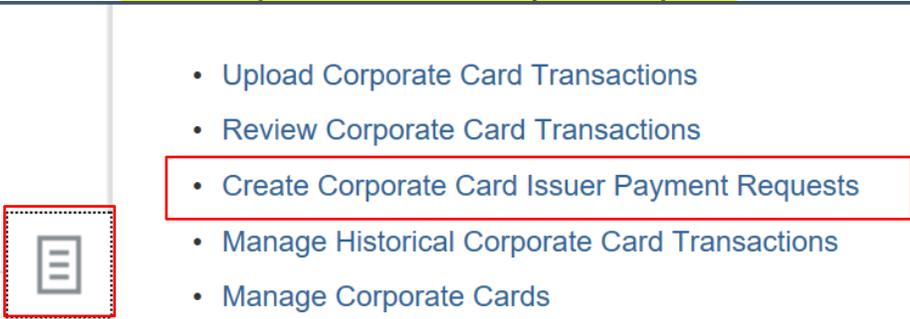
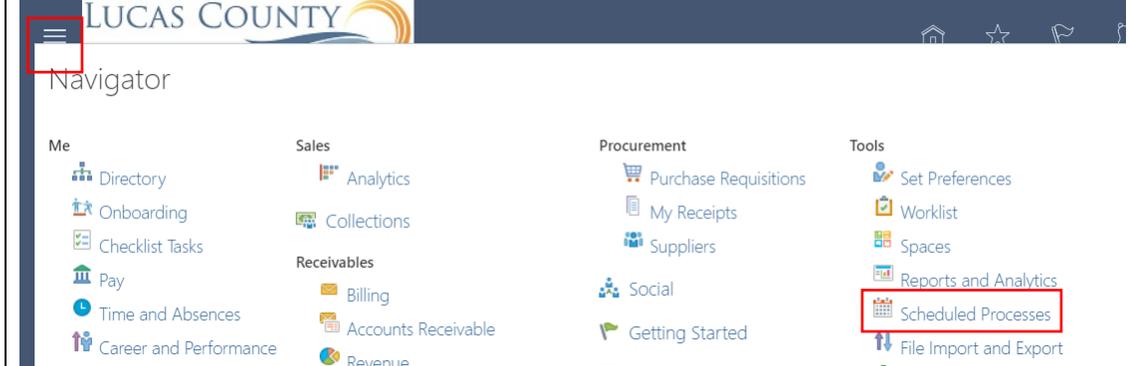


Create Card Issuer Payment Request

Audience: Procurement Card Administrator

Purpose: This job aid will assist you with creating a payment request for the Card Issuers.

Step	Action
1	<p>Click Expense, then Corporate Cards.</p> 
2	<p>Click Tasks (Document icon on right of screen).</p>
3	<p>Click on the Create Corporate Card Issuer Payment Requests menu item.</p> <ul style="list-style-type: none"> • Upload Corporate Card Transactions • Review Corporate Card Transactions • Create Corporate Card Issuer Payment Requests • Manage Historical Corporate Card Transactions • Manage Corporate Cards  <p>Add the following parameters:</p> <ul style="list-style-type: none"> -Corporate Card Program = Visa Program -Company Account Name = JP Morgan -Account Type = Centrally Billed Account -Billing Date Start – Date -Billing Date End – Date -Commit Cycle – not required <p>Click Submit. Click Ok to confirmation message. Click Ok to confirmation message.</p>
4	<p>Click the Navigator and under the Tools menu click Scheduled Processes.</p>

	 <p>LUCAS COUNTY</p> <p>Navigator</p> <p>Me</p> <ul style="list-style-type: none"> Directory Onboarding Checklist Tasks Pay Time and Absences Career and Performance <p>Sales</p> <ul style="list-style-type: none"> Analytics Collections <p>Receivables</p> <ul style="list-style-type: none"> Billing Accounts Receivable Revenue <p>Procurement</p> <ul style="list-style-type: none"> Purchase Requisitions My Receipts Suppliers Social Getting Started <p>Tools</p> <ul style="list-style-type: none"> Set Preferences Worklist Spaces Reports and Analytics Scheduled Processes File Import and Export 										
5	<p>View any processes in the list.</p> <p>Search Results</p> <p>View <input checked="" type="radio"/> Flat List <input type="radio"/> Hierarchy</p> <p>Actions View <input type="button" value="Schedule New Process"/> <input type="button" value="Resubmit"/> <input type="button" value="Put On Hold"/> <input type="button" value="Cancel Process"/> <input type="button" value="Release Process"/> <input type="button" value="View Log"/> <input type="button" value="Refresh"/></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Process ID</th> <th>Status</th> <th>Scheduled Time</th> <th>Submission Time</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Continue to refresh the screen with the Refresh icon until the process is 'Succeeded.'</p>	Name	Process ID	Status	Scheduled Time	Submission Time					
Name	Process ID	Status	Scheduled Time	Submission Time							
6	<p>Highlight process to Create Card Issuers Payment Requests and scroll to the bottom of the screen.</p>										
7	<p>Under Log and Output, click on the Log number, open in WordPad and view the number of transactions processed.</p>										
8	<p>Close the WordPad and close the Log and Process pop-up windows.</p>										