

Access[®] Online



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Introduction

You can use a mobile app and web-based dashboard to create, send and manage a virtual card to someone (e.g., staff member, job applicant, intern) that they can use immediately. They do not need to wait for a plastic card to arrive or use their personal card and seek and wait for reimbursement.

Learn more: Be sure to download and install the mobile app. You can also enable face ID or touch ID. Follow the instructions in the cardholder quick start guide. The app is available for both Apple and Android users. You must also be an existing One Card, Corporate Travel Card, or Purchasing Card client with Access Online's Payment Plus function in place. Cardholders should also make sure that their email app resides on the mobile phones.

Accounts overview

Your organization has two linked managing accounts for your virtual card program:

- Payment account
- Single-use account pool

Each card has a 16-digit account number from the single-use account pool and rolls up to the payment account for central billing.

Example: Full credit limit used

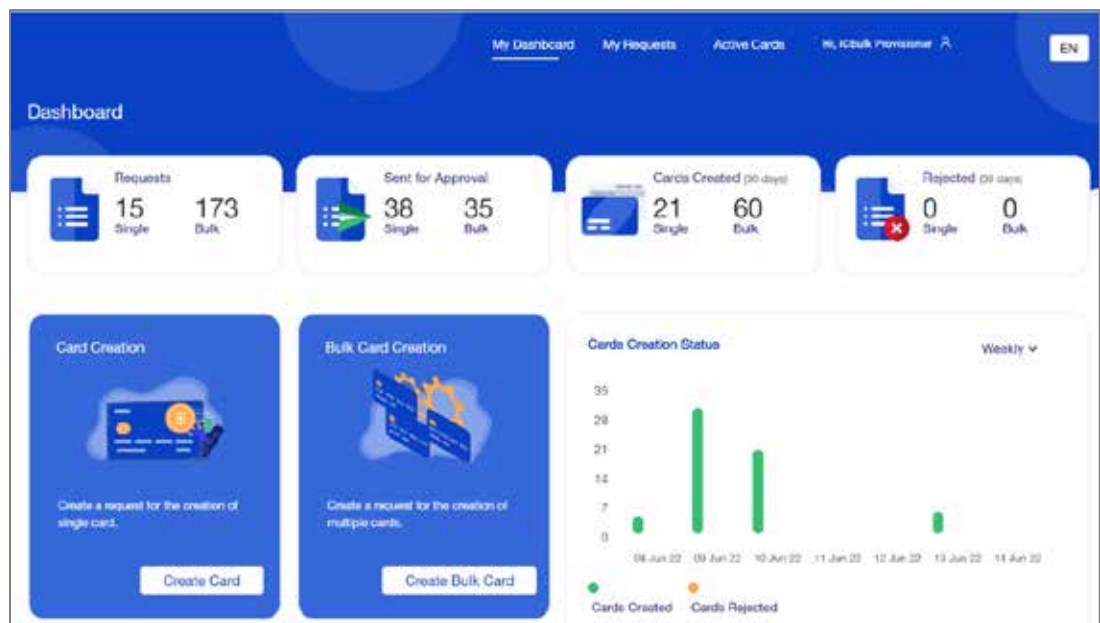
The cardholder has charged the full \$1,200 credit limit on a card. You deactivate the card so the cardholder cannot see the card anymore. If the cardholder needs more money, you should create a new card for the cardholder. After your organization pays the \$1,200 back to the bank, that \$1,200 is available again on the managing account for the issuance of cards.

Example: Partial credit limit used

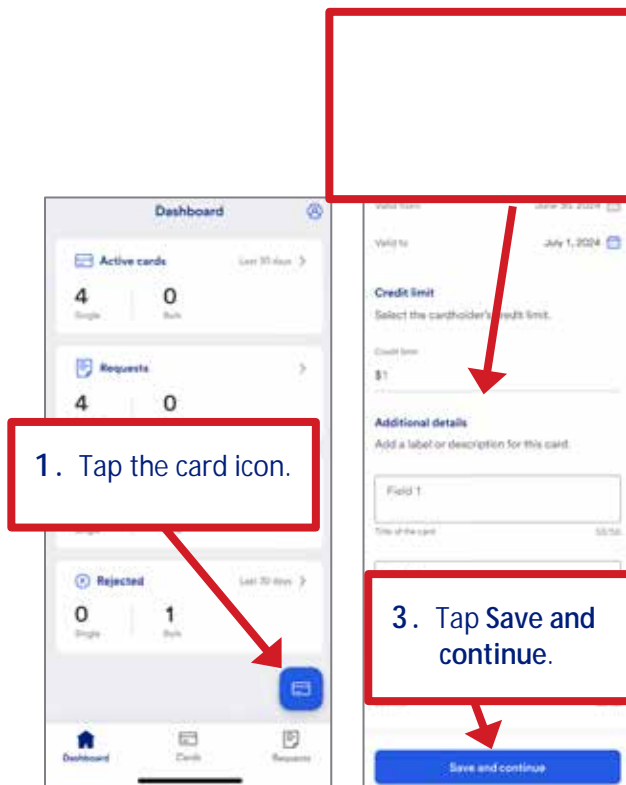
The cardholder has charged a total of \$500 on the card with a \$2,000 credit limit. The card's ending valid date passes and the card expires. The system automatically deactivates the card. The cardholder cannot see the card anymore. The \$1,500 returns to the managing account credit and is available to use for other cards. After your organization pays the \$500 of used credit back to the bank, the remaining \$1,500 is available again on the managing account for the issuance of cards.

Register on the web portal

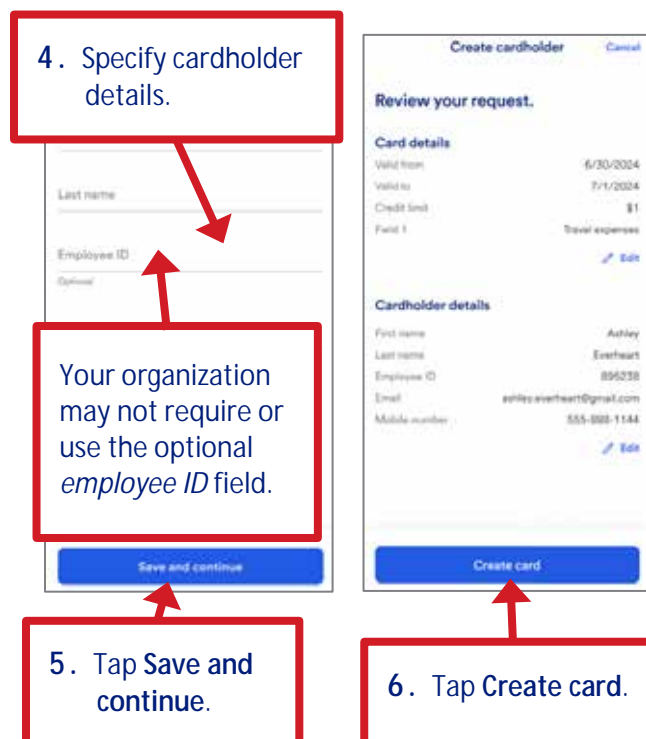
You should register on the web portal. In your registration email, click the link to the portal and follow the on-screen instructions to register, specify a password, and log in. Note that passwords need to be between 8 and 15 characters. For detailed steps, refer to the *Web Portal Registration* video.



Create a card on the mobile app



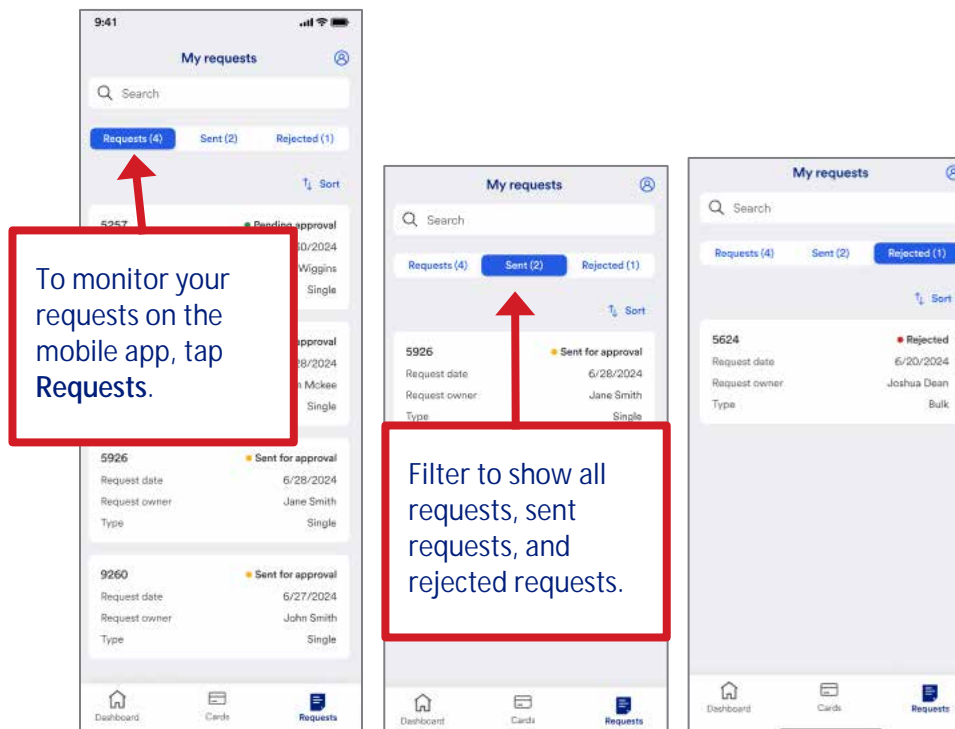
Learn more: Each *Field 1*, *Field 2* and *Notes* field has a limit of 50 characters. Your organization can use these fields to capture any information you like.



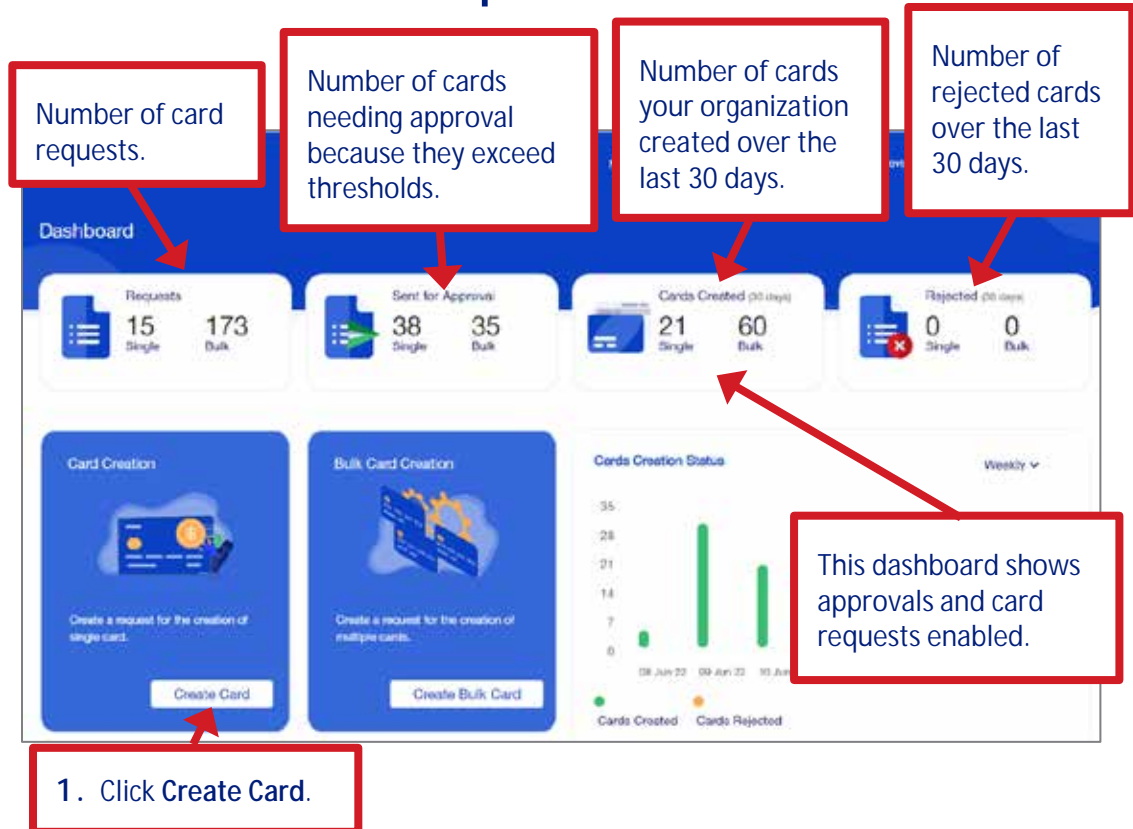
Learn more: After you tap **Send**, the cardholder gets an email message with instructions to access the virtual card, add the virtual card to their mobile wallet, and use the virtual card immediately.

Learn more: You can also monitor your request on the mobile app.

Tip! You can also enable and use Face ID or Fingerprint ID on the mobile app to request the one-time passcode.



Create a card on the portal



Create Card

Card Details:

Card valid from
06/14/2022

Card valid to *
06/30/2022

Card Limit *
\$ 1

Field 1

Field 2

Notes
Special project

Max 50 characters

15/50

Card Holder Details :

First Name *
Carlos

Last Name *
Sanchez

Employee ID
123456789


Email ID *
cpsanchez@acme.com

Mobile Number *
+1 321 123 1234

Create

2. Specify valid dates, credit limit and cardholder details.

3. Click Create.



CARD
COMMERCIAL

..... 0853

Expiration Date 05/25 CW ...

VISA

Tap on the card to view details.

5. Click the card image to request a one-time passcode.

4. Review the card information.

Card Details:

Available credit	Field 1
\$1.00	--
Provisioned credit limit	Field 2
\$1	--
Validity	Notes
06/26/2023 - 07/03/2023	--
Date created	Billing Address
06/26/2023	--
Account ID	
BLICV IC	

Card Holder Details:

Name	Employee ID
Carlos Sanchez	123456
Email ID	Mobile Number
cpsanchez@acme.com	+1 (321) 123-1234

Close

To view card number, CW and billing address, tap
Send OTP

Send OTP

Tap on the card to see the card details.

6. Click Send OTP.

Card Details:

Available credit	Field 1
\$1.00	--
Provisioned credit limit	Field 2
\$1	--
Validity	Notes
06/26/2023 - 07/03/2023	--
Date created	Billing Address
06/26/2023	--
Account ID	
BLICV IC	

Card Holder Details:

Name	Employee ID
Carlos Sanchez	123456
Email ID	Mobile Number
cpsanchez@acme.com	+1 (321) 123-1234

Close

A 6-digit verification has been sent to your registered Email Id.

Verification Code

____ _

15

Card Details:

Available credit	Field 1
\$1.00	__
Provisioned credit limit	Field 2
\$1	__
Validity	Notes
06/26/2023 - 07/03/2023	__
Date created	Billing Address
06/26/2023	__
Account ID	
BLICV IC	

Card Holder Details:

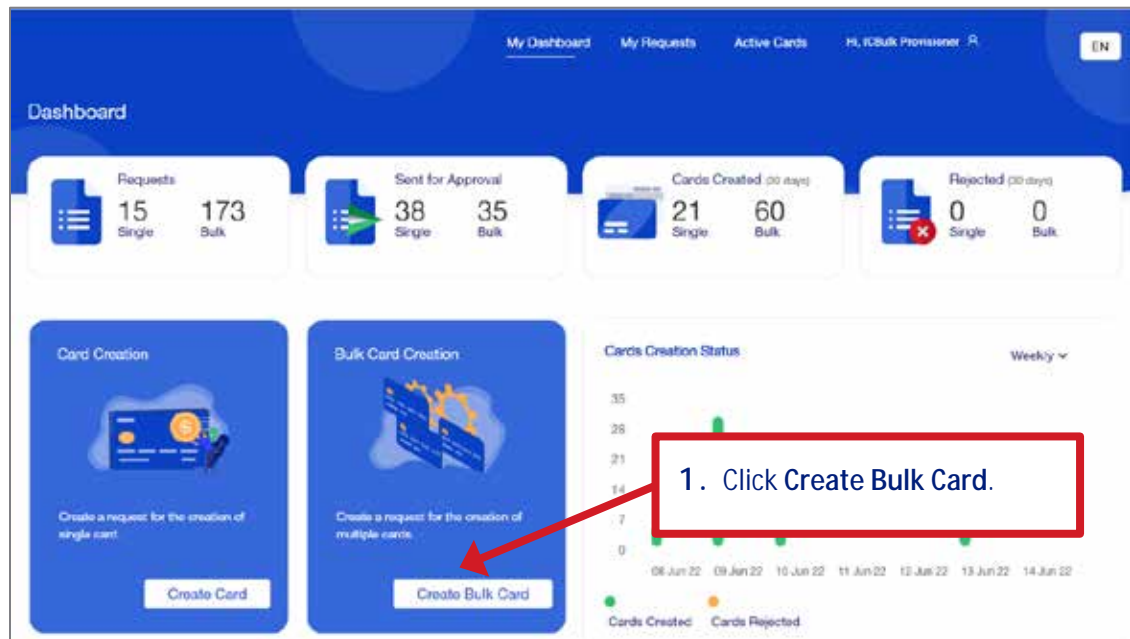
Name	Employee ID
Carlos Sanchez	123456
Email ID	Mobile Number
cpsanchez@acme.com	+1 (321) 123-123

7. Specify the verification code and click **Submit**. After you enter the code, the full account number displays.

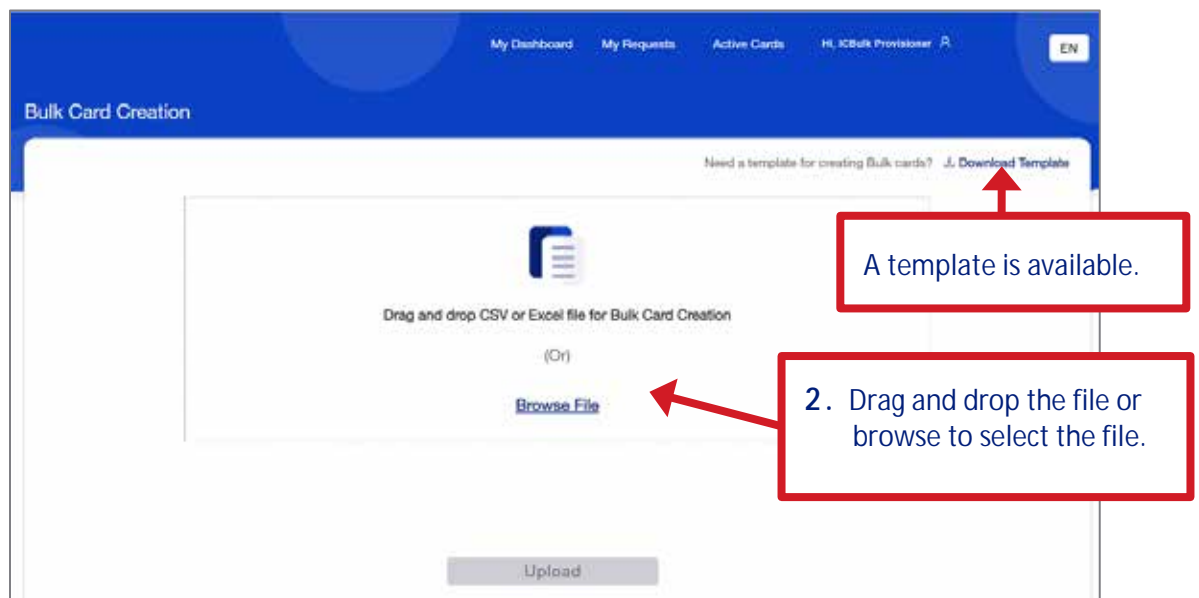
8. Click **Close**.

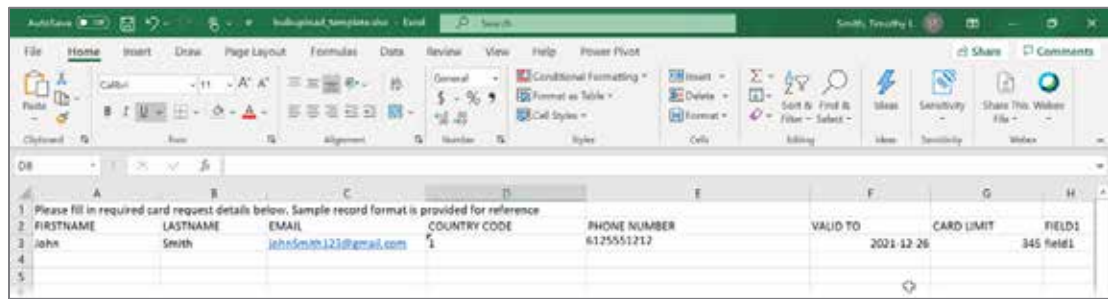
Bulk card creation on the web portal

You can create multiple cards at the same time using a file process.



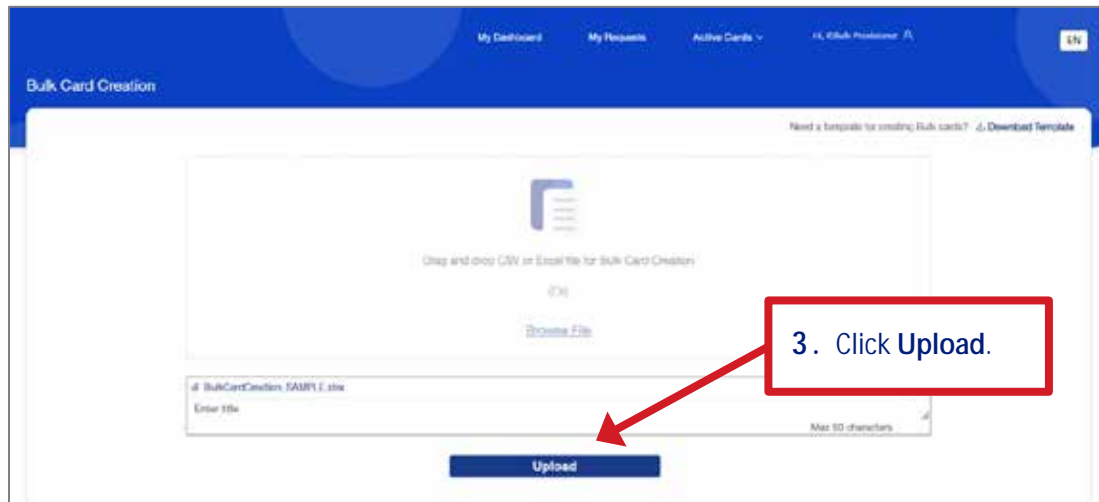
Tip! Before you create bulk cards, ensure that your card pool is large enough to support your needs. For example, if you want to create 300 cards, make sure you have a pool large enough to create 500 cards. Contact your Relationship Manager or Account Coordinator to assess your needs. The card-pool can be resized in about a week. You can create up to 500 cards with one file.



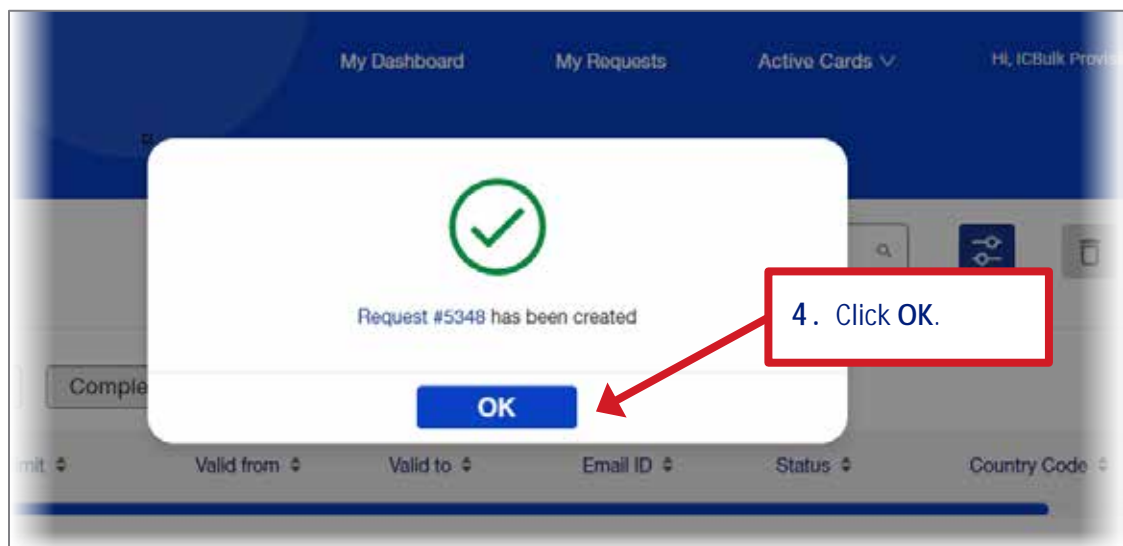


The screenshot shows an Excel spreadsheet with the following data:

1	2	3	4	5	6	7	8	9
	FIRSTNAME	LASTNAME	EMAIL	COUNTRY CODE	PHONE NUMBER	VALID TO	CARD LIMIT	FIELD1
	John	Smith	johnsmith123@gmail.com	1	6125551212	2021-12-26	345	field1



The screenshot shows the 'Bulk Card Creation' interface. A red box highlights the 'Upload' button, with an arrow pointing to it from a text box that says '3. Click Upload.'



The screenshot shows a success message dialog box with a green checkmark icon. The text inside the dialog says 'Request #5348 has been created'. A red box highlights the 'OK' button, with an arrow pointing to it from a text box that says '4. Click OK.'

5. Select all the cards on the *Validated Passed* tab.

6. Select the **Active Cards** to view the cards.

7. Click **Create Cards**.

First Name	Employee ID	Credit limit	Valid from	Valid to	Email ID	Status
Jennifer	223456	1	2023-06-06	2023-07-31	Jennifer.sadash@icbta.com	Awaiting submission
Jim	223456	1	2023-06-06	2023-07-31	Jim.sadash@icbta.com	Awaiting submission
Jose	423456	1	2023-06-06	2023-07-31	Jose.sadash@icbta.com	Awaiting submission
Jürgen	523456	1	2023-06-06	2023-07-31	Jürgen.sadash@icbta.com	Awaiting submission

8. Select the *Requests* tab.

Dashboard

Requests: 15 Single, 173 Bulk

Sent for Approval: 38 Single, 35 Bulk

Cards Created (30 days): 21 Single, 60 Bulk

Rejected (30 days): 0 Single, 0 Bulk

Card Creation: Create a request for the creation of single card. **Create Card**

Bulk Card Creation: Create a request for the creation of multiple cards. **Create Bulk Card**

Cards Creation Status (Weekly):

Date	Cards Created	Cards Rejected
08 Jun 22	1	0
09 Jun 22	28	0
10 Jun 22	21	0
11 Jun 22	0	0
12 Jun 22	0	0
13 Jun 22	1	0
14 Jun 22	0	0

9. Click a request number link.

My Requests

Requests (163) | Sent for Approval (73) | Rejected (0)

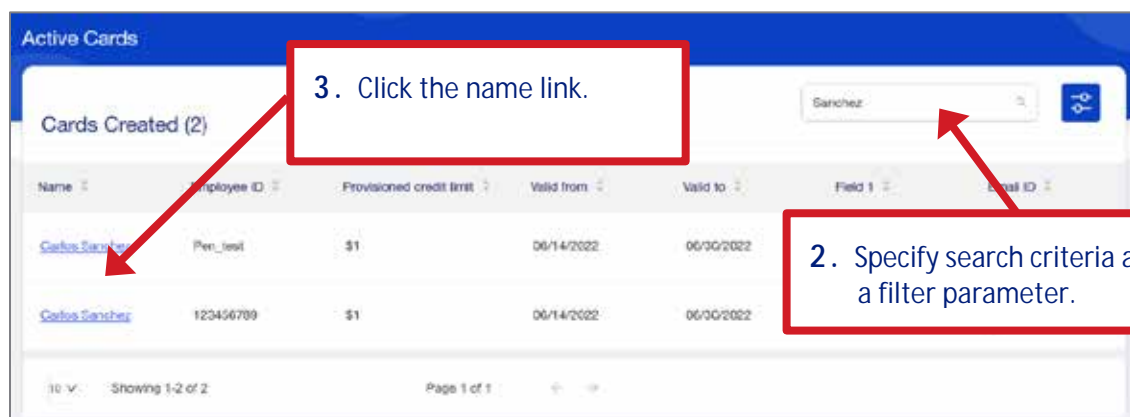
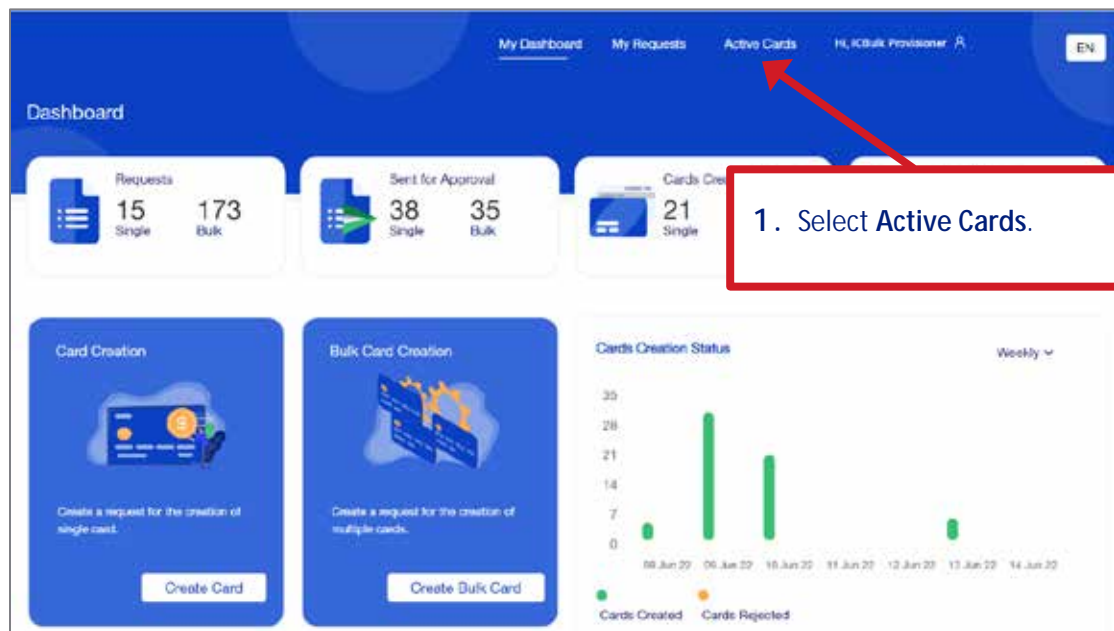
Request Number	Title	Type	Requester	Request Date	Request Amount	Request Status
2329		Bulk				In Progress
2455		Bulk	ICB Bulk Provisioner	08/19/2021	2	In Progress
2485		Bulk	ICB Bulk Provisioner	08/24/2021	4	In Progress
2502		Bulk	ICB Bulk Provisioner	09/17/2021	1	In Progress
2693		Bulk	ICB Bulk Provisioner	10/29/2021	4	In Progress

The screenshot shows a web interface for 'Request #3684'. At the top, there are navigation links: 'My Dashboard', 'My Requests', 'Active Cards', and 'Help/Feedback'. Below these, there are two tabs: 'Validation Passed(1)' and 'Failed Validation(1)'. A red arrow points from the 'Failed Validation(1)' tab to a callout box. The main area contains a table with columns: 'First Name', 'Employee ID', 'Credit limit', 'Valid from', and 'Valid to'. A red arrow points from the table to another callout box. At the bottom right, there is a 'Validate' button.

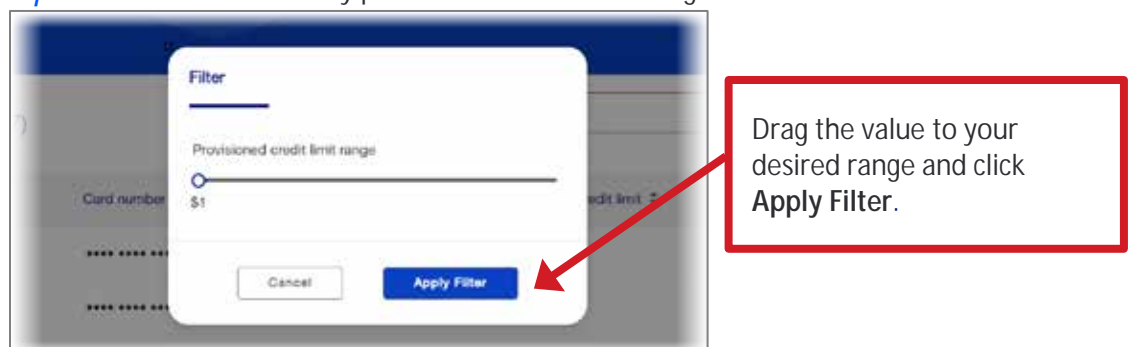
10. Check the validation tabs to see which cards passed and which failed.

11. Edit or delete any items from your file and then upload the file again.

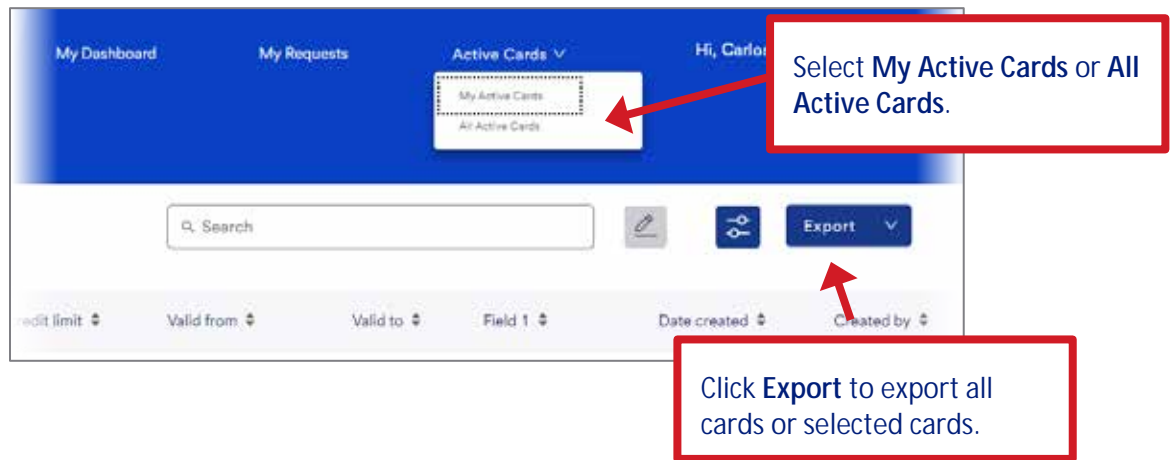
View card detail and transactions on the portal



Tip! You can filter the list by provisioned credit limit range.



Tip! You may have access to only the cards that you created or you may have access to all cards in your program. You can also export all cards or selected cards.



Carlos Sanchez

COMMERCIAL

..... 8158

Expiration Date
05/25

CW
...

VISA

Tap on the card to view Instant Card details.

Card Details

Transactions

5. Click the card image to request a one-time passcode.

Card Details:

Available credit

\$28.00

Provisioned credit limit

\$28

Validity

08/17/2022 - 01/02/2023

Date created

01/26/2022

Account ID

BLICV IC

Field 1

--

Field 2

--

Notes

--

Billing Address

--

4. View card details, including available credit.

Card Holder Details:

Name

Carlos Sanchez

Email

carlos.sanchez@acme.com

Employee ID

123456789

Mobile Number

(321) 123-1234

Deactivate

Tip! Depending on your access rights in the system, you may also be able to edit the credit limit and the valid dates.

Carlos Sanchez

To view card number, CVV and billing address, tap
Send OTP

Send OTP

Tap on the card to see the card details.

Card DetailsTransactions

Card Details:

Available credit
\$28.00

Provisioned credit limit
\$28

Validity
08/17/2022 - 01/02/2023

Date created
01/26/2022

Account ID
BLICV IC

Field 1
--

Field 2
--

Notes
--

Billing Address
--

Card Holder Details:

Name
Carlos Sanchez

Email
carlos.sanchez@acme.com

Employee ID
123456789

Mobile Number
(321) 123-1234

Deactivate

6. Click Send OTP.

Carlos Sanchez

A 6-digit verification has been sent to your registered Email Id.

Verification Code

— — — — —

[Resend code](#)

Submit

Card Details Transactions

Card Details:

Available credit	Field 1
\$28.00	— —
Provisioned credit limit	Field 2
\$28	— —
Validity	Notes
08/17/2022 - 01/02/2023	— —
Date created	Billing Address
01/26/2022	— —
Account ID	
BLICV IC	

Name	Employee ID
Carlos Sanchez	123456781
Email	Mobile Number
carlos.sanchez@acme.com	+1 (321) 123-1234

7. Enter the code to view additional details, including the full account number, CVV, and billing address.

Carlos Sanchez

COMMERCIAL

..... 8158

Expiration Date 05/25

CVV ...

VISA

Tap on the card to view Instant Card details.

Card Details

Transactions

Card Details:

Available credit

\$28.00

Provisioned credit limit

\$28

Validity

08/17/2022 - 01/02/2023

Date created

01/26/2022

Account ID

BLICV IC

Field 1

Field 2

Notes

Billing Address

Card Holder Details:

Name

Carlos Sanchez

Email

carlos.sanchez@acme.com

Employee ID

123456789

Mobile Number

(321) 123-1234

Deactivate

8. Click Transactions to view transactions.

Carlos Sanchez

COMMERCIAL

..... 4686

Expiration Date 05/25

CW

VISA

Tap on the card to view Instant Card details.

Card Details

Transactions

Transactions (20)

Available credit \$354.00

Date	Merchant name	Transaction amount
Feb 16, 2022	SAETA	\$212.82
Feb 16, 2022	SCHOOLS	\$47.54
Feb 16, 2022	AIR CONDITIONING	\$254.69
Feb 16, 2022	PEABODY	\$1,492.41
Feb 16, 2022	BICYCLE SHOP	\$557.86
Feb 16, 2022	SPRINGHILL SUITES	\$58.17
Feb 16, 2022		\$211.71
Feb 16, 2022		\$917.01

Showing 1-8 of 20

<

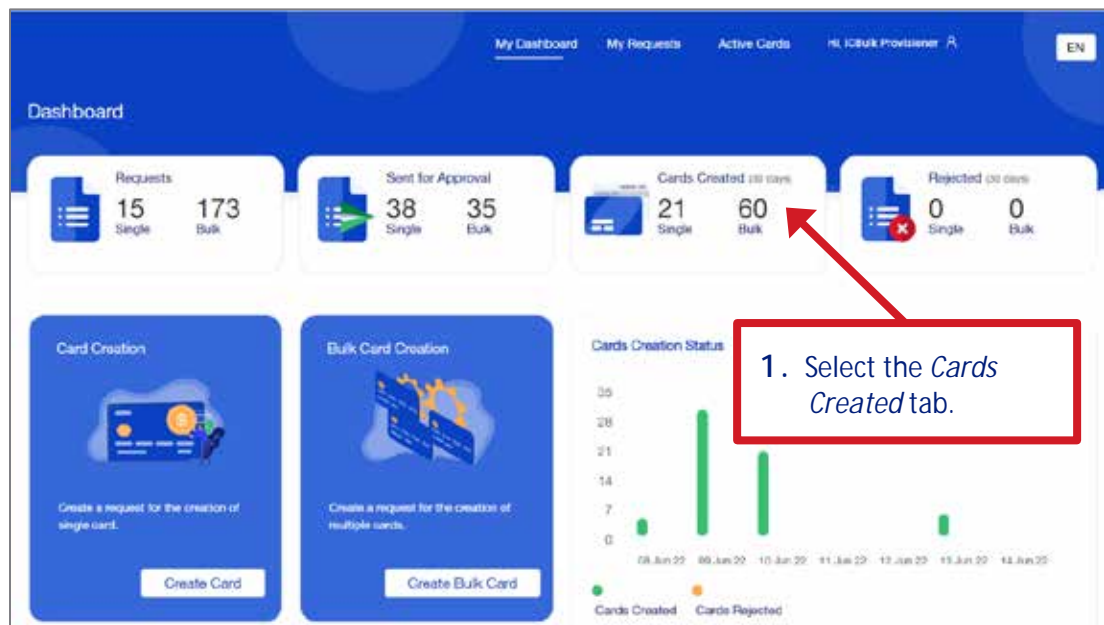
1 OF 3

>

Deactivate

Tip! You may be able to view one list of all posted transactions.

Deactivate a card on the portal



The screenshot shows the 'Active Cards' section with a search bar containing 'Sanchez'. Below is a table titled 'Cards Created (2)'. A red arrow points to the first row of the table, which is highlighted in a red box with the text '2. Search for the card and click the name link.'

Name	Employee ID	Provisioned credit limit	Valid from	Valid to	Field 1	Email ID
Carlos Sanchez	Pen_test	\$1	06/14/2022	06/30/2022		carlos.sanchez@acme.com
Carlos Sanchez	123456789	\$1	06/14/2022	06/30/2022		cpsanchez@acme.com

Showing 1-2 of 2
Page 1 of 1

Carlos Sanchez

COMMERCIAL

..... 2554

Expiration Date 07/25

CW ..

VISA

Tap on the card to view Instant Card details.

Card Details

Transactions

Card Details:

Available credit

\$1.00

Validity

09/15/2022 - 09/22/2022

Billing Address

Notes

Provisioned credit limit

\$ 1

Field 1

Field 2

Card Holder Details:

Name

Carlos Sanchez

Email

Carlos.Sanchez@acme.com

Employee ID

123456

Mobile Number

+1 (123) 456-7890

3. Click Deactivate.

Deactivate

Overall program administration tasks

Depending on your access rights, you can perform additional program management tasks on the web portal. You may be able to:

- Create a user profile for a provisioner or approver
- Search for existing provisioners
- View profiles
- Change company address
- Edit profiles – contact the bank for edits or removal of user profiles

Create and view a user profile

The image consists of two screenshots of the 'Administration' web portal interface, with numbered callouts explaining the steps to create and view a user profile.

Top Screenshot: Creating a New User Profile

- 1. Click Create New User Profile to enable another Program Administrator to create or approve cards.** (Points to the 'Create User Profile' button)
- 2. Specify the profile information.** (Points to the form fields for Name, Last Name, Email, etc.)
- 3. Click Save.** (Points to the 'SAVE' button at the bottom right)

Bottom Screenshot: Viewing a User Profile

- 4. To view a profile, click View and Edit Profiles.** (Points to the 'View and Edit Profiles' button)
- 5. Select the profile.** (Points to a profile card for 'Lynn Ayersic' in the list on the left)

The interface includes a search bar, filter options, and a list of user profiles. The profile card for 'Lynn Ayersic' shows details such as ID (acme123), Email (lynnayersic2000@gmail.com), and Mobile No (+1 770 335 3382).

Learn more: You cannot edit or delete profiles. Create a new user profile if you need a different email address for this person. Contact the bank for assistance if you need changes to or deletion of a user profile.

Learn more: If your organization is using approval workflow, then you create your approvers using this process. You can add the approver role to an existing provisioner. You can also toggle between viewing a user's approver role and their provisioner role.

View your company address

Your company address is used as the billing address used by cardholders for purchases.

The screenshot shows the 'Administration' section of a web application. At the top, there are three buttons: 'Create User Profile' (blue), 'View and Edit Profiles' (light blue), and 'Settings' (light blue). Below these buttons, there are two tabs: 'Create New User Profile' and 'Create Bulk User Profiles'. The 'Create New User Profile' tab is active, showing a form with fields for 'ID', 'First Name', 'Last Name', 'Mobile Number', and 'Email'. A red box highlights the 'Settings' button, and a red arrow points to it from a text box that says '1. To view your company address, click Settings.' A 'SAVE' button is located at the bottom right of the form.

The screenshot shows the 'Administration' section of a web application. At the top, there are three buttons: 'Create User Profile', 'View and Edit Profile', and 'Settings'. Below these is the 'Card and Mileage settings' section. It contains a 'Company Name' dropdown menu with 'My Insta Company' selected. Under the 'Company Address' sub-section, there are input fields for 'Country*' (United States), 'State*' (Georgia), 'City*' (Marietta), 'Flat' (Three zero five Five FIVE zero zero zero), 'Street Address*' (2541 Meadowgreen Tr), and 'Zipcode*' (30078). A red box highlights the 'Company Address' section, and a red arrow points from it to the 'Country' field. A text box next to the arrow contains the instruction: '2. View your company address. If you need it updated, contact the bank.' At the bottom right, there are 'Cancel' and 'Save' buttons.

Approval workflow

Your organization may configure a workflow approval process for card setup. The three major tasks for using workflow are:

- Specify approval workflow settings
- Create approvers
- Approve or reject card requests

Specify approval workflow settings

Administration

Create User Profile View and Edit Profiles Settings

Create New User Profile Create Bulk User Profiles

ID *
Enter Expense Wizard

Select job role *

Email *
username@email.com

First Name *
Enter first name here

Company Name *
Acme

Mobile Number *
+1 [] Enter 10 digit mobile number

Alternate Contact Number
+1 [] Enter 10 digit mobile number

Report to *
Enter Report to

SAVE

Card and Mileage settings

Company Name
IT CARD CO

Company Address

Approval

Single Card Approval
Enable Disable

Approval Thresholds
Credit limit []

Bulk Card Approval

Enable Disable

Threshold Amount
[] All the requests above this amount requires approval

Enable Disable

Cancel Save

1. Click Settings.

2. On the *Approval* tab, select to enable single and/or bulk card approval.

3. Specify approval thresholds and amount (e.g., require approval for cards with credit limits over \$1,000 and card validity periods greater than 30 days).

4. Enable cardholders to request cards, if desired.

5. Click Save.

Create approvers

Administration

Create User Profile View and Edit Profiles Settings

Create New User Profile Create Bulk User Profiles

ID *
Enter Expense Wizard

Select job role *

Email *
username@email.com

First Name *
Enter first name here

Last Name *
Enter last name here

Company Name *
Acme

Mobile Number *
+1 [] Enter 10 digit mobile number

Alternate Contact Number
+1 [] Enter 10 digit mobile number

Report to *
Enter Report to

SAVE

1. Select the **Approver** role to make the user an approver.

2. Click Save.

Learn more: The approver gets an email after you set up their user profile that lets them know they are an approver and prompts them to register on the web portal. They complete all their approvals tasks on the web portal.

Approve or reject card requests

An approver approves or rejects single and/or bulk card requests. If the approver rejects the card request, they must provide a reason. Approvers use the web portal to complete their tasks.

Approvers receive an email when they have a card request ready to review and approve/reject.

The image shows two screenshots of the 'My Approvals' web portal interface, illustrating the steps to approve or reject card requests.

Step 1: Log in to the web portal to access the list of card requests that need approval.

Step 2: Sort and filter the list, as needed.

Step 3: Click the request number to view details.

Step 4: Click **Reject** or **Approve**.

Step 5: The process for approving a batch of card requests from a bulk file is the same. Select the batch and click **Reject** or **Approve**.

The first screenshot shows the 'My Approvals' page with a table of pending approvals. The table has columns: Request No., Type, Provisioner, Request Date, No. of cards, Credit limit, Cardholder, and Status. Two rows are visible, both with status 'Pending Approval'. Below the table are 'Reject' and 'Approve' buttons.

The second screenshot shows the 'My Approvals' page with a table of pending approvals. The table has columns: Request No., Type, Provisioner, Request Date, No. of cards, Credit limit, Cardholder, and Status. Two rows are visible, both with status 'Pending Approval'. Below the table are 'Reject' and 'Approve' buttons.

Learn more: If you select **Approve**, the system creates the card immediately. If you reject a card request, then you must provide a reason. When you approve a card request, the system sends an email to the provisioner and the cardholder. When you reject a card request, the system also sends an email to the provisioner and/or the cardholder (depending on who requested the card).

Override a rejected card request

You can select one or more rejected card requests and approve them, thereby overriding the rejections. You can search and filter the list of rejected card requests to find the rejected card requests you want to override (e.g., search for all rejected requests under \$500). Click the request number link to view detail.

My Approvals

Hi, TLS Approver · R

EN

Pending Approval(2) Rejected(3)

Search

<input type="checkbox"/>	Request No	Type	Provisioner	Request Date	No. of cards	Credit limit	Cardholder	Status
<input type="checkbox"/>	273	Single	Lynn Ayersuat2	05/11/2021	1	2		
<input type="checkbox"/>	283	Single	Lynn Ayersuat2	05/12/2021	1	2		
<input type="checkbox"/>	303	Single	Tls Provisioner	05/12/2021	1	2	TLS Card User	Rejected

Showing 1-3 of 3

Page 1 of 1

Cancel Approve

1. To override a rejected card request, select the rejected card request.

2. Click Approve.

Security

The system uses a uniquely generated card number, expiration date and security code as a proxy, making the system highly secure. You can limit fraud by setting short expiration periods and setting card limits for only the items that the cardholder needs to purchase. Mobile wallet use provides an additional layer of payment security.

Declined authorizations

Cardholder Account Profile
Account Authorizations

Card Account Number: *****4561, MEGAN ACKERMAN
Card Account ID: 172245619071

Name:
Records 1 - 2 of 2

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
02/17/2011	04:42 PM ET	Approved	074354	Mail/Pin Ord	\$0.00	5399	MISCELLANEOUS
02/17/2011	03:34 PM ET	Declined		Mail/Pin Ord	\$0.00	5399	MISCELLANEOUS

Records 1 - 2 of 2

You can look up declined authorizations in Access Online using the Account Profile: Account Authorizations function.

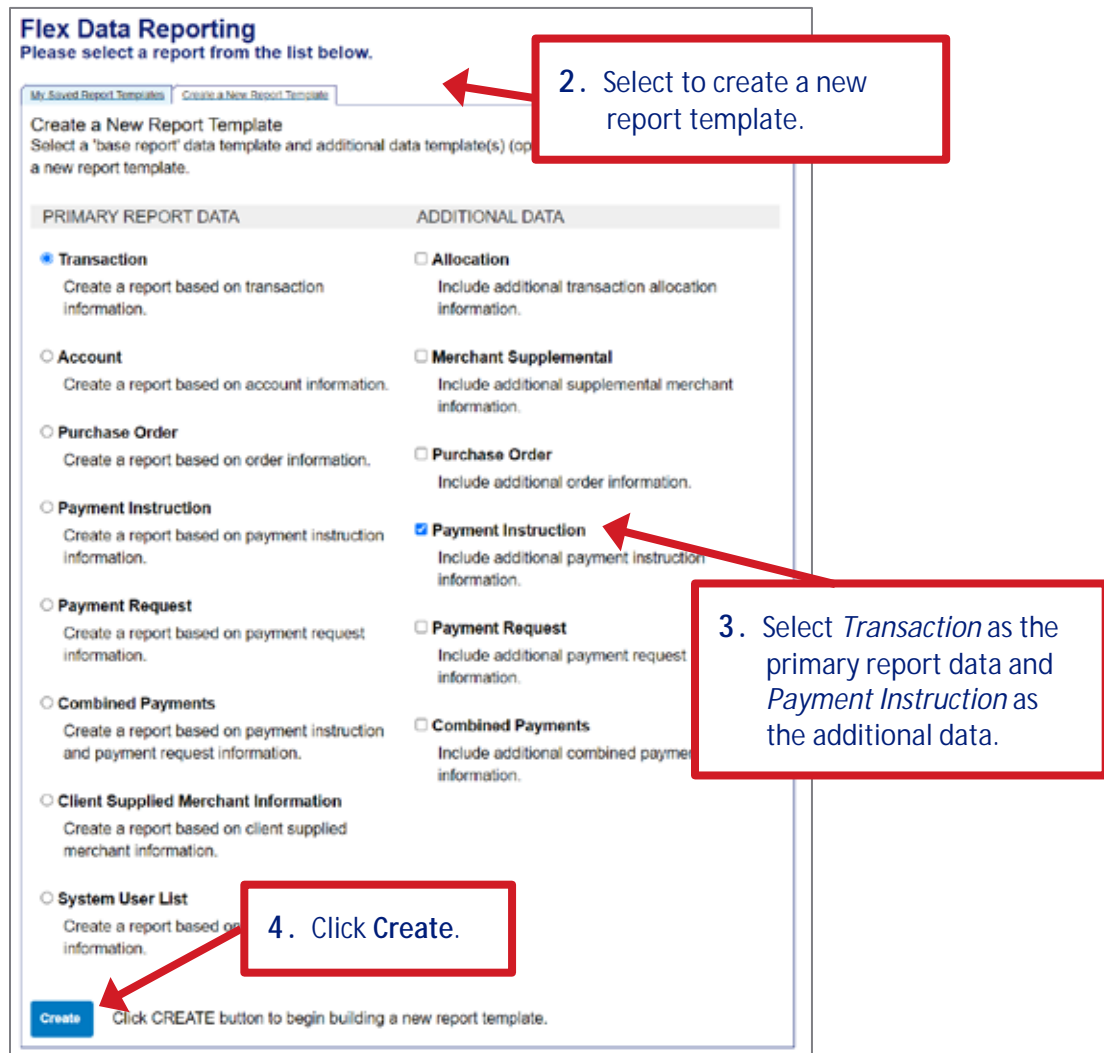
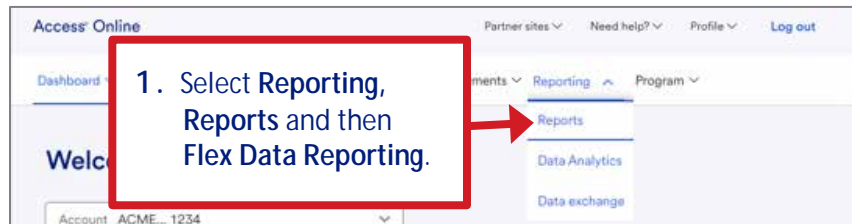
You can view declined authorizations in Access Online. Find the last four digits of the single-use account number in the virtual card system. Then, in Access Online, open the **Accounts** menu and select **Account Information** and then click the **Account Profile** link. Search for the transaction by the last four digits of the account number. Select to look at *Account Authorizations*.

[Learn more:](#) For detailed steps and common decline reasons, refer to the *Access Online: Declined transactions* quick start guide.

Reporting

The mobile app and the dashboard integrate with Access Online, so your reports in Access Online include all accounts and transactions. Your Access Online extract files also contain mobile app transactions.

You can also use the Flex Data Reporting function to create and schedule a custom report that includes mobile app information.



Flex Data Reporting

Transaction w/Payment Instruction

Report Name:
Transaction-Payment Instruction, 06May2021

Report Description:
Transaction w/Payment Instruction

Output Type: Excel **Output Parameter Page Placement:** End Optional for PDF only.

- Select the check box(es) next to the desired column names for the report. Column titles can be abbreviated or renamed; type the new title in the RENAME field.
- Select the TOTAL check box(es) to indicate that you want totals calculated for that column on the PDF output report.
- Select the desired FILTER check box(es) to determine report content, then continue to FILTER FOR CONTENT tab to define criteria. Only one hierarchy filter can be selected.
- WRAP DATA: Enter a desired column width (in) to format data wrapping in the PDF output report; leave field blank to allow default column width.

Select Report Columns	Rename Report Columns	Wrap Data	Total	Filter
[-] Hierarchy <input type="checkbox"/> Select All for Hierarchy				
<input checked="" type="checkbox"/> Account ID				<input type="checkbox"/>
<input checked="" type="checkbox"/> Account Number				<input type="checkbox"/>
<input checked="" type="checkbox"/> Account Unique ID				<input type="checkbox"/>
<input type="checkbox"/> Processing Hierarchy				
Include these Processing Hierarchy names in report:				
<input type="checkbox"/> Select All <input type="checkbox"/> Processing Hierarchy Bank Name <input type="checkbox"/> Agent Name <input type="checkbox"/> Company Name <input type="checkbox"/> Division Name <input type="checkbox"/> Department Name				
<input type="checkbox"/> Reporting Hierarchy				
Include these Reporting Hierarchy names in report:				
<input type="checkbox"/> Select All <input type="checkbox"/> Reporting Hierarchy Bank Name <input type="checkbox"/> Level 1 Name <input type="checkbox"/> Level 2 Name <input type="checkbox"/> Level 3 Name <input type="checkbox"/> Level 4 Name				
<input type="checkbox"/> Level 5 Name <input type="checkbox"/> Level 6 Name <input type="checkbox"/> Level 7 Name				
[-] Account <input type="checkbox"/> Select All for Account				
<input checked="" type="checkbox"/> Account Name				
<input type="checkbox"/> Account Status				
<input type="checkbox"/> Account Status Date				<input type="checkbox"/>
<input type="checkbox"/> Account Status Description				
<input type="checkbox"/> Billing Type				<input type="checkbox"/>
<input type="checkbox"/> Identification Number				
<input type="checkbox"/> Lost Stolen				
<input type="checkbox"/> Managing Account Name				
<input type="checkbox"/> Managing Account Name Line 2				
<input type="checkbox"/> Managing Account Number				
<input type="checkbox"/> Optional 1				
<input type="checkbox"/> Optional 2				
<input type="checkbox"/> Replacement Account Number				
<input type="checkbox"/> Short Name				
[-] Merchant <input type="checkbox"/> Select All for Merchant				
<input type="checkbox"/> MCC				<input type="checkbox"/>
<input type="checkbox"/> MCC Description				
<input type="checkbox"/> MCC Code				
<input type="checkbox"/> MCC Description				<input type="checkbox"/>
<input type="checkbox"/> Merchant Name				
<input type="checkbox"/> Payment Instruction Merchant City				
<input type="checkbox"/> Source Currency Amount				<input type="checkbox"/>
<input type="checkbox"/> Total Amount Matched to Orders				<input type="checkbox"/>
<input checked="" type="checkbox"/> Transaction Amount				<input type="checkbox"/>
<input type="checkbox"/> Transaction Approval Status				<input type="checkbox"/>
<input type="checkbox"/> Transaction Comment 1				
<input type="checkbox"/> Transaction Comment 2				
<input type="checkbox"/> Transaction Comment 3				
<input type="checkbox"/> Transaction Comment 4				
<input type="checkbox"/> Transaction Comment 5				
<input checked="" type="checkbox"/> Transaction Date				<input checked="" type="checkbox"/>
<input type="checkbox"/> Transaction Management Custom Field 1				
<input type="checkbox"/> Transaction Management Custom Field 2				
<input type="checkbox"/> Transaction Management Custom Field 3				
<input type="checkbox"/> Transaction Management Custom Field 4				
<input type="checkbox"/> Transaction Management Custom Field 5				
<input type="checkbox"/> Transaction Reviewed Status				<input type="checkbox"/>
<input type="checkbox"/> Transaction Type				<input type="checkbox"/>
<input type="checkbox"/> Transaction Unique Identifier				

5. Rename and edit your report, if desired.

6. Select the fields to include.

Common Flex Data fields to support virtual cards

• Percent fulfilled	• Date	• Transaction amount
• Account Name	• Email	• Transaction date
• Amount	• Employee ID	• Transaction Merchant City
• Billed Amount	• Exception reason	• Transaction Merchant Name
• Cycle Close Date	• Field 1	• Transaction Merchant State/Province
• Date	• Field 2	• Transaction Unique Identifier
• Percent fulfilled	• Notes	• User ID
• Account Name	• Phone	
• Amount	• Posting Date	
• Billed Amount	• Purchase Method	
• Cycle Close Date	• Reference Number	

After you select the data, you can specify sort and display option, and then save, run, and schedule your report. For example, you can schedule the report to run every week on Thursday for the next three years.

[Learn more:](#) For detailed steps on creating and saving a Flex Data report, refer to the *Access Online: Flex Data reports* and *Access Online: Data dictionary for Flex Data reports* user guides. For detailed steps on scheduling your report, refer to the *Access Online: Report scheduler* user guide.

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