



Access[®] Online

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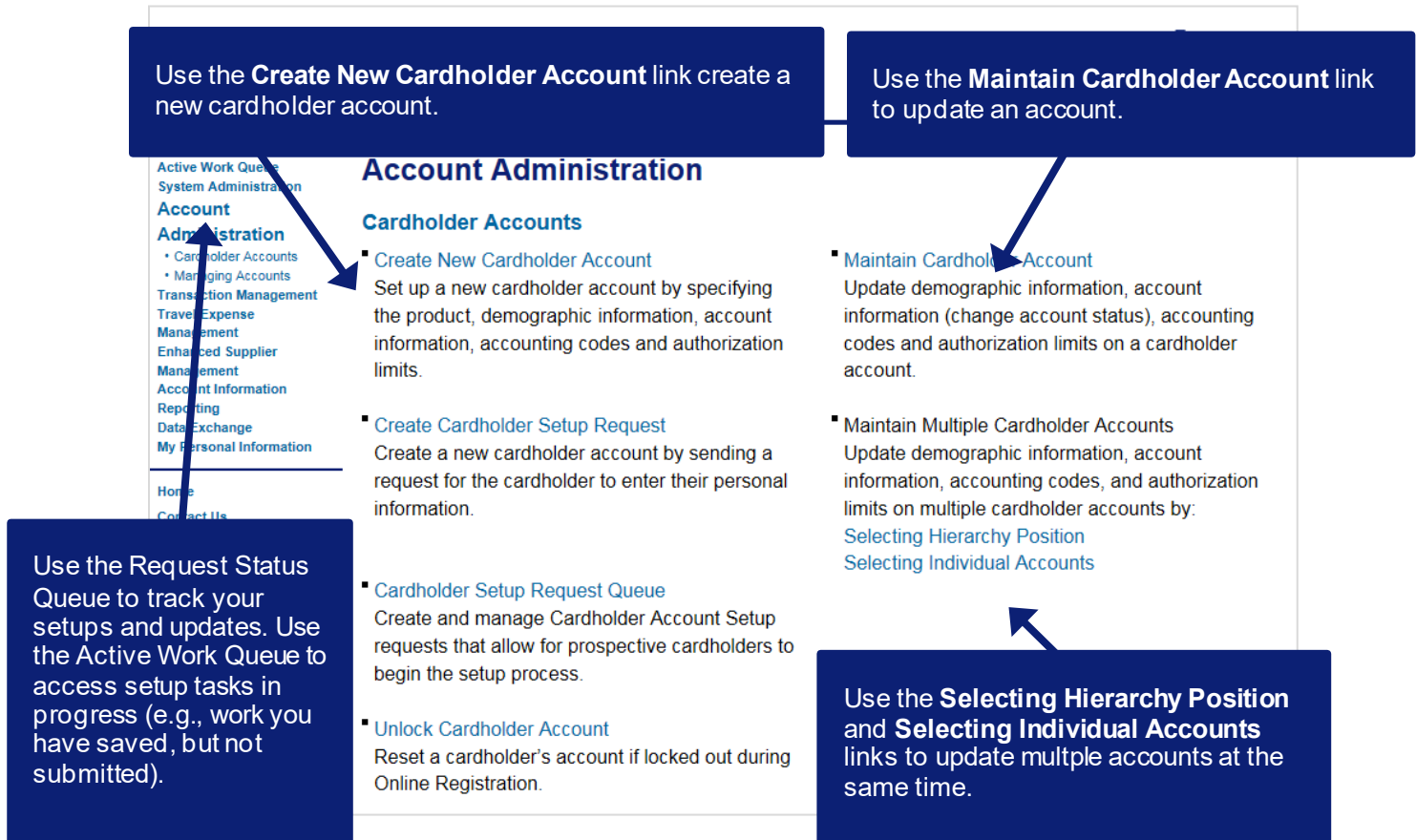
Cardholder Account Setup and Maintenance: Version 5-4

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Introduction

You can create new cardholder accounts using the Access Online Account Administration function. You can also update cardholder accounts whenever you need to. You can schedule updates and you can update multiple accounts at the same time.

Account administration overview



Learn more: You use the **Create Cardholder Setup Request** and **Cardholder Setup Request Queue** links to begin the account setup process by having cardholders complete the demographics portion of the setup. For more information, refer to the *Cardholder-initiated Account Setup* quick start guide.

Learn more: You may also be able to set up and maintain all or part of a managing account. For detailed steps in managing account setup, refer to the *Access Online: Managing account setup and maintenance* training content.

Learn more: You may also be able to set up and maintain the vehicles and drivers in your fleet program. For detailed steps in fleet account setup, refer to the *Access Online: Fleet management* training content.

Learn more: If you have multiple accounts to set up, you can also use a file-based process. The *Bulk Account Setup* batch file is a comma-separated value (CSV) text file. The process lets you create and transmit a file of account information that creates a large group of accounts at the same time. If you want to learn more, contact the bank.

Account creation overview

The creation and update procedure requires you to specify information about the cardholder account, including:

- **Product settings**—This section includes product type, processing hierarchy, and a yes/no specification to deliver a plastic card.
- **Account owner's information**—This section includes the cardholder's demographic information. If your organization uses the cardholder-initiated account setup function, then your cardholders specify their own contact information.
- **Legal information**—This section includes the cardholder's full legal name, optional date of birth, and legal residential address.
- **Training certificate**—This section you view and manage training certificates.
- **Account details**—This section includes the default cycle day and expiration date. This section also lets you specify reporting hierarchy, active dates for the account, and an organization name to emboss on the card.
- **Default accounting code**—This section includes the default accounting code for the cardholder account.
- **Authorization limits**—This section includes the credit limit, as well as optional velocity limits and merchant authorization controls (e.g., block airline purchases).

Create New Account 1 2 3 4

Product Purchasing	Processing Hierarchy 1425-8130-40853	Managing Account ****_****_****_5139	Managing Account 2121
Physical Card Yes	Edit		

The screens automatically reconfigure to work on smaller devices.

2. Enter Account Information

Account Owner's Information Editable

Required Fields (unless noted as optional)

First Name i MI (optional) Last Name i

Mailing Address i

Country

Address Line 1

Address Line 2 (optional)

City State ZIP Code

Work Phone

Email Address

Account Owner's Information Comments (optional)

Now Optional Fields

- + Legal Information Editable
- + Account Details Editable
- + Default Accounting Code Editable
- + Authorization Limits Editable

Cancel Save Next

Click an i icon for additional information about a field.

You can work the sections in any order. You use the same sections to update an account. If your organization uses workflow, then you may complete only one or two sections.

If you are using workflow, the setup goes to the next person in the workflow when you click the **Next** button.

You can save and return to the setup task or you can cancel without saving your work.

You specify all the account parameters on the same screen by opening and closing the different sections.

Smaller device sample screens

The screens automatically reconfigure to work on smaller devices, as you can see in these sample screens.

The overall process is the same on smaller screens, but the navigation adapts to fit the screen.

On a smaller screen, you also set up the entire account on one screen by opening and working on a section at a time.

Access' Online

Create New Account

1. Define Product Settings

Please provide your organization's Processing Hierarchy, beginning with Product selection. ⓘ

Product (Bank)
Purchasing - 7129

Agent
2037

Company
10377

Division (Optional)

Department (Optional)

Access' Online

Create New Account

Product Settings Summary

2. Enter Account Information

Account Owner's Information Editable | Complete

Required Fields (unless noted as Optional)

First Name ⓘ
Chris

MI (Optional)
P

Last Name ⓘ

Client Address
c.panchez@acme.com

Account Owner's Information Comments (optional)

Show Optional Fields

Legal Information Editable

Account Details Editable

Default Accounting Code Editable

Authorization Limits Editable

Next

Save

Cancel

Hide Optional Fields

Use Values from Managing Account? ⓘ

☒ Single Purchase Limit

☒ Velocity Limit

☒ Merchant Authorization Controls

Additional Credit Limits

Single Purchase Limit ⓘ
500

Cash Withdrawal Limit (%) ⓘ
0

First Fiscal Month
January

Access' Online

Create New Account

3. Review Information

Define Product Settings

Product
Purchasing

Processing Hierarchy
7129-2037-10377

Managing Account
****_****_6533

Managing Account ID
215237001550

Managing Account Name
1010100 LM PURCH TEST

Default Accounting Code Comments

Authorization Limits Edit

Account Credit Limit
1 0

Use Values from Managing Account?
0

Single Purchase Limit - Yes
Velocity Limit - Yes

Merchant Authorization Controls - Yes

Additional Credit Limits
Single Purchase Limit

Cash Withdrawal Limit (%)
0

Velocity Limit
First Fiscal Month
January

Authorization Limit
Comments

Submit

Save

Cancel

Create a new cardholder account

You have two options for beginning the process in Access Online:

- **One—Standard setup.** A Program Administrator specifies all the information, including demographics.
- **Two—Cardholder-initiated setup.** You have cardholders specify their own contact information, and you specify the rest of the account setup information. You have two options for this process:
 - **Without workflow**—With this process, you send the system-generated emails directly to the cardholders.
 - **With workflow**—With this option, you send system-generated emails to managers, who in turn email the cardholders to begin the process.

Learn more: For detailed information on the cardholder-initiated setup process, refer to the *Cardholder-initiated Setup* training content.

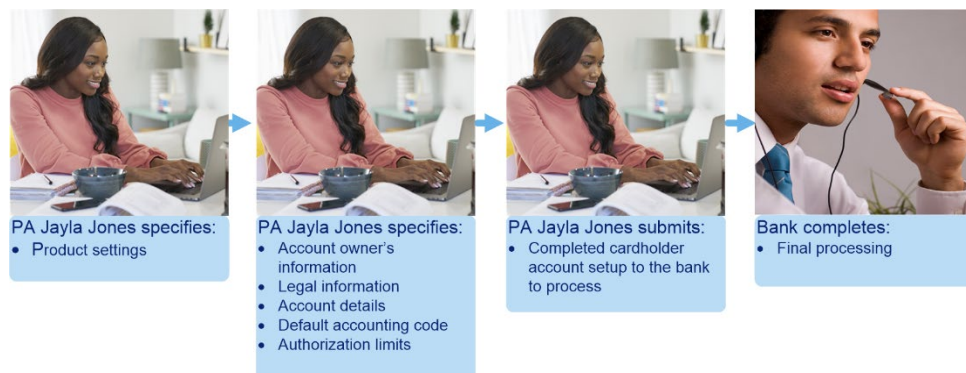
Tip! Before you begin any new cardholder account setup, be sure to check the Active Work Queue to see if tasks are waiting for you to complete.

Workflow

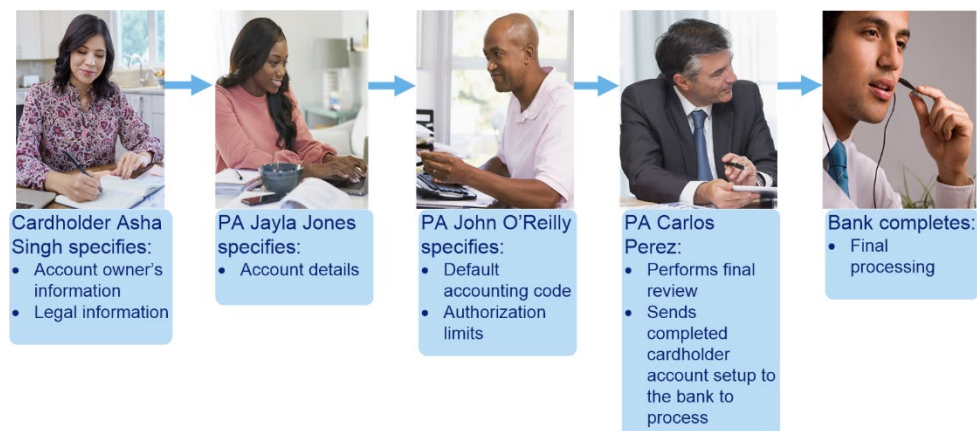
You can use the workflow function in Access Online to maintain flexibility in controlling which users in your organization complete which portions of the cardholder account setup process. As you use the workflow function, keep in mind the following parameters:

- **Each client customizes the workflow function to match internal procedures**—We worked with you during the implementation of your program to configure the account setup process to meet your organization's specific needs. As such, depending on how your program is set up and your access rights in the system, you may complete only a portion of the cardholder account setup and then pass the remaining setup work to another user to complete. For example, someone else in your organization may complete all the setup tasks except for specifying the cardholder account's default accounting code. When this task is ready for you to work on, the task displays in your Active Work Queue.
- **You should be familiar with your organization's specific parameters and process before you begin**—By the time you begin to create a cardholder account, you should be aware of your organization's internal workflow procedures. The parameters that reflect your internal procedures will be in place in Access Online by the time you begin a cardholder account setup.

Sample simple workflow



Sample complex workflow



Create a new cardholder account

Access® Online

Log Out

Request Status
Active Work C
System Admini
Account
Administration
• Cardholder Accounts
• Managing Accounts
Transaction Management
Travel Expense
Management
Enhanced Supplier
Management
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us
Training

Account Administration

Cardholder Accounts

- **Create New Cardholder Account**
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- **Create Cardholder Setup Request**
Create a new cardholder account by sending a request for the cardholder to enter their personal information.
- **Cardholder Setup Request Queue**
Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.
- **Unlock Cardholder Account**
Reset a cardholder's account if locked out during Online Registration.
- **Maintain Cardholder Account**
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- **Maintain Multiple Cardholder Accounts**
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)

To set up a new cardholder account:

1. Select the **Account Administration** high-level task. The *Account Administration* screen displays.
2. Click the **Create New Cardholder Account** link. The *Create New Account: Define Product Settings* screen displays.

Product settings

Access Online

Leave Account Setup Log Out

Create New Account

1 2 3 4

1. Define Product Settings

Please provide your organization's Process hierarchy, beginning with Product selection. ⓘ

Product (Bank)
Select

Agent Company

Division (Optional) Department (Optional)

Search

Cancel Next

To specify product settings:

1. Select the product from the *Product (Bank)* drop-down list.

Tip! The products displayed in the drop-down list are currently available for your organization. If your product is not displayed, contact your account coordinator.

2. Click the **Next** button to go to the next step in the setup process.

Tip! Click the **Cancel** button to halt the setup process without saving any of your work.

Create New Account 1 2 3 4

1. Define Product Settings

Please provide your organization's Processing Hierarchy, beginning with Product selection. ⓘ
Required Fields (unless noted as optional)

Product (Bank)
Purchasing - 1425 ▼

Agent
8130

Company
40853

Division (optional) 3b

Department (optional) 3a

Q Search

Assign this account to
☒ An Individual
☐ A Group

Send a Physical Card With This Account?
 Physical Card ⓘ
 Yes ▼

Cancel Next

3. Refine the processing hierarchy position, if needed:
 - a. Type the exact values if you know them.
 - Or–
 - b. Click the **Search** icon.

Create New Account

Search for Processing Hierarchy

Select the applicable hierarchy level, enter any known or partial values, then search.
Required Fields (unless noted as optional)

Hierarchy Level

Division

Processing Hierarchy Name (optional)

Bank
7129

Agent (optional)

Company (optional)

Division (optional)

Results

The positions below match your search criteria.

[Show All Hierarchy Names](#)
Results 1 to 5 of 5

	Bank	Agent	Company	Division
<input checked="" type="radio"/>	7129	0100	00100	00001
<input type="radio"/>	7129	0100	00100	00012
<input type="radio"/>	7129	0100	00100	00123
<input type="radio"/>	7129	0100	00100	10001
<input type="radio"/>	7129	A	0	

- c. Specify search criteria or leave blank to return a full list.
- d. Click the **Search** button.
- e. Select the processing hierarchy position.
- f. Click the **Confirm** button to save your selection and go to the next step.

Tip! Click the **Back** button to return to the previous screen without saving your selection.

Learn more: The *processing hierarchy* controls how systems process transactions for billing and accounting purposes. The processing hierarchy includes bank, agent, company, division, and department only. Your processing hierarchy must be properly set up. If you do not see the position you want, then contact the technical support desk to verify hierarchy setup.

Learn more: If your organization has created hierarchy names, then you can select to display them on this screen. If you want to specify hierarchy names for either your processing or reporting hierarchy, contact your relationship management team. You can create the names in the system or through a file-based process. After you have the names populated in Access Online, you can search by name as well as by value (e.g., search for the name Division Wholesale instead of the values in the Division Wholesale hierarchy position).

Results
The positions below match your search criteria.

[Hide All Hierarchy Names](#)
Results 1 to 1 of 1

<input checked="" type="radio"/> Bank	Agent	Company
1425	8132	40851
Purchasing	Global	Division Wholesale

Back

Confirm

Create New Account 1 2 3 4

1. Define Product Settings

Please provide your organization's Processing Hierarchy, beginning with Product selection. ⓘ

Required Fields (unless noted as optional)

Product (Bank)
Purchasing - 7129 ▼

Agent
0100

Company
00100

Division (optional)
00001

Department (optional)

Search ⓘ

4 **Assign this account to**
☒ An Individual
☐ A Group

5 **Send a Physical Card With This Account?**
 Physical Card ⓘ
 Yes ▼

6

Cancel Next

4. Select to assign the account to a specific person or to a group (e.g., a department card that multiple people will use).
5. Select **Yes** if you want to have a plastic card issued. If you are creating a cardless account, refer to the additional information in *Cardless accounts* on page 16.
6. Click the **Next** button.

Tip! Click the **Cancel** button to halt the setup process without saving your work.

Tip! If you are using workflow, then the setup goes to the next person in the process when you click **Next**.

Tip! You can change the account assignment (individual versus group) at any time before you submit the account setup. Click the **Edit** link. If you change the assign to option, then the system deletes any legal information you have specified.


Create New Account 1 2 3 4

Product Settings Summary

Product Purchasing	Processing Hierarchy Show All Hierarchy Names 7129-1251-10395
Managing Account ****-****-****-2345	Managing Account ID 215306000686
Managing Account Name TEST	
Edit	

Click the **Edit** link to change the product information, including the assign to option.

Edit Default Account Setup?

 Changing the Product Settings may cause any provided information for this account to be updated or lost.

[No, go back](#) [Save](#) [Yes, continue](#)

Click the **Yes, Continue** button.

Create New Account 1 2 3 4

1. Define Product Settings

Please provide your organization's Processing Hierarchy, beginning with Product selection. [i](#)
Required Fields (unless noted as optional)

Product (Bank)
Purchasing - 7129

Agent
0100

Company
00100

Division (optional)
00001

Department (optional)

[Search](#)

Assign this account to
☒ An Individual
☐ A Group

Send a Physical Card With This Account?
Physical Card [i](#)
Yes

[Cancel](#) [Next](#)

Make any changes and click the **Next** button.

Cardless accounts

You can create a cardless account in Access Online if the cardholder does not need a plastic card.

Create New Account 1 2 3 4

1. Define Product Settings

Please provide your organization's Processing Hierarchy, beginning with Product selection. ⓘ
Required Fields (unless noted as optional)

Product (Bank)
Purchasing - 7129

Agent
0100

Company
00100

Division (optional)
00001

Department (optional)

Search

Assign this account to
☒ An Individual
☐ A Group

Send a Physical Card With This Account?
 Physical Card ⓘ
 Yes

Cancel Next

To create a cardless account, follow the steps in this user guide, but select **No** in the *Send a Physical Card With This Account* field.

After you create the cardless account, you need the:

- **16-digit account number**—Available on the mailer the cardholder receives after card setup, on the account statement, or in the Access Online mobile app in card information.
- **Account expiration date and CVV**—Available in the cardholder account profile under *Account Overview* or in the Access Online mobile app in card information.
- **Account billing address and ZIP code**—Available in the cardholder account profile under *Account Owner's Information* or in the Access Online mobile app under *Contact Information*.

Account Profile

ANTONIO T PAULUS

Product
Purchasing

Account
Unique ID: 0142-5162-8042-7913
ID: 1722-4603-9071
Number: **4603

Processing Hierarchy
[Show All Hierarchy Names](#)
1425-8676-39762-01000-1050

Managing Account
Name: ACME SHARED SERV LOC 1
Unique ID: 0142-5162-7427-6238
ID: 5570-3838-9071
Number: **3838

Organization Name (optional)
ACO DEMO TEST

Optional 1 (optional)
012312345

Go to the account profile to find the expiration date, get the CVV sent to you, and find the billing address.

Click to view a statement to get the full account number.

Note the expiration date.

Account Overview

Summary

Account Status Open

Credit Limit \$25

Available Credit \$25

Single Purchase Limit \$10

Cash Withdrawal Limit 0 %

Expiration Date 04/2025

[View Financial History](#)

[Send Card Security Code](#)

Payment Information

Statement Balance --

Current Balance \$0.00

[View Statement](#)

Click **Send Card Security Code** to have an email with the CVV sent to the secure user profile email address.

Account Owner's Information

Social Security Number
--

Mailing Address
200 S 6TH ST
EP-MN-L28C
MINNEAPOLIS, MN 554021403
USA

Email Address
KAY.WINTER@USBANK.COM

Work Phone
612-973-0000

Personal Phone
612-973-1519

Additional Phone (optional)
0000000000

Fax Number (optional)
6129735555

Employee
--

Location (optional)
--

Purpose (optional)
--

Number Attending (optional)
--

Department Number (optional)
--

Account Owner's Information Comments (optional)

Use the *Mailing Address* for the billing address and ZIP code.

[+ Account Details](#)

[+ Default Accounting Code](#)

[+ Authorization Limits](#)

Note the full account number at the top of the statement.

TEST-ACME DEMO PCARD

ACCOUNT NUMBER 4321-1234-1234-4321

STATEMENT DATE 01-10-22

TOTAL ACTIVITY \$.00

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000007814 01 SP 106481444810643 S

ANTONIO T PAULUS

ACO DEMO TEST

200 S 6TH ST

EP-MN-L28C

MINNEAPOLIS MN 55402-1403

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT

Learn more: For finding this information on the mobile app, refer to the Access Online: Mobile app quick start guide.

Account owner's information

Create New Account 1 2 3 4

[Product Settings Summary](#)

Select a template to pre-fill the application with the saved values. (optional) ¹

No templates exist for the current hierarchy.

2. Enter Account Information

All fields required unless noted as optional.

[Show All Optional Fields](#)

Account Owner's Information

First Name ¹ MI (optional)

Last Name ²

Organization Name (optional)

Mailing Address ³

Country United States

Address Line 1

Address Line 2 (optional)

City State

ZIP Code

Work Phone

Email Address

Optional 1 (optional) Optional 2 (optional)

Account Owner's Comments (optional)

[Show Optional Fields](#)

Legal Information

[Account Details](#)

[Default Accounting Code](#)

[Authorization Limits](#)

Callout 1: The *Organization Name* field is optional and has a maximum of 19 alphanumeric characters.

Callout 3: If you need to send the card to a mailing address outside the United States or Canada, contact the bank.

Callout 4: The system sends the card to the address on this screen, unless you have special mailing instructions in place with the bank (e.g., mail all cards to your headquarters office for your organization to distribute).

Callout 8: Your organization can make the Optional 1 and Optional 2 fields required fields, if needed.

To specify the account owner's information:

1. Type the last name, first name, and middle initial (optional).
2. Type the organization name to be embossed on the card in the *Organization Name* field (if the organization name is different from the company name).

Tip! The *Organization Name* field is optional and has a maximum of 19 alphanumeric characters.

3. Specify the mailing address.
4. Type the cardholder's work and/or personal telephone phone number.
5. Type the cardholder's email address.
6. Type any information in the *Optional 1* or *Optional 2* fields.
7. Type any comments.
8. Click the **Show Optional Fields** link to display additional fields, if needed.

The screenshot shows a web form for cardholder account setup. At the top left is a link labeled "Hide Optional Fields". The form contains several input fields: "Social Security Number" (with callout 9), "BLA Alphanumeric 004 35 length", "Optional 1", "Employee ID" (with callout 10), "Personal Phone" (with callout 11), "Additional Phone", and "Fax Number".

9. Type a social security number, if needed.

Tip! After you type the social security number, the system masks all but the last four digits of the number for security purposes. The number remains masked throughout the system, including in reports.

10. Type information in any optional fields, if needed.

Learn more: Your organization may have created custom fields to use in account administration and transaction management. If your organization has created these custom fields, then these fields display in your account profile in the section that your organization assigned them to. Custom fields can be either required or optional.

11. Type additional phone and fax numbers, if needed.

Tip! The system automatically validates the U.S. address you enter. The system displays error messages with instructions if you use invalid characters. For example, if your city and state are not valid for the ZIP/postal code, or the address requires a suite number, then an error message displays with instructions for correcting the address.

Tip! Any comments that you type are visible to any other user with access to the account setup you are working on. Also, any comments you type will be visible on the cardholder's account profile.

Create New Account 1 2 3 4

[Product Settings Summary](#)

Select a template to pre-fill the application with the saved values. (optional) ⓘ
No templates exist for the current hierarchy.

2. Enter Account Information

All fields required unless noted as (optional).
[Show All Optional Fields](#)

Account Owner's Information Editable

First Name ⓘ
Chris

MI (optional)
P

Last Name ⓘ
Smith

Organization Name (optional)
Acme

Mailing Address ⓘ

Country
United States

Address Line 1
100 South Sixth Street

Address Line 2 (optional)
Suite 100

City
Minneapolis

State
Minnesota

ZIP Code
55402

Work Phone
612-123-1234

Email Address
cpsmith@acme.com

Optional 1 (optional)

Legal Information Editable

Account Details Editable

Default Accounting Code Editable

Authorization Limits Editable

Cancel Save Next

Click **Cancel** to halt setup process and discard your work.

Click **Save** to save your work so far and return to the setup later via the *Active Work Queue*.

When you are done, click **Next**.

Learn more: On this screen, you set up the specifics for the account in each section. You can also click the **Cancel** button to cancel the setup process (without saving your work). You can click the **Save** button to save your work and return to the setup later via the Active Work Queue (e.g., if you need to obtain a street address). When are done, you click the **Next** button to continue to the next stage of the setup process.

Legal information

The screenshot shows a web form titled "2. Enter Account Information". At the top, it says "All fields required unless noted as (optional)." and has a link "Show All Optional Fields". The form has several sections: "Account Owner's Information" (expanded), "Legal Information" (expanded), "Date of Birth (optional)", "Legal Residential Address", "Legal Information Comments (optional)", "Training Certificate", "Account Details", "Default Accounting Code", and "Authorization Limits".

Callouts and instructions:

- 1**: Points to the "Legal Information" section header.
- 2**: Points to the "Legal First Name" field.
- 3**: Points to the "Legal Middle Name (if applicable)" field.
- 4**: Points to the "Use name entered in Account Owner's Information section" link.
- 5a**: Points to the "Date of Birth (optional)" field.
- 5b**: Points to the "Not Provided" radio button under "Legal Residential Address".
- 5c**: Points to the "Legal Information Comments (optional)" field.

Instructional text boxes:

- Click the **Use name entered in Account Owner's Information** section link if the legal name is the same. The fields remain editable.
- If the cardholder does not have a legal middle name, leave this field blank. Do **not** type **NA** or **NONE** or similar text. You can use the middle initial if the middle initial is all that is available.
- The legal name is up to 50 characters per field for a combined total of 150 characters.

Buttons at the bottom: "Cancel", "Save for Later", and "Next".

To specify legal information:

1. Open the *Legal Information* section.
2. Type the cardholder's legal first name and legal last name.
3. Type the cardholder's legal middle name, if applicable.
4. Specify the cardholder's date of birth.
5. Specify the cardholder's legal residential address:
 - a. Select the *Not Provided* radio button if you do not have the cardholder's legal residential address.
 - b. Select the *Use Mailing Address* radio button if the address you provided is the cardholder's legal residential address.
 - c. Select the *Enter a Different Address* radio button if you want to specify a different address.

Legal Residential Address ⓘ

☐ Not Provided

☐ Use Mailing Address

☒ Enter a Different Address

Country

United States ▼

Address Line 1 (no P.O. Box)

Address Line 2 (optional)

City

State

ZIP Code

Select ▼

_____-____

- d. Specify the cardholder's legal residential address.

Tip! The address fields change depending on which country you select. You cannot use a post office box. You must use a street address. If you select the *Enter a Different Address* checkbox, then all the address fields (except *Address Line 2*) are required. If you are in Canada, you may also be required to specify the cardholder's date of birth in the *Legal Information* section.

Learn more: If you selected to assign the account to a group, then you must specify the full, registered legal business name. For example, if Acme Global issues cards to departments in different subsidiaries, the Program Administrator must specify Acme's registered business name, not the name of the department or subsidiary. The legal business name can be up to 150 characters and include spaces and the special characters below.

- . &
/ , ‘

Legal Information

Required Fields (unless noted as optional)

Legal Business Name

Registered Business Name

Acme Global Enterprises & Entertainment, Incorporated d.b.a. Acme

Legal Business Address

☐ Not Provided

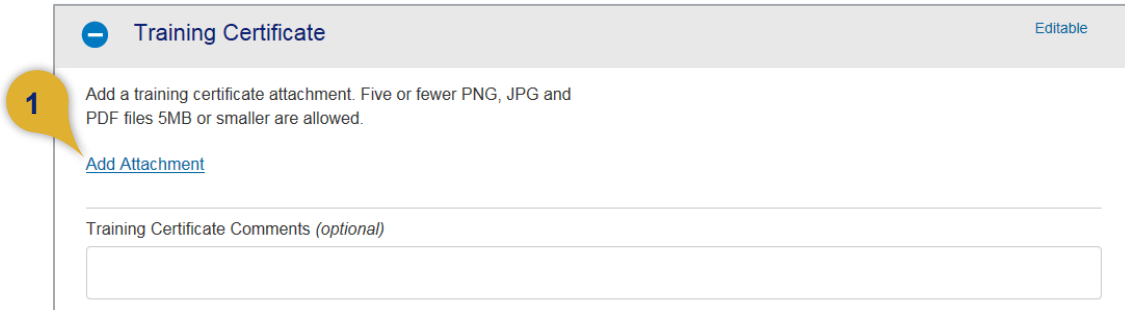
☒ Use Mailing Address

☐ Enter a Different Address

Legal Information Comments (optional)

Training certificate

If your organization uses the optional Training Certificate function, then you can upload up to five training certificates when you create the account. The cardholder can also upload and manage certificates in the Cardholder Account Profile.



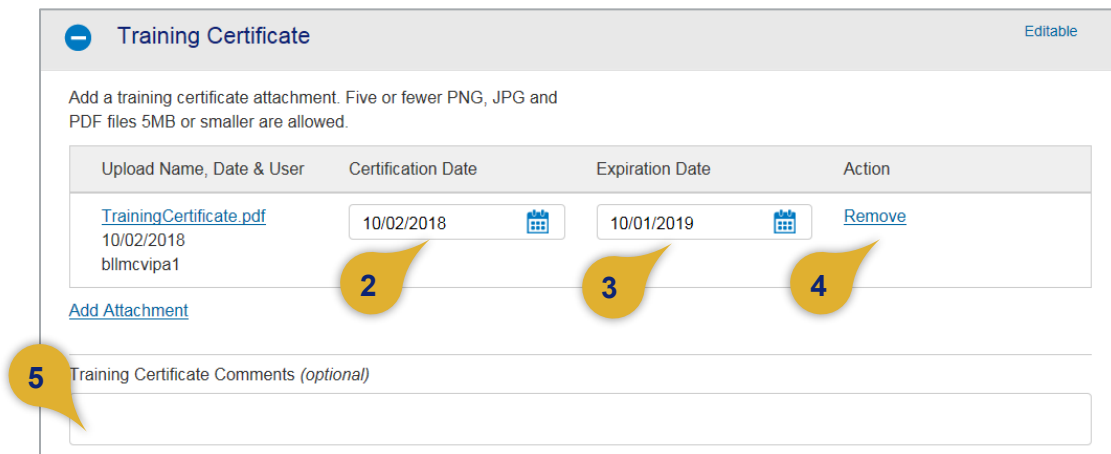
1 Add a training certificate attachment. Five or fewer PNG, JPG and PDF files 5MB or smaller are allowed.

[Add Attachment](#)

Training Certificate Comments (optional)

To add a training certificate:

1. Click **Add Attachment** to search and select a PDF, JPG or PNG file.



2 Add a training certificate attachment. Five or fewer PNG, JPG and PDF files 5MB or smaller are allowed.

Upload Name, Date & User	Certification Date	Expiration Date	Action
TrainingCertificate.pdf 10/02/2018 blmcpvipa1	10/02/2018	10/01/2019	Remove

3 **4**

[Add Attachment](#)

5 Training Certificate Comments (optional)

2. Specify a certification date (today or before).
3. Specify an expiration date.
4. Click to remove a certificate, if needed.
5. Add any comments.

Tip! Cardholders can use the My Personal Information function to create an email notification for when a certificate is about to expire.

Training Certificate Expiration Notification

A notification will be sent to you 60, 30 and 15 days prior to a training certificate expiring.

☒ Send notification when a training certificate is about to expire.

Account details

The screenshot shows the 'Account Details' form. At the top, there is a header bar with a minus icon, the title 'Account Details', and an 'Editable' link. Below the header, the form contains several sections: 'Cycle Day' with a value of '24' and an information icon; 'Expiration Date'; 'Physical Card Delivery' section; 'Delivery Options' with two radio button choices; 'Delivery Address' with a text description; 'Account Details Comments (optional)' with a text input field; and a 'Show Optional Fields' link at the bottom. Five yellow callout bubbles with numbers 1 through 5 point to specific elements: 1 points to the minus icon, 2 points to the 'Account Details' title, 3 points to the 'Delivery Options' section, 4 points to the 'Account Details Comments' input field, and 5 points to the 'Show Optional Fields' link.

1 Account Details 2 Editable

Cycle Day ⓘ 24 Expiration Date

Physical Card Delivery

3 Delivery Options

☒ Standard delivery: Delivery in 5 - 7 business days.

☐ Expedited delivery: The request must be submitted and approved by 6:00 p.m. Central Time (Monday - Friday) for delivery in 1 - 3 business days.

Delivery Address

Mailing Address in Account Owner's Information section

Account Details Comments (optional) 4

5

Show Optional Fields

To specify account details:

1. Open the *Account Details* section.
2. Review the cycle day and expiration date.
3. Specify the delivery options for a physical card.
4. Add any comments, if needed.
5. Click the **Show Optional Fields** link, if needed.

Tip! You may also be able to request an expedited card delivery for an additional fee. You must submit the request by 2:00 p.m. Central time (Monday – Friday) for delivery in one to two business days.

Account Details

Required Fields (unless noted as optional)

Cycle Day ⓘ Expiration Date

19

Physical Card Delivery

Delivery Options

☒ Standard delivery: No fee. Delivery in 5 - 7 business days.

☐ Expedited delivery **\$20.00 delivery fee**. The fee will be billed to the account. The request must be submitted and approved by 6:00 p.m. Central Time (Monday - Friday) for delivery in 1 - 3 business days.

Delivery Address

Mailing Address in Account Owner's Information section

Hide Optional Fields

Reporting Level ⓘ

Level 1	Level 2	Level 3
00100		
Level 4	Level 5	Level 6
Level		

Search

Specify Valid Account Active Dates ⓘ

Start Date ⓘ	End Date ⓘ
mm/dd/yyyy	mm/dd/yyyy

6. Specify a reporting level position, if needed:
 - a. Type reporting level values if you know them exactly.
 - Or–
 - b. Click the **Search** icon to search and select a position.

Search for Reporting Hierarchy Position

Select the applicable hierarchy level, enter any known or partial values, then search.

Bank: 7129

Hierarchy Level

Level 6

Level 1

10377

Level 4

Level 7

Search

Results

The page below match your search criteria.

Results 1 to 1 of 1

	Rank	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
○	7129	10377	23456	34567	44444	55555	66666	

[Back](#)

Confirm

- c. Select a hierarchy level to search by.
- d. Specify search criteria.
- e. Click the **Search** button.
- f. Select the reporting level position.
- g. Click the **Confirm** button.



Hide Optional Fields

Reporting Level ⓘ

Level 1 <input type="text" value="00100"/>	Level 2 <input type="text" value="22222"/>	Level 3 <input type="text" value="33333"/>
Level 4 <input type="text" value="45678"/>	Level 5 <input type="text" value="56789"/>	Level 6 <input type="text"/>
Level 7 <input type="text"/>		

🔍 Search

Specify Valid Account Active Dates ⓘ

Start Date ⓘ <input type="text" value="02/01/2018"/> 	End Date ⓘ <input type="text" value="03/31/2018"/> 
---	---

7a **7b**

7. To make the cardholder account active only during a specified date range:
- Specify the date the cardholder account should start being active from the *Start Date* field.
 - Specify the date the cardholder account should stop being active from the *End Date* field.

Tip! Leave the *End Date* blank if you want the cardholder account to be active indefinitely after the start date (e.g., an account you want to set up now, but that should not be active until next month).

Tip! Your organization may use reporting hierarchy. *Reporting Hierarchy* is a seven-level hierarchy that we customized for your organization for reporting purposes only. This hierarchy enables you to break down data solely for reporting. If you do not see the values you want, then contact the technical support desk to verify your reporting and processing configuration. Select the reporting hierarchy carefully to ensure accurate reports.

Tip! By setting temporary authorization dates, you create a time period during which the cardholder account is active. The cardholder account exists before and after the temporary authorization dates, but only during the authorization period will the cardholder account accept transactions. You can re-specify another temporary authorization date range later. For example, if you are creating a cardholder account for John Smith to use with a snow removal contractor to clear snow from your sidewalks and parking lot, you can authorize purchases on the John's account for snow season, thereby disallowing purchases on the card in the summer months. Then, for the next year's winter snow season, you can use the same cardholder account but set a new period for the cardholder account to be active.

Tip! Some cardholder accounts may have a *Convenience Check* option. Select **Yes** or **No** if this option displays. If you can order convenience checks, you may also be able to set additional limits on the checks, including valid dollar amount and valid number of days.

Tip! If your organization is in Canada, then your screens may have additional fields that display. For example, you can select Canadian French for cardholder Jean Blanc in Montreal. You may select to mail the plastic card to the Program Administrator (rather than the cardholder). You may also be required to specify the cardholder's date of birth in the *Legal Information* section.

Account Details
Editable | Complete

Required Fields (unless noted as Optional)

Cycle Day ⓘ
25

Expiration Date

Mailing Language ⓘ
Canadian French ▼

Account Details Comments (Optional)

Default accounting code

1 **Default Accounting Code** Editable

2 **Default Accounting Code** ⓘ
NOT ASSIGNED (150) (optional)

3 Default Accounting Code Comments (optional)

To set up the default accounting code for the new cardholder account:

1. Open the *Default Accounting Code* section.
2. Type the default accounting code for the account.
3. Type any comments.

Tip! The default accounting code controls how Access Online allocates transactions when the transactions enter Access Online. Each organization's accounting code structure and program setup determines which segments you need to specify a value for. You may be able to search and select from a list of valid accounting code values by clicking a **Search** icon and searching and selecting a value.

Default Accounting Code

Required Fields (unless noted as Optional)

Default Accounting Code ⓘ
APPROPRIATION DATA (20) OAC (2)
972011201507905142 🔍

UIC (6) PEC-GFEBS FUNCT AREA (12) (Optional)

Learn more: For more information on valid values lists, including uploading instructions, refer to the *Access Online: Accounting validation controls* user guide.

Learn more: If your organization uses the client system validation (CSV) function, then you can also verify the accounting code values against values in your internal system in real time. Refer to the *Access Online: Client system validation* user guide for more information.

Authorization limits

The screenshot shows the 'Authorization Limits' form. It has a header bar with a back arrow icon, the title 'Authorization Limits', and an 'Editable' status. Below the header, there is a section for 'Account Credit Limit' with a text input field containing the number '1'. This section is highlighted by callout 1. Below this is a section titled 'Additional Credit Limits'. It contains two optional fields: 'Single Purchase Limit (optional)' with a text input field containing '0', and 'Cash Withdrawal Limit (%) (optional)' with a text input field containing '0'. Both fields have information icons. This section is highlighted by callout 2. Below these fields is a large text area for 'Authorization Limit Comments (optional)', which is highlighted by callout 3. At the bottom left of the form is a link labeled 'Show Optional Fields', highlighted by callout 4.

To specify the authorization limits:

1. Open the *Authorization Limits* section.
2. Type a new credit limit, if needed.
3. Type any comments in the *Authorization Limits Comments* field.

Tip! You may be able to specify the percentage of cash, depending on how your program is set up and your access rights within the system. The percentage cash is the percentage of the total credit limit the cardholder can write in convenience checks.

4. Click the **Show Optional Fields** link, if needed.

[Hide Optional Fields](#)

5 Use Values from Managing Account? ⓘ

☒ Single Purchase Limit

☒ Velocity Limit

☒ Merchant Authorization Controls

6 **Velocity Limit** ⓘ

Daily Dollar Amount Daily Transaction Limit

Cycle Dollar Amount Cycle Transaction Limit

Monthly Dollar Amount Monthly Transaction Limit

Quarterly Dollar Amount Quarterly Transaction Limit

Yearly Dollar Amount Yearly Transaction Limit First Fiscal Month **January**

7a **Custom Velocity Limits** ⓘ

Custom Dollar Limit Custom Transaction Limit

Custom Start Date

Define Cycle by (optional) End Date / # Days ⓘ

7b

7c

Merchant Authorization Control (MAC) : Existing Controls

Control and Description	Single Purchase Limit	Authorization Action	Use Managing Account MAC as MAC	Action
<input type="text"/>		Select ▼	Select ▼	Add

8a

Learn more: The authorization limits set spending parameters for the new cardholder account, such as credit limit. The *credit limit* is the total amount the cardholder can charge to the account. The default authorization limits display based on our records for the associated managing account.

5. Specify to use the values from the managing account, if desired.
6. Specify any additional authorization limits (e.g., *Daily Dollar*, *Yearly Transaction Limit*).
7. Specify any custom velocity limits:
 - a. Type the limit.
 - b. Specify a start date.
 - c. Specify and end date.

Tip! Leave the *End Date* blank if you want the velocity limits to be active indefinitely after the start date (e.g., limits you want to set up now to be active next month).

8. To add a merchant authorization control (MAC) or a specific merchant category code (MCC):
 - a. Click the **Search** icon to search for a MAC or MCC.

Learn more: You may be able to add up to nine MACs or individual MCCs to the cardholder account. You select a MAC or a specific MCC and then specify whether the cardholder can make purchases at such merchants. A MAC contains one or more MCC groups (e.g., airlines, office supplies).

Search & Select Merchant Authorization Control

Search Criteria [Show/Hide Search Criteria](#)

Use the criteria to search for a specific Merchant Authorization Control.

Merchant Authorization Control (MAC)

MAC Name MAC Description

Merchant Category Code (MCC)

MCC MCC Description
(Separate multiple codes with a comma.) (Separate multiple descriptions with a comma.)

Merchant Type

<input type="checkbox"/> Airline	<input type="checkbox"/> Medical	<input type="checkbox"/> Rental Cars
<input type="checkbox"/> Auto/RV Dealers	<input type="checkbox"/> Money	<input type="checkbox"/> Retail Goods
<input type="checkbox"/> Building Service	<input type="checkbox"/> MRO Supplies	<input type="checkbox"/> Retail Services
<input type="checkbox"/> Business Expense	<input type="checkbox"/> Office Services	<input type="checkbox"/> Unknown MCC
<input type="checkbox"/> Eating/Drinking	<input type="checkbox"/> Office Supplies	<input type="checkbox"/> Vehicle Expense
<input type="checkbox"/> Hotels	<input type="checkbox"/> Other	<input type="checkbox"/> Wholesale Trade
<input type="checkbox"/> Mail/Telephone	<input type="checkbox"/> Other Travel	

8c

8b You can type search criteria or select one or more merchant types.

To search for a specific MCC, type the MCC value or description.

Click **Back** to return to the previous screen without saving your selection.

- b. Specify search criteria.
- c. Click the **Search** button.

Search & Select Merchant Authorization Control

Search Criteria [Show/Hide Search Criteria](#)

Use the criteria to search for a specific Merchant Authorization Control.

Merchant Authorization Control (MAC)

MAC Name MAC Description

Merchant Category Code (MCC)

MCC (Separate multiple codes with a comma.) MCC Description (Separate multiple descriptions with a comma.)

Merchant Type

☐ Airline ☐ Medical ☐ Rental Cars
☐ Auto/RV Dealers ☐ Money ☐ Retail Goods
☐ Building Service ☐ MRO Supplies ☐ Retail Services
☐ Business Expense ☐ Office Services ☐ Unknown MCC
☐ Eating/Drinking ☒ Office Supplies ☐ Vehicle Expense
☐ Hotels ☐ Other ☐ Wholesale Trade
☐ Mail/Telephone ☐ Other Travel

Search

Results

☐ MCCCORP1
 AIRLINE, CAR RENTAL,
 HOTEL
 (Standard)

☒ MCGG39
 HIGH RISK I
 (Standard)

Note: Up to 7 Controls Available for Selection

All Results [Choose Sort Options](#)

MAC Name & Description	MCC	Show Details
MCCG17 MCCG17	4215, 5192, 5942, 5968, 5977, 9402	
<input checked="" type="checkbox"/> MCGG39 HIGH RISK I (Standard)	5044, 5045, 5094, 5111, 5200, 5310, 5411, 5499, 5732, 5734, 5735, 5941, 5943, 5946, 5817, 5964, 5965, 5969, 5999, 7298, 7299, 7379, 7622, 7629, 7631	
<input type="checkbox"/> MCGG10 TELECOMMUNICATIONS (Standard)	4812, 4813, 4814, 4815, 4816, 4821	
<input type="checkbox"/> MCGG36 MISC. AND SPECIALTY RETAIL I (Standard)	5948, 5950, 5978, 5994, 5998	

Back **Confirm**

Click the **Show Details** link to review the control detail, including MCC, merchant type, and description.

8d

8e

- d. Select the MAC or MCC to attach.
- e. Click the **Confirm** button.

Merchant Authorization Control (MAC)

Control and Description	Single Purchase Limit	Authorization Action	Use Managing Account MAC as MAC	Action
MCCG1 AIRLINES (Standard)	\$0	Select 8f	Select	Add Remove 8h
5811 CATERERS (Standard)	\$0	Select	Select 8g	Add Remove
<input type="text"/> <input type="button" value="Q"/> ..		Select	Select	Add

Click **Remove** if you add the wrong control.

- f. Select the authorization action.
- g. Select to use the managing account MAC as the MAC, if desired.
- h. Click the **Add** option.

Tip! You can remove a MAC or MCC later when you update an account, as described in *Update a cardholder account* on page 63.

Learn more: Your organization may not have authorization action options. Some organizations specify during program implementation that the same action (e.g., approve, decline) will apply universally to all MCCs included in all MACs. If you are unsure how your program is set up (e.g., MACs assigned at the managing account or cardholder account), or which option you should pick, contact your relationship management team for clarification.

Authorization action	Result
Open	Select this option if you have the control attached and set to decline at the managing account, but want to make an exception for this cardholder to allow purchases within the MCC groups in this control.
Approve	Select this option to approve/authorize the MCC groups in this control. Select this option if you do not have the control attached and set to decline at the managing account (and instead set blocking on a cardholder-by-cardholder basis).
Decline	Select this option to block transactions in the MCC groups in the control. All transactions at this merchant will be declined.

Tip! Click the MAC name to view details about the control.

Merchant Authorization Control Details

Required Fields (unless noted as Optional)

Control Name, Description & Type
MCCG39
HIGH RISK 1
Standard

Merchant Category Code [Show Details](#)
5044, 5045, 5094, 5111, 5200, 5310, 5411, 5499, 5732, 5734, 5735, 5941, 5943, 5946, 5817, 5964, 5965, 5969, 5999, 7298, 7299, 7379, 7622, 7629, 7631

Authorization Action **Use Managing Account MAC as MAC**
Decline Yes

Account Single Purchase Limit
Template Single Purchase Limit Refer to Managing Account Single Purchase Limit

Template Velocity Limits

Daily Dollar Amount	Daily Transaction Limit
--	--
Cycle Dollar Amount	Cycle Transaction Limit
--	--
Monthly Dollar Amount	Monthly Transaction Limit
--	--

Custom Velocity Limits ⓘ

Custom Dollar Limit Custom Transaction Limit

Custom Start Date
 ⓘ

Define Cycle by: End Date / # Days ⓘ

ⓘ

Use Values from Managing Account?

Learn more: You may be able to specify and maintain additional velocity limits, including dollar velocities, transaction velocities, and custom velocity limits. Each organization determines which additional limits to display and which to require. For a definition of each field, refer to *Authorization limit field descriptions* on page 42.

Create New Account

Product Settings Summary

Select a template to pre-fill the application with the saved values. (optional) ⓘ

No templates exist for the current hierarchy.

2. Enter Account Information

All fields required unless noted as (optional).

[Show All Optional Fields](#)

+ Account Owner's Information	Editable
+ Legal Information	Editable
+ Account Details	Editable
+ Default Accounting Code	Editable
- Authorization Limits	Editable

Account Credit Limit ⓘ

1

Additional Credit Limits

mit (%)

Con

[Show Optional Fields](#)

Cancel Save Next

9

Click **Cancel** to halt the setup process and discard your work.

Click **Save** to save your work so far and return to the setup later via the *Active Work Queue*.

When you are done, click **Next**.

9. Click the **Next** button.

Create New Account 1 2 3 4

3. Review Information

Define Product Settings Edit

Product Partnership	Managing Account ID 213750000037
Processing Hierarchy C:\PARTNERSHIP\00000001	Managing Account Name UNPLCARD123
Managing Account new-sales-001-0001	Physical Card Yes

Enter Account Information Edit

Account Owner's Information

First Name Chris	Employee ID BLAT 801
MI P	SSN 00
Last Name Smith	Social Security Number BLAT 802
Organization Name ACME	Personal Phone --
Mailing Address 100 South 5th Street Suite 900 Minneapolis, MN 554020003 United States	Additional Phone --
Work Phone 612 123 1234	Fax Number --
Email csmith@acme.com	Account Owner's Information Comments New sales rep in Minneapolis
Optional 1 --	

Legal Information Edit

Legal Name Outsourced Product Smith	Legal Information Comments --
Date of Birth 21/03/1975	
Legal Address 2345 Green Plaza Court Unit 1234 Minneapolis, MN 554020003 United States	

Account Details Edit

Cycle Day 24	Reporting Level Level 1	Level 2	Level 3
Expiration Date --	Level 4	Level 5	Level 6
Physical Card Delivery Standard delivery. Delivery in 5 - 7 business days.	Level 7		
Delivery Address 100 South 5th Street Suite 900 Minneapolis, MN 554020003 United States	Specify Your Account Active Dates Temporary Authorization Start Date 02/01/2010	Temporary Authorization End Date 02/01/2010	Account Details Comments --

Default Accounting Code Edit

NOT ASSIGNED (100) UNPLCARD123-000000	Default Accounting Code Comments --
--	--

Authorization Limits Edit

Account Credit Limit \$ 1	Custom Velocity Limit Custom Dollar Limit
Additional Credit Limits Single Purchase Limit \$ 0	Custom Transaction Limit 0
Cash Withdrawal Limit (%) 0	Custom Start Date --
Use Values from Managing Account? Single Purchase Limit: Yes Velocity Limit: Yes Merchant Authorization Controls: Yes	Define Cycle by: End Date --
Velocity Limit Daily Dollar Amount \$ 0	Define Cycle by: #Days --
Daily Transaction Limit 0	Authorization Limit Comments --
Cycle Dollar Amount \$ 0	
Cycle Transaction Limit 0	
Monthly Dollar Amount \$ 0	
Monthly Transaction Limit 0	
Quarterly Dollar Amount \$ 0	
Quarterly Transaction Limit 0	
Yearly Dollar Amount \$ 0	
Yearly Transaction Limit 0	
First Fiscal Month January	

Cancel Save Submit

10. Review the information.

11. Click the **Edit** link to make any changes.

12. Click the **Submit** button. A confirmation message displays.

Access® Online

Leave Account Setup Log Out

Create New Account

4. Confirmation

New account for Chris Smith has been submitted.
The request has been sent for final approval and will be processed when approval is granted.

Job ID : pvm:0a1243d4

13 Exit

14 Create New

13. Click the **Exit** button to leave the account setup function.

–Or–

14. Click the **Create New** button to create another cardholder account.

Credit checks

Your organization may require cardholders to authorize a credit check before processing their accounts for certain card types (e.g., travel cards that the cardholders is personally liable for). By selecting to authorize a credit check, cardholders give the bank permission to obtain information about their personal credit history.

To authorize a credit check, the user simply selects the **Yes, allow credit score access** option. After you complete the account setup and the cardholder's credit is assessed, then the account displays with a **Normal** or **Restricted** account type. An account with a **Normal** designation has sound credit. An account with a **Restricted** designation may have credit issues. You can manage the credit designation by reducing the overall credit limit, reducing the single purchase limit, and/or limiting the types of transactions authorized for the account (e.g., disallow certain merchant category codes).

Authorization to obtain/decline credit information

Yes, allow credit score access ▼

Authorization limit field descriptions

The following table summarizes the available authorization limit fields. Which fields are available for you depends on how your program is configured and your access rights within the system. Each organization specifies, during program implementation, which velocity limit fields display and which are required.

Velocity limits field descriptions table

Field Name	Description
Credit Limit	The total credit limit on the cardholder account
Single Purchase Limit	The maximum value of a single transaction that the cardholder can charge to the account
Cash Withdrawal Limit (%)	The maximum percentage of the credit limit that the cardholder can write in convenience checks
Daily Dollar and Transaction	The dollar velocity allowed for each day and the maximum number of transactions allowed per day
Cycle Dollar and Transaction	The dollar velocity allowed for each cycle and the maximum number of transactions allowed per cycle
Monthly Dollar and Transaction	The dollar velocity allowed for each month and the maximum number of transactions allowed per month
Quarterly Dollar and Transaction	The dollar velocity allowed for each quarter and the maximum number of transactions allowed per quarter
Yearly Dollar and Transaction	The dollar velocity allowed for each year and the maximum number of transactions allowed per year
Other Dollar and Transaction	A Program Administrator-defined velocity based on the organization rules
Refresh From Date	A specific date for the velocities on the account to be refreshed from. <i>Refresh</i> means the value is set back to zero. Used in conjunction with the custom velocity limits.
Refresh To Date	A specific date for the velocities on the account to be refreshed to. Used in conjunction with the custom velocity limits.
Days in Refresh Cycle	The number of days before the velocities on the account are refreshed. Used in conjunction with the Custom Velocity Limits.
Refer to Managing Account	A selection that refers the cardholder account to the managing account's merchant authorization controls, velocity limits, and/or single purchase limit
Control	The name of the MAC
Authorization Action	The action code that determines what happens to transactions within the MAC group

Field Name	Description
Single Purchase Limit	The total amount that can be charged for one transaction with this MCC group (e.g., no more than \$100 at a bar or nightclub in a single transaction)
Type	The type of MAC
Action	The available actions to the user (e.g., Maintain)

Merchant authorization control field descriptions table

Field name	Description
Product	The product the merchant authorization control is associated with (e.g., purchasing card, corporate card)
Name	The name of the person associated with the managing account that the MAC is attached to
Status	The status of the managing account that the MAC is attached to
Bank	The number of the bank that the MAC is attached to as part of the processing hierarchy position
Agent	The number of the agent that the MAC is attached to as part of the processing hierarchy position
Company	The number of the company that the MAC is attached to as part of the processing hierarchy position
Merchant Authorization Control	The name of the MAC
Group Description	The description of the MAC group
Field Text	The MCCs included in the merchant authorization control group
Refer to Parent	A selection that refers all transactions for the merchant to the managing account for authorization
Action	The action code that determines what happens to transactions within the MAC group
Diversion Account	A diversion account number that displays if you selected the <i>Divert</i> action
Credit Diversion Account	A credit diversion account number that displays if you selected the <i>Divert</i> action
Debit Only	An indication if the MAC applies to debit purchases only
Velocity Limits	The velocity limits associated for the MAC

Final-approve an account setup

Your organization may require an additional final approval process for all cardholder account setups. The user responsible for final approval accesses the completed setup from the Active Work Queue and reviews the setup section by section.

Action	Result
Review	The final approver reviews each setup section (e.g., <i>Account Owner's Information</i> , <i>Default Accounting Code</i>).
Approve	If the entire setup is correct, the final approver approves the account setup and Access Online submits the setup to the bank for processing.
Reject	At the first point in the review that the final approver finds an item that needs changing, the final approver rejects the section, selects which element needs correcting, and adds any comments. Access Online then automatically places the rejected cardholder account setup in the Active Work Queue with a <i>Rejected</i> flag.
Correction	The user responsible for the rejected portion picks up the rejected setup from the Active Work Queue, makes the changes, and then resubmits the setup.
Repeat final approval	The final approver then picks up the corrected setup from the Active Work Queue and continues with the review and approval process until the entire setup is correct and ready to send for final processing.

Review a cardholder account setup

You can reject a screen at any time during the final review process. When you reject the first screen in the final review process, the entire setup returns to the Active Work Queue for correction and resubmission for final approval.

Request Status Queue
Active Work Queue
System Administration
Account Administration
Order Management
Transaction Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Active Work Queue

Setup Cardholder Account | Maintain Cardholder Account
Setup Managing Account | Maintain Managing Account

Select a task to work.

Records 1 - 8 of 8

[Refresh List](#)

Request Type	Task (Select Task)	Product	Account Name	Start Date
CARDHOLDER SETUP	Data Entry - Acct Owner Details	Purchasing	AccessOnline	06/15 09:41
	Data Entry - Acct Details			
	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Acct Owner Details	Purchasing	AccessOnline	06/16 11:00
	Data Entry - Acct Details			
	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Auth Limits	Purchasing	blatest,testanncha	06/21 15:31
CARDHOLDER SETUP	Data Entry - Acct Owner Details	Purchasing	AccessOnline	06/21 17:43
	Data Entry - Acct Details			
	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Acct Owner Details	Purchasing	AccessOnline	06/21 17:52
	Data Entry - Acct Details			
	Data Entry - Auth Limits			
CARDHOLDER MAINTENANCE	Final Review - Auth Limits	Purchasing	BLATEST,ARMVPCCPP3	06/23 09:48
CARDHOLDER MAINTENANCE	Final Review - Default Acct C	Purchasing	BLATEST,ARMVPCCPP3	07/01 15:30
CARDHOLDER SETUP	Final Review - CH Setup	Purchasing	Smith,Chris P	07/06 15:37

[Refresh List](#)

Records 1 - 8 of 8

To final-approve a cardholder account setup:

1. Select the **Active Work Queue** high-level task.
2. Click the **Final Review** link.

Review - New Account Information
3

Define Product Settings
Product
Processing Hierarchy
Managing Account

Managing Account ID
Managing Account Name
Physical Card

Enter Account Information
Account Owner's Information

First Name
MI
Last Name
Mailing Address
Work Phone
Email
Date of Birth
Test Opt 1 3068

Test Opt 2 3068
Personal Phone
Additional Phone
Fax Number
Identification Number
Tax Exempt Number
Mail Card to Alternate Address
Account Owner's Information Comments

Account Details

Accounting Level
Level 1
Level 2
Level 3
Level 4
Level 5
Level 6
Level 7

Specify Void Account Action Dates
Temporary Authorization Start Date
Temporary Authorization End Date
Organization Name
Account Details Comments

Default Accounting Code

APPROPRIATION DATA (20)
OAC (2)
AID-GFEB5 FUNDS CTR (6)
UIC (6)
PEC-GFEB5 FUNCT AREA (12)
ORG (8)
MFF (2)
JO (8)
SAR (1)
WCR (6)
RBC (1)

RSC (2)
CI (8)
OC (6)
GPS (1)
BPC (2)
DBSH (6)
AI (6)
IFS-GFEB5 FMY (16)
TT (2)
FMS-GFEB5 COST ELEM (12)
Default Accounting Code Comments

Authorization Limits

Account Credit Limit
Use Values from Managing Account?
Single Purchase Limit - Yes
Velocity Limit - Yes
Merchant Authorization Controls - Yes
Account Credit Limit
Single Purchase Limit
Cash Withdrawal Limit (%)
Velocity Limit
Cycle Dollar Amount
Quarterly Transaction Limit
Quarterly Dollar Amount
Quarterly Transaction Limit

Yearly Dollar Amount
Yearly Transaction Limit
First Fiscal Month
Custom Velocity Limit
Custom Dollar Limit
Custom Transaction Limit
Custom Start Date
Define Cycle by: End Date
Define Cycle by: #Days
Authorization Limit Comments

Cancel

Approve

The information is view-only. If the information is incorrect, you cannot edit the information during the final review. You review section by section, but when you reject a section, you reject the whole setup and return the setup to the Active Work Queue for correction.

3. Open and review each section.
4. If all the information is correct, then click the **Approve** button.
5. If the information is not correct, then click the **Reject** link for the section that is incorrect.

Tip! Click the **Cancel** button to halt the review process and discard any review work (e.g., approval, rejection, comments).

Review - New Account Information

Define Product Settings

Required Field

Reason for Rejection

Incorrect processing hierarchy. Please change to 3058-0771-11042

Product

Purchasing

Processing Hierarchy

3058-0771-11040

Managing Account

3058-0771-11042

Managing Account ID

313288000093

Managing Account Name

BLACPMA BLATEST

Physical Card

Yes

Enter Account Information

Account Owner's Information

Required Field

Reason for Rejection

Pool should be Poole. Mailing address should be North First Avenue. Please add cell phone number in Additional phone.

First Name

Chris

MI

Pool

Last Name

Smith

Mailing Address

100 South First Avenue
Suite 100
Minneapolis
MN USA 554012037

Work Phone

612-123-1234

Email

Velocity Limit

Cycle Dollar Amount

1

Cycle Transaction Limit

0

Quarterly Dollar Amount

0

Quarterly Transaction Limit

0

Test Opt 2 3058

Personal Phone

Additional Phone

Fax Number

Identification Number

Tax Exempt Number

Mail Card to Alternate Address

Custom Transaction Limit

0

Custom Start Date

Define Cycle by: End Date

Define Cycle by: #Days

Authorization Limit Comments

test comments

Cancel

Submit

6. If you rejected a section, specify the reason for the rejection.
7. Click the **Submit** button to complete the process (e.g. submit the account for final processing or send the rejected account back to the person who created the account).

Tip! Click the **Cancel** button to halt the review process and discard any review work (e.g., approval, rejection, comments).

Learn more: After you final-approve each section, the completed setup moves from the Active Work Queue to the Request Status Queue for final processing at the bank.

Learn more: If you rejected a section, then the account setup returns to the Active Work Queue for correction and resubmission for final review.

Active Work Queue

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 8 of 8

[Refresh List](#)

Request Type	Task (Select Task)	Product	Account Name	Start Date
CARDHOLDER SETUP	Data Entry - Acct Owner Details	Purchasing	AccessOnline	06/15 09:41
	Data Entry - Acct Details			
	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Acct Owner Details	Purchasing	AccessOnline	06/16 11:00
	Data Entry - Acct Details			
	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Acct Owner			
	Data Entry - Acct Details			
	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Acct Owner			
	Data Entry - Acct Details			
	Data Entry - Auth Limits			
CARDHOLDER MAINTENANCE	Final Review - Auth Limits	Purchasing	BLATEST,ARMVPCCPP3	06/23 09:48
CARDHOLDER MAINTENANCE	Final Review - Default Acct Code	Purchasing	BLATEST,ARMVPCCPP3	07/01 15:30
CARDHOLDER SETUP	Reject - Product Settings	Purchasing	Smith,Chris P	07/06 15:57

The user responsible for the rejected section of the setup (e.g., product settings) accesses the rejected setup screen to make the corrections and resubmit for final review and approval.

If you reject a section, then the user responsible for the rejected section of the setup (e.g., authorization limits) then accesses the rejected setup in their Active Work Queue for correction. The user reviews the rejected field and your reasons, corrects the information, and resubmits the corrected setup for your final review.

You access the revised setup request in your Active Work Queue and begin the final review process again.

Create and use templates

You can create and use a template to store and reuse account information when you create a cardholder account. After you create the template, you can simply select the template when you begin the account setup process and the information in the template populates into the account setup screens. By using templates, you can avoid having to respecify data (e.g., an office address, a default accounting code) for accounts that share this information.

Learn more: If your organization uses workflow, then you can only specify the information in the template that you have access to during account setup. After each person in the workflow specifies their information in the template, an approver can review and approve the template. If the approver changes any field in the template, the system deletes all information specified in the template. The process for specifying information needs to begin again. When the template is ready to use, the first person to begin the account setup selects the template.

Learn more: If your organization has specified that cardholder accounts will inherit elements from a managing account (e.g., a merchant authorization control set at the managing account), then those elements will be noneditable on the template.

Create a template

1

- System Status Queue
- Work Queue
- System Administration
- Account Administration**
- Cardholder Accounts
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

- Home
- Email Center
- Contact Us
- Training

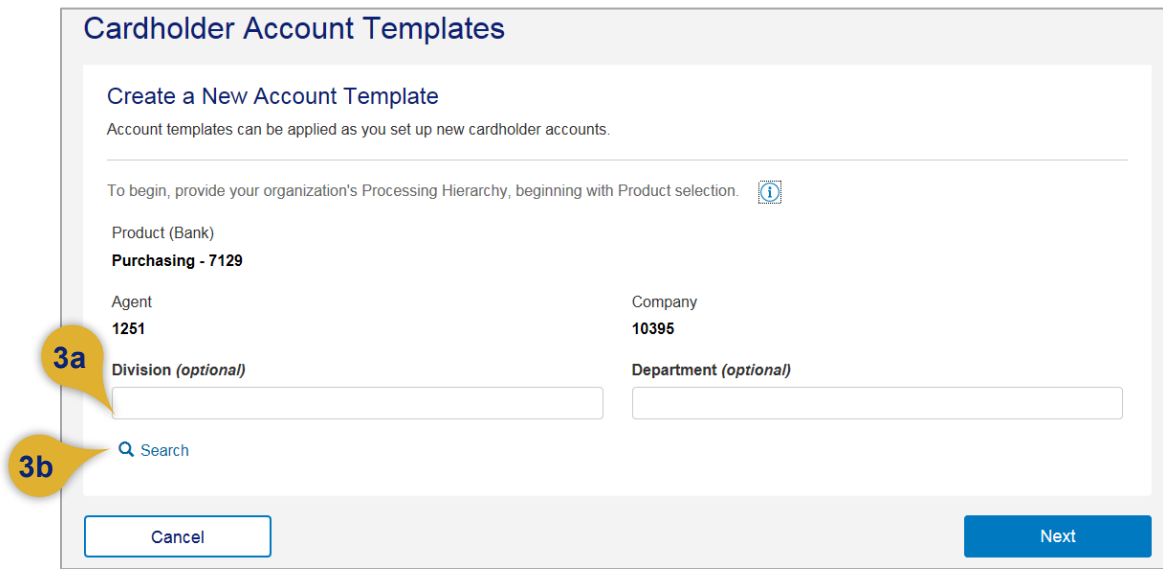
Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Maintain Cardholder Account](#)
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- [Maintain Multiple Cardholder Accounts](#)
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)
- Set up Cardholder Accounts with Shared Info
Create templates with shared information and then apply them when creating new accounts.
[Create a New Template](#)
[Maintain Existing Templates](#)
- [Create Cardholder Setup Request](#)
Create a new cardholder account by sending a request for the cardholder to enter their personal information.
- [Cardholder Setup Request Queue](#)
Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.

To create a template:

1. Select the **Account Administration** task.
2. Click the **Create a New Template** link.



The screenshot shows a web form titled "Cardholder Account Templates". Inside the form is a section "Create a New Account Template" with the text "Account templates can be applied as you set up new cardholder accounts." Below this is a line of text: "To begin, provide your organization's Processing Hierarchy, beginning with Product selection." followed by an information icon. The form contains several fields: "Product (Bank)" with the value "Purchasing - 7129", "Agent" with "1251", "Company" with "10395", "Division (optional)" (empty), and "Department (optional)" (empty). A "Search" icon with the text "Search" is located below the Division field. At the bottom of the form are "Cancel" and "Next" buttons. Two yellow callout bubbles are present: "3a" points to the "Division (optional)" field, and "3b" points to the "Search" icon.

Cardholder Account Templates

Create a New Account Template

Account templates can be applied as you set up new cardholder accounts.

To begin, provide your organization's Processing Hierarchy, beginning with Product selection. ⓘ


Product (Bank)
Purchasing - 7129

Agent
1251

Company
10395

Division (optional)

Department (optional)

 Search

3. Specify a processing hierarchy for the template:
 - a. Type the exact processing hierarchy values if you know them.
 - Or–
 - b. Click the **Search** icon.

Tip! You must create templates at the company processing hierarchy level or below. You can have a maximum of 25 templates at each level (e.g., 25 templates at the company level, 25 templates at the division level, 25 templates at the department level).

Search for Processing Hierarchy

Select the applicable hierarchy level, enter any known or partial values, then search.
Required Fields (unless noted as optional)

Hierarchy Level
Division

Processing Hierarchy Name
(optional)

Bank
7129

Agent (optional)
1251

Company (optional)
10395

Division (optional)
01234

Department (optional)

Search

Results

The positions below match your search criteria.

[Show All Hierarchy Names](#)
Results 1 to 1 of 1

	Bank	Agent	Company	Division
<input type="radio"/>	7129	1251	10395	01234

Back

Confirm

- c. Specify search criteria.
- d. Click the **Search** button.
- e. Select the position.
- f. Click the **Confirm** button.

Cardholder Account Templates

Create a New Account Template

Account templates can be applied as you set up new cardholder accounts.

To begin, provide your organization's Processing Hierarchy, beginning with Product selection. ⓘ

Product (Bank)
Purchasing - 7129

Agent
1251

Division (optional)

Company
10395

Department (optional)

[Search](#)

Cancel

3gNext

g. Click the **Next** button.

Cardholder Account Templates

Product Purchasing	Processing Hierarchy Show All Hierarchy Names 7129 1251 10395 01234	Edit
------------------------------	--	----------------------

Create a New Account Template

Account templates can be applied as you set up new cardholder accounts.

Next, enter a name and description for this template. Finally, enter the information you would like saved in the template.

4

Template Name

5

Description

6

[Show All Additional Fields](#)

+ Account Owner's Information

+ Account Details

+ Default Accounting Code

+ Authorization Limits

Cancel

Save

4. Type a template name.
5. Type a template description.
6. Open the *Account Owner's Information* section.

Cardholder Account Templates

Product Purchasing	Processing Hierarchy Show All Hierarchy Names 7129 1251 10395 01234	Edit
------------------------------	--	----------------------

Create a New Account Template
Account templates can be applied as you set up new cardholder accounts.

Next, enter a name and description for this template. Finally, enter the information you would like saved in the template.

Template Name **Description**

Training Training team purchasing

[Show All Additional Fields](#)

Account Owner's Information

Organization Name

Mailing Address ⓘ

Country
United States

Address Line 1

Address Line 2

City State ZIP Code

Work Phone Personal Phone

Optional 1 Optional 2

required list 6 char
Select

require alphanumeric 10 char

not required numeric 3 char

display yes req alpha numeric 35

Account Owner's Information Comments

[Show Additional Fields](#)

Account Details

Default Accounting Code

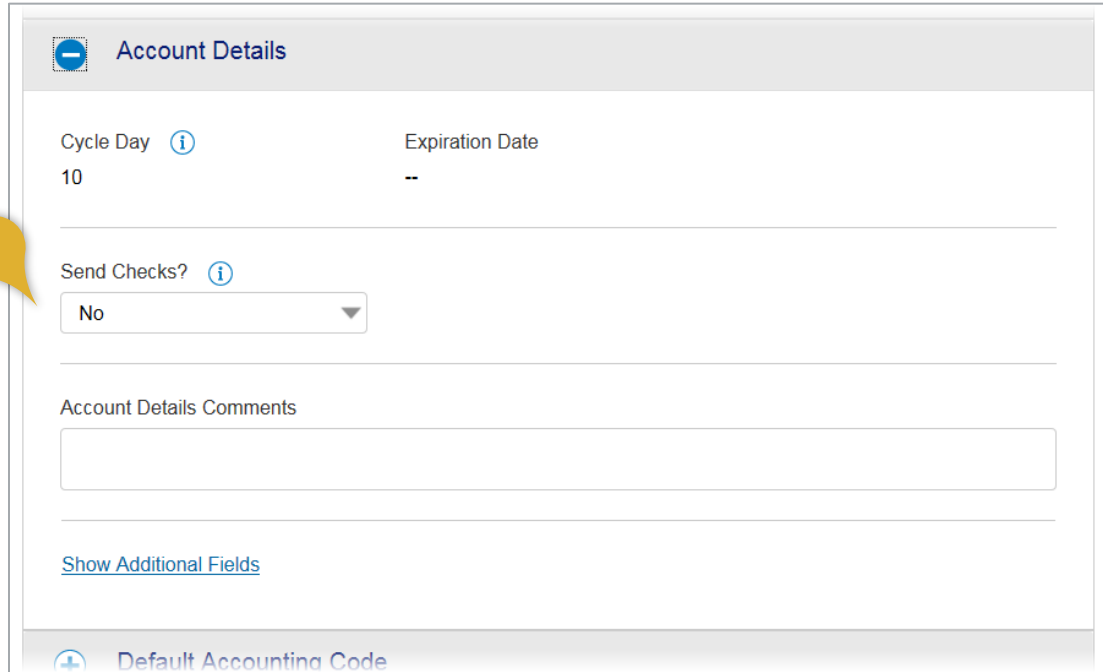
Authorization Limits

Cancel Save

7. Repeat the steps in *Account owner's information* on page 19.

Tip! Not all fields in an account setup are available in a template. Only fields that are common for a group of accounts are available (e.g., street address). Fields that are unique to an individual account (e.g., employee ID, social security number, legal information), are not available in a template. You need to specify that individual information during each account setup.

Tip! If you have some required custom fields and some optional custom fields, then all the custom fields display on the template. When you use the template, the required custom fields display initially, and optional custom fields display under the **Show Optional Fields** link.



Account Details

Cycle Day ⓘ Expiration Date

10 --

Send Checks? ⓘ

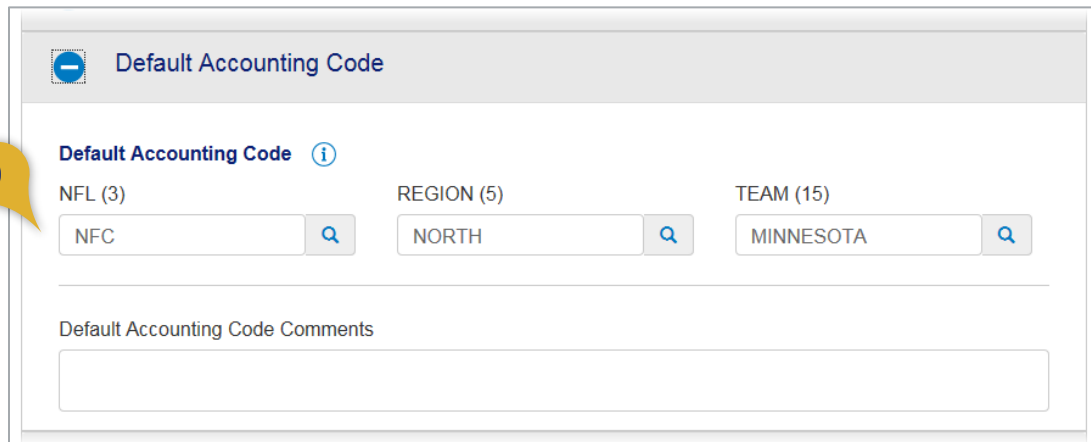
No ▼

Account Details Comments

[Show Additional Fields](#)

[Default Accounting Code](#)

8. Repeat the steps in *Training certificate* on page 26.



Default Accounting Code ⓘ

NFL (3) REGION (5) TEAM (15)

NFC NORTH MINNESOTA

Default Accounting Code Comments

9. Repeat the steps in *Default accounting code* on page 32.

Authorization Limits

Account Credit Limit ⓘ
1

Additional Credit Limits

Single Purchase Limit ⓘ Cash Withdrawal Limit (%) ⓘ
0 0

Authorization Limit Comments

[Show Additional Fields](#)

Cancel Save

10. Repeat the steps in *Authorization limits* on page 33.

11. When you are finished, click the **Save** button.

Access Online

Leave Cardholder Account Templates Log Out

Cardholder Account Templates

New Account Template Confirmation

✓

Training has been saved and can be applied when creating a new cardholder account.
Create another template by selecting the button below.

Exit Create New

12. Click the **Create New** button to create another template.

13. Click the **Exit** button to leave the template function.

Use a template

Create New Account ✓ 2 3 4

Product Purchasing	Processing Hierarchy Show All Hierarchy Names 7129-1251-10395	Managing Account ****_****_****-5756	Managing Account ID 215306000686	Managing Account Name TEST-U7129-USBBLA-PCARD	Physical Card Yes	Edit
------------------------------	--	--	--	---	-----------------------------	-------------

1 Select a template to pre-fill the application with saved values. *(optional)* ⓘ

Select
Training (Training team)

Apply Template

2. Enter Account Information

All fields required unless noted as *(optional)*.
[Show All Optional Fields](#)

Account Owner's Information

First Name ⓘ MI *(optional)* Last Name ⓘ

To use a template:

1. Select the template from the drop-down list.
2. Click the **Apply Template** button.

The screenshot shows the 'Create New Account' form with a progress bar at the top indicating steps 1 through 4. Step 2, 'Enter Account Information', is the active section. A yellow callout bubble with the number '3' points to the 'Mailing Address' section, which is pre-populated with the following information: Country: United States, Address Line 1: 200 South Sixth Street, Address Line 2 (optional): Suite 100, City: Minneapolis, State: Minnesota, ZIP Code: 55402. A second yellow callout bubble with the number '4' points to the 'Authorization Limits' section at the bottom of the form, specifically to the 'Additional Credit Limits' area. The form includes sections for 'Account Owner's Information', 'Account Details', 'Default Accounting Code', and 'Authorization Limits'. At the bottom, there are 'Cancel', 'Save', and 'Next' buttons.

3. Note which fields the template has populated for you (e.g., street address).
4. Follow the steps in *Create a new cardholder account* on page 7 to complete and save the account setup.

Modify a template

1

Request Status Queue
Active Work Queue
System Administration
Account Administration
• Cardholder Accounts
Transaction Management
Account Information
Reporting
Data Exchange
My Personal Information

Home
Email Center
Contact Us
Training

Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Maintain Cardholder Account](#)
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- [Maintain Multiple Cardholder Accounts](#)
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)
- Set up Cardholder Accounts with Shared Info
Create templates with shared information and then apply them when creating new accounts.
[Create a New Template](#)
[Maintain Existing Templates](#)
- [Create Cardholder Setup Request](#)
Create a new cardholder account by sending a request for the cardholder to enter their personal information.
- [Cardholder Setup Request Queue](#)
Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.

2

To modify a template:

1. Select the **Account Administration** task.
2. Click the **Maintain Existing Templates** link.

Cardholder Account Templates

Maintain an Account Template

To maintain account templates, provide your organization's Processing Hierarchy, beginning with product selection.

Product (Bank)
Purchasing - 7129

Agent
1251

Company
10395

Division (optional)

Department (optional)

Search Templates

Results

Results 1 to 1

Template Name	Description	Date Modified	Modified by	Action
Training	Training team	04/12/2018	traininga	Edit Delete

[Create a New Template](#)

Cancel

3. Specify search criteria.
4. Click the **Search Templates** button.
5. Click the **Delete** link to remove the template.
- Or–
6. Click the **Edit** link to modify the template.

Learn more: The changes you make, including deletion, do not affect existing accounts that have the template applied.

Cardholder Account Templates Switch Templates

Product Purchasing **Processing Hierarchy** [Show All Hierarchy Names](#)
7129 | 1251 | 13195

Maintain an Account Template

Template Name Training **Description** Training team

[Show All Additional Fields](#)

Account Owner's Information

Organization Name:

Mailing Address ⓘ

Country:

Address Line 1:

Address Line 2:

City: State: ZIP Code:

Work Phone: Personal Phone:

Optional 1: Optional 2:

required list 6 char: require alphanumeric 10 char:

not required numeric 3 char: display yes req alpha numeric 35:

Account Owner's Information Comments:

[Show Additional Fields](#)

Account Details

Cycle Day ⓘ: Expiration Date:

Send Checks? ⓘ:

Account Details Comments:

[Show Additional Fields](#)

Default Accounting Code

Default Accounting Code ⓘ

NFL (3): REGION (5): TEAM (15):

Default Accounting Code Comments:

[Show Additional Fields](#)

Authorization Limits

Account Credit Limit ⓘ:

Additional Credit Limits

Single Purchase Limit ⓘ: Cash Withdrawal Limit (%) ⓘ:

Authorization Limit Comments:

[Show Additional Fields](#)

7

8


7. Make any changes.
8. Click the **Save** button.

Update a cardholder account

You can easily update a cardholder account. Most changes take place in real time. Changes to the authorization limits are subject to review by credit. Hierarchy position changes may be real time or after cycle.

Learn more: As part of your ongoing cardholder account maintenance, you can specify that specific changes take place and last for a specified time period, or that a change take place in the future but remain permanent. For example, you can specify that an address change for Sheila McCarthy is effective only for three months next year, while she works in your Kansas City office for the summer. For detailed steps refer to *Schedule an update* on page 95.

Access® Online

 Log Out

Request Status C

Active Work Que

System Adminis

Account Administration

- Cardholder Accounts
- Managing Accounts

Transaction Management

Travel Expense Management

Enhanced Supplier Management

Account Information Reporting

Data Exchange

My Personal Information

Home

Contact Us

Training

Account Administration

Cardholder Accounts

1

- **Create New Cardholder Account**
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- **Create Cardholder Setup Request**
Create a new cardholder account by sending a request for the cardholder to enter their personal information.
- **Cardholder Setup Request Queue**
Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.
- **Unlock Cardholder Account**
Reset a cardholder's account if locked out during Online Registration.

2

- **Maintain Cardholder Account**
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- **Maintain Multiple Cardholder Accounts**
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)

To maintain a cardholder account:

1. Select the **Account Administration** task.
2. Click the **Maintain Cardholder Account** link. The *Account Summary: Find Account* screen displays.

Account Profile

Find Account

Use the filters to search for a specific account. ⓘ [Manage filter options](#)

Cardholder Account Number	3	Cardholder Account ID
<input type="text" value="Last 4"/>		<input type="text"/>
Cardholder First Name		Cardholder Last Name
<input type="text"/>		<input type="text"/>
Bank		Agent
<input type="text"/>		<input type="text"/>
Company		Division
<input type="text"/>		<input type="text"/>
Department		
<input type="text"/>		

4 [All](#)

3. Enter search criteria in any of the search fields: *Cardholder Account Number*, *Cardholder Account ID*, or *Cardholder Account Name*).
4. Click the **Search** button. Accounts that match your search results display at the bottom of the screen.

Tip! You can use asterisks and spaces to help you narrow your search. For example, if you need to find a cardholder named Jim Smith, but you are not sure if he is Jim or James in the system, you can type **J* Smith** to return all cardholders with the last name **Smith**, and a first name that begins with **J** (e.g., Jane Smith, James Smith, Jamal Smith).

Find Account

Search Criteria [Show/Hide Search Criteria](#)

Use the criteria to search for a specific account. ⓘ

Cardholder Account Number: Last 4
 Cardholder Account Unique ID: 16-digit number
 Cardholder Account ID: 12-digit number
 Cardholder First Name: J*
 Cardholder Last Name: Smith

Search [Clear All](#)

You can also click the **Show/Hide Search Criteria** link to add fields to search by, such as *Account Status*, *Product*, *Optional 1*, *Optional 2*, etc.

Find Account

Search Criteria [Show/Hide Search Criteria](#)

Use the criteria to search for a specific account. ⓘ

Cardholder Account Number: Last 4
 Cardholder Account Unique ID: 16-digit number
 Cardholder Account ID: 12-digit number
 Cardholder First Name: J*
 Cardholder Last Name: Smith

Search Options [Save settings](#)

- ☒ Cardholder Account Name
- ☐ Account Status
- ☒ Cardholder Account Number
- ☐ Managing Account Number
- ☐ Managing Account Unique ID
- ☐ Managing Account ID
- ☐ Managing Account Name
- ☐ Processing Hierarchy

Search [Clear All](#)

Results Results 1 to 8 of 8

Cardholder	Account Status	Account Name
217181002	Open	BLAHRICH B BLA TEST

For example, you could add fields to search for only open purchasing cards.

Find Account

Search Criteria [Show/Hide Search Criteria](#)

Use the criteria to search for a specific account. ⓘ

Cardholder Account Number: Last 4
 Cardholder Account Unique ID: 16-digit number
 Cardholder Account ID: 12-digit number
 Cardholder First Name: J*
 Cardholder Last Name: Smith
 Account Status: All
 Product: Select

Search [Clear All](#)

Account Profile

Find Account

Search Criteria [Show/Hide Search Criteria](#)

Use the criteria to search for a specific account. ⓘ

Cardholder Account Number
 Last 4 10-digit number 12-digit number

Cardholder First Name Cardholder Last Name Account Status

Product

[Clear All](#)

Results [Show/Hide Data](#) | [Choose Sort Options](#) Results 1 to 8 of 8

Cardholder Account ID	Cardholder Account Unique ID	Account Status	Account Name
217181002890	0712-9106-1887-8851	Open	BLAHRICH B BLATEST
Product Purchasing			
217258002620	0712-9472-1819-2139	Open	BLAHRICH B BLATEST
Product Purchasing			
217325001066	0712-9106-1837-7285	Open	BLAHRICH C BLATEST
0712-9152-1896-8468			
Product Purchasing			
218219000795			BLAHRICH C BLATEST
Product Purchasing			

Note the links for **Show/Hide Data** and **Choose Sort Options**.

Click **Back** to return to the previous screen without saving your selection.

5. Select the radio button for the desired account.
6. Click the **Confirm** button. The *Account Profile* screen displays.

Learn more: You can customize your sorting and filtering of the account list.

Results [Show/Hide Data](#) | [Choose Sort Options](#) Results 1 to 5 of 5

Customize Results [Save settings](#)

Show

- ☒ Cardholder Account ID
- ☒ Account Status
- ☒ Account Name
- ☐ Cardholder Account Number
- ☐ Managing Account Number
- ☐ Managing Account ID
- ☐ Managing Account Name
- ☒ Processing Hierarchy
 - Bank
 - Agent
 - Company
 - Division
 - Department
- ☐ Optional 1
- ☐ Employee ID
- ☒ Product
- ☐ Social Security Number
- ☐ State/Province

One Card

Status	Account Name	Bank	Division	Department
	BLLMONE1 BLATEST	1425	--	--
	BLLMVONE5 BLATEST	1425	--	--
	BLLMVONE6 BLATEST	1425	55511	9876

Cardholder Account ID Account Status Account Name Bank

Click the **Show/Hide Data** link to specify which fields to display on your search results.

Results [Show/Hide Data](#) | [Choose Sort Options](#) Results 1 to 5 of 5

Sort Options [Save settings](#)

Sort by

Cardholder Account ID ▼

Sort Order

☒ Ascending (0 - 9, A - Z) ☐ Descending (9 - 0, Z - A)

Re-sort Results

Cardholder Account ID	Account Status	Account Name	Product
212306000116		BLLMONE1 BLATEST	One Card
212306000126		BLLMVONE4 BLATEST	
212306000134		BLLMVONE5 BLATEST	
212306000135		BLLMVONE6 BLATEST	One Card
212325000133	Open	BLLMPLASTIC BLATEST	One Card

Specify a primary sort and then select ascending or descending radio button. Click the **Re-sort Results** button.


Update the processing hierarchy

Changing an account's processing hierarchy and/or reporting hierarchy position is useful when a cardholder changes positions in the organization (e.g., takes a new job in a different department). Rather than closing the account and setting up a new one, you can simply change the processing hierarchy position of the existing cardholder account. Depending on the associated product, you can make the change go into effect immediately or not until after the start of the next cycle. You can only move the cardholder to a position within the same relationship and bank and you are restricted to processing hierarchy positions that you can access.




When you change an account's processing or reporting hierarchy position, be sure that you have all required fields (e.g., the default accounting code fields) complete. If you do not specify information for all required fields, you risk losing information for the account. For example, if you do not have default accounting codes specified at the cardholder's associated managing account, then the system will display blank default accounting code fields when you change the cardholder account's processing or reporting hierarchy. You may also need to specify information for fields required by an accounting validation control (AVC) at the new processing hierarchy position. Fields that an AVC requires have red asterisks.







Account Profile

- BLLMPCARD BLATEST

Product Purchasing	Account ID: 2132-5200-0177 Number: **1234	Processing Hierarchy ⓘ Show All Hierarchy Names 1425-8131-40852-00000-0000 	Managing Account Name: 1425LM PCARD1BLATEST ID: 2121-5000-0401 Number: **2345
------------------------------	--	---	---

Organization Name (optional) **Optional 1 (optional)** **Optional 2 (optional)**

BLLM UAT  --  -- 

 Account Overview
  Account Owner's Information
  Legal Information
  Account Details
  Default Accounting Code
  Authorization Limits

Cancel Next

If your organization has created processing hierarchy names, then you can select to show the names.

1

To change the account's processing hierarchy position:

1. Click the **Edit** icon.

Learn more: If your organization has created hierarchy names, then you can select to display them on this screen. If you want to specify hierarchy names for either your processing or reporting hierarchy, contact your relationship management team. You can create the names in the system or through a file-based process. After you have the names populated in Access Online, you can search by name as well as by value (e.g., search for the name *Division Wholesale* instead of the values in the *Division Wholesale* hierarchy position).

Results
The positions below match your search criteria.


[Hide All Hierarchy Names](#)
Results 1 to 1 of 1

<input checked="" type="radio"/> Bank	Agent	Company
1425 Purchasing	8132 Global	40851 Division Wholesale

Back

Confirm

Enter Processing Hierarchy



- Changing the Processing Hierarchy will impact other settings of the account.
- The impacted settings will be presented in the steps that follow.
- Enter or search for the new Processing Hierarchy.

Bank

1425

Agent

8132

Company


40851

Division (optional)

44433

Department (optional)

2219

 Search

Cancel

Next

2. Click the **Search** icon.

Search for Processing Hierarchy

Select the applicable hierarchy level, enter any known or partial values, then search.
Required Fields (unless noted as optional)

Hierarchy Level
Company

Processing Hierarchy Name (optional)

Bank
1425

Agent (optional)
8132

Company (optional)
40851

Division (optional)

Department (optional)

Search

Results

[Show All Hierarchy Names](#)
Results 1 to 1 of 1

☒ Bank
1425

☐ Agent
8132

☐ Company
40851

Back

Confirm

3. Specify search criteria.
4. Click the **Search** button.
5. Select the radio button for the processing hierarchy position.
6. Click the **Confirm** button.

Tip! Click the **Back** button to return to the previous screen without saving your selection.

Change Processing Hierarchy

BLLMPLASTIC BLATEST

Product	Account ID	Account Number
One Card	2123-2500-0133	**1234

Enter Processing Hierarchy

Bank 1425	Agent 8132	Company <input type="text" value="40851"/>
Division (optional) <input type="text"/>	Department (optional) <input type="text"/>	

Click **Cancel** to discard your work.

7

- Click the **Next** button.

Change Processing Hierarchy

BLLMPLASTIC BLATEST

Product	Account ID	Account Number
One Card	2123-2500-0133	**1234

Processing Hierarchy Edit

Processing Hierarchy ⓘ
Current: 1425-8132-40851-44433-2219
New: 1425-8132-40851-00000-0000

Managing Account Number	Managing Account ID	Managing Account Name	Cycle Day
**5113	2121-5000-0400	TEST AND TEST	19

Enter Updates

Reporting Level Hierarchy

8

- Ensure the Reporting Levels are still applicable.
- To retain the Reporting Levels, keep the values and select Next.
- To change the Reporting Levels, enter or search for new Reporting Levels.

Reporting Level ⓘ

Level1	Level2	Level3	Level4	Level5
40851	24562	24563	24564	24565
Level6	Level7			

Search

Default Accounting Code

9

- Ensure the Default Accounting Code is still applicable.
- To retain the Default Accounting Code, keep the values and select Next.
- To change the Default Accounting Code, enter or search for a new Default Accounting Code.

Default Accounting Code ⓘ

GL ACCT(4) (optional)

Additional Fields

10

Cancel Next

- Review the related account parameters that might be affected by the processing hierarchy change.
- Make any additional updates you need to (e.g., specify a new default accounting code).

Tip! For specific steps, refer to the remaining content in this section.

- Click the **Next** button.

Change Processing Hierarchy

BLLMPLASTIC BLATEST

Product	Account ID	Account Number
One Card	2125-2000-0130	**1234

Review Updates

Processing Hierarchy [Edit](#)

Processing Hierarchy
 Current: 1425-8132-40851-44433-2219
 New: 1425-8132-40851-00000-0000

Managing Account Number	Managing Account ID	Managing Account Name	Cycle Day
**5113	2121-5000-0400	TEST AND TEST	19

Reporting Hierarchy Level [Edit](#)

Reporting Level

Level 1	Level 2	Level 3	Level 4
40851	24562	24563	24564
Level 5 24565	Level 6 Current: ... New: 00000	Level 7 Current: ... New: 00000	

Default Accounting Code [Edit](#)

Default Accounting Code

Current
GL ACCT(4)
--

New
GL ACCT(4)
1234

Additional Fields [Edit](#)

Social Security Number
--

Reorder Physical Card
No

Physical Card
Yes

Account Credit Limit
\$1

Single Purchase Limit
\$0

Cash Withdrawal Limit (%)
0

Use Values From Managing Account?
Single Purchase Limit
Yes

Velocity Limits
Yes

Merchant Authorization Controls
Yes

Velocity Limits

Daily Dollar Amount \$0	Daily Transaction Limit 0
Cycle Dollar Amount \$0	Cycle Transaction Limit 0
Monthly Dollar Amount \$0	Monthly Transaction Limit 0
Quarterly Dollar Amount \$0	Quarterly Transaction Limit 0
Yearly Dollar Amount \$0	Yearly Transaction Limit 0
First Fiscal Month January	
Custom Velocity Limit	
Custom Dollar Amount \$0	Custom Transaction Limit 0
Custom Start Date --	
Define Cycle by: End Date #Days	

[Cancel](#) [Submit](#)

11. Review the updated information.


12. Click the **Submit** button.

Change Processing Hierarchy

BLLMPLASTIC BLATEST

Product	Account ID	Account Number
One Card	2123-2500-0133	**1234

Confirmation



Your change request has been submitted and will now appear in your Request Status Queue. If you need future assistance from a representative on this request, the job id is pvm:0a1243ci.

[Return to Account Profile](#)

Learn more: If the account has not cycled already, the hierarchy move will be in a queue to be processed the first business day after cycle. To have your requested changes processed during the current cycle, you need to make the change by 7:45 p.m. United States Central time on the first business day after the cycle. You can cancel a pending hierarchy position move by going to your Request Status Queue. You can only cancel the move if your cancellation is before the first business day after the new account cycle.

General account updates

Account Profile

1a **Click an **Information** icon to view noneditable information about a field.**

Account Overview

Summary	Payment Information
Account Status Open Credit Limit \$1 Available Credit \$1 Single Purchase Limit \$1 Cash Withdrawal Limit 0 % 1b Expiration Date 09/2020 View Financial History <input type="button" value="Send Card Security Code"/>	Statement Balance \$0.00 Current Balance \$0.00 Statement Close Date 03/19/2018 View Statements

Account Owner's Information

To make general account updates:

1. To maintain the account overview information for an account:
 - a. Open the *Account Overview* section.
 - b. Click an **Edit** icon to edit a specific field.

Account Profile

BLLMPCARD BLATEST

Account Overview

Summary

Account Status

Current

Open

New

Open

1c

[Show Optional Settings](#) ⓘ

Credit Limit

\$1 

Available Credit

\$1

Single Purchase Limit

\$1

Cash Withdrawal Limit

0 %

Expiration Date

09/2020

[View Financial History](#)

[Send Card Security Code](#)

Payment Information

Statement Balance

\$0.00

Current Balance

\$0.00

Statement Close Date

03/19/2018

 [View Statements](#)

- c.** Specify the new information.

The screenshot shows a web form titled "Account Owner's Information". Callout 2a points to the minus icon in the header bar. Callout 2b points to the edit icon next to the email address field.

Account Owner's Information

Social Security Number
--

Mailing Address (pending)
100 KINDEL DRIVE
SUITE B213
ARNOLD AFB, TN 373890000
USA

Email Address
CPSMITH@ACME.COM |

Work Phone
612-123-1234

Personal Phone
612-973-1352

Additional Phone (optional)
0000000000

Fax Number (optional)
0000000000

Custom Field 1 (optional) (pending)
--

Custom Field 2 (optional) (pending)
--

Custom Field 3 (optional) (pending)
--

Custom Field 4 (optional) (pending)
--

Custom Field 5 (optional) (pending)
--

Account Owner's Information Comments (optional)

[Show Comments History](#)

2. To maintain the account owner's information:
 - a. Open the *Account Owner's Information* section.
 - b. Click an **Edit** icon to change a specific field.

Account Owner's Information

Social Security Number
--

Mailing Address

Current
200 S 6TH ST
EP-MN-L26C
MINNEAPOLIS, MN 554021403
USA

New

Changing the mailing address does not update the legal address. The legal address is maintained separately.

Country
United States

Address Line 1
200 S 6TH ST

Address Line 2 (optional)
EP-MN-L26C

City
MINNEAPOLIS


State
Minnesota

ZIP Code
55402-1403

[Show Optional Settings](#) ⓘ

c. Specify the new information.

Learn more: You can schedule a change to take place in the future, but not while you are making a change to go into effect immediately. For more information, refer to *Schedule an update* on page 95. If you try to schedule an update while making an update, you get an error message.



A scheduled update can't be created while also updating the current value of the field. The update to the current value of the field was discarded.

Mailing Address

Current

200 SOUTH SIXTH STREET
EP-MN-L25C
MINNEAPOLIS, Minnesota 554021403
USA

Schedule an Update

Update To

Country

Address Line 1

3a

Legal Information

All fields required unless noted as *(optional)*.

Assign this account to

☒ An Individual
☐ A Group

Legal Name ⓘ

3b

Legal First Name Legal Middle Name (if applicable) Legal Last Name

Use name entered in Account Owner's Information section. ⓘ

Date of Birth *(optional)*
01/01/1990

Legal Residential Address ⓘ

☒ Not Provided
☐ Use Mailing Address
☐ Enter a Different Address

Legal Information Comments *(optional)*

3. To change the legal information:
 - a. Open the *Legal Information* section.
 - b. Update any of the legal information.

Tip! If you have not specified the legal information for this account, then the fields display as editable.

Learn more: If you copied the mailing address as the legal address when you first created the cardholder account, then you can update the mailing address separately from the legal address.

Learn more: If your organization uses the optional Training Certificate function, then you can update the certificates when you update the account.

Training Certificate

Add a training certificate attachment. Five or fewer PNG, JPG and PDF files 5MB or smaller are allowed. Remove expiring certificates when uploading a renewed certificate to avoid receiving email reminders.

Upload Name, Date & User	Certification Date	Expiration Date	Action
TrainingCertificate.pdf 10/02/2018 blimcvipa1	10/02/2018	10/01/2018	Remove

[Add Attachment](#)

Training Certificate Comments (optional)

Account Details

Cycle Day ⓘ
19

Open Date
11/01/2012

Maintenance Date
07/11/2017 09:55:43
Update method: Online

Activated
No

Organization Name
BLLM ✎

Physical Card & PIN

Physical Card
Yes

[Request PIN](#) ⓘ

[Reorder Physical Card](#) ⓘ

Checks

Checks
No

Reporting Level ⓘ
[Show All Hierarchy Names](#)

Level 1 40851	Level 2 24562	Level 3 24563	Level 4 24564	Level 5 24565
Level 6 00000	Level 7 00000			

Account Active Dates ✎ ⓘ

Start Date (optional) ⓘ
07/12/2013

End Date (optional) ⓘ
08/12/2013

Account Details Comments (optional)

Default Accounting Code

4. To maintain the *Account Details*:

- a. Click the **Plus Sign** icon to open the *Account Details* section.
- b. Click an **Edit** icon to change a specific field.

Tip! If you can reorder convenience checks, you may also be able to set additional limits on the checks, including valid dollar amount and valid number of days.

Tip! You may also be able to request an expedited card delivery for an additional fee. You must submit the request by 2:00 p.m. Central time (Monday – Friday) for delivery in one to two business days.

Reorder Physical Card

Delivery Options

☐ Standard Delivery: No fee. Delivery in 5-7 business days.
 ☒ Expedited Delivery: **\$20.00 delivery fee.**The fee will be billed to the account. The request must be submitted and approved by 2:00 p.m. Central Time (Monday - Friday) for delivery in 1 - 2 business days.

Delivery Address (U.S. Addresses Only)

☒ Account Owner's Mailing Address
 200 S 6TH ST
 EP-MN-L26C
 MINNEAPOLIS, MN 554021403
 USA
 ☐ Alternate Delivery Address

You can also specify an alternative delivery address.

Reorder Physical Card

Delivery Options

☐ Standard Delivery: No fee. Delivery in 5-7 business days.
 ☒ Expedited Delivery: **\$20.00 delivery fee.**The fee will be billed to the account. The request must be submitted and approved by 2:00 p.m. Central Time (Monday - Friday) for delivery in 1 - 2 business days.

Delivery Address (U.S. Addresses Only)

☐ Account Owner's Mailing Address
 200 S 6TH ST
 EP-MN-L26C
 MINNEAPOLIS, MN 554021403
 USA
 ☒ Alternate Delivery Address

Address Line 1 (no P.O. Boxes)

Address Line 2 (optional)

City

State

Select

ZIP Code

Country

 United States

Account Details

Cycle Day ⓘ
10

Open Date
02/17/2012

Maintenance Date
03/01/2013 10:18:12
Update method: Online

Activated
No

Physical Card & PIN

Physical Card
No

Checks

Current

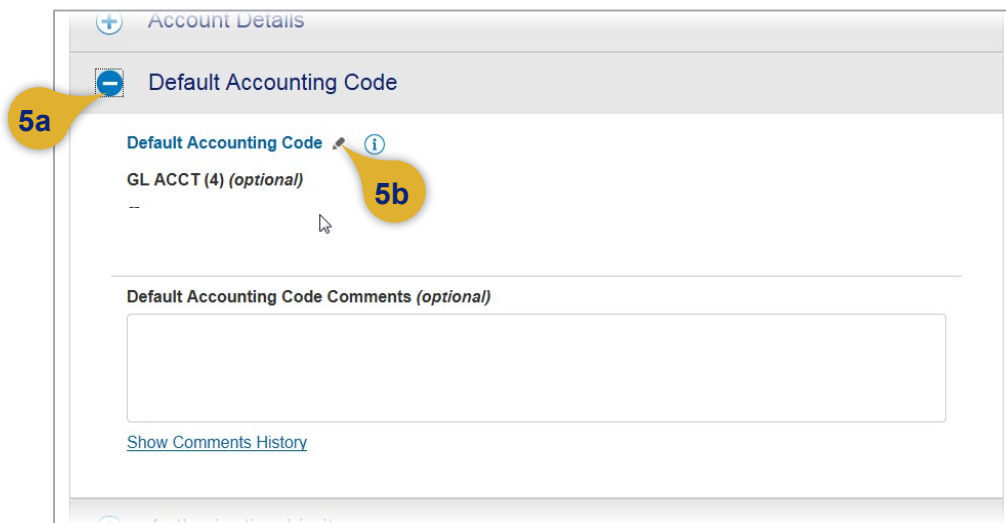
Order Checks ⓘ
No

Checks
No

New



Order Checks
No

- c. Enter changes into the *New* fields.



Account Details

Default Accounting Code

Default Accounting Code  

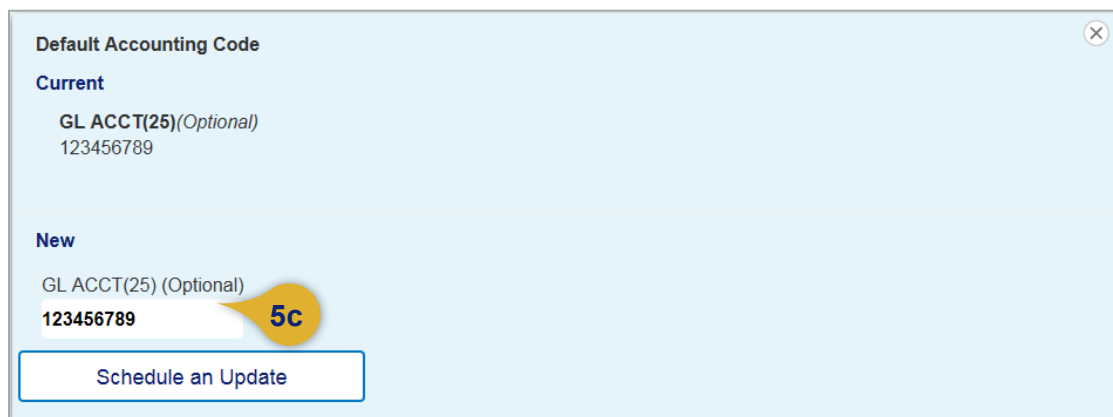
GL ACCT (4) (optional)

--

Default Accounting Code Comments (optional)

[Show Comments History](#)

5. To update the default accounting code:
 - a. Click the **Plus Sign** icon to open the *Account Details* section.
 - b. Click an **Edit** icon to change a specific field.



Default Accounting Code

Current

GL ACCT(25)(Optional)

123456789

New

GL ACCT(25) (Optional)

123456789

Schedule an Update

- c. Enter changes into the *New* fields.

6a Authorization Limits

Use Values from Managing Account? ^①

Single Purchase Limit Yes Velocity Limits Yes Merchant Authorization Controls Yes

6b

Velocity Limit

	Total
Daily Dollar Amount	\$0
Cycle Dollar Amount	\$0
Monthly Dollar Amount	\$0
Quarterly Dollar Amount	\$0
Yearly Dollar Amount	\$0
Daily Transaction Limit	0
Cycle Transaction Limit	0
Monthly Transaction Limit	0
Quarterly Transaction Limit	0
Yearly Transaction Limit	0

First Fiscal Month
January

Custom Velocity Limit ^①

Custom Dollar Amount	Total	Custom Transaction Limit	Total
\$0	\$0	0	0

Custom Start Date
--

Define Cycle by: End Date Define Cycle by: #Days
-- --

Merchant Authorization Control (MAC): 0 of 9 MACs used

Note: Permanent and temporary MAC can't be maintained at the same time. Once a temporary MAC has been scheduled, permanent MAC maintenance isn't allowed until all temporary MACs are deleted.

Control and Description	Single Purchase Limit	Authorization Action	Use Managing Account MAC Values	Action
MCCG1 (Standard) AIRLINES	\$0	Approve	No	Add Remove
<input type="text"/>	--	Select	Select	Add

Temporary MACs ^①

No Temporary MACs Exist

Authorization Limit Comments (optional)

Cancel Next

6c

You can edit the settings for using the managing account controls.

The fields you can modify on this screen depend on how your program is set up and your access rights within the system.

6. To edit the authorization limits:

- Click the **Plus Sign** icon to open the *Account Details* section.
- Click an **Edit** icon to change a specific field.
- Repeat the steps in *Authorization limits* on page 33 to add or edit a MAC or specific MCC.

Account Profile

[Switch Accounts](#)

BLLMPCARD BLATEST

Account Overview

Account Owner's Information

 Legal Information

Account Details

 Default Accounting Code

Authorization Limits

—

Cancel

Next

7. When you are finished with your updates, click the **Next** button.

Level 7						
00000						
New	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	40851	24562	24563	24564	00000	00000
Level 7						
00000						

- Default Accounting Code

9

10

Default Accounting Code Comments (optional)
New office in Minneapolis.

Delete | Edit

- Authorization Limits

8

Daily Dollar Amount
Current
\$ 0

New
\$ 1

Delete | Edit

Authorization Limit Comments (optional)
Updated authorization limits.

Delete | Edit

Cancel

11

Submit

8. Review your changes by checking the *Current* information and the *New* information.
 9. Click the **Delete** link to delete a specific update.
 10. Click the **Edit** link to edit a specific update.
- Tip!** Click the **Cancel** button to cancel all the updates and discard your work.
11. When you have made all your updates, click the **Submit** button. A confirmation screen displays.

The screenshot shows the 'Account Profile' page. At the top right is a 'Switch Accounts' link. Below it is a table with account details:

BLLMVONE6 BLATEST		
Product One Card	Account ID 2123-0600-0135	Account Number **1234

A blue callout box points to the 'Switch Accounts' link with the text: 'Click **Switch Accounts** to modify another account.'

Below the table is a 'Confirmation' section with a green checkmark icon and the following text: 'Your change request has been submitted and will now appear in your Request Status Queue. If you need future assistance from a representative on this request, the job id is pvm:0a1243al.'

A blue callout box points to this confirmation message with the text: 'Note the confirmation message.'

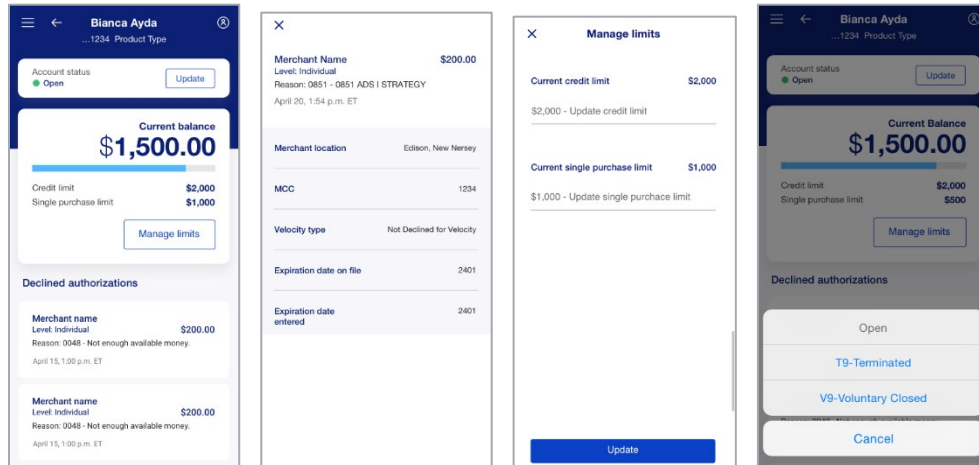
At the bottom right is a blue 'Exit' button. A yellow callout bubble with the number '12' points to this button.

12. Click the **Exit** button.

Learn more: The system validates each section you update separately. If one piece of information in one section is not correct (e.g., an invalid default accounting code), the rest of your updates happen. The only exception is the *Legal Information* section. For the *Legal Information* section, the system always validates the information and requires corrections, if needed.

Mobile app account updates

You can use the Program Administrator version of the Access Online mobile app to make quick updates to accounts. You can view declined transactions, change the account status, and change the account's credit limit or single purchase limit.



View financial history

You can also view the financial history of an account.

Account Profile

2

ALMPCARD BLATEST

Account Overview

Summary

Account Status	Open
Credit Limit	\$1
Available Credit	\$1
Single Purchase Limit	\$1
Cash Withdrawal Limit	0 %
Expiration Date	09/2020

[View Financial History](#)

Send Card Security Code

Payment Information

Statement Balance	\$0.00
Current Balance	\$0.00
Statement Close Date	03/19/2018

[View Statements](#)

Account Owner's Information

To view an account's financial history:

1. Repeat the steps in *Update a cardholder account* on page 63 to search and select the account.
2. Open the *Account Overview* section.
3. Click the **View Financial History** link.

Cardholder Account Profile

Financial History

Card Account Number: *****0123, TEST
Card Account ID: 212306000135

12 Month History 7 Year History Analysis 7 Year History

The 12 Month History includes accumulated account information for the 12 previous months. It includes four billing cycles of history.

The 12 Month History tab contains financial history data for the past 12 months.

Page: 1 | 2 | 3

	Current	01/19/2018	12/19/2017	11/20/2017	10/19/2017
Number of Payments	0	0	0	0	0
Total Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Payment:00/00/00)					
Minimum Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Purchases	0	24	0	0	12
Total Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Purchase:01/11/18)					
Number of Cash Advances	0	0	0	0	0
Total Cash Advances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Cash Advance:00/00/00)					
Number of Credits	0.0	0.0	0.0	0.0	0.0
Total Credits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Credit:01/11/18)					
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overlimit Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Advance Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Limit	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Purchase Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Cash Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Cash Adv Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Past Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases		\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Cash Adv		\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases and Cash Adv		\$0.00	\$0.00	\$0.00	\$0.00

Page: 1 | 2 | 3

[<< Back to Maintain Cardholder Account](#)

Cardholder Account Profile

Financial History

Card Account Number: *****0123, TEST
Card Account ID: 212306000135

The *7 Year History Analysis* tab lists the number of times listed events occurred during each year (grouped by month).

[12 Month History](#) [7 Year History Analysis](#) [7 Year History](#)

The 7 Year History Analysis is divided into 12 billing-cycle periods beginning with the most recent period and includes the number of times the listed condition occurred during each period.

	0-12	13-24	25-36	37-48	49-60	61-72	73-84	Totals
Times Billed	12	12	12	12	12	3	0	63
Times Statement Generated	8	7	11	9	10	1	0	46
Times Overlimit	0	0	0	0	0	0	0	0
Times Past Due 01-30 Days	0	0	0	0	0	0	0	0
Times Past Due 31-60 Days	0	0	0	0	0	0	0	0
Times Past Due 61-90 Days	0	0	0	0	0	0	0	0
Times Past Due > 91 Days	0	0	0	0	0	0	0	0
Cycles with NSF Check	0	0	0	0	0	0	0	0
Times Small Balance Written off	0	0	0	0	0	0	0	0

[<< Back to Maintain Cardholder Account](#)

Financial History

Financial History

Card Account Number: *****0123, TEST
Card Account ID: 212306000135

The *7 Year History* tab provides a yes/no indication of the listed events by month/year.

[12 Month History](#) [7 Year History Analysis](#) [7 Year History](#)

The 7 Year History indicates with a 'Y' if the listed condition occurred on the account during that billing cycle and 'N' if it did not.

Billing Cycle Period: [0-12](#) | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

	01/18	12/17	11/17	10/17	09/17	08/17	07/17	06/17	05/17	04/17	03/17	02/17
Billed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Statement Generated	Y	N	N	Y	Y	Y	Y	N	Y	N	Y	Y
Overlimit	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 01-30 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 31-60 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 61-90 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due > 91 Days	N	N	N	N	N	N	N	N	N	N	N	N
NSF Check	N	N	N	N	N	N	N	N	N	N	N	N
Small Balance Written off	N	N	N	N	N	N	N	N	N	N	N	N
Purchases	N	N	N	N	N	N	N	N	N	N	N	N
Cash Advances	N	N	N	N	N	N	N	N	N	N	N	N

Billing Cycle Period: [0-12](#) | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

[<< Back to Maintain Cardholder Account](#)

Schedule an update

You can schedule an update to take place and last for a specified time period, or that a change take place in the future but remain permanent.

For example, you can specify that an address change and account status for Sheila McCarthy is effective only for three months next year, while she works in your Kansas City office for the summer. You could also set Clarence Washington's credit limit to increase permanently from \$5,000 to \$6,000 at the beginning of your next fiscal year.

Account Profile Switch Accounts

BLLMPCARD10 BLATEST

Product
Purchasing

Account
ID: 2132-5000-0177
Number: **1234

Hierarchy
1425-6131-40852-00000-0000

Managing Account
Name: 14251M PCARD1BLATEST
ID: 2121-5000-0401
Number: **2345

Organization Name (optional)
BLLM (USA)

Optional 1 (optional)
--

Optional 2 (optional)
--

Overview

Account Owner's Information

Social Security Number
--

Mailing Address
200 S 6TH ST
EP-MNL26C
MINNEAPOLIS, MN 554021403
USA

Email Address
CPSMTH@ACME.COM

Work Phone
612-123-1234

Personal Phone
612-973-1352

Additional Phone (optional)
0000000000

Fax Number (optional)
9999999999999999

Custom Field 1 (optional)
--

Custom Field 2 (optional)
--

Custom Field 3 (optional)
--

Custom Field 4 (optional)
--

Custom Field 5 (optional)
--

Account Owner's Information Comments (optional)

[Show Comments History](#)

Legal Information

Account Details

Default Accounting Code

Authorization Limits

Cancel **Next**

You cannot set a scheduled update date for every account parameter. For example, you cannot set a scheduled date for account name, hierarchy position, or cycle day.

To schedule an update:

1. Repeat the steps in *Update a cardholder account* on page 63 to search and select the account.
2. Click the **Plus Sign** icon to open the section you want.
3. Review the current information.
4. Click the **Edit** icon for the field you want.

Additional Phone (optional) [X]

Current
0000000000

New
6121231234

[Show Optional Settings](#) [i]

Fax Number (optional)
9999999999999999 [Pencil]

5. Click the **Show Optional Settings** link.

The screenshot displays the 'Cardholder Account Setup and Maintenance' interface. It includes fields for 'Work Phone' (612-973-1466), 'Personal Phone' (612-973-1490), and 'Fax Number (optional)' (9999999999999999). A modal dialog is open, showing a warning message: 'A scheduled update can't be created while also updating the current value of the field. The update to the current value of the field was discarded.' Below the warning, there are fields for 'Additional Phone (optional)' with 'Current' (0000000000) and 'New' (6121231234) values. A 'Cancel Optional Settings' link is present. The 'Start On' field is set to 07/01/2018. The 'End On' section has a 'Don't End' radio button selected. Callout numbers 6, 7, 8a, 8b, and 8c point to specific fields and controls.

Work Phone
612-973-1466

Personal Phone
612-973-1490

Fax Number (optional)
9999999999999999

Additional Phone (optional)

Current
0000000000

New
6121231234

[Cancel Optional Settings](#)

Start On
07/01/2018

End On

☒ Don't End

6. Specify the updated information.
7. Type a start date in **MM/DD/YYYY** format or click the **Calendar** icon to select a date for when the change should take place (e.g., January 1 of next year).
8. Specify an end date:
 - a. Select the *Don't End* radio button if the change will be permanent (e.g., you know the cardholder will permanently relocate in January of next year).

—Or—

 - b. Select the *End On* radio button.
 - c. Specify an end date if the change is temporary (e.g., you know the cardholder will be temporarily working at another site for three months next year).

Account Profile Switch Accounts

1425ONECARD BLATEST

Product One Card	Account ID 2121-9900-0289	Account Number **1234	Processing Hierarchy ⓘ Show All Hierarchy Names 1425-8132-40851-00000-0000
Managing Account Number **5113	Managing Account ID 2121-5000-0400	Managing Account Name TEST AND TEST	

Account Overview

Account Owner's Information

Social Security Number
--

Mailing Address (pending)
100 SOUTH SIXTH STREET
EP-MN-L28C
MINNEAPOLIS, MN 554020000
USA

Email Address
TEST@TESTINK.COM ⓘ

Work Phone
612-973-1466 ⓘ

Personal Phone
612-973-1490 ⓘ

Fax Number (optional)
9999999999999999 ⓘ

Additional Phone (optional)

Current
0000000000

New
6121231234

[Cancel Optional Settings](#) ⓘ

Start On
07/01/2018 ⓘ

End On ⓘ
☒ Don't End
☐ ⓘ

Optional 1 (optional) (pending)
--

Employee ID (optional)
-- ⓘ

Account Owner's Information Comments (optional)

[Show Comments History](#)

Legal Information

Account Details

Default Accounting Code

Authorization Limits

¹ Payments will post to your account in 2 business days if received before 5PM CT, all other payments will post in 3 business days.

[Cancel](#) [Next](#)

The start date must be less than a year from today's date. The end date must be less than a year from the start date.

9

9. When you have made all your updates, click the **Next** button.

Tip! If you want to schedule an update for a cardholder's default accounting code, you must specify a value for every segment. If you leave a segment blank, then that segment will contain zeros when the change takes effect. You set a start and/or end date for the whole code. You cannot set separate start and/or end dates by individual segment.

Account Profile - Review Switch Accounts

1425PCARD2 BLATEST

Product	Account ID	Account Number
Purchasing	2122-2900-0025	** 1234

The fields below will be updated with the changes indicated.

Account Owner's Information

Additional Phone

Current	New	
000-000-0000	612-123-1234	Delete Edit

10 **11** **12** **13**

[Cancel](#) [Submit](#)

10. Review your changes by checking the *Current* information and the *New* information.

11. Click the **Delete** link to delete a specific update.

12. Click the **Edit** link to edit a specific update

Tip! Click the **Cancel** button to cancel all the updates without saving your work.

13. When you have made all your updates, click the **Submit** button. A confirmation screen displays.

Note the confirmation message.

Confirmation Switch Accounts

Your change request has been submitted and will now appear in your Request Status Queue. If you need future assistance from a representative on this request, the job id is pvm:0a1240k.
Job Id : pvm:0a1240k

[Exit](#)

14. Click the **Exit** button to exit the update process.

Tip! Your requested effective date changes do not display in the Request Status Queue until the date you scheduled the change to take place. The screen below shows the change scheduled, but not yet in effect.

Account Owner's Information

Social Security Number

***-**-0000

Date of Birth

--

Mailing Address

200 SOUTH SIXTH STREET
EP-MN-L26C
MINNEAPOLIS, Minnesota 554021403
USA

Email Address

CARLAPSMITH@ACME.COM

Work Phone

612-973-1490

Additional Phone(Optional) (Pending)

000-000-0000

Cardholder Title(Optional)

--

Account Owner's Information Comments(Optional)

test 12/10/12

Note the Pending status.

Personal Phone

612-555-5555

Fax Number(Optional)

999-999-9999

Internal - Home based(Optional)

--

+ Account Details

Update multiple accounts at the same time

You can change multiple accounts at the same time. You can make the changes for a group of accounts at the same processing hierarchy position or you can search and select a group of accounts.

You make the same changes to all the accounts in the group. You cannot make different changes within the group of accounts (e.g., increase five accounts' monthly limits to \$5,000 and six accounts' monthly limits to \$7,000). Also, you can only change one group of parameters at one time. For example, you can update the address for a group of accounts, but not the address and monthly spend limit.

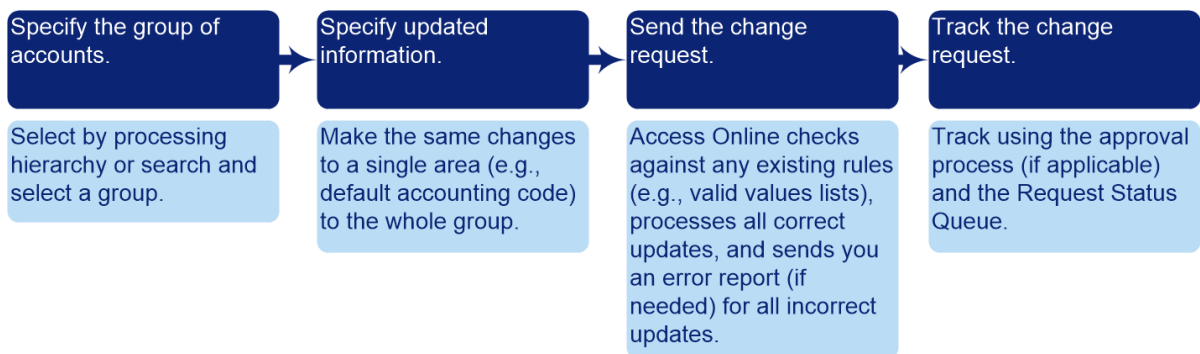
If you need to make different changes to the group, you need to submit a request for each change (e.g., one request for the address changes, another one for the monthly spend limit change).

Tip! The function lets you make the most frequently made changes. Not all parameters are available for updating as a group.

Tip! You can change up to 4,000 accounts at one time. If you need to make changes to more than 4,000 accounts, you can submit an electronic file of your updates. Contact your relationship management team if you need to submit a file.

Tip! You cannot lower the credit limit and the single purchase limit for a group of accounts at the same time. If you want to lower the credit limit for the group of accounts below the single purchase limit, you must first lower the single purchase limit. After we have processed all the single purchase limit changes for the group of accounts (review your Request Status Queue), then you can lower the credit limit.

Process overview



Specify the group of accounts

The first step is to select the group of accounts you want to make changes to. You can select the group by processing hierarchy position or by searching and selecting a group of accounts.

Specify the group by processing hierarchy position

Access® Online Log Out

Account Administration

Cardholder Accounts


- **Create New Cardholder Account**
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- **Create Cardholder Setup Request**
Create a new cardholder account by sending a request for the cardholder to enter their personal information.
- **Cardholder Setup Request Queue**
Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.
- **Unlock Cardholder Account**
Reset a cardholder's account if locked out during Online Registration.
- **Maintain Cardholder Account**
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- **Maintain Multiple Cardholder Accounts**
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)

Left Sidebar:

- Request Status
- Active Work Queue
- System Administration
- Account Administration**
 - Cardholder Accounts
 - Managing Accounts
- Transaction Management
- Travel Expense Management
- Enhanced Supplier Management
- Account Information Reporting
- Data Exchange
- My Personal Information
- Home
- Contact Us
- Training

To select a group of accounts at the same processing hierarchy position:

1. Select the **Account Administration** high-level task.
2. Click the **Selecting Hierarchy Position** link for cardholder accounts. The *Maintain Multiple Cardholder Accounts: Summary and Tasks* screen displays.



Log Out

Access® Online

Request Status Queue

Active Work Queue

System Administration

Account

Administration

- Cardholder Accounts
- Order Management
- Transaction Management
- Account Information
- Reporting
- Dashboard
- Data Exchange
- My Personal Information

Home

Contact Us

Training

Maintain Multiple Cardholder Accounts

Summary and Tasks

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date for a specified period of time.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

3. Select the section that you want to update.

Tip! Keep in mind that you can update only one set of parameters (e.g., demographic information, authorization limits) at a time. If you want to update more than one set of parameters, you need to submit a separate request by repeating this process for those changes.

Maintain Multiple Cardholder Accounts

Hierarchy Position Selection

Maintain multiple accounts by selecting one or more hierarchy positions.

***= required**

4

Product:

▼

<< [Back to Summary and Tasks](#)

4. Select the product.

Maintain Multiple Cardholder Accounts

Hierarchy Position Selection

Maintain multiple accounts by selecting one or more hierarchy positions.

***= required**

Product:

Purchasing, "1425"

Account Status:

Hold down the Ctrl key to make multiple selections.

5

All

Open

Closed

Processing Hierarchy Position *

6a **Bank:** **Agent:** **Company:** **Division:** **Department:**

1425

6c

[Search for Position](#)

6b

Continue

Reset All

Click the **Reset All** button to return all the selected accounts to your default settings.

[<< Back to Summary and Tasks](#)

5. Select an account status from the *Account Status* scroll box.
6. Specify a processing hierarchy position:
 - a. Type the exact values for the processing hierarchy position in the *Bank*, *Agent*, *Company*, *Division* and/or *Department* fields.
 - b. Click the **Continue** button. Skip to *Specify updated information* on page 115.

—Or—

 - c. Click the **Search for Position** link to search and select a processing hierarchy position.

Maintain Multiple Cardholder Accounts

Select a Processing Hierarchy Position

Search for a Hierarchy Position
Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:
Company ▼

Bank: Agent: Company: Division: Department:
1425 8130 [] [] []

6e **6d** **Search**

To add a position to the Selected Hierarchy Positions, select the position in the list to the left and click "Select Position." To remove a selected position from the list, mark the position in the list to the right and click "Remove Position." When you are satisfied with your selection(s), click "Accept Hierarchy."

Found Hierarchy Position(s)
Records 1 - 2 of 2

Select	Bank	Agent	Comp.	Div	Dept
<input type="checkbox"/>	1425	8130	40853		
<input type="checkbox"/>	1425	8130	41453		

6f **6g** **Select Position >>**

Selected Hierarchy Position(s)

Remove	Bank	Agent	Comp.	Div	Dept
<input type="checkbox"/>	1425	8130	40853		

6h **<< Remove Position**

Check All Shown | Uncheck All Shown
Records 1 - 2 of 2

Accept Hierarchy

[<<Back to Search & Select](#)

If you add a position by mistake, select the position on the right and click the **Remove Position** button.

- d. Specify search criteria.
- e. Click the **Search** button.
- f. Select the hierarchy positions that have the accounts you want to change.
- g. Click the **Select Position** button.
- h. Click the **Accept Hierarchy** button.

Maintain Multiple Cardholder Accounts

Hierarchy Position Selection

Maintain multiple accounts by selecting one or more hierarchy positions.

***= required**

Product:

Purchasing, "1425"

Account Status:

Hold down the Ctrl key to make multiple selections.

All	^
Open	
Closed	v

Display records per page.

Records 1 - 1 of 1

Processing Hierarchy Position(s): [Edit](#)

Bank	Agent	Company	Division	Department
1425	8130	40853		

6i

Records 1 - 1 of 1

[Continue](#)

[Reset All](#)

[<< Back to Summary and Tasks](#)

- i. Click the **Continue** button. Skip to *Specify updated information* on page 115.

Search and select the group of accounts

You can also search and select the accounts you want to change.

The screenshot shows the 'Access Online' web application. The top right has a 'Log Out' button. The left sidebar contains a navigation menu with categories like 'Request Status', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Travel Expense Management', 'Enhanced Supplier Management', 'Account Information Reporting', 'Data Exchange', and 'My Personal Information'. The 'Account Administration' section is expanded, showing sub-items: 'Cardholder Accounts' (highlighted with callout 1), 'Managing Accounts', 'Cardholder Setup Request Queue', and 'Unlock Cardholder Account'. The main content area is titled 'Account Administration' and 'Cardholder Accounts'. It lists several tasks: 'Create New Cardholder Account', 'Create Cardholder Setup Request', 'Cardholder Setup Request Queue', 'Unlock Cardholder Account', 'Maintain Cardholder Account', and 'Maintain Multiple Cardholder Accounts'. The 'Maintain Multiple Cardholder Accounts' section includes links for 'Selecting Hierarchy Position' and 'Selecting Individual Accounts' (highlighted with callout 2).

To search and select the accounts you want to change:

1. Select the **Account Administration** high-level task.
2. Click the **Selecting Individual Accounts** link.

Maintain Multiple Cardholder Accounts

Summary and Tasks

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

3

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date for a specified period of time.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

- Select the section that you want to update.

Tip! When you maintain multiple accounts, you select the area with the information you want to update (e.g., *Demographic Information*) and work on separate screens for each area, rather than working on a single screen and opening sections to access information. You can update only one set of parameters at a time. If you want to update more than one set of parameters, you need to submit a separate request by repeating this process for those changes.

Maintain Multiple Cardholder Accounts

Search & Select

Search Results

Selected Accounts

Select accounts to maintain using the search criteria below.

View the list of accounts that will be included in the maintenance request on the Selected Accounts tab.

* = required

4

Product:

[<< Back to Summary and Tasks](#)

- Select the product.

Maintain Multiple Cardholder Accounts

Search & Select

Search Results | Selected Accounts

Select accounts to maintain using the search criteria below.

View the list of accounts that will be included in the maintenance request on the Selected Accounts tab.

* = required

Product:

Purchasing, "1425"

Agent:

[Search for Agent](#)

[Reset All](#)

[<< Back to Summary and Tasks](#)

5

5. Type the *Agent* value or click the **Search for Agent** link.

Maintain Multiple Cardholder Accounts

Select a Processing Hierarchy Position

Search for a Hierarchy Position
Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

6 Hierarchy Level:

Bank: Agent: **7**
1425

8

Select a Hierarchy Position
All positions that match your search criteria.

Records 1 - 1 of 1

Select	Bank	Agent	Comp.	Div	Dept
9 <input type="radio"/>	1425	8130			

Records 1 - 1 of 1

10

[<<Back to Search & Select](#)

6. Select hierarchy level.
7. Type search criteria.
8. Click the **Search** button.
9. Select the radio button for the processing hierarchy position.
10. Click the **Select Position** button.

Maintain Multiple Cardholder Accounts

Search & Select

Search Results

Selected Accounts

Select accounts to maintain using the search criteria below.
View the list of accounts that will be included in the maintenance request on the Selected Accounts tab.

* = required

Product: Purchasing, "1425" **Agent:** 8130

Account Status:
Hold down the Ctrl key + 11 multiple selections

All

Open

Closed

To limit the results from the default of "all," enter a value or search.

☒ Processing Hierarchy Position
Bank: 1425 **Agent:** 8130 **Company:** **Division:** **Department:** [Search for Position or Add Multiple](#)

☐ Reporting Hierarchy Position
Bank: 1425 **Level 1:** **Level 2:** **Level 3:** **Level 4:** **Level 5:** **Level 6:** **Level 7:** [Search for Position or Add Multiple](#)

☐ Account Number(s):*
 If selected, at least one account is required. Separate multiple accounts by comma and no spaces.
 [Search for Accounts](#)

☐ Accounting Validation Control Name (AVC):*
 [Search for Accounting Validation Control \(AVC\)](#)

Display 25 Accounts per page.

[Search](#)

Search Results

Add	Account Number	Name	Bank	Agent	Company	Account Status	AVC Name
No results have been found							

Note: the maximum selected accounts is limited to 4000.
Accounts you can add = 4000

[Check All Shown](#) [Uncheck All Shown](#)

[Add to Selected Accounts](#)
[Reset All](#)

<< Back to Summary and Tasks

11. Specify search criteria, such as account status, hierarchy position, account number, or accounting validation control name.
12. Click the **Search** button.

Maintain Multiple Cardholder Accounts

Search & Select

Search Results

Selected Accounts

Select accounts to maintain using the search criteria below.
View the list of accounts that will be included in the maintenance request on the Selected Accounts tab.

*** = required**

Product: Purchasing, "1425" **Agent:** 8130

Account Status:
Hold down the Ctrl key to make multiple selections
 All
 Open
 Closed

To limit the results from the default of "all," enter a value or search.

☒ Processing Hierarchy Position
Bank: 1425 **Agent:** 8130 **Company:** **Division:** **Department:** [Search for Position or Add Multiple](#)

☐ Reporting Hierarchy Position
Bank: 1425 **Level 1:** **Level 2:** **Level 3:** **Level 4:** **Level 5:** **Level 6:** **Level 7:** [Search for Position or Add Multiple](#)

☐ Account Number(s):*
 If selected, at least one account is required. Separate multiple accounts by comma and no spaces.
 [Search for Accounts](#)

☐ Accounting Validation Control Name (AVC):*
 [Search for Accounting Validation Control \(AVC\)](#)

Display 25 Accounts per page.

[Search](#)

Records 1 - 20 of 20

Search Results

Add	Account Number	Name	Bank	Agent	Company	Account Status	AVC Name
<input checked="" type="checkbox"/>	4321123412341234	PCARD1425 BLATEST	1425	8130	40853	""-Open	Purch Validation
<input checked="" type="checkbox"/>	4321223412341234	1425PCARD2 BLATEST	1425	8130	40853	""-Open	Purch Validation
<input type="checkbox"/>	4321323412341234	ANNCHW BLATEST	1425	8130	40853	""-Open	Purch Validation
<input checked="" type="checkbox"/>	4321423412341234	BLLMCHAA BLATEST	1425	8130	40853	""-Open	Purch Validation

Note: the maximum selected accounts is limited to 4000.
Accounts you can add = 3992

[Check All Shown](#) [Uncheck All Shown](#)

Records 1 - 20 of 20

[Add to Selected Accounts](#) [Reset All](#)

13

14

13. Select the accounts you want to update.

14. Click the **Add to Selected Accounts** button.

15. Repeat these steps to add more accounts.

Maintain Multiple Cardholder Accounts

Search & Select

Search Results **Selected Accounts**

Select accounts to maintain using the search criteria below.

View the list of accounts that will be included in the maintenance request on the Selected Accounts tab.

* = required

Product: **Agent:**

Purchasing, "1425"

Account Status:

Hold down the Ctrl key to make multiple selections

All
Open
Closed

To limit the results from the default of "all," enter a value or search.

☒ Processing Hierarchy Position

Bank: **Agent:** **Company:** **Division:** **Department:**

1425 8130 [Search for Position or Add Multiple](#)

☐ Reporting Hierarchy Position

Bank: **Level 1:** **Level 2:** **Level 3:** **Level 4:** **Level 5:** **Level 6:** **Level 7:**

1425 [Search for Position or Add Multiple](#)

☐ Account Number(s):*

If selected, at least one account is required. Separate multiple accounts by comma and no spaces.

[Search for Accounts](#)

☐ Accounting Validation Control Name (AVC):*

[Search for Accounting Validation Control \(AVC\)](#)

Display Accounts per page.

[Search](#)

Records 1 - 20 of 20

Search Results

Add	Account Number	Name	Bank	Agent	Company	Account Status	AVC Name
<input checked="" type="checkbox"/>	4321123412341234	PCARD1425 BLATEST	1425	8130	40853	""-Open	Purch Validation
<input checked="" type="checkbox"/>	4321223412341234	1425PCARD2 BLATEST	1425	8130	40853	""-Open	Purch Validation
<input type="checkbox"/>	4321323412341234	ANNCHW BLATEST	1425	8130	40853	""-Open	Purch Validation
<input checked="" type="checkbox"/>	4321423412341234	BLLMCHAA BLATEST	1425	8130	40853	""-Open	Purch Validation

Note: the maximum selected accounts is limited to 4000.

Accounts you can add = 3992

[Check All Shown](#) [Uncheck All Shown](#)

Records 1 - 20 of 20

[Add to Selected Accounts](#)

[Reset All](#)

16. Select the *Selected Accounts* tab.

Maintain Multiple Cardholder Accounts
Search & Select

Search Results | Selected Accounts

Display Accounts per page.

Return to the Search Results tab to add more accounts.

Records 1 - 8 of 8

Selected Accounts

Remove	Account Number	Name	Bank	Agent	Company	Account Status	AVC Name
<input type="checkbox"/>	4321123412341234	PCARD1425 BLATEST	14				
<input type="checkbox"/>	4321223412341234	1425PCARD2 BLATEST	14				
<input type="checkbox"/>	4321323412341234	BLLMCHAA BLATEST	14				

Check All Shown Uncheck All Shown

Records 1 - 8 of 8

If you selected an account by mistake, then select the account's check box and click the **Remove Selected Accounts** button.

17

17. Click the **Continue** button.

Specify updated information

Whether you selected accounts based on processing hierarchy position or by searching and selecting a group of accounts, you next specify your updates.

Maintain Multiple Cardholder Accounts

Maintain Demographics

Select fields you wish to maintain. Disabled fields will not be affected.

* = required

Product: Purchasing **Bank:** 1425
Agent: 8130

☐ **Optional 1:**

☐ **Optional 2:**

☐ **Address 1:***

Address 2:

City:*

State/Province:*

Zip/Postal Code:*

Country:*

☐ **Work Phone:***

☐ **Home Phone:**

☐ **Fax:**

☐ **Email Address:**

☐ **Demographics Comments:**

Note: The maximum amount of characters allowed is 254.
Character count = 0

[<< Back to Selected Accounts](#)

If you select a check box, but leave the field blank, then you delete existing information.

Leave the check box deselected and the field blank to maintain existing information.

To specify the new information:

1. Select the checkbox for each item you want to update.
2. Specify the new information

Tip! If you leave the field blank and the check box deselected, existing information (e.g., email address for the individual accounts) will not change. If you select a check box but leave the corresponding field blank, you delete existing information.

Maintain Multiple Cardholder Accounts

Maintain Demographics

Select fields you wish to maintain. Disabled fields will not be affected.

* = required

Product: Purchasing **Bank:** 1425

Agent: 8130

☐ **Optional 1:**

☐ **Optional 2:**

☒ **Address 1:***

Address 2:

City:*

State/Province:*

Zip/Postal Code:*

Country:*

☒ **Work Phone:***

☐ **Home Phone:**

☒ **Fax:**

☐ **Email Address:**

☒ **Demographics Comments:**

Note: The maximum amount of characters allowed is 254.
Character count = 42

Send Request

Reset Page

[<< Back to Selected Accounts](#)

3. Review your changes.
4. Click the **Send Request** button.

Are You Sure?

The highlighted fields will be changed. Blank fields with a red **x** will be changed to blank.

Product: Purchasing **Bank:** 1425
Agent: 8130

Optional 1:

Optional 2:

Address 1: 901 Marquette Avenue

Address 2: Suite 1600

City: Minneapolis

State/Province: MN

Zip/Postal Code: 554023209

Country: USA

Work Phone: 6121231234

Home Phone:

Fax: 6123214321

Email Address:

Demographic Comments:

Office moving to new Minneapolis location.

x Removed

Do you still wish to change the selected accounts?

Yes, Send Request

No

Click the **No** button to return to editing the accounts.

5. Review the changes.
6. Click the **Yes, Send Request** button.

Maintain Multiple Cardholder Accounts

Summary and Tasks

i Your Account Administration Request 02000017068E93561A6A000100000777 has been submitted for processing.

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date for a specified period of time.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

Tip! Access Online checks your updates against existing rules you have built into the system (e.g., valid values lists, accounting validation controls) and submits an error report via email to you for each incorrect update request. The system processes all correct updates, so the system does not delay your updates for one or two errors.

Learn more: After you send your change request, you can track the status in Access Online. If your organization uses the workflow function, then the request goes through the same review and approval process as any other request.

Request Status Queue
Account Requests

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)

Select a request to view the details.

Records 1 - 25 of 60
Page: 1 | 2 | 3 [Refresh List](#)

Delete Request	Request Status (View Details)	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
	Processing - Demographics	# of Accounts 30	MASS ACCOUNT MAINTENANCE CH	08/14 12:25		08/14 12:25	Online Mass Main
	Maint CH Account Complete	***** 2234	EFFECTIVE DATE CH ACCT INFO MAINT	08/13 04:00	BLATEST ,TESTUC3	08/13 04:00	Online
	Maint CH Account Complete	***** 3234	EFFECTIVE DATE CH ACCT INFO MAINT	08/13 04:00	BLATEST ,PCARDBLLM	08/13 04:00	Online
	Setup CH Acct Complete	***** 4234	CARDHOLDER SETUP	08/08 13:41	Blatest ,RajChb	08/08 13:45	Online
	Setup CH Acct Complete	***** 5234	CARDHOLDER INITIATED SETUP	08/08 13:01	blatest ,GISdefesta	08/08 13:08	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP				Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP				Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP				Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP				Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP				Online
<input type="checkbox"/>	Setup CH Acct Complete	***** 6234	CARDHOLDER SETUP	08/07 10:36	BLATEST ,BLAHRICH C	08/07 10:36	Data Feed
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	08/06 17:32		08/06 17:32	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	08/06 17:26		08/06 17:27	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	08/06 17:24		08/06 17:24	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	08/06 17:19		08/06 17:19	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	08/06 13:15		08/06 13:15	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	08/06 13:08		08/06 13:08	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	08/06 12:56		08/06 12:57	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	08/06 12:53	test ,test	08/06 12:56	Online
	Maint CH Account Complete	***** 6234	EFFECTIVE DATE CH ACCT INFO MAINT	08/06 04:00	BLATEST ,PCARDCHA	08/06 04:00	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	08/03 17:16		08/03 17:16	Online
<input type="checkbox"/>	Cardholder Setup		REJECT - PRODUCT SETTINGS	08/03 17:12		08/03 17:12	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	08/03 17:11		08/03 17:11	Online
<input type="checkbox"/>	Final Review - Setup CH Acct		FINAL REVIEW - CARDHOLDER SETUP	08/03 17:07		08/03 17:07	Online

Records 1 - 25 of 60
Page: 1 | 2 | 3 [Refresh List](#)

[Delete Request](#)

Note the mass account maintenance request.

The user responsible for reviewing the update clicks the task link for the account maintenance request to review the request. Any workflow rules and parameters you have in place already also apply to requests that contain multiple accounts.

If your organization does not use the workflow approval process, or after the request is final-approved, you can track the request's status in the Request Status Queue.

[Learn more:](#) Sample screens for additional mass account maintenance screens are below.

Maintain Multiple Cardholder Accounts

Maintain Account Information

Select fields you wish to maintain. Disabled fields will not be affected.

* = required

Product: Purchasing **Bank:** 1425
Agent: 8130

☒ **Account Status:***

☒ **Organization Name:**

Account Information Comments:

Note: The maximum amount of characters allowed is 254.
Character count = 0

☐ << [Back to Hierarchy Position Selection](#)

Maintain Multiple Cardholder Accounts

Maintain Default Accounting Code

Select fields you wish to maintain. Disabled fields will not be affected.

* = required

Product: Purchasing **Bank:** 1425

Agent: 8130

Segment Name (Length)

☒ **GL ACCT (25)**

☐ **Default Accounting Code Comments**

Note: The maximum amount of characters allowed is 254.

Character count = 0

[Send Request](#)

[Reset Page](#)

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Maintain Multiple Cardholder Accounts

Maintain Authorization Limits

Select fields you wish to maintain. Disabled fields will not be affected.

Product: Purchasing **Bank:** 1425

Agent: 8130

Authorization Limits

☒ **Credit Limit:**

☐ **Single Purchase Limit:**

☐ **% Cash:**

Standard Velocity Limits

☒ **Daily Dollar:**

☐ **Daily Transaction:**

☐ **Cycle Dollar:**

☐ **Cycle Transaction:**

☐ **Monthly Dollar:**

☐ **Monthly Transaction:**

☐ **Quarterly Dollar:**

☐ **Quarterly Transaction:**

☐ **Yearly Dollar:**

☐ **Yearly Transaction:**

☐ Custom Velocity Limits:

Other Dollar: **Other Transaction:**

Refresh From Date: **Month** **Day** **Year**

Note: If the Refresh From Date is entered, Refresh To Date or Days in Refresh Cycle is required.

Refresh To Date: ☐ **Month** **Day** **Year**

☐ **Days in Refresh Cycle:**

☐ Authorization Limits Comments:

Note: The maximum amount of characters allowed is 254.

Character count = 0

[Send Request](#)

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Perform a maintenance final approval

Your organization may require a final review of all cardholder account maintenance requests. Just like with the cardholder account setup process, your organization's workflow process for reviewing and approving account maintenance requests is unique to your organization. For example, one Program Administrator, Jane Smith, may review and final-approve all maintenance requests. Or, you may have different users review and final-approve different types of requests. For example, Jayla Jones may review demographics and Jose Alvarez may review authorization limits.

As with cardholder account setup final review, the user responsible for final approval picks up the completed maintenance request from the Active Work Queue and reviews the maintenance request.

The Active Work Queue lists each request separately, even if there are multiple changes on the same account. For example, the address change on DeSean Lincoln (account 4321432143214321) displays separately from a request to change the same account's default account code. You must review and approve each request separately.

Learn more: Refer to *Review a cardholder account setup* on page 45 for detailed steps.

Learn more: If your organization uses the scheduled updates function, then you can perform a final review on those requests (e.g., a request to set the account's credit limit from \$5,000 to \$10,000 for three months next year). You access and review scheduled update requests the same way you access and review other maintenance requests.

Request Status Queue

Queue

Active Work Queue

System Administration

Account Administration

Order Management

Transaction Management

Account Information

Reporting

Dashboard

Data Exchange

My Personal Information

Request Status Queue

Account Requests

Setup Cardholder Account | Maintain Cardholder Account

Select a request to view the details.

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Delete Request	Request Status (View Details)	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
<input type="checkbox"/>	Final Review - CH Maint	*****1234	CARDHOLDER MAINTENANCE	06/14 15:39	BLATEST ,PCARD1425	06/14 15:39	Online
	Processing		CARDHOLDER SETUP	06/14 14:13	smith ,John	06/14 14:24	Online
<input type="checkbox"/>	Final Review - CH Maint	*****2234	CARDHOLDER MAINTENANCE	06/14 13:49	BLATEST ,1425PCARD2	06/14 13:49	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	06/14 13:42	Smith ,John	06/14 14:04	Online
<input type="checkbox"/>	Data Entry - Setup CH Acct		CARDHOLDER SETUP	06/14 13:32		06/14 13:40	Online
<input type="checkbox"/>	Final Review - CH Maint	*****3234	CARDHOLDER MAINTENANCE	06/14 13:03	BLATEST ,PCARD1425	06/14 13:03	Online
<input type="checkbox"/>	Pending - Final Review	# of Accounts 8	MASS ACCOUNT MAINTENANCE CH DEMO	06/14 10:29		06/14 10:29	Online Mass Maintenance
			SETUP	02/24 14:20	testing ,test t	02/24 14:24	Online
			CARDHOLDER SETUP	02/22 15:37	UATTEST ,Renee	02/22 16:02	Online
			CARDHOLDER SETUP	02/22 15:15		02/22 15:15	Online

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Delete Request

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CAT ID: NA

Survey

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