Confirm Password: [ ]
- Password Reset Question: Your favorite sport or hobby?
- Password Reset Answer: football

**Default Date Settings:**

- Date Style: MM/DD/YYYY
- Date Separator: (/) Slash

**Default Currency Settings:**

- Decimal Digits: 2
- Decimal Symbol: . (Period)
- Group Symbol: , (Comma)

Buttons: Apply, Discard, Delete

- A** The **Default Template** and **Current Default Password** are assigned to the user's profile based on the set up in Auto User Setup.
- B** The **User ID** is the cardholder's account number. The user is required to change the account number user ID to a unique ID upon first login. Other user information, such as User Name and Entity ID, is generated from data entered in the issuer's card system.
- C** **Default Date** and **Currency Settings** are based on the company's date and currency settings (set in Company Preferences).

Once the user IDs are created, the users can login to the application and personalize the settings by defining their own display preferences in User Maintenance.

## User Maintenance

Use the User Maintenance screen to change user information, such as template assignment, email address, password, or user status.

From the **User** tab, select **User Maintenance**. The User List displays the users who are assigned to you. You are also included in this list.

### User List

Search:

Company: INTERNATIONAL COMMUNICATIONS - GLOBAL HEADQUARTERS

Name	User ID	User Type	Status
<a href="#">Jill Smith</a>	jsmith2686	Account	ACTIVE
<a href="#">John Steadman</a>	jsteadman2387	Account	ACTIVE
<a href="#">Kelly Stevens</a>	S2000	Supervisors	ACTIVE
<a href="#">Kimberly Horton</a>	kstevens2687	Account	ACTIVE
<a href="#">Ronald Brown</a>	rbrown1514	Account	ACTIVE
<a href="#">Thomas Meadows</a>	tmeadows2694	Account	INACTIVE

Click the user whose information you want to change. The User Maintenance screen displays.

### Reassigning a Template

You can change the user's access to functionality by changing the user's template assignment. When you assign a new template to a user's profile, the change will take effect the next time the user logs into the application.

User Information

User ID	rbrown1514
User Name	<input type="text" value="Ronald Brown"/>
User Type	Accounts
Company Name	INTERNATIONAL COMMUNICATIONS
Entity ID	181135
Email Address	<input type="text" value="rbrown@ic.com"/>
Phone Numbers	<input type="text" value="222-555-2131"/>
Template	<input type="text" value="CARD HOLDER (SYSTEM DEFAULT)"/>
Status Code	<input type="text" value="ACTIVE"/>

- 1 Select a new template from the **Template** drop-down box.
- 2 Click **Apply** to save.

## Resetting a Password

You can reset the password of any user assigned to you.

Password

Current Password	*****
New Password	<input type="text"/>
Confirm Password	<input type="text"/>
Password Reset Question	Your favorite sport or hobby? ▾
Password Reset Answer	football <input type="text"/>

- 1 Enter and confirm a new password.
- 2 Click **Apply** to save.
- 3 Give the new password to the user. The user will be prompted to change the password upon log in.

## Deleting a User

Delete users that you no longer need to reference in the application. For example, when a user leaves your organization or when you create a user with an incorrect user ID, you can delete the user account from the application.

When you delete a user, all references to that user are removed from the application, including scheduled items, Inbox items, and any assignments to other users. Deleting a user does not delete account data or the assigned hierarchy entity.

**TIP:** If you need to inactivate a user for a short period of time, such as during a leave of absence, you can change the Status Code on the User Maintenance screen to “Inactive” to prevent the user from logging in.

### User Maintenance : Accounts

Apply Discard **Delete** 1

User Information	
User ID	rbrown1514
User Name	Ronald Brown
User Type	Accounts
Company Name	INTERNATIONAL COMMUI
Entity ID	181135
Email Address	rbrown@ic.com

Microsoft Internet Explorer  
 ? Are you sure you want to delete this user?  
 OK Cancel 2

- 1 Click the **Delete** button. A dialog box displays to confirm that you want to delete the user.
- 2 In the dialog box, click **OK** to permanently delete the user.

## Changing a User's Status

If a user leaves your organization, you can prevent that individual from logging in by setting the Status Code to “Inactive”. This only prevents the user from logging in; it will not affect the transaction load process or account information.

User accounts are automatically set to “Inactive” if the user has not logged into the application in over 13 months.

To reactivate the user, change the status to “Active”. Although you are not required to change the password, you may want to provide a new password just in case the user has forgotten the original password.

User Information	
User ID	rbrown1514
User Name	Ronald Brown *
User Type	Accounts
Company Name	INTERNATIONAL COMMUNICATIONS
Entity ID	181135
Email Address	rbrown@ic.com
Phone Numbers	222-555-2131
Template	CARDHOLDER (IC) *
Status Code	INACTIVE *

- 1 Select the appropriate status from the **Status Code** drop-down box.
- 2 Click **Apply** to save.

## Changing a User's Type

When a user's responsibility has changed, authorized users can reassign the user's type instead of creating a new user account. For example, an administrator might change a supervisor user to an intermediate user to assign the user to an intermediate entity rather than to a list of accounts.

Users cannot be changed to or from an account user type.

**IMPORTANT!** The user should be logged out of the application before the user type can be changed. The user's existing Inbox entries and scheduled reports/exports will be removed. If the user is currently a supervisor user, then all account assignments will be removed.

### User Maintenance : Intermediates

3

User Information	
User ID	RSIC55000
User Name	ROB SMITH *
User Type	Intermediates *
Company Name	INTERNATIONAL COMMUNICATIONS
Entity ID	ADMINISTRATION-CORPORATE CONTROLLER *
Email Address	rob_smith@mycompany.com
Phone Numbers	
Template	INTERMEDIATE (SYSTEM DEFAULT) *
Status Code	ACTIVE *

- 1 In **User Type**, select a new type. Wait for the screen to refresh.
- 2 The system will automatically reassign the **Template** to the system default template that corresponds to the new user type. The template assignment can be changed as needed.
- 3 Click **Apply** to save.

## Unlocking a User Account

The application provides an added level of security by locking accounts with inactivity and limiting the number of unsuccessful login attempts.

A user account is locked in the following situations:

- After six unsuccessful attempts using an invalid password.
- After 90 consecutive days of inactivity, but only if the company has been set up to automatically expire passwords. If user passwords do not expire, user accounts will be locked only due to unsuccessful login attempts.


You can unlock any of your assigned user accounts. If your own account is locked, you must contact another user, such as an administrator who has access to your user account, to unlock your account. Note that the Status Code remains set to “Active” for locked accounts.

### To unlock a user’s account

Access the user whose account is locked. From the **User** tab, select **User Maintenance**. Select the user from the user list.

**User Maintenance : Accounts**

---

**1**  **This user account has been locked due to inactivity or too many unsuccessful login attempts.**

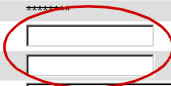
Apply Discard Delete

**User Information**

User ID	rsmith2849
User Name	Robert T. Smith *
User Type	Accounts
Company Name	INTERNATIONAL COMMUNICATIONS
Entity ID	181137
Email Address	rsmith@ic.com
Phone Numbers	222-555-1235
Template	CARD HOLDER (SYSTEM DEFAULT) *
Status Code	ACTIVE *

**Password**

Current Password	*****
New Password	<input type="text"/>
Confirm Password	<input type="text"/>
Password Reset Question	<input type="text"/>
Password Reset Answer	<input type="text"/>

**2** 

- 1** When a user account is locked, a system message displays on the User Maintenance screen letting you know that the user has been locked out. A similar message is sent to the user by email.
- 2** Under **Password**, enter and confirm a new password. This password works like an initial password. When logging in, the user will be prompted to change the password before continuing.
- 3** Click **Apply** to save.
- 4** Give the new password to the user.

# Customized Fields

You can tailor the application by adding customized fields to enhance cost allocation on the financial screens or to add fields for additional data collection on the Account Maintenance screen. For example, you can create a Cost Center field on the financial screens to enable users to assign a cost center code to a transaction. Data from custom fields are included in some reports and can be exported.

## Customized Field Quick Reference

Field	Type	Maximum Number of Fields	Screen Display	In Reports	Export Field
Custom Flag	Check box	16	Transaction Summary Transaction Detail Split Transaction	NA	FIN.Custom Flags (1-16)
Custom Field (Also called Account Code)	Input text box	16	Transaction Summary Transaction Detail Split Transaction Account Maintenance Setup Default Account Codes	Cost Allocation Detail Report Expense Report	FIN.Custom Fields (1-16)
Cost Allocation (Also called Account Code)	Drop-down selection box with specified values	12	Transaction Summary Transaction Detail Split Transaction Account Maintenance Setup Default Account Codes	Cost Allocation Detail Report Cost Allocation Summary Report Expense Report Non-Card Transaction Detail Report	FIN.Cost Allocation (1-12)
Account Extended Information	Input text box	6	Account Maintenance	NA	ACC.Extended Information (1-6)

Cost allocation and custom fields can be used as default account codes. See "*Default Account Codes*" in the *Company Guide* for details.

## Organizing Customized Fields

Cost allocation fields, custom fields, and custom flags display on the financial screens in a set order. As you plan the customized fields for your company, consider how the fields will display in the application.

Customized fields display in the following order, either vertically (top to bottom) or horizontally (left to right):

- Cost Allocation (drop-down selection boxes)
- Custom Fields (text boxes)
- Custom Flags (check boxes)

Within each field type, individual fields will display in the order that you create them.

**Transaction Summary**  
Account Codes

< Previous Transaction    Next Transaction >

Posting Date	Transaction Date	Transaction Amount	Description
01/22/2001	01/20/2001	2,198.24	PC CITY, BOSTON, MA

Expense Description

LOCATION: ATLANTIC    BUSINESS UNIT: MARKETING    COST CENTER: 12345 \*    PROJECT ID: [ ]

Project Number: 55555 \*    Expense Date: [ ]

Tax Paid:     Tax Exempt:

MCC GL Code: [ ]    Account GL Code: M6635978    Supplier GL Code: 5623178952    Final GL Code: M6635978

[Return to top](#)

## Customized Fields Implementation

### Company Preferences

Access to each type of field is available from the Company Preferences screen. Click the button of the field type that you want to create.

Custom Flags

Flag 1	Tax paid
Flag 2	Tax exempt
Custom Flags	

Custom Fields

Field 1	Project Number
Field 2	Expense Date
Custom Fields	

Cost Allocation Fields

LOCATION	ATLANTIC
BUSINESS UNIT	ADMINISTRATION
COST CENTER	66700
PROJECT ID	123451
Cost Allocation Fields	

Account Extended Info Fields

Label 1	Mother's Maiden Name
Account Extended Info Fields	

### User Authorities

You can control your user's access to customized fields on the financial screens by using authorities. There is a "view" and "update" authority for each category of financial-related customized fields: custom fields, cost allocation fields, and custom flags. The authorities control the viewing or editing of all fields that have been created in the field category. For example, if you use authorities to enable users to view custom fields but not edit them, then ALL custom fields would be view-only.

If you need to disable the editing of only one field, you can use the **Editable by Cardholder** property for custom fields or cost allocation fields. This option prevents a cardholder user from editing the field but still enables the user to view the field. See "*Enabling or Disabling Fields for Cardholder Editing*" for details.

### Customized Fields - Authorities for Financial screens

Field	Authority	Description
Cost Allocation	View Data for Cost Allocation Codes	Enables the user to view the Cost Allocation fields on the financial screens.
	Update Data for Cost Allocation Codes	Enables the user to edit the fields. Must be used with the View option.
Custom Fields	View Data for Custom Fields on Financial Transactions	Enables the user to view the Custom Field fields on the financial screens.
	Update Data for Custom Fields on Financial Transactions	Enables the user to edit the fields. Must be used with the View option.
Custom Flags	View Data for Custom Flags on Financial Transactions	Enables the user to view the Custom Flag check mark on the financial screens.
	Update Data for Custom Flags on Financial Transactions	Enables the user to edit the check box. Must be used with the View option.

## Field Properties

When you create customized fields, you can select from several field properties to define the length, data type, editing, and requirement of a field. For example, you might set up fields to accept only numeric values or to limit input length. You can also make a field required on the financial screens.

You can define the properties of custom fields, cost allocation fields, and account extended information fields. Custom flags require only a field label.

**IMPORTANT!** If you change the properties of a field, existing data is not affected; however, if a user modifies the field, the system will check the new data against the newest field properties.

### Properties

Property	Description	Custom Flags	Custom Fields	Cost Allocation Fields	Account Extended Information Fields
Label	The field name. The maximum label length is 40 alphanumeric characters for all customized fields.	✓	✓	✓	✓
Data Type	The type of data, numeric, alpha-numeric, or date, that a user can enter in the field. When a user enters the wrong data type in a field, the system will return an error message. If you have defined a date field, use the <b>Date Style</b> and <b>Date Separator</b> to set the date format. See " <i>Creating Date Type Fields</i> " for details. * Only alpha-numeric and numeric data types are available for account extended information fields.		✓	✓	* ✓
Required	Indicates the field as required on the financial screens. The user must enter a valid value in a required field in order to save changes to a transaction. See " <i>Creating Required Fields</i> " for details.		✓	✓	
Length	If you have defined a numeric or alpha-numeric field, use the <b>Length</b> option to specify the length of the field (maximum 40 characters).		✓	✓	✓
Date Style Date Separator	If you have defined a date field, use the <b>Date Style</b> and <b>Date Separator</b> fields to define the date format. See " <i>Creating Date Type Fields</i> " for details.		✓	✓	
Editable by Cardholder	Enables cardholders to edit the field. See " <i>Enabling or Disabling Fields for Cardholder Editing</i> " for details.		✓	✓	
Dependent on	Specifies another field with which the current field is cross-validated. Values in the current field will be dependent on a selection from the field selected in the <b>Dependent on</b> field. See " <i>Cross-Validation for Cost Allocation Fields</i> " for details.			✓	

## Custom Flags

**Note:** Custom flags cannot be used as a default account code.

Custom flags are check boxes that indicate “Yes” or “No”.

### Transaction Summary screen - Account Codes section

LOCATION	BUSINESS UNIT	COST CENTER	PROJECT NUMBER
ATLANTIC	ADMINISTRATION	86700 *	12-12-04
Project Number	Expense Date		
55555 *			
Tax paid	Tax exempt		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		

## Adding or Modifying a Custom Flag

### Custom Flags

[Return to Company Preferences screen](#)

**Fields**

- Tax paid**
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>

**Properties**

Label

Tax paid

- The **Fields** section displays a list of fields. <Available> indicates that the label is currently not used. To add a new field, highlight Available. To modify a field, highlight the field name.

Note that the fields are listed in the order that they will display on the financial screens.

- Properties** defines the attributes of the field, which for custom flags, is the **Label**. Enter or modify the Label as required. (Maximum 40 alphanumeric characters)
- Click **Apply** to save the field properties.

## Custom Fields

Custom fields are text input boxes. To ensure that data is entered correctly in a custom field, you can upload a list of validation values for each field, which will cross-check data in the field before it is saved.

### Transaction Summary screen - Account Codes section

LOCATION	BUSINESS UNIT	COST CENTER	PROJECT NUMBER
ATLANTIC	ADMINISTRATION	86700 *	12-12-04
<b>Project Number</b>	<b>Expense Date</b>		
55555 *			
<b>Tax paid</b>	<b>Tax exempt</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		

## Adding or Modifying a Custom Field

### Custom Fields

[Return to Company Preferences screen](#)

Fields

- Project Number
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>

Properties

Label  
Project Number

Data Type  
Numeric

Length: 5    Date Style:    Date Separator:

Required

Editable by Cardholder

Apply    Delete

- 1 The **Fields** section displays a list of fields. <Available> indicates that the label is currently not used. To add a new field, highlight Available. To modify a field, highlight the field name.  
Note that the fields are listed in the order that they will display on the financial screens.
- 2 **Properties** defines the attributes of the field. See "*Field Properties*" for details on setting the properties.
- 3 Click **Apply** to save the field properties.

You have the option of uploading a validation list for the selected field. See "*Uploading Validation Values*" for details.

### Uploading Validation Values

You can upload a validation list that will validate data entered in a custom field. The system flags invalid data, which allows users to correct codes immediately and eliminate errors both online and in exported data. Using validation values with custom fields is optional.

Up to 1,000 values can be loaded per custom field. The system will validate data entered on the following screens:

- Account Maintenance screen
- Setup Default Account Codes screen
- Upload Default Account Codes (validated on upload)
- Transaction Summary screen
- Transaction Detail screen
- Adjustment Detail
- Non-Card Transaction Detail
- Split Transaction screen

**Create a validation file** - In NotePad or a similar text editor, create an ASCII text file with a set of values that will be considered valid for the custom field. List the values in a single column with no tabs or delimiters.

You cannot load a Unicode file. In some versions of Excel, saving a spreadsheet as a text file may create a Unicode text file.

Validation values are case sensitive. For example, if you load an alphanumeric value of “ABC123”, the value will only be valid if “ABC” is uppercase. A value of abc123 would not be valid.

Once the validation values have been loaded, values cannot be viewed from the application.

**IMPORTANT!** The values in the upload file must be consistent with the **Properties** defined for the field; otherwise, the data will not load. **All existing validation values will be overwritten when you upload a new validation file.**

If you are loading a validation list for a numeric custom field, you can load only numeric characters. Special characters, such as @, #, \$, are not accepted for numeric fields.

**Custom Fields**

[Return to Company Preferences screen](#)

**Fields**

- 1 Project Number
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>
- <Available>

**Properties**

Label: Project Number

Data Type: Numeric

Length: 5    Date Style:    Date Separator:   

Required:

Editable by Cardholder:  ?

Apply    Delete

Upload a new list to replace the current list.

C:\validation\_list.txt    Browse...    Upload

2                      3

- 1 Select a field from the **Fields** list. Wait for the screen to refresh.
- 2 Click **Browse** to select the file from your local directory. In the Choose File dialog box, select a file from your PC's directory. Click Open to select the file.
- 3 Click **Upload**.

Values are loaded into the application through a batch process that runs at regular intervals throughout the day. Depending on when the file is loaded, it may take several hours before the validation values take effect.

If the upload file contains invalid values, an error file will be written to your Inbox. The file will reference the invalid value and indicate the corrective action.

**Inbox** ?

**Inbox**      **Number of Exports : 2**  
**Number of Reports : 4**

Date	Name	File Format
06/09/2004	Quicken (QIF)	Quicken (QIF)
06/21/2005	Custom Field Values Error File	Generic Text
02/09/2004	Account Statement Report	Adobe Acrobat Reader
05/19/2004	Account Spending Analysis Detail Report	Adobe Acrobat Reader
06/01/2004	Account Statement Report	Adobe Acrobat Reader
03/07/2005	Account Statement Report	Adobe Acrobat Reader



## Adding Drop-down Values to a Cost Allocation Field

When you need to add values to a cost allocation field, you can add the values one at a time without affecting the existing drop-down values in the current list.

The screenshot shows two panels: 'Fields' and 'Properties'. In the 'Fields' panel, 'COST CENTER' is highlighted with a red circle '1'. The 'Properties' panel shows 'COST CENTER' with a 'Numeric' data type, length of 10, and 'Required' checked. Below the panels are 'Apply' and 'Delete' buttons.

Below the 'Properties' panel is a dialog box titled 'Add a value to the current list.' with a text input field (circled '2'), an 'Add' button (circled '3'), and a list containing '66700', '66798', and '66799'. At the bottom of the dialog are 'Delete', 'Browse...', and 'Upload' buttons.

- 1 Under **Fields**, highlight the field to which you want to add values. Wait for the screen to refresh.
- 2 In **Add a value to the current list**, enter the value in the text box. Make sure that the values you enter are consistent with the properties that have been specified for the field.
- 3 Click **Add** to add the value to the list. Wait for the screen to refresh to see the value.

## Uploading Drop-down Values to a Cost Allocation Field

When you need to add several values to a cost allocation field, use the upload option to load all the values at once. If you need to add only a few values to the current list, use the “Add” option. See *"Adding Drop-down Values to a Cost Allocation Field"* for details.

Note that existing cost allocation values are overwritten every time you upload a new list. See *"Saving Transactions with Invalid Account Codes"* for details on how replacing a drop-down list will affect transaction data.

You can load a maximum of 1,000 values per cost allocation field. If you attempt to upload a file with more than 1,000 values, you will get the message, “Error opening or logging into the data base,” and the system will load only the first 1,000 values.

**Create an upload file** - In NotePad or a similar text editor, create an ASCII text file with a set of drop-down values. Format values in a single column with no tabs or delimiters.

**IMPORTANT!** The values in the upload file must be consistent with the **Properties** that have been specified for the field. **All existing drop-down values will be overwritten when you upload a new file.**

When you load a file, only values that are consistent with the field properties will be loaded. You will receive an error message for each invalid value. Correct the upload file and then load the file again.

The maximum length for any value is 40. If one value in your file exceeds 40 characters, then the file will not load. The message “One or more fields contain too many characters” will display.

The screenshot displays the configuration interface for a cost allocation field. On the left, the 'Fields' list includes 'LOCATION', 'BUSINESS UNIT', 'COST CENTER' (highlighted with a red circle 1), and 'PROJECT NUMBER'. The 'Properties' panel for 'COST CENTER' shows a 'Label' of 'COST CENTER', 'Data Type' of 'Numeric', 'Length' of '10', and 'Required' checked. Below the 'Properties' panel are 'Apply' and 'Delete' buttons. The bottom section, 'Add a value to the current list', contains a text input field, an 'Add' button, and a list of values: 66700, 66798, and 66799. Below this list is a 'Delete' button. At the bottom, there is a section for uploading a new list, with a 'Browse...' button (pointed to by red circle 2) and an 'Upload' button (pointed to by red circle 3).

- 1 Select a field from the **Fields** list. Wait for the screen to refresh.
- 2 Click **Browse** to select the file from your local directory. In the Choose File dialog box, select a file from your PC's directory. Click Open to select the file.
- 3 Click **Upload**.

## Account Extended Information Fields

Account extended information fields are text boxes that display on the Account Maintenance screen. You can use these fields to enter additional information in the online Account Record, such as a manager's name or department name. The data in these fields is for your information only. The data will not be applied to financial data, but it will be available for export: **ACC.Extended Information 1-6**.

### Account Maintenance screen

Cost Allocation Fields	
LOCATION	ATLANTIC
BUSINESS UNIT	ADMINISTRATION
COST CENTER	12345
PROJECT ID	

Account Extended Information Labels	
Mother's Maiden Name	Morrison

Custom Fields	
Project Number	55555
Expense Date	

Default Account GL Code	
Default Account GL Code	M6635978
Always Use Account GL Code	<input checked="" type="checkbox"/>

## Adding or Modifying an Account Extended Information Field

### Account Extended Information Labels

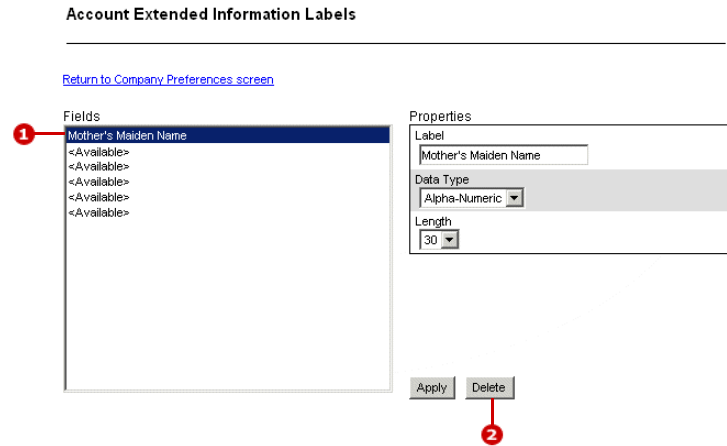
[Return to Company Preferences screen](#)

Fields	Properties						
<ul style="list-style-type: none"> <li>Mother's Maiden Name</li> <li>&lt;Available&gt;</li> <li>&lt;Available&gt;</li> <li>&lt;Available&gt;</li> <li>&lt;Available&gt;</li> <li>&lt;Available&gt;</li> </ul>	<table border="1"> <tr> <td>Label</td> <td>Mother's Maiden Name</td> </tr> <tr> <td>Data Type</td> <td>Alpha-Numeric</td> </tr> <tr> <td>Length</td> <td>30</td> </tr> </table>	Label	Mother's Maiden Name	Data Type	Alpha-Numeric	Length	30
Label	Mother's Maiden Name						
Data Type	Alpha-Numeric						
Length	30						

- 1 The **Fields** section displays a list of fields. <Available> indicates that the label is currently not used. To add a new field, highlight Available. To modify a field, highlight the field name.  
Note that the fields are listed in the order that they will display on the Account Maintenance screen.
- 2 **Properties** defines the attributes of the field: the label (field name) data type, and length. See "Field Properties" for details on setting the properties.
- 3 Click **Apply** to save the field properties.

## Deleting a Customized Field

You can delete a customized field only if there is no data assigned to a transaction. The procedure for deleting a field is the same for all field types.



- 1 Under **Fields**, highlight the field that you want to delete.
- 2 Click **Delete**.

## Saving Transactions with Invalid Account Codes

When account codes for a cost allocation field change, you can easily upload a new list of drop-down values, which are immediately available to users. If a value from the old drop-down list is currently assigned to a transaction, it is retained until the user selects a value from the new drop-down list. To ensure that users are always using the most up-to-date account codes, the system will warn users when an assigned account code is no longer valid.

**Note:** The system will check for an invalid value in a cost allocation field only if the user modifies another account code of the transaction.

**! One or more of the Account Codes on this page had invalid values. All invalid values have been removed from the display. Please ensure that these fields have valid values before you apply.**

Account Codes

[Next Transaction >](#)

Posting Date	Transaction Date	Transaction Amount	Transaction Description
03/16/2005	03/14/2005	77.95	MAIN STREET OFFICE SUPPLY, ATLANTA, GA

**Expense Description**

Expense Description:

<b>Cost Center</b>	<b>Project Number</b>	<b>Department</b>
1	1123	<input type="text"/> !
<b>Division</b>	<b>Project ID</b>	<b>Expense Date (MM-DD-YYYY)</b>
11458	124	05-30-2005

[Return to top](#)

Apply Account Codes to all editable transactions displayed on this page.  
 Automatically apply Account Codes on navigation to next or previous transaction.

[Next Transaction >](#)

When a user modifies a transaction that has an invalid cost allocation value, the system will display the error message:


“One or more of the Account Codes on this page had invalid values. All invalid values have been removed from the display. Please ensure that these fields have valid values before you apply.”

An error message will be placed next to the affected field and the invalid value will be removed from the list. If the field is not required, the user will not be required to select a value from the list; therefore, a “blank” value can be saved to the transaction.

## Creating Required Fields

You can define custom fields and cost allocation fields as required fields on the financial screens. Required fields can be very useful in capturing essential transaction data for exports or reports. For example, if you export cost allocation data to use in a general ledger system, you can mark fields as required to ensure that export data is entered.

### Required Fields Missing



The Required option is designed to prompt the user to fill in required information when a transaction is edited.

**Note:** Keep in mind the number of required fields you are using. On the Split Transaction screen, in particular, the required field will display for each split line.

A required field will not be flagged as required if

- Only the Supervisor-Reviewed status is applied to or removed from a transaction. This allows managers and administrators to lock down transactions without having to enter required information.
- The Cardholder-Reviewed status is removed from a transaction. This allows managers and administrators to unlock a transaction so that the cardholder can update account code information.

### Validation of Required Fields

Required fields will be validated on the following screens:

- Transaction Summary
- Transaction Detail
- Split Transaction
- Non-Card Transaction
- Adjustment Detail

## To create a required field

Access the Custom Fields screen or Cost Allocation Fields screen (Company > Company Preferences).

### Custom Fields

[Return to Company Preferences screen](#)

The screenshot shows the 'Custom Fields' interface. On the left, a list titled 'Fields' contains 'Project Number' and several '<Available>' entries. A red circle with the number '1' points to 'Project Number'. On the right, the 'Properties' pane for 'Project Number' is shown. It includes a 'Label' field with 'Project Number', a 'Data Type' dropdown set to 'Numeric', and fields for 'Length' (set to 5), 'Date Style', and 'Date Separator'. A red circle with the number '2' points to the 'Required' checkbox, which is checked. Below it, the 'Editable by Cardholder' checkbox is also checked. A red circle with the number '3' points to the 'Apply' button at the bottom of the 'Properties' pane. A question mark icon is visible in the bottom right corner of the 'Properties' pane.

1 Highlight the field that you want to edit.

2 Check the **Required** check box.

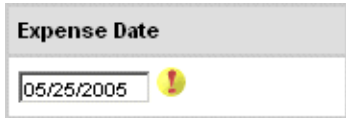
If you do not enable **Editable by Cardholder**, make sure that a manager loads values for the field, either manually or using default account codes. If a value is not loaded and the field is required, the cardholder will not be able to edit the transaction. See "*Locking a Field that is Required*" for details.

3 Click **Apply** to save. The change takes effect immediately; no further processing is required.

## Creating Date Type Fields

The **Data Type** option for cost allocation and custom fields contains a “Date” option that configures a field for a specific date format and allows only valid dates to be entered. Date type fields can ensure consistent date entries when specific date formats are required for export into an external application.

 **Invalid date. Please enter a valid date in the format: MM-DD-YYYY.**



The screenshot shows a form field labeled "Expense Date". Inside the field, the date "05/25/2005" is entered. To the right of the text is a yellow warning icon with an exclamation mark, indicating an error.

Users will be required to enter a valid date in the correct date format, as specified by the Properties set for a field. If an incorrect date or format is entered, an error will display prompting the user to correct the entry. In the above example, the user did not use the dash (-) separator as required, so the error displayed.

### Validation of Date Type Fields

Date type fields are validated on the following screens:

- Transaction Summary
- Transaction Detail
- Split Transaction
- Non-Card Transaction
- Adjustment Detail
- Account Maintenance
- Setup Default Account Codes
- Upload Default Account Codes (the file is validated on upload)

### Tips for Using Date Fields

**Use a validation list or drop-down list to ensure valid date entries.** If users are required to select a specific date, use a cost allocation field containing a drop-down list of valid dates. Or, use a custom field input box along with a validation list to validate user input against a list of valid dates. Note that with either method, the validation or drop-down list may need to be updated periodically as new dates become available. See "*Uploading Validation Values*" or "*Adding Drop-down Values to a Cost Allocation Field*" for details.

**Add the date format to the field label.** Add the required date style, including the date separator, to the field label so that users will know how to enter a valid date format.



The screenshot shows a form field labeled "Expense Date (DD-MM-YYYY)". The text "(DD-MM-YYYY)" in the label is highlighted with a red box. Below the label is an empty input box.

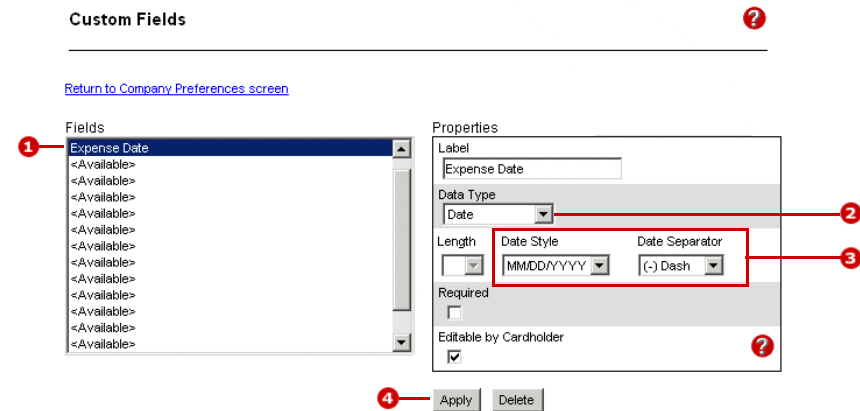
Include the date format in the field label to help users to enter dates in the correct format.

If you change the date format, don't forget to also update the label with the new format.

## To create a date type field

Access the Custom Fields screen or Cost Allocation Fields screen (Company > Company Preferences).

If you change an alpha-numeric or numeric field to a date field, any existing data will be retained until the field is edited. Then, the system will validate the field as a date type field.



- 1 Highlight the field that you want to edit.
- 2 From the **Data Type** field, select "Date".
- 3 Select a **Date Style** and a **Date Separator** to specify the valid date format.
- 4 Click **Apply** to save. The change will take effect immediately; no further processing is required.

## Enabling or Disabling Fields for Cardholder Editing

The **Editable by Cardholder** option for cost allocation and custom fields enables company administrators to lock custom account code fields so that cardholders (account users) cannot edit the default values. You might use the Editable by Cardholder option to prevent cardholders from changing preset default account codes, or lock down a series of cross-validated fields and enable only those account codes that cardholders must edit. See "*Cross-Validation for Cost Allocation Fields*" for details.

**Note:** Default values for account codes can be set on the Account Maintenance screen, through the Setup Default Account Codes option, or through an upload process. See "*Default Account Codes*" in the *Company Guide* for details.

When a field is set to disable editing, the field will display on the Account Maintenance screen and financial screens in read-only format—cardholders can review the account codes but not edit them. Higher-level users, such as supervisors, intermediates, and company administrators, will still have full access to change any field that is locked to a cardholder.

### Account Maintenance

#### Cardholder View

This field is not editable by the cardholder user.

Cost Allocation Fields

LOCATION	ATLANTIC
BUSINESS UNIT	ADMINISTRATION
COST CENTER	66700
PROJECT NUMBER	

Account Extended Information Labels

Mother's Maiden Name	Morrison
----------------------	----------

Custom Fields

Project Number	55555
Expense Date	

Default Account GL Code

Default Account GL Code	M0635678
Always Use Account GL Code	<input checked="" type="checkbox"/>

### Transaction Summary - Account Codes

#### Cardholder View

This field is not editable by the cardholder user.

Account Codes

< Previous Transaction    Next Transaction >

Posting Date	Transaction Date	Transaction Amount	Description
01/02/2001	31/01/2001	56,99	OFFICE WAREHOUSE, NEWARK, NJ

Expense Description

Expense Description

LOCATION	BUSINESS UNIT	COST CENTER	PROJECT NUMBER
ATLANTIC	ADMINISTRATION	66700 *	12-12-04
Project Number	Expense Date		
55555 *			

## To enable or disable a field for editing

Access the Custom Fields screen or Cost Allocation Fields screen (Company > Company Preferences).

**Cost Allocation Fields** ?

---

[Return to Company Preferences screen](#)

Fields	Properties
LOCATION	Label COST CENTER
BUSINESS UNIT	Data Type Numeric
<b>COST CENTER</b>	Length 10    Date Style    Date Separator
PROJECT NUMBER	Required <input checked="" type="checkbox"/>
<Available>	<b>Editable by Cardholder</b> <input checked="" type="checkbox"/> <span style="float: right;">?</span>
<Available>	Dependent on None
<Available>	<b>Apply</b> Delete
<Available>	
<Available>	
<Available>	
<Available>	

- 1 Highlight the field that you want to edit.
- 2 Check the **Editable by Cardholder** check box. To disable editing, clear the check box.
- 3 Click **Apply** to save. The change will take effect immediately; no further processing is required.

## Locking Fields that Contain Default Account Codes

The most typical use for the Editable by Cardholder option is locking account codes so that cardholders cannot edit default values. Suppose you want the same Location and Business Unit codes to be applied to every transaction charged to an account. You want the cardholder user to see the codes for reference, but you do not want the cardholder user to change the value. In this case, you would load default values for Location and Business Unit and then you would set up the Location and Business Unit fields to prevent the cardholder from editing the fields. The cardholder can still see the codes but cannot edit the values. In the following example, Location and Business Unit contain default values and are locked to the cardholder. Cost Center is still editable.

LOCATION	BUSINESS UNIT	COST CENTER
New York	ADMN	11238

The Location and Business Unit fields are not required fields or dependent on other fields; therefore, a cardholder can still edit the transaction even if these fields are not populated with values.

### Locking a Field in a Dependency Chain

Use the **Editable by Cardholder** option when you want to lock down preset fields in a dependency chain. For example, suppose you have created three account codes that are dependent on each other: Business Unit, Cost Center, and Project ID. A selection from the Business Unit field and then the Cost Center field will determine the valid values in Project ID. You might use this configuration when you want to narrow the list of available codes based on a cardholder's particular cost center, account GL, etc.

BUSINESS UNIT	COST CENTER	PROJECT ID
ADMINISTRATION	123	<div style="border: 1px solid gray; padding: 2px;">           11236         </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">           11233         </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">           11234         </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">           11235         </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">           11236         </div>

In the above example, the Business Unit and Cost Center fields should be applied to every transaction but should not be changed by the cardholder. The Editable by Cardholder option for these two fields has been disabled (unchecked). Since each transaction could have a different project number, you do want the cardholder to be able to edit the Project ID field, so this field remains editable.

BUSINESS UNIT	COST CENTER	PROJECT ID
		<div style="border: 1px solid gray; padding: 2px; width: 50px; height: 20px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">▼</span> </div>

Suppose you forget to populate the locked fields. The field that the cardholder CAN edit now contains no drop-down options because default values have not been loaded in the dependent fields: Business Unit and Cost Center. The cardholder can still edit other account codes for the transaction and review the transaction without making a selection from the Project ID field.

#### Required Fields Missing


BUSINESS UNIT	COST CENTER	PROJECT ID
		<div style="border: 1px solid gray; padding: 2px; width: 50px; height: 20px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 8px;">▼</span> <span style="margin-left: 5px; font-size: 12px;">!</span> </div>

Now, suppose the Project ID is a required field. The cardholder cannot edit the field or edit the transaction. The cardholder cannot do anything to this transaction until the Business Unit and Cost Center fields are populated with valid values.

## Locking a Field that is Required

You can mark a field required but not allow a cardholder to edit the field. You might use this configuration if the field will be filled in by a manager or supervisor, or if you load default account codes for the field.

In order for this field configuration to work, you must make sure that valid values are loaded for the locked fields. Otherwise, the cardholder will not be able edit or review the transaction. The cardholder will get an error message as follows:

 One or more account codes for this transaction require a value but cannot be edited. Please contact your administrator or manager to load values for these fields. Once the required fields are populated, you can apply account codes to this transaction.

Account Codes

< Previous Transaction

Posting Date	Transaction Date	Transaction Amount	Description
15/03/2001	13/03/2001	46,32	MAIN STREET OFFICE SUPPLY, NEWARK, NJ

Expense Description

Expense Description

LOCATION	BUSINESS UNIT	COST CENTER	PROJECT ID
11236	ADMN	New York	
Project Number	Expense Date		
Tax paid	Tax exempt		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Return to top

Discard

< Previous Transaction

The Apply button does not display, preventing the cardholder from editing any account codes or this transaction.

## Cross-Validation for Cost Allocation Fields

Cross-validation enables you to create fields that are linked in a dependency chain so that a selection in one field prompts the values in another field. Instead of providing the user with hundreds of codes to choose from, cross-validation fields display only the appropriate values based on the user's selection in other fields.

For companies that cost allocate expenses for export to GL accounts, cross-validated cost allocation fields can help ensure that GL information is properly coordinated with other values, such as departments, cost centers, or projects.

### How Cross-Validation Works

The following dependency chain has been set up so that the user is presented with a limited list of cost centers based on the user's location and business unit.

LOCATION	BUSINESS UNIT	COST CENTER
MIDWEST ▾ *	MANUFACTURING ▾	<input type="text"/> ▾ 66700 66798 66799

**Location** is the first field in the dependency chain. The next field in the chain will be populated based on the selection in Location.

When the user selects the Midwest location, the **Business Unit** field is populated with the business units in the Midwest.

When the user selects the manufacturing business unit, the **Cost Center** field becomes active and displays only the cost centers that are applicable to the selected business unit. There are actually 30 cost center values set up for this company, but only three cost centers are applicable for the manufacturing business unit of the Midwest.

### Setting Up Cost Allocation Fields For Cross-validation

Setting up cross-validation fields takes some planning and organization, but the payoff is a more efficient cost allocation system for all users in the company.

- Cross-validation is available only for cost allocation drop-down fields.
- A maximum of six fields can be set up for cross-validation in one dependency chain.



- Click **Apply**. The screen will refresh and display the Dependencies section. The field that you selected in **Dependent on** displays as a drop-down field.

The field you have selected has dependencies with other cost allocation fields. Select a value from the field(s) below to see the relationships.

Dependencies

BUSINESS UNIT

ADMINISTRATION

MARKETING

PURCHASING

- Select a value from the dependent field. The screen will refresh and display a new section where you can add values.

Drop-down values associated with the selection : **ADMINISTRATION**

Add a value to the current list.

1234 Add

Delete

Upload a new list to replace the current list.

Browse... Upload

In this example, the Cost Center 1234 will be cross-validated with Business Unit value "Administration".

- Enter a drop-down value in the text box and then click **Add**. The field will be added to the drop-down list.

You can also upload a list of values. See "*Adding Drop-down Values to a Cost Allocation Field*" for details.

7 Go to the Dependencies section again.

The field you have selected has dependencies with other cost allocation fields. Select a value from the field(s) below to see the relationships.

Dependencies

BUSINESS UNIT

ADMINISTRATION

MARKETING

PURCHASING

8 Select another drop-down value from the cross-validated field. The screen will refresh and display a new section where you can add values.

Drop-down values associated with the selection : **MARKETING**

Add a value to the current list.

2235

Add

Delete

Upload a new list to replace the current list.

Browse... Upload

In this example, the Cost Center 2235 will be cross-validated with Business Unit value "Marketing".

- 9 Enter a drop-down value in the text box and then click **Add**. The field will be added to the drop-down list.
- 10 Repeat steps 7-9, as required until you have added values to all of the cross-validated fields.

# Default Account Codes

Default account codes allow you to automatically apply standard codes or information to transactions associated with a specific account. For example, if you have to apply a certain cost center code to all transactions charged to Joe Smith's account, you can enter the cost center as a default value. Then, at transaction load time, the default value is automatically applied to the transactions associated with Joe's account.

Default account codes include the following:

- Cost allocation fields
- Custom fields
- Account GL Code

## Account Maintenance

### Cost Allocation Fields

LOCATION	ATLANTIC
BUSINESS UNIT	ADMINISTRATION
COST CENTER	12345
PROJECT ID	

### Account Extended Information Labels

Mother's Maiden Name	Morrison
----------------------	----------

### Custom Fields

Project Number	55555
Expense Date	

### Default Account GL Code

Default Account GL Code	M6635978
Always Use Account GL Code	<input checked="" type="checkbox"/>

Account Extended Information fields are used to capture additional information about the account; these fields are not default account codes. Any data entered in these fields will display only on the Account Maintenance screen.

## Where to Enter Default Codes

Account Code	Maximum Field Length	Assign Default Account Codes on this screen
Cost allocation field	User-defined	Setup Default Account Codes (for multiple accounts) Account Maintenance (for individual accounts)
Custom field	User-defined	Setup Default Account Codes (for multiple accounts) Account Maintenance (for individual accounts)
(Cardholder) Account GL Code	40	Setup Default Account Codes (for multiple accounts) Account Maintenance (for individual accounts)

There are three ways to assign default account codes:

- **Account Maintenance** - Assign default values to individual accounts. See "*Setting Default Account Codes on Account Maintenance*" for details.
- **Setup Default Account Codes** - Use a spreadsheet type screen to assign default account codes to multiple accounts on one page. See "*Setup Default Account Codes*" for details.
- **Default Account Codes file** - Download a Microsoft Excel file containing all accounts in the company. Enter the default account codes off line and upload the file back into the application. See "*Setting up Default Account Codes Off Line*" for details.

**Default Account Codes - Setup Comparison**

	<b>Account Maintenance screen</b>	<b>Setup Default Account Codes Screen</b>	<b>Default Account Codes File</b>
Data entry	Online - in the application	Online - in the application	Off line - Microsoft Excel File
Editable fields	Cost allocation fields Custom fields (Cardholder) Account GL Code	Cost allocation fields Custom fields (Cardholder) Account GL Code	Cost allocation fields Custom fields (Cardholder) Account GL Code You can also enter information in the Account Extended Information fields in the Excel file.
User access	Account user and above	Supervisor/intermediate user and above	Company administrator user and above
Processing	Immediate	Immediate	Overnight (US CST)

## Setting Default Account Codes on Account Maintenance

Use this procedure to enter default account codes for one account.

### To add default account codes

From the **Hierarchy** tab, select **Hierarchy Tree**. Select an account from the hierarchy.

Cost Allocation Fields

LOCATION	ATLANTIC
BUSINESS UNIT	ADMINISTRATION
COST CENTER	12345
PROJECT ID	

Account Extended Information Labels

Mother's Maiden Name	Morrison
----------------------	----------

Custom Fields

Project Number	55555
Expense Date	

Default Account GL Code

Default Account GL Code	M5635978
Always Use Account GL Code	<input checked="" type="checkbox"/>

- 1 Enter the default codes on the Account Maintenance screen.

When **Always Use Account GL Code** is checked, the Default Account GL Code is the Final GL Code, which is the overriding GL code for a transaction.

- 2 Click **Apply**. The account codes will be automatically applied to new transactions as they are loaded into the application.

## Setup Default Account Codes

The Setup Default Account Codes option allows you to enter default account codes for several accounts at one time.

### To set up default account codes for multiple accounts

From the **Hierarchy** tab, select **Setup Default Account Codes**. The hierarchy displays.

Select a hierarchy entity. All accounts under the selected entity display on the Setup Default Account Codes screen.

#### Setup Default Account Codes

Apply Discard

User Information	Account GL Code	Always Use Account GL Code	Cost Center	Division	Location	Project Number
CAROLYN HUGHES (7157) <a href="#">Edit</a>		<input checked="" type="checkbox"/>		ADMN	Sydney	
JILL SMITH (2686) <a href="#">Edit</a>		<input type="checkbox"/>			New York	
JOHN STEADMAN (2387) <a href="#">Edit</a>		<input type="checkbox"/>	11236		Paris	
KIMBERLY HORTON (2687) <a href="#">Done</a>		<input checked="" type="checkbox"/>	11236		Hong Kong	
MANUEL GARCIA (2387) <a href="#">Edit</a>	X5512361	<input type="checkbox"/>	11236		Sydney	

- 1 Next to the account that you want to edit, click the **Edit** button to enable the fields. Wait for the screen to refresh.
- 2 Enter or select values in the fields.

When **Always Use Account GL Code** is checked, the Default Account GL Code is the Final GL Code, which is the overriding GL code for a transaction.

**IMPORTANT!** Clicking Done will not save your changes. You must click Apply to save the changes on the current page.

- 3 When you are finished editing a line, click **Done** or move to the next line and click **Edit**.
- 4 Click **Apply** to save. The system will update the individual Account Maintenance screens with the new information. The default account codes will be applied to new transactions the next time they are loaded or when transactions are cost allocated.

## Setting up Default Account Codes Off Line

The Default Account Codes file is a Microsoft Excel file that you can download from the application, update default account codes for any account at the company level, and upload back into the application. It is similar to the Setup Default Account Codes screen, but provides an off line method of entering codes.

- 1 Generate the file by scheduling the Default Account Codes file. The file is generated overnight and placed in your Inbox where you can download it to your local directory.
- 2 Open the Excel file and enter or modify the default account codes. Save the file, retaining the Excel format.
- 3 Upload the file back into the application. The system processes the file and places a confirmation file in your Inbox. Rejected records are placed in the confirmation file along with an error code.
- 4 Once the upload file has been processed successfully, the Account Maintenance screen for each account will be updated with the new information.

### Scheduling the Default Account Codes File

- 1 From the **Hierarchy** tab, select **Schedule Default Account Codes**.
- 2 The Schedule Summary screen displays with your processing job added to the list. See "*Schedule Summary*" for details.
- 3 The file is generated overnight (US Central Standard Time) and placed in your Inbox.

### Editing the Default Account Codes File

The Default Account Codes file is a Microsoft Excel-formatted file that allows you to enter default codes for all accounts within a company. Generate the file by downloading it from the application through a scheduled process. Open the file and enter the applicable codes. When you upload the file to the application the Account Maintenance screens are updated with the default account codes.

Cost Allocation, custom field, and account extended information fields are created in the application via the Company Preferences screen. Each of these fields has a unique label, data type, and length (Properties). When you add values to the Default Account Codes file, make sure that the data is consistent with the properties defined for each field. In addition, you cannot change the field name in the file. For more information on the properties of customized fields, see "*Customized Fields*".

The table below provides the file layout. Values in fields 1-10, 12-16, 52-53 are not editable.

#### Default Account Codes File Layout

Field #	Field Name	Field Description	Data Type	Maximum Field Length
1	Record Identifier	Identifies the record type	Character	4
2	IssuerICA	ICA number of the issuer.	Number	11
3	Issuer Number	Identifies the issuer along with the ICA number (blank - filled right justified).	Character	11
4	Corporation Number	Identifies the corporation to the issuer (blank-filled right justified). (Company Number)	Character	19
5	AddendumType	Code to identify the type (leave blank)	Character	3
6	Providing Effective Date	Original Date and Time Stamp YYYYMMDDHH24:MI:SS. Left blank by record creator, generated by Provider.	Character	17
7	Reserved Field	This field is reserved for internal use and should be kept blank.	Character	6
8	Entity Type Code	Code to identify the type of entity: 'A'=Account; 'O'=Org Point; 'S'=Supervisor; 'C'=Corporation.	Character	1
9	Account Number	The masked account number for this entity.	Character	20
10	Entity ID	System Generated ID for this Entity	Character	20
11	Email Address	Not used	Character	60
12	Language ID	Default Language ID for this entity. For example, ENU=U.S.English	Character	10
13	Entity Name	The Name 1 value for this entity	Character	35
14	Entity Alias Name	The Name 2 value for this entity	Character	35
15	Line 1 Address	The Line 1 Address value for this entity	Character	35
16	Line 2 Address	The Line 2 Address value for this entity	Character	35
17	Account GL Code	Default Account General Ledger (GL) Code	Character	40

**Default Account Codes File Layout**

Field #	Field Name	Field Description	Data Type	Maximum Field Length
18	Cost Allocation 1	Default Cost Allocation Value	User-defined	User-defined
19	Cost Allocation 2	<p>Cost allocation fields are drop-down selection boxes with values that are pre-defined in Company Preferences.</p> <p>Enter a default value that has already been defined for the field (i.e. the value displays in the field's drop-down list); otherwise the record will be rejected.</p> <p>If no values have been uploaded for a field (i.e. the drop-down list contains no values), you can enter any value as long as it is consistent with the Data Properties defined for the field.</p>	User-defined	User-defined
20	Cost Allocation 3			
21	Cost Allocation 4			
22	Cost Allocation 5			
23	Cost Allocation 6			
24	Cost Allocation 7			
25	Cost Allocation 8			
26	Cost Allocation 9			
27	Cost Allocation 10			
28	Cost Allocation 11			
29	Cost Allocation 12			
30	Custom Field 1			
31	Custom Field 2	<p>Custom fields are text boxes. The values in these fields are not pre-defined, therefore you can enter any value as long as it is consistent with the Data Properties defined for the field.</p> <p>If a validation list has been loaded for a field, you must enter a value that is contained in the validation list. See "<i>Uploading Validation Values</i>" for details regarding validation lists.</p>	User-defined	User-defined
32	Custom Field 3			
33	Custom Field 4			
34	Custom Field 5			
35	Custom Field 6			
36	Custom Field 7			
37	Custom Field 8			
38	Custom Field 9			
39	Custom Field 10			
40	Custom Field 11			
41	Custom Field 12			
42	Custom Field 13			
43	Custom Field 14			
44	Custom Field 15			
45	Custom Field 16			
46	Account Extended Info 1			
47	Account Extended Info 2	<p>Account Extended Information fields are text boxes. The values in these fields are not pre-defined, therefore you can enter any value as long as it is consistent with the Data Properties defined for the field.</p>	User-defined	User-defined
48	Account Extended Info 3			
49	Account Extended Info 4			
50	Account Extended Info 5			
51	Account Extended Info 6			
52	Input File Record Number			
53	Validation Error Code	This field contains the outbound error code and is formatted by the Global Data Repository if the record is rejected back to the input source.	Alphanumeric	6

## Uploading the Default Account Codes File

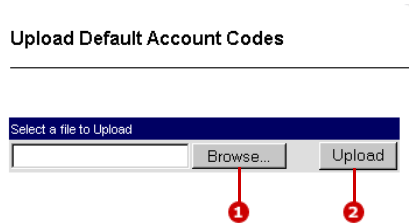
After you have added account codes to the Default Account Codes file, upload the file back into the application to apply the changes to the Account Maintenance screens.

The maximum file size is 4 MB. See "*Editing the Default Account Codes File*" for file specifications.

**IMPORTANT!** You cannot create your own upload file; you must use the Default Account Codes file generated from the application. The file is in Microsoft Excel format and must remain in this format in order to upload it back into the application.

### To upload the default account codes file

From the **Hierarchy** tab, select **Upload Default Account Codes**.



- 1 Click **Browse** to select the file from your local directory. In the Choose File dialog box, select a file from your PC's directory. Click Open. The file you selected displays in the adjacent text box.
- 2 Click **Upload**.

## Using the Default Account Codes Confirmation File

When you upload the Default Account Codes file, the system generates a confirmation file and places it in your Inbox. The Excel-formatted confirmation file contains an indication of successful processing as well as any rejected records. An error code indicates why the records were rejected.

You can correct the rejected records directly in the confirmation file and upload it for processing.

### Confirmation file

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	AZ	BA
1	0000	00000														
2	7000	01999	1234567	5555555666655				A	XXXX-XXXX	125625				ROBERT T. SUMPTER		2118
3	7000	01999	12134567	5555555666655				A	XXXX-XXXX	125635	JSMITH@SUMPTER	JOE SMIT	SUMPTER			2119
4	1100	00000						20011009	20011009	21:32:02	33_U_200	3	1	2		
5	0000	00000						3								

In this example, 3 records were processed; 1 successfully and 2 were rejected.

- A** The first and last lines "0000" are header and trailer records.
- B** "7000" contains rejected records.
- C** "1100" contains the number of processed records.
- D** When records are rejected, field 53 is populated with an error code, which indicates why the record was rejected.

### Default Account Codes Confirmation File - Error Codes

Error Code	Description	Possible Cause
2001	Required Field Missing	The User ID or Entity ID is missing.
2021	Invalid Issuer Information	Invalid Issuer ICA or Issuer Number
2024	Invalid Account Information	Invalid User ID, Entity Name, Entity Alias Name, Line 1 Address, Line 2 Address, or Entity ID
2037	Invalid Company Information	Invalid Company Number
2050	Invalid Record Type	The RecordIdentifier field should contain the value "7000".
2118	Invalid Account Code Label	The field name for a cost allocation, custom field, or account extended information field has not been defined in the application. When updating the default account codes, enter only the default value; do not change the field name.  The labels for a customized fields are defined in Company Preferences.
2119	Invalid Length Or Data Type	The length and/or the data type (data properties) of the default account code entered in the file is not consistent with the data properties defined for the field.  Value entered in the file does not match any of the pre-defined values in the cost allocation field drop-down list.

**Default Account Codes Confirmation File - Error Codes**

<b>Error Code</b>	<b>Description</b>	<b>Possible Cause</b>
2132	Invalid Cost Allocation Value	<p>A value entered in the file does not match any of the pre-defined values in the cost allocation field drop-down list. Either the value in the file is not in the list at all, or is not a valid value based on cross-validation (dependency) with a another field.</p> <p>The values for the cost allocation drop-down lists are defined in Company Preferences.</p>
2133	Invalid Custom Field Value	<p>A value entered in the file does not match any of the pre-defined values in the custom field validation list.</p> <p>The values for the custom field validation lists are defined in Company Preferences.</p>
3002	Rejected due to error elsewhere in the file.	<p>Review the file against the Default Account Codes Layout to ensure that the file contains the correct values. See "<i>Editing the Default Account Codes File</i>" for more information</p>

# General Ledger Options

A General Ledger (GL) accounting string typically contains several elements, such as cost center, GL account, expense type, project code, etc. The various GL code fields provided as static fields in the application are intended to be populated only with the GL account code element of the GL string. However, the company administrator may use the GL code fields to store the entire GL string if desired.

Typically, the company administrator will create customized fields for the other elements of the GL string, such as cost center and location, and enter defaults for each cardholder account so that every transaction is appended with these values. The user then determines and selects the appropriate GL account code or expense type based upon the type of purchase or expense. For example, meals or office supplies.

Many times this GL account code can be assigned by MCC or by supplier. A GL account code may also be assigned at the cardholder account level to act as a default GL account code in case there is no GL Code assigned for an MCC and Supplier and the user has not manually updated transactions for a period.

The GL code options allow the company administrator to determine or map a final GL account code based upon whether or not each static field contains a value. Once default GL codes are applied to transactions, they display on the financial screens.

There are several GL options on the Company Preferences screen, which allow you to control the editing and display of various GL codes.

- Display the various GL codes on financial screens.
- Determine or map a Final GL Code.
- Allow users to edit the Final GL Code.

## General Ledger Codes - Quick Reference

GL Code	Assign Default Values on this Screen	In Reports	Export Field
Account GL Code	Account Maintenance Setup Default Account Codes	Cost Allocation Detail Report Expense Report	ACC.Account GL Code
Customer Code GL Code	Customer Code GL Code List Maintenance (This option must be enabled by the issuer.)	NA	FIN.Customer Code GL Code
Final GL Code	Company Preferences - Final GL Code Mapping Sequence See "Using the Final GL Code" for details.	Cost Allocation Detail Report Expense Report Non-Card Transaction Detail Report	FIN.Final GL Code
MCC GL Code	MCC GL Maintenance	Cost Allocation Detail Report Expense Report	FIN.MCC GL Code
Supplier GL Code	Supplier Maintenance (or Supplier Setup)	Cost Allocation Detail Report Expense Report Merchant Supplier Summary Report Supplier Transaction Detail Report	SUP.Supplier GL Code
Tax GL Code	Company Preferences - General Ledger Options	NA	FIN.Tax GL Code

## Setting General Ledger Code Display Options

Use General Ledger Options to specify which GL code fields will display on the financial screens.

**TIP:** If you use GL codes only for export (not online review), set the display options to "No" to prevent users from editing the codes on the financial screens.

All GL codes are 40 characters in length.

## To set general ledger options

- 1 From the **Company** tab, select **Company Preferences**.
- 2 Under **General Ledger Options**, select the applicable options.

General Ledger Options

Display MCC GL Code?	Yes ▾
Display Supplier GL Code?	Yes ▾
Display Account GL Code?	Yes ▾
Display Final GL Code?	Yes ▾
Display Tax GL Code?	Yes ▾
Tax GL Code	TX4236589
Edit Final GL Code?	Yes ▾
Choose a Custom or Cost Allocation Field to Store Final GL Code	Cost Center ▾

- 3 Click **Apply** to save.

## Using the Final GL Code

### What is a Final GL Code?

The Final GL Code is one of three general ledger (GL) codes (supplier, account, or MCC) that is designated as the overriding GL code appended to a transaction.

### What determines the Final GL Code?

The company administrator determines which code will be the Final GL Code by setting one of the following preferences:

- Account Maintenance and Setup Default Account Codes screens - When **Always Use Account GL Code** is checked, the Default Account GL Code is the Final GL Code, which is the overriding GL code for a transaction.
- The **Final GL Code Mapping Sequence** (in Company Preferences) - Designates the default MCC GL Code, Supplier GL Code, or (cardholder) Account GL Code as the Final GL Code, depending on which field is populated.

Account Codes

Next Transaction >

Posting Date	Transaction Date	Transaction Amount	Description
01/12/2001	01/10/2001	96.24	MAIN STREET OFFICE SUPPLY, ATLANTA, GA

Expense Description

LOCATION: ATLANTIC BUSINESS UNIT: ADMINISTRATION COST CENTER: 12345 PROJECT ID: HH-9987

Project Number: 55555 Expense Date: Tax paid: Tax exempt: MCC GL Code: Account GL Code: M6635978 Supplier GL Code: 5623178952 Final GL Code: M6635978

Return to top

Apply Account Codes to all editable transactions displayed on this page.  
 Automatically apply Account Codes on navigation to next or previous transaction.

Apply Discard

Next Transaction >

In this example, the Account GL Code has been designated as the Final GL Code.

## Mapping the Final GL Code

The Final GL Code Mapping Sequence allows you to designate one of the GL codes as the Final GL Code based on which field is populated for a transaction. If the first choice has no data, the system will check the second choice, and then the third choice.

### Example

Transaction	Supplier GL Code	MCC GL Code	Account GL Code	Always Use Account GL Code	Final GL Code
<b>Sequence</b>	<b>2</b>	<b>1</b>	<b>NA</b>		
Transaction A	1234		ABCD	Unchecked	1234
Transaction B			ABCD	Unchecked	
Transaction C	1234	9874	ABCD	Unchecked	9874
Transaction D	1234	9874	ABCD	Checked	ABCD

**Note:** The Always Use Account GL Code option set in Account Maintenance, if checked, overrides the Final GL Code Mapping Sequence set in Company Preferences.

### To map the Final GL Code

- 1 From the **Company** tab, select **Company Preferences**.
- 2 Under **Final GL Code Mapping Sequence**, select the applicable options.

Final GL Code Mapping Sequence

Supplier GL Code	2
MCC GL Code	1
Account GL Code	N/A

The numbers in the drop-down boxes designate the order in which the GL codes will be selected for mapping to the Final GL Code. To exclude a GL Code from the mapping sequence, select N/A.

- 3 Click **Apply** to save.

## Assigning the Final GL Code to a Secondary Field

If you want to export the Final GL Code under a field name other than "Final GL Code", you can map the Final GL Code to a custom field or cost allocation field. This option allows you to define a unique field label for the Final GL Code in order to better coordinate your online data with your external systems.

### To assign a GL code to secondary field

1 General Ledger Options

Display MCC GL Code?	Yes
Display Supplier GL Code?	Yes
Display Account GL Code?	Yes
Display Final GL Code?	Yes
Display Tax GL Code?	Yes
Tax GL Code	TX4236589
Edit Final GL Code?	Yes
Choose a Custom or Cost Allocation Field to Store Final GL Code	Cost Center

2

### Transaction Summary screen - Account Codes

Account Codes

Next Transaction >

Posting Date	Transaction Date	Transaction Amount	Description
01/12/2001	01/10/2001	96.24	MAIN STREET OFFICE SUPPLY, ATLANTA, GA

Expense Description

LOCATION: ATLANTIC BUSINESS UNIT: ADMINISTRATION COST CENTER: M6635978 PROJECT ID: HH-9987

Project Number: 55555 Expense Date: Tax paid: Tax exempt: MCC GL Code: M6635978 Account GL Code: 5623178952 Supplier GL Code: Final GL Code: M6635978

3

Return to top

Apply Account Codes to all editable transactions displayed on this page.  
 Automatically apply Account Codes on navigation to next or previous transaction.

Apply Discard

Next Transaction >

- 1 Access the Company Preferences screen. Locate the **General Ledger Options** section.
- 2 Select a custom field or cost allocation field to store the Final GL Code. If fields have not been defined for the company, this option will be hidden. Click **Apply** to save.
- 3 The Final GL Code is automatically written to the secondary field at load time or when transactions are cost allocated.

## Special Considerations

- The Final GL Code must be consistent with the properties that have been defined for the designated secondary field; otherwise the Final GL Code will not be written to the field. For example, if "Custom Field 1" is set up for numeric values (e.g. 1234), an alphanumeric Final GL Code value (e.g. ABCD) will not be written to the field.
- When a Final GL Code is mapped to a secondary field, the mapping logic will override any default values that have been set for that field on the Account Maintenance screen, except for the Always use Account GL Code option, which is the overriding option.
- If a user edits the secondary field that stores the Final GL Code, the GL code that has been mapped to the field will be lost. You can prevent a user from editing the secondary field using authorities.

## MCC GL Maintenance

MCC GL mapping allows you to assign a GL code to a transaction based on the MCC of the merchant. You can create multiple MCC GL mapping tables for situations where you use different accounting systems for different hierarchy entities. The company and each first-level intermediate (one level below the top company level) can be assigned a unique MCC GL table.

On the MCC GL Maintenance screen, you can enter MCC GL codes directly on the screen, upload a data file, or download the MCC table to make changes or use in your accounting system.

From the **Company** tab, select **MCC GL Maintenance**. The hierarchy displays. Click the hierarchy entity for which you want to assign codes. The MCC GL Maintenance screen displays.

### MCC GL Maintenance

MCC Table: ADMINISTRATION - CORPORATE CONTROLLER

Download MCC GL Codes

Download MCC GL Codes

Upload MCC GL Codes

Browse...

Upload MCC GL Codes

Apply

Discard

Sort by MCC

Mcc	MCC Description	MCC GL Code
0742	VETERINARY SERVICES	1489632
0763	AGRICULTURAL COOPERATIVES	2236981

The **MCC Table** displays the hierarchy entity for which you are mapping the MCC GL codes. The MCC GL codes that you enter on this screen will apply only to the transactions associated with the selected entity.

## Mapping GL Codes to MCCs


The MCC GL Maintenance screen displays a list of merchant category codes (MCCs), which you can map to a GL code. For each MCC that you want to map, enter a GL code in the text box. You can map as many MCCs as required. The new MCC GL codes will be applied to transactions as they are loaded in the system or when transactions are cost allocated.

**Note:** If you edit an MCC GL Code, you must run cost allocation processing to update existing transactions. See "Cost Allocation Processing" for details.


**MCC GL Maintenance**

---

MCC Table: ADMINISTRATION - CORPORATE CONTROLLER  
**Download MCC GL Codes**

Download MCC GL Codes 

**Upload MCC GL Codes**

Browse... Upload MCC GL Codes 

Apply Discard Sort by MCC

---

Mcc	MCC Description	MCC GL Code
0742	VETERINARY SERVICES	1489632
0763	AGRICULTURAL COOPERATIVES	2236981
0780	HORTICULTURAL AND LANDSCAPING SERVICES	2217893

- 1 In the **MCC GL Code** text box (next to the MCC), enter the code you want to associate with the MCC.
- 2 Click **Apply** to save.

## Downloading MCC GL Codes


You can download a file containing the MCC GL codes that you have mapped to MCCs. The file is a Microsoft Excel format containing MCCs, MCC descriptions, and the mapped MCC GL codes. Use the file to load into your accounting system or use it to update GL codes and then upload back into the application.

Access the MCC table you want to download. If you use different MCC GL codes for each first-level intermediate entity, make sure the appropriate **MCC Table** is displayed on the screen before you download the file.


**MCC GL Maintenance**

---

MCC Table: ADMINISTRATION ——— MCC Table  
CORPORATE CONTROLLER  
**Download MCC GL Codes**

Download MCC GL Codes 

**Upload MCC GL Codes**

Browse... Upload MCC GL Codes 

- 1 Click the **Download MCC GL Codes** button.
- 2 A File Download dialog box displays prompting you to save the file to your local directory.

## Uploading MCC GL Codes

The Upload MCC GL Codes option allows you to load a file containing MCC GL codes to an MCC table, rather than entering individual codes through the application.

To add or update MCC GL codes in an MCC table, download the table from the application and make the necessary changes. Then, upload the file back into the application. Note that existing values are overwritten when you upload a new file.

Access the MCC table you want to update. If you use different MCC GL codes for the company and first-level intermediate entities, make sure the appropriate MCC table is displayed on the screen before you upload the file.

**IMPORTANT!** Before you upload a file, make sure it is set up according to the file requirements.

### MCC GL Maintenance

MCC Table: ADMINISTRATION -  
CORPORATE CONTROLLER  
Download MCC GL Codes

The screenshot shows the 'MCC GL Maintenance' interface. At the top, it displays 'MCC Table: ADMINISTRATION - CORPORATE CONTROLLER' and a 'Download MCC GL Codes' button. Below this is a 'Download MCC GL Codes' button with a red question mark icon. Underneath is the 'Upload MCC GL Codes' section, which includes a text input field, a 'Browse...' button (marked with a red '1'), and an 'Upload MCC GL Codes' button (marked with a red '2'). A red question mark icon is also present next to the 'Upload MCC GL Codes' button.

- 1 Click **Browse** to select the file from your local directory. In the Choose File dialog box, select a file from your PC's directory. Click Open. The file you selected displays in the adjacent text box.
- 2 Click the **Upload MCC GL Codes** button.

## MCC GL Code File Requirements

Use these file requirements to ensure proper setup of your MCC GL Code file:

- The file must have three columns in this order: column 1 lists MCCs, column 2 lists GL codes, column 3 lists a description of the MCC (provided for information purposes only). Do not change the order of the columns.
- Do not change or delete an MCC.
- Do not change (or translate) the column headers (the headers must remain in English).
- The number of records (rows) in the file cannot exceed the number of MCCs.
- Maximum MCC GL Code length is 40 alphanumeric characters.
- Maximum file size 4 MB.

# Allocating Account Codes

You can apply various codes to transactions in order to allocate expenses to general ledger (GL) strings, project numbers, or project codes. The codes can be exported to use in your accounting system or another reporting system.

You can cost allocate the following:

- Merchant transactions
- Splits
- Non-Card Transactions
- Adjustments

As a company administrator you can create customized fields to collect data specific to your organization. In addition, the application provides several GL codes to use for allocating transactions to GL accounts.

See "*Customized Fields*" for details on creating customized fields.

See "*General Ledger Options*" for details on using general ledger fields.

## How to Allocate Account Codes

There are three ways to allocate account codes to transactions:

- **Financial screens** - Users with the proper authorities can assign cost allocation values to transactions on the financial screens for merchant transactions, splits, non-card transactions, and adjustments.
- **At Transaction Load Time** - Use default account codes to automatically apply default account codes to merchant and adjustment transactions when they are loaded into the application, which occurs on a daily basis. Once a default code is applied to a transaction, a user with the proper authority can change the code at any time on the financial screens as long as the transaction is not locked. See "*Default Account Codes*" for details on how to set up default account codes.
- **Cost Allocation Processing** - Allocate account codes to existing transactions, including splits and non-card transactions. Use this option when you add or change default account codes and existing transactions must be updated with the new information. See "*Cost Allocation Processing*" for details.

If you cost allocate transactions at load time or as a scheduled process, you must define the default codes (account codes or GL codes) you want to use.

## Disabling Cost Allocation of Adjustments

You can prevent users from cost allocating adjustments by setting **Allow Cost Allocation of Adjustments** in Company Preferences to “No”. This setting also excludes adjustments from Cost Allocation Processing and excludes adjustments from the Cost Allocation Summary Report and Cost Allocation Detail Report.

Any cost allocation information that was applied to the adjustment before cost allocation of adjustments was disabled, will remain as read-only.

## Cost Allocation Processing

Cost allocation processing allows you to apply default account codes to existing transactions. With this function, you can reprocess transactions in cases where the account codes originally applied to transactions have changed. Or, apply codes to transactions that currently have no cost allocation data.

Cost allocation processing runs at regular intervals throughout the day. You can check the Schedule Summary screen to keep track of processing. When the cost allocation processing has run, it will drop off the list. See "*Schedule Summary*" for details.

### To run cost allocation processing

- 1 From the **Hierarchy** tab, select **Cost Allocation Processing**.

**Note:** The system will not allow you (or another user in the company) to schedule cost allocation processing if there is already a cost allocation processing job in the queue for the same date range and hierarchy entity.

**Cost Allocation Processing** ?

---

Apply Discard

**Cost Allocation Processing**

Data available starting: 01/06/2000

Date:

Posting Date      From Date: 12 / 06 / 2004

Transaction Date      To Date: 01 / 06 / 2005

---

**Processing Options**

Process:       GL Codes    Cost Allocation Fields    All

Choose Transactions:       All    Non Cost Allocated

Include Reviewed Transactions:      Yes

Apply Discard

- 2 Select a range of transactions to process.

- 3 Under **Processing Options**, specify which transactions you want to process.
- 4 Click **Apply**. The Schedule Summary screen displays with your processing job added to the list.

### Cost Allocation Processing Options

Option	Description
Process	<p><b>GL Codes</b> - Processes all GL codes.</p> <p><b>Cost Allocation Fields</b> - Processes custom fields and cost allocation fields.</p> <p><b>All</b> - Processes both GL codes and cost allocation fields.</p> <p><b>IMPORTANT:</b> If you choose to process all transactions, the system will overwrite existing values in the fields you have chosen to process.</p>
Choose Transactions	<p><b>All</b> - Processes all transactions, including merchant transactions, non-card transactions, splits, and adjustments. All transactions in the selected date range will be processed including those that currently have GL, custom field, or cost allocation field values.</p> <p><b>Note:</b> If <b>Allow Cost Allocation of Adjustments</b> in Company Preferences is set to "No", then adjustments will be excluded from processing.</p> <p><b>Non-Cost Allocated</b> - Processes transactions that do not have custom field or cost allocation field values. GL Codes, if selected in Process, will be processed regardless of whether there is an existing value.</p> <p><b>IMPORTANT:</b> If you are mapping a GL code to the Final GL Code and you reprocess transactions to update all GL codes, the Final GL Code may also be updated.</p>
Include Reviewed Transactions	<p><b>Yes</b> - Processes transactions that have been locked by review status: Supervisor-Reviewed or Cardholder-Reviewed.</p> <p><b>No</b> - Processes only transactions that have not been marked reviewed.</p>

# Financial

## Transaction Summary

To view transactions, you will need to identify the date of the transactions you want to view. Then, you can refine your search by selecting transactions based on posting date, transaction date, or optional filters.

From the **Financial** tab, select **Account Summary**. Select an entity from the hierarchy.

- For a summary of account totals for a group of accounts, select an intermediate or the company.
- For a transaction summary of an individual account, click an account name.

ADMINISTRATION  
CORPORATE CONTROLLER  
55 SIXTH AVENUE  
SUITE 130, 50TH FLR  
EXT 55632  
NEW YORK, NY 10012 USA

- 1 Define the range of transactions that you want to view by selecting the appropriate date criteria.
  - **Billing Cycles** are pre-defined date ranges (usually statement cycles) that have been set up for your company. This option may not be available.
  - **Date Range** can be used to search for any date range in the data retention period. Use **From Date** and **To Date** to select the range, and then use **Search By** to specify whether to search by posting or transaction date.
  - **Data available starting** shows the date at which transaction data is available for the account. The starting date is based on the data retention period that has been defined for your company. The starting date is not based on posting date or transaction date.
  - **Include Accounts without Activity** allows you to include or exclude accounts that do not have activity for the selected date range.

- 2 To narrow your search to a specific transaction, you may use one or any combination of the optional filters.
  - **Review Status** shows transactions by cardholder-reviewed status, supervisor-reviewed status, or both. Note that reviewed transactions are locked and cannot be edited.
  - **Transaction Amount** shows transactions within a specific amount range.
  - **Merchant Name** shows transactions by merchant name. You may enter the merchant’s full or partial name. For example, if you are searching for “Main Street Office Supply”, you can still find the merchant by entering “main” in the merchant name field.
  - **Merchant Category Code (MCC)** shows transactions with specific merchant category codes.
  - **Addendum Type** shows transactions that have specific addenda tied to the transaction.
  - **Merchant Postal Code** shows transactions with a specific merchant postal code.
  
- 3 Click **View**. The screen will refresh, the search criteria will automatically collapse, and the search results will display. To change or view the search criteria again, click **Show View Criteria**.

The **Apply** and **Discard** buttons save or discard the changes only within this frame, which includes review status and tax information.

Use the sort options to re-sort the search results.

Click the icon to view addendum information tied to the transaction.

Non-Card Transaction









Split Transaction

Transaction review locks the transaction from further editing.

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Alternate Tax	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	01/12/2001	01/10/2001	MAIN STREET OFFICE SUPPLY, ATLANTA, GA	96.24			
	<input type="checkbox"/>	<input type="checkbox"/>	01/15/2001	01/15/2001	Yellow Cab	25.00			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/15/2001	01/14/2001	BORDERS ONLINE, DETROIT, MI	101.25	11.13		
	<input type="checkbox"/>	<input type="checkbox"/>	01/22/2001	01/20/2001	PC CITY, BOSTON, MA	2,196.24	142.76		
	<input type="checkbox"/>	<input type="checkbox"/>	02/01/2001	01/31/2001	MAIN STREET OFFICE SUPPLY, ATLANTA, GA	56.99	3.70	2.00	
	<input type="checkbox"/>	<input type="checkbox"/>	02/22/2001	02/20/2001	MAIN STREET OFFICE SUPPLY, ATLANTA, GA	96.24	8.94	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	03/06/2001	03/05/2001	PC CITY, BOSTON, MA	1,854.22	124.23	0.00	
					Split 1: Monitor	467.10	24.00	0.00	
					Split 2: Software	467.10	24.00	0.00	
					Split 3: PC	795.79	76.23	0.00	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03/06/2001	03/05/2001	LOWES, INDIANAPOLIS, IN	150.24	13.69	2.00	

Page Total: 4,576.42

Use the icons to edit or view additional transaction information:

	Click to view the Transaction Detail screen. See " <i>Viewing Transaction Details</i> " for details.
	Click to split a transaction or view the split details.
	Click to view the Non-Card Transaction Detail screen.
	Click to add a non-card transaction.
	Click to view an adjustment.
	Click to view the cost allocation information or expense description applied to a transaction. See " <i>Transaction Account Codes</i> " for details.
	Click for a read-only display of the account codes that have been applied to the transaction. See " <i>To view and update read-only account codes on the Transaction Summary screen</i> " for details.
	Click to send email notification.

## Viewing Transaction Details

The Transaction Detail screen includes all of the information from the Transaction Summary screen, in addition to more detailed transaction data, such as supplier and tax information.

### To view transaction details

On the Transaction Summary screen, find the transaction that you want to view. Click



to display the Transaction Detail screen.

#### Financial : Transaction Detail



[RONALD BROWN](#)  
 UNIVERSAL COMMUNICATIONS  
 555 SIXTH AVE  
 EXT 12345  
 NEW YORK, NY 10012-6236 USA  
 XXXX-XXXX-XXXX-1514  
[Back to Transaction Summary screen](#)

Split	Allocate	Posting Date	Transaction Date	Description	Transaction Amount	Net Amount	Original Currency Amount	Additional Information
		01/22/2001	01/20/2001	<a href="#">PC CITY</a>	2,196.24 USD	2,053.48 USD	2,196.24 USD	

Use the **Previous Transaction** and **Next Transaction** links to click through the transaction details of each transaction in your search results.

[< Previous Transaction](#) [Next Transaction >](#)

Supervisor Reviewed	Cardholder Reviewed	Sales Tax	Alternate Tax	Customer Code	Exported Financial
<input type="checkbox"/>	<input type="checkbox"/>	142.76		RBGL55887	<input type="checkbox"/>

#### Financial Information

Posting Currency	U.S. DOLLAR
Original Currency	U.S. DOLLAR
Processing Transaction Date	01/20/2001
Currency Conversion Date	00000
Currency Conversion Rate	1.0000000
Acquirer Reference Number	60984197281188042710074
Addendum Count	0
Transaction Type	RETAIL SALE
MCC	5045 - COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE
Supplier	<a href="#">PC CITY</a> <a href="#">BOSTON, USA</a>

#### Other Information

Merchant Reference Number	02848 0000
Ship From Postal Code	
Ship To Postal Code	
Destination Country	
Duty Amount	0.00
Freight Amount	0.00
Transaction Discount Amount	0.00
Tax Collected	Yes
Alternate Tax Collected	No
Tax Last Edited By	ic33

[< Previous Transaction](#) [Next Transaction >](#)



Click to display the cost allocation information or expense description applied to the transaction.

See "*Transaction Account Codes*" for details.



Click to split the transaction or view the split details.

## Transaction Account Codes

Account codes enable you to allocate expenses to general ledgers or budget centers, which are exported to use in other reporting or account systems. For example, expenses can be allocated to a certain project number or cost center. Both the transaction information and the project center can then be exported from the application and used in an external system. Your company administrator decides the types of codes that will be used by your company.


Account codes can be entered manually by you or your manager on the financial screens. You can also use default account codes to automatically apply codes when transactions are loaded into the application. See "*Default Account Codes*" for details.

Be sure to check with your company administrator before adding, editing, or deleting any of the account codes. Note that you may have view-only access to the account code information.

### To view account codes

On the Transaction Summary screen, find the transactions that you want to cost allocate.

Expand All   Collapse All   Refresh										
Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Alternate Tax	Additional Information	
   	<input type="checkbox"/>	<input type="checkbox"/>	01/12/2001	01/10/2001	<a href="#">MAIN STREET OFFICE SUPPLY, ATLANTA, GA</a>	96.24				
   	<input type="checkbox"/>	<input type="checkbox"/>	01/15/2001	01/15/2001	Yellow Cab	25.00				
   	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/15/2001	01/14/2001	<a href="#">BORDERS ONLINE, DETROIT, MI</a>	101.25	11.13			
   	<input type="checkbox"/>	<input type="checkbox"/>	01/22/2001	01/20/2001	<a href="#">PC CITY, BOSTON, MA</a>	2,196.24	142.76			

Click  to view the transaction's account codes. The screen will refresh to display the Account Codes section below the transaction summary. The transaction that you are cost allocating is highlighted in yellow.

**IMPORTANT!** You must click the **Apply** button that displays within the Account Codes frame to save the account codes.

Account Codes

[◀ Previous Transaction](#) [Next Transaction ▶](#)

Posting Date	Transaction Date	Transaction Amount	Description
01/22/2001	01/20/2001	2,196.24	PC CITY, BOSTON, MA

Expense Description

LOCATION	BUSINESS UNIT	COST CENTER	PROJECT ID
ATLANTIC	MARKETING	12345 *	

Project Number	Expense Date
55555 *	

Tax Paid	Tax Exempt
<input type="checkbox"/>	<input type="checkbox"/>

MCC GL Code	Account GL Code	Supplier GL Code	Final GL Code
	M6635978	5623178952	M6635978

[Return to top](#)

**Apply Account Codes to all editable transactions displayed on this page.**


**Automatically apply account codes on navigation to next or previous transaction.**

[◀ Previous Transaction](#) [Next Transaction ▶](#)


- A** Use the **Previous Transaction** and **Next Transaction** links to click through each transaction in the search results.
- B** Drop-down fields contain codes or values set up by your company administrator. Fields with a red asterisk (\*) are required. The transaction cannot be saved until you enter a valid code.
- C** The company administrator may set up text box fields to validate your input. If you do not enter a valid code, the system will display an error. You cannot save the transaction until you have entered a valid code.
- D** Check boxes indicate Yes (checked) or No (unchecked).
- E** You may have the option of inputting a GL string. These values are not validated, so make sure that you input the correct string. Depending on your company's setup the GL codes may already be populated. Your company administrator can also choose to hide these fields.
- F** To apply the account codes to all transactions in the search results, check **Apply Account Codes to all editable Transactions displayed on this page**. Note that text in the Expense Description field will NOT be mass-applied to transactions.
- G** To automatically apply the account codes to the current transaction and move promptly to the next or previous transactions in the search results with just one click, check **Automatically apply account codes on navigation to next or previous transaction**. A success message will display at the top of the page confirming that your account codes were successfully applied. If this option is selected it will be retained for the duration of your session.
- H** Click **Apply** to save.

## Saving Transactions with Invalid Account Codes

When account codes change and an old code that is no longer valid is currently assigned to a transaction, that value is retained until you select a new code from the drop-down list.

To ensure that you are always using the most up-to-date account codes, the system will warn you when an account code is no longer valid. When you modify a transaction that has an invalid account code, the system will place a  next to the field and remove the invalid value from the drop-down list.

If the field is not required, you will not be required to select a value from the list; therefore, a “blank” value can be saved to the transaction.


 **One or more of the Account Codes on this page had invalid values. All invalid values have been removed from the display. Please ensure that these fields have valid values before you apply.**

Account Codes

[Next Transaction >](#)

Posting Date	Transaction Date	Transaction Amount	Description
03/16/2005	03/14/2005	77.95	MAIN STREET OFFICE SUPPLY, ATLANTA, GA

Expense Description

Cost Center	Project Number	Department
1	1123	

Division	Project ID	Expense Date (MM-DD-YYYY)
11458	124	05-30-2005

[Return to top](#)

Apply Account Codes to all editable transactions displayed on this page.  
 Automatically apply Account Codes on navigation to next or previous transaction.

[Next Transaction >](#)

## To view and update read-only account codes on the Transaction Summary screen

The Transaction Summary screen provides an optional read-only view of account codes. The codes can be displayed or hidden for one or more transactions on the page.

After you finish cost allocating your transactions in the Account Codes section, return to the Transaction Summary section to view the account codes for all transactions on the page.

The screenshot displays the Transaction Summary screen with the following data:

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Alternate Tax	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	06/25/2001	06/24/2001	<a href="#">EXEC PHOTO, NEW YORK, NY</a>	85.77	0.67		
	<input type="checkbox"/>	<input type="checkbox"/>	06/25/2001	06/24/2001	<a href="#">EXEC MKTING TRAINING, BOSTON, MA</a>	12.50	5.55		
<b>Expense Description:</b> LOCATION: ATLANTIC BUSINESS UNIT: MARKETING COST CENTER: 66798 PROJECT NUMBER: 123454 Project Number: 55555 Expense Date: Tax paid: <input checked="" type="checkbox"/> Tax exempt:									
	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2001	07/01/2001	<a href="#">OFFICE SUPPLIES, NEWARK, NJ</a>	56.88	3.70		
<b>Expense Description:</b> LOCATION: ATLANTIC BUSINESS UNIT: MARKETING COST CENTER: 66798 PROJECT NUMBER: 123454 Project Number: 55555 Expense Date: Tax paid: <input checked="" type="checkbox"/> Tax exempt:									
	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2001	07/02/2001	<a href="#">OFFICE SUPPLIES, NEWARK, NJ</a>	54.88	1.45		
						Page Total:	210.03		

At the bottom of the screen, there are buttons for 'Apply', 'Discard', and icons for email and refresh, along with another set of 'Expand All | Collapse All | Refresh' links.

- A** Click **Expand All** or **Collapse All** to toggle the account codes for all the transactions on the page.
- B** After you modify account codes in the Account Code section, click the **Refresh** link to update the read-only view in the Transaction Summary.
- C** Click to expand and to collapse the account codes for each individual transaction.

## Reviewing Transactions

The cardholder and supervisor review options allow you to mark transactions as reviewed and lock the transaction from further editing. Once transactions are marked, you can use the review status as a selection criterion when you search for transactions.

Transactions can be locked by applying either a supervisor-reviewed or cardholder-reviewed status.

**Note:** The ability to view and edit the review status is controlled by authorities and company preferences. You may not have access to all of the functionality.

### To review transactions

On the Transaction Summary screen or Transaction Detail screen, check the check box for **Cardholder-Reviewed** or **Supervisor-Reviewed** and then click **Apply**. The transaction will be locked from further editing.

To unlock a transaction, clear the reviewed check box and then click **Apply**.

		Apply	Discard			Search Transaction Count Total: 4		Search Transaction Amount Total: 8,148.36		
Expand All   Collapse All   Refresh										
Detail		Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Alternate Tax	Additional Information
<b>A</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/09/2005	06/08/2005	PACIFIC HOTEL, SYDNEY, NSW	625.25	40.64		
<b>B</b>		<input checked="" type="checkbox"/>		06/09/2005	06/07/2005	5TH ST. GAS & SERVICE, ORLANDO, FL	25.88	1.68		
<b>C</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	06/10/2005	06/08/2005	NEIGHBORHOOD BAR & GRILL, LONDON, GBR	110.33	7.17		
		<input type="checkbox"/>	<input type="checkbox"/>	06/19/2005	06/15/2005	FIRST CLASS AIRWAYS, TAIPEI, TWN	7,386.90	314.48		
							Page Total:	8,148.36		
Expand All   Collapse All   Refresh										
		Apply	Discard							

- A** A transaction that has been locked with a check mark () can be unlocked by clearing the check mark and clicking **Apply**.
- B** When a transaction is both Cardholder-Reviewed and Supervisor-Reviewed, the Cardholder-Reviewed check box turns into a padlock (). To unlock the transaction, first clear the Supervisor-Reviewed check box. Click Apply. The padlock under Cardholder-Reviewed will turn into a check box, which you can clear and unlock the transaction.
- C** A transaction that has been Cardholder-Reviewed can also be marked Supervisor-Reviewed.

## Account Approval Summary

The Account Approval Summary screen provides a fast and easy way to mark a range of cardholder transactions as “Supervisor-Reviewed”. The screen lists the accounts based on your hierarchy selection or your account list and displays a summary of transactions that fall within the specified date range.

From the **Financial** tab, select **Account Approval Summary**. Select an entity from the hierarchy. The Account Approval Summary screen displays.

### To select a range of transactions for review

The screenshot shows the 'Account Approval Summary' interface. On the left, there is account information for 'FINANCE' at 'DIRECTOR - PURCHASING DEPT'. The main area contains search filters: 'Date Criteria' with options for 'Billing Cycle' and 'Date Range' (selected), 'View by' options for 'Posting Date' (selected) and 'Transaction Date', and a 'Review Status' dropdown set to 'All'. A 'View' button is located below these filters. Red callout boxes with numbers 1, 2, and 3 are overlaid on the image: 1 points to the 'Date Criteria' section, 2 points to the 'Review Status' dropdown, and 3 points to the 'View' button.

- 1 Under **Date Criteria**, define the range of transactions that you want to view.
  - **Billing Cycles** are pre-defined date ranges, usually statement cycles, that have been set up for your company. This option may not be available.
  - **Data available starting** shows the date at which transaction data is available for the account. The starting date is based on the data retention period that has been defined for the company. The starting date is not based on posting date or transaction date.
  - **View by** specifies how the transactions will be selected: by Posting Date or Transaction Date.
- 2 Use **Review Status** to filter transactions by the transaction review status: cardholder-reviewed, supervisor-reviewed, or both. Note that reviewed transactions are locked and uneditable.
- 3 Click **View**. Wait for the screen to refresh and display the search results.

There are two ways to mark transactions Supervisor-Reviewed: by account and by page.

## Mark Transactions by Account

Mark All Supervisor Review Flag?	Name	Transactions	Cardholder	Cardholder	Supervisor	Total	Net
		Adjustments	Reviewed	Not Reviewed	Approved		
<input type="radio"/> Not Reviewed <input type="radio"/> Reviewed <input checked="" type="radio"/> Ignore	<a href="#">ROBERT T. SMITH</a>	0	0	0	0	0.00 USD	(708.58) USD
		4	0	4	0	(708.58) USD	
<input type="radio"/> Not Reviewed <input checked="" type="radio"/> Reviewed <input type="radio"/> Ignore	<a href="#">RONALD BROWN</a>	12	3	9	12	3,508.35 USD	3,125.58 USD
		2	0	2	2	(382.76) USD	
	<b>Total</b>	12	3	9	12	3,508.35 USD	2,417.00 USD
		6	0	6	2	(1,091.35) USD	

Apply Discard

- Under **Mark All Supervisor Review Flag?** select a review option for each account:
  - Reviewed** - Marks all transactions associated with the account and within the selected date range as "Supervisor-Reviewed".
  - Not Reviewed** - Clears the "Supervisor-Reviewed" status from all transactions associated with the account and within the selected date range.
  - Ignore** - No change to the current review status.
- Click **Apply** to save. The reviewed and non-reviewed counts will be updated to reflect your changes.

## Mark Transactions By Page

You may have the option of marking all transactions summarized on the page as "Supervisor-Reviewed". This allows you to mass update the supervisor-reviewed status in one step. Note that if transactions span multiple pages, each page must be reviewed and applied separately.

**Note:** You must have the proper user authority (Allow Mass Updates) in order to mass update all transactions displayed on the page.

If this functionality is disabled, you can still use this page to review transactions; however, you must apply the new review status one account at a time. Click the account link to go to the Transaction Summary screen.

Select All Reviewed  Select All Not Reviewed

Apply Discard

Mark All Supervisor Review Flag?	Name	Transactions	Cardholder	Cardholder	Supervisor	Total	Net
		Adjustments	Reviewed	Not Reviewed	Approved		
<input type="radio"/> Not Reviewed <input type="radio"/> Reviewed <input checked="" type="radio"/> Ignore	<a href="#">ROBERT T. SMITH</a>	0	0	0	0	0.00 USD	(708.58) USD
		4	0	4	0	(708.58) USD	
<input type="radio"/> Not Reviewed <input checked="" type="radio"/> Reviewed <input type="radio"/> Ignore	<a href="#">RONALD BROWN</a>	12	3	9	12	3,508.35 USD	3,125.58 USD
		2	0	2	2	(382.76) USD	
	<b>Total</b>	12	3	9	12	3,508.35 USD	2,417.00 USD
		6	0	6	2	(1,091.35) USD	

- On the Account Approval screen, click one of the approval buttons:
  - Select All Reviewed** (button) - Marks all transactions summarized on the CURRENT PAGE as Supervisor-Reviewed.
  - Select All Not Reviewed** (button) - Clears the Supervisor-Reviewed status from all transactions summarized on the CURRENT PAGE.
 The **Mark All Supervisor Review Flag?** section will be updated with your selection.
- Click **Apply** to save the transactions summarized on the current page. If you have multiple pages, go to the next page and apply the review status as required.

## Schedule Transaction Approval

Schedule Transaction Approval allows you to mass apply the supervisor-reviewed status to a range of transactions in just one step. You might use this option when you need to quickly approve and lock transactions for month-end or statement-end reporting and do not need to review each transaction individually. Transactions can be filtered by cardholder-reviewed status so that you can approve only those transactions that have been cardholder reviewed.

Transaction approval runs at regular intervals throughout the day. You can check the Schedule Summary screen to keep track of scheduled transaction approvals. When the approval has been processed, it will drop off the list. See "*Schedule Summary*" for details about editing, deleting, or modifying a scheduled process.

In order to use this option:

- On the Company Preferences screen, set **View Supervisor Review Status** to "Yes".
- A user must have the "Allow Mass Updates" authority, which is included in the SYSTEM DEFAULT templates for supervisors, intermediate users, and other high-level users.

**TIP:** Use the Account Status Report for a summary of transactions pending cardholder review. Or, use the Account Approval Summary screen (Financial tab) for a summary of transaction counts by review status.

### To schedule a transaction approval

- 1 From the **Financial** tab, select **Schedule Transaction Approval**. The Schedule Transaction Approval screen displays.

#### Schedule Transaction Approval

- 2 Select the range of transactions by date.  
If custom billing cycles are enabled, transactions can also be selected based on a billing cycle.
- 3 In **Mark All Transactions**, select the status that will be applied to all transactions in the date range: "Supervisor-Reviewed" or "Supervisor-Not Reviewed".
- 4 In **Choose Transactions**, select the transactions that will be processed. For example, if "Cardholder-Reviewed" is selected, all transactions that have been cardholder reviewed will be processed. Transactions that have not been cardholder reviewed will be ignored.
- 5 Click **Apply**. The hierarchy displays.
- 6 From the hierarchy, select an account or entity to run the process. The Schedule Summary screen displays with the scheduled process added to the list.

# Purchase Log

Purchase Log allows cardholders to log and track the relevant details of corporate card purchases before the transaction data is available in the application. Purchase Log is an alternative to a paper-based log, which can easily be misplaced and difficult to manage. Purchases are maintained in the application and available for the duration of the company's data retention period. Because the purchase log is maintained online in one location, managers and supervisors have easy access to review their users' purchase logs.

## Purchase Log Setup

To enable Purchase Log, on the Company Preferences screen, set **Allow Purchase Log** to "Yes". Once Purchase Log is enabled at the company-level, all users in the company will have access to the Purchase Log functionality.

## Purchase Log Account Summary

The Purchase Log Account Summary screen provides a high-level summary of matched and unmatched purchases for each account assigned to you.

- 1 From the **Financial** tab, select **Purchase Log**. The hierarchy displays.
- 2 Select an entity from the hierarchy. The Purchase Log Account Summary displays.  
If you are a supervisor user, you will not see the hierarchy. You will automatically search your entire account list.

### Financial: Purchase Log Account Summary



ADMINISTRATION  
CORPORATE CONTROLLER  
55 SIXTH AVENUE  
SUITE 130, 50TH FLR  
LINE\_3\_ADDR  
NEW YORK, NY 10012 USA

Date Criteria:

Data available starting: 06/20/2004

View by:

Order Date From Date 09 / 01 / 2005

Created Date To Date 10 / 19 / 2005

Match Status: All

View

- 3 Use the date criteria to search for a range of purchases.
  - **View by** specifies how the purchase will be selected: by **Order Date** or **Created Date**.
  - **Match Status** filters the purchases that are marked as "Matched" or "Not Matched" to a transaction. It is only for the user's information. The purchases are not automatically linked or matched to the actual transaction received in the application.
- 4 Click **View**. The Purchase Log Account Summary screen displays all accounts for the specified date range.

To view a summary of purchases for an account, click the account. The Purchase Log Summary screen displays. See "*Purchase Log Summary*" for details.

Name	Number	Matched	Not Matched
JILL SMITH	<a href="#">XXXX-XXXX-XXXX-2686</a>	2	1
MANUEL GARCIA	<a href="#">XXXX-XXXX-XXXX-2387</a>	3	1
MIKE JOHNSON	<a href="#">XXXX-XXXX-XXXX-2687</a>	0	1
ROBERT T. SMITH	<a href="#">XXXX-XXXX-XXXX-2849</a>	5	0
RONALD BROWN	<a href="#">XXXX-XXXX-XXXX-1514</a>	1	3
THOMAS MEADOWS	<a href="#">XXXX-XXXX-XXXX-2694</a>	0	0

## Purchase Log Summary

The Purchase Log Summary screen provides a summary of all purchases logged for an account for a specified reporting period. Purchase log data is available for the duration of the company's data retention period.

- 1 From the Purchase Log Account Summary screen (Financial > Purchase Log), click an account.

### Financial: Purchase Log Summary

[RONALD BROWN](#)  
 UNIVERSAL COMMUNICATIONS  
 555 SIXTH AVE  
 EXT 12345  
 NEW YORK, NY 10012-6236 USA  
 XXXX-XXXX-XXXX-1514

Date Criteria:

Data available starting: 06/19/2004

View by:

Order Date From Date  /  /

Created Date To Date  /  /

Match Status:

- 2 Use the date criteria to search for a range of purchases.
  - **View by** specifies how the purchase will be selected: by **Order Date** or **Created Date**.
  - **Match Status** filters the purchases that are marked as "Matched" or "Not Matched" to a transaction. It is only for the user's information. The purchases are not automatically linked or matched to the actual transaction received in the application.
- 3 Click **View**. The Purchase Log search results display.

Detail Match Status	Order Date	Supplier Name	Description	Order Reference Code	Date Goods Received	Invoice Received	Net Invoice Amount	VAT Amount	Gross Invoice Amount	Delete
Not Matched	09/04/2005	MAIN STREET OFFICE SUPPLY	MS PROJECT 2005	000123456	09/12/2005	Yes	USD 500.00	USD 10.00	USD 510.00	
Not Matched	09/12/2005	MAIN STREET OFFICE SUPPLY	2 - 17" COLOR MONITORS	000088956		Yes	USD 1,000.00	USD 20.00	USD 1,120.00	
Matched	09/17/2005	PEOPLE TEMP AGENCY	TEMPORARY ADMIN	111223-SEPT	09/17/2005	Yes	USD 20,000.00	USD 0.00	USD 20,000.00	
Not Matched	09/17/2005	MAIN STREET OFFICE SUPPLY	CABLES	000123998		No	USD 12.00	USD 2.00	USD 12.00	

- A Click the **Create New Log** icon to create a new Purchase Log.
- B Click the **Printable Version** icon to display the Purchase Log Detail Report in Portable Document Format (PDF).
- C Click the **Purchase Log Detail** icon to display the Purchase Log Detail screen. See "*Purchase Log Detail*" for details.
- D **Match Status** filters the purchases that are marked as "Matched" or "Not Matched" to a transaction. It is only for the user's information. The purchases are not automatically linked or matched to the actual transaction received in the application.
- E Purchases can be sorted by **Order Date**, **Supplier Name**, or **Order Reference Code**. Click the column header to re-sort the list.
- F The **VAT Amount** field is available to users who need to track tax.
- G Click the trash can icon to delete the purchase log.

## Adding a Purchase Log

- 1 From the Purchase Log Summary screen, click the **Create New Log** icon. The Purchase Log Detail screen displays.
- 2 Add the appropriate purchase information. See "*Purchase Log Detail*" for details.
- 3 Click **Apply**.

## Deleting a Purchase Log

- 1 From the Purchase Log Summary screen, find the transaction that you want to delete.
- 2 Click the trash can icon .
- 3 A dialog box displays to confirm that you want to delete the purchase. Click **OK**. The purchase is permanently deleted.


## Modifying a Purchase Log

- 1 From the Purchase Log Summary screen, find the transaction that you want to modify.
- 2 Click the **Purchase Log Detail** icon . The Purchase Log Detail screen displays.

- 3 Change the purchase information accordingly. See "*Purchase Log Detail*" for details.
- 4 Click **Apply**.

### Running a Purchase Log Detail Report

The Purchase Log Detail Report provides a printer-friendly version of the purchases displayed on the Purchase Log Summary screen. A signature line is provided at the end of the report for cardholder sign off and approval.

On the Purchase Log Summary screen, click . The report displays in Portable Document Format (PDF).

## Purchase Log Detail Report

RONALD BROWN  
 UNIVERSAL COMMUNICATIONS  
 555 SIXTH AVE  
 EXT 12345  
 NEW YORK, NY 10012-6236 USA  
 XXXX-XXXX-XXXX-1514

Order Date: 09/01/2005 Thru 10/19/2005

Order Date	Gross Invoice Amount	Order Reference Code	Supplier Name	Description	Match Status	Invoice Received	Date Goods Received	VAT Amount	Total on Statement	Total Not on Statement	Requisition Authorized by
09/04/2005	USD 510.00	000123456	MAIN STREET OFFICE SUPPLY	MS PROJECT 2005	Not Matched	Yes	09/12/2005	USD 10.00	USD 510.00	USD 0.00	JOHN SMITH
Comments:											

Order Date	Gross Invoice Amount	Order Reference Code	Supplier Name	Description	Match Status	Invoice Received	Date Goods Received	VAT Amount	Total on Statement	Total Not on Statement	Requisition Authorized by
09/12/2005	USD 1,120.00	000088956	MAIN STREET OFFICE SUPPLY	2 - 17" COLOR MONITORS	Not Matched	Yes		USD 20.00	USD 1,120.00	USD 0.00	DAVID JOHNSON
Comments:											

Order Date	Gross Invoice Amount	Order Reference Code	Supplier Name	Description	Match Status	Invoice Received	Date Goods Received	VAT Amount	Total on Statement	Total Not on Statement	Requisition Authorized by
09/17/2005	USD 20,000.00	111223-SEPT	PEOPLE TEMP AGENCY	TEMPORARY ADMIN	Matched	Yes	09/17/2005	USD 0.00	USD 20,000.00	USD 0.00	SUE PRESTON
Comments:											

Order Date	Gross Invoice Amount	Order Reference Code	Supplier Name	Description	Match Status	Invoice Received	Date Goods Received	VAT Amount	Total on Statement	Total Not on Statement	Requisition Authorized by
09/17/2005	USD 12.00	000123998	MAIN STREET OFFICE SUPPLY	CABLES	Not Matched	No		USD 2.00	USD 12.00	USD 5.00	JOHN SMITH
Comments:											

Totals: 4 Matched: 1 Not Matched: 3

Cardholder's Signature:

Signature Line

## Purchase Log Detail

The Purchase Log Detail captures the details of the purchase. Sixteen fields are available to capture a wide range of information regarding the purchase, which makes it easy to capture the information needed for reconciliation and audit.

The purchase information is for the user's information and will only display on the Purchase Log Summary and Purchase Log Detail Report. Options, such as Match Status and Goods Received, can be used to keep track of the status of a purchase or indicate when goods are received. The fields can be modified at anytime to update purchase information or status. **The purchase will not be automatically linked or matched to the actual transaction received in the application.**

**Note:** Fields marked with an asterisk (\*) are required.

From the Purchase Log Summary screen, click the **Purchase Log Details** (🔗) icon to modify a purchase or click the **Create New Log** (➕) icon to create a new purchase. The Purchase Log Detail screen displays.

**Financial: Purchase Log Detail** ?

---

[Back to Purchase Log Summary screen](#)

Apply Discard

<b>A</b>	Match Status	<input type="checkbox"/>
	Order Date	09 / 12 / 2005
	Supplier Name	MAIN STREET OFFICE SUPPI *
	Description	2 - 17" COLOR MONITORS *
	Order Reference Code	000088956
<b>B</b>	Goods Received	<input type="checkbox"/>
	Date Goods Received	10 / 19 / 2005
	Invoice Received	Yes
	Net Invoice Amount	1,000.00
<b>C</b>	Purchase Currency	U.S. DOLLAR
	VAT Amount	20.00
	Gross Invoice Amount	1,120.00
	Requisition Authorized by	DAVID JOHNSON
	Total on Statement	1,120.00
	Total Not on Statement	0.00
	Comments	<div style="border: 1px solid gray; height: 40px;"></div>

**D** Apply Discard

- A** Use **Match Status** to indicate whether the purchase has been matched to a transaction. The purchase will not be automatically matched to the actual transaction received in the application; the match status is only for your information.
- B** When **Goods Received** is checked, the **Date Goods Received** field is enabled.
- C** **Purchase Currency** defaults to the currency of the company.
- D** Click **Apply** to save the purchase information.

# Email

Use the Email option to send email messages to your assigned users on a monthly, weekly, or one-time basis. For example, you can schedule an email message to be sent on a monthly basis to remind cardholders to submit month-end expense reports.

Email messages that are sent through the application are sent to the email addresses specified on the User Maintenance of your assigned users. Make sure that your users have set up valid email addresses for their user profiles. Email messages are sent to and retrieved from the user's email application (For example, Microsoft Outlook).

## Email Messages

Before you can schedule an email, you must create an email message. You can create generic messages and schedule them as needed, or you can create messages to run at regular intervals: weekly, monthly or based on billing cycle (if available). All email messages that you create remain in the system until you delete them.

From the **Reports** tab, click **Email**. The Schedule Email screen displays.

### Creating an Email Message

**Schedule Email** ?

Apply Discard

STEP 1: Email Selection

EMAIL SUBJECT: Account Statements Expenses

Create Message  
Modify Message  
Delete Message

Email Message:

**EMAIL MESSAGE: CREATION**

Recipients

\* Message Subject:

\* Type Message Content Below:

Apply Discard

- 1 Click **Create Message**. The Email Message: Creation screen displays.
- 2 In **Message Subject**, enter the subject line for your email message.
- 3 In **Message Content**, enter your email message.
- 4 To save the email message, click **Apply**.

## Modifying an Email Message

You can modify only the messages that you created.

**Schedule Email** ?

---

Apply Discard

STEP 1: Email Selection

EMAIL SUBJECT: Account Statements Expenses Create Message  
Modify Message  
Delete Message

Email Message: Submit a monthly Account Statement Report no later than 12 noon on the last day of the month. Thank you.

Recipients

**EMAIL MESSAGE: CREATION**

---

Message Subject: New Cost Center Codes ?

\* Type Message Content Below:

New cost center codes were added over the weekend and all current transactions should be updated with the new information.

Apply Discard

4

- 1 In the **Email Subject** box, select the message you want to change. The message text displays under Email Message.
- 2 Click **Modify Message**. The Email Message: Modification screen displays.
- 3 Edit the subject and message as needed.
- 4 Click **Apply** to save your changes.

## Deleting an Email Message

**Schedule Email** ?

---

Apply Discard

STEP 1: Email Selection

EMAIL SUBJECT: Account Statements Expenses Create Message  
Modify Message  
Delete Message

Email Message: Submit a monthly Account Statement Report no later than 12 noon on the last day of the month. Thank you.

Recipients

Microsoft Internet Explorer

Do you wish to delete this message? This action can not be undone.

OK Cancel

3

- 1 In the **Email Subject** box, select the message you want to delete. The message text displays in Email Message.
- 2 Click **Delete Message**.
- 3 The system prompts you to confirm the deletion. Click **OK**.

## Schedule Email

You can use the application's email function to send messages to your assigned users. For example, you can set up the email scheduler to send a weekly reminder to all of your account users to submit Expense Reports. The message is sent to the active users assigned to you—you don't have manage or create mailing lists.

The email scheduler runs three times a day: 2 AM, 6 AM, and 10 PM US CST.

### To schedule an email message

- 1 From the **Reports** tab, click **Email**. The Schedule Email screen displays.

**Schedule Email** ?

Apply Discard

STEP 1: Email Selection

EMAIL SUBJECT:	Account Statements Expenses	Create Message
		Modify Message
		Delete Message
Email Message:	Submit a monthly Account Statement Report no later than 12 noon on the last day of the month. Thank you.	
Recipients	<input type="checkbox"/> Cardholders	

STEP 2: Schedule Criteria

One Time: Date [ ] / [ ] / [ ] \* Only required for One Time Email  
 Weekly Range: From Day [ ] Weeks to run: [ ]  
 Monthly Range: From Date [End of Month] Months to run: [6]

STEP 3: Schedule Description

Apply Discard

**Recipients** displays the user types that you can send messages to. For example, intermediates can send messages only to cardholder user types.

- 2 In **Step 1: Email Selection**, select the message that you want to send. Highlight a message in **Email Subject**.  
In **Recipients**, select the users who will receive the email. For example, if you select “Cardholders”, the email message will be sent to all active account (cardholder) users assigned to you.
- 3 In **Step 2: Schedule Criteria**, select when to send the message. If you want to send the same email on a weekly or monthly basis, select the day of the week or the day of the month that you want the email to be sent. In **Weeks to Run** or **Months to Run**, enter the duration.

You can also schedule email messages around billing cycles if that option is available to you. The email message is sent on the last day of the selected billing cycle.

- Click the **Billing Cycle** radio button and then select a billing cycle from the drop-down box.
  - If you need to delay sending the email message for a few days after the billing cycle, you can select the number of days from **Schedule Offset**.
  - Enter the duration of the schedule in **Number of cycles to run**.
- 4 In **Step 3: Schedule Description**, enter a description. The description is for your information and will display on the Schedule Summary screen. The description will not be added to your email correspondence.
  - 5 Click **Apply** to save the schedule. The Schedule Summary screen displays and shows the email schedule in the list.

# Exports

You can export your transaction data to use in a spreadsheet for review or to import into another reporting application. You can create an export file in real-time, or for larger files, schedule the export process.

- **Real-time Export** - Creates an export file that you can open in the application or save to your local directory.
- **Scheduled Export** - Creates an export file as a scheduled process and places the file in your Inbox on the run day.

## Export Templates

When you create or schedule an export file, you can specify the transaction data and format by selecting from several standard export templates. Custom templates may also be available if provided by your administrator.

### Standard Export Templates

Template	Description	File Format
All Available Fields	All export fields. This template is subject to change, as new fields may be added with each new release.	Text
Financial XML	All export fields, including addenda, splits, and cost allocation data. This template is subject to change, as new fields may be added with each new release.	XML
QuickBooks	<ul style="list-style-type: none"> <li>• Transaction amount</li> <li>• Transaction date (MM/DD/CCYY)</li> <li>• Expense description or adjustment description</li> <li>• Merchant name</li> <li>• Split transactions (when applicable) - includes split amount and split description</li> </ul>	IIF
Quicken/Microsoft Money	<ul style="list-style-type: none"> <li>• Transaction amount</li> <li>• Transaction date (MM/DD/CCYY)</li> <li>• Expense description or adjustment description</li> <li>• Merchant name</li> <li>• Split transactions (when applicable) - includes split amount and split description</li> </ul>	QIF

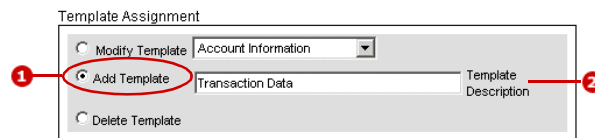
## Custom Export Setup

Custom Export Setup allows you to customize your export files by creating your own template. Select the fields you want to export and specify how you want the export data to be formatted. Custom export templates display as an option on the Schedule Export and Real-time Export screens.

Export templates that you create will be available for other authorized users in your company to use. Account, intermediate, and supervisor users have the authority to view Custom Export templates, but not to create templates.

From the **Reports** tab, select **Custom Export Setup**. The Custom Export Setup screen displays.

### Adding a New Template



The screenshot shows a 'Template Assignment' window with three radio buttons: 'Modify Template', 'Add Template', and 'Delete Template'. The 'Add Template' radio button is selected and circled in red, with a red '1' next to it. To the right, there is a dropdown menu currently set to 'Account Information' and a text input field containing 'Transaction Data'. The text input field is highlighted in red, with a red '2' next to it. The label 'Template Description' is positioned to the right of the text input field.

- 1 Click the **Add Template** radio button.
- 2 Enter a **Template Description**.
- 3 You can click **Apply** now, or you can continue defining the template options and then click **Apply**. See "*Setting Export Options*" for details.

## Setting Export Options

Export Options sets the general formatting and data for the template.

Export Options

Export Format	Excel Format
Delimiter	
Text Qualifier	' (Single Quote)
Line Separator	Line Feed
Include Column Headings	Yes
Header Text	
Trailer Text	
Credit Indicator	+
Debit Indicator	-
Floating Debit Credit Indicator	Yes
Date Format	MMDD/YYYY
Leading zeros (for numeric values)	No
Decimal Places	2
Decimal Character	. (Period)
Include Merchant Transactions	Yes
Include Adjustments	Yes
Include Non-Card Transactions	Yes
Include Splits	Yes

If you include different types of transactions in a single export file, use the **FIN.Merchant Activity Code** to identify the transaction types:

M - Transaction

A - Adjustment

N - Non-Card Transaction

Use the **FIN.Transaction Split Indicator** to identify transactions that have been split:

0 - Transaction not split

1 - Split Transaction

### Export Options

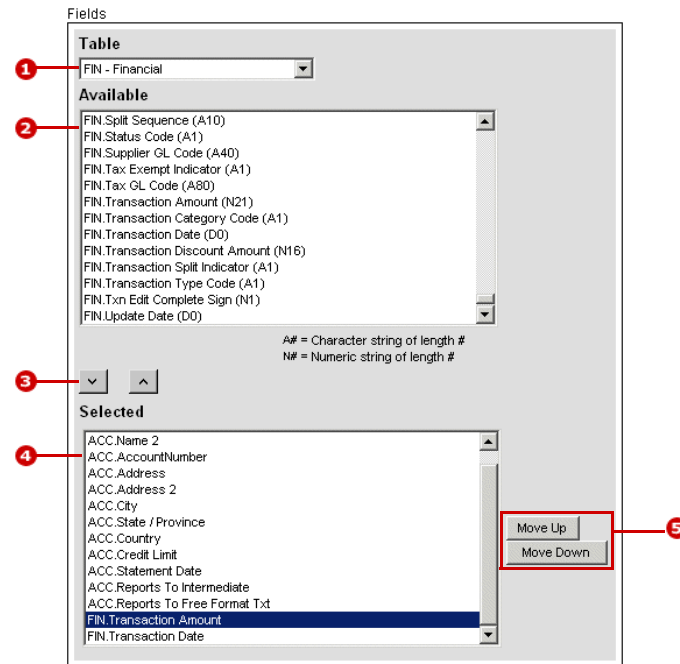
Field	Description
Export Format	<p>The file format of the exported data file.</p> <ul style="list-style-type: none"> <li>• Tab Delimited</li> <li>• Comma Delimited</li> <li>• Space Delimited</li> <li>• Custom Delimited</li> <li>• Excel Format</li> <li>• Fixed Width</li> </ul> <p><b>IMPORTANT:</b> Excel exports are limited to 256 fields.</p>
Delimiter	Used in combination with the Export Format. Enter an alphanumeric character (or symbol) to display as a delimiter.
Text Qualifier	<p>Adds double quotes or single quotes to text strings within the export file. For example, "Text" or 'Text'.</p> <p>Some text strings, such as expense descriptions or merchant names, may contain the specified text qualifier in the form of quotes or apostrophes. For example, the expense description: Dinner for Fred's retirement party. If you are exporting data using the ( ' ) single quote text qualifier, then the expense description would display as 'Dinner for Fred's retirement party' (with a double apostrophe) in the export file.</p> <p>When you open a delimited file in Microsoft Excel, the conversion to Excel format will remove any double apostrophes or quotes. If you are creating an Excel export with a Text Qualifier, you must manually remove any double quotes or apostrophes contained in the text string.</p> <p><b>IMPORTANT:</b> If you use the Text Qualifier with Fixed Width export formats, the qualifier will be calculated as part of the fixed width. As a result, the text string may be truncated. For example, if the fixed width of a field is 16 and the field contains ACME COPY CENTER, the field will be truncated in the exported file to: "ACME COPY CENT"</p>
Line Separator	Forces a "Carriage Return" or "Line Feed" at the end of a row.
Include Column Headings	Indicates whether to include column headings in the exported file.

## Export Options

Field	Description
Use Customer Reference Labels from assigned Lodged Card Template	<p>Specifies how the export data will derive the customer reference labels that are included in the export:</p> <p>“Yes” - The label from the lodged card template assigned to the account will be exported.</p> <p>“No” - The label provided by the processor will be exported.</p> <p>This option will display only when one or more lodged card templates have been created for the company.</p>
Header Text	Text (up to 2000 characters) that displays at the top of the export file.
Trailer Text	Text (up to 2000 characters) that displays at the bottom of the export file.
Credit Indicator	<p>An alphanumeric character that identifies "credit" values. The code will be applied to the <b>FIN.Debit Credit Code</b> export field. If Floating Debit Credit Indicator is set to "Yes", the credit indicator will also be applied to amount fields.</p> <p><b>IMPORTANT:</b> If the <b>Credit Indicator</b> and <b>Debit Indicator</b> fields are left blank, a default indicator will not be applied. As a result, you will not be able to distinguish debit transactions from credit transactions.</p>
Debit Indicator	<p>An alphanumeric character that identifies "debit" values. The code will be applied to the <b>FIN.Debit Credit Code</b> export field. If Floating Debit Credit Indicator is set to "Yes", the debit indicator will also be applied to amount fields.</p>
Floating Debit Credit indicator	Indicates whether the codes specified in the <b>Credit Indicator</b> and <b>Debit Indicator</b> fields will also be applied to amount fields.
Date Format	The format of dates in the exported data file.
Leading Zeros	Indicates whether to add zeros to the beginning of numbers to make all numbers the same width.
Decimal Places	The number of decimal places to display for numeric fields.
Decimal Character	The decimal character, period or comma, for numeric fields.
Include Merchant Transactions	Indicates whether to include merchant transactions in the exported file.
Include Adjustments	Indicates whether to include account adjustments in the exported file.
Include Non-Card Transactions	Indicates whether to include non-card transactions in the exported file.
Include Splits	Indicates whether to include split transactions in the exported file.

## Assigning Fields to the Template

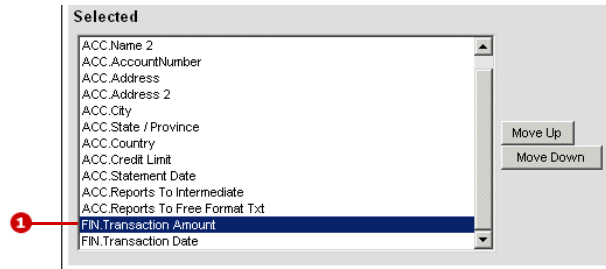
Almost every field that you see in the application is available for export. Refer to the Export Fields Guide for more information about the fields.



- 1 Export fields are organized by data **Table**; for example, Account, Financial, Merchant, etc. To display all of the fields in a particular table, use the drop-down selection box to select a table.
- 2 Fields in the **Available** box are available to export, but are not added to the template.
- 3 The UP/DOWN arrows move fields between **Available** and **Selected**. Highlight the field you want to move and then click the UP or DOWN button.
- 4 Fields in the **Selected** box have been added to the template.
- 5 Use **Move Up** and **Move Down** buttons to set the order of the fields in the export file. Highlight a field and then click one of the buttons to move the position of the field.
- 6 Click **Apply** to save the field selection.

## Setting Field Options

Field Options overrides the general Export Options and applies specific formatting to individual fields in the template.



2

Field Options

Custom Field Name	*****
Custom Field Value	*****
Date Format	*****
Total Field Length	
Start Position	1
End Position	21
Leading zeros (for numeric values)	No
Decimal Character	.(Period)
Decimal Places	2

The value \*\*\*\*\* in a field indicates that the field option is not available for the selected field.

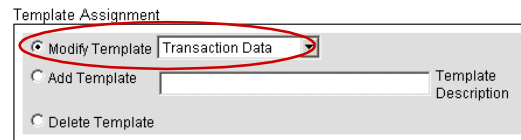
- 1 Click a field in the **Selected** box and the available options for that field display under Field Options.
- 2 In **Field Options**, specify the overriding options for the selected field.
- 3 Click **Apply** to save.

## Field Options

Field	Description
Custom Field Name	Available only when you select a custom field. Enter a new field name.
Custom Field Value	Available only when you select a custom field. Enter a value to display in the field.
Date Format	The format for dates in the exported file.
Total Field Length	Specifies the length of an export field. Most fields have a default field length; however, you can enter a custom length either longer or shorter than the default.  If you enter a value <b>smaller than the default field length</b> , the field is truncated. Numeric values are truncated left to right; alphanumeric values are truncated right to left. Decimals represent one position.  If you enter a value <b>larger than the default field length</b> , the field is padded with leading zeros for numeric fields, if the <b>Leading Zeros</b> option is "Yes". Alphanumeric fields are padded with spaces.
Start Position and End Position	Specifies the portion of the field to extract. For example, you might use this option to extract a certain portion of a cost center code.  If you use the Start/End Position option with Total Field Length, note that the Start/End Position is set <b>AFTER</b> the Total Field Length is calculated.
Leading Zeros (for numeric values)	Used in combination with <b>Total Field Length</b> for fields containing numbers. "Yes" pads numeric fields with zeros so that the entire field length is populated. (e.g. 295 becomes 00000295).
Decimal Character	The decimal character, period or comma, for numeric fields.
Decimal Places	The number of decimal places to display for numeric fields.

## Modifying a Template

You can modify a template at any time to add, remove, or redefine template options. When you modify a template, any ACTIVE export schedule that uses the template will be automatically updated. Schedules that are pending (in the processing queue) at the time the template is modified, will not be updated.



Template Assignment

Modify Template | Transaction Data

Add Template | Template Description

Delete Template

In **Modify Template**, select the template that you want to modify. Wait for the screen to refresh and then change the template options.

After you edit the template options, click **Apply** to save.

## Deleting a Template



Template Assignment

Modify Template | Transaction Data

Add Template | Template Description

Delete Template

**1** In **Modify Template**, select the template that you want to delete.

**2** Click the **Delete Template** radio button.

**3** Click **Apply** to permanently remove the template.

## Real-time Export

Use the Real-time Export option to create an export file online. For large export files, the system may prompt you to schedule the export.

### To run a real-time export

- 1 From the **Reports** tab, select **Real-time Export**.

**Real-time Export** ?

---

Apply Discard

STEP 1: Export Selection

Exports:	QuickBooks (IIF)	View Template
Date Type:	<input checked="" type="radio"/> Posting Date <input type="radio"/> Transaction Date	
Review Status	All	

STEP 2: Choose Date Range

<input checked="" type="radio"/> Date Range:	Data available starting: 04/14/2003
From Date	07 / 14 / 2004
To Date	08 / 14 / 2004

STEP 3: Export Description \*

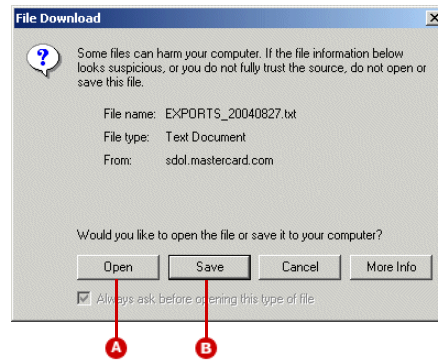
Quick Books Export
--------------------

Apply Discard

- 2 In **Step1: Export Selection**, select the export that you want to run. The template defines the fields and the formatting of the exported file.
  - Use **Date Type** to specify how transactions are selected for the export: by Posting Date or Transaction Date.
  - Use **Review Status** to filter transactions by the transaction review status: cardholder-reviewed, supervisor-reviewed, or both. Note that reviewed transactions are locked and uneditable.
- 3 In **Step 2: Choose Date Range**, use the Date Criteria option to select a range of transactions to include in the export.
  - **Data available starting** shows the date at which transaction data is available for the account. The starting date is based on the data retention period that has been defined for the company. The starting date is not based on posting date or transaction date.
- 4 In **Step 3: Export Description**, enter a description. If the export has to be scheduled, the description will identify this export on the Schedule Summary screen.
- 5 Click **Apply**. Select an entity from the hierarchy.

## Downloading or opening a real-time export

When you create a real-time export, you will be prompted to open the file or save it to your local directory.



- A** Click **Open** to open the file online. Once the file is open you can use the application's Save As option to save the file to your local directory.
- B** Select **Save** to save the file to your local directory before opening.

## Schedule Export

Use the Schedule Export option to create large export files (over 1,000 records) or to create an export file on a regular basis, such as every week or every month. Scheduled exports are placed in your Inbox once they are generated.

### To schedule an export

- 1 From the **Reports** tab, select **Schedule Export**.

**Schedule Export** ?

---

Apply Discard

STEP 1: Export Selection

Schedule Type: All Available Fields (Available fields subject to change) View Template  
QuickBooks (IIF) / Microsoft Money  
Quicken (QIF)  
Financial (XML)

View by:  Posting Date  Transaction Date

Review Status: All

Notify Me At:

Financials to Include:  Both  Non Exported Financials  Previously Exported Financials

Set Financial Export Flag? Yes

An asterisk (\*) at the end of an export name indicates that the export output is unaffected by the date criteria.

STEP 2: Schedule Criteria

One Time: From Date 07 / 18 / 2004 To Date 08 / 18 / 2004 Date Range  
\* Only required for One Time Export  
Data available starting: 04/18/2003

Weekly Range: From Day  To Day  Weeks to run:

Monthly Range: From Date  To Date  Months to run:  Schedule Offset (in days)  ?

STEP 3: Schedule Description

QuickBooks Export

Use these options to flag exported transactions. See "Financial Export Flag" for details.

- 2 In **Step 1: Export Selection**, select the export that you want to schedule. The template defines the fields and the formatting of the exported file.
  - **View by** specifies how the transactions will be selected: by Posting Date or Transaction Date.
  - Use **Review Status** to filter transactions by the transaction review status: cardholder-reviewed, supervisor-reviewed, or both. Note that reviewed transactions are locked and uneditable.
  - Use the **Notify Me At** option to receive an email notification when your scheduled file is ready to download from the Inbox. Enter a valid email address in the text box. See "*Email Notification for Scheduled Exports and Reports*" for details.
- 3 **Step 2: Schedule Criteria** specifies the day and the frequency that the export will be run. See "*Using the Report and Export Scheduler*" for details on how to use the scheduler.

- 4 In **Step 3: Schedule Description**, enter a description. The description displays on the Schedule Summary screen to help you identify the export.
- 5 Click **Apply**. Select an entity from the hierarchy. The Schedule Summary screen displays with your schedule added to the list.

## Financial Export Flag

The financial export flag can help you better manage transaction data by marking exported transactions. It is an invaluable tool for administrators who export data to use in a corporate accounting system and need to keep track of exported data.

The export flag options are available only to the company administrator.

### Flag Transactions During Export

You can mark transactions as exported any time you schedule an export (Schedule Export screen). The export flag can be used as a selection criteria for subsequent exports, making it easy to distinguish between exported and non-exported transactions. We recommend that you use the export flag with only one export template so that transactions marked as “exported” are associated with the same type of export.

**Schedule Export** ?

Apply Discard

STEP 1: Export Selection

Schedule Type: All Available Fields (Available fields subject to change) View Template  
 QuickBooks (IIF) / Microsoft Money  
 Quicken (QIF)  
 Financial (XML)

View by:  Posting Date  Transaction Date

Review Status: All

Notify Me At:

Financials to Include:  Both  Non Exported Financials  Previously Exported Financials

Set Financial Export Flag? Yes

Set the following options on the Schedule Export screen, and then complete the remaining schedule options as normal.

- A **Financials to Include** allows you to select transactions based on whether they have been exported previously.
- B Use the **Set Financial Export Flag?** option to mark the transactions in the export file as "exported". You will see a check mark in the Exported Financial field on the Transaction Detail screen and the Split Transaction screen.

### Flag Transactions on the Transaction Detail screen

As a company administrator, you can change the export status of a single, editable transaction on the Transaction Detail screen. Other users can view the export status if they have the “View Financial Export Flag” authority.

**Note:** Exported Financial is also available for export: **FIN.Exported Financial**. See the Export Fields Guide for details.

Transaction Type	RETAIL SALE
MCC Code	5200 - HOME SUPPLY WAREHOUSE
Cardholder-Reviewed:	<input checked="" type="checkbox"/>
Supervisor-Reviewed:	<input type="checkbox"/>
Exported Financial	<input checked="" type="checkbox"/>

- 1 Check **Exported Financial** to mark the transaction as exported.
- 2 Click **Apply** to save.

## Reset Financial Export Flag

The **Exported Financial** check box on the Transaction Detail screen can be cleared at any time by scheduling Reset Financial Export Flag. Select a range of transaction data based on a date range and hierarchy entity.

The process runs overnight. You can check the Schedule Summary screen to keep track of processing. When this processing job has run, it will drop off the list.

**TIP:** Company administrators can clear the export flag for a single transaction directly on the Transaction Detail screen. On an unlocked transaction, "uncheck" the Exported Financial check box. See "*Flag Transactions on the Transaction Detail screen*" for details.

### To reset the financial export flag

- 1 From the **Reports** tab, select **Reset Financial Export Flag**.

**Reset Financial Export Flag** ?

---

INTERNATIONAL COMMUNICATIONS  
GLOBAL HEADQUARTERS  
55 SIXTH AVENUE  
SUITE 130, 50TH FLOOR  
NEW YORK, NY 10010 USA

**Reset Financial Export Flag**

Billing Cycle:

Date Range: Data available starting: 08/19/2001

View by:

Posting Date From Date

Transaction Date To Date

- 2 Select a range of transactions to process.
- 3 Click **Apply**. The hierarchy displays.
- 4 Select an entity from the hierarchy: account, intermediate or company. Only those transactions associated with the selected entity will be processed to clear the export flag.

**Reset Financial Export Flag** is added to the Schedule Summary screen and will be processed overnight (US CST).

# Reports

Use reports to compile transaction data into different formats based on suppliers, account expenses, account codes, etc. You can run a report in real-time or use the report scheduler to schedule reports on a one-time, monthly or weekly basis.

## Report Formats

When you run a report in real time (Run Reports), you can choose the output format:

### Screen Version (HTML)

The screen version is formatted for online viewing.

#### Reports : Run Reports : Account Statement Report

##### Account Statement Report

RONALD BROWN  
56 SIXTH AVE  
SUITE 130 50TH FLOOR  
NEW YORK, NY 10012 USA  
XXXXXXXXXX-3456



To view the PDF version, click the **Printable Version** icon.

REPORTING PERIOD: Posting Date: 07/01/2002 Thru 07/31/2002 (July 2002)

[Run a new Report](#)


Posting Date	Transaction Date	Description	Transaction Amount
07/01/2002	06/30/2002	MAIN STREET OFFICE SUPPLY LOS ANGELES, CA	173.23
07/05/2002	07/03/2002	TAKASHIMAYA TOKYO, JPN	999.58
07/11/2002	07/09/2002	OLIVE GARDEN LOS ANGELES, CA	58.36
07/15/2002	07/15/2002	PAYMENT RECEIVED	(251.22)
07/17/2002	07/15/2002	HERTZ LOS ANGELES, CA	249.63
07/18/2002	07/16/2002	UNITED AIRLINES CHICAGO, IL	1,630.27
<b>Total</b>			<b>2,859.87</b>

## Print Version (PDF)

The Print Version is formatted in printer-friendly Portable Document Format (PDF). You will need Adobe Acrobat Reader 5.0 or higher in order to open the file. Acrobat Reader is available free of charge from [www.adobe.com](http://www.adobe.com).

For best results, we recommend that you disable Web Browser integration. See "[Disabling Web Browser Integration in Internet Explorer](#)" for details.

**MasterCard International**




**Account Statement Report**

Posting Date: 07/01/2002 Thru 07/31/2002 (July 2002)

RONALD BROWN  
55 SIXTH AVE  
SUITE 130 50TH FLOOR  
NEW YORK, NY 10012 USA  
XXXX-XXXX-XXXX-3456

Posting Date	Transaction Date	Description	Location	State	Amount
07/01/2002	06/30/2002	MAIN STREET OFFICE SUPPLY	LOS ANGELES	CA	173.23
07/05/2002	07/03/2002	TAKASHIMAYA	TOKYO	UNK	999.58
07/11/2002	07/09/2002	OLIVE GARDEN	LOS ANGELES	CA	58.36
07/15/2002	07/15/2002	PAYMENT RECEIVED			(251.22)
07/17/2002	07/15/2002	HERTZ	LOS ANGELES	CA	249.63
07/18/2002	07/16/2002	UNITED AIRLINES	CHICAGO	IL	1,630.27
<b>Total Amount</b>					<b>2,859.87</b>



Use these Acrobat menu options to save or print the report.

## Run Reports

Use Run Reports to create online or PDF reports in real-time. This option is typically used with smaller reports with less than 1,000 records. When you run a report that contains more than 1,000 records, the system will prompt you to schedule the report. Or, you can go back to the Run Reports screen, redefine the report criteria and run a smaller report.

Reports that are automatically scheduled will be processed at several times throughout the day. A PDF version of the report will be placed in your Inbox.

### To run a report

- 1 From the **Reports** tab, select **Run Reports**.

**Reports : Run Reports** ?

---

Report Selection:

Account Statement Report

Expense Report

Report Format

Screen Version (HTML)

Print Version (PDF)

Date Criteria:

Date Range: Data available starting: 10/23/2000

View by:

Posting Date From Date: 12 / 23 / 2001

Transaction Date To Date: 01 / 23 / 2001

- 2 Under **Report Selection**, select the report that you want to run. Only reports that have been made available to you display in the list.

- 3 Under **Report Format**, indicate how the report will display in your browser window:
  - **Screen Version** (HTML) - displays the report online in your browser window.
  - **Print Version** (PDF) - displays the report in Adobe Portable Document Format.

- 4 Select a **Date Criteria** option to define the range of transactions that you want to include in the report.

- 5 If you are running the Expense Report, Cost Allocation Detail Report, or Cost Allocation Summary Report, you can use the **Report Filter** to filter transactions based on review status.

For example, by selecting the “Cardholder-Reviewed” option, the report will contain all transactions in the report date range that have been marked cardholder-reviewed. If a transaction is both cardholder-reviewed and supervisor-reviewed, the transaction will be included in the report based on its cardholder-reviewed status.

- 6 Click **Run**.

Select an entity from the hierarchy. The report will display in the format you selected.

## Schedule Report

Use the Schedule Report option to create larger reports (over 1,000 records) or to create a report on a weekly or monthly basis. For example, if you need to submit an Expense Report every month, you can set up the report scheduler to automatically generate the report on the same day each month. The report is created in PDF and placed in your Inbox.

### To schedule a report

- 1 From the **Reports** tab, select **Schedule Report**.

Use these options to schedule reports for cardholder users. See "Scheduling Reports for Cardholders" for details.

### Schedule Report ?

---

Generate Report for:

Joe Simmons (ic33, Company Administrators)
  All Cardholders ?
 Individual Cardholder User IDs
 

User ID

Selected User IDs

STEP 1: Report Selection

Reports:

View by:  Posting Date  Transaction Date

Email Notification to Cardholders:

Notify Me At:

STEP 2: Schedule Criteria

One Time:
 

From Date:  /  /

Date Range  
\* Only required for One Time Report  
Data available starting: 10/24/1999

To Date:  /  /

 Weekly Range:
 

From Day:

Weeks to run:

To Day:

 Monthly Range:
 

From Date:

Months to run:

To Date:

Schedule Offset (in days):

?

STEP 3: Schedule Description

- 2 Under **Step 1: Report Selection**, select the report that you want to run.
  - **View by** specifies how the transactions will be selected: by Posting Date or Transaction Date.
  - Use the **Notify Me At** option to receive an email notification when your scheduled file is ready to download from the Inbox. Enter a valid email address in the text box. See "Email Notification for Scheduled Exports and Reports" for details.
- 3 If you are scheduling the Expense Report, Cost Allocation Detail Report, or Cost Allocation Summary Report, you can use the **Report Filter** to filter transactions based on review status.

For example, by selecting the “Cardholder-Reviewed” option, the report will contain all transactions in the report date range that have been marked cardholder-reviewed. If a transaction is both cardholder-reviewed and supervisor-reviewed, the transaction will be included in the report based on its cardholder-reviewed status.

- 4 **Step 2: Schedule Criteria** specifies the day and the frequency that the report will be run. See "*Using the Report and Export Scheduler*" for details on how to use the scheduler.
- 5 Under **Step 3: Schedule Description**, enter a description that will help you identify the report in the schedule summary.
- 6 Click **Apply**.

Select an entity from the hierarchy. The Schedule Summary displays with your schedule added to the list.

## Schedule Summary

The Schedule Summary screen displays a list of your active and pending schedules. When you schedule an item, the Schedule Summary screen displays a list of your current schedules.

- **Active** schedules will run on the **Next Run Date** as displayed on the Schedule Summary screen.
- **Pending** schedules are in the processing queue.
- Once a schedule is processed, it drops off the list.

From the **Reports** tab, select **Schedule Summary**.

## Changing a Schedule



You can change your “Active” schedules at any time prior to processing. Schedules with a “Pending” status cannot be edited.

If you change the date range of a schedule, the run dates are recalculated based on your new dates. After you save the schedule, you will see the new dates on the Schedule Summary screen.

**Note:** If you change the parameters of a monthly schedule during the schedule offset period, the dates will be recalculated and the scheduled item will run the next month. For example: A monthly report is scheduled for the 1st of the month through the end of the month and has a schedule offset of 5. The report is scheduled to run on June 5th. If you edit the schedule during the schedule offset, June 1st through the 5th, the schedule will be recalculated and report will run on July 5th instead of June 5th.

### Schedule Summary

RONALD BROWN  
UNIVERSAL COMMUNICATIONS  
555 SIXTH AVE  
NEW YORK, NY10012-6236USA  
XXXX-XXXX-XXXX-1514

Detail	Next Run Date	Previous Run Date	Final Run Date	Type	Frequency	Description	Status	Delete
	12/08/2004		01/12/2005	Report	Weekly	Merchant Detail	Pending	
	12/31/2004		03/31/2005	Report	Monthly	Account Statement	Active	


- A** On the Schedule Summary screen, click the **Detail** icon. The schedule screen will display, which will allow you to change the schedule criteria. Refer to the appropriate section in this documentation for details on how to fill out the schedule screen.
- B** The **Status** indicates whether the scheduled item is in the processing queue (Pending) or awaiting to run on the next run day (Active).

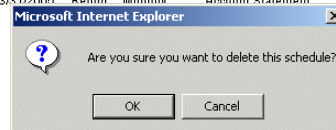
## Deleting a Schedule

You can delete any of your “Active” schedules.

### Schedule Summary

RONALD BROWN  
UNIVERSAL COMMUNICATIONS  
555 SIXTH AVE  
NEW YORK, NY10012-6236USA  
XXXX-XXXX-XXXX-1514

Detail	Next Run Date	Previous Run Date	Final Run Date	Type	Frequency	Description	Status	Delete
	12/08/2004		01/12/2005	Report	Weekly	Merchant Detail	Pending	
	12/31/2004		03/31/2005	Report	Monthly	Account Statement	Active	



- 1** On the Schedule Summary screen, click the **Delete** icon.
- 2** A dialog box displays to confirm that you want to delete the schedule. Click **OK** to permanently remove the schedule.

## Using the Report and Export Scheduler

You can use the scheduler to process reports and exports on a one time, weekly, or monthly basis. You can also schedule files around billing cycles if that option is available to you.

Use the following procedures to set the schedule criteria for exports and reports:

### One Time

One Time: From Date 04 / 01 / 2002 To Date 04 / 12 / 2002 Transaction Date Range  
\* Only required for One Time Export  
Data available starting: 01/24/2001

Use the **From Date** and **To Date** to select the range of transaction data. If the To Date has passed, the schedule will be run at the next processing interval. If the To Date is in the future, the schedule will run the day after the To Date.

### Weekly Range

Weekly Range: From Day Monday To Day Sunday Weeks to run: 4

- Use **From Day** and **To Day** to select a range of transactions. The report will run the day after the To Day.
- In **Weeks to run**, specify the duration of the schedule.

### Example

You scheduled the item on...	From Day	To Day	Weeks to Run	Processing Date	Data Range
Tuesday, June 8	Monday	Sunday	4	Monday, June 14	June 7-13
				Monday, June 21	June 14-20
				Monday, June 28	June 21-27
				Monday, July 5	June 28-July 4

## Monthly Range

Monthly Range:
 From Date: 
Months to run:   
To Date: 
Schedule Offset (in days):

- Use **From Date** and **To Date** to select a range of transactions. The schedule will run the day after the To Date, unless you specify a Schedule Offset.
- Use **Schedule Offset** to delay processing for up to 15 days after the end of the reporting period. You might use this option to allow sufficient time for the transactions to be loaded into the system. An offset of five days is recommended. When an offset is used, the run date is calculated by adding the number of offset days to the normal process date (the day after the To Date).
- In **Months to run**, specify the duration of the schedule.

### Example

You scheduled the item on...	From Date	To Date	Schedule Offset	Months to Run	Processing Date	Data Range
February 10	1	end of the month	0	3	March 1	February 1-28 (29)
					April 1	March 1-31
					May 1	April 1-30
May 15	1	end of the month	5	3	June 6	May 1-31
					July 6	June 1-30
					August 6	July 1-31

## Billing Cycle

Billing Cycle: 
Schedule Offset (in days):   
Number of cycles to run:

- Select a cycle from the **Billing Cycle** drop-down box. The schedule will run the day after the last day of the billing cycle, unless you specify a value in the Schedule Offset field.
- Use **Schedule Offset** to delay processing for up to 15 days after the end of the billing cycle. When an offset is used, the run date is calculated by adding the number of offset days to the normal process date (the day after the end of the billing cycle). An offset of five days is recommended.
- In **Number of cycles to run**, specify the duration of the schedule.

### Example

You scheduled the item on...	Billing Cycle	Schedule Offset	Cycles to Run	Processing Date	Data Range
August 9	September 2002	5	2	October 4	August 29-September 28, 2002 (September 2002 billing cycle)
				November 3	September 29- October 28 (October 2002 billing cycle)

### Scheduling Reports or Exports for Past Billing Cycles

Reports and exports scheduled for past billing cycles are processed during the next scheduled run times. For example, if a schedule is set up to run for three billing cycles in the past, the items will be processed during the next three consecutive run times. The Schedule Offset field, if populated, is ignored. The Schedule Summary will show the item as scheduled for a past date, although the item will be processed at the next scheduled run time.

## Email Notification for Scheduled Exports and Reports

When you schedule a report or export, you can set up the scheduler to send you an email notification when your scheduled report or export is ready to download from the application's Inbox. This option is ideal for weekly and monthly reports or exports.

### To specify email notification

The screenshot shows a form with the following fields:

- Reports:** A list box containing "Account Statement Report" (selected) and "Expense Report".
- View by:** Radio buttons for "Posting Date" (selected) and "Transaction Date".
- Notify Me At:** A text box containing the email address "rbrown@ic.com", which is circled in red.

On the Schedule Exports screen or Schedule Report screen, enter a valid email address in the **Notify Me At** text box (Step 1). Complete the schedule as normal.

The screenshot shows an email notification with the following details:

- To:** rbrown@ic.com
- From:** cpsreporting@mastercard.com
- cc:** (empty)
- Subject:** Scheduled Task Is Complete

The body of the email contains the text: "The following scheduled task is available for your download". Below this text, "Monthly account statement" is listed and circled in red.

When the report or export is added to your Inbox (in this application), you will receive an email message indicating that the file is ready to download. Note that the email message is sent to your email application (for example, Microsoft Outlook, Lotus Notes), which is separate from this application.

## Scheduling Reports for Cardholders

The Generate Report for option on the Schedule Report screen allows you to schedule monthly reports for account users in the company. You might use this option if you do not enable account users to run reports, but you want each cardholder to submit a monthly expense report. Once the report runs, the cardholder only has to login to the application and download the report from their Inbox. As a company administrator, you will receive a consolidated report of all accounts in the company.

**IMPORTANT!** You can schedule reports only for an account user who has a valid user ID. You cannot schedule reports for individuals without a valid user ID.

### Special Considerations

When generating reports for other users, consider the following:

- The scheduled report will not be listed in the cardholder user's Schedule Summary.
- In your Schedule Summary, a red detail icon (🔍) will indicate that the report has been scheduled for other users.
- You can schedule reports only for ACTIVE account users. A user ID that has been locked is still considered active and will receive the scheduled report in the Inbox.
- You can generate reports only for a monthly schedule or for billing cycles.
- When the report runs, you will receive a consolidated report that contains data for all accounts.

## Scheduling Reports for ALL Cardholders in the Company

### Schedule Report

Apply
Discard

Generate Report for:

CATHERINE RIVARD (CRCQ55000, Company Administrators)

All Cardholders

Individual Cardholder User IDs

User ID:  Select User

Selected User IDs:  Remove User

STEP 1: Report Selection

Reports: Account Statement Report  
Expense Report

View by:  Posting Date  Transaction Date

Email Notification to Cardholders: Yes

Notify Me At:

- 1 On the Schedule Report screen under **Generate Report for**, click the **All Cardholders** radio button.  
**Email Notification to Cardholders** lets you notify the selected cardholders via email when scheduled reports are ready to download from the Inbox. Users will be notified via the email address entered in their user profile (User Maintenance screen).
- 2 Fill out the rest of the Schedule Report screen as normal.

## Scheduling Reports for Selected Cardholders

### Schedule Report

Apply Discard

Generate Report for:

Joe Simmons (ic33, Company Administrators)  
 All Cardholders  
 Individual Cardholder User IDs

1  jsmith1234  3  
 2  Ronald Brown (rbrown1514, Accounts)  
 Robert T. Smith (rsmith2849, Accounts)  4

STEP 1: Report Selection

Reports:

Account Statement Report  
Expense Report

View by:  Posting Date  Transaction Date

E-mail Notification to Cardholders: Yes

Notify Me At: joe\_simmons@ic.com

- 1 On the Schedule Report screen under **Generate Report for**, click the **Individual Cardholder User IDs** radio button.
- 2 In **User ID**, enter an ACTIVE user ID.
- 3 Click **Select User** to add the user ID to **Selected User IDs**. When you schedule the report, all users listed will receive the report in their Inboxes.
- 4 To remove a user from Selected User IDs. Highlight the user and then click **Remove User**.

**Email Notification to Cardholders** lets you notify the selected cardholders via email when scheduled reports are ready to download from the Inbox. Users will be notified via the email address entered in their user profile (User Maintenance screen).

- 5 Fill out the rest of the Schedule Report screen as normal.

## Report Preferences

Report Preferences allow you to customize the Transaction Amount Summary section of the Card Program Analysis report.

Transaction Amount Summary		
Range	Number	Percent
< 0.00	0	0.0
0.00 - 49.99	162	27.8
50.00 - 99.99	140	24.1
100.00 - 499.99	168	28.9
500.00 - 999.99	36	6.2
1,000.00 - 4,999.99	68	11.7
>= 5,000.00	8	1.4
<b>Total</b>	<b>582</b>	<b>100.0</b>

You can define the range of transaction amounts. When you run the report, the number and percentage of transactions will be calculated based on your specified range.

### To set report preferences

- 1 From the **Company** tab, select **Report Preferences**.

**Report Preferences**

---

Company Name: INTERNATIONAL COMMUNICATIONS

Card Program Analysis Report

Range	From Amount	To Amount
1	< 0.00	
2	0.00	49.99
3	50.00	99.99
4	100.00	499.99
5	500.00	999.99
6	1,000.00	4,999.99
7	5,000.00	-

- 2 Enter values in the **From Amount** and **To Amount** fields.
- 3 Click **Apply** to save.

# Supplier

Suppliers provide a way of associating several unique, but similar merchants under one parent record in order to group transactions and assign data. Suppliers are especially useful for associating similar merchants that display in the application as distinct merchants. For example, in the application, ABC Hardware 123 and ABC Hardware 456 belong to the same chain, but are recognized as different merchants. Using a supplier record, you can form an association between all of the ABC Hardware store merchants under one ABC Hardware record. You can associate merchants using a filter, such as the merchant name or using a merchant category code (MCC).

Supplier records contain a GL code that you can use to specify a default GL code to associate with the supplier. The code is appended to transactions associated with the supplier. Default codes are applied at transaction load time or when you cost allocate transactions.

## Transaction Summary

Account Codes

[Next Transaction >](#)

Posting Date	Transaction Date	Transaction Amount	Description
01/12/2001	01/10/2001	96.24	MAIN STREET OFFICE SUPPLY, ATLANTA, GA

Expense Description

LOCATION: ATLANTIC BUSINESS UNIT: ADMINISTRATION COST CENTER: M6635978 PROJECT ID: HH-9987

Project Number: 55555 Expense Date: Tax paid: Tax exempt: MCC GL Code: Account GL Code: M6635978 Supplier GL Code: 5623178952 Final GL Code: M6635978

[Return to top](#)

Apply Account Codes to all editable transactions displayed on this page.  
 Automatically apply Account Codes on navigation to next or previous transaction.

Apply Discard

The default **Supplier GL Code** is automatically assigned to transactions, which you can view on the financial screens.

## Transaction Detail

Financial Information		Other Information	
Posting Currency	U.S. DOLLAR	Merchant Reference Number	02848 0000
Original Currency	U.S. DOLLAR	Ship From Postal Code	
Processing Transaction Date	01/20/2001	Ship To Postal Code	
Currency Conversion Date	00000	Destination Country	
Currency Conversion Rate	1.0000000	Duty Amount	0.00
Acquirer Reference Number	60984197281188042710074	Freight Amount	0.00
Addendum Count	0	Transaction Discount Amount	0.00
Transaction Type	RETAIL SALE	Tax Collected	Yes
MCC	5045 - COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE	Alternate Tax Collected	No
Supplier	<a href="#">PC CITY BOSTON, USA</a>	Tax Last Edited By	lc33

Apply Discard

When a supplier is associated with a transaction, a link to the supplier record displays on the **Transaction Detail** screen.

[< Previous Transaction](#) [Next Transaction >](#)

## Supplier Implementation

Company Preferences	Set <b>Use Suppliers</b> to "Yes".	
Authorities	View Supplier	<p>Allows the user to</p> <ul style="list-style-type: none"> <li>• View the supplier associated with a merchant (Transaction Detail screen).</li> <li>• View a supplier record associated with a merchant (Merchant Detail screen).</li> <li>• Run or schedule the Supplier Transaction Detail Report and Merchant Supplier Summary Report.</li> </ul>
	Create Supplier	Allows the user to create a supplier record and schedule supplier association processing.
	Update Supplier	Allows the user to edit a supplier record and schedule supplier association processing.
	Delete Supplier	Allows the user to delete a supplier record.
Other Setup	<p><b>Create supplier records</b> - The company administrator creates supplier records to define the criteria for associating merchants, set default supplier GL data, and record supplier contact information.</p> <p><b>Schedule supplier association processing</b> - Use supplier association processing to update existing transactions when you change the supplier-merchant association of a supplier or when you add a new supplier.</p>	

## Supplier Setup

Supplier records provide the details of the supplier as well as the define how merchants are associated with the supplier. You can create different supplier records for each first-level intermediate in the hierarchy. This allows you to assign different suppliers and GL information to different departments or groups within your organization.

### To create a new supplier

- 1 From the **Financial** tab, select **Supplier Setup**. The hierarchy displays.

**Supplier Setup**

---

Company: [INTERNATIONAL COMMUNICATIONS - GLOBAL HEADQUARTERS](#)

- ▼ [INTERNATIONAL COMMUNICATIONS - GLOBAL HEADQUARTERS](#)
  - ▶ [ADMINISTRATION - CORPORATE CONTROLLER](#)
  - ▶ [DISTRIBUTION - CORPORATE CONTROLLER](#)
  - ▶ [OPERATIONS - CANTEEN DIVISION PRESIDENT](#)
  - ▶ [SALES & MARKETING - TINO MATINEZ](#)

- 2 Select the hierarchy entity at which the supplier will be created. For example, to associate this supplier with all transactions in the company, select the company entity. You can also create different suppliers for first-level intermediates. Once you make a selection, the Supplier Setup screen displays.

**Supplier Setup**

---

**Address Information**

Name	<input type="text"/>
Vendor Number	<input type="text"/>
Supplier GL Code	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City Name	<input type="text"/>
State / Province	<input type="text"/>
Postal Code	<input type="text"/>
Country Code	<input type="text"/>
Phone Number	<input type="text"/>
Contact Name	<input type="text"/>
Fax Number	<input type="text"/>
Description	<input type="text"/>
Preferred Supplier	<input type="text" value="No"/>
Taxable Status	<input type="text" value="No"/>
Tax ID	<input type="text"/>
Service Provided	<input type="text"/>

- 3 Under **Address Information**, enter the supplier name and address information to define the supplier.

## Supplier - Address Information

Field	Description	Displays in Supplier Reports
Name	Name of the supplier. Displays on the Transaction Detail screen if the transaction is associated with the supplier.	✔
Vendor Number	A user-defined number used to associate this supplier with vendor information. <ul style="list-style-type: none"> <li>Available for export: SUP.Vendor Number</li> <li>This Vendor Number is not a default code, which can be applied automatically to transactions.</li> <li>Vendor Number displays on the Supplier List screen. See "<i>Supplier Maintenance</i>" for details.</li> <li>Displays in the Supplier Transaction Detail Report.</li> </ul> <p><b>Note:</b> The supplier vendor number has no relationship to the vendor number entered on the Merchant Detail screen.</p>	✔
Supplier GL Code	A default GL code applied to transactions associated with this supplier.  The Supplier GL Code is applied to transactions at load time or when transactions are cost allocated.  The Supplier GL Code displays on the financial screens as determined by the GL display options set up for the company. See " <i>Setting General Ledger Code Display Options</i> " for more information.	✔
Address/Address 2, City Name, State/Province, Postal Code, Country Code	Supplier's address information.	✔
Phone Number	Telephone number for the supplier contact.	
Contact Name	Name of the person who serves as the contact for this supplier.	
Fax Number	Supplier's fax number.	
Description	Description of the supplier.	
Preferred Supplier	Optional field indicating if the supplier is preferred.	
Taxable Status Code	Optional field indicating if the supplier is taxable.	
Tax ID	Optional tax identification number for the supplier. This field is only for information; it is not applied to transactions.	
Service Provided	Information about the service that is provided by the supplier. This field is only for information; it is not applied to transactions.	

## Selection Criteria

Select By	<input checked="" type="radio"/> Merchants StartWith	<input type="radio"/> Associate By MCC
Merchants Start With	<input type="text"/>	
Associate By MCC	<input type="text"/>	

4 Under Selection Criteria, **Select by** determines how merchants are associated with this supplier.

- Use **Merchants Starts With** to associate merchants with similar names. For example, to associate all Office Max merchants, use "Office Max" as the filter. All merchants that start with "Office Max" will be associated with this supplier: Office Max 1234; Office Maximus, etc.; Office Depot will not be associated. In

the “Merchants Starts With” text box, enter at least two alphanumeric characters and a maximum of 255. The text string is not case-sensitive. Text strings must be unique to each other; otherwise, you will receive an error indicating an overlapping filter. For example, the strings OFF and OFFICE overlap; the strings OFFICE D and OFFICE M do not overlap.

- Use **Associate by MCC** to select merchants based on MCC. Select an MCC from the “Associate by MCC” drop-down box.
- 5 Click **Apply** to save. The supplier will be associated with new transactions as they are loaded in the application. To apply the supplier information to existing transactions, schedule supplier association processing. See "*Schedule Supplier Association*" for details.

## Creating a New Supplier from the Merchant Detail screen

When a merchant is not associated with a supplier, you have the option of setting up a new supplier from the Merchant Detail screen. If a supplier is already associated with the merchant, you will see a link to the Supplier Maintenance screen.

**IMPORTANT!** When you create a new supplier from the Merchant Detail screen, the supplier is not automatically associated with that merchant. Use supplier association processing to associate suppliers and merchants with existing transactions.

### To add a supplier from the Merchant Detail screen

- 1 From the Merchant Detail screen, click **Supplier Setup**. The hierarchy displays.

**Financial : Merchant Detail**

---

Apply Discard [Supplier Setup](#)

Merchant

Merchant Name	PC CITY
Address	34 MONTGOMERY
Address 2	
City Name	BOSTON
State / Province	MA
Postal Code	
Country Code	USA
Phone Numbers	6142245555

- 2 Select the hierarchy level with which the supplier will be associated. Once you select a hierarchy level, the Supplier Setup screen displays.
- 3 Enter the **Address Information** and **Supplier Selection Criteria** information. See "*Supplier Setup*" for details.
- 4 Click **Apply** to save.

## Supplier Maintenance

You can update supplier information at any time to update supplier contact information, edit the GL code, or change the merchant association. Depending on the type information you change, you may be required to reprocess existing transactions to apply new supplier information.

From the **Financial** tab, select **Supplier Maintenance**. The hierarchy displays. Select the hierarchy entity containing the supplier record you want to change. The Supplier List screen displays the suppliers for that hierarchy entity.

### Supplier Maintenance : Supplier List

INTERNATIONAL COMMUNICATIONS  
GLOBAL HEADQUARTERS  
55 SIXTH AVENUE  
SUITE 130, 50TH FLR  
NEW YORK, NY 10012 USA

Search:  Search

Company: [INTERNATIONAL COMMUNICATIONS](#)

Name	Vendor Number	Preferred Supplier
<a href="#">BORDERS</a>		No
<a href="#">HYATT REGENCY</a>		No
<a href="#">PC CITY</a>	PC-56789	Yes

Select a supplier from the list.

### Modifying Supplier Address Information

If you change the name, city, or state fields, the new information will be automatically updated on the financial screens. Any reports that are already scheduled will contain the old supplier information.

### Modifying the Supplier GL Code

When you modify the Supplier GL Code, the new code is applied to only future transactions. Use cost allocation processing to apply a new GL code to existing transactions. See "*Cost Allocation Processing*" for details.

### Supplier Maintenance

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NEW YORK, NY 10012 USA

2

[Supplier Maintenance](#)

#### Address Information

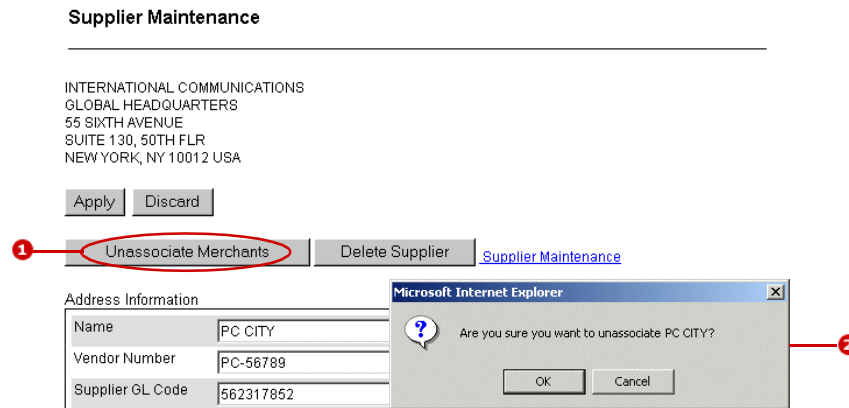
Name	PC CITY *
Vendor Number	PC-56789
Supplier GL Code	562317852
Address	34 MONTGOMERY

1 Enter the new **Supplier GL Code**.

2 Click **Apply** to save.

## Unassociating Merchants

When you unassociate merchants from a supplier record, the mapping between the supplier and associated merchants is broken, and as a result, the supplier is no longer associated with transactions (existing or new). The Supplier GL Code will remain applied to existing transactions until the value is changed on the financial screens either manually or through cost allocation processing. No additional processing is required.



- 1 Click **Unassociate Merchants**.
- 2 A dialog box displays prompting you to confirm that you want to unassociate the merchants. Click **OK**.

## Changing the Selection Criteria

The selection criteria defines the mapping between the supplier, merchant, and a transaction. When you change the selection criteria only new transactions are affected; existing transactions will contain the original supplier association until you run supplier association processing. See "*Schedule Supplier Association*" for details.

The Supplier GL Code will remain applied to existing transactions until the value is changed on the financial screens either manually or through cost allocation processing. See "*Cost Allocation Processing*" for details.

Selection Criteria	
Select By	Merchants Start With <input checked="" type="radio"/> Associate By MCC <input type="radio"/>
Merchants Start With	<input type="text" value="PC CITY"/>
Associate By MCC	<input type="text"/>

- Use **Merchants Starts With** to associate merchants with similar names. For example, to associate all Office Max merchants, use "Office Max" as the filter. All merchants that start with "Office Max" will be associated with this supplier: Office Max 1234; Office Maximus, etc.; Office Depot will not be associated. In the "Merchants Starts With" text box, enter at least two alphanumeric characters and a maximum of 255. The text string is not case-sensitive. Text strings must be unique to each other; otherwise, you will receive an error indicating an overlapping filter. For example, the strings OFF and OFFICE overlap; the strings OFFICE D and OFFICE M do not overlap.
- Use **Associate by MCC** to select merchants based on MCC. Select an MCC from the "Associate by MCC" drop-down box.

## Deleting a Supplier

You cannot delete a supplier record that has associated merchants. First, remove associated merchants, then delete the supplier record. Additional processing is not required. See "*Unassociating Merchants*" for details.

**Note:** Supplier GL Codes that have been appended to transactions will remain associated with those transactions until another Supplier GL code is applied.

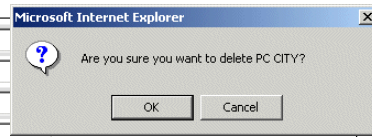
### Supplier Maintenance

INTERNATIONAL COMMUNICATIONS  
GLOBAL HEADQUARTERS  
55 SIXTH AVENUE  
SUITE 130, 50TH FLR  
NEW YORK, NY 10012 USA

[Supplier Maintenance](#)

#### Address Information

Name	PC CITY
Vendor Number	PC-56789
Supplier GL Code	562317852
Address	34 MONTGOMERY



- 1 Click the **Delete Supplier** button.
- 2 A dialog box displays prompting you to confirm that you want to delete the supplier. Click **OK** to delete.

## Schedule Supplier Association

When you add new suppliers or change existing suppliers, you can update existing transactions by scheduling the supplier association process.

### When to Use Supplier Association Processing

Use supplier association processing to update existing transactions with new supplier information when you

- Change the merchant-supplier association (Selection Criteria) of an existing supplier record.
- Create a new supplier.

### To reprocess suppliers

**Note:** The system will not allow you (or another user in the company) to schedule supplier association if there is already a supplier association job in the queue for the same date range and hierarchy entity.

- 1 From the **Financial** tab, select **Schedule Supplier Association**.

#### Schedule Supplier Association

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SUITE 130, 50TH FLR  
NEW YORK, NY 10012 USA

Schedule Supplier Association			
Data available starting: 09/19/2000			
From Date	11	/	19
To Date	12	/	19

- 2 Use **From Date** and **To Date** to select a range of transactions to reprocess. Note that transactions are selected by **Posting Date**.
- 3 Click **Apply** to save. The Schedule Summary screen displays with your processing job added to the list.

# Vendor Number

Two types of vendor number fields are available in the application to allow you to associate your internal merchant or supplier vendor numbers, as they are assigned in your accounting system, to transactions in your custom exports. For example, you can enter a vendor number on the Merchant Detail screen for online reference. When you export transaction data, you can include that Merchant Vendor Number in your export file. This allows you to match or tie card transactions from the application to other types of merchant payments made from your internal system, such as accounts payable.

The Supplier Vendor Number functions in the same way, but is used only with the supplier records that have been created in the application. The merchant and supplier vendor numbers are completely unrelated. Each displays on a different screen and each vendor number is exported as a separate field.

**Merchant** information is loaded in the application along with the transaction data.

**Suppliers** are created in the application and are used to group similar merchants.

## Financial : Merchant Detail

Apply Discard

[Supplier Setup](#)

### Merchant

Merchant Name	PC CITY
Address	34 MONTGOMERY
Address 2	
City Name	BOSTON
State / Province	MA
Postal Code	
Country Code	USA
Phone Numbers	
Merchant Category Code	
Unique Merchant ID	
Merchant Tax ID	
Alternate Tax ID	
Sole Proprietor Name	
Legal Corporate Name	
Dun & Bradstreet Number	
Exception Reporting	<input checked="" type="checkbox"/>

### Type

Merchant Type	1000
Merchant Minority Business Type	CORPORATION
Certification	UNKNOWN
Classification	UNKNOWN
Ethnic Group	UNKNOWN

### Vendor Information

Vendor Number	PC-11245
---------------	----------

	A	B	C	D
1	MCH.Merchant Name	FIN.Expense Description	FIN.Transaction Amount	MCH.Vendor Number
2	PC CITY	Hardware	-1523.53	PC-11245
3	PC CITY	Software	-672.71	PC-11245
4	OFFICE WAREHOUSE	Paper Supplies	-56.99	OW-33245
5	OFFICE WAREHOUSE	Toner	-56.88	OW-33245
6	OFFICE WAREHOUSE	Office Supplies	-96.24	OW-33245
7	PC CITY	Monitor	-467.10	PC-11245
8	PC CITY	Software	-467.10	PC-11245

The Merchant Vendor Number entered on the Merchant Detail screen is included in the custom export file.

**IMPORTANT!** The supplier and merchant vendor numbers are provided only for online reference or for export. Neither the merchant vendor number nor the supplier vendor number can be assigned to be automatically applied to transactions through default codes or cost allocation processing.

## Merchant Vendor Number

- Enter user-defined vendor information on the Merchant Detail screen.
- Displays on the Merchant Detail Report
- Export field - MCH.Vendor Number
- Use the Unassociated Merchant-Vendor Report to identify merchants that have not been assigned a Vendor Number.

**Supplier Vendor Number**

- Enter user-defined vendor information on the Supplier Setup or Supplier Maintenance screen.
- Displays on the Supplier Transaction Detail Report and in the Supplier List
- Export field - SUP:Vendor Number

# Custom Billing Cycles

Custom billing cycles enable users to easily query a range of transactions without having to know the exact dates for a reporting period. For example, you can set up billing cycles that correspond to monthly statement cycles, financial quarters or specific reporting periods. A user can then run reports or export data based on the billing cycle. All the user needs to know is the billing cycle to run, not the date range. Since the billing cycles are available to all users in the company, you can maintain a consistent reporting criteria company-wide.

The **Billing Cycle** option is available when users:

- Export data (schedule or real-time)
- Run reports (schedule or real-time)
- View transactions
- Process transactions
- Schedule email

## Using Billing Cycles

**TIP:** Correspond billing cycles with your issuer's cycle calendar. Contact your issuer to obtain a listing of annual cycle dates, as starting and ending dates for each cycle may vary due to weekends and holidays.

Date Criteria:

Billing Cycle: March 2002

Date Range: Data available starting: 07/04/2001

View by:

Posting Date From Date [ ] / [ ] / [ ]

Transaction Date To Date [ ] / [ ] / [ ]

Date Criteria:

Billing Cycle: [ ]

Date Range: Data available starting: 07/04/2001

View by:

Posting Date From Date [10] / [04] / [2002]

Transaction Date To Date [11] / [04] / [2002]

When billing cycles are enabled, users have two options when selecting a range of transactions: **Billing Cycle** or **Date Range**.

### Reports : Run Reports : Account Statement Report

**Account Statement Report**

JILL SMITH  
 555 SIXTH AVE  
 NEW YORK, NY 10012-6236 USA  
 XXXX-XXXX-XXXX-2686

  
Printable Version

**REPORTING PERIOD: Posting Date: 09/10/2001 Thru 10/07/2001 (September 2001)**

Reporting Currency: U.S. DOLLAR

[Run a new Report](#)

Posting Date	Transaction Date	Description	Transaction Amount
09/13/2001	09/11/2001	CONNAUGHT HOTEL RESTAUR LONDON, XX	166.85
09/14/2001	09/12/2001	CHEZ GERARD LONDON, XX	127.51
09/14/2001	09/12/2001	AUBERGINE LONDON, XX	76.62

In reports, the **Reporting Period** displays the billing cycle details.

## Billing Cycle Implementation

Company Preferences	<ul style="list-style-type: none"> <li>Set <b>Use Custom Billing Cycle?</b> to "Yes".</li> <li>In <b>Date Type</b>, select how transactions are selected for inclusion in the billing cycle. For example, if you select Posting Date, only those transactions that have a Posting Date within the billing cycle will be selected. This selection applies to all billing cycles created for the company.</li> </ul>
Authorities	Modify Custom Billing Cycles A standard authority in the "Company Administrator (SYSTEM DEFAULT)" template.
Other Setup	Add Billing Cycles Billing cycles will not be available to users until at least one billing cycle is created. See "Custom Billing Cycle Maintenance" for setup details.

## Custom Billing Cycle Maintenance

As you add or modify billing cycles, consider the following:

- Date ranges cannot overlap.
- You can add up to 32 billing cycles.
- Billing cycles for historical data must fall within the company's data retention period. If any part of a billing cycle falls outside of the data retention period, that billing cycle is automatically deleted.
- Billing cycles for future time periods can span up to two years beyond the retention period. Potentially, a company can have billing cycles that span a total of 40 months: 16 months data retention plus 24 months in the future.
- If you create consecutive billing cycles, keep in mind that any gaps between billing cycles can result in missing data in a report or an export.

From the **Company** tab, select **Custom Billing Cycle Maintenance**.

### Adding Billing Cycles

Custom Billing Cycle Maintenance ?

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Apply Discard

From Date	To Date	Description	Delete
01 / 01 / 2002	01 / 31 / 2002	January 2002	
02 / 01 / 2002	02 / 28 / 2002	February 2002	
03 / 01 / 2002	03 / 30 / 2002	March 2002	
05 / 01 / 2002	05 / 31 / 2002	May 2002	
04 / 01 / 2002	04 / 30 / 2002	April 2002	
07 / 02 / 2002	08 / 02 / 2002		

Apply Discard

1 2 3

- 1 Locate an empty row and define the **From Date** and **To Date** for the new billing cycle. You do not have to add the billing cycles in the correct order. When you click Apply, the system will reorder the billing cycles by date.
- 2 In **Description**, enter up to 20 characters to describe the billing cycle. (e.g. First Quarter 2001)
- 3 Click **Apply** to save.

## Modifying Billing Cycles

When you modify a billing cycle, scheduled items with an “Active” status will be updated with the new billing cycle information. The scheduled item will run with the new billing cycle dates.

Scheduled items with a “Pending” status will not be updated as they are already in the processing queue. The scheduled item will run with the original billing cycle dates.

Custom Billing Cycle Maintenance ?

Apply Discard

From Date	To Date	Description	Delete
01 / 01 / 2002	01 / 31 / 2002	January 2002	
02 / 01 / 2002	02 / 28 / 2002	February 2002	
03 / 01 / 2002	03 / 30 / 2002	March 2002	
05 / 01 / 2002	05 / 31 / 2002	May 2002	

- 1 Modify the **From Date/To Date** and **Description** as needed.
- 2 Click **Apply** to save. The billing cycles will be reordered by date.

## Deleting a Billing Cycle

When you delete a billing cycle, scheduled items with an “Active” status that use only the deleted billing cycle will be deleted. If the deleted billing cycle is part of a schedule that spans a range of two or more billing cycles and has not yet run, the system will skip the deleted billing cycle.

Scheduled items with a “Pending” status will be deleted.

Custom Billing Cycle Maintenance ?

Apply Discard

From Date	To Date	Description	Delete
01 / 01 / 2002	01 / 31 / 2002	January 2002	
02 / 01 / 2002	02 / 28 / 2002	February 2002	
03 / 01 / 2002	03 / 30 / 2002	March 2002	
05 / 01 / 2002	05 / 31 / 2002	May 2002	
04 / 01 / 2002	04 / 30 / 2002	April 2002	
07 / 02 / 2002	08 / 31 / 2002	July 2002	

Microsoft Internet Explorer

Are you sure you want to delete this billing cycle?

OK Cancel

Apply Discard

- 1 Click the trash can next to the billing cycle you want to delete.
- 2 A dialog box displays to confirm that you want to delete the billing cycle. Click **OK** to delete.

# Exception Reporting

Use exception reporting to track expenditures, monitor spending trends, or manage preferred vendors. You can analyze expenses by merchant, MCC, dollar amount, or spending frequency and compile the data in one of three exception reports.

**Analyze expenses by merchant or merchant category** - Use merchant exceptions to track merchants that are used the most or to monitor merchants that are “off limits”. Exception reporting can complement supplier functionality by allowing administrators to track activity for individual merchants or merchants under a specific MCC.

**Track spending activity** - Use account exceptions to identify accounts that exceed pre-defined spending maximums: single, daily, or monthly transaction amounts, number of transactions per day or month. Customizable settings allow you to track spending activity for the entire company or just key accounts.

**No processing required** - Once exceptions are applied to a merchant, MCC, or an account, transactions are flagged in real time, allowing users to run reports immediately—no additional processing or waiting is required.

## Exception Reporting Implementation

Exception reporting is available by user authority. The exception authorities are not part of the SYSTEM DEFAULT templates for intermediate or supervisor users, but they can be added to custom templates.

### User Authorities for Exception Reporting

Authority	Company Administrator	Intermediate User	Supervisor User	Description
Modify Exception	✔			Enables the user to modify an exception field for account, merchant, or merchant category (MCC) exceptions.
View Exception	✔	✔	✔	Enables the user to view account, merchant, and merchant category (MCC) exceptions.
Print Account Activity Exception Report	✔	✔	✔	Enables the user to print the Account Activity Exception Report.
Print Merchant Exception Report	✔	✔	✔	Enables the user to print the Merchant Exception Report.
Print MCC Exception Report	✔	✔	✔	Enables the user to print the MCC Exception Report.

## Account Exception Reporting

Use account exceptions to track spending activity at the company level or just for selected accounts. For example, track accounts that exceed the maximum number of transactions allowed per day or single transactions that go over a certain amount. The Account Activity Exception Report compiles transactions by both company-defined and account-defined exceptions.

Only merchant transactions can be flagged for exception reporting. Non-card transactions are excluded from account exception reporting.

### Exception Reporting for all Accounts

For a general overview of spending activity, set exceptions at the company level.

From the **Company** tab, select **Company Preferences**. Locate Exception Reporting - All Cardholders.

Exception Reporting - All Cardholders	
Single Transaction Amount	1,500.00
Daily Number of Transactions	5
Daily Amount of Transactions	5,000.00
Monthly Number of Transactions	25
Monthly Amount of Transactions	3,000.00

Enter the applicable spending limits. Click **Apply** to save.

### Exception Reporting for Individual Accounts

If only a few accounts require unique settings, you can override the company settings and define exceptions on individual Account Maintenance screens.

Access the Account Maintenance record.

Exception Reporting	
Exclude from Exception Reporting	<input type="checkbox"/>
<b>Override Company Exceptions:</b>	
Single Transaction Amount	3,000.00
Daily Number of Transactions	10
Daily Amount of Transactions	10,000.00
Monthly Number of Transactions	50
Monthly Amount of Transactions	20,000.00

Under **Exception Reporting**, enter the spending limits that apply to the account. Click **Apply** to save.

## Excluding Accounts from Exception Reporting

Accounts can be excluded when exceptions don't apply.

Access the Account Maintenance record of the account you want to exclude.

Exception Reporting	
Exclude from Exception Reporting	<input checked="" type="checkbox"/>
<b>Override Company Exceptions:</b>	
Single Transaction Amount	<input type="text"/>
Daily Number of Transactions	<input type="text"/>
Daily Amount of Transactions	<input type="text"/>
Monthly Number of Transactions	<input type="text"/>
Monthly Amount of Transactions	<input type="text"/>

Check **Exclude from Exception Reporting**. Click **Apply** to save.

## Account Activity Exception Report

### Account Activity Exception Report

INTERNATIONAL COMMUNICATIONS  
HEADQUARTERS  
55 SIXTH AVE  
SUITE 130 50TH FLOOR  
NEW YORK, NY 10012 USA



Printable Version

REPORTING PERIOD: Posting Date: 08/01/2002 Thru 09/30/2002

[Run a new Report](#)

#### A COMPANY REPORTING

##### Single Transaction Amount Greater Than 1,500.00

Account Name	Account Number	Merchant Description	Transaction Date	Transaction Amount
JILL SMITH	XXXX-XXXX-XXXX-3523	UNITED AIRLINES, 599 AIRPORT ROAD, DALLAS, TX	09/06/2002	2,710.27
JOHN STEADMAN	XXXX-XXXX-XXXX-3023	UNITED AIRLINES, 599 AIRPORT ROAD, DALLAS, TX	09/06/2002	2,710.27
MARY SMITH	XXXX-XXXX-XXXX-3125	AMERICAN AIRLINES, AVENIDA DE PORTUGAL, DALLAS/FW, XX	08/22/2002	2,077.01
		AMERICAN AIRLINES, 599 AIRPORT ROAD, DALLAS/FW, TX	08/08/2002	3,311.30

##### Daily Number of Transactions Greater Than 5

NO ACTIVITY FOR SPECIFIED CRITERIA

##### Daily Amount of Transactions Greater Than 5,000.00

NO ACTIVITY FOR SPECIFIED CRITERIA

##### Monthly Number of Transactions Greater Than 25

NO ACTIVITY FOR SPECIFIED CRITERIA

##### Monthly Amount of Transactions Greater Than 3,000.00

Account Name	Account Number	Month	Total Amount
MARY SMITH	XXXX-XXXX-XXXX-3125	Aug 2002	5,487.05

#### B ACCOUNTS EXCLUDED FROM EXCEPTION REPORTING CRITERIA

Account Name	Account Number	Reports To:
JAMES CLEMENS	XXXX-XXXX-XXXX-3823	SALES & MARKETING CORPORATE
KIMBERLY HORTON	XXXX-XXXX-XXXX-3623	OPERATIONS MANUFACTURING DIVISION PRESIDENT

#### C INDIVIDUAL ACCOUNT EXCEPTION REPORTING

##### MIKE JOHNSON XXXX-XXXX-XXXX-3723

##### Single Transaction Amount Greater Than 3,000.00

Merchant Description	Transaction Date	Transaction Amount
HOEHYON-DONG, INCHON, IN	08/28/2002	23,427.27
GAME QUEST, ADELAIDE, SA	08/28/2002	5,931.82
HOEHYON-DONG, INCHON, IN	08/28/2002	5,545.45
STEPHENS HORSE EQUIPMENT, BRISBANE, QLD	08/27/2002	15,430.91

##### Daily Number of Transactions Greater Than 10

NO ACTIVITY FOR SPECIFIED CRITERIA

##### Daily Amount of Transactions Greater Than 10,000.00

Date	Daily Total
08/28/2002	15,430.91
08/27/2002	28,972.73

##### Monthly Number of Transactions Greater Than 50

NO ACTIVITY FOR SPECIFIED CRITERIA

##### Monthly Amount of Transactions Greater Than 20,000.00

Month	Total Amount
Aug 2002	50,077.49

- A The **Company Reporting** section of the report categorizes transactions based on the company exception settings (for all accounts). Transactions are sorted by account name.
- B The **Accounts Excluded from Exception Reporting Criteria** section of the report lists any accounts that have been excluded from exception reporting.
- C **Individual Account Exception Reporting** categorizes transactions based on the account level exceptions.

## Merchant Category Exception Reporting

Use merchant category exceptions to monitor transactions that correspond to a particular Merchant Category Code (MCC).

Only merchant-initiated transactions are included in the report. Non-card transactions and adjustments cannot be marked as exceptions.

From the **Company** tab, select **MCC GL Maintenance** screen.

### MCC GL Maintenance

MCC Table: ADMINISTRATION -  
CORPORATE CONTROLLER

**Download MCC GL Codes**

Download MCC GL Codes 

**Upload MCC GL Codes**

Browse... Upload MCC GL Codes 

Apply Discard Sort by MCC


Mcc	MCC Description	MCC GL Code	Exception Reporting
0742	VETERINARY SERVICES	1489632	<input checked="" type="checkbox"/>
0763	AGRICULTURAL COOPERATIVES	2236981	<input type="checkbox"/>
0780	HORTICULTURAL AND LANDSCAPING SERVICES	2217893	<input type="checkbox"/>
1520	GENERAL CONTRACTORS RESIDENTIAL AND COMMERCIAL	5578931	<input type="checkbox"/>
1711	AIR CONDITIONING, HEATING, PLUMBING CONTRACTORS	2298745	<input type="checkbox"/>

Under **Exception Reporting**, check all of the MCCs that you want to mark as exceptions. Click **Apply** to save.

## Merchant Category Exception Report

**Merchant Category Exception Report**

INTERNATIONAL COMMUNICATIONS  
HEADQUARTERS  
55 SIXTH AVE  
SUITE 130 50TH FLOOR  
NEW YORK, NY 10012 USA



Printable Version

**REPORTING PERIOD: Posting Date: 06/01/2002 Thru 06/30/2002 (June 2002)**

[Run a new Report](#)

**A 7210 - CLEANING, GARMENT, AND LAUNDRY SERVICES**

Transaction Date	Posting Date	Account Name	Account Number	Merchant Name	Transaction Amount
06/24/2002	06/26/2002	DONALD MORRIS	XXXX-XXXX-XXXX-3126	GATEWAY CLEANERS LOS ANGELES, CA	(125.11)
06/22/2002	06/24/2002	FRANCES MOORE	XXXX-XXXX-XXXX-3127	GATEWAY CLEANERS LOS ANGELES, CA	158.23
06/18/2002	06/20/2002	DONALD MORRIS	XXXX-XXXX-XXXX-3126	GATEWAY CLEANERS LOS ANGELES, CA	32.15
				<b>Transaction Count:</b>	<b>3</b>
					<b>Total Amount:</b> 65.27

**7379 - COMPUTER MAINTENANCE, REPAIR, AND SERVICES**

Transaction Date	Posting Date	Account Name	Account Number	Merchant Name	Transaction Amount
06/24/2002	06/26/2002	DONALD MORRIS	XXXX-XXXX-XXXX-3126	ACE COMPUTER REPAIR LOS ANGELES, CA	(125.11)
06/22/2002	06/25/2002	DONALD MORRIS	XXXX-XXXX-XXXX-3126	ACE COMPUTER REPAIR LOS ANGELES, CA	758.13
06/10/2002	06/12/2002	FRANCES MOORE	XXXX-XXXX-XXXX-3127	QUICKTIME COMPUTER REPAIR LOS ANGELES, CA	28.95
				<b>Transaction Count:</b>	<b>3</b>
					<b>Total Amount:</b> 661.96
				<b>Total Count:</b>	<b>6</b>
					<b>Grand Total:</b> 727.23

**B MERCHANT CATEGORIES WITHOUT ACTIVITY**

7211 - LAUNDRY SERVICES FAMILY AND COMMERCIAL  
7216 - DRY CLEANERS  
7361 - EMPLOYMENT AGENCIES, TEMPORARY HELP SERVICES

- A** The Merchant Category Exception Report categorizes transactions by MCC, helping managers and administrators better understand the types of expenses incurred by the organization.
- B** **Merchant Categories without Activity** lists MCCs that have been marked as exceptions, but do not have activity during the specified reporting period. This section of the report displays only for company administrator users.

## Merchant Exception Reporting

Use merchant exceptions to flag transactions associated with an individual merchant. For example, use merchant exception reporting to track spending activity for specific merchants, providing additional data for contract preparation or negotiations. Or, if a certain merchant is not a preferred vendor, mark it as an exception for tracking purposes.

Marking a merchant as an exception will not prevent cardholders from using the merchant, but if a cardholder charges transactions to that merchant, the transactions will be identified in the Merchant Exception Report.

Merchant exceptions are based on a unique Merchant ID, which identifies a merchant based on the merchant name, city, and state. Merchants with the same name, but a different city and state may have different Merchant IDs. This lets users identify a specific merchant that might be part of a chain.

Only merchant-initiated transactions are included in the report. Non-card transactions and adjustments cannot be marked as exceptions.

Access the Merchant Detail record of the merchant that you want to flag for exception reporting.

#### Financial : Merchant Detail

[Supplier Setup](#)

##### Merchant

Merchant Name	PC CITY
Address	34 MONTGOMERY
Address 2	
City Name	BOSTON
State / Province	MA
Postal Code	
Country Code	USA
Phone Numbers	6142245555
Merchant Category Code	5045 - COMPUTERS, COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE
Unique Merchant ID	544400009048967
Merchant Tax ID	34 1573735
Alternate Tax ID	45-4322451
Sole Proprietor Name	
Legal Corporate Name	PC CITY
Dun & Bradstreet Number	10066
Exception Reporting	<input checked="" type="checkbox"/>

Check **Exception Reporting**. Click **Apply** to save the setting.

## Merchant Exception Report

#### Merchant Exception Report

INTERNATIONAL COMMUNICATIONS  
HEADQUARTERS  
55 SIXTH AVE  
SUITE 130 50TH FLOOR  
NEW YORK, NY 10012 USA



Printable Version

REPORTING PERIOD: Posting Date: 06/01/2002 Thru 06/30/2002 (June 2002)

[Run a new Report](#)

#### **A** MAIJI STREET OFFICE SUPPLY - 5943 - OFFICE, SCHOOL SUPPLY, AND STATIONERY STORES LOS ANGELES, CA

Transaction Date	Posting Date	Account Name	Account Number	Transaction Amount
06/13/2002	06/16/2002	DONALD MORRIS	XXXX-XXXX-XXXX-3126	(235.24)
06/14/2002	06/16/2002	DONALD MORRIS	XXXX-XXXX-XXXX-3126	556.13
06/14/2002	06/16/2002	FRANCES MOORE	XXXX-XXXX-XXXX-3127	23.85
06/13/2002	06/16/2002	FRANCES MOORE	XXXX-XXXX-XXXX-3127	108.77
<b>Transaction Count: 4</b>				<b>Total Amount: 453.51</b>
<b>Total Count: 4</b>				<b>Grand Total: 453.51</b>

#### **B** Merchants without Activity BISTRO 6 - 5812 - EATING PLACES, RESTAURANTS LOS ANGELES, CA OLIVE GARDEN - 5812 - EATING PLACES, RESTAURANTS LOS ANGELES, CA

- A** Any transactions that have been charged to the flagged merchant are listed in the Merchant Exception Report.
- B** **Merchants without Activity** lists merchants that have been marked as exceptions, but do not have activity during the specified reporting period. This section of the report displays only for company administrator users.