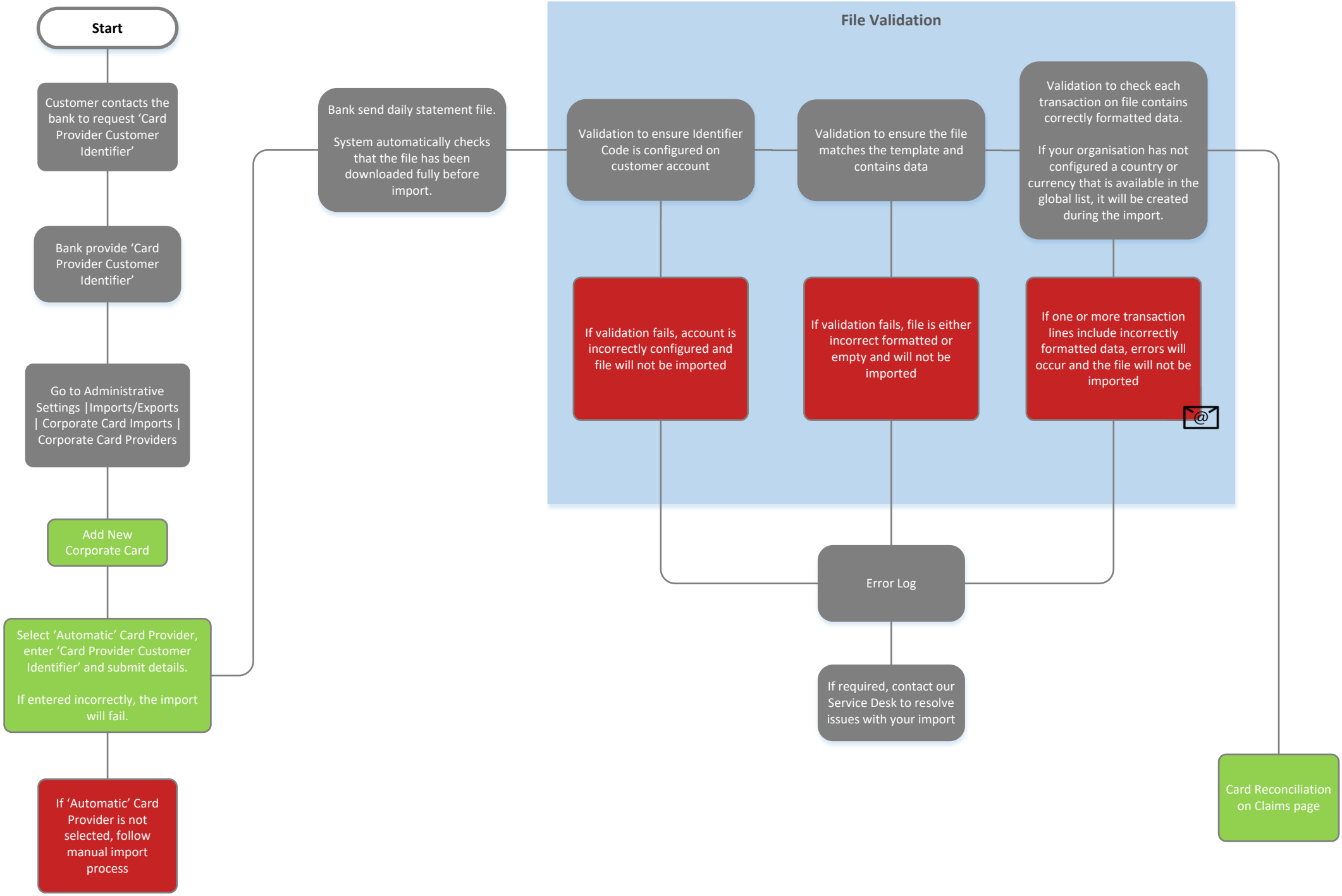
Start
Customer contacts the bank to request 'Card Provider Customer Identifier'
Bank provide 'Card Provider Customer Identifier'
Go to Administrative Settings |Imports/Exports | Corporate Card Imports | Corporate Card Providers
Add New Corporate Card
Select 'Automatic' Card Provider, enter 'Card Provider Customer Identifier' and submit details.
If entered incorrectly, the import will fail.
If 'Automatic' Card Provider is not selected, follow manual import process
Bank send daily statement file.
System automatically checks that the file has been downloaded fully before import.
File Validation
Validation to ensure Identifier Code is configured on customer account
Validation to ensure the file matches the template and contains data
Validation to check each transaction on file contains correctly formatted data.
If your organisation has not configured a country or currency that is available in the global list, it will be created during the import.
If validation fails, account is incorrectly configured and file will not be imported
If validation fails, file is either incorrect formatted or empty and will not be imported
If one or more transaction lines include incorrectly formatted data, errors will occur and the file will not be imported
Error Log
If required, contact our Service Desk to resolve issues with your import
Card Reconciliation on Claims page