

# Access<sup>®</sup> Online



# Content

Introduction .....	2
Accounts overview.....	2
Example: Full credit limit used.....	2
Example: Partial credit limit used .....	2
Register on the web portal .....	3
Create a card on the mobile app .....	4
Create a card on the portal.....	5
Bulk card creation on the web portal.....	9
View cards on mobile app .....	12
View card detail and transactions on the portal .....	13
Deactivate a card on the portal .....	20
Overall program administration tasks .....	22
Create and update a user profile .....	22
Change your company address.....	23
Approval workflow .....	24
Specify approval workflow settings .....	24
Create approvers .....	25
Approve or reject card requests .....	25
Override a rejected card request.....	26
Security .....	27
Declined authorizations.....	27
Reporting .....	28

# 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 Visa cards 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

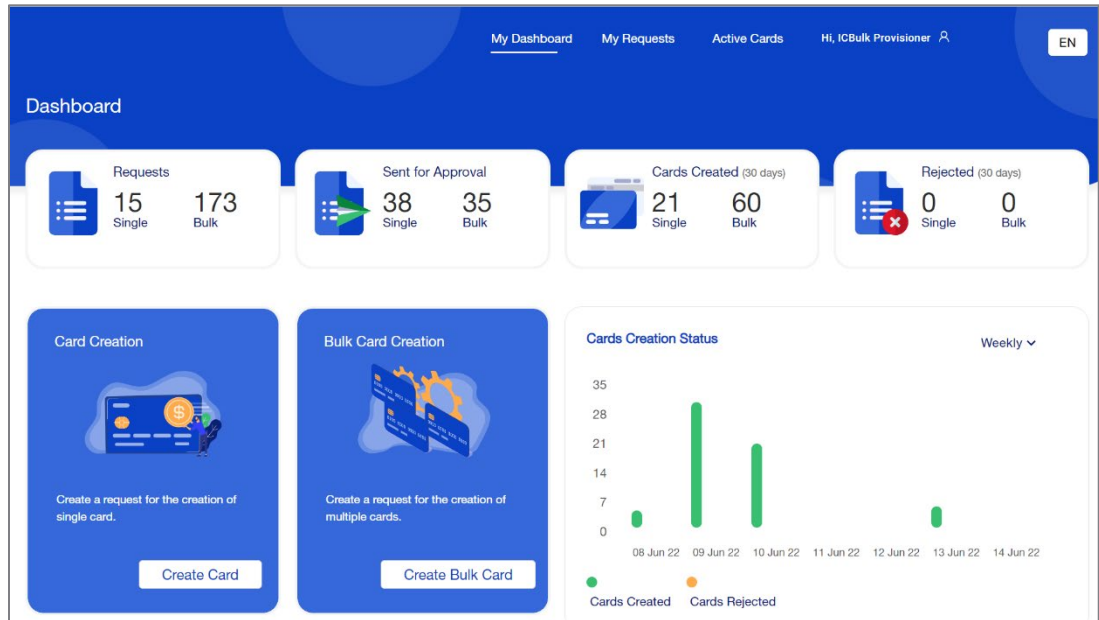
The cardholder has charged the full \$1,200 credit limit on a card. You deactivate the card so the cardholder cannot see the card anymore. If the cardholder needs more money, you should create a new card for the cardholder. After your organization pays the \$1,200 back to the bank, that \$1,200 is available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

### Example: Partial credit limit used

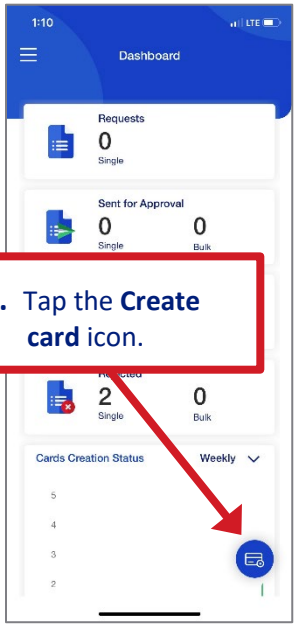
The cardholder has charged a total of \$500 on the card with a \$2,000 credit limit. The card's ending valid date passes and the card expires. The system automatically deactivates the card. The cardholder cannot see the card anymore. The \$1,500 returns to the managing account credit and is available 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

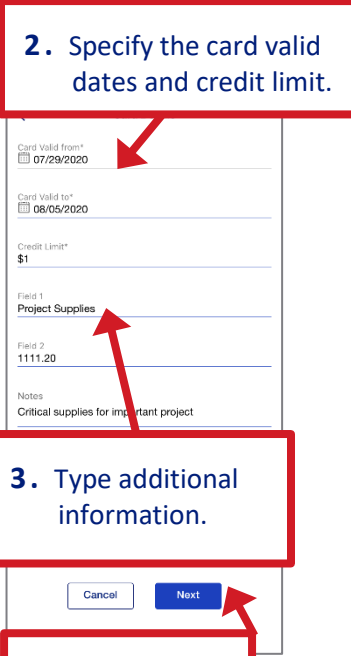
You should register on the web portal. In your registration email, click the link to the portal and follow the on-screen instructions to register, specify a password, and log in. For detailed steps, refer to the *Web Portal Registration* video.



## Create a card on the mobile app



1. Tap the **Create card** icon.



2. Specify the card valid dates and credit limit.

Card Valid from\*  
07/29/2020

Card Valid to\*  
08/05/2020

Credit Limit\*  
\$1

Field 1  
Project Supplies

Field 2  
1111.20

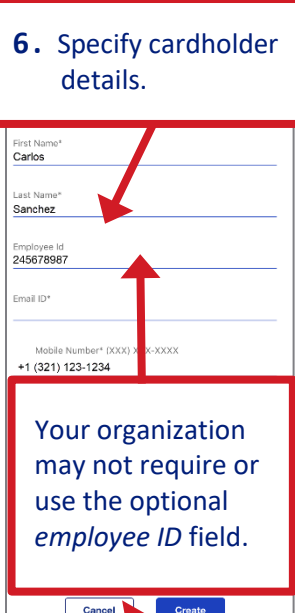
Notes  
Critical supplies for important project

Cancel Next

3. Type additional information.

4. Tap **Next**.

**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.



6. Specify cardholder details.

First Name\*  
Carlos

Last Name\*  
Sanchez

Employee Id  
245678987

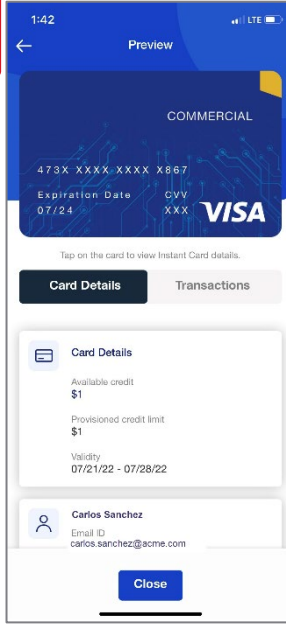
Email ID\*

Mobile Number\* (XXX)X-X-XXXX  
+1 (321) 123-1234

Cancel Create

Your organization may not require or use the optional *employee ID* field.

7. Tap **Create**.



1:42 Preview

COMMERCIAL

473X XXXX XXXX X667

Expiration Date 07/24 CVV XXX

VISA

Tap on the card to view Instant Card details.

Card Details Transactions

Card Details

Available credit  
\$1

Provisioned credit limit  
\$1

Validity  
07/21/22 - 07/28/22

Carlos Sanchez  
Email ID  
carlos.sanchez@acme.com

Close

**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. Tap **Save for Later** if you do not want to send the card immediately. Cards that you have saved for later have a yellow indicator near the card.

## Create a card on the portal

The dashboard displays the following metrics and actions:

- 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

Actions available:

- 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 view showing 0 Cards Created and 0 Cards Rejected on 08 Jun 22, and 21 Cards Created and 0 Cards Rejected on 09 Jun 22.

Callouts:

- Number of card requests.
- Number of cards needing approval because they exceed thresholds.
- Number of cards your organization created over the last 30 days.
- Number of rejected cards over the last 30 days.
- This dashboard shows approvals and card requests enabled.
- 1. Click **Create Card**.

### Create Card

**Card Details:**

Card valid from  
06/14/2022

Card valid to \*  
06/30/2022

Card Limit \*  
\$ 1

Field 1

Notes  
Special project

Field 2

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.**

**Preview**

To view card number, CW and billing address  
Send OTP

**Send OTP**

Tap on the card to see the card details.

**Card Details:**

Available credit	Provisioned credit limit
<b>\$ 1.00</b>	\$ 1
Validity	Field 1
07/21/2022 - 07/28/2022	---
Billing Address	Field 2
---	---
Notes	
---	

**Card Holder Details:**

Name	Employee ID
John Smith	---
Email ID	Mobile Number
JSmithTest2022@Yahoo.com	+1 (612) 555-5555

**Close**

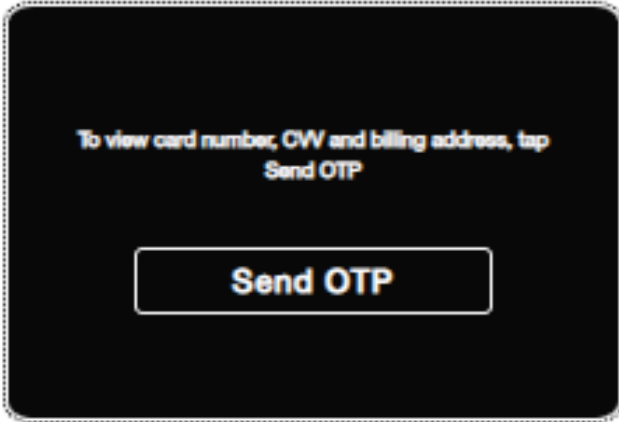
5. Click the card image to request a one-time passcode.

4. Review the card information.



## Preview

After you enter the passcode, the full account number displays.



Tap on the card to see the card details.

### Card Details:

Available credit  
**\$ 1.00**

Provisioned credit limit  
\$ 1

Validity  
07/21/2022 - 07/28/2022

Field 1  
---

Billing Address  
---

Field 2  
---

Notes  
---

### Card Holder Details:

Name  
Carlos Sanchez

Employee ID  
---

Email ID  
carlos.sanchez@acme.com

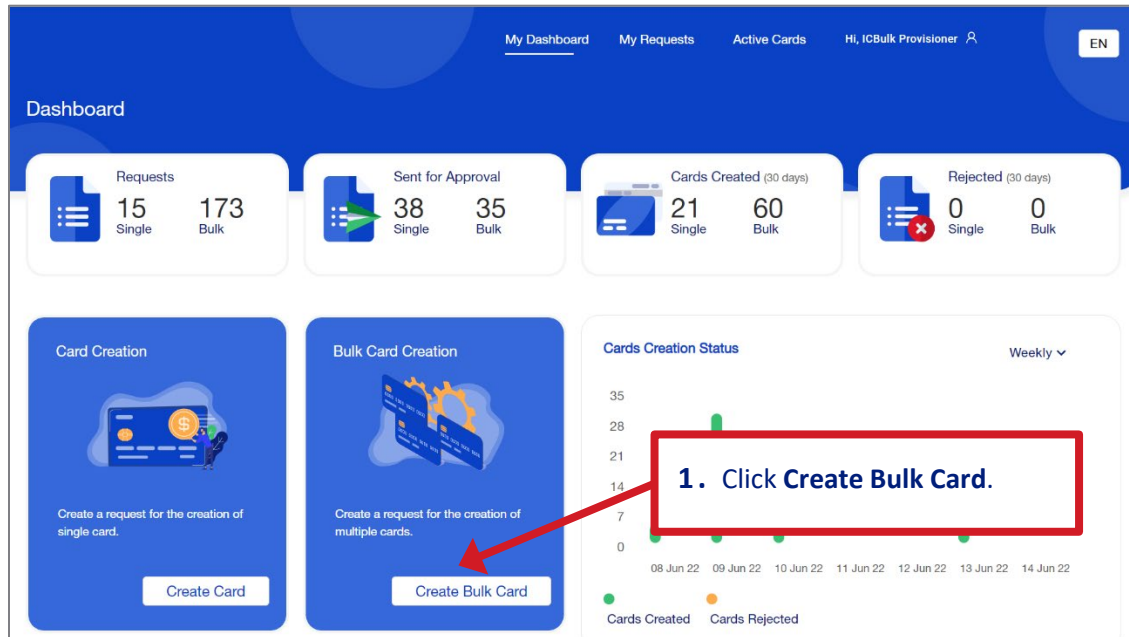
Mobile Number  
+1 (612)

6. Click Close.

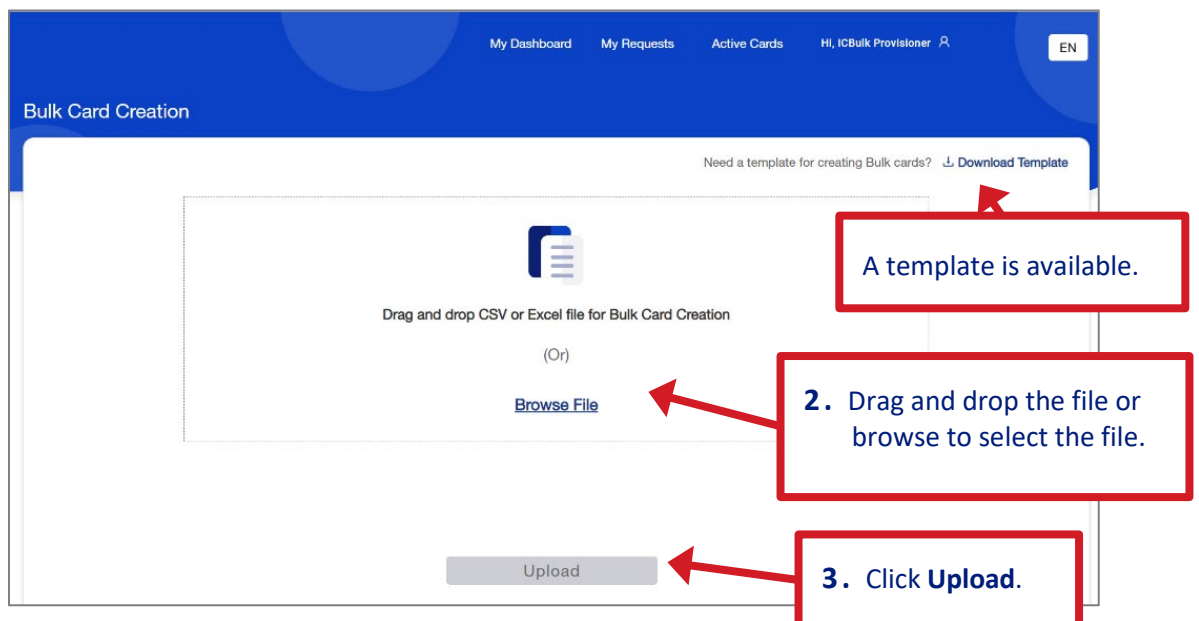
Close

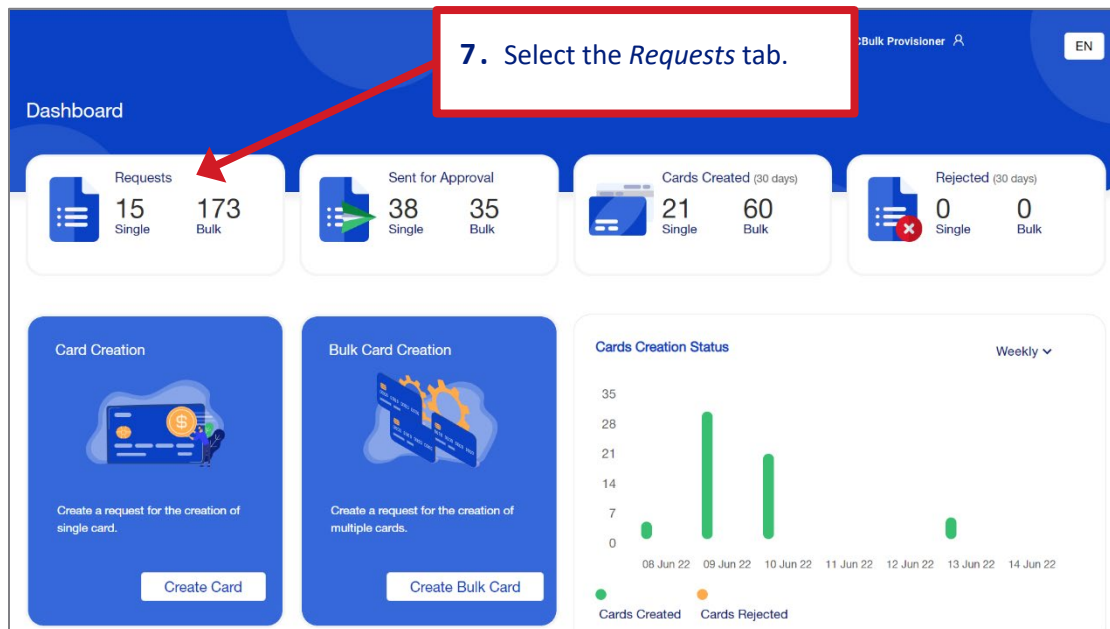
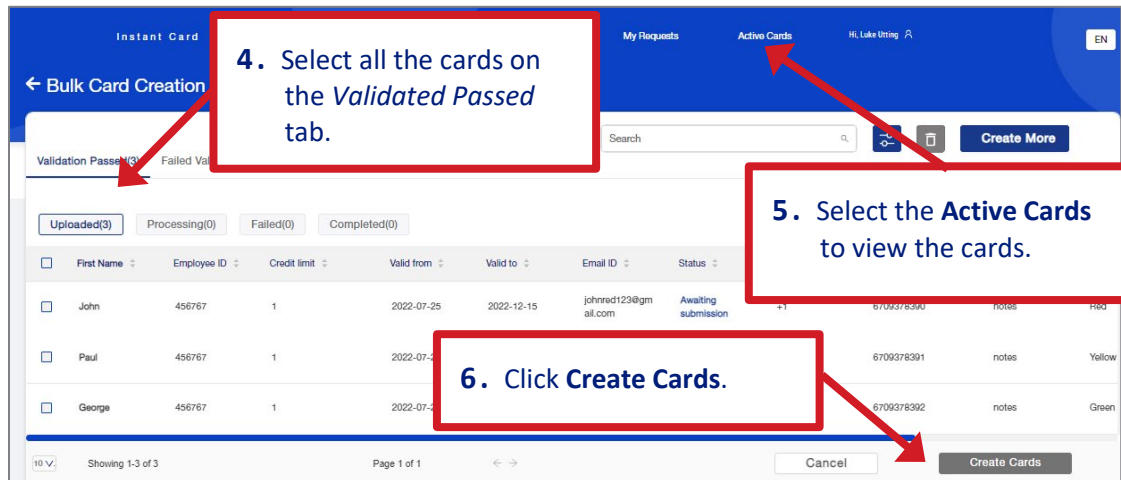
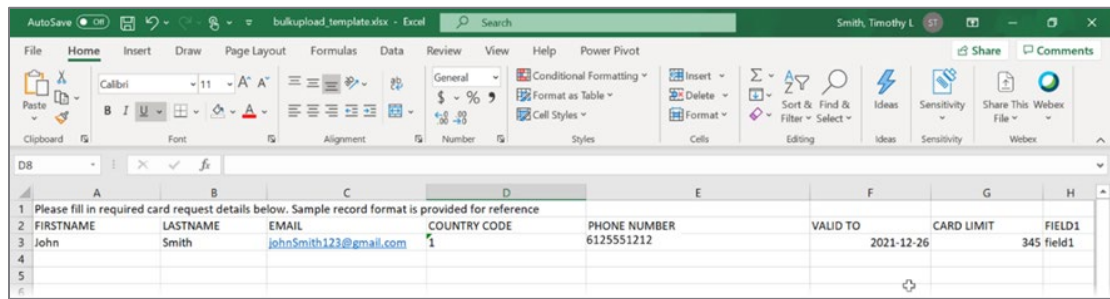
## Bulk card creation on the web portal

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.





**My Requests**

Requests ( 193 ) Sent for Approval (73) Rejected (0)  **Create Card**

Request Number	Title	Type	Request Status
<a href="#">3329</a>		Bulk	In Progress
<a href="#">3455</a>	-	Bulk	In Progress
<a href="#">3485</a>	-	Bulk	In Progress
<a href="#">3552</a>	-	Bulk	In Progress
<a href="#">3683</a>	-	Bulk	In Progress

**8. Click a request number link.**

**Request #2321**

Validation Passed(3) Failed Validation(1)

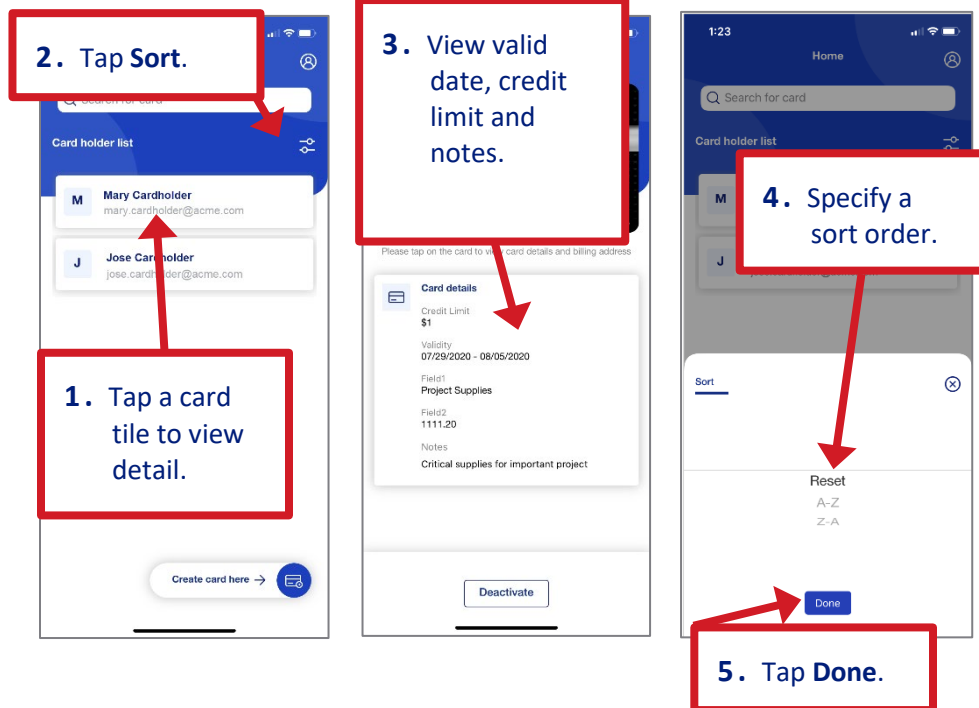
**9. Check the validation tabs to see which cards passed and which failed.**

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

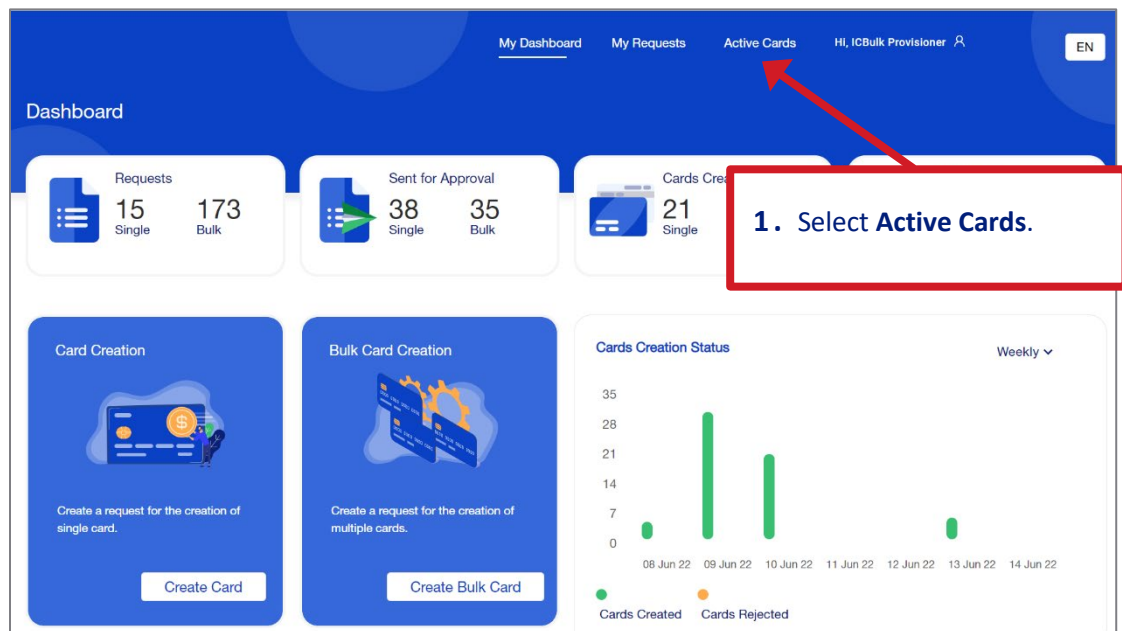
<input type="checkbox"/>	First Name	Employee ID	Credit limit	Valid from	Valid to	Email ID	Status	Count	Card ID	Notes	Last N
<input type="checkbox"/>	John	456767	1	2022-09-15	2022-12-15	johnred123@gmail.com	Awaiting submission	+1	6709378390	notes	Red
<input type="checkbox"/>	Paul	456767	1				Awaiting submission	+1	6709378391	notes	Yellow
<input type="checkbox"/>	George	456767	1				Awaiting submission	+1	6709378392	notes	Green

Showing 1-3 of 3

## View cards on mobile app



## View card detail and transactions on the portal



Dashboard

My Dashboard My Requests **Active Cards** Hi, ICBulk Provisioner EN

Requests: 15 Single, 173 Bulk

Sent for Approval: 38 Single, 35 Bulk

Cards Created: 21 Single

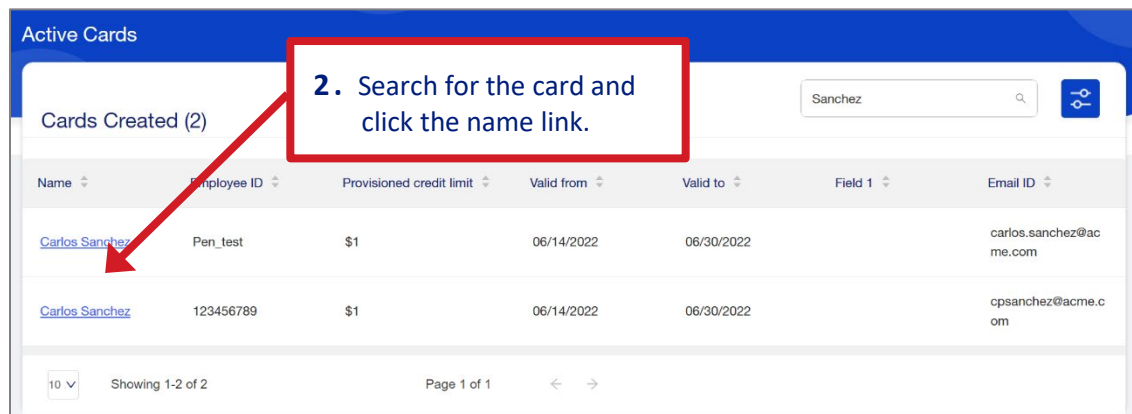
**1. Select Active Cards.**

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	5	0
09 Jun 22	28	0
10 Jun 22	21	0
11 Jun 22	0	0
12 Jun 22	0	0
13 Jun 22	5	0
14 Jun 22	0	0



Active Cards

Cards Created (2)

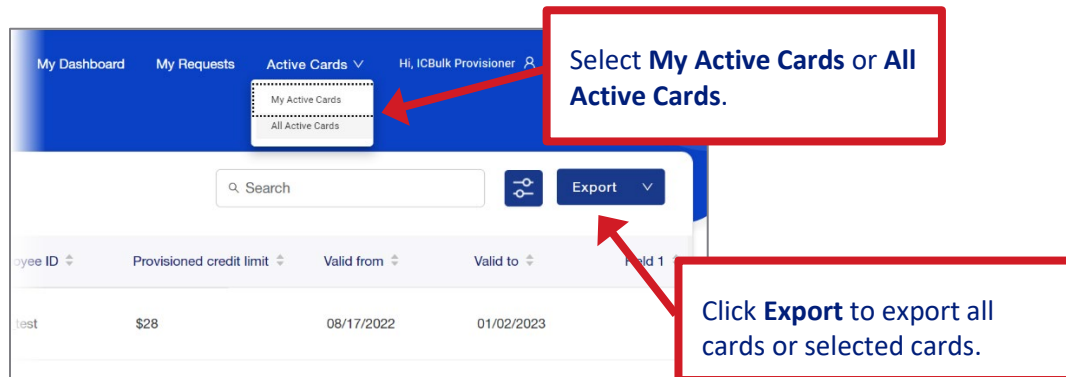
Sanchez

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

Showing 1-2 of 2 Page 1 of 1

**2. Search for the card and click the name link.**

**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.



My Dashboard My Requests **Active Cards** Hi, ICBulk Provisioner EN

My Active Cards  
All Active Cards

Search


Export

Employee ID	Provisioned credit limit	Valid from	Valid to	Field 1
test	\$28	08/17/2022	01/02/2023	

**Select My Active Cards or All Active Cards.**

**Click Export to export all cards or selected cards.**

**Carlos Sanchez** ⓧ



COMMERCIAL  
..... 8158  
Expiration Date 05/25  
CWV  
VISA

Tap on the card to view Instant Card details.

**Card Details** Transactions

**Card Details:** ✎

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

**Card Holder Details:**

Name	Employee ID
Carlos Sanchez	123456789
Email	Mobile Number
carlos.sanchez@acme.com	(321) 123-1234

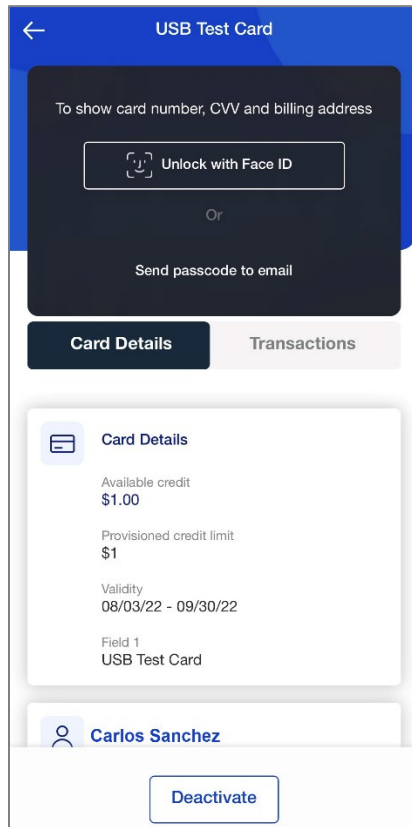
**Deactivate**

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

**3.** View card details, including available credit.

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

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





**Carlos Sanchez** (x)

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

**Card Holder Details:**

Name	Employee ID
Carlos Sanchez	123456789
Email	Mobile Number
carlos.sanchez@acme.com	(321) 123-1234

Deactivate

**5. 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
<b>\$28.00</b>	--
Provisioned credit limit	Field 2
<b>\$28</b>	--
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

**5.** 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	Field 1
<b>\$28.00</b>	---
Provisioned credit limit	Field 2
<b>\$28</b>	---
Validity	Notes
08/17/2022 - 01/02/2023	---
Date created	Billing Address
01/26/2022	---
Account ID	
BLICV IC	


**Card Holder Details:**

Name	Employee ID
Carlos Sanchez	123456789
Email	Mobile Number
carlos.sanchez@acme.com	(321) 123-1234

Deactivate

**6. Click Transactions to view transactions.**

**Carlos Sanchez** (X)



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	\$254.89
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**

7. Review the transactions.

8. Use the buttons to view more transactions.

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

## Deactivate a card on the portal


The dashboard features a top navigation bar with tabs for 'My Dashboard', 'My Requests', 'Active Cards', and 'Hi, ICBulk Provisioner'. A language selector 'EN' is in the top right. Below the navigation, there are four summary cards: 'Requests' (15 Single, 173 Bulk), 'Sent for Approval' (38 Single, 35 Bulk), 'Cards Created (30 days)' (21 Single, 60 Bulk), and 'Rejected (30 days)' (0 Single, 0 Bulk). A red arrow points from the 'Cards Created (30 days)' card to a red-bordered box containing the instruction: '1. Select the Cards Created tab.' Below these are 'Card Creation' and 'Bulk Card Creation' buttons, and a 'Cards Creation Status' bar chart showing data from 08 Jun 22 to 14 Jun 22.

The 'Active Cards' page shows a search bar with 'Sanchez' entered. Below it, a table lists two cards created for 'Carlos Sanchez'. A red-bordered box contains the instruction: '2. Search for the card and click the name link.' A red arrow points from this box to the name link in the first row of the table. The table has columns for Name, Employee ID, Provisioned credit limit, Valid from, Valid to, Field 1, and Email ID.

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

Showing 1-2 of 2      Page 1 of 1

**Carlos Sanchez** (X)



Tap on the card to view Instant Card details.

**Card Details**   Transactions

**Card Details:**

Available credit	Provisioned credit limit
<b>\$1.00</b>	<b>\$ 1</b>
Validity	Field 1
09/15/2022 - 09/22/2022	---
Billing Address	Field 2
---	---
Notes	
---	

**Card Holder Details:**

Name	Employee ID
Carlos Sanchez	123456
Email	Mobile Number
Carlos.Sanchez@acme.com	+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 and edit profiles
- Change company address

### Create and update a user profile

**1. Click **Create New User Profile** to enable another Program Administrator to create or approve cards.**

**2. Specify the profile information.**

**3. Click **Save**.**

**4. To update a profile, click **View and Edit Profiles**.**

**5. Select the profile.**

**6. Click the **Edit** icon.**

**Learn more:** You cannot edit the email or phone number. You can change the assigned role or add a role (add the approver role to an existing provisioner). Create a new user profile if you need a different email address for this person. You can also delete a 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.

### Change your company address

The screenshot shows the 'Administration' page with three main buttons: 'Create User Profile', 'View and Edit Profiles', and 'Settings'. A red arrow points from a callout box to the 'Settings' button. The callout box contains the text: '1. To update your organization's address, click **Settings**.' Below the buttons 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, Select job role, Email, First Name, Last Name, Mobile Number, and Alternate Contact. A 'SAVE' button is located at the bottom right of the form.

The screenshot shows the 'Settings' page under the 'Administration' header. The 'Card and Mileage settings' section is visible, with a 'Company Name' dropdown menu set to 'My Insta Company'. Below this is the 'Company Address' section, which contains several input fields: Country (United States), State (Georgia), City (Sneville), Flat (Please enter the Flat name/number), Street Address (2541 Meadowglen Trl), and Zipcode (30076). A red arrow points from a callout box to the 'Country' field. The callout box contains the text: '2. Update your company address.' At the bottom right of the page, there are 'Cancel' and 'Save' buttons. A red arrow points from a callout box to the 'Save' button. The callout box contains the text: '3. Click **Save**.'



## 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 \*  
Select job role

Email \*  
username@email.com

First Name \*  
Enter first name here

Company Name \*  
Acme

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

Alternate Contact Number  
+1 [dropdown] 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 [dropdown]

Bulk Card Approval  
 Enable  Disable

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

**4. Enable cardholders to request cards, if desired.**

**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).**

**5. Click Save.**

**Cancel** | **Save**

## Create approvers

**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.

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

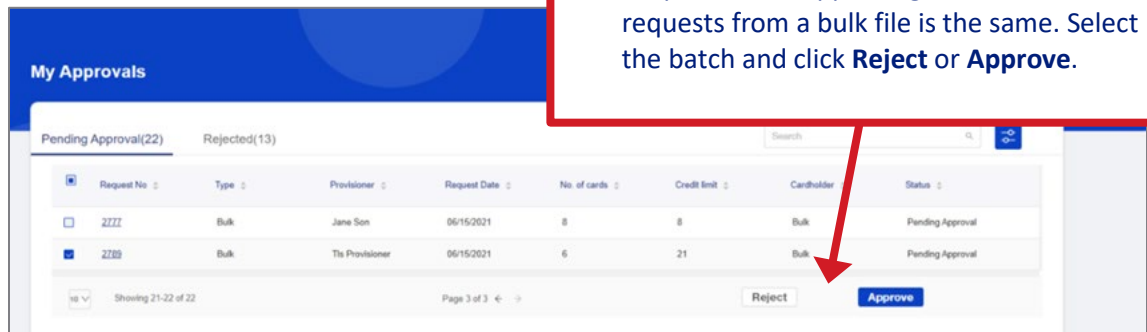
**2. Sort and filter the list, as needed.**

Request No.	Type	Provisioner	Request Date	No. of cards	Credit limit	Cardholder	Status
383	Single	Tis Provisioner	05/13/2021	1	3	TLS Card User	Pending Approval
384	Single	Tis Provisioner	05/17/2021	1	2	Jonathan Doe	Pending Approval

**3. Click the request number to view details.**

**4. Click **Reject** or **Approve**.**

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**.



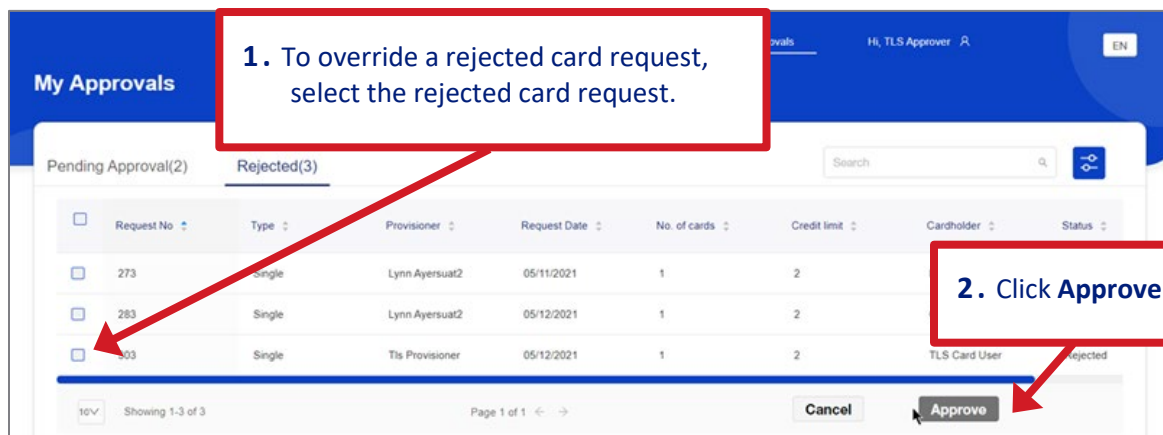
**Learn more:** If you select **Approve**, the system creates the card immediately. If you reject a card request, then you must provide a reason. When you approve a card request, the system sends an email to the provisioner and the cardholder. When you reject a card request, the system also sends an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

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

Request Status Queue

Active Work Queue

System Administration

Account Administration

Event Driven Notification

Payment Plus

Order Management

Transaction Management

Enhanced Supplier Management

**Account Information**

• Statement

• Account Profile

Reporting

Data Exchange

My Personal Information

### Cardholder Account Profile

#### Account Authorizations

Card Account Number: \*\*\*\*\*4561, MEGAN A ACKERMAN

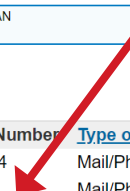
Card Account ID: 172245619071

**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/Phn Ord	\$0.00	5399	MISCELLANEOUS C
02/17/2011	03:34 PM ET	Declined		Mail/Phn Ord	\$0.00	5399	MISCELLANEOUS C

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, 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 reference.

# 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.

**1. Select Reporting>Flex Data Reporting.**

**2. Select to create a new report template.**

**3. Select *Transaction* as the primary report data and *Payment Instruction* as the additional data.**

**4. Click Create.**

The screenshot shows the 'Flex Data Reporting' interface. On the left is a navigation menu with 'Reporting' expanded to 'Flex Data Reporting'. The main area has a 'Create a New Report Template' button. Below it, there are two columns: 'PRIMARY REPORT DATA' and 'ADDITIONAL DATA'. Under 'PRIMARY REPORT DATA', 'Transaction' is selected with a radio button. Under 'ADDITIONAL DATA', 'Payment Instruction' is selected with a checked checkbox. At the bottom left, there is a 'Create' button.

### 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.

[Save Template](#) [Revert to Last Saved](#) [Preview Layout](#) [Run Report](#) [Create Scheduled Report](#)

Select Report Data | Filter for Content | Sort by Criteria | Set Report Layout

- 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
<b>[-] Hierarchy</b> <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				<input checked="" type="checkbox"/>
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				<input type="checkbox"/>
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				
<b>[-] Account</b> <input type="checkbox"/> Select All for Account				
<input checked="" type="checkbox"/> Account Name				<input type="checkbox"/>
<input type="checkbox"/> Account Status				<input type="checkbox"/>
<input type="checkbox"/> Account Status Date				<input type="checkbox"/>
<input type="checkbox"/> Account Status Description				<input type="checkbox"/>
<input type="checkbox"/> Billing Type				<input type="checkbox"/>
<input type="checkbox"/> Identification Number				<input type="checkbox"/>
<input type="checkbox"/> Lost Stolen				<input type="checkbox"/>
<input type="checkbox"/> Managing Account Name				<input type="checkbox"/>
<input type="checkbox"/> Managing Account Name Line 2				<input type="checkbox"/>
<input type="checkbox"/> Managing Account Number				<input type="checkbox"/>
<input type="checkbox"/> Optional 1				<input type="checkbox"/>
<input type="checkbox"/> Optional 2				<input type="checkbox"/>
<input type="checkbox"/> Replacement Account Number				<input type="checkbox"/>
<input type="checkbox"/> Short Name				<input type="checkbox"/>
<b>[-] Merchant</b> <input type="checkbox"/> Select All for Merchant				
<input type="checkbox"/> MCC				<input type="checkbox"/>
<input type="checkbox"/> MCC Description				<input type="checkbox"/>
<input type="checkbox"/> MCCG Code				<input type="checkbox"/>
<input type="checkbox"/> MCCG Description				<input type="checkbox"/>
<input type="checkbox"/> Merchant Name				<input type="checkbox"/>
<small>Payment Instruction Merchant City</small>				
<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"/>
<input type="checkbox"/> Transaction Comment 2				<input type="checkbox"/>
<input type="checkbox"/> Transaction Comment 3				<input type="checkbox"/>
<input type="checkbox"/> Transaction Comment 4				<input type="checkbox"/>
<input type="checkbox"/> Transaction Comment 5				<input type="checkbox"/>
<input checked="" type="checkbox"/> Transaction Date				<input checked="" type="checkbox"/>
<input type="checkbox"/> Transaction Management Custom Field 1				<input type="checkbox"/>
<input type="checkbox"/> Transaction Management Custom Field 2				<input type="checkbox"/>
<input type="checkbox"/> Transaction Management Custom Field 3				<input type="checkbox"/>
<input type="checkbox"/> Transaction Management Custom Field 4				<input type="checkbox"/>
<input type="checkbox"/> Transaction Management Custom Field 5				<input type="checkbox"/>
<input type="checkbox"/> Transaction Reviewed Status				<input type="checkbox"/>
<input type="checkbox"/> Transaction Type				<input type="checkbox"/>
<input type="checkbox"/> Transaction Unique Identifier				<input type="checkbox"/>

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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### **Survey**

Please take a few minutes to respond to a short [survey](#) on our training.