1 | Procurement Cards

1.1 | Steps: Set Up AMEX KR1075 Procurement Card Processing

Prerequisites

- Implementing AMEX KR1075 procurement card processing includes storing full credit card numbers in a secure environment. This requires you to log a case with Workday Customer Support. We arrange for a member of our Professional Services group to contact you to determine scope, level of effort, and potential costs associated with providing assistance.
- Create an integration system user account to secure the integrations for:
    - *AMEX GL1205 Credit Cardholder Listing File Import*
    - *AMEX KR1075 Credit Card Transaction File Import*
    - (Optional) *Purge Worker Credit Cards*
- For authorized users, set up access to the *Manage: Credit Card Data* security domain. This domain enables the users you authorize to view full credit card numbers and associated tokens on an as-needed basis.

Context

Download AMEX cardholder files into a secure environment to store unmasked credit card numbers, and to create and maintain employee corporate credit card profiles. Within this environment, full credit card numbers are associated with tokens, and the tokens secure procurement card transactions you download into your Workday tenant.

Using AMEX credit card processing features, you can:

- Load cardholder files.
- Load transaction files.
- Settle payments to credit card issuers or banks.
- (Optional) Purge obsolete credit cards from Workday.

Steps

1. Create a corporate card account for your AMEX card issuer or bank.
   See Create Corporate Procurement Card Accounts.
2. Set up worker procurement cards.
   These are created automatically when you import *AMEX Cardholder Listing Files*, or you can create them manually.
   See Create Worker Procurement Cards.
3. (Optional) Set up credit cards as the default payment type for suppliers.
   See Create Suppliers.
4. Configure the *AMEX GL1205 Credit Cardholder Listing File Import* integration.
   See Steps: Set Up Integration for Credit Cards and Transactions.
5. Launch or schedule the integration to load *AMEX Cardholder Listing Files* into Workday.
   See Steps: Set Up Integration for Credit Cards and Transactions.
6. Use the Change AMEX Procurement Card Cardholder Details task to view and resolve any discrepancies.
7. Configure the *Import PCard Transaction File (AMEX-KR1075)* integration.
   See Steps: Set Up Integration for AMEX Procurement Card Transactions.
8. Launch or schedule the *Import PCard Transaction File (AMEX-KR1075) AMEX* integration.
   See Steps: Set Up Integration for AMEX Procurement Card Transactions.
9. Review transactions and resolve errors from the credit card transaction file load.
   See Review Procurement Card Transactions.
10. Generate a settlement run to settle payments to card issuers.
    See Create Manual Settlement Runs.

Depending on the workflow for your organization, you can generate settlement runs after workers verify procurement transactions or when procurement card transaction files are loaded into Workday.

11. Approve the payment release, and complete and approve any additional *Payment Release Event* business process steps to send payments to the card issuer or bank.

12. (Optional) Map suppliers from credit card transaction files to suppliers in Workday.
    See Map Suppliers from Procurement Card Transactions.

13. Verify Procurement Card Transactions

14. Review procurement card transaction verifications and update information as necessary.Workers verify procurement card transactions and submit them for approval.

15. Workers verify procurement cardNotify workers when their credit card transactions are available to review.
    See Notify Workers about Procurement Card Transactions.

16. (Optional) Configure the integration system for *Purge Expense Credit Cards* integration.
    See Steps: Set Up Integration for Credit Cards and Transactions.

17. (Optional) Schedule or launch credit card purges.
    See Steps: Purge Worker Credit Card Numbers.

Result

Payments are made to card issuers or banks.

Related Information

Reference
Reference: Credit Card Reports

1.2 | Steps: Set Up Integration for AMEX Procurement Card Transactions

Prerequisites

Implement an integration for AMEX Cardholder Listings. Then you can upload listing files for any credit card account for which you import transactions.

Note: The credit card secure environment is only available to tenants that Workday hosts in U.S.-based data centers. If you host your tenants in a data center outside the U.S., you can't import files with unmasked credit card numbers. Contact Workday Support if you need assistance determining which Workday data center hosts your tenants.

Context

Create an integration system to download American Express (AMEX) procurement card transactions. Process them in Workday using Workday tasks for procurement card verification and settlement processing. Workday supports electronic load for AMEX file format KR1075 Line Item Detail-Daily Unbilled Transactions.

The integration accepts transaction files with unmasked credit card numbers. American Express provides transaction files with all digits visible. The integration loads transaction files into a secure credit card environment, where it replaces the credit card number with a (previously generated) token. The integration then imports the transaction file into your Workday environment. Since a token (a long string of numbers and letters) replaces the number, the credit card number itself is secure.

When you configure the integration system, you can specify a retention period of up to 180 days for the imported files. You can also configure the Workday sequence generator to create a unique filename for each imported file.

Steps

1. Access the Create Integration System task and enter *Import PCard Transaction File (AMEX KR1075)* at the New Using Template prompt.
   Security: *Integration Build* and *Integration Configure* security domains.
2. (Optional) To enable mapping of supplier codes to corresponding suppliers in Workday, enable the Dynamic Map Service - Suppliers integration service.
3. Grant the integration *Get* and *Put* access to the *Process: Credit Card* security domains.
   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. As a related action on your integration template, select Integration System > Configure Integration Attributes. Available attributes vary depending on whether you enabled the *Dynamic Maps Service - Suppliers* integration service:

Option	Description
ISO Currency Type	Specify whether the incoming files have alphabetic or numeric currency codes. The default is *Numeric*. To change the value, select the Override Template Values check box and select *Alphabetic* at the Value prompt.
Truncate Leading Zeros on EMPID	Specify if Workday can delete any leading zeros on the employee ID on import.
Document Retention Policy	Specify how many days to keep the imported files. The default retention period is 30 days. To store the files, select the Override Template Values check box, click the Value prompt, and select a retention period.
Dynamic Map Type - Suppliers	When implementing this integration, accept the default settings. You can modify these settings only if instructed to do so by Workday Support.
Dynamic Map Source Type - Suppliers	When implementing this integration, accept the default settings. You can modify these settings only if instructed to do so by Workday Support.
Dynamic Map Fuzzy Confidence Threshold - Suppliers	When implementing this integration, accept the default settings. You can modify these settings only if instructed to do so by Workday Support.

Option	Description
Dynamic Map Fuzzy Term Similarity - Suppliers	When implementing this integration, accept the default settings. You can modify these settings only if instructed to do so by Workday Support.

5. Set Up Integration Retrieval.

   Specify how the integration system retrieves the card file.
6. Schedule or Manually Launch an Integration.

   Schedule how often you want Workday to launch the integration.

Result

You can now launch or schedule the integration to load AMEX Procurement credit card transactions into Workday.

1.3 | Create Corporate Procurement Card Accounts

Prerequisites

Security: *Set Up: Credit Card* in the Common Financial Management functional area.

Context

You can create the corporate credit card accounts your organization uses for procurement. You can also determine how to process the credit card transactions of your workers.

Steps

1. Access the Create Corporate Credit Card Billing Account task.
2. As you complete the Account Details section, consider:

Option	Description
Account Number	Enter the account number as it displays in the external file from the card issuer. If the account number is masked in the file, mask the number in the Account Number field. Valid characters include X and numerics only. Example: Masked credit card number *xxxxxxxxxxxx5678*. - Enter *AMEX GL1025* and *AMEX KR1075* account numbers exactly as they display in the Billing Basic Account Number field. - Enter *Bank of America SBF* account numbers exactly as they display in the Corporate Account Number field.
Usage	Select *Procurement*.
Payment Responsibility	Select *Corporate* as the payment responsibility for procurement cards.

Option	Description
Is Inactive	Select to inactivate the corporate credit card account.

3. To create accounting journal entries when you load procurement card transactions into Workday, complete these fields:
    a. Company.
    b. Spend Category.
    c. Balancing Worktag if your company uses worktag balancing.
    d. Optional Balancing Worktags:

       When you enable optional worktag balancing on the Maintain Worktag Balancing Configuration task, Workday fully balances journal lines by optional balancing worktags. Journal lines automatically:

        ▪ Inherit optional balancing worktags based on the worktag types selected.
        ▪ Generate due to and due from entries to balance transactions.

4. Complete *Processing Options*:

Option	Description
Electronic Load Only	Workday automatically selects this option for procurement cards and you can't change it.
Allow Negative Reimbursable Total	Select to enable negative reimbursable amounts when you process credit card transactions under corporate liability. Recover negative reimbursable amounts from workers manually and manage processing outside of Workday.
Pay Unapproved Procurement Card Transactions	Select to pay the credit card issuer before workers verify and reviewers approve procurement card transactions. Once you complete a transaction with the corporate card, you can't change this selection.

5. Complete *Payment Details*:

Option	Description
Default Payment Type	Select the default payment type for remitting payments.
Produce Remittance File	Use for expense credit cards only.
Remittance Integration System	Use for expenses credit cards only.

6. Complete these tabs:

Option	Description
Contact Information	Enter contact information, such as the remit-to address to pay the card issuer.
Settlement Bank Account	If you remit payments directly to the card issuer or bank, complete payment details and settlement bank account information.
Alternate Names	Specify *Remit To* and *Reference* information.

Next Steps

- To create credit card accounts for workers, access the Create Credit Card task.
- To view existing credit card accounts, use the Find Credit Cards for Corporate Account report.

Related Information

Tasks

Verify Procurement Card Transactions

Associate a Balancing Worktag with Procurement Card Transactions

1.4 | Create Worker Procurement Cards

Prerequisites

- Configure a corporate credit card billing account with a credit card issuer or bank.
- Security: *Set Up: Credit Card* domain in the Common Financial Management functional area.

Context

Create worker expense and procurement credit cards for your corporate credit card billing account program.

Note: For security purposes, Workday only stores the last 4 digits of the credit card number. If you use American Express unmasked credit card file formats, Workday stores card numbers in a secure environment and translates them into tokens before loading cardholder files and credit card transactions. For transactions you load electronically, Workday matches the data to payees based on the cardholder IDs in the transaction file.

Steps

1. Access the Create Credit Card task.
2. Select the Corporate Credit Card Billing Account for this card.
   The account you select determines the Credit Card Type and who's responsible for settling the account with the card issuer: your company, the payee, or if it's shared responsibility.
3. Select Worker Credit Card as the Credit Card Category.
4. Enter or update the Masked or Scrubbed Credit Card Number, if they weren't included from an *AMEX Cardholder Listing File* integration.
5. As you complete the task, consider:

Option	Description

Option	Description
Reassignment Enabled	Available if the configured corporate card usage is Expenses. Select to enable the worker and credit card administrators to reassign credit card transactions to other expense payees so that they can expense them.

Account Status	To change the account status, select either:
	
	   ◦ *Active*
	   ◦ *Canceled*
	   ◦ *Deleted*
	   ◦ *Error*
	   ◦ *Suspended*
	
	The account status default is *Active*. For AMEX credit card billing accounts, the account status is generated from the *Cardholder Listing File*. If you receive errors because the *Cardholder Listing File* import doesn't load all required data, search on account statuses to correct credit card profile information.

Monthly Limit	Use to report on monthly accumulated limits for this credit card account. Credit card limits accumulated from point of sale transactions.
Transaction Limit	Use to report on transactions over the limit you specify. Workday enforces transaction limits during point of sale transactions.
Cash Access Allowed	Select to enable the worker to use this card to obtain cash for noncredit card transactions, such as bridge tolls.

6. For AMEX unmasked credit cards, enter a credit card number manually using the Maintain Credit Card Number option to store it in the Payment Card Industry (PCI) environment.
   You can only access this option if:
   - You're a credit card administrator with authorization to the PCI environment.
   - The credit card isn't in *Purged* status.

Next Steps

Load credit card transactions into Workday through an external file downloaded from the card issuer.

- For expense credit cards, workers can include downloaded transactions on expense reports.
- For procurement cards, workers can verify downloaded transactions using the Verify Procurement Card Transactions task.

To reassign the loaded credit card expense transactions to an expense payee other than the configured payee, access the Reassign Expense Credit Card Transactions task.

If you enable manual credit card transaction entry on the corporate credit card billing account, workers can also enter credit card transactions on expense reports.

If the associated cardholder is incorrect and there are no transactions against the card, access the Change Cardholder related action to select the correct cardholder.

Related Information

Tasks

Change Workers on Procurement Cards

1.5 | View Procurement Card Transaction Verifications

Prerequisites

Save procurement card transaction verifications in Workday.

Context

Review the status of procurement card transaction verifications.

Steps

1. Access the Find Procurement Card Transaction Verifications report.
   This report provides the *Status*, *Verification Amount*, and other information for each verification.
2. Select a Procurement Card Transaction Verification to view details:

Tab	Description
Credit Card Transactions	o Transaction information includes *Credit Card Transaction*, *Supplier*, and *Remaining Transaction Amount to Verify*. o Transaction Details provides line item details including *Spend Category*, *Quantity*, and *Worktags*.
Credit Card Payments	View details for procurement card payments, including payment *Status*, the *Settlement Run*, and the *Payment Amount*.
Process History	Review the *Process*, *Step*, *Status*, and other details.

3. To update details in a procurement card transaction verification, select the Edit or Change related action.

1.6 | Map Suppliers from Procurement Card Transactions

Prerequisites

- (Optional) Configure *Dynamic Map Integration Services* in the credit card integration template to match credit card transaction file data to suppliers in Workday.
- Create the integrations for corporate cards your company uses to import procurement card transactions.
- Load procurement card transaction files into Workday.
- (Optional) Set up alternate names in the Create Supplier Change related actions task and select *Integration Name Matching* as the **Alternate Name Usage**. The Alternate Name Usage ensures accurate matching from downloaded suppliers in procurement card transaction files to suppliers in Workday. There is no match to the DUNS number and supplier name from the file.

Context

Map suppliers loaded into Workday from procurement card transaction files, view matched transactions, and modify them when needed.

Steps

1. Access the Find Credit Card Transaction Files report.
2. Click View on a procurement transaction file that displays a quantity for *Transactions Missing Suppliers*.
3. Click Map Suppliers.
   Workday lists unmatched suppliers from the procurement card transaction load.
4. From the Supplier Name In Workday prompt, select a supplier to map to the *Supplier Name In File*.
5. Check Save Alternate Name to map the supplier and store a permanent name for matching this supplier in future transaction loads.
6. Check one of these:
   - Apply Mapping & Refresh to map other transactions for this supplier in the file and continue mapping additional suppliers.
   - Apply Mapping & Finish to apply mapping to any additional transactions and finish mapping this file.
7. (Optional) Click Show All Transactions to view the transactions in the file. The transactions include unmapped, those you've mapped, and those matched during the integration.
   You can then modify supplier alternate name mapping as necessary.

Result

- Mapping is complete for future transactions containing this supplier.
- Workday matches suppliers from downloaded procurement card transaction files to suppliers in the Verify Procurement Card Transactions and Verify Procurement Card Transactions for Worker tasks.

Related Information

Tasks
Create Suppliers

1.7 | Verify Procurement Card Transactions

Prerequisites

- Configure the *Procurement Card Transaction Verification Event* business process and security policy.
- Include the *Initiate Procurement Card Transaction Verification Intercompany Event* action step in the *Procurement Card Transaction Event* business process.
- To run budget check throughout the *Procurement Card Transaction Verification Event* business process, configure the *Budget Check* action step.
- To authorize a worker procurement card transaction verification for other workers:
  - Assign them to the appropriate Organization Types and Security Group Types.
  - Set up security access to the *Process: Procurement Card Transaction Verification* domain.
- Assign security groups to delegate the initiation step of the *Procurement Card Transaction Verification Event* business process.
- To enable procurement card verifications for intercompany affiliates:
  - Configure the *Procurement Card Transaction Verification Intercompany Event* business process and security policy.
  - Include the *Initiate Procurement Card Transaction Verification Intercompany Event* action step in the *Procurement Card Transaction Event* business process.
  - Access the Edit Company Intercompany Profile task and select additional companies for intercompany procurement card transactions availability on verifications.

Context

You can verify procurement card transactions loaded into Workday for yourself or on behalf of another worker.

Steps

1. Access the Verify Procurement Card Transactions or Verify Procurement Card Transactions for Worker task.
2. Select the transactions you want to verify.
3. As you complete the Transaction Details tab, consider:

Option	Description
Add	Select to include additional transactions in the verification.
Credit Card Transaction	Select an available transaction from the prompt.
Supplier	Select a supplier from the prompt to filter the Purchase Order and Supplier Contract results. If the credit card transaction includes a supplier, Workday populates the supplier.
Purchase Order	To include purchase order lines in the verification, select a purchase order with a current status of *Issued*.
Supplier Contract	To include contract lines in the verification, select an approved supplier contract. The supplier contract type can't include *Manual* or *Scheduled* attributes for purchase orders.

Option	Description
Sales Tax Collected	Workday populates the sales tax collected from the credit card transaction, but you can change it.
Default Tax Option	You can self-assess tax on company card transactions when you select the Calculate Self-Assessed Tax option.
Default Tax Code	Select to populate on the transaction details line.
Tax amount	The sum of the tax calculated from your transaction details line.

4. Review the line transaction details and modify them as needed.

Option	Description
Company	Workday populates the company from the verification header. For intercompany transactions, you can select a company from your intercompany profile.
Item/ Item Description	If you select a purchase order or supplier contract for the transaction, Workday populates and locks the Item prompt. You can also select an item from the prompt or create a purchase item.
Spend Category	If you select a value from the Item prompt, Workday populates the spend category. Workday locks the field if the transaction is related to a purchase order or supplier contract.

5. (Optional) To add transaction attachments to the Attachments section, upload, or drag and drop files that support the transaction, such as receipts.
   Workday supports the file types listed in the Edit Tenant Setup - System task for business document attachments.
6. (Optional) From the related actions menu, select the *Budget Check* option to view or change the budget date on a transaction line or split. You can determine which transactions go through budget check during a specific budget control period.
   You can select:
   - The Select All check box to trigger the Budget Date field and update all the lines on a transaction.
   - Specific transactions and update the Budget Date column.

Workday synchronizes the budget date on spend transaction lines and cost reimbursable spend lines to support budgetary control and grants spend management.

Result

- After approving procurement card verifications, you can't invoice or receive against related supplier contract or purchase order lines.
- For procurement card transactions related to a purchase order or supplier contract, Workday creates a liquidating journal for the associated obligation for the amount of the transaction.
- Workday processes split lines at the split level, not the line level, to provide more visibility into procurement details.

Next Steps

- Use the Find Procurement Card Transaction Verifications or My Procurement Card Transaction Verifications reports to review your verifications of procurement card transaction.
- From the procurement card verification, access the Line Details tab to drill into transaction details, including line splits.
- From the related actions menu of an approved procurement card verification, access the View Accounting option to review accounting and ledgers.
- Settle the approved procurement card transactions. The settlement process creates and settles the transactions. When the process completes, Workday updates the accounting entries for each payment.

Related Information

Concepts
Concept: Settlement Processing
Tasks
Steps: Set Up AMEX KR1075 Procurement Card Processing
Steps: Use Settlement
Steps: Configure Budget Checking for Spend Transactions
Reference
The Next Level: Purchase Orders and Supplier and Contract Management in Workday Procurement

1.8 | Notify Workers about Procurement Card Transactions

Prerequisites

The worker must have a corporate credit card with a provider with whom you have set up a Workday integration.

Context

You can create an alert to notify users when they have new credit card transactions that aren't associated with an expense report.

Steps

1. Copy Reports.
   Select the Credit Card Transactions Not Expensed report.
2. Configure and View Alerts.
   Create an alert to notify users of new credit card transactions that aren't associated with an expense report.

1.9 | Change Workers on Procurement Cards

Prerequisites

- Create worker credit cards with a corporate account card issuer.
- Create transactions to upload on expense reports or procurement card verifications.
- Security: *Set Up: Credit Card* domain in the Common Financial Management functional area.

Context

You can change the cardholder on the account if the cardholder on a credit card is incorrect. You can also move credit card transactions to another credit card associated with the same or a different cardholder.

Steps

- Change cardholder on a credit card account:
    1. Access the Find Credit Cards report.
    2. Select Credit Card > Change Cardholder from the Credit Card related actions menu.
    3. In the New Cardholder field, select the cardholder to associate with this credit card account. For nontokenized American Express (AMEX) and Mastercard cards, Workday automatically populates the Expense Credit Card ID field.
    4. In the Update Expense Payee section, determine whether to assign all or only unassigned nonexpensed transactions to the configured cardholder.
  The related action displays only when the credit card has no expensed transactions.
- Update information on a credit card account:
    1. Access the Edit Credit Card task.
    2. Update information, such as the Cardholder Embossed Name, Monthly Limit, and Cash Access Allowed.
- Move credit card transactions to a different credit card:
    1. Access the Find Credit Cards report.
    2. Select Credit Card > Move Credit Card Transactions from the Credit Card related actions menu.
    3. In the New Expense Credit Card field, select the credit card for the transactions to move or create a new worker credit card.
  The related action displays only when:
    - The credit card has transactions.
    - There are other credit cards with the same corporate credit card billing account.
    - The cardholders match.
- Change credit card for credit card transaction:
    1. Access the Find Credit Card Transactions report.
    2. Select Credit Card Transaction > Change Credit Card from the Credit Card Transaction related actions menu.
  You can change the cardholder to the same or a different cardholder.

      The related action only displays if the transactions are *New* and the credit cards belong to the same corporate billing account.

    3. In the Credit Card Transaction Assignee section, consider updating the assignee of the transaction to the newly assigned cardholder.

Result

You can find credit card transactions in *New* status in the configured credit card transaction assignee.

Next Steps

Contact your corporate card account issuer to request changes in cardholder information associated with this worker credit card.

1.10 | Review Procurement Card Transactions

Prerequisites

- Set up the integration for the transaction files used for credit card processing, and load transactions into Workday.
- Security: *Process: Credit Card* domain in the Common Financial Management area.

Context

You can find credit card transaction files, view details for each transaction, and correct transactions in error. Depending on the transaction file credit card usage type, you can:

- Map merchants.
- Map airports.
- Map cities.
- Map suppliers.

Steps

1. Access the Find Credit Card Transaction Files report.
   Find the transaction files for expense credit cards and procurement cards.
2. Drill down on transaction files to perform actions:
   - In expense and procurement transactions, Fix Errors.
   - In expense transactions, Map Merchants, Map Cities, and Map Airports.

     You can only map airports for transactions with trip leg data.

   - In procurement transactions, Map Suppliers.
3. Access the Find Credit Card Transactions report to find specific credit card transactions and modify them as needed.
   Select Edit from the Credit Card Transactions file related actions menu to update information such as the Extended Transaction Amount and Worker Credit Card.
4. Access the Find Credit Card Transactions report to find specific credit card transactions and modify them as necessary.

Related Information

Tasks
Create Corporate Procurement Card Accounts
Map Suppliers from Procurement Card Transactions
Reference
Reference: Credit Card Reports

1.11 | Fix Procurement Card Transaction Errors

Prerequisites

- Download files from your corporate card or travel booking integration.
- Security:
  - *Process: Travel Booking* domain in the Expenses functional area.
  - *Process: Credit Card* domain in the Common Financial Management functional area.

Context

You can correct transactions or records in error to process them in Workday.

Steps

1. Access 1 of these reports:
   - Find Credit Card Transaction Files, for expense credit cards and procurement card transactions.
   - Find Travel Booking Record Files, for travel booking records.

   The reports display the files from your search criteria and identify files in error.
2. Select a file with transactions or records in error.
3. Click Fix Errors.

Option	Description
Credit card transactions from expense credit card or procurement card transaction files	You can only fix errors in the transaction such as the Worker Credit Card and Transaction Currency. You can't change other values transmitted in the download.

Option	Description
Travel booking records from travel booking transactions files	From the prompt, select the Worker to assign to the travel booking record. If a travel booking record doesn't successfully map to a worker from the integration file, Workday uses the company defined in the integration. Once you assign a worker, Workday updates the company to the worker's company if it's different.

Result

Workers can include the fixed transactions and records on expense reports and procurement card transaction verifications.

Related Information

Tasks

Steps: Set Up Integration for AMEX Procurement Card Transactions

1.12 | Reference: Credit Card Reports

Use these reports to view information about credit card accounts and transactions. For each report, this table describes why you would use it and what to do next. For a complete list of reports by area, run the Workday Standard Reports report.

Report Name	Purpose	Next Step
Find Credit Cards for Corporate Credit Card Billing Account	Review all expense payee credit cards associated with a corporate credit card billing account. This report is also available from the related actions menu of the corporate credit card billing account.	From the related actions menu of the Employee, you can view My Expense Transactions. From the related actions menu of the Credit Card, you can edit the credit card account or change the expense payee.
Find Credit Card Transaction Files	Use this report to identify errors that might have occurred during the file load. Review a summary of credit card transaction files that you've loaded into Workday. The report includes the number of new transactions in error. You can review individual transactions and edit the erroneous transaction from the report.	From the related actions menu of the Credit Card Transaction File, you can: • Access all transactions in individual transaction files. • View and edit the transactions in the file that are in error. • Maintain merchant, airport, or city mapping for corporate cards with *Expenses Usage*. • Map suppliers for corporate cards with *Procurement Usage*.
Find Credit Card Transactions	View this report to display a list of credit card transactions.	You can: • Create an expense report from the related actions menu of the Expense Payee. • Reassign transactions or change the assigned credit card from the related actions menu of the Credit Card Transaction. From the related actions menu of the Expense Report, you can: • Copy an expense report. • View accounting details.

Report Name	Purpose	Next Step
Find Cardholder Listing Files	View this report to list all credit cards in the file, and identify *Credit Cards Loaded in Error*. Example: Credit cards that don't match with an employee.	You can explore credit card details and modify information as necessary. Select the Cardholder Listing File to review from the list of files.
View Cardholder Listing Files	This report displays *Account Status*, identifies if there was a *Credit Card Load Error*, and other information.	Select the Maintain Credit Card Number option to review and maintain unmasked credit card numbers on an as-needed basis if: • You're an authorized user. • The credit card account includes a generated Credit Card Token.
Find Credit Cards	View this report to select criteria such as the *Expiration Date*, *Account Status*, and whether a *Credit Card Token exists*.	Correct any errors generated from cardholder files. If you've made corrections or modifications, run the appropriate report and validate the results. From the related actions menu of the Credit Card, you can: • Change the assigned cardholder. • Assign all or only unassigned transactions to the new payee.
View Corporate Credit Card Billing Account	View details of corporate credit card billing accounts, such as: • Card type. • Who's liable for payment. • Whether workers can create manual credit card transactions during expense report creation.	From the related actions menu of the Corporate Credit Card Account, you can: • Edit the account. • Find credit cards associated with the account.

Report Name	Purpose	Next Step
View Credit Card	View details on credit card accounts, such as: • Corporate card account. • Card type. • Expiration date.	From the related actions menu of the Credit Card, you can: • Edit credit cards. • Change cardholders. This related action is only available if the transaction is in *New* status and the credit card only has nonexpensed transactions. From the related actions menu of the Corporate Credit Card Account, you can: • Edit the account. • Find other credit cards associated with the account.
Find Unassigned Central Travel Card Transactions	This report displays a list of all unassigned central travel card transactions loaded for your organization. View details of each transaction, such as: • Organization. • Amount. • Passenger name.	Assign or reassign central travel card transactions to a new Expense Payee.