

INSTRUCTIONS – CARDS MODULE

The Cards module is used to manage debit, multi-currency, charge and credit cards. Access to functionalities and individual cards depends on user rights.

The **Cards module** is divided into the following sections:

- Card list,
- Transaction history,
- Blockade list,
- Card accounts.

In GOonline Biznes, company card users can manage all cards issued in a company. This applies to both cards they use themselves and cards not in their use.

All card changes are authorised according to the authorisation mode used by a particular cardholder in GOonline Biznes.

CARD LIST

The list shows company (or holding company) cards, specifying:

- Card type,
- Card name,
- Partially masked card numbers,
- Card account number,
- Card user (the same name as on the card),
- Card status,
- Card validity date.

The list allows you to switch between card types and filter card searches. Text filters can be completed with, for example, the last few card number digits. Filter actions can be combined, e.g. to search for inactive debit cards.

Once the cards have been selected, the following group action buttons appear:

- Block,
- Unblock,
- Activate,
- Restrict,
- Download – to download a list of selected cards in PDF format.

The “block”, “unblock”, “activate” and “restrict” actions can be applied to specific card quantities and statuses. The wizard will guide you through the process.

From the list, you can access card details by clicking a card line.

Card details vary depending on the card status and type.

This page displays information on your:

- Card,
- Current card limits,
- Card account,
- Contactless payments (you can change this setting),
- Card renewal,
- Card delivery method and PIN,
- Company details.

Depending on the card status, the following action buttons are available:

- Block,
- Unblock,
- Activate,
- Restrict,
- Assign a PIN – available for card users only,
- Activate and assign a PIN – available for inactive cards and card users only.

Depending on the restriction reason, a new card will automatically be issued or no card will be issued. The information will appear on the restriction screen.

Card details displayed on the page can be downloaded in PDF format or printed.

From the current limits, you can go to the “Change limits” screen.

Change limits

- Once you have reached the “Change limits” screen, you can change your limits, depending on the card type. Card users can see their current limits.
- Amount and quantity limits can be changed.
- You can tick/untick the available checkboxes, e.g. without limitations or up to the account balance.
- The limits are checked at the time of entry and approval to ensure that they do not exceed any superior limits (e.g. for debit cards – to ensure that the non-cash transaction limit does not exceed the monthly limit after the change).

TRANSACTION HISTORY

The transaction history provides a list of operations for all card types and related operations (e.g. fees, commissions, interest). Operations can be filtered.

- Once selected, operations can be downloaded as a PDF list.
- To view operation details, click an operation line.

BLOCKADE LIST

The list shows open **charge and credit card blockades only**.
Debit and multi-currency card blockades are available in the Accounts module.
All blockade details are shown in the list.

CARD ACCOUNTS

The list shows **debit and credit card accounts only**.

- The list can contain both active and inactive (closed) accounts.
Closed accounts are visible for a limited period of time.
The last account statement should be downloaded once the account has been closed.
- Four to five days after the settlement period, the current statement will appear in the list in PDF and mt940 formats. The remaining statements (from up to the last 13 cycles) can be found in the **Available statements** tab.

From the list, you can access account details, which are different for charge and credit cards.

Account details allow you to see the **Current outstanding balance**, so you do not have to wait until the end of the settlement cycle.

EXPORTS

GOonline Biznes allows you to export data in CSV (comma-separated values) format.
What can be exported?

- Card list,
- Card statements,
- Card transaction history.

How to export?

To export, create an export template in the menu by clicking: File management -> Export templates.

Template type: CSV card list

After selecting the template, fill in the required fields and create the structure using the available fields.

Once saved, the template will appear in the list of Export templates. After finding the template and going to the details, select the card account(s) for which you wish to obtain the list. Then click Export. This will generate a card list in CSV format.

You can also save a filter with the selected accounts to generate a list for the selected options in the future.

Template type: CSV card operation list

After selecting the template, fill in the required fields and create the structure using the available fields. The fields are named as in operation details, but allow you to create the same file as in the previous export module.

Once saved, the template will appear in the list of Export templates. After finding the template and going to the details, select the fields for which you wish to obtain the list. Then click Export. This will generate a card list in CSV format.

You can also save a filter with the selected fields to generate a list for the selected options in the future.

Template type: CSV card account statement

After selecting the template, fill in the required fields and create the structure using the available fields. The fields are named as in operation details, but allow you to create the same file as in the previous export module.

Once saved, the template will appear in the list of Export templates. After finding the template and going to the details, select the fields for which you wish to obtain the list. Then click Export. This will generate a card list in CSV format.

You can also save a filter with the selected fields to generate a list for the selected options in the future.



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