

eZBusiness Expense Management Admin Guide

Reference Guide: Admin Guide

Treasury Services

844-684-0917

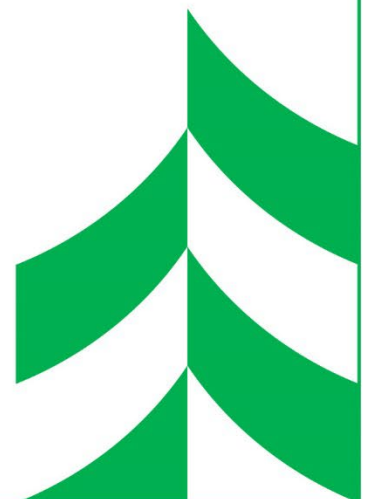


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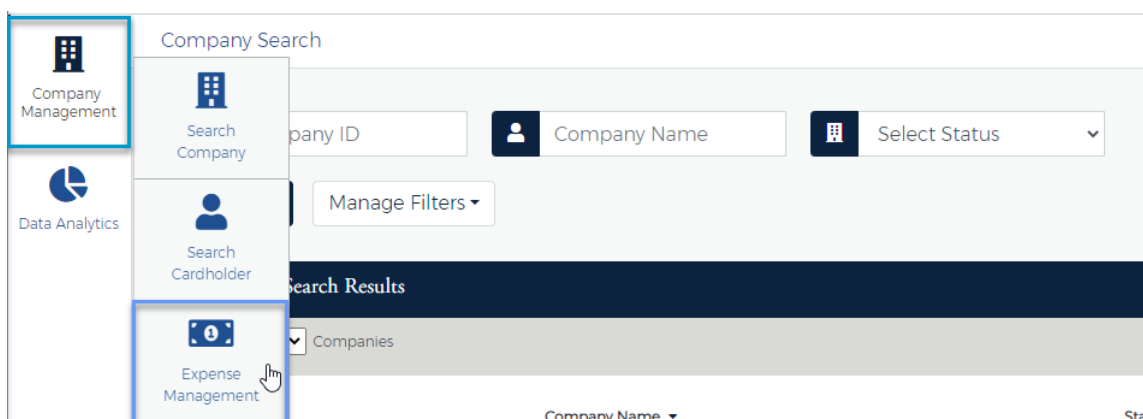
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Overview

Expense management and receipt imaging are additional features within the eZBusiness module that are utilized by companies to manage their credit card programs. Expense Management allows a Company Administrator to add credit card accounts to cost centers and to assign GL allocations to cost centers, credit card accounts and expense categories. It allows cardholders to submit an expense report including credit card transactions, out of pocket expenses and mileage expenses to an administrative approver. This feature also provides the ability for cardholders to attach receipts to transactions that may or may not be required by the company based on setup. This guide provides Company Administrators with the information needed to configure and maintain the Expense Management feature for their company.

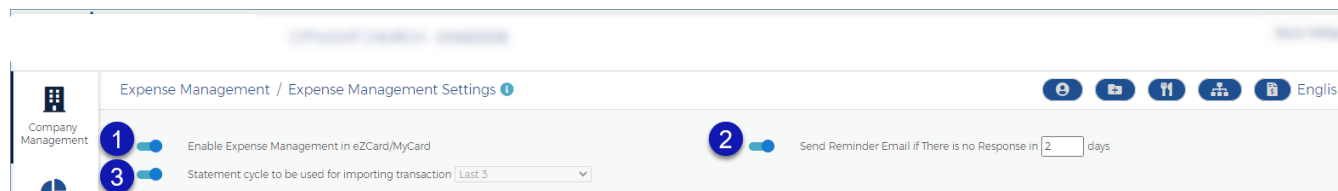
Managing Expense Management and Receipt Imaging configurations

1. Log in to eZBusiness.
2. From the homepage, click **Company Management**.
3. Select **Expense Management**.



Expense Management Settings

1. **Enable Expense Management** – This toggle indicates if the company administrator has enabled expense management.
Note: This setting should remain off until all final company settings have been set, and expense management is ready to be utilized by cardholders. Once enabled, cardholders will see Expense Management in eZCard.
2. **Send Reminder Email if there is no Response in ____ days** – Enter the number of days you want to send out a reminder email to the expense report reviewer after the initial report was sent out.
3. **Statement cycle to be used for importing transactions** – Choose how many statement cycles you want to import transactions for cardholders into eZCard from the dropdown (e.g: Last 2 previous statement cycles).



Expense Management / Expense Management Settings ⓘ

Company Management

1 ☒ Enable Expense Management in eZCard/MyCard

2 ☒ Send Reminder Email if There is no Response in days

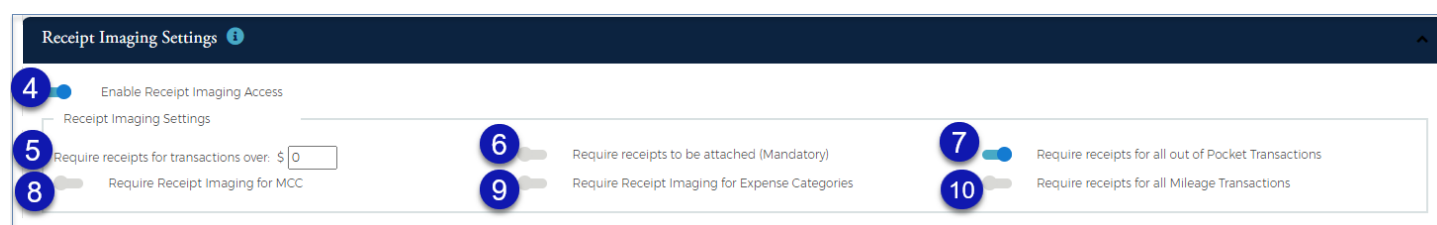
3 ☒ Statement cycle to be used for importing transaction | Last 3

English

Receipt Imaging Settings (Recommended but optional)

4. **Enable Receipt Imaging Access (Toggle):**
 - This feature must be enabled to allow cardholders to attach receipts in eZCard.
5. **Require Receipts for Transactions Over \$___:**
 - Enter a dollar amount to require cardholders to submit receipts for transactions over a certain dollar amount. If you want receipts for all transactions, enter 0.
6. **Require Receipts to be Attached (Mandatory):**
 - This feature allows you to make it mandatory for cardholders to attach receipts to **all** credit card transactions being submitted in an expense report
7. **Require Receipts for All-Out-of-Pocket Transactions:**
 - This feature allows you to require receipts for **all** out of Pocket Transactions
Note: If you enable this, you must also enable step 12.
8. **Require Receipt Imaging for MCC:**
 - This feature allows you to require a receipt for specific MCCs. Click edit to toggle on certain MCCs that require receipts (e.g: Veterinary Services MCC Code 5001).
9. **Require Receipt imaging for Expense Categories:**
 - This feature allows you to require a receipt for specific expense categories. Click **Edit** to toggle on certain MCCs that require receipts. Then toggle the specific categories.
10. **Require receipts for all Mileage Transactions:**
 - This feature allows you to require receipts for **all** Mileage Transactions.

Note: If you enable this, you must also enable step 11.



Receipt Imaging Settings ⓘ

4 ☒ Enable Receipt Imaging Access

5 Require receipts for transactions over: \$

6 ☐ Require receipts to be attached (Mandatory)

7 ☒ Require receipts for all out of Pocket Transactions

8 ☐ Require Receipt Imaging for MCC

9 ☐ Require Receipt Imaging for Expense Categories

10 ☐ Require receipts for all Mileage Transactions

Mileage/Out of Pocket Settings (Optional)

11. **Allow Mileage** (optional feature) – Use the toggle to enable **Allow Mileage**.
 - This feature allows cardholders to submit Expense Reports via eZCard for mileage reimbursement.
12. **Allow Out of Pocket**
 - This feature allows cardholders to submit an expense report for an out-of-pocket expense (when this feature is enabled, it's viewable by cardholders in eZCard).

13. Allow User to Change Mileage Category

- This feature allows the cardholder when completing a mileage expense reimbursement to change the default category set by the company for mileage (default category is setup in Step 14).

14. Mileage Amount \$

- This feature allows you to enter a mileage amount in dollars being paid per mile to cardholders submitting an expense report via eZCard (if **Allow Mileage** is enabled, this field must be populated).

15. Mileage Category

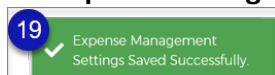
- Choose the default **Mileage Category** from the dropdown (if **Allow Mileage** is enabled).

Configurations for eZcard (Optional)**16. Create Expense Report Important Information**

- This field is configurable for the Company Admin to create a message that appears to cardholders via eZCard. When creating an expense report, there's a default message, but you can remove the message and include your own message.

17. Custom Expense Report Text

- This field is configurable for the Company Admin to create a response message when a cardholder submits an expense report.

18. Click **Submit to save the settings.**
19. An **Expense Management Settings Saved Successfully message will appear.**

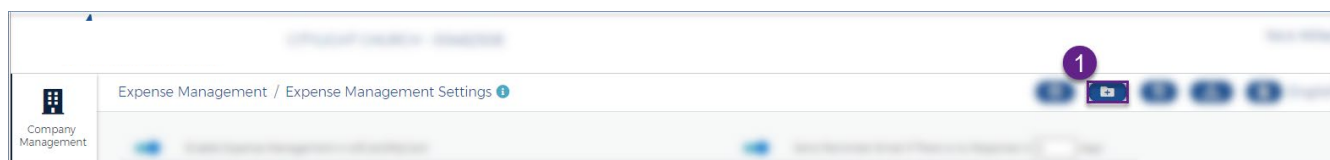
Additional Fields Setup (Optional)

Additional fields can be powerful yet flexible. Before setting up additional field(s), you'll need to determine how you want this field to be utilized. Additional fields can be used to provide supplementary accounting information about transaction(s), such as Client Name, Employee Name, Receipt Number, etc.

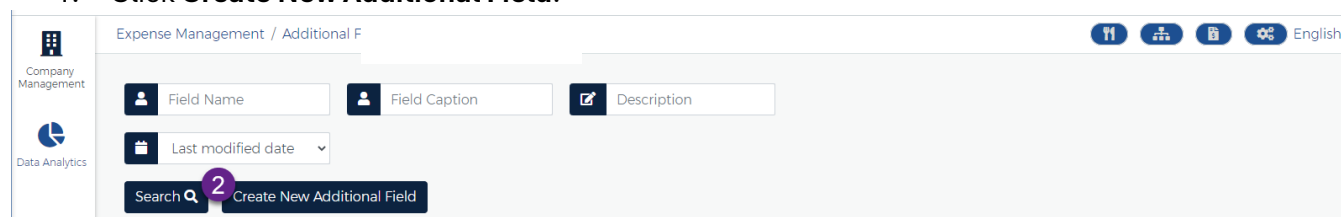
Companies may also have separate divisions, locations or projects they need to identify as part of the accounting data. This field is especially useful for obtaining additional information related to each transaction.

Note: Depending on the type of additional field you're creating; some fields are required, and some are optional.

1. Click the additional fields icon.



1. Click **Create New Additional Field**.



2. **Additional Field Detail:** Once you create the additional field, you then need to enable them. It's a two-step process. You attach to a specific category or cost center (e.g: Traveling for training but at the end of report you would attach the client to their ID To show which client they worked with).
 - a. **Field Name** – Provide a name associated with this additional field (e.g: AddClientName, AddEmployeeName, AddMileage, etc.).
 - b. **Field Caption** – Provide a description for this field. This can mirror the Field Name if additional information isn't needed.

3. Click **Next**.

4. **Input Field Settings:**

- a. **Help Text** – Provide text to appear when hovering over this field to help cardholders understand what needs to be entered in this field (e.g: Enter Client Name Here, Enter Purpose Here, etc.).
- b. **Select Data Type** – Choose one from the dropdown ('String' is most commonly utilized).
 - String – If part of the data is alpha or special characters (e.g: A,B,C or !@#\$%^&*...).
 - Number – Data that only consists of numbers (e.g: 1,2,3...).
 - Date & Time – Date & Time information (e.g: 06/01/2025 and/or 12:25pm).

5. **Cardholder Selection Settings:**

- a. **Select Field Caption** – The header for this data in reports. If this is left blank, the field will not be available for reports (e.g: Client Name, Purpose, Truck Number, etc.).
- b. **Select Field Alignment** (dropdown) – The position where this field will appear within a transaction in Expense Management Reporting ('Left' is most commonly utilized).
- c. **Select Field Type** – Choose one from the dropdown for the type of format this field will be.
 - String – Percentage, Number with Commas, Currency, Date, Time Only, Special Date Format, Normal Number, Raw Text, Percentage (Raw Text is most utilized).
 - Number – Number with Commas, Currency, Normal Numbers.
 - Date & Time – Date, Time Only, Special Date Format.

6. Click **Next**.

7. **Field Validation:** Choose one field validation from the dropdown, for how this field will be utilized.

- a. **Min/Max** - If the field is for data to be keyed in, this field can be used as numeric, text or date/time.
 - Min Size - field used for the minimum acceptable value for a numeric field (e.g: 1,2,3...9999).
 - Max Size - field used for the maximum number of characters in a string field (e.g: 1,2,3...9999).
 - Validation Error Text – the message that will appear if the user enters an invalid value for the field.

b. **Expression** – This option is utilized for guidance.

- Expression – Message or guidance on what is required.
- Validation Error Text – The message that will appear if the user enters an invalid value for the field.

c. **Drop down** – This option is utilized for data to be selected from a dropdown list.

- Validation Error Text - A message that will appear if the user enters an invalid value for the field.

d. **Lookup Values** –

- Dropdown Value – A lookup value associated with the Order by Value Toggle.
 - Order By Value - to configure the dropdown for cardholders by Value; Click the toggle to enable.
- ID /Key – A lookup value associated with the Order by Key Toggle.
 - Order By Key – to configure the dropdown for cardholders by ID/Key; Click the toggle to enable.
- For each Lookup Value entered, click the + Icon.

8. Click **Next**.
9. **Preview:** This option allows you to preview the various settings prior to saving the changes. If you need to adjust or change verbiage or settings, click on the various tabs to do so.
10. Next, you'll need to assign the additional field to the Expense Category and Cost Centers (depending on setup).

Expense Categories

The **Edit Expense Category** feature allows a Company Administrator to customize the category dropdown list that appears to the cardholder when creating an expense report and assign GL account numbers to the categories. It also allows MCC Code Routing to be specified for categories, and additional fields to be assigned to categories.

Expense Categories/Chart of Accounts

When a company is initially enabled for Expense Management, a generic chart of accounts with MCC code mapping is loaded for that company. Companies can manually change those expense category names and GLs to what you use in your general ledger. At this time, you cannot upload your own chart of accounts/expense categories. A company can add as many expense categories as you need. If an expense category is no longer needed, it can be made inactive or deleted.

Searching for an Expense Category

The **Edit Expense Category Search** screen allows you to quickly find previously defined expense categories, or to create a new expense category. Companies can make changes, updates to expense categories and create new ones. To search for an expense category, refer to the following steps:

1. From the **Expense Management** page, click the Edit Expense Category icon.

2. The **List of Expense Categories** will appear:

Expense Management / Edit Expense Category ⓘ

ⓘ MCC's can be attached to Multiple Expense Categories

● Expense Category GL Code MCC Code Description Status

Search Manage Filters Create New Expense Category

List Of Expense Categories

Showing 10 Expense Categories.

Expense Category Name	GL Code	Description	Last modified date	Enabled	Actions
Auto	1234	Auto		✓	 
CASH	000002	Default description for CASH		✓	 
CHARITABLEGIVING	000003	Default description for CHARITABLEGIVING		✓	 
Client Meals	12354	Client meals		✓	 
CLOTHING	000004	Default description for CLOTHING		✓	 

- You can search by:
 - Expense Category**
 - GL Code**
 - MCC Code**
 - Description**
- Click **Search**.
- Click the edit icon in the category you searched for.

6. The **MCC Codes** and **Additional Fields** mapped to this category will be shown on this page.

Auto 1234 Auto

Modified Date: 08/05/2021 Modified By: Imillagetest

MCC Codes

Showing 5 MCC Codes.

Missing Element: txtOMCNMTOC---EZBExpenseCategories

Filter:

Auto Related

5013 - Motor Vehicle Supplies And New Parts	5172 - Petroleum And Petroleum Products	5511 - Automobile & Truck Dealer - New & Used
5521 - Automobile And Truck Dealers - Used On	5531 - Auto & Home Supply Stores	5532 - Automotive Tire Stores
5533 - Automotive Parts Accessories Stores	5541 - Service Stations	5542 - Automated Gasoline Dispensers
5599 - Miscellaneous Automotive Dealers Not E	5571 - Motorcycle Dealers	7513 - Truck & Utility Trailer Rentals
7523 - Automobile Parking Lots And Garages	7524 - Auto Parking Lots & Garages - Eps	7531 - Automotive Top & Body Repair Shops
7534 - Tire Retreading & Repair Shops	7535 - Automotive Paint Shops	7538 - Automotive Service Shops(Non-Dealer)
7542 - Car Washes	7549 - Towing Services	8675 - Automobile Associations
9752 - U.K. Petrol Stations:Electronic Hot Fi		

Additional Fields

Showing 10 Additional Fields.

Filter:

Assign	Name	Field Caption	Type	Required	Order	Actions
☐	Automotive	Repairs	Number	☐	999	
☐	CustomerName	Client Name	String	☐	999	

Creating a New Expense Category

From the **Expense Management Settings** page:

1. Click the Edit Expense category icon
2. Click **Create New Expense Category**

Expense Management / Edit Expense Category

MCC's can only be attached to one Expense Category

Expense Category GL Code MCC Code Description Status

Search Manage Filters Create New Expense Category

3. Enter in the information below:

- a. **Expense Category Name Field** – Enter the name of the expense category you're creating.
- b. **GL Code** – Enter the GL code that corresponds to the expense category you're creating.
- c. **Description** – Enter a description to describe the expense category you're creating.

Expense Category Name

GL Code

Description

4. **Toggle** the MCC's to link them to this expense category. You have the ability to link the same MCC to multiple expense categories.
- To Enable all related MCC codes (recommended), locate the expense type (example **Cash**), and toggle the overall toggle on.
 - To view other category groups, click on the other MCC code section.

MCC Codes

Showing 5 MCC Codes

Only MCC codes not mapped to other categories

Filter:

Auto Related

5013 - Motor Vehicle Supplies And New Parts	5172 - Petroleum And Petroleum Products	5511 - Automobile & Truck Dealer - New & Used
5521 - Automobile And Truck Dealers - Used On	5531 - Auto & Home Supply Stores	5532 - Automotive Tire Stores
5533 - Automotive Parts Accessories Stores	5541 - Service Stations	5542 - Automated Gasoline Dispensers
5599 - Miscellaneous Automotive Dealers Not E	5571 - Motorcycle Dealers	7513 - Truck & Utility Trailer Rentals
7523 - Automobile Parking Lots And Garages	7524 - Auto Parking Lots & Garages - Eps	7531 - Automotive Top & Body Repair Shops
7534 - Tire Retreading & Repair Shops	7535 - Automotive Paint Shops	7538 - Automotive Service Shops(Non-Dealer)
7542 - Car Washes	7549 - Towing Services	8675 - Automobile Associations
9752 - U.K. Petrol Stations-Electronic Hot Fi		

Cash

6011 - Financial Institutions - Automated Cas	6050 - Electronic Cash Withdrawal
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Charitable Giving

8398 - Charitable And Social Service Organiza

Clothing

7251 - Shoe Repair Shops Shoe Shine Parlors	5699 - Miscellaneous Apparel & Accessory Stor	5611 - MenS & BoyS Clothing & Furnishing St
5621 - WomenS Ready-To-Wear Stores	5631 - WomenS Accessory & Specialty Shops	5641 - ChildrenS And Infants Wear Stores
5651 - Family Clothing Stores	5655 - Sports Apparel Riding Apparel Stores	5661 - Shoe Stores
5681 - Furries And Fur Shops	5691 - MenS & Ladies Clothing Stores	5697 - Tailors Seamstress Mending Alterati
5137 - Children/Adult Uniforms And Commercial	5139 - Commercial Footwear	

Computer Related

5045 - Computers Computer Peripheral Equipme	4816 - Computer Network/Information Services	5405 - Computers Computer Peripheral Equipme
5734 - Computer Software	7372 - Computer Prgming Integrtd Sys Dsign Dp	7375 - Information Retrieval Services
7379 - Computer Maint Repair And Svcs Not El		

Showing 1 - 5 (29 MCC Codes) First 1 2 3 4 5 6 Last

Additional Fields

You have the option to link additional fields to a cost center. Any additional field you've created will appear in the additional fields section of this page.

To link these to an additional field to any one expense category, refer to the steps below:

- Assign:** Toggle to assign the additional field you'd like to add.
- Required:** Toggle if you want to make this field Required.

Note: If you assigned more than one additional field to this Expense Category, you have the option to put them in **order**, this order will appear when this Expense Category is used in an Expense Report (i.e., 1,2,3...).

3. **Actions:** To edit an additional field from this screen, click on the edit icon and it'll take you to the edit additional fields page.

Additional Fields 

Showing 10 Additional Fields.

Filter:

Additional Fields

Assign	Name	Field Caption	Type	Required	Order	Actions
	Automotive	Repairs	Number		1	
	CustomerName	Client Name	String		999	
	JobCode	Job Code	Number		2	
	EmployeeName	Employee Name	String		999	
	TestFreeForm	Test Free Form	String		3	
	JobCode1	Job Code 1	String		999	
	DropdownTest	Dropdown Test	String		4	
	JobCode2	JobCode2	Number		999	
	client	client	String		5	
	test	test	String		999	

Editing an Expense Category

From the **Expense Management Settings** page:

1. Click the Edit Expense category icon .
2. Choose the expense category you'd like to edit, click the edit icon.

List Of Expense Categories

Showing 10 Expense Categories.

Expense Category Name	GL Code	Description	Last modified date	Enabled	Actions
AUTO	1234	AUTO	06/05/2021		  
CASH	000002	Default description for CASH	05/05/2022		  

Enable / Disable an Expense Category

From the **Expense Management Settings** page:

1. Click the Edit Expense category icon .
2. The enabled column will show an  icon if the expense category is enabled.
3. To make this column inactive click the  icon the enabled column will now show an .

List Of Expense Categories					
Showing 10 Expense Categories					
Expense Category Name	GL Code	Description	Last modified date	Enabled	Actions
Auto	1234	Auto	08/05/2021	✓	  
CASH	000002	Default description for CASH	03/03/2022	✓	  

Delete an Expense Category

To delete an expense category, click the  icon. Once an expense category is deleted, it'll no longer be viewable and any MCC's that were mapped to that category will now be unmapped. Be cautious when deleting expense categories in the event they were previously tied to an expense report.

List Of Expense Categories					
Showing 10 Expense Categories					
Expense Category Name	GL Code	Description	Last modified date	Enabled	Actions
Auto	1234	Auto	08/05/2021	✓	  
CASH	000002	Default description for CASH	03/03/2022	✓	  

MCC Codes

MCC codes are a part of every credit card transaction and is the merchant classification code for the merchant which entered the credit card transaction. One purpose of the MCC codes in Expense Management is to simplify assignment of expense categories for transactions by employees. If a charge from an airline can be routed to 'air travel' or 'travel' through the MCC code, then that reduces the number of manual changes by employees to transactions in expense reporting.

All applicable MCC codes already exist in Expense Management and have assigned descriptions. These are industry standard codes and cannot be modified. Companies will need to assign MCC codes to expense categories in Expense Management, to make full use of the system. MCC codes can be actively mapped to multiple expense categories.

MCC Considerations

- If the expense category is specific to a type of good/service, there may not be an MCC that maps precisely.
Note: There could be a range of merchant types which sell that product in addition to many other products. For instance, an office supply vendor may sell office supplies, printers, computers, furniture and small equipment, on which companies might wish to isolate expenses. The MCC for that vendor type can only be assigned to one of those.
- Some individual purchases may include more than one type of item and category in the same purchase. In these instances, assigning the correct expense category and amount must be manually completed by the person creating the expense report and can be split many ways between expense categories.

- You may choose not to map specific MCC's to an expense category, in this scenario when a cardholder creates an expense report, the cardholder will manually choose the expense category if the cardholder has access within their cost center setup.
- Routing specific MCCs, for example an airline transaction to the 'air travel' or 'travel' expense category based on the MCC, reduces the number of manual steps for cardholders when completing expense reports
- To edit or create a new expense category where MCC codes are mapped to reference back to **Editing an Expense Category** section of this guide.

Cost Centers

Expense Management allows companies to create cost centers (e.g: departments, entities, divisions, etc.) with the ability to assign cardholders to these cost centers as well as assign admin users/expense report approvers to a cost center. Additional fields and expense categories can be added to these cost centers as well.

Creating Cost Centers/Departments

By default, an *Undefined* cost center is created within Expense Management and ALL new cardholders created will automatically load here. You'll need to create new cost centers which can be either manually set up or via a file upload. Once new cost centers have been created you'll need to move cardholders from the undefined cost center to the new one.

Note: The *Undefined* cost center cannot be deleted as again all new cardholders are automatically loaded here when the account is created, you'll need to monitor and map new cardholders to the correct cost center.

Cardholders can be assigned to multiple cost centers. If the employee is making purchases charged to more than one cost center, map the employee to every cost center for which they will be incurring expenses. Cost centers/departments will appear in a dropdown for cardholders when creating their expense report and are used to track expenses by operating areas within the company. They allow companies to compare actual expenses with those budgeted by operating area. The cost center structure for each company is based on how you choose to track and organize expenses. There is no standard default setup for that.

Add New Cost Center

1. From the **Expense Management Settings** page, click the edit cost center  icon.

Expense Management / Expense Management Settings 

☒ Enable Expense Management in eZCard/MyCard
 ☒ Send Reminder Email if There is no Response in days

☒ Statement cycle to be used for importing transaction

2. Click **Create New Cost Center**.



 Cost Center ID	 Cost Center Name	 GL Code	 Description
Search Manage Filters Create New Cost Center			

3. Enter the below information into the corresponding field(s):
- Cost Center ID** – Enter a unique identifier for this cost center (alpha or numeric).
 - Cost Center Name** – Enter a name in the Name field for the cost center.
 - GL Code** – Enter cost center code, this field is optional (alpha or numeric).
 - Description** – Describe the cost center, this field is optional.
 - Mileage** – Enter a mileage payout for this category if applicable, if not enter the number zero.
 - Cost Center GL is Primary** – If you want to make the GL for this cost center primary, click the toggle button (if toggled on, all expenses mapped to this cost center will default to specified cost center GL Code export).

Add New Cost Center ⓘ

 Cost Center ID	 Cost Center Name	 GL Code	 Description	☐ Cost Center GL Is Primary
 Mileage				

4. To assign individual cardholders to a cost center, click the toggle next to the cardholder's name.
- To toggle ALL cardholders, click the toggle next to **Cardholders**, this will assign ALL cardholders to this cost center.

Note: You will want to leave the BL Acct's untoggled.

- The icon next to **Cardholders** will show you how many cardholders you have assigned to this cost center.

Cardholders ⓘ

Showing 50 Cardholders

Filter:

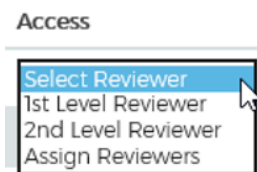
Cardholders ☐

☐ AARAONNHANES(****8917)	☐ BARRY B(****8172)	☐ BL ACCT 00000214-10000000(****5038)
☐ BL ACCT 00000214-10000000(****5020)	☐ BL ACCT 00000214-10000000(****5046)	☐ BL ACCT 00000214-10000000(****5020)
☐ BL ACCT 00000214-10000000(****5038)	☐ BL ACCT 00000214-10000000(****5046)	☐ BL ACCT 00000214-10000000(****5020)
☐ BL ACCT 00000214-10000000(****5046)	☐ BL ACCT 00000214-10000000(****5020)	☐ BL ACCT 00000214-10000000(****1157)
☐ CHARLES R(****7166)	☐ CODY TEST(****6028)	☐ CODY TEST(****6366)

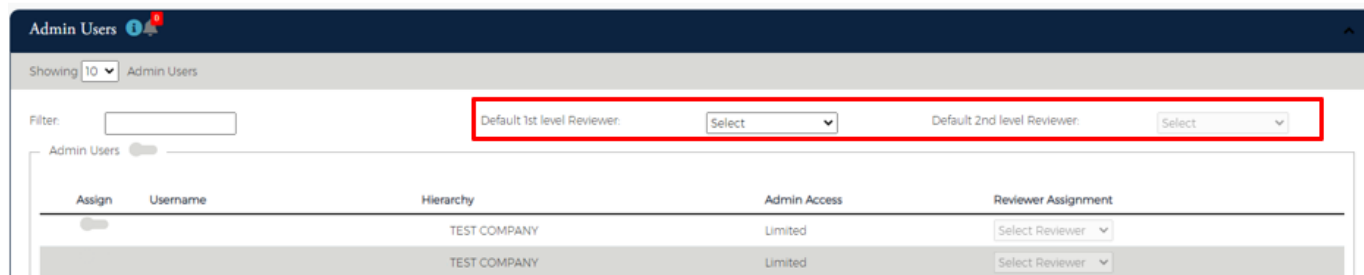
5. To assign admin users/expense report reviewers:



- Assign reviewers access to a cost center by clicking the toggle next to the username of the reviewer.
- Choose from the **Access** dropdown column to specify the default level for this reviewer specific to this cost center.



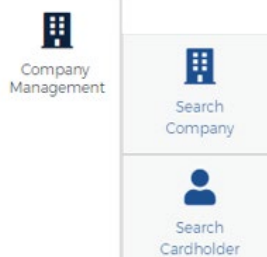
- **1st level Reviewer** – Allows you to make this person a 1st level reviewer by default in this particular cost center. You can select Default 1st level reviewer or no default and set the reviewer at the cardholder level.
- **2nd Level Reviewer** – Allows you to make this person the 2nd level reviewer by default in this particular cost center the Default 2nd level reviewer or no default and you set the reviewer at the cardholder level.
- **Assign Reviewers** – Allows this reviewer to be set at any reviewer level by default or at the cardholder level.



- When admin users/reviewers (dual control can be enabled) are mapped to a cost center and assigned to a particular cardholder, they appear on the cardholder's **Account Details** screen in eZBusiness.

Note: Until a cardholder is mapped to a cost center, all their transactions go to the Undefined cost center.

- From the homepage, click **Company Management**, then select **Search Cardholder**.



- Click the view account details icon.

Cardholder Search Results								
Showing 10 Cardholders ⚙️ 👤								
Corporation	Account Number	Employee ID	Cardholder	Username	Status	Account Balance	Credit Limit	Actions
8800Z8			BL ACCT	sdowlingqb	Open	\$222.25	\$1,000.00	 
8800Z8			BL ACCT I		Open	\$76,690.59	\$350,000.00	 

8. Click **Expense Management Allocations**.

Expense Management Allocations 

9. The Expense Management Allocations page will appear.

- 1st level approver will show.
- 2nd level approver will show (if one was set).

10. If you need to change the reviewer at the cardholder level, click the dropdown and choose a new admin user/approver

- Click **Save**.
- Only admin users assigned to this cost center will appear in the dropdown.
- Admin users must be set up in eZBusiness to be able to be assigned to a cost center or cardholder.

Expense Management Allocations		
Showing 10 Expense Management Allocations		
Cost Center Name	1st Level Reviewer	2nd Level Reviewer
Happy Department	admin	lsadmin
		Save

Mapping Expense Categories to Cost Centers

Mapping expense categories to a cost center can be used to flag certain expense categories as unauthorized.

- For example, you might have an ‘advertising’ expense category, but those purchases may be limited to certain cost centers only. (e.g: Your sales team, might be able to place ads, but customer service cannot).
- This also allows cardholders to manually override the general expense category for the item if they’re given the right to do so. (e.g: A company that does catering (has a restaurant and vending machines), might put food purchases in different accounts for the different operations. Rather than forcing employees to manually override the automatic coding in their expense report, it can be changed beforehand).

The fields used in this mapping are as follows:

- **Assigned** – This toggle signifies what expense categories this cost center has access to. All newly created expense categories will default to unassigned. These are what the cardholders see in the dropdown for their transactions. If not used, all categories appear for all cardholders providing flexibility when creating the expense report. If a reviewer doesn’t want to approve a particular transaction, they can exclude that amount from the final payout.

To assign ALL expense categories to this cost, click the toggle to the right. To assign categories individually click the toggle for only the categories you want assigned to this cost center:

- **Yellow – Unassigned**
 - For any expense category in this status or cardholders assigned to this cost center, charges won't automatically map to this cost center. It would be a manual process by the cardholder at time of expense report completion.
 - **Green – Assigned**
 - For any expense category in this status or cardholders in this cost center, charges will automatically be charged here but can be overridden by the cardholder.
 - **Red - Assigned And Unauthorized**
 - For any expense category in this status or cardholders in this cost center, charges will automatically map to this expense category and cannot be overridden by the cardholder.
- **Category** – The ledger code/name for this expense category.
 - **GL Type** – This dropdown identifies the GL assigned to this expense category:
 - **By Category** – Ledger code/name for this expense category.
 - **Cost Center** – GL code for the cost center.
 - **Other** – Manually assign a GL for this category at the cost center level.
- Note:** There can be different levels (e.g: by departments or by location).*
- **Mapped GL Code** – Shows the code/name for what GL Type is chosen in the dropdown.
 - **Auth** – Shows the authorized status for this cost center:
 - **Inactive** – Expense category is not active for this cost center.
 - **OK** – Expense category is active for this cost center.
 - **Not OK** – Expense category is active but not able to be overridden by the cardholder in this cost center.

Merchant Categories 1 24						
Showing 10 Merchant Categories						
Filter:		Unassigned Assigned Assigned And Unauthorized				
Assign	Category	GL Type	Mapped GL Code	Auth	QuickAction	
☒	1234 -Auto	Category	1234	OK		
☒	000002 -CASH	Category	000002	OK		
☒	000003 -CHARITABLEGIVING	Category	000003	OK		
☒	12354 -Client Meals	Category	12354	OK		
☒	000004 -CLOTHING	Category	000004	OK		
☒	2126 -COMPUTERRELATED	Category	2126	OK		
☒	000007 -EDUCATION	Category	000007	OK		

- **Quick/Action** – By clicking the icon, you can instantly view and make a change(s) to the expense category.

Merchant Categories 14

[Back to Categories](#)

List of Expense Categories GL1234 - Auto

Showing 10 Expense Categories

Filter:

Assign	MCC Code	Description
☒	5013	Auto Related
☒	5172	Auto Related

Mapping Additional Fields to Cost Centers

Assign additional fields that'll display for the assigned cardholder when accessing this cost center:

- **Mapped:** Use the toggle to assign the additional field to the cost center.
- **View:** Use the toggle to enable or disable the cardholder's ability to view the additional field.
- **Enable:** Use the toggle to enable or disable the cardholder's ability to edit the field. If this is not toggled on, the cardholder won't be able to select an item from a dropdown or add text to the field.
- **Always Present:** Use the toggle to enable or disable whether the field will always appear.

Note: All toggles should be enabled if the field is a required field (most common).

Additional Fields 14

Showing 10 Additional Fields

Filter:

Field Name	Field Caption	Mapped	View	Enable	Always Present
		☐	☐	☐	☐
		☒	☒	☒	☒
		☒	☒	☒	☒
		☒	☒	☒	☒
		☒	☒	☒	☒
		☒	☒	☒	☒
		☒	☒	☒	☒
		☒	☒	☒	☒
		☒	☒	☒	☒
		☒	☒	☒	☒

Showing 1 - 10 (16 Additional Fields) First << 1 2 >> Last

Editing a Cost Center

To edit an existing cost center, refer to the following steps:

1. From the **Expense Management Settings** page, click the edit cost center  icon.

Expense Management / Expense Management Settings ⓘ

☒ Enable Expense Management in eZCard/MyCard
 ☒ Send Reminder Email if There is no Response in days

☒ Statement cycle to be used for importing transaction

2. Click the modify  icon of the cost center you'd like to edit.

Cost Center Results

Showing Cost Center Name

Cost Center ID	Name	Description	Last modified date	Last Modified By	GL Code	Actions
1245	Accounting	Accounting	07/26/2022	test1	1	 

Searching for Cost Centers

To search for cost centers, refer to the following steps:

1. From the **Expense Management Settings** page, click the edit cost center  icon.

Expense Management / Expense Management Settings ⓘ

☒ Enable Expense Management in eZCard/MyCard
 ☒ Send Reminder Email if There is no Response in days

☒ Statement cycle to be used for importing transaction

2. Search by:

- **Cost Center ID**
- **Cost Center Name**
- **GL Code**
- **Description**

3. Click **Search** and the modify cost center page will appear.

Expense Management / Cost Center Name ⓘ

☒ Cost Center ID
 ☒ Cost Center Name
 ☒ GL Code
 ☒ Description

Reviewing Expense Reports

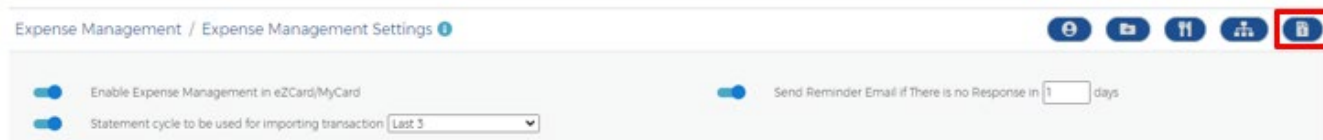
When a cardholder submits or re-submits an expense report, the 1st level reviewer should receive an email. The 2nd level reviewer (if assigned) will also receive an email once the 1st level reviewer completes their review. The cardholder will receive an email when reviewed by the 1st and 2nd level approver as final approval.

In the event of an account transfer, the following information is transferred to the new replacement account:

- The cardholder's cost center.
- 1st and 2nd level reviewers.
- Previously submitted expense reports.

Search for an Expense Report

1. From the **Expense Management Settings** page, click the expense report icon .



Expense Management / Expense Management Settings

Enable Expense Management in eZCard/MyCard ☒ Send Reminder Email if There is no Response in days

Statement cycle to be used for importing transaction

2. Click **Search** to view a list of all expense reports OR type one or more search criteria to view a list of reports that meet specific criteria, for example the Expense Report number in the Confirmation # field. Search can be done for up to 24 months.



Expense Management / Expense Report

First Name Last Name Employee ID Account Number Confirmation Number

Cost Center Name Reviewer Name Payment Method Status Subject

Select Modified Date

☐ My Review Queue ☐ Unauthorized Category ☐ Out of Pocket/Mileage/Spills ☐ Category Manually Changed

☒ Missing Receipt

Manage Filters

3. After the search criteria is entered, a list of expense reports matching that search should appear.

Expense Report Statuses

Status	Description
Submitted	The report is waiting for review.
Pending	The cardholder can initiate an expense report but has not yet submitted one.
In Progress	The cardholder has started an expense report but has not yet submitted it.
Approved	The 1 st level reviewer approved the report. If a 2 nd level reviewer is established, that person can now complete their review. When the 2 nd level reviewer approves, the status will move to final approval. When completing the Export GL report, checking the Finalize Expense Reports box gives the final approval to all submitted reports, and marks them as Paid.
Rejected	The first or second level Reviewer rejected the expense report and returned it to the cardholder in their Inbox within eZcard. The cardholder needs to correct the error and resubmit the report.
Review Expense Report	Click to complete the review after clicking Approve or Reject .

1. Select the report you want to view by click the  modify icon.



Confirmation Number	Cardholder Name(Account Number)	Subject	Cost Center Name	Status	Modified Date	Notice	Amount	Actions
258955		0235: Test 1st level approver	SALES	Final Approval	07/26/2022		\$59.32	 
254722		0195: Test 2 - Email test	IT	Submitted	03/02/2022		\$31.19	 
258253		183: Test Approval Only	IT	Final Approval	03/02/2022	Out of Pocket / Mileage Category Switch	\$98.54	 
215860		Aug 2021	Accounting	Submitted	08/17/2021	Out of Pocket / Mileage	\$31.56	 

2. Once the reviewer clicks the modify action to view a cardholder's expense report, the report will automatically become locked for review, so the cardholder temporarily cannot modify the report. A pop-up message will appear that the report is locked in for review by the reviewer.

 This expense report is locked for review by
 UAT Since
 05/05/2019 18.58

Expense Report Detail

1. To view the expense report, click the  view icon.

Expense Report Detail						
Showing 3		Expense Report Detail				
Exp Report Subtotal:						\$148.49
Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
04/01/2021	N/A	Bamboo Garden	PERSONALCARE	Cash	\$105.36	 
04/01/2021	N/A	Car trip to see clients	TRAVEL	Cash	\$43.13	 
Credit Card Subtotal:					\$0.00	
Out of Pocket Subtotal:					\$105.36	
Cash Subtotal:					\$105.36	
Check Subtotal:					\$0.00	
Credit Card Subtotal:					\$0.00	
Mileage Subtotal:					\$43.13	
Personal Expense Subtotal:					\$0.00	
Grand Total:					\$148.49	

2. To view **Transaction Receipt Images**, click the  icon next to **Receipt Images**.

Expense Report Detail						
Exp Report Subtotal:						\$148.49
Back to Expense Report Detail						
Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
04/01/2021	N/A	Bamboo Garden	PERSONALCARE	Cash	\$105.36	
 Receipt Images						
 Out of Pocket / Mileage						
 Addendum Data						
Save						

3. The receipt image will appear.
4. To view transaction details, click the  next to **Transaction Details**.
5. To get back to the expense report, click **Expense Report Detail**.

Expense Report Detail

Exp Report Subtotal: \$59.19

[Back to Expense Report Detail](#)

Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
01/28/2022	FOOD AT KHAD HOM THAI	FOOD AT KHAD HOM THAI	Client Meals	Credit Card	\$59.19	

Receipt Images

Transaction Details

Transaction Item Detail

☒ Include in Expense Report ☐ Personal Item

Transaction Type: FOOD AT KHAD HOM THAI Description: FOOD AT KHAD HOM THAI Date: 01/28/2022

Original Category: Client Meals New Category: Client Meals Payment type: Credit Card

Amount: \$59.19

Memo:

Additional Fields

CustomerName:

[Split Transaction](#)

6. To edit an expense report, click the edit icon.

Expense Report Detail

Showing 2 Expense Report Detail

Exp Report Subtotal: \$148.49

Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
04/01/2021	N/A	Bamboo Garden	PERSONALCARE	Cash	\$105.36	
04/01/2021	N/A	Car trip to see clients	TRAVEL	Cash	\$43.13	

Credit Card Subtotal:	\$0.00
Out of Pocket Subtotal:	\$105.36
Cash Subtotal:	\$105.36
Check Subtotal:	\$0.00
Credit Card Subtotal:	\$0.00
Mileage Subtotal:	\$43.13
Personal Expense Subtotal:	\$0.00
Grand Total	\$148.49

7. Click the icon next to **Transactions Details** to open this field and make changes if needed.

8. In the event an admin user/reviewer would like to edit an expense report rather than reject it back to the cardholder, the following fields can be edited:
- **Include In Expense Report** - Toggle on or off to include this transaction in the submitted expense report.
 - **Personal Item** - Toggle on or off to make it a personal item.
 - **New Category dropdown** - The ability to change the expense category
 - **Split Transaction** - The ability to split the transaction between.

Expense Report Detail

Exp Report Subtotal: \$51.19

[Back to Expense Report Detail](#)

Date	Transaction Type	Description	Original Category	Payment Type	Amount	Actions
09/28/2022	FOOD AT KHAD HOM THAI	FOOD AT KHAD HOM THAI	Client Meals	Credit Card	\$51.19	

+ Receipt Images

Transaction Details

Transaction Item Detail

☒ Include in Expense Report ☐ Personal Item

Transaction Type: FOOD AT KHAD HOM THAI Description: FOOD AT KHAD HOM THAI Date: 09/28/2022

Original Category: Client Meals New Category: Client Meals Payment type: Credit Card

Amount: \$51.19

Memo:

Additional Fields

Customer Name:

[Split Transaction](#)

9. To view cardholder notes, click the [View](#) icon next to **Cardholder Notes**.
10. To view reviewer notes, click the [View](#) icon next to **Reviewer Notes**.
11. To approve an expense report:
- The reviewer must add a note before approving. To add note, click **Add New** to the right of **Reviewer Notes**.
 - Click the [Approve](#) icon.
12. To reject an expense report:
- The reviewer must add a note before rejecting. To add a note, click **Add New** to the right of **Reviewer notes**.
 - Click the [Reject](#) icon.

Expense Management / Expense Report Detail

[Back to Expense report](#)

Cardholder Name	VIRTUAL ACCT DOWLING Z	Account Number	556509****0191	Expense Report Name	Test 2 - Email test
Status	Submitted	Cost Center Name	IT	# of Receipts	1
# Mileage Transactions	0	# out of Pocket Transactions	0		
Reviewer Notes	Add New View	Cardholder Notes	Add New View		

[Approve](#) [Reject](#)

Data Analytics

Reports are user specific and not able to be shared among other admins in the same company.

Home
 Data Analytics

My Reports English

☒ All

☒ Report Type

☒ Report Description

Report Templates

Report Category▼	Report Type▼	Report Description▼	Actions
Admin Management	Admin Activity Report	Admin Activity Report	
Admin Management	Admin User Detail Report	Admin User Detail Report	
Expense Management	Category Leaderboard Reports	This report type shows the most active Expense Categories that are used by Expense Reports over a specified timeframe	
Expense Management	Cost Center Leaderboard Reports	This report type shows the most active Cost Centers that are used by Expense Reports over a specified timeframe	
Expense Management	Expense Report Detail Search (Company Level)	Use this report type to search for expense report detail items within your company	
Expense Management	Expense Report Search (Company Level)	Use this report type to search for expense reports within your company	
Expense Management	FI-Level Company Usage Report	This is the FI-Level Expense Management Company Usage Report. It is used to determine which companies are using expense management, and in what capacity (relative usage, amount of configuration, etc)	
Expense Management	Statement Of Accounts	This is the Statement of Accounts Report, which can generate PDF reports based on statement cycle, and preview these reports	

My Reports

Report Type▼	Report Name▼	Report Description▼	Report Created▼	Report Modified▼	Report Last Run▼	Actions
--------------	--------------	---------------------	-----------------	------------------	------------------	---------

Creating a Report

1. Enter the **Report Name**.

Report Details

Report Type:

Expense Report Detail Search (Company Level)

Report Name:

Description:

2. Enter the **Report Parameters**.

Report Parameters	
Cardholder Name/Account Number:	Cardholder Name/Account Number
AccountNumber Mask:	12
Category Manually Changed:	
Confirmation Number:	Confirmation Number
Out of Pocket/Mileage/Split:	
Cost Center Option:	All
Select Date Type:	Select
Include Additional Fields:	
Include Billing Act:	
Include personal:	
Unauthorized Category:	
Payment Method:	(All)
Status:	All

3. Select the **Report Columns**. This allows the company to select which fields are in a certain position within the report e.g: they want the Tran Date first, they will move the field up utilizing the arrows on the

right of the certain field. If the customer doesn't want to include certain fields, uncheck the box to the left of the field.

Report Columns

Select / Unselect All

☒

Mcc Code

☒

Mcc Code Desc

☒

Posting Date

☒

Transaction Date

☒

Transaction Code

☒

Reason Code

☒

Merchant Name

☒

Transaction Desc

☒

Amount

☒

Reference Number

☒

Merchant State

☒

Merchant City

☒

Merchant Zip

☒

Transaction Type Desc

☒

Transaction Type

☒

Submit Date

☒

Cost Center Number

☒

Cost Center Name

☒

Cost Center Ledger Code

☒

Pay Type

☒

Is Manual

☒

Category Changed

☒

Orig Category Name

4. Once complete, click **Save**.

Associated Bank, N.A. Member FDIC. Equal Housing Lender and Equal Opportunity Lender.

(09/26) W1116900

