

# Administrator Quick Reference Guide



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**UMB Commercial Card**

Administrator – Quick Reference Guide

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Reg. U.S. Pat. & Tm. Off.

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# General Administration

## Loading a new employee

Use the HR Interface file to upload new employees into the Vault. Process the file using the Refresh Interfaces functionality. Refer to **Interface files** in the **Administrator User Guide** for more details.

Search for the new employee using **Employee Search** under [Administration](#) → [Overview](#) → [Administration Overview](#) → [Employees](#). Select 'All' in the **System Login Rights** section (shown below).

The screenshot shows the 'Employee Search' interface. On the left, there are input fields for Employee ID, Employee First Name, Employee Last Name, Username, Account Number (Last 4 Digits), and Account Holder With. Below these are sections for 'System Login Rights' with radio buttons for Yes, No, All, Password Expired, and Exclude Account Locked. There is also a 'Lock Status' section with checkboxes for Locked by Date, Manually Locked, and Forgotten Password. At the bottom left, there is a 'Return Results' dropdown set to 'All' and an 'Export mode' checkbox. On the right side, there are several expandable sections: 'Manager Details' (with fields for Manager First Name, Manager Last Name, and Management Level), 'Group & Role Memberships', 'Login Disclaimer Acceptance', 'Date Ranges', 'User Rights', and 'Additional Fields & Sort Order'. A blue 'Search' button is located at the bottom center of the form.

In the [Employee Administration](#) screen, click the 'Create New User Account' icon  to provide the new user with a username and password.

Add the user to the correct groups:

- Report group
- Charge group (if not already assigned using the HR Interface file)
- Cash group (if your organization uses the Cash Module)
- Approval role

If your organization uses the Card Module, a card account is created for the user when their first transaction comes through via data feed from the bank or card issuer. After the account is created, you must map it to the employee's name. Refer to **Managing Accounts** in the **Administrator User Guide** for more detail.

## Loading a new code

1. Use the CC Interface file to upload new codes into the Vault. Process the file using the Refresh Interfaces functionality. Refer to **Interface files** in the **Administrator User Guide** for more detail.
2. Add the code to the correct charge group if this was not performed in the CC Interface file.

## Checks to complete each statement period

- ✓ **Ensure there are no unmapped cards**
- ✓ **Recalculate approval rules and default codes**
- ✓ **Check for users with no groups**
- ✓ **Perform Vault housekeeping**
- ✓ **Check for departing employees**  
(Refer to each section below for details)

### Ensure there are no unmapped cards

If a card is not mapped to a user, they will not be able to see their card statement. This also applies to cash and requisition accounts. Use the **Account Search** function in **Administration** → **Overview** → **Account Management** to locate unmapped accounts (shown below).

## Account Search

Report mode: Employee  Account  ?

---

Account Number (Last 4 Digits)

Account Issuer

Account Type

Account Status

---

Employee ID

First Name

Last Name

---

Export File Name

Export File Type

---

Result View  Summary - Issuer  
 Summary - Company Unit  
 Account Listing  
 Employee Setup Assistant

Grouping Restriction  Unmapped Details

Account Details ▾

Account Mapping  All accounts  
 Mapped accounts only  
 Unmapped accounts only

Account Activity  All accounts  
 Used accounts only  
 Unused accounts only

---

Account Date Ranges ▲

---

Account Limits ▲

---

Additional Fields ▲

---

Report Templates ▲

## Recalculate approval rules and default codes

If you made changes to approval rules or set up new default codes after the transactions for your open period(s) have been loaded into the system, you must recalculate defaults or approvals.

1. Go to [Administration](#) → [Period Management](#) → [Statement Periods](#).
2. Click  (recalculate default transaction coding) or  (recalculate approval rules) for the appropriate statement period. Follow the prompts to perform the recalculation. Refer to **Period management** in online help for more information.

Statement Periods		Manage Company Financial Periods						
<a href="#">+</a> Insert sample transactions <a href="#">-</a> Remove sample transactions								
UMB Bank								
Start Date	End Date	N	O	U	CN	CO	CU	 Extract All
12/25/2017	01/24/2018	3		2				      Extract
11/25/2017	12/24/2017	5						      Extract
10/25/2017	11/24/2017	4		1				      Extract
09/25/2017	10/24/2017	4		1				      Extract

## Check for users with no groups

Review users to ensure they are set up in the correct groups. Users must belong to the appropriate report groups, charge groups, or cash groups, and must have an approval role assigned to them.

1. Click [Administration](#) → [Overview](#) → [Administration Overview](#) → [Employees](#).
2. In the **Employee Search** window:
  - Select the 'No Group' option from the drop down menu in the **Group & Role Memberships** section.
  - Select **All** from the **Return Results** drop-down list.

### Employee Search

Employee ID	<input type="text"/>	<b>Manager Details</b> 	
Employee First Name	<input type="text"/>	<b>Group &amp; Role Memberships</b> 	
Employee Last Name	<input type="text"/>	Charge Group	<input type="text" value="[No Group]"/>
Username	<input type="text"/>	Report Group	<input type="text"/>
Account Number (Last 4 Digits)	<input type="text"/>	Approval Role	<input type="text"/>
Account Holder With	<input type="text"/>	Management Level	<input type="text"/>
<b>System Login Rights</b>		Rate Group	<input type="text"/>
<input type="radio"/> Yes	<input type="radio"/> Password Expired	Rights Group	<input type="text"/>
<input type="radio"/> No	<input type="radio"/> Exclude Account Locked	<b>Login Disclaimer Acceptance</b> 	
<input checked="" type="radio"/> All		<b>Date Ranges</b> 	
<b>Lock Status</b>		<b>User Rights</b> 	
<input type="checkbox"/> Locked by Date		<b>Additional Fields &amp; Sort Order</b> 	
<input type="checkbox"/> Manually Locked			
<input type="checkbox"/> Forgotten Password			
Return Results	<input type="text" value="All"/>		
Export mode	<input type="checkbox"/>		

[Search](#)

### **Perform Vault housekeeping**

Ensure the **Inbox** in the Vault is clear. Move files to the **Archive** folder or **Trash** if you no longer have any need for them.

### **Check for departing employees**

Use the **Card & Employee Departures** report to see if there are any users leaving in the coming month, and perform the following tasks:

- Retrieve and cancel their card.
- Lock them out of the **UMB Commercial Card** system.
- Delegate their card statement to another employee who can code outstanding transactions after they leave.

## **Frequently asked questions**

### **Employee changes**

#### **What should I do once a new employee has been issued a card?**

You must load the employee into **UMB Commercial Card** and then map the card to the employee. Refer to the [General](#) section in this document or the **Administrator User Guide** for more information.

#### **What do I need to do if an employee's manager has changed?**

Because changes to reporting lines may affect the approver for the employee's transactions, you must update the manager details using the HR Interface file. Refer to **Interface files** in the **Administrator User Guide** for more detail.

#### **What do I need to do if an employee is leaving?**

Refer to the [Check for departing employees](#) section in this document.

### **Employee issues**

#### **Why can't a new cardholder see their card statement?**

You may not have mapped the card to the employee. Refer to the [Unmapped accounts](#) section in this document.

#### **Why is the Reports link not showing on the employee's home page?**

The employee may not have been linked to a report group. Refer to the **Assigning Employees To Groups** section in the **Administrator User Guide**.

#### **An employee forgot their password and is locked out of the system. What should I do?**

Employees will be locked out of **UMB Commercial Card** for two hours if they enter incorrect login details three times in a row. You can unlock the account or change the employee's username/password. Refer to the **Employee Management** section in the **Administrator User Guide**.

## Codes and rules

### Why are coded transactions not being sent to the manager for approval?

Approval rules may not have been applied to the employee. Refer to the **Assigning Employees To Groups** section in the **Administrator User Guide**.

If you use the **Mark Statement Complete** functionality, coded transactions are not automatically submitted for approval. Employees must click the **Mark Statement Complete** link after coding the transactions to submit them for approval.

Account Statement			Current Balance	2,864.89
25 Dec 2014 to 24 Jan 2015			Previous Balance	993.98
Sarah Smith - Vision Bank Account			Credit Limit	5,000.00
			Statement Status	Updated
Tran Date	Supplier	Amount Incl		
26 Dec 2014	ATM Cash Withdrawal	100.00	X !	
28 Dec 2014	BestBuys.com	67.70	X !	
30 Dec 2014	Cannibal Espresso Ltd	16.13	✓	
01 Jan 2015	Whitcoulls Galleria	521.86	X !	
09 Jan 2015	Whitcoulls Internet Store	11.76	✓	
12 Jan 2015	ATM Cash Withdrawal	60.00	✓ !	
12 Jan 2015	Legato Espresso Cafe Ltd	34.10	✓ !	
13 Jan 2015	The Stamford Plaza Melbourne	1,736.50	X	
14 Jan 2015	The Stamford Plaza Melbourne	341.60	X !	
24 Jan 2012	Transaction Fees	1.50	X	

[Manage Receipt Images](#)  
[Mark Statement Complete](#)  
[View Statement Report](#)

### When do changes to default codes and approval rules take effect?

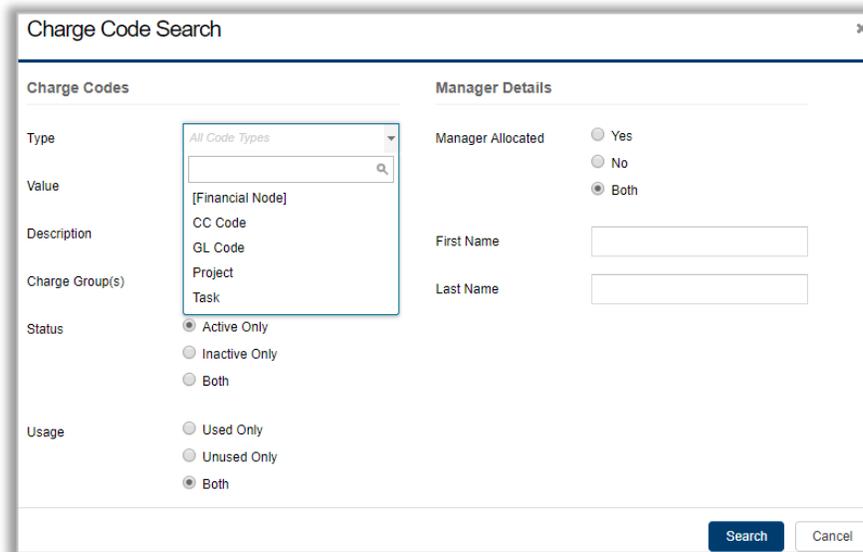
Changes to an employee's approval role, approval rule, or default coding immediately apply to new transactions. For transactions in the current open period(s), you must recalculate the approval rules and/or defaults. Refer to the [Recalculate approval rules and default codes](#) section in this document for more information.

### How do I view the charge groups that an employee belongs to?

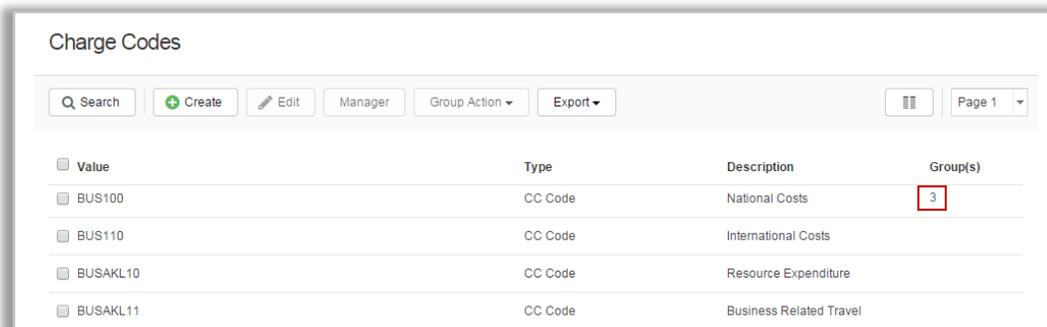
1. Search for the employee using **Employee Search** in [Administration](#) → [Overview](#) → [Administration Overview](#) → [Employees](#).
2. Click the **Employee Details** icon  for the employee.
3. In the **Personal Details Report** window, click **Charge Groups**.

### How do I view the charge groups that a code belongs to?

1. Use **Charge Code Search** in [Administration](#) → [Overview](#) → [Administration Overview](#) → [Charge Codes](#) to locate the code.



2. To display the relevant groups in the **Charge Codes** screen, click the **Groups(s)** value for the required code.



Value	Type	Description	Group(s)
BUS100	CC Code	National Costs	3
BUS110	CC Code	International Costs	
BUSAKL10	CC Code	Resource Expenditure	
BUSAKL11	CC Code	Business Related Travel	

## How do I view the codes under a charge group?

In the **Charge Code Search** window ([Administration](#) → [Overview](#) → [Administration Overview](#) → [Charge Codes](#)), select the group from the **Charge Group(s)** drop-down list and click **Search**.

## Why can't the employee find a particular code?

An employee may not be able to see the code if:

- The code has not been loaded into **UMB Commercial Card**. Refer to the [Loading a new employee](#) section in this document for more information.
- The code does not belong to the employee's charge group. Seek the approval of the employee's manager, and then link the employee to a charge group associated with the code. Refer to the **Assigning employees to groups** section in the **Administrator User Guide**.
- The code is not valid when used in combination with the codes already entered for the transaction. For example, if they have selected a department code for the transaction but the account code they want to use cannot be used for that department. For information on whether any validation exists for the code, refer to the CC Interface file.

## How do I remove an employee's access to certain codes?

You must remove the employee from the charge group the code is linked to. This action removes access to all codes in the charge group.

1. Locate the employee using **Employee Search** in [Administration](#) → [Overview](#) → [Administration Overview](#) → [Employees](#).
2. Click the checkbox  to the left of the employee's name.
3. Click the [Manage selected employees](#) link at the bottom of the list.
4. From the **Employee Management** screen, select the charge group you want to remove the employee from or select 'All Charge Groups'.
5. Click **Save**

## Delegation

### How do I delegate a card statement for an employee going on leave?

**Note:** The employee can perform the delegation in [User Menu](#) → [Personal Settings](#) → [Account Management](#)

As an administrator, perform the following to delegate for the employee.

1. In the **Account Delegation** window ([Reports](#) → [Company Administration](#) → [Account Delegation](#)), enter the appropriate search criteria to locate the employee.
2. Select 'No' for **Delegated Accounts** to only display non-delegated accounts, and then click **Search**.
3. From the search results, click the **Delegate Account** icon  for the employee.
4. In the **Employee Search** window, search for the employee who will be assigned to the card statement moving forward and click the appropriate icon  to assign the delegation to that employee.

### Account Delegation

---

Account Number (Last 4 Digits)

Account Issuer UMB Bank ▼

Account Type [All Types] ▼

Employee ID

Employee First Name

Employee Last Name

Account Holder  Delegatee

---

Delegated Accounts  Yes  No  All

Active Accounts Only  Yes

[Search](#)

### Employee Search

Please search for the desired employee. Please note only the first 50 records will be returned from your search.

---

Employee ID

First Name

Last Name  [Search](#)

---

Employee	Name	
100	Andrew Phillips	
102	Kylie Johnston	
103	Michael Becker	
101	Sarah Smith	
105	Simon Harper	
SVCS_umbimplementer0	umb Administrator (CS)	
SVCS_umbvhunting	Val Hunting (CS)	
104	Vanessa Jones	

## How do I delegate a manager's approval roles to another manager?

**Note:** The manager can perform role delegation in [User Menu](#) → [Personal Settings](#) → [Approval Delegation](#)

As administrator, perform the following to delegate approval roles for the manager:

1. Select **Approval Role Delegation** in [Reports](#) → [Company Administration](#).
2. In the **Approval Role Delegation** window, enter the required criteria to locate the manager.
3. In the **Delegated Role Only** section, select 'No' to only display roles that have not been delegated.
4. Click **Search**.

The screenshot shows the 'Approval Role Delegation' window. At the top, the title 'Approval Role Delegation' is displayed. Below the title, there is a dropdown menu labeled 'Approval Role Delegation'. Underneath are two text input fields: 'Employee First Name' and 'Employee Last Name'. Below these fields are two radio buttons: 'Approver' (which is checked) and 'Delegate'. At the bottom of the window, there is a section for 'Delegated Roles Only' with two radio buttons: 'Yes' and 'No' (which is checked). A blue 'Search' button is located at the bottom center of the window.

5. From the search results, click the **Delegate Workflow Role** icon  for the manager.
6. In the **Employee Search** window, search for the employee who will approve moving forward, and click the appropriate icon  to assign the delegation to that employee.

## Exporting data

### How do I export data into an Excel spreadsheet?

Click the [Export to Excel](#) link at the bottom of the report and follow the prompts to download the report. All online reports in UMB can be exported to Excel.

### Statement Manager

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**United Vision Bank, Statement Period 25/07/2012 to 24/08/2012**

Statement New	Card Account	Previous	Linked Images	Current	Tax Notes
Vanessa Jones	Account 1	1.313,01	.	635,24	     

Statement Updated	Card Account	Previous	Linked Images	Current	Tax Notes
Kylie Johnston	Account 1	1.100,33	.	532,48	     
Sarah Smith	Account 1	993,98	<a href="#">1</a>	2.864,89	     

[All None](#)

[Export to Excel](#)
[Export to PDF](#)

### How do I export data into Excel to perform advanced data analysis?

To download data without permanently extracting it, use the Data Download Service. Refer to the **Data Download** section in the **Administrator User Guide** for more information. Name the file with an .xls or .xlsx extension to open it as an Excel spreadsheet.