



Bank One Commercial Card – Purchasing Program

Streamline the Procurement and Payment Process

The Bank One Commercial Card from Microsoft Great Plains is a commercial credit card program integrated with Microsoft Great Plains business solutions' accounts payable and general ledger modules. It's designed to streamline traditional processes associated with maintenance, repairs and operating expenses (MRO) and other low-dollar purchases (typically under \$2,500).

This powerful tool combines customized pre-spending controls with sophisticated electronic reporting to reduce paper handling while maintaining control and individual accountability for expenditures.

Typically, organizations use the card for low-dollar, MRO, office supply and "one-off" miscellaneous purchases. Raw materials and large capital expenditures are not usually made with the Commercial Card. Examples of the typical items purchased include:

- Tools
- Office Supplies
- Safety equipment
- Uniforms
- Catering
- Subscriptions
- Lab Supplies
- Software
- PC equipment
- Lubricants
- Floral
- Printing and Forms
- Conferences
- A/V Equipment
- Warehouse Supplies

As a MasterCard product, the Bank One Commercial Card is one of the most widely accepted cards available. The program enables you to customize pre-spending controls on employee credit cards and minimizes the time, paperwork and administrative procedures associated with expense management, resulting in considerable cost savings and business efficiencies.

While this solution reduces the number of purchase orders and invoices processed through accounts payable, it still allows you to maintain control over employee expenditures. It allows you to streamline and speed the procurement process and reduce the need for petty cash and employee reimbursements. Accountability can be maintained while safely delegating purchasing capabilities to a wider range of key employees. Multiple vendor payments are consolidated into a single monthly payment to Bank One.

Based on the purchasing requirements of the individual card holder, the program allows you to customize the spending controls of each card. Control on card purchases can be defined by: dollar amount limits per purchase; monthly spending limit; number of transactions per day and per month; merchant category type restrictions; and cash advance options for key personnel.



All of the company's business card activity is consolidated into one monthly statement and settled by an ACH debit to the business' checking account. Card activity can be easily posted to general ledger and each cardholder receives a memo statement that details card purchases for reconciliation purposes. Individual accountability is maintained and check writing, cash purchases and employee reimbursement are significantly reduced. The need for purchase orders, paper handling and data keying is minimized. The number of suppliers on the accounts payable system is decreased.

The complete solution, which integrates seamlessly into Dynamics, eEnterprise, and Solomon consists of three key elements:

1. **Bank One Commercial Card:** Bank One codes each individual card with customer defined cost center, expense codes and spending limitations; issues the cards to designated employees.
2. **Bank One On-Line Card Manager:** This component provides on-line access to run queries and reports, perform card program maintenance, view transactions and create inter-faced files for integration into eEnterprise, Solomon and Dynamics .
3. **Microsoft Great Plains Integration:** A native extension to eEnterprise, Solomon and Dynamics, this component ensures data integrity while facilitating setup, authentication and card-based transaction file integration.

The solution provides the tools to monitor, control and analyze individual and company-wide purchasing. Internet-based reporting eliminates the time-consuming process of manual coding and key stroking, while providing the accurate, timely information information needed.

Monitoring: Program administrators and managers can monitor account activity – and card holders can access their own transaction history through the Internet. Records of account activity for each cardholder, disputed transactions and electronic reporting are available through the Internet. Monthly hard copy reporting is also available.

Reporting/Analysis: Through the Internet-based reporting option, transaction reports can be designed and standard reports run as statements of account and general ledger reports. Each transaction can be associated with the appropriate accounting allocation code in general ledger. Individual transactions among multiple accounting codes and purchase data can be easily integrated into eEnterprise, Dynamics and Solomon accounting systems. Merchant data is accessible to help with 1099 and minority and women-owned business reporting. An annual summary of cardholder activity can be segmented for evaluating spending by employee and department.

Administration: Internet access allows electronic implementation of changes to the accounting program so new cardholders can be added, spending controls adjusted, and cardholders deleted.

Eliminating the need for paper based requisitions, purchase orders, check writing, and manual A/P entries for low-dollar transactions, the Bank One Commercial Card solution streamlines and reduces the time and costs involved with procurement and accounts payable procedures.

Bank One and Microsoft Great Plains also offer a commercial card program for travel and expense management. Or, choose both Purchasing and T&E programs on one card to reduce costs and management efforts.

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