



Corporate Card

Version 2408

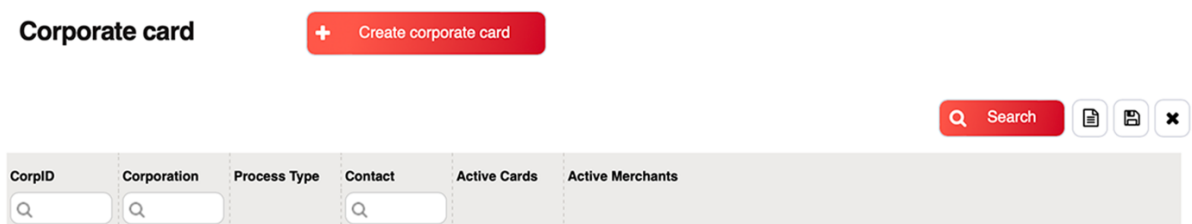
Corporate Card

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

To create a new corporate card, click on **Create new corporate card** button.



Info tab

Creating new corporate card Save

Info Account Card Merchant

ID

Name

Process Type
Email ▼

Email

Billing Address

Phone Number

Name: Enter the name that will be displayed in the Lova app.

Process Type: Select "Email" and enter the email address. This email will be used for processing statements.

Phone Number: Provide the phone number of the person responsible for managing the corporate card.

Account tab

Creating new corporate card Save

Info Account Card Merchant

Endpoint
 Add

Operator

Permission

Name	Endpoint	OperatorID	Permission
<input type="text" value="Type here to filter the grid"/>			

Endpoint and **OperatorID**: Enter the Endpoint (and the OperatorID if applicable). These values are unique to each database and must be requested from Instant Systems.

Add and **Save**: After entering the required values, click "Add" and then "Save" to ensure the information is properly stored.

Card tab

Creating new corporate card Save

Info Account Card Merchant

ID
 Add

or

Username App or Token From file

Username	Token	Added	LastUsed	App
<input type="text" value="Type here to filter the grid"/>				

Add Users: Add all Lova users who will have access to the corporate card. Use the email address they registered with in the Lova app (or in the custom app integrated with Instant Systems) as the username.

Find Email: To find the correct email in the Lova app, go to the Settings tab in the app and navigate to the My Profile page.


App Field: For the App field, enter "6" if using the Lova app. For other custom apps, contact Instant Systems to obtain the app ID.

Merchant tab

Creating new corporate card Save

Info Account Card **Merchant**

ID Add

Expire 

Name	Expire
<input type="text" value="Type here to filter the grid"/>	

Merchant Account ID: The ID is the unique identifier for a merchant account. It can be found under Network > Settings > Kiosk Settings as the PayaP_MID Key.





Expire Field: This field is optional. You can set an end date for the corporate card for the specified merchant.




Save Changes: After entering your values, click "Save" to ensure the information is properly stored.

Viewing Corporate Card Transactions

1. Go to **Administration** in the main menu.
2. Select **PayaP** from the dropdown options.
3. Click on **Corporate Card**.
4. Choose **Transaction** to view your corporate card transactions.

Transaction

Transaction  Billing   

Search   



CorpID	Corporation	Billing ID	Statement ID	Username	Merchant	Currency	Amount	Tax	Transaction Date	Billing Date	Endpoint
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					<input type="text"/>





Viewing Corporate Card Statements

1. Go to **Administration** in the main menu.
2. Select **PayaP** from the dropdown options.
3. Click on **Corporate Card**.
4. Choose **Statement** to view all generated statements.

Statement

Statement Date

 Search   

CorpID	Corporation	Statement ID	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	



Viewing Corporate Card Statement Detail





To see specific statement details, copy the statement ID and

1. Go to **Administration** in the main menu.
2. Select **PayaP** from the dropdown options.
3. Click on **Corporate Card**.
4. Choose **Statement Detail** to view specific statement details.

Statement Detail

Statement Date

 Search   

CorpID	Corporation	Statement ID	Date	Kind	Currency	Amount	Tax	Username	Merchant
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>

In this section, you can find comprehensive details of the statement.

Each transaction is categorized into four groups:

Statement Detail

Statement Date

CorpID	Corporation	Statement ID	Date	Kind	Currency	Amount	Tax	Username	Merchant
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>

Merchant
 Total
 User
 User Merchant

1. **Merchant:** Transactions grouped by merchant.
2. **Total:** The overall total for the statement.
3. **User:** Transactions grouped by user.
4. **User Merchant:** Transactions grouped by both user and merchant.

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

Statement Detail

Statement Date

CorpID	Corporation	Statement ID	Date	Kind	Currency	Amount	Tax	Username	Merchant
<input type="text"/>	<input type="text"/>	<input type="text" value="1c7adfe"/>		<input type="text" value="user,"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>
5b75ce85c96a...	Instant Systems	1c7adfefebdb4...	2021-07-05 10:04	User	SEK	1339	161	gp@instantsyst...	



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