JPMorganChase (1) Account Holder Guide 8.2.0

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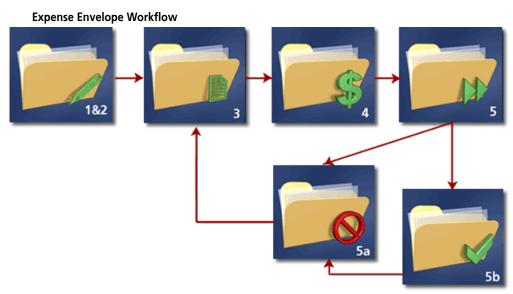
What's New

New Expense Reporting Workflow

The application has been enhanced with a new Expense Envelope feature that allows a company to provide an improved expense reporting process. This is an optional feature and, when enabled, it replaces the current Financial tab in the main menu with a new Expense Envelope tab. An Expense Envelop is similar to an Expense Report. Use expense envelopes with multi-card, corporate card or any other card program.

Expense Envelope Workflow Overview

The expense envelope feature allows the user to experience an intuitive workflow from entering expenses through final manager approval.



Expense Envelope Workflow

Step	Description	
1	Create an Expense Envelope or Select an Expense Envelope to Maintain	
2	Select Transactions	
3	Allocate and Split Transactions	
4	Add Non-card Transactions and Mileage	
5	Submit Expense Envelope to Approving Manager	
5a	Approving Manager Can Reject	
5b	Approving Manager Approves	-

See the new Expense Envelope Guide for Managers and Account Holders for more information.

New Create Non-Card Transaction Screen

The Create Non-Card Transaction screen under the Financial tab has been redesigned in a spreadsheet format to allow the user to enter multiple out-of-pocket expenses on one screen. Enter the cash amount of the expense along with other transaction details. Click the expand icon o to enter foreign currency information (Original Currency Amount, Original Currency Code, Conversion Rate) and Account Codes. The posted currency code is that of the account holder or, if not available, the currency code of the company. Click **Add More Transactions** to add 5 more rows at a time. To enter duplicate transactions, select the transactions that you want to copy and click **Copy Selected**. For similar transactions, enter one, select it, click **Copy Selected**, and overwrite only fields that are different onto the copied transaction.

Introduction

This application is an online reporting tool that allows you to access Purchasing, Fleet, and Business card transactions securely over the Internet. It 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 company administrator determines the various functions and data that are available to you. This guide covers the functions that are typically assigned to account users; but, keep in mind that your company administrator may limit your access to some functions.

As an account user, you have access to your own account data and transactions. Your company administrator or a supervisor may also have access to your account data in order to review or cost allocate transactions. Depending on your user authority, you may have the ability to run reports or export your transaction data to use in another accounting system. Your company administrator will give you the details on how to use this application in accordance with company policies and procedures.

Key Terms:

Issuer - The bank or financial institution that issued your card. An issuer administrator enrolls a company to use the application.

Company Administrator - An individual that oversees the application at the company level. An administrator typically determines users' access to functions, manages cost allocation, and sets up new users.

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 log in 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 log in. 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

- Microsoft® Internet Explorer® 6.0 or higher
- Mozilla® Firefox® 1.5 or higher

Supported Operating Systems

Your operating system should meet or exceed the requirements needed to support the browser.

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 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.

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

Disabling Web Browser Integration in Internet Explorer

- 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 and higher, go to Edit/Preferences and select Internet in the left pane. Clear the check mark in Display PDF in Browser, Click OK.

Saving Files to Your Local Directory

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

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 in to 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 log in, the screen automatically displays in your preferred language. Cookies are created for convenience—your user information and 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 and 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.
- 3 Select the language in which you want to view the application. The screen will refresh in the language that you have selected. Enter your User ID and Password. These are both case sensitive.
- 4 Click **Sign In**. 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.

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.

Dual Authentication

Dual Authentication is an optional feature. If dual authentication has not been activated, you will not be asked to answer a Challenge Question during login.

When dual authentication is on, you must select and provide answers to the required number of questions or you will not be allowed into the system.

- 1 From the Login page, enter your **User ID** and **Password**. The **Login: Challenge Question Entry** screen displays.
- 2 Select a **Question** from each question list and enter an **Answer** for each question. Answers are case-sensitive and must:
 - be a minimum of 4 characters
 - contain at least two different characters (i.e. aaaa or 1111 will not work)
 - be unique—the same answer cannot be used for multiple questions
- **3** Click **Apply** to save the answers.

Logging in with Dual Authentication

Note: If you fail to answer the challenge question six times, you will be locked out of the system. Contact your administrator to reset your account.

- 1 From the Login page, enter your **User ID** and **Password**.
- 2 The Login: Challenge Question Entry screen displays with one randomly selected question from your list.
- 3 Enter your answer and click **Submit**. Remember that answers are case-sensitive.
- 4 If you answer the question incorrectly, you will receive an error message. The same question will be presented again. Re-enter your answer. You have six chances to answer the question before your account is locked.

Updating Challenge Questions

After your initial login using dual authentication, you may change your challenge questions at any time.

Note: For security purposes, previously answered questions will display ***** instead of the answer text. If an Answer field is blank, the answer was reset after a failed login attempt. You will need to re-enter the answer for that question.

- 1 From the **User** tab, select **User Maintenance**.
- The User Maintenance screen displays. In the **Challenge Question** section, select **Maintain Questions**. The User Challenge Question Maintenance screen displays.
- 3 Make changes by selecting a new question from the drop-down list (if there are new questions available) or by entering a new answer for a question. Answers are case-sensitive and must:
 - be a minimum of 4 characters
 - contain at least two different characters (i.e. aaaa or 1111 will not work)
 - be unique—the same answer cannot be used for multiple questions
- 4 Click **Apply** to save your changes.

Changing your User ID

The first time you log in to the application, you will be prompted to change your user ID from your account number (or card number) to a unique, user-defined ID. You are required to do this only upon your first login. Once your user ID is established, you will not be prompted to change it again.

On the **Create Your User ID** screen, enter and confirm your new user ID. Your new user ID must be unique across the entire system. There may be instances where a user ID has already been taken. If this happens, try again until you find a unique ID.

Creating a Good User ID

- When you create your new user ID, keep in mind that it will display in the application, such as in search lists or reports; therefore, you should avoid composing a user ID that contains sensitive data.
- You cannot reuse your account number as your new user ID.
- Your new user ID should contain 6-20 alphanumeric characters.
- No spaces are allowed, but you can use one underscore (for example, john_smith).
- No special characters are allowed (for example, #\$@).
- Email addresses are not allowed.
- User IDs are case sensitive.

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 log in and reset your password if your account is active.

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 log in. 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 log in. The login information is sent to the email address designated in your user profile.

You can only use the Forgot Password option if your account status is Active. If you try to use the Forgot Password option and your account status is Inactive, you will receive an email message telling you that your account is locked and to contact your administrator.

To receive a temporary password

- 1 If you cannot remember your password, enter your user ID and any text in the **Password** field. You must enter something in the Password field—even if it is incorrect—or the application will not allow you to go any further.
- 2 Once you have entered an incorrect password, an error page will display. From this page, click **Forgot Password**. The Password Reset screen displays.
- 3 Enter the **(Password Reset) Answer** that you set up in your user profile (User Maintenance).
- 4 Click **Reset Password**. You will receive a temporary password via email if your account is active. This is a one-time password, which allows you to log in and enter a new password. If your account is inactive, you will receive an email stating that your account is locked and you should contact your administrator.

Home Page

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

Summary Information

The Summary Information section offers information based on each user's role and authority settings.

News

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

Inbox

Contains your scheduled reports and export files.

Links

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

User Documents

This section displays links to the user documentation appropriate for your user level and below.

Inbox

The Inbox contains processed reports and export files that you scheduled in the application. Your company administrator can also schedule reports to be placed in your Inbox.

To access your Inbox items, click the **View all inbox files** link in the Inbox section of the Home page. The Inbox screen appears showing available exports and reports.

IMPORTANT! The system retains Inbox items for 30 days before they are automatically deleted.

Inbox Icons



Indicates that the report or export has already been downloaded.



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 its 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

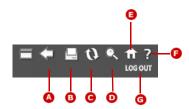
If you open an XML file in a Netscape browser, the XML tags will be removed. To preserve the tags, download the file (unopened) to your local directory.

- 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. 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.
- **E** Home Returns you to the Home page.
- **F Help** Displays online help. The information in this guide is also covered in the help.
- **G** Log out Ends your online session.

Tabs

Information and processes in the application are grouped into four areas: Account Details, Financial, Reports, and User. These areas are accessed by clicking the corresponding tabs at the top of each web page.

Account Details Access your account information.

Financial Access your transactions, create non-card transactions, allocate account codes to transactions.

Reports Run reports or export transaction data.

User Access your user profile to change your password or specify how dates and currencies are formatted when you are logged into the application.

Your User Information

Reviewing Your User Profile

The User Maintenance screen contains your user settings, such as user name, email address, password, and default date and currency settings. If this is your first time logging in, take a minute to check the information in your user profile. Contact your company administrator or manager if you need to change any fields that cannot be edited.

Changing Your User Information

To access your user information, click the **User** tab. The User Maintenance screen displays your user settings. You can update any of the editable fields.

User Name

Identifies you as a user in the application.

Job Title

Specifies your job title or job responsibility. This is for informational purposes only; this information does not display anywhere else in the application.

Email Address

A valid email address where you can receive messages to:

- Alert you if your user account has been locked.
- Notify you of reports that have been scheduled by your company administrator.
- Provide a temporary password when you have forgotten your current password.

Contact Numbers

The work, home, mobile, and fax number fields allow you to enter numbers where you can be reached. This is for informational purposes only; this information does not display anywhere else in the application.

Setting up Your Profile for Password Reset

The password reset option allows you to reset your password when you have forgotten your current password and cannot log in. Set up a question and answer to use for verification. Then, when you use the reset option, you will be prompted to answer your question. Once you have answered the question correctly, the system will send you a temporary password via email so that you can log in.

- 1 Select the **Password Reset Question** that you want to answer. Enter a **Password Reset Answer** to your question. Your answer should not be easily recognizable by others, but easy for you to remember. Note that the answer is case sensitive.
- 2 Enter or confirm your **Email Address**. A temporary password will be sent to this address.
- **3** Click **Apply** to save.

Changing Your Default Date and Currency Settings

Use these settings to specify how dates and currencies are formatted when you are logged into the application as well as in reports that you run from the application.

Viewing Your Login History

The Login History section provides information on the last 20 times you logged in. You can view when you have logged in, when your account has been locked, or when your password has changed. Managers and administrators can also view login history.

- **Note:** You must have the proper authority to view the login history of your user account.
- 1 On the **User Maintenance** screen, click (4) to access the **Login History**. The Login History screen displays.
- 2 The list can be sorted by **Date**, **IP Address**, or **Failure Reason** by clicking on the column headings.

Account Details

Note: If your account record requires a modification or correction, contact your issuer or company administrator.

The Account Maintenance screen contains information about your account. To view the account information, click the **Account Details** tab.

Additional Information

Additional Information provides the details of the account. You can enter notes or comments in the text box at the bottom of the section. This text will not display anywhere else in the application.

Transaction Limits

Transaction Limits displays the limits set for this account. This information is maintained by the account issuer.

Default Account Codes

Default account codes allow you to automatically apply standard codes or information to transactions from your account. For example, if you have to apply a cost center code to all transactions associated with your account, you can enter the cost center as a default value. The system will automatically apply the code to your transactions when they are loaded into the application.

IMPORTANT! When you add or change default values, only future transactions are affected. You can contact your company administrator to reprocess your transactions.

Your company administrator creates the account codes that your company will use; therefore, the fields available to your company may look different from those in the screen samples provided in this documentation. The account codes that are available to you display on the Account Maintenance screen (**Account Details** tab). Your administrator can provide details on how to use the fields that are available to you.

Note that default account codes are not automatically applied to non-card transactions or splits. You must manually apply account codes after you create or split the transaction.

Note: 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.

To set up default account codes

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

Your company administrator may lock some account codes to prevent the default values from being changed. These account codes will also be locked and not editable on the financial screens.

If you need to change the value of a locked account code, contact your company administrator.

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** to access the Transaction Summary screen.

- 1 In the **Search Criteria** pane, define the range of transactions that you want to view by selecting the appropriate date criteria. If the Search Criteria pane is not visible, click **Show View Criteria** to open the Search Criteria pane.
 - **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 six-month 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 the company. The starting date is not based on posting date or transaction date.
- 2 To narrow your search to a specific transaction, you may use one or any combination of the optional filters in the **Optional Filters** pane.
 - **Review Status** shows transactions by not reviewed, cardholder-reviewed, cardholder-not reviewed, supervisor-reviewed, supervisor-not reviewed, or all transactions. 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 Postal Code shows transactions with a specific merchant postal code.
 - Merchant Category Code (MCC) shows transactions with specific merchant category codes.
 - Addendum Type shows transactions that have specific addenda tied to the transaction.
- 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.

Note: The date range cannot exceed more than six months, although that range can fall at any place within the company's data retention period.

Viewing the Transaction Summary Screen

Use the **Previous** and **Next** links to navigate back and forth between transaction summary pages. Use the drop down list of pages to navigate directly to a specific page. Click Apply or Discard to save or discard the changes only within this frame, which includes review status and tax information. Use any underlined label to resort the search results.

Transaction Summary screen fields

Field	Description
Detail	Click icons under this label for additional information about the transaction. See "Transaction Information Icons" on page 15 for more information.
Supervisor Reviewed	If the check box is selected, the transaction has been reviewed by the supervisor.
Cardholder Reviewed	If the check box has been selected, the transaction has been reviewed by the cardholder. Once reviewed by the cardholder and the supervisor, checked and saved (Apply) by both, a locked transaction icon displays in this column and transaction is locked from further editing.
Additional Information	Click icons under this label for detailed addenda information. An icon appears if addenda information is available for a transaction.
Expand All	Shows the Account Codes section for all transactions on the page.
Collapse All	Hides the Account Codes section for all transactions on the page.

Use the icons to edit or view additional transaction information:

Transaction Information Icons

щ	Click to view the Transaction Detail screen. See "Viewing Transaction Details" for details.
田	Click to split a transaction or view the split details. See "Splitting a Transaction" for details.
(3)	Click to view the Non-Card Transaction Detail screen. See "Non-Card Transaction Detail" for details.
44	Click to view an adjustment.
•	Click to apply or view the cost allocation information for a transaction. The transaction has NOT been allocated. See "Transaction Account Codes" for details.
***	Click to view the cost allocation information applied to a transaction. The transaction HAS been allocated. See "Transaction Account Codes" for details.
*	Click to add a non-card transaction. See "Creating a Non-Card Transaction" for details.
6	Click to send email notification. See "Sending Email Notification" for details.

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

Transaction Details screen fields

Field	Description
Split	Click to split a transaction or view the split details.
Allocate	The Allocate icon may display in one of two forms. Click on either form of the icon to view the cost allocation information.
Additional Information	Click icons under this label for detailed addenda information. An icon appears if addenda information is available for a transaction.
Supervisor Reviewed	If the check box is selected, the transaction has been reviewed by the supervisor.
Cardholder Reviewed	If the check box has been selected, the transaction has been reviewed by the cardholder. Once reviewed by the cardholder and the supervisor, checked and saved (Apply) by both, a locked transaction icon a displays in this column and transaction is locked from further editing.

Additional panes may include Financial Information, Other Information, and Additional Invoice Information, depending on the data available with the transaction.

Multiple Addendum Types for a Single Transaction

Note: Multiple addenda are for display only and are not available in custom exports.

Issuers/processors have the ability to send one transaction with multiple addenda of different types with multiple associated Passenger Transport, Lodging, or Fleet addenda. This occurs most often with travel-related expenses where one transaction contains both airfare and hotel, or where one transaction contains both air travel and train travel—both of which may include different addenda detail.

Consolidated Addenda Information Screen

To view the Consolidated Addenda Information screen, select one of the addendum icons in the Additional Information column on the financial screens.

- When a transaction contains more than one addendum, the icon for each
 addendum displays in the Additional Information column on the transaction
 screens. Clicking either of the icons will display the consolidated Addenda
 Information screen and automatically expand the information of the addendum
 that you clicked.
- Click **Expand All** to display the addendum information for printing or reviewing details. Click **Collapse All** to hide the addendum details and see only high-level addendum information.
- Click [™] to expand the addendum information; click [™] to hide the information.

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 determines 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, click or to view a transaction's account codes, or you can select **Expand All** to see the account codes section for all transactions on the screen.

Allocate Icon	Description
#	View Account Codes. The transaction has NOT been allocated.
₩	View Account Codes. The transaction HAS been allocated.

The screen will refresh to display the Account Codes section below the transaction summary.

When transactions are either in reviewed status or have no editable account codes they are displayed as read only. Transactions not in reviewed status and that have at least one editable account code field are editable and an **Edit Account Codes** button displays.

To edit account codes

- 1 Once you have expanded the Account Codes section for a transaction, click **Edit Account Codes**. The account codes entry fields will remain as read-only until you click the **Edit Account Codes** button. Once you select that button, you will see a red stylus icon , indicating that the transaction is in Edit mode.
- 2 Enter the appropriate account codes that have been set up for your company. When an account code is modified, a Discard button displays. Click the Discard button to clear your changes. Fields with a red asterisk (*) are required.
 - Drop-down fields contain codes or values set up by your company administrator. The transaction cannot be saved until you enter a valid code.
 - 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.
 - Check boxes indicate Yes (checked) or No (unchecked).
 - You may have the option of inputting a GL string. These values are not validated, so make sure that you enter 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.

If you are editing one transaction and expand the Account Codes section for another, the first transaction will lose its Edit status and the account codes will revert to plain text. However, your changes will not be lost unless you select the Discard button.

If you stop editing a transaction but there are changes remaining for it, a clear stylus \slash will appear next to the transaction.

3 You must click **Apply** to save your changes in the Account Code section. The system does not save your changes when you move to another transaction to edit.

To copy account codes

You can copy cost allocation codes from one transaction to all editable transactions on the page.

- 1 Click or to expand the Account Codes section for the transaction from which you want to copy.
- Select Copy to All on Page.
- 3 Select Apply.

IMPORTANT! You must click the **Apply** button to save changes to the account codes.

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 **1** 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.

Entering an Expense Description

You can enter notes or additional information about a transaction in the Expense Description field. The description displays in the following reports:

- Cost Allocation Detail Report
- Expense Report
- Line Item Detail Report
- Non-card Transaction Detail Report

To enter an expense description

On the Transaction Summary screen, find the transaction for which you want to add an expense description.

The Expense Description field is enabled by the company administrator and may not be available to all users.

The field also may be required, depending upon your company's settings. If this field is required, the transaction cannot be saved or cardholder reviewed if a description has not been entered. This does not apply to splits.

- 1 Enter the **Expense Description**.
- **2** Click **Apply** to save.

Entering Tax Information

The tax amount of a transaction can be the actual amount of tax charged or an estimated amount, depending on the data available from the merchant. If the tax amount is not available from the merchant, you will see an estimated amount based on tax rates in the merchant's location or the Tax Amount field might be blank.

If the tax amount is not correct, you can edit the amount in order to make your transaction information more accurate. If an input box is not available, then your company administrator has disabled this option.

To enter or edit tax information

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

- 1 Enter the tax amount in the appropriate tax field.
- 2 Click Apply.

Creating a Non-Card Transaction

When you have an out-of-pocket expense, you can enter it as a non-card transaction so that the expense can be cost allocated and included in exports and reports. Non-card transactions are optional and may not be offered to every user.

TIP: Run the Non-Card
Transaction Report for a
summary of non-card
transaction data. The report
also contains the cost
allocation data and the Final
GL Code of each transaction.

To enter a non-card transaction:

- 1 In the Cash Transactions section, enter information about the cash transaction such as:
 - Transaction Date
 - Transaction Amount
 - Debit/Credit Code
 - Tax information
 - Customer Code
 - Expense Description
 - Merchant Detail
- 2 Click the expand icon w to enter foreign currency information, such as:
 - Original Currency Amount
 - Original Currency Code
 - Conversion Rate
- 3 Click the allocate icon or to enter Account Codes.
- 4 Repeat to enter all cash transactions.
- 5 Click **Apply** to save your changes.

Click **Add More Transactions** to add 5 more rows at a time.

Non-Card Transaction Detail

Once a non-card transaction is added to the application, it cannot be edited to change the transaction information. If the transaction is not locked, you can mark the transaction reviewed, edit the tax information, or add a customer code.

Deleting a non-card transaction

If you incorrectly added the non-card transaction, you can delete it and enter it again. Go to the Transaction Summary screen. Click the trash can icon for the non-card transaction that you want to delete.

TIP: To enter duplicate transactions, select the transactions that you want to copy and click Copy Selected. For similar transactions, enter one, select it, click Copy Selected, and overwrite only fields that are different onto the copied transaction.

Splitting a Transaction

When you have a transaction in which each item in the transaction should be allocated to a different cost center or general ledger code, you can split the transaction to allocate each item separately. For example, you can split one office supply transaction into the actual items purchased, such as paper supplies and printer toner. Then, apply the appropriate account code to each split.

To split a transaction

Note: The maximum number of split lines allowed per transaction is set by your company administrator and cannot be changed.

On the Transaction Summary screen, click 🕏 to split your transaction. The Split Transaction screen displays.

- 1 Select the number of splits that you want to create. The screen will refresh and display the split lines.
- 2 (Optional) You can adjust the parent tax amounts in the Reference Information pane when the sum of split tax amounts are not balanced due to rounding.
- 3 From the **Split by** list, select **Percent** or **Amount**.
- 4 (Optional) From the **Split and Balance To** list, select the amount to which you want the splits to be balanced. Depending on your company's setup, the Net Transaction Amount option may not be available.
- 5 You can enter the split as a **Debit** or **Credit**, allowing you to record credited items of a transaction, such as a return, or split a credit transaction for re-cost allocation. If your split amountsdo not balance, a warning icon will display. The **Outstanding Transaction Balance** line calculates the discrepancy for you.
- 6 Enter the **Amount** or **Percent** for each split line.
 - The tax amount for split lines must be manually calculated and entered. The system does not balance the total tax.
 - The Split Totals line calculates the splits as each line is entered. When the amounts DO NOT equal the parent transaction, the total displays in red text.
 - Click **Add Split** to add additional lines.
 - Click **Unsplit** to unsplit the transaction.
 - If you will not use all of the split lines, click X to remove the line.
 - If the splits are balanced when you click **Apply**, any empty rows will be automatically removed.
- 7 Add an **Expense Description** for each split line.
- 8 Click **Apply** to save your changes.

Once you save the splits, you can cost allocate each split. Click **t** to expand the screen into a spreadsheet format and add account codes. See "Transaction Account Codes".

Note: The Edit Account Codes and Copy to All buttons are disabled if split transactions are added or removed.

Reviewing Transactions

The application's transaction review option allows cardholders and supervisors to mark transactions as Reviewed and lock the transaction from further editing. You can use the review status as the selection criterion when you search for transactions, run reports, or export data.

To mark a transaction reviewed

IMPORTANT! Once you apply the reviewed status, the transaction is locked and cannot be edited. Only your company administrator or a manager can unlock the transaction.

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

- Under **Cardholder Reviewed**, check ✓ the box. If the check box is disabled (gray) the transaction has already been locked by a higher-level user.
- Click Apply to lock the transaction. The check box will turn into a padlock ...

Sending Email Notification

Email notification allows you to send managers or supervisors a message indicating that transactions have been reviewed. The email message is sent through the application and received through the recipient's email system (e.g., Microsoft Outlook, Lotus Notes). This option is enabled by your company administrator and may not be available to all users.

IMPORTANT! Enter a valid email address in the proper format (e.g., rbrown@ic.com). The system will validate the email format, but will not verify that the email address is valid. This option is not set up to recognize or remember aliases (e.g., Robert's office email).

To send email notification

On the Transaction Summary screen, click [6] to open the email form.

- Fill out the To, From, Subject, and Message fields. Most fields are pre-populated based on the system default or previously entered information. You can change any of the fields to customize the message.
- 2 Click Send.

Merchant Summary

The Merchant Summary screen allows transaction summary information to be grouped by merchant. The screen displays a summary of transactions, including adjustments and non-card transactions, that fall within the specified date range for the specified merchant.

Individual transaction detail can be viewed on the Merchant Transaction Summary screen, which is accessible by clicking the merchant name on the Merchant Summary screen.

From the Financial tab, select Merchant Summary.

To select a range of transactions to view

- 1 Under **Search Criteria**, define the range of transactions that you want to view. If Search Criteria is not available, click **Show View Criteria** to display the section.
 - **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.
 - Enter the date range for which you're searching in the **From Date** and **To Date** selections. You can search up to six months at a time, which can fall anywhere within the company's data retention period.
 - Search By specifies how the transactions will be selected: by Posting Date or Transaction Date.
- **2** Use **Optional Filters** to further filter transactions.
- 3 Click **View**. The Merchant Summary screen displays.
 - The summary list is sortable by any of the column headings, with the exception of **Address**.
 - For companies using currency conversion, the **Total** will display showing the reporting currency.
 - Airlines and hotels do not have address information because the merchant name is an MCC description, not a specific merchant.

Merchant Transaction Summary

The Merchant Transaction Summary screen shows data for each transaction for the selected merchant, including the Merchant Category, transaction count total, and transaction amount total. Click **Back to Merchant Summary Screen** to return to the summary. From the Merchant Summary screen, click on a merchant name to go to the Merchant Transaction Summary screen.

Merchant Summary screen fields

Field	Description
Detail	Click the icon to view the Transaction Detail screen for the transaction.
Additional Information	Click the icon to view Addenda Information. The icon will appear only if addenda information is available for the transaction.
Posting Date, Transaction Date, Account Name	The list can be sorted by these criteria. Click on the label to sort.

Note: Merchants whose transactions include a unique ID for a particular location will be listed separately. For example, transactions for *Main Street Hardware #1234* will not be rolled up with *Main Street Hardware #2245*.

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 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 **Financial** tab, select **Purchase Log**. The Purchase Log Summary screen displays.
- 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.

Purchase Log Summary screen fields

Field	Description
4 .	Click the Create New Log icon to create a new Purchase Log.
	Click the Printable Version icon to display the Purchase Log Detail Report in Portable Document Format (PDF).
Detail	Click the Purchase Log Detail icon t to display the Purchase Log Detail screen. See "Purchase Log Detail" for details.
Match Status	Match Status filters the purchases that are marked as <i>Matched</i> or <i>Not Matched</i> 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.
Order Date, Supplier Name, Order Reference Code	Purchases can be sorted by Order Date , Supplier Name , or Order Reference Code . Click the column header to re-sort the list.
VAT Amount	The VAT Amount field is available to users who need to track tax.
8	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 📅.
- 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

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 any time 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 a red 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.

Purchase Log Detail screen fields

Field	Description
Match Status	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.
Goods Received	Select if Goods have been received and to enable Date Goods Received field.
Date Goods Received	Enter the date that the goods were received. This field is enabled when Goods Received is selected.
Purchase Currency	Purchase Currency defaults to the currency of the company.

Click **Apply** to save your changes.

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 real-time report in (Run Reports), you can choose the output format:

Screen Version (HTML)

The screen version is formatted for online viewing.

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. To view the PDF version, click the Printable Version icon . Use the Acrobat menu options to save or print the report.

For best results, we recommend that you disable Web Browser integration. See "Disabling Web Browser Integration in Internet Explorer" for details.

Run Reports

Use Run Reports to create online or PDF reports in real-time. This option is typically used for smaller reports with fewer 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**.
- 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.

Select a **Date Criteria** option to define the range of transactions that you want to include in the report.

The date range cannot exceed more than six months, although that range can fall any place within the company's data retention period. To obtain a larger range of data, the report may be scheduled rather than run immediately.

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.

The report will display in the format you selected.

Schedule Report

Use the Schedule Report option to create larger reports (more than 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**.
 - The Generate Report for pane show the account for which the report will be generated.
- 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. You will only see a Billing Cycle option if your company is set up to use Custom Billing Cycles (Company Preferences screen). 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.

The Schedule Summary displays with your schedule added to the list.

Schedule Summary

When you schedule an item, the Schedule Summary screen displays a list of your active and pending 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.

- 1 On the Schedule Summary screen, click the **Detail** Q icon. The schedule screen will display, which will allow you to change the schedule criteria.
- 2 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.

- 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.

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 the report will run on July 5th instead of June 5th.

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

- Select One Time.
- 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

- Select Weekly Range.
- 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.
- Use **Schedule Offset** to delay processing for up to six days after the end of the reporting period. You might use this option to provide additional time to ensure that all of the transaction data has been loaded for the reporting week by the time the schedule file is processed. The run date is calculated by adding the number of offset days to the normal processing date, which is the day after the To Day. For example, a report or export scheduled for Monday through Sunday, with an offset of three days, will be processed on Thursday.

Example

You scheduled the item on	From Day	To Day	Schedule Offset	Number of Weeks to Run	Processing Dates	Data Ranges
Tuesday,	Monday	Sunday	3	4	Thursday, June 17	June 7-13
June 8					Thursday, June 24	June 14-20
					Thursday, July 1	June 21-27
					Thursday, July 8	June 28-July 4

Monthly Range

- Select Monthly Range.
- 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.
- In **Months to run**, specify the duration of the schedule.
- Use **Schedule Offset** to delay processing for up to 25 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).

Examples

You scheduled the item on	From Date	To Date	Schedule Offset	Number of Months to Run	Processing Dates	Data Ranges
February 10	1	end of the month	0	0 3	March 1	February 1-28 (29)
					April 1	March 1-31
					May 1	April 1-30
May 15	1	end of the	5	3	June 6	May 1-31
		month			July 6	June 1-30
					August 6	July 1-31
August 3	1	end of the	3	2	September 4	August 1-31
		month			October 4	September 1-30

Billing Cycle

- Select a cycle from the Billing Cycle drop-down list. 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 25 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 Dates	Data Ranges
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

- On the Schedule Exports screen or Schedule Report screen, enter a valid email address in the **Notify Me At** text box. Complete the schedule as normal.
- 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. The
 email message is sent to your email application (e.g., Microsoft Outlook, Lotus
 Notes), which is separate from this application.

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	e Fields All export fields. This template is subject to change, as new fields may be added with each new release.	
Financial XML	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.	
QuickBooks	 Transaction amount Transaction date (MM/DD/CCYY) Expense description or adjustment description Merchant name Split transactions (when applicable) - includes split amount and split description 	IIF
Quicken/Microsoft Money	 Transaction amount Transaction date (MM/DD/CCYY) Expense description or adjustment description Merchant name Split transactions (when applicable) - includes split amount and split description 	QIF

Real-time Export

Use the Real-time Export option to create an export file online. For large export files (more than 500 records), the system may prompt you to schedule the export.

To run a real-time export

- 1 From the **Reports** tab, select **Real-time Export**.
- In **STEP1: Export Selection**, select the export that you want to run from the **Exports** list. 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: Not Reviewed, Cardholder-Reviewed, Cardholder-Not Reviewed, Supervisor-Reviewed, Supervisor-Not Reviewed, or All transactions. Note that reviewed transactions are locked and uneditable.
- 3 In **STEP 2: Choose Date Range**, 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.
 - The date range cannot exceed more than six months, although that range can fall any place within the company's data retention period. To obtain a larger range of data, the export may be scheduled rather than run immediately.
- 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.

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.

- 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.
- Select Save to save the file to your local directory before opening.

Schedule Export

Use the Schedule Export option to create large export files (more than 500 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**.
- 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.

Schedule Export screen fields

Field	Description	
Schedule Type	Choose the export template from this list. Click View Template to see the template setup and export fields.	
View by	View by specifies how the transactions will be selected: by Posting Date or Transaction Date.	
Review Status	Use Review Status to filter transactions by the transaction review status:Not Reviewed, Cardholder-Reviewed, Cardholder-Not Reviewed, Supervisor-Reviewed, Supervisor-Not Reviewed, or All transactions. Note that reviewed transactions are locked and uneditable.	
Notify Me At	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.	

Note: You will have a Billing Cycles selection available in the Step2: Schedule Criteria pane only if your company is set up to use custom billing cycles (Company Preferences).

- 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. The Schedule Summary screen displays with your schedule added to the list.