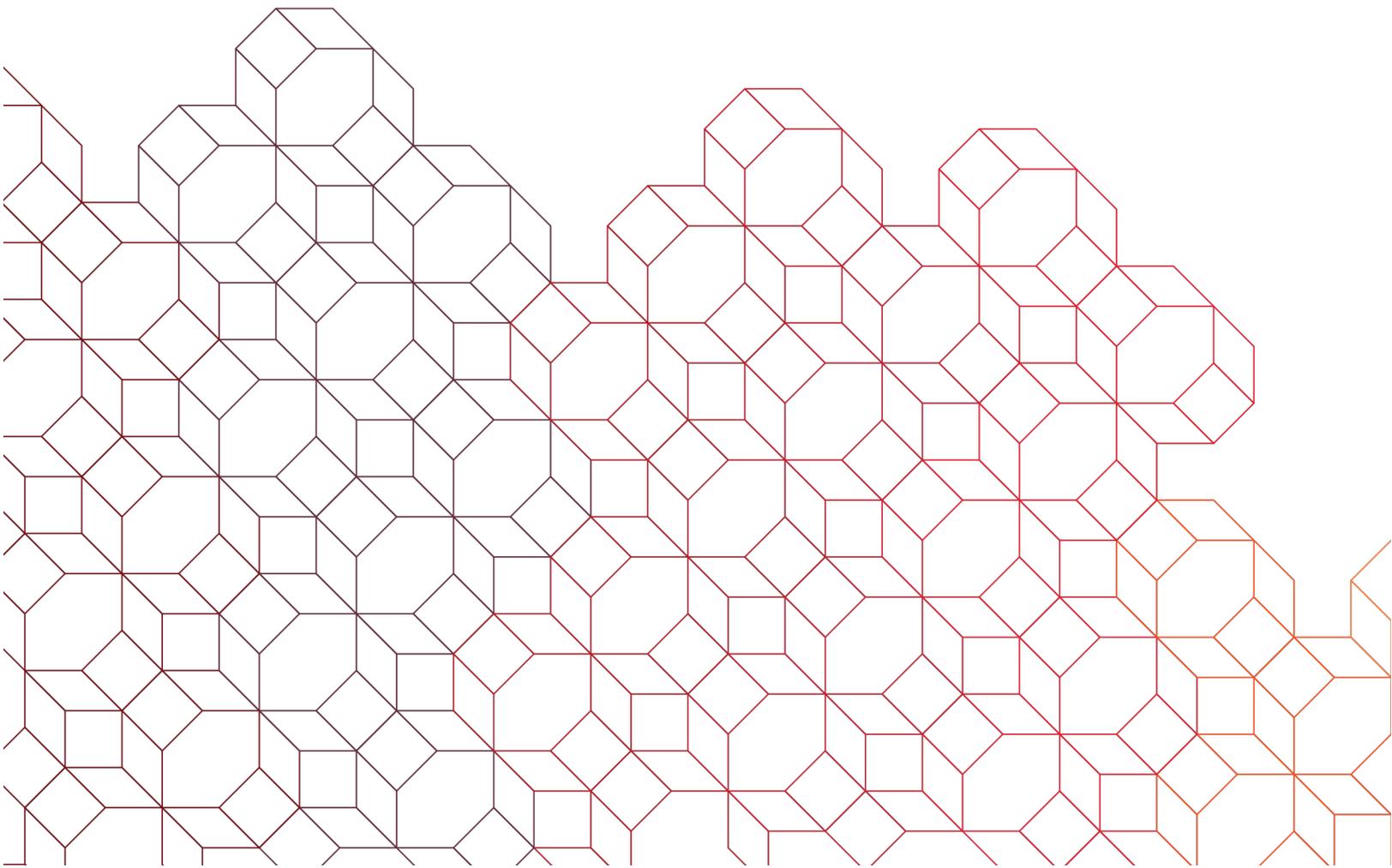




Spend Control

Reviewing Virtual Card Payment Request Information



Reviewing Virtual Card Payment Request Information through Payment Control Portal

In Spend Control, select Payment Control > Purchase Requests > View Requests.

You may search using different criteria, depending on what you are looking for:

- Specific Purchase ID
- Date range on when the request was made.
- Amount range
- The last 4 digits of the virtual card number.
- Date range on when the request was approved.

Once you have selected the search criteria, check the box labeled “View All Requests” and click “Search”.

SEARCH CRITERIA

Purchase Request ID:

Submitted Between: Start Date: End Date:

Amount: Min: Max:

VCN: Last 4 digits Status: All

Purchase Group: All Purchase Template: All

Custom Data Field: All

Approved By:

Approved Between: Start Date: End Date:

View All Requests: Search

A list of results will appear.

The two icons to the left of each request will allow you to see different types of information.

SEARCH RESULTS

Expand All | Collapse All

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<input type="checkbox"/> Detail	Request ID	Submitted Date	Requestor	Requested Amount	Purchase Type	Purchase Template	Delivery Method	Approval Queue	Approved By	Approved Date	Status
<input type="checkbox"/>	67565919	04/10/2020	system	0.05	BOKF Payment Control	BOKF Payment Control	EMAIL	system	system	04/10/2020	Approved
<input type="checkbox"/>	67293457	04/07/2020	system	12.03	BOKF Payment Control	BOKF Payment Control	EMAIL	system	system	04/08/2020	Approved

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Expand All | Collapse All

- Purchase Request History
 - Will show when the request was created, as well as any modifications.
- View Purchase Request Details
 - Will show image of the virtual card.
 - Valid for and Validity Period Controls (number of months the virtual card is valid for, and start and end date of the virtual card request).
 - Velocity Controls (cumulative limit, maximum number of transactions, available balance).
 - Supplier information and email(s) associated with the request.
 - Custom data fields associated with the request.
 - Invoice Addenda (click “Show Invoice Addenda” to show addenda details).

If you have any questions, please contact us at CorporateCardSupport@bokf.com.

