eXpense - Redesigned User Interface

User Guide

May 2021

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Chapter 1

Introduction

eXpense the commercial card management system enables you to manage commercial card transactions through a user interface. eXpense is a reporting and analysis tool that provides the following benefits for managing commercial card programs.

- **Manage card transactions**

  Cardholders access eXpense to review and revise cost allocations assigned to their commercial card transactions. These transactions can also be output to an Excel file.

  Company Administrators view Cardholder transactions and any cost allocations assigned.

- **Run Online Enquiries**

  Company Administrators can run online enquiries related to Cardholder Spend, Merchant Categories and card activity.

- **View E-Statements**

  Cardholders can view their online statements through eXpense. Company Administrators can access the online statements for their Cardholders.

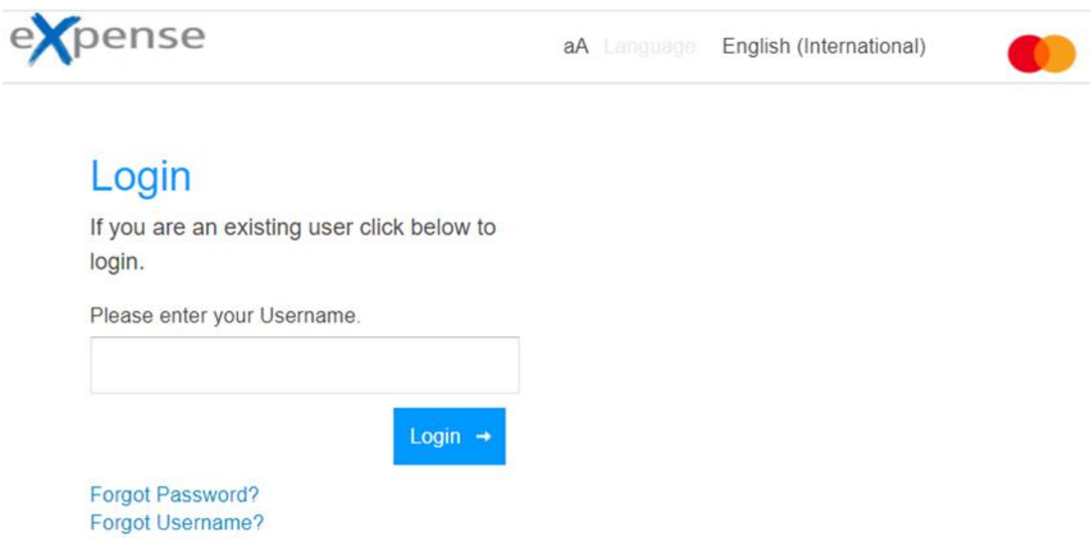
Chapter 2 Logging In

The eXpense commercial card management system is accessed via Web browser. The web address will be provided to you by your institution. This address directs you to the main login screen for the eXpense application. All users enter the eXpense application using the same login procedure.

This chapter provides information about the following procedures for first-time and returning users.

- Logging In
- Password and Username Recovery

Logging In



If you have already registered for the application, complete the following steps.

1. In the **Please enter your Username** field, type the User Login assigned during the registration process.
2. Click **Login** or press Enter on your keyboard.
3. A new box will appear. In the **Password** field, type the password you were provided.

4. Click **Login** or press Enter.
5. Depending on your setup, a final box may appear. Enter the answer to your security question, which could be the last four digits of your phone number or the last four digits of your account number in the field.
6. Click **Login** or press Enter.

> **Note**
>
> If you are a Cardholder, and entered your login information incorrectly three times, your account will be locked. Contact your eXpense Company Administrator to unlock your account.

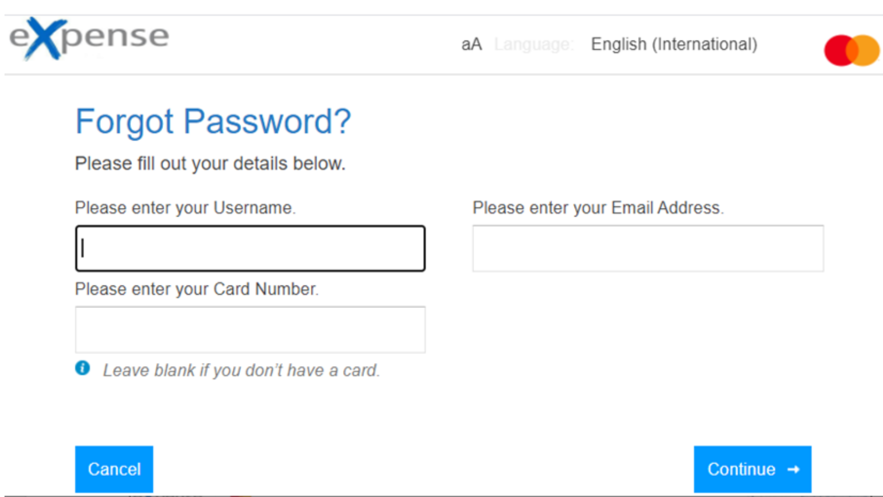
Password and Username Recovery

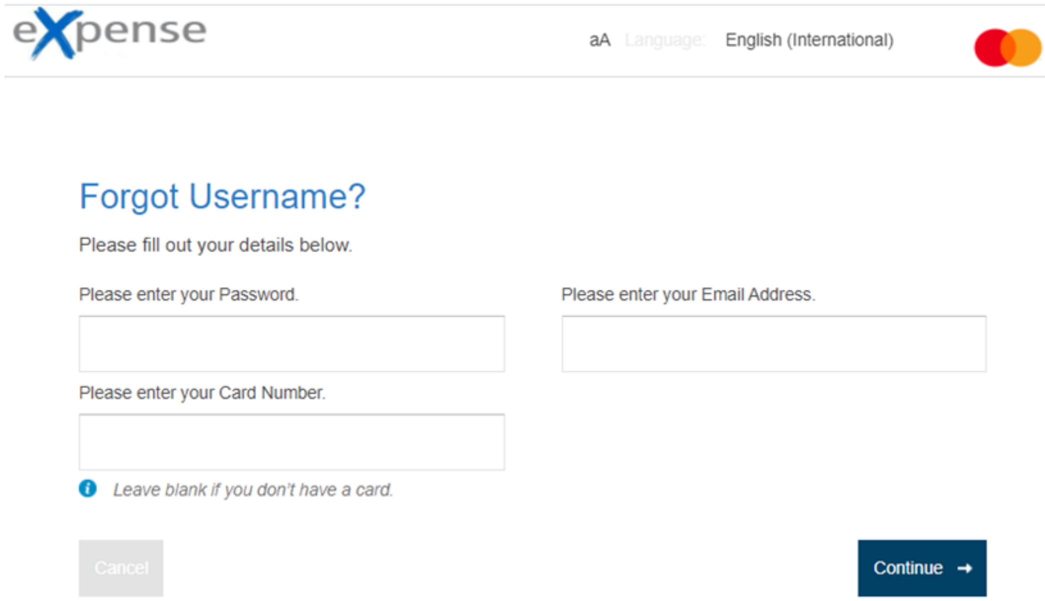
Users can complete the following steps to recover a forgotten password or username.

1. Click the **Forgot Username?** or **Forgot Password?** link.

   The application displays the next screen in the username or password recovery process.

> **Note**
>
> The steps for both password and username recovery are the same.





2. In the **Please enter your...** field, enter your password or username as instructed.
3. In the **Please enter your Email Address** field, enter your email address.
4. In the **Please enter your Card Number** field, enter the card number associated with this account. If you are an Administrator who does not have a card, leave this field blank.
5. Click **Continue**.

   The application will send your new username or password to the email address you entered in step 3.

Chapter 3

Redesigned User Interface Basics

This chapter provides information about the following general functions of the redesigned user interface (UI) of the eXpense system.

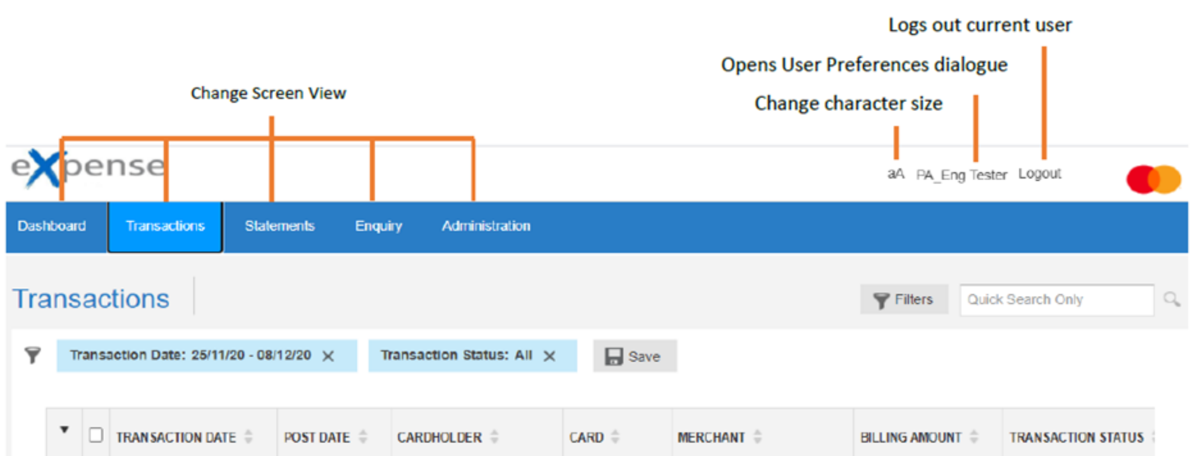
- Navigation
- User Preferences
- Customizing the Screens
- Output Settings

Navigation

The menu bar appears across the top left of the screen.

Your profile will determine which screen appears first after you log in. Navigate to another screen by clicking a menu item.

Adjust the character size of text **aA** on the upper right side of the screen.

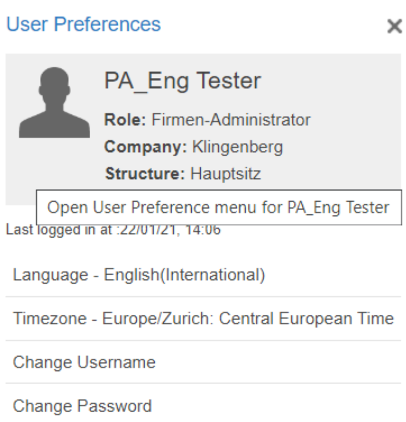


The information below is displayed on the bottom banner

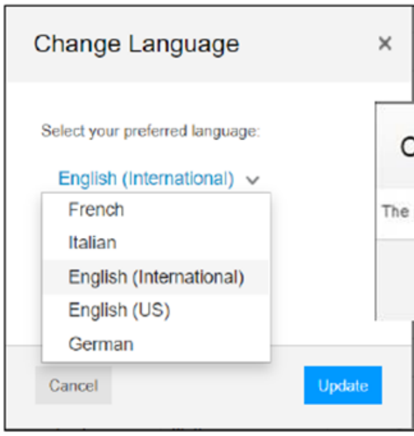
User Preferences

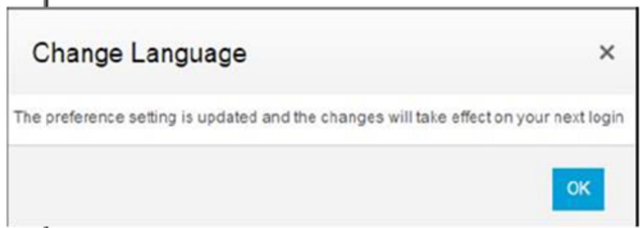
Click your name in the upper right corner to display the User Preferences screen. From this screen, you can change the language and timezone for the application. You can also change your username and password.

Language



1. Click the current language to open the dialogue box.
2. In the **Change Language** box, select the language you want to use.
3. Click **Update**.
4. Click **OK** on the confirmation popup window.



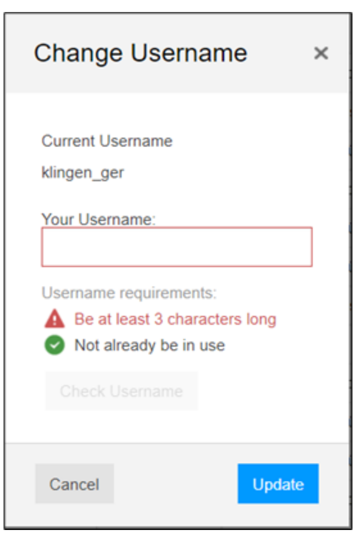


Timezone

1. Click the current timezone to open the dialogue box.
2. In the **Change Timezone** box, select the timezone you want to use.
3. Click **Update**.
4. Click **OK** on the confirmation popup window.

Change Username

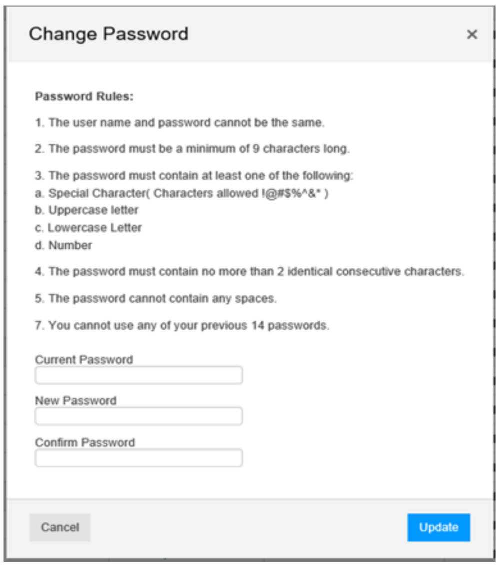
1. Click the **Change Username** option to open the dialogue box.
2. In the **Change Username** box, type a new username. Your username must be at least three characters long and cannot be in use by another system user.
3. Click **Update**.



4. Click **OK** on the confirmation popup window.

Change Password

1. Click the **Change Password** to open the dialogue box.
2. In the **Change Password** box, type your current password, then type in a new password. Type in your new password again. Your password must meet the requirements listed in the box.
3. Click **Update**.
4. Click **OK** on the confirmation popup window.

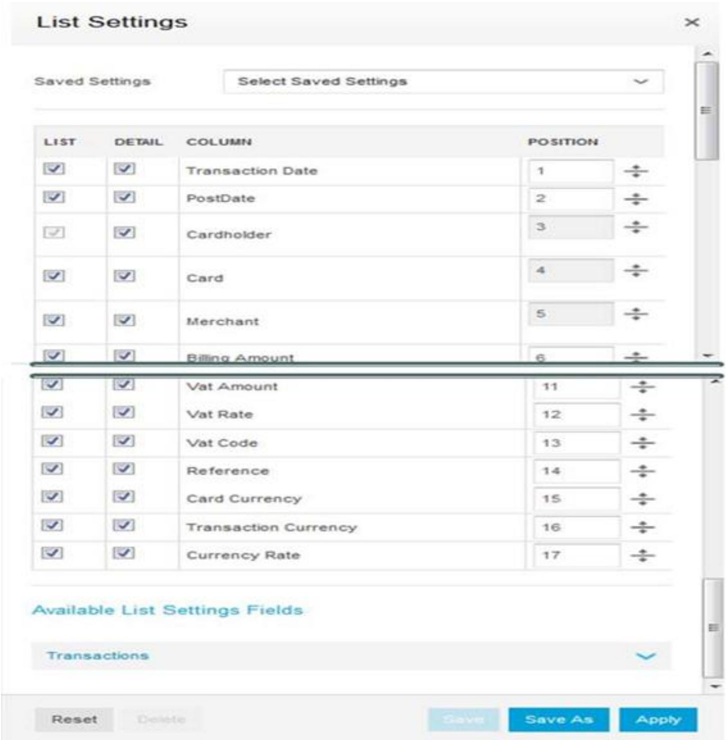


Note

The Preferences setting changes will take effect on your next login

Customizing the Screens

You can customize screens to display only the columns and column details you need.

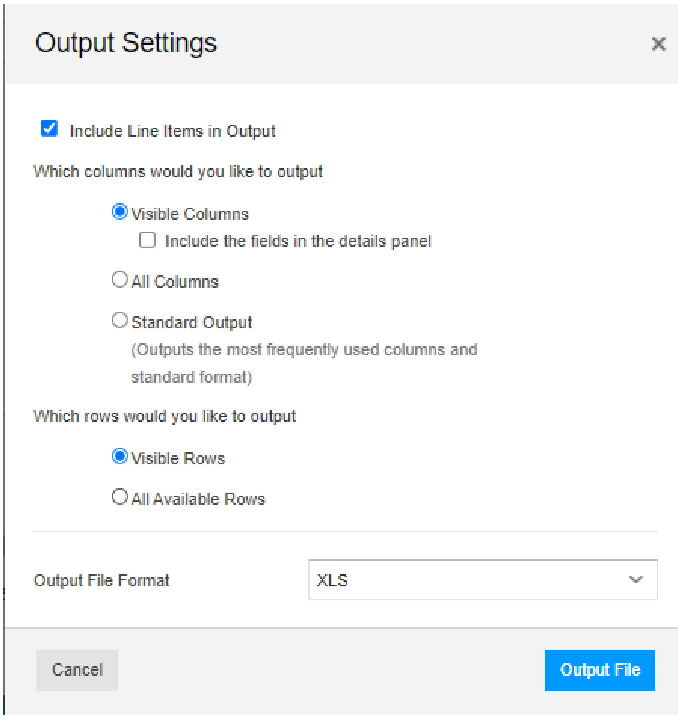


From the screen you want to customize, click **Settings** on the lower right corner of the screen to open the Settings dialog box. Customize the column view, including which columns you want to appear on the screen and in what order.

Use the check boxes to select which columns should appear. The **List** column allows you to choose which columns appear on the main screen. The **Details** column allows you to choose which columns appear in the details panel. Use the up and down arrows to determine the position of the column.

Output Settings

You export the data of a displayed screen in a number of file configurations.



From the screen for which you want to specify output formats, click **Output** to open the Output Settings dialog box to select how you want to export data from the application.

- Visible Columns (default)

  Only columns in the current view are exported. If you have hidden columns from the view, they will not be exported.

- All Columns

  All columns, including any hidden columns, are exported in Microsoft® Excel.

- Visible Rows (default)

  Only rows in the current view are exported. If you have hidden rows from the view, they will not be exported.

- All Available Rows

  All rows, including any hidden rows, are exported in Microsoft® Excel.

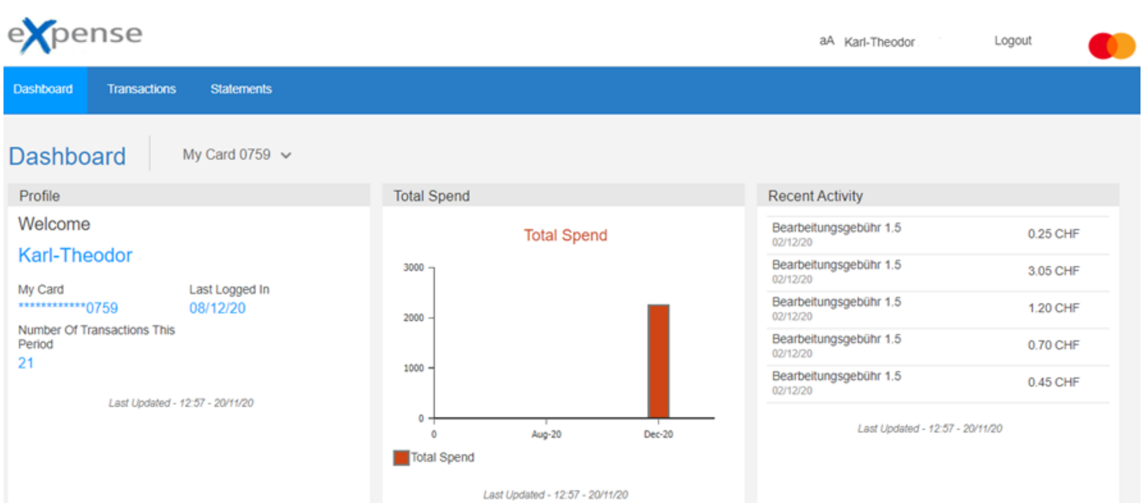
Chapter 4

Dashboard Screen

For Company Administrators and Cardholders, the Dashboard screen is available to provide end users insight into their own, or for Company Administrators, the company's most recent spending. The Dashboard screen also provides quick links to items that may require action. The Dashboard screen is designed to provide information that is relevant for the type of user.

Cardholder Dashboard

The Cardholder Dashboard provides users with the following summary information about their accounts. This information is provided to eXpense on the daily file feed from the Issuer.



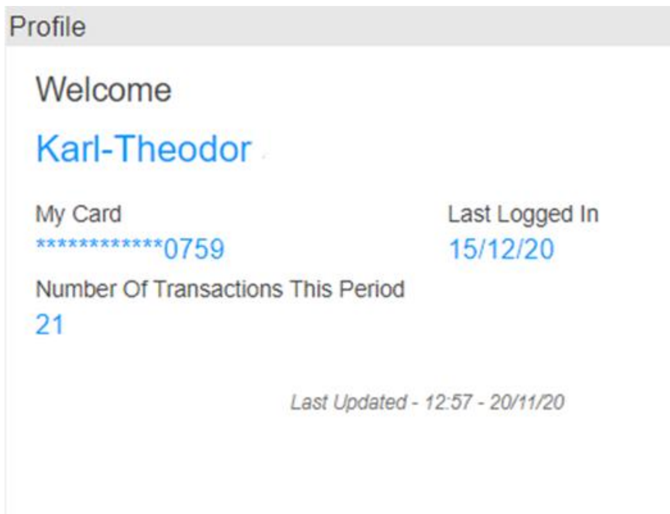
Cardholders with multiple accounts on file can use the **Dashboard** list to select which account appears in the Dashboard. To select an account, click the item in the list with the last four digits of the account identifier.

The dashboard panes displayed on the screen depends on which account you selected from the **Dashboard** list and your role settings.

Cardholder Summary

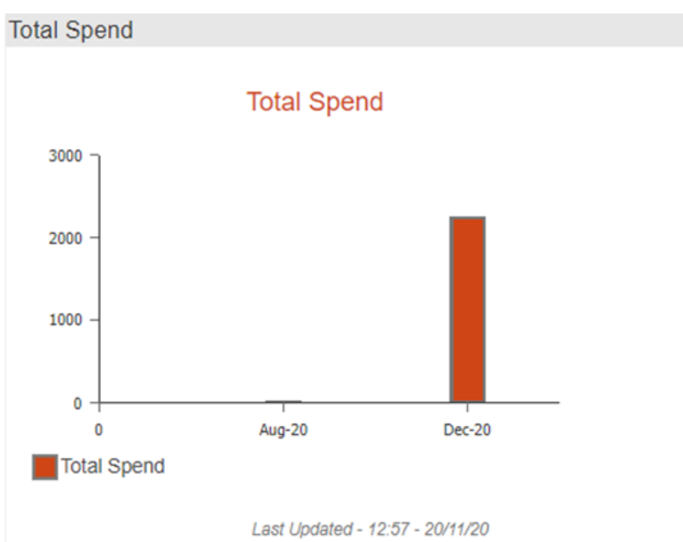
The **Cardholder Summary** pane displays the following information.

- Cardholder Name
- Account identifier (last four digits)
- Date the cardholder's ID and password was last used to log in
- Number of Transaction this period



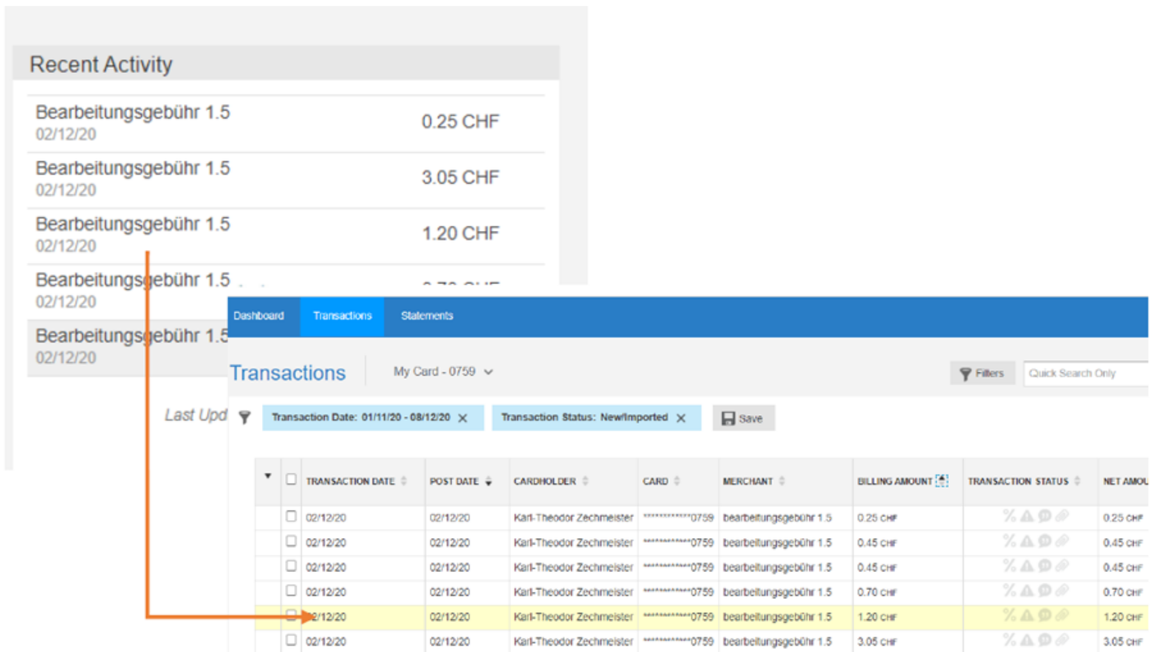
Total Spend

The **Total Spend** pane displays spending totals by month in bar graph format.



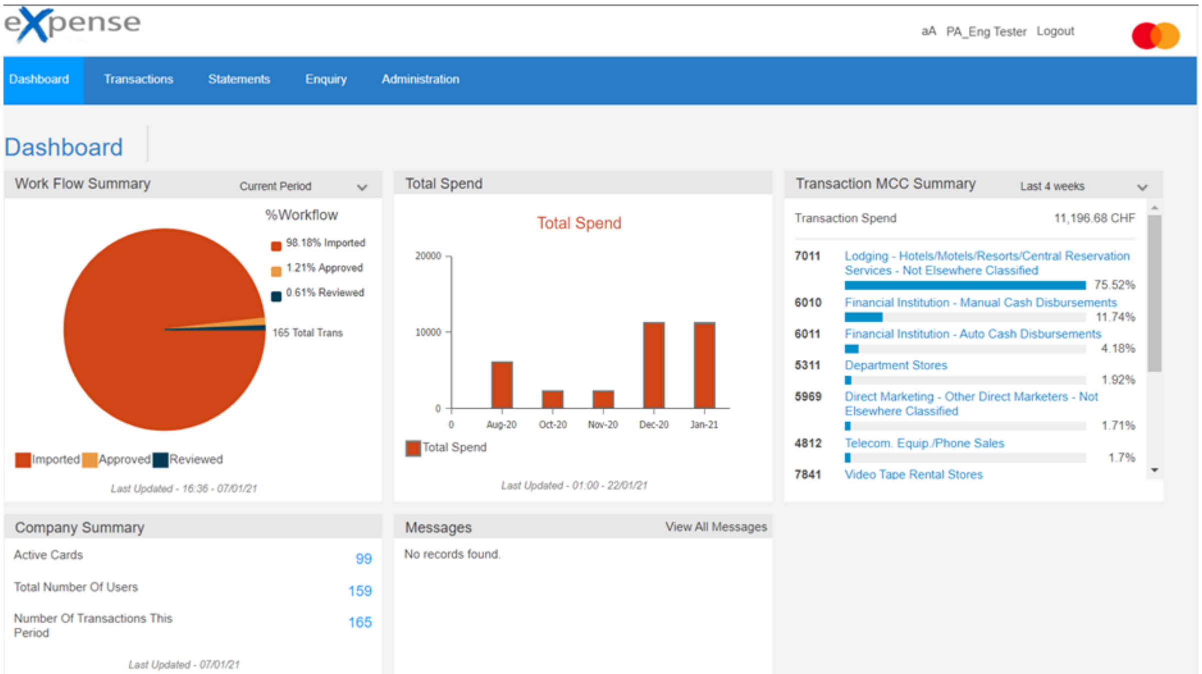
Recent Activity

The **Recent Activity** pane lists the cardholder's most recent activity. Click any item on the list to access the Transaction - Full Details screen for the selected transaction. Click **Dashboard** from the navigation menu to return to the Dashboard.



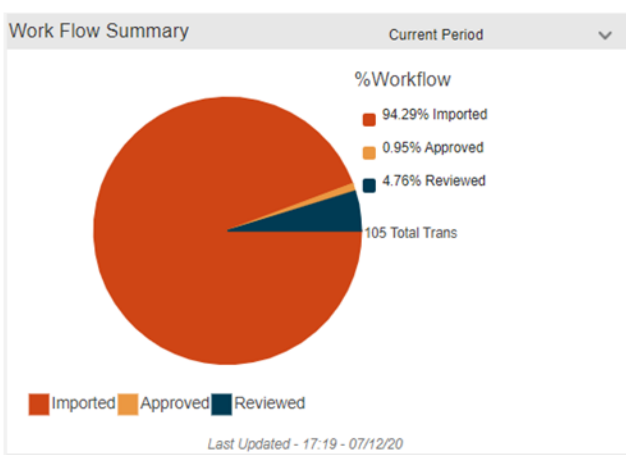
Company Administrator Dashboard

The Company Administrator Dashboard appears when you have been assigned the Administrator role. This version of the Dashboard provides the same summaries and functions as the cardholder Dashboard, as well as company level information.



Workflow summary

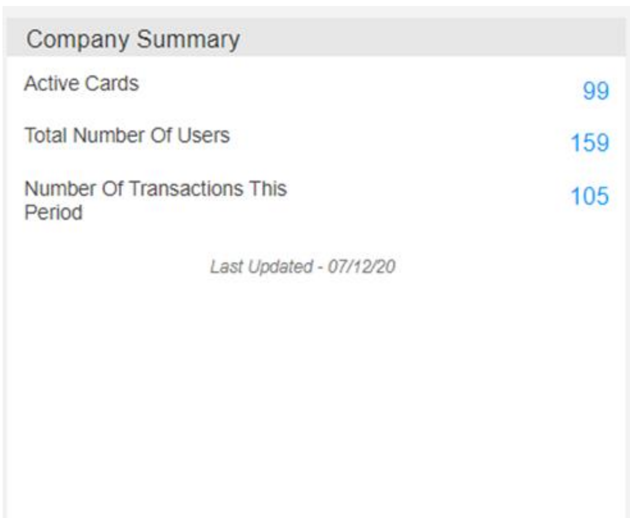
For a Company Administrator of a commercial card company, the **Work Flow Summary** displays a donut chart to summarize transaction workflow activity as a percent of total transaction volume. For example, the following chart depicts the percentage of total transactions that are new or imported, reviewed, approved for this company.



Company Summary

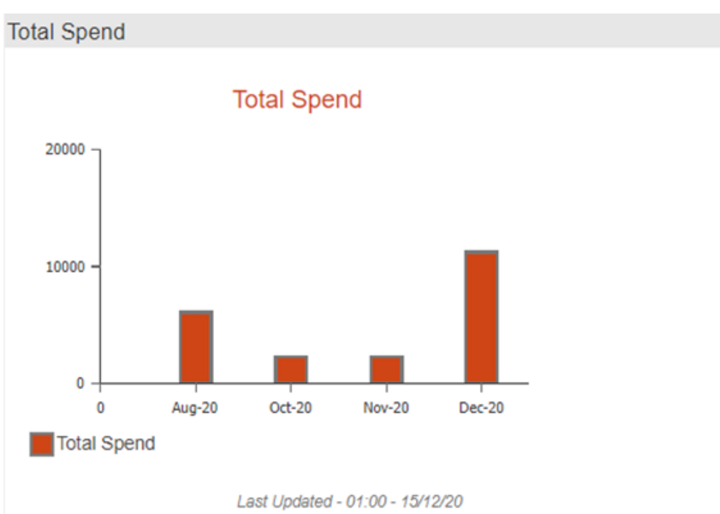
For a Company Administrator of a commercial card company, the **Company Summary** displays the Total Active Cards, Total Number of User and total number of Transactions for current period.

These values are populated based on the information received in the daily file feed.



Total Spend

The **Total Spend** pane displays spending totals by month in bar graph format.

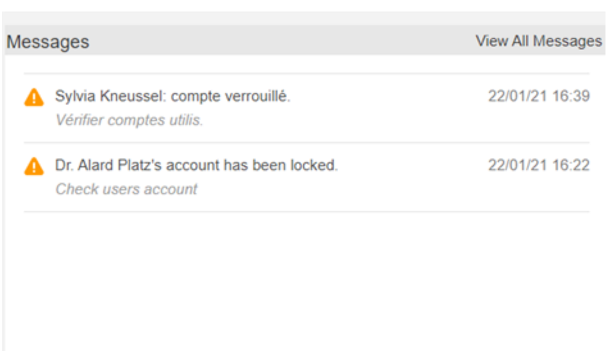


Transaction MCC Summary

The **Transaction MCC Summary** pane displays a bar graph showing transaction volume as a percentage of total spend by merchant category code (MCC). Use the list at the top right corner of the pane to select date ranges for transaction MCC summary information.

Messages

The **Messages** pane lists the most recent messages for the Company Administrator, along with graphic icons indicating whether a message is informational or an alert requiring action.



Click the **View All Messages** link to access the entire Messages queue to view and/or take action on messages.

Chapter 5 Transactions Screen

Transaction information is imported into the eXpense system daily. This process occurs automatically, so no action is required on your part to import the information.

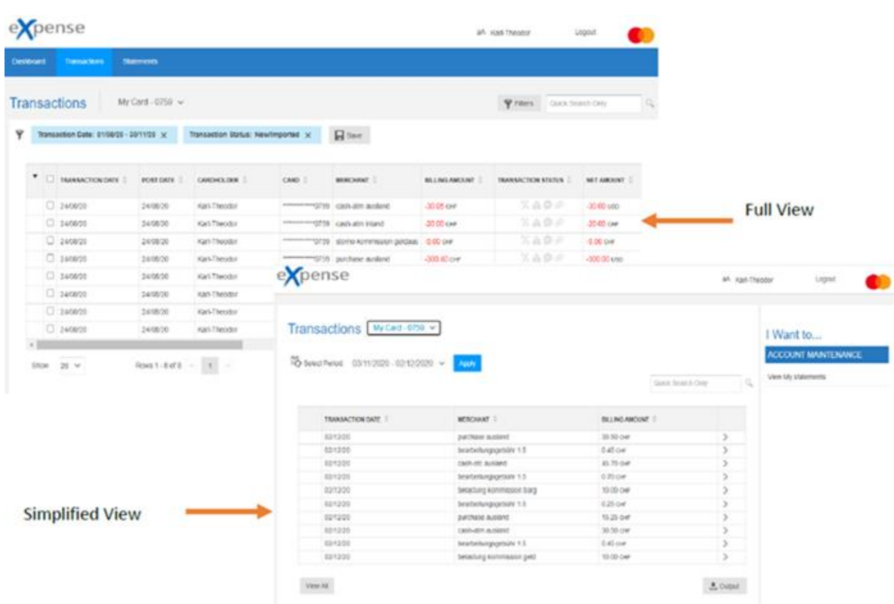
You can view transactions on either of two versions of the Transactions screen. The view you see is determined by the volume of transactions for your company.

The **Simplified View is for Cardholders only**, and Company Administrators with Cards. It is not available for Company Administrators without Cards. It displays a list of transactions for a selected time period. For each transaction, this **Simplified View** shows the transaction date, the name of the merchant originating the transaction, and the billing amount of the transaction.

The **Full View** displays a larger number of transaction details. In this view, you can choose certain fields you want displayed to customize the screen. This view also offers a filter function that enables you to display only transactions meeting specific criteria. In addition, you can do the following.

- Allocate cost codes to transactions, provided this feature is enabled for your company
- Split transaction amounts
- Add comments to transactions
- Mark a transaction as reviewed

Examples of both views are shown in the following illustration.



Switching between the Simplified or Full View

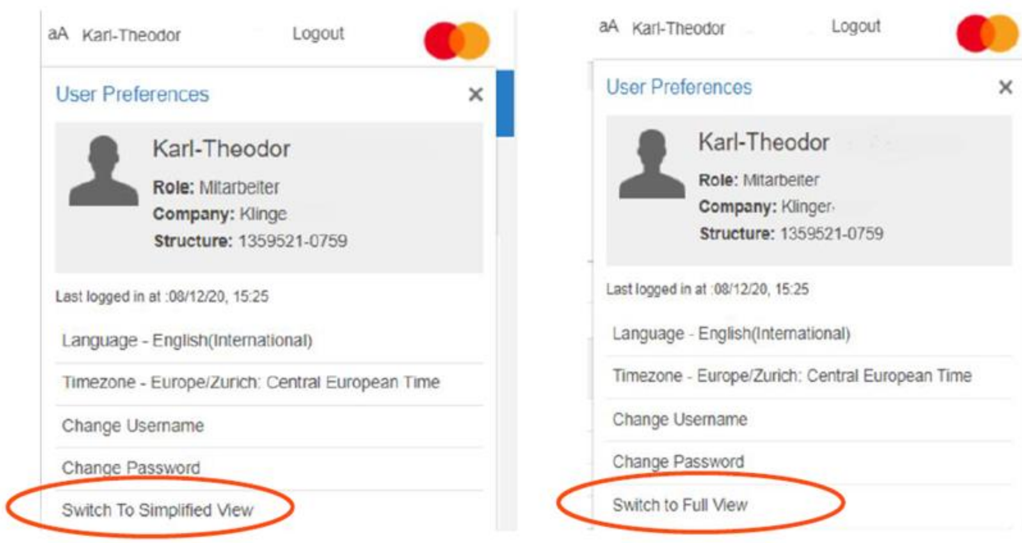
If your role enables you to access both the Simplified and Full views, you can display one or the other using the steps below.

> **Note**
>
> Company Administrators with Card will be able to access both.

1. In the upper right corner of the eXpense window, click the link labeled with the account name.

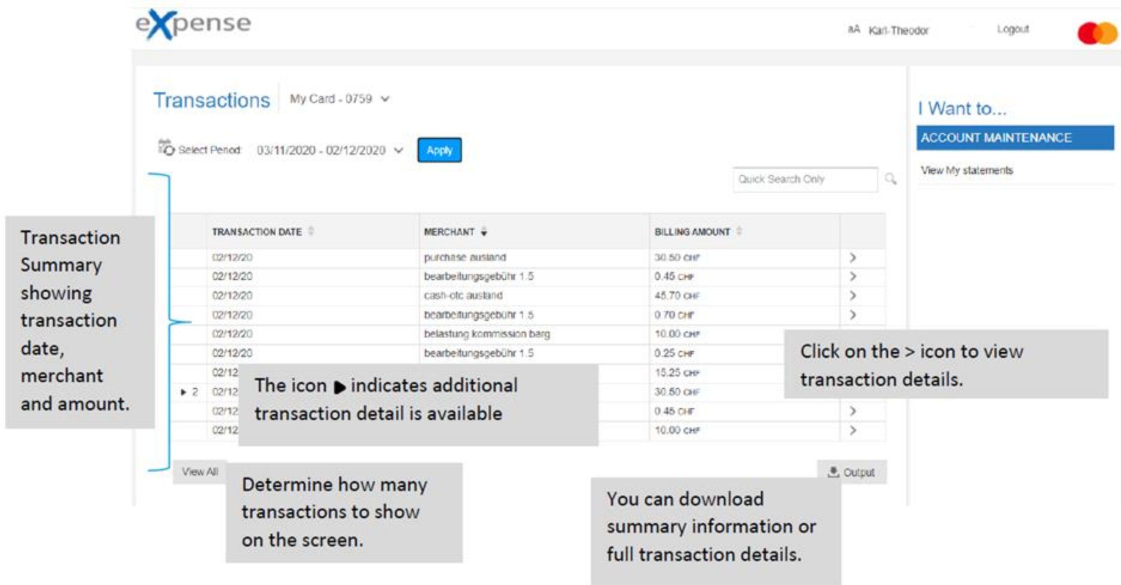
   The User Preferences screen appears. The link at the bottom of this screen enables you to switch to the alternate view.

2. Click **Switch to Simplified View** or click **Switch to Full View**.
   The application returns to the Dashboard screen, where you can click **Transactions** in the menu bar to return to the alternate view on the Transactions screen.



Working in the Simplified View

Below is an example of the Simplified View screen. You can perform a number of tasks in the Simplified View.



Selecting a Statement Period

The most recent statement transactions will appear by default. To review transactions from an earlier statement period, complete the following steps.

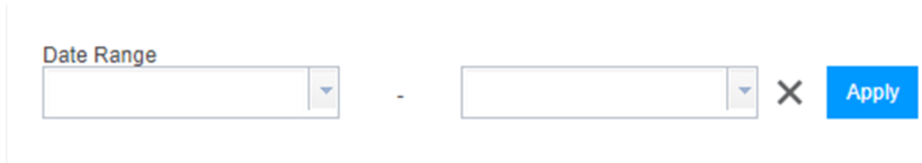
1. Click the arrow to the right of the billing period. A list of the periods on file appears.
2. Click the period containing the transactions you want to display, then click **Apply**.
   The application updates the transaction table with the transactions from the period you selected.

The screen displays transactions for the specified statement period.

To review transactions from a range of dates

1. Click the calendar icon to the right of the **Select Period** list.

   The **Date Range** fields replace the icon and the **Select Period** list.



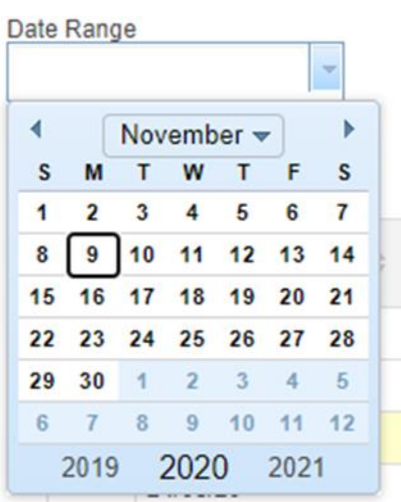
The box on the left is the beginning date field. The box on the right is the ending date field.

> **Note**
>
> Click the **X** between the ending date field and the **Apply** button to remove the **Date Range** fields and display the **Select Range** list.

2. Enter the beginning and ending dates for the range.

   You can type the dates using an DD/MM/YYYY format.

3. You can also select dates from a calendar. To display the calendar, click the arrow on the right of the field.



Change the dates in the calendar from largest unit of time to smallest. For example, assume you want to review transactions for the previous six months. The beginning date of this period falls in the previous year. You would first select the year, then the month, and finally the date.

To change the year, click the year at the bottom of the calendar.

To change the month, click the list labelled with the name of the month and click the name of the alternate month. You can also click the arrows on either side of the month's name to change the displayed month.

To select a date, click the number on the calendar. The application removes the calendar as soon as you click the number and updates the field with the month, day, and year.

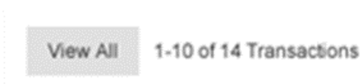
The application updates the transaction table with the transactions on file for the date range.

The screen displays all transactions falling within the date range across multiple statement periods.

To return to the statement date field, click the **X** to the right of the second calendar dropdown.

Controlling the number of transactions displayed

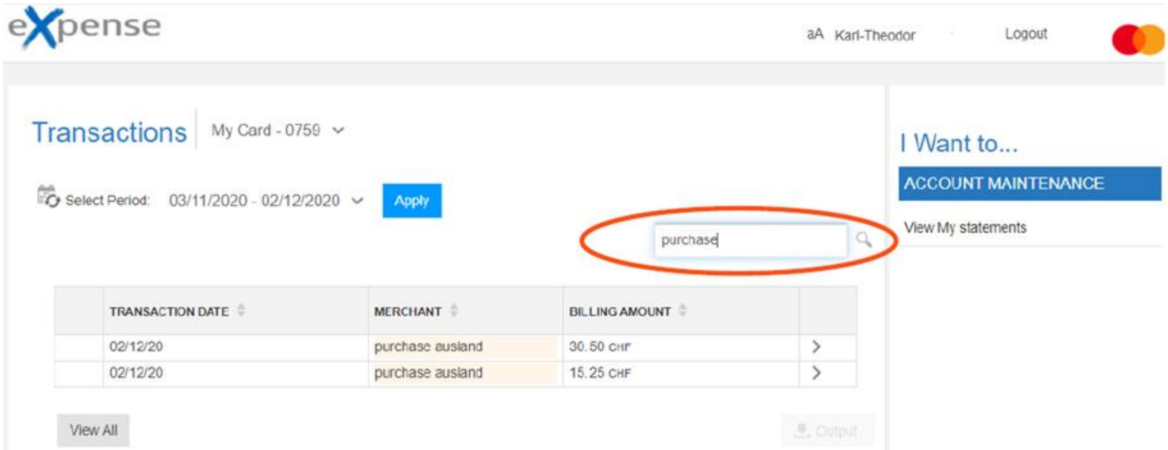
Click **View All** on the lower left of the screen to see all transactions for the billing period you have selected. Click **Back** to return to the shorter list.



Searching for Transactions

The Simplified View provides a search function you can use to find transactions by date, merchant name, or billing amount. The search box is above the Billing Amount column of the transaction table.

You can search for transactions within a statement period or date range by using the search field. You must first select the statement period or date range, then search for the transaction by keyword.

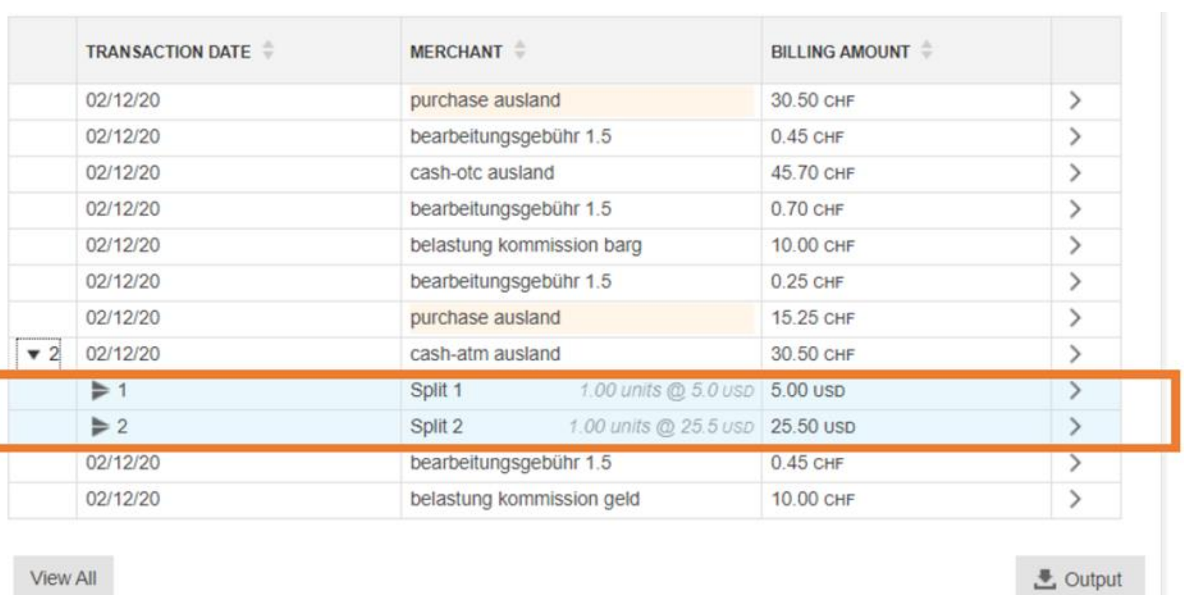


Enter your search terms and click the magnifying glass to the right of the field, or press ENTER.

Viewing Transaction Details

The transaction table in the Simplified View contains the date of the transaction, the name of the merchant, and the billing amount.

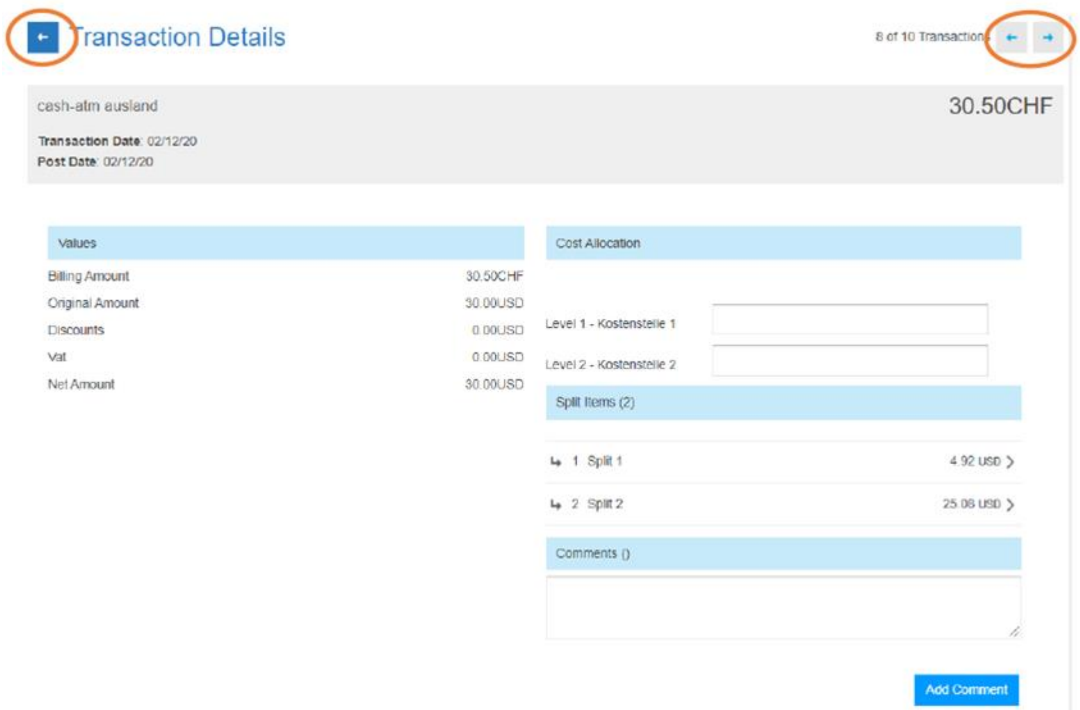
If the transaction has line item detail, as passed from the merchant, or has been manually split, the first column of the table contains an arrow icon ▶ to identify transactions with additional lines. The number following this icon is the number of lines. Click the arrow to display or hide the additional lines.



	TRANSACTION DATE	MERCHANT		BILLING AMOUNT	
	02/12/20	purchase ausland		30.50 CHF	>
	02/12/20	bearbeitungsgebühr 1.5		0.45 CHF	>
	02/12/20	cash-otc ausland		45.70 CHF	>
	02/12/20	bearbeitungsgebühr 1.5		0.70 CHF	>
	02/12/20	belastung kommission barg		10.00 CHF	>
	02/12/20	bearbeitungsgebühr 1.5		0.25 CHF	>
	02/12/20	purchase ausland		15.25 CHF	>
▼ 2	02/12/20	cash-atm ausland		30.50 CHF	>
	▶ 1	Split 1	1.00 units @ 5.0 USD	5.00 USD	>
	▶ 2	Split 2	1.00 units @ 25.5 USD	25.50 USD	>
	02/12/20	bearbeitungsgebühr 1.5		0.45 CHF	>
	02/12/20	belastung kommission geld		10.00 CHF	>

To display details such as discounts, sales tax, or to allocate amounts to cost codes, click the caret **>** in the column to the right of the Billing Amount column. To display details for a line item, display the line item first, then click the caret in the item's row.

The **Transaction Details** screen, shown in the following illustration, appears. If the transaction has been split, the line items are listed under the Line Items heading in the lower left corner of the screen. If the transaction has not been split, and there are no line items, the application does not display the Line Items heading. Instead, it moves the Comments heading to the lower left corner of the screen.

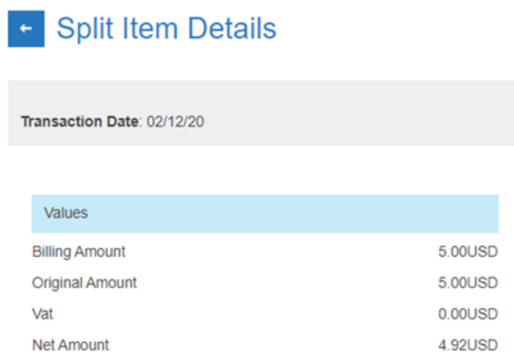


To return to the **Transactions** screen, click the arrow icon  to the left of the Transaction Details title.

Click the back or forward arrow icons to display transaction details for the next or previous transaction. These arrows are in the upper right corner of the **Transaction Details** screen.

Displaying Spilt Item Details

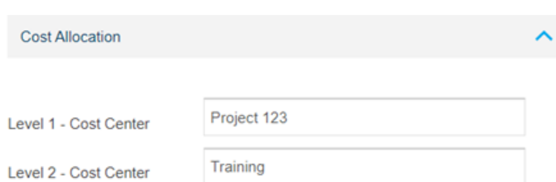
When you display the details for a transaction, the **Transaction Details** displays information about the transaction. You can also display details about a transaction's Split items.



Using Free Text Entry to Track Cost Allocations

If your financial institution has made this feature available, Small Business clients can enter cost codes in the **Transaction Details** panel. Complete the following steps.

1. Click a transaction to open the Transaction Details sidebar, then scroll down to the Cost Allocation section on the sidebar, as illustrated below.



2. Type the information in each cost allocation field according to your company's guidelines.

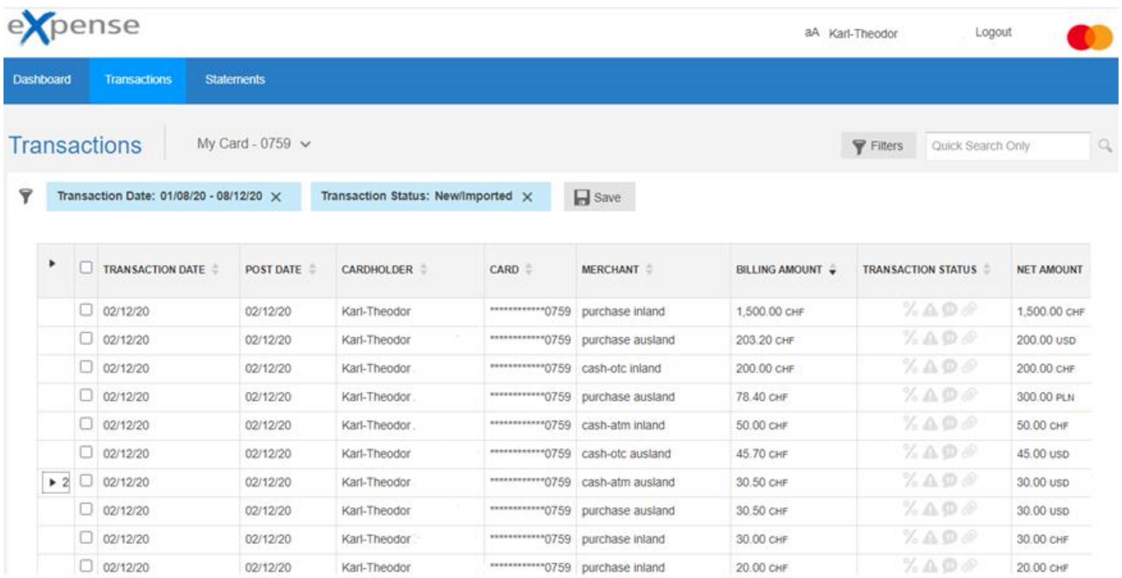
   Think of each field as a level with the first field containing the highest level of information and the last field the most specific information as follows.

   - Level 1 - Cost Center
   - Level 2 - Cost Center

> **Note**
>
> Field names in the Cost Allocation section are determined by your organization.

Working in the Full View

An example of the Transaction Full View screen follows.



	TRANSACTION DATE	POST DATE	CARDHOLDER	CARD	MERCHANT	BILLING AMOUNT	TRANSACTION STATUS	NET AMOUNT
	02/12/20	02/12/20	Karl-Theodor	************0759	purchase inland	1,500.00 CHF		1,500.00 CHF
	02/12/20	02/12/20	Karl-Theodor	************0759	purchase ausland	203.20 CHF		200.00 USD
	02/12/20	02/12/20	Karl-Theodor	************0759	cash-otc inland	200.00 CHF		200.00 CHF
	02/12/20	02/12/20	Karl-Theodor	************0759	purchase ausland	78.40 CHF		300.00 PLN
	02/12/20	02/12/20	Karl-Theodor	************0759	cash-atm inland	50.00 CHF		50.00 CHF
	02/12/20	02/12/20	Karl-Theodor	************0759	cash-otc ausland	45.70 CHF		45.00 USD
2	02/12/20	02/12/20	Karl-Theodor	************0759	cash-atm ausland	30.50 CHF		30.00 USD
	02/12/20	02/12/20	Karl-Theodor	************0759	purchase ausland	30.50 CHF		30.00 USD
	02/12/20	02/12/20	Karl-Theodor	************0759	purchase inland	30.00 CHF		30.00 CHF
	02/12/20	02/12/20	Karl-Theodor	************0759	purchase inland	20.00 CHF		20.00 CHF

Descriptions of the transaction table columns in the Full View are provided below. Not all columns appear in the previous illustration. To view all columns in the table, use the scroll bar under the table.

- BILLING AMOUNT – Total amount of the transaction, including any assessed tax amount or merchant discount

- CARD – Last four digits of the cardholder account identifier
  The application masks the first twelve digits of the account identifier.

- CARD CURRENCY – Billing currency of the cardholder account identifier
- CARDHOLDER – First and last names of the cardholder
- COST CENTER-CODE – Code representing a cost center. Your company may

use a different title for this field, or may not use this feature at all.

- COST CENTER-DESCRIPTION – Text describing the cost center code in the COST CENTER-CODE field. Your company may use a different title for this field, or may not use this feature at all.
- CURRENCY RATE – The exchange rate for the currency for international purchases.
- DATE – Date (DD/MM/YY) of the transaction
- MERCHANT – Name of the merchant
- NET AMOUNT – Dollar-and-cent amount of the transaction, excluding any assessed tax amount or merchant discount
- ORIGINAL AMOUNT – Total dollar-and-cent amount of the transaction in the original currency.
- POST DATE – Date (DD/MM/YY) the transaction was posted to the account
- REFERENCE – Merchant-defined reference number identifying the customer, if a reference number is quoted at point of sale.

> **Note**
>
> Move the mouse pointer over this field to display a text description of the status. See below for a legend of status icons.

- TRANSACTION CURRENCY – Code representing the currency in which the transaction was conducted
- TRANSACTION DATE - Date (DD/MM/YY) the transaction occurred
- VAT CODE – Value added tax (VAT) Merchant/supplier federal tax or value added tax identification number

Status Icons Used in the Transaction Table

The following table provides a legend for symbols used in the Status field of the transaction table.

Indicates when a transaction includes air travel.

Indicates hotel related transactions

Indicates car rental transactions

When highlighted, indicates a receipt is attached.

When highlighted, indicates a comment has been added to the line item

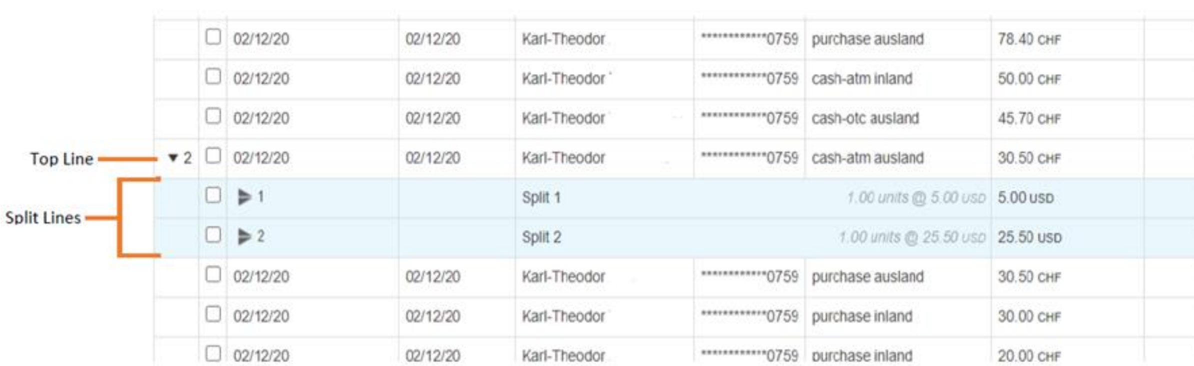
When highlighted, indicates that the line item is being disputed

When highlighted, indicates tax has been applied to the line item

Identifying Line Types in Simplified and Full View Transaction Tables

Each row of the transaction table contains information about the transaction

You can manually split transactions into multiple line items. The split arrow icon identifies a split line. The number following the arrow is the sequence number of the split line. For example, a 1 following the arrow identifies the first line of the split, a 2 identifies the second line, a 3 identifies the third line, and so on.



Note

Refer to the Splitting Transactions heading for more information.

Sorting the Transaction Table

When the transactions first appear on the Transactions screen, they are sorted by date. In addition, the application uses the last applied filter to determine which transactions to display.

To change the order in which any column is sorted, click one of the arrows in the sort icon to the right of a column name. Click the top arrow to sort in ascending order and the bottom arrow to sort in descending order.

Searching for Transactions

The Transactions screen includes a search function you can use to search by a string of characters.

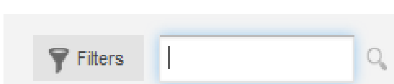
When you use the search function, the application searches only the transactions listed in the transaction table. However, it searches all columns. For example, you may want to search for transactions with any field containing the string **MAR**.

The search results would include transactions for cardholders with the first name **Mar**y, **Mar**ty, or **Mar**tin, merchants whose names contained the word **ma**rt or **ma**rket, as well as reference numbers, codes, or explanations containing the string.

The search function is useful for simple searches. However, you may prefer to use the Full View filter function for more complex searches.

To use the search function, complete the following steps.

1. In the search box on the upper right corner of the Transaction screen, enter the characters you want to search for.



2. Click the magnifying glass on the right end of the search box.
   The application locates all transactions containing the search string and updates the table.

Using Full View Filters

The Full View filter function enables you to display only transactions meeting user-selected criteria. For example, you may want to view all transactions originating at a specific merchant. Or, you may want to view all transactions for a single cardholder or all disputed transactions. The filter function searches all transactions on file within the range of dates you specify.

The following list shows available filter criteria. You can combine these criteria with a range of dates to further screen the transactions.

- Billing Amount
- Billing Currency
- Card
- Cardholder
- Comments
- Cost Allocation Code (if applicable)
- Cost Allocation Status (if applicable)
- Country of Origin
- Entity
- First name
- Last Name
- Level
- MCC Code Desc
- Merchant
- Merchant Identifier
- Original Currency
- Post Date
- Receipted
- Reference
- Stan Reference
- VAT Code Description
- VAT Error Number/Description
- VAT Status
- Transaction Type

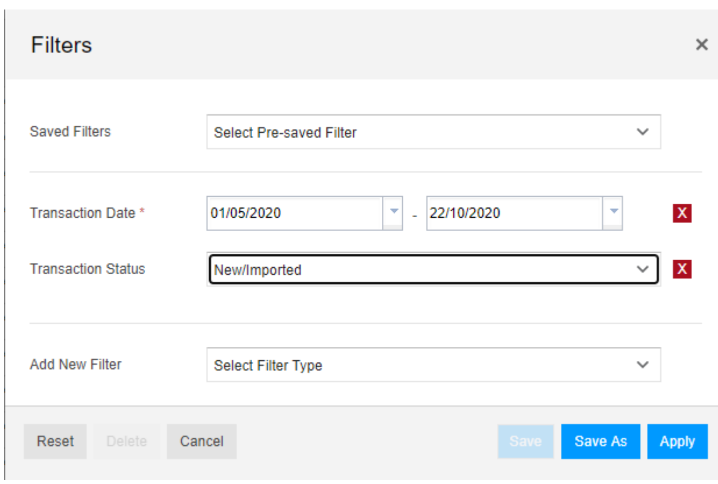
You can combine criteria. For example, you can search for transactions that were posted on a certain date to a single card and originating at a specific merchant.

If you find that you use the same filter settings repeatedly, you can save the settings. Then, you can select the saved filter and apply it, reducing the amount of time needed to retrieve the transactions.

Creating and Applying a Filter

To create and apply a filter, complete the following steps.

1. On the Transactions screen, click **Filters**.
   The **Filters** dialog box appears. The default values for this dialog box are the settings from the most recently applied filter.



2. Click the red X boxes to remove any filter criteria you do not want to use.

   If you want to use the existing criteria with different settings, you can modify the settings, then add more criteria, if necessary.

3. In the **Add New Filter** list, click a filter criteria.
   The application adds fields for the criteria to the dialog box.

You can add multiple filter criteria to a filter, but you cannot add more than one of each criteria.

4. Complete the fields for the criteria.

> **Note**
>
> Refer to the Using Criteria Fields heading for information about completing the fields.

5. Repeat steps 3 and 4 as needed.
6. Click **Apply** to initiate the filter process.

   The application closes the **Filters** dialog box and updates the transaction table with the transactions matching your filter. The application also displays the filter settings above the filter table.

Using Criteria Fields

The **Filters** dialog box enables you search for a number of criteria. You enter the values for the criteria in the criteria fields. The fields vary by the criteria. Some criteria require you to enter dates, others require you to enter search strings, and others provide you with lists of valid values. There are four filter criteria types.

- Saved Filters
- Date Filters
- Status Filters
- Field Heading Filters

Saved Filters

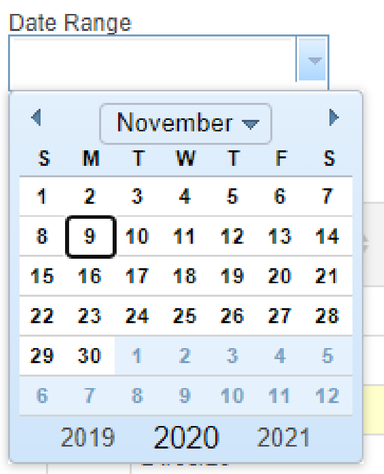
Any filters you have previously created and saved appear in the **Saved Filters** list. Refer to the Saving Filters section for instructions on creating and saving filters.

Date Filters

The **Transaction Date** filter requires date fields. The following illustration shows the date fields requiring a date filter.

The box on the left is the beginning date field. The box on the right is the ending date field.

To set the filter for a specific day, set both fields to the same date. To complete type the dates in the fields using an DD/MM/YYYY format. You can also select dates from a calendar. To display the calendar, click the arrow on the right of the field.



To change the year, month, or date, change the year first, then the month, and then select a date.

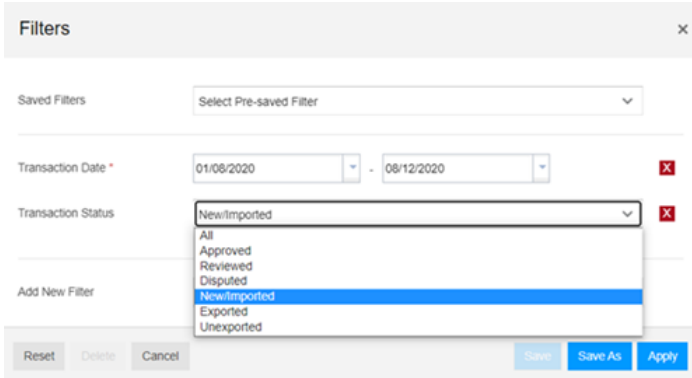
To change the month, click the list labelled with the name of the month and click the name of the alternate month. You can also click the arrows on either side of the month's name to change the displayed month.

To change the year, click the year at the bottom of the calendar.

To select a date, click the number on the calendar. The application removes the calendar as soon as you click the number and updates the field with the month, day, and year.

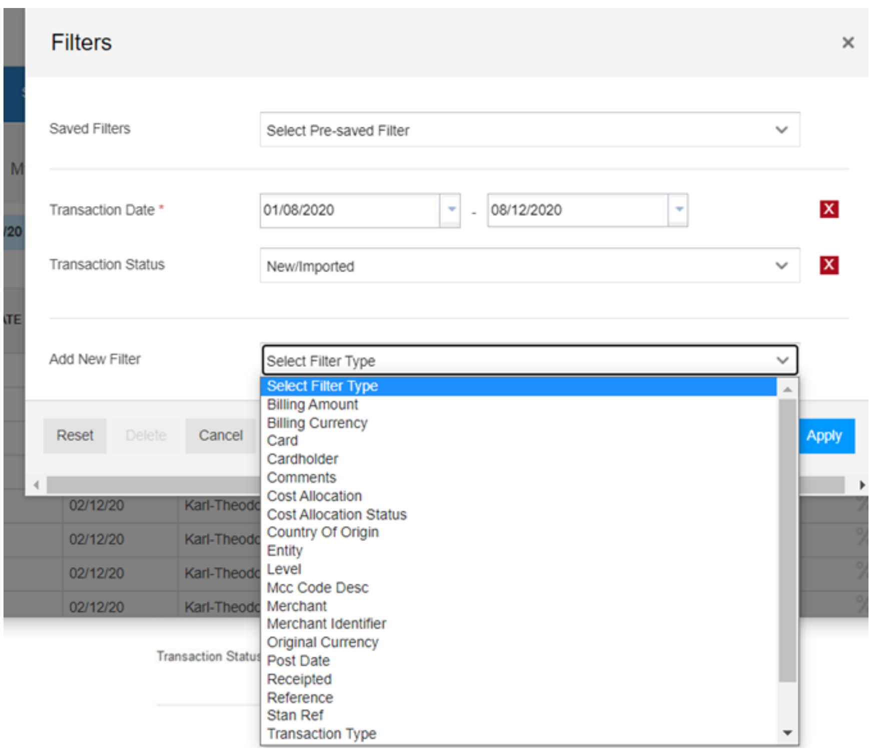
Status Filters

You can use Transaction Status filters to narrow your results based on actions or status on individual transactions. The following illustration shows the status options available.



Field Heading Filters

When you click **Select New Filter,** a list associated with the headings in the Transaction table appears**.** You can use as many of these heading filters as needed. The following illustration shows the standard field heading filters available.



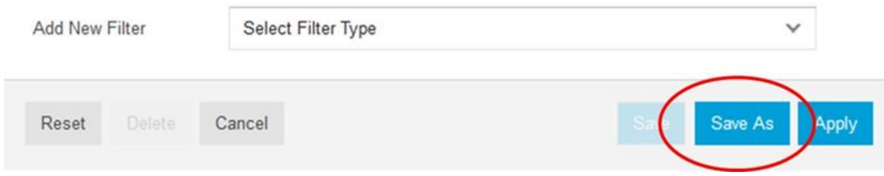
Saving Filters

Complete the following steps to save a filter.

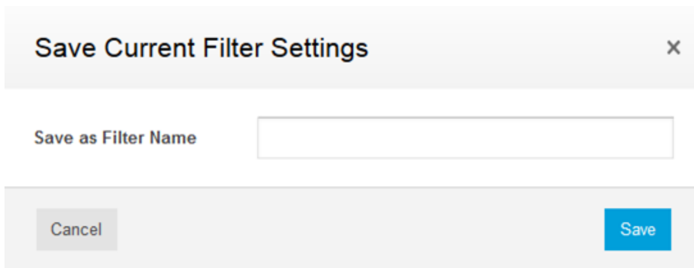
1. Follow steps 1 through 5 under the [Creating and Applying a Filter] heading.

2. Click **Save As**.

   The **Save As** dialog box appears.



3. In the **Save As** box, enter a name for the filter and click **Save**.



Applying a Saved Filter

Follow the steps below to apply a saved filter.

1. On the Transactions screen, click **Filters**.

2. From the **Filters** dialog box, select the desire filter from the Saved Filters list.
3. Click **Apply** on the bottom right of the **Filters** dialog box. This will close the dialog box and return you to the Transactions screen with the filter applied.

Changing a Saved Filter

Follow the steps below to change a saved filter:

1. On the Transactions screen, click **Filters**.
2. From the **Filters** dialog box, select the desire filter from the **Saved Filters** list.
3. Add, remove, or change criteria for desired fields.
4. Click **Save**. A message will appear at the top of the dialog box indicating that the changes were saved successfully.

5. Click **Apply** if you wish to view items on the Transactions screen using this filter.

> **Note**
>
> To delete a saved filter, select it in the **Filters** dialog box and click **Delete** at the bottom of the box. A confirmation popup box will appear. Click **Delete** to confirm or **Cancel** to cancel the request to delete the filter.

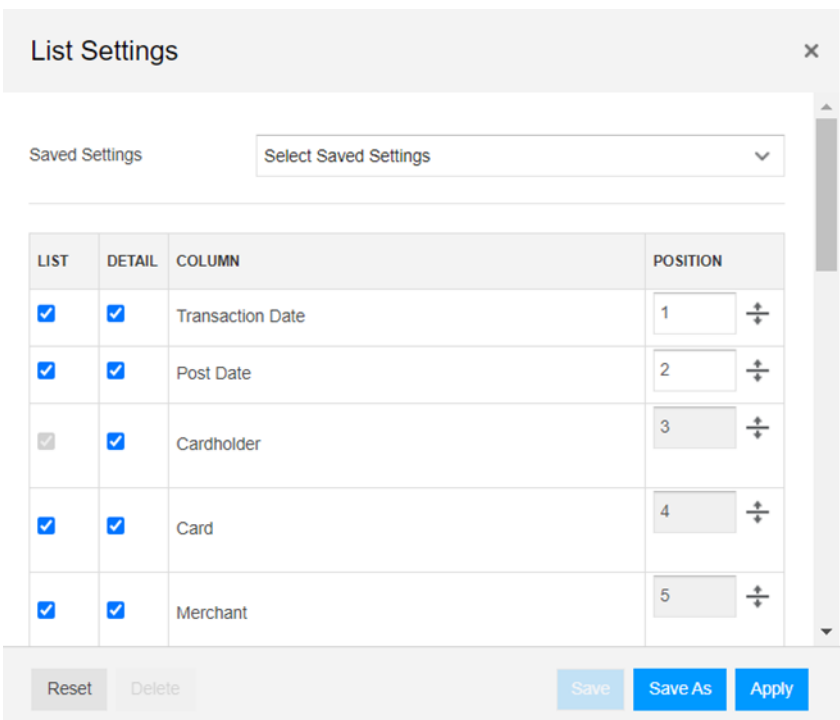
Selecting Optional Columns for Display

You can display or suppress columns in the transaction table as well as specify the order that these columns appear in the table. In addition, you can save specific configurations of columns so that you only need to select the configuration by name to apply that configuration.

Complete the following steps to display or suppress columns.

1. Under the transaction table, click **Settings.**

   The **List Settings** dialog box appears.



2. For each column you want to display, select the check box in the column's row in the

LIST column. The DETAIL check boxes enable you to display or suppress fields in the Transaction Detail screen.

To suppress a column, clear the check box.

3. For each column you want to display, set the position in the table by entering a position number in the **POSITION** box or by dragging the up or down arrows ÷ in the adjustment control to the right of the POSITION box.

   Column positions are numbered from left to right in the transaction table.

4. Take one of the following actions.

   - Click **Reset** to clear the check boxes and **POSITION** box.
   - Click **Save As** to save the configuration under a user-defined name.
   - Click **Apply** to apply the configuration.
     The application closes the **List Settings** dialog box and reconfigures the transaction table.

     If you do not save the configuration first, the application applies the configuration but does not save it. To use the same configuration again, you must recreate it.

5. To close the dialog box without taking any of the actions in step 4, click the **X** in the upper right corner of the dialog box.

Applying a Saved Configuration

To apply a previously saved configuration, complete the following steps.

1. Under the transaction table, click **Settings.**

   The **List Settings** dialog box appears.

2. In the **Saved Settings** list, click the name of the configuration you want to apply.

   The application updates the **LIST** checkboxes and **POSITION** boxes with the saved settings.

3. Click **Apply** to apply the configuration.
   The application closes the **List Settings** dialog box and reconfigures the transaction table.

Changing a Saved Configuration

To revise a saved configuration, complete the following steps.

1. Under the transaction table, click **Settings.**

   The **List Settings** dialog box appears.

2. In the **Saved Settings** list, click the name of the configuration you want to apply.

   The application updates the **LIST** checkboxes and **POSITION** boxes with the saved settings.

3. Select or clear the column checkboxes and adjust the position values.
4. Click **Save** to save the settings under the same name or click **Save As** to save the settings under a different name.

Deleting a Saved Configuration

To delete a previously saved configuration, complete the following steps

1. Under the transaction table, click **Settings** to display the **List Settings** dialog box.

2. In the **Saved Settings** list, click the name of the configuration you want to delete.

   The application updates the **LIST** checkboxes and **POSTION** boxes with the saved settings.

3. Click **Delete** to remove the saved configuration. The application closes the **List Settings** dialog box and removes the saved configuration settings.

Displaying the Transactions Details Sidebar

You can display additional details about a specific transaction in the Transaction Details screen. This screen also contains controls that enable you to do the following.

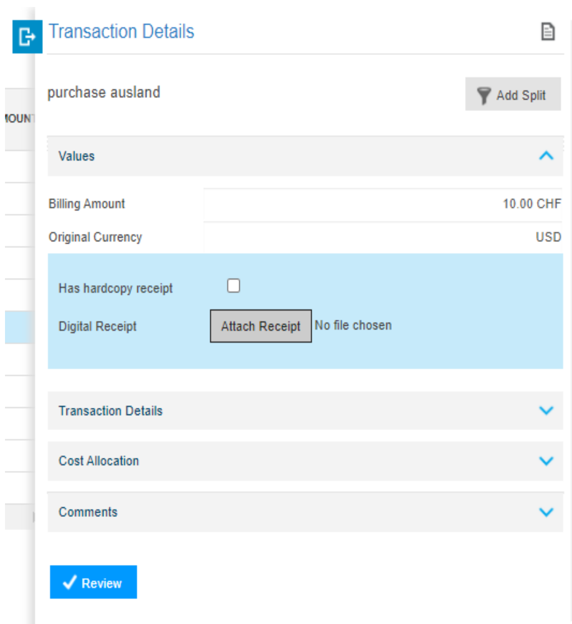
- Display or print all details for the transaction
- Split a transaction
- Allocate the transaction to a cost code, if your company uses this feature
- Attach a digital transaction receipt
- Add comments

- Review

To display transaction details, complete the following steps.

1. Scroll through the transaction list until the transaction for which you want to view details appears.
2. In the column of checkboxes in the transaction table, click the check box belonging to the transaction.

   The **Transaction Details** sidebar appears over the right side of the table.



   The Transactions screen does not display the full contents of the sidebar. Use the sidebar's scroll bar to view all items in the sidebar.

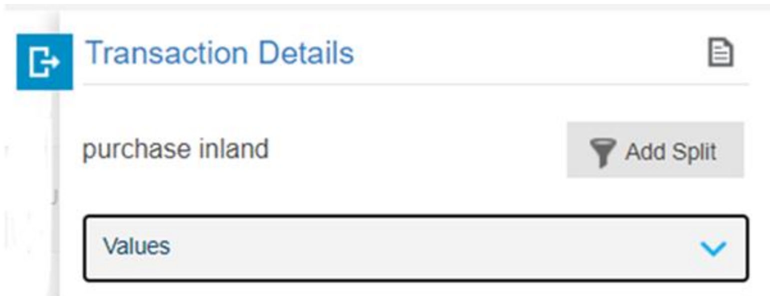
3. To close the sidebar, click the blue icon next to the sidebar title.

Splitting Transactions

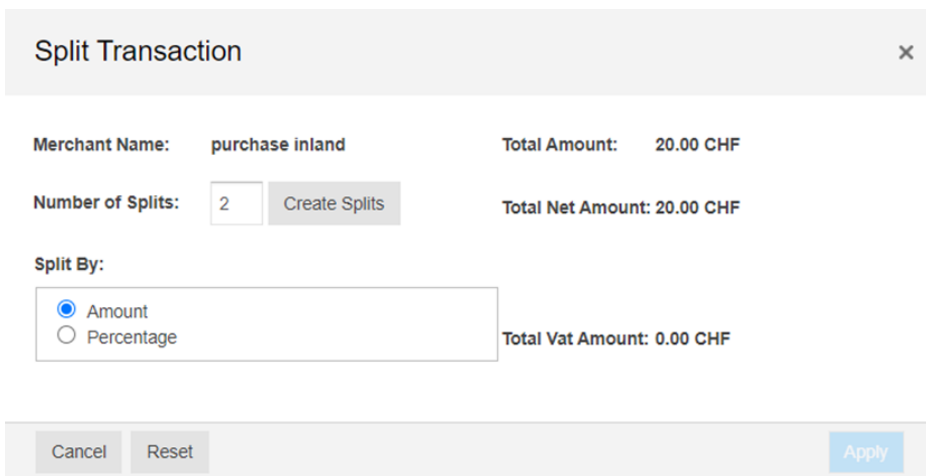
Splitting a transaction divides a top line into multiple line amounts for tax coding and cost coding at a more detailed level. Split lines are treated as addendum data. Any type of transaction can be split unless the transaction has been exported or approved. Approved transactions must be unapproved before splitting them.

To split a line, complete the following steps.

1. Locate the transaction or line item and display the Transaction Details sidebar using the steps under the Displaying the Transactions Details Sidebar heading.



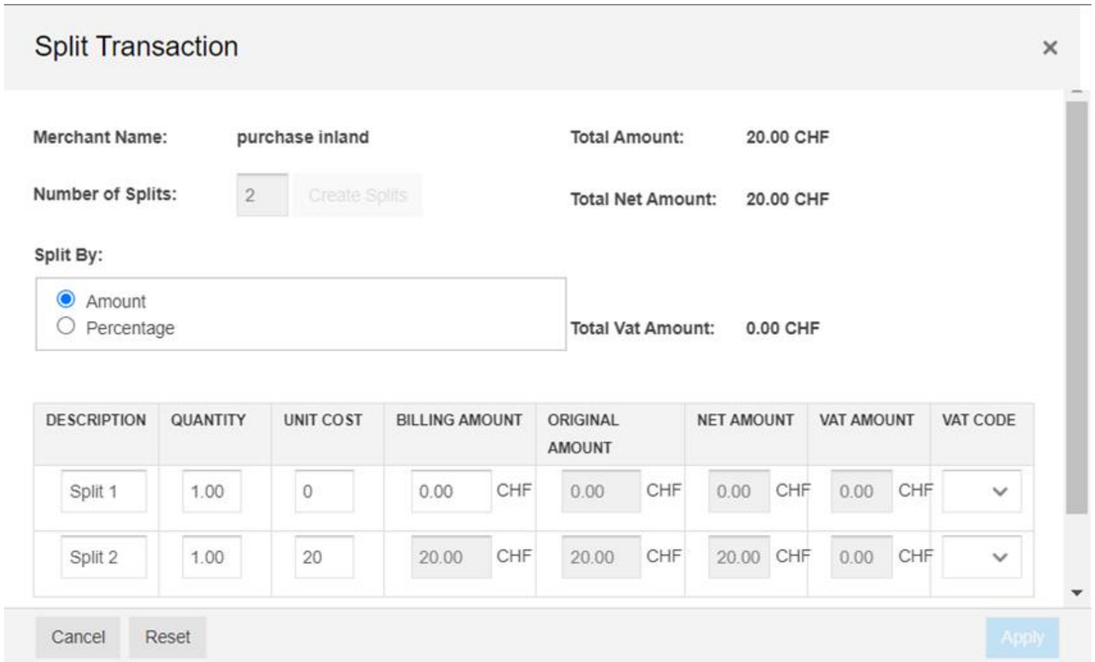
2. Click **Add Split** to display the **Split Transaction** dialog box.



3. In the **Number of Splits** box, enter the number of lines into which you want the selected transaction or line item divided.
4. Click one of the **Split By** options.

   To enter a specific amount in each split line, click **Amount**. To divide the transaction amount into percentages of the total amount, click **Percentage**.

5. Click **Create Split**.
   The application adds the appropriate number of rows to the **Split Transaction** dialog box. For example, if you entered 2 in the **Number of Splits** box, the application adds two rows.



The application completes the **Description**, **Quantity**, **Unit Cost**, and **% Split** fields in the rows with default values. You can override the default values by typing over them.

6. Take one of the following actions.
   - If you clicked **Amount** in the **Split By** field, complete the **Description**, **Quantity**, and **Unit Cost** fields in each row. Complete the **Billing Amount** field in the top row(s). The last row will automatically calculate the remaining billing amount.
   - If you clicked **Percentage** in the **Split By** field, enter the percentages of the total amount in the **% Split** field in each row. You can enter whole number percentages, such as 30 and 70, or you can enter fractional percentages, such as 33.33 or 12.5.

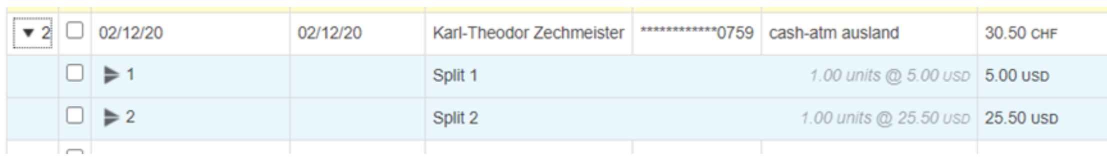
     The application edits the percentages so that the total percentages is 100%.
7. Click **Reset** to clear the settings in the dialog box or click **Apply** to save the information and split the transaction or line.
8. When the dialog box appears informing you the application has completed the split, click **OK** to close the dialog box.

Deleting a Split Transaction

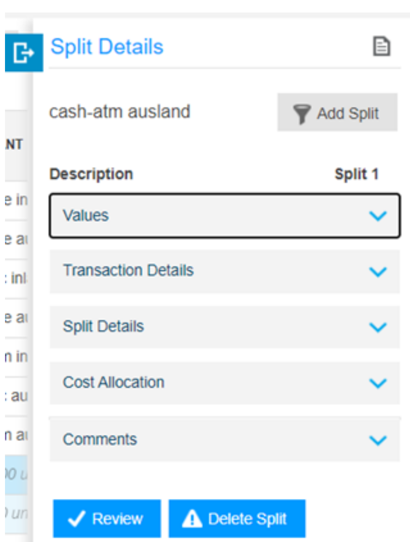
To delete split transactions, complete the following steps.

1. Locate the transaction or line item and display the Transaction Details sidebar using the steps under the Displaying the Transactions Details Sidebar heading.

2. Click the arrow icon in the left column to display the split lines.
3. In any of the transaction's split lines, select the check box to display the Split Details sidebar.

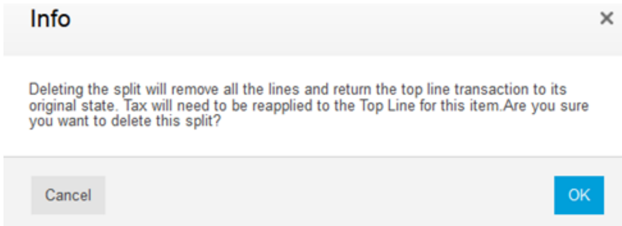


4. Scroll to the bottom of the Split Details sidebar until the **Delete Split** button appears.
5. Click **Delete Split.**



A confirmation dialog box appears.

6. To confirm the deletion, click **OK**. Otherwise, click **Cancel**.

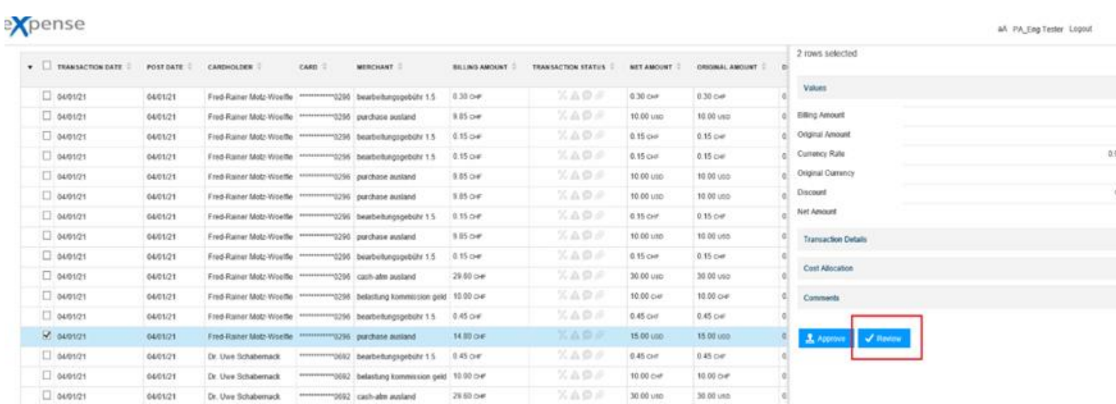


Reviewing Transactions

Once you are satisfied that all components of the transaction are correct, you can set the transaction status to reviewed to indicate that it is ready for approval.

Take the following steps to give transactions a reviewed status.

1. Filter or navigate to the required transactions
2. Select the checkbox(es) of the transaction(s) to review.
3. In the Right hand Panel drawer, click **Review.**
4. The relevant transaction check flag is displayed to show the reviewed status.



Reviewed Transaction Icon

To UnReview a transaction

1. Filter or navigate to the required transactions
2. Select the checkbox(es) of the transaction(s) to unreview.
3. In the Right hand Panel drawer, click **unreview**.
4. The check flag will be removed from the transaction status

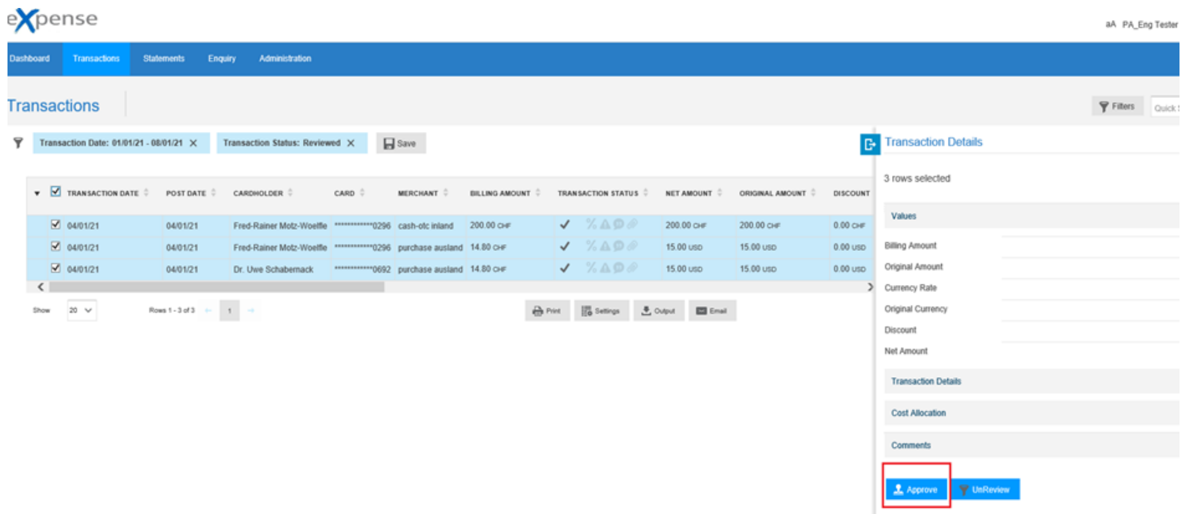
Transaction Approval

If you are responsible for approving transactions for your cardholders. Approvers can take the following steps, once they are satisfied the transaction is correct.

1. Select the check boxes to the left of the **Status** field for any transactions to be approved Select the checkbox(es)
2. In the Right hand Panel drawer, click **Approve**.
3. The relevant transaction check flag is displayed to show the Approved status.

Note

Administrators can approve a Transaction without it been reviewed



Note

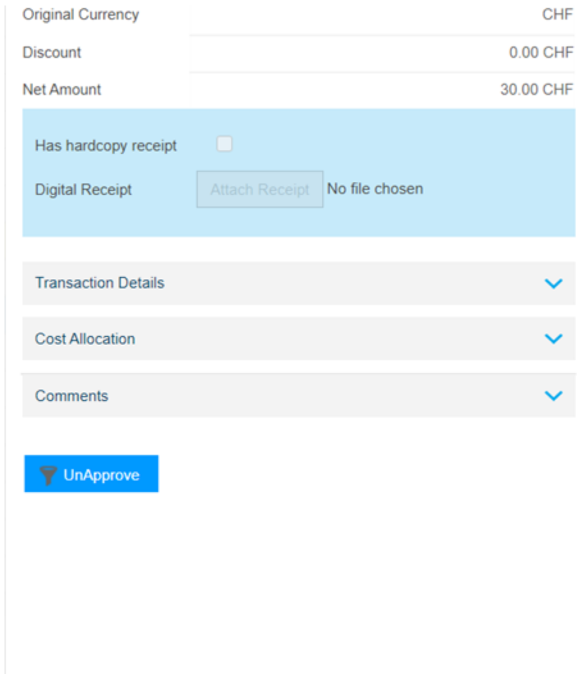
Using the Filter you can set the **Transaction Status** field to Reviewed to display Reviewed transactions

Approve Transaction Icon

To Unapprove a transaction

If required, you can unapproved a Transaction if the any changes need to be made.

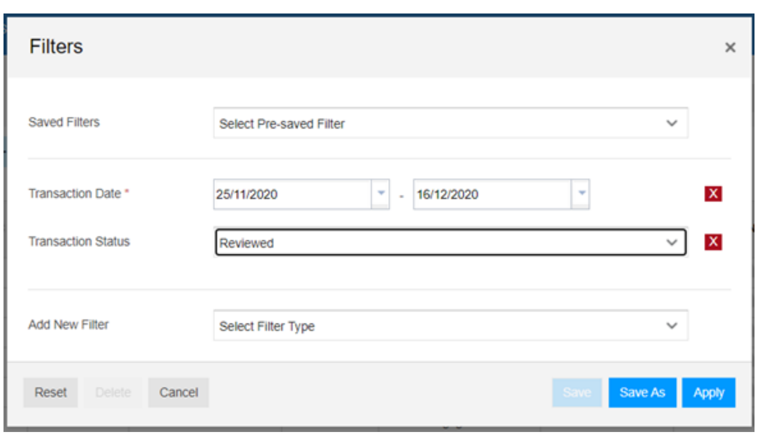
1. Filter or navigate to the required transactions
2. Select the checkboxes of the transaction(s) to unapprove
3. In the Right hand Panel drawer, click **unapprove**.
4. The check flag will be removed from the transaction status.



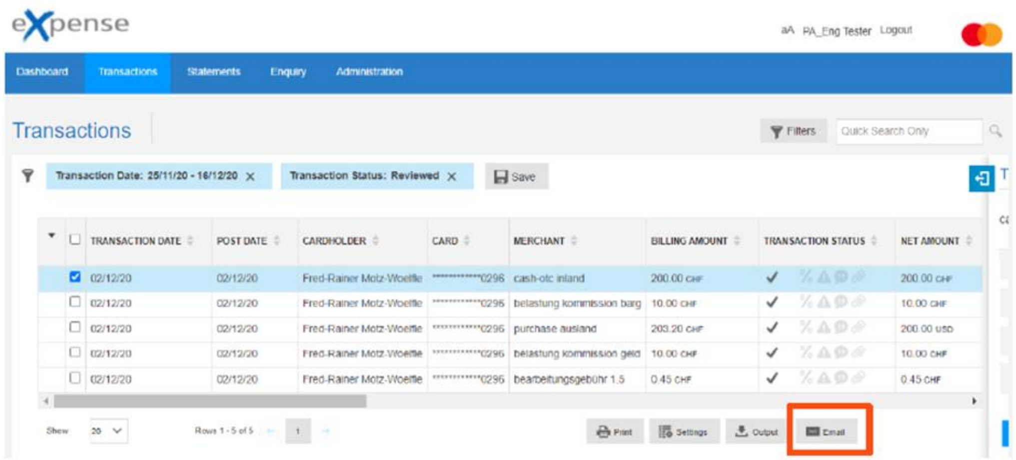
Sending E-Mail to Approver

A Program Administrator has the ability to send an E-Mail to Approvers for transactions displayed on the screen.

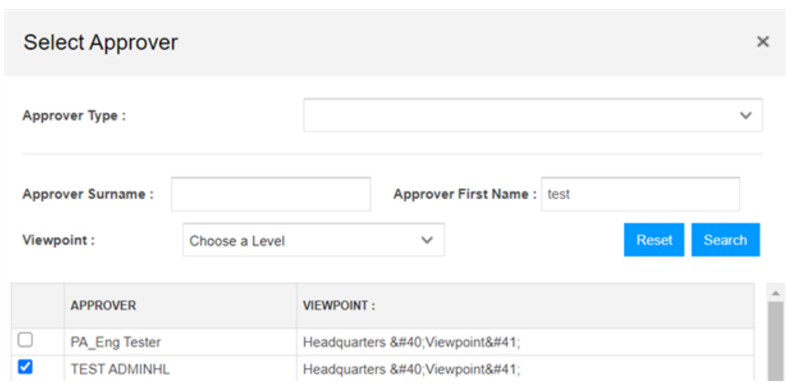
1. Filter for Reviewed transactions, then click E-mail to send an e-mail message to the approvers requesting that they approve these transactions



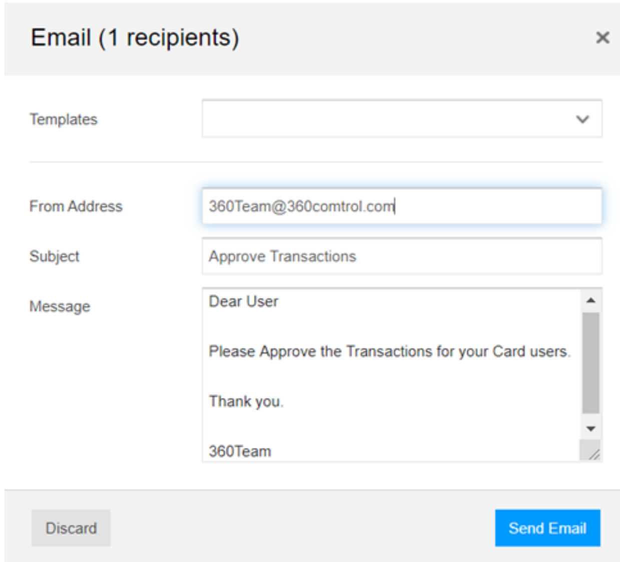
2. Reviewed transactions will be returned. Click on the **Email** button



3. In the popup you can do a search for an **Approver**



4. The Program Administrator can enter a Subject line and text for the E-Mail. It is also possible to enter a ‘From Address’. This will be for display purposes only on the E-Mail received.
5. The E-Mail will come from the eXpense system. The E-Mail will be sent to the user on the screen.

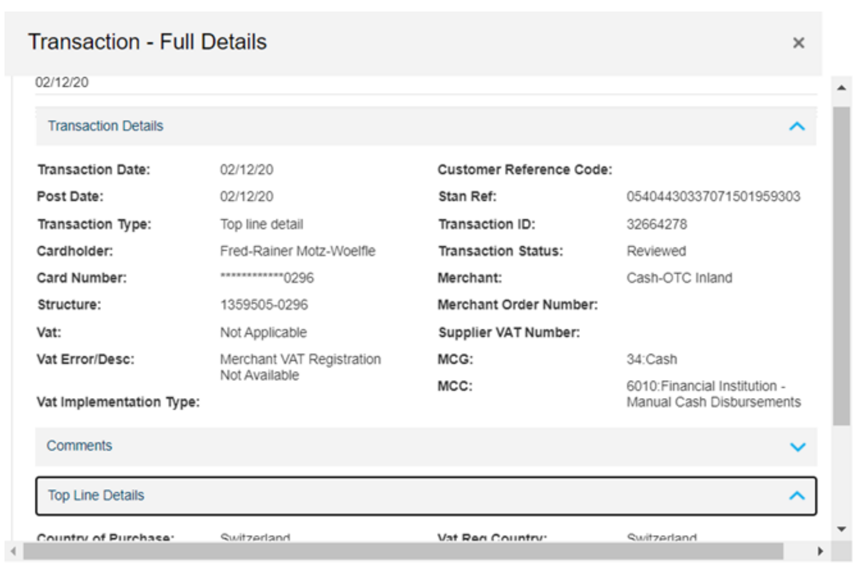


Displaying or Printing All Details

You can display all the selected transaction details together in the

Transaction - Full Details dialog box.

To open this dialog box, click the page icon in the upper right corner of the Transaction Details sidebar. The **Transaction - Full Details** dialog box appears. To close the dialog box, click **Cancel** or click the X in the upper right corner.



Browsing the Details

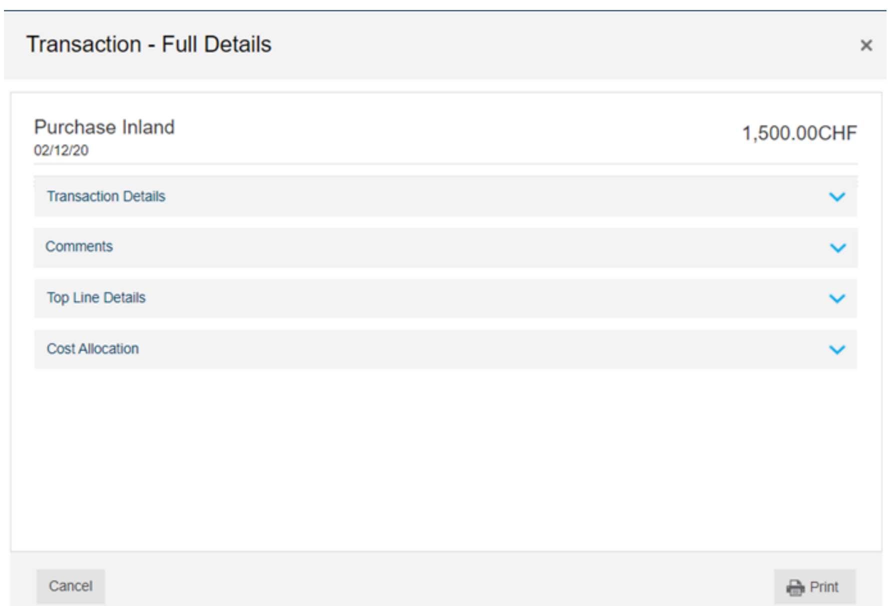
The **Transaction - Full Details** dialog box groups the details under the four headings: **Transaction Details**, **Comments**, **Top Line Details**, and **Cost Allocation** (if applicable). When the dialog box appears, the transaction details appear under the **Transaction Details** heading.

To review the additional headings, do the following.

- Click in the area under the heading and press the **Up** and **Down** arrows to scroll through the details.

- If your mouse is equipped with a wheel or button, click in the area under the heading and use the wheel or button to scroll through the details.
- Click the heading links to collapse or expand the detail sections under the headings.

For example, when you click the **Transaction Details** link, the application collapses the section, hiding the details and pulling the lower sections into the display. Refer to the following illustration.



Descriptions of the detail fields follow. Descriptions are grouped by heading and listed alphabetically.

Transaction Details

- **Card Number –** Last four digits of the cardholder account identifier
- **Cardholder –** First and last names of the cardholder
- **Customer Reference Code –** Merchant-defined reference number identifying the customer
- **Merchant –** Name of the merchant
- **Merchant Order Number –** Number identifying the merchant order
- **Post Date –** Date (DD/MM/YY) the transaction was added to the account balance
- **Stan Ref –** Issuer-defined number identifying the transaction
- **Structure –** Position of the cardholder on your corporate hierarchy, (if applicable)
- **Supplier VAT Number –** Merchant/supplier federal tax or value added tax identification number
- **Tax –** Check mark representing whether the merchant has included tax information with the transaction

This field is empty when the merchant has included no tax information.

- **Tax Error/Desc –** Text describing errors with the tax amount passed by the merchant
- **Tax Implementation Type –** This field is always empty.
- **Transaction Date –** Date (DD/MM/YY) the transaction occurred
- **Transaction ID –** Unique transaction identifier d by the eXpense system
- **Transaction Status –** Symbols representing the lifecycle status and tax recording status of the transaction
- **Transaction Type –** Message describing the type of transaction

  Valid messages:

  - Line Item Detail - Additional lines of transaction information provided by the merchant and accompanying the top line transaction
  - Split Line - Lines of transaction information manually added by a user to the top line transaction
  - Top Line - Basic transaction information appearing on one line

Comments ()

The Comments field of the full details screen is a read-only view of comments entered by either a cardholder or Administrator on the Transaction Details sidebar.

Top Line Details

- **Accredited Country –** Check mark indicating that the country of purchase applies sales tax to the purchase
- **Billing Gross Amt** – Total dollar and cent amount of the transaction
- **Billing Net Amt** – Dollar and cent amount of the transaction before tax is applied
- **Billing Tax Amt –** Dollar and cent amount of tax applied to the transaction
- **Client Name** – This field is always blank
- **Country of Purchase –** Country in which the purchase occurred
- **Domestic –** Check mark indicating the transaction occurred in the country where the card was issued

This field is blank when the transaction did not occur in the country in which the card was issued.

- **Exchange Rate** – Currency exchange rate applied to the transaction if it occurred in a foreign country
- **Non-Accredited Country** – Check mark indicating the country applies Value Added Tax (VAT) to the purchase
- **Non-Domestic** – Check mark indicating the transaction occurred outside the country where the card was issued.

This field is blank when the transaction occurred in the country in which the card was issued

- **Original Discount Amt –** Dollar and cent amount of the discount on the transaction
- **Original Gross Amt –** Total dollar and cent amount of the transaction in the original currency
- **Original Tax Amt** – Dollar and cent amount of sales tax applied to the transaction in the original currency
- **Tax Code Desc –** Client-defined text describing the sales tax rate
- **Tax Rate** – Percentage rate (%.%%) of the applied sales tax
- **Tax Reg Country –** Country in which your company is registered for taxation
- **Ticket No –** Airline ticket number

The ticket number, as well as other enhanced fields such as passenger names, route, etc., appears only when the merchant sent enhanced airline data with the transaction. Otherwise, this field is blank.

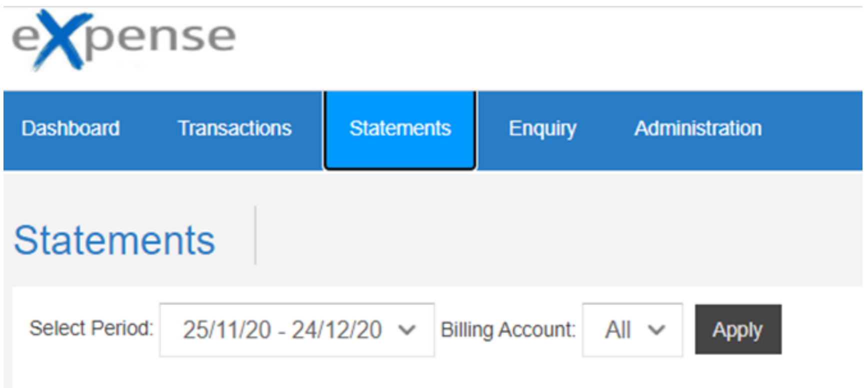
Printing Transaction Details

To print the transaction details under all headings in the **Transaction - Full Details** dialog box, click **Print**. A dialog box appears, from which you can select output options for printing the transaction details.

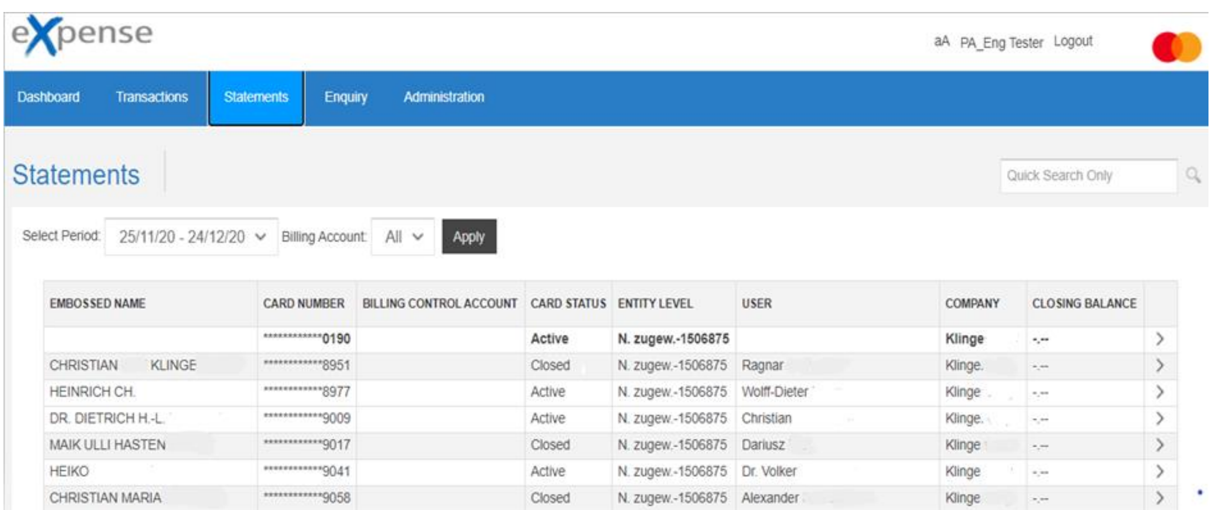
Chapter 6 Statements Screen

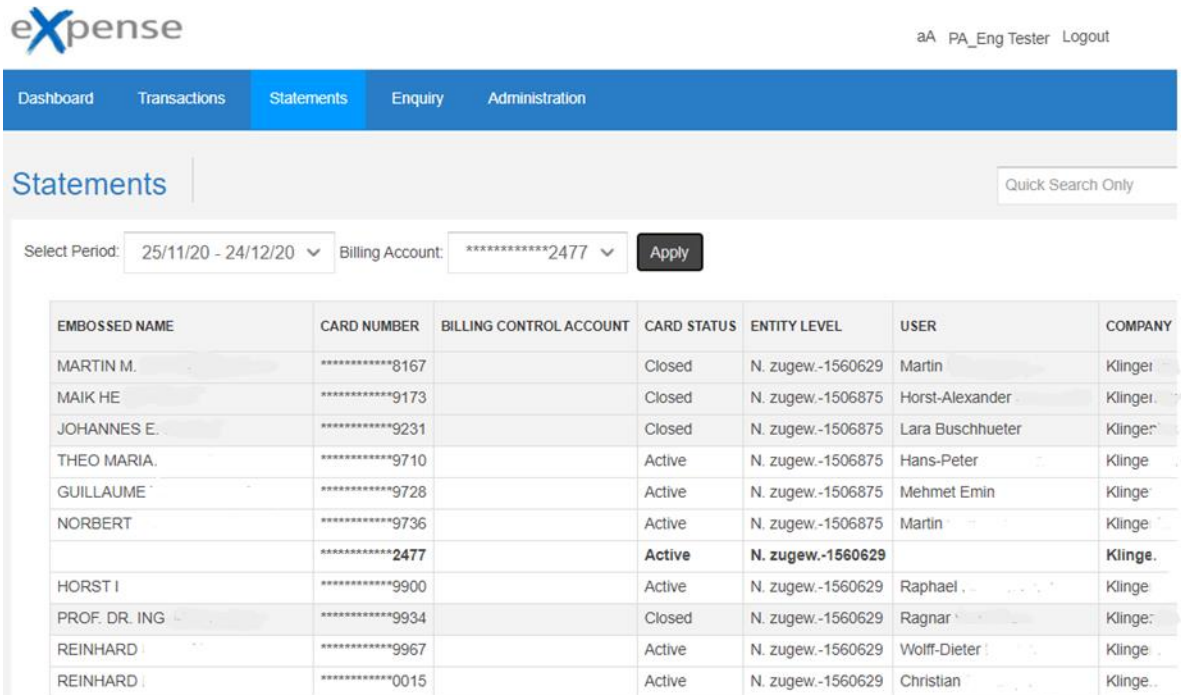
This chapter provides information about the statements features and functions of the redesigned user interface (UI) of the eXpense system.

Access current and historical **statements** through the system on the navigation menu, as shown below.

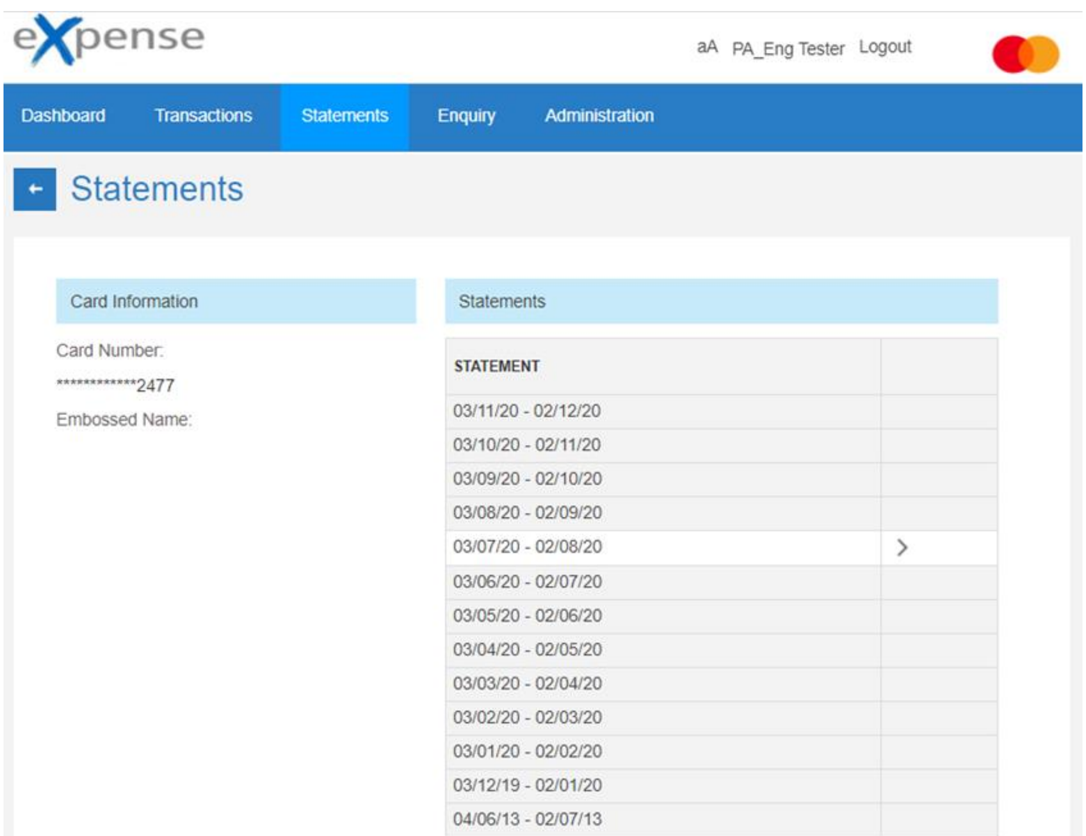


The following screen appears.



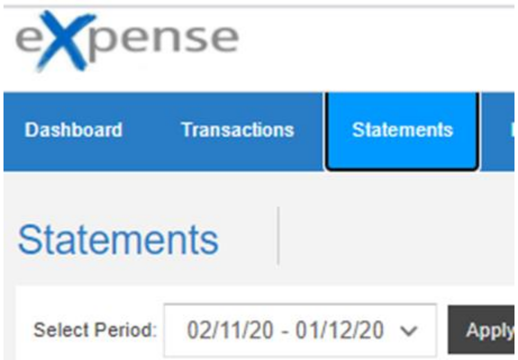


EMBOSSED NAME	CARD NUMBER	BILLING CONTROL ACCOUNT	CARD STATUS	ENTITY LEVEL	USER	COMPANY
MARTIN M.	************8167		Closed	N. zugew.-1560629	Martin	Klinger
MAIK HE	************9173		Closed	N. zugew.-1506875	Horst-Alexander	Klinger
JOHANNES E.	************9231		Closed	N. zugew.-1506875	Lara Buschhueter	Klinger
THEO MARIA.	************9710		Active	N. zugew.-1506875	Hans-Peter	Klinge
GUILLAUME	************9728		Active	N. zugew.-1506875	Mehmet Emin	Klinge
NORBERT	************9736		Active	N. zugew.-1506875	Martin	Klinge
	**************2477**		**Active**	**N. zugew.-1560629**		**Klinge.**
HORST I	************9900		Active	N. zugew.-1560629	Raphael .	Klinge
PROF. DR. ING	************9934		Closed	N. zugew.-1560629	Ragnar	Klinge:
REINHARD	************9967		Active	N. zugew.-1560629	Wolff-Dieter	Klinge
REINHARD	************0015		Active	N. zugew.-1560629	Christian	Klinge..



STATEMENT	
03/11/20 - 02/12/20	
03/10/20 - 02/11/20	
03/09/20 - 02/10/20	
03/08/20 - 02/09/20	
03/07/20 - 02/08/20	>
03/06/20 - 02/07/20	
03/05/20 - 02/06/20	
03/04/20 - 02/05/20	
03/03/20 - 02/04/20	
03/02/20 - 02/03/20	
03/01/20 - 02/02/20	
03/12/19 - 02/01/20	
04/06/13 - 02/07/13	

> **Note**
>
> Company Administrators may choose to view All Cardholder's Statements, or choose a specific Cardholder's Statement to view.



Cardholder Information

The Cardholder Information pane shows summary information about the user including the following.

- Card number (last four digits show)
- Name embossed on the plastic
- Credit limit
  This is determined by your company. Contact your Administrator to request a credit limit increase.

- Current account balance
  This shows the total amount of all charges and fees.

Card Account Details

The Card Account Details pane shows additional information related to the account, including the following.

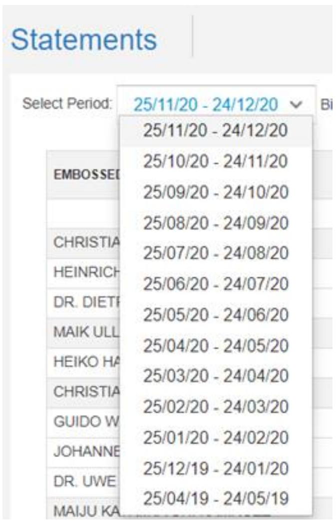
- Status (Active, Closed or Inactive)
- Cost center assignment

Statements

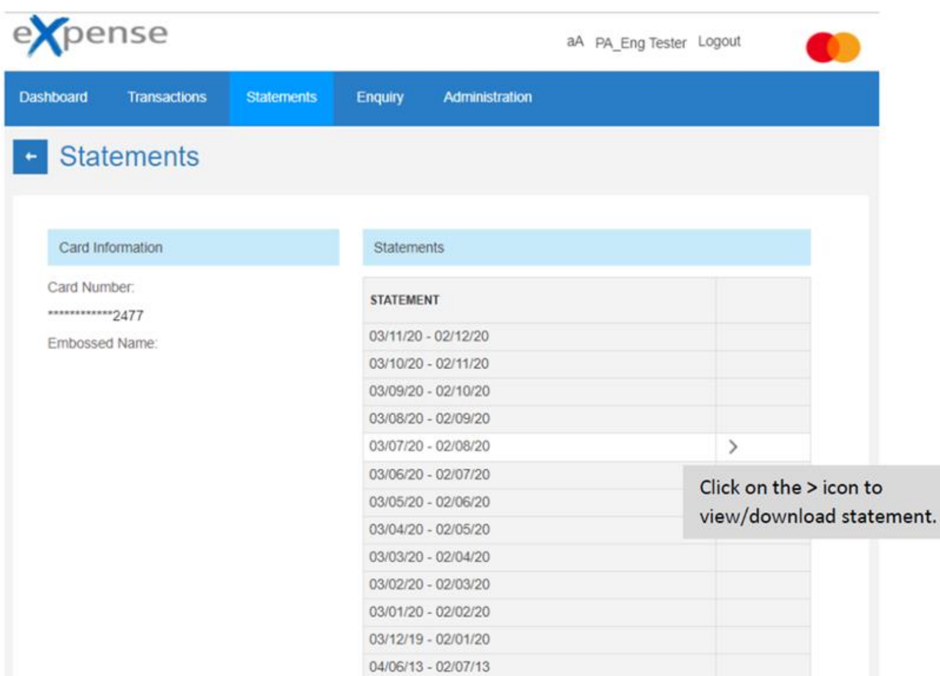
The **Statements** panel displays any available online statements.

Viewing Statements

Available statements are accessed by selecting from the Statements list, as illustrated below.



In this view, you can choose any of the available statements by clicking on the link.



A popup will appear at the bottom of the screen asking if you want to **Open** or **Save** the file. If you click **Open**, the statement will open in a new window in PDF format.

If you click **Save**, the PDF document will be saved to the location you select.

To minimize the full details and display the Users & Cards screen, click  .

Chapter 7

Enquiry Screen

The **Enquiry** screen provides Company Administrators access to information about cardholder spending. Information such as average transaction value and the total amount and number of transactions by Merchant Category Group (MCG), Merchant Category Code (MCC), Merchant, and cardholder is available. The information returned to a user depends on their viewpoint on the corporate hierarchy. For example, a user at the top of the organization hierarchy will have access to transaction spending for all cardholders in the company.

There are five Enquiry options. The Enquiries available to you may vary, depending on your configuration. After selecting each Enquiry, a default set of data will appear. You can use the Filter button at the top right of the screen to change the default criteria, such as date range, currency, or a specific MCG/ MCC/Merchant.

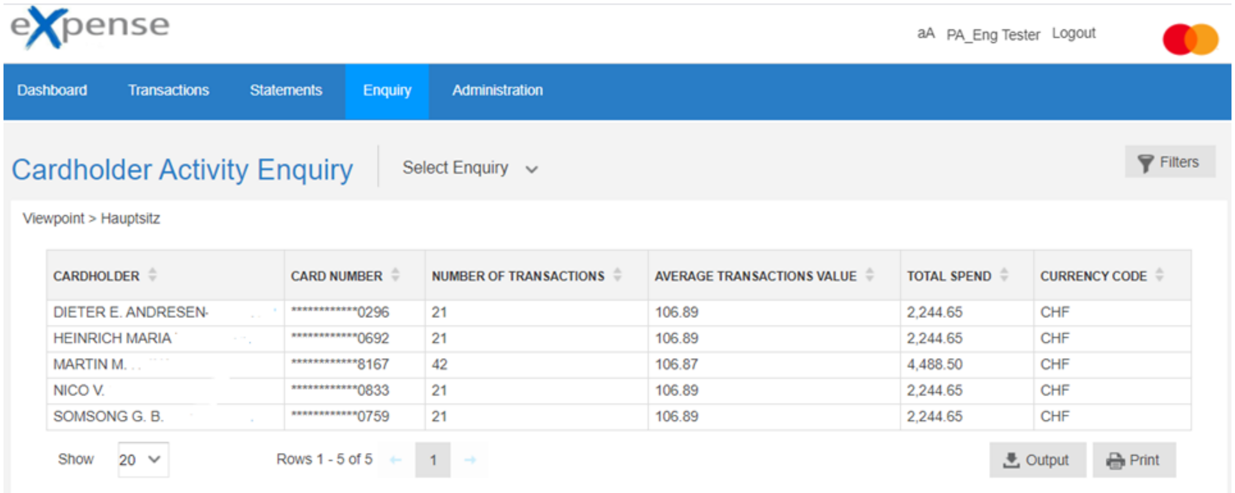
Note

Refer to the Using Filters heading for more information.

- Cardholder Activity Enquiry
- Merchant Spend Enquiry
- Cards Without Spend Enquiry
- MCC Merchant Enquiry
- MCG Merchant Enquiry

Cardholder Activity Enquiry

The following screen appears when you click **Cardholder Activity Enquiry** from the Select Enquiry dropdown menu.



Cardholder Activity Enquiry Field Descriptions

CARDHOLDER

Name of the cardholder

CARD NUMBER

Card number

The application masks the first twelve digits of the account identifier.

NUMBER OF TRANSACTIONS

Count of transactions in a specified time period

AVERAGE TRANSACTIONS VALUE

Average dollar-and-cent value of transactions in a specified time period

TOTAL SPEND

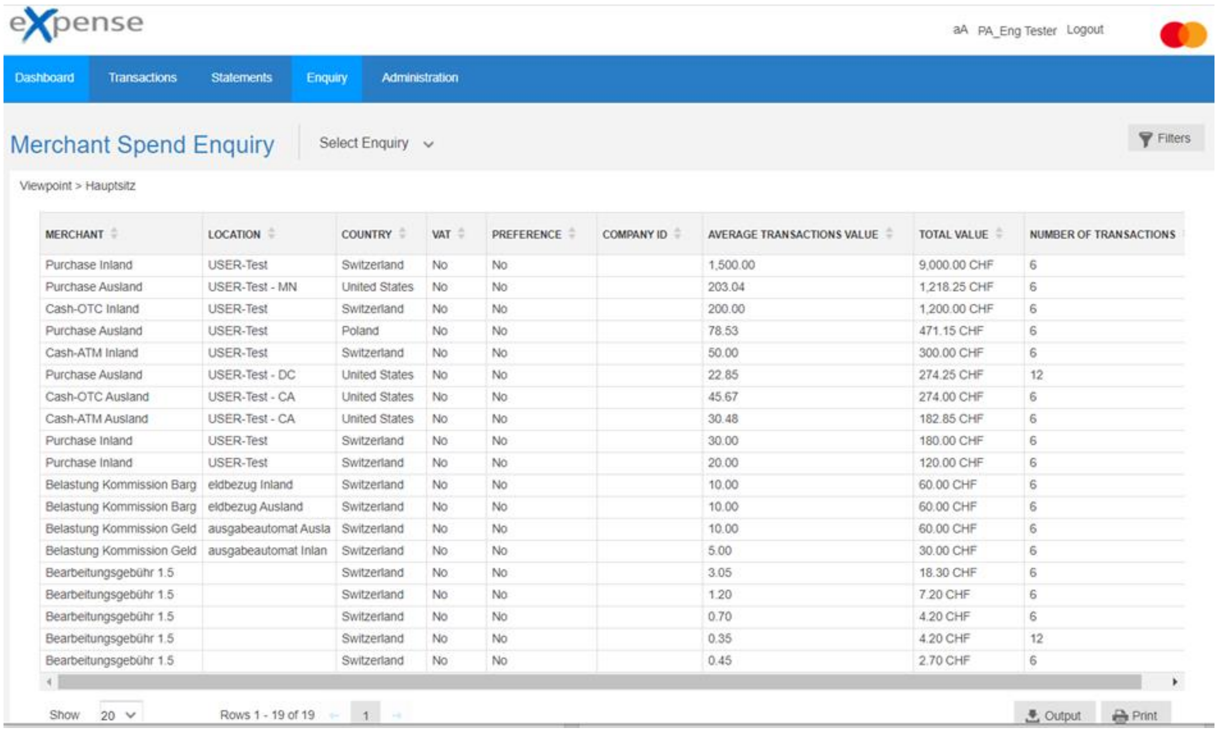
Total amount spent in a specified time period

CURRENCY CODE

Code representing the currency

Merchant Spend Enquiry

The following screen appears when you click **Merchant Spend Enquiry** from the Select Enquiry dropdown menu.



MERCHANT	LOCATION	COUNTRY	VAT	PREFERENCE	COMPANY ID	AVERAGE TRANSACTIONS VALUE	TOTAL VALUE	NUMBER OF TRANSACTIONS
Purchase Inland	USER-Test	Switzerland	No	No		1,500.00	9,000.00 CHF	6
Purchase Ausland	USER-Test - MN	United States	No	No		203.04	1,218.25 CHF	6
Cash-OTC Inland	USER-Test	Switzerland	No	No		200.00	1,200.00 CHF	6
Purchase Ausland	USER-Test	Poland	No	No		78.53	471.15 CHF	6
Cash-ATM Inland	USER-Test	Switzerland	No	No		50.00	300.00 CHF	6
Purchase Ausland	USER-Test - DC	United States	No	No		22.85	274.25 CHF	12
Cash-OTC Ausland	USER-Test - CA	United States	No	No		45.67	274.00 CHF	6
Cash-ATM Ausland	USER-Test - CA	United States	No	No		30.48	182.85 CHF	6
Purchase Inland	USER-Test	Switzerland	No	No		30.00	180.00 CHF	6
Purchase Inland	USER-Test	Switzerland	No	No		20.00	120.00 CHF	6
Belastung Kommission Barg	eldbezug Inland	Switzerland	No	No		10.00	60.00 CHF	6
Belastung Kommission Barg	eldbezug Ausland	Switzerland	No	No		10.00	60.00 CHF	6
Belastung Kommission Geld	ausgabeautomat Ausla	Switzerland	No	No		10.00	60.00 CHF	6
Belastung Kommission Geld	ausgabeautomat Inlan	Switzerland	No	No		5.00	30.00 CHF	6
Bearbeitungsgebühr 1.5		Switzerland	No	No		3.05	18.30 CHF	6
Bearbeitungsgebühr 1.5		Switzerland	No	No		1.20	7.20 CHF	6
Bearbeitungsgebühr 1.5		Switzerland	No	No		0.70	4.20 CHF	6
Bearbeitungsgebühr 1.5		Switzerland	No	No		0.35	4.20 CHF	12
Bearbeitungsgebühr 1.5		Switzerland	No	No		0.45	2.70 CHF	6

Merchant Spend Enquiry Field Descriptions

MERCHANT

Name of the merchant

LOCATION

Location of the merchant

COUNTRY

Country of the merchant

V
A
T

Indicator designating whether the merchant is capable of passing VAT/tax information

VAT

Value added tax (if applicable)

PREFERENCE

Reserved for restricted use

COMPANY ID

Unique company identifier assigned by the Company Administrator

AVERAGE TRANSACTIONS VALUE

Average value of transactions received within a specified timeframe

TOTAL VALUE

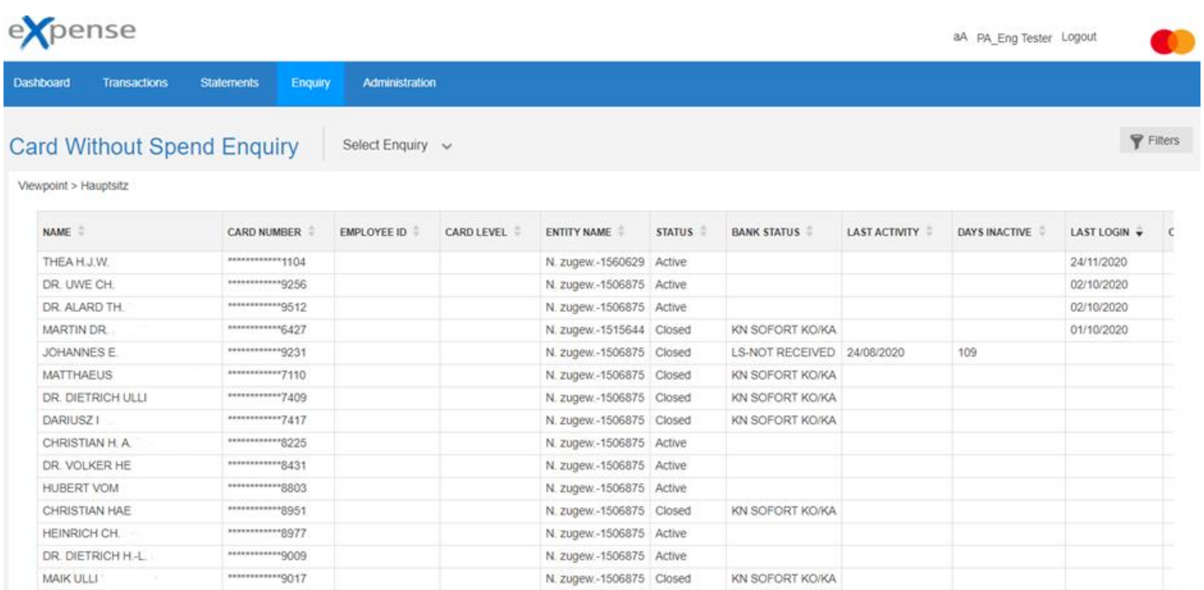
Total value of transactions for a specified time

NUMBER OF TRANSACTIONS

Count of transactions for a specified time

Cards Without Spend Enquiry

The following screen appears when you click **Cards Without Spend** from the Select Enquiry dropdown menu.



NAME	CARD NUMBER	EMPLOYEE ID	CARD LEVEL	ENTITY NAME	STATUS	BANK STATUS	LAST ACTIVITY	DAYS INACTIVE	LAST LOGIN
THEA H.J.W.	************1104			N. zugew.-1560629	Active				24/11/2020
DR. UWE CH.	************9256			N. zugew.-1506875	Active				02/10/2020
DR. ALARD TH.	************9512			N. zugew.-1506875	Active				02/10/2020
MARTIN DR.	************6427			N. zugew.-1515644	Closed	KN SOFORT KO/KA			01/10/2020
JOHANNES E.	************9231			N. zugew.-1506875	Closed	LS-NOT RECEIVED	24/08/2020	109	
MATTHAEUS	************7110			N. zugew.-1506875	Closed	KN SOFORT KO/KA			
DR. DIETRICH ULLI	************7409			N. zugew.-1506875	Closed	KN SOFORT KO/KA			
DARIUSZ I	************7417			N. zugew.-1506875	Closed	KN SOFORT KO/KA			
CHRISTIAN H. A.	************8225			N. zugew.-1506875	Active				
DR. VOLKER HE	************8431			N. zugew.-1506875	Active				
HUBERT VOM	************8803			N. zugew.-1506875	Active				
CHRISTIAN HAE	************8951			N. zugew.-1506875	Closed	KN SOFORT KO/KA			
HEINRICH CH.	************8977			N. zugew.-1506875	Active				
DR. DIETRICH H.-L.	************9009			N. zugew.-1506875	Active				
MAIK ULLI	************9017			N. zugew.-1506875	Closed	KN SOFORT KO/KA			

Cards Without Spend Enquiry Field Descriptions

NAME

Name of the cardholder

CARD NUMBER

Card number

The application masks the first twelve digits of the account identifier.

EMPLOYEE ID

Employee identifier of the cardholder

CARD LEVEL

Level of the company hierarchy to which the card belongs

ENTITY NAME

Entity of the company hierarchy to which the card belongs

STATUS

eXpense status of the card

BANK STATUS

Bank status of the card

LAST ACTIVITY

Date of the last activity on the card

DAYS INACTIVE

Count of days since the card was last used

LAST LOGIN

Last date the cardholder logged in to eXpense

CREDIT LIMIT

Credit limit of the card

OPEN DT

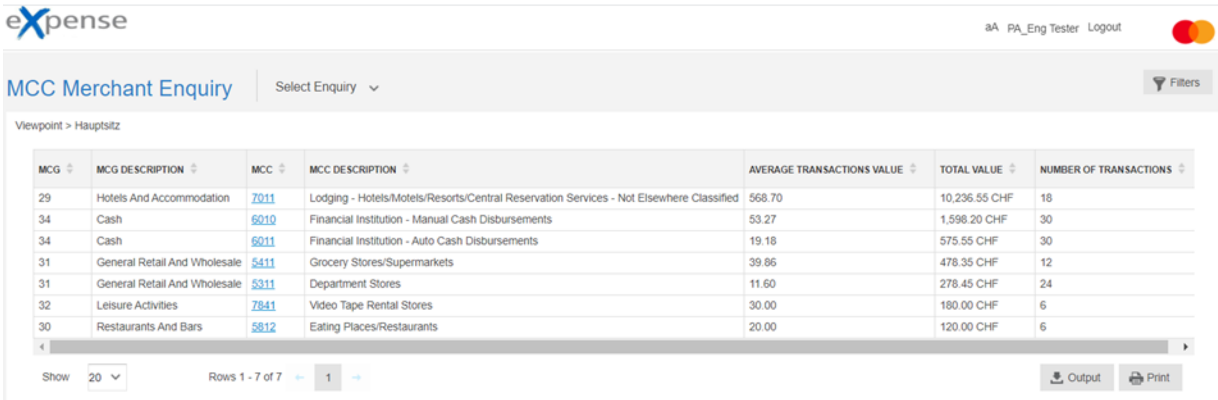
Date the card was opened

BCA

Control account to which the card belongs

MCC Merchant Enquiry

The following screen appears when you click **MCC Merchant Enquiry** from the Select Enquiry dropdown menu.



MCC Merchant Enquiry Field Descriptions

MCG
Merchant Category Group

MCG DESCRIPTION
Text describing the Merchant Category Group

MCC
Merchant Category Code

MCC DESCRIPTION
Text describing the Merchant Category Code

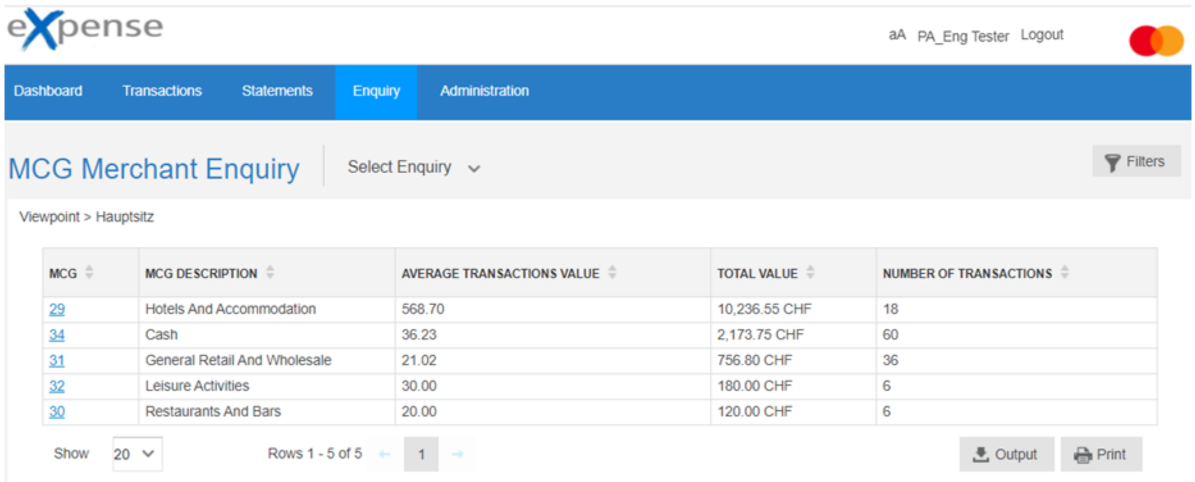
AVERAGE TRANSACTIONS VALUE
Average value of transactions

TOTAL VALUE
Total value of transactions

NUMBER OF TRANSACTIONS
Total count of transactions

MCG Merchant Enquiry

The following screen appears when you click **MCG Merchant Enquiry** from the Select Enquiry dropdown menu.



MCG Merchant Enquiry Field Descriptions

MCG
Merchant Category Group

MCG DESCRIPTION
Text describing the Merchant Category Group

AVERAGE TRANSACTIONS VALUE
Average value of transactions

TOTAL VALUE
Total value of transactions

NUMBER OF TRANSACTIONS
Total count of transactions

Using Filters

The Filters function enables you to display only information meeting user-selected criteria. For example, you may want to view all spend for a specific Merchant Category Group (MCG) during a specific time period. Or, you may want to view all delinquent cardholder information for a card.

The following list shows available enquiries and filter criteria. You can combine these criteria with a range of dates to further narrow the transactions.

- **Cardholder Activity Enquiry**
  - Calendar Period
  - Date Range
  - Billing Currency

- **Cardholder Activity Enquiry**
  - Billing Account
  - Date Range
  - Card Status

- **MCG Merchant Enquiry**
  - Date Range
  - Merchant
  - Billing Currency
  - Exchange Rate Set
  - Report In Currency

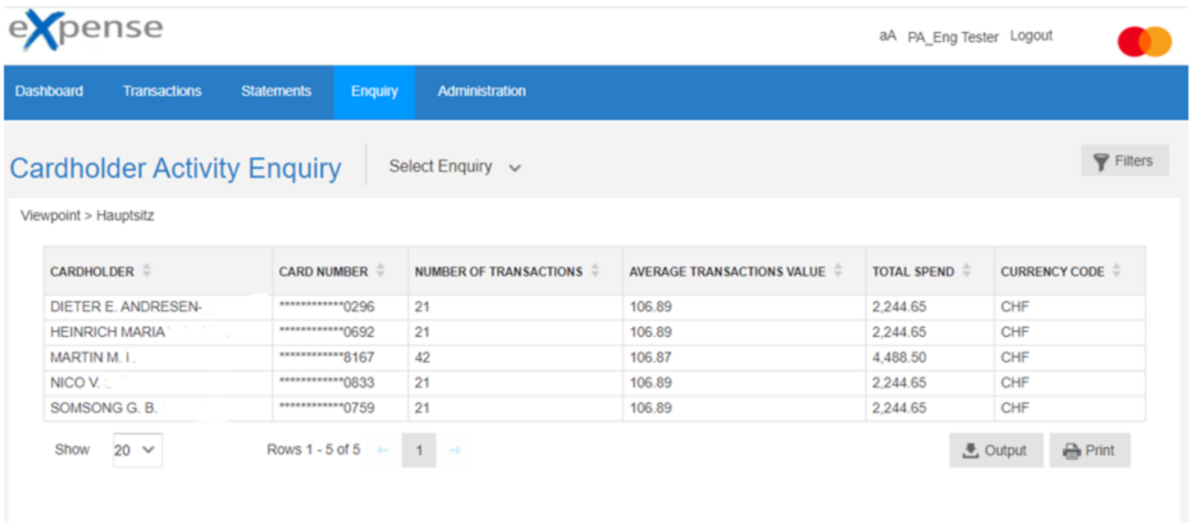
- **Merchant Spend Enquiry**
  - Date Range
  - Merchant
  - Billing Currency
  - MCG
  - MCC
  - Location
  - Country
  - VAT
  - Preference
  - Exchange Rate Set
  - Company Id
  - Report in Currency

- **MCC Merchant Enquiry**
  - Date Range
  - Merchant
  - Billing Currency
  - Exchange Rate Set
  - Report In Currency

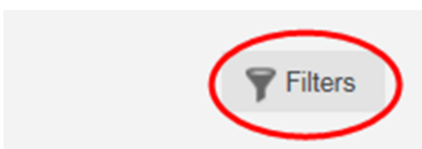
If you find that you use the same filter settings repeatedly, you can save the settings. Then, you can select the saved filter and apply it, reducing the amount of time needed to retrieve the inquiries.

Creating and Applying a Filter

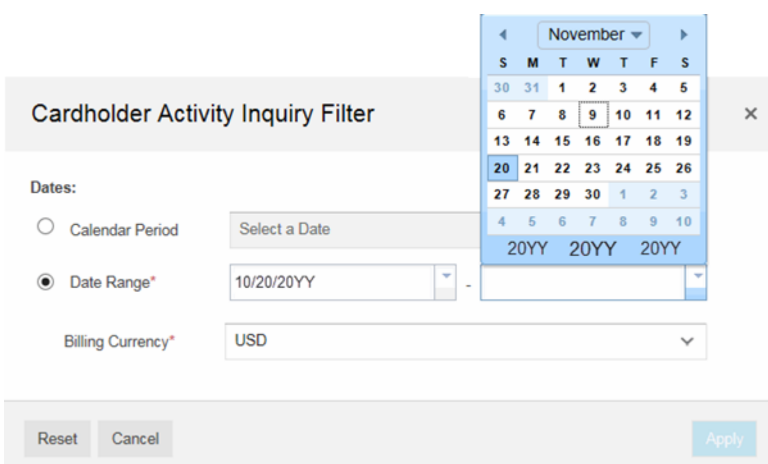
To create and apply a filter, complete the following steps.



1. Select an **Enquiry** from the drop-down menu.
2. On the Enquiries screen, click **Filters**.



The **Filters** dialog box appears. The default values for this dialog box are the settings from the Enquiry selected in step 1. The Cardholder Activity Enquiry Filter is used as an example only.



3. Complete the fields for the criteria.

4. Repeat steps 2 and 3 as needed.

5. Click **Apply** to initiate the filter process.

   The application closes the **Filters** dialog box and updates the screen with the data matching your filter. The application also displays the filter settings above the filter table.

Using Criteria Fields

The **Filters** dialog box allows you to search for a number of criteria. You enter the values for the criteria in the criteria fields. The fields vary by the criteria. Some criteria require you to enter dates, others require you to enter search strings, and others provide you with lists of valid values.

- [Date Filters](#)
- Text Filters

Date Filters

The **Date Range** filter requires date fields. The following illustration shows the date fields requiring a date filter.

The box on the left is the beginning date field. The box on the right is the ending date field.

To set the filter for a specific day, set both fields to the same date. To complete, type the dates in the fields using an DD/MM/YYYY format. You can also select dates from a calendar. To display the calendar, click the arrow to the right of the field.

To change the year, month, or date, change the year first, then the month, and then select a date.

To change the month, click the list labelled with the name of the month and click the name of the alternate month. You can also click the arrows on either side of the month's name to change the displayed month.

To change the year, click the year at the bottom of the calendar.

To select a date, click the number on the calendar. The application removes the calendar as soon as you click the number and updates the field with the month, day, and year.

Text Filters

Text boxes such as Merchant enable you to enter text that is used to filter information available on the screen/dialog box. The text you enter is not case sensitive. The filtering functionality produces results based on any text you enter in these fields. For example, entering the letter *e* in the First Name box can display the names *Easton* (i.e., Easton Running Company) in your results.

Chapter 8

Redesigned UI Company Administrator Functions

It is the responsibility of the eXpense Company Administrator to maintain the eXpense system for a company. This includes maintaining new cards and users and running reports and enquiries.

Company Administrators have additional options in the Administrative Toolbar and Hot Links areas of their eXpense screens. The following tables identify the additional menu options available to Administrators.

Hot Links

Button
Dashboard
Transactions
Statements

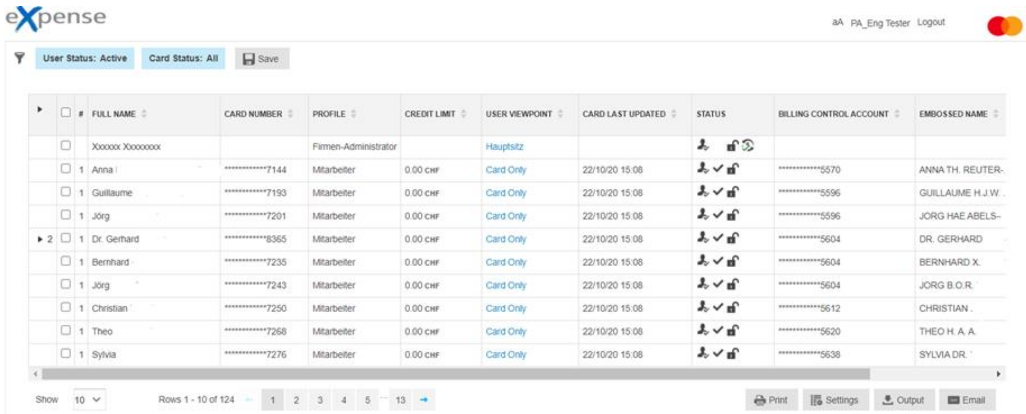
Administrative Toolbar

Toolbar Option	Category
Administration	Users & Cards
	Billing Control

Users & Cards

The Users & Cards screen allows the Company Administrator to view information and perform various actions for eXpense users. To access the Users & Cards screen, on the Administrative toolbar, click **Administration**, then click **Users & Cards**.

Refer to the Selecting Optional Columns for Display heading for information about how to display or suppress columns in the table as well as specify the order in which these columns appear.



Using Filters

The filters function enables you to display only users and cards meeting user-selected criteria. For example, you may want to view all active users. Or, you may want to view all inactive cards. The following list shows available filter criteria. You can combine these criteria to further narrow the results.

User

- Email Address
- Email Address Available
- Employee ID
- First Name
- Last Name
- Mothers Maiden Name
- Profile
- User Account Status
- User Type

Hierarchy

- Hierarchy Status
- Location
- User Viewpoint

Cost Allocation

- Cost Allocation Group
- Cost Allocation System
- Restricted Access Group

Card Setup

- Billing Control Account
- Billing Currency
- Billing Type
- Cycle Number
- Product

Card Limits and Dates

- Available Cash
- Cash Credit Limit
- Credit Limit
- Date Opened
- Expiry Date

Card Lifecycle

- Bank Status
- New Cards that require setup
- Reason Code
- Replaced

Cardholder

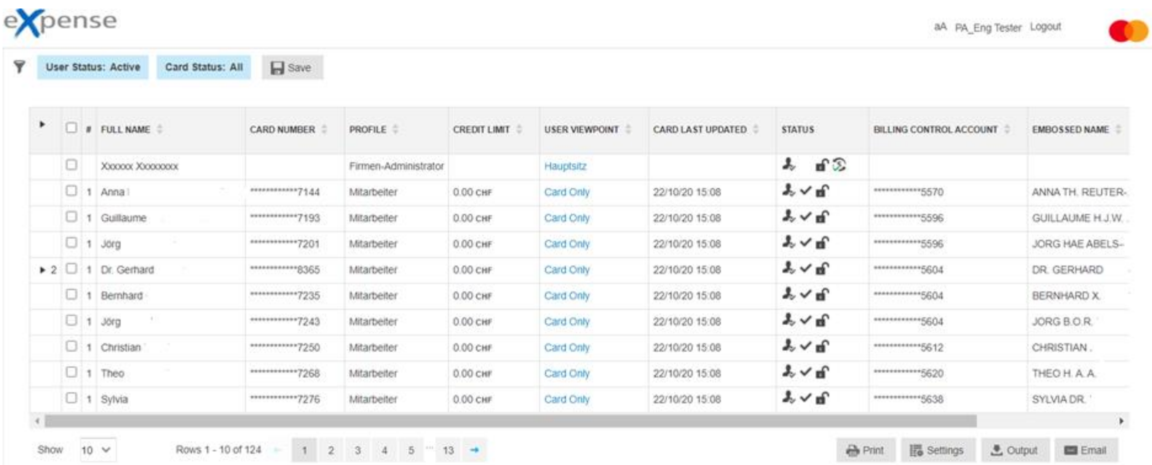
- Card Number
- Embossed Name

User

- Approver Type
- Transactions Approved By

For example, you can search for all users with an email address, or search for a particular cardholder using her Embossed Name. If you find that you use the same filter settings repeatedly, you can save the settings. Then, you can select the saved filter and apply it, reducing the amount of time needed to retrieve the results.

Refer to the [Creating and Applying a Filter](#) heading for information about narrowing your list of results.



	#	FULL NAME	CARD NUMBER	PROFILE	CREDIT LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS	BILLING CONTROL ACCOUNT	EMBOSSED NAME
		Xxxxxx Xxxxxxxx		Firmen-Administrator		Hauptsitz				
	1	Anna	*************7144	Mitarbeiter	0.00 CHF	Card Only	22/10/20 15:08		*************5570	ANNA TH. REUTER-
	1	Guillaume	*************7193	Mitarbeiter	0.00 CHF	Card Only	22/10/20 15:08		*************5596	GUILLAUME H.J.W.
	1	Jörg	*************7201	Mitarbeiter	0.00 CHF	Card Only	22/10/20 15:08		*************5596	JORG HAE ABELS-
2	1	Dr. Gerhard	*************8365	Mitarbeiter	0.00 CHF	Card Only	22/10/20 15:08		*************5604	DR. GERHARD
	1	Bernhard	*************7235	Mitarbeiter	0.00 CHF	Card Only	22/10/20 15:08		*************5604	BERNHARD X.
	1	Jörg	*************7243	Mitarbeiter	0.00 CHF	Card Only	22/10/20 15:08		*************5604	JORG B.O.R.
	1	Christian	*************7250	Mitarbeiter	0.00 CHF	Card Only	22/10/20 15:08		*************5612	CHRISTIAN .
	1	Theo	*************7268	Mitarbeiter	0.00 CHF	Card Only	22/10/20 15:08		*************5620	THEO H. A. A.
	1	Sylvia	*************7276	Mitarbeiter	0.00 CHF	Card Only	22/10/20 15:08		*************5638	SYLVIA DR.

Users & Cards Field Descriptions

Use the horizontal scroll bar at the bottom right of the window to view all available fields on the Users & Cards screen. Descriptions appear in the order they are listed in the Add New Filter dropdown list in the Filters dialog box.

(▼)

Number of cards for the user. To view/hide all cards items for a user, click the number in the first column.

User & Card Details

To view/hide User & Card Details, select the check box in the second column.

User Status

Status of the eXpense user

Valid values:

Active - User is currently active within the eXpense service.

Expired - User has been expired from the eXpense service.

The default period for expiration is the current billing period + 2.

Expired users are displayed in gray italics.

Card Status
Status of the card

Valid values:

Inactive – The card is inactive within the eXpense system.

Active – The card is active within the eXpense system.

Replaced – The card has been replaced due to a lost/stolen status.

Replaced cards are expired from the eXpense system and their details appear grayed.

Closed – The card has been closed.

Closed cards are expired from the eXpense system and their details appear grayed.

Unsetup – User has a card number but no user details or have yet to be assigned to the company structure.

Users
Heading in the Filters dialog box for user information

Email Address
Email address of the user

Email Address Available
Text describing whether an email address for the user is available

Valid values:

Without Email
– An email address for the user is not on file.

With Email
– An email address for the user is on file.

Employee ID
Client-defined identifier of the user

First Name
First name of the eXpense user

Last Name
Last name of the eXpense user

Mothers Maiden Name
Maiden name of the mother of the eXpense user

Profile
Name of the service profile to which the user belongs

Status
Status of the eXpense user

The following table provides a legend for symbols used in the Status field of the Users & Cards screen.

Icon	Description
 Card Active	Indicates the user has at least one active card assigned
 User Active	Indicates the user is currently active within the eXpense service This excludes users who have been marked for expiration.
 User Expired	Indicates the user has been expired from the eXpense service The default period for expiration is the current billing period + 2.
 User Account Locked	Indicates the user account has been locked and the user cannot log in to eXpense
 User Account Unlocked	Indicates the user account is unlocked

User Type

Text describing the type of user

Valid values:

Cardholder – The user is a cardholder. This may include approvers who can view other users' cards.

Card Only – The user can only view their own card information.

Non-Cardholder – The user is not a cardholder and is set up manually in eXpense. These users may be Company Administrators.

Hierarchy

Heading in the Filters dialog box for hierarchy information

Hierarchy Status

Status of the user or card on the corporate hierarchy

Valid values:

Unassigned Cards – Card is not assigned to the company structure
Assigned Cards – Card is assigned to the company structure
Unassigned Users – User is not assigned to the company structure
Assigned Users – User is assigned to the company structure

Location

Location of the card on the corporate hierarchy This field is optional.

User Viewpoint

Company structure point to which the user is assigned

A user with a viewpoint can view all other cards and users under that specific viewpoint.

Cost Allocation

Heading in the Filters dialog box for cost allocation information

Cost Allocation System

Cost Allocation System to which a card belongs

Card Setup

Heading in the Filters dialog box for card setup information

Billing Currency

Billing currency of the card

Billing Type

Code representing the card billing type

Valid codes:

CB - This is a consolidated billing account and is linked to a control account.

IB - This is an individual billing account.

Product
Product type for the card

Card Limits and Dates
Heading in the Filters dialog box for card limits and dates information

Available Cash
Amount of cash that is available for withdrawal

Cash Credit Limit
Total cash credit limit of the card

Credit Limit
Total credit limit of the card

Date Opened
Date the card was opened

Expiry Date
Date the card expires

Card Lifecycle
Heading in the Filters dialog box for card lifecycle information

Bank Status
Client-defined status of the card

New Cards That Require Setup
New cards in the eXpense system that require setup

Reason Code
Reason code describing why a card may have been closed or replaced

Replaced
Replaced card due to a lost/stolen status

Cardholder
Heading in the Filters dialog box for cardholder information

Card Number
Card account identifier

The eXpense application masks the first twelve digits of the account identifier.

Embossed Name
Name embossed on the card

Approvers

Heading in the Filters dialog box for approvers information

Approver Type

Text describing the type of approver based on user permissions

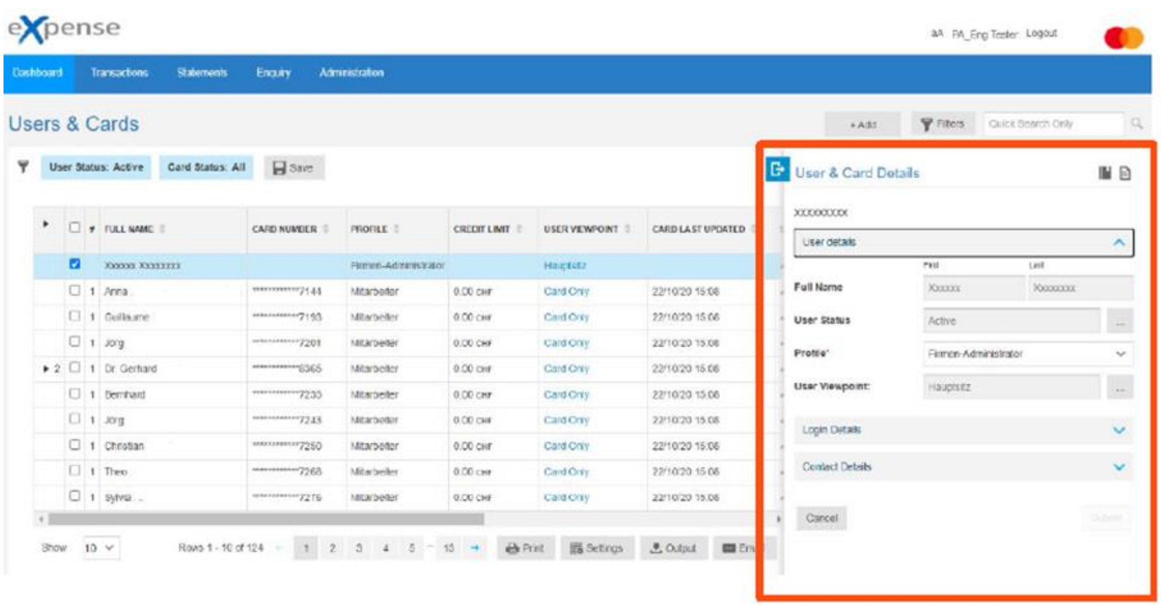
Transactions Approved By

Users who have their transactions approved by a specific approver

User & Card Details

To view the User & Card Details, select the check box of a user. The User & Card Details dialog box appears on the right side of the screen. The fields in the columns on the screen are listed. Based on user permissions, you can reset a user's password, edit contact details, or change a user's credit limit. Based on your setup, editing permissions may vary.

Refer to the [Selecting Optional Columns for Display]() heading for information about how to display or suppress columns in the table as well as specify the order in which these columns appear.



To minimize the User & Card Details dialog box, click

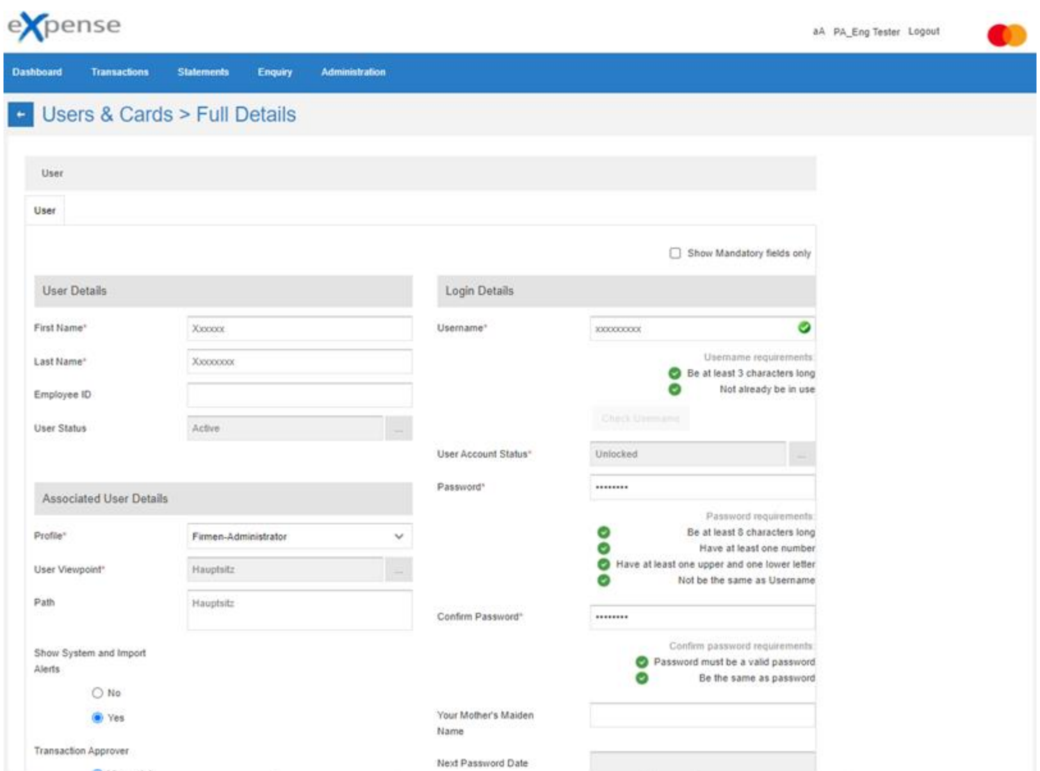
Users & Cards Full Details

Company Administrators can edit details for the user and card on the **User & Cards Full Details** screen. They can also update card limits, change user contact details, and move the user/card on the corporate hierarchy.

To view full details for users and cards, select the check box of a user. The **User & Card** Details dialog box appears on the right side of the screen. To

display full details, click on the **User & Card** Details dialog box.

If the user is a cardholder only, the User tab will appear. To navigate to the Card tab, complete the mandatory fields indicated with the * symbol and click **Next**. Fields are issuer-defined and may vary.



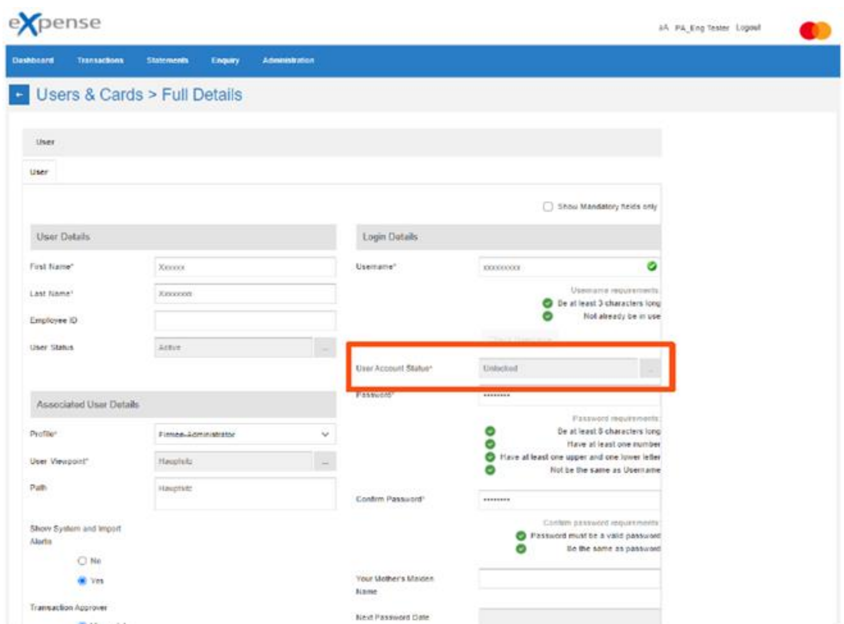
To minimize the full details and display the **Users & Cards** screen, click .

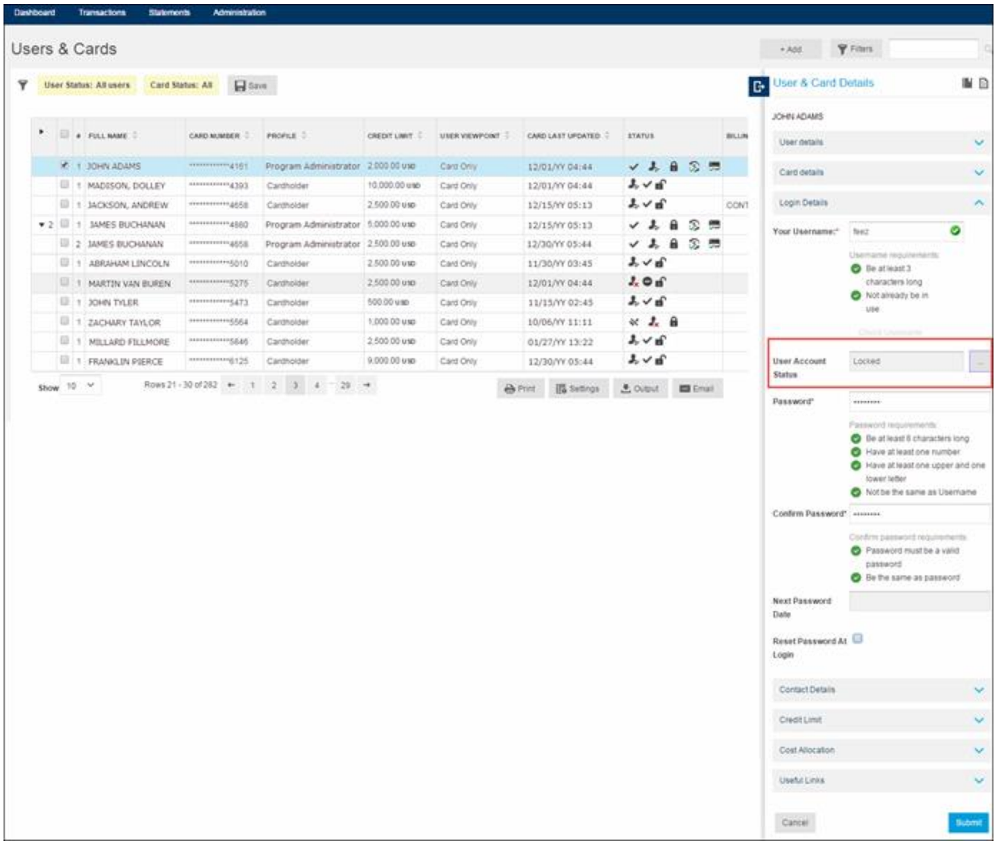
Lock or Unlock a User

This feature enables an Administrator to lock and unlock a user's access to the eXpense system. Users are not able to log in to the system when locked. In addition, users that lock themselves out of the system can be unlocked by the Administrator. For example, this can occur when a user enters an incorrect password three times.

Take the following steps to use this feature.

1. On the **Users & Cards** screen, select the check box of the user to lock or unlock.
2. You can change the status from the **User & Card Details** dialog box or you can click to display full details.
3. From the Login Details section, locate the User Account Status field. The sample below provides an example from the **User & Card Details** dialog box.





4. 4Click ... to change the user account status. The User Account Status dialog box appears. From the Update New Account Status dropdown list, change the user account status. Click **Update**.

Valid values:

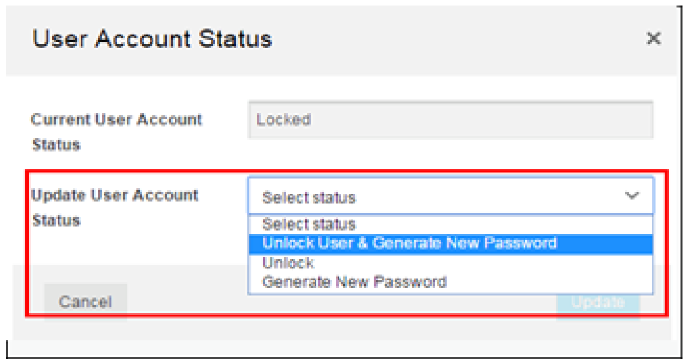
Unlock User & Generate New Password*	- The account is unlocked and a new password is generated.

Unlock - The account is unlocked.

Lock - The account is locked.

Generate New Password* - A new password is generated for the account.

* Based on client-defined settings



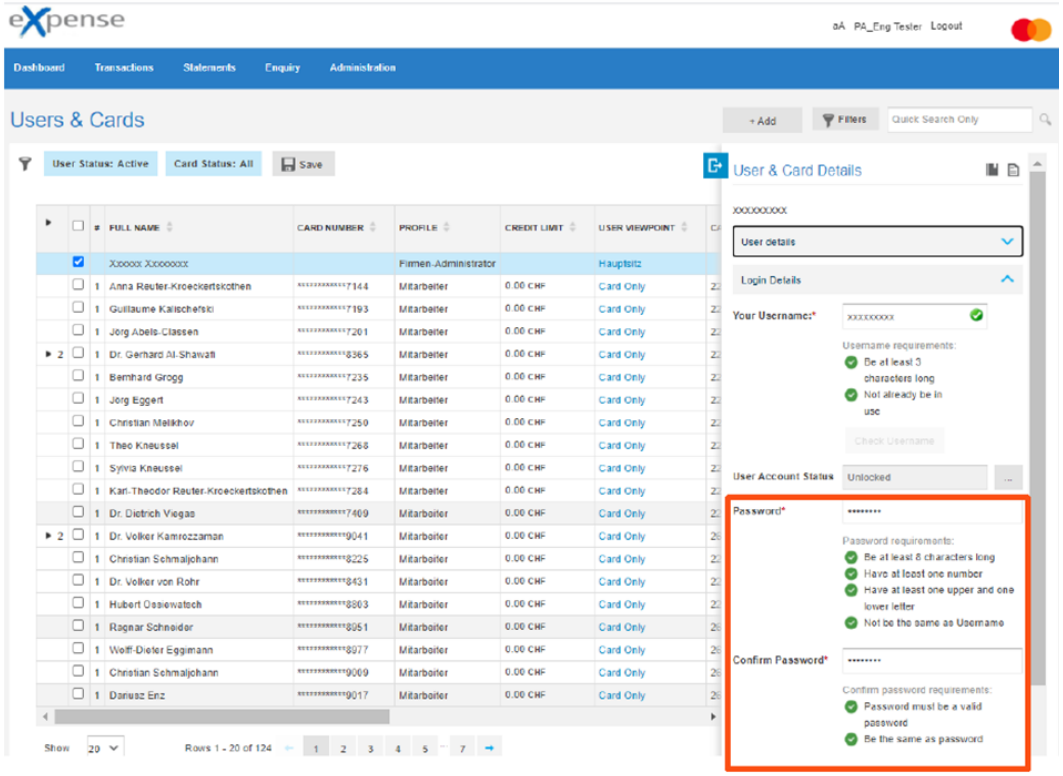
5. The user is locked or unlocked from the eXpense application. The user will receive an email notification that they have been locked or unlocked if a valid email address is on file.

Reset Password

This feature enables an Administrator to reset a user's password in the eXpense system.

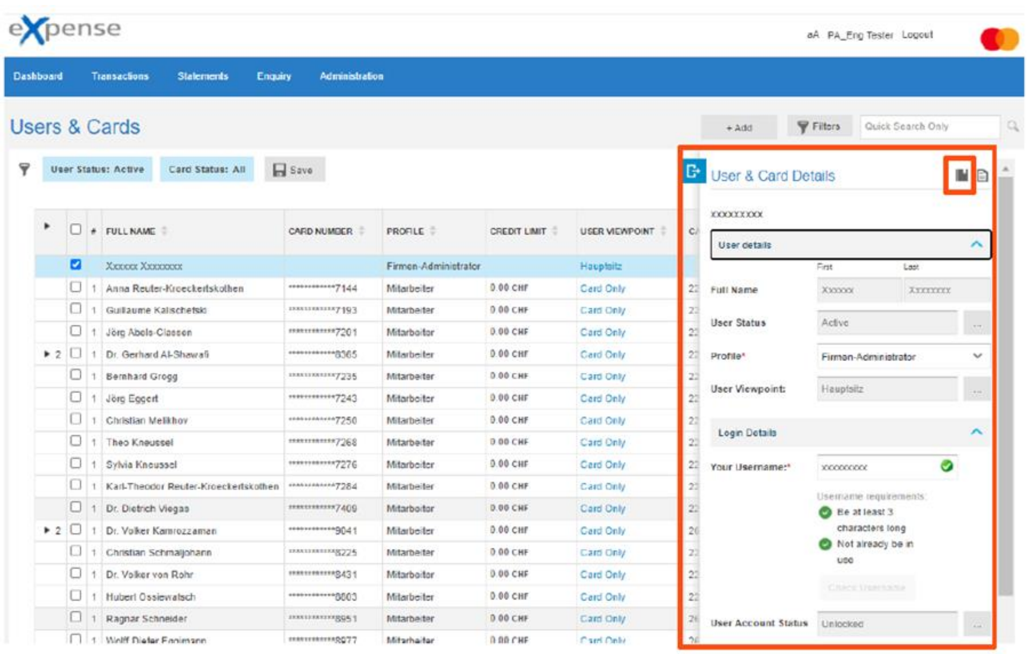
Take the following steps to use this feature.

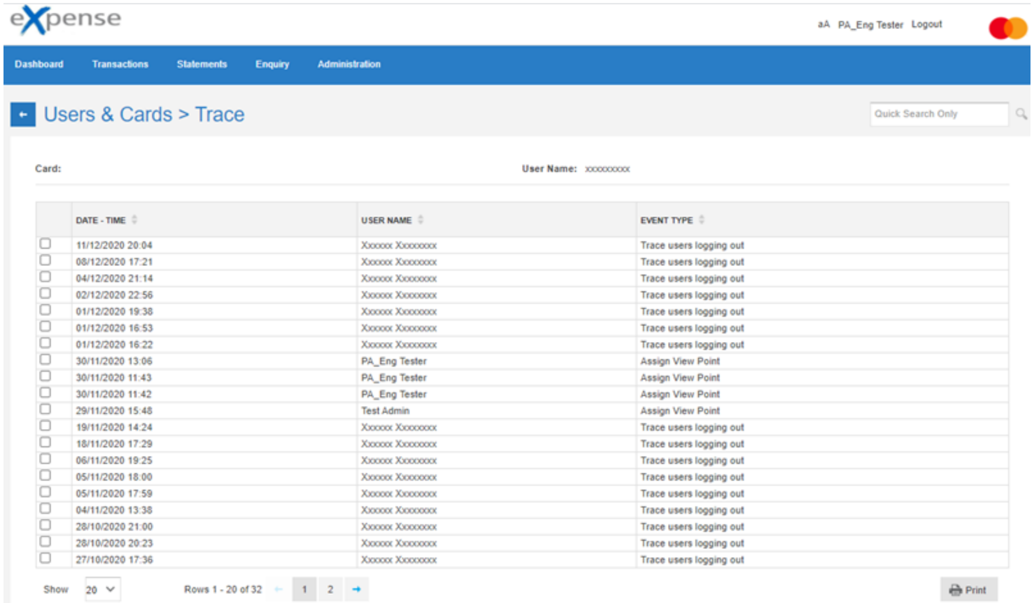
1. On the Users & Cards screen, select the check box of the user.
2. You can reset the password from the User & Card Details dialog box or you can click 🗎 to display full details.
3. From the Login Details section, locate the **Password** field. Enter a password in the **Password** field, and then reenter the password in the **Confirm Password** field. Click **Submit**. To prompt the user to change the password at the next login, select **Reset Password at Login**.



Trace

To view a log of actions performed on a selected card or user, select the check box of a user. The User & Card Details dialog box appears on the right side of the screen. To display the trace log for the card, click ▮ on the User & Card Details dialog box.





To view more details of a trace item, click on the check box in the first column. The Event Details panel will appear to the right.

To print the trace log, click Print

To minimize the trace screen and display the Users & Cards screen, click

Billing Control Accounts

Company Administrators can use the Billing Control Accounts screen to view a list of the company's billing control accounts. To access the Billing Control Accounts screen, on the Administrative toolbar, click **Administration**, then click **Billing Control Accounts**.

Refer to the Selecting Optional Columns for Display heading for information about how to display or suppress columns in the table as well as specify the order in which these columns appear.

Using Filters

The filters function enables you to display only billing control accounts meeting user-selected criteria. For example, you may want to search for all billing control accounts at a specific viewpoint on the hierarchy, or with a certain credit limit.

The following list shows available filter criteria. You can combine these criteria to further narrow the results.

User

- Email Address
- Employee ID
- First Name
- Last Name
- Profile
- User Account Status

Hierarchy

- User Viewpoint

Cost Allocation

- Cost Allocation System

Card Setup

- Billing Currency
- Billing Type
- Card Product
- Cycle

Card Limits and Dates

- Total Credit Limit

Card Lifecycle

- Bank Status

Cardholder

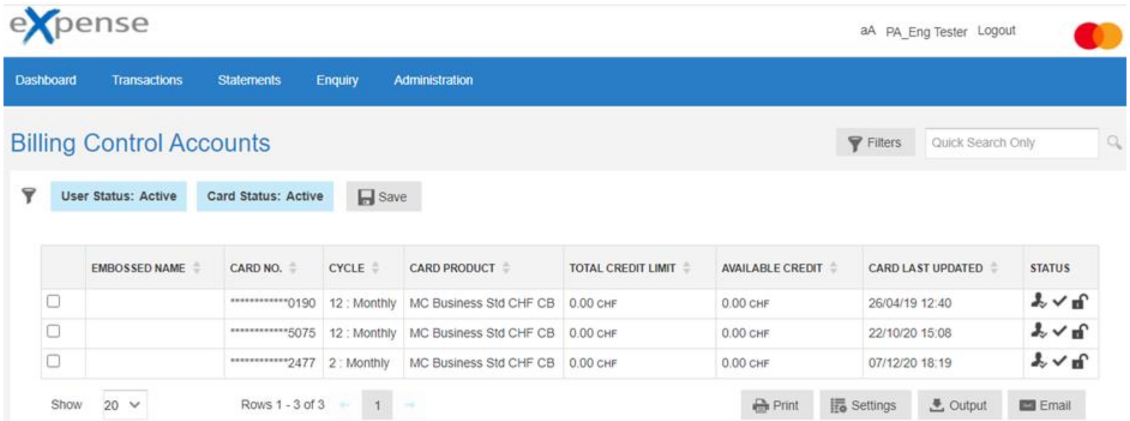
- Embossed Name
- External Company

Card

- Card No.
- Card Viewpoint

For example, you can search for all billing control accounts with an email address, or search for a particular billing control account using the Embossed Name. If you find that you use the same filter settings repeatedly, you can save the settings. Then, you can select the saved filter and apply it, reducing the amount of time needed to retrieve the results.

Refer to the [Creating and Applying a Filter]() heading for information about narrowing your list of results.



Billing Control Accounts Field Descriptions

Use the horizontal scroll bar at the bottom right of the window to view all available fields on the Billing Control Accounts screen. Descriptions appear in the order they are listed in the Add New Filter dropdown list in the Filters dialog box.

User Status

Status of the eXpense user

Valid values:

Active - User is currently active within the eXpense service. This excludes users who have been marked for expiration.

Expired - User has been expired from the eXpense service.

The default period for expiration is the current billing period + 2. Expired users are displayed in gray italics.

Card Status

Status of the card

Valid values:

Inactive - The billing control account is inactive within the eXpense system.

Active - The billing control account is active within the eXpense system.

Replaced - The billing control account has been replaced due to a lost/stolen status.

Replaced billing control accounts are expired from the eXpense system and their details appear grayed.

Closed - The billing control account has been closed.

Closed billing control accounts are expired from the eXpense system and their details appear grayed.

Unsetup - User has a billing control account number but no user details have yet to be assigned to the company structure.

User

Heading in the Filters dialog box for user information

Email Address

Email address of the billing control account

Employee ID

Client-defined identifier of the user

First Name

First name of the eXpense user

Last Name

Last name of the eXpense user

Profile

Name of the service profile to which the user belongs

User Account Status

Status of the eXpense user

The following table provides a legend for symbols used in the Status field of the Billing Control Accounts screen.

Icon	Description
Card Active	Indicates the user has at least one active card assigned

Icon	Description
User Active	Indicates the user is currently active within the eXpense service This excludes users who have been marked for expiration.
User Expired	Indicates the user has been expired from the eXpense service The default period for expiration is the current billing period + 2.
User Account Locked	Indicates the user account has been locked and the user cannot log in to eXpense
User Account Unlocked	Indicates the user account is unlocked
Transaction Approver	Indicates the user is authorized to approve transactions

Hierarchy

Heading in the Filters dialog box for hierarchy information

User Viewpoint

Company structure point to which the user is assigned

A user with a viewpoint can view all other cards and users under that specific viewpoint.

Cost Allocation

Heading in the Filters dialog box for cost allocation information

Cost Allocation System

Cost Allocation System to which a billing control account belongs

Card Setup

Heading in the Filters dialog box for card setup information

Billing Currency

Billing currency of the billing control account

Billing Type

Code representing the billing control account billing type

Valid codes:

CB - This is a consolidated billing account and is linked to a control account.

IA - This is an individual billing account.

Card Product

Text describing the product to which the billing control account belongs. The product is a group with the following attributes in common.

- Association
- Data Provider
- Bank
- Card type
- Currency
- Billing Type

Cycle

Billing control account billing cycle

Card Limits and Dates

Heading in the Filters dialog box for billing control account limits and dates information

Total Credit Limit

Total cash credit limit of the billing control account

Card Lifecycle

Heading in the Filters dialog box for card lifecycle information

Bank Status

Client-defined status of the billing control account

Cardholder

Heading in the Filters dialog box for cardholder information

Embossed Name

Name embossed on the billing control account

External Company

Company identification linked to the billing control account

Card

Heading in the Filters dialog box for card information

Card No.

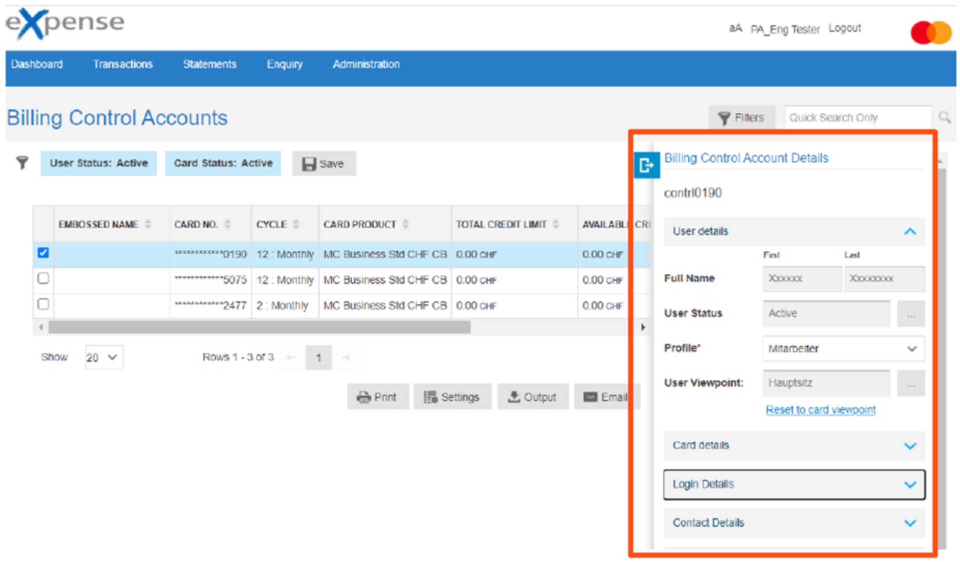
Account number for the billing control account

Card Viewpoint

Company structure point to which the billing control account is assigned

Billing Control Account Details

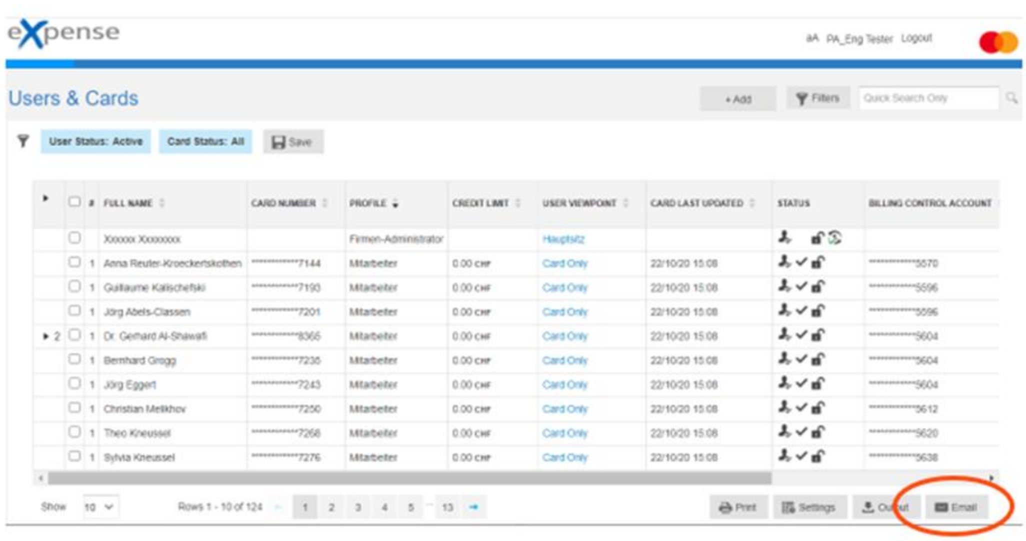
To view the Billing Control Details, select the check box of a user. The User & Card Details dialog box appears on the right side of the screen. The fields in the columns on the screen are listed. Based on user permissions, you can reset a user's password, edit contact details, or change a user's credit limit.
Refer to the Selecting Optional Columns for Display heading for information about how to display or suppress columns in the table as well as specify the order in which these columns appear.

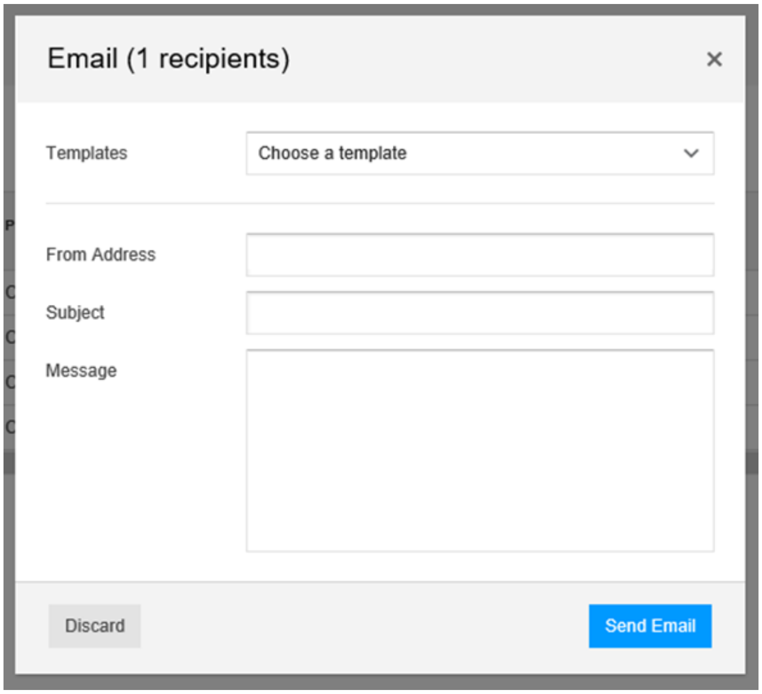


To minimize the Billing Control Accounts Details dialog box, click

Sending E-Mail to User or Cardholder

A Company Administrator has the ability to send an E-Mail to other users in 360Control. From the Users & Cards screen, filter for the Cardholders to send the E-Mail to, and click on the ‘E-Mail’ button. The Program Administrator can enter a Subject line and text for the E-Mail. It is also possible to enter a ‘From Address’. This will be for display purposes only on the E-Mail received. The E-Mail will come from the 360Control system. The E-Mail will be sent to all users on the screen. It is not necessary to select each user.




Email (1 recipients)
Templates
Choose a template
From Address
Subject
Message
Discard
Send Email