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# Key2Purchase.com

## Accounts Payable Quick Start Guide

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### About this guide

This guide is for new accounts payable program administrators of Key2Purchase.com. It includes a brief overview of the accounts payable process and instructions on how to perform basic accounts payable-related tasks.

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### Table of contents

<b>Overview</b>	1
About this guide	1
Overview	2
<b>Merchant Setup</b>	3
Create a merchant	3
<b>Merchant Logs</b>	4
Create a merchant log	4
<b>Merchant Log Management</b>	5
Review a merchant log	5
Send a remittance reminder	5
View recent authorizations	6
Reconcile a merchant log with matched transactions	6
Reconcile unmatched transactions	6
<b>Reporting</b>	7
Run Accounts Payable reconciliation report	7
<b>Appendix A</b>	8
Merchant log statuses	8

# Key2Purchase.com

## Accounts Payable Quick Start Guide

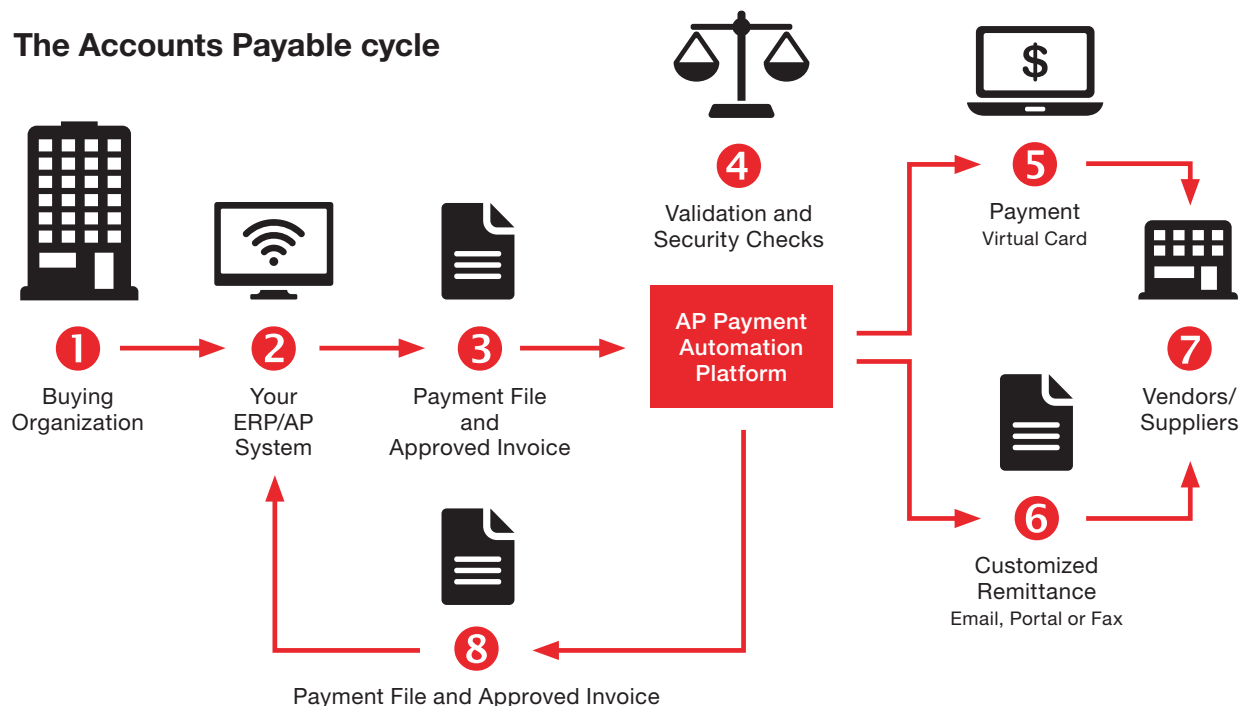
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### Overview

The accounts payable functionality of Key2Purchase.com allows your organization to pay merchants electronically. Invoice files are received and processed on a set schedule via FTP/SFTP transmission or file upload into Key2Purchase.com, which then processes the data and facilitates the funding transfer to the merchant.

Key2Purchase.com supports both a Push and a Pull payment system. If a Push payment system is used, Key2Purchase.com sends an electronic payment to the merchant accompanied by an email notification of the payment in full. If a Pull system is used, Key2Purchase.com notifies the merchant that funds are available to pay an invoice. In either case, the transaction is processed and funds are transferred to pay the invoice.

The Accounts Payable cycle consists of the following steps:



1. Your organization maintains your current match and invoice approval process in your ERP/AP system.
2. When payments are ready to be initiated, an invoice file is extracted from your ERP/AP system, or created by your Accounts Payable department.
3. Your invoice file is uploaded into Key2Purchase.com.
4. After upload, Key2Purchase.com performs a series of checks and balances to validate data accuracy and ensure the security of the invoice file.
5. Within the hour, Key2Purchase.com initiates payment to your merchant.
6. A remittance advice is sent via email or fax.
7. Your merchant receives payment virtually within 24-48 hours.
8. Key2Purchase.com sends a reconciliation file back to your ERP/AP system (if desired).



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## Accounts Payable Quick Start Guide

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### Merchant Setup

#### Create a merchant

##### Manually

1. Navigate to the **Payables > Accounts Payable > Merchants** page.
  2. In the Merchants grid, click **Create** to open the **Add Merchant** page.
  3. Enter a name for the merchant in the **Merchant Name** field.
  4. Enter a unique code for the merchant in the **Merchant Code** field.
- NOTE:** The merchant code is used to identify the merchant in file uploads as well as in merchant logs.
5. If desired, enter an email address in the **Email Address(es)** field.  
Any notifications will be sent to this email address.
  6. Enter the merchant's phone number in the **Phone** field.
  7. Select the merchant's country from the **Country/Region** dropdown.
  8. Enter the merchant's street address in the **Address Line 1** field.
  9. Enter the name of the city in the **City/Town** field.
  10. Select the merchant's state from the **State/Province/Territory** dropdown.
  11. Enter the 5-digit ZIP code in the **ZIP/Postal Code** field.
  12. Click **Save**. The **Payment Method** page will open with a confirmation message that includes the Unique ID.

**NOTE:** At this point, your merchant is created, but not yet active. To activate the merchant you must assign it a payment method.

13. Select a **Payment Method** from the **Payment Method** dropdown. Depending on the method selected, the page will refresh with applicable and required fields.
14. Select a **Notification Method**. Depending on the method selected, the page will refresh with applicable and required fields.
15. Enter the required fields, which are denoted with a red asterisk.
16. Click **Save**. The **Manage Payment Methods** page will appear.

##### Via upload

1. Navigate to the **Help > Docs > File Uploads > Merchant Uploads** page.
2. Click the download icon to download the **Merchant Uploads** file.
3. Open the file, enter required fields, and save.
4. Navigate to the **Administration > File Uploads > Accounts Payable Files** page.
5. Click **Choose File** and then navigate to and select the desired file.
6. Click **Upload File**. A confirmation message will appear.

**NOTE:** Once the file is processed, you will receive an email stating that the merchant was created. Alternately, navigate to **Administration > File Uploads** page. The File Upload History grid confirms if the file was successfully processed, or if any errors were found.



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## Accounts Payable Quick Start Guide

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### Merchant Logs

A merchant log is a summary of a payment being processed for the merchant. In other words, it's a group of approved invoices that are being paid to a merchant. It can include one or more invoices depending on certain settings. Merchant logs can be created via file upload, via AP parser sent via SFTP, manually online, or via web service. This section will outline how to create merchant logs manually and via upload.

#### Create a merchant log

##### Manually

1. Navigate to the **Payables > Accounts Payable > Merchant Logs** page.
2. Click **Create**. Enter the required fields, which are denoted with a red asterisk.

**NOTE:** Required fields vary by organization and payment method.

3. Click **Submit** to save the new merchant log. A system-generated Merchant Log ID is automatically assigned.

##### Via upload

1. Obtain your extracted file of approved invoices from your ERP/AP system.
2. Navigate to the **Administration > File Uploads > Accounts Payable Files** page.
3. Select **Accounts Payable File** from the **Upload Type** dropdown.
4. Click **Choose File** and then navigate to and select the desired file.
5. Click **Upload File**. A message will appear confirming the upload is successful.

**NOTE:** Invoice files process every 30 minutes. You will receive an email after it processes with information about how many merchant logs were created from the invoice.

### Merchant Log Management

#### Review a merchant log

1. Navigate to the **Payables > Accounts Payable > Merchant Log** page.
2. If desired, use the search criteria dropdowns and fields to select appropriate values, and click **Add**.
3. Repeat the previous step as many times as necessary.
4. Click **Search**. The results will appear in the **Merchant Logs** grid.
5. In the **Merchant Logs** grid, click on the desired merchant log.
6. If the merchant log is in an **Open** or **Matched** status, click **Edit** in the drop-down box to open the **Merchant Log Edit** page.
7. If the merchant is in a status other than **Open** or **Matched**, click **Download Remit** in drop-down box to open the **View Merchant Log** page.

**NOTE:** For detailed information about merchant log statuses, see **Appendix A**.

#### Send a remittance reminder

Organizations may occasionally need to send a copy of an original remittance sent to a merchant when the payment was processed, and you can do this via the **Manage Merchant Logs** page.

**NOTE:** Remittance reminders may only be sent to a merchant if the merchant log is in an **Open** status.

##### Manually

1. Navigate to the **Payables > Accounts Payable > Merchant Logs** page.
2. In the **Merchant Logs** grid, select the desired merchant log.
3. Click **Send Remit**. A confirmation message will appear.

##### Automatically

1. Navigate to the **Payables > Accounts Payable > Merchant Logs Setting** page.
2. In the **Merchant log expiration reminder** field, enter the number of weekdays before the merchant log expires to send a reminder.
3. Click **Save**.

**NOTE:** The remittance reminder will be sent to the email address(es) on the **Payables > Accounts Payable > Manage Merchants > Edit Merchant** page.

Alternatively, you can send remittance reminders based on a set frequency:

1. Navigate to the **Payables > Accounts Payable > Merchant Logs Setting** page.
2. Using the **Select Frequency** dropdown of the **Pull Merchants: Resend Remittance for Merchant Logs with Open or Matched Status** setting, select the desired frequency to send reminders.
3. Click **Save**.



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## Accounts Payable Quick Start Guide

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### View recent authorizations

The Recent Authorizations modal displays transaction authorization information for the card account used for the payment in real-time, including the up-to-the-minute available balance for the account.

1. Navigate to the **Payables > Accounts Payable > Merchant Log** page.
2. In the **Merchant Logs** grid, select the desired merchant log.
3. Click **View Recent Authorizations** in the drop-down box. A recent authorization modal will appear.
4. View the recent authorizations, and click **Close**.

### Reconcile a merchant log with matched transactions

Matched transactions for the full amount of a merchant log will automatically reconcile. However, if a matched transaction is only a partial amount of the merchant log, the log will move into a “matched” status. At this point, the merchant log must be manually reconciled.

**NOTE:** For detailed information about merchant log statuses, see **Appendix A**.

1. Navigate to the **Payables > Accounts Payable > Merchant Logs** page.
2. If desired, use the search criteria dropdowns and fields to filter the search, then click **Search**.
3. In the **Merchant Logs** grid, select the desired merchant log.
4. Select **Reconciled** from the **Status** dropdown menu.
5. Click **Update**.

### Reconcile unmatched transactions

In rare instances, transactions may not automatically match to a merchant log. These are called “unmatched” transactions, and must be manually matched to a log in order for the merchant log to be reconciled.

1. Navigate to the **Payables > Accounts Payable > Merchant Log Reconciliation** page.
2. If desired, use the search criteria dropdowns and fields to filter the search, then click **Search**.
3. In the **Merchant Accounts for Reconciliation** grid, select the desired merchant.
4. Click **Select**. The **Merchant Accounts for Reconciliation** grid will be replaced by the **Merchant Logs and Transactions** grids.
5. If desired, use the **Status** checkboxes to refine your search, then click **Search**.
6. In the **Merchant Logs** grid, select the merchant log you wish to reconcile.
7. Click **Select**.
8. In the **Transactions** grid, select the checkbox next to the unmatched transaction you wish to match to the merchant log.
9. Click **Match**. The unmatched transaction will move into a **Pending** status.
10. If there is no remaining balance, and no other transactions will come in for the merchant log, select the **Reconcile on Save** checkbox.
11. Click **Save**.

**NOTE:** For detailed information about merchant log statuses, see **Appendix A**.



### Reporting

#### Run Accounts Payable reconciliation report

1. Navigate to the **Report > Standard Reports** page.
2. In the **Accounts Payable Reconciliation** section, click **Execute**.  
The **Accounts Payable Reconciliation** page will appear.
3. Select the criteria which will determine which merchant logs will appear in the report.
4. Select the desired report format from the **Format** dropdown.
5. Click **Run**.

**NOTE:** There are a variety of fields with which to customize this report.  
If needed, contact your Client Relationship Manager for assistance.

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## Accounts Payable Quick Start Guide

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### Appendix A

#### Merchant log statuses

<b>Closed</b>	A log manually closed by a user. Closed merchant logs cannot be reopened.
<b>Error</b>	A merchant log failed during transmission of the file.
<b>Expired</b>	A merchant log that has exceeded the time allowed for it to be open. Expired merchant logs can be reopened.
<b>Matched</b>	At least one transaction in the merchant log was matched by Key2Purchase.com or a reconciler.
<b>Open</b>	No associated transactions have been received.
<b>Overdrawn</b>	The transaction or sum of transactions is greater than the maximum reconciliation threshold. (For single use accounts only.)
<b>Reconciled</b>	A merchant log that has been automatically reconciled, or is marked "reconciled" by a user.
<b>Waiting for Approval</b>	A transactional funding request or AP Online merchant log that is waiting for approval.

