

# SpendTrack Program Administrator



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# Introduction

## Overview

The SpendTrack Program Administrator application enables Program Administrators (PAs) to view, update, and manage business accounts.

## Objectives

- Access SpendTrack Program Administrator
- Navigate the Dashboard
- View transactions
- View and edit cardholder records
- View cardholder transactions
- View payment options
- View analytics
- Add card records
- Set departments
- View audit logs
- Update user settings

# Access SpendTrack

## Login

To access Business Credit Cards, login to Business Online Banking at: [www.ucbanking.com](http://www.ucbanking.com)

Once logged in, under 'Credit Cards', click the card you'd like to view.

The screenshot shows the UCB Business Online Banking dashboard. At the top, there's a navigation bar with 'Home', 'Accounts', 'Payments & Transfers', 'Checks & Deposits', and 'Administration'. Below this, there are sections for 'Alerts', 'Accounts', 'Credit Cards', 'Pay Or Transfer', and 'Quick Launch'. The 'Credit Cards' section contains a table with the following data:

CARD	CUSTOMER NAME	PAYMENT DUE	DATE PAYMENT DUE	CURRENT BALANCE	CREDIT LIMIT	AMOUNT LAST PAYMENT
0016	[REDACTED]	\$0.00	07/26/22	\$224.88	\$10,000.00	\$0.00
0024	company card	\$0.00	07/26/22	\$3,771.18	\$25,000.00	\$938.00

A red dashed arrow points to the first row of the table (card 0016).

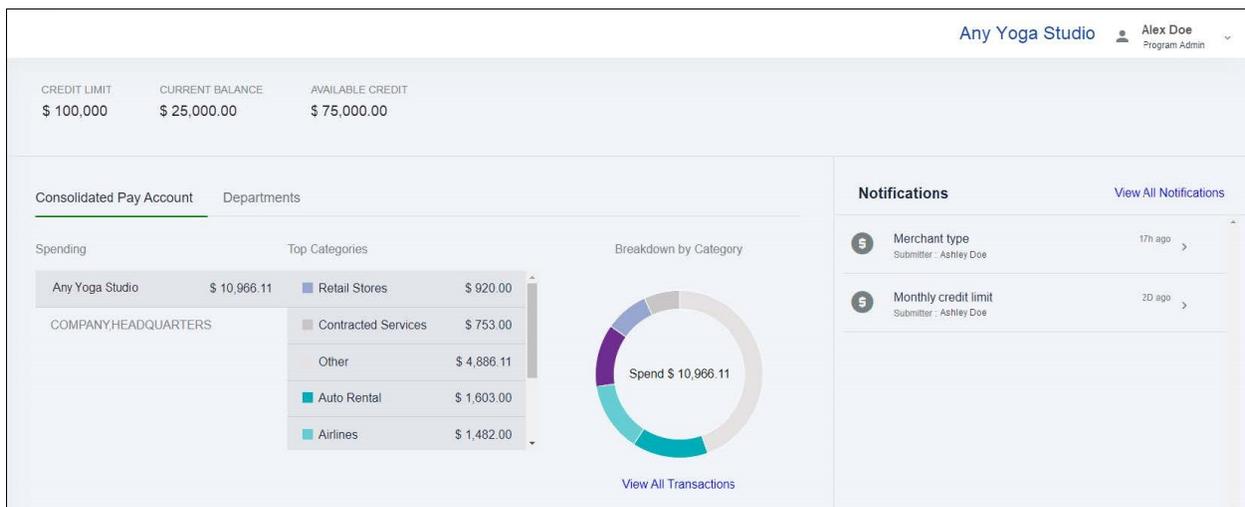
Once presented with below screen, simply press 'Select' to bring you to SpendTrack.

The screenshot shows a selection screen with the UCB logo in the top right corner. Below the logo, there is a text prompt: "Select the card you'd like to access". To the right of this prompt is a dropdown menu showing "0016" with a downward arrow. Below the dropdown menu is a "Select" button.

## Dashboard

The Dashboard provides PAs with a snapshot of key metrics.

1. Hover over different bands of the doughnut chart to view additional sets of data.
2. Select **View All Transactions** for a complete list of transactions.



3. In the analytics section next to the chart, select either a consolidated pay account or a department, and the Dashboard updates based on that selection.

Based on the selection, a list of cardholders display in the lower half of the page.

4. Select the arrow to the left of a cardholder to view spending metrics for that individual.

The screenshot displays the 'Any Yoga Studio' interface. At the top right, the user is identified as 'Alex Doe, Program Admin'. The main section is titled 'By Cardholders' and includes a search bar labeled 'Search by Email'. Below this is a table with columns: NAME, EMAIL, ACCOUNT TYPE, ACCOUNT STATUS, CARDS, and CURRENT BALANCE. The table lists three cardholders: Andy Doe (Individual, Active, ...0000, \$ 5,918.22), Addy Doe (ControlAccount, Active, ...0001, \$ 13,267.77), and Ashley Doe (SubAccount, Active, ...0002, \$ 1,963.00). The Ashley Doe row is expanded, showing a donut chart for 'Credit card: ...0002' with a total spend of \$ 1,963.00. To the right of the chart is a table of 'Top Categories': Other (\$ 868.00), Auto Rental (\$ 290.00), Airlines (\$ 260.00), Hotels and Motels (\$ 245.00), and Retail Stores (\$ 170.00). A button labeled 'View Ashley Doe's Transactions' is located to the right of the categories table.

NAME	EMAIL	ACCOUNT TYPE	ACCOUNT STATUS	CARDS	CURRENT BALANCE
> Andy Doe	andy.coe@example.com	Individual	Active	...0000	\$ 5,918.22
> Addy Doe	addy.coe@example.com	ControlAccount	Active	...0001	\$ 13,267.77
▼ Ashley Doe	ashley.doe@example.com	SubAccount	Active	...0002	\$ 1,963.00

Credit card: ...0002

Top Categories

Other	\$ 868.00
Auto Rental	\$ 290.00
Airlines	\$ 260.00
Hotels and Motels	\$ 245.00
Retail Stores	\$ 170.00

View Ashley Doe's Transactions

5. Select **View Cardholder's Transactions** to open the cardholder record, which includes a complete list of transactions.

# Transactions

To view transactions:

1. Select **View All Transactions** from the Dashboard for a complete list.
2. Select different months from the Current Period drop-down list.
3. Select **Connect to QuickBooks** to view data in QuickBooks.
4. Select **Export** to save the data as a CSV or QBO file.

Any Yoga Studio Alex Doe Program Admin

Current Period ▼ CREDIT LIMIT \$ 100,000 CURRENT BALANCE \$ 25,160.00 AVAILABLE CREDIT \$ 73,433.00

All Transactions Connect to QuickBooks Export

Jul 05 2021

ANY AIRLINES Airlines	ASHLEY DOE	...0000	Pending	\$ 26.00
ANY AUTO RENTAL Auto Rental	ASHLEY DOE	...0000	Pending	\$ 27.00
ANY RETAIL Retail Stores	ASHLEY DOE	...0000	Pending	\$ 24.00
ANY HARDWARE Other	ASHLEY DOE	...0000	Pending	\$ 14.00
ANY HOTEL Hotels and Motels	ASHLEY DOE	...0000	Pending	\$ 19.00
ANY AUTO RENTAL Auto Rental	ASHLEY DOE	...0000	Pending	\$ 22.00

Spending Breakdown  
Breakdown by Category

Spend \$ 10,754.11

Retail Stores	\$ 898.00
Contracted Services	\$ 733.00
Other	\$ 4,778.11
Auto Rental	\$ 1,578.00
Airlines	\$ 1,469.00



**Note:** QuickBooks downloads at the company level, and does not download at the individual user (cardholder) level.

# Cardholder/Employee/User

From the Dashboard, select a cardholder name to display the cardholder page. Several actions are available from this page:

- **Lock Card**—Opens a confirmation dialog box. Select **Yes** to lock the card.
- **Reset PIN**—Opens a confirmation dialog box. Select **Yes**, and the cardholder must create a new PIN at next login.
- **Replace card**—Opens a dialog box with a form to complete. Select the reason, confirm the address, and select **Submit** to order a replacement card.
- **Report lost/stolen**—Ellipses menu, opens a dialog box with instructions to call the FI.
- **Close card**—Ellipses menu, opens a confirmation dialog box. Select **Yes** to close the card.
- **Edit profile**—Opens the Edit User page. Make edits and select **Save**.
- **View Transactions**—Opens a page with transactions and spending.
- **Update Credit Limit**—Opens a dialog box. Enter the new credit limit and select **Submit**.
  - **Add temporary spending limit**—An option in the Update Credit Limits dialog box. Opens a set of options to set single transaction or daily spending limits.
- **Update Merchant Types**—Opens a dialog box with a list of merchant categories. Select the merchants to which the cardholder is allowed to make transactions. If a merchant type is not selected, transactions at those merchant types are denied.

The screenshot displays the user profile for Ashley Doe. At the top right, the system name 'Any Yoga Studio' and the user 'Alex Doe, Program Admin' are visible. A 'Back to Users' link is on the left. The user's name 'Ashley Doe' is prominently displayed with an 'Edit Profile' button. Below this is a card image showing 'DOE, ASHLEY' and '...0000 Exp Date 03/24'. A large dark green area represents the card, with '0000' visible at the bottom right. To the right of the card, the account type is 'SubAccount' and the current balance is '\$ 226.31' out of a '\$ 10,000' limit. An 'Update Credit Limit' button is present. Below the card, there are buttons for 'Lock Card', 'Reset PIN', and 'Replace Card', followed by an ellipsis menu. The 'MERCHANT TYPE' section shows 'Airlines, Government ...' with an 'Update Merchant Types' button.

From the Dashboard, Select the Card Holder you'd like to edit.

## Edit Profile

1. Select **Edit Profile** and the Edit User page displays.

Any Yoga Studio Alex Doe  
Program Admin

**Edit User** Cancel Save

<b>FIRST NAME*</b> ASHLEY	<b>LAST NAME*</b> DOE	<b>DEPARTMENT*</b> Sales
<b>EMAIL ADDRESS*</b> ashley.doe@email.com		<b>DEPARTMENT MANAGER*</b>
<b>WORK PHONE NUMBER</b> Work Phone number	<b>HOME PHONE NUMBER</b> Home Phone Number	<b>USER TYPE*</b> User
<b>MOBILE NUMBER</b>	<b>ALTERNATE MOBILE NUMBER</b>	

## Cardholder Transactions

Select **View Transactions** and a page displays with metrics and options for the cardholder record. The list of transactions and spending breakdown is similar to the view on the Dashboard after expanding a cardholder record.

Options include:

- **Period**—Change from the current period to previous months.
- **View Payment History**—Opens the payment history page.
- **Payment Account**—Choose a payment account or add a new one.
- **Make Payment**—Opens a dialog box to make a payment.
- **Set Up Recurring Payment**—Opens a dialog box for recurring payments.
- **Available Statements**—Select a statement to download as a PDF.
- **Export**—Exports the list of transactions to a CSV or QBO file.

DOE, ASHLEY  
0000 Exp Date: 03/24

PERIOD  
Current Period ▾

CREDIT LIMIT  
\$ 10,000

CURRENT BALANCE  
\$ 2,629.50

AVAILABLE CREDIT  
\$ 7,049.00

Any Yoga Studio Alex Doe  
Program Admin

### Payments

View Payment History

<p>LAST STATEMENT BALANCE \$ 2,400.79</p> <p>PAYMENT DUE DATE 11-10-2021</p> <p>PAYMENT ACCOUNT My checking ▾</p>	<p>MINIMUM PAYMENT DUE \$ 758.00</p> <p>PAST DUE AMOUNT \$ 0.00</p>
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[Make Payment](#)

### Spending Breakdown

Breakdown by Category

■	Auto Rental	\$ 339.00
■	Airlines	\$ 336.00
■	Hotels and Motels	\$ 279.00
■	Retail Stores	\$ 194.00
■	Contracted Services	\$ 145.00

### All Transactions

Available Statements ▾

[Export ▾](#)

Jul 05 2021

<b>Any Airline</b>				
Airlines	Pending	\$ 26.00	...	
<b>Any Car Rental</b>				
Auto Rental	Pending	\$ 27.00	...	

Note: Click arrow next to Payment, then select 'Add Payment'

## Add Payment Account

To add a payment source:

1. Select **Add Payment Account** from the Payment Account drop-down list or from the Payment Accounts tab on the Payment History page.
2. Select the account type.
3. Complete the form.
4. Select **Add Payment Account**.

### Add Payment Account ✕

**ACCOUNT TYPE\***

Checking  
 Savings

**ABA ROUTING #\***

**BANK ACCOUNT NUMBER#\*** **CONFIRM BANK ACCOUNT NUMBER#\***

**NAME OF ACCOUNT\*** **ACCOUNT NICKNAME\***

Set as default payment account

**Add Payment Account**

# Cardholder Payments

## Make a Payment

To make a payment:

1. Select **Make Payment** from the cardholder transaction page.
2. Select the payment date.
3. Select the amount.
4. Select the payment account.
5. Place a check next to the terms and conditions.
6. Select **Pay**.

**Make a Payment**    AutoPay ✕

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**CHOOSE PAYMENT DATE\***  
Payments can be scheduled up to 30 days in advance.

Due Date 12-10-2021

Choose a different date

**CHOOSE AMOUNT\***

Minimum Payment Due \$ 105.00

Current Balance \$ 2,792.71

Last Statement Balance \$ 2,790.26

Other Amount

**PAYMENT ACCOUNT\***

My checking ▾

I authorize **First Financial** to debit the account with the amount that I have chosen in this web form on the date selected. I understand this is a one-time payment authorization and these funds may be withdrawn from the chosen account on the date selected or on the following banking day. To revoke this authorization, contact **First Financial** at (000) 555-0000 by 4:00 p.m. CDT on or before the scheduled authorization date.

**Pay**



**Note:**

1. Use the AutoPay tab to set up recurring payments.
2. You can make individual or group payments. To make group (one) payment, select the company card from the list of card users.

## View Payment History

1. Select **View Payment History** from the cardholder transactions page to view a complete list of scheduled and paid payments.
2. Search by payment source.

The screenshot shows the 'View Payment History' page for 'Any Yoga Studio'. The user is 'Alex Doe, Program Admin'. The page has a 'Back' link and two tabs: 'Payment History' (selected) and 'Payment Accounts'. There is a search bar for 'Search by payment account' and a dropdown for 'Payment Account: All'. The page is divided into two sections: 'Pending Payments' and 'Past Payments'.

CONFIRMATION#	SUBMITTED DATE	PAYMENT DATE	AMOUNT	STATUS	METHOD	PAYMENT ACCOUNT
00000000002	10-25-21	10-25-21	\$ 25.00	Scheduled	Manual	Checking ...0001

PAYMENT DATE	DESCRIPTION	AMOUNT
09-25-21	September payment	\$ 50.00

Navigation links: First, Previous, Next, Last

## Manage Payment Sources

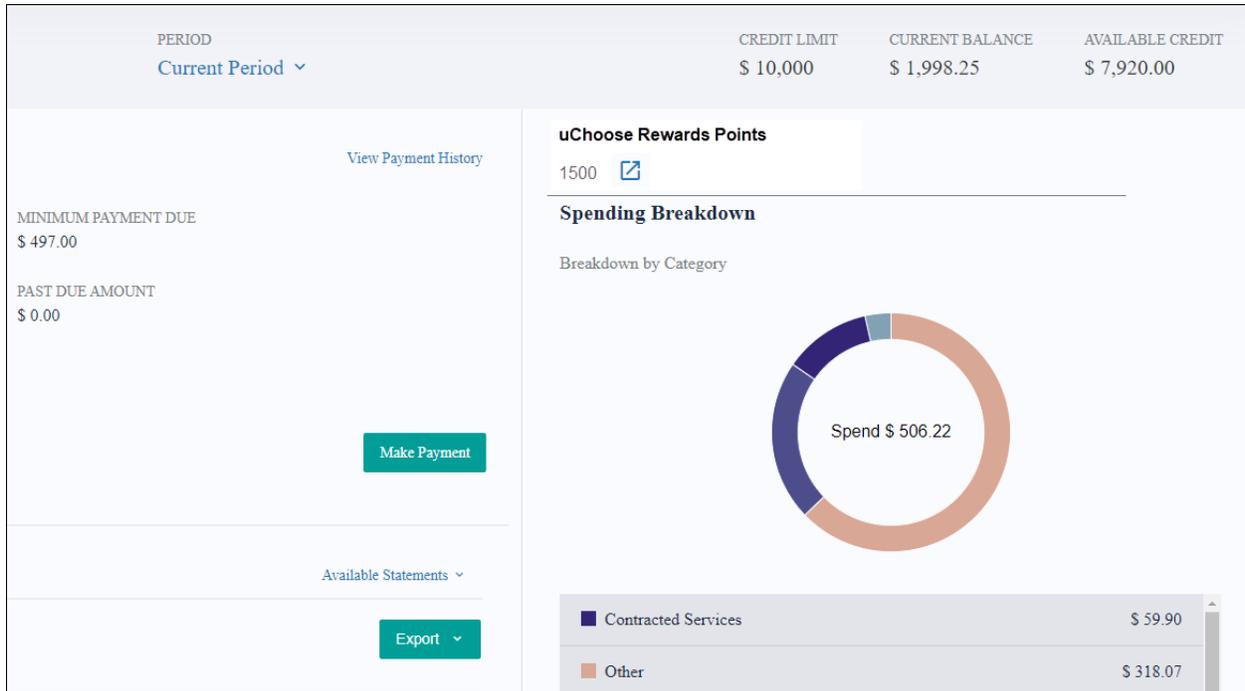
1. Select **Manage Payment Sources** from the Payment Source drop-down list or select the **Payment Sources** tab from the Payment History page.
2. Select **Edit** to update the payment source.
3. Select **Remove** to delete the payment source.
4. Select **Add Payment Source** to add a new source.

The screenshot shows the 'Manage Payment Sources' page for 'Any Yoga Studio'. The user is 'Alex Doe, Program Admin'. The page has a 'Back' link and two tabs: 'Payment History' and 'Payment Accounts' (selected). There is a green 'Add Payment Account' button. Below is a table of payment sources.

ACCOUNT NICKNAME	ABA ROUTING	BANK ACCOUNT#	NAME ON ACCOUNT		
Checking	000000000	...0000	Checking	Default	Edit Remove

## uChoose Rewards

For companies enrolled in uChoose Rewards, PAs can view points totals from the transactions pages. Select the arrow icon next to the points  to use the uChoose Rewards website to login, enroll and redeem points. PAs can redeem points for control accounts to which they are associated and their own individual pay accounts.



The screenshot displays the uChoose Rewards dashboard. At the top, it shows account status: PERIOD (Current Period), CREDIT LIMIT (\$10,000), CURRENT BALANCE (\$1,998.25), and AVAILABLE CREDIT (\$7,920.00). On the left, there are sections for 'MINIMUM PAYMENT DUE \$497.00' and 'PAST DUE AMOUNT \$0.00', with a 'Make Payment' button. Below that is 'Available Statements' and an 'Export' button. The main area features 'uChoose Rewards Points' (1500) with an arrow icon, and a 'Spending Breakdown' section. The breakdown is a donut chart showing 'Spend \$506.22' with a legend for 'Contracted Services' (\$59.90) and 'Other' (\$318.07).

PERIOD	CREDIT LIMIT	CURRENT BALANCE	AVAILABLE CREDIT
Current Period	\$ 10,000	\$ 1,998.25	\$ 7,920.00

uChoose Rewards Points: 1500 

**Spending Breakdown**

Breakdown by Category



Category	Amount
Contracted Services	\$ 59.90
Other	\$ 318.07

If you currently have a uChoose account, simply click login to begin redeeming your points. Otherwise, click Enroll and start earning and redeeming your points.

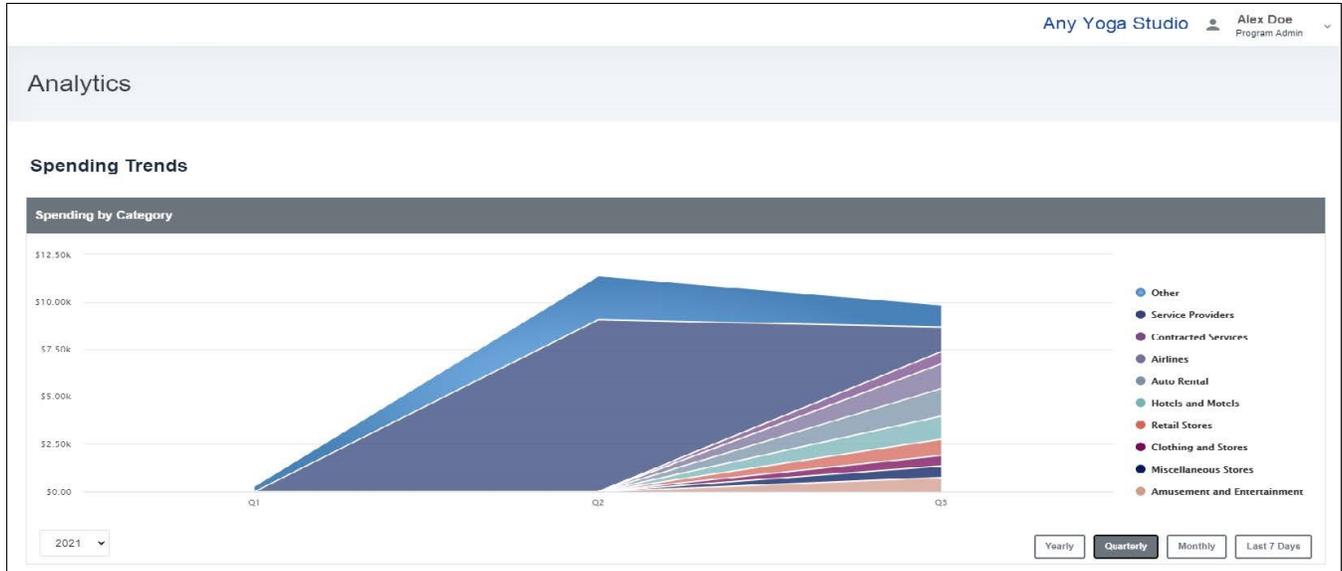


The advertisement banner features the UCB logo and the headline 'YOU DON'T NEED A BIG BANK TO EARN BIG POINTS.' Below the headline, it states: 'Our Community Points Program lets you earn points every time you use your UCB VISA® Debit Card, UCB VISA® Credit Card or Business Credit Card'. At the bottom, there are 'LOGIN' and 'ENROLL' buttons. The background shows a couple shopping in a city.

# Analytics

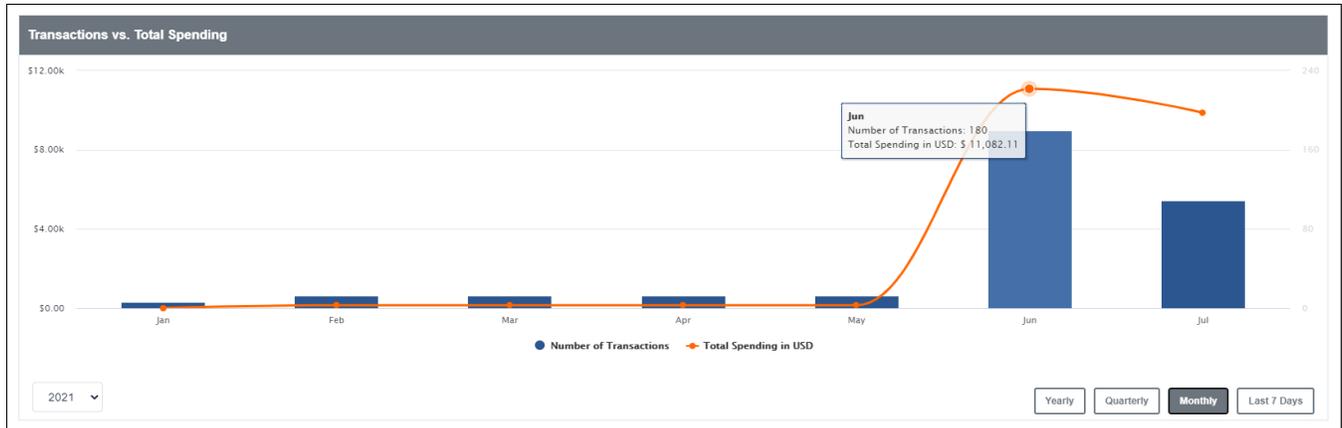
Select **Analytics** from the navigation pane and the Analytics page displays. The spend and merchant data reflect the totals for your FI.

Under Spending Trends, the Spending by Category chart displays a layer chart by time frame. Hover over the chart to view specific spend values.



Under Spending Trends, the Transactions vs. Total Spending chart displays a column chart by time frame. Hover over the chart to view specific number of transactions and spend value.

Select the options below the chart to display by data year, quarter, month, or last 7 days.



Under Merchants, the Top 5 Merchants by Spending Category chart displays merchant spend data.

View the top 5 of all merchants or select a category on the right to view the top 5 merchants for that specific category.



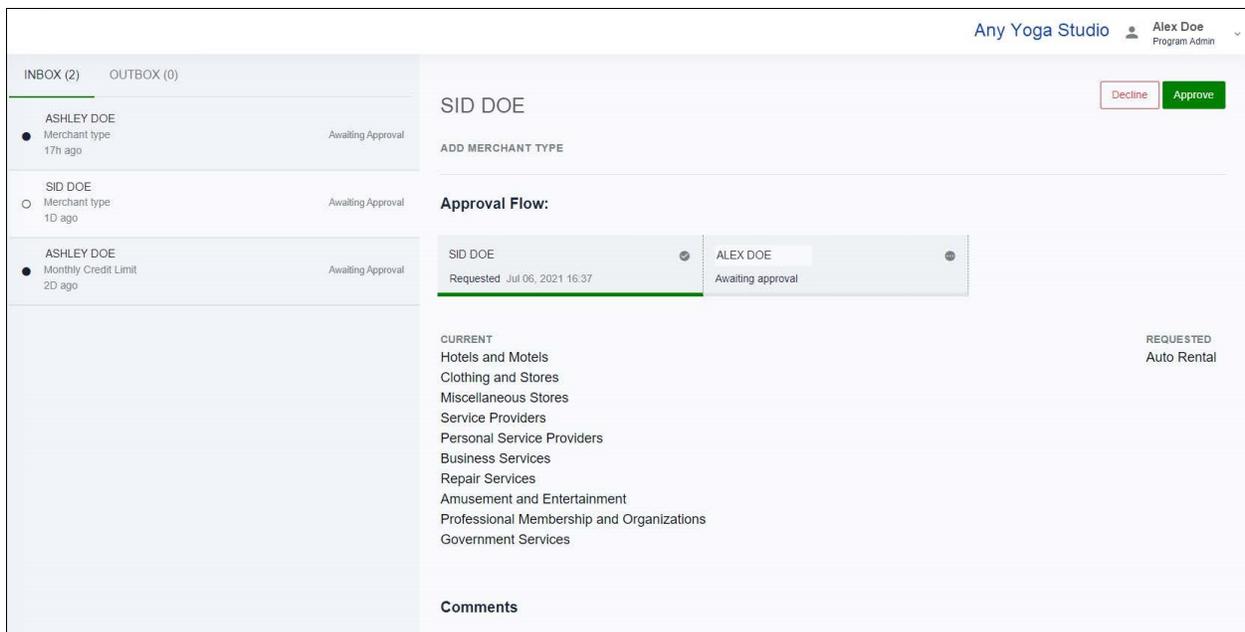
# Notifications

To view notifications:

1. Select **Notifications** from the navigation pane and the Notifications page displays.  
The Inbox displays requests from cardholders that are pending approval. Messages include useful information, including the approval flow and comments on the request.



2. Select a message in the Inbox to display details of the request and options.
  - **Decline**—Rejects the request and sends a notification to the requester.
  - **Accept**—Approves the request and sends a notification to the requester.



# Departments

PAs can use departments to group cardholders for analysis. Individual cardholders can be in multiple groups, and each group can have sub-groups as necessary.

Select **Departments** from the navigation pane and the Departments page displays.

Options include:

- **Add User**—add a cardholder to an existing group.
- **Add Department**—create a new department.
- **Add Sub Dept**—create a new sub-department.
- **Trash icon**— delete the department or sub-department.

The screenshot displays the 'Departments' management interface. At the top right, the user is identified as 'Alex Doe Program Admin'. The main content area is titled 'Departments' and features a green 'ADD USER' button. Below this, a tree view shows the following structure:

- ANY YOGA STUDIO (Alex Doe) - Includes an 'Add Department' button.
- Sales - Includes an 'Add Sub Dept' button and a trash icon.
- East - Includes an 'Add Sub Dept' button and a trash icon.
- West - Includes an 'Add Sub Dept' button and a trash icon.
- Operations - Includes an 'Add Sub Dept' button and a trash icon.
- Customer Service - Includes an 'Add Sub Dept' button and a trash icon.
- Warehouse - Includes an 'Add Sub Dept' button and a trash icon.

To modify a department:

1. Select the department name to open the record.
2. Select the pencil icon to the right of the name to edit.
3. Select the pencil icon to the right of Dept. Head to edit.

Information under Users includes names, email, profile, and status.

Any Yoga Studio  Alex Doe  
Program Admin

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**DEPARTMENT**

Sales 

---

**DEPT HEAD**



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**Users**

FIRST NAME	LAST NAME	USER ID	USER PROFILE	STATUS
Ashley	Doe	ashley.doe@example.com	User	Active

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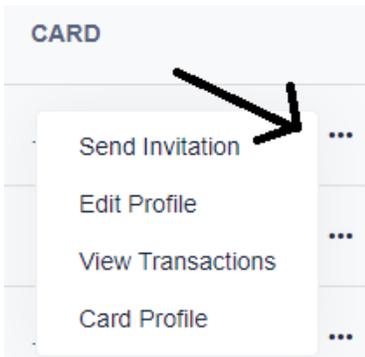
1 - 1 of 1    First    Previous    Next    Last

# Users/Employee Cards

From the Users page, PAs can manage existing users, create new users, and add cards to users.

To manage existing users:

1. Select **Users** from the navigation pane. The Users page displays.
2. Search by name or email.
3. Select a column heading to sort the list ascending or descending.
4. Select a record to open the user page.
5. Select the ellipses to the right for additional options:
  - **Send Invitation** — DO NOT USE THIS FEATURE.
  - **Edit Profile**—Opens the Edit User page.
  - **View Transactions** - Allows PA to view transactions on Employee Cards
  - **Card Profile**—Opens the Card Profile page.



Any Yoga Studio							Alex Doe Program Admin	
Users								Add User
	NAME	EMAIL	DEPARTMENT	USER TYPE	STATUS	CARDS		
<input type="checkbox"/>	Andy Doe	andy.doe@example.com	Any Yoga Studio	Program Administrator	Active		...	
<input type="checkbox"/>	Addy Doe	addy.doe@example.com	Any Yoga Studio	Program Administrator	Invited		...	
<input type="checkbox"/>	Ash Doe	ash.doe@example.com	Sales	User	Active	...0000	...	
<input type="checkbox"/>	Ashley Doe	ashley.doe@example.com	Customer Service	User	Active	...0001	...	

## Create a New User

PAs create new users from this page, which is the first step in **ordering** a new card. To create a new user:

1. Select **Add User**.
2. Complete the required fields email, first name, and last name, including phone number fields. **(NOTE: Phone numbers show as optional, however are required for monitoring fraud activity on cards.)**
3. Select **User** from the Select Profile drop-down list. (Only ONE PA per Business)
4. Select a department from the Select Department drop-down list. The PA manages the list of departments from the Departments page.
5. Select **Add User** to create a new user record.

### Add User x

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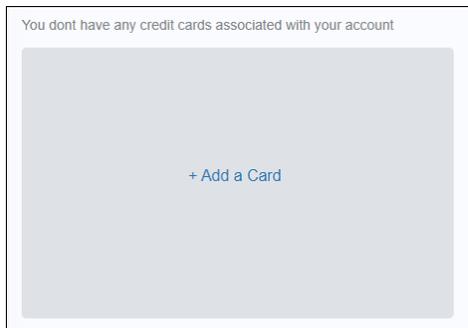
**EMAIL ADDRESS \***

  
**FIRST NAME \***  **LAST NAME \***   
**WORK PHONE NUMBER**  **HOME PHONE NUMBER**   
**MOBILE NUMBER**  **ALTERNATE MOBILE NUMBER**   
**SELECT PROFILE \***  
  
**SELECT DEPARTMENT PROFILE \***

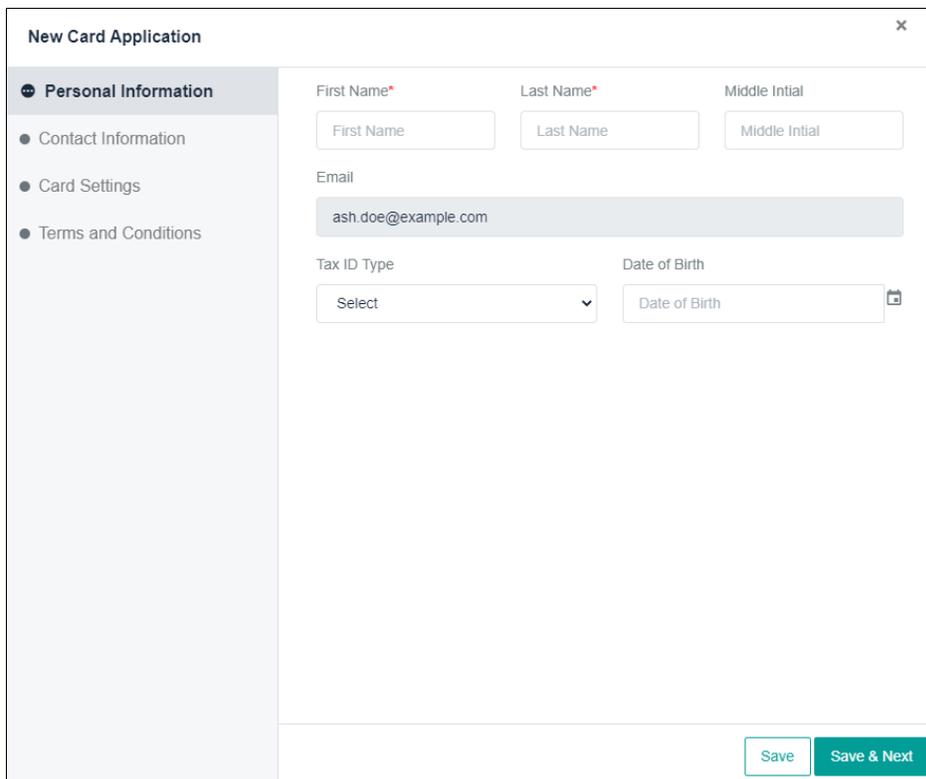
## Add a Card

Once the new user is created, the user displays in the list on the Users page. To add a card to the user:

1. Select the user from the list. The user's record displays.
2. Select **Add a Card**. The New Card Application dialog box displays.



3. Complete the form and select **Submit**. This is the same form as **My Card > Add a Card**.



A screenshot of the "New Card Application" form. The form has a sidebar on the left with a "Personal Information" section selected. The main form area contains the following fields:

- First Name\* (text input)
- Last Name\* (text input)
- Middle Initial (text input)
- Email (text input with value "ash.doe@example.com")
- Tax ID Type (dropdown menu with "Select" selected)
- Date of Birth (text input with a calendar icon)

At the bottom right of the form are two buttons: "Save" and "Save & Next".

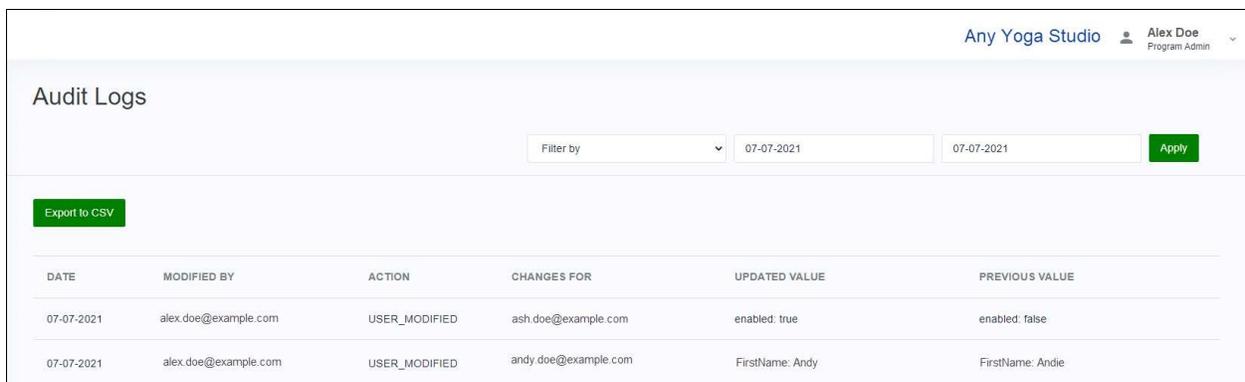
Submitting this form starts the process of a card being created to the platform. Once created, the PA can see the user (cardholder) on the Dashboard.

# Audit Logs and Settings

## Audit Logs

Audit logs display changes made to user records.

1. Select **Audit Logs** from the navigation pane and the Audit Logs page displays.
2. Use the **Filter by** fields to filter the list by date.
3. Select the column headers to sort ascending and descending.
4. Select **Export to CSV** to save the data as a CSV file.



Any Yoga Studio | Alex Doe Program Admin

Audit Logs

Filter by [dropdown] 07-07-2021 07-07-2021 [Apply]

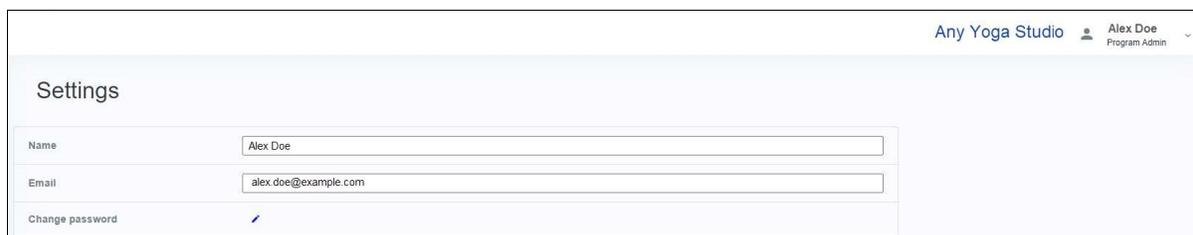
[Export to CSV]

DATE	MODIFIED BY	ACTION	CHANGES FOR	UPDATED VALUE	PREVIOUS VALUE
07-07-2021	alex.doe@example.com	USER_MODIFIED	ash.doe@example.com	enabled: true	enabled: false
07-07-2021	alex.doe@example.com	USER_MODIFIED	andy.doe@example.com	FirstName: Andy	FirstName: Andie

## Profile Settings

Make edits to a profile in Settings.

1. Select the name in the top right to view a drop-down list.
2. Select **Settings**. The Settings page displays.
3. Select the pencil icon next to Change Password to update the password.



Any Yoga Studio | Alex Doe Program Admin

Settings

Name: Alex Doe

Email: alex.doe@example.com

Change password: [pencil icon]