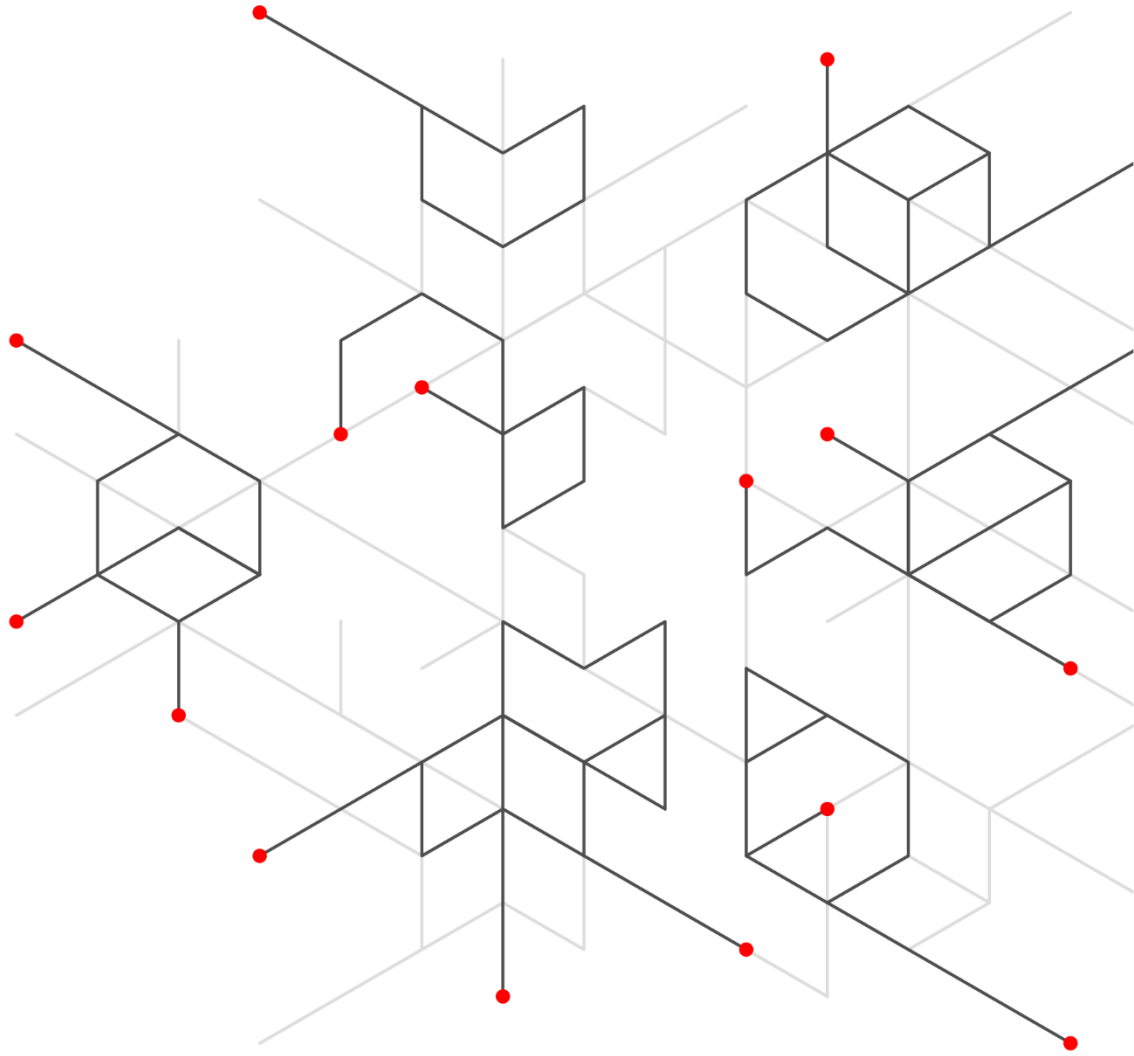
instant systems



USER MANUAL

# How To Manage Corporate Cards

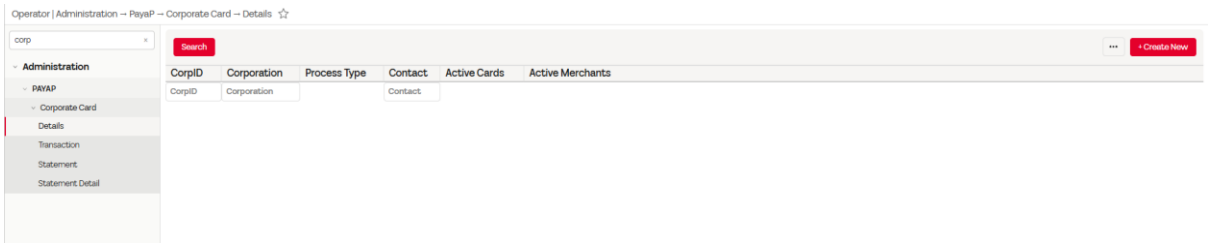
26/05

# Corporate Card

Instant Cockpit lets you create and manage corporate cards, view transactions, and generate statements from the Administration menu.

## Access Corporate Card Features

1. Go to Administration in the main menu.
2. Select PayaP from the dropdown options.
3. Click on Corporate Card.
4. Choose Details to view and manage your corporate card features.

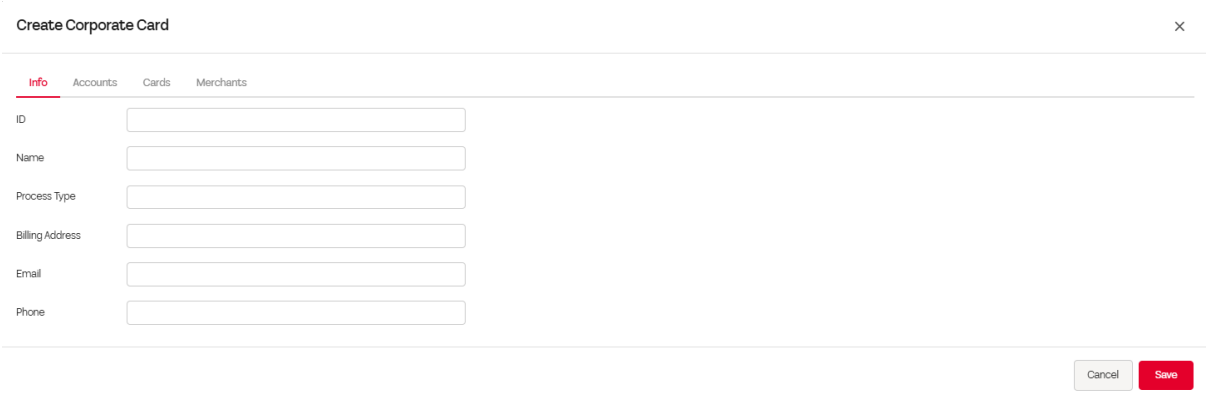



## Create a Corporate Card

Click Create new corporate card to open the corporate card form.

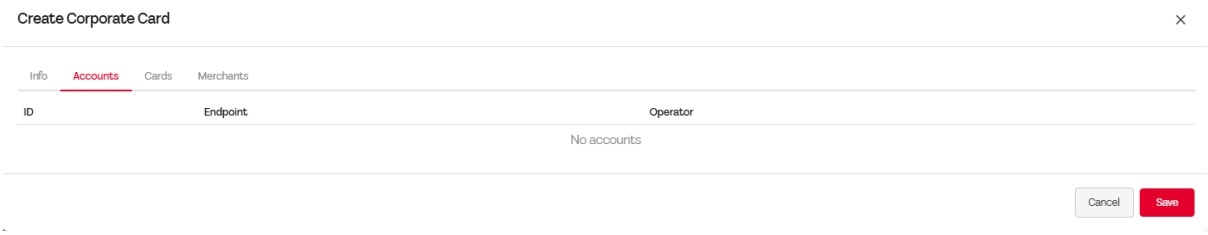
## Info Tab

- ID: Will be filled automatically when the card is created.
- Name: The name displayed in the Lova app.
- Process Type: Write “Email” and enter the email address used for processing statements in the Email field.
- Phone Number: The phone number of the person responsible for managing the corporate card.



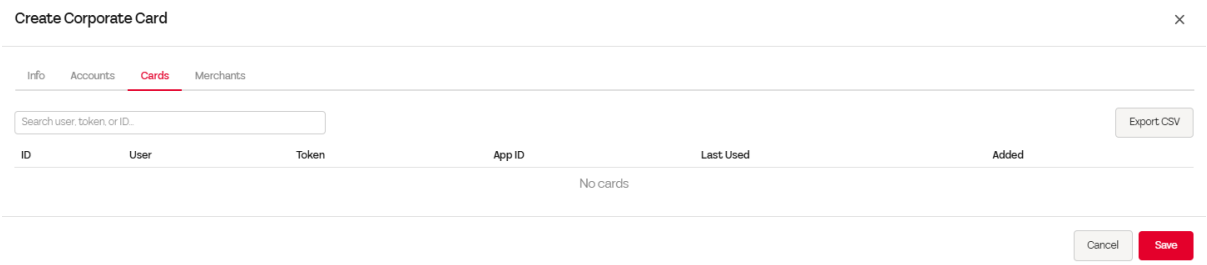

## Account Tab

- Endpoint and OperatorID: Enter the Endpoint and OperatorID (if applicable). These values are unique to each database. Contact Instant Systems to obtain them.
- Add and Save: After entering the required values, click Add and then Save.




## Card Tab

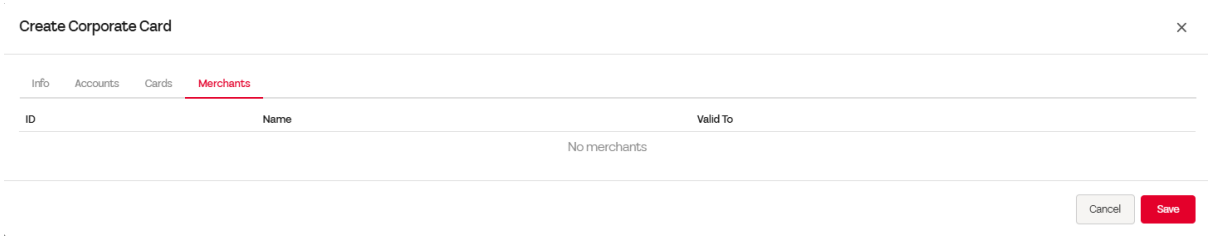
- Add Users: Add all Lova users who need access to the corporate card. Use the email address they registered with in the Lova app (or in the custom app) as the username.
- Find Email: In the Lova app, go to Settings > My Profile to find the correct email address.
- App Field: Enter 6 for the Lova app. For other custom apps, contact Instant Systems for the correct app ID.




## Merchant Tab

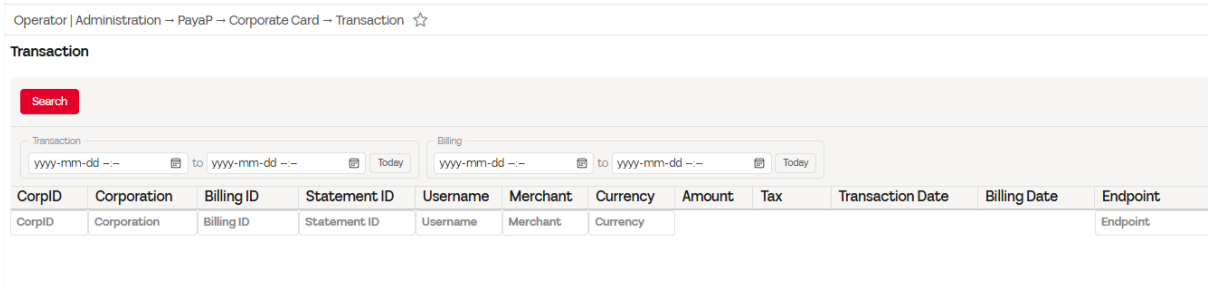
- Merchant Account ID: The unique identifier for a merchant account. Found under Network > Settings > Kiosk Settings as the PayaP_MID key.

- Valid To: Optional. Set an end date for the corporate card for a specified merchant.
- Save Changes: Click Save after entering your values.



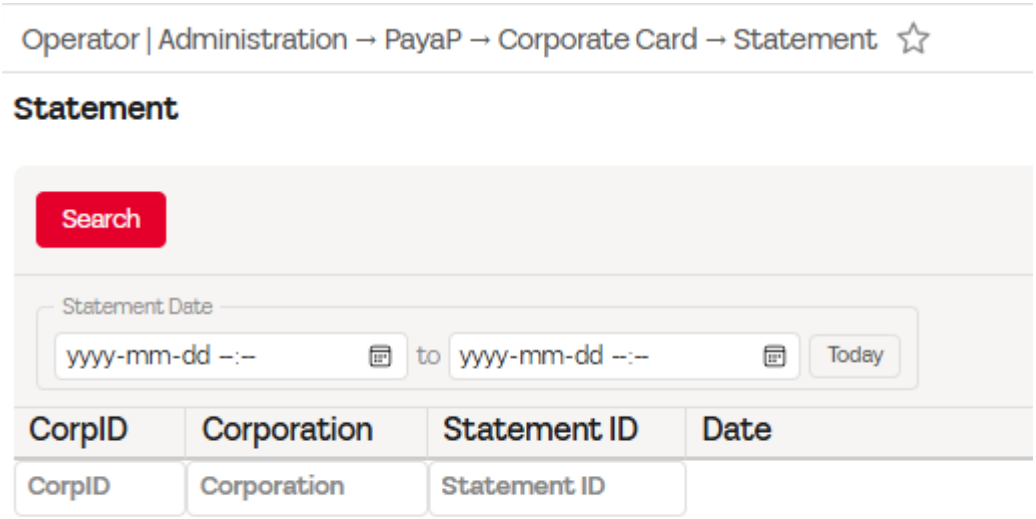

## View Corporate Card Transactions

5. Go to Administration in the main menu.
6. Select PayaP from the dropdown options.
7. Click on Corporate Card.
8. Choose Transaction to view corporate card transactions.




## View Corporate Card Statements

9. Go to Administration in the main menu.
10. Select PayaP from the dropdown options.
11. Click on Corporate Card.
12. Choose Statement to view all generated statements.

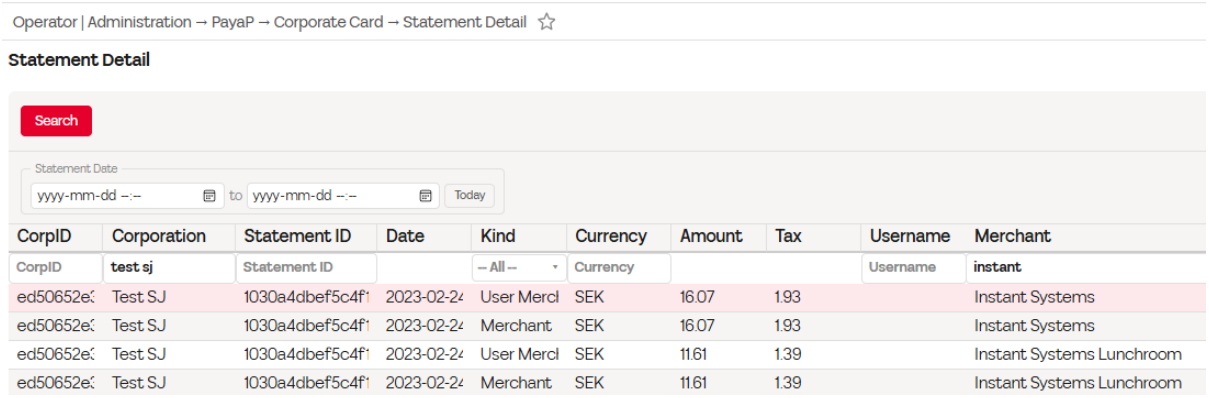



**View**

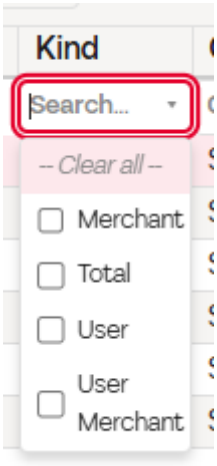
## Statement Details

To view specific statement details, copy the statement ID, then:

13. Go to Administration in the main menu.
14. Select PayaP from the dropdown options.
15. Click on Corporate Card.
16. Choose Statement Detail.

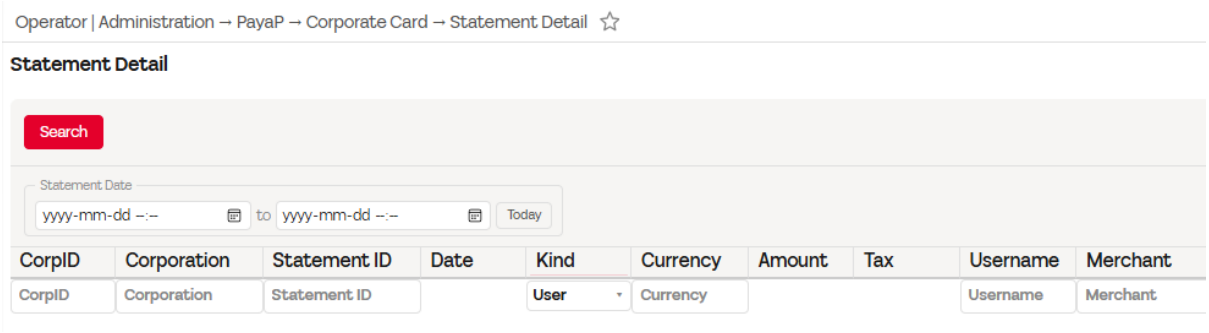


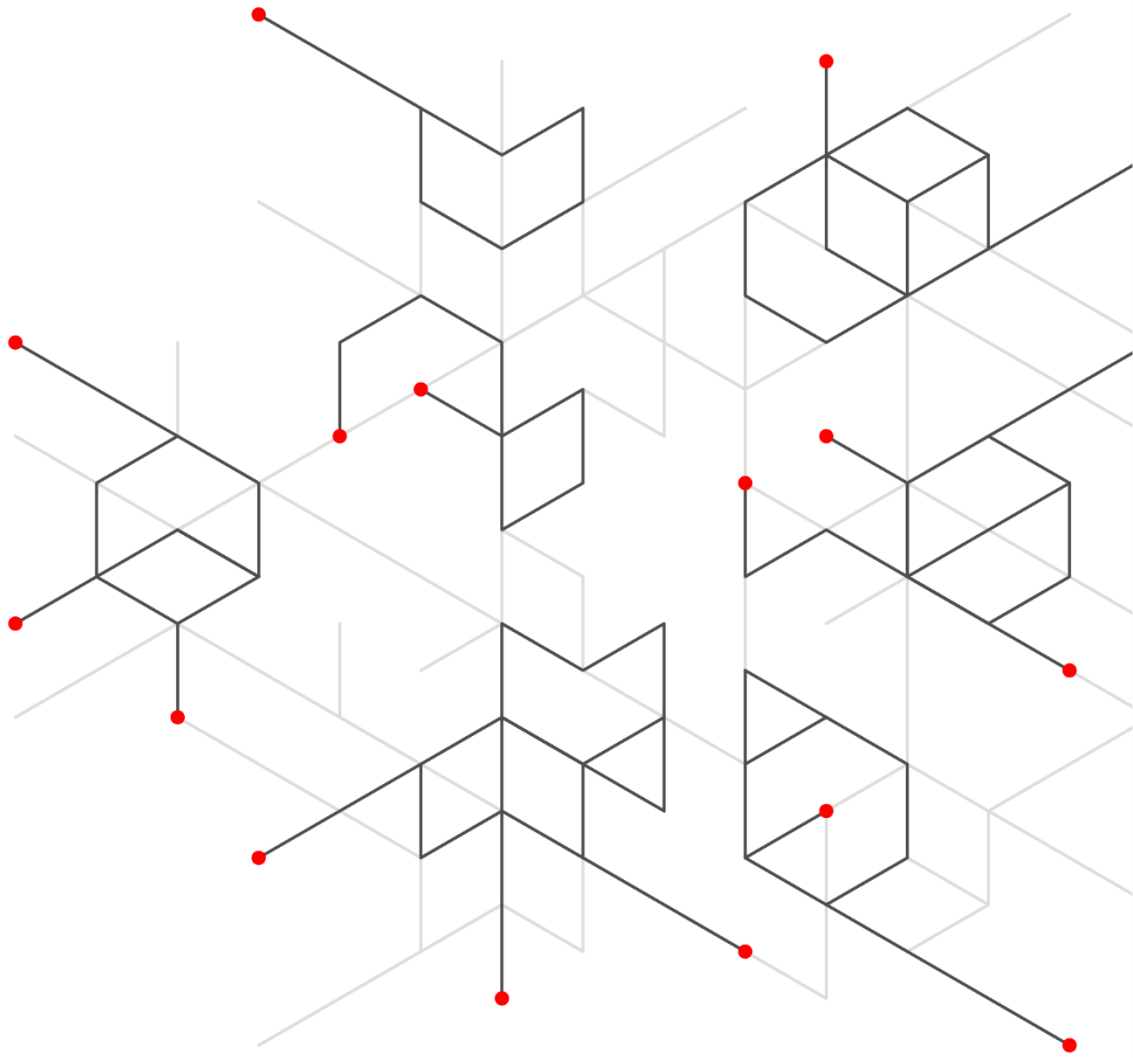

Each transaction is categorised into four groups:




17. Merchant: Transactions grouped by merchant.
18. Total: The overall total for the statement.
19. User: Transactions grouped by user.
20. User Merchant: Transactions grouped by both user and merchant.

To see how much each user spent within a statement, apply a filter to view transactions by user only.





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