

Purchase Cards

User guide for coders and cardholders

MARCH 2020

Contents

About Purchase Cards	1
What is a Purchase Card?.....	1
Purchase Card roles and responsibilities.....	1
Purchase Card Eligibility.....	1
Applying for a Purchase Card.....	1
Certified copy of photo ID.....	2
Purchase Card issue.....	2
Purchase Card credit limit.....	2
Using a Purchase Card	3
Points to note.....	3
Cash advances.....	4
Booking travel and accommodation.....	4
Travelling with Purchase Cards.....	4
Food and drink.....	4
Lost/Stolen cards.....	5
Blocked or declined cards.....	5
Personal Expenses.....	5
Cancelling a Purchase Card.....	6
Misuse of the Purchase Card.....	6
Purchase Card Coding	7
Access to and installation of Finance One.....	7
How to code purchase card.....	7
Step-by step instructions for coding in Finance One.....	8
Adding supporting documentation in Finance One.....	10
Disputing a transaction.....	11
Purchase Card Statements	12
Supporting Documentation.....	12
Reprinting statements.....	12



About Purchase Cards

What is a Purchase Card?

A Purchase Card (sometimes referred to as a 'PCard') is a bank issued credit card that is available to employees of the University and its subsidiaries who are permanent or are employed on a fixed term contract of at least six months.

Purchase Cards provide an effective means of paying for everyday purchases and reducing the reliance on petty cash floats, staff reimbursements, cash advances, and one-off purchases processed through the Accounts Payable office.

Purchase Card roles and responsibilities

CARDHOLDERS: Staff who have a Purchase Card issued in their name. Cardholders are responsible for using the card in accordance with relevant University of Otago and ANZ policies. They also are responsible for ensuring that card activity is regularly reviewed and coded correctly, and monthly statements are signed-off and returned to Purchase Card administration.

CODERS: Coders can be the cardholder, or a delegated authority. Coders enter the coding details into Finance One. The cardholder is still ultimately responsible for ensuring that the monthly coding is accurate and correct.

AUTHORISER: Usually the cardholder's immediate supervisor. Responsible for approving the issue of a Purchase Card, and authorising the monthly expenditure in their role as budget holder.

PURCHASE CARD ADMIN TEAM: The team who receive and process all Purchase Card activity. They are the contact point for any queries about Purchase Cards, and act as the liaison between the University and the bank, ANZ.

Purchase Card Eligibility

To be eligible for a Purchase Card staff members need to meet one or more of the following criteria:

- Frequent or overseas travel in the course of their work
- Responsibility for purchasing significant numbers of minor value goods and services on behalf of the University
- Regular incurrence of small dollar transactions

Applying for a Purchase Card

Prospective applicants and delegated administrators completing Purchase Card coding on behalf of a cardholder are required to complete all relevant training, and be familiar with relevant University policy, prior to a Purchase Card being issued.

- View the [Purchase Card overview presentation](#).
- Read through Purchase Card information on the [Pcard Blog site](#)
- Read through relevant [policy](#) and [procedures](#).

To apply for a Purchase Card, print and fill out the application form which is available online:

- [Purchase Card Application form](#) [PDF 251kb]

Scan the completed form and email to the Purchase Card admin team pcard.admin@Otago.ac.nz.

eVerify with ANZ

Before your new card can be issued ANZ is required to verify your identity. This is to comply with Anti-Money Laundering and Countering Financing of Terrorism (AML/CFT) legislation.

To comply with this legislation, ANZ now offers [eVerify](#). To use eVerify, you must:

- Be over 18 years of age; and
- Hold a current NZ passport or NZ driver's license; and
- A compatible mobile device (iOS: iOS7 operating system 7 or above, or Android operating system 5 or above).

In the event you are unable to use eVerify or ANZ are unable to successfully verify your identity, you will be issued your card via courier and provided instructions on how to verify your identity at a ANZ branch before it can be used.

Purchase Card issue

The timeframe for the issuing of a Purchase Card is between five to seven business days once the application has been sent to ANZ by the Pcard Administrator.

As soon as you have been properly eVerified. The issuing bank will forward the Purchase Card directly to the cardholders address indicated on the Purchase Card Application. Please ensure you sign the back of your card. A PIN mailer will be provided with your card and should never be disclosed to anyone, or written down. To obtain a PIN the cardholder will need to take the card into any ANZ branch to set up.

Purchase Card credit limit

Purchase Cards are issued with a standard monthly credit limit of NZD\$5,000. Any temporary or permanent changes to these limits will need to be approved by the authoriser and where a limit of \$10,000 or more is requested, approval resides with the Chief Financial Officer (CFO).

The process for changing a credit limit can take between one to two business days and must be made in writing to the Purchase Card admin team. The emailed request should include:

- Authorisation details
- Requested credit amount
- Length of time that limit change is required.

Changes in credit limits will be reviewed regularly by the Purchase Card admin team and if the Purchase Card team increase/reduce the credit limit both the cardholder and their HOD will be notified by email.

NB: Only the Pcard admin team can increase the spending limit, ANZ cannot action this.



Using a Purchase Card

Purchase Cards must only be used to pay for goods and services where the expenditure is business related and is incurred on behalf of the University.

Every purchase made by the University is to be made by an approved purchasing method. Purchase Cards should be used only after the University's other preferred methods of purchase have been considered. The order of preference for these methods is:

1. Finance One Electronic Purchase (via UniMarket) (*Preferred*)
2. Finance One Purchase Order via email/PDF
- 3. P-Card**
4. Approved supplier invoicing (such as Consolidated Invoice Processing)
5. Petty cash (*Least preferred*)

Purchase Cards should not be used where the University already has a procurement arrangement for goods and services with preferred or mandatory suppliers Eg. stationery via UniMarket; international air travel via the University's mandatory travel agents.

Purchase Cards can be used with any merchant that accepts Visa credit cards both in NZ and overseas; at point of sale, online, on the phone, or via fax. To reflect good security practices, online purchases should only be from established reputable companies known to the University.

Expenditure charged to Purchase Cards must be business-related. It must be reasonable, appropriate and in accordance with the University's policies and procedures related to expenditure.

Relevant policies to review:

- [Purchase Card Policy](#)

Travel and travel related costs:

- [Travel and Travel Related Costs Policy](#)
- [Travel Planning Procedure](#)

Sensitive Expenditure policy, procedure and guidelines

- [Sensitive Expenditure Policy](#)
- [Sensitive Expenditure Procedure and Guidelines](#)

Procurement Policy

- [Procurement Policy](#)
- [Procurement Procedure](#)

Points to note:

- The Purchase Card must only be used by the individual staff member to whom it was issued. Under no circumstances should the details of a Purchase Card be shared with another person or the Purchase Card be used by another person on the holder's behalf.
- Purchase Cards should not be used as departmental cards by several members of staff.

Cash advances

To request the cash advance facility you will need to email the Purchase Card admin team stating the reason for the request.

The main reason a cardholder would request a cash advance is for overseas purchases where Visa cannot be used.

- Cash advances can only be withdrawn using ATMS that are located *off* campus, except under extenuating circumstances.
- Prior to withdrawing cash, the cardholder should exhaust all other options of payment including using the standard Purchase Card functionality.
- Cash withdrawn must be accounted for as with all other expenditure, including appropriate supporting documentation.
- Unspent cash should be converted back to NZ currency, banked into the University bank account, and coded to the general or project ledger account used for the original advance.

Booking travel and accommodation

In line with the University's travel policy, all travel and accommodation bookings should be made through the Mandatory Travel Agent (MTA) where possible. This allows us to have reliable data on our flights and the significant amount of greenhouse gas emissions they create.

When using a Purchase Card to make a travel or accommodation booking is unavoidable, relevant University policy should be followed and correct supporting documentation should be collected and supplied for card coding purposes.

- Accommodation documentation should include a tax invoice. A booking confirmation is not an acceptable tax invoice/receipt.

Travelling with Purchase Cards

Staff who travel with Purchase Cards should be familiar with the Travel and Related Costs Policy and the Travel Planning Procedures.

- [Travel and Travel Related Costs Policy](#)
- [Travel Planning Procedure](#)

When travelling internationally, cardholders must notify the Purchase Card admin team with the travel dates and destination/s *before* departure, so that the card is not blocked unnecessarily by ANZ.

If the card's credit limit has been exceeded, the cardholder will need to use personal funds to pay for any further costs, which can then be claimed back via the reimbursement process.

Food and drink

The University will pay for meals for staff who are travelling in the course of their work. Purchase Cards can be used to pay for food and drink, but spending must be in line with University Policy.

- [Travel and Travel Related Costs Policy](#)
- [Sensitive Expenditure Procedure and Guidelines](#)

Points to note:

- Where expenditure is incurred on behalf of a number of cardholders, and one of the cardholders is the supervisor of the other cardholders, then the expenditure must be charged to the Purchase Card of the supervisor.

- All names of attendees need to be recorded for meals that are paid for by the University.
- Meals must have a clear business purpose and be moderately priced. As a guide they should not exceed NZD\$65 per head for dinner and NZD\$45 per head for lunch. These amounts include beverages. Dollar values specified are in New Zealand dollars and inclusive of GST.
- The University will not fund the purchase of alcohol for University events or in relation to staff travel, hosting, sustenance or entertainment, except where the Chancellor or Vice-Chancellor provides approval in advance.
- Tipping in New Zealand will not be paid for or reimbursed.
- Mini-bar purchases will not be paid for or reimbursed.
- Where possible the venue for meals should be in University owned and catered premises
- Café meetings between staff (or between staff and students) will not be funded by the University

Lost/Stolen cards

It is crucial that cardholders contact ANZ **immediately** if a Purchase Card has been lost or stolen so that the card be blocked.

ANZ contact details:

Tel 0800 473 473

Cardholders also need to advise the Purchase Card Administrator as soon as possible if a card is lost or stolen so that the card can be reissued and updated in Finance One.

Blocked or declined cards

Cards can be blocked or declined if:

- the limit has been reached
- suspicious activity has been observed by the ANZ Fraud Department
- there is a problem with the card's chip
- cardholder has not advised the Purchase Card admin team with travel dates and destination/s before departure.

Contact the Purchase Card Administrator if a card is unexpectedly blocked or declined.

Personal expenses

Where the Purchase Card is mistakenly or unavoidably used for personal purchases, the value of those purchases must be repaid to the University in full at the earliest opportunity, and no later than the date of the affected month's Purchase Card statement. Please also notify the Purchase Card admin team as soon as possible:

To repay the University please deposit this in the University's bank account and send an email to cashiers@otago.ac.nz and CC pcard.admin@otago.ac.nz. Please state full account code of where the payment needs to be coded to and if the transaction has any GST.

Bank:	ANZ Bank New Zealand Limited
Bank Branch:	ANZ Auckland
Bank Address:	203 Queen Street, PO Box 62, Auckland 1010
Bank Account Name:	University of Otago
Bank Account Number:	01-1839-0944124-00
SWIFT Code:	ANZBNZ22
Reference:	Full name and Employee ID

Cancelling a Purchase Card

If a Purchase Card is no longer required, please contact the Purchase Card team.

Once the request has been sent to the Purchase Card team please destroy the Pcard properly then code and send ALL outstanding statements/receipts as soon as possible to:

Purchase Card Admin Team

Accounts Payable
Shared Services
PO Box 56
Dunedin

Purchase Cards may also be cancelled by the University for one of the following reasons:

- It has not been used for six months
- It was issued for a specified period of time or specific purpose and once that time has elapsed, or purpose has been completed, it will be cancelled
- Cardholder is moving departments and no longer require a Purchase Card
- Cardholder is no longer working for the University
- The University of Otago's purchasing policies or procedures have been breached. This may result in the cancellation of the Purchase Card and also disciplinary action.

In the case of a card being cancelled by the University, a cardholder and their HoD will be notified by email.

Misuse of a Purchase Card

Cardholders must comply fully with the University of Otago Purchase Card terms and conditions – including the ANZ Visa booklet, the Purchase Card application form, and the University Purchase Card policy. A failure to do so could result in the cardholder being held liable for any loss incurred by the University or amount to misconduct by the cardholder in their employment relationship with the University.

Misuse of a Purchase Card could include, but is not limited to:

- Inappropriate expenditure
- Personal expenditure
- Inappropriate or inadequate supporting documentation
- Inappropriate use of a cash advance facility
- Use of a Purchase Card by someone other than the cardholder
- Failure to provide a correctly authorised monthly statement
- Failure to comply with any other University policy or procedure related to the use of Purchase Cards

Misuse of the Purchase Card by the cardholder will lead to:

- Cancellation of the Purchase Card
- A request for immediate reimbursement of the inappropriate expenditure if repayment has not been made per Clause 5 of the Purchase Card Policy
- Possible internal disciplinary action

Intentional misuse of a Purchase Card for personal gain is fraudulent behaviour under the University's Fraud Policy and will be referred to the relevant authorities for the purposes of investigation and possible prosecution.



Purchase Card Coding

Coding is a monthly activity that requires the coder (cardholder or delegated authority) to review and code expenses throughout the month using the University's financial system, Finance One.

Bank transactions are loaded into Finance One each day and will automatically email the cardholder and coder notification every four days if there are transactions ready to be reviewed and coded.

It is the responsibility of the cardholder for ensuring that the coding has been correctly completed by 12pm the first working day of each month so statements can be generated for sign-off.

Access to and installation of Finance One

To code Purchase Cards, the coder will need to have access to Finance One with the correct access permissions.

The cardholder (or cardholder's manager) needs to complete the DSA/Finance One Application form to apply for access and email this to jsgas@otago.ac.nz.

- [Authorisation for Delegated Signing Authority/Finance One Application Form](#)

Finance One installation instructions are found on the ITS website:

- <https://www.otago.ac.nz/its/services/software/otago041869.html>

For assistance with installing Finance One, contact AskOtago.

- Make a request by logging in to the Ask Otago Customer Portal
- Tel 64 3 479 7000 or 0800 80 80 98
- Email askotago.it@otago.ac.nz

Delegating authority for coding

Cardholders have responsibility to code expenditure correctly, and when necessary to delegate coding authority. Coding can be delegated to another staff member by either nominating a coder at the time of application or by contacting the Purchase Card admin team with the following details of the coder:

- Full Name
- Position
- Phone Number
- Finance One User ID
- Email Address

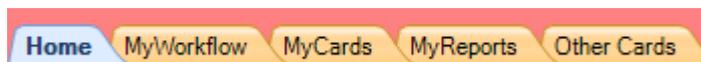
All cardholders and delegated coders will need to complete training.

How to code a Purchase Card

A video version of these instructions and printable desktop reference sheet can be found on the Purchase Card web pages: <https://blogs.otago.ac.nz/pcard/>

Step-by step instructions for coding in Finance One

1. Log in to the OU My Purchase Card workplace in Finance One
2. Select the 'MyCards' tab



NB: Only the cards where the user is listed as the main administrator are listed here. If only one card is managed by the user, the outstanding transactions to code will be listed on the screen. If more than one card is managed by the user, the list of cards managed appears here.

The 'Other Cards' tab lists all Purchase Cards the user has access to. This list includes additional Purchase Cards where the user is not the main administrator.

3. Click on the card's number that you wish to code. This will open the Purchase Card Transactions window, and display a list of Outstanding Statement Items.
4. In the list of Outstanding Statement Items, open the transaction you want to code, by clicking the individual transaction's hyperlinked date (underlined and blue) in the 'Date' column. This will open the Transaction Details window. Enter the necessary fields:

Comments:	Enter reason for expenditure (if this relates to entertainment please provide names)
Account Code:	Enter the ledger code and account number. Transactions that use a code that the cardholder does not have access to, will be able to be input and accepted, but will not be able to post to the ledger. The cardholder will need to advise the Purchase Card Administration team by emailing pcard.admin@otago.ac.nz with a coding authority.
GST Code:	<p>Use the system pick list to select the correct code.</p> <p>C = 15%, NA = 0%, G = Customs GST</p> <p>All transactions are imported with a GST rate of NA, and will need to be checked and changed to the correct rate as necessary.</p> <p>View the AP quick guide for determining if GST should be claimed.</p> <p><i>Please note:</i> Some common suppliers are not GST registered, and some goods and services do not qualify for GST. These transactions will need to be coded with 'NA' (0% GST)</p> <ul style="list-style-type: none"> • Airbnb* (<i>University staff should only use Airbnb for Work (not Airbnb), which is booked through the Mandatory Travel Agent (MTA)</i>) • Booking.com* • Expedia* • Wotif.com* • <i>*All travel and accommodation should be booked by the MTA. Purchase Cards should only be used in exceptional circumstances.</i>

	<ul style="list-style-type: none"> • Uber (Some drivers are GST registered, please check the receipt) • iTunes • Spotify (Residence hall statements) • TV subscriptions – Neon/Netflix • Facebook ads • Paypal • Booking confirmations – Hotels • Mobile phone top ups • Vouchers - unless otherwise stated on the receipt • Overseas invoices/purchases <ul style="list-style-type: none"> ○ \$1000 or less (NZD) we can claim GST if the supplier is registered (<i>GST # must be stated on receipt/tax invoice</i>) ○ > \$1000 (NZD) no GST applies.
Inclusive Amount:	the total amount <i>including</i> GST
Exclusive Amount:	the total amount <i>excluding</i> GST
GST amount:	the GST content of the purchase.
Dissection Narrations:	Dissection 1 is mandatory. Enter a short description.
Analysis Code:	Not required
Employee ID:	Not required

5. Use the 'Attachments' tab to add an attachment or create a note about the transaction. See below for 'Adding supporting documentation in Finance One'.
6. Once coding is completed, click 'OK' to return to the Purchase Card Transaction screen.
7. To finish the coding process, the transactions that have finished being coded must be 'accepted'.

To change the status of a transaction to 'Accepted', select the check box of the finished transaction/s and select the 'Accept Transactions(s)' action from the blue Actions panel at the left of the screen.

The status in the Action column of any accepted transaction will change from 'Outstanding' to 'Accepted'.

8. When the coding process is completed, click 'Save' from the 'Actions to Perform' panel at the left of the screen.
9. All transactions with the status of 'Accepted' will be posted to the ledger every night around 11:30pm. Once a transaction is posted it will no longer show in the transaction list. Transactions that have a status of 'Outstanding' or 'Disputed' will continue to appear in the transaction list for coding at a later time.

Transactions that use a code that the cardholder does not have access to, can be input and accepted, but cannot be posted to the ledger. The cardholder will need to advise the Purchase Card Administration team by emailing pcard.admin@otago.ac.nz with a coding authority.

To make any changes to posted transactions, contact the Purchase Card Administration team.

Adding supporting documentation in Finance One

It is recommended that all supporting documents (receipts, invoices, coding authorisations etc.) are uploaded as a digital attachment to the relevant transaction within Finance One.

Paper versions of documents should be scanned and uploaded, as well as stapled to the monthly statement.

Coding authorisation can also be entered into the transaction's 'Comments' field.

1. Open the transaction you want to add an attachment to, by clicking the individual transaction's hyperlinked date (underlined and blue) in the 'Date' column.

Date	Action*	Narration	Dissection Exclusive	Dissection GST Code
18/12/2019	Outstanding	AMZN Mktp US*AY4U18...	201.97	NA
18/12/2019	Outstanding	BMI MEDIA	17,563.38	NA
30/12/2019	Outstanding	MACARTNEY AUSTRLIA...	1,935.52	NA

2. In the Transaction Details window that opens, select the 'Attachments' tab option.

Attachment Name	Date	Extension	Attachment Type	Notes	Connected Content

3. Drag and drop the supporting document file into this space. This field accepts jpgs, pngs, PDF, .eml (email files) etc.

Please note that once attachments are dropped into this window, they cannot be deleted. Please contact ISGAS if a file has been attached that needs to be deleted, or make a note in the comments field for the Purchase Card Administrator.

- Applications Support, Information Systems Group - finance.issupport@otago.ac.nz

Disputing a transaction

Incorrect or suspected fraudulent transactions that appear on the card can be disputed by cardholders.

If possible, the cardholder should contact the merchant directly to resolve the issue. If this is not possible, or unsuccessful, the cardholder will need to notify the Purchase Card admin team who will contact ANZ. The cardholder will need to download and complete a dispute form, and send it, along with any other information, to the Purchase Card Administration team email pcard.admin@otago.ac.nz.

The form can be downloaded from the OURDrive site:

- [ANZ Credit Card Transaction Dispute form](#)

It is also available through Finance One, and is located in the 'Links to other Functions' panel at the left of the screen.

Home MyWorkflow MyCards MyReports Other Cards

Enquiry help forward close clear retrieve

Links to other Functions

- Print Purchase Card Statement
- PCard Dispute Form**
- PCard Training

Actions

- Show Statement Items

My Purchase Cards

To display Purchase Cards, enter search criteria and click Retrieve.

Search: [] Retrieve Saved Search

Card Holder User ID = [] TRAINER2

Add Criteria Clear Criteria Clear Values Save Search Load Search

Purchase Card System	Purchase Card Account	Account Description	Not Actioned	Accepted Without Issues
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The cardholder should change the status of a disputed transaction to 'Dispute' in the 'Action' column.

1. Log into the 'OU My PCard' workplace in Finance One
2. Double click on the Card, this will open the 'Purchase Card Transaction' window.
3. In the 'Outstanding Statement Items' list locate the transaction that is in dispute and click on 'Action' and choose 'Dispute' from the drop down menu.

Outstanding Statement Items

Click the link to automatically select the transactions in the grid

Total Outstanding Total Accepted Total With Issues Total Disputed Total Matched

0.00 0.00 0.00 231.64 0.00

This displays all of the transactions that are currently available to be allocated to an account. Select the transactions you

Drag a column header here to group by that column

	Date	Narration	Amount	Status*	No. of Issues	No. of Dissections	Action*
<input type="checkbox"/>	9/02/2020	Trainline	231.64	In Progress	0	1	Dispute

The transaction will remain in dispute until the issue has been resolved.

Once the dispute has been resolved, the Purchase Card Administrator will contact the cardholder or delegated coder with the action required to remove the disputed transaction.



Purchase Card Statements

Purchase Card statements provide a monthly summary of all card activity and coding details that have been recorded in Finance One for an individual Purchase Card. Statements are emailed to either the cardholder or their designated coder on the first business day of the month

It is the responsibility of the cardholders to ensure that:

- The statement details are complete and accurate
- Any issues are highlighted or notes made for the Purchase Card Administrator to review,
- All supporting documentation (invoices, receipts etc) is stapled to paper statement.
- The statement is signed by the cardholder
- The statements are reviewed and signed-off by the appropriate authorisers
- The statements are returned to the Purchase Card Admin team by the 10th of the month.

Supporting Documentation

Tax invoices and/or GST receipts should be collected and retained as supporting documentation by cardholders, for all expenditure for tax purposes.

- A booking confirmation is not an acceptable tax invoice/GST receipt. If you booked accommodation directly through hotel you must obtain a tax invoice. If you booked accommodation using third party (e.g. Viago, booking.com, wotif) you will only receiving a booking confirmation and cannot claim GST.
- For transactions \$50 and under the cardholder can provide an eftpos receipt.

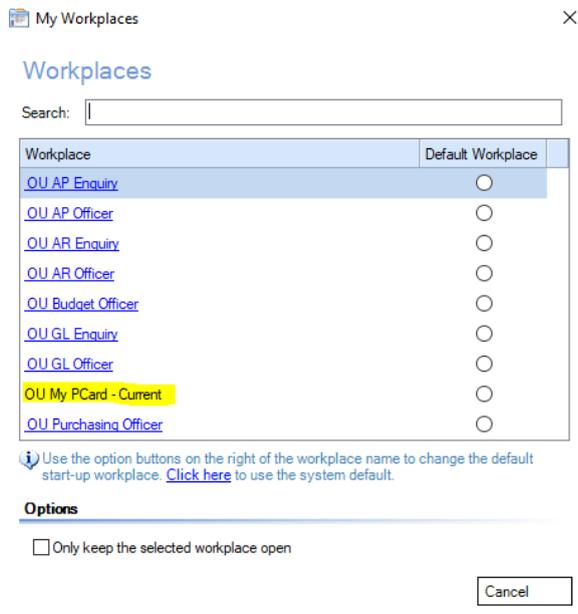
If any tax invoices or GST receipts that have been mislaid or lost, contact the supplier as soon as possible as they should be able to provide a replacement. However, if that is not successful you will need to capture the GST on the transaction as N/A.

GST cannot be claimed by the University if the tax invoice/receipt is mislaid or missing. Transactions that have missing tax invoices/receipts should be highlighted on monthly Purchase Card statements when they are returned to the Purchase Card Admin team.

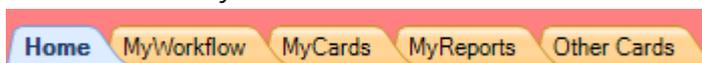
Reprinting statements

Statements display activity between the first and the last day of the previous month. If the statements have become out of date for some reason (eg. late or early coding), or are misplaced, they can be regenerated by the cardholder through the MyPCard interface in Finance One.

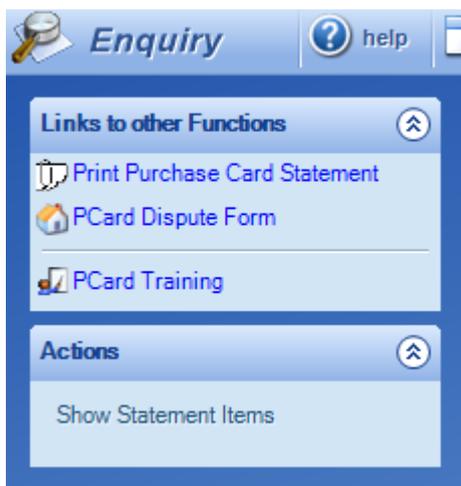
1. Log in to the OU My Purchase Card workplace in Finance One



2. Select the 'MyCards' tab



3. Click on Print Purchase Card Statement in the blue Links to other Function panel at the left of the screen.



4. Select the period you want in the Statement for Month Ending

5. In the "card" field enter the cardholders name

PC03 - Individual Purchase Card Statement

General

Destination:*	<input type="text" value="My Reports and Files"/>
Statement for Month Ending:*	<input type="text" value="December 2018 Pd 12"/> <input type="button" value="Q"/>
Card:*	<input type="text" value="Sandra Souquet"/>

Output Options

Output Type:	<input type="text" value="Excel Workbook"/>
Workbook Destination:	<input type="text" value="My Reports and Files"/>
File Name:*	<input type="text" value="\PCard Reports\PC03-Purchase Card Statement\&REPCAL.PERIOD"/>
Sheet Name:*	<input type="text" value="Statement"/>

Extended Criteria

There are currently no extended criteria for this report.

Click [here](#) to modify extended criteria

Advanced Options

- Click on Submit report to server



- Once the job has finished, go into My Reports and Files

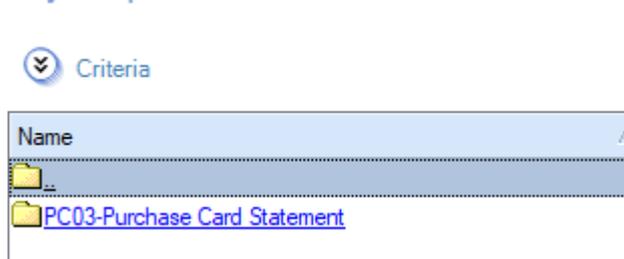


- Click on 'Pcard Reports' folder then 'PC03 Purchase Card Statement' folder

My Reports and Files



My Reports and Files



- Select the month required and the name of the cardholder. (NB: This report will open in excel)
- Click "Ctrl P" or File - Print