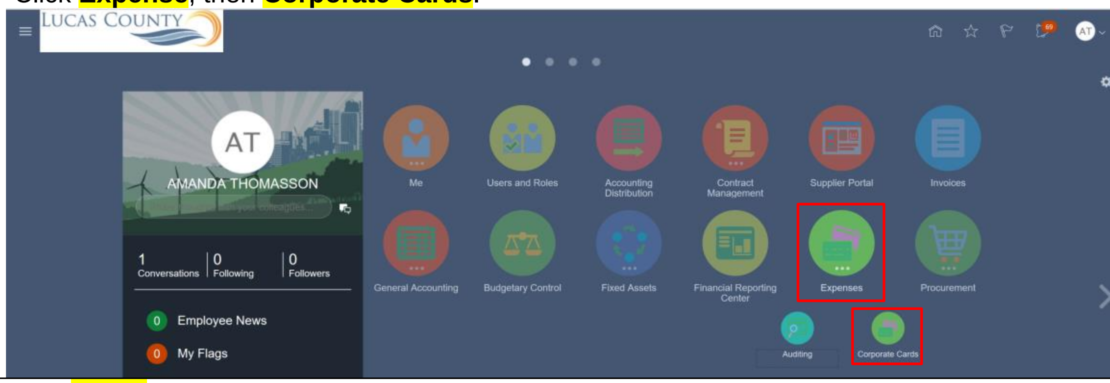
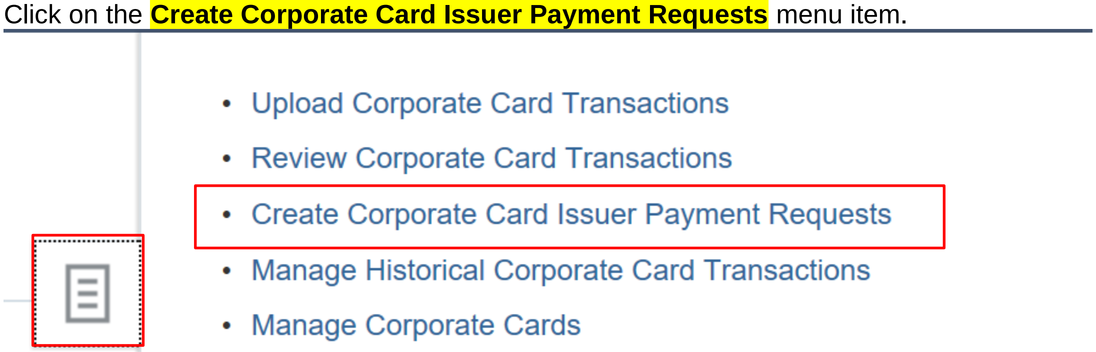
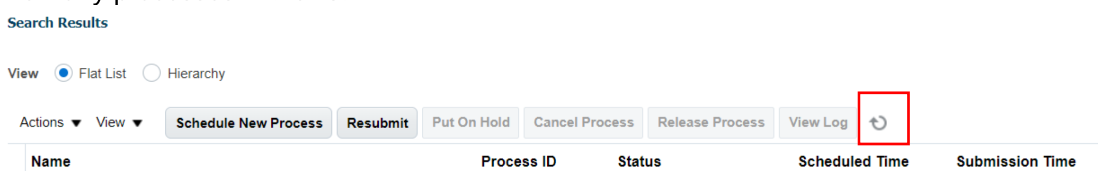
Create Card Issuer Payment Request

Audience: Procurement Card Administrator

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

Step	Action
1	Click **Expense**, then **Corporate Cards**. 
2	Click **Tasks** (Document icon on right of screen).
3	Click on the **Create Corporate Card Issuer Payment Requests** menu item.  Add the following parameters: -**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 Click **Submit**. Click **Ok** to confirmation message. Click **Ok** to confirmation message.
4	Click the **Navigator** and under the **Tools** menu click **Scheduled Processes**.

	
5	View any processes in the list.  Continue to refresh the screen with the **Refresh** icon until the process is 'Succeeded.'
6	Highlight process to **Create Card Issuers Payment Requests** and scroll to the bottom of the screen.
7	Under **Log and Output**, click on the **Log number**, open in WordPad and view the number of transactions processed.
8	Close the WordPad and close the Log and Process pop-up windows.