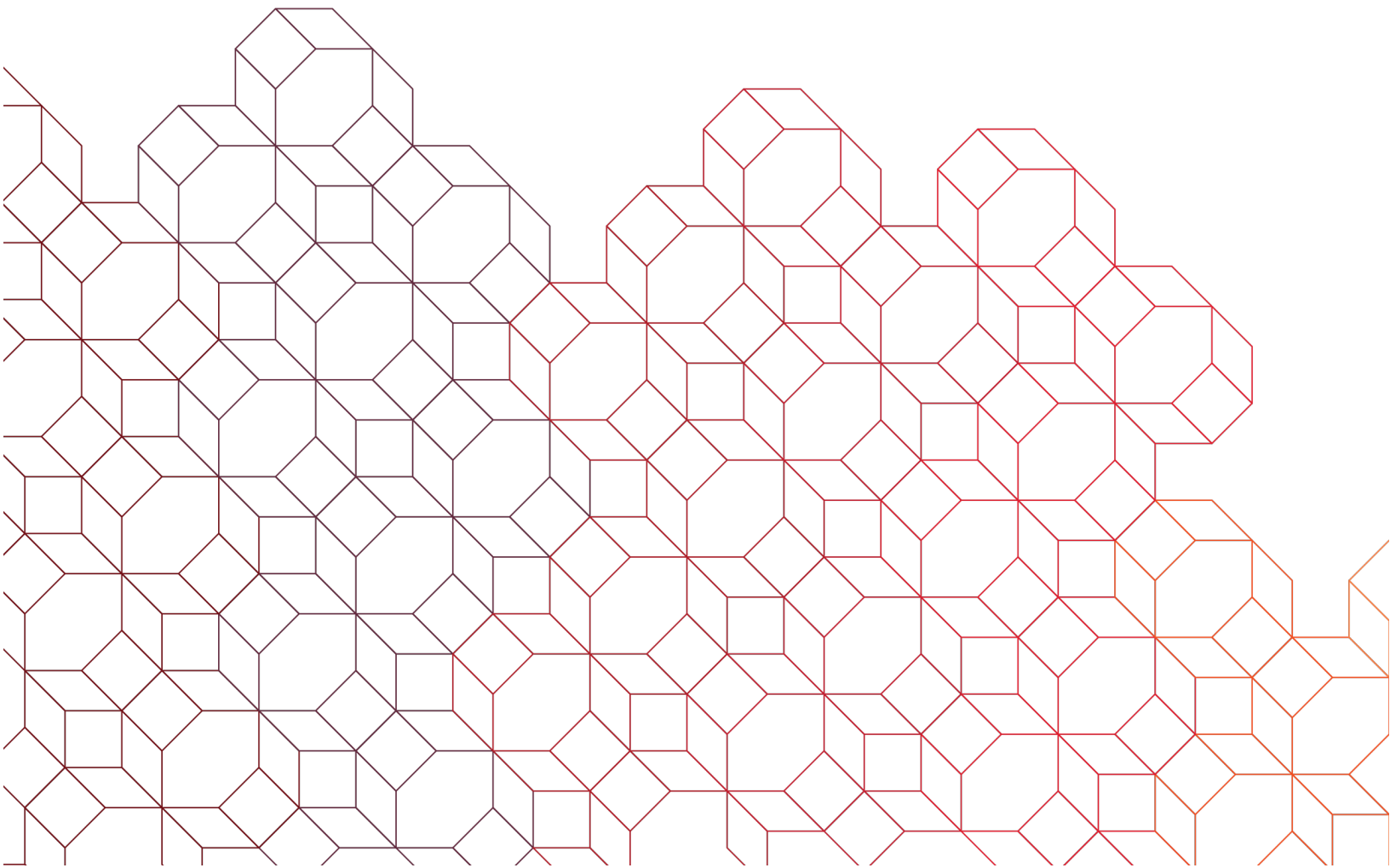




# Spend Control

## Sub Billing Accounts



A Sub Billing Account is like a 'mini corporate account' underneath the umbrella of the corporate account.

It is a billing account. There is a balance that is the sum of the balances of all the cardholders in the sub billing account. A statement and payment are generated for each sub billing account.

**Payments:** A payment is applied directly to either the sub billing account or the corporate account. Payments cannot be combined. They are applied directly to the account number associated with the billing account.

- A payment applied to the corporate account will not flow down to the sub billing account. If a payment is not made on each sub billing account with a balance due, the account is considered unpaid, even if one of the sub billing accounts or corporate account has a credit balance.
- The Balance and the Available money are recalculated on the Corporate and Sub Billing Accounts when payments are made.
  - If a payment is made through Quick Remit on the sub billing account, it will update the available in real time on the sub billing account where the payment was applied and the Corporate account available.
- The Balance and Available money are reset on cardholder accounts after the accounts cycle and statement is generated (for example, the Last Day of the month, or the 15th of each month, depending upon the client specific set up).
- A different DDA can be used to settle each Sub Billing Account through autopay.
  - Automatic Payment Set up is required to utilize the Sub Billing Account capability.
  - Extra or Early payments can be made through the call center on each sub account individually.
- If mid cycle payments need to be made for Sub Billing Accounts, ensure payments are made by 4:00 PM EST through the call center.

**New Card Orders:** For transactions to post to the appropriate Sub Billing Account, a code that is created by your BOKF contact must be applied to the new account as it is added through the cardholder upload process (Excel based process, not adding through Spend Control).

- If an account does not have this Sub Billing account code, the transaction will post to the corporate account and cannot be reapplied.
- To add new accounts that are associated with a Sub Billing Account, the Cardholder Upload process must be utilized.
- Accounts that are not associated with a sub billing account, will have their transactions post to the Corporate Account.
- If you are utilizing the Spend Control Org Points for each Sub Account, please add the new account to the appropriate org point the day after the new account is created.

The Sub Billing Account shares the **Credit Limit / Available Money** with the Corporate account and any other Sub Billing accounts and cardholders.

- For example, if the Corporate Limit is \$500,000, the balance of all cardholders / sub billing accounts, cannot exceed \$500,000. This means that if one of the entities / sub billing accounts, spends \$400,000 and an account in another entity, that has a credit limit of \$300,000 tries to spend \$200,000, it will decline because \$400,000 plus \$200,000 is \$600,000 and that is greater than the corporate credit limit of \$500,000.
- We call this method of allocating funds, 'first come, first serve'. Meaning that if one account / sub account entity uses all of the funds available at the corporate level, those subsequent authorizations will decline due to Not Enough Available Funds.
  - Making a payment to the needed billing account, either the sub account or the Corporate account will be applied in real time and transactions will be able to be approved.



**Authorization Process:** When a card is authorized, the following levels are evaluated to determine if the authorization is approved or declined:

- **Cardholder:** Does the account have enough available money? Is there a block code on the account that would cause a decline? Other decline reasons. If so, decline the authorization.

**If no reason to decline then:**

- **Sub Billing Account Level:** Evaluate at this level to see if the entity has enough available money. If so, approve.

**If no reason to decline then:**

- **Corporate Account:** Evaluate at this level to see if the company has enough available money (this is calculated by calculating the available money for all cardholders in the company). If no reason to decline – Approval.
- **To research Declines:**
  - Check Spend Control > Account Manager > Authorization Activity report > for declines, the entry will define at which level the decline occurred, Individual, Sub Billing account (system may say Finance Office), Corporate.
- **Note:** if an account is declined for Not Enough available, the following solutions are available:
  - **Cardholder level:** The PA can update the cardholder limit in real time.
  - **Sub Billing (FO) level:** A payment can be made through the call center and the available will be updated in real time.
  - **Corporate level:** A payment can be made to the corporate account and the available will be updated in real time.

**Spend Control:** Your BOKF Contact can assist you in creating ‘Org Points’ to identify which entity / sub billing account each cardholder is associated with, or you can use the Name Line 2 on each card to help with this.

- **Reporting Access** can be restricted by each entity if desired.
  - For example, if there is a need to limit the ability to access accounts / reporting for Sub Account to anyone other than the responsible person for that entity.
  - The Program Administrator Role can access all accounts in all org points.
- In Account Manager you can see the available money for the Sub Billing Account, Cardholder Account and Corporate account through the Account Maintenance Menu. There can be a delay in this value being updated, so for the most current information, call the IVR for a balance check.
- The Monthly Spend Report can be scheduled to run consistently. It will display the current balance and Availability on the cardholder and Sub billing account. The best practice is to run this report several times a week to manage balances and limits at the cardholder and the sub account level.

