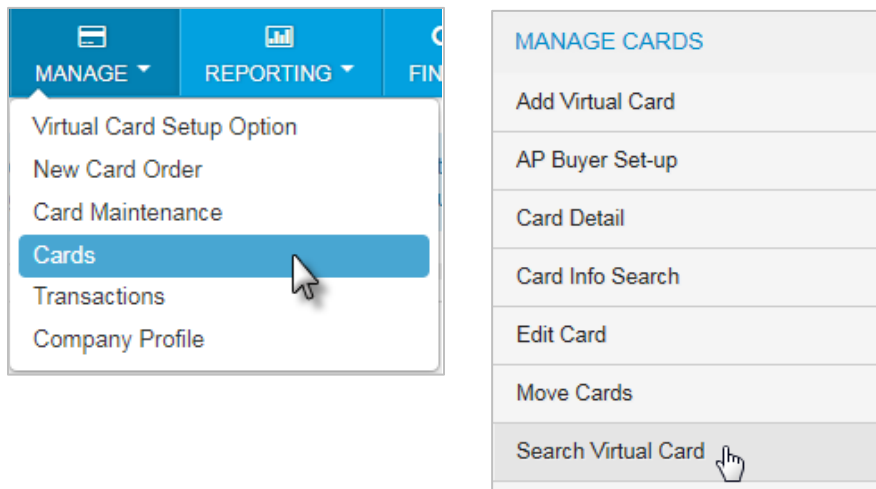


## Classic Card Maintenance: Editing a Virtual Card

Editing a virtual card can be done only after card issuance. You can edit nearly all of the card's current attributes (for example, the dollar amount on the card or GL code limits) or you can add additional details to the card, such as placing MCC (Merchant Category Code) group limits.

1. To access editing a virtual card, select **Manage > Cards > Search Virtual Card**.



2. Select an account code and customer ID, then click **Search**. In addition, you can narrow your search results by completing one of the sort fields: **Card Number** (primary sort only), **Card Token** (primary sort only), **Cardholder Last Name**, **Add Date**, **Last Used Date**, **Status**, and **Amount**.

**Note:** If your search results are too large, you will receive an error message stating "Row limit exceeded. Please refine your search." Use the sort options in this situation.

Virtual Card	Search for a Virtual Card
Search for Virtual Card	<b>Select Account Code and Customer ID</b>
Add Virtual Card	Account Code: VC777 - VIRTUAL CRD BUYER APSETUP <input type="text"/>
Screen Set-up	Customer ID: PS20J - PS20 TEST SITE 6 <input type="text"/>
AP Buyer Set-up	Primary Sort: Card Number <input type="text"/>
Internal Set-up	Primary Value: <input type="text"/>
	Secondary Sort: None <input type="text"/>
	Secondary Value: <input type="text"/>
	<input type="button" value="Search"/>

- The Virtual Card List page opens, displaying all virtual cards matching your search criteria. Click a card number to open the Edit a Virtual Card page.

Virtual Card List

Account Code: VC777 - VIRTUAL CRD BUYER APSETUP  
Customer ID: PS20J - PS20 TEST SITE 6

[Return to Query](#)

[NEXT](#) [PREVIOUS](#) [BOTTOM OF PAGE](#)

Account Code	Customer ID	Card Number	Card Token	Cardholder Name	Add Date	Last Used	Status	Amount
VC777	PS20J	556766XXXXX3504	222G26M6V4	TRAVEL, VIRTUALCARD	2016-06-22	0001-01-01	Active	10.00
VC777	PS20J	556766XXXXX3595	222G26M7A2	TEST06222016, VCT	2016-06-22	0001-01-01	Active	1500.00
VC777	PS20J	556766XXXXX3645	222G26M7E3	TEST06222016A, VCT	2016-06-22	0001-01-01	Active	1600.00

- Review or change any card information in the open fields.

**Note:** Not all fields pictured may display depending on your administrator's settings. See all possible field descriptions on the next page.

### Edit a Virtual Card

\*Indicates a required field

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**Account / Customer Information**

Account Code: VC777 - VIRTUAL CRD BUYER APSETUP  
Customer Id: PS20J - PS20 TEST SITE 6

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**Card Information**

Name on Card:	VCT TEST	*Confirmation Number:	Vendor Number:
Card Number:	556766XXXXX6076	PO Number:	
Expiration Date:	0716	Warranty Report:	Warranty Period:
Total Dollar Amount:	500.00	No <input type="checkbox"/>	
Dollar Amount Used:	0.00	Repair Order Number:	
Dollar Amount Authorized:	0.00	Total Parts Cost:	Total Labor Costs:
Dollar Amount Must be Exact Amount:	No <input type="checkbox"/>	0.00	0.00
Number of Transactions:	2 <small>(Value allowed up to 999)</small>	Total Tax Cost:	Misc. Costs:
Number of Transactions Used:	0	0.00	0.00
Number of Transactions Authorized:	0	<a href="#">Click here to update payment details</a>	
Opened MasterCard MCC:	33754 - AMELIA ISLAND PLANTATION		
Status:	Activate <input type="checkbox"/>		
Block Reason Code:			

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**Transmit Card**

Email Address:  [Email Card](#)

Fax Number:  [Fax Card](#)

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**Select Merchant Limits**

Open for any MasterCard Location  
 Yes  No

Open for a MasterCard Group(s)  
 Yes  No

Open for a specific MasterCard MCC:  
 Yes  No

[Continue](#) [Cancel](#) [Security Code](#)

Field Name	Description/Comments
<b>Account Code/Customer ID</b>	These fields cannot be edited. You cannot reassign a virtual card to another account code or customer ID.
<b>Name on Card/Card Number/Expiration Date</b>	These fields cannot be edited.
<b>Total Dollar Amount</b>	Change this field's value to modify the amount for which the virtual card is authorized. You can reduce the authorized value of the card, but it must remain at or above the current Dollar Amount.
<b>Dollar Amount Used</b>	The total value settled that will be charged to the customer; cannot be edited.
<b>Dollar Amount Authorized</b>	The total value correctly authorized to the card. The balance available on the card is based on this value and not the Dollar Amount Used; cannot be edited.
<b>Dollar Amount Must be Exact Amount</b>	Select <b>Yes</b> if the virtual card will be authorized for a single transaction and you know the exact amount of the transaction. The <b>Number of Transactions</b> field must be set to 1 in this case.  Select <b>No</b> if the virtual card will be authorized for more than one transaction or you do not know the exact amount of the transaction (other than that it will not exceed the amount assigned).
<b>Number of Transactions/Number of Transaction Used/Number of Transactions Authorized</b>	The <b>Number of Transactions</b> field allows you to update the total allowed transactions for the virtual card.  The <b>Number of Transactions Used</b> and the <b>Number of Transactions Authorized</b> are read-only fields displaying the number of transactions used and the number of transactions submitted and authorized, respectively. The number of transactions remaining on the card is based on the <b>Number of Transactions Authorized</b> .
<b>Opened MasterCard Locations</b>	This field displays your current settings for available merchants and/or merchant category codes (MCCs). To make changes to the open MasterCard locations, use the <b>Select Merchant Limits</b> section at the bottom of the page.
<b>Status</b>	There are four card statuses: <ul style="list-style-type: none"> <li>• <b>Activate:</b> When editing a card, this can be used to reactivate a card that has been blocked.</li> <li>• <b>Block:</b> Used to stop a card before its expiration date. This status can be reversed using <b>Activate</b>.</li> <li>• <b>Fraud:</b> Used to close a card that has been used fraudulently. Once this status is applied, the card cannot be reactivated.</li> <li>• <b>Stolen:</b> Used to close a card that has been reported as stolen. Once this status is applied, the card cannot be reactivated.</li> </ul>

Field Name	Description/Comments
<b>Block Reason Code</b>	If you select <b>Block</b> as a status, this drop-down field will populate with several applicable block reason codes.
<b>Vehicle Number</b>	The vehicle number for which repairs or services were charged to the virtual card.
<b>Driver ID Number</b>	Virtual cards are not issued to drivers. This field is sometimes used for other customer-assigned values associated with the virtual card.
<b>Vendor Invoice Number</b>	The Vendor Invoice Number is often entered when editing a virtual card instead of when the card is issued.
<b>Vendor Number</b>	The number assigned to the vendor in the accounting system for the selected customer ID.
<b>PO Number</b>	The purchase order number for the virtual card transaction, if available.
<b>Warranty Report/Warranty Period</b>	<p><b>Warranty Report</b> is a <b>Yes</b> or <b>No</b> (default is <b>No</b>) field used to indicate whether the product or service charged to the virtual card includes a warranty period.</p> <p><b>Warranty Period</b> is used to enter the length of the warranty's duration, such as 30 days.</p>
<b>Repair Order Number</b>	Customer or Vendor-assigned number if the virtual card is being issued for repairs. Maximum of 10 characters.
<b>Total Parts Cost/Total Labor Cost/Total Tax Cost/Misc. Costs</b>	<p>The amount quoted by the product or service provider for the total parts cost, labor cost, tax cost, or miscellaneous cost.</p> <p>If these fields are not editable, the system defaults to 0.</p>
<b>Transmit Card Email Address Fax Number</b>	<p>These fields are used to resend the virtual card remittance advice to the vendor. You will need to enter an email address or a fax number as the method of transmission.</p> <p>When you enter an email address or fax number, and click <b>Email Card</b> or <b>Fax Card</b> respectively, the vendor will receive an updated remittance advice including any changes you have entered.</p> <p>For example, if you change the <b>Total Dollar Amount</b> field, the new amount will be reflected in the new remittance advice. This is true even if you have not confirmed your changes at the bottom of the page.</p>
<b>Select Merchant Limits</b>	<ul style="list-style-type: none"> <li>• <b>Open for any MasterCard Location:</b> The virtual card can be processed regardless of the merchant category group (business or service) or the specific MCC (exact merchant category code identified at the point of sale).</li> <li>• <b>Open for a MasterCard Group(s):</b> Limits the virtual card to a specific merchant group (Hotels/Motels, Fuel Group, etc.)</li> <li>• <b>Open for a specific MasterCard MCC:</b> Limits the virtual card to a specific merchant category code (35541 Gas Services, 35499 Miscellaneous Food Stores, etc.)</li> </ul>

### Updating Payment Details

If the virtual card has multiple invoices, you can view them by clicking **Click here to add payment details**. You can also add additional invoices.

**Card Information**

Name on Card:	VCT TEST	*Confirmation Number:	Vendor Number:
Card Number:	556766XXXXXX6076	<input type="text"/>	<input type="text"/>
Expiration Date:	0716	PO Number:	<input type="text"/>
Total Dollar Amount:	<input type="text" value="500.00"/>	Warranty Report:	Warranty Period:
Dollar Amount Used:	0.00	<input type="text" value="No"/> <input type="button" value="v"/>	<input type="text"/>
Dollar Amount Authorized:	0.00	Repair Order Number:	<input type="text"/>
Dollar Amount Must be Exact Amount:	<input type="text" value="No"/> <input type="button" value="v"/>	Total Parts Cost:	Total Labor Costs:
Number of Transactions:	<input type="text" value="2"/> <small>(Value allowed up to 999)</small>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Number of Transactions Used:	0	Total Tax Cost:	Misc. Costs:
Number of Transactions Authorized:	0	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Opened MasterCard MCC:		<a href="#" style="border: 2px solid orange; padding: 2px;">Click here to update payment details</a>	

The Payment Details page allows you to add, edit, or remove up to 10 invoices. This information will display on the Remittance Advice sent to the payee. Click **Submit** to save your changes and see them reflected on the Edit a Virtual Card page. Click **Cancel** to return to the Edit a Virtual Card page without saving changes.

**Payment Details**

Invoice Date <small>(MM/DD/YYYY)</small>	Invoice Number	Gross Amount	Discount Amount	Net Amount Paid	Comments
<input type="text" value="10/18/2014"/>	<input type="text" value="VENPTINV#1"/>	\$ <input type="text" value="40.00"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="40.00"/>	<input type="text"/>
<input type="text" value="11/25/2014"/>	<input type="text" value="VENPTINV#1"/>	\$ <input type="text" value="40.00"/>	\$ <input type="text" value="5.00"/>	\$ <input type="text" value="35.00"/>	<input type="text"/>
<input type="text" value="11/26/2014"/>	<input type="text" value="VENPTINV#1"/>	\$ <input type="text" value="30.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<b>Total Net Amount Paid:</b>				<b>\$ 75.00</b>	

### Checking a Virtual Card's CVC2 Code

Comdata assigns each virtual card a three-digit CVC2 to help prevent card misuse and fraud. This CVC2 is supplied to the vendor on the remittance advice and can be found on the Edit a Virtual Card page. Note that this can only be done after card issuance.

To check the CVC2 for an existing virtual card, click the **Security Code** button at the bottom of the Edit a Virtual Card page.

**Transmit Card**

Email Address:

Fax Number:

**Select Merchant Limits**

Open for any MasterCard Location  
 Yes  No

Open for a MasterCard Group(s)  
 Yes  No

Open for a specific MasterCard MCC:  
 Yes  No

**Assign GL Codes**

	Selected	GL Code Number	Percentage	Amount	Default
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GL5	100.00	5.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	0.00	0.00	<input type="checkbox"/>

This opens a read-only page displaying the CVC2.

CVC2 Number: 684