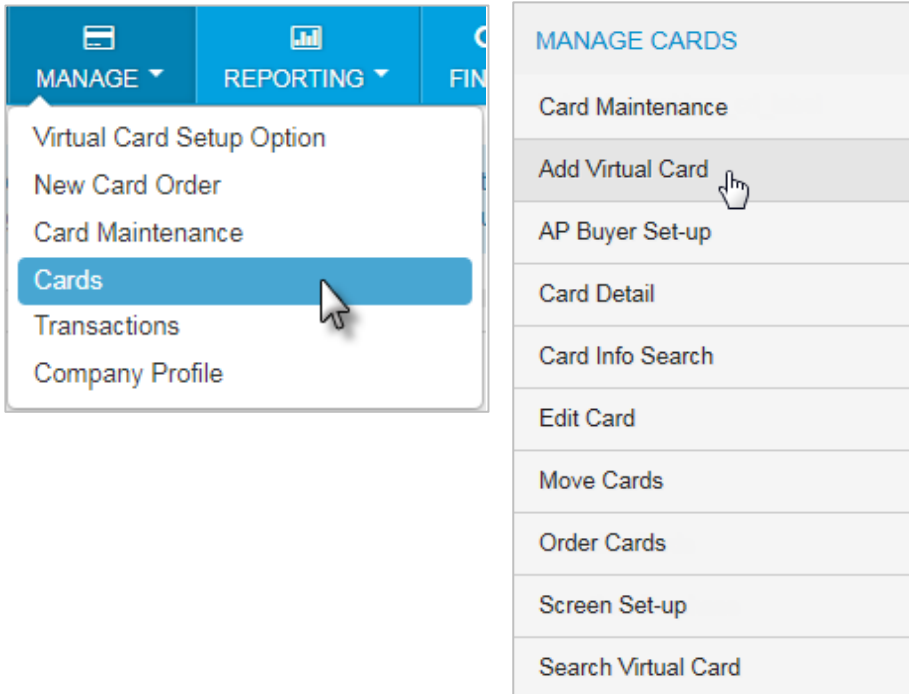


# Classic Card Maintenance: Issuing a Virtual Card

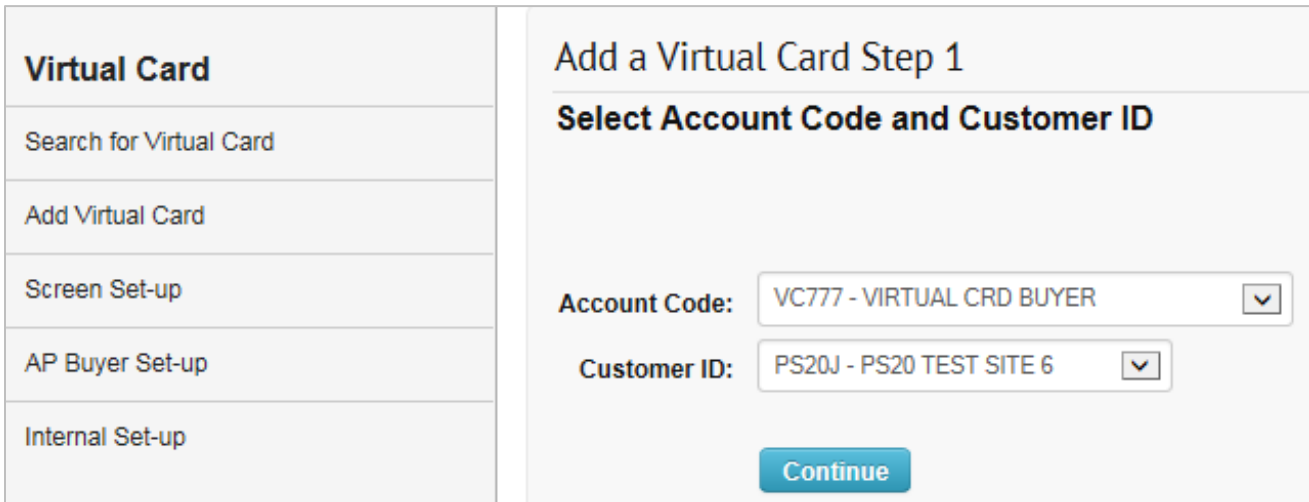
ICD > Manage > Cards > Add Virtual Card

Virtual cards can be issued only on a one-by-one basis through iConnectData (ICD) on the Add a Virtual Card page. Note that some of the fields displayed and/or required are determined by a company administrator during setup. If you notice a field is missing, contact your company's administrator.

1. To access the Add a Virtual Card page, select **Manage > Cards > Add Virtual Card**.



2. Select the account code and customer ID that will issue virtual cards. Then, click **Continue**.



3. The Add a Virtual Card Order page opens. The **Card Information** section contains fields that were created by your site administrator during setup. Not all the fields pictured below may display depending on your administrator's settings; required fields are denoted with a red asterisk (\*). See the table below for a description of all possible fields.

### Add a Virtual Card

**Account / Customer Information**  
 Account Code: VC888 - VIRTUAL CARD  
 Customer Id: 88888 - VIRTUAL CARD

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**Card Information**

\*First Name:       \*Last Name:

Status:

Vehicle Number:

Driver ID Number:

Vendor Invoice Number:       Vendor Number:

PO Number:

Warranty Report:       Warranty Period:

Repair Order Number:

Total Parts Cost:       Total Labor Costs:

Total Tax Cost:       Misc. Costs:

**Transaction Limits:**

\$ Amount for this Card:       \$ Amount must be exact?

Number of transactions:  Value allowed up to 999

Expiration Date:

[Click here to add payment details](#)

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**Select Merchant Limits**

Open for a MasterCard Group(s)  
 Yes     No

Open for a specific MasterCard MCC:  
 Yes     No

Open for a specific MasterCard MCC:  
 Yes     No

**Assign GL Codes**

Selected	GL Code Number	Percentage	Amount	Default
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>

Field Name	Description/Comments
<b>First Name/Last Name</b>	<p>The first name and last name associated with the virtual card. These fields may not be editable if your site administrator did not select that option during setup. When the fields are not open for editing, the virtual card is issued using the name associated with the current user login.</p> <p>The first name can be up to 15 alphabetical characters; the last name can be between 3 and 20 alphabetical characters.</p> <p><b>Note:</b> Names cannot include spaces or special characters such as a slash (/), hyphen (-), or percent (%).</p>

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Field Name	Description/Comments
<b>Status</b>	<ul style="list-style-type: none"> <li>• <b>Activate:</b> This is the normal status when you add a card.</li> <li>• <b>Block:</b> Prevents the card from being used even before the expiration date.</li> </ul> <p>You can change the status of an issued card from <b>Activate</b> to <b>Block</b> and vice versa using the Edit a Virtual Card page. You can assign additional card statuses (<b>Fraud, Stolen</b>) when you edit a card.</p>
<b>Vehicle Number</b>	Vehicle ID of the vehicle receiving service.
<b>Driver ID Number</b>	Virtual cards are not issued to drivers. This field can be used for customer-assigned values.
<b>Vendor Invoice Number/Vendor Number</b>	<p>The <b>Vendor Invoice Number</b> can be entered if it is known at the time the card is being issued. This field can also be completed later when editing the virtual card.</p> <p>The <b>Vendor Number</b> is the number assigned to the vendor in your company's accounting system for the selected customer ID.</p>
<b>PO Number</b>	Purchase order number for the virtual card transaction.
<b>Warranty Report/Warranty Period</b>	<p><b>Warranty Report</b> is a <b>Yes</b> or <b>No</b> field used to indicate whether the product or service charged to the virtual card includes a warranty period. <b>No</b> is the default value.</p> <p><b>Warranty Period</b> is used to enter the length of the warranty period, such as 30 days.</p>
<b>Repair Order Number</b>	Vendor-assigned number if the virtual card is being issued for repairs.
<b>Total Parts Cost/Total Labor Costs/Total Tax Cost/Misc. Costs</b>	<p>The amount quoted by the vendor for the total parts cost, labor cost, tax cost, and/or miscellaneous costs related to the products or services purchased.</p> <p>If nothing is entered in these fields, the system will default to a 0 monetary value.</p>
<b>Transaction Limits</b>	<p>These fields define the transaction levels available for the virtual card:</p> <ul style="list-style-type: none"> <li>• <b>Amount for this Card:</b> Assign an amount to the card greater than \$0.00.</li> <li>• <b>Amount must be exact?:</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. 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).</li> <li>• <b>Number of Transactions:</b> Specify at least one (1) number.</li> <li>• <b>Expiration Date:</b> Defaults to the next month following the current month, but you can select any month/year option from the drop-down menu. If you want to tie the transaction limits you have assigned to additional payment details, use the <b>Click here to add payment details</b> option.</li> </ul>

Field Name	Description/Comments
<b>Select Merchant Limits</b>	<p>Allows you to limit the virtual card usage to specific merchants. Note that you can select only one option:</p> <ul style="list-style-type: none"> <li>• <b>Open for any MasterCard Location:</b> Opens the virtual card to be processed regardless of the merchant category group (type of business or service) or the specific MCC (merchant category code) identified with the point of sale.</li> <li>• <b>Open for a MasterCard Group(s):</b> Allows you to limit the virtual card to a specific group of merchants, such as the Travel &amp; Entertainment (T&amp;E) Group, Hotels/Motels, or the Fuel Group. Selecting this option will prompt you to select each merchant group from a list.</li> <li>• <b>Open for a specific MasterCard MCC:</b> Allows you to select a specific merchant category code (MCC) for which you want to limit the virtual card. For example, if you limit the virtual card to the Hotels group, you can select the specific hotel(s) the card can be used at; you can select only one MCC with this option. Selecting this option will prompt you to select each MCC from a list.</li> </ul>
<b>Assign GL Code</b>	Assign general ledger (GL) codes to the virtual card. See <a href="#">page 6</a> for more information.
<b>Payment Number</b>	Vendor-assigned number for the invoice being paid; this field can be used for any type of customer-defined discretionary data.
<b>Vendor Invoice Number</b>	The vendor invoice number can be entered if it is known at the time the card is being issued. This field can also be completed later when editing the virtual card.
<b>Virtual Card Invoice Number</b>	Invoice number for which the virtual card is issued.

If you want to tie the transaction limits you have assigned to additional payment details, use the **Click here to add payment details** option in the Transaction Limits section.

**Transaction Limits:**

**\$ Amount for this Card**

**\$ Amount must be exact?**

**Number of transactions**

 Value allowed up to 999

**Expiration Date**

[Click here to add payment details](#)

Clicking this option opens the Payment Details page which contains rows for entering ten specific invoices. When finished, click **Continue** to return to the Add a Virtual Card page.

**Payment Details**

Invoice Date (MM/DD/YYYY)	Invoice Number	Gross Amount	Discount Amount	Net Amount Paid	Comments
<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"/>	\$ <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>\$ 0.00</b>	

Field Name	Description/Comments
<b>Invoice Date</b>	The date you are making the payment to the vendor.
<b>Invoice Number</b>	The invoice number can be entered if it is known at the time the card is being issued. This field can also be completed later when editing the virtual card.
<b>Gross Amount</b>	Enter the amount of the invoice before any discounts are deducted.
<b>Discount Amount</b>	Enter the amount of any discounts to be deducted.
<b>Net Amount</b>	Displays the amount for the invoice after discounts are deducted.
<b>Comments</b>	Enter any comments related to the invoice.
<b>Total Net Amount Paid</b>	Displays the total amount of all invoices to be paid with the virtual card. This value will also display in the <b>Amount for this Card</b> field, which will increase with each invoice added.

If your administrator allows you to assign GL codes to the virtual card, an Assign GL Code section displays on the Add a Virtual Card page. You can assign only four GL codes. Note that after you issue the virtual card, you can change the GL codes on the Edit a Virtual card page.

**Assign GL Codes**

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

Continue
Cancel

Field Name	Description/Comments
<b>Selected</b>	Select the check box for GL Code that will be used on the virtual card.
<b>GL Code Number</b>	<p>Enter the full GL code number. Depending on the setup created by your administrator, an exact match between the GL code amounts you specify and those posted to your virtual card may not be required. If an exact match is required, any non-matching GL codes returned when the payment is posted will be dropped from your remittance advice. Contact your administrator if you feel this is not the right setting for managing GL codes.</p> <p>If an exact match is not required, any GL codes returned in the payee remittance information that exceed the amounts specified for the card will be reallocated.</p>
<b>Percentage</b>	Specify the amount to allocate from the GL code as a percentage. Enter the percentage as a whole number (for example, 50 = 50%).
<b>Amount</b>	Enter the amount to allocate from the GL code as a whole number. You can use a decimal for dollars and cents (for example, 50.50 = \$50.50).
<b>Default</b>	The <b>Default</b> check box is selected if any remaining expenditure amounts are returned to the GL Code.

- 4. After entering all your information, click **Continue** at the bottom of the Add a Virtual Card page when finished. Click **Reset** to clear all fields.

**Note:** If you selected **Open for a MasterCard Group(s)** or **Open for a specific MasterCard MCC**, you will be prompted to select your options after clicking **Continue**. Once you make your MCC selections, click **Continue** again.

### Add a Virtual Card Step 2

#### Select Merchant Category

Account Code: VC117 - VIRTUAL CARD  
Customer ID: 88888 - VIRTUAL CARD

- MISCELLANEOUS GROUP
- T & E GROUP, AIRLINES
- T & E GROUP, MISC. TRANSPORTATION
- T & E GROUP, RESTAURANTS

**Continue** **Back** **Cancel**

- 5. A confirmation page displays, prompting you to ensure all information is correct. Review and click **Confirm** if there are no issues.

### Add a Virtual Card

#### Confirm Selections

Account Code: VC117 - VIRTUAL CARD  
Customer ID: 88888 - VIRTUAL CARD  
First Name: QASUPER  
Last Name: ADMIN  
Status: Active  
Warranty Report: No  
Total Parts Cost: 0.00  
Total Labor Costs: 0.00  
Total Tax Cost: 0.00  
Misc. Costs: 0.00  
Number of Transactions: 1  
Dollar Amount: 100.00  
Dollar Amount Must be Exact Amount: Yes  
Expiration Date: September 2017  
Opened MasterCard MCC: AIR FRANCE

**Confirm** **Back** **Cancel**

- 6. A success message displays showing your generated card number, CVC2, expiration date, and card balance. If you wish to Email and/or Fax the Card Remittance Information to your vendor, then enter that information in the corresponding field and click **Email Card/Fax Card**. You may also edit the virtual card by clicking the **Edit Card** button.

### Add a Virtual Card Successful

Payment Details saved.

<b>Account Code:</b>	VC117 - VIRTUAL CARD	<b>Your Virtual MasterCard Number is:</b>
<b>Customer ID:</b>	88888 - VIRTUAL CARD	5567 6600 3333 8888
<b>First Name:</b>	QASUPER	
<b>Last Name:</b>	ADMIN	<b>Expiration Date:</b> September 2017
<b>Status:</b>	Active	<b>CVC2 Number:</b> 948
<b>Warranty Report:</b>	No	
<b>Total Parts Cost:</b>	0.00	
<b>Total Labor Costs:</b>	0.00	<b>Email Address:</b> <input type="text"/>
<b>Total Tax Cost:</b>	0.00	<input type="button" value="Email Card"/>
<b>Misc. Costs:</b>	0.00	<b>Fax Number:</b> <input type="text"/>
<b>Number of Transactions:</b>	1	<input type="button" value="Fax Card"/>
<b>Dollar Amount:</b>	100.00	
<b>Dollar Amount Must be Exact Amount:</b>	Yes	
<b>Expiration Date:</b>	September 2017	
<b>Opened MasterCard MCC:</b>	AIR FRANCE	