

Expense Manager Admin Guide

Basware P2P 18.2



1 Expense Management

1.1 Overview of Expense Administration

Specific administrative data must be provided for the Expense Manager to function properly. If Purchase Manager is in place, locations, users, groups, and other basic purchasing administrative data are inherited. If Purchase Manager is not in place, then locations, users, groups, and other basic administrative data need to be established. However, expense types and expense items for the Expense Manager module must always be defined and are not inherited from any other module.



2 Expense Manager Setup Process

Complete the tasks outlined in the process below to set up Expense Management.



- 1. Verify general system settings such as email, fax, etc. are set up.
- 2. Create Travel & Expense locations. Refer to General Admin Guide Adding Locations.
- 3. Verify Travel & Expense permissions.
- 4. Create an initial Travel & Expense vendor type.
- 5. Create an initial Travel & Expense vendor.
- 6. Create an expense type.
- 7. Verify the manufacturer system setting.
- 8. Create the rest of the Travel & Expense base data.
- 9. Define expense itemization.

2.1 Travel and Expense Permissions

It is important to verify that all of the Travel & Expense permissions except the "Restrict" permissions are checked for the admin user ID. This provides access to all the Travel & Expense administration functionality needed to configure the module.

- 158 Restrict to View-Only Travel & Expense Reports: This restrictive permission only allows the user to view the information, but not perform any actions.
- 172 Manage Data Attributes: Allows user to customize input fields for replacement cards, spend limit increases, items, and more.
- 2002 Can Charge Expenses to Selected Locations: This permission allows the user to charge expenses to specific locations. The locations must be selected using the select locations link.
- 2003 Can Release Expense Reports (Reconcile): This permission allows the user to release expense reports for reimbursement. This is an accounts payable function in the system, as it will allow the user to release funds.
- 2004 Can Import Expense Data from External Sources: This permission allows the user to import data from external sources such as PDAs.
- 2005 Manage Expense Reports: This permission allows the user to manage Expense reports in the system.
- 2006 Run Expense Reports: This permission allows the user access to the Reports page, specifically Expense reports.
- 2007 Manage Expense Types and Itemization Fields: This permission allows the user to manage expense types and expense itemization fields in the system.
- 2009 Can Associate Expense with Selected Projects: This permission allows the user to associate an expense item with a project in the system. The projects must be selected using the select projects link.

- 2010 Can Submit Expense for Pre-Approval: This permission allows the user to submit an expense for pre-approval. This allows the user to secure the funds prior to the expense related event.
- 2011 Restrict to Own Expenses: This permission can be used to restrict users only to view their expense reports under the Manage Drafts page on the Travel and Expense tab.
- 2012 Manage All Users Expense Reports: Allows a user or group of users to manage expense reports created by any user.
- 2013 Allow Sending of Expense Receipts by e-mail: Allows the user to send expense receipts to the system via email.
- 2099 Restrict user from creating expenses: Prevents a user from creating new expense reports, adding new items to existing reports, or copying items to new reports. Intended to ensure users only interact with their imported credit card transactions.

2.2 Travel and Expense Vendor Type

Before Travel & Expense vendors can be created, there must be at least one vendor type.

Typically, the vendor type of expense vendor is added for the categorization of the Travel and Expense vendors; however, you may choose to further categorize vendor types into airlines, car rental agencies, etc. if there are a significant amount of vendors under each category that warrant vendor type reporting.

1

To add an expense vendor type, refer to the General Admin Guide - Setting up Vendor Type

2.3 Travel and Expense Vendor

Travel and Expense vendors need to be created if the intention is to setup certain expense items to require the selection of a vendor from a predefined list. If this functionality is not used, this step is not required.

After it is created, this can be selected as the vendor for system setting 2121 – Default Preferred Vendor for Expense Items.



To add an expense vendor, refer to the General Admin Guide - Setting up Vendors.

2.4 Expense Types

See Expense Type Management for more details.

2.5 Manufacturer System Setting

To ensure that the correct Manufacturer ID is associated with the correct expense items, select the manufacturer in system setting 2122 - Manufacturer for Expense Items.

2.6 Travel and Expense Base Data Creation

Create the rest of the following base data for Travel and Expense:

- Groups
- Users
- Group Permissions
- Additional Payment Types (if needed)
- Additional Travel and Expense Vendor Types (if needed)
- Additional Travel and Expense Vendors (if needed)
- Expense Item Categories
- Expense Item Types
- Expense Items
- Contracts
- Accounting Codes
- Exchange Rates

2.7 Difference between Expense Types and Expense Item Categories

- Every expense item requires both an expense type and an item category. The expense types govern the entry aspects of expense items such as required fields, field labels, etc. while item categories govern the accounting behavior of the expense items such as expense code.
- In a typical setup, it is common to have similar lists for both expense types and item categories.

2.8 Email Receipts

The receipt emailing processing functionality is designed to make the receipt entry and expense creation easier and more user-friendly. Users can take pictures of their receipts and send them to a specific address defined in system setting 2235. The processing engine correctly determines the user based on the email address stored in the user profile and stores the image/file of the receipts associated with the user in File Manager. When the user logs in to the system, he can view the receipt in the Receipts field of the Expense Dashboard and enter the information for the related expense report.

Required Permission

• 2013 – Allow Sending of Expense Receipts by Email



System Settings

- 2235 Email Address for Expense Receipts
- 2270 T&E Receipts Default Message

Requirements

- Users have a valid email address in the user profile that is associated with their phone.
- Notify via in the user profile is set to email or both email and internal messaging.
- The email address in the system must be unique.
- User must have phone with camera and email capabilities.

2.9 Automatic Receipt Matching

Related System Settings

- 2300 Use Automatic Receipt Matching
- 2301 Number of days before Receipt Reminder is sent

When system setting 2300 - Use Automatic Receipt Matching is set to Yes, uploaded receipts are automatically matched to expense draft lines and attached to the respective expense report. The following actions, when performed by the user, trigger receipt matching:

- Level 3 Credit Card transaction import
- Receipt upload
- Viewing expense line information

The following criteria must be met to match a receipt to an expense line:

- Expense Amount = Receipt Amount
- Expense Date = Receipt Date. Matching to expense date is first attempted with the transaction date, then the "date to," then the "date from."

Users receive receipt reminder notifications via internal messaging and/or email to inform them of unmatched receipts in the system. The reminder is sent after the unmatched receipt has been in the system for the number of days set in system setting 2301 - Number of Days before Receipt Reminder is Sent. A scheduled task sends the reminder once a day.

If accounts coding information was entered for the receipt at the time of capture, the receipt's coding information supercedes any existing accounts coding information for the associated line item upon matching.



If system setting 2161 - Enable Attachment/Receipt Requirement for Expenses is set to **Header** Level, automatic receipt matching and all related features are disabled.



3 Expense Type Management

Expense type creation is a very important step in the Travel & Expense setup process. The information defined for the expense type determines the fields that are available when creating an expense report. At least one expense type must be defined before moving ahead in the Travel & Expense setup process.

System setting 2102 – Default Expense Type for Imported Expense Items must be set with a valid expense type.

Expense types enable categorization of expense items when they are requested. Expense types are linked to the expense items. Multiple expense items can be associated with an expense type.

The following configuration should be considered when setting expense types:

- Access the Travel and Expense module
- Permission 2007 Manage Expense Types and Itemization Fields
- System setting 2102 Default Expense Type for Imported Expense Items
- System setting 2107 Display Account Code Field for Expense Items

ter Keywords Submit			
I Airfare,	^	Add	
: Car Refinal, 3 Cash Advance, 70 Communication-Internet.		Edit	
22 Education, 4 Entertainment,		Delete	
i3 Gifts, 5 Hotel,		Reset	
23 Marketing, 5 Meals,			
/ Mileage, 3 Miscellaneous,			
ts Office Supplies, 45 Software/Hardware, 24 Vortable Liserts Conference			
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Figure 1: Expense Type Management page

Table 1: Expense Type Management Page Action Definitions

Action Name	Definition
Edit	Allows the user to edit existing expense types.
Add	Allows the user to add new expense types.
Delete	Allows the user to delete existing expense types.



3.1 Expense Type Addition and Editing

The Add Expense Type page and the Edit Expense Type page have the same attributes.

Add/Edit Expense Type		
Expense Type *	Airfare	
Vendor Label	Airline	
Quantity Label	Tickets	
Amount Label	Cost	
Description Label	Explain Trip	
Require Date Range	Yes No	
Require from City	Yes No No	
Require to City	Yes No No	
Require Vendor Entry	e Yes O No	
Allow Amount Edit	e Yes O No	
Allow Quantity Edit	○ Yes ● No	
Accounts Coding Type	Ţ	
Cost Formula		
Quantity Formula		
Mileage	No	
Itinerary Item Type	Airline •	
Action	Add/Edit Expense Type Clear Entries	

Figure 2: Add/Edit Expense Type page

Table 2: Add/Edit Expense Type Page Field definitions

Field Name	Definition
Expense Type*	The name given to this expense type. This is a required field.
Vendor Label	Enter a label for the field that represents the merchant or vendor field for this expense item. Example: Airline for Airfare expense type.
	If left blank, the label merchant is used.
Quantity Label	Enter the label that will be used in the expense entry page to specify the quantity used for this expense type. Example: # of Tickets
Amount Label	Enter the label that will be used in the Expense Entry page to specify the amount the user has to enter for each quantity entered, for the specified expense item. Example: Amount per ticket.
Description Label	Enter a label that will be used in the Expense Entry page to enter the description regarding the expense item.
Require Date Range	If yes is selected the Expense Entry page will show from and to date fields. If no is selected, then just a date field will be shown in the Expense wizard.



	Definition
Require From/To City	If yes is selected, fields for from and to cities are shown on the Expense Entry page. If no is selected, a field for city and state are displayed on the Expense Entry page.
Require Vendor Entry	If yes is selected, the user is required to specify a vendor while entering an item in the Expense wizard.
Allow Amount Edit	If no is selected, the user will not be allowed to enter value in the amount field on the Expense Entry page. This is ideal for mileage type expenses, where the amount per mile is reimbursed at a fixed value. The actual value is setup at the expense item level.
Allow Quantity Edit	Allows the user to edit the quantity value entered in the Expense Entry page. If set to no, the quantity value defaulted to 1.
Accounts Coding Type	Select the accounts coding type that is to be the default for the expense type. Only displayed when system setting 829 - Accounting Code Selection Type is set to Split Field Entry Format. When selected, this value supersedes the Global Default accounts coding type, but is superseded by the default accounts coding type selected for the Expense Item.
Cost Formula	Enter the formula that is used to calculate the cost.
Quantity Formula	Enter the formula to be used for quantity calculation.
Mileage Type	If no is selected, the mileage calculation interface is not displayed. If yes is selected, the mileage calculation interface is displayed. However, if the user does not click Calculate Miles, the system always calculates the miles as zero. If yes and auto calculate is selected, the miles are auto calculated even if the user does not click Calculate Miles.
Itinerary Item Type	If none is selected, the expense type is not associated with any TripIt expense types. If airline is selected, the expense type is associated with the TripIt airline expense type. If hotel is selected, the expense type is associated with the TripIt hotel expense type. If car rental is selected, the expense type is associated with the TripIt car rental expense type.

Table 2: Add/Edit Expense Type Page Field definitions (continued)

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3.1.1 Adding an Expense Type

To add an expense type:



- 1. From the Dashboard, navigate to **Expense** > **Expense** > **Expense**.
- 2. Click Add.

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- 3. Enter the name of the expense type.
- 4. Configure any other desired fields.

The Require From/To City fields default to no when the mileage type is set to *Yes or Yes and Auto Calculate* and **Add/Edit Expense Type** is clicked.

5. Click Add/Edit Expense Type.



3.1.2 Editing an Expense Type

To edit an expense type:

1.

- From the Dashboard, navigate to 2 = 2 = 2 = 2 = 2 From the Dashboard, navigate to 2 = 2 = 2 = 2 = 2
- 2. Select the expense type to edit and click **Edit**.
- 3. Configure any desired fields.



The Require From/To City fields default to no when the mileage type is set to *Yes* or *Yes and Auto Calculate* and **Add/Edit Expense Type** is clicked.

4. Click Add/Edit Expense Type.

3.2 Deleting an Expense Type



To delete an expense type:

1.



- From the Dashboard, navigate to 2 = 2 = 2 = 2 = 2 From the Dashboard, navigate to 2 = 2 = 2 = 2 = 2
- 2. Select the expense type to delete and click **Delete**.
- 3. Click **OK** on the pop-up window.



4 Expense Item Management

Expense items must be created for every individual type of expense that will be requested. Each item is linked to an expense type that further defines the criteria needed for the expense item.

The following is required to define expense items:

- Access to the Expense module
- Permission 10 Manage Items

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please specify criteria	*	View		Reason for	Remove Item								
		Add											
		Edit											
		Сору											
		Disable/Enabl	е										
		Remove Item											
		Establish in Wareh	ouse										
		Add Expense Ite	m										
		Review Suggested	Item										
		Reset											



Table 5: Item List page action definition	Table 3:	Item List	t page action	ı definitions
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Action	Definition
View	Allows the user to view the item.
Add	Allows the user to add a new item.
	This cannot be used to add an expense item. Use Add Expense Item to add an expense item.
Edit	Allows the user to edit an existing item.
Сору	Allows the user to copy an existing item.
Clear	Allows the user to clear an entry that has not been saved.
Disable/Enable	Allows the user to disable or enable an existing item.
Remove item	Allows the user to remove an item from the system.
Add Expense Item	Allows the user to add an expense item in the system.



Table 3: Item List page action definitions (continued)

Action	Definition
Review Suggested Item	Allows the user to review an item that has been suggested

4.1 Addition and Editing of Expense Items

Expense Item Setup			
Item Name *			
Item Description			
Account Code			
Accounts Coding Type	•		
Item Category *	123Hallway •		
Expense Type *	Airfare •		
Max Allowed Amount *	0		
Select Approval Option *	Decline •		
Require Receipt above *	0.00		
Reimbursable	Yes No No		
Require Vendor Selection	🔾 Yes 🛞 No		
Expense Advance Type *	No Advance v		
Custom Field 1 Label			
Custom Field 2 Label			
Custom Field 3 Label			
Merchant Category Code(MCC)	٩		
	Finish Clear Entries		

Figure 4: Add Expense Item page

Table 4:	Expense	Item	Setup	field	definitions
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Field	Definition
Item Name*	Enter the name for this expense item. This is a required field. This is what is displayed when the user is creating an expense report.
Item Description	Enter a description for the expense item if needed.
Account Code	Enter the GL code to be used for financial purposes.
Accounts Coding Type	Select the accounts coding type that is to be the default for the expense item. Only displayed when system setting 829 - Accounting Code Selection Type is set to Split Field Entry Format. When present, the value selected here supersedes the default accounts coding type selected for Expense Type and the Global Default.
Item Category*	Select an item category that specifies the expense item. This is a required field.
Expense Type*	Select the expense type that is assigned to the expense item. This defines the Expense Entry pages. This is a required field.



Table 4: Expense Item Setup field definitions (continued)

Field	Definition
Max Allowed Amount*	Enter the maximum amount allowed for the expense item in dollars that the company will approve. If greater than 0, when a user adds an expense that is greater than this amount, the system will behave as defined in the Select Approval Option field. This is a required field.
	When the Allow Amount Edit field on the Add/Edit Expense Type page is set to no, the Max Allowed Amount is the reimbursable amount.
Select Approval Option*	There are three approval options to choose. This is a required field. Decline – if this option is selected, all expense reports created that are over the maximum allowed amount are automatically declined. Route to Manager – if this option is selected, all expense reports that are over the maximum allowed amount are routed for approval to the requester's manager. This option should be used if there is no approval rule setup for users in normal expense conditions. Reimburse to Max Amount – if this option is selected, all expense reports that are over the maximum allowed amount will be set to reimburse the maximum amount only. The approver can change the reimbursement amount if desired.
Require Receipt Above*	Enter the amount in dollars that is allowed before an expense report needs to be manually reviewed and reconciled so it can be released for payment. The system can be set up so that all expenses are matched with a receipt. To do this manually set this field to a very low value. Example: 0.01 This is a required field.
Reimbursable	If set to no, the system will set reimbursement amount to 0 for any expense entered against this item. Example: Company travel agency based bookings.
Require Vendor Selection	If the yes radio button is selected, then vendor selection from a Vendor list will be required in the Expense wizard. Expense vendors must exist for any vendors to show in this list.
Expense Advance Type*	Select the advance type for the expense item. The available options are: No Advance: Select this option if no advance is allowed for this expense item. Advance Only: Select this option if only an advance can be claimed for this expense item. This is a required field.
Custom Field 1- 3 Label	These are used to label custom fields that are used to capture any additional attributes.
Merchant Category Code (MCC)	Select the merchant category code for this item using the pop up window icon. Multiple merchant category codes can be mapped to one item.



The merchant category codes are shipped with the system.



4.1.1 Merchant Category Code

When expense items are associated with merchant category codes, the items are automatically associated with that item when it is imported into the system. Each MCC can be mapped to multiple expense items. When an item is imported that has multiple MCCs, the item defaults to the first MCC.

4.1.2 Adding an Expense Item

To add an expense item:



- From the Dashboard, navigate to \bigcirc > Catalog > Items. 1.
- Click Add Expense Item. 2.
- 3. Complete the required fields.
- 4. Click Finish.

4.1.3 Editing an Expense Item

To edit an expense item:

1.



- From the Dashboard, navigate to \bigcirc > Catalog > Items.
- 2. Find the expense item to edit and click Edit.
- 3. Complete the required fields.
- 4. Click Finish.

4.2 Deleting an Expense Item

To delete an expense item:

1.



From the Dashboard, navigate to \bigcirc > Catalog > Items.



- 2. Select the expense item to delete and click Remove Item.
- 3. Click **OK** on the pop-up window.



5 Expense Itemization Management

Expense itemizations enable the organization to further break down an expense item into itemized details. For example, a lodging expense item can be further broken down into room rates, taxes, entertainment, etc.

The following is required when setting up expense itemizations

- Access to the Expense module
- Permission 2007 Manage Expense Types and Itemization Fields

Expense Itemization Field List			
Filter Keywords Submit			
Acquisitions-Recruiting [happy times] Airfare [parking]	^	Add	
Car Rental [Insurance] Hotel [Base Rental Rate]		Edit	
Hotel [Mini Bar] Hotel [Other - Explain in Description]		Delete	
Hotel [Tax] Hotel [Valet Service]		Reset	
	~		
Showing 8 item(s)			

Figure 5: Expense Itemization Management page

Table 5: Expense Itemization Management Page Action Definitions

Action	Definition	
Edit	Allows the user to edit an existing expense itemization.	
Add	Allows the user to add a new expense itemization.	
Delete	Allows the user to delete an existing expense itemization.	
Clear Entries	Allows the user to clear an entry that has not been saved.	

5.1 Expense Itemization Field Addition and Editing

The Add Expense Itemization and Edit Expense Itemization pages have the same attributes.



Add/Edit Expense Itemization Field			
Expense Item *	Acquisitions-Recruiting ~		
Itemized Field Name *			
Required *	⊛ Yes ⊖ No		
Reimbursable *	● Yes ○ No		
Max. Reimbursable Amt.			
Default Amount			
Field Order	0		
Multiple Itemization Type	None		
	Add/Edit Expense Itemization Field Clear Entries		

Figure 6: Add/Edit Expense Itemization Field page

Table 6: Add/Edit Expense Itemization Field page
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Field	Definition		
Expense Item*	Select an expense item from the drop down list. This is a required field.		
Itemized Field Name*	Enter a name for the itemized field. This is a required field.		
Required*	If the yes radio button is selected, then this field is required in the Expense wizard steps.		
Reimbursable*	If the no radio button is selected, then the system deducts the value of this expense from the total reimbursement value.		
Max Reimbursable Amount	Enter the maximum amount for the expense itemization in dollars that the company will reimburse. If specified, the system will only reimburse up to this amount for any expense itemized in this field.		
Default Amount	Enter the default amount for this field. For example: 0		
Field Order	Enter a numeric value, which decides the order in which the added fiel are displayed in the Itemization Entry page when more than one field i added.		
Multiple Itemization Type*	Select date to provide multiple records for the selected expense type for the same expense report. This is a required field.		

5.1.1 Adding an Expense Itemization Field

To add an expense itemization field:



1.

From the Dashboard, navigate to $\mathbf{k} = \mathbf{Expense} > \mathbf{Expense}$ Itemizations.

- 2. Click Add.
- 3. Complete the required fields.
- 4. Click Add/Edit Expense Itemization Field.

5.1.2 Editing an Expense Itemization Field

To edit an expense itemization field:





1.

- From the Dashboard, navigate to \Rightarrow **Expense** > **Expense** Itemizations.
- 2. Select the expense itemization to edit and click **Edit**.
- 3. Complete the required fields.
- 4. Click Add/Edit Expense Itemization Field.

5.2 Deleting an Expense Itemization Field

To delete an expense itemization field:



- 1. From the Dashboard, navigate to \Rightarrow **Expense** > **Expense** Itemizations.
- 2. Select the expense itemization to delete and click **Delete**.
- 3. Click **OK** on the pop-up window.



6 Customization of Expense User Defined Fields

You can customize the user defined fields on the Create Expense Report page. System settings are used to enter formulas for the customization.

Expense Manager can be setup to restrict users to a maxcap amount or enable users to enter the Expense report date range using the user defined fields.

Please contact your Basware implementation team or Client Care team to set this up.

Required System Settings

- 2010 –Label for Udef 1 of Expense Reports
- 2011 Label for Udef 2 of Expense Reports
- 2012 Label for Udef 3 of Expense Reports



7 Credit Card Imports

The credit card imports for the Travel and Expense module allows companies to automate the receipt, processing, and management of charges incurred by employees as a result of business activity on corporate cards assigned to individuals.

During a Visa file import the system validates that the transaction number is not a duplicate. If a duplicate transaction number exists in the current import file, the following are marked as an error and skipped during the import to prevent duplicate transaction data from being entered:

- Unprocessed Credit Card Imports
- Expense Drafts
- Submitted Expense Reports
- In Approval Expense Reports
- Approved Expense Reports



If an expense line item has been declined or deleted, the same transaction number can be imported again.

The following permissions are required:

- 62 Manage Import Specs
- 2014 Manage Inbound Expense Data



Users who have permission 62 - Manage Import Specs have access to all import specifications.

oort Specifications List					
er All Maps 🗸 Keywords Submit					
A-CC import [Expense Credit Card] A-CCimports [Expense Credit Card]	^	Add	Мар Туре	Accounting Codes	
Accounting Codes Import [Accounting Codes]		Edit	Definition	incoming course	
AL temptate factoming codes temptate 1 Accenting codes implaced on the factor of the		Advanced Edit		Submit	
		Delete			
		Upload Data File			
issetimport [Assets] Cart Import 1 - Excel [Shopping Cart]		Start Import Process			
CC Import [Expense Credit Card] ComData GL Import [Accounting Codes]		Download Map File			
Combata G. Import 2 [Accounting codes] Combata G. Import Dos 3 [Accounting codes] Data Import [Lookups] Excalibur Accounting Codes [Accounting Codes]		View Import History			
		Schedule			
Excalibur Payments (Payments) Excalibur Vendors [Vendors]		Export Map			
xcer cc import [expense creat card]	×	Import Map			

Figure 7: Import Specifications List page



Action	Definition		
Add	Allows the user to create a new map.		
Edit	Allows the user to edit an existing map.		
Advanced Edit	Allows the user to further define details for the import specification.		
Delete	Allows the user to delete an existing map.		
Upload Data File	Allows the user to upload the file for import to the server.		
Start Import Process	Allows the user to begin the manual import process.		
Download Map File	Allows the user to download the map file and save it.		
View Import History	Allows the user to view the import history for the selected map.		
Schedule	Allows the user to schedule the import for the selected map.		
Export Map	Allows the user to create an XML file of the map that can be exported to another Basware P2P system.		
Import Map	Allows the user to import a map that was created by another user.		

Table 7: Import Specifications List page action definitions

7.1 Credit Card Import Map Addition and Editing

The Add Credit Card Import Map Wizard and Edit Credit Card Import Map Wizard pages have the same attributes.

Step 1	
Import Map Wizard	
Map Name *	
Мар Туре *	Expense Credit Card
User to Notify	Q.
Notification Options *	○ Always ● Upon Error
Stop Import on Error *	⊖ Yes ⊛ No
Description	
	å
	Clear Entries Cancel >>

Figure 8: Import Map Wizard – step 1

Field	Definition		
Map Name*	Enter the name of the map. Be sure to name the map in a manner whe the function of the map is recognizable. The max length for a map name is 50 characters. This is a required field.		
Map Type*	Select expense credit card for the map type. This is a required field.		
User to Notify	Select a user to send any error notifications to.		
Notification Options*	Select whether users are notified always (if the import is successful and if there are errors) or upon error (only when there are errors). This feature works in conjunction with scheduled imports. This is a required field.		



Field	Definition
Stop Import on Error*	Select yes if the import is to stop if an error occurs. Select no if the import is to continue even though there is an error. This is a required field.
Description	Enter a description of the map. This description can be up to 255 characters.

step 1 Step 2 Import Map Wizard - CCMap21		
Import Source *	Microsoft Excel	v
Clear Entries Cancel		× >>

Figure 9: Import Map Wizard – step 2

Field	Definition
Import Source*	Select the import source type. If the Visa file format is used, the custom processor needs to be selected. If other source types are selected, the Basware P2P Standard Format is used. This is a required field.

Table 8: Basware P2P Standard Format Fields

Field	Notes		
Account Number	Required		
Statement Period from	Required		
Statement Period to	Required		
Transaction ID	Not required, but recommended for auditing and reporting purposes.		
Merchant Category Code	Required		
Merchant Name	Required		
Amount	Required		
City, State	Required		
Transaction Description	Not required – This is usually available as Purchase Identification on the statement.		

Step 1 Step 2 Step 3				
Import Map Wizard - CCMap21				
Date Order	mm/dd/yyyy v			
Date Delimiter *	1			
Decimal Symbol *	•			
Upload a Sample File *	Browse No file selected.			
Clear Entries Cancel	~ »			

Figure 10: Import Map Wizard – Step 3

Field	Definition
Date Order	Select the order of the day-month-year values for a date field in the import file.



Field	Definition		
Date Delimiter*	Enter the symbol or character that is used as the date separator in the file type selected.		
Decimal Symbol*	Enter the symbol or character that is used for the decimal symbol in the file type selected.		
Encryption*	Select none if the file is not encrypted. Select PGP encryption if the file is encrypted. This is a required field. If you receive credit card files from your bank in a non-PGP format, please contact your Basware Implementation or Client Care team.		
Reader*	Select Visa Reader. This is the only option available as of now. This is a required field. If you receive credit card files in a format other than the Visa format, please contact your Basware Implementation or Client Care team. Field only displays when Import Source in step 2 is set to Custom Processor.		

Clear Entries Cancel				Preview File << >>
Select an Import Type				
mport Type		Add Only $ \smallsetminus $		
mport Mapping - CCMap21	l			
erian Field	Default Value	Import Field	Expression	
ccount Number *		ACCOUNTNUMBER ~		
late from *		DATEFROM		
late to *		DATETO ~		
mount *		v		
luantity *	1	v		
tatement Period from *		STATEMENTPERIODFROM \sim		
tatement Period to *		STATEMENTPERIODTO ~		
estination City		······ · ·		
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escription/Purpose		······ · ·		
lerchant Category Code(MCC)		MCC ~		
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ransaction number		v		
lser Item 1				
lser Item 2		~		
lerchant				
-	·	L		

Figure 11: Import Map Wizard – step 4



mport Map Wizard - CCMa				< Finish	
inport map wizard come	an21				
Import Ma	lap ID 1899				
Import Map Name CCMap21					
Map Type Expense Credit Card					
Notify User					
Stop Import on I	Error No				
Notification Opt	otions Upon Error				
Description					
Import So	ource Microsoft Excel				
Previous Sample	le File ExcelCCimport_sample.xls				
Create	ed By Admin (4)				
Date Cre	eated 01/27/2017				
Update	ted By Admin (4)				
Date Upd	dated 01/27/2017				
nport Map Attributes te Order te Delimiter		mm/dd/yyyy /			
mport Map Attributes ate Order ate Delimiter ecimal Symbol Mapping		mm/dd/yyyy / -		1-10 of 10 items processed	
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nport Map Attributes te order te Delimiter crimat Symbol Verian Field ir Account Number A Date from DD	mport Field CCOUNTNUMBER XATEFROM	mm/dd/yyyy / - Default Value	Expression	1-10 of 10 items processed	
nport Map Attributes te order te Delimiter crimal Symbol Verian Field ir Account Number AC Date from DD	mport Field .ccountnumber .xtefrom .xteto	mm/dd/yyyy /	Expression	1-10 of 10 items processed	
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Figure 12: Import Map Wizard Summary

7.1.1 Adding an Expense Credit Card Import

To add an expense credit card import map:



1.

From the Dashboard, navigate to 3 > System > Import Specifications.

- 2. Click Add.
- 3. Complete the required fields.
- 4. Click >>.
- 5. Select *Custom Processor* as the import source.
- 6. Click >>.
- In the Date Order field, select the order of the day-month-year values for a date field in the import file. Defaults to mm/dd/yy.
- 8. In the Date Delimiter field, enter the symbol or character that is used as the date separator in the file type selected. Defaults to '/'.



- 9. In the Decimal Symbol field, enter the symbol or character that is used for the decimal symbol in the file type selected. Defaults to a decimal.
- 10. In the Encryption field, select none or PGP encryption.
- 11. In the Reader field, select Visa Reader.
- 12. Click >>.
- 13. Review the information and verify that it is correct.
- 14. Click **Finish** to complete the import map.

7.2 Credit Card Import Scheduling

Expense credit card imports can be scheduled.

	1		
⊖None ⊖	Once 🔿 Every	Minutes Reoccurr	ring daily ~
Start Date *	06/16/2014	(mm/dd Start Time * /yyyy)	■ 3:00 PM
Stop Date	06/16/2014	(mm/dd Stop Time /yyyy)	v
and Review Ontions			
Select Files to Pro	Process Process la	ist file only ~	
Select Data Revie	wer Group(s)	Q	
- or -			

Figure 13: Schedule Import Specification page

Field	Definition
None	Select "none" if this map is not to be scheduled.
Once	Select "once" if this map is to run once.
Every	Select "every" and enter the number of minutes the map is supposed to run.
Reoccurring	Select "reoccurring" if the map is to run daily, weekly, or monthly.
Start Date*	Enter the date the map is to start importing. This is a required field.
Start Time*	Enter the time the map is to start importing. This is a required field.
Stop Date	Enter the date the map is to stop importing.
Stop Time	Enter the time the map is to stop importing.
Select Files to Process*	Select process last file only if the last file uploaded to the file manager is the only file that is to be processed. Select process all files one after another by timestamp if all files are to processed starting with the earliest timestamp and ending with the latest.

Table 9: Schedule Import Map Specification page field definition



Field	Definition
Select Data Reviewer Group(s)*	Select the group or groups to review the imported file after it is uploaded. If group is selected, then users cannot be selected. This is a required field if the map is scheduled.
Select Data Reviewer User(s)*	Select the user or users to review the imported file after it is uploaded. If a user is selected, then groups cannot be selected. This is a required field if the map is scheduled.

Table 9: Schedule Import Map Specification page field definition (continued)

7.2.1 Scheduling an Expense Credit Card Import

The Import specification must be completed before it can be scheduled.

To schedule an expense credit card import:



From the Dashboard, navigate to System > Import Specifications. 1.

- 2. Select the created Import Specification to schedule.
- Click Schedule. 3.
- Complete the required fields. 4.
- 5. Click Submit.

7.3 Manual Credit Card Import

Expense credit card import can be performed manually.

Start Imp	ort - UN	ENCRYPTED CO	2				
		Import Map	UNENCRYPTED CC		~		
		Upload a File	Browse No file selected.				
				Clear Entries Cancel Next			
Incomplete I	mports						1-1 of 1 items processed
Action	Batch ID	Import Map	Import Date	Records Read	Records Saved	Records Skipped	Status
[Process]		615066 UNENCRYPTED CC	03/11/15 12:03:33		26	26	26 In Review

Figure 14: Start Import page (all subsequent times import occurs)

Field	Definition
Upload a File	Select a file to upload.
Choose from Existing Files	Select a file from the file manager.



Import Analysis Results - UNENCRYPTED CC (Batch ID:	615066)		
	Total Records Read	26	
	Total Records Saved	26	
	Total Records Not Saved	0	
	Total Records Skipped	0	
	Number of Records to be Created	0	
	Number of Records to be Updated	0	
	Number of Records to be Discontinued	0	
Cancel Reject Import		Save and Import Now Save and Schedule Import On	01/27/2017 (mm/dd /yyyy)

Figure 15: Import Analysis Results

Field	Definition
Total Records Read	This lists the total number of records read from the file.
Total Records Saved	This lists the total number of records saved.
Total Records not Saved	This lists the total number of records not saved because they could not be read.
Total Records Skipped	This lists the total number of records skipped because of bad data.
Number of Records to be Created	This lists the number of new items to be added once the upload of the import is complete.
Number of Records to be Updated	This lists the number of items to be updated once the upload of the import is complete.
Number of Records to be Discontinued	This lists the number of items to be discontinued once the upload of the import is complete.



For Expense credit card imports, records skipped are usually credit cards numbers with no matching users.

Action	Definition
Cancel	Cancels the import and returns the user to the Import Specifications List page.
Reject Import	Rejects the import from the system. Displays a success message.
Save and Import Now	Saves the imported information and uploads the information to the system.
Save and Schedule Import	Saves the imported information and allows the user to schedule a time for the information to be uploaded to the system.

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Expense credit card imports are not reviewed from the Import Analysis page. They are reviewed from the Travel and Expense tab.

7.3.1 Manually Uploading an Expense Credit Card Import

To manually upload an expense credit card import:



1. From the Dashboard, navigate to System > Import Specifications.



- 2. Select the created Import Specification to run and click Start Import Process.
- 3. Browse for or select the file to upload.
- 4. Click Next.
- 5. Click Save and Import Now or Save and Schedule Import.

Once the import is uploaded to the system, users who have credit card transactions now have an Unprocessed Credit Card tab on their Expense dashboard.

7.3.2 Unprocessed Credit Card Information

The Credit Card tab displays any unprocessed credit card information.



For credit cards imported with Level 3 information, see Manage Imported Level 3 Credit Card Expense Data.

When the user clicks the **Process Credit Card Transactions** icon we to process unprocessed credit card transactions and selects the items to be added to an expense draft, the system validates the items to verify that the items are not duplicate transaction items. If there are duplicate transaction items, a message is displayed.

If duplicate transactions exist in the system and the item is on an expense draft, a warning message is displayed.

When credit cards are identified as company-paid, users may not have the option to delete any transactions. The ability to delete company paid credit card transactions is determined by the user attributes configured for the selected credit card. Refer to the *General Admin Guide* for more information about user attributes.

When system setting 2175 – *Recycle Declined Credit Card Transactions* is enabled and a user submitted expense report with company-paid credit card transactions is declined by an approver, the declined transactions are recycled to the user's Unprocessed Credit Card queue to be resubmitted on a new expense report. When system setting 2175 is not enabled, declined company-paid credit card transactions are not recycled.

When system setting 2175 is disabled and a company-paid credit card transaction is declined, the declined transaction can be copied to a new expense draft. The user needs to view the declined expense report and click **Copy Items to New Report**. When the expense draft is copied, any declined credit card transactions are treated in the new expense draft as non-credit-card transactions. This improves process workflow, especially if the approver declines the expense report because the user entered some data incorrectly. Using this method, the user can copy the declined request and make the necessary adjustments without having to re-enter the entire expense draft.

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A credit card transaction can be associated with only one expense report.

When system setting 2175 is enabled and a company-paid credit card transaction is declined, users are able to copy the credit card transaction. The credit card transaction is recycled to the user's Unprocessed Credit Card Queue. The user is able to create a new expense draft/report for the recycled transactions. The user is also able to view the original declined expense report and copy the items to a new report. If the original expense report is declined, the copied transaction is marked as a credit card transaction. If the original request is approved, the copied transaction is marked as a non-credit card transaction.



When deleting a credit card imports, related transactions remaining on the user's Expense Dashboard are deleted regardless of system setting 2175.



Credit card transactions associated with an expense draft/report are deleted with a credit card import as long as the transactions have not been approved or declined.



If system setting 2175 is enabled and credit card transactions are declined, the declined transactions are recycled to the user's Unprocessed Credit Card queue even if the associated credit card import is deleted.

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If transactions are deleted from the user's Expense Dashboard, they are deleted regardless of system setting 2175.



When expense items are deleted from an expense draft, the associated credit card transaction is always returned to the user's dashboard as unprocessed regardless of system setting 2175. Deleting an expense draft is not the same as deleting an imported credit card transaction. Therefore, the associated transactions are not to vanish.



Deleted credit card transactions which are still in process can also be recycled if declined from the **Expense Approval** page or the **Expense Reconciliation** page.



Expense Drafts						Update
I-5 of 135 item(s)				Create Expens	se Report View all	Did you know? You can view your travel itingrapy if you are a member of
Report Title			Date	Requestor	Total Actions	Triplt ? an online travel organizer. Click on the update
54Nirali ExpenseTrip 6			2016-08-02	t54Nirali	\$0.00 🥖 🗙	button above and follow the steps to register/login.
54Nirali ExpenseTrip 5			2016-07-21	t54Nirali	\$0.00 🗙	Pacainta
Employee paid credit card # - 2016-03-15-20	016-03-31		2016-07-14	t54Nirali	\$528.73 🥂 🗙	Receipts
t1212			2016-07-06	t54Nirali	\$10.00 🧨 🗙	2016-06-29_161030.jpeg 🗙
fest Mp123			2016-06-29	t54Nirali	\$250.00 / 🗙	Uploaded via Mobile App sent on 2016-06-29 by ts4Nirali
Unprocessed Credit Card -1 of 1 item(s) Fitle Employee paid credit card # 5272 (617133)	Date 2015-05-19	Card Holder Name t54Nirali		Transaction (Unprocessed/To	tal) Total Actions 1(3) \$142.60 o X	ts-Nirall 2016-01-13_1556351.jpeg Uploaded via Mobile App sent on 2016-01-13 by ts-Nirall
All Expenses					View all	Tasks Accounting S8 expense(s) waiting to be reconciled. Got
			-		Tradestar	Approval
teport Title	Date	Requestor	Report #	Status	Iotal Actions	79 expense(s) require your approval. Gol

Figure 16: Unprocessed Credit Card Information

7.4 Automatic Expense Line Item Matching

When Level 3 credit card data is imported into the system, the system attempts to match the data in 5 fields:

- User the system attempts to match users by User_ID, EmployeeID (Company ID), UserEmail, NTUserID, LoginName, or UserAccCode fields. The match must be for exactly one user and fails if no users are found or if 2+ users are found. If a user match is not found, a user with permission 2014 - Manage Inbound Expense Data is notified. They can either add an existing user to the expense record or create a new user based on the imported information.
- Expense Item the system attempts to match the line to existing expense items by Item_ID, Merchant Category Code (MCC) or Item AccCode (Account Code). The match must be for exactly one item. If no match is found, either the user matched to the item or a user with permission 2014 - Manage Inbound Expense Data can edit the data and add an expense item.
- 3. Payment Type The system attempts to match the payment type by PaymentType_ID or PaymentTypeName. If these fields cannot be matched, the system uses the default payment type. For most tenants, this is called "Default."
- 4. Vendor If the matched expense item has "Require Vendor Selection" set to Yes and the expense type has "Require Vendor Entry" set to Yes, the system attempts to match by vendor using the Vendor_ID, MerchantName, or MerchantAccCode fields. If a match cannot be found and the item requires a vendor, the line is flagged as an exception and must be edited by the associated user or a user with permission 2014 Manage Inbound Expense Data.
- 5. UserCardToken If the credit cards are referenced in the system and the data via tokens (instead of credit card numbers), the card token is associated with the employee ID in the imported transaction. All subsequent Level 3 credit card transactions can match the card token to the employee ID as needed.

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System setting 2180 - Validate Credit Card Number Format must be set to No for matching based on card token to occur.

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An employee may have multiple card tokens associated to their ID. However, a card token can only be associated to one employee.

7.5 Expense Draft Creation from Level 3 Data

Related System Settings

- 2305 Draft Naming Convention
- 2310 Credit Card Expense Report Cycle Frequency
- 2311 First Day of Week for Expense Report Cycle
- 2312 Day of Month for First Credit Card Expense Report Cycle
- 2313 Day of Month for Second Credit Card Expense Report Cycle

After matching is performed, all records with matched users, expense items, and vendors (if required) are added as line items in an automatically created expense draft. The name of the draft is determined by system setting 2305 - Draft Naming Convention.

Drafts are created based on the cycle frequency set in system setting 2310 - Credit Card Expense Report Cycle Frequency, and can be created weekly, monthly, or twice a month, to best match the tenant's internal workflows and reports.

Generated expense drafts are created with 100 expense items each. If an imported batch within a cycle has more than 100 expense items, a second draft is created and named *DraftName(2)*. Items can be manually added to expense drafts with 100+ imported items.

In the following figure, a sample of a generated expense draft is pictured. All successfully matched

expense lines appear as expense items at the bottom of the page and include a credit card icon \square beside the item type. The generated expense items can be managed like normal expense items using the **Edit**, **Delete**, and **Move** icons.



The Amount and Quantity fields for imported credit card transactions cannot be edited.



Expe	nse Head	er							[hide -]	2016-06-29_161030.jpeg X Uploaded via Mobile App sent on 2016-06-29 by ts4Nirali
	Rep	ort Title *	Comdata Credit Ca	rd && "BankAm's" Debit Car	Charge to *	Default			٩	2016-06-29_160926.jpeg X Uploaded via Mobile App sent on 2016-06-29 by ts4Nirali
	Report D	escription			Justification					2016-01-13_1556351.jpeg Uploaded via Mobile App sent on 2016-01-13 by ts4Nirali
	Appr	wal Notor			Expanse Deport Attachment					2016-01-13_1556351.jpeg Uploaded via Mobile App sent on 2016-01-13 by ts4Nirali
	мрргс	wat notes				Brows	se No file se	lected.		2016-01-13_1556341.jpeg Uploaded via Mobile App sent on 2016-01-13 by ts4Nirali
	coding in	formation			On Behalf of	t54Nira	li			2016-01-13_155634.jpeg Uploaded via Mobile App sent on 2016-01-13 bv t54Nirali Coll-01-13 bv t54Nirali
		Weight			Expected Delivery Date *		m	(уууу-		
								mm-dd)		
Expe	nse Items	5								
pense l	tem : Sel	ect Expense	e Item Type 👻	Add					List Detail	
	Status	Date 🔹 🔺	Name 🛪 🔺	Vendor 🔻 🔺	Туре 🕶 🔺	Qty • •	Amount 🕶 🔺	Line Total [Pre-Paid]	Actions	
	٣	2017-09-13	Airport Car Rental-NR		Airport Car Rental- NR 🚍	3.00	442.3600	\$1,327.08	∕× ∿∧	
	۴	2017-09-14	Airport Car Rental-NR		Airport Car Rental- NR 🚍	9.00	446.5900	\$4,019.31	∕× ∿∧	
	٣	2017-09-14	Airport-R	LRP PUBLICATONS, INC - 144358	Airport-R 🚍	2.00	63.4600	\$126.92	≜× ∿∆	
		2017-09-30	Lodging		Lodging 🚍	7.00	243.8500	\$1,706.95	∕× ⊊∧	
	7	2017-09-30	Lodging		Lodging 🚍	7.00	214.0500	\$1,498.35	∕× ⊊∧	
	*	2017 00 20	Airfare		Taxi 🚍	4.00	358.0800	\$1,432.32	∕× ∿∧	
	۲ ۲ ۲	2017-09-30								
	<u>نه</u> الخ	2017-09-30		12	34					

Figure 17: Sample of Generated Expense Draft with Level 3 CC Data



8 Setup for User Credit Card Management

Users can view many details for corporate credit cards assigned to them from the My Cards page. You must complete some configuration steps before users can perform card management actions:

- Configure Replacement Card Request Form
- Configure Credit Card Spend Limit Increase Form •
- <u>Create Card Service Request Rules</u>
- Set Electronic Signature Options for Credit Card Requests •

Additionally, you must work with the Basware Implementation team to enable the API integrations needed to use these functions.

8.1 Configure Credit Card Spend Limit Increase Form

Location: 🔅 👻 > Other Data > Manage Data Attributes

You must have the following permission:

172 – Manage Data Attribute Types



A number field, Increase Amount, is automatically added to the form and does not need to be configured.

To configure the form for users to request a spend limit increase:

- From the Data Attribute Types List, click Add. 1.
- 2. Enter a name for the Data Attribute Type, and in the Data Attribute Category dropdown list, select Credit limit increase form.
- 3 Click Next.
- On the following page, click **Finish**. The system returns to the Data Attribute Types List. 4.
- 5. Select the Data Attribute Type you just created, with type Credit limit increase form, and click Manage Data Attributes.
- On the Data Attributes List page, click Add. 6.
- 7. Fill out the form fields:
 - Data Attribute Name: Add a name. This becomes the field name on the form in the user interface.
 - Attribute Field Type: Select the way in which users enter information for the field.
 - (Optional) Sort Order: Select the order in which this attribute appears on the page. Enter 0 for it to appear first, 1 for it to appear second, etc.
- Click Next. 8.



In Step 2, fill in the fields to further define the data attribute. The displayed fields vary 9. depending on the Attribute Field type selected in step 1.

For more information on configuring data attributes, see the General Admin Guide part 2 - Chapter 3.

- 10. Click Save.
- 11. Return to the Data Attribute Types List through 2 Other Data > Manage DataAttributes.
- 12. Select the Data Attribute type for Credit limit increase form and click Publish.

The data attributes are published. When users click Request increase on the My Cards page, they fill out the form with the data attributes you created.

8.2 Configure Replacement Card Request Form

Location: 🔅 👻 > Other Data > Manage Data Attributes

You must have the following permission:

172 – Manage Data Attribute Types



A radio button field, Replacement Reason, is automatically added to the form and does not need to be configured. The provided options are Lost card and Compromised card.

To configure the form for users to request a replacement credit card:



- 1. From the Data Attribute Types List, click Add.
- 2. Enter a name for the Data Attribute Type, and in the Data Attribute Category dropdown list, select Replacement card form.
- 3. Click Next.
- 4. On the following page, click Finish. The system returns to the Data Attribute Types List.
- 5. Select the Data Attribute Type you just created, with type Replacement card form, and click Manage Data Attributes.
- On the Data Attributes List page, click Add. 6.
- 7. Fill out the form fields:
 - Data Attribute Name: Add a name. This becomes the field name on the form in the user interface.
 - Attribute Field Type: Select the way in which users enter information for the field.
 - (Optional) Sort Order: Select the order in which this attribute appears on the page. Enter 0 for it to appear first, 1 for it to appear second, etc.
- Click Next. 8.



In Step 2, fill in the fields to further define the data attribute. The displayed fields vary 9. depending on the Attribute Field type selected in step 1.

> For more information on configuring data attributes, see the General Admin Guide part 2 - Chapter 3.

- 10. Click Save.
- 11. Return to the Data Attribute Types List through 2 Other Data > Manage DataAttributes.
- 12. Select the Data Attribute type for Replacement card form and click Publish.

The data attributes are published. When users click **Request replacement** on the My Cards page, they fill out the form with the data attributes you created.

8.3 Create Card Service Request Rules

Location: 2 = 3 = 3

This rule defines the approval routing that occurs when an Expense Manager user submits a request to replace a credit card or increase their card's spending limit. The rule can only be used for Expense Manager, and has no approval conditions. The rule is triggered whenever the specified user/group creates a card replacement or spend limit increase request.

Rule Class	Function
Replacement Card Request	Defines the route a request for a replacement credit card must be approved through. Triggered when someone in the specified user/group clicks "Request replacement" on the My Cards page and submits the required form.
Card Limit Increase Request	Defines the route a request for an increased spend limit must be approved through. Triggered when someone in the specified user/group clicks "Request increase" on the My Cards page and submits the required form.

To create a card service request rule:

- Click Add. 1.
- 2. Set the Rule Type to Card Service Request.
- 3. Set Applies to Expense to Yes, and Applies to Purchasing, Applies to Invoice, and Applies to Assets & WorkOrders to No.
- 4. Fill out all other required information in Step 1. Click Next.
- 5. In Step 2, select your Rule Class from the drop-down list:
 - Replacement Card Request to define the approval route for all requests for a replacement credit card
 - Card Limit Increase Request to define the approval route for all requests for an • increased spend limit



- 6. (Optional)Set all desired exception information.
- 7. Choose a Rule Restrictor:
 - None: the created rule will apply to all users of the Expense module.
 - Location Group / Location: the created rule will apply only to the locations or location groups you choose in step 3.
 - User Group / User: The created rule will apply only to the user groups or users you choose in step 3.
- 8. Click Next.
- In Step 3, select the location or user groups for which the rule will apply and click Add Group(s). In order to select individual users or locations, you must first select the respective group on this page.
- 10. Click Next.
- 11. In Step 4, select the individual locations or users for which the rule will apply and click **Add User(s)**.
- 12. Click Next.
- 13. In Step 5, select the type of approval routing for the rule:
 - **Stop**: the action is not sent to any manager for approval. If this is selected, the designated users/locations are not allowed to perform the request at all.
 - **Chain**: you can specify a series of approvers, and the request must go through each approver before it is approved.
 - **Parallel**: you can specify parallel approvers; when any one of the approvers approves the request, it is processed as approved.
 - Manager: the request is automatically routed to the user's manager.
 - **Org Tree**: the request must follow a specified number of levels in the organization's tree. For example, if 2 levels is selected, then the request must be approved by the manager and the manager's manager before it can be processed.
- 14. Click Next.
- 15. In Step 6, define the approval route based on the type chosen in Step 5 of the Wizard. The fields on this page vary depending on the type chosen. If you selected **Stop**, you do not see this page and your rule configuration is complete.
- 16. Click Finish.

If you did not enable the rule in Step 1 of the Wizard, you must enable the rule before it is active in the system.

8.4 Set Electronic Signature Options for Credit Card Requests

Location: 🍄 🔹 > System > System Settings

You must have the following permission:

• 18 - Manage System Settings

If desired, you can set additional security for an credit card related requests by requiring an electronic signature for replacement card requests, spend limit increase requests, and/or transaction disputes.



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. In the folder tree to the left, navigate to Travel and Expense > General Settings.

- 2. For system setting 2031 *Electronic Signature for Card Limit Increase Requests*, select the desired verification method for any user requesting a spend limit increase:
 - Enter password: User enters the password they use to log in to Basware P2P. Cannot be used with SSO.
 - Enter employee ID: User enters the value set in their profile as the Employee ID.
 - None: no verification is required to make the request.
- 3. Repeat for system setting 2032 Electronic Signature for Card Replacement Requests.
- 4. Repeat for system setting 2033 Electronic Signature for Card Transaction Disputes.
- 5. To save the settings, click **Click here to review** in the top right corner.
- 6. Click Reset System.

The system settings are changed. When a user next attempts to make one of these requests, they are prompted to enter the required information before they can submit the request.

8.5 Comdata Fleet Card Integration

The Comdata Fleet Credit Web Service can be integrated with Expense Manager. Expense Manager pulls information for each user's credit card into the application where users can view and manage it. The integration must be set up by the Comdata and Basware administrators before it can be used.

The following system settings must be configured with valid information:

- 2180 Validate Credit Card Number Format. Set to No.
- 2190 Card Service Provider/Integration. Set to Comdata Fleet Cards
- 9999101 Comdata Fleet Credit Web Service Endpoint. Set with valid URL from Comdata.
- 9999102 Comdata Fleet Credit Web Service Username. Set with valid credentials from Comdata.
- 9999103 Comdata Fleet Credit Web Service Password. Set with valid credentials from Comdata.
- 9999104 Number of Days to Display in Comdata Card Recent Transactions Grid
- 9999105 Default Product Code. Defaults to 10000.

After setup, the My Cards page displays each user's available amount, used amount, spend limit amount, next closing date, and recent transactions for their Comdata cards, using data retrieved from the Comdata Fleet Credit Web Service.

If users have non-Comdata credit cards also tied to their user accounts, the card still appears on the My Cards page, but the data described above will not be available for the card.

Additionally, with this integration, at least one level 3 credit card transaction must exist for all card tokens in this system. This requirement should automatically be met, as card tokens are added to user accounts during the level 3 transaction import process.



9 PGP Encryption Keys

The PGP encryption keys are needed to import encrypted data from banks.

The following permissions are required:

- 18 Manage System Settings -- in a multi-tenant environment
- 15 Global Administrator -- in a single tenant environment

Verian Version Number		
Licensee	(Product Observer) - Standi	
Company	WEILER TR. TR. CONTRACTOR FOR THE CONTRACTOR CONTRACTOR	
User Count	129	
License by Module	110 / 200 (Purchasing) 104 / 200 (Expense) 35 / 200 (Assets & WorkOrders) 20 / 200 (Vendor Portal) 41 / 200 (Invoice) 27 / 100 (Budgets) 4 / 100 (Epend Manager)	
Webserver Port	165	
Webserver Protocol	HTTP/1.1	
Generate PGP Encryption Keys (Last Generated: Nov 24, 2014 10:37 PM)	Cenerate key	

Figure 18: Generate PGP Encryption Keys

9.1 Generating PGP Encryption Keys

To generate and distribute PGP encryption keys:

1.

- From the Dashboard, navigate to 3 > System > License.
- 2. Click Generate Key.
- 3. Click **OK** in the confirmation window. The public key information is stored in the file manager.
- 4. Navigate to > Other Data > Basware File Manager.
- 5. Filter for *Encryption* files and select the *public.txt* file.
- 6. Click Download.
- 7. Save the file in the appropriate location.
- 8. Send the file to the appropriate financial institutions.



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