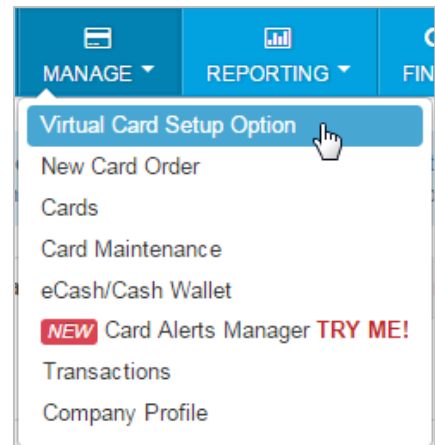


## Setting Up a Virtual Card Order

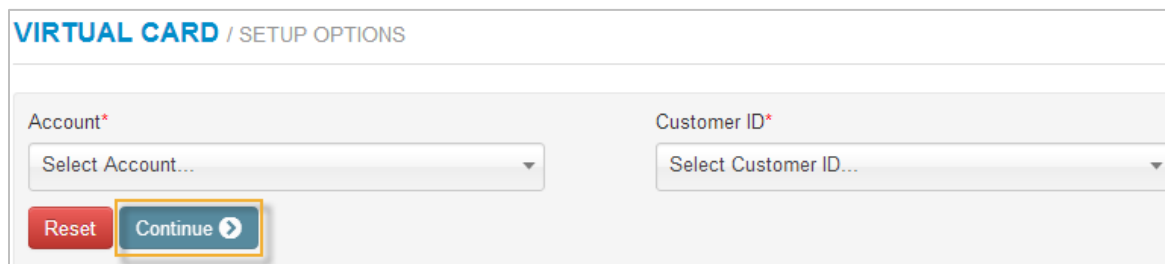
ICD > Manage > Virtual Card Setup Option

The Virtual Card Setup page allows account administrators to modify the information fields needed to issue a virtual card on the iConnectData (ICD) Virtual Card Order page. This enables you to customize the Virtual Card Order page to adhere to your company's requirements, such as limits by merchant groups, invoice details, and discretionary data.

1. To access the Virtual Card Setup page from the ICD menu bar, select **Manage > Virtual Card Setup Option**.



2. Select an account code and customer ID for issuing virtual cards. Then, select **Continue**.

A screenshot of the 'VIRTUAL CARD / SETUP OPTIONS' page. It features two dropdown menus: 'Account\*' with the placeholder text 'Select Account...' and 'Customer ID\*' with the placeholder text 'Select Customer ID...'. Below the dropdowns are two buttons: a red 'Reset' button and a blue 'Continue' button with a right-pointing arrow. The 'Continue' button is highlighted with a yellow border.

**Note:** If you have a large amount of customer IDs, you may be prompted to type in your account code and customer ID. Typing functions as a keyword search, so you can enter as few as three characters to pull matching results.

3. The Virtual Card Setup page opens, displaying three sections of information fields that you can make optional or required when issuing virtual cards: **Invoice Detail, Merchant Categories, Fleet/Maintenance Fields**.

Complete the fields as necessary and select **Save All Fields** at the bottom of the page. Or select **Reset** to clear all changes. *See the next page for field descriptions.*

**Note:** If you make changes on this page after a virtual card has been issued, they will be applied to existing cards when they are retrieved for editing. For example, if you change the option **Invoice Due Date** to required, users will be required to add the invoice due date to any existing card opened for editing.

### Invoice Detail Fields

These fields are specific to the vendor’s invoice. Select a check box in the **Display** column to display the field on the Virtual Card Order page or select a check box in the **Required** checkbox to make it mandatory. You can also edit the field name (label) in the **Change Label to** column as needed. Note that you will receive an error message if you duplicate field names.

**Note:** If your account is set up for virtual card for travel (VCT), some field labels in the **Change Label to** column will default to a specific name. Each defaulted field is noted in the table below.

INVOICE DETAIL FIELDS			
	Display	Required	Change Label to:
First Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="First Name"/>
Last Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Last Name"/>
Vendor Invoice Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Vendor Invoice Number"/>
Vendor Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Vendor Number"/>
Vendor Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Vendor Name"/>
Virtual Card Invoice Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Virtual Card Invoice Number"/>
Payment Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Payment Number"/>
Invoice Due Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Invoice Due Date"/>
Location Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Location Code"/>
Invoice Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Invoice Date"/>
Assign GL Codes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Assign GL Codes"/>
GL Validation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="GL Validation"/>
Invoice Comments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Invoice Comments"/>
Payment Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Payment Date"/>

Description	Comments
<b>First Name</b>	First name of payee. This field is required and cannot be hidden. Defaults to <b>Traveler First Name</b> for VCT orders.
<b>Last Name</b>	Last name of payee. This field is required and cannot be hidden. Defaults to <b>Traveler Last Name</b> for VCT orders.

Description	Comments
<b>Vendor Invoice Number</b>	This field can be used for any discretionary data you want to make optional or required with a card. Defaults to <b>Confirmation Number</b> for VCT orders.
<b>Vendor Number</b>	The number assigned to the vendor in the accounting system for the selected customer ID. This field can be used for any discretionary data you want to make optional or required with a card.
<b>Vendor Name</b>	Used to enter the full name of the vendor being paid. Also can be used for discretionary data you want to make optional or required with a card. Defaults to <b>Hotel Name</b> for VCT orders.
<b>Virtual Card Invoice Number</b>	Invoice number for which the virtual card is issued.
<b>Payment Number</b>	Vendor-assigned number for the invoice being paid
<b>Invoice Due Date</b>	Date payment is due to the vendor. Defaults to <b>Check In Date</b> for VCT orders.
<b>Location Code</b>	5-digit alphanumeric code associated with the vendor's location
<b>Invoice Date</b>	Similar to Invoice Due Date. This field can be used for any discretionary data you want to make optional or required with a card.
<b>Assign GL Codes</b>	Includes a table for assigning up to four GL codes with each virtual card.
<b>Invoice Comments</b>	Select this option if you want the user issuing the virtual card to add comments related to the invoice. Defaults to <b>Comments</b> for VCT orders.
<b>Payment Date</b>	Similar to Invoice Due Date. This field can be used for any discretionary data you want to make optional or required with a card. Defaults to <b>Check Out Date</b> for VCT orders.

### Merchant Categories

This section allows you to determine which MCC groups are available for the virtual card. Your selections here will display on the Virtual Card Order page. When the issuer of the virtual card accesses the Virtual Card Order page, they can apply or disallow your selected MCC groups as needed. Select **Open for any MasterCard Location** to make all MCC groups available for selection.

Merchant Categories	
	Display
Open for any MasterCard Location	<input checked="" type="checkbox"/>
Business Services Group	<input checked="" type="checkbox"/>
Financial Group	<input checked="" type="checkbox"/>
Fuel Group	<input checked="" type="checkbox"/>
Legal, Insurance Group	<input checked="" type="checkbox"/>
Maintenance Only Group	<input checked="" type="checkbox"/>
Medical Group	<input checked="" type="checkbox"/>
Miscellaneous Group	<input checked="" type="checkbox"/>
T & E Group, Airlines	<input checked="" type="checkbox"/>
T & E Group, Hotels / Motels	<input checked="" type="checkbox"/>
T & E Group, Misc. Transportation	<input checked="" type="checkbox"/>
T & E Group, Rental Car	<input checked="" type="checkbox"/>
T & E Group, Restaurants	<input checked="" type="checkbox"/>

### Fleet/Maintenance Fields

If you plan to issue virtual cards to pay vendors for fleet related expenses, select the appropriate fields below. Each field can be indicated as required or optional and the field name (label) can be edited in the **Change Label to** column as needed.

Fleet/Maintenance Fields			
	Display	Required	Change Label to:
PO Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="PO Number"/>
Vehicle Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Vehicle Number"/>
Repair Order Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Repair Order Number"/>
Warranty Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Warranty Report"/>
Warranty Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Warranty Period"/>
Misc. Costs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Misc. Costs"/>
Total Labor Costs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Total Labor Costs"/>
Total Parts Cost	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Total Parts Cost"/>
Total Tax Cost	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Total Tax Cost"/>

Description	Comments
<b>PO Number</b>	Purchase order number for the virtual card transaction
<b>Vehicle Number</b>	Vehicle ID of the vehicle receiving service
<b>Repair Order Number</b>	Vendor-assigned number if the virtual card is being issued for repairs
<b>Warranty Report</b>	Used to indicate whether the product or service being purchased includes a warranty. If so, the user will need to enter the warranty type in this field.
<b>Warranty Period</b>	Used to enter the duration the warranty is valid.
<b>Misc. Cost</b>	Used to specify miscellaneous costs for the virtual card; this option is generally used along with the Total Labor Costs, Total Tax Cost, and Total Parts Cost fields.
<b>Total Labor Costs</b>	Used to specify labor costs for the virtual card; this option is generally used along with the Total Parts Cost, Total Tax Cost, and Misc. Costs fields.
<b>Total Parts Cost</b>	Used to specify total parts cost for the virtual card; this option is generally used along with the Total Labor Costs, Total Tax Cost, and Misc. Costs fields.
<b>Total Tax Cost</b>	Used to specify a total tax cost for the virtual card; this option is generally used along with the Total Labor Costs, Total Parts Cost, and Misc. Costs fields.