

Access Online

Glossary
User Guide

Version 1.9
Cardholder and
Program Administrator



All of **us** serving you™



A

Accessible

A designation for printed and electronic content and interactions that are easy for end users with vision and physical mobility challenges to review and perform. For example, an accessible document is easy to navigate using keyboard commands and is easy for screen reading software to read audibly and clearly to the end user.

Account Approval Process

A type of approval process in use with many government organizations in which transactions remain in the cardholder's transaction list without being forwarded to another user for approval. The cardholder's transaction list remains intact, but the status designation of the transaction and cardholder account changes depending on the user action (e.g., pending, approved). Often also includes the approval of cardholder accounts and managing accounts, as well as transactions.

Account Profile

Detailed information about a cardholder or managing account, including demographic data, authorization limits, default accounting code, and other account information (e.g., cycle day).

Account Status

A code included with account information that indicates the status of the account on the card operating system (e.g., T9, Q9). Also see *Status Description*.

Accounting Code Favorites

A list of your favorite accounting codes that you can use to reallocate transactions or specify allocations for an order.

Accounting Code Structure (ACS)

The unique accounting framework that describes each client's business. Program administrators determine the number of segments in their accounting code structure, the length of each segment within that structure, and the name for each segment. Program administrators can create and name more than one accounting code structure if their organizations have more than one type of internal accounting structure.

Accounting Code View

Access Online offers the Program Administrator the ability to define which accounting code segments a cardholder can view and change. For example, if a Program Administrator gives the cardholder the right to reallocate transactions to only one segment of the accounting code, then the cardholder will see only that one segment when reallocating a transaction. Access Online offers three different client-defined accounting code views.

Accounting Validation Control (AVC)

Rules the Program Administrator sets up in Access Online that help ensure that users reallocate transactions to valid accounting codes.

Action Day Limit

A unique number of days (between 1–199) after cycle close that the cardholders and others have to approve transactions and statements using the account approval process.

Ad Hoc

A Latin term that designates something as created for a specific purpose. For example, a user creates an ad hoc report to meet a specific reporting need that the user cannot meet with an existing, standard report.

Affiliate Currency

In global program management, the currency of the bank associated with a company's international affiliate (subsidiary or other related organization).

Agent Number

A unique four-digit number that identifies one or more top hierarchy levels of a client organization. Used to define the bank/agent relationship. For example, ACME may have agent numbers for each major subsidiary. Each cardholder account is associated with an agent number.

Allocation

The accounting code assigned to a transaction.

Allocation Rule

See Merchant Allocation Rule.

Allocation Rules Engine (ARE)

A set of parameters (rules) you set up to automatically allocate transactions to your specified accounting codes when the transactions post in Access Online. The ARE thereby reduces the number of times you need to reallocate transactions after they post in Access Online. For example, an ARE rule might dictate that all transactions for accounts in Bank 1234/Agent 4567 in Vancouver for ABC Office Supply should be allocated to accounting code 123-1234-5678 when the transactions post in Access Online.

Alphanumeric

A designation of content as containing only numbers and/or letters. For example, the user ID *jsmith80* is an alphanumeric user ID, the accounting code *OFFSUPP2134532* is an alphanumeric accounting code, and the date *DEC2009* is an alphanumeric date. Some fields must be alphanumeric (must contain both numbers and letters) and some may be alphanumeric (may contain all numbers, all letters, or a combination).

Alternate Accounting Code

A valid, complete line of accounting based on values the Program Administrator manually specifies or uploads via a valid values list.

Approval Manager

A user with the entitlement to review and approve transactions or requisitions forwarded by a specified group of cardholders as part of the transaction approval process or Payment Plus approval process. In the account approval process, a manager with the entitlement to review and/or approve transactions and/or cardholder and managing account statements.

Approval Status

The status of the transaction or requisition as part of the transaction approval process, Payment Plus approval process, or the account approval process (e.g., approved, rejected, pending).

Assign At

See Define At, Assign At.

Ascending Sort

A sort that organizes data upwards from smallest to greatest (e.g., A–Z, 1–100).

Authentication

A question (e.g., pet's name, mother's maiden name) and response (e.g., Rover, Berkowitz) that Access Online asks a user in order to verify the user's identity if the user forgets a password.

Authorization Limit

Dollar amount or other parameter that sets a limit on a specific cardholder or managing account. Also called a *velocity limit*. For example, a Program Administrator can set authorizations limits for each cardholder that limit the available credit and can set authorization limits for a short-term managing account for a specific project.

Authorization Number

A number that the bank provides to authorize a transaction, which might be used for fraud investigation or dispute processing.

Authorization Templates

A custom-specified parameter that enables a Program Administrator to approve, decline, or divert transactions in specified merchant category codes (MCCs) or MCC groups (e.g., accept all travel expense MCCs, but decline casinos and pawn shops).

Autoapproval

In transaction approval, a process that enables the client to set up parameters for the system to automatically approve transactions that meet the parameters.

Automatch

A process in which Access Online automatically matches either transactions to orders (in Order Management) or transactions to requisitions and/or payment instructions (in Payment Plus).

Automated Clearing House (ACH)

A secure payment transfer system that connects all United States financial institutions. The ACH system is the central clearing facility for all electronic fund transfer transactions in the country.

Available Credit

An authorization limit that is the dollar value of the remaining available credit associated with a cardholder or managing account.

B

Bank/Agent Relationship

The name of the relationship between the bank and the client's agent number (for example, between the bank and the ACME Company's agent number for its ACME Distribution Subsidiary). See *Agent Number* and *Bank Number*.

Bank Number

The unique number of the bank that issued a specific credit card. See *Bank/Agent Relationship*.

Beginning Month

The month the annual cycle begins (e.g., first month of the fiscal year) for a specific cardholder or managing account.

Billing Cycle

The monthly cycle (expressed as number of days) on which the bank bills the cardholder (e.g., a 30-day billing cycle).

C

Cardholder

The person to whom the credit card is issued.

Child Accounting Validation Control (AVC)

A type of accounting validation control (AVC) based on an existing AVC. The child AVC inherits all the parameters of the AVC it is based on, but is as least as restrictive as the original AVC. Also see *Accounting Validation Control*.

Client Relationship

The name that identifies the bank's relationship with a particular client. Each relationship has specific details associated with the particular client, including the bank/agent combination and global reporting indicators.

Client Supplier Information (CSI) Record

An electronic record that lets you store detailed information about your suppliers in Access Online for use throughout the system, including Payment Plus. You can match the CSI record to an Enhanced Supplier Information (ESI) record that contains information from Visa or MasterCard.

Comment Day Limit

The number of days following the close of a cycle that a cardholder or Program Administrator has to enter transaction comments. The day limit is a variable transaction management control (1–199 days) the Program Administrator sets. Once the day limit has passed, the cardholder or Program Administrator cannot enter transaction comments.

Company Number

The unique number that the bank assigns that is associated with a specific client, client subsidiary, or other sub-organization within the client organization. For example, ACME may have five subsidiaries with three major divisions within each subsidiary, each with a unique company number.

Contact Information

The cardholder's name, address, phone number, and email address that displays on Access Online's User Profile screen, which the Program Administrator uses to communicate with the cardholder. The contact information has no association with the cardholder account information.

Control Number

A number assigned to an order, requisition or payment instruction that identifies the order, requisition or payment instruction in Access Online.

Convenience Checks

An account setup option that sends convenience checks to the cardholder.

Corporate Card

A credit card issued to employees for company-related travel, hotel, and entertainment expenses. (Sometimes called *travel and entertainment [T&E] cards*.)

Cost Center

A unique number that a Program Administrator defines as an account that is budgeted for certain expenses. A cost center may be one of the segments of an accounting code to which a Program Administrator can allocate expenses when setting up allocation rules. For example, a department may have general cost center for everyday expenses and a different cost center for a special project.

Credit Limit

The dollar value of the maximum credit associated with a cardholder or managing account.

Credit Order

An order you create manually in Access Online for the dollar value of a credit transaction (e.g., a returned item from the original order). You can then match the credit order to a credit transaction, resulting in a one-to-one match for each transaction and order.

Criteria 1, Criteria 2, Criteria 3

In Order Management and Payment Plus, the rule sets by which Access Online automatically matches transactions to orders, payment instructions, and/or requisitions. Criteria 1 is the default, primary criteria. Each client can customize Criteria 2 and Criteria 3. See also *Automatch* and *Match Criteria*.

Custom Valid Values List

Valid accounting code values for a child accounting validation control that are not in the original AVC.

Cycle Day

The day of the month on which the account information and billing refreshes. The cycle day is the first day after the cycle end date. For example, if the cycle end date is the 10th of every month, the cycle day is the 11th of every month.

Cycle Dollar Limit

An authorization limit that is the dollar limit per cycle associated with a cardholder or managing account.

Cycle End Date

The day of the month the cardholder account billing cycle ends.

Cycle Transaction Limit

An authorization limit that is the allowed number of transactions per cycle for a cardholder or managing account.

D

Daily Dollar Limit

An authorization limit that is the dollar limit per day for a cardholder or managing account.

Data Exchange

The function in Access Online for copying, sending, uploading and viewing files between the bank and a client. Also referred to as *File Transfer*.

Date Time Stamp

An indicator of the both date and time of day of an event (e.g., May 1, 20107 3:28 p.m.)

Days in Refresh Cycle

The days per the custom-specified cycle for the *Other Dollar* and *Other Transaction* limit for a short-term managing account or a cardholder account. A Program Administrator might set this parameter for a short-term account (e.g., a specific project, a consultant). For example, a Program Administrator may set up \$2,000 other dollar limit for 20 days for an account.

Default Accounting Code

The accounting code assigned to a cardholder account or managing account, including the structure by segment.

Default Merchant Category Code (MCC) Group

The Visa- or MasterCard-created groups of similar merchant category codes (e.g. the Airlines groups that includes all individual airline companies). These default groups are always available in Access Online. See also *Merchant Category Code Group* and *Merchant Category Code*.

Define At, Assign At

You can set up (define) an accounting code structure or accounting validation control at one processing hierarchy position, but use (assign) the structure or control at one or more related, lower processing hierarchy positions. For example, if you have an AVC that you want to assign to three out of five divisions under one company, you can set up the AVC at the company position, and then assign it at the three divisions.

Department Number

The department number associated with a cardholder account.

Descending Sort

A sort that organizes data downward from greatest to least (e.g., Z–A, 100–1).

Designated User

The assignment of a single user as the owner of a specific account. For example, in the Travel Expense Management function, only an account's designated user can create an expense report based on the account.

Destination Code

The three-character text code associated with an arrival city's airport (e.g., MSP for Minneapolis St. Paul International Airport).

Dispute

A process for a cardholder or a Program Administrator to question Visa or MasterCard about some aspect of a specific transaction.

Diversion Account

An account set up to divert certain charges from the cardholder's account. Typically these are set up for high dollar amount transactions such as airline charges. This account prevents cardholders from going over their credit limits (e.g., when traveling).

Division Number

The division number associated with a cardholder account.

Draft Data

See Level I Data.

Drill-Down Data

In multiple reporting functions, a description of the additional detail data available by clicking a link embedded in the report.

Duplicate Order

In order management, an order that is a duplicate of another order.

DUNS Number

A nine-digit alphanumeric value assigned to a merchant by Dun & Bradstreet.

E

ECheck Account

In the ePay function, your personal bank account that you use to make payments on your individually billed corporate card account.

Effective Dating

A cardholder account maintenance function that lets you specify that a specific maintenance change take place and last for a specified time period, or that a change take place in the future but remain permanent. For example, you can specify that an address change is effective for three months next year or that a cardholder's credit limit should increase permanently from \$5,000 to \$6,000 at the beginning of your next fiscal year.

End Date

The date of inactivation for a short-term cardholder or managing account.

Enhanced Data

See Level II Data and Level III Data.

Enhanced Supplier Information (ESI)

A function that enables the client to view, edit, and provide detailed merchant information.

Enhanced Supplier Information (ESI) Record

An electronic record that Visa supplies and the bank uploads into Access Online as part of the Enhanced Supplier Information (ESI) function. You can match ESI records with Client Supplier Information (CSI) records. See also *Client Supplier Information (CSI) Record*.

EPay

An online payment method within Access Online that lets you make an electronic payment on your individually billed corporate card. You set up which accounts you want to pay from (called *eCheck accounts*), access your balance information, and then specify payment information.

Electronic Procurement Engine (EPE)

An application that enables a cardholder to order products electronically. A cardholder/buyer creates an order through an EPE application using a purchasing card and then the EPE sends an order file electronically to Access Online to validate and load. Also referred to as an *electronic purchasing program* and *eCommerce system*.

Extract File

In extract management, a file pulled from Access Online containing designated transaction data, usually for feed into a client financial system. An organization can set this file up as a standard, general ledger, or payment extract file.

F

Favorites

A user-defined list of items (e.g., accounting codes, reports, merchants) that is easy to access and use. When a user creates a favorites list, the user can avoid having to search and select the item each time. For example, in the enhanced supplier information function, the user can create a list of most-often accessed merchants. In the transaction management function, the user can create a list of favorite accounting codes.

File Transfer

See Data Exchange.

Filter

A process that controls which data displays (e.g., only transactions between January 1, 2010, and February 1, 2010, display in a report).

Financial Data

See Level I Data.

Flex Data Reporting

A reporting function that lets you easily create and save customized ad hoc reports in Access Online using pre-created templates for primary and additional data, combined with your own custom parameters.

Fulfillment

In order management, a designation attached to an order to indicate if transactions have been matched to it. The system considers the order fulfilled when the total payment equals or is greater than the order amount plus tolerance.

Functional Entitlement Group

A grouping of available tasks and functions in Access Online assigned to a group of cardholders to establish which tasks and functions the group has access to. For example, one functional entitlement group for cardholders enables the cardholders to view their statements, manage their personal information, and view their transactions, but not to run reports, set up custom MCC groups, or perform other types of Program Administrator functions.

G

General Ledger Expense

A common account code segment that enables a Program Administrator to direct expenses in line with an internal accounting system.

Global Affiliate

In global program management, an internal term that describes the client's overseas operations, set up however the client wishes (e.g., by region, by product). Global affiliate setup ensures that data is processed correctly in Access Online.

Global Affiliate Group

In global program management, a grouping of affiliates to ensure reporting data is organized as the client finds most useful.

Global Client ID

A unique, five-digit, bank-assigned numeric code that identifies each client using global reporting within Access Online.

H

Hierarchy Assignments

See Processing Hierarchy and Reporting Hierarchy.

Historically Underutilized Business (HUB) Zone

A United States federal classification of a geographic region that has been historically underutilized in government contracts.

/

Input Load File

An electronic file that contains multiple payment instructions. You submit the input load file to the bank as part of the Payment Plus function. We in turn process the file to coordinate payment between your organization and the supplier. See also *Payment Instruction*.

L

Lead Bank

In global program management, the bank responsible for providing leadership on the global relationship, including negotiations and relationship management. Works with participating banks.

Level I Data

The minimum amount of data required to clear and settle a financial transaction. Also known as *financial data* or *draft data*.

Level II Data

Summary data in addition to Level I data that accompanies Level I data, but that is not required to clear and settle a transaction. Also known as *enhanced data*.

Level III Data

Line item data pertaining to a transaction in addition to Level I and Level II data, not attached to Level I or Level II data, captured from a number of sources, and processed in records separate from sales drafts. Also known as *enhanced data*.

M

Managing Account

An account that controls all the funding between the bank and an organization. All cardholder transactions pass through a managing account to ensure that appropriate funds are available for each transaction.

Manual Order

An order a user creates manually in Access Online, rather than by using an electronic purchasing program external to Access Online.

Match Criteria

The criteria you set up for automatching transactions to orders (Order Management) or transactions to payment instructions and requisitions (Payment Plus) in Access Online. See also *Automatch and Criteria 1, Criteria 2, Criteria 3*.

Memo-Posted Account, Non-Memo-Posted Account

Types of accounts used when a transaction occurs on a specific account (e.g., a cardholder account), but is actually billed to another account (e.g., a managing account). Typically, the cardholder account is the memo-posted account and the managing account is the non-memo-posted account.

Merchant Allocation Rule

A rule (part of a rule set) set up at a specific processing hierarchy position that allocates transactions based on MCC to a specific accounting code when the transactions enter Access Online. For example, all incoming office furniture transactions should be automatically allocated to accounting code ABC-123-5555.

Merchant Authorization Control

A parameter that a Program Administrator can add during cardholder or managing account setup that authorizes or blocks purchases at specified merchants and/or merchant types (e.g., accept office supplies, but block liquor stores and casinos).

Merchant Category Code (MCC)

A four-character numeric merchant category code that Visa or MasterCard assigns to each merchant. For example, in the Office Supplies MCC group, specific types of stores have unique MCCs (e.g., Computer Software Stores-5734, Software Stores-5943).

Merchant Category Code (MCC) Blocking

A designation attached via managing account to an account(s) that disallows a specified MCC group to be charged (e.g., casinos, pawn shops). The blocking is established by attaching a merchant authorization control to a cardholder and/or managing account. If authorized MCCs are attached and set to authorize, then non-authorized MCCs are effectively blocked. If non-authorized MCCs are attached and set to block, then those MCCs are blocked and all other MCCs are effectively authorized. See also *Merchant Authorization Control*.

Merchant Category Code (MCC) Group

A logical grouping of merchant category codes (MCCs). For example, the *Airline* MCC group includes all individual airlines (e.g., Northwest, United, Aer Lingus, Air France). Visa or MasterCard provides default MCC groups that the bank has included in Access Online. Program administrators can also set up customized MCC groups.

Monthly Dollar Limit

An authorization limit that is the dollar limit per month for a cardholder or managing account.

Monthly Transaction

An authorization limit that is the allowed number of transactions per month for a cardholder or managing account.

N

North American Industrial Classification System (NAICS) Code

A merchant code assigned as part of the North American Industrial Classification Code system.

O

Order Management

A function in Access Online that facilitates the client's procurement process by matching either electronic or manual orders and transactions in Access Online. Clients use the order management function to set up customized automated and manual matching parameters and procedures.

Order Match Day Limit

The number of days, starting with the order date, that a cardholder has to match an order to a transaction in Access Online. Also considered the expiration date for the order. See also *Transaction Match Day Limit*.

Order Matching

The process of matching the orders you placed via an electronic procurement engine on your purchasing card to the transactions in Access Online.

Order Source

In order management, a designation of the source of the order, e.g., name of electronic purchasing program, user ID.

Organization Short Name

A four-character code that identifies a client in Access Online (e.g., ACME).

Origination Code

The three-character text code associated with departure city's airport (e.g., MSP for Minneapolis St. Paul International Airport).

Other Dollar Limit

An authorization limit that is a custom-specified dollar limit for a short-term cardholder or managing account.

Other Transaction Limit

An authorization limit that is a custom-specified transaction number limit for a short-term cardholder or managing account.

Out-of-Pocket Expense

In the Travel Expense Management function, an expense that your organization should reimburse you for, but that you did not use your card for. For example, an out-of-pocket expense would be a taxi fare you paid cash for while on a business trip.

P

Participating Bank

In global program management, the bank that issues cards, provides statements, and provides service in the local language and currency. Participating banks work with a single lead bank. See also *Lead Bank*.

Payment Method Code

A designation that shows if a cardholder account has autopayment.

Payment Instruction

An online form or electronic file that you complete and submit as part of the Payment Plus function. A payment instruction provides all the information to the supplier that the supplier needs to process a payment using an account from Access Online. You can create a single online payment instruction or submit a payment instruction file with multiple payment instructions.

Payment Plus

A payment function in Access Online that lets you generate an approved payment that you can place on a purchase card account to pay for products and services you normally pay by check or automated clearinghouse (ACH) methods.

Portable Document Format (PDF)

A file type that enables easy transmission of electronic files for viewing and printing.

Posting Date

The date a transaction posted in the bank's payment processing system.

Pre-authorized Limit Account

An account you use in the Payment Plus function that has flexible credit limits. The bank adjusts the credit limit amount and may change the temporary closed status to an open status to meet the payment amount within a specified time period. See also *Single-use Account*.

Processing Hierarchy

A five-level hierarchy that controls how the system processes transactions for billing and accounting purposes. Includes bank, agent, company, division, and department only.

Product Name

The name of the product associated with the cardholder account, such as *purchasing card* or *corporate card*.

Pull Back

Within the transaction approval process, the step that a cardholder uses to take back a transaction after forwarding, but before the next-level approver takes action (e.g., approves, rejects) the transaction.

Purchase Identification

Typically, the purchase order number from the order or, occasionally, other information the merchant might enter.

Purchase Order (PO) Number

See Control Number.

Purchasing Card

A credit card that is traditionally used to purchase high-volume, low-dollar transactions, such as office supplies. A purchasing card generally excludes travel and entertainment transactions, such as airline tickets and hotel stays.

Q

Quarterly Dollar Limit

An authorization limit that is the dollar limit per quarter for a cardholder or managing account.

Quarterly Transaction Limit

An authorization limit that is the allowed number of transactions per quarter for a cardholder or managing account.

Queue

A task list that organizes the work in progress (e.g., transactions awaiting approval, accounts awaiting setup completion).

R

Reallocation

The reassignment of a different accounting code or codes to a transaction after the transaction is in Access Online.

Reallocation Day Limit

The number of days a cardholder has to reallocate a transaction in Access Online to another accounting code(s).

Receipt History

In receipt management (a function in order management), a listing of an order's receipt management activity. Also viewable by line item.

Received

In receipt management (a function of order management), a designation that a user has marked in Access Online that some or all of an order has been received. For example, loading dock staff mark a shipment of copy paper as received once they process the shipment through the loading dock.

Reference Number

See Transaction Reference Number.

Refresh from Date

The date on which the custom-specified cycle begins for a cardholder or managing account.

Report Date Range

In the Report Scheduler function, a date range that sets a time period filter to control which data the scheduled report includes when the report runs in the future (e.g., include a week's worth of data, include a month's worth of data). See also *Schedule Date Range*.

Reporting Currency

The currency into which worldwide currency is converted for a global report for a client's headquarters. For example, a client with headquarters in Toronto, Canada, will have all currency (e.g., Canadian dollars, Japanese yen) converted to Canadian dollars for reporting purposes.

Reporting Hierarchy

A seven-level hierarchy customized for your organization for reporting purposes only. The bank works with its clients to develop a customized reporting hierarchy in a system outside Access Online. For example, a company may be organized by Function Groups which are further broken down into Product Groups and then Work Groups. A reporting hierarchy will enable this client to run reports sorted by Function Groups, Product Groups, and Work Groups. Some clients may also refer to the reporting hierarchy as the *TBR reporting structure*.

Report Scheduler

A function that lets you schedule a standard report to run automatically in the future. On the report's scheduled run date, Access Online runs the report and sends the finished report to the Data Exchange mailboxes of users you specified during report setup.

Report Template

In the flex data reporting function, a preconfigured set of report parameters that includes default (but editable) data elements, filters, sorts, and display settings.

Requisition

An online form that you complete in the Payment Plus function to ask for approval to make a purchase. After the appropriate manager final-approves the requisition, Access Online assigns an account to the requisition and raises the credit limit on the account and then you can coordinate payment with the supplier.

Review Day Limit

The number of days (1–199) following the close of the cycle that a cardholder can mark transactions as reviewed in Access Online. This limit is a variable transaction management control that the Program Administrator establishes.

S

Segment Dependencies

The creation of a relationship between two or more accounting codes segments in which the validity of one segment value is dependent on the value entered for another segment. Thus, when a cardholder enters an accounting code during transaction reallocation, Access Online validates that each segment has a valid value *and* that the *combination* of segment values is valid. This validation of the combination helps ensure that the entire accounting code is valid. A segment dependency is similar to an alternate accounting code, but does not build a complete accounting code.

Segment Name

The text designation of a portion of an accounting code structure (e.g., Department, Cost Center).

Segment Value

The value of a given accounting code segment as part of a complete accounting code. For example, the last segment of an accounting code, the Cost Center segment, may have four valid values: 1234, 2345, 3456, and 4567. Also refer to *Valid Values Lists (VVLs)*.

Schedule Date Range

In the Report Scheduler function, a date range in the future that establishes a future time period during which your report will run automatically (e.g., run the report for next two years, run the report for the next six months).

Single Purchase Limit

An authorization limit that is the dollar value of the maximum amount a cardholder can use for one transaction (may contain multiple items).

Single Use Account

An account in the Payment Plus function that Access Online generates electronically to use only one time with the designated supplier for a specified payment amount and time period. Each supplier using a single-use account uses a different account for each payment transaction. See also *Pre-authorized Limit Account*.

Socio-economic Indicator

A designation conferred by the United States federal government that indicates if a merchant meets established criteria for being a small business, a woman-owned business, a minority-owned business, or other parameter.

Sort

A process that organizes information for display. For example, the cardholder names display alphabetically in a report from Aaronson to Zimmerman. See also *Ascending* and *Descending*. Unlike a filter, a sort does not control what information displays, but simply manages how all the information displays.

Source

The source of the data displayed, e.g., order, user ID.

Source Currency

The type of currency (e.g., euros, Canadian dollars, Mexican pesos) of the country in which the transaction occurred.

Spend

The dollar value of all transactions with a specific merchant or in a specific category (e.g., airline spend).

Standard Industry Classification (SIC) Code

A common merchant classification by industry.

Start Date

The date of activation for a short-term account.

Status Description

Text included with account information that describes a cardholder account's status (e.g., OPEN, T9-TERMINATED, F1-LOST OR STOLEN).

Subset Valid Values List

A smaller group of valid accounting code values for a child accounting validation control that is pulled from a larger list already attached to the original AVC. Each value in the subset must be in the original AVC's VVL for the accounting code segment.

Supplier

A business from which cardholders make purchases. Also referred to as *vendor* and *merchant*.

T

Tax ID Number

An identification number supplied to a merchant by the United States Internal Revenue Service for tax purposes.

Tax Implied

A flag within Access Online indicating that the transaction should be taxed based on business rules.

Telecom

A term included with account information that indicates if the cardholder account has a telecommunications (e.g., MCI, AT&T) account associated with it.

Tolerance Limit

Tolerance is a limit that you specify as a dollar amount or percentage (or both) to allow for taxes, freight, fees, etc., which you cannot estimate when you create an order or requisition, but that are generally included in the billed transaction. For example, you may set a tolerance of \$10.00 or five percent under or over the order or requisition amount to allow for tax, freight charges, processing fees, new discounts, last-minute price reductions, etc. Tolerance parameters enable you to manage matched transaction exceptions that exceed the order, payment instruction, or requisition amount plus tolerance. Tolerance parameters also affect when Access Online designates an order or requisition as fulfilled.

For example, if you set your tolerance at \$10 for orders, then the system can automatch transactions to the order up to \$100, since those transactions are within the order amount. Also, the system designates the order as fulfilled when it reaches \$90 (\$10 under the order amount). Cardholders can manually match transactions to orders after the system reaches the tolerance level of \$100, but the system flags transactions matched above the \$110 tolerance level as exceptions.

Total Business Reporting (TBR) Structure

A type of reporting structure based on data and client setup in Total Systems (TSYS). See *Reporting Hierarchy*.

Transaction Approval Process

The electronic approval and forwarding of transactions in Access Online. The workflow mirrors the client's internal approval structure and parameters.

Transaction Date

The date on which a specific transaction occurred.

Transaction Management

The Access Online function that enables users to complete a variety of tasks with transactions, depending on their access rights. Such tasks include viewing transaction data, reallocating transactions to different accounting codes, and logging non-transaction information for reporting purposes.

Transaction Reference Number

A number that Visa or MasterCard assigns to each transaction that is required to enter a dispute.

Travel and Entertainment (T&E) Card

See Corporate Card.

U

Upload

Copying a file to another location, such as a web site or a file transfer protocol (FTP) site.

Usage Code

A client-defined code designating how the purchased goods or services will be used. The usage code helps the client determine if a transaction should be taxed and if so, at which rate it should be taxed.

User ID

The portion of an account profile (including user name and password) that lets the user log in to Access Online.

User Profile

The collected information about an Access Online user including: user ID, name, address, access status, organization short name, authentication information, account assignments, functional entitlement group, and hierarchy assignments.

V

Validation

In transaction management, a process the system uses to check the accuracy of an accounting code segment value (e.g., the value must be numeric, the value must be from a predefined list of valid values).

Valid Values List (VVL)

A list of all possible values for a specific accounting code segment. The client uploads these lists to Access Online to ensure that cardholders select only valid values when reallocating transactions.

Variance

In order management, a designation that shows the amount or percentage of difference between the order amount and the amount of the transactions matched to the order. Set as part of the Program Administrator-defined parameters for automatching orders and transactions (Criteria 1, Criteria 2, Criteria 3). Includes transaction date variance (plus or minus days from the order date) and transaction amount variance (plus or minus a dollar amount or percentage of the order).

Velocity Limit

See Authorization Limit.

W

Workflow

A process within Access Online that mirrors your internal process for setting up, modifying, and approving cardholder and managing accounts. For example, you may complete only a portion of the cardholder account setup and then pass the remaining setup work to another user to complete. The term *workflow* can also refer to the *Account Approval Process* and the *Transaction Approval Process*.

Y

Yearly Dollar Limit

An authorization limit that is the dollar limit per year associated with a cardholder or managing account.

Yearly Transaction Limit

An authorization limit that is the allowed number of transactions per year associated with a cardholder or managing account.

Z

Zero Value Order

A manually created order for \$0.00 that let you manage no-cost items in an order. For example, your organization may require you to receive no-cost items that include only shipping and handling charges. In this case, you can create an order for \$0.00 by typing **0** in *Order Amount* field.

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