Spend Control

Reviewing Virtual Card Payment Request Information
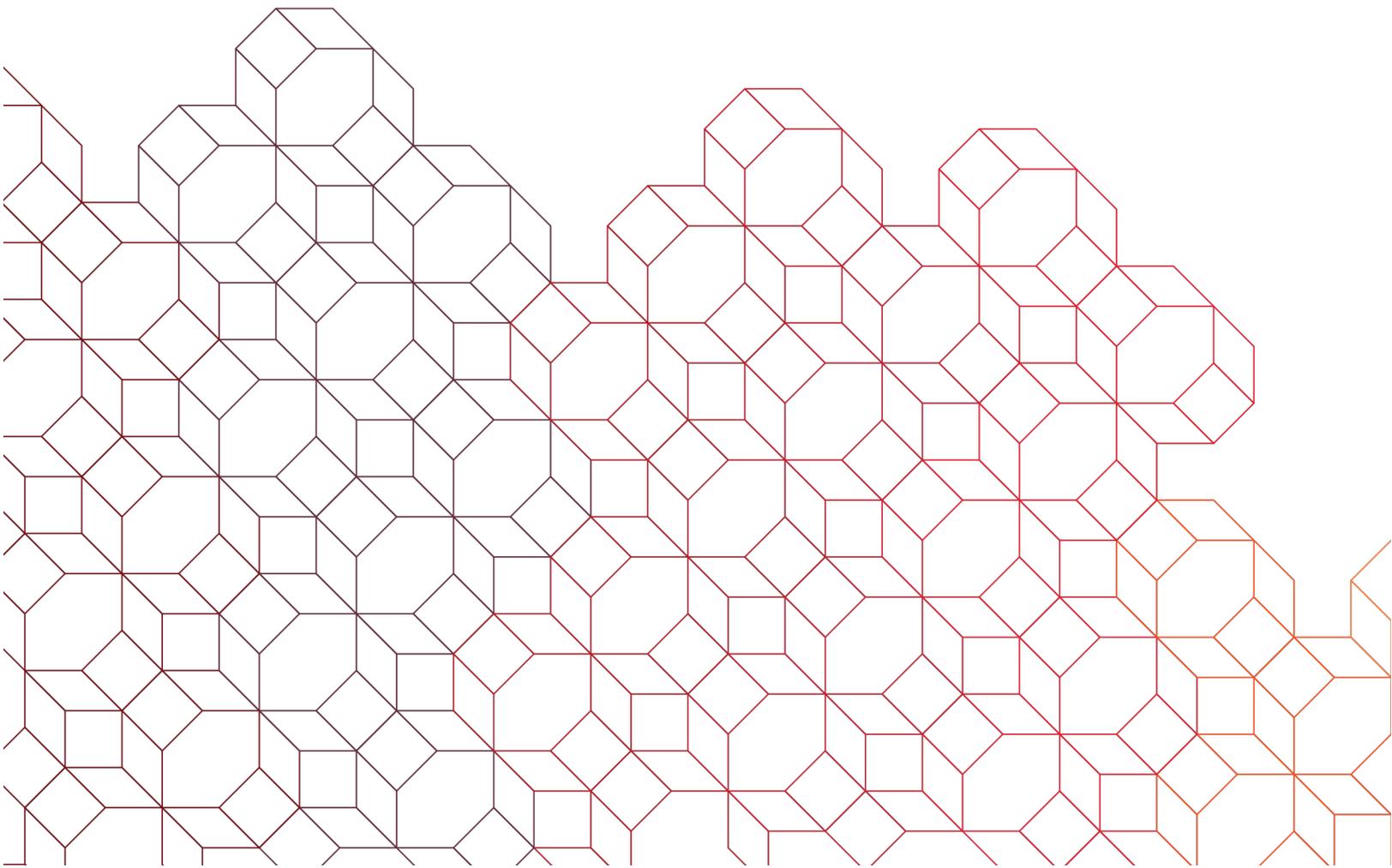
Reviewing Virtual Card Payment Request Information through Payment Control Portal

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".

A list of results will appear.

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

- 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.